

**BEFORE THE MEET/SEASON**

Equipment and Software	<div>1. Dell team laptop (laptop) x 2, code 6750 for both</div> <div>2. Meet Manager 7.0 for swimming (MM)</div> <div>3. Team Unify (TU)</div> <div>4. Colorado Timing System Dolphin stop watches and software (CTSD)</div>																	
Timeline	<table><tr><td>Before season</td><td>Update computers and software. Set up meets in MM, upload MM database files to TU. <b>(Best practice: set up all meets before start of season)</b></td></tr><tr><td>5 days before meet</td><td>Commitment deadline</td></tr><tr><td>2 days before meet, 5pm</td><td>Entries deadline, send to host</td></tr><tr><td>1 day before meet, 5pm</td><td>Merge entries, seed meet, send to visitors</td></tr><tr><td>Night before meet, if not reseeding on meet day</td><td>Print age group (line up) reports, lane timer sheets, meet programs for posting, S&amp;T judges’ sheets</td></tr><tr><td>1.5+ hours before meet</td><td>Set up computer area</td></tr><tr><td>1 hour before meet</td><td>Scratch meeting, reseed meet, print meet programs, and sheets</td></tr><tr><td>After meet (ASAP)</td><td>Email results and MM backup file to league webmaster, print ribbon labels, upload results to TU (Get results in BEFORE commitment deadline for the next meet!)</td></tr></table>		Before season	Update computers and software. Set up meets in MM, upload MM database files to TU. <b>(Best practice: set up all meets before start of season)</b>	5 days before meet	Commitment deadline	2 days before meet, 5pm	Entries deadline, send to host	1 day before meet, 5pm	Merge entries, seed meet, send to visitors	Night before meet, if not reseeding on meet day	Print age group (line up) reports, lane timer sheets, meet programs for posting, S&T judges’ sheets	1.5+ hours before meet	Set up computer area	1 hour before meet	Scratch meeting, reseed meet, print meet programs, and sheets	After meet (ASAP)	Email results and MM backup file to league webmaster, print ribbon labels, upload results to TU (Get results in BEFORE commitment deadline for the next meet!)
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Set up meet in MM and create export file for TU	<div>Overview: Swim meet files are “databases” in MM. Create new files using files from past seasons as templates. Purge old data and give empty database file a new filename. Ignore prompts for Meet Mobile Publishing and automatic backups.</div> <div>1. Open Swim MM7.0 (MM) on laptop</div> <div>2. Open existing database or create new database using old file as template<div>a. File &gt; Open/New &gt; C: &gt; Del Prado Data &gt; 20XX</div></div> <div>3. Create a duplicate copy with new file name, save to new location</div>																	

	<ul style="list-style-type: none"> <li>a. File &gt; Save As &gt; C: &gt; Del Prado Data &gt; 20XX &gt; Swim Meets &gt; [Select/Create folder for meet] &gt; [Descriptive filename that includes meet date, location and home/away information] &gt; Open</li> </ul> <p>4. Remove old parameters and enter new parameters</p> <ul style="list-style-type: none"> <li>a. File &gt; Purge &gt; Remove Data Selectively</li> <li>b. Remove data dialog box: Check Teams, Entries, Athletes and Relays &gt; OK. Leave the rest.</li> <li>c. Meet Set-up dialog box, update data marked with asterisk *</li> <li>d. Start and end dates = meet date</li> <li>e. Age up = 6/1/current year</li> <li>f. Entry Open Date = allowable timeframe to “pull” seed times from <ul style="list-style-type: none"> <li>1) TBD by head coach</li> <li>2) 6/1/previous year for 1st meet of the season</li> <li>3) Use first meet of season, current year, for the rest of the season</li> <li>4) Entry deadline = 4 days prior to meet date</li> </ul> </li> <li>g. DQ codes = USA-S DQ Codes Sep 2009 or most current version (per league)</li> <li>h. Keep all other defaults &gt; OK.</li> <li>i. Set-up &gt; Entry / Scoring Preferences &gt; Entries / Entry Limits <ul style="list-style-type: none"> <li>1) Entries must have been performed on or after = Entry Open Date</li> <li>2) Exclude NT entries when importing entries: Leave unchecked</li> </ul> </li> </ul> <p>5. Confirm data was purged, verify other parameters</p> <ul style="list-style-type: none"> <li>a. Athletes menu (Expect to see no names)</li> <li>b. Set-up &gt; Scoring Set-up &gt; Standard &gt; Confirm point values per place are correct</li> <li>c. Set up &gt; Seeding Preferences &gt; Standard Lanes menu &gt; Lane preferences for seeding &gt; Leave as is and make sure lane assignment preference is right. Adjust for different size pools, if nec.</li> <li>d. Events &gt; Sessions &gt; Leave top section blank or delete all sessions. <ul style="list-style-type: none"> <li>1) This results in a default "Day 1/Session 1" in TU, which is nec. (In TU &gt; Athlete Event Signup.)</li> </ul> </li> </ul> <p>6. Export MM database file to TU</p>
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	<ol style="list-style-type: none"> <li>a. File &gt; Export &gt; Events for TM (Team Manager) <ol style="list-style-type: none"> <li>1) Default location for exports is C:\swmeets7 OR specify different location (e.g., C:\Del Prado Data\20xx\Backups)</li> </ol> </li> <li>b. Select Yes to confirm dates and parameters (if incorrect, coaches will know)</li> <li>c. Keep default settings and select OK to export Events to TM</li> <li>d. Save file in appropriate location on C: drive (.zip)</li> <li>e. When in doubt, hit OK (Most of the time, defaults are correct.)</li> </ol>
<b>Import MM file into TU</b>	<p>Overview: To enable coaches to enter swimmers in meets, the newly created empty database files from MM must be imported into TU.</p> <ol style="list-style-type: none"> <li>1. Log in to TU</li> <li>2. Events menu &gt; [Locate meet in list] &gt; Edit</li> <li>3. Step 3 Event Signup/Register Enabled?</li> <li>4. Select: "Allow On-line Reg; Meet Manager/Meet Events file to allow On-Line meet entry"</li> <li>5. Import .zip file previously created in MM (.zip)</li> <li>6. Select "NO, commit by Day/Session"</li> <li>7. Save changes</li> </ol> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Other board members typically fill in the other sections. Only update Step 3.</li> <li>• You can add or change this file and import to Team Unify after you've had commitments and job sign ups but NOT after coaches have started entries. (Worst case, re-do entries)</li> </ul>
<b>Export entries from TU for MM</b>	<p>Overview: Once swimmers have committed to a meet and coaches have completed their entries, swimmers must be approved in TU. Entry reports are created to verify that entries comply with league criteria and match the coaches' plans.</p> <p>APPROVE ENTRIES – IN TU</p> <ol style="list-style-type: none"> <li>1. Events menu &gt; [Locate meet in list] &gt; "Edit Commitment" button &gt; Committed Athletes menu &gt; IE – By Athlete <ol style="list-style-type: none"> <li>a. Check all Members Committed &gt; Approve button</li> </ol> </li> <li>2. Review entries using IE – By Event, Relay Teams menus, look for errors <ol style="list-style-type: none"> <li>a. Does the swimmer's age match the age group of their events?</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Have all the swimmers in relays committed to the meet?</li> <li>3. To manually adjust what each kid is swimming: Click their name &gt; Add events &gt; Save changes</li> <li>4. Reapprove committed members every time changes are made to the entries</li> <li>5. Check Entry Report <ul style="list-style-type: none"> <li>a. Confirm # of swims per team (&lt; 420)</li> <li>b. Confirm # of events (80)</li> <li>c. Entry report: Events menu &gt; [Locate meet in list] &gt; Edit Commitment button &gt; Committed Athletes menu &gt; Report &gt; Entry Report. In Meet Entry Report dialog box, select parameters &gt; Generate Report Now button</li> </ul> </li> <li>6. Export &gt; Generate Entry Files &gt; OK <ul style="list-style-type: none"> <li>a. Save in Standard SD3 file button. Note the location the file will be saved. Default is This PC &gt; Downloads <ul style="list-style-type: none"> <li>1) AWAY: share with host team (with roster, exhibition swims, etc.)</li> <li>2) HOME: import to MM</li> </ul> </li> </ul> </li> </ul>
<p><b>Import entries to MM</b></p>	<p>Overview: Opposing team's entries and ours are imported into MM. Two teams in one database = a merged MM file. We do this when we're the HOME team.</p> <p><b>MERGE ENTRIES – IN MM</b></p> <ul style="list-style-type: none"> <li>1. Open Meet Manager. <ul style="list-style-type: none"> <li>a. Skip/close Meet Mobile Publishing, if applicable</li> </ul> </li> <li>2. Open the .mdb file previously created for that meet</li> <li>3. File &gt; Import &gt; Entries</li> <li>4. Browse for both teams' files (several file types are compatible, .sd3, .hy3, .zip...) <ul style="list-style-type: none"> <li>a. Default location is C:\Hy-Sport\SwMM7\CLtemp</li> <li>b. Select/open .sd3 file recently imported from TU</li> <li>c. Accept default options, select OK</li> </ul> </li> <li>5. Confirm entries are present and accurate in database using Athletes menu <ul style="list-style-type: none"> <li>a. Spot check athletes (both genders, both teams, multiple age groups) and check that they are entered in correct or appropriate events</li> <li>b. Relays are not visible in Athletes menu. See Relays menu.</li> </ul> </li> <li>6. Follow similar steps for Roster</li> </ul>

	<p><b>MISC:</b></p> <ul style="list-style-type: none"> <li>• Right click on a swimmer's name to see all their events, view only</li> <li>• The A Relay scores. B &amp; C relays are exhibition</li> </ul>
<b>Seeding a Meet</b>	<p>Overview: Seeding is assigning the lanes. Rules for seeding, in order of priority are:</p> <ul style="list-style-type: none"> <li>• HOME team swims in 4-2-6, with fastest swimmer in 4, slowest swimmer in 6. AWAY team swims in 3-5-1, with fastest in 3, slowest in 1.</li> <li>• For relays, combine boys and girls, per age group, per event. It's best practice to seed girls together, then boys together.</li> <li>• As a courtesy, seed HOME team in lane 6 before seeding AWAY team in lane 1.</li> </ul> <p>SEEDING – IN MM</p> <ol style="list-style-type: none"> <li>1. Set up Scoring       <ol style="list-style-type: none"> <li>a. Set up &gt; Entry / Scoring Preferences</li> <li>b. Select "2 or 3+ Double Dual" &gt; Select Teams &gt; Check all dual meet pairings &gt; Save &gt; OK</li> </ol> </li> <li>2. Seeding       <ol style="list-style-type: none"> <li>a. Set up &gt; Seeding Preferences &gt; Dual Meets &gt; Specify DPST in EVEN lanes, opponents in ODD lanes, check Use Lane Assignments Above &gt; OK</li> <li>b. Set up &gt; Seeding Preferences &gt; Standard Lanes &gt; Verify order of assigning lanes is 4-2-6 and 3-5-1 &gt; OK</li> <li>c. Seeding &gt; Session List , Select All. Event List: Verify 80 events are shown &gt; Gender: All &gt; Uncheck Preview each Event           <ol style="list-style-type: none"> <li>1) Select All &gt; Start Seeding. (TOP, main menu)</li> </ol> </li> <li>d. Use Preview / Adjust to combine relay events, review lane assignments for all individual events           <ol style="list-style-type: none"> <li>1) Drag and drop teams/swimmers to desired lanes</li> <li>2) Look for "orphan" or "solo" swimmers in a heat</li> <li>3) Save changes</li> </ol> </li> <li>e. TIP: Print draft meet program to review lane assignments, redline program</li> </ol> </li> <li>3. Create the backup file       <ol style="list-style-type: none"> <li>a. Go to File &gt; Backup &gt; copy backup to desired location</li> </ol> </li> </ol>

	<p>b. Default location is C:\swmeets7</p> <p>4. Email merged, seeded MM backup to the other team with meet program PDF and roster. Include plans for seeding, exhibition swims, etc.</p> <p>a. Roster, TU: Team Admin &gt; Account/Member Admin &gt; Members, Select All. Export &gt; Export SDIF.</p> <p>MISC:</p> <ul style="list-style-type: none"> <li>• DP avoids orphan swimmers</li> <li>• Designate swimmers/relays as exhibition, by checking “Exh” button in Athlete, Relay, Run menus, etc. Exh swims will have "x" on program.</li> </ul>
<b>Reports</b>	<p>May be printed the night before if no day of meet seeding planned. Otherwise, print day of meet, after scratches and reseeding. <u>Very important double check all reports before they get distributed. Especially Timer sheets for correct page breaks, etc.</u></p> <p>1. Entry report for parents, the night before meet, after meet is seeded:</p> <p>a. Report &gt; Entry List</p> <p>b. Gender = both, ages = blank (all), Team = DP only, sort = alphabetical, include heat/lane info, entry times</p> <p>2. Timer sheets (~ 50 pages per copy)</p> <p>a. Reports &gt; Lane/timer sheets</p> <p>b. Select Session All, Events 1-12, Medley relays &gt; Continuous &gt; enter “6” for “# Events Break for Continuous”</p> <p>c. Then, Events 13-48, Events 49-80.</p> <p>NOTE: Six events/page allows timer sheets to come off the lanes quicker, to keep computer station working. Page breaks after events 12 and 48 also allow data entry to keep moving.</p> <p>The following reports are all variations of a <u>meet program</u>:</p> <p>3. Reports in Report &gt; Meet Program</p> <p>a. Note: OK to generate next report while current one is printing. MM does not collate. To collate, create .pdf first, then print.</p> <p>b. After specifying settings, select Create Report. Print directly to printer with “top” printer icon OR open detailed print menu with “other” printer icon</p> <p>4. Line up report settings; 6U, 7/8, 9/10 age groups, girls and boys, 2-4 each (TBD)</p>

	<ul style="list-style-type: none"> <li>a. Team = DP only &gt; Enter age range &gt; Single/Double column (1 pager)</li> <li>b. Girls: Select All sessions &gt; Gender Female &gt; Select all (upper left)</li> <li>c. Boys: Select All sessions &gt; Gender All &gt; Select all (upper left), then deselect girls' events so only boys and mixed events remain</li> </ul> <p>5. Modified meet program for posting settings; girls and boys, 1 each</p> <ul style="list-style-type: none"> <li>a. Team = both (older swimmers like to know opponents' seed times)</li> <li>b. Double column, print girls only and then mixed+boys only</li> <li>c. Include entry times</li> </ul> <p>6. Stroke &amp; Turn settings; 2 copies</p> <ul style="list-style-type: none"> <li>a. Single column, include line for results, 18-20 pages each</li> <li>b. **Alternately if using DQ slips: a regular meet program is sufficient</li> </ul> <p>7. CTSD computer meet program</p> <ul style="list-style-type: none"> <li>a. Single column, do not include line for results or other data</li> </ul> <p>8. Complete Meet Program settings</p> <ul style="list-style-type: none"> <li>a. Triple column, include Entry times, typically 12 copies</li> <li>b. Coaches, team coordinators, starter, announcer, other team.</li> </ul> <p>NOTE: Always have extra paper and toner on hand. Ask other team to bring USB drive, laptop and printer, so they can prepare their own programs and printouts. Otherwise, plan to print for other team.</p>
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## DAY OF MEET

### Set-up equipment, turn on systems

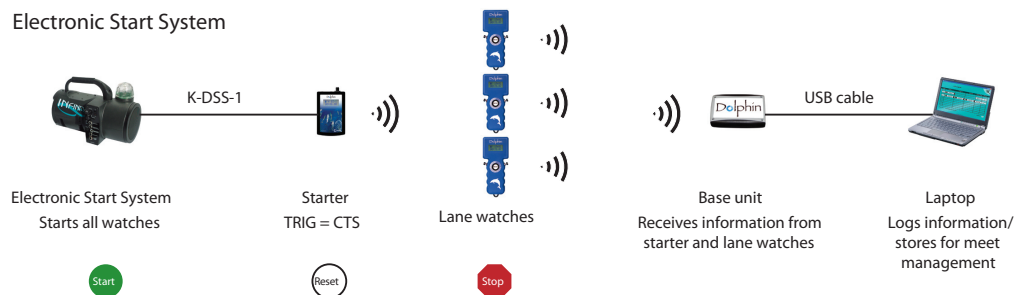
Overview: Lane timers operate stopwatches and record times manually for backup purposes. Judges record DQs. Head timer supervises timers. Computer team operates CTS Dolphin software and manually records filenames for each heat. A runner regularly collects and delivers all paperwork to computer table for data entry. Computer team manages MM software during the meet, verifies times "make sense", adjusts for DQs.

Allow 45-60 minutes to set up computer area prior to scratch meeting. DPCC only.

# Dolphin



#### Electronic Start System



1. Connect equipment / check batteries
  - a. Laptops, MEET1-CTSD and MEET2-MEETMGR, to SAME Wi-Fi Network.
    - 1) CTSD = Colorado Timing System Dolphin, receives time data from lane watches
    - 2) MEETMGR = Meet Manager, receives time data from MEET1 computer and scores the meet
    - 3) Data transfer occurs over Wi-Fi via DPCC Guest Network or alternate local network connection
  - b. Connect CTSD Base Unit to MEET1
  - c. Connect printer to MEET2
  - d. Connect Electronic Start System to CTSD Starter
  - e. Connect Scoreboard to Wireless Adapter (not shown)
    - 1) Scoreboard selects a channel on its own. Set timers to the same channel as the scoreboard



	<ol style="list-style-type: none"> <li>2. Electronic Start System ON <ol style="list-style-type: none"> <li>a. Turn it on (via Reset button)</li> <li>b. Hold both buttons down for menu</li> <li>c. Confirm or navigate to "Trig CTS"</li> </ol> </li> <li>3. Dolphin lane watches ON</li> <li>4. TEST THE WATCHES: <ol style="list-style-type: none"> <li>a. On MEET1 run CTSD Dolphin software</li> <li>b. Press Reset on starter &gt; all watches ON YELLOW</li> <li>c. Press Start on hand held OR with Starter device &gt; all watches on GREEN and watches are running</li> <li>d. Stop all stop watches (black plungers) &gt; all watches on RED and watches stop</li> <li>e. Press Stop on starter &gt; Time on starter unit stopped</li> <li>f. Press Reset &gt; all watches ON YELLOW, AND Current File: advances by 1</li> </ol> </li> <li>5. Distribute watches: 2 per lane, correctly match watch #s to each lane</li> <li>6. MM interface with CTS Dolphin <ol style="list-style-type: none"> <li>a. On MEET2, open/confirm correct MM database</li> <li>b. Run menu &gt; Interfaces &gt; Set-up &gt; Timing Console Interface - Pool 1 &gt; Colorado Time System Dolphin &gt; OK</li> <li>c. Start CTS Dolphin <i>on the other computer designated to run CTSD.</i> <ol style="list-style-type: none"> <li>1) If using 2 independent laptops set up, CTSD computer and MM computer as <i>separate computers.</i></li> </ol> </li> <li>d. Point MM to the correct data set storage location: Run &gt; Interface &gt; Timer (CTSD) Pool 1 &gt; Select Data Set stored from CTSD <ol style="list-style-type: none"> <li>1) Select: Update Data Location. Point to CTS Dolphin folder location via Network, MEET1-CTSD computer</li> <li>2) Select: Update Data Set. Scroll through available data sets using PREVIOUS until today's date appears <ul style="list-style-type: none"> <li>• Must generate at least 1 dry-run data file on CTSD system to have a file to look for.</li> </ul> </li> </ol> </li> </ol> </li> </ol>
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<b>Scratches and exhibition swims</b>	<ol style="list-style-type: none"> <li>1. Individual events: Athletes menu &gt; highlight swimmer's name &gt; uncheck "Sel" box OR check SCR box &gt; OK</li> <li>2. Relay events: Relays menu &gt; highlight team &gt; highlight event &gt; double click swimmer in eligible athletes &gt; drag/drop to change relay order. Similar steps for exhibition swims.</li> <li>3. When scratches are completed, print final meet programs, reports, etc.</li> </ol>
<b>Run the meet (CTSD)</b>	<p>Overview: One computer team member monitors the status of the stopwatches via CTSD and records the Dolphin filenames that correspond to each heat. Another computer team member imports times into MM, manually enters DQs, verifies quality of the data and scores the meet. Together, computer team members reconcile data discrepancies, troubleshoots system and implement fixes.</p> <ol style="list-style-type: none"> <li>1. Using digital watches <ol style="list-style-type: none"> <li>a. Refer to diagram for "Electronic Start System" <ol style="list-style-type: none"> <li>1) Electronic starter starts watches</li> <li>2) Timers stop their watches when swimmer touches wall</li> <li>3) When all watches are stopped (confirmed on CTSD display), wireless starter unit is stopped</li> <li>4) When Starter unit is reset (on screen), the Dolphin software writes the result to the <u>filename on screen during the heat that was just completed</u>. Location: C:\CTS Dolphin folder.</li> <li>5) <u>File counter advances one number to prepare for the next race</u></li> <li>6) Next race can start</li> </ol> </li> </ol> </li> <li>2. Role of CTSD team member: <ol style="list-style-type: none"> <li>a. Records filenames of CTSD output file (a.k.a. current file) that goes with each event/heat on his/her copy of meet program</li> <li>b. For each heat/lane swimming, watches Dolphin screen for: <ol style="list-style-type: none"> <li>1) Green lights = when starter beeps</li> <li>2) Red lights = plunger hit / swimmer is done / timer stops watch</li> <li>3) Yellow lights in between heats = standby / ready for next race</li> </ol> </li> <li>c. Hit Stop at the end of each heat AFTER last swimmer is done. Do not rely</li> </ol> </li> </ol>

	<p>on Dolphin screen for this info.</p> <ol style="list-style-type: none"> <li>Record filename for the heat</li> <li>Hit Reset to reset all watches for next heat</li> </ol> <p>"QUICK START GUIDE"</p> <ol style="list-style-type: none"> <li>Race starts</li> <li>Race ends <ol style="list-style-type: none"> <li>Press "R"</li> <li>Press "Enter"</li> <li>Record filename: XXX-BBB-CCX-NNNN.do4 <ol style="list-style-type: none"> <li>meet data set #-Event-Heat-Auto increment #.do4, ties files to MM data import file</li> </ol> </li> <li>Click next event, next heat to advance display on score board</li> </ol> </li> </ol> <p><i>VERY IMPORTANT:</i></p> <ul style="list-style-type: none"> <li>Current filename corresponds to the race in progress or just finished, and BEFORE "Reset Timers" is pressed. <b>Record the filename for the current heat BEFORE hitting reset.</b></li> <li>Don't assume the current filename numbers will match the current event/heat number. It is easy to forget to update and they may not match.</li> <li>CTS Dolphin must write at least 1 file to computer before MM's "Get Times" will work.</li> <li>Omit false start filenames, only record correct filenames</li> <li>Combined events: use same filename for 2 or more events</li> </ul>
Run the meet (MM)	<ol style="list-style-type: none"> <li>Run menu, highlight event, toggle heats &gt; Get Times (F3) &gt; Select File (most recent files are on top) <ol style="list-style-type: none"> <li>Use CTSD notes to choose correct Dolphin .do3 files for selected Event#/Heat#</li> <li>MM will read the data into the proper lanes, place times in Backup columns 1 and 2. Finals Time will be calculated (average</li> </ol> </li> </ol>

	<p>of the 2). Heat Place (HPL) and Place (PL) will be recorded</p> <p>b. When Backup 1 (stopwatch 1), Backup 2 (stopwatch 2) differ by greater than 0.3 seconds, the average time will not be calculated. What you may see:</p> <ol style="list-style-type: none"> <li>1) Yellow line displayed, Download Alert appears = athletes and results do not match. Accept anyway.</li> <li>2) A decision must be made on what to do next: <ul style="list-style-type: none"> <li>• Which time to throw out? <ol style="list-style-type: none"> <li>(a) Manual closer to fastest time &gt; discard the slowest time</li> <li>(b) Manual time closer to slower time &gt; discard the fastest time</li> </ol> </li> <li>• Or enter manual time (timer's sheet) in Backup 3, shifting average?</li> </ul> </li> <li>3) 1 time is all that is required</li> </ol> <p>c. No time? &gt; Use manual time</p> <p>d. When in doubt, check swimmer's seed times and err in favor of the swimmer</p> <p>e. Calculate adjusted time via Ctrl+K. Go to RUN meet "OLD SCHOOL" (Manual data entry) for guidelines on accepting/rejecting time adjustments</p> <p>2. MM/Scoring is independent of CTSD/timing system and can "catch up" if needed</p> <ol style="list-style-type: none"> <li>a. Import times for each heat per event, before proceeding to next event</li> </ol> <p>3. When event is complete, click Score (Ctrl-S)</p> <ol style="list-style-type: none"> <li>a. Status of Events changes from "Seeded", "Done" and "Scored"</li> </ol> <p>4. DQs from judges' sheets (Stroke and Turn)</p> <ol style="list-style-type: none"> <li>a. Swimmer no show? Enter "NS" in Finals Time</li> <li>b. To record DQ COMPLETELY: Clear Finals Time &gt; Check DQ box &gt; Select DQ code from pull down menu &gt; Calc &gt; Score</li> <li>c. Visually verify DQs are correct before moving to next event: DQ checked, DQ code AND DQ listed in Finals time.</li> <li>d. Up to event score is available in Team Scores pane to right of screen</li> </ol>
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	<p>e. Print outs may pop-up, just close them</p> <p>5. Re-score (Comparable to Score, without the pop-up)</p> <p>6. Other useful buttons if screen is "stuck": List (Ctrl-L)</p> <p>NOTES:</p> <ul style="list-style-type: none"> <li>• Check times "make sense" when uploading files to the heats</li> <li>• In MM, if back up columns aren't showing, try Ctrl+B</li> <li>• Average is computed based on rule choice selected at Run &gt; Preferences &gt; Backup Time (avg and truncate thousands place)</li> <li>• Catch up on DQs during meet when you can</li> </ul>
<b>In Case of Emergency - Manual data entry</b>	<ol style="list-style-type: none"> <li>1. Group lane timer sheets by events (6 sheets/group), then put sheets in order by lane</li> <li>2. Run menu &gt; Highlight event in Event List, toggle by heat on bottom of screen</li> <li>3. Enter time 1 and time 2 in Backup 1 and Backup 2 columns (digits only, omit : and . symbols)</li> <li>4. After each heat, click Calc (Ctrl-K). <ol style="list-style-type: none"> <li>a. Finals Time is calculated (average of time 1 and time 2).</li> <li>b. ONLY accept adjustments for lanes that WE affected. Deselect lanes that do not need adjustment.</li> <li>c. Accepted Adjusted times IF IT LOOKS CORRECT.</li> </ol> </li> <li>5. Confirm DQs were recorded via Score: Ctrl-S. <ol style="list-style-type: none"> <li>a. Check how swimmers placed for the event, DQs are listed at the bottom.</li> <li>b. Adjusted time should show "DQ". In heat pane, swimmer's finals time should have DQ listed instead of a time.</li> </ol> </li> <li>6. Score multiple events at once with "Re-score".</li> </ol>
<b>Score Updates</b>	<ol style="list-style-type: none"> <li>1. After Event 36 (Butterfly) and Event 56 (IM), print score and give to announcer, print results and post <ol style="list-style-type: none"> <li>a. In Run menu &gt; Reports &gt; <ol style="list-style-type: none"> <li>1) Scores &gt; Select events 1-36 (use shift key) &gt; Create report</li> <li>2) Results &gt; Select events 1-36 &gt; Double columns &gt; Create report</li> </ol> </li> </ol> </li> <li>2. Keep all paperwork</li> </ol>

	<ol style="list-style-type: none"> <li>3. Best practices <ol style="list-style-type: none"> <li>a. Separate undone and done sheets (binder clips)</li> <li>b. Check off completed events</li> <li>c. Work FAST 1st shift: Target is Event 40 completion by the break. Shift change after Event 48, unless 1st shift is far behind (manual data entry only)</li> </ol> </li> <li>4. Error after events have been scored: <ol style="list-style-type: none"> <li>a. Go back to event, edit time, remove bad time(s) and "final time", manually fix, hit Calc again, accept adjusted. Score event again</li> </ol> </li> </ol>
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## AFTER THE MEET

<b>Meet Results</b>	<p>Overview: Generate a meet results report and get data proofread by coordinators and coaches. Share meet results and backup database file with the other team. Finally, create labels for ribbon team.</p> <ol style="list-style-type: none"> <li>1. HOME - Create backup file: File &gt; Backup. Note location MM saves the file (.zip)</li> <li>2. AWAY - Get backup file from other team and restore our database file (old) with latest one:             <ol style="list-style-type: none"> <li>a. File &gt; Restore &gt; Unzip, copy database to a selected folder, and open this new database</li> <li>b. IMPORTANT! Make sure correct meet is open in MM (Or else you will save over a different meet)</li> </ol> </li> <li>3. Print Results Report: Reports &gt; Results &gt; Select All, Both teams             <ol style="list-style-type: none"> <li>a. Settings: Double columns, Include Athlete / Relay Points and Combined Team Scores, Sort by Events (defaults are usually acceptable)</li> <li>b. Save a copy in meet folder</li> </ol> </li> <li>4. Ribbon labels: Labels &gt; Award Labels &gt; Team = DP, All Sessions &gt; Select All             <ol style="list-style-type: none"> <li>a. Place labels: Award Type = Standard Award Label, Label Selection = individual places 1-4, relay places 1-2, Sort by = athlete &gt; Create Labels</li> <li>b. Heat labels: Award Type = By Heat, Label Selection = individual places 1-6, relay places 3-4, Sort by = athlete &gt; Create Labels                 <ol style="list-style-type: none"> <li>1) Increase individual places to 8, 10 in larger pools</li> </ol> </li> <li>c. Deliver labels to DPCC office for ribbon team</li> </ol> </li> <li>5. Export results and import into TU: File &gt; Export &gt; Results for Swim Manager... (Top choice) &gt; use defaults &gt; OK (.zip)             <ol style="list-style-type: none"> <li>a. TU: Left-hand column &gt; My Account &gt; My Meet Results &gt; Results by Meet tab &gt; Import Meet Results for my Team &gt; Browse for file exported from MM &gt; Upload the file NOW (Leave boxes unchecked, consult with coaches before checking them)</li> </ol> </li> </ol>
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<p><b>Miscellaneous Notes</b></p>	<ul style="list-style-type: none"> <li>• MM: <ul style="list-style-type: none"> <li>○ Always make sure you are working in the right MM database!</li> <li>○ If changes are made in TU and re-exported for MM, purge old entries from MM before re-importing.</li> <li>○ NT or times preceded with “x” are exhibition swims</li> <li>○ Ignore Meet Manager Publishing prompts (costs extra, we don't pay)</li> <li>○ OK to ignore automatic database backup prompts</li> <li>○ Unwanted x's in Meet Results Report? Set up &gt; Report Preferences &gt; Suppress results small 'x' for scorer limits</li> </ul> </li> <li>• TU: <ul style="list-style-type: none"> <li>○ Committed athletes &gt; Right click on swimmer's name to view their events</li> <li>○ Do not import other team's results into our TU site</li> <li>○ To count # of swims in a meet: <ol style="list-style-type: none"> <li>1. Run an entry report in TU:</li> <li>2. Total individual events + total relay teams x 4 = x</li> </ol> </li> </ul> </li> <li>• Events in order: Medley relay &gt; Freestyle &gt; Fly &gt; Breast &gt; IM &gt; Back &gt; Free Relay</li> <li>• Medley order: Back &gt; Breast &gt; Fly &gt; Freestyle</li> <li>• These notes are stored in TU under Documents</li> <li>• Microsoft account info: DPstingrays@outlook.com, password = consult Computer Lead</li> <li>• Scoreboard: It can "time out" in the middle of a meet! Not yet sure how to troubleshoot issue (first noticed in 2019).</li> </ul>
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