

Nadine – follow these instructions → go to Meets highlight event → then go to Reports

TEAM MANAGER - Database:C:\TMSData\My Team 2012-13.mdb - [Meet & browser]

Menu: Add Edit Delete Events Results Entries Import Ageup Reports Help

Course: [ ] Meet Type: [ ] Meets Since: DD/MM/YY [ ] Use Since Date

| Meet Name                           | Start Date | Course | Type | Swimmers Invited | Swimmers Entered | What to do Next?   | Swimmers Entry Deadline | Meet Host Entry Deadline | Last Sync | Last Exported | Billed | Facility Name                      |
|-------------------------------------|------------|--------|------|------------------|------------------|--------------------|-------------------------|--------------------------|-----------|---------------|--------|------------------------------------|
| ▶ State 2012 NZ Short Course Champs | 30-Sep-12  | S      |      | 0                | 11               | Collecting offline |                         | 20-Sep-12                |           |               |        | Wellington Regional Aquatic Centre |
| Raumati Race Night 4Sep12           | 04-Sep-12  | S      |      | 0                | 0                | Collecting offline |                         |                          |           |               |        | Raumati Pool                       |
| 2012 Trans Tasman                   | 02-Jul-12  | S      |      | 0                | 0                | Collecting offline |                         |                          |           |               |        | Canberra, Wagga, Melbourne         |

Then go to → entry report

The screenshot shows the TEAM MANAGER application interface. The 'Reports' menu is open, and 'Entry Report' is highlighted. The main window contains a table with the following data:

| Meet Name                         | Start Date | Course | Type | Swim | Inv | Meet Host | Last Sync | Last Exported | Billed | Facility Name                      |
|-----------------------------------|------------|--------|------|------|-----|-----------|-----------|---------------|--------|------------------------------------|
| State 2012 NZ Short Course Champs | 30-Sep-12  | S      |      |      |     | 20-Sep-12 |           |               |        | Wellington Regional Aquatic Centre |
| Raumati Race Night 4Sep12         | 04-Sep-12  | S      |      |      |     |           |           |               |        | Raumati Pool                       |
| 2012 Trans Tasman                 | 02-Jul-12  | S      |      |      |     |           |           |               |        | Canberra, Wagga, Melbourne         |

The taskbar at the bottom shows the system clock as 2:57 p.m. on Monday, 24/09/2012. Open applications include SNZ Short Course, Inboxes, RE: Scratching, Skype, Swim MEET MA..., and TEAM MANAGER.

Go to do the individual entries first then the relays.

The screenshot shows the TEAM MANAGER software interface. A 'Meet Entries' dialog box is open, displaying various filters and options for generating a report. A blue arrow points from the text 'Go to do the individual entries first then the relays.' to the 'Individual' radio button in the 'Event Filters' section.

**Meet Entries Dialog Box:**

- Meet:** 30-Sep-12 State 2012 NZ Short Course Ch
- Filters:** Team: RAUWN, Group, Subgroup, WM Group, WM Subgroup, School Year, Gen, Age, Sess / Div, Male, Female.
- Other Options:** Show Times Unconverted, Include Proof of Time, Include Team Address, Indicate Converted Times, Do Not Show Entry Times.
- Event Filters:** Individual (selected), Relay, Individual and Relays.
- Stroke / Distance Filters:** Stroke, Distance.
- Standards | Points:** None (selected), Hy-Tek Age Group, Hy-Tek Single Year, Hy-Tek Open, FILA Points, LEN Points, AUS Points, NISCA Points, SNZ Points.
- Sort by:** Meet Event Number (selected), Meet Event Heat/Lane, Name, Age, Meet Event Number (1 per page), Meet Event Heat/Lane (1 per page), Name (1 Swimmer per Page), Stroke and Distance.
- Other Options:** Totals on Separate Page, Include Inactive, Show Registration ID, Include Birth Date, Include Official Statement.
- Buttons:** Create Report, Cancel.
- Checkboxes:** Keep Athletes / Events together.

**Background Table:**

| Meet Name                         | Start Date | Course | Type |
|-----------------------------------|------------|--------|------|
| State 2012 NZ Short Course Champs | 30-Sep-12  | S      |      |
| Raumati Race Night                | 4-Sep-12   | S      |      |
| 2012 Trans Tasman                 | 02-Jul-12  | S      |      |

This is what the report looks like.

Print / Export Reports

1 / 1+ 100%

Business Objects

Licensed To: Wellington Reg. Aquatic Centre - Office HY-TEK's TEAMMANAGER 6.0 24/09/2012 Page

---

**Individual Meet Entries Report**

State 2012 NZ Short Course Champs 30-Sep-12 to 04-Oct-12 SC Meters  
Location: Wellington Regional Aquatic Centre  
Raumati Swimming Club [RAUWN]  
P.O.Box 2035  
Farapararua, [racesecretary@raumatiswimming.co.nz](mailto:racesecretary@raumatiswimming.co.nz)

---

|                            |                         |    |
|----------------------------|-------------------------|----|
| # 1D Men 16-16 200 Free    | Michael Roberts (16)    | NT |
| # 1E Men 17-18 200 Free    | Ruano Van den Berg (18) | NT |
| # 2A Women 13-13 50 Breast | Emily Matulau (13)      | NT |
| # 2E Women 17-18 50 Breast | Chryssi Milson (18)     | NT |
| # 3E Men 17-18 100 Back    | Adam Dyrberber (18)     | NT |
|                            | Elise Gibson (17)       | NT |
|                            | Ruano Van den Berg (18) | NT |
| # 5D Men 16-16 100 Breast  | Michael Roberts (16)    | NT |
| # 5E Men 17-18 100 Breast  | Oliver Lusk (17)        | NT |
| # 6A Women 13-13 100 Back  | Emily Matulau (13)      | NT |
| # 6B Women 14-14 100 Back  | Paige Enoka (14)        | NT |
| # 6D Women 16-16 100 Back  | Courtney Evans (16)     | NT |
| # 7D Men 16-16 100 Fly     | Michael Roberts (16)    | NT |
| # 7E Men 17-18 100 Fly     | Adam Dyrberber (18)     | NT |
| # 8B Women 14-14 400 IM    | Paige Enoka (14)        | NT |

2:59 p.m.  
Monday  
24/09/2012

Then you go do the relays..... go back to meet entries then do relays.

The screenshot shows the TEAM MANAGER software interface. A 'Meet Entries' dialog box is open, displaying various filters and options for generating a report. A blue arrow points from the text above to the 'Relay' radio button in the 'Event Filters' section.

**Meet Entries Dialog Box:**

- Meet:** 30-Sep-12 State 2012 NZ Short Course Ch
- Filters:** Team, Group, Subgroup, WM Group, WM Subgroup, School Year, Gen, Age, Sess / Div, Male, Female.
- Other Options:** Show Times Unconverted, Include Proof of Time, Include Team Address, Indicate Converted Times, Do Not Show Entry Times.
- Show Relay Swimmers:** None, Show Four, Show Eight.
- Event Filters:** Individual, Relay, Individual and Relays.
- Stroke / Distance Filters:** Stroke, Distance.
- Sort by:** Meet Event Number, Meet Event Heat/Lane, Meet Event Heat/Lane (1 per page).
- Other Options:** Show Registration ID, Include Birth Date, Include Official Statement.
- Other Options:** Totals on Separate Page, Include Inactive.
- Other Options:** Keep Athletes / Events together.
- Buttons:** Create Report, Cancel.

| Meet Name                         | Start Date | Course | Type |
|-----------------------------------|------------|--------|------|
| State 2012 NZ Short Course Champs | 30-Sep-12  | S      |      |
| Raumati Race Night                | 4-Sep-12   | S      |      |
| 2012 Trans Tasman                 | 02-Jul-12  | S      |      |