Welcome to NHIAA swimming!

Congratulations – You have been hired as a certified swim coach for a high school in the state of NH. As a coach in our league, there are certain technical requirements for entering meets, running meets and managing results that you must adhere to. This guide is intended to make all of it less confusing and to help you easily navigate the <mark>Swimcloud</mark> website.

<mark>**Before we get started…are you on the coaches email list yet?**</mark> **We send out a lot of useful information via this list, as well as being able to answer any questions that you may have throughout the season.**

Email cewen@londonderry.org to be added to the list.

<mark>**Also**</mark> **please add your contact info to the Coach contact list, and type a 23-24 in the first box**
The link is sent out on the google group list!
https://docs.google.com/spreadsheets/d/1BT1DU7uHEZvS4M-bs1Zj04uVsI8Y8rrsw27JBGN7My0/edit?usp=sharing

As a swim coach or team manager, you will need to know how to:

- **Create a roster in Swimcloud[1] (page 3)**

- **Upload your roster from Swimcloud into Team Manager[2] (page 3)**

- **Create Team Manager (page 4) or Swimcloud (page 6) entry files to send to host coaches and import the results into Team Manager when they are sent back to you (page 6)**

- **Upload the results of all home meets from Meet Manager[3] to Swimcloud (page 7)**

- **Enter the State (Division) meet (page 7)**

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[1]Swimcloud is a website that we are using to manage the results for all NHIAA swim meets (as well as other swimming organizations throughout the country). Results can be located by team, swimmer or meet. They are also compiled into performance lists (rankings) by division and by state. A premium subscription can open you up to many other features that you can use to manage your team.

[2] Team Manager is Hy-tek software that you buy for your computer in order to run your team. It keeps track of athletes, meet entries and meet results. You can use Team Manager to set up your roster and to enter meets. You can also create meet entries in Swimcloud.

[3]Meet Manager is hy-tek software that you buy for your computer in order to run meets. Usually the license is for one team, although there are other licenses available. The majority of teams now use Meet Manager to run their meets. Due to the number of teams that are often present at "dual meets", it is very difficult to run and score an efficient meet without it.

There are a lot of steps here which looks overwhelming, and you may be tempted to scan through…don't! They are all important… just grab a ruler and move down through one step at a time.

**At any time in Swimcloud, you can click the name of your team that is listed on the left-hand side and it will bring you back to your team page.

I)   Creating/updating your roster in Swimcloud

1. Log in.
2. On the lower left-hand side, your main team should be listed under "Profiles". Click on it.
3. Click on "roster"
4. Click on the blue "manage" button.
5. Click on the blue "add swimmer" button.
6. A box will pop up that says "Upload results" or "add swimmer manually"
   Unlike Direct Athletics, when the results from a meet are uploaded, any swimmers that are not already on your roster, will be automatically added.
7. Click add swimmer manually.
     a. If the swimmer already has an account in Swimcloud (usually with a club team), their name will come up. If it does, select their name, and click "add". Click "okay". The swimmer is now on your roster.
     b. If the swimmer does not already have an account in Swimcloud, no name will pop up. Click "add swimmer".
8. A box will open. Check that the name is correct. Enter their email address (optional) and their gender. Click "create"
9. Click "okay"
10. On the roster, there will be a little blue "add" to the right of their name. Click on it.
11. Enter the swimmer's birthdate.
12. To the right of the birthdate, there is tiny little drop-down arrow. Click on it.
13. Enter the swimmer's school year.

To Edit a swimmer's information:
14. On the lower left-hand side, your main team should be listed under "Profiles". Click on it.
15. Click on "roster"
16. Click on the blue "manage" button.
17. Click on the 3 dots far to the right of the swimmer's name.
18. Click on edit.

II)   Export your roster from Swimcloud into Hy-tek Team manager
If your school does not own team manager, this is okay. You can create meet entries in Swimcloud.
19. On the Roster page, On the right, click on the ALL so that your entire team is showing (boys and girls)
20. Click the little square that is at the top of the list of names. This will select everyone on your roster. A bunch of options will appear to the right of the box.
21. Click "Export Roster"
22. Select "Export Roster (.hy3)"
23. The file will then go to your "downloads" folder
24. Open your Team Manager software
25. Click File, import, athlete rosters

26. A box will open. Find your downloaded file and select it. Click Open.
27. A box will open. Click the boxes next to "Overlay Administrative Information" and "Update/Add Athlete TM Group/Subgroups/School Year"
28. Click Okay
29. Something will pop up saying how many athletes were imported. Click okay again.
30. Click Close.

III)   Creating a meet entry

Most meets (Dual and Invitational) are run with Meet Manager so the meet host will ask you to send them an electronic entry file. Files from Swimcloud, team manager and Meet manager cannot be "opened". They can only be imported into the software.

**You can create an entry in Team Manager OR directly in Swimcloud. Below are the directions for TM. Scroll all the way down past the last number to find B) Creating a meet entry in Swimcloud.

A) Creating a meet entry in Team Manager

1. Open Team Manager

2. If the meet host has sent you a meet events file, skip to step 21.

    Adding a meet and events
3. Click meets on the main menu.
4. Click add.
5. Fill in the name, location and date of the meet (also the age-up date even though this does not matter for HS swimming).
6. Enter the course (Y if it is a yard pool and S if it is a short course meter pool), and type (HS)
7. Click okay.
8. A new blank sheet will have appeared. Click cancel. Your meet will now be listed. Click on it once to highlight it.
9. Click events
10. If you already have meets in your database which are the same course as the one you are creating, you can click "copy events" and then choose the meet to copy the events from (select all events and "both") skip to step
11. Click add.
12. It will say event #1. Select "relay", "female", "alternate gender", "open/senior", "200", "medley"
13. Click okay.
14. Because you had selected "alternate gender", the box should now say event 2 and "male" with everything else the same. Click okay again.
15. Select individual, open/senior, 200, freestyle, (female is already selected)
16. Click okay.
17. Click okay again.
18. You should now be on event 5… continue adding events this way until all events have been added.
19. Click cancel to get out of the screen. Check the list to make sure the events listed are correct. Be sure that there is an R for the relay events and an I for the individual events.
20. Click the small x to get out of the events screen. You are now back at the meet screen.
21. Skip to step 30.

Importing meet events that were sent to you by the host

22. Click file, import, meet events
23. Select where the file is saved (you will have received the events either as an attachment in an email, or by a cd sent to you)
24. Click open.
25. You will see a box that says something about files being unzipped etc. click okay.
26. You now see an "import events" box with one file showing. Select the file and click open.
27. Click okay.
28. Click okay again.
29. Click meets. Your meet should now be listed.
30. Continue with step 30.

Entering your line-up

31. Make sure the meet you are entering is highlighted and click entries.
32. You have a choice here…you can enter your line-up by swimmer or by event. I find by event easier. Highlight "by event"
33. At the top where it says "swim for team", choose your team.
34. In the middle there is another drop down menu that says "team". Choose your team there as well. Now your athletes are showing on the screen.
35. The girls' 200 medley relay is highlighted. At the bottom, click "new relay". On the right an "A" will have appeared.
36. double click (or drag) the athletes you want in the relay – in the correct order.
37. If this is your first meet, you will need to enter a "custom time" as a seed time for the relay. After your first meet, your best medley relay time will appear under best.
38. If the meet host has assigned you heats and lanes, enter it next to your custom time (this is rare). If not leave it blank.
39. If you have another relay (B,C etc.), click new relay again and repeat until all are entered.
40. At the top click the right arrow to go to the next event. Repeat for the boys' relays. Click arrow to go to 200 free for girls.
41. You now see your roster of girls. Click on the "entered" box for anyone you want in this event. They will become highlighted.
42. Enter a custom time if you don't have a seed time.
43. If the athlete is exhibition (number of exhibition entries allowed varies by meet – ask meet host whether exhibition is allowed, how many, and in what events), check the exhibition box.
44. Proceed to the next event.
45. Continue in this manner until your entire line-up has been entered.
46. Click the small x to go back to the meet screen.
47. Click the small x again to be back at the main menu screen.

Sending your entry file to the meet host.

48. Click File, export, meet entries (If you have the full version of TM 5.0, there is now a quick "export entries" box right on the screen you can click instead).
49. Choose the drive and location where you are going to save this file.
50. Make sure the correct meet is selected and click okay.
51. You will see a box that says something to the effect of "Entries exported to…. LON-NE-Entries002.zip"
52. Pay attention to what number it is (in my example… 002), and where you saved it so you can find it!
53. Click okay.
54. Click close (otherwise you will export it again).
55. You will now email this file to the meet host as an attachment. When they receive it, they will import it into the MEET Manager program to run the meet.

After the meet is over, the host will then send you the results in a similar file. Most likely it will be emailed to you. To import these results into your program…

56. Open Team Manager.
57. Click file ,import, meet results (or if you have the full version of TM 5.0, there is now a quick "import results" box right on the screen you can click instead).
58. Select the drive where you saved the file and select it. Click Okay.
59. Click Okay again.
60. You will see a box with only one file listed. Select this file and click Open.
61. Click okay.
62. You will now see the number of "records processed" on the right of the box. Click close.
63. The results of this meet are now in your database. You can view them by selecting the meet in the meet screen and then clicking on results at the top.

B) Creating a meet entry in Swimcloud
1. In Swimcloud, go to roster.
2. Click on Meets at the top.
3. Click "Add meet", and then "event file"
4. Click "choose file"
5. Select where the file is saved (you will have received the events as an attachment in an email)
6. Click open.
7. Under "Organization", select high school.
8. Click "add"
9. You <u>may</u> see: "Please add lane assignments, or switch to time-based seeding". Click "seeding preferences"
   a. If the meet is being seeded by lane, you need to select the number of lanes in the pool, and type in the lanes for your team.
   b. If the meet is being seeded by time, then switch the "seed preferences" from lane-based to time-based.
10. Scroll back up to the top and click on "Swimmers".
11. Your roster will show. You will need to select the swimmers attending the meet by selecting "yes". If you check the top box on the left to check all swimmers, you can then hit the "yes" at the top to make all of the swimmers yes at once.
12. Click "add entries" under any swimmer. That swimmer's name will open. You can then continue by adding events by each swimmer, OR you can click on any of the listed events on the right side of the page and enter swimmers by event.
13. If you click on an event, the eligible swimmers will show below. To enter the swimmer, click on the + at the right. The entry will then be added to the top of the page.
    a. When the entry shows up at the top of the page: click on the NT or time to enter a seed time
    b. To mark a swimmer exhibition, click on the little arrow next to the time and mark them exhibition.
14. For relay events, click "add relay"
    a. Select your four swimmers IN ORDER. You may also click "add alternate" You can create a custom time by typing in the splits of the four swimmers and "use aggregate time"
15. When you have finished adding all of your entries, Click teams at the top and then click your team name to get back to your entries page.
16. Up in the right, next to your team name, click the three dots.
17. Select export entries
18. The file will be sent to your downloads folder.
19. You will now email this file to the meet host as an attachment. When they receive it, they will import it into the MEET Manager program to run the meet.

IV) <u>Uploading results from a meet to Swimcloud (Meet hosts only)</u>

<mark>If you have a later version of Meet Manager, you may see an option to export to Swimcloud directly from Meet Manager. DO NOT DO THIS!! The Swimcloud folks say it causes problems.</mark>

In Meet Manager…

1. Click File, export, **"results for Swim Manager or SWIMS or NCAA or USMS" (this may be slightly different depending on your version of MM. This is 6.0)**
2. An export box will open. Click ok.
3. When the export is finished. Click okay.
4. Choose a place to save the file, click okay.
5. Attach this file to an email and send it to Results@swimcloud.com   OR
   You CAN upload the results yourself in Swimcloud. Go to your team page, click manage and then "submit results". If you are tech savvy, it is fine to do it this way.

~~**Entering relay lead-off splits (automatic timing only)**~~ <mark>**You no longer need to do this! Lead-off splits will upload automatically. The only issue is that if it is a bad split…might be better to delete it in the meet file before exporting the results.**</mark>

~~**For meet hosts**~~
~~Relay lead-off splits are legal if automatic timing was used. If you are a meet host, you will need to enter all of the splits with the rest of the results. To do this:~~
~~1. After the meet is over(or, if you have an efficient computer operator, during the meet), create events 25 and 26 (girls/boys) as exhibition 50 free. Hand-enter the athletes and results for the lead-off splits. Do the same for the 100 free (events 27/28). When you upload the results to Direct Athletics, these will now show up in the 50 and 100 free results (which is okay because you made them exhibition) and thus appear on the performance lists~~

V – Entering the Division meets.

To be added when it gets closer!!!