Austin Hills Swim League
Meet Manager Software
Computer Training, April 25, 2010

(The following document has been revised since the computer training on April 25th to remove references to Team Manager 5.0 and to change the references from Meet Manager 2.0 to Meet Manager 3.0. – Mark S. Katterjohn)

Software and Version

All AHSL teams must use Meet Manager 3.0. Please use the “Check for Updates” command on the menu bar in both programs to make sure that you are using the most recent version of the software. For MM 3.0, the current release as of May 4, 2010 is 3.0Dg.

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 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. In Windows Explorer, browse to the Hy-Sport\SwMM3 folder. Rename the current dqcodescustom.txt file to dqcodescustom-mm.txt and then copy the dqcodescustom.txt file into the folder. You will then be able to use the pull-down menus to access the AHSL codes.

Ask your team manager for a copy of the current bylaws for the AHSL and review them to 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).

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 must send the MM database to the visiting team at least 24 hours prior to the meet. The League no longer requires the home team to supply heat sheets to the visiting team. The home and visiting teams are required 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.
- Start Meet Manager.

- Click File on the menu bar, and then click Open/New. If you have a copy of a meet from last season, open it and rename it using the meet filename (abbreviations for VisitingTeam@HomeTeam). Enter the meet name (VisitingTeam@HomeTeam), the meet location, the meet start date and end date (which are the same date), the age-up date (May 1, 2010), 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, and relay entries.
- (If you are creating a new meet without copying a meet from last season, click Set-up on the menu bar, and then click Meet Set-up to specify the meet name, location, start-up date, end date, and age-up date.)
- Import the files for the two team rosters first (click File on the menu bar, point to Import, and then click Rosters Only). You do not need 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 medal meet only, set the number of individual awards to 8 and the number of relay awards to 6. For a medal 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, under Options, click "Set every standard event to score". Otherwise, click "Set every event with the NOT to score setting".

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

- 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:* Only seed the meet entries ONCE.
- 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, and

Empty Lanes. The Relay Athlete Names text box should contain a 4 so that the names of the relay swimmers appear on the heat sheet. Print 1 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 13-14 IM with three entries and a heat of boys 13-14 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 still tracks them as different races. Different teams have different rules for combining boys and girls into a single heat, so check with your team manager before doing this. Some teams only swim boys and girls at the same time if they can be separated by an empty lane. If you move swimmers into the correct lanes, you'll make it easier for the ready bench to combine the heats/events.
- 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.
- 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 on Comments. On the line for Comment 2: include the following "**** COMBINE EVENTS # AND # ****", as appropriate.
- 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. Check with your team manager about how to print the heat sheet. Most teams print the heat sheet with two 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, and Empty Lanes. The Relay Athlete Names text box should contain a 4 (some teams enter swimmers by name on relay teams and typing a 4 in this text box causes the names to 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. The League no longer requires the home team to supply the visiting team with 25 copies of the heat sheet prior to the meet; each team is now responsible for printing its own age group reports and heat sheets. If your team sells heat sheets, the League has set a maximum charge of $2.00 each.
- After you have printed the heat sheet, you should not 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.)

- 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 by 7pm on the Thursday prior to a Saturday meet so the visiting team can print the heat sheet and reports for age group parents. For weekday meets, e-mail the backup file by 7pm, two days prior to the meet start date. Individual teams may change these time or dates by mutual agreement.

Using Meet Manager to Print Lane/Timer Sheets

- Check with your team manager about how to print the timer sheets for your meet.
- From the main menu, click Reports on the menu bar, and then click Lane/Timer Sheets.
- Use the options at the bottom of the Lane/Timer Sheets dialog box to specify how to print the report. Most teams print two events/lanes per page, double-spaced. 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.

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).

- 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 any new heats at 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.

Entering Swimmer Times During a Meet

- In the Run the Meet window, click the current event.
- Type the swimmer's time in the Finals Time column (you can type 13612 instead of 1:36.12 and the program will add the minute and decimal markers). If a swimmer earns a DQ, do not enter the swimmer's time. Click the DQ check box, and then click the DQcode list arrow and select the reason for the DQ. (Make sure you have installed the AHSL DQ codes into MM.) 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 entered all of the DQs for that event.
- Type "NS" (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 print the results after each event for verification. If scoring the meet, click the Score button to score the event (Some teams use points to award high point trophies to swimmers but they can score the meet after the fact).

- Make sure all DQs have been entered from the stroke judge DQ form or the Starter's False Start form before posting the results.

Printing Meet Results

- Check with your team manager about how frequently to print the meet results. A suggestion is to print the results in 3 column format after completing all of the events for each stroke.
- 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

- 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.). If desired, you can 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), then click Create Labels, and then print the labels.
- Do not print personal best ribbons for relay events. Personal best ribbons should be printed for individual events only.
- If you are printing by 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

- After entering the results from the final event/heat and printing all award labels, you can create a backup file of the meet and either copy to the visiting team's USB flash drive or email to the visiting team. If the visiting team has left, create the file and e-mail 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 Team Unify or Team Manager. 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 remembering the files location.

Importing the Meet Results into Team Database

- After finishing the meet, import the meet results into your team's database.
- Make sure that you import your meet results after a meet and before creating the meet entries for your next meet, so your swimmers' times will be current.

Please report any corrections or additions to this document to Mark Katterjohn at katterjohnm@rpsgroup.com.