

MEET MANAGER NOTES

July 1, 2010

Meet Setup

1. Open the correct database
 - a. File...Open...Dual Meet Template
2. Customize the meet information
 - a. Setup...Meet Setup
 - i. Edit meet information
 - Date of Meet
 - Meet Style...2 Team Dual
 - Course...<your pool: SC Meters or Yards>
 - b. Setup...Meet Seeding
 - i. Basic: Timed Finals = Standard
 - ii. Dual Meet: Click and drag team name to odd/even lanes; select "Use Lane Assignments Above"
 - **Alternate Use of Unassigned Lane (2 team dual):** For 2 team duals **only** and in cases where there is no team assigned to a lane in the menu above, such as in a 5 or 7 lane pool, the empty extra lane will alternate by event as to which team will fill it.
 - c. Global Changes (e.g. number of lanes)
 - i. Setup...Options...Global
 - # of lanes
 - Event fees (also see below)
 - ii. Setup...Entry/Scoring Preferences
 - # of places to award
 - Entry/Entry Limits (# events, time since date)
 - Point system (e.g. to award points for time improvement)
3. Set the meet entry fees
 - a. Setup...Option...Global (event fees)
 - b. Reports...Team Reports...Entry Fee Summary (athlete, team, and facility surcharge)
4. Remove entries & results ("reset")
 - a. File...Purge...Remove Data Selectively...Entries/Results
5. Verify the meet events
 - a. Event numbering
 - b. Lanes
 - c. Scored events: all should be "yes" except for 6&U events would should be "no"
6. Set/Verify the entry limit
7. Import Entries
 - a. Age-up swimmers
 - b. Generate Entry List report for each team
 - i. Reports...Entry List...
8. Seed Events
9. Session Setup
 - a. Edit information
 - i. Meet Start Time
 - ii. Time between heats (typ. 30-45 sec between heats; extra 15-30 sec for backstroke)
 - b. Time Line: Events...Session...<double click>...edit info
10. Export TM Event file for the meet
 - a. Export Events to TM...(Allow course conversion)

11. Importing Entries and Seeding the Meet

- a. Friday
 - i. Import each team's entries into MM
 - ii. Generate a meet entry report PDF for each team (only show their team). Send the PDF to each coach and have them verify their entries
 - iii. Seed the meet
 - iv. You might want to print/PDF a Heat Sheet and Timeline report to see where you are – to get a heads up.
- b. Saturday
 - i. Make any last minute changes, finish by 8:30am
 - ii. Reseed the meet.
 - iii. Look for stragglers in heat 1. For dual meets, MM will allow a solo swimmer in heat 1. Manually adjust the seeding (RUN...<select event>...ADJUST) by pulling the outside lanes from the next heat back to heat 1; manually drag and drop each swimmer, seeding lanes by time. So you now should have 3 swimmers in heat 1.
 - iv. Print/PDF a Heat Sheet. Final check.
 - v. Print 3-5 copies of the heat sheet. Referee/Starter, 1 for each team/coach, etc.
 - vi. Print entry card labels. Print by team.
 - vii. Print remaining heat sheets

12. Reports

- a. Meet Time Line (and number of heats): Reports...Session
- b. Heat Sheet: Reports...Meet Program

Running the Meet

- Displaying Backup times (in RUN mode)
 - RUN: Preferences...Run Screen...Show Backup Times
- Combining Events (e.g. 6&U with 8&U), when in RUN mode
 - Finish and SCORE the 6&U event
 - Print award labels
 - Finish the 8&U event
 - Print award labels

Note: if you do not print labels before combining event, any 6&U who places top 8 will also be included in the 8&U awards labels. By rule, a swimmer in a 6&U event who places top 8 in the 8&U event will earn points but not an additional (i.e. 8&U) ribbon. This applies to the backstroke and freestyle events.

 - Combine the 6&U event with the 8&U
 - Highlight/Select the 8&U event (this makes the 8&U the default Target Event)
 - RUN: Combine...
 - Source Event = 6&U (e.g. 9)
 - Target Event = 8&U (e.g. 11)
 - Select (bottom button) Copy Events to Target Event and leave Source Results Unchanged
 - SCORE the 8&U event
- Changing heats/lanes for a swimmer
 - Use the <Adjust> button to drag and drop swimmers between lanes/heats
- Entering Times for events
 - Enter the times from the cards
 - Use the <Calc> button to have MM calculate the final time
- Scoring the Events/Meet
 - As you “run” the meet and enter events, select <SCORE> after you finish the results for each event. The event status will change from “Done” to “Scored”.
 - MM will automatically keep a running score
- Printing Event Results and Award Labels
- Printing/Sending Meet Results (PDF file)
- Finalizing Meet Results
 - Verify that all seeded events are “Scored” (except 6&U which should only be “Done”)
 - Print the results. Reports...Results
 - Columns/Format
 - Columns = Single
 - Format...Relay Names = 4
 - Include in Results
 - Select: Time Stds, Entry Times, No Shows
 - Include Team Scores
 - Select: Combined, Male, Female
 - Splits/Sort Order/Selected Teams
 - Sort Order = Session Order
 - Selected Teams = All Teams
 - Export TM results for each team. File...Export...Results for Team Manager or SWIMS or NCAA Database
 - Select each team separately and save the TM results (.zip) file
- Send the MM Backup File to the CMSL Statistician
 - Backup the database. File...Backup. When backing up the database, do not select “lock” the database

Changing Meet Results from SCM <-> SCY

Suppose you run a meet setup as Yards and enter results, but the meet is actually in short course meters. The results will be stored with an S denoting short course meters. To change the course for the results to yards, you must use the sessions to menu to do this.

There are three scenarios:

- **No Sessions are Setup:** Add one session with the wrong course and move all events into the session. Then edit the session and change the course to the correct session. **MM** will offer the option to change all the results for that session to the new course.
- **Sessions are setup with the wrong course (*this is the one you want*):** Edit each session and change to the correct course. **MM** will offer the option to change all the results for each session to the new course.
 - Events...Sessions...Edit...<select course>. Change from Yards to SCM and say <yes> to change all events
- **Sessions are setup with the correct course, but the results course is still wrong:** Edit each session and change to an incorrect course. Edit each session again and change to the correct course. **MM** will offer the option to change all the results for each session to the new course.

Scoring the Meet

Normal Event Scoring

- Setup...Scoring Setup...Standard
 - Enter the points for individual and relays
- Setup...Entry / Scoring Setup
 - Scoring / Awards (tab)
 - Select the number of places to award

As you “run” the meet and enter events, MM will automatically keep a running score

Hy-Tek Points (USAS)

Calculates strength-of-swim points, based on the national database/scoring system

- Setup...Entry / Scoring Preferences
 - Scoring / Awards (tab)
 - Special Points Systems (drop down)
 - Hy-Tek Age Group Points
- Scoring
 - Run...Rescore...Yes (select all events)
- Exporting Results
 - Reports...Scores
 - Format (tab)
 - Points = Std Points
 - Export as excel file

Improvement Points (for Team Use)

Awards 1 point for every 1st time swim and time improvement

- Setup...Entry / Scoring Preferences
 - Improvements (tab)
 - Table Entries
 - -99.00 through 00.00 = 0
 - 0.01 through 99.00 = 1
 - Points Awarded if NT = 1
 - Points Awarded if Exh = ✓
 - Scoring / Awards (tab)
 - Special Points Systems (drop down)
 - Improvement Points
- Scoring
 - Run...Rescore...Yes (select all events)
- Exporting Results
 - Reports...Scores
 - Format (tab)
 - Points = Std Points
 - Export as excel file