Meet Manager Setup

Hosting a meet:
At the meet, **import team roster** from coach flash drive.
Click "File", "Import" ==> "Rosters Only".
Highlight the roster file, **click OPEN**. This will ask you to unzip file to a temporary file.
Click OK. Highlight the ***.hy3 file and click OPEN**.
Follow the instructions.
When import is finished, **click OK**. (Having the rosters will make things easier to make any deck entries/changes during the meet.)

Import team entries:
Click "File", "Import" ==> "Entries".
Locate the zip file and highlight, **click OPEN**. This will ask you to unzip file to a temporary file.
Click OK. Highlight the ***.hy3 file and click OPEN**.
Follow the instructions. On the "**Import Entries**" screen, make sure to "Include entries with NT" is checked. Then **click OK.**
When import is finished, **click OK.**
The meet entries should include Heat and Lane assignments.
Repeat these steps to import the other team's entries and roster.

Exceptions report is NEXT
Reports
Exception Report
Select All
Create Report
Exceptions Reports are created automatically when conflicts occur.
All conflicts need to be resolved.
To adjust conflicts… From the main menu click RUN, select the event in question, click Adjust and make the changes as you would similar to making line-up changes.

Printing Runner sheets:
Go to Reports, Lane/Timer Sheets. Click it on.
On the lane/timer screen do the following:
Gender: All
Rounds: All Rounds
Format: UK Judge's Placing Sheet
Parameters: Check, Include Entry Time
                Check, Double Space
                Lane 1 to 6
Sort by: Lane then Event
Click Select all
Click Create Report
Click Print icon

Printing Lane/Timer sheets:
Go to Reports, Lane/Timer. Click it on.
On the lane/timer screen do the following:
Gender: All
Rounds: All Rounds, Individ+Relays
Format: Continuous
Parameters: Check, Include Entry Time
                Check, Double Space
                Lane 1 to 6
                Relays 0
Sort by: Lane then event

Click – All heats
Click Create Report
Click Print icon

Printing a meet program:
Go to Reports, Meet Program. Click it on.
On the meet program screen do the following:
Gender: All
Rounds: All Rounds
Columns: Single
Athletes ID: None

Include in meet program: check the following –
                 Records
                 Entry Time
                 Line For Results   Relay Athlete Names: 4
Time Stamp: None
Format: Leave Blank
Click Select All
Click Create Report
Click Print icon (print 8 copies – one for the computer operator, announcer, timing system, the Starter, and two for stroke and turn, and two for place judges to assist in knowing the number of heats in each event)

To Add /Change/Scratch Athletes:
Go to Run, click on event where change will occur
Click adjust

To **scratch** – go to event, double click on athlete's name, and **yes to scratch**

To **change lane within a heat** – From event list -click on name and drag to new lane

To **change athlete within an event** (to new heat) – hit adjust, then click and drag to new heat/lane

Multiple changes in an event:
From the event – hit adjust – show eligible athletes (or athletes + swim ups). Find athlete(s) and drag into appropriate heat/lane. Hit "Add heat" if needed
OR:
For a single athlete change – adding/changing multiple events for one person-
Run Meet - Hit Athletes- Click on Athlete Name - Eligible Events – Click on event to add – Entry Time: NT- Add Heat/Lane to place (look at meet program to be sure lane/heat available)

After event change, save the changes (upper left)

Connect the computer to Timing System
Timing System Connection
Timing System Selection **CLICK Set-up** from the Main Menu.
SELECT Timing Console Interface.
SELECT Timing System being used.
Check with TIMING SYSTEM Operator if unsure. CLICK OK.
CLICK Close to return to the Main Menu.
COM Port Detection CLICK Windows logo in bottom left corner to display Start Menu.
CLICK Control Panel on the right-hand portion of the Start Menu.
CLICK Then Device Manager.
CLICK ω located left of "Ports (COM & LPT)" to see the list of ports. The triangle will turn black and tilt.
Write down number next to the serial port name.

?? The computer in this example has a Keyspan Serial Port on COM 3.
?? If more than one Serial Port is listed, record all numbers.
CLICK Run from the Main Menu.
CLICK Interfaces.
CLICK Timer (CTS6) from the pop-up menu.
CLICK Open Serial/Close Port for CTS6.
TYPE Com Port Number in the box to the right of "Serial Com Port for CTS6 Timer (0-16.)."
CLICK OK. Screen should say "Communications Passed."
If it doesn't, 1. Make sure everything is plugged in securely & repeat, and/or; 2. Try a different number in the Com Port box.
CLICK OK to return to Run screen.
Consistent with COM port detection, "3" is inserted above. Download Events to Timing System.
CLICK TO HIGHLIGHT Current Session in Run Screen.
CLICK Interfaces. CLICK Timer (CTS6).
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. CLICK OK. Messages flash. Screen clears and automatically returns to the Run screen

Run Meet:

To Run Meet, progress through each Event, and add times.
To move through heats, hit heat number to the right of the screen, click get times
Check to see if the times are recorded – do they appear accurate?
If they are not, compare timers' times and the plunger time. Ideally, the difference between the timer, timing system, and plunger is .3
Once all heats times, DQs, JD entered - then "Score" Event. Will show event summary – review for accuracy (times, order, points, etc.)
*For disqualifications, enter time then hit DQ- add DQ code if able
*For Judges decision (to override scoring based on chronologic order for times entered): Hit JD
Put place order under JD PL, then hit OK. Place (PL) and Points (Pts) should reflect change on event list.
For ties, both athletes should be given the same place, then skip the next placing – (e.g., both tied athletes have "1", but then next athlete will have 3, and then 4,5,6- no 2nd place). Total points for the 2 tied positions will be divided between the 2 teams- (e.g. 1st (6) & 2nd (4) will be divided between teams: 10 total points - 5 points to each team)
When all of the information is added, print 1 copy of the results and staple the runner's sheet, dq slips, and place judge sheets to the back of the printed event results.

Printing Results of Meet:

Go to Reports, Results. Click it on.
Gender: All
Rounds: All Rounds
Column/Format:
          Column: Triple
          Format: Top How Many – leave blank
                           Relay Names – 4
          Athlete ID: none
          Time Stamp: date/time
Include in results: Records
                           Entry Times
                           DQ Codes
Splits: Subtracted
Sort Order: Event # Order

Selected Teams: All Teams

Click Select All
Click Create Report
Click Print icon - 3 copies (home team, away team, and one copy to be kept with lane sheets, runner sheets – meet materials)

When printing the results, also print out the "Score Report". Again, 3 copies for this report.
Include Team Scores: Click on gender of meet, select all events, create report and print 3 copies same as above.

Export Results of Meet:
To export the results, go to the main screen,
Click "File", "Export" ==> "Results for Team Manager or SWIMS"
Team: All Teams
LCS: Leave Blank
Region: Leave Blank
Gender: Both
Events: Standard Events
Relays: Relays plus Athletes
Include Splits
Leave others unchecked
Click OK
The File is exported
Click OK after complete; **Save to both home and away flash drives**

Meet Backup for All Groups
Create a backup of the meet for the visiting team, home team, and to computer itself.
Click "File", "Backup" – follow directions on screen.
Open Folder in upper left – Open Folder – Drive C:
Save to SwMeets 8
Select stick drive
Click OK

Use the template to create a new meet:
Create a new Meet Manager database file by clicking **"File",** "**Open/New**" from the main screen.

Note: In Meet Manager, a database file is used for each meet.

Type in the File name: "**Home vs Away month date year**" (use team abbreviations below):
EXAMPLE Meet Name: "CAC vs CR Girls 111222"

Click OPEN.
Meet Set-up screen
Meet Name: (home vs away, use team abbreviations above) example: **CAC vs CR Girls 111322**
Facility/Location: William Tennent HS or Home location
City: Home team city
State: PA
Zip Code: Zip of home team
Country: USA
Start Date: **Date of Meet** (Be sure to change date)
End Date: **Date of Meet**
Date for computing ages: **10/31/2022**

Don't worry about the other selections at this time.
Click OK. You will then return to the main screen.

Note: The following restore process will add events, scoring preferences, league records, etc.
From the main screen, **click "File", "Restore"**.
Restore Method selection: Replace currently open database in…
Click OK.
Find and Select the file ""SwmmBkupSALdualgirls.zip" or "SwmmBkupSALdualboys.zip" file"
Click OPEN, OK

It will next say – Are you sure you want to overwrite your current database?
Click YES
Restore complete OK
Now, follow the instructions to replace/update what you created above as a new meet.
Click "Set Up", then **"Meet Set Up"**.

Insert or confirm the following information:
Meet Name: "Home team vs. Away team" (Be sure to change name; use team abbreviations.)
Location: Host club
Start Date: **Date of the Meet** (be sure to change date)
End Date: **Date of the Meet**
Age Update: **10/31/2022**
Entry Deadline: **Date of the Meet**

Check the following items as they should already be established from the template.
ID Format: Other
Class: Age Group
Base Country: USA
DQ Codes: Custom Codes
Course: Short Course (SC) Yards
Meet Type: Standard
Meet Style: Standard
Click OK

You can also import your own team and pool record files if you keep them in Meet Manager format.
Go to Set Up, Athlete/Relay Preferences. Make sure that the "Date for Computing Age" is
10/31/2022
Go to Set Up, Report Preferences, Printer Set Up and change to the printer being used for the meet.
All other information needed for the meet, including number of events and scoring are already set up in the template.

Diving:
Athletes need to be entered manually.
To add athletes to event – use diving score sheets.

Adding Divers:
Select appropriate Event (Event 1- 11 u girls diving) then *Adjust*.
Click **Show Eligible Athletes + Swim Ups**
Click & Drag name of athlete and place in appropriate "lane" for accurate scoring – Home Team= odd lanes, Away team= even lanes
If more athletes than 3 official per team, hit *"Add heat",* and continue to add athletes. (Lanes do not matter for extra heats)
When done, hit *Close.* Save changes? *Yes*
Then within the event, add score for each diver, including all "heats".
Score the event