



2011 TEAM MANAGER SETUP

Step 1. Open your web browser and navigate to the NCSL website coordinator's information page: <http://www.ncsl-buffalo.org/Information.php>

Save the 9 meet files to a location on your computer (i.e. Desktop). These are the event files for the 7 weeks of dual meets for you to record results, plus entries for the championship Meet and All-Star qualifying.



IMPORTANT INFORMATION

Wed, September 14 - NCSL General Meeting - St. Andrew's School 7pm- Coordinator Handbook Sign-off due / Pick-up Meet Boxes & Paperwork

Tues, September 20 - Lifeguard Hours Due for Period 1

Please send all league correspondence to ncsl-admin@roadrunner.com

NOTE: As more documents are added to the site the links will be underlined as they become active

Documents

[Officials Training Guide](#)

Scoring Training Guide

Team Manager Setup

Team Manager Roster Export Instructions

Team Manager Championship Entry Export Instructions

Team Manager All-Star Qualifier Export Instructions

All-Star Team Order Form

Lifeguard Time Sheet Forms

[Period 1](#)

Period 2

Period 3

Period 4

Period 5

Meet Files

Save each of these to your computer then follow the Team Manager Setup Instructions

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Championship

All-Star Qualifying

Step 2. Launch Team Manager: Select – Help from the menu bar, then – select About from the drop down menu. verify you are running the most recent version:

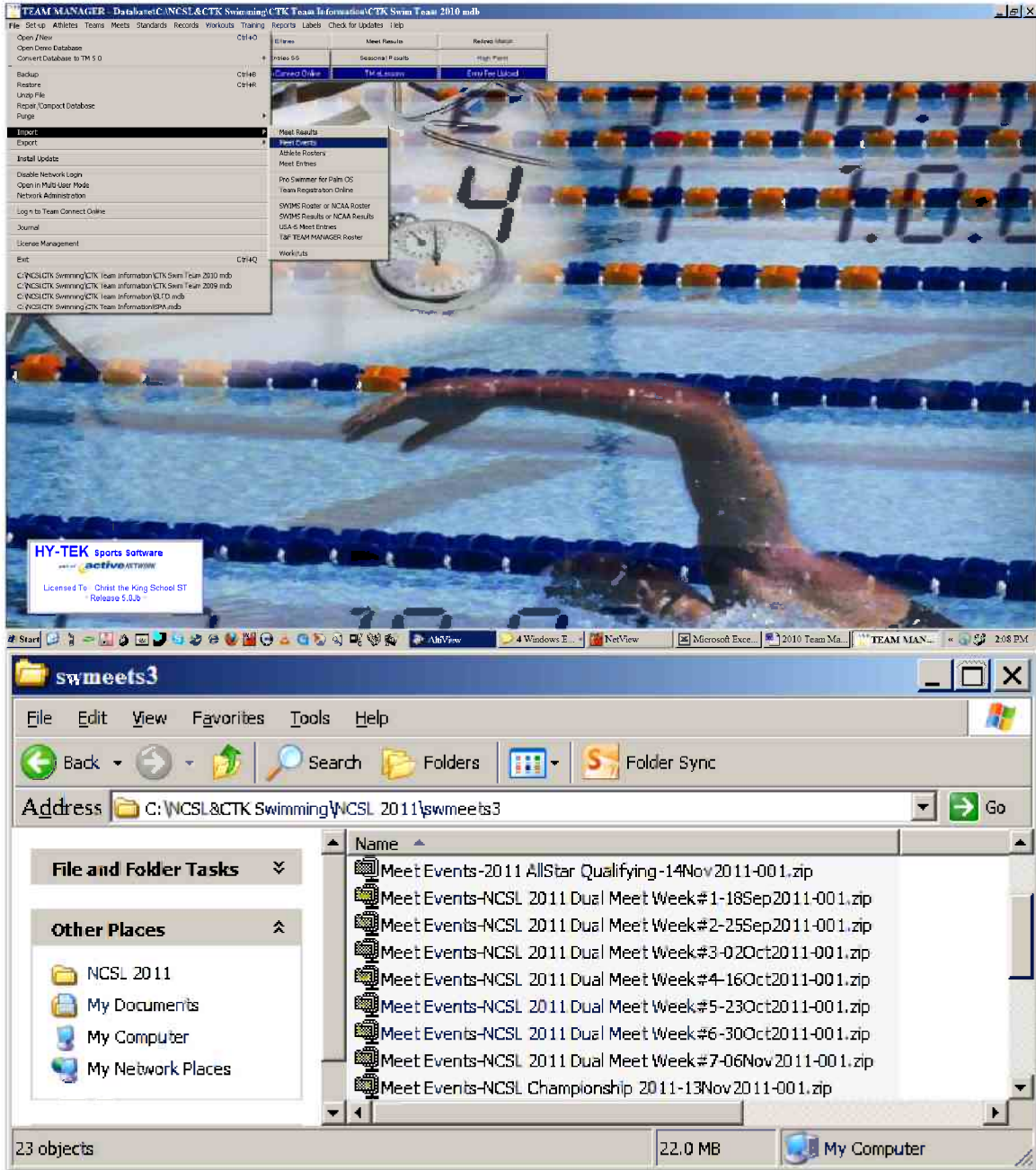


5.0Jb 16-JUN-10

If not, please proceed to update to the latest version by selecting “Check for Updates” from the menu bar.

!!! Please note for 2011 the Team Manager Application is at the last support update release 5.0Jb 16-JUN-10, and will not require additional updates for this season.

Step 3. In Team Manager, select: File, Import, Meet Events and proceed to import each of these nine files. If done properly, you will have 7 weeks of dual meets, plus championship & all-star meets under your meet heading. You should still have all meets and results from 2010 and prior.



TEAM MANAGER - Database: CANSI & CTK Swimming\CTK Team Information\CTK Swim Team 2010.mdb - [Meet Browser]

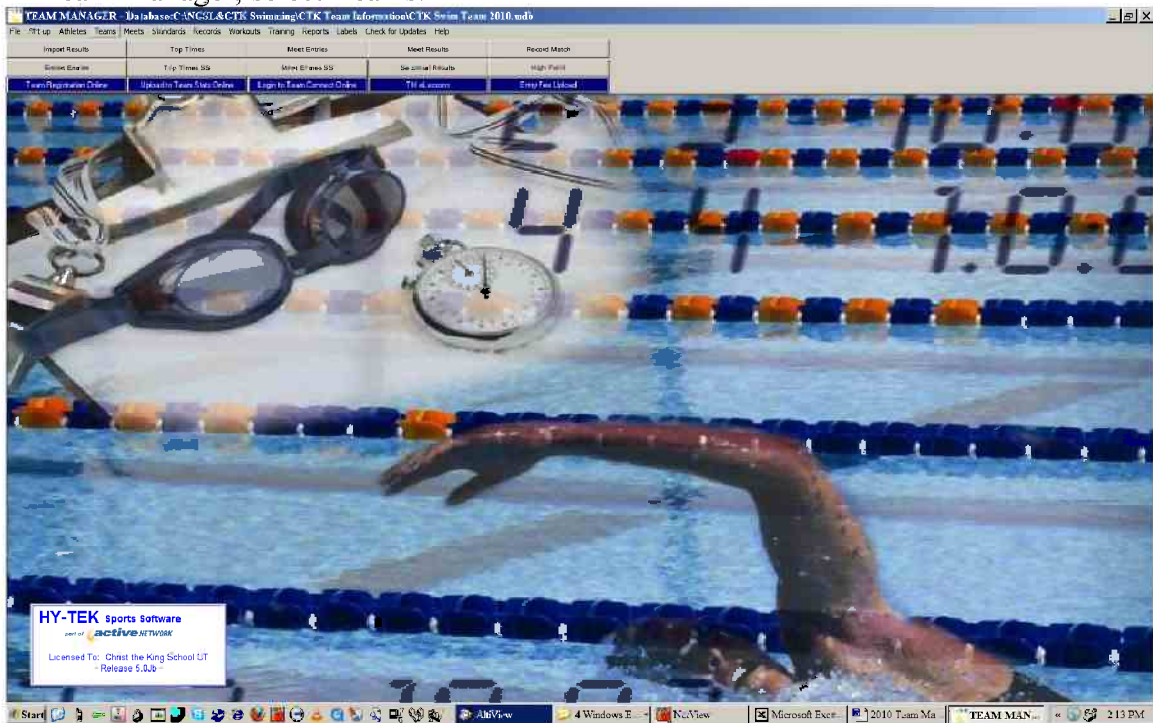
File Edit Delete Events Results Entries Ageup Reports Help

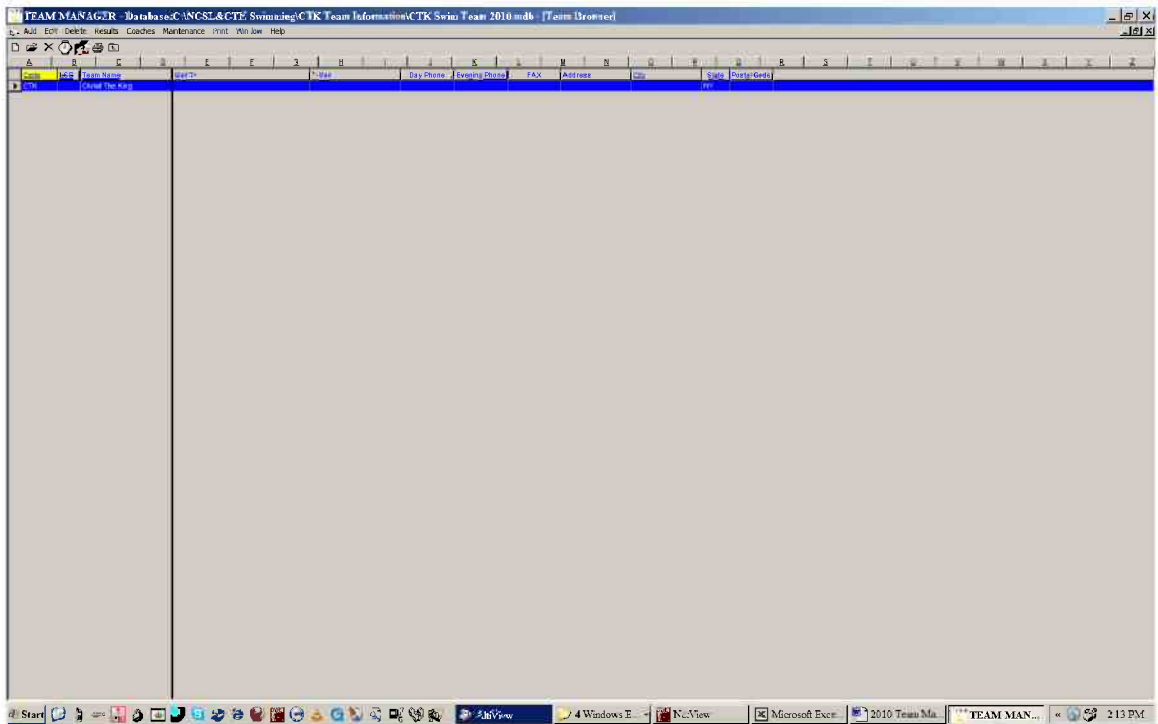
Meets Since: MM/DD/YY Use Since Date

| Meet Name | Start Date | Subst | Type | End Date | Appts Date | Since Date | Ind Charge | Roly Charge | Meet Charge | Location |
|----------------------------|------------|-------|------|-----------|------------|------------|------------|-------------|-------------|-------------------------------|
| 2011 AllStar Qualifying | 14-Nov-11 | YO | | 14-Nov-11 | 01-Sep-11 | 01-Sep-11 | | | \$0.00 | Awards Only |
| NCSL Championship 2011 | 13-Nov-11 | YO | | 13-Nov-11 | 01-Sep-11 | 01-Sep-11 | | | \$0.00 | U.B. Alumni Arena |
| NCSL 2011 Dual Meet Week#7 | 08-Nov-11 | YO | | 08-Nov-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| NCSL 2011 Dual Meet Week#6 | 28-Oct-11 | YO | | 28-Oct-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| NCSL 2011 Dual Meet Week#5 | 23-Oct-11 | YO | | 23-Oct-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| NCSL 2011 Dual Meet Week#4 | 16-Oct-11 | YO | | 16-Oct-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| NCSL 2011 Dual Meet Week#2 | 03-Oct-11 | YO | | 03-Oct-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| NCSL 2011 Dual Meet Week#1 | 25-Sep-11 | YO | | 25-Sep-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| NCSL 2011 Dual Meet Week#1 | 18-Sep-11 | YO | | 18-Sep-11 | 01-Sep-11 | | | | \$0.00 | As per Schedule |
| 2010 AllStar Qualifying | 15-Nov-10 | YO | | 15-Nov-10 | 01-Sep-10 | 01-Sep-10 | \$0.00 | \$0.00 | \$0.00 | Awards Only |
| NCSL Championship 2010 | 14-Nov-10 | YO | | 14-Nov-10 | 01-Sep-10 | 01-Sep-10 | | | \$0.00 | U.B. Alumni Arena |
| NCSL 2010 SJDE vs CTK | 07-Nov-10 | YO | | 07-Nov-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | Kenmore East High School |
| NCSL 2010 SAN vs CTK | 31-Oct-10 | YO | | 31-Oct-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | Kenmore East High School |
| NCSL 2010 CTK vs SNK | 24-Oct-10 | YO | | 24-Oct-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | Sweet Home High School |
| NCSL 2010 NAT vs CTK | 17-Oct-10 | YO | | 17-Oct-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | City of Tonawanda High School |
| NCSL 2010 SJ vs CTK | 02-Oct-10 | YO | | 02-Oct-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | Cheektowaga High School |
| NCSL 2010 CTK vs SAM | 26-Sep-10 | YO | | 26-Sep-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | City of Tonawanda High School |
| NCSL 2010 CTK vs SML | 19-Sep-10 | YO | | 19-Sep-10 | 01-Sep-10 | | \$0.00 | \$0.00 | \$0.00 | City of Tonawanda High School |
| 2009 AllStar Qualifying | 16-Nov-09 | YO | | 16-Nov-09 | 01-Sep-09 | 01-Sep-09 | | | \$0.00 | Awards Only |
| NCSL Championship 2009 | 15-Nov-09 | YO | | 15-Nov-09 | 01-Sep-09 | 01-Sep-09 | | | \$0.00 | U.B. Alumni Arena |
| NCSL 2009 SPA vs CTK | 08-Nov-09 | YO | | 08-Nov-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | KE @ 8:00 AM |
| NCSL 2009 NAT vs CTK | 01-Nov-09 | YO | | 01-Nov-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | KE @ 8:00 am |
| NCSL 2009 SB vs CTK | 25-Oct-09 | YO | | 25-Oct-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | KE at 8:00 am |
| NCSL 2009 MSJ vs CTK | 18-Oct-09 | YO | | 18-Oct-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | Tranet Middle @ 11:00 am |
| NCSL 2009 CTK vs St Anetha | 14-Oct-09 | YO | | 14-Oct-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | KE at 8:00 am |
| NCSL 2009 CTK vs SPA | 27-Sep-09 | YO | | 27-Sep-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | KE @ 11:00 |
| NCSL 2009 Dual Meet Week#1 | 20-Sep-09 | YO | | 20-Sep-09 | 01-Sep-09 | | \$0.00 | \$0.00 | \$0.00 | As per Schedule |
| 2008 AllStar Qualifying | 10-Nov-08 | YO | | 10-Nov-08 | 01-Sep-08 | 01-Sep-08 | \$0.00 | \$0.00 | \$0.00 | Awards Only |
| NCSL Championship 2008 | 05-Nov-08 | YO | | 05-Nov-08 | 01-Sep-08 | 01-Sep-08 | | | \$0.00 | U.B. Alumni Arena |
| SPM vs CTK | 02-Nov-08 | YO | | 02-Nov-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | Kenmore East HS |
| SP vs CTK | 26-Oct-08 | YO | | 26-Oct-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | City of Tonawanda HS |
| NAT vs CTK | 19-Oct-08 | YO | | 19-Oct-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | Kenmore East HS |
| SPA vs CTK | 05-Oct-08 | YO | | 05-Oct-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | City of Tonawanda HS |
| CTK vs SN | 28-Sep-08 | YO | | 28-Sep-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | Kenmore East HS |
| CTK vs SJDE | 21-Sep-08 | YO | | 21-Sep-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | Kenmore East HS |
| CTK vs SB | 14-Sep-08 | YO | | 14-Sep-08 | 01-Sep-08 | | \$0.00 | \$0.00 | \$0.00 | Cheektowaga HS |
| 2007 AllStar Qualifying | 12-Nov-07 | YO | | 12-Nov-07 | 01-Sep-07 | 01-Sep-07 | \$0.00 | \$0.00 | \$0.00 | Awards Only |
| NCSL Championship 2007 | 11-Nov-07 | YO | | 11-Nov-07 | 01-Sep-07 | 01-Sep-07 | | | \$0.00 | U.B. Alumni Arena |

Step 4. Verify Your Team Setup (Create New Team as Needed !!!!)

In Team Manager, select Teams:





Team Maintenance

Team Names/Registration

Team Code: Team Registration:

Team Name: Team Type:

"Short" Name:

Mailing Information

Mail To:

Address:

City:

Postal Code:

E-Mail Address:

State:

LSC:

Country:

Telephone Information

Day Phone:

Evening Phone:

FAX:

Team Registration must be OTH
Team Type must be AGE
State = NY
LSC must be blank
Country = USA

See below for Team Code, Team Name and Short name.
All other fields must be blank

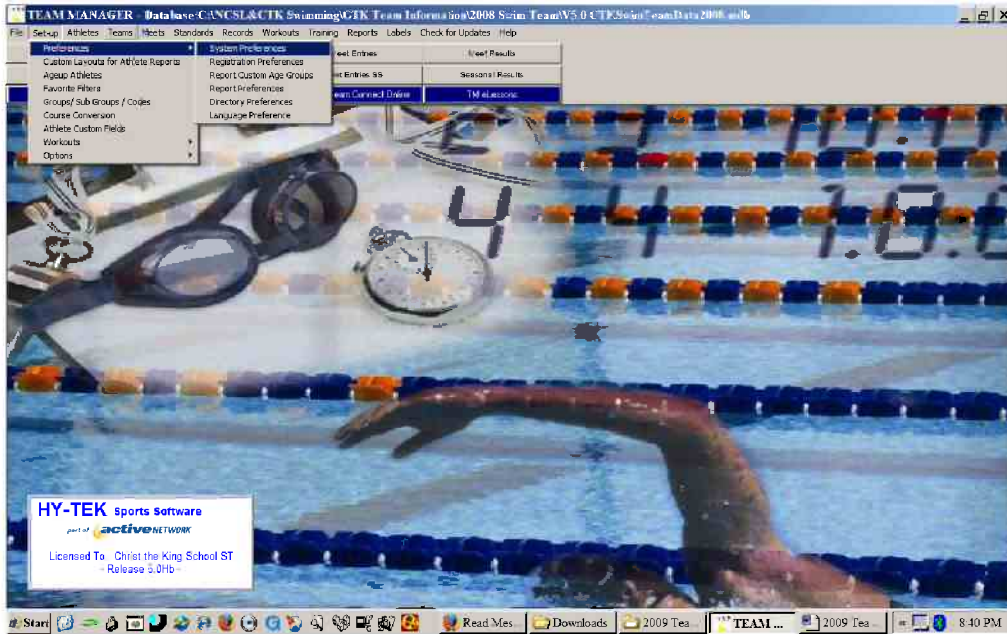
!!!Please note for system import / export compatibility, you must configure your team as indicated above to avoid conflicts later when sending rosters and entries!!!!

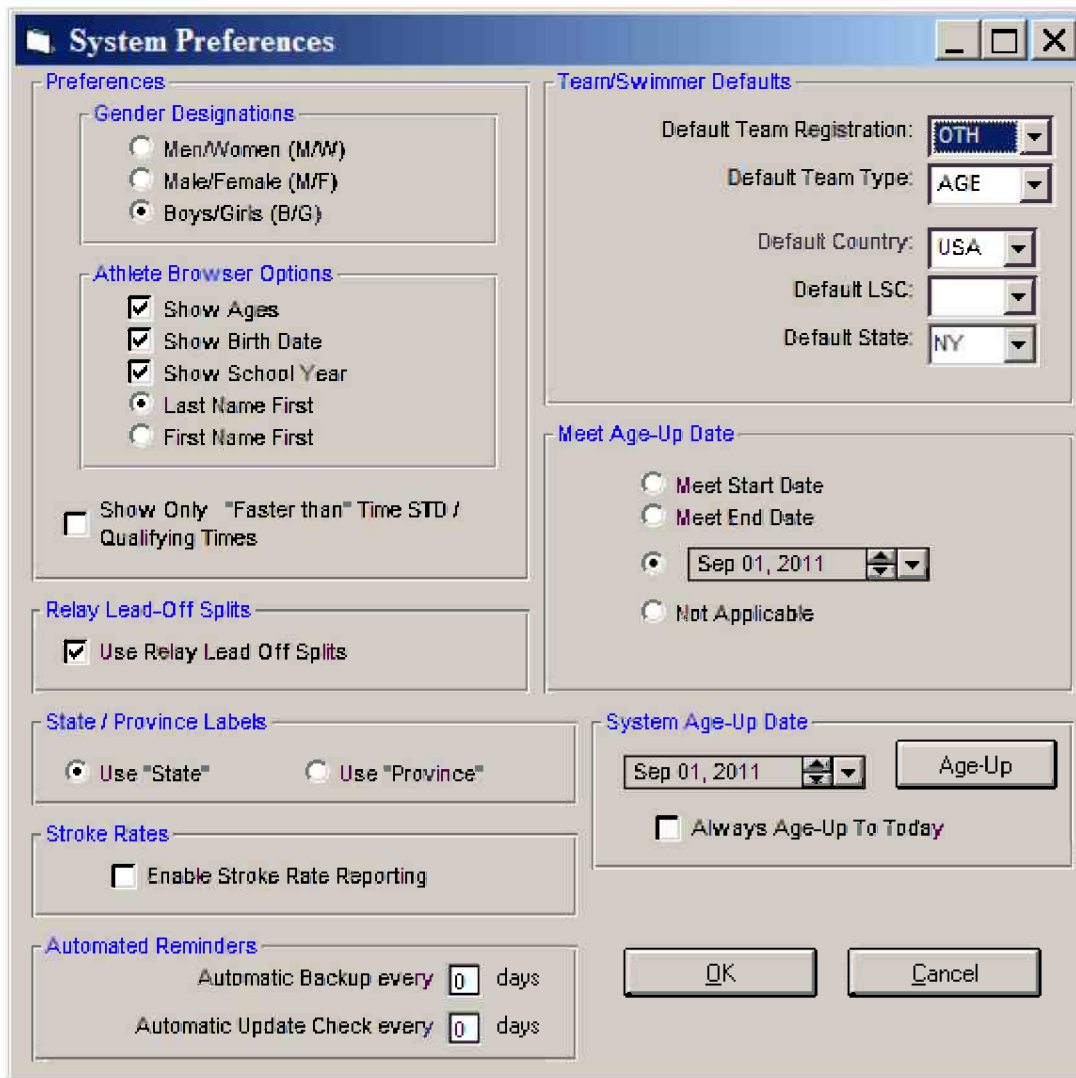
Here is a listing for how your team should be listed:

| <u>Team Code</u> | <u>Team Name</u> | <u>Short Name</u> |
|------------------|-------------------------|-------------------|
| CTK | Christ The King | Christ The King |
| DES | Desales | Desales |
| EFS | Elmwood Franklin School | Elmwood Franklin |
| NAR | Nardin Elementary | Nardin |
| NAT | Nativity | Nativity |
| SAM | St. Amelia | St. Amelia |
| SAN | St. Andrew | St. Andrew |
| SB | St. Benedict | St. Benedict |
| SC | St. Christopher | St. Christopher |
| SF | St. Francis | St. Francis |
| SG | St. Greg | St. Greg |
| SJH | St. John | St. John |
| SJOE | St. Joseph | St. Joseph |
| SLEO | St. Leo | St. Leo |
| SMK | St. Mark | St. Mark |
| SML | St. Mary's of Lancaster | St. Mary's-Lanc |
| SMY | St. Mary | St. Mary |
| SN | Stella Niagara | Stella Niagara |
| SPE | St. Peter | St. Peter |
| SPP | Ss. Peter and Paul | Ss. Peter & Paul |
| SS | St. Stephen | St. Stephen |

Step 5. Age Up Athletes for 2011

From the menu bar – select: Setup, Preferences, System Preferences:

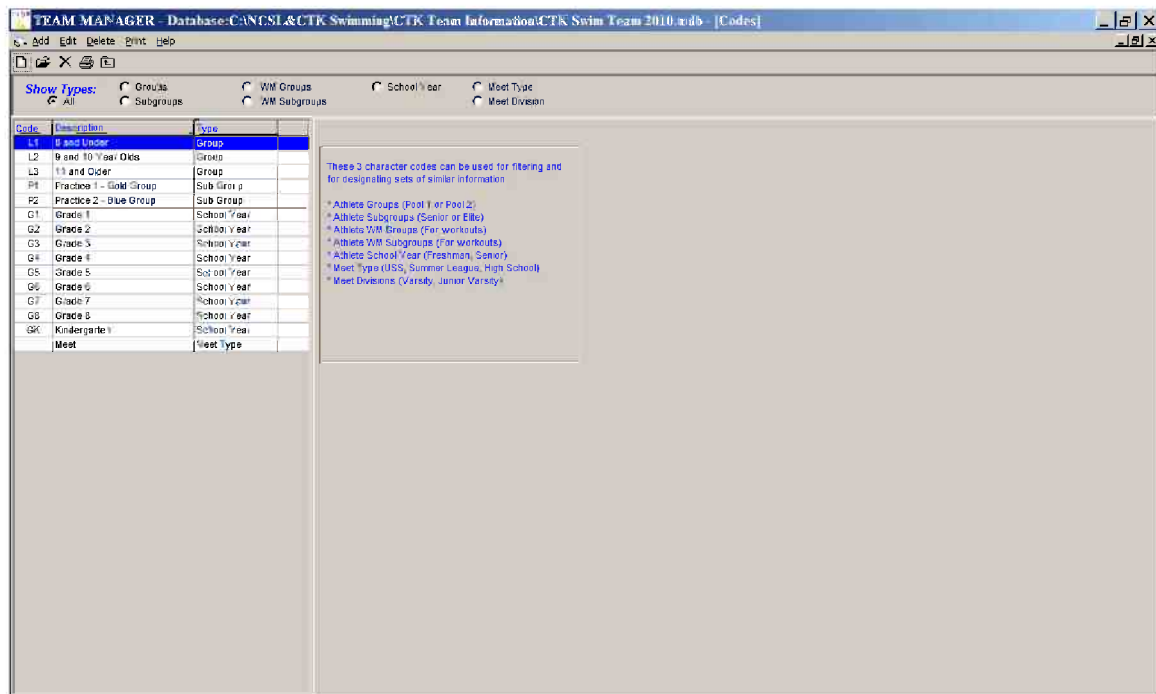


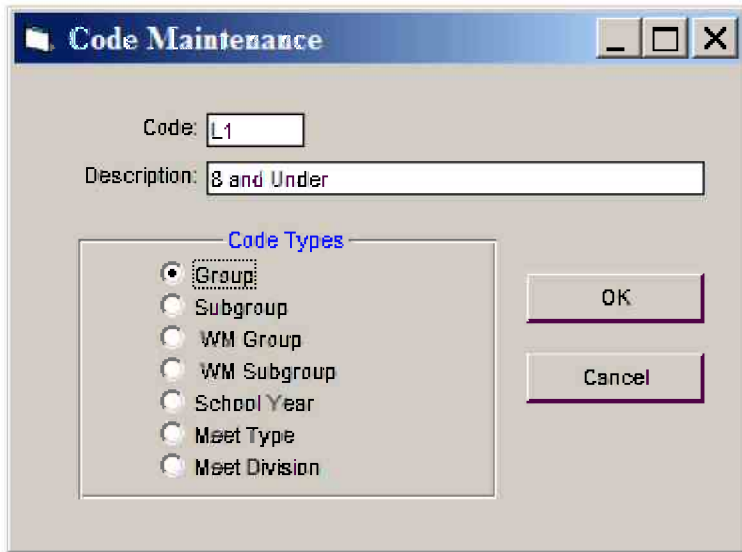


Change Meet Age-up Date and System Age-up date both to 09/01/2011, click on Age-up, then Yes to accept System Age-up. Also, again confirm Team/Swimmer Defaults are identical to those illustrated above!

6. Verify Your Group Settings

From the menu bar – select: Setup, Groups / Sub Groups / Codes:





Code Maintenance

Code:

Description:

Code Types

- Group
- Subgroup
- WM Group
- WM Subgroup
- School Year
- Meet Type
- Meet Division

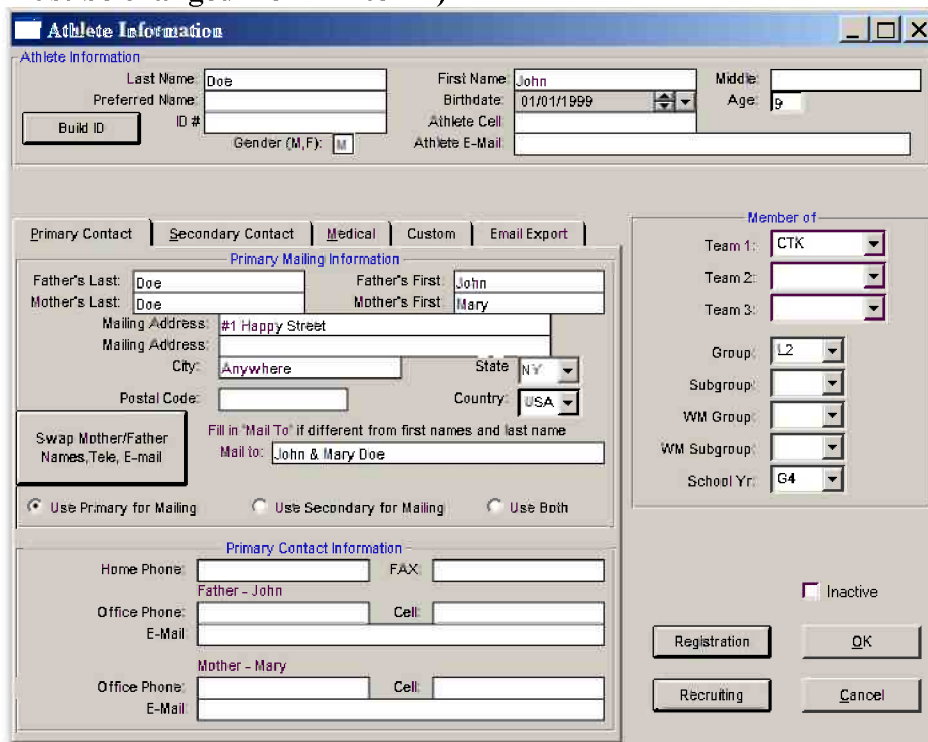
OK

Cancel

These are custom configured fields. Required Groups are L1 - 8 &Under, L2 - 9&10, L3 - 11 &Older. Required School Years are GK - Kindergarten thru G8 - 8th Grade.

When you add a swimmer to a team, you must put in groups / sub groups / codes in individual athlete file to allow for sorting by groups. In example below, swimmer is a member of Team: CTK, Group:L2, and School Yr: G4.

PLEASE NOTE: These fields do not automatically update when aging up athlete, you must manually adjust each swimmer each year (example - a child who turned 9 must be changed from L1 to L2)



Athlete Information

Athlete Information

Last Name: First Name: Middle:

Preferred Name: Birthdate: Age:

Build ID: ID #: Gender (M,F): M F Athlete Cell: Athlete E-Mail:

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:

Postal Code: Country:

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:

Mother - Mary

Office Phone: Cell:

E-Mail:

Member of

Team 1:

Team 2:

Team 3:

Group:

Subgroup:

WM Group:

WM Subgroup:

School Yr:

Inactive

Registration OK

Recruiting Cancel

These fields will appear in their athlete line profile and any/all can be selected to include/exclude athlete displayed or reported.

| Last Name | First Name | M | Sex | Birth | Age | Gr | L2 | P2 | G5 | WM | WM Sub | Preferred Name | Team 1 | Team 2 | Team 3 |
|--------------|-------------|---|-----|-----------|-----|----|----|----|----|----|--------|----------------|--------|--------|--------|
| Augsalis | Gabriels | | F | 15-May-05 | 10 | L2 | | | | | | | CTK | | |
| Bargness | Veronica | | F | 08-Jul-02 | 8 | L1 | | | | | | | CTK | | |
| Bushyri | Carle | | F | 25-Nov-85 | 9 | L2 | | | | | | | CTK | | |
| Cawley | Matthew | | M | 13-Aug-01 | 7 | L1 | | | | | | | CTK | | |
| Cuseick | Quinta | | M | 18-Feb-01 | 6 | L1 | | | | | | | CTK | | |
| Danz | Sa nartha | | F | 14-Feb-02 | 6 | L1 | | | | | | | CTK | | |
| Gallivan | Faith | | F | 27-Dec-96 | 11 | L3 | | | | | | | CTK | | |
| Gobons | Katlyn | | F | 03-Feb-00 | 8 | L1 | | | | | | | CTK | | |
| Gomez-Chavez | Gabriel | | M | 25-Jul-95 | 13 | L3 | | | | | | | CTK | | |
| Greco | Michael | | M | 31-Mar-99 | 9 | L2 | | | | | | | CTK | | |
| Grundisch | Megan | | F | 04-Jul-99 | 9 | L2 | | | | | | | CTK | | |
| Johnson | Maeve | | F | 09-Dec-02 | 5 | L1 | | | | | | | CTK | | |
| Johnson | Sarah | | F | 22-May-99 | 9 | L2 | | | | | | | CTK | | |
| Lyons | Clare | | F | 12-Apr-99 | 9 | L2 | | | | | | | CTK | | |
| Lyn 'n | Jack | | M | 25-Aug-05 | 13 | L3 | | | | | | | CTK | | |
| Marotto | E ana | | F | 16-Mar-99 | 9 | L2 | | | | | | | CTK | | |
| Martin | Jillien | | F | 20-Jan-02 | 6 | L1 | | | | | | | CTK | | |
| McIntyre | Linna | | F | 09-Aug-98 | 10 | L2 | | | | | | | CTK | | |
| McIntyre | Patrick | | M | 02-Apr-96 | 12 | L3 | | | | | | | CTK | | |
| Paolini | Dora | | F | 14-Aug-00 | 8 | L1 | | | | | | | CTK | | |
| Paolini | Romy | | F | 09-Aug-02 | 6 | L1 | | | | | | | CTK | | |
| Runchel | Riley | | F | 05-May-99 | 9 | L2 | | | | | | | CTK | | |
| Ryan | Natalie | | F | 11-Dec-05 | 12 | L3 | | | | | | | CTK | | |
| Schwartz | Jessica | | F | 01-Dec-97 | 10 | L2 | | | | | | | CTK | | |
| Siegria | Charca | | M | 05-Jun-01 | 7 | L1 | | | | | | | CTK | | |
| Siegria | Madonna | | F | 10-Oct-98 | 9 | L2 | | | | | | | CTK | | |
| Stoppel | Victoria | | F | 24-Aug-00 | 8 | L1 | | | | | | | CTK | | |
| Stamm | Gregory | | M | 10-Jan-61 | 7 | L1 | | | | | | | CTK | | |
| Stamm | Mason | | M | 12-Jan-03 | 5 | L1 | | | | | | | CTK | | |
| Stroud | Drew nall | | M | 27-Feb-99 | 9 | L2 | | | | | | | CTK | | |
| Stroud | Hannah | | F | 10-Oct-96 | 11 | L3 | | | | | | | CTK | | |
| Tomczak | Joe | | M | 26-Nov-86 | 9 | L2 | | | | | | | CTK | | |
| Waller | Brooke | | F | 23-Jan-03 | 5 | L1 | | | | | | | CTK | | |
| Zenger | Christopher | | M | 18-Feb-97 | 11 | L3 | | | | | | | CTK | | |

This completes the setup of Team Manager for the 2001 Season.