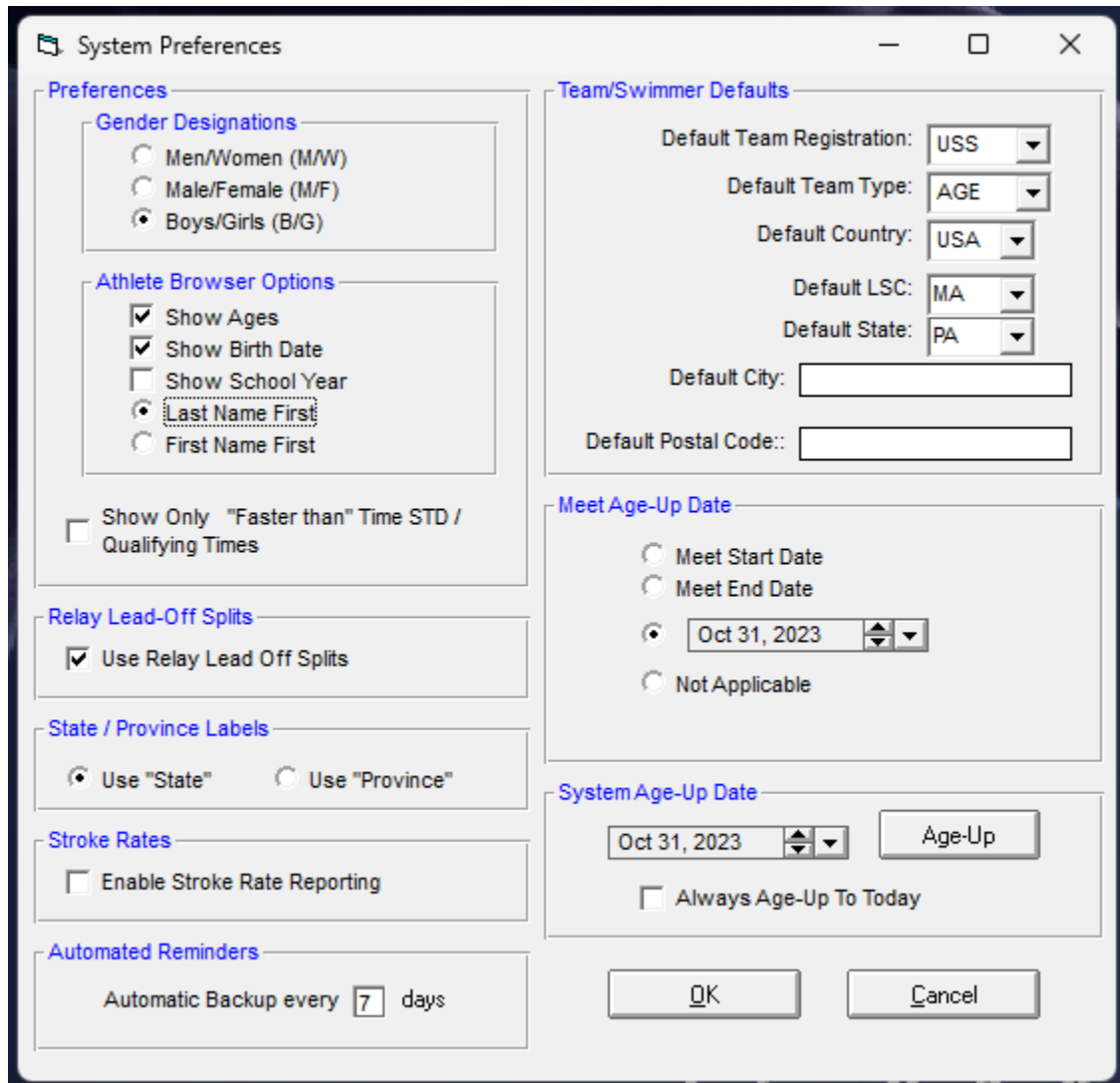


Start by opening **Team Manager** and creating a new database. Please save the database in a similar location to last year's database with an updated folder structure for the year of the current season. Set up the Team preferences as shown below:



At the same time, we need a new **Meet Manager** database as well. Open Meet Manager and create a new meet and save it in the same location as the team database. Set up the meet as per the below screenshot but it does not need any events or anything as it is just being used for moving data between Team Unify and Team Manager.

Meet Set-up

\* Meet Name : PVAC Rosters 2023-2024

\* Facility Name : PVAC

Address :

Address :

\* City : Schwenksville

\* State / Province : PA

\* Postal Code : 19473

\* Country : USA

Sanction # :

Start Date : 10/03/23

End Date : 10/03/23

Age-Up Date : 10/31/23

Entry Open Date : 10/03/23

Entry Deadline : 10/03/23

**ID Format**

USAS - USA Swimming

SNZ - Swimming New Zealand

SSA - Swimming South Africa

AUS - Australian Swimming

BS - British Swimming

BCSSA - Canadian League

USMS - US Masters

Other

\* Host LSC : MA

**Base Country** USA

Altitude in Feet :

Default Touch Pads at both ends :

**Class**

Age Group

Senior / Open

High School

College

YMCA

Masters

Para Swimming

**Timers Connected to this Computer**

One timer  Two timers

Timer 1 Name  
Pool 1

Timer 2 Name  
Pool 2

**Meet Type**

Standard

- Divisions -

By Event

By Team

By Entry

Flighted

Time Standards

Div by Time Std

**Meet Style**

Standard

2 Team Dual

3+ Team Dbl Dual

**\* Course**

LC Meters

SC Meters

Yards

**DQ Codes**

Custom DQ Codes

**Time Adjustment Method**

FINA rules

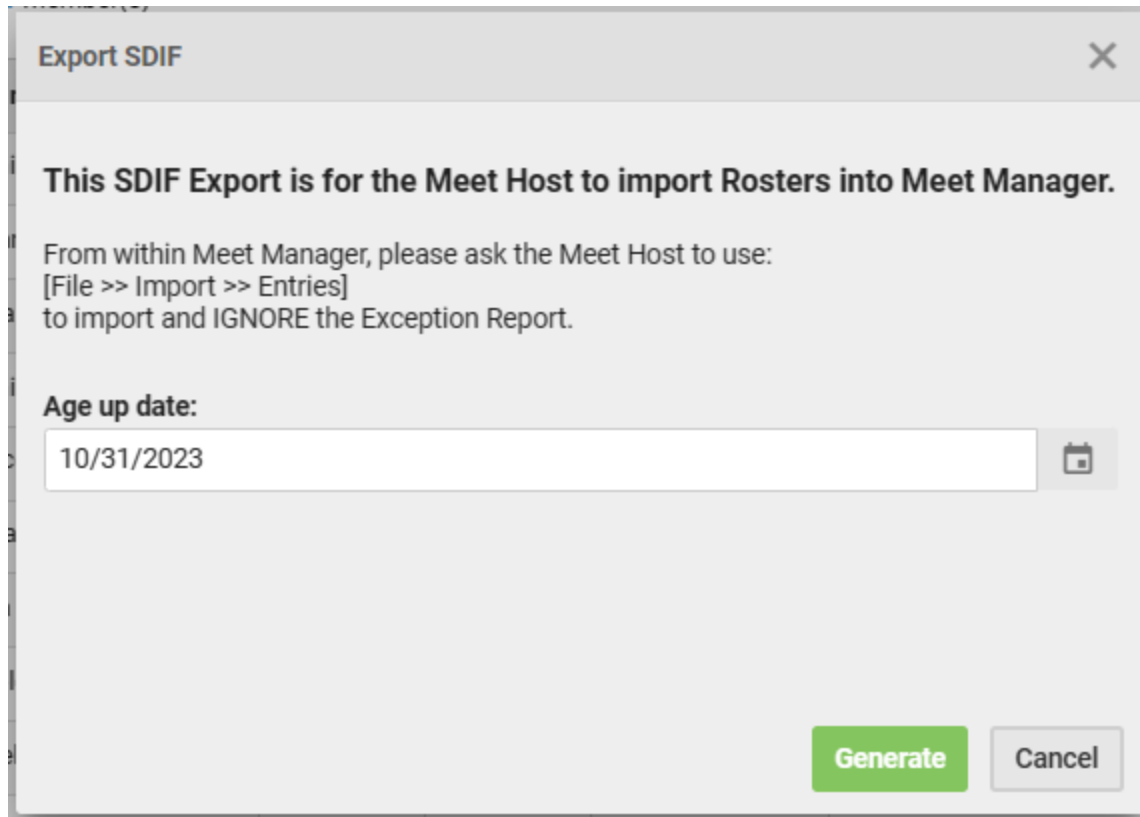
USA Swimming rules prior to 1 May 2016

Age-Up Athletes  OK  Cancel  Re-Convert Entries

Next we need to log into Team Unify and export groups of members. It is easiest to do this in batches because SAL requires USA ID's be removed from swimmers not participating in USA swimming and Divers need to be given a different code.

On the Team Unify website navigate to Org. Tools -> Members. Let's start with the Divers. We can click "Customize Filters" at the top and select only the roster group "Diving" from the "Roster" drop down.

Once the filter has been applied click the check box next to the first column to select all of the athletes. After selecting them, click on the "Export" button and from the drop-down menu select "Export SDIF". You will be prompted to enter an age-up date, use this years age up date (Usually 10/31/20xx) and then click "Generate". This will result in a ZIP file being downloaded.



**Export SDIF**

**This SDIF Export is for the Meet Host to import Rosters into Meet Manager.**

From within Meet Manager, please ask the Meet Host to use:  
[File >> Import >> Entries]  
to import and IGNORE the Exception Report.

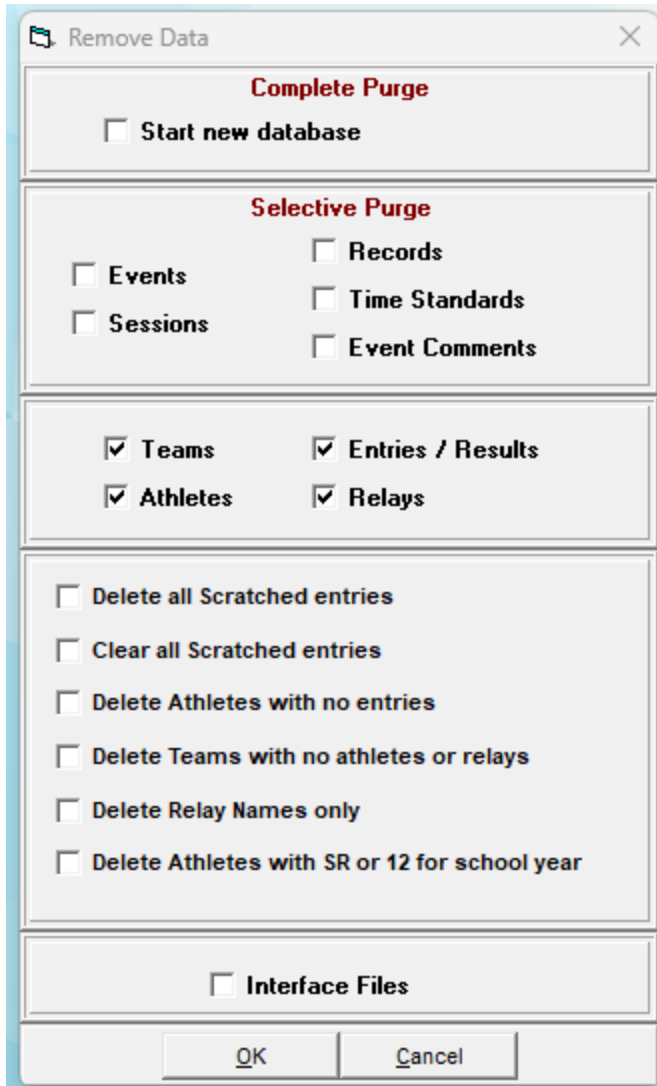
**Age up date:**

10/31/2023

**Generate** **Cancel**

Go back into Meet Manager and from the meet we created earlier click on File -> Import -> Entries. Click ok on the defaults to any prompts that appear and ignore any error messages.

**Note:** This will append athletes to the list in meet manager, not replace. If you are using an existing database or before importing subsequent sections of the roster into MM you must first purge the athletes by navigating to File -> Purge -> Remove Data Selectively and selecting the following options:



To export the athletes we have just imported for use in Team Manager go to File -> Export -> Athletes / Teams / Emails (.hy3) click Ok to the defaults on all of the pop-up windows but be sure to note (or change) the location the file is exported to so you know where to look when importing.

From Team Manager click File -> Import -> Athlete Rosters and select the file we created in the previous step. Accept any prompts which appear.

Now we have the beginnings of our official team roster in Team Manager for the season.

Next we need to add a new Group and a Sub-Group for the divers. To do this click on Set-Up -> Groups / Sub-Groups / Codes. Add a Group "NW" for Northwest Division and a Sub-Group "D" for Diving.

Code Maintenance

Code:

Description:

Code Types

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

OK

Cancel

Now we need to edit the Athletes to add the correct group and sub-group. For a diver who is not participating in USA swimming as an example:

Athlete Information

Athlete Information

Last Name:  First Name:  Middle:

Preferred Name:  Birthdate:  Age:

Build ID  ID #

Gender (M,F):  Athlete Cell:

Athlete E-Mail:

Mark as anonymous

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:

Father

Office Phone:  Cell:

E-Mail:

Mother

Office Phone:  Cell:

E-Mail:

Member of

Team 1:  Joined:

Team 2:

Team 3:

Group:  Joined:

Subgroup:

WM Group:

WM Subgr:

School Yr:

Foreign

Inactive

Dive Certified

Registration OK

Recruiting Cancel

Once the edits are complete you will need to continue the process by repeating the imports for swimmers. Ultimately we need to provide the league with a Diving Roster, a Boys Roster and a Girls roster. We usually also produce one "Full" roster as well.

To export the roster click on File -> Export -> Athletes/Teams and select any filters you want to use (for example sub-group D for divers) and click ok. Make a note of where the file gets saved to (usually C:\TM5data) and rename / move it to the folder we are using for this season. It is also a good idea to export a PDF of the roster as well which can be done by clicking Reports -> Administrative Reports -> Athletes on the top of the Team Manager window.

Once you have all of the rosters send them to the appropriate SAL registrars.