

RUNNING MEET MANAGER IN SUPPORT OF MEETS (2016) Greg Wright(6/3/16)

First, YOU DO NOT NEED TO DO THIS UNLESS YOU ARE THE HOME TEAM

1. Download the appropriate **Swmm6Backup** file from the RCSL Forms & Documents page.
 - a. <http://www.swimrcsl.org/forms.php> then either the Meters or Yards backup for your pool size. This file **DOES CHANGE** every week to keep up with records through the season so do this each week, usually available by Friday.
2. Restore the template to MM.
 - a. Select **File->Restore** and select the file you downloaded
 - b. Select “Unzip, copy database to selected folder, and open this...” (usually just goes into “swmeets6” directory.
3. Click on **Set Up**, then **Meet Set Up**.
 - a. For **Meet Name**, edit the HOME and AWAY to the correct teams
 - b. For **Facility Name**, edit the HOME to the correct pool
 - c. Make sure the **meet start date, end date, ageup date** are correct.
4. Go back to Main Menu and select File, Save As and rename meet to yyyy HOME vs AWAY – course. For example, 2016 MNSO vs MCST – Meters
5. Your done until you Receive Entries

IMPORTING ENTRIES

1. You should receive entries and rosters from the opposing team no later than 7pm the night before a meet. I find it good practice to get in touch sooner than this with whomever is sending you information so you aren't scrambling on Tuesday night.
2. Open Meet Manger and make sure you have opened the meet you created in step 4. It should appear in list at bottom of screen, or you can go to swmeets6 directory and select it.
3. Click on **File, Import**, then **Meet Entries**
 - a. On the **Open File for Import** screen, select the location where the entries are located. Click through all the “OK” and “Opens” until file is imported.
 - b. Repeat for second team
4. Click on **File, Import**, then **Rosters Only**
 - a. On the **Open File for Import** screen, select the location where the entries are located. Click through all the “OK” and “Opens” until file is imported.
 - b. Repeat for second team
5. Now that teams are in go back to **Main screen, Set-up, Seeding Preferences** On the **Dual Meets** Tab, Put the two teams into their appropriate lanes for Home and Away. You should know this for your own pool, but it is also on RCSL website under member pools. **IMPORTANT: Be sure the boxes for “Use Lane Assignments Above” and “Strict Assignments All Heats” are checked.**
6. On Main screen, Set-up, Entry/Scoring Preferences, 2 or 3+ Double Dual tab, mark Combined and then hit save.

SEEDING THE MEET

1. Verify all Non-A relays are marked exhibition before seeding.
 - a. From Main Screen, Select Relays. Walk through all Relays events to verify **Exh** flag is checked for all but the “A” relays.
2. (optional) The meet template is set up for a 8 lane pool. If your pool is 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 is correct for all the events. (Note: as long as step 3a after importing entries is done, this is irrelevant.
3. Go to the **Seeding** screen by selecting the **Seeding** menu item.
 - a. Click on **Select All**, notice all events are selected and highlighted yellow.
 - b. 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
4. 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.
5. In Exhibition events, you will need to manually consolidate heats as MM will only put home in its three lanes and away in its three lanes. You can manual rearrange any event you'd like at this point by selecting the event and the **Adjust** (F8) button. Then drag the swimmers around. This is where you can consolidate Exhibition heats which is the only changes you should have to make.
6. Last, you need to verify the Exh flag is set for all swimmers in Exhibition Free events (13,16,19,22,25,28,31,34,37,40,43,&46).
 - a. From the “Run” screen, simple go through each exhibition event and heat to assure ALL swimmers are checked.
 - b. Doesn't hurt to do this same exercise for the Relay events, being sure the “B” and “C” relays are also marked “Exh”.

LABELS

1. Return to the Meet Manager main screen, click on **Labels** then **Entry Cards/Labels**.
 - a. Select a **Team** in the Team box.
 - b. Select **Indiv + Relays**
 - i. (optional) I do **Indiv** and **Relays** separate and use larger labels for relays but not mandatory)
 - c. Be sure label selection is 3 x 10 (or 2 x 10 if using option above for relays)
 - d. Hit "Select All"
 - e. Hit **Create Labels**
 - f. Preview shows on screen, then print.
2. Place Labels on cards, in Event/Heat Order, Boys on Blue, Girls on Pink, and Mixed on White.
3. (optional) At this point I usually print out a Psych Sheet for the meet to record if any swimmers are close to records times. If they are, I hand write on each card the record time and a request for three timers. I also make a list of any of these events to provide the Referee prior to meet.
 - a. In Meet Manager, go to **Reports, Psych Sheet**
 - b. Set bottom right flag to triple and top right to **Indiv + Relays**
 - c. **Select All** events, go to Include in **Psych Sheet** tab and check **Records**
 - d. **Create Report**, and print. You can then easily review each event.
 - e. I usually apply a three second rule to relays and two seconds to individuals, but use your best judgement to determine if any are worth getting the three timers on. I hate for swimmers to beat a record only for it not to count because of only having one time.
4. Place cards index card file box for delivery to away team and home team at meet.
5. If printing heat sheets to sell, I would print these now pre-meet. They will be accurate enough for sale.

AT THE MEET

BEFORE MEET TASKS

1. Process Deck Changes from each team
 - a. Each coach should come to you shortly after their arrival with any changes to handle pre-meet. This will be to change/drop/add swimmers (individual & relays).
 - b. Have coach sit with you and have them mark-up their index cards at same time you make change from Run screen in Meet Manager.
 - i. For Individual Events, click on Event, then Adjust
 1. Select Team you are working with and Show Eligible Athletes, or Eligible Athletes + Swim Ups if necessary
 2. Double click on swimmer to drop and drag swimmers from lower screen to add.
 - ii. For Relay Events, Click on **Relays** in top banner
 1. Select Relay Event to change
 - a. If relay is scratched, **DELETE** swimmers from relay first by double clicking each swimmer, then delete relay.
 - b. Double click on swimmers to Delete, and drag swimmer to add from list of eligible athletes.
 2. To ADD a relay,
 - a. Click Add, specify Team, and Letter designation
 - b. Drag Eligible Swimmers to Relay
 - c. Specify a Ht/Ln and be sure to mark Exh flag.
2. Print out Heat Sheets from Meet Manager. (Optional - you can print these before you arrive at meet, however I have found waiting to print them {assuming your printing capability at meet is robust enough} until you have processed any deck changes from Step 1b above is preferred. That way the official heat sheets are as accurate as they can be.
 - a. Distribution for officials is (Total of 7)
 - i. Referee
 - ii. Starter
 - iii. 4 Stroke & Turn Judges
 - iv. Scorer
 - b. # copies for each team's coaching staff (based on coaching staff size but at least three)
 - c. Have ample supply of labels for printing Award Ribbon Labels and white printer paper for printing Heat Sheets

RUNNING THE MEET

1. As Meet progresses, you will receive cards from the Scorers. It is usually helpful to have two people doing this, one to call out times from cards, and one to type into computer. You will also need to record judges decisions if determined necessary by the Scorer. Also, enter any swimmer changes that happen.
 - a. First, review cards for any name changes that have happened “on-the-fly” at the meet and make these adjustments just as described in the BEFORE MEET TASK section.
 - b. Cards should come to you in Lane Order. Be sure they are then enter times. I find it helpful, especially in Exhibition Free, to have someone just call out the name and me find it in the Exhibition event then type in the time.
 - c. In scoring events, after you have entered the time, Meet Manager will list finish order under **HPL** column. This should match the order written in the upper left hand corner of each card (assuming cards are in lane order.)
 - i. If it does, you are good to go. Hit **Score** button, and move on.
 - ii. If it does not, go back and verify your time entries are correct and if they still don’t match, then you must do a Judge’s Decision **JD** entry.
 1. I find the easiest way to use this screen is simple enter the revised place order for all lanes, so, looking at the JD ballot or Place Judge form provided by the scorer (should have JD marked on it by scorer), look at the **H/L#** column in JD pop-up box and enter the place that the indicated **L#** in the **JD PL** column. Proceed down list until all are filled in. Then hit OK. **(NOTE: This can be the most confusing step in entering results so take your time and pay attention)**
 2. Hit **Score**, and move on. If time permits, I usually ask scorer what score they gave the event and confirm that is what I have for that event as a double check.
3. At end of each event set, it is helpful to verify a score total with the scorer to correct any inaccuracies so far from either computer entry or scorer.
4. After each set of events, you will need to print award labels for the Ribbons people.
 - a. Each team has its own preference, so be flexible. What I do is print a set of Award labels for a set of events that is specific to the AWAY team, then another set that is for the HOME team by simply specifying the **Team** in the team box on the Awards Label Screen. For events with Exhibitions, you need to select the “Exhibition” flag on the Awards label pop up. (This step is another reason why you make certain “Exh” flags are set for all Exhibition swims (individuals and relays)
 - b. You can use the “check boxes” under “Printed” on the Awards Label page to keep up with what you have printed already.

AFTER THE MEET

1. Assuming the meet is complete and you have verified score, you may be asked to print out a results page.
 - a. Goto Reports, Results, Select All (be sure Individ+Relays is marked in upper right and triple columns is marked in bottom right)
 - b. Hit "Create Reports" and then print. (remember to replace label stock with regular paper in printer before doing this ☺ .)
2. **AS SOON AS MEET IS FINAL AND SCORE VERIFIED, text result to 256-682-2521.**
3. Email a **BACKUP** of the meet as an attachment to records@swimrcsl.org. This **must be** done by 11:00p.m. on the night of the meet. Pictures or scans of official meet paperwork (Official Results Sheet, Master Score, Pink/Blue Cards if Record Breaking Swim, and any deck add sheets) need to be emailed as soon as practical that night or the next day. These can also be texted to 256-682-2521 if absolutely necessary.
4. Retain the Results Sheet, Master Score Sheet, and pinks/blues in a safe place until the end of the season. You must be able to produce it if asked.