

Process for splitting preliminaries by team (or other group method).

1. Set up meet for one prelim session per day as usual. Receive meet entries and import into meet.
2. Set up regions as groups (1,2,3,4)
3. After meet entries received, print out session reports for all prelim sessions with teams and athlete numbers. Look at each session's numbers to optimize the team groups to not exceed the facility limits for athletes in warmups/on-deck/etc.
 - a. The aim is to have the same teams in a group for all preliminary sessions – this may not be possible
 - b. Assign teams to a group (region) and annotate that in the team description. This will allow you to print and publish the team list by group(region) so each coach knows ahead of time which preliminary session they are attending for each day
4. Enter two “dummy athletes” – one each male and female and enter in all events
5. Copy the primary events to additional series (say 100 series, 200 series, 300 series if you have 3 sets of prelim sessions). These are no cost, non-scoring events.
6. Set up the multiple preliminary sessions (like session 2 becomes Session 2a, 2b and 2c) with their individual start time etc. Copy the appropriate duplicate events to each session.
7. After scratches, in the seeding screen, select copy and Copy entries to Target Event and delete from source event
8. Sort the entries by team
9. Select copy for those teams in that event (e.g. if group 1 were in Session 2a and the 100 series were session Xa, then you would select copy for all athletes who's teams are in group 1 when copying from event 3 to event 103).
10. After completing all the copies, you should end up with just the dummy athlete in the original event.
11. Seed the events for all of this set of preliminary sessions. So if you had three sub-prelims then you will have seeded all four prelim sessions (e.g. Session 2 (which only has one athlete in each event), Session 2a, Session 2b an Session 2c).
12. At the start of the session, enter Finals times for all the events in the main session for the dummy athletes (so they are done).
13. After an event is completed (done) in the run screen in, Select Combine from the Run screen and then copy results to Target Event and leave Source Event unchanged (this leaves an audit trail for the actual swim). (e.g. for event 3, you would combine the results from prelims for event 103 to event 3, leaving 103 intact). Continue through the sessions.
14. During the last prelim session of the series (say Session 2c), after the event is done and the results have been copied to the source event, remove the dummy athlete from the source event and list the event. This will be the preliminary results for the event for scratches and then seeding finals.