Meet Manager

Connect to the internet and check for current updates **(do this periodically throughout the season) From the main menu**

1. Start a New Meet-- From main menu click on File, Restore, check box labeled, 'unzip, copy database to a selected folder, and open this database'. Click OK. Click on the demo file (saved from the northland conference website), wherever you saved it to (i.e. your desktop, flash drive, etc.). Click Ok twice. This will open the demo template. Next Click on File, Save As—Name of current meet for that week. This ensures that your demo file stays as a blank template file.
2. Setup Meet—From main menu click on set-up, meet setup:

   Change meet name and start and end date, click OK.
3. Entries for both Teams--Select File, Import, Entries (this is the file created from team manager) Repeat this step for both teams.
4. Seed the meet—From main menu, select seeding, select all events, de-select relays; then click start seeding. This will seed all individual events, fields should be yellow.
5. Combining relay events: (from seeding the meet menu) Click on combine, source number is the boys event, target number is the girls event, i.e. combine event 1 to 2. The "copy entries to target event and delete entries from source event, should be checked. then click OK. In next box that appears, check the copy box for all events, then select save. ***Follow these steps for all relays.*** After you've combined events, (from the seeding the meet menu) ,Select the mixed relay events, then click start seeding. After this step, click preview and drag and move relays to appropriate lane assignments. When finished click

save. Separate boys and girls with an empty lane if possible. **Do not** reseed these events after this step or you will eliminate lane changes just created. You should have a minimum of 3 swimmers in your first heat of all events. At this point you are ready to run reports and run the meet, assuming no changes.

If entries are changed you can either ask for a new entry file and re-do all steps 1-5 or just make individual changes. If you choose to use a new entry file, go to the main menu, select teams and delete the team you are re-entering. This will delete the original entries and you can now import the corrected file. If individual changes are made they are done from the run menu—**never re-seed** the meet once you have run your heat sheets, and lane timer sheets. It is preferable to do a new entry file as this puts the responsibility for these changes on the person entering the team entries, not the meet computer operator.

Run preliminary heat sheet to ensure no heats with less than 3 swimmers (per USA rules). If there are heats with less than 3 swimmers, go to seed meet and preview event and drag swimmer to ensure there are 3 in heat. Example if you have 7 swimmers in an event, Heat 1 should have 3 slowest swimmers, Heat 2 the remaining 4.

6. Printing meet timeline—From the main menu, go to Reports, Session—Click on Session 1 and create report—this is for your meet referee.
7. Printing heat sheets—From the main menu, go to Reports, Meet Program—Select all—uncheck unseeded relays that have been combined into mixed event. Select triple under columns. If you've entered records or time standards, check these boxes under include in meet program tab. Select create report. **For the referee and starter** (only),run a separate heat sheet by clicking on the empty lanes box under the 'include in meet program' tab. This enables them to have a quick view of missing swimmers (or not) on the blocks.

8. Timer Sheets-- Select Reports, Lane/Timer Sheets. Click Select All, again, de-select unseeded events. Select 2 events per page. Select create report and run sheets. **If you wish to utilize separate Timer Sheet software, follow instructions on last page.
9. Running the Meet: From the main menu, Select Run, Check box labeled 'enter results by lane.' Enter times in the Finals Column. While inputting number be sure and include all numbers, including zeroes—it is not necessary to enter colon or period—the system inputs those. When all times are entered status will state "done." Uncheck box—results by lane—and check the across the board sheets for place. Determine if need a referee decision, based on times and across the board results.

   If a change is needed hit the JD button, change heat and place as needed by referee decision and hit OK. When done score event. The event status will change to scored.

   Re-check 'enter results by lane' and continue above steps for remaining events.
10. Printing award labels, From the Run the meet screen, select labels, award labels. Click on events you wish to run labels for (will only work on scored events). Places should be 1-6 for individual and 1-1 for relays. Click on Printed box to the right of heats to keep track of what labels have been run. Select Create labels.
11. Backing up the meet--From the main menu, Select File, Backup and select OK.

   Attach created file to Debbie Maynard—dmaynardmail@yahoo.com.

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12. Team Manager results file—From the Main Menu, Select File, Export Results for team manager, select correct team and save. Use created file to import results in team manager software.

Additional Items:

How to add an athlete already entered in meet to an event:

From the Run menu, click adjust, show eligible athletes. Drag athlete to desired lane, Click Save.

Make sure referee, starter and timer sheets reflect change.

How to set-up or change a printer:

From the main menu, select setup, report preferences, click on the print set-up tab. Change printer under report printer and labels printer.

**How to utilize Timer Software—this will print timer sheets in landscape, rather than portrait; as well as pre-sorting them.

From the main menu, click reports, lane/timer sheets.

Click Select All, Select Continuous. Create Report. Click the export button (white envelope with red arrow), select comma-separated values (CSV) file, Click OK. Select OK on next screen that appears. Save the file on your desktop with a name that matches your meet name.

Next, start the Timer Sheet program, Click Start, Programs, Timer Sheet. Enter the meet teams and meet date. Browse to the created file above (that you placed on your desktop) and click Open Timer SCV Data File. Click the Timer Sheets button to open data. When printing, change page setup to landscape.