Scorers Table

Before Meet:

1. Make sure you have:
* Master Heat Sheet
* 2 sided folder
* Stapler
* Pencils/pens
* Master Swimmer number sheet for each team
* Printer
* Paper
* Ribbon labels
* Scorers’ Table Notebook
1. Connect I pad to club Wi-Fi to download the meet.
2. Go through MC Set up
3. When in the meet:
* Make sure you have changed the box from Yards or Meters for your pool
* Check scoring 5, 3, 1 and 10, 6, 2 relays
* Make sure threshold is 1 second
1. Make a list of any exhibition swimmers and their events. Mark on master heat sheet.
2. Mark any scratches of children not here on master heat sheet.

During Meet:

When times come in:

* Check for 2 times (2 dots)- if there is not, circle heat sheet to remind you to get a watch time. Review an update master heat sheet with Asst.
* When Watch times come in add the watch time to the swimmer with 1 dot.
* If you have an “outside the threshold” alert, get the watch time. Compare your 3 times and keep the closest 2 times. You may have to delete one time.
* Enter DQs, Problem Solve on I Pad- Most are swimmer numbers not matching, or timer did not put in the right club. Check Heat Sheet, and knowledge of what team is in each lane
* Other issues are moving kids who swam in the wrong group. Scorekeeper needs to move them back to the right group for scoring. You will have to add them to the right event. Then go to where they swam and delete both of their times to delete them.
* Count number of swimmers on heat sheet with number of scoring in each event.

**Runner**- Collect watch times from each lane at the end of each page. Put in order of lane 1-6 and staple. Make sure all timer heat sheets have their lane at the top right. Give to Asst Scorekeeper. Pick up DQs from officials and deliver to table/ref.

**Assistant Scorekeeper:**

* Collect timer sheets from runner and staple.
* Collect DQs from runner/ put in order and give to Referee. Make sure all are signed by referee.
* Assist Scorekeeper with finding info

**Assistant Starter-**

Keep iPod on correct heat for starter

Combine AND uncombined heats as needed or indicated

Mark empty lanes and count total number of swimmers for each event. This will help the scorekeeper.

After the meet-

Score any unscored heats. Drop down menu on top right.

Take a screenshot and have coach’s sign. Email to to home and away team rep

Print award labels- you must be on the same Wi-Fi as your printer not meet central

Put I pad on Wi-Fi and send results to clubhouse

On computer in the Meet Central Clubhouse, download sd3 file and upload to Team Unify.