

DATA ENTRY: DECK ENTRIES, SCRATCHES, WEIRD SITUATIONS

DECK ENTRIES:

- A. ADD SWIMMER: Click on 'Athletes', browse to determine if swimmer is already in the meet.
 1. If already in meet, skip down to Add Events
 2. If not in meet: Click Add Athlete.
 - a. Input USS number, tab out of field. Complete rest of fields. Make sure team is correct –it defaults to the team of the most recently added swimmer.
 - b. Not necessary to add event(s) in this dialog box – can't input heat/lane here.
 - c. Click SAVE
 3. ADD EVENTS: Back at Athlete screen, check box of deck entered event(s), click the Exhibition box, input heat and lane as H/L

Evt #	Eligible Events		Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bk
21	Boys 9 50 Free	<input checked="" type="checkbox"/>	Seeded	39.26Y	4/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Boys 9 50 Back	<input checked="" type="checkbox"/>	Seeded	47.47Y	4/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Boys 9 50 Breast	<input checked="" type="checkbox"/>	Seeded	50.56Y	4/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Boys 9 50 Fly	<input checked="" type="checkbox"/>	Seeded	59.39Y	2/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Boys 9 100 IM	<input checked="" type="checkbox"/>	Seeded	NT	1/6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- B. If swimmer was deck entered as stand-by, hold on to deck entry slip. If swimmer gets into the event you'll receive that info from an official.
- C. If entering a swimmer in a Deck-Seeded event (i.e. 500 Free or 400 IM), input their entry time if available.

SCRATCHES:

- A. Locate swimmer in Athlete database, click the Scratch (SCR) box of the event they are scratching.
- B. If they are scratching all events, use the Scratch All command at the top of the screen.

WEIRD SITUATIONS:

- A. Swimmer missed event, swam race in a different event: need to get their time in the proper event, but all heats are full.
 - a. Write down swimmer's time (and splits if necessary) from the data in Meet Manager
 - b. Go to event in which they should have swam
 - c. Click Adjust on middle menu bar
 - d. Click Add Heat
 - e. Click Show Eligible Athlete (near top)
 - f. Find swimmer, click and drag to any lane in the heat added
 - g. Save
 - h. Enter time for swimmer in that Heat at the appropriate RUN screen
- B. Swimmer (usually para) needs to be seeded in an event of a younger age
 - a. Go to Event Screen
 - b. Change the age of the event to whatever it needs to be so swimmer is eligible for event

- c. Put swimmer into heat and lane of event
- d. Go BACK to Event Screen
- e. Change event age back to original
- f. If prompted that an athlete is incorrectly in the event, ignore it.