


# Hy-tek 101 Meet Manager

GETTING STARTED, RUNNING A MEET.



- 
- ▶ This presentation presupposes Meet Manager 6, although 4 and 5 will not be disadvantaged
  - ▶ The Hy-tek program hasn't changed much over the years really.
  - ▶ The contents here represent in many areas **an** approach to Hy-tek. I don't profess to know every correct way to do things, but over the years I have refined a way to do it so it isn't not correct.
  - ▶ Familiarize yourself with NE Swimming policies and procedures – acknowledge entries, get approval for major format changes.
  - ▶ Computer – recommend mouse, and integral numeric keypad

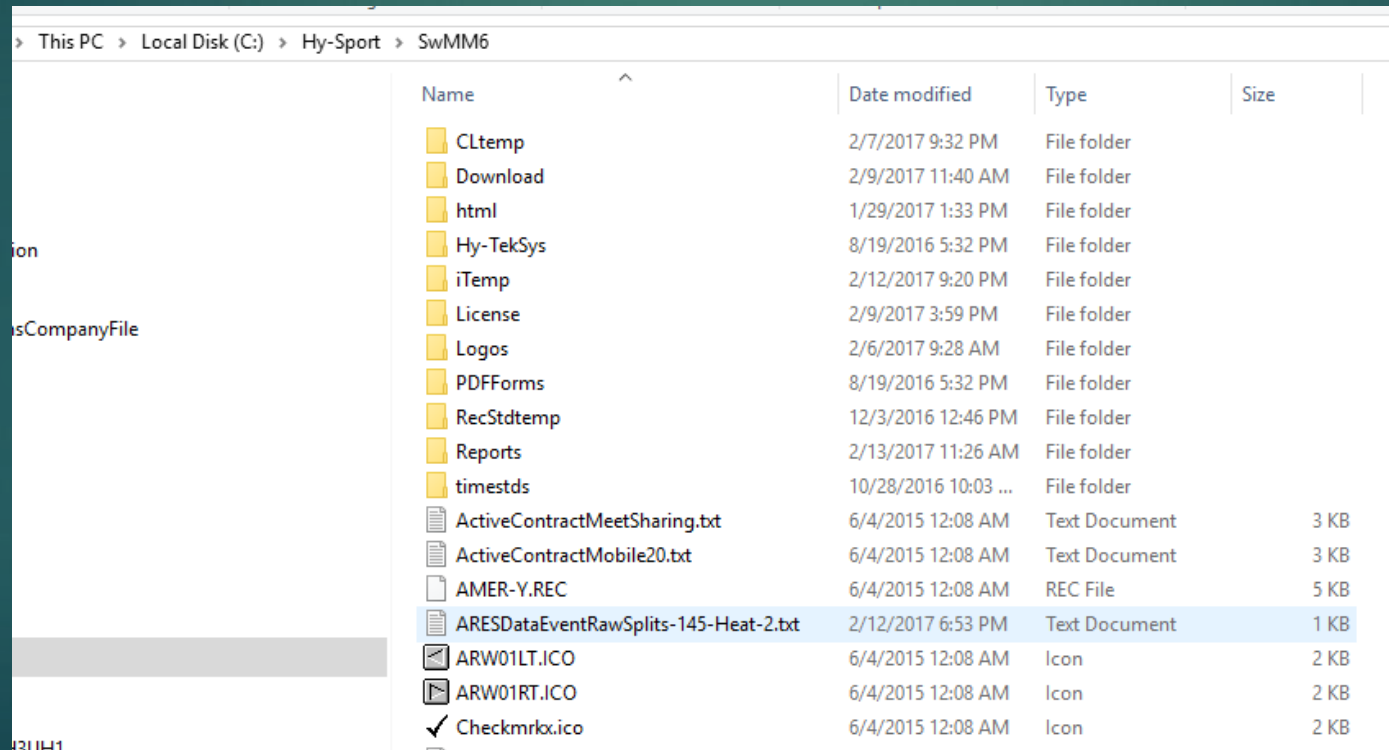
# Who to Contact

- ▶ Up to when the meet gets the sanctioned. i.e., Meet Bids, Sanctions,
  - ▶ Alan Sanders. Competition Manager/Sanction Chair
  - ▶ [meets@neswim.com](mailto:meets@neswim.com)
- ▶ After sanctioning, most general enquiries, website questions
  - ▶ Carol Healey General Secretary
  - ▶ [neswimmimg@gmail.com](mailto:neswimmimg@gmail.com)
- ▶ After the meet
  - ▶ Carol as above
- ▶ General Hy-tek help, either of the above.

# Getting Started

## Know the Directory Structure


- ▶ Meet manager is installed in C:\Hy-Sport\SwMM6
- ▶ Inside you will find all the operating files, not any swim meets



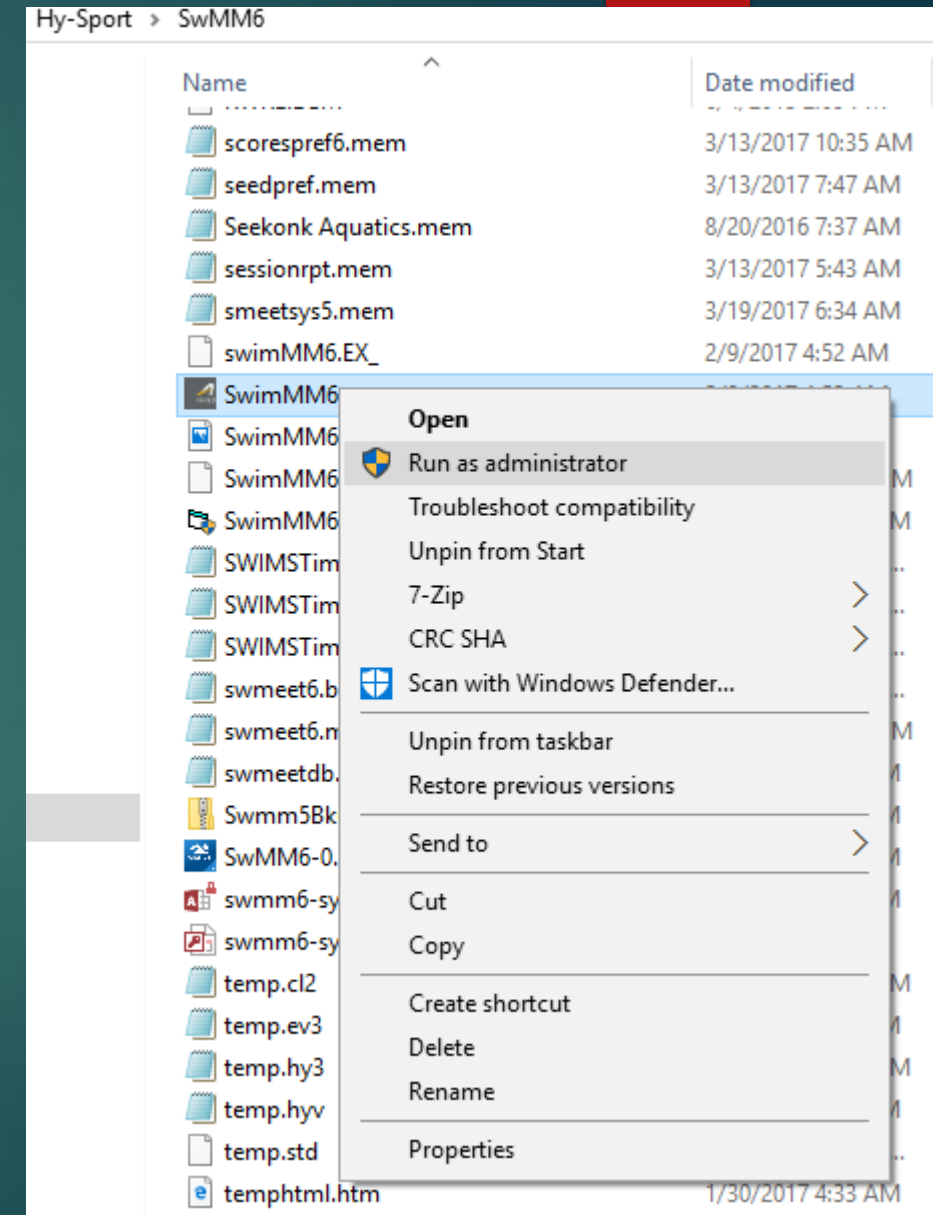
This PC > Local Disk (C:) > Hy-Sport > SwMM6			
Name	Date modified	Type	Size
CLtemp	2/7/2017 9:32 PM	File folder	
Download	2/9/2017 11:40 AM	File folder	
html	1/29/2017 1:33 PM	File folder	
Hy-TekSys	8/19/2016 5:32 PM	File folder	
iTemp	2/12/2017 9:20 PM	File folder	
License	2/9/2017 3:59 PM	File folder	
Logos	2/6/2017 9:28 AM	File folder	
PDFForms	8/19/2016 5:32 PM	File folder	
RecStdtemp	12/3/2016 12:46 PM	File folder	
Reports	2/13/2017 11:26 AM	File folder	
timestds	10/28/2016 10:03 ...	File folder	
ActiveContractMeetSharing.txt	6/4/2015 12:08 AM	Text Document	3 KB
ActiveContractMobile20.txt	6/4/2015 12:08 AM	Text Document	3 KB
AMER-Y.REC	6/4/2015 12:08 AM	REC File	5 KB
ARESDDataEventRawSplits-145-Heat-2.txt	2/12/2017 6:53 PM	Text Document	1 KB
ARW01LT.ICO	6/4/2015 12:08 AM	Icon	2 KB
ARW01RT.ICO	6/4/2015 12:08 AM	Icon	2 KB
Checkmrkx.ico	6/4/2015 12:08 AM	Icon	2 KB

# More getting started

- ▶ This is the executable that starts the program
- ▶ Sometimes you will need to start this with Administrator privileges.
- ▶ Like when an update won't install maybe.
- ▶ Just handy to know.



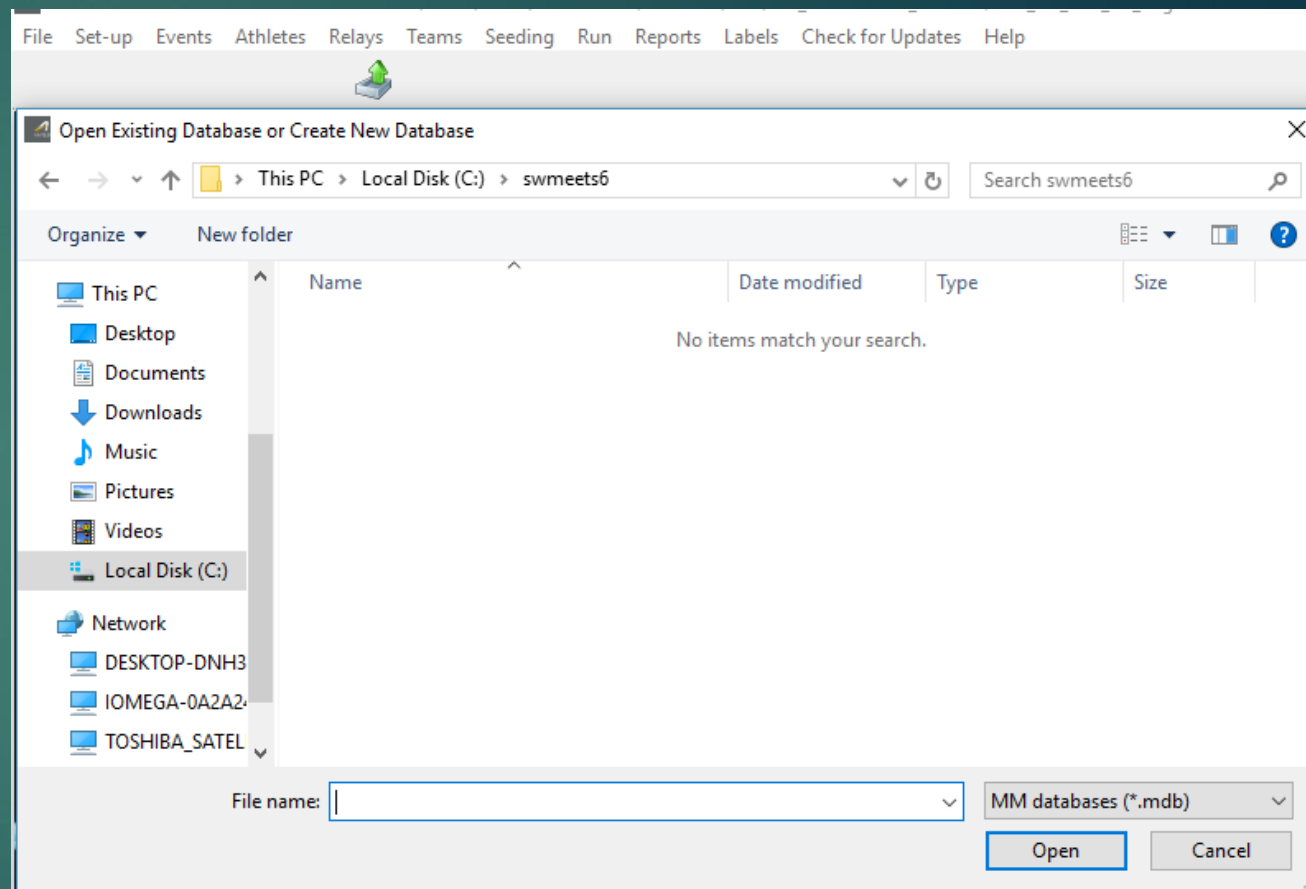
Name	Date modified	Type	Size
scorespref6.mem	2/12/2017 12:38 PM	MEM File	1 KB
seedpref.mem	2/12/2017 10:51 PM	MEM File	1 KB
Seekonk Aquatics.mem	8/19/2016 5:37 PM	MEM File	1 KB
sessionrpt.mem	2/12/2017 3:24 PM	MEM File	1 KB
smeetsys5.mem	2/13/2017 11:26 AM	MEM File	2 KB
swimMM6.EX_	2/8/2017 1:52 PM	EX_ File	27,784 KB
SwimMM6.exe	2/8/2017 1:52 PM	Application	27,784 KB
SwimMM6.jpg	7/2/2015 11:12 AM	JPG File	349 KB
SwimMM6.OLD	1/19/2017 9:59 AM	OLD File	27,784 KB
SwimMM6InstallUpdate.exe	6/15/2015 10:37 PM	Application	28 KB





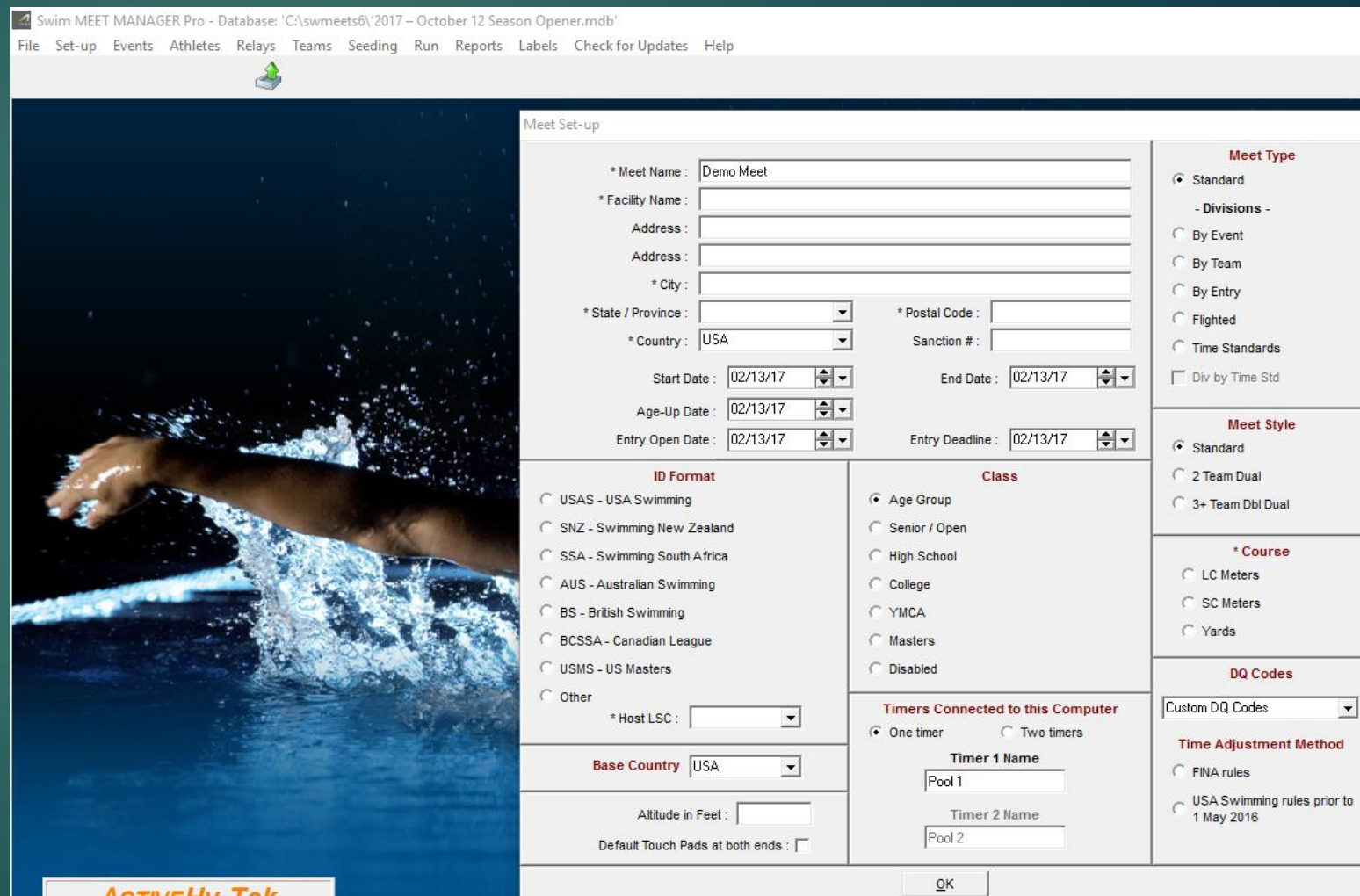
# More Getting Started

- ▶ The default storage place for swim meet databases is C:\swmeets6
- ▶ So open MM6, click File/New and type in the name you have selected for this meet
- ▶ You can be descriptive – e.g. ‘The first meet of 2017’
- ▶ Or work out some way of categorizing for easy searching if you will have a lot – eg ‘2017 – October 12 Season Opener’
- ▶ Just type the name in next to ‘File Name’ and click ‘Open’



# More Getting Started

- ▶ The database opens, and takes you straight to the Meet Setup Page
- ▶ Fill in as much as is relevant.
- ▶ Crucial for NE Swimming is the Meet Name.
- ▶ Must follow certain format.



Swim MEET MANAGER Pro - Database: 'C:\swmeets6\2017 - October 12 Season Opener.mdb'

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

**Meet Set-up**

\* Meet Name : Demo Meet

\* Facility Name :

Address :

Address :

\* City :

\* State / Province :

\* Country : USA

\* Postal Code :

Sanction # :

Start Date : 02/13/17

End Date : 02/13/17

Age-Up Date : 02/13/17

Entry Open Date : 02/13/17

Entry Deadline : 02/13/17

**ID Format**

☐ USAS - USA Swimming

☐ SNZ - Swimming New Zealand

☐ SSA - Swimming South Africa

☐ AUS - Australian Swimming

☐ BS - British Swimming

☐ BCSSA - Canadian League

☐ USMS - US Masters

☐ Other

\* Host LSC :

**Base Country** USA

Altitude in Feet :

Default Touch Pads at both ends : ☐

**Class**

☒ Age Group

☐ Senior / Open

☐ High School

☐ College

☐ YMCA

☐ Masters

☐ Disabled

**Timers Connected to this Computer**

☒ One timer ☐ Two timers

**Timer 1 Name**

Pool 1

**Timer 2 Name**

Pool 2

**Meet Type**

☒ Standard

**- Divisions -**

☐ By Event

☐ By Team

☐ By Entry

☐ Flighted

☐ Time Standards

☐ Div by Time Std

**Meet Style**

☒ Standard

☐ 2 Team Dual

☐ 3+ Team Dbl Dual

**\* Course**

☐ LC Meters

☐ SC Meters

☐ Yards

**DQ Codes**

Custom DQ Codes

**Time Adjustment Method**

☐ FINA rules

☐ USA Swimming rules prior to 1 May 2016

OK

# More Getting Started

- ▶ 2017 NE CLUB (Club Abbreviation)
- ▶ Name of meet.
- ▶ Without fail OK?
- ▶ Add Sanction # when you get it
- ▶ Set Course, etc
- ▶ New FINA Rules – default now

Meet Set-up

\* Meet Name : 2017 NE CLUB October 12 Season Opener

\* Facility Name :

Address :

Address :

\* City :

\* State / Province : \* Postal Code :

\* Country : USA Sanction # : When you get it

Start Date : 10/12/17 End Date : 10/12/17

Age-Up Date : 10/12/17

Entry Open Date : 09/12/17 Entry Deadline : 10/05/17

**ID Format**

☒ USAS - USA Swimming

☐ SNZ - Swimming New Zealand

☐ SSA - Swimming South Africa

☐ AUS - Australian Swimming

☐ BS - British Swimming

☐ BCSSA - Canadian League

☐ USMS - US Masters

☐ Other

\* Host LSC : NE

**Base Country** USA

Altitude in Feet :

Default Touch Pads at both ends : ☐

**Class**

☒ Age Group

☐ Senior / Open

☐ High School

☐ College

☐ YMCA

☐ Masters

☐ Disabled

**Timers Connected to this Computer**

☒ One timer ☐ Two timers

Timer 1 Name  
Pool 1

Timer 2 Name  
Pool 2

**Meet Type**

☒ Standard

- Divisions -

☐ By Event

☐ By Team

☐ By Entry

☐ Flighted

☐ Time Standards

☐ Div by Time Std

**Meet Style**

☒ Standard

☐ 2 Team Dual

☐ 3+ Team Dbl Dual

**\* Course**

☐ LC Meters

☐ SC Meters

☒ Yards

**DQ Codes**

USA-S DQ Codes Nov 2013

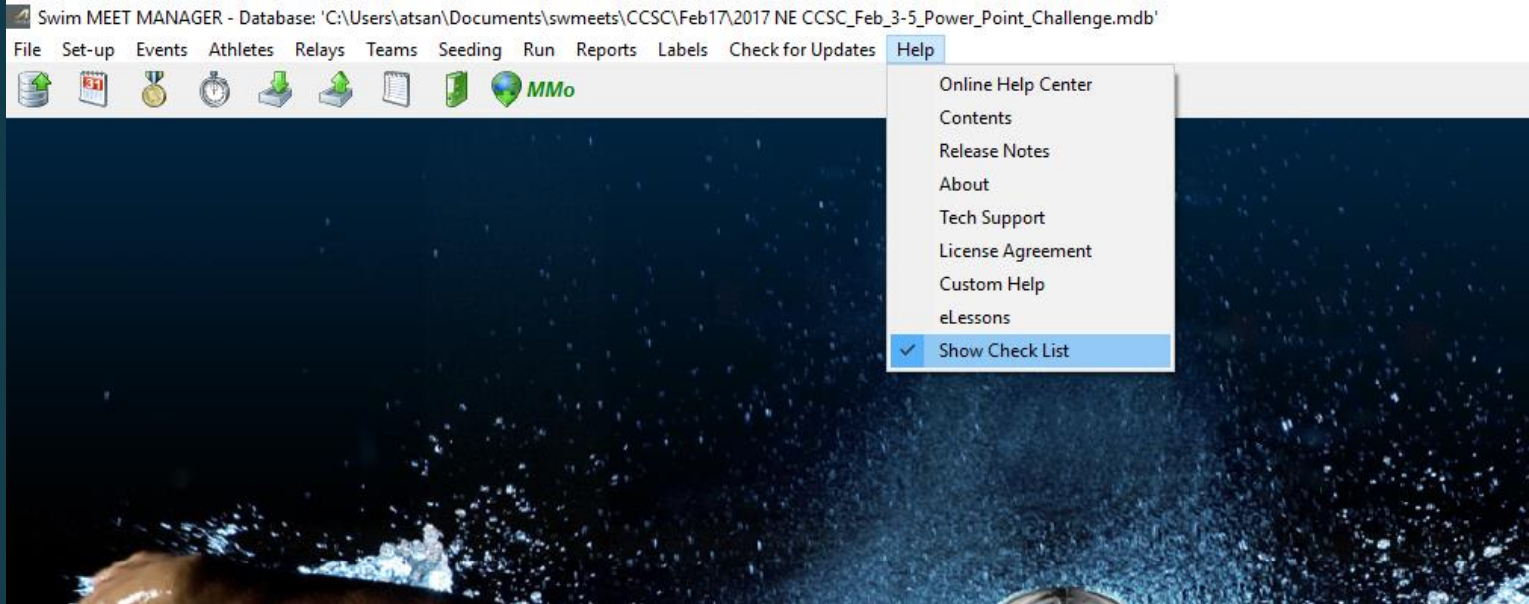
**Time Adjustment Method**

☒ FINA rules

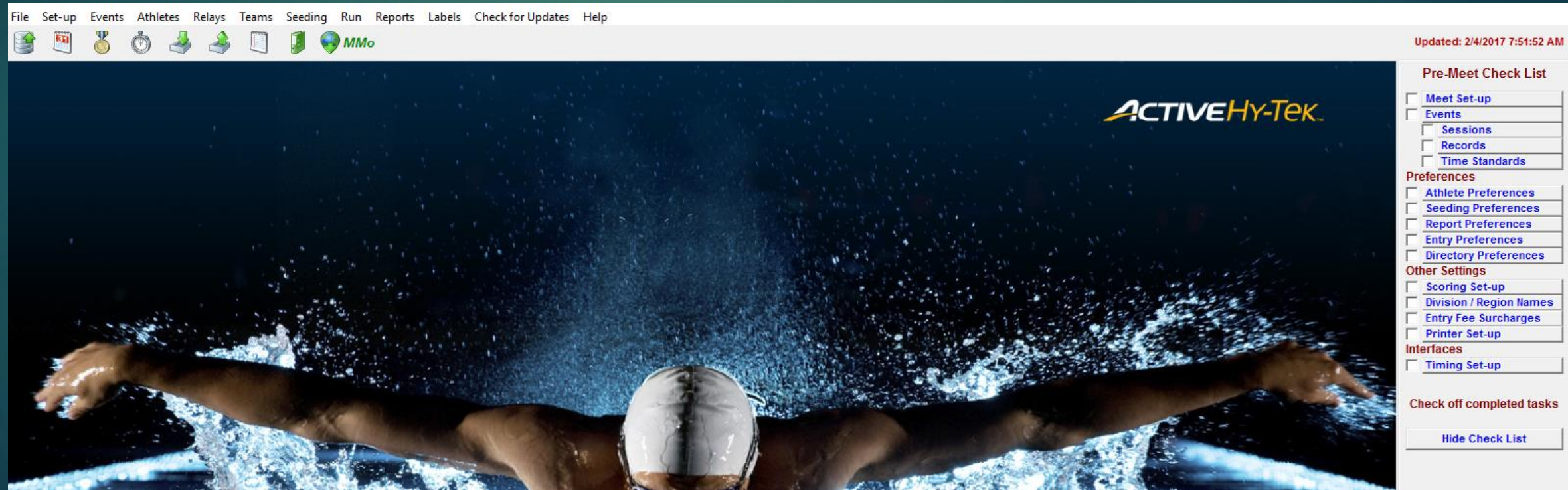
☐ USA Swimming rules prior to May 2016

OK





# Step by Step Meet Set-up - Handy to use



# Getting Started

- ▶ Add Events from the 'Events' tab
- ▶ This is relatively easy
- ▶ It will alternate girls/boys
- ▶ Retains the setup of each event as you click the OK each time
- ▶ Keep going til the end of your events list

**Add New Event**

Event #: 99

**Individual / Relay**

☒ Individual  
☐ Relay

**Gender**

☒ Alt Gender  
☐ Girls ☐ Boys  
☐ Women ☐ Men  
☐ Mixed

**Division**

☐ Suppress Distance

**Age Group**

☐ 6 and Under  
☐ 8 and Under  
☒ 10 and Under  
☐ 15 and Over  
☐ Open/Senior  
☐ 7 - 8  
☐ 9 - 10  
☐ 11 - 12  
☐ 13 - 14  
☐ 15 - 16  
☐ 15 - 18  
☐ 17 - 18  
☐ Custom  -

**Distance**

☐ 25 ☐ 3K  
☐ 50 ☐ 5K  
☒ 100 ☐ 10K  
☐ 200 ☐ 25K  
☐ 400 ☐ 1 Mile  
☐ 500 ☐ 2 Mile  
☐ 800  
☐ 1000 or 1K  
☐ 1500  
☐ 1650  
☐ None  
☐ Custom

**Stroke**

☐ Freestyle ☐ 1 mtr Diving  
☐ Backstroke ☐ 3 mtr Diving  
☐ Breaststroke ☐ Platform Diving  
☒ Butterfly  # Dives  
☐ Medley  
☐ Custom # Relay Legs (2-8)  
Note:   
☐ Suppress Stroke Name

**Rounds**

☒ Timed Finals ☐ Prelims / Finals  
☐ Prelims / Semis / Finals  
 # Heats in Semis  
 # Lanes in Semis (1-12)

**Round 1 - Prelims or Timed Finals**

Number of Lanes (1-12)  
 Lanes for Best  Heats ☐

**Assign Lanes**

☒ Standard  
☐ Un-Seeded  
☐ 2 per Lane  
☐ 2 per Choice

**Heat Order**

☒ Slow to Fast  
☐ Fast to Slow

**Timed Finals**

☐ Score as A - Final, B - Final Style  
 # of Heats to Score (1-6)  
☐ Multi-age Super Seed

☐ Multi-Age Group  
☐ Multi-Age Group Extra  
☐ Seed Multi-Age Old to Young  
☐ Score Event  
☐ Manual Seed

**Entry Fee**

5.00

**Event Type**

☒ Standard ☐ Multi-Class  
☐ Time Trial Event ☐ Open Water  
☐ Swim-Off Event  
☒ Pads at both ends - Round 1 / Semis  
☒ Pads at both ends - Finals

**Round 2 or Round 3 - Finals**

Number of Lanes (1-12)  
 Heats in Finals (1-6)  
☐ # Lanes Vary   
☐ A - Final, B - Final Style  
 Max Age for  Slowest Finals  
☐ Score Prelims as Extended Final  
☐ Multi-Age Super Final  
☐ Super Final Eliminates Oldest Group

**Finals Heat Order**

☒ Slow to Fast  
☐ Fast to Slow  
☐ Custom

Time	Event	Stroke	Distance	Age Group	Gender	Division	Heat Order	Event Type	Finals Heat Order
0.00	T	Timed Finals	0	Standard	N/A	Slow to Fast	Standard	No	No
5.00	F	Timed Finals	8	Standard	N/A	Slow to Fast	Standard	No	No

# More Getting Started

- It automatically starts at Event 1 as a Girls, then when you click OK, assumes a Boys of the same type. Etc

**Add New Event**

Event #:

**Individual / Relay**

☒ Individual  
☐ Relay

**Gender**

☒ Alt Gender  
☐ Girls ☐ Boys  
☐ Women ☐ Men  
☐ Mixed

**Division**

☐ Suppress Distance

**Age Group**

☐ 6 and Under  
☐ 8 and Under  
☐ 10 and Under  
☐ 15 and Over  
☒ Open/Senior  
☐ 7 - 8  
☐ 9 - 10  
☐ 11 - 12  
☐ 13 - 14  
☐ 15 - 16  
☐ 15 - 18  
☐ 17 - 18  
☐ Custom  -

**Distance**

☐ 25 ☐ 3K  
☐ 50 ☐ 5K  
☒ 100 ☐ 10K  
☐ 200 ☐ 25K  
☐ 400 ☐ 1 Mile  
☐ 500 ☐ 2 Mile  
☐ 800  
☐ 1000 or 1K  
☐ 1500  
☐ 1650  
☐ None  
☐ Custom

**Stroke**

☒ Freestyle ☐ 1 mtr Diving  
☐ Backstroke ☐ 3 mtr Diving  
☐ Breaststroke ☐ Platform Diving  
☐ Butterfly ☐ # Dives   
☐ Medley  
☐ Custom # Relay Legs (2-8)  
Note:   
☐ Suppress Stroke Name

**Rounds**

☒ Timed Finals ☐ Prelims / Finals  
☐ Prelims / Semis / Finals  
 # Heats in Semis  
 # Lanes in Semis (1-12)

**Round 1 - Prelims or Timed Finals**

Number of Lanes (1-12)  
 Lanes for Best  Heats ☐  
**Assign Lanes**  
☒ Standard  
☐ Un-Seeded  
☐ 2 per Lane  
☐ 2 per Choice  
**Heat Order**  
☒ Slow to Fast  
☐ Fast to Slow  
**Timed Finals**  
☐ Score as A - Final, B - Final Style  
 # of Heats to Score (1-6)  
☐ Multi-age Super Seed

☐ Multi-Age Group  
☐ Multi-Age Group Extra  
☐ Seed Multi-Age Old to Young  
☒ Score Event Entry Fee   
☐ Manual Seed  
**Event Type**  
☒ Standard ☐ Multi-Class  
☐ Time Trial Event ☐ Open Water  
☐ Swim-Off Event  
☐ Pads at both ends - Round 1 / Semis  
☐ Pads at both ends - Finals

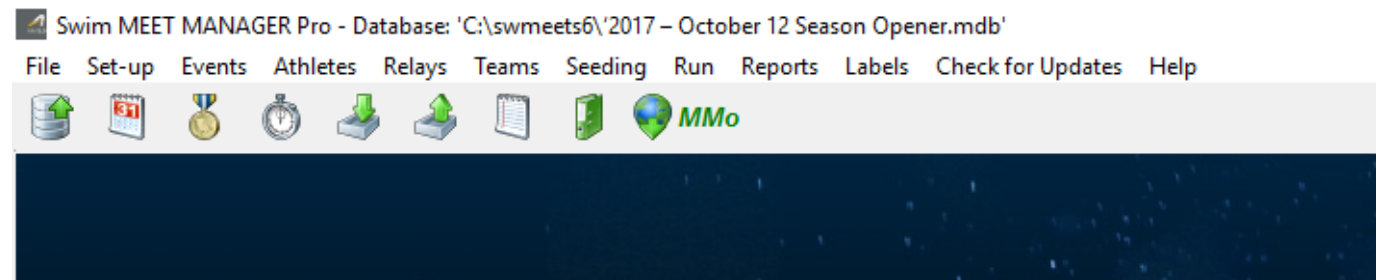
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Number of Lanes (1-12)  
 Heats in Finals (1-6)  
☐ # Lanes Vary   
☒ A - Final, B - Final Style  
☐ Max Age for  Slowest Finals  
☐ Score Prelims as Extended Final  
☐ Multi-Age Super Final  
☐ Super Final Eliminates Oldest Group  
**Finals Heat Order**  
☒ Slow to Fast  
☐ Fast to Slow  
☐ Custom



# Getting Started

- ▶ Learn what the icons represent. Sessions is the 2<sup>nd</sup> one.
- ▶ Click it after you add events.
- ▶ Setup the sessions according to your schedule. You can be descriptive in the Session name – eg Morning 12&U etc



# Sessions

[illegible]

- ▶ Move each event one at a time into the appropriate session. (by clicking it)
- ▶ You can use the 'Move All' button for the last session when you get there



Set up Sessions correctly – 20 sec interval, and allow for moving timers

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	04:45 PM	1	3	3		20	15	0	30	Y	Friday Evening Distance
2	08:25 AM	2	5	5		20	15	0	30	Y	Saturday Morning OPEN
2	01:20 PM	3	1	1		20	15	0	30	Y	Saturday Afternoon 1650
2	04:35 PM	4	5	5		20	15	0	30	Y	Saturday Evening 12&U
3	08:25 AM	5	5	5		20	15	0	30	Y	Sunday Morning OPEN
3	02:05 PM	6				20	15	0	30	Y	Sunday Afternoon 12&U

Evt #	Rnd	Event Name
1	F	Girls 500 Freestyle
2	F	Boys 500 Freestyle
3	F	Girls 400 IM
4	F	Boys 400 IM
5	F	Girls 1000 Freestyle
6	F	Boys 1000 Freestyle
7	F	Girls 200 Backstroke
8	F	Boys 200 Backstroke
9	F	Girls 100 Butterfly
10	F	Boys 100 Butterfly
11	F	Girls 200 IM
12	F	Boys 200 IM
13	F	Girls 100 Breaststroke
14	F	Boys 100 Breaststroke
15	F	Girls 100 Freestyle
16	F	Boys 100 Freestyle
17	F	Girls 1650 Freestyle
18	F	Boys 1650 Freestyle
19	F	Girls 12 & Under 200 Butterfly
20	F	Boys 12 & Under 200 Butterfly
21	F	Girls 8 & Under 25 Backstroke
22	F	Boys 8 & Under 25 Backstroke

Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
47	H	F	Girls 12 & Under 200 IM	1			0	
48	H	F	Boys 12 & Under 200 IM	2			0	
49	H	F	Girls 12 & Under 50 Backstroke	3			0	
50	H	F	Boys 12 & Under 50 Backstroke	4			3	Timers change ends
51	H	F	Girls 8 & Under 25 Freestyle	5			0	
52	H	F	Boys 8 & Under 25 Freestyle	6			3	Timers change ends
53	H	F	Girls 12 & Under 200 Breaststroke	7			0	
54	H	F	Boys 12 & Under 200 Breaststroke	8			0	
55	H	F	Girls 12 & Under 100 Freestyle	9			0	
56	H	F	Boys 12 & Under 100 Freestyle	10			3	Timers change ends
57	H	F	Girls 8 & Under 25 Butterfly	11			0	
58	H	F	Boys 8 & Under 25 Butterfly	12			3	Timers change ends
59	H	F	Girls 12 & Under 50 Breaststroke	13			0	
60	H	F	Boys 12 & Under 50 Breaststroke	14			0	
61	H	F	Girls 12 & Under 100 Butterfly	15			0	
62	H	F	Boys 12 & Under 100 Butterfly	16			0	
63	H	F	Girls 12 & Under 200 Backstroke	17			0	
64	H	F	Boys 12 & Under 200 Backstroke	18			0	

# Fast to Slow Alternating

SESSION SCHEDULE - (Double Click Evt # to Delete)									
Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description	
1	H	F	Girls 12 & Under 500 Freestyle	1			0		
2	H	F	Boys 12 & Under 500 Freestyle	2			0		
3	H	F	Girls 12 & Under 400 IM	3			0		
4	H	F	Boys 12 & Under 400 IM	4			30	Distance warm-up	
5	H	F	Girls 1000 Freestyle	5	6	1	0		
6	H	F	Boys 1000 Freestyle	6	5	1	0		
7	H	F	Girls 1650 Freestyle	7	8	1	0		
8	H	F	Boys 1650 Freestyle	8	7	1	0		

These numbers are derived from the 'Evt#' column, NOT the "Order" column

This is for **SOME** A/B  
flighting  
Put 3 here and it will  
seed the first 3 heats  
girls, then the first 3  
heats boys, then  
alternate

# More Getting Started

- ▶ Get rid of Meet Mobile for the time being. It will just keep bugging you, and it can't be used until close to the meet.
- ▶ Back at the Main Screen, click Set-up/Report Preferences

Meet Mobile Publishing

Settings | Publish | Promote | Report

**Welcome to Meet Mobile Setup**

Select content option and customer price:

☐ Full Meet Data (recommended)

Meet Mobile customers will have full access to all meet information including psych sheets, heat sheets, and results.

Set mobile program price

☐ Free Heat Sheets

Note: At \$5.99, revenue share will be \$2.40 and your team will realize \$240.00 per 100 mobile purchases.

**ACTIVE Works Remittance Information**

Seacoast Swimming Seekonk  
80 Davis St  
Seekonk, MA 02771 USA  
7749911268 raymond\_c\_grant@brown.edu  
You may contact your support representative to make changes

☐ Restrict Heat Sheet Data

Meet Mobile customers will have access to all meet information except heat sheets.

**Terms of use:**

I have NOT agreed to the Meet Mobile Contract.

☒ Not interested in publishing Meet Mobile for this meet

# More Getting Started

- ▶ The defaults here are all OK.
- ▶ You can't blow up the program, so try different things.
- ▶ Click the Report Headers

Report Preferences

Report Formats | **Report Headers** | Punctuation | Footer Logos | Printer Options

**Athletes / Relays**

- ☒ List athletes with last name first
- ☒ Show athlete middle initial
- ☐ Use first name instead of preferred name
- ☐ First name initial with full last name
- ☐ Full first name with last name initial
- ☐ Show athlete status with name
- ☐ Show birth year in place of age
- ☐ Suppress "A" relay designator

**Teams**

- ☐ Use home town in place of team
- ☐ Show 2nd Club with primary team
- ☐ Show country code with team name
- ☐ Suppress LSC team designator
- ☐ Use Alternate Team Abbreviation and Name
- ☐ Sort team combo box by team name in add/edit athlete window

**Meet Program / Results**

- ☐ Always display actual entry time
- ☐ Suppress results small "x" for scorer limits
- ☐ Suppress the "J" for JD on results
- ☐ Suppress the Time Standard designator
- ☐ Suppress splits if result is an indiv DQ
- ☐ Suppress splits if result is a relay DQ
- ☐ Show both age and birth year (1 col only)
- ☐ Suppress results "q" for advancers
- ☐ Display NT for result times under 5 seconds

**Miscellaneous**

- ☐ Flag Over-Achievers with a "+"
- ☐ Flag Under-Achievers with a "-"
- ☐ 12 and Under as Under 13
- ☐ 13, 15, or 17 and Over as Senior / Open
- ☐ Display military time
- ☐ Relays as 4x100 and 4x200 style
- ☐ Relays alt with 2 fastest heats 1st (obsolete; by session now)

**Paper Size - Meet Program / Results**

- ☒ 8 1/2 x 11
- ☐ 8 1/2 x 14
- ☐ A4

OK Cancel

# More Getting Started

- ▶ This is where you can put your descriptive meet name.
- ▶ Check the 'Show Report Headers....' otherwise the Meet Name from Meet Setup will go here
- ▶ Notice the Sanction info is transferred here. It is 2 way. Change here will also appear in Meet Setup page
- ▶ Click Printer Options

The screenshot shows the 'Report Preferences' dialog box with the 'Report Headers' tab selected. A green oval highlights the following fields and options:

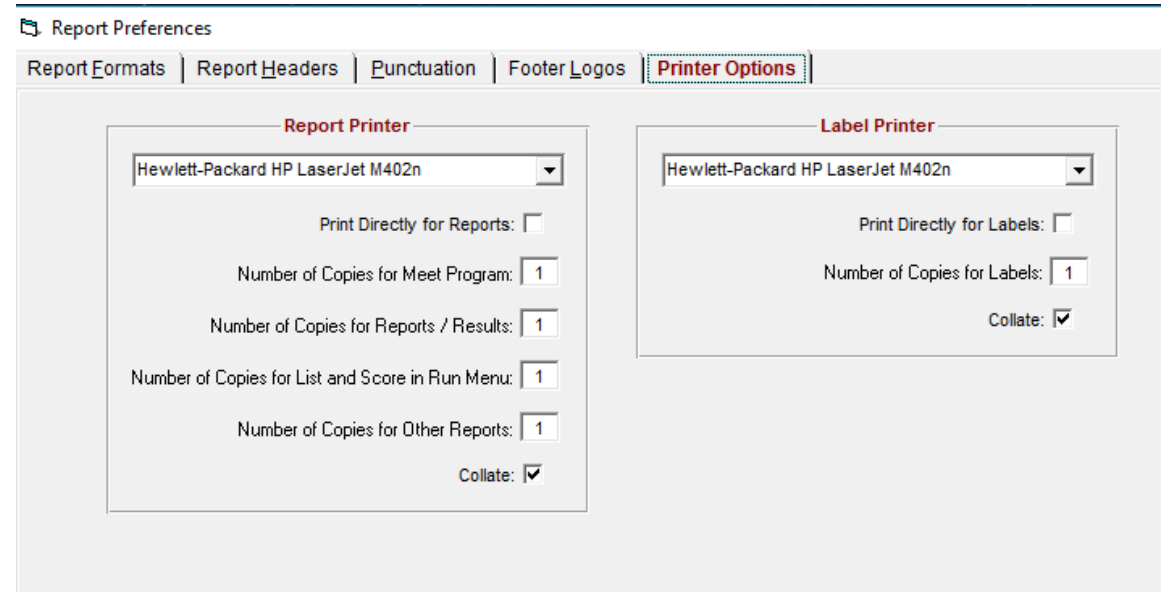
- Header 1: The First Meet in 2017
- Header 2: (empty field)
- Sanction #: When you get it
- ☒ Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up
- ☒ Include Sanction # with Header 1

Below the oval, the text 'US Masters Meet' is partially visible next to another empty header field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.



# More Getting Started

- ▶ Select the printer/printers you will use.
- ▶ New at the meet with new printers?
- ▶ You'll need to set them up to work with your computer first
- ▶ Don't suggest you change much here on this part
- ▶ What you select for Report Printer will be **very very** important. Just remember it for now until later in the presentation



The screenshot shows the 'Report Preferences' dialog box with the 'Printer Options' tab selected. The dialog is divided into two main sections: 'Report Printer' and 'Label Printer'. Both sections have a dropdown menu for selecting a printer, both currently set to 'Hewlett-Packard HP LaserJet M402n'. In the 'Report Printer' section, there are four input fields for the number of copies: 'Number of Copies for Meet Program' (1), 'Number of Copies for Reports / Results' (1), 'Number of Copies for List and Score in Run Menu' (1), and 'Number of Copies for Other Reports' (1). There is also a 'Collate' checkbox which is checked. In the 'Label Printer' section, there is one input field for 'Number of Copies for Labels' (1) and a 'Collate' checkbox which is also checked. The 'Print Directly for Reports' and 'Print Directly for Labels' checkboxes are unchecked.

Report Preferences

Report Formats | Report Headers | Punctuation | Footer Logos | **Printer Options**

**Report Printer**

Hewlett-Packard HP LaserJet M402n

Print Directly for Reports: ☐

Number of Copies for Meet Program: 1

Number of Copies for Reports / Results: 1

Number of Copies for List and Score in Run Menu: 1

Number of Copies for Other Reports: 1

Collate: ☒

**Label Printer**

Hewlett-Packard HP LaserJet M402n

Print Directly for Labels: ☐

Number of Copies for Labels: 1

Collate: ☒

# More Getting Started.

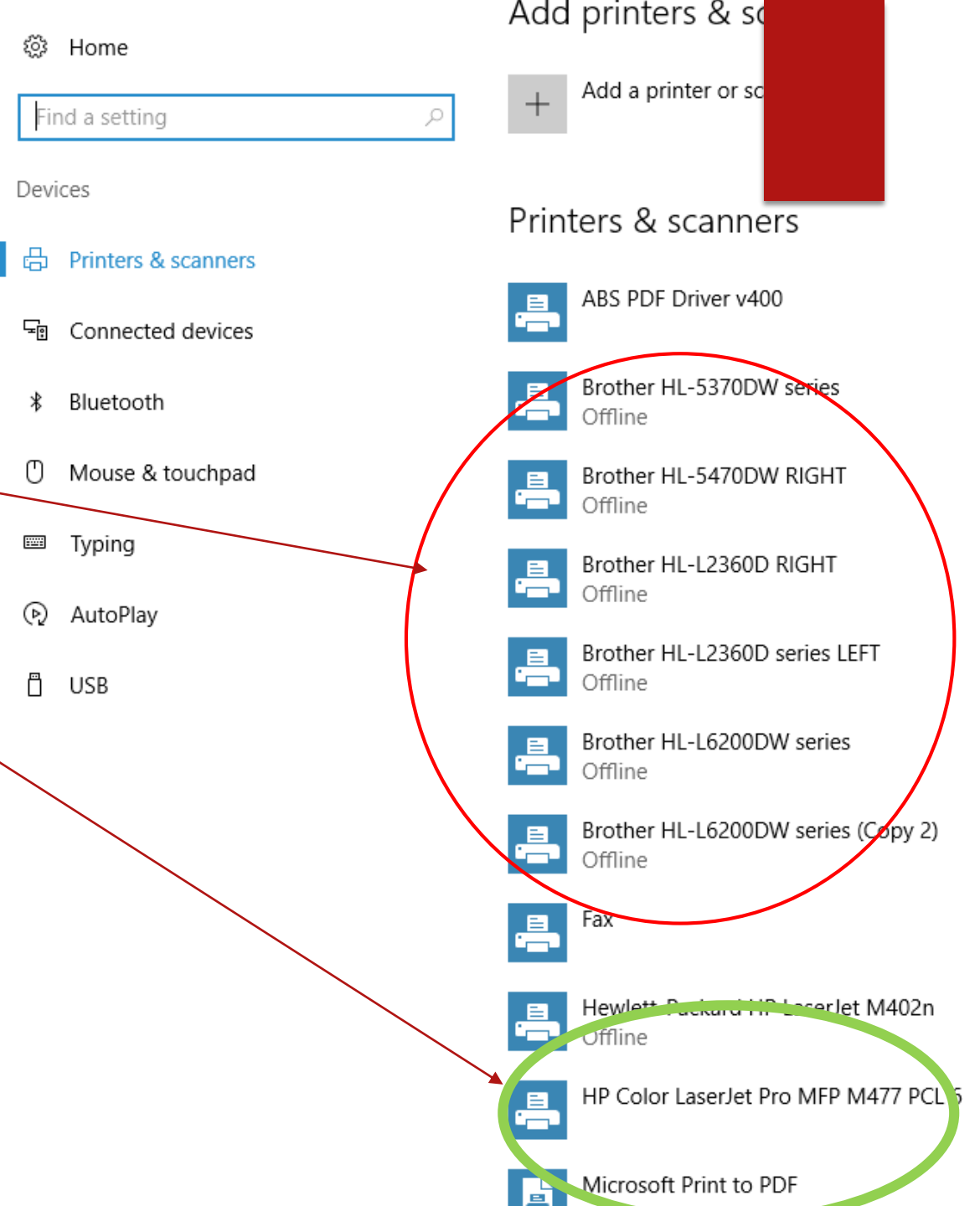
- ▶ Having trouble finding the printer?
- ▶ Click on the bottom right of the screen, then click 'All Settings'



- ▶ Then click the 'Devices' graphic

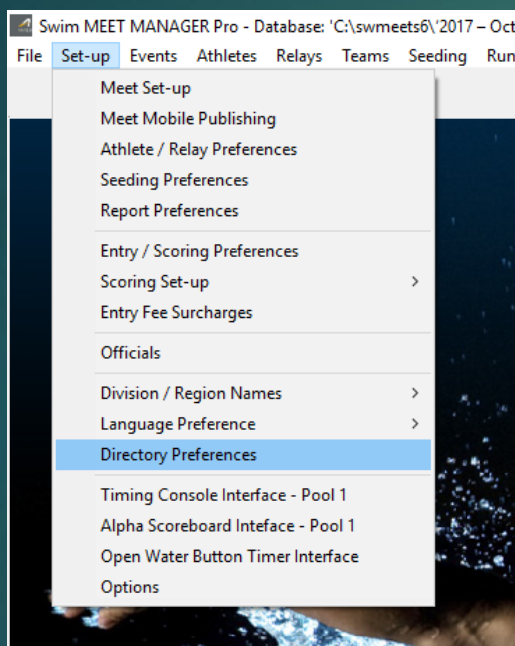
# More Getting Started

- ▶ Non-working printers are “Offline”
- ▶ Your working printer isn't
- ▶ Note it's name, and select it at the previous slide that had 'Printer Options'

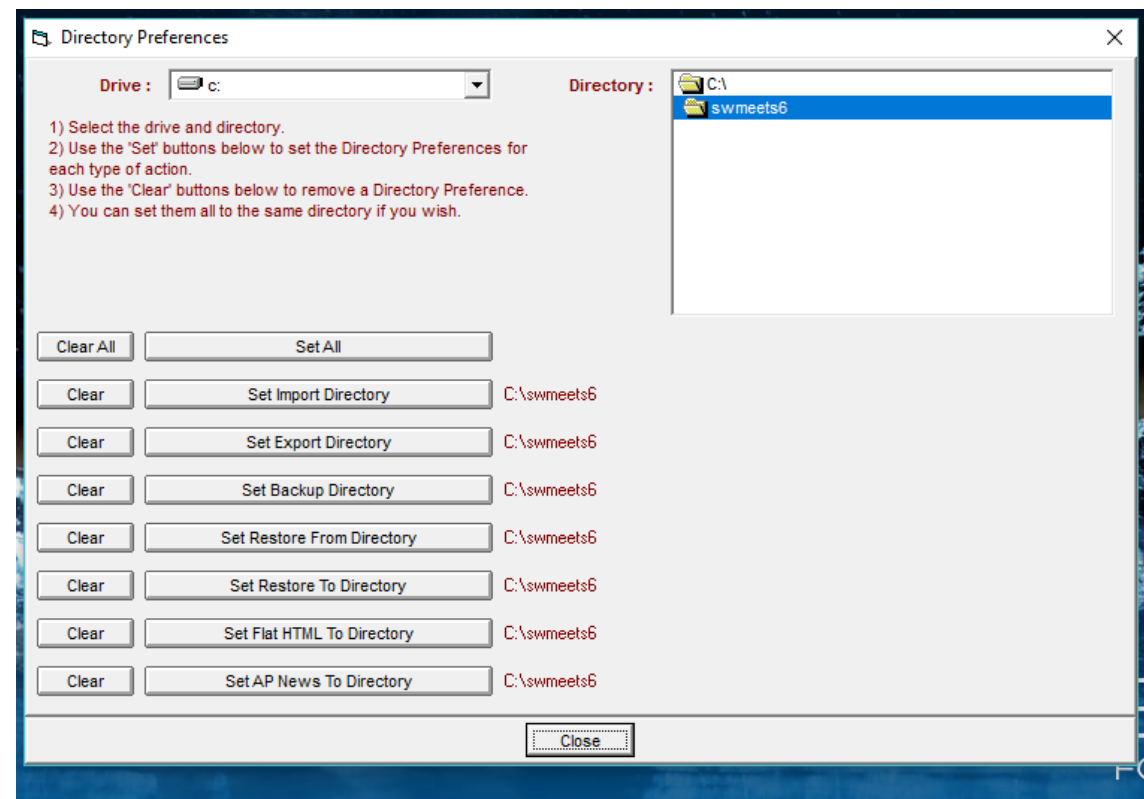


# More Getting Started

## ► Set-up/Directory Preferences

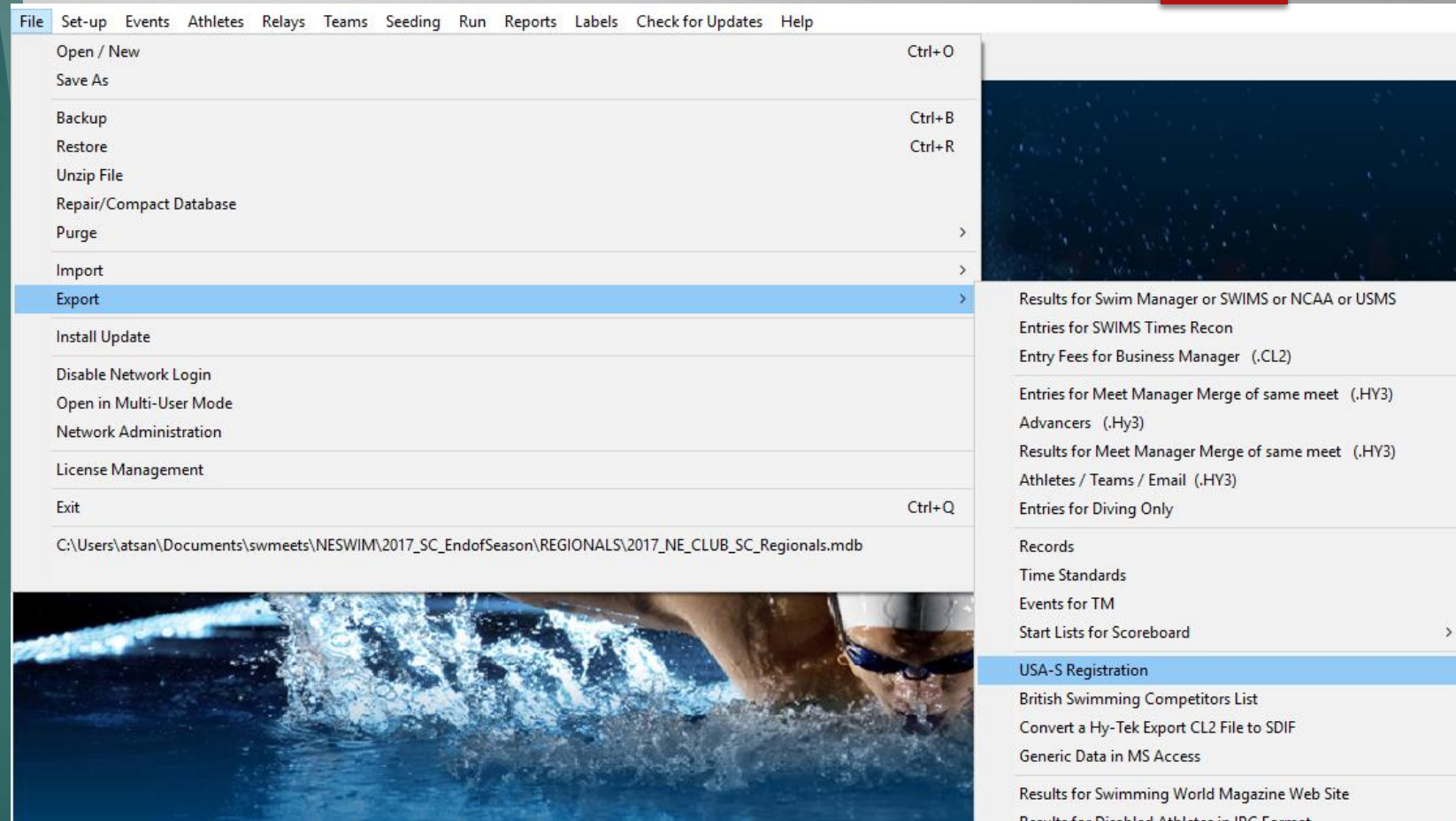


- Set where you want things stored
- Some form of directory/folder structure will help here



# Check Registrations

- ▶ This is an important job that should be done regularly by the entry chair.
- ▶ At a minimum, do this the Monday before the meet.
- ▶ Save the file.
- ▶ Open the NE Swimming website.





- ▶ Navigate to here
- ▶ Click the [Check Athlete Registration Tool](#)
- ▶ Browse and find the file you just saved and select it in the box.
- ▶ Process the file.
- ▶ Work on the results. Email the teams any errors found.
- ▶ Make them work with Carol to solve the issue.
- ▶ Eventually, an Up or Down from Carol may be required.
- ▶ **DON'T EVER FORGET TO DO THIS. YOU CAN GET FINED. AND MAY LOSE USA SWIMMING INSURANCE COVERAGE**

A screenshot of the 'Check Athlete Registration' tool interface. The title 'Check Athlete Registration' is centered at the top. Below it, a paragraph explains that the online utility allows team and meet managers to check their databases against the latest New England Swimming data, including USA Swimming ID numbers. Another paragraph states that the interface will process most standard exports from Hy-Tek Meet Manager and Team Manager, including HY3 files, CL2 files, and more. At the bottom, there is a form with a 'file to process:' label and a text input field with a 'Browse...' button. Below this is a 'report format:' section with two radio buttons: 'HTML' and 'Text' (which is selected). At the bottom of the form are two buttons: 'Process File' and 'Reset'.

# Adding Multi-Age Groups

This is a 12&U 50 Back. That event/age grouping has standards for 8&U, 9-10 and 11-12. So when you click the Multi-Age button, this is how you set it up

The dialog box is titled "Multi-Age Groups" and has four tabs: "Standard A", "Standard B", "U.S. 5 Year", and "FINA 5 Year". The "Standard A" tab is selected. Below the tabs, the text "AGE RANGE = 0 TO 12" is displayed. A table with 10 rows and 4 columns is shown. The columns are labeled "Low Age", "High Age", and two empty columns. The data is as follows:

	Low Age	High Age		
1	0	8		
2	9	10		
3	11	12		
4				
5				
6				
7				
8				
9				
10				

Below the table, there is a text area with the following instructions:

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
- Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
- The highest age permitted is 109.
- If the event has prelims and finals, specify how many heats in finals for each Age Group.

At the bottom, there are "OK" and "Cancel" buttons.

► This is a 12&U 200 Back. That event/age grouping only has a standard for 11-12 only. So it looks like this

The dialog box is titled "Multi-Age Groups" and has four tabs: "Standard A", "Standard B", "U.S. 5 Year", and "FINA 5 Year". The "Standard A" tab is selected. Below the tabs, the text "AGE RANGE = 0 TO 12" is displayed. A table with 10 rows and 4 columns is shown. The columns are labeled "Low Age", "High Age", and two empty columns. The data is as follows:

	Low Age	High Age		
1		10		
2	11	12		
3				
4				
5				
6				
7				
8				
9				
10				

Below the table, there is a text area with the following instructions:

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
- Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
- The highest age permitted is 109.
- If the event has prelims and finals, specify how many heats in finals for each Age Group.

At the bottom, there are "OK" and "Cancel" buttons.

# Multi Age Groups /Time Standards

- ▶ Before you start with Time Standards, you need to know the age groupings for that time standard
- ▶ It depends on which meet you are looking at – Regionals, 11-14, 10&U, 15-18, Senior
- ▶ In NE, they are 8&U, 9-10, 11-12, 13-14 and 15-18
- ▶ Senior = No age group. Just open

## 2017 REGIONAL MEET TIME STANDARDS

Use times achieved since September 1st, 2016

Cut-Off Time is the Age Group Championship cut time for each corresponding age group Athletes with cuts between Silver and the AG cut in an event will be swum as exhibition (non-scoring)										
Girls					SCY	Boys				
15-18	13-14	11-12	9-10	8&U	Event	8&U	9-10	11-12	13-14	15-18
				29.99	25 Free	29.99				
29.99	31.39	37.99	50.99	59.99	50 Free	59.99	50.99	38.79	31.09	27.99
1:05.79	1:08.59	1:21.99	1:42.99	1:59.99	100 Free	1:59.99	1:43.99	1:23.79	1:10.69	1:00.49
2:21.49	2:28.89	2:51.99	3:15.99	3:15.99	200 Free	3:22.99	3:22.99	2:52.39	2:26.59	2:15.99
6:08.29	6:30.99	7:15.99	8:26.99	8:26.99	500 Free	8:43.99	8:43.99	7:20.99	6:27.39	5:52.29
12:25.99	12:44.69	14:24.99			1000 Free			14:29.99	12:21.29	12:11.99
20:25.99	20:30.79	22:45.99			1650 Free			23:59.99	20:20.69	19:59.99
				34.99	25 BK	34.99				
		45.99	56.99	1:09.99	50 BK	1:09.99	56.99	46.99		
1:16.69	1:23.39	1:36.99	1:50.09	1:53.99	100 BK	1:53.99	1:52.99	1:37.99	1:22.99	1:13.59
2:35.79	2:49.99	3:06.99			200 BK			3:10.99	2:46.99	2:26.99
				39.99	25 BR	39.99				
		50.99	1:01.99	1:19.99	50 BR	1:19.99	1:01.99	51.99		
1:25.79	1:34.99	1:47.99	1:59.99	2:01.99	100 BR	2:01.99	1:59.99	1:49.99	1:29.99	1:17.89
2:55.59	3:12.09	3:35.99			200 BR			3:39.99	3:03.79	2:44.99
				34.99	25 FL	34.99				
		46.99	58.99	1:09.99	50 FL	1:09.99	58.99	47.99		
1:14.99	1:24.89	1:43.99	1:49.99	1:49.99	100 FL	1:49.99	1:49.99	1:43.99	1:23.79	1:12.09
2:40.99	2:49.29	3:19.99			200 FL			3:19.99	2:40.09	2:25.09
		1:34.99	1:57.99	2:19.99	100 IM	2:19.99	1:56.99	1:35.99		
2:40.59	2:54.49	3:18.99	3:36.99	3:39.99	200 IM	3:39.99	3:35.99	3:18.99	2:50.19	2:31.79
5:36.99	5:39.79	6:10.99			400 IM			6:27.99	5:47.69	5:30.19

## 2017 SILVER CHAMPIONSHIP

Use times achieved si

- ▶ Silvers uses 10&U, 11-12, 13-14
- ▶ So if you have 8&u and 9-10, both will be blank.
- ▶ You can use Custom Age Groups – we'll see that later

Girls			Boys	
Cut-Off	Cut time	10&U	Cut time	Cut-Off
30.09	35.69	50 FR	36.29	30.89
1:06.49	1:19.19	100 FR	1:19.19	1:07.49
2:28.69	2:54.59	200 FR	2:59.99	2:29.29
7:00.99	7:39.49	500 FR	7:39.49	7:07.49
35.79	43.29	50 BK	43.59	35.69
1:17.79	1:30.89	100 BK	1:31.09	1:18.79
42.19	47.79	50 BR	48.29	41.49
1:29.49	1:44.09	100 BR	1:44.09	1:30.69
34.09	42.39	50 FL	42.99	35.39
1:17.89	1:40.39	100 FL	1:41.59	1:19.79
1:15.89	1:30.49	100 IM	1:30.99	1:18.39
2:44.39	3:17.29	200 IM	3:19.99	2:48.19

# Adding Multi-Age Groups

This is an OPEN 500. That event/age grouping has standards for 8&U, 9-10, 11-12, 13-14 and 15-18. So when you click the Multi-Age button, this is how you set it up

The dialog box is titled "Multi-Age Groups" and has four tabs: "Standard A", "Standard B", "U.S. 5 Year", and "FINA 5 Year". The "Standard A" tab is selected. Below the tabs, the text "AGE RANGE = 0 TO 109" is displayed. A table with 10 rows and 4 columns is shown. The columns are labeled "Low Age", "High Age", and two empty columns. The rows are numbered 1 to 10. The data in the table is as follows:

	Low Age	High Age		
1		8		
2	9	10		
3	11	12		
4	13	14		
5	15	18		
6	19			
7				
8				
9				
10				

Below the table, there is a text area with the following instructions:

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
- Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
- The highest age permitted is 109.
- If the event has prelims and finals, specify how many heats in finals for each Age Group.

At the bottom, there are "OK" and "Cancel" buttons.

► This is a 11-12 200 Breast. That event/age grouping only has a standard for 11-12. So it doesn't need to be checked as a multi age group. But you can if you like extra work and it will look like this

The dialog box is titled "Multi-Age Groups" and has four tabs: "Standard A", "Standard B", "U.S. 5 Year", and "FINA 5 Year". The "Standard A" tab is selected. Below the tabs, the text "AGE RANGE = 11 TO 12" is displayed. A table with 10 rows and 4 columns is shown. The columns are labeled "Low Age", "High Age", and two empty columns. The rows are numbered 1 to 10. The data in the table is as follows:

	Low Age	High Age		
1	11	12		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Below the table, there is a text area with the following instructions:

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
- Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
- The highest age permitted is 109.
- If the event has prelims and finals, specify how many heats in finals for each Age Group.

At the bottom, there are "OK" and "Cancel" buttons.



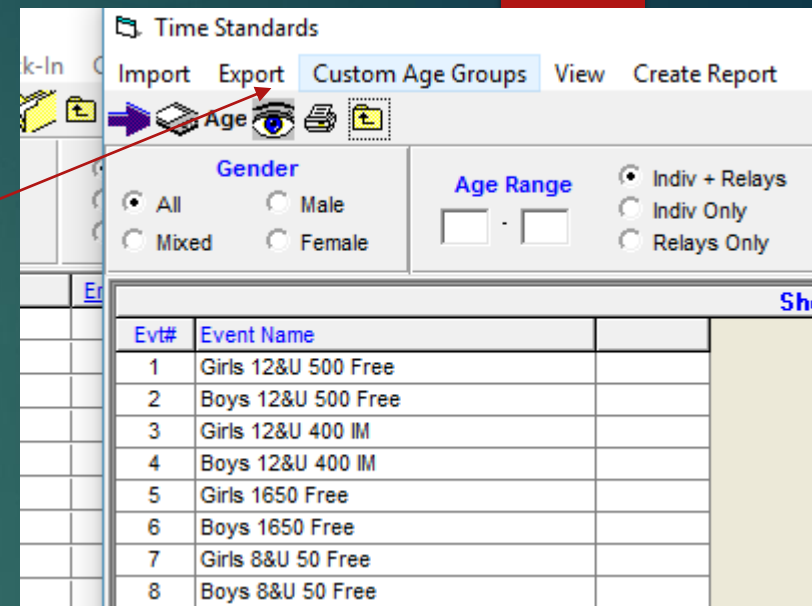
# Using Age Groups

- ▶ So the event is 13&O. There are standards for 13-14, 15-18 only.
- ▶ This is how you would enter that.
- ▶ Another – the meet or age group is 12&U and you don't want to put in the 8&U. There are standards for 8&U, 9-10, 11-12
- ▶ This is how you would fix that

The Multi-Age Groups dialog box is shown. It has a title bar with a minus, maximize, and close button. Below the title bar is a label "AGE RANGE = 0 TO 109". Below that is a table with columns "Low Age", "High Age", and an empty column. The table contains rows for age groups 1 through 12. Row 1 has "13" in the Low Age column and "14" in the High Age column. Row 2 has "15" in the Low Age column and "18" in the High Age column. Row 3 has "19" in the Low Age column. Below the table is a text area with instructions: "Enter up to 24 Age Group ranges to provide extra results for overlapping age groups not permitted in the Main Set of Multi-Age Groups. Age Groups here cannot duplicate Age Groups in the Main Set of Multi-Age Groups. For example, the Main Set may have 13-14 and 15-16 and you could add 13-16 here or 16 and Under." At the bottom are "OK" and "Cancel" buttons.The Custom Age Groups dialog box is shown. It has a title bar with a minus, maximize, and close button. Below the title bar is a label "Custom Age Groups View Create Report". Below that is a section with "Age Range" and "Indiv + Relays" options. Below that is a section with "Report Sort" options. Below that is a table with columns "AG" and "AG". The table contains rows for age groups 1 through 12. Row 1 has "13" in the AG column and "14" in the AG column. Row 2 has "15" in the AG column and "18" in the AG column. Row 3 has "19" in the AG column. Below the table is a text area with instructions: "Enter up to 24 Age Group ranges to provide extra results for overlapping age groups not permitted in the Main Set of Multi-Age Groups. Age Groups here cannot duplicate Age Groups in the Main Set of Multi-Age Groups. For example, the Main Set may have 13-14 and 15-16 and you could add 13-16 here or 16 and Under." At the bottom are "OK" and "Cancel" buttons.

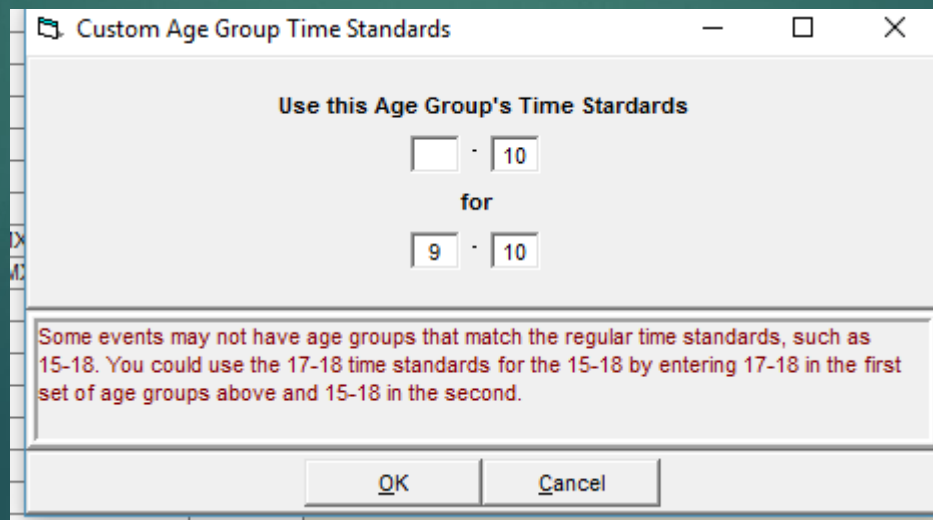
# Using Custom Age Groups

- ▶ In a previous slide, there was a 9-10 group but say the standard is 10&U
- ▶ If you can't change the group to 10&U, this is how you fix it
- ▶ From the Events screen, select 'Standards'
- ▶ Click 'Custom Age Groups'
- ▶ Enter this. You are telling it "I have 9-10 age group entered, but you have 10&U"



Evt#	Event Name
1	Girls 12&U 500 Free
2	Boys 12&U 500 Free
3	Girls 12&U 400 IM
4	Boys 12&U 400 IM
5	Girls 1650 Free
6	Boys 1650 Free
7	Girls 8&U 50 Free
8	Boys 8&U 50 Free

So it will use 10&U  
for 9-10



Use this Age Group's Time Standards

·

for

·

Some events may not have age groups that match the regular time standards, such as 15-18. You could use the 17-18 time standards for the 15-18 by entering 17-18 in the first set of age groups above and 15-18 in the second.

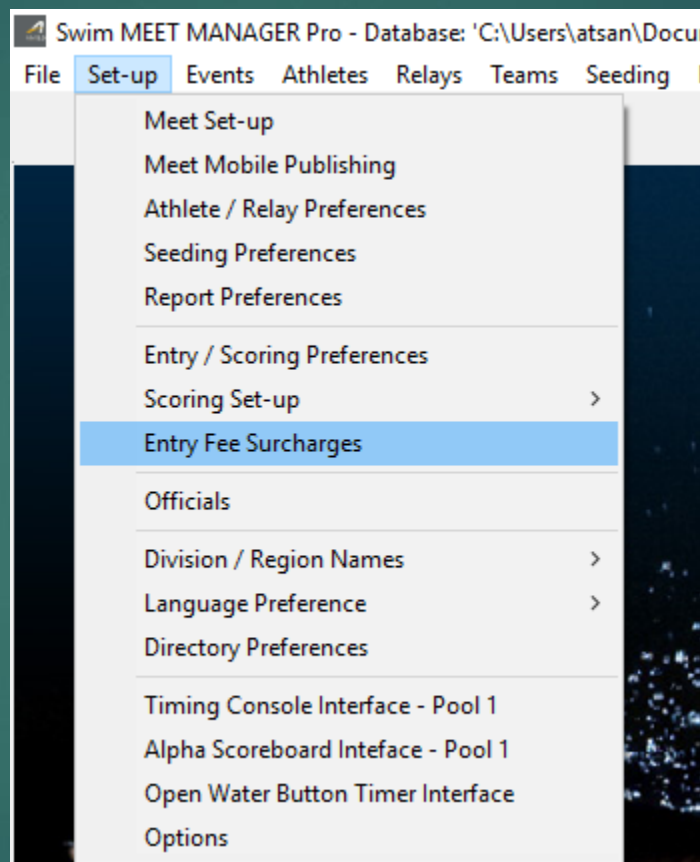
OK Cancel

- ▶ When you use multi-age groups, the results will also print in those groupings as if they were separate events.
- ▶ So you'll have rankings 1<sup>st</sup> place on for 8&U, 9-10, etc
- ▶ This is what we need at Regionals. But if you are awarding ribbons, you may only want to do 12&U.
- ▶ So you'll have to un-check Multi-Age Group one at a time and re-List/rank the events one at a time.



# Setup the Entry Fees

- ▶ 2 parts you need to take into account
- ▶ 1 is the individual entry fees
- ▶ 2 is the Athlete surcharge.
- ▶ This is a \$10 Athlete Participation Fee plus the \$1 New England Travel fee



Entry Fee Surc...

**Meet Start Date: 10/12/2017**

Athlete Surcharge : 11.00

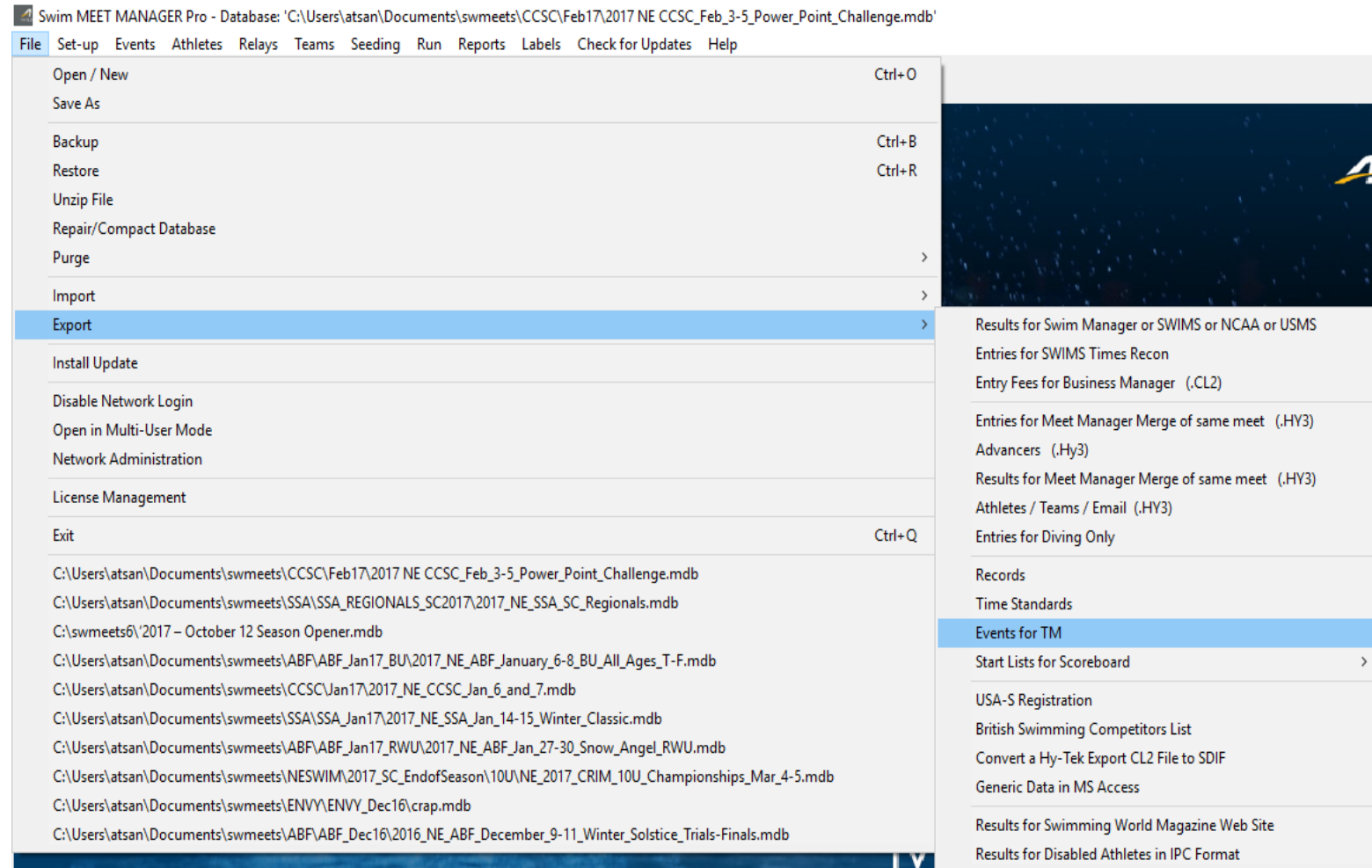
Team Surcharge : 0.00

Facility Surcharge : 0.00

OK Cancel

# Generate the Meet File

- Once all events, surcharges etc are in place, generate the Meet file.





# Generate the Meet File

- ▶ You can change the Max entries etc in the Setup menu.
- ▶ Entry/Scoring Preferences. Select the Entries/Entry Limits tabs
- ▶ If you're happy with this, select Yes.
- ▶ Mostly the default is OK
- ▶ It will save it in the place you previously set up

HY-TEK's MEET MANAGER

Check your meet parameters for the following information before exporting:

The meet age-up date is: 10/12/2017.  
The meet start date is: 10/12/2017.  
No 'Since Date' has been set for entry seed time eligibility.  
If not correct, then go back to Setup / Meet Setup and Setup / Entry Scoring Pref / Entries.

Athlete Surcharge is set to: 11.00  
Team Surcharge is set to: 0.00  
Facility Surcharge is set to: 0.00  
If surcharges are not correct, go back to Reports / Teams.

Max Entries per athlete are set to:  
Max Total: 0  
Max Individual Entries: 0  
Max Relay Entries: 0  
Exclude NT Entries is set to: Include  
If max entry limits are not correct, go back to Setup / Entry Scoring Preferences / Entries.

In Events / Sessions, you can check Max Entries per athlete per session.

Is this correct ?

Yes No

Export Events to TM

**Qualifying Times**

☒ Include qualifying times for Yards, SCM, and LCM  
Multi-Cut Course order : YLS  
☐ Include qualifying times for Yards only

**Conversions**

☒ Team Manager LCM and SCM entry times are NOT to be converted to Yards  
☐ Team Manager LCM and SCM entry times CAN be converted to Yards

**Events**

☒ Standard Events  
☐ Time Trial Events  
☐ Swim-off Events

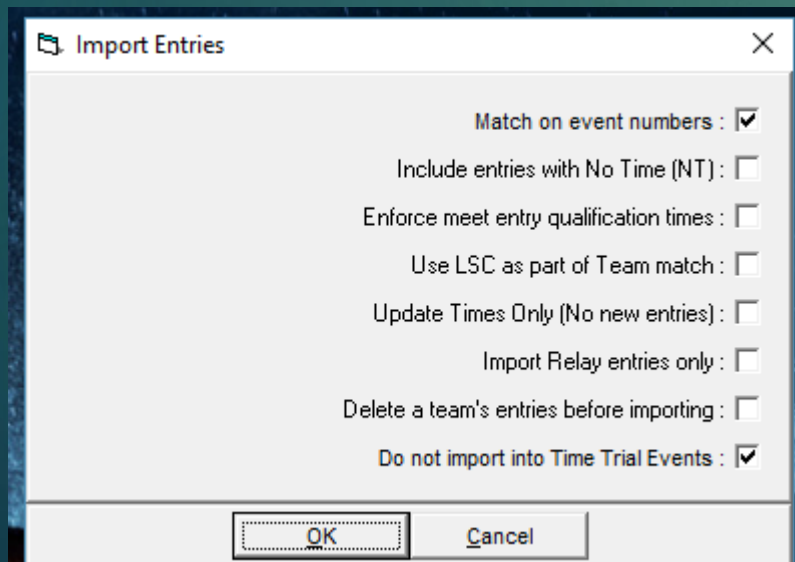
OK Cancel

# Lets Create a Meet

- ▶ Please get your copy of Meet Manager open and ready to start a new meet.
- ▶ I will switch to Meet manager here, and we'll get started.
- ▶ We will create a meet, enter some events, create a session, inport time standards, export an events file and import some entries

# Import Entries

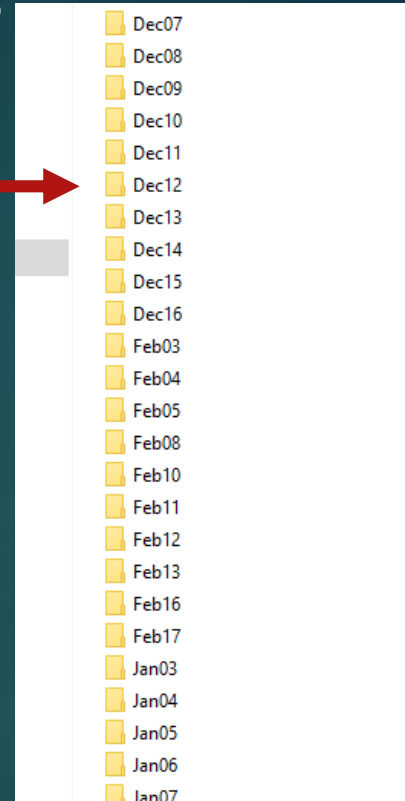
- ▶ When you get emailed entries, save them to the place you previously set up
- ▶ This is where a directory structure will help.
- ▶ Click the import entries icon.
- ▶ Look at each screen to constantly verify that the import file is actually for your meet. Mistakes/errors happen by teams.
- ▶ Select the entry you are importing, then just click OK/Open/Yes etc thru to this.



You may check 'Include....NT' to allow them in.

You can't check 'Delete a teams entry before importing' if coming from a TU team.

Sometimes errors will occur when updating a teams entry, so be very careful and check the before and after entry



- ▶ Know how the athlete ID is built
- ▶ Any asterisk is inserted by the program if the first name has less than 3 letters, there is no middle initial and/or the last name has less than 4 letters
- ▶ This is a valid ID# 010101LI\*\*NA\*\*
- ▶ There should be no asterisks EXCEPT in the ID

Work the teams. Use ALT abbreviation

**Add New Athlete**

Contact Teams

Last Name : Swimmer First Name : Test MI : Z

Pref Name : Birth Date : 01/02/03 Age : 13

Reg ID# : 010203TESZSWIM Team : UN-NE Unattached

Gender (M/F) : F ☒ Retain Gender Build ID

Citizen of : Status : Normal SDMS ID :

Competitor # : 1199 Disability (S, SB, SM) : City : State :

2nd Club :

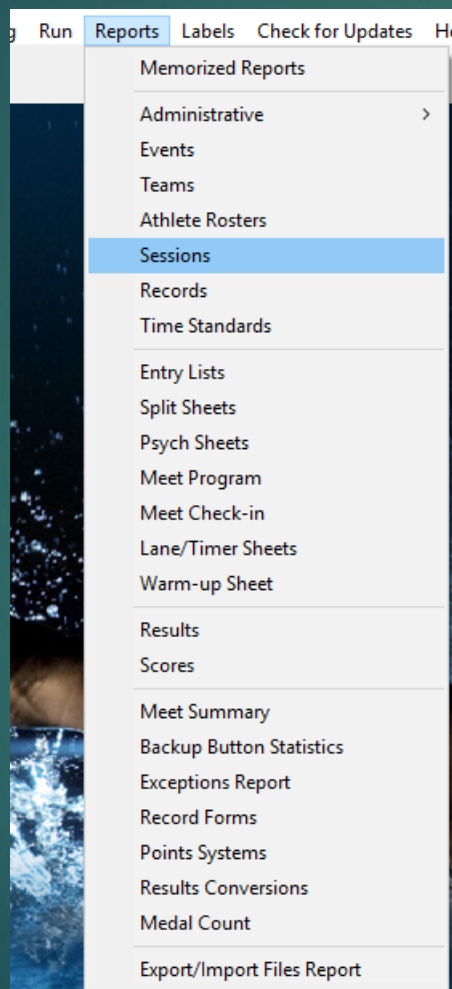
**Teams**

Layout Add Edit Delete Coaches View Find Print Export to HTML Help

A	B	C	D	E	F	G	H
	<u>Team Name</u>	<u>ABBR</u>	<u>LSC</u>	<u>Short Name</u>	<u>Alt ABBR</u>		
	Amity Regional Aquatic Club	ARAC	CT				
	Apex Aquatics at Bosse	APEX	NE				
	Attleboro YMCA Tsunami	AYT	NE				
	Bulldog Aquatic Club	DOGS	NE				
	Crimson Aquatics	CRIM	NE				
	Crimson Aquatics Andover	CRIMA	NE			CRIM	
	Crimson Aquatics Boston	CRIMB	NE			CRIM	
	Freetown-Lakeville Warriors Sw	FLWS	NE				
	Gator Swim Club	BGSC	NE				
	Greenwood Swimming	GS	NE				
	Seacoast Pods	PODS	NE			SSA	
	Seacoast Swimming Association	SSA	NE				
▶	Seacoast Swimming Dover	SSANH	NE			SSA	
	UN	UN	CT				
	Unattached	UN	NE				
	Upper Valley Aquatic Club	UVAC	NE	Upper Valley			
	West/Nantucket Swimming	WACK	NE	West/Nantucket			

# Pre-Meet reports

- ▶ Keep an eye on your sessions length. Know the NE Swimming rules.
- ▶ Reports/Sessions
- ▶ Select all/one and review the data.
- ▶ Experiment with the check boxes.
- ▶ Sessions report is aka as the Timeline report



Sessions Report

Select All De-Select All Preferences Create Report

Session List

	Day	Start Time	Session #	Course	Session Title
<input checked="" type="checkbox"/>	1	05:05 PM	1	Y	Friday Evening
<input checked="" type="checkbox"/>	2	08:05 AM	2	Y	Saturday Morning
<input checked="" type="checkbox"/>	2	02:20 PM	3	Y	Saturday Afternoon
<input checked="" type="checkbox"/>	3	08:05 AM	4	Y	Sunday Morning
<input checked="" type="checkbox"/>	3	02:20 PM	5	Y	Sunday Afternoon

☒ Include event start times  
☒ Include heat and entry count  
☒ Include \* type entries  
☐ Include Qualifying Times  
☐ Include Timer Data  
☒ Include Team List  
☐ Include Team List Only with heat and entry count  
☐ Include Age Group count

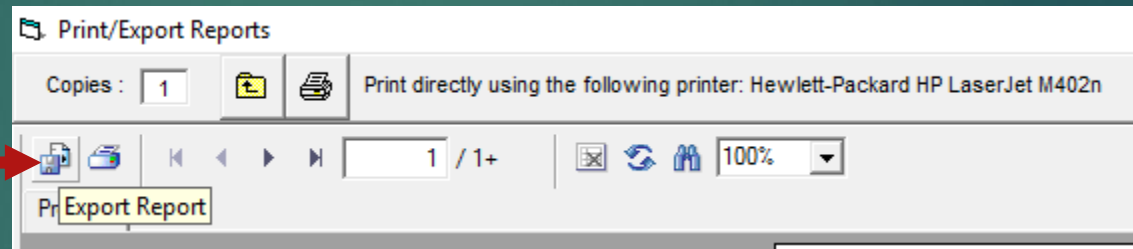
☐ Include Actual Start Times  
☐ Include Event Comments  
☐ Each event run in two pools  
☐ Separate page each session  
☐ Exclude events with no entries  
☐ Flat HTML

Apply Scratch Factor to Unseeded Events :  %



# Pre-Meet reports

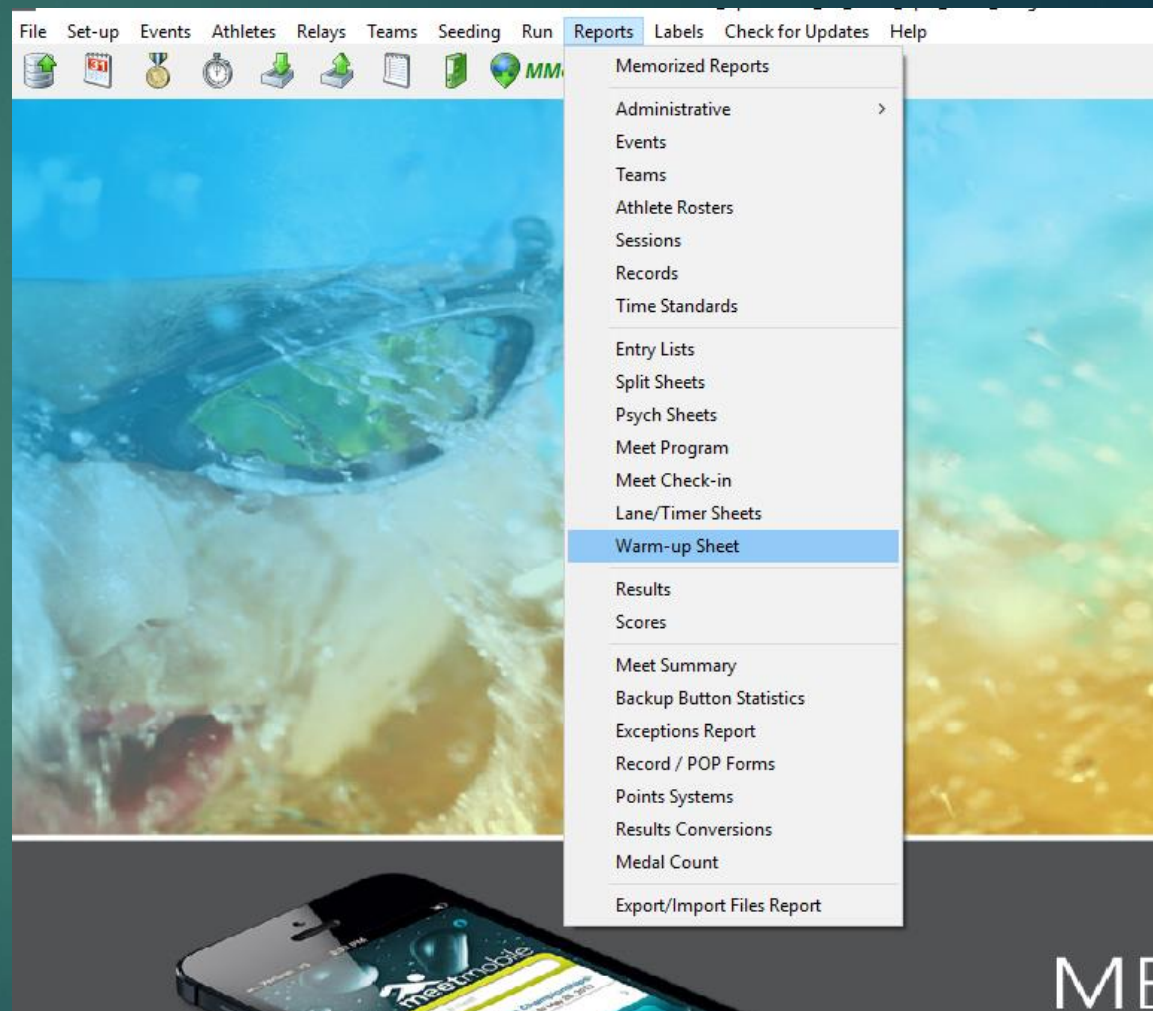
- ▶ Psych Sheet to send out pre-meet – Reports/Psych Sheet
- ▶ Save as a pdf



- ▶ Click that button, then click OK. It will save where you select, and you can send it to the teams entered in the meet
- ▶ Often if you have a 64 bit computer it will say something about no default something or other. Been a windows bug for years.

# Warm-up schedule

- ▶ Print from Main Screen
- ▶ Tells you how many swimmers and from what teams are warming up
- ▶ Use 10 feet/3 meters per swimmer
- ▶ So 25 yd each way = 50 yds total
- ▶ 50 yds = 150 feet
- ▶ 150 feet = 15 swimmers. Use bit less for older kids
- ▶ Just a rough guide. 15 is a bit crowded even for little kids
- ▶ 50m pool is roughly 33 kids per lane.
- ▶ Again, a bit crowded.
- ▶ Use this as a maximum. 12/25 won't unduly upset anybody during warmups
- ▶ Maybe. Ask your Meet Director/Referee for help here.



# That's it for Pre-meet

- ▶ Send the backup to NE Swim office the Monday before the meet. At that time make sure the registrations are correct.
- ▶ You should be getting ready to send an update to teams entered in the meet.
- ▶ Send them any updated warmup data/session times, a timeline, a psych sheet to correct any errors pre-meet.
- ▶ Following is at the meet, which is now the domain of the Admin Official/Meet Director.

# SETUP A MEET

- ▶ We are going to actually setup a meet now.
- ▶ If you have Meet manager installed, go ahead and open it.
- ▶ I will lead the meet setup from here, so if you don't have Meet manager you can follow along.
- ▶ We will create a meet, enter events and session, create the event file, import time standards and import entries
- ▶ Very exciting

# Running the Meet.

## You need-

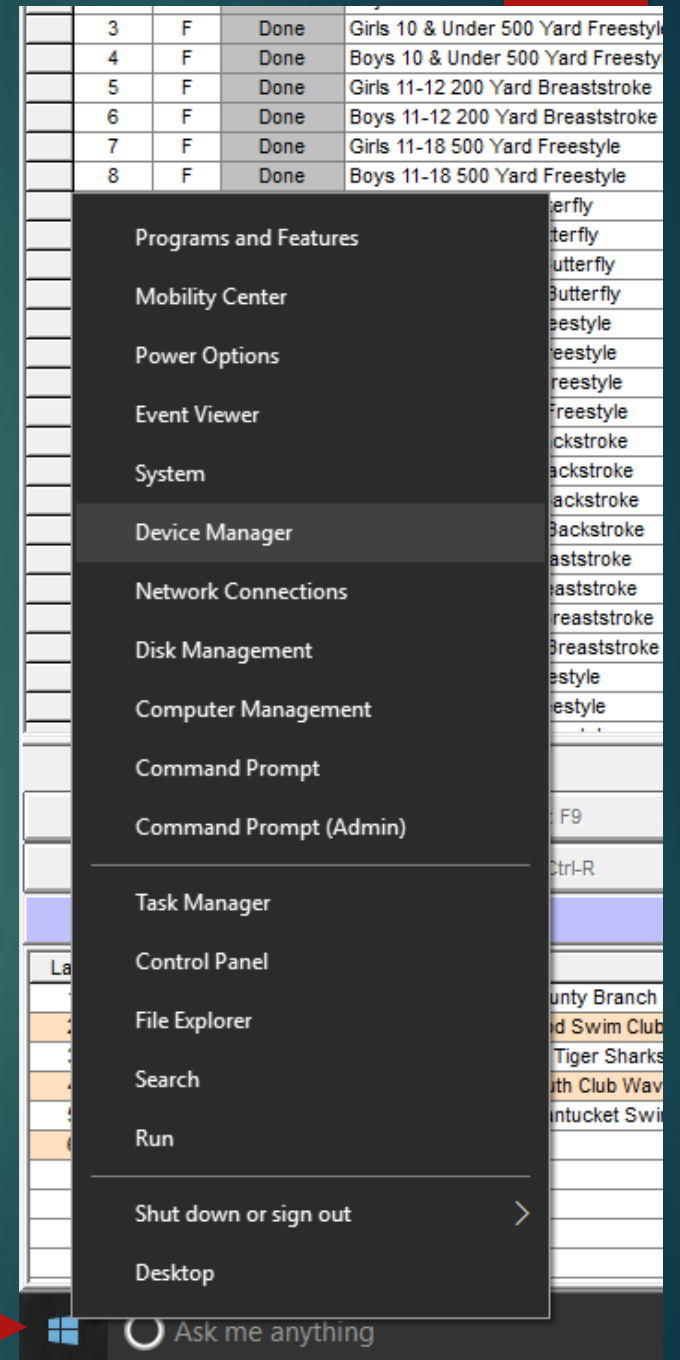
- ▶ A timing system
- ▶ Meet manager with the correct meet database open.
- ▶ Connect Timing system and Computer via the USB-Serial adapter.
- ▶ Daktronics plug into Results Port, Colorado into either Com 1 or Com2. Note this has **NOTHING** to do with the Com ports on your computer.
- ▶ Turn everything on, make sure timing system is not running – press the reset button/s to make sure





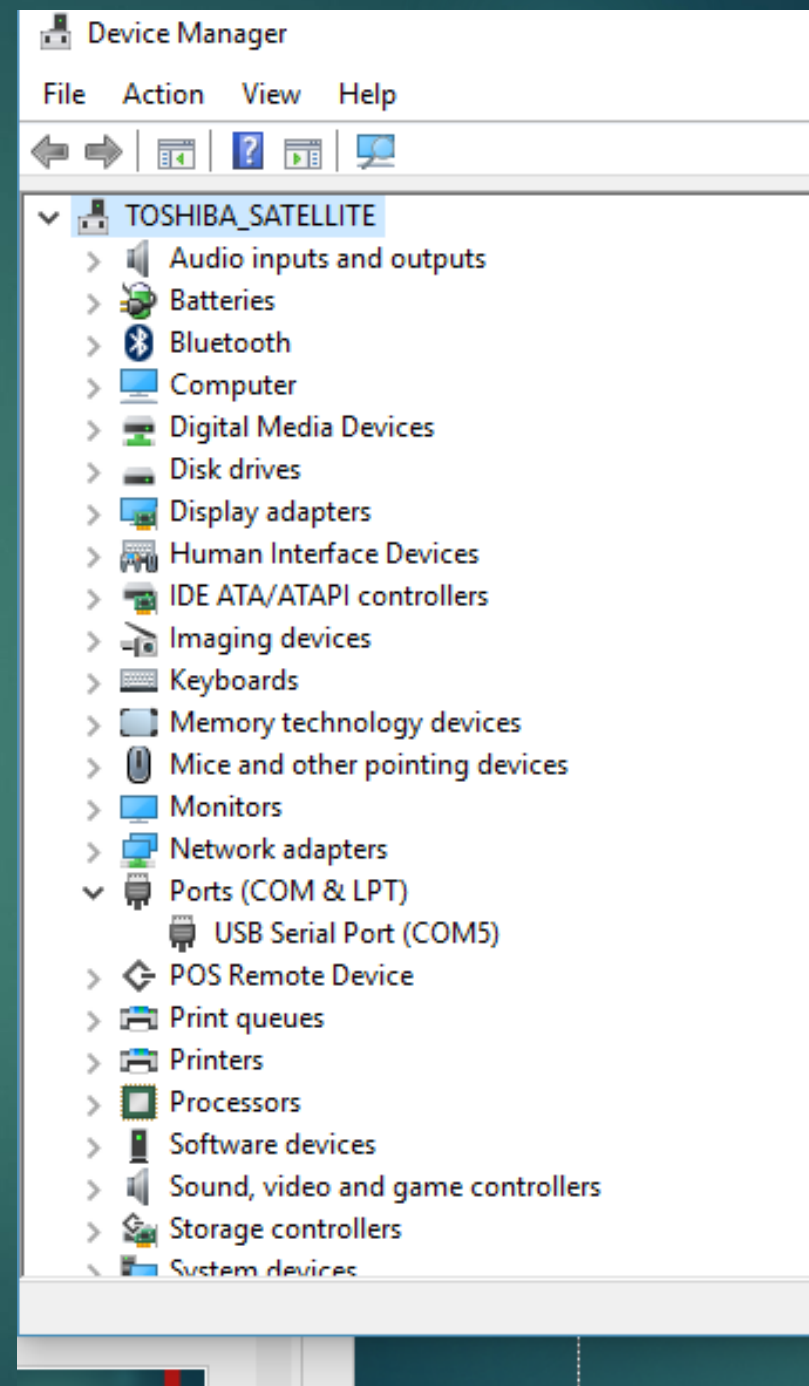
# Hook up the Colorado/ Daktronics

- ▶ Once your USB/Serial adapter is installed by Windows, you'll need to find out the Com port it has been assigned.
- ▶ This will be different for each USB port you plug into.
- ▶ Convenient eh?
- ▶ Easiest found way to find out -
- ▶ Right click on the Start button and select 'Device Manager'



# Find the Com Port

- ▶ Expand the > next to Ports (COM & LPT)
- ▶ Note the number and close down Device Manager
- ▶ You'll need this number later

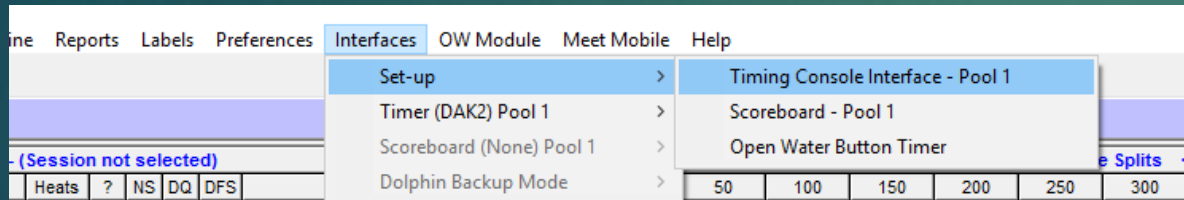


# Back to Meet Manager

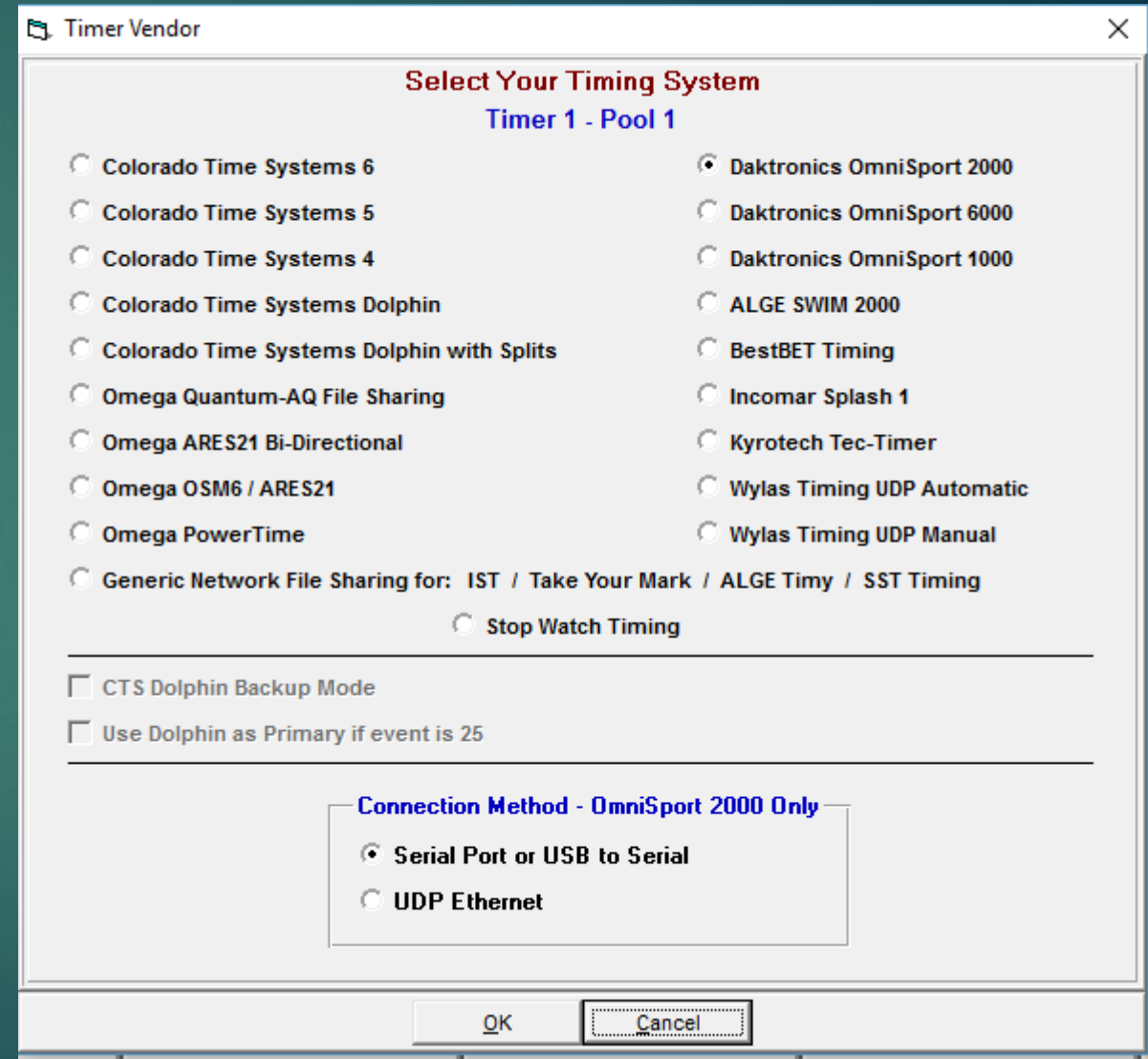
From the main screen, open the Run menu

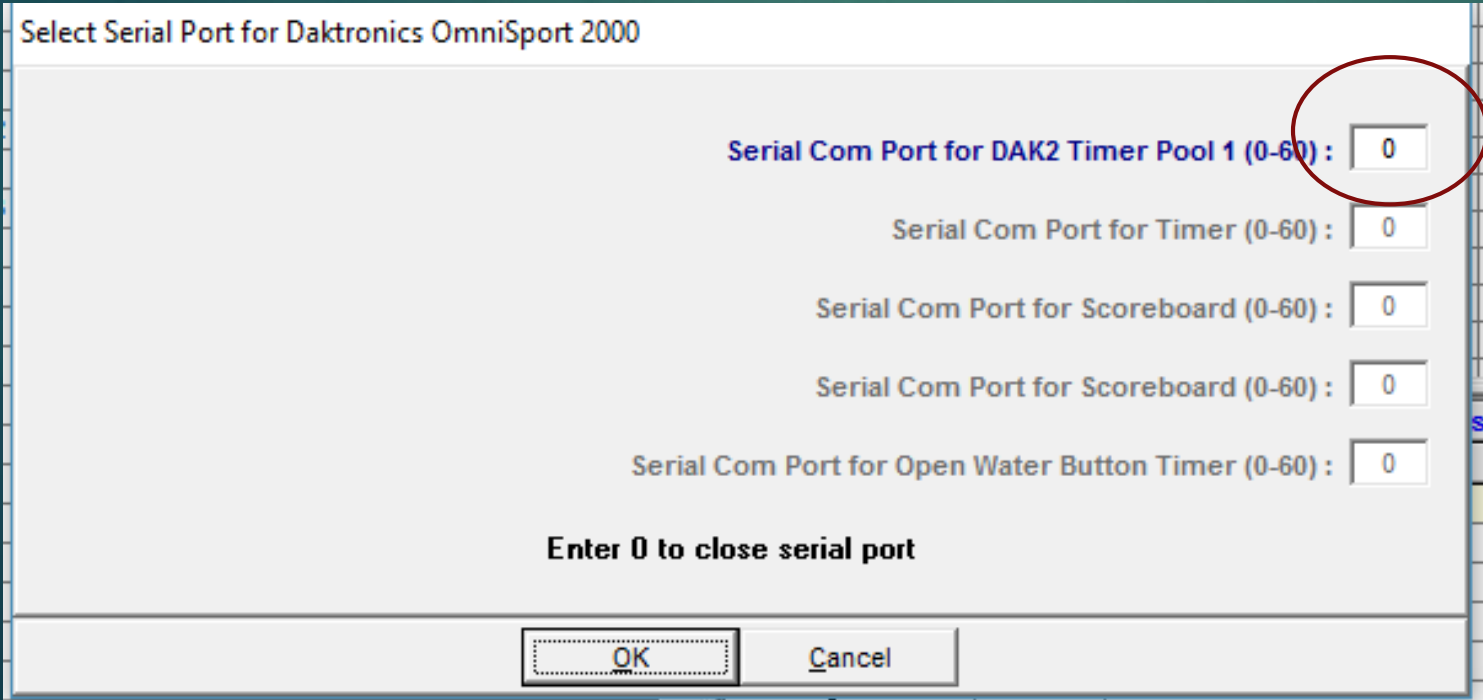


From the Run screen, click on Interfaces



Choose your system. Note you can use Manual timing



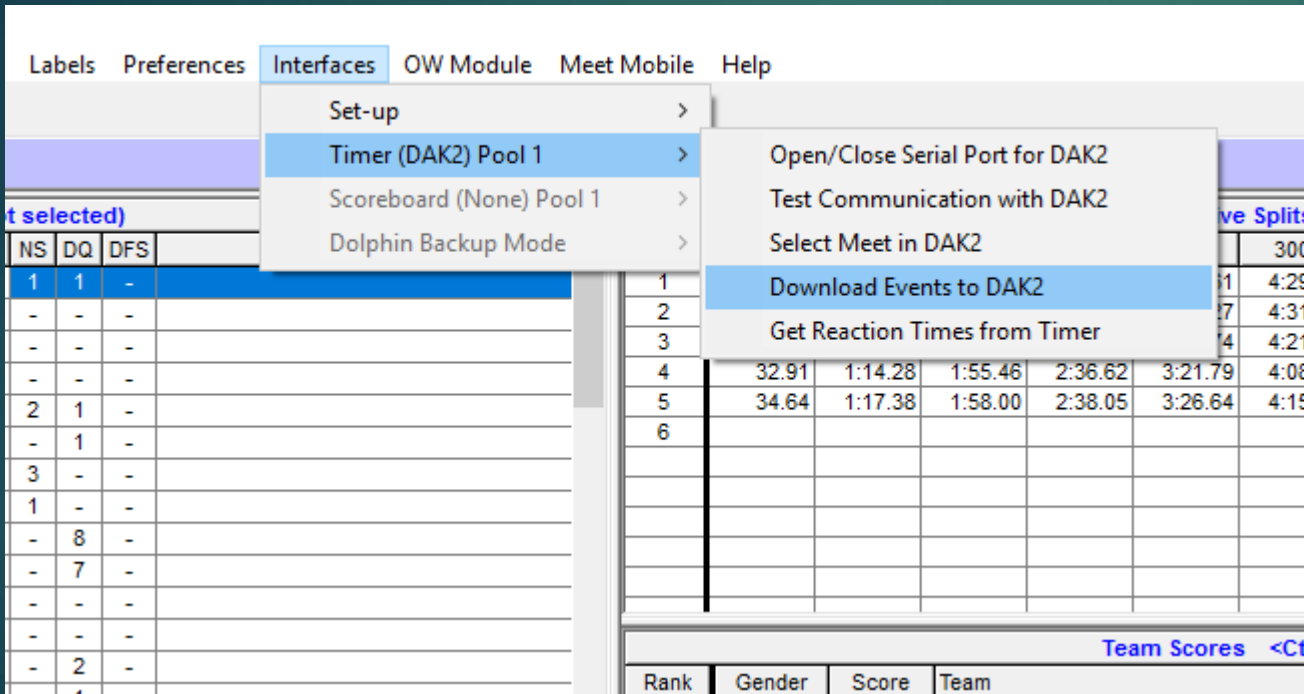


# Success??

- ▶ You'll get 'Communications Passed' *almost instantly*.
- ▶ If not, then check cables, re-check the COM port #
- ▶ Try plugging it into a different USB port. This will assign a new COM port # so re-check that.
- ▶ Re-boot Windows.
- ▶ Try a different computer.
- ▶ Isolate the problem to the computer, cable adapter or Console.
- ▶ Go from there.
- ▶ Did you get there early?????
- ▶ Test whole system – printers, etc. If you have 3 printers you'll likely need 2 different electrical circuits. 2 printers is usually OK.
- ▶ Try and not have concessions sharing an outlet with you



# Download events to the Console



- ▶ For Daktronics, just click Yes
- ▶ For Colorado, click Yes and accept the default meet as displayed
- ▶ ? #8 ? In Colorado
- ▶ Dak/Colorado different
- ▶ Colorado remembers numerous meets and internally.
- ▶ Not Dak
- ▶ Enable splits on Dak. Learn how to work with the Dak menu

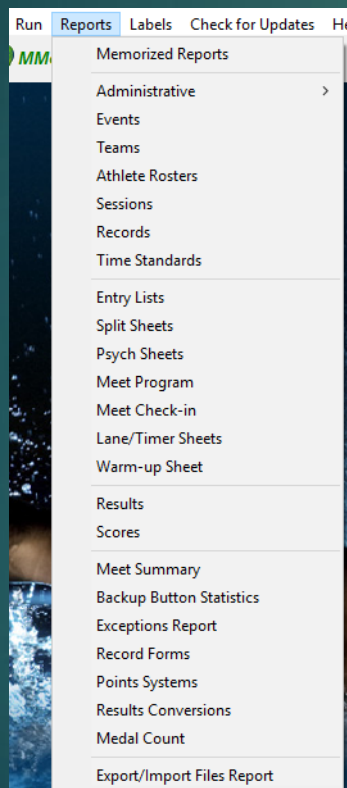
# Running the Console

- ▶ A very basic machine.
- ▶ Basically Store/Print, Reset (according to console protocol), next Heat/Event
- ▶ Daktronics does print a race summary on thermal paper. Seems very reliable
- ▶ Colorado can only print using a Parallel port, which no recent printer has.
- ▶ Colorado CTS6 has some overheating issues I have found

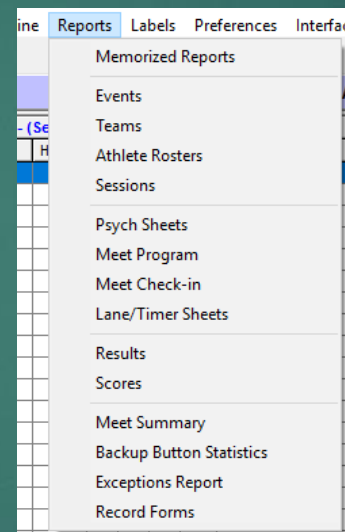


# Reports Menu differs

## On Main Screen



## On Run screen

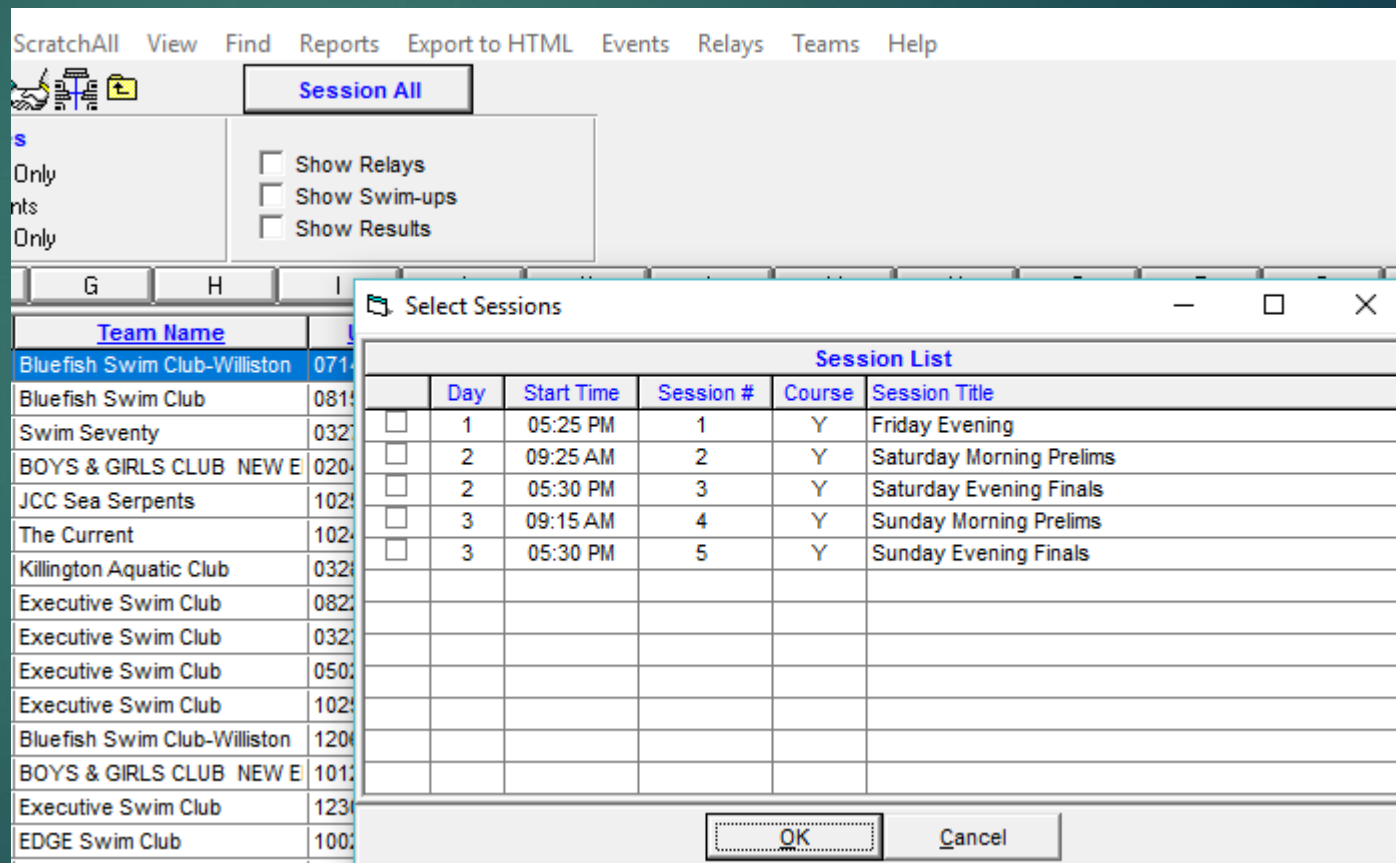


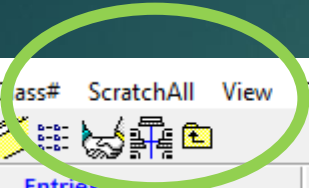






- ▶ Just scratching from the session you are working on is a **real good** practice.
- ▶ Can select just the one team at a time to scratch from





# Or scratch individually

Head	Lane	SCR	Alt	Exh	Con
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Seeding the Meet

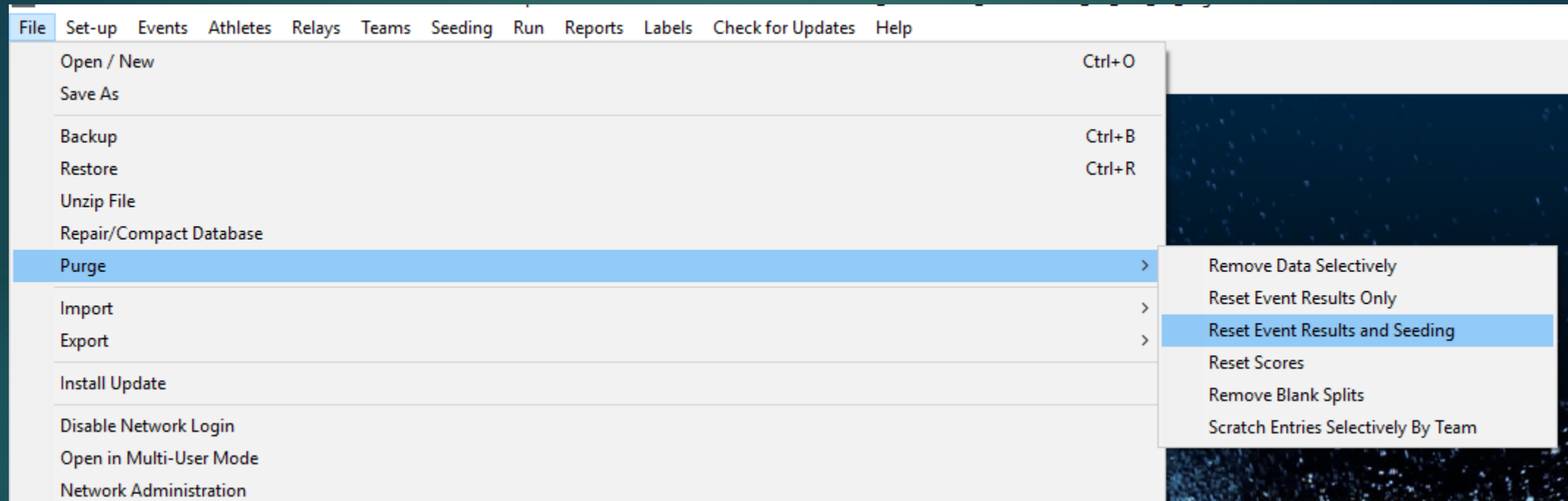
- ▶ Seeding menu is available from multiple screens
- ▶ Select your session, then select all or some of the events, and start seeding
- ▶ Suggest you check 'Prompt if a Re-Seed'..
- ▶ You should never re-seed unless you are 110% sure. And then think twice.
- ▶ Issue is how similar entry times are seeded.
- ▶ So 6 NT entries will be seeded in random order each time.
- ▶ Once seeded it will turn the events blue
- ▶ You DO NOT have to seed the meet to get an accurate timeline for ANY session.

The screenshot shows the 'Start Seeding' window of a swimming meet management software. The window has a menu bar with options: Start Seeding, Select All, De-Select, Preview, ScratchPad, ScratchBack, ScratchForward, Copy, and Combine. Below the menu bar is a toolbar with icons for various functions. The main area is divided into two sections. The top section is for selecting sessions and events. It includes a 'Gender' section with radio buttons for 'All', 'Male', and 'Female'. The 'All' button is selected. There is an 'Age Range' section with a range selector. To the right of these are checkboxes for 'Un-Seeded', 'Seeded', 'Done', and 'Zero Entries'. Further right are checkboxes for 'Prompt if a Re-Seed', 'Preview each Event', and 'De-Select after Preview'. Below this is a table with columns: Day, Start Time, Session #, Course, and Session Title. The table lists sessions for Friday Evening, Saturday Morning, Saturday Afternoon, Sunday Morning, Sunday Afternoon, and Sunday Distance. The 'Saturday Morning' session is selected. The bottom section is a table for selecting events. It has columns: Seed, Evt #, Rnd, Status, Manual, Event Name, Entries, Scr, Alt, and Heats. The table lists 34 events, all of which are currently 'Un-Seeded'. The 'Manual' column has checkboxes for each event. The 'Entries', 'Scr', 'Alt', and 'Heats' columns are all empty.

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	05:05 PM	1	Y	Friday Evening
2	08:05 AM	2	Y	Saturday Morning
2	12:50 PM	3	Y	Saturday Afternoon 8&U
2	03:35 PM	4	Y	Saturday Afternoon
2	07:35 PM	5	Y	Saturday Distance
3	08:05 AM	6	Y	Sunday Morning
3	12:50 PM	7	Y	Sunday Afternoon 8&U
3	03:35 PM	8	Y	Sunday Afternoon
3	07:35 PM	9	Y	Sunday Distance

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
<input checked="" type="checkbox"/>	9	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 50 Butterfly	0	0	0	0
<input checked="" type="checkbox"/>	10	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 50 Butterfly	0	0	0	0
<input checked="" type="checkbox"/>	11	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 200 Butterfly	0	0	0	0
<input checked="" type="checkbox"/>	12	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 200 Butterfly	0	0	0	0
<input checked="" type="checkbox"/>	13	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 200 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	14	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 200 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	15	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 200 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	16	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 200 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	17	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 100 Backstroke	0	0	0	0
<input checked="" type="checkbox"/>	18	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 100 Backstroke	0	0	0	0
<input checked="" type="checkbox"/>	19	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 100 Backstroke	0	0	0	0
<input checked="" type="checkbox"/>	20	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 100 Backstroke	0	0	0	0
<input checked="" type="checkbox"/>	21	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 50 Breaststroke	0	0	0	0
<input checked="" type="checkbox"/>	22	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 50 Breaststroke	0	0	0	0
<input checked="" type="checkbox"/>	23	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 200 Breaststroke	0	0	0	0
<input checked="" type="checkbox"/>	24	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 200 Breaststroke	0	0	0	0
<input checked="" type="checkbox"/>	25	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	26	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	27	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	28	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	29	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 200 IM	0	0	0	0
<input checked="" type="checkbox"/>	30	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 200 IM	0	0	0	0
<input checked="" type="checkbox"/>	31	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	32	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	33	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	34	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 200 Medley Relay	0	0	0	0

# Accidentally Seeded the Meet



- Its easy from here, but be careful.

# After seeding the Meet

- Stay on this screen.
- Once you leave it, Meet Mobile will upload seeding data if you have that selected.
- From this menu, select Reports and select Meet Program
- Print your program as you want.

The screenshot shows the HY-TEK's MEET MANAGER software interface. The top menu bar includes options like 'Seed', 'Select All', 'De-Select', 'Preview', 'ScratchPad', 'ScratchBack', 'ScratchForward', 'Copy', 'Combine', 'Consolidate', 'View', 'Events', and 'Reports'. The 'Reports' menu is circled in red. Below the menu bar, there are filters for 'Gender' (Male, Female), 'Age Range', and 'Un-Seeded/Seeded' status. A green arrow points from the 'Reports' menu to the 'Session List' table. The 'Session List' table has columns: Day, Start Time, Session #, Course, and Session Title. Below this is the 'EVENT LIST' table with columns: Evt #, Rnd, Status, Manual, Event Name, Entries, Scr, Alt, and H. A dialog box in the bottom right corner says 'HY-TEK's MEET MANAGER' and 'Seeding completed! Number of events seeded = 26' with an 'OK' button. A red arrow points from the 'Session List' table to the 'EVENT LIST' table.

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	04:45 PM	1	Y	Friday Evening
2	08:05 AM	2	Y	Saturday Morning
2	01:20 PM	3	Y	Saturday Afternoon 8&U
2	03:35 PM	4	Y	Saturday Afternoon
2	08:05 PM	5	Y	Saturday Distance
3	08:05 AM	6	Y	Sunday Morning
3	01:20 PM	7	Y	Sunday Afternoon 8&U
3	03:35 PM	8	Y	Sunday Afternoon
3	08:05 PM	9	Y	Sunday Distance

Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	H
9	F	Seeded		Girls 9-10 50 Butterfly	66	1	0	11
10	F	Seeded		Boys 9-10 50 Butterfly	29	1	0	5
11	F	Seeded		Girls 13-14 200 Butterfly	11	2	0	2
12	F	Seeded		Boys 13-14 200 Butterfly	5	1	0	1
13	F	Seeded		Girls 9-10 200 Freestyle	37	1	0	7
14	F	Seeded		Boys 9-10 200 Freestyle	21	0	0	4
15	F	Seeded		Girls 13-14 200 Freestyle	66	2	0	11
16	F	Seeded		Boys 13-14 200 Freestyle	34	0	0	6
17	F	Seeded		Girls 9-10 100 Backstroke	66	0	0	11
18	F	Seeded		Boys 9-10 100 Backstroke	24	0	0	4
19	F	Seeded		Girls 13-14 100 Backstroke	74	0	0	13
20	F	Seeded		Boys 13-14 100 Backstroke	42	0	0	7
21	F	Seeded		Girls 9-10 50 Breaststroke	74	0	0	13
22	F	Seeded		Boys 9-10 50 Breaststroke	30	1	0	5
23	F	Seeded		Girls 13-14 200 Breaststroke	34	2	0	6
24	F	Seeded		Boys 13-14 200 Breaststroke	19	1	0	4
25	F	Seeded		Girls 9-10 50 Freestyle	97	1	0	17
26	F	Seeded		Boys 9-10 50 Freestyle	39	0	0	7
27	F	Seeded		Girls 13-14 50 Freestyle	82	1	0	14
28	F	Seeded		Boys 13-14 50 Freestyle	42	0	0	7
29	F	Seeded		Girls 9-10 200 IM	21	0	0	4
30	F	Seeded		Boys 9-10 200 IM	7	0	0	2
31	F	Seeded		Girls 13-14 200 Medley Relay	11	0	0	2
32	F	Seeded		Boys 13-14 200 Medley Relay	5	0	0	1
33	F	Seeded		Girls 9-10 200 Medley Relay	12	0	0	2
34	F	Seeded		Boys 9-10 200 Medley Relay	4	0	0	1



# Meet Program

- ▶ Look around and familiarize yourself with the various options.
- ▶ You won't do any harm.
- ▶ When you have the meet program you like, select the events - select all if that's it – and create the report

☐ All ☐ Male ☐ Female ☐ Mixed

Age Range:  -  Team:

☒ All Rounds ☐ Prelims Only ☐ Finals Only ☐ Round 1 Only

### Session List

	Day	Start Time	Session #	Course	Session Title
	All		All	Y	All Events
	1	04:45 PM	1	Y	Friday Evening
▶	2	08:05 AM	2	Y	Saturday Morning
	2	01:20 PM	3	Y	Saturday Afternoon 8&U
	2	03:35 PM	4	Y	Saturday Afternoon
	2	08:05 PM	5	Y	Saturday Distance
	3	08:05 AM	6	Y	Sunday Morning
	3	01:20 PM	7	Y	Sunday Afternoon 8&U
	3	03:35 PM	8	Y	Sunday Afternoon
	3	08:05 PM	9	Y	Sunday Distance

### EVENT LIST for Meet Program

	Evt #	Rnd	Status	Event Name	Heats
<input checked="" type="checkbox"/>	9	F	Seeded	Girls 9-10 50 Yard Butterfly	11
<input checked="" type="checkbox"/>	10	F	Seeded	Boys 9-10 50 Yard Butterfly	5
<input checked="" type="checkbox"/>	11	F	Seeded	Girls 13-14 200 Yard Butterfly	2
<input checked="" type="checkbox"/>	12	F	Seeded	Boys 13-14 200 Yard Butterfly	1
<input checked="" type="checkbox"/>	13	F	Seeded	Girls 9-10 200 Yard Freestyle	7
<input checked="" type="checkbox"/>	14	F	Seeded	Boys 9-10 200 Yard Freestyle	4
<input checked="" type="checkbox"/>	15	F	Seeded	Girls 13-14 200 Yard Freestyle	11
<input checked="" type="checkbox"/>	16	F	Seeded	Boys 13-14 200 Yard Freestyle	6
<input checked="" type="checkbox"/>	17	F	Seeded	Girls 9-10 100 Yard Backstroke	11
<input checked="" type="checkbox"/>	18	F	Seeded	Boys 9-10 100 Yard Backstroke	4
<input checked="" type="checkbox"/>	19	F	Seeded	Girls 13-14 100 Yard Backstroke	13
<input checked="" type="checkbox"/>	20	F	Seeded	Boys 13-14 100 Yard Backstroke	7
<input checked="" type="checkbox"/>	21	F	Seeded	Girls 9-10 50 Yard Breaststroke	13
<input checked="" type="checkbox"/>	22	F	Seeded	Boys 9-10 50 Yard Breaststroke	5
<input checked="" type="checkbox"/>	23	F	Seeded	Girls 13-14 200 Yard Breaststroke	6
<input checked="" type="checkbox"/>	24	F	Seeded	Boys 13-14 200 Yard Breaststroke	4
<input checked="" type="checkbox"/>	25	F	Seeded	Girls 9-10 50 Yard Freestyle	17
<input checked="" type="checkbox"/>	26	F	Seeded	Boys 9-10 50 Yard Freestyle	7
<input checked="" type="checkbox"/>	27	F	Seeded	Girls 13-14 50 Yard Freestyle	14
<input checked="" type="checkbox"/>	28	F	Seeded	Boys 13-14 50 Yard Freestyle	7
<input checked="" type="checkbox"/>	29	F	Seeded	Girls 9-10 200 Yard IM	4

Columns / Format | **Include in Meet Program** | Psych List - Sort Order

☐ Records  
☒ Time Standards  
☐ Entry Qualifying Time  
☐ Event Comments  
☒ Entry Times

☐ Line For Results  
☐ Events With No Entries  
☐ Round 1 Alternates  
☐ Qualifying Alternates  
☐ Prior Round Results

☒ Heat Start Times  
☐ Empty Lanes  
☐ Separate A/B Finals  
☒ Logos in Footer  
☐ Check-In Times

Relay Athlete Names (0-8):   
 Top How Many:

# Printing the Meet Program (aka Heat Sheets)

- ▶ Here you will run smack into the program's ancient underpinnings.
- ▶ If you want more than one copy of the heat sheet (yes!!!) AND you want them printed Page 1,2,3... in order, then you MUST use this Print Button. You can safely enter 50 in the box here.
- ▶ If you choose the printer using this button, it will print 111...222...333. See next slide

Print/Export Reports

Copies : 1

Print directly using the following printer: Hewlett-Packard HP LaserJet M402n

1 / 1+

100%

Seekonk Aquatics

HY-TEK's MEET MANAGER 6.0 - 4:23 PM 2/13/2017 Page 1

2017 SC Regionals Hosted by Seacoast Swimming, Sanction #: NE17-0210-SSA TT

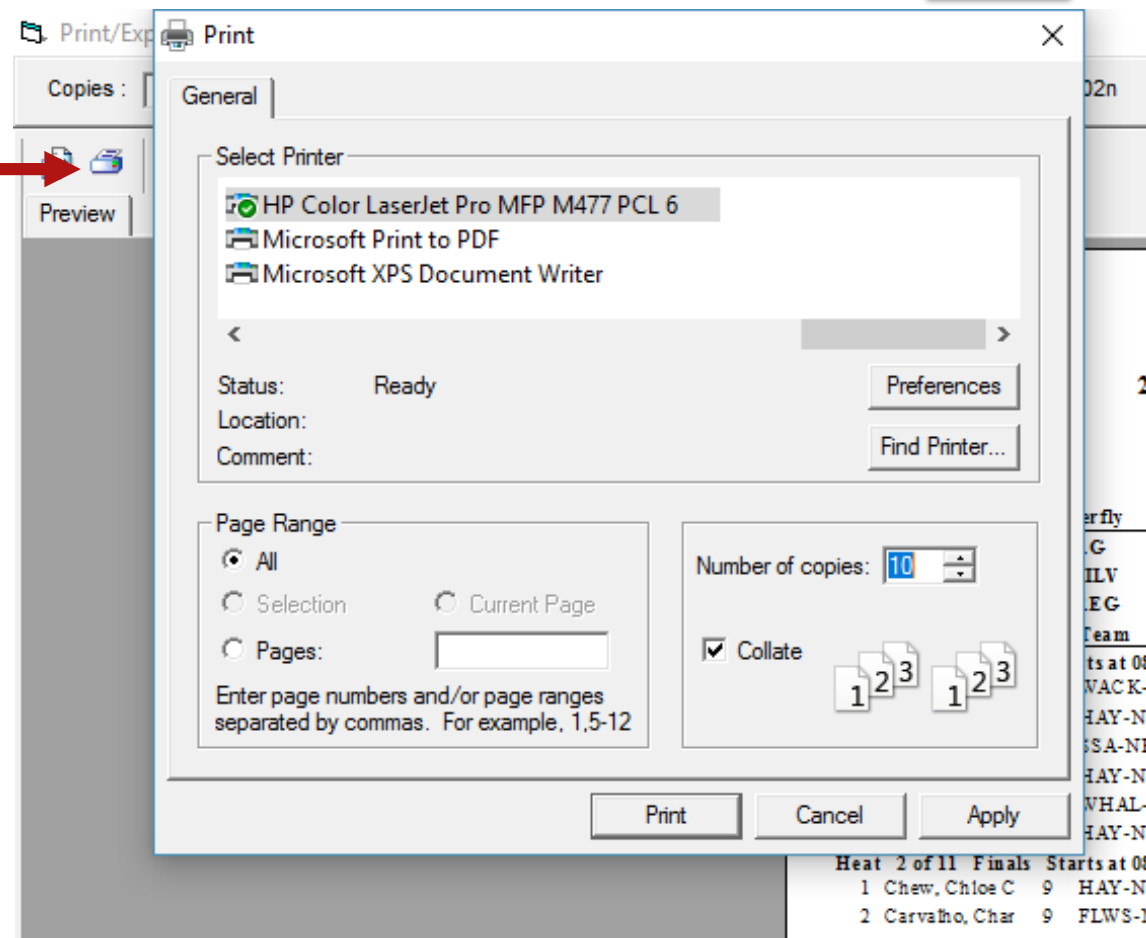
Seekonk High MA

Meet Program - Saturday Morning

#9 Girls 9-10 50 Yard Butterfly			
36.09 AG			
42.39 SILV			
58.99 REG			
LaneName	Age	Team	Seed Time
Heat 1 of 11 Finals Starts at 08:05 AM			
1 Keigans, Lucy	9	WACK-NE	58.09 REG
2 Silvia, Brooke	10	HAY-NE	56.92 REG
3 Turnbull, Emel	10	SSA-NE	56.38 REG
4 Dekkers, Sara	10	HAY-NE	56.79 REG
5 Chofay, Chloe	10	WHAL-NE	57.47 REG
6 Schmitt, Carol	10	HAY-NE	58.94 REG
Heat 2 of 11 Finals Starts at 08:07 AM			
1 Chew, Chloe C	9	HAY-NE	56.05 REG
2 Carvalho, Char	9	FLWS-NE	55.32 REG
3 Vitorino, Sam	9	CCFF-NE	53.66 REG
4 DeMello, Jayd	10	CCSC-NE	53.87 REG
5 Marchand, Sop	9	WHAL-NE	55.43 REG
6 Santos, Kendal	10	FLWS-NE	56.10 REG
Heat 3 of 11 Finals Starts at 08:08 AM			
1 Graveline, Rile	9	SSA-NE	52.59 REG
2 Park, Aida T	9	UN-NE	52.04 REG
3 McDonald, Sie	9	NPB-NE	51.52 REG
4 Guerriero, Giar	10	WW-NE	51.65 REG
5 Roy, Emily A	10	SSA-NE	52.51 REG
6 Harrington, Ka	9	WACK-NE	53.15 REG
Heat 4 of 11 Finals Starts at 08:09 AM			
1 Ray, Carley G	9	WACK-NE	50.95 REG
Heat 7 of 11 Finals Starts at 08:12 AM			
1 Matos, Elizabe	10	FLWS-NE	47.39 REG
2 Ito, Amanda	10	CCSC-NE	46.05 REG
3 VanBeber, Sam	10	CCFF-NE	45.75 REG
4 Rivers, Abigail	10	SSA-NE	45.86 REG
5 Taylor, Isabella	10	WW-NE	46.73 REG
6 Pruitt, Emma F	10	HAY-NE	47.64 REG
Heat 8 of 11 Finals Starts at 08:13 AM			
1 Kostin, Addiso	9	CCSC-NE	45.48 REG
2 Uribe, Stephan	10	CCSC-NE	45.15 REG
3 Rasmussen, Isa	9	CCSC-NE	44.89 REG
4 Shultz, Christir	10	CCSC-NE	44.90 REG
5 Tomczyk, Lillie	10	CCSC-NE	45.34 REG
6 Harrington, Ha	10	WACK-NE	45.55 REG
Heat 9 of 11 Finals Starts at 08:14 AM			
1 Dinneen, Nora	9	CCSC-NE	44.41 REG
2 Lutz, Molly G	10	CCSC-NE	44.26 REG
3 Kotniss, Natali	10	UN-NE	43.92 REG
4 Bednarski, Lili	10	WTST-NE	44.19 REG
5 Cook, Morgan	10	HAY-NE	44.27 REG
6 Martel, Renee	10	WW-NE	44.69 REG
Heat 10 of 11 Finals Starts at 08:15 AM			
1 Slosek, Sophia	10	WACK-NE	43.28 REG
2 Lacouture, Ree	10	CCSC-NE	X41.83 SILV
3 Carline, Brook	9	HAY-NE	X40.41 SILV
4 Gonnea, Talee	9	CCSC-NE	X40.58 SILV
5 Ralston, Elean	10	CCSC-NE	42.48 REG
6 Clifford, Logha	9	CCFF-NE	43.64 REG
Heat 11 of 11 Finals Starts at 08:16 AM			
Heat 3 of 5 Finals Starts at 08:20 AM			
1 Waddington, P	10	WACK-NE	49.70 REG
2 Hencke II, Joni	10	WACK-NE	48.14 REG
3 Franciosi, Ben	10	HAY-NE	47.20 REG
4 Abouzeid, Emi	10	WW-NE	47.82 REG
5 Clivica, Nicholi	10	HAY-NE	48.22 REG
6 Johnson, Jake	10	WACK-NE	50.24 REG
Heat 4 of 5 Finals Starts at 08:21 AM			
1 Blanchette, Co	10	DOGS-NE	44.93 REG
2 Caron, Logan	10	TBGT-NE	44.71 REG
3 Luc, David D	10	TBGT-NE	X42.02 SILV
4 Dauphin, Zach	9	SSA-NE	43.21 REG
5 Ferguson, Arch	10	WACK-NE	44.81 REG
6 Sajdak, Lucas	10	WACK-NE	46.88 REG
Heat 5 of 5 Finals Starts at 08:22 AM			
1 Owen, Hunter	9	FLWS-NE	X41.42 SILV
2 Yan, Brandon	10	EVO-NE	X39.77 SILV
3 McClelland, B	9	SSA-NE	X39.20 SILV
4 Janas, Chase M	10	CCSC-NE	X39.46 SILV
5 Qi, Alexander	10	EVO-NE	X40.52 SILV
6 Connors, Ben	10	SSA-NE	X41.48 SILV
#11 Girls 13-14 200 Yard Butterfly			
2:21.99 AG			
2:36.59 SILV			
2:49.29 REG			
LaneName	Age	Team	Seed Time
Heat 1 of 2 Finals Starts at 08:23 AM			
1 Chew, Kathryn	13	HAY-NE	2:45.01 REG

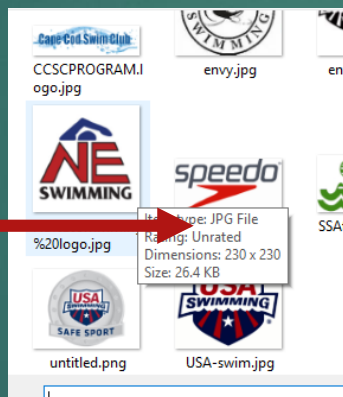
# Printing the Meet Program

- ▶ If you use this Print icon, even though it says Collate the 10 copies, it lies, and they don't care.
- ▶ However if you have 2 printers, you can use this printer to print the Lane/Timer sheets while the other one is printing multiple copies of the meet program
- ▶ Just know which one it is and select it.
- ▶ Just never print more than 1 copy at a time.
- ▶ So you can get 10 copies, just click the icon 10 times.

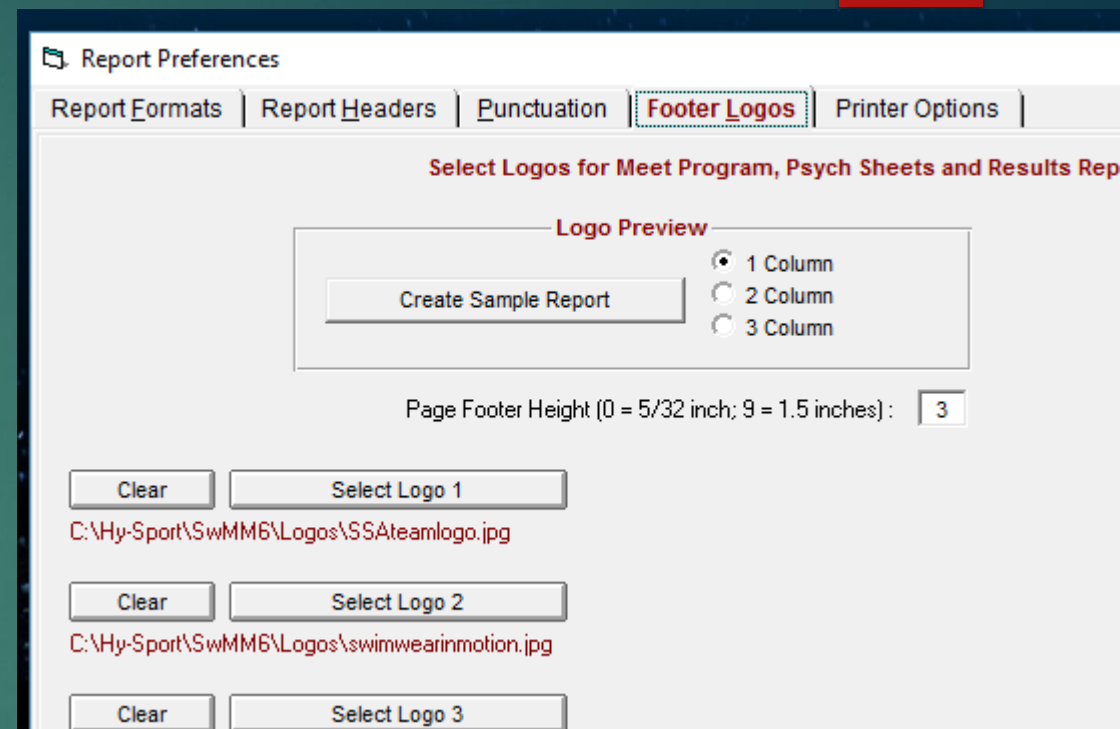


# Printing the Meet Program

- ▶ One little thing.
- ▶ If you do discover the 'Logo in footer' option, and do set it up to use a logo, make sure it is only a small file size – less than say 50 Kb tops



- ▶ Otherwise it will crash the print queue if it is a large file when you are printing multiple copies
- ▶ A well attended meet you may be printing 150+ copies of the meet program for coaches, officials and spectators



Too much information?  
When you click 50 copies in the uppermost print box, it doesn't just print 50 copies of 1 item, it prints one item 50 times. That's how it "collates"

# Print Lane/timer sheets

- ▶ Available still on the seeding menu.
- ▶ Sometimes you may prefer to go with 1 Event per Page per Lane
- ▶ Continuous rarely used
- ▶ You can use this to print just one lane
- ▶ If the events are not running in numerical order – say you shuffled them around – then check the Session order box

Select All De-Select Preferences Memorize View Create Report

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Age Range:  -  Team:

Rounds: ☒ All Rounds ☐ Finals Only ☐ Prelims Only ☐ Round 1 Only

Indiv + Relays ☒ Indiv Only ☐ Relays Only

### Session List

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	04:45 PM	1	Y	Friday Evening
2	08:05 AM	2	Y	Saturday Morning
2	01:20 PM	3	Y	Saturday Afternoon 8&U
2	03:35 PM	4	Y	Saturday Afternoon
2	08:05 PM	5	Y	Saturday Distance
3	08:05 AM	6	Y	Sunday Morning

### EVENT LIST

Evt #	Rnd	Status	Event Name	Heats	
<input checked="" type="checkbox"/>	9	F	Seeded	Girls 9-10 50 Yard Butterfly	11
<input checked="" type="checkbox"/>	10	F	Seeded	Boys 9-10 50 Yard Butterfly	5
<input checked="" type="checkbox"/>	11	F	Seeded	Girls 13-14 200 Yard Butterfly	2
<input checked="" type="checkbox"/>	12	F	Seeded	Boys 13-14 200 Yard Butterfly	1
<input checked="" type="checkbox"/>	13	F	Seeded	Girls 9-10 200 Yard Freestyle	7
<input checked="" type="checkbox"/>	14	F	Seeded	Boys 9-10 200 Yard Freestyle	4
<input checked="" type="checkbox"/>	15	F	Seeded	Girls 13-14 200 Yard Freestyle	11
<input checked="" type="checkbox"/>	16	F	Seeded	Boys 13-14 200 Yard Freestyle	6
<input checked="" type="checkbox"/>	17	F	Seeded	Girls 9-10 100 Yard Backstroke	11
<input checked="" type="checkbox"/>	18	F	Seeded	Boys 9-10 100 Yard Backstroke	4
<input checked="" type="checkbox"/>	19	F	Seeded	Girls 13-14 100 Yard Backstroke	13
<input checked="" type="checkbox"/>	20	F	Seeded	Boys 13-14 100 Yard Backstroke	7
<input checked="" type="checkbox"/>	21	F	Seeded	Girls 9-10 50 Yard Breaststroke	13
<input checked="" type="checkbox"/>	22	F	Seeded	Boys 9-10 50 Yard Breaststroke	5
<input checked="" type="checkbox"/>	23	F	Seeded	Girls 13-14 200 Yard Breaststroke	6
<input checked="" type="checkbox"/>	24	F	Seeded	Boys 13-14 200 Yard Breaststroke	4
<input checked="" type="checkbox"/>	25	F	Seeded	Girls 9-10 50 Yard Freestyle	17
<input checked="" type="checkbox"/>	26	F	Seeded	Boys 9-10 50 Yard Freestyle	7
<input checked="" type="checkbox"/>	27	F	Seeded	Girls 13-14 50 Yard Freestyle	14
<input checked="" type="checkbox"/>	28	F	Seeded	Boys 13-14 50 Yard Freestyle	7

**Format**

☐ Continuous

☒ 2 Events or Lanes Per Page

☐ 1 Event Per Page Per Lane

☐ Knowledge's Placing Sheet

**Heats**

☐ All Heats

☐ Odd Heats Only

☐ Even Heats Only

**Parameters**

Include Entry Time: ☒

Double Space: ☒

Use Team Order: ☒

Include Athlete ID: ☐

Relay Athlete Names (0-8):

Lanes:  -

☐ # Events Break for Continuous

**Sort By**

☒ Lane then Event

☐ Event then Lane

☐ Session Order

**Lanes**

☒ All Lanes

☐ Odd Lanes Only

☐ Even Lanes Only



# Once swimming starts

- ▶ In many respects, the hard work is over.
- ▶ Swimming starts, click 'Get Times', make any necessary adjustments and go onto the next heat.
- ▶ There are many, many rules, protocols to come that oversee how you proceed.



# Basic Run Screen

**EVENT LIST - All Events - Yards - (Session not selected)**

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS
1	F	Done	Girls 500 Yard Freestyle	9	-	2	1	-
2	F	Done	Boys 500 Yard Freestyle	6	-	1	-	-
3	F	Done	Girls 400 Yard IM	5	-	-	1	-
4	F	Done	Boys 400 Yard IM	3	-	-	-	-
5	F	Done	Girls 1650 Yard Freestyle	4	-	-	-	-
6	F	Done	Boys 1650 Yard Freestyle	2	-	-	-	-
7	P	Done	Girls 11 & Over 200 Yard Butterfly	6	-	-	-	-
7	F	Done	Girls 11 & Over 200 Yard Butterfly	5	-	1	-	-
8	P	Done	Boys 11 & Over 200 Yard Butterfly	5	-	-	-	-
8	F	Done	Boys 11 & Over 200 Yard Butterfly	5	-	-	-	-
9	P	Done	Girls 12 & Under 50 Yard Breaststroke	9	-	-	-	-
9	F	Done	Girls 12 & Under 50 Yard Breaststroke	2	-	-	-	-
10	P	Done	Boys 12 & Under 50 Yard Breaststroke	3	-	-	-	-
10	F	Done	Boys 12 & Under 50 Yard Breaststroke	2	-	-	-	-
11	P	Done	Girls 100 Yard Freestyle	24	-	1	-	-
11	F	Done	Girls 100 Yard Freestyle	6	-	-	-	-
12	P	Done	Boys 100 Yard Freestyle	12	-	-	-	-
12	F	Done	Boys 100 Yard Freestyle	6	-	-	-	-
13	P	Done	Girls 12 & Under 50 Yard Butterfly	7	-	-	3	-
13	F	Done	Girls 12 & Under 50 Yard Butterfly	2	-	-	-	-
14	P	Done	Boys 12 & Under 50 Yard Butterfly	4	-	1	3	-
14	F	Done	Boys 12 & Under 50 Yard Butterfly	2	-	-	-	-
15	P	Done	Girls 11 & Over 200 Yard Breaststroke	9	-	-	-	-
15	F	Done	Girls 11 & Over 200 Yard Breaststroke	5	-	1	-	-
16	P	Done	Boys 11 & Over 200 Yard Breaststroke	7	-	1	-	-
16	F	Done	Boys 11 & Over 200 Yard Breaststroke	5	-	1	-	-

**Select Session**

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	05:25 PM	1	Y	Friday Evening
2	09:25 AM	2	Y	Saturday Morning Prelims
2	05:30 PM	3	Y	Saturday Evening Finals
3	09:15 AM	4	Y	Sunday Morning Prelims
3	05:30 PM	5	Y	Sunday Evening Finals

**Cumulative Splits <Ctrl-I: Replace Splits with Records>**

Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
	37.83	4:24.66	5:10.74	5:55.31	6:39.59	7:24.48				
	37.75		4:46.66	5:29.52	6:12.37	6:49.27				
	20.59	4:01.45	4:43.23	5:24.56	6:05.60	6:41.93				

**Scores <Ctrl-Y: Replace Team Scores with Records>**

**Session : F7** **SCR Sheet : F9** **Adjust : F8** **Restore Pads : Ctrl-P** **JD : Ctrl-J** **Race # : F2** **List : Ctrl-L** **Re-Rank** **Prev Event : Ctrl-F4**

**Refresh : Ctrl-D** **Rel Names : Ctrl-R** **Awards : Ctrl-A** **Calc : Ctrl-K** **Unseeded : Ctrl-U** **Get Times : F3** **Score : Ctrl-S** **Re-Score** **Next Event : Ctrl-F5**

**Heat 1 of 9 == Finals == Event 1 Girls 500 Yard Freestyle**

**List:** Arrange in finish order AND display on screen  
**Re-Rank:** Arrange in finish order

# Customize the Run Screen

The screenshot shows the 'Run Screen' menu open in a swimming software application. The menu is located under the 'Preferences' tab. The 'Run Screen' option is highlighted, and a sub-menu is displayed to its right. The sub-menu contains several options, some of which are checked with a blue checkmark. The background shows a table with swimmer data, including lane numbers, NS (Not Selected) codes, DQ (Disqualified) codes, and cumulative split times.

Menu Items:

- Award Labels
- Backup Times
- Report Preferences Ctrl-Z
- Results for List and Score
- Run Screen
- Team Scores on Run Menu Screen
- Web Real-Time

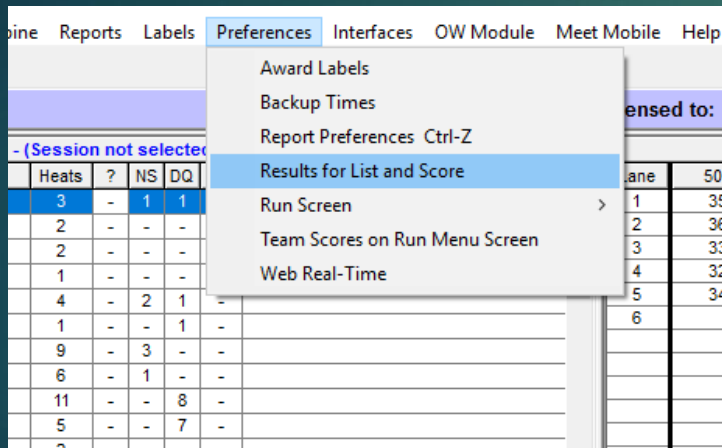
Sub-menu Items (checked items are marked with a blue checkmark):

- ☒ Show Backup Times Columns - Ctrl-B
- ☐ Show Reaction Times Column - Ctrl-T
- ☒ Show DQ Codes Column - Ctrl-Q
- ☒ Replace Records with Splits - Ctrl-I
- ☐ Replace Team Scores with Records - Ctrl-Y
- ☐ Set Cursor to Backup Column
- ☒ Bypass Get Times Mismatch Warning

Background Table Data:

Lane	50	100	150	200	250	300
1	1					
-	-	-	-	-	-	-
2	1	-	-	-	-	-
-	-	1	-	-	-	-
3	-	-	-	-	-	-
1	-	-	-	-	-	-
-	-	8	-	-	-	-
-	-	7	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

# Customize List Button



Results Preferences for List and Score in Run Menu

**Columns**

- ☐ Single
- ☒ Double
- ☐ Triple

**Splits**

- ☒ None
- ☐ Cumulative
- ☐ Subtracted
- ☐ Legal Only
- ☐ Cum/Subt

**Include in Results**

- ☐ Records
- ☒ Time Stds ☐ Spec Pts
- ☐ Entry Qualifying Time
- ☐ Event Comments
- ☐ Prior Results 1Col Only
- ☐ Button Backups 1 Col Only
- ☐ Splits with Prior Results
- ☐ Entry Times
- ☐ Scratches
- ☒ No Shows
- ☒ DQ Codes
- ☐ Reaction Times
- ☒ Logos in Footer

**Time Stamp**

- ☒ Date and Time
- ☐ Date Only
- ☐ None

**Options**

- ☐ Exclude results with "No Data" when using the List button
- ☐ Results by Heat
- ☐ Include Lane if by Heat
- ☐ 1 Event per Page
- ☐ Page Break when Gender Changes
- Relay Athlete Names (0-8) :

**Team Scores**

- ☐ Include Team Scores
- ☒ Combined Team Scores
- ☐ Team Score matching gender of event
- ☐ Combine Divisions
- ☐ For Combined : Both genders must score

Close



- ▶ What is the difference between the two buttons.
- ▶ Not a hard and fast rule
- ▶ I prefer Get Times. It is a gauge as to how things are going at the Console.
- ▶ But if there is a glitch, you'll need the Race # button to get the right result.
- ▶ The console operator is focusing on the Event/heat and its their job to be on top of that, so I prefer to go with Get Times as much as possible.
- ▶ There is no guarantees anywhere, but particularly no guarantee that the console operator, after doing everything right, actually records the correct Race #



# Changing Session start times

- ▶ New feature. Must select Session in Run screen (F7)
- ▶ Does not alter for Meet Program
- ▶ May provide support for a session length violation.

EVENT LIST - Sunday Morning 12&U - Yards - (Session 4)											
	Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS	Actual Start Time	
▶	35	F	Done	Girls 12 & Under 200 Yard Backstroke	2	-	-	-	-		
	36	F	Done	Boys 12 & Under 200 Yard Backstroke	Right click any event row to enter the actual starting time for the event.						
	37	F	Done	Girls 8 & Under 25 Yard Freestyle	2	-	-	-	-		
	38	F	Done	Boys 8 & Under 25 Yard Freestyle	2	-	-	-	-		
	39	F	Done	Girls 12 & Under 100 Yard Butterfly	4	-	-	2	-		
	40	F	Done	Boys 12 & Under 100 Yard Butterfly	3	-	-	2	-		
	41	F	Done	Girls 12 & Under 200 Yard Breaststroke	2	-	-	-	-		
	42	F	Done	Boys 12 & Under 200 Yard Breaststroke	2	-	-	-	-		
	43	F	Done	Girls 8 & Under 25 Yard Backstroke	2	-	-	1	-		
	44	F	Done	Boys 8 & Under 25 Yard Backstroke	2	-	-	-	-		
	45	F	Done	Girls 12 & Under 50 Yard Breaststroke	12	-	-	3	-		
	46	F	Done	Boys 12 & Under 50 Yard Breaststroke	7	-	1	6	-		

Right click any event row to enter the actual starting time for the event.

Cumulative Splits <Ctrl-I: Replace Splits with Records>					
Lane	50	100	150	200	
1	40.21	1:26.12	2:13.80	2:59.70	
2	36.12	1:16.22			
3	41.85	1:27.89			
4	41.27	1:31.27			
5	35.96	1:16.23			
6					

Event Actual Start Time

Event 35 Girls 12 and Under 200 Yard Backstroke

Event Actual Start Time : 08:35 AM PM

Enter 00:00 AM to delete

OK Cancel

Team Scores <Ctrl-Y: Replace Team Scores with Records>

# Some general tips for dealing with situations

- ▶ Following slides just go over everyday situations, and how you deal with them
- ▶ What's not stated therein is that anything you do needs to gel with the official order of finish. That is always something you should be prepared to verify.
- ▶ Most common is a late touch, particularly with younger swimmers.
- ▶ This means the pad time is slower than the button
- ▶ Next would be late or missing backup button
- ▶ This means the pad time is faster than the button, or the button is missing
- ▶ If you can understand WHY there is an error it is easier to adjust
- ▶ Just remember, Blue is VERY DANGEROUS. Many world record times are BLUE errors.



# So you got your first heat successfully pulled into Meet Manager

Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L								
Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S								
Heat 1 of 3 == Finals == Event 45 Girls 12 and Under 100 Yard Butterfly												
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
1:47.63	1:44.00	<input type="checkbox"/>	<input type="checkbox"/>					3	13		A	b
1:41.38	1:48.25	<input type="checkbox"/>	<input type="checkbox"/>		1:40.99			4	3		?	y
1:36.39	1:36.87	<input type="checkbox"/>	<input type="checkbox"/>		1:36.89			2	12			
1:37.23	1:36.75	<input type="checkbox"/>	<input type="checkbox"/>		1:30.89			1	2		?	y
1:43.87	1:55.87	<input type="checkbox"/>	<input type="checkbox"/>		1:48.25			5	14		?	y
NT	2:02.48	<input type="checkbox"/>	<input type="checkbox"/>		2:02.80			6	4		?	b

Welcome to swim meet administration

- ▶ Clicking here
- ▶ or anywhere in this box does the same thing

ore closely at the Time

Time Adjustment - #45 Girls 12 & Under 100 Yard Butterfly - Heat 3

Create Report

Show Heat Malfunction

Lane Adjustment Using Backup Times

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted
<input type="checkbox"/>	1	1:44.00					0	b	1:44.00
<input checked="" type="checkbox"/>	2	1:48.25	1:40.99			1:40.99	7.26	y	1:40.99
<input checked="" type="checkbox"/>	3	1:36.87	1:36.89			1:36.89	-0.02		1:36.87
<input checked="" type="checkbox"/>	4	1:36.75	1:30.89			1:30.89	5.86	y	1:30.89
<input checked="" type="checkbox"/>	5	1:55.87	1:48.25			1:48.25	7.62	y	1:48.25
<input type="checkbox"/>	6	2:02.48	2:02.80				0	b	2:02.48

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.

Yellow = Calculated backup time is more than .30 faster than the pad time.

Blue = Calculated backup time is more than .30 slower than the pad time.

Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.

Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted

Reject Adjusted

Lane #	Problem	Resolution
1	No Button	Must verify Pad time with hand time
2	Pad slower than Button	Late Pad/Soft Touch? Verify with hand time
3	NONE	
4	Similar to Lane 2	
5	Similar to Lane 2	
6	Button slower than pad	Late Button?? Verify with hand time

Time Adjustment - #45 Girls 12 & Under 100 Yard Butterfly - Heat 3

Create Report

☐ Show Heat Malfunction

Lane Adjustment Using Backup Times										
Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted	
<input type="checkbox"/>	1	1:44.00					0	b	1:44.00	
<input checked="" type="checkbox"/>	2	1:48.25	1:40.99			1:40.99	7.26	y	1:40.99	
<input checked="" type="checkbox"/>	3	1:36.87	1:36.89			1:36.89	-0.02		1:36.87	
<input checked="" type="checkbox"/>	4	1:36.75	1:30.89			1:30.89	5.86	y	1:30.89	
<input checked="" type="checkbox"/>	5	1:55.87	1:48.25			1:48.25	7.62	y	1:48.25	
<input type="checkbox"/>	6	2:02.48	2:02.80				0	b	2:02.48	

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
 Yellow = Calculated backup time is more than .30 faster than the pad time.  
 Blue = Calculated backup time is more than .30 slower than the pad time.  
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
 Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted Reject Adjusted

You must resolve each one so that at the end, your order of finish matches the official version

Assuming all yellows resolve easily as late touches, click Accept Adjusted



# So here's the resolution

Restore Pads : Ctrl-P				JD : Ctrl-J				Race # : F2				L	
Calc : Ctrl-K				Unseeded : Ctrl-U				Get Times : F3				Sc	
Heat 3 of 3 == Finals == Event 45 Girls 12 and Under 100 Yard Butterfly													
Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat			
1:44.00	<input type="checkbox"/>	<input type="checkbox"/>			1:43.98	1:44.02	4	8		K			
1:40.99	<input type="checkbox"/>	<input type="checkbox"/>		1:40.99			3	7		A			
1:36.87	<input type="checkbox"/>	<input type="checkbox"/>		1:36.89			2	3					
1:30.89	<input type="checkbox"/>	<input type="checkbox"/>		1:30.89			1	1		A			
1:48.25	<input type="checkbox"/>	<input type="checkbox"/>		1:48.25			5	10		A			
2:02.48	<input type="checkbox"/>	<input type="checkbox"/>				2:02.55	6	13		K			

- ▶ Lane 1: Enter both hand times to get the swimmers correct time. Swimmer did have a late pad
- ▶ Lane 2: Verified with hand time as a late touch.
- ▶ Lane 3: Left as Ok
- ▶ Lane 4: Same as lane 2
- ▶ Lane 5: Same as lane 2
- ▶ Lane 6: Deleted the unusable button time and entered a hand time in Backup 3 for verification. Pad time was correct.
- ▶ Lastly, verified with Officials that this order of finish 4 3 1 2 5 6 matches the actual
- ▶ Because we over-wrote or fixed the error, the blue and yellow lines went away.
- ▶ When I am adjusting a yellow, I don't add anything as verification. There are often soooooo many yellows it becomes very cumbersome, and can be outright wrong, as we can see in the next slide

# Adjusting yellow lined results *incorrectly*

Heat 2 of 3 == Finals == Event 45 Girls 12 and Under 100 Yard Butterfly											
Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1:28.61	1:24.61	<input type="checkbox"/>	<input type="checkbox"/>		1:24.75			4	9		
1:27.92	1:25.41	<input type="checkbox"/>	<input type="checkbox"/>		1:25.45			6	11		
1:23.08	1:19.99	<input type="checkbox"/>	<input type="checkbox"/>		1:19.78			1	5		
1:24.55	1:22.23	<input type="checkbox"/>	<input type="checkbox"/>		1:22.25			3	6		
1:28.32	1:21.72	<input type="checkbox"/>	<input type="checkbox"/>		1:21.63			2	1		
1:33.18	1:24.81	<input type="checkbox"/>	<input type="checkbox"/>		1:24.89	1:24.57	1:24.81	5	10	A	

**Button and hand times should never be inserted on the same line**

**One or the other. If you conclude the button is unusable, delete it and insert one hand time to verify the pad time, or 2 hand times to calculate a new finish time**

- ▶ Originally the result in lane 6 was a late pad time of 1:26.66
- ▶ The AO entered the 2 hand times to verify the button time
- ▶ Then had the program calculate the correct time.
- ▶ It used the correct procedure, treating all 3 times as equal and selecting the middle one 1:24.81
- ▶ But they are not equal. The button is semi-automatic and the hand times are manual. So they should NEVER be mixed. If you are using the button, don't enter the hand times.
- ▶ Because the semi-automatic button is regarded as superior to the hand times, you must use it as long as the hand times verify it's accuracy.
- ▶ So the swimmer's correct time is the backup – 1:24.89.
- ▶ 1:24.81 is incorrect

# Administrative Official Clinic

## LANE MALFUNCTION .31 PAD-TO-BUTTON DIFFERENCE?



2/15/2017

										1	2	3					
Session : F7		Splits : F9		Adjust : F8		Restore Pads : Ctrl-P		JD : Ctrl-J		Race # : F2		List : Ctrl-L		Re-Rank		Prev Event : Ctrl-F	
Refresh : Ctrl-D		Rel Names : Ctrl-R		Awards : Ctrl-A		Calc : Ctrl-K		Unseeded : Ctrl-U		Get Times : F3		Score : Ctrl-S		Re-Score		Next Event : Ctrl-F	
Heat 1 of 3 == Finals == Event 4 Boys 10 and Under 500 Yard Freestyle																	
Lane	Athlete Name		Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts		
1	Frie, Cole E		9	Sarasota YMCA Sharks-FL	5:58.81	5:53.84	<input type="checkbox"/>	<input type="checkbox"/>		5:53.86			6	6	13		
2	Brent, Michael A		10	Swim Florida-FL	5:51.53	5:50.55	<input type="checkbox"/>	<input type="checkbox"/>		5:50.41			4	4	15		
3	Cranfield, Conor M		10	Swim Florida-FL	5:42.81	5:37.95	<input type="checkbox"/>	<input type="checkbox"/>		5:37.63			3	3	16	y	
4	Ide, Reef A		10	YMCA of Central Florida-FL	5:37.95	5:36.73	<input type="checkbox"/>	<input type="checkbox"/>		5:36.72			2	2	17		
5	Benzon, Joshua R		10	Gulf Coast Swim Team-FL	5:41.34	5:51.91	<input type="checkbox"/>	<input type="checkbox"/>		5:51.75			5	5	14		
6	Brzozowski, Jason S		10	Sarasota YMCA Sharks-FL	5:47.40	5:35.12	<input type="checkbox"/>	<input type="checkbox"/>		5:35.05			1	1	20		
7	Chouinard, Jace H		10	Swim Florida-FL	5:57.99	6:08.82	<input type="checkbox"/>	<input type="checkbox"/>		6:08.74			8	9	9		
8	Hyde, Wesley R		10	Central Florida Marlins-FL	6:05.64	6:01.26	<input type="checkbox"/>	<input type="checkbox"/>		6:01.29			7	7	12		

### INVESTIGATE: What is your proof the pad time is not accurate?

- What is the watch time? Does the watch time support the pad or the button?
- Are there two watches/buttons? Are you confident in the timers?
- Did the timer report a late or soft touch that would have prevented the pad from getting an official time? Are they novice swimmers who may have been exhausted at the finish?
- If your decision changes the Order of Finish, then get the OOF from the deck.

**If you determine the pad time is correct, then delete the "bad" backup data and put the data into Backup 3 that supports the pad. If other lanes in that same heat require running Calc, click the Calc button, print the adjustment page, and then accept the adjustment. Clear your question marks.**



# Using the Time Adjustment window

- ▶ It may help you to understand that by clicking the 'Accept Adjusted' button, you are happy with what is in the 'Adjusted' column.
- ▶ If you aren't, check or uncheck in the appropriate lane in the 'Use' column until you are.
- ▶ We'll have another slide later that shows the 'Use' column in action

Time Adjustment - #62 Boys 100 Yard Breaststroke - Heat 4

Create Report

☐ Show Heat Malfunction

**Lane Adjustment Using Backup Times**

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted
<input checked="" type="checkbox"/>	1	1:25.11	1:23.57	1:23.56	1:23.60	1:23.57	1.54	y	1:23.57
<input checked="" type="checkbox"/>	2	1:19.05	1:18.97			1:18.97	0.08		1:19.05
<input checked="" type="checkbox"/>	3	1:10.85	1:10.76			1:10.76	0.09		1:10.85
<input checked="" type="checkbox"/>	4	1:17.79	1:17.64			1:17.64	0.15		1:17.79
<input checked="" type="checkbox"/>	5	1:24.92	1:24.98			1:24.98	-0.06		1:24.92
<input checked="" type="checkbox"/>	6	1:27.31	1:26.75	1:26.66	1:26.69	1:26.69	0.62	y	1:26.69

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
Yellow = Calculated backup time is more than .30 faster than the pad time.  
Blue = Calculated backup time is more than .30 slower than the pad time.  
Green = Only two backups; the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
Dark Pink for any backup time means it is more than .30 from the pad time.

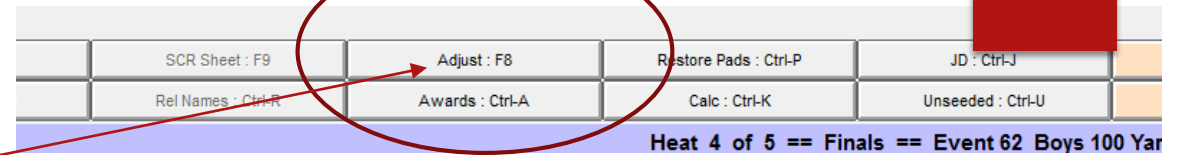
Preference is set to NOT use Pad and Backup Differentials to adjust times.





# Adjusting on the fly

- ▶ Click Adjust
- ▶ Drag swimmers to the actual heat/lane they swam
- ▶ Can also add un-entered swimmers here
- ▶ Say heat 1 lane 5 swapped with heat 2
- ▶ Just click heat 1 lane 5 and drop onto heat 2 lane 5
- ▶ Heats aren't numbered here.



Preview / Adjust

Save Add Heat Delete Empty Heats Switch Heats Athletes Help

Team

☒ Hide Athletes ☐ Show Eligible Athletes ☐ Eligible Athletes + Swim-ups ☐ Entered Only ☐ Alternates Only

Event 62 Boys 100 Yard Breaststroke Timed Finals

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	Monigan IV, Eddie C	14	ENVY-NE	NT
3	1	3	Strehle, Ian P	14	SAIL-NE	1:34.69
4	1	4	Parazin, Bryce C	15	DHH-NE	1:43.23
5	1	5				
6	1	6				
7	2	1	Young, Cam J	15	ENVY-NE	1:34.51
8	2	2	Gao, Edwin	18	MWYS-NE	1:30.77
9	2	3	Moriarty, Kevin T	13	WW-NE	1:29.59
10	2	4	Burbank, Steven L	13	DHH-NE	1:30.28
11	2	5	Baiker, Garrett J	13	ENVY-NE	1:32.48
12	2	6				
13	3	1	Soria, Augustine	13	NPB-NE	1:28.81
14	3	2	Dupcak, JJ J	13	EVO-NE	1:28.23
15	3	3	Lee, Kenneth	13	EVO-NE	1:26.82
16	3	4	Haggerty, Andrew D	14	EVO-NE	1:27.24
17	3	5	Lempert, Max L	14	DHH-NE	1:28.67
18	3	6	Brooks, Simon D	13	HAY-NE	1:28.98
19	4	1	Schwartz, Aden B	15	HAY-NE	1:24.78
20	4	2	Choi, Ian	14	EVO-NE	1:22.03
21	4	3	Abramson, Andrew D	16	HAY-NE	1:15.80
22	4	4	Chen, Justin	14	ENVY-NE	1:17.40
23	4	5	Miranda, Sean D	13	KCY-NE	1:22.82
24	4	6	Sadhwani, Luke G	14	SAIL-NE	1:24.85
25	5	1	Blair, Eric A	16	HAY-NE	1:15.43
26	5	2	Bloom, Matthew E	16	UN-NE	1:10.58
27	5	3	Cashin, Jack M	16	HAY-NE	1:09.14
28	5	4	Sampson, Jaylan R	16	KCY-NE	1:10.09
29	5	5	Zheng, Kevin Y	16	MWYS-NE	1:15.27
30	5	6	Smith, Jonathan R	13	KCY-NE	1:15.44

Preview / Adjust

Save Add Heat Delete Empty Heats Switch Heats Athletes Help

Team

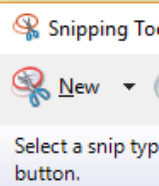
☐ Hide Athletes
 ☒ Show Eligible Athletes
 ☐ Eligible Athletes + Swim-ups
 ☐ Entered Only
 ☐ Alternates Only

**Event 62 Boys 100 Yard Breaststroke Timed Finals**

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	Monigan IV, Eddie C	14	ENVY-NE	NT
3	1	3	Strehle, Ian P	14	SAIL-NE	1:34.69
4	1	4	Parazin, Bryce C	15	DHH-NE	1:43.23
5	1	5	Barker, Garrett J	13	ENVY-NE	1:32.48
6	1	6				
7	2	1	Young, Cam J	15	ENVY-NE	1:34.51
8	2	2	Gao, Edwin	18	MWYS-NE	1:30.77
9	2	3	Moriarty, Kevin T	13	WW-NE	1:29.59
10	2	4	Burbank, Steven L	13	DHH-NE	1:30.28
11	2	5				
12	2	6				
13	3	1	Soria, Augustine	13	NPB-NE	1:28.81
14	3	2	Dupcak, JJ J	13	EVO-NE	1:28.23
15	3	3	Lee, Kenneth	13	EVO-NE	1:26.82
16	3	4	Haggerty, Andrew D	14	EVO-NE	1:27.24
17	3	5	Lempert, Max L	14	DHH-NE	1:28.67
18	3	6	Brooks, Simon D	13	HAY-NE	1:28.98
19	4	1	Schwartz, Aden B	15	HAY-NE	1:24.78
20	4	2	Choi, Ian	14	EVO-NE	1:22.03
21	4	3	Abramson, Andrew D	16	HAY-NE	1:15.80
22	4	4	Chen, Justin	14	ENVY-NE	1:17.40
23	4	5	Miranda, Sean D	13	KCY-NE	1:22.82
24	4	6	Sadhwani, Luke G	14	SAIL-NE	1:24.85
25	5	1	Blair, Eric A	16	HAY-NE	1:15.43
26	5	2	Bloom, Matthew E	16	UN-NE	1:10.58
27	5	3	Cashin, Jack M	16	HAY-NE	1:09.14
28	5	4	Sampson, Jaylan R	16	KCY-NE	1:10.09

**Eligible Athletes**

	Heat/Lane	Name	Age	ABBR	Team
1		Abdur-Razzak, Hamza M	12	NPB-NE	North Providence Barracudas-NE
2		Abdur-Razzak, Ali M	11	NPB-NE	North Providence Barracudas-NE
3	4/3	Abramson, Andrew D	16	HAY-NE	Hockomock Area YMCA Lightning-NE
4		Arevian, Dylan B	13	SAIL-NE	Sailfish Swim Team-NE
5		Arquillano, Wielz Jehuven L	6	HAY-NE	Hockomock Area YMCA Lightning-NE
6		Arquillano, Melson Jayven L	10	HAY-NE	Hockomock Area YMCA Lightning-NE
7		Azevedo IV, Tony F	14	NPB-NE	North Providence Barracudas-NE
8	1/5	Barker, Garrett J	13	ENVY-NE	Envious Swimming-NE
9		Barthel, Jordan X	11	SAIL-NE	Sailfish Swim Team-NE
10	5/1	Blair, Eric A	16	HAY-NE	Hockomock Area YMCA Lightning-NE
11	5/2	Bloom, Matthew E	16	UN-NE	UN-NE
12		Boucher, Will W	8	DHH-NE	Dedham Health Hydra-NE
13		Brita, Vincent M	11	KCY-NE	Kent County Branch YMCA-NE
14		Brita, Nicholas B	12	KCY-NE	Kent County Branch YMCA-NE
15	3/6	Brooks, Simon D	13	HAY-NE	Hockomock Area YMCA Lightning-NE
16		Buckley, Christian D	15	SAIL-NE	Sailfish Swim Team-NE
17	2/4	Burbank, Steven L	13	DHH-NE	Dedham Health Hydra-NE
18		Carroll, Carter H	9	SAIL-NE	Sailfish Swim Team-NE
19		Cashin, Jack M	16	HAY-NE	Hockomock Area YMCA Lightning-NE



- ▶ You can click and drag swimmers to a heat.
- ▶ Double clicking will scratch a swimmer already entered
- ▶ It doesn't scroll very well, so you may need to be creative

# Swimmer swims in later event

- ▶ Complicated
- ▶ Select the event they should have swum, Click Adjust, click Add Heat and drag that swimmer to the new heat into the lane they actually swam in
- ▶ Note the Race # of the heat where they actually swam
- ▶ Go to the new heat with just their name, and use that Race # get the times.
- ▶ Now re-rank and print a revised result
- ▶ Time follows swimmer when you adjust after the race. Must Get times again. E.g. after getting times for a race and you see 2 swimmers swapped lanes, if you use Adjust to swap them around, the time goes with the swimmer, it doesn't stay in the Heat.

Preview / Adjust

Save Add Heat Delete Empty Heats Switch Heats Athletes Help

Team

☒ Hide Athletes ☐ Show Eligible Athletes ☐ Eligible Athletes + Swim-ups ☐ Entered Only ☐ Alternates On

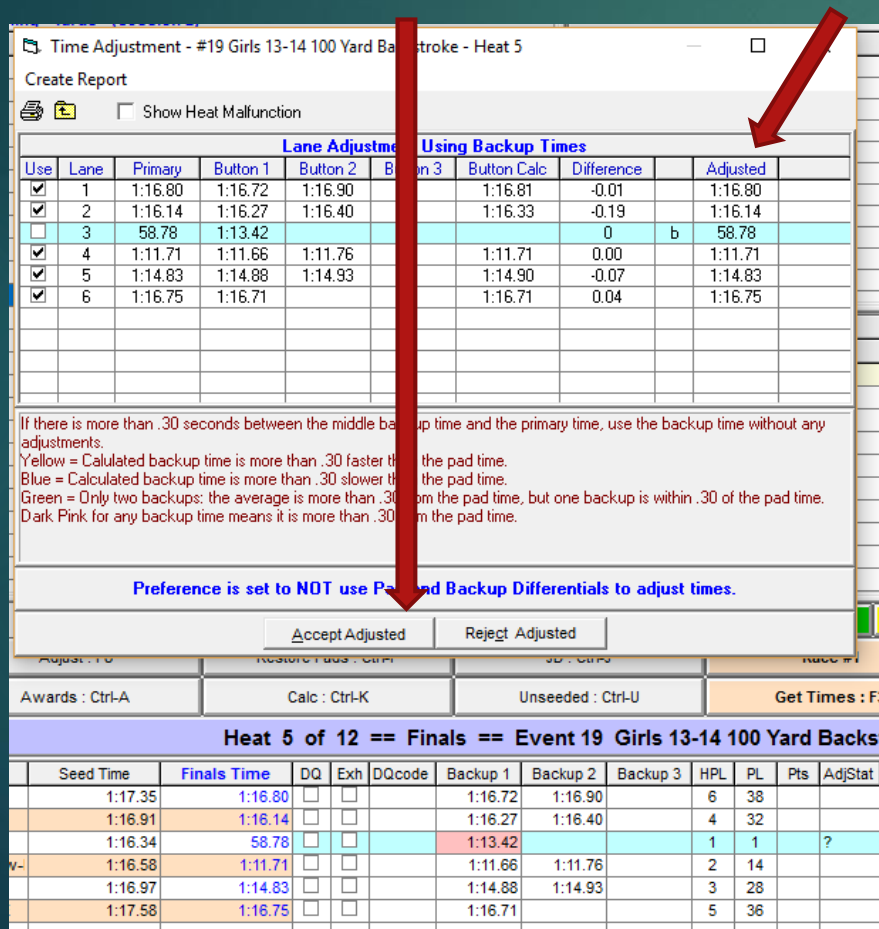
Event 23 Girls 12 & Under 25 Yard Butterfly Timed Finals							
Row	Heat	Lane	Name	Age	Team	Time	
1	1	1	Kamolratanaipiboon, Narintra M	6	DHH-NE	NT	
2	1	2	Teachout, Sophie E	8	DHH-NE	NT	
3	1	3	McPherson, Charlotte D	10	ENVY-NE	NT	
4	1	4	McDonagh, Addison M	10	DHH-NE	NT	
5	1	5	Martel, Lyla I	8	WW-NE	NT	
6	1	6					
7	2	1					
8	2	2	Lathrop, Megan M	11	HAY-NE	NT	
9	2	3	Angaian, Malika	11	HAY-NE	NT	
10	2	4	Stowik, Emma M	11	ENVY-NE	NT	
11	2	5	Howard, Sarah E	11	HAY-NE	NT	
12	2	6	Scott-Richmond, Meghan/Meg	11	DHH-NE	NT	
13	3	1	Presbrey, Rachel A	12	KCY-NE	NT	
14	3	2	Kim, Arielle J	8	DHH-NE	29.31	
15	3	3	Kudej, Ellie A	11	EVO-NE	25.92	
16	3	4	Grady, Shannon M	9	SAIL-NE	27.64	
17	3	5	Sham, Alison M	8	MWYS-NE	30.75	
18	3	6	Conley, Samantha C	11	HAY-NE	NT	
19	4	1	Hoover, Annabelle M	7	SAIL-NE	25.19	
20	4	2	Bluman, Tenney A	9	DHH-NE	23.54	
21	4	3	Schiffmann, Libby E	9	SAIL-NE	21.36	
22	4	4	Kampper, McKenna G	8	KCY-NE	21.85	
23	4	5	Proulx, Ellen T	11	ENVY-NE	23.95	
24	4	6	Lin, Ayla C	8	MWYS-NE	25.47	
25	5	1	Martin, Annabelle J	9	SAIL-NE	19.86	
26	5	2	Pant, Aarushi	12	EVO-NE	17.80	
27	5	3	Irons, Brooke E	12	KCY-NE	17.11	
28	5	4	Hobson, Cassie E	11	HAY-NE	17.79	
29	5	5	Dilba, Aija S	11	EVO-NE	19.28	
30	5	6	Gao, Evie	6	MWYS-NE	20.72	
31	6	1					
32	6	2					
33	6	3					
34	6	4	Bosco, Caroline S	11	ENVY-NE	NT	
35	6	5					
36	6	6					

# Reject fantastic time

Anything highlighted in Blue should be investigated and compared with the Lane/timer sheets

Any blue line WILL NOT fix automatically like yellow. You have to check the 'Use' box

Remember 'Accept Adjusted' = 'Accept what's in the Adjusted column'



Time Adjustment - #19 Girls 13-14 100 Yard Backstroke - Heat 5

Create Report

Show Heat Malfunction

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input checked="" type="checkbox"/>	1	1:16.80	1:16.72	1:16.90		1:16.81	-0.01	1:16.80
<input checked="" type="checkbox"/>	2	1:16.14	1:16.27	1:16.40		1:16.33	-0.19	1:16.14
<input type="checkbox"/>	3	58.78	1:13.42				0	58.78
<input checked="" type="checkbox"/>	4	1:11.71	1:11.66	1:11.76		1:11.71	0.00	1:11.71
<input checked="" type="checkbox"/>	5	1:14.83	1:14.88	1:14.93		1:14.90	-0.07	1:14.83
<input checked="" type="checkbox"/>	6	1:16.75	1:16.71			1:16.71	0.04	1:16.75

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
Yellow = Calculated backup time is more than .30 faster than the pad time.  
Blue = Calculated backup time is more than .30 slower than the pad time.  
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
Dark Pink for any backup time means it is more than .30 from the pad time.

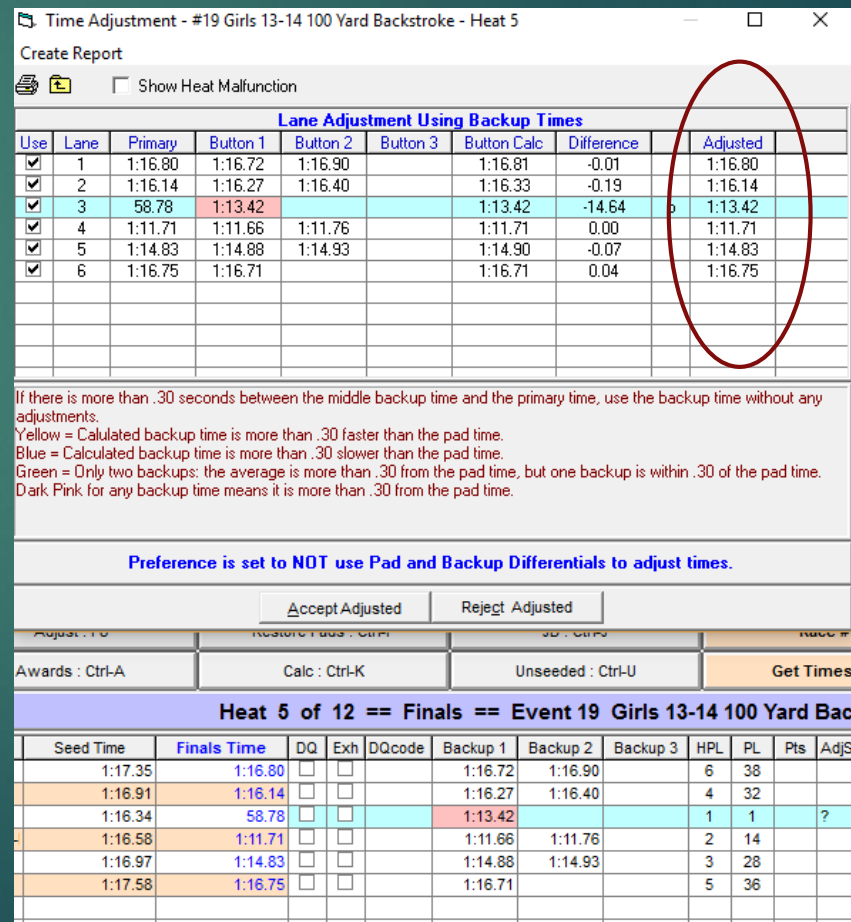
Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted Reject Adjusted

Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3

Heat 5 of 12 == Finals == Event 19 Girls 13-14 100 Yard Backstroke

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1:17.35	1:16.80				1:16.72	1:16.90		6	38		
1:16.91	1:16.14				1:16.27	1:16.40		4	32		
1:16.34	58.78				1:13.42			1	1	?	
1:16.58	1:11.71				1:11.66	1:11.76		2	14		
1:16.97	1:14.83				1:14.88	1:14.93		3	28		
1:17.58	1:16.75				1:16.71			5	36		



Time Adjustment - #19 Girls 13-14 100 Yard Backstroke - Heat 5

Create Report

Show Heat Malfunction

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input checked="" type="checkbox"/>	1	1:16.80	1:16.72	1:16.90		1:16.81	-0.01	1:16.80
<input checked="" type="checkbox"/>	2	1:16.14	1:16.27	1:16.40		1:16.33	-0.19	1:16.14
<input checked="" type="checkbox"/>	3	58.78	1:13.42			1:13.42	-14.64	58.78
<input checked="" type="checkbox"/>	4	1:11.71	1:11.66	1:11.76		1:11.71	0.00	1:11.71
<input checked="" type="checkbox"/>	5	1:14.83	1:14.88	1:14.93		1:14.90	-0.07	1:14.83
<input checked="" type="checkbox"/>	6	1:16.75	1:16.71			1:16.71	0.04	1:16.75

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
Yellow = Calculated backup time is more than .30 faster than the pad time.  
Blue = Calculated backup time is more than .30 slower than the pad time.  
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted Reject Adjusted

Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3

Heat 5 of 12 == Finals == Event 19 Girls 13-14 100 Yard Backstroke

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1:17.35	1:16.80				1:16.72	1:16.90		6	38		
1:16.91	1:16.14				1:16.27	1:16.40		4	32		
1:16.34	58.78				1:13.42			1	1	?	
1:16.58	1:11.71				1:11.66	1:11.76		2	14		
1:16.97	1:14.83				1:14.88	1:14.93		3	28		
1:17.58	1:16.75				1:16.71			5	36		

These times will go into the Finals Time column





# Results Reports

- ▶ Results – Easiest to just use 'List' to publish the results after each event. Remember you can customize its appearance.
- ▶ 'Re-rank' is just 'List' but nothing displays.
- ▶ You can use Reports/Results to also print a different report easier than altering the behavior of 'List'

# Exceptions Report

- ▶ Reports/Exceptions Reports
- ▶ Use this to see if any swimmers are in more events than allowed.
- ▶ This would detect if anybody on all of Sunday had more than 5 individual swims (that is now 6)

Exceptions Report

Select All De-Select All Preferences Create Report

Session List

	Day	Start Time	Session #	Course	Session Title
<input type="checkbox"/>	1	05:05 PM	1	Y	Friday Evening
<input type="checkbox"/>	2	08:05 AM	2	Y	Saturday Morning
<input type="checkbox"/>	2	11:50 AM	6	Y	Saturday AM Time Trials
<input type="checkbox"/>	2	02:20 PM	3	Y	Saturday Afternoon
<input checked="" type="checkbox"/>	3	08:05 AM	4	Y	Sunday Morning
<input checked="" type="checkbox"/>	3	11:50 AM	7	Y	Sunday morning time trials
<input checked="" type="checkbox"/>	3	02:20 PM	5	Y	Sunday Afternoon
<input checked="" type="checkbox"/>	3	05:40 PM	8	Y	Sunday afternoon time trials

Check 1 Std if Time Std Report

Tag	Time Stds
AG	<input type="checkbox"/>
REG	<input type="checkbox"/>
SILV	<input type="checkbox"/>

☐ Each Team on a Separate Page  
☒ Include birth date  
☒ Include registration ID

Max Entries Stds/Qual Miscellaneous Reg Ck / Proof of Time

☒ Exceed Maximum Entries per Athlete  
Max entries including relays :   
Max individual entries :   
Max relay entries :

☐ Exceed Maximum Entries per Team per Event  
Maximum entries per team :

☐ Include \* Entries  
☐ Include Exhibition  
☐ Count Relay Alternates (5-8)

Gender Age Range Filters Sort

☒ Both  -  Team --  ☒ By Athlete

- At a meet with entry standards, this would detect anybody entered with slower than the checked standard – REG
- Note the little ‘trap’ defaults to ‘Swum Time’

Exceptions Report

Select All De-Select All Preferences Create Report

Session List					
	Day	Start Time	Session #	Course	Session Title
<input checked="" type="checkbox"/>	1	05:05 PM	1	Y	Friday Evening
<input checked="" type="checkbox"/>	2	08:05 AM	2	Y	Saturday Morning
<input checked="" type="checkbox"/>	2	11:50 AM	6	Y	Saturday AM Time Trials
<input checked="" type="checkbox"/>	2	02:20 PM	3	Y	Saturday Afternoon
<input checked="" type="checkbox"/>	3	08:05 AM	4	Y	Sunday Morning
<input checked="" type="checkbox"/>	3	11:50 AM	7	Y	Sunday morning time trials
<input checked="" type="checkbox"/>	3	02:20 PM	5	Y	Sunday Afternoon
<input checked="" type="checkbox"/>	3	05:40 PM	8	Y	Sunday afternoon time trials

Check 1 Std if Time Std Report	
Tag	Time Stds
AG	<input type="checkbox"/>
REG	<input checked="" type="checkbox"/>
SILV	<input type="checkbox"/>

☐ Each Team on a Separate Page  
☒ Include birth date  
☒ Include registration ID  
☐ Exclude Bonus Events

Max Entries | **Stds/Qual** | Miscellaneous | Reg Ck / Proof of Time

☒ **Slower Than Time Standard**  
☐ Faster Than or Equal To Time Standard  
☐ Do Not Meet Qualifying Time  
☐ Within Qualifying Time

Use  
☒ Entry Time  
☐ Swum Time

**Gender**  
☒ Both  
☐ Male  
☐ Female

**Age Range**  
 -

**Filters**  
 Team   
 Division

**Sort**  
☒ By Athlete  
☐ By Team

- ▶ Reports/Meet Summary
- ▶ Handy to find out what a swimmer actually swam
- ▶ Maybe after exceptions report they showed too many events. Use this to see the explanation. NS does count as a swim.

**Preferences**   **Memorize**   **Create Report**

---

**Gender**  
☒ Both  
☐ Male  
☐ Female

**Age Range**  
 -

**Filters**  
**Team**   
**Division**

**Sort**  
☒ Alphabetical  
☐ Age

---

<b>Session List</b>					
	Day	Start Time	Session #	Course	Session Title
	All		All	Y	All Events
	1	05:05 PM	1	Y	Friday Evening
	2	08:05 AM	2	Y	Saturday Morning
	2	11:50 AM	6	Y	Saturday AM Time Trials
	2	02:20 PM	3	Y	Saturday Afternoon
	3	08:05 AM	4	Y	Sunday Morning
	3	11:50 AM	7	Y	Sunday morning time trials
	3	02:20 PM	5	Y	Sunday Afternoon
	3	05:40 PM	8	Y	Sunday afternoon time trials

---

**Report Type / Format / Options**

**More Options / Splits**

---

**Report Type**

☐ Detailed Journal  
☐ Summary Totals  
☐ 1st Round Scratchies  
☐ Record Breakers  
☐ Time Std Over Achievers  
☐ Improved Times Over Seed Time  
☒ 1 Athlete : 
 

Angus, Sophie W16  
 Armstrong, Tess W8  
 Bagnell, Hope W13  
**Bailey, Briel W10**  
 Bailey, Janna W10  
 Bailey, Sophie W12  
 Barao, Kyleigh W17  
 ...

☐ DQ Summary  
☐ DQ by Official  
☐ DQ by DQ Code

**Format**

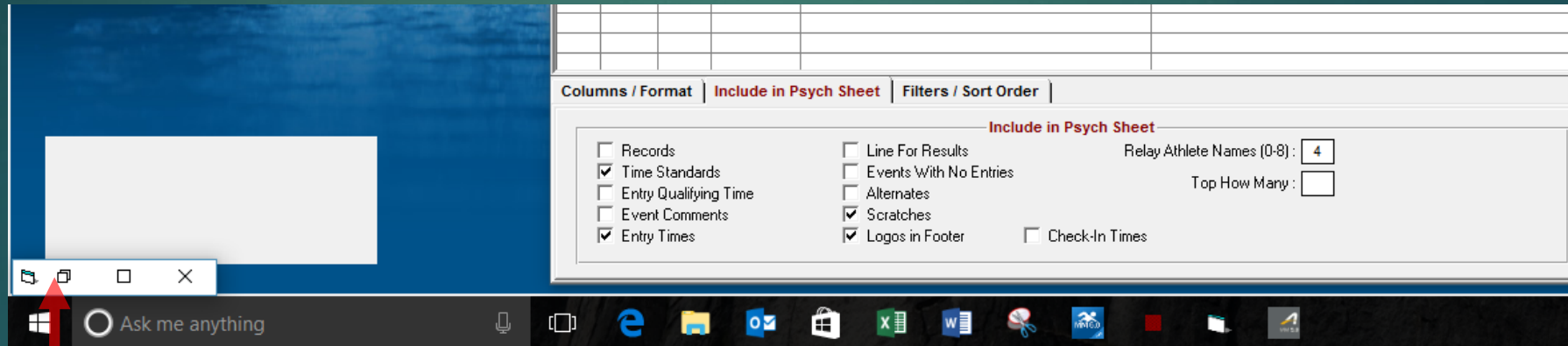
☒ By Team  
☐ By Athlete

**Options**

☒ Athletes + Relays  
☐ Athletes Only  
☐ Relays Only



# Meet Manager not responding?



Look down here for a minimized report window

# NT is a calculated entry time

*Multiply the distance of the event by the listed factor to identify the number of seconds used to estimate the NT entry*

- ▶ If 200 or less
  - ▶ Freestyle stroke, multiply the distance by .82
  - ▶ Breaststroke, multiply the distance by .90
  - ▶ Backstroke, Butterfly, and Individual Medley, multiply the distance by .85
- ▶ If more than 200
  - ▶ Freestyle stroke, multiply the distance by .95
  - ▶ Breaststroke, multiply the distance by 1.0
  - ▶ Backstroke, Butterfly, and Individual Medley, multiply the distance by .90
- ▶ If the distance is meters, multiply the result above by 1.1
- ▶ If the athletes are younger swimmers
  - ▶ If under 9, multiply the result by 1.3
  - ▶ If under 11, multiply by 1.2
  - ▶ If under 13, multiply by 1.1

Example  
12&U 100IM

$$100 \times .85 = 85 \text{ secs}$$

$$85 \text{ secs} \times 1.1 = 93.5 \text{ secs}$$

$$93.5 \text{ secs} = 1:33.50$$

12&U 100 IM NT = 1:33.50  
or 1:40.50 (depends)

12&U 200 BK NT = 3:07.00

This one, the first heat  
of 6 NT is timed to  
take 3:07.00

Heat 2 with the next  
6 will be 3:55.00

#63 Girls 12 & Under 200 Yard Backstroke				
2:26.39 11-12 AG				
2:43.99 11-12 SILV				
3:06.99 11-12 REG				
Name	Age	Team	Seed Time	
1 Soby, Olivia E	11	ABF-NE	NT	
2 Rice, Courtney	11	ABF-NE	NT	
3 McIntyre, Matt	10	ABF-NE	NT	
4 O'Hara, Emma	12	ABF-NE	NT	
5 Lombardo, Ally	10	ABF-NE	NT	
6 Kuo, Alexander	12	KASC-NE	NT	
7 Bartolacci, Abl	9	RA-MR	NT	
8 Davidson, Frej	9	RA-MR	3:55.00	
9 Czajkowski, Iz	11	CPP-AD	3:26.50	
10 Murphy, Isabel	11	RA-MR	3:15.00	
11 Robinson, Lilly	12	SAC-NE	3:11.46	
12 Park, Reina	12	MACY-NE	3:06.42	REG
13 Coghlin, Maris	12	SAC-NE	3:01.28	REG
14 Mahoney, Julia	12	KASC-NE	3:00.99	REG
15 Simmons, Riley	11	CPP-AD	3:00.25	REG
16 Robinson, Linc	10	RA-MR	2:54.80	
17 Chaves, Eva M	11	ABF-NE	2:50.44	REG
18 Young, Kelly J	10	SAC-NE	2:50.12	
19 Chase, Riga E	11	ABF-NE	2:48.44	REG

#23 Girls 12 & Under 100 Yard IM				
1:19.79 8&U AG				
1:30.49 8&U SILV				
2:19.99 8&U REG				
1:19.79 9-10 AG				
1:30.49 9-10 SILV				
1:57.99 9-10 REG				
1:09.79 11-12 AG				
1:15.89 11-12 SILV				
1:34.99 11-12 REG				
Name	Age	Team	Seed Time	
1 Huang, Feining	9	ABF-NE	NT	
2 Levins, Brooke	11	ABF-NE	NT	
3 Brougham, Ad	8	ABF-NE	NT	
4 Leet, Mary Kat	12	ABF-NE	NT	
5 Pekhat, Emily	7	ABF-NE	NT	
6 Walden, Leah A	7	ABF-NE	NT	
7 Lettelier, Laura	10	CAC-CT	NT	
8 Abramova, Yar	10	CAC-CT	NT	
9 Bhella, Kiran	10	KASC-NE	NT	
10 Sweeney, Piper	8	KING-NE	NT	
11 Breyer, Paige M	11	KING-NE	NT	
12 Rak, Elizabeth	8	KING-NE	NT	
13 Ballard, Kayla	11	SAC-NE	NT	
14 Graham, Ruby	9	NCA-CT	NT	
15 Aleszczyk, Ala	9	NCA-CT	NT	
16 Young, Lucy G	12	CCFF-NE	NT	
17 Clifford, Sophi	11	CCFF-NE	NT	
18 Davidson, Frej	9	RA-MR	2:25.76	
19 Melnick, Jorda	8	RA-MR	2:23.92	
20 Boldyrev, Ana	11	RA-MR	2:20.00	
21 Barber, Anabel	9	KING-NE	2:15.76	
22 Costabile, Kyli	9	RA-MR	2:15.00	
23 McCarville, Ke	10	RA-MR	2:15.00	
24 Clifford, Maya	10	KING-NE	2:14.25	
25 Caputo, Lucy	7	KASC-NE	2:07.04	REG
26 Boyle, Maddie	8	ABF-NE	2:03.78	REG
27 Lennon, Maddy	10	SAC-NE	2:00.12	
28 Bradshaw, Isab	8	SAC-NE	2:00.12	REG

This one, the  
first 2 heats  
will be  
1:33.50  
Correct?  
Heat 3 will be  
???

NT is actually a time !!

Event Name	Heats	?	NS	DQ	DFS
Men 13 & Over 100 Yard Freestyle	7	-	-	-	1
Men 13 & Over 100 Yard Freestyle	3	-	-	-	-
Women 13 & Over 200 Yard Breaststroke	5	-	-	-	-
Women 13 & Over 200 Yard Breaststroke	3	-	1	-	-
Men 13 & Over 200 Yard Breaststroke	3	-	-	-	-
Men 13 & Over 200 Yard Breaststroke	3	-	-	-	-
Women 13 & Over 200 Yard Medley Relay	3	-	-	-	-
Men 13 & Over 200 Yard Medley Relay	1	-	-	-	-
Girls 10 & Under 200 Yard IM	3	-	-	2	-
Boys 10 & Under 200 Yard IM	2	-	-	1	-
Girls 11-12 200 Yard IM	5	-	-	3	-

Lane	50	100	150	200
1				
2	27.47	56.90	1:24.04	1:47.93
3	29.99	59.33	1:25.77	1:50.78
4	27.44	58.50	1:25.26	1:48.76
5	26.39	56.44	1:22.61	1:47.68
6	33.39	1:03.47	1:32.91	1:57.18
7	31.25	1:03.53	1:31.05	1:56.67
8				



Men 13 & Over 100 Yard Freestyle	7	-	-	-	1
Men 13 & Over 100 Yard Freestyle	3	-	-	-	-
Women 13 & Over 200 Yard Breaststroke	5	-	-	-	-
Women 13 & Over 200 Yard Breaststroke	3	-	1	-	-
Men 13 & Over 200 Yard Breaststroke	3	-	-	-	-
Men 13 & Over 200 Yard Breaststroke	3	-	-	-	-
Women 13 & Over 200 Yard Medley Relay	3	-	-	-	-
Men 13 & Over 200 Yard Medley Relay	1	-	-	-	-
Girls 10 & Under 200 Yard IM	3	-	-	2	-
Boys 10 & Under 200 Yard IM	2	-	-	1	-
Girls 11-12 200 Yard IM	5	-	-	3	-
Girls 11-12 200 Yard IM	1	-	-	-	-
Boys 11-12 200 Yard IM	4	-	-	-	-
Boys 11-12 200 Yard IM	1	-	-	-	-
Girls 8 & Under 25 Yard Freestyle	4	-	-	-	-

1				
2		56.90	1:24.04	1:47.93
3		59.33	1:25.77	1:50.78
4		58.50	1:25.26	1:48.76
5		56.44	1:22.61	1:47.68
6		1:03.47	1:32.91	1:57.18
7		1:03.53	1:31.05	1:56.67
8				
Team Scores				
Rank	Gender	Score	Team	

Delete unverified lead off relay splits. You really should. NE Swimming policy is for all split times be verified according to the protocol

**LEGAL SPLITS:** Legal splits (including relay lead-offs) must be requested before the event, by a coach, using a legal split form (available from the Clerk of Course) and the requesting party must supply an additional timer(s) on the lane for the split, if necessary, to meet the USA-S requirement.

## after the

after the

after the

after the

after the

after the

after the

after the

[illegible]



# Interpreting the colours

Selected Heat 1

-1-	2	3	4	5	6	7	8	9
JD : Ctrl-J	Race #156	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-				
Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-				

Heat 1 == Event 51 Girls 12 and Under 200 Yard Freestyle

code	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
	3:51.17			5	18		
	3:34.69			4	17	A	
				2	14	?	b
	3:08.68			1	13		
	3:18.27			3	16	A	



Selected Heat 2

1	-2-	3	4	5	6	7	8	9
Restore Pads : Ctrl-P	JD : Ctrl-J	Race #156	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4			
Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5			

Heat 2 of 9 == Finals == Event 51 Girls 12 and Under 200 Yard Freestyle

Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
3:09.76	<input type="checkbox"/>	<input type="checkbox"/>		3:09.64			5	34		
3:08.38	<input type="checkbox"/>	<input type="checkbox"/>		3:08.26			4	12		
3:13.47	<input type="checkbox"/>	<input type="checkbox"/>		3:13.32			6	15		
3:04.09	<input type="checkbox"/>	<input type="checkbox"/>		3:04.05			3	9		
2:58.23	<input type="checkbox"/>	<input type="checkbox"/>		2:58.18			1	30		
3:02.98	<input type="checkbox"/>	<input type="checkbox"/>		3:02.95			2	8		

If you click on a heat and it is yellow – it's red underneath

If its blue – it's green.

Get it?

Its what you call a 'huh!' moment

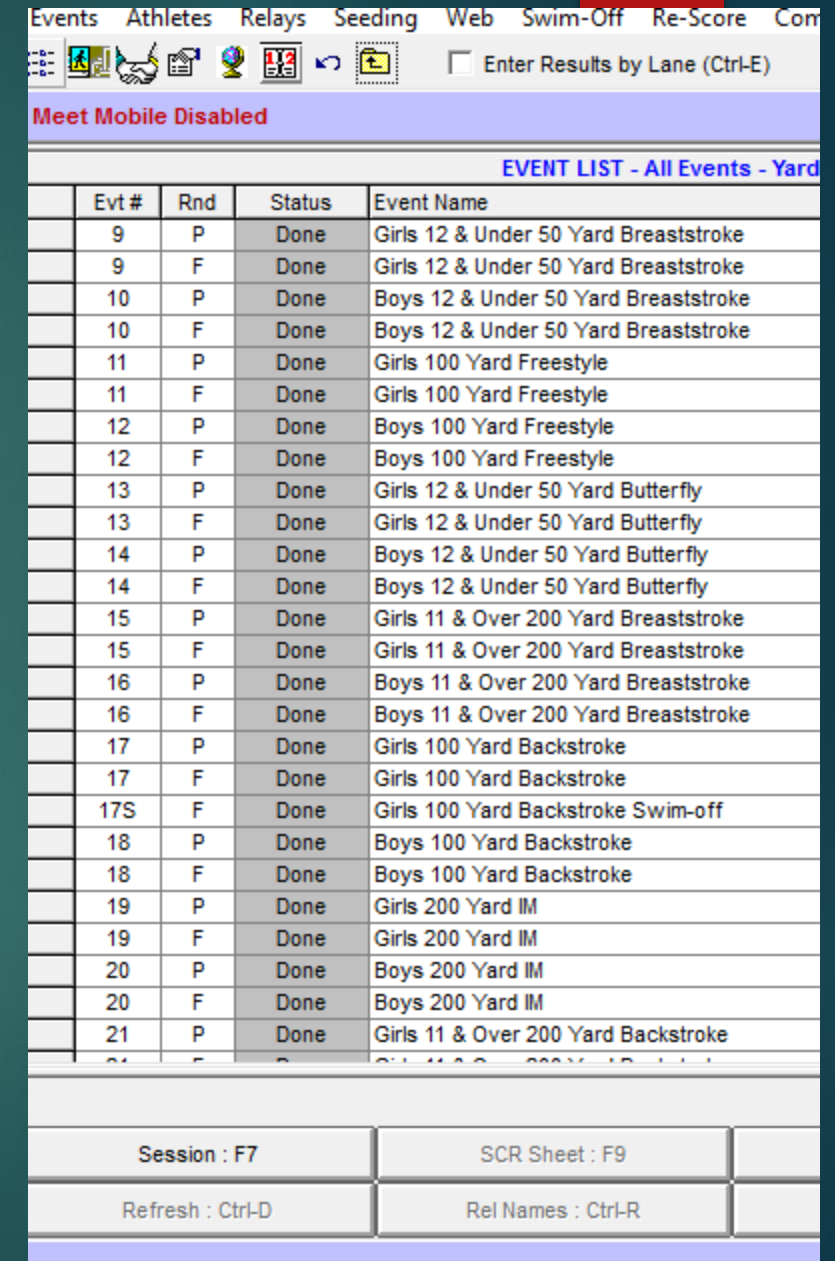
[illegible]

- ▶ If you have numerous 'tied times', you possibly got the same heat twice.
- ▶ Also look in the results for a fantastic time.

Event 19 Girls 13-14 100 Yard Backstroke									
	1:03.29	AG			48	Lippmann, Tess J	13	SSA-NE	1:19.06 REG
	1:09.69	SILV			49	Prosky-Gilbert, Mary Kelt	14	WTST-NE	1:19.09 REG
	1:23.39	REG			50	Aultman, Olivia J	14	SSA-NE	1:19.64 REG
Name	Age	Team	Finals Time		51 <td>Morrison, Faith A</td> <td>14</td> <td>HAY-NE</td> <td>1:19.85 REG</td>	Morrison, Faith A	14	HAY-NE	1:19.85 REG
1	Pike-Stein, Emma R	13	CCSC-NE	35.14 AG+	52	Petito, Bella D	13	KCY-NE	1:20.02 REG
*2	Buckley, Carly P	13	KCY-NE	58.78 AG+	53	Donovan, Amanda R	13	FLWS-NE	1:20.35 REG
*2	Li, Christine	13	EVO-NE	58.78 AG+	54	Lummas, Sarah J	14	SSA-NE	1:20.69 REG
4	Burke, Jenna E	13	WEST-NE	1:06.64 SILV+	55	Marks, Abbie R	14	CCFF-NE	1:21.55 REG
5	Adams, Morgan R	13	CCSC-NE	1:09.50 SILV+	56	Kubick, Isabel T	14	CCSC-NE	1:21.65 REG
6	Nelson, Pamela G	14	HAY-NE	1:10.02 REG	57	Niyangoda, Emilia A	13	WW-NE	1:22.30 REG
7	Burke, Jessica L	13	WEST-NE	1:10.25 REG	58	Finger, Erika J	13	KCY-NE	1:22.55 REG
8	Olson, Maggie A	13	CCSC-NE	1:10.41 REG	59	Dalla, Kristina J	13	CCSC-NE	1:24.70
9	Pratt, Hannah A	13	SSA-NE	1:10.62 REG	60	Irons, Brooke E	13	KCY-NE	1:26.48
10	Hager, Wren H	13	SSA-NE	1:10.83 REG	---	Boghossian, Grace C	14	SSA-NE	X1:06.34 SILV
11	Reisner, Mikayla S	13	EVO-NE	1:11.18 REG	---	Raftery, Jordyn E	13	DOGS-NE	X1:06.99 SILV
12	Harrison, Adriana B	14	DOGS-NE	1:11.49 REG	---	George, Kiley P	13	TBGT-NE	X1:08.01 SILV
13	Tineo, Ashlyn G	13	DOGS-NE	1:11.63 REG	---	Carlino, Jill K	13	HAY-NE	X1:08.95 SILV
14	Gerardi, Sophie M	13	WACK-NE	1:11.67 REG	---	Madden, Erin K	13	SSA-NE	X1:09.88 REG
*15	Pierce, Melissa L	14	DOGS-NE	1:11.71 REG	---	Papineau, Rachelle E	14	SSA-NE	X1:10.83 REG
*15	Kaplan, Abigail L	14	HAY-NE	1:11.71 REG	---	McBride, Scout M	14	CCSC-NE	X1:12.42 REG
*15	Newhook, Maya G	13	FLWS-NE	1:11.71 REG					
18	Crowell, Katie W	13	CCFF-NE	1:11.82 REG					
19	Fantoni, Kristina J	13	CCSC-NE	1:12.24 REG					
20	Chew, Kathryn K	13	HAY-NE	1:12.28 REG					
21	McCue, Melanie H	14	WW-NE	1:12.73 REG					
22	Aguckis, Elsie E	13	CCFF-NE	1:12.89 REG					
23	Fenton, Ava E	13	CCSC-NE	1:13.62 REG					
24	Bailey, Sophie E	14	CCSC-NE	1:13.63 REG					
25	Wieler, Kate R	14	CCSC-NE	1:13.65 REG					
26	Campbell, Megan E	13	HAY-NE	1:13.69 REG					
27	Wallace, Anya D	14	EVO-NE	1:14.42 REG					
28	Harris, Jessica C	14	HAY-NE	1:14.80 REG					
*29	Macdonald, Cate G	14	WW-NE	1:14.83 REG					
*29	Ram, Amelia A	14	WEST-NE	1:14.83 REG					
31	Crowell, Macy A	13	WACK-NE	1:15.38 REG					
32	Cuellar, Camila B	13	DOGS-NE	1:15.44 REG					
*33	Tripathi, Mala J	13	WEST-NE	1:16.14 REG					
*33	Watters, Morgan E	13	SSA-NE	1:16.14 REG					
35	Mullen, Katie M	13	CCSC-NE	1:16.18 REG					
36	Fraccasa, Lauren	13	FXPT-NE	1:16.58 REG					
*37	Robson, Stella C	13	WTST-NE	1:16.75 REG					
*37	Smith, Finella S	13	WEST-NE	1:16.75 REG					
*39	King, Audrey F	13	KCY-NE	1:16.80 REG					
*39	Bodge, Grace A	13	HAY-NE	1:16.80 REG					
41	Cava, Genevieve E	13	KCY-NE	1:16.94 REG					
42	Ramos, Liz E	14	NEY-NE	1:16.99 REG					
43	Smith, Marie-Claire V	14	CCSC-NE	1:17.09 REG					
44	Hurley, Caela R	14	HAY-NE	1:17.51 REG					
45	Kilcoyne, Katie E	13	DOGS-NE	1:18.00 REG					
46	Kelther, Emma L	13	FLWS-NE	1:18.23 REG					
47	O'Reilly, Agnes M	13	WW-NE	1:18.39 REG					

# Trials/finals - Advanced

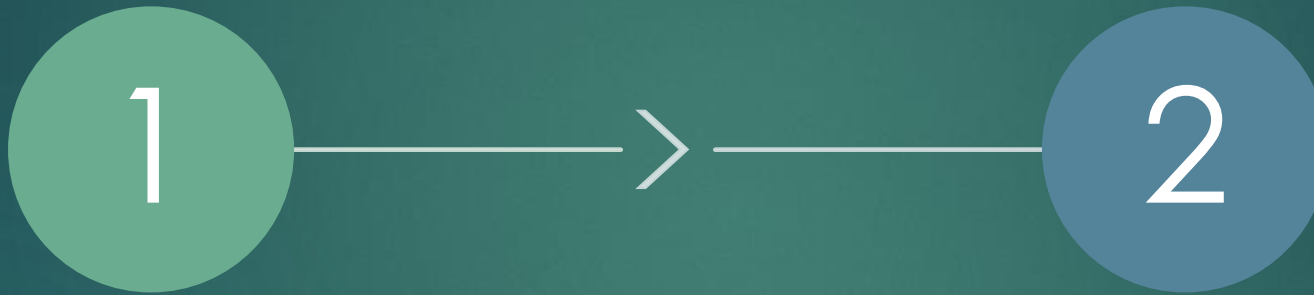
- ▶ When you start the meet, all prelims are just a number – Event 10 etc.
- ▶ You can download to either machine easily.
- ▶ As soon as the prelim is run and is finalized, Meet Manager splits Event 10 into Event 10P and Event 10F
- ▶ From here on, you can't download to CTS, only Daktronics.
- ▶ To avoid confusion, you must turn a Colorado off and back on before the finals – creates a new meet file.
- ▶ If you don't, and go to get times for Event 10 final, it will get times for Event 10 prelims.
- ▶ You have to use the "Race # F:2" button , not 'Get Times' button every time (Unless you turn Colorado off then back on)



The screenshot shows the Meet Manager software interface. At the top, there are tabs for Events, Athletes, Relays, Seeding, Web, Swim-Off, Re-Score, and Com. Below the tabs is a toolbar with various icons and a checkbox labeled "Enter Results by Lane (Ctrl-E)". A purple banner at the top of the main window says "Meet Mobile Disabled". Below this is a blue header for the "EVENT LIST - All Events - Yard". The main area contains a table with columns for Evt #, Rnd, Status, and Event Name. The table lists 21 events, all with a status of "Done". At the bottom of the window, there are four buttons: "Session : F7", "SCR Sheet : F9", "Refresh : Ctrl-D", and "Rel Names : Ctrl-R".

Evt #	Rnd	Status	Event Name
9	P	Done	Girls 12 & Under 50 Yard Breaststroke
9	F	Done	Girls 12 & Under 50 Yard Breaststroke
10	P	Done	Boys 12 & Under 50 Yard Breaststroke
10	F	Done	Boys 12 & Under 50 Yard Breaststroke
11	P	Done	Girls 100 Yard Freestyle
11	F	Done	Girls 100 Yard Freestyle
12	P	Done	Boys 100 Yard Freestyle
12	F	Done	Boys 100 Yard Freestyle
13	P	Done	Girls 12 & Under 50 Yard Butterfly
13	F	Done	Girls 12 & Under 50 Yard Butterfly
14	P	Done	Boys 12 & Under 50 Yard Butterfly
14	F	Done	Boys 12 & Under 50 Yard Butterfly
15	P	Done	Girls 11 & Over 200 Yard Breaststroke
15	F	Done	Girls 11 & Over 200 Yard Breaststroke
16	P	Done	Boys 11 & Over 200 Yard Breaststroke
16	F	Done	Boys 11 & Over 200 Yard Breaststroke
17	P	Done	Girls 100 Yard Backstroke
17	F	Done	Girls 100 Yard Backstroke
17S	F	Done	Girls 100 Yard Backstroke Swim-off
18	P	Done	Boys 100 Yard Backstroke
18	F	Done	Boys 100 Yard Backstroke
19	P	Done	Girls 200 Yard IM
19	F	Done	Girls 200 Yard IM
20	P	Done	Boys 200 Yard IM
20	F	Done	Boys 200 Yard IM
21	P	Done	Girls 11 & Over 200 Yard Backstroke

# Miscellaneous



When you are adding an event, first select one that has a similar format – eg Time Trial, Trials/finals, Relay. whatever.

Then click Add Event and it will have the same info.



# How to setup Legal Splits

1. Create the event. No charge in the program.

74	F - Done	Boys		50	Free	0.00	F	Timed finals
100	Unseeded	Mixed		500	Free	0.00	F	Timed finals
101	F - Done	Mixed		1000	Free	0.00	F	Timed finals

2. DO NOT add to a session. It will count as a legal swim if you do

3. Add swimmers. Use the athlete menu, put them in the event and assign a lane manually. It will tell you if you try to put another swimmer in 1/1

62	Boys 50 Breast	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
64	Boys 100 Free	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
66	Boys 200 Fly	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
68	Boys 200 IM	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
70	Boys 100 Breast	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
72	Boys 200 Back	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
74	Boys 50 Free	<input type="checkbox"/>	Done			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
100	Mixed 500 Free	<input checked="" type="checkbox"/>	U		1/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
101	Mixed 1000 Free	<input checked="" type="checkbox"/>	Done		1/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

5.5	11:09.38	14
9.61	10:20.61	15
5.31	9:45.5	16

[illegible]

## RESULTS

Event 101 Mixed 1000 Yard Freestyle					
	Name	Age	Team	Seed Time	Finals Time
1				NT	10:20.61

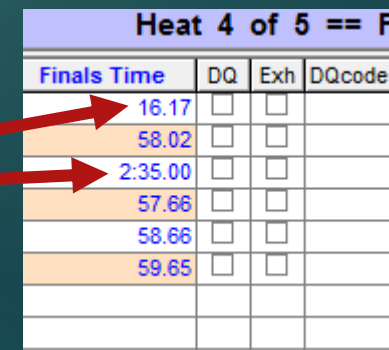
# Legal Splits

- ▶ So this is a bit complicated.
- ▶ The theory that you have to implement is it must look like a normal event to SWIMS so it gets imported, but mustn't look like a normal event so it gets counted as one of the (now) 6 legal swims allowed each day
- ▶ First create the event on the Events page. Say a 500 split from a 1000.
- ▶ Make it Open/Senior, mixed gender, standard event, no charge
- ▶ Don't enter in a session
- ▶ Go the Run screen, select the actual event – the 1000 - and find the actual 500 pad split time. Write that in the box provided on the legal split form
- ▶ On the Run screen, go to the bottom of the events list there and select the event you created above (the 500) – you must have all sessions selected.
- ▶ Use the Adjust button to enter the swimmer/s. Save
- ▶ Type the Pad time in Finals Time column, and enter the watch times in backup columns.
- ▶ Click LIST, print the result, staple to the legal split form and file.
- ▶ You can process any number of swimmers for this 500 – even add later
- ▶ Done

# About Meet Mobile

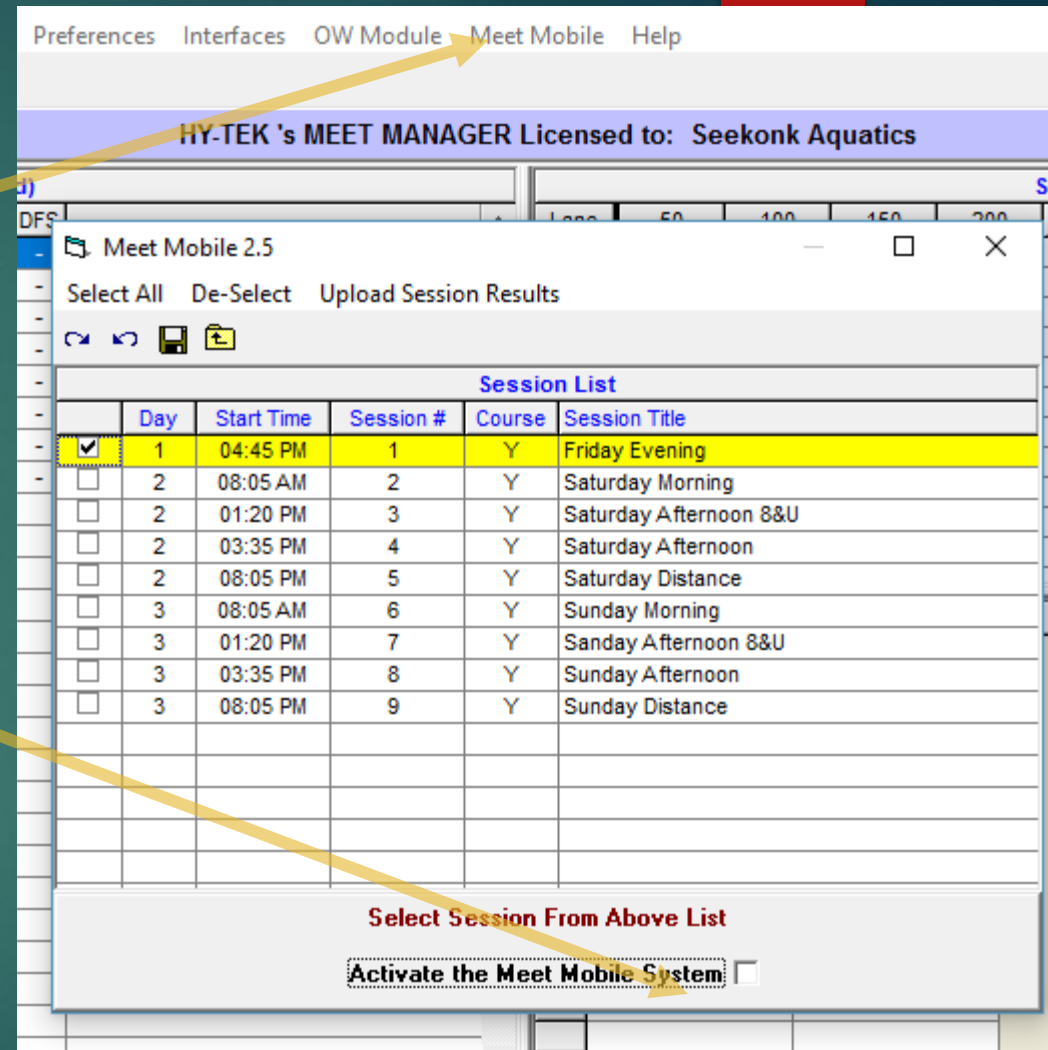
- ▶ Yes it's a valuable tool for parents, swimmers and coaches.
- ▶ Brilliant really.
- ▶ But at a Team Specialty meet, as soon as you click the next heat, whatever is in the 'Finals Time' column goes up there
- ▶ And it stays there until you correct it – maybe 30 or more minutes later for some events
- ▶ So they see it and come complain
- ▶ Possibly turn it off until the corrections are done at the end of each event

All these crazy times get posted to Meet Mobile the second you move on to the next heat (That's what the little 'wheel spinning' is about



Finals Time	DQ	Exh	DQcode
16.17	<input type="checkbox"/>	<input type="checkbox"/>	
58.02	<input type="checkbox"/>	<input type="checkbox"/>	
2:35.00	<input type="checkbox"/>	<input type="checkbox"/>	
57.66	<input type="checkbox"/>	<input type="checkbox"/>	
58.66	<input type="checkbox"/>	<input type="checkbox"/>	
59.65	<input type="checkbox"/>	<input type="checkbox"/>	

- ▶ If you don't have great internet at the pool, turn MM off. Upload at night or when you have a good connection





# MEET MOBILE?

Did you check the results posted in the hall?

Is it incorrect there?

IF

you answer yes to both, proceed to ask your  
Meet Mobile question

# Thank you

- ▶ Please please comments and suggestions
- ▶ [meets@neswim.com](mailto:meets@neswim.com)