2023-2024 Swim BC
Meet Manager Guide

Contents

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 Hy-Tek files.
- Accepting entries for the meet.
- Managing entries for para-swimming.
- Downloading entry files for import into HyTek Meet Manager.
- Uploading meet results after the meet has been 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 can complete 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.

MAIN MENU

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 Swim BC.

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 Swimming Canada and Swim BC.

ADD A MEET

A meet manager user can 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 sanction process.
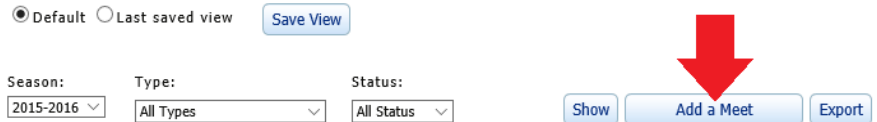
Select if this is an application for a sanction or advertise the meet.

- 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 Swim BC.*

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 (mandatory fields highlighted in red)

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.   Do not use symbols in this field (i.e., "&" or "#" or "@")

Meet Type - Select the type of meet:
1. Class I Time Trial (provincial or national record attempt)
2. Class II Time Trial
3. Invitational (Open or Closed)
4. Provincial Championships (Swim BC meet)
5. Masters
6. Varsity

Sanction Type - There are different levels of meets that require different sanction types:
1. Class I: Record Attempt
2. Class II Time Trial (non-record attempt)
3. Regional/Invitational meet
4. BC Championships
5. Masters
6. Varsity

Sanction Fee - Different sanction fees applied depending on the type of meet selected above:
1. Class I Time Trial: $40
2. Class II Time Trial: $40
3. Regional/Invitational, varsity and Swim BC meets: $50
4. Masters: no charge

Competition Surcharge: All Regional/Invitationals, Varsity, Divisionals and Provincial meets will also have the $5/swimmer Competition Surcharge included in the Post-Meet Invoice.

Note: Any Class II Time Trial that involves more than one club, and has a total of 50 or more swimmers, will be charged the Competition Surcharge.

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 passed.

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

> Note: Be sure to clearly state the specific entry information about deadlines in the meet information package.

Competition Details
Sessions - The number of sessions which will be held throughout the meet.

Course - The length of the pool for the meet (SCM or LCM).

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

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

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

Upload Meet Package - This field is used to upload the meet information package in either a DOC, DOCX, or RTF file. This cannot be changed after the sanction has been completed and would have to be updated by Swim BC.

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

Open / Closed Meet - 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 places 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.

> Note: Once a meet has been approved for a sanction, meet managers will not be able to add/remove a club from this list. Please contact Swim BC for assistance (carrie.matheson@swimbc.ca)

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 Contact (Phone and Email) - 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 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 Swim BC. Pool address information is set up by Swim BC and a copy of the pool survey should be on file with them.

Lanes / Configuration - Enter the number 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, Swim BC is required to submit this form to Swimming Canada a minimum of 8 weeks before the start of the competition.

Host Hotel

Add any recommended hotels that would want to appear on 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. Swim BC Staff is notified of a new sanction application via email.
3. Staff then reviews the sanction application. If there are any questions and/or edits required of the meet package, Swim BC would email the contact person directly.
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 Swim BC.

Uploading files to the meet information page

The Meet Manager generates a HyTek Event 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 - End	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 the 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 team management 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 registered swimmer information matches registration data. This is an important process to protect the integrity of the results generated after the meet. If a swimmer is not registered correctly, this will prevent the meet entry file from validating.

Para-Swimming Entries

Entries submitted for para-swimming will include any classification codes as per what is listed in the RTR.

If the entry file does not include the para-classification codes separated by an underscore (i.e. *Swimmer Name_S1SB1SM1)* the entry file will fail validation.

Entries from clubs that contain para-swimmers that have been identified as classified in the RTR will be highlighted in green on the entry management list.

The Meet Manager can also access the Para Report from the button at the top of the list, this will display a list of all para-swimmers entered in the meet as well as their exception codes.

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 📅	Save

| Clubs: | ---All Clubs----- ▾ | Status | Show All ▾ | ○ Show All Entry Files ● Only Show most recent Entry File from Each Club |

| Entries Download | Approve Entries | Reject Entries | Delete Entries | Email Entry Contact | Email Contact & Coaches | Entry Summary Report | Time Validation Export | Export Coaches |

☐	Load Date & Time (EST)	Club	Entry File	Contact	Tel.	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status		Coaches
☐	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* 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 on 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*. The meet manager has the option when rejecting an entry to place a custom message with the reason.

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.

Any entry file that contains a foreign entry will be highlighted on the list of entries on the entry management screen.

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

Accepting Post-Deadline Entries

After the deadline passes, the Meet Manager can 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 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 passed. Sending this link to a club allows them to submit revisions to their original entries after the entry date. The Meet Manager can 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 to 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 participants 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 checkboxes 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

To upload the results file, login as Meet Manager, go to Meet List and click on the upload link/icon under the Results File column heading. 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.

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 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 to maintain the integrity of the results data.

These errors can range from:

- Missing swimmer information (IDs, DOB, etc.).
- A 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.
- Incorrect para-classification.
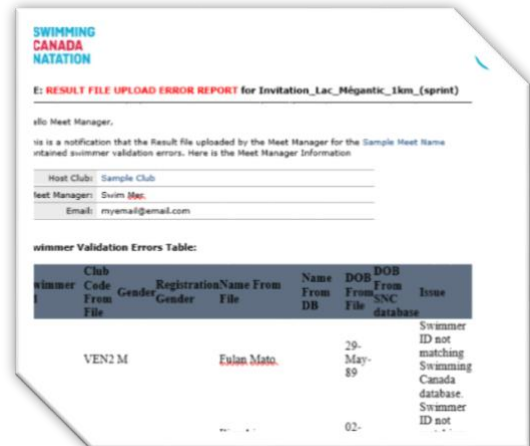
Note: To request support for results files posting errors and not passing validation, contact Swim BC for support.

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 include the meet sanction fee, and any competition surcharge fees. This report also includes meet statistics.

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

Post Meet Report for Sample Meet

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

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

SWIMMER LOOKUP

The swimmer lookup allows the Meet Manager to find basic information about swimmers across the RTR. 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	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

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**.

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

SUPPORT AND TROUBLESHOOTING

Meet Managers can submit a Support Request to Swim BC by clicking on the Support Request tab. The request will automatically be sent via email to Swim BC and any other email addresses typed into the cc field.