

Guide To Running Meets In Meet Manager Part 2

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Meet Setup--Type of Meet

[Set-up] [Meet Set-up]

Meet Set-up

Meet Name : 2009 ROC Minnesota SC Senior State

Location : Rochester Olmsted Recreation Center **1**

Start Date : 3/12/2009 End Date : 3/15/2009

Age-Up Date : 3/12/2009 Altitude in Feet :

Meet Type

- Standard
- By Event **2**
- By Team
- By Entry
- Flighted
- Time Standards

- Divisions -

Meet Style

- Standard
- 2 Team Dual
- 3+ Team Dbl Dual

Div by Time Std :

ID Format

- USS - United States Swimming
- SNZ - Swimming New Zealand
- SSA - Swimming South Africa
- AUS - Australian Swimming
- UK - United Kingdom ASA
- BCSSA - Canadian League
- Other

Class

- Age Group
- Senior / Open
- High School
- College
- YMCA
- Masters
- Disabled

Base Country USA

DQ Codes

- Hy-Tek DQ Codes
- FINA DQ Codes
- UK-ASA DQ Codes

Course

- LC Meters
- SC Meters **3**
- Yards

Enter 1-3 from Meet Information. All other settings as indicated

OK when complete

Age-Up Athletes OK Cancel Re-Convert Entries

Meet Setup--Athlete/Relay Preferences

[Set-up] [Athlete/Relay Preferences]

Athlete / Relay Preferences

Setup for all meets

Athlete Preferences

- Enter ages
- Enter birth dates
- Enter school year
- Enter 'Citizen of'
- Enter Athlete Status

Relay Preferences

- Allow "A" Relays only
- Allow anyone from any team on a relay
- Allow athlete on 2+ relays in same event
- All-Star Meets: Relay Names linked to LSC

Competitor Numbers

- Enter competitor numbers
- Auto increment competitor numbers

OK Cancel

Meet Setup--How Meet is to be Seeded.

[Set-up] [Seeding Preferences] [Basic Tab]

The screenshot shows the 'Seeding Preferences' dialog box with the 'Basic' tab selected. The window title is 'Seeding Preferences'. There are four tabs: 'Basic', 'Standard Lanes', 'Dual Meets', and 'Masters Meets'. A callout box 'Setup for all Meets' points to the top right. The 'Preliminaries' section has a text box with '3' and the text 'Number of preliminary heats to circle seed (Normally this is 3)'. The 'Parameters' section has four checkboxes: 'Allow Foreign athletes in Championship Final' (checked), 'Allow Exhibition athletes in Championship Final' (checked), 'Seed Exhibition athletes last' (checked), and 'Maximum age for C-Final' (empty text box). The 'Timed Finals' section has two radio buttons: 'Standard' (selected) and 'Circle Seed'. The 'Non-Conforming Entry Times' section has two checkboxes: '----- Prelim / Final Events ----- Seed non-conforming times last' (checked) and '----- Timed Final Events ----- Seed non-conforming times last' (checked). Below these is a text box with 'YLS' and the text 'Course order, such as LSY'. A callout box 'Enter Course Order' points to this text box. At the bottom are 'OK' and 'Cancel' buttons.

Meet Setup--Report Preferences

[Set-up] [Report Preferences] [Report Headers Tab]

The screenshot shows the 'Report Preferences' dialog box with the 'Report Headers' tab selected. The window title is 'Report Preferences'. There are four tabs: 'Report Formats', 'Report Headers', 'Punctuation', and 'Printer Set-Up'. The 'Header 1' field contains '2009 Minnesota SC Senior State Championships' and a callout box 'Enter Meet Title/Header' points to it. The 'Header 2' field contains 'Hosted by The Rochester Swim Club ORCAS' and a callout box 'Enter Header 2' points to it. The 'Sanction #' field contains 'MN09-02-11Y' and a callout box 'Enter Sanction #' points to it. There are two checkboxes: 'Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up' (checked) and 'Include Sanction # with Header 1' (checked). A callout box 'Check' points to the 'Include Sanction # with Header 1' checkbox. At the bottom right is a 'Check' button.

[Set-up] [Report Preferences] [Report Formats Tab]

Report Preferences

Report Formats | Report Headers | Punctuation | Printer Set-Up

Athletes / Relays

- List athletes with last name first
- Show athlete middle initial
- First name initial with full last name
- Full first name with last name initial
- Show athlete status with name
- Show birth year in place of age
- Suppress "A" relay designator

Teams

- Use home town in place of team
- Show 2nd Club with primary team
- Show country code with team name
- Suppress LSC team designator
- Use Alternate Team Abbreviation

Meet Program / Results

- Always display actual entry time
- Suppress results small "x" for scorer limits
- Suppress the "J" for JD on results
- Suppress the Time Standard designator
- Suppress splits if result is an indiv DQ
- Suppress splits if result is a relay DQ
- Show both age and birth year (1 col only)
- Suppress results "q" for advancers

Miscellaneous

- Flag Over-Achievers with a "+"
- Flag Under-Achievers with a "-"
- 12 and Under as Under 13
- 13, 15, or 17 and Over as Senior/ Open
- Display military time
- Relays as 4x100 and 4x200 style

Setting for ALL Meets

OK Cancel

**Check After
Events and
Time
Standards
have been
created!!**

[Set-up] [Report Preferences] [Punctuation Tab]

Report Preferences

Report Formats | Report Headers | Punctuation | Printer Set-Up

Athlete Names

- Upper/Lower Case
- All Upper Case
- Leave as is

Team Names

- Upper/Lower Case
- All Upper Case
- Leave as is

Record Holder Names

- Upper/Lower Case
- All Upper Case
- Leave as is

Open Events

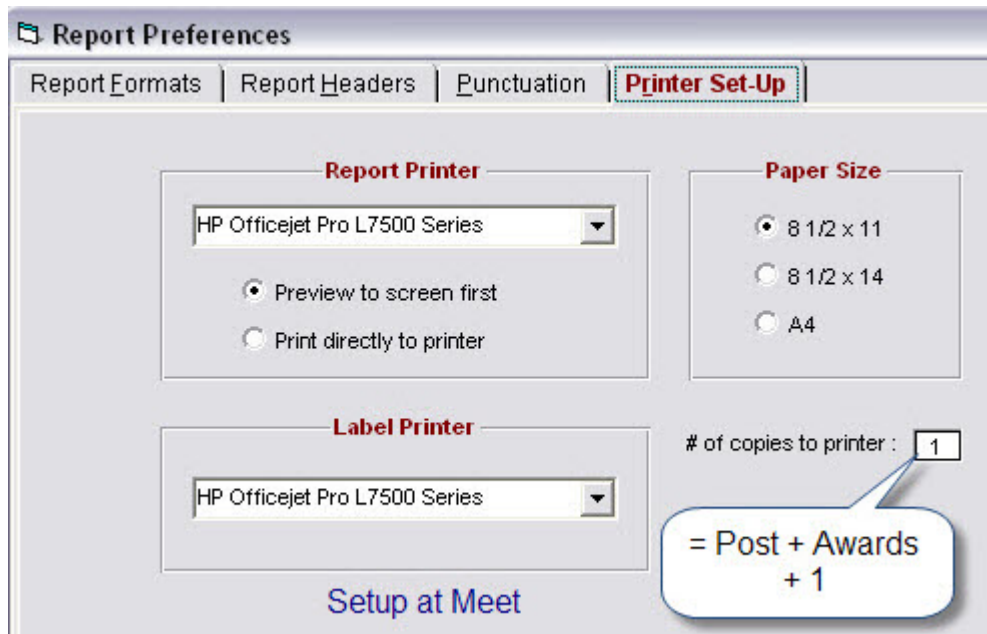
- No Designation
- Senior
- Open

AP News Export

- Short Team Name
- Full Team Name
- Team Abbreviation

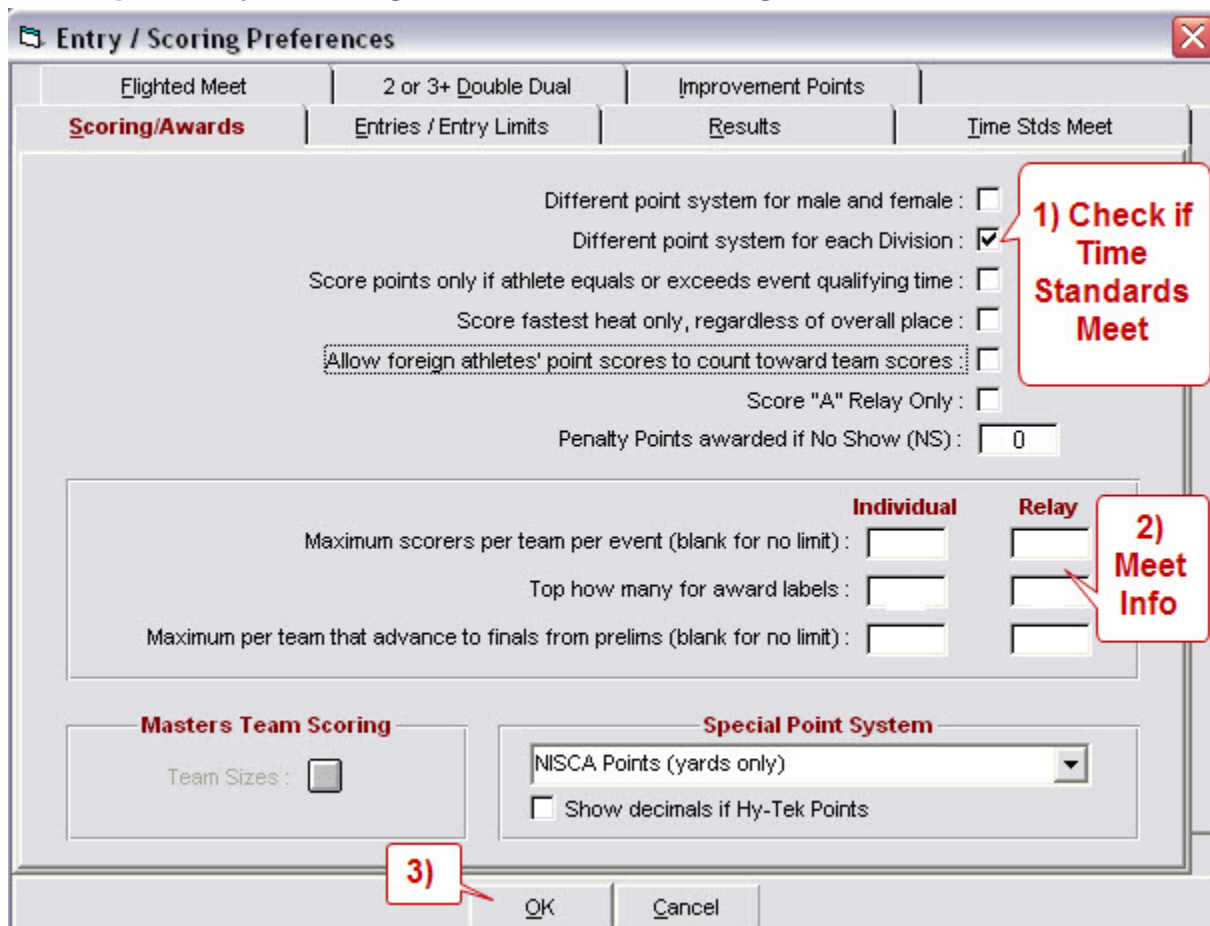
Setup for ALL Meets

Guide to Running Meets In Meet Management
[Set-up] [Report Preferences] [Printer Set-Up Tab]



Meet Setup--Scoring/Award Criteria

[Set-up] [Entry/ Scoring Preferences] [Scoring / Awards Tab]



[Set-up] [Entry/ Scoring Preferences] [TimeStds Meet Tab]

The screenshot shows the 'Time Stds Meet' tab selected in a menu bar. Below the menu bar are two groups of settings:

- Group 1: Points awarded based on Seed Time; Points awarded based on Finals Time
- Group 2: Points and awards given to Over achievers; Points and awards given to Under achievers

A callout box on the right side of the form contains the text: "Entries for Time Standard Meet".

Meet Setup--Entry Limits for a Meet

[Set-up] [Entry/ Scoring Preferences] [Entries/Entry Limits Tab]

The screenshot shows the 'Entries / Entry Limits' tab selected in a menu bar. The interface is divided into two main sections:

- Entries Section:**
 - Warn if Times are out of range : (Callout: Always Checked)
 - Minimum age for Open Events :
 - Entries must have been performed on or after :
- Entry Limits Section:**
 - Maximum entries per athlete including relays :
 - Maximum individual entries per athlete : (Callout: MEET Entry Limits)
 - Maximum relay entries per athlete :
 - Warn if entry limits exceeded : (Callout: Always Checked)
 - Count Relay Alternates (5-8) :

Meet Setup--Create Events

Timed Final Events

Found in the Order of Events (OOE) section of the Meet Information.

Enter Event number, Gender, Event Type, Age Group, Distance and Stroke are as described in the OOE except for SENIOR Events. Senior event Age Groups are changed based on the meet information.

[Events] [Add]

The screenshot shows the 'Add New Event' dialog box with the following fields and callouts:

- 1**: Event # (text input: 519)
- 2**: Individual / Relay section, Individual radio button selected
- 3**: Gender section, Alt Gender checked, Boys radio button selected
- 4**: Age Group section, 13-14 radio button selected
- 5**: Distance section, 1500 radio button selected
- 6**: Stroke section, Breaststroke radio button selected
- 7**: Round 1 - Prelims or Timed Final section, Number of Lanes (1-10) text input: 8
- 8**: Entry Fee text input: 5.00

Other visible settings include:

- Stroke: Medley, 1 mtr Diving, 3 mtr Diving, Platform Diving
- Rounds: Timed Finals selected
- Event Type: Standard selected
- Score Event checked
- Manual Seed unchecked
- Multi-Age Group unchecked
- Score as A - Final, B - Final Style unchecked
- # of Heats to Score (1-6): 1
- Multi-age Super Seed unchecked
- Suppress Stroke Name unchecked
- Suppress Distance unchecked
- Score Event checked
- Manual Seed unchecked
- Entry Fee: 5.00
- Event Type: Standard selected
- Time Trial Event, Swim-Off Event, Multi-Disability, Open Water, Pads at both ends all unchecked
- Assign Lanes: Standard selected
- Heat Order: Slow to Fast selected
- Un-Seeded, 2 per Lane, 2 per Choice, Fast to Slow, Score as A - Final, B - Final Style, Multi-age Super Seed all unchecked

At the bottom right, a callout box says: "Enter 1-8 from meet information. All other settings as indicated." Below the OK and Cancel buttons, another callout box says: "OK when complete".

Meet Setup--Create Session

[Events][Session][Add]

The screenshot shows a dialog box titled "Add New Session" with a close button (X) in the top right corner. The dialog contains several input fields and options:

- Session #:** A text input field with a red arrow pointing to it and a callout box containing "1) Enter info".
- Session Title:** A text input field with a red arrow pointing to it.
- Day:** A text input field with a red arrow pointing to it.
- Start Time:** A time input field showing "01:00" with a red arrow pointing to it, and radio buttons for "AM" and "PM", with "PM" selected.
- Interval:** A numeric input field showing "15".
- Extra Backstroke Interval:** A numeric input field showing "15".
- Course:** Radio buttons for "LC Meters", "SC Meters", and "Yards", with "Yards" selected.
- Max Entries for Meet Events Export to TM:** A section containing three sub-inputs:
 - Max entries including relays:** A numeric input field with a red arrow pointing to it.
 - Max individual entries:** A numeric input field with a red arrow pointing to it.
 - Max relay entries:** A numeric input field with a red arrow pointing to it.

At the bottom of the dialog are "OK" and "Cancel" buttons. A callout box containing "2)" points to the "OK" button.

Meet Setup--Add Events to Session

[Events]

The screenshot displays the 'Sessions' window with a menu bar (Add, Edit, Delete, Move All, Remove All, Clear Indicators, Print, Help) and a toolbar. Below the menu is a table of sessions with columns: Day, Start Time, Session #, T-Max, I-Max, R-Max, Interval, Bk Interval, Course, and Title for Sess. A callout '5) When complete' points to the toolbar. Below the sessions table are two panels: 'EVENT LIST - (Double Click to Add)' and 'SESSION SCHEDULE - (Double Click Evt # to Delete)'. The event list has columns: Evt #, Rnd, Event Name. The session schedule has columns: Evt #, Rpt, P/S/F, Event Name, Ord, Alt, Break. A callout '1) Select Session' points to a row in the sessions table. A callout '2) Scroll down until events appear' points to the event list. A callout '3) Double Click to add event to session' points to a row in the event list. A callout '4) Events added as clicked (3)' points to the session schedule table.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Course	Title for Sess
1	01:00 PM	9				15	15	Y	Time Trials 1
1	04:00 PM	1	3			15	15	Y	Thursday Senior
2	08:30 AM	2	3			5	15	Y	Friday Prelims
2	05:30 PM	3	3			90			
3	08:30 AM	4	3			15	15	Y	Saturday Prelim
3	05:30 PM	5	3			90	15	Y	Saturday Finals
4	08:30 AM	6	3			15	15	Y	Sunday Prelims
4	01:00 PM	8	1			15		Y	1650 Senior SC

Evt #	Rnd	Event Name
102	P	Men 13 & Over 200 Breaststroke
102	F	Men 13 & Over 200 Breaststroke
105	P	Men 13 & Over 200 Butterfly
105	F	Men 13 & Over 200 Butterfly
108	P	Men 13 & Over 100 Freestyle
108	F	Men 13 & Over 100 Freestyle
111	P	Women 13 & Over 200 Butterfly
111	F	Women 13 & Over 200 Butterfly
114	P	Men 13 & Over 200 Butterfly
114	F	Men 13 & Over 200 Butterfly
117		
117		
120		
120	F	Men 13 & Over 100 IM
251	F	Mixed Senior 50 Freestyle
252	F	Mixed Senior 50 Backstroke
253	F	Mixed Senior 50 Breaststroke
254	F	Mixed Senior 50 Butterfly
255	F	Mixed Senior 100 Freestyle
256	F	Mixed Senior 100 Backstroke

Evt #	Rpt	P/S/F	Event Name	Ord	Alt	Break
251	H	F	Mixed Senior 50 Freestyle	1		0
252	H	F	Mixed Senior 50 Backstro	2		0
253	H	F	Mixed Senior 50 Breaststrc	3		0
254	H	F	Mixed Senior 50 Butterfly	4		0
255	H	F	Mixed Senior 100 Freestyle	5		0
256	H	F	Mixed Senior 100 Backstro	6		0

Meet Setup--Add Time Standards to the Meet

[Events] [Standards]

Import Champ (CH) Time Standard

1 Import

2 All

3) Locate Time Standards File

4 Open

5) Select Tag

6 OK

Evt#	Event Name
4	Girls 9-10 50 Fly
5	Boys 9-10 50 Fly
6	Girls 8&U 100 Free
7	Boys 8&U 100 Free
8	Boys 11-12 200 Free
9	Girls 9-10 50 Breast
10	Boys 9-10 50 Breast
11	Girls 8&U 50 Breast
12	Boys 8&U 50 Breast
13	Boys 11-12 200 Breast
14	Girls 9-10 50 Back
15	Boys 9-10 50 Back
16	Girls 8&U 50 Back
17	Boys 8&U 50 Back
18	Boys 11-12 200 Back
19	Girls 9-10 100 Free
20	Boys 9-10 100 Free
21	Boys 11-12 200 Free
22	Girls 9-10 100 Breast
23	Boys 9-10 100 Breast
24	Boys 11-12 200 Breast
29	Girls 15&O 200 Free
30	Boys 13&O 200 Free
31	Girls 13-14 200 Free
32	Girls 11-12 100 Free
33	Girls 15&O 100 Breast
34	Boys 13&O 100 Breast
35	Girls 13-14 100 Breast
36	Girls 11-12 50 Breast
37	Girls 15&O 200 Back

Tag	Tag Title
ZONE	2009
CH	2009
A	2009
B	2009
C	2009

Import A , B and C Time Standards

- Repeat Import and Select Tag “A”.
- Repeat Import and Select Tag “B”.
- Repeat Import and Select Tag “C”.

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Time Standards

Import Export Custom Age Groups View Create Report

Age

Gender
 All Male
 Mixed Female

Age Range
 to

Indiv + Relays
 Indiv Only
 Relays Only

LC Meters
 SC Meters
 SC Yards

Report Sort
 By Event #
 By Age Group

Short Course Yards

Evt#	Event Name	A	B	CH	C
4	Girls 9-10 50 Fly	39.19	44.79	37.29	52.29
5	Boys 9-10 50 Fly	38.59	44.29	36.69	51.49
6	Girls 8&U 100 Free	1:33.29	1:46.59	1:28.79	2:04.39
7	Boys 8&U 100 Free	1:33.29	1:46.59	1:28.79	2:04.39
8	Boys 11-12 100 Free	1:05.89	1:15.39	1:02.69	1:27.89
9	Girls 9-10 100 Breast	1:38.19	1:52.19	1:33.39	2:10.89
10	Boys 9-10 100 Breast	1:36.59	1:50.29	1:31.79	2:08.69
11	Girls 8&U 50 Breast	54.09	1:01.79	51.49	1:12.09
12	Boys 8&U 50 Breast	54.09	1:01.79	51.49	1:12.09
13	Boys 11-12 50 Breast	39.19	44.89	37.29	52.29
14	Girls 9-10 100 Back	1:26.39	1:38.69	1:22.19	1:55.19
15	Boys 9-10 100 Back	1:25.49	1:38.19	1:21.29	1:53.99
16	Girls 8&U 50 Fly	51.39	58.69	48.89	1:08.49
17	Boys 8&U 50 Fly	51.39	58.69	48.89	1:08.49
18	Boys 11-12 100 Back	1:15.99	1:26.89	1:12.29	1:41.29
19	Girls 9-10 50 Free	33.89	38.69	32.19	45.19
20	Boys 9-10 50 Free	33.29	38.19	31.59	44.29
21	Boys 11-12 50 Fly	33.79	38.59	32.09	44.99
22	Girls 9-10 200 Free	2:44.39	3:07.79	2:36.39	3:39.09
23	Boys 9-10 200 Free	2:39.19	3:03.29	2:31.89	3:32.79
24	Boys 11-12 200 IM	2:43.49	3:06.89	2:35.59	3:37.99
29	Girls 15&O 200 Free				
30	Boys 13&O 200 Free				
31	Girls 13-14 200 Free	2:14.69	2:33.99	2:08.19	2:59.59
32	Girls 11-12 100 Free	1:03.59	1:12.69	1:00.49	1:24.79
33	Girls 15&O 100 Breast				
34	Boys 13&O 100 Breast				
35	Girls 13-14 100 Breast	1:18.19	1:29.39	1:14.39	1:44.29
36	Girls 11-12 50 Breast	38.59	43.49	36.19	50.79
37	Girls 15&O 200 Back				

1) A,B,CH and C Time Standard Imported

4) Individual Events without Time Standards

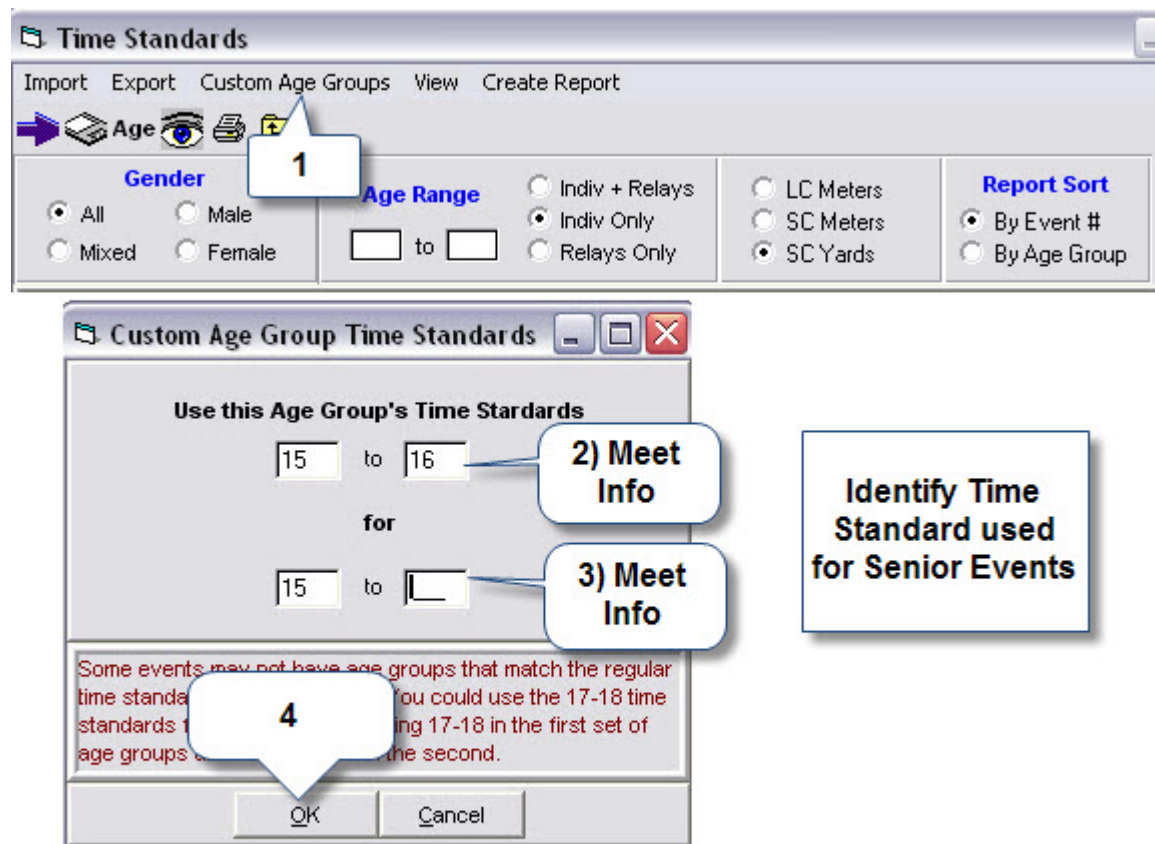
Qual with 1 Tag: Equal to or faster

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) A, B, CH and C Tags Appear

3) Check marks appear in For Time Stds Column. These Time Standards will appear on Heat Sheets, Psych Sheets and Results.

Senior (&Over) Time Standards



- Repeat Custom Age Groups selection until all Senior (&Over) Events have time standards.

Guide to Running Meets In Meet Management

Time Standards

Import Export Custom Age Groups View Create Report

➔ 📁 👁️ 📄 📁

Gender

 All Male
 Mixed Female

Age Range

 to

Report Sort

 By Event #
 By Age Group

Indiv + Relays

 LC Meters
 Indiv Only
 Relays Only
 SC Meters
 SC Yards

Short Course Yards					
Evt#	Event Name	A	B	CH	C
4	Girls 9-10 50 Fly	39.19	44.79	37.29	52.29
5	Boys 9-10 50 Fly	38.59	44.29	36.69	51.49
6	Girls 8&U 100 Free	1:33.29	1:46.59	1:28.79	2:04.39
7	Boys 8&U 100 Free	1:33.29	1:46.59	1:28.79	2:04.39
8	Boys 11-12 100 Free	1:05.89	1:15.39	1:02.69	1:27.89
9	Girls 9-10 100 Breast	1:38.19	1:52.19	1:33.39	2:10.89
10	Boys 9-10 100 Breast	1:36.59	1:50.29	1:31.79	2:08.69
11	Girls 8&U 50 Breast	54.09	1:01.79	51.49	1:12.09
12	Boys 8&U 50 Breast	54.09	1:01.79	51.49	1:12.09
13	Boys 11-12 50 Breast	39.19	44.89	37.29	52.29
14	Girls 9-10 100 Back	1:26.39	1:38.69	1:22.19	1:55.19
15	Boys 9-10 100 Back	1:25.49	1:38.19	1:21.29	1:53.99
16	Girls 8&U 50 Fly	51.39	58.69	48.89	1:08.49
17	Boys 8&U 50 Fly	51.39	58.69	48.89	1:08.49
18	Boys 11-12 100 Back	1:15.99	1:26.89	1:12.29	1:41.29
19	Girls 9-10 50 Free	33.89	38.69	32.19	45.19
20	Boys 9-10 50 Free	33.29	38.19	31.59	44.29
21	Boys 11-12 50 Fly	33.79	38.59	32.09	44.99
22	Girls 9-10 200 Free	2:44.39	3:07.79	2:36.39	3:39.09
23	Boys 9-10 200 Free	2:39.19	3:03.29	2:31.89	3:32.79
24	Boys 11-12 200 IM	2:43.49	3:06.89	2:35.59	3:37.99
29	Girls 15&O 200 Free	2:11.29	2:29.99	2:04.89	2:54.99
30	Boys 13&O 200 Free	2:06.19	2:24.19	1:59.99	2:48.09
31	Girls 13-14 200 Free	2:14.69	2:33.99	2:08.19	2:59.59
32	Girls 11-12 100 Free	1:03.59	1:12.69	1:00.49	1:24.79
33	Girls 15&O 100 Breast	1:16.19	1:27.19	1:12.49	1:41.69
34	Boys 13&O 100 Breast	1:12.59	1:22.99	1:09.09	1:36.89
35	Girls 13-14 100 Breast	1:18.19	1:29.39	1:14.39	1:44.29
36	Girls 11-12 50 Breast	38.59	43.49	36.19	50.79
37	Girls 15&O 200 Back	2:24.89	2:45.69	2:17.89	3:13.29

Meet Setup--Qualifying Times for the Meet

[Events] [Standards][For Entry Qual Column]

Qual with 1 Tag : Equal to or faster

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A-Meet or
Faster

Qual with 1 Tag : Equal to or faster

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open Meet

Qual with 1 Tag : Equal to or faster Slower than

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B/C Open
Meet

Qual with 1 Tag : Equal to or faster Slower than Custom Qual Times

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B/C Meet
Slower than A
Faster than or
Equal to C

Meet Setup--Award/Scoring for the Meet

Create No Standard Tag (CRST) – Time Standard Meet Only

1) Add New Tag

2) CRST

3)

4) Uncheck

Create Time Standard Tag with No Times

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Events] [Standards][For Scoring Column]

For Scoring should be view as For Awards/Scoring!!!!!! Identify how seed times are to be grouped for awards and scoring.

**Standard Meet
Leave
Unchecked**

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Time Standard Meet
Award/Scoring Groups
A Seeds
B Seeds**

Tag	For Time Stds	For Entry Qual	For Scoring
A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRST	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A/B/C Open

CREST Slower than B Seeds

Meet Setup--Points for Scoring the Meet

[Set-up] [Scoring set-up][Standard]

5) Number of places to score : 8

4) 1 if not scored

3) Reset points to their default settings?

1) Select Time Standard

2) [Standard] can be a [Standard] and [Standard] can be a [Standard] for each division if the meet is set-up to use Divisions. Use the Entry / Scoring

Place	Individual Pts	Relay Points
1	9	18
2	7	14
3	6	12
4	5	10
5	4	8
6	3	6
7	2	4
8	1	2
9	0	0
10	0	0

6)

7) Set-up your Standard point scores here. There can be a different set of points for male and female. There can also be a different set of points for each division if the meet is set-up to use Divisions. Use the Entry / Scoring

6a) Set 2 and 4 to 0 if not scored

	<p>Set Scoring for each of the Time Standards.</p> <ul style="list-style-type: none"> • A Scored/Not Scored Based on Meet Info • B Not Scored • CRST Not Scored • NOSTD Same Scoring as A. Used for events without an entry time. Relays fall into this category.
--	--

Meet Setup--Assign the Region Names (MN – Team Standings)

Download Team Standings from Minnesota Swimming Website.

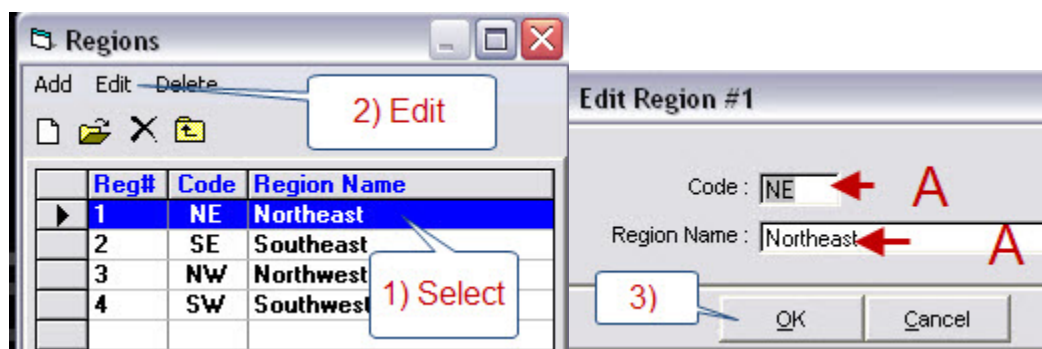
- Competition/2008-09/Team Standings

Only Needed if Meet is Scored

Reg#	Code	Region Name
1	A	A
2	2A	AA
3	3A	AAA

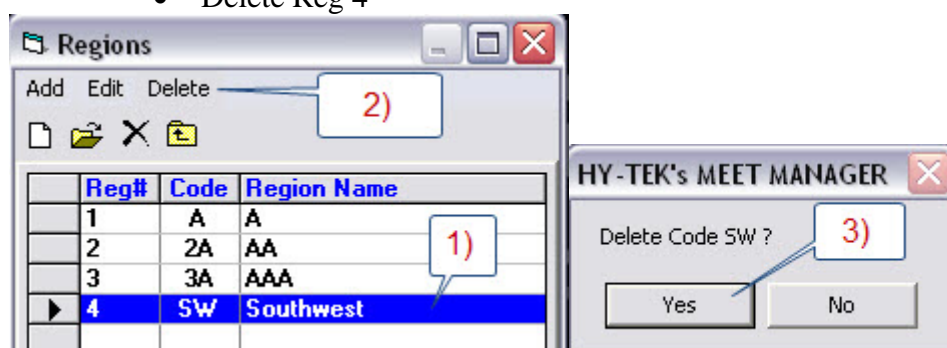
[Set-up][Division/Region Names][Regions]

- Setup Region A

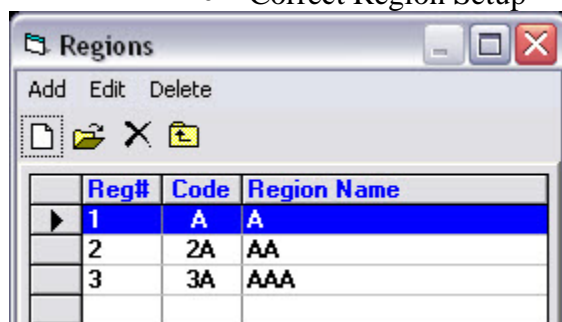


- Setup Regions AA and AAA.

- Delete Reg 4

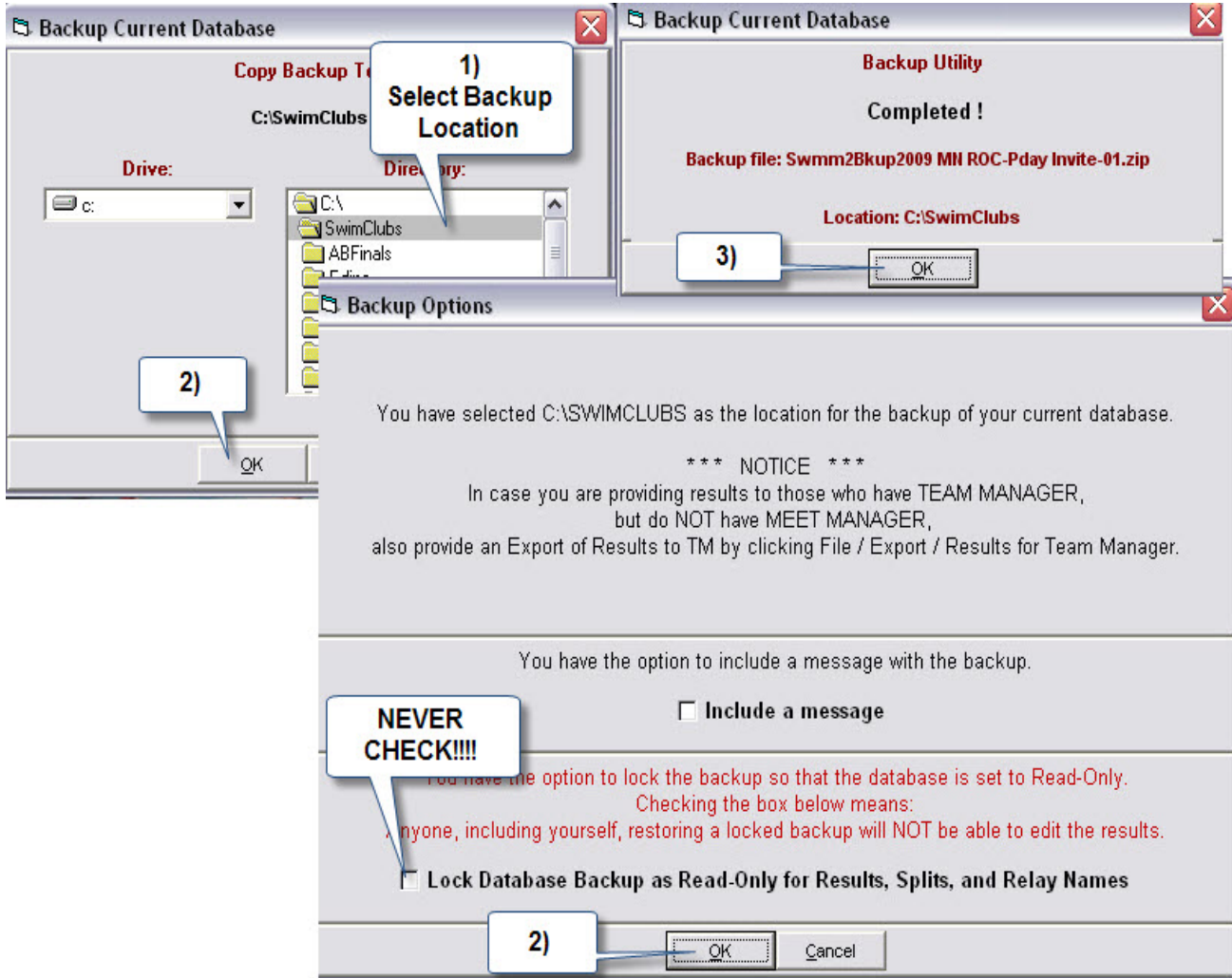


- Correct Region Setup



Generate A Meet Backup

[File] [Backup]



Generate Team Manager Events File

[File] [Export][Events for TM]

**If there are SENIOR events in the meet, make sure that:
“13,15 or 17 and Over as Senior/Open” is checked under
[Set-up] [Report Preferences] [Report Formats Tab]**

The screenshot shows the 'File' menu with the 'Export' option highlighted. A red arrow points to 'Export' with a callout bubble containing the number '1'. The 'Export' submenu is open, showing options like 'Results for Team Manager or SWIMS or NCAA Database', 'Entries for SWIMS Times Recon', 'Entry Fees for Business Manager (.CL2)', 'Entries for Meet Manager Merge of same meet (.HY3) Advancers (.Hy3)', 'Results for Meet Manager Merge of same meet (.HY3)', 'Athletes / Teams / Email (.HY3)', 'Entries for Diving Only', 'Records', 'Time Standards', and 'Events for TM'. A red arrow points to 'Events for TM' with a callout bubble containing the number '2'. A dialog box is overlaid on the screen with the title 'Verify Information' in red. The dialog box contains the following text: 'Check your meet parameters for the following information before exporting: The meet age-up date is 2/7/2009. The meet start date is 2/7/2009. No 'Since Date' has been set for entry seed time eligibility. If not correct, then go back to Setup / Meet Setup and Setup / Entry Scoring Pref / Entries. Athlete Surcharge is set to: 2.50 Team Surcharge is set to: 0.00 Facility Surcharge is set to: 0.00 If surcharges are not correct, go back to Reports / Teams. Max Entries per athlete are set to: Max Total: 10 Max Individual Entries: 8 Max Relay Entries: 2 If max entry limits are not correct, go back to Setup / Entry Scoring Preferences / Entries. In Events / Sessions, you can check Max Entries per athlete per session. Is this correct?'. At the bottom of the dialog box, there are three buttons: '3) Select' (highlighted with a red box and callout bubble), 'Yes', and 'No'.

Import Team Entries

Delete Team

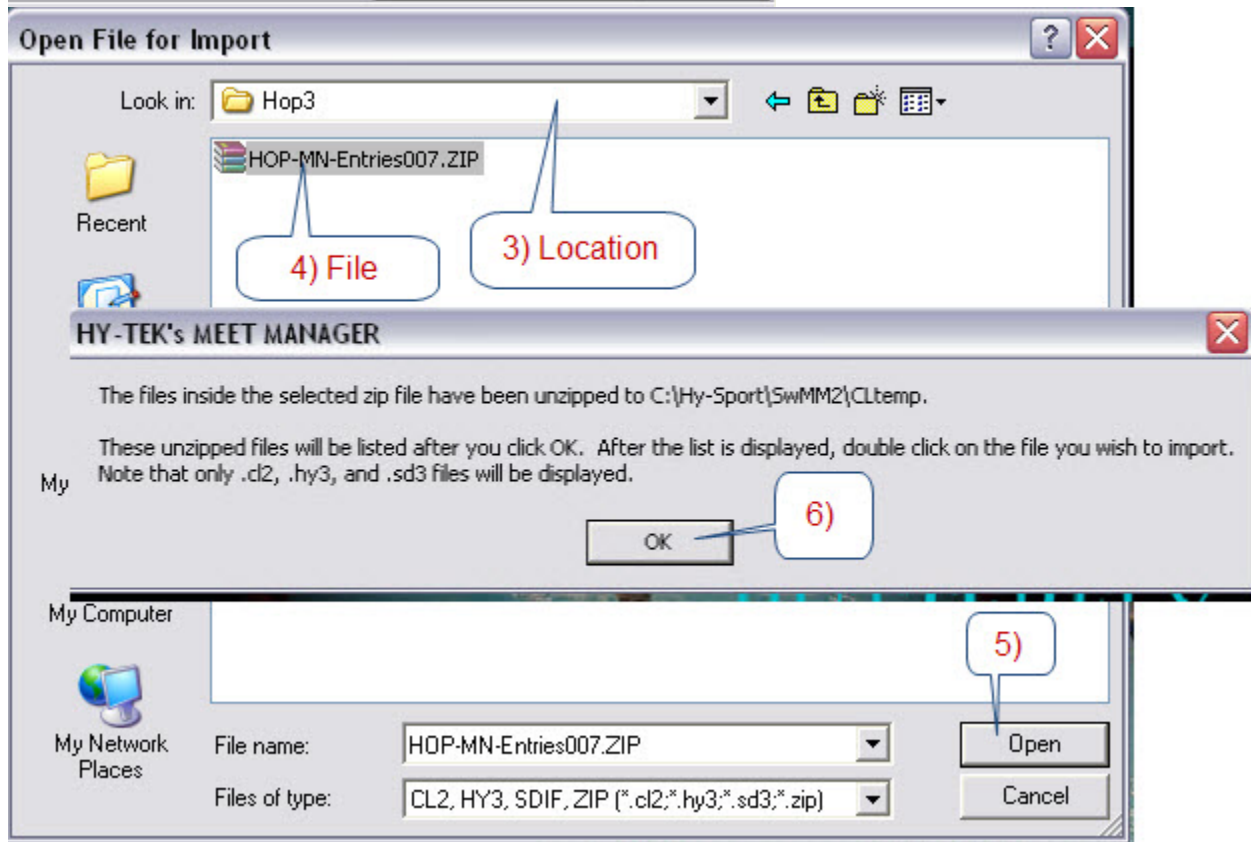
[Teams]

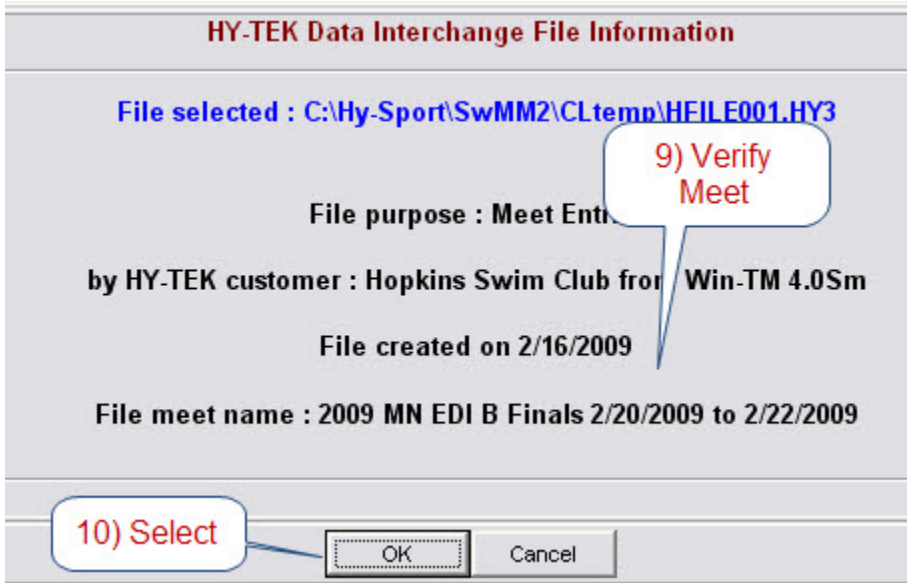
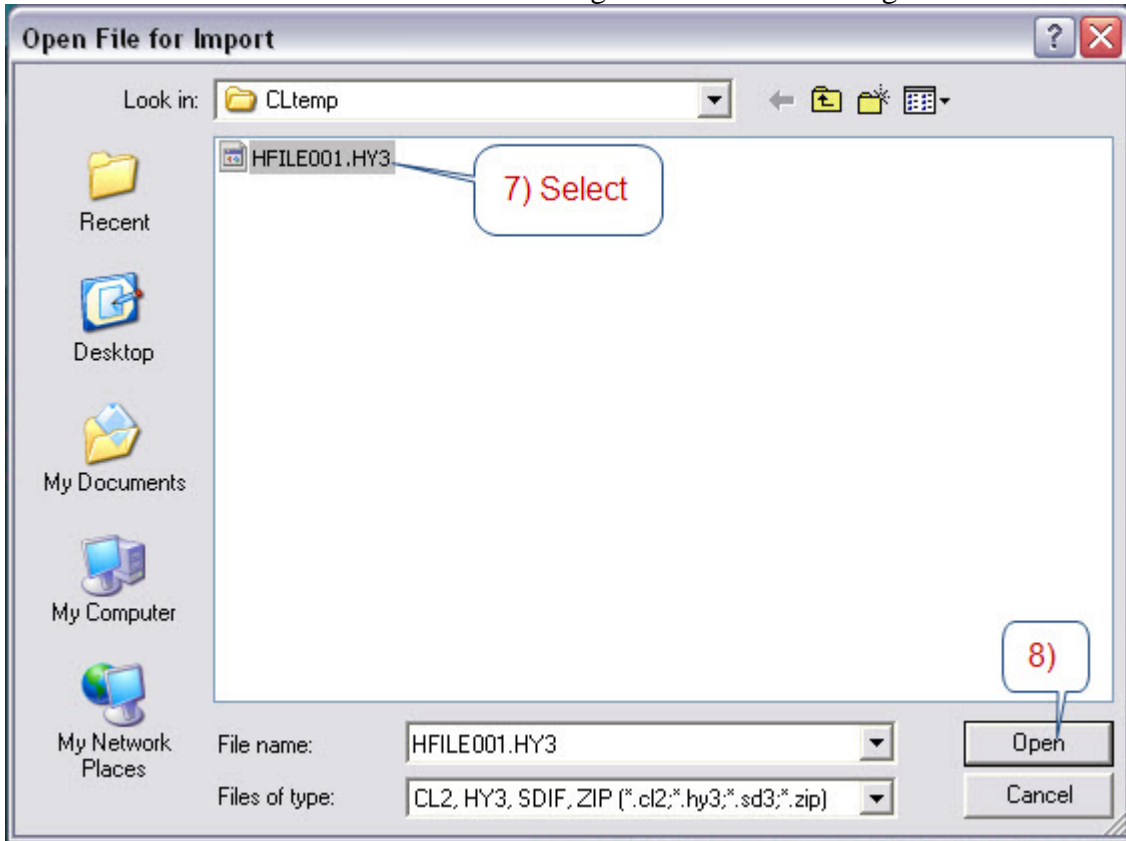
The screenshot shows the 'Teams' application window with a menu bar (Add, Edit, Delete, Coaches, View, Find, Print, Help) and a toolbar. The main area is a table with columns for Team Name, ABBR, and LSC. The 'Omni Swim Club' row is highlighted, and a red arrow points to it from a callout bubble labeled '1) Select Team'. Another callout bubble labeled '2)' is positioned near the toolbar.

Team Name	ABBR	LSC
Barracuda Aquatics Club	BAC	MN
Blackline Aquatics	BLA	MN
Edina Swim Club	EDI	MN
Glencoe Silver Lake Swim Team	GSL	MN
Hastings Area Swim Team	HAST	MN
Hopkins Swim Club		MN
Jet Stream Aquatic Racing		MN
Monticello Swim Club		MN
New Richmond Area Tiger Sharks		MN
New Ulm Eagle Rays Swim Club		MN
Northfield Swim Club	NOR	MN
Omni Swim Club	OMNI	MN
Owatonna Area Swim Club	OASC	MN
Rochester Swim Club Orcas	ROC	MN
South East Metro Sharks	SEMS	MN
Stma Area Swim Club	STMA	MN
Team Foxjet	FOXJ	MN
Thunderbolts	BOLT	MN
Unattached	UNAT	

- If Team entries contained both attached and unattached swimmers, the associated unattached team will need to be deleted.

[File][Import][Entries]







- If Importing Home Team , Remove check for “Enforce Meet Qualification Times”



- If a updated entries disk is received for a team, make sure you delete the team prior to importing the updated entries.

Assign Team to A Region

Only Needed if Meet is Scored

[Teams]

The screenshot shows the 'Teams' application window with a list of swim teams. A red arrow points to 'Hopkins Swim Club' with a callout '1) Select'. A callout '2) Edit' points to the 'Edit' button in the menu bar. Below the list is an edit dialog box for 'NS SWIM CLUB'. Callout '3)' points to the 'Team Status' dropdown menu (set to 'Normal'). Callout '4) Select' points to the 'Region' dropdown menu, which is open showing options: 'A A', '2A AA', and '3A AAA'. Callout '5)' points to the 'OK' button at the bottom of the dialog box.

Team Name	ABBR	LSC
Barracuda Aquatics Club	BAC	MN
Blackline Aquatics		MN
Edina Swim Club		MN
Glencoe Silver Lake Swim Team		MN
Hastings Area Swim Team		MN
Hopkins Swim Club	HOP	MN
Jet Stream Aquatic Racing	JETS	MN
Monticello Swim Club	MONC	MN
New Richmond Area Tiger Sharks	NRTS	MN
New Ulm Eagle Rays Swim Club	NUER	MN
Northfield Swim Club	NOR	MN
Omni Swim Club	OMNI	MN
Owatonna Area Swim Club	OASC	MN
Rochester Swim Club Orcas	ROC	MN
South East Metro Sharks	SEMS	MN
Stma Area Swim Club	STMA	MN
Team Foxjet	FOXJ	MN
Thunderbolts	BOLT	MN
Unattached	UNAT	

Seed the Meet – All Sessions

[Seeding]

1) Select Session

SESSION LIST				
D	Time	Evt #	Course	Session Title
All		All	Y	All Events
1	02:00 PM	1	Y	PDay 09 Friday Timed Finals
2	08:00 AM	2	Y	PDay 09 Saturday 13 & over Prelims
2	01:30 PM	3	Y	PDay 09 Saturday 12 & under Timed Finals
2	06:00 PM	4	Y	PDay 09 Saturday Finals 13 & over

2) if All Events

3) Start Seeding

EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
<input type="checkbox"/>	1	F	Seeded	<input type="checkbox"/>	Women Open 200 IM				14
<input type="checkbox"/>	2	F	Seeded	<input type="checkbox"/>	Men Open 200 IM				2
<input type="checkbox"/>	3	F	Seeded	<input type="checkbox"/>	Women Open 100 IM				11
<input type="checkbox"/>	4	F	Seeded	<input type="checkbox"/>	Men Open 100 IM				3
<input type="checkbox"/>	5	F	Seeded	<input type="checkbox"/>	Women Open 500 Freestyle				9
<input type="checkbox"/>	6	F	Seeded	<input type="checkbox"/>	Boys 11-12 100 IM				3
<input type="checkbox"/>	7	F	Seeded	<input type="checkbox"/>	Girls 9-10 100 IM				5
<input type="checkbox"/>	8	F	Seeded	<input type="checkbox"/>	Boys 9-10 100 IM	22	0	0	3
<input type="checkbox"/>	9	F	Seeded	<input type="checkbox"/>	Women Open 500 Freestyle	111	0	0	14
<input type="checkbox"/>	10	F	Seeded	<input type="checkbox"/>	Men Open 500 Freestyle	13	0	0	2
<input type="checkbox"/>	11	F	Seeded	<input type="checkbox"/>	Women 13-14 500 Freestyle	69	0	0	9
<input type="checkbox"/>	12	F	Seeded	<input type="checkbox"/>	Men 13-14 500 Freestyle	13	0	0	2
<input type="checkbox"/>	13	F	Seeded	<input type="checkbox"/>	Girls 11-12 500 Freestyle	44	0	0	6
<input type="checkbox"/>	14	F	Seeded	<input type="checkbox"/>	Boys 11-12 500 Freestyle	27	0	0	4
<input type="checkbox"/>	15	F	Seeded	<input type="checkbox"/>	Girls 9-10 500 Freestyle	22	0	0	5

4) or 2a) Individual Events

Seeding completed!
Number of events seeded = 16
OK

- Seeding an entire session may occur often.
- Seeding an entire sessions or “ALL” should stop after meet program has been generated.

Generate Team Entry List and Email to Team

[Reports][Entry Lists]

3) Create Report

2) Select Team

1) All

4) Print

5) PDF Printer

6) Print

7) Save PDF

SESSION LIST					
Day	Start Time	Session #	Course	Session Title	
All		All	Y	All Events	
1	10:00 AM	1	Y	Saturday Morning	
2	08:30 AM	2	Y	Sunday Morning	

Report Type / Options / Format | **Include in Report**

Report Type

- By Team
- By Abbr
- By Athlete

Options

- Athletes Only
- Relays Only
- Athletes + Relays
- Relay Only Athletes

Print Setup

Printer: Adobe PDF

Size: Letter

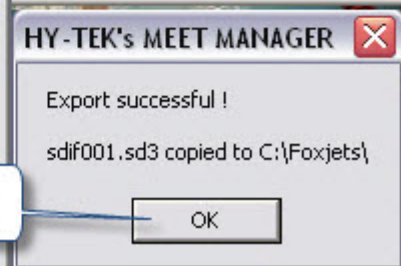
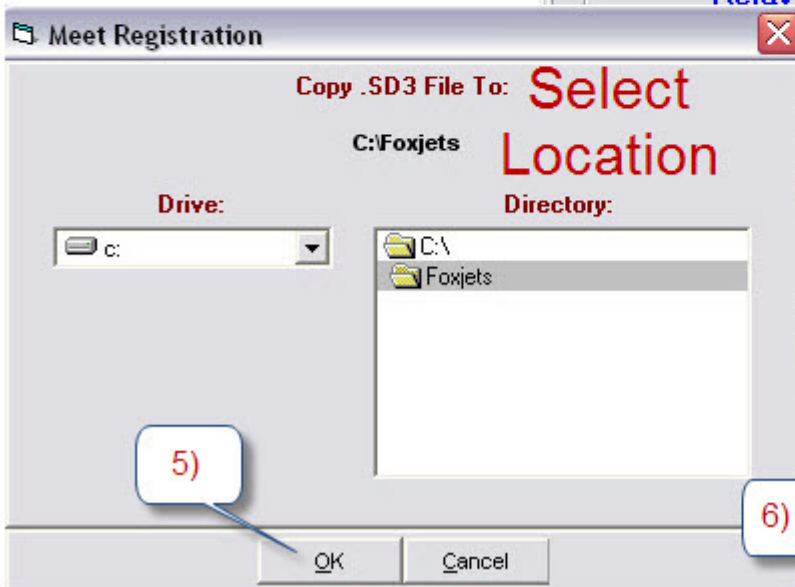
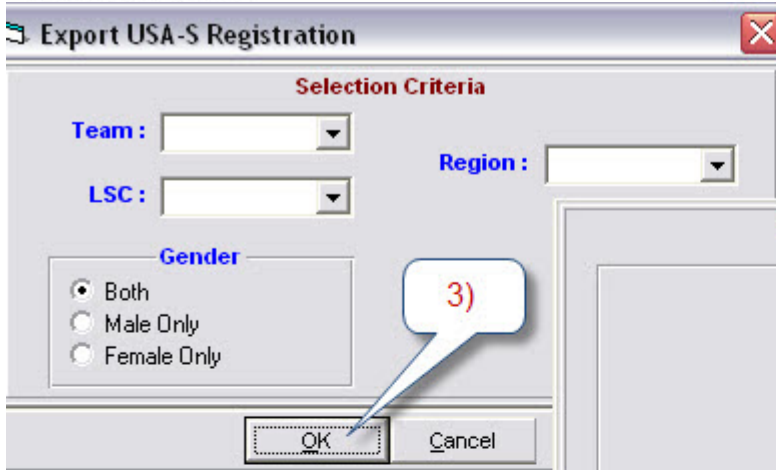
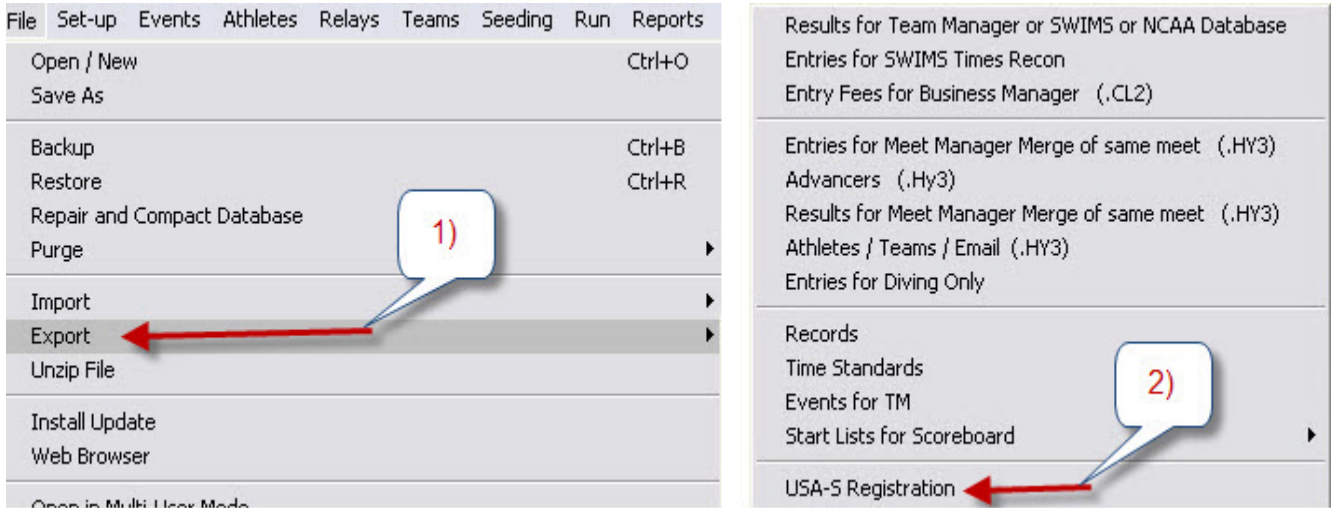
Source: Automatically Select

Orientation: Portrait

Landscape

Generate USA-S Registration File

[File][Export][USA-S Registration]



Team – Add Team to Meet

[Teams] [Select Add]

Team Abbr : **1**

Full Team Name : **3**

LSC : **2**

Short Team Name : **4**

Division :

Alt Team Abbr :

Team not eligible for team score point rankings (similar to Unattached)

5

Enter 1- 4

Athlete – Add Athlete to Meet

[Athletes] [Select Add]

Add New Athlete

Contact Teams

Last Name First Name MI :

Pref Name Birth Date : Age :

Reg ID# : Team : **Hopkins Swim Club**

Gender Retain Gen Class Year Status

Citizen of : Competitor

2nd Club : City : State

1) Enter RegID# (USS ID) first if known
2) Enter Last Name, First Name, and Middle Initial
3) Enter Birth Date (mmddyyyy)
4) Select Team
5) Enter Gender
6) "Build ID" if RegID# blank

When Complete

Athlete – Edit Athlete Information

[Athletes][Select Athlete] [Select Edit]

**Edit Information as required.
Click "Build ID" if
Last Name, First Name, MI or Birth Date
Changed**

When Complete → OK Cancel

Athlete – Delete

[Athletes] [Select Athlete]

2) Delete

1) Select Athlete

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Last Name	First Name	MI	Sex	Age	USS Number	ABBR	Team					
	Abrahamson	Olivia	A	F	7	861002OLIAABRA	STAR-MN	STAR SWIM TEAM					
▶	Adank	Danielle	N	F	18	121490DANNADAN	WOLF-MN	The Great Wolf Swim Club					
	Aherns	Zachary	R	M	10	052699ZACRAHER	HASA-MN	Hudson Area Swim Associati					
	Ahn	Ashley	M	F	17	010292ASHMAHN*	NSAC-MN	North Suburban Aquatic Club					
	Akradi	Roxane	R	F	23	123085ROXRAKRA	MINN-MN	MINNESOTA AQUATICS					

- Athlete removed from all individual events and relays
- Athlete removed from Athletes
- Will not show up in team financials.

Athlete Data

[Athletes] [Select Athlete]

The screenshot shows the 'Athletes' window with a menu bar (Add, Edit, Delete, Contact, Comp#, ScratchAll, View, Find, Print, Events, Relays, Teams, Help) and a toolbar. A 'Session All' button is visible. Below the toolbar are three filter sections: 'Gender' (radio buttons for Both, Male, Female), 'Age Range' (input fields for 'to' and a 'Team' dropdown), and 'Entries' (radio buttons for Eligible Only, All Events, Entries Only, and checkboxes for Show Relays, Show Swim-ups, Show Results). A red box labeled 'Filtering Options' encompasses these sections. Below the filters is a grid of athlete data with columns: Last Name, First Name, MI, Sex, Age, USS Number, ABBR, Team Name, and B. A red box labeled '1) Select Athlete' points to the row for 'Ahmedic, Emma'. Below the athlete list is an 'ENTRIES' table with columns: Evt #, Eligible Events, Entry Time, Heat/Lane, SCR, Alt, Exh, Bonus, Special, Event Age, and Conv Time. A red box labeled 'Events for Selected Athlete' is on the left, and another red box labeled 'Entry Information for Events' is over the table. The table shows several events with checkmarks in the 'Eligible Events' column, including 'Girls 9-10 200 IM', 'Girls 9-10 50 Back', 'Girls 9-10 100 Free', 'Girls 9-10 50 Fly', and 'Girls 9-10 100 Breast'.

Add Athlete to an Event

This close-up shows the 'ENTRIES' table. A red box labeled '2) Click on Event to ADD' points to the row for '209 Mixed 400 IM Time Trial', which is highlighted in yellow and has a checkmark in the 'Eligible Events' column. Another red box labeled 'Event turns yellow and checkmark appears' is positioned below the selected row.

Change Entry Time for an Event

ENTRIES								
Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus
95	Girls 13-14 200 Fly	<input checked="" type="checkbox"/>	2:42.55Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	Girls 13-14 50 Free	<input checked="" type="checkbox"/>	29.43Y	6/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103	Girls 13-14 200 Breast	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107	Girls 13-14 100 Free	<input checked="" type="checkbox"/>	1:04.97Y	5/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111	Girls 13-14 200 Back	<input checked="" type="checkbox"/>	2:36.36Y	4/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115	Girls 13&O 1000 Free	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
205	Mixed 13&O 100 IM Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
206	Mixed 100 Breast Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
209	Mixed 400 IM Time Trial	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
220	Mixed 13&O 50 Free Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) Click on entry time and enter new time

Assign Event/Heat/Lane – After meet has been seeded.

ENTRIES										
Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Ev
95	Girls 13-14 200 Fly	<input checked="" type="checkbox"/>	2:42.55Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
99	Girls 13-14 50 Free	<input checked="" type="checkbox"/>	29.43Y	6/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
103	Girls 13-14 200 Breast	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
107	Girls 13-14 100 Free	<input checked="" type="checkbox"/>	1:04.97Y	5/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
111	Girls 13-14 200 Back	<input checked="" type="checkbox"/>	2:36.36Y	4/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
115	Girls 13&O 1000 Free	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
205	Mixed 13&O 100 IM Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
206	Mixed 100 Breast Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
209	Mixed 400 IM Time Trial	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
220	Mixed 13&O 50 Free Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

2) Enter Heat/Lane .i.e. 1/8

Exhibition/Scratch Swimmer in Event

ENTRIES										
Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age
95	Girls 13-14 200 Fly	<input checked="" type="checkbox"/>	2:42.55Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
99	Girls 13-14 50 Free	<input checked="" type="checkbox"/>	29.43Y	6/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
103	Girls 13-14 200 Breast	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
107	Girls 13-14 100 Free	<input checked="" type="checkbox"/>	1:04.97Y	5/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
111	Girls 13-14 200 Back	<input checked="" type="checkbox"/>	2:36.36Y	4/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
115	Girls 13&O 1000 Free	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
205	Mixed 13&O 100 IM Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
206	Mixed 100 Breast Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
209	Mixed 400 IM Time Trial	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
220	Mixed 13&O 50 Free Time Trial	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

2) check to scratch

2) check to exhibition

Relays

[Relays]

Layout of Relay Display

The screenshot shows the 'Relays' application window with several panels and data tables. Red callout boxes with numbers 1 through 4 provide instructions on how to use the interface.

1) Select Event: Points to the 'RELAY EVENTS' list on the left side of the window.

2) Select Relay: Points to the 'RELAY TEAM ENTRIES' table.

Heat/Lane Can be entered: Points to the 'Heat/Lane' column in the 'RELAY TEAM ENTRIES' table.

Teams in Meet: Points to the 'Team' column in the 'RELAY TEAM ENTRIES' table.

3) Eligible Athletes for Selected Relay: Points to the 'ELIGIBLE ATHLETES' table.

On Relay: Points to the 'Age' column in the 'ELIGIBLE ATHLETES' table.

4) Athlete order for selected relay: Points to the 'RELAY ORDER' table.

RELAY TEAM ENTRIES Table:

Team	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spcl	Conv Time
Ankeny Aquahawks	1:15.94Y	2/4						1:15.94Y
Bedell Barracudas	1:25.83Y	2/8						1:25.83Y
Brainerd Dolphins	1:24.36Y	2/7						1:24.36Y
Chippewa Valley Family YMC.	1:24.11Y	2/6						1:24.11Y
Dubuque Dolphins	1:31.35Y	1/5						1:31.35Y
Illinois Valley YMCA Dolphins	1:17.56Y	2/5						1:17.56Y
MACR Sharks	1:24.09Y	2/3						1:24.09Y
Northeast YMCA Mariners	1:24.69Y	2/1						1:24.69Y
Riverfront YMCA Swim Team	1:24.13Y	2/2						1:24.13Y
Spencer YMCA Sailfish	1:35.07Y	1/3						1:35.07Y
Waukee Rays	1:27.86Y	1/4						1:27.86Y

RELAY ORDER Table:

Pos	Finals
1	Westercamp, Noah
2	Myers, Kyle
3	Cox, Camden
4	Frericks, Jackson
5	
6	
7	
8	

RELAY EVENTS Table:

Evt #	Event Name
7	Girls 8&U 100 Medley Relay
8	Boys 8&U 100 Medley Relay
9	Girls 9-10 200 Medley Relay
10	Boys 9-10 200 Medley Relay
11	Girls 11-12 200 Medley Relay
12	Boys 11-12 200 Medley Relay
55	Girls 13-14 200 Medley Relay
56	Boys 13-14 200 Medley Relay

ELIGIBLE ATHLETES Table:

Age	Name
8	A Cox, Camden
8	A Frericks, Jackson
8	A Myers, Kyle
8	Pritchard, Charlie
8	Reinke, Nathan
7	Schieffer, Ethan
7	A Westercamp, Noah

RELAY ORDER Table:

Team	Abbr
Aberdeen Aquaholics	AA-SD
Aberdeen Swim Club	ASC-SD
Albert Lea Tigersharks	ALTS-MIN
Ankeny Aquahawks	ANK-IA
Ashwaubenon Swim Club	ASHW-WI
Austin Aquapack SwimTeam	AUS
Beatrice YMCA Barracudas	BARRA
Bedell Barracudas	BOJ-IA
Belvidere Barracudas	BVDY
Black Hawk County YMCA Pirates	BHC-IA

Add Relay to Event

This screenshot focuses on the 'RELAY EVENTS' and 'RELAY TEAM ENTRIES' panels. Red callout boxes with numbers 1 and 2 provide instructions.

1) Select Event: Points to the 'RELAY EVENTS' list.

2) Double Click on Team: Points to the 'RELAY TEAM ENTRIES' table.

RELAY EVENTS Table:

Evt #	Event Name
7	Girls 8&U 100 Medley Relay
8	Boys 8&U 100 Medley Relay
9	Girls 9-10 200 Medley Relay
10	Boys 9-10 200 Medley Relay
11	Girls 11-12 200 Medley Relay
12	Boys 11-12 200 Medley Relay
55	Girls 13-14 200 Medley Relay
56	Boys 13-14 200 Medley Relay

RELAY TEAM ENTRIES Table:

Team	Abbr
Aberdeen Aquaholics	AA-SD
Aberdeen Swim Club	ASC-SD
Albert Lea Tigersharks	ALTS-MIN
Ankeny Aquahawks	ANK-IA
Ashwaubenon Swim Club	ASHW-WI
Austin Aquapack SwimTeam	AUS
Beatrice YMCA Barracudas	BARRA
Bedell Barracudas	BOJ-IA
Belvidere Barracudas	BVDY

The 'Relay Designer' dialog box is shown with a red callout box containing the number 3.

3) Select OK: Points to the 'OK' button.

The dialog box also shows a text field for 'From A thru Z:' with the letter 'A' entered.

Scratch a Relay

RELAY EVENTS

Evt #	Event Name
7	Girls 8&U 100 Medley Relay
8	Boys 8&U 100 Medley Relay
9	Girls 9-10 200 Medley Relay
10	Boys 9-10 200 Medley Relay
11	Girls 11-12 200 Medley Relay
12	Boys 11-12 200 Medley Relay
55	Girls 13-14 200 Medley Relay
56	Boys 13-14 200 Medley Relay

1) Select Event

RELAY TEAM ENTRIES

Team	Entry Time	Heat/Lane	SCR	AK	Exh	Bonus	Spcl	Conv Time
Ankeny Aquahawks	A	1:15.94Y	2/4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:15.94Y
Bedell Barracudas	A	1:25.83Y	2/8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:25.83Y
Brainerd Dolphins	A	1:24.36Y	2/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.36Y
Chippewa Valley Family YMC.	A	1:24.11Y	2/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.11Y
Dubuque Dolphins	A	1:31.35Y	1/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:31.35Y
Illinois Valley YMCA Dolphins	A	1:17.56Y	2/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:17.56Y
MACR Sharks	A	1:24.09Y	2/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.09Y
Northeast YMCA Mariners	A	1:24.69Y	2/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.69Y
Riverfront YMCA Swim team	A	1:24.13Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.13Y

2) Select Relay

3) Select SCR

Remove Athlete from a Relay

RELAY EVENTS

Evt #	Event Name
7	Girls 8&U 100 Medley Relay
8	Boys 8&U 100 Medley Relay
9	Girls 9-10 200 Medley Relay
10	Boys 9-10 200 Medley Relay
11	Girls 11-12 200 Medley Relay
12	Boys 11-12 200 Medley Relay
55	Girls 13-14 200 Medley Relay
56	Boys 13-14 200 Medley Relay

1) Select Event

RELAY TEAM ENTRIES

Team	Entry Time	Heat/Lane	SCR	AK	Exh	Bonus	Spcl	Conv Time
Ankeny Aquahawks	A	1:15.94Y	2/4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:15.94Y
Bedell Barracudas	A	1:25.83Y	2/8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:25.83Y
Brainerd Dolphins	A	1:24.36Y	2/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.36Y
Chippewa Valley Family Y	A	1:24.11Y	2/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.11Y
Dubuque Dolphins	A	1:31.35Y	1/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:31.35Y
Illinois Valley YMCA Dolphins	A	1:17.56Y	2/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:17.56Y
MACR Sharks	A	1:24.09Y	2/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.09Y
Northeast YMCA Mariners	A	1:24.69Y	2/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.69Y
Riverfront YMCA Swim Team	A	1:24.13Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:24.13Y
Spencer YMCA Sailfish	A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waukeee Rays	A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2) Select Relay

RELAY ORDER

Pos	Finals
1	Crouse, Cooper
2	Muenzenmay, Augie
3	Whitehead, Jack
4	Kuhlers, Davis

3) Double Click Athlete

Add Athlete to a Relay

RELAY EVENTS		Copy Pre to Fin	Copy Fin to Pre
Evt #	Event Name	RELAY ORDER	
7	Girls 8&U 100 Medley Relay	es from Prelims column to the Finals column	
8	Boys 8&U 100 Medley Relay	1	
9	Girls 9-10 200 Medley Relay	2	
10	Boys 9-10 200 Medley Relay	3	
11	Girls 11-12 200 Medley Relay	4	
12	Boys 11-12 200 Medley Relay	5	
55	Girls 13-14 200 Medley Relay	6	
56	Boys 13-14 200 Medley Relay	7	
		8	

RELAY TEAM ENTRIES		ELIGIBLE ATHLETES	
Team		Name	
Ankeny Aquahawks	A	Clingman, Meredith	
Ankeny Aquahawks	B	DeVries, Alexis	
Ankeny Aquahawks	C	DeZwarte, Laura	
Bedell Barracudas	A	Heschke, Hannah	
Belvidere Barracudas	A	Lensing, Jacque	
Chippewa Valley Family YMC.	A	Webb, Madeline	
Coulee Region Rapids Swim C	A		
Dmwc	A		
Illinois Valley YMCA Dolphins	A		
Madison West YMCA	A		
Mankato Marlins	A		
Omaha YMCA	A		
Oshkosh Community YMCA	A		
Pella Swim Team	A		
Spencer YMCA Sailfish	A		

**1)
Select
Event**

**2)
Select
Relay**

**3)
Double Click Athlete**

Change Relay Order

1) Select Event

RELAY EVENTS	
Evt #	Event Name
7	Girls 8&U 100 Medley Relay
8	Boys 8&U 100 Medley Relay
9	Girls 9-10 200 Medley Relay
10	Boys 9-10 200 Medley Relay
11	Girls 11-12 200 Medley Relay
12	Boys 11-12 200 Medley Relay
55	Girls 13-14 200 Medley Relay
56	Boys 13-14 200 Medley Relay

2) Select Relay

RELAY TEAM ENTRIES	
Team	
Ankeny Aquahawks	
Bedell Barracudas	
Brainerd Dolphins	
Chippewa Valley Family Y	
Dubuque Dolphins	
Illinois Valley YMCA Dolphins	A
MACR Sharks	A
Northeast YMCA Mariners	A
Riverfront YMCA Swim Team	A
Spencer YMCA Sailfish	A
Waukeee Rays	A

3) Drag Athlete to correct position

RELAY ORDER	
Pos	Finals
1	Westercamp, Noah
2	Myers, Kyle
3	Cox, Camden
4	Frericks, Jackson
5	
6	
7	
8	

Assign Heat/Lane to Relay

1) Select Event

RELAY EVENTS	
Evt #	Event Name
7	Girls 8&U 100 Medley Relay
8	Boys 8&U 100 Medley Relay
9	Girls 9-10 200 Medley Relay
10	Boys 9-10 200 Medley Relay
11	Girls 11-12 200 Medley Relay
12	Boys 11-12 200 Medley Relay
55	Girls 13-14 200 Medley Relay
56	Boys 13-14 200 Medley Relay

2) Select Relay

Team	Entry Time	Heat/Lane	SCP	Alt	Exh	Bonus	Spcl	Conv Time
Ankeny Aquahawks	A 1:15.94Y	2/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:15.94Y
Bedell Barracudas	A 1:25.83Y	2/8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:25.83Y
Brainerd Dolphins	A 1:24.36Y	2/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:24.36Y
Chippewa Valley YMC.	A 1:24.11Y	2/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:24.11Y
Dubuque Dolphins	A 1:31.35Y	1/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:31.35Y
Illinois Valley YMCA Dolphins	A 1:17.56Y	2/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:17.56Y
MACR Sharks	A 1:24.09Y	2/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:24.09Y
Northeast YMCA Mariners	A 1:24.69Y	2/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:24.69Y
Riverfront YMCA Swim Team	A 1:24.13Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:24.13Y

3) Enter Heat/Lane

Reports

Check-In Sheets-Positive Check-In Events

[Reports][Meet Check-in]

4) Create Report

1) Select Session

2) Select Events

3) Checks as below

SESSION LIST					
	Day	Start Time	Session #	Course	Session Title
	All		All	Y	All Sessions
▶	1	05:55 PM	1	Y	Friday PM
	2	08:10 AM	2	Y	Saturday AM
	2	12:00 PM	3	Y	Saturday PM
	3	08:10 AM	4	Y	Sunday AM

EVENT LIST					
	Evt #	Rnd	Status	Event Name	Heats
<input type="checkbox"/>	1	F	Seeded	Girls 13-14 400 Yard IM	4
<input type="checkbox"/>	2	F	Seeded	Boys 13-14 400 Yard IM	2
<input type="checkbox"/>	3	F	Seeded	Girls 15 & Over 400 Yard IM	3
<input type="checkbox"/>	4	F	Seeded	Boys 15 & Over 400 Yard IM	1
<input type="checkbox"/>	5	F	Seeded	Girls 13-14 100 Yard IM	6
<input type="checkbox"/>	6	F	Seeded	Boys 13-14 100 Yard IM	1
<input type="checkbox"/>	7	F	Seeded	Girls 15 & Over 100 Yard IM	1
<input type="checkbox"/>	8	F	Seeded	Boys 15 & Over 100 Yard IM	1
<input checked="" type="checkbox"/>	9	F	Seeded	Girls 13 & Over 1650 Yard Freestyle	1
<input checked="" type="checkbox"/>	10	F	Seeded	Boys 13 & Over 1650 Yard Freestyle	1
<input type="checkbox"/>	11	F	Seeded	Girls 15 & Over 1650 Yard Freestyle	0
<input type="checkbox"/>	12	F	Seeded	Boys 15 & Over 1650 Yard Freestyle	0

Entry Designator

- "X"
- Event Number
- Underline
- Heat / Lane

Parameters

- Show Event Descriptions :
- Double Space :
- Separate Page Each Age Group :
- One Event Per Group :
- Columns in Session Order :
- By Team :
- Last Name Alphabet Range : to

Check-In Sheets-Session

[Reports][Entry Lists]

The screenshot shows the 'Entry Lists' window with the following components:

- 1**: Gender selection (Both, Male, Female)
- 2**: Sort options (Alphabetical, Age, Last Entered)
- 3**: Report Type selection (By Team, By Abbr, By Athlete)
- 4**: Options selection (Athletes Only, Relays Only, Athletes + Relays, Relay Only)
- 5**: Format selection (Event Description and Time, Event Number and Time, Event Number Only, Separate page each team, Athletes per page)
- 5a**: A sub-option under Format, likely 'Athletes per page'.
- 6**: The 'Include in Report' panel on the right, containing various checkboxes.
- 7**: 'Show Check-in Req' checkbox.
- 8**: 'Entry Times' checkbox.
- 9**: 'Create Report' button.

SESSION LIST					
	Day	Start Time	Session #	Course	Session Title
	All		All	Y	All Events
	1	05:55 PM	1	Y	Friday PM
	2	08:10 AM	2	Y	Saturday AM
	2	01:50 PM	3	Y	Saturday PM
	3	08:10 AM	4	Y	Sunday AM
	3	02:30 PM	5	Y	Sunday PM

Report Type / Options / Format

Include in Report

- Include athletes with no entries
- Include heat and lane
- Include scratches
- Include birth date
- Include 1st round alternates
- Include registration ID
- Line space between athletes
- Include team address if by Team

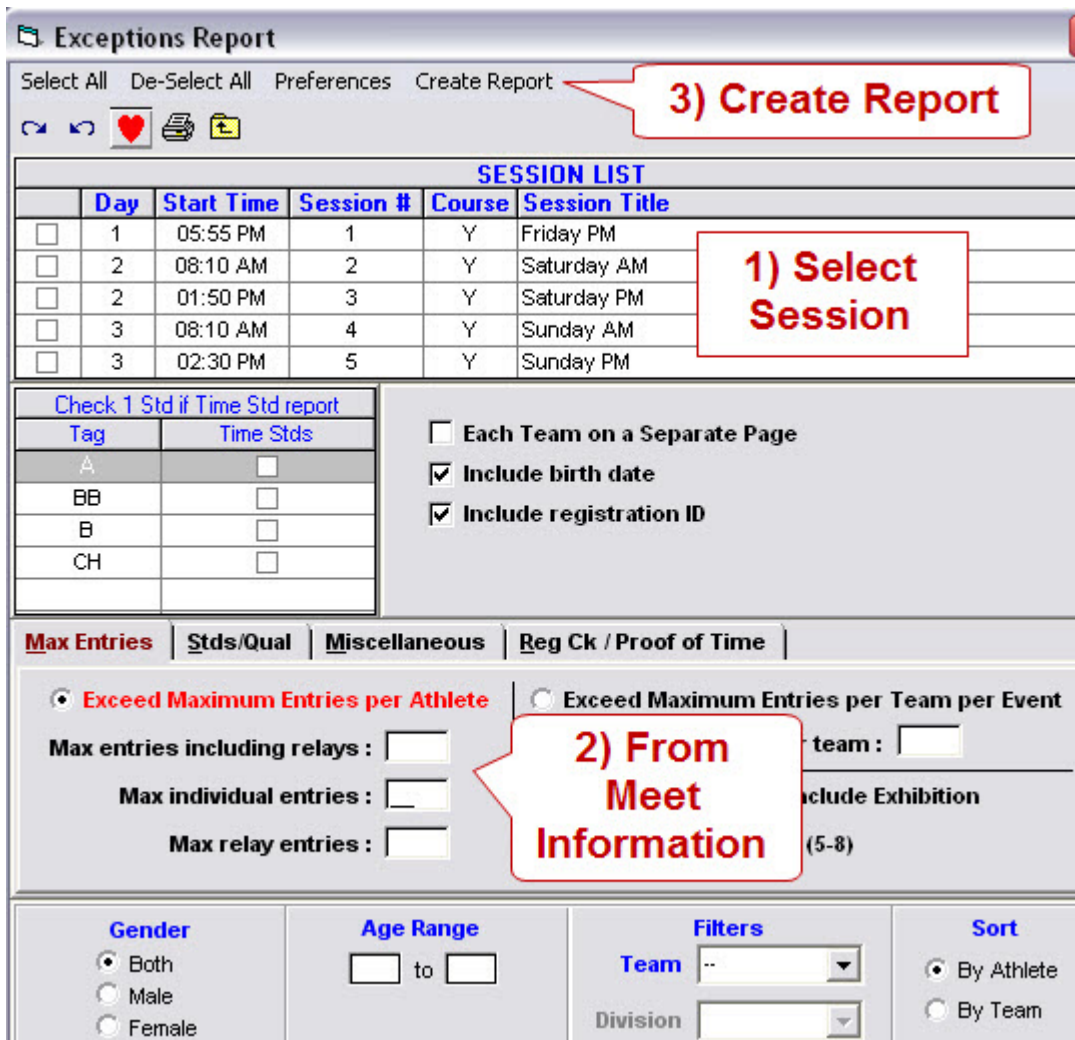
Exception Report – Max Entries - Meet

[Report][Exception Report][Max Entries

- 1 Britta Sortland - Female - Age: 16 - SEMS-MN - ID#: 021893BRIMSORT
 - #8 Women 15-16 800 Freestyle Relay (4) 8:12.00
 - #27 Women 13 & Over 100 Butterfly 59.71
 - #33 Women 13 & Over 50 Freestyle 23.91
 - #39 Women 13 & Over 200 IM 2:18.09
 - #44 Women 15-16 200 Freestyle Relay (4) 1:41.00
 - #50 Women 15-16 200 Medley Relay (3) 1:57.00
 - #57 Women 13 & Over 200 Freestyle 1:58.66
 - #63 Women 13 & Over 100 Backstroke 1:03.09
 - #80 Women 15-16 400 Freestyle Relay (4) 3:42.00
 - #86 Women 15-16 400 Medley Relay (3) 4:14.00
 - #105 Women 13 & Over 100 Freestyle 52.44
 - #111 Women 13 & Over 200 Butterfly 2:18.23
 - #117 Women 13 & Over 100 IM 1:02.24

Exception Report – Max Entries - Session

[Report][Exception Report][Max Entries]



SESSION LIST

	Day	Start Time	Session #	Course	Session Title
<input type="checkbox"/>	1	05:55 PM	1	Y	Friday PM
<input type="checkbox"/>	2	08:10 AM	2	Y	Saturday AM
<input type="checkbox"/>	2	01:50 PM	3	Y	Saturday PM
<input type="checkbox"/>	3	08:10 AM	4	Y	Sunday AM
<input type="checkbox"/>	3	02:30 PM	5	Y	Sunday PM

Max Entries | Stds/Qual | Miscellaneous | Reg Ck / Proof of Time

Exceed Maximum Entries per Athlete Exceed Maximum Entries per Team per Event

Max entries including relays : team :

Max individual entries : include Exhibition

Max relay entries : (5-8)

Gender
 Both
 Male
 Female

Age Range
 to

Filters
 Team:
 Division:

Sort
 By Athlete
 By Team



or exception report.

Lane Timer Sheets

[Reports] [Lane/Timer Sheets][Select Session]

Lane Timer Sheets should be printed about 30 minutes prior to start of session.

Event 43 Boys 13 & Over 400 Yard Medley Relay Finals **Official Time**

Lane 2 Heat 1 _____

Event 44 Girls 13 & Over 400 Yard Medley Relay Finals **Official Time**

Lane 2 Heat 1 Blackline Aquatics-MN B BLA-MN 5:27.33 _____

Event 45 Girls 11-12 400 Yard Medley Relay Finals **Official Time**

Lane 2 Heat 1 _____

Event 46 Boys 13 & Over 200 Yard IM Finals **Official Time**

Lane 2 Heat 1 _____

Event 47 Girls 13 & Over 200 Yard IM Finals **Official Time**

Lane 2 Heat 1 Weggemann, Mallory E 15 BLA-MN 2:37.22 _____

Format	Parameters	Sort By
<input checked="" type="radio"/> Continuous <input type="radio"/> 2 Events or Lanes Per Page <input type="radio"/> 1 Event Per Page Per Lane <input type="radio"/> UK Judge's Placing Sheet	Include Entry Time : <input checked="" type="checkbox"/> Double Space : <input checked="" type="checkbox"/> Relay Athlete Names (0-8) : <input type="text" value="4"/> Lanes : <input type="text" value="1"/> to <input type="text" value="6"/>	<input checked="" type="radio"/> Lane then Event <input type="radio"/> Event then Lane <input type="checkbox"/> Session Order
<input type="checkbox"/> # Events Break for Continuous		
<input checked="" type="radio"/> All Heats <input type="radio"/> Odd Heats Only <input type="radio"/> Even Heats Only		

Meet Program

[Reports] [Meet Program]

The screenshot shows the 'Meet Program' window with the following sections and annotations:

- Menu Bar:** Select All, De-Select, Preferences, Memorize, View, Create Report. Callout 4) points to the 'Create Report' menu item.
- Filters:**
 - Gender:** All (selected), Male, Mixed, Female.
 - Age Range:** [] to []
 - Rounds:** All Rounds (selected), Finals Only, Prelims Only, Round 1 Only.
 - Team:** []
 - Indiv + Relays:** (selected)
- SESSION LIST:**

Day	Start	#	Course	Session Title
All			Y	All Events
1	04:00		Y	Thursday Senior SC Minnesota State Championships
2	08:30 AM	2	Y	Friday Prelims Senior SC Minnesota State Championships
2	05:30 PM	3	Y	Friday Finals Senior SC Minnesota State Championships
3	08:30 AM	4	Y	Saturday Prelims Senior SC Minnesota State Championships
3	05:30 PM	5	Y	Saturday Finals Senior SC Minnesota State Championships
- EVENT LIST for Meet Program:**

Evt #	Rnd	Status	Event Name	Heats	
<input type="checkbox"/>	15	F	Scored	Women 13 & Over 500 Yard Freestyle	3
<input type="checkbox"/>	18	F	Scored	Men 13 & Over 500 Yard Freestyle	3
<input type="checkbox"/>	21	F	Scored	Men 13 & Over 200 Yard Breaststroke	6
<input type="checkbox"/>	24	F	Scored	Women 13 & Over 200 Yard Breaststroke	5
<input type="checkbox"/>	27	F	Scored	Men 13 & Over 100 Yard Butterfly	6
<input type="checkbox"/>	30	F	Scored	Women 13 & Over 100 Yard Butterfly	6
<input type="checkbox"/>	33	F	Scored	Men 13 & Over 50 Yard Freestyle	6
<input type="checkbox"/>	36	F	Scored	Women 13 & Over 50 Yard Freestyle	6
<input type="checkbox"/>	39	F	Scored	Men 13 & Over 200 Yard IM	6
<input type="checkbox"/>	42	F	Scored	Women 13 & Over 200 Yard IM	6
<input type="checkbox"/>	43	F	Scored	Women 13-14 200 Yard Freestyle Relay	3
<input type="checkbox"/>	46	F	Scored	Men 13-14 200 Yard Freestyle Relay	2
<input type="checkbox"/>	44	F	Scored	Women 15-16 200 Yard Freestyle Relay	4
- Columns / Format | Include in Meet Program:**
 - Columns:** Single, Double (selected), Triple, Flat HTML.
 - Format:** 1 Event Per Page, 1 Heat Per Page, Referee Format, Ignore Psych.
 - Athlete ID:** None (selected), Reg ID#, Comp#.
 - Time Stamp:** Date and Time (selected), Date Only, None.
- Right Panel (Columns / Format | Include in Meet Program):**
 - Records:**
 - Time Standards:**
 - Entry Qualifying Time:**
 - Event Comments:**
 - Entry Times:**
 - Line For Results:**
 - Events With No Entries:**
 - Round 1 Alternates:**
 - Qualifying Alternates:**
 - Prior Round Results:**
 - Heat Start Times:**
 - Empty Lanes:**
 - Separate A/B Finals:**
 - Relay Athlete Names (0-8):**

Callouts and Annotations:

- 2a) Select All (points to the 'All' button in the Session List)
- 2b) or Individual Events (points to the checkboxes in the Event List)
- 1) Select Session (points to the 'All Events' row in the Session List)
- Uncheck if 2b (points to the 'Events With No Entries' checkbox)

Results – Print Options

[Run] [Preferences][Results for List or Score]

Results Preferences for List and Score in Run Menu **Typical Settings**

<p>Columns</p> <p><input checked="" type="radio"/> Single <input type="radio"/> Double <input type="radio"/> Triple</p> <p>Splits</p> <p><input checked="" type="radio"/> None <input type="radio"/> Cumulative <input type="radio"/> Subtracted <input type="radio"/> Legal Only <input type="radio"/> Cum/Subt</p>	<p>Include in Results</p> <p><input type="checkbox"/> Records <input checked="" type="checkbox"/> Entry Times <input checked="" type="checkbox"/> Time Stds <input type="checkbox"/> Spec Pts <input type="checkbox"/> Scratches <input type="checkbox"/> Entry Qualifying Time <input checked="" type="checkbox"/> No Shows <input type="checkbox"/> Event Comments <input type="checkbox"/> DQ Codes <input type="checkbox"/> Prior Results 1 Col Only <input type="checkbox"/> Reaction Times <input type="checkbox"/> Button Backups 1 Col Only <input type="checkbox"/> Splits with Prior Results</p> <p>Team Scores</p> <p><input type="checkbox"/> Team Scores <input checked="" type="radio"/> Combined Team Scores <input type="radio"/> Team Score matching gender of event</p>	<p>Options</p> <p><input type="checkbox"/> Exclude results with "No Data" when using the List button <input type="checkbox"/> Results by Heat <input checked="" type="checkbox"/> 1 Event per Page <input type="checkbox"/> Page Break when Gender Changes Relay Athlete Names (0-8): <input type="text" value="4"/></p> <p>Time Stamp</p> <p><input checked="" type="radio"/> Date and Time <input type="radio"/> Date Only <input type="radio"/> None</p>
--	---	---

[Reports] [Results][Columns/Format Tab]

Columns / Format | **Include in Results** | **Splits / Sort Order / Selected Teams**

<p>Report Type</p> <p>Columns</p> <p><input checked="" type="radio"/> Single <input type="radio"/> Double <input type="radio"/> Triple <input type="radio"/> Dual Meet Format</p> <p>Export File</p> <p><input type="radio"/> AP News <input type="radio"/> Flat HTML <input type="radio"/> UK-ASA</p>	<p>Format</p> <p><input type="checkbox"/> Results by Heat <input type="checkbox"/> 1 Event per Page <input type="checkbox"/> Page Break when Gender Changes Top How Many: <input type="text"/> Relay Names (0-8): <input type="text" value="4"/></p>	<p>Athlete ID</p> <p><input checked="" type="radio"/> None <input type="radio"/> Reg ID# <input type="radio"/> Comp#</p>	<p>Time Stamp</p> <p><input checked="" type="radio"/> Date/Time <input type="radio"/> Date Only <input type="radio"/> None</p>
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Typical Settings

[Reports] [Results][Include in Results Tab]

Columns / Format | **Include in Results** | **Splits / Sort Order / Selected Teams**

<p>Include in Results</p> <p><input type="checkbox"/> Records <input checked="" type="checkbox"/> Entry Times <input type="checkbox"/> Time Trial Events <input checked="" type="checkbox"/> Time Stds <input type="checkbox"/> Spec Pts <input type="checkbox"/> Scratches <input type="checkbox"/> Athlete / Relay Points <input type="checkbox"/> Entry Qualifying Time <input checked="" type="checkbox"/> No Shows <input type="checkbox"/> Button Backups 1 col <input type="checkbox"/> Event Comments <input type="checkbox"/> DQ Codes <input checked="" type="checkbox"/> Splits with Prior Results <input checked="" type="checkbox"/> Prior Results (1 col only) <input type="checkbox"/> Reaction Times</p>	<p>Include Team Scores</p> <p><input type="checkbox"/> Combined <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Combine Divisions</p>
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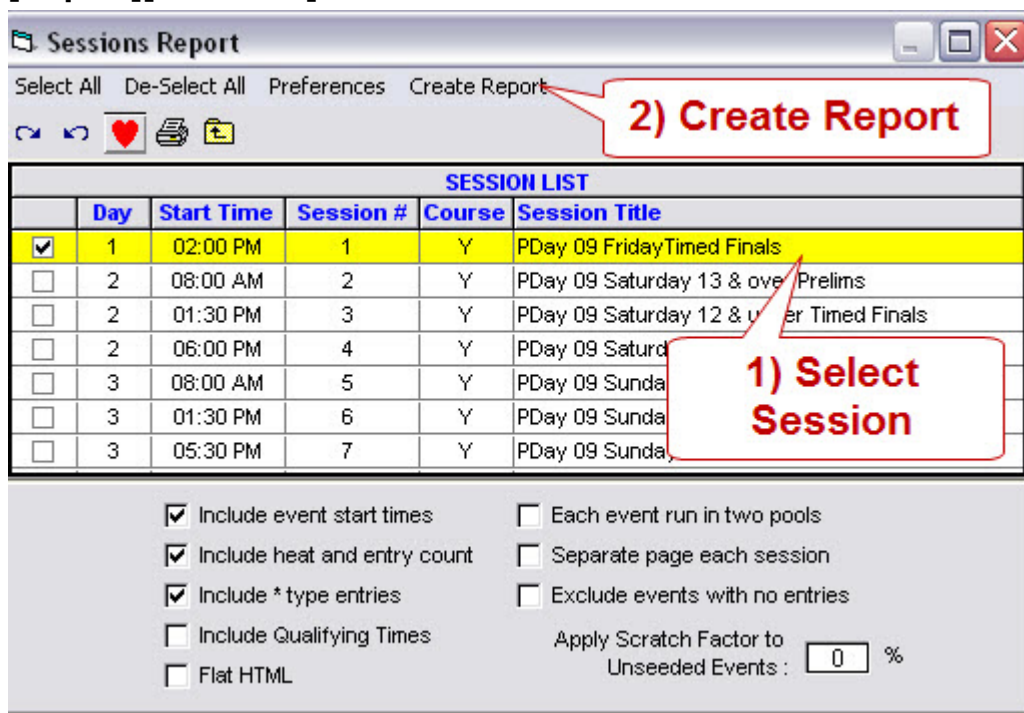
Typical Settings

Guide to Running Meets In Meet Management
[Reports] [Results] Splits/Sort Order/Selected Teams Tab]



Session Report

[Report][Sessions]



Guide to Running Meets In Meet Management

Session: 1 PDay 09 FridayTimed Finals

Day of Meet: 1 Starts at 02:00 PM Heat Interval: 15 Seconds / Back +15 Seconds

Event	Entries	Heats	Starts at
1 Women Open 200 IM	111	14	02:00 PM
2 Men Open 200 IM	11	2	02:37 PM
3 Women 13-14 200 IM	87	11	02:42 PM
4 Men 13-14 200 IM	18	3	03:11 PM
5 Girls 11-12 100 IM	65	9	03:19 PM
6 Boys 11-12 100 IM	23	3	03:32 PM
7 Girls 9-10 100 IM	35	5	03:36 PM
8 Boys 9-10 100 IM	22	3	03:44 PM
9 Women Open 500 Freestyle	111	14	03:49 PM
10 Men Open 500 Freestyle	13	2	05:12 PM
11 Women 13-14 500 Freestyle	69	9	05:23 PM
12 Men 13-14 500 Freestyle	13	2	06:16 PM
13 Girls 11-12 500 Freestyle	44	6	06:28 PM
14 Boys 11-12 500 Freestyle	27	4	07:05 PM
15 Girls 9-10 200 Freestyle	33	5	07:30 PM
16 Boys 9-10 200 Freestyle	16	2	07:44 PM
Swimmer Count for Warm-ups: 446	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	
Entry / Heat Totals:	698	94	
Finish Time			07:49 PM

Team Scores

[Reports] [Scores][Format Tab]

Format | **Grouping / Options** | **High Point Award Labels**

<p>Report Type</p> <p><input checked="" type="radio"/> Team</p> <p><input type="radio"/> Individual</p> <p><input type="checkbox"/> BAGCATS</p> <p><input type="checkbox"/> Flat HTML</p>	<p>Report Gender Choices</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p><input checked="" type="checkbox"/> Combined</p> <p><input type="checkbox"/> Combined if both score</p>	<p>Athlete Criteria</p> <p><input checked="" type="radio"/> No age criteria</p> <p><input type="radio"/> Use athlete age</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">Age Criteria</p> <p><input type="radio"/> Event Age</p>	<p>Points</p> <p><input checked="" type="radio"/> Std Pts</p> <p><input type="radio"/> Spec Pts</p> <p><input type="radio"/> Alt Pts</p>
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Typical Settings

[Reports] [Scores][Grouping/Options Tab]

Format | **Grouping / Options** | **High Point Award Labels**

<p>Grouping</p> <p><input type="radio"/> Normal</p> <p><input checked="" type="radio"/> By Region</p> <p><input type="radio"/> By Division</p> <p><input type="radio"/> By LSC</p>	<p>Options</p> <p>List Top How Many : <input style="width: 50px;" type="text"/></p> <p>Limit Individual High Point to Best Scores in This Many Events : <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> Separate pages</p>
---	---

Typical Setting

Team Scores

Team Rankings - Through Event 120

Combined Team Scores - Division A

Team			
1	Northern Lights Swimming	NLSA-MN	716
2	Jet Stream Aquatic Racing	JETS-MN	452.50
3	South Metro Storm Swim Club	STRM-MN	325
4	Northfield Swim Club	NOR-MN	244.50
5	Red Wing Swim Club	RWSC-MN	174
6	Hutchinson High Tides	HUT-MN	122
7	Monticello Swim Club	MONC-MN	119
8	Menomonie Area Aquatic Club	MAAC-MN	40
9	Mantas Swim Club	MAN-MN	26
10	St. Cloud Swim Club	STC-MN	23
11	Southwest Swim Club	SSC-MN	19
12	Hudson Area Swim Association	HASA-MN	8
13	Owatonna Area Swim Club	OASC-MN	5
Total			2,274.00

Combined Team Scores - Division AA

Team			
1	New Hope Crystal Plymouth	NHCP-MN	2,139.50
2	Tigersharks Swim Club	SHRK-MN	1,032
3	Hastings Area Swim Team	HAST-MN	571.50
4	The Great Wolf Swim Club	WOLF-MN	388.50
5	Med-City Aquatics	MCA-MN	386
6	North Suburban Aquatic Club	NSAC-MN	178
7	St. Croix Swim Club	SCSC-MN	81
Total			4,776.50

Combined Team Scores - Division AAA

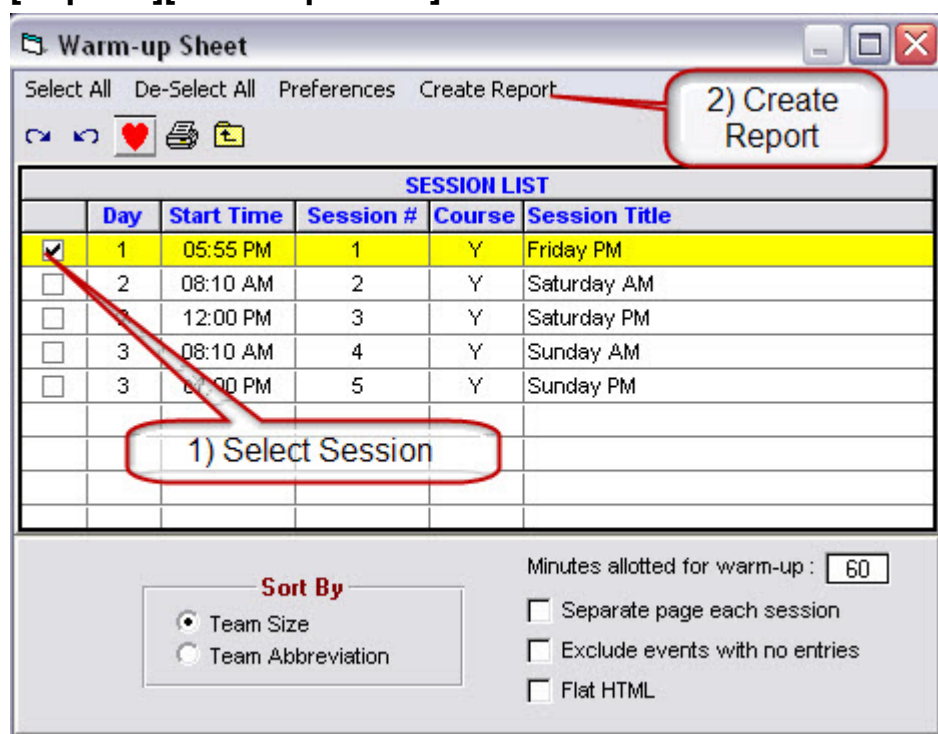
Team			
1	Team Foxjet	FOXJ-MN	3,464
2	Black Dog Swimming	BDOG-MN	2,063
3	Twin Cities Swim Team	TWIN-MN	1,922
4	Rochester Swim Club Orcas	ROC-MN	1,818
5	Mach 3 Flyers	M3F-MN	1,154.50
6	Aquajets Swim Club	AQJT-MN	1,071
7	Blackline Aquatics	BLA-MN	1,040
8	South East Metro Sharks	SEMS-MN	993.50
9	Edina Swim Club	EDI-MN	728
10	Star Swim Team	STAR-MN	547
Total			14,801.00

Combined Team Scores - Region not Assigned

GNED	Team		
1	Unattached	UNA-MN	59
2	Unattached- Twin	UNTW-MN	14
Total			73.00

Warm-Up Sheet

[Reports][Warm-up Sheet]



Warm-up Starts at 07:30 AM
 Session: 1 Saturday AM
 Day of Meet: 1 Starts at 08:30 AM
 Total Athletes: 180 - Women: 108 - Men: 72

Team	Women	Men	Total	Lane
HAST-MN Hastings Area Swim Team	34	19	53	_____
BLA-MN Blackline Aquatics	22	13	35	_____
SHRK-MN Tigersharks Swim Club	6	10	16	_____
OMNI-MN OMNI Swim Club	9	6	15	_____
HASA-MN Hudson Area Swim Association	9	3	12	_____
RWSC-MN Red Wing Swim Club	7	5	12	_____
JETS-MN Jet Stream Aquatic Racing	7	3	10	_____
RFSC-MN River Falls Swim Club	4	3	7	_____
MMST-MN Metro Marlins Swim Team	3	2	5	_____
BAC-MN Barracuda Aquatics Club	1	3	4	_____
NOR-MN Northfield Swim Club	0	4	4	_____
BOLT-MN Thunderbolts	2	1	3	_____
MAAC-MN Menomonie Area Aquatic Club	3	0	3	_____
SFTB-MN YMCA Meets Thunderbolts	1	0	1	_____

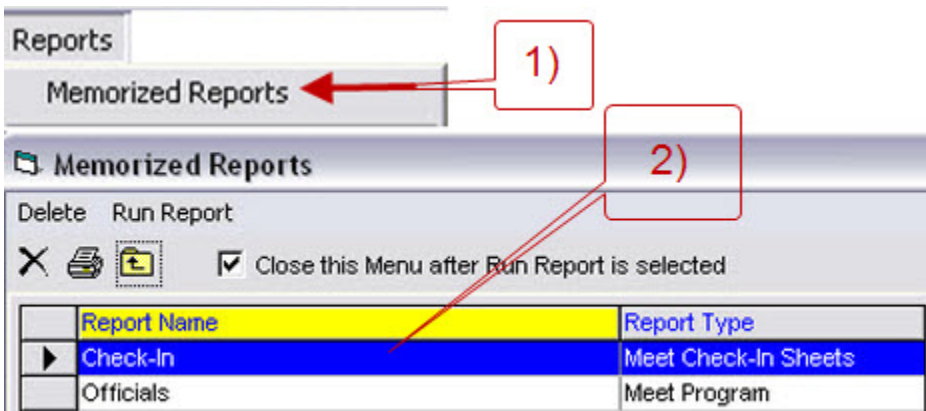
Memorize Report Settings

Some Reports give you the ability to memorize (save) the setting so that the report can be easily re-created at a later point in the meet. A report with setting that can be saved has “**Memorize**” as an option.



Access a Memorized Report

[Reports]



The Report Screen appears with all the saved setting.

Global Meet Changes

[Setup][Options][Global Tab]

The screenshot shows a Windows-style dialog box titled "Options". It has three tabs: "Global" (selected), "Import Picture", and "Personal Preferences". The "Global" tab contains the following options:

- Increment school year by one year for each athlete
- Replace school year with
- Change number of lanes for all Prelim Rounds to :
- Change number of lanes for all Final Rounds to :
- Change non-Time Trial individual event entry fees to :
- Change non-Time Trial relay event entry fees to :
- Change Time Trial individual event entry fees to :
- Change Time Trial relay event entry fees to :
- Set every standard event to score
- Set every event with the NOT to score setting
- Change all Prelim Rounds to Fast - Slow heat order
- Change all Final Rounds to Fast - Slow heat order
- Change all Prelim Rounds to Slow - Fast heat order
- Change all Final Rounds to Slow - Fast heat order
- Set every event to expect Pads at Both Ends for Splits
- Set every event to NOT expect Pads at Both Ends for Splits

At the bottom of the dialog are two buttons: "OK" and "Close".

- Allows global changes to the meet.
- Make the appropriate selection then OK

Scratching Swimmers

Timed Final Event or Prelim of PreLim/Final Event

[Athletes] [Select Athlete]

Session All

Gender: Both Male Female

Age Range: [] to []

Team: []

Entries: Eligible Only All Events Entries Only

Show Results

Evt #	Eligible Events	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age
95	Girls 13-14 200 Fly	2:42.55Y	2/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
99	Girls 13-14 50 Free	29.43Y	6/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
103	Girls 13-14 200 Breast			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
107	Girls 13-14 100 Free	1:04.97Y	5/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
111	Girls 13-14 200 Back	2:36.36Y	4/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
115	Girls 13&O 1000 Free			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
205	Mixed 13&O 100 IM Time Trial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
206	Mixed 100 Breast Time Trial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
209	Mixed 400 IM Time Trial			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
220	Mixed 13&O 50 Free Time Trial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Session All

Gender: Both Male Female

Age Range: [] to []

Team: []

Entries: Eligible Only All Events Entries Only

Show Results

From Meet

[Athletes] [Select Athlete]

Session All

Gender: Both Male Female

Age Range: [] to []

Team: []

Entries: Eligible Only All Events Entries Only

Show Relays Show Swim-ups Show Results

HY-TEK's MEET MANAGER

Scratch all individual entries for Olivia Abrahamson that do not have results?

Note that if the swimmer is seeded with a heat and lane, scratching will remove the swimmer from the heat and leave the lane empty.

Yes No