



**Swimming Canada 2018-2019
Meet Manager Guide**



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SUMMARY

Meet Managers using the registration, tracking and results system (RTR) will need to learn the following that is covered in this document:

- How to login to the system to create, add and edit a Meet Manager user name and password.
- How to add a meet to the upcoming meets list on swimming.ca, and to be listed on the RTR for results.
- The sanction application process.
- Uploading HyTek / Splash event files.
- Accepting entries for the meet.
- Downloading entry files for import into HyTek / Splash Meet Manager.
- Uploading meet results after the meet has completed.
- How to access post meet reports.
- How to request support.

ACCESSING THE SYSTEM

The Club Registrar will provide logins to the Registration, Tracking and Results System (RTR) for Meet Managers, who have the capability to accomplish the tasks outlined in this document. Once the Club Registrar has created the account, the Meet Manager will receive an email on how to log in for the first time.

The login page is located at <https://registration.swimming.ca>

For any assistance logging into the RTR, contact the Club Registrar.

Note: At the start of every season, all Meet Manager accounts are deactivated and passwords reset. Returning Meet Managers will have to contact the Club Registrar to activate the Meet Manager account.

THE USER INTERFACE

The following are the menu items available to the Meet Manager user.

Updates My Info Meet List Swimmer Lookup Support Request

Updates – This is a communication page where any relevant information will be posted by both Swimming Canada and the Provincial Office (PSO).

My Info – This page allows the user to update contact information, change password and username and set language preferences.

Note: In the My Info section there is the ability to *Turn off Entry Rejection Emails*, which will allow the user to set the option to not receive copies of the entry rejection emails when an entry file does not pass validation.

Meet List – This is the primary area for meet management. This section is covered throughout this document.

Swimmer Lookup – This allows Meet Managers to search for basic information on any swimmer in the system.



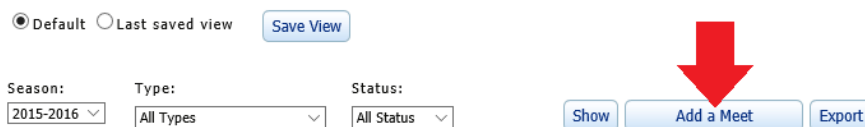
Support Request – This tool is used to submit a support request for technical support. Support requests are routed to the Swimming Canada and the PSO.

ADD A MEET



A Meet Manager user has the ability to advertise meets or apply for a new meet sanction. To begin the process of adding a meet or applying for a sanction, use the Meet List menu item to bring up a list of current meets listed for the club the Meet Manager is associated with in the system.

Once the meet list has opened, above the list there is a button to *Add a Meet*. Use this button to start the process.



First select if this is an application for a sanction or advertise the meet.

- Advertise your meet on the meet list (no sanction) – *There is no sanctioning process for listing a meet, however, results cannot be posted for a listed meet, only the meet information.*
- Apply for a new Meet Sanction – *This will submit the sanction application to the PSO.*

Advertise a meet

Using the meet application form to advertise the meet will populate the basic information on the meet list <http://swimming.ca>.

The Sanction Application Form

Meet Information

Co-Host Club - Some meets are hosted by more than one team, use this section to identify the other club. This is not a required field.

Meet Name - This is the name of the event. This name will display on the meet list and upcoming events list.

Meet Type – Select the qualifying type of meet. For further information about meet types, please contact the PSO.

Sanction Type - There are different levels of meets. If there is a need that requires two different sanction types, then two separate sanction applications must be made. For further information about sanction types, please contact the PSO.

Sanction Fee - This will be populated automatically based on sanction type and fees setup by the PSO.

Start Date / End Date – These are the dates that the meet will start and the last day that it will end. The end date will set the meet to a completed meet after the end date has past.

Closing Date for Entries - Indicating the last date that entries can be allowed will remove any links to submit entries on swimming.ca after the date that is set. The Meet Manager has the ability to process



entries after the date has closed. Be sure to clearly state specific entry information about deadlines in the meet information package.

Competition Details

Sessions - The number of sessions which will be held over the duration of the meet.

Course – The length of the pool.

Time Standard - This optional field provides an area to choose from set time standards. These standards are set by the PSO or Swimming Canada.

Note: The National Time Standards file can be obtained from the Swimming Canada website, for the Provincial Time Standards, contact the PSO.

Age Category - This optional provides an area to describe the type of age groups involved. Categories for this field are managed by the PSO.

Upload Meet Package – This field is used to upload the meet information package. This field cannot be changed after the sanction has been completed and would have to be updated by the PSO.

Championship Meet – This is to identify if this is a championship type meet.

Open / Closed Meet - An *Open Meet* allows entries from any club. A *Closed Meet* allows entries only from invited clubs. The Meet Manager selects the clubs from Regional, Provincial and Canadian club lists and place them on an invited list. This list of clubs will be published in the general meet information, and only clubs on the list will be able to upload their entry files.

Note: When running a closed meet, manually select the invited clubs from the list. Use the arrow button to add the club to the list. To remove a club, highlight it on the right list and use the X button to remove it.

The screenshot shows a web interface for selecting clubs. At the top, it asks "select clubs from what area?" with three radio buttons: "Region", "Province", and "Multiple Province". The "Multiple Province" option is selected. Below this, there is a "Province" dropdown menu currently set to "Ontario". Underneath, there is a "Club List" section with a scrollable list of clubs: "Acton Aqua Ducks", "Ajax Swimming", "Ancaster Alligators", and "Amprior Blue Fish Swim Club". To the right of the list is a blue button with a right-pointing arrow ">>". Further right is an empty rectangular box, and to its right is a blue button with a white "X" inside.

Contact Information

Applicant Name, Phone and Email – This should be the contact information of the Meet Manager responsible for the meet. This information is auto-populated based on the account logged in.

Meet Manager Contacts - Same as sanction applicant or alternate information can be placed here.

Entries Contact – Use this field to identify who is the primary contact for entries. This person will also receive notifications from the system when entries are submitted and process the entries.

Meet Referee / Level of certification – This is a required field; a qualified referee must be assigned to this position in order to process the sanction application.

Officials Coordinator – Optionally, a coordinator contact can be listed for officials and volunteers.



Pool Information

Certified Pool Name - Choose the pool at which the meet will be held from the drop down list. Selecting a pool will auto-fill the name and address for the pool.

Note: If the pool is not listed, contact the PSO. Pool address information is set up by the PSO and a copy of the pool survey should be on file with them.

Lanes / Configuration – Enter the amount of lanes being used and any configuration.

More Information – This field is for any further details regarding the meet.

Web Site – This field will provide a link to a website for the meet or a live results link.

Host Club Requirements

Software – If any software is required from the host club.

Bells – To identify if bells are needed for this meet.

Other Requirements – Any other special requirements from the host club.

If a meet requires WPS Competition Approval, the PSO is required to submit this form to Swimming Canada a minimum of 8 weeks prior to the start of the competition.

Host Hotel

Add a recommended hotel that will appear in the meet information page.

The sanction approval process

The following process takes place once the sanction application form has been submitted:

1. The sanction status begins as Pending in the RTR and cannot be seen by the general public.
2. The PSO and/or Regional Sanction coordinator is notified of a new sanction application via email.
3. The representative then reviews the sanction application.
 - For Provinces who use a regional approval as part of the sanction process, the status will change to Region Approved when the Region has approved the sanction. The PSO provides final approval.
4. When the sanction has received final approval, an email is generated back to the contact email address used on the sanction application page and the meet status is changed to Approved. The meet is then visible in the meet list on swimming.ca accessible to the general public.
5. Once approved, edits to the meet may only be done by the PSO or representative.
 - The Meet Manager can still change the Open/Closed status of the meet.







Uploading files to the meet information page

The Meet Manager generates a HyTek Event File or Splash Invitation file for the meet using their meet management program, and then uploads this file to the meet listing once it has been sanctioned for retrieval by the entering clubs.



To upload the event file

In the meet list, click on the upload icon under *Event File*. Use the  Icon to upload the event file.

Started - En	Meet Name	Type	Course	Info	Event File	Result File	Entry Deadline	View Entries	S
Dec 04 - 06	'Ontario Junior International'	Intl	SC				11/26/15		Co
Apr 05 - 10	'2016 Canadian Olympic Swimming Trials'	SNC	LC	02/05/16	01/29/16		03/25/16		Co


Once loaded, the upload date of the file will be displayed. If file needs to be replaced, click on the date link to upload a new file.



MANAGING ENTRIES

Meet Managers accept all meet entries via the online entry system. The system has been designed to allow clubs to use their own Team Manager software, create an entry file and submit it for validation.



As part of the process of uploading an entry, the entry file is validated to ensure that all swimmer information matches registration data. This is an important process to protect the integrity of the results generated after the meet.

Accessing the Entry Management page

To access the Entry Management page for the meet, from the meet list, click on the magnifying glass  to *View Entries*. Set the time validation date range to determine the range of results time to validate from.

Time Validation Date Range: : September 1 2014  : October 16 2015 

Clubs: Status: Show All Entry Files Only Show most recent Entry File from Each Club

<input type="checkbox"/>	Load Date & Time (EST)	Club	Entry File	Contact	Tel.	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status	Coaches
<input type="checkbox"/>	10-14-2015 01:24 PM	SSC	Meet Entry File Name Ver01	John Doe	555-555-5555	9	27	10	29	0	19	56	Pending	 Time Validate 
Total						9	27	10	29	0	19	56		

Accepting Entries

Coaches or team managers submit the club entries using the upload link on the meet information page at <http://swimming.ca>. This link will only be available after the meet has been sanctioned and until the entry deadline date.

Once an entry file (HyTek .zip or Splash .lxf format) has successfully been uploaded, the Meet Manager and entries contact will be notified of a new entry via email notification.

If validation was not passed, then an email is dispatched to the entering club and the Meet Manager that there was an entry rejection. The Meet Manager can turn off receiving rejection emails, however this will only disable them for the Meet Manager, the entry contact will still receive a rejection notification email. This feature is on by default and can be adjusted in the *My Info* page. The entry status is set to *Pending* when an entry file is uploaded. By clicking on the edit pencil, the Meet Manager may change Status to *Accepted* or *Rejected*.

Note: If there is a problem receiving entry notifications, please double check spam or junk mail filters to ensure that that emails from support@swimming.ca and systems@swimming.ca are allowed.




Accepting foreign entries

The entry management system is also designed to allow entries from out-of-country. It is the Meet Manager's responsibility to ensure these swimmers are flagged in the Meet Manager software as a foreign swimmer. If this is not done correctly, the results file will contain errors when trying to upload to the system.

The Meet Manager should confirm with the PSO when allowing foreign entries for any provincial rules that may apply.

Accepting post-deadline entries

After the deadline passes, the Meet Manager has the ability to either submit an entry for the participant, or they can share the link available in the Entries View.

From the meet list, click the magnifying glass  in the *View Entries* column to open the entry management screen. On the top of this page where there are filter options, click the *Entry Upload* button.

Note: If for any reason there is a need to have the link available for a user to submit an entry, the link for the entry upload is live until the start of the meet. The link is hidden once the entry deadline has passed. To manually use the link, Use the sanction number for the meet and replace it in the following url:
<https://registration.swimming.ca/userentries.aspx?sanctionid=SanctionNumber>

IMPORTANT: Meet Managers/Entry Coordinators are discouraged from manually processing club entries outside of the Entry Management tool, as it cannot be confirmed that swimmers are fully registered for the current season.

Downloading entries for meet manager program

To download the entry files for each Club, simply click on the Entry File column links and a download confirmation will pop up.

Choose the save location and continue. Totals for the number of swimmers and entries are generated from all Pending or Approved files.

Currently, the upload entry link page for a meet will remain active until the start date of the meet, but is hidden from swimming.ca when the entry deadline has past. Sending this link to a club allows them to submit revisions to their original entries after the entry date if the Meet Manager allowed. Remember, a Meet Manager may approve or reject each version that is uploaded by a team.

Time validation

The entry management system provides the Meet Manager with *Time Validation* tools. The Meet Manager can either view the time validation for a single club entry, or there is an option download an Excel report for all entries.

The time validation report validates the entry time to the results in the RTR system. The report will display if the time is validated or not.

Contact manager

The entry management also includes the ability to email participant of the meet based on the entries, this is to allow Meet Managers an easy way to communicate to some or all of the clubs entered in the meet.

To use this feature, Select the clubs to contact using the check boxes next to their entry row, click on either *Email Entry Contact* to send to only to emails used in the entry submission, or use the *Email*



Contact & Coaches button to send to the entry contact and the coaches selected when the entry was submitted.

In the form, there is the ability to attach documents, add external web links and text messages to the outgoing message.

UPLOADING RESULTS

Following the meet, the Meet Manager should have the results uploaded within a 48 hour period. To upload the results file, log in as Meet Manager, go to Meet List and click on the upload link/icon under the Results File column heading. In order for the meet results to display on the Swimming Canada website, *the meet file must be in .cl2 or .sd3 format*. The default .ZIP format generated by HyTek Meet Manager is acceptable as long as it contains one of the two mentioned file types.

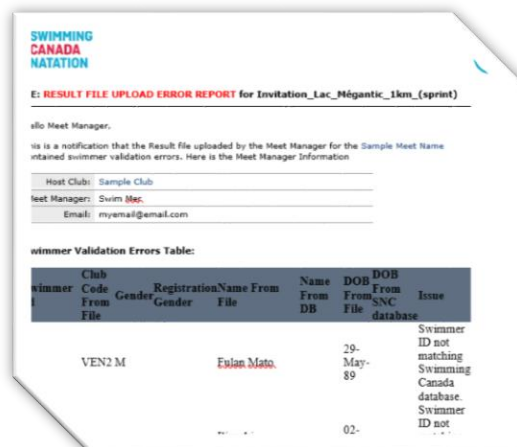
Results file validation

After the Meet Results have been uploaded, the Meet Manager will be prompted if the meet file has passed validation before completing the upload. If the file has passed validation, the user will receive an email once the results have been processed in the RTR system.



Failed results validation

After the file has been uploaded for validation, if there are any errors with the results file, a validation error report will be displayed on the screen and emailed to the Meet Manager. The Meet Manager needs to either correct the errors in the Meet Manager program and export a new results file to upload. An error report will be made available on the meet list to correct any errors found by validation. These errors must be addressed in order to maintain the integrity of the results data.



These errors can range from:

- Missing swimmer information (IDs, DOB, etc.).
- Swimmer cannot be found in the database, possibly due to not being registered correctly or is a foreign swimmer.
- Incorrect results information in the file.
- Incorrect file type.

Note: To request support for results files posting errors and not passing validation, contact the PSO for support.

Results processing

Depending on the size of the meet file, it can take anywhere from 5 minutes to a few hours to process the results file. The file will automatically be available for download on the Meet List page on the RTR for Coaches and Team Managers associated with the clubs that participated in the meet. If an update to the results file is required, click on the upload date in the meet list and upload the new file.



Note: Please allow up to 24 hours for results to display on the swimming.ca meet pages. If this timeframe has passed and results are still not showing, please contact support@swimming.ca

POST MEET

Once the meet results have successfully loaded, the Meet Manager can download or view the *Post Meet Report* from the Meet List page using the *View* link in the table.

This report contains meet invoice details, which includes any provincial fees owing to the PSO. This report also includes meet statistics.

Post Meet Report for Sample Meet

Sanction #: 18000	Sanction Type: Sanction
Name of Competition: Sample Meet	Date of Competition: Dec 13, 2015
Host Club: The Swim Club	Region: Western
Meet Manager: John Mack	Meet Referee: Danny John
Meet Manager Email: john@mack.com	Level: 4
Meet Manager Phone: 905-304-3029	

Meet Invoice Details			
	Details	Fee	Total
Days	1	\$0.00	\$0.00
Sessions	1	\$0.00	\$0.00
Swimmers	80	\$0.00	\$0.00
Individual Swims	283	\$0.50	\$141.50
Relay Swims	16	\$0.00	\$0.00
		Meet Fees Total:	\$141.50
		HST(13.00%)	\$18.40
		Adjustment Amount:	\$0.00

There is an option to create a PDF file from this page and email it to the Club Treasurer if necessary.

SWIMMER LOOKUP

The swimmer lookup allows the Meet Manager to find basic information about swimmers across the RTR system. This is useful during entries if a swimmer cannot be found or the entry file contains inaccurate information. The tool allows the user to search both the current and previous seasons.

Please confirm the correct information with the club before making changes to your results file.

ID: Last Name: First Name: Current Season Historical *search by one or more fields:

ID	Last Name	First Name	DOB	Gender	Clubcode	Club	Date Registered	First Registration Date	Member type	Status
129000000	Oleksiak	Penelope	Jan 01 1970	Female	TSC	Toronto Swim Club	Sep 01 2016	Sep 01 2016	Competitive - Open	Registered

Roster Check

A *Team Roster* or *Entry File* can be validated against the swimmer data in the RTR using the *Swimmers > Roster Check* option.

To use this tool, enter the Name and Email Address to send the validation to the coach or team manager whose file is failing validation, or to the Meet Manager, and then choose the province and club to validate the file too.



Instructions:

1. Export an athlete roster from your Team Manager software (**Hytek Zip** or **Splash Tab Delimited**) and save to your computer.
2. Enter your contact and Club information.
3. Click the browse button and select the athlete roster file you had saved on your computer.
4. Click on **Validate**.

Name: *

Email: *

Select province: *

Select Club: *

Select Roster File: *

The results of the validation will also be displayed on-screen.



Have a great swimming season!

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