

eDive Steps and Helpful Hints

AT THE BEGINNING OF THE SEASON:

Remove previous data from eDive, if necessary

Create Reports/Save reports - Create folder on the computer for the, i.e., 2016 Diving and one for each meet within the folder for that year, i.e., 2016_06_30 FT at BEE
Open eDive-->Reports-->Reports Browser-->Select Meet-->Select Events-->Select Report-->Preview Report-->Click on Export to PDF icon-->Choose the new folder you created-->Name the file including the meet name and date-->Click Save
Run Reports- Choose which reports to run. Remember to choose the correct meet, all events and save the report to the new folder you created. The following reports are suggested: Detailed Results, Diving Order with Dive Lists, Team Points by Meet, and Team Roster.

For Each Meet:

Download eDive Database

Each week an updated version of the eDive database is posted on the NKSL website at www.swimnksl.com. An authorized representative will need to log-on to the site and download this database from the Resources / Weekly Meet Files page.

Add Divers

Divers are added at the beginning of the season by Jerry Wissman when roster is received and then as needed if someone joins the team during the season. Enter diver's First Name, Last Name, Gender, Affiliation, Age or Date of Birth
Edit-->Divers-->Create New-->Enter Data-->Save-->Close

Register Divers

Events-->Register Divers-->Select Meet-->Select Diver-->Check Box for correct Event-->Check Box for Exhibition if applicable-->Click Save Icon

Hint: Click onto the next diver and then click back on the diver just registered to be sure that the event and exhibition status are correct.

Note: Divers can be sorted by Team by clicking on the Team column.

Create/Transfer Dive Sheets

Edit-->Dive Sheets-->Select Correct Meet-->Select Correct Event-->Select Correct Diver-->Click View Dive Sheet-->Enter Dive Number and Position Letter (i.e., 101B) for each dive-->Save-->Close

Hint: Once dives have been entered correctly, the flashing "Has Errors" warning in the upper right hand corner will change to "Valid List"

Short Cut: You can import your sheets from a previous meet by following these instructions.

Tools-->Transfer Dive Lists-->Select Meet and Event to Transfer from-->Select Meet and Event to Transfer to-->Select Divers to Transfer-->Click Transfer-->Repeat for all events-->Click Done

Note: If you are transferring sheets, you can skip the Register Divers step unless you have a new diver entering this meet. Once you transfer your sheets, you will need to review your Exhibition status to be sure that your Exhibition divers are correctly selected

Scoring Templates and Applying to Meets

Apply Scoring Template to Meet

If you have to change from a 5 judge to a 3 judge score panel:

Edit-->Meet-->Select Correct Meet-->Select event on left side of screen-->Select Meet Scoring on the right -->Click Yes when prompted-->Repeat for each event

Review Dive Sheets for Errors

Meets-->Edit a Meet-->Select Correct Meet-->Select an Event on Left Side of Screen-->An exclamation point will appear in the Dive Sheet Status column if there is an error-->Click in the box with the error-->Click on the three dotted grey box to bring up the dive sheet-->Correct the dive sheet

Note: A report can also be run to show the dives entered for each diver or to show dive sheets in traditional format by following these instructions.

Reports-->Reports Browser-->Select Correct Meet-->Select All Events-->Select Diving Order with Dive Lists OR Dive Sheets-->Click Preview Report-->Click View Report

Note: The Diving Order with Dive Lists Report is very helpful to take to the pool to verify the dive lists with the divers. It lists the divers by event and what dives have been entered for them. Dive order does not have to be set to run this report. Coaches should review this report for accuracy prior to warm-ups to make any necessary changes.

Verify that Exhibition is Correctly Identified

Meets-->Edit a Meet-->Select Correct Meet--> Select an Event on Left Side of Screen-->Divers will be displayed on the right and a check will be placed in the box in the Ex column for divers that are exhibition-->In a dual meet, two divers per team will not be labeled Exhibition, in a tri meet, three -->Add or remove a check in the exhibition status if necessary-->Be sure to Click the Save icon after each change made to Exhibition status and then click the Refresh icon to verify that changes were saved

Correcting Dive Sheets

Meets-->Edit a Meet-->Select Correct Meet-->Select correct Event on Left Side of Screen-->Click in the Dive Sheet Status column of the Correct Diver-->Click on the three dotted grey box to bring up the dive sheet ->Enter the correct Dive Number and Position Letter (i.e., 101B)-->Save-->Close

NOTE: If the Dive Sheet Status Box on the Dive Sheet still has an exclamation point and a blinking Has Errors sign, click on the exclamation point for an explanation of the

error.

Dive sheet corrections should be complete by the end of warmups 6:15pm so that sheets can be printed and the meet can begin on time. Any additional changes can be made when the diver is on the board prior to executing their announced dive but the diver may receive a lower Degree of Difficulty, if warranted. Please review rules on changing dives for more information.

Export and Email Meet Data to Opposing Club

The visiting team's data needs to be sent to the Home club by noon on the day of the meet. If possible, the visiting team should also bring their laptop and flash drive to the meet. This would afford another opportunity to export data should there be issues with those emailed earlier in the day. The host club should likewise email their entries to the visiting club. Both clubs should copy Jerry Wissman at nkslpresident@gmail.com when they email their entries.

File-->Export Data-->Select Events within a Meet tab-->Select meet from the list-->Click Select All to select all events-->Select Include Event Entries-->Select Include Dive Sheets-->Select Include Judging Panels-->Select Browse for Directory and select the correct file folder-->Click Export-->Click Done

Note: A directory for the exported data for each meet should be created beforehand because 6 files will be exported and they will be hard to distinguish from previous exports if the same destination is used each time. Email your 6 exported files to the Host Club's Representative and/or Dive Coach.

Import Meet Data from Visiting Club

The Visiting Club will email the Host Club their eDive data by noon on the day of the meet. The Host Club's representative or coach will save the 6 attachments to a directory of their choosing.

File-->Import eDive Data-->Check the boxes for all the items to import-->Select the correct directory that holds the data you saved from the email-->Click Import-->Click Done

Scratch Divers

Events-->Register Divers-->Select Correct Meet-->Select Correct Diver Name-->Uncheck the box next to the Event Name-->Click Yes-->Click Save

Set Dive Order

We recommend that this be complete by 6pm so that the meet begins on time.

Events-->Set Dive Order-->Select Correct Meet-->Select Correct Event-->Click

Randomize-->Click Save-->Click Close

Note: To change or set the dive order manually, click into the Order box and type in the dive order number in the box. You will need to do this if a diver scratches from an event after dive order was set.

Run and Print Pre-Event Reports

Reports-->Reports Browser-->Select Correct Meet-->Select Correct Event(s)-->Select Report-->Click Preview Report-->Click View Report

Note: Click the Print icon on this screen or click the Export to PDF icon to save the file for later use.

Note: There are many reports in the system to be explored. **Diving Order with Dive Lists** is useful for reviewing dives entered with divers before day of meet and data is finalized.

The following reports will be used during meets.

2 copies of **Announcers Script** for the announcer and referee

2 copies of **Diving Order with Dive Lists** (one for each coach)

1 copy of **Table Score Sheet** for the master scorer

Run Event

Events-->Run Event-->Select Correct Meet-->Select Correct Event-->Enter Scores--

>Click Save and Advance-->at the prompt to Post Event Results, click Yes if the results match on both computers. Click No if the results do not match, then make the appropriate changes, and click the Post Results button.

NOTE: If a diver needs to change a dive during the meet, click on the dive and enter the new dive number. Do not change the dive to a higher degree dive, only change if it is a lower degree dive. If there is a balk, the announcer will read the judges' scores with the deduction so the scores read are the correct scores. If there is a failed dive, click the Incorrect Dive box and then Save and Advance. Click No when prompted to scratch the diver.

Run and Print Pre-Event Reports

1 copy of **Results – Official, for Completed Events** for announcer

1 copy of **Team Points by Meet** for announcer

1 copy of **Awards Labels for ribbons**

Post Meet Results Reporting

File-->Export Data-->Select Events within a Meet tab-->Select meet from the list-->Click Select All to select all events-->Select Include Event Entries-->Select Include Dive Sheets-->Select Include Judging Panels-->Select Browse for Directory and select the correct file folder-->Click Export-->Click Done

Note: A directory for the exported data for each meet should be created beforehand because 6 files will be exported and they will be hard to distinguish from previous exports if the same destination is used each time. Email your 6 exported files to the Visiting Club's Representative and/or Dive Coach and to Jerry Wissman at nkslpresident@gmail.com.

ADDITIONAL NOTES AND REMINDERS

- Use a Mouse, it makes clicking the scores much easier.
- Each Club should have access to and available for use at all home meets:
Laptop Computer loaded with the latest version of eDive; Printer; Electric Source;
Blank Labels for ribbons; judging scorecards; pens, pencils, box or something to

help block computer screen from sun (difficult to see screen with too much light), paper weights for windy days.

- Home Team provides the Announcer; Master Scorer; experienced and competent eDive program operator; Ribbon person; meet referee, three judges (one may be the referee).
- The Visiting Team provides two judges; competent eDive operator as a backup, table worker to complete table score sheet.
- If there are any issues, situations or events that occur that need to be addressed, please consult with your league delegate who will forward those to the League President for discussion.