

# Guide To Running Meets In Meet Manager Part 3

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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	Almad, 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	Almad, 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. .

The screenshot shows the 'Age Group' selection interface. On the left, a list of age groups is shown with '13 - 14' selected. A red arrow points to the 'Custom' option in the 'Age Group' list on the right, which is set to '13 & Over'. Another red arrow points to the 'Multi-Age Group' checkbox, which is checked. Below this is a 'Multiple Age Groups' dialog box with a table for defining age ranges.

Multiple Age Groups			
Standard A	Standard B	U.S. 5 Year	FINA 5 Year
AGE RANGE = 13 TO 14			
	Low Age	High Age	
1	13	14	
2	15		
3			
4			Enter
5			
6			
7			
8			
9			
10			

- 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
  - 2<sup>nd</sup> Age Group – Low Age = 15 , High Age = Blank
- OK when complete.
- **Repeat for Event 10**

**Alternate Heats – Step 4**

[Events][Sessions][Select Session]

SESSION SCHEDULE - (Double Click Evt # to Delete)												
Evt #	Rpt	P/S/F	Event Name	Ord	Alt	Break	Ord	Alt	Break	Ord	Alt	Break
1	H	F	Girls 13-14 400 IM	1		0	1		0	1		0
2	H	F	Boys 13-14 400 IM	2		0	2		0	2		0
3	H	F	Girls 15 & Over 400 IM	3		0	3		0	3		0
4	H	F	Boys 15 & Over 400 IM	4		0	4		0	4		0
5	H	F	Girls 13-14 100 IM	5		0	5		0	5		0
6	H	F	Boys 13-14 100 IM	6		0	6		0	6		0
7	H	F	Girls 15 & Over 100 IM	7		0	7		0	7		0
8	H	F	Boys 15 & Over 100 IM	8		0	8		0	8		0
9	H	F	Mixed 13 & Over 1650 Free	9		0	9	10	0	9	10	0
10	H	F	Boys 13 & Over 1650 Free	10		0	10		0	10	9	0
11	H	F	Girls 15 & Over 1650 Free	11		0	11		0	11		0
12	H	F	Boys 15 & Over 1650 Free	12		0	12		0	12		0

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]

SESSION SCHEDULE - (Double Click Evt # to Delete)							Break
Evt #	Rpt	P/S/F	Event Name	Ord	Alt	Break	Break
1	H	F	Girls 13-14 400 IM	1		0	0
2	H	F	Boys 13-14 400 IM	2		0	0
3	H	F	Girls 15 & Over 400 IM	3		0	0
4	H	F	Boys 15 & Over 400 IM	4		0	0
5	H	F	Girls 13-14 100 IM	5		0	0
6	H	F	Boys 13-14 100 IM	6		0	0
7	H	F	Girls 15 & Over 100 IM	7		0	0
8	H	F	Boys 15 & Over 100 IM	8		0	10
9	H	F	Mixed 13 & Over 1650 Free	9		0	0
10	H	F	Boys 13 & Over 1650 Free	10		0	0
11	H	F	Girls 15 & Over 1650 Free	11		0	0
12	H	F	Boys 15 & Over 1650 Free	12		0	0

10 min  
Break  
Before  
Event 9

## Merge Swimmers – Step 6

### [Seeding][Select Session]

Seeding the Meet

Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy

Copy Entries

Source Event Number : 11 Target Event Number : 9

Method

- Copy Entries to Target Event and Delete selected entries from Source Event
- Copy Entries to Target Event and leave Source Event entries unchanged

Options

- Copy Scratched Status
- Copy Special Status Data such as Bonus

OK Close

1) Copy

2) Source Event (11)

3) Target Event (9)

4) OK

Copy Entries to Girls 13 & Over 1650 Freestyle and Delete Entries from Event 11

Save Select Entries Clear Selections Athletes Help

5) Select Entries

Event 11 Girls 15 & Over 1650 Freestyle Timed Finals - 1 Entries + 0 Scratches

Row	COPY	Bonus	Spec	Name	Age	Team	Time
1	<input type="checkbox"/>	<input type="checkbox"/>		Sill, Sarah M	15	JETS-MN	22:29.20

Hy-Tek's MEET MANAGER for Windows

Select All Starting After

Rank Place : 0

OK Cancel

6) Enter 0

7) Select OK

HY-TEK's MEET MANAGER

Select all entries from rank 1 to the last rank ?

Yes No

8) Select Yes

9) Select Save

Copy Entries to Girls 13 & Over 1650 Freestyle and Delete Entries from Event 11

Save Select Entries Clear Selections Athletes Help

Event 11 Girls 15 & Over 1650 Freestyle Timed Finals - 0 Entries + 1 Scratches

Row	COPY	Bonus	Spec	Name	Age	Team	Time
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sill, Sarah M	15	JETS-MN	22:29.20



### Seed Event – Step 7

#### [Seeding][Session]

**Gender**

All  Male  Mixed  Female

**Age Range**

to

**Hide**

Un-Seeded  Prompt if a Re-Seed  Preview each Event

Seeded  Done

**SESSION LIST**

Day	Start Time	Session #	Course	Session Title	
All		All	Y	All Events	0
1	05:55 PM	1	Y	Friday PM	15
2	08:10 AM	2	Y	Saturday AM	15
2	12:00 PM	3	Y	Saturday PM	15
3	08:10 AM	4	Y	Sunday AM	15

**EVENT LIST**

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
<input type="checkbox"/>	1	F	Seeded	<input type="checkbox"/>	Girls 13-14 400 IM	32	0	0	4
<input type="checkbox"/>	2	F	Seeded	<input type="checkbox"/>	Boys 13-14 400 IM	9	0	0	2
<input type="checkbox"/>	3	F	Seeded	<input type="checkbox"/>	Girls 15 & Over 400 IM	17	0	0	3
<input type="checkbox"/>	4	F	Seeded	<input type="checkbox"/>	Boys 15 & Over 400 IM	4	0	0	1
<input type="checkbox"/>	5	F	Seeded	<input type="checkbox"/>	Girls 13-14 100 IM	46	0	0	6
<input type="checkbox"/>	6	F	Seeded	<input type="checkbox"/>	Boys 13-14 100 IM	8	0	0	1
<input type="checkbox"/>	7	F	Seeded	<input type="checkbox"/>	Girls 15 & Over 100 IM				
<input type="checkbox"/>	8	F	Seeded	<input type="checkbox"/>	Boys 15 & Over 100 IM				
<input checked="" type="checkbox"/>	9	F	Seeded	<input type="checkbox"/>	Girls 13 & Over 1650 Freestyle				
<input type="checkbox"/>	10	F	Seeded	<input type="checkbox"/>	Boys 13 & Over 1650 Freestyle				
<input type="checkbox"/>	11	F	Seeded	<input type="checkbox"/>	Girls 15 & Over 1650 Freestyle				
<input type="checkbox"/>	12	F	Seeded	<input type="checkbox"/>	Boys 15 & Over 1650 Freestyle				

**Hy-Tek's MEET MANAGER for Windows**

Seeding completed!  
Number of events seeded = 1

OK

- 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.

**Entries**

Eligible Only  All Events  Entries Only

**1) Entries Only**

**2) Set Event Age to Minimum Senior Age (15)**

Evt #	Eligible Events	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spec	Event Age
1	Girls 13-14 400 IM	5:26.07Y	3/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Girls 13-14 100 IM	1:11.14Y	5/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Girls 13&O 1650 Free	22:50.00Y	1/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
43	Girls 13-14 100 Fly	1:07.48Y	5/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
47	Girls 13-14 200 Free	2:15.79Y	6/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# Disqualifications

## Run]



### DISQUALIFICATION REPORT

EVENT # \_\_\_\_\_ HEAT \_\_\_\_\_ LANE \_\_\_\_\_  
 SWIMMER \_\_\_\_\_

**1) Verify  
 Event #, Heat , Lane ,  
 Swimmer and Stroke**

#### BREASTSTROKE

DURING: START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_  
 10 KICK: ALTERNATING \_\_\_\_\_ BUTTERFLY \_\_\_\_\_ SCISSORS \_\_\_\_\_  
 11 ARMS: NON-SIMULTANEOUS \_\_\_\_\_ TWO STROKES UNDER \_\_\_\_\_  
 NOT IN SAME HORIZONTAL PLANE \_\_\_\_\_  
 12 ELBOWS RECOVERED OVER WATER \_\_\_\_\_  
 14 CYCLE: HEAD NOT UP \_\_\_\_\_ DOUBLE PULLS/KICKS \_\_\_\_\_  
 15 TOUCH: ONE HAND \_\_\_\_\_ NON-SIMULTANEOUS \_\_\_\_\_  
 16 NOT TOWARD THE BREAST OFF WALL \_\_\_\_\_  
 17 OTHER \_\_\_\_\_

#### BUTTERFLY

DURING: START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_  
 20 KICK: ALTERNATING \_\_\_\_\_ BREAST \_\_\_\_\_ SCISSORS \_\_\_\_\_  
 21 ARMS: NON-SIMULTANEOUS \_\_\_\_\_ UNDERWATER RECOV. \_\_\_\_\_  
 23 TOUCH: ONE HAND \_\_\_\_\_ NON-SIMULTANEOUS \_\_\_\_\_  
 24 NOT TOWARD THE BREAST OFF WALL \_\_\_\_\_  
 25 HEAD DID NOT BREAK SURFACE BY 15M \_\_\_\_\_  
 26 OTHER \_\_\_\_\_

#### BACKSTROKE

DURING: START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_  
 30 TOES OVER LIP OF GUTTER AFTER START \_\_\_\_\_  
 31 HEAD DID NOT BREAK SURFACE BY 15M \_\_\_\_\_  
 32 NOT ON BACK OFF WALL \_\_\_\_\_  
 33 NO TOUCH AT TURN \_\_\_\_\_  
 34 PAST VERTICAL AT TURN:  
 NON-CONTINUOUS TURNING ACTION \_\_\_\_\_  
 INDEPENDENT KICKS \_\_\_\_\_ STROKES \_\_\_\_\_  
 35 SHOULDERS PAST VERTICAL \_\_\_\_\_  
 36 OTHER \_\_\_\_\_

#### INDIVIDUAL MEDLEY

41 STROKES INFRACTION # \_\_\_\_\_  
 42 OUT OF SEQUENCE \_\_\_\_\_

#### FREESTYLE

50 NO TOUCH TURN # \_\_\_\_\_  
 51 HEAD DID NOT BREAK SURFACE BY 15M \_\_\_\_\_

#### RELAYS

70 STROKE INFRACTION # \_\_\_\_\_ SWIMMER # \_\_\_\_\_  
 71 EARLY TAKE OFF SWIMMER # \_\_\_\_\_  
 72 CHANGED ORDER: SWIMMER \_\_\_\_\_ STROKE \_\_\_\_\_

#### OTHER

60 FALSE START \_\_\_\_\_  
 61 DELAY OF MEET \_\_\_\_\_  
 62 DID NOT FINISH \_\_\_\_\_  
 63 OTHER \_\_\_\_\_

Event #	DQ	Exh	Reason
61	<input type="checkbox"/>	<input type="checkbox"/>	Stroke Infraction swimmer #1 - Relay
62	<input type="checkbox"/>	<input type="checkbox"/>	Stroke Infraction swimmer #2 - Relay
63	<input type="checkbox"/>	<input type="checkbox"/>	Stroke Infraction swimmer #3 - Relay
64	<input type="checkbox"/>	<input type="checkbox"/>	Stroke Infraction swimmer #4 - Relay
66	<input type="checkbox"/>	<input type="checkbox"/>	Early take-off swimmer #2 - Relay
67	<input type="checkbox"/>	<input type="checkbox"/>	Early take-off swimmer #3 - Relay
68	<input type="checkbox"/>	<input type="checkbox"/>	Early take-off swimmer #4 - Relay
6P	<input type="checkbox"/>	<input type="checkbox"/>	Changed order of swimmers - Relay
6Q	<input type="checkbox"/>	<input type="checkbox"/>	Not enough swimmers - Relay

**2) Check DQ Column for lane**

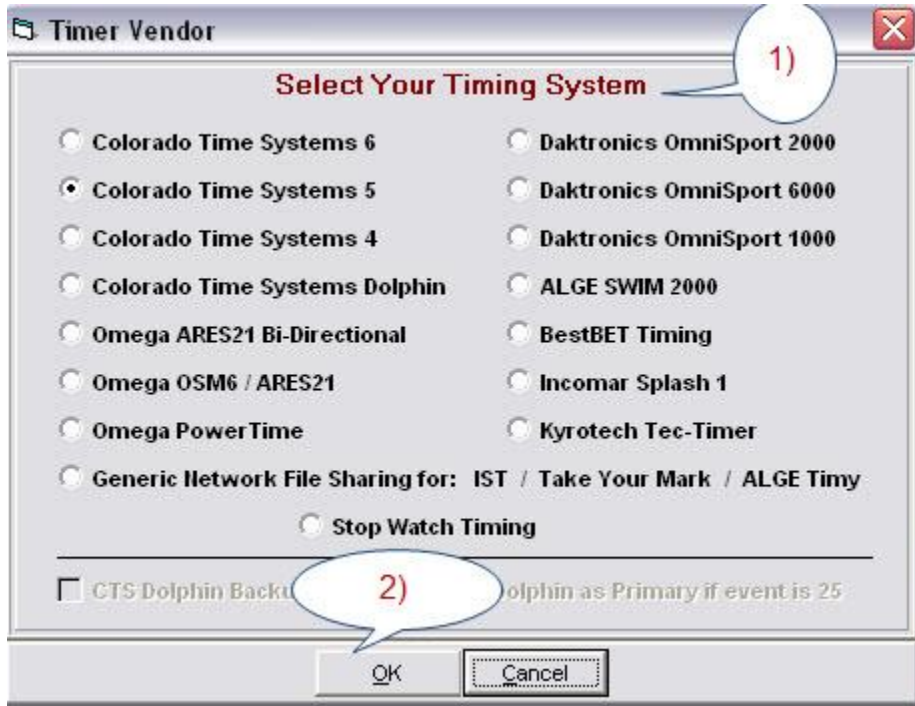
**3) Pull Down for Reason**

**4) Select Reason**

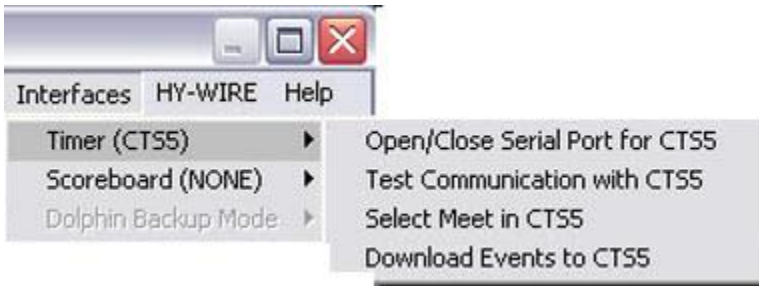
## Timing Console

### 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]**

Meet Slots	
Slot	Meet Set-up Name
2	Boys High School
3	Girls High School
4	Boys/Girls H.S.
5	CENTRAL INVITE
6	NCAA 15 Event Prog.
7	NCAA 16 Event Prog.
▶ 8	Northern Lights A/B/
9	Winter Chill

The Colorado Time System 5 has 8 slots (2 thru 9) for storing meet event set-ups. We RECOMMEND that you select slot 8 or 9. To select a different slot, click on any row. The events to be downloaded will come from the Event List in the Run Module. Click OK when ready to download.

**Select Slot and Click Ok**

**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.



# Lane Missing Button Time

=====> RACE SUMMARY <=====  
■ Timing Console  
■ Official  
 ===== Race [0197]  
 Saturday 26-Mar-09 1:11:43 pm  
 100 Girls 9-10 Breaststroke Final  
 Event: 39 Heat: 5

BY LANE		BY PLACE							
Lane	Place	Time	Time	Time	Time	Time	Time	Time	Time
1	2	1:35.75	1	3	1:35.25				
2	4	1:39.38	2	1	1:35.75				
3	1	1:35.25	3	4	1:39.25				
4	3	1:39.25	4	2	1:39.38				
5	6	1:42.32	5	8	1:39.61				
6	7	1:42.88	6	5	1:42.32				
7	8	1:42.89	7	6	1:42.88				
8	5	1:39.61	8	7	1:42.89				

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Backup	1:35.57	1:39.51	1:35.24	1:39.20	1:42.33	1:42.86	1:42.86	1:39.83
Btn. A	1:35.57	1:39.51	1:35.24	1:39.20	1:42.33	1:42.86	1:42.86	1:39.83
Btn. B								
Btn. C								

Official Initials  
rcjm

Watch Time for Lane  
6) \_\_\_\_\_  
6) 14280

Meet Management does a Get Times to read times from Timing Console. NO ADJUSTMENT IS REQUIRED.

Session: F7	Refresh: Ctrl-D	RelNames: Ctrl-R	Spills: F9	Adjust: F8	Restore Pads: Ctrl-P	JD: Ctrl-J	Race #: F2	List: Ctrl-L	Re-Rank	Prev Event: Ctrl-F4	
Awards: Ctrl-A	Calc: Ctrl-K	Unseeded: Ctrl-U	Get Times: F3	Score: Ctrl-S	Re-Score	Next Event: Ctrl-F5					
<b>Heat 5 of 8 == Finals == Event 39 Girls 9-10 100 Yard Breaststroke</b>											
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	<input type="checkbox"/>	<input type="checkbox"/>			2	17
2	Bussanmas, Zoe	9	Waukeee Rays	1:39.83	1:39.38	<input type="checkbox"/>	<input type="checkbox"/>			4	35
3	Smith, Kennedy	10	Stoney Point Stingrays	1:38.74	1:35.25	<input type="checkbox"/>	<input type="checkbox"/>			1	15
4	Kirkvold, Naomi	10	Omaha YMCA	1:38.49	1:39.25	<input type="checkbox"/>	<input type="checkbox"/>			3	31
5	Franklin, Felicia	10	Belvidere Barracudas	1:38.63	1:42.32	<input type="checkbox"/>	<input type="checkbox"/>			6	46
6	Patton, Caitlin	10	Oshkosh Community YMCA	1:39.48	1:42.88	<input type="checkbox"/>	<input type="checkbox"/>			7	50
7	Catlin, Anna	10	Northern Lakes Aquatic Club	1:40.00	1:42.89	<input type="checkbox"/>	<input type="checkbox"/>			8	51
8	Larson, Chloe	9	Watertown Swim Club	1:40.25	1:39.61	<input type="checkbox"/>	<input type="checkbox"/>			5	36

Ignore

Button Faster than Pad

-----> RACE SUMMARY <----- Race [0304]  
 Saturday 28-Mar-09 7:14:44 pm

500 Girls 13-14 Freestyle Final  
 Event: 79 Heat: 3

Timing Console  
 Official

----- BY LANE -----		----- BY PLACE -----	
Lane	Place	Time	Backup
1	2	5:57.25	1
3	6	6:28.62	2
4	4	6:07.28	3
5	3	6:02.56	4
6	1	5:56.52	5
7	5	6:17.94	6

Backup	Lane 1	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
5:57.17	5:57.17	6:25.37	6:07.28	6:02.60	5:56.41	6:17.86
6:25.37	6:25.37	6:25.37	6:07.28	6:02.60	5:56.41	6:17.86
Btn. A	Btn. A	Btn. A	Btn. A	Btn. A	Btn. A	Btn. A
Btn. B	Btn. B	Btn. B	Btn. B	Btn. B	Btn. B	Btn. B
Btn. C	Btn. C	Btn. C	Btn. C	Btn. C	Btn. C	Btn. C

(6:25.37)

Watch Time for Lane 3

Watch verifies button.  
 Circle button

3)           
 3) 62530

Official Initials  
 rcjm

Session : F7	Splits : F9	Adjust : F8	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Rank	Re-Score	1	2	3	4	Prev Event : Ctrl	Next Event : Ctrl
<b>Heat 3 of 4 == Finals == Event 79 Girls 13-14 500 Yard Freestyle</b>															
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts				
1	Holbrook, Emma	13	Marshfield A	6:08.09	5:57.25				2	7	12				
2	Heimark, Helen	14	A	6:02.10	NS										
3	Oepping, Hailey	13	N	6:01.45	6:28.62				6	17	6				
4	Revollinski, Olivia	13	C	6:07.28	6:07.28				4	11	6				
5	Sittler, Jacque	14	N	6:02.56	6:02.56				3	10	7				
6	Engbring, Kelly	13	Madison East YMCA Octopi	6:17.94	6:17.94				1	6	13				
7	Cich, Karli	14	Northeast YMCA Mariners	NS	NS				5	15	2				
8	Hawkins, Alexis	13	Keokuk Y Swim Team												

1) Get Times to read times from Timing Console

2a) Or Calc

2) Adjustment Needed. Click Y

**Time Adjustment - #79 Girls 13-14 500 Yard Freestyle - Heat 3**

Create Report  Show Heat Malfunction

Use	Lane	Primary	Lane Adjustment Using Backup Times			Adjusted
			Button 1	Button 2	Button 3	
<input checked="" type="checkbox"/>	1	5:57.25	5:57.17			5:57.25
<input checked="" type="checkbox"/>	2	NS				NS
<input checked="" type="checkbox"/>	3	6:28.62	6:25.37	3.25	y	6:25.41
<input checked="" type="checkbox"/>	4	6:07.28	6:07.28	0.00		6:07.28
<input checked="" type="checkbox"/>	5	6:02.56	6:02.60	-0.04		6:02.56
<input checked="" type="checkbox"/>	6	5:56.52	5:56.41	0.11		5:56.52
<input checked="" type="checkbox"/>	7	6:17.94	6:17.86	0.08		6:17.94
<input checked="" type="checkbox"/>	8	NS		0		NS

If there is more than .30 seconds between the middle backup time and the primary time, calculate the average difference between the pad and intermediate times of the other lanes. Add this difference to the valid backup time of the problem lane(s).  
 Yellow = Backup time is more than .30 faster than the pad time.  
 Blue = Backup time is more than .30 slower than the pad time.  
 Green = Only two backups and one backup is within .30 and one is not.

**Pad and Backup Differentials: Total = 5.23 and Average = 0.04.**

Accept Adjusted Reject Adjusted

3) Accept Adjustment

Read times from Timing Console with Get Time. Since button time circled on Timing Console printout, adjustment needed.



Duplicate Heat

====> SYS6 V1.214 <==== Colorado Time System 6 \*  
 =====> RACE SUMMARY <====> Race # (0186)  
 Saturday 28-Mar-09 12:54:18 pm

100 Girls 11-12 Butte  
 Event: 35 Heat: ~~1~~ 2

Pull Times by  
 Race #

---- BY LANE ----		---- BY PLACE ----			
Lane	Place	Time	Time		
1	6	1:16.14	1	4	1:11.44
2	5	1:15.62	2	5	1:12.57
3	4	1:13.51	3	6	1:12.62
4	1	1:11.44	4	3	1:13.51
5	2	1:12.57	5	2	1:15.62
6	3	1:12.62	6	1	1:16.14
7	7	1:17.48	7	7	1:17.48
8	8	1:19.23	8	8	1:19.23

Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6 Lane 7 Lane 8  
 Backup 1:16.23 1:15.63 1:13.55 1:11.39 1:12.52 1:12.54 1:17.27 1:19.35  
 Btn. A 1:16.23 1:15.63 1:13.55 1:11.39 1:12.52 1:12.54 1:17.27 1:19.35  
 Btn. B  
 Btn. C

Meet Management does a Race #  
 to read times from Timing Console

Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S
Race # : F2				

Heat 2 of 3 == Finals == Event 35 Girls 11-12 100 Yard Butterfly

## 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						<input type="checkbox"/>	<input type="checkbox"/>				
2	Johnson, Sydney A	8	Edina Swim Club-MN	1:52.61	1:54.24	<input type="checkbox"/>	<input type="checkbox"/>		4	8	y
3	Stickler, Maddy R	8	Omni Swim Club-MN	1:48.78	1:56.34	<input type="checkbox"/>	<input type="checkbox"/>		5	9	
4	Zimmerman, Sophia p	8	Jet Stream Aquatic Racing-MN	1:46.52	1:45.29	<input type="checkbox"/>	<input type="checkbox"/>		1	5	
5	Stone, Claudia K	8	Hopkins Swim Club-MN	1:46.67	1:45.36	<input type="checkbox"/>	<input type="checkbox"/>		2	6	b
6	Eckstein, Alyssa L	7	Jet Stream Aquatic Racing-MN	1:52.04	1:50.60	<input type="checkbox"/>	<input type="checkbox"/>		3	7	
7						<input type="checkbox"/>	<input type="checkbox"/>				
8						<input type="checkbox"/>	<input type="checkbox"/>				

Timing discrepancies 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
<input type="checkbox"/>	1								
<input checked="" type="checkbox"/>	2	1:54.24	1:53.90			1:53.90	0.34	y	1:53.91
<input checked="" type="checkbox"/>	3	1:56.34	1:56.31			1:56.31	0.03		1:56.34
<input checked="" type="checkbox"/>	4	1:45.29	1:45.29			1:45.29	0.00		1:45.29
<input type="checkbox"/>	5	1:45.36	1:48.79				0	b	1:45.36
<input checked="" type="checkbox"/>	6	1:50.60	1:50.58			1:50.58	0.02		1:50.60
<input type="checkbox"/>	7								
<input type="checkbox"/>	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]

1 → Calc : Ctrl-K

Heat 2 of 2 == Finals == Event 48 Boys						
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ
1	Rochester, Keaton J	13	Rochester Swim Club Orcas-MN	2:14.94	2:17.53	<input type="checkbox"/>
2	VanDeVoorde, Michael R	13	Rochester Swim Club Orcas-MN	2:13.18	2:16.65	<input type="checkbox"/>
3	Krueger, Collin J	14	Jet Stream Aquatic Racing-MN	2:09.29	2:08.87	<input type="checkbox"/>
4	Schultz, Pierce J	14	Edina Swim Club-MN	2:07.71	2:02.21	<input type="checkbox"/>
5	Nelson, Daniel E	13	Team Foxjet-MN	2:08.97	2:07.43	<input type="checkbox"/>
6	Jaeger, Sam J	13	Unattached	2:10.04	2:11.63	<input type="checkbox"/>
7	Harris, David K	13	Team Foxjet-MN	2:13.88	2:11.35	<input type="checkbox"/>
8	Cox, Nicholas C	13	Rochester Swim Club Orcas-MN	2:15.76	2:10.43	<input type="checkbox"/>

2 →

Time Adjustment - #48 Boys 13-14 200 Yard

Create Report

Show Heat Malfunction

---

Time Adjustment - #48 Boys 13-14 200 Yard Freestyle - Heat 2

Create Report

Show Heat Malfunction

Heat Adjustment Using Watch Times					
Use	Lane	Primary	Watch	Difference	Adjusted
<input type="checkbox"/>	1	2:17.53		0	2:17.53
<input type="checkbox"/>	2	2:16.65		0	2:16.65
<input type="checkbox"/>	3	2:08.87		0	2:08.87
<input type="checkbox"/>	4	2:02.21		0	2:02.21
<input type="checkbox"/>	5	2:07.43		0	2:07.43
<input type="checkbox"/>	6	2:11.63		0	2:11.63
<input type="checkbox"/>	7	2:11.35		0	2:11.35
<input type="checkbox"/>	8	2:10.43		0	2:10.43

3) Enter Watch Times  
Then Accept

## **Open Lane Swims**

### ***Criteria***

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

### ***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
<b>Mixed Open 800/1000 Freestyle**</b>	267	291	317	341	367	391	417
<b>Mixed Open 1500/1650 Freestyle**</b>	268	292	318	342	368	392	418

\*\* Do not create unless requested by referee

## Adding Time Trial Event

**Event #:** 300 **1**

**Individual / Relay**

Individual

Relay **2**

**Gender**

Alt Gender

Girls  Boys

Women  Men

Mixed **3**

**Age Group**

6 and Under

8 and Under

10 and Under

15 and Over

Open/Senior

7 - 8

9 - 10 **4**

11 - 12

13 - 14

15 - 16

15 - 18

17 - 18

Custom 13 & Over

13 to

**Distance**

25  3K

50  5K

100  10K

200  25K

400  1 Mile

500  2 Mile

800

1000 or 1K **5**

1500

1650

None

Custom

**Stroke**

Freestyle

Backstroke

Breaststroke

Butterfly **6**

Medley

1 mtr Diving # Dives

3 mtr Diving

Platform Diving

Note:

Suppress Stroke Name

**Rounds**

Timed Finals

Prelims/Finals

Prelims/Semis/Finals

# Heats in Semis: 0

Multi-Age Group

Score Event

Manual Seed

Entry Fee:

**Event Type**

Standard

Time Trial Event

Swim-Off Event

Multi-Disability

Open Water

Pads at both ends

OK Cancel

**Enter 1-6 from Time Trial Events.**

**as indicated**

## 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.

300	F - Done	Mixed	13 & Over	200	Fly
301	F - Done	Boys	13-14	50	Free
302	F - Done	Mixed	13 & Over	200	IM
303	F - Done	Mixed	13 & Over	50	Free
304	F - Done	Mixed	13 & Over	200	Free
305	F - Done	Mixed	13 & Over	100	Fly
306	F - Done	Mixed	13 & Over	100	Breast
307	F - Done	Mixed	13 & Over	100	Free
308	F - Done	Mixed	13 & Over	200	Back

**Renumber Events 300-308 to 150-158**

Comments Re-Number 1

**Re-number Events**

Increase event numbers :

Decrease event numbers :

Offset amount :

Starting Event Number (3-308) :  6)

Ending Event Number :

OK Cancel

2) 300 to 150 implies decrease

3)  $300 - 150 = 150$

4) Starting Event = 300

5) End Event = 308

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]**

The screenshot shows the 'File' menu with 'Export' selected (1). The 'Export' sub-menu is open, showing 'Start Lists for Scoreboard' as the third option (2). The 'Scoreboard Start Lists' dialog box is open, showing the destination path 'C:\swmeets\Exports' (4). The 'Select Session' table is displayed (5), and the 'OK' button is highlighted (6).

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

## 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 checked="" 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

## 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, Kathryn 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, Stephanie 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)