

HY-TEK Sports Software

Meet Manager Handbook

For

Meet Recorder

Release 2.0HI

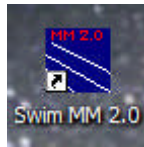
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1 GETTING STARTED

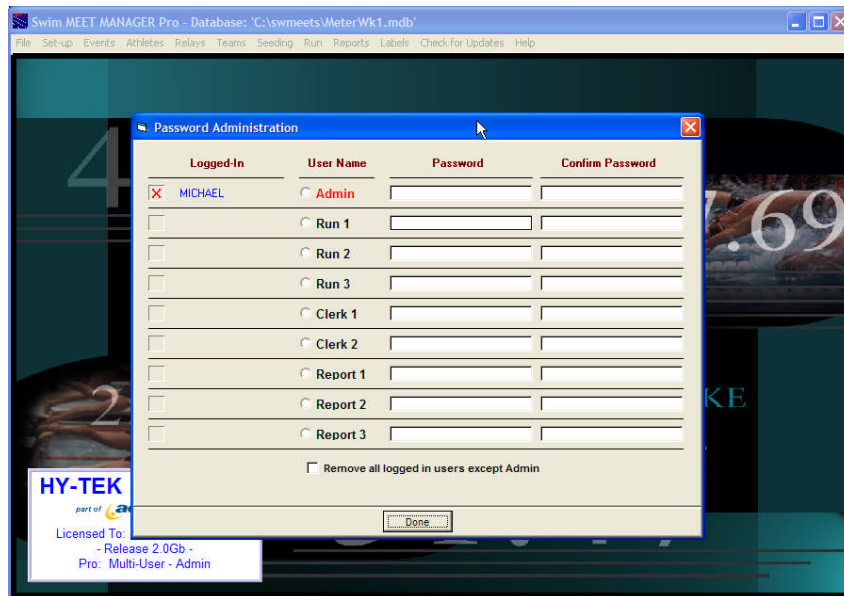
1.1 Logging On to Meet Manager

CLICK --> Meet Manager Icon from the Desktop or Program Menu.

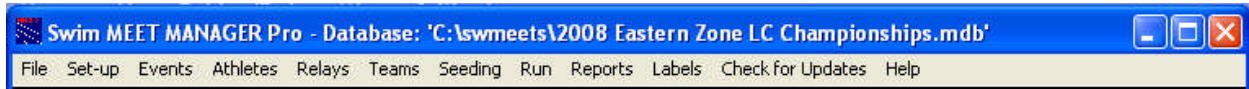


SELECT Admin, Single User as shown below left. Click OK to reach the Main Menu.

If networked computers are being used, the Meet Director will tell you how to log on.



In most cases the database, for the meet, on which you will be working, will open. The meet database name and path are shown in the top-most bar of the screen as shown below.



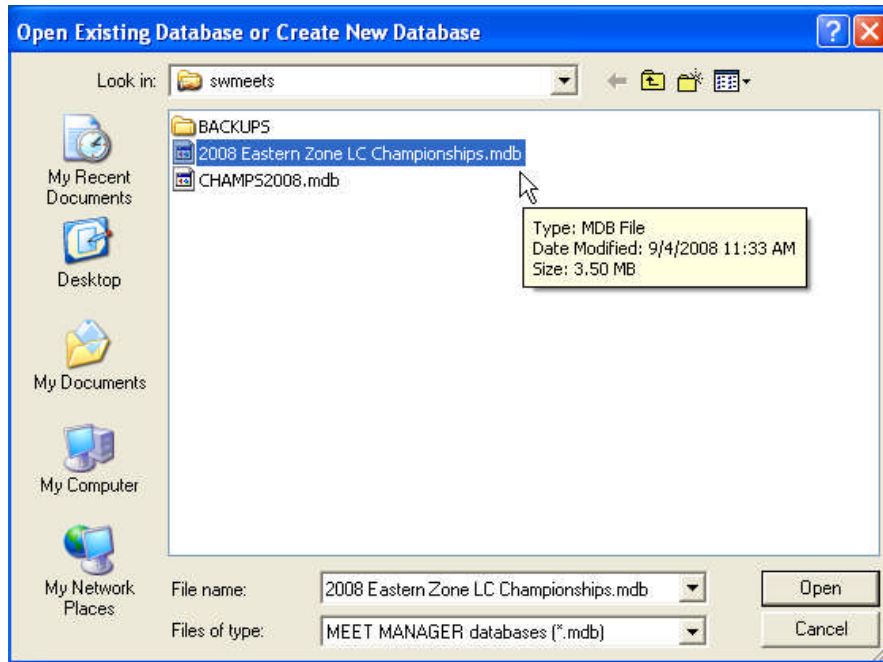
In this example, the meet name is “**2008 Eastern Zone LC Championships.mdb**”. It is located on the computer’s “C” drive in the folder titled “**swmeets.**” Your meet is most likely to be located on the “C” drive.

If the meet in the top bar is not the meet you want, open your meet as follows:

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CLICK → File from the Main Menu.

CLICK → Open/New. You will be taken to a screen that looks like the above.



HIGHLIGHT → the name of the meet.

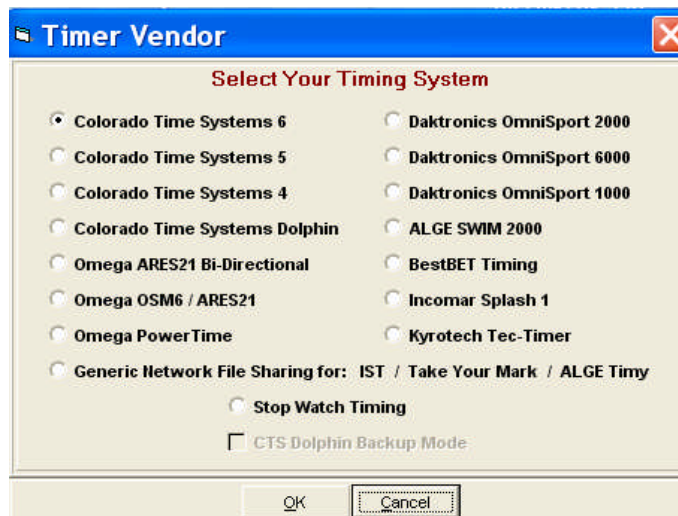
CLICK → Open or DBL CLICK on the name of the meet.

1.2 Connecting to the Timing Console

1.2.1 Select Timing System

CLICK --> Set-up from the Main Menu.

SELECT Timing Console Interface.



SELECT Select timing system you will be using at your meet (Colorado Timing System 6 or Daktronics OmniSport 2000)

CLICK --> OK.

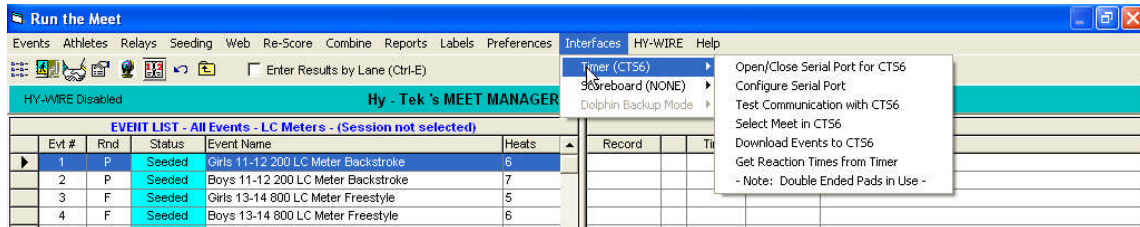
CLICK --> Close to return to the Main Menu.

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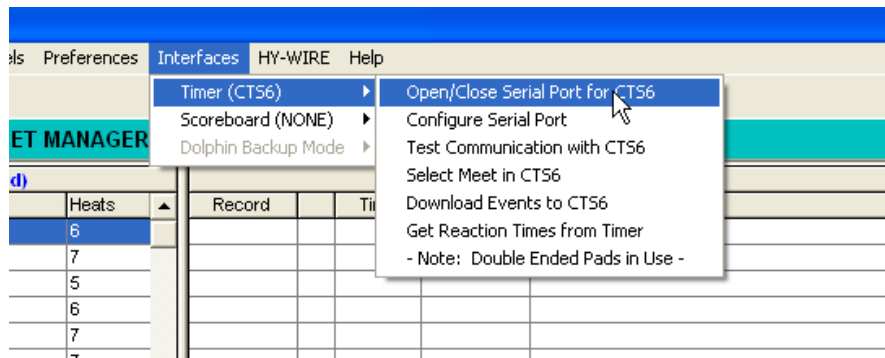
1.2.2 Connect Timing Console to Computer

Before you start this step, make sure you have the Serial Cable securely plugged into the back of CTS and into the Serial Port on the computer.

- CLICK -->** Run from the Main Menu.
- CLICK -->** Interfaces.
- CLICK -->** Timer (CTS6) from the pop-up menu.



- CLICK -->** Open Serial/Close Port for CTS6



TYPE A Port Number in the box to the right of "Serial Com Port for CTS6 Timer (1-8.)"



- CLICK -->** OK to return to Run screen.

Screen should say "Communications Passed." If it does not, make sure everything is plugged in securely & repeat the above steps or try another port number (1-8)

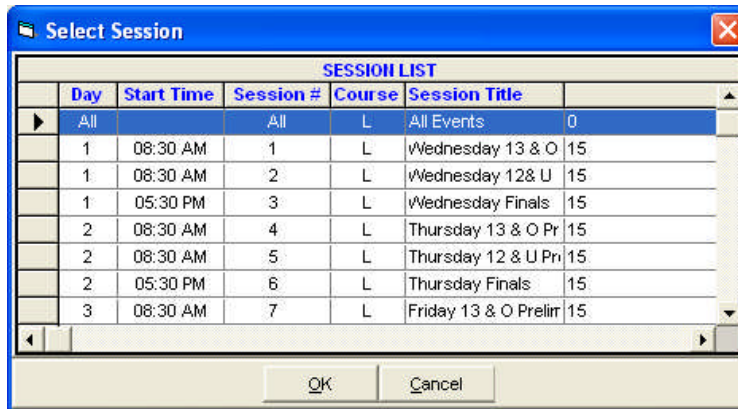
- CLICK -->** OK

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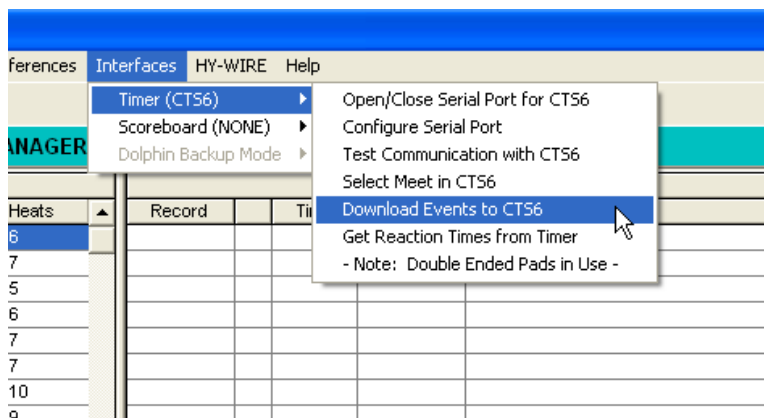
1.2.3 Uploading Events to Timing Console

Before you start this task, make sure the CTS6 is in the “RESET” mode.

HIGHLIGHT Current Session or All sessions in the Run Screen



- CLICK -->** Run from the Main Menu.
- CLICK -->** Interfaces.
- CLICK -->** Timer (CTS6) from the pop-up menu.



SELECT Download Events to CTS6

Screen display shows the meets in the CTS and highlights where the program thinks you should download the meet. In most cases, select 8. Check with the CTS operator to determine which slot number to use.

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Download Events to CTS5	
Meet Slots	
Slot	Meet Set-up Name
2	Boys High School
3	Girls High School
4	Boys/Girls H.S.
5	NCAA 13 Event Prog.
6	NCAA 15 Event Prog.
7	NCAA 16 Event Prog.
8	October Open 2000
9	PVS Senior1

The Colorado Time System 5 has 8 slots (2 thru 9) for storing meet event set-ups. We RECOMMEND that you select slot 8 or 9. To select a different slot, click on any row. The events to be downloaded will come from the Event List in the Run Module. Click OK when ready to download.

Select Slot and Click Ok

OK Cancel

CLICK --> OK.

Messages will flash. The screen will clear and automatically return to the Run screen.

1.2.4 Connect to Scoreboard (if necessary)

CLICK --> Interfaces from the Run screen.

SELECT Scoreboard from the pop-up menu.

SELECT Colorado Timing System or Daktronics.

Scoreboard Ve...

Select Your Scoreboard

Colorado Timing System

Daktronics

Omega

Generic Serial

Network File Sharing IST

None

OK Cancel

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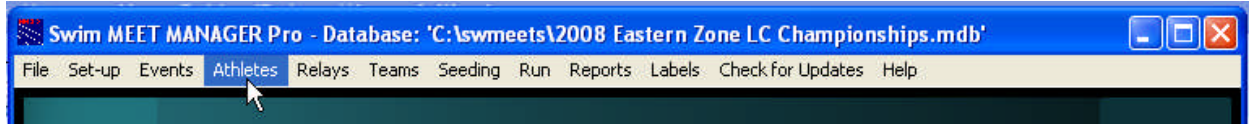
2 DECK ENTRIES

When a swimmer is “Deck Entered,” he/she is entered into the meet and/or into events after the program is printed. Generally, a swimmer may deck enter events that have been seeded (i.e., swimmers’ heat and lane assignments are in the printed program) as well as those requiring “positive check-in” (usually events 500 yards/meters or longer, but often events 200 yards/meters or longer).

DO NOT DECK-ENTER ANY SWIMMER UNLESS YOU HAVE WRITTEN AUTHORIZATION FROM THE REFEREE OR THE MEET MANAGER. IF A COACH ASKS YOU TO DECK- ENTER A SWIMMER, REFER HIM / HER TO THE REFEREE.

2.1 Add an Athlete Information

CLICK → Athletes from the Main Menu or the Run screen.



CHECK to see if swimmer is already in the meet.

Where names appear similar, check birthday, age, USA-Swimming number to make sure that you don’t enter a swimmer twice particularly after the first day of a meet where deck entrants from Day 1 often deck-enter on subsequent days.

Tip — The bar separating the athlete’s list from the entries can be sized.

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CLICK → Add at the top left corner of Athletes screen.

TYPE IN → Last Name, First Name, Middle Initial (M), Birth date, and Gender.

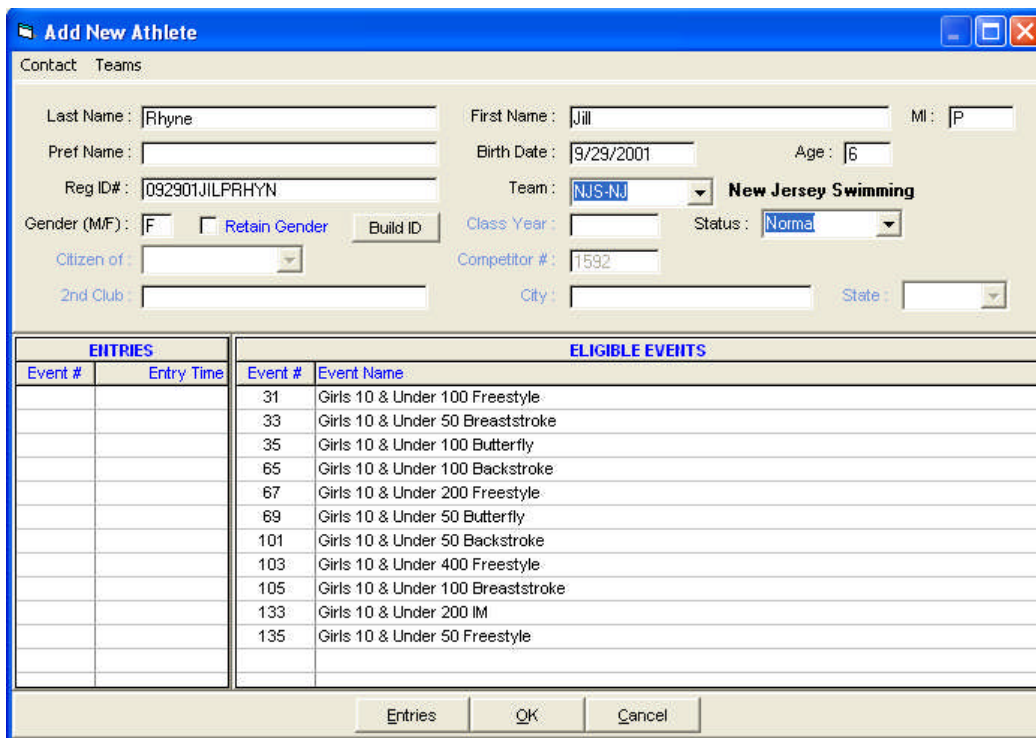
Meet Manager will generate the USA-Swimming ID in the “Reg #” box, and a box will appear asking you to confirm. If you’ve mistyped anything, click **NO** and make corrections. If you click **YES** and see a mistake later, make corrections.



CLICK → Team on the right-hand side of the screen. Select the swimmer’s team from the list.

TYPE IN → M or F next to Gender

A list of eligible events for the swimmer will appear.



ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
		31	Girls 10 & Under 100 Freestyle
		33	Girls 10 & Under 50 Breaststroke
		35	Girls 10 & Under 100 Butterfly
		65	Girls 10 & Under 100 Backstroke
		67	Girls 10 & Under 200 Freestyle
		69	Girls 10 & Under 50 Butterfly
		101	Girls 10 & Under 50 Backstroke
		103	Girls 10 & Under 400 Freestyle
		105	Girls 10 & Under 100 Breaststroke
		133	Girls 10 & Under 200 IM
		135	Girls 10 & Under 50 Freestyle

CLICK → OK then **Cancel** at the bottom of the screen to return to the Athletes screen. The swimmer you just entered will be highlighted at the top of the screen. The bottom of the screen will display the events for which the highlighted swimmer is eligible.

When you return to the Athletes screen, the swimmer will be highlighted.

2.2 Make changes to an existing athlete’s information

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CLICK → Edit in the Athlete's Menu.

MAKE CHANGES → You'll be asked to confirm changes if you've edited information pertaining to the USA-Swimming ID.

CLICK → **OK** to return to the Athletes menu.

2.3 Enter Swimmer into Events

HIGHLIGHT Event number shown on the pink or blue entry card. The event is highlighted in yellow.

2.3.1 To enter an athlete into an event

CLICK → the box to the right of the "Eligible Events" column. The event will be highlighted in yellow.

2.3.2 To enter a swimmer with a time

TYPE → Time in "Entry Time" column without colons or periods or NT for No Time.

2.3.3 To enter a swimmer using a heat and lane assignment

TYPE → Heat/Lane in "Heat/Lane" column. e.g., 1/8 for Heat 1/Lane 8.

2.3.4 To edit times or heat/lane assignments

TYPE OVER existing text.

2.3.5 To remove an athlete from an event

CLICK → the box to the right of the "Eligible Events" column. Confirm your selection.

2.3.6 To scratch an athlete from an event

CLICK → **SCR** in the "SCR" column. Confirm your selection.

The screen below shows that you have entered Jill into three events.

Since the 50 Breast was seeded before the meet began, enter only the heat and lane assignment.

The 400 Free is a deck-seeded event. If the deck entry card does not have a seed time, type NT.

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The screenshot shows the 'Athletes' software window. The top menu includes 'Add', 'Edit', 'Delete', 'Contact', 'Comp#', 'ScratchAll', 'View', 'Find', 'Print', 'Events', 'Relays', 'Teams', and 'Help'. Below the menu is a toolbar with icons for file operations and a 'Session All' button. The main area contains filter options for Gender (Both, Male, Female), Age Range (with input fields for 'to' and 'from'), and Entries (Eligible Only, All Events, Entries Only). There are also checkboxes for 'Show Relays', 'Show Swim-ups', and 'Show Results'. Below the filters is an alphabetical index (A-Z). The main data table lists athletes with columns: Last Name, First Name, MI, Sex, Age, USS Number, ABBR, Team Name, BirthDate, Preferred, and Status. The bottom section is titled 'ENTRIES' and contains a table with columns: Evt #, Eligible Events, Entry Time, Heat, Lane, SCR, Alt, Exh, Bonus, Special, Event Age, and Conv Time. Row 103 is highlighted in yellow, showing 'Girls 10&U 400 Free' with an entry time of 4:00.00L.

Last Name	First Name	MI	Sex	Age	USS Number	ABBR	Team Name	BirthDate	Preferred	Status
Rhyne	Jill	P	F	8	092699JILPRHYN	VA-VA	Virginia Swimming Inc.	9/26/1999		Normal
Rice	Carolyn	A	F	14	100493CARARICE	PV-PV	Potomac Valley Zone Team	10/4/1993		Normal
Rice	Haley	A	F	14	070694HALARICE	NI-NI	NI Zone	7/6/1994		Normal
Rich	Andrew	A	M	14	110493ANDARICH	AM-AM	ALLEGHENY MOUNTAIN ZON	11/4/1993		Normal
Rider	Caitlin	B	F	14	092993CAIBRIDE	PV-PV	Potomac Valley Zone Team	9/29/1993		Normal
Riesmeyer	Kaitlin	P	F	17	061891KAIPRIES	AM-AM	ALLEGHENY MOUNTAIN ZON	6/18/1991	Katie	Normal
Rigby	Steven	B	M	12	081195STEBRIGB	MD-MD	Maryland	8/11/1995		Normal
Rios	Jorge	G	M	13	040295JORGRIOS	PV-PV	Potomac Valley Zone Team	4/2/1995	Jorge	Normal
Robbins	Reilly	C	F	12	090895REICROBB	NE-NE	New England Zone Team	9/8/1995		Normal
Robichaud	James	A	M	15	112092JAMAROBI	MD-MD	Maryland	11/20/1992		Normal

Evt #	Eligible Events	Entry Time	Heat	Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
31	Girls 10&U 100 Free										
33	Girls 10&U 50 Breast	1:00.00L									1:00.00L
35	Girls 10&U 100 Fly										
65	Girls 10&U 100 Back	2:00.00L	9/5								2:00.00L
67	Girls 10&U 200 Free										
69	Girls 10&U 50 Fly										
101	Girls 10&U 50 Back										
103	Girls 10&U 400 Free	4:00.00L									4:00.00L
105	Girls 10&U 100 Breast										
133	Girls 10&U 200 IM										
135	Girls 10&U 50 Free										

After everyone checks in, you'll see Event 103.

CLICK → X to Close and return to Main Menu.

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3 POSITIVE CHECK-IN EVENTS

3.1 Scratch Swimmers using Check-In Sheets

Before you begin scratching swimmers from “positive check-in” events, you’ll need to get the appropriate “Check-In” sheet. Those, who want to swim, place their initials on the line to the left of their names; those who don’t wish to swim, need not do anything. In practice, we’ve seen many variations of this system. Some write “Scr” next to or cross out their names. Others indicate their intent to swim by placing check marks next to their names. Yet others are checked-in with their coach’s initials.

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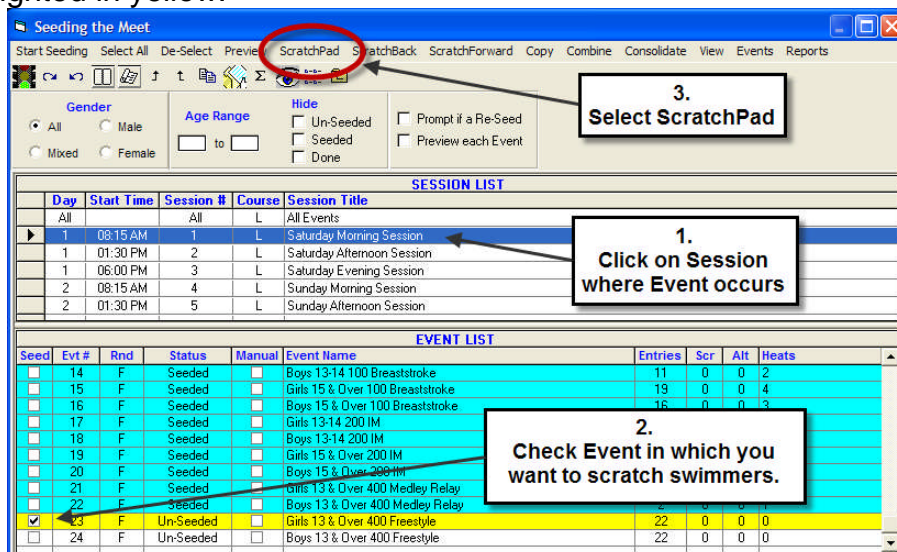
Winchester LC Invitational - 6/27/2009 to 6/28/2009
Check-in Report
Session 1 Saturday Morning Session - Day of Meet: 1 - Starts at 08:15 AM
13-14 Event List - Girls
Event 23 Girls 13&O 400 Free Finals - 8 Entries

23	Name	Age	Team
—	DuMez, Rachel N	14	VSTP-VA
—	Grove, Elizabeth A	13	WST-VA
—	Legge, Catherine V	13	WST-VA
—	Lisbon, Kelsey C	14	QDD-VA
—	Peck, Colleen M	13	BRY-MA
—	Putnam, Aleksa L	13	WST-VA
—	Spor, Emily L	14	BRY-MA
—	Turner, Heidi E	14	QDD-VA

CLICK → Seeding from Main Menu or the Run screen. The screen titled “Seeding the Meet” listing sessions and events appear.

CLICK → All Events or the Session on which you want to work from the “Session List” box.

CLICK → Checkbox to the left of an event from which you want to scratch swimmers. You can scratch swimmers from only one event at a time (but you can seed as many as many as you wish at the same time). A check mark will appear in the box and the event will be highlighted in yellow.



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CLICK → Scratch Pad. The “Scratch Pad” screen listing athletes alphabetically appears.

CLICK → checkbox in the column titled SCR beside the name of each swimmer whom you want to scratch. A check mark will appear in the box, and the swimmers’ names will be highlighted in yellow. If you mistakenly click a wrong swimmer, uncheck the box.

CLICK → Save to save scratches and return to the “Seeding the Meet” screen.

Row	SCR	ALT	EXH	Bonus	Spec	Name	Age	Team	Time	PI
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Aceino, Alexander	15	PSDN-VA	1:47.55	Y 0
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Anderson, Eric	17	PAAC-MA	1:47.60	Y 0
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Baker, Chris	17	SVSC-AM	1:44.95	0 0
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Balhoff, Andrew	17	LBA-MD	1:42.93	0 0
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Bellamy, Rob	25	RACI-MD	1:42.59	0 0
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Boysewicz, Chris	16	PSDN-VA	1:47.86	Y 0
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Boutwell, Michael	17	WST-VA	1:47.08	Y 0
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brastow, Tennant	17	SVFY-VA	1:47.12	Y 0
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Butler, Corydon	16	WAC-VA	1:46.35	0 0
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Caputo, Mike	16	WACI-MR	1:50.49	Y 0
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Carder, Matthew	15	TIDE-VA	1:49.01	Y 0
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Chang, Won-Ho	15	HOYA-PV	1:46.62	Y 0
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cline, Stevie	16	CGBD-VA	1:50.22	Y 0
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Considine, Aidan	16	RACI-MD	1:44.54	0 0
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cosgarea, Andrew	14	NBAC-MD	1:48.80	Y 0
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cunningham, Jesse	15	CUBU-PV	1:43.39	0 0
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Davis, Tyler	16	RMSC-PV	1:45.91	0 0
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Davison, Hugh	15	LBA-MD	1:44.51	0 0

3.2 Seed the Event(s)

CLICK → check box beside each event that you want to seed. A check mark will appear in the box, and the events will be highlighted in yellow.

CLICK → Start Seeding to start the seeding process.

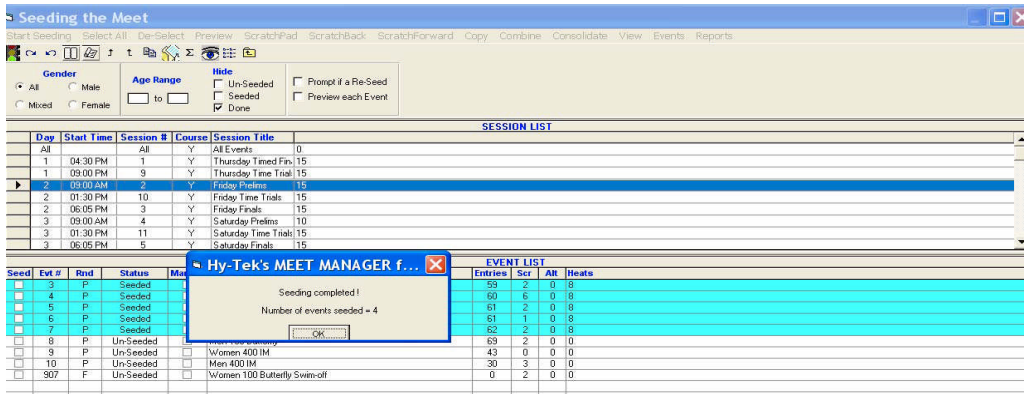
Day	Start Time	Session #	Course	Session Title	Entries	Scr	Alt	Boats
All		All	Y	All Events	0			
1	04:30 PM	1	Y	Thursday Timed Fin.	15			
1	09:00 PM	9	Y	Thursday Time Trial	15			
2	03:00 PM	3	Y	Friday Trials	15			
2	01:30 PM	10	Y	Friday Time Trials	15			
2	06:05 PM	3	Y	Friday Finals	15			
3	09:00 AM	4	Y	Saturday Prelims	10			
3	01:30 PM	11	Y	Saturday Time Trials	15			
3	06:05 PM	5	Y	Saturday Finals	15			
4	09:00 AM	6	Y	Sunday Prelims	15			

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Boats
<input checked="" type="checkbox"/>	3	P	Seeded	<input checked="" type="checkbox"/>	Women 200 Freestyle	59	2	0	8
<input checked="" type="checkbox"/>	4	P	Un-Seeded	<input type="checkbox"/>	Men 200 Freestyle	60	5	0	0
<input checked="" type="checkbox"/>	5	P	Un-Seeded	<input type="checkbox"/>	Women 100 Breaststroke	61	2	0	0
<input checked="" type="checkbox"/>	6	P	Un-Seeded	<input type="checkbox"/>	Men 100 Breaststroke	61	1	0	0
<input checked="" type="checkbox"/>	7	P	Un-Seeded	<input type="checkbox"/>	Women 100 Butterfly	62	2	0	0
<input checked="" type="checkbox"/>	8	P	Un-Seeded	<input type="checkbox"/>	Men 100 Butterfly	69	2	0	0
<input type="checkbox"/>	9	P	Un-Seeded	<input type="checkbox"/>	Women 400 IM	43	0	0	0
<input type="checkbox"/>	10	P	Un-Seeded	<input type="checkbox"/>	Men 400 IM	30	3	0	0
<input type="checkbox"/>	907	F	Un-Seeded	<input type="checkbox"/>	Women 100 Butterfly Swim-off	0	2	0	0

When the seeding process is finished, the events you just seeded, are highlighted in blue.

CLICK → OK on the pop-up.

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CLICK → X to Close and return to the Main Menu.

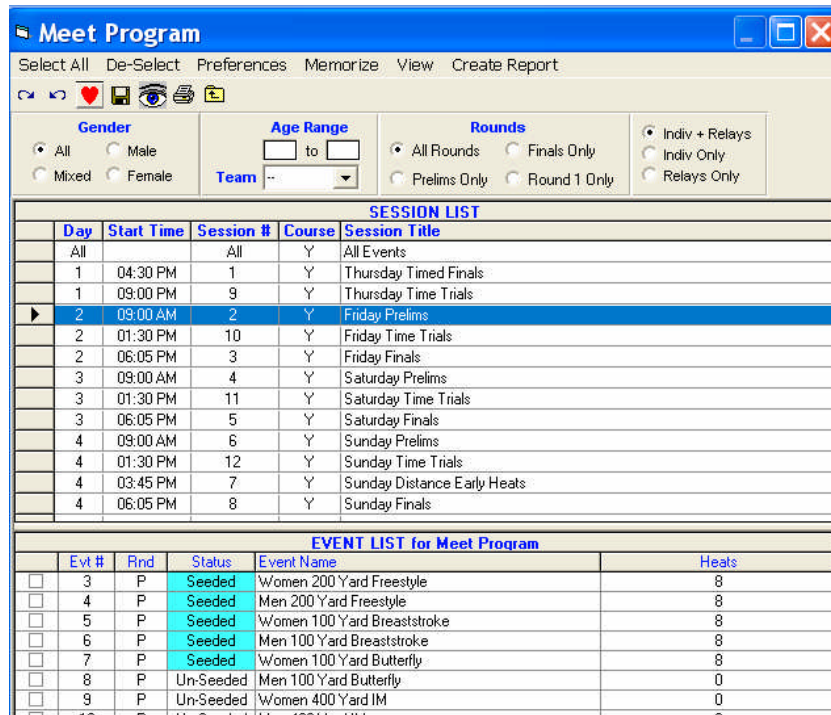
3.3 Print Heat Sheets (Meet Program)

CLICK → Reports from the Main Menu.

CLICK → Meet Program.

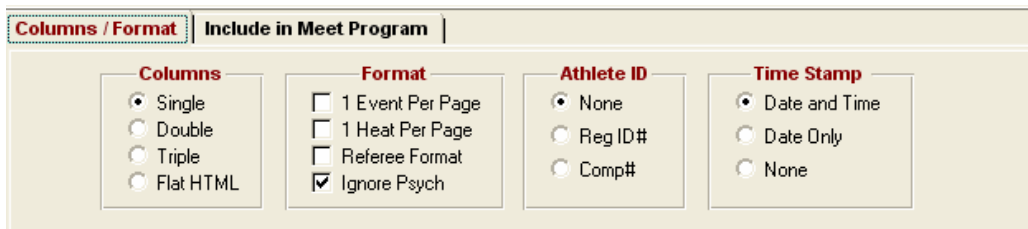
CLICK → Session containing the events you want to print.

CLICK → checkbox next to events for which you want to print heat sheets or Select All to print heat sheets for all the events on the list.



CLICK --> Ignore Pysch in bottom right corner of the screen.

CLICK --> other formatting details, such as number of columns.



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CLICK --> Empty Lanes.

CLICK --> checkboxes for the **features** you want the printout to include, such as records, time standards, etc.

Columns / Format	Include in Meet Program
Include in Meet Program	
<input type="checkbox"/> Records	<input type="checkbox"/> Line For Results
<input type="checkbox"/> Time Standards	<input type="checkbox"/> Events With No Entries
<input type="checkbox"/> Entry Qualifying Time	<input type="checkbox"/> Round 1 Alternates
<input type="checkbox"/> Event Comments	<input type="checkbox"/> Qualifying Alternates
<input checked="" type="checkbox"/> Entry Times	<input type="checkbox"/> Prior Round Results
<input type="checkbox"/> Heat Start Times	Relay Athlete Names (0-8): <input type="text"/>
<input checked="" type="checkbox"/> Empty Lanes	
<input type="checkbox"/> Separate A/B Finals	

CLICK → Create Report To see a preview of the heat sheet. Verify that swimmers are in proper heats and lanes.

Timed-Final seeding

Fastest swimmers are in the final heats

2007 Speedo Champions Series SE Zone
March 15-18, 2007 - Germantown, MD
Meet Program - Thursday Timed Finals

Event 2 Men 1000 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 7 Finals				
1				
2	Gerlach, Ethan	17	MESC-PV	9:09.62L
3	O'Toole, Patrick	16	Killer Whales-AM	9:07.45L
4	Ness, Vincent	16	RMSC-PV	10:09.86
5	Vagts, Justin	16	Naval Academy-MD	8:53.93L
6	Falmey, Tannir	14	RMSC-PV	9:09.54L
7				
8				
Heat 2 of 7 Finals				
1	Butler, Corydon	16	WAC-VA	10:09.45
2	Stronko, Jake	16	QDD-VA	10:09.03
3	Anderson, Mike	15	RMSC-PV	10:08.53
4	Ratliff, Bradley	15	GTAC-MD	10:07.15
5	Eckhoff, Nick	15	WAC-VA	10:07.90
6	Smit, Kevin	16	TWSC-MR	10:08.87
7	Cadigan, Tim	15	North Baltimore-MD	10:09.30
8	Salah, Mahmoud	16	Sharks-CT	10:09.69

Heat 7 of 7 Finals

1	Stodter, Casey	16	RMSC-PV	9:52.91
2	McGlynn, Trevor	15	AACF-NE	9:45.48
3	Smith, Alex	17	PEAK-PV	9:38.31
4	Judes, Guillaume	19	ASA-PV	9:26.14
5	Thomas, Michael	15	North Baltimore-MD	9:38.13
6	English, Scott	18	Naval Academy-MD	9:42.21
7	Gabel, Brooks	15	Retrievers-MD	9:50.50
8	Davison, Hugh	15	LoyolaBlakefield-MD	9:53.97

Prelims-Final seeding

Fastest swimmers are spread out over event's last three heats

2007 Speedo Champions Series SE Zone
March 15-18, 2007 - Germantown, MD
Meet Program - Friday Prelims

Event 3 Women 200 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 8 Prelims				
1				
2				
3	Kling, Chelsea	18	BAAC-PV	2:06.95YB
4	Dean, Emily	16	Retrievers MD	2:01.30YB
5	Webber, Leah	16	DESM-VA	2:04.73YB
6				
7				
8				
Heat 2 of 8 Prelims				
1	Pittman, Cate	15	WAC-VA	2:00.70YB
2	Kiang, Katie	16	RMSC-PV	1:59.54YB
3	Kerichian, Sarah	13	BAAC-MD	1:58.69YB
4	Mangus, Kim	16	Clippers-MD	1:58.37YB
5	Casabella, Kim	15	TWSC-MR	1:58.43YB
6	Farrell, Hailey	14	USF-PC-AM	1:59.12YB
7	Soverling, Danielle	14	MSA-MA	2:00.17YB
8	Bosacco, Anne	16	RAS-VA	2:01.10YB

Heat 7 of 8 Prelims

1	Deale, Natalie	13	BAAC-MD	1:55.78
2	Corodine, Noea	13	Retrievers-MD	1:55.26
3	Rogers, Katie	14	RMSC-PV	1:54.53
4	Vrooman, Lindsay	15	FRA-AM	1:52.51
5	Cutrell, Kase	18	TPIT-AM	1:53.94
6	Borgesen, Harne	13	Monocacy-MD	1:54.82
7	Vezman, Nicole	14	DST-MA	1:55.60
8	Josak, Marlene	15	UCCS-PV	1:56.12

Heat 8 of 8 Prelims

1	Floa, Bridgette	17	Eagles-MD	1:55.76
2	Hoppe, Tina	16	ATAC-MA	1:55.18
3	Gibbs, Jordan	16	Annapolis CC-MD	1:54.51
4	Gardocki, Katie	15	Aquabats-CT	1:50.94
5	Holloway, Meaghan	16	WAC-VA	1:53.38
6	Tipton, Emily	17	North Baltimore-MD	1:54.69
7	Brown, Maggie	15	North Baltimore-MD	1:55.52
8	Yeh, Joanna	15	Monocacy-MD	1:56.08

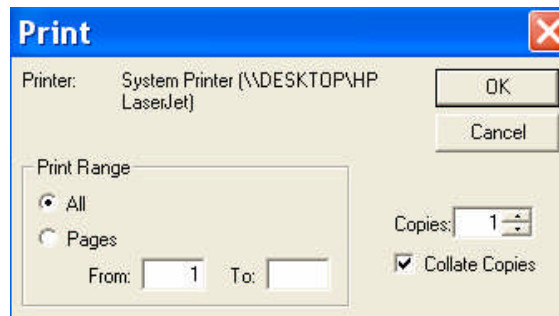
If you see a mistake,

CLICK → X to Close to return to previous screen. Make corrections.

CLICK → printer icon to print.

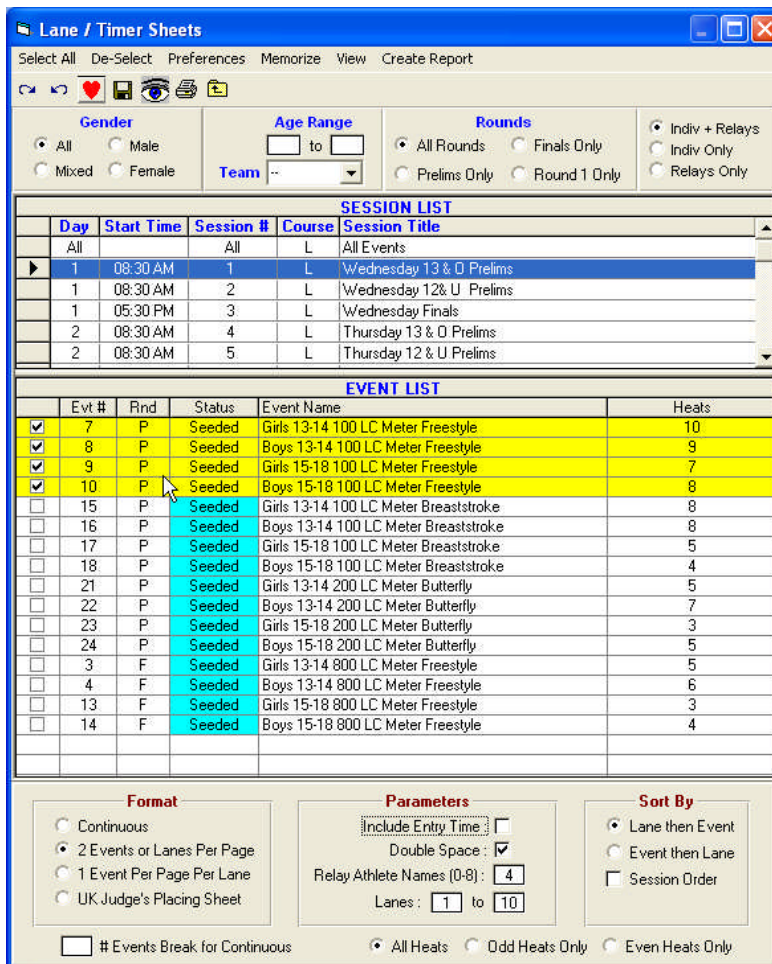
Meet Manager 2.0 User Guide

CHOOSE → number of copies. Ask the Meet Director how many are needed.
CLICK → OK to print the report.
CLICK → X to Close to return to previous screen.



3.4 Print Lane/Timer Sheets

CLICK → Reports from the Run screen or the Main Menu.
CLICK → Lane/Timer Sheets.
CLICK → **Checkbox** next to events for which you want to print lane/timer sheets or Select All to print lane/timer sheets for all the events on the list.



CLICK → checkboxes for the **features** you want the printout to include, such as 2 events per page, sorted by lane or event.

Meet Manager 2.0 User Guide

Event 7 Girls 13-14 100 LC Meter Freestyle Prelims				Official Time			
Lane 1	Heat 1						
Lane 1	Heat 2	Fis, Emuly D 13	AM-AM				
Lane 1	Heat 3	Avery, Kristen M 14	MD-MD				
Lane 1	Heat 4	Hollingsworth, Taylor N 14	MD-MD				
Lane 1	Heat 5	Hoopes, Madeleine E 14	AM-AM				
Lane 1	Heat 6	Matheson, Hannah C 13	NJ-NJ				
Lane 1	Heat 7	Crier, Alexis R. 14	MA-MA				
Lane 1	Heat 8	Edsall, Kacy L 14	VA-VA				

CLICK → Create Report. A preview of the report appears.

CLICK → Printer icon to print or **X** to return to the lane/timer sheet screen and make corrections.

CLICK → X to Close to return to previous screen.

TIP Print one or two copies of the heat sheets for posting so that the swimmers can check their heat and lane assignments. Then do the **LANE/TIMER SHEETS**. When the Lane/Timer Sheets are done, print more Heat Sheets for officials.

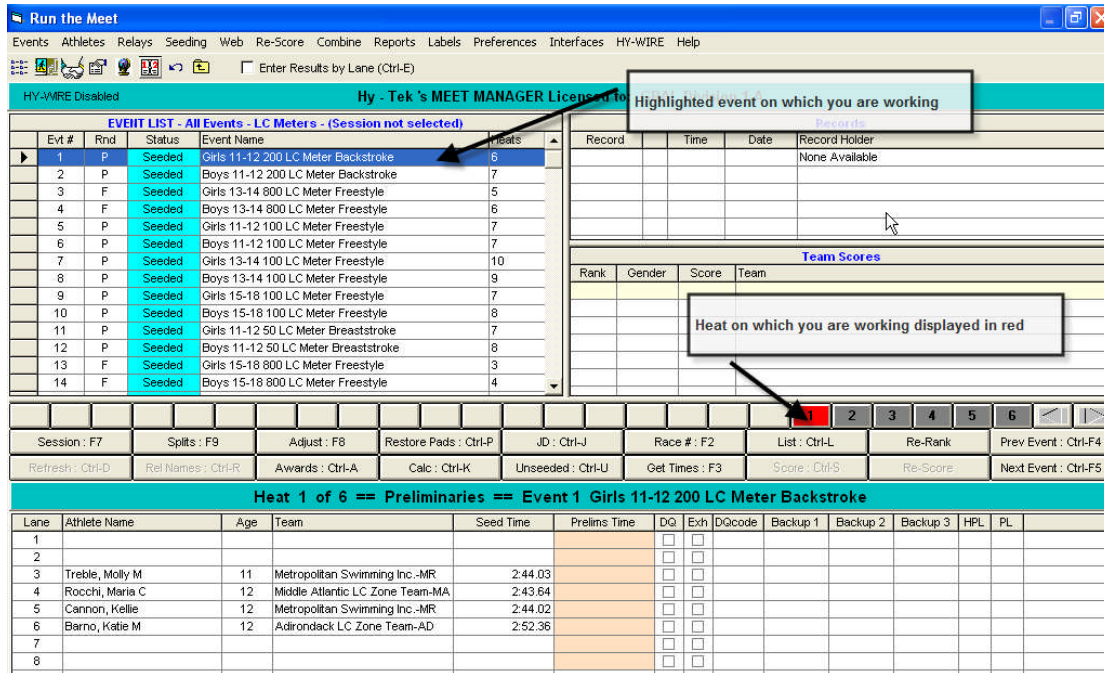
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4 RUN MEET

4.1 Open RUN the MEET window

This page is used to enter event results and make timing adjustments during the meet.

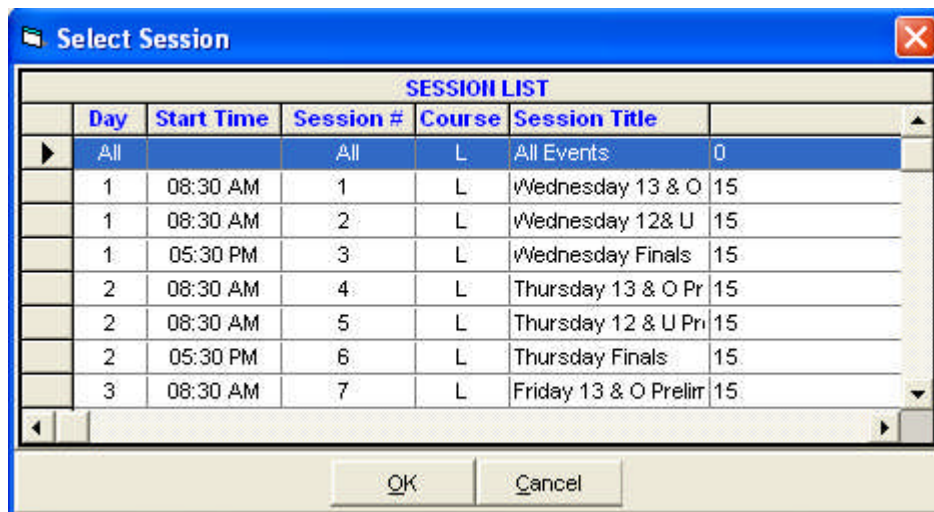
CLICK → RUN from the Main Menu.



4.2 Select Session

A session is a way of grouping events by day-of-the-meet or separating preliminary and finals.

CLICK → Session button in left middle of the “Run” screen to reach “Select Session” pop-up.



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HIGHLIGHT the session in which you are working. (The program defaults to the first heat of the session's first event.)

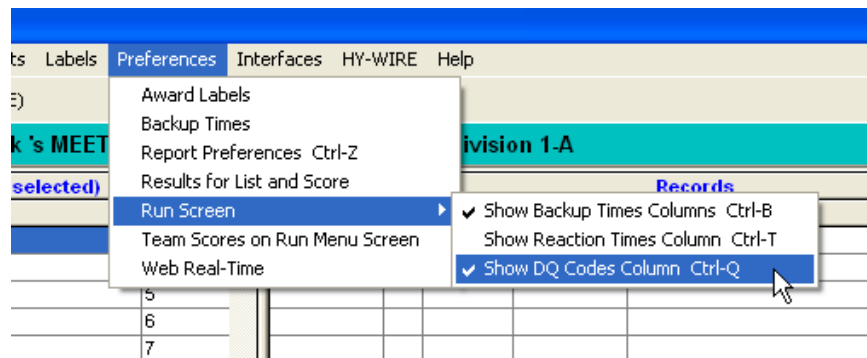
CLICK → **OK** to close the box.

4.3 Set Run Screen Preferences

CLICK → **Preferences** on the top bar.

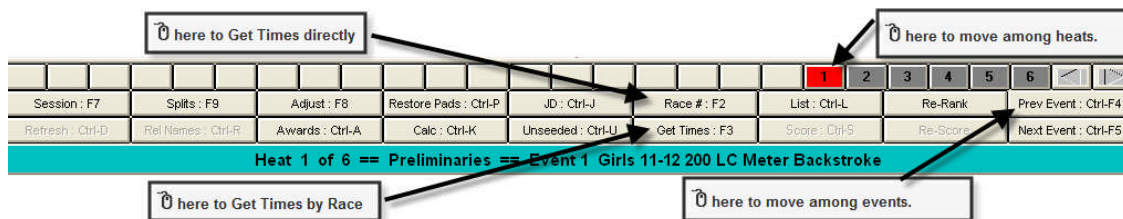
SELECT → **Run Screen**.

CHECK → **Show Backup Times** and **Show DQ Codes**.



4.4 Get Times from Timing Console (TC)

CLICK → **Heat** on which you'll be working, usually Heat 1.



CLICK → **Get Times** or **CLICK Race#**

Brings the times from the Timing Console by specifying a Race. Every race has its own number independent of events, heats, etc. Get this number, when needed, from the Timing Judge or the TC operator. Use this feature when "Get Times" fails. When you select "Race #," a pop-up screen appears. Fill in the appropriate race number, click OK.

4.5 Verify and Edit Times

As swimmers race, the Timing Console (TC) prints splits and/or final times from the touch pads, and backup times from the Push Buttons. When the race is finished, the Timing Console prints times from the buttons clicked manually by timers. In addition to these pad times and button times, timers record times from their watches on Lane/Timer Sheets. In most cases, the pads produce a swimmer's most accurate time, but problems arise when swimmers miss the pads or the pads malfunction.

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After each race, the Timing Judge reviews the Timing Console's printout. Using VSI standards, the Judge determines whether the pad time should be changed. When finished, the Judge passes the printout to the computer operator, who then manually makes any changes.

Before moving from one heat to another...

- 1 Make sure that you have brought over the correct times from the Timing Console by comparing the heat and event numbers in the run screen with the event and heat number on the timing console printout.
- 2 Make changes as described below.
 - DQ (Disqualification) Click in the DQ checkbox. Staple DQ card to Timing Console printout. You can also enter the DQ code from the drop down window if Recorder is keeping track of DQ Log.
 - NS (No Swim) NS should be filled in when the timing console times are brought over. If not, type NS in the place where the time would have been recorded.
 - Edited time Authorized by TIMING JUDGE.

CLICK → Gray Heat Number Box to move to next heat. If something doesn't look right, check with the timing judge or the TC operator.

This Results Screen below depicts just about every situation you might encounter during a meet:

The screenshot shows the 'Run the Meet' software interface. The main window displays the 'EVENT LIST - BOYS ALL AGES - SESSION 2 - Yards - (Session 2)' with a list of events. The 'Records' section is empty. The 'Team Scores' section is also empty. The main results table is titled 'Heat 4 of 7 == Finals == Event 5 Boys 9-10 50 Yard Backstroke'. The table has columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DQ, Evh, DCode, Backup 1, Backup 2, Backup 3, HPL, PL, and Pts. Lane 1 is highlighted in green, and a tooltip is visible for Backup 2. A dropdown menu is open, showing various DQ codes such as '2I No touch at turn - back', '2J Non-continuous turning action - back', '2K Not on back off wall - back', '2L Shoulders past vertical toward breast - back', '2N Head did not break the surface by 15 meters - back', '2P Toes curled over gutter after the start - back', '7O False start - Misc', '7P Declared false start - Misc', and '7Q Did not finish - Misc'.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Evh	DCode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Baccus, Jason	9	Unattached-PV	46.30	45.79				45.66	49.15		6	33	g
2	Urubshurrow, Donzen	10	Rockville Montgomery-PV	43.64	41.95				41.81	41.84		4	27	
3	Yeh, Asaph	10	Maryland Suburban Swim CB-PV	42.31	44.75				44.76	44.34		5	31	
4	Vita, Frank	10	Rockville Montgomery-PV	42.13	NS									
5	Morstein, Andrew	10	Rockville Montgomery-PV	42.29	39.00				39.02	38.97		1	18	
6	Durbin, Patrick	9	Joe Flaherty's Dolphins-PV	42.89	41.25				41.81	41.23		2	25	
7	Cunningham, Jesse	9	Joe Flaherty's Dolphins-PV	44.33	41.47				41.33	41.45		3	26	
8	Feasley, Ben	9	Rockville Montgomery-PV	50.94	DQ				58.37	58.22				b

Meet Manager highlighted **Lane 1's** time because the average of the backup buttons varied more than 0.3 from the pad (finals) time. The timing judge determined that Backup Timer 2 hit the button late. Since Backup Time #1 was within 0.3 of the pad

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time, the pad time was judged correct.

The swimmer in **Lane 4** did not swim; the timing system automatically entered “NS” instead of a time.

Lane 8 had two problems. Although the backup times are in line with each other, the pad time must have varied more than 0.3 from the average of the back-ups. In addition, the swimmer was disqualified in which case Meet Manager does not record the pad time.

4.6 Score and Print Results

4.6.1 Preview Results

CLICK **List** to show results from preliminary heats in prelims/finals meet or if meet is not a scored meet.

OR

Score to show scored results of final heats of a prelims/finals meet or results of a timed finals meet.

MCSL Championship Meet
Hy-Tek's MEET MANAGER 6:22 PM 3/29/2006 Page 1
Omega Swim Team vs Delta Swim Team
June 17, 2006
Results

Event 2 Girls 12 & Under 100 SC Meter IM
MCSL: 1:10.91 L 7/25/1987 Cheryl Pattenon RH
1:22.50 ALL*

Name	Age	Team	Seed Time	Final Time	Points
1 Gdanski, Starogard	16	Delta Team-PV	1:21.41	1:18.56	5
1 Fair, Book	13	Omega Team-PV	1:21.20	1:18.56	5
3 Jerevan, Nalcika	13	Omega Team-PV	NT	1:20.89	3
4 Junction, Monmouth	9	Omega Team-PV	NT	1:25.93	2
5 Mouse, Minnie	17	Delta Team-PV	1:29.38	1:28.65	1
6 Llanspyddid, Adana	16	Delta Team-PV	1:28.74	1:30.78	

Combined Team Scores - Through Event 2

1. Omega Team	10	2. Delta Team	6
---------------	----	---------------	---

If you see a mistake,

CLICK → **X** to close the “Results” preview and return to the Run screen. Fix the problem.

CLICK → **List or Score** to return to the “Results” preview.

4.6.2 Print Results

CLICK → **Printer** icon at the top of the “Results” preview to print results and score event. Choose number of copies.

CLICK → **X** to close and return to the Run screen.

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4.7 Move to Next Event

CLICK → Next Event.

This graphic shows you how to move among heats and events.



You can also move from one event to another by highlighting the event, on which you want to work, in the “Event List” towards the top-left of the Run screen.

CLICK → X to close and return to the Main Menu.

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5 ADDITIONS, DELETIONS, AND CHANGES FROM THE RUN SCREEN

Once a meet is underway, you may not change a swimmer's event, heat, or lane assignment without the referee's authorization.

5.1 Add Swimmer

CLICK → Adjust to reach "Preview/Adjust" screen. Swimmers already in the event and their heat/lane assignments are highlighted.

In this example, Max Anderson is added to Heat 1, Lane 6.

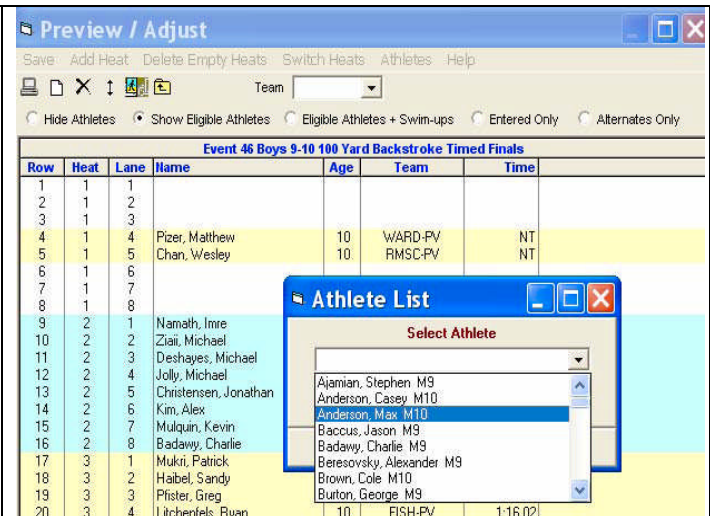
EITHER

PUT CURSOR in swimmer's new lane.

DBL CLICK → to reach "Athlete List" pop-up menu.

SCROLL → until new swimmer is highlighted.

CLICK → OK.



OR

CLICK → Show Eligible Athletes at the top of the screen to see a list of the swimmers who are age-eligible to compete in the event.

DRAG the swimmer's name to his/her assigned lane.

Eligible Athletes					
	Heat/Lane	Name	Age	ABBR	Team
1		Ajamian, Stephen	9	RMSC-PV	Rockville Montgomery-PV
2		Anderson, Casey	10	RMSC-PV	Rockville Montgomery-PV
3		Anderson, Max	10	FISH-PV	the Fish-PV
4		Baccus, Jason	9	UNPG-PV	Unattached-PV
5	2/8	Badawy, Charlie	9	FISH-PV	the Fish-PV
6		Beresovsky, Alexander	9	RMSC-PV	Rockville Montgomery-PV
7		Brown, Cole	10	RMSC-PV	Rockville Montgomery-PV
8		Burton, George	9	RMSC-PV	Rockville Montgomery-PV
9		Canner, Robert	10	MSSC-PV	Maryland Suburban Swim CB-PV
10		Carlson, Tyler	10	RMSC-PV	Rockville Montgomery-PV

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Swimmer's name is inserted in lane. If you make a mistake, double click on the swimmer's name to delete.

CLICK → Save to return to the Run Screen.

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2				
3	1	3				
4	1	4	Pizer, Matthew	10	WARD-PV	NT
5	1	5	Chan, Wesley	10	RMSC-PV	NT
6	1	6	Anderson, Max	10	FISH	
7	1	7				
8	1	8				
9	2	1	Namath, Imre	10	RMSC-PV	1:33.47
10	2	2	Ziaii, Michael	10	FISH-PV	1:30.96
11	2	3	Deshayes, Michael	10	RMSC-PV	1:28.54
12	2	4	Jolly, Michael	9	RMSC-PV	1:27.29

5.2 Delete Swimmer

DBL CLICK on the name of each athlete that is to be scratched. A pop-up shown will ask you to confirm that you want to scratch the highlighted swimmer. Click yes or no. You can also delete a swimmer by double-clicking the name in the “Preview/Adjust” screen.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQc
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3	Brown, Cole	10	Rockville			<input type="checkbox"/>	<input type="checkbox"/>	
4	Pizer, Matthew	10	Ward's W			<input type="checkbox"/>	<input type="checkbox"/>	
5	Chan, Wesley	10	Rockville			<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	

5.3 Move Swimmer Within An Event

Make sure that the lane to which you will move the swimmer is empty. If it is not empty, first delete the swimmer from the current lane and add him/her to the new lane as described above.

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5.4 Add Heat

CLICK → Adjust

CLICK → Add Heat. A new heat and lane list will be added to the end of the event. In this example, a fourth heat was added.

CLICK → Save to return to the Run Screen.

Event 46 Boys 9-10 100 Yard Backstroke Timed Finals						
Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2				
3	1	3	Brown, Cole	10	RMSC-PV	NT
4	1	4	Pizer, Matthew	10	WARD-PV	NT
5	1	5	Chan, Wesley	10	RMSC-PV	NT
6	1	6				
7	1	7				
8	1	8				
9	2	1	Namath, Imre	10	RMSC-PV	1:33.47
10	2	2	Ziai, Michael	10	FISH-PV	1:30.96
11	2	3	Deshayes, Michael	10	RMSC-PV	1:28.54
12	2	4	Jolly, Michael	9	RMSC-PV	1:27.29
13	2	5	Christensen, Jonathan	10	FISH-PV	1:28.46
14	2	6	Kim, Alex	10	RMSC-PV	1:29.66
15	2	7	Mulquin, Kevin	9	RMSC-PV	1:31.25
16	2	8	Badawy, Charlie	9	FISH-PV	2:00.58
17	3	1	Mukri, Patrick	9	RMSC-PV	1:24.46
18	3	2	Haibel, Sandy	10	RMSC-PV	1:23.69
19	3	3	Pfister, Greg	10	RMSC-PV	1:18.74
20	3	4	Litchenfels, Ryan	10	FISH-PV	1:16.02
21	3	5	Gordon, Jonathan	10	RMSC-PV	1:18.21
22	3	6	Flach, Michael	9	FISH-PV	1:20.05
23	3	7	Fox, Brady	9	RMSC-PV	1:24.17
24	3	8	Peng, Timothy	9	RMSC-PV	1:25.28
25	4	1				
26	4	2				
27	4	3				
28	4	4				
29	4	5				
30	4	6				
31	4	7				
32	4	8				

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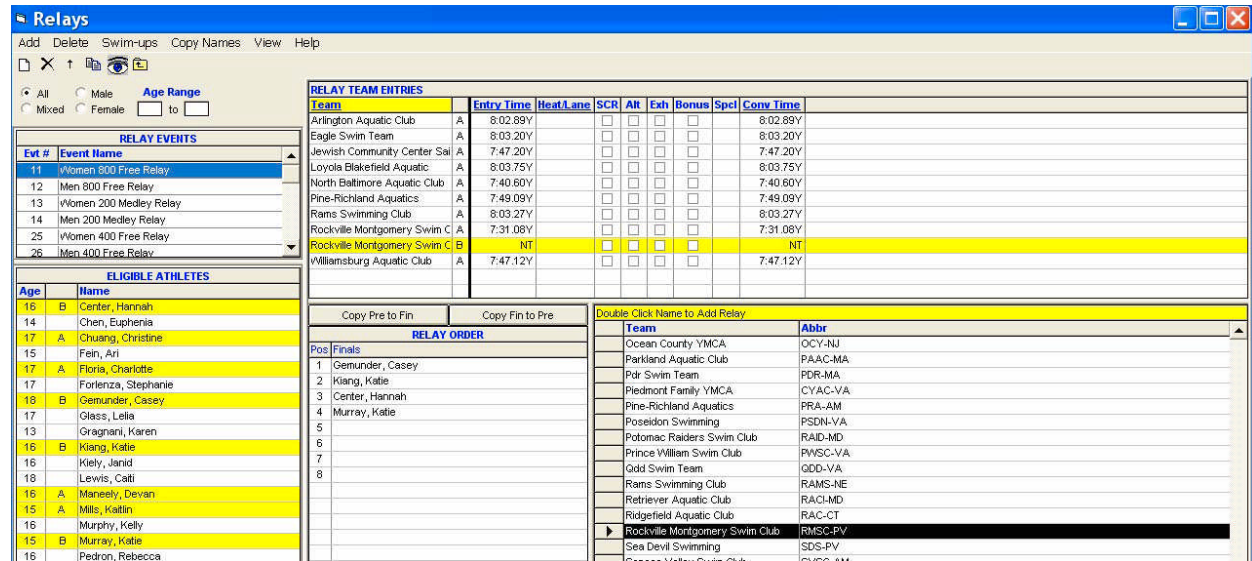
6 RELAYS

6.1 Entering From the Main Menu

CLICK “Relays” from the Main Menu to reach the “Relays” screen.

In this example, a second RMSC team relay will be entered into Event 11.

Picture needs arrows and text box



Enter a Relay Team

DBL CLICK → Team Name in bottom right corner.



Enter Relay Swimmer Highlight relay team for which you want to enter or delete swimmers.

DBL CLICK → swimmer’s name in the “Eligible Athletes” list. The name will appear in the “Relay Order” box,

OR

DRAG → swimmer’s name from the “Eligible Athletes” list to the “Relay Order” box.

6.1.3 Delete Relay Swimmer

DBL CLICK → swimmer’s name on the “Relay Order” box.

6.1.4 Rearrange Relay Swimmer Order

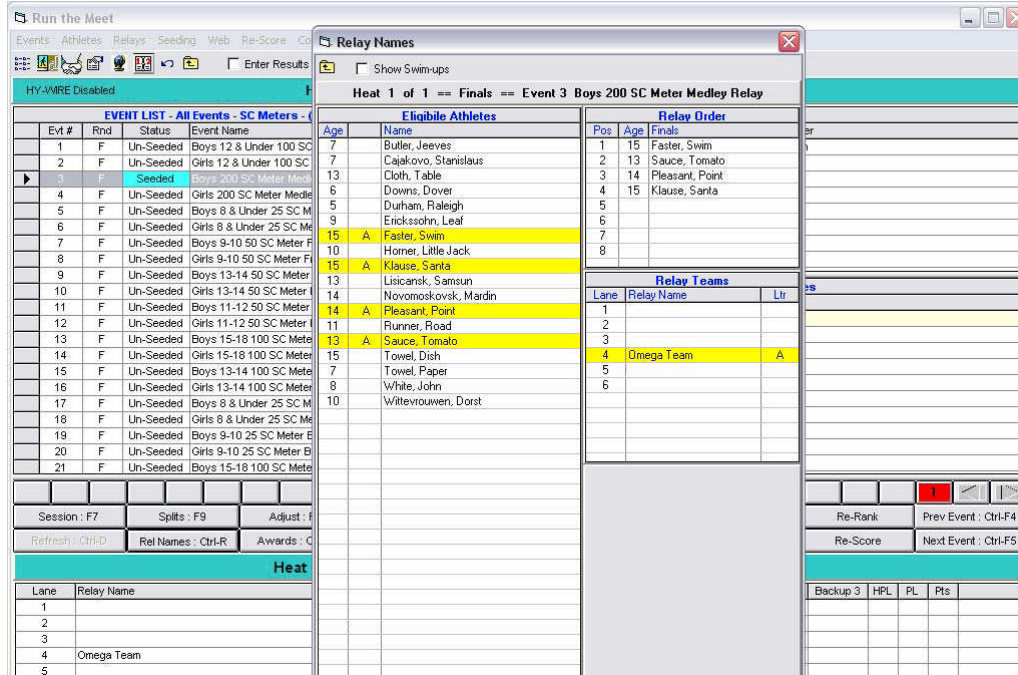
Drag & Drop → names within the “Relay Order” box until the order is correct.

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CLICK → X in top-right corner to return to the Main Menu.

6.2 Entering From the Run screen

Click → Rel Names to reach the “Relay Names Screen.”



Highlight relay team for which you want to enter or delete swimmers.

6.2.1 Enter Relay Swimmer

DBL CLICK → swimmer’s name in the “Eligible Athletes” list. The name will appear in the “Relay Order” box,

OR

DRAG → swimmer’s name from the “Eligible Athletes” list to the “Relay Order” box.

6.2.2 Delete Relay Swimmer

DBL CLICK → swimmer’s name on the “Relay Order” box.

6.2.3 Rearrange Relay Swimmer Order

Drag & Drop → names within the “Relay Order” box until the order is correct.

CLICK → X to return to the Run screen.

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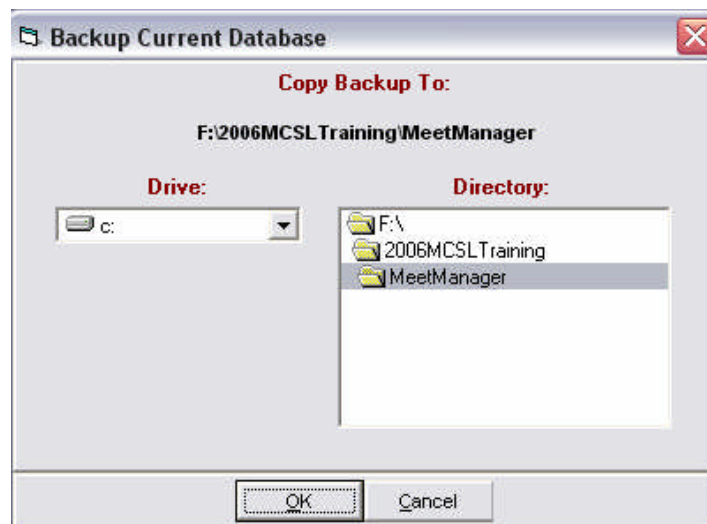
7 DATABASE BACKUP

INSERT flash drive into USB port.

CLICK File→Backup from the Main Menu to reach the “Backup Current Database” screen.

BROWSE → to drive where you want to save the backup file.

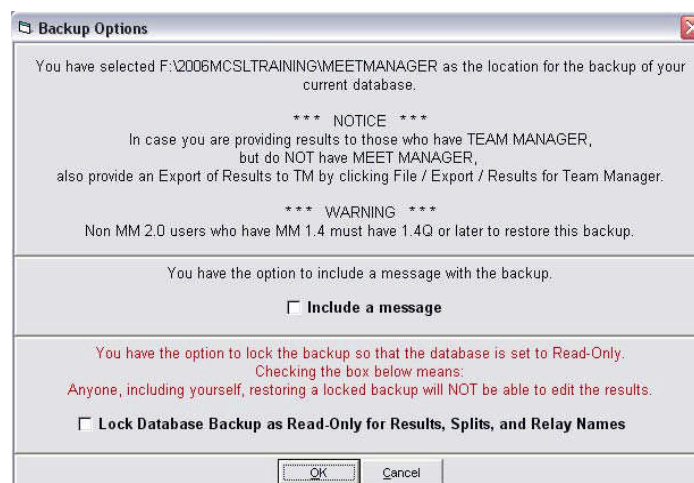
CLICK → OK.



CLICK → OK at the ‘Backup Options’ screen.

NOTE:

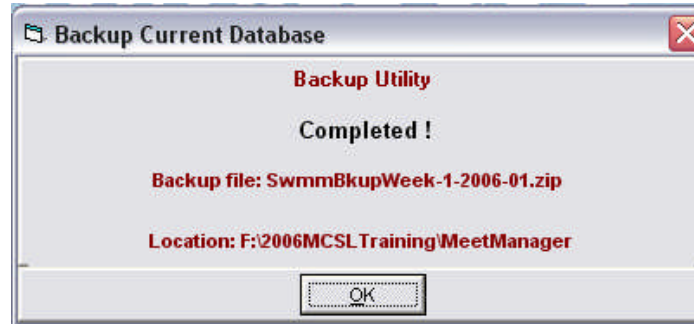
New backups to the same disks do not overwrite previous backup files. If you backup more than once and you need to restore, you must be sure that you are restoring the most recent version.



Messages will flash across the screen as the back-up is created.

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CLICK → **OK** to return to Main Menu when the back- utility screen indicates that the back-up is complete.



NOTES