

Delco Swimming & Diving League



Helpful Tips for Using Meet Manager, Team Manager, and Team Unify Software

Updated June 11, 2024

This working document is to help troubleshoot the issues of moving from paper and pencil to using Team Management Software (Team Manager/TeamUnify) and Meet Manager.

- Team Manager – product you must purchase from Hy-Tek
 - This is for Meet Entries ONLY
- Team Manager Lite – free product but limited use
 - This is for Meet Entries ONLY
- TeamUnify – product you must purchase from TeamUnify
 - This is for running your entire Team (including a website) & Meet Entries
- Meet Manager – product you can download from the league or purchase your own
 - This is for running the Meet ONLY

Team & Meet Manager do not work with MAC computers currently. You must use a PC.

Meet Files:

Are you using the templates from the Delco League Site – if not please be using those files we have recently updated them.

<https://www.delcoswimmingdivingleague.com/page/swimming/meet-forms>

Communication:

From home team to visiting team by Wednesday the week of your meet is a must. If you move your Meet to a different day please reach out a min. of 2 days ahead of time.

- Home Team
 - Use the Template from the Delco League Site to create the meet in Meet Manager
 - From Meet Manager you create a Team Entry File – you would export this file from Meet Manager as a zip file. Save this file so you can email it to the Rep & Head Coach of who you are swimming.
 - Doing this step means that BOTH teams will be using the same meet file to create their entries and cuts down on any potential errors
 - DO NOT use an old file – every meet download a new file to create the meet you are swimming. Using old files could lead to the program malfunctioning while in use and

you could lose all data you input. This has happened many times before. Good practice is during the meet to back up the meet so the information is saved.

- Visiting Team
 - Import the meet file from the Home team into your Team Management Software
 - Please wait to get the file from the Home Team to ensure success at the meet
 - Create your entries in your Team Management Software
 - In TeamUnify you can not assign heat and lanes
 - In Team Manager you should be assigning heats and lanes to your swimmers
 - Bring your laptop you have the entries on to the meet. You must have a jump drive that you export them onto so you can upload them to the host team computer. Do not assume there is wifi for you to use.
- Both Teams
 - Must communicate about the following:
 - Do you plan to print at the meet or must you bring copies with you
 - Eligibility List – 2 copies min.
 - Lineups – 2 copies for the table plus whatever you need for coaches/volunteers.
 - You must fill out your cards prior to the meet.
 - Exhibition
 - This is helpful for teams that have large age groups to know if they are using just their lanes or could they use all lanes for exhibition heat.

At the meet & after the meet:

- The paper copy of results and the computer must MATCH.
 - Reasons why they might not match could be:
 - Error in hand scoring
 - Giving all points to one team (each team can only score 2 swimmers max)
 - Place Judges differ from the times inputted in the computer – to fix a place over time you must use the Judges Decision Button in Meet Manager to override the times – example of this will be at the end of this document.
- The results from Meet Manager will be the official results as that is the information that is posted on the league website.
- You MUST enter DQ codes in Meet Manager
 - This information is helpful for the swimmer/coach to review after the meet.
- Please send results as a PDF as a single column
- Exhibition Swimmers must be marked Exhibition in Meet Manager. From the Run Screen there is a column called EX – make sure the box is checked.
 - Teams using Team Manager for Entries you can also check this box when doing entries, so it is already done for the scorers at the meet.
 - If this is not done when you score the event you could have 7 or more swimmers eligible for points when we only score the Live Heat in each Event.
- If you are running Meet Manager alongside the paper copy before you leave the meet, please email the meet results with the scores include – example is below you can see at the end of the link the combined team scores are shown.
 - https://www.delcoswimmingdivingleague.com/delcosdl/UserFiles/Image/QuickUpload/meet-results_073335.pdf

League Approved Team Abbreviations for League Champs & Meet of Champs

We need to make sure we do not have Team Abbreviations that are the same or it will mess up when we merge entries from the various champ meets. If you do not wish to use the Abb. below please communicate so we can find the right one for your team. Also, if you are using TeamUnify it might have DD after your team name that is OK. If you have MA listed after your Team Name that is incorrect your summer team is not a Middle Atlantic Swim Club. It should just be the abb. in your Team Manager set up.

- AQ – Aquatic Swim Club
- BHSC – Brookhaven Swim Club
- BLCC – Broomall's Lake Country Club
- BRI – Briarcliffe Swim Club
- CHSC – Clifton Heights Swim Club
- STOGA – Conestoga Swim Club
- CSC – Creekside Swim Club
- DRX – Drexel Swim Club
- FOL – Folcroft Swim Club
- HSST – Hilltop Swim Club
- KAR – Karakung Swim Club
- KNO – Knowlton Swim Club
- LSC – Lansdowne Swim Club
- LPSC – Lawrence Park Swim Club
- NA – Nassau Swim Club
- PPSC – Prospect Park Swim Club
- RPSC – Ridley Park Swim Club
- RTSC – Ridley Township Swim Club
- RW – Riddlewood Swim Club
- SCC – Springfield Country Club
- SSC – Springfield Swim Club
- TIN – Tinicum Swim Club

Misc. News, Notes, & Screenshots of Hot Topics:

Naming Meets & Results

- Away Team vs Home Team & Date
 - Example: JV Meet from July 5th
 - RTSCvsRPSC070523
- Please name your PDF result file
 - RTSCvsRPSC JV Meet Results

In Meet Set Up please name the meet

- Here you can use full team names
 - Ridley Township vs. Ridley Park Swim Club

JV is a great chance to use Meet Manager and train parents to use the technology.

We have updated many items on the Delco League site but if you see an issue or old information that is incorrect, please respond back.

- Meet Line-Up Template is now one link.
- Change Cards – new link added if you were to run out of cards.
- Triple Winner Form
- Triple Winner Form – Delco Times
- The Officiating Update from the league 6/21/23
- The Scoring Update from 2023

Example of where/how to use Meet Manager for adjusting Place over Time:

This screen shot is from the run screen – click the JD button

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Ridley Area YMCA - PA Updated: 6/27/2023 5:16:21 PM

EVENT LIST - All Events - SC Meters - (Session not selected)										Subtracted Splits <Ctrl-I: Replace Splits with Records>			
Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS		Lane	50	100	
1	F	Scored	Girls 11-12 100 Yard IM	1	-	-	-	-		1			
2	F	Scored	Boys 11-12 100 Yard IM	1	-	-	-	-		2			
3	F	Scored	Girls 13-14 100 Yard IM	1	-	-	-	-		3			
4	F	Scored	Boys 13-14 100 Yard IM	1	-	-	-	-		4			
5	F	Scored	Girls 15 & Over 100 Yard IM	1	-	-	-	-		5			
6	F	Scored	Boys 15 & Over 100 Yard IM	1	-	-	-	-		6			
7	F	Scored	Girls 8 & Under 25 Yard Butterfly	1	-	-	-	-					
8	F	Scored	Boys 8 & Under 25 Yard Butterfly	1	-	-	-	-					
9	F	Scored	Girls 9-10 25 Yard Butterfly	1	-	-	-	-					
10	F	Scored	Boys 9-10 25 Yard Butterfly	1	-	-	-	-					
11	F	Scored	Girls 11-12 50 Yard Butterfly	1	-	-	-	-					
12	F	Scored	Boys 11-12 50 Yard Butterfly	1	-	-	-	-					
13	F	Scored	Girls 13-14 50 Yard Butterfly	1	-	-	-	-					
14	F	Scored	Boys 13-14 50 Yard Butterfly	1	-	-	-	-					
15	F	Scored	Girls 15 & Over 50 Yard Butterfly	1	-	-	-	-					
16	F	Scored	Boys 15 & Over 50 Yard Butterfly	1	-	-	-	-					
17	F	Scored	Girls 8 & Under 25 Yard Backstroke	1	-	-	-	-					
18	F	Scored	Boys 8 & Under 25 Yard Backstroke	1	-	-	-	-					

Session: F7 SCR Sheet: F9 Adjust: F8 Restore Peds: Ctrl-P JD: Ctrl-J Race #: F2 List: Ctrl-L Re-Rank Prev Event: Ctrl-F4

Refresh: Ctrl-D Rel Names: Ctrl-R Awards: Ctrl-A Calc: Ctrl-K Unseeded: Ctrl-U Get Times: F3 Score: Ctrl-S Re-Score Next Event: Ctrl-F5

Heat 1 of 1 == Finals == Event 1 Girls 11-12 100 Yard IM

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exp	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Luber-Solo, Maddie	12	Riddlewood Swim Team	NT											
2	Fasciocco, Arianna	11	Drexel Swim Team-US	NT											
3	Cantania, Joss	12	Riddlewood Swim Team	NT	1:37.00								1	1	5
4															
5															
6															

When you click the JD button you will get this screen to pop up

Judges Decision / Tie Breaker

RESULTS									
JD PL	Place	H/L #	JD Heat PL	Heat PL	Athlete Name	ABBR	Time	Points	JD Points
	1	1/2		1	Certo, Kathryn	DXL-US	42.57	5	
	2	1/3		2	Rim-Thomas, Grace	RSC	44.53	3	
	3	1/4		3	Gilroy, Maura	DXL-US	48.70	1	
	4	1/1		4	Pearce, Molly	RSC	53.31		

This is where you would enter the JD Place to override the times

This screen shot is from a meet this past season where we had the places differ from the times

Event 44 Boys 13-14 50 Yard Freestyle

	Name	Age	Team	Seed Time	Finals Time	Points
1	Zimmerman, Hunter M	13	Ridley Township Swim Club	25.08	25.63	5
2	Christie, Colin	14	Springfield Swim Club	27.25	26.37	3
3	Ryan, Ian	14	Springfield Swim Club	29.34	J29.90	1
4	Myers, Patrick	14	Springfield Swim Club	28.47	xJ29.50	
5	Talley, Jason M	14	Ridley Township Swim Club	33.99	34.23	

The below screen shot will show you 2 things about the small x and the large X on results

Event 44 Boys 13-14 50 Yard Freestyle

	Name	Age	Team	Seed Time	Finals Time	Points
1	Zimmerman, Hunter M	13	Ridley Township Swim Club	25.08	25.63	5
2	Christie, Colin	14	Springfield Swim Club	27.25	26.37	3
3	Ryan, Ian	14	Springfield Swim Club	29.34	J29.90	1
4	Myers, Patrick	14	Springfield Swim Club	28.47	xJ29.50	
5	Talley, Jason M	14	Ridley Township Swim Club	33.99	34.23	
---	Bohmann, Griffin	13	Springfield Swim Club	35.24	X34.27	
---	Ciechanowski, Stephen	13	Springfield Swim Club	33.92	X36.55	
---	Scott, Patrick	13	Ridley Township Swim Club	42.08	X43.51	
---	Henderson, Julian	13	Ridley Township Swim Club	1:18.40	X1:27.13	

Small x – that is for the 3rd swimmer from a team that CANNOT score as you cannot sweep an event.

Large X – that is for those swimmers that are exhibition.

Also, in this race since Ridley Township only has 2 live swimmers, they didn't have a small x for any swimmers.

The below screen shot will show you both teams have results with a small x

Event 45 Girls 15 & Over 100 Yard Freestyle

	Name	Age	Team	Seed Time	Finals Time	Points
1	Anderson, Caroline E	18	Ridley Township Swim Club	59.87	1:01.42	5
2	Devlin, Riley	15	Springfield Swim Club	NT	1:02.96	3
3	Barber, Hannah	17	Springfield Swim Club	1:01.69	1:03.47	1
4	Murphy, Keagan	16	Springfield Swim Club	NT	x1:05.53	
5	Scott, Hannah	15	Ridley Township Swim Club	1:05.09	1:05.88	
6	Ninneman, Ava E	16	Ridley Township Swim Club	1:07.54	x1:11.67	

When you are running the end of meet results, please make sure the following boxes are checked:

DQ Codes, Athlete/Relay Points, & Comined Team Scores ONLY (don't need Male/Female)

Results

Select All De-Select Preferences Memorize View Create Report

Gender

☒ All
 ☐ Male
 ☐ Mixed
 ☐ Female

Age Range

-

LSC

Rounds

☒ All Rounds
 ☐ Finals Only
 ☐ Prelims Only
 ☐ Round 1 Only

Indiv + Relays

☒ Indiv + Relays
 ☐ Indiv Only
 ☐ Relays Only

Session List

	Day	Start Time	Session #	Course	Session Title
	All		All	S	All Events
▶	1	09:30 AM	1	Y	Saturday

EVENT LIST

	Evt #	Rnd	Status	Event Name	Heats
<input checked="" type="checkbox"/>	1	F	Scored	Girls 11-12 100 Yard IM	1
<input checked="" type="checkbox"/>	2	F	Scored	Boys 11-12 100 Yard IM	1
<input checked="" type="checkbox"/>	3	F	Scored	Girls 13-14 100 Yard IM	1
<input checked="" type="checkbox"/>	4	F	Scored	Boys 13-14 100 Yard IM	1
<input checked="" type="checkbox"/>	5	F	Scored	Girls 15 & Over 100 Yard IM	1
<input checked="" type="checkbox"/>	6	F	Scored	Boys 15 & Over 100 Yard IM	1
<input checked="" type="checkbox"/>	7	F	Scored	Girls 8 & Under 25 Yard Butterfly	1
<input checked="" type="checkbox"/>	8	F	Scored	Boys 8 & Under 25 Yard Butterfly	1
<input checked="" type="checkbox"/>	9	F	Scored	Girls 9-10 25 Yard Butterfly	1
<input checked="" type="checkbox"/>	10	F	Scored	Boys 9-10 25 Yard Butterfly	1
<input checked="" type="checkbox"/>	11	F	Scored	Girls 11-12 50 Yard Butterfly	1
<input checked="" type="checkbox"/>	12	F	Scored	Boys 11-12 50 Yard Butterfly	1
<input checked="" type="checkbox"/>	13	F	Scored	Girls 13-14 50 Yard Butterfly	1

Columns / Format

Include in Results

Splits / Sort Order / Selected Teams

☒ Records
 ☐ Time Stds
 ☒ Spec Pts
 ☐ Entry Qualifying Time
 ☐ Event Comments
 ☐ Prior Results (1 col only)
 ☒ Entry Times
 ☐ Scratches

☒ No Shows
 ☒ DQ Codes
 ☐ DQ Results
 ☐ Reaction Times
 ☒ Time Trial Events
 ☒ Athlete / Relay Points
 ☐ Button Backups 1 col

☐ Splits with Prior Results
 ☐ Logos in Footer
 ☐ Message 1 In Footer
 ☐ Message 2 In Footer
 ☐ Message 3 In Footer

Include Team Scores

☒ Combined
 ☐ Male
 ☐ Female
 ☐ Combine Divisions
 ☐ If Combined : Both genders must score
 ☐ By Region

If you need to add a new athlete to your team – please click on Athletes



Please click on Add



This screen below will pop up and you fill in First & Last Name, Birthdate, Gender, and Build ID. If they have a preferred name you can add that as well but not mandatory – example Elizabeth but goes by Liz

Athlete Information

Athlete Information

Last Name: First Name: Middle:
 Preferred Name: Birthdate: Age:
 Build ID: ID #: Gender (M,F):
 Athlete Cell: Athlete E-Mail:
☐ Mark as anonymous

Primary Contact | **Secondary Contact** | **Medical** | **Custom** | **Email Export**

Primary Mailing Information

Father's Last: Father's First:
 Mother's Last: Mother's First:
 Mailing Address:
 Mailing Address:
 City: State: PA
 Postal Code: Country: USA
 Swap Mother/Father Names, Tele, E-mail
 Fill in 'Mail To' if different from first names and last name
 Mail to:
☒ Use Primary for Mailing ☐ Use Secondary for Mailing ☐ Use Both

Primary Contact Information

Home Phone: FAX:
 Office Phone: Cell:
 E-Mail:
 Office Phone: Cell:
 E-Mail:

Member of

Team 1: RTSC Joined: MM/DD/YY
 Team 2:
 Team 3:
 Group: Joined: MM/DD/YY
 Subgroup:
 WM Group:
 WM Subgr:
 School Yr:

☐ Foreign
☐ Inactive
☐ Dive Certified

Registration OK
 Recruiting Cancel

If you have a swimmer on your team that is no longer swimming and you wish to delete them but don't want to lose the data, please just click on INACTIVE.

Athlete Information

Athlete Information

Last Name: First Name: Middle:
 Preferred Name: Birthdate: Age:
 ID # Athlete Cell:
 Gender (M,F): ☐ Athlete E-Mail:
☐ Mark as anonymous

Primary Contact | **Secondary Contact** | **Medical** | **Custom** | **Email Export**

Primary Mailing Information

Father's Last: Father's First:
 Mother's Last: Mother's First:
 Mailing Address:
 Mailing Address:
 City: State: PA
 Postal Code: Country: USA
 Fill in 'Mail To' if different from first names and last name
 Mail to:
☒ Use Primary for Mailing ☐ Use Secondary for Mailing ☐ Use Both

Primary Contact Information

Home Phone: FAX:
 Office Phone: Cell:
 E-Mail:
 Mother
 Office Phone: Cell:
 E-Mail:

Member of

Team 1: RTSC Joined: MM/DD/YY
 Team 2:
 Team 3:
 Group: Joined: MM/DD/YY
 Subgroup:
 WM Group:
 WM Subgr:
 School Yr:

☐ Foreign
☒ Inactive
☐ Dive Certified

Assigning Heats and Lanes in Team Manager

TEAM MANAGER - Database: C:\RTSC SWIMMING\2023\RTSC2023.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 1 Swim for Team: RTSC Session:

19-Jun-23 Roster

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	F	50	Free	12&U	I	0	0	0	0	0	0

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☒ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

Team: RTSC WM Gr: WM Sub: Yr: Group: Subgroup: Standards: Clear All Enter All

Cutoff Time Fu % indicates a time * indicates a time = converted tim

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr
Nelson	Parker	A	<input type="checkbox"/>	RTSC	40.80Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	11	
Nelson	Payton	M	<input type="checkbox"/>	RTSC	33.78Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	12	

When entering in Team Manager – see below for a live and exhibition swimmer

- Live Swimmer – Payton Nelson – Heat 1 / Lane 4
 - Click entrd column, type in 1 in Heat, type in 4 in LN
- Exhibition Swimmer – Parker Nelson – Heat 2 / Lane 2
 - Click entrd column, Click Exhib, type in 2 in Heat, type in 2 in LN

TEAM MANAGER - Database: C:\RTSC SWIMMING\2023\RTSC2023.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 1 Swim for Team: RTSC Session:

19-Jun-23 Roster

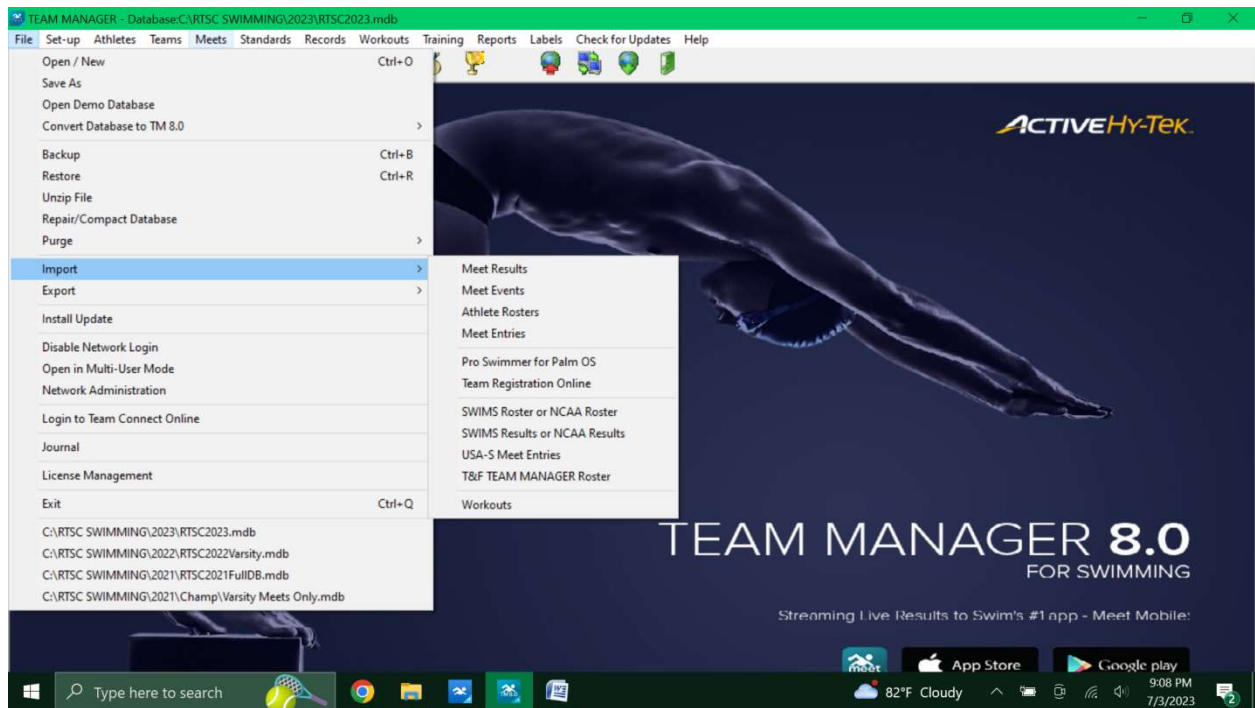
Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	F	50	Free	12&U	I	0	0	0	0	0	0

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☒ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

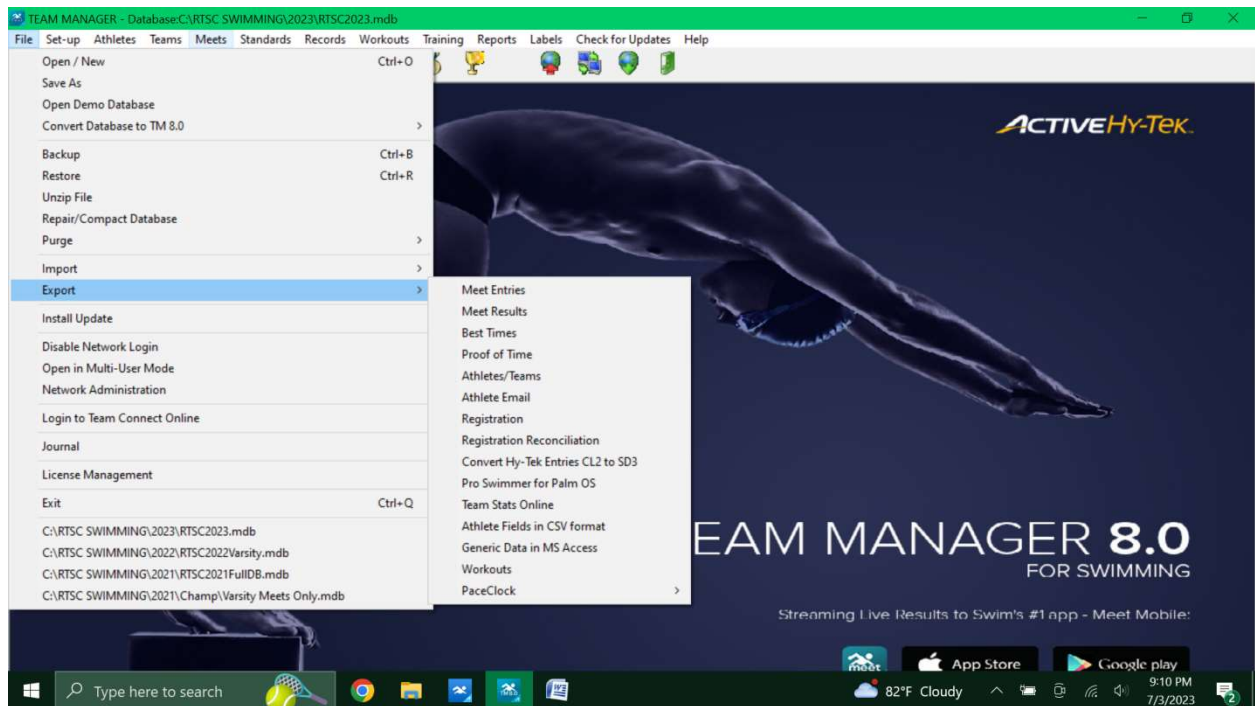
Team: RTSC WM Gr: WM Sub: Yr: Group: Subgroup: Standards: Clear All Enter All

Cutoff Time I % indicates a tim * indicates a tim = converted t

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr
Nelson	Parker	A	<input checked="" type="checkbox"/>	RTSC	40.80Y		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	F	11	
Nelson	Payton	M	<input checked="" type="checkbox"/>	RTSC	33.78Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	4	F	12	



In Team Manager to Export Meet Entries or Meet Results you click on File, Export, then select what you would like to Export



Making sure IDs are the same from TeamUnify and Team Manager if using both programs

Copy Both IDs

- Old one from Team Manager
- New one from TeamUnify

Paste into word

Then in TeamUnify click on merge ID under the swimmer

Paste the OLD ID and then pastes the NEW ID

This is for teams with USA Swimmers that the ID is not the DOB anymore and TeamUnify has picked up the new ID.

If you search in TeamUnify for Meet Results and you have a kid in BLUE that means the IDs are wrong and those times won't be stored under the swimmer until you fix the IDs.