

Audience: Club Presidents, Office Administrators, Member Service Coordinators, Directors of

Surf Sports, Junior Activities Chairs, Interested members

**Date:** Tuesday 20th June 2023

**Contact:** Michael Hyslop

Ph: (02) 4353 0299

admin@slscc.com.au

Summary	SLSCC is hosting the Branch Pool Rescue Championships on Sunday 23 <sup>rd</sup> July 2022 at Mingara One Aquatic Centre
Action	Entries can be submitted by uploading here by 9am Wednesday the 19 <sup>th</sup> of July 2023 – Entry Upload Link  Team Manager Lite Software can be downloaded here – Click here  Event File can be found here from Friday the 23 <sup>rd</sup> of June 2023 – Event TM  File  Official Nominations - Officials Nomination Link

SLSCC is hosting the SLSCC Branch Pool Rescue Championships on Sunday the 23<sup>rd</sup> July 2023.

To ensure we are able to run all events within one day, the program has been set up to fill lanes up, so the carnival can be run as quickly as possible. This means that multiple age groups will be racing together but will still score points and medal within their own age group for individual events.

Relay events will be mixed age groups, as listed within the program.

Entries will need to be entered using **Team Manager 8.0 Lite**. Step by step instructions are below. If any club or team manager needs assistance completing entries, they can contact the SLSCC office via email: admin@slscc.com.au and arrange a time for us to assist with the entry process.

Note: Clubs will be required to provide officials and pool setters for this event according to entry numbers. Information regarding these quotas will be provided on Wednesday the 19<sup>th</sup> of July 2023. Officials wishing to register early can do so via the nomination link in this circular. These officials will be attributed to the club official quotas.

T: 02 4353 0299

A: 7/4 Teamster Close, Tuggerah, 2259

ABN: 67 048 543 118











### **Event Details**

Date:	Sunday the 23 <sup>rd</sup> July 2023
Location:	Mingara One Aquatic Centre, Tumbi Umbi
Entries Open:	Friday 23 <sup>rd</sup> July 2023 @ 3pm.
Entries Close:	Wednesday 19 <sup>th</sup> July 2023 @ 9am.
Carnival fee	\$22 per competitor
Pool Entry	Pool entry will be charged by Mingara Leisure
	Centre on the day. Fees and charges can be found
	here: Prices and Timetable - Mingara
Time:	Warmup: 8:15 am to 8:45am
	Event Start: 9:00 am
Event Program	2023 SLSCC Branch Pool Rescue Program
Team Manager Lite program	Team Manager Lite Download Page
Event File	Will be available here from Friday 23rd of July 2023.
Entry Submission Link	Entry Upload Link
Officials Positions Link	Officials Nominations Link

### **Event Rules and Conditions**

This Event will run under the 36<sup>th</sup> Edition SLSA Surf Sports Manual (October 2020 update)

Competitors are only eligible to compete in one event per event group

Composite and mixed teams will be accepted on the day if lane space is available in existing heats at the discretion of Event Referee.

Masters age groups are in 10yr divisions (30-39, 40-49, 50-59, 60+)

The Event Referee reserves the right to amend the carnival program.

Events will be seeded based on times for each event not by age.

Results for all events will be broken into age groups for individual events.

Results for relays will be broken into the mixed age groups as stated on the program.

Line throw will be contested in all age groups. This is an exception to the other relays. Line throw will also be "manually time kept".

Competitors may only race once per event.





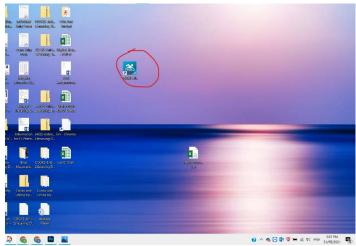




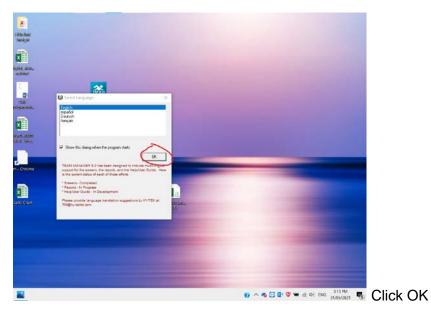
# **Entry Process**

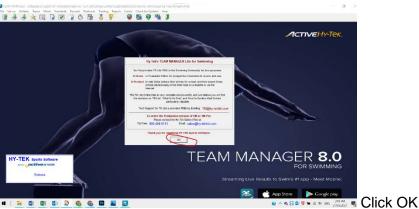
1. Download and Install Team Manager 8.0 Lite - Click here

## 2. Open Team Manager from Desktop screen



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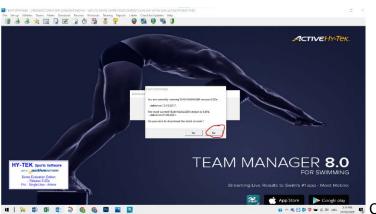




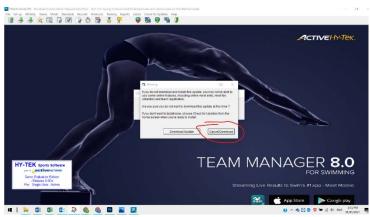




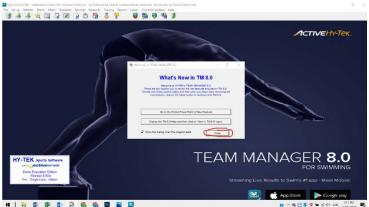




Click NO



Click Cancel Download



Click Close

Download Event File from this link: **Event TM File** 

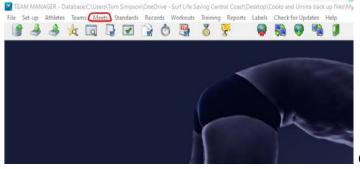
3. Import event file into Team Manager



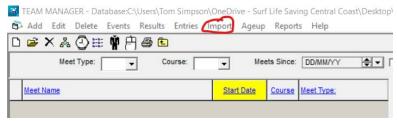




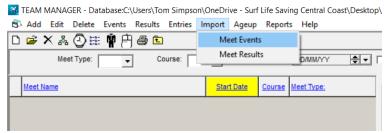




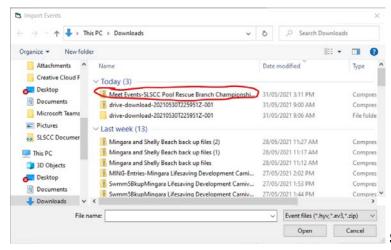
Go back to Team Manager and Select Meets



Select Import



Select Meet Events



Select recent file in downloads

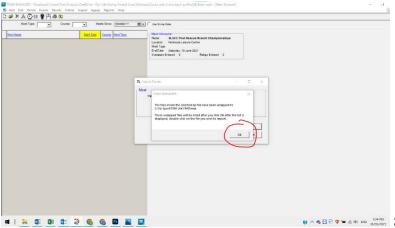


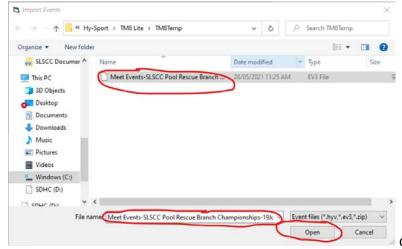




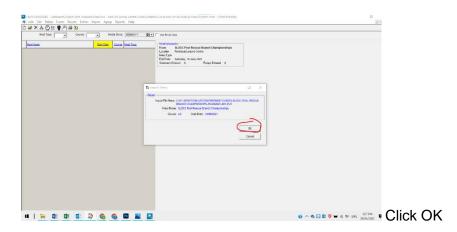








click on file and then select Open



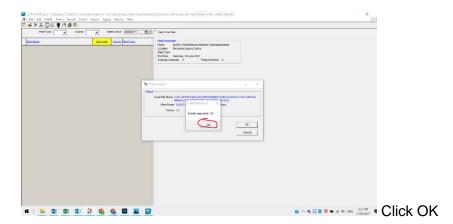


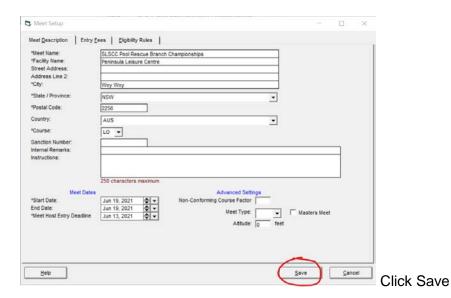


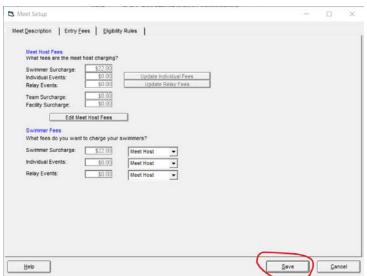












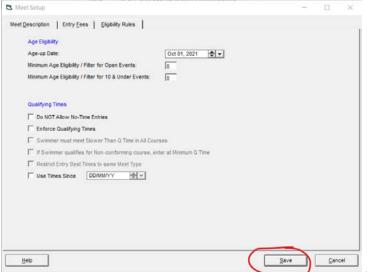
Click Save



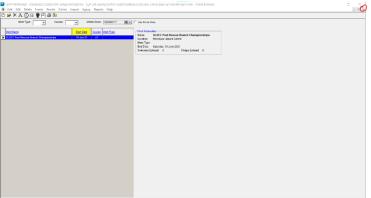






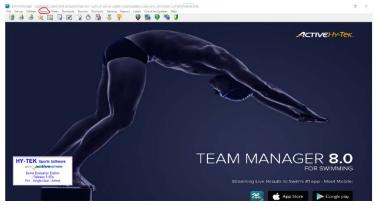


Click Save



exit screen

### 4. Create Team



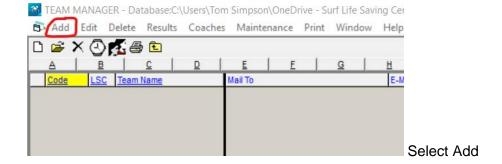
Select Teams

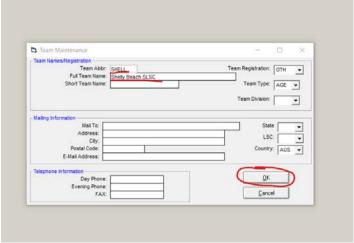






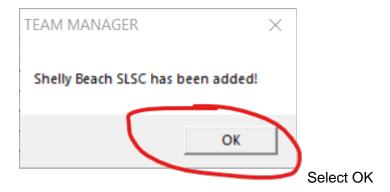


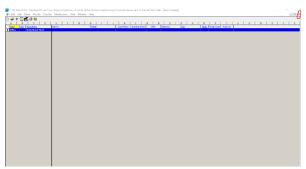




Enter Team Abbr, Full Team Name & select

OK





Press ESC & exit screen

#### 5. **Add Athletes**







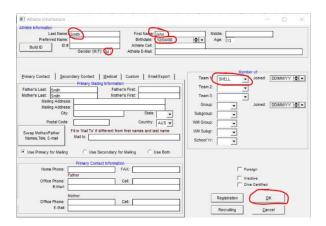




Select Athlete

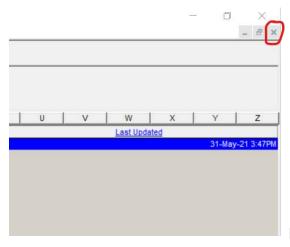


Select Add



Enter last name, first name, DOB & Team and Select OK.

## Repeat for all competitors



press ESC or select x to exit screen

## 6. Enter Athlete into eligible events



Select Meets

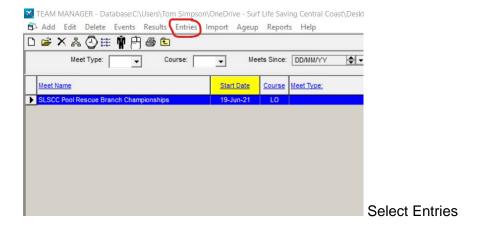


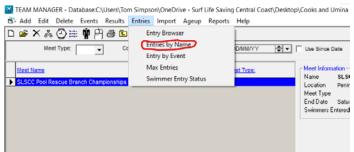




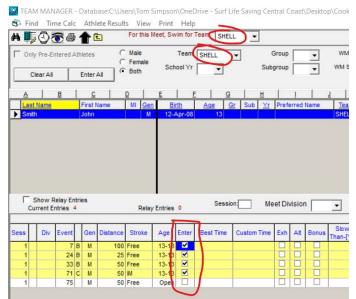








Select Entries by Name



Select Team and Select Events to enter.

Refer to program for codes and Rules for which events can be entered.

- In the custom Time field times can be submitted.
- Times must be submitted like this example 2:06.30
- Repeat until all athletes are entered.

#### 7. Enter Relays

Notice for each Relay event number there may be multiple relay team age groups.



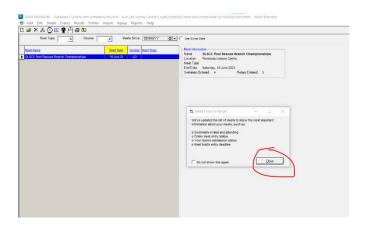


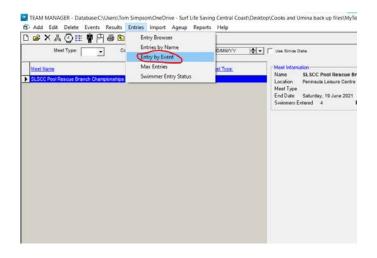


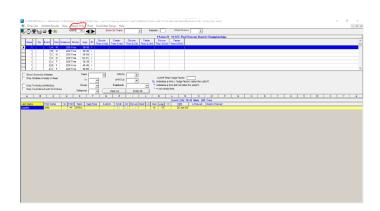












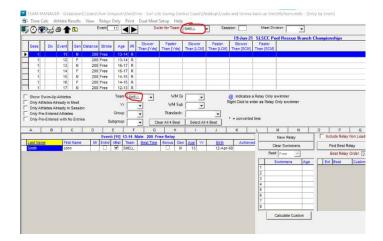


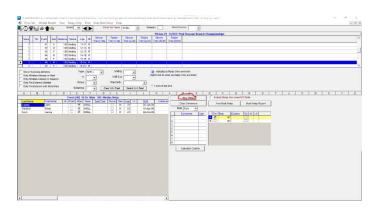


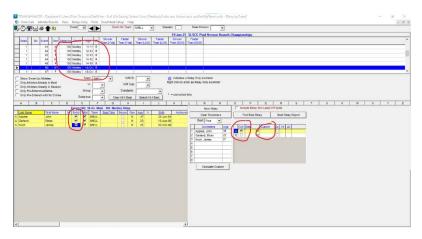












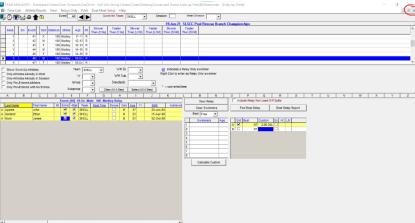
- Select event and age at the top.
- Select Team on the right and select athletes on the left to go into the team.
- In the custom field in the relay section times can be submitted.
- Times must be submitted like example below 2:06.30.
- Repeat until all teams are entered.





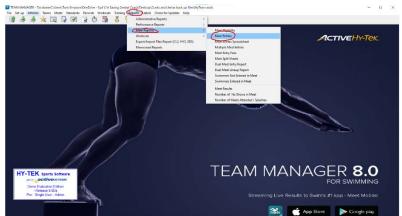






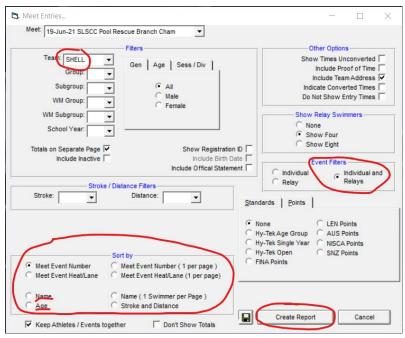
bome screen Exit Relays screen and return to

## 8. Reporting



Click Reports, Meet reports, Meet

**Entries** 



Check Team at the top, Change

Event Filter to Individual and Relays and click create Report.

- You can also filter the report based on Name and Age (bottom right)
- Reports are useful to check you have entered all competitors in before exporting.



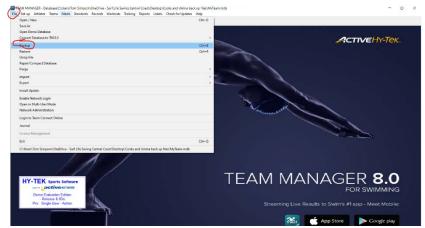




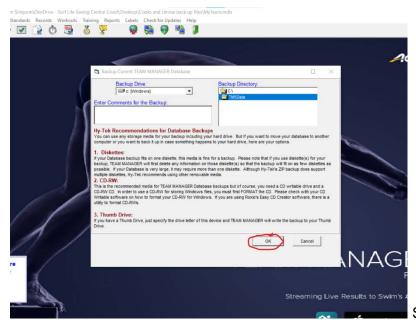




# 9. Back up file



Select File, Select Backup



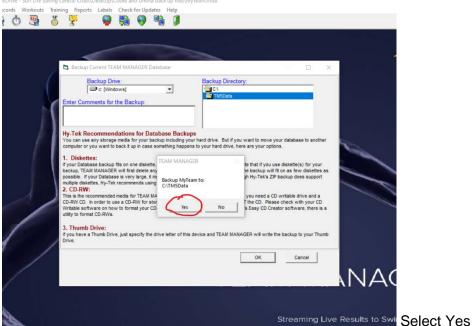
Select folder you want to save to



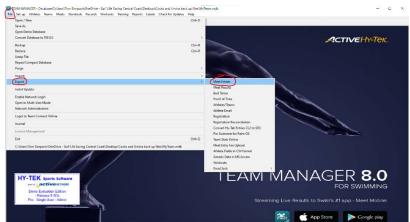




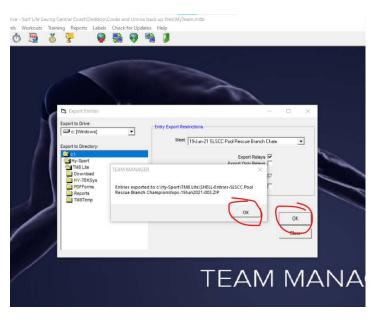




#### 10. Export entry file to computer



click File, Export, Meet Entries



Click OK and OK











- 11. Upload entry file to submission Jotform Link: Entry Upload Link
- 12. File will be located in your chosen saved location example below.

