

South Island Secondary School Championships

Notes for Club Recorders

We are asking club recorders to help with entries to reduce the number of manual entries for this secondary school meet. We have therefore specified that entries for SNZ-registered swimmers should be submitted as a TM file from club recorders. (Unregistered swimmers enter via their school coordinator, who can email their entry forms directly to Swimming Otago - details on flyer).

Each registered swimmer completes an entry form and submits a copy to his/her school. The swimmer also notifies the club recorder of the events s/he wishes to enter and the name of his/her school. (**Entry fees will be handled by schools**; clubs do not need to worry about this.)

These notes explain how Club recorders should prepare entries *for school teams*. (Much of this will be well known to most recorders, but is included for completeness.)

Before doing the entries, the club recorder needs to create a “team” for each school being represented by the club’s swimmers, and put the swimmers in their team, as follows.

1. If you do not already have a “team” for the school in your TM database, create a new team for each school represented by your club’s swimmers.
 - a. From Main Menu, click “Teams”. Unless you already have the school as a team in your database, click “Add” and then complete details as follows.
 - b. Enter “Team Abbr”. Use an abbreviation of up to five letters for the school. Please check the list on page 4 of these notes and, if your school is listed, use the abbreviation and names shown. If your school is not listed, and if other clubs may be submitting entries from the same school, please coordinate so you all use the same abbreviation and the same names for a given school.
 - c. Enter “Full Team Name” and “Short Team Name” (again, refer to list on page 4).
 - d. Team Registration = NZSF. Team Type = AGE. Country = NZL.
 - e. Click OK – see screenshot below.
 - f. Repeat to add teams for other schools if you have club members from more than one school entering this meet.

The screenshot shows a 'Team Maintenance' dialog box with the following fields and values:

- Team Names/Registration:**
 - Team Abbr: EXAMP
 - Full Team Name: This is an Example Team
 - Short Team Name: Example
 - Team Registration: NZSF
 - Team Type: AGE
 - Team Division: (empty)
- Mailing Information:**
 - Mail To: (empty)
 - Address: (empty)
 - City: (empty)
 - Postal Code: (empty)
 - E-Mail Address: (empty)
 - Province: (empty)
 - LSC: (empty)
 - Country: NZL
- Telephone Information:**
 - Day Phone: (empty)
 - Evening Phone: (empty)
 - FAX: (empty)

Buttons: OK, Cancel

For each swimmer entering the meet, add the swimmer's school "team" to their profile, as follows:

- g. From Main Menu, click "Athletes". Double-click on the name of a swimmer who is entering the Secondary Schools meet to edit their information.
- h. On right hand side of "Athlete Information" box, use the "Team 3" drop-down box to select the school the swimmer is representing. See screenshot below.
- i. Click OK and repeat for other swimmers.

2. Now you are ready to do the entries. Import the TM Events file for the South Island Secondary Schools meet 2014, available at http://www.swimotago.org.nz/swimming_otago_003.htm.
3. Complete the entries for each swimmer, as follows:
 - a. Click "Meets" on main menu, then click Meet Name "2014 South Island Secondary Schools"
 - b. Click "Entries" at the top and then "Entries by Name"
 - c. At the top centre of the window, select the school team for which you are doing entries ("For this Meet, Swim for Team" and "Team" – see screenshot below).
 - d. Select a swimmer's name from that school and do their entries, ensuring that swimmers meet the qualifying times (50m events have no qualifying times; anyone can enter).
 - e. Repeat for other swimmers from the same school, then enter swimmers from other schools if your club has swimmers from more than one school. (Don't forget to change "For this Meet, Swim for Team" to a new school.)

For this Meet, Swim for Team: EXAMP

Only Pre-Entered Athletes
 Male
 Female
 Both

Team: CLUB-OT
Group:
WM Gr:
Low Age:
High Age:
Standards:

School Yr:
Subgroup:
WM Sub:

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Swimmer	Fast		M	15-Jul-99	14					CLUB	CLBSFG150799	

Show Relay Entries
Current Entries 2
Relay Entries 0
Session:
Meet Division:
 Show Swim-Up Events
* = time did not make the cutoff.

28-Mar-14 2014 Otago Primary and Secondary Schools

Session	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [
2	P	1	H	M	50	Free	12-Ov		NT									
2	P	2	H	M	50	Back	12-Ov		NT									
2	P	3	F	M	50	Breast	12-Ov		NT									
1	S	21	B	M	50	Fly	14&U		NT									
1	S	22	B	M	50	Back	14&U		NT									
1	S	23	B	M	50	Free	14&U		NT									
1	S	24	B	M	50	Breast	14&U		NT									
1	S	52	B	M	50	Back	Open		NT									
1	S	53	B	M	50	Free	Open		NT									
1	S	54	B	M	50	Breast	Open		NT									
1	S	62	B	M	50	Back	Open		NT									
1	S	63	B	M	50	Free	Open		NT									
1	S	64	B	M	50	Breast	Open		NT									

4. Relays: You may liaise with your school sports coordinator to enter relays if you wish. However, if swimmers from different clubs are on one relay team, these will be entered by the SISS meet recorder using relay names provided by the schools.
5. From the “Meets” screen, click the Meet name “2014 South Island Secondary Schools and then click reports at the top of the page to create Entry Reports and Entry Fee reports **for each school team**. (i.e. if your swimmers are from two schools, we need two Entry reports and two Entry Fee reports.)
 - a. Please sort by swimmers’ names and change the file names to include the school (i.e. team) abbreviation, e.g. “EXAMP_TMIEntries” and “EXAMP_TMIEntryFees”.
 - b. If you have done any relays, please also create a Relay Names report for each school team.
6. Create one combined TM Entry file for all swimmers (File/Export/Meet Entries...) as you would for any other meet. It doesn’t matter if your entries are for more than one school; there is no option to separate by team and no need to do so.
7. Send all of the above files to swimming.otago@xtra.co.nz and a copy to the sports coordinator at each of the schools for which you have entered swimmers, no later than **8pm on Thursday 19 June 2014**.

The meet flyer is available at http://www.swimotago.org.nz/swimming_otago_003.htm.

If you have any problems or questions, contact Patricia McNaughton, SISS Meet Organiser, by email patricia.mcnaughton@gmail.com (preferred contact method) or by phone in the evenings (7-9 pm) on ph 03-4545323.

List of school names and abbreviations

Abbrev	Full name	Short name
ASH	Ashburton College	Ashburton Coll
AVON	Avonside Girls High School	Avonside Girls
BURN	Burnside High School	Burnside High
CASH	Cashmere High School	Cashmere High
CHCOL	Christ's College	Christ's College
COLUM	Columba College	Columba College
CRAIG	Craighead Diocesan	Craighead Dio
CROM	Cromwell College	Cromwell College
DUNST	Dunstan High School	Dunstan High
ELLES	Ellesmere College	Ellesmere Coll
GARIN	Garin College	Garin College
GERAL	Geraldine High School	Geraldine High
GLDNB	Golden Bay High School	Golden Bay
GORE	Gore High School	Gore High
HURU	Hurunui College	Hurunui College
JAMES	James Hargest	James Hargest
JMCG	John McGlashan College	John McGlashan
JP2	John Paul 2 High School	John Paul 2 High
KAV	Kavanagh College	Kavanagh
MARLB	Marlborough Boys College	Marlboro Boys
MARLG	Marlborough Girls College	Marlboro Girls
MOUNT	Mountain View High School	Mountain View
MTHUT	Mt Hutt College	Mt Hutt Coll
MURCH	Murchison Area School	Murchison
NAYLD	Nayland College	Nayland
NELCG	Nelson College for Girls	Nelson Girls
NELSN	Nelson College	Nelson College
NZCOR	NZ Correspondence School	NZ Correspond
OBHS	Otago Boys High School	Otago Boys
OGHS	Otago Girls High School	Otago Girls
PAP	Papanui High School	Papanui
QUCC	Queen Charlotte College	Queen Charlotte
RAI	Rai Valley Area School	Rai Valley
RANGI	Rangi Ruru	Rangi Ruru
ROX	Roxburgh High School	Roxburgh High
SHIRL	Shirley Boys High School	Shirley Boys
SBHS	Southland Boys High School	Southland Boys
SGHS	Southland Girls High School	Southland Girls
STAC	St Andrews College	St Andrews Col
STHIL	St Hilda's Collegiate	St Hilda's
STMAG	St Margaret's College	St Margaret's Col
STPET	St Peter's College	St Peter's Coll
TAI	Taieri College	Taieri College
TAP	Tapawera Area School	Tapawera
TIM	Timaru Boys High School	Timaru Boys
TIMG	Timaru Girls High	Timaru Girls
VERD	Verdon College	Verdon College
WAIME	Waimea College	Waimea College
WAKA	Wakatipu High School	Wakatipu High