

## ***MEET MANAGER***

- 1. Open and name new meet.***
- 2. Set up meet:***
  - Type & style: standard***
- 3. Events:***
  - Add events per meet program***
  - Edit open events:***
    - (customize, click box by multi age group, set up per meet program for scoring)***
  - Add time standards:***
    - (from disk , events/time standards/import/if new disk look in a/open/then highlight which time standards you want)***
  - Set up sessions:***
    - Events/Sessions:***
      - (usually by days, add lunch breaks if known, and intervals between races, (recommend 40-50 seconds---should be 20-30 for championship meets)***
      - (once you get your time line you may want to go back in and adjust breaks)***
    - Check Scoring preferences for the meet. Default is 16 places-we normally do 12.***
- 4. Import data by hand or disks:***
  - Meet Summary/Team***
  - Run report team summary to match their hardcopy***
  - Check max# of entries per day per swimmer***
  - Hand enter data as needed.***
  - Run Exceptions report.***
- 5. Seed the Meet/Run psych sheet:***
  - Check times, call teams to adjust if necessary***
- 6. Under Team Reports, also run Entry Fee Summary:***
  - Check to see if teams paid correct amount***
- 7. Print Athlete Roster w/id numbers & events list/time line/sessions report.***
- 8. Print Meet programs:***
  - Two column format for coaches, officials, and staff approx 20-30 copies.***
  - Three column format for programs to sell-approx 80 % of total swimmers.***
  - Include entry times and time standards.***
- 9. Print Lane/Timer Sheets:***
  - Sort by lane then event, include entry times, two events per page, double space***
  - Separate by event***
- 10. Set up warm up schedule, 20 minute sessions, 7-8 swimmers per lane***
- 11. Run relay cards, (can just print on labels and put on card)***
- 12. Back up meet info on disk***