

# **MEET MANAGER: RUNNING THE MEET**

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**Note for 2022 Season: If your team is hosting a tri-meet, you will need to access and become familiar with the instructions “[Setting Up, Running, and Scoring Tri-Meets](#)” found on the RMAL website in Meet/Team Manager and linked here.**

## A. Individual Events

Race results are processed in the Run screen, accessed from the Main Menu by clicking Run.

1. In the Run screen, if the button times at bottom of screen are hidden, hit Ctrl - B to display them. Under "Backup 1", "Backup 2" and "Backup 3" you will be able to see the button times. Keep these backup columns visible throughout the meet. For each heat of an individual event, download the times from the time system any time after the race has been completed. To get the data for the heat following the one you've just worked on, click GET TIMES button or press F3.
2. Each race (heat) has a sequential race number assigned by the timing system, which allows you to verify that you have the times from the correct heat or to pull in the correct times (using the Race # button) if you cannot find them with the GET TIMES or F3 button. Check with the Timing Operator for the correct race number for a particular heat (they should be keeping track on their heat sheet).
3. Click on the GET TIMES button, if the computer gives a warning message about a discrepancy, (e.g. the interface received 6 times but only 5 swimmers were pre-seeded in the heat), either accept or reject the times. Check the lane/timer sheets to see why there is a discrepancy:
  - a. If the lane/timer sheets show an extra swimmer swam in the heat (e.g. swimmer swam in wrong heat or was added to the event after pre-seeding), you need to add that swimmer to the heat before downloading the times. To do this: Reject the times from the timing system;
    - Adjust heat using Adjust button (see Moving a Swimmer, Changing Events, or Adding a Swimmer, below)
    - Again, click Get Times
  - b. If the lane/timer sheets show the discrepancy is only because one of the expected swimmers did not swim, disregard the discrepancy and Accept the times
4. Review the button times for each swimmer in the heat. The average of the two buttons will be the official time as long as the two buttons are within 0.3 seconds of each other. If the difference is more than 0.3 seconds, compare the watch time(s) from the lane/ timer sheets to help select the most appropriate time. If it is still not clear, look at the order of finish (if the starter was recording it). Additional information on determining the official time is available in a document entitled *Guidelines for Timing Judges*, which is available in the Meet/Team Manager section of the league website.
5. If the Finals Time is not the correct time, type the correct time in the Finals Time column for that swimmer.
6. If no swimmer swam in a lane, type NS in the Finals Time space.
7. Check to see if any swimmers were disqualified on a DQ slip signed by the referee. If a swimmer is disqualified (DQ) or is designated an exhibition swimmer who will not place or score (unusual), click on the appropriate box next to that swimmer. The specific reason for a DQ based on the DQ slip can be added by hitting the Ctrl-Q key combination, which will open a DQ code column, and then scroll to the swimmer's lane under the DQ code column. A drop-down menu will appear with specific DQ values organized by stroke.
8. Press Tab or Enter, and the cursor will move to the line below. Note: Numbers will appear automatically in the HPL and PL and Pts columns (HPL = Heat Place, PL = Place, and Pts = Points) once the event times have been confirmed.

9. To move to the next heat, (a) click on Right Arrow button on right side of middle tool bar, (b) click on the heat button for the heat you want to move to (heat buttons are the numbered buttons located at top of middle tool bar on the right side, one for each heat; the red heat button shows the heat currently reviewing), or (c) hit F5.
10. After all heats of an event have been completed with the swimmers' accurate times recorded, click on the middle tool bar SCORE button (except for 6 and under events). Depending on choices in the meet set-up (Menu Reports > Results > Preferences > Printer Options), the results will be either displayed onscreen, in which case you will need to Print by hitting the Printer icon, or the results will automatically be sent to the printer. Although your team's needs may vary, three copies of the results of the event generally should be printed -- one for the announcer, one to be posted for the fans, and one to stay with the meet results. The default number of copies of any report printed can be set at Menu Reports > Results > Preferences > Printer Options. Throughout the meet, copy numbers can be changed manually when the Print/Export Reports window appears. **Do not use Score Events for the 6 and Under vents (these events do not score points under RMAL rules). Instead, click on the LIST button to complete those events.** (If 6 and under are unintentionally scored correct the error. See paragraph J below).
11. Continue to move to the next event by either (1) Clicking on the next event listed in the upper left list, or (2) Clicking on the Next Event button on the right side of the middle toolbar.

## **B. Relays**

All relays at RMAL dual meets are manually seeded (seeding is the process of assigning teams to heats and lanes), generally by the Clerk of Course, using colored INDEX cards with labels printed using Team Manager. At some point prior to entering the race results in the computer, the relay names, a dummy entry time (only used by the computer to assign each relay to the proper Gold+, or Silver classification), the assigned heat and lane, and the swimmers' names must be entered into the computer from the relay cards. Some of this process can be done prior to the start of the meet, but it must be done at some point prior to entering times.

**Suggestion:** Coaches are strongly encouraged to include names of swimmers on their relay entries used to setup the meet. If the names are not pre-entered as part of the meet entries, the computer operator should try to get the relay swimmers' names before the meet, during warmups, so you can enter them into the computer before the meet starts. This will save a lot of time (up to ½ hour) in processing results near the end of the meet. After the events are swum, you will still have to check the names entered into the computer against the names on the relay cards and make changes in the computer as necessary because coaches may have changed relay swimmers during the meet. Here are the steps for handling relay events:

1. From either the Main menu or the Run screen, click on Relays
2. Highlight the relay event on the list in the upper left corner
3. Select one of the teams from the Teams list in the lower right corner
4. Each team's relays will be designated A, B, C, Check the cards for each team for the letter farthest into the alphabet.
5. For each relay letter on the cards, add a relay team by double clicking the teamname or the bar above the Team menu that says "Double click to add relay"

- a. The software will suggest the next team letter designation, which you normally should accept
6. Repeat step 5 until you have added the necessary number of relay teams for that team.
7. Change to the other team at the meet, and repeat steps 4-6 for that team
8. Review the entry cards, noting any team that is designated Gold+ (by the color of the card).
  - a. For each **Gold+** relay team, highlight the team in the listing of relay teams in the upper right corner, then under Entry time enter **10000** (which will be recorded as 1:00.00). If the computer gives a message that says the time is out of range and asks if you want to accept anyway, click yes.
  - b. **Silver** teams are designated by a NT (No Time) under Entry Time, which is the default entry and therefore needs no entry by the computer operator.
  - c. Note: These “dummy” entry times are used by the program to assign the relay team to the correct Gold+ or Silver division. They have nothing to do with the time the team is actually expected to swim. If a team has mistakenly entered a real estimate of the relay team’s time (a time other than 1:00.00 (Gold+) or NT (Silver)), that other entry time should be deleted, and one of the three specified “Entry” times should be entered.
9. If swimmer names for relays were pre-entered in the computer, you will verify the pre-entered names with the names listed on the timers’ cards (see step 14 below), but, for now, skip to step 11. If swimmer names for relays have not already been entered into the computer, for each relay team:
  - a. From the list of eligible swimmers in the lower left corner, double click on the name of the first swimmer for the particular relay as shown on the entrycard (the software then enters that name in the Relay Order list in the bottom center of the screen), followed by the second, third, and fourth swimmers. If you make a mistake, you can double click the name on the Relay Order list, and it will be removed. You can also drag names from one spot in the relay to another,
10. Repeat step 9 for all relay teams in the event.
11. Once the event has been swum, for each relay team:
  - a. In the box in the upper right corner, highlight the relay team, and enter the heat and lane specified on the relay card (in the format heat/lane).
12. Close the Relay screen.
13. Open the Run menu and move to the particular relay event.
14. If you have just finished entering swimmer names from relay cards you received after the heat was swum (step 9 above), skip to step 15. Otherwise, you need to check the relay’s color classification (Gold+, Silver) against the time listed under Seed Time, and check the actual swimmers’ names, as shown on the relay cards, against the computer entries for that heat. To change the computer entry for an incorrect swimmer that was pre-listed in a relay:
  - a. Click on the relay event you are working on from the events in the Run screen
  - b. Click on the REL NAMES button in the middle toolbar.
  - c. Starting with the slowest relays (D, C, etc, double click on the incorrect swimmer to remove them from the relay team.
  - d. Next, scroll through the list of swimmers on the left until you find the correct swimmer. Double click on that name to put them in the relay. If the swimmer you are looking for is already highlighted in yellow, the coach is probably moving him from another relay on which he was pre-entered. Check that team’s other relay

entries and remove him from the other relay he is entered in before placing him in the correct relay. The software will automatically “fill in” the available empty space on the relay, so if the order of swimmers is incorrect, you can drag them to where they belong.

15. Once all swimmers’ names are correct, click on Get Times button and review times for official time as with individual events.
16. After completing all heats of an event, score the event just as was done in individual events.

### **C. Printing Scores**

Print and announce overall meet scores at the end of each entire stroke, e.g. after all the IMs, all the frees, etc. (**unless running a tri-meet, tri-meet scores can only be determined after meet has concluded**)

1. From Run menu, click Reports, then Scores
2. Under Gender Choices, only Combined should be checked
3. Click Select All button (or check specific events to be included in score)
4. Click Create Report button
5. Review report appearance on screen. If OK, click printer icon at top of screen.

### **Miscellaneous Actions During the Meet**

#### **D. Moving a Swimmer from One Heat/Lane to Another**

1. From within the Run screen, click on the event where you have a swimmer’s card, but the name is not listed for the event.
2. On the middle tool bar, click on the ADJUST button. This will show a list of all the heats in the event.
3. If the computer shows another swimmer is listed in the lane where a different swimmer actually swam (as indicated on the lane/timer sheet), check the lane/timersheets to see if the listed child swam in the wrong heat or lane (if so, drag swimmer to correct heat/lane). If the listed swimmer was a no show, double click on that child and answer YES to scratch that entry.
4. Within the Eligible Athletes list on the bottom half of the screen (check Show Eligible Athletes at top of screen for swimmer list to appear), find the person who DID swim in the lane, and drag that swimmer to the now empty lane in the correct heat.
5. Click on Save or answer Yes at prompt when closing the Adjust screen

#### **E. Adding or Deleting a Heat**

Occasionally, the clerk of course, referee, or starter may combine heats or add a heat, thereby changing the number of heats from when the meet was pre-seeded. To change the number of heats in the computer, from the Run screen, click Adjust. Within this screen swimmers can be moved and heats can be added or deleted.

#### **F. Changing the Events for a Swimmer**

1. From Run screen meet, click on the event for the swimmer whose name is not listed for that event.
2. On the left side of the tool bar, click on ADJUST button.

3. From the Eligible Athlete list on the bottom half of screen (may have to check Show Eligible Athletes at top of screen for swimmer list to appear), drag the swimmer to the correct heat and lane.
  - a. If the swimmer listed on the Athlete Menu is not entered in the event but is already shown as entered in three individual events, remove him from one of the other three events.
    - (i) If he was a NS (didn't swim) in an event that has already been swum, go back to Run the Meet for that previous event, go to ADJUST and doubleclick on the swimmer, and answer YES, to scratch the swimmer from the previous event.
    - (ii) If the swimmer was not a NS for a prior event, contact the coach to find out which future event should be scratched.
    - (iii) Once the swimmer's entries have been adjusted so that the maximum number of events is not exceeded, from the ADJUST window of the event drag the swimmer up to the heat/lane they will swim in.
  - b. Click Save and exit the Adjust screen.

### **G. Adding a Swimmer to the Meet**

1. Go to the Athletes menu. Access the Athletes menu in three ways: from the MainMenu, from within the Run screen, or from the Athlete icon near the top of the Adjust screen. Each way will show the alphabetical list of all athletes in the meet.
2. If the two teams' rosters have been imported (the listing of all swimmers on the team, whether or not pre-entered in the meet), then the athletes list should include all swimmers on the two teams, even if they were not originally entered in the meet. Double click the name of the swimmer to add to an event and then skip to step 5 below.
3. If the swimmer is not already included in the athlete listing, click on ADD in the upper left toolbar.
4. Fill out the following REQUIRED information. Last name, First name, Middle initial, Gender, Date of Birth, and Team. Nickname is optional. Once this information is added, a list of eligible events will appear in the bottom half of the screen.
5. On the left side of the lower screen enter the event numbers that the swimmer will swim. Tab to the ENTRY TIME column. If no time is listed, enter the times or NT (No Time).
6. Click OK before exiting this screen.

### **H. Adding Swimmers from a Different Age Group**

Under certain circumstances (applicable to 6 and under and some relays), league rules allow a swimmer to enter an event for an age group older than their true age.

To add such a swimmer to an event, do the following:

1. From the Athlete menu or the Relays menu, which are available from various screens, click Show Swim-ups button. Younger athletes will now be visible, allowing them to be added.

**Entering Results for Events with No Times.** Times from these events must be hand-entered from the lane/timer sheets. This can be done with much less paper-shuffling if, when processing these events, check the Enter Results by Lane box near the top of the screen. When done processing the events, uncheck the box.

**I. Un-scoring 6 and Under Events (the system is now programmed to not allow this to happen)**

1. If 6 and under events have been inadvertently scored, instead of listed, here is a simple way to fix the mistake:
2. From the Meet Manager Main Menu, click File, then Purge, then Reset scores.
3. Click box for the 6 and under event number you are fixing.
4. Click yes. 5. Go back into run and then list the event, rather than scoring it.

**J. Preparing Materials to Submit for League Records**

Meets set up in accordance with Meet Manager instructions, should have the prior league records incorporated. Any time there appears to be a league record, Meet Manager will print the results with an R next to the record time. Before starting the paperwork below, the computer operator should review the button times and watch times to be sure that there is a reasonable agreement among them, or at least that the potential record is truly the best time (in accordance with the Timing Judge Guidelines that were reviewed at Meet Manager training and are available in the Meet/Team Manager section of the website).

- 1) Print an extra copy of the computerized Results Sheet (or you can use the announcer's copy after the results are read) for the event in which the record was set.
- 2) Get the lane/timers sheet that has the handwritten watch times on it for the particular lane and event.
- 3) Print out and complete the record application form as follows:
  - a) From the Main Menu or the Run Screen, click Reports, then Record/POP Forms.
  - b) Click the event(s) in which the record(s) were set, and then click CreateReport at the top of the screen
  - c) Click the printer icon
  - d) At the bottom of the printed application form, write the word "Buttons" and then record the two button times that were on the Run screen for that lane
  - e) Computer Operator should sign the form on the Admin Referee Line
  - f) Referee should review the button and watch times to be sure the times look like they support the record and then sign on the Meet Referee line.
  - g) If the head coach of the team that set the record is still at the meet, have head coach sign the form and write "Coach." If coach is no longer at the meet, then call the coach before submitting the record to the league to be sure the coach feels the record was plausible. Then print the coach's name and the word "Coach" on the form.
- 4) Computer operator or head coach should submit the following to Scott Soukup:
  - a) Application form with all signatures and button times.
  - b) Copy of event results
  - c) Lane/timers sheet
- 5) Submit these forms by scanning them and sending a pdf file to [swimrmal.org](http://swimrmal.org).
- 6) Deadline for submission is within 48 hours of the end of the meet. Keep in mind that, under our league rules, it is the responsibility of the head coach of the team that set the record to make sure this process gets done in time. If a visiting coach is having a problem getting the home team to submit the paperwork for the record, the visiting coach should email Scott within 48 hours to advise him of the potential record.

## **K. Help**

If you have trouble figuring out how to do something within Meet Manager, there is help available within Meet Manager.

1. From the Main screen or the Run screen, click Help at the top of the screen.
2. Click Contents, then Index or Search
3. Enter a key term, such as “Seed” or “Printer”, and the Help Screen will instruct you on what to do.

## **Actions at the End of the Meet**

**L. Run and Announce Final Meet Score** Use same process as described above.

**M. Exporting Ribbon Files/Printing Ribbon Labels** (Labels for tri-meets can only be printed at the completion of the meet. Label file for the away team should be exported and sent to away team.)

1. Click on labels from the top toolbar in the Run screen or the Main menu.
2. Click on Award Labels
3. Check the preferences (once): at bottom of screen, select label size – 3” x 10”. Award type = standard, Age Group individual places 1 to 8. Relay Athlete names
4. Sort By = event number. (or Athlete for alphabetical order)
5. Click select all. All events will be checked and in yellow.
6. Under team, click the away team.
7. Click on Create Labels.
8. Click on Export Report on toolbar.
9. Export to Adobe Acrobat (PDF) Destination: Disc file, click ok
10. Export to Export all pages on popup, click ok.
11. Choose file destination and name. (Can name it with meet date and team name) and save.
12. Send label file to away team.
13. Repeat steps above for home team. Choose home team name for team. Save file and send to home team or print on deck. Instead of printing to file, print to printer.
14. Click on printer icon (should already be set on one copy). Click OK AFTER you have fed the label pages into the printer tray.

**N. Exporting Results for Team Manager at End of Meet**

Note: This procedure produces a file that can be imported into each team’s Team Manager file. If a visiting team also wants a backup to use with Meet Manager, also use the procedure specified in the next section.

1. From Main menu, click Export, then Results for Swim Manager or SWIMS or ...
2. In Team box, click down arrow and highlight visiting team’s name
3. Click OK
4. Copy the file to visiting team’s flash drive or email it to them
5. Repeat steps 1-4 for home team (although you can copy the file directly into TeamManager, if desired)

**O. Sending Backup of Meet to League and Saving**

1. Making Backup
  - a. From Main menu, click File, then Backup
  - b. Select the drive where you'll save the file (e.g. on a hard drive or flash drive)
  - c. Click OK
2. Sending to league:
  - a. Email the Backup file, which will have a name beginning with "SwmmBkUp", the league address, rmalswim@gmail.com at the conclusion of the meet. Please send no other files.