



Uganda Swimming Federation

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Our Ref: USF/GS/12-01-2016

12 January 2016

To: All Swimming Coaches/Team Managers
Uganda Swimming Federation.

Dear Swimming Coaches/Team Managers,

RE: USF TEAM COACHES/MANAGERS' TRAINING 23 – 24 JANUARY 2016, UOC

You are all invited to attend the **USF Team Coaches'/Managers' Training** due from **23 – 24 January 2016** at the **UOC Secretariat** starting from **9:00 am**.

The objective of the Training is to ensure that all Uganda Coaches/Team Managers acquire necessary skills for organizing Team Entries, the Team Manager software and preparing athletes for competitions. The Training will enable Coaches/Managers to prepare and submit entries for coming USF competitions without difficulty, resulting in improved efficiency. Refer to the summarized Course Outline.

Course Outlines


- Introduction to Team Manager.
- Installation of Team Manager.
- Practical introduction to Team Manager.
- Data entry.
- Receiving zip files and opening zip files in Team Manager.
- Importing and exporting zip files / results/meet events.
- Self-organization using Team Manager.
- Creating reports for athlete's attendance, training workouts and monitoring athlete's performance in a season.
- Monitoring and keeping a consistent bio data of the swimmer regardless change of club or team.

Requirements

- All Participants should carry a working laptop with Windows operating system. Participants without a laptop can share with a colleague.
- Payment of **UGX 50, 000/=** participation fee.

Please confirm your attendance by Email on ugandaswimmingfed@gmail.com not later than **Thursday 21 January 2016** to enable us make appropriate preparations for the Training.


Donald RUKARE (Dr.)
P R E S I D E N T


Moses B. MWASE
GENERAL SECRETARY