

Meet Manager 8.0 - Lesson 1

Meet Manager Overview

- 1) Open Meet Manager 8.0, it will automatically load the last database that you used. If this is not the database, you wish to work on you will either have to open the correct database or create a new one.
- 2) The File Menu
 - a. Open / New
 - b. Backup
 - c. Restore
 - d. Import
 - e. Export
 - f. Exit
 - g. List of recently used databases
- 3) Set-up
 - a. Meet set-up
 - b. Meet Mobile Publishing
 - c. Preferences
 - d. Scoring
- 4) Events
- 5) Athletes
- 6) Relays
- 7) Teams
- 8) Seeding
- 9) Run
- 10) Reports
- 11) Labels
- 12) Check for Updates

Meet Manager 8.0 - Lesson 2

Creating and Restoring a Database

- 1) Create a new database for each individual meet.
 - a. File / Open / New
 - b. Determine where your databases will be stored, preferably a new folder for each season, and give it a unique name.
 - c. Meet set-up screen will appear, you need to complete all required information but you can populate the fields with any information.
- 2) Download your weekly database from the NKSL website.
 - a. Log-in to the website
 - b. Resources / Weekly Meet Files
 - c. Choose the link for your meet and click
 - d. "Save as" make sure you know where you downloaded it
- 3) Team Unify users should also download the event file for your meet. This will be uploaded into your Team Unify website to allow you to complete your meet entries.
- 4) Restore your database
 - a. File / Restore
 - b. Choose the top option
 - c. Choose the backup you want to use
 - d. Answer the questions and follow the directions
 - e. When complete, check the meet set-up screen to insure it is the correct meet and the teams to make sure they have been properly imported.

Meet Manager 8.0 - Lesson 3

Important information to check / change

- 1) Seeding preferences
- 2) Report preferences
 - a. Printer Options
 - b. Number of reports that are required
- 3) Entry / Scoring preferences
 - a. Scoring / awards
 - b. Entries / Entry limits – minimum age
- 4) Officials
- 5) Events
 - a. Number of lanes
- 6) Change set-up options

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Add Athletes

- 1) Athlete Menu
- 2) Add
 - a. Last name
 - b. First name
 - c. Date of birth – age will calculate
 - d. Team
 - e. Gender
- 3) Edit
- 4) Other important menus
 - a. Print – available reports
 - b. Events
 - c. Relays
 - d. Teams
- 5) Scratch-all
- 6) Other features
 - a. Sort by gender
 - b. Age-range
 - c. Teams
 - d. Entries
 - e. Show relays, swim-ups, and results

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The Events Menu

1) Events

- a. NKSL Order of events is already included in your database
- b. Number of lanes can be changed, remember you can utilize the options menu under meet set-up
- c. Manual seed may need to be changed if you are using Team Unify for your entries

2) Sessions

- a. Two sessions have been set-up: diving and swimming
- b. Edit interval times if necessary
- c. Print will allow you to print a meet timeline using the programmed values

3) Records

- a. Edit Tag
- b. Add Tag
- c. Add individual and records information
- d. Update
- e. Export
- f. Import

4) Print Reports

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Entering Athletes

- 1) Athlete Menu
 - a. Sort Information
 - b. Choose swimmer
 - c. Click Events
 - d. Enter Heat / Lane
- 2) Run Menu
 - a. Open Run Menu
 - b. Choose Event
 - c. Click Adjust
 - d. Add heats
 - e. Sort by team
 - f. Click and drag swimmers to lanes
 - g. Save

Event 11

1 – Cam Ayres

3 – Grant Stetter

5 – Caleb Wiest

Event 12

1 – Addison Durrett

3 – Ryon Argo

5 – Lucy Colvin

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Entering Relays

1) Relay Menu

- a. Choose relay event
- b. Double click on the appropriate team. Relays will be labeled A, B, C etc.
- c. Add heat / lane
- d. Choose swimmers and click and drag or simply click the swimmers in order.
- e. Click and drag to change order
- f. Double click to remove a swimmer
- g. Click Swim-ups if you have a swimmer from a lower age group for a relay.

Meet Manager 8.0 - Lesson 8

Exporting Entries

- 1) File / Export Entries
- 2) Entries for Meet Manager merge of same meet
- 3) Choose Team
- 4) Leave all other defaults
- 5) Include Heat and Lane
- 6) File will export into a file, when complete, click OK
- 7) Choose location to save the file, typically somewhere in a known folder.
 - a. Check Okay
- 8) New League Rule – Email your entry file by 6PM on the Wednesday before the meet to the opposing team's designated contact and Jerry Wissman.

Meet Manager 8.0 - Lesson 9

Importing Entries

- 1) File / Import Entries
- 2) Merge Entries
- 3) Choose the location where you file is located
 - a. The file will be named “Meet Entries – Meet Name and Date”. The Meet name and date should match the meet you are working in.
 - b. Click Open
- 4) Program will display a “warning” message – click okay.
- 5) Check the file name – it should be HFile001.hyv or something similar. Click Okay.
- 6) The Data Interchange File Box will display with information about the file. Make sure it is the correct file and click okay.
- 7) The “Competitor # Screen” will display, click yes.
- 8) Import progress box will display, click okay when finished.

Meet Manager 8.0 - Lesson 10

Run Menu Overview

- 1) Run Menu
- 2) Other menu that may be accessed from the Run Menu
 - a. Events
 - b. Athletes
 - c. Relays
 - d. Seeding
 - e. Reports – Show accessible reports
 - f. Labels – Show labels that are available
 - g. Preferences
 - i. Awards
 - ii. Report Preferences
 - iii. Results for List and Score
 - iv. Run Screen
 - v. Team Scores on Run Menu Screen
 - h. Meet Mobile
- 3) Event List
- 4) Split / Records – Control I
- 5) Team Scores / Records – Control Y
- 6) Buttons
 - a. Session
 - b. Adjust
 - c. Awards
 - d. JD – Judges Decision
 - e. List
 - f. Score
 - g. Re-Rank
 - h. Re-Score
 - i. Previous Event
 - j. Next Event
- 7) The details on scoring of an event will be provided in a future video.

Meet Manager 8.0 - Lesson 11

Pre-Meet Procedures

- 1) Import Entries
- 2) Run Meet Program for review
 - a. Reports / Meet Program
 - b. Run as a triple column with empty lanes checked report
 - c. Print
- 3) Review report and see where heats may be combined
 - a. Run Menu
 - b. Choose event(s) which need to be combined
 - c. Click Adjust
 - d. Click and drag swimmers to new heats and lanes
 - e. Hide Athletes
 - f. Delete empty heats
 - g. Save
- 4) Print a revised heat sheet and send to coaches from both teams.
- 5) Add and Scratch swimmers as reported by coaches from both teams.
 - a. Please remember that there are rules that govern the addition of swimmers and changing of events / heats after teams have exchanged entries the evening before the meet.
- 6) Pre-meet reports
 - a. Heat Sheets for Officials and Picker – printed as single column, one event per page
 - b. Heat Sheets for Starter / referee – May be printed as double-column or just like other officials.
 - c. Heat Sheets for Clerk of Course / Age-Group Parents – Each team will request them in different formats but a double column showing relay athlete name for 8 & Under events is typical.
 - d. Heat Sheets for Coaches – triple column with relay athlete names
 - e. Lane / Timer sheets – choose all swimming events, 2 events per page, include entry time, double space, relay athlete names (4), check # of lanes, sort by lane then event.
- 7) Optional Reports
 - a. Session – timeline for your meet

- b. Entry lists – filter by team and age range, by athlete, athletes and relays, request 3 athletes per page.

Meet Manager 8.0 - Lesson 12

Scoring an Event

- 1) Run Menu
- 2) Information you will receive from the pool deck.
 - a. Lane / Timer Sheets
 - b. Officials Heat Sheets with DQ's
 - c. Picker Sheet
- 3) Enter Times
 - a. Enter results by heat
 - b. Enter results by lane
 - c. If there are no DQ's or discrepancies – Score event.
- 4) Entering DQ's
 - a. Check the DQ box for the appropriate swimmer
 - b. Type in the DQ code or use the from the drop down box
- 5) Judges Decision
 - a. Click the JD Button
 - b. Enter the JD Place
 - c. Enter the JD Heat Place
 - d. Click Okay
 - e. Score Event

Meet Manager 8.0 - Lesson 13

Awards

- 1) Each NKSL team currently prints award labels for their own team. They are free to adopt any structure for awards they would like to utilize. In general:
 - a. In 12 and under events, swimmers will receive 1st through 6th place ribbons for each heat. If a swimmer is disqualified they will receive a participant ribbon.
 - b. In 13 and over events, plus open events, swimmers will receive 1st through 3rd ribbons for the scoring heat only.
 - c. Additional awards may be given at the discretion of the host club.
- 2) Print labels
 - a. Labels
 - b. Award labels
 - c. Choose the events you want to print
 - d. Input the number of award places to be printed depending on the ages of the event.
 - e. Choose either standard award label or by heat depending on the ages of the event.
 - f. List relay athlete names for relay events
 - g. Check the “printed” box for the events you are printing
 - h. Click create labels.

Meet Manager 8.0 - Lesson 14

Post-Meet Procedures

1) Reports to print

- a. Results – teams may request full results or just their team results
 - i. Reports
 - ii. Results
 - iii. Select all, triple column, DQ codes, include combined team scores
- b. Team Scores
 - i. Select all, team, combined, no age criteria
- c. High Point Report
 - i. Select individual events only, select all, remove diving events, individual, male and female, use athlete age, set the age ranges
 - ii. Swimmers with 15 points are the triple winners
- d. DQ Report
 - i. Meet summary, DQ Summary, filter by team, choose team or athlete format

2) Information to submit electronically

- a. Run Meet Backup
 - i. File, backup, choose directory, OK
 - ii. Backup options will appear
 1. You may include a message if you want
 2. DO NOT LOCK DATABASE
- b. Email meet backup to Jerry Wissman and the visiting teams contacts
- c. Optional reports that may be emailed a well.
 - i. Results
 - ii. Scores
 - iii. Triple Winners
 - iv. DQ reports

Meet Manager 8.0 - Lesson 15

Meet Mobile Publishing

- 1) Screen Automatically appears when you open the program
- 2) Settings Tab
 - a. Check “Full Meet Data” and free heat sheets.
 - b. View “Contract” to agree, type your name and Date-of-Birth, and click agree.
 - c. If you have no internet connection, you should check the “not interested in publishing” box
- 3) Publish Tab
 - a. Choose “include combined M/F scores” under Team section.
 - b. Click “publish general meet information”
 - c. Click “Publish psych sheets”