

Procedure for Updating Custom DQ Codes in Meet Manager

We have recently updated the custom DQ Codes for our league to align the codes available in Meet Manager with the Official's training and the codes on our DQ slips. Please follow the step-by-step instructions below to update your DQ Codes in the Meet Manager software. The new "DQCodesCustom.txt" file is available for download on the [MHSL website/Scoring page](#).

Directions:

1. Close or exit the Meet Manager program.
2. Navigate to the folder C:/Hy-Sport/SwMM8/ on your computer (or where the Meet Manager software is installed).
3. Locate the existing file "dqcodesCustom.txt" in the C:/Hy-Sport/SwMM8/ folder.
4. Right-click on the file name and select "Rename."
5. Change the name of the file to dqcodesCustomOLD.txt. (This will preserve your current DQ codes if you ever need to reference them or use them for a different meet.)
6. Download the new dqcodesCustom.txt file from the MHSL website (located on the [Scoring page](#), under Computer Data Files).
7. Move the new "dqcodesCustom.txt" file you downloaded from the MHSL website into the C:/Hy-Sport/SwMM8/ folder.
8. Restart the Meet Manager software, and the new DQ Codes should now be available.

*If there are problems with the DQ Codes or you need to make any manual adjustments, please follow these optional instructions:

- A. Navigate to the folder C:/Hy-Sport/SwMM8/ on your computer (or where the Meet Manager software is installed).
- B. Double-click the dqcodesCustom.txt file to open it using your default text editor (e.g., Notepad).
- C. Review/update the necessary DQ codes and descriptions, maintaining the same format.
- D. Save any changes, if necessary, and close the text editor.

You have now successfully updated the DQ Codes in your Meet Manager software. If you have any questions or need further assistance, please contact your Division Scoring Representative or the Scoring Chairperson at scoring@mhsl.org.