

Computer Operations Training

April 21, 2022



Agenda

Computer Ops Role

Tools Used

Demo

- Create a Meet

- Prepare for the Meet

- Run the Meet

- Close Meet

The Computer Operator is critical to the smooth operations of a meet

The role of the Computer Operator is to own the development and management of a meet.



Agenda

Computer Ops Role

Tools Used

Demo/Walk Through

- Create a Meet

- Prepare for the Meet

- Run the Meet

- Close Meet

There are two applications used to manage and run a swim meet

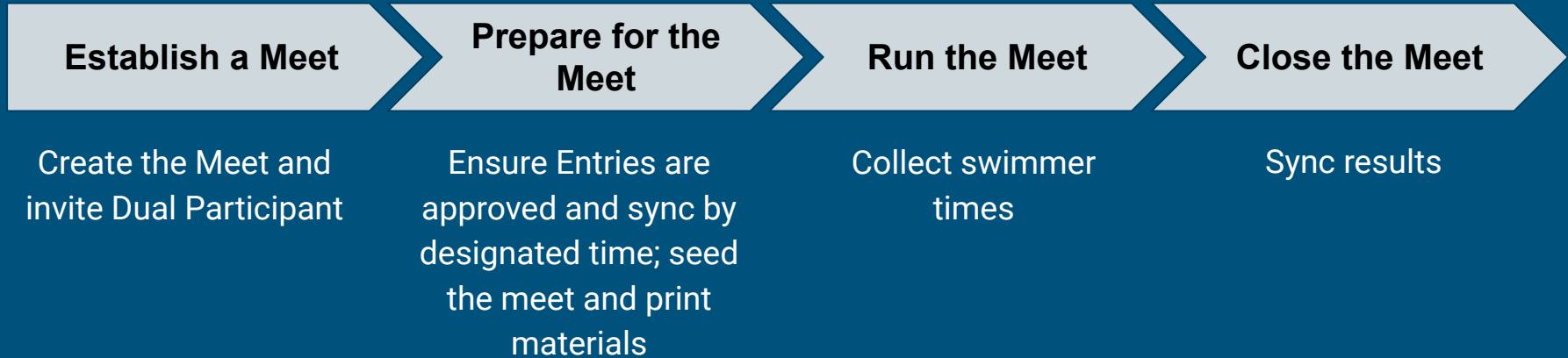
Touch Pad

Only used by Computer Operator(s) and is used to Create, Run and Close out a Meet

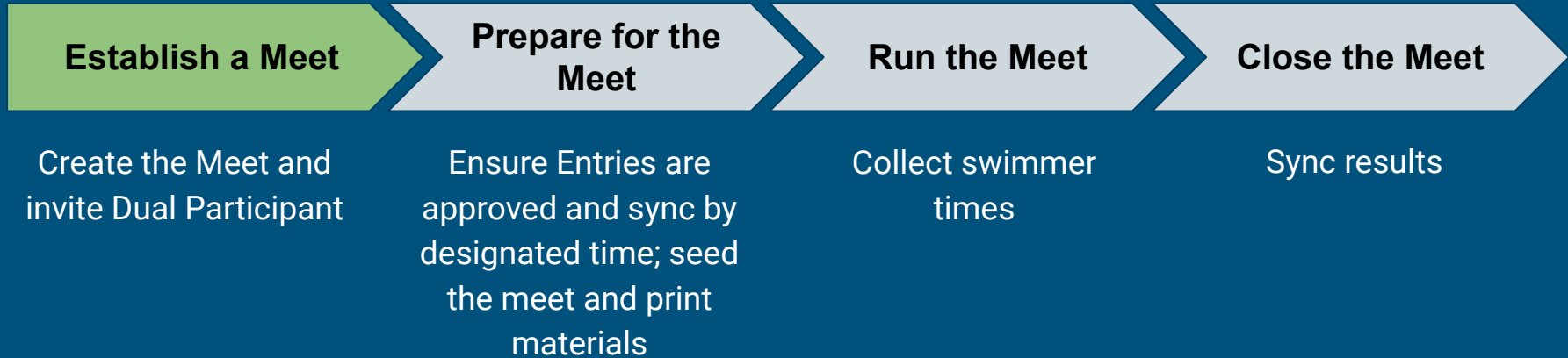
Team Unify

Used by Swimmers (parents), Coaches and computer Operator(s) to select and manage meet entries

The Computer Operator is critical to the smooth operations of a meet



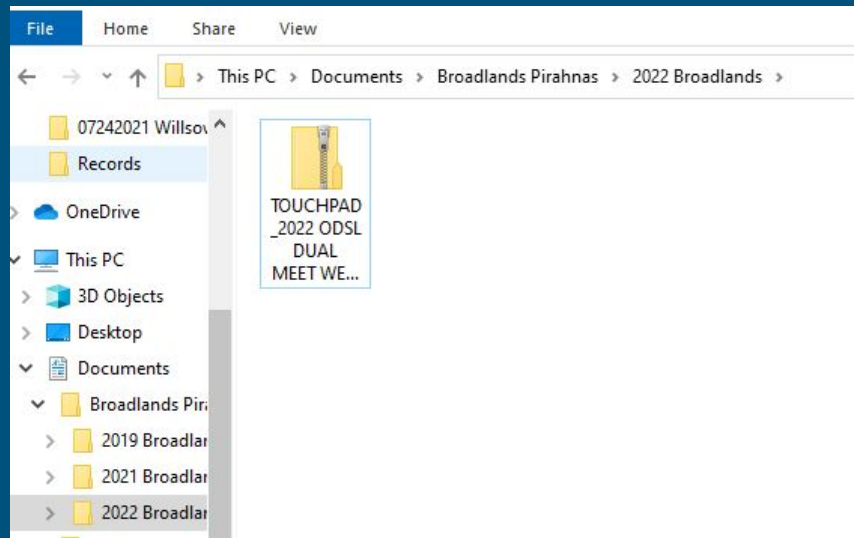
The Computer Operator is critical to the smooth operations of a meet



To start, we want to download the templates

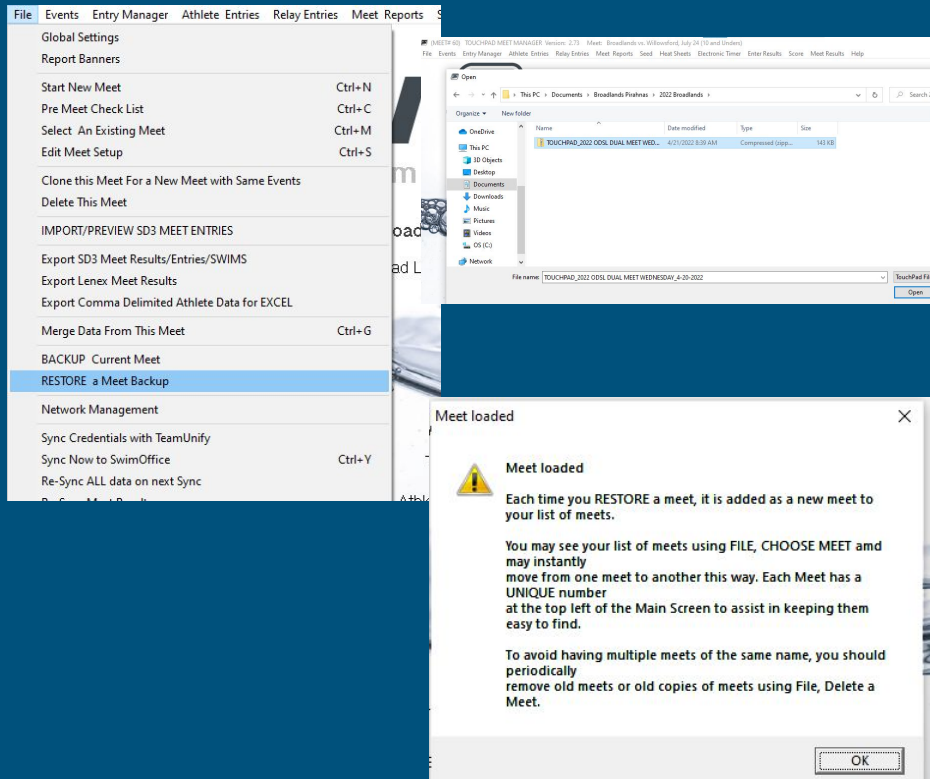
- Create a 2022 folder
- Download and save templates to the 2022 folder

Note: Download your ODSL 2022 Dual Meet Template.zip. ENSURE you know where you download this file. This backup contains All Events, Records



Then we want to create a new meet using the templates

- Open TouchPad
- In TouchPad select File > Restore a Meet Backup
- Navigate to your saved template
- Select 'Restore this File'
- Click 'OK'



Then we want to establish the meet

- Confirm it is correct
- Click 'OK' and then click 'Yes' to the pop ups about about the meeting cloning. This will finalize the process for meet creation

Meet Setup For the CURRENT MEET

These three are headers for all reports. Use all three for dates, location etc. for your meet reports.

Meet Name: 2022 ODSL Dual Meet Wednesday

Headline 1: ODSL Pool

Headline 2:

Pool Address: 1 Main Street

City: Leesburg

State: VA Zip: 20175

Use Default Address Set Default Address

Meet Director Name: Meet Director

HOST TEAM NAME: Broadlands Piranhas

Date Format: MM/DD/YY

Meet Start Date: 06/22/22

Age-Up Date: 06/15/22

Meet End Date: 06/22/22

Use Times Since: 06/11/22

Date by which ages are calculated for this meet:

Entry Event Limits

MAX INDIVIDUAL Entries per Swimmer: 3

MAX RELAY Entries per Swimmer: 2

MAX TOTAL Entries per Swimmer: 5

Course Order Course Orders Explained

SLY

Type of User

☐ Novice User

☒ Experienced User

Determines number of pop-up reminders

Surcharges

(Enter 2.75 for \$2.75)

TEAM Surcharge: 0.00

FACILITY Surcharge: 0.00

ATHLETE Surcharge: 0.00

☐ Enforce Qualifying Times

☐ Allow Relay Course Conversions

☐ Minimum Qualifying Time for NonConforming Times

☒ Use Preferred First Names

Meet Type

☒ Age Group Meet

☐ High School/College

☐ YMCA

☐ Recreational

Minimum Age for OPEN Events: 4

Number of Pool Lanes: 6

Elevation in Feet:

Sanction #:

Pool Length

☐ 25 YARDS (Y)

☒ 25 METERS (S)

☐ 50 METERS (L)

Choose the Default Printers for your printed reports:

Print/Preview Size: % 100 87% Shows Whole Page

Primary Printer: Brother HL-L2370DW series

Label Printer: DMP QN LPT3

Scoring Preferences

OK

Then we want to create the meet

- Update the Meet Name, Pool address and date of the meet. You will want to confirm the following:
 - Validate the age up date is 6/15/22
 - Use times since time trials 6/11/22 (except for time trials use 6/1/21)
- Click 'OK'

Meet Setup for the CURRENT MEET

These three are headers for all reports. Use all three for dates, location etc. for your meet reports.

Meet Name: 06182022_Broadlands vs. Lansdowne
Headline 1: Southern Walk
Headline 2:
Meet Director Name: Perry Baldwin/Tracie Buckley
Pool Address: 43081 Village Dr
City: Ashburn
State: VA Zip: 20148
Use Default Address Set Default Address

HOST TEAM NAME: Broadlands Piranhas

Date Format: MM/DD/YY
Meet Start Date: 06/18/22
Age-Up Date: 06/15/22 Date by which ages are calculated for this meet.
Meet End Date: 06/18/22
Use Times Since: 06/11/22

Entry Event Limits
MAX RELAY Entries per Swimmer: 2
MAX TOTAL Entries per Swimmer: 5

Course Order Course Orders Explained
SLY

Type of User
☐ Novice User
☒ Experienced User
Determines number of pop-up reminders

Surcharges
TEAM Surcharge: 0.00
FACILITY Surcharge: 0.00
ATHLETE Surcharge: 0.00

Enforce Qualifying Times
☐ Enforce Qualifying Times
☐ Allow Relay Course Conversions
☐ Minimum Qualifying Time for NonConforming Times
☒ Use Preferred First Names

Meet Type
☒ Age Group Meet
☐ High School/College
☐ YMCA
☐ Recreational

Pool Length
☐ 25 YARDS (Y)
☒ 25 METERS (S)
☐ 50 METERS (L)

Minimum Age for OPEN Events: 4
Number of Pool Lanes: 6
Elevation in Feet:
Sanction #:

Choose the Default Printers for your printed reports:
Primary Printer: Brother HL-L2370DW series
Label Printer: DMP ON LPT3

Print/Preview Size: % 100 87% Shows Whole Page
Scoring Preferences

OK

Confirm Events

- Navigate to Events
- Then you can review the events; this is also where you can insert Record Times

06182022_Broadlands vs. Lansdowne 06/18/2022 (F1 for HELP)

Specify the EVENT NUMBER of the event with which you are working.

Events in Meet 64

Terminology Used Here

Print/Preview Event List

Set MEET Sessions

Exit Delete Event

Re-Number Events

Alternate Gender as entered ☒ Gender: BOYS

ROUNDS Description For This Event: 1-Timed Final Event ALL

Heat ORDER PRELIMS: SLOW to FAST Seeding S->F ALL

Heat ORDER FINALS: FAST to SLOW Seeding F->S ALL

Event TYPE: STANDARD Event ALL

Prelim Num. of Lanes: 6 (3-12) ALL

Final Num. of Lanes: 6

Age Group: 6&UN 7-8 9-10 11-12 14&UN 15&UN 18&UN 15-18 OPEN OTHER

Distance: 25 50 100 200 400 500 800 1000 1500 1650 OTHER

Type: Individual Relay Stroke: Freestyle Backstroke Breaststroke Butterfly Indiv. Med. Medley Relay 1M Diving 3M Diving Platform Diving

Event Qualifying Times

Event Records

Event Messages

Event Cut Times

Entry Fee \$: ALL

Deck Entry \$: ALL

Score This Event ☒ ALL

Score Prelims as extended Finals ☐ ALL

ADD/CHANGE Active Event #1

Specify Active Event #: 1

Click ADD/CHANGE to commit choices made for each event. Enter new number in ACTIVE EVENT box for new event.

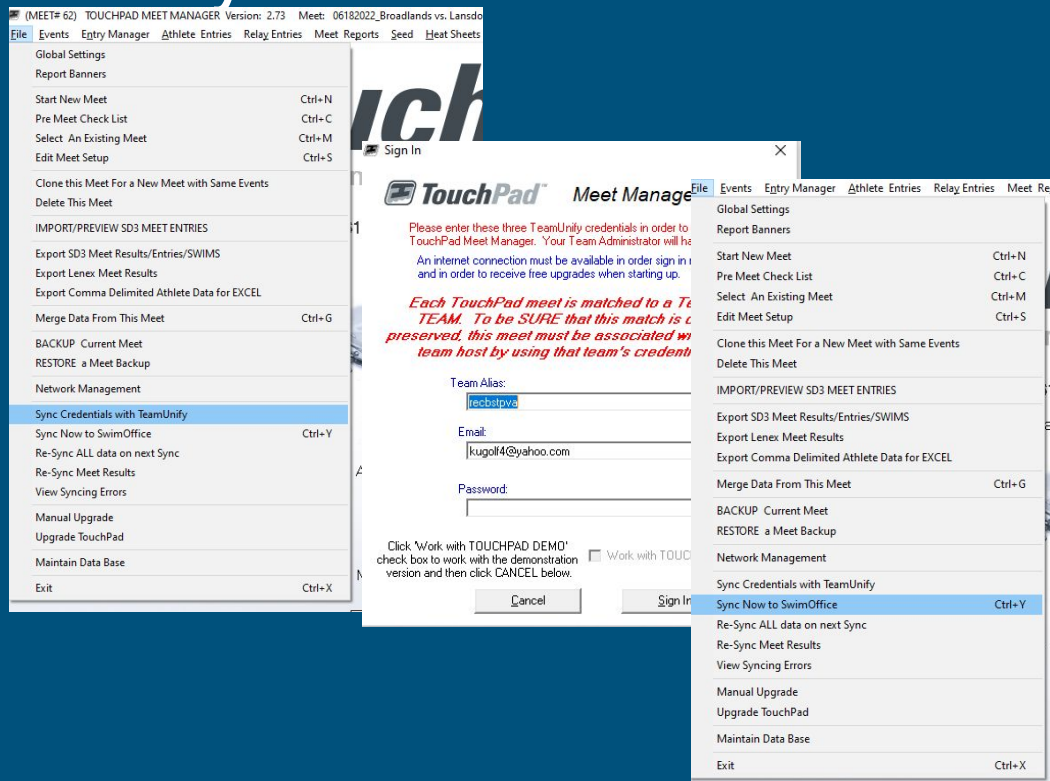
Add an event then click below to make it a Multi-Age Event: Create/Edit Multi-Age Event

Alternating Heats click HERE SEP MIXED by Gender

EV#	Sub	Gender	Agegroup	Sub Age	Dist	Stroke	Rounds	Lanes	I/R	Fee	Deck	DESC	Prelims	Finals	Type	Score	Multi-Age	ALT HT	SEP	SCORE PRE
1		BOYS	6&UN		25	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
2		GIRLS	6&UN		25	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
3		BOYS	7-8		25	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
4		GIRLS	7-8		25	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
5		BOYS	9-10		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
6		GIRLS	9-10		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
7		BOYS	11-12		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
8		GIRLS	11-12		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
9		BOYS	13-14		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
10		GIRLS	13-14		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
11		BOYS	15-18		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
12		GIRLS	15-18		50	FREE	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
13		BOYS	6&UN		25	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
14		GIRLS	6&UN		25	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
15		BOYS	7-8		25	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
16		GIRLS	7-8		25	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
17		BOYS	9-10		50	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
18		GIRLS	9-10		50	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A
19		BOYS	11-12		50	BACK	F	6	I			1	-	F->S	STANDARD	YES	NO			N/A

Sync Meet to Team Unify

- Go to File->Sync Credentials with Team Unify
 - a. Note you will need to be an Admin in team unify
- Click Sync Now to Swim Office



Update Team Invite with Timeline and Meet information

- Logon to TeamUnify
- Locate the meet (Events ->Current and Upcoming)
- Click on Edit and Modify Event information:
 - Confirm Start Times
 - Category is Meet
 - Set Registration Deadline (Sunday for Wednesday meets and Wednesday for Thursday meets)
- Update Sync time to be 4pm Pacific time/7pm Eastern (Close time is Monday for Wednesday and Thursday for Saturday Meets)
- Update Meet description and Information
- Click Save

A screenshot of the 'Event Edit' form in TeamUnify. The form is divided into four steps. Step 1: 'Enter Event Information' includes fields for 'Event Title' (06182022_Broadlands vs. Lansdowne), 'Start Date/Time' (06/18/2022 03:00 AM), 'Registration Deadline' (06/18/2022), 'End Date/Time' (06/18/2022 03:00 AM), 'Event Category' (Swim Meet), and 'Home Page Tab' (Swim Meet). Step 2: 'Team Member Only Private Event?' with a checkbox and a dropdown menu. Step 3: 'Event Signup/Register Enabled?' with a dropdown menu and a section for 'Touchpad Meet' with fields for 'Touchpad Sync Start Date/Time' (04/21/2022 12:00 AM) and 'Touchpad Sync End Date/Time' (Pacific Standard Time). Step 4: 'Team Hosted Event (Job signup required)?' with fields for 'Job Signup Deadline' and 'Per Account Signup Limit'. Red arrows point to the 'Event Title', 'Start Date/Time', 'Registration Deadline', the 'Touchpad Meet' section, and the 'Allow Athletes to Sign Up by Event?' field.

Invite Team to Meet

- Locate the meet (Events -> Current and Upcoming)
- Click on Select Teams
- Search for Team:
 - League is OD-Old Dominion Swim League
- Click check the box and click invite

Home Practices Pool Locations Meet Sheets/Results Team Records History Volunteering

Current & Upcoming Past & Archived Hidden (Admin only) TouchPad Meet Admin Reports

New Event Delete

June 18 2022

☐ 06182022 Broadlands vs. Lansdowne

Jun 18, 2022 (03:00 AM)

TouchPad

[Edit]

Attend/Decline Job Signup Select Teams Invited Teams

This Text Editor DOES NOT SAVE YOUR WORK AUTOMATICALLY and there is a RISK OF LOSING YOUR WORK. [Do not spend more than 10 minutes creating or

Home Practices Pool Locations Meet Sheets/Results Team Records History Volunteering

Select Teams

Select Teams Invited Teams Meet Time Estimate

Jun 18, 2022 (03:00 AM) - 06182022_Broadlands vs. Lansdowne

Event Edit

Search Display ALL

Please click the [Search] button after each filter selection change.

Team Name: City:

Team Code: State:

League/LSC: OD-Old Dominion Swim League Zip:

Team Alias:

Only Teams with On-Line Meet Entry feature turned on will be shown.

Save and Invite

<input type="checkbox"/> Team Name	Team Code	City	State	Zip	Team Alias
<input checked="" type="checkbox"/> Lansdowne Lightning	LLST	Leesburg	VA	20178	II

Invited Teams

Select Teams

Jun 12, 2013 -

Entries Submitted: 0 OF | OM | OTot 0(I) | D(R) | OTot \$0.00

Entries Accepted: 1 OF | OM | OTot 0(I) | D(R) | OTot \$0.00

Search

Please click the [Search] button after each filter selection change.

Team Name: Invite Status: --ALL-- Enroll Status: --ALL-- Sync Status: --ALL--

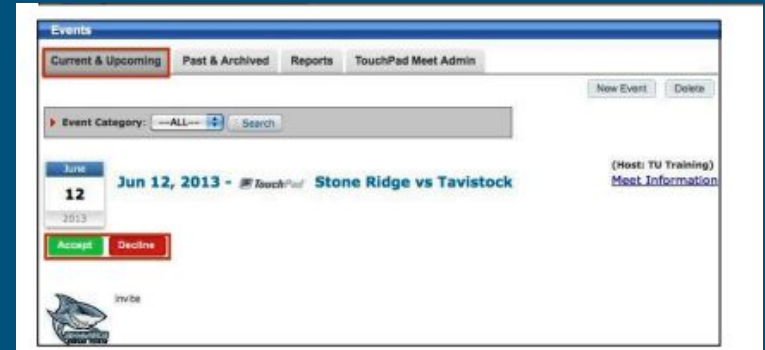
Invite Un-Invite Email Admins Accept Teams Reject Teams Enable Sync Disable Sync

Team Name	Team Code	Invite Date	Invite Status	City, State	Entry Fees	Enroll Status	Sync Status	Entry Submitted	Entry Count
<input checked="" type="checkbox"/> Brambleton Bettas Swim Team	BBST	04/09/2013	No Response	Ashburn, VA	\$0.00	Not Accepted	Auto	N	OF OM

Invite Un-Invite Email Admins Accept Teams Reject Teams Enable Sync Disable Sync

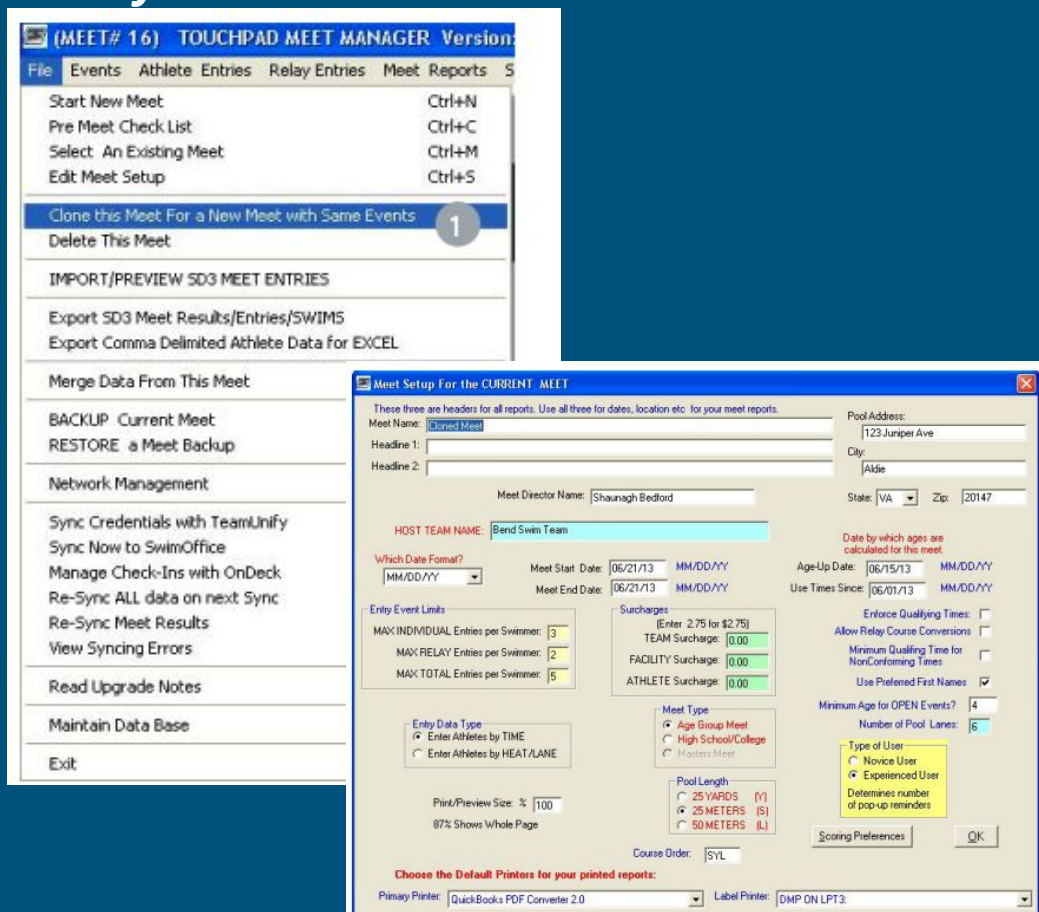
Accepting the Meet

- The visiting team will need to accept the meet
- Locate the meet (Events ->Current and Upcoming)
- Click Accept



To create the next meets you can clone the meet you just created

- Clone the current meet by going File > Clone this Meet for a new Meet With same Events. This will keep all current meet information including pool location, meet director, events, Records
- Click “yes” and “ok”
- Then Modify the Meet Name and you can then sync



To prepare for a meet the critical part ensuring meet entries are accepted and sync'd by required timelines

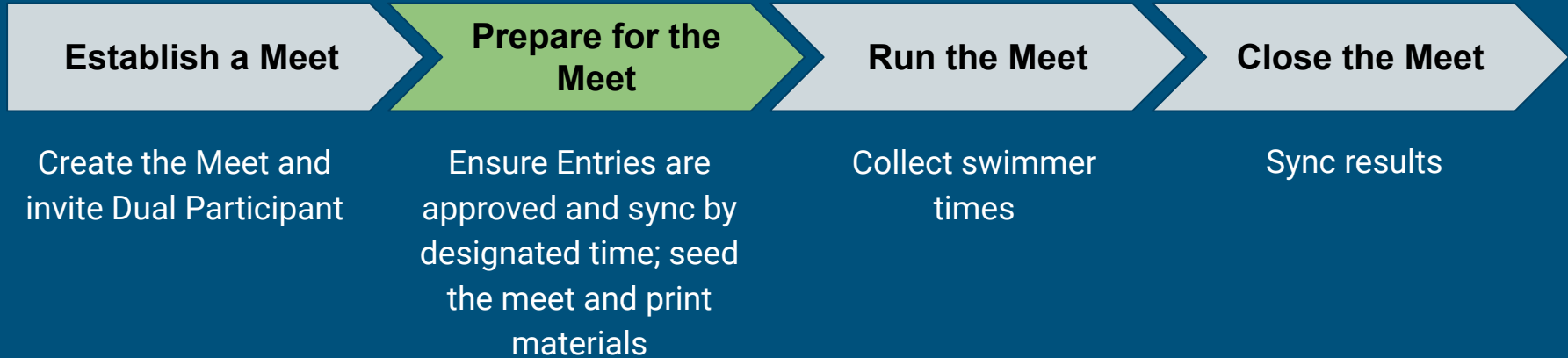
Wednesday

- Sunday Midnight - Event Selection complete by Parents/Swimmer
- Monday 7pm - Events approved and sync'd

Saturday

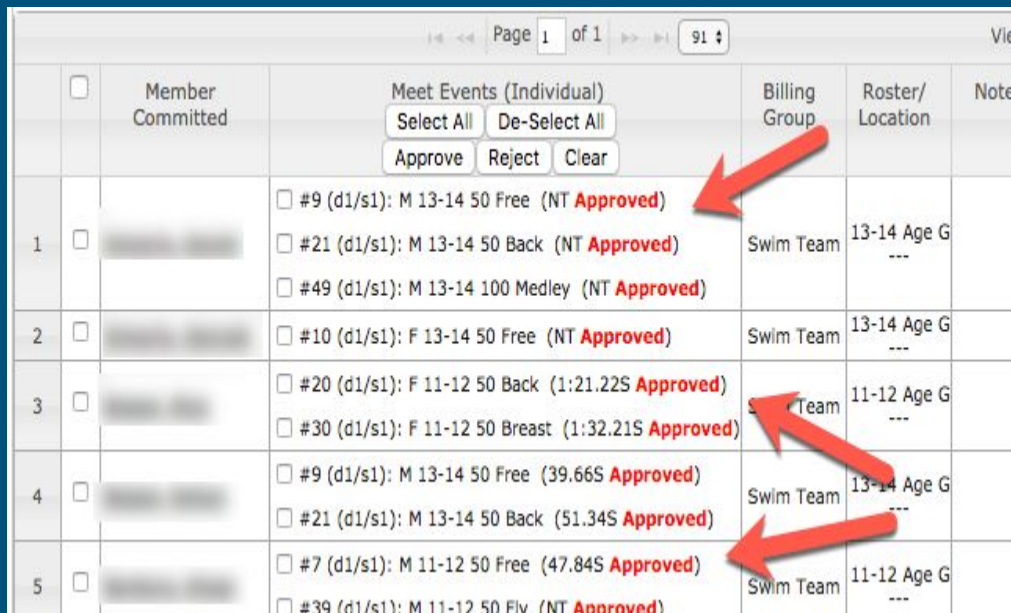
- Wednesday Midnight - Event Selection complete by Parents/Swimmer
- Thursday 7pm - Events approved and sync'd

The Computer Operator is critical to the smooth operations of a meet



Confirm all Entries have been approved

In Team Unify; Go to the “Committed Athletes” screen for the current meet



	<input type="checkbox"/>	Member Committed	Meet Events (Individual) <input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Clear"/>	Billing Group	Roster/ Location	Notes
1	<input type="checkbox"/>		<input type="checkbox"/> #9 (d1/s1): M 13-14 50 Free (NT Approved) <input type="checkbox"/> #21 (d1/s1): M 13-14 50 Back (NT Approved) <input type="checkbox"/> #49 (d1/s1): M 13-14 100 Medley (NT Approved)	Swim Team	13-14 Age G ---	
2	<input type="checkbox"/>		<input type="checkbox"/> #10 (d1/s1): F 13-14 50 Free (NT Approved)	Swim Team	13-14 Age G ---	
3	<input type="checkbox"/>		<input type="checkbox"/> #20 (d1/s1): F 11-12 50 Back (1:21.22S Approved) <input type="checkbox"/> #30 (d1/s1): F 11-12 50 Breast (1:32.21S Approved)	Swim Team	11-12 Age G ---	
4	<input type="checkbox"/>		<input type="checkbox"/> #9 (d1/s1): M 13-14 50 Free (39.66S Approved) <input type="checkbox"/> #21 (d1/s1): M 13-14 50 Back (51.34S Approved)	Swim Team	13-14 Age G ---	
5	<input type="checkbox"/>		<input type="checkbox"/> #7 (d1/s1): M 11-12 50 Free (47.84S Approved) <input type="checkbox"/> #39 (d1/s1): M 11-12 50 Fly (NT Approved)	Swim Team	11-12 Age G ---	

Also confirm the following:

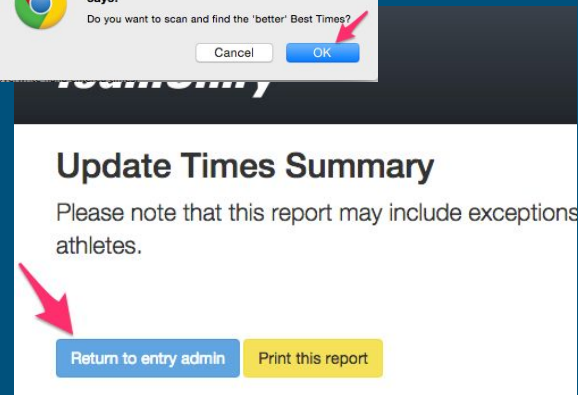
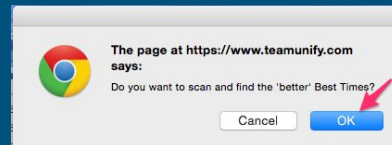
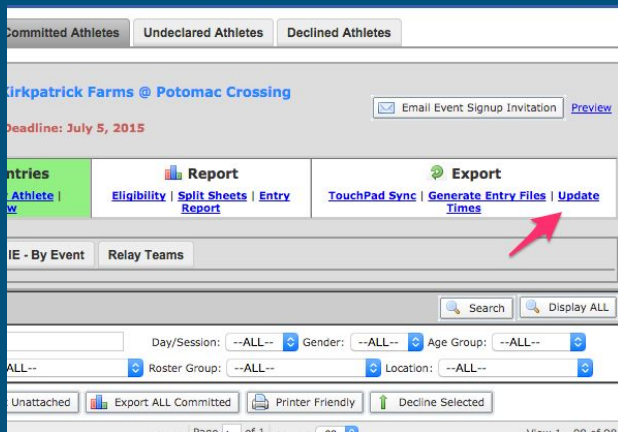
- No more than 15 entries for Breaststroke, Fly and 9 for IM
- Relay swimmers have events
- Swimmer has no more than 3 individual events

Before Syncing, ensure times are up to date

1. Click on Update times

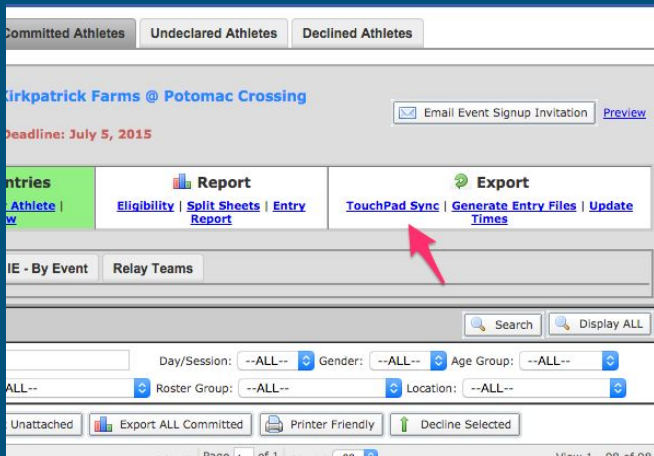
2. Reset Entry Times for ALL Meet-Events" and uncheck the "DO NOT Overwrite hand entered times." option then click "Update Times NOW!"

3. Click OK and Return to Entry Admin

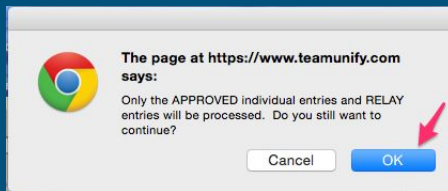


Sync Entries

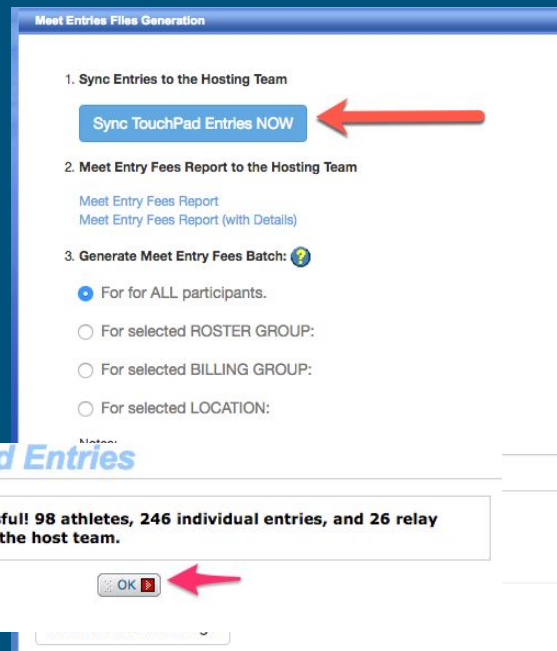
Click on Touchpad Sync



Click ok



Click and confirm Sync TouchPad Entries Now



Create and Send Roster (Away CO)

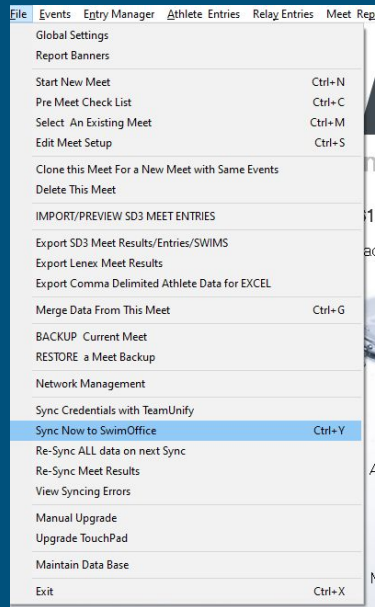
Once you have synced the entries; send an email to opposing team CO indicating completion and include team Roster. To export the file goto the "Members" page under Team Tools

- Goto the "Account/Member Admin" section under team admin.
- Choose the "Members" tab.
- Check the box that selects all members.
- Choose "Export SDIF" under the Export button and save the file produced.
- This is the team roster file.

The screenshot displays the 'Account Management' interface. The top navigation bar includes links for Home, News, Events, Calendar, Pool Information, 2015 Team Suits, Documents, and AI. The left sidebar contains a 'Sign Out' button and several menu items: 'Help & Training', 'TU Updates' (with a red notification icon), 'TUMoney', 'System', 'My Account', 'Team Admin', 'Billing Admin', and 'Contact Us'. Under the 'Team Admin' section, the 'Account/Member Admin' item is highlighted with a red arrow. The main content area shows the 'Members' tab selected, indicated by a red arrow. Below the tab, it states '142 Members'. There are buttons for 'Edit', 'Communicate', and 'Export'. The 'Export' button is clicked, opening a dropdown menu with options: 'Custom Excel Export', 'Export SDIF' (highlighted with a red arrow), 'Attendance Report', 'Avery 8160 Labels', 'Individual Attendance Report', and 'Print Attendance Checklist'. At the bottom left, a table header is visible with columns for 'Last Name', 'First Name', and 'A', with a red arrow pointing to a checkbox next to the 'Last Name' header.

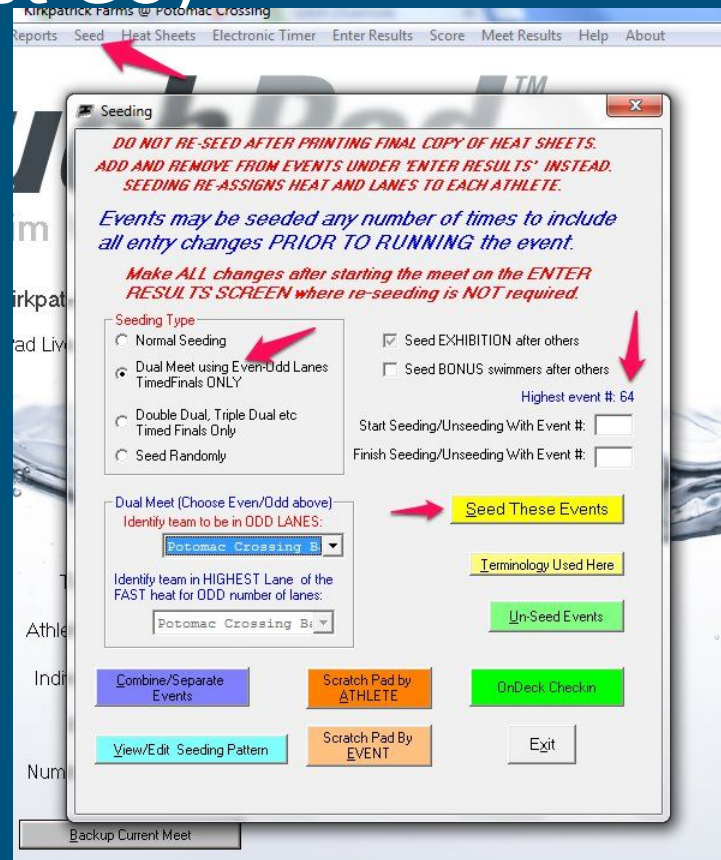
Accept Meet Entries (Done by Host CO)

- Open TouchPad and select the meet.
 - File -> Select An Existing Meet
- Confirm the basic meet settings by clicking "Ok"
- Sync the event to SwimOffice.
 - File -> Sync Now to SwimOffice



Seed the Meet (Done by Host CO)

- Go to Seed top tool bar and select the following:
 - Seeding Type: Dual Meet using Even-Odd Lanes Timed Finals ONLY
 - Identify team to be in ODD LANES: Home Team
 - Start Seeding/Unseeding With Event #: 1
 - Finish Seeding/Unseeding With Event #: 64
- Answer "No" to the preserve fastest heat question.
-



Review and Distribute Meet Sheets (Done by Host CO)

1. Generate the Heat Sheets and review them looking for events that can be combined. By doing the following:
2. If two adjacent events
3. If an event can be combined align the swimmers in the events so that there is no overlap between the events so they can be combined on deck. Example:
 - Event 1: Swimmers in Lanes 1-3
 - Event 2: Swimmers in Lanes 4-6
4. **Once meet sheet is ready; send to both teams at the same time; Send to Head Coaches, Team Reps and Computer Operator - Target to send by 10pm Monday/Thursday**
5. **Away teams and approve review by 10am Tuesday/Friday**

Need to send meet sheet and back up to CO

Heat Sheet, Cards, Labels, Lane Sheets

TYPE

Type:

- ☒ Prelims/Timed Finals
- ☐ Finals

(Click on Heat Sheets to cancel previous choice)

- ☒ **Heat Sheets**
- ☐ SINGLE Team Heat Sheets
- ☐ Horizontal Heat Sheet
- ☐ Psych Sheets
- ☐ Lane Cards
- ☐ Labels for Cards
- ☐ Lane Sheets
- ☐ Entries per Team
- ☐ Meet Duration
- ☐ CTS Scribd File
- ☐ Relay Name Sheets
- ☐ Warmup Totals
- ☐ Finish Judge Sheets
- ☐ Entry Labels

CONTENT

INCLUDE.....

- ☒ Seed Times
- ☒ Indiv. Relay Names
- ☒ Capitalize Athlete Names
- ☒ Capitalize Team Names
- ☐ Records
- ☒ Cut Times
- ☒ Messages
- ☒ Seed Course
- ☐ Mark OVC's
- ☐ Mark EXIB
- ☒ Age
- ☐ Gender

☐ New Page each Event

☐ PSYCH sheets SLOW-FAST

☐ Results of Earlier Heats

☒ Empty Lanes

☒ LAST name first

☒ Sanction #

☒ Estimated Start and End Times

☒ Team INITIALS

☐ Team NAME

MEET Session

Active Session:

Dual Meet Wed Night

Enter/Edit MEET Session

FORMAT

Info for Cards/Labels

Start with Heat:

No. of BLANKS:

☐ NO Heats/Lanes Shown

For Which Team(Cards/Labels)?

ALL TEAMS

☐ Sort by LANE/EVENT/HEAT

Number of Columns

- ☐ ONE column
- ☐ TWO column
- ☒ THREE column

Order of Events:

- ☐ Even and Odd
- ☐ Even Only
- ☐ Odd Only
- ☒ Defined Session

PRINT Session

Active Session:

NO SESSION DEFINED

Enter/Edit PRINT Session

(Highest event #: 64)

Start with EV#: 1

End with EV#:

Exit

Print/Preview

Once Meet is approved, meet reports need to be created (Host CO)

Swimmer Check in

TouchPad™

Meet Reports

After Entries are in:

- ☐ Event Limit Verification
- ☐ Time Standard Exceptions
- ☐ USA Registration Numbers
- ☐ Athlete Ages
- ☐ Relay Athlete Ages
- ☐ Event/Session Gendering
- ☒ Meet Entries
- ☐ Athlete Check-In Sheets
- ☐ Fee Totals
- ☐ Athletes missing Sync Data
- ☐ Meet Timeline

After the meet:

- ☐ Sync Verification
- ☐ Relay / IE Exceptions
- ☐ Athlete Info
- ☐ Non Competing Athletes
- ☐ Athlete No-Shows (NS)
- ☐ Athlete Scratches (SCR)
- ☐ Modified Results
- ☐ Deck Entry

Administrative PDF Forms:

USA-SW-500 Counter Form

Open Chosen PDF Form

Meet Entries

Report all meet entries based on choices below

Shows all the individual and relay events entered for all the athletes chosen. Includes their seed times, relay entries and the relay position.

☐ Individuals Only

☐ Relays Only

☒ BOTH

Make choices below, then click Print/Preview

☐ Include Scratches

☐ Show ONLY BONUS entries

☐ Show Heat/Lane

User Defined Session

Active Session: Saturday 10 U

Enter/Edit Session

Gender

☒ Male Only

☐ Female Only

☐ Mixed

☐ All

Ages

From: To:

Sort

☒ By Team

☐ By Athlete

Team

Which Team? Broadlands Swim

☐ New Page for each TEAM

Print/Preview

Exit

Lane Sheets

Heat Sheet, Cards, Labels, Lane Sheets

TYPE

Type: Prelims/Timed Finals

Finals

(Click on Heat Sheets to cancel previous choice)

☐ Heat Sheets

☒ SINGLE Team Heat Sheets

Lane Sheets for which Lanes?

ALL Lanes Cancel

☐ TWO events per page

Num. Events Per Pg.

☒ All Heats

☐ EVEN Heats

☐ ODD Heats

☐ Single Spacing

☒ Double Spacing

☐ Warmup Totals

☐ Finish Judge Sheets

☐ Entry Labels

CONTENT

INCLUDE.....

- ☒ Seed Times
- ☒ Individ. Relay Names
- ☒ Capitalize Athlete Names
- ☒ Capitalize Team Names
- ☐ Records
- ☒ Cut Times
- ☒ Messages
- ☒ Seed Course
- ☐ Mark OVC's
- ☐ Mark EXIB
- ☒ Age
- ☐ Gender

☐ New Page each Event

☐ PSYCH sheets SLOW-FAST

☐ Results of Earlier Heats

☒ Empty Heats

☒ LAST name first

☒ Sanction #

☒ Estimated Start and End Times

MEET Session:

Active Session: Dual Meet Wed Night

Enter/Edit MEET Session

PRINT Session:

Active Session: NO SESSION DEFINED

Enter/Edit PRINT Session

FORMAT

Info for Cards/Labels

Start with Heat:

No. of BLANKS:

☐ NO Heats/Lanes Shown

For Which Team(Cards/Labels)? ALL TEAMS

☐ Sort by LANE/EVENT/HEAT

Number of Columns

- ☐ ONE column
- ☐ TWO column
- ☒ THREE column

Order of Events:

- ☐ Even and Odd
- ☐ Even Only
- ☐ Odd Only
- ☒ Defined Session

(Highest event #: 64)

Start with EV#: 1

End with EV#:

Exit

Print/Preview

Enter Meet Results

- Open TouchPad and select the meet.
- File -> Enter Results

Event # 18 GIRLS 8&UN 25M FLY Number of Athletes: 17 Number of Heats: 3 F1 FOR HELP

Score Award Labels Prev. 18 F GIRLS 8&UN 25 FLY Next

Preview Results Print Results

Time Adjustments Heat Sheets

Refresh

Session: Saturday 10 U Go to Event:

Show Finish Place by Heat Average Watch Times

Finish Order Heat Order

Name	Age	Sex	Team	Seed	Ht	Ln	Time	DO	R	EX	D
[REDACTED]	7	F	Brooklands Swim Team	37.78	1	1	DO				
[REDACTED]	8	F	The Willowford Wave	27.36	1	2	27.71		*		
[REDACTED]	8	F	Brooklands Swim Team	27.91	1	3	29.27		*		
[REDACTED]	8	F	The Willowford Wave	22.04	1	4	24.17		*		
[REDACTED]	8	F	Brooklands Swim Team	27.97	1	5	28.05		*		
[REDACTED]	7	F	The Willowford Wave	27.66	1	6	28.28		*		
[REDACTED]	8	F	Brooklands Swim Team	NT	2	1	DO				
[REDACTED]	8	F	The Willowford Wave	30.19	2	2	34.65		*		
[REDACTED]	8	F	Brooklands Swim Team	NT	2	3	DO				
[REDACTED]	8	F	The Willowford Wave	27.67	2	4	25.52		*		
[REDACTED]	8	F	Brooklands Swim Team	NT	2	5	DO				
[REDACTED]	8	F	The Willowford Wave	31.23	2	6	31.51		*		
[REDACTED]	8	F	Brooklands Swim Team	NT	3	1	32.93		*		
[REDACTED]	7	F	The Willowford Wave	41.44	3	2	DO				
[REDACTED]	6	F	Brooklands Swim Team	NT	3	3	DO				
[REDACTED]	7	F	The Willowford Wave	40.48	3	4	NS				
[REDACTED]	7	F	Brooklands Swim Team	NT	3	5	44.45				
[REDACTED]					3	6					

Report Content Timer Settings

Export for Merge Help

Insert Athlete in Meet

Insert Athlete Not in Meet

Remove Athlete Add Heat

Edit Splits Clear Times

Edit Relays

Edit Time Adjustments (F12)

Preview Button/Watch Times

SYNC NOW

Only Sync this Event

Last Synced: Monday 7/26/2021 10:11:57 PM

CTS Dolphin Timer

Times For Heat # 1 HELP

Import Race # 105

View prior to import

Get Race Set File Path

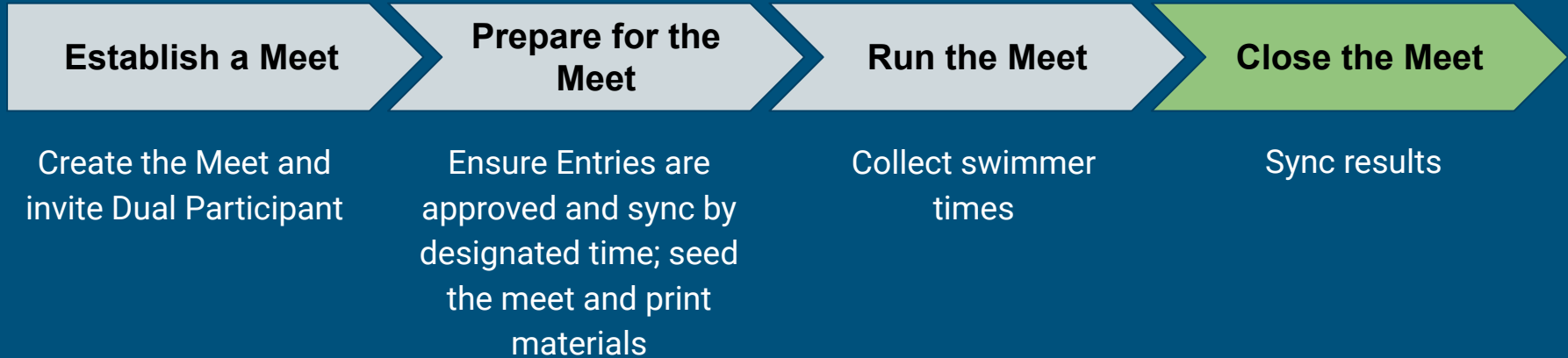
Start Dolphin Program

Get Session Session: 14

View Primary Timer (F8)

This is for
Dolphin timers

The Computer Operator is critical to the smooth operations of a meet



Meet Results - Sync

TouchPad

- In the menu click File > Sync NOW to SwimOffice.
- Back-up Meet (Away meets you receive from home team)
- File -> BACKUP Current Meet

Team Unify

- Sign in to SwimOffice.
- Go to your Events page.
- Chameleon users: Click your Events tab in the top menu, or More... on the home page Events section.
- Click the Past & Archived tab (if it is not the same day as the meet).
- Click Release TouchPad Results.
- Confirm by typing YES in the blank field and clicking Release Results NOW.
- This will release results to all of the teams that participated in the meet

Wrap up

- Send backup, results sheet and DQ to Away team

Live Demo

Next Steps

Create All Home Meets and send invites to team

5/26 - All Meets should be created by Home CO's and Accepted by Away COs