

# ODSL Computer Operators Training

## 4/28/18

Getting computers set up & Welcome

Setting up home meets in TouchPad

Setting up home meets in TeamUnify

Accepting away meets in TeamUnify

Generating Roster Report --

Account/Member Admin

Members

Customize Filters

Billing Group -- Select Age Groups

Done

Select All (by clicking box to the left of "Last Name")

Export

Export SDIF

Enter Age Up Date -- 6/15/18

Generate (and then retrieve file from Downloads)

Entering athletes into events

Rules for individual events:

- May swim a maximum of three ind. events
- Should demonstrate ability to swim stroke legally
- May swim up one age group, but only if there are no other swimmers available for that age group

Setting up relays

Rules for relays:

- One age-group relay and the mixed-age relay
- May swim up two age groups for the age group relays

Update Times

Coach Approval

TouchPad Sync from TeamUnify

TouchPad Sync within TouchPad (Ctrl Y)

- Verify on Home Screen that both teams are showing and the number of athletes looks right.

### Entry Manager -- Importing Files (Rosters)

- Make sure if you are an away team to send your roster to the home team so that if you need to add athletes on deck you'll have their information in TouchPad already.

### Meet Reports

- Event Limit Verification -- Print Preview
- Relay Athlete Ages -- Checks for swimmers swimming in inappropriate relays.
- Relay/IE Exceptions -- This will show if there's any swimmer in a relay who's not in an individual event.

### Seeding

- Select Dual Meet using Even-Odd Lanes
- Home team is in odd-numbered lanes; away team is in even-numbered lanes
- Seed events 1 - 64
- Click 'Seed These Events'
- Preserve Fast Heat? No

### Heat Sheets

- Heat Sheets -- column number is your choice
- Single Team Heat Sheets (by swimmer - for clerk of course & check in)
- Horizontal Heat Sheet (for clerk of course)
- Psych Sheets (for parent verification)
- Lane Sheets (for timers)
- Relay Name Sheets (print two copies for your team to give to parent volunteers to round up relays)

### Enter Events

- Enter times and DQ codes
- May add/remove athletes
- May move athletes to different lanes/heats
- May add heats
- Score after each event
- Sync to TouchPad Live
- Setup/Print Award Labels

### Meet Results

Complete Meet Result (give copy to other team)

Sync (when meet is completely finished)

Backup Current Meet (send file to opposing team so they can generate their own reports)