MEET MANAGER:
RUNNING THE MEET

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A. **Individual Events**

   Race results are processed in the Run screen, which is accessed from the Main Menu by clicking Run.
   1. In the Run screen, to view the button times at bottom of screen, hit Ctrl- B key combination. Under "Backup 1" and "Backup 2" you will be able to see the button times. You should keep the backup columns visible throughout the meet.
   2. For each heat of an individual event, you can download the times from the CTS 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.

3. Each race (heat) has a sequential race number assigned by the CTS, 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 button. You can check with the CTS Operator for the correct race number for a particular heat (they should be keeping track on their heat sheet).

4. After you 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), you can 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 <u>extra</u> 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 CTS;
      - 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 <u>not</u> swim, you can disregard the discrepancy and Accept the times

5. 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 about 0.3 seconds of each other. If the difference is more than about 0.3 seconds, you need to compare the watch time(s) from the lane/ timer sheets to help select the most appropriate time. If it is still not clear, then you may have to 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 Library of the league website. If you are unsure what time to use as the official time, consult with the referee.

6. If you decide that the time listed under Finals Time is not the correct time, simply type the correct time in the Finals Time column for that swimmer.

7. If no swimmer swam in a lane, type NS in the Finals Time space.

8. Check to see if any swimmers were qisqualified 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. If you want to enter the specific reason for a DQ based on the DQ slip, hit 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 DQs organized by stroke.

9. 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).

10. 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 what heat you're currently reviewing), or (c) hit F5.

11. 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 Mini-

Mite events). Depending on your choices in the meet set-up Under Reports, Results, Preferences, Printer), 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 that you want printed can be set under Reports, Results, Preferences, Printer. (Throughout the meet, when you want to print a different number of copies for a particular purpose, such as awards labels, you can manually change the number of copies for a particular print command in the menu that comes up when you click Create Report. **Do _not_ use Score Events for the Mini Mites (6 and Under) events (these events do not score points under RMAL rules). Instead, click on the LIST button to complete those events.** (If you unintentionally score the Mini Mites there is an easy way to correct the error. See paragraph J below).

12. 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. <u>Relays</u>

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 Blue, 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 has to be done at some point prior to entering times.

<u>Suggestion</u>: Coaches are <u>strongly</u> 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 warm ups, so you can enter them into the computer before the meet starts. This will save <u>a lot</u> 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 stpes 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 team name 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 Blue or Gold (by the color of the card). At regular season meets, each team is limited to 2 Blue, 3 Gold, and 3 Silver Relays. (If you notice a violation of this rule before the relays have been swum, contact the referee or coach so that the error can be corrected. If the violation is noted after the relays have been swum, consult with the referee about how to handle the problem).

    a. For each **Blue** 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. For any **Gold** relay team, highlight the team in the listing of relay teams in the upper right corner, then under Entry Time, enter **20000** (2:00.00)

    c. **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.

    d. Note: These "dummy" entry times are used by the program to assign the relay team to the correct Blue, 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 (Blue), 2:00.00 (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 entry card (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've 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 (Blue, 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 list of 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. You will have to check that team's other relay entries, and remove him from the other relay he is entered in before you can place 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 event, as in individual event.

C. **Printing Scores**

Generally, you should print and announce overall meet scores at the end of each entire stroke, e.g. after all the IMs, all the frees, etc.

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.

D. **Printing Ribbon Labels**

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.
4. Select the events you want to print by clicking on event numbers that say SCORED or DONE. To select multiple events, you can use Ctrl+click or Shift+click. **Suggestion:** There are 30 labels per sheet (for laser or inkjet) so you will need to have at least 4 events (not counting relays) to print one page of labels. This prevents label waste. Remember one relay team will use 4 labels.
5. Click on Create Labels. You can preview your sheets to make sure you only print label pages that are full or almost full.
6. Click on printer icon (should already be set on one copy). Click OK AFTER you have fed the label pages into the printer tray. **Suggestion**: Keep track of the events for which you have printed labels, the software does not.
7. Click boxes in Printed column to help you remember which ribbion labels have already been printed.

Miscellaneous Actions During the Meet

E. **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. You will see 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/timer sheets to see if the listed child swam in the wrong heat or lane (if so, drag swimmer to correct heat/lane). If you find the listed child was a no show, you can double click on that child and answer YES you want to scratch that entry.
   4. Within the Eligible Athletes list on the bottom half of the screen (you may have to 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 you close Adjust screen

F. **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 you can move swimmers around, but you can also click the Add Heat or Delete Empty Heat buttons.

G. **Changing the Events for a Swimmer**
   1. From Run screen meet, click on the event where you have a 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 you are working on, but is already shown as entered in three individual events, you will have to remove him from one of the other three events.
      (i) If he was a NS (didn't swim) in an event that's already been swum, you will need to go back to Run the Meet for that previous event, go to ADJUST and double click on the swimmer, and answer YES, you want to scratch the swimmer from the previous event.
      (ii) If the swimmer was not a NS for a prior event, you will need to 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 you were working on, drag the swimmer up to the heat/lane they will swim in.
   b. Click Save and exit the Adjust screen.

H. <u>Adding a Swimmer to the Meet</u>

1. Go to the Athletes menu. You can access the Athletes menu in three ways: from the Main Menu, from within the Run screen, and also 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 you have imported the two teams' rosters (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. You can then double click the name of the swimmer you want 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 child will swim. Tab to the ENTRY TIME column. If no time is listed, enter the times or NT (No Time).
6. You must click OK before exiting this screen.

I. <u>Adding Swimmers from a Different Age Group</u>

Under certain circumstances (applicable to Mini-Mites and some relays), league rules allow a swimmer to enter an event for an age group older than his true age. In order 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 you to add them.

J. <u>Entering Results for Events with No CTS Times</u>

For 25 yard events that don't finish at the end of the pool with the CTS and buttons, there will be no CTS 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, you check the Enter Results by Lane box near the top of the screen. When done processing these events, uncheck the box.

K. <u>Un-scoring Mini-Mite Events</u>

1. If you have inadvertently scored, instead of listed, the mini mite events, 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 mini-mite event number you are fixing.
4. Click yes.
5. Go back into run and then list the event, rather than scoring it.

L. <u>Finding Events in the CTS</u>

Once the CTS is turned off, either intentionally or accidentally, when it restarts, a new "meet" is begun. Therefore, if you are still trying to download results from races that occurred before the CTS shut down, you will have to find the prior "meet." To do this,

From Run menu, select Interfaces, then Timer, then Select Meet in CTS6, and then choose the appropriate "meet."

Once you have processed all the data that came before the CTS was shut down, you may have to repeat this meet selection process to get back to the current "meet."

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

If you've set up your meet in accordance with the Meet Manager instructions, you should have the prior league records incorporated in your meet in Meet Manager. Any time there appears to be a league record, Meet Manager will then print the results with an R net 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's 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 Library on the website).

1) Print an extra copy of the computerized <u>Results Sheet</u> (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 <u>lane/timers sheet</u> 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(2) were set, and then click Create Report 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) <u>Computer Operator should sign</u> the form on the Admin Referee Line
   f) <u>Referee</u> should review the button and watch times to be sure the times look like they support the record and then <u>sign</u> 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) You may submit these forms in two ways:
   a) By scanning them and sending a pdf file to <u>fscottsoukup@gmail.com</u>
   b) By emailing Scott and making arrangements to drop off hard copies for him.

6) <u>Deadline for submission is 48 hours of the end of the meet</u>. Keep in mind that, under our league rules, 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.

N. <u>Help</u>
If you have trouble figuring out how to do something within Meet Manager, there's 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 what to do.

<u>Actions at the End of the Meet</u>

O. <u>Finish Printing Ribbon Labels</u> Use same process as before

P. <u>Run and Announce Final Meet Score</u> Use same process as before

Q. <u>Exporting Results for Team Manager at End of Meet</u>
Note: This procedure produces a file that can be imported into each team's <u>Team Manager</u> 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 (.CL2)
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 Team Manager, if desired)

R. <u>Sending Backup of Meet to League and Saving It for Your Team</u>
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", to website administrator, Alan Gregory, at RMALwebmaster@gmail.com . <u>Do</u> <u>not</u> send the Team Manager Export file (a CL2 file) to the league.

These instructions were written by John Easter and have been supplemented by Darlene Scruggs and John. However, they remain a work in progress. If you identify an error or find a better procedure for anything listed herein, please help us improve this document by contacting John Easter 647-3340 or jreaster@verizon.net with your suggestions