



MEET MANAGER 5.0 INSTRUCTIONS

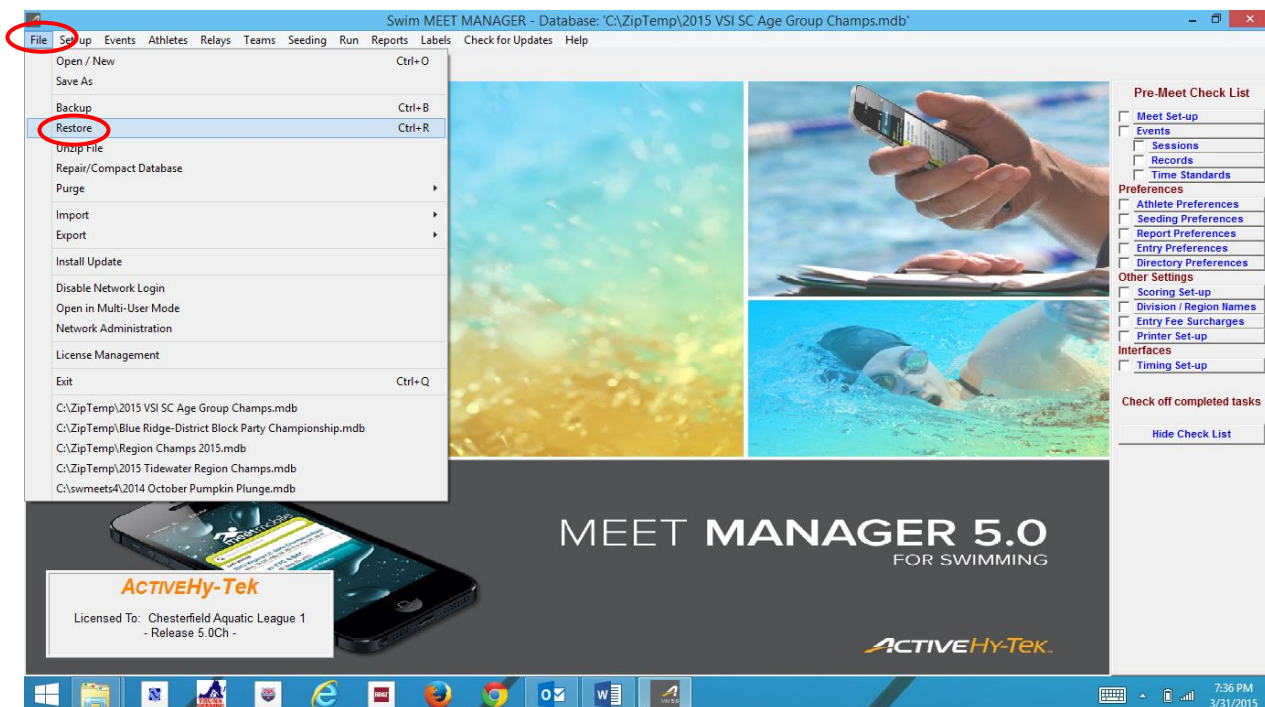
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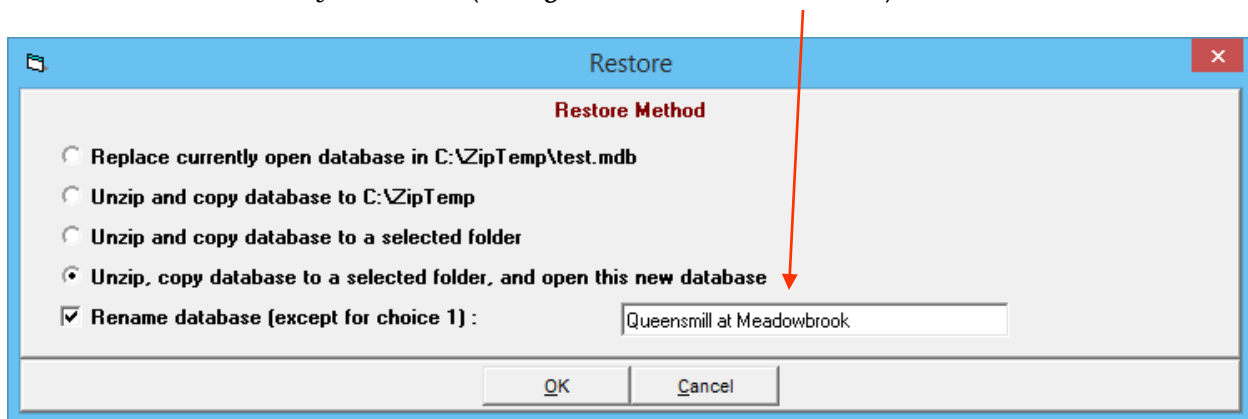
RESTORING A CAL MEET TEMPLATE

Throughout the swim season, the Meet Templates will be updated for various reasons; updated CAL records, problem correction, and others. Each time any these templates are updated; they will be posted on CAL's website. Periodically check the website for these updates and use the most current template for each meet.

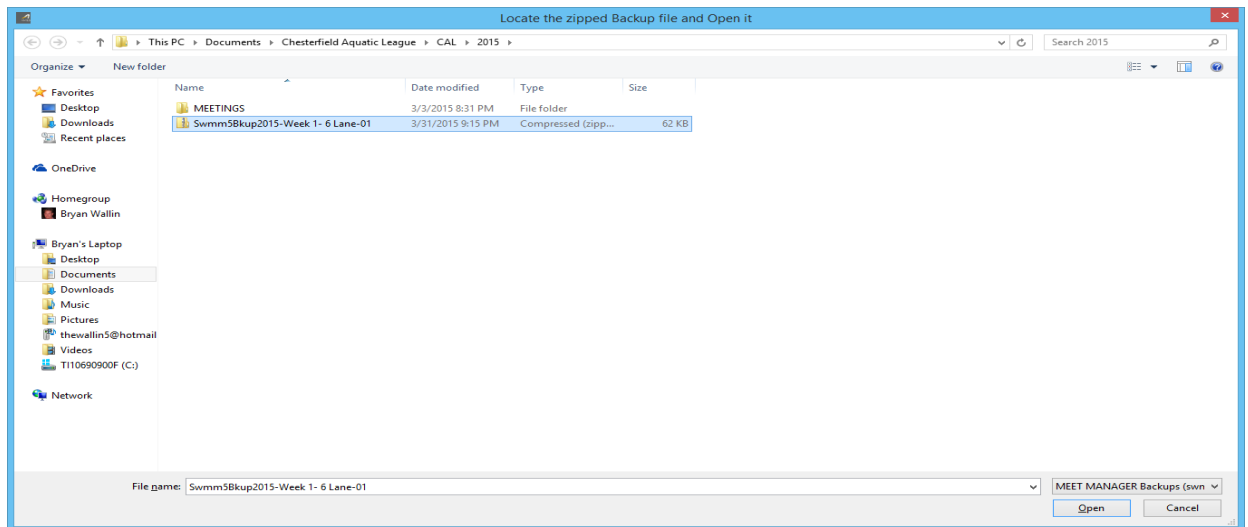
- Here is the [LINK](#) to the section that contains the weekly templates.
- Remember which folder this file is saved in. Recommend saving to a jump-drive
- Open Meet Manager. From the **File** menu, select “**Restore**”



- The Restore popup will appear. Select “Unzip, copy database to a selected folder, and open this new database”. Check the “Rename database” and enter the name of your meet (*Away Team* “at” *Home Team*). Select OK.



- Select the CAL template you want to use and select Open

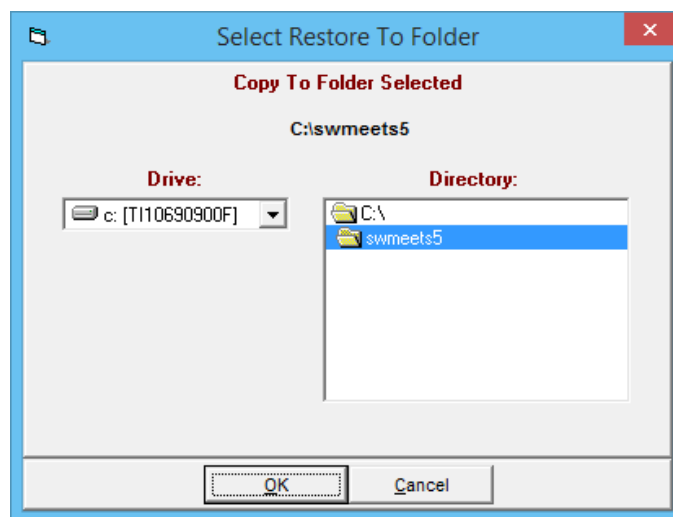


Weeks 1,3 and 5 are all Freestyle Relay templates. Weeks 2,4 and 6 are all Medley Relays.

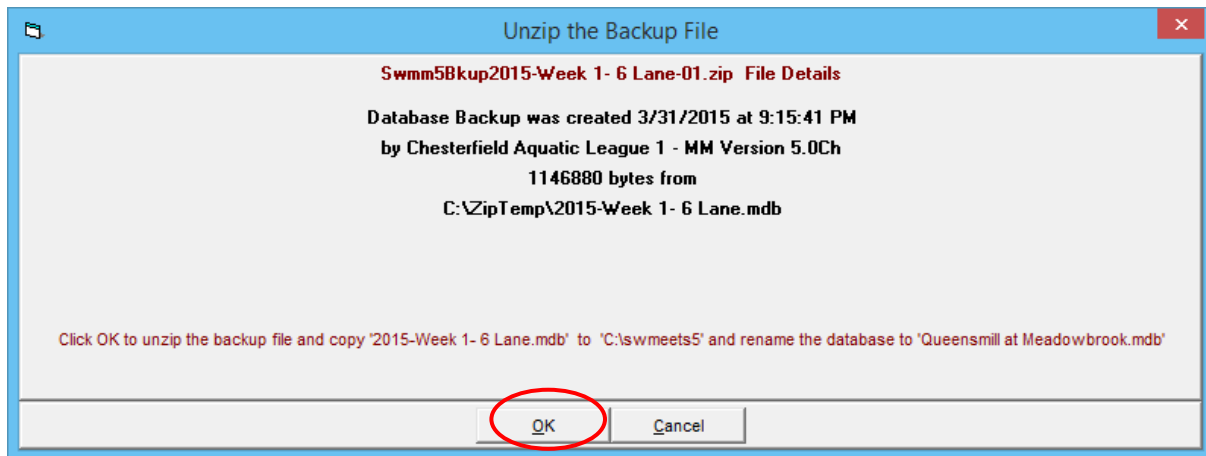
You may use template from a previous week but be warned...

- You will need to change the meets dates.
- The records may not be current as they are updated weekly.
- If there are any mistakes in the templates they may not be repaired if you are not using a current week.

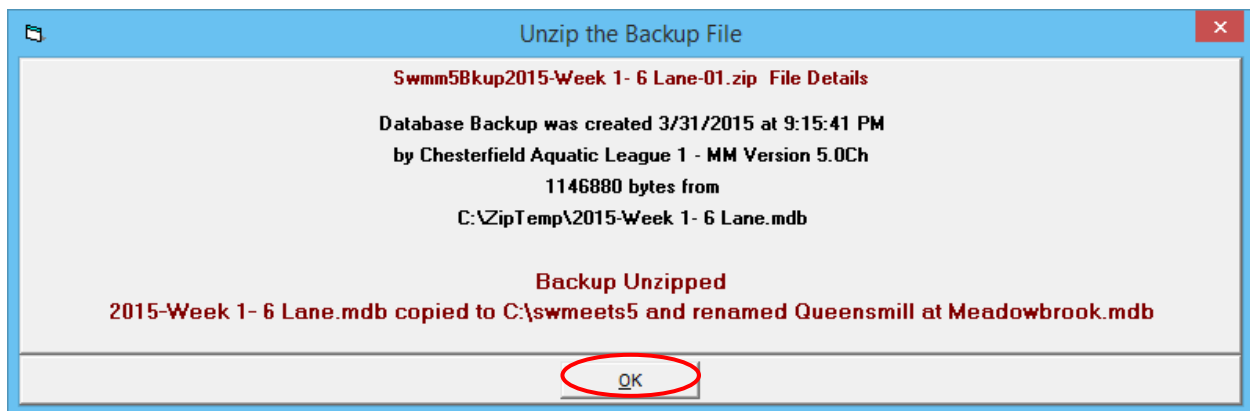
- Select the Folder on your computer where you want to save the file (c:\swmeets5 is the default folder). The folder must already exist. You cannot create a folder from within this window. Click on OK once the folder has been selected. *Until you become familiar with where Meet Manager saves files, saving to jump drive is recommended.*



This popup is more for information, but it does give you a chance to cancel if you have made a mistake. If all looks correct, select OK.



When Meet Manager has completed the restore, you will get this popup. Select OK to continue.



At this point you have successfully created a new meet in Meet Manager (and the file is open) with all of the default settings from the CAL template. Now you must customize the meet to fit your pool.

NOTE: The meet is opened and renamed by your choice on page 3 in the **Restore A CAL Meet Template**. If you don't rename your meet it will be saved as Away at Home, which is the meet name in the set-up. If you don't rename the file as mentioned you may over write another meet.

MEET MOBILE

The screenshot shows the 'Welcome to Meet Mobile 2.5 Setup' window. It has a navigation bar with 'Settings', 'Publish', 'Promote', and 'Report'. The main content area is divided into two columns. The left column, titled 'Welcome to Meet Mobile 2.5 Setup', contains a section 'Select content option and customer price:' with two radio buttons: 'Full Meet Data (recommended)' and 'Free Heat Sheets'. Below this is a text box explaining that if 'Full Meet Data' is selected, the user must either click the 'Active.com Set-up' button or select 'Free Heat Sheets'. Another section, 'Restrict Heat Sheet Data', has a radio button and text stating that if selected, customers will have access to all meet information except heat sheets. At the bottom of the left column is a 'Confirm' button and a checkbox for 'Not interested in publishing Meet Mobile for this meet'. The right column, titled 'Learn About Meet Mobile', contains three sections: 'How does my meet data get published?', 'How does revenue sharing work?', and 'Terms of Use', each with explanatory text.

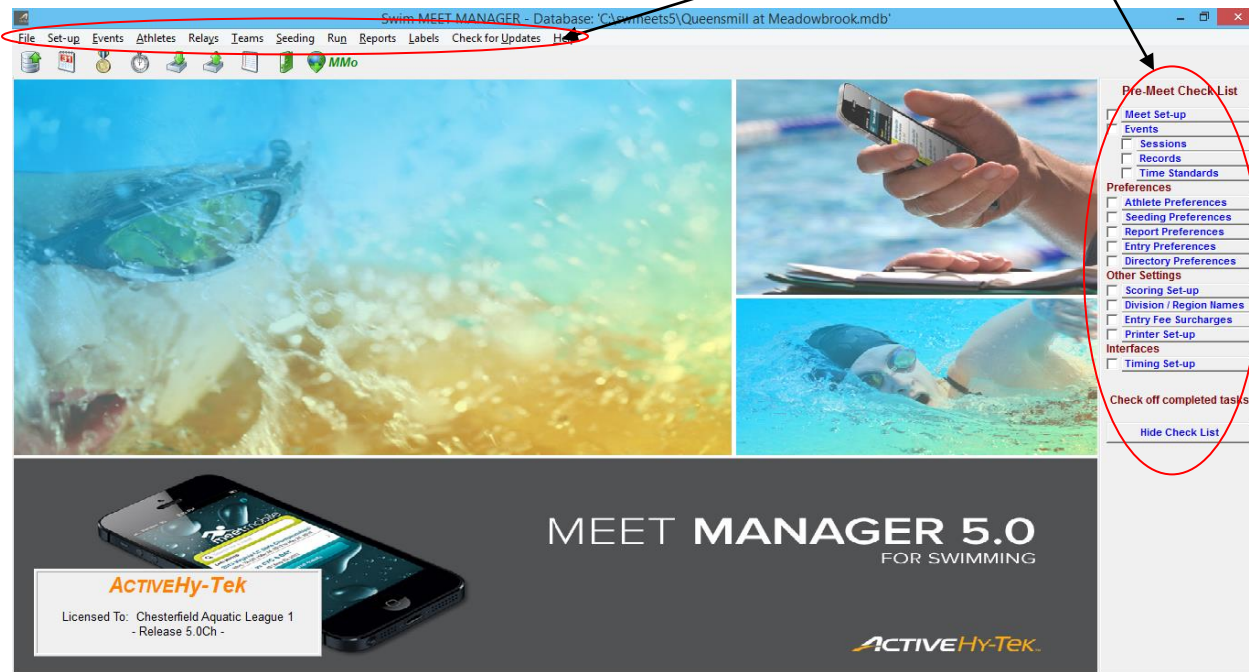
If you are interested in publishing your results on Meet Mobile be careful. Meet Mobile needs a wifi connection in order to upload from your laptop. You are also using an interface when you use your Dolphin Timing System. If you don't have a strong wifi signal, Meet Mobile can lock up your computer looking for a signal which could interfere with bring times in or even worse your times could be lost. We recommend choosing the Not interested in publishing Meet Mobile for this meet.

If you want to attempt to publish your results. Under the Publish tab-select Include combine under Team scoring option. Then go back to **Setting** select Full Meet Data, **View Contract to Agree** and initial it, then **Confirm** at the bottom of the main page. **If after setting up Meet Mobile, you decide not use it during the meet goto the RUN page Meet Mobile Tab and Disable**

The screenshot shows the 'Publish' tab of the 'Meet Mobile 2.5 Publishing' window. It has a navigation bar with 'Settings', 'Publish', 'Promote', and 'Report'. The main content area is titled 'Introducing Meet Mobile 2.5' and contains three sections. The first section, 'Before the meet:', lists 'Includes Sessions, Event List, Psych Sheets, Records and Time Standards.' The second section, 'During the meet:', lists 'Includes team scores and results.' The third section, 'Meet Mobile General Meet Information', contains two steps: 'Step 1: Select your team scoring and time line settings below.' and 'Step 2: Click the 'Publish General Meet Information' button after you have completed setting up the events, sessions, entries, time standards, and records.' Below this is a 'Team scoring option' dropdown menu with 'Include combined if both male and female score' selected, a checked checkbox for 'Display the event time line (recommended)', and a 'Publish General Meet Information' button. The fourth section, 'Psych Sheet and Heat Sheet Settings', contains 'Step 3: Click the 'Publish Psych Sheets' button.' and a 'Publish Psych Sheets' button.

PRE-MEET CHECK LIST

Meet Manger has a Check List Menu on the right side of the main page. You can use this to take you to the sections referred to in this user guide, but the instructions are going to be done using the tabs horizontally on top of the page.



The Pre-Meet Check List can help you goto some of the functions needed to set up a meet however most of what's listed is already set up in the templates.

What needs to be checked prior to each meet is

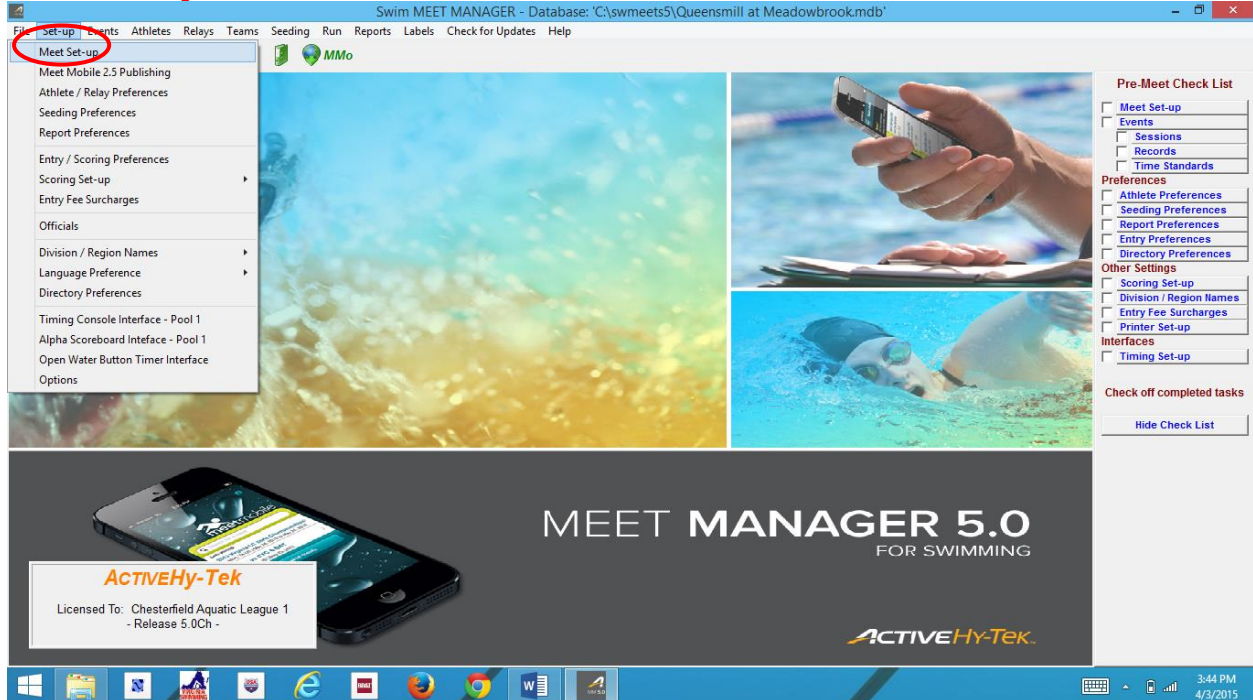
- Meet Set-up
- Printer Set-up-Will allow you to automatically print to any printer on your computer
- Timing Set-up-set up for Colorado Timing Systems Dolphin

All of the other functions are already preset in the template you've downloaded.

Also, if you want to hide the check list you can click the button at the bottom. If you wish to turn it back on goto the Help menu and it is the last choice.

MEET SETUP

Select **Set-up** from the top tool bar (or in the Check List) and then select **Meet Set-up**.



There are several things to change on this popup.

- First, change the name of the swim meet from *Away Team at Home Team* to the team competing. Please use the same format ex. *Queensmill at Meadowbrook*
- Next, change the location name to the *Home Team*.
- You may need to change the Start Date and the End Date to the date of the meet. Current templates should be updated and available online
- Age-Up Date: May 31 of the current year
- Leave: ID Format, Base Country, Class, Timer Connected to this Computer, Meet Type, Meet Style and DQ Codes alone.
- Change: “Course” area to match your pool: SC Meters for a meter pool, Yards for a yard pool, LC Meters will not be used.

Select OK when all of the information is correct.

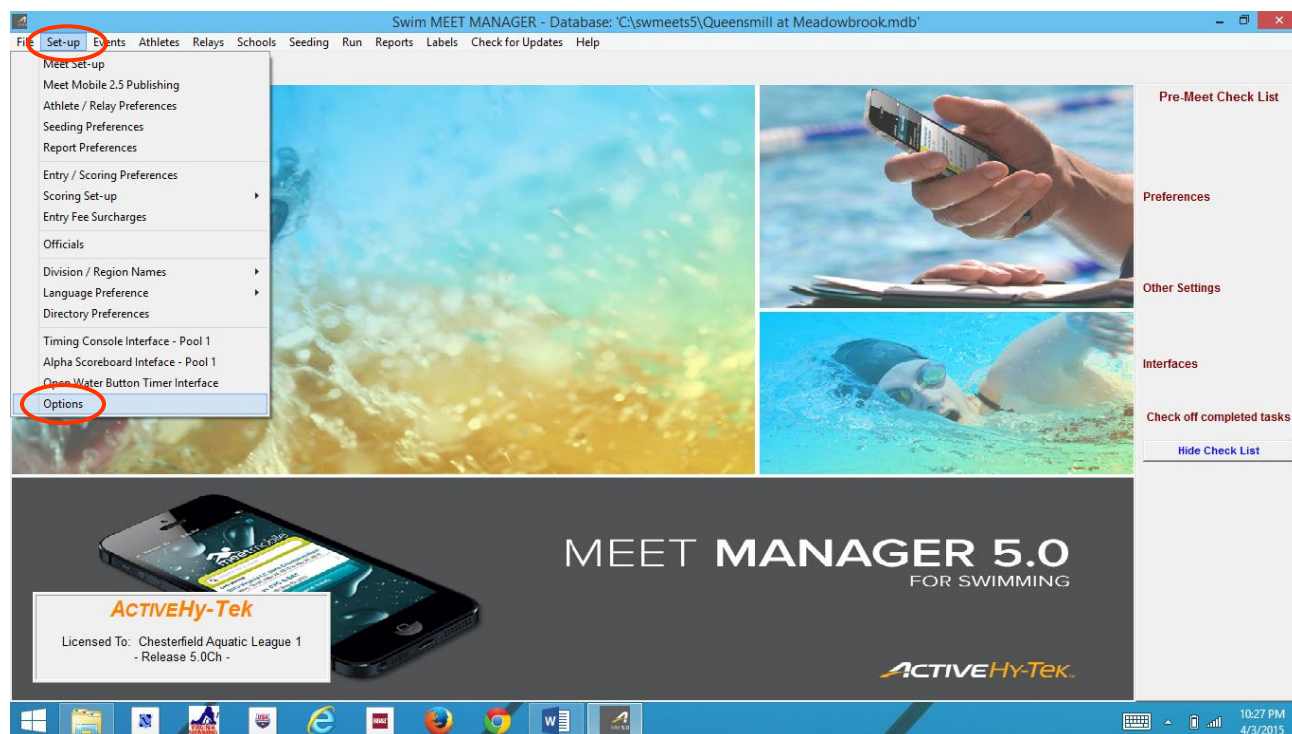
- **Changing the Number of Lanes for Your Pool**

If you are running a meet at a 5 or 8 lane pool, each event must be changed from a 6 lane pool. This can be accomplished by globally changing the number of lanes in the pool.

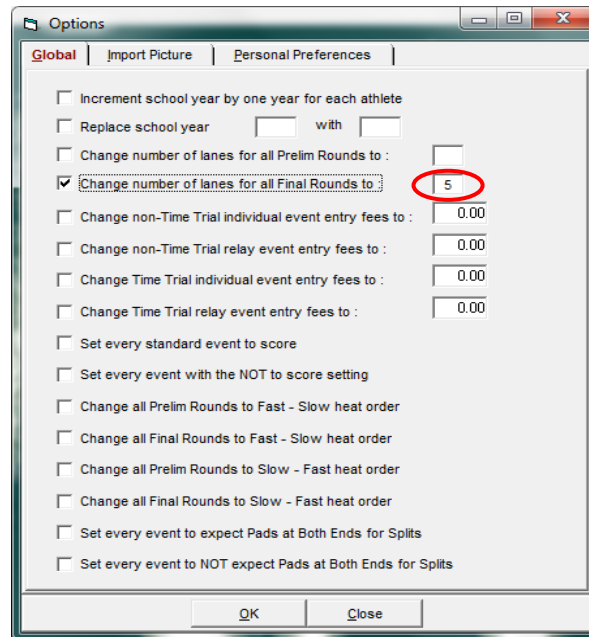
Helpful Notes:

1. **Changing the number of lanes to swim must be completed prior to seeding the meet. Events that have been seeded will not be corrected nor re-seeded.**
2. **It is also recommended that you do this prior to importing entries. You may notice swimmers being seeded incorrectly.**

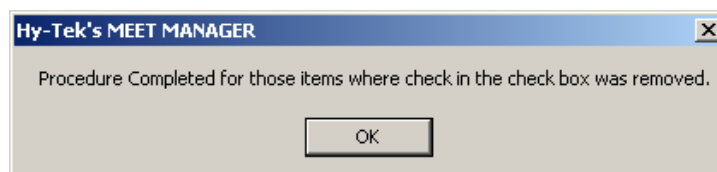
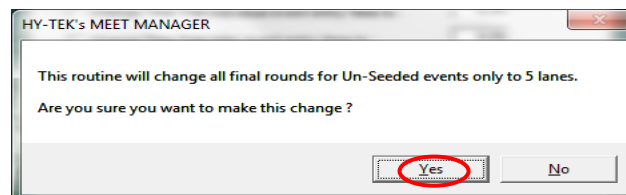
- From the Main menu, select **Set-up** then **Options**.



From the Global Tab, Select on “Change number of lanes for all Final Rounds to:” and enter the number of lanes you wish to swim into the data entry field just to the right. Select OK when finished.



This popup will appear informing you that you are about to change all final rounds that have not been seeded yet from a 6-lane pool to a 5-lane pool. Select Yes.

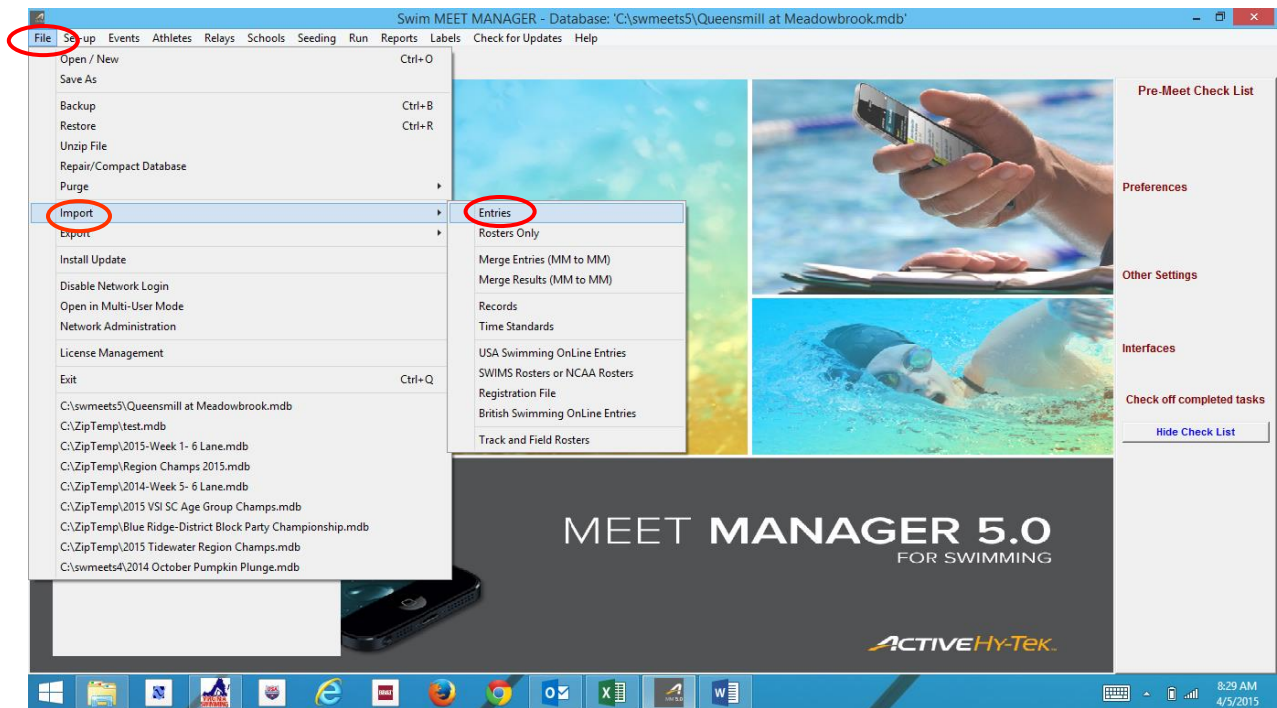


When the operation is complete, this popup will appear. Select OK. Now close the “Global Changes” popup by selecting Close.

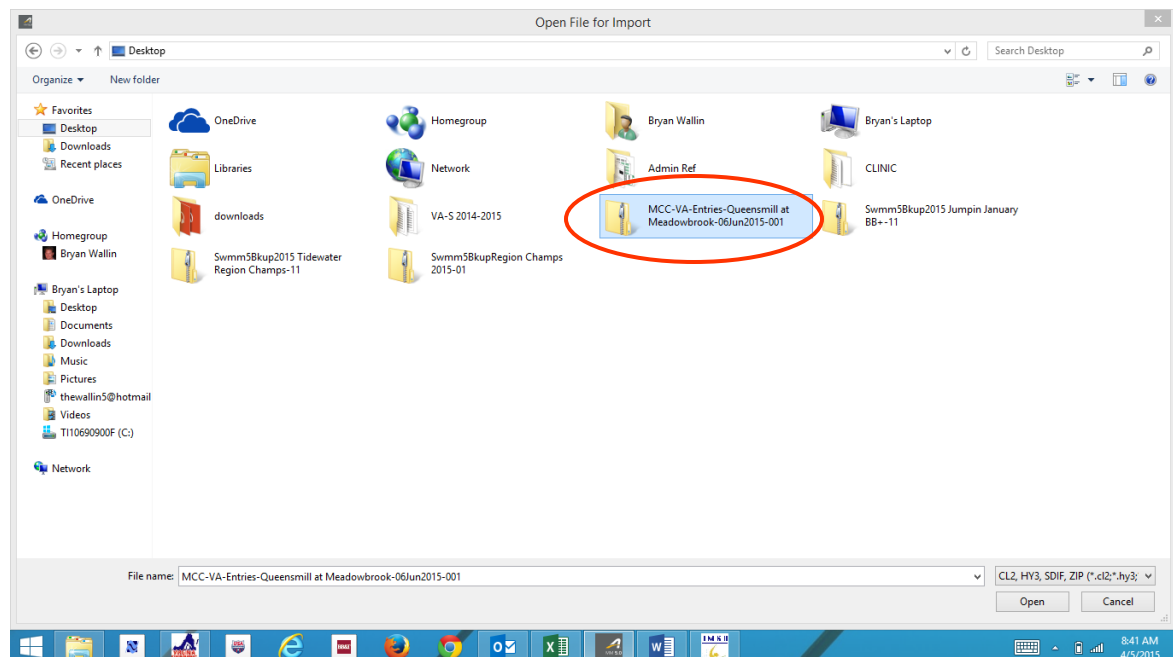
Now you are ready to **Import the Entries** by team.

IMPORTING MEET ENTRIES

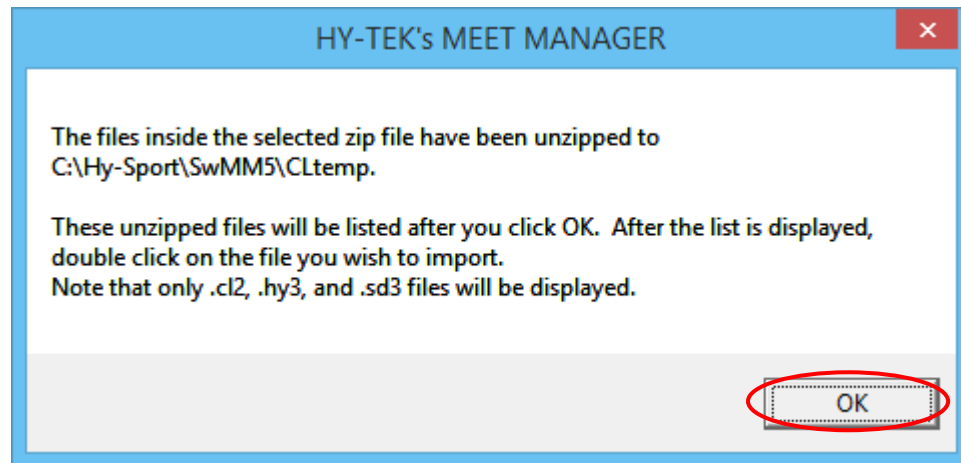
- From the **File** menu, select **Import**, then **Entries**



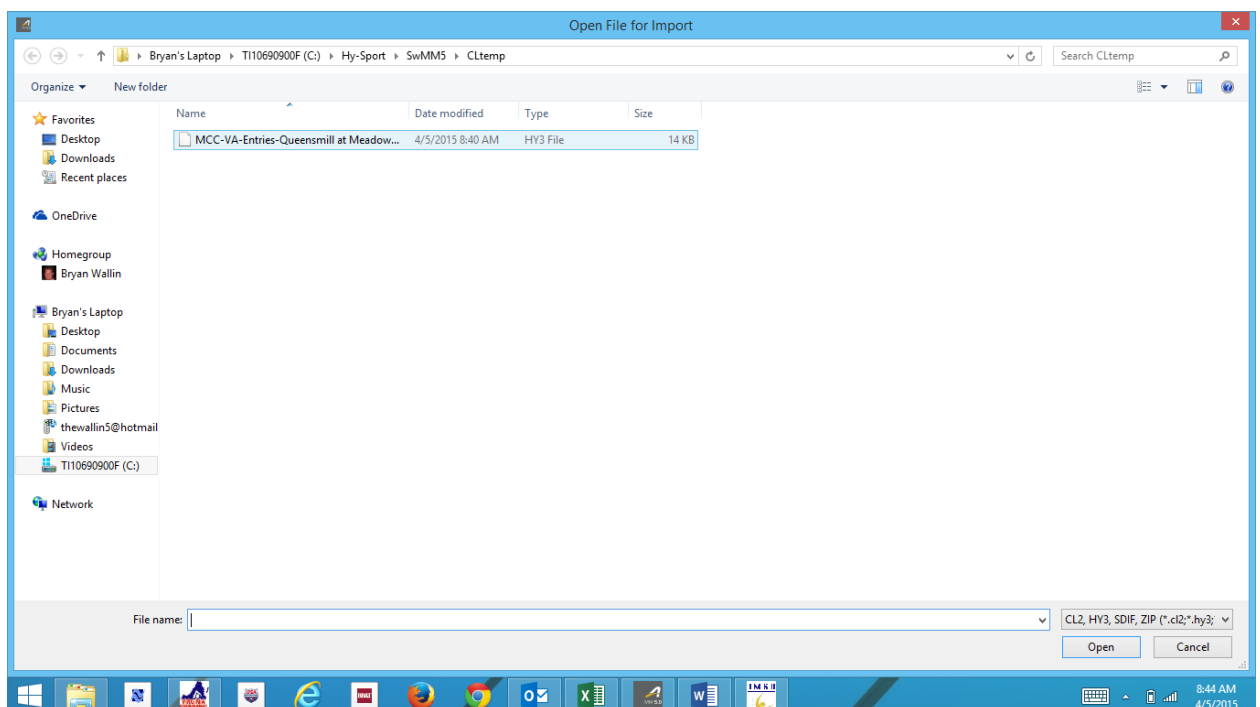
- Select one team at a time to import. *(Directions in Team Manager Manual)* It does not matter which team you import first. But don't forget to import both teams. Select the file (team) and then select Open.



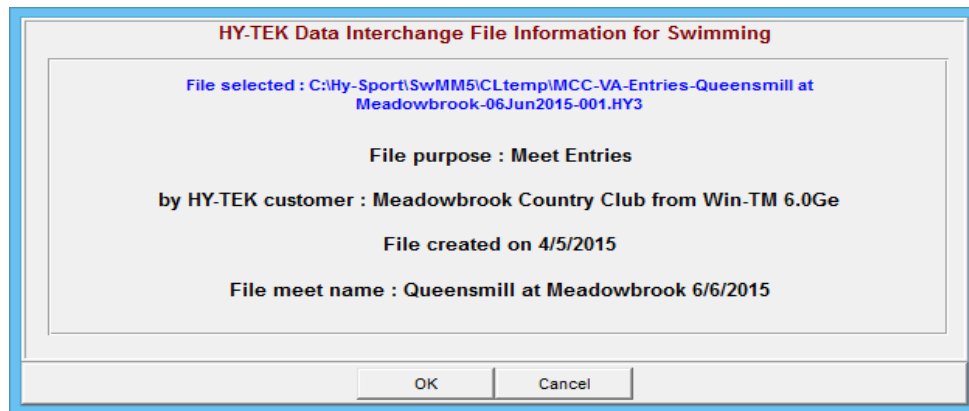
- This is an information popup telling you that the meet entries have been unzipped to a Hy-Tek folder. Select OK.



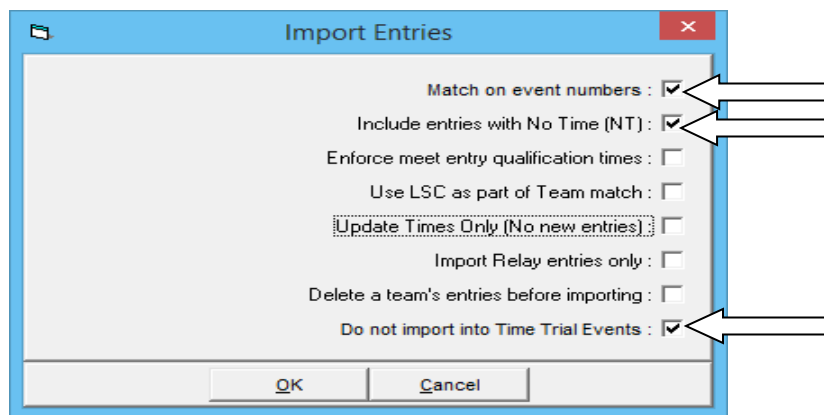
- This popup will show next. Select the only file in this CLtemp folder, and select Open.



- Another information popup. Select OK.



- Make sure that only these three boxes are checked, then select OK.



- When the import has completed, this popup will appear. This tells you how many Teams, Athletes, Entries, and Relays were imported. Select OK.

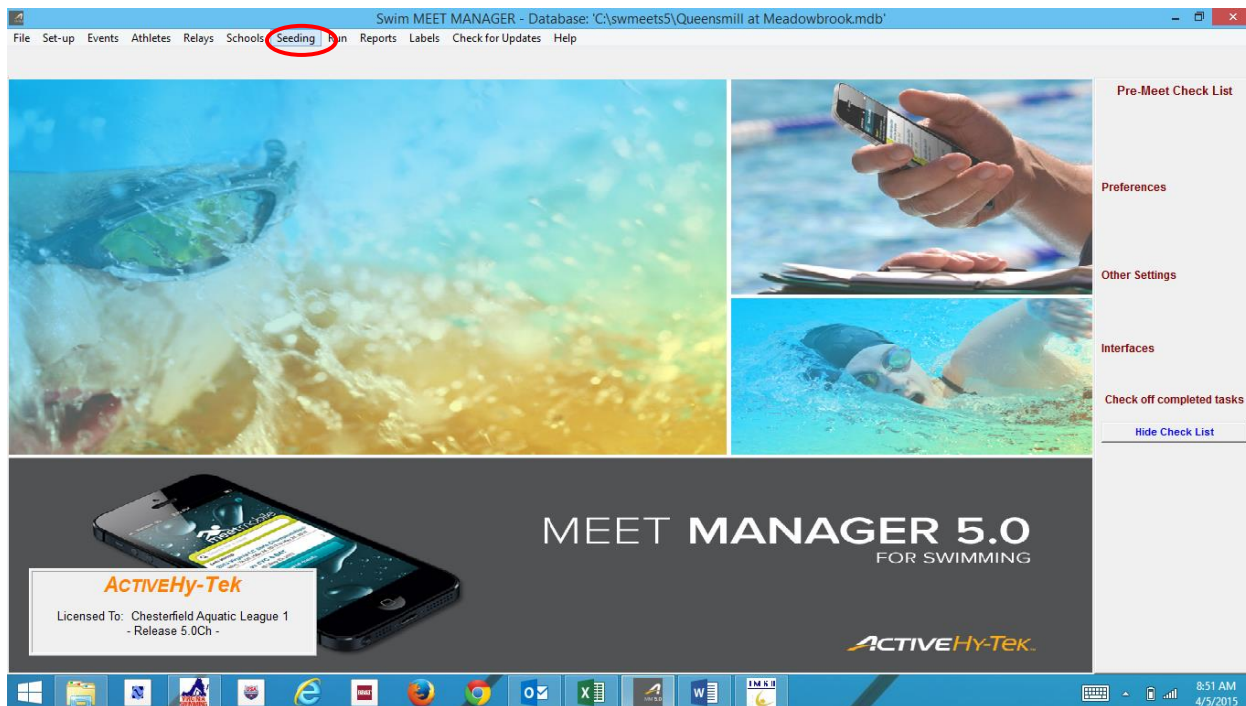


Follow these same instructions for the second team.

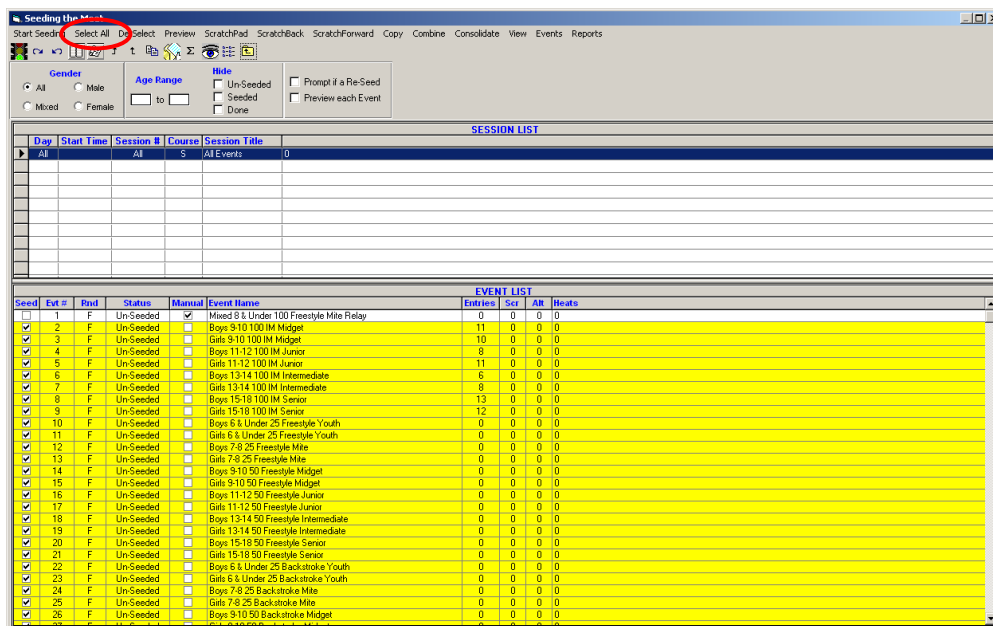
SEEDING THE MEET

At this point, you now have a Meet Manager file set up for your meet with both teams and athletes entered with all of the swimmers in their events.

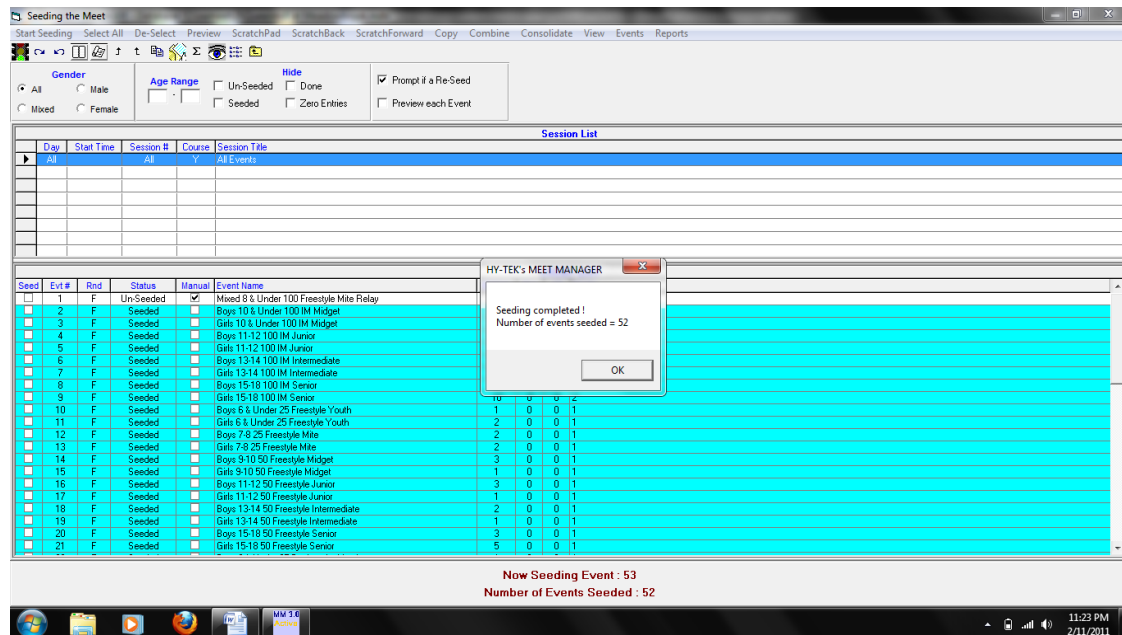
- Select **Seeding** from the top menu.



- This Seeding the Meet screen will display. Select “**Select All**” from the left side of the screen, then “Start Seeding”. If you wish to seed relays check the note following these instructions before continuing.



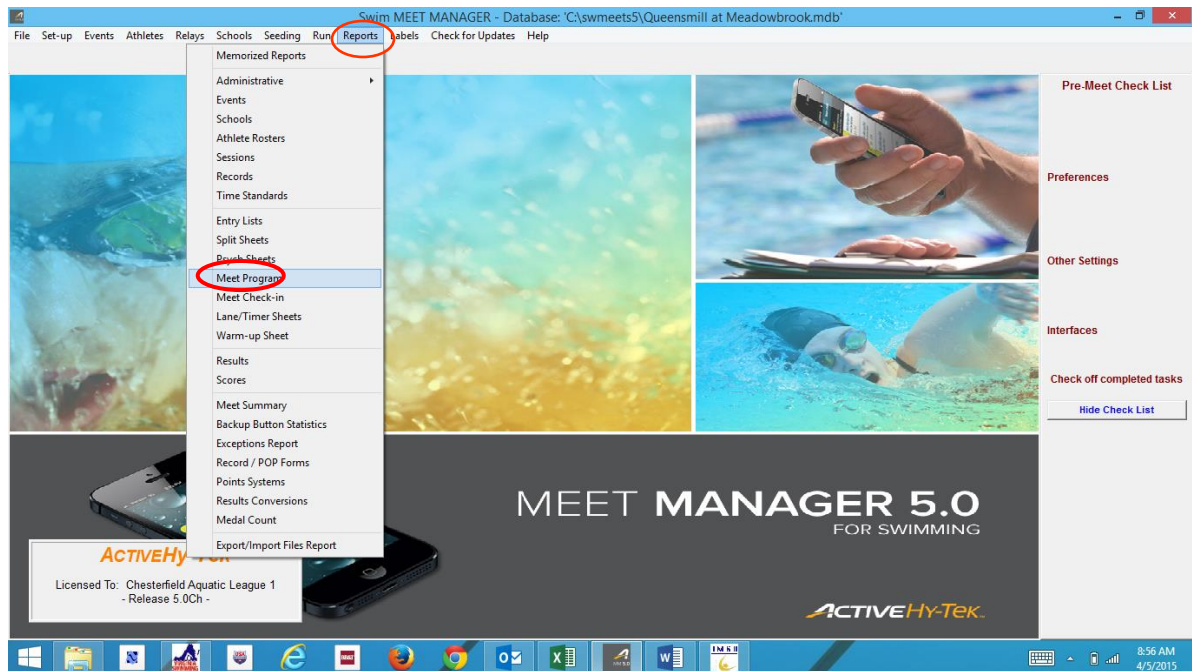
- When the seeding is complete, this popup will appear informing you how many events were seeded. **NOTE: The relays are defaulted to Manual Seeding. If your relays are imported and you wish to seed them along with the individual events just check off the manual button on all of the relay tabs and continue with the Start Seeding.**



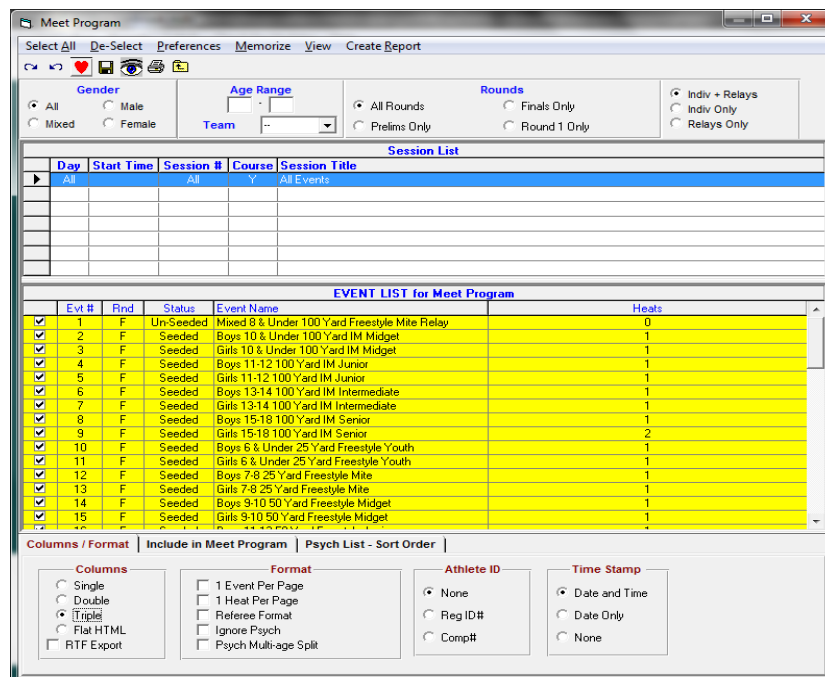
Congratulations, you are now ready to print heat sheets and run the meet!

HEAT SHEETS

- Select **Reports** from the top tool bar, and then select **Meet Program**.

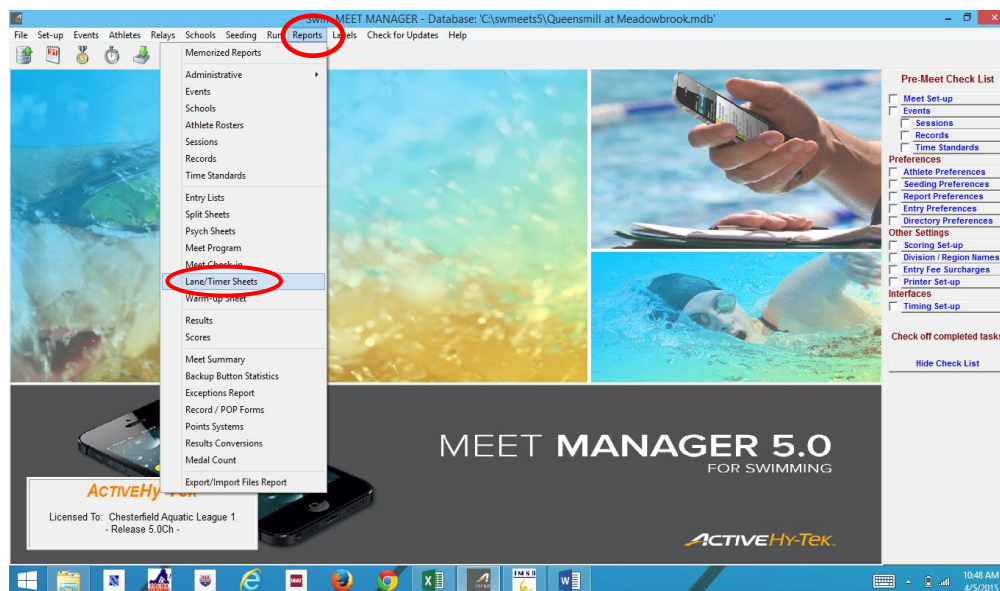


- The Meet Program window will appear. There are several selections to customize your heat sheets. Play around with the different selections to see which ones you want to use. When you select Create Report, it doesn't send it to the printer. You get a view of the report first, then you can send it to the printer. Keep in mind, only the events that have been "Seeded" will print.



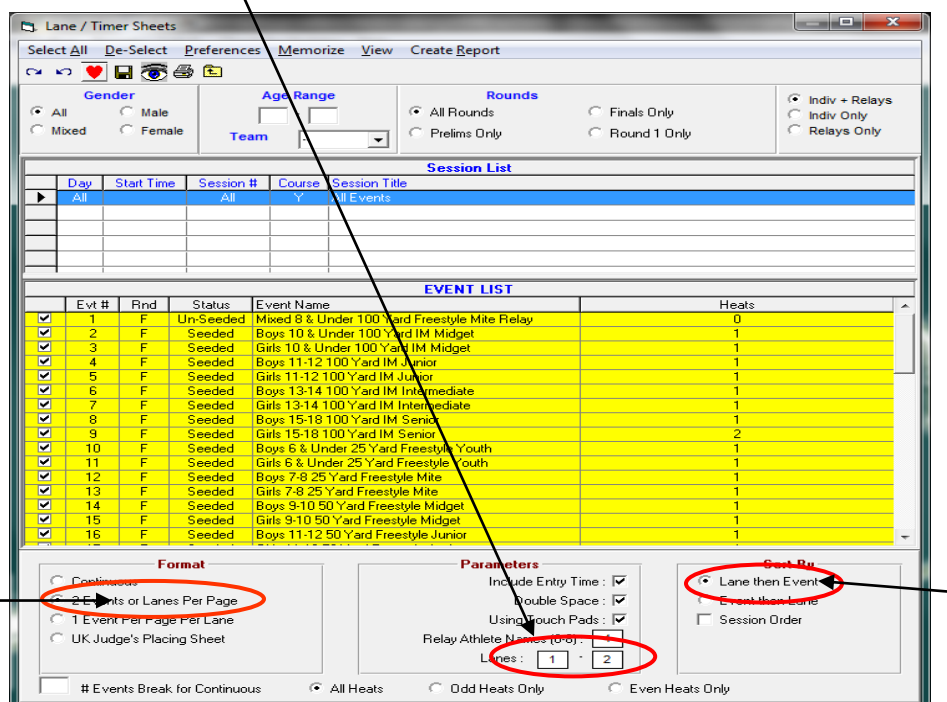
- **TIMER SHEETS**

- You will now want to print you Timer Sheets. This is also done from the **Report** section under the main menu. Then goto Lane **Timer Sheets**



The easiest way to print your Timer Sheets so you may sort them by cutting the page in half.

- Make sure your **Format** is set for 2 Events or Lanes per Page. Sort by Event then Lane.
- Your **Parameters** should be Lane 1 and 2, then 3 ,4 and then 5,6 and so on.
- **Sort By** Lane then Event



ADDING SWIMMERS BEFORE MEET STARTS

It is possible that on the night of the meet, you may be presented with swimmer entries for swimmers who have not been registered in the meet from Team Manager data you imported earlier. These swimmers must be added to the Meet Manager database before you seed the Meet. Before doing so, obtain a copy of the **Top Times** report and enter data on the swimmer **exactly as it appears on the report**. Failure to exactly copy the name and USS ID number will result in problems when integrating meet results back into Team Manager.

Adding a Swimmer already Registered with CAL

- To add the swimmer **BEFORE** the meet starts, select **Athletes** from the Top Menu Bar for Meet Manager.
 - To add the swimmer **DURING** the meet, while in **Run the Meet**, select **Athletes** from the Menu Bar for Meet Manager. The following screen will appear:
- Click on **Add Athletes** at the top of the column of buttons on the left of the screen. The following screen will appear:

Last Name	First Name	MI	Gen	Age	A/B/R	Team Name	USS Number	Birth Date	Preferred	Status
Chaffin	McCarthy	F	11	MCC-VA	Meadowbrook Pranthas	02230MCCCHAF	2/23/2000	McCarthy	Normal	
Chaffin	Stone	M	14	MCC-VA	Meadowbrook Pranthas	0618MSTOCHAF	6/18/1996	Stone	Normal	
Condrive	Adgall	V	11	MCC-VA	Meadowbrook Pranthas	061099ADWCOND	6/10/1999	Adgall	Normal	
Condrive	Michael	M	10	MCC-VA	Meadowbrook Pranthas	101000MCCCOND	10/10/2000	Michael	Normal	
Cunningham	Kelsey	L	16	MCC-VA	Meadowbrook Pranthas	090794KELCUNN	9/7/1994	KELSEY	Normal	
Cunningham	Morgan	M	15	MCC-VA	Meadowbrook Pranthas	030909MORGAN	3/9/1996	MORGAN	Normal	
Cunningham	Taylor	A	12	MCC-VA	Meadowbrook Pranthas	030809TAYACUNN	3/8/1999	TAYLOR	Normal	
Davey	Christopher	R	8	MCC-VA	Meadowbrook Pranthas	010303CHRDVAE	1/3/2003	Chris	Normal	
Davey	Michael	T	17	MCC-VA	Meadowbrook Pranthas	072893MCTDVAE	7/28/1993	MICHAEL	Normal	
Davey	Rachel	L	16	MCC-VA	Meadowbrook Pranthas	040306RACLDVAE	4/3/1996	RACHEL	Normal	
Davey	Ragen	M	16	MCC-VA	Meadowbrook Pranthas	040306RAGMDVAE	4/3/1996	RAGEN	Normal	
Farmer	Ethan	L	8	MCC-VA	Meadowbrook Pranthas	060302ETHFARM	6/3/2002	Ethan	Normal	
Farmer	Evan	A	11	MCC-VA	Meadowbrook Pranthas	121909EVANFARM	12/19/1999	Evan	Normal	
Fletcher	Cassidy	F	15	MCC-VA	Meadowbrook Pranthas	071495CASVLET	7/14/1995	Cassidy	Normal	
Garnier	Jessica	E	8	MCC-VA	Meadowbrook Pranthas	120402JESGARN	12/4/2002	JESSICA	Normal	
Gruber	Robert	A	13	MCC-VA	Meadowbrook Pranthas	021109ROBGRUB	2/11/1999	Andrew	Normal	
Hendings	Cathyn	E	18	MCC-VA	Meadowbrook Pranthas	121102CAHEAST	12/11/1992	CATLYN	Normal	
Hendings	Emily	E	14	MCC-VA	Meadowbrook Pranthas	090309EMEHAST	9/3/1996	EMILY	Normal	

Event	Eligible Events	Star	Entry Time	Next Lane	SCR	Alt	Bonus	Special	Event Age	Come Time
8	Boys 15-18 100 M Senior	✓	1:15.80	10						1:15.30
20	Boys 15-18 50 Free Senior	✓	29.785	10						28.83
32	Boys 15-18 50 Back Senior	✓	36.885	15						32.42
42	Boys 15-18 50 Fly Senior	✓								
52	Boys 15-18 50 Breast Senior	✓								

1. Click on **Add Athletes** at the top of the column of buttons on the left of the screen. The following screen will appear:

2. Enter the swimmer's information. It is important to get this information from a Team Manger Report to avoid errors with the Registrar's data. This includes:
 - a. Last Name
 - b. First Name
 - c. Middle Initial
 - d. **Reg ID** – This is the swimmer's USS ID Number and must be created as: MMDDYYFFFI LLLL where the date of birth is the first six positions, FFF is the first 3 characters of first name, I is middle initial, and LLLL is the first 4 characters of last name.
 - e. Birth Date
3. After the swimmer's Age is automatically calculated based on the birth date, the events the swimmer is eligible for will display at the bottom of the screen.
4. Entries can be entered on the lower left portion of the window.
5. Be sure to enter the **Entry Times** from the **Top Times Report**.
6. Remember that in regular season meets swimmers may only be entered in 3 individual events and 1 relay event.
7. Click **OK** to close the **Add an Athlete** window.
8. Click **Close** to close the **Athlete** window.

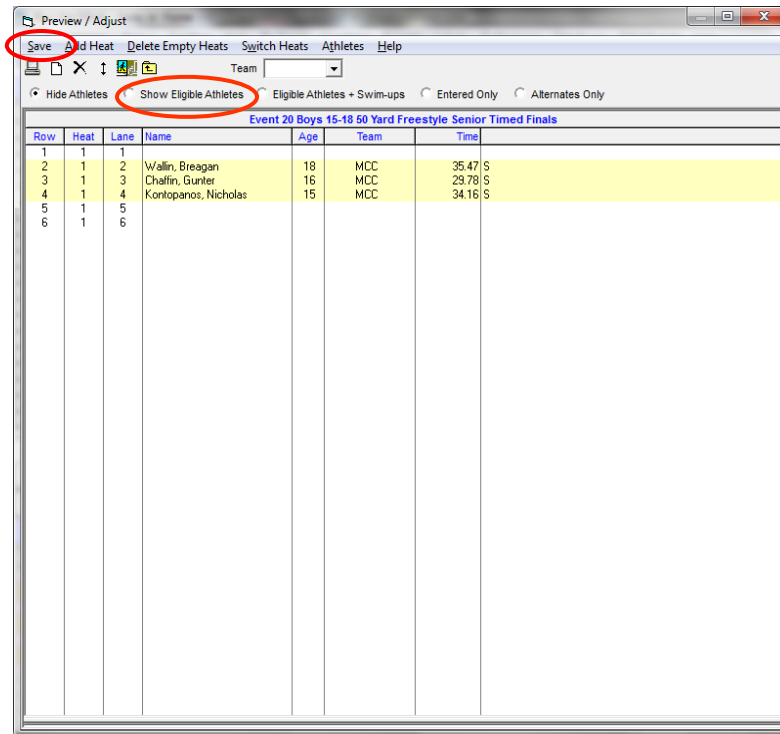
Editing Swimmers Entries Before/During the Meet

1. To edit swimmer entries before the meet starts, select **Athletes** from the **Menu Bar** of **Meet Manager**. The Athlete window will display.
2. To edit swimmer entries during the meet, select **Run the Meet / Athletes** from the **Menu Bar** of **Meet Manager**. The **Athlete** window will display.
3. Click on the first letter of the swimmer's last name at the top of the window. If necessary, click the down arrow at the right beside the names until you see the swimmer entry you wish to edit.
4. Click on the swimmer's name. The events the swimmer is eligible for are shown and the events the swimmer is entered into are highlighted.
5. Change the swimmer's entries by clicking on the check box. Be sure to enter the **Entry Times** from a **Top Times Report**. Remember that in regular season meets swimmers may only be entered in 3 individual events and 1 relay event.

Click **Close** to close the **Athlete** window

EDITING SWIMMER LANE ASSIGNMENT BEFORE/DURING MEET

1. To edit a swimmer's entry after an event has started while in the **Run the Meet** window from the **Menu Bar** of the **Meet Manager**.
2. From the middle of the **Run the Meet** window, select **Adjust** or press **F8**.



3. Click on **Show Eligible Athletes** in the left button column.
4. To add a swimmer to an already completed or scored event, drag-and-drop the **Athlete** name at the bottom of the window into any open lane. Make sure to press **Save**
5. If there is no open lane, click **Add Heat**. Additional open lanes will be added.
6. Drag-and-drop the **Athlete** name at the bottom of the window to the first open lane.
7. Click on **Save**.
8. Return to entering results. Keep in mind that you now may have more than one heat in some events.

Changing/Adjust Relay Entries

As relay events are highlighted for result entry, an additional Event Management section box to show relay swimmer names will become available

You may find it easier to go through the cards once to verify relay swimmer names and then again to enter the result times.

When keying results for a relay:

1. In the **Run the Meet** window
 - a. Now, highlight the relay event, press **Ctrl-R** on the keyboard or select **Rel Names** in the **Event Management** section.

Run the Meet - Away at Home

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces QW Module Help

HY-TEK's MEET MANAGER Licensed to: Chesterfield Aquatic Lg.1

EVENT LIST - All Events - Yards - (Session not selected)

Evt#	Rnd	Status	Event Name	Heats
1	F	Seeded	Mixed 8 & Under 100 Yard Freestyle Mite Relay	1
2	F	Seeded	Boys 10 & Under 100 Yard M Midget	1
3	F	Seeded	Girls 10 & Under 100 Yard M Midget	1
4	F	Seeded	Boys 11-12 100 Yard M Junior	1
5	F	Seeded	Girls 11-12 100 Yard M Junior	1
6	F	Seeded	Boys 13-14 100 Yard M Intermediate	1
7	F	Seeded	Girls 13-14 100 Yard M Intermediate	1
8	F	Seeded	Boys 15-18 100 Yard M Senior	1
9	F	Seeded	Girls 15-18 100 Yard M Senior	2
10	F	Seeded	Boys 6 & Under 25 Yard Freestyle Youth	1
11	F	Seeded	Girls 6 & Under 25 Yard Freestyle Youth	1
12	F	Seeded	Boys 7-8 25 Yard Freestyle Mite	1
13	F	Seeded	Girls 7-8 25 Yard Freestyle Mite	1
14	F	Seeded	Boys 9-10 50 Yard Freestyle Midget	1
15	F	Seeded	Girls 9-10 50 Yard Freestyle Midget	1
16	F	Seeded	Boys 11-12 50 Yard Freestyle Junior	1
17	F	Seeded	Girls 11-12 50 Yard Freestyle Junior	1
18	F	Seeded	Boys 13-14 50 Yard Freestyle Intermediate	1

Records

Record	Time	Date	Record Holder
CAL Yard	R	1:05.94	1/1/1999 J. Hermes, C. Force, B. McLean

Team Scores

Rank	Gender	Score	Team
------	--------	-------	------

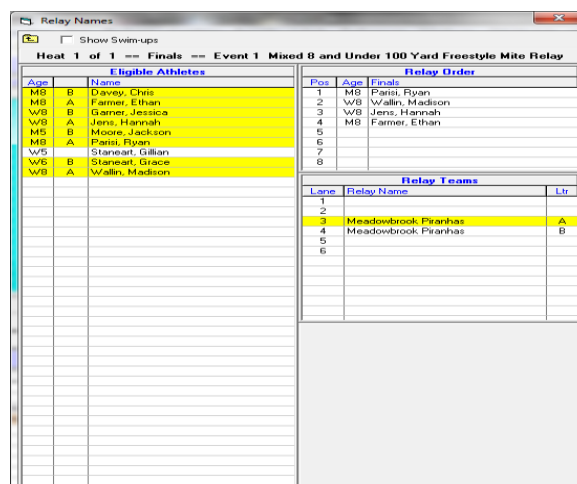
Session: F7 Splits: F9 Adjust: F8 Restore Pads: Ctrl-P JD: Ctrl-J Race #: F2 List: Ctrl-L Re-Rank Prev Event: Ctrl-F4

Refresh: Ctrl-R Rel Names: Ctrl-R Awards: Ctrl-A Calc: Ctrl-K Unseeded: Ctrl-U Get Times: F3 Score: Ctrl-S Re-Score Next Event: Ctrl-F5

Heat 1 of 1 == Finals == Event 1 Mixed 8 and Under 100 Yard Freestyle Mite Relay

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	OCode	HPL	PL	Pts
1										
2										
3	Meadowbrook Piranhas	A	1:30.01							
4	Meadowbrook Piranhas	B	3:10.36							
5										
6										

- The **Relay Names** screen shows all relay entries for that event.



Eligible Athletes			Relay Order		
Age	Name		Pos	Age	Name
M8	B	Davey, Chris	1	M8	Parisi, Ryan
M8	A	Farmer, Ethan	2	W8	Wallin, Madison
W8	B	Garner, Jessica	3	W8	Jens, Hannah
W8	A	Jens, Hannah	4	M8	Farmer, Ethan
M5	B	Moore, Jackson	5		
M8	A	Parisi, Ryan	6		
W5		Staneart, Gillian	7		
W8	B	Staneart, Grace	8		
W8	A	Wallin, Madison			

Relay Teams		
Lane	Relay Name	Ltr
1		
2		
3	Meadowbrook Piranhas	A
4	Meadowbrook Piranhas	B
5		
6		

- Highlight each relay team in the right center section and verify that the swimmer names shown in the upper right section match the swimmers on the card. Swimmers may be removed from the relay team by double clicking on their name.
- A Swimmers position may be moved within the relay by clicking and dragging it to the desired position. This will swap places with the swimmer now in that position.
- Swimmers may be added to a relay by double clicking their name in the left **Eligible Athletes** section. They will be added to the first open position in the relay.
- A swimmer may also be added to a relay by clicking and dragging the name from the **Eligible Athlete** section on the left to the relay position desired. The swimmer now in that position will be removed from the relay.
- When all swimmer entry and position adjustments have been made, click **Close** to go back to the **Run The Meet** screen.
- If any Relay Team has been scratched and you wish to avoid having it display as a No-Show on reports, you may press **F8** or click on **Adjust**. At this Preview screen you may double click on any team you wish to remove from the event. Click **Accept** to accept changes and return to result entries.

RUNNING THE DOLPHIN SYSTEM

The **CTS Dolphin** is a wireless stopwatch timing system available for 6 to 10 lanes with up to three watches per lane. The CTS Dolphin hardware interfaces directly to **MEET MANAGER** and operates in either **Stand Alone Mode** or **Backup Mode**. CAL uses the Stand Alone Mode.

Stand Alone Mode

In this mode, Meet Manager treats the Dolphin system as the primary times using stop watches. But instead of collecting Lane/Timer Sheets or Entry Cards and keying the watch times into Meet Manager, you simply press one key from the run menu and Meet Manager imports all of the lane watch times directly into your Meet Manager database for you to review, edit, and/or accept.

CTS Dolphin Software Set-up

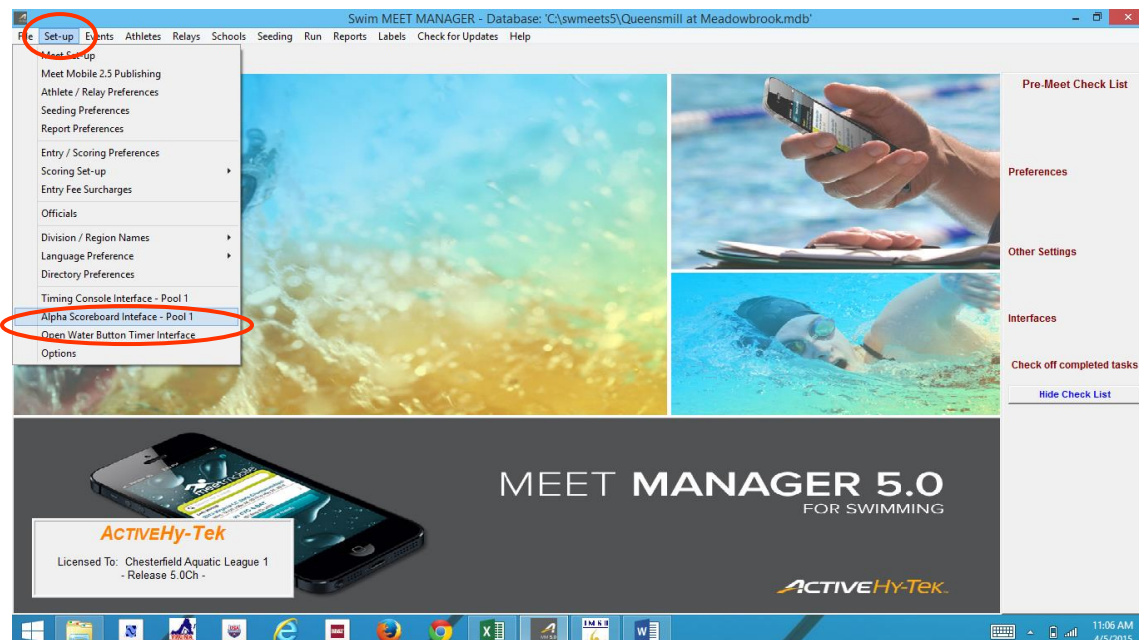
You must install the Dolphin software using the CD provided by Colorado Time Systems. This CD will install the program onto your hard drive and install a USB driver.

Hardware Requirements

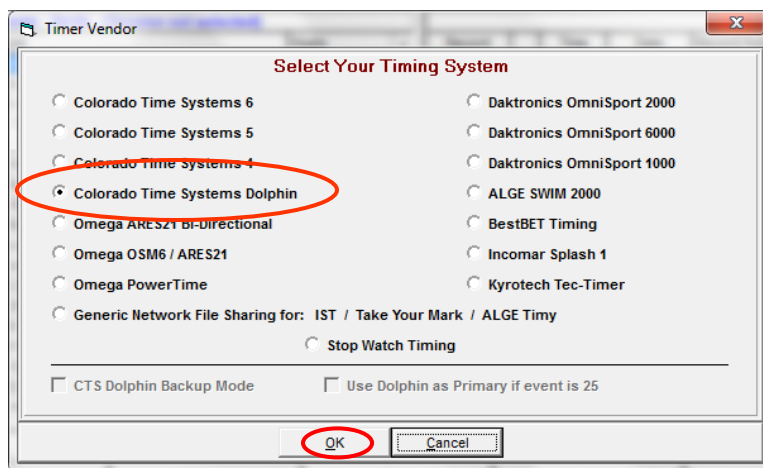
The Dolphin system has a wireless base unit which connects to the Hy-Tek computer through a USB port. With the Hy-Tek computer turned on and with the Dolphin software already installed, plug in the Dolphin base unit's USB cable.

Meet Manager Setup for Stand Alone Dolphin System

- Click on **Set-Up** from the Main Menu Bar and then choose **Timing Console INTERFACE**.



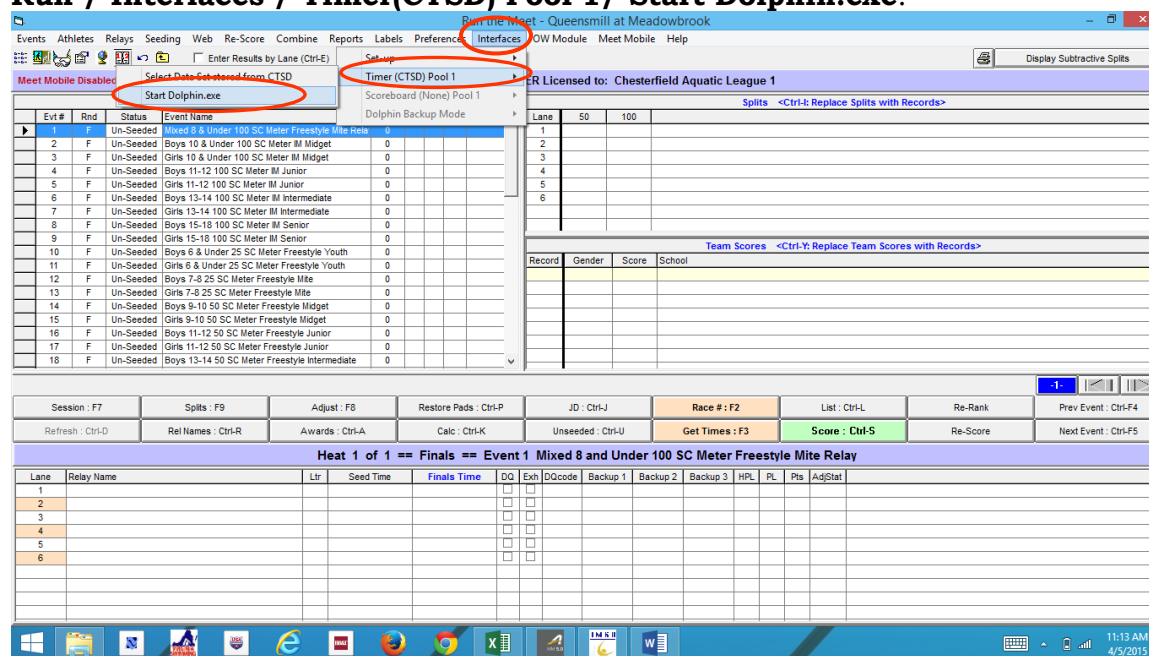
Now click on the **Colorado Time Systems Dolphin** radio button on the left side and then **OK**.

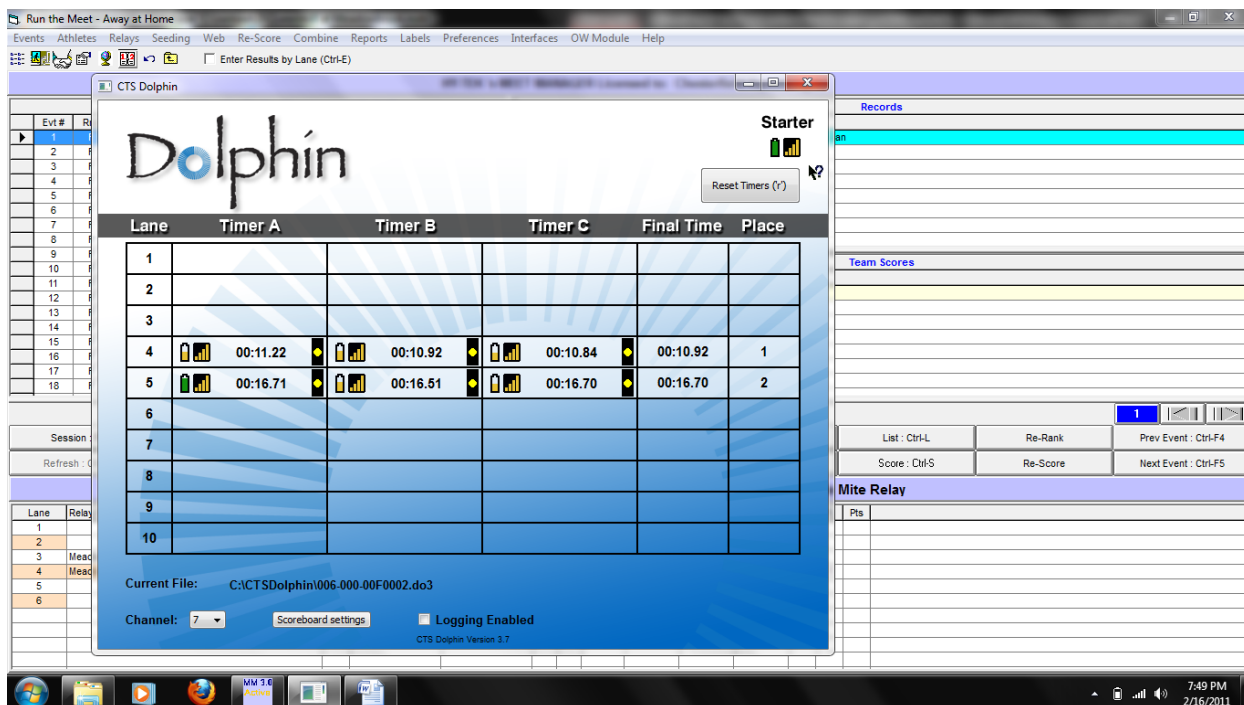


Operation

First, plug in the wireless base unit's USB cable. Start the Dolphin software. On each wireless watch and the wireless starter unit, press and hold the Reset button to turn them on. If the system is operating correctly, the Dolphin software should have a green light on each lane that has a wireless watch assigned to it.

Minimize the Dolphin software. Start Meet Manager. If Meet Manager was already running, you can start the Dolphin software from within Meet Manager by going to **Run / Interfaces / Timer(CTSD) Pool 1 / Start Dolphin.exe**.





To time a race, when the Colorado starter sounds to start the swimmers, the Dolphin wireless watches start timing. This starts all of the wireless watches. The timers only need to stop their watch when the swimmer hits the finish. When all watches have been stopped, the wireless starter unit should be stopped. As soon as the wireless start unit's reset button is pushed, the Dolphin software writes a result file to the "c:\CTSDolphin" folder on the computer and the next race can be started. From the Run Menu in Meet Manager, click on **Get Times** and a list of Dolphin results files for the current **Data Set** will be displayed with the most recent file at the top. Select the result file and Meet Manager will read the data into the proper lanes, putting the times into the backup columns for the heat. If the backup columns are not showing in the Run menu, press **Ctrl-B**. If there is one watch for a given lane, that time will also be place in the result column. If there are 3 watch times for a given lane, the middle time will be placed in the result column. If there are two watches for a given lane, the average will be computed and will be placed in the result column. The average is computed based on the rule choice selected in **Run / Preferences /Backup Times**. Please note that if there is 0.3 or more seconds difference between the two watch times, the average result time will NOT be computed and a yellow line will show for this lane. This means you must decide whether to throw out one of the watch times if you determine one of them is way off. If you are OK with the two times, then click **Ctrl-K** to display the watch averaging menu and it will compute the average for you and place it in the result column. If one of the times is no good, delete it and use **Ctrl-K**, or simply type in the time for the one good watch.

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5
JD : Ctrl-J			Race # : F2		List : Ctrl-L			
Unseeded : Ctrl-U			Get Times : F3		Score : Ctrl-S			

If you are keeping track of races by Race Number, you can use the Race # button instead of the Get Times button. This button increments itself by 1 automatically and

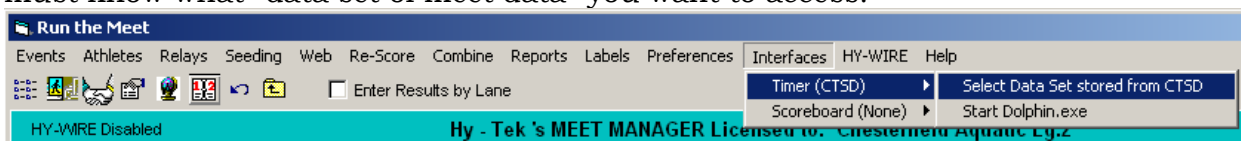
searches the data set of results for a matching race number. This is the quickest way to get results if you are keeping up with the race numbers.

How to Select a Data Set for your Meet

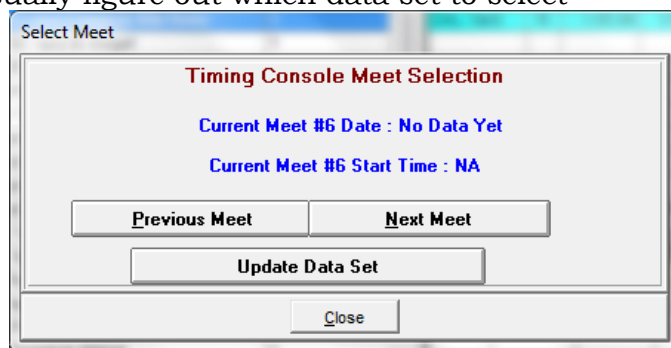
A Data Set is a set of results for a given meet or session of a meet. Each time a race is completed, the Dolphin system creates a result file in “c:\CTSDolphin” and this file has the extension “.do3”. The first 3 characters of the file name are numbers from 001 to 999. These three character numbers define the Data Set number. So when you select a data set, you are selecting a data set of results based on the first three characters of the result file. The last 4 characters of each result file has a number from 0001 to 9999 and this is the **Race Number**.

Each file within a data set has a unique race number. Every time the Dolphin software is started, it starts a new data set by scanning the files in “c:\CTSDolphin” to figure out what the highest data set number is and resets the race number back to 0001.

To select a Data Set, click on **Run / Interface / Timer** and click on **Select Data Set stored from CTSD**. The INTERFACE will display a window with the date and time and the number of races that have been stored for the current data set the Meet Manager is pointing to. Remember, you could be running a three day meet and the INTERFACE must know what “data set of meet data” you want to access.



Click on **Next Meet** or **Previous Meet** buttons to select the appropriate data set. Because there is a date and time shown for when the first file in the data set was created, you can usually figure out which data set to select



If new Data Sets with a new data set number have been added since starting MeetManager, you can click **Update Data Set** and all data sets will be refreshed for selection.

Once you've found the correct **Data Set** you can begin drawing times in with the Get Times Tab

Run the Meet - Away at Home

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces QW Module Help

HY-TEK's MEET MANAGER Licensed to: Chesterfield Aquatic Lg.1

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats
1	F	Seeded	Mixed 8 & Under 100 Yard Freestyle Mite Relay	1
2	F	Seeded	Boys 10 & Under 100 Yard IM Midget	1
3	F	Seeded	Girls 10 & Under 100 Yard IM Midget	1
4	F	Seeded	Boys 11-12 100 Yard IM Junior	1
5	F	Seeded	Girls 11-12 100 Yard IM Junior	1
6	F	Seeded	Boys 13-14 100 Yard IM Intermediate	1
7	F	Seeded	Girls 13-14 100 Yard IM Intermediate	1
8	F	Seeded	Boys 15-18 100 Yard IM Senior	1
9	F	Seeded	Girls 15-18 100 Yard IM Senior	2
10	F	Seeded	Boys 6 & Under 25 Yard Freestyle Youth	1
11	F	Seeded	Girls 6 & Under 25 Yard Freestyle Youth	1
12	F	Seeded	Boys 7-8 25 Yard Freestyle Mite	1
13	F	Seeded	Girls 7-8 25 Yard Freestyle Mite	1
14	F	Seeded	Boys 9-10 50 Yard Freestyle Midget	1
15	F	Seeded	Girls 9-10 50 Yard Freestyle Midget	1
16	F	Seeded	Boys 11-12 50 Yard Freestyle Junior	1
17	F	Seeded	Girls 11-12 50 Yard Freestyle Junior	1
18	F	Seeded	Boys 13-14 50 Yard Freestyle Intermediate	1

Records

Record	Time	Date	Record Holder
CAL Yard	R	1:05.94	1/1/1999 J. Hermes, C. Force, B. McLean

Team Scores

Rank	Gender	Score	Team
------	--------	-------	------

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race #1 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 1 of 1 == Finals == Event 1 Mixed 8 and Under 100 Yard Freestyle Mite Relay

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1					<input type="checkbox"/>	<input type="checkbox"/>							
2					<input type="checkbox"/>	<input type="checkbox"/>							
3	Meadowbrook Piranhas	A	1:30.01		<input type="checkbox"/>	<input type="checkbox"/>							
4	Meadowbrook Piranhas	B	3:10.36		<input type="checkbox"/>	<input type="checkbox"/>							
5					<input type="checkbox"/>	<input type="checkbox"/>							
6					<input type="checkbox"/>	<input type="checkbox"/>							

Check and make sure these times match up with the first event and you should be able to draw all the times in race number sequential order for the remainder of the meet.

SCORE AN EVENT

- After entering all results for an event, click on **Score Event** in the middle of the **Events Management** window. A report showing the scored event results will preview as shown below:

HY-TEK's MEET MANAGER Licensed to: Chesterfield Aquatic Lg.1

Event #	Event Name	Status	Heats
1	Mixed 8 & Under 100 Yard Freestyle Relay	Seeded	1
2	Boys 7-8 Under 100 Yard M Midgel	Seeded	1
3	Girls 10 & Under 100 Yard M Midgel	Seeded	1
4	Boys 11-12 100 Yard M Junior	Seeded	1
5	Girls 11-12 100 Yard M Junior	Seeded	1
6	Boys 13-14 100 Yard M Intermediate	Seeded	1
7	Girls 13-14 100 Yard M Intermediate	Seeded	1
8	Boys 15-18 100 Yard M Senior	Seeded	1
9	Girls 15-18 100 Yard M Senior	Seeded	1
10	Boys 8 & Under 25 Yard Freestyle Youth	Seeded	1
11	Girls 8 & Under 25 Yard Freestyle Youth	Seeded	1
12	Boys 7-8 25 Yard Freestyle Mite	Seeded	1
13	Girls 7-8 25 Yard Freestyle Mite	Seeded	1
14	Boys 9-10 50 Yard Freestyle Midgel	Seeded	1
15	Girls 9-10 50 Yard Freestyle Midgel	Seeded	1
16	Boys 11-12 50 Yard Freestyle Junior	Seeded	1
17	Girls 11-12 50 Yard Freestyle Junior	Seeded	1
18	Boys 13-14 50 Yard Freestyle Intermediate	Seeded	1
19	Girls 13-14 50 Yard Freestyle Intermediate	Seeded	1

Records

Rank	Gender	Score	Team
1	Combined	50	Meadowbrook Piranhas
1	Female	50	Meadowbrook Piranhas

Team Scores thru Event 9

Session: F7 Spills: F9 Adjust: F8 Restore Pads: Ch1-P JD: Ch1-J Race #: F2 Get Times: F3 Re-Rank Prev Event: Ch1-F4

Refresh: Ch1-D Roll Names: Ch1-R Awards: Ch1-A Calc: Ch1-K Unseeded: Ch1-U Score: Ch1-S Re-Score Next Event: Ch1-F5

Heat 2 of 2 == Finals == Event 9 Girls 15-18 100 Yard IM Senior

Lane	Athlete Name	Age	Team	Seed Time	Final Time	DQ	Ex	DG	Backup 1	Backup 2	Backup 3	RL	PL	PS	
1	Peterson, Alison	17	Meadowbrook Piranhas	1:40.02	1:40.02								3	5	2
2	Davey, Rachel	16	Meadowbrook Piranhas	1:30.80	1:30.80								1	3	4
4	Davey, Ragon	16	Meadowbrook Piranhas	1:32.41	1:32.41								2	4	3
5	Peterson, Katherine	16	Meadowbrook Piranhas	1:41.48	1:41.48								4	6	1
6															

- Click on the **printer icon** at the top of the screen. When the print dialog box appears, verify that the number of copies is set to **2** and click **OK**.

Print/Export Reports

1 / 1

100%

Business Objects

Preview

Chesterfield Aquatic Lg.1

HY-TEK's MEET MANAGER 3.0 - 9:02 PM 2/17/2011 Page 1

Away at Home - 6/11/2011

Results

Event 9 Girls 15-18 100 Yard IM Senior

Name	Age	Team	Seed Time	Final Time	Points
GOLD - Division					
1 Cunningham, Kelsey	16	Meadowbrook Piranhas	1:11.20	1:19.03	9
SILVER - Division					
1 Cunningham, Morgan	15	Meadowbrook Piranhas	1:13.97	1:22.11	8
2 Staneart, Kellyn	15	Meadowbrook Piranhas	1:15.81	1:24.15	6
3 Loflin, Taylor	17	Meadowbrook Piranhas	1:16.93	1:25.39	5
BRONZ - Division					
1 Hastings, Caitlyn	18	Meadowbrook Piranhas	1:19.32	1:28.04	7
2 Fletcher, Cassidy	15	Meadowbrook Piranhas	1:19.67	1:28.43	5
3 Davey, Rachel	16	Meadowbrook Piranhas	1:21.80	1:30.80	4
4 Davey, Ragon	16	Meadowbrook Piranhas	1:23.25	1:32.41	3
5 Peterson, Allison	17	Meadowbrook Piranhas	1:30.83	1:40.82	2
6 Peterson, Katherine	16	Meadowbrook Piranhas	1:31.42	1:41.48	1

- Verify that the event results print satisfactorily.
- Click the **X** in the upper left of the preview screen to close it.

DOUBLE DUALS

If your team is running a double duel, 3 or more teams swimming each other, this is the easiest way to set the meet up and score it in Meet Manager.

Importing More Than One Team

Simply repeat the process that was done in **IMPORTING MEET ENTRIES** on page 8 until the desired number of teams is entered.

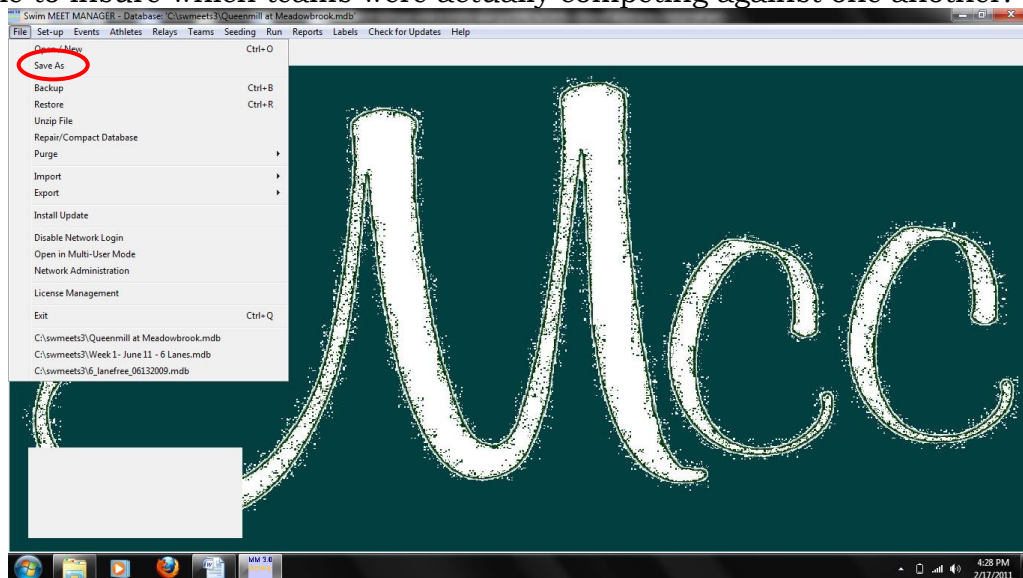
Seed the meet and print the necessary paperwork just as if you were running a regular meet.

DO NOT PRINT RIBBONS DURING THE MEET-

The meet will need to be separated after the last event.

When the last event is swam, verified and scored ******MAKE A BACKUP OF THE ORIGINAL MEET****** Recommend using a portable storage device.

Rename the meet to match two of the participating teams. Example if MCC,QM,BHP swim a double duel then rename the meets to match the two teams that competed against each other this night. **Save As:** QM at MCC, then **Save As** BHP vs QM, then **Save As** BHP at MCC. Note just because 3 teams are swimming at the same pool doesn't mean they are all swimming against each this night. Double check your schedule to insure which teams were actually competing against one another.



[illegible]

Run the Meet - Away at Home

Events Athletes Relays Seeding Wets Re-Score Combine Reports Labels Preferences Interfaces QW Module Help

Enter Results by Lane (Ctrl-E)

HY-TEK's MEET MANAGER Licensed to: Chesterfield Aquatic Lg.1

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats
22	F	Seeded	Boys 6 & Under 25 Yard Backstroke Youth	1
23	F	Seeded	Girls 6 & Under 25 Yard Backstroke Youth	1
24	F	Seeded	Boys 7-8 25 Yard Backstroke Mite	1
25	F	Seeded	Girls 7-8 25 Yard Backstroke Mite	1
26	F	Seeded	Boys 9-10 50 Yard Backstroke Midget	1
27	F	Seeded	Girls 9-10 50 Yard Backstroke Midget	1
28	F	Seeded	Boys 11-12 50 Yard Backstroke Junior	1
29	F	Seeded	Girls 11-12 50 Yard Backstroke Junior	1
30	F	Seeded	Boys 13-14 50 Yard Backstroke Intermediate	1
31	F	Seeded	Girls 13-14 50 Yard Backstroke Intermediate	1
32	F	Seeded	Boys 15-18 50 Yard Backstroke Senior	1
33	F	Seeded	Girls 15-18 50 Yard Backstroke Senior	1
34	F	Seeded	Boys 8 & Under 25 Yard Butterfly Mite	1
35	F	Seeded	Girls 8 & Under 25 Yard Butterfly Mite	1
36	F	Seeded	Boys 9-10 50 Yard Butterfly Midget	1
37	F	Seeded	Girls 9-10 50 Yard Butterfly Midget	1
38	F	Seeded	Boys 11-12 50 Yard Butterfly Junior	1
39	F	Seeded	Girls 11-12 50 Yard Butterfly Junior	1

Records

Record	Time	Date	Record Holder
CAL Yard R	1:54.52	1/1/1987	D. Storm, W. Bryant, C. Owen,

Team Scores

Rank	Gender	Score	Team
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Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4
Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 1 of 1 == Finals == Event 55 Mixed 11-12 200 Yard Freestyle Junior Relay

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Ex	DQCode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1					<input type="checkbox"/>								
2					<input type="checkbox"/>								
3					<input type="checkbox"/>								
4					<input type="checkbox"/>								
5					<input type="checkbox"/>								
6					<input type="checkbox"/>								

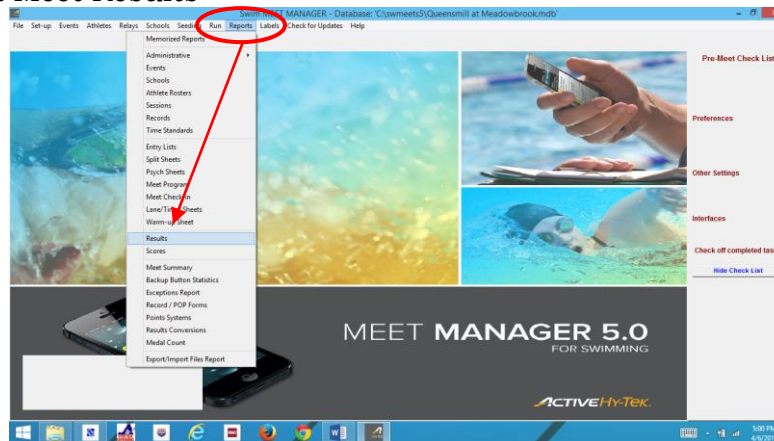
Revision Date: 04/5/2015
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UPLOADING TO WEBSITE

Following each meet the home team needs to enter results on the CAL website. To do so, you will need the Meet Manager back-up file, you will need to create a “Meet Results” report saved as a flat HTML file, and you will need to create a Most Improved Times Report

Create the Backup file

- Select File:Backup
- Save the meet results as a flat html, in Meet Manager:
 - Select Reports
 - Select Meet Results



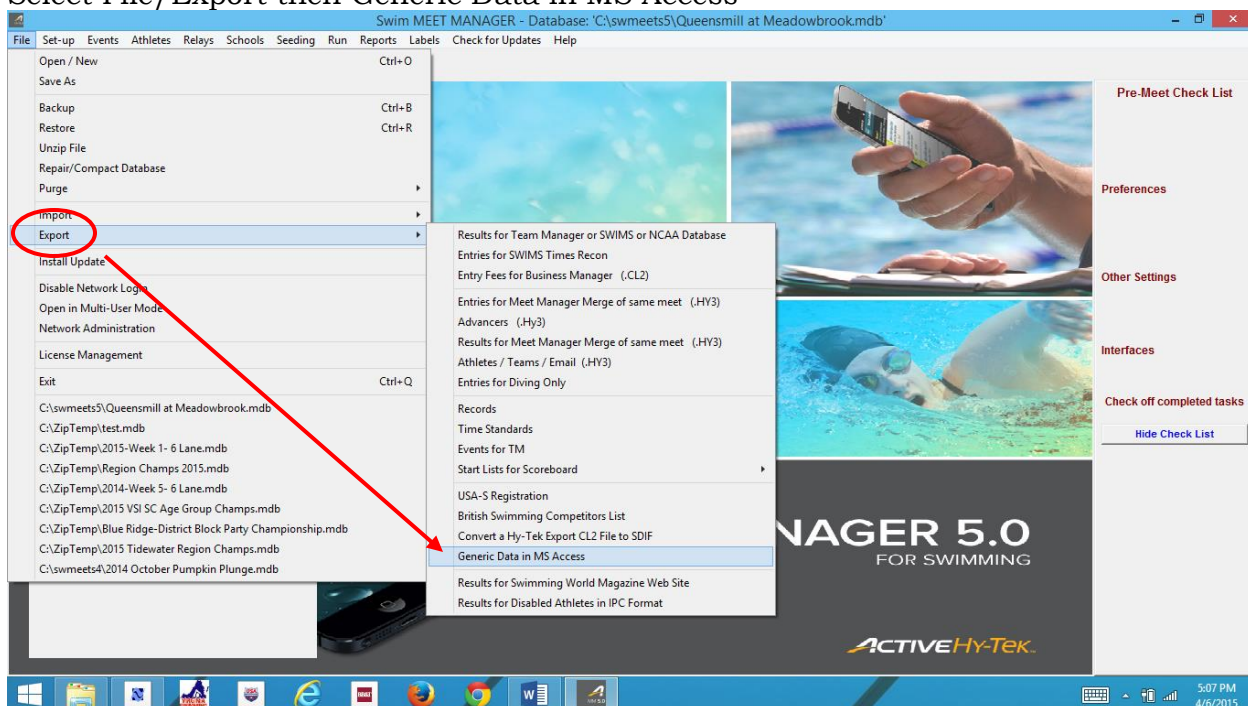
- Select all events
- In the column/format area under report type select flat html
- Select create report
- Rename the result the title of your meet and save.

Day	Start Time	Session #	Course	Session Title
All		All	S	All Events

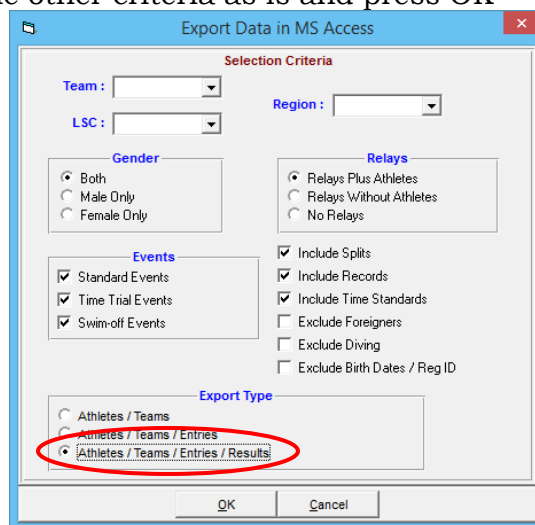
Evt #	Rnd	Status	Event Name	Heats
1	F	Un-Seeded	Mixed 8 & Under 100 SC Meter Freestyle Mite Relay	0
2	F	Un-Seeded	Boys 10 & Under 100 SC Meter IM Midget	0
3	F	Un-Seeded	Girls 10 & Under 100 SC Meter IM Midget	0
4	F	Un-Seeded	Boys 11-12 100 SC Meter IM Junior	0
5	F	Un-Seeded	Girls 11-12 100 SC Meter IM Junior	0
6	F	Un-Seeded	Boys 13-14 100 SC Meter IM Intermediate	0
7	F	Un-Seeded	Girls 13-14 100 SC Meter IM Intermediate	0
8	F	Un-Seeded	Boys 15-18 100 SC Meter IM Senior	0
9	F	Un-Seeded	Girls 15-18 100 SC Meter IM Senior	0
10	F	Un-Seeded	Boys 6 & Under 25 SC Meter Freestyle Youth	0
11	F	Un-Seeded	Girls 6 & Under 25 SC Meter Freestyle Youth	0
12	F	Un-Seeded	Boys 7-8 25 SC Meter Freestyle Mite	0
13	F	Un-Seeded	Girls 7-8 25 SC Meter Freestyle Mite	0

Create a Most Improved Times Report

- Select File/Export then Generic Data in MS Access



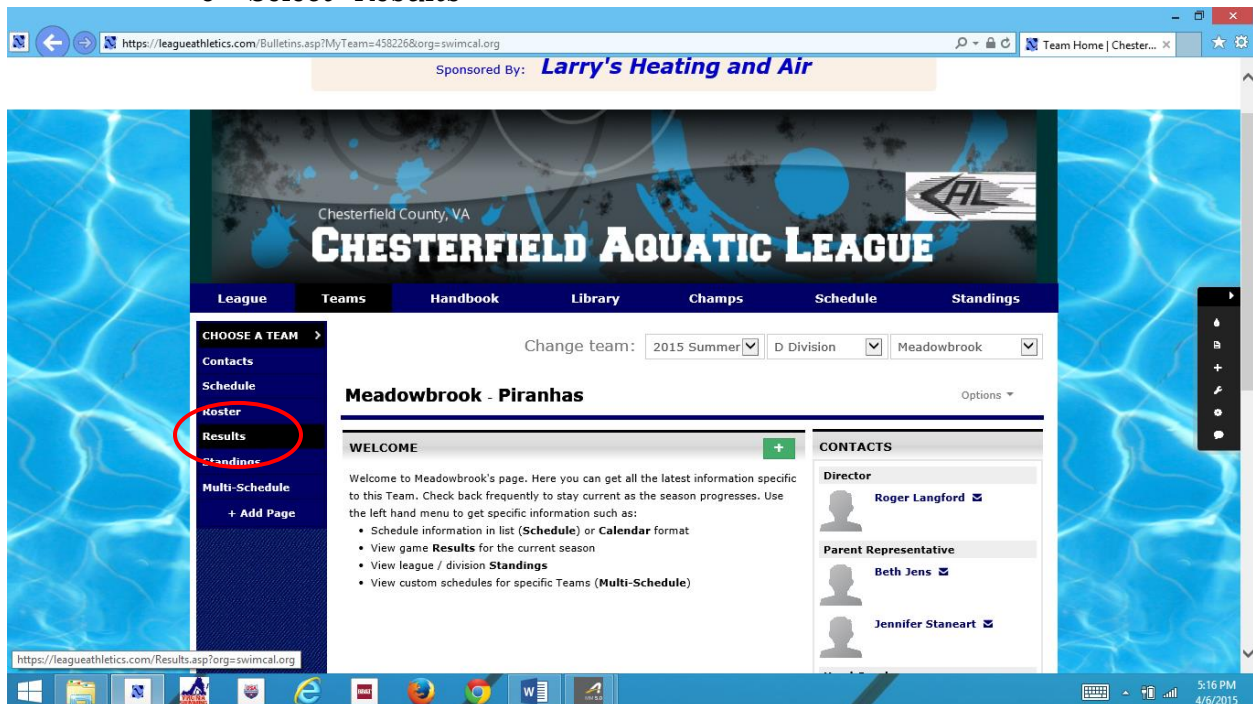
- Under Export Type, make sure that “Athletes/Teams/Entries/Results” is checked and leave the other criteria as is and press OK



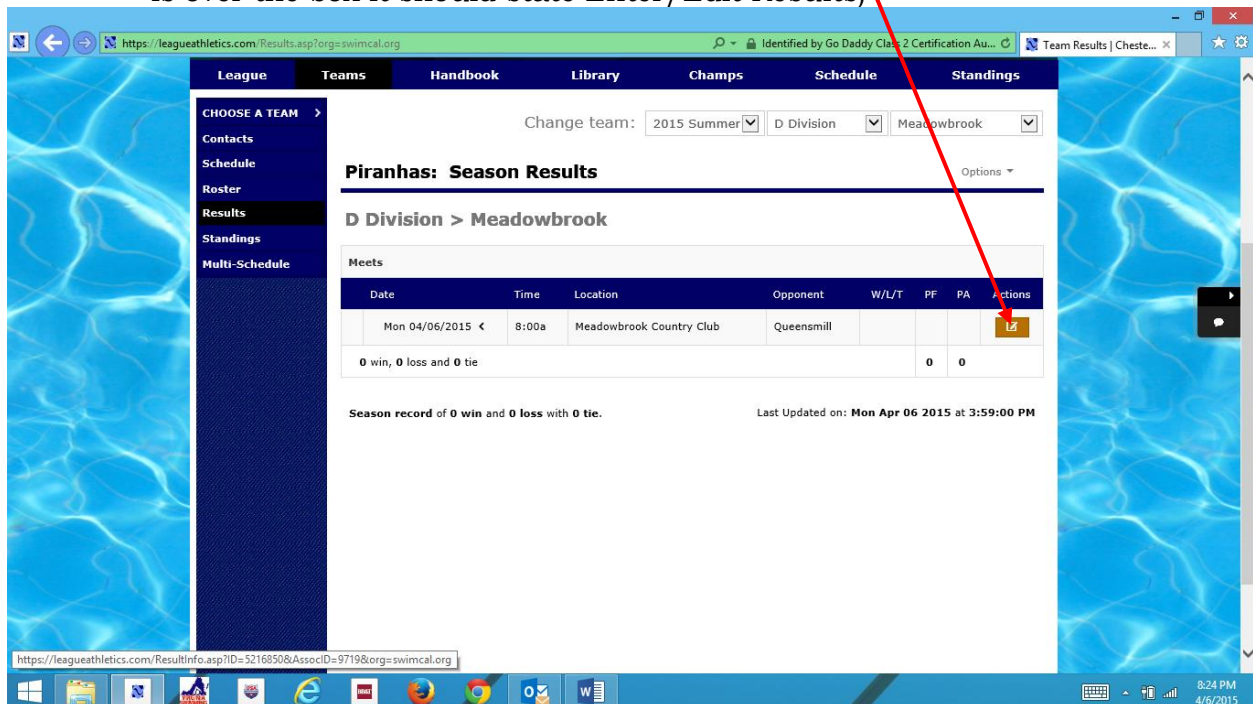
- Open the Most Improved Excel File (found on the CAL website)-[LINK](#)
 - Click on the Most Improved Tab (directly above Winners) and find the file you saved for your meet and select it
 - Select OK when the box stating “Select the Most Improved Tag to view and print results” appears
 - Click on “GoTo Most Improved” tab
 - Save the file as name of your meet “Visiting Team vs. Home Team”
 - ❖ Remember the suggestion before about saving on a jump drive

Load Results onto the website:

- Log-in to website
 - Under “Teams” select your team page
 - Select “Results”



- Click on the yellow/orange box that is located beside the meet (when cursor is over the box it should state Enter/Edit Results)



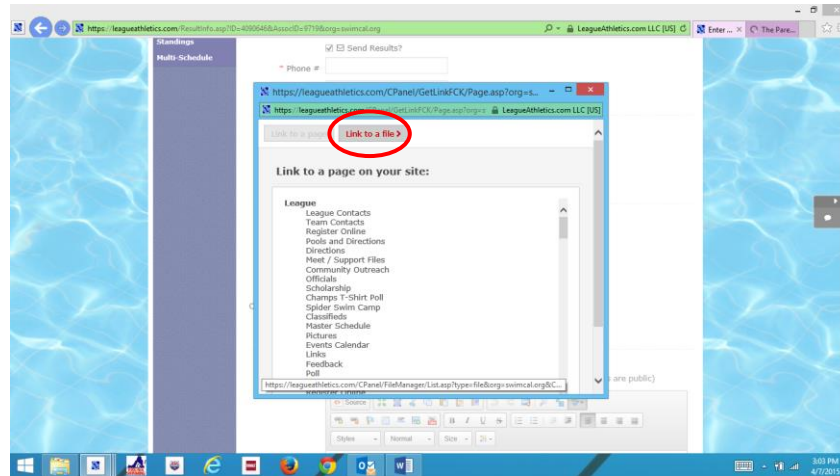
- Under “Enter Game Results” enter your name, phone number and email address and then enter the points for each team in the appropriate box
 - In the Event Comments section, write “Results” then hit enter twice and write “Meet Back-up” then hit enter twice and write “Most Improved Times”

The screenshot shows the 'Enter Game Results' form on the LeagueAthletics.com website. The form is titled 'Enter Game Results' and has a sidebar with links to 'Results', 'Standings', and 'Multi-Schedule'. The main form area contains several sections: a user information section with fields for 'Your Name', 'Phone', and 'Email'; a date and location section with fields for 'Date', 'Location', and 'Category'; a team and opponent section with fields for 'Team', 'Opponent', 'Points', and 'Extra Points'; and an 'Event Write-up' section with a rich text editor. The 'Event Write-up' section has a toolbar with various formatting options and a list of options: 'Results', 'Backup', and 'Most Improved'. Red lines and boxes highlight the 'Results' option in the list and the 'Link' button in the toolbar.

- Place your cursor over “Results” to highlight it and then click on the Link button (looks like the a chain link)
- In the “Link” box, click on Browse Server

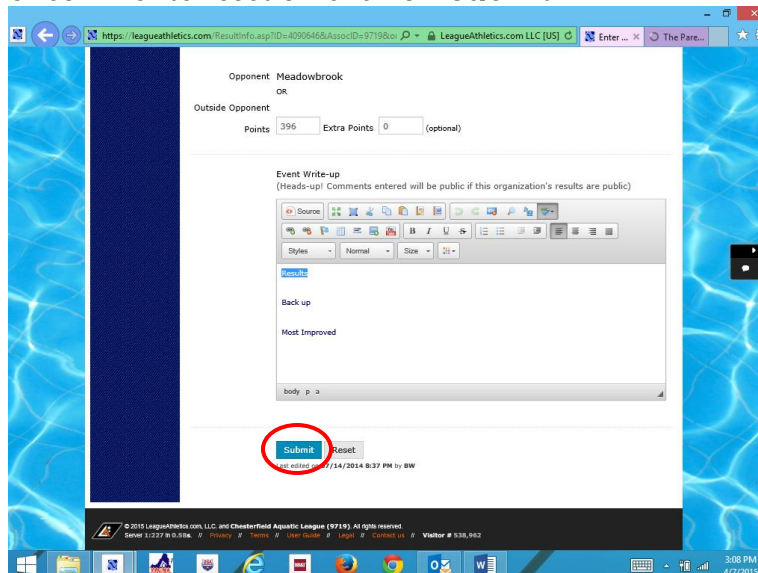
The screenshot shows the 'Link' dialog box in the LeagueAthletics.com application. The dialog box has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected, showing fields for 'Link Type' (set to URL), 'Protocol' (set to http://), and 'URL' (set to files.L leagueAthletics.com/images/Club/). The 'Browse Server' button is highlighted with a red circle.

- At the top of the page click on “Link to File”



- Under File Directory, click on the Folder with the current year(2015) – and then the corresponding week Results file- (Week 1)
- Under Upload Files, click on Browse and find the HTML file you saved
- Click on “Upload”
- In the “Link” box select “Target” and then from the drop down menu under Target select “New Window” then select OK
- Highlight “Meet Back-up” and repeat the above steps, but select the meet backup file instead of the html file.
- Highlight “Most Improved Times” and the above steps but select the most improved times file.

Directly below the “comments” section click on Submit



SYSTEM REQUIREMENTS

- Hardware:
 - Minimum: Any 500 MHZ Pentium, Celeron, or AMD class computer or faster with 1 GB RAM.
 - Recommended: Any 1 GHZ Pentium, Celeron, or AMD class computer or faster with 2 GB RAM.
 - Any Macintosh computer that will run Microsoft's Windows XP, or Windows Vista using Hardware or Software Emulation. Click on [Running Hy-Tek on Your Mac](#) for detail information.
- Software: Microsoft's Windows XP, Windows Vista, Windows 7, or Windows 8.
- Printer: Any Windows supported printer. Dot-matrix printers are not recommended for reports.
- Resolution: Any monitor size is supported but an 800 x 600 monitor resolution or higher is required

If you have any questions or suggestions to improve this Handbook please contact Bryan Wallin mccpiranhas@comcast.net