

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Meet Management Training

Topics

- ▶ Conceptual Overview
- ▶ Setting Up the Equipment
- ▶ Setting Up the Meet
- ▶ Running the Meet
- ▶ Exporting Results

Terms and Definitions

- ▶ Dolphin Watches
- ▶ Starting Horn
- ▶ Team Manager
- ▶ Meet Manager

Roles

- ▶ Meet Director
- ▶ Judges
- ▶ Starter
- ▶ Announcer
- ▶ Timers
- ▶ Scoring / “IT”

Rules

- ▶ Coaches NOT be allowed to see competing team's entries
- ▶ Coaches can NOT add / change swimmers after a stroke event commences
 - ▶ Can not change 18U free after 6U free has started
- ▶ Swimmers allowed 3 individual events + 1 relay
 - ▶ First diving event is “free”; second one counts as an entry
 - ▶ Could enter 4 + relay if one event is diving
- ▶ Coach must make the change (not a parent)
- ▶ Judges DQ (not the meet director or coach)
- ▶ Relays - Not allowed to “sandwich”

Work Flow

- ▶ Meet Setup Screen
 - ▶ Purge
 - ▶ Set Dates
 - ▶ Rename
- ▶ Entries
 - ▶ Each coach provides a file with entries
 - ▶ Generated from Team Manager software
- ▶ Rosters
 - ▶ Each coach provides a file with Athlete names
 - ▶ Generated from Team Manager software

Work Flow (Continued)

- ▶ Age Up
 - ▶ After Rosters and Entries are imported, age up the athletes (set up screen)
- ▶ Seeding Definitions
 - ▶ Drag and drop teams to the required lanes (odd away / even home)
- ▶ Scoring
 - ▶ Select Dual Meet (combined)
- ▶ Seeding
 - ▶ Automated from Seeding Menu

Work Flow (Continued)

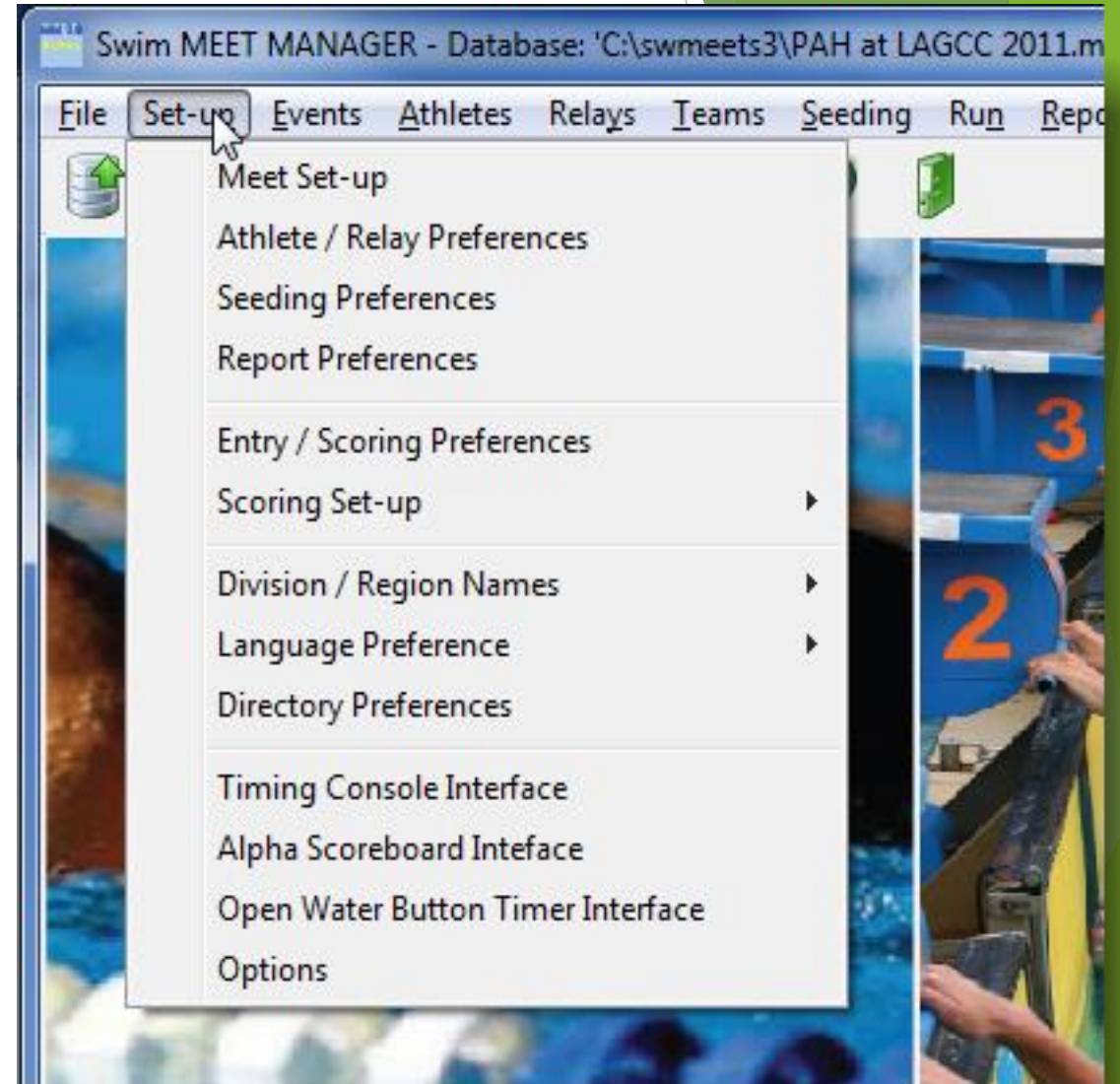
- ▶ Combine Events
 - ▶ When 2 heats and open lanes in 1st heat
 - ▶ Exhibition
- ▶ Reports
 - ▶ Exception reports
 - ▶ Too many events
 - ▶ Improper ages
 - ▶ Entries Report
 - ▶ Filtered by team
 - ▶ Used by kids to figure out what events they swim
 - ▶ Meet Program
 - ▶ IT, Starter, Announcer, Meet Director
 - ▶ Coaches (Filtered for Team)

Setting Up the Equipment

- ▶ Two Monitors
- ▶ Laptop
- ▶ Watches
- ▶ Horn

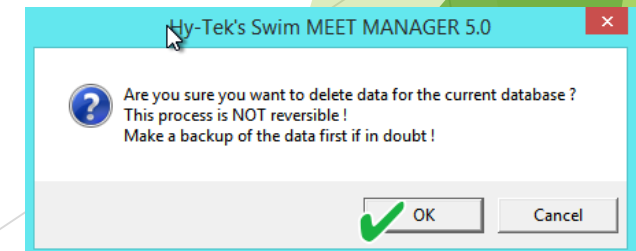
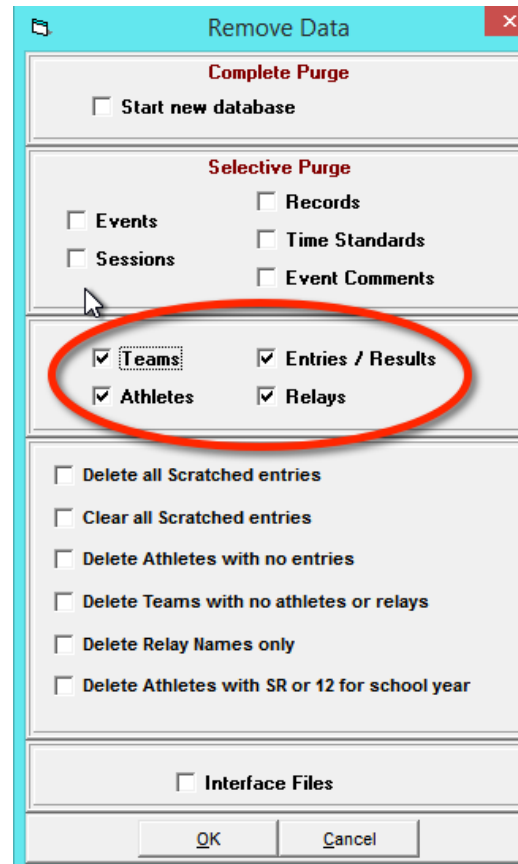
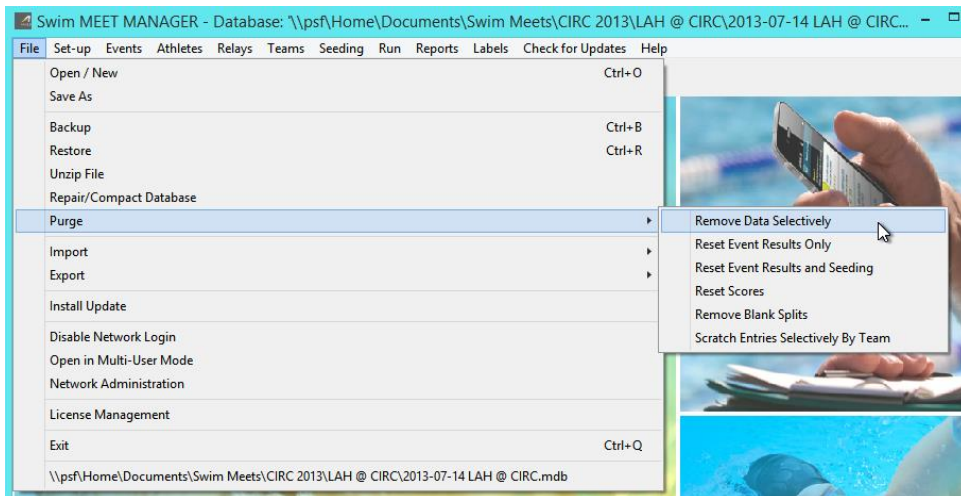
Setting Up the Meet

- ▶ Purging
- ▶ Importing
- ▶ Setting Seeding Lanes / Scores
- ▶ Seeding



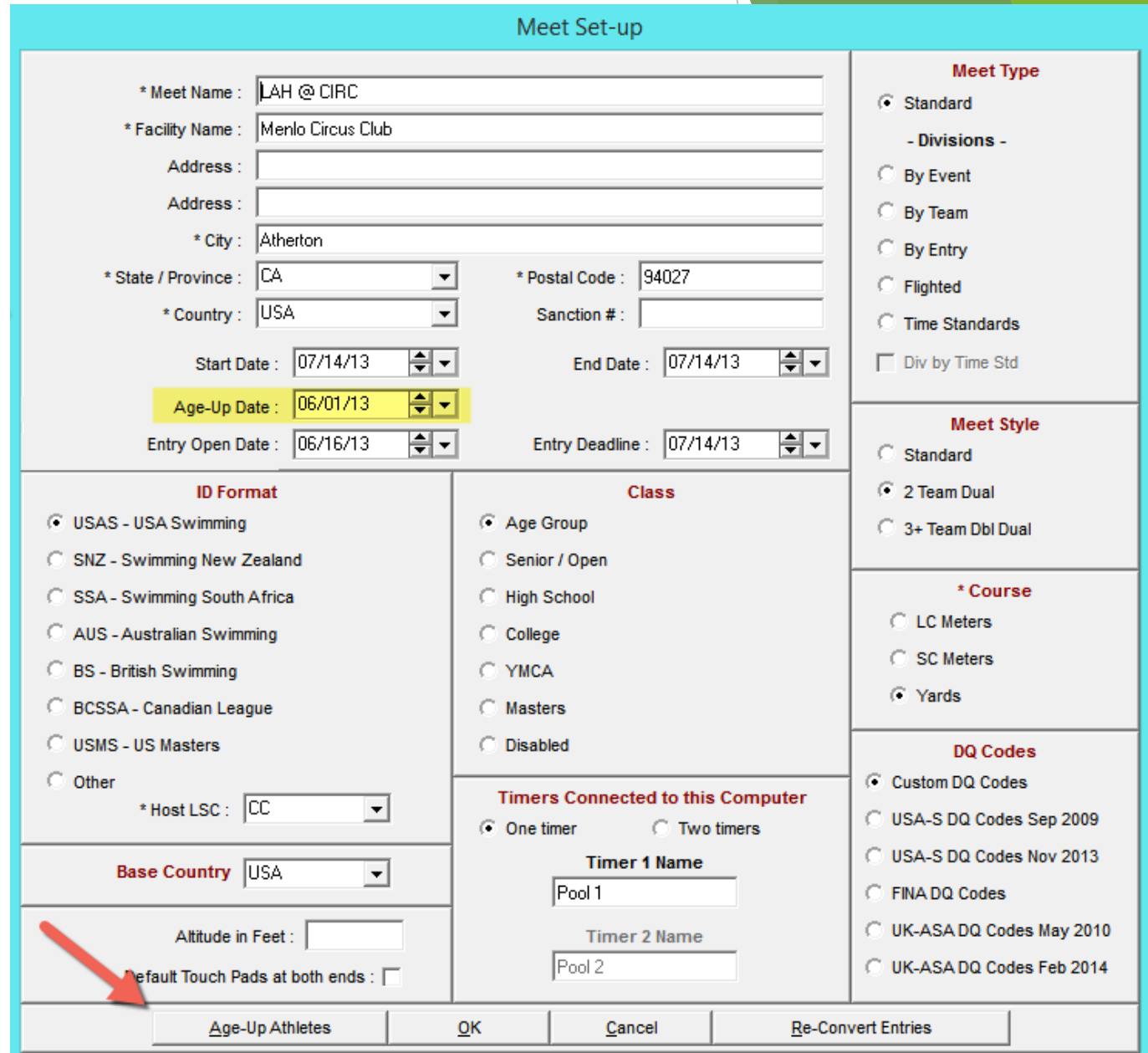
Purging or Using Template

- ▶ Template MDB file is available on www.pisl.info under the Meet Management link
- ▶ You can “re use” a previous meet’s MDB file with the PURGE function



Meet Set-Up

- ▶ Will automatically appear after you complete a purge of an existing MDB file
- ▶ Otherwise, go to Setup | Meet Set-up
- ▶ Change the Meet Information
 - ▶ Age Up Date is JUNE 1 of the current season year
 - ▶ All other dates are the date of the meet
- ▶ Note the AGE UP button
 - ▶ Do this after importing Rosters



Meet Set-up

* Meet Name : LAH @ CIRC

* Facility Name : Menlo Circus Club

Address :

Address :

* City : Atherton

* State / Province : CA

* Postal Code : 94027

* Country : USA

Sanction # :

Start Date : 07/14/13

End Date : 07/14/13

Age-Up Date : 06/01/13

Entry Open Date : 06/16/13

Entry Deadline : 07/14/13

ID Format

☒ USAS - USA Swimming

☐ SNZ - Swimming New Zealand

☐ SSA - Swimming South Africa

☐ AUS - Australian Swimming

☐ BS - British Swimming

☐ BCSSA - Canadian League

☐ USMS - US Masters

☐ Other

* Host LSC : CC

Base Country : USA

Altitude in Feet :

Default Touch Pads at both ends : ☐

Class

☒ Age Group

☐ Senior / Open

☐ High School

☐ College

☐ YMCA

☐ Masters

☐ Disabled

Timers Connected to this Computer

☒ One timer

☐ Two timers

Timer 1 Name

Pool 1

Timer 2 Name

Pool 2

Meet Type

☒ Standard

- Divisions -

☐ By Event

☐ By Team

☐ By Entry

☐ Flighted

☐ Time Standards

☐ Div by Time Std

Meet Style

☐ Standard

☒ 2 Team Dual

☐ 3+ Team Dbl Dual

*** Course**

☐ LC Meters

☐ SC Meters

☒ Yards

DQ Codes

☒ Custom DQ Codes

☐ USA-S DQ Codes Sep 2009

☐ USA-S DQ Codes Nov 2013

☐ FINA DQ Codes

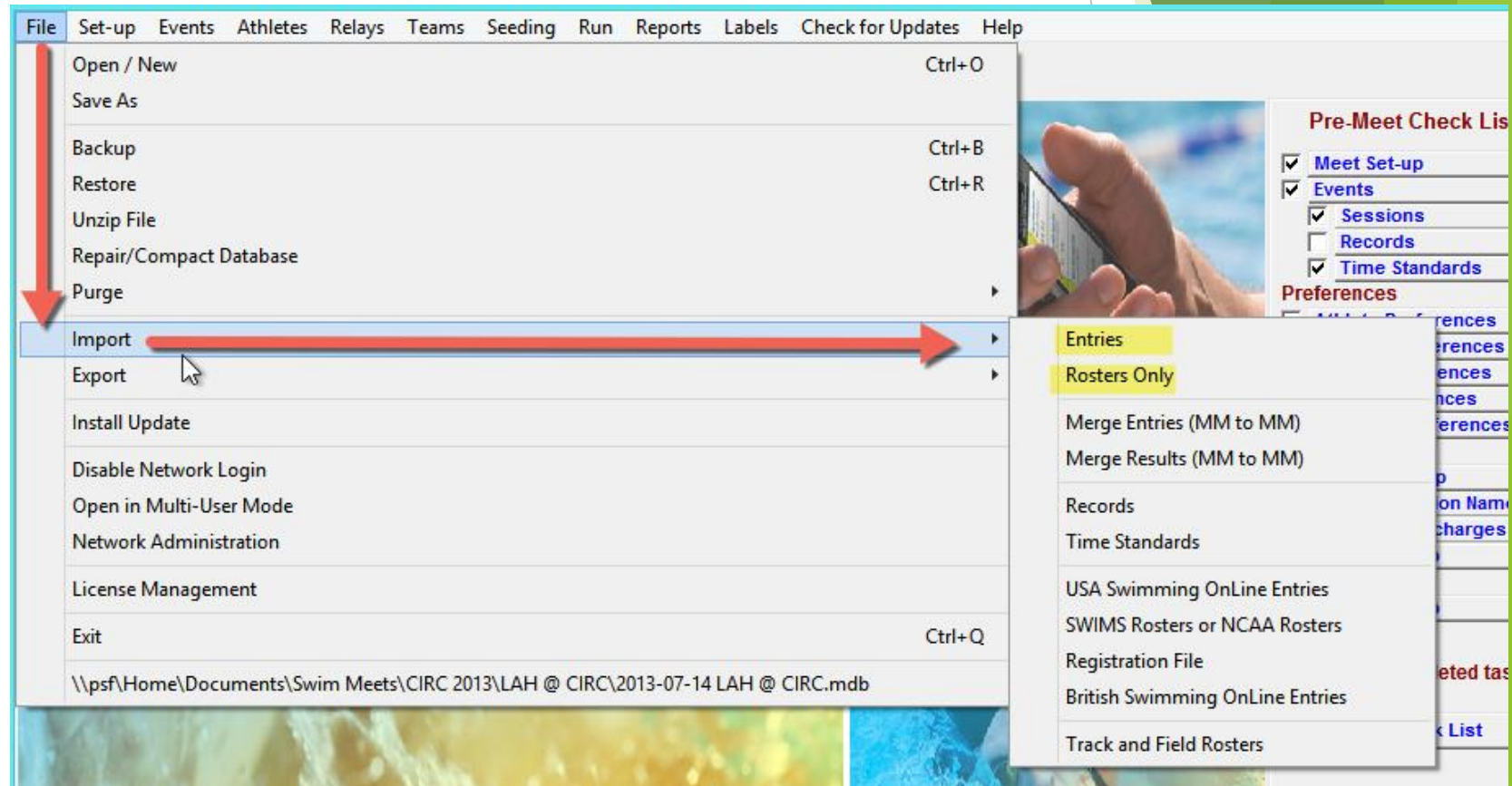
☐ UK-ASA DQ Codes May 2010

☐ UK-ASA DQ Codes Feb 2014

Buttons: Age-Up Athletes, OK, Cancel, Re-Convert Entries

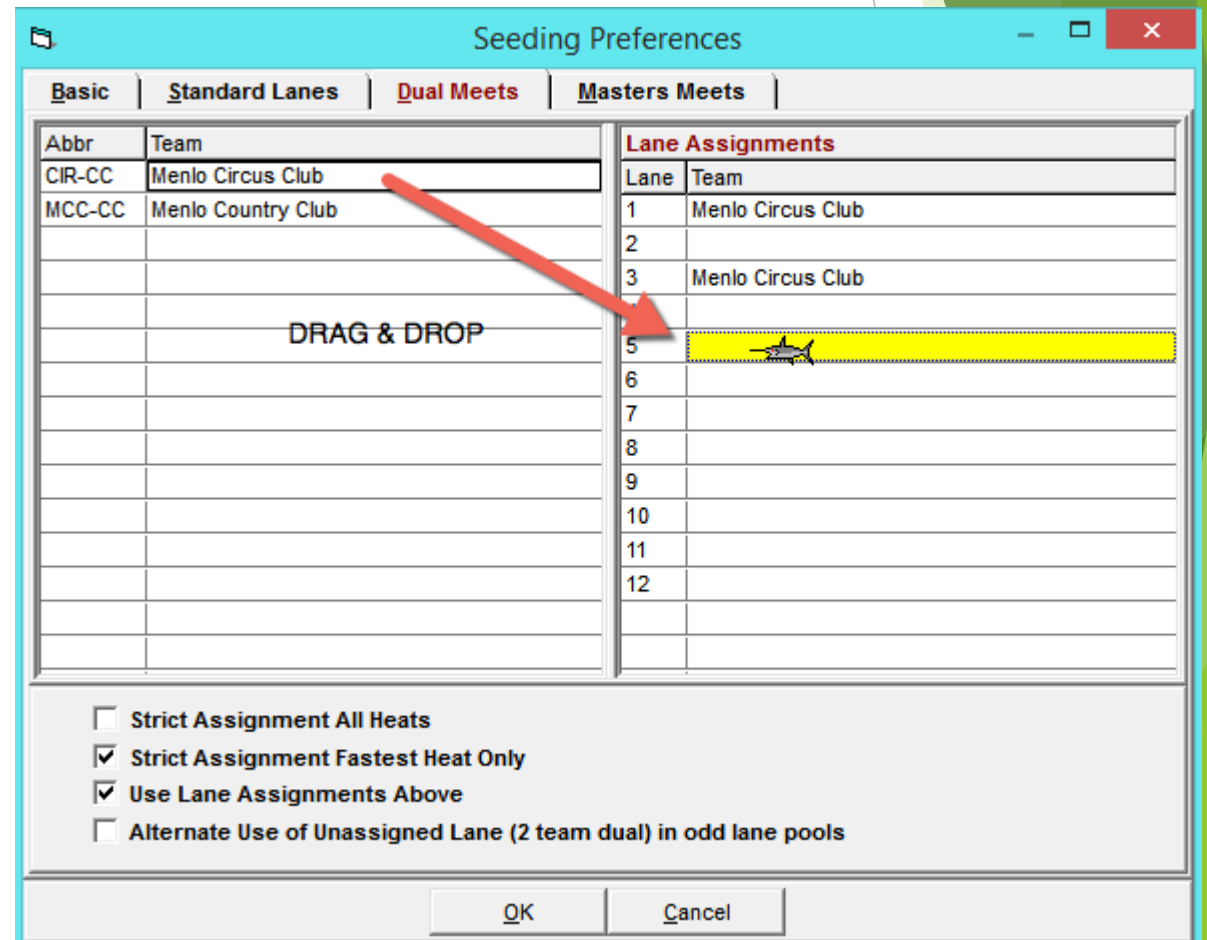
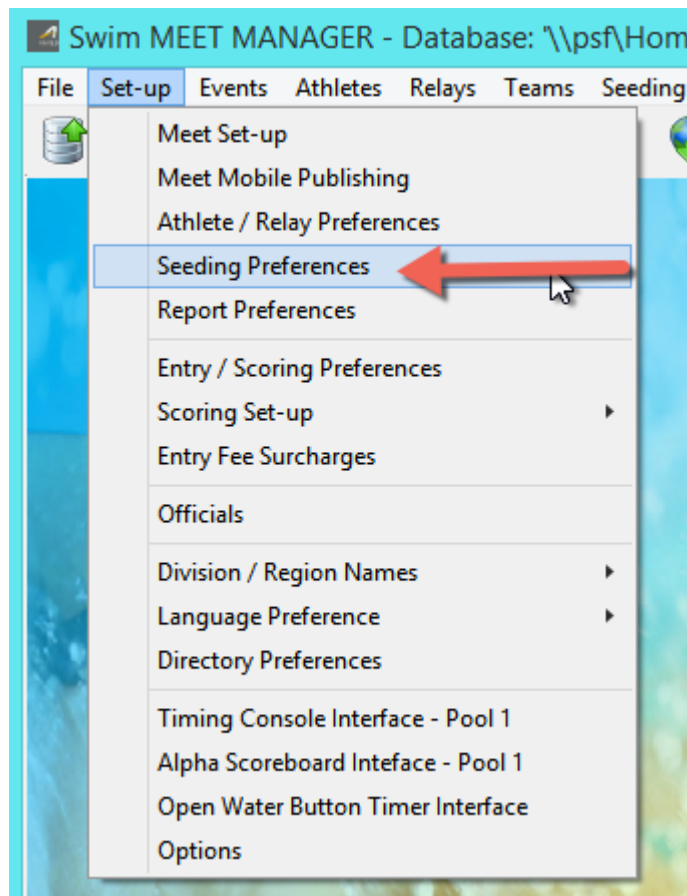
Importing Rosters and Entries

- ▶ There are FOUR FILES to import to setup your meet:
 - ▶ Roster Team A
 - ▶ Entries Team A
 - ▶ Roster Team B
 - ▶ Entries Team B
- ▶ Files are generated by Meet Manager by each coach
- ▶ Emailed or given on thumb drive



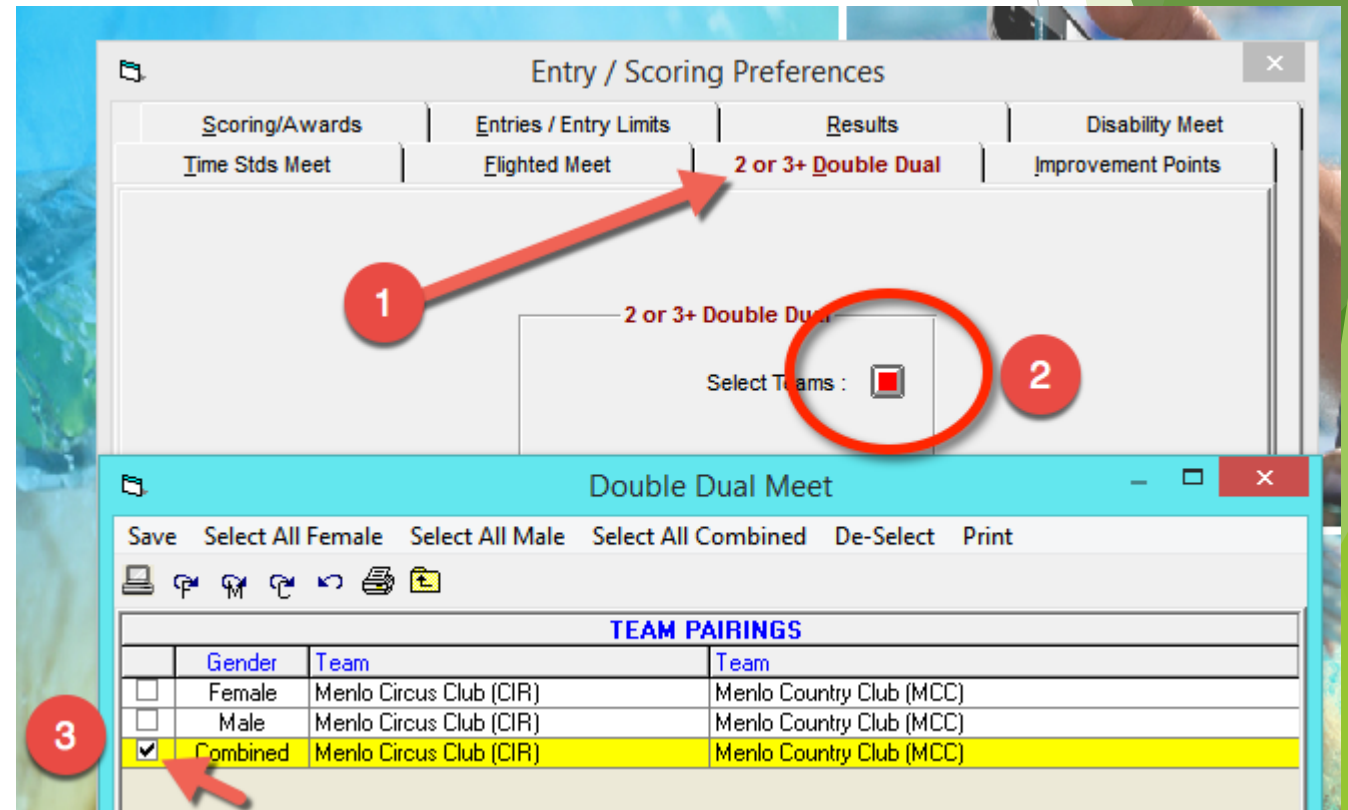
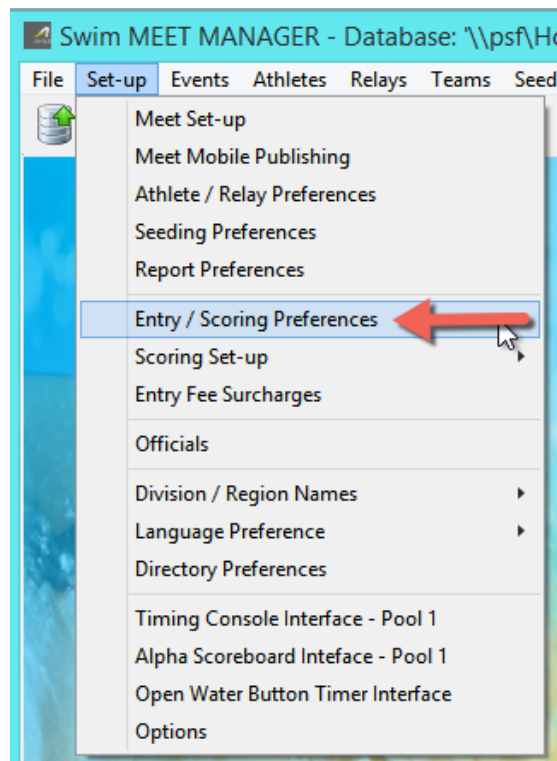
Setting Seeding Lanes

- Need to inform Meet Manager which lanes each team will be using



Setting Scoring

- Need to tell Meet Manager how to present the scores



Seeding the Meet

- ▶ Use the SEEDING option on the top command ribbon
- ▶ 1. Highlight session (if you are using)
- ▶ 2. Select All (or a single event if you wish to reseed only one .. Or a few)
- ▶ 3. Press the green light or the start seeding option.

Seeding the Meet

Start Seeding (3) Select All (2) De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View

Events Reports

Gender
☒ All ☐ Male ☐ Mixed ☐ Female

Age Range
[] - []

Hide
☐ Un-Seeded ☐ Seeded ☐ Done ☐ Zero Entries ☒ Prompt if a Re-Seed ☐ Preview each Event

Session List

	Day	Start Time	Session #	Course	Session Title
	All		All	Y	All Events
	1	01:00 PM	1	Y	Diving Meet
▶	1	02:30 PM	2	Y	Swim Meet (1)

EVENT LIST

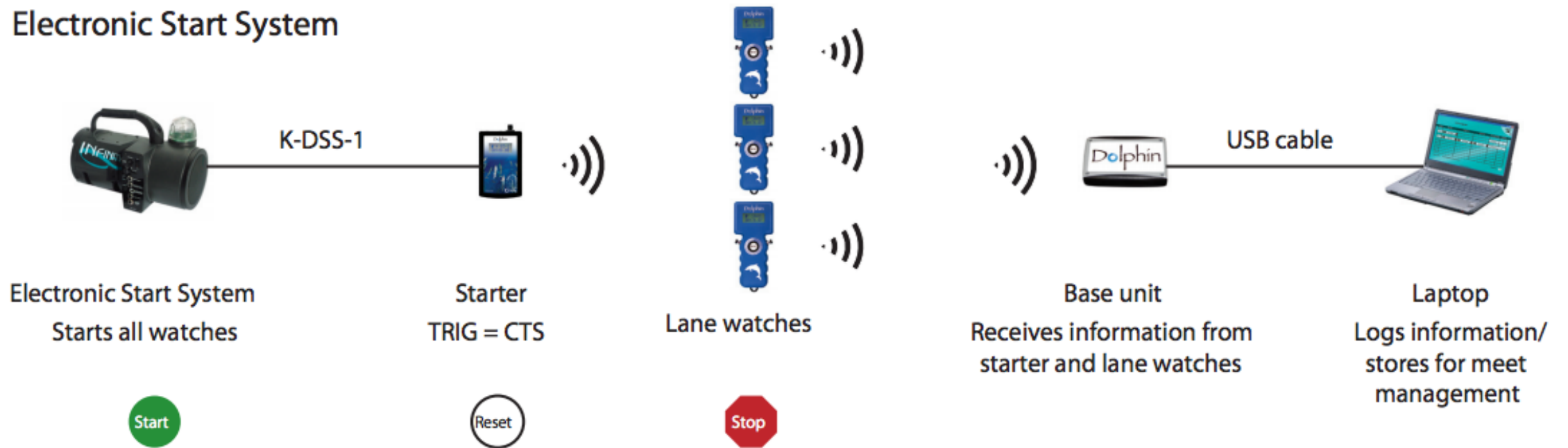
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
☒	4	F	Un-Seeded	☐	Girls 11-12 100 IM	6	0	0	0
☒	5	F	Un-Seeded	☐	Boys 11-12 100 IM	3	0	0	0
☒	6	F	Un-Seeded	☐	Girls 13-14 100 IM	4	0	0	0
☒	7	F	Un-Seeded	☐	Boys 13-14 100 IM	4	0	0	0
☒	8	F	Un-Seeded	☐	Girls 15-16 100 IM	5	0	0	0
☒	9	F	Un-Seeded	☐	Boys 15-16 100 IM	3	0	0	0
☒	10	F	Un-Seeded	☐	Girls 17-18 100 IM	6	0	0	0
☒	11	F	Un-Seeded	☐	Boys 17-18 100 IM	2	0	0	0
☒	12	F	Un-Seeded	☐	Mixed 100 Medley Relay	2	0	0	0
☒	13	F	Un-Seeded	☐	Girls 6 & Under 25 Freestyle	22	0	0	0
☒	14	F	Un-Seeded	☐	Boys 6 & Under 25 Freestyle	11	0	0	0
☒	15	F	Un-Seeded	☐	Girls 7-8 25 Freestyle	20	0	0	0
☒	16	F	Un-Seeded	☐	Boys 7-8 25 Freestyle	12	0	0	0
☒	17	F	Un-Seeded	☐	Girls 9-10 25 Freestyle	14	0	0	0

Running the Meet

- ▶ Turning on the Dolphin Watches
- ▶ Interface File Selection
- ▶ Importing Times into Meet Manager
- ▶ Tracking Dolphin File Numbers
- ▶ Adjusting for Different Times on Watches
- ▶ Score / Rescore
- ▶ Labels

Dolphin Watch System Diagram

Electronic Start System



Base Radio Receiver Setup

Hardware Set Up

Setting up the Base



1. Connect base unit to computer with a standard USB cable (included with the Dolphin system).
2. Open the Dolphin interface, and set the channel on the base:
 - Click the Channel box in the lower left corner of the screen
 - Select the desired channel



SETTING CHANNEL
MAY NOT BE
NECESSARY

SETTING
PRESERVED
BETWEEN USE

Connecting the Starter Watch WARNING



Method 3: Electronic Start System

When using Dolphin with an electronic start system, such as the **CTS Infinity** or Championship Start System, the Dolphin Starter is connected to the electronic start system with a cable. When the Starting Official starts the race with the electronic start system, the watches are started simultaneously. The Lane Timers stop them individually.

1. To set up for this method, turn the Starter on (press and hold the Reset button).
2. Enter the menu (press and hold both buttons).
3. Once in the menu, the first setting is TRIG. Press Start/Stop to select the correct trigger style for your start system:
 - **TRIG = CTS** for use with **CTS electronic start system**
 - TRIG = NC for use with a normally-closed electronic start system
4. Press Reset to advance to the CHAN setting.
5. Press Start/Stop to change the channel to the same number as the Dolphin base.
6. Press Reset to exit the menu
7. Follow the instructions for your electronic start system:
 - **CTS Infinity Start System**
 - Connect your Dolphin Starter to the Infinity Start System's **Start Output** jack with the Dolphin Starter to Infinity Kit (K-DSS-1). **DO NOT** plug the Dolphin Starter cable into any other jacks.
 - The start impulse from the Infinity will start the lane watches automatically.



Connecting Starter Watch to Horn



Dolphin Timer Watches

Setting up the Stopwatches



Follow these steps for each watch to be used at a meet:

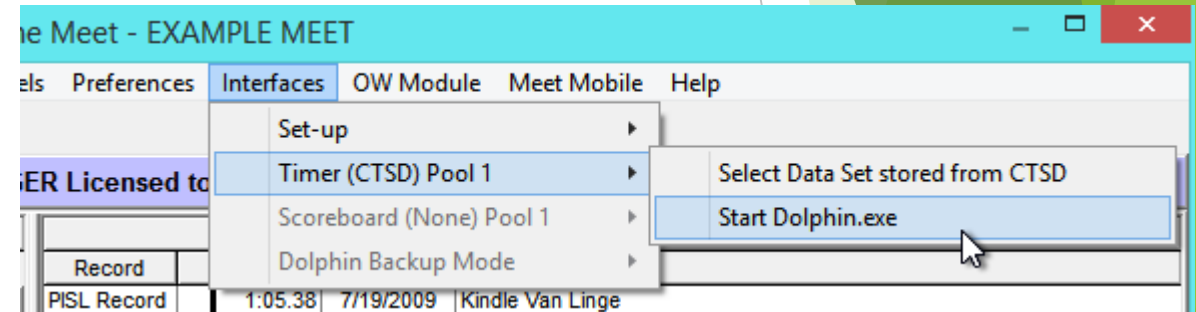
1. Turn the watch on (press and hold the Reset button).
2. Enter the menu (press and hold the Reset button and either of the side buttons).
3. Once in the menu, the first setting is LANE. Press a side button to change the lane for this watch, and then press Reset to advance to the next menu option.
4. Press a side button to select the TIMER for this lane (A, B or C), and then press Reset to advance to the next option.
5. Press a side button to select the channel number. This **MUST** match the channel on the starter and the base.
6. Press Reset to exit the menu.

Watches will show up on the Dolphin screen when set.

**MAY NOT BE NECESSARY
SETTINGS REMAIN BETWEEN USE**

Dolphin Watches Turning on the Interface

- ▶ From the RUN menu option on the command ribbon
- ▶ Select Interfaces
 - ▶ If not setup, choose Colorado Time Systems Dolphin
 - ▶ Once setup, select START DOLPHIN.EXE
- ▶ Make sure the Dolphin Watch receiver is connected to the Meet Manager computer before you launch DOLPHIN.EXE.
- ▶ Expand the monitor to use a second external computer monitor for the Dolphin watch software.



Dolphin System Screen

Watch Wireless Signal Strength

Starter Battery Strength

Starter Wireless Signal

Watch Battery Strength

Help

Forced Reset

Watch State

- = Stopped
- = Reset
- = Running

Base Channel Setting/ Display & Splits Set/ Display

Scoreboard Settings

Software Version

Enables text log files, and event/heat tracking

Final Time

Unofficial Place

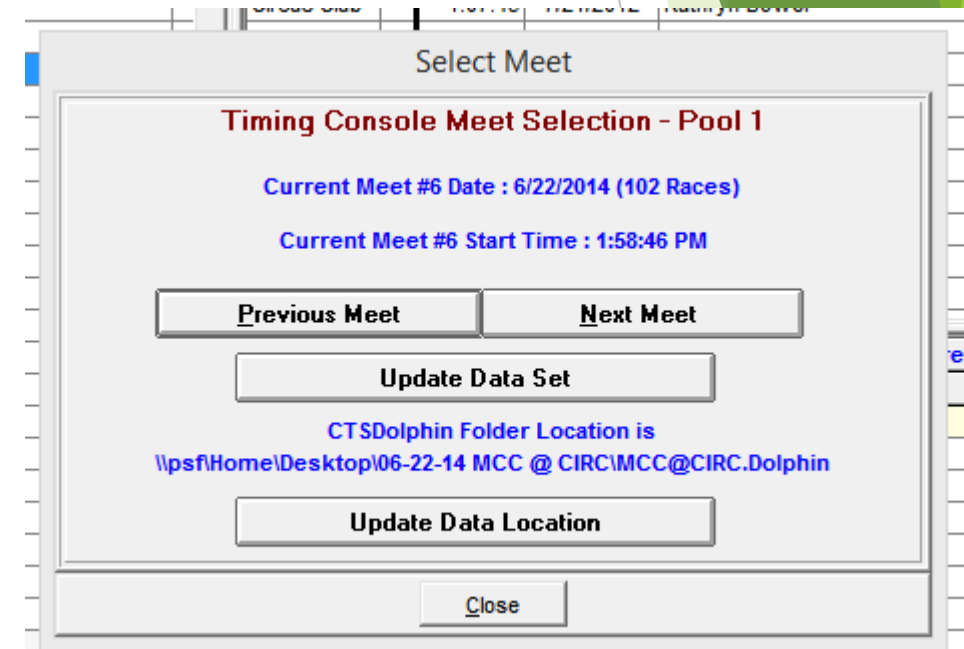
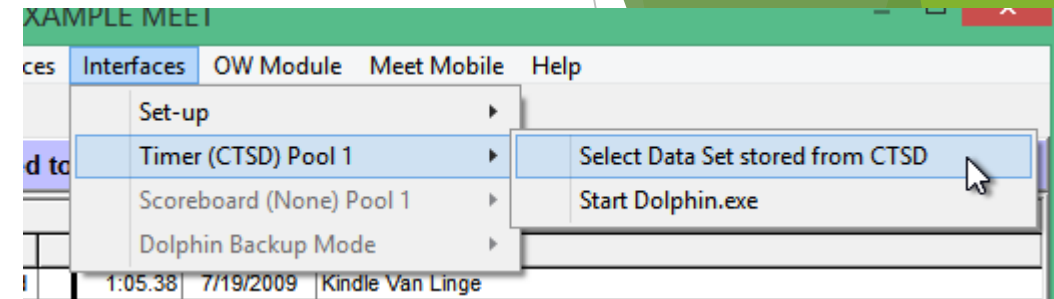
Next file to be written

The screenshot shows the CTS Dolphin software interface. At the top, it displays the 'Dolphin' logo and 'Race Time: 09:12'. Below this is a table with columns: Line, Timer A, Timer B, Timer C, Final Time, and Place. The table contains data for 10 lines. Line 1 has a 'Starter' icon and a 'Reset Timers (Y)' button. Line 2 has a 'Watch' icon and a 'Watch State' icon. Line 3 has a 'Watch' icon and a 'Watch State' icon. Line 4 has a 'Watch' icon and a 'Watch State' icon. Line 5 has a 'Watch' icon and a 'Watch State' icon. Line 6 has a 'Watch' icon and a 'Watch State' icon. Line 7 has a 'Watch' icon and a 'Watch State' icon. Line 8 has a 'Watch' icon and a 'Watch State' icon. Line 9 has a 'Watch' icon and a 'Watch State' icon. Line 10 has a 'Watch' icon and a 'Watch State' icon. The bottom of the screen shows 'Current File: C:\CTS\Dolphin\001-002-003R-0001.d04', 'Channel: 3', 'Splits: 4', 'Scoreboard settings', 'Logging Enabled', and 'CTS Dolphin Version 4.0'. Navigation buttons for 'Prev', 'Event', 'Next', 'Heat', and 'a3' are also present.

Line	Timer A	Timer B	Timer C	Final Time	Place
1					
2					
3	02:36.29			02:36.29	2
4	02:38.09			02:38.09	1
5	02:38.90			02:38.90	3
6					
7					
8					
9					
10					

Pulling in Dolphin Times

- ▶ The Dolphin watch system creates 1 file for each race.
- ▶ It is typically stored in the root directory (C:\CTSDolphin)
- ▶ Use the Interface | Timer CTSD | Select command to find the files for the current meet
- ▶ Use the previous and next buttons to move between the current meet time files and those from previous meets that might be on the computer.
- ▶ Once properly selected, you will be able to use Meet Manager to import the times.



Pulling In Dolphin Times (continued)

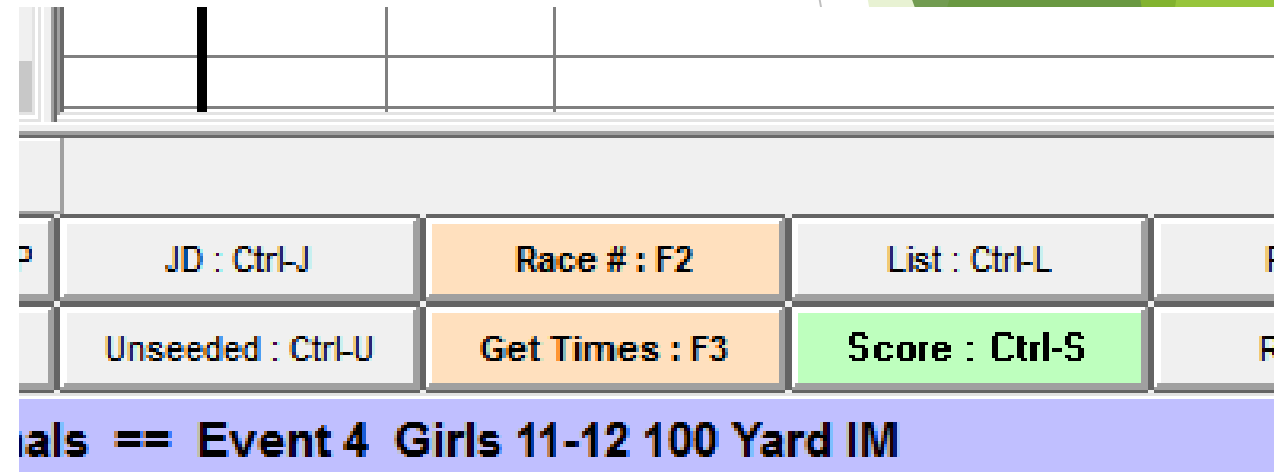
Getting the Race Results into your meet management software:

Hy-Tek's Meet Manager

1. While on the Run screen in MEET MANAGER, click on **Get Times** (a button on the bar two-thirds of the way down the screen).
2. A list of Dolphin result files for the current **Data Set** (see page 11 for information about data sets) will be displayed with the most recent file at the top.
3. Select the result file and click OK. MM will read the data into the proper lanes, putting the times into the backup columns for the heat. **If the backup columns are not showing in the Run menu, press Ctrl-B.**
 - *If there is one watch per lane*, that time will also be placed in the result column.
 - *If there are 3 watch times for a given lane*, the middle time will be placed in the result column.
 - *If there are two watches for a given lane*, the average will be computed and placed in the result column. The average is computed based on the rule choice selected in **Run / Preferences / Backup Times**. **Please note that if there is .3 or more seconds difference between the two watch times, the average result time will NOT be computed and a yellow line will show for this lane.** Decide whether to throw out one of the watch times if you determine one of them is way off. If you are OK with the two times, then click **Ctrl-K** to display the watch averaging menu and it will compute the average for you and place it in the result column. If one of the times is no good, delete it and use **Ctrl-K**, or simply type in the time of the one good watch.

Running a Heat

- ▶ The IT Desk needs to work closely with the meet starting official.
 - ▶ The heat can NOT start until the Dolphin system is RESET
 - ▶ This can be done by the starter (pressing reset button) or the IT representative using the Dolphin software (a mouse click).
- ▶ Once the watches have been reset from the previous heat, the next race can commence.
- ▶ The act of RESETTING causes a Dolphin file to be generated.
- ▶ After a reset (by the starter or IT), one may import a Dolphin time file into Meet Manager.
- ▶ Use the RACE button or the GET TIMES button to pull in the times
 - ▶ The RACE button is a short-cut; it automatically gets the next generated file



Dolphin Reset Function

After the Race

– If Using Dolphin Starter

After the race, the Starting Official will press Start/Stop and then Reset on the Dolphin Starter. Reset causes the Dolphin software to write the result file to the C:\CTSDolphin folder on the computer and the next race can be started.

If the Starting Official fails to press Reset after the race, the watches' state will not have a yellow light. Before the next race, use the Reset Timers button (or shortcut r) to force a reset and cause the Dolphin software to write the result file.

Forced Reset

The Reset Timers button (shortcut r) is in the upper right corner of the screen. Use it to force a reset only if one or more lane timers, or the starting official if using the Dolphin Starter, have failed to press reset and the next race is about to begin. You can tell if a watch has been reset because it will have a yellow light showing in the watch state column on the Dolphin screen.

Before forcing a reset, make sure the race is actually finished. If you force a reset while a watch is still running, there will be no final time recorded in the results file for that watch. However, splits for any watches that were taken will be recorded as long as Dolphin thinks at least one watch finished the race.



Pulling in Times

Unusual Situations

											-1-	2	3	4			
Session : F7		Splits : F9		Adjust : F8		Restore Pads : Ctrl-P		JD : Ctrl-J		Race #12		List : Ctrl-L		Re-Rank		Prev Event : Ctrl-F4	
Refresh : Ctrl-D		Rel Names : Ctrl-R		Awards : Ctrl-A		Calc : Ctrl-K		Unseeded : Ctrl-U		Get Times : F3		Score : Ctrl-S		Re-Score		Next Event : Ctrl-F5	
Heat 1 of 4 == Finals == Event 13 Girls 6 and Under 25 Yard Freestyle																	
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat		
1	Castallac, Gigi	4	Menlo Circus Club-CC	55.21	30.10				30.10			4	4				
2	Evans, Elliot	6	Menlo Country Club-CC	27.69	46.45				46.42	46.48		5	5				
3	Amoroso, Addison	6	Menlo Circus Club-CC	30.57	21.57				21.4	21.69		1	1				
4	Hirsch, Kate	6	Menlo Country Club-CC	22.88	28.60				28.45	28.55		3	3				
5	Suarez, Olivia	5	Menlo Circus Club-CC	39.72	28.34				28.31	28.38		2	2				
6	Logan, Lily	6	Menlo Country Club-CC	29.66					1:42.52	1:41.73					?		y

- ▶ If there is a discrepancy between the two watches assigned to a lane, Meet Manager will highlight the discrepancy in YELLOW.
- ▶ Click on the y in the right corner or press CTRL-K for the watch averaging menu.
- ▶ ACCEPT ADJUSTED and on the next screen adjust if necessary

Time Adjustment - #13 Girls 6 & Under 25 Yard Freestyle - Heat 1

Create Report

☐ Show Heat Malfunction

Lane Adjustment Using Backup Times									
Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted
☒	1	30.10	30.10			30.10	0.00		30.10
☒	2	46.45	46.42	46.48		46.45	0.00		46.45
☒	3	21.57	21.46	21.69		21.57	0.00		21.57
☒	4	28.60	28.65	28.55		28.60	0.00		28.60
☒	5	28.34	28.31	28.38		28.34	0.00		28.34
☒	6		1:42.52	1:41.73		1:42.12		y	1:42.12

If there is more than .30 seconds between the middle backup time and the primary time (or in the case of two buttons, the average backup time and the primary time), calculate the average difference between the pad and intermediate times of the other lanes.
 Add this difference to the valid backup time of the problem lane(s).
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Pad and Backup Differentials: Total = 0 and Average = 0.

Time Discrepancies between Watches

Getting the Race Results into your meet management software:

Hy-Tek's Meet Manager

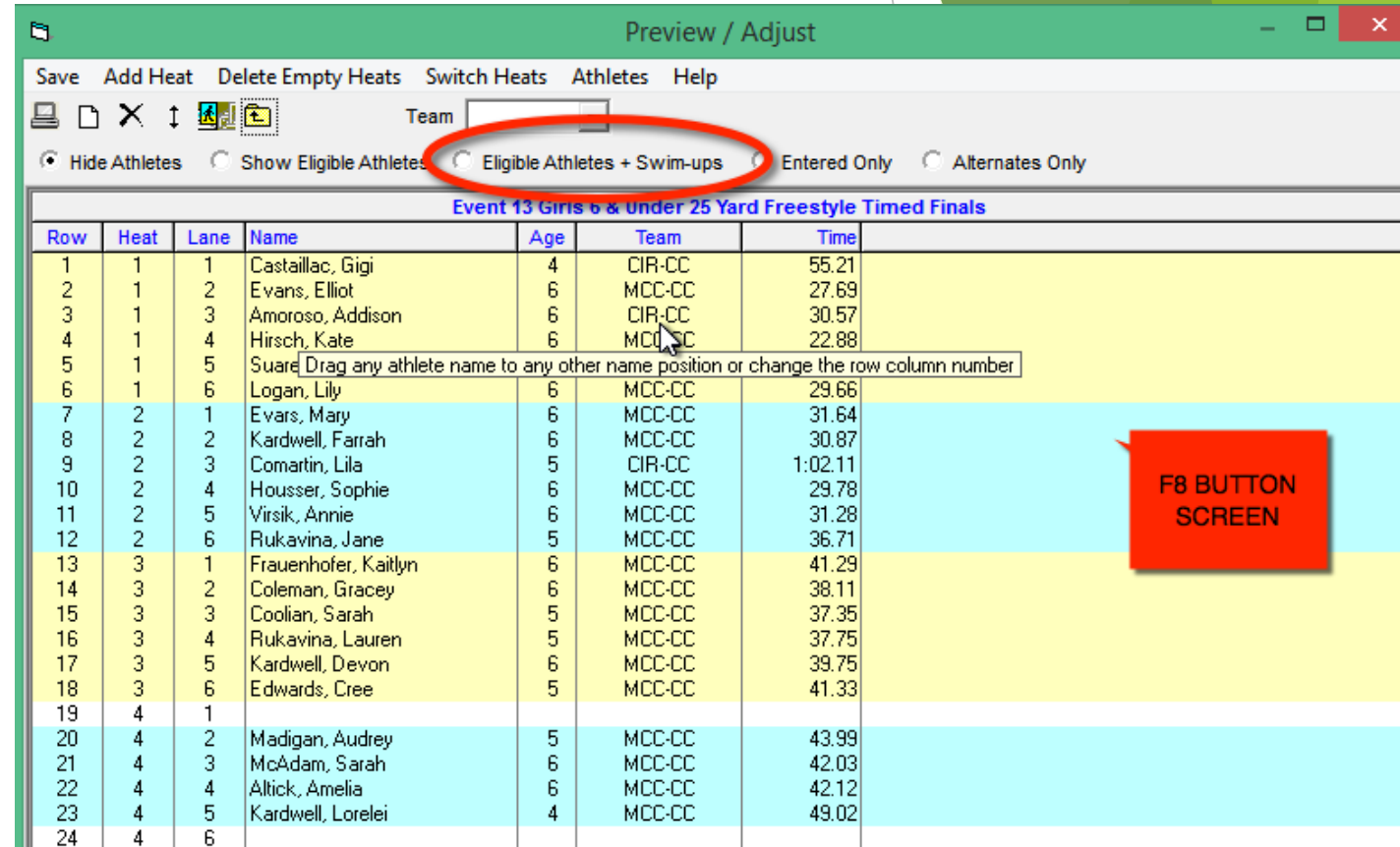
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Heat Swimmer Adjustments

- ▶ Swimmer Change Form
 - ▶ On www.pisl.info site ... helps control changes from people other than the coach.
- ▶ Scratches
 - ▶ Double click on a swimmer in the Run Meet screen to scratch
 - ▶ No need to scratch until the heat is being swum - unless a coach substitutes
- ▶ Adding Swimmers
 - ▶ Swim Ups
- ▶ Relays
 - ▶ Different button for adjusting relays

Adjust Button

- ▶ In the RUN “mode”, there is an ADJUST button (F8) that allows you to move, replace, delete, and add swimmers to an event.
- ▶ Double-click on a swimmer to scratch
- ▶ Double-click on a empty lane to open a dialog box to auto-search eligible swimmers
 - ▶ If a “swim up”, make certain the swim up radio button is activated (circled in red)
- ▶ Drag and drop to move swimmers between heats



Preview / Adjust

Save Add Heat Delete Empty Heats Switch Heats Athletes Help

Team [dropdown]

☒ Hide Athletes ☐ Show Eligible Athletes ☒ Eligible Athletes + Swim-ups ☐ Entered Only ☐ Alternates Only

Event 13 Girls 6 & Under 25 Yard Freestyle Timed Finals

Row	Heat	Lane	Name	Age	Team	Time
1	1	1	Castailac, Gigi	4	CIR-CC	55.21
2	1	2	Evans, Elliot	6	MCC-CC	27.69
3	1	3	Amoroso, Addison	6	CIR-CC	30.57
4	1	4	Hirsch, Kate	6	MCC-CC	22.88
5	1	5	Suarez, Drag any athlete name to any other name position or change the row column number			
6	1	6	Logan, Lily	6	MCC-CC	29.66
7	2	1	Evans, Mary	6	MCC-CC	31.64
8	2	2	Kardwell, Farrah	6	MCC-CC	30.87
9	2	3	Comartin, Lila	5	CIR-CC	1:02.11
10	2	4	Housser, Sophie	6	MCC-CC	29.78
11	2	5	Virsik, Annie	6	MCC-CC	31.28
12	2	6	Rukavina, Jane	5	MCC-CC	36.71
13	3	1	Frauenhofer, Kaitlyn	6	MCC-CC	41.29
14	3	2	Coleman, Gracey	6	MCC-CC	38.11
15	3	3	Coolian, Sarah	5	MCC-CC	37.35
16	3	4	Rukavina, Lauren	5	MCC-CC	37.75
17	3	5	Kardwell, Devon	6	MCC-CC	39.75
18	3	6	Edwards, Cree	5	MCC-CC	41.33
19	4	1				
20	4	2	Madigan, Audrey	5	MCC-CC	43.99
21	4	3	McAdam, Sarah	6	MCC-CC	42.03
22	4	4	Altick, Amelia	6	MCC-CC	42.12
23	4	5	Kardwell, Lorelei	4	MCC-CC	49.02
24	4	6				

F8 BUTTON SCREEN

Relays

- The “ADJUST” function for relays is found under a different button.

- REL NAMES (CTRL R)

Run the Meet

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Prefe

Enter Results by Lane (Ctrl-E)

Meet Mobile Disabled HY-TEK's MEET MANAGER Licer

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name
46	F	Seeded	Boys 11-12 50 Yard Butterfly
47	F	Seeded	Girls 13-14 50 Yard Butterfly
48	F	Seeded	Boys 13-14 50 Yard Butterfly
49	F	Seeded	Girls 15-16 50 Yard Butterfly
50	F	Seeded	Boys 15-16 50 Yard Butterfly
51	F	Seeded	Girls 17-18 50 Yard Butterfly
52	F	Seeded	Boys 17-18 50 Yard Butterfly
53	F	Seeded	Girls 7-8 25 Yard Breaststroke
54	F	Seeded	Boys 7-8 25 Yard Breaststroke
55	F	Seeded	Girls 9-10 25 Yard Breaststroke
56	F	Seeded	Boys 9-10 25 Yard Breaststroke
57	F	Seeded	Girls 11-12 50 Yard Breaststroke
58	F	Seeded	Boys 11-12 50 Yard Breaststroke
59	F	Seeded	Girls 13-14 50 Yard Breaststroke
60	F	Seeded	Boys 13-14 50 Yard Breaststroke
61	F	Seeded	Girls 15-16 50 Yard Breaststroke
62	F	Seeded	Boys 15-16 50 Yard Breaststroke
63	F	Seeded	Girls 17-18 50 Yard Breaststroke
64	F	Seeded	Boys 17-18 50 Yard Breaststroke
65	F	Seeded	Girls 200 Yard Freestyle Relay
66	F	Seeded	Boys 200 Yard Freestyle Relay

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unsee

Heat 1 of 1 == Finals == Event 65 Girls 200 Yard Freestyle Relay

Lane	Relay Name	Ltr	Seed Time	Fin
1				
2				
3	Menlo Circus Club-CC	A	1:43.89	
4	Menlo Country Club-CC	A	1:54.52	
5				
6				

Relay Names

Show Swim-ups

Heat 1 of 1 == Finals == Event 65 Girls 200 Yard Freestyle Relay

Eligible Athletes

Age	Name
14	Charlton, Celia
14	A Charlton, Corinne
10	A Charlton, Margaret
14	Child, Margaret
13	Child, Meghan
4	Christensen, Caroline
9	Comartin, Lane
5	Comartin, Lila
17	Corrigan, Claudia
13	Corrigan, Ingrid
10	Corrigan, Mila
14	Creamer, Lauren
11	Debenham, Catherine
8	Debenham, Ella
17	DeLong, Tally
8	Dommer, Alice
10	Donahue, Hannah
9	Dostart-Meers, Samantha
12	Duane, Erin
14	Engelson, Elisabeth
8	Enright, Harper
15	Enright, Zoe
12	Ericson, Abby
10	Ericson, Emily
7	Ericson, Katie Rose
14	Fallon, Audrey
17	Fallon, Georgia
13	Ferguson, Lauren
10	Folsom, Ella
13	Folsom, Kate
15	Folsom, Liza
9	Fonstad, Tessa
9	Fonstad, Thea
13	A Frimel, Kelly
15	Frye, Maudie

Relay Order

Pos	Age	Finals
1	10	Charlton, Margaret
2	9	Hawkins, GraceAnn
3	14	Paulsen, Mia
4	10	Lynch, Storie
5	16	Paulsen, Talbott
6	10	Paulsen, Sybelle
7	14	Charlton, Corinne
8	13	Frimel, Kelly

Relay Teams

Lane	Relay Name	Ltr
1		
2		
3	Menlo Circus Club-CC	A
4	Menlo Country Club-CC	A
5		
6		

SELECT TEAM

DRAG & DROP NAMES INTO UPPER RIGHT CORNER TO CHANGE AND RE-ORDER

REPORTS

- ▶ Three Reports Typically Used in a Meet
 - ▶ Exception Report
 - ▶ Shows problems with swimmers in too many events, etc
 - ▶ Meet Program
 - ▶ REMEMBER - Coaches don't get to see opposing team
 - ▶ Produce combined for Announcer, Starter, and IT
 - ▶ Event List
 - ▶ Produced for each club
 - ▶ Only one team (not combined!)
 - ▶ Need to access from the main screen (not RUN)
- ▶ Optional Reports for Timers and Meet Director
 - ▶ Lane / Timer Sheets
 - ▶ UK Judges Placing Sheet
 - ▶ Allows the Meet Director to record placements for each heat

Ribbons

- ▶ Accessed from the RUN screen
- ▶ Select the Session (if applicable)
- ▶ Select the SCORED events
- ▶ After printing, check PRINTED
- ▶ For relays, make sure you have 8 (EIGHT) specified

Run the Meet - EXAMPLE MEET

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module

Meet Mobile Disabled HY-TEK's MEET MA

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name
1	F	Un-Seeded	Mixed 9 & Under 1 mtr Diving
2	F	Un-Seeded	Mixed 13 & Under 1 mtr Diving
3	F	Un-Seeded	Mixed 18 & Under 1 mtr Diving
4	F	Scored	Girls 11-12 100 Yard IM
5	F	Scored	Boys 11-12 100 Yard IM
6	F	Scored	Girls 13-14 100 Yard IM
7	F	Scored	Boys 13-14 100 Yard IM
8	F	Done	Girls 15-16 100 Yard IM
9	F	Done	Boys 15-16 100 Yard IM

Award Labels

Entry Cards/Labels

Mailing / Registration Labels

Award Labels

Select All De-Select Preferences Memorize View Create Labels Standards

Gender: ☒ All ☐ Male ☐ Female

Age Range: - Team:

Rounds: ☐ All Rounds ☒ Finals Only ☐ Prelims Only ☐ Round 1 Only

Indiv + Relays: ☒ Indiv Only ☐ Relays Only

Session List

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	01:00 PM	1	Y	Diving Meet
1	02:30 PM	2	Y	Swim Meet

EVENT LIST

	Evt #	Rnd	Status	Event Name	Heats	Printed
☒	4	F	Scored	Girls 11-12 100 Yard IM	2	☐
☒	5	F	Scored	Boys 11-12 100 Yard IM	1	☐
☒	6	F	Scored	Girls 13-14 100 Yard IM	1	☐
☒	7	F	Scored	Boys 13-14 100 Yard IM	1	☐
☐	8	F	Done	Girls 15-16 100 Yard IM	1	☐
☐	9	F	Done	Boys 15-16 100 Yard IM	1	☐
☐	10	F	Done	Girls 17-18 100 Yard IM	1	☐
☐	11	F	Done	Boys 17-18 100 Yard IM	1	☐
☐	12	F	Done	Mixed 100 Yard Medley Relay	1	☐
☐	13	F	Seeded	Girls 6 & Under 25 Yard Freestyle	4	☐
☐	14	F	Seeded	Boys 6 & Under 25 Yard Freestyle	2	☐
☐	15	F	Seeded	Girls 7-8 25 Yard Freestyle	4	☐
☐	16	F	Seeded	Boys 7-8 25 Yard Freestyle	2	☐
☐	17	F	Seeded	Girls 9-10 25 Yard Freestyle	3	☐
☐	18	F	Seeded	Boys 9-10 25 Yard Freestyle	3	☐
☐	19	F	Seeded	Girls 11-12 50 Yard Freestyle	2	☐

Label Selection: ☒ Laser ☐ Dot-Matrix

3 x 10

1" x 3.5"

Age Group: Individual Places: 1 - 6 Relay Places: 1 - 6 Senior: Individual Places: 1 - 0 Relay Places: 1 - 0

Award Type: ☒ Standard Award Label ☐ Point Scorers Only ☐ Time Standard Achievement ☐ Personal Best ☐ Use NT ☐ By Heat ☐ Exhibition Swims ☐ Participation ☐ Exclude Place Range ☐ Record Breaker

Relay Athlete Names (0-8): 8

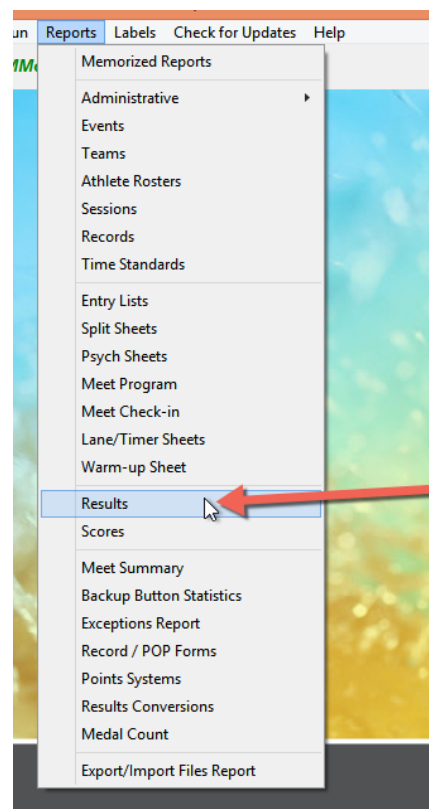
Sort By: ☒ Event Number ☐ Session Order ☐ Team/Event ☐ Team/Athlete ☐ Athlete

Exporting Results

- ▶ **IMPORTANT**
 - ▶ At the end of each meet
 - ▶ PREFERABLY BEFORE SHUTTING DOWN
- ▶ **EXPORT**
 - ▶ Results Report
 - ▶ Team Manager Results File
- ▶ **EMAIL TO PISL IT COORDINATOR - A S A P**
 - ▶ Final Score
 - ▶ Team Manager Export File
- ▶ **EMAIL TO COACH**
 - ▶ Results PDF

Results Report

- Choose the results report from the RUN or MAIN menu
- Choose ALL in the SESSIONS selection area (1)
- Choose SELECT ALL (2) for the events
- Make certain that you have specified 8 for the number of relay swimmers (3)



A screenshot of the 'Results' window in a software application. The window has a menu bar with 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', and 'Create Report'. Below the menu bar are several filter sections: 'Gender' (All, Male, Female), 'Age Range' (LSC), 'Rounds' (All Rounds, Finals Only, Prelims Only, Round 1 Only), and 'Indiv + Relays' (Indiv Only, Relays Only). The main area contains two tables: 'Session List' and 'EVENT LIST'. The 'Session List' table has columns: Day, Start Time, Session #, Course, and Session Title. The 'EVENT LIST' table has columns: Evt #, Rnd, Status, Event Name, and Heats. At the bottom, there are sections for 'Columns / Format', 'Include in Results', 'Splits / Sort Order / Selected Teams', 'Report Type', 'Format', 'Athlete ID', and 'Time Stamp'. A red circle highlights the 'Relay Names (0-8)' field, which is set to 8.

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	01:00 PM	1	Y	Diving Meet
1	02:30 PM	2	Y	Swim Meet

Evt #	Rnd	Status	Event Name	Heats
1	F	Un-Seeded	Mixed 9 & Under 1 mtr Diving	0
2	F	Un-Seeded	Mixed 13 & Under 1 mtr Diving	0
3	F	Un-Seeded	Mixed 18 & Under 1 mtr Diving	0
4	F	Scored	Girls 11-12 100 Yard IM	2
5	F	Scored	Boys 11-12 100 Yard IM	1
6	F	Scored	Girls 13-14 100 Yard IM	1
7	F	Scored	Boys 13-14 100 Yard IM	1
8	F	Done	Girls 15-16 100 Yard IM	1
9	F	Done	Boys 15-16 100 Yard IM	1
10	F	Done	Girls 17-18 100 Yard IM	1
11	F	Done	Boys 17-18 100 Yard IM	1
12	F	Done	Mixed 100 Yard Medley Relay	1
13	F	Seeded	Girls 6 & Under 25 Yard Freestyle	4
14	F	Seeded	Boys 6 & Under 25 Yard Freestyle	2
15	F	Seeded	Girls 7-8 25 Yard Freestyle	4
16	F	Seeded	Boys 7-8 25 Yard Freestyle	2
17	F	Seeded	Girls 9-10 25 Yard Freestyle	3
18	F	Seeded	Boys 9-10 25 Yard Freestyle	3
19	F	Seeded	Girls 11-12 50 Yard Freestyle	2
20	F	Seeded	Boys 11-12 50 Yard Freestyle	2
21	F	Seeded	Girls 13-14 50 Yard Freestyle	2

Columns / Format | Include in Results | Splits / Sort Order / Selected Teams

Report Type: Columns (Single, Double, Triple, Dual Meet Format, RTF Export), Export File (AP News, Flat HTML, British Ranking)

Format: Results by Heat, Include Lane if by Heat, 1 Event per Page, Page Break when Gender Changes, No Shows Only, Scratches Only, DQs Only

Athlete ID: None, Reg ID#, Comp#

Time Stamp: Date/Time, Date Only, None

Relay Names (0-8): 8

Records

How to Setup and Use

How to Setup and Use Records

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Records are used by MM in four ways:

- To be listed as part of the Event Header for the Meet Program and Results Reports.
- To "Flag" any record breakers in the Results Report.
- To list the record breakers on the Exceptions Report.
- To update the records list itself based on swim times during the meet.

Click on **Events** from the **Main Menu Bar** and then click on the **Records icon**. Add a Tag Name by clicking the **Add icon** in the Tag Names area at the lower left of the Records Menu.

- **Order** - that is the order you wish the record printed on the Meet program and Results reports.
- **Tag Name** - That's the name of the record. "State", "World", "Meet" are all examples of Tag names.
- **Flag** - This is a one character field that will be displayed on the Results Report next to any Time that ties or breaks the record. Enter an "x" to tell MM not to display this record on reports. Examples of flags are "!", "R", and "#" - 1:23.45! or 1:23.45R.
- If the record is a team record such as might be the case in a dual meet, select the team that the record tag is for and only members of that team will be flagged if one or more breaks the record.
- If the record is an LSC, LMSC, or other organization type record, select the LSC and only athletes and relays belonging to the selected LSC will be eligible to break this record.
- Depending on the record, exhibition or foreign athletes may or may not be eligible to break the record. Use the check boxes to indicate your preference for the particular tag.

Records

Importing Records

- ▶ Current records files are available on the PISL.INFO website
- ▶ Download the records you need for your meet
 - ▶ PISL
 - ▶ Your team
 - ▶ Competitor

Import Records

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To import a records file, click **Events / Records** and then click **Import** at the top of the Records Menu. Or from the Main Menu,

click the Records short-cut icon



There are three types of Record files that you can Import into your MM Database:

1. You may import a HY-TEK Record file that has been created by HY-TEK's **TEAM MANAGER** or **MEET MANAGER**. The HY-TEK Record file always has the file extension ".REC". The Record holder information is currently an 80 character field. So first, **MM** checks to see if this record is for a relay event. If it is a relay, it takes the first 30 characters as the record holder info and the last 50 characters as the relay names. If it is not a relay, it takes the first 30 characters as the record holder info and next 16 characters for the team affiliation.

Records

Tagging and Designating

- ▶ The lower portion of the records screen allows to select the records of interest
- ▶ Note
 - ▶ Use pull down to designate the team, otherwise MM will flag PGCC breaking SHGCC records
 - ▶ Can an exhibition swimmer break a record? If not, uncheck that box.

Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
03	PISL	1	--		☒	☐
05	PGCC		PGCC-CC		☒	☐
06	SHGCC		--		☒	☐
			--			
			PGCC-CC			
			SHGCC			

Records can be sequenced to show tag, make the tag, and not listed team, edit the tag can only have an LSC code foreigner or a

Records

Updating New Records

Updating Records

During the meet or after the Meet has been completed, you might want to go back and **Update your Records** with any new ones that have been broken.

To update records, highlight the Record Tag you wish to update and click on the **Update** icon at the top of the Records screen. **MM** will check all the events/rounds that have been completed and display a check box list of any Records that have been broken together with the "old" record time and record holder and date information. **MM** will default to all boxes checked so that when you click **OK**, **MM** will move the information for those you have checked into the Records section. If you do not want **MM** to update a particular record, just remove the check box for that event. If there is a tie, the tied record will be shown in the list of record breakers in pink instead of yellow. When you select to update the records, the updating will create a second identical tag name for the record and add the record to this new tag, thus allowing you to store both record holders

Here are two ways that you might want to use this feature:

- If records have been broken in the Prelim Session, update them and then they will now show up in the Meet Program for Finals!
- Update all your Records after the meet has been completed and then Export them to a diskette for another meet or to Import into TEAM MANAGER.
- You might also want to run the **Meet Summary Report** to print a report of all Record Breakers. However, *this should be done before updating records.*

Records Update Function

- ▶ Update function on the records screen
 - ▶ MM will detect new records for the team highlighted
 - ▶ Need to use update function three times, once for each record group
 - ▶ If there is a record to be updated, you will get another screen ...

Import Export Update Custom Age Groups Refresh View Create Report

➡ Age [Update Icon] [Show Records of Selected Tag Only]

Gender
☒ All ☐ Male ☐ Female

Age Range
 -

☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only

☐ LC Meters ☐ SC Meters ☒ SC Yards

Report Sort
☒ By Event # ☐ By Age Group

Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation
1	Mixed 1 mtr Diving	☐	PGCC						
2	Mixed 13&U 1 mtr Diving	☐	PGCC						
3	Mixed 18&U 1 mtr Diving	☐	PGCC						
4	Girls 11-12 100 IM	☐	PGCC	1:07.49	1978	7	20	Warner, C	PGCC
30	Boys 7-8 25 Back	☐	PGCC	17.39	1981	7	20	Fulton, Ricky	PGCC
31	Girls 9-10 25 Back	☐	PGCC	16.89	1978	7	20	Hill, Martha	PGCC

Flag Fastest Time Only

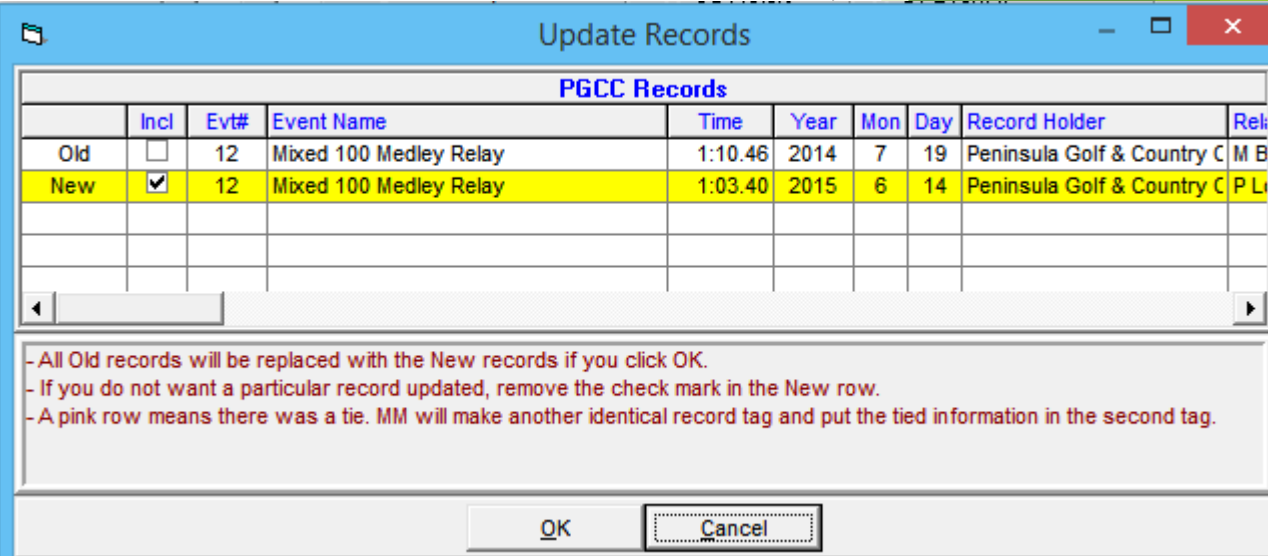
Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
03	PISL	1	--		☒	☐
05	PGCC		PGCC-CC		☒	☐
06	SHGCC		SHGCC		☒	☐

Records can be stored for all three courses. Use the 'Order' to control the sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'x' or 'X' and the record will be ignored on reports and not listed. To denote that a record tag can only be broken by one team, edit the tag and select the team for that tag. To denote that a record tag can only be broken by a particular LSC member, edit the tag and enter an LSC code for that tag. If a record is not eligible to be broken by a foreigner or an exhibition entry, check the appropriate box next to that tag.

Records

Update Function (part 2)

- ▶ This is the screen you receive when there is a record to update
- ▶ Specify OK to accept the new record



The screenshot shows a window titled "Update Records" with a table of records. The table has columns: Incl, Evt#, Event Name, Time, Year, Mon, Day, Record Holder, and Rel. The first row is labeled "Old" and the second row is labeled "New". The "New" row is highlighted in yellow and has a checkmark in the "Incl" column. Below the table, there is a text box with instructions: "All Old records will be replaced with the New records if you click OK.", "If you do not want a particular record updated, remove the check mark in the New row.", and "A pink row means there was a tie. MM will make another identical record tag and put the tied information in the second tag." At the bottom, there are "OK" and "Cancel" buttons.

PGCC Records									
	Incl	Evt#	Event Name	Time	Year	Mon	Day	Record Holder	Rel
Old	☐	12	Mixed 100 Medley Relay	1:10.46	2014	7	19	Peninsula Golf & Country C	M B
New	☒	12	Mixed 100 Medley Relay	1:03.40	2015	6	14	Peninsula Golf & Country C	P L

- All Old records will be replaced with the New records if you click OK.
- If you do not want a particular record updated, remove the check mark in the New row.
- A pink row means there was a tie. MM will make another identical record tag and put the tied information in the second tag.

OK Cancel

Records

- ▶ Export your new record file
- ▶ Send it to the PISL IT Director for posting to the website prior to the next weeks' swim meet.
 - ▶ Name the file your club's initials
- ▶ Caution
 - ▶ Sometimes one of the two watches is off, leading to incorrect averaged times
 - ▶ PISL records require three watches - prepare in advance if you think it will close
 - ▶ Clubs define their own process for managing their records

Exporting Team Manager File

- ▶ Select the first option from the FILE | EXPORT menu
- ▶ Save the file to a location you will remember
- ▶ It will be emailed to the PISL IT Director

