

## MEET MANAGER TIPS (2011)

Before importing entries into Meet Manager

Note: download the latest dual meet template (Meter or Yards) each week <http://www.swimrcsl.org/forms.lasso>

- Restore the template to MM.
  - Select **File->Restore** and select the file you downloaded
- Click on **Set Up**, then **Meet Set Up**.
  - Make sure the **Meet Name** lists the two teams (Usually home team first, ex Piedmont vs Greenwyche)
  - Make sure the **meet start date** and **meet end date** are the same
  - The **ID Format** should be set to **Other**
  - The **Base Country** should be **USA**
  - The **number of lanes in the pool** should equal the number of lanes in the home team's pool (it's ok if you have 8 lanes in your pool)
  - **Class** should be **Age Group**
  - **Course** should be whatever length the home team's pool is (either **SC Meters** or **Yards**)
  - **Meet Type** is **Standard**
  - Nothing should be checked in the **Divisions** or **Combined Events**
  - **Meet Style** should be **2 Team Dual**
  - Make sure the **Date for Computing Ages** is set to the **Meet Date**
- Click on **Set Up**, then **Athlete/Relay Preferences**
  - Check the box for **Enter Ages**
  - Check the box for **Enter Birth Dates**
- Click on **Set Up**, then **Report Preferences**
  - You do not need to enter **Headers**. Team manager will automatically put the **Meet Name and Date** you entered on the **Meet Set Up** screen as the Header
  - On the **Format** tab, check the box to **List Athletes with Last Name first**
  - **Punctuation** is not crucial, you can have it print any way you wish. I prefer **Upper/Lower Case** for the Athlete names and **All Upper Case** for the Team Names
  - On the **Printer** tab, make sure your printer is installed and appears for both the **Report Printer** and the **Label Printer**. Check the button to **Preview to Screen first**. The **Paper Size** should be **8 ½ by 11**, and **# of copies to printer** should be **1**.
- Click on **Set Up** then **Entry/Scoring Preferences**
  - On the **Scoring/Awards Tab**
    - Make sure the box is checked for **Score "A" Relay only**
    - The **Maximum Scorers per Team per event** should be set to: **3 for individual and 1 for relay**
    - The **Top How Many for Award Labels** should be set to: **6 for individual and 6 for relay**
  - On the **Entry Limits Tab**
    - Check the box for **Warn if times are out of range**
    - **Maximum entries per athlete including relays** should be set to **6**
    - **Maximum individual entries per athlete** should be set to **3**
    - **Maximum relay entries per athlete** should be set to **3**
    - Check the box to **Warn if entry limits exceeded**
    - Check the box to **Count relay alternates**
- Click on **Set Up** then **Scoring Set Up** then **Standard**

- Make sure individual points for 1<sup>st</sup> place is 5, 2<sup>nd</sup> place is 3 and 3<sup>rd</sup> place is 1
- Make sure relay points is 7 for 1<sup>st</sup> place ONLY

## IMPORTING ENTRIES

- Click on **File, Import, then Meet Entries**
- On the **Open File for Import** screen, select the location where the entries are located (A: Drive, etc)
- Meet Manager will display a screen telling you the file inside has been unzipped and will be displayed, click **OK** then click the next filename that is displayed
- Meet Manager will display a screen telling you the meet name, when it was created. Click **OK** if this is correct
- In order for the real-time scoring (Scoring pain in the run screen) to work properly you need to set that up. Goto **Set-up->Entry/Scoring Preferences**, then select the '**2 or 3+ Double Dual**' tab and click '**Select Teams**', choose the 'Combined' gender team pairing, usually the 3<sup>rd</sup> option. Then click **Save** and **OK**

## SEEDING Set Up

- Verify all Non-A relays are marked exhibition before seeding.
- The meet template is set up for a 6 lane pool. If your pool is larger or smaller it's easy to change the number of lanes in the meet. Click on **Set-up-Options**, on the **Global** tab check the box for "Change number of lanes for all **Final** Rounds to:"(make sure you check the **Final Rounds** line), in the box to the right enter the number of lanes you want MM to seed to. Click **OK** and **Yes**, a confirmation dialog will appear, click **OK** and then **Close**. Check to make sure the change is correct by going to the Events screen and notice the number of lanes are correct for all the events.
- Go to **Set-up->Seeding Preferences**, select the **Dual Meets** Tab. The teams you imported in the last step should appear in the left frame. In the right frame are the lane assignments. Drag each team to the lanes you want them to be assigned to. Team A in 1, 2, 3, team B in 3, 4, 5 etc. **VERY IMPORTANT: check the box on the right side bottom of the window that says "Use Lane Assignments Above", if you don't the seeding will not work correctly.**

## SEEDING THE MEET

- Go to the **Seeding** screen by selecting the **Seeding** menu item. Click on **Select All**, notice all events are selected and highlighted yellow. Click on **Start Seeding**, MM will seed each event and provide a response letting you know how many events were seeded. Events with no entries will not be seeded so the number seeded events may be less than 96, the total number of events in the meet.
- Go to the **Run** screen by selecting the **Run** main menu item. Review the seeding to make sure everything is set up the way you want it. Check to make sure the teams are in the correct lanes. In Exhibition events MM will fill up heats with either team to reduce the number of total heats. You can manual rearrange any heat you'd like at this point by selecting the event and the **Adjust** (F8) button. Then drag the swimmers around. This should not be necessary, however, if everything was setup correctly.
- After exhibition free is seeded, return to the **Run Screen**. You will notice **Heat Numbers** that appear above and to the right of the center buttons. Click through all the exhibition free events and heats to make sure all of the swimmers have the **Exh button checked**. Do the same for B & C relays.

Return to the Meet Manager main screen, click on **Labels** then **Entry Cards/Labels**. I usually do this by **Team** and **Gender**. That way I can work on one team's box with all one color index cards at one time. So do all of one team's boys then that team's girls – remember the Mixed Relay is not considered girls or boys so you will have to manually select the Mixed Relay.