Meet Manager 8.0 Handbook

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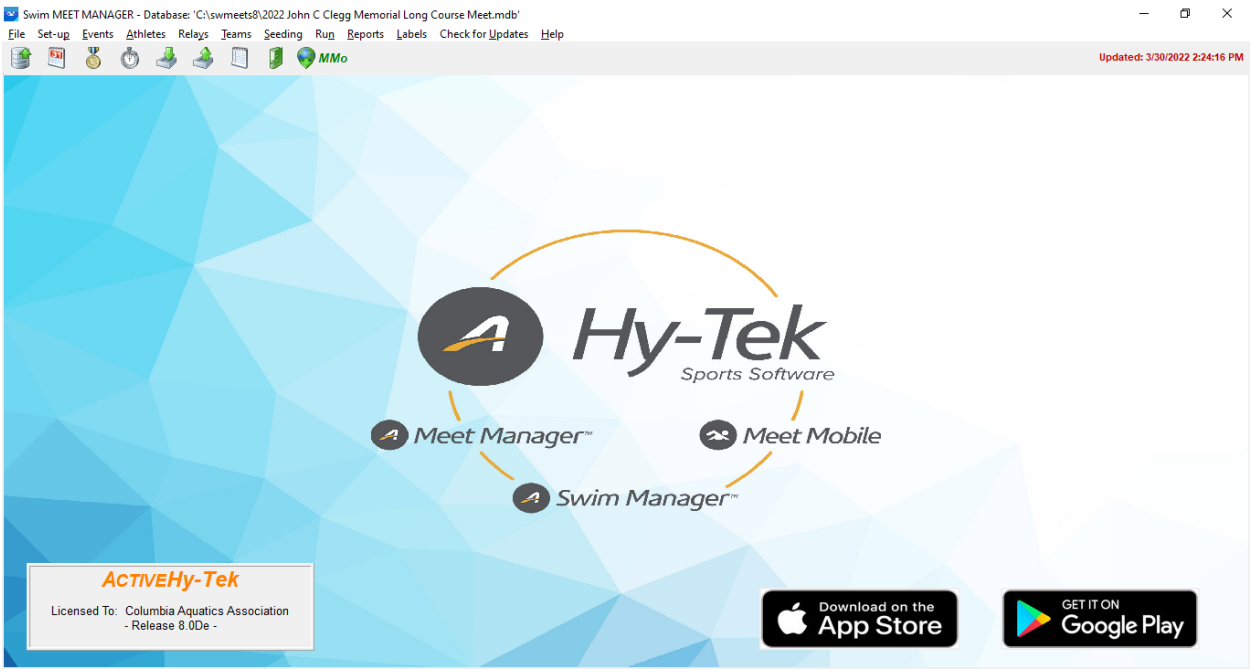
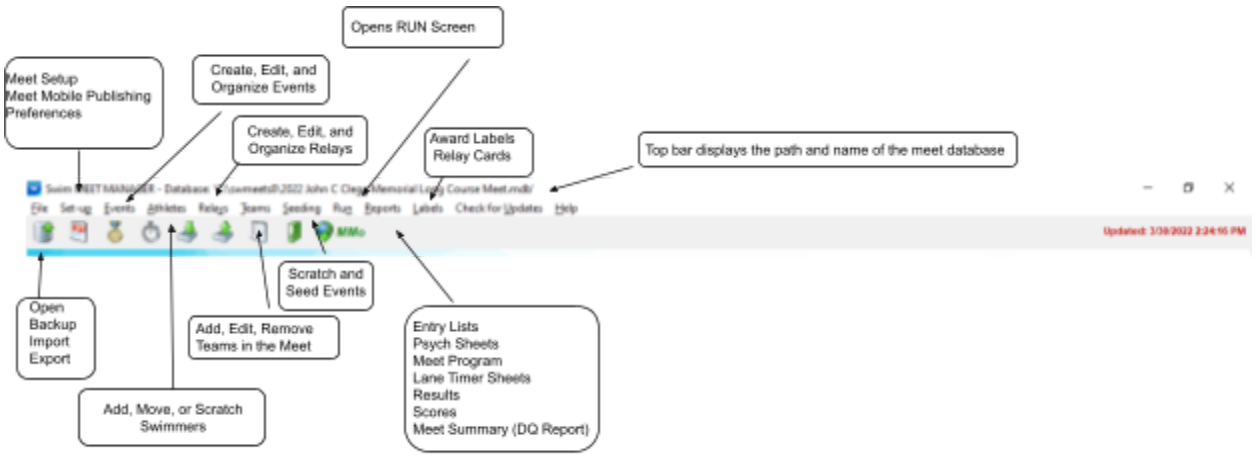
Getting Started

CLICK Meet Manager Icon from the Desktop or Program Menu.

The opening screen with the **Main Menu** will be displayed.



Overview of Main Menu



Loading the Meet Database

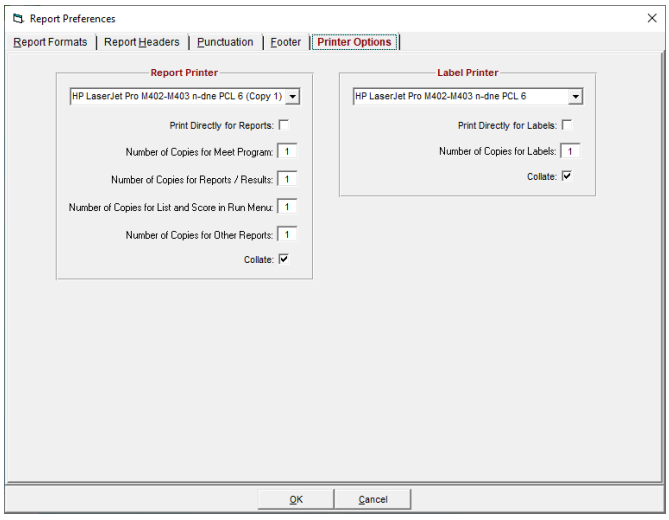
Before the season begins, you will be sent a **MEET BACKUP** for all meets hosted by your team. To load the database:

- Download the file
- Unzip and extract the file (make note of the location)
- In Meet Manager
    - File
    - Open
    - Select the database

Selecting the Printer

To select the printer being used for the meet:

- In Meet Manager
    - Set-up
    - Report Preferences
    - Printer Options
        - Select the printer you will be using



Getting Ready for a Meet

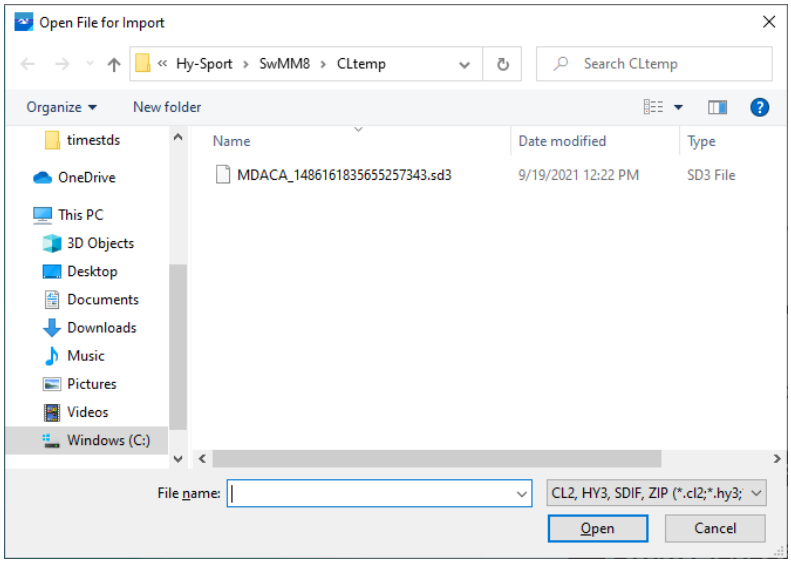
The host team for each meet will be responsible for processing both team's entry files, seeding the meet, and preparing the necessary documents both before and after the meet.

Receiving Entries

Entry files will be uploaded to the host team's Google folder by the League Supervisor by 1pm on the Friday prior to the meet.

Importing Entries

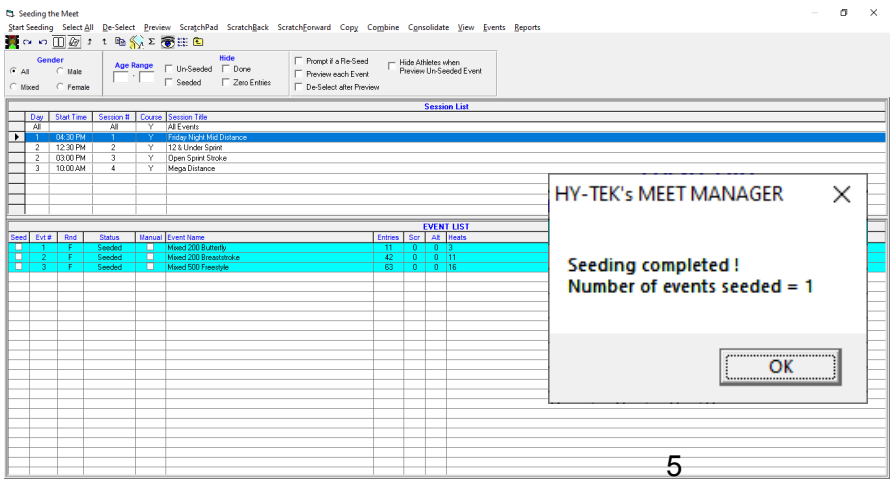
- Download the file from your team Google Folder to your computer
- In Meet Manager
    - **FILE**
    - **IMPORT**
    - **ENTRIES**
- Be sure to import both team's entries



Seed the Meet

From the **EVENTS** menu on the Main Menu

- Select **SEEDING**
- Select **ALL**
- Select **START SEEDING**

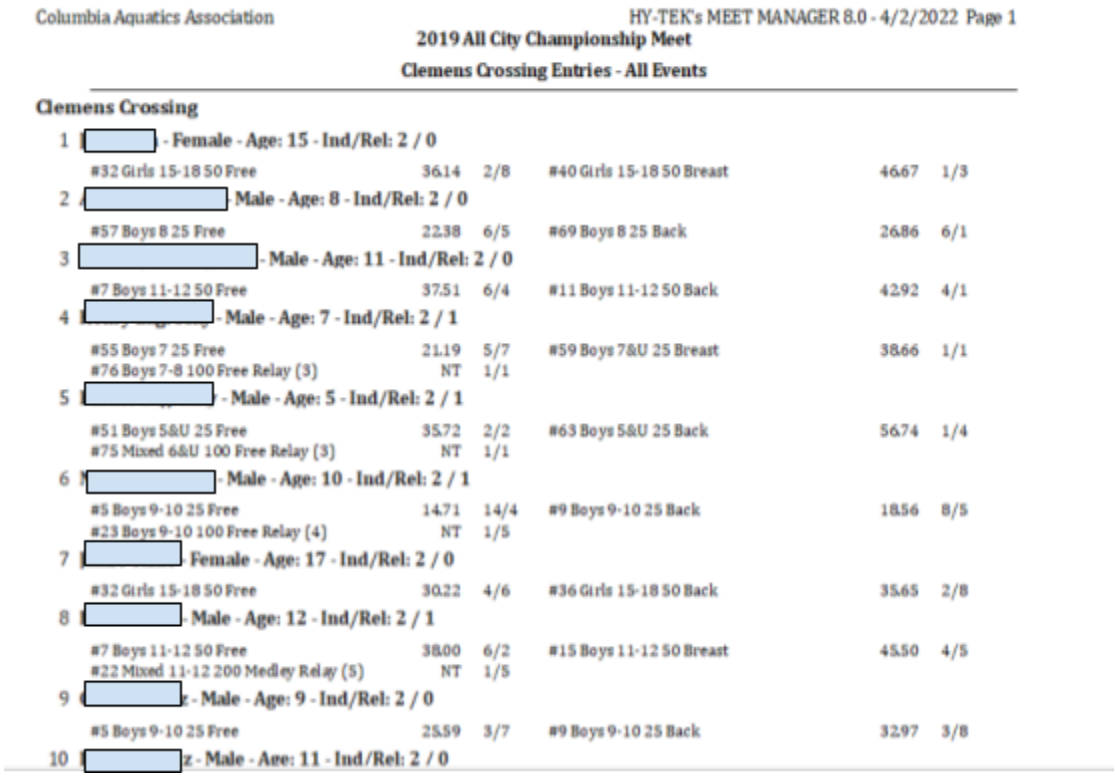


Create Reports

Save all reports as a PDF so you can share them with the teams and the League Supervisor.

Entry Lists

This report shows the events, heats, and lanes for each swimmer. The coaches, parents, and line up aids can use this information to write the swimmers' events on their arms.



Columbia Aquatics Association — HY-TEK's MEET MANAGER 8.0 - 4/2/2022 Page 1

2019 All City Championship Meet

Clemens Crossing Entries - All Events

Clemens Crossing

1 [redacted] - **Female - Age: 15 - Ind/Rel: 2 / 0**

#32 Girls 15-18 50 Free	36.14	2/8	#40 Girls 15-18 50 Breast	46.67	1/3

2 [redacted] - **Male - Age: 8 - Ind/Rel: 2 / 0**

#57 Boys 8 25 Free	22.38	6/5	#69 Boys 8 25 Back	26.86	6/1

3 [redacted] - **Male - Age: 11 - Ind/Rel: 2 / 0**

#7 Boys 11-12 50 Free	37.51	6/4	#11 Boys 11-12 50 Back	42.92	4/1

4 [redacted] - **Male - Age: 7 - Ind/Rel: 2 / 1**

#55 Boys 7 25 Free	21.19	5/7	#59 Boys 7&U 25 Breast	38.66	1/1
#76 Boys 7-8 100 Free Relay (3)	NT	1/1			

5 [redacted] - **Male - Age: 5 - Ind/Rel: 2 / 1**

#51 Boys 5&U 25 Free	35.72	2/2	#63 Boys 5&U 25 Back	56.74	1/4
#75 Mixed 6&U 100 Free Relay (3)	NT	1/1			

6 [redacted] - **Male - Age: 10 - Ind/Rel: 2 / 1**

#5 Boys 9-10 25 Free	14.71	14/4	#9 Boys 9-10 25 Back	18.56	8/5
#23 Boys 9-10 100 Free Relay (4)	NT	1/5			

7 [redacted] - **Female - Age: 17 - Ind/Rel: 2 / 0**

#32 Girls 15-18 50 Free	30.22	4/6	#36 Girls 15-18 50 Back	35.65	2/8

8 [redacted] - **Male - Age: 12 - Ind/Rel: 2 / 1**

#7 Boys 11-12 50 Free	38.00	6/2	#15 Boys 11-12 50 Breast	45.50	4/5
#22 Mixed 11-12 200 Medley Relay (5)	NT	1/5			

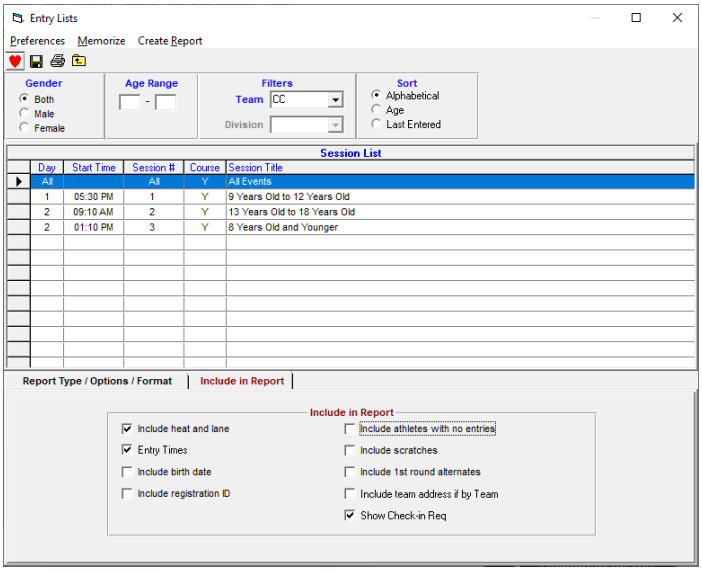
9 [redacted] - **Male - Age: 9 - Ind/Rel: 2 / 0**

#5 Boys 9-10 25 Free	25.59	3/7	#9 Boys 9-10 25 Back	32.97	3/8

10 [redacted] - **Male - Age: 11 - Ind/Rel: 2 / 0**

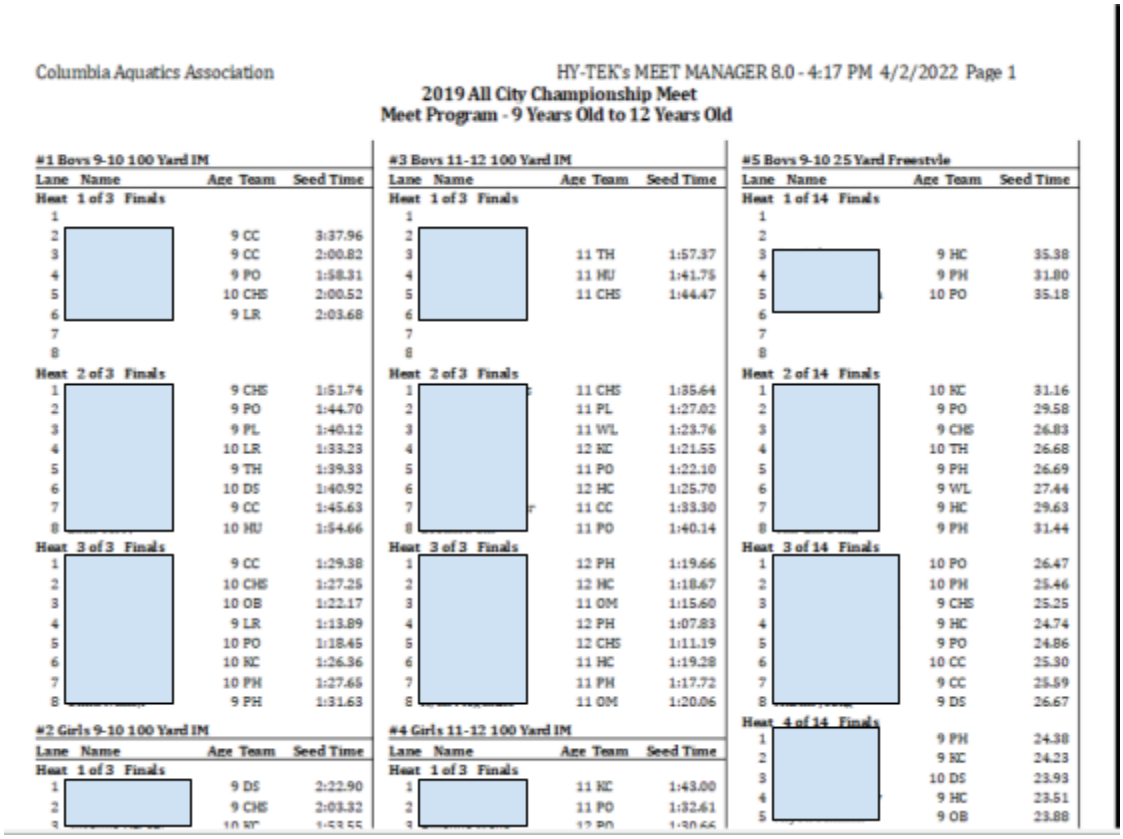
To create the **ENTRY LIST**:

- **REPORTS**
- **ENTRY LIST**
- Filter by **TEAM**
- **CREATE REPORT**
  - make sure you include heat and lane



Meet Program

This report shows the flow of the meet in event order with the swimmers in the appropriate heats and lanes. This report should be provided to both teams so they can distribute to parents, coaches, and officials to be printed in advance of the meet.



Columbia Aquatics Association — HY-TEK's MEET MANAGER 8.0 - 4:17 PM 4/2/2022 Page 1

2019 All City Championship Meet

Meet Program - 9 Years Old to 12 Years Old

#1 Boys 9-10 100 Yard IM

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1				
2		9	CC	3:37.96
3		9	CC	2:00.82
4		9	PO	1:58.31
5		10	CHS	2:00.52
6		9	LR	2:03.68
7				
8				
Heat 2 of 3 Finals				
1		9	CHS	1:51.74
2		9	PO	1:44.70
3		9	PL	1:40.12
4		10	LR	1:33.23
5		9	TH	1:39.33
6		10	DS	1:40.92
7		9	CC	1:45.63
8		10	HU	1:54.66
Heat 3 of 3 Finals				
1		9	CC	1:29.38
2		10	CHS	1:27.25
3		10	OB	1:22.17
4		9	LR	1:13.89
5		10	PO	1:18.45
6		10	KC	1:26.36
7		10	PH	1:27.65
8		9	PH	1:31.63

#2 Girls 9-10 100 Yard IM

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1		9	DS	2:22.90
2		9	CHS	2:03.32
3		10	KC	1:53.55

#3 Boys 11-12 100 Yard IM

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1				
2				
3		11	TH	1:57.37
4		11	HU	1:41.75
5		11	CHS	1:44.47
6				
7				
8				
Heat 2 of 3 Finals				
1		11	CHS	1:35.64
2		11	PL	1:27.02
3		11	WL	1:23.76
4		12	KC	1:21.55
5		11	PO	1:22.10
6		12	HC	1:25.70
7		11	CC	1:33.30
8		11	PO	1:40.14
Heat 3 of 3 Finals				
1		12	PH	1:19.66
2		12	HC	1:18.67
3		11	OM	1:15.60
4		12	PH	1:07.83
5		12	CHS	1:11.19
6		11	HC	1:19.28
7		11	PH	1:17.72
8		11	OM	1:20.06

#4 Girls 11-12 100 Yard IM

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1		11	KC	1:43.00
2		11	PO	1:32.61
3		12	PO	1:30.66

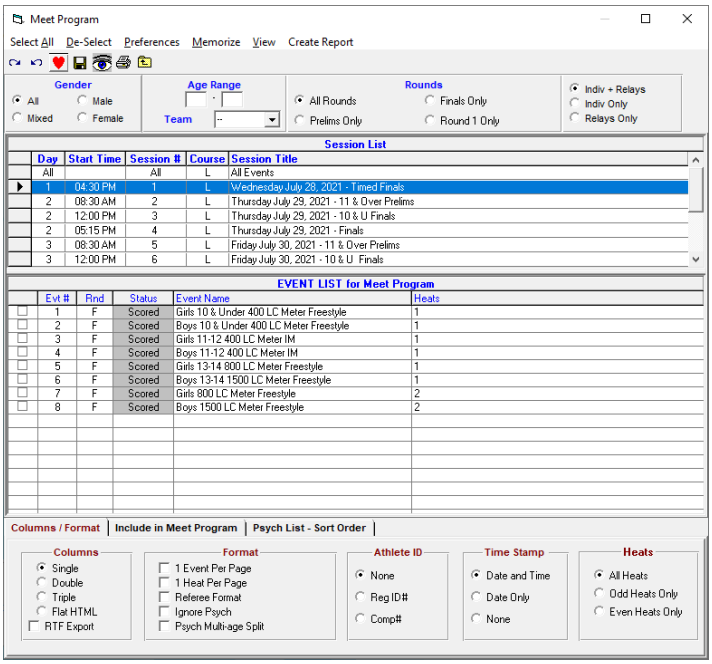
#5 Boys 9-10 25 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 14 Finals				
1				
2				
3		9	HC	35.38
4		9	PH	31.80
5		10	PO	35.18
6				
7				
8				
Heat 2 of 14 Finals				
1		10	KC	31.16
2		9	PO	29.58
3		9	CHS	26.83
4		10	TH	26.68
5		9	PH	26.69
6		9	WL	27.44
7		9	HC	29.63
8		9	PH	31.44
Heat 3 of 14 Finals				
1		10	PO	26.47
2		10	PH	25.46
3		9	CHS	25.25
4		9	HC	24.74
5		9	PO	24.86
6		10	CC	25.30
7		9	CC	25.59
8		9	DS	26.67
Heat 4 of 14 Finals				
1		9	PH	24.38
2		9	KC	24.23
3		10	DS	23.93
4		9	HC	23.51
5		9	OB	23.88

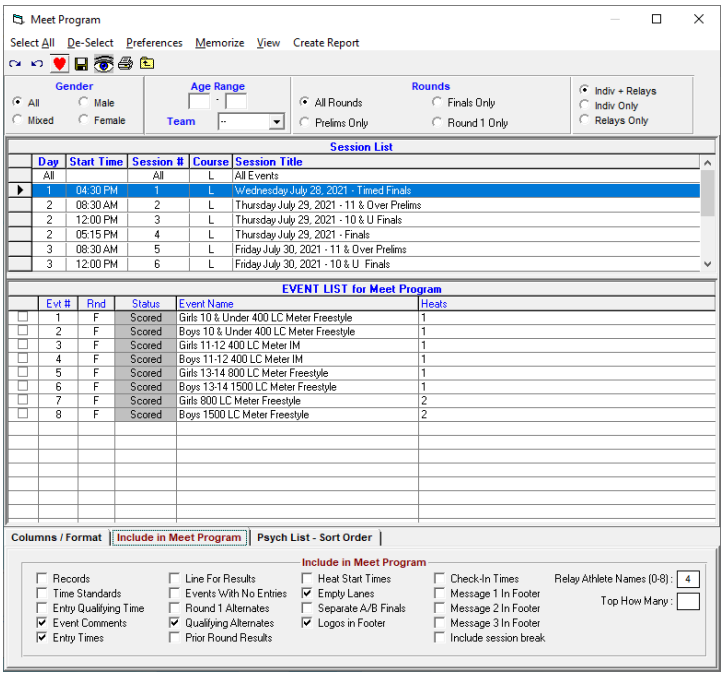
To create the **MEET PROGRAM**:

- **REPORTS**
- **MEET PROGRAM**
- Select **ALL EVENTS**
- Select your preferences
    - Suggested
        - Triple Column
        - Include Entry Time
        - Include Time Standards
- **CREATE REPORT**

Columns/Format



Include in Meet Program

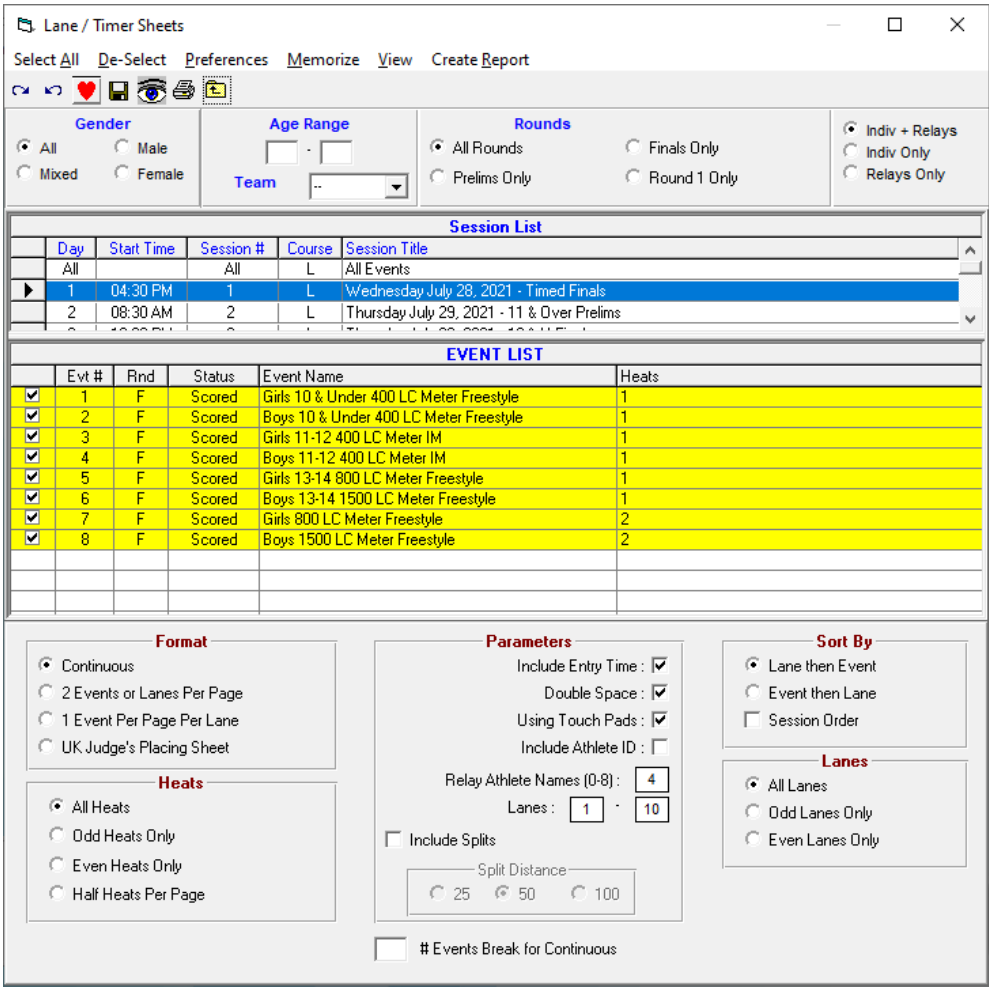


Lane Timer Sheets

These will be used by the lane timers to verify the swimmers in their lane and to record the watch times from the heat and event.

To create the **LANE TIMER SHEETS**:

- **REPORTS**
- **LANE/TIMER SHEETS**
- **SELECT ALL** events
- Select your preferences
    - Suggested for full-sized clipboards
        - 1 event per page per lane
        - Double space
        - Lane then event
    - Suggested for half-sized clipboards
        - 2 events per page per lane
        - Event then lane
        - Two lanes at a time (lanes 1-2, 3-4, etc.)
        - You can then cut them in half without having to resort
- **CREATE REPORT**

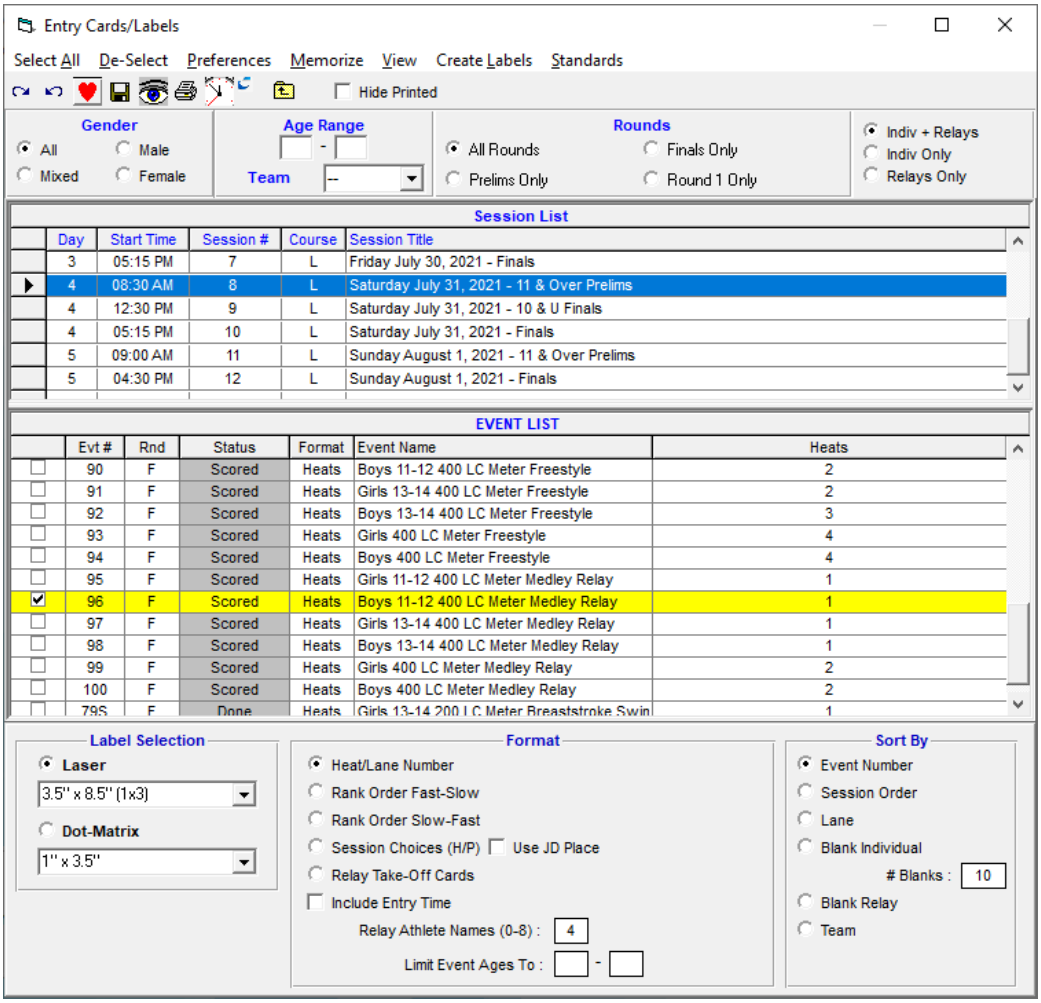


Relay Cards

These will be used by the coaches and swimmers to show which swimmer is swimming in the relay and in which position. They will have to be cut and given to the coaches upon arrival at the meet. These cards will be turned into the lane timers when the relay swims. Only athletes digitally printed on the relay cards may swim. The athletes swimming and the order in which they swim must be indicated on the card.

To create the **RELAY ENTRY CARDS**:

- **LABELS**
- **ENTRY CARDS/LABELS**
- Select **RELAYS ONLY**
- **SELECT ALL** events
- Select your preferences
    - Suggested
        - Label Selection: laser - 3.5’ x 8.5” (1x3)
        - Format: heat/lane number
        - Relay athlete names - 8 (to account for alternates)
        - Sort by: team
- **CREATE REPORT**



Send Reports

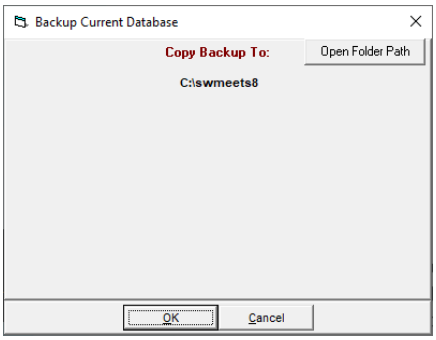
The host team is responsible for processing the results for the meet. Put a copy of all reports in PDF, as well as the **MEET BACKUP** in your team's Google folder by 5pm on the Friday before the meet. They will be reviewed by the League Supervisor and put in the team Google folders by 7pm on Friday for distribution to the team.

In PDF format

- Entry Lists
- Meet Program
- Lane Timer Sheets
- Relay Entry Cards

Meet backup

- From the main Meet Manager screen
  - **FILE**
  - **BACKUP**
  - Copy backup to:
    - Select where you want to store it



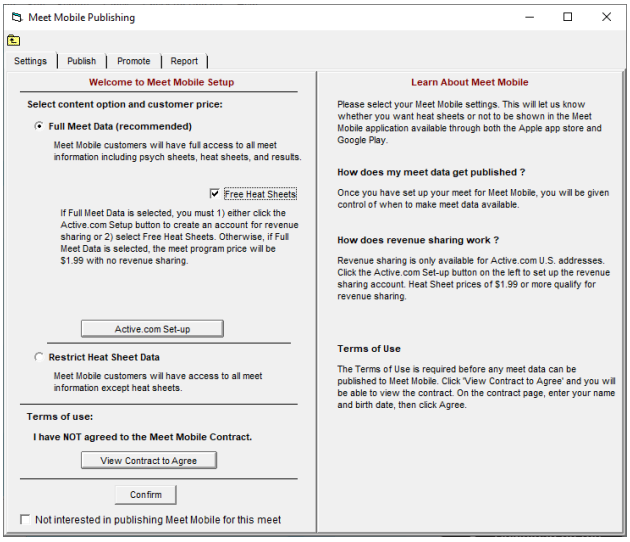
Meet Day

Take your computer with the meet loaded and a printer to the meet and set up near a power outlet. You do not need to be next to the pool. Make sure the Team Managers give you paper and labels to use. Print any reports the officials request.

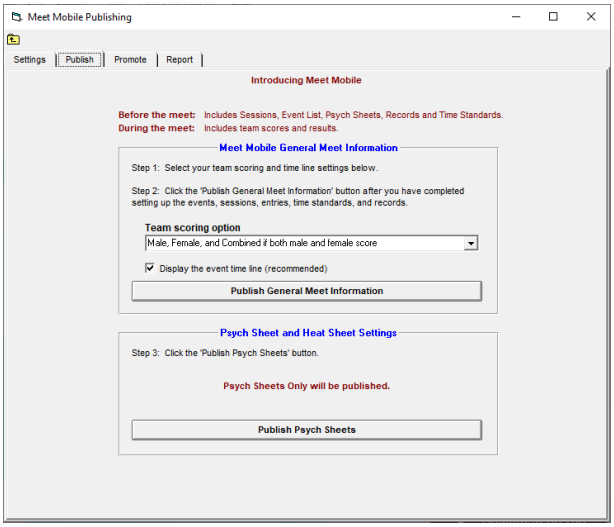
Setup Meet Mobile Publishing

From the Main Meet Manager menu

- Select **SETUP**
- **MEET MOBILE PUBLISHING**
- Settings: full meet data with free heat sheets / agree to the contract / confirm



- Publish: male, female, and combined if both male and female score / publish general meet information / publish psych sheets
- From the **RUN** menu
  - Select **MEET MOBILE**
  - Click to activate Meet Mobile

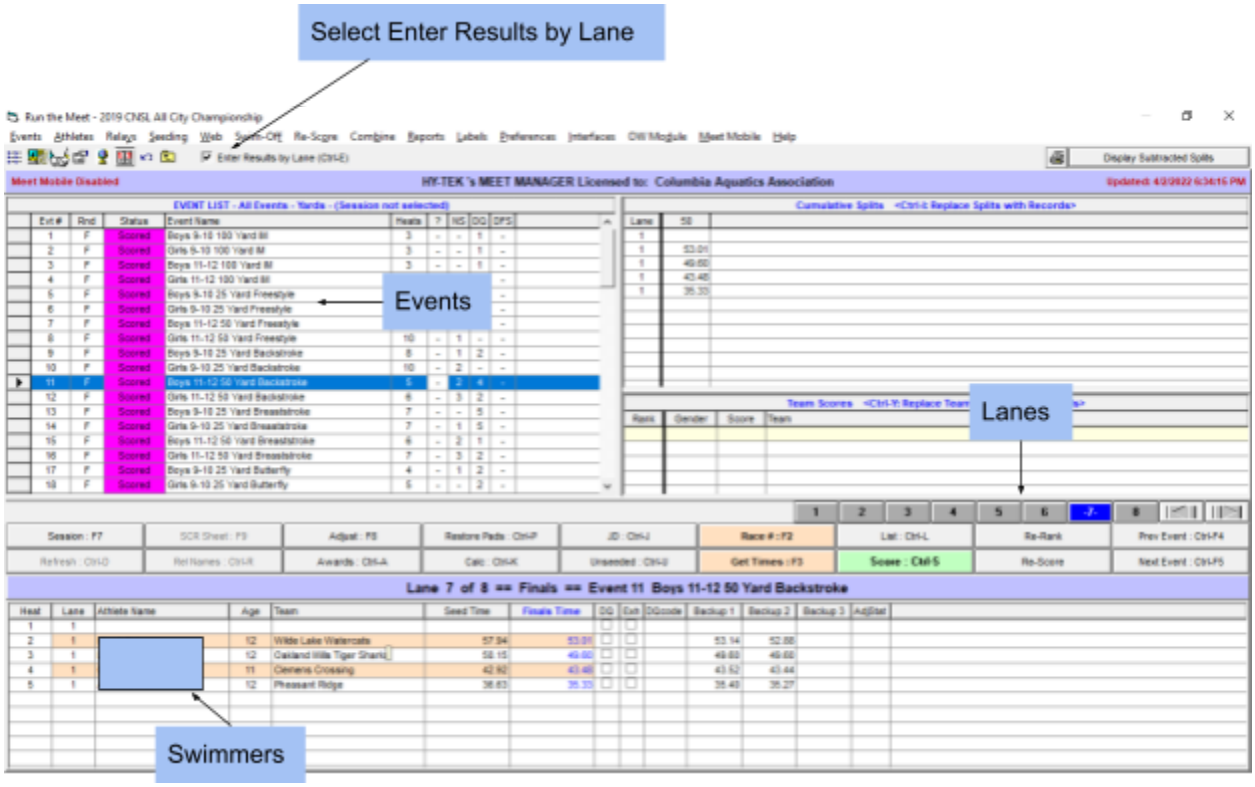


Entering Results

When the lane timer sheets return to the meet operations table enter them in Meet Manager.

From the **RUN** menu

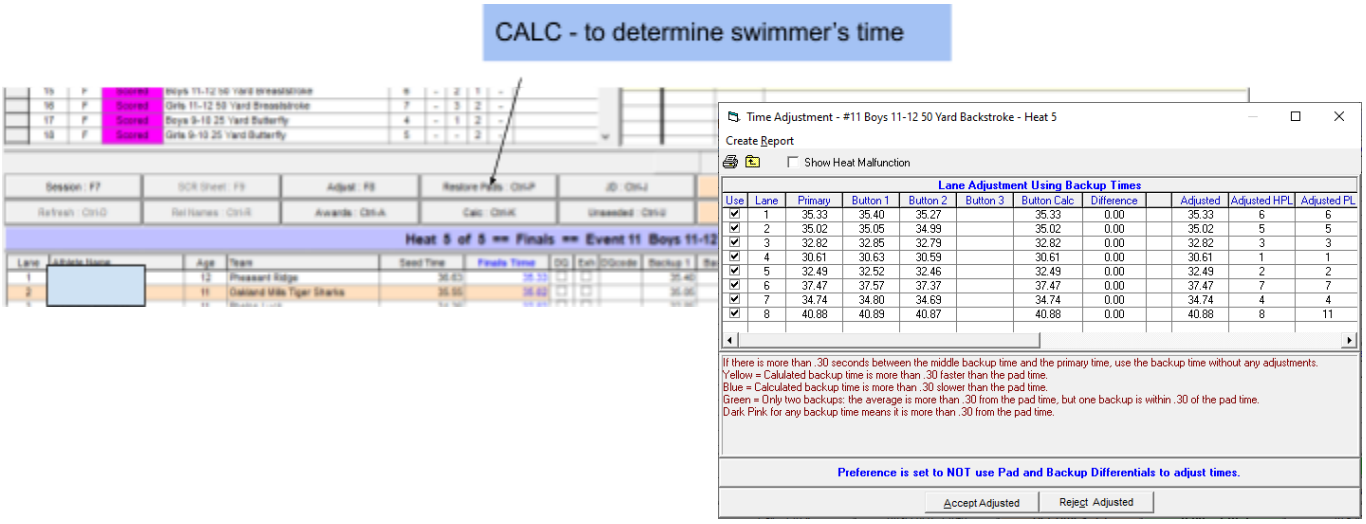
- Select the event
- Select **ENTER RESULTS BY LANE**



- Enter the times from the lane timer sheet into the system in Backup 1 and Backup 2. If a swimmer is a no-show for the event, type **NS** in the Finals Time
- Once all times for the event have been entered, unclick Enter Results by Lane

Processing Results

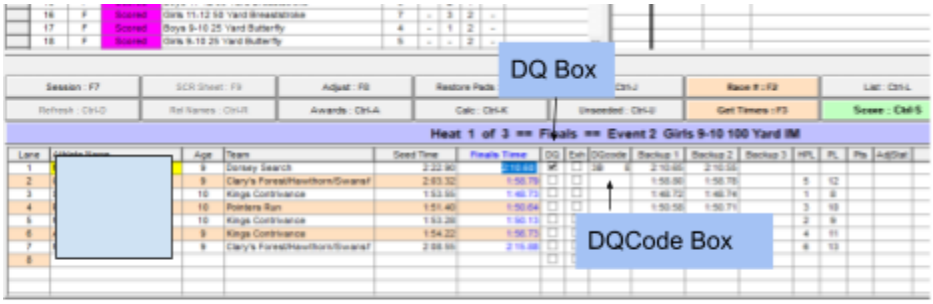
- Click the **CALC** button for each heat and the system will automatically determine the correct time for each swim
- **ACCEPT ADJUSTED** will assign the correct time automatically

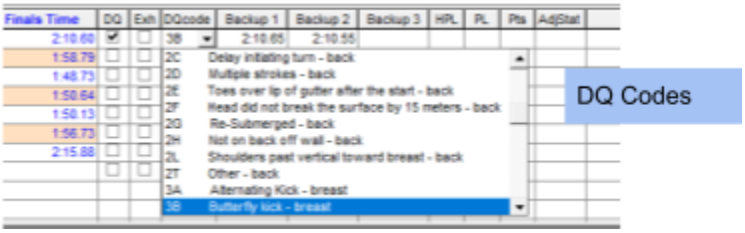


Enter Disqualifications

A disqualification slip will be given to the Meet Operations table for each swimmer that has disqualified the event

- After processing the results, process the disqualifications
- Double check the event, heat, and lane
- Click the **DQ box** on the line for the swimmer
- Click in the **DQCode** box to pull up a drop down menu
- Select the correct infraction

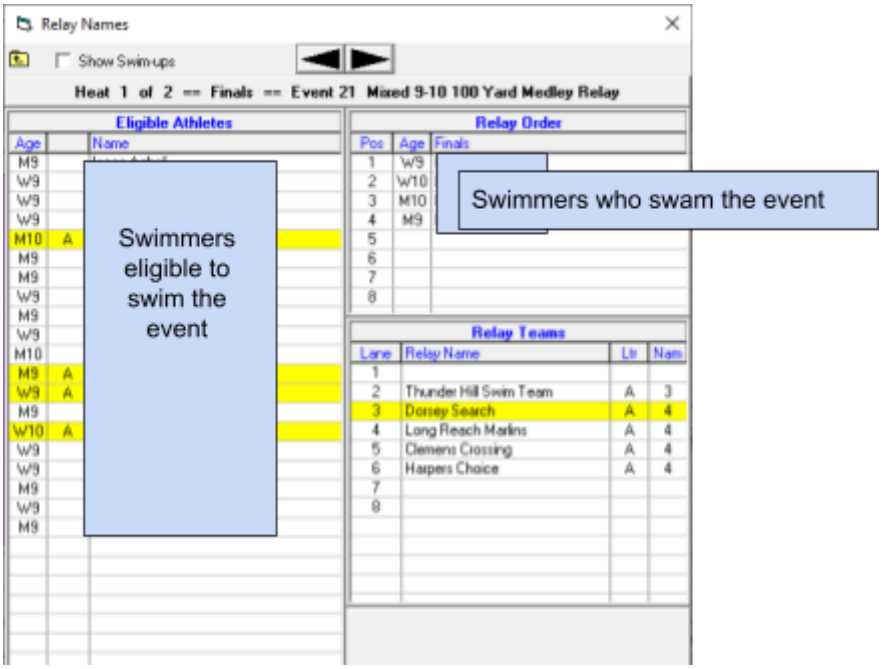




Verify Relay Swimmers

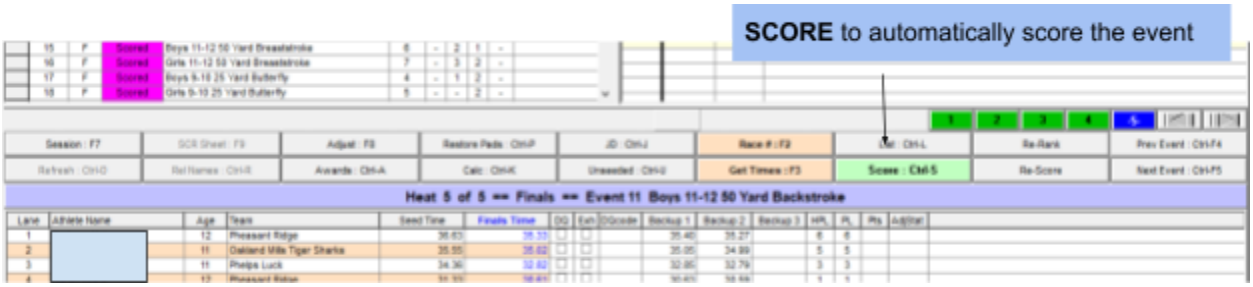
You need to compare the relay card returned with the lane timer sheets to the names in Meet Manager so the correct swimmers are awarded.

- From the **RUN** menu select **REL NAMES,** this will bring up the relay entries by heat
- Select the heat and lane, verify the team and compare with what is listed on the relay entry slip
- To make changes, click, drag and drop. Double click on relay alternates to remove them from the event



Score the Event

- Click the **SCORE** button



- Print the **SCORED RESULTS** - the report is generated automatically when you click the score button

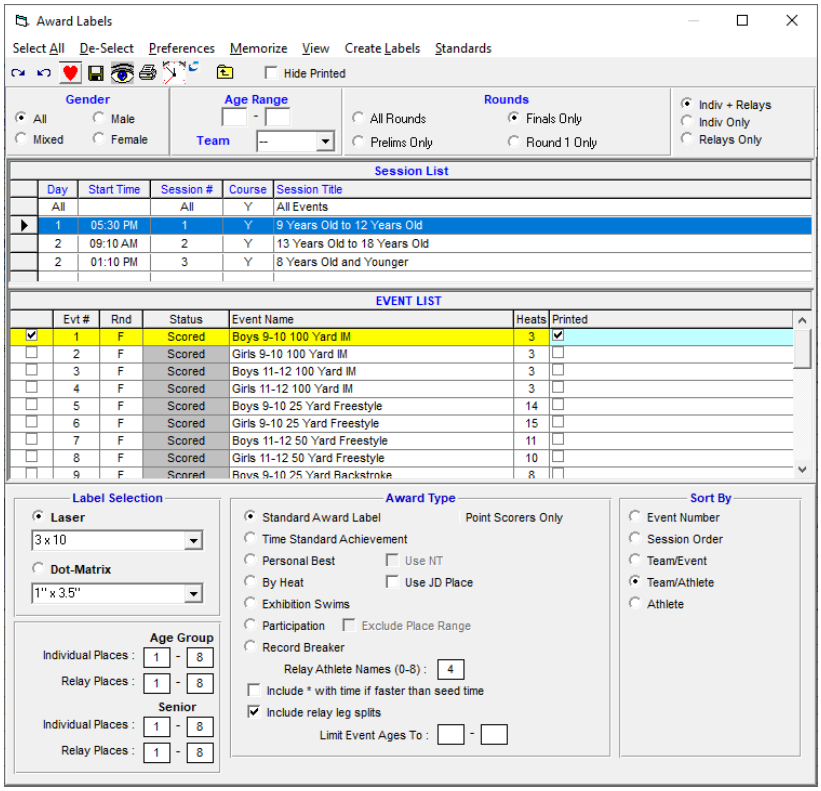
Verify Results

Have the opposing team verify the times, no-shows, and disqualifications for each event prior to posting the results. Make any corrections prior to posting.

Print Award Labels

Determine how often you would like to print labels, this can be less frequently in the early events to every event towards the end of the meet, or every event.

- From the **LABELS** menu / **AWARD LABELS**
- Event Place Awards
    - Select the event(s) you are printing in the left column
    - Label Selection = laser 3x10
    - Places = individual & relay places 1-8
    - Award Type = Standard Award Label
    - Sort By = Team/Athlete
- 8 and Under Events
    - All 8 & under swimmers receive an 8th place ribbon
    - Select **PARTICIPATION** and **EXCLUDE PLACE RANGE**
    - This will provide labels for the awards table for these swimmers
- Best Time Ribbons
    - Select **PERSONAL BEST**
    - This will provide labels for the Best Time Ribbon



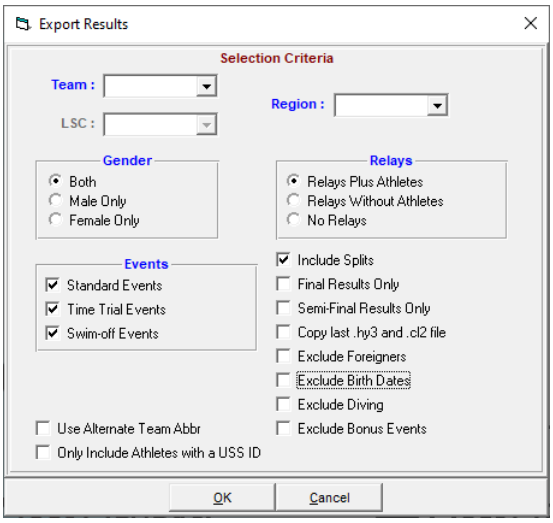
After the Meet

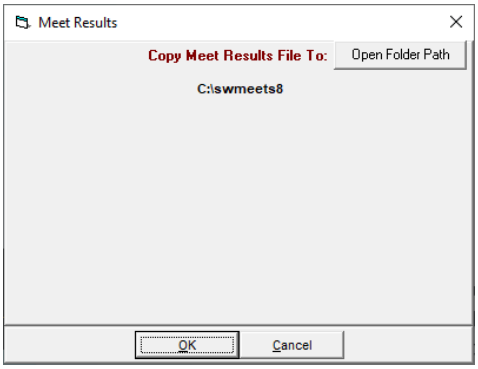
Backup should be completed immediately after the meet. The meet documentation is due to the League Supervisor in your Google folder by 6pm on Saturday. The results will be reviewed and posted to the team Google folder by 9am on Monday following the meet.

Backup the Database

Create Meet Results Export File

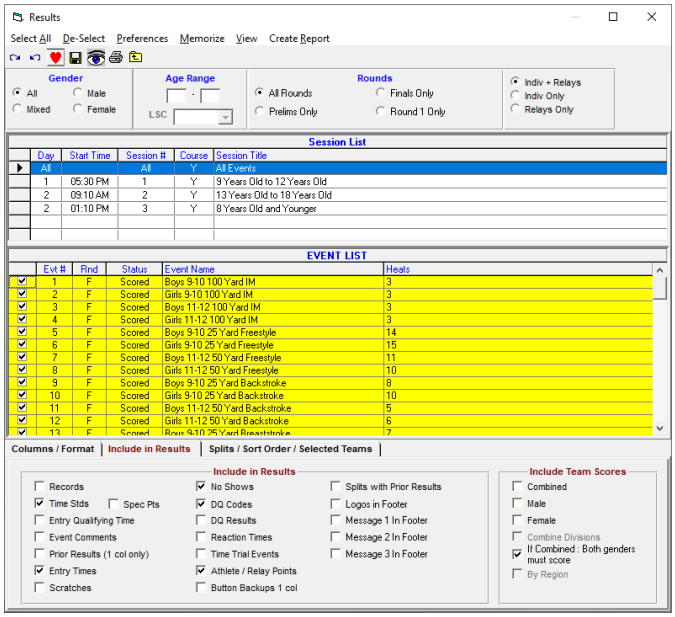
- From the Main Meet Manager Menu
  - **FILE**
  - **EXPORT**
  - **RESULTS FOR SWIM MANAGER** - the first one in the menu
  - Make sure relays plus athletes and both genders are selected
  - Select **OK**
  - Select the folder to save to





Create Full Meet Results PDF

- **REPORTS** menu
- **RESULTS**
- Select **ALL**
- Include **TIME STANDARDS, ENTRY TIMES, NO SHOWS, DQ CODES, ATHLETE/RELAY POINTS, and TEAM SCORES (COMBINED)**
- Single Column



Create DQ Summary

This report will be helpful for the coaches

- **REPORTS** menu
- **MEET SUMMARY**
- Report type: DQ summary
- Format: by team
- Options: athletes + relays
- Create report

Create Meet Summary

This is another report that will be useful to the coaches. It tells them how many swimmers competed and how many best times there were.

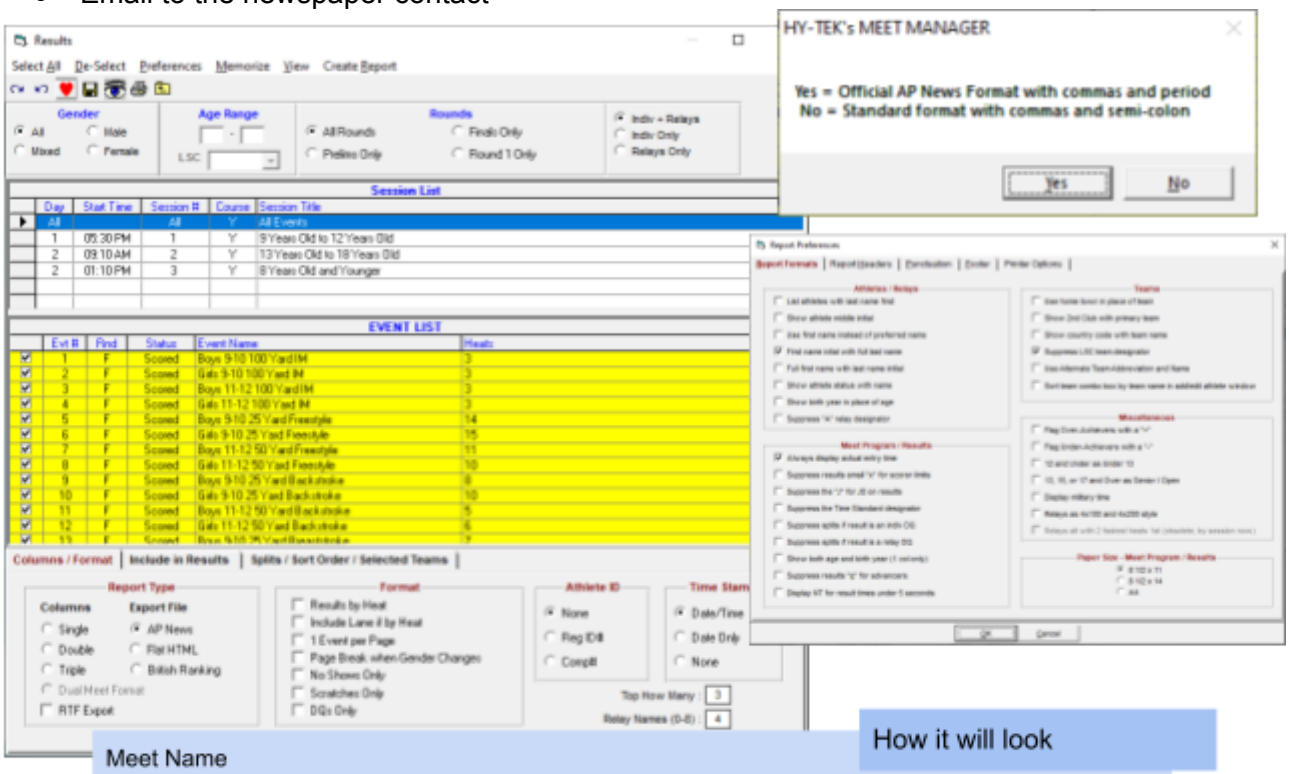
- **REPORTS** menu
- **MEET SUMMARY**
- Report type: Summary Totals
- Select the teams individually and create one report for each
- Format: by team
- Options: athletes + relays
- Create report

Put Meet Documents in Google folder

- Backup
- Results Export
- Results PDF
- DQ Summary by Team
- Meet Summary for each Team

Optional: Create Results File for Newspaper

- **RESULTS**
- Select **ALL**
- Columns/Format: Export File = AP News / Top How Many = 3
- **PREFERENCES**: Report Formats: first name initial with full last name (make sure you go back and unselect this setting after you create this report)
- **CREATE REPORT:** Select YES = Official AP New Format with commas and period
- Open file and reformat slightly to match text below
- Email to the newspaper contact



How it will look

Meet Name
Event Name
1, A Swimmer, LR, 1:12.31 2, B Swimmer, PO, 1:16.84 3, C Swimmer, OB, 1:20.09
Event Name
1, A Swimmer, PO, 1:14.74 2, B Swimmer, HU, 1:20.70 3, C Swimmer, PH, 1:23.59

Minor reformatting to this

Team A, 316; Team B, 304

Individual Medley
15-18M: 1, A Swimmer, LR, 1:12.31 2, B Swimmer, PO, 1:16.84 3, C Swimmer, OB, 1:20.09
15-18G: 1, A Swimmer, PO, 1:14.74 2, B Swimmer, HU, 1:20.70 3, C Swimmer, PH, 1:23.59