

## DATA ENTRY WORK FLOW AND BASIC INSTRUCTIONS-AGI

At start of session – check which Race Number the timing system starts with. This will be the race number you ‘Get’ for the first heat. After that it should automatically increase by 1.

### The basic flow is

#### Get Times

Look for shaded lines which alert you to a possible incorrect pad time. If there is a shaded line on the heat results, assess as follows:

Check difference between pad time and backup times.

- If touch pad and backup times are **more than** 0.3 seconds different, look at the two backup times – if they are within 0.3 seconds of EACH OTHER – use the CALC function which will average them and replace the pad time
- If touch pad and one backup time are within 0.3 seconds of each other, and the other backup time is the outlier, leave the pad time
- If there is only 1 backup time and the pad time and backup time are more than 0.3 seconds different, wait for the lane timer sheets to come in and then compare to the watch times
  - If the watch times confirm the pad time, don’t change anything
  - If the watch times confirm the single backup time, use the Calc function to replace the pad time

If there is a DQ, check that box and select the appropriate DQ code from the drop down menu.

**CALC FUNCTION:** This is used to replace the pad time with a backup time, the average of backup times or watch times. If you don’t use the pad time, use CALC to calculate the official time. Input the times in the Backup columns, click CALC, make sure that lane is Checked and the system does the rest. Look at things for reasonableness.

**RELAY NAMES :** Before printing results and award labels, input or confirm relay names. If there is no change on the printed relay card, no change to the system is necessary. If there are handwritten names or corrections on the relay card, click either Relay Names for the appropriate heat and change there, OR click RELAYS at the top menu bar and input there. You can Double-Click names from the team names list TO relay teams or Double-Click names FROM relay teams by clicking on the relay team

**AWARDS** – See separate sheet. 1<sup>st</sup> thru 8<sup>th</sup> place for all events. Time Standard Achievement ribbons for Individual events. Labels are fed upside down and bottom first. When the Award report is displayed on the screen, click the end of document arrow ( >| ) to see how many sheets of labels need to be loaded.

**RESULTS** – Print 3 copies of results. One stays in the control room, two others are for posting.

- Mark the upper right corner of the three sheets C, or P, or P for Control, Post, Post.
- Keep track of what you’ve printed. Use Triple Column format, with subtracted splits.
- Look over the results for reasonableness – check the top time to the rest of the times and the slowest time to the rest of the times. Fix if necessary.
- If corrected results are generated, note on the report that they are ‘REVISED’

**DECK SEEDED EVENTS: 500 FREE AND 400 IM FOR 13&OVER** – Look at check in list about 30 minutes before check-in deadline. If there are swimmers not checked-in, ask announcer to announce that Positive Check In for XYZ Event will close in X minutes. Once the deadline passes remove the sheets from the check in area.

- Go to SEEDING – Scratch Pad: Scratch every swimmer NOT checked in. COUNT the number of scratches, compare to your screen. Count the number of swimmers left, compare to seeding screen.
- At the SEEDING Screen – select just the event to be deck seeded. Click Start Seeding.
- Go to Reports: Meet Program: Select the Session and Event. At bottom middle of screen, click the Ignore Psych box. This makes MM ignore the Psych format specified earlier and makes it print out in Heat format. Double Column.
- Ask Meet Director or Meet Referee how many copies the officials need, add 8 for admin needs and posting, add 1 for each team.
  - Post 3 sets
  - 1 heat sheet each to: Announcer, Timing System, Clerk, Data, Head Timer
  - Officials copies to Officials
- Print Lane Timer sheets – select ONE event per page, sort by lane. Give to head timer to distribute to clipboards at the lanes.

**25 yard events** – The swimmers will likely miss the touchpad pretty often. You'll likely need to input a lot of watch times. Just wait for the timer sheets to come in.