

# TouchPad™

What you'll learn in this Section:

-  The lifecycle of a meet
-  How to create a meet
-  How to setup events
-  How to set up your scoring/preferences
-  Uploading your event entries files
-  Manually entering in swimmers
-  How to generate your pre meet reports
-  Setting up your electronic timing equipment
-  Timing the meet
-  Report generation
-  Finishing the meet
-  Appendix A & B



Tutorial

[TouchPad Overview](#)



Tutorial

[Step 1 Meet Setup & Event Creation](#)



Tutorial

[Step 2 Syncing Events and Entries](#)



Tutorial

[Step 3 Athlete Entries, Meet Reports, Heat Sheets](#)



Tutorial

[Step 4 Timer Setup & Timing](#)



Tutorial

 **TouchPad - Quick Start Guide**

---

**TouchPad**

Create Your Meet  
Create Your Events  
Setup Your Sequences (sessions)  
Setup Your Time Standards (if applicable)  
Setup Your Records (if applicable)  
Setup Your Event Cut Off Times (if applicable)

**Navigation**

File > Start New Meet  
File > Events  
File > Events/Sequence  
File > Events/Event Time Standard  
File > Events/Event Cutoff Times

**MeetManagement Software (if you have non TU teams)**

Create Duplicate Meet (match all parameters)  
Export Event Entry File  
Send to Competing Teams

**TeamUnify/Event Entry Software**

Create Meet  
TUSync  
TU Teams Enter Athletes  
TUSync  
TouchPad/Meet Host/TUSync

**TouchPad/OnDeck**

Sync/Import Entries Files  
Make Entries Adjustments  
Seed Meet  
Create Reports  
Enter Scratches (if applicable)  
Manage Check-ins with OnDeck  
Re-Seed

**Navigation**

File > TUSync or Import/Preview SD3 Meet Entries  
File > Athlete Entries  
Seed  
Meet Reports & Heat Sheets  
Seed > Scratch pad  
File > Manage Check-ins & OnDeck Check-in  
Seed

**TouchPad**

Setup Timing System (if applicable)  
Run Meet  
Generate Reports/Scoring During Meet

**Navigation**

Electronic Timer  
Enter Results  
Enter Results > Score or Score

**TouchPad**

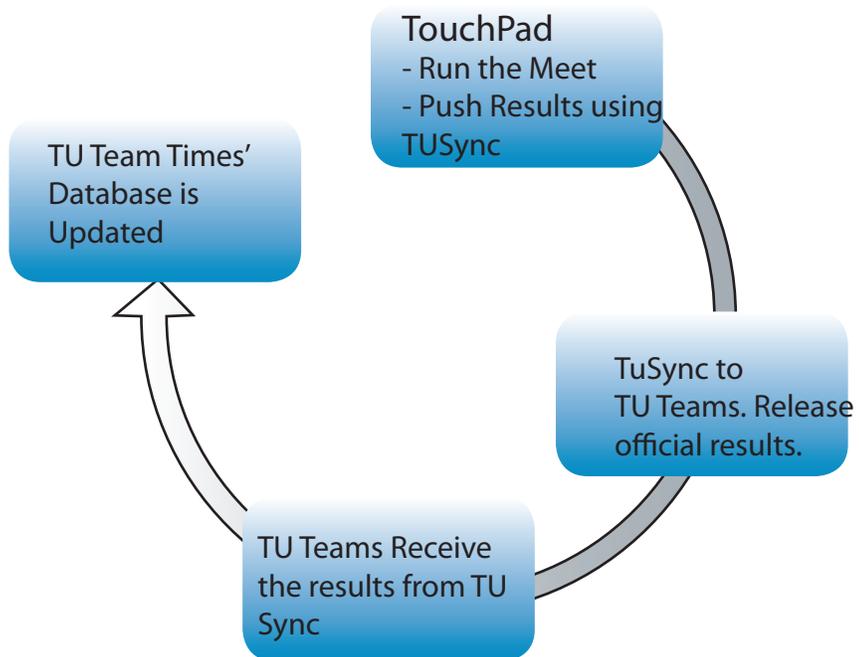
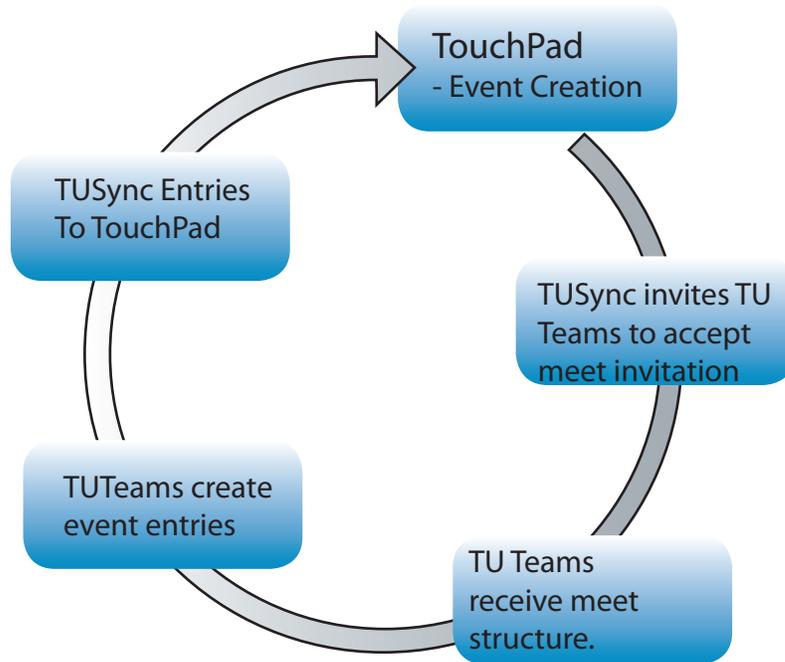
Create Results Reports  
Sync Results to TU teams  
Generate Results File  
Distribute Results File to non TU Teams

**Navigation**

Meet Results  
File > SYNC NOW  
File > Export SD3 Meet Results/Entries/SWIMS  
Email zipped results folder

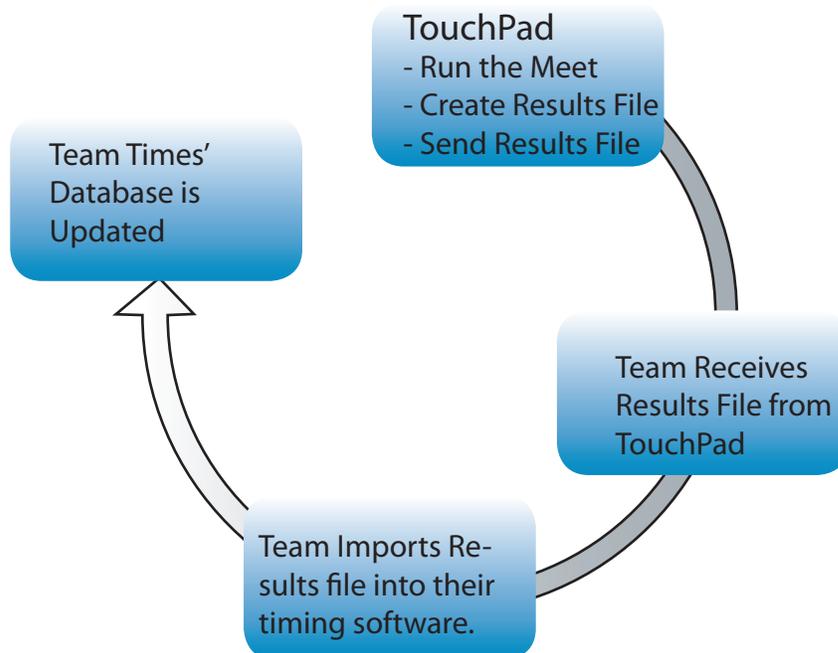
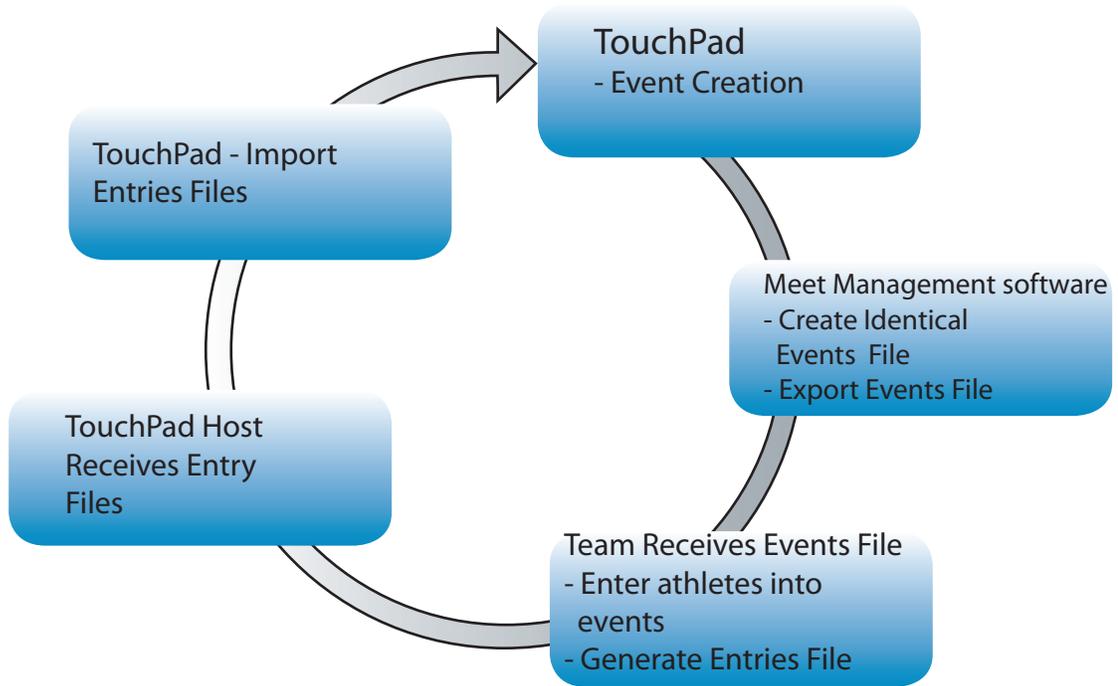
# ! TouchPad - Lifecycle of a Meet

TouchPad - Lifecycle of a Meet for TU Teams



## ! TouchPad - Lifecycle of a Meet

TouchPad - Lifecycle of a Meet (teams not on the TU Platform)



## TouchPad - Getting Started



### Tips and Tricks

TouchPad runs left to right in its setup. If you follow this direction you will find that the meet setup will be simple and efficient. In addition, many of the options you will find in multiple places so you don't have to go back and forth between screens during setup, event entry, timing and reports.

F1 will bring up Help when you are in a screen.

- 1 **Menu-** TouchPad is built from left to right. Keep that in mind when you are building, running and finalizing your meet. Start with File to create your meet, move to Events to setup parameters, Meet Entries will follow etc. Your last option, Meet Results, will finalize the process.
- 2 **Turn Syncing ON/OFF** - Select on/off for TUSync. To sync you must have this on and your meet ready to send or receive information. When you are ready to sync you will also need to go to File > Sync NOW or Ctrl+Y.
- 3 **Meet Information** – Meet name and date that you are currently working on.
- 4 **Check for Latest Free Upgrade** - Select this button to ensure you have the latest upgrade to TouchPad. The download utility will walk you through the installation of your upgrade file.
- 5 **Backup Active Meet** - Backing up your meet is the process of compressing the entire meet into one file. You may backup your meet for safety purposes, to move it to another computer or to email to someone else that has TouchPad. **BACKUP** always backs up the current active meet which is shown on the top of the main screen of TouchPad. If you are running several meets using the same events, creating a backup allows you to use it as a template for future meets. Simply restore the backup when you are ready for the next meet and all of the events, records etc. will restore. It will be **CRITICAL** that you change the meet name and date and your new meet will be ready to accept entry files.
- 6 **News, Information, Reminders** - TouchPad generated information to help you understand specific features. This is not editable.
- 7 **Meet Information-** Meet information will include Total Athletes entered, Athletes in events, Individual Entries, Relay Entries, and the Number of Teams.

## Meet Setup

### Tips and Tricks

You can backup a meet and re-use it each time you need to create a new meet.

Select Restore from your File drop down list, select your meet you backed up and Restore. All events, records, sequences, etc. will be restored. Update any information necessary; for instance your meet name and dates.

- 1 **Meet Setup Information** - Enter in your Meet Name, Headlines, and Pool Information. These fields are headers for reports and create a Google map for within the SwimOffice event.
- 2 **Host Team Name** – Type in your team name if you are hosting this meet.
- 3 **Which Date Format** - Chose the correct date format to ensure the date formats are read correctly by the meet entry software.
- 4 **Meet Date Information** - Select your start date, end date, and age-up date for the meet. Ensure these are correct as they will enforce the event age during event entry. If they are incorrect, all teams will not be able to enter the events with correctly aged athletes. Double check this entry.
- 5 **Entry Limits** - Your entry limits will be enforced during event entry. You have the option of enforcing both individual event, relays or both. Include your total entries.
- 6 **Surcharges**- Meet surcharges are dollars paid to the hosting team to host the meet. Enter in the necessary charges and leave fields blank that do not apply.
- 7 **Additional Enforcement**- Checking these options will enforce this on the SwimOffice side during syncing.
  - **Enforce Qualifying Times** - Once you create qualifying times for each event located in Event Entries > Event Time Standards, your athletes will only be able to swim the event if they meet these qualifying times. SwimOffice will allow admins to override the standard but families will not have this functionality.
  - **Allow Relay Course Conversions** - If your meet allows converted times for relays select this option.
  - **Minimum Qualifying Time for Non Conforming Times** - Meet entry times that do not correspond to the course type for the meet. For example; yard entry times for a long course meters.

 Meet Setup

---

- 8 **Entry Data Type** - Enter Athletes by Time or by Heat/Lane. Entering times is for meets that will seed the swimmers by time to determine the heats and lanes. Entering heat and lane is for meets (like dual meets) where you want an athlete assigned to a particular heat and lane regardless of their time, for each event entered. ONCE THIS CHOICE HAS BEEN MADE AND ATHLETES ENTERED, DO NOT CHANGE IT OR DATA WILL BE LOST.
  
- 9 **Meet Type** - Choose Age Group Meet, High School/College or Masters Meet. Meet definitions are:  
Masters Meets are those meets for 19 and over swimmers that are broken down by 5 year age groups. The standard age groups are 19-24, 25-29, 30-34,35-39 etc. Swimmers typically all swim in the same event (men and women of all ages) and then the results are broken out by age and gender showing the places that each athlete attained in each age group and gender.  
  
**Age Group Meet**- Age Group meets apply to any swimmer under the age of 19, no matter what their skill level. Most age group meets are grouped by gender, age and ability. Some meets are referred to as mini meets and allow only swimmers who are 10 and under. Most meets use the age groups of 10 and under, 11-12, 13-14, and Open. Open at an age group meet, usually applies to any swimmer over the age of 15. Most often, meets have qualifying times that a swimmer must have attained in order to swim in that particular meet. Some meets, particularly at the beginning of the swim season are called “no time” meets – meaning that anyone can swim in the meet and there are no qualifying times.  
  
**High School Meet** – High School swim meets can either be sanctioned (governed by USA rules and the times are considered legal times) or un-sanctioned meaning they are only valid in the school district. They are usually run much like a Age Group meet but the athletes and meets are not governed by USA swimming, have no identifying numbers and their times are not legal qualifying times outside of HS swimming.
  
- 10 **Number of Pool Lanes** - Enter in the number of pool lanes.
  
- 11 **Pool Length/Course Order** - This is critical to set the length which will enforce on the entries side. If this is a multi cut meet ensure you place your course order appropriately. Remember that a multi cut meet either YSL (Y- Short Course Yards, S-Short Course Meters, and L-Long Course Meters) YLS, SLY or LSY will enforce this order on the entries. For a YSL it means if the athlete has a Y time which qualifies it will be used, if not the system will look for an S time and if this can't be found it will look for an L time.
  
- 12 **Print Preview Size** - Allows you a bigger page view if you chose more than 87%.
  
- 13 **Type of User** - Select Novice when you first use TouchPad and it will provide many additional help pop up screens to give you direction through the process. Use the Expert option to stop the help pop ups.
  
- 14 **Default Printer** - Set your primary printer for all reports and your label printer for labels only. If you don't see your printer you will need to ensure it's setup in your computer's control panel.
  
- 15 **Scoring Preference** - Although it's not required to set your scoring up before syncing your entries file, you can implement your scoring amounts for event placement during meet setup. This can be updated at any time during the running of the meet to generate scores based on your needs of the specific meet. See page 13 for more detailed information.

EV#	Sub	Gender	Agegroup	Sub Age	Dist	Stroke	Rounds	Lanes	I/R	Fee	DESCRIPTION	Prelims	Finals	Type	Score	Multi-Age
1		GIRLS	6&UN		25	FREE	F	6	I	1.0	1	-	S->F	STANDARD	YES	NO
2		BOYS	6&UN		25	FREE	F	6	I	1.0	1	-	S->F	STANDARD	YES	NO
3		GIRLS	7-8		50	FREE	F	6	I	1.0	1	-	S->F	STANDARD	YES	NO
4		BOYS	7-8		50	FREE	F	6	I	1.0	1	-	S->F	STANDARD	YES	NO

### Tips and Tricks

Try and setup your preferences, sequences and event fees in this screen. This will save you time later when you are entering athletes or seeding the meet.

- Create Events**- Make your selections to create your events. You must select Gender/Age Group/Distance/ Type and Stroke. Simply select the Add/Change button to create the duplicate event but for the alternate gender.
- Entry Fee** - Type in the amount for the entry fee of this event. Leave this amount if all events have the same charge. Don't forget to update as event amounts change.
- Score this event** - Place a check mark in this box if it's a scored event.
- Multi Event** - Multi Events are events in which multiple age groups compete in the same event but results, awards, and scores are needed for each age group within the single event. Select this option to create multi events and to learn more about this feature. Use the 'Make these sub age groups the same as those used in Event #' to clone the multi event template you have already created for a previous event.
- Rounds** - Select the type of round this will be in the drop down. Only update as needed if your event rounds change. For instance if the events change from Timed Final Event to Prelim/Final.
- Seed Order Prelims/Finals** - If your event(s) are set to prelims/finals you need to select the seed order for the Prelims and also for Finals.
- Event Type** - Standard/Time Trial or Swim off event are your choices.
- Prelim Num of Lanes/Final Num. of Lanes** - populate accordingly.
- Add/Change** - You must make your selection first and use this button to implement your add or change of event(s)

## Event Setup

- 11 Time Standards/Event Records/Event Messages/Event Cut Times- See page 11,12 for more detailed information.
- 12 **Set Sequence** - Use the set sequence, a required module, to implement a list of events in a particular order with certain properties. You can create as many sequences as necessary for each meet.

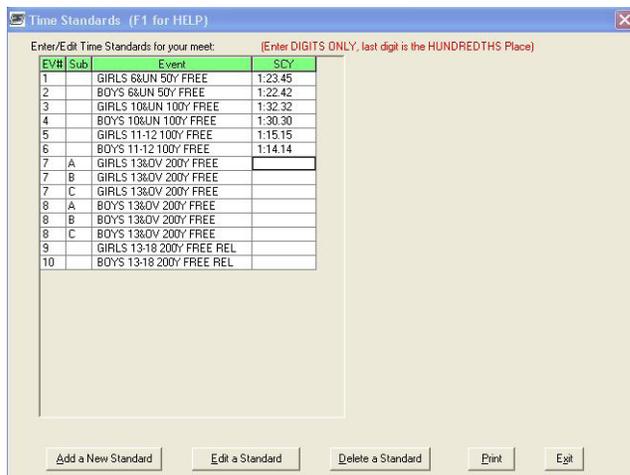
An example would be to create a sequence for your distance event and another for your other events. This works well for doing positive check ins for you OnDeck application as it will allow you to separate the check in based on sequence for ease of use. See more on OnDeck's manage check ins functionality on page 35.

Sequences can be used to specify the printing order of events for your heat sheets and results and can be used for the result processing order and meet time line generation. For instance you would set a sequence up for a time line that would include 90 seconds in between each heat. This will then produce a time line for the meet showing when each event/heat will begin.

The sequence specifications will over-ride any other choices that you might make. For instance in the Heat Sheets you can chose different options but the sequence will over-ride any competing information.

- 13 **Delete Event** - Select your event and chose 'Delete Event' to remove it from the event setup.

NOTE - once you have completed your event setup, you will be ready to sync to your TeamUnify SwimOffice site. Please see page 31 for more information on TUSync.

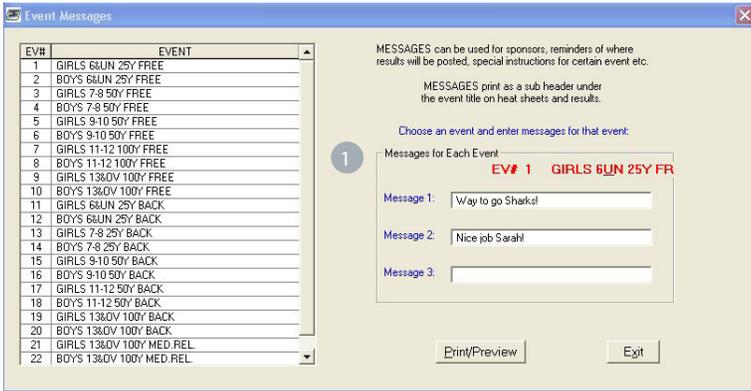


### Tips and Tricks

Time standards will enforce all athletes on the SwimOffice side so ensure you have implemented these accurately.

Don't forget, in TouchPad, you do not need to add in your designators. Simply select Enter or Tab to apply these automatically. Don't forget to enforce your standards in File > Edit Meet Setup

- 10 **Event Time Standards** - Select this option to implement time standards. Once you make this choice, select Add a New Standard/Edit a Standard/Delete a Standard. Standards are used to ensure athletes meet a certain time before they are qualified to swim an event. This time can be faster than, slower than or equal to a specific time designator.

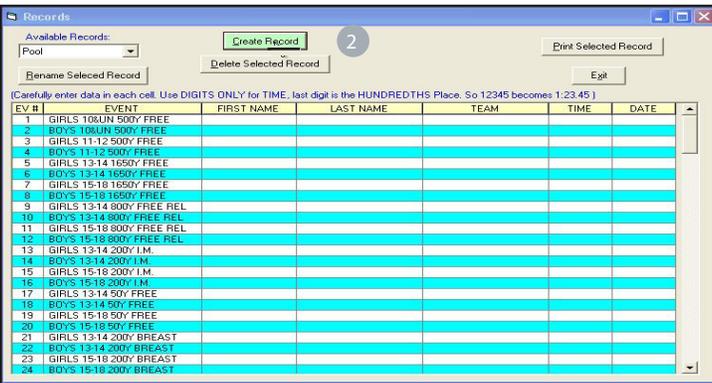


1 Event Messages - You can add up to three messages per event. These messages will appear on your Heat sheets and Results.



Tips and Tricks

Messages are a great way to fundraise. Sell message space to sponsors and the message will appear in the Heat Sheet that is part of your meet package.

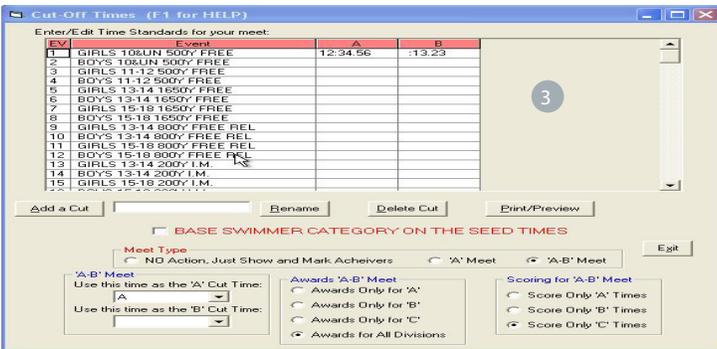


2 Select Create a Record - Enter your record name in the field and select Create Record. Once your record is created add in the correct information for each cell name. When a record is broken for this meet it will be denoted next to the athlete in times entry.



Tips and Tricks

Records are an important aspect of motivation. Create your records so athletes have something to strive towards. Remember, backup your meet to preserve this information and restore for your next meet.



3 Create Cutoff Times - These cuts are used for action during the meet and not as entry standards. You do not have to take action on cut times. For example choosing an A meet specifies a cut time as an A cut and those faster than the time will be an A swimmer and those slower will be B. It's up to your team to handle scoring and awards for such a meet.



Tips and Tricks

Meets with cutoff times help athletes reach important goals during the season. Remember you don't have to take action on these times but awards can be an important result.



## Create/Edit Entries

Champions Meet (F1 FOR REMINDERS)

Male ( M )  
 Female ( F )  
Type M or F when NAME empty

First Name: Alina Middle Initial: A Last Name: Bedford Date of Birth: 01/17/1996 Team Initials: SHKS AD  
Enter new INITIALS ONLY or Pull Down

Preferred Name: Age: 17 REG (USA/League) ID: 011796ALIABEDF Grade: Code #: 10  
MUST have USA# to SYNC

UNATTACHED with above TEAM

Previous **FEMALE** Next CRSE=Seed Course (Y,S or L)

Ev#	SUB	Sex	Low	High	Dist	Stroke	OVC	EXH	Seed	Crse	Ev#
3		GIRLS	0	109	200	FREESTYLE	<input type="checkbox"/>	<input type="checkbox"/>	2:09.60	Y	3
1	A	GIRLS	13	109	100	FREESTYLE	<input type="checkbox"/>	<input type="checkbox"/>			1
1	B	GIRLS	13	109	100	FREESTYLE	<input type="checkbox"/>	<input type="checkbox"/>	1:00.14	Y	1
1	C	GIRLS	13	109	100	FREESTYLE	<input type="checkbox"/>	<input type="checkbox"/>			1

Add New Athlete  
 Enter/Edit Team Data  
 Print Team List  
 Delete this Athlete  
 Print Entry Information  
 Terminology Used Here  
 Exit (ESCape)  
 Show Heat/Lane for Late Entries  
 Enter By Number F9 to Jump Here  
 Event Number:  
 Time:  
 ALT-J Jump to CODE#  
 Athletes: 6  
 Indiv. Entries: 12  
 Relay Entries: 0  
 Num. Teams: 1  
 Convert Times as entered

Select Athletes Show only Team: ALL TEAMS  
 Show Female Show Male Show BOTH  
 AHMAD, ALINA 16 Sharks

Locate Athlete  
 Type partial First OR Last name and ENTER:  
 Search / Repeat  
 Or enter Code Number:

### Tips and Tricks

Do you need to find a specific athlete fast? Use the 'Locate Athlete' filter and fuzzy search logic on either the first or last name to quickly bring up your athlete.

Don't forget TouchPad gives every athlete a code that you can place into the Code Number field to also search quickly.

**Athlete Entry** - If you have entry files (not TUSync) go to File < Preview/Import < Import CL2, SD3, HY3 Meet Entries/Results/ENTRIES PROGRAM DATA. Below you will find manual athlete entry instructions or athlete edit.

- 1 Add New Athlete** - Select this button to clear all fields out in the athlete information area. Enter in all information beginning with Gender, First Name, Middle Name, Last Name, Team Initials (pull from drop-down), Age, Reg number, and Birthdate. Once you have entered in this information, all corresponding gender specific events that they are able to swim will show. Fill in the necessary information including whether this is an exhibition swim and if they have entry seed times.
- 2 Enter/Edit Team Data** - Select this button to enter,edit, delete and restore team information. Update the LSC affiliation from within here if necessary for both USA and Seasonal.
- 3 Print Team List** - Select this to print a list of all competing teams.
- 4 Delete This Athlete** - This will delete the athlete that is currently viewable.
- 5 Print Entry Information** - Use this selection to open up the Meet Reports screen. This will give you all administrative reports, fees report and exception reports.
- 6 Show Heat/Lane for late entries** - When checked on, this option will show all assigned heat and lanes for each entry. Use this option when making late entries only. Events are re-seeded, all heats and lanes will be re-assigned. Be careful to not make any changes to current Heat/Lane assignments.
- 7 Enter by Number** - Type in your event number and F9 or enter to highlight that event on the left panel.
- 8 Jump to Code (AltJ)** - Type in the athlete code that TouchPad assigns to each athlete. Select AltJ to jump

## ★ Relay Entries

- 9 **Convert Times as Entered** - You may convert times as you enter them. You will specify the multiplier by which you multiply each time. For instance you might use 1.1 to convert yard times to meter times or you might use .9 to convert meters to yards. Once you enter in your pre-converted time and select either Tab or Enter, the time will convert.
- 10 **Event Information** - Enter information into the cells to adjust. Adjust time, Course, OVC, EXH
- 11 **Filter Options** - Use the radio button selection to help you search for specific athletes.

The screenshot shows the 'Relay Team Entries' software interface. It features a 'Select Team, click Add to Event' section with a list of available teams (1) and an 'Add To Event' button (2). Below this is a list of 'Available Athletes' (3) with columns for Name, Age, Sex, R, and Code. There are buttons to 'Add a NEW ATHLETE to Meet' (4) and 'Add a NEW TEAM to Meet'. An 'Event' selection table (5) lists various relay events. At the bottom, there is a table for 'Individual names for the chosen relay team' (6) with columns for POS, Prelim Names, and Final Names.

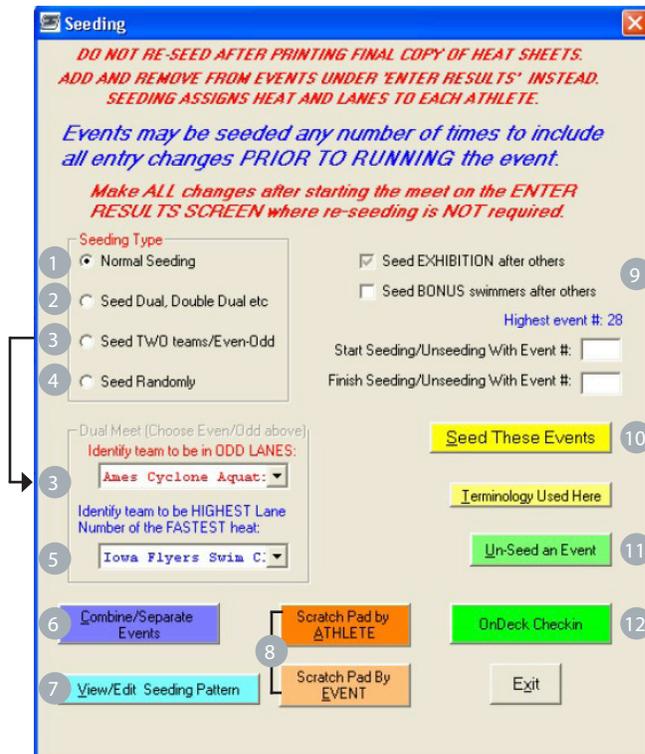
### 💡 Tips and Tricks

TouchPad makes it so easy to administer relays. Dragging and dropping your athletes or double clicking them pushes them directly into the event.

Did you know that OnDeck has the same functionality. Check out the Meet Entry > Meet > Relays to quickly add your athletes into their event.

- 1 **Select Team/Available Teams** - Current teams in the meet. You can select a team and add to an event using the "Add to Event" Button.
- 2 **Add To Event** - Select a team and click 'Add to Event' to place into an event on the right. Once you place a team in an event, all qualifying athletes will show below for selection. You can update these cells ie: adjust time, EXH, Course. Remember you can globally adjust the course in the meet setup or update here.
- 3 **Available Athletes** - All qualifying athletes will show. All athletes in purple are already in this event. Only athletes not highlighted can be added. You can select the column header to sort and select again to reverse the sort order.
- 4 **Add a New Athlete/Add a New Team to MEET** - Select either option to deck enter an athlete and add to a relay or to add a new team into this meet.
- 5 **Choose an EVENT then choose TEAM above** - Once you select an event and then select a team you will be given all entered athletes and all qualifying athletes. This will give you the option to edit the athletes in the relay.
- 6 **Athlete Edit/Add/Delete** - Drag and drop athletes from the left into the event to add to the relay. Double click an athlete to remove them. You can also enter in their code found in the code column in the qualifying athlete area and press enter or tab to add.

## ★ Seeding



### 💡 Tips and Tricks

The scratch pad is an easy way to scratch and reseed athletes before the meet begins. Remember once the meet starts, you have to scratch athletes from the results entry screen.

If you want to scratch all events associated with an athlete use the 'Scratch Pad by ATHLETE' feature.

Don't forget the OnDeck checkin feature will revolutionize how you run your meet and the app is free! Click [HERE](#) to learn more.

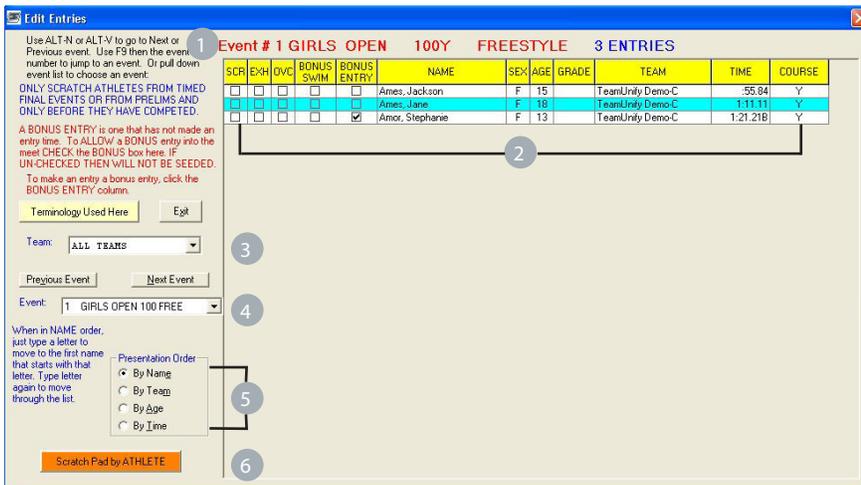
**DO NOT re-seed after printing final copies of the heat sheets. Use Enter Results screen instead.**

- 1 **Normal Seeding** - Choose Normal seeding to have the system seed based on the standard seeding parameters. Standard seeding parameters will place your fastest swimmers in the middle lanes and seed out to the last lanes on the outside for slower swimmers.
- 2 **Seed Dual, Double Dual etc.** - Select this option to open up a screen to allow you to place individual teams in specific lanes. You can double click the team to move them into their corresponding lane or drag and drop.
- 3 **Seed TWO teams/Even-Odd** - If you only have two teams in the meet, you can quickly place them in odd/even lanes by selecting the team to be in the odd lane in the drop down.
- 4 **Seed Randomly** - This option allows the system to seed athletes randomly. This is useful if athletes have no seed times for example.
- 5 **Identify team to be HIGHEST Lane number of the fastest heat** - If you have set this meet to have an odd number of lanes ex. 7, then you can use this function to designate which team in a two team even/odd setup will be in the fastest heat in lane 7 and then it will alternate teams from there.
- 6 **Combine Events** - Select to take you to the combine event screen (see page 253). This will allow you to combine two events and run them as one event but scoring and results will be separated back out.
- 7 **View/Edit Seeding Pattern** - Select this to update how you would like to seed your athletes. It's currently defaulted to the standard pattern; for instance a 6 lane pool would seed 3,4,2,5,1,6.
- 8 **Scratch Pad by ATHLETE/Event** - See the next page for further explanation on how to use the scratch pad.

★ Seeding

- 9 Seed Exhibition after others/Seed Bonus swimmers after others- Select these options if you are seeding the bonus and exhibition swimmers (selected in the scratch pad) of their respective events last.
- 10 Seeding These Events - Enter in your start/end event # to seed. Do not reseed after printing the final heat sheets.
- 11 Un-Seed an event - This selection will un-seed an event to allow changes before final heat sheet printing.
- 12 OnDeck Checkin - Select to take you to the OnDeck checkin functionality (see page 286).

**Scratch Pad - Only** scratch athletes using Scratch Pad if it's before the event has started. Select this button, check mark the athlete to scratch and exit. Once you have done this you need to reseed the events in order for all heats to be correct. **IF** the meet has already started, you must use the Enter Results screen to scratch athletes. Use the SCR notation and do not reseed the meet.



💡 Tips and Tricks

You can use the button, 'Terminology Used Here' to help with this feature.

Don't forget, even though an athlete is designated with a check mark in the 'Bonus Entry' box, you must select 'Bonus Swim' to confirm.

- 1 **Event # information-** Confirm you are working with the correct event information. Event #/Gender/Stroke/ Distance and # of entries is noted on this line.
- 2 **Event/Athlete Information-** Place a check mark in the SCR/EXH/OVC or BONUS SWIMS check box next to the athlete you are applying it against. An athlete will have a check mark in the **Bonus Entry** box if designated in SwimOffice. You **MUST** select the Bonus Swim box to confirm. Remember if you are tagging this athlete as a bonus swimmer you have the option of seeding them last on the previous seeding screen.
- 3 **Team Selection-** Use the dropdown to narrow your athlete search.
- 4 **Event Selection-** Use the dropdown to make your event selection or use the previous/next event button.
- 5 **Presentation Order-** Select the radio button that presents the information in a view that is most efficient.
- 6 **Scratch Pad by ATHLETE-** This selection will bring you back to the main seeding screen to allow you to select Scratch Pad by ATHLETE if you would like to scratch by athlete instead of event.

## ★ Combine Events

### 💡 Tips and Tricks

Combining is so simple and easy to do on TouchPad and the only thing that has to be identical is the stroke and distance.

Put your two event numbers into the fields, select combine and presto! When you enter in your results and move to the next event, TouchPad automatically splits the combined event back into two allowing for normal results and scoring. You don't even have to lift a finger.

Do you love watching the tutorials as well? Here is the tutorial on combining events, [Combine Events](#).

- 1 **Event #** - Enter in your two event numbers to and select 'Combine'. All athletes in the first event # field will be moved into the event # placed in the second field.
- 2 **Backup Current Meet** - TeamUnify suggests you backup your meet before you combine or seed as a good rule of thumb.
- 3 **Method 1** - If an athlete misses a heat use this method (instructional only). Have athlete swim in ANY other event and then in the Enter Results area put the athlete's time in their correct event and they will instantly score with all other swimmers.
- 4 **Method 2** - Used for electric timing when you need to combine events or heats. Assign the athletes into their respective lanes within the event/heat and time the race. Go to the event with the first set of athletes and place them into their assigned lanes (leaving other athletes out that are not in this event #) and import times (the system will ignore the other empty lanes). Now go to the other event and place your next set of athletes into their assigned lanes and import times again.
- 5 **Separate Two Events** - Place your previously combined event #'s into fields and select separate.

## Heat Sheets/Pre-Meet Reports

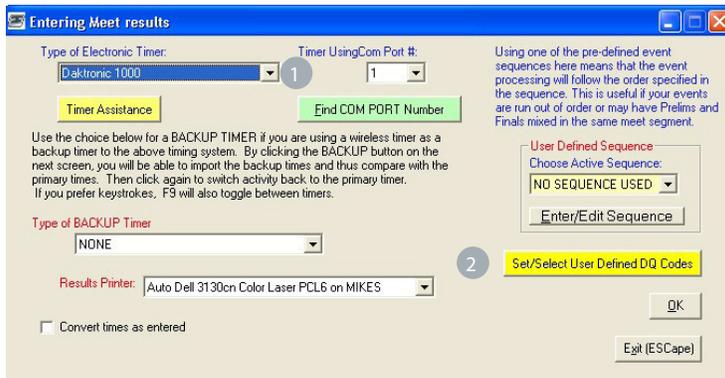
### Tips and Tricks

Although this is titled Heat Sheet, you are able to print virtually any/all reports out of this module including Psych Sheets, Labels for Cards, HTML results page and Finish Judge Sheets.

Select a sequence to help define your report.

- 1 **Type**- Make your type selection, Content and Format that you wish to generate on your report. Once you have made your selection, move to the content and then format column.
- 2 **Content** - After you make your 'Type' selection, make your 'Content' selection which includes what content will or will not appear on your report you're generating.
- 3 **Format** - Format will allow you to decide how your report will look for example number of columns or order of events. You can also select which event #s to generate or which sequence.
- 4 **User Defined Sequence** - Select a sequence to filter your information. When using WARMUP TOTALS use the sequence dropdown to select 'All for Timeline/Warmup' to ensure all sequences are used.

## Scoreboard Setup/Event Upload



### Tips and Tricks

Always ensure your timing systems are working as expected well in advance of your meet.

- 1 Set Timer and Scoreboard-** Select your Timer (none if manual timing), select your Com Port number, Backup Timing system if using and your output printer. Once these selections have been made select OK.
- 2 Set/Select User Defined DQ Codes -** Select the Custom DQ codes option to add your own DQ codes into TouchPad. You can then save them for subsequent meets. Don't forget you'll need to come back into here and select the 'load option' to load them into your subsequent meets. It's not automatic for them to be a selection.
- 3 Electronic Timer -** TouchPad communicates with a large number of timers that permit you to import the times and splits with the click of a button.

The Colorado Timer and the Daktronics 6000 and 2000 also sends the backup button times and the admin can correct any invalid times easily.

These two timers also permit you to configure all the times for a failed heat "the timer did not start from the beginning of the race" from the watch times.

TouchPad also communicates with the Colorado and Daktronic scoreboard. The athletes in each heat are delivered to the scoreboard software which then displays them on the scoreboard

When scoreboard interfaces are used data is auto requested and sent by TouchPad without operator intervention.

**Finding My COM port -** If you are using a USB to COM (serial port connector) you will need to know the COM port number that Windows has assigned to that comport. This number may be different each time you plug into the USB port or any time you restart your computer. Click [HERE](#) for more details.



- 3 Upload Events to Timer -** Select the Set Timer and Scoreboard option, Scroll down and select, "Upload Events to timer". This will push the event setup file to your timing system. You will receive an additional screen. If you are running multiple meets on the same date, ensure you use the Choose Meet Button to correctly select the current meet. Enter in your COM port Number and select TEST to ensure you have a connection. Select Upload Events to push the data. For Colorado and Daktronic Timers only.

## Timing

Name	Age	Sex	Team	Seed	H	Ln	Time	DQ	R	EX
DAVID ANDERSON	11	M	Lane 5	NT	2	3				
SIDDHARTH KULKARNI	11	M	Lane 5	1:50.45	2	4				
LIAM BANGS	11	M	FAST	1:42.55	2	5				
COLLIN GROPPPI	11	M	FAST	1:48.82	2	6				
VINCENT ALCALA	12	M	FAST	2:04.32	2	7				
AMOGH BANDEKAR	11	M	Gators	NT	2	8				
JIMMY CHENG	11	M	Swordfish	NT	2	9				
ALEX GALLO	11	M	Lane 5	NT	2	10				
ADI OJHA	11	M	Stingrays	1:37.80	3	1				
TREVOR SCHEPP	11	M	Lane 5	1:34.46	3	2				
JASON HUNT	12	M	Stingrays	1:32.00	3	3				
RYAN CIOKOSZ	11	M	Stingrays	1:30.41	3	4				
JACOB CARLSON	11	M	Lane 5	1:27.55	3	5				
IAN REYNOLDS	12	M	FAST	1:30.39	3	6				
MATTHEW BAILEY	12	M	Bend Swim Club	1:30.83	3	7				
				3	8					
				3	9					
RORY SHERROD	12	M	Lane 5	1:40.71	3	10				
JOSHUA HOLCOMB	12	M	Lane 5	1:26.05	4	1				
WILLIAM PAN	12	M	Lane 5	1:20.17	4	2				
EVAN SZABLEWSKI	11	M	Gators	1:19.77	4	3				
EVAN SLONAC	11	M	FAST	1:18.96	4	4				
FRANK BROWN	11	M	FAST	1:18.96	4	5				

- 1 **Event Information** - This will give you a quick view of the event #, description, and number of athletes swimming in the event.
- 2 **Prev. Event/Event/Next Event** - Move in between events and view the current event in the dropdown.
- 3 **Set Timer** - Allows you to set the electronic timer if you haven't already done so.
- 4 **Entry Screen** - Manually enter in times or select the correct DQ code and R (record) will show an asterix if a record has been broken. If you accidentally begin to overwrite a good time, type 'x' and move into the correct field the correct time will hold.
- 5 **Export for Merge** - This function will allow multiple computers to time separate events and merge the results to the 'main computer'. To merge on the main computer go File > Merge data from this meet. [Watch this Tutorial](#) for more information.
- 6 **SYNC NOW** - Select this button after each event to push these results to [TouchPad Live](#).
- 7 **View/Print Backup Watch Times** - Turn this on and select the times cell. After each averaged time select enter. You can enter up to 5 watch times. Select enter after the last and when it gets to 5 it will place the average in.
- 8 **Insert1(In meet already)/ Insert2(not in the meet)**- Select these buttons to insert a swimmer into the meet if they already exist in the meet database or Insert 2 if they are not. You can drag and drop into the heat/lane or drag them into another swimmers' position to switch them.
- 9 **Score** - Select [Score](#) to immediately score this meet using the options available.
- 10 **Add New Heat** - Select this button to add a blank heat
- 11 **ReMove** - This will remove an athlete from the event. Select the athlete, select ReMove button.
- 12 **Relay Names** - Select this button to open up your relay editing functionality. See complete description on next page.
- 13 **Edit Splits** - This will bring up the splits screen to manually edit.
- 14 **Clear All Times** - This will clear all times from this event only

## Timing/Relay

Relay Swimmer Names

**GIRLS 10UN 100Y MED. REL.  
TURPIN HILLS A**

Click and Drag or Double Click to add name

Show ALL (Click AGE again to reverse)

Click on Column Title to Sort by NAME/AGE/SEX

HEAT: 1 LANE: 1

OR... Type CODE number and press ENTER or TAB

Code: \_\_\_\_\_

<--- Add Athlete NOT already in the meet

Clear Prelim Names Clear Finals Names

Relay Members in Order:

POS	Prelim Names	Final Names
1		Nasato, Sophia A
2		Verdin, Gabrielle A
3		Winner, Katie A
4		Smith, Maryanne A
5		Michels, Hannah A
6		
7		
8		

DOUBLE CLICK to REMOVE name  
Click and Drag to move athletes around on relay.

Previous Relay Exit Next Relay

Available Athletes	Age	Sex	R	Code
Michels, Hannah	10	F	A	19
Murphy, Kate	8	F		20
Muscattello, Kate	6	F		21
Nasato, Sophia	10	F	A	22
O'Toole, Delaney	8	F		24
Owens, Kendra	9	F		26
Rupp, Hayley	7	F		29
Rupp, Jessica	8	F		30
Smith, Maryanne	9	F	A	32
Spanbauer, Jocelyn	6	F		33
Stephens, Jaclyn	7	F		38
Talty, Dughan	8	F		39
Verdin, Gabrielle	10	F	A	41
Ward, Bridget	8	F		42
Ward, Kate	6	F		43
Wilke, Sarah	8	F		44
Wills, Annie	9	F		45
Wills, Kate	6	F		47
Winner, Hannah	8	F		48
Winner, Katie	10	F	A	49
XXXXXXXXXX XXXXXXXXXXXX	9	F		929

### Tips and Tricks

TouchPad is focused on ease of use and relay entries are no exception. Use the drag and drop feature to easily move your athletes in and out of relays for this meet. This will help the host save time.

Relay Names- Relay names allows you to see the relays, add, replace and delete athletes during the event.

- 1 H/L: Lets you know what heat and lane the relay team below belongs to.
- 2 Code - Type in the TouchPad code of the athlete to place them into the relay. The code will show to the right of the athlete box for ease adding.
- 3 Sort - Click on a column header to sort your athletes
- 4 Relay Athletes - This shows you all of the athletes entered in the current relay. If there are prelims it will show on the left and finals on the right. Drag an drop and athlete into this area to add or drag them over another athlete to replace. Double click and athlete to remove them.
- 5 Athlete List - This area shows you the list of athletes available to swim this relay. You can drag and drop or double click to add them into the relay.
- 6 Clear Prelim/Finals Names - Select the appropriate button to clear all athletes from the current relay.
- 7 Previous Relay/Next Relay - Select this option to move between relays.

## Timing

Name	Age	Sex	Team	Seed	HR	Ln	Time	DQ	R	EX
KIRA DELOIRME	9	F	Hammerheads	NT	3	1				<input type="checkbox"/>
SALMA ISSA	9	F	FAST	1:12.21	3	2				<input type="checkbox"/>
JENNA CALLAHAN	10	F	FAST	1:05.01	3	3				<input type="checkbox"/>
CANDY'N ROHDE	9	F	Sharks	58.95	3	4				<input type="checkbox"/>
JASMINE LI	9	F	Hammerheads	58.08	3	5				<input type="checkbox"/>
RACHEL GOLDBLATT	9	F	Gators	58.92	3	6				<input type="checkbox"/>
ANANYA GANESAN	10	F	Lane 5	1:00.26	3	7				<input type="checkbox"/>
MANASVI PATURU	9	F	Lane 5	1:03.58	3	8				<input type="checkbox"/>
EVELYN DELUKA	8	F	Bend Swim Club	NT	3	9				<input type="checkbox"/>
					4	10				<input type="checkbox"/>
SIERRA SKACK	8	F	FAST	56.47	4	2				<input type="checkbox"/>
KAITLIN ARENDT	10	F	FAST	56.26	4	3				<input type="checkbox"/>
MELIS KAPLAN	10	F	Swordfish	56.86	4	4				<input type="checkbox"/>
GRACE TRINKNER	10	F	FAST	55.13	4	5				<input type="checkbox"/>
ABIGAIL OLSON	10	F	Lane 5	55.18	4	6				<input type="checkbox"/>
HANNAH WAGNER	10	F	FAST	55.89	4	7				<input type="checkbox"/>
MEGAN MELLOCK	9	F	FAST	56.44	4	8				<input type="checkbox"/>
					4	9				<input type="checkbox"/>
GRACE DENNERT	9	F	Lane 5	59.00	4	10				<input type="checkbox"/>
HANNAH GOLDBLATT	10	F	Gators	54.39	5	1				<input type="checkbox"/>
FAITH KIERZEK	10	F	FAST	53.82	5	2				<input type="checkbox"/>
REBECCA PYRITZ	10	F	Lane 5	53.49	5	3				<input type="checkbox"/>
DELANEY MCELVAIN	9	F	FAST	52.99	5	4				<input type="checkbox"/>
SHAYLA YOUNG	9	F	Lane 5	52.35	5	5				<input type="checkbox"/>
ASHLEIGH MAZOLA	9	F	FAST	52.38	5	6				<input type="checkbox"/>
OLIVIA MARTY	10	F	FAST	53.20	5	7				<input type="checkbox"/>
EVA MCNALLY	9	F	Womers	53.66	5	8				<input type="checkbox"/>
LINDSAY STROM	10	F	FAST	54.28	5	9				<input type="checkbox"/>
JENNIFER BLOOMER	10	F	FAST	54.46	5	10				<input type="checkbox"/>
KYRA LEVANDOSKI	9	F	FAST	52.23	6	1				<input type="checkbox"/>
MAREN PELIKAN	10	F	FAST	51.73	6	2				<input type="checkbox"/>
					6	3				<input type="checkbox"/>
					6	4				<input type="checkbox"/>
JR GOING	9	F	Womers	50.46	6	5				<input type="checkbox"/>
KATY PARISI	10	F	Hammerheads	50.70	6	6				<input type="checkbox"/>
STEPHANIE KUNZEL	10	F	FAST	51.22	6	7				<input type="checkbox"/>
RAYLA JAMES	9	F	Lane 5	51.55	6	8				<input type="checkbox"/>
HANNAH GAILO	9	F	Lane 5	51.92	6	9				<input type="checkbox"/>

- 1 Include on Report** - Select Show Report Formatting and make your report selections. Select the corresponding button to create your results.
- 2 Preview Results** - Once you have selected your formatting options select preview results to show you the results for the event/h/l showing.
- 3 Finish Order** - This will show you, on screen, the finish order by time ignoring h/l. If there are multiple heats the system will order based on fastest to slowest.
- 4 Heat Order** - This will show you the finish time for each heat.
- 5 Print Results** - Select your options in the formatting area and select print results to print the results for the current event that is being viewed.
- 6 Setup/Print Award Labels** - Select this option to print your Award Labels. Setup options include start/finish event #, number of places to award and what sheet label (row) to start with. You can also select EXH, DQ, personal bests, prelims and other options for printing.
- 7 Heat Sheets** - Select Heat Sheets to bring up your heat sheet, cards, labels, and lane sheets screen. See section on Heat Sheets to understand your options or in addition please see Appendix B.
- 8 Timer/Get Race** - Depending on your timing equipment being used, this area will be denoting what your Race# and Heat# currently is. To pull in the times from your timing equipment select, 'Get Race' or 'Retrieve from File'.

# Time Adjustment

Event # 3 GIRLS 10&UN 50Y BACK Number of Athletes: 97 Number of Heats: 12 F1 FOR HELP F1 FOR HELP

Setup/Print Award Labels Prev Event 3 F GIRLS 10&UN 50 BACK Next Event

Exit Set which Timer

Click **INCLUDE ON REPORT** to show scores etc.

To change events, type ALT-E or F9, type event number and press TAB or ENTER: 7

Must have an entry (time, DQ, NS, SCR...) for each athlete in order to print results and score.

INCLUDE on Report Heat Sheets

1  Average Watch Times

Export for Merge SYNC NOW

View/Print All Backup/Watch Times

Insert Athlete(1) (in meet already)

Insert Athlete(2) (not in meet yet)

Score Add New Heat

ReMove Athlete Edit Relay Names

Edit Splits Clear Times This Event

Name	Age	Sex	Team	Seed	HT	Ln	Time	DO	R	EX
KIRA DELOPME	9	F	Hammerheads*		NT	3	1			
SALMA ISSA	9	F	FAST	1:12.21	3	2				
JENNA CALLAHAN	10	F	FAST	1:05.01	3	3				
CAMDYN ROHDE	9	F	Sharks	58.95	3	4				
JASMINE LI	9	F	Hammerheads*	58.08	3	5				
RACHEL GOLDBLATT	9	F	Gators	58.92	3	6				
ANANYA GANESAN	10	F	Lane 5	1:00.26	3	7				
MANASVI PATURU	9	F	Lane 5	1:09.58	3	8				
EVELYN DELUKA	8	F	Bend Swim Club		NT	3	10			
SIERRA SKACK	8	F	FAST	56.47	4	2				
KAITLIN ARENDT	10	F	FAST	56.26	4	3				
MELUS KAPLAN	10	F	Swordfish	55.86	4	4				
GRACE TRINKNER	10	F	FAST	55.13	4	5				
ABIGAIL OLSON	10	F	Lane 5	55.18	4	6				
HANNAH WAGNER	10	F	FAST	55.89	4	7				
MEGAN MELLOCK	9	F	FAST	56.44	4	8				
						4	9			
GRACE DENNERT	9	F	Lane 5	58.00	4	10				
HANNAH GOLDBLATT	10	F	Gators	54.39	5	1				
FAITH KIERZEK	10	F	FAST	53.82	5	2				
REBECCA PYRITZ	10	F	Lane 5	53.49	5	3				
DELANEY MCELVAIN	9	F	FAST	52.99	5	4				
SHAYLA YOUNG	9	F	Lane 5	52.35	5	5				
ASHLEIGH MAZOLA	9	F	FAST	52.38	5	6				
OLIVIA MARTY	10	F	FAST	53.20	5	7				
EVA MCNALLY	9	F	Warriors	53.66	5	8				
LINDSAY STROM	10	F	FAST	54.26	5	9				
JENNIFER BLOOMER	10	F	FAST	54.46	5	10				
KYRA LEVANDOSKI	9	F	FAST	52.23	6	1				
MAREN PELIKAN	10	F	FAST	51.73	6	2				
						6	3			
						6	4			
JR GOING	9	F	Warriors	50.46	6	5				
KATY PARISI	10	F	Hammerheads*	50.70	6	6				
STEPHANIE KINZEL	10	F	FAST	51.22	6	7				
KAYLA JAMES	9	F	Lane 5	51.55	6	8				
HANNAH GALLI O	9	F	Lane 5	51.92	6	9				

#1 1:23.45 #2 1:34.55 #3 12:21.12 #4 1:25.11 #5 1:23.45

3

Dektronics 1000

For Heat 1

Retrieve from File

From file named for Heat

1

From file named for Event

7

- 1 Average Watch Times** - Select Average watch times and place up to five watch times in the times column. Type in the first time and select enter, place your second time and press enter again. Do this up to five times and the system will automatically calculate the average watch time after the final enter and list it in the times column.
- 2 Times list** - Enter your times in this column selecting enter after each entry.
- 3 Watch times** - As you enter your times into the above column, they will show in the bottom left of your screen. Hit Enter after your last time until 5 has been met. Once you have 5 entries (blank or not) it place the average into the time column.

## Time Adjustments

### Electronic Timer Adjustment (Colorado and Daktronics 2000)

**ADJUSTMENTS FOR HEAT 1 (ESCAPE cancels)**

Entering watch times will then calculate the official backup for each lane then choose whether to use the backup or not. Overtyping the time assigned to the swimmer if necessary. Watch times are saved here.

Lanes in which the Official Button time differs from the Primary Time by more than 0.3 sec. may be adjusted according to the rules: "Add the differences in the non-malfunctioning lanes divide by the number of differences to get an Average Difference. Add the average difference to the valid backup time for the malfunctioning lane to get the adjusted time."

**RED - Avg button time more than .30 sec from the Pad Time**  
**GREEN - Average Button more than .30 SLOWER than the Pad Time**  
**BLUE - Average Button is more than .30 FASTER than the Pad Time**  
**YELLOW - TWO Buttons, ONE within 0.3sec of Pad and Avg more than 0.3sec from Pad**

Use ENTER KEY after each entry

LN	B 1	B 2	B 3	OFFICIAL B	PRIME	DELTA	BACKUP	USE
1	1:23.45	1:23.11	1:21.21	1:23.11	NONE		1:23.11	<input type="checkbox"/>
2	1:22.22			1:22.22	NONE		1:22.22	<input type="checkbox"/>
3	1:11.11			1:11.11	NONE		1:11.11	<input type="checkbox"/>
4	:25.51			:25.51	NONE		:25.51	<input type="checkbox"/>
5	12:12.12			12:12.12	NONE		12:12.12	<input type="checkbox"/>
6								<input type="checkbox"/>

Total of Differences = 0.00  
Average of Differences = 0.00

OR, close this window and overtype times directly in main grid

Ignore all Calculated BACKUPS | Use Checked BACKUPS

Colorado Timer

Race # [0] Heat # [1]

Get Race | F12 FOR BACKUP TIMES

Get Event / Heat

Last Race # Fetched:

Show Backups if Time Flagged

Test / Choose Meet

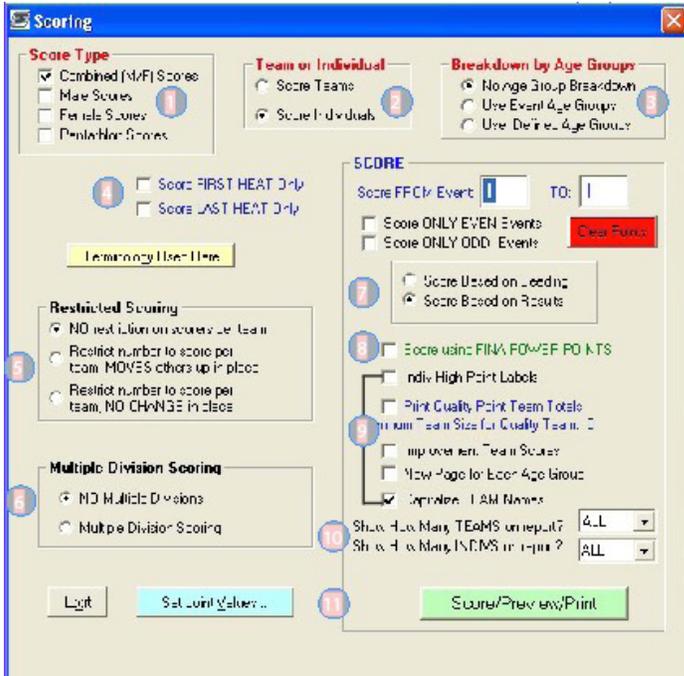
### Tips and Tricks

Be careful about the case where the backup time is SLOWER than the pad time since this could be due to a simple late push of the button(s) on that lane.

The adjustment grid may be printed so that officials can look at the raw data that came in from the timer in order to make a final decision.

- 4 Time Adjustment - Adjusting An Electronic Time **USE F12** to open up this function.
- 5 Grid - LN will be your lane #, B1, B2, B3 will be your button times, Official B is the average of your button times, Prime is touchpad time, Delta is your adjustment according to the rules of prime and official times having more than .3sec difference and your Backup is your watch times. Place a check mark to the right of any backup times to use those as your official tie.
- 6 Backup - Entering watch times will from the times entry screen will calculate the official backup for each lane. Choose whether to use the backup or not. Overtyping the time assigned to the swimmer if necessary.
- 7 View Times/Add watch times - This selection will show button times/pad times and watch times to calculate official results.
- 8 Calculate Failed Heat - This selection is used when one of the automatic timing did not start and was manually started late. In this case the pad times will show the correct order but the absolute times are not correct. Enter in the watch times and TouchPad will calculate the Official Watch Time.
- 9 Ignore all calculated backups/Use checked backups - If you select 'Ignore' TouchPad will place the official time based on Prime and 'Use Checked' will place any selected backup times into the times entry field.

## Scoring




### Tips and Tricks

Make your selections and press the Score/Preview/Print button to generate your results. You can update the parameters at any time and generate new information.

The Score/Preview/Print button can also be located within the timing event module.

- 1 **Score Type** - Make your selection to decide how to combine your scoring. You can either combine M/F, Male or Female only, or do it by Pentathlon score. Pentathlon meets are meets in which it is assumed that all athletes will compete in all events and their TIMES will be added rather than their points to determine the winner in each group. Athletes who do not compete in all the events offered are NOT included in the scoring.
 

Pentathlon meets work well as an early season meet with all swimmers swimming each stroke plus an IM to get a base time in each event. Pentathlon meets may in fact have any number of events and team scoring is done in the usual way using points (including relays). The times are added for each individual and relays are not considered for time addition.
- 2 **Team or Individual** - Select to either score by individual athlete or by team as a whole.
- 3 **Breakdown by Age Groups** – You can score based on Age Groups, Event Age or User Defined Ages. When you select User Defined Ages you will be given a pop out box to specify what these age groups will be.
- 4 **Score First Heat/Last Heat Only** - By selecting these options the system will score only the first heat/last heat.
- 5 **Restricted Scoring** - Select No restriction on scores per team which means that scoring will happen as per normal. First place, regardless of what team will receive first place, second will receive second and so on. If you select Restrict Number to score per team, Moves others up in place will results in allowing the host to define how many places a team may receive and if they receive more, the next team will move up into that place. For instance, if the host selects 3 for IE events and a team gets 1st-4th place then the 4th place finisher will move out of scoring and the 5th place finisher (if on another team) will move into 4th place. If the host selects Restrict Number to score per team, NO CHANGE in place then if the above scenario happens, there is no move up by the other team they will remain in 5th place and no one will receive points for 4th place.

 **Scoring**

---

- 6 **Multiple Division Scoring** - Use this function for dual meets for instance or if you to want have three teams score as follows 1vs2, 2vs3, and 1vs3. You can not specify this scoring pattern until you have loaded the event entry files from all teams in the meet. See multiple division scoring on page 15 for more detailed instructions.
- 7 **Score based on Seeding/Results** - You may score your meet based on the seed times that have been entered. Multiple division scoring is NOT supported in the mode, nor are individual scores. This choice will produce overall team scores based on the order of the seed times.
- 8 **Score Using FINA Power Points** - Power Point Scores (FINA is the International Swimming Governing Body) is a way of assigning points to each athlete based on his/her time as calculated in its relationship to a base time for each event. The FINA Point Scoring allows comparisons of results among different events. The FINA Point Scoring assigns point values to swimming performances, more points for world class performances typically 1000 or more and fewer points for slower performances (Canadian Senior National Times typically hover around 700pts). Power points are not available for 25M long events. We supply converted times for use in Yard Pools. Each swimmer receives points based on his/her time rather than the place they earned.
- 9 **Scoring Report Options** - Make your selection for options to appear on your report.
- 10 **Show How Many Team/Individual will show on reports** - You can designate -All- or select the amount of places to appear.
- 11 **Set Point Values** - This allows you to add value to the scoring ie: 10 points for 1st place, 5 for 2nd etc. Set these before you enter results. Scoring is dynamic and will score while the meet is occurring. If you set your points after the meet, you need to go to enter results and scroll through all events to apply scoring.

## Scoring - Multiple Divisions

The screenshot shows the 'Scoring Divisions' window with the following elements:

- Score Type:** Female Scores (checked), Combined (M/F) Scores, Male Scores, Pentathlon Scores.
- Restricted Scoring:** NO restriction on scorers per team (selected), Restrict number to score per team, MOVES others up in place, Restrict number to score per team, NO CHANGE in place.
- Multiple Division Scoring is ON:** Setup Scoring Divisions (1), Cancel.
- Scoring Order:** Score in numeric order (selected), Score a predefined sequence.
- Teams in This Meet (2):** FOREST HILLS, INDIAN HILL, MIAMI HILLS, NORMANDY, TERRACE PARK, TURPIN HILLS, Unattached.
- Divisions (3):** Division #1 (MIAMI HILLS, 3), Division #2 (NORMANDY, 3), Division #3 (INDIAN HILL, 3), Division #4 (0), Division #5 (0), Division #6 (0), Division #7 (0), Division #8 (0), Division #9 (0), Division #10 (0).
- Active Division:** Radio buttons for each division.
- Name for each division (4):** Set1, Set2, Set3, and empty fields for Divisions 4-10.
- Clear (5):** Button to clear a division.
- OK:** Confirmation button.
- Exit:** Button at the bottom left.
- Set point Values...:** Button at the bottom left.

- 1 Setup Scoring Division** - Select this option to run meets that have scoring divisions within the meet for instance Division #1 might be team A vs B, Division #2 might be A vs C and Division #3 is B vs C.
- 2 Teams in the Meet** – Once you load your teams into this meet they will populate this area for selection into your divisions. You CANNOT set up scoring divisions without first loading your teams entry files or adding your teams into the meet manually (done in the Edit Entries module).
- 3 Division** - Select the 'Active Division' radio button to begin adding your teams to each division. Once you have the radio button selected you can double click your teams on the left to add them in. Use your drop down arrow to view those teams selected.
- 4 Name of Division** - Enter in the name for this division. This name will appear on reports.
- 5 Clear** - In order to clear a division be sure to select the 'Active Division' radio button to the right of the division you need to clear and select Clear.

## 🕒 Meet Results

1. When using the Colorado Timer or the Daktronics 2000 timer you have the capability of adjusting times in which there is more than 0.3 seconds between the primary (pad) time and the backup (buttons) time.
2. USA rules call for calculating the official button time (if there is more than one), finding the difference between the official button time and the primary time for each lane in which there was less than 0.3 second of difference and then calculating the average of these differences. This average is then applied to the offending lane(s) in order to come up with their official time.
3. When times are imported and at least one lane has 0.3 seconds difference or more, that lane is high lighted in a different color.
4. A check box on the left allows you to specify which lanes to include in the calculation.
5. A check box on the right allows you to choose which adjusted times to use.
  - \*Be careful about the case where the backup time is SLOWER than the pad time since this could be due to a simple late push of the button(s) on that lane.

The screenshot shows the 'Meet Results' software interface with three main columns: TYPE, CONTENT, and FORMAT.

- TYPE:** Includes options for 'Print All Times', 'Print Prelims Only', and 'Print Finals Only'. Under 'Type of Results', 'Complete Meet Results' is selected. Other options include 'Single TEAM Results', 'Single DIVISION Results', 'Single Competitor Results', 'DQ Summary', 'Dual Meet Results', 'Detailed Team Summary', 'Team Summary', and 'Records Broken'. At the bottom, 'Scoring ONE heat' has 'Print in SCORING ORDER' selected.
- CONTENT:** Includes 'INCLUDE.....' with checkboxes for 'Capitalize Athlete Names', 'Capitalize Team Names', 'Indiv. Relay Names', 'Team Scores', 'Records', 'Cut Times', 'Messages', 'Age', 'Gender', 'OVC Only', 'Print in HTML Format', 'Show results by HEAT', 'One event per page', 'Use USMS Format', 'DQ's', 'Scratches', 'Seed Times', and 'Exhib'. A dropdown menu shows 'No Splits'. Below, 'Team INITIALS' is selected.
- FORMAT:** Includes 'Printed Columns' with 'ONE column' selected. 'Order of Events' has 'Even and Odd' selected. 'User Defined Sequences' shows 'NO SEQUENCE USED' as the active sequence. At the bottom, 'Print/Preview' and 'Exit' buttons are visible.



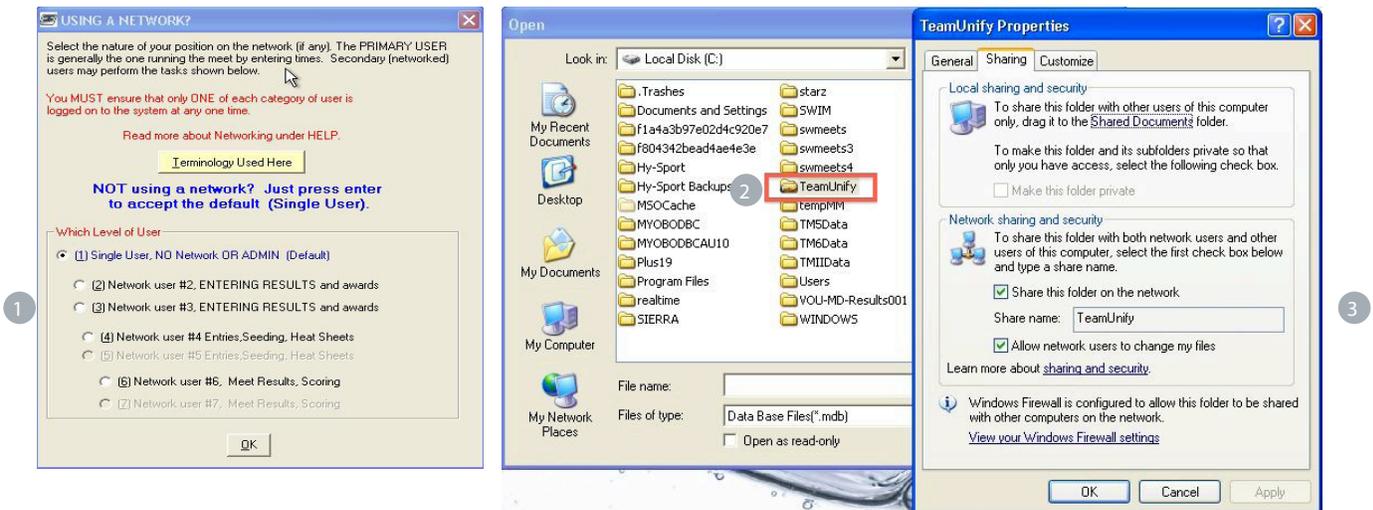
### Tips and Tricks

Don't forget to use TUSync to seamlessly sync your results back to your TeamUnify teams. Once synced, go to your SwimOffice website and release the official results. If you need to update the results at any time, adjust in TouchPad and sync again. This will adjust all teams that competed in the meet.

- 1 **Meet Results** - Once you have completed the meet, select meet results from the ribbon. This option has many selections for printing the results necessary upon meet completion. Each column provides options for the overall printout. Select first from column TYPE then column CONTENT and last column FORMAT. Once you have your selection chose the correct range of event numbers and then select Print/Preview.

To export your results please go to File > Export SD3 Meet Results/Entries/SWIMS. Send this results file to all Non TeamUnify teams or if you are not using TUSync to push your results.

# Networking



- 1 Network Management** - Network management allows other computer users to connect to the main meet located on the primary computer. Each user will select the level of access that they will need in order to complete their meet functions.
- 2 TeamUnify/TouchPad Folder** - In order for your others computer operators to access your meet, you must allow sharing of your file called TeamUnify located under your C: Drive. In order to do this, right click on your folder and find the Sharing and Security Option.
- 3 Sharing and Security** - Select the Sharing Tab and the module called, "Network Sharing and Security". This will vary by operating system. Ensure you select both the share files and allow network users to change this file. Select Ok to save changes.

- 4** (MEET# 32) TOUCHPAD MEET MANAGER Version: 1.1905  
File Events Athlete Entries Relay Entries Meet Reports Seed Heat She



## Tips and Tricks

It's critical that you are not on the same event with another operator at the same time as one will overwrite the other. Remember to write your changes to the meet you must move to the next selection you are working on. This pushes the update to the other operators.

- 4 Meet # for Networking** - When your other computer operators are networking they will be required to pick a folder that is numbered. The main computer with the hosted meet will give them the number of the meet located on the top blue bar to the left of the meet name as shown above.

Appendix A - Meet Reports

3/19/2012		age group		Page 1 of 51			
Starting Date: 2012/01/01		Head line 2 Used at the head of most reports					
FOREST HILLS				MAX INDIVS- 2	MAX RELAYS- 2	MAX TOTAL- 4	
ARBINO, JOEY	M	12	FOREST HILLS	3	2	5	
36 11-12 50 BACK							
46 11-12 50 FREE							
36 11-12 50 BREAST							
RELAY EVENT NUMBER(S)	6	74					
BANKS, KATELYN	F	17	FOREST HILLS	3	0	3	
29 15-18 50 FLY							
49 15-18 100 FREE							
69 15-18 100 I.M.							

Event Limit Verification Report - This will match all entered athletes against the Max number allowed and will report on those that exceed this number.

3/19/2012		age group		Page 1 of 19		
Starting Date: 2012/01/01		Head line 2 Used at the head of most reports				
FOREST HILLS				Incorrect USA Registration Numbers		
				CORRECT USA #	ENTERED USA #	
Abineri, David	M	8	FOREST HILLS	03/06/97DAV*ABIN		
ARBINO, JOEY	M	12	FOREST HILLS	04/25/96JOE*ARBI		
BANKS, KATELYN	F	17	FOREST HILLS	01/28/91KAT*BANK		
BANKS, SHELBY	F	14	FOREST HILLS	09/29/93SHE*BANK		
BERNASCO, ABBY	F	10	FOREST HILLS	09/07/97ABB*BERN		

USA Registration Number Verification Report- This will check through all athletes and report those that do not have a correct USA #.

3/19/2012		age group		Page 1 of 1		
Starting Date: 1/1/2012 12:		Head line 2 Used at the head of most reports				
FOREST HILLS				Check entered age against Date of Birth		
				CORRECT AGE	ENTERED AGE	
Abineri, David	M	FOREST HILLS	03/06/1997	11	8	
TURPIN HILLS				CORRECT AGE	ENTERED AGE	
Atkins, Payton	F	TURPIN HILLS	02/28/1997	11	9	
Kautz, Annie	F	TURPIN HILLS	06/06/1998	9	8	

Athlete Ages - Checks for Age Exceptions. Checks against the age entered and uses the age up if denoted in the setup. Any that do NOT agree will be reported.

3/19/2012		age group		Page 1 of 1			
Starting Date: 1/1/2012 12:		Head line 2 Used at the head of most reports					
INDIAN HILL				Check Ages of RELAY ATHLETES			
EV # 9 15-18 200 MED.REL.		F	INDIAN HILL 'A'				
1] Smith, Delaney F11		2] Klee, Victoria F12		3] Fritz, Natalie F18		4] Meier, Audrey F14	
EV # 77 15-18 200 FREE REL		F	INDIAN HILL 'A'				
1] Fry, Samantha F12		2] Smith, Delaney F11		3] Meier, Audrey F14		4] Fritz, Natalie F18	

Relay Verification Report - Checks for age exceptions of relay athletes.

3/19/2012		age group		Page 1 of 1			
Starting Date: 1/1/2012 12:		Head line 2 Used at the head of most reports					
TURPIN HILLS				Check EVENT age/gender vs ATHLETE age/gender			
				F	9		
Atkins, Payton		TURPIN HILLS		F	9		
25 GIRLS 11-12 50 FLY							
55 GIRLS 11-12 50 BREAST							
65 GIRLS 11-12 100 I.M.							

Event-Athlete Gender/Age - Check for any mismatches between the age and gender of the event.

Appendix A - Meet Reports

3/19/2012 Page 1 of 39

**age group**

**Head line 2 Used at the head of most reports**

Starting Date: 1/1/2012 12: **Meet Entries**

FOREST HILLS		NT HIL4		M 8		03/06/1997	
Abineri, David	22 BOYS 8&UN 25 FLY	FOREST HILLS	NT HIL4	M	8	03/06/1997	
ARBINO, JOEY		FOREST HILLS		M 12		04/25/1996	
6 BOYS 11-12 200 MED.REL	A[2]	2:40.05	H1L4	36 BOYS 11-12 50 BACK		:58.13	H4L6
46 BOYS 11-12 50 FREE		:42.06	H5L6	56 BOYS 11-12 50 BREAST		:44.86	H2L4
74 BOYS 11-12 200 FREE RE	A[2]	2:17.63	H1L3				

Meet Entries Report- This report will show all entries based on your selections. This report will include all athletes, seed times, relay entries and the relay position.

3/19/2012 Page 1 of 11

**age group**

**Head line 2 Used at the head of most reports**

Starting Date: 1/1/2012 12: **Sequence: SAT AM** **CHECK-IN / CIRCLE EVENT NUMBERS**

EV# 11 GIRLS 8&UN 25 FREE PRELIMS [98 Entrants] EV# 21 GIRLS 8&UN 25 FLY FINALS [12 Entrants]

GIRLS 8&UN		EVENTS>>>	11	21
1	ALBERT, ERIN	7 NOR	11	
2	ALSPAUGH, WESLEY	7 IH		21
3	BAILEY, CLAIRE	7 THSC	11	

Athlete Check-in Sheet - You must select your sequence before you can generate this report. This produces a positive check in sheet for each athlete and each event they are entered in. Use the TouchPad to OnDeck Manage Check-in functionality for teams using the OnDeck application. See more on page 37.

3/19/2012 Page 1 of 1

**age group**

**Head line 2 Used at the head of most reports**

Starting Date: 1/1/2012 12: **Check entered age against Date of Birth**

FOREST HILLS		CORRECT AGE		ENTERED AGE	
Abineri, David	M FOREST HILLS	03/06/1997	11	8	
TURPIN HILLS		CORRECT AGE		ENTERED AGE	
Atkins, Payton	F TURPIN HILLS	02/28/1997	11	9	
Kautz, Annie	F TURPIN HILLS	06/06/1998	9	8	

Athlete Age Verification Report- Checks for Age Exceptions. Checks against the age entered and uses the age up if denoted in the setup. Any that do NOT agree will be reported.

3/19/2012 Page 1 of 1

**age group**

**Head line 2 Used at the head of most reports**

Starting Date: 1/1/2012 12: **Check Ages of RELAY ATHLETES**

**INDIAN HILL**

EV# 9 15-18 200 MED.REL.	F INDIAN HILL 'A'	3] Fritz, Natalie F18	4] Meier, Audrey F14
1] Smith, Delaney F11	2] Klee, Victoria F12		
EV# 77 15-18 200 FREE REL	F INDIAN HILL 'A'	3] Meier, Audrey F14	4] Fritz, Natalie F18
1] Fry, Samantha F12	2] Smith, Delaney F11		

Relay Verification Report - Checks for age exceptions of relay athletes.

3/19/2012 Page 1 of 1

**age group**

**Head line 2 Used at the head of most reports**

Starting Date: 1/1/2012 12: **Check EVENT age/gender vs ATHLETE age/gender**

**TURPIN HILLS**

Atkins, Payton	TURPIN HILLS	F	9
25 GIRLS 11-12 50 FLY			
55 GIRLS 11-12 50 BREAST			
65 GIRLS 11-12 100 I M			

Event-Athlete Gender/Age - Check for any mismatches between the age and gender of the event and the athletes.

Appendix B - Heat Sheets, Cards, Labels, Lane Sheets

3/19/2012 Page 1 of 18

age group  
Head line 2 Used at the head of most reports

SC Yards  
2012/01/01 - 2012/01/01

Event # 3 GIRLS 10&UN 100Y MED. REL.			Event # 8 BOYS 13-14 200Y MED. REL.		
Heat 1 of 1			Heat 1 of 1		
1 TURPIN HILLS A	TURPIN HILLS	1:28.18	1 TERRACE PARK A	TERRACE PARK	2:28.74
2 INDIAN HILL A	INDIAN HILL	1:30.89	2 INDIAN HILL A	INDIAN HILL	2:26.93
3 TERRACE PARK A	TERRACE PARK	1:18.09	3 FOREST HILLS A	FOREST HILLS	2:09.66
4 FOREST HILLS A	FOREST HILLS	1:18.38	4 MIAMI HILLS A	MIAMI HILLS	2:25.87
5 NORMANDY A	NORMANDY	1:27.79	5 TURPIN HILLS A	TURPIN HILLS	2:27.99
6 MIAMI HILLS A	MIAMI HILLS	1:30.16	6 NORMANDY A	NORMANDY	NT

Heat Sheet- This report will show all entries by event and Heat/Lane.

3/19/2012 Page 1

age group  
Head line 2 Used at the head of most reports

2012/01/01 - 2012/01/01

**TIMES ARE ONLY APPROXIMATE.**  
**EVENTS MAY START EARLIER THAN SHOWN HERE!**

Time between heats = 30 seconds Time between events = 60 seconds

EVENT	HEAT	NUMBER IN HEAT	START	FINISH
Ev 9 GIRLS 15-18 200Y MED. REL.	1	6	8:00	8:03
Ev 10 BOYS 15-18 200Y MED. REL.	1	6	8:04	8:07
Ev 11 GIRLS 8&UN 25Y FREE	1	4	8:08	8:09

Meet Duration - You **must** select your sequence before you can generate this report. This produces a report showing the Event, Heat, Number in Heat and Start & Finish time based on your sequence setup.

3/19/2012 Page 1 of 6

age group  
Head line 2 Used at the head of most reports

1/1/2012 - 1/1/2012

**RELAY SHEET FOR: FOREST HILLS**

Event # 33 GIRLS 10&UN 100Y MED. REL.			
TEAM A HEAT 1 LANE 4			
Name	Code	Stroke	
1 ALLISON REARDON	860		
2 SAMME POLANCO	859		
3 KILEY PIPPENGER	857		
4 KELLY GRIMES	833		

Relay Name Sheet- Report showing all relays, Heat/Lane and athletes swimming.

3/19/2012 Page 1 of 1

age group  
Head line 2 Used at the head of most reports

2012/01/01 - 2012/01/01

SAT AM

FOREST HILLS	NORMANDY	Unattached
Girls 8 & Under 9	Girls 8 & Under 31	Girls 8 & Under 0
Girls 10 & Under 21	Girls 10 & Under 41	Girls 10 & Under 0
Girls 9 - 10 12	Girls 9 - 10 10	Girls 9 - 10 0
Girls 11 - 12 0	Girls 11 - 12 0	Girls 11 - 12 0
Girls 13 - 14 0	Girls 13 - 14 0	Girls 13 - 14 0
Girls 15 - 18 0	Girls 15 - 18 0	Girls 15 - 18 0

Warmup Totals - You must first select a sequence before generation. This report shows the total athletes by age group, team and sequence.

3/19/2012 Page 1 of 1

age group  
Head line 2 Used at the head of most reports

2012/01/01 - 2012/01/01

Event # 9 GIRLS 15-18 200Y MED. REL.	
FILL IN LANES IN ORDER OF FINISH	
Heat 1 of 1	
1 TERRACE PARK A	PLACE 3 -----
2 NORMANDY A	PLACE 2 -----
3 FOREST HILLS A	PLACE 3 -----
4 MIAMI HILLS A	PLACE 4 -----
5 TURPIN HILLS A	PLACE 5 -----
6 INDIAN HILL A	PLACE 6 -----

Finish Judge Sheets - Finishing sheet for placement of athletes. Used when you are manual timing or to overwrite a time entered into the system by the timing console.

# TUSync™

What you'll learn in this Section:

-  Syncing your meet
-  Inviting Teams
-  Understanding the invite interface/SYNC Dashboard
-  Syncing meet entries back to TouchPad
-  How to update results



*OnDeck*

[Manage Check-ins](#)



*Tutorial*

[Step 2 Syncing Events & Entries](#)



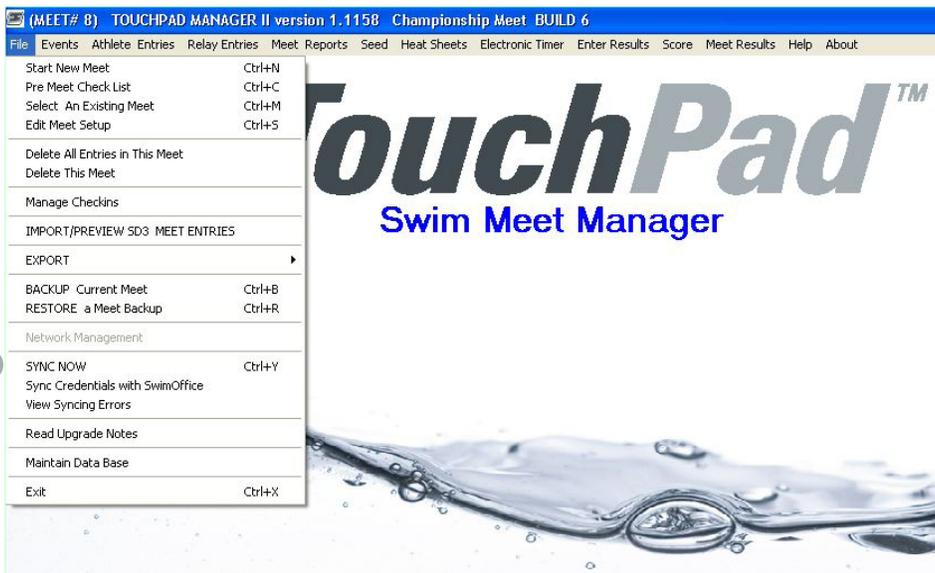
*Tutorial*

[Accepting TouchPad Invitation](#)



*Tutorial*

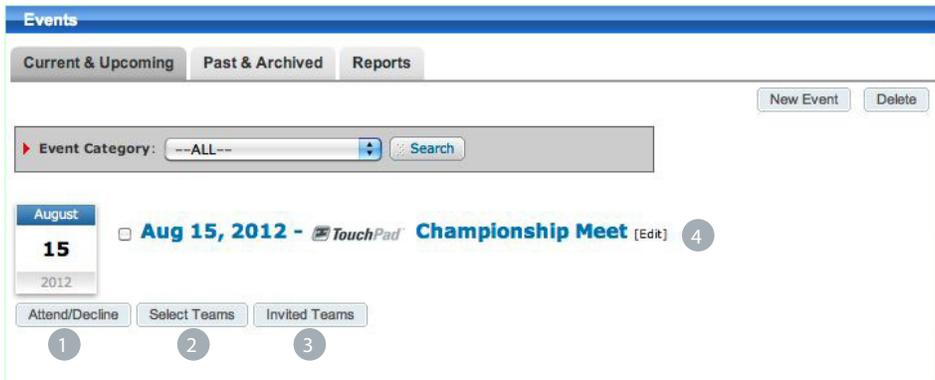
[SwimOffice/TUSync Dashboard](#)



### 💡 Tips and Tricks

Before you sync we suggest you double check all of your information contained in the meet setup portion. Many of these preferences will enforce what and how times are used. It's easier to fix now instead of your visiting teams being confused.

- 1 **TUSync-** Once you have completed creating your events, select SYNC NOW or Ctrl + Y to sync to your TeamUnify site and invite teams to compete. If you have teams not on the TU platform you will need to duplicate the meet structure in meet management software that creates an EV3 or CL2 file and send the entries file.



### 💡 Tips and Tricks

Before you invite teams, click on your meet title to ensure this information is correct. Check all dates, course type and information for accuracy.

- 1 **Attend/Decline-** Once you have synced the meet go to your site > events tab > and select the Attend/Decline button to begin your online entries process. It will immediately bring you into your edit screen to make any adjustments or additions to the event information.
- 2 **Select Teams-** Select teams will give you a list of teams to send the meet structure and meet invitation. The selected teams will then have the option to Attend/Decline within their SwimOffice site.
- 3 **Invited Teams-** Invited Teams allows access to the syncing dashboard. This dashboard allows you to communicate, monitor and control syncing and entries for your invited teams.



### 💡 Tips and Tricks

Do you need to email your visiting teams? Select all, select Email Team Admins, delete all or some of the templated email and add your own information. Easy!

To ensure the meet will not go over your time-line, keep all teams set to 'Not Accepted' and use the Meet Time Estimate function to track. Accept the teams as appropriate.

The screenshot shows the 'Invited Teams' dashboard for an event on Oct 31, 2012. It includes summary statistics for entries submitted and accepted, a search bar, and a table of teams with various management actions. Numbered callouts 1 through 10 highlight specific features and data points.

Team Name	Team Code	Invite Date	Invite Status	City, State	Entry Fees	Enroll Status	Sync Status	Entry Submitted	Entry Count
<input type="checkbox"/> Buenaventura Swim Club BUEN		10/17/2012	Accepted	Ventura, CA	\$98.00	Accepted	Enabled	10/17/2012 10:32:54 AM	10F   15M
<input type="checkbox"/> Mission Aurora Colorado Swimming MACS		10/17/2012	Accepted	Aurora, CO	\$8.00	Accepted	Auto	10/17/2012 11:35:52 AM	2F   0M
<input type="checkbox"/> Mission San Jose Aquatics MSJA		10/17/2012	Accepted	Fremont, CA	\$12.00	Rejected	Auto	10/17/2012 11:48:49 AM	2F   1M
<input type="checkbox"/> Mission Viejo Nadadores MVN		10/17/2012	Accepted	Mission Viejo, CA	\$56.00	Rejected	Auto	10/17/2012 11:12:10 AM	6F   8M

- 1 Submitted Entries Dashboard - When a team syncs their entries to SwimOffice, this dashboard will show you the total count including the total entry fees (excluding your own team). Don't forget to accept the entries if you want them to sync to TouchPad
- 2 Filter - Use your filters to quickly view teams with those certain properties.
- 3 Invite - If a team declines your invitation but decides to accept it after the fact, you will need to place a check mark to the left of this team and invite again. This will light the event back up on their site.
- 4 Un-invite- If a team that has been invited decides to not swim or you need to un-invite a team, place a check mark to the left of the team name and select Un-invite. This will **REMOVE** the event from their SwimOffice site.
- 5 Email Team Admins- Make your selection by placing a check mark in the box to the left of all invited teams and select Email Team Admins. This will send them a pretemplated, editable email. See page 35 for an example.
- 6 Accept Teams - **CRITICAL** - Teams are defaulted to 'Not Accept' and entries will be held in SwimOffice until you accept their entries to be synced with TouchPad. Place a check mark to the left of the team name and select Accept Teams.
- 7 Reject Teams - To ensure a team will not have their entries synced to TouchPad, place a check mark to the left of the team name and select Reject Teams.
- 8 Enable Sync - Teams are defaulted to Auto sync entries to TouchPad. If you have disabled sync for a team you will need to enable that team in order for TouchPad to receive those entries.
- 9 Disable Sync - If you need to save entries for a team in SwimOffice, but not allow them to be synced to TouchPad, place a check mark to the left and Disable Sync.
- 10 Entry Information- When teams sync their entries this count will adjust to reflect a date stamp and entry numbers.

**Send Mail to Members**

This message will be sent WITHOUT tracking enabled. Please go to **E-Mail Center** if you want to send a message that also informs you whether the recipients open the emails or the emails are bounced due to invalid email addresses.

\*From Name: TeamUnify Demo Account \*From EMail: tom@teamunify.com  
 \*To: andy@andy.com,natalie.wilson@jenksps.org  Enable Tracking

\*Subject:  
 The Sharks Swim Team has Invited the ==RECIPIENT\_TEAM\_NAME== to Submit You

CC:   
 BCC:

Note: Total attachment file size must be less than 5 MB. Email sending will fail if the size exceeds this size.

Attachment 1:  No file chosen  
 Attachment 2:  No file chosen  
 Attachment 3:  No file chosen

\*Message:

Source

**B I U** abc x<sub>2</sub> x<sup>2</sup>

Styles  Font

Hi ==RECIPIENT\_TEAM\_NAME==,

The Sharks Swim Team has invited you to submit your intent to participate in our upcoming swim meet! **The meet details can be seen by team administrators only on your events listing page once you have Signed In. This is NOT a guarantee that your team will be accepted into the meet.** Here are the meet details:

**Meet Name:** Fall Classic  
**Meet Date:** Nov 2, 2012  
**Location:** Main Street 1 Main Street, Bend, OR 97702  
**Entry Submission Open Date/Time:** 11/02/2012 | 12:00 AM PDT  
**Entry Close Date/Time:** |

**Primary Meet Contact:** TeamUnify Demo Account (tom@teamunify.com)

 Tips and Tricks

Do you need to send this email to several others on your team? An easy way to propagate the CC or BCC area is to go to Account Member Admin, place a check mark to the left of those accounts you wish to email, select the email button and copy those addresses. Go to your invite email and paste into the BCC line. Alternately you can copy the invite and paste into the Email Center.

- 1 Pretemplated Email- When you select Email Admins you will be taken to this screen above which allows you to add additional email addresses, attach any necessary meet files, and edit any content in the email. The email will pull information from your meet and include a link to easily allow those teams to either accept or decline their invitation.

**Touchpad Meet Time Estimate**

Select Teams

1

2 Number of Lanes:  Seconds Between Heats:  Seconds Before Backstroke Heat:  Seconds Between Events:

Note: Only the entries of the teams with Enroll Status **Accepted** are included in the time estimate.

Day	Session	Session Estimated Time	Total Estimated Time
1	1	02:39	
		<b>Day 1 Estimated Time</b>	<b>02:39</b>
2	2	02:11	
		<b>Day 2 Estimated Time</b>	<b>02:11</b>
		<b>Meet Estimated Time</b>	<b>04:50</b>

3

 Tips and Tricks

Accept teams based on the time stamp and run this report to see how many more teams can compete within the time limits.

- 1 **Generate Time Line Estimates** - Once you have accepted your selected teams and entered in your time between specific event parameters, generate these options to give you an estimated time line.
- 2 **Time Line Parameters**- This is **NOT** based on your event setup in TouchPad. You must manually enter in your selections based on your meet process.
- 3 **Time Line Estimate** - SwimOffice will generate a time line based on parameters that were set above and entries accepted. You can accept additional teams and regenerate to see if the team can compete.

The screenshot shows the 'Events' section of the software. At the top, there are tabs for 'Current & Upcoming', 'Past & Archived', and 'Reports'. Below these are 'New Event' and 'Delete' buttons. A search bar is present with a dropdown menu set to '--ALL--' and a 'Search' button. A calendar view shows the date 'August 15, 2012'. An event is listed for this date: 'Aug 15, 2012 - TouchPad Championship Meet'. To the right of the event title, it says '(Host: Team Foxjet) Meet Information'. Below the event title are two buttons: 'Accept' (green) and 'Decline' (red). A circled '1' is next to the event title, and a circled '2' is next to the 'Meet Information' link.

### Tips and Tricks

Event categories are a great way to keep your events organized. Within your meet edit, select or create event categories to apply to each event.

- 1 **TouchPad Sync Meet Information-** Once you have invited a team to your event, the team will see the above on their admin side. Once the team accepts the invitation they will be able to edit the meet information and the meet will become publicly available for online entry.
- 2 **Meet Information-** This will show you the host name and meet information created by the host that will be publicly viewable and can be editable by the admin once they accept their invitation.

The screenshot shows the 'Committed Athletes' section. At the top, there are tabs for 'Athlete Signup', 'Committed Athletes', 'Undeclared Athletes', and 'Declined Athletes'. Below these is a 'Meet Info: Championship Meet' section. It includes a registration deadline of 'August 15, 2012' and buttons for 'Email Event Signup Invitation' and 'Preview'. There are two main sections: 'Report' with sub-links for 'Eligibility', 'Split Sheets', and 'Entry Report'; and 'Export' with sub-links for 'TouchPad Sync', 'Generate Entry Files', and 'Update Times'. Below these are tabs for 'IE - By Athlete', 'IE - By Event', and 'Relay Teams'. At the bottom, there is a search bar and filter options for 'Last Name', 'Day/Session', 'Billing Group', 'Roster Group', and 'Location'. There are also buttons for 'Email', 'Set Unattached', 'Export ALL Committed', and 'Printer Friendly'. A circled '1' is next to the 'TouchPad Sync' link.

### Tips and Tricks

Select the green arrow to the left of Meet Info. This information is from the TouchPad meet setup. Double check your dates, age up date and your use date since to ensure you haven't made errors

- 1 **TouchPad Sync Export-** When you have completed your event entries on TeamUnify you are ready to select the TouchPad Sync option to send your entries back to the host team. The host team will simply sync their TouchPad, File > SYNC NOW, which will pull in all entries.

## Syncing Entries

### Meet Entries Files Generation

#### 1. Sync Entries to the Hosting Team

1 

#### 2. Meet Entry Fees Report to the Hosting Team -

[Meet Entry Fees Report](#)

[Meet Entry Fees Report \(with Details\)](#)

3. Member Meet Entry Fees Invoices - Right click this [link](#) and choose "Save Target As" to save the XLS file directly to your local disk so you can give to your teams treasurer to import meet entry fees to the Invoice system.

[Return to Previous Page](#)

### Tips and Tricks

Did you know you can bill your meet fees using the results file? Check out the FAQ or tutorial.

1 Sync TouchPad Entries Now- Select this button when you are ready to push your entries file to the host.

### DEMO TEAM **TouchPad Entries**

1 **Meet Entries Sync Successful! 3 athletes, 6 individual entries, and 0 relay entries have been sent to the host team.**



### Tips and Tricks

If your count is incorrect, adjust and sync again.

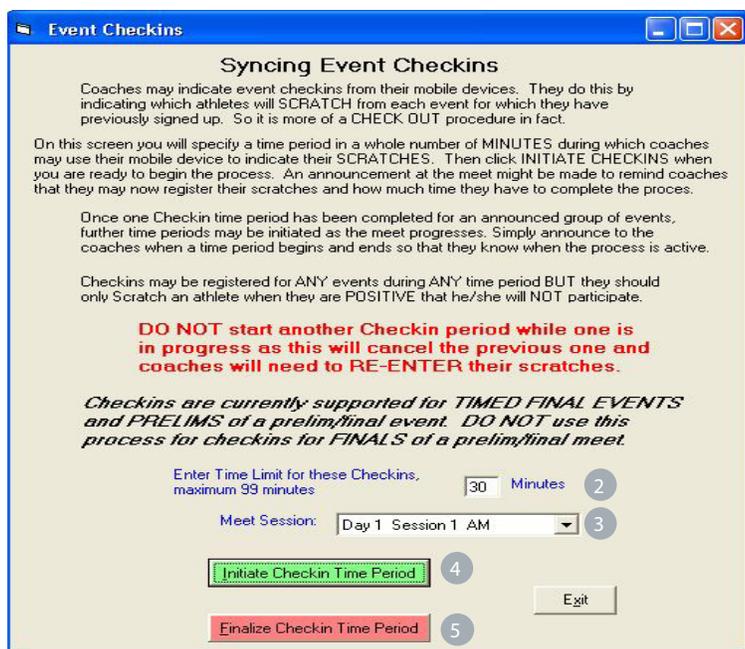
1 Syncing Success- If your entries have successfully synced to the host, SwimOffice will let you know the exact entry count that was sent otherwise it will message with any errors that may have occurred.



### 💡 Tips and Tricks

Don't forget OnDeck is a free app for both the iPhone/iTouch and Android phones. With TouchPad and OnDeck your job of administering a meet has never been easier. Look for continual enhancements. We love mobile!

- 1 **Manage Check-ins-** Manage Check-ins is the syncing functionality between TouchPad and OnDeck, TeamUnify's mobile application. Managing check-ins allows those teams that use OnDeck the ability to do positive check-ins, pushing the scratches directly to TouchPad.



### 💡 Tips and Tricks

TouchPad, TeamUnify's Swim Office, TouchPad, and TUSync will revolutionize the way you run your team and your meets. Remind your visiting teams how easy check-ins are with the correct tools to make coaching FAR easier.

- 2 **Enter Time Limit-** Decide on the amount of time you are going to give the check-in admins to use their OnDeck mobile application to do a positive check-in for the meet. Maximum of 99 minutes.
- 3 **Meet Session-** Meet Session or Sequence is setup in your Event Setup. Select the sequence that you are doing check ins for.
- 4 **Initiate Check-in Time Period-** Once you select this button, a check-in button will appear in OnDeck > Swim Meets > Check-Ins. Deselect all events/athletes that will not be swimming ie: scratching.
- 5 **Finalize Check-in Period -** Once the time has expired, select this option to push all scratch athletes to your scratch pad found under Seed > Scratch Pad. Confirm the sync and reseed your meet.

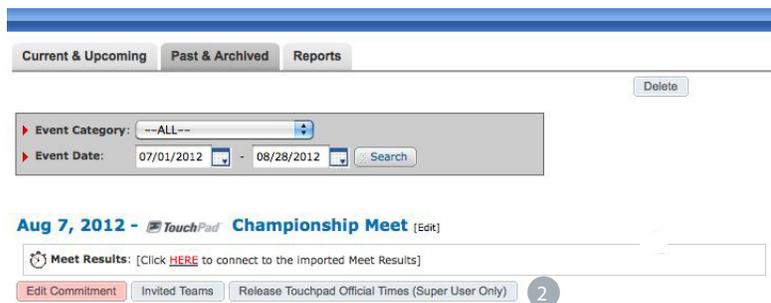
## TUSync Syncing Results



### 💡 Tips and Tricks

Don't forget, even if you have synced the results back to the visiting teams, you can adjust and resync to push the new data. Although your visiting teams can make changes, the host is the only one that can update all results using TUSync technology.

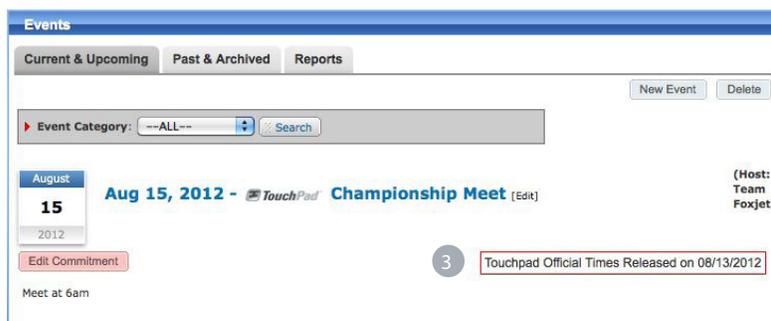
- 1 **Export Results-** Once the meet has been completed, select File > SYNC NOW and/or select File > Export to send non-TeamUnify teams the SD3 export file for results.



### 💡 Tips and Tricks

Remember to send the zipped results file from TouchPad if you have non TeamUnify teams. TUSync will not update any other software but TeamUnify's SwimOffice.

- 2 **Release Touchpad Official Times (Super User Only)** - Once you have synced your results from TouchPad, the SuperUser will be given the ability to release the official results to all teams on the TeamUnify platform that competed in the meet.



### 💡 Tips and Tricks

TUSync was so easy even the tips and tricks are hard to develop. You almost don't need any help with TouchPad and TUSync!

- 3 **Competing Team Message-** Once you have released the official results, the visiting teams will be notified that the official results have been posted to their site. If the host makes time adjustments in **TouchPad** and syncs, all times on all visiting team sites will be updated. If a visiting team makes adjustments on their SwimOffice site it will not be reflected in other team site results.



**Template Controls**

USA Team Status: [Not Assigned] USA Team Level: [Not Assigned]

Show Swim Today: [No] Show SHOP.USASWIMMING.ORG: [No]

Show Touchpad Live: [Yes] **1**

TYR URL:

Facebook URL:

Twitter URL:

**Event Edit**

STEP 1: Enter Event Information: [Event Edit] [Select Teams] [Invited Teams]

\*Event Title:

Note: Leave the Time fields blank, if this is a full-day event.

\*Start Date/Time: [04/04/2013] [AM] Registration Deadline: [04/04/2013]

End Date/Time: [04/04/2013] [AM] Event Category: [Swim Meet] + Select

Home Page Tab: [Swim Meet]

Do you want to show this Event on the Calendar? [Yes]

Show a link to the live results on your website when this meet is live?? [Yes] **2**

- 1 Global Turn On/Icon** - Turn on your TouchPad Live portal. Go to Website Design > Website Layout Configuration and scroll down to template controls. This will show your TouchPad Live portal which will include all TouchPad meets on the TeamUnify system in addition to your own.
- 2 Selective Turn On/Icon** - Turn on your TouchPad Live portal on a meet by meet basis. It will not show until the day of the meet and will shut off at completion of the day based on your settings in event setup.

**Touchpad Live**  
Standalone Interface **4**

tom@teamunify.com  
**Sharks vs Marlins**  
4/2/13

**1**

Home Results Team Scores Find Meets Watch List

Meet name

Year: [2013] Month: [April] State: [OR]  Limit to my team **2**

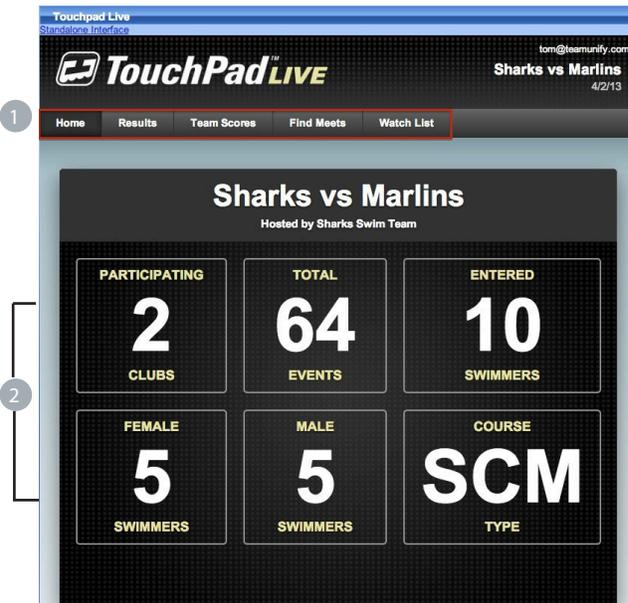
1 to 9 of 9 **3**

<b>Sharks vs Marlins</b>	04/02/2013 to 04/02/...	Bend, OR
<b>Sharks vs Dolphins</b>	04/03/2013 to 04/03/...	Bend, OR

### Tips and Tricks

Use the 'standalone interface' link to help your team and competing teams easily navigate to the live results for this meet. Simply copy and make one of your command buttons connect directly.

- 1 Find Meets** - The first tab you'll be brought to. Locate your meet using the filters and select to bring up all additional detailed information.
- 2 Filters** - Filters will help you narrow down the search. Ensure you select 'Limit to my team' to only bring up meets you have competed in. If not, all TouchPad meets from all TeamUnify teams will be viewable.
- 3 Meets** - Select the meet you would like to see results for
- 4 Standalone Interface** - Click this link to create the TouchPad Live interface in a standalone tab.



Touchpad Live  
Standalone Interface

**TouchPad LIVE** tom@teamunify.com  
**Sharks vs Marlins** 4/2/13

1 Home Results Team Scores Find Meets Watch List

**Sharks vs Marlins**  
Hosted by Sharks Swim Team

2

PARTICIPATING  
**2**  
CLUBS

TOTAL  
**64**  
EVENTS

ENTERED  
**10**  
SWIMMERS

FEMALE  
**5**  
SWIMMERS

MALE  
**5**  
SWIMMERS

COURSE  
**SCM**  
TYPE

1 Ribbon Bar (meet specific) - Once the meet has been selected, the ribbon bar becomes meet specific and all tabs will refer to this selected meet.

2 Summary Information - Meet specific information (summary of all tabs).



Touchpad Live  
Standalone Interface

**TouchPad LIVE** Sharks vs Marlins 4/2/13

Home Results Team Scores Find Meets Watch List

1

2

Event (all) Day (all) Session (all) Gender (all) Distance (all) Stroke (all)

Swimmer (all) Sort Entries by Time  Include upcoming events

3

1 Boys 6 and Under 25 Free Finished Session 1 Tuesday

Swimmer	Age	Team	Heat/Lane	Seed Time	Final	Pts	STD
1 Pete Johnson	5	TeamUnify Invite Team	1/2	--:--	 34.77	6	---
2 Bill Armstrong	5	TeamUnify Invite Team	1/4	--:--	 34.95	4	---
3 Bob Fristoe	6	Sharks Swim Team	1/3	--:--	 45.67	3	---
4 jett kalmikovs	5	TeamUnify Invite Team	1/6	--:--	 45.77	2	---

4

5

9 Boys 13-14 50 Free Finished Session 1 Tuesday

12 Girls 15-18 50 Free Finished Session 1 Tuesday

1 Results Tab- Results related to the selected meet.

2 Filters - Applying any filters will automatically update details below

3 Event Summary - Summary information of event. Select + to expand.

4 Event Detail - Event detailed information once the + has been selected.

5 Facebook notification - Select the blue Facebook icon to push this result to your Fb account.

### Tips and Tricks

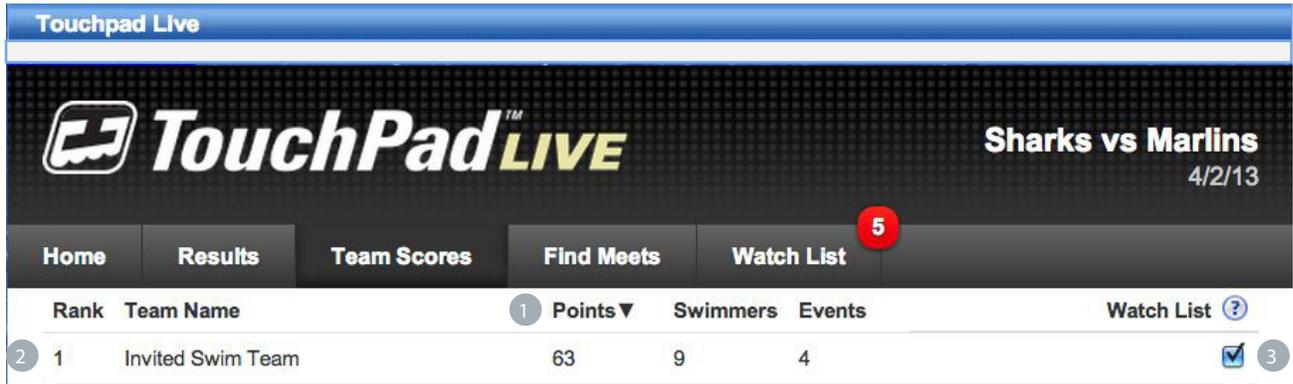
Use the summary tab to quickly get an overview of the entire meet. It will include the meet name, date and all necessary counts for meet.

Take a screenshot and copy it onto your event page for a fun way to show the public the size and summary details of the meet.

### Tips and Tricks

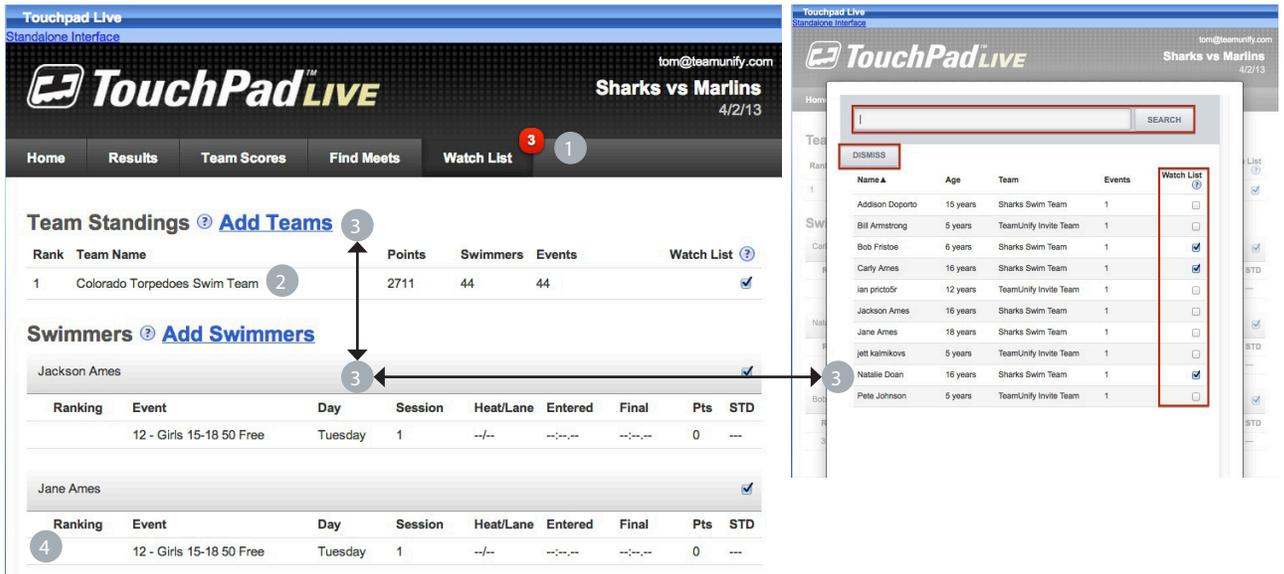
Kids love to see their results instantly posted on Fb. Use the Facebook push to quickly update your site! Show your team how proud you are of them; instantly!

Don't forget, see into the future by selecting the option, 'Include upcoming events'.



Rank	Team Name	Points ▼	Swimmers	Events	Watch List ?
1	Invited Swim Team	63	9	4	<input checked="" type="checkbox"/>

- 1 Team Scores- All teams competing in the meet and their summary information.
- 2 Summary Information- Summary of teams, points, number of swimmers and total events they're competing in.
- 3 Watch List- Place a check mark to the right of one or many teams to place into your Watch List tab.



The screenshot shows the TouchPad LIVE interface for a Sharks vs Marlins meet on 4/2/13. The main navigation bar includes Home, Results, Team Scores, Find Meets, and Watch List (1). The Team Standings section (2) shows the Colorado Torpedoes Swim Team at rank 1 with 2711 points, 44 swimmers, and 44 events. The Swimmers section (3) lists Jackson Ames and Jane Ames. A detailed view of Jane Ames (4) shows her ranking, event (12 - Girls 15-18 50 Free), day (Tuesday), session (1), heat/lane (1), and performance (0 pts, STD). An inset window shows a search filter and a table of swimmers with a Watch List column (3) containing checkboxes and a Dismiss button.

Rank	Team Name	Points	Swimmers	Events	Watch List
1	Colorado Torpedoes Swim Team	2711	44	44	<input checked="" type="checkbox"/>

Ranking	Event	Day	Session	Heat/Lane	Entered	Final	Pts	STD
	12 - Girls 15-18 50 Free	Tuesday	1	--/	--:--	--:--	0	--

Name	Age	Team	Events	Watch List
Addison Doport	15 years	Sharks Swim Team	1	<input type="checkbox"/>
Bill Armstrong	5 years	TeamUnity Invite Team	1	<input type="checkbox"/>
Bob Fristoe	6 years	Sharks Swim Team	1	<input checked="" type="checkbox"/>
Carly Ames	16 years	Sharks Swim Team	1	<input checked="" type="checkbox"/>
ian pietro	12 years	TeamUnity Invite Team	1	<input type="checkbox"/>
Jackson Ames	16 years	Sharks Swim Team	1	<input type="checkbox"/>
Jane Ames	18 years	Sharks Swim Team	1	<input type="checkbox"/>
jett kalmikovs	5 years	TeamUnity Invite Team	1	<input type="checkbox"/>
Natalie Doan	16 years	Sharks Swim Team	1	<input checked="" type="checkbox"/>
Pete Johnson	5 years	TeamUnity Invite Team	1	<input type="checkbox"/>

- 1 Watch List Tab - The Watch List and Watch List number is based on selections from your Swimmer and Team Scores tab.
- 2 Team Standings- Summary information of how your team is doing in the meet compared to other teams.
- 3 Add Swimmers /Add Teams - Select to bring up your swimmer selection (or team). Use the search filter to find specific athletes or show all. Place a check mark in the Watch List column to push into your watch list tab. Select **Dismiss Button** to confirm your selection.
- 4 Swimmers Detailed Information - Swimmer's name and detailed information based on your selection from the swimmer tab.





***OnDeck™***

**&**

 ***TouchPad™***



## Managing Check-ins

What you'll learn in this Section:



Activating a Check-in with TouchPad



Adding a Volunteer Administrator for Check-ins



Checking Athletes in using OnDeck



*Tutorial*

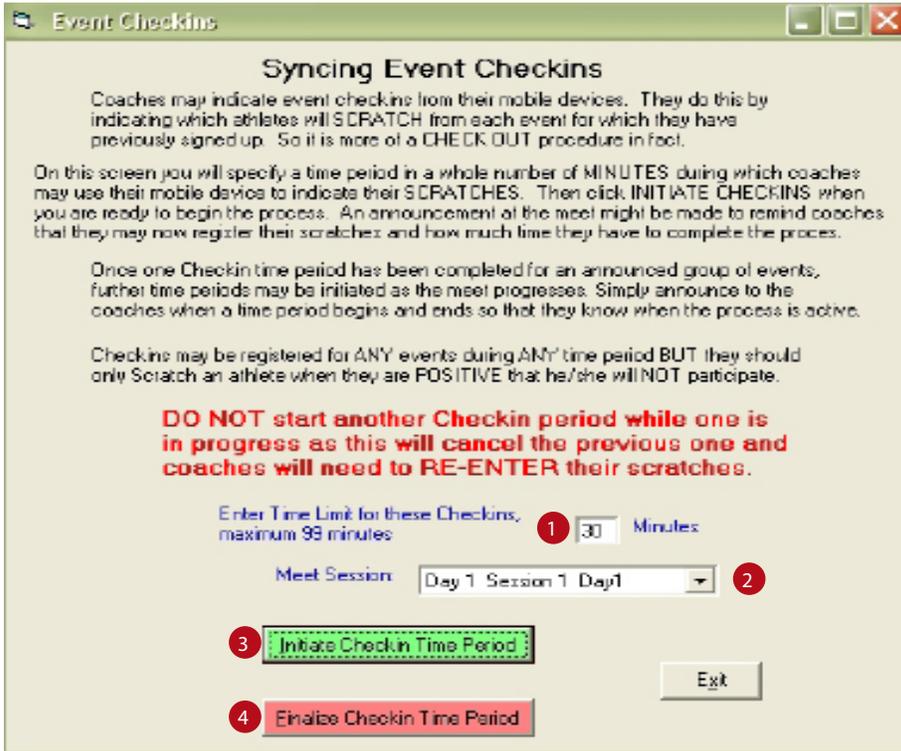
[OnDeck Check Ins](#)



*Tutorial*

[Sequence Creation for Check Ins](#)

## Activating Check-Ins in TouchPad



**Event Checkins**

### Syncing Event Checkins

Coaches may indicate event checkins from their mobile devices. They do this by indicating which athletes will SCRATCH from each event for which they have previously signed up. So it is more of a CHECK OUT procedure in fact.

On this screen you will specify a time period in a whole number of MINUTES during which coaches may use their mobile devices to indicate their SCRATCHES. Then click INITIATE CHECKINS when you are ready to begin the process. An announcement at the meet might be made to remind coaches that they may now register their scratches and how much time they have to complete the process.

Once one Checkin time period has been completed for an announced group of events, further time periods may be initiated as the meet progresses. Simply announce to the coaches when a time period begins and ends so that they know when the process is active.

Checkins may be registered for ANY events during ANY time period BUT they should only Scratch an athlete when they are POSITIVE that he/she will NOT participate.

**DO NOT start another Checkin period while one is in progress as this will cancel the previous one and coaches will need to RE-ENTER their scratches.**

Enter Time Limit for these Checkins, maximum 99 minutes:  Minutes

Meet Session:

**1**

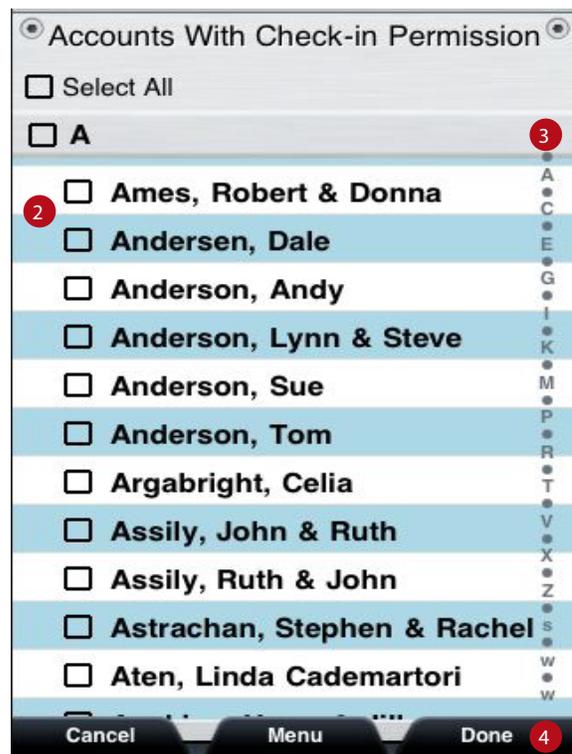
**2**

### Tips and Tricks

Allow your parent volunteers the ability to help with athlete check-ins. This will greatly improve the speed and remove the cumbersome pen and paper processing normally done for meets

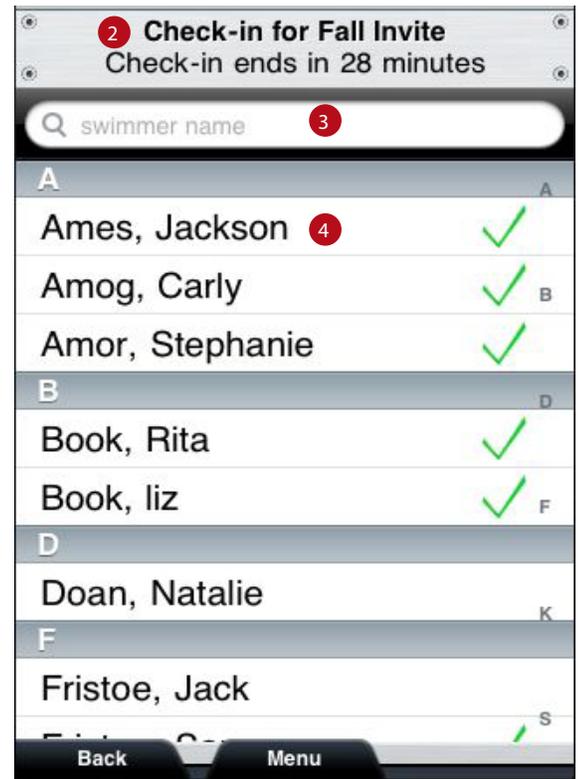
- 1** Time Limit- This allows administrators the ability to set the time period that check-ins can happen; up to 99 mins. Once set, a check-in button will appear on their OnDeck.
- 2** Meet Session- This allows you to select the Day and Session that you want the check-in period active for. This is pulled from the event setup.
- 3** Initiate Check-in Time Period- This will begin the defined check-in period and activate the check-in button in the upcoming meets screen (see page 42).
- 4** Finalize Check-in Time Period- This will close the defined check-in period and synch the check-ins with TouchPad.

## Adding a Volunteer Administrator for Check-ins



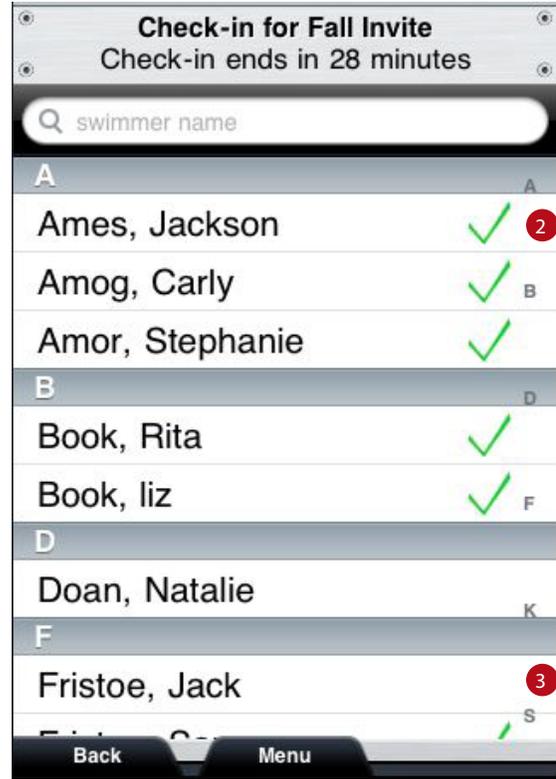
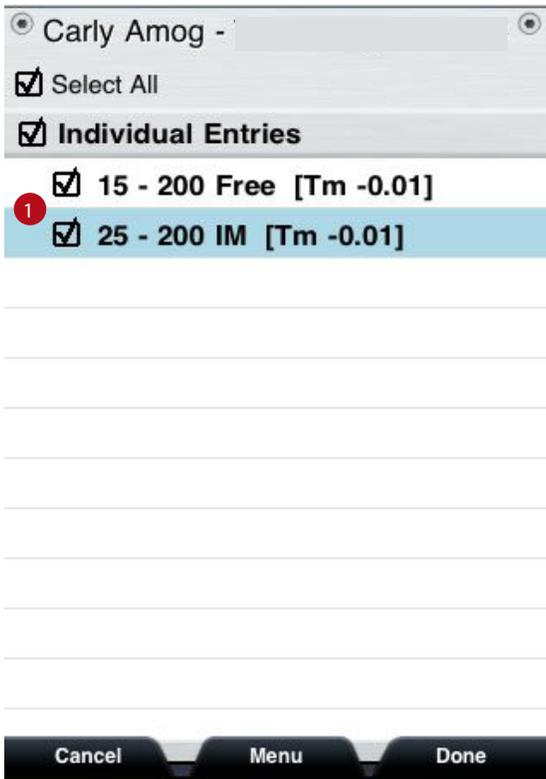
- 1 Check-Ins - This allows administrators access to both Check-in permissions and athlete check-ins.
- 2 Account Selection - This allows admins to select family accounts that they would like to give admin access to. This access is only for the check-in module. This module can be accessed through OnDeck Parent.
- 3 Jump To - Allows you to jump to an account based on the first letter of their last name.
- 4 Done - Once you have selected the desired accounts to administer the athlete check-in, they will be added to the next scheduled synch. This will update their Parent OnDeck permission level for the selected meet only.

## Checking Athletes in Using OnDeck



- 1 Admin or Check-ins - This allows administrators to choose between managing non admin access to check-in athletes and actually checking athletes into the meet. This is available when a Check-in session has been initiated from TouchPad.
- 2 Check-In Meet Detail - This shows the meet name and time remaining before the check-in closes
- 3 Name Search - Allows admins to do a fuzzy word search on a specific swimmer's name.
- 4 Athlete Selection - Tapping on an athlete's name will bring up the events they have committed to for the selected day and session.

## Checking Athletes in Using OnDeck



- 1 Athlete Event Selection Screen- tapping done with the events selected will check those athletes in, un-checked events will be recorded as a scratch.
- 2 Verified Check-ins - Once you have completed a check-in a green check mark will appear by that name. These selections will automatically be synched at the end of the check-in period as long as the mobile device is connected to the internet.
- 3 Scratched Athlete - Those athletes without any events selected will appear without a green check mark. At the end of the check-in period they will be recorded as a scratch. (Note: An athlete that is checked in for some events but not others will receive a green check mark but will scratch the unselected events).

## Checking Athletes in Using OnDeck

**Edit Entries**

Use ALT-N or ALT-V to go to Next or Previous event. Use F9 then the event number to jump to an event. Or pull down event list to choose an event.

**ONLY SCRATCH ATHLETES FROM TIMED FINAL EVENTS OR FROM PRELIMS AND ONLY BEFORE THEY HAVE COMPETED.**

A BONUS ENTRY is one that has not made an entry time. To ALLOW a BONUS entry into the meet CHECK the BONUS box here. IF UN-CHECKED THEN WILL NOT BE SEEDED.

Terminology Used Here

Team:

Previous Event

Event:

Type event number and press ENTER:  
Touch F9 to move to this box:

When in NAME order, just type a letter to move to the first name that starts with that letter. Type letter again to move through the list.

Presentation Order

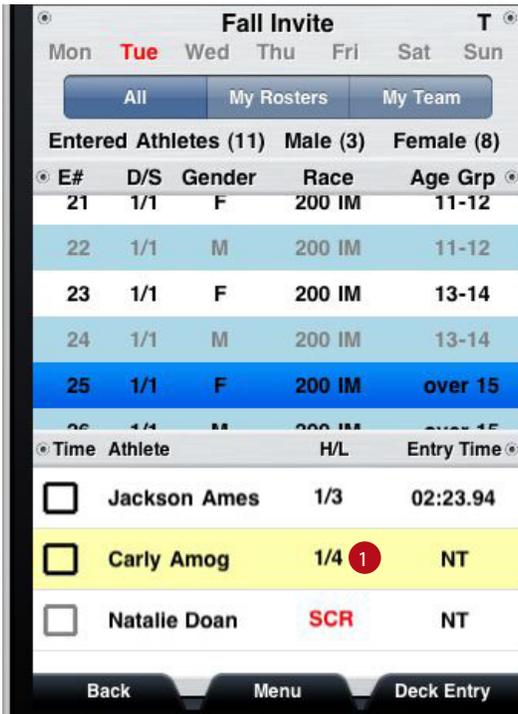
- By Name
- By Team
- By Age
- By Time

**Event # 21 GIRLS 11-12 200Y INDIVIDUAL MEDLEY 2 ENTRIES**

SCR	EXH	OVC	BONUS SWIM	NAME	SEX	AGE	TEAM	TIME	COURSE
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amor, Stephanie	F	12	Sharks	NT	Y
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fristoe, Sam	F	12	Sharks	NT	Y

- 1 **Scratch Pad** - When you return to TouchPad's scratch pad you will see that the checked out athletes are scratched. You will want to re-seed the meet and sync.

## Checking Athletes in Using OnDeck



Fall Invite				
Mon <b>Tue</b> Wed Thu Fri Sat Sun				
All My Rosters My Team				
Entered Athletes (11)		Male (3)	Female (8)	
E#	D/S	Gender	Race	Age Grp
21	1/1	F	200 IM	11-12
22	1/1	M	200 IM	11-12
23	1/1	F	200 IM	13-14
24	1/1	M	200 IM	13-14
25	1/1	F	200 IM	over 15
26	1/1	M	200 IM	over 15

Time	Athlete	H/L	Entry Time
<input type="checkbox"/>	Jackson Ames	1/3	02:23.94
<input type="checkbox"/>	Carly Amog	1/4 <b>1</b>	NT
<input type="checkbox"/>	Natalie Doan	SCR	NT

- 1** Heat and Lane- Once you have synced again your athletes will automatically be assigned to the correct heat and lane in OnDeck and if they were scratched it will be notated.