

2019 Information for District I Swimming Entries

Nancy Swanson will be responsible for receiving district swimming entries. If you have any problems using the Hytek Team Manager software or do not have Team Manager please contact her at (215) 723-8864(h), (215)237-3293(c) or nkswanson29@yahoo.com.

Important information:

1. On the website www.piaad1.org...Swimming is a list of required District I Abbreviations and Short Names. Please refer to this document and use the assigned abbreviation and short name for your school when setting up your entries in Team Manager.
2. **Please include divers with your entries.** Do not include points, just their names and grade in school.
3. Team manager will automatically convert meter times to yard times. Contact Nancy if you have any questions.

EVENT FILE INSTRUCTIONS FOR DISTRICT I SWIMMING COACHES

As in the past, the event files are located at the District One web site: www.piaad1.org. Choose either Swimming: Boys or Swimming: Girls. There are four different event files for the 2018-19 District Meet — AAA Girls, AAA Boys, AA Girls, and AA Boys. Please choose the correct file to import, not all four. Do not set up a district meet file in team manager before importing. When you import the events file the meet will automatically be set up for you.

To import the events into team manager:

1. Click on the appropriate events file. You will be given the option to save or open. You want to save the file on your computer or flash drive. When the download is complete, click CLOSE.
2. Open your team manager data base. Click FILE, IMPORT, Meet events. You need to locate the events file that you saved. Double click on the file and the events will be saved in a temporary file. Double click on that and they will be imported. When the import is completed you will get a message that 12 events were imported.
3. Click on the “Meets” menu in your team manager data base and you will see the district meet located there. You are now ready to do entries. When you are finished with your entries, go to FILE, EXPORT, meet entries. Make sure you check off to export relays. DO NOT check the box that says to export only relays. Save your file. It is helpful if you can rename the file to include your team name. Attach the file to an email to nkswanson29@yahoo.com. Please include your full team name, AA or AAA, boys or girls on the subject line of your email. In the email please include a phone number where you can be reached if there is a problem. Nancy will email coaches confirmation that entries were received. She will also email you a meet manager copy of your entries. Please double check for accuracy.
4. When you arrive at the mandatory Coaches meeting, you will be given another meet manager copy of your entries. It will be helpful if you bring the emailed copy of your entries to this meeting to double check the one that you are given. You will sign and turn in this new copy of your entries. Once everyone signs off on their entries, the meet will be seeded and you will be given a meet psyche sheet to take with you.

The State requires that we use 9, 10, 11, and 12 for the school year for swimmers. If your team manager program is set up for FR, SO, JR, SR, follow these steps to change to 9, 10, 11, and 12.

From the Team Manager Home Page, click Set-up and then click on Groups/Sub Groups/Codes At the top it says “Show Types”. Click on “School Year”. It will say SO Sophomore etc. Highlight the first one and click on edit or just double click on the one you want to change. You can then change the SO to 10. You get a message that says that it will change them all to this new code. Say OK. Edit all of them to be 9,10,11 and 12.