



Swim Meets, Made Simple. 2019 Help Guide

SWIM TEAM: _____

CLUB ID: _____

STARTER KEY: _____

A Message from the CEO

“It takes a village” to run a summer swim meet! Thank you for being a hero of our sport. Just like your children, summer is where I got my start too!

Your swim team is now a part of a movement making swim meets simple and intuitive—even for the newest swimming families. We see this increasing participation and making “passing the torch” to the next generation of volunteers a breeze.

The strength of our sport is in the participation of summer swim teams—just like yours.

We believe swim meets connect families and unite communities!

- The Swimmably® Team



Charlie Houchin
Founder & CEO

2012 Olympic Gold Medalist
University of Michigan Swim Team

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Section 1:

THE SWIMMINGLY® APP

SWIM MEET OPERATIONS / TIMING SYSTEM



NEW FEATURES

UPDATES

To read about all the updates in details, go to <https://www.swimmingly.app/updates>



LIVE RESULTS!

An incredible feature that now connect the Swimmingly app with the SwimminglyFan app! Heat Sheets optimized for mobile devices, live results, and push notifications as swimmers' events approach. In order to enable live results on SwimminglyFan for your meet, all you have to do is enable live publishing by follow the instructions below, it's simple!

To enable live publishing, simply huddle any iOS device as a timer that has a cellular connection (hint: if the device is someone's primary device, i.e. their phone, you're good to go!) As long as you have at least one iOS timer with a cellular connection (known as a "live publisher"), your swim meet's live results will be available on the SwimminglyFan app.

On your Scorekeeper's iPad, you can track any live publishers in the device viewer menu seen here. As long as you have at least 1 live publisher, your swim meet results are live and accessible via the SwimminglyFan app (iOS & Android).

Pro tip: We've taken YOUR feedback for 6 years and have made sure to provide transparency to parents via live results. Additionally, we know the Scorekeeper validates and edits data before it's finalized. For that reason, results with any (!) warning (the yellow dot) are not published until the warning is addressed. Additionally, the SwimminglyFan app makes it clear entries can be subject to change and results are unofficial.

Goodie for Head Coaches: If you're listed as a head coach for your team in the Clubhouse, you will have complimentary access to SwimminglyFan for the 2019 season. A heat sheet & live results right in your pocket!

Live publisher info on Scorekeeper

8:48 AM Wed Apr 10

Actions

Swimmingly

Meet ID: **4812**

Huddle at least 1 iOS cellular enabled device to enable live results for this meet!

Unofficial live results can be accessed on the fan app. Data usage for an entire meet avg 1.25 MB (Facebook avg 1.5MB per minute)

BLUE: 28.00

BLUE
550: Sophia Williams

8:47 AM Wed Apr 10

Actions

Swimmingly

Meet ID: **4812**

Francisco's iPhone

BLUE: 28.00

1) 6 & Under Girls 25

Lane 3	
1	00:20.97
	BLUE
	550: Sophia Williams
3	00:34.83
	BLUE
	143: Amy Lynch



SwimminglyFan

9:41 Close OPK v. 7OAK v. HAW v. SPR... Roster

Team Scores: through Event 3

OPK: 17 7OAK: 11 HAW: 17 SPRNG:

4% complete 70 Events

Events | My Swimmers

- 1 **6 & Under Girls 25Y Freestyle**
Completed (Unofficial) >
- 2 **6 & Under Boys 25Y Freestyle**
Completed (Unofficial) >
- 3 **7-8 Girls 25Y Freestyle**
Completed (Unofficial) >
- 4 **15 & Over Girls 200Y Freestyle Relay**
In Progress... >
- 5 **9-10 Girls 25Y Freestyle**
View Entries >
- 6 **9-10 Boys 25Y Freestyle**
View Entries >
- 7 **11-12 Girls 50Y Freestyle**
View Entries >
- 8 **11-12 Boys 50Y Freestyle**
View Entries >
- 9 **13-14 Girls 50Y Freestyle**
View Entries >

9:41 Close OPK v. 7OAK Roster

EVENT 4 **HEAT 2**

15 & Over Girls 200Y Freestyle Relay

4% complete 70 Events

Events | **My Swimmers**

Charlie Brown BLUE 123

Place 2	9-10 Boys 25Y Backstroke -00:00.25	Heat 2 Lane 4	00:29.47 Final Time
Upcoming entries (subject to change)			
Event 18	9-10 Boys 25Y Freestyle	Heat 4 Lane 3	00:22.71 Entry Time
Event 39	9-10 Boys 100Y Medley Relay	Heat 1 Lane 3	01:29.47 Entry Time

Download the SwimminglyFan app today!

SWIM MEET PREPARATION

BEFORE THE MEET

- 💧 **Make sure the volunteer's devices are updated to Apple's iOS 12 operating system**
 - Any device that was compatible with iOS 11 last year is compatible with iOS 12...just update your OS!
 - For full iOS & Android device compatibility, go to the device compatibility page on www.swimmingly.app/device-compatibility
- 💧 **Make sure the volunteer's devices are updated to the latest version of SWIMMINGLY® version 6.(x).(x)**
- 💧 **Make sure all devices are fully charged. Make sure your Swimmingly™ portable chargers are fully charged.**
- 💧 **Starter Kit Checklist:**
 - Swimmingly® Router
 - Swimmingly® Lanyards
 - Portable chargers
- 💧 **Hang the access point on the backstroke flag pole by the Starter.**
- 💧 **Very important**, for all devices, in your settings, "Forget Other Networks" to avoid "jumping" to different WiFi networks!

SWIM MEET SETUP – SCOREKEEPER ONLY

- 💧 **Make sure you re-sync your Scorekeeper's Meet Schedule before your swim meet. This can be done at anytime, by logging (below), from any Wi-Fi with an internet connection.**
- 💧 **Select the SCOREKEEPER role**
- 💧 **Enter the Club ID and Starter Key info (found in your clubhouse. Double check your Starter key in the Clubhouse for accuracy.)**
- 💧 **Wait until all the meets have updated, then > Select your meet**
 - You can download your swim meets at any time as long as your roster and schedules are up-to-date! If you have made a swimmer addition on deck, make sure to re-sync.

THE HUDDLE

Once the Scorekeeper has downloaded the swim meet(s), you will **NOT** need to connect to the Internet again. **PLEASE ENSURE THE MEET SCHEDULE IS UP TO DATE.** If you are not sure, re-sync the Scorekeeper's Meet Schedule with the Clubhouse (see above).

- 📞 Call for a Judges and Timers meeting 20 minutes prior to the meet starting
- 📞 Have all volunteers Huddle by the **Swimmingly®** access point and Scorekeeper
- 📞 **No more airplane mode!** Do NOT place any device in airplane mode
- 📞 **Make sure everyone's device is on iOS 12 and has the correct version of the Swimmingly® app downloaded (v6.(x).(x) for 2019).**

- 📞 **Important.** To avoid rude alerts, like phone calls, enable 'Do Not Disturb'. Under your Do Not Disturb settings, change to 'Silence: Always' to disable rude alerts while using your device.
- 📞 **Important.** On ALL devices, go to Settings and "Forget All Other Networks"
 - iOS: tap the blue (i) next to any WiFi networks in the area to forget them.
 - Android: Tap the WiFi network and if it shows "forget network", forget that network!
- 📞 **Important.** SCOREKEEPER: You can login again with your Club ID and Starter Key. Doing so we recall your already downloaded meet schedule. If you need to re-sync your meet schedule with the Clubhouse, see "Swim Meet Setup" above.

- 📞 Connect to **Swimmingly WiFi (or Meet Central on legacy WiFi)** and ask the Scorekeeper for the password. The default password:
 - **Swimmingly 2.4** 'swimmingly'
 - **Swimmingly 5** 'swimmingly'
 - **Meet Central** 'hydro'
- 📞 **Important.** Any Starter, Timer, Judge, or Scorekeeper can connect to either the **Swimmingly 2.4 or Swimmingly 5 WiFi** and they will "talk" across both! Use whichever works best on your pool deck (we find **Swimmingly 5** to be a stronger connection in some cases).

- 📞 Tap into the **Swimmingly®** app and select your role

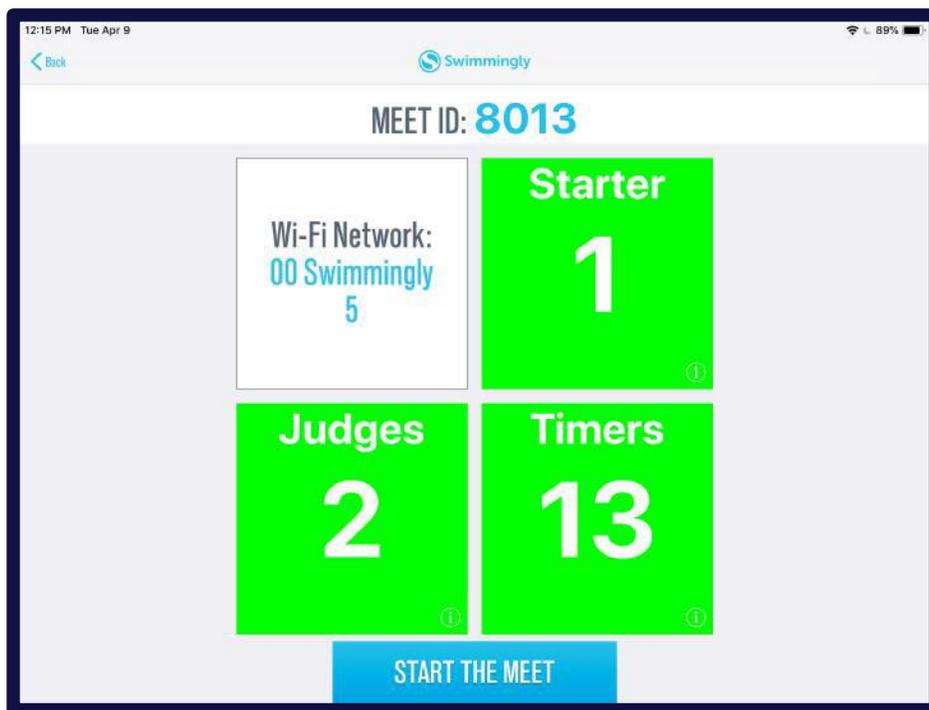
- 📞 SCOREKEEPER, select: **Number of lanes for your meet & SC Yards, SC Meters, or LC Meters**

- 📞 Select "Check in for Meet ID"

- 📞 Once you see the screen below, you are ready for "The Huddle"

- 📞 Refer to the Scorekeeper for the 4-digit MEET ID
 - **Important.** During the huddle (starter, timers and judges synchronize their device with the Scorekeeper), have them come huddle next to you (Scorekeeper) near the access point. Do not leave the pool deck (and the access point) and attempt to huddle elsewhere.

- 💧 **Important.** Use the 'Test Individual Event' and 'Test Relay Event' options (located at the top of your Starter's Event Order) to run a test race or relay for new timers. This also allows each timer to select their lane in the huddle before taking their places behind their lanes.



JOIN THE MEET

The Scorekeeper will instruct the STARTER to join first:

- 📌 Have the **STARTER JOIN THE SWIM MEET FIRST**
- 📌 Once the Starter is checked in, have all Timers and Judges join at once (**READY GO!**)
- 📌 On the Scorekeeper, when all the devices are checked in, tap **“START THE MEET”**

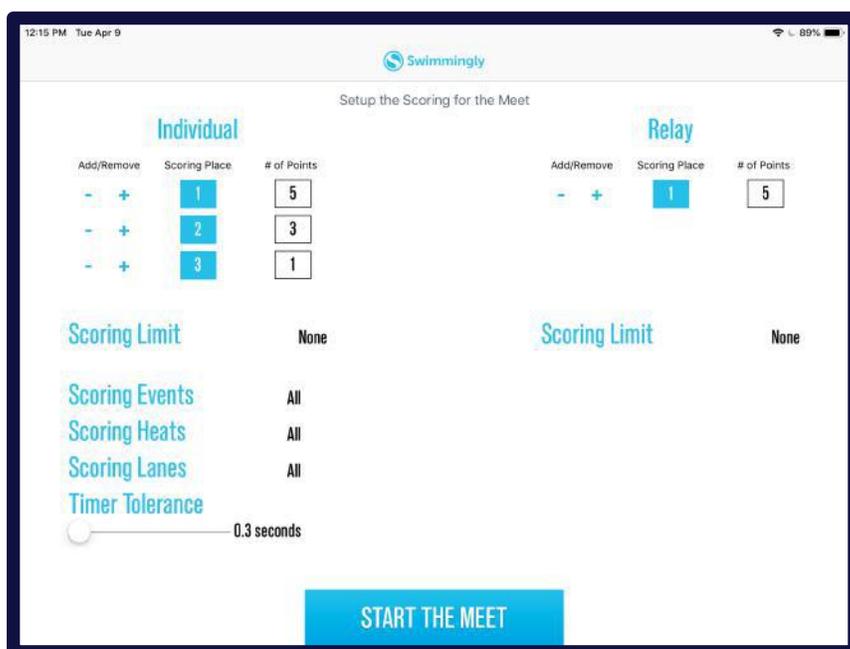
SCORING

📌 Individual & Relay places & points

- **Add/Remove places & assign points allocated per place. PRO TIP: If you more than 3 places, just scroll down, you'll see the other place 😊**

📌 Scoring Limit

- **Addresses sweep/mercy rules. Set this limit to the number of swimmers (or relays) from the same TEAM that can score PER EVENT.**



📌 Turn Scoring OFF

- **Just change SCORING HEATS to 'NONE'.**

📌 Timer Tolerance

- **If you use 2 timers per lane, the Scorekeeper receives a yellow notification (by default) if the two timers are different by more than 0.30**
- **To modify that notification threshold, use the slider to increase that tolerance.**

📌 Set up the scoring configuration that fits the swim meet, and you are ready to begin!

TIMERS

PRE HUDDLE CHECKLIST

- 📌 **Enable 'Do Not Disturb'** (Do NOT use airplane mode anymore 😊)
- 📌 **"Forget" ALL default and local networks**
- 📌 **Connect to the Swimmingly WiFi** (password: swimmingly) or **legacy Meet Central™ WiFi** "Meet Central" (Password: hydro)
- 📌 **Tap the Swimmingly™ App > Select Role**
- 📌 **Insert the 4-digit Meet ID** (Provided by the Scorekeeper)
- 📌 **Tap "JOIN THE SWIM MEET"**

THE TIMING SCREEN

SWIMMER ICON (TOP LEFT)

- 📌 When tapped, you can enter IDs BEFORE, DURING, or AFTER the race
- 📌 Note: You can be entering IDs on this screen as a race begins (just go back to your running clock to stop the race).

CLIPBOARD (TOP RIGHT)

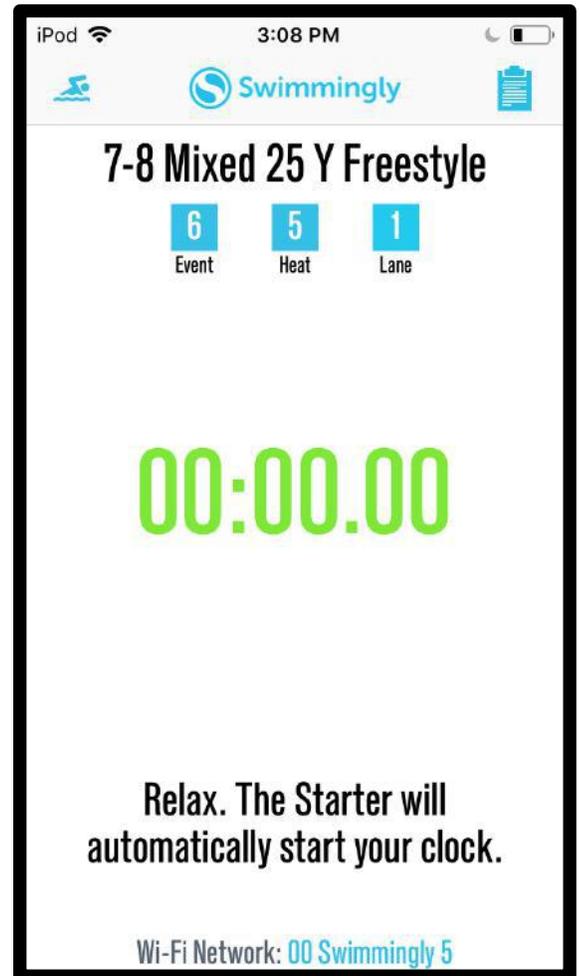
- 📌 Captures a log of all your times
- 📌 Used to double check the times are "Sent"
- 📌 Used for swimmers that come up later to ask for their times 😊

CURRENT EVENT/HEAT/LANE

- 📌 Stay up-to-date with the current event / heat in the water

SUBMIT A TIME

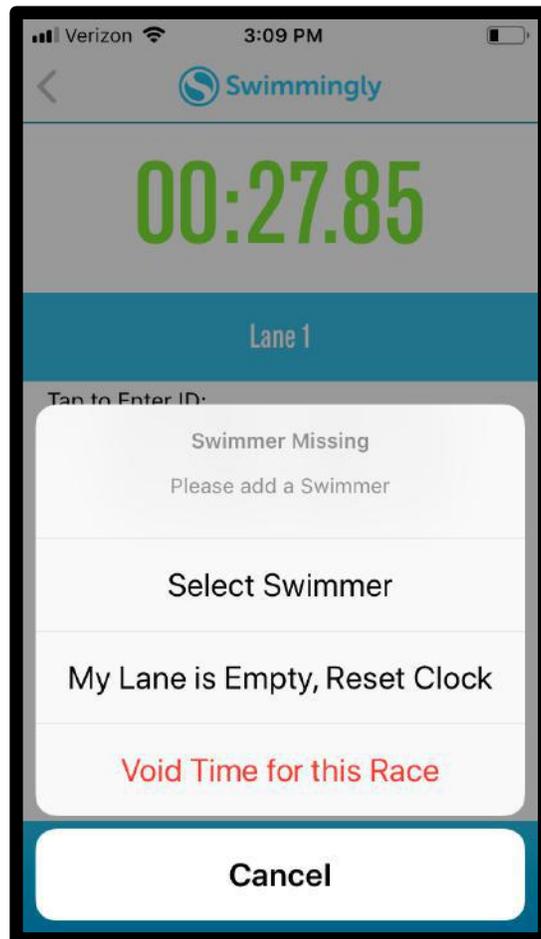
- 📌 The entire clock screen is the stop button! Tap anywhere on the screen to stop clock
- 📌 Select Lane
 - **You will only need to select lane once**



- 👉 Enter 3-Digit Swimmer ID > Validate the swimmer's name with the swimmer!
 - Pro Tip: Have Swimmer IDs written on the arms/shoulders of swimmers at check-in before warm up. Use the first initial of your team name in front of ID.
- 👉 Tap Save & Continue: Note: The Starter can start the NEXT race before the timer taps 'Save & Continue'. Once they do so, their clock will already be synchronized 😊

WHAT HAPPENS IF MY LANE IS EMPTY? YOU HAVE TWO OPTIONS!

- **Option 1: You don't have to do anything!**
The clock will automatically re-start for the next heat
- **Option 2: Reset your clock**—stop their clock (as normal), BYPASS the "swimmer selector" (do **NOT** input ANY ID) and tap "Save & Continue". You'll be prompted with the option, "My lane is empty, reset my clock."



QUICK START FEATURE – DIVE OVERS

- 👉 If you have not tapped "Save and Continue" and the Starter begins the next race, **IT'S OKAY!** Your clock will already be synchronized with the next heat.

WHAT HAPPENS IF I JUST MISS THE STOP? YOU HAVE TWO OPTIONS!

- **Option 1: Leave the clock running!** The other timer in your lane will be the official time for that race. You don't send anything in and your clock will restart for the next race.
- **Option 2: "Void my time"**—stop the clock (as normal), BYPASS the "swimmer selector" (do **NOT** input ANY ID) and tap "Save & Continue". You'll be prompted with the option, "Void my time for this race." The Scorekeeper's iPad will only use the other time sent in for your lane for that race.

STARTER

- * BEFORE YOU START EACH RACE, CHECK THE WI-FI SIGNAL IN THE TOP LEFT OF SCREEN
- *BEFORE YOU DO A TEST START, MAKE SURE THE STARTER HAS SELECTED “TEST INDIVIDUAL EVENT”

TEST EVENT

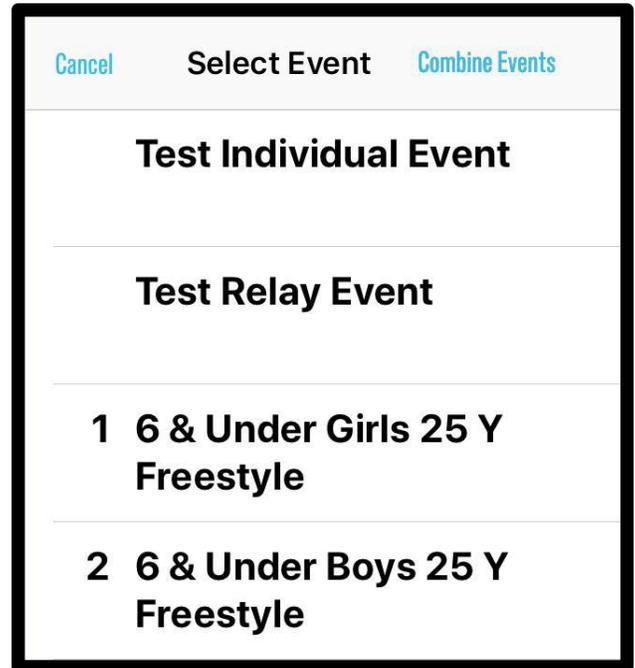
- ***NOTE: NEW – “Test Individual Event” will be first when the Starter device is huddled. Once all devices are huddles for the meet, start the race like you normally would!**
- This is a great way for all timers to practice
- Make sure all clocks start
- Timers can enter IDs and Save & Continue to learn in seconds!
- Run as many test heats as you need to—they won’t be included in results at all!

BLUE EVENT ORDER BAR

- This will include the leagues pre-set event order

CURRENT HEAT

- Shows the “Next Heat” or “Current Heat”



START A RACE

- Tap anywhere on the screen to start a race
- The Tone for the start of each race can be played through the Swimmingly® Portable PA & Starter found online on our store (or any other standard PA system)

RESET FOR NEXT HEAT

- Tap anywhere on the screen
- Tap “Reset for Next Heat”

FALSE START

- Option 1
 - For the first 5 seconds after the start, the ‘false start button will be enabled in the bottom left-hand corner.
 - If you tap this, the “false-start tone” will begin emitting loudly.

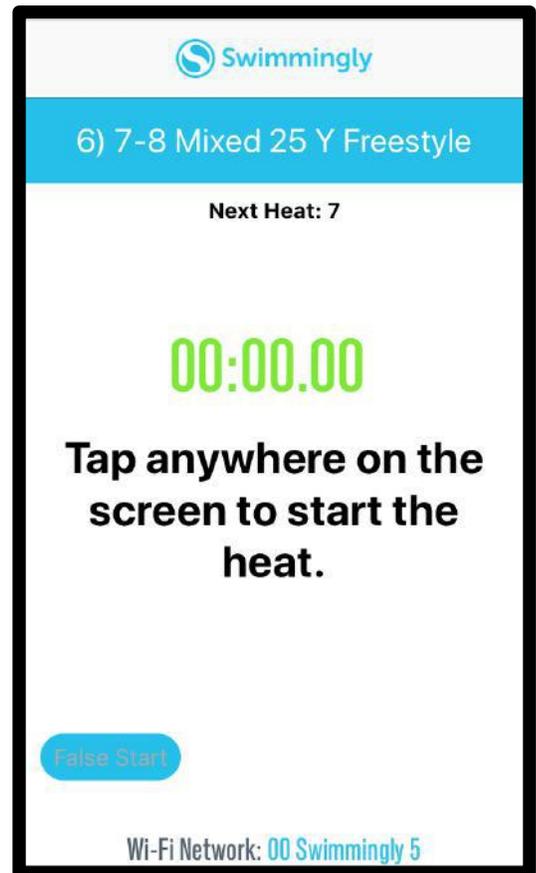
- Choose “recall race” to reset every clock and run the race again. The false-start tone will stop.
- Or, choose “cancel” to continue with the race in progress which will stop the false-start tone.

💧 Option 2

- After 5 seconds, you can still recall the race if necessary. Tap anywhere on the screen to bring up the modal.
- Tap “Recall Race”.

QUICK START FEATURE

- 💧 **Time-Saving Feature.** As soon as each race is over, you can start the next heat before the timers submit their times. This will ensure that your meets run quickly! Their clocks will synchronize with the Starter’s clock even if they tap ‘Save & Continue’ after the next heat begins!



CHANGE EVENT

- 💧 Tap the blue event order bar
- 💧 Tap desired event > Tap “Start Selected Event”

COMBINE EVENTS

- 💧 Tap blue event order bar
- 💧 Tap “Combine Events” - Top right corner
- 💧 Tap “Yes”
- 💧 Select desired events > Tap “Start Selected Events”

FORGOT TO CHANGE EVENT?

- 💧 It’s Okay! Alert the Scorekeeper to make the correct change with a couple taps
- 💧 Scorekeeper Action
 - Tap “Actions” > Tap “Move Heats Between Events”

JUDGE

CLIPBOARD

- 📌 Captures a log of all your DQs
- 📌 Used to double check the DQs are "Sent" to Scorekeeper

CURRENT EVENT/HEAT

- 📌 Stay up-to-date with the current event / heat in the water
- 📌 Note: To keep your device tracking with the current race, leave your device on the "Tap Anywhere to DQ a Swimmer" screen.

DQ A SWIMMER

- 📌 Tap anywhere on the screen
- 📌 Verify the heat number
- 📌 Tap to select lane
- 📌 Tap to select the appropriate infraction(s)
- 📌 Tap "Save and Continue"

iPod 3:12 PM

Back Swimmingly

6) 7-8 Mixed 25 Y Freestyle

Heat Number **6**

Lane

1	2	3	4	5
6				

Freestyle Disqualification

4A No touch at turn

4B Head did not break surface by 15m

SAVE & CONTINUE

- 📌 All reviews & overturns of DQs should be made on the Scorekeeper's iPad.
- 📌 **NEW FOR 2019** - Move between events at your discretion by selecting the Event Order blue bar at the top of your intelligent time card.

SCOREKEEPER

Now that Swimmingly® has eliminated manual data entry, your job has become easier! Instead of data entry, all you have to do is validate the results on the Scorekeeper's iPad. Edits can be made from both the Simple View and Expanded View!

NEW FEATURE: Using an HDMI cord (with a lightning adapter for your iPad), consider plugging your iPad into a large TV monitor or computer screen on deck. Give your swimmers a big-screen scoreboard 😊

SIMPLE VIEW – SINGLE TAP TO EDIT ANY RECORD

5) 7-8 Boys 25 Y Freestyle

Heat	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	00:34.30 301: Kenneth Davis BLUE	00:33.77 472: Arthur Wineberger RED	00:33.92 800: Milton Howard Black Club	X 00:33.21 243: Robert Spears BLUE	00:34.76 552: Tyrone Ketcham BLUE	00:34.70 522: Joshua Harrison Black Club
2	00:16.18 133: Corey Brantley BLUE	00:15.83 476: Oliver Dubois BLUE	00:13.38 242: Antonio Taylor Black Club	00:13.21 151: Arkania Hansen BLUE	00:14.19 446: Chuckie Hauxheids BLUE	00:15.26 317: Michael Grant Black Club
3	00:30.84 138: Dave Jarron BLUE	00:30.24 892: Nip Nip BLUE	00:26.01 242: Andreas Armas Black Club	00:28.88 109: Marcus Powell BLUE	00:29.84 130: George Ng BLUE	00:29.85 324: David Winter Black Club
4	NO TIME	00:17.06 227: Aaron Harper Black Club	00:17.91 244: Sule Bond Black Club	00:17.94 074: Thomas Dayton Black Club	00:18.87 354: Ray Pilgoun Black Club	NO TIME

6) 7-8 Mixed 25 Y Freestyle

Heat	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	00:26.24 301: Kenneth Davis BLUE	00:25.92 472: Arthur Wineberger RED	00:24.59 800: Milton Howard Black Club	00:27.22 243: Robert Spears BLUE	00:27.85 552: Tyrone Ketcham BLUE	00:28.05 522: Joshua Harrison Black Club
3	00:18.98	00:16.87	00:18.21	00:18.18	00:18.79	00:20.01

EXPANDED VIEW – DOUBLE TAP TO VIEW

3) 6 & Under Mixed 25 Y Freestyle

Event Place	Heat Place	Club	Heat	Lane	Name	Time	Points
1	1	BLUE	1	4	Buggs	00:15.70	5.00
2	2	BLUE	1	6	Breen	00:18.69	3.00
3	3	RED	1	5	Coger	00:20.43	1.00
4	1	BLUE	2	2	Powell	00:16.02	0.00
5	2	BLUE	2	3	Nelson	00:18.49	0.00
6	3	BLUE	2	4	Smith	00:18.54	0.00
X	X	BLUE	1	1	Kaufmann	00:21.46	0.00
X	X	Black Club	1	3	Anderson	00:24.81	0.00
DQ	DQ	RED	1	2	Wilkerson	00:17.49	0.00

WARNINGS

The screenshot shows the Meet Central app interface on an iPad. The main screen displays a swimmer's performance data for a 25m Freestyle event. A yellow warning icon is visible next to the time 00:23.72 in Lane 1. A pop-up menu is open over the data, showing event details and a warning for 'Times outside 0.3 threshold'.

Heat	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
1	1 00:23.72 ⚠️ Black Club 001: Stephen Harris	3 00:23.93 Blue Club 100: Toni Portillo	2 00:23.7 Black Club 207: Debra Hunt				5 00:57.69 Black Club 802: Homer Moreland	6 00:58.53 Black Club 712: Betty Corey
2	2 00:22.87 Blue Club 901: Joseph Buggs	5 00:24.06 Black Club 800: Milton Howard	8 00:25.9 Blue Club 600: Hayser Johnson				4 00:24.01 Black Club 207: Debra Hunt	6 00:24.51 Black Club 903: Marilyn Murphy
1	5 00:29.01 Blue Club 600: Hayser Johnson	1 00:26.16 Black Club 411: Kyle Jackson	3 00:28.20 Blue Club 710: Steve Gardner	2 00:27.17 Black Club 515: Pat Graham	4 00:28.76 Black Club 121: Barbara Bankston	6 00:40.54 Black Club 802: Homer Moreland	7 00:43.24 Black Club 602: Jennifer Sullivan	8 00:44.68 Black Club 305: Monica Landry
2	5 00:27.22 Blue Club 101: Mario Bush	2 00:26.23 Black Club 018: Mary Medina	3 00:26.80 Black Club 213: Patricia Perez	1 00:25.77 Black Club 903: Marilyn Murphy	7 00:30.28 Black Club 422: Linda Helms	6 00:28.93 Black Club 602: Jennifer Sullivan	4 00:27.20 Black Club 303: Criselda Rhodes	8 00:35.79 Black Club 207: Debra Hunt
3	5 00:41.28 Black Club 424: Anita Patterson	7 00:41.80 Black Club 301: Martin Ford	4 00:40.81 Blue Club 101: Mario Bush	2 00:40.21 Black Club 207: Debra Hunt	8 00:42.31 Black Club 308: William Griffin	6 00:41.46 Black Club 903: Marilyn Murphy	X 00:40.08 Black Club 712: Betty Corey	3 00:40.48 Blue Club 710: Steve Gardner
	3 00:26.99 Black Club	8 00:31.63 Black Club	6 00:28.82 Blue Club	7 00:30.31 Black Club	1 00:25.78 Black Club	2 00:26.74 Black Club	4 00:27.97 Black Club	5 00:28.37 Blue Club

The Yellow Warnings:

- ⚠️ Unrecognized swimmer (Timer incorrectly entered an ID)
- ⚠️ Swimmer ID's in the lane do not match
- ⚠️ Swimmer's gender does not match event
- ⚠️ Swimmer is in event multiple times
- ⚠️ Time differences are greater than the .30 tenth tolerance recommended by USA Swimming (you can now adjust this threshold on your scoring setup under ACTIONS > Scoring Setup)
- ⚠️ This lane is possibly empty
 - Times of less than 10 seconds will automatically be flagged

NUMBER OF TIMERS REPORTING PER LANE:

In the simple view, in each cell, there is a subtle dot(s) indicating the number of timers reporting per lane.

Heat	Lane 1	Lane 2	Lane 3
1	5 ••	4 ••	2 •• 00:25.98 !
2	6 ••	4 ••	2 •• 00:34.34
3	6 ••	4 ••	3 •• 00:28.56
4	6 ••	4 ••	2 •• 00:37.05
5	6 ••	4 ••	2 •• 00:29.68

WHEN YOU SEE THE WARNING ICON:

👉 **Single tap on the cell in the Simple View**

👉 **Identify the reason:**

- Unrecognized Swimmer
- Swimmer ID's in the lane do not match
- Swimmer's gender does not match event
- Swimmer is in event multiple times
- Times are outside the .30 tenth tolerance level
- This lane is possibly empty (< 10 Seconds)

Blue Club: 18.00 Club Green: 0.00
Unofficial Score

54) 9-10 Boys 25 Y Butterfly

Heat	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
2	6 00:31.28	4 00:30.29	2 00:28.70	1 00:28.27	3 00:29.41	5 00:30.80
3	1 00:40.11	2 00:40.70	3 00:41.4			6 00:43.38

55) 11-12 Girls 25 Y Butterfly

Heat 1 Lane 3

Warnings
Swimmers do not match Ignore

Scoring
Points: 3.00

Disqualifications
No Disqualifications

Times
Meet Central #12
Blue Club Swimmer 226 00:26.00
Meet Central #14

Heat	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	5 00:32.21	4 00:27.27	2 00:26.5			6 00:36.70
2	6 00:36.61	4 00:35.34	2 00:34.3			5 00:36.24
3	6 00:30.75	4 00:29.49	3 00:28.5			4 00:29.49
4	6 00:38.59	4 00:37.89	2 00:37.0			5 00:38.31
5	6 00:31.77	4 00:30.84	2 00:29.68	1 00:28.63	3 00:30.33	5 00:31.35

VALIDATING EVENTS

- Once you have eliminated any warnings in an event, you can now tap the Unofficial/Official toggle on the event header to turn that event blue, making the event Official.

Tap this → Unofficial

Lane 5	Lane 6
6 00:34.78 BLUE 552: Tyrone Ketcham	5 00:34.70 Black Club 522: Joshua Harrison
3 00:14.19 BLUE 446: Chuckie Houchicic	4 00:15.26 Black Club 317: Michael Grant

Now official! → Official

Lane 5	Lane 6
6 00:34.78 BLUE 552: Tyrone Ketcham	5 00:34.70 Black Club 522: Joshua Harrison
3 00:14.19 BLUE 446: Chuckie Houchicic	4 00:15.26 Black Club 317: Michael Grant

EXHIBITION SWIMMERS: MARK A SWIMMER AS EXHIBITION

- Exhibition swimmers retain an official time but do NOT count towards PLACE or POINTS in the event. This is useful in allowing a swimmer to “swim to get a time” without affecting scores or ribbon labels.

2	00:26.26	1	00:22.72
Sharks Swim Club 189: Ariel Johannsen		Sharks Swim Club 821: Christine Robinson	
5 Y Freestyle Official			
Lane 3		Lane 4	
2	00:22.35	3	00:23.47
Sharks Swim Club 451: David Arroyo		Sharks Swim Club 823: James Norton	

Exhibition: Single-tap place badge!

2	00:26.26	1	00:22.72
Sharks Swim Club 189: Ariel Johannsen		Sharks Swim Club 821: Christine Robinson	
5 Y Freestyle Official			
Lane 3		Lane 4	
2	00:22.35	X	00:23.47
Sharks Swim Club 451: David Arroyo		Sharks Swim Club 823: James Norton	

Now marked as exhibition!

OFFICIAL & UNOFFICIAL TEAM SCORES

- Tap the Official / Unofficial toggle in the header of the simple view
 - Unofficial team scores are gray and score any heat that has been reported.
 - Official team scores are blue and only score events that have been reported and have been marked as Official.

DELETE SWIMMER ENTIRELY - DELETE BAD TIME

- Single tap on the cell in the Simple View
- Tap on the time
- Scroll to the bottom > Tap “Delete”
- Select ‘Save’.
- To delete swimmer entirely, delete all times

ADD MANUAL TIMES

In the Simple View...

- Tap the + (top right)

- 👉 Select Event
- 👉 Select Heat > Select Lane
- 👉 Type in Manual Time
- 👉 Select Club > Insert Swimmer ID

REVIEW, ADD, OR OVERTURN DISQUALIFICATIONS (HEAD REFEREE)

- 👉 Locate **RED** cell or TAP on cell you want to DQ
- 👉 Tap Disqualifications bar
- 👉 Tap to select / overturn infractions
- 👉 Tap "Save" – Top Right

PLACE/FINISH JUDGE

*Place/finish judge manually overrides place and points

- 👉 Gently Tap and Hold  and drag swimmer to desired place.

MANUALLY CHANGE POINTS

*Manually changing points without changing place. We recommend using this feature once the event is complete.

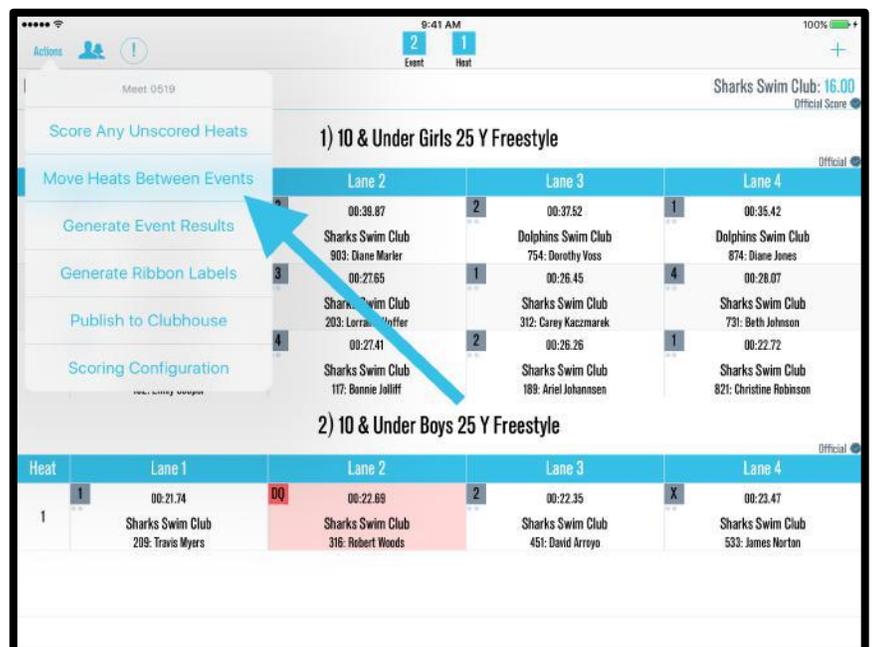
*Expanded View

- 👉 Tap on the swimmer
- 👉 Tap "Scoring"
- 👉 Manually enter new points
- 👉 Tap "Done" – Top right

MOVE HEATS BETWEEN EVENTS

In case the Starter forgets to go to the next event, no problem! Here's how to correct it on-the-fly!

- 👉 Tap Actions > "Move Heats Between Events"
- 👉 Select Heat > Tap Select Event
- 👉 Select Event > Tap "Done" – Top right



		Lane 2	Lane 3	Lane 4
1) 10 & Under Girls 25 Y Freestyle				
		00:38.87	00:37.52	00:35.42
	Sharks Swim Club 903: Diane Marler	2	Dolphins Swim Club 754: Dorothy Yoss	1
	00:27.65	1	00:26.45	4
	Sharks Swim Club 203: Lorra Joliff		Sharks Swim Club 312: Carey Kaczmarek	
	00:27.41	2	00:26.26	1
	Sharks Swim Club 117: Bonnie Joliff		Sharks Swim Club 189: Ariel Johansen	
				00:22.72
				Sharks Swim Club 821: Christine Robinson
2) 10 & Under Boys 25 Y Freestyle				
Heat	Lane 1	Lane 2	Lane 3	Lane 4
1	00:21.74	DQ	00:22.35	X
	Sharks Swim Club 209: Travis Myers	Sharks Swim Club 316: Robert Woods	Sharks Swim Club 451: David Arroyo	Sharks Swim Club 533: James Norton

- 💧 **Do not delay the meet to complete this task – the Scorekeeper iPad will automatically know how to correctly move the heats!**

PRINT RIBBON LABELS / RESULTS

- 💧 **Tap Actions**
- 💧 **Tap Generate Event Results / Generate Ribbon Labels**
- 💧 **Select “Generate All Results/Labels” or “Generate Some Results/Labels”**
- 💧 **If All, Select Printer > Copies > Range & Tap Print (top right)**
- 💧 **If SOME:**
 - Choose Clubs to Print
 - Choose Events to print
 - Print following places (conserve ribbons labels & paper!)
 - **NEW!** Print **Event** or Heat Place
 - **NEW!** Print labels **by event** or **by swimmer**
- 💧 **Tap Generate Selected Results / Labels**

SAVE/EXPORT PDF RESULTS OR LABELS

- 💧 **Tap Actions**
- 💧 **Tap Generate Event Results / Generate Ribbon Labels**
- 💧 **Tap Export Button – Top Right Corner**
 - Save your results or labels
 - Airdrop your results or labels to another iOS device
 - Wirelessly print your results or labels to any Airprint printer connected to the Swimmingley™ WiFi network.

PUBLISH RESULTS

Once the meet is over and results have been validated:

- 💧 **Connect to any Internet Connection - WiFi or Personal Hotspot (Not Swimmingley™ or legacy Meet Central™ WiFi networks)**
- 💧 **Tap Actions > Publish to Clubhouse**
- 💧 **Tap Publish (top right)**

The Event Results PDF will be published to the Clubhouse of all teams participating. AND, the Ribbon Labels PDF for each team will also be published to each team's respective Clubhouse 😊

***Once the results are published to the Clubhouse, you can share the link with anyone and everyone! Make sure parent guardian emails are included under Manage Roster in the Clubhouse to provide your parents with instant access to swim meet results!**

Section 2:

TROUBLESHOOTING, BEST PRACTICES & SUPPORT

TROUBLESHOOTING

IF YOU LOSE WiFi CONNECTION

- 👂 **Relax!** The swim meet can continue while you troubleshoot a device.
- 👂 **If a timer doesn't receive a start**, sleep that device (hit the power button on the top or side of the device), wait 3 seconds, and turn the device back on. The Swimmingly® app will still be open and the timer device will re-establish its connection.
- 👂 If the previous step does not work, you can double click the home button on that timer and quit the app completely. Then, go find the Scorekeeper, huddle as closely to the Scorekeeper's iPad and access point as possible, and resume your duties. Huddling next to the router / Scorekeeper ensures it huddles as quickly as possible. Once huddled, it will send in any times it had not yet sent to the Scorekeeper.
- 👂 **If you have an extra (head) timer**, simply swap the devices and let the head timer troubleshoot the device.
- 👂 **Before the meet, or if you ever re-huddle, do a test start!** This will ensure connectivity across the devices. Tap 'recall race' on the Starter to reset that heat. If a timer doesn't start, have him / her sleep / unsleep their device and...do another test start!

RE-HUDDLING DEVICES

- 👂 If you ever need to re-huddle one or all the devices, please note: the **DATA WILL NEVER GET LOST**. In fact, re-huddling helps re-send all data from any devices. After a storm delay, for example, simply re-huddle the devices and continue the swim meet.

TIMER TROUBLESHOOT

- 👂 Timer Doesn't Start:
 - If your timer doesn't start after 10 seconds, simply sleep and un-sleep your device.
- 👂 No Swimmer ID/Wrong ID:
 - No ID on swimmer – Reference ID on Heat Sheet
 - If you accidentally enter wrong ID, it's okay! The Scorekeeper has already been notified.
- 👂 Accidental Stop:
 - If you accidentally tap the screen to stop, it's okay!
 - Tap "Back" button in the top left

SWIMMINGLY WI-FI DISCONNECT

- 👂 If the Scorekeeper of Starter loses Wi-Fi briefly, it's okay! It will take 60-90 seconds for the connection to return. You only need to pause the meet if this happens on the Starter. The current heat in the water won't be affected. Just wait for WiFi to come back and do a test start and resume 😊
- 👂 If you are ever unsure about the connection with the timers, just do a test start!

THUNDERSTORM DELAY

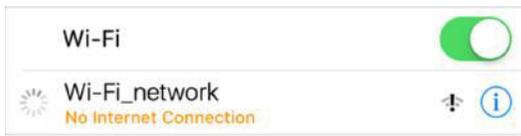
- 👂 In the event of a thunderstorm delay, validate that all times have been sent and simply shut down all of the devices. Whether it's a 30-minute delay or rescheduled meet, **huddle all of the devices as you did at the beginning of the swim meet**. The app will pick up on the event right where you left off.

TROUBLESHOOTING

ROUTER & ACCESS POINT REBOOT

- 💧 If the router ever reboots or is accidentally unplugged, and some devices lose their connection, DON'T WORRY!
- 💧 Plug the router back in or simply let it reboot. NO DATA WILL BE LOST! Once everyone's connection is back up, do a test start, and you are ready to continue!

CONNECTING A DEVICE TO THE WIFI ROUTER



- 💧 If you see this message, **ensure** your ethernet cords are securely plugged into the correct ports. **Router & access point must be connected via ethernet from their respective LAN <> LAN ports.** Refer to the WiFi instructions in your Starter Kit to double check all connections are correct.
- 💧 If you see this message, tap the blue 'i' with a circle to forget the network and reconnect.
- 💧 If that doesn't help, turn your WiFi (green toggle) off and back on and reconnect.
- 💧 If that doesn't help, go to Settings > General > Reset > **Reset Network Settings**. This will reboot the device.
- 💧 Alternatively, power your device on and off.
- 💧 Unplug/Replug the router as a last resort.

BEST PRACTICES & SUPPORT

PRACTICE, PRACTICE, PRACTICE!

👂 If you walk into your first time trial or regular season meet with several mock meets and practices under your belt, your experience will be much better!

👂 **Follow Blueprint for Success before the season at:**

➤ <https://www.swimmingly.app/training>

FORGET OTHER NETWORKS

👂 The biggest opportunity for error is if ALL devices operating have not tapped “forget networks” for any and all other WiFi networks in the area.

ACCESS POINT PLACEMENT

👂 The best place to position the router behind the Starter and 7-9 ft. overhead. This gives the router the clearance off the pool deck to communicate most efficiently with the timers, judges, starter, and scorekeeper devices.

👂 **We encourage the Scorekeeper’s iPad to work closely with the Starter. Clustering the router, Scorekeeper and Starter together is ideal.** The backstroke flag pole next to the Starter is the most universal and optimal hanging location for your access point.

SHADE THE TIMERS

👂 Provide umbrellas or tents over those timers! Devices don’t respond so well to direct sunlight for hours at a time—but neither do parents. Keep your timers shaded, happy, and willing to come back and time the next week by providing sufficient shade (and water). The devices will stay cool and the swim meet will stay on track.

👂 **Assign the “Shady Side” as the finish end.** This will ensure that your timer volunteers are happy and the Meet Central devices stay cool!

👂 **All teams that have added shade for their Timers have seen increased participation in volunteer roles 😊**

Before the meet, or if you ever re-huddle, DO A TEST START!

👂 This will ensure connectivity across the devices. Tap ‘false start’ on the Starter to reset that heat. If a timer doesn’t start, have him/her sleep / unsleep their device and...do another test start!

WIFI UPGRADE (NEW FOR 2019)

If you’re looking for a more robust WiFi setup on your pool deck, we offer an upgrade on the Swimmingly® store if you’d like!

VALIDATE TIMES SENT & HUDDLE DEVICES WITH SK BEFORE END OF MEET

👂 At the end of the swim meet, or whenever a timer device leaves the swim meet for good, have them check in with the Scorekeeper. The Scorekeeper can ensure that all of the times have been sent. If some have not been sent, simply re-huddle that device with the Scorekeeper (you don’t have to close out the Scorekeeper) and the times will get sent!

Swimmingly® Wi-Fi:

👂 This connection is for operations only (not connected to Internet). ONLY timers, judges, scorekeeper, & starter should be connected to Swimmingly™ WiFi.

Heat Sheet for each lane:

👂 Include a heat sheet for each lane for Swimmer ID reference



You are now running swim meets in a new way! We want to remind you to remind your volunteers to practice when they can, and it's okay to make mistakes as you are learning.

As always, we are available before, during, or after your swim meets to answer any and every question!

team@swimmingly.app | 866-377-SWIM (7946)

Swimmingly™ Router and Access Point: Instructions

Name of SSID: **Swimmingly 5**
AND / OR **Swimmingly 2.4**

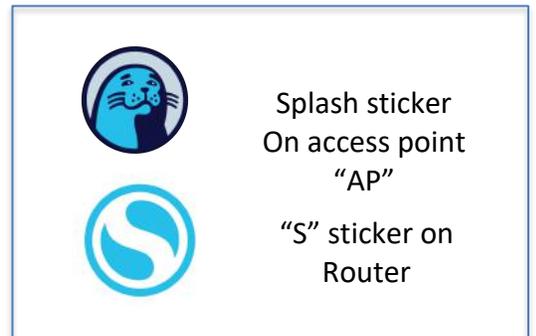
Password for Router: **swimmingly** (case sensitive)

Swimmingly™ Router and Access Point is preconfigured to “Plug and Play.” No internet connection required. Visit <https://www.swimmingly.app/training> for more info on “How to Setup your WiFi” on your pool deck.

How to Assemble: 6 Easy Steps

Step 1: Open the Starter Kit box. Locate the following contents:

1. EnGenius Access Point w/ Splash sticker on front
2. 50ft. blue Ethernet Extension Cord
3. 4 white Antennas (for EnGenius access point)
4. White Router w/ “S” sticker on front
5. 1ft. black Ethernet Cord
6. 5ft. black Ethernet Cord
7. Access Point PoE Injector (Splash sticker)
8. Router PoE Injector (“S” sticker)



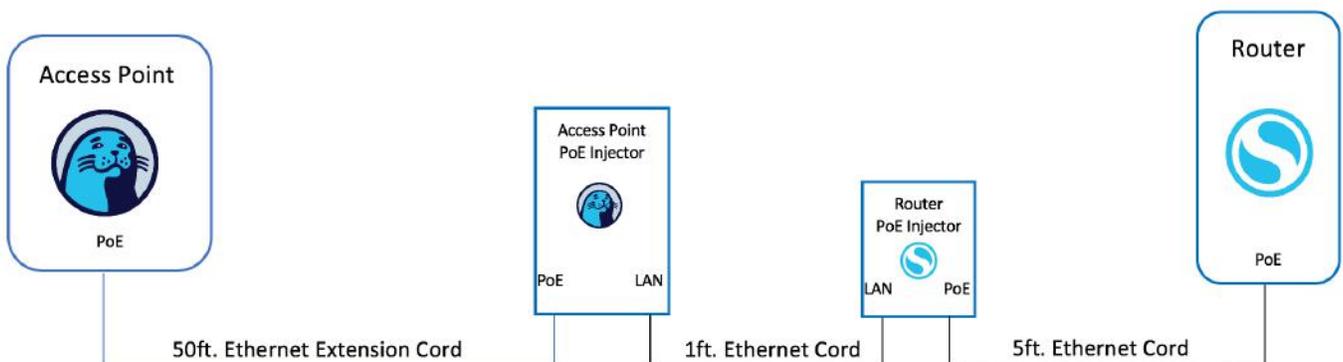
Step 2: Remove Access Point from the top level of the Starter Kit. Attach four (4) antennas onto the Access Point. Make sure the 2.4 GHz. antennas connect to the 2.4 GHz. sockets, and the 5 GHz. antennas connect to the 5 GHz. sockets.

Step 3: Remove Router from the bottom level of the Starter Kit. Confirm that the 1ft. Ethernet Cord is plugged into the **LAN** inserts of both Router and Access Point PoE Injectors.

Step 4: Confirm that one end of the 5ft. Ethernet Cord is plugged into the Router, and the other end is plugged into the **POE** insert of the Router PoE Injector (“S” sticker).

Step 5: Plug the unattached end of the 50ft. Ethernet Extension Cord into the **POE** insert of the Access Point PoE Injector (Splash sticker).

Step 6: Once the Access Point and Router are connected by the 50 ft. Ethernet Extension Cord, hang the **ACCESS POINT** 7-9 feet off the ground using the blue strap. We recommend hanging the Access Point on the backstroke flags by the starter (by the perimeter of the pool). Only the Access Point has to be on the perimeter of the pool. Using the 50ft. Ethernet Extension Cord, you can place the Router and power sources away from the pool.



Swimmingly™ Portable PA & Starter Instructions

The **Swimmingly™** Portable PA & Starter is multi-use

- 1) Synchronized starting “**tone**” directly from the **Swimmingly™** app (Starter’s device)
- 2) False start “**tone**” directly from the **Swimmingly™** app (Starter’s device) **New for 2019**
- 3) Announcements to parents & swimmers during the swim meet
- 4) Use for National Anthem, pool parties, music and meetings.

Step 1: Unpack the following contents from the **Swimmingly™ PA** box

- 📏 Portable PA & Starter unit
- 📏 Microphone
- 📏 XLR cable
- 📏 Power cable
- 📏 iPhone cable
- 📏 Apple Lightning Adapter

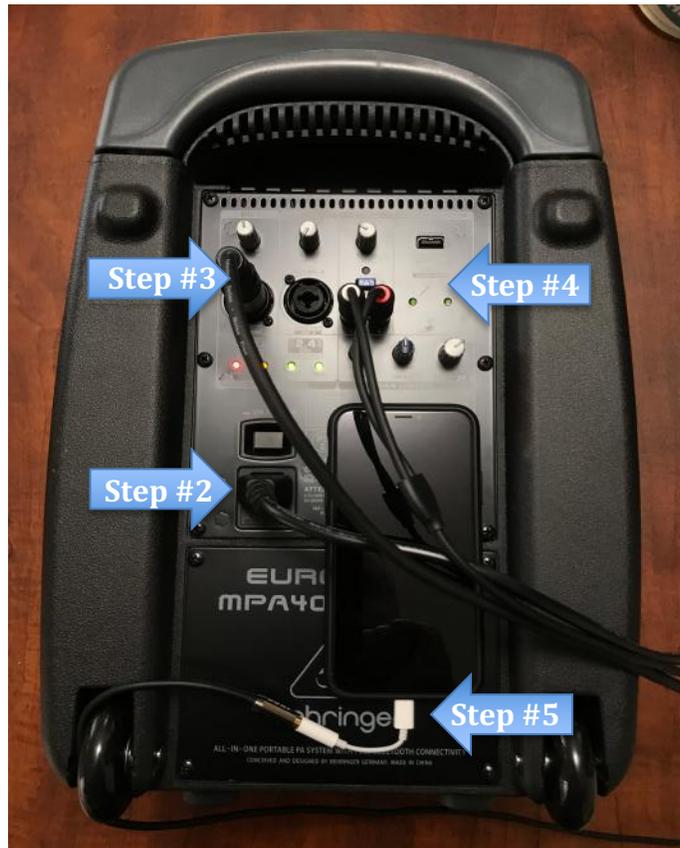
Step 2: Plug power cord into the back of the PA system (lower left) and into an electrical outlet. The unit functions when plugged in or stand-alone via its internal battery. We recommend fully charging the unit prior to your swim meet and operating in stand-alone (battery-powered) mode.

Step 3: Plug XLR microphone cable into either line 1 or line 2 (top left) on the back of the PA system. Attach the microphone to the other end of the XLR microphone cable.

Step 4: Plug in the two-prong iPhone cable into PA system (white into white and red into red)

Step 5: Plug the Apple Lightning Adapter into the iPhone or iPad that is being used to start the events. **We recommend using the lightning port versus the headphone jack.**

Step 6: Important. For start volume, adjust (1) **Line-in** (2) **Master** and (3) **Volume** on Starter’s device. For your mic, adjust (1) **Line-in**.



Your volunteers should complete the Blueprint for Success & download your Help Guide here:

<https://www.swimmingly.app/training>

Team Hotline:
866-377-SWIM (7946)

Email Support:
team@swimmingly.app