How to enter O swimmers in meets

Step 1: Open Team Manager and create an alias for your O swimmer.

- Click on Athletes, then click on your O swimmer's name. Make note of the swimmer's birthdate. Click OK to close your swimmer's information.
- Click on Add and fill in the top portion of the "new" swimmer's information. Fill in the first name, birthdate and gender the same as the original swimmer.
- Fill in the last name with an -OCAT added. For example, John Smith would be entered as Smith-OCAT.
- Fill in the ID with a made up ID number but one that will be easy to spot. For example if the original swimmer is VIOAK13001, make the alias ID VIOAK 13990. It is unlikely you will get to over 900 swimmers in your club for one season, so this shouldn't cause a problem.
- In the BCSSA Category field, under Swimming O/S, fill in S.

  You now have an S alias for your O swimmer. Your alias swimmer will have been assigned a Div by Team Manager.

Step 2: Entering your swimmers in meet packages.

- In the meet package, enter your O swimmer in his/her O events.
- Now enter your alias swimmer (e.g. Smith-OCAT) in his /her S events which match their O events.
- Create a word.doc of all O swimmers, their alias names, divisions and events. This will make the meet run much smoother for the people manning the Meet Manager program.
- Please note, there is one exception to this. You may have an O2 swimmer whose alias puts them in Div 4. As an O2 swimmer they have an option to swim 100 Fly, but TM will not let you put a Div 4 in 100 fly. In this case, you will need to create a second alias for this swimmer. Change their birthdate to an earlier year, that will place them in Div 5. Then they can swim 100 fly with the Div 5 S swimmers.

Step 3: Cleaning up for the BCSSA reports.

- In order to not mess up your BCSSA registration reports due in May and July, **you must remember to make all alias swimmers inactive before creating your reports.** A good rule of thumb would be to make them inactive at the end of August so you don't have to worry about the May report. Then you just have to remember to do the same in July, but make them active again after your report is created. By making them inactive and not deleting them, you will be able to just click on making them active in the following competitive year.