Delco Swimming & Diving League
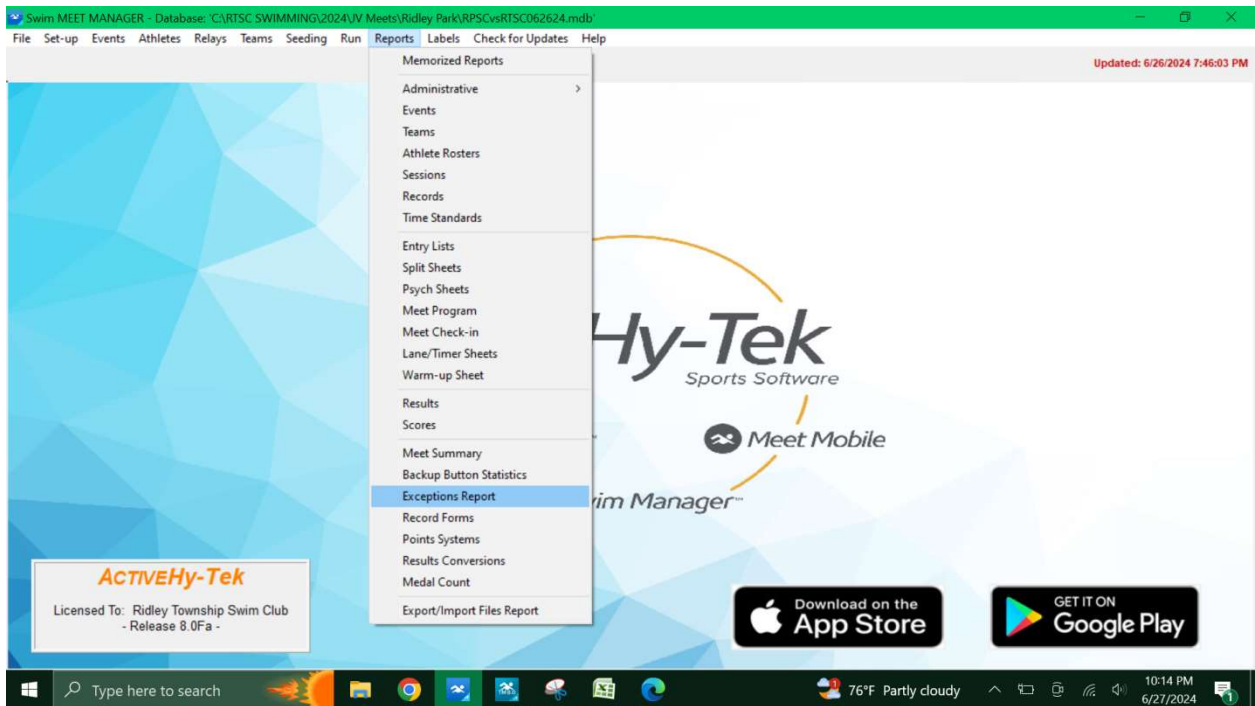

Eligibility at a meet

Updated June 11, 2024

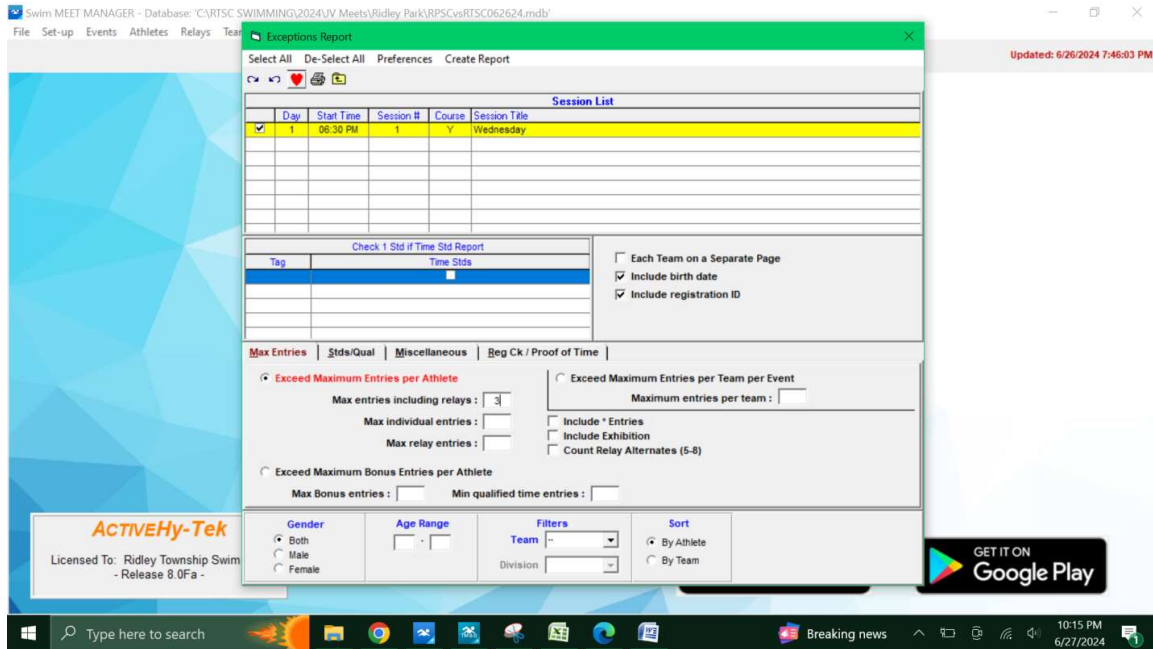Using Meet Manager

Click on Reports and Exception Report

Make sure you have the session checked – see the yellow highlight

First Tab – Max Entries

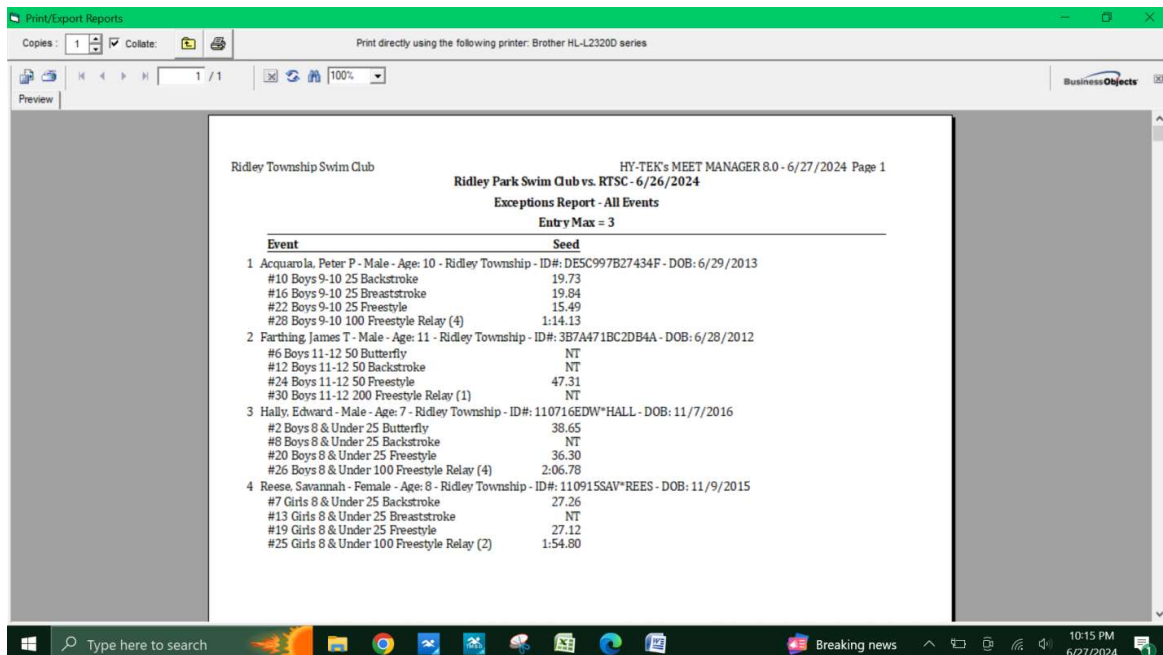Make sure the button is clicked that says Exceed Maximum Entries per Athlete

Max entries including relays – must be a 3

Click Create Report

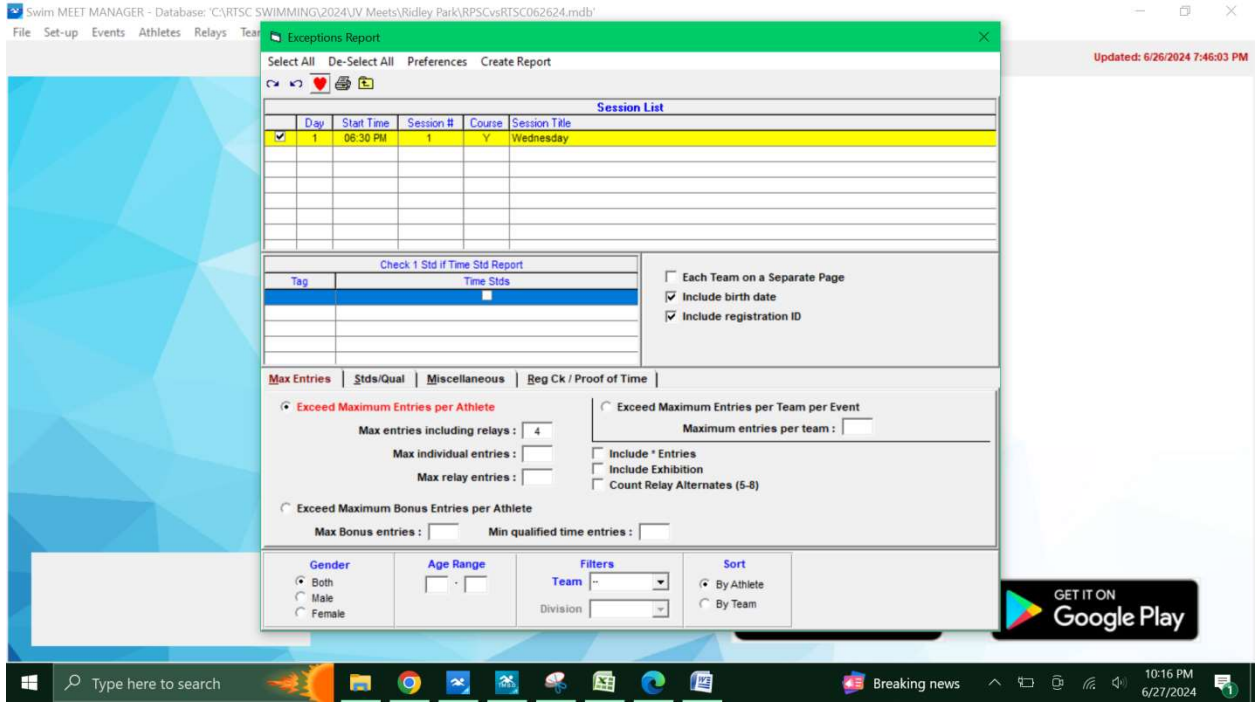This is the screen you see if there is an error.

These 4 swimmers are in 4 events so a report was created

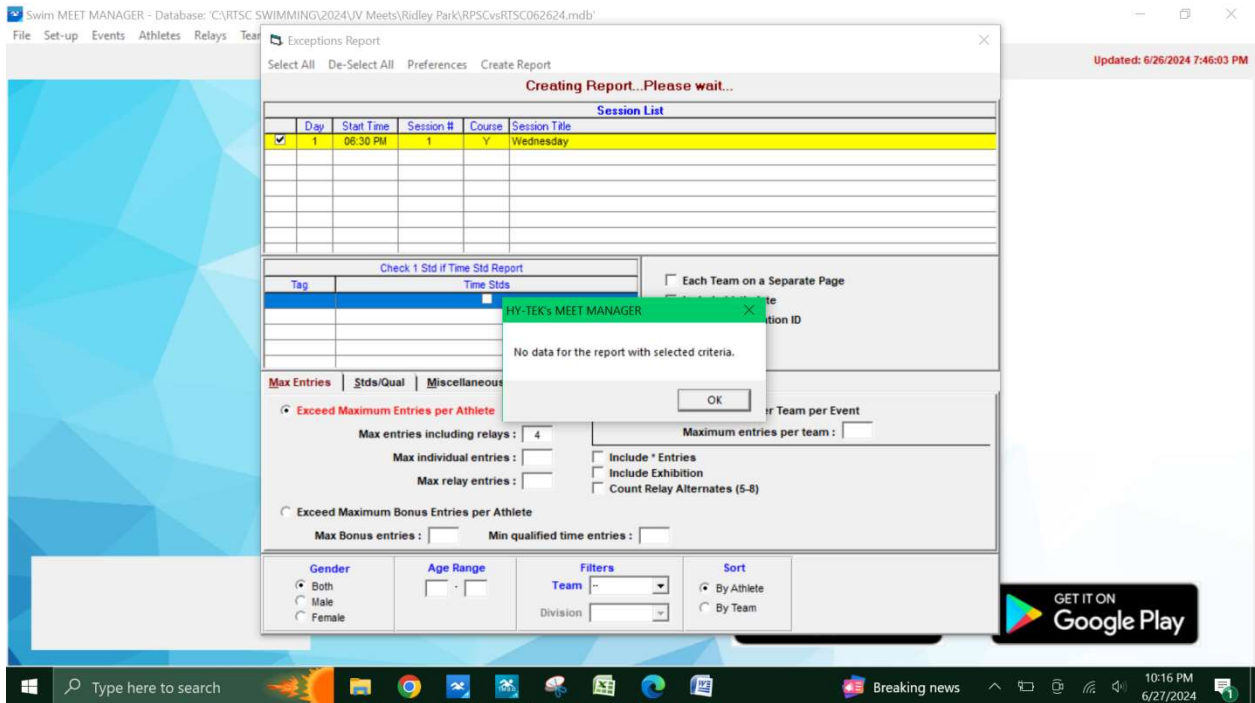To make sure you can see if an error is created or not

We changed the max to 4

Click Create Report

Now when you clicked Create Report

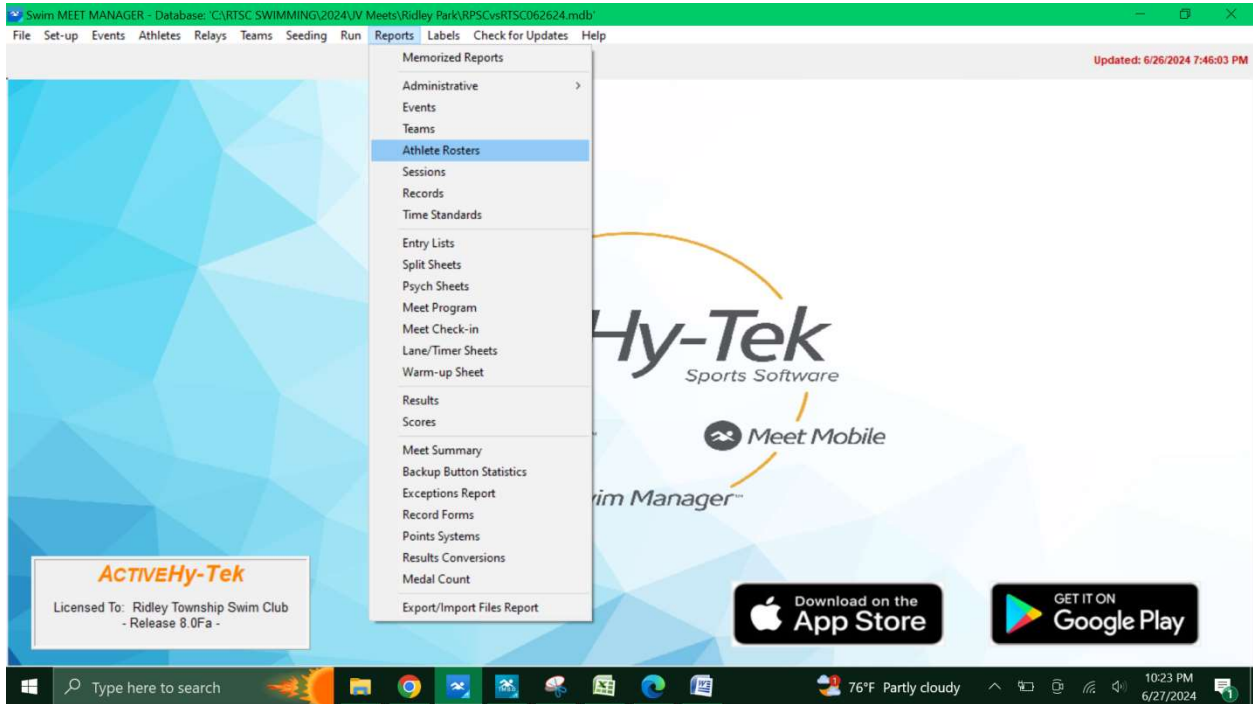It says No date for the report with selected criteria

The above information was just to confirm if swimmers are in too many events. Now you can run that report at any time, especially after coaches make changes. If the report shows too many entries the coaches need to make adjustments 2 events prior to the event.

Now to double check athletes entered vs. the Eligibility List

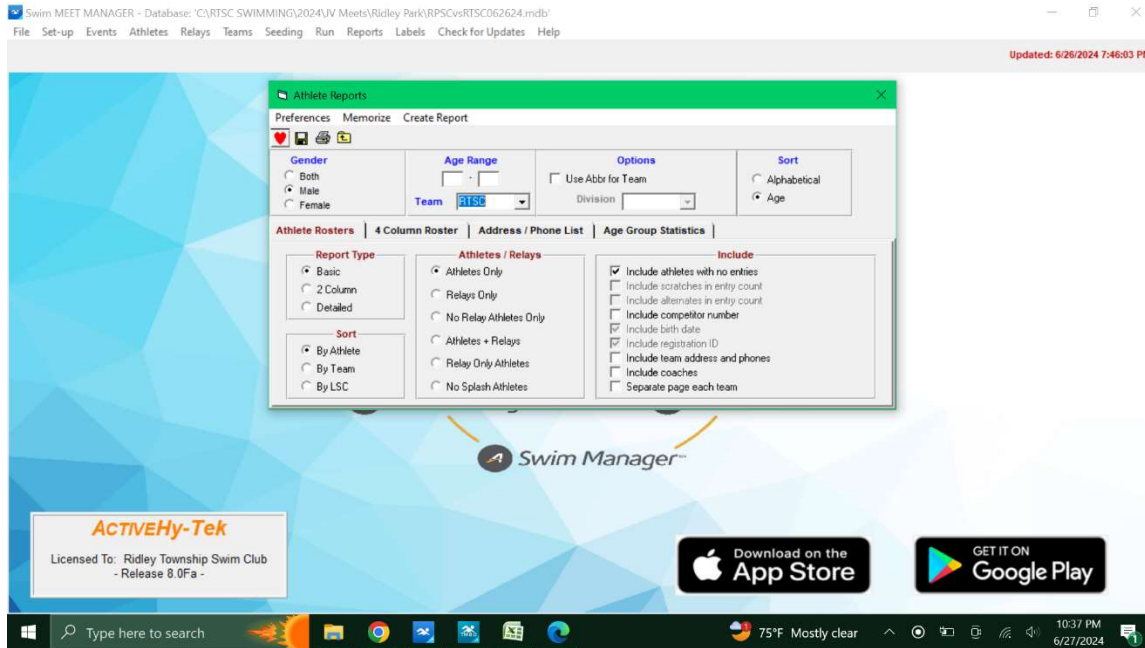Click on Reports

Click on Athlete Rosters

You can sort however you wish but if you wish to sort by gender and age make sure you have the following:

Gender Button – checked

Team – selected

Sort – select age

Create Report

Then your report will appear

Then you can print this report

Repeat Steps for opposite Gender