

Quick Guide for Team Computer Workers

Before the meet:

1. Sync entries from Team Unify to TouchPad
 - a. By Sunday 6pm for Tuesday meet
 - b. By Thursday 6pm for Saturday meet
 - c. By Tuesday 6pm for Thursday meet
2. **Visiting Team only:**
 - a. Email a Team Roster (SD3 file) to home team - see time schedule above
3. **Home Team only:**
 - a. Accept the invited team's entries in Team Unify
 - b. In Touchpad: "Sync Now to Swim Office"
 - c. Import the visiting team roster in Touchpad
 - d. Seed the meet (or some teams choose to seed at the meet)
 - i. Check events and heats - is it possible to combine any events to save time? Let visiting team know of any combinations
 - e. Check Meet Timeline to see the estimated finish time of meet – rule of thumb is to finish within 4 hours
 - f. Email a backup meet file to the visiting team 24 hours before the start of the meet – teams will need this to print their own Check In sheets

During the meet:

1. Notify computer workers of any changes/scratches no later than 40 minutes prior to start of meet.
2. Visiting Team should notify home team if they would like award labels printed for them.
3. **Home Team only:**
 - a. Print 2-3 copies of Heat Sheets for each team's Clerk of Course – choose Single Team Heat Sheets.
 - b. Print 3 copies of 2-column Heat Sheets (for Announcer, Starter, and Referee).
 - c. Print the necessary # of 3-column heat sheets for other Officials and Coaches for both teams.
 - d. Print Lane Timer Sheets and distribute to Head Timer
 - e. NEW scoring rule as of 2019: Tops 2 swimmers from each team score points, regardless of heat. See screen shot below for how to set this up in TouchPad. It can be done at any time; before, during or after the meet.
 - f. At conclusion of meet:
 - i. Print Award Labels for visiting team if requested
 - ii. In Touchpad: "Sync Now to Swim Office"
 - iii. In Team Unify under the event: "Release Official Times"
 - iv. Email a backup meet file to visiting team within 24 hours of conclusion of meet

How to set up Scoring in TouchPad (2019 rule change)

Under **SCORE** tab in
TouchPad



Entries Meet Reports Seed Heat Sheets Electronic Timer Enter Results **Score** Meet Results Help

Scoring

Score Type
☒ Combined (M/F) Scores
☐ Male Scores
☐ Female Scores
☐ Pentathlon Scores

☐ Score FIRST HEAT Only
☐ Score LAST HEAT Only

Team or Individual
☒ Score Teams
☐ Score Individuals

Breakdown by Age Groups
☒ No Age Group Breakdown
☐ Use Event Age Groups
☐ User Defined Age Groups

SCORE
Score FROM Event: TO:
☐ Score ONLY EVEN Events
☐ Score ONLY ODD Events

☐ Score Based on Seeding
☒ Score Based on Results

☐ Score using FINA Base Points
☐ Indiv High Point Labels
☐ Print Quality Point Team Totals
Minimum Team Size for Quality Team: 0
☐ Improvement Team Scores
☐ New Page for Each Age Group
☐ Capitalize TEAM Names

Show How Many TEAMS on report?
Show How Many INDIVS on report?

Terminology Used Here

Restricted Scoring - ON -
of Indiv. per team may score?
of Relays per team may score?
Only 1st place if one team entered: ☐
[Move Ups ->](#) [Points Only](#)

Edit

Multiple Division Scoring
☒ NO Multiple Divisions
☐ Multiple Division Scoring

Exit

Set Point Values...

Clear Points

Score / Preview / Print

Make sure
NEITHER box
is checked

2 Individuals per
team
1 Relay per team