

Meet Manager

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Meet Manager is used to record the results of the meet. Covered here are the common items that need to be done for a swim meet.

Note- the HELP menu has excellent documentation. If this brief overview doesn't have the information you need, use the help in Meet Manager.

~ 1.0 Prep for Meet Start ~

1.1 Adding an Athlete to the Swim Meet

When deck entries are allowed you may need to add an athlete to the meet.

- In "Run the Meet" MENU: **Athletes**
 - "Athletes" window pops up
- In "Athletes" MENU: **Add**
 - "Add New Athletes" pops up
- In "Add New Athlete": enter the swimmer data
 - All boxes with black title need data entered except "Pref Name" and "Class Year"
 - You can enter event information here if you have it.
- Click "OK"

1.2 Adding an Athlete to an Event

This may occur prior to event or you may receive a "change" card as part of the swim results from the databoard.

- In "Run the Meet" BUTTON: **Adjust : F8**
 - "Preview/Adjust" window pops up
 - Click on "show eligible athletes"
 - To remove a swimmer from a heat/lane double click in the swimmer
 - To add a swimmer to a heat/lane drag and drop to desired heat and lane
 - Note- heat/lane must be empty
- Select "SAVE" from the menu to save changes.

1.3 Relay entries

Coaches are to submit Relay Cards to Clerk of Course prior to the start of the meet. Clerk of Course will provide relay cards for swimmers to be entered in order of swim to each team's relays.

Note- Relay entries should already be entered in the meet.

- In "Run the Meet" MENU: **Relays**
 - "Relays" window pops up
- In "Relays"
 - Select the event under "relay events"
 - Select the relay team under "Relay Team Entries"
 - Drag and drop the athletes from the "eligible athletes" placing them in the order they will swim.

1.4 Download Events to CTS (Databoard)

Prior to session start the databoard needs to receive a download of events from Meet Manager.

- **1.41:** First set Meet Manager to communicate with the correct CTS Console type depending whether the CTS 5000 or CTS 6000 is connected:
 - From the “Main” menu: **set up > timing console interface > select correct system**
- **1.42:** In “Run the Meet” menu: **Interfaces > Timer (Cts6) > Download Events to CTS6**
 - Marlins Meet is usually Line 8 and this should automatically be selected.
 - Make sure databoard is setup to receive download prior to sending.

1.5 Scratch Swimmers (Positive Check-in Events)

Prior to session start, any positive check in events need to be adjusted for swimmers who scratched. Clerk of course should provide sign in sheets 30 minutes prior to session start.

Start with the 1st event and complete in order. This will allow you to print the 1st event(s) in order to get the meet started on time.

- In “Run the Meet” MENU: **Seeding > Scratch > Highlight Event > Scratch Pad**
 - Manually select swimmers to be scratched
 - Note- top of swimmers list shows total entries and scratches. This is an easy way to verify you have scratched the correct number of swimmers.
- Limited # of swimmers (i.e. top 48 swimmers allowed)
 - Before seeding – “scratch back” button
 - How many swimmers?
 - How many alternates?

Special Note if seeded events need to be reset:

- From main program window MENU: **File > Purge > Reset Events Results and Seeding**
 - Select events to be unseeded
 - Must be in single user mode

1.6 Print Lane Timer Sheets

Lane specific timer sheets need to be printed prior to start of meet. Timers meeting is usually 20 minutes prior to session, when possible print lane timer sheets prior to timers meeting.

- Click on the “Session” button to select session to run report
- In “Meet Program” MENU: **Report > Lane/Timer Sheets**
For typical set up do the following:
 - Format section: **Continuous**
 - Sort by: **“Lane then Event”** and **“Session Order”**
 - In “Lane/Timer Sheets” MENU: **Preferences**
 - **List athletes with last name first**
 - **Note:** Default is to print two copies. Only one needed > change to one copy.

1.7 Print Meet Program

Meet program provides print out of event, heat, swimmers.

- Click on the “Session” BUTTON to select session to run report
- In “Meet Program” MENU: **Report > Meet Program**
- Select events to be included in Meet Program
 - Quick Hint- **Select All** from top left of menu when all events to be included

For typical set up do the following:

- Columns/Format tab: select the following
 - Columns: **Triple**
 - Format: **Ignore Psych**
- Include in Meet Program tab: select the following
 - **Time Standards**
 - **Entry Times**
- In “Meet Program” MENU: **Preferences**
 - **List athletes with last name first**
- In “Meet Program” MENU: **Create Report**
 - Preview of report generated- review prior to printing to make sure it looks correct.
 - Default is to print two copies. If only one needed change to one copy.

1.8 Download Names to Disk (one pool only)

When a session is only using one pool, names need to be downloaded to a flash drive to be uploaded to the Scoreboard Computer in order to have them displayed during the meet.

- Put a flash drive in USB port.
 - Go to Start List folder and delete all files in this folder. If this folder does not exist create one.
- In “Hy-Tek Swim MEET MANAGER Pro” (this is main window when Meet Manager is started) MENU: **File > Export > Start Lists for Scoreboard > Start Lists for CTS**
 - “Scoreboard Start Lists” window pops up. Switch to the flash drive directory and select the Start Lists folder. Click OK.
 - Download will take several seconds.
 - A window will pop up stating “x” numbers of entries have been downloaded when it is finished. Note this number for confirming when uploading to Scoreboard Computer. Click “OK”
 - Remove flash drive (see Scoreboard Computer manual to upload names to Scoreboard Computer).

~ 2.0 Meet Results ~

2.1 Event Results: Basic

Steps to enter swim results.

- Results printout will be brought to you from the data board
- In “Run the Meet” select the event
 - Use the “**Session : F7**” BUTTON to select correct session (if not already there)
- Click the “**Get Times : F3**” BUTTON
 - Race # should match the printout
 - Verify times align with printed results
- If there is a discrepancy the data board personnel should have indicated what time to use.
 - If a button time is indicated: double click the swimmer, then “accepted adjusted”
 - This will adjust the button time based on the average difference of the buttons and pad times for all the swimmers that had good pad times.
 - If there is a lane failure (i.e. no pad or button time) you will to “blast” the results using the watch time from that lane and all recorded times for the other lanes (pad, button, and watch times).
 - Run TIMERR.EXE from the desktop.
 - Answer questions. Enter times. (Note: all digits including; example- 02:59.07)
 - Cursor must be in lane 8 last watch time- then ENTER, ENTER to get blasted time.
 - Copy and paste into WORD. Need printed copy to go with meet records.
- Once ALL heats are entered ”DONE” will be displayed under “status” for the event:
 - Do the following for finals events:
 - “**Score : Ctrl-S**” BUTTON (this finalizes the scoring for the event)
 - A report will pop up: print. 2 copies will be generated- one goes to the awards personnel, one gets posted on the wall be the “assistant”.
 - Hit “**F12**” on the keyboard (this posts the results on the internet)
 - “**Awards : Ctrl-A**” BUTTON
 - A report will pop up: print. This goes to the Panasonic printer to print labels for the awards. Make sure the Panasonic is listed as the printer prior to printing. If it is not the printer, you need to set it to be the default printer:
 - In Windows: Start > Printers and Faxes
 - Right-click the Panasonic icon: select “set as default printer”

2.2 Swim Offs

A swim off may occur when you have a prelim-final event and there is a tie during the prelim event that needs to be broken to determine who will swim in Champ finals or Consolation finals. When you print the prelim results (“LIST”) it will say on the report “swim off required”. You will have to set up a new event for the swim off (i.e. event 10 requires a swim off, then you will set up event 10S).

Steps to set up a swim off:

- In “Run the Meet” select menu: **EVENTS**
- **ADD** > Event XXS (ex. 10S)
 - Uncheck “score event”
 - Rounds “timed final”
 - Event Type “swim off”
 - Verify age group, distance, and stroke
- **OK**
- Exit the session you are in and then re-select the session that you have added the swim off to (using the **SESSIONS** button in “run the meet”).
- Select the event (ex. 10S) and click the **ADJUST** button
 - Select “show eligible athletes” > drag and drop the two swimmers into lanes 4 & 5.
 - PRINT Heat Sheets for the referee, timers, and meet director.

Steps to score the results of the Swim Off:

- Enter the results fore the swim off: to get results you will have to bring in by the race # on the printed results from the data board (not “get times” as the CTS does not recognize letters in events.
- Next pull up the original prelim event (ex. 10) and use the **JD** (Judge’s Decision) button to edit the prelim race results for the tied athletes. (ex. Swimmer X tied for 8th and lost the swim off, put 9 in for place.)
- Now you can seed the Finals event.

2.3 Event Results: combined heat, different events

On occasion the officials may combine heats from different events in the interest time.

Swimmer(s) should be entered into their Event, Heat, and Lane(s) they actually swam.

Example:

Girls 100 Free: Event 1, Heat 1, swimmers lanes 2 and 3.

Boys 100Free: Event 2, Heat 1, swimmers lanes 5, 6, and 7.

You will then pull in results by race number for each of those heats keeping only the results for the swimmer that swam that Event, Heat.

Example (continued):

Pull in results by race # for Event 1, Heat 1 keep results for lanes 2 and 3, then pull in results by same race # for Event 2, Heat 1 keep results for lanes 5, 6, and 7.

Note: You may need to add a heat if this combination was caused by adding a swimmer to the event that was not previously entered. Create a new heat and add the swimmer to that heat in the lane swam. Then follow same steps as above.

~ 3.0 Post Session ~

3.1 Post Prelims – Pre Finals

For Prelim – Finals meets prelims results will be announced/posted with 30 minutes to scratch. Once the event closes all scratched swimmers need to be entered then events seeded for finals. This needs to be done in a timely manner, so meet programs and lane/timer sheets can be produced in time for the Finals session.

- ✓ **Scratch** any swimmers who have declared their intent to scratch
- ✓ **Seed** finals events
- ✓ **Print** Meet Program and Lane/Timer Sheets

In “Run the Meet”

- Using the **SESSIONS** button select the appropriate finals session
- MENU: **Seeding > Scratch > Highlight Event > Scratch Pad**
 - Manually select swimmers to be scratched: check the SCR box
- MENU: **Save**
- MENU: **Start Seeding**

3.2 Session Backup

Each session is to be backed up the floppy disk. There is a disk caddy next to the printer with floppy disks. Find the disk labeled for the appropriate session.

- Put floppy disk in drive.
- In “Hy-Tek Swim MEET MANAGER Pro” (this is main window when Meet Manager is started) MENU: **File > Backup**
 - Meet manager will automatically switch to floppy drive: Click “OK”
 - Backup Option: Click “OK”
 - Erase the contents of diskette first? Click “Yes”
 - Back up will begin.
- Backup file at the end of each day to be e-mailed to Lisa Habel: habel.ls@pg.com

~ 4.0 Time Trials ~

We may combine events, but the computer room needs to create separate event entries, adjust to put the right swimmer in the right lane, and then pull the SAME TIMES by race number into each one. The computer room needs to set it up as if they were swum in separate heats, separate events.

For example: if you have 100 fly in lanes 3 & 4 and 100 breast in 6 and 100 back in 8 (all 100's, although you could do this with mixed too).

You create 3 events:

101 - 100 Breast

102 - 100 Back

103 - 100 Fly

Go to adjust for each event and deck enter the appropriate swimmer in the appropriate lane. So 100 Fly would show swimmers in lane 3 & 4. 100 Breast would show a swimmer in 6. And 100 Back would show a swimmer in 8. If the race number was 51, then go into each event and pull in times for race number 51. Only times for lanes that had a swimmer would get pulled in.

If for some reason 100 fly was swum again in the session, you just add a heat to that and pull in the times to that race.

ALWAYS use separate events for each session. If 100 Fly was swum the second day too, you'd create another Time Trial event with a different event number. Create a Time Trial session and add those events to those that session.

Since championship meets use a different sanction for the meet vs. time trial, we usually run Time Trials from a separate meet.