

IMPORTANT

This guide is intended to be used on the day of a WHALe swim meet by personnel charged with setting up the Dolphin and Meet Maestro computers.

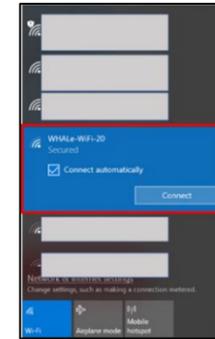
This guide assumes that Dolphin, Meet Maestro and OneDrive have been installed per previously-provided WHALe instructions.

All steps within this guide must be completed in order prior to initiating any meet activities, including on-deck changes.

Tasks that must be completed:

1. Setup Laptops and Connect to WHALe WiFi
2. Start Meet Maestro and Perform Initial Setup Steps
3. Start the Dolphin Software and Perform Setup Steps
4. Adjust Timing Settings in Meet Maestro

- ii. Select the Wireless access point named "WHALE-WiFi-#" (the # will be the number affixed to the front of the HotSpot) from the list of available networks. Make sure the "Connect automatically" option is selected and click Connect:

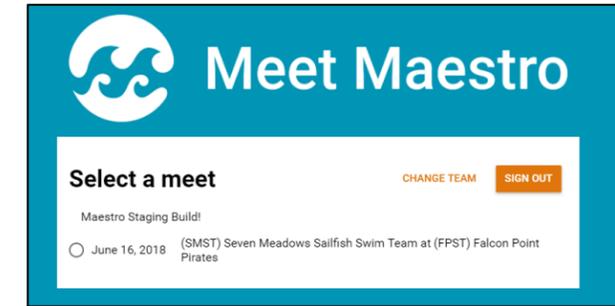


- iii. When prompted for the network password, use ##WHALE##

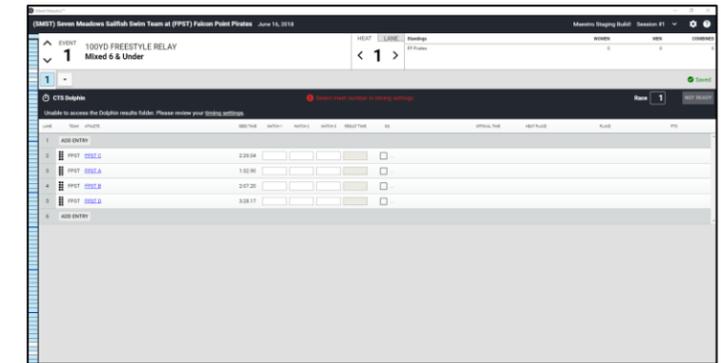
- iv. Confirm that you have connected successfully to the WHALe WiFi HotSpot. In your system tray, the WiFi icon will appear as follows:



- D. Select the meet from the "Select a Meet" screen. Note: If you see a button indicating that a Meet Maestro update is available, go ahead and install it at this time.



- E. You will now be taken to the Run Meet screen:



1 Setup Laptops and Connect to WHALe WiFi

- A. Setup and connect the laptops and printers.
- B. Using the included power adapter, plug the WHALe WiFi HotSpot into AC power and turn the HotSpot on by holding down the power button for 2-3 seconds until the screen turns on:



- C. Connect both Laptops to WiFi by performing the following steps:
 - i. Click on the WiFi icon in the system tray at the bottom right of the computer desktop (near the clock):

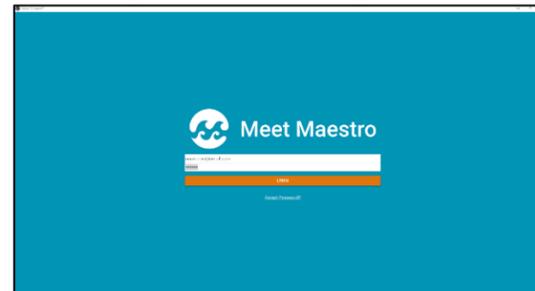


2 Start Meet Maestro and Perform Initial Setup Steps

- A. Start Meet Maestro by double-clicking on the Meet Maestro icon on your desktop:



- B. When prompted, login with your SwimTopia username and password. NOTE: **Your team administrator must grant you the ability to run meets for you to be able to login:**



- C. If prompted, select your team from the Welcome to Meet Maestro screen.

- F. Click on the Gear icon in the upper left of the screen to enter the setup menu:



- G. Click on the Timing Setup option in the left-hand navigation menu:



- H. Click the Add Timing System Configuration Button.



- I. On the Timing Setup Screen, select CTS Dolphin.



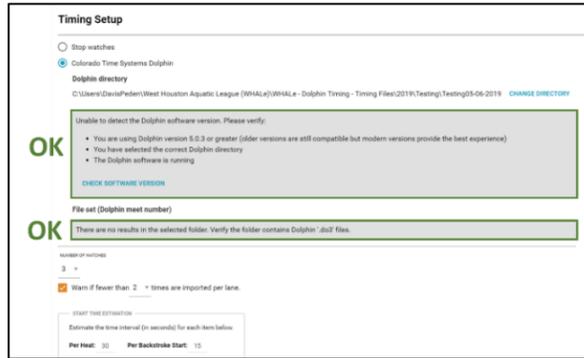
- J. Click on the CHANGE DIRECTORY option on the right side of the screen.

- K. When the file search screen opens, on the left side of the screen navigate to **This PC > Desktop > Whale Timing Files > [YYYY] > [Division #] > [Meet Name]** where [YYYY] corresponds to the current year, [Division #] corresponds to your team's division and where [Meet Name] is the date and name of the meet (i.e. 06-01-2019 FPST at MPST),

Need Support?

Contact the On-Call WHALe Technology Committee Member via Text or Phone.

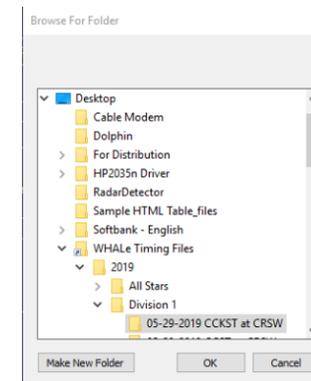
then click on the “**Select Folder**” button. Once you do this, you will see two warnings on your screen in gray boxes – these are OK:



D. Click on the **Browse** button in the Logging section:

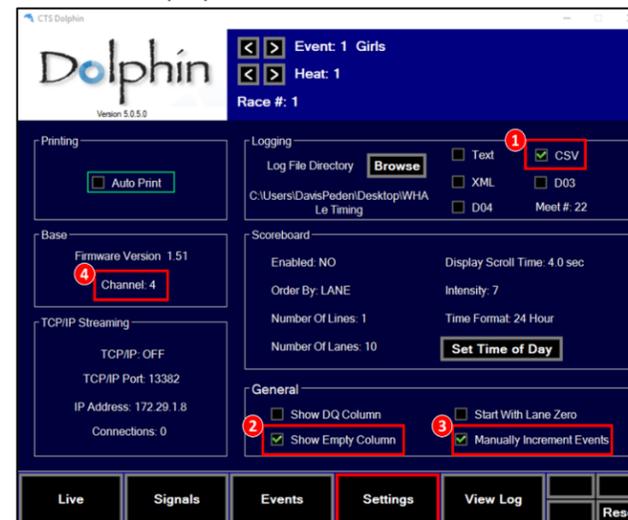


E. On the Browse for Folder screen, navigate to **Desktop > WHALe Timing Files > [YYYY] > [DIVISION #] > [Meet Name]** where [YYYY] corresponds to the current year, [Division #] corresponds to your team’s division and where [Meet Name] is the date and name of the meet (i.e. 05-26-2019 CCKST at CRSW) and Click the **OK** button.



F. On the Settings screen, confirm the that the following setting are set properly:

1. **Logging** > CSV: Checked
2. **General** > Show Empty Column: Checked
3. **General** > Manually Increment Events: Checked
4. **Base** > Channel: Should match the number on the front of the Dolphin case. If it doesn’t, click on the channel number until the correct channel is displayed.



G. **IMPORTANT** - To make sure the meet’s events are loaded properly, close and restart the Dolphin Software. When the software restarts, you will see the first event properly displayed in the event/heat pane of the Dolphin Live screen:



L. At the bottom of the Timing Setup Screen, confirm the following values are set and click the **SAVE** button:



3 Start the Dolphin Software and Perform Setup Steps

A. On the laptop that will run the Dolphin System during the meet, plug the Dolphin base unit into the laptop using the supplied USB cable:



B. Start the Dolphin software by double-clicking the Dolphin Shortcut on the Desktop:



C. When the Dolphin Software starts, click on the Settings menu option at the bottom of the screen:

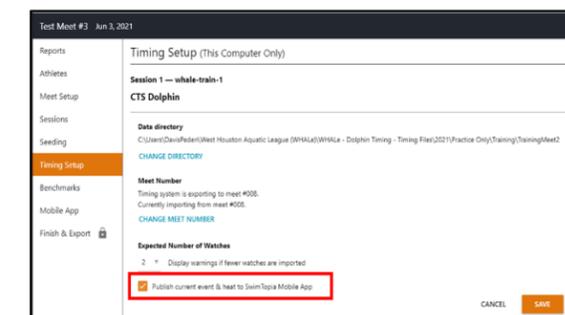


4 Adjust Timing Settings in Meet Maestro

A. On the computer running Meet Maestro, click the gear icon in the upper right of the screen to go to the settings menu then click on the Timing Setup menu option on the left navigation.

B. Click the Edit button next to CTS Dolphin.

C. Confirm that the Publish current event & heat to SwimTopia Mobile App is selected:



D. Click the **SAVE** button to return to the Meet Maestro run screen.

E. At this point, the initial setup of both systems is complete. Next steps are as follows:

- Run a test race with Dolphin to fully verify its operation
- Begin performing day-of-meet changes (scratches, additions, relay changes, etc.)