

# Meet Manager Tips

## Database Setup

- Name your databases consistently. Using the date as part of the meet name can make it easier to find meets. (e.g. 2004-06-01Chy-North)
- Consider copying/renaming a prior meet with the same event list and sessions. It's typically easier than trying to recreate the event list meet after meet. Within your copied meet, you can use **File** and then **Purge** and then **Remove Data Selectively** and then select **Teams** and Meet Manager will remove the teams, entries, results, athletes and relays.
- Review each of the selections within Meet Manager under **Setup**. Important items to check:
  - **Meet Date** (it's part of some file export names).
  - **Meet Name** – if the name is too long, it won't print well on labels.
  - **Number of lanes in pool** (in case you're copying someone else's meet).
  - **Course** (Yards, Short Course Meters, Long Course Meters).
  - Meet Style (**2 Team Dual** allows you to set even-odd lane assignments).
  - Under **Athlete Relay Preferences** be sure to check the **Date for computing ages**.
  - Under **Seeding Preferences** you can select **Even / Odd Seeding** and then the odd and even lane assignments for a dual meet (if **2 Team Dual** is selected above).
  - Under **Seeding Preferences** you may also force Meet Manager to place times from a different course pool at the end of the seeding. For dual meets, this is typically not selected, allowing Meet Manager to convert meter seed times to yards and merge the converted seed times with those that match the course.
  - Under **Report Preferences** you have a number of choices about how reports are generated. Typically items to select:
    - ~~☒~~ **List athletes with last name first**
    - ~~☒~~ **Show athlete middle initial**
    - ~~☒~~ **Suppress LSC Team Designator** (drops the OH or WV on team abbreviations for USA registered teams)
    - ~~☒~~ Under **Punctuation** it's probably better to use the **Leave as is** choices, since Meet Manager has to make assumptions about how to capitalize certain names. But some teams only supply their swimmer names in upper case, and you may have to make an option change (or edit swimmer names manually).
    - ~~☒~~ Under **Printer** you can set the number of copies to 2, if you always need two copies of event results (versus changing the count after scoring each event). Be careful, as a choice of 2 tends to generate two sets when you print the meet program!
    - ~~☒~~ Under **Printer** you can choose a different Windows printer for labels and reports. With some setup in the Control Panel of Windows for printers to create a second printer definition, you can

- generally get your printer to take a special feed for labels. This can prevent printing event scores onto label paper.
- Under **Entry / Scoring Preferences** are a number of choices to review:
    - ✍ Under **Scoring/Awards** you can set **Maximum Scorers** (3 individual and 2 relay is a typical YMCA dual meet).
    - ✍ **Entry Limits** can be set to warn the operator of swimmers exceeding the entry count. You can remove the warning, but should then utilize the report to check that entry limits are not exceeded.
    - ✍ If you are running a dual or tri-meet, you can select which teams are competing with whom for scoring.
  - **Scoring Set-up** and then **Standard** allows you to assign points to each place.
  - One particularly useful selection is **Setup** and then **Options** and then **Global Changes**. Here you can change information for each and every event in one action. Choices are:
    - ✍ Lane count
    - ✍ Event entry fees
    - ✍ Relay entry fees
    - ✍ Seeding (fast to slow or slow to fast)
  - Backup your database after you have it setup. The files are compressed, and don't take up much space (**File** and then **Backup...**)

## Time Entry Shortcut

In Meet Manager, you don't have to enter the ":" or "." when entering a time. However, to make this work, you must enter all of the appropriate digits for a time. Meet Manager will make an interpretation of your time and insert the proper digits.

If you wanted to enter 1:25.09, you could just type 12509 and Meet Manager will adjust your entry. If you wanted to enter 1:28.00, and just entered 128, Meet Manager will give you an "out of range" message, since a 1.28 second time wouldn't apply to any race.

## Event Setup

- Your easiest solution on event setup came when you copied a prior meet. The events are already there!
- If you have to setup the meet, make sure you chose the **Alt Sex** box under **Add New Event**. You won't have to switch the sex each time click **OK**.
- YMCA dual meets typically have the following selections:
  - Under **Rounds** select **Timed Finals**
  - Under **Round 1 – Prelims or Timed Finals**
    - ✍ Make sure you set the number of lanes
    - ✍ **Assign Lanes** is **Standard**
    - ✍ **Heat Order** is **Slow to Fast** for invitational meets
  - **Score Event** if the meet will be scored (you can use **Global Changes** to switch this if the meet changes).
  - **Auto Seed** to allow Meet Manager to assign lanes

- **Round 2 or Round 3 – Finals** is not used for most Y meets.
- You may want to setup a set of **Time Trial** events in your event list, in case you have a need to run a Time Trial at the end. A single event for **Mixed** (boys or girls) and Senior (all age groups) can cover the swimmers for all of the 50 Free in one event setup. You may want to start the Time Trial numbering at event 100 or 200 for clarity.
- **Records** can be tracked for a meet or a team in Meet Manager. Under Records you can note the date, swimmer and record time. Meet Manager can also note when swimmers better the record when printing the meet results.
- **Time Standards** are useful for recording All Star, Zone and National cutoff times. When meet results print, the STAR, ZONE or NATL indicator will print in place of the points scored. You will be able to find those three time standards on the league website ([www.seowvswim.org](http://www.seowvswim.org)). There may also be a time standard file you can directly import.
- **Event Comments** are useful when you sell a sponsorship for each event.
- **Sessions** are useful more for invitational meets where there are multiple sessions. But even for a dual meet, you can get a sense for the meet timeline by selecting all the events into a session, setting the start time and an appropriate heat interval and checking the session report.

## Entries

Now that the meet is setup and you have all the events loaded, you can now start bringing in the entries from the teams competing. Use **File** and then **Import** and then **Entries**.

Because Meet Manager does not manage the import process to limit entries, be sure you consider checking for Exceptions after you complete all your entry processing (see below).

## Athletes

For our league, you shouldn't need to worry with the athlete option. Entries should arrive to you in the entry list from the host and visiting teams. Should you have a late entry, you may need to add an athlete through this choice.

Changes for swimmer entries typically occurs under Athletes. You can add or remove a swimmer from an event.

## Relays

Just as with Athletes, relay entries should arrive with the entry file. If you need to add one, double click the team name in the bottom right of the screen.

To accurately address the entries limits, you typically have to adjust the swimmers that makeup a relay for no-shows. You can do that in this part of Meet Manager.

When you have a swimmer entered by a coach and cannot find the swimmer in the **Eligible Athletes** list try clicking the **Show Swim-ups** button first. You may find the swimmer is in a younger age-group and is “swimming-up” to fill a relay.

## Teams

Just as with the Athletes and Relays, you shouldn't have anything to address on this option. Where teams use inconsistent naming, you can clean-up the names for the meet program in this area.

## Exceptions

Meet Manager can check for problem situations with the meet. It does not apply checks to the entries as they arrive, since there are a variety of checks to perform. To check the entries, use **Reports** and then **Exceptions Report**. The first check is to insure the swimmers have not exceeded their entry count. For a dual meet, you can enter values of 4 for **Max entries including relays**, a value of 3 for **Max individual entries** and a value of 2 for **Max relay entries**. Then select the session(s), and a report will show for any swimmer exceeding that count. *Note:* Meet Manager cannot check to see that a swimmer is entered in a Medley Relay and a Free Relay (versus an illegal entry into two free relays).

The other logical check would be to validate the ages of swimmers. If you click the **Miscellaneous** tab you can **Check Relay Ages** to confirm the swimmers are eligible for the relays they are entered. You can also check **Ages That Are Not Correct** to make sure swimmers were properly “aged-up.” This option only presents valid results if the swimmer birth dates are entered in the athlete record. Finally you can check for a **Event/Athlete Sex/Age Mismatch** to see if swimmers inadvertently got entered into the wrong events.

## Seeding

Once the meet is setup and all the entries are loaded, you can now seed the meet. Before you even start, now is a good time to backup the database (**File** and then **Backup...**).

Your logical first choice is to click **Select All** and then click **Start Seeding**. This will seed the entire meet. Each event is run separately, and seeded based on:

- whether you chose a dual meet (odd/even setup)
- whether the events are run “fast to slow” or “slow to fast”
- the swimmers times

Once the meet is seeded, you can print a setup copy of the meet program to check your results. (See Next Item)

For dual meets, you may choose to combine events to speed up the meet. Your primary choice is which events to combine and where. You can adjust the lane of the swimmers in the event by selecting ONE event and choosing **Preview or Adjust**. You can then move the swimmers from the center of the pool toward one side. Then do the same with

the following event and use the other side. Once you complete the events, you'll want to print a new meet program and manually note which heats are combined.

**Two notes** on combining heats. The most competitive swimmer should be in the center of the competition. Second, the outside lane in most pools has a competitive disadvantage. Choose this lane last when reseeding. To summarize these two notes: It's not fair to the competitors to place the fastest swimmer in the outside lane when reseeding.

## Meet Program (Heat Sheet)

To help everyone know who belongs in which lane, you need to get the seeding onto paper for everyone else to run the meet. Click **Reports** and then **Meet Program** to print out the heat and lane assignments for each event. Some common options to select on this report:

- **Double** for columns (it takes half the paper). But most referees and starters prefer a separate single column format. That format provides them more room for notes about disqualifications. (See also **Heat Start Times** and **Empty Lanes** for the referee version.)
- **Athlete ID** is typically blank.
- **Heat Start Times** will print the estimated start time for each race on the program. If you print these for the participants, you really can't start events any sooner than the stated time. The referee typically likes this information on their copy, to tell if they are keeping to the timeline.
- **Records**, if you have these entered. If none are entered, nothing will print.
- **Time Standards** (if you have them entered). This will show the STAR, ZONE or NATL indicator instead of the points for the swimmer.
- **Event Comments** (typically only valid if you sold sponsorships at an invitational meet)
- **Entry Times** to show seed times (swimmers like to see the time they had for seeding).
- **Line for Results** leaves a small space after the entry time to make notes on finish times or placement.
- **Events with No Entries** is probably not important, but if you have late adds to a meet and the event isn't on your meet program, it's hard to make notes.
- You typically do NOT select **Empty Lanes**, except if you have a large meet and want to provide space for DQ notes on the Referee copy when you allow deck entries. You can also use a copy with this option selected to help you manage **Deck Entries** by writing swimmer names into the empty lanes. *Make sure you have just one master copy to manage deck entries.*
- **Time Stamp** is usually **Date/Time** in case you have a reprint, you know which one was last.

Now that you have all the right options selected, you need to

1. Make sure you have the right session selected at the top.
2. Click the **Select All** button on the left.
3. Click **Create Report**.

### ***Entry Lists (Invitational meets only):***

This particular report is useful in turning around a confirmation note to teams submitting entries for invitationals. For Dual Meets, it's usually not necessary (nor do you have much time). But if you can return a copy of the entry list to the person submitting entries, they have a way to confirm that the entries submitted electronically were received by the host team. You typically will want to create a file of the entries for **each time** from Meet Manager, using the Envelope with the arrow icon. You will want to **deselect** the **Include Heat and Lane** option, or the team will print the entry list and not purchase the meet program. On the other hand, the Last Ditch meets have printed this as an alternative to printing and selling a meet program.

### ***Team Reports (Invitational meets only):***

This report is helpful for determining the number of entries from each time. The default report with just the **Athlete / Entry Count** option is also a handy document to add to a meet program.

For follow-up on team fees, the option of **Entry Fee Summary** will give you a rundown of the meet entry fees by team. If you have a different fee for deck entries, this is not going to reflect the proper totals by team. So you'll want to print this report before you start adding deck entries.

### ***Lane Timer Sheets (Invitational meets only):***

You can print sheets for the timers to use to record the watch times. Some teams just give the timer a meet program and have them write the times in the columns. If you want to collect the timing console times and the watch times for reference together, the lane timer sheets are a better choice. Some common options to select on this report:

- **2 Events or Lanes Per Page** allows Meet Manager to print one event at the top of the page, and another at the bottom. This takes more paper (for 6 lanes and a 94 event meet, it's 282 pages), but is particularly convenient for the operator.
- **Include Entry Time** is optional, but not required.
- **Double Space** provides more room for the timers to record times.
- **Lane then Event** is the easiest way to print the timer sheets for breakdown for each lane.

*Paper saving alternative:* You can use the Continuous format and select several events at a time to accomplish a less-paper intensive version of what's listed above. Selecting races that comprise about 12 heats, you can fill about half of a page. Then print those events. Turn the paper around (feed the bottom in first) and select the next couple of events to comprise the next block of races. Print those events. A paper cutter will split the pages into half-sized sheets. That provides timer results back to your scorers every couple of events, and reduces the overall paper utilized. Make sure you note on a **Session Report** which events conclude a lane timer sheet, so your runners can make pickups at the lanes at the appropriate time.

### ***Warm-Up Sheets (Invitational meets only):***

This report is great for invitational sessions to help the Meet Director assign warm-up lanes. You can print this report and get an idea of the number of swimmers for each team for each session. You can assign lanes according to team sizes, or set lanes to be shared by smaller teams. This report also can give you a count on the number of athletes for each session – an important key in ordering the right count of meet programs.

## **Run**

Now we get to run a meet! Your first choice is to make the connection to your timing equipment. Choose **Interfaces** and **Timer** to do your setup. For Colorado and Daktronic equipment, you need to identify the COM Port you are using to make the connection. For IST equipment, you may need to make a COM port selection or make a file share connection. For IST, you may also need to choose **Scoreboard** and then **Create Start List File** to notify the timing console about the number of heats and which lanes are active for each heat.

Occasionally, you will have swimmers who swim in the wrong lane and heat. You can use the **Adjust** option to drag and drop them into the proper lane before bringing in the race results.

For most races, you can get timing information from the timing console with the **Get Times** or F3 button. Where you have combined heats, you will have to retrieve the race

times with the **Race #** or F2 button. The easiest answer is to use the race number from the report from the timing console heat printout.

Typically, you'll want to click the **Show Backups** button to see the pad time along with the backup button times.

Where Meet Manager shows results in blue or yellow, you have activity to perform to resolve the timing discrepancy. If you are using strict timing integration, you need to remove the invalid times and choose the small calculator button on any of entered lanes. Meet Manager can do the time integration to end up with the official result.

If you are not using time integration, you need to choose the correct time and place it in the **Finals Time** column. The best practice is to identify the chosen time between the pad, backup buttons and watches on the heat printout, and circle official time. This provides the referee the reference information on any electronic timing discrepancies.

Due to the differences in times, you should **NOT enter stop watch times** into Backup 1, Backup 2 or Backup 3. If you do (and you shouldn't) the calculator time used for time integration will typically use the slowest stop watch time as the official result.

After all the heats in an event are complete, you can score the event with **Score Event** or CTRL+S.

For most meets, you don't print the event results after each event. For invitational meets, a printout of the event scores will be useful for posting. At this point you may also work in printing award labels. In most cases, you want to print award labels after several events, to fill in as much of full sheet of labels as possible. Just remember where you last printed so you don't miss events or double print labels!

## Run for a Stopwatch Meet

If you run a **stop watch meet**, you can still get a lot of value out of Meet Manager. It will automatically do the scoring for your meet. It also provides great output for the teams. You also don't have to rewrite every swimmer's name on the league scoresheets.

There is one primary choice you have to make with running a stopwatch meet. You can manually select the correct time and enter the time into the **Finals Time** column. Or you can enter all three watch times in the three backup times (using **Show Backups** to expose the three backup time spots. You can then click the small calculator button, make sure all the lanes are check-marked as **Use** on the left and finally click **Accept Adjusted**.

## Final Reporting

At the conclusion of the meet, you typically need to print out the results. Click **Reports** and then **Results** to print out the results of the meet. Some common options to select on this report:

- **Double** for columns (it takes half the paper).
- **Records** if you have them entered

- **Time Stds** (if you have them entered). This will show the STAR, ZONE or NATL indicator instead of the points for the swimmer.
- **Entry Times** to show seed times (swimmers like to see if they improved).
- **Time Trial Events** (if none are run, they don't print)
- **Scratches** and then **No Shows** so that you have a complete record.
- **Team Points** if you scored the meet.
- Choose **Subtracted** for splits (it shows the time between each touchpad touch).
- **Event # Order** is the normal choice.
- **Athlete ID** is normally **None**.
- **Time Stamp** is usually **Date/Time** in case you have a reprint, you know which one was last.

Now that you have all the right options selected, you need to

4. Make sure you have the right session selected at the top.
5. Click the **Select All** button on the left,.
6. Click **Create Report**.

If Team Scores are desired, you would chose from the main screen, **Reports** and then **Scores**. Much like results, you have options to chose.

- Select **Combined** to make sure you get overall team scores.
- Usually you will leave the **Athlete Criteria** at **No Age Criteria**.
- Usually you will leave the **Report Type** at **Team**.

Now that you have all the right options selected, you need to

1. Click the **Select All** button on the left,.
2. Click **Create Report**.