Setting up and Running a Meet

Meet Manager 6.0 (Self-Teach Version)

Ver 2.1 Self-Teach, 22 April 2017
Sam Scott, Pacific Northwest LSC
& Linda Eaton, Colorado Swimming LSC

General Overview

This presentation explains how to:

- Set up a Timed Finals Swim Meet Using Meet Manager 6.0
  - Create the Meet
  - Process Entries
- **Generate Reports (Pre-Meet) for**
  - **Troubleshooting**
  - **Organizing**
  - **Administration**
- Run
  - Timing Console Interface and Connection
  - Operator Tasks
  - Meet Manager Operator Tasks

[Note: Although the rules and regulations of a meet's governing body must always be followed, specific meet or administrative procedures may vary. Questions may be directed to your Meet Referee or Local Swimming Committee (LSC).]

Setting up a Swim Meet

- Create the meet using Meet Manager
- Processing Entries
  - Creating the Entry File
  - Receiving, Saving and Importing Entry Files
  - Manually Entering Athletes
  - Troubleshoot Possible Entry Problems
  - Generate Fee Report

Welcome to Meet Manager

Creating a New Meet

Create: The Meet Setup Window

Meet title format is: Year, LSC Code, Meet title. Required by SWIMS.

If your pool is 3000' or higher, enter the altitude.

Create: Set Report Headers

You can initially set preferences for all generated reports.

Header 1: Meet name (see meet setup page)
Header 2: Meet Referee: and name of MR
Type in Sanction # and check
box to include on all reports in
the report header.

This module is also where you deal with printer options

Create: Verify/Set Scoring, Entry Limits, Entry Fee Surcharge

Make sure entry limits
Are accurate according
To the meet information.

Create: Seeding Preferences

Note: USA-S does not allow exhibition swimming

Change course order as needed

Create: Adding Events

Create: List of All Events in Meet

Once all events are in meet, go to the Sessions menu to organize meet into sessions.

Create: Adding/Editing Sessions

Provide a good description in Session Title, for example, Saturday AM 12&U; Saturday PM 13&O.

Edit Session

Session # : 1

Session Title : 12&U

Day : 1

Start Time : 09:00   ⦿ AM   ○ PM

Interval : 30   Extra Backstroke Interval : 15

Chase Starts Interval : 0   Diving Time per Dive : 30

Course :   ○ LC Meters   ○ SC Meters   ⦿ Yards

Max Entries for Meet Events Export to TM

Max entries including relays : 7

Max individual entries : 5

Max relay entries : 2

OK   Cancel

If double-ending LCM meet, can use -15.

Make 30 if using backstroke ledges.

Make sure entry limits Are accurate according To the meet information.

Sessions menu: Add Edit Delete Move All Remove All Clear Indicators Print Help

Day	Start Time	Session #	T-Max
1	09:00 AM	1	7
1	01:00 PM	2	

		Event list
6	F	Boys 10 & Under 50 Butterfly
7	F	Girls 11-12 50 Butterfly
8	F	Boys 11-12 50 Butterfly
9	F	Girls 10 & Under 50 Backstroke
10	F	Boys 10 & Under 50 Backstroke
11	F	Girls 11-12 50 Backstroke
12	F	Boys 11-12 50 Backstroke
13	F	Girls 10 & Under 50 Breaststroke
14	F	Boys 10 & Under 50 Breaststroke
15	F	Girls 11-12 50 Breaststroke
16	F	Boys 11-12 50 Breaststroke
17	F	Girls 10 & Under 100 IM
18	F	Boys 10 & Under 100 IM
19	F	Girls 11-12 100 IM
20	F	Boys 11-12 100 IM
21	F	Girls 10 & Under 100 Freestyle Relay
22	F	Boys 10 & Under 100 Freestyle Relay
23	F	Girls 11-12 200 Freestyle Relay
24	F	Boys 11-12 200 Freestyle Relay
25	F	Girls 13-14 100 Freestyle
26	F	Boys 13-14 100 Freestyle
27	F	Girls 15 & Over 100 Freestyle
28	F	Boys 15 & Over 100 Freestyle

				Order	Alt	Alt Heats	Break	Break Description
			yle	1			0	
			yle	2			0	
				3			0	
				4			0	
				5			0	
			y	6			0	
			y	7			0	
				15			0	
				16			0	
				17			0	
				18			0	
				19			0	
				20			0	
21	H	F	Girls 10 & Under 100 Freestyle Rela	21			0	
22	H	F	Boys 10 & Under 100 Freestyle Re	22			0	
23	H	F	Girls 11-12 200 Freestyle Relay	23			0	
24	H	F	Boys 11-12 200 Freestyle Relay	24			0	

3/24/2017

Create: Add Events to Sessions

Create: Export the Event File

If your meet has time standards, exporting out the TS file for teams to import into their Team Manager database is very helpful.

The event file will be created as a zip folder in the swmeets6 folder.

Create: Exporting Events

Email the zipped events folder to your LSC or participating teams.

Entries: Downloading Entries

When entries are emailed and then downloaded, they are typically saved in the "Downloads" folder on your Windows computer. Need to copy/move to the swmeets6 folder.
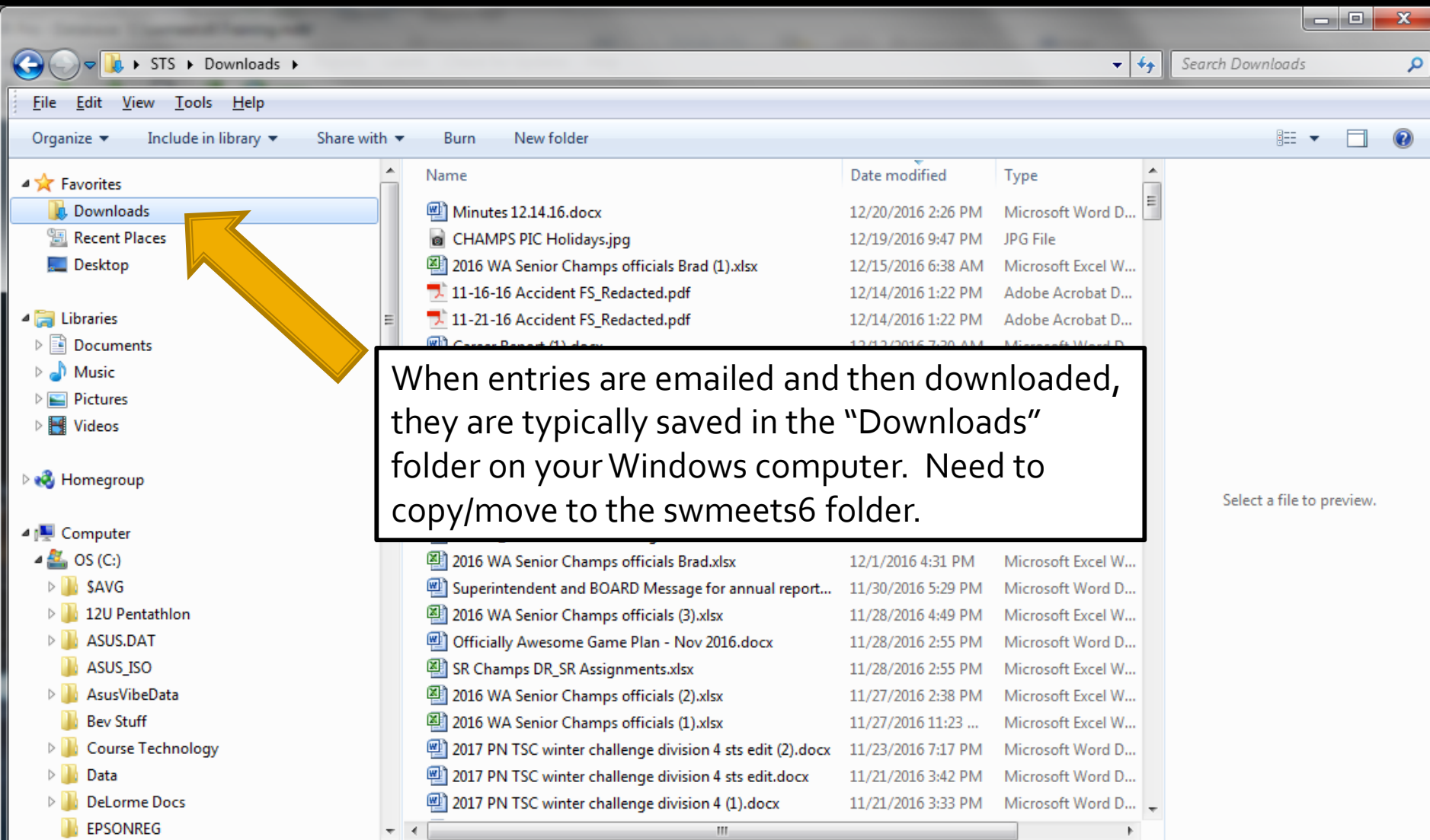
Entries: Copy/Move Entry File to swmeets6 Folder

Entries: Importing Team Entries
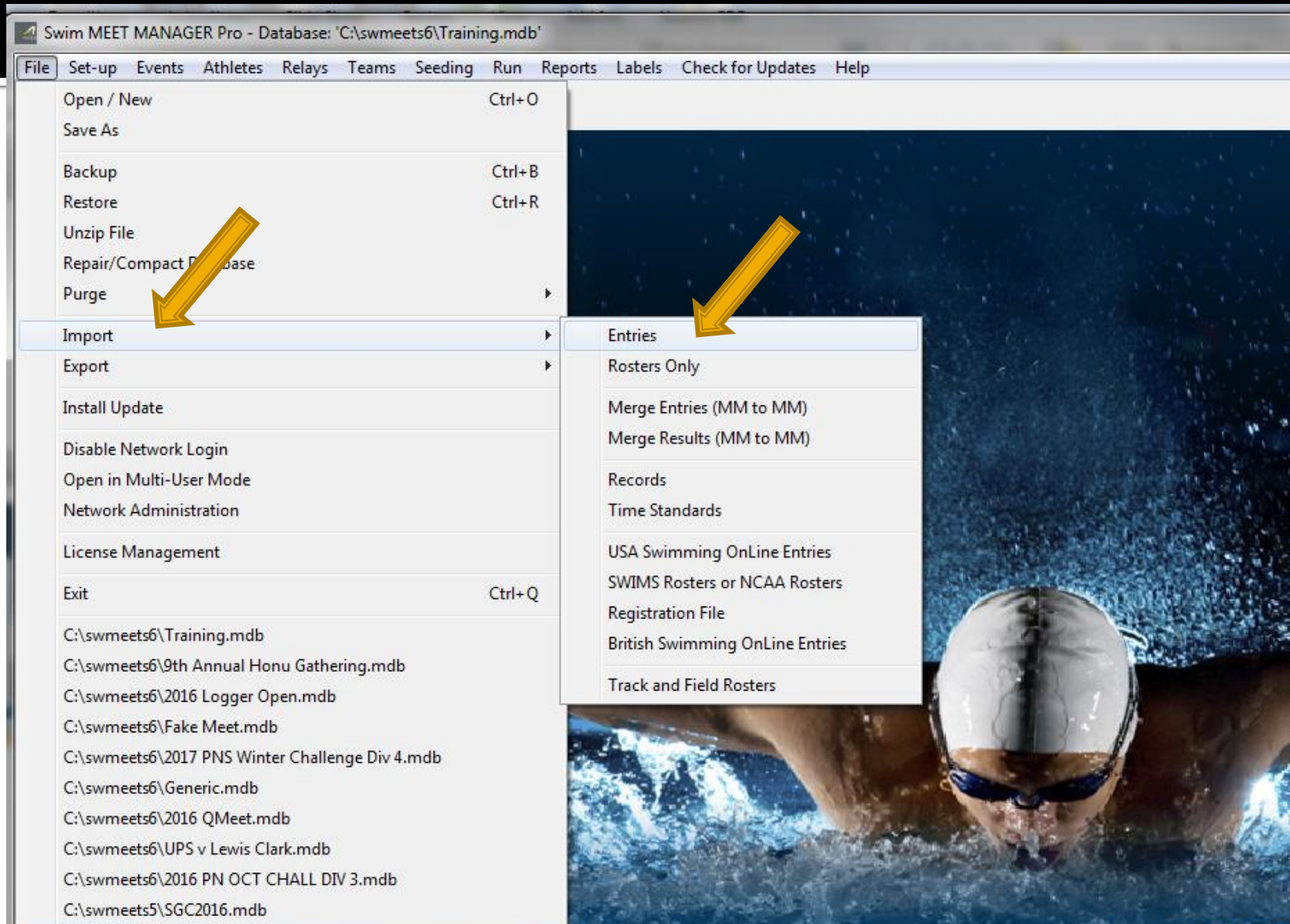
Entries: Select Entry Folder and Open

Entries: Click on Entry File and Open
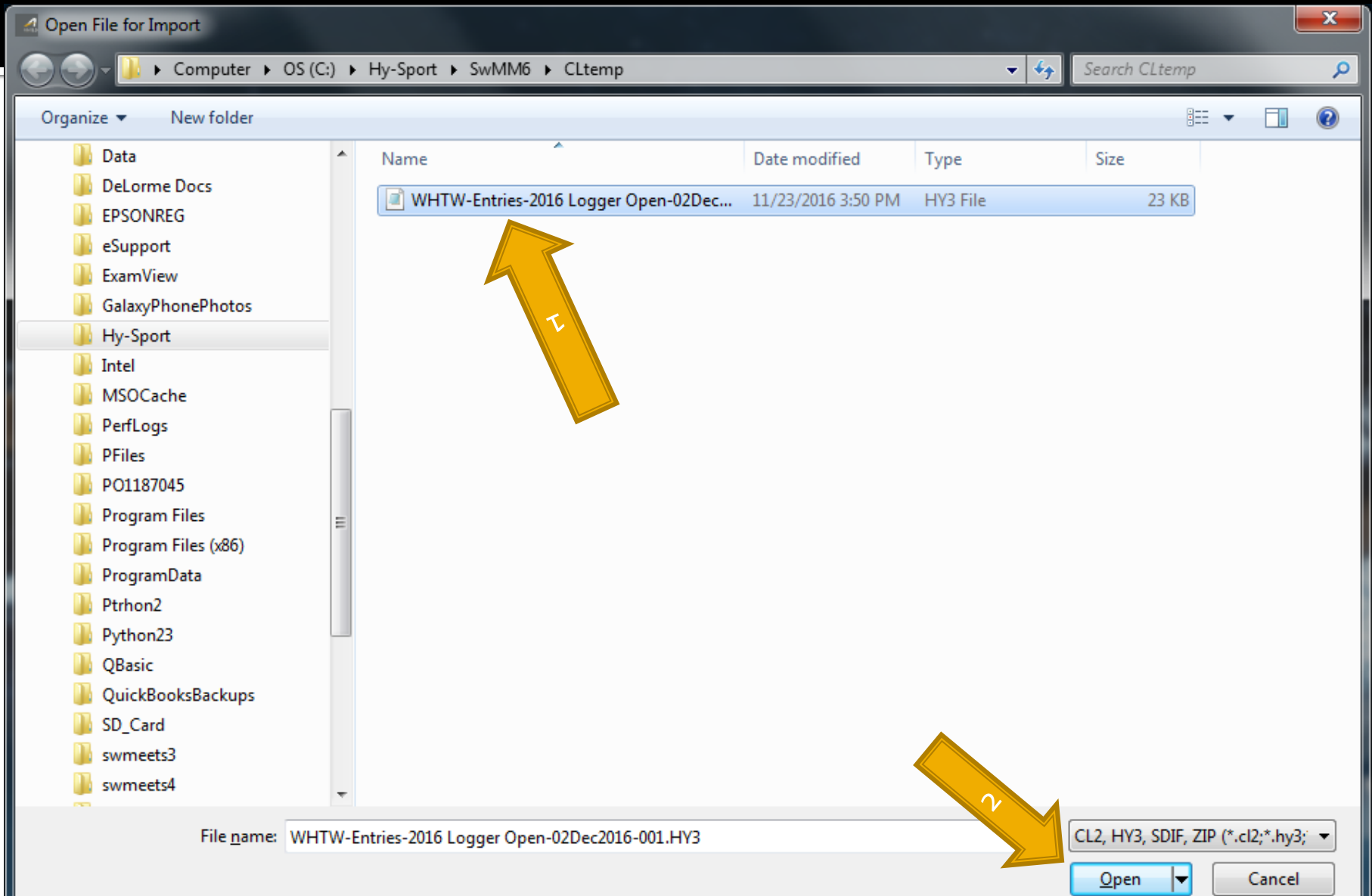
Entries All In? - Troubleshooting

- Exception Reports
  - NT if Not Allowed?
  - Non-conforming Times, if Meet has Time Standards
- Check Psych Sheet for Obvious Entry Errors
- Seed the Events
- Produce Reports, Lots of Reports
  - Session Report (Timeline)
  - Psych Sheet (send a copy to each team's coach for review before printing your meet program; give them a deadline for corrections)
  - Meet Program (Heat Sheet)
  - Athlete Rosters/Entries for coaches packets

Note Heat/Lane Assignment

Add an Athlete to Meet

Use this screen to manually add athletes to the meet. Take care insuring the name and birthdate are correct for building a USA Swimming ID#.

Shows Events Eligible or Entered

After manually typing in athlete data, eligible events will populate allowing you to enter entry times. MAKE SURE team name is correct. System defaults to last team name entered.

Relays

Double-click or drag and drop relay team members

Seeding Events

- **From the Main MM menu, Select Seeding to Seed Events**

Select the events to seed and then <click> on Start Seeding. Events need to be seeded before creating the Meet Program.

Reports – Pre-Meet/Session

- **For Troubleshooting**
  - **Exceptions**
  - **Entry Fees**
  - **Psych Sheet**
  - **Sessions (a.k.a. Timeline)**
- **For Organizing**
  - **Meet Program (a.k.a. Heatsheet)**
  - **Entry Lists**
- **Administrative**
  - **Positive Check-In (by Event or Session)**
  - **Relays**
  - **Lane Timer Sheets**

Reports, and More Reports

Swim MEET MANAGER Pro - Database: 'C:\swmeets6\Training.mdb'

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

Updated: 12/20/2016

Reports menu:
- Memorized Reports
- Administrative ▶
- Events
- Teams
- Athlete Rosters
- Sessions
- Records
- Time Standards
- Entry Lists
- Split Sheets
- Psych Sheets
- Meet Program
- Meet Check-in
- Lane/Timer Sheets
- Warm-up Sheet
- Results
- Scores
- Meet Summary
- Backup Button Statistics
- Exceptions Report
- Record Forms
- Points Systems
- Results Conversions
- Medal Count
- Export/Import Files Report

Arrow labels:
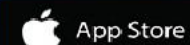- Entry Fee
- Timeline
- Psych Sheets
- Heat Sheets
- Exceptions

ACTIVE Hy-Tek

MEET MANAGER 6.0
FOR SWIMMING

Streaming Live Results to Swim's #1 app - Meet Mobile:

meet   App Store   Google play

ACTIVE Hy-Tek
Licensed To: Tacoma Swim Club
- Release 6.0De -
Pro: Single-User - Admin

Exceptions Report

Select "Exceptions" from the Reports Menu to generate Problems with team entries- exceed max entries.

Entry Fee Report

Select Team on the Reports menu. <Click> on the "Entry Fee Summary" tab. Create a report for each team to verify team entry costs = fees received by by either selecting individual teams or all teams and check the "Separate Page Each Team" option.

Sessions (Timeline)

Generating Reports

Reports can either be printed by a printer for mass copying or "printed" as a PDF for email distribution or posting to a website.

Psych Sheet

Notes:

1. **Printing psych sheet out in triple column version saves paper**
2. **What to look for when reviewing psych sheet:**
   1. **Bad entry times per event – too fast or too slow**
   2. **Swimmers in wrong age group**

Meet Program (Heatsheet)

Triple column for printed heat sheets for sale. Double column with empty lanes for Clerk of Course (and DR/SR/CJs if asked for).

Meet Program (Heatsheet)

Depending on the meet, you may also want to include Records, Time Standards, or Qualifying Times.

Clerk of Course and DR/SR/CJ need empty lanes to make manual adjustments.
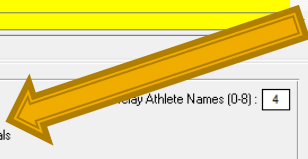
For Clerk of Course and Coaches

Print 2 copies of each team's entry list.
1 for team coach. 1 for Clerk of Course's notebook.

Entry List Shows Swimmer Entries

Tacoma Swim Club   HY-TEK's MEET MANAGER 6.0 - 12/21/2016 Page 1

Entries   MM Training Meet - 5/5/2017

                               A Swim Club Entries - 12&U

Heat/Lane

A Swim Club-PN

1 Black, Susan A - Female - Age: 11 - Ind/Rel: 5 / 0
    #3 Girls 11-12 100 Free   1:08.12   1/4   #7 Girls 11-12 50 Fly   2/4
    #11 Girls 11-12 50 Back   NT   2/5   #15 Girls 11-12 50 Breast   NT   2/3
    #19 Girls 11-12 100 IM   NT   2/3

2 Brown, Mary A - Female - Age: 12 - Ind/Rel: 5 / 0
    #3 Girls 11-12 100 Free   1:06.66   2/6   #7 Girls 11-12 50 Fly   NT   2/6
    #11 Girls 11-12 50 Back   NT   1/4   #15 Girls 11-12 50 Breast   NT   2/2
    #19 Girls 11-12 100 IM   NT   1/3

3 Cooper, Lillian A - Female - Age: 9 - Ind/Rel: 5 / 0
    #1 Girls 10&U 100 Free   NT   1/3   #5 Girls 10&U 50 Fly   NT   2/1
    #9 Girls 10&U 50 Back   NT   1/4   #13 Girls 10&U 50 Breast   NT   2/1
    #17 Girls 10&U 100 IM   NT   1/3

4 Cooper, Roger A - Male - Age: 9 - Ind/Rel: 5 / 0
    #2 Boys 10&U 100 Free   NT   1/2   #6 Boys 10&U 50 Fly   NT   1/2
    #10 Boys 10&U 50 Back   NT   2/5   #14 Boys 10&U 50 Breast   NT   1/2
    #18 Boys 10&U 100 IM   NT   1/2

5 Cooper, Susan A - Female - Age: 11 - Ind/Rel: 5 / 0
    #3 Girls 11-12 100 Free   1:03.44   2/3   #7 Girls 11-12 50 Fly   NT   2/1
    #11 Girls 11-12 50 Back   NT   1/3   #15 Girls 11-12 50 Breast   NT   2/4
    #19 Girls 11-12 100 IM   NT   1/2

6 Gray, Kelli A - Female - Age: 11 - Ind/Rel: 5 / 0
    #3 Girls 11-12 100 Free   1:08.36   1/2   #7 Girls 11-12 50 Fly   NT   1/3
    #11 Girls 11-12 50 Back   NT   2/3   #15 Girls 11-12 50 Breast   NT   1/2
    #19 Girls 11-12 100 IM   NT   2/2

7 Johnson, Lillian A - Female - Age: 11 - Ind/Rel: 5 / 0
    #3 Girls 11-12 100 Free   1:05.12   2/1   #7 Girls 11-12 50 Fly   NT   2/3
    #11 Girls 11-12 50 Back   NT   2/4   #15 Girls 11-12 50 Breast   NT   1/4
    #19 Girls 11-12 100 IM   NT   2/4

8 Jones, Kelli A - Female - Age: 11 - Ind/Rel: 5 / 0

Clerk Writes in Deck Entries, Completes Deck Entry Form

Tacoma Swim Club   HY-TEK's MEET MANAGER 6.0 - 6:46 AM 12/21/2016 Page 1
MM Training Meet - 5/5/2017
Meet Program

Event 1 Girls 10 & Under 100 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1				____
2	Scott, Susan A	9	ASC-PN	NT ____
3	Cooper, Lillian A	9	ASC-PN	NT ____
4	Black, Lillian A	9	BSC-PN	NT ____
5	*Rowe, Mary - CSC*			____
6				____
Heat 2 of 3 Finals				
1	Tucker, Jo A	9	ASC-PN	NT ____
2	Richards, Sally A	9	ASC-PN	1:21.56 ____
3	Brown, Sally A	10	BSC-PN	1:15.15 ____
4	White, Jo A	9	BSC-PN	1:19.64 ____
5	Wright, Susan` A	9	ASC-PN	1:22.44 ____
6	*Dough, Jane - BSC*			____
Heat 3 of 3 Finals				
1	Johnson, Kelli A	10	CSC-PN	1:10.22 ____
2	Gray, Joan A	10	CSC-PN	1:09.60 ____
3	Murphy, Mary A	10	CSC-PN	1:08.55 ____
4	Smith, Mary A	10	CSC-PN	1:09.20 ____
5	Jones, Joan A	10	CSC-PN	1:09.66 ____
6	Woods, Kelli A	10	BSC-PN	1:14.80 ____

Clerk of Course keeps a "Master" meet program printed with empty lanes to pencil in deck entries for swimmers not maxed out in events or new swimmers not in meet. Deck entry forms (multi-part) - original to MM operator to add to meet, copy to swimmer/coach.

Positive Check In for Events

Use positive check in when deck seeding events.

Positive Check In for Session

Positive check in for deck seeding sessions. No pre-printed heatsheets, only psych sheets.

Before the Session Starts

- "Close" Deck Entries/Positive Check In (may have staggered closing deadlines; verify with meet announcement)
- Enter Deck Entries into session/meet
- Print Revised Meet Program for DR/SR/CJ's
- Print Lane Timer Sheets
- During the session, a swimmer may deck enter an event – make manual changes to DR/SR/CJ heat sheets and Lane Timer sheet

Running the Meet

Run the Meet

- **Connect MM Computer to Timing Console**
- **Download Events to Timing Console**
- **Timing Console Operator Tasks**
- **Getting Race Results**
- **Resolving Timing Issues**
- **Score Events**
- **Produce Reports**

USB to Serial, Which COM Port?

Windows 7, Rt-Click "Computer"
on desktop, Click on "Properties",
Click on "Device Manager",
expand "Ports (COM&LPT)".
Windows 10, Rt-Click "This PC"
on desktop, Click on "Properties",
Click on "Device Manager",
expand "Ports (Com&LPT)".

Alternate Windows 8/10, swipe right
screen, "All Settings", "Devices",
"Connected Devices", scroll down to
and Click on "Device manager",
Click on "Ports (COM&LPT)".
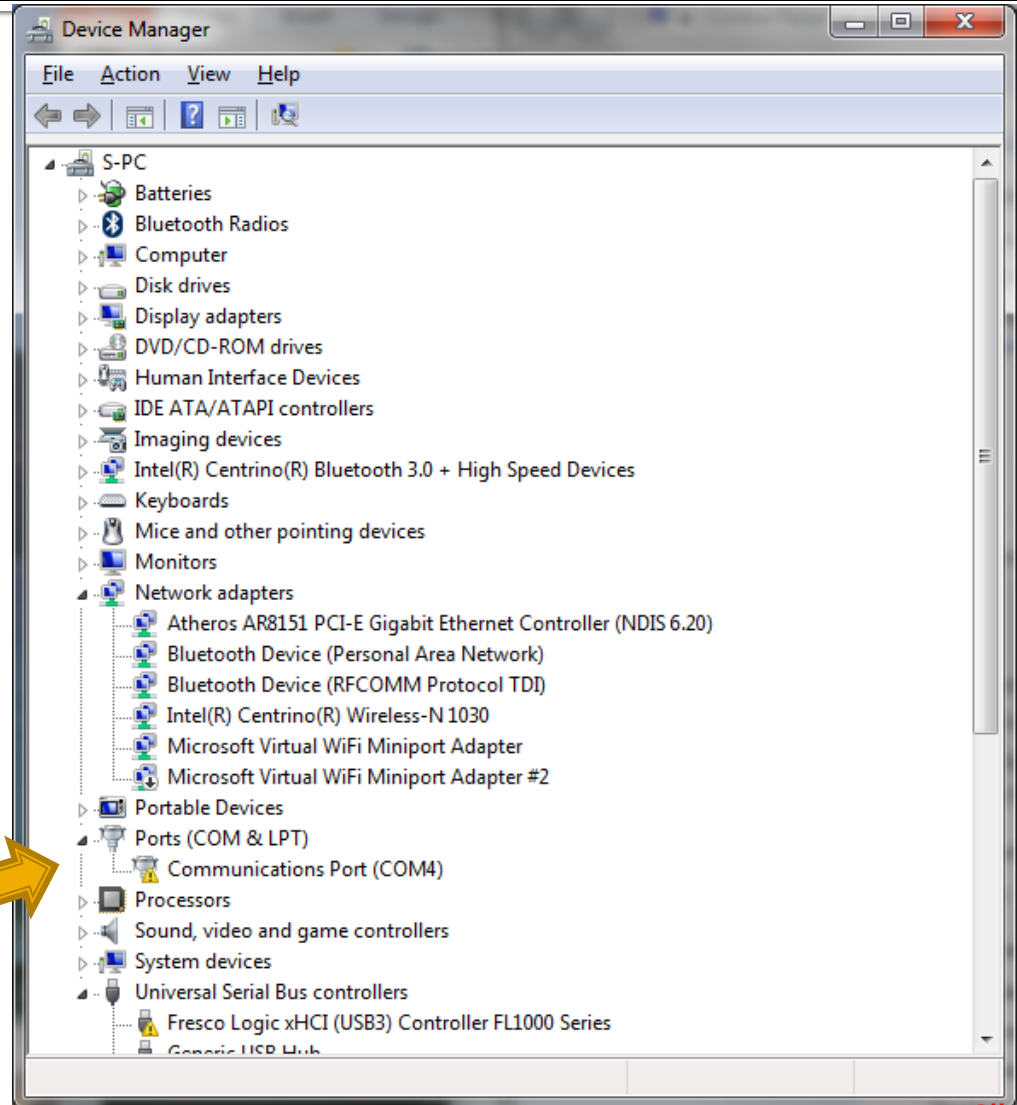
Timing Computer/PC Interface

Is it Colorado or Daktronics?

Connecting Computers

Verify Timing Computer Events

- **On Colorado or Daktronics**
  - Advance Events
  - Verify Event Number
  - Verify Event Distance
  - Verify Event Name (Colorado)
- **Colorado/Daktronics Operator Tracks:**
  - Race Number
  - Empty Lanes
  - Soft/Missed Touches

Getting Times, Alerts and Adjustments

Note nearly 6 sec difference between pad and button.

Note Heats 2 and 3 also show red indicating timing issues.

Determining Timing Adjustments

Prove the Pad is Wrong
Investigate
- Check OOF
- Late/Soft Touch?
- Check/Use Stopwatches?
- Accept Pad?
- Accept Button?
Make Decision
- Accept Button 1
Action
- <click> on Accept Adjusted

Alerts and Adjustments, Heat 2

Alerts and Adjustments, Heat 2

Prove the Pad is Wrong

Investigate
- Check OOF
- Late/Soft Touch?
- Check/Use Stopwatches?
- Accept Button?
- Accept Pad?

Make Decision
- Accept Primary (Pad)
- Verified by Stopwatches/OOF

Action
- Delete Button Time
- Put Watch Time in Button3 cell for lane 4 to document action

Determining Timing Adjustments, Heat 3

Lane Failure, No Pad, No Button Investigate
- Check OOF
- Check/Use Stopwatches

Determining Timing Adjustments, Heat 3

Lane Failure, No Pad, No Button
Investigate
-    Check OOF
-    Check/Use Stopwatches
Make Decision
-    Accept Watch Times
Action
 1-Put Watch Times in Buttons 2 and 3 cells for lane 2
 2-<click>on Calc Button
 3-<click> on Accept Adjusted in Time Adjustment Window

Missed Race, Change Swimmers

Scoring for Results

Print the Results Report While in Run Mode.

After timing corrections have been made, score the event. Include records and time standards in the results header for each event if that data is in the MM database.
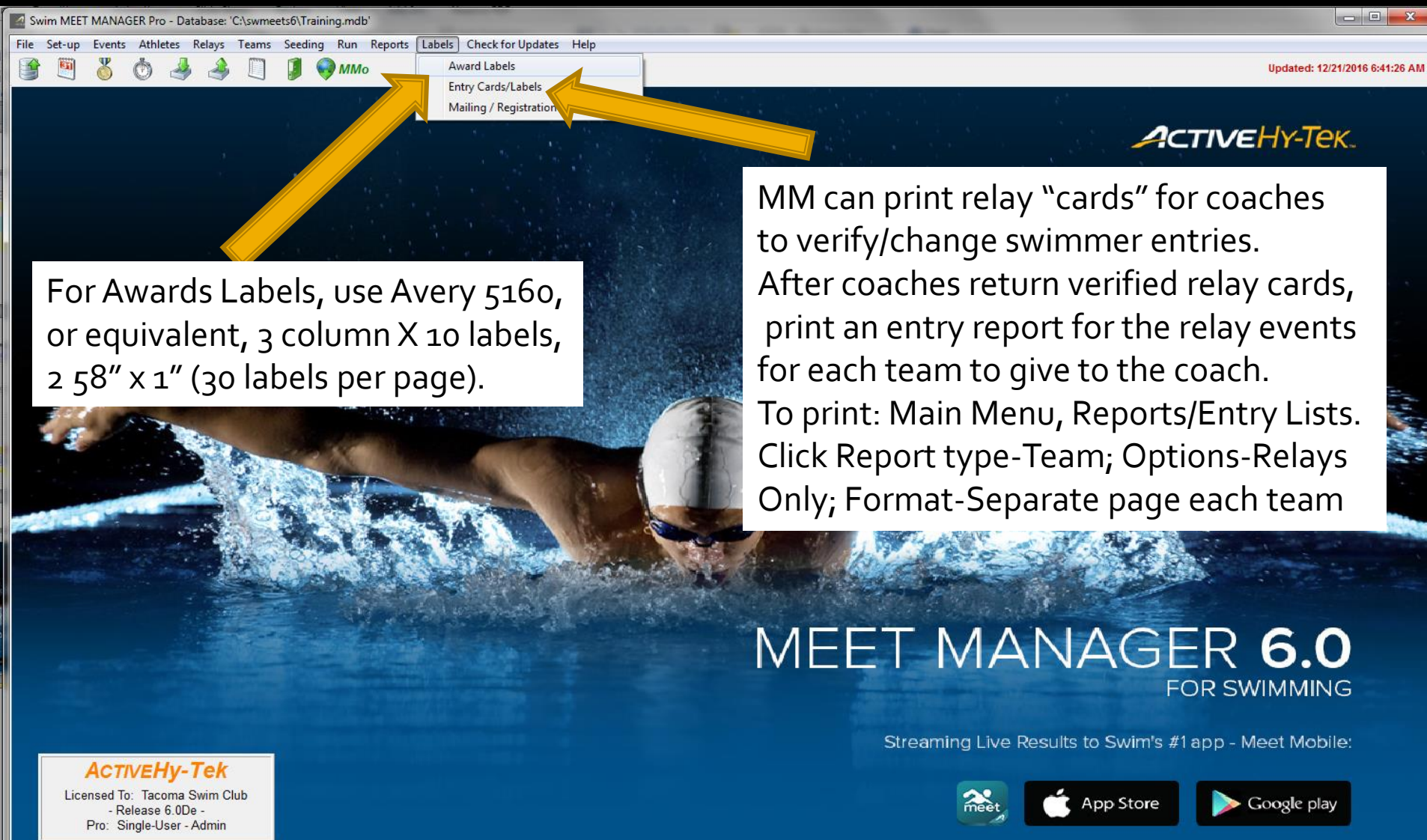
Award Labels

Swim MEET MANAGER Pro - Database: 'C:\swmeets6\Training.mdb'

File   Set-up   Events   Athletes   Relays   Teams   Seeding   Run   Reports   Labels   Check for Updates   Help

Award Labels
Entry Cards/Labels
Mailing / Registration

ACTIVEHy-Tek

MM can print relay "cards" for coaches to verify/change swimmer entries.
After coaches return verified relay cards, print an entry report for the relay events for each team to give to the coach.
To print: Main Menu, Reports/Entry Lists.
Click Report type-Team; Options-Relays Only; Format-Separate page each team

For Awards Labels, use Avery 5160, or equivalent, 3 column X 10 labels, 2 58" x 1" (30 labels per page).

MEET MANAGER **6.0**
FOR SWIMMING

Streaming Live Results to Swim's #1 app - Meet Mobile:

ACTIVEHy-Tek
Licensed To: Tacoma Swim Club
- Release 6.0De -
Pro: Single-User - Admin

meet   App Store   Google play

Finishing UP

Results Reports

Backup Often and Make Copies

Questions?