

Meet Checklist for Host School

A few days before the meet

Contact the other school(s) to discuss entry limits or any special considerations from the host club, as well as confirming the correct email address to send the entry file. There are many different ways to do this. Here is one way.

Prepare the Meet Manager file for the upcoming meet

Open up Meet Manager and click on **File, Save As**, and name the file for your new meet. (For example **LP@CCC**)

Then click on **File, Purge, Remove Data Selectively**, click on **Teams** (which will click on 4 items, and click on **OK** as many times as needed. You will then be taken to Meet Set-Up.

Make sure the **Meet Name, Facility**, and necessary address info is correct.

Make sure the **dates** are all correct (**Start Date and End Date are the day of the meet**, and the **Entry Open and Deadline Dates are the day of the meet**)

ID Format can be **Other**

Class is **HS**

Meet Type is **Standard**

Meet Style can be **2 Team Dual, 3+ Team** (if doing a double dual meet), **Standard** (if more than 3 clubs are participating)

Course should be SC Meters or Yards, depending on your pool

DQ Codes should be **USA-S DQ**

Time Adjustment on **FINA rules**

Day of the meet

Import all meet entry files from all participating teams by clicking on **File, Import, Entries**, and **File, Import, Rosters Only** (especially helpful for late entries)

Then click on **Set-Up, Seeding Preferences**, and select **Dual Meets**

Click and drag teams to the proper lanes, with the home team in the odd lanes
Make sure the Use Lane Assignments Above is the only box checkmarked
****If multi-team meet, make sure Standard Meet is selected on Meet Set-Up****

Click on **Run, Seeding, Select All** (all events should be yellow), **Start Seeding** to seed

Click on **Set-Up, Athlete/Relay Preferences** and check the box **Enter School Year**

Printing

Meet Program

Click **Reports, Meet Program, Select All, Create Report**

For coaches, a 2 or 3 column format usually works great

For posting, a 3 column format is most common

For the Starter, a 1 column format with 1 event per page is best

(You don't really need to click on anything else for format, make sure the entry time is checked under the Include in Meet Program Tab, and leave everything else unchecked)

****Make sure to print enough copies and it is helpful to send an electronic copy to the visiting team**

Lane Timer Sheets

Click on **Reports, Lane/Timer Sheets, Select All, Create Report** (You can play with the format. If you want to save paper, select continuous and you can adjust where the continuous break will be. Or you can choose 2 Events per page. You can select double space or deselect it if you want to save paper. I like to print thru the 50 Free to then verify times during the break, another page that includes fly and 100 free to verify times during the 500, and then print off the rest of the events on a 3rd page.

Running the Meet

Colorado Timing System (CTS)

My pool uses the Colorado Timing System, so these directions are unique for that system. If using something different, hopefully someone is familiar and can teach you.

Turn on the CTS, click on the Swimming button once it is loaded.

On Meet Manager, on the **Run** page, at the top of the page, click on **Interfaces, Set-Up, Timing Console Interface**. Select the system that you are using. You will only need to do this once with your computer.

Click on **Interfaces, Timer and Open/Close Serial Port** and then select the port that is connected to the CTS. For most computers, it will be port 3.

Click on **Interfaces, Timer and Test Communication**. If you get a Communications Passed message, you are good to go! If not, try a different port and double check your Connections

Finally, click **Interfaces, Timer, and Download Events**. This will transfer all of the information from MM to CTS. On CTS, if you click on Edit an event, and select event 1 heat 1, the meet should show up.

On the CTS, it's pretty simple. At the end of each race, click Store/Print, click Reset, and then advance to the next heat/event. For an advanced user, keep track of swimmers hitting the pads after the 15 second delay (especially on relays) or kids with soft touches on turns.

Click on Run to run the meet. Select the event and heat, and then click on **Get Times** to get the times from the timing console. It is always a good thing to have a paper copy of the Meet Program for the person running the timing console and have them write down the race number next to each heat.

(Hint: if a swimmer does not swim, type in NS under the Finals Time column)

After you have entered all of the times, go back and enter any disqualifications. Find the event, heat and lane of the infraction, checkmark the DQ column, then click in the DQ Code column and enter the correct code. This step takes time, but is so important for the swimmer, coaches, and parents.

When the Event Status says Done, you can score the event. To save time and the program generating an unnecessary report, just click **Re-Score** to score the event.

Meet is Completed

When everything has been entered into the computer, exit the Run Screen and click on **File, Backup**, save the file somewhere you can find it and click OK. Then send the backup file to Mark Gray at utahtop50@yahoo.com and the visiting coach(es).

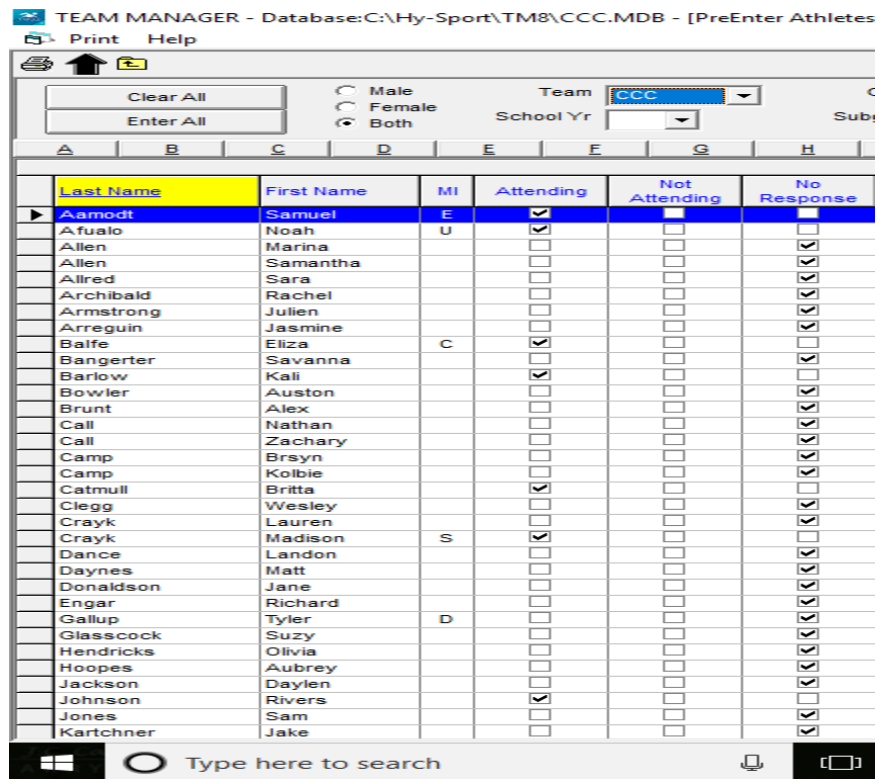
Team Manager File

To update your team files on Team Manager, click on **File, Export, Results for Swim Manager...** If you are receiving the Meet Manager Backup file, click on **File, Restore**, and select **Unzip and copy database to C:** (where ever you want it saved). On Team Manager, click on **File, Import, Meet Results**, and select the meet you want to import.

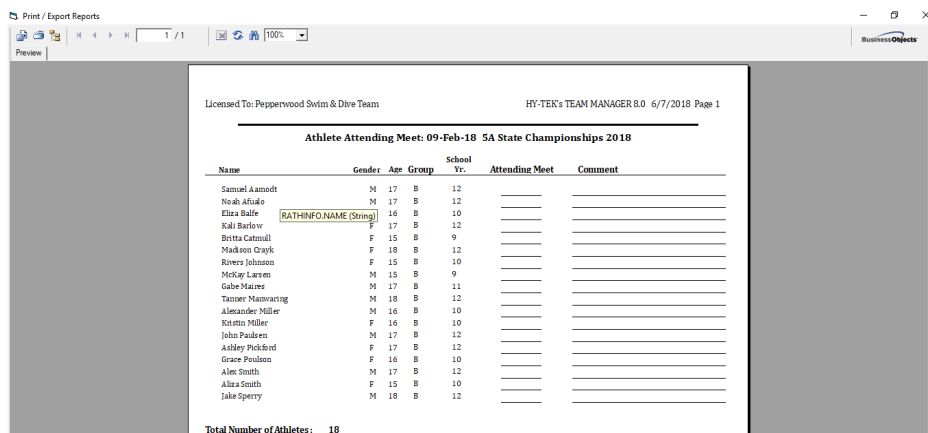
Team Manager Entry Tips

Many teams have a large number of swimmers. Here are a couple of tips that might help you with entries.

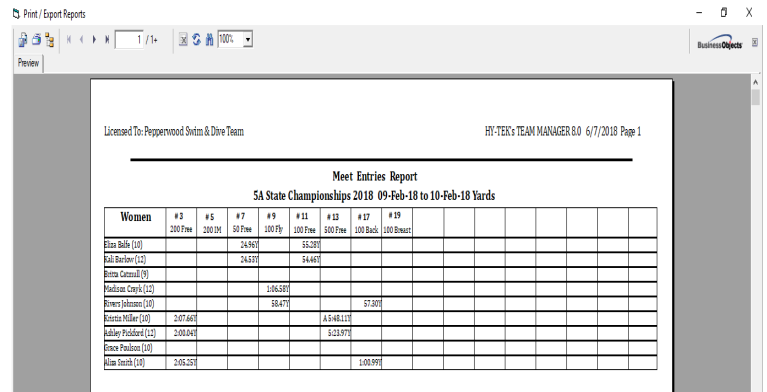
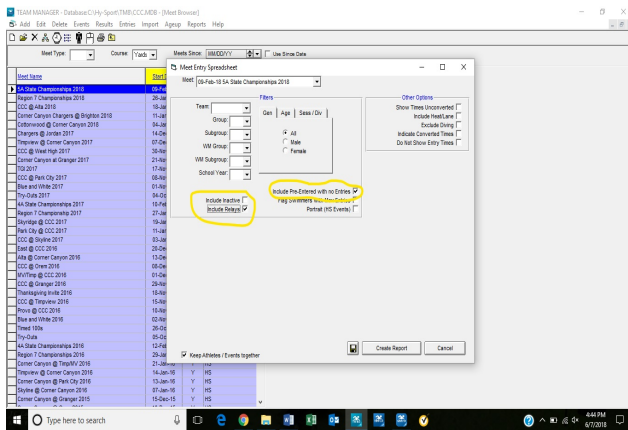
First, you might be familiar with Swimmer Entry Status on Team Manager. If not, it can be your friend. If you go to Team Manager, click on Meets, then click on Entries and scroll to Swimmer Entry Status. Be sure to select your team at the top box that is shaded. Now you can go through and pre-enter or not make a swimmer available for that particular meet. If you know you have lots of swimmers gone, just go through individually. If you have most that will be there, just click on the Enter All and individually click on Not Attending for those that won't be there. You can also use the filters at the top to narrow the list down.



After you have done this, you can create a paper copy report to start working on entries. This is especially helpful if you have assistant coaches that help with entries. There are two different kinds of reports you could create. One just lists all of those swimmers who will be attending the meet. To create that one, just click on Print at the top of the Swimmer Entry Status screen and it looks like this.



The other report is a spreadsheet that can be used to write in entries and then use that to enter them on the computer. One funky little trick is you need to enter at least 1 swimmer in at least 1 event. So go ahead and enter a JV swimmer in the 50 Free or something like that. Then, to create that report, go back to your Meets screen, choose the meet you are working on, click on Reports and scroll down to Entry Spreadsheet. You can use the filters to break up the report, or just print the entire team. Just make sure to check the box to Include Relays and Include Pre-Entered Swimmers with No Entries.



Another tip is to set entry limits. Click on **Meets**, highlight the meet you want to work on, click on **Entries**, and select **Max Entries**. The limits for high school swimming are 2 individual events, 3 relays, and no more than 4 total entries. Now, when you are doing entries with Entry by Event, the number of entries for each swimmer will show up and you will get a warning when you have exceeded the number of entries for a swimmer. (IE = Individual, RE = relay, CE = cumulative)

Finally, there are 2 main ways to do your meet entries. You can do it on the **Entry** tab by selecting **Entries by Name** or **Enter by Event**. Entries by Name is great for a larger team and you want to use the Group filter to quickly enter JV swimmers in the 50 and 100 Free. Enter by Event is the only way to do your relays. Select your team on the Swim for Team box at the top, then click New Relay on the box in the middle on the right. If you did pre-enter swimmers, check that box on the left side of the screen. Double click a name or click and drag to place a swimmer in the correct relay and correct spot. For Championship Meets, fill all 8 spots with the swimmers that you want eligible to be declared.

This might seem like too much work, but I do believe that it saves time in the long run. I think I included everything, but it is very possible that I forgot a step or wasn't clear. Please feel free to contact me with suggestions or questions.