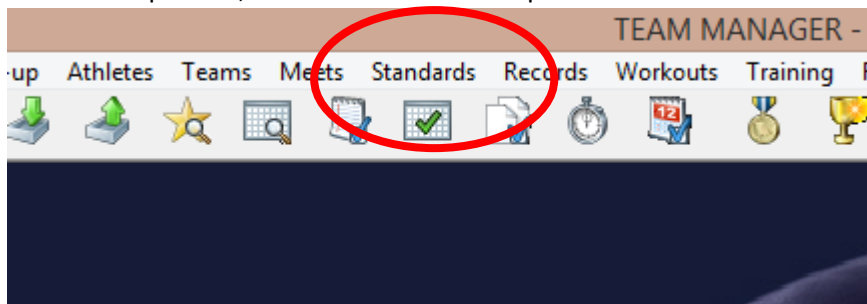


Instructions for the import of a Hy-Tek Time Standards file into Team Manager to determine eligibility for the Leinster Division Two championship.

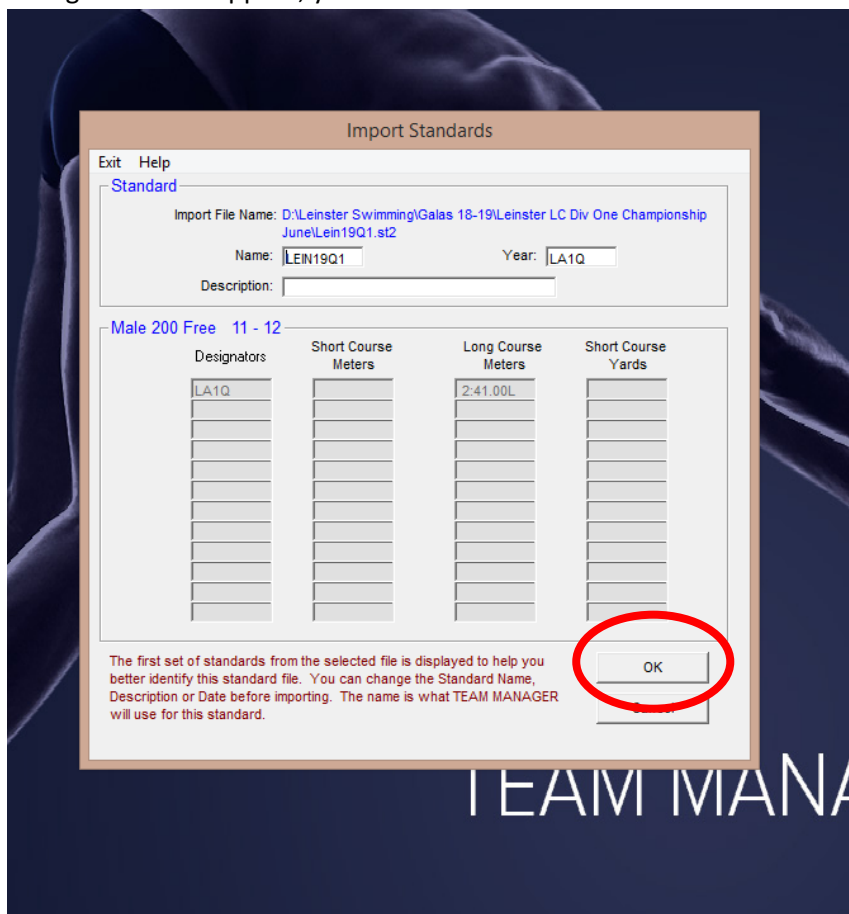
Swimmers who have **Qualification Times** (not Consideration Times) for the Leinster Division One championship in any event are barred from entering the Leinster Division Two Championship.

The Time Standards file "Lein19Q1.st2" contains the Leinster Div One Qualifying times. To use this file to determine eligibility (or otherwise) for the Div Two Championship, you should follow the steps as below:

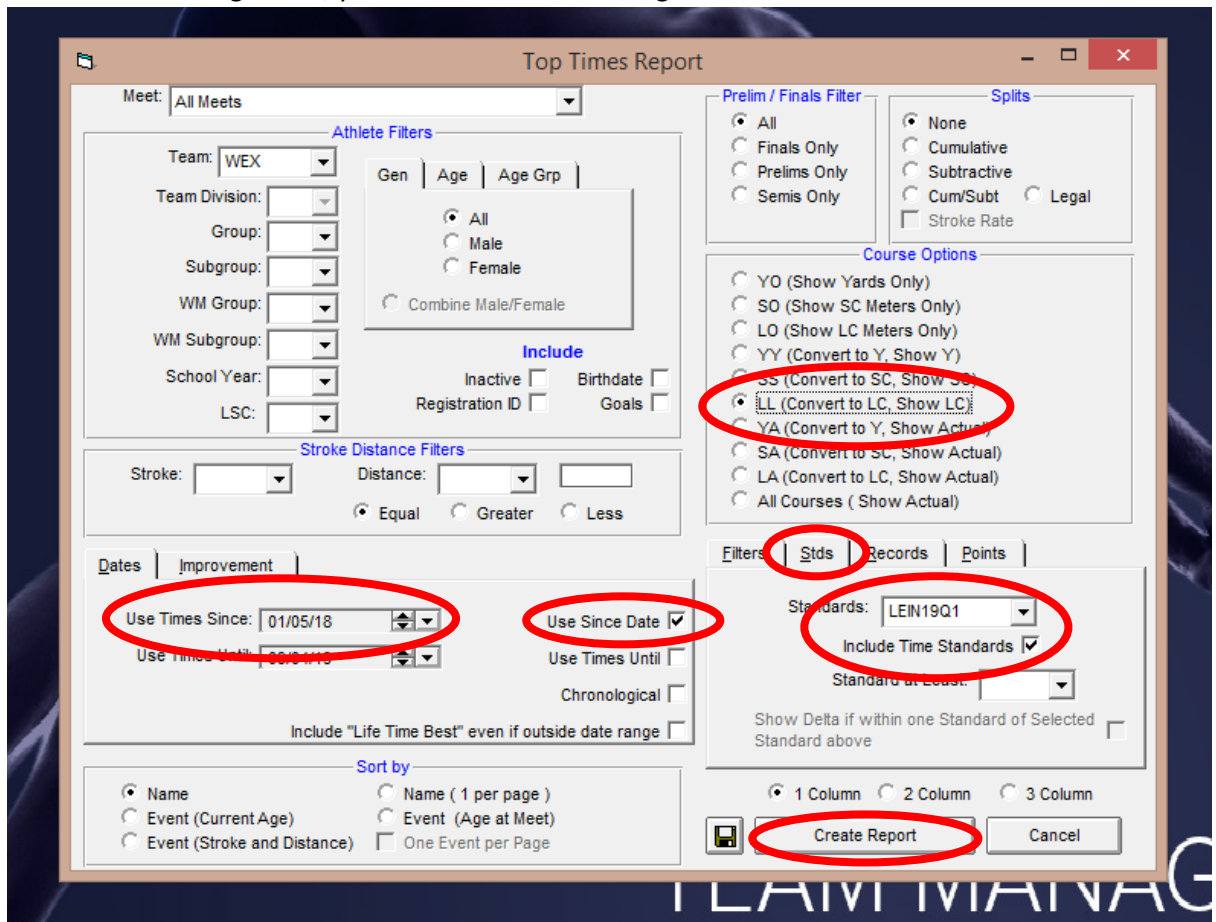
1. The Time Standards file "Lein19Q1.st2" has been provided as an email attachment; save this file to your Desktop or other location where you can easily find it.
2. Start up your club Team Manager software.
3. From the top menu, click on Standards > Import Standards



4. Navigate to where you have saved the "Lein19Q1.st2" file and click on it. The following dialogue box will appear; you should click "OK".



- From the top menu bar in Team Manager, select Reports > Performance Reports > Top Times. In this dialogue box, you should do the following:



- Under “Course Options” select “LL (Convert to LC, Show LC)”
  - Click on the “Use Since Date” box
  - Set the “Use Times Since” to 01/05/2018
  - Click on the “Std” tab (lower right of dialogue box)
  - Verify that “Lein19Q1” is showing inside the “Standards” box
  - Click on the “Include Time Standards” box
  - Click on “Create Report”
- On the report, the symbol “LA1Q” will appear beside any times which indicate qualification for the Leinster Division One Championship, as follows;

31.86	L	LA1Q	F	50	Free	08/03/2019	Leinster LC Qualifying Meet March 2019
1:09.39	L	LA1Q	F	100	Free	08/03/2019	Leinster LC Qualifying Meet March 2019
2:21.33	L		F	200	Free	05/07/2018	Irish Division 2 National Competition
5:07.40	L	LA1Q	F	400	Free	08/03/2019	Leinster LC Qualifying Meet March 2019
10:12.88	L		F	800	Free	06/04/2019	NRSC Annual Gala 6th & 7th April 2019
19:51.31	L	LA1Q	F	1500	Free	18/01/2019	Leinster LC Qualifying Meet Jan 2019
34.68	L		F	50	Back	10/02/2019	Irish Minor Schools 2019

- Any swimmer who has this symbol beside ANY of their times is barred from entering the Leinster Division Two Championship on May 5<sup>th</sup>.