



# Entering an Official Split in Meet Manager

## 1. Create Event in Meet Manager: EVENTS/ADD

**Event #:** Use a Series of Event Numbers that is not used in another session. (If OOE has events 1-104...Use 200's for Official Splits)

**Gender:** This can be Mixed or Gender specific depending on original event.

**Age-Group:** Open/Senior or Age-Specific depending on original event.

**Distance:** Specify for each split request.

**Stroke:** Specify for each split request.

**Multi-Age:** "Check" if Time Standards are in the meet (This will show if the swimmer attains a Time Std cut.)

Do **NOT** score event.

**Entry Fee:** FREE

**Event Type:** Swim-Off Event

Click OK

Click Cancel



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## 2. Add Event to the Session EVENTS/SESSIONS

The screenshot shows the Meet Manager interface. At the top is the 'Sessions' panel with a menu (Add, Edit, Delete, Move All, Remove All, Clear Indicators, Print, Help) and navigation icons. Below it is a table for session details:

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1	5	5		90	15	0	30	Y	Session 1
1	01:00 PM	2				30	15	0	30	Y	Initial Splits

Below the sessions table are two panels:

- EVENT LIST - (Double Click to Add)**: A list of events with columns for Evt #, Rnd, and Event Name. Event 400, 'Mixed Senior 200 Freestyle Swim-off', is highlighted in yellow at the bottom of the list.
- SESSION SCHEDULE - (Double Click Evt # to Delete)**: A table with columns for Evt #, Rpt H/P, P/S/F, Event Name, Order, Alt, Alt Heats, Break, and Break Description. Event 400 is listed in the first row.

Create a session for Splits

Scroll to bottom of EVENT LIST to find the swim-off event.

(Will be NOT be highlighted at this point.)

Double-Click on the swim-off event to add to the bottom of the Session Schedule.  
(Event will now show under Sessions Schedule on the right and will be highlighted under the EVENT LIST column on the left.)

Close Sessions Screen.

## 3. Add Swimmer to Event

RUN/Select Event/ADJUST

Select the radio button to "Show Eligible Athletes"

Add Swimmer to the Heat and Lane you want to record the swimmer in  
(Suggest that you use the lane that they swam the original event in so that you can pull in splits from the Timing System)

Pull in Race information from original event By Race #

Hand-Key in the Finals Time for the Split