



MEET MANAGER

CHEAT SHEET

IMPORTING ENTRIES

File>Import>Entries

You may need to "unzip" the file so just follow the prompts as you go.

- This will bring up a screen that states Open File for Import
 - Select the Correct File and select "Open"
 - It will ask you to verify the file name and select "Ok"
 - A box will appear to check option. Check the following:
 - Match on Event Numbers
 - Include entries with No Time (NT)

ASSIGNING LANES

- Set up Menu
 - Seeding Menu Dual Meets
 - Both teams should be listed here.
 - Drag the team names into the proper lanes
 - Make sure the following boxes are checked:
 - Strict assignment fastest heat only
 - Use lane assignments above
- If you have an odd number of lanes, check Alternative use of Unassigned Lane

SEEDING THE MEET

- SEEDING MENU
 - SELECT ALL
 - START SEEDING
 - CLICK OK
 - Events will turn from yellow to blue when they are seeded. You will be able to see the number of heats per event.

MAKING ADJUSTMENTS

- ADDING AND REMOVING SWIMMERS to an event:
- ADJUST MENU (F8):
 - Double click on the swimmer to remove them, it will ask you to confirm
 - To add a swimmer, make sure that the button is clicked for show eligible swimmers and the team you adding from.
 - Drag the swimmer you want into the correct lane
 - Make sure to click save

ADDING SWIMMERS

- If a swimmer is not already entered in the meet, you will need to add this athlete.
- ATHLETES MENU
- Choose "Add"
 - In the "Add New Athlete" window, type in athletes information. Make sure to select the correct gender category and enter an Age
 - Make sure to select correct team and click "OK"
 - Add their events in the "Run" Menu, using the adjust function

CHANGING RELAYS

- RUN MENU
 - Click on the event you want to edit the name
- Click on relay name:
- Select relay team you want to change
- Double click the swimmer you want to remove or
- Drag the swimmer you are changing to the correct spot.
- If adding a new swimmer, drag them into the correct spot
- You do not need to save.

PRINTING HEAT SHEETS

- It is your choice whether you print 2 column or three column heat sheets. It usually works best to print a couple two column for officials, announcer, etc and then three columns for the rest.
- Report Menu
 - Meet Program
 - At the bottom of the screen:
 - Select # of columns in the Column/Format Menu
 - In the Include in Meet program menu, click on time standards and records and entry times. Up to you on Empty Lanes

PRINTING LANE TIMER SHEETS

How you print lane timer sheets may be unique to your club. Four events seems to work well for the flow of the meet. However, you can print by one or two events per page as well.

To print lane timer sheets:
REPORTS MENU

- Lane/Timer Sheets
 - Click on the events you want to print (likely all)
 - Make sure lane than event is selected in sort by
 - Format is continuous unless you select one or event per page
- To set it for your choice of events per page, enter the number in the # of events for continuous break

BACKING UP DATABASE

You will want to periodically backup the database as your run the meet and then at the end.

FILE MENU

- BACK UP
 - CLICK OK THROUGH THE NEXT SCREENS



MEET MANAGER

CHEAT SHEET

ENTERING TIMES

- You will enter times using the Run Menu
- When using 3 watches, you will enter the middle time in the "Final Times" Column. USING A 10-KEY IS HELPFUL!
- You will repeat that for each heat.
- You can use the calc button and enter all times but usually is not necessary for a dual meet provided you are keeping the timing sheets in case you are contacted for any discrepancies

ENTERING DQ'S

- If an official gives you a DQ slip for a swimmer, you will click the DQ box for that swimmer.
- In the DQ Code box, you will record the "reason" marked on the slip.
- Depending on the timing of the DQ slip, you may need to go back and rescore the event if it has already been scored.

SCORING THE EVENT

- Once you have entered times for all the heats and entered any DQ's, you can now score the event.
- A screen will pop up showing you the results. Double check that all the times look good and you either close that or print from there if you are posting each result individually.
- *** please post in a location for all to see results every 3-6 events as it helps to catch errors.

PRINTING AWARD LABELS

- AWARD LABELS
- In the box choose the events you wish to print labels for. Make sure "Standard award labels" is selected and the correct # of places based on your pool size.
- Click on "Create Labels"
- Check what you see and print if it looks correct.
- Make sure that you have labels in the printer!

PRINTING EXHIBITION RIBBONS

- Printing Award Ribbon Labels if using participant/exhibition ribbons for non-scoring heats
- ***YOU NEED to make sure that exhibition heat athletes (i.e. everyone but the scoring heat) have the exhibition box checked for this to work properly
- Repeat this process but select "exhibition swims" to print the participant ribbons for each event

PRINTING MEET RESULTS

- REPORTS
- SELECT ALL EVENTS
- MAKE SURE THE FOLLOWING IS INCLUDED: RECORDS, TIME STANDARDS, ATHLETES/RELAY POINTS (REST IS YOUR CHOICE)
- COLUMN/FORMAT: 2 COLUMNS
- INCLUDE TEAM SCORES: COMBINED

EXPORTING MEET RESULTS

- FILE MENU
- EXPORT
- RESULTS FOR SWIM MANAGER OR SWIMS OR NCAA OR USMS
- ON NEXT MENU, LEAVE TEAMS BLANK AND CLICK OK
- SAVE THE EXPORT FILE

SENDING OUT REPORTS

YOU WILL SEND OUT BOTH FILES CREATED TO THE LEAGUE AND THE TEAMS
(IF YOU ARE ALSO SENDING A MEET BACK UP, MAKE SURE TO SEND THE RESULTS FILES AS WELL AS IT HELPS THE LEAGUE PROCESS THE TOP TIMES REPORT)
IDEALLY, THIS IS DONE THE NIGHT OF THE MEET BUT SHOULD HAPPEN BY 8 AM THE NEXT MORNING.

STEP-BY-STEP GUIDE

Step-by-Step guidelines with screenshots is available on the GSSSL website under Rules, Forms, and General Information.

Please reach out to the league with additional questions.