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Meet Manager

A. Opening a database

1. click on **Open/New**
2. select the "Look in" folder (it will default to swmeets) and enter a new Database file name in the "File name" text box. **MM** will create a new database with the file name and take you through the initial Meet Set-Up menu

or

3. Start **MM** and open the previous meet.
4. Click on **File** then **Save As**. In the File Name text box, type in the name you want for the next meet and then click **Open**. A copy of the previous database will be made and renamed and opened. You will see the new database name at the top of the Main screen.
5. Now click on **File** then **Purge** then **Remove Data Selectively** and pick the items you wish to delete. Usually you would click on Teams to remove everything except the events. Doing this is like **Copying Events** from one meet to the next. Please refer to the Purge section for details on what may be purged.
6. After purging, click on **Set-up** then **Meet Set-up** and change the name and dates for your meet as well as any other parameters that are different.

*Using this procedure, you will always have your meets saved on your Hard Drive as well as on a diskette and you will minimize the amount of time and effort required to set up a new meet.

Once you open a New Database, **MEET MANAGER** will route you to the Meet Set-up screen so that you can initialize the basic information about your meet.

B. Meet Set up - Click on **Set-up / Meet Set-up**.

1. Enter the meet name, e.g., My team v. your team.
2. Enter the location of the meet.
3. USS Swimming should be tagged.
4. Age group should be tagged.
5. Meet type is standard.
6. Meet style is dual meet.
7. Course is SC Meters (or change to yards if you're in a yards pool).

C. Athlete/Relay Preferences - click on **Set-up / Athlete/Relay Preferences** to display the screen shown below.

1. **Enter Ages** and **Enter Birth Dates** to have MM automatically compute ages. Check Enter competitor numbers (our AAU numbers). Check Auto increment competitor numbers.
4. **Allow "A" Relays only** prevents you from entering more than one relay per team **and so you** will not be allowed to enter, for example, "B" or "C" Relays. **Seeding Preferences** - click **Set-up / Seeding Preferences** and click on one of the four Tabs as shown below.

1. Click on the Dual Meets tab

- a. For **Dual** and **3+ Dual** meets, you can assign lanes to up to 10 teams with any lane assignments desired. Just double click the team name on the left to move it to the next available lane on the right. Or drag the team from the left to the right and drop it into any empty lane. Once teams are assigned on the right, you can switch them by dragging one and dropping it on top of the other. These assignments are only used in the Seeding Menu if the **Meet Style** in Meet Set-up is Dual or 3+ Dual and if **Use Lane Assignments Above** is checked.
- b. **Strict Assignment All Heats:** If this is checked, teams are only seeded into their assigned lanes regardless of the number of entries from each team. If this is not checked, then there is an attempt to prevent there being empty lanes. For example, if the first team above has 3 athletes in an event, the second has 4, and the third has only 2, then the second team will use the third team's empty lane. With Strict Assignment, the second heat would have 1 athlete and the first would have 8.
- c. **DO NOT USE- Strict Assignment Fastest Heat Only:** After the fastest heat has been assigned strictly, then there will be an attempt to prevent empty lanes in the heats that follow. When one team runs out of athletes for the event, other teams will be assigned to their lanes.
- d. **Use Lane Assignments Above:** If this is not checked, then the lane assignments are ignored when seeding.
- e. **DO NOT USE- Alternate Use of Unassigned Lane (2 team dual):** For 2 team duals **only** and in cases where there is no team assigned to a lane in the menu above, such as in a 5 or 7 lane pool, the empty extra lane will alternate by event as to which team will fill it.

E. **Entry and Scoring Preferences**

1. Click on scoring awards
 - a. Leave all the boxes unchecked.
 - b. Fill in "Top how many for awards labels" insert 8 for individual and 3 for relays.
 - c. Leave maximum scorers blank.
2. Click on entries/Entry Limits
 - a. Do not click "warn if times are out of range".
 - b. Minimum age for open events is empty.
 - c. Entries must have been performed on or after 05/30/2009.
 - d. Maximum entries per athlete including relays - 4 - **unless you're in divisions 1-3 then it's 3.**
 - e. Maximum individual entries is 3.
 - f. Maximum relay entries is 1.

F. **Set up point scoring - Main Menu Bar click Set-up / Entry/Scoring Preferences/Scoring/Awards.**

1. Enter Individual Points as 1st place - 5, 2nd place 3 and 3rd place 1. Enter 0 in the rest of the table.
2. Enter Relay Points as 1st place 5, 2nd place 2. Enter 0 in the rest of the table.

- G. **Events** - Main Menu Bar, click on **Events** to display the Events Menu which contains the Events Browser.
1. To add events, click the **Add icon** , click **Add**, or press the **F3** key. To edit an existing event, click the **Edit icon** , click **Edit**, or **double click** an event in the browser list.

H. **Teams Menu** - Click on **Teams** or **Schools** from the Main Menu Bar to display the Teams Menu

- a. To add teams, click the **Add icon**  at the top of the Teams Browser or press the **F3** key.
- b. To edit a previously entered team, click the **Edit icon**  at the top of the Teams Browser or double click a team name in the browser list. A sample of the Add New Team window is shown below. The Edit Team window would look the same, but with data.

I. **Athletes Menu** - There are three ways to enter athletes into your database:

- a. Manually with typing
- b. Importing Meet Entries from a HY-TEK Meet Entry File
 - i. **File / Entries.** **MM** will ask to specify where the entry file resides - on diskette or a folder/directory on your Hard Drive and will then display files that match the .HY3 files from TM.
 - ii. You can also click on the **Files of Type** button and pick **ZIP** files which may contain entries that have been zipped and e-mailed to you. Just click on the ZIP file that you want and **MM** will unzip the file to a directory and ask you to choose which file to Import.
 - iii. Once you confirm that you wish to continue the Import, **MM** will offer various filter options and then proceed to Import the entries contained in the Meet Entries file.
 - iv. If **MM** is not able to Import an entry into the Database, an **Exception Report** will be displayed and optionally printed. This Report will tell you which entries were **NOT** Imported and why. For example, if a Swim Team provides an Entry Disk that declares an Athlete in a 100 Fly and there is no 100 Fly Event in the **MM** Database, that entry information will be included in the Exception Report.
- c. By [Importing Rosters](#) from a HY-TEK Meet Entry or Athletes/Teams File
 - i. Click on **File / Import** and pick from the following list of Import options.
 - ii. Choose Import and then **Rosters Only**
 - iii. Choose the Drive you are importing from and then the File Name.

If the roster file is from HY-TEK's TEAM MANAGER or MEET MANAGER, you will have the option to import the competitor number or not:

J. **Adding or Editing entries**

1. There are three ways to add individual entries:
 - a. Manually when you Add or Edit an Athlete
 - b. Manually from the Athlete Browser
 - c. By Importing from an entries file (see above)
2. Click on **Relays** from the Main Menu Bar to display the Relays Menu
 - a. There are three ways to enter relays into your database
 - i. Manually from the Relays Menu
 - ii. Manually from the Athletes Menu

- iii. By Importing from an entries file (see above)
- b. You have three ways to assign an Athlete to a position on a Relay Team:
 - i. Click and drag an athlete from the Eligible Athletes list to the Relay Order list.
 - ii. Double-Click on an eligible Athlete and **MM** will automatically assign him/her to the next available slot for the Relay.
 - iii. Type in the competitor number in the Relay Order list.

K. **Seeding Menu** - There are two ways to make those Heat/Lane assignments - **Manually** or **Automatically** using the computer. Another word for Manual Seeding is **Deck Seeding**.

- a. From the Main Menu Bar, click on **Seeding** to display the **Seeding Menu**
- b. There are 4 different ways of assigning entries to heats and lanes.
 - i. Timed Finals Seeding
 - ii. Circle Seeding
 - iii. **Dual Seeding** - This type of seeding is usually for meets with two to four teams competing in multiple dual meets. Each team is assigned specific lanes. (see above)
 - iv. Masters Championship Seeding

L. **Seeding Process**

- a. The seeding process is started by clicking the **Start Seeding icon** . This will cause MM to seed each of the *selected* yellowed events one after the other with no interruption unless you have checked the "Preview each Event" check box or the "Prompt if a Re-Seed" check box. To select an event, click the event name or the check box at the beginning of each row. To select all events, click the **Select All icon** . To un-select all events, click the **De-Select icon** .

Please note that **MM** will **seed ONLY** those events/rounds that you have **selected**. Any event with Manual Seed checked cannot be selected and therefore will not be seeded. After your selections have been seeded, you can manually "tweak" or adjust the lane assignments by clicking on the **Preview icon**  and clicking and dragging Athletes or Relays from one heat/lane to another. When you subsequently print the Heat Sheet for that event, your changes will be reflected.

M. **Seeding "How -tos"**

- a. **MM** offers you 5 ways to Deck Seed or **manually seed** an Entry:
 - i. From the Athlete or Relay Entry Screens
 - 1. When you choose this method, you may Deck Seed entries for the 1st round **ONLY** - that is Prelims in a multi-round event or Finals for a Timed Final event.
 - 2. Click on **Athletes** from the Main Menu then pick the Athlete and position the cursor on the Heat/Lane column under Entries in the appropriate row for the event. Now enter the Heat and Lane in which this Athlete is assigned to swim in the format Heat/Lane - for example, enter "4/5" for Heat 4 Lane 5.
 - 3. Click on **Relays** from the Main Menu. Next pick the Relay Event and then the Relay Team Entry to Deck Seed. Now position the cursor on the Heat/Lane column under Relay Team Entries in the appropriate row. Now

enter the Heat and Lane in which this Relay is assigned to swim in the format Heat/Lane - for example, enter "3/1" for Heat 3 Lane 1.

ii. From the Seeding Menu

1. Click on **Seeding** then pick an Event then click on the **Preview icon** . **MM** will display all of the eligible Athletes or Relays for that event. Click on one you wish to Deck Seed and "drag" that Entry and **drop** into the appropriate lane. Continue as you require to fill up the heat and then click on the **Add Heat icon** to add another heat.

iii. From the Adjust Menu in the Run Screen

1. Select an event in the Run Menu, click on the **Adjust Button**, or press the **F8** key. **MEET MANAGER** will display the Preview menu and from there you have several options to deck seed athletes or relays.

iv. Using the Competitor # from the Run Screen

1. From the Run Screen, position your cursor in the field under the Competitor # column for the lane that you wish to Deck Seed the Athlete. Enter a competitor # that was previously setup for the Athletes. **MM** will move this Athlete into the lane that you selected. If the athlete was already in another heat or lane, you will be notified that the athlete will be moved from that position.

v. "Un-Seeded" Mode

1. As you are setting up your events for the meet, from the **Events** screen select "**Un-Seeded**" under the **Assign Lanes** heading for the events you wish to Deck or Manual Seed. Then when you go and **Seed** that event and subsequently **RUN** the meet, **MM** will display all of the Athletes in the event on the RUN screen sorted Fast-Slow or Slow-Fast as you specified in the Event Set-up. Then as results are provided to you for the entire event sorted by time, you can quickly find the swimmers and enter their times on the Run screen. **Note:** In the Events Set Up screen, the **Manual Seed check box must NOT be checked** and you must use the Seeding Menu to seed the event to take advantage of this feature.

N. **Labels for Cards** - From the Main Menu Bar, click on **Labels / Entry Cards/Labels** to display the Entry Cards/Labels screen.

- a. Entry Cards/Labels reflect a specific entry for the meet - an Athlete or Relay and his/her entry time for a particular event. An **Entry Label** is a 3 step process - print the label, then stick the label on something (usually a blank card), and then hand them out to the Athletes and Relays.
- b. At the bottom left panel you may Customize your Labels.
- c. Pick the Entry Card/Label Format that you want for your meet:
 - i. **Heat/lane Number** (for smaller teams) - This format assumes the event is Seeded and will print a Label or Card with the entry's seeded heat and lane number.
 - ii. **Rank Order Slow-Fast** - The entries for an event are sorted by time and then printed in time order with the slowest entry printed first. Each Entry's Rank is also included.

O. **Lane Timer Sheets** - Main Menu Bar, click on **Reports / Lane/Timer Sheets** and **MM** will display the Lane/Timer Sheet Report screen.

- a. After you have completed your Entries, you may want to print **Lane/Timer Sheets** so that your meet watch times may be recorded and passed on the computer person who is helping with the meet.
- b. There are three Format choices:
 - i. **Continuous** means no page breaks for lanes or events. If you choose this option, you can enter a number such as 4 for **# Events Break for Continuous** to say how many events you want on a page before each page break so as to prevent an event spanning the bottom of one page and the top of the next page. Without this, there is no good time to pick up the lane timer sheets at the end of an event.
 - ii. 2 Events or Lanes per page.
 - iii. 1 Event per page per Lane.

P. Reports before the Meet

- a. **Athlete Roster** - Main Menu Bar, click on **Reports / Athlete Roster** and **MM** will display the Athlete Roster Report menu screen.
 - i. **Detailed:** The detailed report is a single column report that provides more detail on each athlete such as entry counts.
- b. **Entry Lists** - From the Main Menu Bar, click on **Reports / Entry Lists** and **MM** will display the Entry List Report menu screen.
 - i. The Entry List Report includes a list of events each Athlete and Relay is swimming. **This report is needed for the table workers to confirm that the entries match who swam.**
- c. **Meet Program** - Main Menu Bar, click on **Reports / Meet Program** and **MM** will display the Meet Program Report screen.
 - i. The **Referee format** is a special heat sheet format where the heats are NOT listed by lane, but rather by time.
 - ii. The Program can be printed as many times as you want to sell at your home meet.

Q. Running the Meet - From the Main Menu Bar, click on Run to display the Run the Meet Menu below. The Run the Meet Menu forms the Operations Center for MM.

- a. **Your screen**
 - i. The event list is displayed in the upper left window and the event list can be reduced by selecting a Session using the **Session** button or pressing **F7**. You select one event at a time which then displays one heat at a time in the bottom window.
 - ii. The Records and running Team scores are displayed in upper right windows.
 - iii. The bottom window displays one heat at a time and allows you to enter result times, backup times, and reaction times.
 - iv. Each window can be resized by dragging one of the three divider bars.
- b. **Entering Results by Lane** - From the Run the Meet Menu Bar, check the **Enter Results by Lane** check box.
 - i. The Heat List window at the bottom will switch from a sort by heat to a sort by lane and the heat buttons will become "lane" buttons.
 - ii. Enter Results by Lane is only available if the Timing Console Interface choice is set to **Watch Times**.
 - iii. According to CMSL Rule 3l - the middle time on the card must be used.

- iv. The result may be entered in any of the following ways
 - 2. 12345 or 123.45 or 1:23.45
 - 3. **NS** or "**S**" for **No Show**
 - 4. **DNF** or "**D**" for **Did Not Finish**
 - 5. **DQ** or "**Q**" for **Disqualified** or you can click on the DQ check box and still enter a time for the Athlete or Relay
 - 6. **DFS** for **Declared False Start**. **Please note:** DFS is NOT considered a DQ.
- v. You can **double click** on any Athlete or Relay and **MM** will ask you to confirm that you wish to **Scratch** that entry from the event.

R. Award Labels - From the Main Menu Bar, click on Labels / Award Labels to display the Award Labels screen.

- a. There are **two ways** to Setup and print Award Labels
 - i. From the Award **Labels Menu** as displayed below.
 - ii. From the **Run the Meet Screen** while you are running the Meet. There is one click Awards button choice or a hot key Ctrl-A that prints awards with one click.
 - iii. **Standard Award Label: MM** will print an Award Label for the top "x" place finishers in each event. You specify the "default" number of places in the **Entry/Scoring Preferences** (see above) Section from Setup on the Main Menu bar. You can change the number and range of Award places printed right in this Award Label Screen by keying in that number or range - for example, print Award Labels for places 1-8.

S. After the meet reports - From the Main Menu Bar, click on Reports to display the Reports Menu List as shown below.

- a. **Results** From the Main Menu Bar, click on **Reports / Results** and **MM** will display the Meet Program Report screen.
 - i. The **Results by Heat** format groups results by Heat and the Place within each heat, typically what we do.
 - ii. The **AP News** report type is a standard semi-colon delimited AP News format which is great for providing results to Newspapers. Team Scores are included if desired. There are two formats available.
 - iii. The **Points** check box is for the points scored by a given individual or relay and if checked will display next to the time.
 - iv. Report to send to the CMSL **statustician** would include top three swimmers in each event.

Any of the above report formats can be exported to products like Microsoft Word, Excel or in a standard comma delimited format.