Austin Hills Swim League
Meet Manager Software Computer Training
Summer, 2015

Software and Version

All AHSL teams will use Meet Manager 5.0 to run their meets. Please use the "Check for Updates" command on the menu bar to make sure that you are using the most recent version of the software. For MM 5.0, the current release as of May 7, 2015 is 5.0Ct.

Meet Manager is the program that you use to create a heat sheet and to run a meet by entering the times swimmers earn in their events as they complete those events. Only the home team uses MM during a meet. The home team will provide a copy of the final seeded MM database for the upcoming meet to the visiting team so they can produce the heat sheets and other reports for their team.

Getting Started

Install the list of DQ codes from the AHSL into MM so you can print DQ codes with the meet results. You can download this file and find instructions for installing it on the Computers page of the AHSL website (click here).

Download and review the current bylaws for the AHSL (click here) and identify any changes in the bylaws that might affect computer operations at a meet (such as a change in the number of events a swimmer can swim or the number of place ribbons to print during a meet).

Make sure you have the list of computer contacts for all teams for the current season, so you can communicate with the host and visiting teams. When you are hosting a meet, contact the visiting team's computer contact about a week before the meet to let them know when you will need their team's entries. Usually, this is on the Wednesday or Thursday before a meet. The timing of exchanging files should be done by mutual agreement of the hosting and visiting teams.

Using Meet Mobile

Most teams in the League use Meet Mobile to publish the meet's heat sheet and meet results. This is free to teams (as part of Meet Manager), but there is an in-app cost to end users ($1.99 per month or $5.99 per year—this fee is paid to Active Network, and not to your team). End users can download the Meet Mobile app from iTunes.

To set up a meet for Meet Mobile, click Set-up on the menu bar, then click Meet Mobile Publishing. Click the Full Meet Data option, click the Free Heat Sheets check box, and then click the View Contract to Agree button and enter the requested information. Click the Agree button. Then click the Confirm button. You only need to sign the agreement once "per meet."

When you are ready to push out the heat sheet, click the Publish tab. Set the Team scoring option for "Do not publish team scores," choose the option to display the event timeline, and then click the Publish General Meet Information button. This publishes the meet.

To push out psych sheets and heat sheets, click the Publish Psych Sheets button. You will need to do this when the meet is finalized, and then again after you make deck entry changes right before the meet, so that all data is current.

You can set Meet Mobile to update meet results by heat or you can choose when to push out results. On the Run screen, click Meet Mobile on the menu bar. Click the check box for the meet session, and then click the Activate the Meet Mobile System check box. If you want to push out results after completing an event, disable Meet Mobile, and then return to this dialog box and click Upload Session Results on the menu bar to push out completed events. In some cases, having Meet Mobile enabled will slow down Meet Manager (especially when switching screens or events when you have a slow Internet connection). Disabling Meet Mobile will usually fix this issue.

Using Meet Manager to Create a Meet

- Only the home team creates the meet. This work needs to be completed at least one day prior to the actual meet. After creating the meet, the home team will send a full backup copy of the MM database to the visiting team at least 24 hours prior to the meet. The home and visiting teams will use the final version of the MM database to print their own heat sheets, age group reports, and other necessary documents for the meet. The home team's computer contact will need the home team's roster and entries and the visiting team's roster and entries. If you received files via e-mail from the visiting team, copy them to your thumb drive or hard drive, noting the location you selected.
- Download the current MM template from the Computers page of the AHSL website (click here), and save it in the folder where you store swim meet files. Do not copy last year's database, as the League changed the order for relay events for the 2015 season.
- Start Meet Manager.
- Click File on the menu bar, and then click Open/New. Browse to and open the MM template. Enter the meet name ([Year]VisitingTeam@HomeTeam), the meet location, the meet start date and end date (which are the same date), and the age-up date (May 1 of the current year). The other options in the Meet Set-up are: ID Format: Other, Class: Age Group, Meet Type: Standard, Meet Style: Standard, Course (choose the correct option for your pool—Yards or SC Meters), and DQ Codes: Custom DQ Codes. Click the OK button.
- After creating your first meet of the season, you can use the Save As command to save a copy of it for the next meet, so you won't need to re-create the database each time you host a meet. Open the existing meet, and rename it using the meet filename (abbreviations for [Year]VisitingTeam@HomeTeam). Enter the meet name ([Year]VisitingTeam@HomeTeam), the meet start date and end date (which are the same date), the age-up date (May 1 of the current year), the course type (yards or SC meters), and then click the OK button.
- Click File on the menu bar, point to Purge, and then click Remove Data Selectively. Delete out the teams, athletes, entries/results, relay entries, and comments. Do not purge out the events!
- Use the Meet Set-up command to enter the meet information—your meet name, pool name, pool address, the meet's start and end dates, and the age-up date (always May 1 of the current year).
- Import the files for the two team rosters first (click File on the menu bar, point to Import, and then click Rosters Only). Choose the option to copy competitor numbers from the import file. After importing, the dialog box will tell you the number of athletes so you can double-check the count supplied by the visiting team.
- Import the two files for team entries (click File on the menu bar, point to Import, and then click Entries).
- From the main menu, click Set-up on the menu bar, and then click Entry/Scoring Preferences. On the Scoring/Awards tab, set the Top how many for awards to 6 for individual events and to 4 for relay events for a regular meet. For the medals meet only, set the number of individual awards

to 8 and the number of relay awards to 6. For a medals meet with three teams, set the individual awards to 12 and the relay awards to 9. Click the OK button.

- If desired, an individual team can score the meet after the meet has been run. From the main menu, click Set-up on the menu bar, point to Scoring Set-up, and then click Standard. If necessary, change the individual points for first through sixth places to 7, 5, 4, 3, 2, and 1, respectively. Then change the relay points for first through fourth places to 14, 10, 8, and 6, respectively. All other values should be zero. Click the OK button. To score a meet, click Set-up, then click Options, and then click "Set every standard event to score." Otherwise, click "Set every event with the NOT to score setting." Click the OK button.

Using Meet Manager to Seed Swimmers into Heats and Lanes and to Create a Heat Sheet

- After you have imported both team's rosters and entries, you can seed the meet. From the main menu, click Seeding on the menu bar, and then click Start Seeding. Click Select All on the menu bar, and then click Start Seeding on the menu bar. This action causes MM to enter swimmers into heats so that the slowest swimmers are in the first heat and the fastest swimmers are in the last heat. *Note:* After completely finalizing a meet, do not seed the entries again.
- After seeding has finished, print a copy of the heat sheet (called a *meet program* in MM) in order to assist in manually moving the relay teams and individual swimmers to combine events. From the main menu, click Reports on the menu bar, and then click Meet Program. Print the heat sheet with desired number of columns. Do not include athlete ID numbers on the report. After selecting the columns and format, click the Include in Meet Program tab at the bottom of the dialog box. Make sure that the following options contain check marks: Entry Times, Events With No Entries, Empty Lanes, Time Standards, and Event Comments. The Relay Athlete Names text box should contain a 4 so that the names of the relay swimmers appear on the heat sheet. Print one copy.
- Return to the main menu, and then click Run on the menu bar. This opens the meet and shows the swimmers by heat and lane assignment.
- Check every heat in each event to look for opportunities to combine events. For example, you might have a heat of girls 13&over IM with three entries and a heat of boys 13&over IM with two entries. To save time at the meet, you can set up the lane assignments so that the heats are easily combined by moving the girls into lanes 1, 2, and 3 and the boys into lanes 5 and 6. Even though the girls and boys swim at the same time, the computer can still score them as different races. If you move swimmers into the correct lanes, you'll make it easier for the ready bench to combine the heats/events. When you combine events, go to the event and enter a comment in the Comment 2 field for each event to indicate that you are combining the events, to make it easier for everyone to understand your intentions.
- MM seeds relay teams based on entry time. The League rule calls for relay teams on the home team to be in even-numbered lanes and relay teams for the visiting team to be in odd-numbered lanes, with the fastest teams on the two inside lanes and the slowest teams on the two outside lanes. In a six-lane pool, this would be C B A A B C. You will need to review the entries for each relay event and manually move the relay teams into the correct lanes. You can also adjust the relay teams in order to combine relay events. To change the relay team lane assignments, select the event on the Run screen, and then click the Adjust button. Drag and drop the teams to add them to lanes. Click the Save button.
- Add appropriate Comments to those events that are being combined. From the main menu, click Events, select the first of the combined events, and then click Comments on the menu bar. On the line for Comment 2: include the following "COMBINE EVENTS # AND #", as appropriate.

Do this for each event impacted by the combining. (*Hint:* Copy the text in the Comment 2 box by selecting it and pressing Ctrl + C. Then paste it into the next combined event's Comment 2 box by clicking in the Comment 2 box, and pressing Ctrl + V.)

- After you have reviewed the heats and lane assignments, manually moved the relay teams and individual swimmers, and added comments to the combined events, you are ready to print the heat sheet (called a *meet program* in MM). From the main menu, click Reports on the menu bar, and then click Meet Program. Most teams print the heat sheet with two columns, so the relay swimmers appear with numbers indicating the swimmer order. Do not include athlete ID numbers on the report. After selecting the columns and format, click the Include in Meet Program tab at the bottom of the dialog box. Make sure that the following options contain check marks: Entry Times, Events With No Entries, Empty Lanes, Time Standards, and Event Comments. The Relay Athlete Names text box should contain a 4 (so the swimmers on the relay teams appear on the heat sheet).
- Click Select All on the menu bar, and then click Create Report on the menu bar to create the heat sheet. Check the heat sheet carefully and make sure that your relay teams are positioned in the correct lanes and that you have moved swimmers from combined heats into the correct lanes for heats that might get combined during the meet. Also check your Comments.
- Print the heat sheet. Each team is now responsible for printing its own age group reports and heat sheets.
- After you have finalized the database and have printed the heat sheet, you should <u>*not*</u> reseed the entries, move any swimmers into different lanes, or delete or add swimmers to the meet or the MM entries will not match the heat sheet. (At the time of deck entries on the morning of the meet, you can add/delete swimmers and move swimmers, but do NOT reseed the entries.)
- If you are using Meet Mobile, use the Meet Mobile Publishing command on the Set-up menu (from the main screen) to publish the heat sheet with heat and lane assignments.
- Create a backup copy of the meet by clicking File on the menu bar from the main menu, and then clicking Backup. Note the file location where MM will create the backup file. E-mail this file to the visiting team's computer person prior to the meet so the visiting team can print the heat sheet and reports for age group parents. Individual teams should decide on when to finalize the database.

Using Meet Manager to Print Lane/Timer Sheets

- From the main menu, click Reports on the menu bar, and then click Lane/Timer Sheets.
- Most teams print the lane timer sheets using the "continuous" output, double-spaced, so all timer sheets are printed for all events, by lane. Do not select the check box for using touchpads. Be sure to include the entry times and to print 4 relay names per relay team (so the swimmers' names on relay teams are printed on the timer sheets). Sort by lane and then by event. Click Select All on the menu bar, and then click Create Report.
- After printing, staple the sheets for each lane together.
- Remember that any changes made to the meet entries after you print the timer sheets will not appear on the timer sheets, so it's a good idea to print the timer sheets as late as possible.

Using Meet Manager to Print Entry Reports

- If you are the visiting team, use the Restore command on the File menu in MM to load the database that the home team sent to you. *Important:* Do not make any changes to the entries or your information will not match what the home team uses.
- From the main menu, click Reports on the menu bar, click Meet Check-in, select your team at the top of the Check-in Sheets dialog box, and click the option for individual events plus relays.

At the bottom of the dialog box, select the option to print by heat and lane, double-spaced, by team, and with one sheet per age group. Click Select All on the menu bar, and then click Create Report. Give this report to your age group parents so they can mark swimmers' arms before the meet.

- Another alternative for entry lists is to go to the main menu, click Reports on the menu bar, and then click Entry Lists. This list produces a report of swimmers and the events, heats, lanes, and relay team and swimmer position for each swimmer. To produce reports for the age group parents, you can print by team, by gender, and then by age group. For example, for a list of girls 9-10 entries, click the Female option button, set the age range to 9-10, click your team, and sort alphabetically. At the bottom of the Entry Lists dialog box, use the Report Type/Options/Format tab to print by athlete for individual and relay events. Click the Include in Report tab, and then specify to print heat and lane and a space between athletes. This report will show the relay entries and a number in parentheses for each swimmer's position on a relay team.

Running the Meet: Deck Entries

- Deck entries and scratches from both teams are due to the computer person 30 minutes prior to the meet start time. Check with the home team to see if the computer person requests deck entries in any specific format (some teams submit deck entries using a form that they will provide). Most teams will accept deck entries via email, as well, so they can input changes ahead of time (to reduce the work in the morning).
- Start MM, and then click Run.
- Your team may decide to scratch swimmers first, before adding swimmers to the meet. This way, you'll have all the open lanes available for deck entries.
- To scratch swimmers from individual events in the Run the Meet window, click the event number and the heat, double-click the swimmer's name, and then click Yes. To scratch a swimmer from the entire meet, click Athletes on the menu bar, select the swimmer in the list, and then click ScratchAll on the menu bar. (Click the Show Relays check box to see if the swimmer is on any relay teams and to scratch those entries as well.)
- To enter a swimmer into an event, you must have an open lane. The League does not permit the creation of new heats during a meet. From the Run the Meet window, go to the event and heat in which to add the new swimmer, and then click the Adjust button. In the window that opens, click Show Eligible Athletes, and then drag the swimmer to add into the correct heat and lane. Use the team's Meet Eligibility Report to enter the swimmer's entry time if you have it. Save your changes. (Alternatively: You can click Athletes on the menu bar, click the swimmer to add, click the check box for the event in which to add the swimmer, and then type the swimmer's heat and lane (such as 1/3 for heat 1, lane 3) in the Heat/Lane column. This is a good way to add a swimmer to multiple events at the same time from the same screen.)
- To adjust relay team entries, click Relays on the menu bar in the Run the Meet window. Click the relay event number on the left, and then select the relay team on the right. To change the swimmer order, use the mouse to drag the swimmers into new positions in the Relay Order list. To drop a swimmer, double-click his or her name in the Relay Order list. To add a swimmer, double-click his or her name in the Eligible Athletes list. To add a relay team, double-click the team name in the pane in the lower-right corner of the window. To make it easier to adjust relay teams, drop your scratches first, and then add new swimmers.
- If you are using Meet Mobile, be sure to push out the heat sheet data after making changes (click Set-up, click Meet Mobile Publishing, click the Publish tab, and then click the Publish Psych Sheets and Heat Sheets button).

Running the Meet: Setting up the Dolphin System

- Plug in the Dolphin base unit to your computer and set up the Dolphin equipment.
- Make sure your meet is set to use the Dolphin system as the timing system. (Click Set-up on the menu bar, click Timing Console Interface – Pool 1, and then click the Colorado Time Systems Dolphin option button.)
- Start the Dolphin system. On the Run screen, click Interfaces on the menu bar, point to Timer (CTSD) Pool 1 on the menu, and then click Start Dolphin.exe.
  - If you don't see the Timer (CTSD) option on the menu, it means that you forgot to complete the previous steps.
  - If you get an error when trying to start the Dolphin program, it means that the Dolphin program is not installed on your computer, or that you did not first connect the Dolphin base unit.
- If you are using a scoreboard, connect the wireless adapter.
- Turn on the watches, and then run a test start to make sure that the system is working correctly.
- Some teams run the Dolphin on a separate monitor or computer to make it easier to increment the scoreboard's events and heats and to see the results as they happen.
- Make sure you have at least two Dolphin stopwatches per lane, plus at least one manual stopwatch per lane. Your timers should write down the time from the manual stopwatch for each heat (not the Dolphin stopwatch times).
- Have one volunteer mark the heat sheet with the race number for each heat, which is found in the lower-left corner of the Dolphin window. You can record the last three digits of this long filename as the race number (001 will be the first filename, which is most likely your test start). This person should also watch the pool and note empty lanes and swimmers in the wrong lanes, so you have a record of the race number and the swimmers in the heat. *This will make things easier if you get behind during the meet.*
- On the Run screen, click the current event.
- Select the current heat.
- After a race starts, look for times appearing in the Dolphin window. If you see that a timer accidentally stopped a watch, walk out and ask the timer to click one of the black buttons to restart the watch, and then ask them to stop the watch when the swimmer finishes the race. If you don't do this, then you won't get a correct time for that watch when the swimmer completes the race.
- After the heat has finished, make sure your starter or your computer crew stops the time for the current heat, and then resets the timer. (This is done on the Dolphin starter by pressing "Start/Stop" and then pressing "Reset." You can also do this in the Dolphin program by clicking the Reset Time button.) *If you don't reset the clock and accidentally start the next heat, see the section on Heat Malfunctions.*
- In MM, click the Get Times button. A window will open and you will double-click the race number for the heat that just finished—the person watching the pool and recording the race numbers can give you the correct race number. *Always make sure you select the correct race number for each heat, or you will give swimmers the wrong times.* The times will be imported into the correct lanes for each swimmer.
- If you receive a DQ for a swimmer, go back to the event and heat, and then click the DQ box for the lane. Then use the DQcode list arrow and select the reason for the DQ. (If your codes don't match the DQ slip, make sure you have installed the correct AHSL DQ codes into MM.) You can only enter one DQ code into the computer, even if multiple DQs are noted on the DQ slip—it doesn't matter which one you choose. If you still see a number in the HPL and/or PL column for a swimmer who has a DQ, click the Re-Rank button to update the event's scoring.

- You will get DQs from the stroke judges at various times throughout the meet. You may also get False Start DQs from the Starter at the end of each stroke. Do NOT post meet results or print award/best time ribbons until you have collected and entered all of the DQs for that event.
- You will see “NS” (for no show) for swimmers who did not swim the event.
- After entering all the swimmers’ times for an event, the event will show as “Done.” Click the List [Ctrl-L] button to view the results after each event.

Running the Meet: Making Timing Adjustments

Note: Our League will use a simple process to make timing adjustments, so that swimmers’ times are consistently reported at our meets. Although these methods are based on the process used for USA Swimming meets, this section is not meant to be complete or to take into account the exact procedures followed by USA Swimming when making timing adjustments.

We encourage all teams to do what they can to make sure that swimmer times are accurate. However, we understand that not all swim meets have the personnel or time to complete this step. Do your best to make adjustments when necessary, but if you can’t do it due to other issues at the meet, that is OK.

Many timing problems are caused by timer error. For the first few heats of the meet, watch your timers. Make sure they are stopping their watches correctly, in position looking at the swimmers at the conclusion of the race, and paying attention. If you see consistent errors from a certain lane or watch, you can walk over and remind them of what they need to do, and also check to make sure the equipment is functioning correctly. This will help to eliminate timing errors, and will make your job easier.

- If necessary, set the Run screen to display the backup columns (click Preferences, point to Run Screen, and then click Show Backup Times Columns). This is so you can see the times recorded by each watch.
- When you import the times for a heat, MM will alert you if any of the times are out of range by adding a blue, yellow, or green highlight to the entire row or by adding a pink background color to an individual backup time. When three is a timing error in a heat, the heat number tab will turn yellow or red. (A green heat number tab means that there are no errors in that heat.) When a timing error occurs, you should evaluate how to handle it.
- If you are using two Dolphins per lane, the swimmer’s final time is the average of those two watches. The watches should be within 0.30 seconds of each other.
- If you are using three Dolphins per lane, the swimmer’s final time is the middle time. Again, the times should be within 0.30 seconds of each other.
- The process for timing adjustments is different, depending on how many Dolphins are used in each lane.
- Keep in mind that a manual stopwatch time is usually faster than a Dolphin time, because a person starts and stops it (a Dolphin watch is started by the computer and stopped by a person).

Two Dolphin Watches plus one Manual Stopwatch

- If you see two times, and no colors, then the times are within range (0.30 seconds), and MM will compute an average of the two times to determine the swimmer’s final time. You don’t need to do anything else.
- If the line is blue, yellow, or green, your times are out of range. Have someone go and get the manual stopwatch time for the lane to help you decide what to do.
- Compare the stopwatch time to the two times from the Dolphins. If the stopwatch closely matches one of the two times, delete the time that is out of range. Then click the Calc button, and let MM adjust the time for that lane. (In other words, does the manual stopwatch time

match one of the two Dolphin times? If so, then give the swimmer the time on the Dolphin watch that matches or closely matches the stopwatch. You can assume that the second time was incorrect, and the average computed by MM is also incorrect.)

- If the stopwatch time is approximately the same as the average of the two times, then you don't need to do anything. (In this case, the stopwatch matches or closely matches the average time. You can assume that one Dolphin was stopped early and the other was stopped late. The average time is confirmed by the stopwatch, so you can give the swimmer the average time of the two out-of-range Dolphin watches.)
- If the stopwatch doesn't closely match either time, then you will need to use your best judgment on how to proceed. (In this case, you have two incorrect times. Ask the other parents running the Dolphin or watching the pool if they remember what they saw. They might be able to tell you that the timers stopped the watches early, late, etc. You can use this information to arrive at a final time.)
- *If you are consistently getting incorrect times in a certain lane, you either have equipment errors or timers that aren't doing their jobs correctly.*

Three Dolphin Watches plus one Manual Stopwatch

- If you see three times, and no colors, then the times are within range (0.30 seconds), and MM will use the middle time as the swimmer's final time. You don't need to do anything else.
- If the line is blue, yellow, or green, one or more times are out of range. If the middle time is within range (0.30 seconds) of one of the two outside times, then you can click the ? on the line to accept the time, and you don't need to do anything else. (In other words, two of the three times are in range—the middle time is correct, and the third time is simply out of range.)
- If one of the times is pink, but the other two are not, then you don't need to do anything else. (One of your times is out of range.)
- If all three times are out of range, ask someone go and get the manual stopwatch time for the lane to help you decide what to do. Compare the stopwatch time to the three times from the Dolphins. If the stopwatch closely matches one of the three times, enter the Dolphin time that you believe is correct as the swimmer's final time by typing it in the Finals Time column. (In other words, does the manual stopwatch time match one of the three Dolphin times? If so, then give the swimmer the time on the Dolphin watch that matches or closely matches the stopwatch. You can assume that the other times were incorrect.)
- If the stopwatch doesn't closely match any time, then you will need to use your best judgment on how to proceed. (In this case, you have three incorrect times. Ask the other parents running the Dolphin or watching the pool if they remember what they saw. They might be able to tell you that the timers stopped the watches early, late, etc. You can use this information to arrive at a final time.)
- *If you are consistently getting incorrect times in a certain lane, you either have equipment errors or timers that aren't doing their jobs correctly.*

Running the Meet: Heat Malfunctions

- A common heat malfunction occurs when you forget to reset the Dolphin before starting the next heat.
- As soon as you notice the Dolphin wasn't reset, ask the starter to push the Start/Stop button (to stop the clock), the Reset button (to reset the clock), and then to push the Start/Stop button again (to start the clock for the current heat). Then tell the timers that you know the clock wasn't reset and ask them to stop their watches as usual at the end of the race.
- After the heat finishes, ask someone to get the manual stopwatch times for each lane from the heat.

- Use the Get Times button to pull in the times from the heat as you normally would. *The times are incorrect.* Click the Calc button. Then click the Show Heat Malfunction check box.
- Enter the manual stopwatch times for each lane into the Watch column. (Hint: Just type numbers, with no colons or decimal points, to make this go faster. For example, enter 1:30.99 as 13099 and enter 15.67 as 1567.)
- MM will calculate the final time for each swimmer in the heat by adjusting the incorrect Dolphin time by adding the average differential of the manual stopwatch times you entered.
- Click the Accept Adjusted button to update the times.

Running the Meet: Changing Swimmer Heats, and Adding and Deleting Swimmers to Heats

You use the Adjust screen to make changes to the swimmers entered in the current event. From the Run screen, click the Adjust button.

- To move a swimmer into another heat (such as when a swimmer misses a race by swimming in the wrong heat), click the swimmer's name that you need to move, hold down the mouse button, and then drag the swimmer into the correct lane.
- If there is already a swimmer entered in that lane, MM will swap the swimmers' positions.
- If necessary, double-click a swimmer's name to scratch the swimmer from the event (this removes the swimmer from the event).
- To add a swimmer to an event, double-click the empty lane where you want to add the swimmer, and then use the drop-down menu to find and select the swimmer. Click the OK button.
- If you need to find a swim up in the list, click the Eligible Athletes + Swim-ups option button before double-clicking the empty lane.
- After making changes, click the Save button.

Running the Meet: Changing Swimmers on Relay Teams

Use the Relays screen to make changes to relay teams. From the Run screen, click Relays. Our League rule is that a swimmer can participate on only one team in a relay event. (So, a 7-8 girl who swims on a 7-8 freestyle relay cannot also be a swim-up on the 11-12 freestyle relay.) When dropping and adding swimmers to relay teams, a good practice is to drop all swimmers off teams first, and then to go back and add them.

- The Relays screen shows the relay events, the relay teams entered (A, B, C, etc.), the eligible athletes for the event, and the relay order.
- To change the swimmers on a relay team, select the relay team in the Relay Team Entries pane to change (such as "Lakers A"). The Relay Order pane displays the swimmers on the relay team. To drop a swimmer from the team, double-click the swimmer name. To add a swimmer to the team, double-click the swimmer name in the Eligible Athletes pane.
- To re-order the athletes on a team, drag and drop them in the Relay Order pane.
- To age up an athlete, click the Swim-ups command on the menu bar to add all athletes to the Eligible Athletes pane.
- To scratch (delete) a team, click the SCR box for the team in the Relay Team Entries pane.
- To add a new relay team, double-click the team name in the "Double Click Name to Add Relay" pane. Then add the swimmers to the team by double-clicking them in the Eligible Athletes pane.
- Click the Exit button to close the Relays screen.

Running the Meet: Getting Results for Combined Heats

A combined heat is one in which you race kids from different events at the same time. MM doesn't "combine" heats, so you need to handle this task manually by *pulling in the results from the same race number into all events impacted by the combined heat*.

- On the Run screen, select the event and heat with the first combined race swimmer.
- Click Get Times, and pull in the race results from the combined heat.
- Select the next event/heat with the next combined race swimmer.
- Click Get Times, and pull in the *same race number again*. A dialog box will open and ask you to confirm using the same race number twice. This is correct.
- Repeat this process until you have pulled in the results for all events impacted by the combined heat.
- MM will score the events separately, even though they raced in the same heat.

Printing Meet Results

- Most teams print results after an event has been completed.
- Click Reports on the menu bar, and then click Results. Before printing any results, make sure that MM will print the DQ codes with the meet results. Click the Include in Results tab at the bottom of the window, and then add a check mark to the Entry Times, Scratches, No Shows, and DQ Codes check boxes.
- Select the events that you want to print by clicking them in the list, and then click Create Report.
- To print the entire meet results, select all events. To print only the results for your team, select your team first, and then print the results for all events.

Printing Award Labels

Personal best ribbons are printed for individual events, starting with the second meet of the season. Do not print personal best awards for relay teams. Place awards are printed for individual events, places 1st through 6th and for relay events for places 1st through 4th.

- Some teams manage ribbons at the meet, so they will ask for awards labels during the meet. Other teams will ask for labels at the end of the meet, to manage their ribbons after the meet has been concluded. Check with the visiting team to learn their preference.
- Awards labels are to be supplied by each team. Each team will use its own supply of ribbons, as well. The host team provides all Heat Winner ribbons, however, teams should share when necessary.
- In the Run the Meet window, click Labels on the menu bar, and then click Award Labels.
- A suggestion is to print the events for each stroke at the same time (for example, all of the IM awards and personal bests, and then all of the freestyle awards and personal bests, etc.). You should print the awards and personal bests *by team* by selecting the team at the top of the Award Labels dialog box. This makes it possible to give a sheet of labels to individual teams so only that team's athletes are printed on the sheet.
- To print place ribbons, select the event numbers that you want to print, click Standard Award Label, and then make sure that the labels are set for first through sixth place for individual events and first through fourth place for relay teams. Also make sure that relay labels will print four athlete names. Click Create Labels, and then print the labels.
- To print personal best ribbons, click Labels on the menu bar, and then click Award Labels. Select the event numbers that you want to print, click the team (if desired), click Personal Best, DO

NOT click Use NT, click Team/Athlete (under sort by), click Create Labels, and then print the labels.

- Personal best ribbons should be used at the second and subsequent meets of the season (not for the first meet of the season).
- Do not print personal best ribbons for relay events. Personal best ribbons should be printed for individual events only.
- After printing the awards labels for the first team, repeat the process for the second team. After printing the awards for an event, click the Printed check box to make it easy to remember which events you've printed.

Exporting the Meet Results into Your Team Database

- If you are using the Dolphin system, the Starter needs to press the Start/Stop button and the Reset button after the last race, or you will lose that heat's results.
- After entering the results from the final event/heat and printing all award labels, create a backup file of the meet and email it to the visiting team's computer person within 24 hours of the meet's conclusion.
- Create an export file with the results for your team for importing into your team database (Team Manager, Team Unify, or SwimTopia). Go to the main menu, click File on the menu bar from the main menu, point to Export, and then click Results for Team Manager or SWIMS. Select your team, and then click the OK button.
- Save the file to the hard drive, noting the file's location so you can use it to import the meet results into your team database. If necessary, be sure to update your team's entry times for any future meets.