

Meet Manager Instructions (Updated 6/27/16):

**Meet Manager program will be on computer at the pool. The actual meet will be on the jump drive in the white binder.

**To help the meet run smoothly, get to pool ½ hour before the start of warm ups. You will want to have computer set up and import the meet file.

** **Questions or need help, call Amy at 230-1815.**

**The meet manager table/area should be a dry area. Swimmers should not be hanging out at this table. Coaches and meet officials can request information (cards, results, etc). Swimmers and parents should be asked to check in with their coach.

Before Meet:

- Open meet in meet manager
 - Open meet manager program
 - From the main screen in MM, click file, unzip and find meet file on jump drive (should be in the folder that matches the meet number). Follow steps to unzip. Then main screen, file, open and go to place meet file was unzipped.
 - Main screen, set up, meet set up, and make sure location and length (yards/sc meters) is correct (Meet Name should include correct location. In both the meet name and location, just delete the location that doesn't match so correct information is still there. Example Meet Name: SVSL 2011 Meet 2 at RWSC).
- Delete teams not at your site...double check schedule before deleting
 - From main screen in MM, click on teams. A list of teams will appear. Highlight unwanted teams and press delete. No one will be listed as unattached, it can be left or deleted. If you make a mistake, you will need to use file on jump drive again and follow above steps.
- Print entry lists for teams so coaches can be working on scratches.
 - Main Screen of MM, click reports and entry lists
 - Leave team blank, under report type as by team, and under format, click separate page each team.
- **While you are waiting on scratches, Check to make sure correct length(set up, meet set up, and then mark correct length) and number of lanes are listed for the pool (go to events and double click on highlighted events and number of lanes will be listed in the information.)**

Pool	Length	# of lanes
Blacksburg Aquatic Center	Yards	6
Blacksburg Country Club	Yards	8
Christiansburg Aquatic Center	Yards	Can be 6, 8, 10...check
Hethwood (Briarwood location)	Meters	6
Ridgewood	Meters	5
Shawnee	Meters	6

- Make sure that **blank relay cards** have been printed and given to clerk of course for coaches to pick up.
 - main screen, labels, entry labels
 - click on blank relay, under laser click 3x5, create labels
 - in # blank box, enter the number of relay cards you need (3 print on a page).
 - after they have printed out, cut out.
 - These settings will stay the same so when you go to do labels for cards or awards make sure that you change as listed below.
 - If you don't have time to do relay cards, it is ok. There will be blank index cards in the clerk of course box for coaches to use.
- **Add new swimmers**- need to fill out registration form and pay \$20 (after 1st meet \$25).
 - Main Screen of meet manager, click on athletes and add
 - Make sure name, birthdate, gender and team is correct
 - Once swimmer information is entered, the events for their age group will appear. If you click and highlight each event, swimmer will be entered in the meet. Be sure to click ok .
- Put any \$ collected and registration forms with \$ attached into blue folder
- **Collect scratch sheets from coaches and scratch swimmers not coming or not swimming selected events**- all scratches should be in ½ hour before meet is suppose to start. If you aren't getting scratches in a timely manner please check in with meet referee for help. Keep scratch sheet and put in binder.
 - main screen, athletes, select team, find name, and unclick events scratching or if swimmer is scratching click scratch all- **DON'T DELETE ATHLETES-if they change their mind we want them in the computer.**
- Once all scratches are in **seed the meet**.
 - Main Screen, seeding, select all and start seeding (Don't seed relays)
- **Print entry labels** for clerk of course (before printing labels...double check number of lanes for the pool). (Don't print labels for relay cards)
 - main screen, labels, entry card labels (Be sure it is set for: Laser 3x10, Format Heat/Lane #, Sort by event #), select all, create labels

-ONCE LABELS ARE PRINTED, DON'T RESEED THE MEET.

Swimmers can still be added to the meet, but if you reseed the meet all athletes will be mixed up and won't match cards or heat sheets.

- Print meet program for: starter, referee, clerk of course and officials (may print for coaches but don't have too).
 - main screen, reports, meet program, under columns click triple
 - select all, create report
- If a swimmer enters the meet after labels are printed, add them into meet manager and please give info to clerk of course so they can hand write the card and then inform the referee. As swimmer swims events, you can make adjustment in the event as meet is running.

During Meet:

- 3 people should be working this station (1- averaging or reading cards, 2- entering into meet manager, and 3- checking results before posting). People can work the same position the entire meet or if everyone is trained you may choose to rotate.
- To enter results you will need to be in the Run section of the program (main screen, run)
- Enter swimmer results. If swimmer doesn't swim at all, enter NS in place of a time. If there is a slash across the front of the card, that indicates a DQ. Mark the swimmer as DQ but still enter a time (if it is overturned, then the time will be there).
- **Adding a swimmer to a heat or creating a new heat:**
 - Use adjust button, drag swimmer into heat and then save. If there isn't enough room, add heat then add in. Remember it doesn't matter if the swimmer matches exactly to heat and lane. It only matters that the swimmer, team and time match. When you are in the adjust window, you will need to click on save before going back to the run screen.
- when event is done, click score and print 2 copies. Before posting, be sure that someone has checked print out with swimmer cards.
- **If a correction is made after an event has been scored**, click on rescore and print again. Write corrected on print out before posting.
- **At the end of the event for all age groups, print out awards labels.** Be sure to click on Participation and have no limit to place so that all swimmers including DQ will get an award.
 - main screen, labels, award labels
 - click on events you will be printing awards for. It is best to do an event at a time (all age groups). This will help prevent events or age groups missing out on awards.
 - Laser 3x10
 - Individual Places 1-99

- Once award labels are printed and all results are checked. Send cards over to be sorted in basket. Keep the print outs so you don't have to print results at end. These print outs should go into the binder.
- If the times on the card are far apart, please report to referee so it can be addressed with timers.
- If you receive hand written cards and you do not have registration information, please check in with clerk of course. Swimmers should not swim unless we have registration paperwork and fees. Take swimmer's card and blank registration form. Add swimmer in once form is completed and paid.
- Swimmers and parents should not be asking you for information about DQs. Please remind them to check with their coach and that the coach can come and look at the cards.
- **Relays score but no awards.** Need to verify that they are correct age. Relays are by listed age group and mixed (to count a relay can have no more than 2 boys so relay could be 1 boy and 3 girls or 2 boys and 2 girls). Only one relay team per team in each age group can score. Meet is set up so that the fastest relay from each team will score but it does not have to be the A relay. Exhibition relays are allowed if teams can't put the proper relay together but they can't score.
- **To enter relays** for each team, in run and on the relay event- click adjust. Drag teams up. The more you drag will be listed as A B C,etc. Then save. In run again, click on relay names and add names of swimmers. If there is a swimmer listed on the card that is not in the correct age group, then mark relay as exhibition and only include names for swimmers from that age group.

At the end of the meet:

- Back up meet on jump drive in the correct meet folder (meet #)
-File Back up and then make sure correct place is in the window.
- Make sure jump drive and print out of results are in the binder (can use the papers from checking awards).
- Some teams may want to an export file for team manager onto their own jump drive. (File, export, results for Team Manager)
- Print out a copy of the meet results including team scores and put in binder
-Main screen, reports, meet results, click include scores
- List any issues that need to be corrected by next meet (Example name corrections, girls listed as boys, incorrect bdate, etc)
- Pack up the computer, printer, and supplies. Please be sure to get all the cables, etc. packed up.