

## **This is for the computer personnel and others who need CHAMPIONSHIPS details.**

To do CHAMPIONSHIP entries on Easy Team Manager:

1. Create a meet called CHAMPS PRELIMS
2. On the ADD MEET screen, pull down to INVITATIONAL (**NOT** heat/lane entry). This will allow you to enter swimmers **BY TIME**, which is required for Champs
3. Re-use the events from last year's champs (78 events) and print a coach's grid if you wish. It can show best times if you wish. Only 78 events are used at the Champs meet. Capable 6&UN swimmers compete in the 8&UN events.
4. Enter swimmers by just **CLICKING** where you would normally enter the heat/lane and the word YES appears in order to show that they are entered in that event. Swimmers may be entered into a maximum of **THREE** individual events. See \* note below on individual entries.
5. Enter relays in the same way **AND make your best guess as to the relay names** (you may change these up to 30 minutes before finals, but it saves lots of time if you have your best guess at these names already entered). Swimmers may be entered into a maximum of two relays. See \*\* note below on relay entries.
6. Print a hard copy of your entries and EXPORT in the same way as for dual meets.
7. **Email entries to Mark Lingo (mark@lingomfg.com) BY NOON, SATURDAY, JULY 9th. Include the contact phone number of the person sending the entries for questions.**

***\* PLEASE AVOID ENTERING SWIMMERS IN EVENTS FOR WHICH THEY ARE LIKELY TO BE DISQUALIFIED. THESE ARE THE CHAMPIONSHIPS AND IT IS NOT THE TIME FOR SWIMMERS TO LEARN HOW TO SWIM THE STROKES. PLEASE BE RESPECTFUL OF THIS REQUEST AS IT IS IN THE SWIMMER'S INTEREST TO SWIM ONLY IN EVENTS IN WHICH THEY CAN PROPERLY AND CONFIDENTLY COMPETE, AND IN EVERYONE ELSE'S INTEREST TO NOT LENGTHEN THE MEET. THANK YOU FOR YOUR COOPERATION WITH THIS POLICY.***

**\*\* Swimmers may not swim out of their age group during individual events. In the relay events, however, swimmers may move up to fill in a relay team without jeopardizing his/her individual event status in the lower age group. Swimmers may move up in age group relays **only if there are insufficient eligible swimmers in that age group on that team**. Therefore, all eligible swimmers in an age group must have been exhausted their eligibility before a younger swimmer may move up. In any case, the swimmer may not exceed the maximum allowable number of events. Ages are determined as of June 1<sup>st</sup> 2022.**

**\*\*An eligible swimmer that has competed in at least two dual meets can be entered to swim on a relay at finals even if they did not participate in individual events at prelims.**

**A Psych Sheet and Entry Confirmation will be sent back to whoever emails the entry.** Please double-check all your entries as carefully as possible so that you don't have anyone left out. **Report any and all corrections to Mark Lingo, mark@lingomfg.com, by 5:00 PM on SATURDAY, JULY 9th.** AT THIS TIME, ONLY CORRECTIONS OR INADVERTENT OMISSIONS BUT NO OTHER KINDS OF CHANGES MAY BE SUBMITTED. Just send an email with these changes; **DO NOT** re export. **HEAT SHEETS WILL BE FINALIZED AND SENT TO HOST TEAM TO PRINT AFTER 5:00 PM ON SATURDAY!** The official Psych Sheet will be posted after 5:00 PM on Saturday on the League Web site – [www.7hillsleague.org](http://www.7hillsleague.org).

**At any time after 5 pm Saturday that you discover that a swimmer is NOT able to compete, please let us know. NO ONE wants the meet to be longer than necessary.**

### **NOTE NEW PROCEDURE FOR RELAYS:**

All teams wishing to make changes to their original relay swimmer names **CAN SUBMIT CHANGES UP UNTIL THE EVENT SWIMS AT CHAMPIONSHIPS**. However, we prefer to have the changes earlier.

**Please submit changes by hand delivering any updates to Mark Lingo prior to warm-ups the night of championships.** A relay card will be provided to each team during prelims. Make changes only on this relay card and hand deliver prior to warm-ups the night of finals. Do not email changes.

The 30 minute scratch rule will be in effect at Preliminaries. Swimmers who qualify for finals and know that they cannot attend finals have 30 minutes in which to report that they will not attend finals. This must be reported to the administrative referee at the computer table.

Please explain to your swimmers and parents about how prelims and finals work and how anyone in the B final may not finish any higher than 7th place (9<sup>th</sup> place at Indian Hill) regardless of his/her time. This can be a point of confusion for swimmers and parents so please educate them on this point. ALTERATES for finals should report to the clerk of course when their event is called.

Warm up times, psych sheets, meet start times, etc will be posted on the league web ([www.7hillsleague.org](http://www.7hillsleague.org)) site. Be sure that your members know this address to save your having to answer lots of questions.

## **INSTRUCTIONS FOR IMPORTING AFTER THE MEET:**

We will email an SD3 file of results of your swimmers ready for importing into Easy TEAM Manager right after each session of champs.

After PRELIMS, you will import this data in to the CHAMP PRELIMS meet that you created for the entries. **BE SURE TO CLICK IMPORT PRELIMS** when doing this.

**Then, go to Enter/Edit Meets and create a meet called CHAMP FINALS.**

After FINALS, you will import data into the CHAMP FINALS meet that you created. **BE SURE TO CLICK IMPORT FINALS** when doing this.

You will then have all the data on every swimmer for your final printouts of the season especially those that you give to your swimmers at your banquet.

We will be sending a Hy-tek results file. The resultant file you will import will have a .c12 extension not an SD3 extension

Please let me know if you need more details.