



- 1) Download Meet Information from MN Swimming website.
- 2) Get Meet Back-Up from entry chair after initial entries are due.
(Remind Entry Chair to send Tracy the USA-S Registration and Team List so that Tracy can run the Pre-Meet Recon from SWIMS.)
- 3) Open Back-Up using the RESTORE option in Meet Manager. (**File/Restore**)
- 4) Check Meet Set-up (**File/Set-Up/Meet Set-Up**)
 - a. Meet Named properly: 2021 MN ALEX MAC Championship (Year MN CLUB Meet Name)
 - Year – current 4-digit year
 - MN – LSC code
 - Club Code - Use 3 or 4 letter CLUB code
 - Meet Name - No dashes in meet name
 - b. Facility Name/address correct per meet information.
 - c. Meet Dates – Start/End Dates, Age-Up Date, Entry Open/Deadline Date
 - d. Sanction #
 - e. ID Format – USAS/USA Swimming LSC – MN
 - f. Class – Age-Group or Senior/Open
 - g. Meet Type – Typically Standard (**awards not broken out by time std**) or Time Standards
 - h. Meet Style – Standard
 - i. Course – Set per the pool type
 - j. DQ Codes – USA-S-DQ Codes November 2013
 - k. Timing Adjustment Method – FINA rules
- 5) Check Seeding (**Set-Up/Seeding Preferences**)

Basic

 - a. Timed Finals – Standard
 - b. Non-Conforming Entry Times – Timed Finals Events – Seed non-conforming times last
 - c. Course Order (YLS for short-course meet or LSY for long-course meet)
- 6) Check Report Set Up (**Set-Up/Report Preferences**)

Report Format

 - Miscellaneous – Check the box for Flag Over-Achievers with a “+”

Report Headers

 - Header 1: Meet Name
 - Header 2: Hosted By:
 - Check the box for Show Report Headers Only

Punctuation

 - Open Events – Mark per the meet information (See the Order of Events)
- 7) Check Entry and Scoring (**Set-Up/Entry Scoring Preferences**)

Scoring/Awards (only if meet is giving awards)

 - Fill in the number of individual and relay awards if giving awards

Entries/Entry Limits

 - Fill in Entries and Entry Limits Sections per the meet information

Time Stds Meet (only if meet is using time standards)

 - Mark Points awarded on Seed Time
 - Mark Points and awards given to Over achievers
 - Mark Points and awards given to Under achievers

8) Check Scoring (**Set-Up/Scoring Set Up/Basic**)

- If meet is scoring points – verify the accurate points are listed. Typically Standard Points.
- If meet is NOT scoring – override each score to “0” (this allows the computer operator to hit SCORE rather than LIST on the RUN screen.)

9) Check Fees (**Entry Fee Surcharges**) – Set to Meet Information

- * Athlete Surcharge – should include any fees that are per athlete (facility/program fees)
- * Team Surcharge – charges only ONE time per team
- * Facility Surcharge – charges only ONE time per team NOT per athlete!!

10) Check Events

- Events are listed per the Order of Events in the Meet Information
- Events are set up per the meet information
 - distance events should often be in Fast to Slow Heat Order
 - multi-age events are set up correctly
 - fees for each event are set up correctly
 - event seeded in correct number of lanes for the pool (typically 6 or 8)
- Sessions
 - Named Correctly?
 - Start Times Correctly?
 - Interval should be 30 seconds +15 seconds for back-stroke
(Less than 30 sec requires approval from Gen. Chair/Admin Vice Chair, Officials Chair)
 - Breaks Entered per Meet Information/Order of Events?
 - All events in a session and listed in the correct order?
- Time Standards
 - Check that they are set up correctly for Time Stds/Entry Qual and Scoring

11) Run a Session Report (**Reports/Sessions**)

12) Check that Meet is in Compliance with USA/MN Swimming Rules & Regulations

- 4 hour rule for sessions that include 12&U events (12&U swimmers in OPEN events are not part of the 4 hour rule). **The calculation of the 4-hours starts at the beginning of the session to the estimated time that the last 12&U event finishes.**

13) Check for swimmers swimming by themselves? Is there an event to combine them with if the swimmer/coach wants?

14) Is the meet small?

Option to swim meet in 6 lanes rather than 8?

Purge Seeding of events – (**File/Purge/Reset Event Results and Seeding**)

Set-Up/Options/Global – Change number of lanes for all Final Rounds to “6”

Default if swimming 6 lanes will be lanes 1 to 6.

To change to 2 to 7 – **Set-Up/Seeding Preferences/Standard Lanes**

Change the lane numbers

Add breaks (**Events/Sessions**)

Check for swimmers that have races “too close together”

(In Meet Manager 7.0 – **Reports/Meet Program** – Indiv Only/Less than min interval)

As a starting point, run report at 7 or 10 minutes. If less than those, look to add breaks or talk to their coach.

Important Note: Before making changes to the meet, get changes that you’re suggesting approved by the meet referee. If the host team hasn’t already done it, the Meet Referee needs **at minimum** to approve the timeline of the meet. Any combinations or reducing number of lanes, etc., should not be done without approval of the Meet Referee.