

RUNNING A VIRTUAL MEET AND MERGING THE RESULTS TO SCORE THE MEET:

1. Meet Host: Create a meet (without entries) and send a backup copy of the meet database to the other team. **Let the Non-host team know if your pool is meters or yards and the number of lanes your pool has.** If both pools are the same course, the merge will be easy. If the courses are not the same (one pool meters and the other yards), the non-host team will have some manual work to do before the results can be merged and scored.

NOTE: BOTH the host team and the Non-host team need to complete the next steps, separately, on your own copy of the meet database.

2. Each Team: Enter the Facility name for your team's pool in your database.

Set-up > Meet Set-up > Facility Name _____

3. Each Team: Select the correct course for your team's pool in your database.

Set-up > Meet Set-up > SC meters or yards

4. Each Team: If needed, change the number of lanes to the number of lanes your pool has.

Set-up > Options > Global > Change number of lanes for all Final Rounds to :

In the box input the number of lanes your pool has.

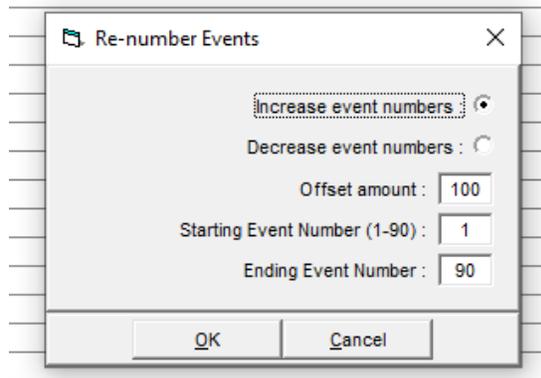
Click OK, OK, YES, OK, and close out (Click X)

5. Each Team: Import your team's entries and roster into your own database. Do NOT import the other team's entries and roster! Each team will be running its own independent meet, and the results will be combined after both teams have finished running their meets.

6. Each Team: Seed and Run your own meet in your own pool and enter times for your own swimmers. Do NOT Score the meet—**just leave the status as DONE after all swimmers' final times are entered.**

7. Meet Host: Renumber existing events so the new numbers will be 101-190. This is necessary if results to be merged are also in events 1-90 as the “merge results” import requires matching events:

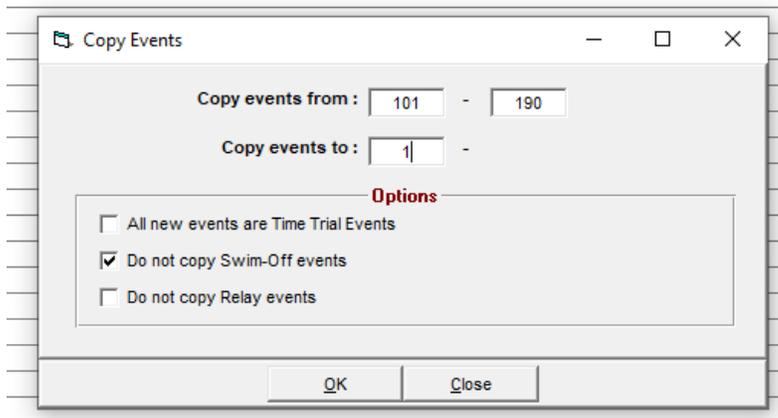
Events > Re-Number



Click OK

8. Meet Host: Copy events to add new set starting with 1:

Events > Copy



Click OK

It will say “90 events Added”—Click OK and close out (Click X)

NOTE: The Meet Host will now have events 1-90 and 101-190 with the host team’s results in 101-190. Events 1-90 will now be empty and ready to have the visiting team’s results imported.

9a. Non-host Team: If your pool's course is the same as the host team's pool (both pools are meters or both pools are yards): Export your results and send the result file to the host team, and you are done.

File > Export > Results of Meet Manager Merge of same meet (.HY3)

Select All > Export

Click OK several times to complete

IMPORTANT: Please take note of where the .HY3 file was exported to on your computer because this will be the file that you will send to the host team.

9b. Non-host Team: If your pool's course is NOT the same as the host team's pool (one pool meters and the other pool yards), you will need to convert your swimmers' times and then manually enter all of the converted times into your database before you send the host team your results. Follow these steps to do that:

i-Make a backup of your database and store it in a safe place so you don't lose any of the original data. **IMPORTANT: you will need to import these original times into Team Manager or Team Unify and NOT the results that you get back from the meet host. Also, if you do "personal best" awards, you need to use these times and not the times that you get back from the meet host.**

ii-Convert your times:

Reports > Results Conversions > Select All > Create Report

(Be sure to select Meet Manager Conversion system at the bottom)

This step will provide you with a report of all of your results along with their various conversions for you to use in the next 2 steps.

iii-Print this report—it shows all results along with their various conversions. On the report Y is for yard times, L is for long course meter times (ignore this conversion) and S is for short course meter times. If the host pool is meters, you will need to use the meter times (S); if the host pool is yards, you will need to use the yard times (Y). To make it easier, highlight the times that you need on the printout.

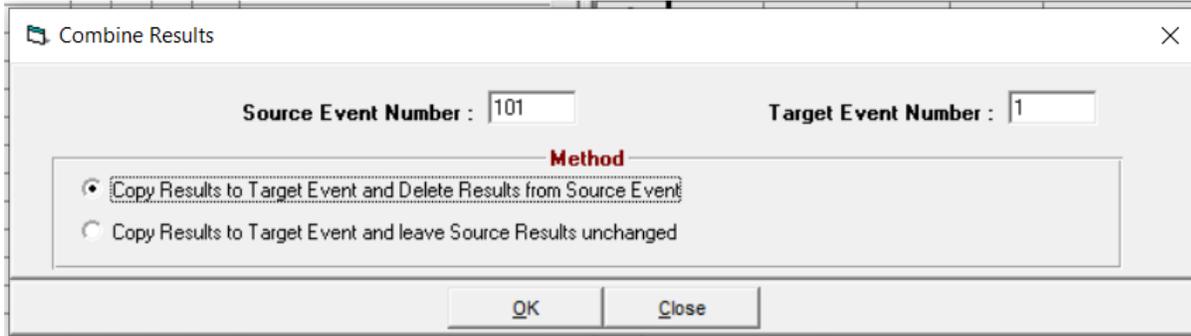
iv-Now manually re-enter the converted times for every swimmer in every event in your database in *Run* as their Final Time. This will be a bit time-consuming, but the software will not replace the original times with converted times. When you've finished doing this, your database will now have final times that match the host team's course and you can go back to Step **9a** to export your results to the host team. **NOTE:** once the meet host imports your results, your swimmers' seed times will change to match the host pool course.

10. Meet Host: Import the other team's results into your copy of the database that has the newly created, empty results for events #1-90.

File > Import > Merge Results (MM to MM)

In *Run*, Non-host team results will be #1-90 and host team results will be #101-190.

11. Meet Host: Merge results from event pairs: *Run > Combine*



Select:

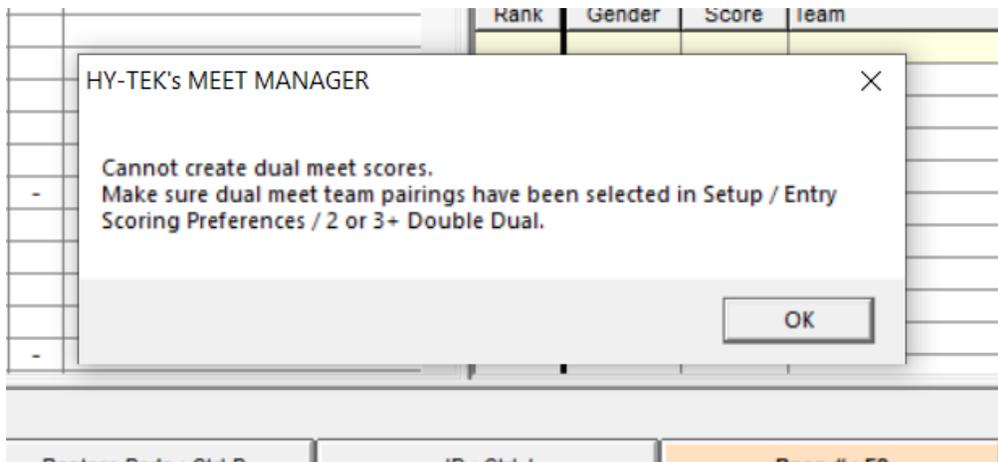
Source Event Number: 101 and Target Event Number: 1

Copy Results to Target Event and Delete Results from Source Event

Click OK

Click Yes

Note: You may receive the below error message, please just click OK and move on to the next steps as they will resolve the issue before scoring.



12. Meet Host: Score the meet. You will need to select the teams for scoring:
Setup > Entry/Scoring Preferences > 2 or 3+ Double Dual > Select Teams (red box)

Check mark all, Click Save and close out (Click OK or X)

Run > Re-Score (one at the top bar) > Yes

Ta-Da! The virtual meet is scored properly!

NOTE: When you print the final results, you will see a notation next to the Finals Time of what course they were in if it differed from the Event description. For example, the results below were for an Event on a Meter course but the second-place swimmer swam the race in a Yard pool. As long as the non-host team converted their result times before sending them in, the times listed should be accurate and reflective of the appropriate course; therefore, ignore the course designation letter next to the time.

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Event 1 Boys 13-14 200 SC Meter Freestyle
MHSL2021: 2:07.77 ! 6/28/2014 Ben DuFauchard
2:59.00 AS21

	Name	Age Team	Finals Time
1	[REDACTED]	13 HILL-MH	2:40.65 AS21
2	[REDACTED]	13 DAMW	2:49.83Y AS21

13. Meet Host: Send final backup database to other team. Both teams should use this database to create labels for the ribbons for your swimmers.

NON-HOST TEAM—VERY IMPORTANT:

Do NOT import these times that you get back from the meet host into Team Manager or Team Unify, and do NOT use these times for “personal best” awards. Use the original times from the database that you saved in Step 9bi before you converted the times and sent them to the meet host. You WILL, however, need to use this database from the meet host to print labels for ribbons because they will have the correct place for each swimmer.