

Directions for Entry into the 2017-18 SJISA Invitational, McNitt and Diving Meets

Last update: December 28, 2017

As we have done for several years now, all Invitational and McNitt meet entries will be done completely through the use of Team Manager Lite (or Team Manager for teams that use it) **which MUST create SEPARATE ENTRY FILES FOR BOYS AND GIRLS from your school that will be emailed to us as 2 attachments.** Some information (including participation authorization by administrators, fee payment summaries and diving sheets) will still need to be emailed separately to Linda. **Please read these instructions very carefully and keep them on hand during your use of Team Manager Lite and completion of the faxable forms before submitting them to [Scott \(your TM entry files for the Division A meet\)](#) OR [Matt \(TM entry files for the Division B meet\)](#) and Linda (separate emails that include diving sheets and the signature/entry fee forms)!**

First, some important, basic entry reminders/tips to avoid difficulties for everyone involved -
UNLESS AN ERROR WAS MADE BY US, ABSOLUTELY NO LATE ENTRIES WILL BE ACCEPTED!

Invitational notes:

- In the Invitational, an individual is limited to the same number of event entries as in a dual meet – 2 individual and 2 relays or 1 individual and 3 relays. (Note: *Diving in the 6-dive meet COUNTS as an individual event!*)
- Even if you enter an individual in 2 individual events using TM Lite, you can still designate them as one of your 8 potential swimmers in all 3 relays. As before during our check-in process at the meet, you will choose which 4 swimmers will actually swim in the relays to keep your numbers of entries legal for all of your swimmers.
- Teams are limited to only 4 entries in each individual event and only 1 entry in each relay.
- *Divers MUST be entered into event 5 of the Invitational using TM Lite just like for any other individual event. It is not enough to only email/fax their diving sheets to Linda!*
- For your swimmers that do NOT meet the qualifying times for the events in our meet, be ready to verify they achieved those times during any officiated meet during this high school season. ***Failing to do so at the table between the starting blocks at each pool will result in a 5 point deduction from your team score for each instance when a time in the meet failed to meet an event's qualifying time.***
- Take note of how you can enter your team as a team (usually most cost-effective) or by paying per individual event. There also are different fees for SJISA members and non-members according to our fee schedule here: <http://sjisa.org/files/18fees.pdf>.
- *Per NJSIAA rule, girls from combined teams are not permitted to earn points toward a girls' team score.*
- *All entry times for our meets are in short course yards and must be entered as such!*

McNitt notes:

- In the McNitt meet, an individual is limited to just 2 events and each team can have no more than 3 entries in each event.
- *If a swimmer only was entered into the Invitational as a member of relays, they are permitted to participate in the McNitt meet.* Swimmers entered into even just one Invitational individual event are NOT permitted to swim in any McNitt events.
- *The McNitt meet events are numbered 13-16 but will still take place during the breaks after the 50 free (events 13 and 14) and the 100 breast (events 15 and 16) Invitational events as before.*

Diving notes:

- *Divers must have participated in at least one high school meet to be eligible for entry into either of our diving meets (even if they achieved their qualifying score this season in a club meet).*
- While 6-dive meet participants are entered with TM Lite AND with an emailed diving sheet, divers entered into the Jim Roach 11-Dive Championship must simply have their diving sheet emailed to Linda and the 11-dive set on the sheet must meet the requirements here: http://sjisa.org/files/18sjisa_11diveinfo.pdf
- Take note of the different diving entry fees paid by SJISA members and non-members on our fee schedule linked above.

How to Use Team Manager Lite to Create Your Invitational, McNitt and 6-Dive Entries

(Users of Team Manager should find these instructions very similar to the steps you will need to take.)

- 1) Unless you are a Team Manager user, download “Swim_TEAM_MANAGER_Lite.exe” using this link: http://www.hy-tek.com/Demos/Swim_Team_Manager_Lite.exe
Be sure you remember where you saved it with your Desktop being the best place. Double-click “Swim_TEAM_MANAGER_Lite.exe” to install the program. *(Unless MAC users have specific software that permits them to run PC software, they will NOT be able to install and use TM Lite.)*
- 2) After installation, start the program and be sure a file is created for your team’s data. If one isn’t automatically created for you, go to File > Open/New to do so. The name you give your team’s file might best be “MyBoysTeam” or “MyGirlsTeam”. **You will carry out steps #2-10 SEPARATELY for each gender of athletes at your school!**
- 3) Then in the “System Preferences” dialog box that pops up, do some initial setup that is required. **Here are the important ones to do:**
Under “Gender Designations” on the top left, select “Boys/Girls (B/G)” and under “Team/Swimmer Defaults” on the top right, select OTH (Other) for “Default Team Registration” and HS (High School) for “Default Team Type”. *Setting other entries in this box (like Country & State) may also be required by TM Lite.*
- 4) Now, download the events file you will need (or files, if you coach both boys and girls) to import the format of our meets into TM or TM Lite to perform your entries by using these links:

Division A Boys file:

<http://sjisa.org/files/eventfiles/18aboysevents.zip>

Division A Girls file:

<http://sjisa.org/files/eventfiles/18agirlsevents.zip>

Division B Boys file:

<http://sjisa.org/files/eventfiles/18bboysevents.zip>

Division B Girls file:

<http://sjisa.org/files/eventfiles/18bgirlsevents.zip>

Save the above files you need to your Desktop or in whatever folder or drive you are using on your computer.

- 5) Go to File > Import > Meet Events and “browse” to and open the first events file you will use. This will automatically “unzip” our meets’ data into a temporary folder in the Hy-Sport folder. TM Lite will then ask you to open a file ending in .HYV to set up the meet and the events. Click OK to do so.
TM Lite may also require you to input additional settings for the meet like location (Sewell), zip code (08080) and entry deadline date (01/15/18) at this time but they aren’t important.

6) First, create your team using the Teams menu, clicking Add once there. Find and use the **3 character designation and full name WE USE** (*don't add your team's mascots, nicknames or boys/girls at the end!*) for your team with these links:

Division A Boys – <http://sjisa.org/files/eventfiles/18aboysteams.pdf>

Division A Girls – <http://sjisa.org/files/eventfiles/18agirlsteams.pdf>

Division B Boys – <http://sjisa.org/files/eventfiles/18bboysteams.pdf>

Division B Girls – <http://sjisa.org/files/eventfiles/18bgirlsteams.pdf>

If the abbreviation and name of your school is missing, let Scott know ASAP!

After creating your team, close the Athlete Information box by clicking its red box “X” and then the Team Browser by **clicking its small gray “X”** (not the higher white one in the red box which would close the whole program).

7) You will now need to add your swimmers using the Athletes menu and then clicking Add first.

In the “Athlete Information” section: Enter last name, then press TAB to enter first name; then use mouse pointer to select type M or F for male or female.

In “Member of” section (lower right): Select your team (the only team there should be) as Team 1 and select FR, JR, SO or SR for School Yr at the bottom.

Hit “OK” after creating each athlete. Hit “Cancel” or the close “X” for the dialog box when your entire team has been entered.

8) Now go to Meets > Entries > Entries By Event. *You will do both individual and relay entries on this screen:*

- Where it says “Swim for Team” in red at the top, first select your team abbreviation.
- **Do individuals first** -- Scroll to the event you wish to first enter swimmers from your team in and left-click on its row (**notice diving IS included here**). Go down to your team members then and check the “Entrd” box for each swimmer you wish to enter and in the 7th column in each swimmer’s row entitled “Custom”, left-click and type in his/her entry time (**no colons or decimals needed**). *Remember to do your entries with yard times only for our meets! (Just type NT in the Custom column for each of your divers to enter them in event 5!)*
- **Now, enter your relays** – Left-click the relay event and then go to the lower right and click on the “New Relay” button. In the Custom column, type in your team’s entry time like before and then go over to your list of team members on the lower left and double-click the “Entrd” box for each of the 8 swimmers you want as candidates for that team. The first 4 swimmers you select will be considered the team’s members while the 2nd 4 will be deemed alternates. **Click this box’s gray “X” when you are finished entering all of this gender team’s entries.**

9) You’re almost there -- you will now to go to Reports > Entry Report to create your Meet Entry Report that you alone will view to be certain you created your entries correctly (*This report does NOT get sent to Scott or Matt!*)

- To create the report: Under “Filters”, select your Team and Gender (Male or Female) and on the right under “Event Filters”, select “Individual and Relays”. At the bottom under “Sort by”, select “Meet Event Number” and then click “Create Report” button at the bottom.

- Use the arrows at the top toolbar on the screen to scroll through the pages until you are sure all of your Invitational and McNitt meet entries are correct.
- *If some are missing or incorrect, go back to steps 7 or 8 to either add missing athletes or to add or correct entries by event.*

10) Last, but not least, go to File > Export > Meet Entries. **Export this file to a location you can remember and find it to attach it to an email to Scott at SSweeten@comcast.net (if you are a Division A school) or Matt at matthew_mcelroy@hotmail.com (if you are a Division B school).** *To help you find it, it will end in “.zip” and have the team abbreviation in it you created in step 6. (Be careful not to send us the “...events.zip” file you downloaded in step 4!)* Be sure to put something like “Cherokee girls entries” or “Pemberton boys entries” in the subject line of your email to Scott or Matt with this file.

If you still need to complete the entries for the other gender of athletes on your team, return to step 2 to create a new team file and then follow the same steps.

A summary of the additional steps needed to enter your divers in our diving meets:

6-dive meet entries:

- First, another reminder that you **MUST** be sure to enter your 6-dive meet participants into our Invitational through the use of TM also. **See step 8 above.**
- As has been the case in the past, you must also email an official SJISA diving sheet (http://sjisa.org/files/meets_divingsheet.pdf) to Linda with your divers’ initial, intended 6-dive sets (**100 group required**) already filled out and the sheets must include both required signatures (**diver and coach**).
- **There will be absolutely no late diving entries accepted beyond Monday, January 15th since the 6-dive meet takes place at GCIT on Thursday, January 18th!**

11-dive meet entries:

- Only a completed official SJISA diving sheet (according to the Jim Roach 11-dive meet rules here - http://sjisa.org/files/18sjisa_11diveinfo.pdf) must be emailed/faxed to Linda to guarantee entry into this meet. *Pay close attention to the 11-dive set rules linked above, especially the 11.9 total DD for the 6 optional dives.*
- Please remember that the head diving official reserves the right to remove any diver from competition if he/she feels the diver is competing in an unsafe or dangerous way.

Reminders:

- 1) See the following worksheet to calculate your total entry fees for our swimming and diving meets combined.
- 2) **Final, edited diving sheets will be due at each meet by 2:45 in order to allow for the computer scorers to input all changes in time for the 3:30 meet starts.**

2018 SJISA Invitational/Diving Meets Participation Authorization Signatures

I hereby authorize our swim team(s) to participate in the SJISA Invitational & diving meets at GCIT. Our school holds all necessary insurance policies pertaining to high school swimming AND diving competition.

School: _____

AD's name (printed): _____

AD's signature: _____

Principal's name (printed): _____

Principal's signature: _____

Boys Coach (print): _____ Phone: _____

Girls Coach (print): _____ Phone: _____

Meet Entry Fees Worksheet

Our school is a member of the SJISA. YES _____ NO _____

Check one below for each of your teams' entries into our Invitational -

Our boys' / combined team is entering: as a team _____ by event _____ NA _____

Our girls' team is entering is entering: as a team _____ by event _____ NA _____

If both (or your only team) are entering as team(s) and you are a member school:

\$200 fee for Inv.

If both (or your only team) are entering as team(s) and you are a non-member school:

\$275 fee for Inv.

Paying this fee enters both of your teams into the swimming Invitational! Skip to Diving & McNitt entry!

SKIP THIS SECTION IF YOU ALREADY DECLARED ABOVE ENTRANCE AS TEAM(S)!

Entering swimming Invitational per event entry instead? Use the correct column below -

For member SJISA schools:

For non-member schools:

____ X \$15 per individual event = _____

____ X \$20 per individual event = _____

____ X \$25 per relay = _____

____ X \$30 per relay = _____

Total for non-team, per event Inv. entries for your school:

Diving and McNitt meet entries -

For member SJISA schools:

For non-member schools:

____ X \$25 per diver PER MEET = _____

____ X \$40 per diver PER MEET = _____

____ Paying \$25 flat fee for entry into McNitt events

____ Paying \$25 flat fee for entry into McNitt events

Total for all diving and McNitt entries for your school:

Total of all relevant fees above for your school: _____

Make all checks and POs payable to: SJISA, Inc., 400 Griers Lane, Pittsgrove, NJ 08318
Email this form (←preferred!) to Linda at lnddb@gmail.com or fax this form and diving sheets to Linda Dubois at 856-358-4866 by midnight the evening of Monday, January 15!