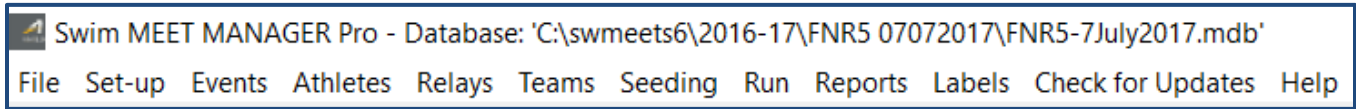# Meet Manager Directions (may vary slightly depending on version)

Menu Options:

Meet Set-up

1. Often best to follow an example or use a backup of a similar meet and purge the teams/results. Menu options are fairly self-explanatory.

2. Entry/Scoring Preferences (from Set-up menu)
   a. Entry Limits tab – include max entries for the entire meet here.
   b. If meet requires entry times on or after certain date, include in that field.

   c. Scoring/Awards – if meet includes them.

3. Report Preferences
   a. Report Formats – based on preference.

   b. Report Headers – include Sanction # here to include in program. Only include other headers if there is a need for them. Make sure there are not older meet names listed on this page.

4. Entry Fee Surcharge
   a. To set the deck fee per swimmer, add an athlete surcharge.

Entry Fee Sur...

Meet Start Date: 7/7/2017

Athlete Surcharge :	0.00
Team Surcharge :	0.00
Facility Surcharge :	0.00

OK   Cancel

5. Options – quick way to change event options in bulk.
   a. Individual and relay event fees.
   b. Change # of lanes for all prelims or finals events.
   c. Change heat order for all events.
   d. Otherwise may change within each individual event set-up.

Options

Global | Import Picture | Personal Preferences

☐ 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 : [0.00]

☐ Change non-Time Trial relay event entry fees to : [0.00]

☐ Change Time Trial individual event entry fees to : [0.00]

☐ Change Time Trial relay event entry fees to : [0.00]

☐ 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

☐ Build Athlete Registration ID's

OK   Close

Events

1. Event Set-up -- each event can be added, edited, with multiple options.
    a. Events shown below are already seeded, mixed gender with associated age groups, no entry fee, timed finals, 5 lanes for events 1-13, 6 lanes for event 14, swum slow to fast except for event 14. No scoring, and multi-age is not set for any event.

2. Sessions
    a. Sessions are created after events have been added.
    b. Include day, start time, session #, max # of individual events, relay events, and total events per session.
    c. Include heat interval, course, and session title.
    d. Add events to each session, in the order they will be swum in the session.
    e. In session schedule, under "Rpt H/P" – "H" indicates heat sheet, "P" indicates psych sheet. This is "H" by default. Events that will be positive check-in and not pre-seeded are often changed to "P" so that a psych listing will display in the meet program rather than nothing.

3. Printing Event List – under Event menu, Print, Create Report.
   a. Provides a listing of the events for participating teams.
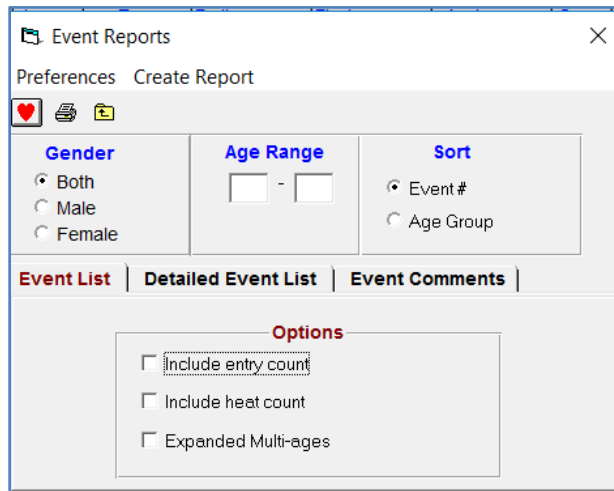
Exporting Events for team entries:

1. Under Main Menu, File, Export, Events for TM. This file is used by participating clubs for importing into either TM or TU for entries. Good time to verify the set-up. Also, it's wise to import the resulting event file into TM or TU and double check the set-up in the entry system. Events file starts with: "Meet Events" followed by the meet name.
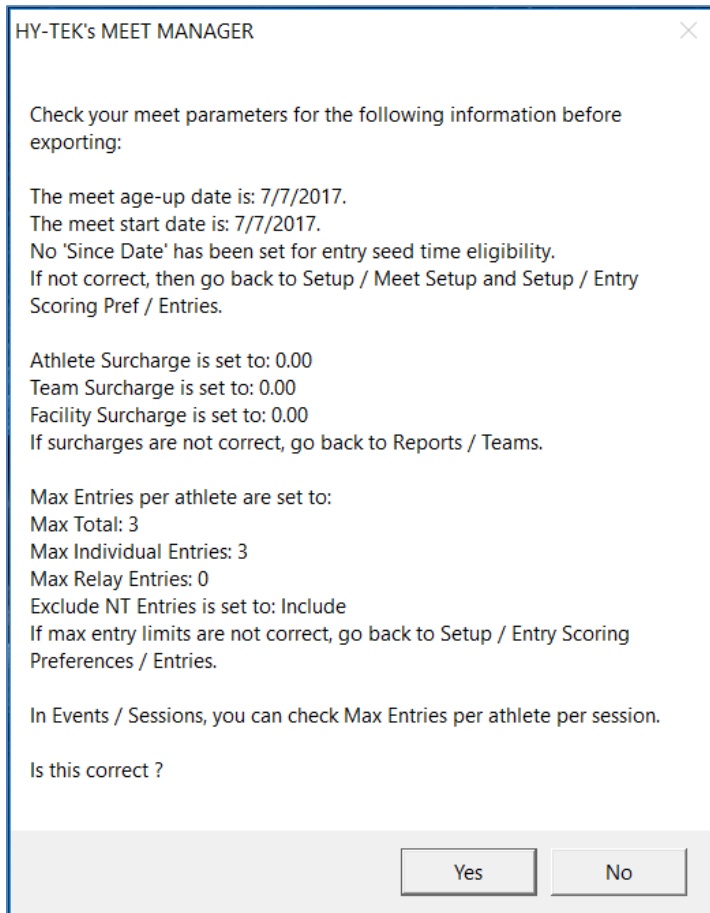
Meet Backup

1. File, Backup, save to designated location on PC. Each backup of the meet saves with same name and successive number, file starts with "Swmm" followed by MM version #, then "Bkup"
2. Can be done as often as desired.
3. Good way to roll back if needed.
4. In order to send or save to storage medium, must use the backup, then restore.

Restoring Meet Backup

1. Open Meet Manager
2. File - Restore
   a. Unzip, copy database to a selected folder, and open this new database
   b. Locate where backup is stored
   c. Locate which folder you'd like database to be copied (typically swmeetsX depending on version)
   d. Click OK

Importing Entries
1. File - Import - Entries
2. Locate where entry file(s) have been stored, select file, and click Open
3. Click OK
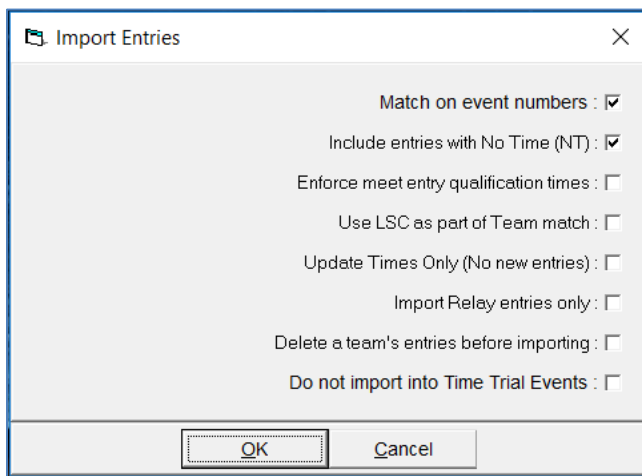
4. Meet announcements may request that entries be submitted with entry times or estimates, but often some (or all) NT's are missed. It is typical to import NT entries and leave them or ask for estimated times.

5. Clubs may send a whole new file with updates after their first submission. If it is a new file, you can either click on the option to delete a team's entries before importing or go to the "Teams" menu selection and just delete that team totally and import the new file. Watch for unattached swimmers who may be in the file – they record as a separate team so be careful of duplicates.

6. Unattached swimmers may display in a number of ways. The conventional name is "UN-NI" for Niagara LSC swimmers. Some display differently, depending on how the club sent them. Those with no club can stay as UN-NI. For others, it is easiest to rename them such that you know what club submitted them for payment and award purposes (i.e. UN-QU followed by NI). They can all be changed back to UN-NI before submitting the final backup to Niagara after the meet.

7. You can back up the database as often as you like (the backups will sequentially add a number to the end of the file name -- .001, .002, etc.) You can delete entries and reimport them. A recent backup can be restored, and entries reimported if necessary as well (not common).

8. Checking for athlete exceptions:
   a. Send the USA-S Registration file to the Niagara LSC Registrar. Refer to Pre-Meet Registration Reconciliation document for step-by-step directions.
   b. Always make sure that all teams have an LSC listed (NI for Niagara clubs). View this on the "Teams" page. All athletes must be assigned to an LSC. If they are from another LSC, select that LSC.

Team Name	ABBR	LSC	Short Name			Alt ABBR	
Fairport Area Swim Team	FAST	NI					
Irondequoit Swim Club	IRON	NI					
Pack Swim Team of Pittsford	PACK	NI					
Quick Water Swim Club	QUIK	NI					
Webster Swim Association	WEBS	NI					

9. Individual Team Entry Lists (for confirmation of entries to send to the teams)
   a. Under Reports, select Entry Lists.
   b. Under Filters, select Team, and highlight All Sessions.
   c. In the bottom section, for "include in report," make sure "include heat/lane" is NOT checked. (If you are selling programs, you don't want to give clubs their swimmers' heat/lanes.)
   d. Click Create Report.
   e. If team has any unattached swimmers, do again using that club's unattached abbreviation.
   f. It is often easy to catch entry time mistakes by running a psych report of the entries. Consider doing this periodically.

Seeding the Meet
1. If any of the distance events will be positive check-in, exclude these events when seeding the meet.
2. You can reseed any number of times before finalizing the meet. IMPORTANT – once the meet is seeded and sent for printing or distribution, do NOT reseed the meet.

Session Report (timeline for meet)

1. From main menu in Meet Manager, Reports, Sessions.
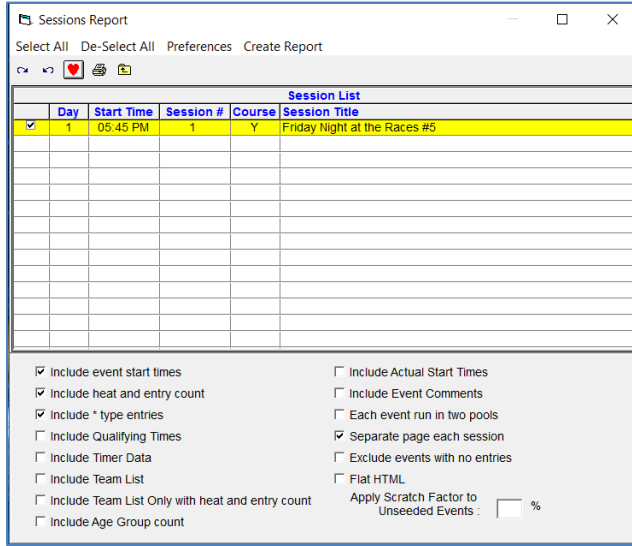
2. Session may be modified within the Event menu, under "Sessions."
Adjust intervals if needed. 20 seconds is reasonable. If doing flyover starts, 15 seconds can be used.

Meet Program

1. From Main Menu, Reports, Meet Program
2. Select by session, include approximate start times for events. (Select by session rather than "All" to include the times on the meet program. If distance events are included as a psych list in the program, the time for these does not show, and the estimated start time for events subsequent to these will be incorrect. Best not to include times in this case. Session report is a better estimate. Select desired options from the ones offered at the bottom of the page and create report.
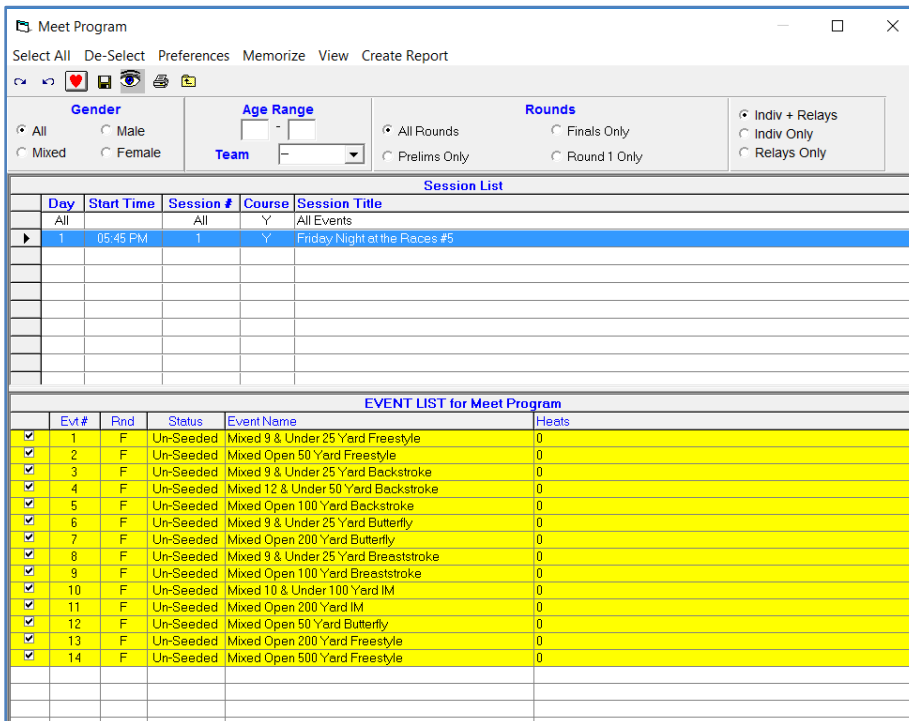
Reports

1. Meet program – print for sale, print for officials / coaches.
2. Lane timing sheets – usually do 2 events per page, but personal or club preference.
3. Teams – helpful for athlete and entry counts.
4. Athletes – helpful for names of all athletes sorted a variety of ways.
5. Entry lists –for closed meets that we host where programs will not be sold (e.g. closed league meets), consider running the entry list for the teams and include heat/lane after the meet has been seeded. (Helps them to organize the swimmers.)
6. Meet Check-in – for positive check-in events.
7. Results (during and after the meet) – criteria depend on what has been decided for the meet and included in the meet announcement. If running mixed events (multi-gender, multi-age), consider separating the results by gender and age group.

Other:

1. Good to make sure that the meet and event set-up matches the meet announcement and is doable.
2. Time Standards (if any for the meet)
3. Multi-age events, displaying results by age group/gender. May depend on whether awards will be provided and the conditions for them. Can always choose to separate the results, even after event file has been distributed.
4. Running the meet – adjusting swimmers' heat/lanes, relays, scratches, DQ's and codes.
5. Time reconciliation during meet – pad time must be proven incorrect to not use it. Other supporting data must substantiate not using pad time. Order of finish is often helpful.
6. Post meet – validate results, double-check NS and DQ's if not done during the meet. Never harm in double-checking results before sending meet backup to Niagara. Ensure that any deck seeded swimmers have the correct swimmer information entered. Make sure relay names have all been added.