Using Dolphin Timing and Meet Manager

Basic Guide for new users.

Note: All screen shots in this manual are for Version 4 or earlier of the software. In Version 5 of Dolphin Timing software the screens are very different.

Document created by J Wazny

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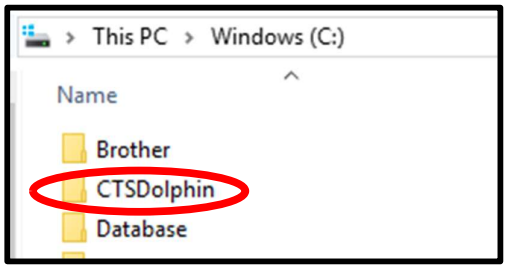
This manual has been written for clubs who have just purchased a Dolphin Timing System. It has been written to demonstrate how to use both the Dolphin Timing System and **MM** software effectively. **Note:** all screen shots in this manual are from Version 4 or earlier versions of the Dolphin software. If you have Version 5 of the Dolphin Timing software the screens are very different.

The manual assumes you have knowledge of the **MM** software and that the meet has entries and is already seeded. The instructions in the manual are for running both the **Dolphin Timing** System and **MM** on one computer. If your club has two computers and two operators, it is possible to run Dolphin Timing on one computer and **MM** on the second computer. You will need to be able to network the computers together and allow access from the MM computer to read the Dolphin timing files stored on the Dolphin Timing computer. This is not covered in this manual.

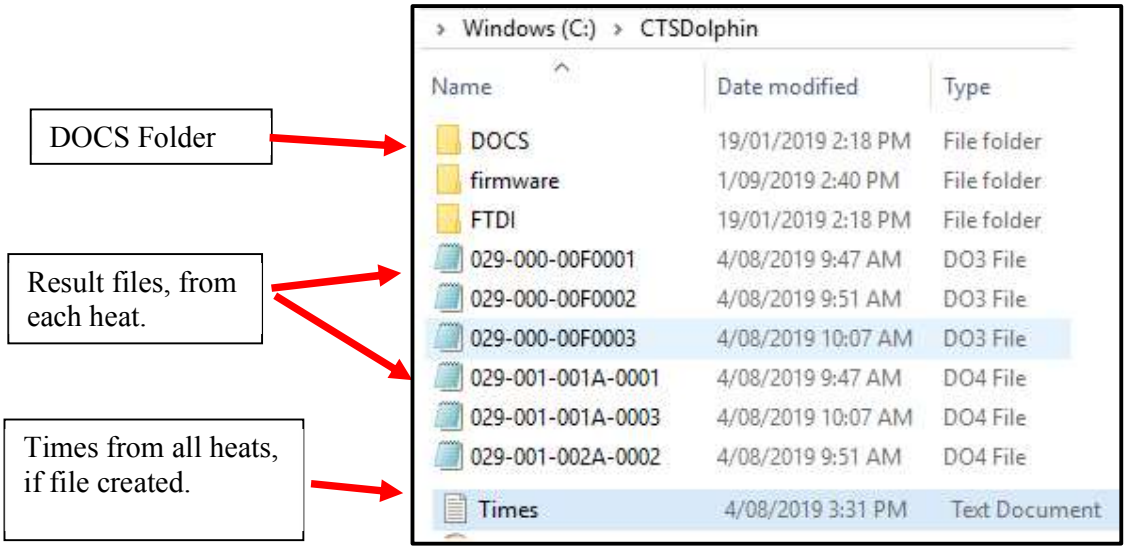
Background Information

The Dolphin Timing is a wireless timing system. The 3 parts of the system; the watches, start unit and base unit receiver **ALL** have to be on the same channel for the system to work.

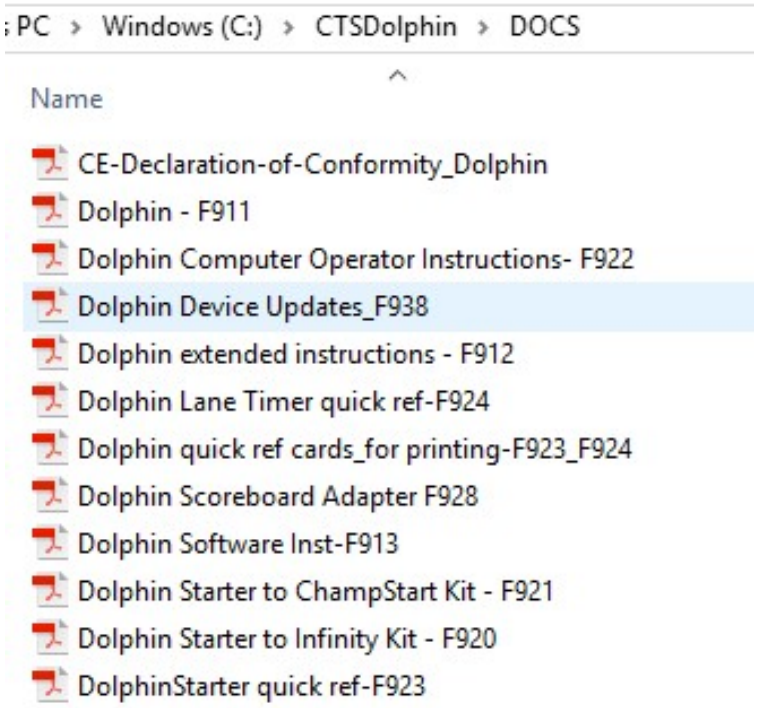
Once you have installed Dolphin on your computer all files are kept in one place. During installation Dolphin creates a folder on the **C drive** called **CTSDolphin**



If you open the CTSDolphin folder, you will see 3 folders and result files from previously run meets.



The **DOCS** folder is the one of interest, if you open this folder you will find PDF documentation on different parts of the Dolphin system.



Dolphin Result Files

The Dolphin software automatically writes results into two types of files, with a file or race number being the last 4 characters of the file. Although an Event and Heat number maybe written as part of the file name it is very **important** to note that **MM doesn't match the Event and Heat number** on the file with the Event and Heat number in **MM**. Therefor any result file can be imported into any heat. **Be careful** to call in the correct file number into a heat.

ARES and Quantum both write the Event and Heat number as part of the results file name, so when importing times **MM** will match the Event and Heat number on the result file with the Event and Heat in **MM** before importing. If they don't match the results will not be imported using **Get Times**. Whereas the Dolphin software does not work the same way and you can import any result file into any heat.

Also, important to note that Dolphin **DOES NOT** have a printout of times as watches are stopped (like ARES and Quantum) so it is **extremely important** to make sure the times are written into the result file before moving to the next race. Result files once written can be printed if needed.

For more information about Dolphin files see Advanced Section

Infinity Start Unit

ON/OFF switch should be turned to **ON** during the meet.

Battery level indicator. When running a meet, the colour should be **Green.**

Plug the starter's microphone into either of the Microphone jacks.

Connect the Dolphin Starter to the Start Output jack. **NEVER** plug the starter cable into any other jack.

External speaker plugged in here if purchased.

Start Unit Set Up

Below shows the Infinity Start Unit set up when the microphone and Dolphin wireless start units are plugged in. Once this has been done **then** turn on the start unit using the **ON/OFF** switch.

Regular Operation

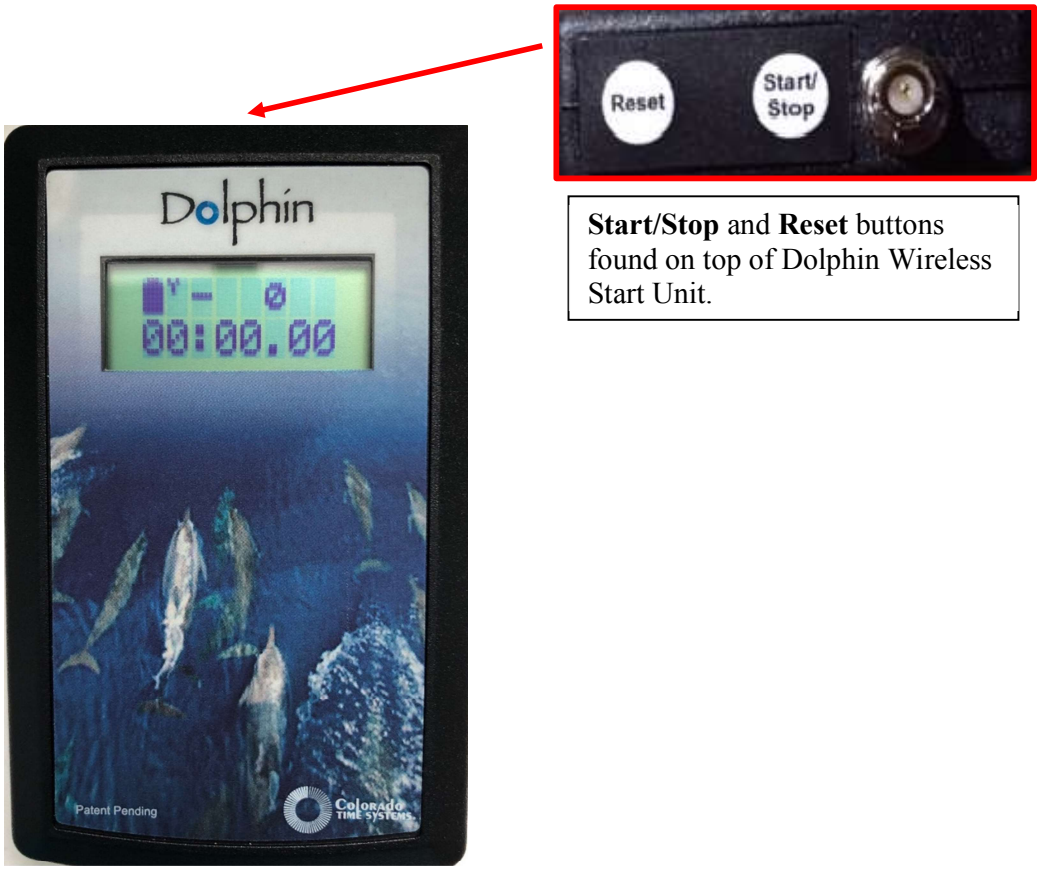
This section describes the roles of the Starter, timekeepers and Dolphin/MM operator. In a following section the duties of the Dolphin/MM operator are further expanded.

The times from the watches are **ONLY** written into a file for MM to access when the **Reset** button is pressed either by the Starter or by the Dolphin/MM operator. The priority is to make sure the file is written. The Starter and Dolphin/MM operator should decide which will be responsible for resetting at the end of the race.

Starter

The Starter is responsible for starting the race, BUT if decided beforehand may also be responsible at the end of the race to press the **Start/Stop** and then **Reset** button on the wireless start unit so the times from the watches are written by the Dolphin software into a result file in the CTSDolphin folder on the computer. If this doesn't happen and the starter starts the next race (before the **MM** operator can **Reset**) the times will not be recorded and will disappear when the next race is started. **Remember** there is no "green light" on the starter's microphone to indicate that it is OK to start the next race.

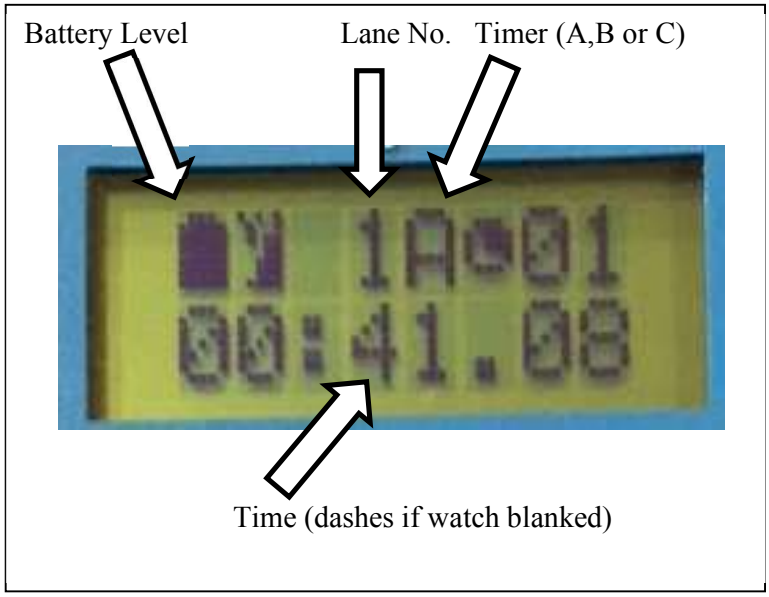
The starter should be in the habit of making sure there are **zeros** on the Dolphin Wireless Start unit before starting the next race. If the clock is still running on the start unit then the **Start/Stop** and **Reset** have not been performed.



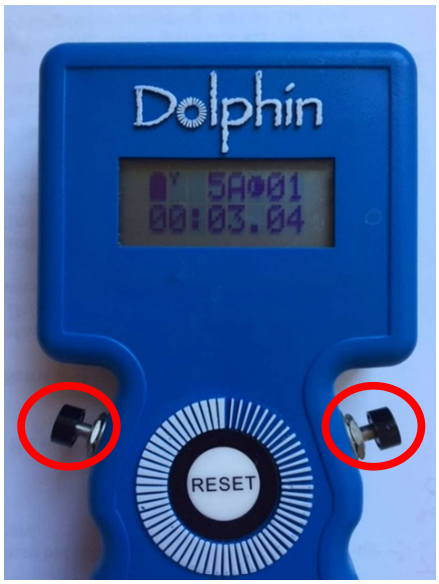
Start/Stop and **Reset** buttons found on top of Dolphin Wireless Start Unit.

Timekeepers

Important to note that the wireless stop watches are programmed for **a particular lane only**, the watches cannot be used on another lane without changing the lane number setting. (See **DOCS** folder – **Dolphin Extended Instructions** file, **Setting up the Stopwatches** for how to change lane numbers on watches. Only use if required.)



The watches are started automatically by an impulse from the Dolphin wireless start unit. Timekeepers press one of the side buttons to stop the watch when the swimmer touches at the finish of the race.



If the lane has no swimmer for a race the timekeeper should either:

1. **Do nothing** with the watch. The watch will be reset at the end of the race. If the timekeeper stops the watch at the end of the race and no-one swam in the lane, a time will be written into the result file and will be accessed by **MM**. If the lane in the **MM** program is meant to be empty, then that is OK the time will not be imported. But if someone was meant to be in the lane (and the **MM** operator has not marked on the program a NS for the lane) then the swimmer will record at time next to their name.
2. **Blank the lane** by pressing the **Reset** button on the watch. The watch will display a line of dashes where the time would normally be. The line of dashes also shows on the Dolphin Timing display screen indicating there isn't a swimmer in the lane. It is important that the **Reset** button be ***pressed once the race has started.*** The **Reset** button should not be held down as this will turn the watch off. If the **Reset** button has been pressed accidentally, then pressing the **Start/Stop** button on the side of the watch will resume the timing.

Timekeepers should be in the habit of checking that the watches are still running before pressing stop for the swimmer at the end of the race. Where the **Start/Stop** buttons are positioned on the watches they can be very easily bumped and the watch accidentally stopped before the swimmer has finished the race. If you notice the timing has stopped before the end of the race, press the **Start/Stop** button again to resume the timing.

At the end of the race the watches will be reset for you. You will notice that the time from the previous race will be alternating on your watch with Reset. You do not need to do anything; once the next race has started your watch will start timing again from zero.

Dolphin and MM Timing Operator

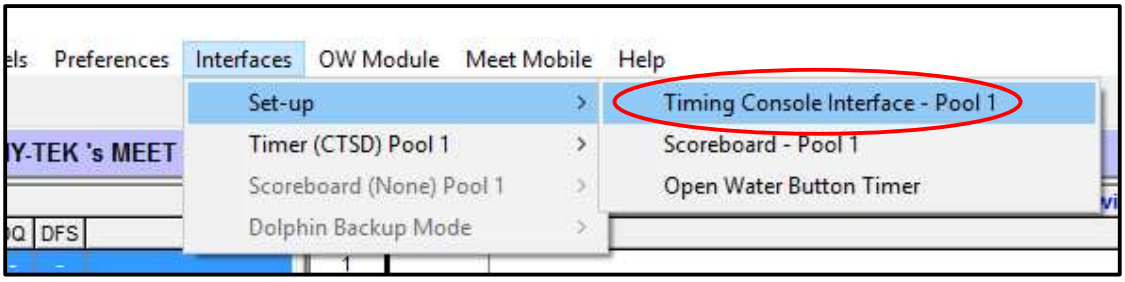
If the Dolphin software is run on the same computer as **MM** the operator performs both roles.

The operator has to be focused to:

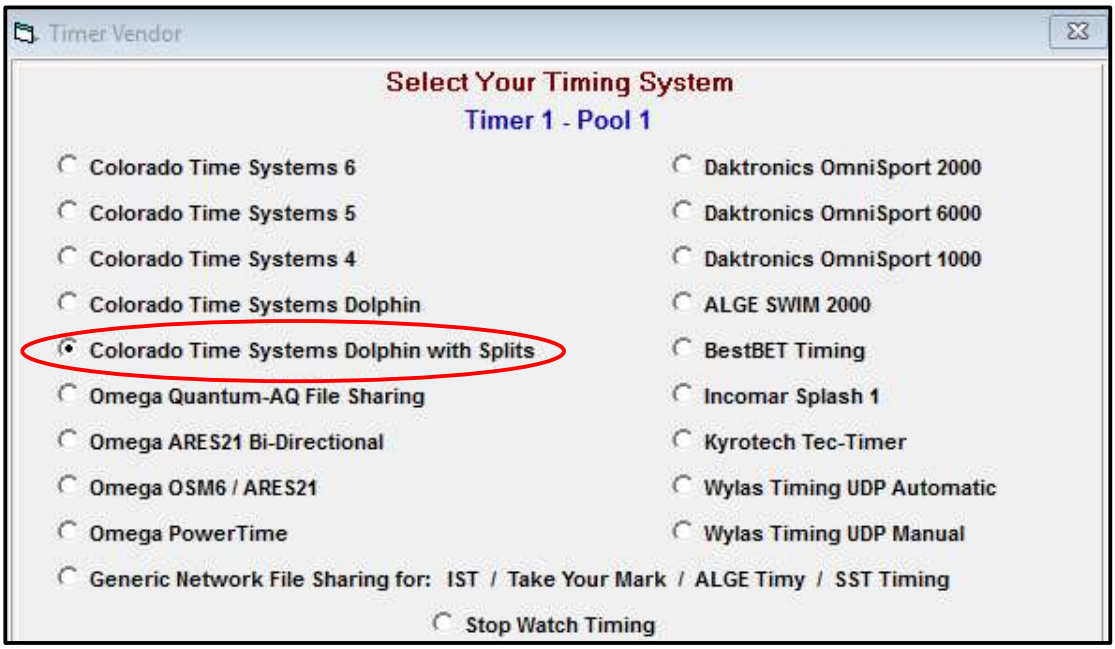
1. Make sure the result file is written by the starter pressing **Start/Stop** and **Reset**. If not, be ready to step in and force a reset by using the **Reset Times** button on the Dolphin Timing Screen.
2. Record each file number on the program.
3. Import the correct file number into the correct heat while the next race is in the water.
4. Fix any **MM** timing problems, do any amalgamations etc and print results.
5. Be ready for the end of next race to make sure the result file is written.

Setting up MM to use Dolphin

1. Start **MM** – make sure the meet you want to run is currently open.
2. Go to **Run** screen
3. Click on **Interfaces > Set-Up > Timing Console Interface**



4. Make sure the Timing is set to **Colorado Time Systems Dolphin** otherwise the **Timer (CTSD)** under the **Set-up** tab will be grey and you will not be able to access and use the Dolphin timing system.

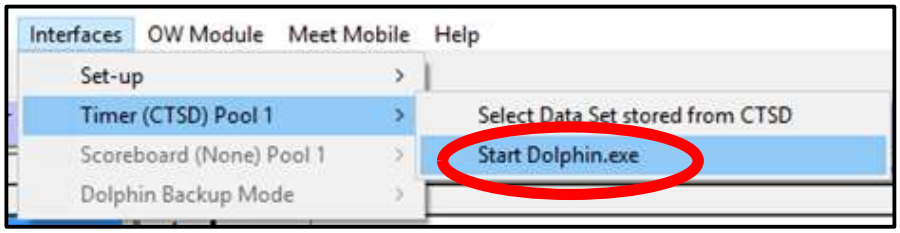


You can choose either option, if you will not be recording splits it is still OK to select the Dolphin timing option with splits.

Once you have set the timing system to use the Dolphin timing, next time you open **MM** to run another meet it should still be set.

Start Dolphin Timing Software

1. Connect the base unit to the computer.
2. From the **Run** screen, select **> Interfaces > Timer (CTSD) Pool 1 > Start Dolphin.exe**

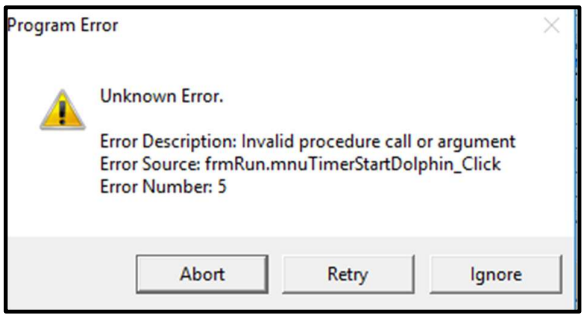


3. Or start application from desktop, by double clicking on the icon.

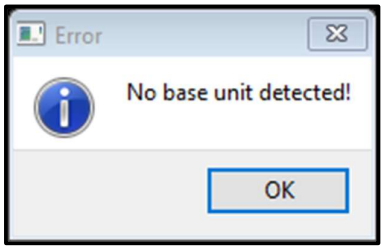
Note: When Dolphin Timing software is started from the desktop a Times Text file if also created where all times for each Event and Heat are written. See Advanced Section for more information on Times file.

The CTS Dolphin Timing screen will then appear. (See next page)

If you do not have the base unit connected to your computer, you will receive the error message below as the base unit **must** be connected to start and operate the timing system.



Older versions of the Dolphin Timing software will give you the error message below, or you may get the below message as well as the one above if you have a newer version of the software.



3. Connect base unit and repeat step 2 above

Dolphin Timing Screen

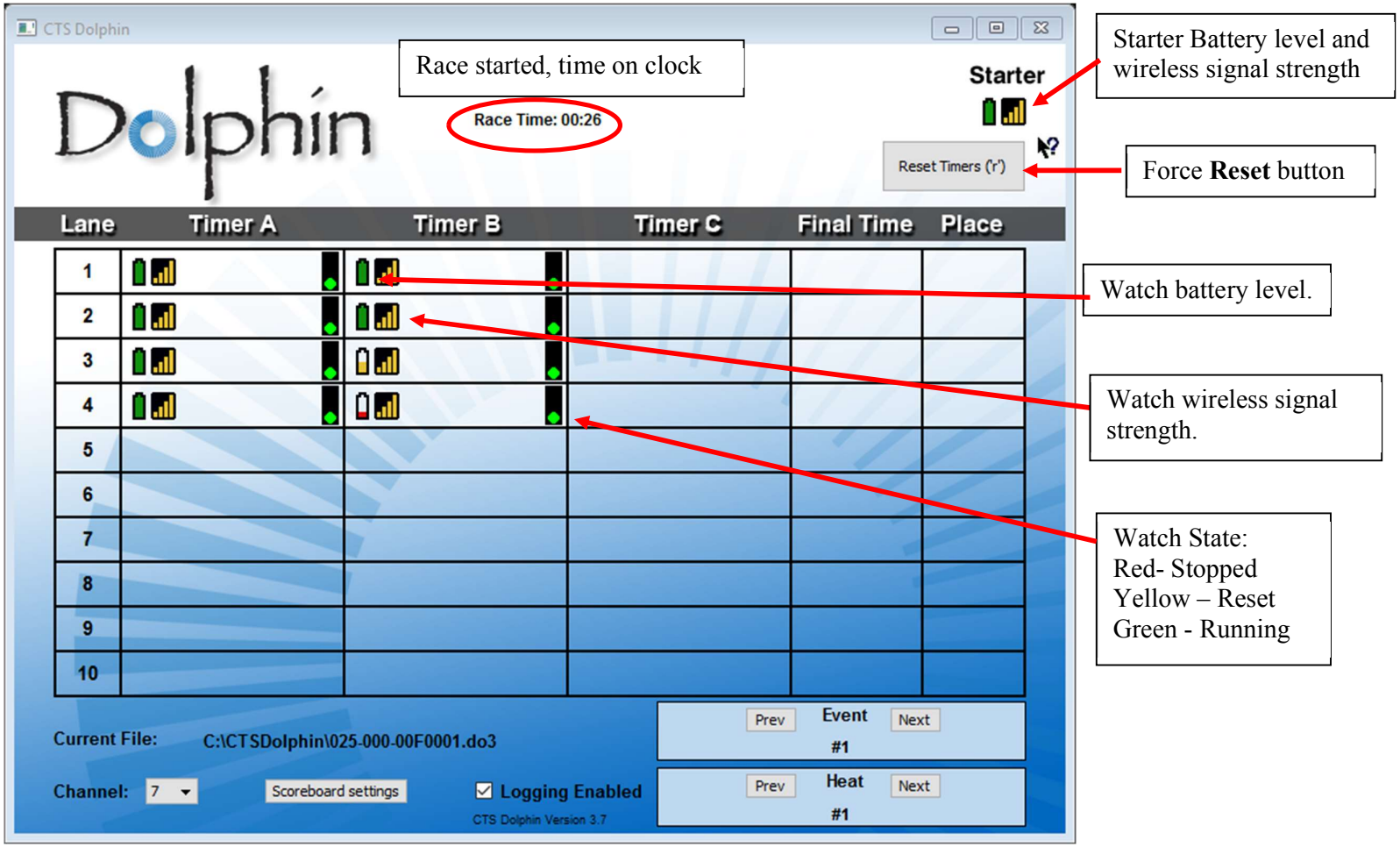
Indicates Start Unit is not turned on

Next file number to be written.

Channel that all watches, start unit and base unit is using.

When **Logging Enabled** has been selected, Event and Heat can be tracked.

Dolphin Screen with watches, start unit turned on.

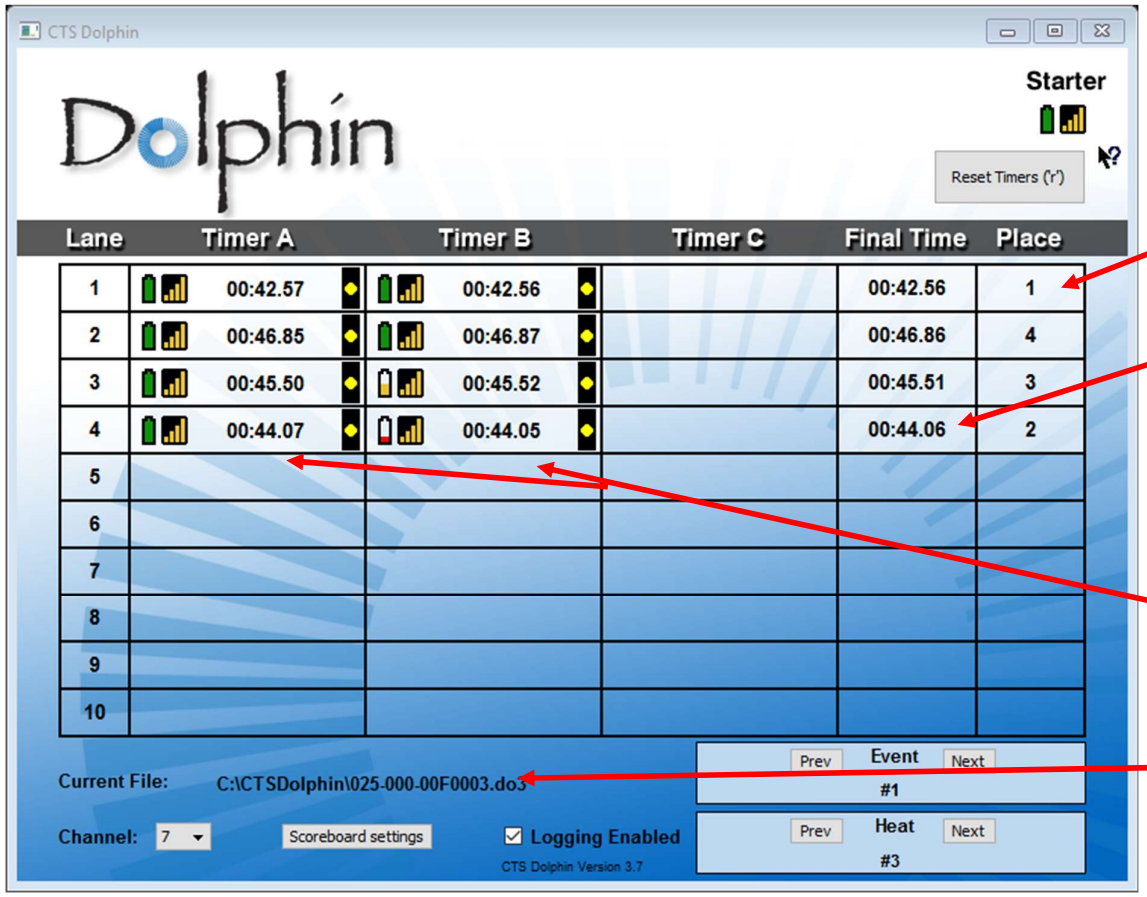


CTS Dolphin
Dolphin
Race Time: 01:06
Starter
Reset Timers ('r')
Lane
Timer A
Timer B
Timer C
Final Time
Place
1
00:12.38
2
3
4

5
6
7
8
9
10
Lane 1A watch accidentally stopped by timekeeper.
Lane 4 timekeepers have "blanked" their lane by pressing the **Reset** button as the lane is empty.
Current File:
C:\CTSDolphin\025-000-00F0001.do3
Channel:
7
Scoreboard settings
Logging Enabled
CTS Dolphin Version 3.7
Prev
Event
Next
#1
Prev
Heat
Next
#1

Dolphin Screen After a Race Has Finished

The screen below is after the Starter has pressed **Start/Stop** and **Reset.** Waiting for the start of the next race.



Unofficial place

Unofficial Final Time. **NOTE** – software will display the average of the 2 watches even if slowest of 2 watches has been selected under the Backup Preferences in **MM**.

Times recorded on both watches.

Next file number to be written

Before the Meet Starts

1. Start computer and **MM** and set up all Dolphin Timing equipment.
2. Start the Dolphin Timing software.
3. Check all watches and the battery levels.
4. Do a test start and make sure a file can be written and called in.

Positioning of the Base Unit

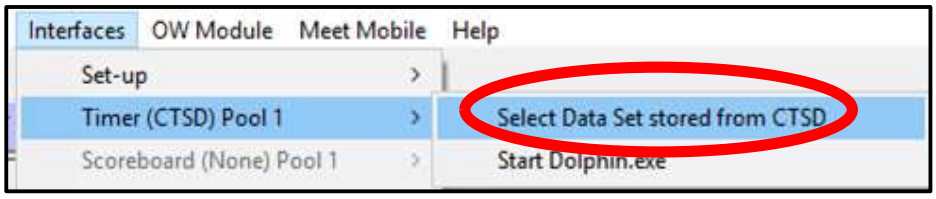
The Dolphin Timing software will not start unless the base unit is connected to the computer. Once connected and the Dolphin Timing software has been started it is **IMPORTANT** that the base unit be placed in an unobstructed position so it can easily receive information from the start unit and the wireless stopwatches. If the base unit is "hidden" under/behind gear it may not receive this information and the result file may not be written.

Base unit hidden behind bags.

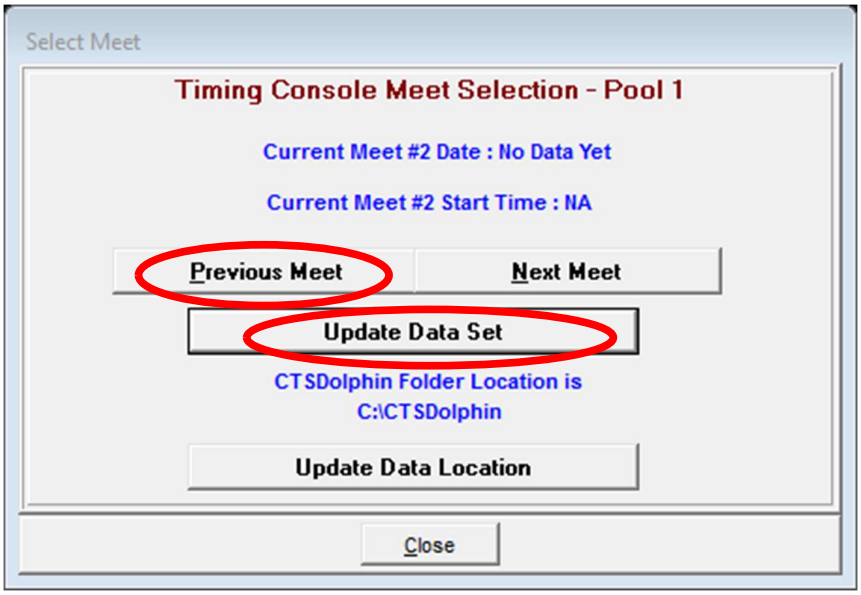
Select the Data Set for the Current Meet

Before you can import times into **MM** the current Data set must be selected, remembering one or two files may have already been written when you did a test start.

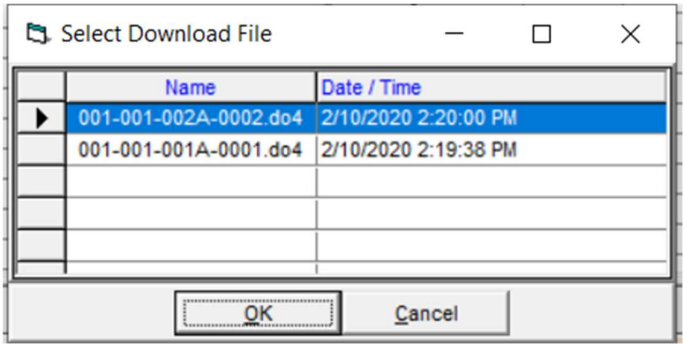
1. Click on **Run / Interfaces / Timer** and then **Select Data Set stored from CTSD**



2. The Interface will display the screen below with the current data set that **MM** is pointing to.
3. Click on **Update Data Set**, **MM** will refresh all data sets and files that are found in the CTSDolphin folder since **MM** has been started.
4. Click **Previous Meet**.
5. Click **Close**.

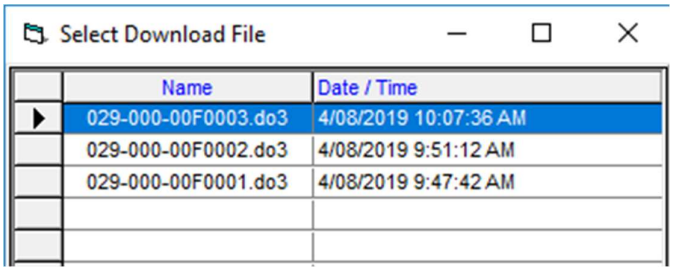


Once the Data Set for the current meet has been selected then when you click on **Get Times** you will be able to select the race result you want. See below for files in Data Set for current meet.



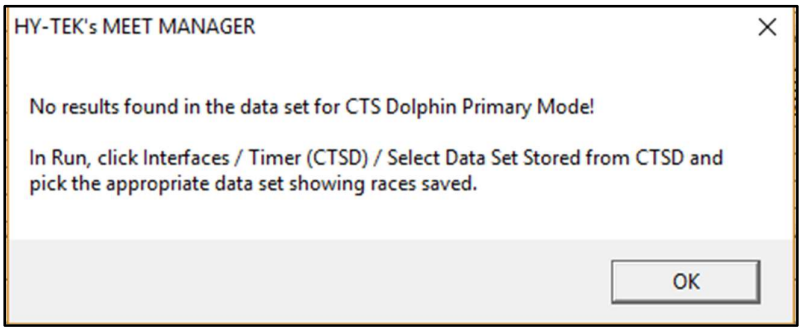
The above files are do4 files and if the operator has selected **Logging Enabled** on the Dolphin timing screen the Event Number and Heat Number will also be written as part of the file name. **Note**: the operator has to manually update the Event Number using **Next** button to increase the event number. The Heat Number is automatically incremented every time a **Reset** occurs and times are written.

In the example below the do3 files are displayed. The Event and Heat number are not written as part of the file name. Do3 files are shown as Dolphin Timing with Splits **was not** selected when initially setting up the type of timing system being used.



Current Data Set not found

If the current Data Set had not been selected and you click on **Get Times** you will get the message below.



Go back to the previous section - **Select the Data Set for the Current Meet** and follow the instructions to update the Data Set, before attempting to import the times again.

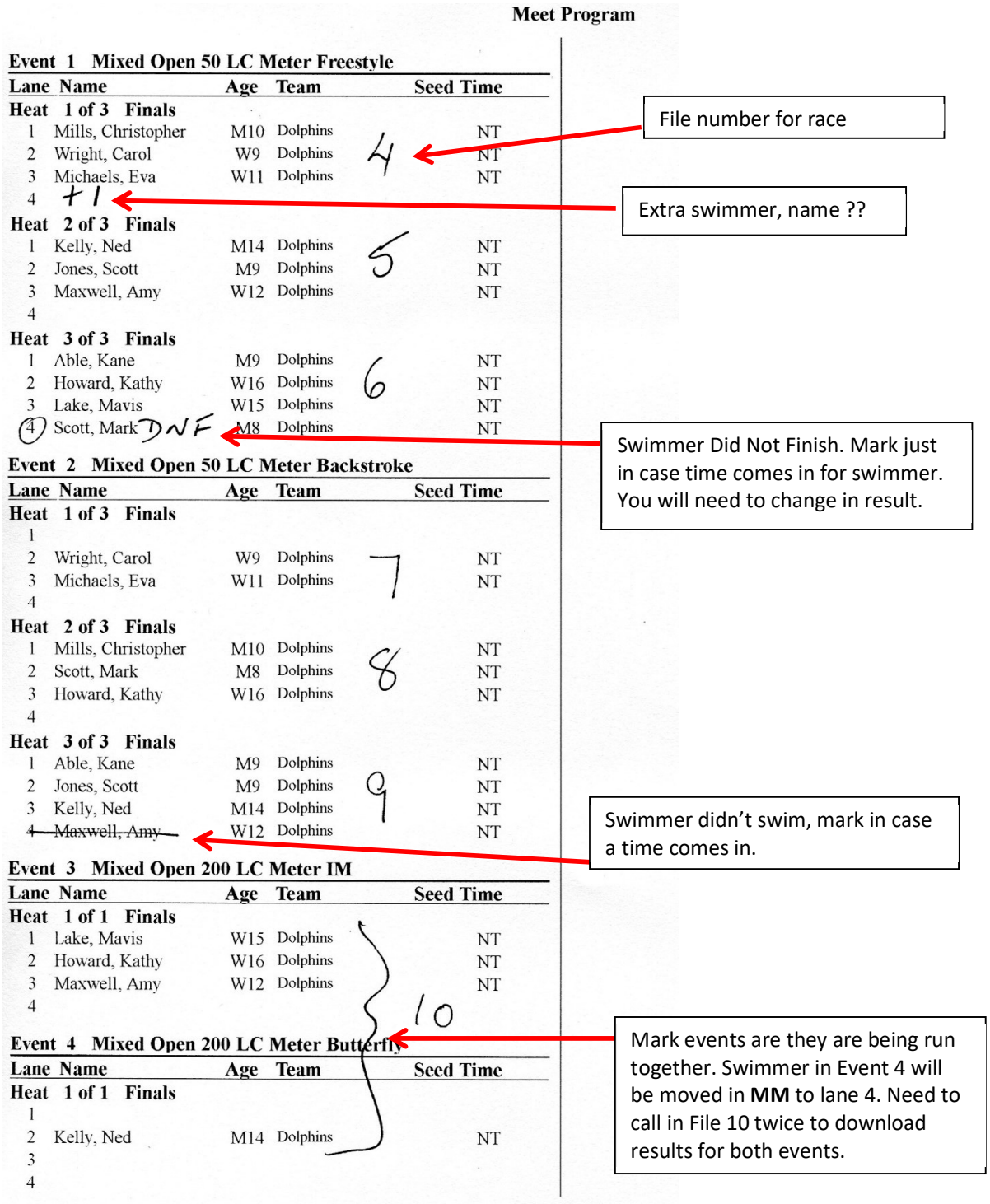
Tips and Strategies for Running the Meet

Assuming that all entries are in and the seeding has happened, you will need strategies as you will not always be able to keep up and import the result file immediately it has been written.

1. Print marshalling sheets
2. Print **Lane/Timekeeper Sheets** for each lane. Timekeepers should write times down from watches at the end of the race. **Important** - this is your **backup plan** in case a file isn't written with the watch times. At least you are able to manually type in times later from the timekeepers.
3. Print a 2 column meet program for **MM** operator ***showing the empty lanes***. Operator **must** write the file numbers next to each heat as this is a reference if you need to go back and recall a file.
4. Once the file is written look at the file number and make sure it has **increased**.
5. In **MM** make sure the backup times are displayed. See– Show Backup Times in Advanced Section.
6. Mark empty lanes (if possible) where you should have had a swimmer. Sometimes a timekeeper may stop their watch at the end of the race even though they don't have a swimmer. A time will come in for that lane but if you know that no-one swam you will be able to delete the time.
7. Mark when you have an extra swimmer in a previously empty lane. Especially important if you don't have a name for that swimmer. Either don't import the times for that heat until you can add the extra swimmer, or you can enter the swimmer later and call in the times again to give them a time.
8. Mark any events on the program which are combined due to few entries. In **MM** move the swimmers into the lane they are swimming in. Write the file number down as normal but remember you will need to call in the file twice to get all times for both events.
9. Mark any Heat 2 starts on program so you can call in the result file into the correct heat.
10. Mark any **DQs** or **DNF** (Did not finish) on your program. If a **DNF** swimmer has a time imported, you will need to remove it. Or the swimmer may be marked as **NS** by **MM** if no time was imported.
11. Mark a watch that has stopped early, e.g. 4B – meaning Lane 4, B watch. The time from this watch may have to be deleted when times are imported.
12. Watch the Dolphin Timing screen when the race is coming to the end. You need to look for watches that may have been stopped accidentally before the end of the race. You may be able to let the timekeeper know their watch has stopped and the **Start/Stop** button can be pressed to resume timing.

See next page for example of program marked by **MM** operator.

Example of operator's marked up program.



Meet Program

Event 1 Mixed Open 50 LC Meter Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1	Mills, Christopher	M10	Dolphins	NT
2	Wright, Carol	W9	Dolphins	NT
3	Michaels, Eva	W11	Dolphins	NT
4	+1			
Heat 2 of 3 Finals				
1	Kelly, Ned	M14	Dolphins	NT
2	Jones, Scott	M9	Dolphins	NT
3	Maxwell, Amy	W12	Dolphins	NT
4				
Heat 3 of 3 Finals				
1	Able, Kane	M9	Dolphins	NT
2	Howard, Kathy	W16	Dolphins	NT
3	Lake, Mavis	W15	Dolphins	NT
(4)	Scott, Mark DNF	M8	Dolphins	NT

Event 2 Mixed Open 50 LC Meter Backstroke

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				
1				
2	Wright, Carol	W9	Dolphins	NT
3	Michaels, Eva	W11	Dolphins	NT
4				
Heat 2 of 3 Finals				
1	Mills, Christopher	M10	Dolphins	NT
2	Scott, Mark	M8	Dolphins	NT
3	Howard, Kathy	W16	Dolphins	NT
4				
Heat 3 of 3 Finals				
1	Able, Kane	M9	Dolphins	NT
2	Jones, Scott	M9	Dolphins	NT
3	Kelly, Ned	M14	Dolphins	NT
~~4~~	~~Maxwell, Amy~~	W12	Dolphins	NT

Event 3 Mixed Open 200 LC Meter IM

Lane	Name	Age	Team	Seed Time
Heat 1 of 1 Finals				
1	Lake, Mavis	W15	Dolphins	NT
2	Howard, Kathy	W16	Dolphins	NT
3	Maxwell, Amy	W12	Dolphins	NT
4				

Event 4 Mixed Open 200 LC Meter Butterfly

Lane	Name	Age	Team	Seed Time
Heat 1 of 1 Finals				
1				
2	Kelly, Ned	M14	Dolphins	NT
3				
4				

File number for race

Extra swimmer, name ??

Swimmer Did Not Finish. Mark just in case time comes in for swimmer. You will need to change in result.

Swimmer didn't swim, mark in case a time comes in.

Mark events are they are being run together. Swimmer in Event 4 will be moved in **MM** to lane 4. Need to call in File 10 twice to download results for both events.

Running the Meet - Dolphin and MM Operator Instructions

The next two sections details what to do and look for during the race, and once the race is finished how to the get results into **MM**. Remember all the tips under **Tips and Strategies** come into play now.

During the Race

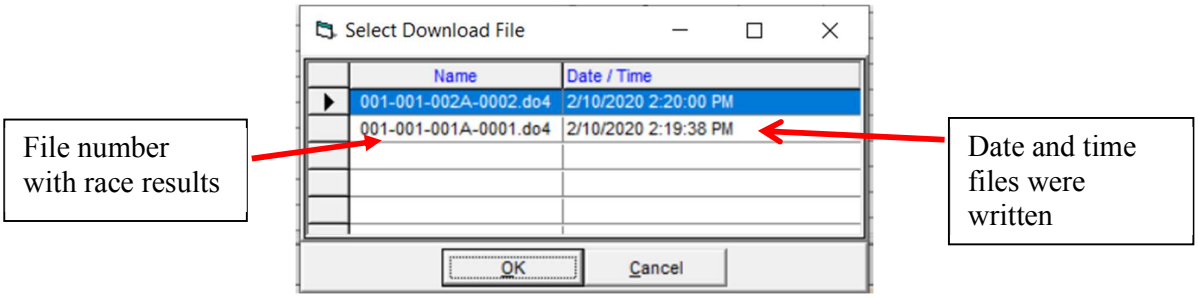
Have the Dolphin Timing Screen open:

1. Make sure the timing is going once the race has been started.
2. Monitor the battery levels on the watches, especially if the level is low on a watch at the start of the meet. To change a battery, wait until the end of the race and before the start of the next race.
3. Record the file number for the results.
4. Look for a watch that has been stopped **before** the end of the race.
5. Look at the times as watches are stopped at the end of the race.
6. Look for a watch that has been stopped, then accidentally bumped and the timing resumes then stopped a second time. You may have to discount this time.
7. Make sure the starter presses the **Stop/Start** and **Reset** buttons at the end of the race, if the Starter is responsible for resetting. Be ready to step in and force a reset by using the **Reset Timers** button, before the starter starts the next race.
8. If the Dolphin/MM operator is responsible for resetting the times at the end of the race make sure the **Reset Timers** button is pressed. Starter to make sure there are zeros on the start unit before starting the next race.
9. Reset the timing after timekeepers have moved from 50m finish end of pool to the starting blocks. If the watches are hanging around the timekeepers' neck they will move around when walking and the stop buttons on the sides of the watch may be accidentally bumped and this will start the timing. Wait until all timekeepers are settled in place and reset the timing before the Starter starts the next race. **Important** to take note of the file number, in case it has been increased in number. To reset the timing click **Reset Timers** then **Yes** on the question about resetting the timing. Or use the shortcut "**r**", then "**y**".

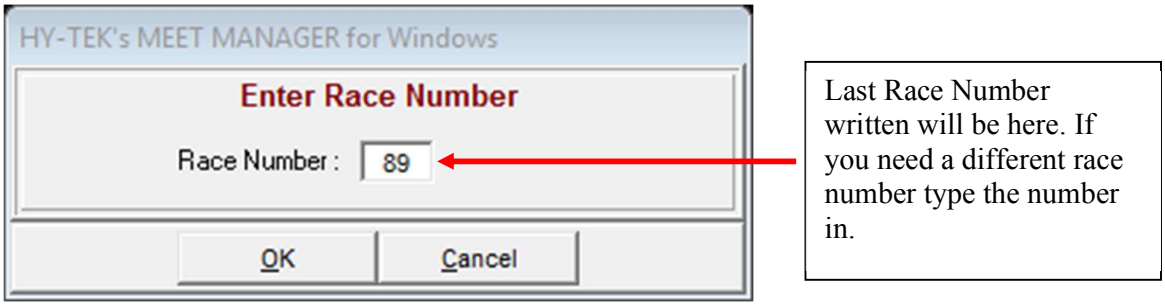
Getting Results into MM

The race has ended and the next one has started, then:

1. Minimise the Dolphin Timing screen.
2. In the Run screen in **MM**, making sure you are in the correct Event and Heat, click on **Get Times** or use **F3** key
3. A list of Dolphin result files for the current dataset will be displayed with the most recently written file at the top.



4. Check the file number against the number you have written on the program.
5. Select the correct result file and click **OK**.
6. **MM** will read the times and place in the lanes.
7. Results can also be imported by using the race number, via the **Race #** button

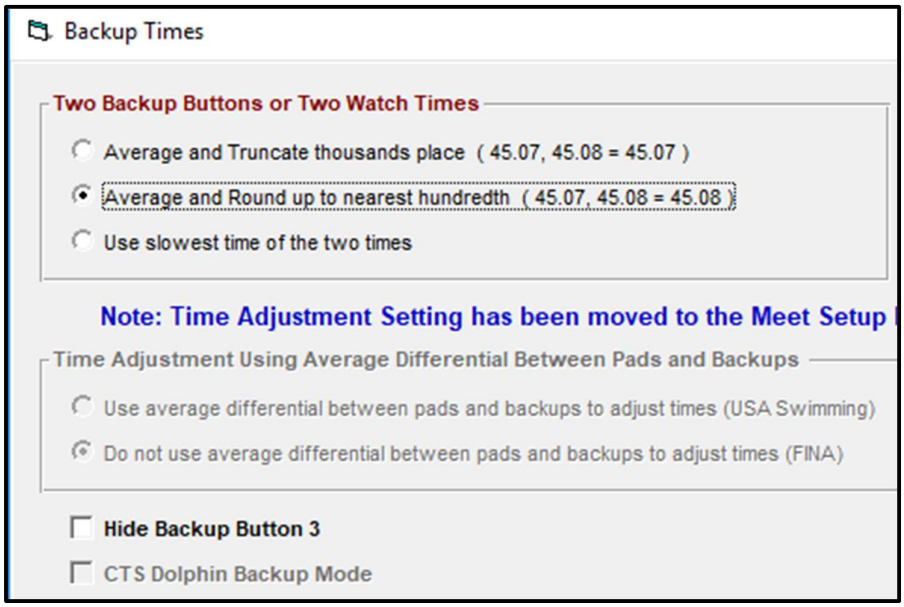


Whichever method is used **MM** will import the times into the lanes, placing the times into the backup columns for the heat.

Note: See Advanced Section for more information about importing times into "correct" lanes.

Determining the Final Time

The time that is placed in the **Finals Time** column will follow the rule choice selected in **Run / Preferences / Backup Times.** You are able to change how **MM** selects the finals time if two backup buttons are used.



Otherwise, the final time will be:

1. If there is only one watch per lane, that time will be placed into the **Finals Time** column.
2. If there are 3 watches per lane, the middle time will be placed in the **Finals Time** column. If two of the three watches record the same time, then that time will be used.
3. If there are only two watches per lane, then the average will be computed and placed into the **Finals Time** column.

IMPORTANT – Dolphin Timing software will **always show** you the **average** of the 2 watch times as the Finals time on the Dolphin Timing screen irrespective of which option is chosen in **MM**. It is only when times are downloaded into **MM**, then the preferences for 2 watches comes into play. If the "average" button has been selected, then the average of the 2 watches will be placed in the finals time column. If the "slowest" time has been chosen, then the slowest of the 2 watch times will be placed in the finals time column.

Scenarios

The following scenarios show you how **MM** handles the downloaded times/information when it doesn't match what is in **MM** for that Event and Heat

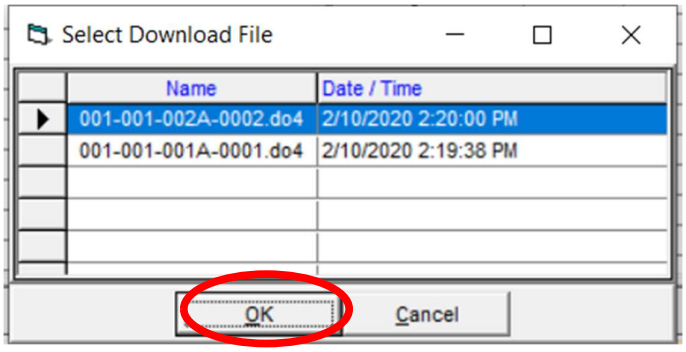
All Information is Matched and Times OK

In this scenario the race just swum is as per the program in **MM** i.e. no swimmers missing, no extra swimmers and all watch times are close.

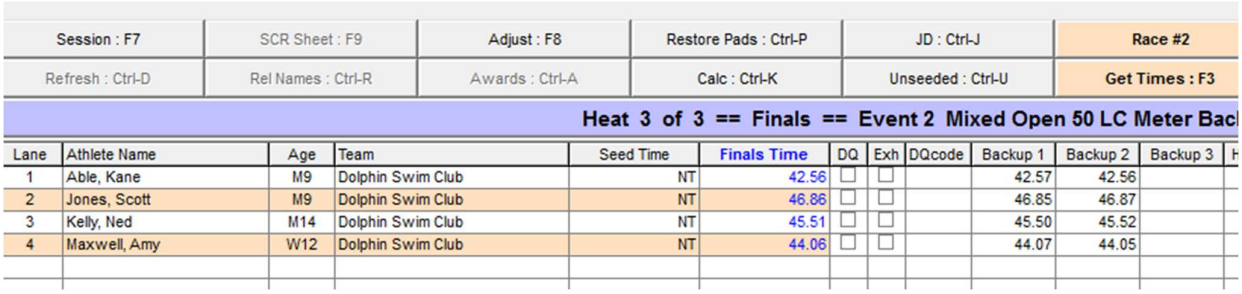
The Dolphin Timing Screen below shows no lanes empty; all times appear to be OK. When next race starts:

1. Minimise Dolphin Timing Screen
2. In the **Run** screen in **MM**, click on **Get Times**

3. A list of Dolphin files in the current data set appears, select the file number you want.
4. Click **OK**



5. All times will be downloaded into the heat without problems (see below).
6. Move to next Heat or Event in **MM**



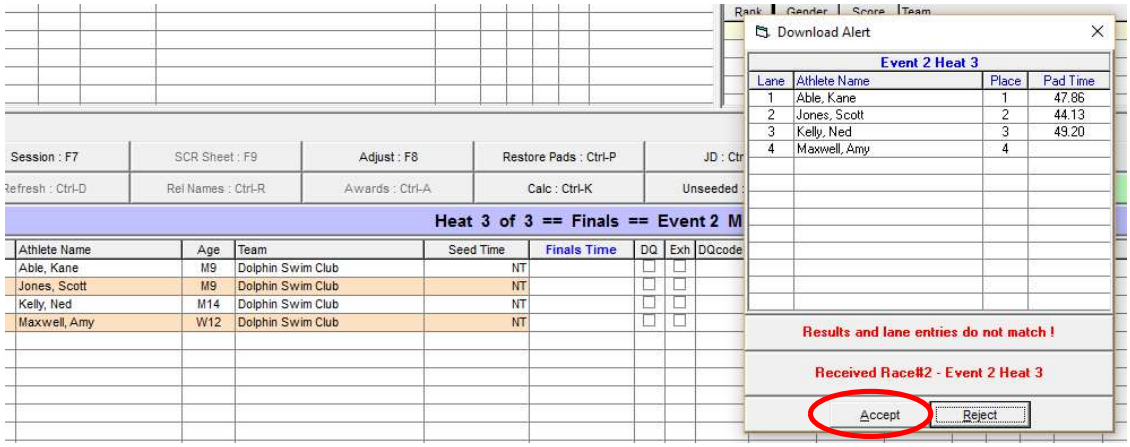
7. Return to the Dolphin Timing Screen and wait for the end of the next race.

No Swim in Lane

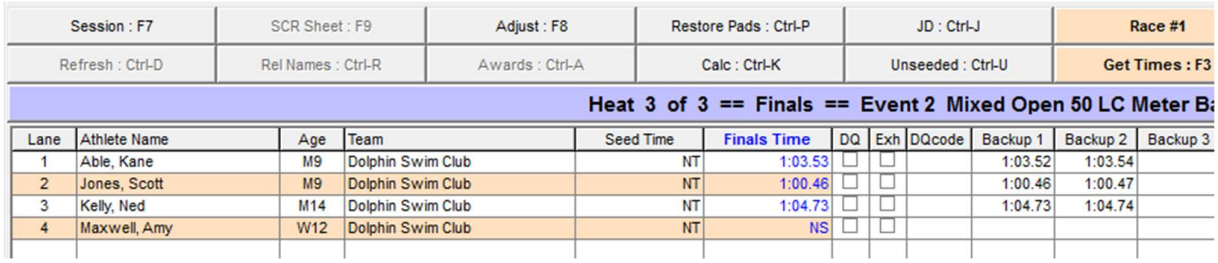
In this scenario there are 2 ways to handle incoming results when a swimmer who was entered to swim doesn't swim. Hopefully the operator has marked them down as a NS on their program, but this may not always be the case.

In the Screen shot below the Lane 4 timekeepers have "blanked" their lanes indicating they didn't have a swimmer.

When the **MM** operator clicks on **Get Times** the **Download Alert** window comes up indicating that athletes and results do not match.

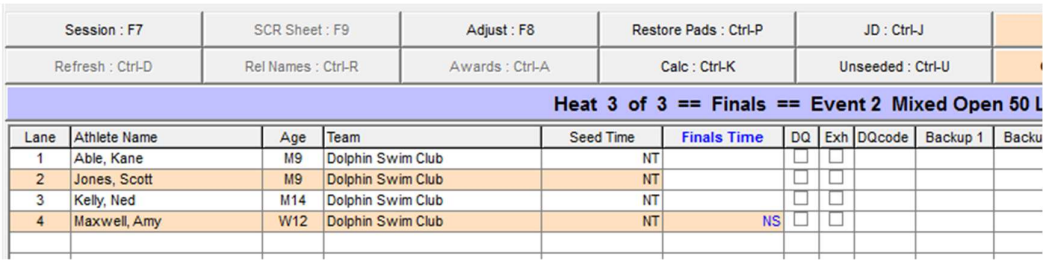


Click on **Accept** and times will be downloaded into the heat and a **NS** will be placed in the **Finals Time** column for Lane 4 (see below)



If the **MM** operator has marked on the program that Lane 4 didn't start, or the Lane 4 timekeepers have confirmed that the lane is empty by "blanking" their lane, if a **NS** is entered in the **Finals Time** column **BEFORE** the times are downloaded then the times for the other lanes will be downloaded and you will not get the Download Alert window.

Below, **NS** is entered against Lane 4 as swimmer didn't start. Next import the result file and the other times will be placed in the lanes.



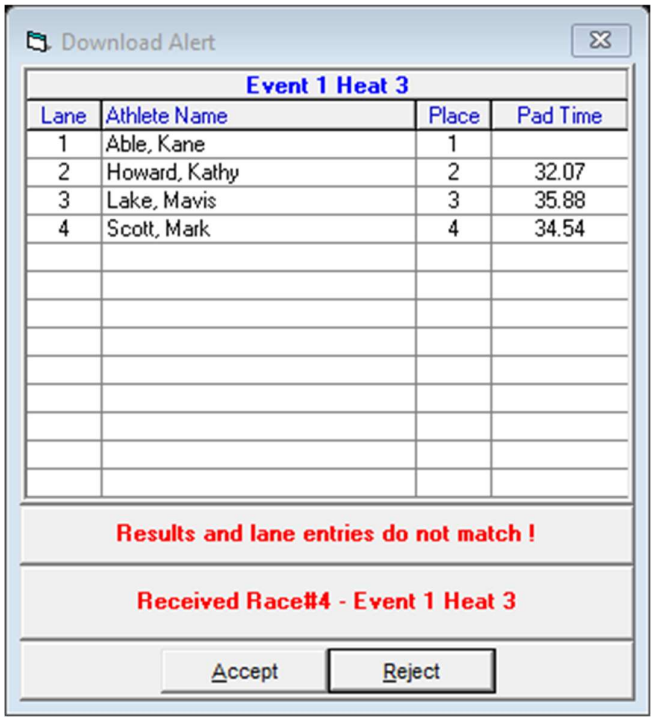
IMPORTANT NOTE If you have placed a **NS** in the **Finals Time** column for a lane (assuming it to be empty) before the times are downloaded, and if the time keepers press the stop buttons on the watches and a time is written and downloaded that time will overwrite the **NS** you have typed in. The swimmer will get a time but they may not have actually swum the race. This is why it is important to know if a lane is empty or not when a swimmer should be competing in that lane.

Times out of Range

If two watches are being used and the difference between the two watches is **.3 or more** seconds, the Finals time **will not be computed automatically in MM**. The operator must decide what to do, either by discounting one of the times as the timekeeper pressed the **Stop** button very late or if the times are OK then click **Ctrl K** to display the watch averaging screen. **MM** will then compute the average of the two watches and place it in the result column. If you discount one of the times as being incorrect, then delete it and type the one remaining time in the **Finals Result** column.

In the case below the times on **Lane 1** are more than **.3 sec** apart. **Note** that the Dolphin Timing still averages the times and places a time in the Final Time column.

What is displayed when the result file is called in.



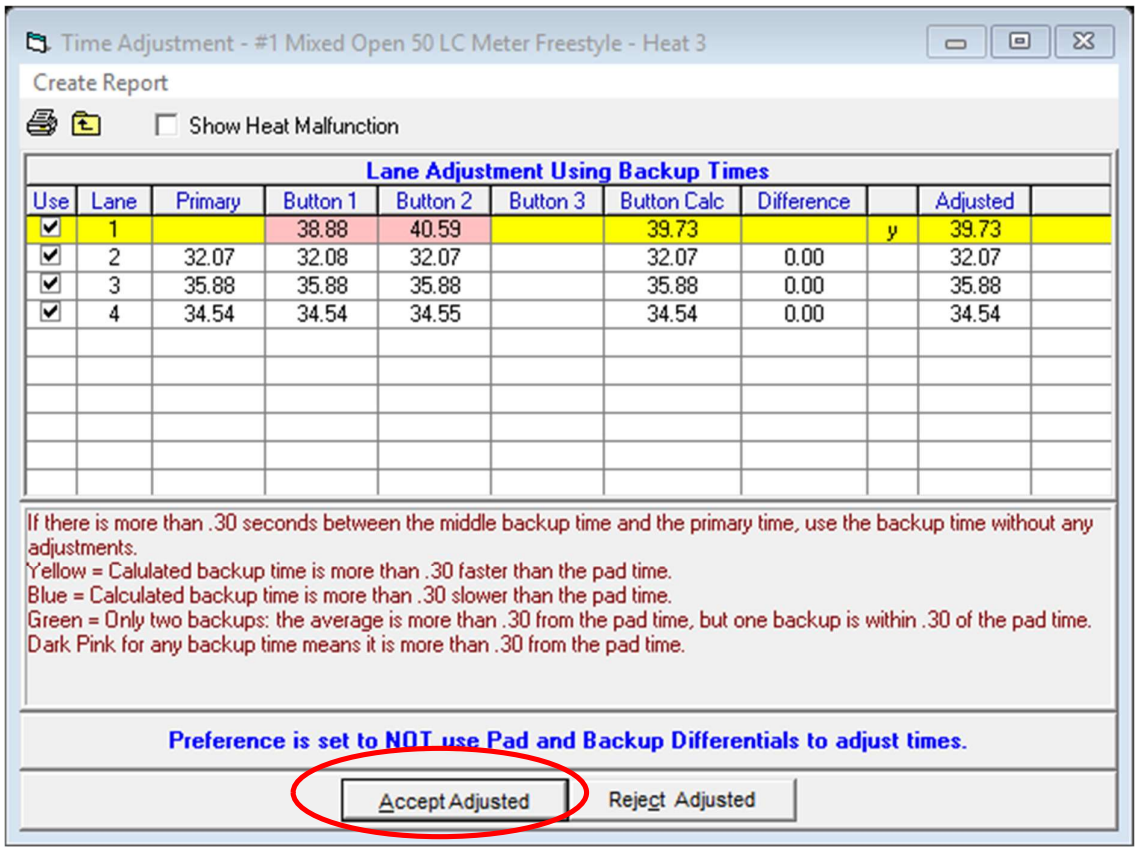
Click **Accept** to download the times into the heat.

If you have the **Backup Times** showing **MM** will display the two watch times for you and may have placed a **NS** in the **Finals Time** column. In the newer versions of MM problems are highlighted for you using different colours, hence the "yellow" colour. Now, the **MM** operator must decide what to do.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjSta
1	Able, Kane	M9	Dolphin Swim Club	NT	NS	☐	☐		38.88	40.59					?
2	Howard, Kathy	W16	Dolphin Swim Club	NT	32.07	☐	☐		32.08	32.07		1	1		
3	Lake, Mavis	W15	Dolphin Swim Club	NT	35.88	☐	☐		35.88	35.88		3	3		
4	Scott, Mark	M8	Dolphin Swim Club	NT	34.54	☐	☐		34.54	34.55		2	2		

As the average of the 2 watches is the rule choice then click **Ctrl-K**

The **Time Adjustment** screen appears and the adjusted time for Lane 1 is displayed. To accept this time click **Accept Adjusted.**

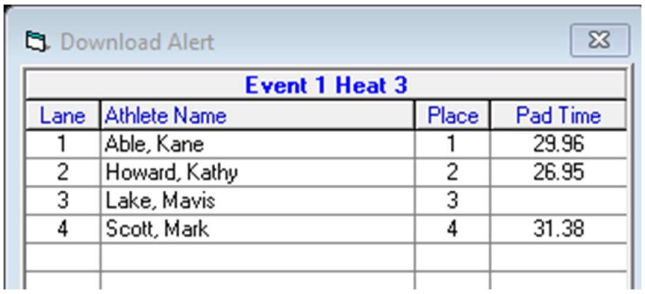


The average time will now be placed in the **Finals Time** column.

Using the Slowest of Two Times

In this scenario the "Use Slowest of Two Times" option in **MM** has been selected. In the Dolphin Timing screen below on Lane 3 notice that although the "slowest of 2 times" has been selected the timing system places the **average** of the 2 watches into the Final Time column.

The next race has started, so the times can be imported by the **MM** operator. After pressing the **Get Times** button the **Download Alert** screen appears as 2 of the times are not within the **.3 sec** difference.



Click **Accept**, so the times will be downloaded into the heat.

In the screen below notice how the slower of the two times has been placed in the **Finals Time** column (although Dolphin Timing software showed the average of the 2 watches). In Lane 3 the 2 watch times are more than **.3 sec** different. To accept the slower of the 2 watches, either type the time in the **Finals Time** column or use the **Ctrl-K** option and accept the time given by **MM**.

Heat 3 of 3 == Finals == Event 1 Mixed O

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	B
1	Able, Kane	M9	Dolphin Swim Club	NT	29.96	☐	☐		29.96	29.96	
2	Howard, Kathy	W16	Dolphin Swim Club	NT	26.95	☐	☐		26.75	26.95	
3	Lake, Mavis	W15	Dolphin Swim Club	NT	36.33	☐	☐		36.33	34.71	
4	Scott, Mark	M8	Dolphin Swim Club	NT	31.38	☐	☐		31.36	31.38	

In this scenario, as the times are greatly different, you may wish the ask the timekeepers if either of them pressed their watch *Late* or too *Early* to determine if a time should be discounted.

IMPORTANT to note the **Download Alert** screen will appear under the following circumstances:

1. Where **MM** has a swimmer in a lane but no time was recorded against that lane.
2. Where **MM** doesn't have a swimmer in a lane but a time was recorded against that lane.
3. The times recorded are **.3 or more** apart, then the **MM** operator must decide either to discount a time or calculate the final time according to the rules i.e. slowest time or average the times.

Combined Events

At times, events with very few entries are combined so as not to waste time or have 1 swimmer compete by themselves. In this case the operator will need to call in the Dolphin result file twice to download the times for all swimmers in both events.

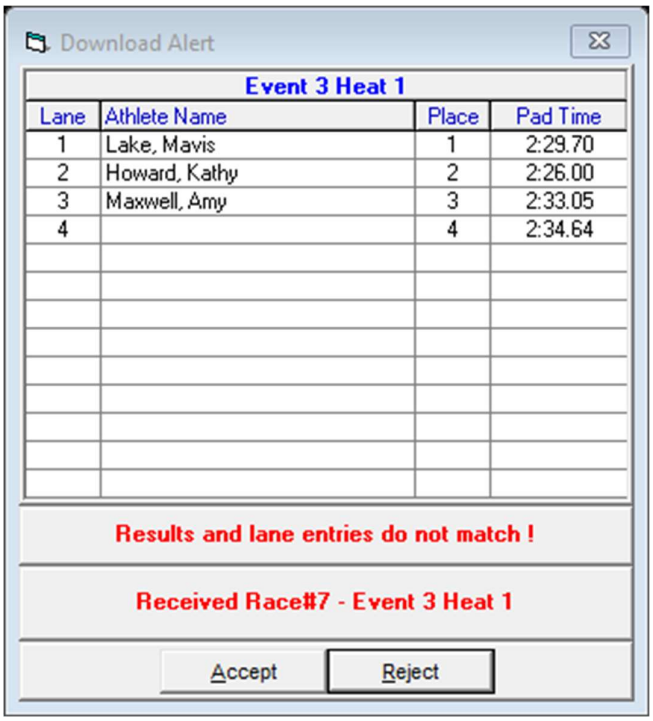
Don't forget the **MM** operator should have already moved the swimmers in the two events into the lane they are swimming in.

In this scenario Event 3 & 4 have been combined. The only swimmer in Event 4 has already been moved into lane 4 in **MM** program as this is the only spare lane in the pool and the swimmer is swimming there in the combined event.

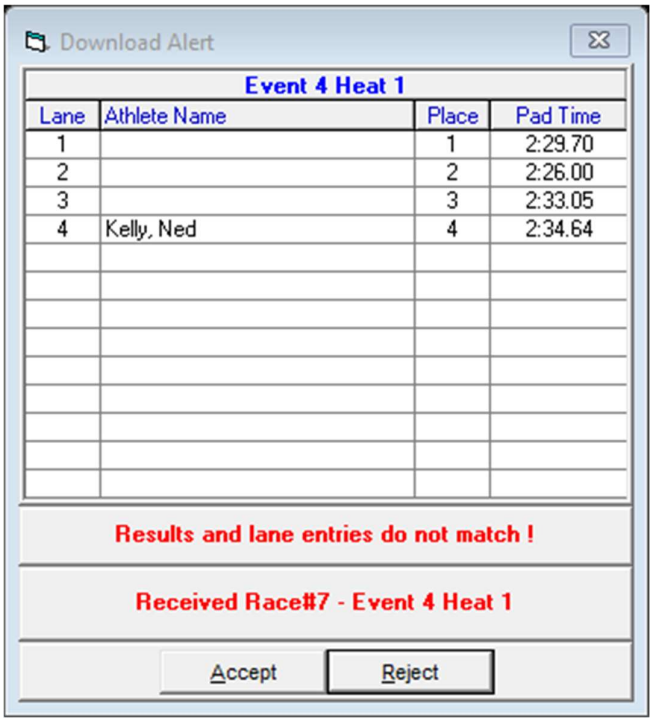
Below is the Dolphin Timing screen at the end of the combined event.

Now the times for the combined event have to imported into both events.

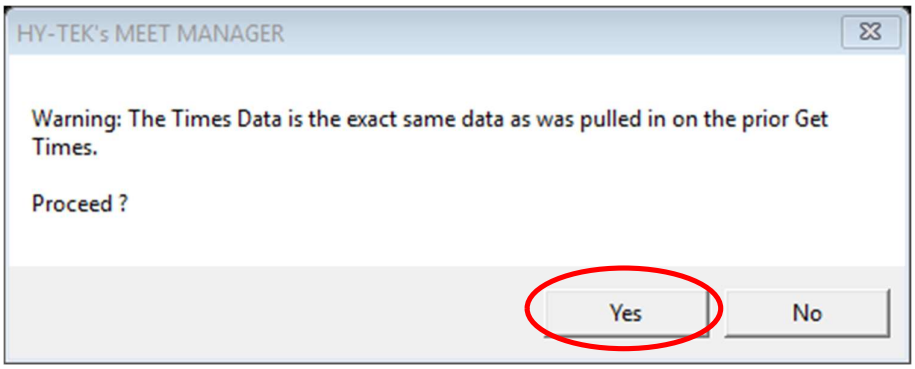
The **MM** operator is in Event 3 and has clicked on **Get Times**. The Download Alert screen appears as there are 4 times but only 3 swimmers in the event. Click on **Accept** and the times will be downloaded into the lanes of the swimmers in Event 3.



Next move to Event 4 and make sure the swimmer has been moved into the lane 4 where they swam in the combined event. Click on **Get Times** select the **same** file number as for Event 3 (in this case it is File #7). Again, the Download Alert screen will appear as there are 4 times but only 1 swimmer in the event. Click on **Accept.**



You will get a warning message (as below) to alert you that the times you are importing have been used before. Once you are sure that you are downloading the times from the correct file, then click **Yes.**



Then the times for lane 4 will be imported.

Heat 1 of 1 == Finals == Event 4 Mixed Open 200 LC Meter

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3
1						☐	☐				
2						☐	☐				
3						☐	☐				
4	Kelly, Ned	M14	Dolphin Swim Club	NT	2:34.64	☐	☐		2:34.64	2:34.65	

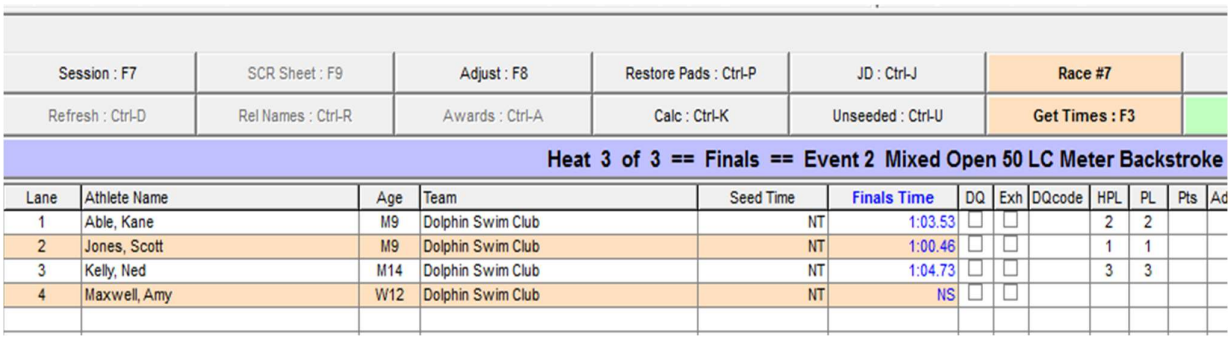
Results for Event 3 & 4 can now be printed.

Advanced Section

In the section you will find additional information about **MM** and Dolphin Timing system which may be of interest to you. Also, solutions to several issues that have arisen when using the system.

Show Backup Times

In the example below only the **Finals Time** column is showing, any backup times are not visible to the **MM** operator although they are there.



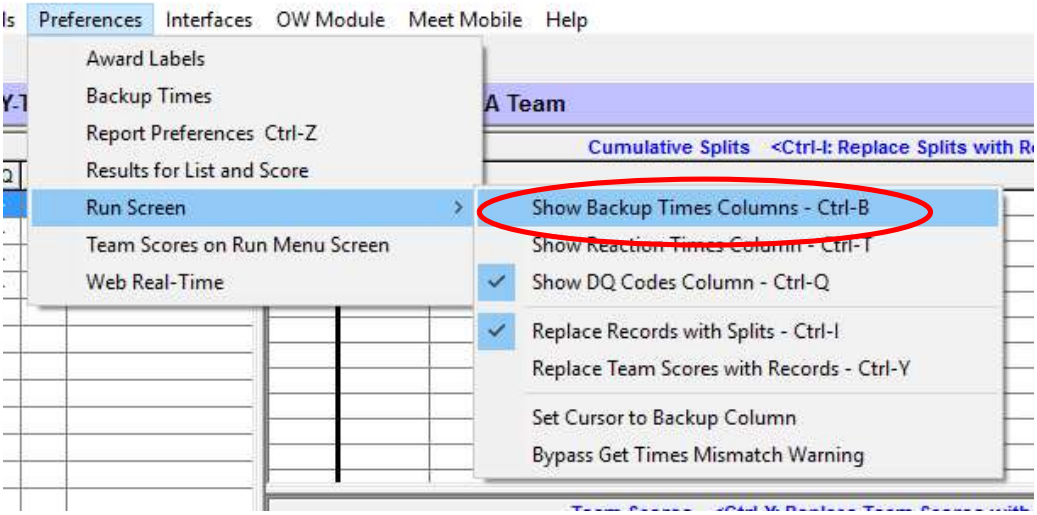
Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race #7
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3

Heat 3 of 3 == Finals == Event 2 Mixed Open 50 LC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts	Ad
1	Able, Kane	M9	Dolphin Swim Club	NT	1:03.53	☐	☐		2	2		
2	Jones, Scott	M9	Dolphin Swim Club	NT	1:00.46	☐	☐		1	1		
3	Kelly, Ned	M14	Dolphin Swim Club	NT	1:04.73	☐	☐		3	3		
4	Maxwell, Amy	W12	Dolphin Swim Club	NT	NS	☐	☐					

To set the **Backup Times** column to show in the Run screen select:

Preferences > Run Screen > Show Backup Times Columns or **Ctrl B** is the shortcut.



What to do if MM crashes

As the Dolphin Timing system is run independently from **MM** all you need to do is start **MM** again. When your return to the **Run** screen, check that **MM** is still pointing to the same Data Set as you had before **MM** exited. If you are unable to import times then see section on **Select the Data Set for the Current Meet** to select the current Data Set.

Computer freezes/crashes

Alert Starer not to proceed and **DO NOT run anymore races**. If there is a race in the water the watches should still be timing, if the timekeepers are not recording times take paper and pencil and record all times for each lane. Once the computer is back up and running. Start **MM** and Dolphin timing. Do a test start and make sure everything is running before continuing the meet. Dolphin software will start a new dataset so be aware race numbers will start from 1 again.

Dolphin software crashes

If the Dolphin Timing software crashes or the software has been closed accidentally before the race has finished, alert the Starter not to proceed. If there is a race in the water, make sure the times from the watches are written down (so they can be manually input later). Start the Dolphin Timing software, do the test start before continuing with the meet. A new Data Set will be created and file numbers will start from 1 again.

Watch/es and Starter not on Dolphin Timing Screen

All watches, the Dolphin Starter and base unit **MUST** be on the same channel for the system to work. If you have started the Dolphin Timing software and have turned on the watches and the Dolphin Starter **BUT** one or either of these are not showing on your screen (see next page), then check that your base unit is on the correct channel (**Channel 7).**

1. In the example on the next page the Channel for the base unit is on **Channel 4**, hence the watches and Dolphin Starter are not showing on the screen although they are on. Use the drop-down box to change the Channel back to **Channel 7**. Then the watches and Dolphin Starter will be detected by the base unit and will re-appear on the screen.

   The base unit being on a different channel is more than likely the reason that **all** the watches are not showing on the Dolphin Timing screen, as it would be an involved task to change all the watch channels.

2. If you see only one watch has disappeared from the screen, it is more likely that the watch is out of range of the base unit. Once the timekeeper comes back with the watch, it will re-appear on the screen.
3. Timekeeper may have also held the Reset button down too long and turned the watch off. Usually, the timekeeper will come and alert you and ask what to do; hold Reset button down and turn it back on. If it is in the middle of timing a race that watch will not have “lost” anytime.

Base unit on different channel.

Datasets Over Written

The Dolphin Data Sets and result files are written in the same folder and if the Dolphin system has been used for several years without deleting the result files you may need to delete or transfer the result files to another folder if you wish to keep them. If the result files need to be kept, make a folder under the **CTSDolphin** folder and select and drag the results files from that year/season into the subfolder.

Next time the Dolphin timing system is started the Data Set numbering will start at **001** again. If the previous year's Data Sets and files are never deleted once the Dolphin time system runs out of Dataset numbers, it will overwrite the oldest Data Set.

Times not Importing into Correct Lanes

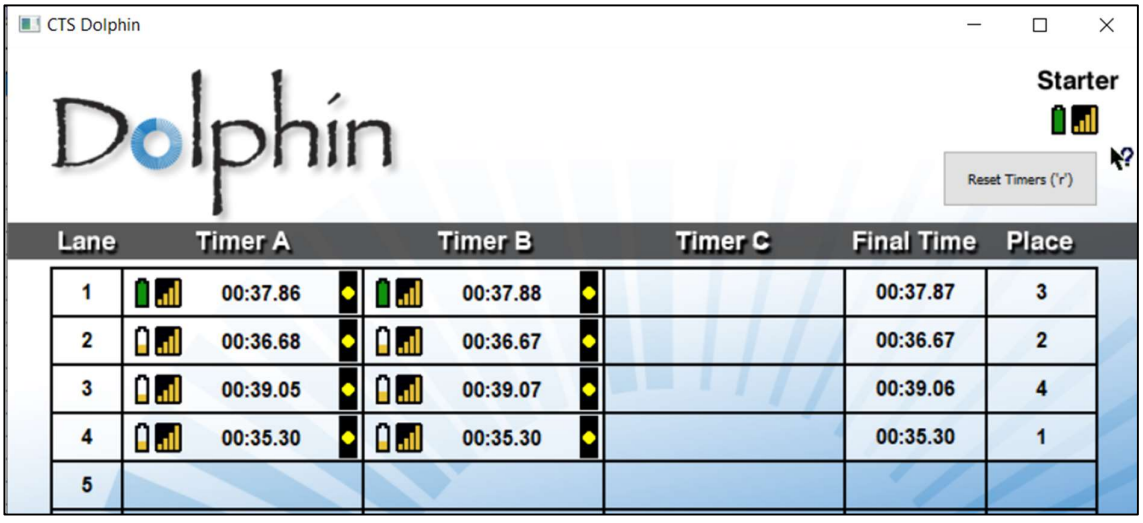
When importing times from the Dolphin result file, MM starts with the first lane it is using; it is important that MM and Dolphin timing both use the same lane numbering. Both MM and Dolphin can be set up to use Lanes 0-9 or Lanes 1-10; make sure they use the same lane numbering.

In the example below MM has been set up to start with Lane 0

Heat 3 of 3 ==

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ
0	Mills, Christopher	M10	Dolphin Swim Club	NT		
1	Howard, Kathy	W16	Dolphin Swim Club	NT		
2	Maxwell, Amy	W12	Dolphin Swim Club	NT		
3	Michaels, Eva	W11	Dolphin Swim Club	NT		

The race has been run and the screen below shows Dolphin set to start and Lane 1. You may assume that the time from Lane 1 should be placed in Lane 1 in MM.

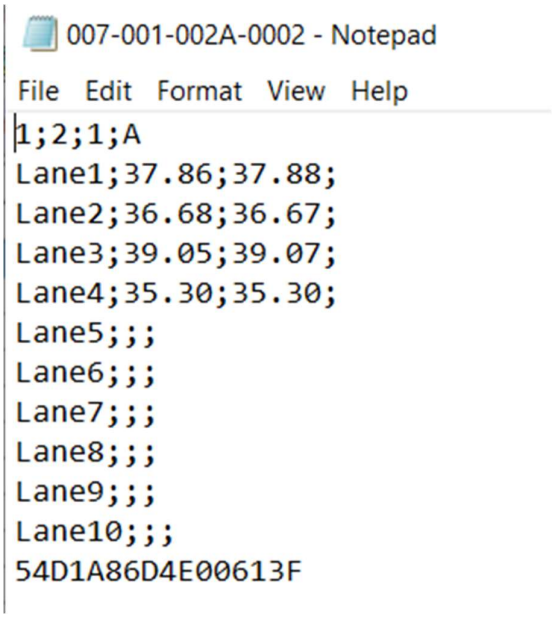


But after importing you notice the time from Lane 1 (as above) has been placed in Lane 0 in MM.

Heat 3 of 3 == Finals == Event 1 Mixed O

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	E
0	Mills, Christopher	M10	Dolphin Swim Club	NT	37.87				37.86	37.88	
1	Howard, Kathy	W16	Dolphin Swim Club	NT	36.68				36.68	36.67	
2	Maxwell, Amy	W12	Dolphin Swim Club	NT	39.06				39.05	39.07	
3	Michaels, Eva	W11	Dolphin Swim Club	NT	35.30				35.30	35.30	

If you were to check the result file (via Notepad) you will see that although the lane numbers are placed before the times in the Dolphin file they are not matched when times are imported into MM. See below do4 result file.



Also see next section on Lane Numbering for how to check/change lane numbering in Dolphin timing. This may need to be checked and changed especially if timekeepers alert you to the fact that their watch has “changed” lane number.

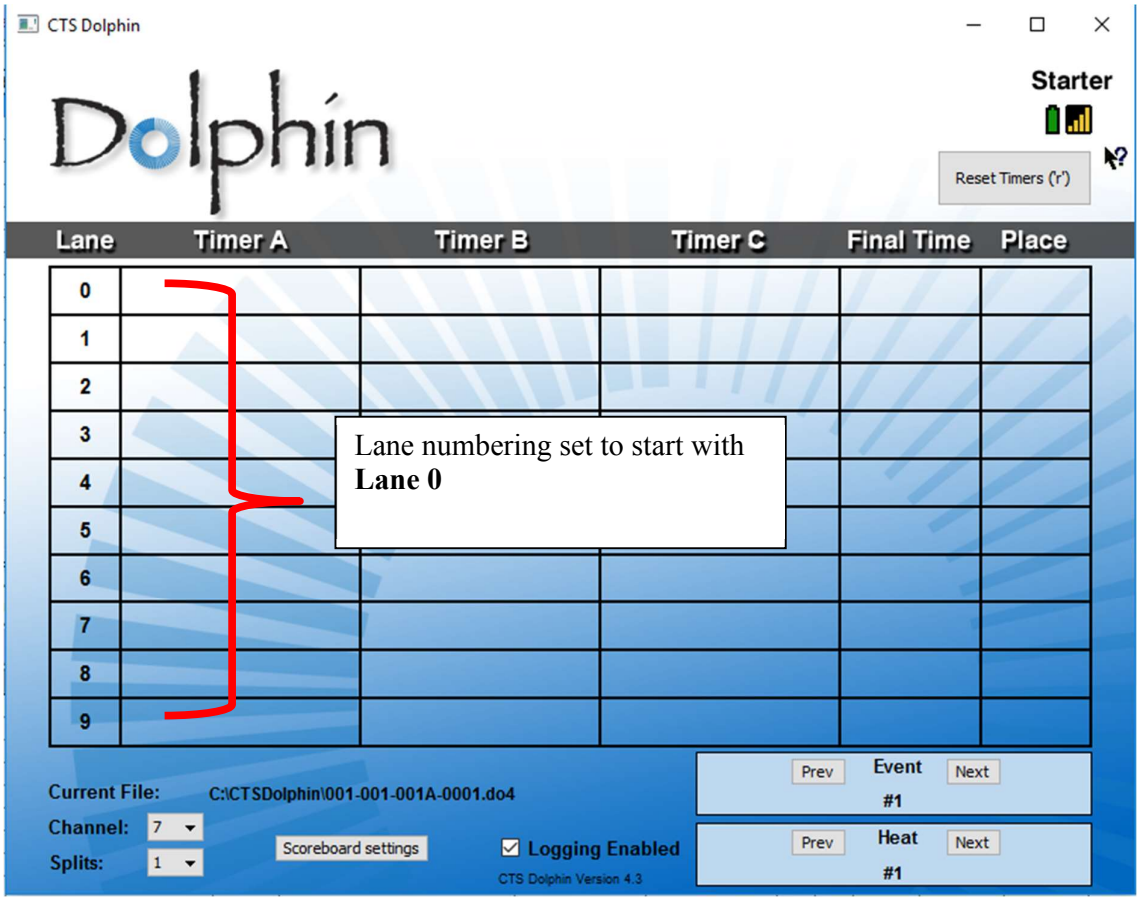
Lane Numbering

The default format for lane numbering is 1 – 10 and this is what is normally displayed on the Dolphin Timing Screen (as below).

Default numbering of lanes,
Lanes 1 - 10

The majority of the pools will be numbered starting with **Lane 1**, very few pools will start with **Lane 0** (SOPAC). If you need to change the lane numbering **OR** if a timekeeper has mentioned that the watch has "***changed"*** lane numbers check on the Dolphin Timing Screen as to how the lane numbers are being displayed.

If the Dolphin Timing Screen is displaying the lanes starting at **Lane 0** (see below) and the pool does not have a lane 0 you can change the lane numbering.

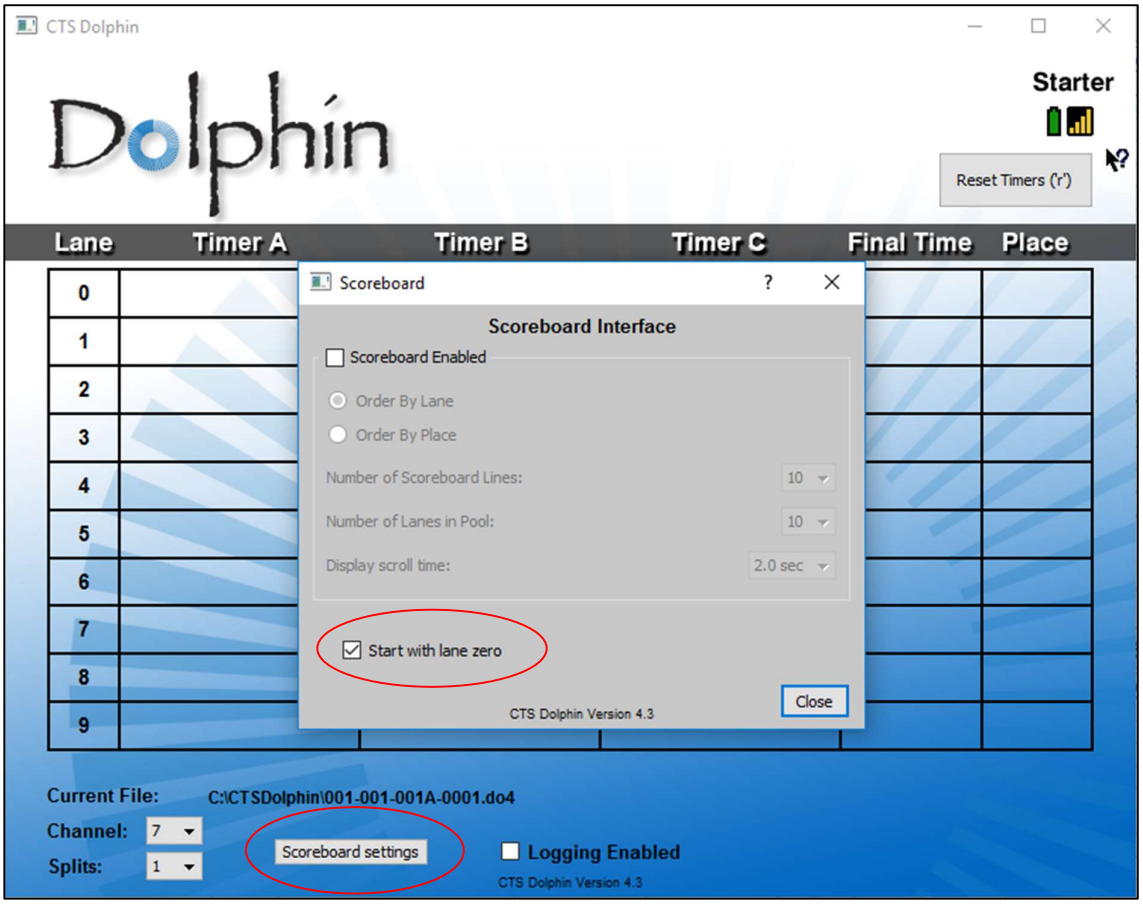


Very Important: If the lane numbering has been changed to Lane 0 – 9 format, then the watches will automatically update to use this numbering format i.e. a watch that was set to Lane 1 will change itself to Lane 0 etc.

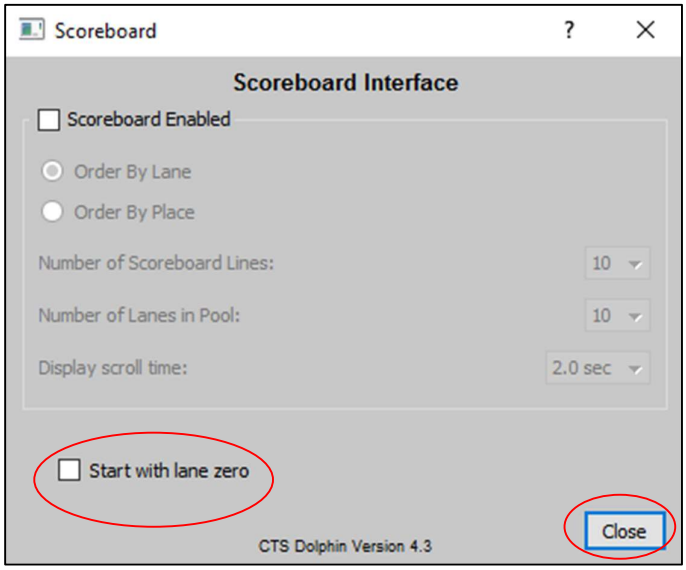
Lane number on watch when **Lane 1 – 10** used.

Lane number on watch when **Lane 0 – 9** used. **Note:** watch has automatically changed lane number.

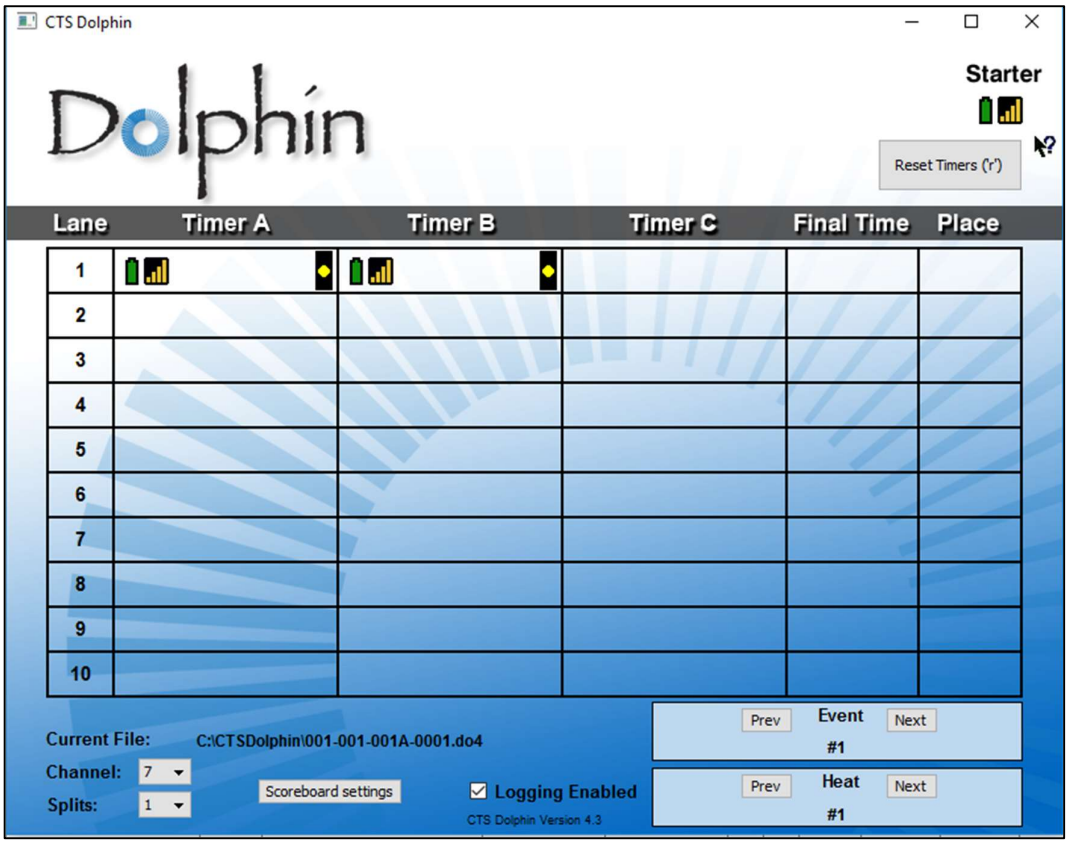
To change the format to start with **Lane 1**, click on **Scoreboard settings** (see below). The **Scoreboard Interface** screen will appear.There you will see that **Start with lane zero** has been selected.



Remove the tick from **Start with lane zero** and click on **Close**



The lane numbers on the Dolphin Timing Screen will revert back to **Lane 1 – 10** (as below). If you have a watch/es next to you will see the lane numbers immediately change to reflect the Lane 1 – 10 format selected.



All other information in the **Scoreboard Interface** screen is for settings when you have purchased an external scoreboard.

Times - Text Document File

When Dolphin timing is started **from the Desktop** the system will also write the times from each race into a file called **Times**. This is a text document and will be written in the CTS Dolphin folder or may be found in the Firmware subfolder.

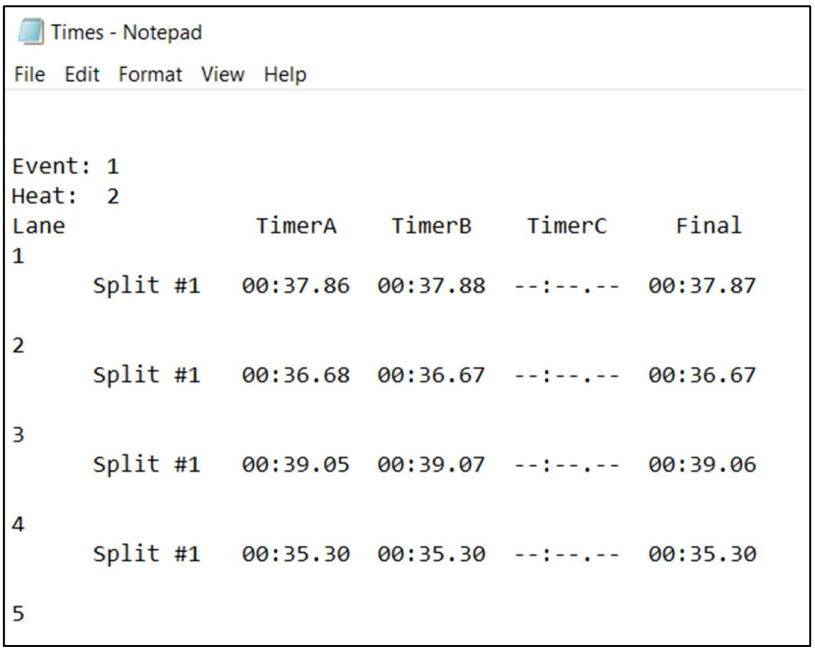
Note: Dolphin timing started within MM **will not** create this Times file.

The Times file will contain **all** the race results; unlike the do3 or do4 file which only contain individual race results. Also, important to note that each time the Dolphin timing is started (outside of MM) times will be **appended** to any existing results in the Times file. Limited information regarding race information is written into the Times file i.e. no datatset number, race/file number only event and heat and times per lane.

From the screen below the information from the Times file has:

1. Event and Heat number of the race.
2. Lane number with times from A and B watch.
3. Dolphin Final time from both watches.

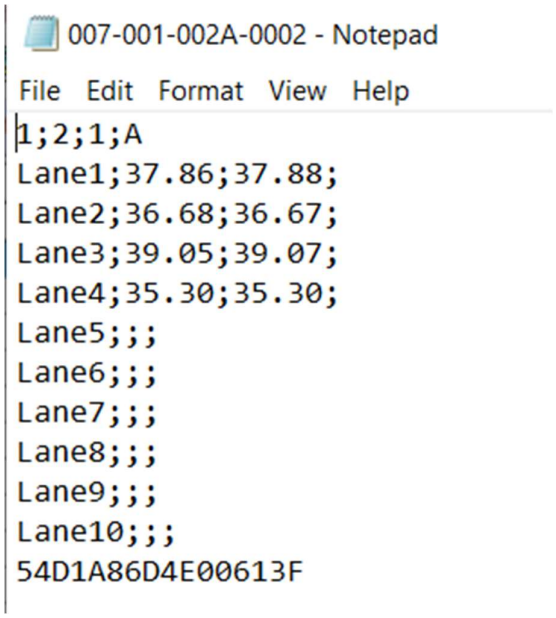
Data is presented in a more easily readable way.



Same information from do4 individual result file, but more information is included:

1. Top row – Dataset 007, Event 1, Heat 2, race/file 0002.
2. Lane number with times from watch A and B
3. No Dolphin Finals time

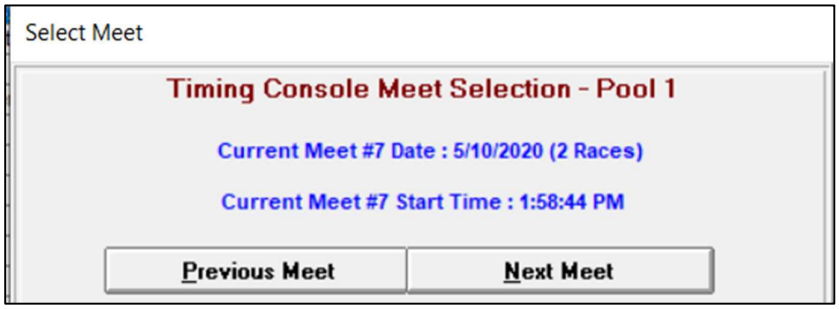
Information presented in a less readable way for humans, but this file after all is for MM to read.



The Times file can to renamed at the end of the meet to keep. Then the next time Dolphin is started from the Desktop a new Times file will be created.

Result Files can't be Imported

After clicking **Get Times** you get the message – No results found in dataset, then MM is not pointing to the current Dataset. See section on **Select the Dataset for the Current Meet**. Once the current dataset is selected the number of files written, date files written will be displayed and if this is the date of your meet you are on the correct Dataset.



Click **Close**. Click on **Get Times** again you will see the current result files for you to select and import.

Result Files not Saved

The result file is written at Reset.

1. Make sure the Starter (if responsible official) presses the Start/Sop button, then the Reset button at the end of the race. Otherwise, Timing Operator must step in a click on **Reset** on the Dolphin Timing screen.
2. Make sure timekeepers are **not** pressing Reset at end of race.
3. Check on the timing screen, that all watches have the reset status (yellow light). You may see one watch still has a red light status (watched stopped), then that watch has not received the reset signal. If starter continues with next race, results from that race will not be saved and the file number will not increment. You may need manual times for that race.

Watch have Turned Off

Watches will turn themselves off if:

1. The battery is flat and needs replacing.
2. The base unit has not been connected to the computer.

If you are using the Dolphin watches as a stop watch only and not transmitting result files to the computer, then you need only connect the base unit to the computer or other USB power source. If you do not, then the watches will turn off after approximately 10 mins of use. This is to save battery power. You do not need to start the Dolphin Timing software, only connect the base unit to the computer/USB power source.

Timing has not Started

At the beginning of the meet the Starter starts the race, you hear the beep and see the flash of light from the Infinity Start Unit but the timing does not start on your Dolphin Timing screen, neither have the watches started.

Then check:

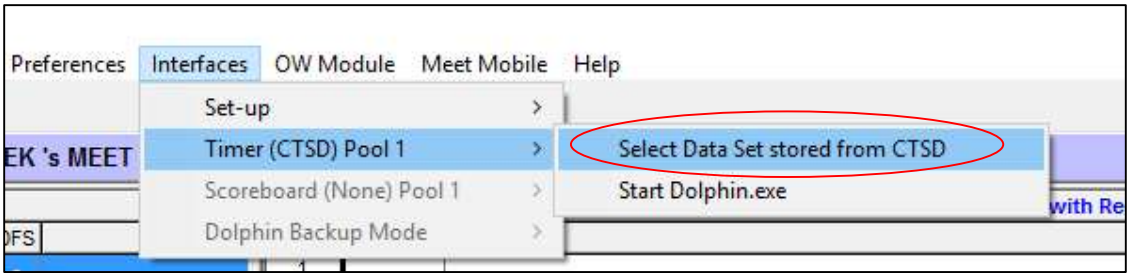
1. Battery of the Dolphin Start Unit.
2. The Dolphin Start Unit is turned on.
3. The cable from the Dolphin Start Unit is plugged into the **Start Output** jack on the Infinity Start Unit.
4. The cable is connected to the top of the Dolphin Start Unit and not just sitting on top of the bayonet fitting.

How to Recall Result Files Much Later

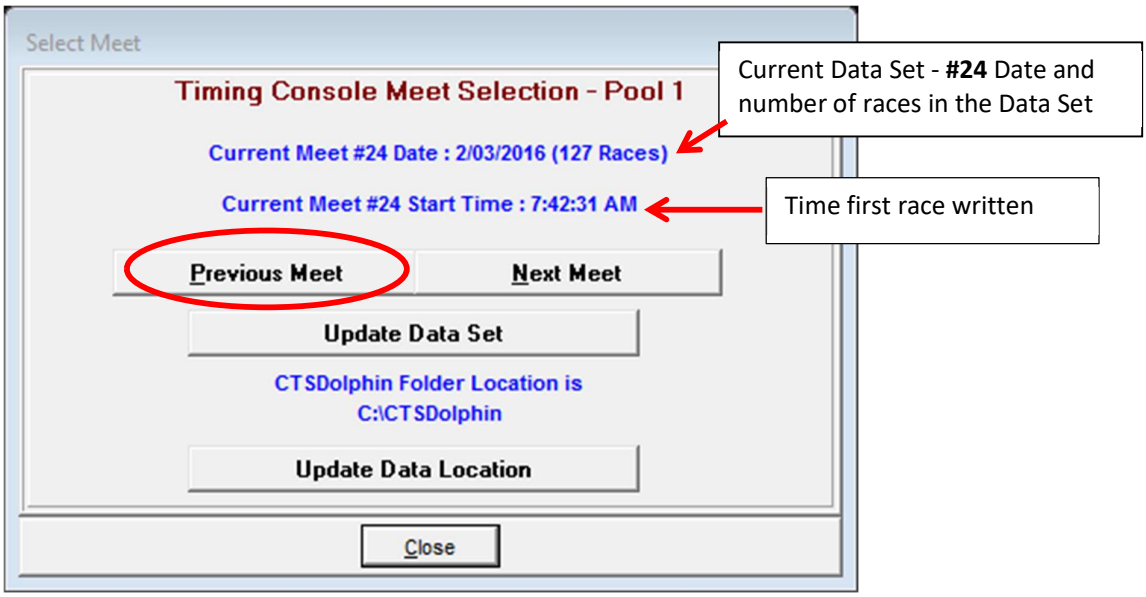
If you need to go back and recall a result file much later after the meet or if you have not been able to import all the results into **MM** before the end of club night, you can go back later and recall the result files. You **do not need the base unit** to be attached to the computer.

To do this:

1. Open **MM** at the correct meet
2. Click on **Run / Interfaces / Timer** and then **Select Data Set stored from CTSD**



3. The Interface will display the screen below with the current data set that **MM** is pointing to. In the example below Data Set **#24** was created on 2/3/2016, it has 127 Races in the Data Set and the first race was written at 7:42.31 AM.



4. If this is not the Data Set that you need, (usually you would not record the Data Set number) click on **Previous Meet** or **Next Meet** buttons to select the Data Set you need. Normally you would select a Data Set by the date the Data Set was created.
5. Once you have selected the correct Data Set, then when you press **Get Times** the list of files in the selected Data Set will be displayed. Check your program for the file number you need and select it from the Data Set, then click **OK**. The results will be imported into the lanes in the Event and Heat.

File Naming Convention

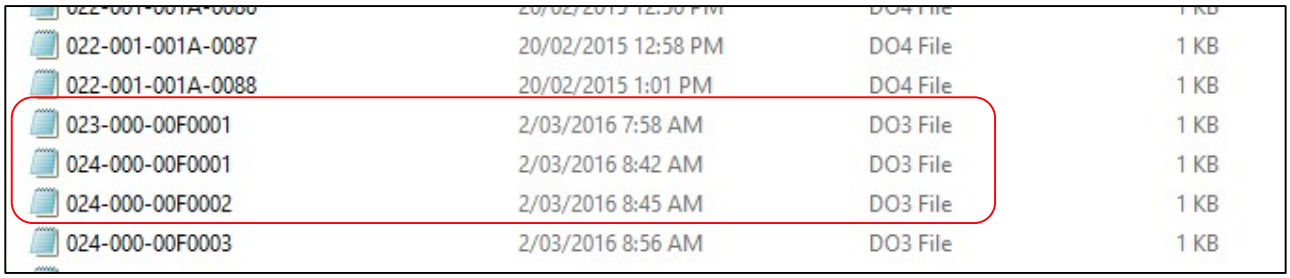
At the end of each race the Dolphin software automatically writes two files for each race into a Data Set that is stored in C:\CTSDolphin. A data set is a collection of races from a particular day or session of your meet. Each time the Dolphin software is started a new dataset will be created. The dataset number will be incremented by 1 for each new dataset. The two files written by the Dolphin software have the file extension of .do3 and .do4. The .do3 file contains the final time from each watch, while the .do4 file contains split times as well (if taken).

The files are names as such:

AAA-BBB-CCCX-NNNN.do4

AAA – Dataset number
BBB – Event Number
CCC – Heat Number
X – Round of the event (i.e. Final, Prelim etc)
NNNN – 4 digit number for the race

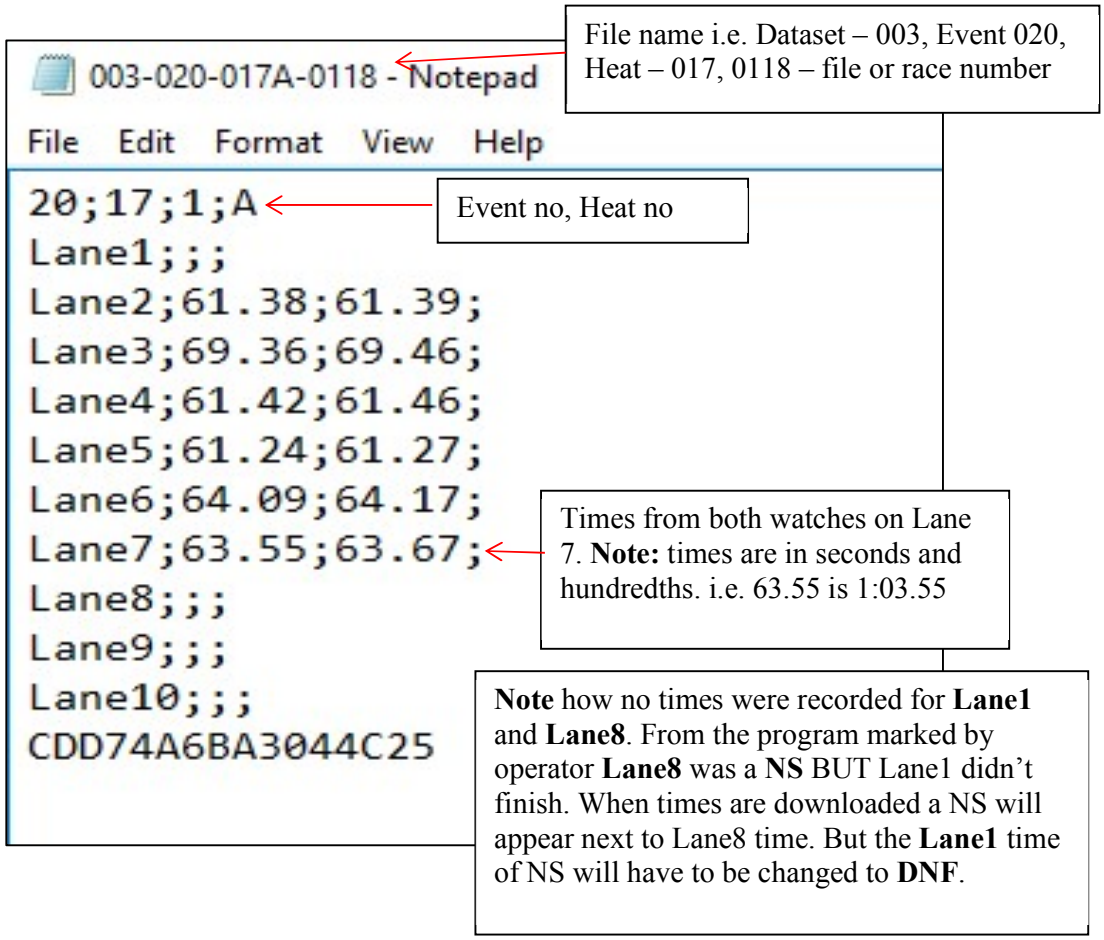
In the example below the Dolphin start unit was set up and Dolphin timing started and tested before the meet. Data Set 023 created by software for the first race. After test start unit was turned off the save battery power, then when meet started a new Data Set (set 024) was created by the software.



Reading the Result File via Notepad

Dolphin results files are not encoded and can easily be opened and read using **Notepad**, which is on the computer.

In the example below from the files stored on **C:\CTSDolphin** a do4 file was selected for race or file **118.** As the Logging Enable had also been used during the meet the information for the Event and Heat number was also written as part of the file name.

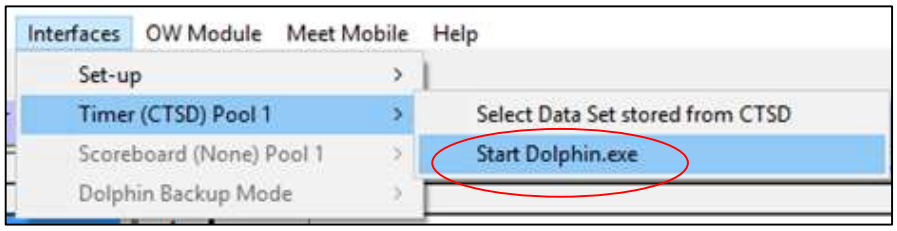


If Event Logging is used, each time a race is run the Heat number is incremented **BUT** the Event number will not be changed when the next event starts unless the operator manually changes it on the Event Logging screen. These Event and Heat numbers written on the .do4 files should only ever be **used as a guide**. If recalling result files, you must always check the file number that has been written down on the program during the race.

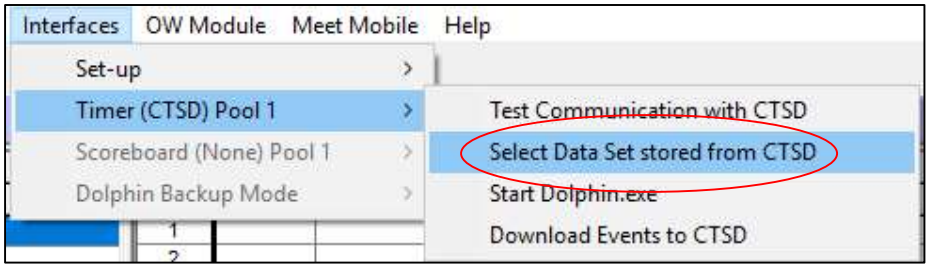
Cheat Sheet – Dolphin and Meet Manager

Before the Meet

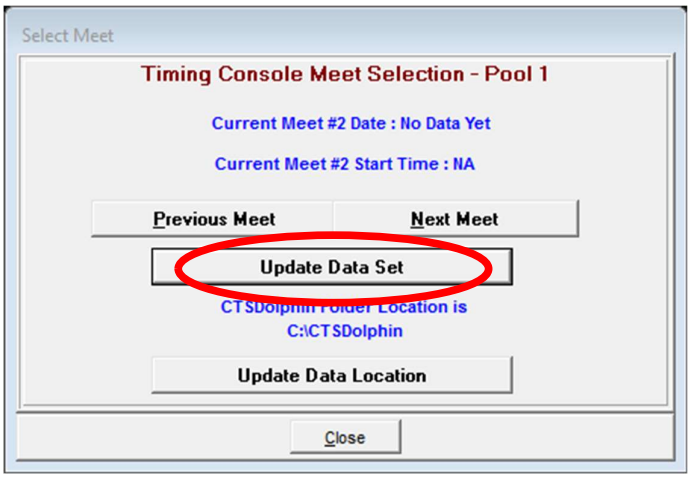
1. Start computer and MM and do any changes
2. Set up Infinity Start Unit, turn on watches.
3. Launch Dolphin Timing program (from MM or desktop)



4. Check battery levels on watches and start unit
5. Do a test start and check all equipment. Stop watches and do Reset to write a test file.
6. Select current Data Set



7. Click **Update Data Set**
8. Click **Previous Meet**



9. Check you can import result file using **Get Times** (F3) or **F2**
10. Print reports for meet – Lane Time keeper sheets, marshalling sheets,
11. Program for Dolphin/computer operator and Referee, Starter (if club night)
12. Make sure Starter knows his role – Stop & Reset at end of each race.
13. Have an initial talk with time keepers re watch operation.

During Meet

14. Watch Timing Screen –
    a. Watches stopped too early
    b. Watches stopped when no swimmer in lane
    c. Battery levels
    d. Make sure result file is written or be prepared to force Reset yourself.
15. Record empty lanes, DQ's, DNF etc
16. Import times when next race is in the water
17. Print result after each event finished.

Time Keeper Instructions

Important to know that the Dolphin Stop Watches are wireless watches designed to time a particular pre-determined lane **only.** Watches are automatically started by the start unit when the Starter starts the race. The watches will be **reset** at the end of the race.

Using the Dolphin Watch

1. The Starter will start all watches at the beginning of the race.
2. Press one of the side buttons to stop your watch when your swimmer has touched the wall at the end of the race. Either of the buttons will work, use which is most comfortable for you.
3. You **do not** need to press any other buttons at the end of the race. The watches will be reset and start again for the next race.

No Swimmer in your Lane

If you do not have a swimmer, ***either***:

1. Do nothing with your watch, let it keep timing. The watch will be reset at the end of the heat ready for the next race.
2. **Blank your Lane** – press **RESET** on your watch **AFTER** the race has started. Your watch will display a line of dashes where the time should be, indicating to the computer operator that you don't have a swimmer in your lane. If you accidentally blank the lane you can press the black Stop button on the side of the watch to resume timing.

Accidentally Stopped Watch?

If you have accidentally stopped your watch before the end of the race to get it timing again, press one of the black Stop button on the side of the watch. The watch will resume the running time again.