Guide To Running Meets In Meet Manager
Part 3

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4/24/2010

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Combining Individual Events (Distance Events)

Meet Information usually describes distance events (400 IM, 400/500 Free, 800/1000 Free and 1500/1650 Free as a timed final event. It will be deck seeded upon completion of a positive check-in. Positive check-in is required at the timing table, the referee will determine the time of check-in. Heats will be swum fastest to slowest alternating gender dependent upon the order of events. Age groups and gender may be combined at the discretion of the meet referee.

Identify Events to Combine – Step 1

Based on the meet information, determine how events are to be combined..

9 Girls 13-14 1650 Freestyle
10 Boys 13-14 1650 Freestyle
11 Girls 15 & Over 1650 Freestyle
12 Boys 15 & Over 1650 Freestyle

- Event 9 and 11 combined into Girls 13 & Over.
  - Event 9 Age Group was 13-14
  - Event 11 Age Group was 15 & Over
  - Scoring / Awards must be Multi-Age Group
    - 13-14 from event 9
    - 15-Blank from event 11
- Event 10 and 12 combined into Boys 13 & Over.
  - Event 10 Age Group was 13-14
  - Event 12 Age Group was 15 & Over
  - Scoring / Awards must be Multi-Age Group
    - 13-14 from event10
    - 15 – Blank from event12

Since there is not a Girls or Boys 13&Over 1650 Freestyle, these events would need to be created or an existing Girls and Boys 1650 Freestyle edited. Always edit an existing event to create the combined event!!!!!!!

- Edit Event 9 to create Girls 13&Over 1650 Freestyle
  - Must be one Girls event since gender alternates.
  - Event 9 is known as **Target Event**.
  - Event 11 is known as the **Source Event**.
- Edit Event 10 to create Boys 13&Over 1650 Freestyle.
  - Must be one Boys event since gender alternates.
  - Event 10 is known as the **Target Event**.
  - Event 12 is known as the **Source Event**.

Identify Senior Event Swimmers That Are Swimming-Up– Step 2

Create Psych Sheet for Senior (&Over) Events

[Reports][Psych Sheets][Select Session]

Senior events are open to anyone that meets the qualifying criteria. We could have athletes in the event younger than the Senior event age (15). Swimmers whose age is younger than the Senior event age (15) are said to be swimming up. We need to ensure that these swimmers are treated as Senior swimmers after the events are combined.

1. Create Psych Sheet for Event 11 and 12

Event 11 Girls 15 & Over 1650 Yard Freestyle

	Name	Age	Team	Seed Time	
1	Ahmad, Alina A	13	Foxjet-MN	22:50.00	___
2	Sill, Sarah M	15	Jets-MN	22:29.20	___

Event 12 Boys 15 & Over 1650 Yard Freestyle

	Name	Age	Team	Seed Time	
1	Lopac, Christian M	15	Foxjet-MN	18:52.00	___

2. Highlight swimmers whose age does not match event age (< 15).

Event 11 Girls 15 & Over 1650 Yard Freestyle

	Name	Age	Team	Seed Time	
1	Ahmad, Alina A	13	Foxjet-MN	22:50.00	___
2	Sill, Sarah M	15	Jets-MN	22:29.20	___

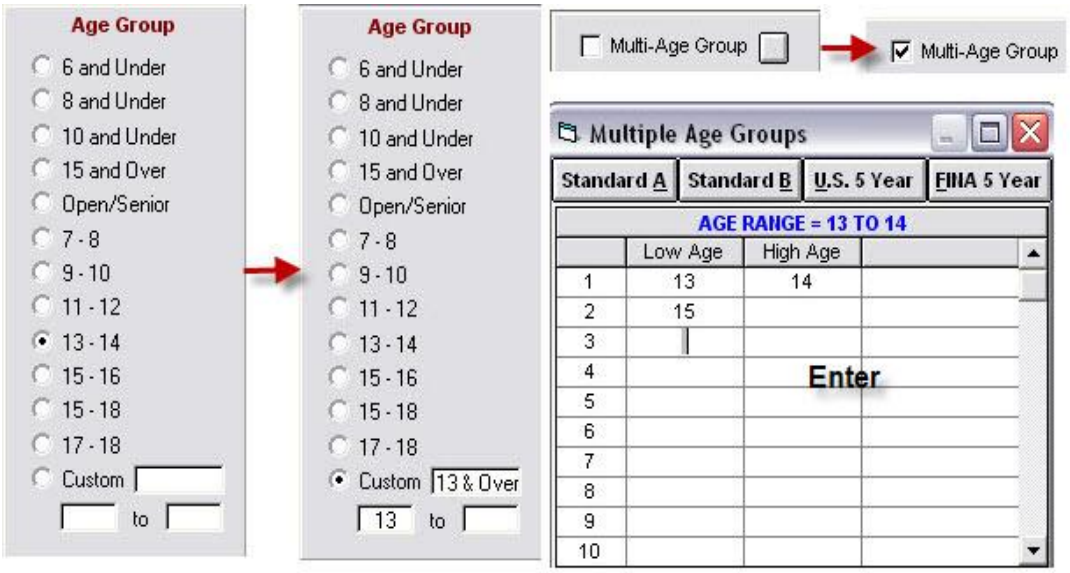
Event 12 Boys 15 & Over 1650 Yard Freestyle

	Name	Age	Team	Seed Time	
1	Lopac, Christian M	15	Foxjet-MN	18:52.00	___

Create Combined Event – Step 3

[Events][Select Event][Edit]

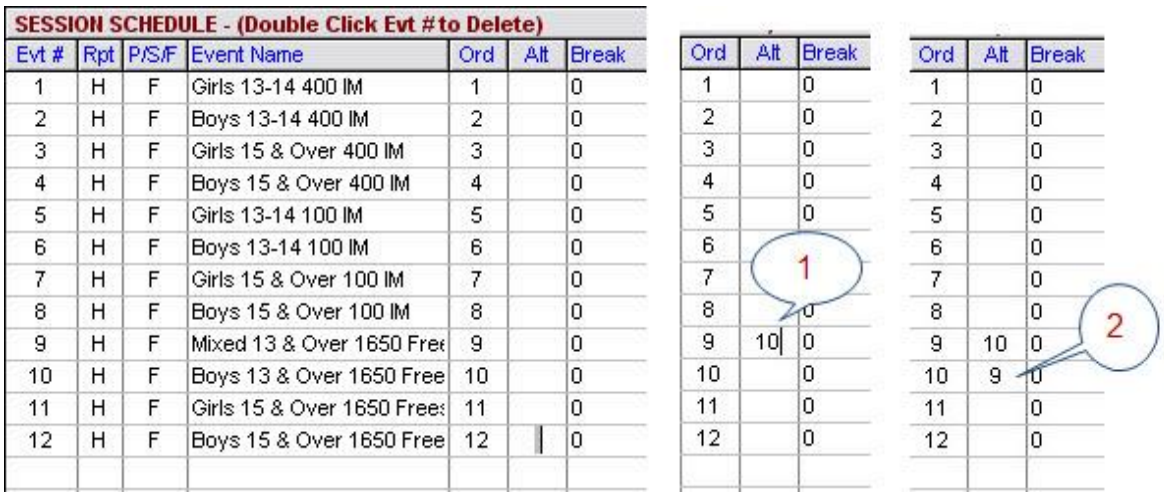
- Select Event 9 and EDIT as shown below. .



- Since 13 & Over is not listed under Age Group
  - Select Custom
  - Enter 13
- Select Multi-Age Group Checkbox
  - Age Groups must be separated for Scoring/Awards.
  - First Age Group – Low Age = 13 , High Age = 14
  - 2nd Age Group – Low Age = 15 , High Age = Blank
- OK when complete.
- **Repeat for Event 10**

Alternate Heats – Step 4

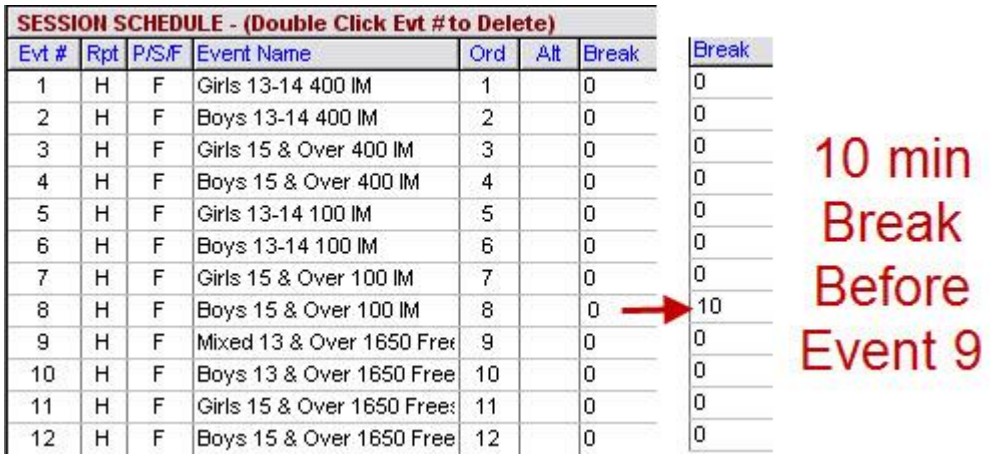
[Events][Sessions][Select Session]



1. **Enter a 10 in Alt Column of evt# 9. Press TAB key.**
2. **In Alt Column of evt# 10 a 9 appears.**

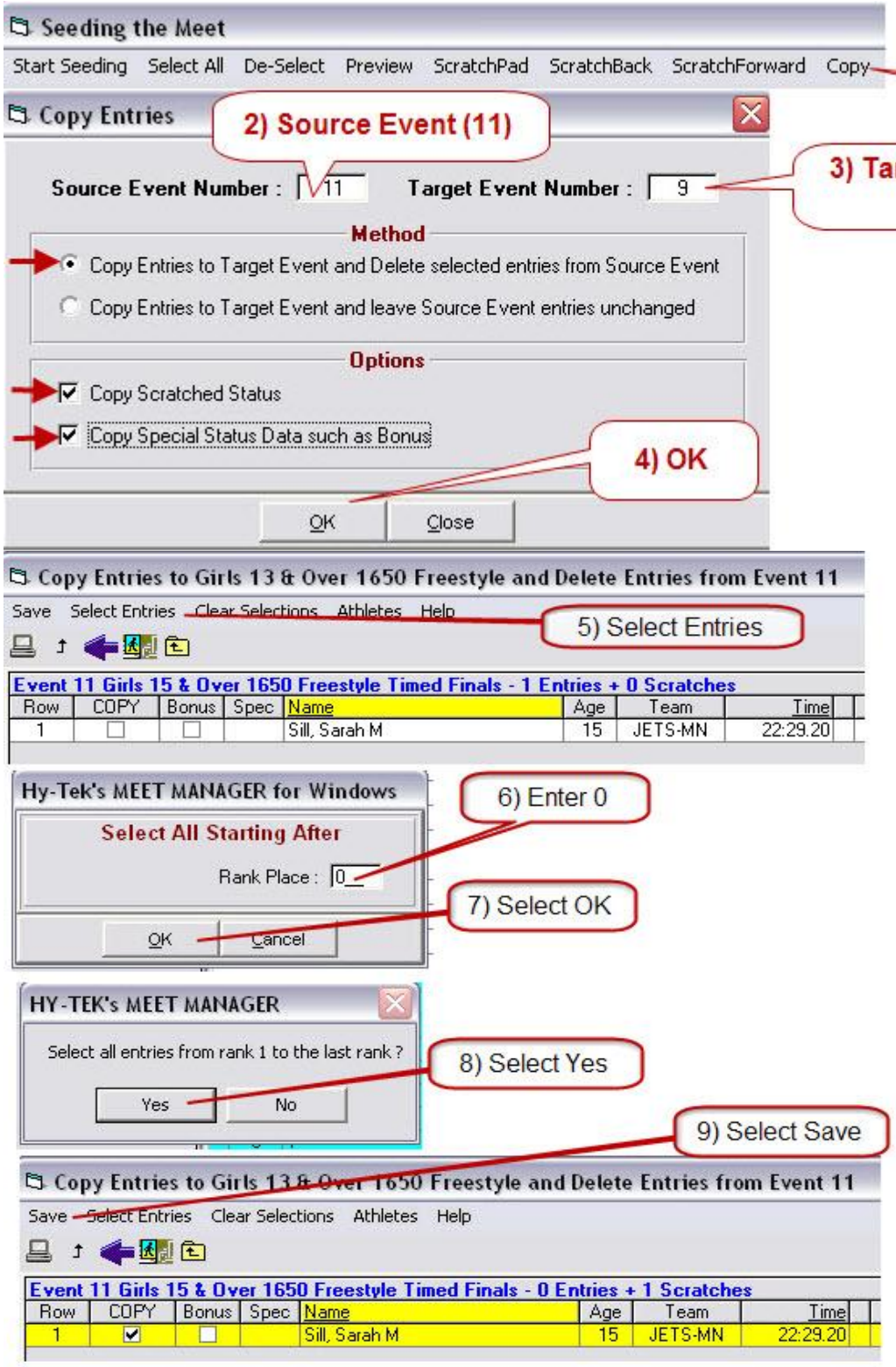
Insert Break before an Event – Step 5

[Events][Sessions][Select Session]



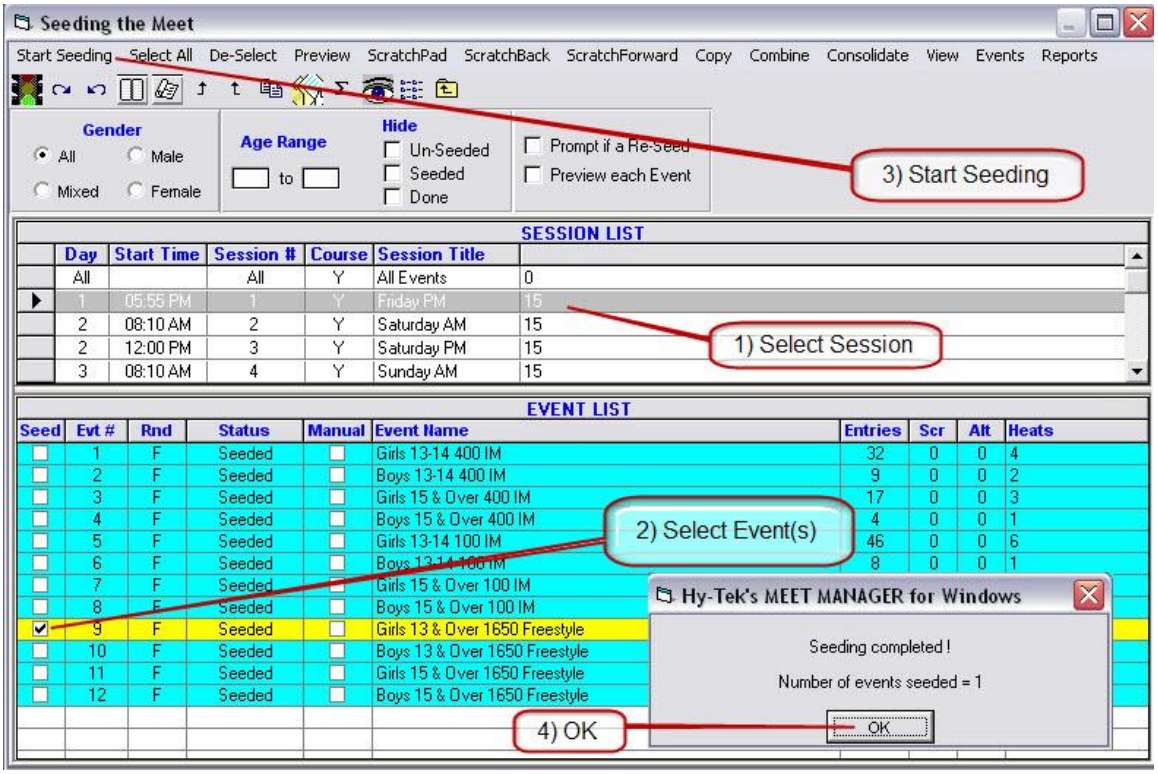
Merge Swimmers – Step 6

[Seeding][Select Session]



Seed Event – Step 7

[Seeding][Session]



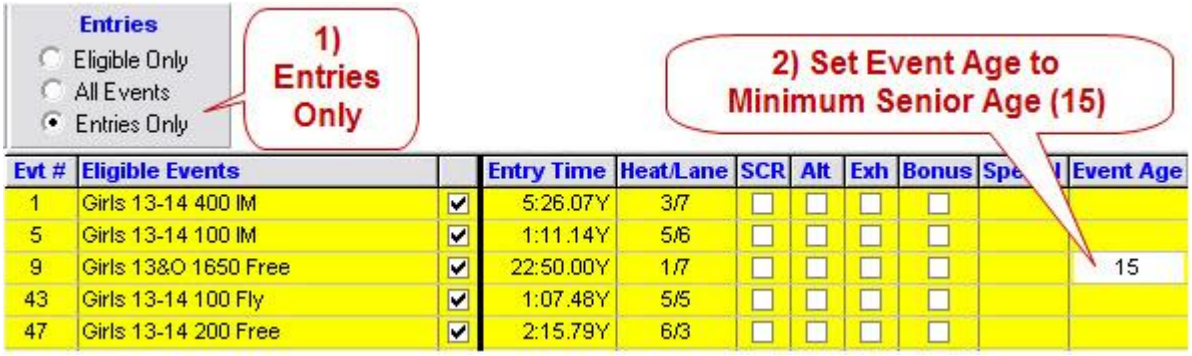
- Repeat for next Source and Target Event.
- When finished, source events will have no swimmers, target events will have all the swimmers.

Set Event Age for Swim-up Senior Event Swimmers– Step 8

For swimmers identified in Step 2

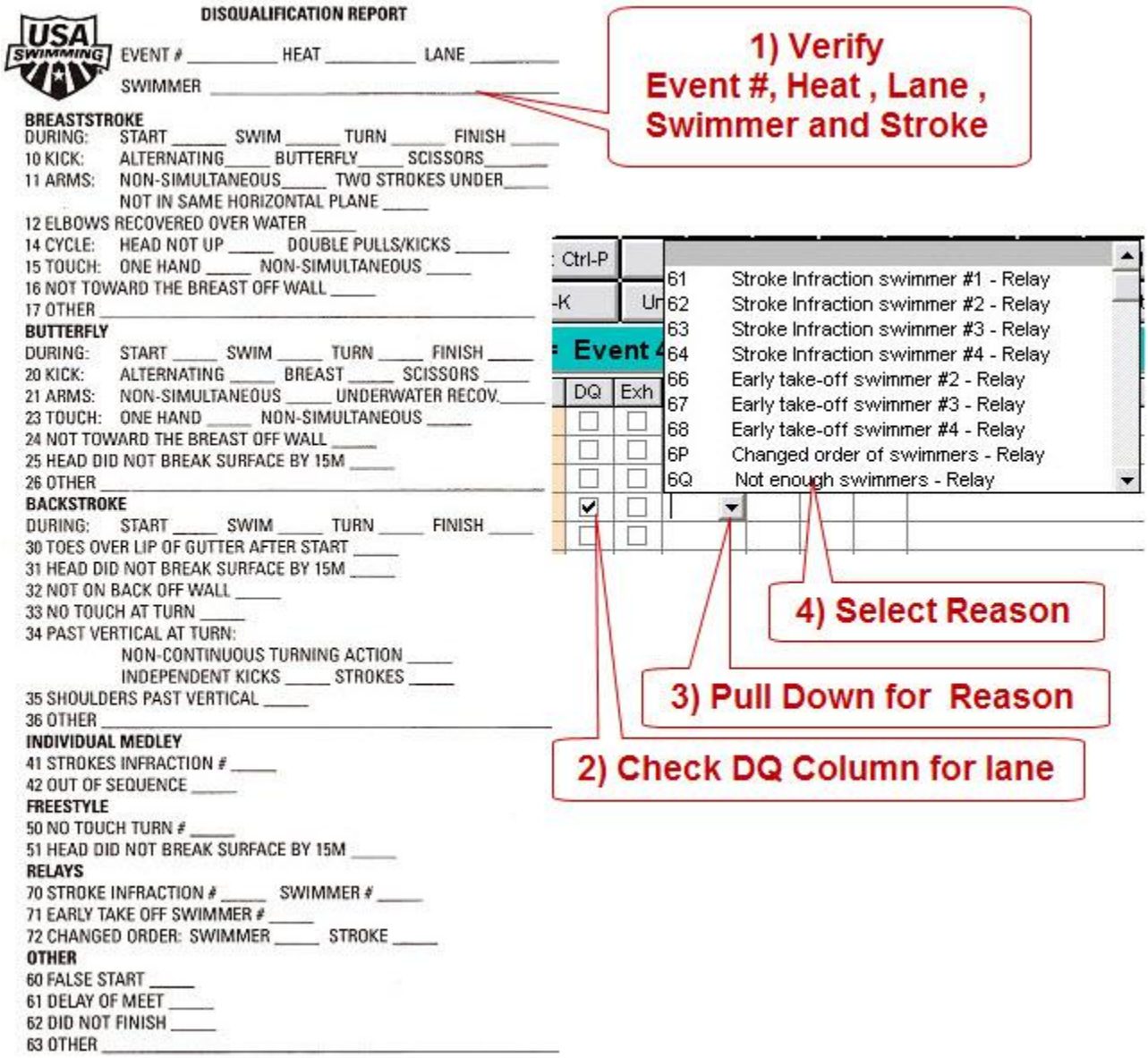
[Athletes][Select Athlete]

- For Event 9 set event Age to 15.



Disqualifications

Run]



Timing Console

Selecting Timing Console

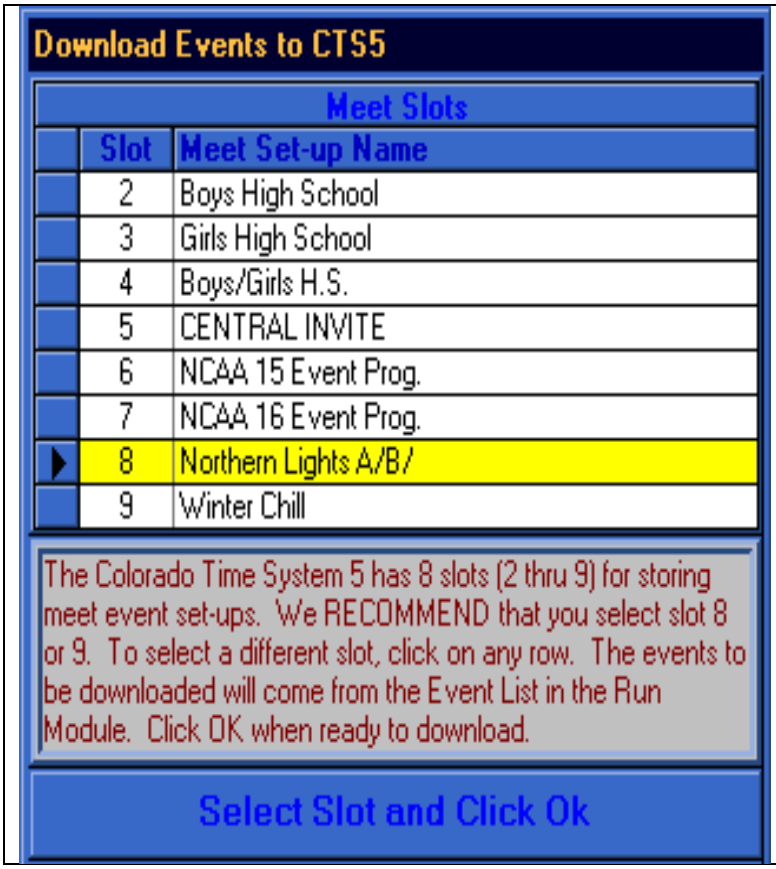
[Set-up][Timing Console Interface]

Establishing Communications with Timing Console

[Run][Interfaces][Timer][Open/Close Serial Port]

Download Events to Timing Console

[Run] [Interfaces][Timer][Download]



Timed Final Meet

Set Event List to "All Events"

- F7
- Select ALL events
- OK

Prelim/Final Meet

Set Event List to session

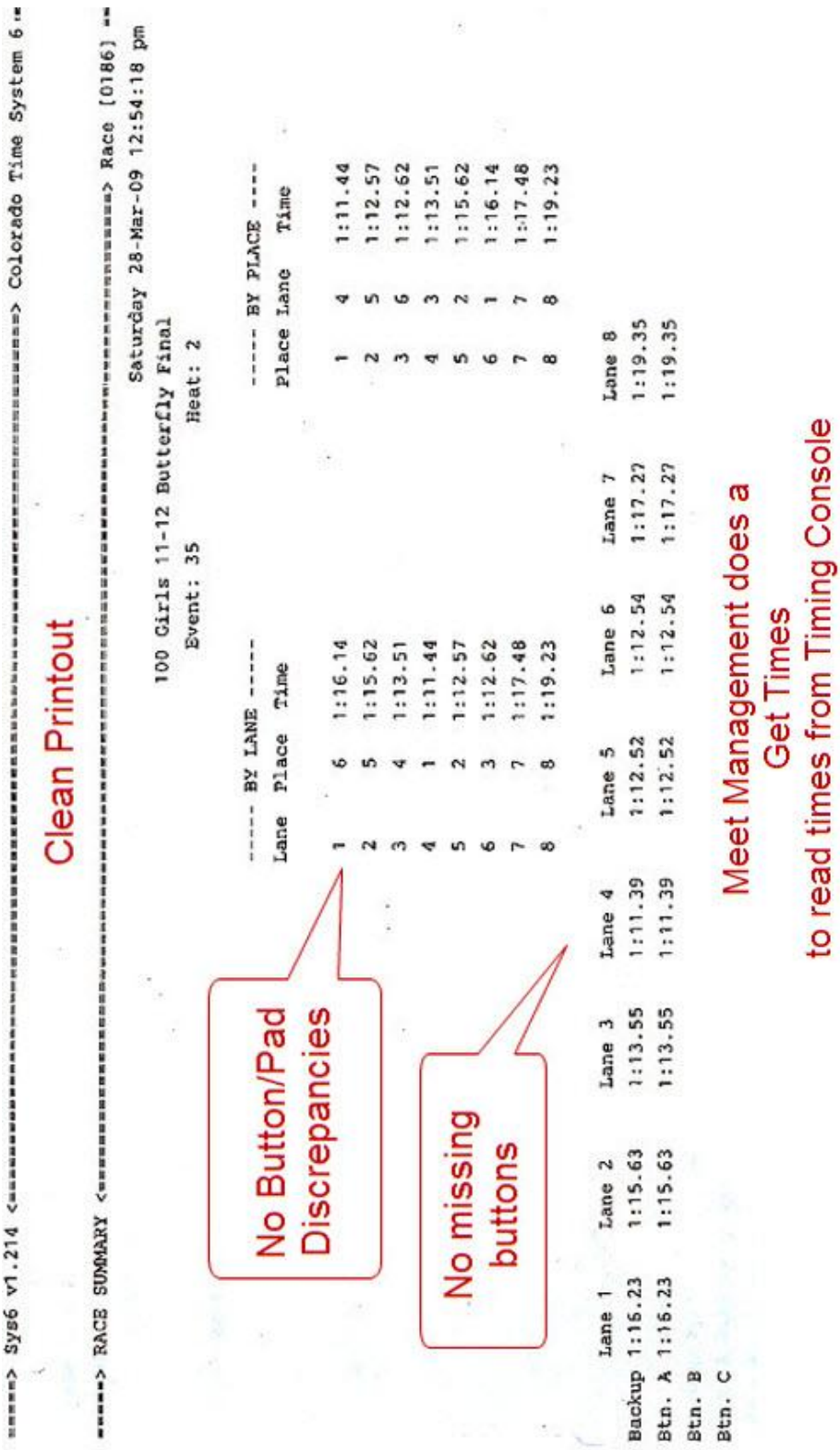
- F7
- Select Session
- OK

1. Select Slot (usually 8).
2. Timing Console must be "RESET" prior to download.
3. "Record Setups" on Timing Console after download.

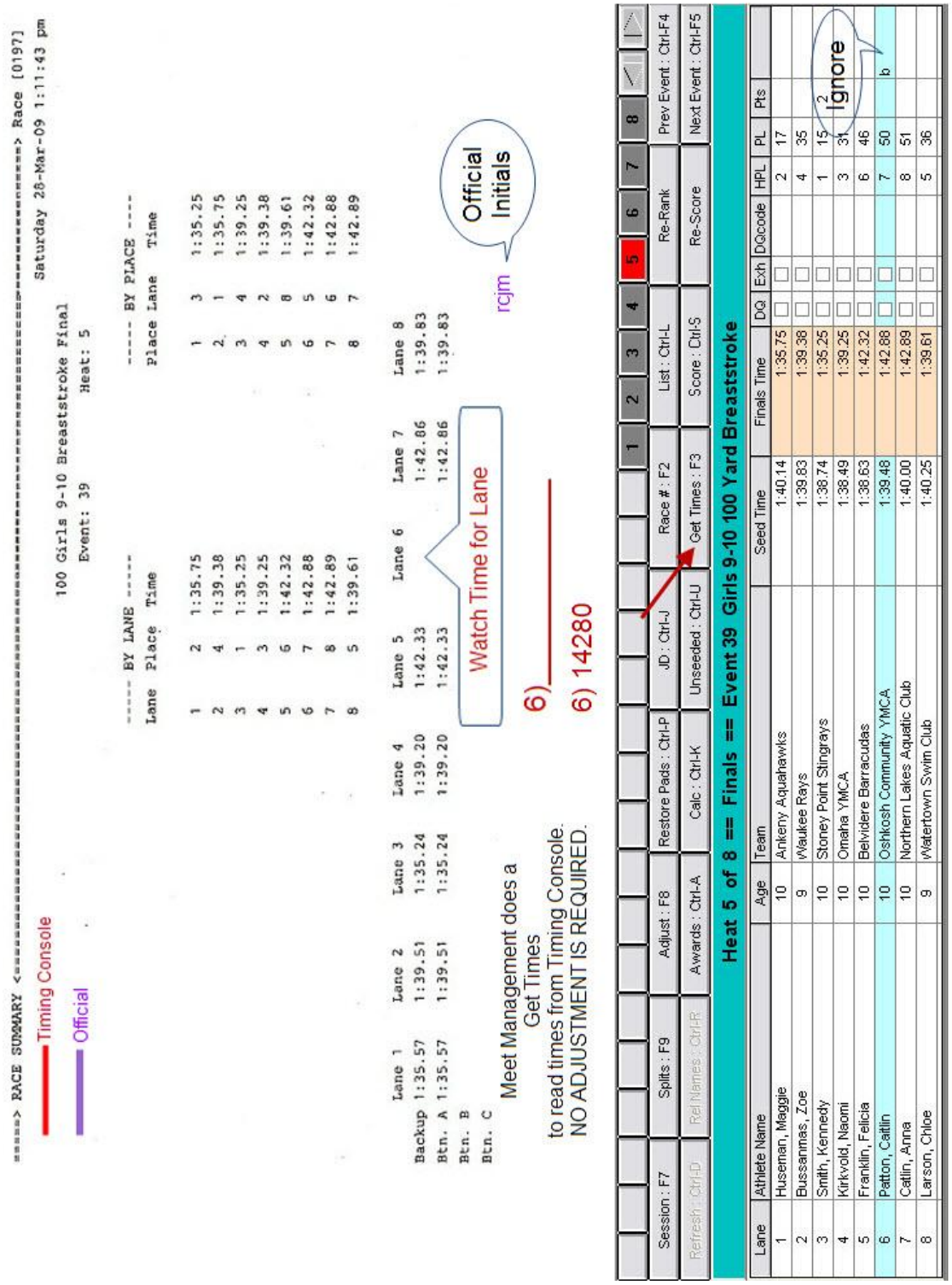
Power off Timing Console before start of each session.

Timing Console Printouts

Clean Printout

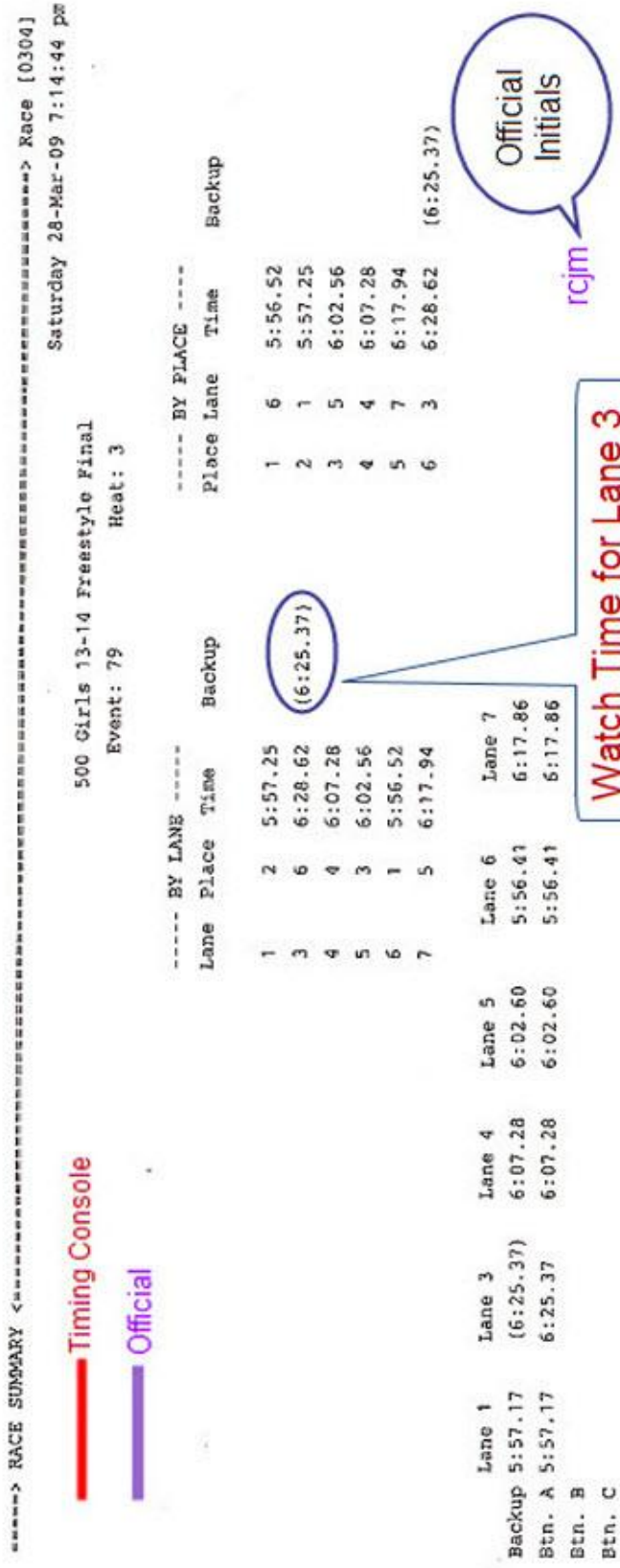


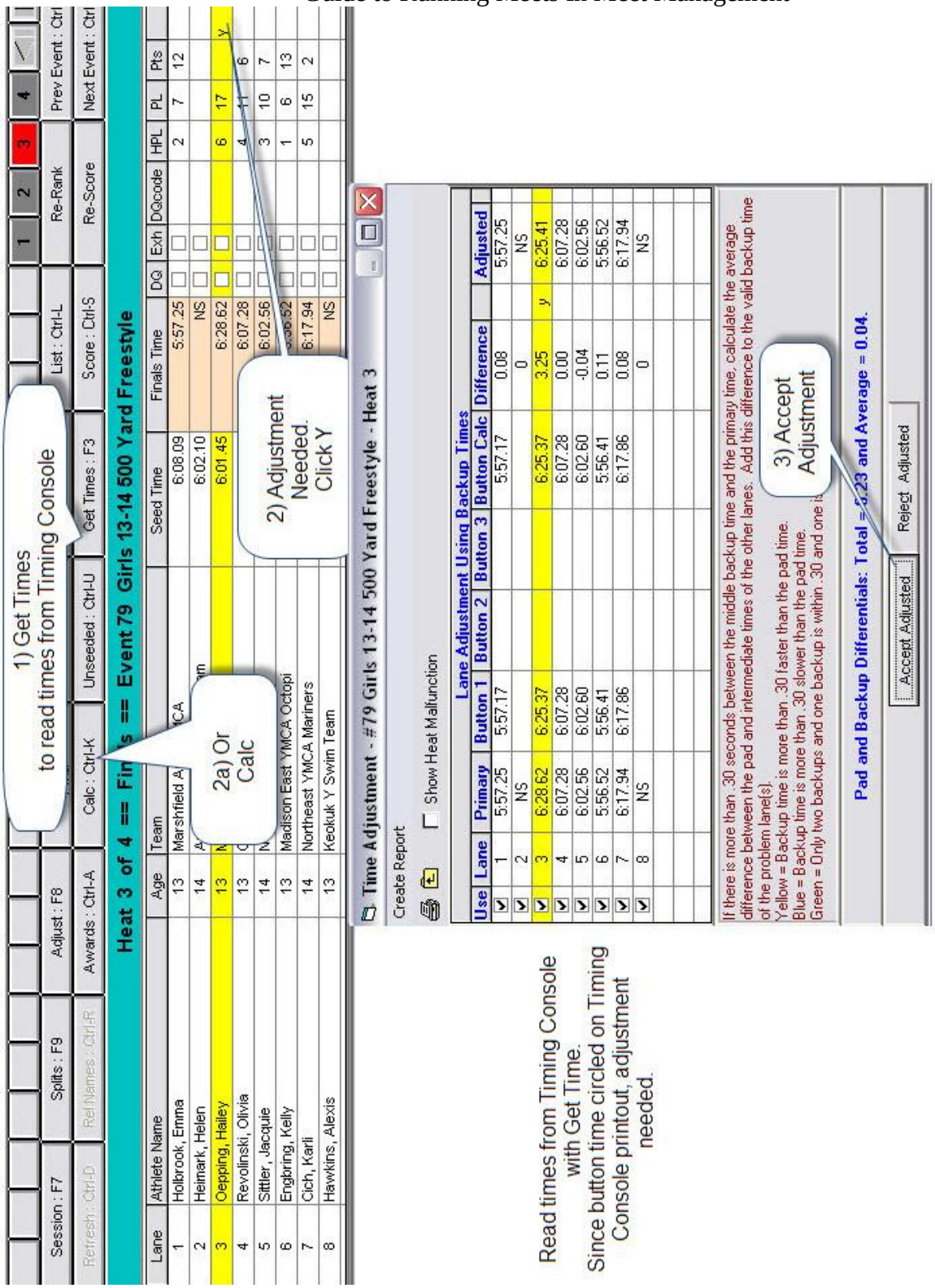
Lane Missing Button Time



Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts
1	Huseman, Maggie	10	Ankeny Aquahawks	1:40.14	1:35.75	☐	☐		2	17	
2	Bussanmas, Zoe	9	Waukee Rays	1:39.83	1:39.38	☐	☐		4	35	
3	Smith, Kennedy	10	Stoney Point Stingrays	1:38.74	1:35.25	☐	☐		1	15	2
4	Kirkvold, Naomi	10	Omaha YMCA	1:38.49	1:39.25	☐	☐		3	31	
5	Franklin, Felicia	10	Belvidere Barracudas	1:38.63	1:42.32	☐	☐		6	46	
6	Patton, Caitlin	10	Oshkosh Community YMCA	1:39.48	1:42.88	☐	☐		7	50	b
7	Catlin, Anna	10	Northern Lakes Aquatic Club	1:40.00	1:42.89	☐	☐		8	51	
8	Larson, Chloe	9	Watertown Swim Club	1:40.25	1:39.61	☐	☐		5	36	

Button Faster than Pad




1) Get Times
to read times from Timing Console
2a) Or
Calc
2) Adjustment
Needed.
Click Y
3) Accept
Adjustment
Heat 3 of 4 == Event 79 Girls 13-14 500 Yard Freestyle
Time Adjustment - #79 Girls 13-14 500 Yard Freestyle - Heat 3
Lane Adjustment Using Backup Times
Pad and Backup Differentials: Total = 5.23 and Average = 0.04.
Accept Adjusted
Reject Adjusted
Read times from Timing Console with Get Time.
Since button time circled on Timing Console printout, adjustment needed.

Duplicate Heat

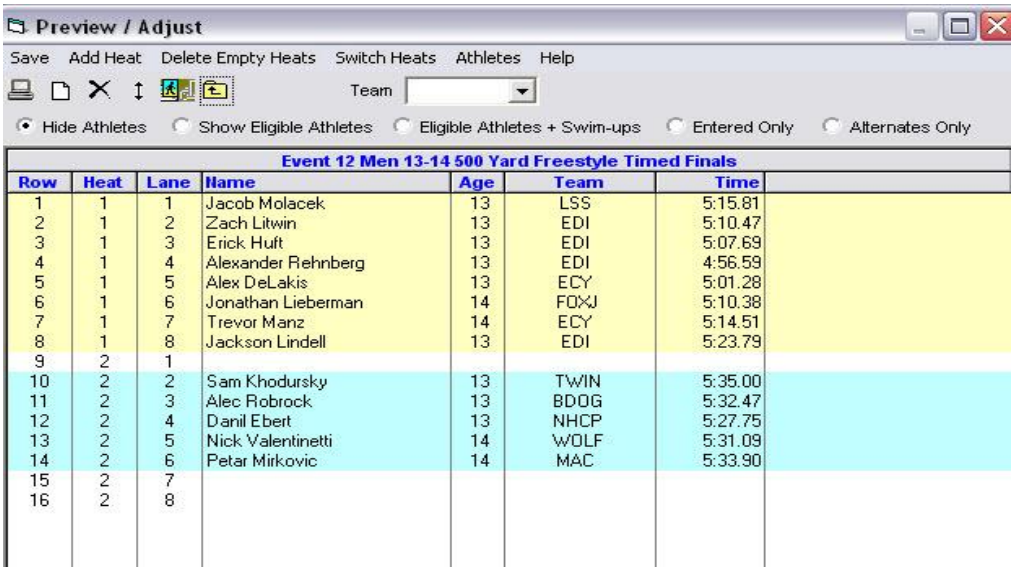
Swimmer Did Not Swim As Printed In Program

Notation

Timing Console Printout arrives with the following notation:

- **12/2/4 → 12/1/4** FROM Event/Heat/Lane → TO Event/Heat/Lane

Event 12 heat 2 lane 4 swam Event 12 heat 1 lane 4



Event 12 Men 13-14 500 Yard Freestyle Timed Finals

Row	Heat	Lane	Name	Age	Team	Time
1	1	1	Jacob Molacek	13	LSS	5:15.81
2	1	2	Zach Litwin	13	EDI	5:10.47
3	1	3	Erick Huft	13	EDI	5:07.69
4	1	4	Alexander Rehnberg	13	EDI	4:56.59
5	1	5	Alex DeLakis	13	ECY	5:01.28
6	1	6	Jonathan Lieberman	14	FOXJ	5:10.38
7	1	7	Trevor Manz	14	ECY	5:14.51
8	1	8	Jackson Lindell	13	EDI	5:23.79
9	2	1				
10	2	2	Sam Khodursky	13	TWIN	5:35.00
11	2	3	Alec Robrock	13	BDOG	5:32.47
12	2	4	Danil Ebert	13	NHCP	5:27.75
13	2	5	Nick Valentinetti	14	WOLF	5:31.09
14	2	6	Petar Mirkovic	14	MAC	5:33.90
15	2	7				
16	2	8				

Swam in Same Event

- Select FROM Event / Select Adjust
- Drag swimmer to appropriate heat/lane.
  Or
- Click on row number of FROM Heat/Lane (12).
- Enter row number of TO Heat/Lane (4).
- Press "ENTER" then select "Save".
- Get times from timing console.

Swam in a Different Event

- Select FROM event
- Select "Add Heat"
- Move swimmer to new heat and in TO Lane.
- Select "Save"
- Select New Heat
- Select "Race#"
- Enter Race number of TO Event/Heat

Read Times from Timing Console

IF TIMES FOR THE AFFECTED HEATS HAVE BEEN READ PRIOR TO THE ADJUST, TIMES FOR THE AFFECTED HEATS MUST BE RE-READ.

Timing Adjustments

Lane Adjustment

[Run]

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts	
1						☐	☐					
2	Johnson, Sydney A	8	Edina Swim Club-MN	1:52.61	1:54.24	☐	☐		4	8		y
3	Stickler, Maddy R	8	Omni Swim Club-MN	1:48.78	1:56.34	☐	☐		5	9		
4	Zimmerman, Sophia p	8	Jet Stream Aquatic Racing-MN	1:46.52	1:45.29	☐	☐		1	5		
5	Stone, Claudia K	8	Hopkins Swim Club-MN	1:46.67	1:45.36	☐	☐		2	6		b
6	Eckstein, Alyssa L	7	Jet Stream Aquatic Racing-MN	1:52.04	1:50.60	☐	☐		3	7		
7						☐	☐					
8						☐	☐					

Timing discrepencies are highlighted

Click highlighted row or CALC

Time Adjustment - #29 Girls 8 & Under 100 Yard IM - Heat 1

Create Report

Show Heat Malfunction

Lane Adjustment Using Backup Times

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted
☐	1								
☑	2	1:54.24	1:53.90			1:53.90	0.34	y	1:53.91
☑	3	1:56.34	1:56.31			1:56.31	0.03		1:56.34
☑	4	1:45.29	1:45.29			1:45.29	0.00		1:45.29
☐	5	1:45.36	1:48.79				0	b	1:45.36
☑	6	1:50.60	1:50.58			1:50.58	0.02		1:50.60
☐	7								
☐	8								

Adjust lane only if button time circled for lane on race summary

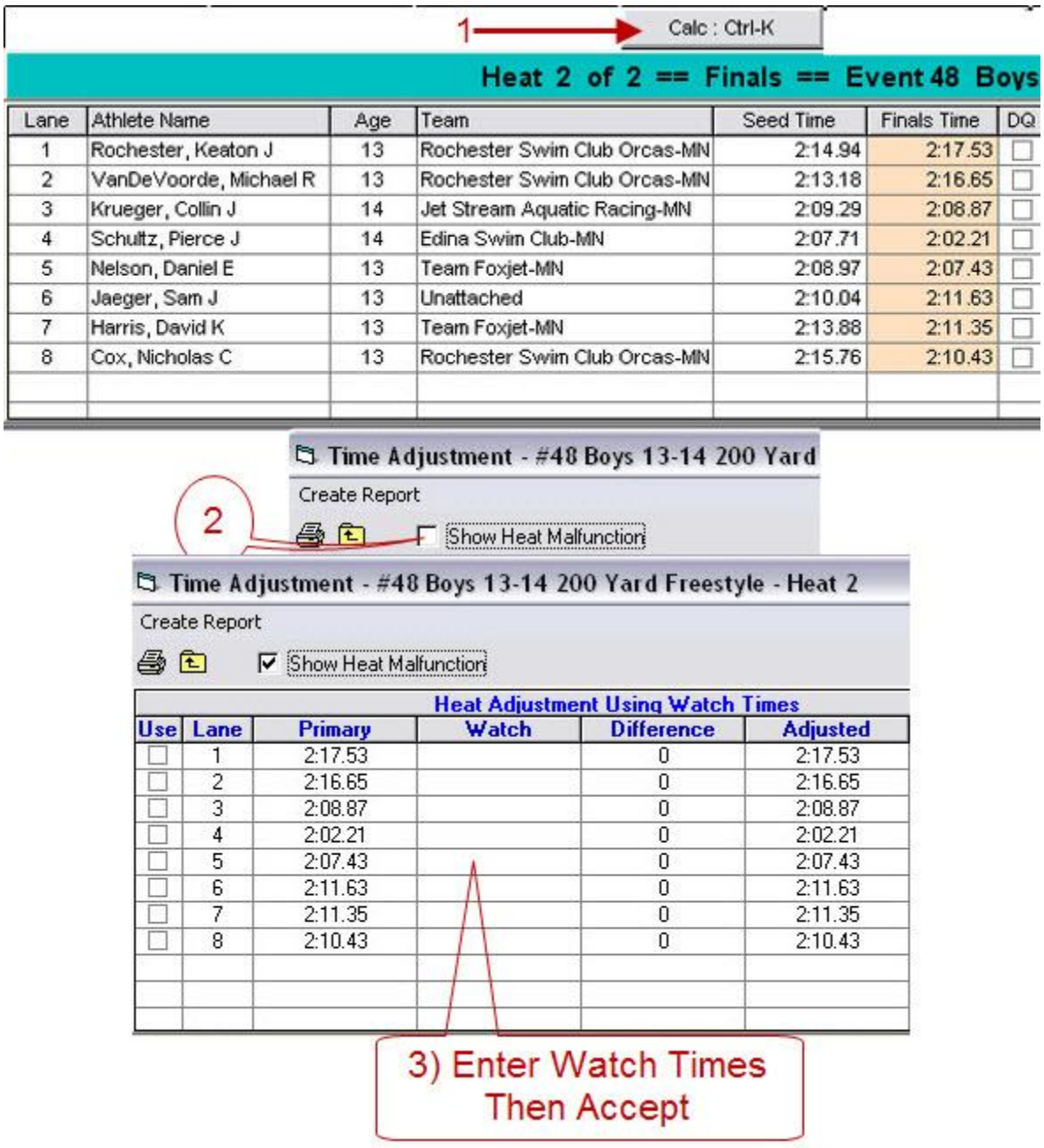
To force adjustment on blue highlighted lane, select use for lane

Pad and Backup Differentials: Total = 0.05 and Average = 0.01.

Accept Adjusted | Reject Adjusted

Heat Malfunction

[Run]



Open Lane Swims

Criteria

- No entry requirement.
- Can not create extra heats.
- Swim is for time only (EXHIBITIION).

Coach/Swimmer

Fills out Open Lane slip / Envelope and pays fee.

- Open Lane Slip / Envelope must have space for / request
  - Swimmers First and Last Name
  - Swimmers Age
  - Club affiliation
  - Event he/she wishes to swim (50 Free, 50 Fly)
- ALL OPEN LANE SWIMS GET A SEED TIME OF NT.

Hand envelope/Open Lane Slip to Referee.

Referee

- Based on Meet Program, mark event/heat/lane on request or decline request.
- In Meet Program, Place an X over the lane assigned. Record swimmers name.
- Send request to Meet Management.

Meet Management

- Enters swimmer(s) into Event/Heat / Lane.
- Seed time is left blank
- Exhibition swimmer in the event.

Time Trials

- Add designated Time Trial Events.
- Create the appropriate Time Trial Session.
- Add Events to the Time Trial Session.
- Create Session Report for Referee/Time Trial Official.
- After a batch of time trials have been added:
    - Seed the time trial session
    - Create a Time Trial Session Report
    - Create Time trial Meet Program for Referee/Time Trial Official.

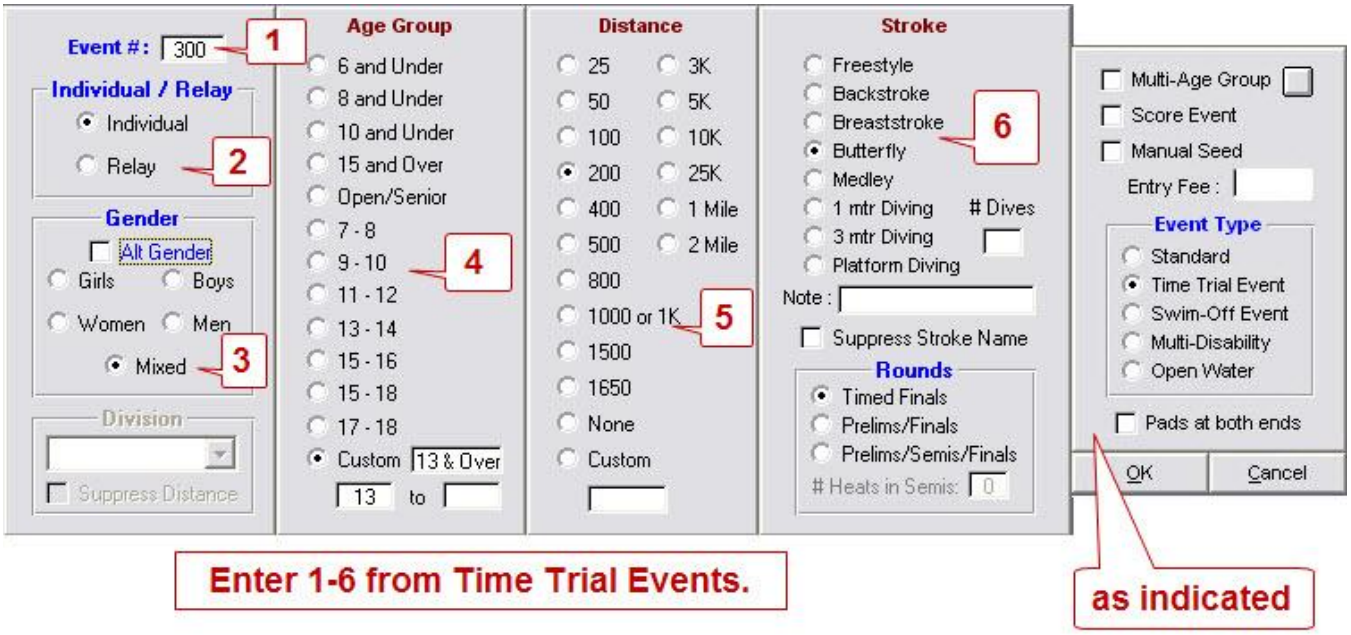
Time Trial Event Numbers/Sessions

- Created upon request of the Referee.

Time Trial Events	Session						
	11	**12**	**13**	**14**	**15**	**16**	**17**
Mixed Open 50 Freestyle	251	275	301	325	351	375	401
Mixed Open 50 Backstroke	252	276	302	326	352	376	402
Mixed Open 50 Breaststroke	253	277	303	327	353	377	403
Mixed Open 50 Butterfly	254	278	304	328	354	378	404
Mixed Open 100 Freestyle	255	279	305	329	355	379	405
Mixed Open 100 Backstroke	256	280	306	330	356	380	406
Mixed Open 100 Breaststroke	257	281	307	331	357	381	407
Mixed Open 100 Butterfly	258	282	308	332	358	382	408
Mixed Open 100 IM	259	283	309	333	359	383	409
Mixed Open 200 Freestyle	260	284	310	334	360	384	410
Mixed Open 200 Backstroke	261	285	311	335	361	385	411
Mixed Open 200 Breaststroke	262	286	312	336	362	386	412
Mixed Open 200 Butterfly	263	287	313	337	363	387	413
Mixed Open 200 IM	264	288	314	338	364	388	414
Mixed Open 400/500 Freestyle	265	289	315	339	365	389	415
Mixed Open 400 IM	266	290	316	340	366	390	416
Mixed Open 800/1000 Freestyle**	267	291	317	341	367	391	417
Mixed Open 1500/1650 Freestyle**	268	292	318	342	368	392	418

** Do not create unless requested by referee

Adding Time Trial Event



Official Split (Time Trial) Events

For recording official splits the following Time Trial Events should be created.
Only Official Split requests should be recorded using event numbers 501 thru 522.

Official Split Session is 10

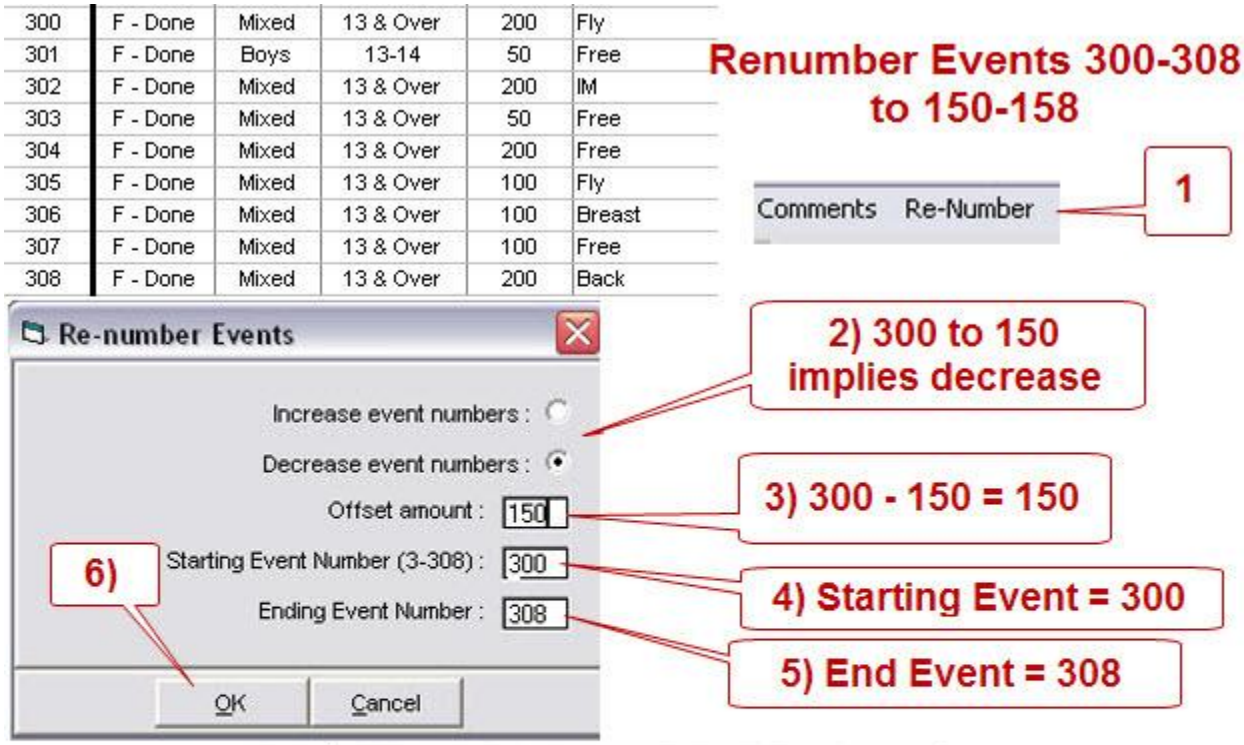
Women	Distance/Stroke	Men
501	50 Freestyle	502
503	50 Backstroke	504
505	50 Breaststroke	506
507	50 Butterfly	508
509	100 Freestyle	510
511	100 Backstroke	512
513	100 Breaststroke	514
515	100 Butterfly	516
517	200 Freestyle	518
519	400/500 Freestyle	520
521	800/1000 Freestyle	522

- Create Time Trial Events 501 thru 522.
- Create Official Split Session – Session should be named “Official Split”
- Place events 501 thru 522 into “Official Split” session.
- Add swimmer to Official Split Event
- Manually enter split time for Final Time for swimmer.

Renumbering Events

[Events]

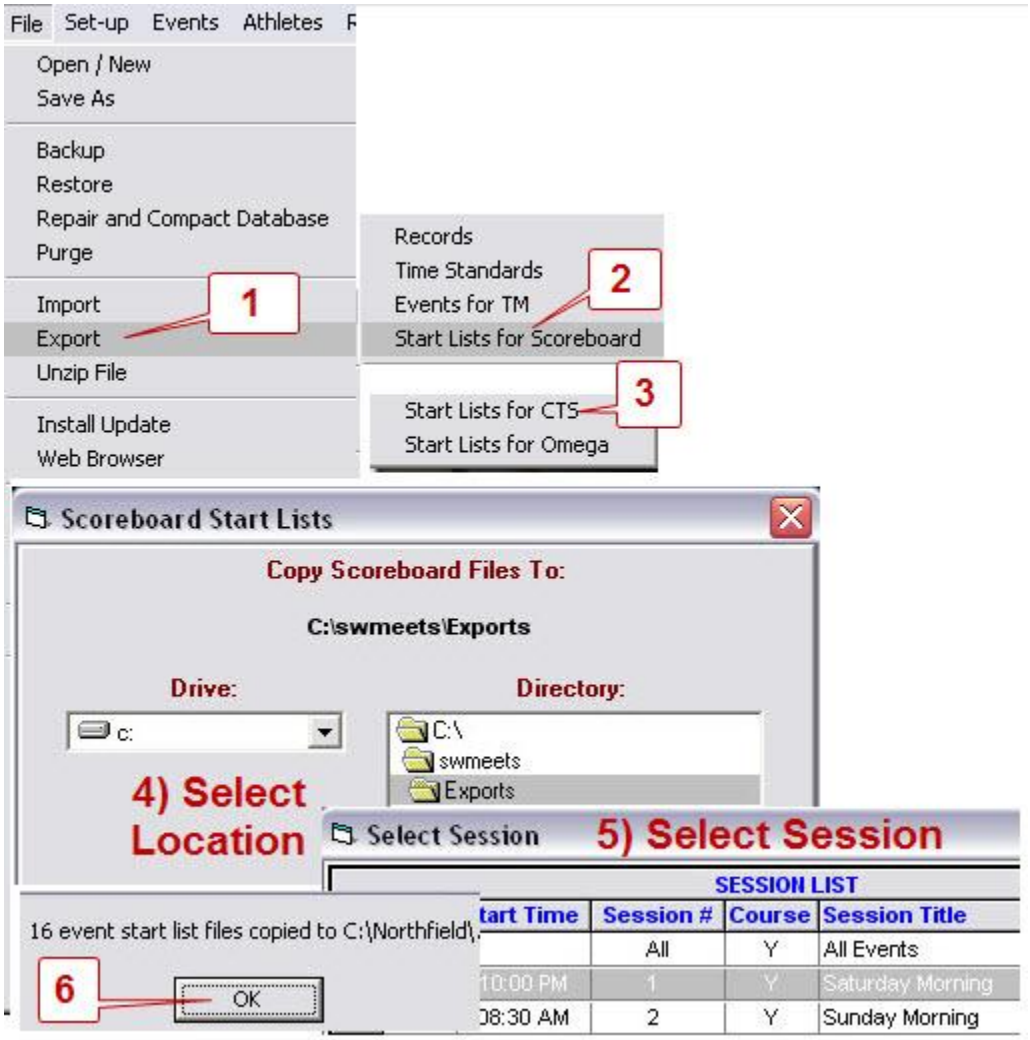
At times it may be necessary to renumber a range of events. For example, time trial events to a lower unused event range so that they can be downloaded to a the Timing Console.



150	F - Done	Mixed	13 & Over	200	Fly
151	F - Done	Boys	13-14	50	Free
152	F - Done	Mixed	13 & Over	200	IM
153	F - Done	Mixed	13 & Over	50	Free
154	F - Done	Mixed	13 & Over	200	Free
155	F - Done	Mixed	13 & Over	100	Fly
156	F - Done	Mixed	13 & Over	100	Breast
157	F - Done	Mixed	13 & Over	100	Free
158	F - Done	Mixed	13 & Over	200	Back

Generate Start Lists for Scoreboard

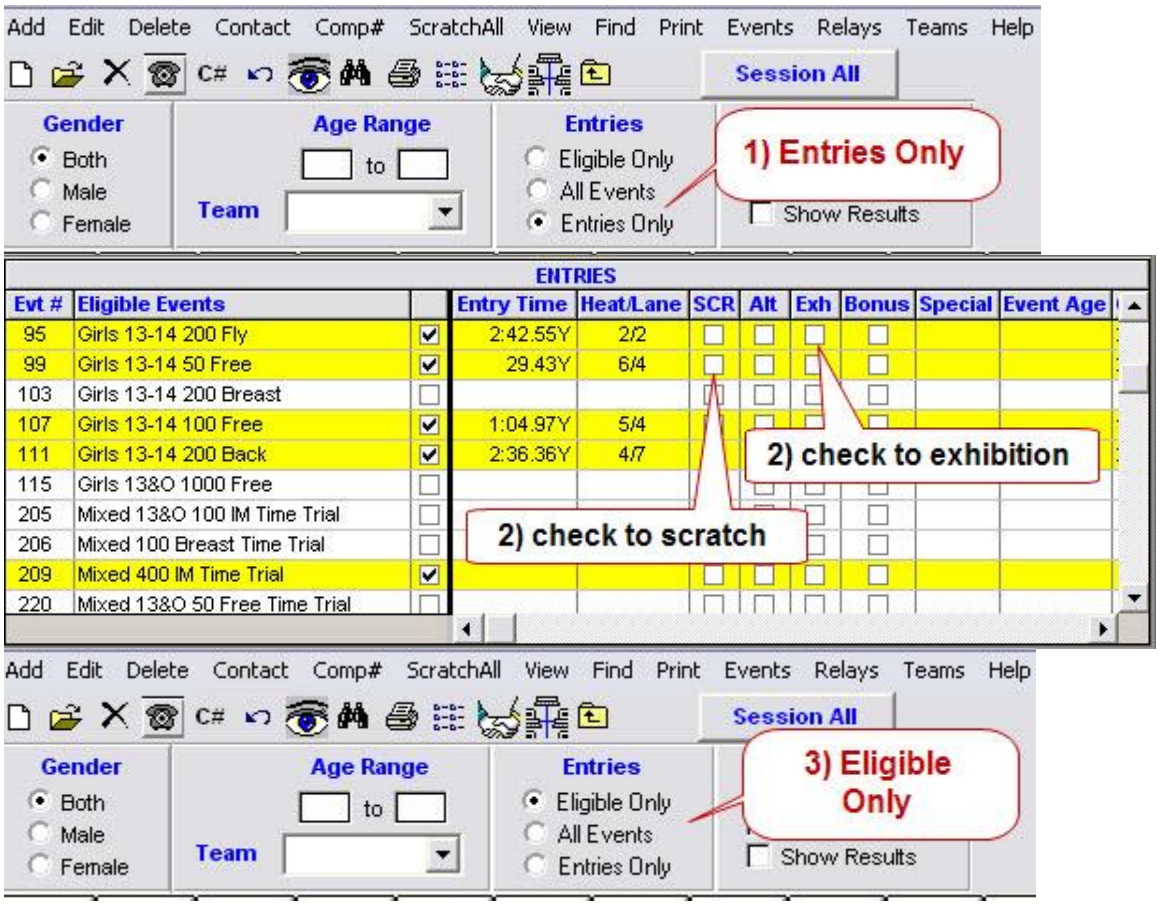
[File] [Export][Start Lists for Scoreboard]



Scratching Swimmers

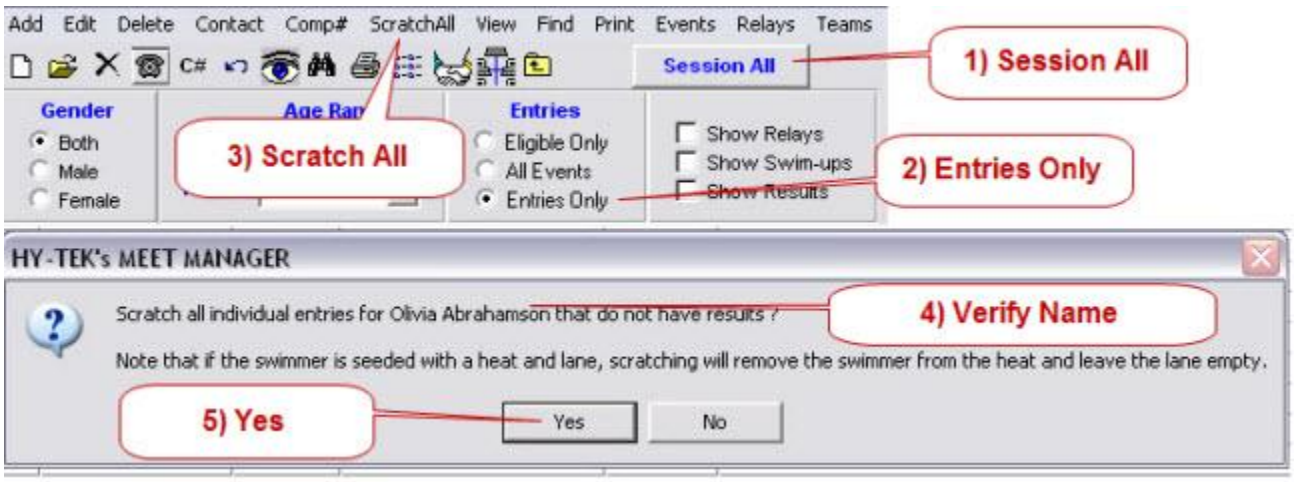
Timed Final Event or Prelim of PreLim/Final Event

[Athletes] [Select Athlete]



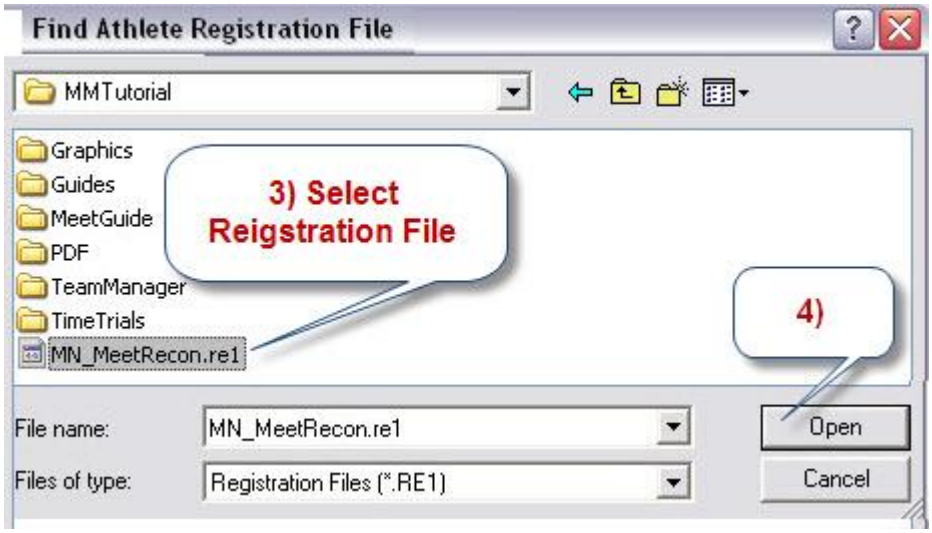
From Meet

[Athletes] [Select Athlete]



Registration Check – Via Recon file

[Reports] [Exception Report][Reg Ck/Proof of Time]



Exceptions Report - LSC: MN

	Name	Note
1	Anklan, Jennifer M (MCA-MN) Sex: F	022393JENMANKL - Matching ID not found
2	Bonifacio, Zach W (BDOG-MN) Sex: M	First name mismatch (ZACHARY)
3	Friedrich, Annie B (NHCP-MN) Sex: F	First name mismatch (ANNE)
4	Friesz, Kathyrn M (BLA-MN) Sex: F	First name mismatch (KATHRYN)
5	Frost, Grant B (RWSC-MN) Sex: M	091288GRABFROS - Matching ID not found
6	Gjelhaug, Kathryn L (HAST-MN) Sex: F	First name mismatch (KATHRYNN)
7	Hollenback, Katie A (BLA-MN) Sex: F	First name mismatch (KATHERINE)
8	Kleckner-Thiele, Annie K (JETS-MN) Sex: F	First name mismatch (ANNE)
9	Kohner, Caleb J (BDOG-MN) Sex: M	012489CALJKOHN - Matching ID not found
10	Miller, Rob D (BDOG-MN) Sex: M	First name mismatch (ROBERT)
11	Mitchell, Matt M (BDOG-MN) Sex: M	First name mismatch (MATTHEW)
12	O'Brien, Kate M (BLA-MN) Sex: F	First name mismatch (KATHERINE)
13	Rutschke, Stepahnie N (AQJT-MN) Sex: F	First name mismatch (STEPHANIE)
14	Wielinski, Jacob G (UN-WO-MN) Sex: M	Team mismatch (NSAC)
15	Wilcox, Matt D (NLSA-MN) Sex: M	First name mismatch (MATTHEW)
16	Young, Micheal J (SHRK-MN) Sex: M	First name mismatch (MICHAEL)