To select times to store for a particular race, click on the **Save this race** button. This stores those times and their accompanying backups and splits with the swimmers shown in the results grid window.

Downloading Event Lists

If you are using a Colorado Swimming V, you can program the timing system with the event list from your meet directly. From the yellow **Timing System** control panel, select **Events | Download events** . The following window will appear:
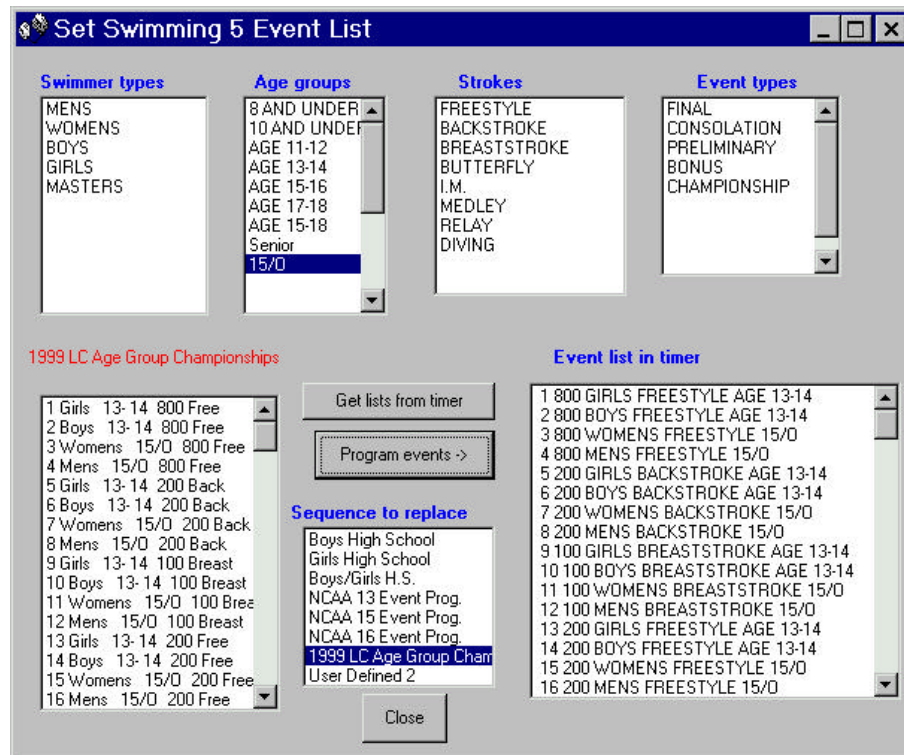
You should then click on **Get lists from timer** to display the current contents of the timing system's memory.

The top row of boxes contains the names the timing system uses to construct an event description. If one of the age groups you need is missing, just click on a blank line in the **Age groups** window and add a new age group. Here we added **15/O**. The left bottom list contains the events in the current meet, and the middle list box contains the list of meets currently stored. In the above example we selected the **User Defined 1** list element and replaced it with the **1999 LC Age Group Championships** meet by clicking on the **Program Events** button. If you discover that one of the age groups is wrong, you can add that missing age group to the age list and reprogram the list.

Then to use this event list, in the timing system console go to **Setups**, and select **Event Sequence** from the left list. The lists of meets should appear on the right side of the screen and you can select the one you just entered by pressing the **8 Soft Key** button.

Moving Between Stored Sessions in the Colorado IV and V

Every time you turn the timing system console off and on again, it creates a new "session." Normally that the ◀ ▶ buttons move between stored races only within a session. To move to another session or inspect those that are stored, click on the **M+** or **M-** buttons. This moves you to the next session. The time and date of the first event in that session is displayed in the event region at the top of the timing console window.

Colorado Myriad and Mercury Scoreboards

These scoreboards are usually connected to a separate on-deck computer and can be used to display swimmer's names in each heat as well as the results of that heat. In order for the names to be displayed, you must provide files containing these names and clubs for each heat.

When you seed any event, it will save Colorado scoreboard files to the currently specified scoreboard file directory. These files are call E*nnn*.scr, where *nnn* is the event number. There is no provision in the Colorado system for multiple files having the same event number, such as could happen for prelims and finals. Instead, you write these files to a disk and transfer them to the scoreboard computer.

If you do not specify a location for the scoreboard files to be written to, they are written to the same folder as your meet files. However, to select a different directory, slick on the **Scorebd File** button and select a new directory. The easiest way to create and write these files is to a diskette. To do this, simple select the A: drive for these file's destination. If you have a diskette in the drive, the files will be written to it.

Alternatively, you can simple allow the files to be written to your meet directory whenever you seed, and then periodically copy them from the meet directory to the scoreboard computer. You can use the scoreboard program to read in these files, or you can just copy them directly into the \displaylink\evtfiles folder.

The Daktronics Timing System

LSA SwimMeet 6.6 also supports the Daktronics timing system console. The connection to a Daktronics-6000 system must be a "Laplink" or "null modem" cable, 9pin to 9pin with both ends female. A single timing system is normally connected to the COM1 port of your computer. You must

make sure that there are no conflicts on this computer port. Sometimes fax/modems are assigned to the same port as the physical COM1 connection and the port will not work. You can determine whether there is such a conflict by opening the Window Control Panel and opening the System menu.

The operation of SwimMeet with the Daktronics system attached is identical to that described above for the Colorado system, except that it does not have the concept of sessions. Instead, you can select from one of several stored meets by date and time and review the events in that meet, by clicking on the **M+** button.

Omega Timing Systems

Both the older Omega OSM6 and the newer Omega Aries systems produce the same data stream. This is an entirely passive system, in that data are sent to the computer when the race concludes, or in longer races after each split. If you select the Omega timing system from the Setup menu and select a serial port to which the system is connected, Meet 6.6 will automatically log all activity from that port into a file called omega.dat. Then after each race is complete, the program converts these data into timing information that you can read as usual using the same timing control panel buttons that other systems use.

As with other systems, the Omega operator must keep the heat and event number correct in order for you to seek an event by number, but you can scan through the heats in any case.

The BestBET Timing System

The BestBET timing system is a new, low-cost timing system which operates using push buttons and a second PC. It also support a scoreboard. (see http://www.bestbetiming.com). You connect to the timing system using a "Laplink" or "null modem" cable, 9-pin to 9-pin with both ends female. All of the operations described above apply except for sessions.
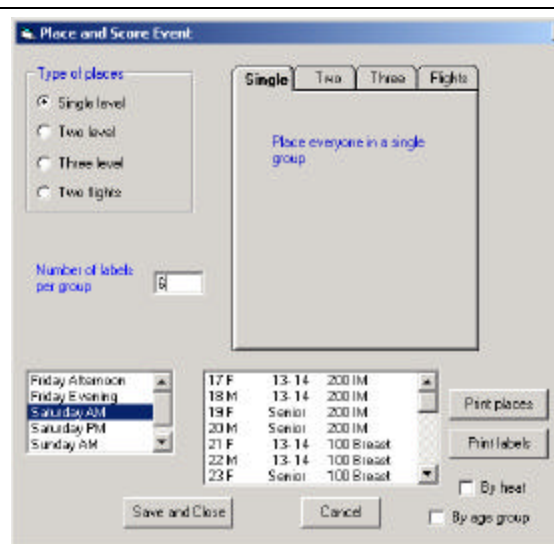
9. Scoring Your Meet

This chapter describes how you can score an event or the entire meet.

Scoring Events

SwimMeet 6.6 provides a number of scoring options for printing out the scores for any event. These scores are then stored with the events and can be used to print out team and individual scores for the entire meet. To score an event, select **Score | Score event**. This brings up a window with 4 tabs, describing 4 types of places for scoring:

|	
1. Single level 2. Two level 3. Three level 4. Two flights To score an event, select a scoring method and an event and click on **Print places** or **Print labels**. The scoring method you select is then saved and used with all future events when you enter their results.	
The **Two** and **Three** level scoring tabs allow you to select two groups of swimmers to score and rank them separately per event. The groups are divided by the meet entry **Fast Cutoff** time: either **Based on the seed** or the **result times** depending on which option you select. You can print a name with each group by typing in the **Group names** text boxes.	
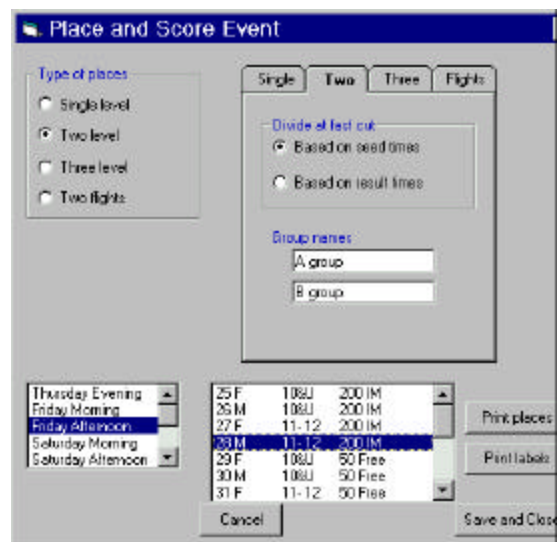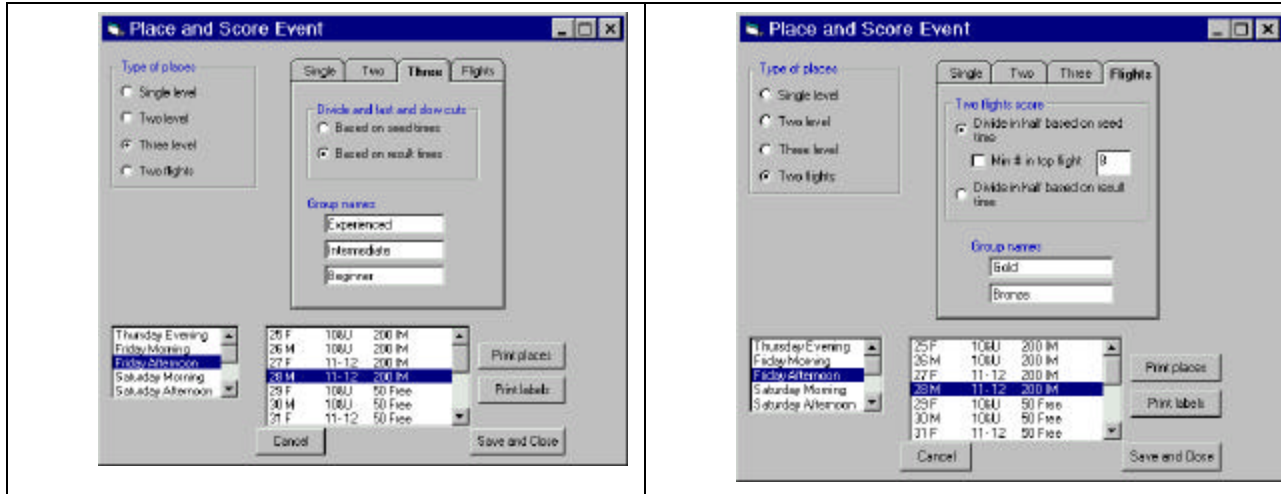
The **Three level** scoring operates using the two cutoff times defined for **Fast cut** and **Slow cut** for each event	In **Flights** scoring, the event is divided in half based on seed time or result time and scores and places applied to each half of the swimmers separately.

Printing out Final Scoring

If you select **Score | Score Meet**, you are presented with a list of Age groups and sessions. You can display either the **Team** or **Individual scores** and print them out. Only points from events which have been designated as "Scoring" are added into the totals.
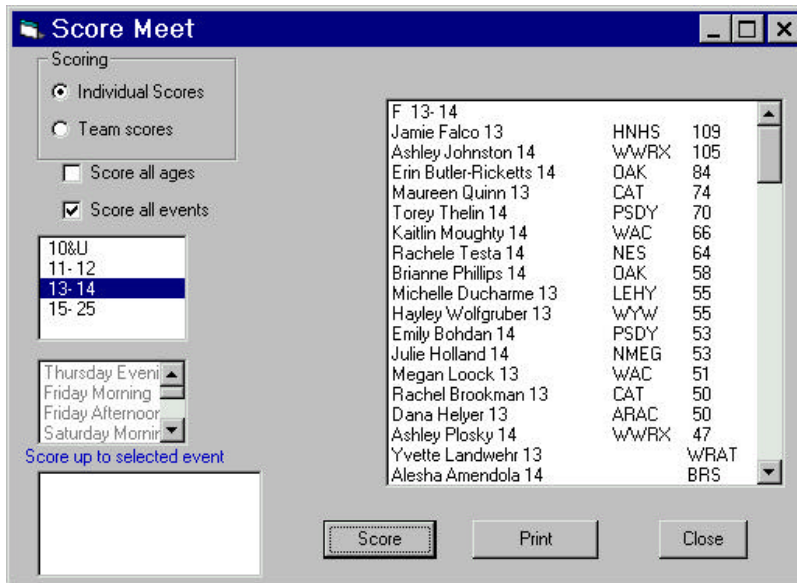

You can select either **Score all age** groups or select a single age group. You can also uncheck the **Score all events** checkbox and select the final event you want to score through by clicking on the session and that event's number. To **Score** click the button. To print out the scoring, click on **Print**.

Multiple Classes of Scoring

In some meets, it may be necessary to assign different scoring point sets to different events. For example, you could score event 1 as 9,7,5,4,3,2, but event 12 as 20,16,14,13,12, etc. LSA SwimMeet provides you with the option of entering more than one set of points and naming each as a different scoring class. To enter multiple scoring classes, go to **Setup|Meet parameters** and select the **Scoring** tab.

In addition to the list of points for individual events and relays, you will see a button marked **Add score name** and a list box which initially contains only the name **Default**. To add a new scoring class name, click on the **Add Score Name** button and enter a new name. This name will be added to the list box as shown below.
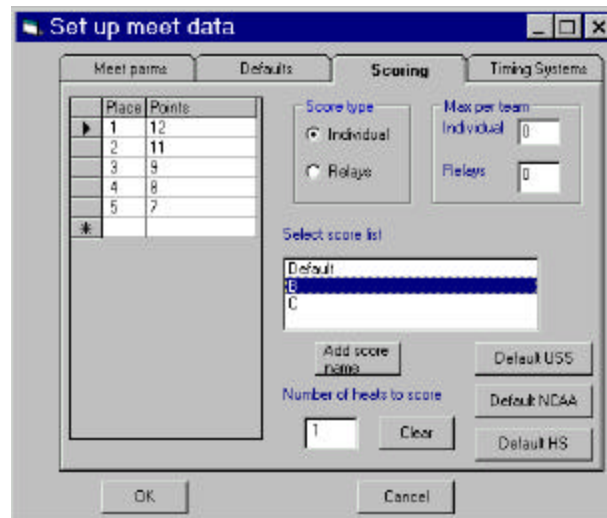
Click on the new name and then click on the **Clear** button to remove the default scoring and then type in the points for that class. *Click on OK to save these points before moving to another score class.*

Assigning Scoring Classes to Events

To assign scoring classes to specific events, select **Score|Edit score classes and #final heats**. This brings up the window where you can type in the scoring classes.

Enter Final Heats and Score types

#	Sx	Min	Max	Dist	Strk	Final	NiteHeats	ScoreType
13	F	0	10	200	IM	☐	0	1
14	M	0	10	200	IM	☐	0	1
15	F	11	12	200	IM	☐	0	1
16	M	11	12	200	IM	☐	0	1
17	F	13	14	200	IM	☑	2	1
18	M	13	14	200	IM	☑	2	1
19	F	0	99	200	IM	☑	2	1
20	M	0	99	200	IM	☑	2	1
21	F	13	14	100	Breast	☑	2	1
22	M	13	14	100	Breast	☑	2	1
23	F	0	99	100	Breast	☑	2	1
24	M	0	99	100	Breast	☑	2	1
25	F	13	14	200	Fly	☑	2	1
26	M	13	14	200	Fly	☑	2	1
27	F	0	99	200	Fly	☑	2	1

Enter number of heats to be swum at finals for Prelims/Finals events. For timed finals events, this means the number of PRELIM heats not swum until evening.

1 Default

Enter the number of the scoring class inthe ScoreType column above.

Default   Close

If no scoring classes are assigned in the **ScoreType** column, click on the **Default** button which will set them all to **1**. (This also sets the number of heats in finals to default settings). In the bottom of this window, you will see a list box containing all of the scoring classes by name with a number at the left side. This is the number that you type in to change the scoring class for any event to a non-default (1) value. Click on **Close** when you are done.

It is important that you set the number of heats of finals in this box, since Meet 6.6 allows a variable number of heats of finals.

Limiting the Number of Swimmers from a Team who can Score

In the scoring setup box shown above, you will notice that you can enter values for the maximum number of swimmers who can score per team:

e type | Max per team
ndividual | Individual [0]
Relays | Relays [0]

If you set these values to a number other than zero, only that many swimmers per team per event will be able to score. This is most useful in dual and tri-dual meets but may be helpful in other leagues to prevent dominance by a single, large team.

10.   Printing Labels

LSA SwimMeet allows you to print out labels for

1. Seed cards, unseeded
2. Seed cards, with heat and lane information
3. Awards
4. Team names (for team folders)
5. Team address labels (for mailing results)
6. Swimmer Reminder Labels

To print labels, select

1. **Print | Labels |Team names**,

2. **Print | Labels |Te am addresses**, or

3. **Print | Labels |Seed cards** .

You can print award labels from the **Score | Score event** menu.

LSA SwimMeet supports Avery 5160 (3 column x 10) and 5161 (2 column x 10) laser labels. You can select the type of labels you will be using from the **Setup | Printer** window, **Labels** tab. You can also adjust the offset of the labels in this window.

Swimmer Reminder Labels

These reminder labels are a unique feature of LSA SwimMeet 6.6 and are the direct result of a request from users. Each label contains one swimmer's name and his events in that session of the meet. The labels are printed by team and in alphabetical order by swimmer: as illustrated below:

```
Aurelien Billard -- BSC                      Christian Neher -- BSC
4 Boys  11- 12 50 Y Fly -- H 2  L 1          4 Boys  11- 12 50 Y Fly -- H 3  L 6
14 Boys  11- 12 100 Y Back -- H 3  L 1       14 Boys  11- 12 100 Y Back -- H 1  L 3
24 Boys  11- 12 50 Y Breast -- H 3  L 1      24 Boys  11- 12 50 Y Breast -- H 2  L 6
34 Boys  11- 12 200 Y IM -- H 2  L 5         34 Boys  11- 12 200 Y IM -- H 2  L 6
42 Boys  11- 12 100 Y Free -- H 2  L 3       42 Boys  11- 12 100 Y Free -- H 1  L 4
```

These labels can be particularly useful for a meet containing very young swimmers. You print these labels by selecting **Print| Reminders | Swimmer reminder labels.** Select the session from the **Print Reminders** window that pops up.

Printing Award Labels

You can print award labels from the **Print | Labels |Award labels** menu selection.

To print award labels, click on the **Print labels** button. The number of labels to print is specified in the Number of labels per group entry field. If this number is zero, a pop-up message box will tell you to enter a number greater than zero.

You can print labels by heat where each heat gets awards, by clicking on the **By heat** checkbox. If you have several age groups in a single event, as is common in Masters meets, clicking the **By age group** box will cause labels to be printed for each age group. The age groups must be defined in the agegrps.dat and relagegrps.dat files described earlier, and those files must be in the same directory as the meet database file.

11.   Printing Reports

Heat Sheets and Results

SwimMeet 6.6 will print out **Heat sheets**, **Preseeded heat** sheets, **Finals programs**, and **Final results**. To print them, select **Print | Programs and Results**

For meet programs (psych sheets) select **Heat sheets** and the events as usual. For final results, select **Final Results** and the events. You can also choose to print the results in Rulebook order sorted by sex and stroke, by increasing event distance. The **Finals program** will be printed as seeded.

You can also print a group of selected events for heat sheets or a finals program by choosing the **From file** button at the bottom of the panel. This allows you to select a text file which contains a list of event numbers in the order you want them printed. For example, if you are running a meet in two pools, you might want to print separate programs for each pool. Further, if you are combining mornin g and afternoon sessions into a single finals program, you may want to print that program using a different event order than the numerical one in which they were swum in trials. In both cases, you simple use the Notepad or Wordpad program to create a file called, say, "southpool.txt" saved in theat current meets folder. The files must have "**.txt**" file name extension. Each line of this file contains a single event number, such as

3

4

7

8

11

12

and so forth. Click on From file and select the **southpool.txt** file. The event list will change to those events in that text file. You can create as many such files as you need ahead of time to make running the meet as smooth as possible.

Printing Results

If you select the Final Results radio button, the program prints final results of the meet. If there are prelims and finals, both are shown. When the Final Results button is selected a check box for results by age group appears.

If you select this checkbox, the files agegrps.dat and relagegrps.dat determine how the results are subdivided within each event. These files are described above.

Press Results

Newspapers have a specific output format they prefer to copy your data in the agate type sports score reports. The top heat of each event is reported in this format, and you can print it to the page or to a file. Here is a typical result for one event:

AA Invitational

Wahoos

Team Scores: 1. Wahoos, 1767.95; 2. Marlins, 1345.267; 3. Middies, 891.5001; 4. Badger, 665.7; 5. CMA, 552.6; 6. PSDY, 534.2667; 7. LIAC, 518.9; 8. HNHS, 384.5; 9. Water Devils, 377.9; 10. SOCO, 364.3; 11. WRAT, 306.3667; 12. LEHY, 298.3; 13. SHARKS, 282.55; 14. CJAC, 215.6; 15. Dynamo, 205.6; 16. DELM, 204.3; 17. ALBS, 162.8; 18. NCYAC, 135.1; 19. Seals, 127.4; 20. Sea Otters, 121.2; 21. NES, 120.2; 22. HMST, 119.6; 23. WRATU, 109.6; 24. NTSC, 69; 25. WPSC, 64; 26. , 50; 27. MSC, 48; 28. OMNI, 44.4; 29. Farmington Valley Y, 33.9; 30. WAC, 22.4; 31. Yankee Clippers , 12.4; 32. STRY , 9; 33. GYWD, 8;

200 Y IM: 1. Jaclyn Carey, HNHS, 2:12.43; 2. Jamie Falco, HNHS, 2:13.14; 3. Emily Caras, CMA, 2:13.84; 4. Lauren Evanosky, WRAT, 2:14.91; 5. Kaitlyn Ferguson, Middies, 2:15.37; 6. Meghan Healey, Marlins, 2:16.53;

Listing Participating Clubs

You can use the **Print | Clubs** menu item to print the participating clubs in the meet.

1. If you select **Print | Clubs | Print participating**, a list is printed to your printer.

2. If you select **Print | Clubs | Print participating to clipboard**, the same list is placed on the clipboard for pasting into your word processor. The columns are separated with tabs and should easily be divided into a table.

3. If you select **Print | Clubs | Print phone list**, a list of clubs, contacts and phone numbers is printed.

Printing an Estimate Timeline

To print a timeline for a session, select **Print | Compute time line**

Select a session and enter a starting time, times between heats, and times between events. You should enter the clock starting time using a decimal point instead of a colon. Thus, you enter 8:00 as **8.00** Enter the times between heats and events in *seconds*. Click on **Compute** to view the time line. To print the timeline, just click on the **Print** button.

If you want to compute a timeline for a set of non-contiguous events, such as when parts of a meet are run in each fo two pools, you can select a list of events to compute a timeline for using the **File| Read in event list** menu item. The event list file is simply a file of event numbers, one per line and you can create it with the Notepad or Wordpad editors.

Overentered Swimmers

In many meets, it is common for swimmers to enter more events than the rules allow them to actually swim. USA Swimming rules limit a swimmer to 5 events per day in a timed finals meet and 3 events per day in a prelims finals meet. Thus, it is helpful to be able to obtain a report before and after scratches have been entered on how many swimmers remain overentered in a session or in the meet

before the events are seeded. You can obtain this report by selecting **Print | Reports|Overentered swimmers.**

Select the limits for the session or meet and select the **Check session** or **Check meet** radio buttons and click on **Find**. You can print out the results by clicking on the **Print** button.

Swims per Session

The command **Print | Reports | Swims per session (jobs)** can be used to see how many swimmers or swims each team has in a session of a meet. This is helpful in recruiting volunteers and planning warmup lane assignments. In the report that is produced, each team is listed with the number of swimmers and the number of swims in that session

```
BSC     6      22
CSC     48     159
FDST    20     81
KSC     9      28
MAT     5      23
MERC    2      10
MVP     3      11
PAC     14     36
RCA     7      28
RHSC    6      20
SVSC    17     60
TNT     9      38
UNAT    3      7
VAST    9      35
Total swimmers:  158
Total swims:  558
```

Meet Managers' Report

The meet managers report is produced by **Print | Reports | Meet manager report**. It provides a list of data which might be useful to a league or LSC in planning future meets. The columns show the total entries and unscratched entries for each team as well as totals.

Meet Managers Report
BC Championships
3/4/2000

	Swmrs	All Swims	UnscrSwims	Over cut	Relays	Unscr Relays
BSC	12	69	44	41	0	0
CSC	68	355	286	162	2	2
FDST	31	172	145	84	0	0
KSC	14	53	45	28	0	0
MAT	5	43	41	20	0	0
MERC	2	20	20	2	0	0
MVP	3	11	11	8	0	0
PAC	18	76	71	43	1	1
RCA	12	73	58	36	0	0
RHSC	9	47	40	17	0	0
SVSC	18	118	106	69	2	2
TNT	12	81	70	42	1	1
UNAT	4	18	11	7	0	0
VAST	11	72	57	25	0	0
	219	1208	1005	584	6	6

Surcharge Reports

The surcharge report allows you to enter a number of adjustable parameters to compute the amount of money the host team owes the sponsoring organization, when this revenue model is used to support the governing body. If you select **Print | Reports | Surcharge report**, you will get the following screen to fill in:

Surcharge report

Home team initials: WYW   Sanction number: 1234

☐ Pay surcharge on home team events

☐ Pay surcharge on home team relays

Price per event: 4   Event surcharge multiplier: .25

Price per relay: 8   Relay surcharge multiplier: .25

Entry fee per swimmer: 1   Swimmer fee multiplier: 1.0

☐ Count swimmers with no events as entered for relays

Referee name: Tim Morse

Print report   Cancel

Click Print report to see the resulting report showing the financial totals for the meet:

Hosted by the Wilton Y Wahoos

Sanction number: 1234
Referee name: Tim Morse

Duration of each session in hours: _____   _____   _____   _____   _____   _____

Total home team individual events:	900	$3600.00	$.00
Total home team relay events	51	$408.00	$.00
Total other team individual events	2759	$11036.00	$2759.00
Total other team relay events	80	$640.00	$160.00
Standard surcharge	.25		
Surcharge on relay events	.25		
Total home team swimmers	145		$145.00
Total other team swimmers	561		$561.00
TOTAL SURCHARGE DUE			$3625.00

Individual Team Results

If you select **Print | Reports | Results by team** you can print out custom meet results for each team attending your meet. These results produce a report for each team you select including the original seed time, results times, places, and indicating which swims are best times.

Lane Maps

A Lane Map is a printout of the seeding of events in a session shown in columns by name. These maps are useful for coaches, meet administrators and referees in recognizing swimmers or finding missing swimmers. You can print out a lane map for the entire session by choosing **Print |Reminders | Lane map** (or for any particular team **| Lane map by team**).

A session-wide lane map looks like this:

Lane map for Saturday AM

9 Girls   10&U 200 Y Free

	1	2	3	4	5	6
1		Delia Haynes WYW	Anne Bollinger WYW	Dana Kingman WYW		
2	Megan Rappa WYW	Sarah Marriott WYW	Nyanza Rothman WYW	Taryn Heyman WYW	Catie Onorato WYW	Haley Smith WYW
3	Michelle Lozach WYW	Ashley Huddleston YMID	Hillary Ghitelman YMID	Jojo Pomerantz YMID	Erica Drennan HNHS	Lauren Nance WYW
4	Sarah Froehlich HNHS	Nicole Ferlo AG	Ellie Doran WYW	Amy Strassberg YMID	Tina Tyznar LIAC	Maria Altieri HNHS
5	Iliana Paul WRAT	Amy Minowitz GYWD	Michelle Gallego LIAC	Meggie McGorry HMST	Heidi Wolfgruber WYW	Samantha McCarthy WCA

10 Boys   10&U 200 Y Free

	1	2	3	4	5	6
1		Devon Healy NCY	Trevor Healy NCY	Greg Pelton WYW		

Making Web Pages

You can create web pages of the meet's psych sheets or of the results, by clicking on the **WWW** icon toolbar button or by selecting **Web | Make web pages**.
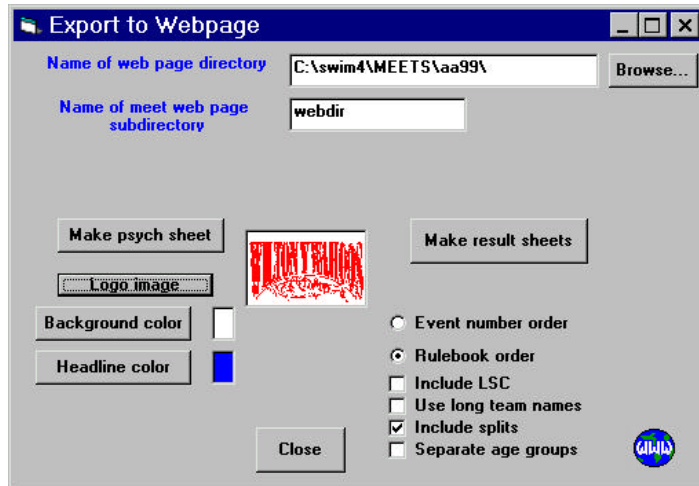
In the resulting dialog, you can select **Make psych sheet** or **Make results sheets.** You can also change the **Background color** and the color of the headers (**Headline color**), and can select a **logo image** file to display on the index page. Note that you can **Include splits** as well if you wish. You can also choose whether the event list is sorted, by **Rulebook** or **Event number order**. The final web pages look like the following:
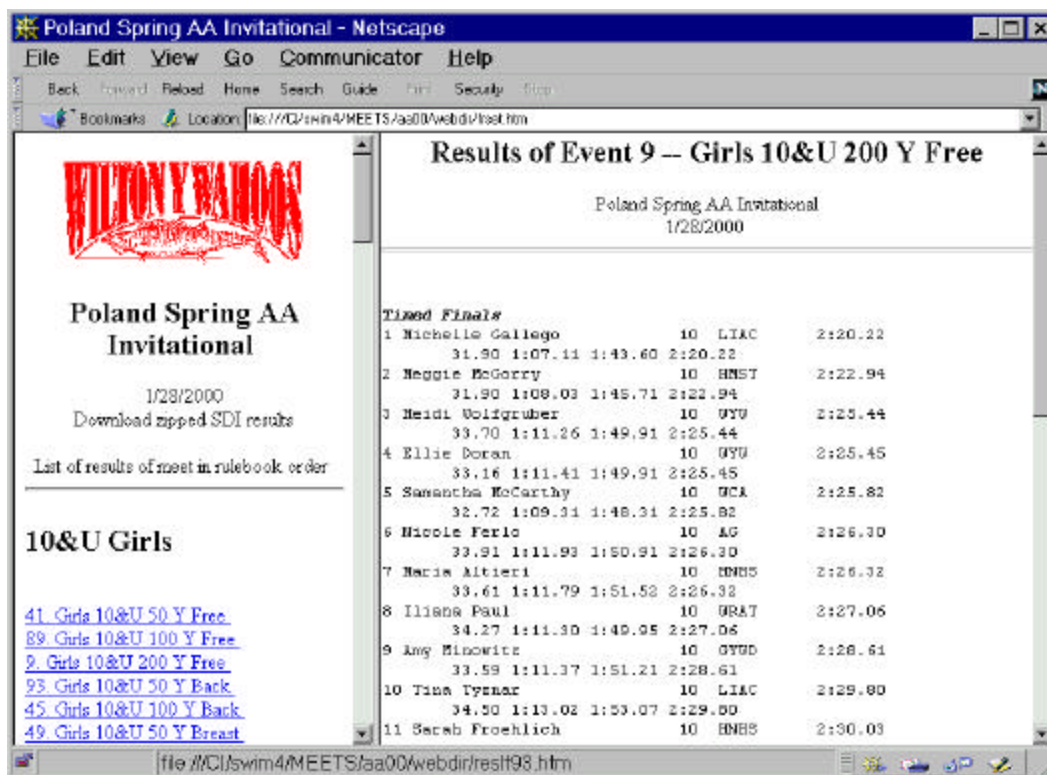
Exporting Results to an SDI File

You can export results for any team into an USS Standard Data Interchange (.SD3) file by selecting **Entries | Enter kids in Meet**, selecting a team, and then selecting **File | Save team results as SDI file**. Most team software systems can read these files, as can the USS Top 16 program.

Making a Zipped Backup File

Zip files provide a highly compressed way of storing a meet database. While the database of a single meet can easily exceed 1 megabyte, zip files are usually only about 30% as large. You can also use this feature to save snapshots of a meet after each session to protect yourself from unforeseen disasters.

The **File | Make zip backup** command will pop up a **Save as** window and suggest an output filename. Clicking on **Open** closes the current meet database and creates a zip file of it. It then reopens the database. If the zip file already exists you are given the option of overwriting it or changing the output zip file name.

Closing Thoughts

LSA SwimMeet 6.6 is a powerful new program for running swim meets. If you have any questions about using it or have requests for new features, please feel free to contact us at **support@labsoftware.com** or at any of the phone numbers in the introductory section of this manual. Remember, our best new features always come from valuable customers like you.

12.   Changes in the 2001 Versions of Team 6.6

The primary changes in this year's versions are the incorporation of the new USA Swimming 14-character swimmer ID number. This ID number is generated in entry files, checked on importing results, and printed on entry forms. In addition, the default entry file is now a file in SDIF v3 format, a format defined by USA Swimming in cooperation with a consortium of software vendors. Here are the main improvements in LSA SwimTeam Pro 6.6:

1. The USS registration form is now the 2001 version.

SwimTeam 6.6 Pro data files are compatible with previous versions of LSA SwimTeam Pro, but the database for LSA SwimTeam 6.6 Pro is expanded to include additional fields for the new USS ID number, points, places and a few other internal changes. This conversion happens automatically the first time you open a database using this new version.

Please note that we have continued to use the abbreviation USS to refer to USA Swimming, Inc. The abbreviation USAS is used by a different organization.

Backing Up Last Year's Data

First compress the SwimTeam 6 database with **File | Maintenance | Compact database.** Then to make a zipped backup file, select **File | Maintenance | Make zipped backup.**

Then, if you want to start a new season with only a single balance in the USS Account of each family, select **Bill | Compress bills to single balances.**

13. A Brief Tour of SwimTeam 6.6

Welcome to LSA SwimTeam Pro.

LSA SwimTeam 6.6 Pro is a powerful new Team management package from Lab Software Associates, the number one provider of Windows swimming software. Further, since SwimTeam 6.6 is built on the Microsoft Access database program, you can use Access or any of a number of report-generating programs (such as Crystal Reports) to make other kinds of reports for your team.

This Pro version of LSA SwimTeam allows you to view your team either by family or by swimming squad:

| View by family | View by squad | View by relays |

You can switch back and forth between the views by clicking on the tabs on the left of the window marked **Families, Swimmers** and **Relays** just under the button bar.

The Family View

In the Families display, you can see a list of families in alphabetical order by last name. Normally, by default, only those families who are active are displayed. However, to show the inactive families, you can select **Family | View all families** from the main program menu bar.

If you double click on any family, you can edit that families data in the **Parent details** panel. and add or change the kid's ages and other properties:
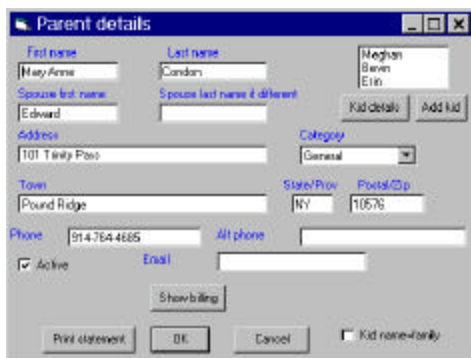
Parent details screen   Kid Details screen

You also use this view to add new families and to add kids to those families. By clicking on the **Kid details** button you can edit the information on any of that family's swimmers, such as age, squad or other information

The Swimmers View

In the Swimmers view, you are shown a list of swimmer squads on the left. Clicking on any squad name shows you the members of that squad for the selected sex (F or M). If you click on any swimmer, the right hand grid shows that swimmer's best times for the selected course.

You can see a complete list of all the swimmer's meets by clicking on **Show Meets** as shown below:
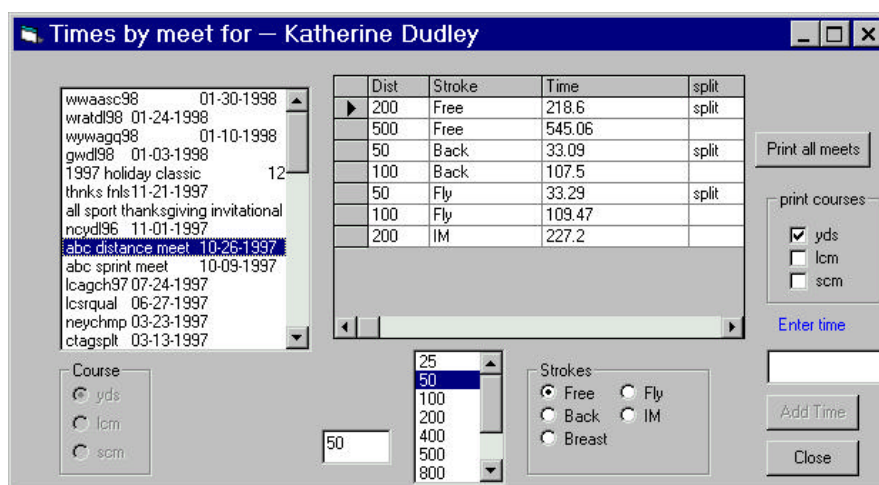
You can also use this view to enter meet results manually, swimmer by swimmer.

Using the Result Grid

A number of time reports in SwimTeam 6.6 are displayed in the form of multi-column grids. The characteristic of these grids is that the time or value you type in is not stored *until your cursor leaves that grid cell*. So, to make sure that your times are recorded, always use the mouse or arrow keys to move the cursor to another cell after entering a time.

Deleting Lines from any Grid Display

You can delete a line from many displayed grids using a two-step procedure

1. Click on a cell of the line of the grid you want to delete.

2. Click on the gray selection column just to the left of the grid, in the box representing that row.

3. Press the **Del** key.

This will delete that row of the grid. In general, you can delete any line of a grid that refers to a specific data item. You cannot delete a row that refers, for example, to a "best time," since this is computed from a number of rows.

Active Swimmers and Families

This version of LSA software provides two different **active** settings: one for each swimmer and one for each *family*.

- Swimmers are only listed on the roster and entered in meets if they are marked active.

- Families are only listed in the roster if they are marked active.

This makes it possible to include families on your roster who have no swimmers currently swimming, usually for mailing list purposes. Note that it is possible, although not particularly useful, to set the family to inactive and still have the swimmers active. This effectively creates a swimmer with "unlisted parents."

Backup Database Regularly

You should get in the habit of backing up your database regularly. Copy and zip the swimteam.mdb and team6.ini files on to a sloppy disk every time you make any significant changes in your data such as adding swimmers or importing meet results. If your computer hard drive should ever fail then you could resurrect your data on another computer.

14. Setting Up Your SwimTeam 6.6 Database

When you start SwimTeam 6.6 for the first time, you must first create a blank database and then select it. Select **File | Database |Create database**, and select a folder to store it in. If you have been using LSA Billing 5.7, you should create the database by selecting the \swim4\bills folder:
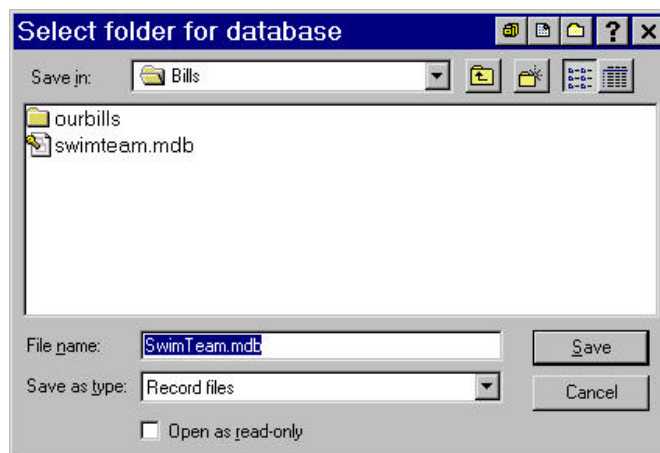
Then select **File | Database | Open database** and select the **swimteam.mdb** file you just created. Once you have selected this database, SwimTeam will remember it and you should not have to select it again unless you are managing two or more teams whose records you wish to keep in separate databases **in separate folders** .

Setting up Team Parameters

From the menu, select **Setup| Set up program parameters.** This brings up a tabbed dialog window:

In the first panel, insert team mailing and contact information.

In the second panel, enter treasurer billing contact information. You can also set the billing procedure to omit a message (normally printed on bills) that families are in arrears in this panel.

In the third panel, enter the default town, state, zip code and area code to be used for your team members. You will be able to type over these defaults when entering individual families who live outside the area.

The "Maximum age to swim 25s" field is provided to control the printing of reports. Swimmers best times and time lists will have 25-yard/meter events omitted for swimmers older than this age.

Note the two check boxes. If "Require kid middle initial" is checked the program issues an error message if you enter a kid without a middle initial. If you check "Use class years instead of birthdays," you can then enter ages of 1,2,3, or 4 and have these transmitted to LSA SwimMeet in entries as class years for high school or college swimmers.

In the fourth panel, enter the names of your practice groups or squads. These are commonly chosen as the names of groups who attend meets together or who practice together. In the case of high school or college teams, you might enter Varsity and JV.

You need only type in the right hand column. The key numbers on the left are filled in automatically. You **must** enter at least one squad name. (Use "all" if your team is small)

The next panel is for computing swimmer ID numbers. USS ID numbers will be calculated and stored for each swimmer using either the 1997-98 method (abcmmddyy) or the 1998-99 method (mmddyyfffillll). If you have just imported swimmers from another program, you can change the stored ID number by clicking on Build them Now. This also will replace 97-98 numbers with 98-99 format numbers.

No ID number is computed if the last option is selected.

The final panel provides a place to enter all of the information needed to register your team with your USS Local Swimming Committee (LSC). This information is printed automatically on the USS registration forms this Team 6.6 program generates.

Setting up Your Printer

Before you print out any team information, you must select a printer and define the fonts you wish to use for the header, subhead and main page. To do this, select **Setup | Printers**. The following tabbed dialog panel appears:

Select the header, subhead and main page fonts here for the paper printer.

Note the "Left margin" entry. This controls the space at the left side of the page on all printouts. This can be valuable when your printer prints too close to the left edge for convenient binding of the results.

Select the printer and its fonts here for printing labels.

You can print labels on the same printer or on a different printer. That additional printer can be connected to the same printer port (usually LPT1:) using an A/B printer switch, or, to a secondary printer port. You must define a printer that is connected to a second port using the Printers folder under the My Computer icon on your Windows 95 desktop.

HP 680xx Deskjet printers have printer drivers that are notoriously problematic. If you are using such a printer and receive unusual program errors related to printing, try turning off the printer drivers "bi-directional support" option.

Printing Reports to the Screen

For the most accurate display of printed report information as a "Print to Screen" option, we recommend the use of Adobe Acrobat PDF Writer and Acrobat Reader. The Acrobat Reader is provided for free distribution by Adobe and is included on your CD-ROM. Adobe runs periodic specials on the PDF-Writer as a stand alone product. Check their web site (www.adobe.com) for details.
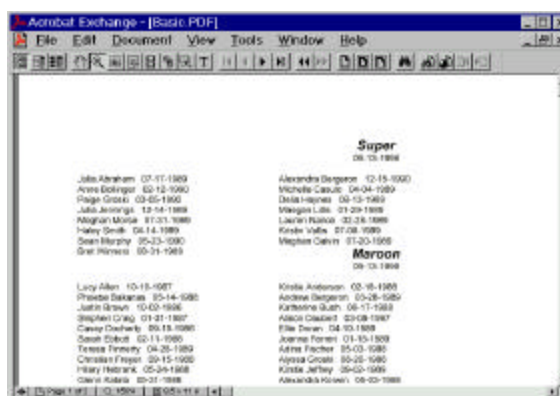
To print any document to the screen, simply select the PDF-Writer as the printer:
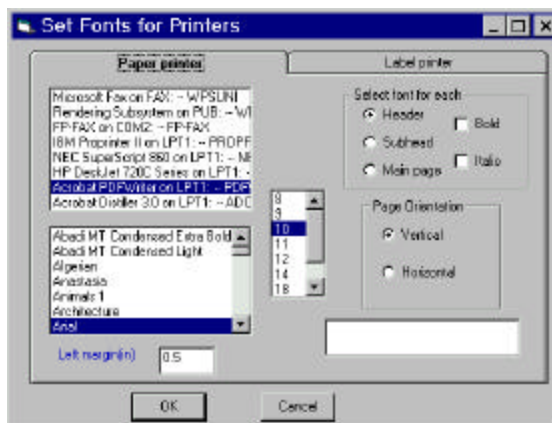
Then, when you print any report, you will get the additional Acrobat pop-up:
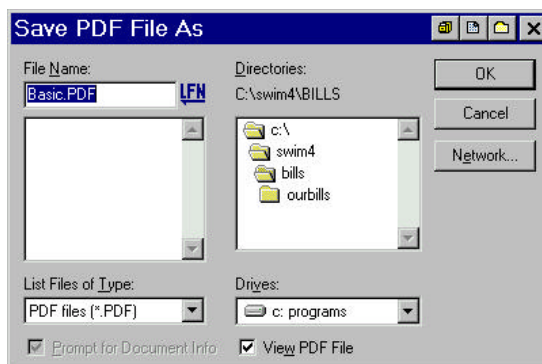
Be sure that "View PDF File" is checked. The Acrobat viewer will load and display the resulting report. You can then print the hard copy from the viewer, or not, as you wish:

Viewing Help Files

All of the help files for all of the LSA Swim programs are on your CD-ROM in the Help folder. You will find them uncompressed in a series of folders under the \Help folder. They are also compressed in a series of .exe files in he \LSAHelp directory. To read the instructions for uncompressing them, open the file HelpInstall.htm in that folder using your web browser. Check regularly on the LSA web page for free updates to these files at http://labsoftware.com.

You can then view all of the help for these programs using your web browser. Select **File | Open** in Netscape or Explorer, and select the file **index.htm** in the **c:\swim4\help** folder. This is the index to the entire help system. Since all of the files are now HTML files, you can edit them using Word or Front Page to add any local advice you might find helpful and distribute these modified files to your league or LSC.

This is the index.htm page that you will see first in Help. Click on any of the major topics on the left to look at the Help for the different programs.
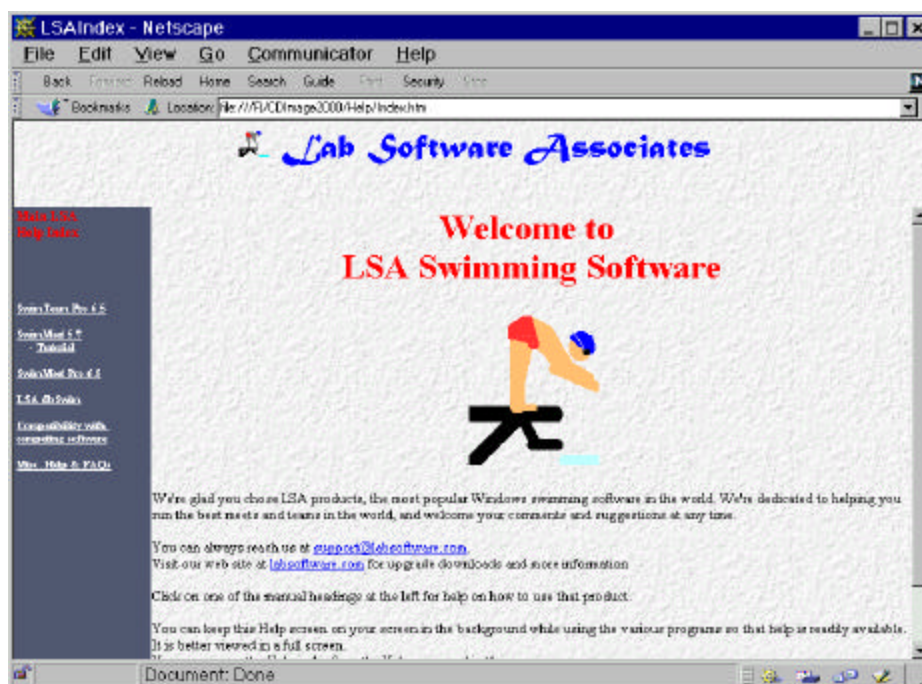
While the many html pages are linked so that you can follow a subject from page to page, you can also access these pages separately by double clicking the pages in Explorer. For example, you can find the FAQs.htm page in the c\swim4\help\help folder.

You can also print any of these pages out to refer to while using the programs.

However the help files are designed so that you can view them in the background (in your browser) while the LSA programs run in the foreground of your screen. You can toggle between the views by clicking on the appropriate program in the taskbar.

15. Creating Your Team Records

There are 3 ways to enter the parents and swimmers on your team:

by entering the names manually,

by importing the data files from LSA Billing 5 and LSA SwimTeam 5, or

by importing data from SDI files (such as those used by Hytek).

Manual Entry

To enter each family on your team, select **Family | Add family** to enter the name of the family.

Type in the parents' first names and last name. Note that a couple can have different last names if you like. They are alphabetized by the parent's Last name that you entered first. Then click on **Add Kid** to enter the swimmer names. If you are only keeping swimmer records and do not keep family records, such as on a college team, click on the check box **Kidname = family** and the swimmer will have the same first and last name as the family name.

You can type in a swimmer's first and last name, and may type in a nickname as well. The nickname is used on entries, but the formal first name is used for registration. In order for USS numbers to be generated, you must enter a middle initial. Note that you must select the swimmer's squad here as well. Click on OK to add the swimmer and on OK in the family panel to add the family

If you inadvertently add an incorrect family, you can delete it by clicking on family name and then on **Family | Delete family.**

Add Times for Each Swimmer

To enter times for each swimmer manually, click on the **Swimmers** tab and then on a given squad. The swimmers in that squad should appear in the center panel
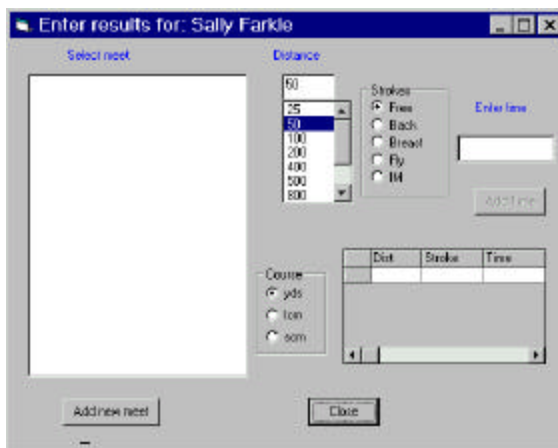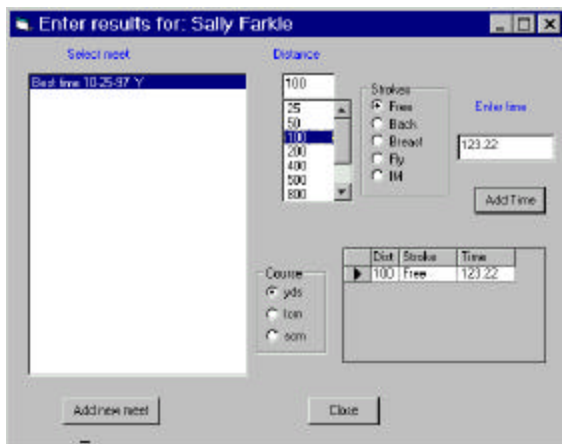

Then click on the large button marked **Results** and the screen at the left will be displayed. You enter each set of times as being achieved at a particular meet. Since when you start out, there are no meets showing, click on the **Add new meet** button,
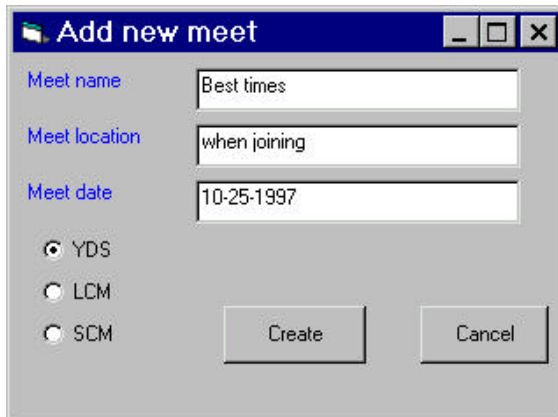
and type in a meet description such as "Best times," a location, a course and a date.

Click on Create.

Now, place the mouse cursor on the Distance list box and select a distance for the first stroke you want to enter. Using the Tab key, you can move over to the Strokes selection and to the Enter time field. You can enter times without a colon (122.34) or with a colon (1:22.34). Tab to the **Add time** button and click on it or press Enter. This will add the time to the list in the box below. You can navigate when adding these times by using the Tab key which will automatically move back to the Distance list when have added the time.

You can delete any time you entered in error by clicking at the left of that time row and pressing the **Del** key. You can also edit the time by typing in a new number directly in the Ttime list box. When done, click on **Close**. Now note that, in the next window, clicking on that swimmer causes her best times to be displayed.

Importing Data from LSA Billing 5 and SwimTeam 5

If you have been keeping your data in LSA Billing and LSA SwimTeam, you can import it in 4 easy steps.

1. Import the parents5.rec file.

2. Import your team setup information.

3. Import the billing files.

4. Import the team records.

To start, select **File | Import** and **Import parents5.rec**. Select the \swim4\billing folder and the program will find the parents5.rec file automatically. The names will be displayed along the status bar as they are imported. Close the program and restart it for these names to be displayed on the screen.

Then select **File | Import | Import setup** and then **File |Import | Create fee types**.

Then select **File | Import | Import bills.** This will import all the billing files, displaying them in the status bar as they are imported.

Importing Swimmer Times

Note: Before you import these files please make sure that the billing numbers and swimmers names you have in these team files match those you used in the billing files you just imported. If not please adjust them to match.
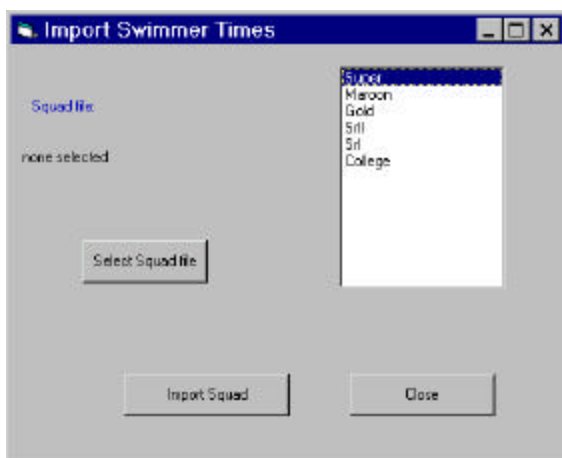
Select **File |Import | Import swimmer times from team files**

This brings up the select box at the left.

Click on a squad, and then on the **Select Squad file** button.
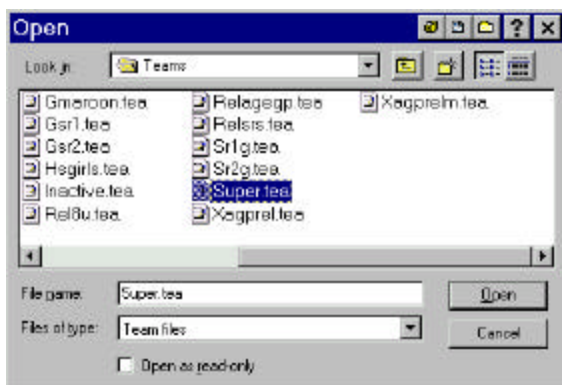
Select the appropriate team file from the \swim4\teams folder and click on **Open**.

Then click on the **Import Squad** button. The swimmer names will be displayed as they are imported. When the hourglass cursor (showing the computer is working) disappears, you can continue by selecting additional squads until you have imported all of them.

Your team information is now imported, and you can begin working with your swimmers and entering them in meets.

You may find that if your prior data was inconsistent that you may need to move swimmers to the correct family. Use **Swimmers | Move to other family**. Don't forget to remove the now unneeded extra family data using **Family | Delete family**

Importing Swimmer Times from Team Files Without Using Billing files

If you kept your team records in LSA SwimTeam 5 and did not use LSA Billing, you can import the swimmers directly as described above. In this case, the program will create a family entry for each swimmer, but of course it does not know the parents names and so uses the swimmer's name instead. You can change the family names if you want, since the swimmer will still remain. In the case where two or more swimmers belong to the same family, you can move swimmers between families using the **Swimmers | Move to other family** menu item, and then delete the empty duplicate family entry using **Family | Delete family**.

Assigning ID Numbers

If your club is a USA Swimming team, then the USS number for 1997-98 consisted of 12 characters including the year, the initials (last, first, middle) and the birthday, in the form mmddyy.

Starting from the Fall of 1998, USS numbers are now 14 characters consisting of the date of birth (mmddyy), the first 3 letters of the first name, the middle initial and the first four letters of the last name. Team 6.6 refers to the new ID numbers as 1999 USS method.
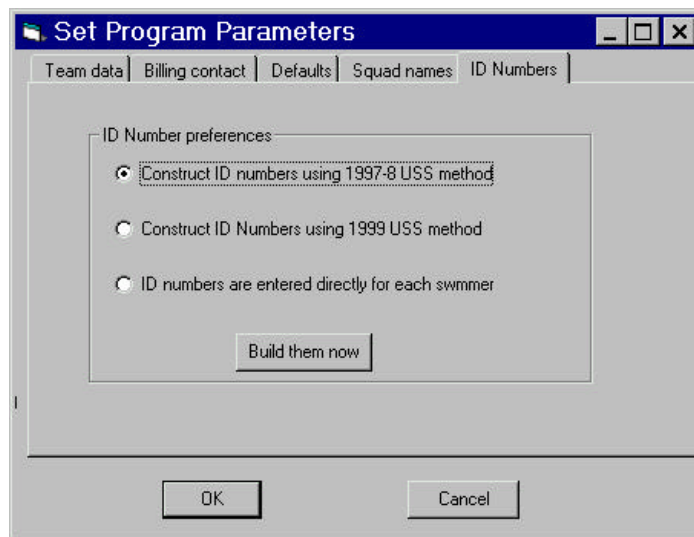
LSA SwimTeam 6.6 fully supports both formats and can generate and store them with the swimmer's records by selecting **Setup | Program parameters** and selecting the ID Numbers tab from the setup panel. Just click on **Build them now** to construct the desired ID numbers. These are then printed with your entry and stored in your entry files.

Now You're Ready to Get to Work

And that's it! You've migrated to a modern Windows 95/98 program with excellent support and a growing feature list. Since this program is both modular and object oriented, adding features your team might need is extremely easy.

You should feel free to contact us at **support@labsoftware.com** to suggest enhancements your team can use.

We will be posting updates of this package on our web site: **http://www.labsoftware.com** on a regular basis. Send us your E-mail address if you want to be notified when they are posted.

16.   Registering Your Swimmers with US Swimming

If your club is a US Swimming club, you can use the automatic features of LSA SwimTeam 6.6 Pro to enter swimmer information and print the yearly USS registration forms for your swimmers to sign and submit to your LSC Registration chairman.

Select **Swimmers | USS Registration,** and the program will show a screen where you can select swimmers by squad, in the box at the right of the panel, and sex.

If you know a swimmer's other swimming affiliations or preferred ethnicities, you can select them here. If you do not, you can print out the registration forms and have the swimmer add this information when they sign the forms. You can add this information to your database so that it will be there for next year's registration.

Printing Registration Forms

You can print out a registration form for a single swimmer, a whole squad, print blank forms for new swimmers or blank forms without your team name included, from the print menu (Swimmers | USS Registration | Print):

A single registration form looks like the following. It is an exact duplicate of the forms provided by USA Swimming:

In order to preserve the vertical page layout, the disability information is shown in a column at the bottom of the form.

Submitting USS Registration Data to your LSC Registration Chairman

When you have entered all your swimmers' data on each squad, you should save these registration files to disk using **File | Save registration file of current squad.** To submit these data to your LSC Registration Chairman, select **File | Copy registration files to diskette**. Submit this diskette along with the printed-out and signed copies for each swimmer.

Importing USS Numbers Into Your Data Files

Actual 2000 USS numbers should be assigned by your Registration Chairman and returned to you in a printout. If your team is large, making sure these are correctly entered can be a fairly onerous process. LSA SwimTeam Pro provides a more convenient pathway for importing these data: the command **File | Import |Import USS Numbers** will import these numbers back into your team's records. As the USS registration program is in significant flux it is not clear that the USS progran can yet produce these files. However, the LSA dbSwim 1.2 program *can* import the USS Registration database and produce these files for each club. Check with your registration chairman as to how this can be done most efficiently in your LSC.

17. The Hy-Tek® Switch Kit

This chapter describes how to convert your Hy-Tek Team manager data for LSA SwimTeam 6.6 Pro . You export two files from your HT Team Manager records using the CommLink program and import them into SwimTeam. The first of these files contains the swimmers names, and may contain the parents names, address and phone number if you have entered this information under Mailing/Contact Info in Team Manager. (Don't worry, if it doesn't, it's easy to enter it in SwimTeam Pro 6.6).

The second of these files contains all of the swimmer's best times (in all courses). You can import this to create the data you'll need to keep swimmer records.

Export the Swimmer and Contact information

1. Start the Hy-Tek CommLink program from a DOS prompt by typing CL.

2. Press Enter, and select **B** to Build a data file for export.

3. Press **V** to generate a file containing the team Roster and Addresses.

4. Type in the directory (also known as a folder) where your Team manager data are stored, and type in a directory for the CommLink export file. (These can be the same directory). Leave Team name blank, and press Enter and then **Y**.

5. When the program finishes exporting, it will tell you the name of the file it has written. It may be cfile01.cl2, or a higher number if you have exported data into this directory before. Make a note of this filename. Press ESCape to exit from this screen.

Export the Swimmer's Best Times

1. Select **S** to build a report of best times.

2. Enter the team directory and export directory as in #**3.** above if they are not already filled in.

3. Leave the team abbreviation blank, the "from what meets" line blank, and select **A** for all times, **1** to exclude relays, and **N** to exclude splits. Be careful *not* to select Y, M or S instead of A for times, or CommLink will attempt to "convert" times to a single course. You do not want to do that. Press Enter and then **Y**.

4. When the file export is completed, CommLink will tell you the name of the file it has created, such as cfile02.cl2. Make a note of this filename as well.

5. Press Escape, Escape, X and Q to exit from CommLink.

Import Swimmer Names into Team 6.6

1. Start Team 6.6 and select **File | Database | Create database**. Select a directory where you want to store your new team database and click on **Save**.

2. Select **Setup | Program parameters**. While you don't have to fill out everything now, you *must* enter the team name *and initials*, since these are used to find the team during import.

3. Switch to the **Squad names** tab of this same setup panel, and enter at least one squad name. If you do not divide your team into squads (practice groups by age or ability) just enter "all." Click on **OK** to save your changes.

4. Select **File | Import | Import SDI Contact files**. Select the first file you just created using CommLink (probably cfile01.cl2). Click on **Open**. When all the names have been read in, they should be displayed in the listbox in the center of the screen.

5. Select **File | Maintenance | Convert names to mixed case**. This makes names much more readable. In rare instances, you may have to edit these names after converting them to get the proper capitalization of unusual names. If your original Team Manager file had parents' names under Contact Info, the main screen should now show parents' names. Kid's names for each parent are displayed in the upper right corner list box when you click on any parent name. If no parent names are provided, the display will show the kids names in both places. You can modify these entries to include parents' names where this is appropriate, by double clicking on each name and filling out the list box which appears.

6. Select **File | Import | Import SDI Team results**. Fill in the meet date as the current date and fill in the meet description as "Best times." Make sure the two options at the top of the screen are clicked on. Click on **OK**. SwimTeam Pro will import all the times in all courses. (If you discover that no times have been imported, it is probably because the team initials in the CommLink file do not match the ones you entered in Setup above.)

Combine Family Members

Team 6.6 does not try to combine kids into families, since this may not suit your needs. However, you can combine them quite easily by clicking on one of the swimmers and then selecting

1. **Swimmers | Move to other family.**

2. This brings up a list box which shows the select swimmer (with an asterisk) and allows you to select another family to move the swimmer to. Select that family and click on **Move**. Click on **Close**.

3. Then select the family without any swimmers and select **Family | Delete family** to remove it. This will not delete any times associated with any of the swimmers now moved to other families.

Exporting and Importing Individual Meets

If you want to take the time, you can instead export meets from HyTek's® Team Manager individually, and save each meet's data as separate CommLink files. This allows you to keep ongoing records in Team 6.6 of the meets at which times were achieved.

1. To do this, run your HyTek's® Team Manager program and print out a list of the meet results it has stored. Select **T, L** and then **Y** to print this report. You can then use these meet names or ID numbers to specify the meets you would like to have CommLink export separately.

2. Then exit from Team Manager (Esc, Esc, Esc, X, Q) and run CommLink© (by typing CL at the DOS command line prompt.) 3. In CommLink select **B** (Build

report) and **S** (export Best times). On the export screen type in the meet ID number in the space "From what meets." The meet name should appear when you press Enter. Then proceed as above to export the times.

4.   Repeat step 3 for each meet you wish to export.

5.   Using Team 6.6, import each cfile *nn*.cl2 file separately as described above.

Congratulations!

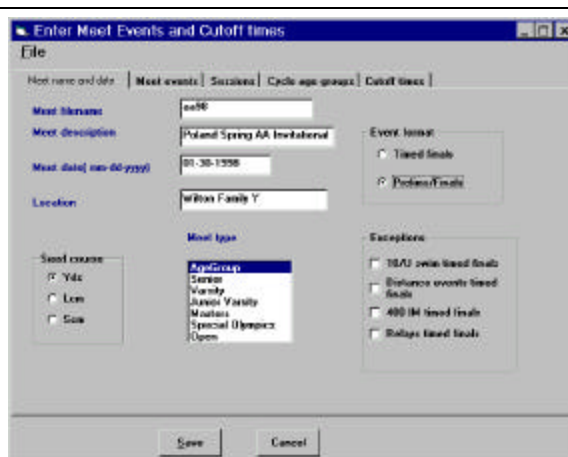*You are now ready to use a modern Windows program to manage your team information.*

18.   Defining Meets

SwimTeam 6.6 contains an advanced and convenient method for defining the events in a swim meet. LSA SwimMeet 5.7 also uses the meet file format with the file extension ".mt6." SwimTeam Pro 6.6 also still supports the older ".mt4" format, but only the mt6 format is Y2K compliant. This ".mt6" format contains cutoff times for all 3 major swim courses (yds, lcm and scm) as well as additional meet information. Using the USS-defined cutoff times for ABC, Championship or Quadrennium-based times, you can create a meet with cutoffs for all three courses and can enter swimmers into this meet, restricting entries to the current course or allowing entry using non-conforming times.

|	
To begin defining a meet, select **Meets|Edit or Create Meet**. This will bring up a 5-panel tabbed dialog, as shown, where you can enter the meet specification, course, type, strokes and distances, cutoffs and session names. You can create a new meet or edit the current meet and save it under a new name using the File menu on this screen Initially the current meet is displayed. You can change any of its parameters at this point and they will take effect immediately. .	
Note the meet type names in the central list box. You can use these to select the age group names available in the meet events panel. If you select AgeGroup, you will be able to select the age range for each event in the meet events panel. If you select the Special Olympics meet type, you will have the option of selecting Float, Walk and other SO events. If you select any of the others, they will become the age type for all events in the meet you are about to define. They have no effect on events you have already defined for a meet.	

The second tabbed panel (**meet events**) allows you to add events to the meet. The age groupings displayed in the age list box are derived from the contents of the file "ages.dat." This file can be edited in a text editor, where you can enter the minimum and maximum ages for each age bracket on selected lines. The file must be in the **c:\swim4** directory (folder). You can also enter the names Varsity JV, Open and Senior in that file.

To add an event to a meet, select the age, sex, distance and stroke and click on **Add Event**. If **Alternate Sexes** is checked, an event of each sex will be added automatically.
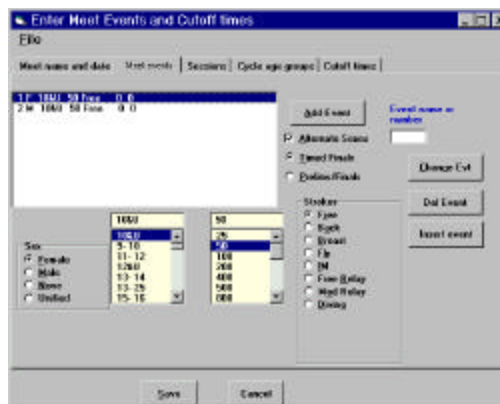
You can use the **Cycle age groups** panel to select a sequence of age groups to alternate among when you define meets where age groups repeat in a regular fashion.

You can **Cl**(ea)**r** this list and change it at any time as you progress through the meet definition. As above, the ages that appear in this list are those that appear in the text file ages.dat.
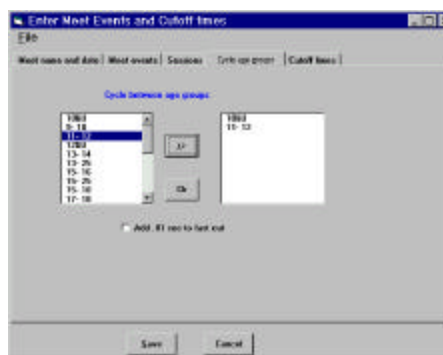
You use the **Sessions** panel to define groups of events that are swum together in a meet, such as "Morning" or "Afternoon." The purpose of a session is merely to display fewer events on the screen to choose from and to print out the meet program in page groupings that make it easier to find specific events.

If you will be using this ".mt6" file to run a meet using LSA SwimMeet 5.7, make sure that you set at least one session which contains the last event in the meet.
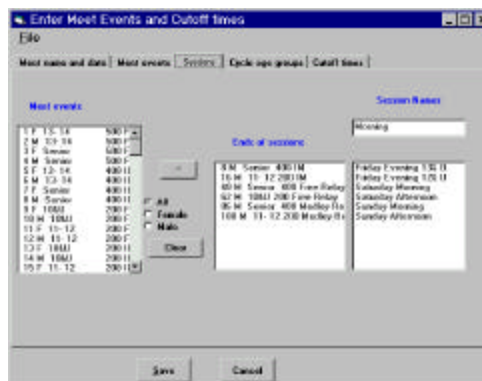
Cutoff Times

Each event in your meet can have a **Slow** cut and a **Fast** cutoff time for each of the three courses YDS, LCM and SCM. A slow cut is the minimum time a swimmer must have achieved to enter the event (ie, not slower than) and a fast cut is the fastest time a swimmer may have achieved (ie, not faster than) and still be allowed to enter the event.

In most meets, you need only define cutoff times for the meet's course, but in some meets, usually at a championship level, swimmers are allowed to enter using "nonconforming times," or times from other courses which meet the cutoff times for those courses. To establish the cutoff times for the meet, click on the **Cutoff times** tab.

Note that this meet has cutoff times for the YDS course only and thus could not allow nonconforming times.

If all events are not displayed click on the **Show by sex** buttons F, M, Both on the right of the panel . You can reduce the events shown by clicking on either sex button or on any of the age groups to show only those events. This provides a convenient way to enter or change time standards by age or sex.

You can type in times in any of the three columns, or you can read them in as we explain below.
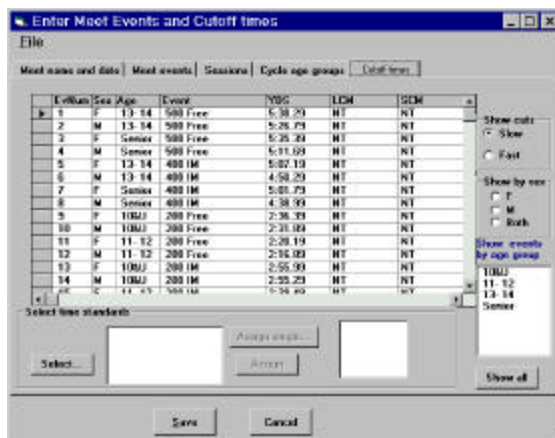
You can select one of the USS time standards files we provide or one you create yourself to assign time standards. Check our web site for updaed time standards files.

Click on the **Select** button to bring up a list of available time standards. These ".mdb" files are usually stored in the c:\swim4 directory, but may be stored elsewhere. For example, you could choose to store them in a c:\swim4\timestnd folder.

Now the time standards panel shows the age groups and categories within that time standards file in the lower boxes.

This screen illustrates assigning A times as the Slow cuts to 10& under girls for all three courses, by selection 10&U, F, and clicking on Assign.

Note that you could just as easily choose to use the percentiles in the Quadrennium time standards or any category in the Championship based time standards.
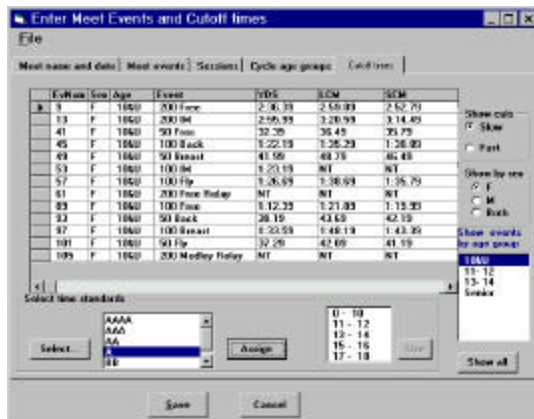
If the age groups in a meet don't match those in the time standards, (say Senior vs. 15-16) you can click on the age group in the time standards list. Click on the **Assign** button to select those times instead for the age group selected in the **Show events by age group** list box.

To handle meets where there are several events with different cutoffs, select the standard for that event, and then select the event and click
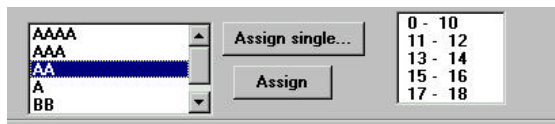
on **Assign Single**	

When you have defined all your events and cutoff times, just click on the **Save** button to save the meet file. The program saves the file with an .mt6 extension containing cutoff times for all courses in a new **c:\swim4\meets"meetname** " folder.

19.   Entering Teams in Meets

LSA SwimTeam 6.6 makes it easy for you to enter swimmers in meets. You simply define the meet event numbers, strokes and cutoff times and then run the Meet Entry Wizard to enter your swimmers in the meet.

> **Entering Times in LSA SwimTeam:** SwimTeam allows you to enter times *with or without a colon* between the minutes and seconds. Since omitting the colon makes typing easier, most users type in "123.45" instead of "1:23.45" Note, however, that you are still typing in *minutes and seconds*, not just seconds.

Entering Swimmers in a Meet

You can either select a meet using **Meets | Select meet** to define the meet you will be entering swimmers in, or you can begin the Entry Wizard and select a meet during the first step. To begin entering swimmers in a meet, select **Meets | Enter team in meet.** This starts the Meet Entry Wizard's 7 step process:

Step1: The currently selected meet is shown in the first panel. To select another meet, click on the **Select Different Meet** button To find the meet you want.

If the correct meet is shown, click on **Next**.
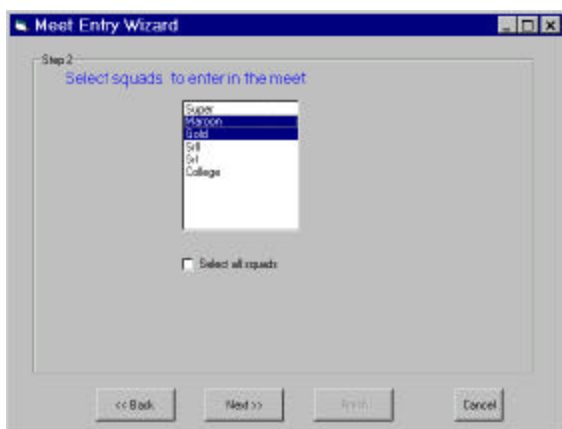
Step2: Select the squads you want to enter in the meet. Each squad's entry will be stored in the meet folder in a separate file, named "squad".ini, for later scratching or other editing.

You may select one, some or all the squads while you are working on the entries.

When you finalize the entries to make the entry diskette you must choose all the entering squads.

To go on, click on **Next**
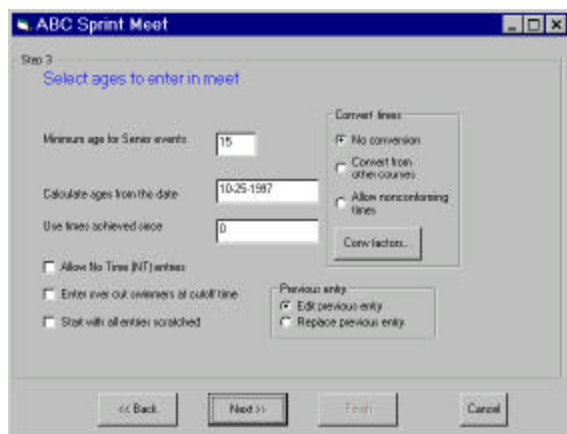
Step 3: The starting date for the meet should be shown in the second box next to "Calculate ages from this date". If ages are to be calculated from a different date, enter it here.

If swimmer's times can only be used if achieved after a certain date, enter that date in the third line, next to "Use times achived since".

Pay particular attention to the "Minimum age for Senior events" (default 15) if the meet has Senior events and no 13-14 age group events. Swimmers aged 13 or 14 will only be entered if you change this age to 13.

The check box "Start with all entries scratched" is for clubs who prefer to *unscratch* the swimmers who will actually be entered in an event. This is useful if most swimmers are not entering the meet.

Note that No Time entries will only be created if you check the "Allow No Time entries" box.

If you have already created an entry for this squad, the program will read it in for editing *unless* you select the "Replace previous entry" option button. In this case, the program recalculates the entry. This is desirable if more swimmers have joined your team, or if you have entered some additional results.

If you have already done a lot of work on a particular squad entry and so do not wish to replace it, you should transfer any additional swimmers entering the meet to a temporary squad in Team 6.6 and then make an entry using that temporary squad. Don't forget to transfer the swimmers back to their correct squad after the entry has been finalized and put onto a disk.

Time conversions and Nonconforming times

In Step 3 if you select "Allow nonconforming times" and the meet has been defined to have cutoff times for the other 2 courses, the Entry Wizard will create entries using times in those courses if the swimmer does not have an eligible conforming time.

If you select "Convert from other courses," the Entry Wizard will use the currently selected conversion factors to convert times. You can select a conversion time file using the **Conv factors…** button. Two files are provided: one using NCAA conversions and one using Local conversions. Once you have read these files in you can edit them as needed and the changed factors are stored with the Team 6 initialization parameters in the team62.ini file in the meet folder. The initial program conversion files are not changed. To go on, click on **Next**
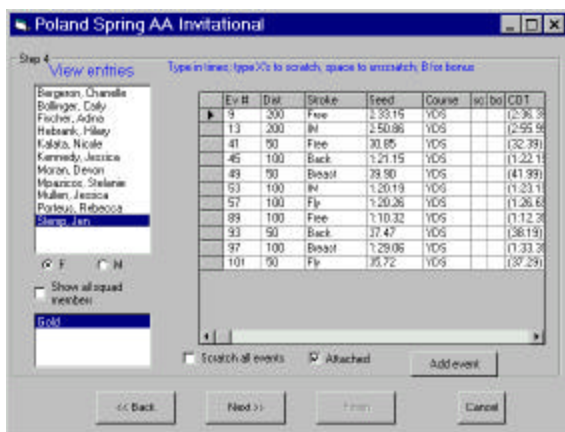
Step 4: SwimTeam 6.6 will read in the entries if they exist or compute them if they do not and display all of the swimmers by squad and sex. You can click on any swimmer to see his entries, and can select different squads and sexes by clicking on the squad and on the sex (F or M).

To scratch an event, type an "X" in the "SC" column, or click on it with your mouse.

To indicate that this is an entry in a Bonus event, type a "B" in the "bo" column, or click on it with your mouse.

To change a seed time, click on the time box and type in the new value (as before, with or without a colon).

<u>Note</u> that a time is not recognized or stored until you move the cursor up or down to another time box.

You should not move on to another swimmer without doing this or the time just entered may be lost. To confirm that it has been saved, click on another swimmer and then click back to the one whose time you changed and confirm that the new time shows and has thus been stored.

To add an event for any selected swimmer, click on the "Add event" button and select one from the list in the new screen that pops up.

Enter the seed time in the small box above the list and click on the **Add button** or click on **Cancel** if you change your mind.


While still in Step 4: you can scratch the swimmer from all events, by clicking on the "scratch all events" check box below the events list box.

To make a swimmer Unattached *for this meet entry <u>only</u>*, click on the **Attached** box to turn off the attached status. This does not change the swimmer's overall attached status in the team database records, however.

To go on, click on **Next**

The Relay Entry Wizard

LSA SwimTeam 6.6 features a relay entry wizard which will tell you how many relays you have swimmers enough to enter and will even calculate their entry times based on swimmers' best times when there are enough times available.
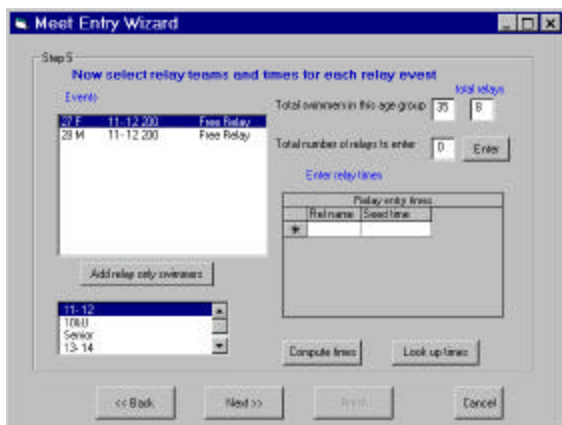

Step 5: Click on any age group, and it will show the possible relay events (both sexes) for that age group. Click on any relay event and the program will show you the number of swimmers entered in that age group and tell you the maximum number of relays you can enter.

This works best when all the entering squads have been selected in Step 2 so that all possible eligible swimmers are included.
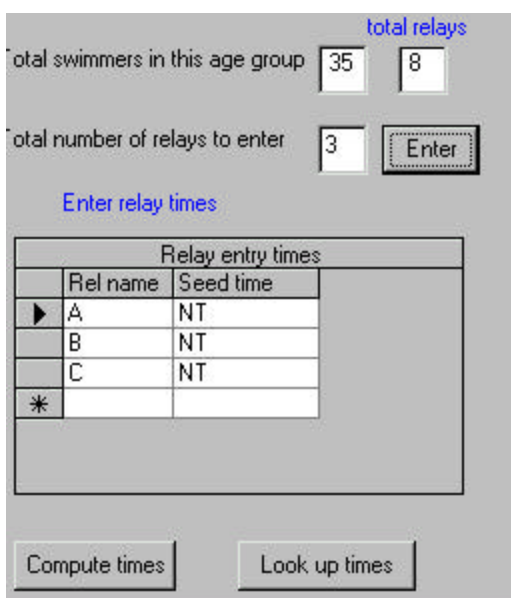
If you enter a number for the total number of relays and click on **Enter**, SwimTeam 6.6 will enter that many relays at No Time, assigning each entered relay team a letter A, B, C in turn. You can then edit the seed times for those relays by typing directly into the grid.
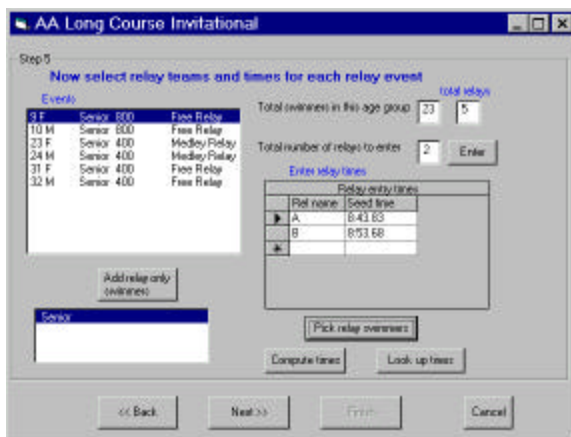
SwimTeam 6.6 can compute your relay's best times from the swimmer data on your team by clicking on **Compute times**.

Note that if you have broken your team into squads where swimmers of the same age group maybe on different squads depending on ability, you will need to have all the squads read into the program at the same time to take advantage of this feature.

Finally, if you have saved relay results in SwimTeam 6.6, you can ask SwimTeam 6.6 to read in relay times as well by using the **Look up times** button.

up times button..

The Coach's Relay Assistant

If you want to assign swimmers to relays in advance and include them in your entry, Team 6.6 provides the powerful new Relay Assistant to help you. To select swimmers for each relay click on the button marked **Pick Relay Swimmers.** While USS rules do not require that you declare your swimmers before the relay arrives at the block, it is sometimes convenient to enter them in advance or use this feature to plan strategies.
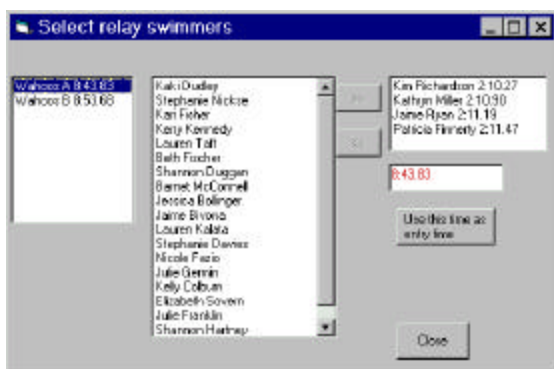

This brings up the relay assistant choice screen. Click on each relay and select the swimmers you want to use by clicking on each swimmer and then on the ">>" button, or by double clicking on the swimmer. The program will display the swimmer's aggregate computed time. If you want this aggregate time to be the relay's entry time, click on the button labeled **Use this time as entry time.**

You can switch among several relays by clicking on the relay name on the left. Only swimmers not currently entered in another one of the relays for this event are available for you to choose, so you can't use a swimmer more than once. When you are done selecting swimmers, click on **Close**. The swimmer's names will be printed out on the final entry and included in the SDI entry file.


If you select the relays names button for a Medley relay, Team 6.6 displays a list of the fastest times for each of the four strokes. To select a swimmer, double click on a name in each of the four stroke boxes. Since the same swimmers may be fastest in more than one stroke, a swimmer is eliminated from all four columns once you choose that swimmer for any leg of the relay.
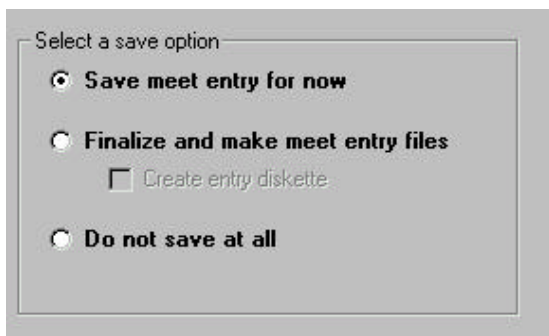
Step 6: Now you have completed your entry. You can save it for further work or convert it to the final entry file form by clicking on the **Finalize**...button.

This generates files having the names TEAM.ent, lscTEAM.sd3 and lscTEAM.cl2 where TEAM represents your team's initials. The "ent" file is the entry file used by the older LSA SwimMeet programs. The SD3 file called lscTEAM.sd3 is used for importing into LSA Swim Meet 5.7 and by other meet software packages. ("lsc" is the 2 letter USS LSC code). The file called lscTEAM.cl2 is also generated which is compatible with and can be imported by HyTek's older CommLink programs.

If you check the **Create entry diskette** checkbox , these three entry files are also copied to a diskette in your A drive. To go on, click on **Next**
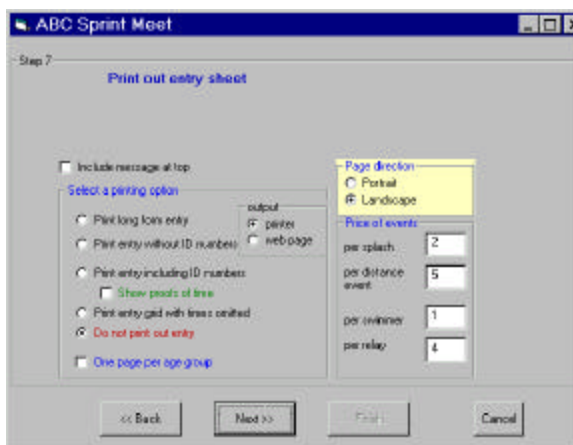
Step7: In this last panel, you can decide whether to print out the meet entry. The entry can be printed in Landscape mode (horizontally) or Portrait mode (vertically) to allow for meets with a larger or smaller number of events.

Swimmers are listed alphabetically in age groups. You can print each age group on a separate page if the "One page per age group" box is checked.

You can choose to "Include message at the top" of the printout.

If you want to print the entries out by squad, select "Print long form entry." This prints out the swimmers by squad without attempting to align the events vertically, so swimmers from different age groups can appear together. You can print each squad on a separate page if the "One page per age group" box is checked.

This panel also allows you to print out the entries with or without swimmer USS ID numbers, and with or without a proof of time table at the end of the list.

You can also print out a grid with no entry times showing to assist in planning meets.

### *Creating Web Page Copies of your Meet Entries*

If you select the **Web page** output button instead of the **Printer** button, the Wizard will create a web page of your entry in the same tabular form as the printed version. You can use this to enhance communication between swimmers, parents and coaches by posting all of your entries on the team's web site.

You can also use this to email printable copies of the entry to other locations without access to the Team 6.6 program.
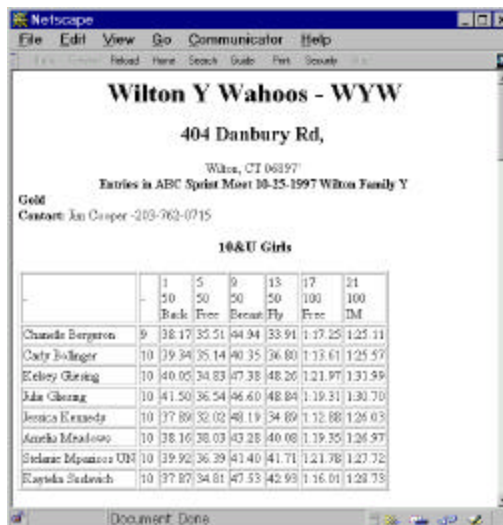
Viewing and Scratching Entries by Event

You can view your swimmers as they will be seeded by event by selecting **View | Meet Entry by Event** in the main Team6.6 menu bar. Then select the squads you wish to view and click on the **Read in squads** button.
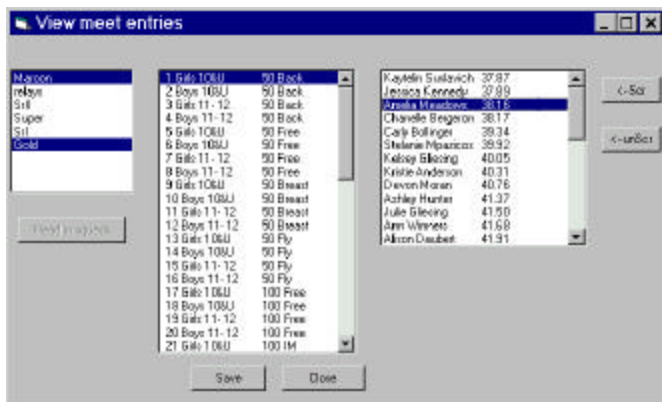
Then you can click on any event and see a list of the swimmers who are entered. You can scratch any swimmer at this point by clicking on the swimmer and then on the **Scr** button.

These changes affect only the squad entry files. You must still return to the Meet Entry Wizard to finalize the entry to include any change in the final entry.

## Printing Entry Sheets After Your Entry is Complete

You do not have to go through the 7-step wizard to print out additional meet entry sheets or ones in different formats. Instead, just select **Print | Meet entries** from the main menu. The window shown here will be displayed, allowing you to print out any entry sheet you wish.
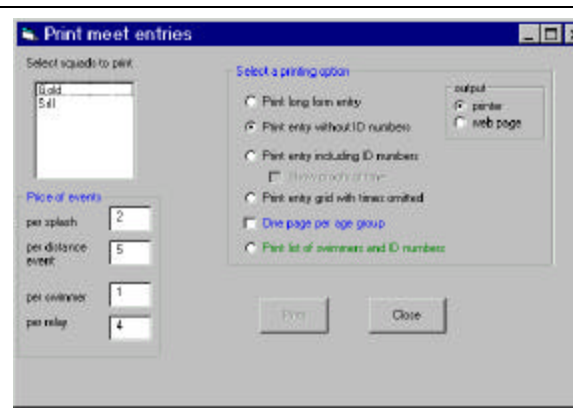
Printing Labels for Seed Cards

If you click on **Print | Labels | Seed card Labels** in the main Team6.6 menu bar, you can print labels for the completed entries in the current meet.

Choose **all squads** or those squads you wish to print.
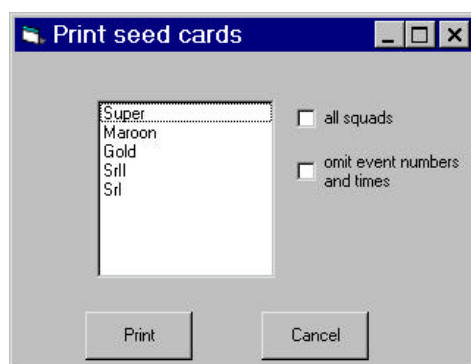
For dual meets, it is sometimes convenient to **omit the event numbers and** seed **times** from these labels and simply have swimmer cards available for each event in which you might choose to enter swimmers. Labels can br Avery 5160 (3 x 10) or Avery 5161 (2 x 10). These are selected in the printer setup routine.

20.   Importing Results into SwimTeam 6.6

SwimTeam 6.6 provides a very convenient automatic way to import results into your team files after a swim meet. You can import your results directly from any meet run with LSA SwimMeet software or with any software package which can produce a USS Standard Data Interchange (SDI) file. It can also import non-USS SDI files such as HyTek's Commlink© files.

Meet results are imported so that the better of a prelims and finals times are recorded (each or both if you specify them), and all meaningful shorter distance splits are saved, along with relay leadoff times as long as the relay swimmers' names are supplied in the results file
Remember that initial splits and lead-off relay splits can be Official Times under USA Swimming rules.

To import times, just select **Meets | Import meet results** and select the file folder or drive where the results are stored and then select the meet file (ending in .mt6). In the case of LSA SwimMeet 5 run meets, you need the following files

- xxxxSWMR.RC5

- xxxxENTR.RC5

- xxxxSPLT.RC5

- xxxxRELA.RC5

- xxxx.MT4 or MT6

- teamlist.dat and meet5.ini are also useful

LSA SwimMeet 5.7 puts these files on a floppy when **File|Copy meet files to Diskette** or the **Copy results to disk** button is chosen, followed by **Back up meet database**.

They are also the files contained in the zip file made by Meet 5.7 upon choosing **File |Make zip file of data.**

In the case of SDI files, you need one (usually somewhat large) file per meet, often named

- cfile01.cl2, uss-hy.SD3, or "meet".SD3

Some teams will generate a custom SDI file for you with just your team's entries in it, and others give you the entire meet's results. After you select the **Import meet results** menu item, SwimTeam 6.6 displays the usual File Open dialog box.

Files having the extension MT4 , MT6, CL2 and SDx are displayed in whatever folder you select. Click on the file which contains the meet data that you are importing.

While meets run using LSA SwimMeet should always contain all the correct name, date, location and course information, SDI files exported from HyTek programs frequently do not.

Be sure to enter the correct **Meet name** , **Meet date** (starting day), **Location** and **Course** before beginning your import. Note that you can specify whether or not to **Include splits** . Only the "useful" shorter event distance splits will be imported, along with relay takeoffs. You can also choose whether to import **Prelims** times separately from **Finals** times, the **Better of** both, or to import **Both** times. Then click on the **Import** button.

Do not click on the two options at the top of the panel *unless* you are making a new database from a prior program's SDI data files.

The results are imported, with the swimmer's names displayed in the status bar located at the bottom of the Team 6.6 program screen, as they read in. Swimmers are matched by USS number and if that fails, by nickname and name. Swimmers who were shown in the meet as in your team, but whose names cannot be matched are displayed for manual assignment at the end.
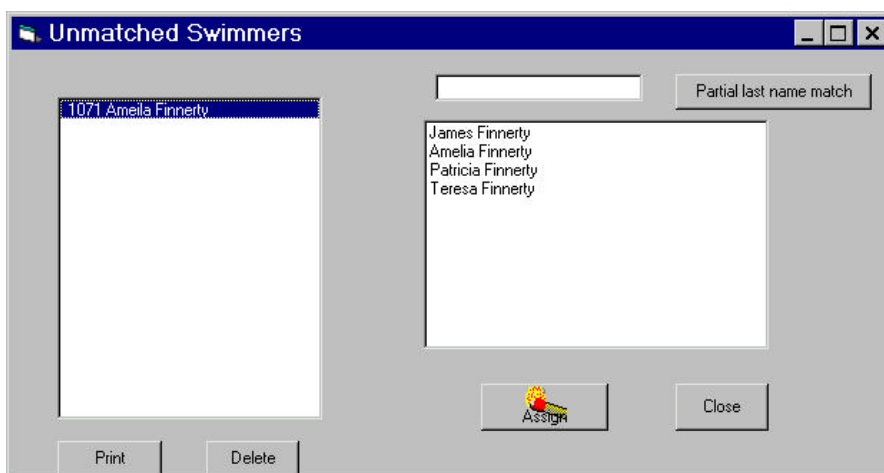
Here we see the swimmer's name (Ameila) was misspelled in the results from USA Nationals, but we can easily find and select the correct swimmer (Amelia) from the names suggested on the right. Click on the Assign button below.

In the event that no matching names pop up, you can type in a partial last name in the top text field, and click on **Partial last name match**. This will always find some likely swimmers.

Make a note of any swimmer's name, whom you were unable to match, for further investigation. When you are done, click on **Close,** and your results are imported.

Deleting Meet Folders or Meet Files

If you are running out of space in your computer's hard drive, remember that once you have imported the results into the database, and have used the entry files for Billing, you may have no further need for the actual meet files. Unless you wish to print out results or other statistics from the meet files or entry files they can be safely deleted from your hard drive.