

## **“Advancing” School Entries for Zone Swimming Carnival Swim MEET MANAGER**

There are a number of steps to Advance your students onto your Zone Swimming Carnival.

PLEASE ensure that you complete **ALL STEPS**

- **BACK UP** your completed school swimming carnival database (if you have not all ready done so)
  - File: Back up: select folder to back up file
  
- **SAVE** School Swimming Carnival DB with a new name
  - File: Open/Save as – Name new data base “Your School” Prim or Sec Entries for Zone
  - File: Meet Set up – rename Meet (use the same name as your database) & change carnival date etc
  
- **ADVANCE** the fastest 2 swimmers in individual events for zone

*NOTE: Your zone may allow 3 swimmers per individual event from your school to enter the zone swimming carnival. Please check with your zone convenor if you are unsure how many*

- File: Export: Advancers – select ALL events (top left)
  - Top How many from each event to advance: **2 or 3** – *check with zone convenor*
  - Select best time from finals only: **YES**
  - Include relay athlete names: **NO**
  - **Export**
  - **Save Merge Advancer Entries.HY3 file in selected folder** – *take note of where you saved file as you will need to re-import it*
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- **DELETE** current data from your “School Entries for Zone Database (should be the one currently open) as we need to import the Advancer file to make changes
    - File: Purge: Remove data separately
    - Remove: Teams/Entries/Results/Athletes/Relays
    - **DO NOT CHANGE THE NAME OF YOUR MEET OR DATABASE**
  
  - **IMPORT** Advancers file which contains your zone team entries
    - **File: Import: Entries** – **select the Merge Advancer Entries.HY3 file** which you previously saved
    - Match on event numbers : **Yes**

- **CHANGE** team names from “Houses” to YOUR “School Code”
  - **Click on Athletes & sort by Team Name**
  - Determine which “House” has the most number of students as we will change their house name to your school name
  - Exit **Athletes** & click on **Teams**
  - Double click on the House name that has the most students
  - Go to the attachment : **CSSA School Codes** to get required information
  - Copy & paste “School Name, Abbreviation (Code) & shortened school name from the list into the Team Edit window: OK : Exit
  - Go back into **Athletes & sort by Team Name** again – the house name will change to your school name.
  - You will now need to scroll down to the students who still have their Team Name listed as a House name & change each one manually to your school name. (sorry but it only takes a few minutes)
  - **Double check that you have CHANGED ALL Team Names to your School Name**
  
- **DELETE** House names from Teams
  - Click on Teams & delete any house names – **DO NOT delete your school name**
  
- **CHECK ALL Athletes** have their **Class Year** entered
  - Click on Athletes: double click on 1<sup>st</sup> athlete listed
  - **Ensure that their class year has been entered**
  - **PLEASE CHECK EVERY STUDENT**
  
- **RELAYS:** Enter students names that will be swimming in each relay team
  - Click on Relays & select 1<sup>ST</sup> relay event listed
  - If your school relay team has not been entered double click on school name (right hand side of screen at the bottom)
  - A list of eligible athletes will be listed
  - Double click on each athlete that will be swimming in that relay
  - If a students name is not listed then you need to go back into Athletes & enter them into the system
  - **ALL RELAYS MUST HAVE 4 STUDENTS LISTED**
  - **SUPER RELAY (secondary only) MUST HAVE 6 STUDENTS LISTED**

- **CHECK ENTRIES:** You should have 2 individual swimmers & 1 relay entered for each event
  - Click on Reports: Events
  - Gender: both
  - Sort: Event #
  - Include entry count
  - Create report

If you have more than 2 individuals per event you need to go back into athletes & check their times as there maybe an equal 2<sup>nd</sup> place

- **FINAL STEP - EXPORT ENTRIES** to email to your zone convenor
  - File: Export: Entries for Meet Manager Merge of same meet
  - Gender: Both
  - Relays: Relays plus Athletes
  - Events: Standard Events
  - **Export**
  - **Save Meet Entries.HY3 file in selected folder - take note of where you saved file & EMAIL to your zone convenor**