Meet Manager Setup / Run for Dual /Tri Meets

1. CREATE THE MEET

- First go out to the www to <u>www.delmarvaswim.org</u> and download the Blank Dual Meet File. From the web main menu go to the **Team/ Meet Manager** button and then under the **Meet Manager Event Files** right Click the underlined **<u>Blank Dual Meet</u>** and save it to your computer at C:/swmeets. That is the Default location for Meet Manager Meet Database files.

- Open Meet manager select **File** then **Open/New** then you should see the Blank Dual Meet listed click on it then click on **Open. The top line on the main screen should say you are in C:\swmeets\Blank Dual Meet.** Next click on **File** then **Save As** and name it the name of the first meet you want to make up i.e. Riptide vs. Shomen10. It is wise to end the name with the year so it is easily found as meets begin to pile up in the list. Click on **Open** and the screen will reopen showing the **C:\swmeets\Riptide vs. Shomen10** at the top of the screen. You now have the base to add entries to run a meet. Be sure to check to see if the meet is blank. From the main screen click on **teams**, see if any teams are listed, if there is the meet is not blank and you should go to the main menu under File then **Purge** then check **remove data selectively** and check the boxes for **teams, athletes entries, and relays** boxes only and say ok, ok, ok.

2 A. DUAL MEET SETUP – sets up the meet for date and meet type

- On the main screen go to **Setup / Meet Set Up** fill in the **meet name**, meet location is optional, **start date, end date, age up date, ID check the box for Other, for Class check the box for age group, meet type check standard, meet style check 2 team dual, dq codes check Hytek dq codes, course** check the pool type that you will be swimming in at the meet **SC Meters or yards.** Click **Ok**

2 B. 3+ TEAM DBL DUAL MEET SETUP– sets up the meet for date and meet type

- On the main screen go to **Setup / Meet Set Up** fill in the **meet name**, meet location is optional, **start date, end date, age up date, ID check the box for Other, for Class check the box for age group,** meet type check **standard,** meet style **check 3+Team Double Dual,** dq codes check **Hytek dq codes, course** check the pool type that you will be swimming in at the meet **SC Meters or yards**. Click **Ok**

3. IMPORTING ENTRIES

- **Next import the entries from both or tri teams. From the main screen go to File then import then entries.** Click on the directory where the entry file is located to extract the file follow the prompts clicking on ok to import. Repeat for each teams entry file.

4 A. DUAL MEET SCORING / SEEDING SETUP

- On the main screen go to **Setup** then **Entry scoring preferences,** then the tab for **scoring awards.** In the box for maximum scores per team per event for individual it should be

set to **2** and in the relay box set to **1.** Below that you can set the number of places you want for ribbons, usually 6 for six lane pools. Next click on the tab at the top for **entries /entries limits** The max # of entries should be **5,** Individual set to **3** and relays set to **2.**

- Next go to the main screen and click on **setup** then **seeding preferences**. Under the tab standard lanes click on the red diamond to check on the number of lanes in the pool. If it is not correct go back to the main menu and click on set up then options and in the radio box for change the number of lanes for all final rounds set that box to the number of lanes in your pool. Click OK Return to the Setup screen and seeding preferences and recheck the standard lanes for the correct number of lanes. Then under the tab Dual Meets click and drag the teams from the left side to the lanes on the right putting home team in odd lanes and visitors in even lanes. Also click on the box use lane assignments above and strict assignments all heats. Click Ok to exit the setup.

- From the main menu click on setup, **then scoring setup then standard .** It should be **5, 3 , 1** in individuals coming down the column and all the rest zeros for relays it should be **5, 2** all the rest zeros. Click **OK**

- From the main menu page Click on **Setup** then **timing console** and select the timing system you have, if you are using watches select **stopwatches.** Click **Ok**

4 B. TRI MEET SCORING / SEEDING SETUP
In tri meet mode the run screen will display team1 vs team2 and Team1 vs Team3 and Team2 vs Team3 all at the same time. When all the events' swum times are entered the event will say DONE and when you hit score it will bring up a new page showing just the running scores between all thee meets. To see the results of the event hit LIST and the event results are shown in standard meet format fast to slow. The labels will also print out the same way by place fast to slow not as three different meets. The tri meet format scores it as three dual meets but prints results and labels as a single meet or invitational. If you have to jump around the events in the run mode during the meet go to the last event that was DONE and hit RESCORE and it will recalculate the running score to catch up so you will have the correct score showing.

- On the main screen go to **Setup** then **Entry scoring preferences,** then the tab for **scoring awards.** In the box for maximum scores per team per event for individual it should be set to **2** and in the relay box set to **1.** Below that you can set the number of places you want for ribbons, usually 6 for six lane pools. Next click on the tab at the top for **entries /entries limits** The max # of entries should be **5,** Individual set to **3** and relays set to **2.**

- Next go to the main screen and click on **setup** then **seeding preferences**. Under the tab standard lanes click on the red diamond to check on the number of lanes in the pool. If it is not correct go back to the main menu and click on set up then options and in the radio box for change the number of lanes for all final rounds set that box to the number of lanes in your pool. Click OK Return to the Setup screen and seeding preferences and recheck the standard lanes for the correct number of lanes. Then under the tab Dual Meets click

and drag the teams from the left side to the lanes on the right putting the first team in lanes 1 and 3 then the second team in lanes two and four and the third team in three and six. Also click on the box use lane assignments above and strict assignments all heats. Click Ok to exit the setup.

- Next click on the tab for   3+Teams Double Dual then click on selected teams then click boxes for **select all female** then **select all male** then **select all combined**. All the team combinations should be yellow. Click on save at the top and then OK to exit to main menu.

- From the main menu click on setup**, then scoring setup then standard .** It should be **5, 3 , 1** in individuals coming down the column and all the rest zeros fro relays it should be **5, 2** all the rest zeros. Click **OK**

- From the main menu page Click on **Setup** then **timing console** and select the timing system you have, if you are using watches select **stopwatches.** Click **Ok**

5. SEEDING

- Now you need to seed all the swimmers from the main menu click on seeding then highlight the ALL events row and then click on the select all highlighting all the events yellow. Click on start seeding. When seeding is completed exit to the main menu.

6. SESSION REPORT

- It is very important to run this report before going further to see if the meet will run past the deadline. It is based on actual entry times so it is fairly accurate for teams with slower starters and most teams with faster starters will be done sooner.
From the main menu click on Events then Sessions. Then from the top menu click on Add and fill in the blanks Session # **1** Session title would be the **meet name**, Day **1**, Start Time **6:00 pm**, Interval set to **35**, Extra Backstroke set to **15**, select the pool as sc meters or yards. Finally for Max entries set to **5**, Max individual entries set to **3**, max relays set to **2**. Click **OK**. The new session will appear in the top row highlighted in blue. Next click on Move All from the top menu and say Yes and all the events will be put in the session highlighting them all yellow. Exit to the Main screen and click on Reports then Sessions then click on the session box highlighting it yellow then Click on Create Report and scroll to the second page and it will have the projected end time of the meet. If you are drastically over the 9:15 deadline this is where you should decide to reduce the number of swimmers before you go any further with paperwork then re run the sessions report until you get it close or below the deadline.

8. MEET PROGRAMS / TIMER SHEETS

- From the main screen and click on reports then meet program then click on the row for ALL events then click on select all button. They should all turn yellow. At the bottom the tab under columns set to triple to save paper and print it out.

- Now you can look on paper to see if the is room to combine any events into one heat. On paper if you can combine say event one and two then draw lines connecting them and

renumber the lanes in a color other than black so it shows up easily. Go through and combine and renumber the lanes as if they were all in a combined heat. Now you can fix it in the computer. Go to the main screen and then the Run menu. Click on the first event you want to combine and then hit the Adjust button on the mid screen menu bar. Then click and drag the swimmers to the corrected lanes from the printed copy. You must hit SAVE to keep the changes. Move on to the next event and move the swimmers in the same way to the lanes you marked in color for the corrected lane assignments saving as you go. When you are all done print a new copy and check it, making any fixes before you print it for the meet.

- Remember you need to print at least 10 for the visiting team and for all the officials and recorders. Many teams are printing an extra 30 and selling them to parents as it makes up for all the paper and ink at a dollar each.

- After it is all correct you need to go back to the main screen and the reports and then Lane timer sheets. I usually lump all the like distance events together and print them as a page i.e. check boxes turning them yellow for just the 100 free relays, then the 200 free relays then the 25 fly and then 50 fly and so on.   the tab at the bottom is checked continuous and the tab for sort by is checked for lane then event. Print out each batch by highlighting and un highlighting the events you want to print. This amount of results usually gives the computer operators enough to keep busy all during the race.

9. RUNNING THE MEET / RESULTS

- To have a running score on the screen during the meet go to the main menu then the run menu then preferences then Team scores on the run screen click on all three boxes boys , girls and combined.

- To enter results go to the main screen and then click on Run then click on the first event with entries that says seeded. The heats are highlighted in RED on the far right and the lanes and swimmers are on the left. Check to see if to the right of the Finals Time there should be three columns labeled Backup 1 Backup 2 Backup 3. If they are not there at the top of the menu click on preferences then Run screen the check the box to show them on the run screen. After that go back to preferences and click on Backup Times and check the Average and Truncate box to average the watch times.

- Now you can hand key in the results in the backup 1 and backup 2 box for each swimmer in that heat. A numeric keypad for laptops makes this much faster. Next to calculate the final time with auto averaging click on the CALC button on the mid menu bar and click on Accept adjusted and all the results from that heat will be averaged and results loaded in the Finals time box next to each swimmer. Continue on until all heats are completed in that event. From the run screen the event will say Done and become GREY in color. Next hit the score button in the mid menu bar ONLY if it is not a six and under event. If you click on score for a six and under event click on the NO option in the box that pops up

listing the event without scoring it. You can elect to print out each scored event or not and move on to the next event. Scored events should turn to a magenta in color, check that all the events that were seeded were either DONE or SCORED at the end.

- A hint to avoid flipping all the lane result pages is to check the box in the run screen at the top "enter results by lane" shows results not by heat but by lane so you can enter all of lane one results and then move to lane two page , less page flipping.

10. AWARD LABELS

- Labels can be printed from the run screen at the top click on labels then highlight the events to print and click on create labels, if they look ok print them and check the "printed "box so you know where you left off.

- Make sure you printed all the labels for the awards and then you can close the run screen and you are ready to export results for the visiting team. From the main screen click on File then Export then Results for Team Manager. Select the team to export and insert a flash drive and tell it where to send the file.

11. CHANGES IN MID MEET

- Mid Meet changes to the line up are easy to adjust. From the run screen go to the event you need to add a swimmer to then click on the Adjust button from the mid menu bar and either click and move a swimmer to a correct lane or add a swimmer to a open lane by checking the radio box for show athletes and click and drag the swimmer to the correct lane saving after you are done. For relay lane changes use the adjust button but for changes in swimmers use the relays button in the run screen and then highlight the event then highlight the correct team and then click on a swimmer to remove a swimmer or to add a swimmer. You may need to click on the swim ups button to see younger swimmers not shown in the age group.

12. RESULTS FOR TEAM MANAGER

- After the meet is completed from the main screen click on file then export then results for Team Manager. Select the team you want results for and select the location for the file to be saved , a flash drive and click on OK.

- Its safe to shut down.