

# **MEET MANAGER PRE-SEASON COMPUTER AND MEET SETUP**

RMAL currently uses Meet Manager for Windows, Version 8.0 with the Timing Interface that allows electronic communication between the computer and the Dolphin Timing System.

Files mentioned in these instructions are available in the Library on the RMAL website: [www.swimRMAL.org](http://www.swimRMAL.org).

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## **I. Installing Meet Manager and Setting Up Basic Folders**

Note: Section I is only necessary if Meet Manager 8.0 is not installed on the computer. If Meet Manager 8.0 has already been installed, skip to Section II.

- A. Obtain link to load Meet Manager 8.0 from RMAL contact.
- B. Meet Manager will provide on-screen directions for the remainder of the installation. When the software asks for a directory/folder name in which to install the software, use the default directory “**C:\Hy-Sport\SwMM8**”.
- C. To safeguard certain key files that are used to set up meets, set up an RMAL Templates folder in the “**C:\Swmeets8**” directory. To set up this folder:
  - a. From the Windows Desktop or other location, double click My Computer (or this PC)
  - b. Double click C: icon
  - c. Double click swmeets8 folder
  - d. Right click, then New, then Folder
  - e. In Name box, type “RMAL Templates”
- D. Set up the folder in which league records will be kept – “**C:\Hy-Sport\SwMM8\Records**”. To set up this folder:
  - a. From the Windows Desktop or other location, double click My Computer
  - b. Double click “C:”, then “Hy-Sport”, then “SwMM8”
  - c. Right click, then New, then Folder
  - d. In Name Box, type “Records”
- E. Delete any shortcut icon for previous MM versions from your Desktop.

## **II. Updating Meet Manager (Do annually)**

- A. Update Meet Manager to the latest version.
  - a. Connect computer to the internet.
  - b. Start Meet Manager 8.0.
  - c. Click Check for Updates on the Main Menu bar, and then follow the on-screen directions.

### **III. Copying Annual League Files to Your Computer (Do at the beginning of each year.)**

#### **A. Copying Meet Template Files**

Download the meet template files from the Library on the league's website, swimrmal.org. The meet templates have certain key properties embedded in them, such as the meet events, time standards for the year, scoring, and the current year's age-up date for swimmers. Use these templates to set up meets and add additional information specific to the meet. Download two templates, one for free relay meets (swum in weeks 1, 3, and 5), and one for medley relay meets (swum in weeks 2, 4, and 6). To download:

- a. Download the current year's version of the following two zipped files from the league website that correspond to your pool into the folder "C:\swmeets8\RMAL Templates":
  - i. Click on the link for one of these files on the league website, and a zipped file will be placed in Downloads folder.
  - ii. Right click on the file in Downloads, then select Open with, then Windows Explorer
  - iii. Once the file has been unzipped, move it from Downloads to "C:\swmeets8\RMAL Templates" using right click- copy, then navigating to "C:\swmeets8\RMAL Templates", and then right click paste.
  - iv. Repeat steps a-c for the template for the other type of meet.
- b. Overwrite/delete the old template files. Check the "C:\swmeets8\RMAL Templates" folder to be sure the old files have been deleted, and that only the new files are present (right click on the files in the folder to pull up the properties and check the date on each file).

#### **B. Segregating Old Meet Files**

To keep your team's main Meet Manager listing of meets from getting too long, which makes finding important meet results more difficult, you can keep only the meets from the current year and one prior year in the Main folder and set up separate folders for prior years. For example, for 2022, keep the 2022 and 2021 meets in the main Meet Manager folder, and move older meets to folders set up for previous years' files. You can do this in two ways:

- a. In Windows, go to "C:\swmeets8", set up a new folder for the year you want to archive (using New, then Folder), and then cut and paste files from the main swmeets8 folder to the folder for the prior year; or
- b. You can setup the folder for the prior year and then zip files to it by opening each meet and then using the File Menu/Backup command. This will zip the file (helpful if hard drive space is an issue). The zipped file can later be reopened using the File/Restore command.

## C. Making Backup Files

Keep a backup copy of the meet templates, time standards, and records files on a flash drive. Right click any file, copy, then navigate to the backup area, right click and paste. It is strongly recommended that Meet Manager meet results files and updated Team Manager files be backed up after each meet to a flash drive or other storage device. At an absolute minimum, backup between one RMAL season and the next.

## IV. Setting Up a Meet (Do before every home meet)

### A. Using RMAL Template to Set Up Meet File on Laptop

- a. Within the “C:\Swmeets8/RMAL Templates” folder, select the template for the type of meet (Free relay in weeks 1, 3, & 5; Medley relay in weeks 2, 4, & 6).
- b. Right click on the template, and then copy.
- c. Navigate to the “C:\Swmeets8” folder, right click and then paste.
- d. Right click on the file you just put in “C:\Swmeets8”, click Rename, and name your meet (e.g. Granite at Bon Air).

### B. Setting Meet Parameters (some information already set up in Template)

- a. Open Meet Manager 8.0.
- b. From Main Menu, click File, then Open/New.
- c. Select appropriate swim meet in the “C:\swmeets8” folder.
- d. From Main Menu, click Set-Up, then Meet Set-up.
- e. Enter correct Meet Name (e.g. Granite at Bon Air).
- f. Enter correct Meet Start Date and End Date.
- g. Check correct Course (Yards or SC Meters) for your pool.
- h. Click OK.

Note: If you have already started with entries before you remember to change to the correct course, it is best to restart the meet setup from scratch (opening a whole new meet). If you do not have sufficient time to do this (for example, if you have already printed and distributed heat sheets), then, when asked by computer, specify that computer should do course conversion of times.

## C. Setting Pool Size (already set up in Template)

- a. The default number of lanes established by the templates is 6 lanes. If meet pool has 6 lanes, skip this Section D. If pool has 8 lanes or some number other than 6, do the following:
  - i. From Main Screen, click Set-up, then Options, then the Global tab.
  - ii. Check box for “Change number of lanes for all Final Rounds to:” and fill in correct number of lanes.
  - iii. Click OK, then Yes, then OK, then Close.

Note: This procedure is for changing all your events to the correct number of lanes. The number of lanes can be changed for individual events (for example, if some lanes of your pool are too shallow to allow diving relay starts from both ends of the pool) from the Events menu by clicking on the specific event and then changing the number of lanes).

## D. Incorporating League Records

At the beginning of the season, updated records are provided on the league website. Whenever league records are set during the season, they are sent out by email to those computer contacts who have provided email addresses to the league. In addition, current league records are also available in the File Library on the league’s website. If setting up a new meet, import the most current version of the pertinent RMAL record files.

The yards and meters records are maintained on the RMAL website (<https://www.swimrmal.org/meet-manager>) appropriately labeled by at the end of the file by either a “y” for yards or an “s” for meters. Only copy the records file for the type of meet (yard/meters) run at your pool. Incorporating the records is a two-step process: first import the file into Meet Manager; then incorporate the file in your specific meet file. Here’s the procedure:

- a) Download the pertinent records file (from above-meters or yards) into “C:\Hy-Sport\SwMM8\Records”, overwriting any prior file of the same name.
- b) From the Meet Manager Main Screen, click File, then Import, then Records
- c) Select Yards or SC Meters tab near top of page, depending on whether meet will be yards or meters.
- d) Click Import tab at top of page.
- e) Double click Records folder (located in “C:\Hy-Sport\SwMM8”), and then Open.
- f) Highlight pertinent file end in “y” for a yards meet; file ending in “s” for a meters meet.
- g) Click Open, then OK (records should now be visible).
- h) Check lower part of screen to be sure that R entered under Flag. If not, double click RMAL line, enter R in Flag box, then click OK. This flag will print an R in the event results to notify you that a league record has been set.
- i) Delete the old records by clicking the “X” just above the lower box. This may require you to briefly uncheck “Show Records of Selected Tag Only” at the very top of the page. Re-check after the old records are deleted.
- j) Exit Records screen.

Note: Meet Manager offers an option to update records after the meet directly from

meet results. Do not use this procedure for league records. Potential league records only become official once approved by the Records Chairperson.

## E. Importing Meet Entries

Each team will provide its meet entries by exporting them from Team Manager, usually by noon on the day of the meet. To import that entry file into Meet Manager:

- a) Click File, then Import, then Entries.
- b) Locate visiting team's entry file (will have been previously provided by email).
- c) Double click the appropriate Entries zip file.
- d) Click OK.
- e) Double click the .hy3 file.
- f) Click OK three times.
- g) Repeat steps a-f to import home team's entry file.

## F. Entering Teams

Note: **This step should not be necessary** if importing Meet Entries properly imported the team names. Check this by clicking on Teams from the Main menu.

To enter teams:

- a) Click Teams menu.
- b) Click Add.
- c) Enter team's two letter abbreviation (e.g. BA for Bon Air) and Full Name (e.g. Bon Air), then Click OK.
- d) Enter the visiting team's abbreviation and team name from the following list:

ACAC AC	Shenandoah SH
Bon Air BA	Stonehenge ST
Brandermill BM	Surreywood SW
Brighton Green BG	Walton Park WP
Charter Colony CC	Willow Oaks WO
Granite GR	Woodlake WL
Greenfield GF	YMCA YM
Settlers Landing SL	

- e) Click OK, then Cancel, then Close.

## G. Importing Roster Files

A complete team roster should be added in Meet Manager before the meet begins. A team's roster file includes information about all swimmers who swim for the team, regardless of whether they are expected to swim at the particular meet being set up. If a swimmer who was not expected to swim must be added to the meet, the necessary information should already be in the computer (the swimmer's

information should be available when you click Add Athlete), without having to go find birthdates and middle initials, etc. To import a team's roster, do the following:

- a) From Main Menu, click File, then Import, then Rosters Only.
- b) Navigate to the drive where the roster file is saved, select the zipped roster file. (with a name similar to Roster001.ZIP), and click open, then OK.
- c) Open the .HY3 file, then click OK, then No, then No, then OK.
- d) Repeat for other team.

## H. Seeding the Meet

Seeding assigns swimmers to heats and lanes. All individual events at all RMAL meets are "seeded" by the computer, which automatically assigns swimmers based on their entry times. For RMAL regular season meets, relay events are not seeded by the computer, but are hand-seeded by the clerk of course or the computer operator. For computer seeding, here's the procedure:

- a) Once both teams' entries have been imported, from Main menu, click Seeding.
- b) Click Select All button.
- c) Click Start Seeding.

**Warning: Although Meet Manager seeds by order of entry time, when two swimmers have the same entry time or when multiple swimmers have no entry time (NT), Meet Manager randomly assigns those swimmers. If you reseed the event, Meet Manager may randomly assign these equal times in a different way. If you've already distributed heat sheets or Lane/Timer sheets, it is strongly recommended that you do not reseed the entire event in the computer. Instead, if you have to make changes, simply add/move swimmers to empty lanes or add new heats (see procedures in handout on Meet Manager - Running the Meet) or add new heats.**

## I. Heat Sheets

- a) From Reports menu, click Meet Program.
- b) Suggested options:
  - i. Under Columns/Format tab: Double or Triple Column.
  - ii. Under Include in Meet Program Tab: Records, Time Standards, and Entry Times.
- c) Click Select All button (or check specific events to be printed).
- d) Click Create Report button.
- e) Review report appearance on screen. If OK, click printer icon at top of screen.

## J. Printing Entry Lists

To help swimmers find all the events in which they are entered for a meet, it is helpful to post a listing of all entries organized by team and then by swimmer and to give a copy of this listing to the team's coach. To do this:

- a) From Reports menu, click Entry lists.
- b) Check By Team near bottom.

## K. Printing Lane/Timer Sheets

Lane/Timer sheets are the papers used by the timers to record the watch times for each race.

- a) From Reports menu, click Lane/Timer sheets.
- b) Suggested options:
  - i. Format – 2 Events Per Page (you'll have to cut, but it saves paper).
  - ii. Sort by Event then Lane, lanes 1-2; print; 3-4; print; 5-6; print; 7-8 print.
- c) Click Select All button (or check events to be printed).
- d) Click Create Report button.
- e) Review report on screen. If OK, click printer icon at top of screen.

## L. Printing Blank Labels for Relay Cards (when necessary)

Relays generally are not pre-seeded. Coaches should print out blank relay labels and attach them to color coded index cards before the meet, using Team Manager. If they need blank labels printed at a meet, do the following:

- a) From Labels menu, click Entry Cards/Labels.
- b) In Sort By box in lower right corner, check Blank Relay, and fill in the # of blanks desired (suggest 30 because it's one full sheet of labels).
- c) Click Create Labels.
- d) Insert labels in printer.
- e) Click printer icon.