

Before the Meet Begins: Set up Instructions

Option 1: From Meet Template

Under Main Menu, Choose File

- a. Select 'Open/New'
- b. Locate Blank Meet Template
- c. Select 'Open'
- d. Follow the steps below

Option 2- From a previous Meet

Under Main Menu, Select Restore

- a. Select 'Unzip and copy database to a selected folder'
- b. Select 'File', then 'Save As' and save under new meet name
- c. Select 'File', then 'Purge', then 'Remove Data Selectively'
 - i. Select Teams, Entries/Results, Athletes, Relays
 - ii. Select 'Okay'
- d. You should only select a previously computer seeded meet
- e. Follow steps below

Under Main screen, Choose Set-Up, Meet Set-Up

- a. Enter Meet Name using format "Away Team @ Home Team- Date (XX MMM YYYY)
- b. Enter Facility Name and Address
- c. Enter Date of Meet under Start Date
- d. Make sure Age-Up Date is 06/01/YY for the current year
- e. For 'ID Format', choose 'Other'.
- f. For 'Base Country', choose 'USA'.
- g. For 'Class', choose 'Age Group'.
- h. For 'Meet Type', choose 'Standard'.
- i. For 'Meet Style', choose '2 Team Dual'.
- j. For 'Course', choose 'SC Meters' or 'Yards' (see Appendix A).
- k. For 'DQ Codes', choose 'Custom DQ Codes'.
- l. For 'Time Adjustment Method', choose 'FINA rules'
- m. Choose 'OK'.

Under Main Screen, Choose Set-Up, Athlete/Relay Preferences

- a. Ensure 'Enter ages' and 'Enter birth dates' are checked.
- b. Ensure all other boxes are unchecked.
- c. Choose 'OK'.

Under Main Screen, Choose Set-Up, Seeding Preferences

- a. On 'Basics' tab, for 'Timed Finals', choose 'Standard'.
- b. On 'Standard Lanes' verify that the lane orders are correct (3-4-2-5-1-6 for a 6 lane pool)
- c. On 'Dual Meets' tab, make sure all four boxes on the bottom are unchecked.
- d. No other changes need to be made. Choose 'OK'.

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Under Main Screen, Choose Set-Up, Report Preferences

- a. On 'Report Formats' tab:
 - i. For 'Athletes/Relays', choose 'List athletes with last name first'. Choose 'Show athlete middle initial'. Leave other choices unchecked.
 - ii. For 'Meet Programs/Results', Choose 'Suppress results small "x" for scorer limits'. Choose 'Suppress the "J" for JD on results'.
 - iii. For 'Teams', choose 'Suppress LSC Team Designator'.
 - iv. For 'Miscellaneous', leave all choices unchecked.
 - v. For 'Paper Size – Meet Programs/Results', choose Paper Size as 8½ x 11.
- b. On 'Report Headers' tab:
 - i. For 'Header 1', enter meet name
 - ii. For 'Header 2', enter meet date
 - iii. Choose 'Show Report Headers Only'
- c. On 'Punctuation' tab:
 - i. For 'Athlete Names', choose 'Upper/Lower Case'.
 - ii. For 'Team Names', choose 'Upper/Lower Case'
 - iii. For 'Record Holder Names', choose 'Leave as is'.
 - iv. For 'Open Events', choose 'No Designation'.
 - v. For 'AP News Export', choose 'Short Team Name'.
- d. On 'Printer Options' tab:
 - i. Some teams prefer to print directly to the printer instead of viewing the results on the screen first.
 - a. If the 'Print directly to the default printer' is chosen, each time the 'Score' or 'List' button is pressed, the report is sent straight to the printer without displaying on the computer screen first.
 - b. This is a team preference
 - ii. Choose 'Number of copies to printer if printing directly' and choose 1 or 2 as desired. Beside 'Collate', check the boxes for 'Reports' and/or 'Labels' as desired.
 - iii. Choose 'OK'

Under Main Screen, Choose Set-Up, Entry/Scoring Preferences

- a. On 'Scoring/Awards' tab:
 - i. For 'Maximum scorers per team per event', set Individual=2 and Relay =1
 - ii. For 'Top how many for award labels', set Individual=6 and Relay=3
- b. On 'Entries/Entry Limits' tab:
 - i. For 'Entries', choose 'Warn if Times are out of range'. Enter '06/01/YY' for 'Entries must have been performed on or after' where YY is current year. This ensures that the swimmer is entered with a time from the current season.
 - ii. For 'Entry Limits', set 'Maximum entries per athlete including relays' = 6. Set 'Maximum individual entries per athlete' = 3. Set 'Maximum relay entries per athlete' = 3. Check 'Warn if entry limits exceeded'
- c. On 'Results' tab:
 - i. **For Eels Pool (Eden Estates) Only** (20 yards => 25 yards): Set 'Non-Conforming Course Factor' = **1.28**. Check 'Apply the non-conforming factor'.
 - ii. **For all other Pools:** On 'Results' tab: Set 'Non-Conforming Course Factor' to '0'. Make sure 'Apply the non-conforming factor' is not checked.
 - iii. Choose 'OK'.

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Under Main Screen, Choose Set-Up, then 'Scoring Set-Up', then 'Standard'

- a. Set 'Individual Pts' as follows: Place 1 = 5, Place 2 = 3, Place 3 = 1. All other places should be 0.
- b. Set Relay Points as follows: Place 1 = 5. All other places should be 0.
- c. Choose 'OK'.

Under Main Screen, Choose 'Events'

- b. Choose 'Records' The meet Template files have the RSL records for the beginning of the season. Update these files as needed
- c. Choose 'SC Yards' or "SC Meters" as appropriate for meet
- d. To add a new record (team or pool), click the 'Add New Record Tag' icon
- e. The 'Add Record Tag Name' window is displayed
 - a. Enter 'Order' number, 'Tag Name,' and 'Flag'. Choose 'OK'
- f. Enter record information for each event
- g. To export Records to a file, choose "Export" Save the record in a records file.
- h. To Import Records: Choose "Import" Browse for the appropriate record for your pool and select

Under Main menu, Select 'Set Up', then 'Options'

- a. Set 'Change number of lanes for all Final rounds to' the number of lanes at your pool
- b. Set 'Change all Final Rounds to Slow-Fast heat order'
- c. A pop up will say "This routine will change all final rounds for Un-Seeded Events only to 6 lanes. Are you sure you want to make this change?" Select "yes"
- d. A pop up will say "This routine will change the heat order setting for All Final rounds to Slow-Fast. It will NOT reverse the order of heats for event that have already been seeded. Are you sure you want to make this change?" Select "yes"

Under Main Menu, Select 'Events'

- a. Ensure all events are set to "Standard" under the "Assignment"
- b. If it is listed as 'unseeded', go into individual event and select 'Standard' under "assign lanes"
- c. Click right arrow until all events have been changed
- d. Check OK

Your First meet is set Up.

Set up Subsequent Meets Now.

1. Choose File, then Save As. Name the new meet with the same format as the first meet (e.g. EE@FF 060210) using this new meet's name and date.
2. Choose 'Set-up', then 'Meet Set-up'. Change the meet name and date. Choose OK.
3. Choose 'Set-up' and 'Report Preferences'. On the Report Headers tab change the Name of the Meet in Header 1 and the date of the meet in Header 2. Choose OK.
4. Check to be sure all events are there. **Be aware that this meet may have records that may not still be valid when the next meet takes place, so the records may need to be updated.**

Steps to perform in Meet Manager when you get entries

- Import Entries
- Run an Exceptions Report
- Set Scoring Preferences
- Seed the Meet
- Print the Meet Program

Under Main Screen, Select 'File', 'Open/New'

- a. Find Correct Meet and open database
- b. Verify under Meet Set Up that the Date is correct
- c. Verify under Report Headers tab that the meet information is correct
- d. Verify the correct meet template is open (Computer Seeding) by looking at Events tab. If "Standard" is selected under "Assign Lanes" you likely have a computer seeded template
- e. Verify whether records need to be updated and perform the necessary steps to update records, if needed

Under Main Screen, Select 'File', 'Import', 'Import Entries'

- a. Browse and find the appropriate drive and file. Choose 'Open'.
 - i. An information window will appear and tell you where it put the unzipped files. Select the displayed file and then Choose 'OK'. Another informational window appears. Choose 'OK'. An 'Import Entries' window is displayed
 - ii. Choose 'Include entries with No Time (NT)'.
 - iii. Choose 'Match on event numbers'.
 - iv. Choose 'OK'. An 'Import File Progress' window is displayed.
- b. Repeat Steps 1 and 2 for the second team

Under Main Screen, Select 'Reports', 'Exceptions Report'

- a. Choose 'Select All'.
- b. On 'Max Entries' tab:
 - i. Select 'Exceed Maximum Entries per Athlete',
 - ii. Enter '6' for 'Max entries including relays'.
 - iii. Enter '3' for 'Max individual entries'.
 - iv. Enter '3' for 'Max relay entries'.
 - v. Check 'Include Exhibitions'
- c. Choose 'Create Report'
- d. If there are no exceptions to report, an informational window is displayed with 'No data for the report with selected criteria'.
- e. If there are exceptions to report, the team entries are not correct. Correct them with the help of the coaches.
- f. To return to the Main Meet Manager Window, choose the icon with the up-arrow on the folder.

Under Main Screen, Select 'Set-up', then 'Entry/Scoring Preferences'. The 'Entry/Scoring Preferences' window is displayed.

- a. On '2 or 3+ Double Dual' tab: Choose 'Select Teams'.
- b. Choose 'Select All Combined'.
- c. Choose 'Save'.

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- d. Choose 'OK'

Under Main Screen, Select 'Set Up', 'Seeding Preferences'

- a. Select 'Dual Meet Tab'
- b. Assign the odd number lanes to the home team and even number lanes to the visitors by dragging the team name on the left pane into the lanes on the right. There should only be two team names on the left.
- c. Verify that only the "Use Lane Assignments Above" check box is checked. This allows filling the last heat even if one team only has one or two entries.

Prior to seeding the meet- verify with the coaches that there have been no last minute changes to the entries. If a swimmer is being scratched due to illness- perform the necessary steps to scratch them from all events now to prevent empty lanes.

Under Main Screen, Select 'Seeding'

- a. Choose 'Select All'.
- b. Choose 'Start Seeding'. The seeding should take place and an informational window will notify you when the seeding is complete.
- c. Choose 'OK'.

Under Main Screen, Select 'Reports', 'Meet Program'

- a. Choose 'Select All'.
- b. For 'Gender', choose 'All'.
- c. For 'Rounds', choose 'All Rounds'.
- d. Choose 'Indiv + Relays'.
- e. For 'Columns/Format' tab, choose 'Triple'.
- f. For 'Include in Meet Format' tab, check 'Entry Times', and 'Empty Lanes'. For 'Relay Entry Names', choose 5.
- d. Choose 'Create Report'.

Review Meet Program for Seeding Anomalies *** An experienced Clerk of Course is helping for checking these. The Referee may also want to combine events to add to meet efficiency***

- a. Verify heats are slowest to fastest
- b. Look to see if any special needs swimmers need to be placed in an outside lane
- c. Look to see if any heats only have 1 or 2 swimmers.
 - a. If it's an event that has multiple heats, move swimmers from the previous heat down
 - i. Usually- you want 3 swimmers in a heat, but use your judgement
 - ii. When pulling a swimmer down- pull from the outside lane
 - iii. Try to keep the fastest swimmer in the center
 - b. If it's the only swimmer in that event- flag it to be combined with another event of the same distance, stroke, and preferably gender.
- d. If you have an event that only has 3 or less swimmers, see if it can be combined with another event of the same distance, stroke, and preferably gender at Ref's discretion

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- a. Look for areas where time can be saved by combining- normally in the Freestyle relays or older swimmer events
- b. If you find an area, notify the ref and wait for approval before making the changes.
- e. Once areas have been identified, move swimmers
 - a. Select 'Seeding', Highlight event, Select 'Preview'
 - b. Select Swimmer Name and Drag to appropriate location. If you put it in a lane that already has a swimmer, the names will switch.
 - c. For Combining Events-
 - i. If you have a single swimmer in an event, place them in Lane 1. In the event where you plan to put the single swimmer, make sure those swimmers are assigned in lanes 2-6. For example:
 1. If I have a 2 swimmers in 13-14 butterfly and 1 swimmer in 15-18 butterfly, under the event for 13-14 butterfly, I will put those swimmers in lane 3 and 4 and put the swimmer under the 15-18 event in lane 1.
 2. I then need to mark on the meet program to the refs and stroke and turns and clerks that they are swimming together
 3. Finally, I need to mark on the Lane/Timer card that they are swimming together
 4. When possible, you should have an empty lane between combined events
 - ii. For larger teams, combining events will likely not happen as they have swimmers in each age bracket. This will be more noticeable for smaller teams
- f. After you have addressed all the seeding anomalies, Print Meet Program and provide a copy for each team to review (no later than 60 minutes prior to the start of the meet. This could be done via email for day before computer seeded meets. 30 minutes prior to the start of the meet- both teams should provide that evening's scratches to the Scorekeeper.
 - a. For Errors/Omissions: If a coach notifies you that a swimmer is missing from an event- Check to see if the swimmer appears on the Event Planner.
 - i. If the swimmer appears on the event planner, that swimmer may be added to the event and that event would need to be reseeded
 - ii. If the swimmer does not appear on the event planner, that swimmer may be added as an exhibition swimmer with ref approval if an empty lane exists.
 - b. For scratches: If the scratch is definite (swimmer is confirmed as not attended verses a swimmer who might just be running late)
 - i. Review the meet program for the affected events
 - ii. If the scratch can result in one less heat, reseed that event after scratching the swimmer
 - iii. If it's an empty lane and you have time, you can drag the swimmers to close the gap
 - iv. Depending on how much time remains, you may not have the ability to change all the affected events. Lane timers will just mark these on the sheets as Scratches and Clerk of Course will also be aware.

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- c. Once finalized, a copy of the meet program needs to be provided to:
 - i. Both Coaches (3 copies each)
 - ii. All refs/admin refs
 - iii. All Stroke and Turn Officials
 - iv. Clerk of Course (3 copies)

The LAST thing you want to do, and only after all changes have been made, swimmers scratched, etc is print Lane/Timer cards.

Under Main Screen, select 'Reports', select 'Lane/Timer Sheets'

- a. Select "Indiv Only" at top right corner of screen. (relays still have event cards)
- b. Under 'Format' Select "1 Event per Page" *team choice
- c. Change Lanes to number of lanes in your pool
- d. For 4,6, or 8 lane pools, Print odd lanes only, then flip paper and Print Even lanes
- e. For 5 lane pools, the same procedure can be used, or you can just print 2 Events per page to avoid waste, but it will involve more collating
- f. Select All and then Create Report.
- g. Print the timer sheets, cut in half and distribute to the correct lanes
 - i. **It's recommending you print the first half lane cards separate from the second half. **
 - ii. Lane/Timer sheets will be placed on the clipboards
 - iii. A team volunteer can be assigned to cut and collate timer sheets.

All Pre-Start of the meet duties have been completed.

Steps to perform in Meet Manager during the meet

- Score the Meet
- Score Individual Events
- Sweeps and Judge's Decision
- Score Relays
- Add Swimmer
- Scratch Swimmer
- Create Ribbon Labels
- Provide Score Updates
- Check for Triple Winners (after Event 60)

Score the meet:

Under Main menu, select "Run"

Select Preferences -> Results for List and Score

- a. The Results Preferences for List and Score in Run Menu window is displayed
- b. Enable Single (Column), None (Split), Combined Team scores (Team Scores), and Date and Time (Time Stamp)
- c. Check the Records, Entry Times, Scratches, and No Shows checkboxes
- d. Enter 5 for Relay Athlete Names (0-8)

Score an Individual event:

Under Main menu, select 'Run'

- a. Select the appropriate Event
- b. Enter the Finals Time for each swimmer
 - i. In the case of multiple heats, it's easier to enter information by lane.
 - ii. In the case of 1 heat, hit Ctrl-E (or uncheck the box at the top) to switch back to entering by heat
- c. Check the DQ checkbox if a swimmer disqualified
- d. Enter NS in the Finals Time if a swimmer did not swim
- e. Check 'EXH' if the swimmer is an exhibition swimmer
- f. Double-click on a swimmer who is scratched, to remove them from the event
- g. Press the Score button (except for Events 15 & 16)
- h. The Score Results page appears
- i. Verify the results match the cards
- j. In case of a Sweep, press the Judges Decision (JD) button
- k. Print and Close the Results page
- l. If you ever need to go back into an event to make a change, deleting one time from that event will unlock it to allow changes to be made

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Sweeps and Judges Decisions:

When one team 'sweeps' the event (swimmers from one team place 1st, 2nd, and 3rd), Meet Manager awards the 3rd place point to the other team, but that point must be removed

- a. On the Judges Decision / Tie Breaker window
 - i. Enter -1 in the JD Points column in the row of the 3rd place finisher
 - ii. Press the OK button
- b. Press the Score button
- c. Verify the 3rd place score has been removed
- d. Print and Close the Results page

Score Relays

- a. Enter the appropriate 'Finals Time' for each relay.
- b. If a relay is DQ'd, Choose the 'DQ' box or enter 'DQ' in the 'Finals Time' for that relay.
- c. If a team is scratched, then double click on that team name and scratch that team.
- d. If a relay team was not scratched, but did not swim, then enter a 'NS' in the 'Finals Time' for that relay team.
- e. Choose 'Rel Names'. The 'Relay Names' window is displayed.
 - i. Choose each relay individually and check that the relays have the correct names entered. Adjust if necessary by dragging and dropping names between the 'Relay Order' and 'Eligible Athletes'.
- f. Choose the icon with the up-arrow on the folder to return to the 'Run the Meet' screen.
- g. Choose 'Score'. The score results page will be displayed.
- h. Check that the results are correct. If correct, choose the printer icon to print the page. Choose 'X' in upper right corner to return to the 'Run the Meet' window.
- i. Proceed to next event by choosing 'Next Event' or by choosing the event you wish to display in the 'Event List' window.

Add a swimmer

- a. Under Event, select 'Adjust'
- b. Select 'Show Eligible Athletes'
- c. Drag swimmer from bottom to appropriate Heat/Lane

Scratch a swimmer

Swimmers can be scratched in two ways:

- a. Before the meet
 - i. Under Athletes, find the athlete to be scratched
 - ii. Letters across the top of the screen will help to jump between Athletes last names
 - iii. Once the athlete is selected, you can scratch one event, or select "Scratch All" to remove them from all events
 - iv. If the meet has already been seeding, scratching a swimmer will result in an empty lane
- b. During the meet
 - i. Under the run screen, double click on the athlete in the event
 - ii. This will remove that swimmer from the Event
 - iii. Typing NS will still show the swimmer under that Event on the results

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Create Ribbons Labels

- a. Select Labels -> Award Labels
 - a. The Award Labels window is displayed
 - i. Enable Laser (printer), Standard Award Label (Award Type), and Event Number (Sort By)
 - ii. Enter 1 - 6 for Individual Places, 1 - 3 for Relay Places, and 4 for Relay Athlete Names (0-8)
 1. Exception: enter 5 prior to printing labels for Events 65 & 66
 - b. Periodically, press the Create Labels button
 - i. The Print/Export Reports window is displayed
 - ii. Use the page advance/end-of-report buttons to print only 'whole pages'
 1. Keep track of which pages have been printed to avoid duplication
 2. First page should be ready for printing after Event 5 or 6 has been scored
 - c. For Finals- Ribbons are printed at the end of each session to avoid errors

Provide Score Updates

- a. After each Stroke has been scored, select Reports -> Results
 - a. The Results window is displayed
 - i. Print Results and report scores to the announcer after the following events
 1. Event 4 – 100 Individual Freestyle
 2. Event 14 – 100 Freestyle Relay
 3. Event 26 – Freestyle
 4. Event 36 – Butterfly
 5. Event 46 – Backstroke
 6. Event 56 – Breaststroke
 7. Event 60 – 100 Individual Medley*
 8. Event 66 – 125 Graduated Freestyle Relay
 - b. Posting scores:
 - i. Some teams choose to print 2 copies when scoring individual events and just taping the individual event copy
 - ii. Another option is to print a full sheet of results. Under Columns/Format- Choose Triple to use the least amount of paper.

Check for Triple Winners

Select Reports -> Meet Summary

- a. The Meet Summary window is displayed
 - i. Select Both for Gender
 - ii. Select By Athlete for Format
 - iii. Select Athletes Only for Options
 - iv. Select 1 Athlete for Report Type
 1. Choose the swimmer's name from the pulldown list
- b. Press the Create Report button
- c. Print and Close the report
- d. Repeat this process for each Triple Winner
- e. You can start looking for Triple Winners after Event 48 to get a jump on meet reports

Steps to perform at the End of the Meet

Steps to perform in Meet Manager after the meet is over

- Run an Exceptions Report
- Re-Score the Meet
- Check for Record Breakers
- Print Final Results
- Complete the RSL Summary spreadsheet
- Export Results for Team Manager
- Backup Meet Manager File

Run an Exceptions Report

- a. Select Reports -> Exceptions Report
 - i. The Exceptions Report window is displayed
 - ii. On the Max Entries tab
 - a. Enable Exceed Maximum Entries per Athlete
 - b. Enter 6 for Max entries including relays
 - c. Enter 3 for Max individual entries
 - d. Enter 3 for Max relay entries
 - e. Check include Exhibition
 - iii. Press the Select All button
 - iv. Press the Create Report button
- b. Note: Exceptions are likely attributable to a swimmer competing in too many events; print the report and consult the **Head Referee**

Rescore the Meet

- a. Select Run -> Re-Score
 - i. A confirmation window is displayed cautioning that this action will re-score all completed events
 - ii. Press the Yes button and the entire meet will be re-scored

Check for Record Breakers

- a. Select Reports -> Meet Summary
 - i. The Meet Summary window is displayed
 - ii. On the Report Type / Format / Options tab
 - iii. Select Record Breakers for Report Type
 - iv. Press the Create Report button
 - v. Print and Close the report

Print Final Results

- a. Select Reports -> Results
 - i. The Results window is displayed
 - ii. On the Columns / Format tab
 - a. Select Double for Report Type
 - iii. Press the Select All button
 - iv. Press the Create Report button
 - v. Print the report
 - vi. Save the report as a PDF file
 - vii. Close the report

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Complete RSL Summary Spreadsheet

- a. Open the Excel Spreadsheet
 - i. Fill in the Meet Information
 - ii. Enter the Team Scores
 - iii. Fill in the Triple Winners section
 - iv. Fill in the Record Breakers section
 - v. Save and Print the file
 - vi. Ensure the Referee and both Coaches sign the hardcopy
 - vii. You can start completing the form before the meet is done

Export Results for Team Manager

- a. Select File -> Export -> Results for Team Manager or SWIMS or NCAA Database
 - a. The Export Results window is displayed
 - i. Select Both under Gender
 - ii. Select Relays and Athletes under Relays
 - iii. Enable Standard Events, Time Trial Events, and Swim-off Events under Events
 - iv. Enable Include Splits
 - b. Press OK and Save the file

Back Up Meet Manager

- a. Select File -> Backup
 - i. Save the file
 - ii. Copy the four files to each Coach's thumb drive
 - iii. Final Results, Summary Report, Team Manager export, Meet Manager backup