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Team Manager Quick Guide:

1. **Set-up**, **Options**, **Import Background Picture**: Import a picture to personalize your program.
2. **Set-up**, **System Preferences**: Here you can set defaults for your Team.
3. **Set-up**, **Report Preferences**, **Report Headers**: We use Header One to name the Team and Header Two to name the Coaches.
4. **Set-up**, **Favorite Filters**, **Add**: Name your filter. Here you set defaults for reports, just use the drop box for the defaults you want and it's highly suggested to set the Season Start Date at the beginning of each new season. Then click OK. This will eliminate some extra steps when scheduling athletes and running reports.
5. **Set-up**, **Groups/Sub-Groups/Codes**: Here you can add identifiers for your athletes from stroke, grade, varsity, etc. When exporting rosters with your entries, you can simply select the group to export, such as Varsity, to make changes easily for a relay without scrolling through your entire roster.
6. **Teams**, Select your Team and edit the information required.
7. **Teams**, **Coaches**, edit Coach Information.
8. **Teams**, **Maintenance**, **Group/Subgroup/School Year Update**: In this window you can update all your athletes from one grade to the next without having to do it manually for each one. Of course they will need to have already been assigned a grade level.
9. **Standards**, select **Add**, and here you can create time standards, such as County and State.
10. **Records**, this is pretty self-explanatory.
11. **Reports**, **Memorized Reports**: for this feature you can set default parameters for the reports you use such as Top Times, Meet Improvement, etc. This is really something that you play around with to determine what reports you frequently use and the drop boxes/buttons you want already set.
12. **Reports**, **Performance Reports**, based on your preferences you can run the Top Times, High Points for awards, etc.
13. **Meets**, **Results**, **Results Browser**, **Split Out Relay Legs**, follow the prompts.
14. **Meets**, **Reports**, here you can explore how you want to view your entries and the options you have such as Meet Fees.
15. **Set-up, Preferences, Report Custom Age Groups, Add:** Just Add High School Events Only along with the 50 legs of the Medley Relay. Then go to **Reports, Performance Reports, Top Times Spreadsheet.** In the Athlete Filter section, click the tab Age Group and select Use Custom. Then run your report for top times only using high school events.
16. **Labels, Improvement Labels:** Use this option to see how well your athletes improved at Meets. For overall Improvement you can run these reports: **Reports, Performance Reports, Top Times:** Here go to the Age Grp tab and select Use Custom. Select the Splits you want too. Then click the Use Since Date (set your date) and the Chronological box. Click the tab Improvement. You will then be able to run a multitude of reports. For example if you wanted to see how well a swimmer improved from the first Meet of the season you would select the following: Seasonal (Best), Earliest Time After…, Show Improvement as Percent. Then select the filter options for Individual, relay legs, etc. and run the report. If you are comparing from year to year, you will need to adjust your Since Date.