**MHSL Electronic Timing System Training**

1. After you have imported both team’s entries, in Meet Manager do the following:

Set-up – Timing Console Interface – Colorado Time System Dolphin – OK

Seeding – Select All – Start Seeding – OK

Run – Preferences – Run Screen – Show Backup Times Column

Reports – Meet Program (include Time Standards, Entry Times, Empty Lanes) – Select All – Create Report – Print 1 copy

2. Look at the Meet Program and decide which events to combine. There are multiple ways to do this; use what works best for your pool configuration and time constraints. The amount of combining may differ depending upon the size of the team and the numbers in different age groups/genders. Mark desired changes on your program:

Events #27 & #28: same age group but different genders (same stroke & distance)

Events #37 & #38: combining a 6 & Under event (don’t combine 6&U with 8&U)

Events #58, #59, & #60: combining 3 events (not too many heats in between them)

 Events #77 & #78 **OR** #78 & #80: combine by age **or** gender-depends on entry times-do what makes the best competition for the swimmers.

Events #87 & #88 (Relays): consider entry times when moving swimmers for combining; have slower swimmers in outside lanes.

**General comments on combining events:**

* Try to leave the 50 Free events as is; the time you gain in combining is often lost in getting the swimmers reorganized.
* Put swimmers in appropriate lanes to create the best combining that promotes good competition while shortening the timeline. If your team uses the dual meet structure, try to maintain that; but it is okay to organize the new seeding by time so as to NOT embarrass any swimmers.
* Keep enough flexibility in your pre-meet combining to be able to easily include any deck adds the morning of the meet. Scratches taken the morning of the meet may also create additional combining opportunities. The important thing is to maintain a flexible environment.

3. Now in Meet Manager make lane changes to reflect the desired combined events:

 Run – Select the event – Move swimmers on the screen or in Adjust (click Save if you use Adjust)

4. Print the new Meet Program and mark the program so people will know which events are combined OR attach a separate document to the front of the program (sample below) that tells which events are combined:

 **Heat 1 of the following events will be combined:**

 #27 & 28 #58, #59 & #60 #87 & #88

 #37 & #38 #78 & #80

 All swimmers will swim with the 2nd event listed.

 For example, heat 1 of #27 will swim during heat 1 of #28.

5. Print Entry Card Labels (run each gender separately) OR Lane/Timer sheets so timers have a place to record at least 2 Dolphin display times. For electronic systems without displays, the League requires that at least 2 watch times are recorded. See Policies & Procedures, Sections 14.13.3.2 – 14.13.3.4 for reference. The Timing Committee recommends that each team always starts 3 manual watches per lane as their back-up timing system. If the electronic timing system fails, all 3 watch times should be recorded on the Lane/Timer sheet or card. Whether you use cards or lane timer sheets, print Entry Card Labels for the Relays (run each gender separately) so swimmers know who is on their relay and in what order they are swimming, coaches can make last minute name changes, and you can easily input any name changes into the computer.

6. Saturday before the meet get the Dolphin screen up and ready to get times

 Run – Interfaces – Set-up – Timing Console – Colorado Time Systems Dolphin – OK

 Run – Interfaces – Timer (CTSD) – Start Dolpnin.exe – Drag Dolphin screen to 2nd monitor

 Run – Interfaces – Timer (CTSD) – Select Data Set stored from CTSD – Update Data Set (to begin a new meet) – Close

7. Running the meet & Collecting the data

 Personnel needed and their responsibilities (MM person and person to monitor the Dolphin screen and a person at pool-side to verify empty lanes to Dolphin screen person)

 Operation of the Dolphin displays for timers

 Handling deck adds and scratches the morning of the meet that amend the pre-printed material

 Getting Dolphin times into the computer in Meet Manager:

 How to figure out what Dolphin file belongs to what heat

 Timer stops display late

 Timer stops display when lane is open

 Timer stops display early then restarts it before race is over

 Timer stops display early and does not restart it

 Starter does not push RESET before the heat starts

 Entering data when it’s a combined event

 Receiving a “bogus” data file

 There is a false start

 One display is more than 0.3 seconds from other displays in a lane

8. Other Problems/Troubleshooting

 Dolphin system freezes

 Dolphin system is doing “funny things”

 Master box on starting system gets too hot

 Interference problems

 Replacing display batteries during a meet

 Shutting down and restarting Meet Manager; then getting back to Dolphin files

9. Storing meet data after the meet is over

 Move the Dolphin race files to the specific folder created for that meet