

MEET MANAGER

BRAND NEW MEET?

FILE – NEW – Name your meet and save in a location you'll remember

MEET SETUP:

- * Meet Name, date, location ENTER YOUR TEAM'S INFO
- * Enter sanction number
- * Must enter host LSC (might not be visible)
- * ID Format – click **USAS – USA SWIMMING**
- * Meet Class – click **AGE GROUP**
- * Meet Type – click type that applies to you
- * Meet Style – typically **STANDARD**
- * Meet Course – click **YARDS**
- * Click **OK**

MEET MOBILE SETUP (the screen may pop up, but exit out until after you setup your events and sessions)

* If you have internet access, at your meet location, go ahead and do this. It's free and allows your spectators to see results.

Figure out what options you'd like – **FULL ACCESS** or **LIMITED**

Go to **PUBLISH** tab (select option that you want)

View contract and agree to it (will ask for full name and date of birth)

CONFIRM

SEEDING PREFERENCES – Check/uncheck boxes that apply

REPORT PREFERENCES – Check boxes that apply

Report Headers – Punctuation – Printer Options

ENTRY/SCORING PREFERENCES

Scoring/Awards – Entries/Entry Limits – Time Standards

ENTRY FEE SURCHARGES

EVENT SETUP (SESSION SETUP IS WITHIN THIS OPTION, TOO)

- * Add your events (unseed distance events, after heat sheet is printed, change to seeded)
- * Session Setup
 - * H – allow seeding for meet program
 - * P – check-in event, that appears as a psych sheet in meet program (change to H, after printing)
- * Records
- * Time Standards
- * Event comments

FILES TO EXPORT BEFORE THE MEET

- * Event File (for teams attending the meet)
 - * FILE – EXPORT – EVENTS FOR TM
 - * Save to a location you can remember, then e-mail to attending teams
 - * E-mail to Dale Nickels, to post on WI LSC website.

SAME MEET AS LAST YEAR?

(just different date and sanction number)

Save yourself some time.

The meet is already setup and so are your events.

- * Open last year's meet: FILE – UNZIP (go to path/directory you saved the file in)
- * FILE - SAVE AS (type your new file name: example change 2016 Winter Thaw to 2017 Winter Thaw)
- * PURGE – REMOVE DATA SELECTIVELY – click TEAM/ATHLETES/RELAYS/ENTRY-RESULTS
- * Now, just follow the meet setup section.
- * Make sure to review your distance events (unseeded) and sessions setup (use P, for check-in events).
- * Seed and Print!

- * Athlete File (for Carol Graham – must check that all swimmers are USA registered)
 - * Try to do this at least 1 week before your meet.
- * FILE – EXPORT – USA-S REGISTRATION
- * Save to a location you can remember, then e-mail to Carol Graham, at cagraham@wi.rr.com

IMPORT ENTRIES AND SEED

- * Import Electronic entries: **FILE – IMPORT – MEET ENTRIES**
- * Manual Entries: **ATHLETES – ADD** (Enter Name - Select their team – enter their USA number – Gender – Events/Times)
- * **SEEDING FOR HEAT SHEET**
 - * Select all events
 - * Seed
 - * **DO NOT RESEED AFTER, YOU HAVE PRINTED YOUR HEAT SHEET!!!!**
(NT are randomly seeded, so it will change each time you seed the meet)
 - * Deck seed or late entry: click on athlete and type in an available heat/lane

PRINT MEET PROGRAM (you must save a heat sheet for Pat Lewno, LSC Treasurer)

- * Click **REPORTS**
- * Click **MEET PROGRAM**
 - * Highlight the session
 - * Click **SELECT ALL**
 - * **Choose number of columns**
 - * Click **INCLUDE IN MEET PROGRAM** (pick your options)
 - * Psych Sheet Option is here, too

PRINT OTHER MEET REPORTS – Click **REPORTS**

- * Click **LANE/TIMER sheets (after seeding)**
- * **ENTRY LIST**
- * **ROSTER**
- * **TEAMS**
- * **SESSIONS**
- * **PSYCH SHEETS**
- * **MEET CHECK-IN** (check-in events)
- * **SCORES** (highpoint awards)
- * **RESULTS** (use publication order to send into LSC)

RUN

- * **Interface (need to open connections to timing system)**
 - * **Setup** – click **Timing Console Interface (select your timing system)**
 - * **Timer** - click **Open/Close serial port**
 - * Find the COM port that is being used by going to your computer's DEVICE MANAGER, then selecting COM/SERIAL ports. The number shown is the number that you'll enter into MM
 - * Test Communications
 - * Select meet in timing system (location where data will be hold – name doesn't matter)
 - * Download Events

IMPORTING TIMES FROM TIMING SYSTEM INTO MEET MANAGER

- * Every time a race is started, that heat is given a number. So, for the first start, it's 001 and goes up, by 1 for every start (basically counting the overall heats in the meet). Use a meet heat sheet, and write that number next to each race it pertains to (in case there is a results issue).
- * The person working the timing console, must click STORE/PRINT, after all swimmers have completed the race, then press RESET, then press NEXT HEAT or NEXT EVENT.
- * You can click F3 to import the next heat, automatically (as long as it was not a 25 yard race, which is not stored) or F2 and type in the overall heat number. You will not see data until the STORE/PRINT button is pressed.
- * Once all heats have data imported, you can **SCORE** the event.

POST MEET ITEMS

- * Meet Results
 - * REPORTS – RESULTS – ALL EVENTS (not by session)
 - * Make sure you select PUBLICATION ORDER
 - * Results must include: all relay member names, date, meet type, meet title, location, and sanction number.
 - * Save as a pdf file
- * Save a locked backup file (FILE – BACKUP – choose location you remember – choose LOCK option when prompted)
- * Save an unlocked backup file, for Carol Graham.
- * Complete the Meet Financial Report and Meet Report Form (available on LSC website, under FORMS).

WHAT TO SEND TO ATTENDING TEAMS and RECORDS CHAIR (Julia Krueger – juliak3@me.com)

- * Meet results file: FILE – EXPORT MEET RESULTS FOR SWIMS
- * PDF of meet results
- * LOCKED Meet backup file: FILE – BACKUP (save to a location you remember – a backup options screen will appear – choose LOCK BACKUP FILE)

WHAT TO SEND TO CAROL GRAHAM (Registration Chair – cagraham@wi.rr.com)

- * UNLOCKED Meet backup file: FILE – BACKUP (save to a location you'll remember)

WHAT TO SEND TO PAT LEWNO (LSC Treasurer – plewno@gmail.com)

- * Completed Meet Financial Report
- * Completed Meet Report Form.
- * Printed final results
- * Printed heat sheet
- * Meet backup file
- * Mail the forms, along with travel fund payment, to Pat Lewno, 5330 Linden Circle, Racine, WI 53406

WHAT TO SEND JEANNE DRZEWIECKI (Sanctioning Chair – NSSwimming@aol.com)

- * Completed Meet Financial Report
- * Completed Meet Report Form
- * Printed final results
- * Mail or e-mail the forms, to Jeanne Drzewiecki,