

MEET MANAGER HANDBOOK COMPUTER OPERATOR

1. IN MEET MANAGER SELECT RUN MEET

2. SELECT COLORADO TIMING SYSTEM 5:

Open Serial Port (should be 1)

Test communications

Select Meet or Close if on correct meet.(make sure this is the same meet as the clock)

3. SELECT EVENT:

The first heat of the event will be on screen. Make sure Race number agrees with race number on the sheet form the timing system. If not F2 and put in correct #.

After the race is complete, select Get Times, hopefully this moves over from the clock.

After the times are verified from the timers, check each swimmer's time from the timing console against the official times. Edit as necessary. (Click on the time change--you do not need to put in colons or decimals--the program does it.

If a swimmer scratches, double click on the name and a box will appear asking if you want to scratch swimmer, click yes.) Three-tenths difference indicates problem.

*****TO DECK SEED--PRINT OFF INSTRUCTIONS IN HELP******

Enter times from each heat of the event. You can get the times from the console before you have the official times. Click on each heat you want to work with. After all times are entered, SCORE the event and print results.

4. GO TO NEXT EVENT AND REPEAT.

5. SELECT LABELS, AWARDS.

(Manually printing award labels is recommended). Select the events that need award labels. When you have a whole sheet print that sheet. You can print just one sheet at a time.

6. RELAYS:

Click on relay names to enter names. Select the team. Eligible swimmers will be listed. Drag the swimmers name into the relay team name.

7. OPEN EVENTS:

Write down how event was set up so it scores correctly. Do print screen of how it appeared. This can be edited--select events and edit event, then custom age group, click on button next to multi age group to set up. This should be set up prior to meet.

8. BACK UP:

Each day at break and end of day.

9. PRINT: Run age group scores and team scores at break and end of day, and post in lobby.

Select Reports

Scores

Report type: individual

Athlete Criteria-use age group criteria. (Make sure open events are included.)

Separate pages for Gender choices: Male/Female (Make sure these look correct!)

Team Reports:

Combined

Report type-Team

No Age Criteria

10. END OF MEET: Print above reports for awards as soon as possible. Get all labels printed.

Select: File

Export

Results for Team Manager

Select Team

Sex: Both

Relays: include Athletes and Splits

Put each team on the disk they submitted entries on. Some teams may request a backup of meet.

Run Report with Results for teams also:

Select: Reports

Results

Select Events(you can do each day to speed things up at end of meet)

Sex: Both

Columns: Double-include entry times-no splits.

Run by Team