

Contents

General Information	1
Preseason	2
<i>Update Team Manager</i>	2
Folders and Preferences	2
Athlete Roster	4
Backup Team Manager Database	5
<i>Update Meet Manager</i>	6
Setup and Preferences	6
Records and Time Standards	9
Backup the Database/Transfer to Other Computer	10
Steps to Take for All Meets	11
<i>Backup Data</i>	11
<i>Set Up the Meet in Team Manager</i>	11
Add Meet	11
Entries	12
<i>Export Entries and Rosters</i>	15
Away Meets	16
<i>Print Entry Lists</i>	16
<i>Scratches</i>	18
<i>Results</i>	18
<i>Post-Meet Tasks</i>	19
Restore Meet Data	19
Labels for Personal Best & Exhibition	19
Import Results into Team Manager	20
Home Meets	21
<i>Set Up Meet</i>	21
Purge Old Data and Update Meet Info	21
Import Entries, Rosters, Records, and Standards	22
Seeding	23
Entry Lists	26
<i>Day of the Meet</i>	27
Adjustments	27
Print Meet Programs and Timers Sheets	28
<i>Run the Meet and Enter Times</i>	29
Print Award Labels	31
<i>At the End of the Meet</i>	32
Exhibition and Personal Best Labels	32
Reports and Results	33
Export Results to Team Manager	34

Save Timers' Sheets and Document Records	35
League Championships	36
<i>BDQ Report</i>	36
<i>Entries</i>	36
<i>Tasks for After League Champs</i>	37

General Information

This manual was updated in May 2013 for Team Manager 6.0 and Meet Manager 4.0. Menu options and screen shots may be different in more recent versions of the programs. This manual was written for Woodridge Swim Club and may be modified to reflect how other clubs handle the computer responsibilities.

Preseason

At the beginning of each season, Midlakes will let you know what version of TM and MM will be required for the season (this info is available on their website too). Sometimes that requires merely updating to the latest release of the current version, which is normally free of charge. Other times that requires upgrading to the latest numbered version of the product(s). If a full upgrade is required, it can run around \$300 for the two packages.

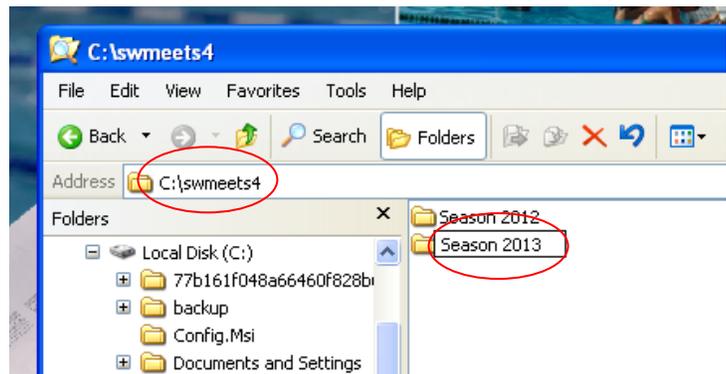
The computer coordinator and assistant coach should attend the Midlakes computer training each season. There are sessions geared toward beginner and advanced users. The assistant coach should attend the TM session, at minimum. The computer coordinator should attend both TM and MM sessions. Check the Midlakes website for information regarding these trainings.

Update Team Manager

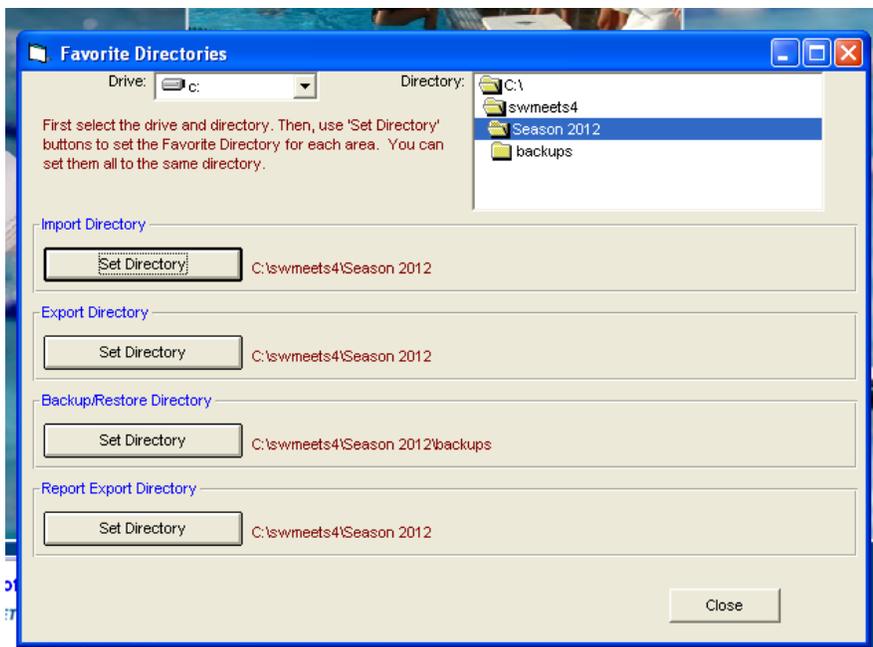
Update TM to the latest version of the software required by Midlakes.

Folders and Preferences

Set up the new folder for this year's data (**Season 2013**, for example) under `c:\swmeets4` (or under the directory used by the most recent version of TM/MM). Within that new folder, create a folder called **backup**.



In TM, go into **Setup | Preferences | Directory Preferences**. Change the directories so that they point to this season's directory and this season's backup directory. Once all directories have been set, choose **Close**.

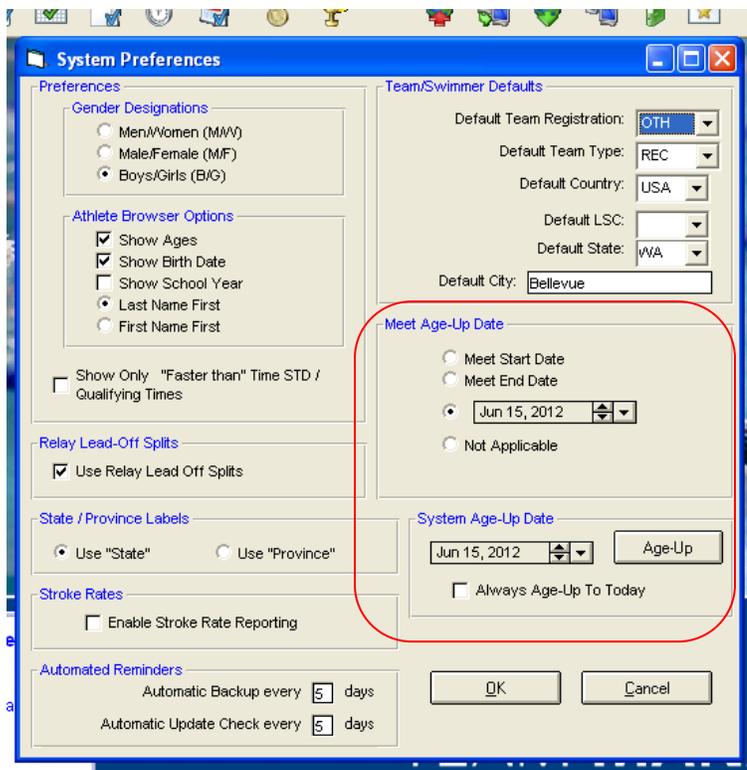


Next, go into **Setup | Preferences | System Preferences**, and change the **Meet Age-Up Date** and **System Age-Up Date** to be June 15 of the current year. All other data should have carried over from last year; if not, make it look like this, and then choose **OK** to save and close.

Go into **Teams**, then choose **Coaches**, and make any changes or additions to the contact information for the coaching staff.

At the Midlakes training meeting, you will receive a copy of the BDQ standards for the current year. Import them under **Standards | Import Standards**.

The team records should have been updated by the computer coordinator at the end of the previous season. To check that this has happened, go to **Records | Add or Edit Records**, and choose **WR-Y** from the list of Available Records. The computer coordinator or swim team coordinator should have a copy of the records file from the previous year. You can use a copy of this document (a Word file; the 2012 records file was provided on a CD along with this manual) to spot-check the records or put a date in the Show Records Since (maybe June 1 of the previous year) to see if any records were added during the last season.



Gen	Low Age	High Age	Distance	Stroke	L/R	Time/Score	Date Set	Set by	LSC	Team
F	8	8	25	Free	I	15.66	06-Jul-89	Joy Ulrickson		
M	8	8	25	Free	I	15.02	27-Jun-87	Matthew Ulrickson		
F	8	8	50	Free	I	35.09	15-Jul-89	Joy Ulrickson		WR
M	8	8	50	Free	I	32.24	15-Jul-87	Matthew Ulrickson		WR
F	8	8	100	Free	R	1:13.84	19-Jul-06	L. Pike/N. Birkhold/C. Genster/M. Cross		
M	8	8	100	Free	R	1:07.89	22-Jul-09	Colachis Glass, Dudley, Nordberg, Max Cross		
F	8	8	25	Back	I	18.52	21-Jul-89	Joy Ulrickson		
M	8	8	25	Back	I	18.14	12-Jul-86	B.J. Olver		
F	8	8	25	Breast	I	20.50	22-Jun-73	Joanna Halin		
M	8	8	25	Breast	I	19.68	18-Jun-87	David Wilson		
F	8	8	25	Fly	I	17.58	26-Jun-89	Joy Ulrickson		
M	8	8	25	Fly	I	16.48	18-Jun-87	Matthew Ulrickson		
F	8	8	100	Medley	R	1:24.77	19-Jun-97	Schulz/Stenson/Ouarre/Steele		
M	8	8	100	Medley	R	1:20.00	17-Jul-86	Ulrickson/Guilford/Olver/King		
F	10	10	100	Free	I	1:09.00	15-Jul-80	Jennifer Cameron		WR
F	9	10	50	Free	I	29.72	24-Jul-08	Marley Cross		
M	9	10	50	Free	I	28.66	11-Jul-89	Matthew Ulrickson		
M	9	10	100	Free	I	1:03.54	15-Jul-89	Mathew Ulrickson		WR
F	9	10	200	Free	I	2:50.19	15-Jul-00	Margo Belle		WR

Adjust any records that need changing. If you make any changes, you will want to go back to the main TM screen and choose **Records | Export Records**, choose WR-Y as the record group to export. You can then import these records into MM.

Athlete Roster

Sometime during the week before Time Trials, get a copy of the current roster from the swim team coordinator. At the very least, that roster should include name, age, birthdate, and gender.

All changes are made in the **Athletes** menu. As you compare the list you received from the team coordinator, make note of swimmers who are either 1) new or 2) not on the current roster.

For **new** swimmers, click on **Add**, then fill in the pertinent information. At *minimum*, you must fill in the following fields:

- Last Name
- First Name
- Birthdate (age is calculated for you)
- Gender
- Team 1 (under Member of).

Athlete Information

Last Name: Swimmer
 Preferred Name: []
 Build ID: [] ID #: []
 Gender (M,F): M

First Name: John
 Birthdate: 01/02/03
 Middle: G.
 Age: 9
 Athlete Cell: []
 Athlete E-Mail: []

Primary Contact | Secondary Contact | Medical | Custom | Email Export

Father's Last: Swimmer
 Mother's Last: Swimmer
 Mailing Address: []
 City: Bellevue State: WA
 Postal Code: [] Country: USA

Swap Mother/Father Names, Tele, E-mail
 Fill in 'Mail To' if different from first names and last name
 Mail to: []

Use Primary for Mailing | Use Secondary for Mailing | Use Both

Home Phone: [] FAX: []
 Office Phone: [] Cell: []
 E-Mail: []

Member of
 Team 1: iWR
 Team 2: []
 Team 3: []
 Group: []
 Subgroup: []
 WM Group: []
 WM Subgr: []
 School Yr: []

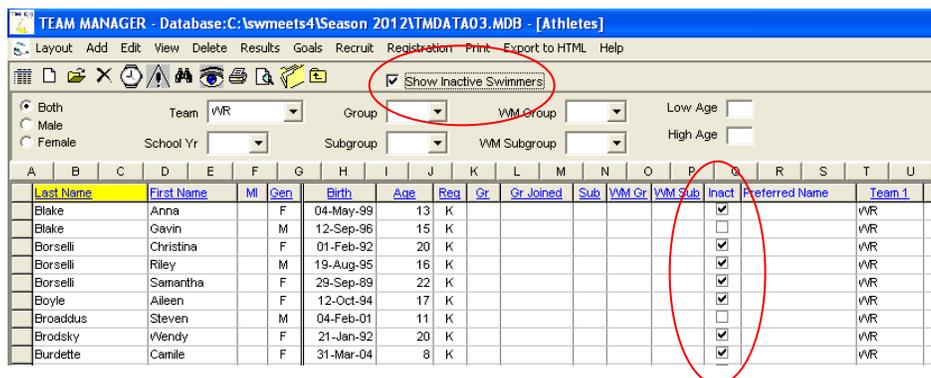
Registration | Recruiting | OK | Cancel

Click on **OK** to save the record. A blank copy of the Athlete Information dialog box remains open for you to add the next new swimmer. When done adding swimmers, just choose **Cancel** to return to the main Athlete list.

For swimmers who are not returning for whatever reason, it is best to make the swimmer **inactive**, rather than deleting them from the database. Swimmers who have graduated from high school may come back to swim in the Sprint Meet, or swimmers who decide not to return for this season may end up returning in a subsequent season.

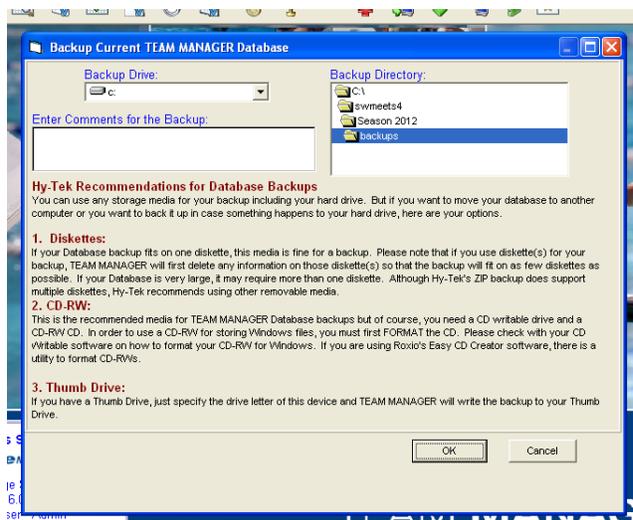
To make a swimmer inactive, put a checkmark in the box

for **Show Inactive Swimmers**. This expands the list to include all swimmers who are no longer active, and also adds an **Inact** column. Put a checkmark in that column to make a swimmer inactive. Once you have inactivated all non-returning swimmers, un-check the **Show Inactive Swimmers** box so you only see the names of those swimmers currently on the team.



Backup Team Manager Database

TM is now updated. If you have a second computer that will also be used, to easily update the other computer, make a backup copy of the entire TM database. To do this, go to **File | Backup**. Specify a location for the backup, like a USB or cloud drive that you can access on the other computer. It is also a good idea to copy the records and BDQ files to the other computer in case you need to re-import them for any reason during the course of the season. Go to the other computer, and restore this version of the database by choosing **File | Restore**. If asked to replace the current database, say Yes.¹



¹ If you are putting TM on your computer for the first time, there will be no database that needs to be replaced. However, if your computer already has an older version of the Woodridge database, you may want to back it up to the backup folder on your computer by choosing **File | Backup** prior to restoring the newest version of the database that you just modified on the swim team's computer.

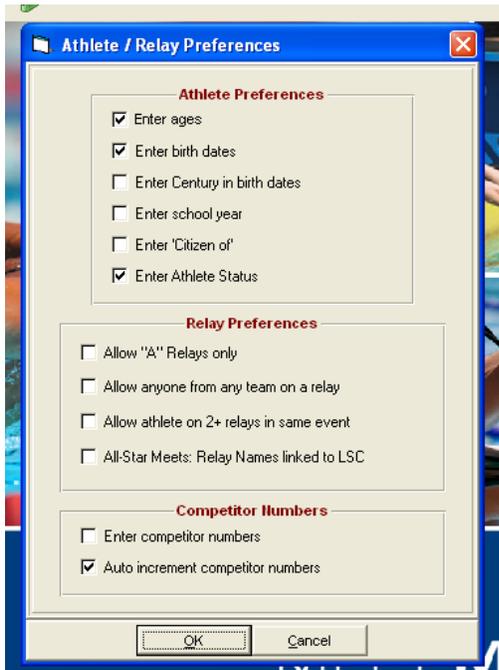
Update Meet Manager

Like with the TM setup, do these steps first for the swim team's computer, then backup the entire MM database and restore it to the swim team coordinator's computer.

Setup and Preferences

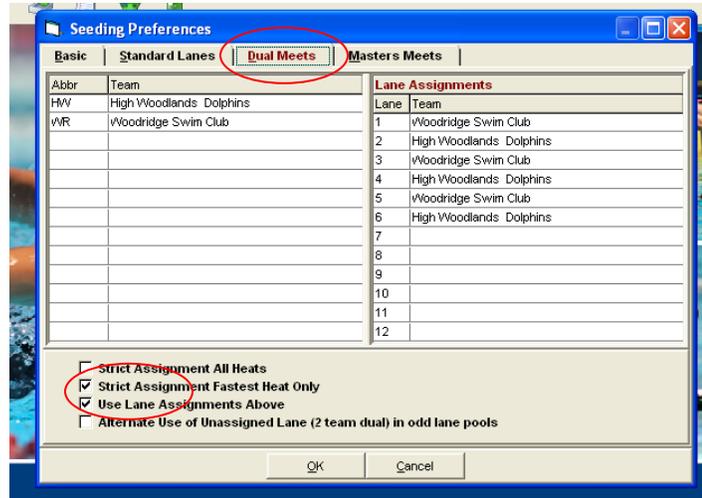
To prepare MM for the new season, go through all the menus under **Set-up**. Most of these preferences should already be in place from the previous year (unless starting over with a brand new installation). All menus should be set up as shown in the following screen shots.

Setup | Athlete/Relay Preferences

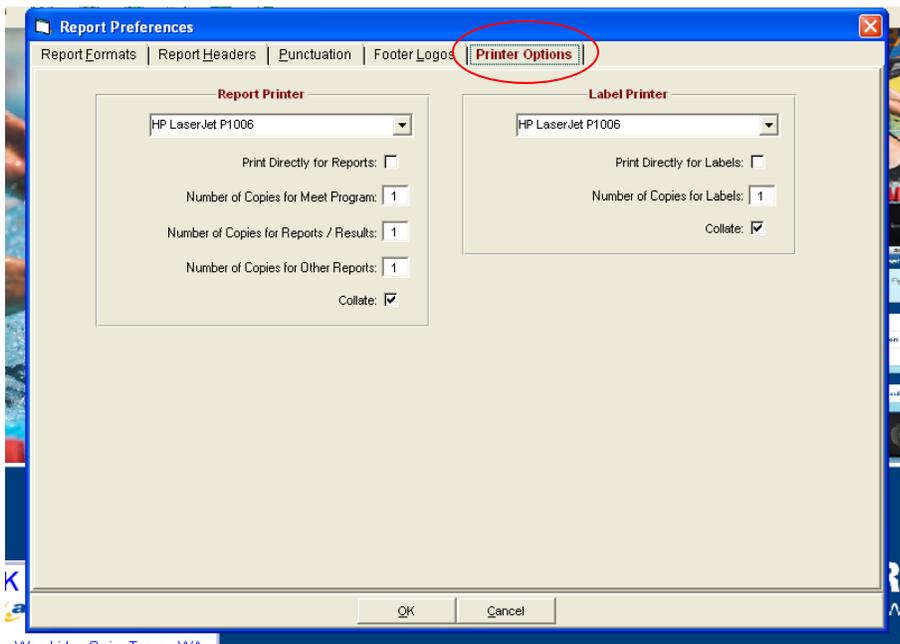


Setup | Seeding Preferences

Under the **Dual Meets** tab, be sure the home team is assigned lanes 1, 3, 5 and the away team is assigned lanes 2, 4, 6. Put a checkmark next to **Strict Assignment Fastest Heat Only** and **Use Lane Assignments Above**.

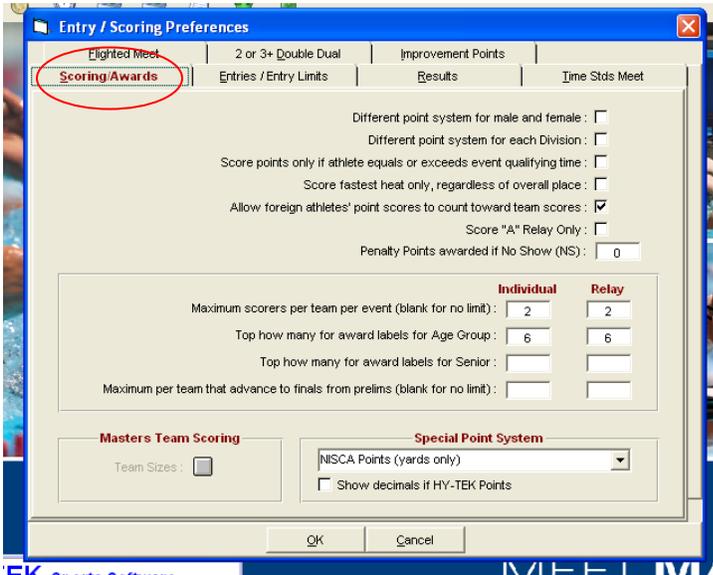


Setup | Report Preferences, Printer Options tab

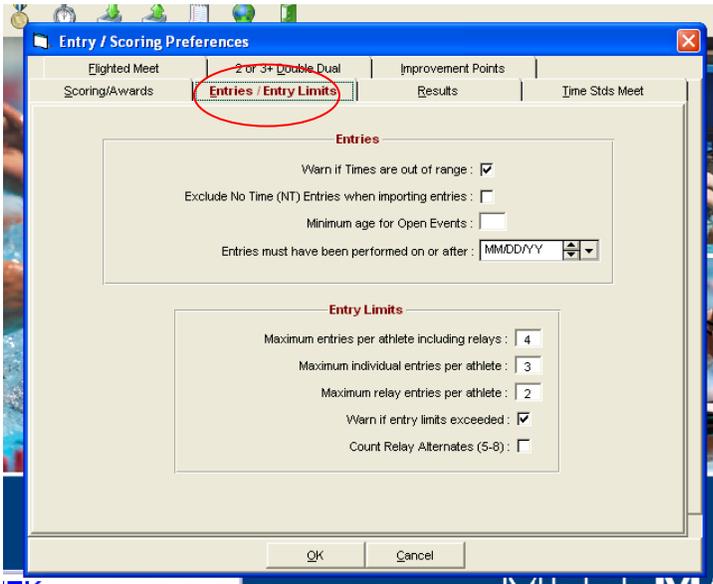


Setup | Entry/Scoring Preferences

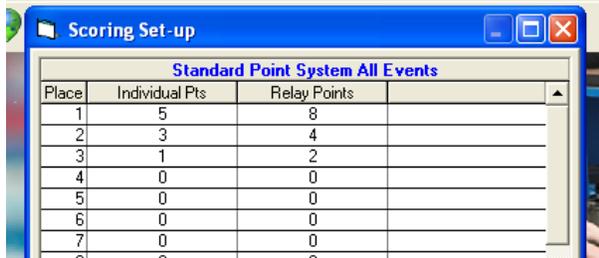
On the **Scoring/Awards** tab:



On the **Entries/Entry Limits** tab:



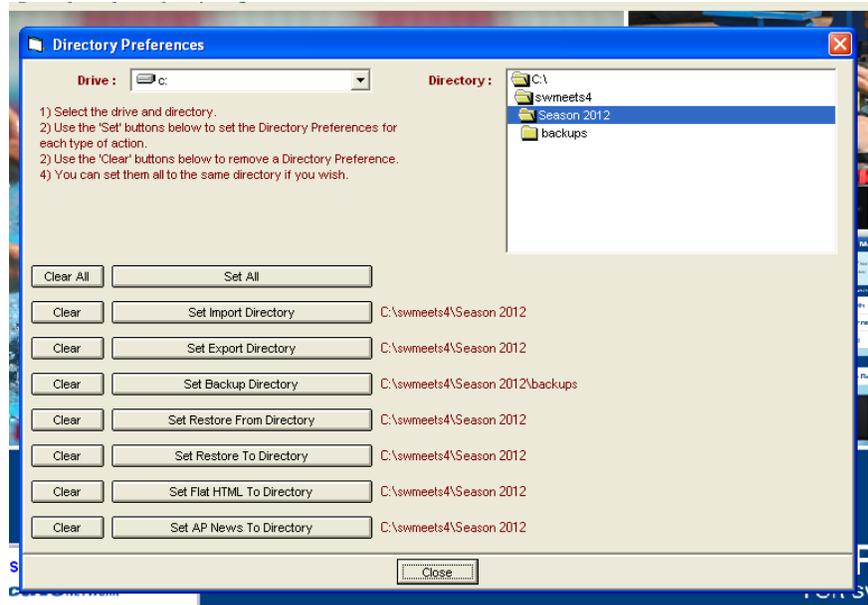
Set-up | Scoring Set-up | Standard



Place	Individual Pts	Relay Points
1	5	8
2	3	4
3	1	2
4	0	0
5	0	0
6	0	0
7	0	0

Set-up | Directory Preferences

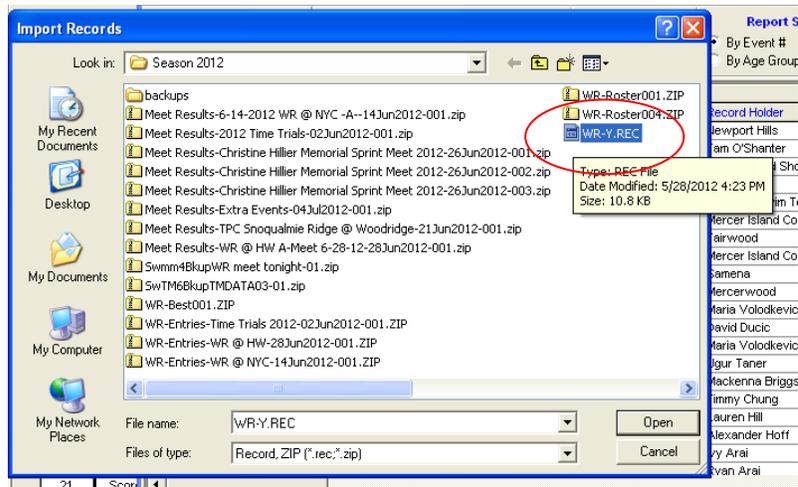
Use the folder (and backup folder) that you created for the current swim team season.



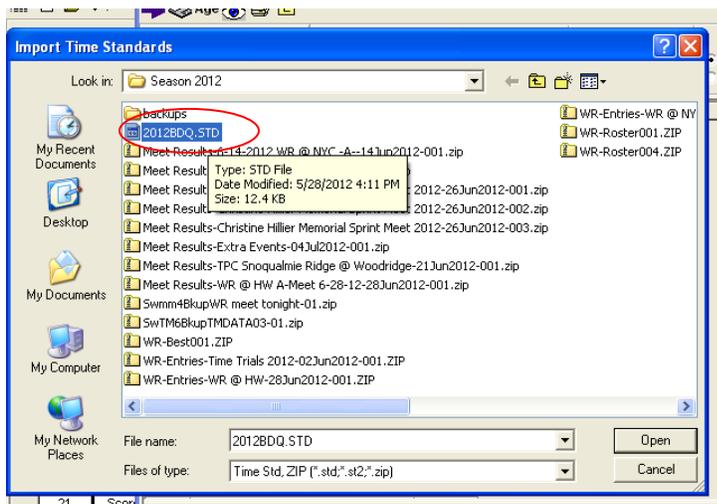
Records and Time Standards

The records and time standards you exported from TM need to be imported into MM. Both of these can be accomplished from the **Events** menu.

Go to **Events | Records**, then choose **Import**, and browse to the records file that you want to import.

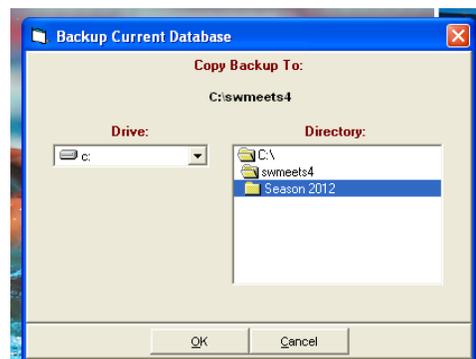


For Time Standards, go to **Events | Standards** and import the standards for the current season.



Backup the Database/Transfer to Other Computer

MM is now updated. If you have a second computer, you can easily update the other computer by making a backup copy of the entire MM database. To do this, go to **File | Backup**. Specify a location for the backup, either a USB drive or a directory on the computer. If you don't want to use a USB drive, you can email the file to yourself to retrieve on the other computer, or put it in Dropbox or another cloud file storage service to retrieve on the other computer.



Say OK to all the steps until the backup is complete. Be sure you have the file you just backed up available (on your USB or cloud server), then go to the other computer, and restore this version of the database by choosing **File | Restore**. (As mentioned in the *Update Team Manager* section, it is also a good idea to copy the records and BDQ files to the other computer in case you need to re-import them for any reason during the course of the season.)

Unless you are restoring onto a computer with a new installation of MM, and therefore no database open, you will want to choose the fourth **Restore Method** option (**Unzip, copy database to a selected folder, and open this new database**).



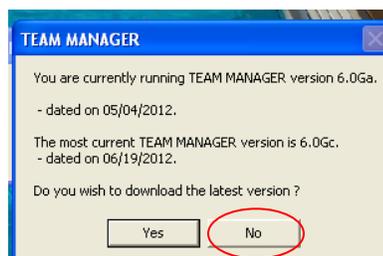
Steps to Take for All Meets

Use these procedures to set up the entries for a meet, regardless of whether the meet is home or away. These steps should be taken by the coach in charge of the computer.

Backup Data

Prior to setting up each new meet, it's a good idea to back up the TM data.

1. Open TM. Say **No** when asked to download updates. Choose **Cancel Download** on the next screen, if necessary, in order to proceed.
2. Go to the **File** menu, choose **Backup**, then choose a location. There is a folder on the computer, **c:\swmeets4\Season 2013\backups** that should be used for this. It is also a good idea to back it up onto a USB drive, Dropbox drive, or CD from time to time.



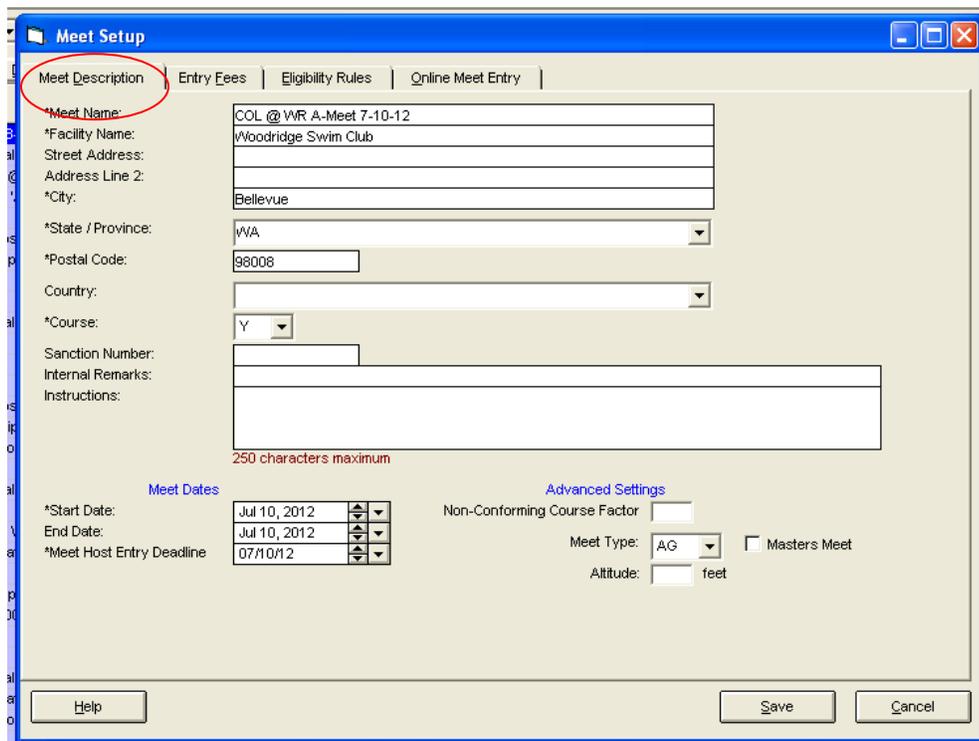
Set Up the Meet in Team Manager

Open TM and set up a meet.

Add Meet

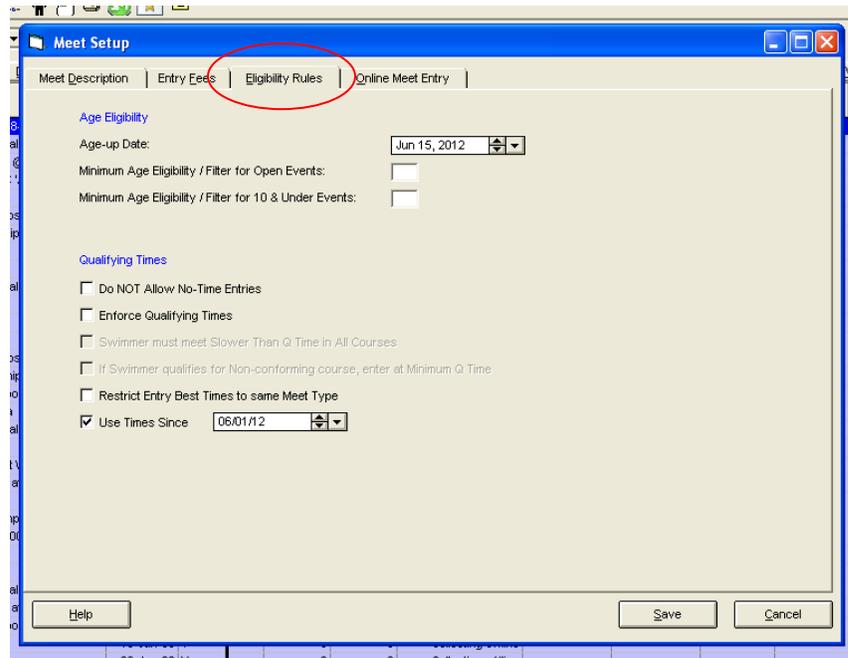
1. Go to the **Meets** menu.
2. Click on **Add** and fill in the following information on the Meet Description tab.

- a. For the **Meet Name**, use the Midlakes abbreviation schedule found online at www.midlakes-swimleague.org under **Meets | 20XX Scoreboard** (where XX is the current season). For example, **WR @ HW A-Meet 6-28-12; COL @ WR A-Meet 7-10-12**, etc.



- b. For **Location**, put the host club name (spell out name).

- c. Set **Course** to **Y** (yards).
 - d. Set the **Meet Type** to **AG** (age group).
 - e. **Start Date**, **End Date**, and **Meet Host Entry Deadline** should be the same date (date of the meet).
 - f. On the Eligibility Rules tab, be sure the **Age Up Date** is set to June 15 of the current season.
 - g. Click the box for **Use Times Since** and make the date June 1 of the current season (for Time Trials, use June 15 of the previous year).
 - h. Choose **Save** to go back to the main **Meets** window (where it lists all of the meets by date).
3. Be sure the new meet you added is highlighted (at the top of the list) and go to the **Events** menu, and choose **Copy Events**. Choose any past HOME dual meet² from the drop down list of meet dates.
- a. **All Events** and **Entry Events** should both be checked.
 - b. Click **OK**, then **Close**.
 - c. Close the **Events** window and return to the main **Meets** window.

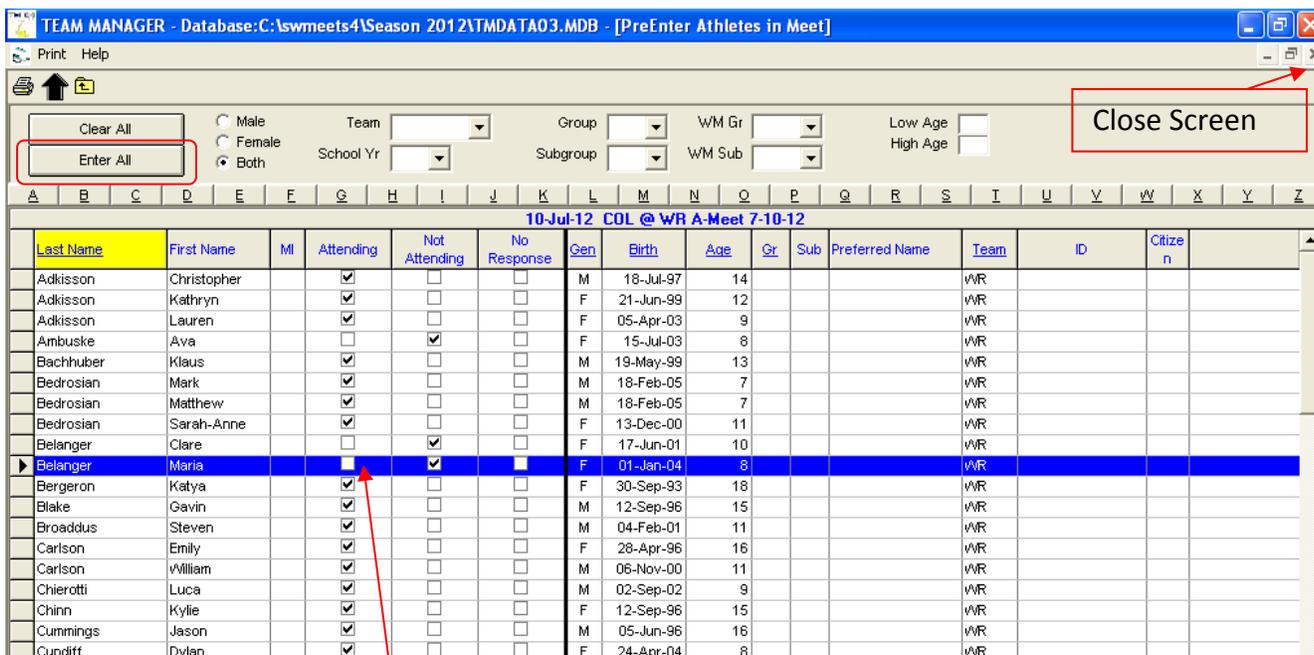


Entries

1. To make it so only the kids who are going to actually be at the meet are listed when you enter them into events, you can Pre-enter all the swimmers, then deselect those few who have signed out of the missing meet notebook:

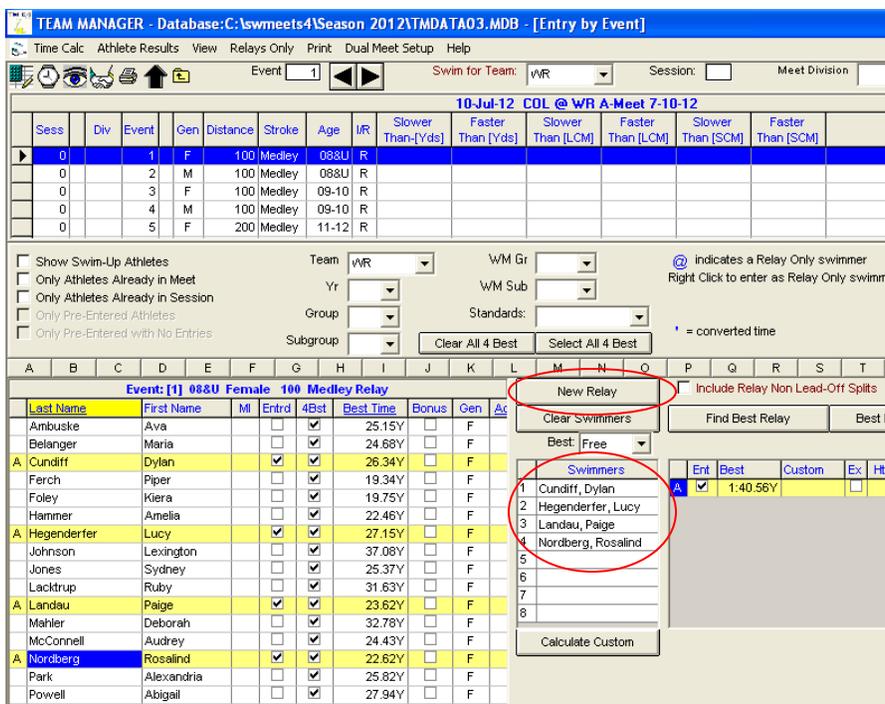
² If you are setting up Time Trials, Division Champs, or League Champs, choose the corresponding meet from the previous year to copy the events from.

- a. Go to the **Entries** menu and choose **Swimmer Entry Status**.



- b. Hit the **Enter All** button to enter everyone into the meet.
 - c. Click in the **Attending** box next to the name of each swimmer who will be missing the meet so that the checkmark goes away.
 - d. Close the screen using the little gray X in the upper right corner (labeled Close Screen above) to return to the main **Meets** window.
2. Be sure the new meet you added is highlighted (at the top of the list) and go to the **Entries** menu, and choose either **Entry by Name** (good for Time Trials or division championships) or **Entry by Event** (good for dual meets).
 - a. Select **WR** in both places (near the top, and closer to the middle) where it says **Swim for Team**.
 - b. Start with Event #1 (Girls' 8U Medley Relay).

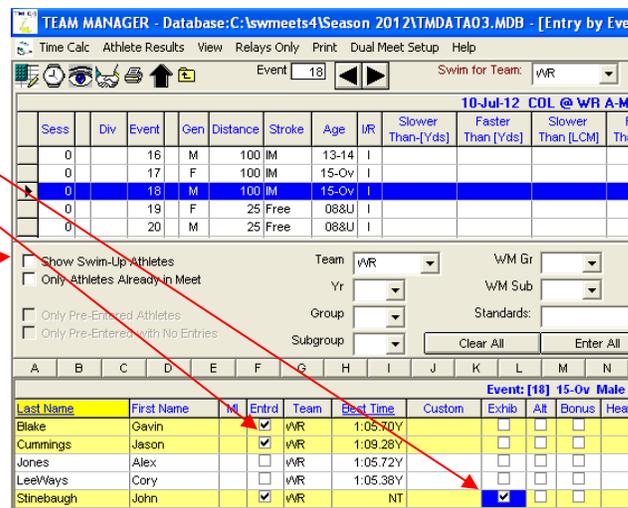
- c. For both the medley and free relays, you first need to click **New Relay**. Add the athletes from the left hand side of the screen *in the order they will swim the relay*. If you have more than one relay entered in a particular event, click **New Relay** again and add the swimmers.



- d. If you make a mistake in the order of swimmers, hit **Clear Swimmers**, and just start over adding a new relay.

- e. Click on the next event in the list to move on.

- f. For individual events, select the swimmers by checking the box titled **Entrd.** For exhibition swimmers, check the **Exhib** box.



- g. If you have swimmers that are swimming up in a particular event, click the **Show Swim Up Athletes** box. Unclick it once you have made your selections (makes it much easier to find the swimmers you want).

- h. Go through all events in the meet, entering the swimmers for each.

- i. **Close** the Entries window by clicking on the small gray X under the red X in the upper right corner. **Close** the Meets browser (list of all meets) using the same gray X to return to the opening screen of TM.

Export Entries and Rosters

1. Go to the **File** menu and choose **Export**.
2. Select **Meet Entries** from the list. Be sure the correct meet is shown, and that the **Export Relays** box is checked. Choose **OK**.
3. Export the file, and save to the **c:\swmeets4\Season 2013** directory.
4. Go back to the **File** menu and choose **Export** a second time.
5. Select **Athletes/Teams** from the list. Set the team to **WR** and be sure **All** is selected. Save the roster file to the **c:\swmeets4\Season 2013** directory.
6. For away meets, send both the entries and roster files to the host team.

Away Meets

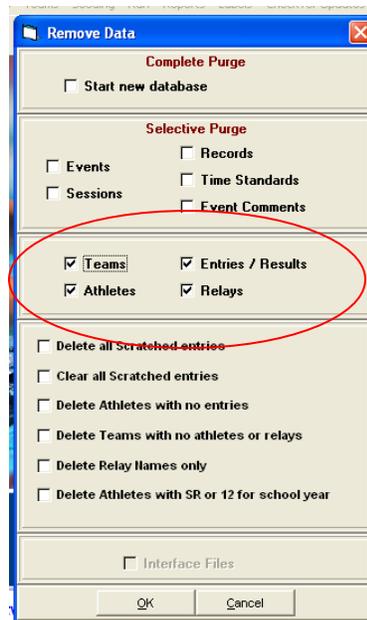
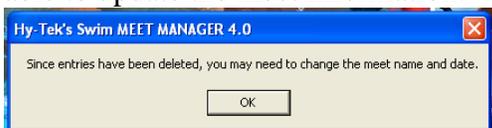
The host club coach should contact our coach but don't be afraid to contact them. The team coordinators from the two clubs will also be in contact. Remember we DO NOT seed the heats and lanes manually in TM.

Follow instructions in the *Steps to Take for All Meets* section.

After exporting entries and rosters, e-mail the entry and roster files to the host team (they will provide the e-mail address of their computer person). Ask our coach if he/she would like entry lists printed for our team. Sometimes the host club provides these to us after the meet has been seeded, but it's safest to print them out just in case.

Print Entry Lists

1. Open MM.
2. Do a **File, Backup** of the current meet data, if not prompted to do so upon entering the database.
3. Choose **File, Save As**, and give the meet a new name. Use the name exactly as it is in the Midlakes schedule found online at www.midlakeswimleague.org under **Meets | 20XX Scoreboard** (where XX is the current season). For example, **WR @ HW A-Meet 6-28-12; COL @ WR A-Meet 7-10-12**, etc.
4. Purge the data from the previous meet by going to **File, Purge, Remove Data Selectively**. Check **Teams, Athletes Entries/Results, Relays**. Leave all other boxes unchecked.
5. Provided you did a backup (Step 2), you can choose OK when asked **Are you sure you want to delete data for the current database?**
6. When you see this dialog box, hit OK and you will be able to update the meet information.



a. Make changes to the **Meet Name, Facility Name, City, State, Postal Code, Country** as needed.

b. **Start Date, End Date** should both be the date of the meet, as should the **Entry Deadline**. The **Age-Up Date** is June 15 of the current year.

c. **ID Format** = Other;
Class = Age Group;
Meet Type = Standard;
Meet Style = 2 Team Dual;
DQ Codes = Custom DQ Codes;
Course = Yards. (these options should not change from the meet you used to create this meet.)

The screenshot shows the 'Meet Set-up' window with the following details:

- Meet Name:** Extra Events
- Facility Name:** Woodridge
- City:** Bellevue
- State / Province:** WA
- Postal Code:** 98005
- Country:** USA
- Start Date:** 07/04/12
- End Date:** 07/04/12
- Entry Deadline:** 07/04/12
- Age-Up Date:** 06/15/12
- Meet Type:** Standard
- Meet Style:** 2 Team Dual
- Course:** Yards
- ID Format:** Other
- Class:** Age Group
- DQ Codes:** Custom DQ Codes
- Base Country:** USA

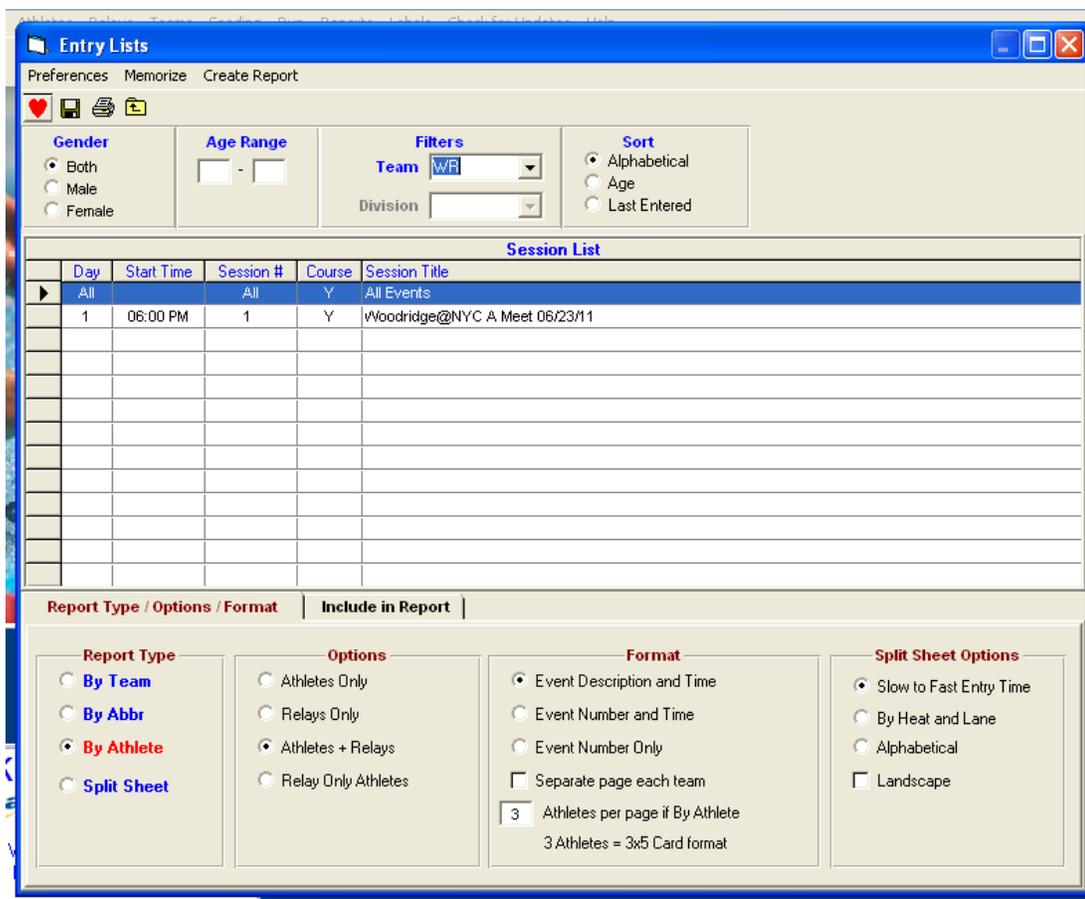
d. **OK** to return to the main MM screen.

7. Import the entries: **File, Import, Entries**. The entries are in the **c:\swmeets4\Season 2013** directory. Be sure you choose the entry file with the correct meet name and date.

8. Import the rosters: **File, Import, Rosters Only**. The roster is also in the **c:\swmeets4\Season 2013** directory. Be sure you choose the roster file with the correct meet name and date.

9. Print entry lists for swimmers.

a. Go to **Reports, Entry Lists** and select WR as the team, then select **By Athlete, Athletes + Relays**, and set it to print 3 athletes per page.



- b. Choose **Create Report**.
- c. When the **Entry Message** dialog box appears, enter a message along the lines of “*Please check the heat sheet posted at the pool for heat and lane assignments.*” The report that is created will NOT have heats and lanes.
- d. Print the report that is created. Cut the lists apart and give to the coaches to distribute to the swimmers.

Scratches

The coach will bring last minute scratches and other changes to the attention of the host coach/computer person as soon as possible. You can e-mail or call them with any changes that happen between the time you send the files and you show up at the meet.

Results

Get a copy of the **full MM backup**, either on a USB or arrange to have it sent to you via email.

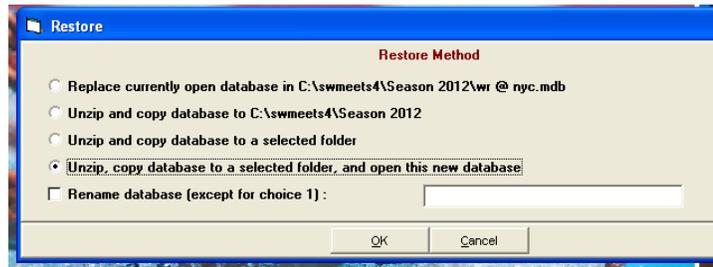
Post-Meet Tasks

Restore Meet Data

1. Go to MM and restore the meet data from the file given to you by the host club:

a. **File, Restore**

b. Choose the fourth option on the list (**Unzip, copy database to a selected folder, and open this new database**)



c. Browse to the USB drive (or folder on your computer) where

you saved the backup file and choose **Swmm4Bkupmeetnamemeetdate-01.zip**. Choose **Open** and follow the prompts, choosing all the default options. Say **Yes** when asked to overwrite the file.

Labels for Personal Best & Exhibition

1. Print Personal Best labels.

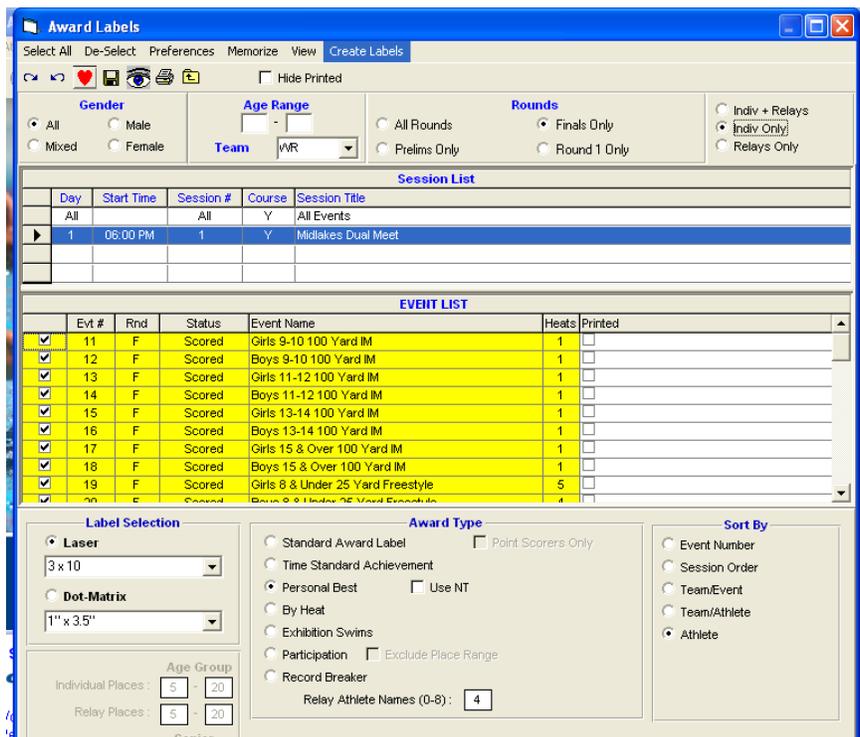
a. Go to the **Labels** menu and choose **Award Labels**.

b. Set **Team** to **WR**.

c. Set **Award Type** to **Personal Best**.
Select the option to **Sort by Athlete**.
Also choose **Indiv Only** at the top right corner of the screen.

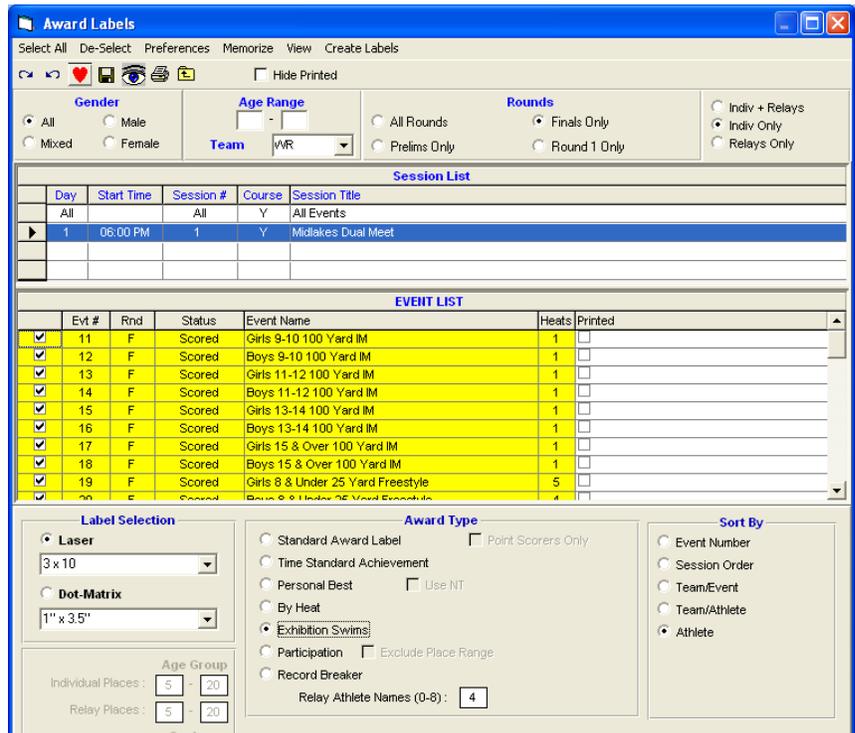
d. **Select All** (upper left corner of screen), then **Create Labels**.

e. Load label stock into printer and print.



2. Print Exhibition labels, if exhibition (aka participant) ribbons were not provided by the host team.

- a. Go to the **Labels** menu and choose **Award Labels**.
- b. Set **Team** to WR.
- c. Set **Award Type** to **Exhibition Swims**. Select the option to **Sort by Athlete**. Also choose **Indiv Only** at the top right corner of the screen.
- d. **Select All** (upper left corner of screen), then **Create Labels**.
- e. Load label stock into printer and print.



Import Results into Team Manager

1. Generate the results for TM by going to **File, Export**, and choose **Results for Team Manager or SWIMS**, selecting WR as the team, and saving it to the default directory. Send a copy of the results file to the assistant coach and instruct them to import it into their copy of TM. It is important that both computers have the meet results.
2. Go to TM and import the results.
 - a. **File, Import, Meet Results**.
 - b. Find the name of the meet, choose **Open, OK**.
 - c. Click on the .hy3 file that is unzipped and choose **Open**.

Home Meets

Be sure to check in with the visiting club coach sometime in the week prior to the meet (usually after the meet that week is over). The team coordinators from the two clubs will also be in contact.

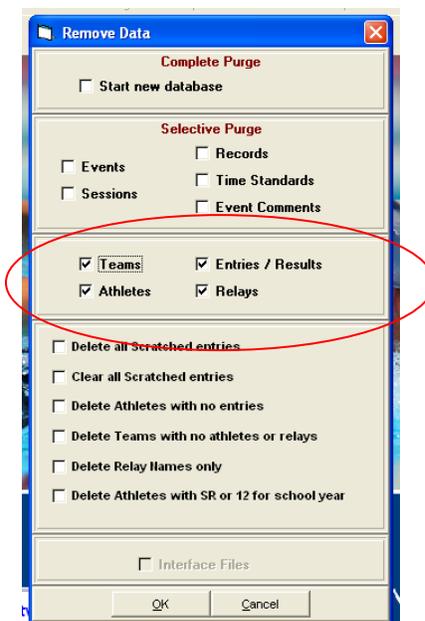
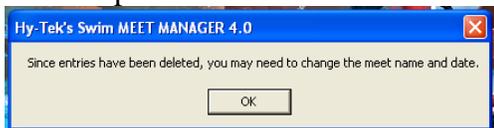
Set Up Meet

Follow instructions in the *Steps to Take for All Meets* section.

After exporting our entries and rosters, and receiving the visiting club's info (due by 1 p.m. on the day of the meet unless other arrangements are made), you can set up the meet in MM. (You can set it up as soon as our entries are ready, then add the visiting club's once the info arrives.)

Purge Old Data and Update Meet Info

1. Open MM.
2. Do a **File, Backup** of the current meet data. Save to **c:\swmeets4\Season 2013\backups**.
3. Choose **File, Save As**, and give the meet a new name. Use the name exactly as it is in the Midlakes schedule online at www.midlakesswimleague.org under **Meets | 20XX Scoreboard** (where XX is the current season). For example, **WR @ HW A-Meet 6-28-12; COL @ WR A-Meet 7-10-12**, etc.
4. Purge the data from the previous meet by going to **File, Purge, Remove Data Selectively**. Check **Teams, Athletes Entries/Results, Relays**. Leave all other boxes unchecked.
 - a. Provided you did a backup (Step 2), you can choose OK when asked **Are you sure you want to delete data for the current database?**
 - b. When you see this dialog box, hit OK and you will be able to update the meet information.



- c. Make changes to the **Meet Name, Facility Name, City, State, Postal Code, Country** as needed.
- d. **Start Date, End Date** should both be the date of the meet, as should the **Entry Deadline**. The **Age-Up Date** is June 15 of the current year.
- e. **ID Format** = Other;
Class = Age Group;
Meet Type = Standard;
Meet Style = 2 Team Dual;
DQ Codes = Custom DQ Codes;
Course = Yards. (these options should not change from the meet you used to create this meet.)
- f. OK to return to the main MM screen.

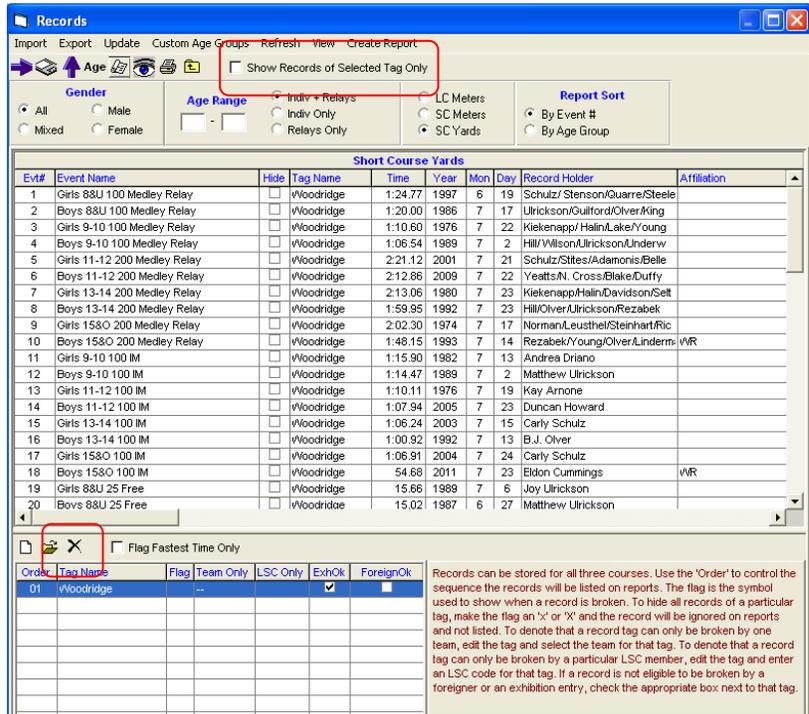
Import Entries, Rosters, Records, and Standards

1. Import the entries: **File, Import, Entries**. The entries should be in the **c:\swmeets4\Season 2013** directory. Be sure you choose the entry file with the correct meet name and date. Import the visiting entries in the same fashion, accessing their file that they e-mailed.
2. Import the rosters: **File, Import, Rosters Only**. The roster should be in the **c:\swmeets4\Season 2013** directory. Be sure you choose the roster file with the correct meet name and date. Import the visiting roster in the same fashion, accessing their file that they e-mailed.
3. On the **Setup | Seeding Preferences** menu, set the lanes for each teams for **Dual Meets**. The home team is assigned lanes 1, 3, 5 and the away team is assigned lanes 2, 4, 6. Put a checkmark next to **Strict Assignment Fastest Heat Only** and **Use Lane Assignments Above**.
4. Check through all the other Setup menus quickly to be sure nothing has changed. Refer to *Update Meet Manager* in the **Preseason** section for information on how these menus should be configured.

Abbr	Team	Lane	Team
HW	High Woodlands Dolphins	1	Woodridge Swim Club
WR	Woodridge Swim Club	2	High Woodlands Dolphins
		3	Woodridge Swim Club
		4	High Woodlands Dolphins
		5	Woodridge Swim Club
		6	High Woodlands Dolphins
		7	
		8	
		9	
		10	
		11	
		12	

5. To be safe, you should delete both the **records** and **standards** currently associated with this meet and import the newest version of these files.

a. Go to **Events | Records** and un-check the box for **Show Records of Selected Tag Only**. Then select the record set at the bottom left of the list that you want to get rid of, and choose the X to delete it.



b. Go to **File | Import** and import the current year's records (see *Records and Time Standards* in the **Preseason** section).

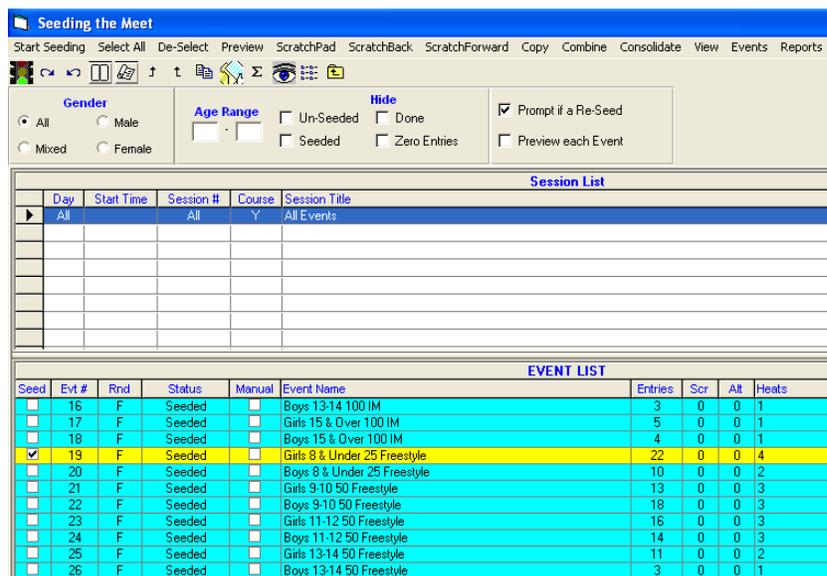
c. When finished, close the **Records** window and return to the **Events** area, then choose **Standards**.

Use the X to delete the time standard, then go to **File | Import** and import the standards for the current season (see *Records and Time Standards* in the **Preseason** section).

Seeding

6. Seed the meet: Go to the **Seeding** menu and **Select All** events, click **Start Seeding**. Once the seeding is finished, check the seeding on the exhibition events.

a. From the **Seeding** menu, choose an event that has more than one heat, and choose **Preview**. Be sure the scoring swimmers (those without an X next to their time) are all in the final heat, in the correct lanes for each team—odd for home, even for visitors).



- b. For exhibition heats, it is fine (and preferable, actually) to have the swimmers from the two teams mixed together in the different heats. The fastest exhibition swimmers should be grouped together, with the fastest swimmers in each heat in lanes 3 and 4, the next fastest in 2 and 5, and the slowest in 1 and 6.

- c. Adjust seeding by moving swimmers around by dragging to a new lane so all Exhibition swimmers (marked with X) are in the earliest heats. Sometimes seed times will put the faster exhibition swimmer in the scoring heat. In this example, Rosalind should be in the scoring heat and Maria should be in the exhibition heat. Drag Maria's name and release it when it is over Rosalind's name, and the two swimmers will change lanes.

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	Johnson, Lexington	8	WR	X37.08
3	1	3	Park, Alexandria	8	WR	X31.81
4	1	4	Mahler, Deborah	7	WR	X32.53
5	1	5	Taylor, Anna	6	WR	X40.72
6	1	6				
7	2	1	Rubin, Ruby	8	WR	X28.18
8	2	2	Smith, Cate	8	COL	X30.69
9	2	3	Ambuske, Ava	8	WR	X27.56
10	2	4	Chatterjee, Mira	7	COL	X27.38
11	2	5	Powell, Abigail	7	WR	X27.94
12	2	6	Lacktrup, Ruby	8	WR	X31.63
13	3	1	Nordberg, Rosalind	7	WR	26.49
14	3	2	Bassler, Amelia	8	COL	X24.37
15	3	3	Prokopchuk, Grace	7	WR	X25.59
16	3	4	Acar, Lidya	8	COL	X23.78
17	3	5	Cundiff, Dylan	8	WR	X26.34
18	3	6	Jones, Kyla	7	COL	X27.15
19	4	1	Belanger, Maria	8	WR	X24.68
20	4	2	Schneider, Ella	7	COL	19.66
21	4	3	Foley, Kiera	7	WR	19.75
22	4	4	Piel, Josephine	8	COL	17.32
23	4	5	Ferch, Piper	8	WR	19.84
24	4	6	Herri, Jasmine	8	COL	21.84

- d. You may have to move swimmers around by hand, or add additional swimmers. Remember, especially in the scoring (last) heat, home is in odd lanes, away is in even lanes. Fastest swimmers get the middle lanes, and work their way out to the outer lanes. To add swimmers, select the **Show Eligible Athletes** button, and a list of athletes will appear at the bottom of the screen. Athletes shaded in yellow are already in the event; athletes that are not shaded are not entered and can be added.

- e. If you scratch enough swimmers, you can also move swimmers around to condense the heats, and then **Delete Empty Heats**.

Heat/Lane	Name	Age	ABBR	Team	
1	3/4	Acar, Lidya	8	COL	Columbia Athletic Club
2	2/3	Ambuske, Ava	8	WR	Woodridge Swim Club
3		Arroyo, Abby	6	COL	Columbia Athletic Club
4		Basher, Hira	8	COL	Columbia Athletic Club
5	3/2	Bassler, Amelia	8	COL	Columbia Athletic Club
6	3/1	Belanger, Maria	8	WR	Woodridge Swim Club
7	2/4	Chatterjee, Mira	7	COL	Columbia Athletic Club
8	3/5	Cundiff, Dylan	8	WR	Woodridge Swim Club
9	4/5	Ferch, Piper	8	WR	Woodridge Swim Club
10	4/3	Foley, Kiera	7	WR	Woodridge Swim Club
11		Hammer, Amelia	8	WR	Woodridge Swim Club
12		He, Melody	8	COL	Columbia Athletic Club

7. Print out a draft of the meet program and proofread it for errors.

a. From the main MM menu, choose **Reports, Meet Program.**

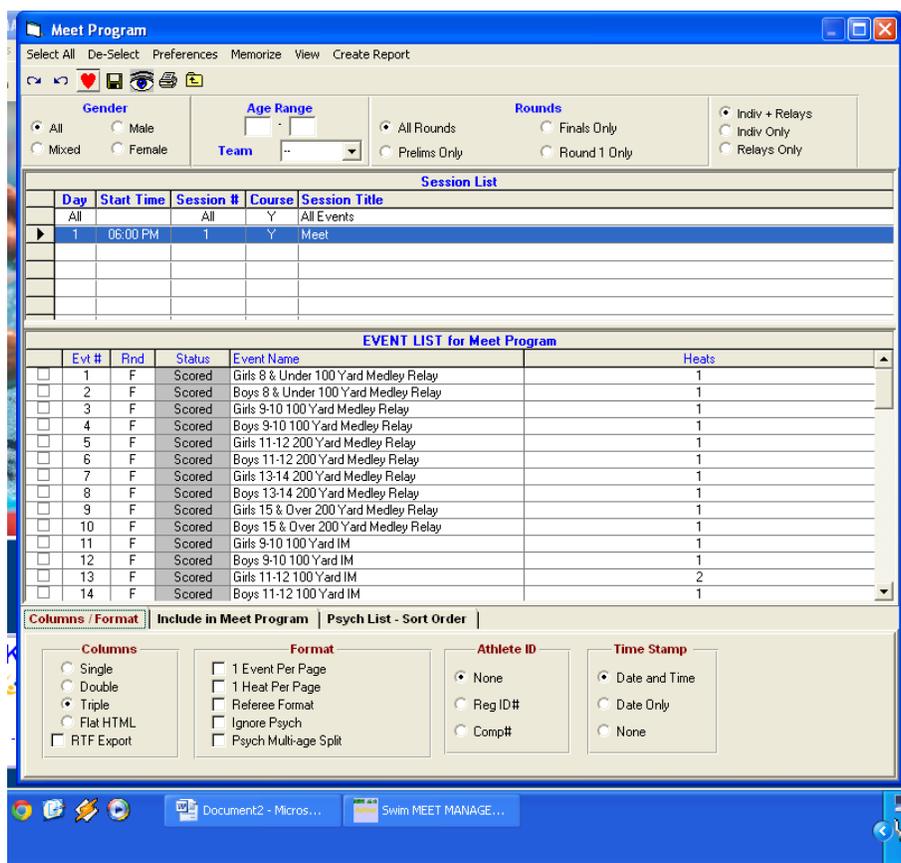
b. Team should be set to -- so that both teams show up in the program. The button for **Indiv + Relays** should also be checked (this is default).

c. Under the Columns/Format tab, set to Triple columns, then choose **Select All and Create Report.**

d. Print the report.

e. Look for anomalies, like not all scoring swimmers in the final heat, not all exhibition swimmers marked with an X (you will have to ask the coaches to clarify who they want as their scoring swimmers and who should be marked as exhibition).

f. Also look for events that could be combined together (i.e., events of the same age group that each have three or fewer entries, such as the older kids' relays, etc.) Make note of these events on your meet program so you can go back and adjust the lane assignments. Mark down the lanes that each entry will be moved into. Keep the age groups together, and try to be fair when assigning which swimmers/relays have the outside lanes of the pool. Do not combine events of different age groups together.



#7 Girls 13-14 200 Yard Medley Relay				#7 Girls 13-14 200 Yard Medley Relay			
Woodridge: 2:13.06 1980 Kiekenapp/Halin/David				Woodridge: 2:13.06 1980 Kiekenapp/Halin/David			
Lane	Team	Relay	Seed Time	Lane	Team	Relay	Seed Time
Heat 1 of 1 Finals				Heat 1 of 1 Finals			
3	WR	A	2:21.70	3	WR	A	2:21.70
	Langton, Haylee 13		Keller, Caroline 13		Langton, Haylee 13		Keller, Caroline 13
	Grimm, Annabelle 13		Leff, Lexi 13		Grimm, Annabelle 13		Leff, Lexi 13
4	COL	A	2:32.66	4	COL	A	2:32.66
	Hong, Michelle 13		Parikh, Ishira 13		Hong, Michelle 13		Parikh, Ishira 13
	He, Jessica 14		Pao, Victoria 13		He, Jessica 14		Pao, Victoria 13
5	WR	B	NT	5	WR	B	NT
	Laughlin, Madison 14		Sajer, Anna 13		Laughlin, Madison 14		Sajer, Anna 13
	Helm, Abigail 13		Pike, Lacey 14		Helm, Abigail 13		Pike, Lacey 14
#8 Boys 13-14 200 Yard Medley Relay				#8 Boys 13-14 200 Yard Medley Relay			
Woodridge: 1:59.95 1992 Hill/Olver/Ulrickson/Re				Woodridge: 1:59.95 1992 Hill/Olver/Ulrickson/Re			
Lane	Team	Relay	Seed Time	Lane	Team	Relay	Seed Time
Heat 1 of 1 Finals				Heat 1 of 1 Finals			
3	WR	A	2:12.68	2	WR	A	2:12.68
	Yeatts, Grant 14		Guinasso, Matthew 14		Yeatts, Grant 14		Guinasso, Matthew 14
	Bachhuber, Klaus 13		Huff, Josh 13		Bachhuber, Klaus 13		Huff, Josh 13
#9 Girls 15 & Over 200 Yard Medley Relay				#9 Girls 15 & Over 200 Yard Medley Relay			

Before: Events 7 and 8 are both small enough that they could be combined

After: Seeding has been manually adjusted so that events 7 and 8 can be run together, with the boys in Lane 2 and the girls in lanes 3, 4, and 5.

- Go back to the **Seeding** menu. Select the first event that needs adjusting and choose **Preview**. Make changes as needed. If combining events, move the entries to the lanes as you marked on your draft heat sheet. Repeat for each event as necessary.

Entry Lists

- Print entry lists for swimmers.
 - Go to **Reports, Entry Lists** choose **WR** as the team, and select **By Athlete, Athletes + Relays**, and set it to print 3 athletes per page.
 - Choose **Create Report**, enter an optional message (like “GO WARRIORS” or “CONGRATS TO OUR GRADUATING SENIORS” to appear on each list, and then print the report. You can also create these lists for the visiting team.
 - Cut the lists apart and give to coaches to distribute to team members.

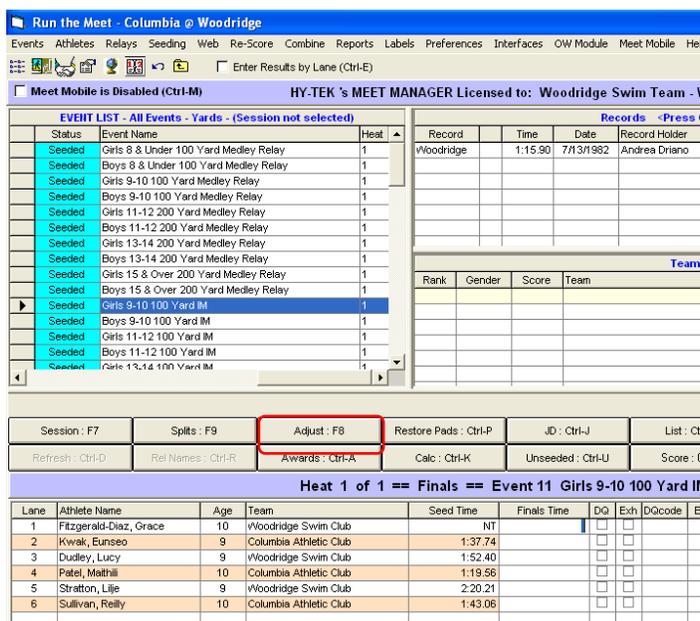
Day of the Meet

Change the meet style back to **Standard** from **2-Team Dual** by going to **Setup | Meet Set-up**, and change the Meet Style to be **Standard**. This will allow the scores to calculate correctly.

Adjustments

It is inevitable that no matter how hard we try to avoid last-minute changes, there will be a fair number of them on meet day.

1. Go to the **Run** menu and click on the event to be changed so that the swimmers show up in the bottom portion of the screen.
2. For individual events, click on the **Adjust** button between the list of events and the list of swimmers.
 - a. Be sure **Teams** is blank so it includes both teams. Choose **Show Eligible Athletes** or **Eligible Athletes + Swimups**, as the case may be.
 - b. To add a swimmer, drag the athlete you want to include from the list at the bottom to any open lane in the lineup. Athletes highlighted in yellow are already entered.
 - c. To remove a swimmer, double-click the athlete from the list at the top portion (where the lanes are) to remove the swimmer from the lane.
 - d. Do not re-seed; adjust lanes and heats manually as needed.
3. For relay events, instead of **Adjust**, click on **Rel Names** between the list of events and the list of swimmers.
 - a. Select the **Relay Team** to adjust in the lower right quadrant of the dialog box, then rearrange the swimmers in the **Relay Order**. Drag a swimmer to a new position, or double-click a swimmer to scratch them from the relay. Drag the replacement swimmer from the list of **Eligible Athletes** on the left (you can only choose someone who is in white, not in yellow) into the spot they should occupy in the relay, repeat as necessary, then close the Relay Names dialog box.



You can do this at any time before the meet starts, while running the meet, or after the meet is over.

Print Meet Programs and Timers Sheets

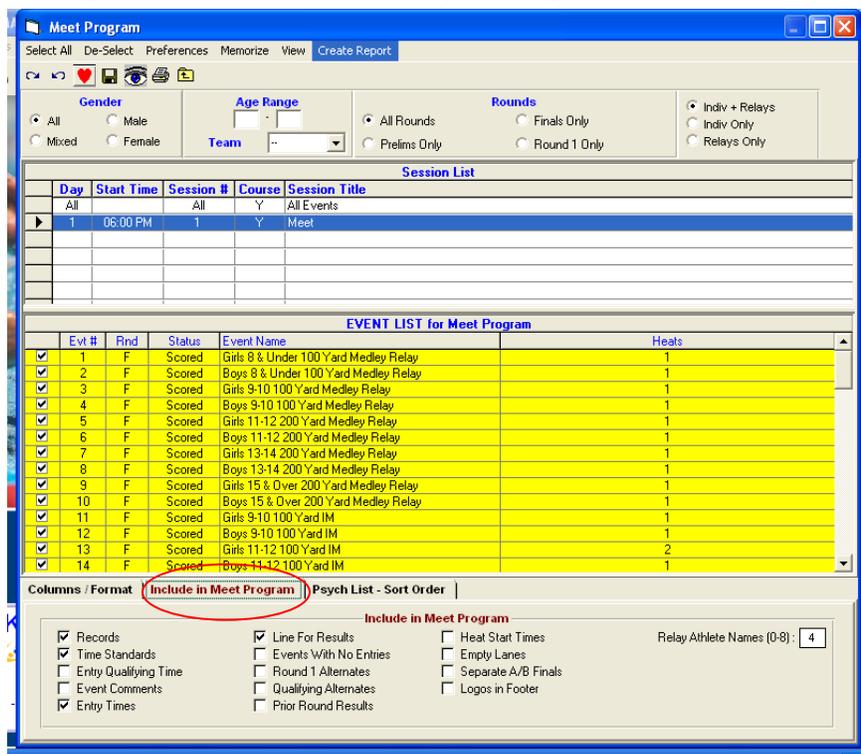
Once the meet is seeded and final adjustments have been made, you can print **Meet Programs** and **Timer Sheets**.

1. Go to **Reports, Meet Program**,

a. Set **Teams** to **all**.
(this is the default)

b. On the **Columns/Format** tab near the bottom of the screen, choose **Triple Columns**.

c. On the **Include in Meet Program** tab, choose **Records, Time Standards, Entry Times, Line for Results, and Relay Athlete Names (4)**.



d. **Select All** from the top of the screen and choose **Create Report**.

e. Print 20 copies of the meet program. The copies are for:

1 for starter

1 for announcer

2 for stroke & turn officials

4 for Woodridge deck parents

2 for Woodridge coaches

3 for visiting coaches (can print more if needed)

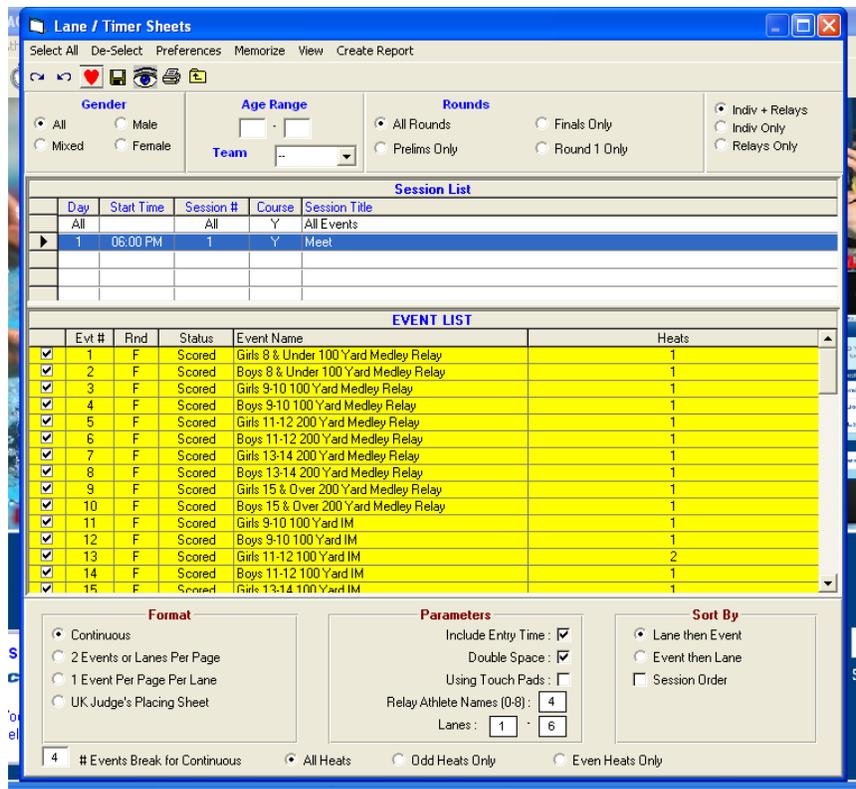
3 for posting on deck

4 for visiting deck parents, or others who may have a need.

Staple (with the exception of the 3 copies that go on the deck) and label them as they come off the printer so you can keep track of who gets what.

2. Go to **Reports, Lane/Timer Sheets**, and print the lane sheets.

- a. Set it to print **Continuous with 4 events break for continuous, Include Entry Time, Double-Space**, and **Relay Athletes** should be 4.
- b. Set **Lanes** to be 1 through 6.
- c. Also choose **Lane then Event** under **Sort By**.



- d. Choose **Select All** from the top of the window, then **Create Report**. **Print** the pages and hand off to a volunteer for assembling on the clipboards.

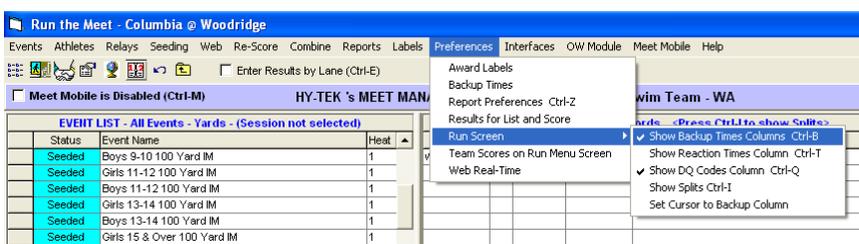
Run the Meet and Enter Times

Backup the database every stroke change or so, just to be safe!

Go to the **Run** menu from the main MM screen. This is where you enter the times.

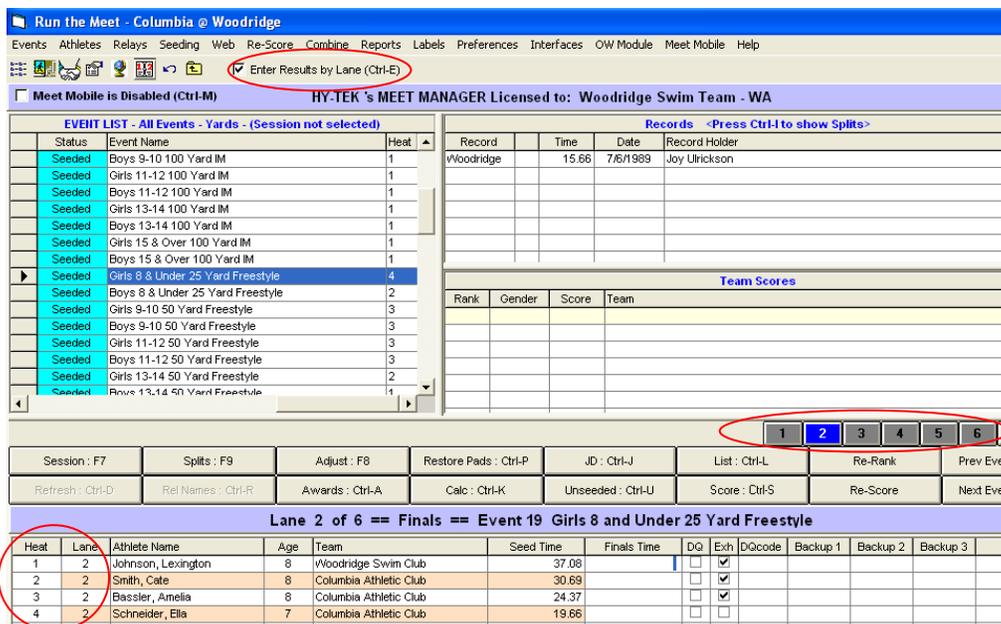
Be sure to check that **Preferences, Run Screen** shows a check mark for **Show Backup Times Columns**.

This will give you columns for the backup times to be entered as needed. If there are three times on the timers' sheet, use the middle time (this should be circled by the timers). If there are only two times (in the event of a stopwatch malfunction), you will need to enter both times in the backup columns.



1. To enter times, go to the first event in the list, and enter the times in the Backup 1, 2 and 3 columns. Use the **Calc** button (Ctrl+K) to have the computer average the two times. The event status in the list changes to **DONE** only when this step has been taken.

2. If there is more than one heat in an event, select the **Enter Results by Lane** checkbox at the top of the screen. This allows you to enter the times as they appear on the timers' sheets, allowing you to move more quickly through the timers' sheets.



Be sure to turn this check box off when you move on to an event that has only one heat!

3. Enter the times as read to you by the reader. The person reading the times should put a small check mark next to each time once it has been read to you. Some data entry people prefer numbers to be read individually, without punctuation. For example, the time for Lexington Johnson in the screenshot above would be read as *“three seven zero eight,”* not *“thirty-seven oh eight.”*
4. If a swimmer is disqualified, mark the DQ box. Once you have done this, move to the **DQ Code** field, and an arrow will appear. Click on the arrow to see a list of DQ codes and pick the one that is appropriate, if any info given on the timer's sheet.
5. If a swimmer did not swim, type **NS** in the time box so they still show up on the results. This can help the coaches identify if a mistake was made (i.e., the swimmer actually did swim the event, but the time was recorded on the wrong sheet).
6. If a swimmer swam that was not entered, you can use the **Adjust** procedures listed above to add him/her and then record the time.
7. Once each time has been entered and all no-shows have been listed as **NS** and any backup times calculated, the status of the event in the event list will change from “Seeded” to “Done.”
8. Move to the next event by either using the **Next Event** button located on the right just above the list of names, or by clicking the next event in the list at the top left of the Run screen, and repeat steps 1 through 7 above for each event in the meet.

You can **Score** the meet as you go along. You can hit **Ctrl+S** or the **Score** button for each event, or just hit the **Re-Score** menu option at the top of the screen every now and again. Give score information only to coaches or team coordinators during the course of the meet.

Print Award Labels

Print award labels during the course of the meet. After several events (maybe once the freestyle events are through), you will probably have enough labels to get started and fill several complete pages of labels.

1. From the **Run** screen where you are entering the times, choose the **Labels** menu, then choose **Award Labels**. We now print them by team to make sorting ribbons easier.

- a. Set **Team** to **WR**.

- b. Select **Indiv + Relays**.

- c. Label Selection should be at the default 3x10.

- d. Under **Age Group**, Individual Places and Relay Places should both be set to 1 – 6.

- e. **Award Type** should be **Standard Award Label**.

- f. Sort by should be **Event Number**.

- g. Choose **Select All** from the top of the screen, then choose **Create Labels**.

- h. Use the arrow keys to scroll through the pages and see which page is the last page that is completely filled.

- i. Remove the paper from the printer and load label stock in the printer.

- j. Print **only** those pages that are completely filled.

- k. Repeat steps a–j for the visiting team, making sure to change the **Team** field to their abbreviation (choose it from the list).

- l. Make a note on a piece of scrap paper as to how many pages you printed for each team so you can pick up where you left off next time you print.

- m. Give the labels to the ribbons workers.

- n. Repeat steps a–j later on in the meet for both teams after another group of events, starting with the next complete page (that has not already been printed).

Continue entering times, scoring, and printing labels until all events are entered. Be sure to backup the database on occasion (maybe just before you print a group of labels).

At the End of the Meet

Before leaving the pool, there are a few more duties you need to attend to.

Exhibition and Personal Best Labels

Once all the entries are in, you can print Exhibition and Personal Best labels so that the ribbons workers can keep working while you are doing your other duties. (See *After the Away Meet* earlier in this document for screenshots of these instructions.)

1. To print exhibition labels:
 - a. From either the **Run** portion of the program or at the main MM screen, choose **Labels**, then choose **Award Labels**.
 - b. Set **Teams** to **WR**.
 - c. Set **Award Type** to be **Exhibition Swims**.
 - d. **Select All** events from the top menu, then choose **Create Labels**.
 - e. Load the printer with label stock and **Print**.
 - f. Repeat steps a–e for the visiting team, making sure to set the **Teams** designation to their team (choose from the list).
2. To print Personal Best labels (for Woodridge only):
 - a. Go to the **Labels** menu and choose **Award Labels**.
 - b. Set **Team** to **WR**.
 - c. Set **Award Type** to **Personal Best**. Select the option to **Sort by Athlete**. Also choose **Individual Only** at the top right corner of the screen.
 - d. **Select All** (upper left corner of screen), then **Create Report**.
 - e. Load label stock into printer and print.

Reports and Results

From either the **Run** screen or the main MM screen, go to the **Reports** menu and choose **Results**.

1. Under the **Columns Format** tab, choose **Triple Columns** as the report type.

2. Under the **Include in Results Tab** select: **Records, Time Standards, Entry Times, DQ Codes, and Athlete/Relay Points.**

3. Under **Include Team Scores**, choose **Combined, Male, and Female.**

4. **Select All**, then **Create Report**.

5. Print 5 copies of the report, one for the visiting coach, two for our coaches, one for the computer coordinator, and one for the results binder.

Generate the reports that the visiting team needs to take home with them.

1. If in **Run** mode, exit back to the main MM screen.

2. Choose **File, Backup**, and save the backup to their USB drive, or save it to the default directory and then email to the visiting club.

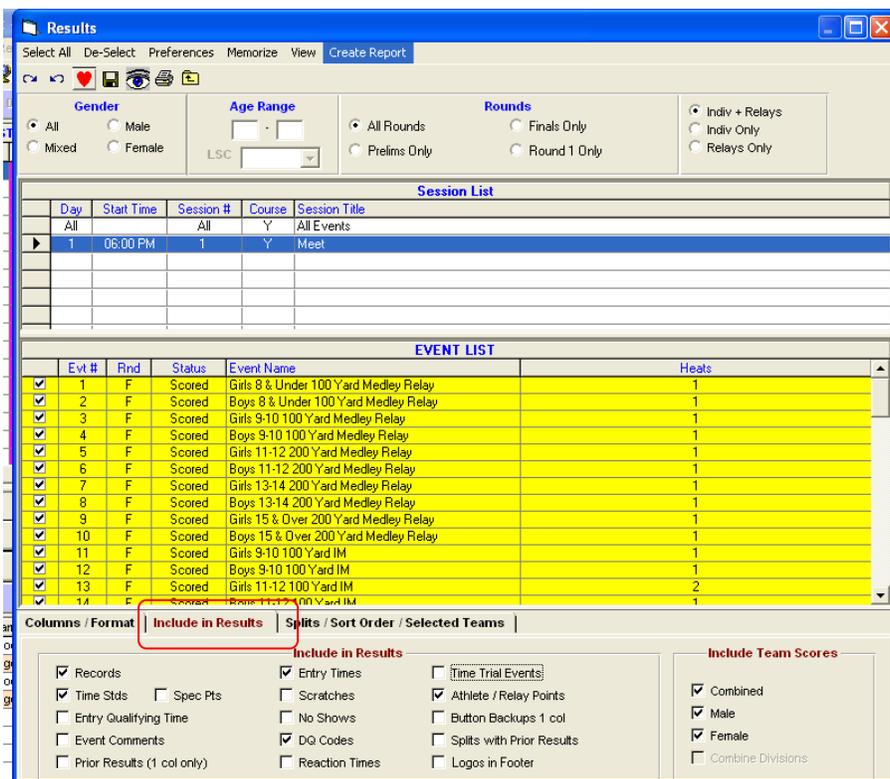
3. If the visiting club requests their results for TM, choose **File, Export**, and choose **Results for Team Manager or SWIMS**, select their team, and save onto their USB drive or email it to their coach.

Generate the reports for the computer coordinator and to send to Midlakes.

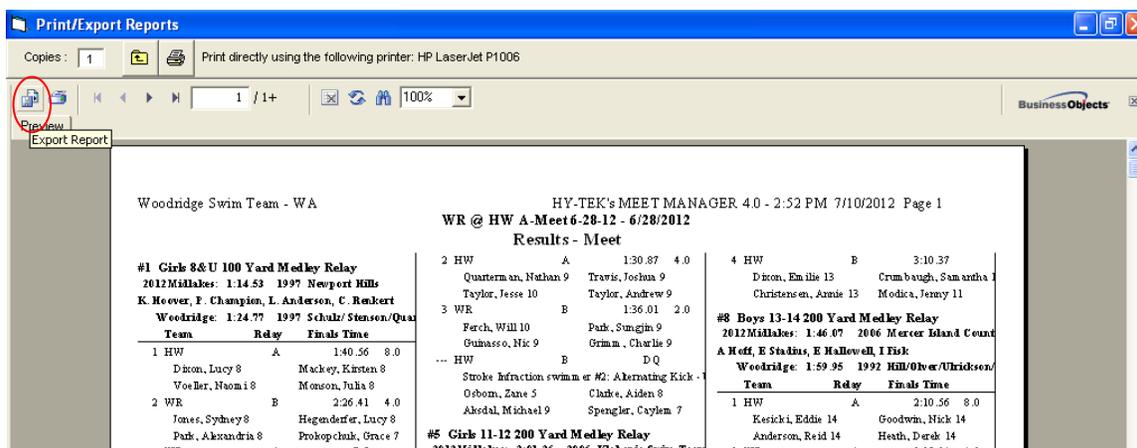
From either the **Run** screen or the main MM screen, go to the **Reports** menu and choose **Results**.

1. Under the **Columns Format** tab, choose **Triple Columns** as the report type.

2. Under the **Include in Results Tab** select: **Records, Time Standards, Entry Times, DQ Codes, and Athlete/Relay Points.**



3. Under **Include Team Scores**, choose **Combined, Male, and Female**.
4. **Select All**, then **Create Report**.
5. Save to PDF by selecting the **Export Report** button in the upper left corner.



6. Choose **Adobe Acrobat PDF** (default option).
7. Choose **OK**, then choose **Page Range All**, then **OK** again.
8. Give it the name required by the Midlakes website, and email to our swim team coordinator for posting on our website and to results@midlakesswimleague.org for posting on the league scoreboard. The results should be submitted within 24 hours of the meet.

Export Results to Team Manager

1. Export the results back into TM.
 - a. From MM, choose **File, Export**, and choose **Results for Team Manager or SWIMS**, choose WR as the team, and save in the **c:\swmeets4\Season 2013** folder.
 - b. Go into TM.
 - c. Choose **File, Import, Meet Results**.
 - d. Find the name of the meet, click on **Open**, then choose **OK** when prompted.
 - e. Click on the *.hy3 file that is generated and choose **Open**. Follow the prompts on the dialog box.
 - f. Be sure the results are also imported on the other computer.

Save Timers' Sheets and Document Records

1. Save the timers' sheets for the duration of the season.
2. If any Woodridge records are set during the meet, give the timers' sheet and a copy of the page of the results showing the new record to the team coordinator. Be sure to update the record in both MM and TM.
 - a. In MM, go to **Events** and choose **Records**, then choose **Update**.
 - b. In TM's main screen, go to the **Records** menu and choose **Add/Edit Records**.
 - c. Change **Available Records** to be **WR-Y**.
 - d. Modify the individual records as needed.
 - e. Export the records from TM and import them into MM so the records are correct for the next meet.

League Championships

BDQ Report

Midlakes requires a report of all swimmers who have made a BDQ time; this is usually due by 7 p.m. on the first Friday in July to a person designated on the Midlakes website. This is an *export*, so that the League Championships director can merge all teams' data together to generate one big list of everyone in the league who has made a BDQ in each event. This is very useful for deciding which events our swimmers will choose to swim at League Champs.

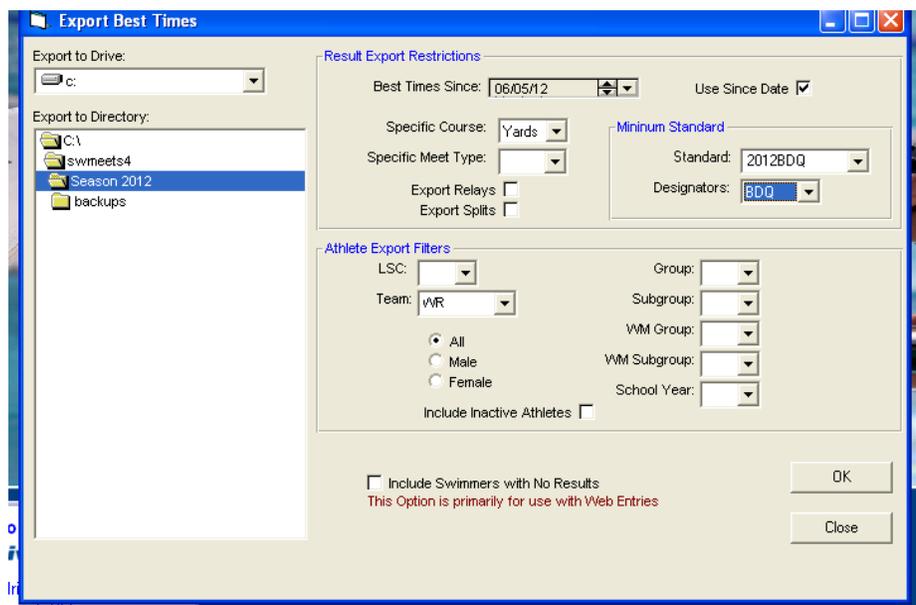
To generate this file, go to **File | Export | Best Times**. Export to a file on your hard drive (the Season 20XX folder for the current season is a good place).

Best Times Since

should be a date AFTER our Time Trials were held, but before the date of the first swim meet. Check the box for **Use Since Date**.

Specific Course should be Yards.

Under Minimum Standard, the Standard should be the BDQ for the current year, and the Designator should be **BDQ**. Uncheck the box for **Include swimmer with no results**, and then choose OK.



The resulting file will be named WR-best001.zip and should be emailed to the designated Midlakes person.

Entries

Entries for League Championships are due the Friday before Division Champs. They are usually submitted in person using a USB drive. Be sure to check the Midlakes website for the current year's instructions.

League Champs is different in that there are additional events that are not swum during the regular season. When setting up your entries in TM, copy the list of events from last year's League Championships, which should be in your list of meets in TM (see *Set Up the Meet in Team Manager* in the *Steps to Take for All Meets* section of this document). This will ensure that all of the additional events are available for those swimmers who wish to enter them, and that your event numbers are correct.

Be sure the coach only uses times from this season. Time Trials times are not accepted for League Champs entries. Times from last year are also not accepted. On the report that is generated and submitted with our entries, we are required to provide proof of time (this is an option on the report in TM; see the instructions on the Midlakes website for more details).

Tasks for After League Champs

Get the full MM backup from Midlakes (this is sometimes mailed to the head coach; be sure they are alerted to it, so they know to send it on to you). Restore it to MM. Print Personal Best labels. Give to swim team coordinator.

Export results and import into TM. Again, be sure that these results are imported into TM on both computers.

Generate the Top Times report (like for Division Champs) but only print out those pages for League Champs swimmers (you can tell this by seeing who has results from that meet listed on their report).