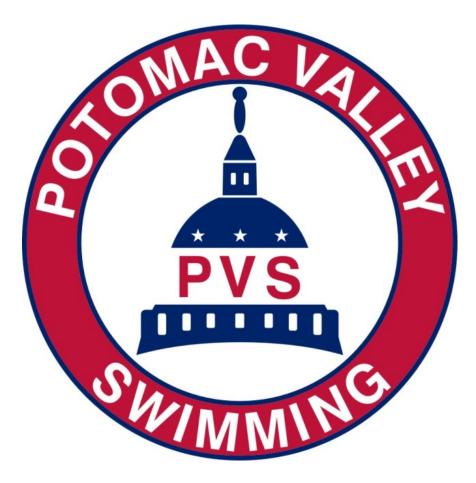
# Meet Manager 6.0 Handbook



This handbook provides instruction on using Hy-tek's Meet Manager 6.0 to run swim meets.

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#### **1. GETTING STARTED**

#### 1-1. Logging On to Meet Manager

CLICK Meet Manager Icon from the Desktop or Program Menu.



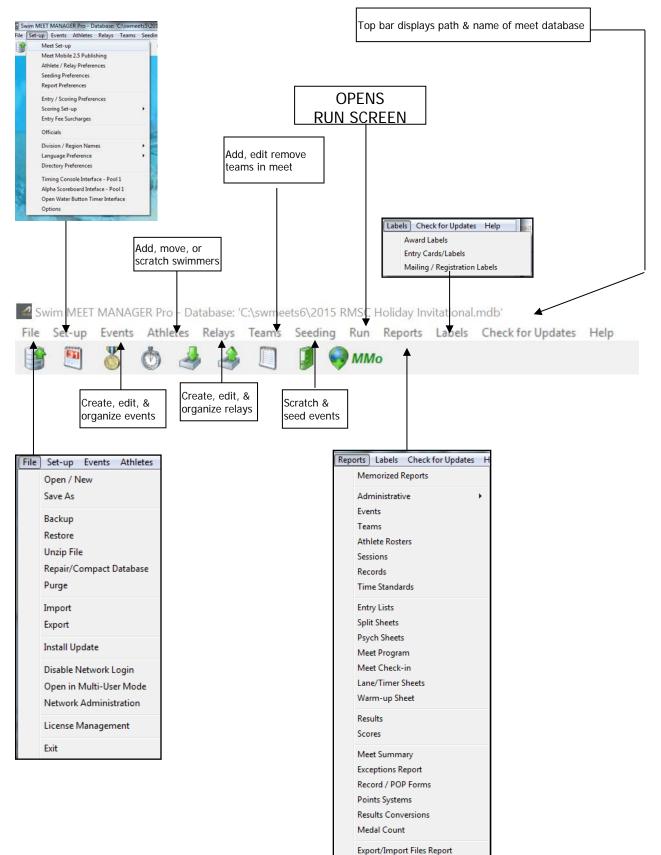
SELECT Admin, Single User. Click OK to reach the Main Menu. If networked computers are being used, the Meet Director or Administrative Official (AO) will tell you how to log on.

CLICK No if asked "Do you wish to download the latest version" and/or "Automatic Backup Reminder."



#### The opening screen with the Main Menu will be displayed.





## 1-2. Overview of Main Menu

#### 1-3. Loading Meet Database

In most cases, the database for the meet, on which you will be working, will already be open.

The meet database file name and path are shown in the top-most bar of the Main Menu.

In this example, the database file name is "2015 RMSC Holiday Invitational.mdb," and it is located in the "C" drive in a folder titled "swmeets6."

Swim MEET MANAGER Pro - Database: 'C:\swmeets6\2015 RMSC Holiday Invitational.mdb'



#### 1-3-a. From Computer

If the meet in the top bar is not the meet you want, do one of the following:

EITHER	OR						
CLICK File from the Main Menu.	CLICK Open/New. Browse for the meet, probably in						
SELECT meet from file list displayed bel	v c:\swmeets6.						
"Exit" as shown below.	CLICK TO HIGHLIGHT Meet name.						
Exit us shown below.							
Swim MEET MANAGER Pro - Database: 'C\swmeets6\2015 RMSC Holid  Set-up Events Athletes Relays Teams Seeding Run Rep Open / New Open / New Ctrl+O Save As Backup Ctrl+B Restore Ctrl+R Unzip File Repair/Compact Database Purge > Import > Install Update Disable Network Login Open in Multi-User Mode Network Administration License Management Exit Ctrl+Q	s La	× × (1) (2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4					
C:\swmeets6\2015 RMSC Holiday Invitational.mdb	realtimo swmpetz6						
C:\swmeets6\2017 PV Janaury Distance.mdb	i temp/M						
C:\swmeets6\2016 Frosty Pentathlon.mdb	Users						
C:\swmeets6\2016 RMSC Holiday Invitational.mdb	1 Minuteset						
C:\swmeets6\NCAP UMAC AMerican Dual.mdb							
C:\swmeets6\2016 - ATT Winter Nationals.mdb							

#### 1-3-b. From Flash Drive

Sometimes, a meet will have been set up on a computer different from the one on which the meet is run. If you are working the first session of a meet, you may be asked to load the meet from a flash drive.

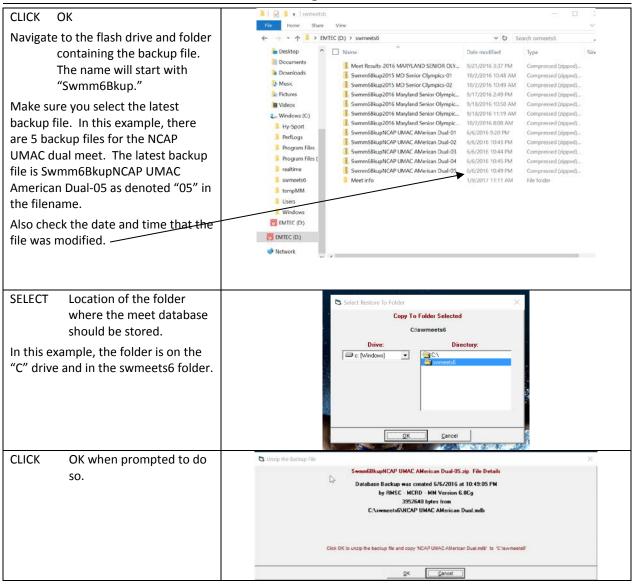
#### WARNING

Before you do this, ask the Meet Director or AO

CLICK File, then Restore from the Main Menu.

"	The fourth radio button "Unzip, copy database to selected folder, and open	Restore      Restore Method      Replace currently open database in C:\swmeet33PySTraining.mdb      Unzip and copy database to C:\swmeets3	
	this new database"	Unzip and copy database to a selected folder     Unzip, copy database to a selected folder, and open this new database     Rename database (except for choice 1):     QK	

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# 1-4. Verifying DQ code and timing adjustment method set-up

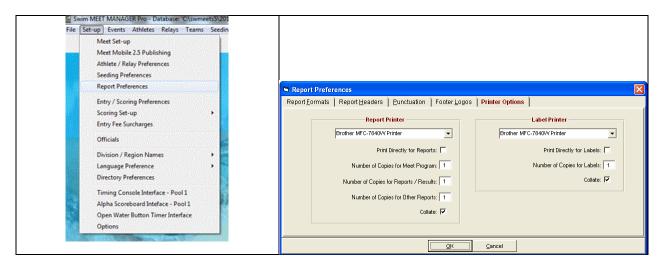
The Meet Director should have properly set the database to use current USA Swimming DQ codes and timing adjustment rules. Verify that they are correct.	Swim MES1 MANAGUR (hor - Database: Chommeddel/2015 MMSC       File       Secure       Secure       Secure       Run         Mest Mobile Database:       Secure       S
Click Set-up/Meet Set-up	Officials Division / Region Names Language Preference Directory Preferences Timing Console Interface - Pool 1 Alpha Scoreboard Interface - Pool 1 Open Water Button Time Interface Options

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In the lower right corner, verify that the DQ codes are the most current USA S codes, and that the timing adjustment method is set to FINA rules.	DQ Codes USA-S DQ Codes Nov 2013 ▼ 11 Time Adjustment Method ⓒ FINA rules ⓒ USA Swimming rules prior to 1 May 2016

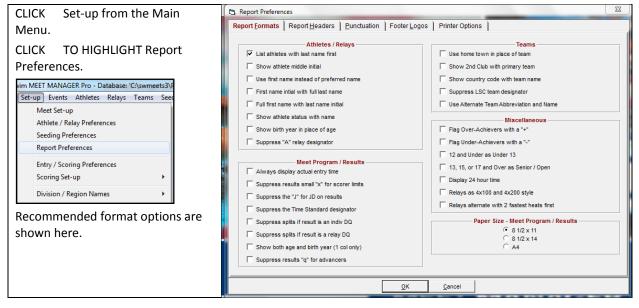
#### 1-5. Selecting Printer

To select the printer to be used for the meet, click **Set-up / Report Preferences / Printer Options**. Select the appropriate printer for both reports and labels. Select the number of copies to be printed for each report or label (usually this will be "1") and make sure the "collate" button is checked for when multiple copies of reports are printed. Do not check "Print Directly for Reports" so that you will be able to preview your reports prior to printing.



#### 1-6. Setting Report Format

A Report is anything that is printed. Examples of reports with which you are probably familiar include Psych Sheets, Meet Programs, Timelines, and Lane/Timer Sheets.



#### 1-7. Timing System Connection

#### 1-7-a. Timing System Selection

- CLICK Set-up from the Main Menu.
- SELECT Timing Console Interface.
- SELECTTiming System being used at facility. Check with<br/>TIMING SYSTEM Operator if unsure.CLICKOK.
- CLICK Close to return to the Main Menu.



#### 1-7-b. COM Port Detection

CLICK	Windows logo in bottom left corner to display Start Menu.	Device Manager
CLICK	Control Panel on the right-hand portion of the Start Menu.	File Action View Help
CLICK	Then Device Manager.	Bello-PC     Batteries     Bluetooth Radios
CLICK	$\triangleright$ located left of "Ports (COM & LPT)" to see the list of ports. The triangle will turn black and tilt.	<ul> <li>↓ Computer</li> <li>↓ Control/Vault Device</li> <li>↓ Display adaptes</li> <li>↓ DVD/CD-ROM drives</li> <li>↓ UN/CD-ROM drives</li> </ul>
Write de Keyspar	Gue DE ATA/ATAPI controllers     Gie EEE 1394 Bus host controllers     Gie Keyboards     Keyboards     Mice and other pointing devices     Mice and other pointing devices	
If more	than one Serial Port is listed, record all numbers.	Network adapters     Perst (COM & LPT)     FCP Printer Port (LPT1)     Keyspan USB Serial Port (COM3)

#### 1-7-c. Timing System-Computer Connection

Connection to a Colorado Timing Systems 6 is illustrated below.

1		
CLICK	Run from the Main Menu.	
CLICK	Interfaces.	Interfaces OW Module Help
CLICK CLICK	Timer (CTS6) from the pop-up menu. Open Serial/Close Port for CTS6.	Set-up  Timer (CTS6) Copen/Close Serial Port for CTS6 Scoreboard (NONE) Configure Serial Port Dolphin Backup Mode Test Communication with CTS6
CLICK		ime Date Record H Select Meet in CTS6
TYPE	Com Port Number in the box to the right of "Serial Com Port for CTS6 Timer (0-16.)."	Select Serial Port for CTS 6 Serial Com Port for CTS6 Timer (0-16): 3
CLICK	OK.	Serial Com Port for Scoreboard (0-16): 0 Serial Com Port for Open Water Button Timer (0-16): 0
1. Mak	should say "Communications Passed." If it doesn't, se sure everything is plugged in securely & repeat, and/or;	Senal Con Port for Open Water Sutton Timer (0-16): 0 Enter Ø to close senial port
2. Try a CLICK	a different number in the Com Port box. OK to return to Run screen.	Consistent with COM port detection, "3" is inserted above.
174	Download Events to Timing System	

#### 1-7-d. Download Events to Timing System.

CLICK	TO HIGHLIGHT Current Session in Run Screen.	Download Events to CTS6
CLICK	Interfaces.	Meet Slots           Slot Meet Setup Name         ^           2         Boys High School
CLICK	Timer (CTS6).	3 Girls High School 4 Boys/Girls H. S.
SELECT	Download Events. Screen highlights where MM thinks you should download the meet. In most cases, select 8. Check with Timing System operator if unsure.	5       NICAA 13 Event Prog.         6       NICAA 15 Event Prog.         7       NICAA 16 Event Prog.         9       Itser Defined 2         The Colorado Time System 5 has 8 slots (2 thru 9) for storing meet event set-ups. We RECOMMEND that you select slot 8 or 9. To select a different slot, click on any row. The events to be downloaded will come from the Event List in the Run Module. Click K when ready to download.
CLICK	OK. Messages flash. Screen clears and automatically returns to the Run screen.	Select Slot and Click Ok

# 2. DECK AND LATE ENTRIES

A "Deck Entry" or a "Late Entry" occurs when a swimmer is entered into the meet and/or into events after the meet has been seeded and the program has been printed. Since each Meet Director is responsible for policies regarding deck entries, it is recommended that Hy-tek operators not only read the meet announcement, but also check to see if the deck-entry policy has changed between posting of the meet announcement and the day of the meet. In addition, Hy-tek operators should always review with the meet director or AO how she/he would like to handle deck entries.

Depending on the type and size of the meet, a swimmer may deck enter events that have been seeded (i.e., swimmers' heat and lane assignments are in the printed program) and/or those requiring "positive check-in" (often events 200 yards/meters or longer).

In order to deck-enter, a swimmer must present his/her USA Swimming ID card and pay a fee. Before the meet or session begins, talk with the Meet Director or AO and establish the policy regarding deck entries. Find out how the Meet director or AO wants these handled, and how the deck entry fee will be handled. Find out if swimmers can be added without their USA Swimming ID card using some other means to verify USA Swimming membership (e.g., SWIMS, DeckPass, etc.).

The USA Swimming ID card includes the necessary information to add a swimmer to the meet. If the swimmer does not have his/her USA Swimming card, the swimmer or coach should supply to you, in writing, the swimmers complete name (including middle initial), date of birth and club affiliation. Some meet directors or AOs may have a specific form or log they want used for deck entries. In addition, the swimmer or coach should supply to you in writing the events that the swimmer will be swimming.

DO NOT DECK-ENTER ANY SWIMMER UNLESS YOU HAVE AUTHORIZATION FROM THE MEET DIRECTOR OR AO. IF A COACH OR A PARENT ASKS YOU TO DECK-ENTER A SWIMMER AND YOU ARE NOT SURE OF THE MEET POLICY, REFER HIM/HER TO THE MEET DIRECTOR OR AO.

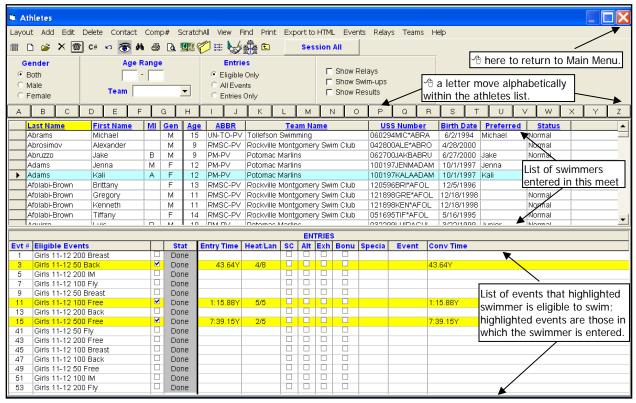
#### 2-1. Add Swimmer

CLICK Athletes from either the Main Menu shown below.

Swim MEET MANAGER Pro - Database: 'C:\swmeets6\2015 RMSC Holiday Invitational.mdb' File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help OR the Run screen shown below.

🖏 Run the Meet - 2015 RMSC Holiday Invitational Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help :::: 🚮 🥁 🛱 🔮 🔢 🕫 ᡄ 🔽 Enter Results by Lane (Ctrl-E)

CHECK if the swimmer is already in the meet. Where names appear to be similar, check birthday, age, USA-Swimming number to make sure that you don't enter a swimmer twice.



CLICK Add from the top left corner of the Athletes screen to reach the screen shown below.

Add New Ath	lete					
Contact Teams						
Last Name :		_	First Name :			м:
Pref Name :			Birth Date :	MM/DD/YY	Age :	
Reg ID# :			Team :	UN-TO-PV	Tollefson Swimming	
Gender (M/F) :	F Retain Gende	Build ID	Class Year :	Status Norma		SDMS
Citizen of :	¥		Competitor #:	841	Disability (S, SB, SM) :	
2nd Club :			City		State :	w.
ENTRIES			E		ITS	
Event# En		Event Name None				
	p 1	Entries	QK	Cancel		

# **PVS Meet Manager 6.0 Handbook**

Our new swimmer is Minerva T Slughorn, but everyone calls her Minnie. She has decided to swim on the last day of our meet.

TYPE Last Name, First Name, Middle Initial (M), Pref Name	Add New Athlete Contact Teams
(Optional), and Birth date.	Last Name : Slughorn First Name : Minerva Mi : T Pref Name : Minnie Birth Date : 07/07/1995 - Age : 14
After entering the birth date, Meet Manager will generate the USA	Reg ID#         070795MINTSLUG         Team         UN-TO-PV         Tolletson Swimming           Gender (MF):              P Retain Gender          Build ID          Class Year:         Status:         Status:         Status:         Status:         Status:         Status:         Status:         Status:         Tolletson Swimming
Swimming ID in the "Reg #" box, and ask you to confirm.	HY-TEK'S MEET MANAGER  It is important that you confirm that the USA Swimming ID for the athlete is correct.  The ID must match the ID assigned by USA Swimming II' you have entered a different First Name, Last Name, Initial, or Birth Date than what is on file with USA Swimming Regaration, you will need to adjust the ID here to match the Regaration Information sent to USA-S.
CLICK YES to confirm.	Is the displayed ID correct ? Cancel = Stop asking for confirmation Yes No Cancel

The USA Swimming ID is important because it ensures that a swimmer's times are transferred correctly from each meet to club databases and to USA Swimming's national (SWIMS) database. These databases provide proofs of time often needed to gain entry to meets with cuts, such as PVS Championships, Sectionals and national-level meets.

Type M or F for Gender. Select Team from menu. Minnie is "Unattached" as shown below. (Note – most swimmers are attached to a team. Select the appropriate team for each new athlete.)

When Gender is selected, Meet Manager lists the events that Minnie, age 14, is eligible to swim.

🖲 Add Ne	w Athlete								
Contact T	ëams								
Last Name	: Slughorn			First Name :	Minerva			MI: T	,
Pref Name					07/07/199	<b>+</b> -	Age : 14		
Reg ID#	: 070795MINTS	LUG		Team :	UNAT-PV	Un	attached		
Gender	r F 🗆 Retair	Gender	Build ID	Class Year :	BTSC-PV JCCW-PV		nes Swim ( 🔨 🚽		,
Citizen of		-		Competitor #		Joe Flał	herty's Dolp		
2nd Club	:			City :	RMSC-PV UNAT-PV	Rockvill Unattac	le Montgon 🗏 :	<b>_</b>	
EN	TRIES				UN-RM-PV UN-TO-PV	Unattac	hed Rmsc on Swimmin 🌱		-
Event #	Entry Time	Event #	Event Na	ame		10110100			
		29	Girls 13	& Over 100 B	ackstroke				
		31	Girls 13	& Over 200 IN	4				
		33		& Over 200 B					
		35		& Over 100 B					
		37		& Over 50 Fre					
		39		& Over 500 F					
		67		& Over 200 F					_
		69		& Over 100 B					_
		71		& Over 200 B					_
		73		& Over 200 B					_
		75		& Over 100 F					_
		77	Girls 13	& Over 400 IN	1				_
		<u>E</u> r	ntries	<u>о</u> к	<u>C</u> a	ancel			

CLICK OK then Cancel at the bottom of the screen to return to the Athletes screen. The swimmer you just entered will be highlighted at the top of the screen. The bottom of the screen will display the events for which the highlighted swimmer is eligible. When you return to the Athletes screen, the swimmer' name will be highlighted.

#### To make changes to an athlete's information,

Select the athlete, then

CLICK Edit in the Athlete's Menu.

EDIT Confirm changes if you've edited information pertaining to the USA-Swimming ID.

CLICK OK to return to the Athletes menu. Record swimmer's name on meet roster if asked.

#### 2-2. Enter Swimmer Into Events

CLICK TO HIGHLIGHT Name of swimmer on which you want to work.

#### To enter an athlete into an event,

CLICK box to the right of the "Eligible Events" column. The event will be highlighted in yellow.

#### To enter swimmer's time,

TYPE time in "Entry Time" column without colons or periods or "NT" for No Time.

#### To enter a swimmer using a heat and lane assignment,

TYPE heat/lane in "Heat/Lane" column. e.g., 1/2 for Heat 1/Lane 2.

#### To edit times or heat/lane assignments,

TYPE OVER existing text.

To scratch an athlete from an event,

CLICK SCR in the "SCR" column. Confirm your selection.

#### To remove an athlete from an event,

CLICK box to the right of the "Eligible Events" column. Confirm your selection.

WARNING Do not use this feature to remove a swimmer unless added by mistake or were instructed to do so by the AO. Instead, "scratch" the swimmer.

The screen below shows all the events in which Minnie is eligible to swim. The "Done" events were swum on prior days. Minnie wants to enter the 100 Fly and the 400 IM.

Event 69, 100 Fly—Since the 100 Fly was seeded before the meet began, enter only the heat and lane assignment from the deck entry card after it is assigned by the AO.

Event 77, 400 IM—The 400 IM, a positive check-in event, was not seeded before the meet began. It will be seeded after everyone checks in as the next section describes. Minnie's seed time on her deck entry card is 5:05.12.

Layo						A her	e to a	o bhe	r edi	t athle	ete int	form	atic	n												
		<b>4</b>	Edit	Delete (	Contact										TMI	E.//	ents Re	alave	Teams	- Halo				(		
																	- 1	siaγs								
m	D 🛛	≩ ≻	< 🖸	r C# 🖍	7	M 🚭	<u>à</u> !		0.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ê 🗈		S	essi	on Al				2	b here	e to c	lose	"Ath	letes	" scre	en.
G	ende	r			Age	Range				Entries							_ \	~								
	Both				Ē	i - 🗖	-		• FI	ligible Or	nlv				∏ S	how	/ Relays	- F	/∄ her	e to I	imit	the e	vent	's list	to th	ρ
0	Male							_		ll Events	~						/ Swim-up		• • • • •	sion i	•••••					-
0	Fema	le		T	eam			-	ОE	ntries Or	ılv				Γs	how	/ Results	L	300	510111		iicii y	ou u			<u>g.</u>
	В		T		1 -						<u>í</u> n		N					-		- T						z
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		Name	_	First Nam	<u>ne M</u>		Age	AB				am Na	ame			0.7	USS Nu			rth Dat		eferr		<u>Statı</u>	15	
	Slugh			Minerva		F	14	UNAT		Unattac				•		_	0795MIN		1	/7/1995		inie		lormal		-
	Smet Smet			Ellie Laura	M	F	10	RMS		Rockvil Rockvil		~	-				1999ELL 1296LAU			lete o	n wh	nich y	iou a	are wo	orking	g -
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	Smith			Emily	- K		9		-	Rockvil			erv S	wim C	Club		2800EMI			28/200	· .			lormal		<b>_</b>
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33		s 138 c 199		00 IM 00 Fly		Done			_								🕉 her	re to	o enter	or re	emov	e sw	imm	er fro	m ev	ent.
35				10 Fly 10 Breast		Done						_														
37				) Free		Done						-					A her	e tr	o scrat	h sw	imm	er fro	m e	vent		
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67				)0 Free		Seede	d				[															
69	Gir	s 138	kO 10	00 Fly	~	Seede	d	١	IT 👘	1/2-										NT						
71	Gir	s 138	kO 20	00 Breast		Seede	d				[			-8-			Type	hoa	t and I	ano a	cciar	mon	t her	~		
73				00 Back		Seede											Li yhe i	ned			ssiyi	men	t nei	е.		
75				)0 Free		Seede																				
77	Gir	s 138	kO 40	DO IM	~	U		5:05.10	2Y 🗲						uno	ont	try time	0 M/	thout	norior		com	mac	or M	T hor	
														<u></u>	ype	ent	u y ume		moul	period	12 OL	corn	mas		i ner	e.

# **PVS Meet Manager 6.0 Handbook**

"Done"	Completed event in non-scored meet. In scored meets, "Done" will say "Scored" For Final Events
	or Timed Final Events and "Done" for prelim events.
"Seeded"	Event that has been seeded but not swum.
"U"	Event for which entries have been received, but has not been seeded.

CLICK I to return to the Main Menu or the Run screen.

Tips

1. The bar separating the athlete's list from the entries can be re-sized.

2. The athletes list can be filtered by gender, teams, or age ranges using the filters at the top of the screen.

# 3. POSITIVE CHECK-IN EVENTS

Positive Check-In Events are not seeded ahead of time. At the meet, each swimmer must confirm that he/she will swim by initialing the check-in sheet. Closing times for positive check-in events are in the meet announcement and often written on the check-in sheet itself.

#### 3-1. Review Check-In Sheet.

Before scratching swimmers from positive check-in events, retrieve the Check-In sheet. Athletes confirm that they want to swim by writing their initials on the line to the left of their names; those who don't wish to swim, leave the space next to their names blank (Duck).

There are many variations of this system as shown below. Some swimmers write "Scr" (Meyer and Tong) next to, or cross out, their names. Others indicate intent to swim by placing check marks (Callahan) or an "X" (Kincaid) next to their names. Yet others (Mannion) are checked-in with their coach's initials.

A swimmer may also be deck-seeded into a positive check-in event as done with Minnie Slughorn on the previous page. Write names of deck entries on check-in sheet.

CLOSES	•	M PVS Training – 1/23 Check-in sion 6 Sunday 13 & Over - Day	Report	CLUSES 3	:30 pm
	5688	13 & Over Even		arts at 05:00 PM	
		Event 77 Girls 13&O 400	) IM Finals - 16		
	77	Name	Age	Team	
	BR	Burke, Becky R	14	PM-PV	
		Callahan, Bridget K	15	RMSC-PV	
	MD	Dooley, Maddy J	13	PM-PV	
		Duck, Daisy	15	UNAT-PV	
	KG	Guerrero, Kelly J	13	PM-PV	
	<b>X</b>	Kincaid, Stephanie A	15	RMSC-PV	
	YL	Levy, Yaly	15	RMSC-PV	
	LPR	Mannion, Mariela A	16	PM-PV	
	Scr	Meyer, Charlotte R		RMSC-PV	
	EP	Pepper, Elizabeth	16	RMSC-PV	
	SR	Ridge, Shannon N	15	RMSC-PV	
		Ross, Katie B	<del>14</del>	RMSC-PV	
	MS	Szymczak, Michelle L	17	RMSC-PV	
	Scr	Tong, Reia D	16	RMSC-PV	
	MV	Vaughan, Maggie M	16	RMSC-PV	
	HV	Vistica, Hannah R	18	RMSC-PV	
		Wilson, Amina C	<del>16</del>	RMSC-PV	
	DECK	SLUGHORN, MININIE		5 scratche	28

Use a highlighter to identify the swimmers to be scratched from the event. If you have any questions about whether a swimmer should be scratched, check with the administrative official/referee.

*Tip* Write the number of scratches on the check-in sheet to help verify the scratches later.

Positive check-in is typically done either by event or by team. The example above shows a check-in sheet that lists all swimmers in the event. Positive check-in can also be done by team (see below). Coaches are given the check-in sheet for their team and will initial on the line for each swimmer/event that will be swum. Coaches may write "scratch" along the line or cross off the name if the swimmer will not swim. Note – sometimes a swimmer will be scratched from one event and will swim another.

# **PVS Meet Manager 6.0 Handbook**

RMSC - MCRD HY-TEK'S MEET MANAGER 6.0 - 1/20/2017 Page 1 2016 RMSC Holiday Invitational - 12/8/2016 to 12/11/2016 Check-in Report Session 5 Saturday Prelims 13&O - Day of Meet: 3 - Starts at 08:30 AM Event List - Women - TWAC-MA										
Event 61 Women 200 Breast Prelims - 1 Entries Event 67 Women 50 Free Prelims - 1 Entries Event 75 Women 100 Back Prelims - 1 Entries Event 83 Women 500 Free Prelims - 1 Entries										
Name	Age	Team	61	67	75	83				
Hughes, Anne m	17	TWAC-MA								
Schwerzler, Kyra C	16	TWAC-MA								
Session 5 Saturday Preli Even		- Day of Meet: 3 I en - TWAC-MA		at 08:	30 A N	1				
Event 62 Men 200 Breast Prelims - 0 Entries Event 68 Men 50 Free Prelims - 2 Entries Event 76 Men 100 Back Prelims - 3 Entries Event 84 Men 500 Free Prelims - 1 Entries										
Name	Age	Team	62	68	76	84				
Lukens, William C	17	TWAC-MA								
Regan, Dylan M	17	TWAC-MA								
Ruggieri, Jack P	16	TWAC-MA								

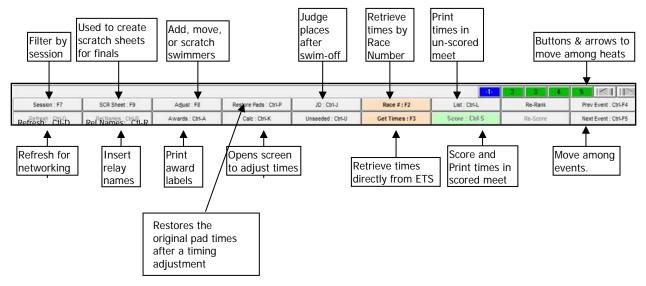
When doing scratches by team, it is easiest to use the athlete screen. Simply filter the athletes by the specific team and then scratch the appropriate swimmer and event(s) using the "scratch" box. In the example below, the filtered team is "TWAC" and the highlighted athlete is "Anne Hughes" She is scratched from event 67 (but not 75(. Check the appropriate "scratch" box for the swimmer and event. This process can be repeated for any athlete on the team who is to be scratched.

Gender Are Range		•			Entrie Eligible All Eve	Only		Show Relay											/			
	Female	Team T	NAC-1	AN _	•		Entries					Г	Sho	w R	esut	s						·
A	в	C D	Ε		F	G		н	T	N	1		K		1	. 1	М	N		0	PQ	ĺ.
	Last Name	First Name	M	Gen	Age	A	BBR	Î		Team	Name		Т	US	S NI	mber		Birth Dat	e	Preferred	Status	1
	Calhoun	Chelsea	E	F	10	TWA	C-MA	Tide	Wat	ter Aqu	atics	Club	0	5280	6CH8	ECAL	н	6/28/200	6		Normal	
	Fohring	Keira	E	F	9	TWA	C-MA	Tide	Wat	ler Aqu	atics	Club	0	2060	7KEI	EFOHR		2/6/200			Normal	
>	Hughes	Anne	m	F	17	TWA	C-MA	Tide	e Wa	ler Aqu	atics	Club	0	4059	9AN	MHUC	3H	4/5/199			Normal	
	Jess	Nolan	R	M	12	TWA	C-MA	Tide	Wat	ter Aqu	atics	Club	0	4160	4NO	RJES	S	4/16/200	4		Normal	
	Lukens	William	C	M	17	TWA	C-MA	Tide	Wat	ter Aqu	atics	Club	0	5209	9WL	CLUK		6/20/199	9	1	Normal	
	Regan	Dylan	M	M	17	TWA	C-MA	Tide	Wat	ter Aqu	atics	Club	0	1309	9DYI	MREG	A	1/30/199	9	/	Normal	
	Ruggieri	Jack	P	M	16	TWA	C-MA	Tide	Wat	ler Aqu	atics	Club	0	7240	OJAC	PRUG	G	7/24/200	01	/	Normal	
	Schwerzler	Kyra	C	F	16	TWA	C-MA	Tide	Wat	ter Aqu	atics	Club	0	7220	OKY	RCSCH	W	7/22/200	1		Normal	
	Simko	Abby	G	F	10	TWA	C-MA	Tide	Wat	ter Aqu	atics	Club	0	1130	6AB	GSIM	K	1/13/200	6		Normal	
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vt #	Eligible Events	5		Sel	St	at	Entry	Time	He	at/La	ie St	RA	It Ex	h B	Inu	s Spe	cial	Event Ac	eC	onv Time		_
3	Women 13&O 1	650 Free			U				-		T	1 1	1 [	17		-						_
17	Women 100 Bre	east			See	ded					T		1 1	1								
25	Women 200 Fre	e			See	ded					E		1/	1								
33	Women 100 Fly				See	ded	1:0	0.88	Y	2/9	1								1	00.88Y		
41	Women 400 IM				U						E	J	1 [									
61	Women 200 Bre	east			See	ded						J C	1 [			-						
67	Women S0 Free			~	See	ded		7.08							~					7.08Y		
75	Women 100 Bas				See		1:0	7.94	Y	1/6					•				1:	07.94Y		
83	Women 500 Fre	e			U							] [	] [									
95	Women 1380 1	000 Free		10	U				1		- T P	111	110	111					11			

## 3-2. Overview of Run Screen

Below is a preview of the screen from which you will run the meet. Minnie has been placed in Heat 2, Lane 4.

Preferences Interfaces OW Module Help Award Labels Interfaces OW Module Help **Backup Times** Report Preferences Ctrl-Z Set-up Þ Labels Preferences Interfaces OW Mod Results for List and Score Timer (CTS6) Award Labels Run Screen Scoreboard (NONE) Þ Entry Cards/Labels Team Scores on Run Menu Screen Mailing / Registration Labels Web Real-Time Dolphin Backup Mode Þ 5, Run the Meet - PVS Training Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module Help 🏥 🌆 😸 😰 🔮 🔢 い 🗈 Enter Results by Lane (Ctrl-E) there to type times from lane/timer sheets, great for mini meets 4 HY-TEK 's MEET MANAGER Licensed to: Potomac Valley Swimming - Organization License EVENT LIST - Sunday 13 & Over - Yards - (Session 6) Records Evt# Rnd Status Event Name Heats Record Time Date Record Holder 67 Seeded Girls 13 & Over 200 Yard Freestvle 13 None Available F ◄ F Boys 13 & Over 200 Yard Freestyle 12 68 Seeded Team Sco F Girls 13 & Over 100 Yard Butterfly 69 Rank Gender Score Team 70 F Boys 13 & Over 100 Yard Butterfly 11 Seeded Number of heats in each event 71 F Seeded Girls 13 & Over 200 Yard Breaststrol 6 72 F Seeded Boys 13 & Over 200 Yard Breaststro 5 F 73 Seeded Girls 13 & Over 200 Yard Backstroke Event on which you are working 74 Boys 13 & Over 200 Yard Backstroke 6 Seeded 75 F Girls 13 & Over 100 Yard Freestyle 19 76 F Boys 13 & Over 100 Yard Freestyle Heat on which you are working Seeded 18 • 77 Girls 13 & Over 400 Yard IM F Un-Seeded Boys 13 & Over 400 Yard IM 78 1 2 3 Prev Event : Ctrl-F4 Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank 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 2 of 3 == Finals == Event 77 Girls 13 and Over 400 Yard IM Finals Time DQ Exh DQcode Backup1 Backup2 Backup3 HPL PL Pts Lane Athlete Name Age Team Seed Time Polen, Nicole M Joe Flaherty's Dolphins-PV Guerrero, Kelly J 13 Potomac Marlins-PV 5:48 51 Rockville Montgomery Swim Club 3 Callahan, Bridget K 15 5:31.19 Slughorn, Minnie T Unattached-PV 14 5:05.12 4 Rockville Montgomery Swim Club-Vaughan, Maggie M 16 5:18.46 5 Burke, Becky R Potomac Marlins-PV 5:37.23 6 14 7 Mannion, Mariela A 16 Potomac Marlins-PV 5:50.28 8



#### **3-3.** Scratch Swimmers.

CLICK Seeding from Main Menu or the Run screen to reach "Seeding the Meet."

CLICK	Session on which you	🖲 Se	eding	he Meet								
	want to work from the				De-Select		ScratchPad ScratchBack ScratchFor	rward Copy Combine	Consolid	date V	iew	Events Reports
	"Session List" box. In	<b>8</b> °			t t 🕼 🗧	Σ	🗑 🏥 🖻 Hide					
	this example, Session 6	• All	Gen	der Male	Age F	tange	F Un-Seeded F Done	Prompt if a Re-Seed				
	is selected as shown in	C Mb	ked	C Female		1	Seeded     C Zero Entries	Preview each Event				
		<b>F</b>					Session List					1
	dark blue highlight.		Day	Start Time	Session#	Course	Session Title					
CLICK			All		All	Y	All Events					
CLICK	Checkbox to the left of		1	07:30 AM 11:20 AM	1 2	Y	Saturday 11-12 Saturday 9-10					
	the event from which		1	03:30 PM	3	Y	Saturday 13 & Over					
	you want to scratch		2	07:30 AM 11:20 AM	4	Y	Sunday 11-12 Sunday 9-10					
	,	•	2	03:00 PM	6	Y	Sunday 13 & Over					
	swimmers. A check						EVENT LIST					
	mark will appear in the	Seed	Evt#	Rnd	Status	Manual	Event Name		Entries	Scr	Alt	Heats
	••		67	F	Seeded		Girls 13 & Over 200 Freestyle		98	11	0	13
	box and the event will		68 69	F	Seeded Seeded		Boys 13 & Over 200 Freestyle Girls 13 & Over 100 Butterfly		95 85	16	0	12
	be highlighted in yellow.		70	F	Seeded		Boys 13 & Over 100 Butterfly		83	0	0	11
	55,		71	F	Seeded		Girls 13 & Over 200 Breaststroke		42	6	0	6
	Swimmers can be		72	F	Seeded Seeded		Boys 13 & Over 200 Breaststroke Girls 13 & Over 200 Backstroke		40	7	0	5
	coratched from only one		74	F	Seeded		Boys 13 & Over 200 Backstroke		48	6	0	6
	scratched from only one		75	F	Seeded		Girls 13 & Over 100 Freestyle		148	0		19
	event at a time.	~	76	F	Seeded Un-Seeded		Boys 13 & Over 100 Freestyle Girls 13 & Over 400 IM		142	5	0	18
	-		78	F	Un-Seeded		Boys 13 & Over 400 IM		15	1	0	

CLICK Scratch Pad to reach an alphabetical listing of athletes.

- CLICK checkbox in the column titled SCR beside the name of each swimmer whom you want to scratch. A check mark will appear in the box, and the swimmers' names will be highlighted in yellow. If you make a mistake, uncheck the box.
- VERIFY by comparing swimmer names and the number of scratches on the Scratch Pad with swimmer names and the number of scratches on the Check-in Sheet
- CLICK Save to save scratches and return to the "Seeding the Meet" screen.
- If positive check-in is by team, you will need to repeat this process for each event and team. Make sure you have received all team scratch sheets before seeding an event.
- Note: Scratch Pad can be sorted alphabetically, by time or by team (by clicking on appropriate heading).

							style Timed Finals - 19 En	tries + 4 Sc			_
	ALT	EXH	Bonus	Spec				Age	Team	Time	1
1	Ц	<u> </u>			F	Y	An, Michelle N	11	WAP-MA	5:20.20 L	4
2	4	4			F	H	Betancourt, Gabriela I	12	RMSC-PV	5:56.60	+
3	4	4	4		F	4	Bezherano, Omer	11	RMSC-PV	5:38.70	+
4	4	Ц			F		Bowrin, Nia A	32	RMSC-PV	5:44.34	+
5		4			F	~	Brown, Hailey G	11	FISH-PV	5:35.45	4
6	1	4			F		DeBaecke, Sydney E	12	DST-MA	5:24.52	+
7	H	4			F	-	Donohoe, Brigid A	11	FISH-PV	5:51.88	+
8	4	4	<u>H</u>		F	H	Elliott, Sophie	12	RMSC-PV	5:20.82	+
0	H	+	- 11-			H	Feng, Jessie	11	RMSC-PV	5:59.52	+
	岩	+	H		F	井	Fry, Naomi B	12	RMSC-PV	5:40.40	+
1	H	-			F	~	Hadala, Meredith A	12	RMSC-PV	5:59.38 5:33.43	+
2	4	4	H		F		Lamb, Amy V	12	RMSC-PV RMSC-PV	6:02.95	4
4		+	H		F	井	Langan, Riley E Lin, Simone	12	PAAC-MA	5:56.69	+
4 5	H	H	- 11		F	片	McHugh, Delaney				+
6	1	-	-		F	H	Pottker, Nora J	12	DST-MA RMSC-PV	5:31.29 5:37.54	+
17	1	+	H		F	H	Sergent, Brooke D	11	PAAC-MA	5:57.71	+
8	- C	П			F	-	Smith, Madison T	11	RMSC-PV	5:52.20	ł
9		-	-		F	Ŭ	Soubier, Rachel C	12	RMSC-PV	5:35.35	+
20	H	H	- H		F		Steiner, Miku B	12	RMSC-PV	5:53.36	t
21	H	H	H		F	H	Szerencsits, Olivia S	12	PAAC MA	5:36.85	t
2	T	T			F	T	Testa, Madison N	12	DST-MA	5:23.73	$^{+}$
23	T	T	Π		F	T	West, Lauren E	12	RMSC-PV	5:24.10	t

#### 3-4. Seed Event(s).

CLICK "Seeding" from Main Menu or Run screen to reach "Seeding the Meet" if not already in that screen.

CLICK	TO HIGHLIGHT session, in	🖲 Se	eding	the Meet							
	this example, Session 6.	Start S	Seeding	Select All	De-Select I	Preview	ScratchPad ScratchBack ScratchForward Copy Combin	ne Consoli	idate	View	Events Reports
	this example, session o.	<b>1</b> •	- 53		t t 🗈 🎽	ο Σ	🗑 🌐 🗈				
CLICK	Checkbox to the left of event(s) to be seeded, in this example, Event 77. A	(* All C Mb	Gen æd	der C Male C Femal	e Age F	tange	Hide         IP Prompt if a Re-See           □ Un-Seeded         □ Done         IP Prompt if a Re-See           □ Seeded         □ Zero Entries         □ Preview each Even				
	•				1.0		Session List				
	check mark will appear in		All	Start Time	Session #	Course	Session Title All Events				
	••		1	07:30 AM	1	Y	Saturday 11-12				
	the box. Event(s) will be		1	11:20 AM	2	Y	Saturday 9-10				
	highlighted in yellow.		1	03:30 PM	3	Y	Saturday 13 & Over				
	inginighted in yellow.	-	2	07:30 AM 11:20 AM	4	Y	Sunday 9-10				
CLICK	"Start Seeding."	•	2	03.00 PM	6	Y	Sunday 13 & Over				
CLICK	Start Seeding.		-				EVENT LIST			_	
		Seed	Evt#	Rnd	Status	Manual	EVENT LIST Event Name	Entries	Scr	Alt	Heats
			67	F	Seeded		Girls 13 & Over 200 Freestyle	98	11	0	13
			68	F	Seeded		Boys 13 & Over 200 Freestyle	95	16	0	12
			69	F	Seeded		Girls 13 & Over 100 Butterfly	85	0	0	11
			70	F	Seeded Seeded		Boys 13 & Over 100 Butterfly Girls 13 & Over 200 Breaststroke	83 42	0	0	11
			72	F	Seeded		Boys 13 & Over 200 Breaststroke	40	7	0	5
			73	F	Seeded		Girls 13 & Over 200 Backstroke	51	6	0	7
			74	F	Seeded		Boys 13 & Over 200 Backstroke	48	6	0	6
			75	F	Seeded		Girls 13 & Over 100 Freestyle	148	0	0	19
1		~	76	F	Seeded Un-Seeded		Boys 13 & Over 100 Freestyle Girls 13 & Over 400 IM	142	5	0	18
			78	F	Un-Seeded		Boys 13 & Over 400 IM	15	1		0
									1		

#### WARNING

**DO NOT click "Select All" in the top bar.** Make sure that only event(s) that for which you have made changes are selected for seeding before clicking "Start Seeding" in the top bar.

*If the positive check-in event for which you have made changes is marked "Seeded," DO NOT RESEED AN EVENT* (to account additions and subtractions made when deleting swimmers who scratched from the event and adding deck-entered swimmers) **unless specifically told to do so by the AO.** 

During the seeding process, a message noting progress of the seeding will appear in dark red at the bottom of the screen. CLICK OK when you see the "Seeding completed!" box.	EVENT LIST           Seed         Entries         Scr         At         Heats           68         F         Seeded         Gdk 13 & Over 200 Freesty/e         98         11         0         13           68         F         Seeded         Gdk 13 & Over 200 Freesty/e         95         16         0         12           69         F         Seeded         Gdk 13 & Over 200 Freesty/e         95         16         0         17           70         F         Seeded         Gdk 13 & Over 200 Freesty/e         95         16         0         17           71         F         Seeded         Gdk 13 & Over 200 Freesty/e         Seeding completed 1         42         6         0         6           73         F         Seeded         Gdk 13 & Over 200 Freesty/e         OK         48         6         0         6           75         F         Seeded         Gdk 13 & Over 200 Freesty/e         OK         18         0         0         19           76         F         Seeded         Gdk 13 & Over 200 Freesty/e         14         0         19         19           77         F         Seeded         Boye 13 & Over 200 Freesty/e         0 <th></th>	
Event (in this example, Event 77) just seeded in now highlighted in blue, and its "Status" has changed to "Seeded."	EVENT LIST           Seed         Evt al         Find         Status         Manual         Event Name         Entries         Scr         Alt         Heats           67         F         Seeded         Grifs 13 & Over 200 Freestyle         96         11         0         13           68         F         Seeded         Grifs 13 & Over 200 Freestyle         95         16         0         12           69         F         Seeded         Grifs 13 & Over 200 Freestyle         95         0         0         11           70         F         Seeded         Grifs 13 & Over 200 Freestyle         42         6         0         6           71         F         Seeded         Grifs 13 & Over 200 Freestyle         40         7         0         5           73         F         Seeded         Grifs 13 & Over 200 Brackstroke         41         6         0         6           74         F         Seeded         Grifs 13 & Over 200 Brackstroke         41         6         0         6           75         F         Seeded         Grifs 13 & Over 200 Brackstroke         418         6         0         19           76         F         Seeded	
If you are trying to reseed an event that has already been seeded, a warning will appear. DO NOT RESEED AN EVENT unless specifically told to do so by the AO.	HY-TEK's MEET MANAGER Men 13-14 100 Breaststroke Prelims have already been seeded Proceed and re-seed ? Ves No	

CLICK I to return to the Main Menu or the Run screen.

#### **3-5.** Print Heat Sheet (Meet Program)

CLICK Reports from the Main Menu, Run screen, or Seeding the Meet screen.

#### CLICK Meet Program.

CLICK	Session containing the	🛎 Meet Program							
	events you want to print.	Select All De-Select Preferences Memorize View Create Report							
CLICK	checkbox next to events	다 와 🖤 🖬 🐨 🚳 🗈 Gender Age Range Rounds Condition - Delays							
CLICK	for which you want to	Gender         Age kange         Rounds         Finals Only         Finals Only           If All         Male         Image finals         Image finals Only         Image finals Only         Image finals Only							
	print heat sheets or Select	C Mixed C Female Team C Prelims Only C Round 1 Only C Relays Only							
	All to print heat sheets for	Session List Day Start Time Session # Course Session Title							
	•	All All Y AllEvents 1 07:30 AM 1 Y Saturday 11-12							
	all the events on the list.	1 11:20 AM 2 Y Saturday 9-10 1 03:30 PM 3 Y Saturday 13 & Over							
		2 07.30 AM 4 Y Sunday 11-12 2 11.20 AM 5 Y Sunday 9-10							
		2 0300 PM 6 Y Sunday 13& Over							
		EVENT LIST for Meet Program EVENT LIST for Meet Program Heats							
		67         F         Seeded         Girls 13 & Over 200 Yard Freestyle         13           68         F         Seeded         Boys 13 & Over 200 Yard Freestyle         12							
CLICK	"Columns/Format" tab.	69         F         Seeded         Girls 13 & Over 100 Yard Butterfly         11           70         F         Seeded         Boys 13 & Over 100 Yard Butterfly         11							
CLICK	"Ignore Psych" in the	Image: Provide and the second secon							
CLICK	"Format" column.	73         F         Seeded         Girls 13 & Over 200 Yard Backstroke         7           74         F         Seeded         Boys 13 & Over 200 Yard Backstroke         6							
		75         F         Seeded         Girls 13 & Over 100 Yard Freestyle         19           76         F         Seeded         Boys 13 & Over 100 Yard Freestyle         18							
CLICK	other desired formatting	77         F         Seeded         Girls 13 & Over 400 Yard IM         3           78         F         Un-Seeded         Boys 13 & Over 400 Yard IM         0							
	details, such as number of								
	columns.	Columns / Format   Include in Meet Program   Psych List - Sort Order   Columns _ Format _ Athlete ID _ Time Stamp							
	Recommend clicking	C Single T 1 Event Per Page C None C Date and Time							
	"Date and Time."	C Double     □ 1 Heat Per Page     Triple     □ Referee Format     ○ Reg ID#     ○ Date Only							
		C FlatHTML							
CLICK	"Include in Meet								
	Program" tab.								
CLICK	Empty Lanes.	Columns / Format   Include in Meet Program   Psych List - Sort Order							
		Include in Meet Program           □ Records         □ Line For Results         □ Heat Start Times         Relay Athlete Names (0-8) : □							
CLICK	checkboxes for the								
	features you want the	Event Comments     Could/ying Alternates     Logos in Footer     Entry Times     Prior Round Results							
	printout to include, such								
	as records, time								
	standards, etc.								

CLICK Create Report to preview heat sheet.

There are two printer icons that appear. The printer icon on the top row will print using the printer which was selected during printer set-up and which is identified to the right of the icon (see sec 1-4). Insert the appropriate number of copies that you want to print before clicking the "print icon." Alternatively you can select the printer icon on the second row. This pulls up a print screen. You will then need to select the appropriate printer and insert the number of copies you want printed. The first option tends to be easier and utilizes the pre-established preferences. The second options allows you to print less than the full program (e.g. just page 1).

TYPE	number of copies in the white box to the right of "Copies." Ask AO number needed.	Print/Export Reports Copies: 1 Print directly using the following printer: Canon MX860 series Printer	
CLICK	printer icon in top-left corner on top row.	PVS 14 & Under LC Jr Olympic Champ - Organization I 2013 PVS 14 & U Meet Pr	
CLICK	☑ to Close and return to previous	Event 1 Girls 13-14 1650 Yard Freestyle Lane Name Age Team Seed	
	screen.	Heat 1 of 4 Finals Starts at 05:40 PM	
		1 Stewart, Alexa 14 RMSC-PV 11	
		2 Kaufman, Colleen 14 RMSC-PV 11	
		3 Goldblatt, Allison 14 FISH-PV 1	
		4 Rongione, Isabella 13 FISH-PV 10 5 Owens Michelle 13 FISH-PV 10	
		5 Owens, Michelle 13 FISH-PV 1' 6 Waechter, Madison 14 RMSC-PV 1'	
		7 McCulla Liddy 13 Nation's Capital-PV 1	
		S Kingsid Cata M BMSC-DU II	

# **3-6.** Print Lane/Timer Sheets

CLICK Reports from Main Menu, Run screen, or Seeding the Meet screen.

CLICK	Lane/Timer Sheets.	
CLICK	Session containing the events you	Lane / Timer Sheets     Seect Al De-Seet Preferences Memorite View Create Report
CLICK	want to print. checkbox next to events for which you want to print lane/timer sheets	Cender     Age Range     Rounds     Indiv + Relays       I Male     Image Rounds     Image Rounds     Image Rounds       Mixed     Female     Image Rounds     Image Rounds       Team     Image Rounds     Finals Only     Relays Only
	or Select All to print lane/timer sheets for all the events on the list.	Dey         StantTime         Session #         Course         Session Tile           All         All         Y         All Events         1         1         07:30 AM         1         Y         Seturday 11-12           1         11:20 AM         2         Y         Seturday 10-10         1         1         03:30 FM         3         Y         Seturday 13.6 Over         2         07:30 AM         4         Y         Seturday 11-12         1         1:20 AM         4         Y         Standay 9-10         3         Y         Seturday 13.6 Over         2         0:300 FM         5         Y         Sunday 9-10         5         Y         Sunday 9-10         Y         Seturday 13.6 Over         3         Y         Seturday 13.6 Over         Y         Seturday 13.6 Over         1         12.0 AM         Y         Sunday 9-10         Y         Seturday 13.6 Over         Y
In the "	'Format" column,	EVENT LIST           Evt #         Rnd         Status         Event Name         Heats           67         F         Seeded         Grils 13.8. Over 200 Yard Freestyle         13
CLICK	2 events per page.	68         F         Seeded         Doys 13.6 Over 200 Yrad Preestyle         12           69         F         Seeded         Diry 3.6 Over 100 Yrad Dimethy         11           70         F         Seeded         Diry 3.0 Over 100 Yrad Dimethy         11           71         F         Seeded         Diry 3.0 Over 100 Yrad Dimethy         11           77         F         Seeded         Diry 3.0 Over 100 Yrad Dimethy         6           72         F         Seeded         Diry 3.0 Over 200 Yrad Direststroke         5           72         F         Seeded         Diry 3.0 Over 200 Yrad Direststroke         5
Leave "	'Parameters" column as shown here.	73         F         Seeded         Seeded         Seeded         F           74         F         Seeded         Boyl 13 U and Vard Deckstroke         6           75         F         Seeded         Boyl 13 U and Vard Presetyle         19           76         F         Seeded         Boyl 13 U and Vard Presetyle         18           ✓         77         F         Seeded         Boyl 13 U and Vard IM         3           77         F         Seeded         Boyl 13 U and Vard IM         0
In the "	'Sort by" column, for a single event,	70     7
CLICK	"Event then Lane."	© 2 Events or Lanes Per Page     Double Space : F     © Event then Lane       © 1 Event Per Page Per Lane     Using Touch Pads : F     If Session Order       © UK Judge's Placing Sheet     Relay Athlete Names (0-8) : 4     4
For 2 o CLICK	r more events: "Event then Lane." A trick if	Lones: 1 1 10 #Events Break for Continuous • All Heats C Odd Heats Only C Even Heats Only
	printing lane timer sheets for multiple events is to print 2 lanes at a time. Print lanes 1 & 2, then 3 & 4, etc., sorting by Event then Lane. This collates the lane timer sheets	Format     Parameters     Sort By       Continuous     Include Entry Time : P     Include Entry Time : P     Cane then Event       © Events or Lanes Per Page     Double Space : P     Event Then Lane       © IL vent Per Page Per Lane     Using Touch Pada : P     Event Then Lane       © UK Judge's Placing Sheet     Reley Athiete Names (0%): 4     Event Sector Continuous       # Events Break for Continuous     All Heats     O ddl Heats Only     Even Heats Only
Note -	and does not require sorting.	
Note -	"Session Order" in the Sort By column.	Format     Parameters     Sort By <sup>∩</sup> Continuous <sup>∩</sup> Include Entry Time : <sup>∨</sup> Lane then Event <sup>°</sup> 2 Events or Lanes Per Page <sup>°</sup> Double Space : <sup>°</sup> T Event Per Page Per Lane <sup>°</sup> UK Judge's Placing Sheet <sup>°</sup> UK Judge's Placing Sheet <sup>°</sup> Relay Altrine Lanes:
		# Events Break for Continuous  All Heats  Odd Heats Only Even Heats Only
Continu	uous Timer Sheets – Sometimes the administrative official/referee will want "Continuous" timing sheets. Click "Sort by Lane then Event" as well. This option allows for all the swimmers in a lane to be on one timer sheet.	

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CLICK	Create R	eport to preview the lar	ne/timer sheets		
Event	77 Girls 1	3 & Over 400 Yard IN	<b>1</b> Finals		<b>Official Time</b>
Lane 4	Heat 1	Dooley, Maddy 13	PM-PV	NT	 
Lane 4	Heat 2	Slughorn, Minnie 14	UNAT-PV	5:05.12	 
Lane 4	Heat 3	Pepper, Elizabeth 16	RMSC-PV	4:28.31	 
L					 
Event	77 Girls 1	3 & Over 400 Yard IM	1 Finals		Official Time
Lane 8	Heat 1				 
Lane 8	Heat 2				 
Lane 8	Heat 3	Levy, Yaly 15	RMSC-PV	5:03.08	 

CLICK printer icon in top left corner to print, top row. Make sure "Number of Copies" is set to 1.

 $\mathsf{CLICK}$  In  $\mathsf{CLICK}$  In

CUT Lane/Timer sheets in half, sort in Lane order by event.

EITHER Attach to timers' clipboards OR distribute directly to timers.

**TIP** Before printing the lane timer sheets, print 2 copies of heat sheets for posting so swimmers can check their heat and lane assignments. Then print LANE/TIMER SHEETS. When Lane/Timer Sheets are done, print more Heat Sheets for officials and coaches (ask AO how many copies are needed). Cut and sort Lane/Timer sheets while officials' heat sheets are printing.

# 4. RUN MEET

#### 4-1. Select Run Screen Display

CLICK	Preferences on the top bar.	Preferences Interfaces OW Module	Help
SELECT	Run Screen.	Award Labels Backup Times	
		Report Preferences Ctrl-Z	Potomac Valley Swimming - Organi
CHECK	Show Backup Times and Show DQ Codes.	Results for List and Score	Show Backup Times Columns Ctrl-B
		Team Scores on Run Menu Screen	Show Reaction Times Column Ctrl-T
		Web Real-Time	<ul> <li>Show DQ Codes Column Ctrl-Q</li> </ul>
		11 6	Show Splits Ctrl-I Set Cursor to Backup Column

### 4-2. Select Session, Event & Heat

#### 4-2-a. Session

A session is a way of grouping events by day-of-the-meet or separating preliminary and finals.

CLICK	Session butto			-	Sel	ect	Session				×
	screen to rea	ch "Select Se	ssion" pop-up	•					Sessio	n List	
	Session : F7	SCR Sheet : F9	Adjust : F8		D	ay	Start Time	Session #	Course	Session Title	
			/ lajast : r o		- A	AII		All	Y	All Events	
	Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A			1	07:30 AM	1	Y	Saturday 11-12	
a a						1	11:20 AM	2	Y	Saturday 9-10	
CLICK	to highligh	IT The session	i în which you	are		1	03:30 PM	3	Y	Saturday 13 & O	Over
	working. In t	his example	Session 5 is			2	07:30 AM	4	Y	Sunday 11-12	
	•	ino example)				2	11:20 AM	5	Y	Sunday 9-10	
	selected.				:	2	03:00 PM	6	Y	Sunday 13 & Ov	ver
CLICK	OK to close t	ha hav									
CLICK	OK to close ti	le box.									
				ĺ				Ōk	: [	<u>C</u> ancel	

#### 4-2-b. Event

A list of the session's events appears in the "Event List" box. In this example, it shows the events to be swum in Session 5.

CLICK TO HIGHLIGHT The event on which you want to work. In this example, Event 55 is selected.

	EVE	NT LIST - Sur	nday 9-10 - Yards - (Session 5)
Evt#	Rnd	Status	Event Name
55	F	Done	Girls 9-10 50 Yard Butterfly
56	F	Done	Boys 9-10 50 Yard Butterfly
57	F	Done	Girls 9-10 200 Yard Freestyle
58	F	Done	Boys 9-10 200 Yard Freestyle
59	F	Done	Girls 9-10 100 Yard Breaststroke
60	F	Done	Boys 9-10 100 Yard Breaststroke
61	F	Done	Girls 9-10 100 Yard Backstroke
62	F	Done	Boys 9-10 100 Yard Backstroke
63	F	Done	Girls 9-10 50 Yard Freestyle
64	F	Done	Boys 9-10 50 Yard Freestyle
65	F	Done	Girls 9-10 100 Yard IM
66	F	Done	Boys 9-10 100 Yard IM

#### 4-2-c. Heat

After selecting the event on which you want to work, the screen will look like the one on the next page.

CLICK box displaying the heat on which you want to work. In this example, Heat 2 is selected.

						1	2	3	4	5	6	7	
Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	Li	st : Ctrl-I		F	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	Sc	ore : Ctrl	-s	F	le-Score	,	Next	Event : Ctrl-F5

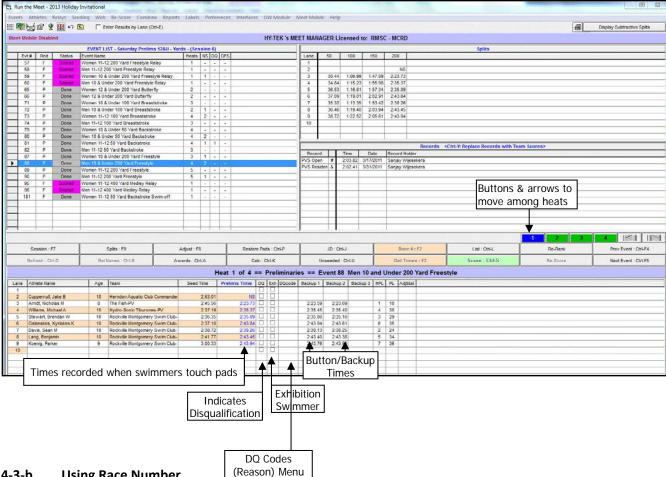
You are now ready to begin bringing over swimmers' times from the Timing System.

#### Bringing Times from Timing System to Meet Manager 4-3.

#### 4-3-a. **Using Get Times**

Get Times from the middle bar. CLICK

The graphic below displays results from Event 88, Heat 1 after bringing times from the Timing System into Meet Manager. Meet Manager also displays the button times in the "Backup" columns. In this example, there are two backup times because only two buttons were used.



#### 4-3-b. **Using Race Number**

Each start from the Timing System generates a Race Number regardless of whether swimming is taking place. Accordingly, each heat is represented by a Race Number that is independent of the event and heat number.

The preferred method for pulling times is to use the Get Times button. Generally, the Event and Heat numbers are accurate in the timing system, allowing for times to be pulled using Get Times. Sometimes, the timing system may have an incorrect event or heat number associated with the race. To solve this problem, the Hy-Tek operator may need to pull times from the Timing System by Race Number.

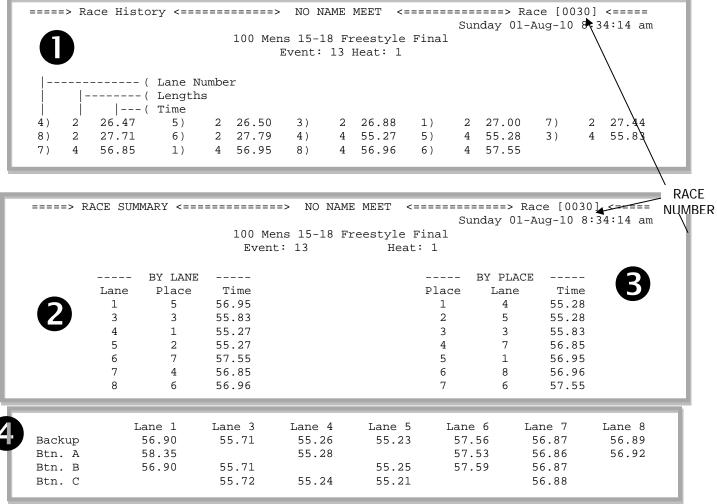
CLICK Race#

A pop-up screen appears. Fill in the appropriate race number, click OK.

If you type the wrong race number, click Race Number again and type the correct number. If timing adjustments had been made, they must be re-done. The Timing System Operator should keep track of the Race Numbers for each individual Event and Heat, as well as any empty lanes, on his/her Meet Program. Check with the Timing System Operator if you need the Race Number for a specific heat.

### 4-4. Timing System Printout

At the conclusion of each race, the Timing System prints times recorded by the pads and the buttons clicked manually by timers. It also prints a split time at each touch of the pad. Each of these printouts has a race number associated with it.



• Race History—records each time a pad is touched, source of split times

- 2 Race Results by lane
- Race Results by place
- Backup Times recorded by pushing buttons connected to pad on each lane

Note that no times are recorded for Lane 2 because there was no swimmer in Lane 2 in this heat, likely a "No Show."

#### 4-5. Download Alert

Sometimes a download alert will appear like the two examples below. One reason for this might be that an extra swimmer was placed into the race than was downloaded to the Timing System at the beginning of the meet. Another reason might be that no swimmers showed up for a heat, but the Timing System expects them to swim.

Regardless of the reason, it is important that, when you see a Download Alert, you secure a copy of the Timing System Printout to make sure that times and races are matched correctly.

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, Dow	vnload Alert		×	Ę	j, Dov	vnload Alert		×
-	Event 7 Heat 1			Г	_	Event 11 Heat 2	2	
Lane	Athlete Name	Place	Pad Time		Lane	Athlete Name	Place	Pad Time
1	Calloway, Ashley	3	47.21		1	The local date	1,1000	1 44 1110
2	Gillooly, Katelyn	4	47.79		2	Schnuit, Martin	5	49.76
3	Noskowiak, Michelle	6	49.19		3	Lee, YuJin	4	45.79
4	Gillooly, Megan	5	48.62		4	Vaillancourt, Rand	2	37.40
5	Williams, Devin	7	50.05		5	Robinson, David	1	35.74
6	Dimovski, Stefanie	1	44.70		6	Betz, Marti	<u> </u>	
					7	Swiger, Ralph	3	40.23
					8	Briggs, Frank		
					9	Antonioli, Bernadette	6	49.92
	Event/Heat mismat Received Race#1 - Even		at 2			Results and athletes do r	not matc	h !
	Accept Reje					Received Race#32 - Even	it 11 Hea	at 2
						Accept Re	ject	

#### 4-6. Making Timing Adjustments

In most cases, the pads produce a swimmer's correct time, but problems arise when swimmers miss the pads, the pads malfunction, or the Timing System fails. Meet Manager alerts you to these situations with a yellow, green, or blue line across the lane(s) in question.

Important Note: You will work with an Administrative Official (AO) to determine whether the pad time should be adjusted. Never make any timing adjustment without prior approval or direction from the AO.

#### 4-6-a. Lane Malfunction

This means that a problem has occurred with one or more times in a heat. Typical situations include a late pad touch or backup button times significantly slower or faster than the pad times.

In the example below, there is a green line across Lane 1 to alert the AO that the one of the buttons is more than 0.3 from the pad time. The pink of Button 1 tells us that 39.77 is more than 0.3 from the pad time. Since Button 2's time of 41.82 is within 0.3 of the pad, the pad time is confirmed.

You may be asked to display the Time Adjustment table shown below. To do this,

CLICK Calc on the middle bar to reach the Time Adjustment screen.

#### Only make adjustments as directed by the AO.

CLICK Reject adjusted since no adjustments need to be made and return to the Run Screen.

	5 🗗 🖇	e 🔢 🔊	E Enter Res	ults by Lane (Ctrl-E)																44		Cumulative Splits
eet Mob	ile Disab	led				HY	TEK	's 1	AEET		ime Ad	justment -	#77 Wome	n 10 & Uno	ler 50 Yard	Backstro	ke - Hea	t 5			×	1/9/2017 11:58:28
		5	VENT LIST Saturday	Prelims 12&U - Yards - (S	an eigen i	E)				Creat	e Repo	rt										
Evt#	Rnd	Status	Event Name	Frenins izou - laius - (a	Heats	2	NS	nol	DES			Show H	eat Malfunct	ion								-
56	F	Scored	Men 11-12 200 Yard I	Freestyle Relay	1		-	-	-			ni secolu										
57	F	Scored		00 Yard Freestyle Relay	1			-		The last	1.000	Primary	Button 1	Button 2	Button 3	Buttor		s Difference	-	Adjusted	0	
58	F	Scored	Men 10 & Under 200		1	-	-	-		Use	Lane	41.80	39.77	41.82	Button 3	Buttor	Laic	O	g	Adjusted 41.80	^	
63	P	Done	Women 12 & Under 2		3	-	1	1		-	2	33.94	33.80	33.93		33.	86	0.08	9	33.94		
64	P	Done	Men 12 & Under 200	Yard Butterfly	2	-	-	-		1	3	36.31	00.00	36.33	36.20	36		0.05	-	36.31		
69	P	Done	Women 10 & Under 1	00 Yard Breaststroke	3		-	•	-		4	33.92	33.96	33.89	10.20	33.		0.00	-	33.92		
70	P	Done	Men 10 & Under 100	Yard Breaststroke	3	-	-		-		5	30.36	30.33	30.40		30.		0.00	-	30.36		-
71	P	Done	Women 11-12 100 Ya	ard Breaststroke	4	-	-	1			6	32.22	32.17		32.12	32.		0.08		32.22		
72	P	Done	Men 11-12 100 Yard I	Breaststroke	4	-	2	1	-		7	34.76	34.91	34.85		34.		-0.12		34.76		-
77	P	Seeded	Women 10 & Under 5	0 Yard Backstroke	5	8	3	-	6		8	34.81	34.78	34.83		34.		0.01		34.81		
78	P	Done	Men 10 & Under 50 Y	ard Backstroke	4	-	-	-	-		9	37.94	37.86	38.02		37.		0.00	-	37.94		-
79	P	Done	Women 11-12 50 Yar	d Backstroke	4	-	-	-	-		10	38.01	37.97	38.02	1	37.	99	0.02		38.01	~	
80	P	Done	Men 11-12 50 Yard B	astatesta	4	-	2	-		Re al			and the second	and the second of the	le backup ti	and share of the						
85	P	Done	Women 10 & Under 2		3	-	1	-	-	adjustr Yellow	ments. = Calul	ated backu	o time is more	than .30 fa:	ter than the	pad time.	e primary	ime, use th	e baci	kup time with	out any	
	p sion : F7	Done			3	-		-	-	adjustr Yellow Blue = Green	ments. = Calul Calcula = Only t	ated backup ted backup two backup	time is more time is more	than .30 fas than .30 sloi je is more tha	ter than the ver than the an .30 from t	pad time. pad time. ne pad tim	e, but on			kup time with i .30 of the pa		Prev Event : Ctrl-F
Ses			Women 10 & Under 2	00 Yard Freestyle	3	estore	1	- • : Ctr	-	adjustr Yellow Blue = Green	ments. = Calul Calcula = Only t	ated backup ited backup iwo backup any backup	time is more time is more the averag	than .30 fai than .30 sloi je is more tha t is more that	ster than the wer than the an .30 from th n .30 from th	pad time. pad time. ne pad time e pad time	e, but on	e backup is	within	. 30 of the pa		Prev Event : Ctrl-f
Ses	sion : F7		Women 10 & Under 2 SCR Sheet : F9 Rel Names : Ctri-R	Adjust : F8 Awards : Ctrl-A	Re	- estore Ca	1 Pads	- s : Ctr rl-K	-	adjusti Yellow Blue = Green Dark F	ments. = Calul Calcula = Only t	ated backup ited backup iwo backup any backup	o time is more time is more s: the averag time means i	than .30 fai than .30 sloi je is more tha t is more that	eter than the wer than the an .30 from th n .30 from th Pad and I	pad time. pad time te pad time pad time Backup I	e, but on	e backup is	within	. 30 of the pa		Prev Event : Ctrl-I
Ses	sion : F7		Women 10 & Under 2 SCR Sheet : F9 Rel Names : Ctrl-R	Adjust : F8 Adjust : F8 Awards : CtrLA Calc here to	Re	- estore Ca	Pads	- s : Ctr rl-K	- 1-P	adjustr Yellow Blue = Green Dark F	ments. r = Calula Calcula = Only t Pink for a	ated backup ted backup any backup Preferen	o time is more time is more s: the averag time means i	than .30 fat than .30 slov is more that is more that NOT use AcceptAdi	ter than the wer than the an .30 from th .30 from th Pad and I	pad time. pad time te pad time pad time Backup I	e, but on t. Different Adjusted	e backup is ials to ad	within	. 30 of the pa		Prev Event : Ctrl-I
Ses Refre	sion : F7 sh : Ctri-C	ne	Women 10 & Under 2 SCR Sheet : F9 Rel Names : Ctrl-R	Adjust : F8 Adjust : F8 Awards : CtrLA Calc here to	Re	- estore Ca	Pads	- ri-K	- 1-P	adjustr Yellow Blue = Green Dark F	ments. r = Calula Calcula = Only t Pink for a	ated backup ted backup any backup Preferen	time is more time is more the averag time means i ce is set to	than .30 fat than .30 slov is more that is more that NOT use AcceptAdi	ter than the wer than the an .30 from th .30 from th Pad and I	pad time. pad time e pad time Backup Reje <u>c</u> t	e, but on b Different Adjusted	e backup is ials to ad	within	. 30 of the pa		Prev Event : Ctrl-I
Ses Refre ane A 1 0 2 C	sion : F7 sh : Ctri-C thiete Nar Isen, Yan ronin, Mer	ne a N aly H	Women 10 & Under 2 SCR Sheet : F9 Rel Names : Ctrl-R Ag 10 the T	Adjust: F8 Adjust: F8 Awards : Ctri-A Calc here to Time Adjustme	Re	- estore Ca	Pads	- ri-K	- +P es =	adjusti Yellow Blue = Green Dark F 80 L 33.9-	ments. r = Calula Calcula = Only t Pink for a	ated backup ted backup any backup Preferen	ce is set to Backup 1	han ,30 fai than ,30 slov e is more that b NOT use Accept Adi Backup 41.82 33.93	Pad and I Backup 3	pad time. pad time the pad time e pad time <b>Backup</b> I Reje <u>c</u> t HPL P 10 3 4 8	e, but on b Different Adjusted	backup is	within	. 30 of the pa		Prev Event : Ctrl-I
Ses Refre	sion : F7 sh : Ctri-D thiete Nar isen, Yarr ronin, Mer Shaughn	ne a N aly H essy, Maggie	SCR Sheet : F9 Rel Names : Ctri-R Click	Adjust: F8 Adjust: F8 Awards : Ctri-A Calc here to Time Adjustme	Re	- estore Ca	Pads	- ri-K	+P	adjusti Yellow Blue = Green Dark F 2001 33.94 36.31	ments. r = Calula Calcula = Only t Pink for a	ated backup ted backup any backup Preferen	ce is set to Backup 1 39.77	Accept Adi Backup 41.82 33.93 36.33	ter than the wer than the an .30 from th .30 from th Pad and I	pad time. pad time the pad time e pad time <b>Backup</b> I Reje <u>c</u> t HPL P 10 3 4 8 7 2	e, but on b Different Adjusted	backup is	within	. 30 of the pa		Prev Event : Ctrl-
Ses Refre	sion : F7 sh : Ctri-C thiete Nar isen, Yaro ronin, Mer Shaughn arrison, E	ne a N aly H essy, Maggie lena S	SCR Sheet : F9 Rel Names : Ctrl-R Click 9 the T 10 Screet 9 the T	Adjust: F8 Adjust: Ctri-A Calc here to Time Adjustmeen	Re	ca Ca	1 Pads ic : Ct	- ri-K	- +P =====	me D 33.9- 36.31	a Exh	ated backup ted backup any backup Preferen	c time is more time is more time swere time means i ce is set to Backup 1 39,77 35.80 33.96	than .30 fai than .30 slot is more than b NOT use Accept Adi Backut .2 41.82 33.83 36.33 33.89	Pad and I Backup 3	pad time. pad time. te pad time ackup I Rejegt HPL P 10 3 4 8 7 2 3 7	e, but on b Different Adjusted Adjusted	backup is	within	. 30 of the pa		Prev Event : Ctrl-I
Ses Refre ane A 1 0 2 C 3 0 4 H 5 W	sion : F7 sh : Ctri-D thiete Nar isen, Yaro ronin, Mer Shaughn arrison, E iatts, Cou	ne a N aly H essy, Maggie lena S rtney M	Women 10 & Under 2 SCR Sheet: F9 Rel Names - Ctrl-R Clicck Add Structure Click Screet 10 The Fe	Adjust : F8 Adjust : F8 Awards : Ctri-A Calc here to Time Adjustme en	Re	Ca Ca	1 Pads ic : Ct	- ri-K	- +P es ==	adjusti Yellow Blue = Green Dark F 80 33.94 36.31 33.92 30.36	a Exh	ated backup ted backup any backup Preferen	ce is more time is more time more time means is ce is set to Backup 1 39,77 53,80 33,96 30,33	Accept Adi Backup 41.82 33.93 36.33	ter than the wer than the an .30 from th Pad and I Backup 3 36.20	pad time.           pad time.           te pad time           te pad time           ackup I           Rejegt           HPL           10           3           7           2           3           7           1	e, but on b Adjusted Adjusted Adjusted Adjusted Adjusted A	backup is	within	. 30 of the pa		Prev Event : Ctrl-f
Ses Refre ane A 1 0 2 C 3 0 4 H 5 W 6 Te	sion : F7 sh : CtrI-D thlete Nar isen, Yar conin, Mer Shaughn arrison, E iatts, Cou	ne a N aly H lena S Maggie lena S Maggie lena S Maggie lena S Maggie lena M tivia M	SCR Sheet : F9 Rel Names : Ctrl-R Click 9 the T 10 Screet 9 the T	Adjust : F8 Adjust : F8 Awards : Ctri-A Calc here to Time Adjustme en	Re	Ca Ca Pr	1 Pads ic : Ct 0.69 2.29	- ri-K	- 4.P 05	adjusti Yellow Blue = Green Dark F 200 L 33.94 36.31 L 33.92 L 30.36 L 32.22 L	Q Exh	ated backup ted backup any backup Preferen	b time is more time is more s: the average time means i ce is set to Backup 1 39,77 53,80 33,96 30,33 32,17	than 30 fai than 30 slot to not the is more that is more than NOT use AcceptAdi Backup 41.82 33.93 36.33 33.89 30.40	Pad and I Backup 3	pad time. pad time. te pad time e pad time Backup I Rejegt HPL P 10 3 4 8 7 2 3 7 2 3 7 1 1 1	e, but one b Different Adjusted C Adjusted C Adjusted C Adjusted C Adjusted C Adjusted	backup is	within	. 30 of the pa		Prev Event : Ctrl-I
Ses Refre ane A 1 0 2 C 3 0 4 H 5 W 6 Te 7 L	sion : F7 sh : CtrI-D thlete Nar isen, Yar conin, Mer Shaughn arrison, E iatts, Cou conard, P	ne a N aly H essy, Maggie lena S rtney M Itvia M atricia M	Women 10 & Under 2 SCR Sheet : F9 Rel Names · Cri-R Click 9 the T 1 SCR Sheet : F9 Rel Names · Cri-R III Click 9 the T 1 The Fe 1 0	Adjust : F8 Adjust : F8 Awards : Ctri-A Calc here to Cime Adjustme en ah-PV ah-PV	Re	Ca Ca 2 Ca 3 1 3 1 3 1 3 1 3	1 Pads Ic : Ct 0.69 2.29 5.33	- ri-K	- +P es ==	adjusti Yellow Blue = Green Dark F 200 33.94 36.31 33.92 30.36 32.22 34.76	Calcula = Calul Calcula = Only t Pink for a	ated backup ted backup any backup Preferen	b time is more time is more is the average time means i ce is set to Backup 1 39,77 33,96 30,03 32,17 34,91	than .30 fai than .30 slow is more that is more that acceptAdi Backups 41.82 33.93 36.33 33.89 30.40 34.85	ter than the wer than the an .30 from th Pad and I Backup 3 36.20	pad time. pad time. e pad time e pad time Backup I Rejegt HPL P 10 3 4 8 7 2 3 7 1 1 1 2 3 5 1	e, but one b Different Adjusted Adjusted Adjusted Adjusted Adjusted Adjusted	backup is	within	. 30 of the pa		Prev Event : Ctrl-
Ses Refre ane A 1 0 2 C 3 0 4 H 5 W 6 Te 7 Lu 8 D	sion : F7 sh : Ctri-D thiete Nar isen, Yar ronin, Mei Shaughn arrison, E atts, Cou sonard, P ponohoe, E	ne a N aly H essy, Maggie lena S rtney M tvia M stricia M Strigid A	Women 10 & Under 2           SCR Sheet: F9           Rel Names : Ctr-R           Click           M           0           The Fr           10           The Fr           10           The Fr           10           10           The Fr           10	Adjust: F8 Adjust: F8 Awards : Ctri-A Calc here to cime Adjustme en ah-PV ah-PV ah-PV	Re	Ca Ca Pr 30 31 32 32 31 32 31 32 31 32 32 33	1 Pads ic : Ct ir 0.69 2.29 5.33 5.07	- ri-K	+P PS ==	adjusti Yellow Blue = Green Dark F 2 80 33.94 36.31 33.92 33.92 34.76 34.81	Calcula = Calula Calcula = Only t Pink for a	ated backup ted backup any backup Preferen	b time is more time is more the average time means in ce is set to Backup 1 39,77 53,80 33,96 30,33 32,17 34,91 34,78	than .30 fai than .30 slow than .30 slow to not use NOT use Accept Adi Backur 41.82 33.93 36.33 33.89 30.40 34.85 34.83	ter than the wer than the an .30 from th Pad and I Backup 3 36.20	pad time.           Rejegt           HPL           10           3           7           2           3           7           1           2           3           7           1           2           3           7           1           2           3           6	e, but on b Adjusted Adjusted Adjusted Adjusted Adjusted Adjusted Adjusted	backup is	within	. 30 of the pa		
Ses Refre	sion : F7 sh : CtrI-D thlete Nar isen, Yar conin, Mer Shaughn arrison, E iatts, Cou conard, P	ne a N aly H essy, Maggie lena S triney M tivia M stricia M stricia M strigid A ra S	Women 10 & Under 2 SCR Sheet : F9 Rel Names - Crt-R Add Click of the T I SCree 10 The Fi 10 The	Adjust : F8 Adjust : F8 Awards : Ctri-A Calc here to Cime Adjustme en ah-PV ah-PV	Re	Ca Ca Pr	1 Pads Ic : Ct 0.69 2.29 5.33	- ri-K	- +P 25 ==	adjusti Yellow Blue = Green Dark F 200 33.94 36.31 33.92 30.36 32.22 34.76	Q Exh	ated backup ted backup any backup Preferen	b time is more time is more is the average time means i ce is set to Backup 1 39,77 33,96 30,03 32,17 34,91	than .30 fai than .30 slow is more that is more that acceptAdi Backups 41.82 33.93 36.33 33.89 30.40 34.85	ter than the wer than the an .30 from th Pad and I Backup 3 36.20	pad time. pad time. e pad time e pad time Backup I Rejegt HPL P 10 3 4 8 7 2 3 7 1 1 1 2 3 5 1	e, but on b Adjusted Adjusted Adjusted Adjusted Adjusted Adjusted Adjusted Adjusted A A A A A A A A A A A A A A A A A A A	backup is	within	. 30 of the pa		Prev Event : Ctrl-f

For Lane Malfunctions, Meet Manager highlights the lane that may need adjusting with one of three colors (green, yellow and blue) and also indicates the corresponding letter (i.e. g, y and b) at the end of each lane line. These colors also appear in the "calc" screen.

			21	ane Adjus	tment Using	g Backup Tim	es			
Jse	Lane	Primary	Eutton 1	Button 2	Button 3	Button Calc	Difference		Adjusted	1
	1	41.80	39.77	41.82	1 1		0	g	41.80	1
4	2	33.94	33.80	33.93		33.86	0.08		33.94	
4	3	36.31		36.33	36.20	36.26	0.05		36.31	_
4	4		33.96	33.89		33.92		9	33.92	
9	5	38.32	30.33	30.40		30.36	7.96	y	30.36	
1	6	32.22	32.17		32.12	32.14	0.08		32.22	
2	7	34.76	34.91	34.85		34.88	-0.12		34.76	_
4	8	34.81	34.78	34.83		34.80	0.01		34.81	-
	9	15.21	37.86	38.02			0	b	15.21	_
2	10	38.01	37.97	38.02		37.99	0.02		38.01	
the dius ellow kue	re is more tments w = Calul = Calcula n = Only I	ated backup ted backup ted backup	conds betwe time is more time is more	en the middl than .30 fas han .30 slow e is more tha	ter than the p rer than the p n .30 from the	e and the primar ad time, ad time, a pad time, but o	y time, use the		up time withou	

These colors mean the following:

Green (g) – If there are two backup times and one is within 0.30 seconds of the pad time, one is more than 0.30 seconds from the pad time, and the Official Backup Time (the average) is more than 0.30 from the pad time, then the lane is highlighted in **green** and a "g" is displayed in the far right column of the Run Screen. These lanes default to being unchecked for use since these times usually will not be adjusted.

Yellow (y) – An Official Backup Time that is 0.31 or more "faster" than a pad time is highlighted in **yellow** and a "y" is displayed in the far right column of the Run Screen. This indicates that there may have been a late touch.

Blue (b) – An Official Backup Time that is 0.31 or more "slower" than a pad time is highlighted in **blue** and a "**b**" is displayed in the far right column of the Run Screen. These lanes default to being unchecked for use since these times may or may not be adjusted. If there is a pad time, but no Official Backup Time, then the entry is also highlighted in **blue** indicating that one should check the watch time for that lane to confirm that the pad time is a good touch.

In the following example, the AO has asked you to adjust the times in lanes 4, 5 and 9. Lane 2 did not need to be adjusted because one of the buttons supported the pad time. In the right hand "Adjusted" column you can see the new adjusted time. In this example you would "Accept Adjusted" and return to the run screen.

i 🔁									
	Show H	eat Malfunct	ion						
			ane Adjust	tment Using	g Backup Tim	es			
Use Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted	-
2	33.94	33.80	33.93		· · · · · · · · · · · · · · · · · · ·	0		33.94	
3	36.31		36.33	36.20		0		36.31	
✓ 4		33.96	33.89		33.92		y	33.92	
✓ 5	38.32	30.33	30.40		30.36	7.96	у	30.36	
6	32.22	32.17		32.12		0		32.22	
7	34.76	34.91	34.85			0		34.76	
	34.81	34.78	34.83			0		34.81	
9	15.21	37.86	38.02		37.94	-22.73	b	37.94	
10	38.01	37.97	38.02			0		38.01	_
						1			-
djustments. 'ellow = Calul lue = Calcula ireen = Only	lated backup ated backup two backups	time is more time is more s: the averag	than .30 fast than .30 slow e is more that	er than the p er than the p	ad time. pad time, but o				
	Profesor	ce is set to		Pad and Ba	ackup Differe	ntials to adi	ust t	imes.	

# **PVS Meet Manager 6.0 Handbook**

After you have accepted the adjusted times and returned to the run screen, the following screen will appear:

- Martin	Se la	r 3	· 🔢 🕫 🖪		inter Result	s by Lane (Ctri-E)															8	Display Cumulative	Splits
eet M	obile	Disabl	ed					HY	TER	's 1	IEET MA	NAGE	R Licer	nsed to	RMSC	- MCRD						Updated: 1/9/2017	12:12:30 F
			EVE	INT LIST - S	aturday Pr	elims 12&U - Yards - (S	ession			- m	68				4	Sul	otracted Sp	olits	<ctrl-< th=""><th>I: Replace Spli</th><th>ts with Records</th><th>&gt;</th><th></th></ctrl-<>	I: Replace Spli	ts with Records	>	
Ev	/t#	Rnd		Event Name			Heats	?	NS	DQ	DFS Actua	Stz A	Lane	5(	)							-	
	56	F				estyle Relay	1		-	-			1		1.80								
5	7	F				Yard Freestyle Relay	1		-	-			2		3.94								
	58	F	Scored	Men 10 & Un	der 200 Ya	rd Freestyle Relay	hà	.+.	-				3		6.31								
	33	P				Yard Butterfly	3		1	1			4		3.92								
6	54	P	Done	Men 12 & Ur	der 200 Ya	rd Butterfly	2		-	-	-		5		0.36								
6	39	P	Done	Women 10 8	Under 100	Yard Breaststroke	3	-	-	-			6		2.22								
7	70	P	Done	Men 10 & Un	der 100 Ya	rd Breaststroke	3	+	-	-			8		4.81								
	71	P				Breaststroke	4	-	-		-		9		7.94								
7	12	P	Done	Men 11-12 1	00 Yard Bre	eaststroke	4	+	2	1	æ.		10		8.01								
1			Seeded	Women 10 8		rard Backstroke		11				_	1	1									
7	78	P	Done	Men 10 & Un	der 50 Yarı	d Backstroke	4			-				1									
7	19	P	Done	Women 11-1	2 50 Yard E	Sackstroke	4	-	-	-	-					Team	Scores	(Ctrl.)	6 Ren	lace Team Sco	ores with Record	(s)	
	30	P	Done	Men 11-12 5	0 Yard Bac	kstroke	4		2	-			Rank	Ge	nder So	ore Team	000100	- Curr					
8	35	P	Done	Women 10 8	Under 200	Yard Freestyle	3		1	-		v	Hank	Ge	ider og	ore ream	2	_	_				
												•		-	-								
_	_					-	_	-	-	-				-		-		_	_			5	
															_							<u> </u>	11112
S	essio	n : F7		SCR Sheet :	F9	Adjust : F8	R	estore	Pad	s : Ctr	μP		D : Ctrl-J		R	tace #: F2		Lis	st : Ctr	HL	Re-Rank	Prev Event	: Ctrl-F4
	fresh	CtrI-D	R	el Names : C	HLR.	Awards : Ctrl-A		Cal	c : Ct	rl-K		Unse	eded : Ctr	1-U	Ge	t Times : F3		Scor	e : C	td-S	Re-Score	Next Event	: Ctrl-F5
Re							_			ari		want			10	Under 50	Yard B	ackst	roke	,			
Re						Heat 5 of 4	5 ==	Prel	Imir		25 == C		77 W	omen	iu and								
	Athle	ete Nam	<i>.</i>	Ace	Team	Heat 5 of 4											Backup 3	HPL	PL	AdiStat			
Lane		ete Nam		Age	Team			Time			ims Time	DQ			Backup 1	Backup 2	Backup 3						
Lane	Olse	n, Yara	N	Age 9	Rockville	Montgomery Swim Club-		Time 3	7.98		ims Time 41.8	0	Exh DQ		Backup 1 39.77	Backup 2 41.82	Backup 3	HPL 10 4	PL 35	AdjStat 2 9			
ane 1 2	Olse	n, Yara iin, Mea	N Iy H	9 10	Rockville The Fish-	Montgomery Swim Club- PV		Time 3	7.98		ims Time 41.8 33.9	0	Exh DQ		Backup 1	Backup 2 41.82 33.93		10 4	35 8		、 、		
ane 1 2 3	Olse Cron O'Sh	n, Yara iin, Mea iaughne	N Iy H ssy, Maggie N	9 10 1 8	Rockville The Fish- The Fish-	Montgomery Swim Club- PV PV		1 Time 3 3 3	7.98		ims Time 41.8 33.9 36.3		Exh DQ		Backup 1 39.77 33.80	Backup 2 41.82 33.93 36.33	Backup 3	10 4 7	35 8 20	3	<		
uane 1 2 3 4	Olse Cron O'Sh Harn	n, Yara in, Mea aughne ison, Ek	N Iy H Issy, Maggie N Ima S	9 10	Rockville The Fish- The Fish- Rockville	Montgomery Swim Club- PV PV Montgomery Swim Club-		1 Time 3 3 3	7.98 8.58 5.63 4.21		ims Time 41.8 33.9 36.3 33.9		Exh DQ		Backup 1 39.77 33.80 33.96	Backup 2 41.82 33.93 36.33 33.89		10 4	35 8 20 7	2 9 A	<		
Lane 1 2 3 4 5	Olse Cron O'Sh Harri Watt	n, Yara iin, Mea iaughne ison, Ek is, Cour	N Iy H Issy, Maggie N Ina S Iney M	9 10 1 8 10	Rockville The Fish- The Fish- Rockville The Fish-	Montgomery Swim Club- PV PV Montgomery Swim Club- PV		1 Time 3 3 3 3 3	7.98 6.58 5.63 4.21 0.69		lims Time 41.8 33.9 36.3 33.9 30.3				Backup 1 39.77 33.80 33.96 30.33	Backup 2 41.82 33.93 36.33 33.89	36.20	10 4 7 3 1	35 8 20 7 1	2 9 A	<b>`</b>		
ane 1 2 3 4 5 6	Olse Cron O'Sh Harr Watt Tenn	n, Yara in, Mea aughne ison, Ek is, Cour ant, Ok	N Ny H Issay, Maggie N Isna S Itney M Via M	9 10 18 10 10 10	Rockville The Fish- The Fish- Rockville The Fish- The Fish-	Montgomery Swim Club- PV PV Montgomery Swim Club- PV PV		1 Time 3 3 3 3 3 3 3	7.98 5.58 5.63 4.21 0.69 2.29		lims Time 41.8 33.9 36.3 33.9 30.3 32.2		Exh DQ		Backup 1 39.77 33.80 33.96 30.33 32.17	Backup 2 41.82 33.93 36.33 33.89 30.40		10 4 7 3 1 2	35 8 20 7 1 3	2 9 A	<b>`</b>		
Lane 1 2 3 4 5 6 7	Olse Cron O'Sh Harri Watt Tenn Leon	n, Yara in, Mea aughne ison, Ek ison, Ek ison, Ek ison, Cour iant, Olim hard, Pa	N Ny H Issy, Maggie N Issa, Maggie N Issa, M Via M tricia M	9 10 10 10 10 10 10	Rockville The Fish- The Fish- Rockville The Fish- The Fish- The Fish-	Montgomery Swim Club- PV PV Montgomery Swim Club- PV PV PV		1 Time 3 3 3 3 3 3 3 3 3 3	7.98 8.58 5.63 4.21 0.69 2.29 5.33		ims Time 41.8 33.9 36.3 33.9 30.3 32.2 34.7				Backup 1 39.77 33.80 33.96 30.33 32.17 34.91	Backup 2 41,82 33,93 36,33 33,89 30,40 34,85	36.20	10 4 7 3 1 2 5	35 8 20 7 1 3 11	2 9 A	<b>`</b>		
Lane 1 2 3 4 5 6 7	Olse Cron O'Sh Harn Watt Tenn Leon Donc	n, Yara in, Mea aughne ison, Ek is, Cour ant, Ok	N Iy H Issay, Maggie Ii Issay, Maggie Ii Issay, Maggie Via M Irrigid A	9 10 18 10 10 10	Rockville The Fish- The Fish- Rockville The Fish- The Fish- The Fish- The Fish-	Montgomery Swim Club- PV PV Montgomery Swim Club- PV PV PV		1 Time 3 3 3 3 3 3 3 3 3 3 3	7.98 5.58 5.63 4.21 0.69 2.29		lims Time 41.8 33.9 36.3 33.9 30.3 32.2				Backup 1 39.77 33.80 33.96 30.33 32.17	Backup 2 41.82 33.93 36.33 33.89 30.40	36.20	10 4 7 3 1 2	35 8 20 7 1 3	A A	<b>`</b>		

As you can see, in the AdjStat column for lanes 4, 5 and 9, there is an "A" indicating that the times were adjusted. Lane 1 has a "?" indicating that there may have been a malfunction in this lane and adjustment may be needed. Since the AO determined that the pad time was good, there was no adjustment. You may click on the "?" to change the "?" to "K", indicating that the issue was reviewed and the pad time is OK.

						_					
	R	ace # : F2		List : Ctrl-L							
trl-U	Get	t Times : F3		Sco	re : C	Ctrl-S					
ome	n 10 and	Under 50	) Yard Ba	ackst	rok	e	/				
Qcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat	í –				
	39.77	41.82		10	35	К 🖌	g				
	33.80	33.93		4	8						
		36.33	36.20	7	20						
	33.96	33.89		3	7	A					
	30.33	30.40		1	1	A					
	32.17	-	32.12	2	3						
	34.91	34.85		5	11						
	34.78	34.83		6	12						
	37.86	38.02		8	29	A					
0	37.97	38.02		9	30						

#### 4-6-b. Heat Malfunction

An example of a heat malfunction is when a race begins and the Timing System fails to start at the same time. In most cases, the Timing System operator can recover part of the race, but the finish times will not include the portion of the race between the start and the recovery time.

After you pull times from the timing system, you will need to account for the time difference between the actual start and the start of the timing system. Watch times are used to account for this difference. The average of the differences between each pad and watch time will be added to each pad time to adjust each swimmer's time.

Note: you must correct lane malfunctions(4-7-a) before doing a time adjustment for a heat malfunction.

You may be asked to type the watch times and/or help compute averages of watch times if only two are available.

CLICK Calc button on the middle bar to reach the Time Adjustment screen.

CLICK the box to the left of "Show Heat Malfunction."

### Only make adjustments as directed by the Administrative Official.

💐, Ti	ime Adj	ustment - #5 Wo	omen 200 Yard IM	1 - Heat 6		
Crea	te Repor	t				
5	£	🔽 Show Heat Ma	function			
			Heat Adjustme	nt Using Watch	Times	
Use	Lane	Primary	Watch	Difference	Adjusted	
	1	2:07.43	2:15.50	8.07	2:15.46	
	2	2:05.06	2:13.26	8.20	2:13.09	
	3	2:01.99	2:10.11	8.12	2:10.02	
	4	2:01.46	2:09.39	7.93	2:09.49	
	5	2:04.83	2:12.87	8.04	2:12.86	
	6	2:03.70	2:11.68	7.98	2:11.73	
	7	2:05.89	2:13.97	8.08	2:13.92	
	8	2:05.29	2:13.18	7.89	2:13.32	
Add	this differ	te manual start, calc ence to the late star tch times to make th	t pad time of each la	ane.		tch times of all lanes.
		Pad and Wa	tch Differentials	: Total = 64.31 a	and Average = 8	.03
			<u>A</u> ccept Adjusted	d Reje <u>c</u> t Adju	usted	

When the adjustment is complete,

CLICK Yes in the box below to continue. Note that the watch time differences should be fairly close to each other. (In this example, they vary from 7.89-8.20.)

Hy-Tek's MEET h	1ANAGER 2.0 Pro
	usted for this Heat Malfunction, he backup times, AND the splits will be adjusted by 8.03 seconds.
Continue ?	Yes No

CLICK Accept to save the adjustments and return to the Run Screen.

# 4-6-c. Printing Lane or Heat Adjustment Reports

On both the lane and heat adjustment windows, there is a printer icon on the top left. You can select this to preview and print a copy of your adjustments to keep with the paperwork for that heat/event.

#### 4-6-d. Summary—Run Screen, Time Adjustment, and Timing System

These graphics illustrate the relationship among the times from the Run screen, the Time Adjustment screen, and the Timing System printout.

Session : F7	Splits	: F9	Adjust : F	B Rest	ore Pads : Ctrl-P		JD :	Ctrl-J	Race	# : F2	List : (	Ctrl-L		Re-Rank	t –	Prev Ev	ent : Ctrl-F4
Refresh : Ctrl-D	Rel Names	: Ctrl-R	Awards : Ct	rl-A (	Calc : Ctrl-K	U	Inseed	ed : Ctrl-U	Get Tim	es : F3	Score :	Ctrl-S		Re-Score	e	Next Event : Ctrl-F5	
			Heat 1	of 2 ==	Finals ==	Eve	ent 1	3 Men	15-18 100	SC Me	ter Frees	style					
ane Athlete N	ame /	Age Tea	am	Seed Time	Finals Time [	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts			
1 Asbury, 0	Colin	16 Pot	omac	56.26					58.35	56.90		5	13	g			
3 Hammond	d, Niklas	16 Fra	inklin Knolls	56.02	55.83					55.71	55.72	3	10				
4 Powell, G 5 Karel, Gr			len Woods I Georgetown	55.03 55.20					55.28	55.25	55.24 55.21		8				
5 Karel, Gro 6 Finn, Tho			stleigh	56.17					57.53	57.59	35.21	7	15				
7 Ke, Kenn			nebridge	56.25					56.86		56.88		12				
8 Petersen,	, inor	18 Clo	pper's Mill	56.47	56.96				56.92	56.87		6	14				
alc to read	ch the Tii	me Ac	ljustment	screen		Cre	Time A exte Re	port	- #13 Men 15 v Heat Mafunc		Meter Free:	style -	Heat 1	8.8			×
					/	Us	e Lan	e Primary			stment Usin Button 3		kup Tim In Calc	<b>es</b> Difference		Adjusted	
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3	3		55.83						2		5		55.28				
4	1		55.27						3		3		55.83				
5	2		55.27						4		7		56.85				
6	7		57.55						5		1		56.95				
7	4		56.85						6		8		56.96				
8	6		56.96						7		6		57.55				
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		Lane		Lane 3			ne 4		Lane 5		Lane			Lane			Lane 8
Backup		56.		55.71			5.26		55.23	}	57.5			56.8			56.89
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Btn. B		56.	90	55.71					55.25	5	57.5	59		56.8	37		
Btn. C				55.72		55	5.24		55.21					56.8	22		
Т				55.72		22	v.24		55.21	-				50.ð	0		

Results after using "Race" or "Get Times" to bring times into Meet Manager from the Timing System

#### 4-7. Entering Splits

Occasionally the AO may ask you to manually add in a split time. This may occur when there is a missed pad at the end of the race and the "finals time" is actually a split time. In order to enter a split time, make sure the split screen is in Cumulative Splits mode. (You can toggle between the Subtracted and Cumulative splits windows by clicking the button on the upper right.) Put your cursor in the appropriate split window and type in the time without colons or periods.

							8	Display Subtracted Splits
GER	Licens	ed to: RI	ASC - MO	CRD				Updated: 1/9/2017 1:06:12
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^	Lane	50	100	150	200			
_	1							
	2	36.13	1:16.21	1:58.16	2:37.81			
-	3	37.11	1:16.32	1:57.55	2:38.03			
	4	35.88	1:15.15	1:55.65	2:34.84			
	5	35.50	1:16.57	2:01.25	2:44.69			
	6	35.78	1:14.74	1:56.34	2:37.76			
	7	35.00	1:13.46	10000	2:31.74			
	8	36.30	1:14.86	1:55.14	2:36.58			
	9	37.03	1:17.35	1:59.11	2:41.38			
	10							
		i	i	Team Sco	ores <ct< td=""><td>rl-Y: Replace Team</td><td>Scores with Recor</td><td>ds&gt;</td></ct<>	rl-Y: Replace Team	Scores with Recor	ds>
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JD	: Ctrl-J		Race #	‡:F2		List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
100								

#### 4-8. Entering Times By Hand

It is important to know how to enter times by hand. Some meets are held without an electronic timing system, the most typical being a mini meet. Another situation might be when there is total failure of the electronic timing system.

#### 4-8-a. Typing Times

To enter times by hand, simply type the time without colons or periods. Use mouse or arrows to move among lines. The graphic below shows times for Heat 2 of Event 11 with times entered by hand.

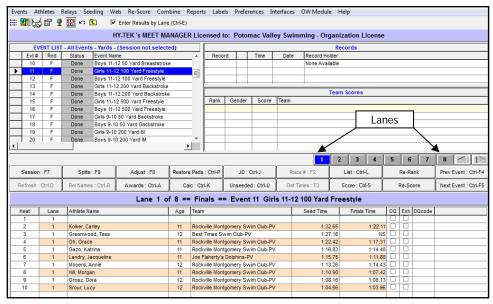
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		ENT LIST	- All Events	- Yards -	(Session	not selec	ted)								Records							
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	11	F	Done			d Freestyle		E														
	12	F	Done			d Freestyle																
	13	F	Done			Backstrok					_				Feam Scor	~~						
	14	F	Done			d Backstrok	e		Rank	Gender	Sco	re Team			ean SCOP	<b>c</b> 5						
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		Casimates					ockville Mor						:29.66		1:17.71				1	51		
	3 (	Collins, Err	ma			11 J	oe Flaherty	s Do	Iphins-PV	,		1	:29.29		1:47.97				7	72		
	4 E	Bartolome	Isabella			11 P	otomac Mar	lins-	PV			1	:28.25		1:23.05				4	63		
	5 J	Jayaseker	a, Ashani			11 F	ockville Mor	ntgoi	mery Swir	m Club-PV		1	:28.91		1:25.62				5	70		
	6 1	Matteson,	Julia			12 E	est Times S	wim	Club-PV			1	:29.41		NS							
	7 9	Shonat, Tr	istan			11 F	Rockville Montgomery Swim Club-PV					1	:30.13		1:20.62				2	58		
	8 \	Ward, Sar	ah			12 E	est Times S	wim	1 Club-PV			1	:33.40		1:28.01				6	71		

#### 4-8-b. Results by Lane

For meets without electronic timing, we recommend that you enter results by lane. Doing this makes it easier (and less mistake-prone) to enter times from each lane timer sheet all at once instead of shuffling back and forth among heats or timer sheets.

CLICK the checkbox to the left of "Enter Results by Lane."

As shown in the graphic below, the gray heat boxes become the lanes. Athlete names should match the names on the lane/timer sheet for Lane 1.



#### 4-9. Check Disqualifications and No Swims

In this example, the swimmer in Lane 5 has been disqualified because he did a downward butterfly kick during breaststroke. The swimmer in Lane 10 did not swim the race.

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	65	P	Done		Under 200 Yard Butte		2	-		-				5	39.0									
	66	P	Done		der 200 Yard Butterfly		2		-					6	39.6									
	71	Ρ	Done		Under 100 Yard Breat		3	-	-	-				7	40.5									
	72	P	Done		der 100 Yard Breastst		2			-				8	42.5									
	73	P	Done		2 100 Yard Breaststro	ke	4		-					9	46.4									
	74	P	Done		00 Yard Breaststroke		3		•					10	-		iS							
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	90	P	Done		2 200 Yard Freestyle		5		:					-										
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2		ng. Core		10	Rockville Montgomery	y Swim Club-		1:33.			29.71 L			1:25		29.59	_		10	A				
		re, Tanna	er J	9	The Fish-PV			1:31.6			30.26			1:30		30.24	-		13					
3		, Yoav		10	Rockville Montgomery			1:26.		1	24.34 L		1	1:24		24.23		2	5	A				
4		Jason E		10	Rockville Montgomery	/ Swim Club-		1:21.			20.49			• 1:20	49 1	20.53			_					
4 5			ndrew S	10	The Fish-PV			1:22.			21.88			Atematin	Mark he									
4 5 6				10	Rockville Montgomery Hydro-Sonic Tiburone			1:30.4			27.19 L		38			east ick - breast					18-			
4 5 6 7	Gola			10				1:32.1			32.64					/ kick - brea								
4 5 6 7 8	Gola	ams, Mich						4.9.4.4								st					-			
4 5 6 7 8 9	Gola Willia Dietr	ich, Matt	thew B	10	Rockville Montgomery	Swim Club-		1:34.0			34.40			Scissors										
4 5 6 7 8	Gola Willia Dietr	ams, Mich	thew B			Swim Club-		1:34.		-	NS [		30	Hands bro	ught beyo			stroke	t - bre	rast				
4 5 6 7 8 9	Gola Willia Dietr	ich, Matt	thew B	10	Rockville Montgomery	Swim Club-							30 38 3F	Hands bro Non-simul	ught beyo aneous a	rms - breas	t		t - bre	rast				
4 5 6 7 8 9	Gola Willia Dietr	ich, Matt	thew B	10	Rockville Montgomery	Swim Club-							3D 3E 3F 3G	Hands bro Non-simul Arms two	ught beyo aneous a strokes u	nms - breas inderwater	t - breast		t - bre	rast	E			
4 5 6 7 8 9	Gola Willia Dietr	ich, Matt	thew B	10	Rockville Montgomery	Swim Club-							30 38 3F	Hands bro Non-simul Arms two Arms not	ught beyo aneous a strokes u n same ho	nms - breas inderwater prizontal pla	t - breast ine - brea		e - bre	ast				
4 5 6 7 8 9	Gola Willia Dietr	ich, Matt	thew B	10	Rockville Montgomery	Swim Club-							3D 3E 3F 3G	Hands bro Non-simul Arms two	ught beyo aneous a strokes u n same ho	nms - breas inderwater prizontal pla	t - breast ine - brea		t - bre	ast	•			
4 5 6 7 8 9	Gola Willia Dietr	ich, Matt	thew B	10	Rockville Montgomery	Swim Club-							3D 3E 3F 3G	Hands bro Non-simul Arms two Arms not	ught beyo aneous a strokes u n same ho	nms - breas inderwater prizontal pla	t - breast ine - brea		t - bre	nast	•			

#### 4-9-a. DQ (Disqualification)

- Make Timing Adjustments before recording disqualification
- Make sure you have a DQ card. Double check Event Number, Heat, and Lane. (Note: if the name of the swimmer entered into the event/heat and lane does not match the event, heat and lane noted on the DQ slip, inform the AO who will inform the referee.)
- Click DQ checkbox.
- Click the pull down menu in the DQ code column and highlight the infraction. If you are unsure of the correct code, ask for help.
- Do not delete the finish time.
- Staple DQ card to Timing System printout for the heat in which the DQ occurred.
- After you preview results (see 4-10), double check the name on each DQ card against the results to ensure that the DQs were properly entered.
- After each event, the deck referee usually "closes out" the event by reporting the number of DQs and NSs to the AO. Check that these numbers match the results.
- Note that tying "Q" in the Finals Time is a shortcut for typing "DQ"

#### 4-9-b. No Show and DQ Columns

Meet Manager6 has three columns for the number of No Shows and DQs in each event. The columns are titled NS, DQ, and DFS. NS shows the number of No Shows, DQ shows the number of regular DQs while DFS shows the number of Declared False Starts.

#### 4-9-c. NS (No Swim)

- NS should be filled in when the Timing System times are brought over.
- If NS is not automatically filled in,
  - Check to see if there are backup buttons. Sometimes the pad time does not register.
  - Also check to see if the Timing System Printout has registered backup times.
  - Work with the AO to adjust times. Sometimes you'll need to Type "NS." (Note "S" can by used as a shortcut)
- After you receive the lane timer sheets, you can review the results by lane by clicking "enter results by lane" at top of run screen. This changes the "heat" buttons in the middle of the screen to "lane" buttons (in this example, lanes 1-10). The display below will now show all swimmers in the event who swam in a particular lane (lane 4 in this example). Compare the results for each lane with lane timer sheets, ensuring that all NS are properly recorded. Keep track of the total number of NSs for the event.
- Preview results (4-10), and ensure that the number of NSs you previously counted is the same as the number of NSs indicated in the results
- The deck referee will typically "close out" an event by reporting to the AO the number of DQs and NSs. Check that these numbers match with the results.

		Relays See		Score	Combine Reports Labels	Preference	s Interface	es OW M	1odule Mee	et Mob	ile Help						66
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7			Girls 11-12			7	28			- Q.							
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at	Lane	Athlete Name			Team		Seed Time					code Backup 1					
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_	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		
	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		
	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		
	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		
_	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		
	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		
_	4 4 4 4 4	Ceely, Made Elliott, Sarah Roberts, Zoe Zonghetti, A Uchman, Oliv	yn I E 9 B shley C ria V	11 11 11 12 12	Rockville Montgomery Swin Rockville Montgomery Swin Rockville Montgomery Swin Tollefson Swinming-PV Rockville Montgomery Swin	n Club- n Club- n Club- n Club- n Club-	40.8 38.6 36.9 35.5 33.8	85 82 92 91 92 92	36.23 39.29 38.70 37.26 32.84				39.37 38.61 37.52 32.82	39.3 38.5 37.3 32.9	2 9 0 6		

# 4-10. Score/List and Print Results

Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctri-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
Refresh : Ctri-D	Rel Names : Ctri-R	Awards : Ctri-A	Calc : Ctri-K	Unseeded : Ctri-U	Get Times + F3	Score : Ctrl-S	Re-Score	Next Event : Ctri-F5
4-10-a.	Preview Res	sults						
	List to show res heats of a prelin meet that is no OR Score to show s heats of a prelin results of a time	ms/finals me t scored. cored result ms/finals me	eet or for a sof final					
4-10-b.	Print Result	S						
	Printer icon at t preview to prin copies. Ask the should be prod Make sure you event paperwo	t. Choose n AO how ma uced for eac keep one co	umber of any copies h event.					
	■ to close and screen.		e Run					

Repeat Steps 4-3 through 4-10 for each heat until the event is finished.

## 4-11. Assemble Paperwork for each Event

Staple paperwork for each event and place in box or folder with other event results.

- 1. Copy of results on top,
- 2. Timing System printouts, with reseed forms and DQ slips stapled to corresponding heat.
- 3. Lane/timer sheets,
- 4. Any other notations pertaining to the event. When in doubt, don't throw it out.

## 4-12. Move to Next Event

After completing last heat,

CLICK Next Event.

											1	2	3	4	5	6	7	$\leq$	$\square$
Ses	sion : F7	Splits : F9		Adjust : F8	Restore Pads	: CtrI-P JD : (	Ctrl-J	Ra	ace #	: F2		List : Ctrl-L			Re-Rank		Prev E	vent :	Ctrl-F4
Refre	sh : Ctrl-D	Rel Names : Ctr	ri-R	Awards : Ctrl-A	Calc : Ctrl	-K Unseede	d : Ctrl-U	Get	Time	s : F3		Score : Ctrl-	s		Re-Score		Next E	vent :	Ctrl-F5
				Heat 7	of 7 == Fi	nals == Eve	nt 55 Gi	rls 9-1	10 5	0 Ya	rd But	terfly				Ĩ			
Lane	Athlete Nam	e	Age	Team		Seed Time	Finals T	ïme	DQ	Exh	DQcode	Backup 1	Bac	kup 2	Backup	B HPL	. PL	Pts	
1	Matusek, Elli	e E	10	Rockville Montgom	ery Swim Club-	39.65		36.62				36.49	9	36.51		3	4		
2	Alok, Akanks	sha *	10	Potomac Marlins-P	v	38.48		38.09				38.0	3	37.90		5	7		
3	Gload, Kriste	en L	9	Rockville Montgom	ery Swim Club-	35.93		38.30				38.17	7			6	8		
4	Forte, Briani	na L	10	Rockville Montgom	ery Swim Club-	31.95		31.48				31.39	9	31.36		1	1		
5	N'Gambwa,	Amina J	10	Rockville Montgom	ery Swim Club-	35.07		33.79				33.6	3	33.64		2	2		
6	Knapp, Sydi	ney E	10	Joe Flaherty's Dol	ohins-PV	37.38		37.61				37.3	3	37.39		4	5		
7	Nosal, Paige	E	10	Rockville Montgom	ery Swim Club-	39.36		39.52				39.10	5	39.73		7	10		
8	Diederich, C	iara M	10	Potomac Marlins-F	v	40.15		NS											

# 4-13. Color System for Heat Buttons

Gray means that the heat has entries without results

Green means the heat has results for every lane/position and there are no problems

**Red** means that the heat has results for every lane/position, but there are problems with one or more lanes **Blue** means that the heat is the selected heat and there are either no results in any lanes or there are full results with no problems

Yellow means the heat is the selected heat, has full or partial results, but there are either problems with one or more lanes or one or more lanes are missing results

Contraction of the	• Disable	🔢 🗠								F	Y-TEK 's	MEET M	ANAGE	R Lice	nsed	to: RM	SC - 1	MCRD			6	
			EVENT L	IST - Saturday Prelima	128U - Yar	ds - (Se	ssion 6	5)			Sec. 1									Splits		
Evt#	Rnd	Status	Event Name				NS C		s	12.5	SN 2 CONT	Lan	50		100	150	2	200	Section and the			Same and the set
57	F	Scored	Women 11-1	2 200 Yard Freestyle Re	lay	1	-					1						NS				
58	F	Scored	Men 11-12 2	00 Yard Freestyle Relay		1	-		-			2	3	4.33	1:12.78	1:51.7	8 2	28.28				
59	F	Scored	Women 10 8	Under 200 Yard Freest	le Relay	1	1					3	3	4.44	1:12.50	1:51.7	1 2	27.59				
60	F	Scored	Men 10 & Ur	der 200 Yard Freestyle	Relay	1	-		-			4	3	2.93	1:10.24	1:48.2	2 2	24.50				
65	P	Done	Women 12 8	Under 200 Yard Butterf	y .	2	-					5	3	1.18	1:05.94	1:42.0	4 2	16.28				
66	P	Done	Men 12 & Ur	der 200 Yard Butterfly		2	-		-			6	3	2.97	1:08.74	1:45.7	0 2	20.76				
71	P	Done	Women 10 8	Under 100 Yard Breast	stroke	3	-					7	3	2.75	1:09.84	1:47.4	1 2	24.27				
72	P	Done	Men 10 & Ur	nder 100 Yard Breaststro	ke	2	1	1 -	-			8	3	3.73	1:11.70		2	26.90				
73	P	Done	Women 11-1	2 100 Yard Breaststroke		4	2					9	3	5.62	1:16.19	1:58.7	9 2	39.32				
74	P	Done		00 Yard Breaststroke		3						10			1:15.77							
79	P	Done		Under 50 Yard Backstro	ke	4										-	-					
80	P	Done		der 50 Yard Backstroke		4											-					
81	P	Done	Women 11-1	2 50 Yard Backstroke		4		1 -						1000	-							
82	P	Done		0 Yard Backstroke		3							1000		0.000	12.20	1634			<ctrl-y: records="" replace="" td="" tea<="" with=""><td>m Scores&gt;</td><td>10.00</td></ctrl-y:>	m Scores>	10.00
87	P	Done		Under 200 Yard Freest	/e	3							cord		me	Date		cord Hol				
68	P. P.	Seeded		ider 200 Yard Freestyle			2			1000	0705527653	PVS				3/17/201						
89	P	Done		2 200 Yard Freestyle		5						PVS	Residen	8 2	02.41	3/31/201	1 Sar	njay Wije	sekera			
90	P	Done		00 Yard Freestyle		5	1					_										
95	F	Scored		2 400 Yard Medley Relay	1	1						-										
96	F	Scored		00 Yard Medley Relay		1																
181	F	Done		2 50 Yard Backstroke St	wim-off	1						-										
		(Westernation)				+		-									_					
			1			-		-	-					_								
						1		-									_					
			1			1		-	-			_										
		210202020202	1			1	Land,	1111000		23322232	2233222322233	and areas			d.							
																					2 -3-	4
C.	asion : F	,	1000000	Solts : F9		Adjust : F	0		Deeto	ca Dad	S CITLP		107	D Child	100.00			Race	N / 62	List : Ctri-L	Re-Rank	Prev E
30	99001.1		1.000	Spilla . Fa		-upat . r		1992	Hesio	le rau	a. corr			U. Caro				Mace		LIST. CEPL	He-Malik	FIEVE
Refr	esh : Ctri	-0	Rel	Names : Ctri-R	Aw	ards : C	rŀA		C	alc : C	tri-K		Unser	eded : C	trI-U			Get Tin	ios : F3	Score : Etrl-S	Re-Score	Next E
								Hea	t 3 of 4	1	Prelimin	aries =	= Eve	nt 88	Men	10 and	Und	der 20	Yard Free	style		
e Ath	lete Name		4.00	Team		Seed			elims Time													
	hler. Even		10	Rockville Montgomery	Swim Club.	0000	2:34.3			0		over over	101	Chap L	- Cart	ap o 1 in		- College				
	e, David		9	Rockville Montgomery 5			2:32.4		2 28 28			- 23	8.25	2 27.98			15					
	ch, Joshu		10	Rockville Montgomery		1.0100.000	2.29.4		2.27.55					2 27 64			14					
	Ifson, Jos		9	Rockville Montgomery			2.24.8		2.24.50					2:24.35			10					
	chod. Ber		10	Rockville Montgomery			2:13.6		2:16.28					2:16.24			1					
	thell, Cole		10	Rockville Montgomery		NV/NORTH	221.3		2.20.76					2:20.68			5					
	n, Konno		9	Rockvile Montgomery			2.26.0		2.24.27					2.24.34			9			~~~~~		
			10	Rockville Montgomery 1			2:30.4		2.26.90					2:26.85			12					
	Brine O																					
Ju,	Brian Q		10	Rockville Montgomery 3			2.33.8		2:39.32					2:39.35			22					

# 5. ADD, REMOVE, MOVE IN RUN SCREEN

Once a meet is underway, you may not change a swimmer's heat, event, or lane without the referee's written authorization on a Referee Reseed form.

# 5-1. Add Swimmer

The Reseed form below instructs Hy-tek operator to enter Bradley Beach into Event 56/Heat 1/Lane 6.

	REE RESI			re correct	
ATHLETE'S N	Bradl	ey Bea	ch MEET ID	CLUB	
FROM	EVENT#	HEAT#	LANE#		
то	EVENT#	HEAT#	LANE#		
DECK SEED	PLACED IN EVENT#	56 <sub>/ HEAT#</sub> _1	_/ LANE #6		

CLICK	Adjust.	Session : F7	SCR Sheet : F9	Adjust : F8
	Make sure lane is empty. If not, remove	Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A
	swimmer as illustrated in the next section.			

EITHER PUT CURSOR DBL CLICK SCROLL CLICK	in Lane 6. to reach "Athlete List" pop-up menu. until new swimmer is highlighted. OK to enter swimmer into lane.	S Preview / Adjust     Save Add Heat Delete Empty Heats Switch Heats Athletes Help     X     Save Add Heat Delete Empty Heats Switch Heats Athletes Help     X     Y
CLICK	Save to return to the Run Screen.	10         2         2         Pham, LP N         Ayala, Manuel M3           11         3         Wacher, Thomas D         Battome, Alam M3           12         4         Matinez, Kenny B         Battome, Alam M3           13         5         Battome, Alam M3         Battome, Alam M3           14         2         6         Dommalpacit, Abhi 1         9         Exect Strategy M3           15         7         Dodh, Ethan J         9         EMSC.PV         NT           16         2         8         Duck, Dafy         9         UNA1-FV         NT
OR		5. Preview / Adjust
	Eligible Athletes at the top of the n to see a list of the swimmers who are	Save Add Heat Delete Empty Heats Switch Heats Athletes Help  C X 1 C Team  Hide Athletes  Konv Eligible Athentes  Eligible Athletes + Swim-ups  C Entered Only  Atternates Only
-	igible to compete in the event. You	Eligible Athletes
	so filter by team to make it easier to ne particular athlete.	1         Abroainov. Alexander         9         RMSC.PV         Rockville Montgomery Swim Club-PV           2         36         Abroainov. Alexander         9         PMAPV         Potential Science Mainteevent           3         6/5         A Drag Athlete Name to any open lane or double click the Athlete Name Ins.PV         Potential Science Mainteevent           4         Ayala, Manuel         9         RMSC.PV         Rockville Montgomery Swim Club-PV           5         5/3         Bothee, Ben B         10         PMAPV         Potenzie Mainteevent
DRAG swimr	ner's name to his/her assigned lane.	6         255         Bandome AlarD         9         FM -FV         Potomic Matrins-FV           7         Base, Nahan S         10         FM -FV         Potomic Matrins-FV           8         1/6         Bace, Nahan S         9         UNA TV           9         Black, Bradey B         9         UNA TV           9         Black, Declari FI         3         RMS-FV         Rock/wile Montgomey Swin Club-FV           10         Black, Matthew P         10         RMS-FV         Rock/wile Montgomey Swin Club-FV
Bradley Beach'	s name now appears in Lane 6.	D: Preview / Adjust
-	nistake, double click on the swimmer's ve and re-enter.	Save Add Heat Delete Empty Heats Switch Heats Athletes Help
CLICK Save t	o return to the Run Screen.	Row         Heat         Lane         Name         Age         Team         Time           1         2         3         1         3         Flarney, Jack P         9         RMSC-PV         NT         4         1         4         Patterson, Cameron W         9         RMSC-PV         NT         5         1         5         Krestein, Zachany A         9         RMSC-PV         NT         6         1         6         Beach, Bradley B         9         UNAT-PV         NT         7         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         7         1         1         1         1         1
	oom for Bradley in the heat (e.g. when	38 4 8 Martin, Zach P 12 RMSC-PV 2:27:03
	a heat replacing a swimmer who was a ew heat to act as a "holding place" for	
	in this example, Spring Lake) who was	39         4         9         Four, Gatriel A         12         RMSC-RV         2.2981           40         4         10         Sem, Leo W         12         RMSC-RV         2.34.13           41         5         1         RMSC-RV         2.34.13         14           42         5         2         2         2         2         2         2           43         5         3         4         4         5         4         Late, Spring M         9         UN         4           44         5         5         6         6         5         6         6         7         6         7         7         48         5         8         4         4         5         1<
	that swimmer to the newly created	40 3 5 47 5 7 48 5 8
	(or "S" as a shortcut) for his time in	43 5 3 50 5 10
the run menu. No Shows.	This enables to you accurately track	

# 5-2. Scratch Swimmer

In this example, Asbury Park will be scratched from Event 56/Heat1/Lane 1.

CLICK	Adjust.	C3. Prev	view / A	djust	No. August.					83
DBL CLICK	name of athlete to be scratched.				elete Empty Heats		thletes Help			
	A pop-up will ask for confirmation.	🔒 🗅 🤆 ню				Team	▼ etes + Swim-ups	C Entered Only	C Alternates	s Only
CLICK	Yes.					Boys 9-10 50 Yard	Butterfly Timed	Finals		
		Row	Heat	Lane	Name	Age	Team	Time		
CLICK	Save to return to the Run Screen.	1		1	Park, Asbury Lake, Spring	9	UNAT			
		3	-	3	Flannery, Jack P	Hy-Tek's Swim ME	ET MANAGER 3.	.0 ×		
		4	1	4	Patterson, Camer					
		5	1	5	Kresslein, Zachar					
		5		6	Beach, Bradley B River, Toms	Scratch Park, Ask	oury from heat 1	, Lane 1 ?		
		8	1	8	Thiver, Follis					
		9	2	1						
		10	2	2	Pham, LP N		Yes	No		
		11 12	2	3	Wachter, Thoma Martinez, Kenny I					
		13	2	5	Bartolome Allan D		PM.PV	I NII		

## 5-3. Move Swimmer

The Reseed form below instructs Hy-tek operator to move Daffy Duck from Event 56/Heat 2/Lane 8 to Heat 1/Lane 2. Such a move could be within a single event or from one event to another.

REFERE For combined/rese times are recorded	eded heats,					re correct	
ATHLETE'S NAME	Da	ffy D	uck		MEET ID	CLUB	
FROM	EVENT#	56	HEAT#	2	LANE# 8		
то	EVENT#	_56_	_ HEAT#	_1	LANE#		
DECK SEED PLAC	ED IN EVEN	T#	/ HEAT#	/	LANE #		

CLICK Adjust.

In this example, Spring Lake is in the Heat and Lane now assigned to Daffy Duck. You can drag and drop Daffy Duck into Spring Lake's heat and lane without removing Spring Lake. The swimmers will switch positions, thus allowing the program to accurate track no-shows. Be careful when doing this!

#### Warning

Drag and Drop can be used only when moving a swimmer within an event.

3. Prev	iew / Ad	djust					- 0 ×
Save	Add He	at De	lete Empty Heats Switch He	eats .	Athletes Help		
😐 n	$\mathbf{X}$ :	t 176	Team		-		
	· · ·	- 98			<u> </u>		
🖲 Hide	Athlete	s C:	Show Eligible Athletes 🛛 🗍 Eligi	ble Ath	letes + Swim-ups	C Entered Onl	y C Alternates Only
			Event 56 Boys 9-10 5	0 Yard	Butterfly Timed	Finals	
Row	Heat	Lane	Name	Age	Team	Time	
1	1	1					
2	1	2	Lake, Spring	9	UNAT-PV	NT	
3	1	3	Flannery, Jack P	9	RMSC-PV	NT	
4	1	4	Patterson, Cameron W	9	RMSC-PV	NT	
5	1	5	Kresslein, Zachary A	9	RMSC-PV	NT	
	1	6	Beach, Bradley B	9	UNAT-PV	NT	
7	1	7	River, Toms	9	UNAT-PV	NT	
8	1	8					
9	2	1					
10	2	2	Pham, LP N	10	PM-PV	NT	
11	2	3	Wachter, Thomas D	10	BTSC-PV	NT	
12	2	4	Martinez, Kenny B	9	RMSC-PV	NT	
13	2	5	Bartolome, Allan D	9	PM-PV	NT	
14	2 2 2 2 2	6	Dommalapati, Abhi *	10	PM-PV	NT	
15	2	7	Opdahl, Ethan J	9	RMSC-PV	NT	
16	2	8	Duck, Daffy	9	UNAT-PV	NT	
17			Donoghue, Nathan A	10	RMSC-PV	1:03.71	
18	3	2	Jiang, Kevin	9	RMSC-PV	59.49	
19	3	3	Jones, Kyle N	9	RMSC-PV	57.17	
20 21	3	4	Chichester, Dalton R	10	PM-PV PM-PV	55.30 56.55	
21	3	5	Ellis, Ted S Abruzzo, Jake B	9	PM-PV PM-PV	55.55	

Staple Reseed Form to appropriate Timing System printout.

*Important note*: If the heat has already been swum and times pulled and you subsequently add, remove, or move swimmers, you will need to pull the times again for each heat that is affected. If there was a NS in that heat, you may need to delete the "NS" from the Finals Time before pulling the times again.

# 6. GENDER BLENDING AND ADDING HEATS

# 6-1. Men & Women in Same Race

Sometimes the AO or the Referee will move male swimmers into the same heat with female swimmers or vice versa. In this example, the AO or Referee has told you that the swimmers in Event 6, Lanes 3 and 5 are not at the meet. To save time, the swimmer in Lane 4 (Andrew Pickup) will swim with the girls in Event 5, Heat 1.

Event	5 Girls 11-12 200	Yard IM			
Lane	Name	Age	Team	Seed Time	
Heat	1 of 4 Finals				
3	Falkenstein, Emma	11	RMSC-PV	NT	
4	Baruch-Fry, Abigail	12	RMSC-PV	NT	
5	Post, Rachel	12	RMSC-PV	NT	
6	Hukill, Anna	12	BTSC-PV	NT	
Event	6 Boys 11-12 200	Yard IM			
Lane	Name Age		Team	Seed Time	
Heat	1 of 3 Finals				
3	Afolabi-Brown, Greg	ory 11	RMSC-PV	NT	
4	Pickup, Andrew	11	PM-PV	3:45.99	
5	Wen, Jonathan	11	PM-PV	NT	

In most situations, the Referee will tell you the lane where Andrew will swim, but you might be asked to assign a lane. The rule of thumb is that males and females should be separated by a lane. Since Lanes 3, 4, 5, and 6 in Event 5 are occupied, Andrew could swim in either Lane 1 or 8 (or 2 or 7, if necessary). In this example, Andrew will swim in Lane 1.

Even though Andrew will swim with the girls in Event 5, Heat 1, his time must be included with the results for Event 6. To do this,

CLICK Event 6, Heat 1 from the Run Screen.

MOVE Andrew Pickup to Lane 1 in Heat 1 by DRAGGING & DROPPING.

														1 2	3			N
Sess	ion : F7	Splits : F9		Adjust : F8	Restore Pads : 0	trI-P JD : Ct	rI-J	Rac	:e # : F	2	Li	st : Ctrl-L	Re	-Rank	Pre	v Event	t : Ctrl-	-F4
Refres	h : Ctrl-D	Rel Names : Ctrl-	R 🖌	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded	: Ctrl-U	Get T	imes :	F3	Sc	ore : Ctrl-S	Re	-Score	Nex	t Event	t : Ctrl-	-F5
				Heat	1 of 3 == F	inals == Eve	ent6 E	Boys 11	1-12	200	Yard II	Л						
Lane	Athlete Name		Age	Team		Seed Time	Finals	Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
1	Pickup, Andr	ew	11	Potomac Marlins-	PV	3:45.99												
2																		
3	Afolabi-Brow	n, Gregory	11	Rockville Montgo	mery Swim Club-	NT												
4																		
5	Wen, Jonath	an	11	Potomac Marlins-	PV	NT												
6																		
7																		
8																		

### CLICK Event 5, Heat 1.

CLICK Get Times:F3.

When you bring the times into Meet Manager, you will receive an error message (see sec 4.6) because the Timing System expected that there would be a swimmer in Lane 1.

- CLICK OK. Keep the Timing System printout handy.
- CLICK Event 6, Heat 1.
- CLICK Race #:F2.

TYPE the same Race Number generated by the Timing System for Event 5, Heat 1.

You will receive the same error message as for Event 5, Heat 1 because the Timing System expected that there would be swimmers in Lanes 3, 4, and 5. In addition, you will receive another error message (see following page for picture) indicating that you have already pulled this race number. Confirm that this is what you meant to do.

# **PVS Meet Manager 6.0 Handbook**

ata as was pulled in on t	he prior Get
Yes	No

CLICK OK.

TYPE NS in Lanes 3 and 5, and return to processing Event 5.

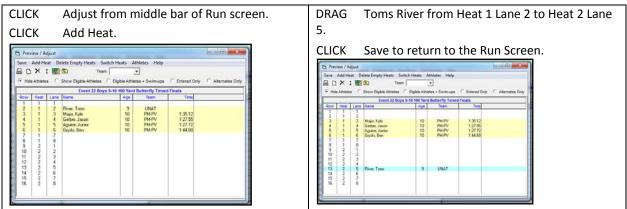
## 6-2. Missed Event—Add Heat

A typical example of when you might need to add a heat is when a swimmer misses his/her race and the Referee places that swimmer into an empty lane in a different event.

### WARNING

Do not make any changes to a swimmer's event, heat, or lane assignment without a Reseed Slip authorizing a change.

In this example, Event 22, Boys 9-10, 100 Fly has one heat, and Toms River from Lane 2 has missed the heat. The Referee has decided Toms can swim in Heat 3/Lane 5 in event 23. Add Heat to Event Swimmer Missed



## 6-2-a. Process Event in which swimmer actually swam

Bring times into Toms River's new event and heat (Event 23, heat 3) as shown in 4-4 and make timing adjustments in coordination with AO.

The Timing System will alert you that it received an incorrect number of swimmers as shown in 4-6. There should be a time in Lane 5, but it will not be recorded since there will not be a swimmer in that lane. (Toms Rivers replaced the swimmer who was supposed to swim in Event 23, heat 3, lane 5; if that lane has the name of a swimmer, type NS for the results of that heat and lane).

CLICK OK to bring over the times.

MOVE to the next heat and/or finish the event.

### 6-2-b. Bring Time into Added Heat for the event in which swimmer is entered

Return to Event 22. CLICK Heat 2.

CLICK Race # from the middle bar.

TYPE same Race Number that was used for Toms River's new heat (Event 23, heat 3).

Just as for Toms River's new event, the Timing System will alert you that it received an incorrect number of swimmers as shown in 4-6 and that you have already pulled this race number. There should be a time in Lane 5, and it will appear in Toms River's lane.

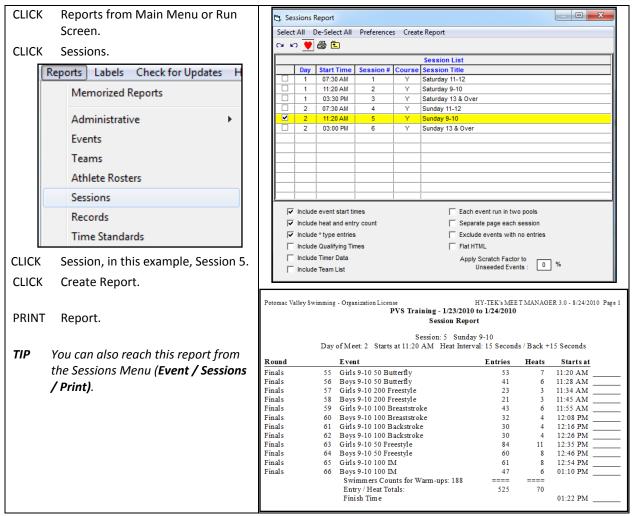
CLICK OK to bring over the times and make any timing adjustments as directed by AO.

MOVE to the next heat and/or finish the event.

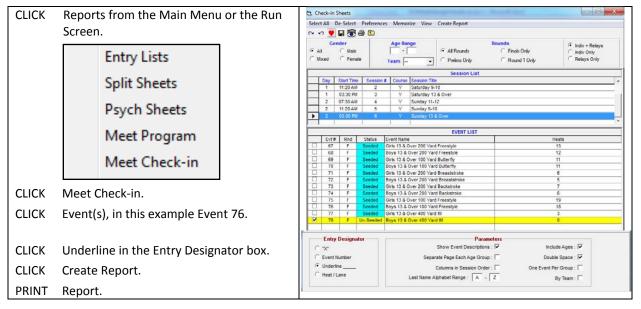
Double check to see that Toms River's time is included in the results.

# 7. **PRINTING REPORTS**

# 7-1. Time Line



### 7-2. Check-in Sheet



# 7-3. Award Labels

# 7-3-a. From the Run Screen

# Set Up Labels

CLICK Labe	els.	Preferences Interfaces OW Module Help	Award Label Preferences
SELECT Awa	rd Labels.	Award Labels	For Run Menu Award Type (* Standard
SELECT		Backup Times Report Preferences Ctrl-Z	C By Heat
Award Type	usually "Standard."	Results for List and Score	Laser Dot Matrix © 3 × 10
Selection	usually Laser 3 x 10	Run Screen	C A4-UK C A4-AUS
Print Method	recommend selecting "Preview on screen first."	Team Scores on Run Menu Screen Web Real-Time	Print Method     Print directly to printer     Preview on screen first     Print only when page full     Warn if page not full
CLICK	Close to save and return to the Run Screen.		Relay Athlete Names (0-8): 4

## Print Labels

CLICK Event for	which you want	to print labels.	C Print/Export Reports	tion makes the first one looper	
CLICK "Awards" for only a in the Ru	single event fror	can print labels n the Awards box	Preview Place: 1st Time: 1:31.99 #14 Men 200 Yard Medley Relay	Place: 1st Time: 1:31.99 #14 Men 200 Yard Mediey Relay	Place: 1st Time: 1:31.99 #14 Men 200 Yard Medley Relay
Session : F7	SCR Sheet : F9	Adjust : F8	Tremols, Nicholas 18 Curl Burke Swim Club-PV - A 3/26/2010 2010 SE Speedo Champions Series	Sullivan, Dolan 19 Curl Burke Swim Club-PV - A 3/26/2010 2010 SE Speedo Champions Series	Hu, Philip 15 Curl Burke Swim Club-PV - A 2010 SE Speedo Champions Seri
Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A		Awards : Ctrl-A	Place: 1st Time: 1:31.99 #14 Men 200 Yard Medley Relay Katis, Charles 17	Place: 2nd Time: 1:33.65 #14 Men 200 Yard Medley Relay Dee, Jonathan 21	Place: 2nd Time: 1:33.65 #14 Men 200 Yard Medley Relay Munch, Richard 16
CLICK Printer icon. CLICK ⊠ to close and return to Run Screen.			Curl Burke Swing Club.PV - A 3126200 2010 SE Speedo Champions Series Place: 2nd Time: 13365 #14 Mae 200 Yard Mrdley Balay Purtam, Charles 17 Machine Aquates-PV - A 3262010 2010 SE Speedo Champions Series Place: 3rd Time: 13422	Machine Aquatics-PV - A 3/26/2010 2010 SE Speedo Champions Series Place: 2nd Time: 133365 #14 Men 200 Yard Medley Relay Fiala, Chrisopher 17 Machine Aquatics-PV - A 3/26/2010 Machine Aquatics-PV - A 3/26/2010 Place: 3nd Time: 13422	Machine Aquatic.PV - A 3/26/2 2010 SE Speedo Champions Serie Place: 3rd Time: 1:34.22 #14 Men 200 Yard Medley Relay Du, Jonathan 17 Allegheny North Swim Club-AM 2010 SE Speedo Champions Serie Place: 3rd Time: 1:34.22
			r Hace's rot Time: 1:34.24 #14 Man 200 Yarad Medley Relay Buerger, Mathew 16 Allepterny North Swin Club-AM - A 3/21 2010 SE Speedo Champions Series	Place: 3rd 11me 1:34.22 #14 Men 200 Yard Medley Relay Burger, Jonathan 18 Allegheny North Swim Club-AM - A 3/24 2010 SE Speedo Champions Series	Place: 3rd Time: 1:34.22 #14 Men 200 Yard Medley Relay Waugh, Mark 17 Allegheny North Swim Club-AM 2010 SE Speedo Champions Serie

# 7-3-b. Batch Printing From Run Screen or Main Menu

CLICK	Labels from top bar of the Run Screen or the Main Menu.		rd Label All De-		Preferences	Memorize View Create Labels				
		<b>C</b> I 10	💌 🖬	a 👼 d	ð 🗈					
	Reports Labels	⊙ All ⊂ Mix	Gende ( ed (	er Male Female		C All Rounds		nals Only ound 1 Only	Indiv + Relays     Indiv Only     Relays Only	
SELECT	Label and Award Type; number of					Session List				
	places and relay names.			tart Time	Session #	Course Session Title Y Friday Time Trials Afternoon				
	places and relay names.					EVENT LIST				
CHECK	Events you want to print. They		Evt#	Rnd	Status	Event Name		ts Printed		
CHECK	, , ,		3	F	Scored Scored	Women 200 Yard Freestyle Men 200 Yard Freestyle	3			
	turn yellow.		5	F	Scored	Women 100 Yard Breaststroke	3			
CUECK	Defects of the theory induction of the second	<b>V</b>	6	F	Scored	Men 100 Yard Breaststroke	3			
CHECK	Printed in the right column.		7	F	Scored Scored	Women 100 Yard Butterfly Men 100 Yard Butterfly	3			
CLICK	Constant all the second survey down		9	F	Scored	Women 400 Yard IM	3			
CLICK	Create Labels to see a preview.		10	F	Scored Scored	Men 400 Yard IM Women 800 Yard Freestyle Relay	3			
CLICK	Printer icon to print.		12	F	Scored	Men 800 Yard Freestyle Relay	8			
CLICK	🗷 to return to previous screen.	-	Laber	el Selecti	on	Award Type			- Sort By	
		3 x			-	C Time Standard Achievement		Event		
In the exa	ample, Events 3 and 4 are checked	· ·			<u> </u>	C Personal Best Use NT	C Session Order			
nrinted	Events 5 and 6 are highlighted to be		Dot-Matr	rix		C By Heat		C Team/	Athlete	
•	00	110	ĸ 3.5"		-	C Exhibition Swims		C Athlet	e	
printed and checked. This helps you keep			dividual P	Nacco - [	-	C Participation T Exclude Place Range				
track of v	vhich events have been printed.				1 - 8	C Record Breaker				
	men events have been printed.		Relay P	aces :	1 - 3	Relay Athlete Names (0-8) : 4				

# 8. RELAYS

# 8-1. From the Relay Screen

## 8-1-a. Enter Relay into Event

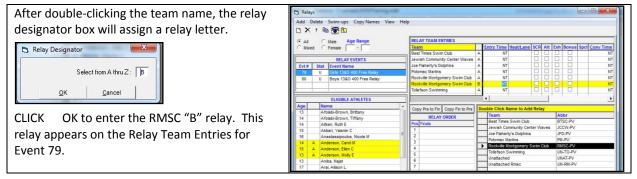
In this example, a second RMSC team relay will be entered into Event 79.

CLICK Relays from the Main Menu or the top bar of the Run Screen to reach the "Relays" screen.

CLICK Event on which you want to work, in this case Event 79.

DBL CLICK on the team name in the bottom right corner, in this case RMSC.

🔄, Relays													
Add De	ete Swim-ups Copy Names View I	Help	)	_									
DX ·	t 🗈 🗑 🖻												
• AI	C Male Age Range		RELAY TEAM ENTRIES										
C Mixed	C Female -		Team		Entry Time Hea	at/Lane S	CR	Alt	Exh	Bonus	Spcl	Conv Time	
	2	_	Best Times Swim Club	Α	NT							NT	
RELAY EVENTS Jewi		Jewish Community Center Waves	Α	NT	] [						NT		
Evt #	Stat Event Name		Joe Flaherty's Dolphins		NT	[						NT	
79	U Girls 13&O 400 Free Relay		Potomac Marlins		NT	[						NT	
80	U Boys 13&O 400 Free Relay		Rockville Montgomery Swim Club		NT							NT	
			Tollefson Swimming		NT	[						NT	
	ELIGIBLE ATHLETES				•	1						Þ	
Age	Name	^	Copy Pre to Fin Copy Fin to Pre	D	uble Click Name	e to Add F	Relay	,					
14	Kolanowski, Anna M			Team						Abbr			
14	Kolker, Sydney		RELAY ORDER	F	Best Times Swim Club					BTSC-PV			
13	Kondis, Kyra N		Pos Finals		Jewish Community Center Waves				JCCW-PV				
16	Kovalcik, Anna T		1 Anderson, Ellen C		Joe Flaherty's Dolphins			JFD-PV					
14	Kozorosky, Paulina M		2 Banks, Kacey L		Potomac Marlins			PM-PV					
18	Kuperberg, Jordan M		3 Anderson, Carol M		Rockville Montgomery Swim Club			RMSC-PV					
17	Ladas, Joanna M		4 Anderson, Molly E		Tollefson Swimming					-TO-PV			
15	Laceitar Avaril		5	1	- Oliotaon o Will	ig			100				



### 8-1-b. Enter, Remove, and Rearrange Relay Swimmers

DBL CLICK name of each "B" relay swimmer,

OR

DRAG each swimmer's name from the Eligible Athletes list to the Relay order box.

As each "B" relay swimmer is selected, the name moves to the Relay Order box, and a "B" will appear beside the name.

Note that a letter "A" appears between ages and names of "A" relay swimmers to prevent a single swimmer from inadvertently being entered in two relays.

#### To Remove Relay Swimmer,

DBL CLICK swimmer's name on the "Relay Order" box.

### To Rearrange Relay Swimmer Order,

DRAG & DROP names within the "Relay Order" box until the order is correct.

#### To Return to the Main Menu or Run Screen, **Ea** • •

. . .

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CLICK	🗷 in top-right corner.										
🔄 Relays	the Completence	and the second sec		-							
Add Dele	te Swim-ups Copy Names View He	lp									
	h 🐻 🖻	•									
• AI	C Male Age Range	RELAY TEAM ENTRIES									
C Mixed	C Female -	Team		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spcl	Conv Time
	P	Best Times Swim Club	А	NT							NT
	RELAY EVENTS	Jewish Community Center Waves	Α	NT							NT
Evt # S	tat Event Name	Joe Flaherty's Dolphins	Α	NT							NT
79	U Girls 13&O 400 Free Relay	Potomac Marlins	Α	NT							NT
80	U Boys 13&O 400 Free Relay	Rockville Montgomery Swim Club	Α	NT							NT
		Rockville Montgomery Swim Club	В	NT							NT
	1	Tollefson Swimming	Α	NT						-	NT
	ELIGIBLE ATHLETES			•							•
Age	Name 🔺	Copy Pre to Fin Copy Fin to Pre	Do	uble Click N	lame to Add	i Rela	w				
14 A	Anderson, Carol M		F	Team			·)	A	obr		/
15 A	Anderson, Ellen C	RELAY ORDER	F		s Swim Club			_	SC-PV		ı
13 A	Anderson, Molly E	Pos Finals	F	Jewish Co	mmunity Cen	ter W	aves	JC	CW-PV		
13	Aniba, Najet	1 Arai, Allison L 2 Arai, Jennifer L		Joe Flaher	ty's Dolphins			JF	D-PV		
17 B	Arai, Allison L	3 Bauer, Samantha D		Potomac M	larlins			PN	I-PV		
15 B 15	Arai, Jennifer L	4 Benjamin, Ali D	┍	Rockville N	lontgomery S	Swim (	Club	RI	ISC-PV		
15 13 A	Argoti, Isabel G Banks, Kacey L	5		Tollefson S	Swimming			UN	I-TO-PV		
16 B	Bauer, Samantha D	6		Unattache	d			UN	IAT-PV		
17	Bean, Elizabeth D	7		Unattache	d Rmsc			UN	I-RM-PV	1	
17 B	Benjamin, Ali D	8									
16	Betman, Callie G										/
15	Bischoff, Hannah J			_							/

#### 8-2. From the Run Screen

#### 8-2-a. **Enter Relay into Event**

CLICK Adjust from the middle bar of the Run Combine Reports Labels Preferences Interfaces OW Module Help Screen to reach the Preview/Adjust menu. — 🗆 🗙 🔄, Preview / Adjust Session : F7 SCR Sheet : F9 Adjust : F8 Save Add Heat Delete Empty Heats Switch Heats Athletes Help Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A 🖴 🗅 🗙 ‡ 🌆 🖻 Team • C Hide Teams C Show Teams C Entered Only DRAG Relay Team to Lane. Event 80 Boys 13 & Over 400 Yard Freestyle Relay In this example, Row Heat Lane Relay Time RMSC has been placed in Lane 1. Rockville Montgomery Swim Club NI А 2 3 2 It has been automatically designated as the "A" 3 1 4 5 6 7 1 4 relay because no other RMSC relays had been 5 1 entered in the event. 1 6 1 7 8 8 CLICK Save to return to the Run Screen. 1 Eligible Relay Teams hort Name Team ABBI 1 Best Times Swim Club BTSC-PV 2 Jewish Community Center Waves JCCW-PV Waves 3 Joe Flaherty's Dolphins JFD -PV Potomac Marlins PM -PV 4 RMSC-PV Rmsc 5 Rockville Montgomery Swim Club UN-TO-PV Toll UNAT-PV Unattached 6 Tollefson Swimming Unattached 8 Unattached Rmsc UN-RM-PV Un-Rmsc

#### 8-2-b. Enter, Remove, and Rearrange Relay Swimmers

- CLICK Rel Names to reach the Relay Names Screen.
- CLICK TO HIGHLIGHT relay team for which you want to enter or remove swimmers, Potomac Marlins in this example.

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To Enter Relay Swimmer,		C. Relay Names									
DBL CLICK	on swimmer's name in the "Eligible	<b>E</b>	🗈 🥅 Show Swim-ups								
	Athletes" list. The name will appear		Heat	1 of 1 == Finals == Event 79 (	àirls 13	and	Over 400 Yard Freestyle Rela	y			
	in the "Relay Order" box, OR			Eligible Athletes			Relay Order				
	•	Age		Name	Pos		Finals				
DRAG	swimmer's name from "Eligible	17		Barlow, Melanie A	1		Buennemeyer, Allyson K				
	Athletes" list to "Relay Order."	13		Bissen, Cami W	2	14	Burke, Becky R				
	Athletes list to heldy order.	15		Bissen, Libby W	3	13	Clifford, Maxine J				
To Remove	Relay Swimmer,	13	A	Buennemeyer, Allyson K	4	13	Gribbs, Sophia C				
	-	14 17	A	Burke, Becky R Carinci, Maddie J	6						
DBL CLICK	on swimmer's name on the "Relay	13		Chang, Younga *							
	Order" box.	13	A	Clifford, Maxine J	8						
	Order box.	17		Coughlin, Marissa A	L	1	1				
To Rearran	ge Relay Swimmer Order,	14		Dingman, Katie E	Relay Teams						
		13		Dooley, Maddy J	Lane		ay Name	Ltr			
DRAG & DR	OP names within "Relay Order"	13		Eaton, Maggie E	1		kville Montgomery Swim Club-PV	B			
	box until order is correct.	16		Emerson, Ariane A	2		t Times Swim Club-PV	A			
	box until order is correct.	13		Graham, Madisyn L	3		rish Community Center Waves-PV	A			
To Poturn t	o the Run Screen,	13 13	A	Gribbs, Sophia C Guerrero, Kelly J	5		sk ville Montgomery Swim Club-PV	A			
		15		Higinbotham, Sierra K	6		Flaherty's Dolphins-PV	A			
CLICK	🗷 in top-right corner.	16		Johannes, Anna F	7		efson Swimming-PV	A			
		16		Kim, Brianna J	8	1					
		13		Kim, Christina E							

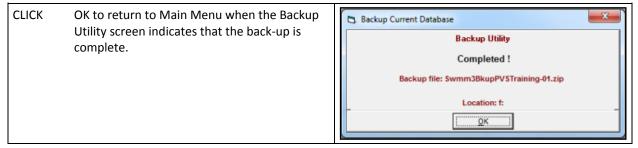
# 9. POST-MEET

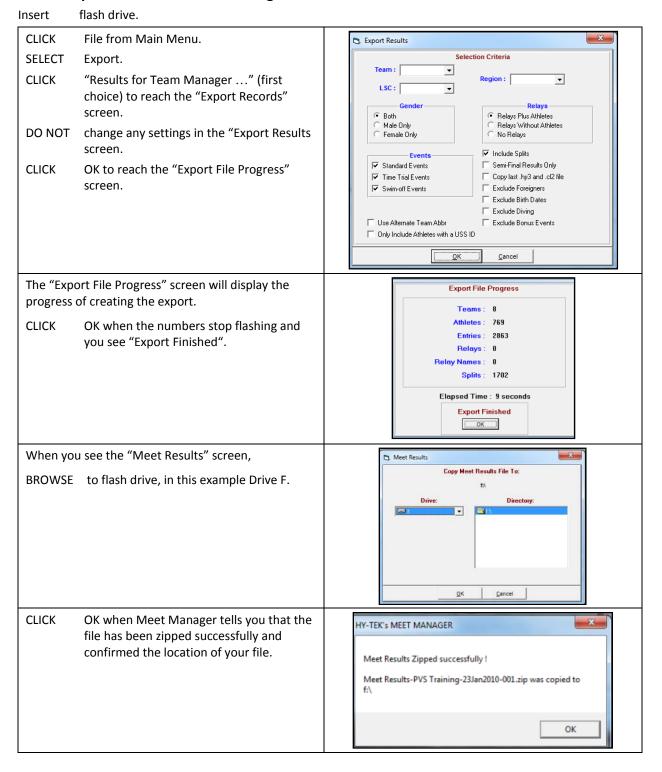
# 9-1. Backup Database

INSERT flash drive.

CLICK	File from the Main Manu	
CLICK	File from the Main Menu.	Backup Current Database
SELECT	Backup to reach "Backup Current Database"	Сору Васкир То:
	screen.	El Drive: Directory:
BROWSE	to flash drive, in this example Drive F.	
CLICK	ОК.	
		QK Çancel
When you	see the 'Backup Options" screen,	C3, Backup Options
CHECK	first sentence to confirm that backup file will be placed in the correct location. OK.	You have selected F; as the location for the backup of your current database.
CLICK	OK.	You have the option to include a message with the backup.
		☐ Include a message
		You have the option to lock the backup so that the database is set to Read-Only. Checking the box below means: Anyone, including yourself, restoring a locked backup will NOT be able to edit the results.
		Lock Database Backup as Read-Only for Results, Splits, and Relay Names
		QK Çancel

Messages will flash across the screen as the back-up is created.





# 9-2. Export Results for Team Manager

# **PVS Meet Manager 6.0 Handbook**

### How To Remove Flash Drive with Windows 7 and 10

CLICK in taskbar located in bottom right of computer screen.	▲ 🍢 🛱II 🍾 10:46 AM 8/26/2010
If the icon is not visible, click the white ▲ to reach the "Customize" screen. SELECT in "Customize" screen.	3 🗟 👘
Icon will appear in the taskbar as show above.	Customize
сыск	Open Devices and Printers
SELECT "Eject USB Flash Drive."	Eject HL-DT-ST DVD+-RW GU10N
REMOVE flash drive when message appears saying it is safe to do so.	🧫 Eject USB Flash Drive
	- Removable Disk (F:)
	▲ 🔽 🔄 📲 👘 🕺 8/26/2010

# How To Remove Flash Drive with Windows XP

CLICK

in taskbar located in bottom right of computer screen.



If the icon is not visible, CLICK 📝 then, CLICK 🔯 quickly to se	elect.
SELECT "Safely remove USB Mass Storage Device – Drive (F:)."	Safely Remove Hardware
Safely remove USB Mass Storage Device - Drive(F:) Safely remove TSSTcorp DVD+-RW TS-L632H - Drive(D:)	Select the device you want to unplug or eject, and then click Stop. W Windown notifies you that it is safe to do to unplug the device than you mounted. Hadrower devices: USB Plant Memory USB Device Generic value: (F) Generic value: (F) TSST corp DVD+RW TSL620H - (D.)
SELECT "USB Mass Storage Device." Make sure that the device you select in the "Safely Remove Hardware" list is the same device selected on the taskbar.	USB Mass Storage Device at Location 0 Properties Stop Objective components
REMOVE flash drive when message appears saying it is safe to do so.	Close

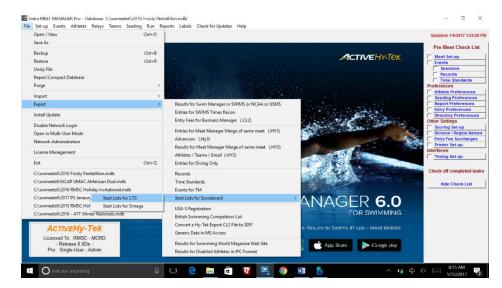
# 10. MEET MOBILE

Meet Mobile is an app for Apple or Android products that allows users to view heat sheets, timelines, and results in real time. If Meet Moblie is being used for the meet, the AO should have previously set it up.

Click on Meet Mobile from the run screen	Preferences Interfaces OW Module Meet Mobile Help
	HY-TEK 's MEET MANAGER Lie
	NS DQ DFS A Lane 50
	1 31.66
	2 30.50
<ul> <li>The default for Meet Mobile is to Activate the Meet Mobile System. (The box is checked to activate the system). This will automatically upload results when you advance heats. Results will likely be uploaded before times are adjusted and before DQs are entered.</li> <li>It is preferred that you upload results after each event has been finalized (i.e. AO decisions applied, DQs entered, etc.), uncheck this box and use "Ctrl-M" after each event is concluded.</li> </ul>	4       30.38       1.03.28       1.37.15       2.10.52       2.45.18       3.19.56       5.10         Select All De-Select Upload Session Results       33         •
To upload an entire session's results, be sure the Meet	
Mobile check box is checked and select one or more sessions. Click Upload Session Results and all completed rounds within the session will be uploaded along with both cumulative and subtracted splits. This is especially useful to upload the previous day's results if there was no Internet connection the previous day.	
Note – if the internet connection is poor or intermittent, the computer may get hung up while you are running the meet; uncheck the "Activate the Meet Mobile System" box and upload results when the connection is better.	
If your Meet Mobile Settings include Heat Sheets, anytime you seed or reseed an event from the Seeding Menu, the newly seeded events will be uploaded to Meet Mobile when you exit the Seeding Menu (assuming Meet Mobile is Activated). Because you may not want to upload the seeding yet, you will be able to confirm whether you want the newly seeded events transmitted or not.	Hy-Tek's Swim MEET MANAGER 5.0         Ok to upload the seeding changes to Meet Mobile ?         If you answer No, later you will need to go to Setup / Meet Mobile 2.5 Publishing / Publish and click 'Publish Heat Sheets'.         Yes       No

# 11. EXPORTING NAMES FOR SCOREBOARD

To export athlete names and club affiliations for scoreboard, insert a flash drive into the computer. On the main screen, click File/ Export/ Start List for Scoreboard/ Start Lists for CTS.



Navigate to the flash drive (in this case, drive d). The start list can be stored in the root directory.	Copy Scoreboard Files To: di Drive: Directory: Charlen Ludge Feferee State State State State
Click OK and select the appropriate session (in this example, session 8)	QK         Cancel           Select Session         Session List           1         0530 PH         1           2         0440 Au         2           7         7 Hody Pelmin 330           2         0440 Au           3         040 Au           3         0410 Au           3         0410 PH           4         0410 PH           4         0415 PH           0         Y           5unday Preims 1340           4         0415 PH           0         Y           0         Y
Click OK and the start list is created. The start list is now on the flash drive ready to be transferred to the scoreboard computer.	HY-TEK'S MEET MANAGER × 23 event start list files copied to d:\. OK