



# **MEET MANAGER AND TEAM MANAGER**

## **A BASIC GUIDE**

## NOTES

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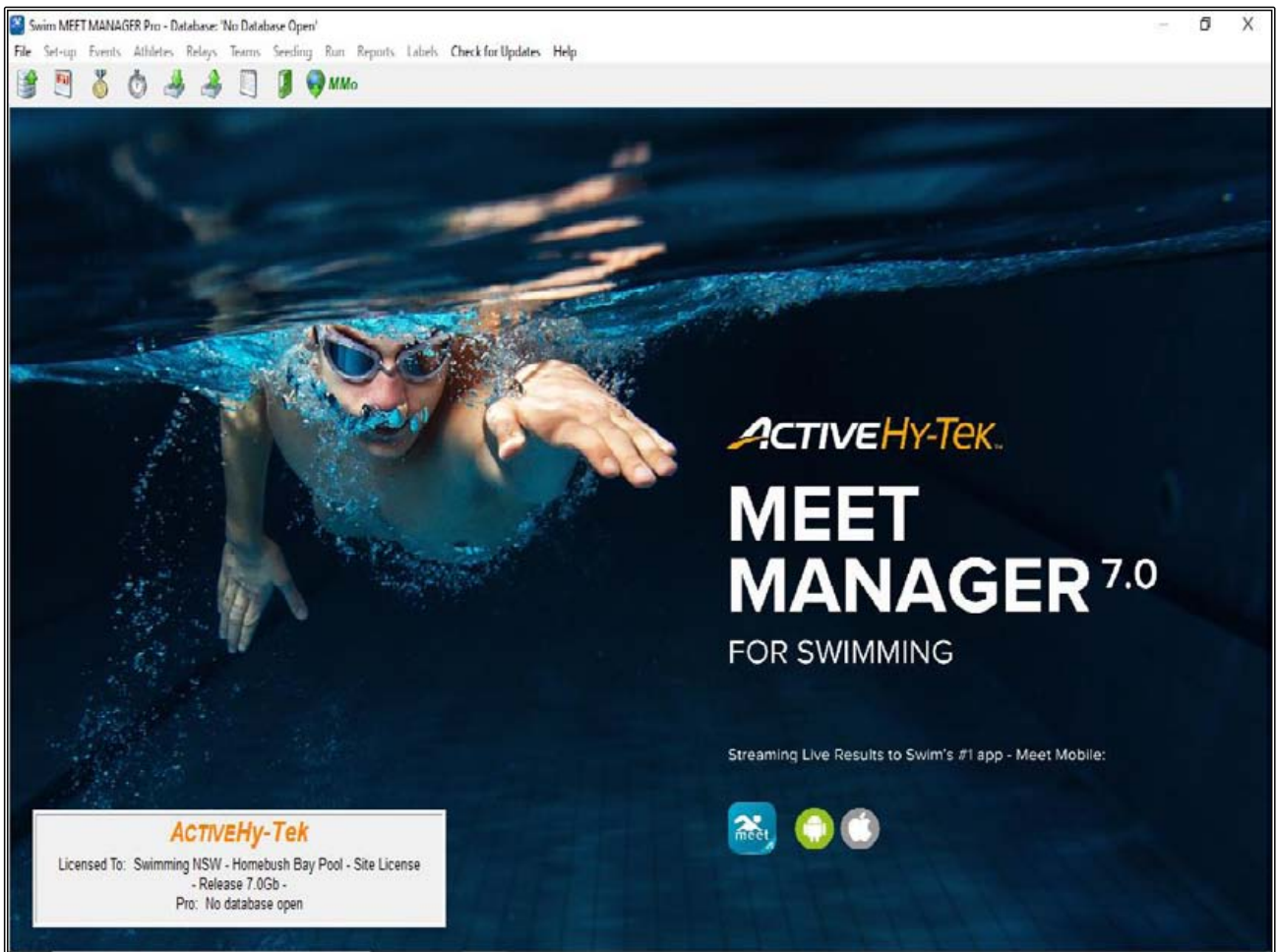


# PROGRAM OF EVENTS

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1. Boys 8 & Under 50 metre Freestyle
2. Girls 8 & Under 50 metre Freestyle
3. Mens Open 100 metre Backstroke
4. Womens Open 100 metre Backstroke
5. Boys 9 years 200 metre Breaststroke
6. Girls 9 years 200 metre Breaststroke
7. Mixed Open 400 metre (4 x 100m) Medley Relay
8. Girls 6 - 10 years 200 metre (4 x 50m) Freestyle Relay

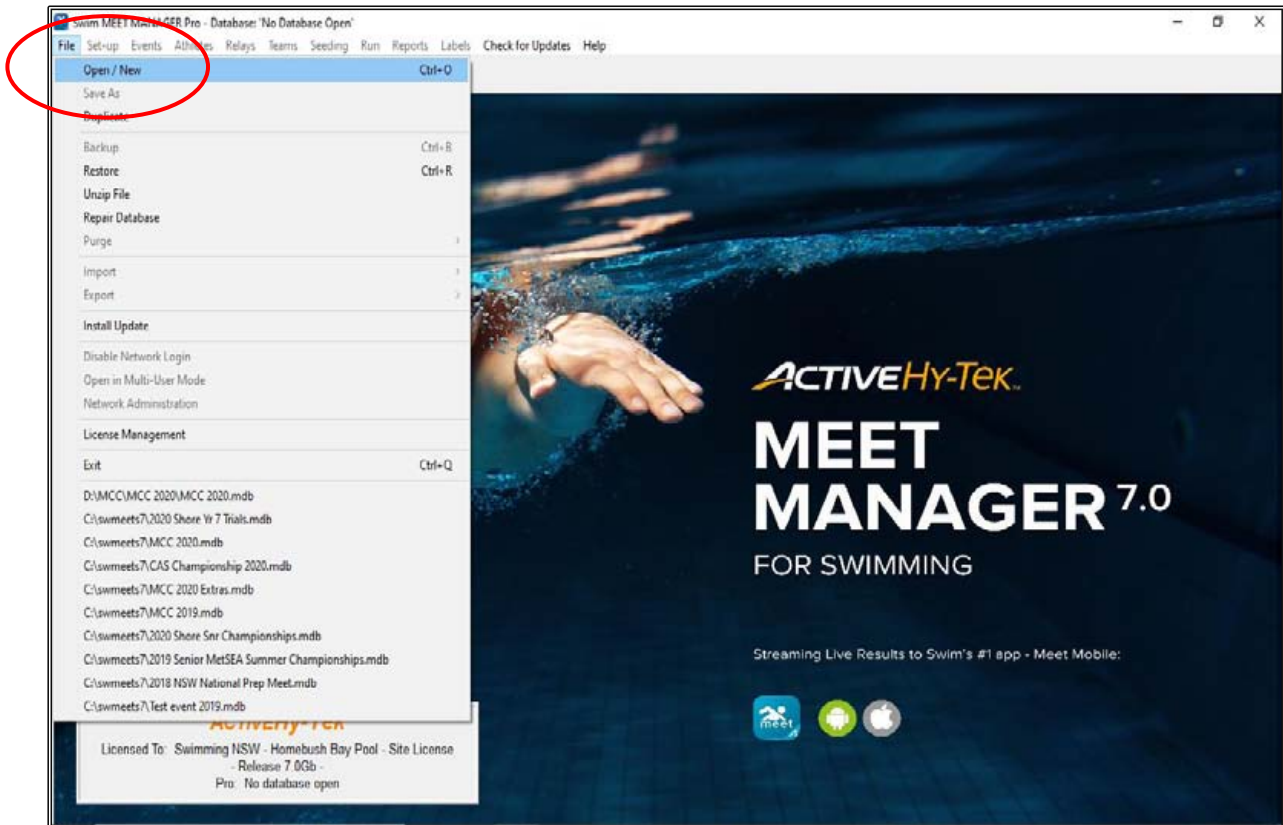
# MEET MANAGER MAIN MENU SCREEN



## SECTION ONE: SETTING UP THE MEET

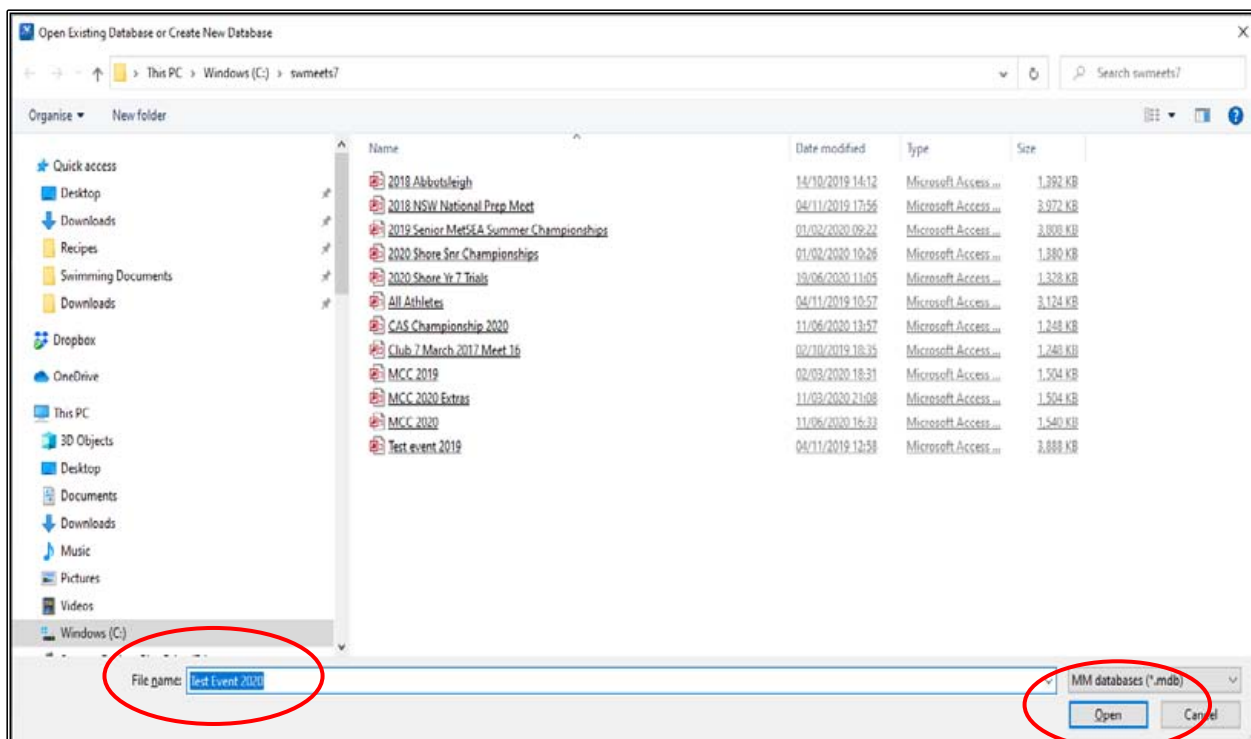
### 1. SET UP MEET PREFERENCES:

From the MAIN MENU screen, click on the FILE tab and then select OPEN/NEW from the drop down.



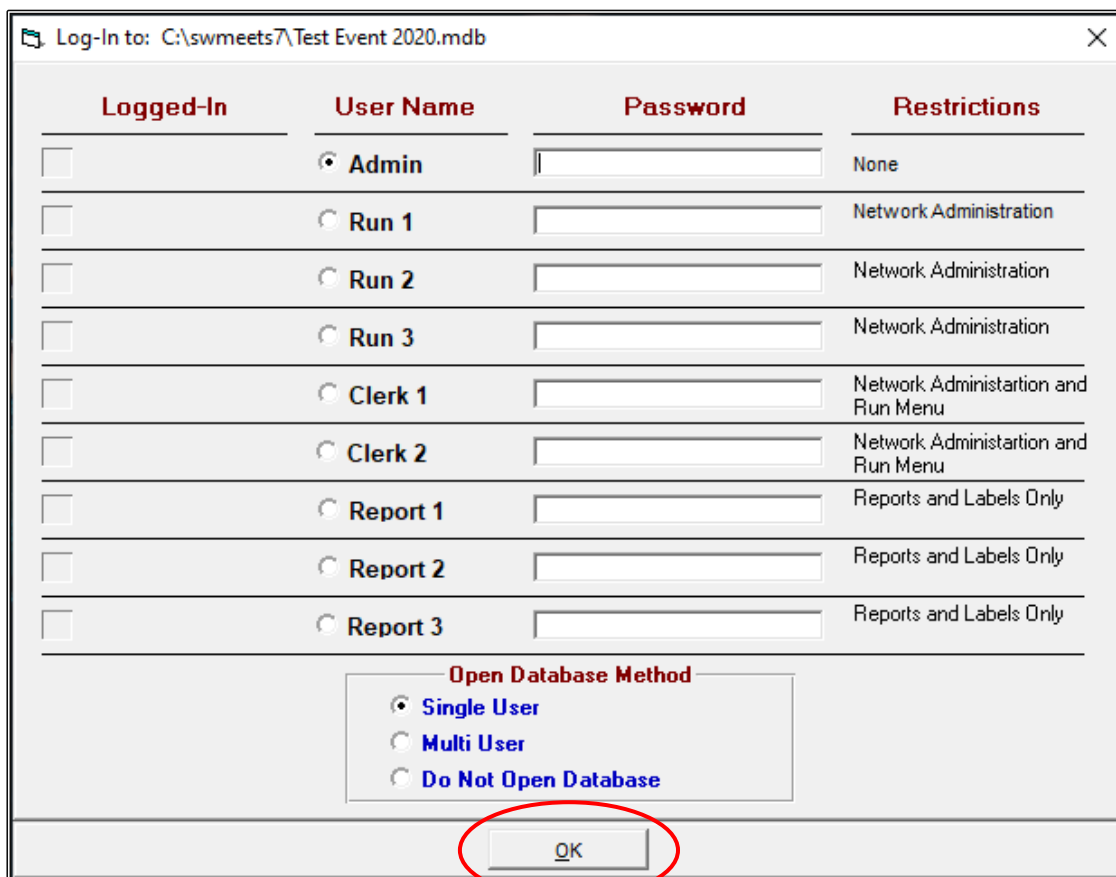
MEET MANAGER will default to the C:\ DRIVE\swmeets7 and this is where the file should be kept.

In the FILE NAME box, give your meet a name, eg: TEST EVENT 2020 and then click OPEN.



If the screen below appears, just click OK.

This is only used if you are networking your computer with another Meet Manager Computer.



The MEET SET-UP screen below will then automatically open. This screen can also be accessed from the SET-UP tab if you need to make changes.

Fill in all the appropriate information and then click OK. The fields with an asterisk (\*) are compulsory.

Use the information shown below for this TEST EVENT to ensure that all further applications will work. When you are actually doing your own meet, you will use your appropriate information.

Meet Name	Test Event 2020
Facility Name	My Swimming Pool
Address	Smith Street
Address	
City	Sydney
State/Province	NSW
Postal Code	2000
Country	AUS
Sanction #	Leave blank
Start and End Dates	01.01.20 (for both)
Age-Up Date	01.01.20
Entry Open Date	01.11.19
Entry Deadline	01.12.19
ID Format	AUS - Australian Swimming
Host LSC	NSW
Base Country	AUS
Altitude in Feet	Leave blank
Default Touch Pads at both ends	Leave blank
Class	Age Group
Timers Connected to this Computer	One Timer
Timer One Name	Pool 1
Meet Type	Standard
Meet Style	Standard
Course	Long Course
DQ Codes	Custom DQ Codes
FINA Adjustment Method	FINA rules

When all necessary fields are complete, click OK.

Meet Set-up			
* Meet Name : <input type="text" value="Test Event 2020"/>			
* Facility Name : <input type="text" value="My Swimming Pool"/>			
Address : <input type="text" value="Smith Street"/>			
Address : <input type="text"/>			
* City : <input type="text" value="SYDNEY"/>			
* State / Province : <input type="text" value="NSW"/>	* Postal Code : <input type="text" value="2000"/>		
* Country : <input type="text" value="AUS"/>	Sanction # : <input type="text"/>		
Start Date : <input type="text" value="01/01/20"/>	End Date : <input type="text" value="01/01/20"/>		
Age-Up Date : <input type="text" value="01/01/20"/>			
Entry Open Date : <input type="text" value="01/11/19"/>	Entry Deadline : <input type="text" value="01/12/19"/>		
<b>ID Format</b> <input type="radio"/> USAS - USA Swimming <input type="radio"/> SNZ - Swimming New Zealand <input type="radio"/> SSA - Swimming South Africa <input checked="" type="radio"/> AUS - Australian Swimming <input type="radio"/> BS - British Swimming <input type="radio"/> BCSSA - Canadian League <input type="radio"/> USMS - US Masters <input type="radio"/> Other * Host LSC : <input type="text" value="NSW"/>		<b>Class</b> <input checked="" type="radio"/> Age Group <input type="radio"/> Senior / Open <input type="radio"/> High School <input type="radio"/> College <input type="radio"/> YMCA <input type="radio"/> Masters <input type="radio"/> Disabled	
<b>Base Country</b> <input type="text" value="AUS"/>		<b>Timers Connected to this Computer</b> <input checked="" type="radio"/> One timer <input type="radio"/> Two timers Timer 1 Name <input type="text" value="Pool 1"/> Timer 2 Name <input type="text" value="Pool 2"/>	
Altitude in Feet : <input type="text"/> Default Touch Pads at both ends : <input type="checkbox"/>		<b>* Course</b> <input checked="" type="radio"/> LC Meters <input type="radio"/> SC Meters <input type="radio"/> Yards	
		<b>DQ Codes</b> <input type="text" value="Custom DQ Codes"/>	
		<b>Time Adjustment Method</b> <input checked="" type="radio"/> FINA rules <input type="radio"/> USA Swimming rules prior to 1 May 2016	
		<b>Meet Type</b> <input checked="" type="radio"/> Standard <b>- Divisions -</b> <input type="radio"/> By Event <input type="radio"/> By Team <input type="radio"/> By Entry <input type="radio"/> Flighted <input type="radio"/> Time Standards <input type="checkbox"/> Div by Time Std	
		<b>Meet Style</b> <input checked="" type="radio"/> Standard <input type="radio"/> 2 Team Dual <input type="radio"/> 3+ Team Dbl Dual	
<input type="button" value="OK"/>			

The MEET MOBILE PUBLISHING screen should now appear.

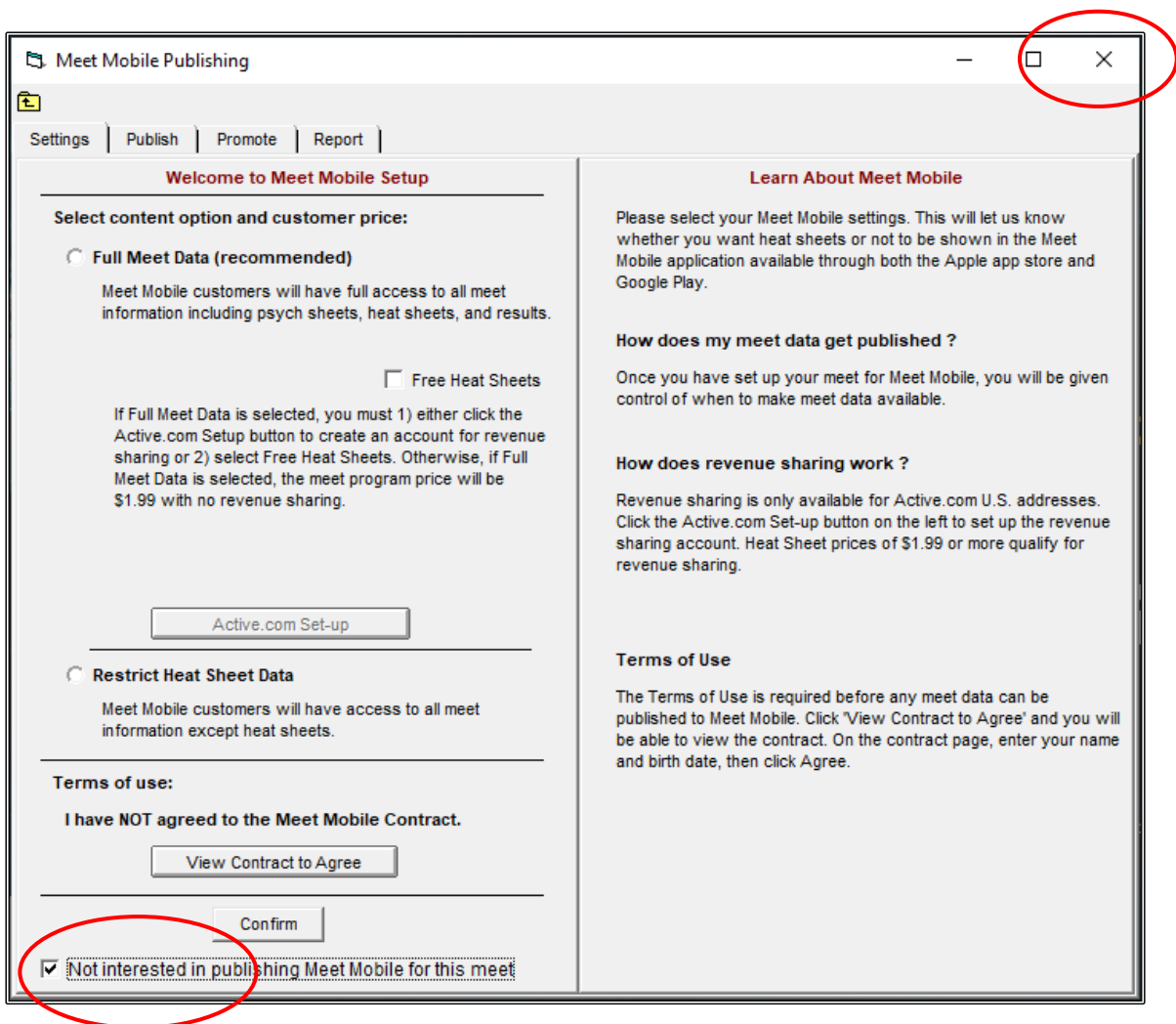
If you are using MEET MOBILE at your meet, please follow the instructions found under the [Section 12](#) on Page 174 of this booklet.

This step cannot be done until all other information for the meet has been set up.

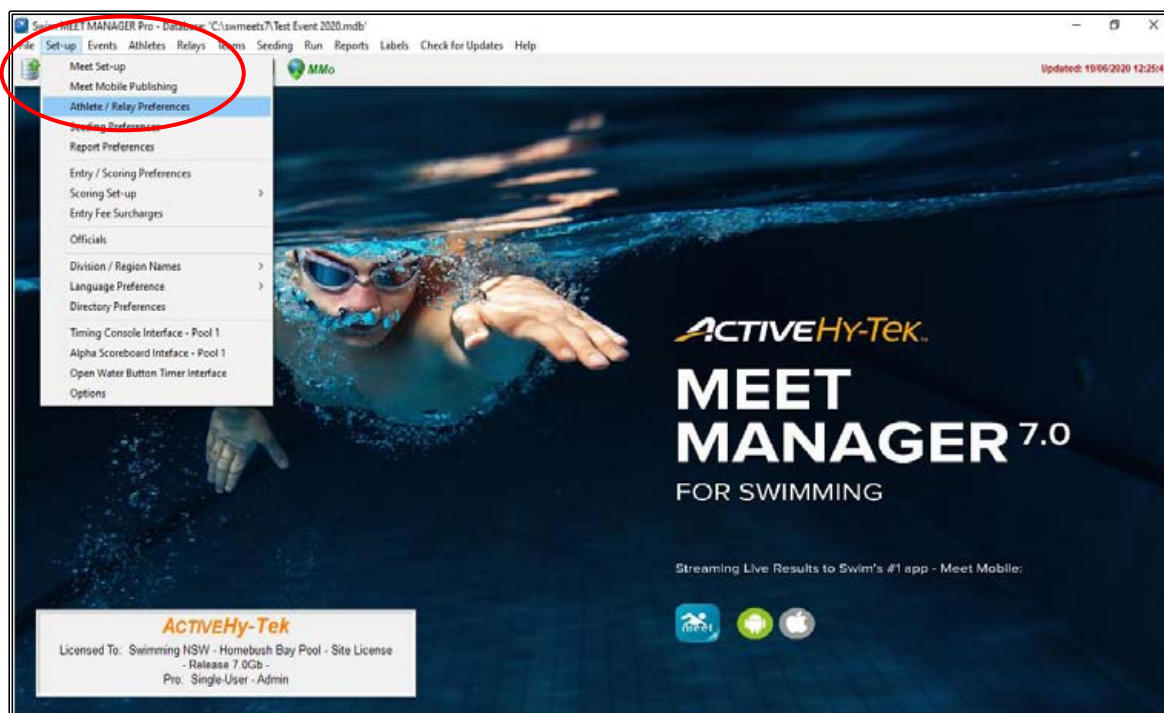
For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT  the screen.

**NOTE:** If you decide later to publish your results via MEET MOBILE, just click on the SET-UP tab from the MAIN MENU screen and then click on MEET MOBILE PUBLISHING from the drop down. Uncheck the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET tick box and follow the instructions in [Section 12](#).

Also note that MEET MOBILE is not available 7 days after the meet has finished.

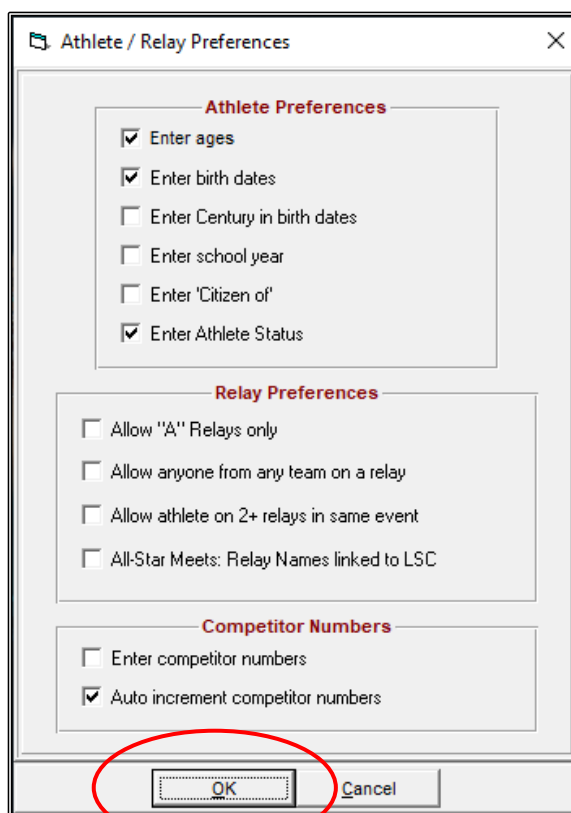


From the MAIN MENU screen, select the SET-UP tab and click on ATHLETE/RELAY PREFERENCES from the drop down.



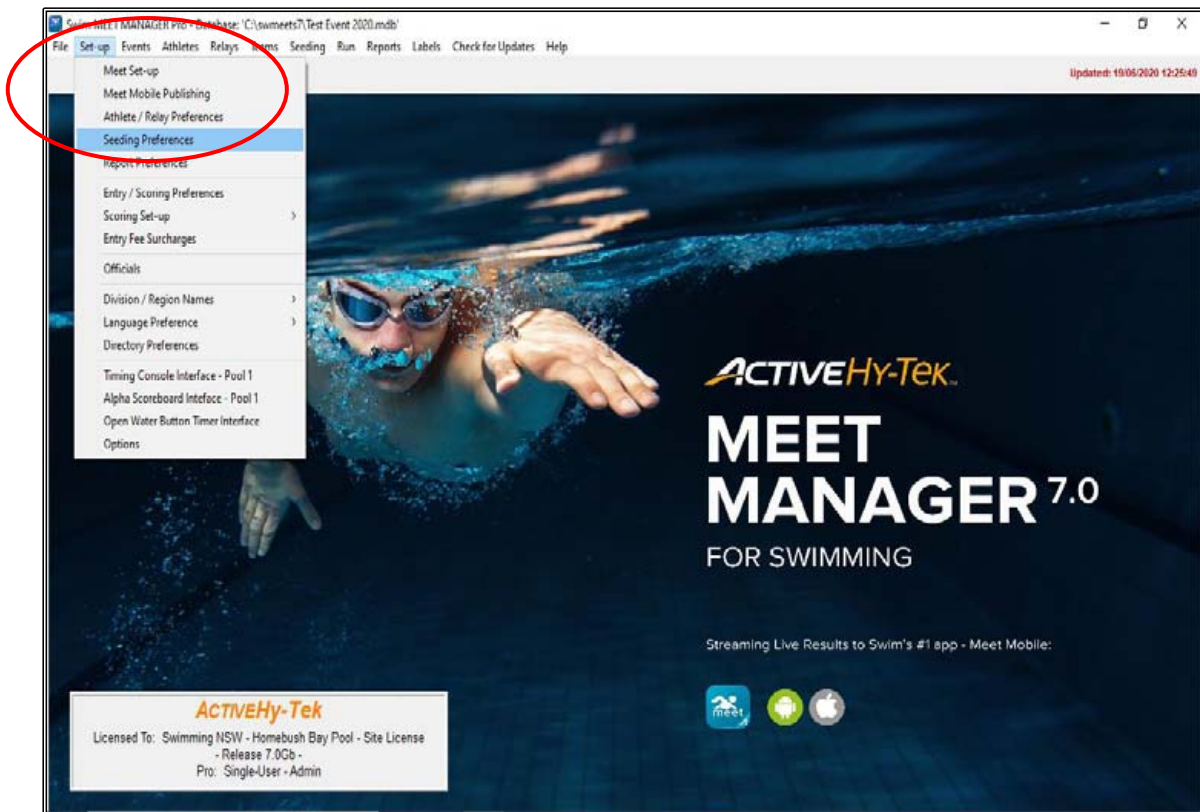
Complete the relevant fields as shown below and then click OK.

- ✓ Enter Ages
- ✓ Enter Birthdates
- ✓ Enter Athlete Status
- ✓ Auto increment competitor numbers



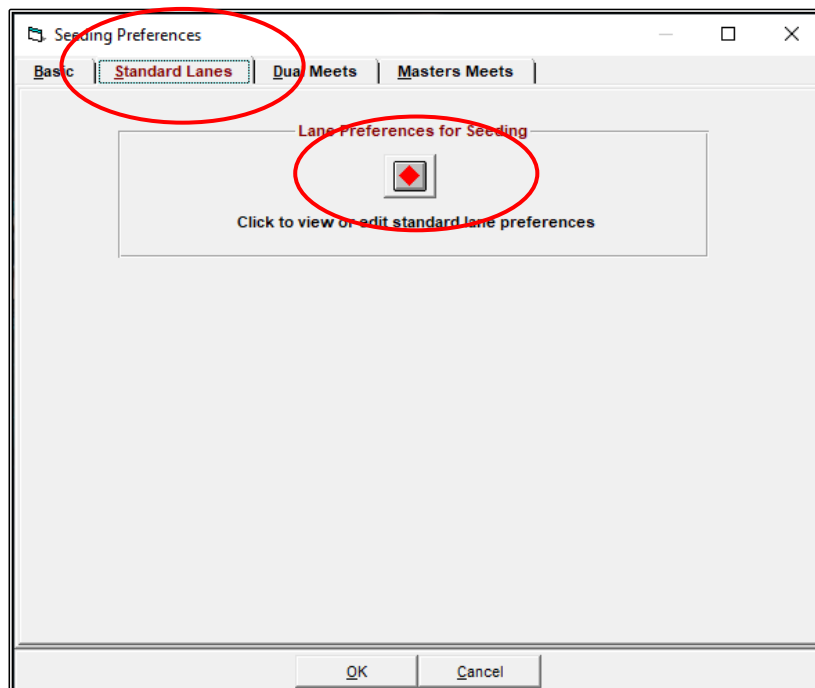


Once again from the MAIN MENU screen select the SET-UP tab and click on SEEDING PREFERENCES from the drop down.



The STANDARD LANES tab is the only tab you need to look at in this section.

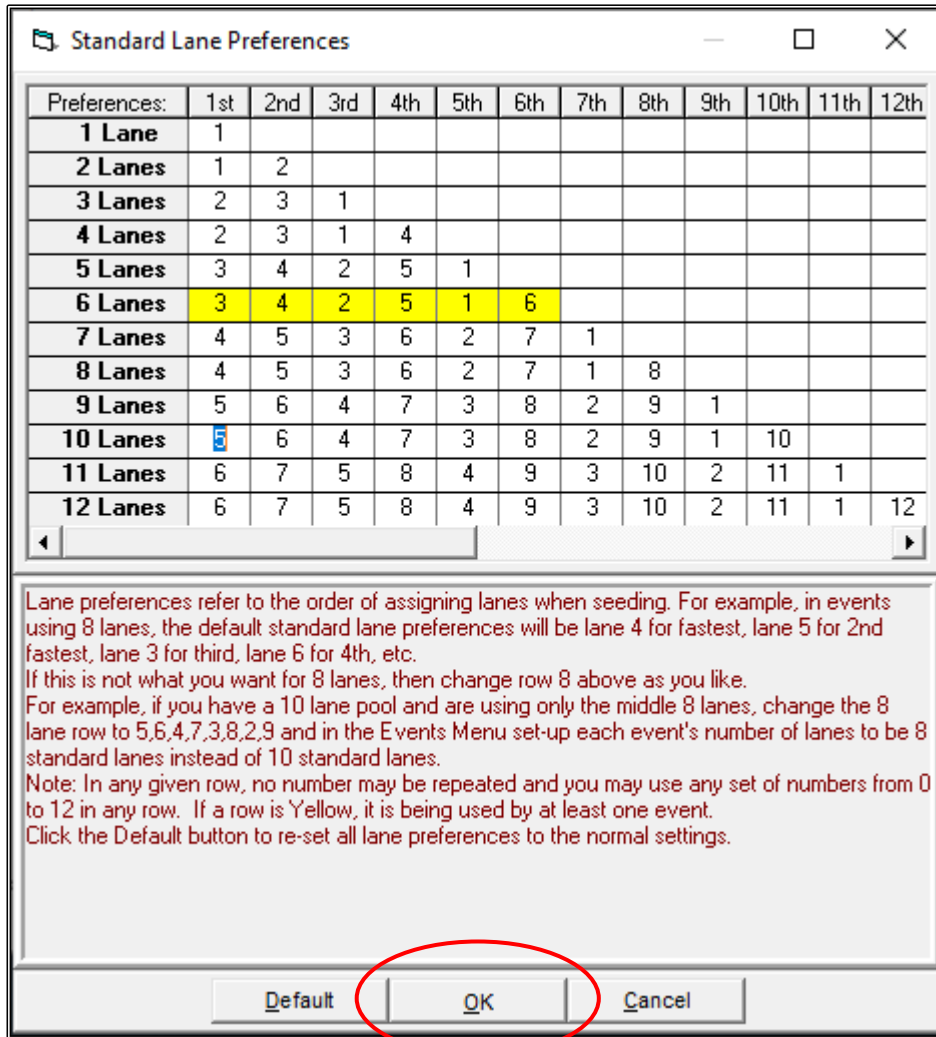
Click on the RED DIAMOND to bring up the STANDARD LANE PREFERENCES table.



Check that the lane PREFERENCES are correct for a 6 lane pool ie: in the order: 3, 4, 2, 5, 1, 6.

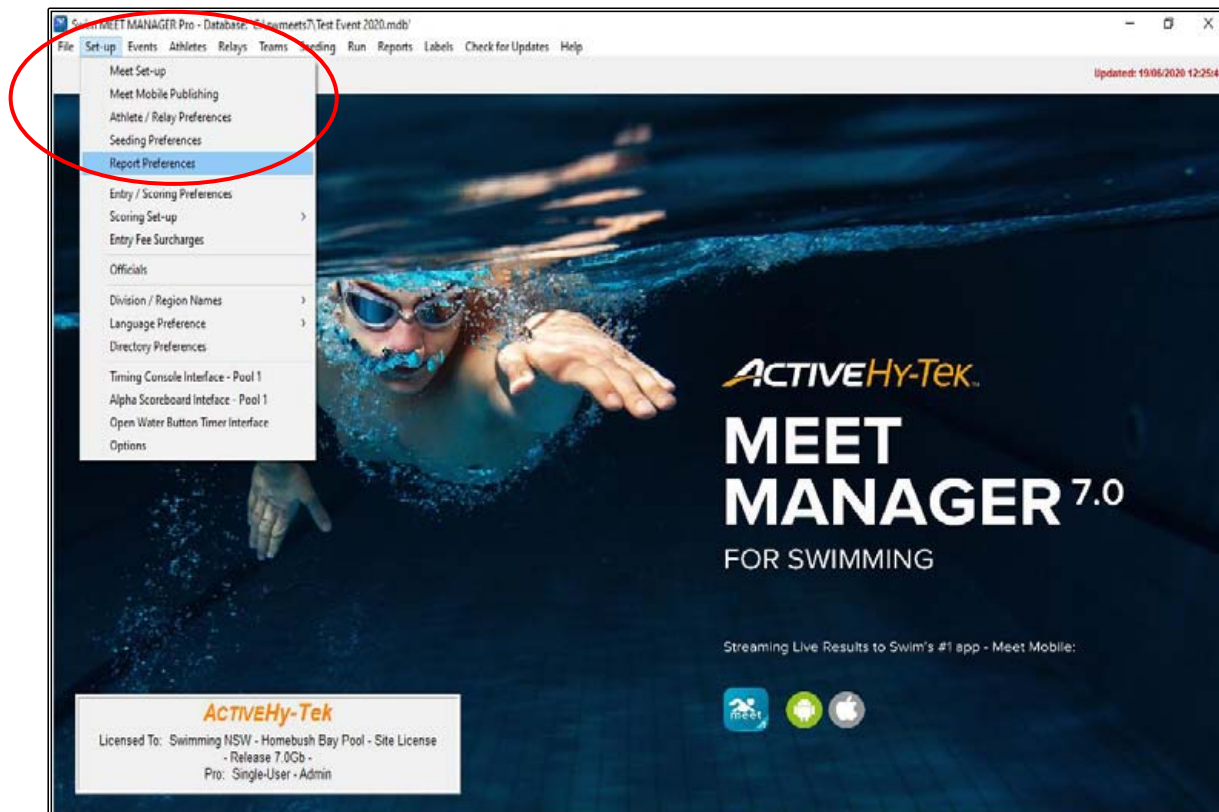
Then click OK.

**NOTE:** Meet Manager automatically seeds the fastest swimmer in lane 5 for a 9 or 10 lane pool. If you were running a meet at Homebush (SOPAC) for example, this is where you would manually correct the 10 lanes to read as follows: 4, 5, 3, 6, 2, 7, 1, 8, 0, 9 which would then place the fastest swimmer in lane 4 instead of lane 5 which is then correct. As you would know, we do not have a lane 10 at Homebush.

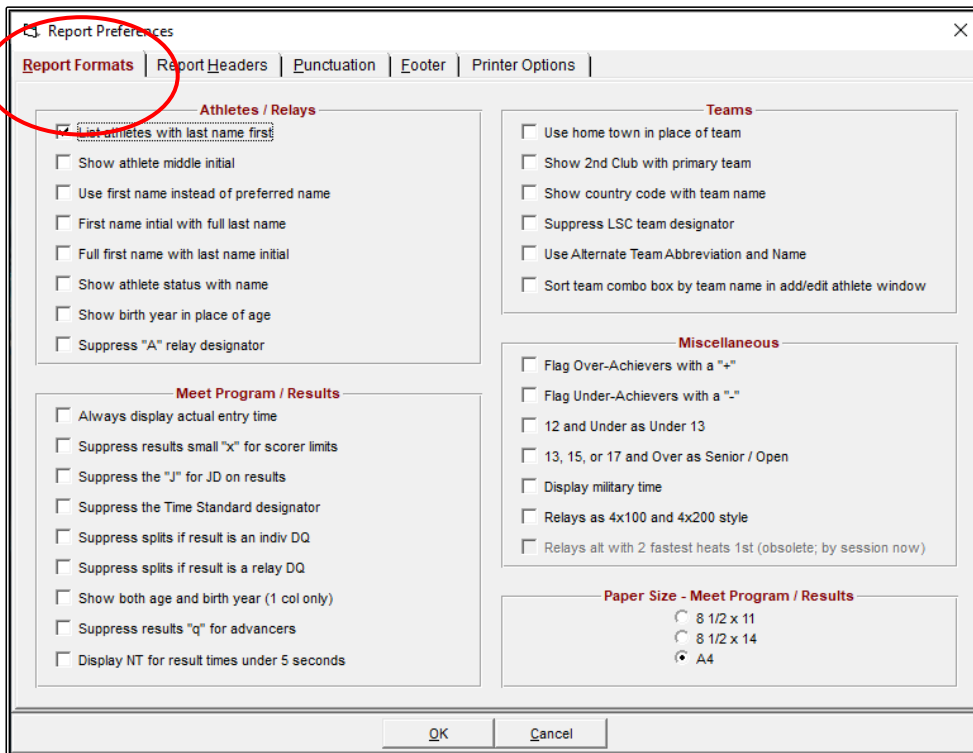


From the MAIN MENU screen, select the SET-UP tab again and then click on REPORT PREFERENCES from the drop down.

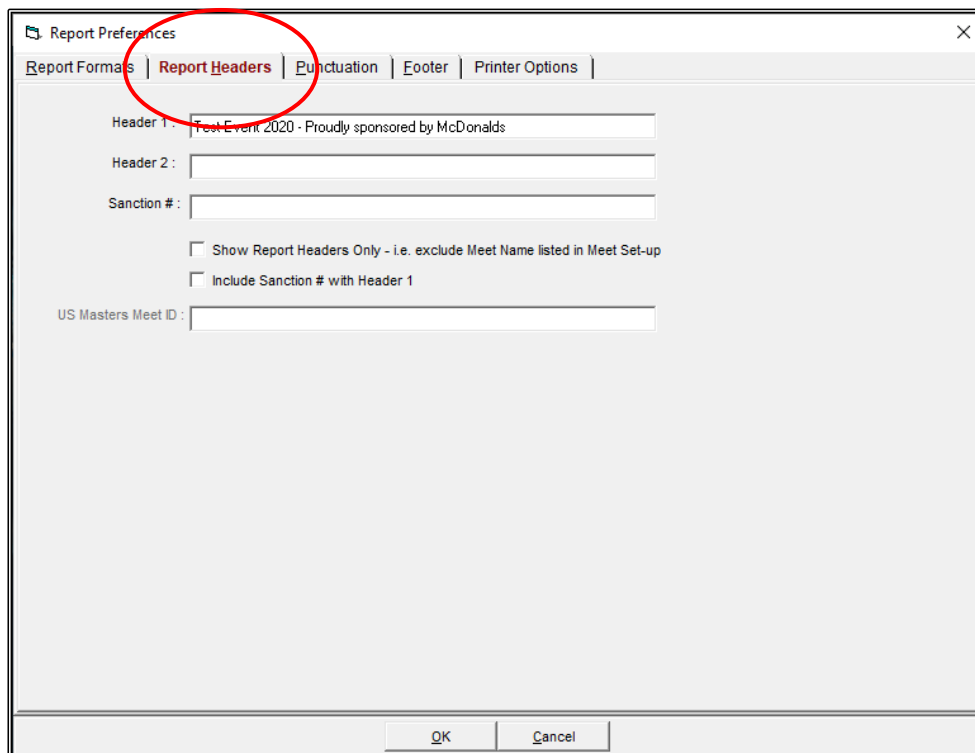
From this screen you can select your preferences on how you want your reports to look when they are printed.



REPORT FORMATS tab - determines the way in which athlete's names, Teams and other information is displayed in your program and on your reports.

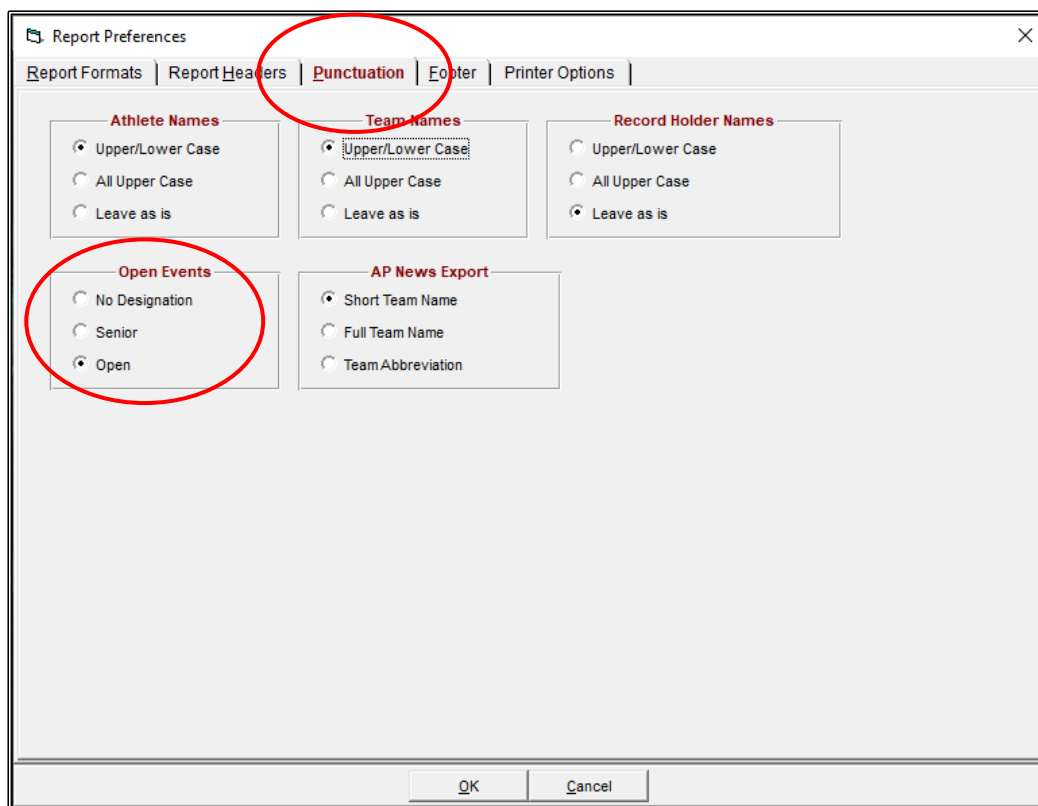


REPORT HEADERS tab - can change the way headers will look in your program and on your reports. Normally this is not changed as Meet Manager will automatically pick up the Meet Name as the heading but can be useful if you have sponsors which can then be shown here.



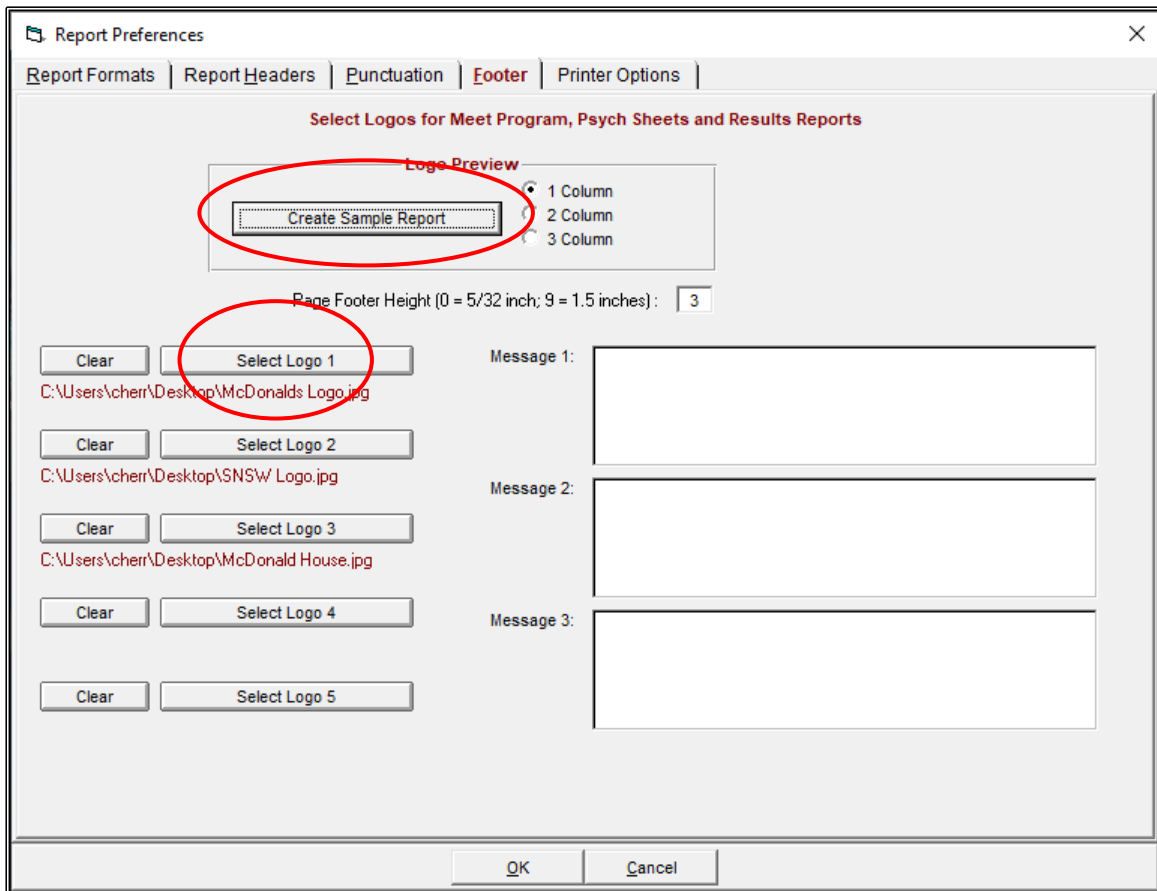
PUNCTUATION tab - it is always good to be consistent in your reporting, ie: all upper case or all upper/lower case.

**NOTE:** OPEN EVENTS - if you are running Open Events - change this setting to OPEN.



FOOTER tab - If you wish to have your Club/Area/Sponsor logo appear at the bottom of your program and reports, you can import logos by clicking on SELECT LOGO 1, 2 etc. and then click on CREATE SAMPLE REPORT to see how this will look.

This selection is optional and is normally not used.



**Test Event 2020 - 01/01/2020**  
**Test Event 2020 - Proudly Sponsored by McDonalds**  
**Logo Sample Report**

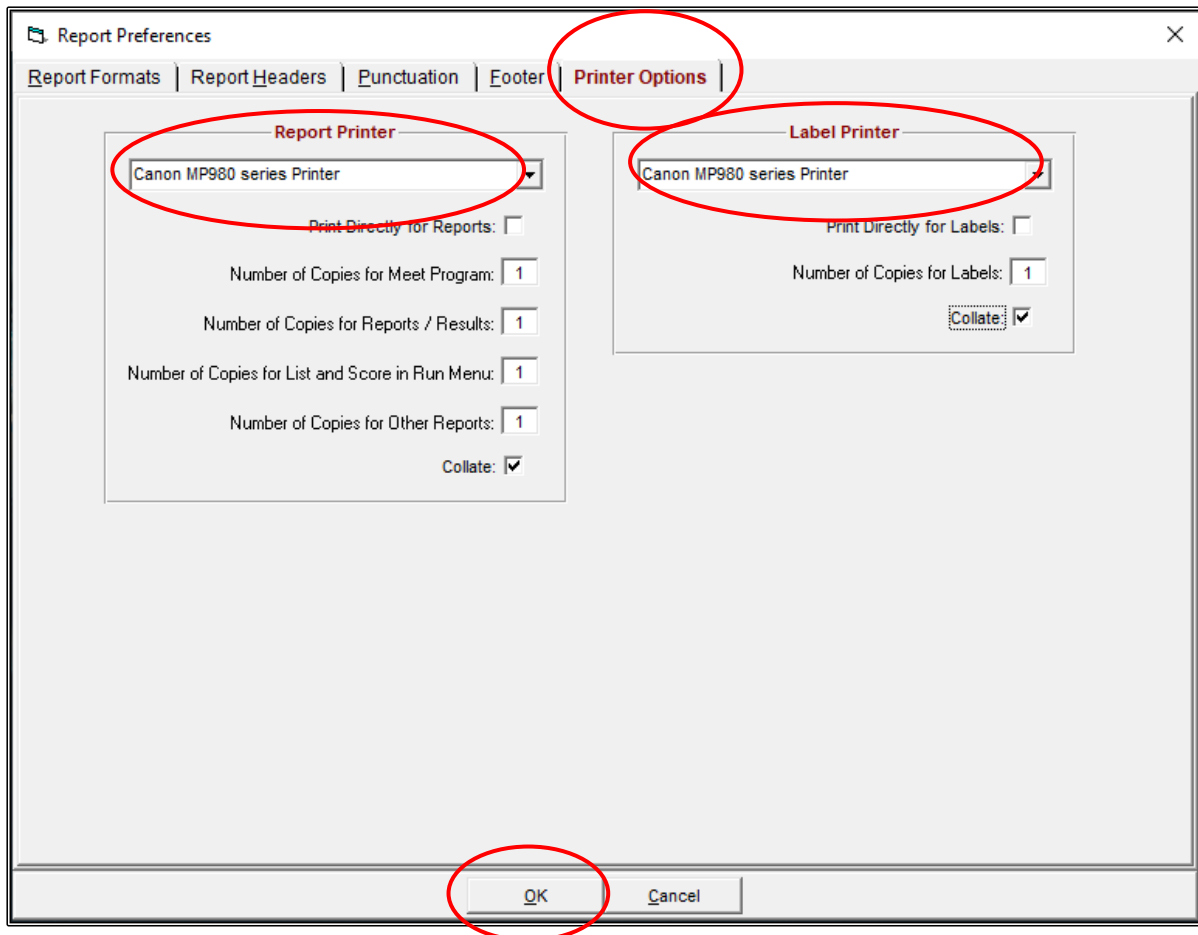
Event 1 100 Free		Age	Team	Seed Time
Lane	Name			
<b>Heat 1 of 20</b>				
2	Swimmer 2	18	Logo Team	1:00.00
3	Swimmer 3	18	Logo Team	1:00.00
4	Swimmer 4	18	Logo Team	1:00.00
5	Swimmer 5	18	Logo Team	1:00.00
6	Swimmer 6	18	Logo Team	1:00.00
7	Swimmer 7	18	Logo Team	1:00.00
8	Swimmer 8	18	Logo Team	1:00.00
1	Swimmer 1	18	Logo Team	1:00.00
<b>Heat 2 of 20</b>				
1	Swimmer 9	18	Logo Team	1:00.00
8	Swimmer 16	18	Logo Team	1:00.00
7	Swimmer 15	18	Logo Team	1:00.00
6	Swimmer 14	18	Logo Team	1:00.00
5	Swimmer 13	18	Logo Team	1:00.00
4	Swimmer 12	18	Logo Team	1:00.00
2	Swimmer 10	18	Logo Team	1:00.00
3	Swimmer 11	18	Logo Team	1:00.00
<b>Heat 3 of 20</b>				
5	Swimmer 21	18	Logo Team	1:00.00
6	Swimmer 22	18	Logo Team	1:00.00
7	Swimmer 23	18	Logo Team	1:00.00
3	Swimmer 19	18	Logo Team	1:00.00
1	Swimmer 17	18	Logo Team	1:00.00
2	Swimmer 18	18	Logo Team	1:00.00
8	Swimmer 24	18	Logo Team	1:00.00
4	Swimmer 20	18	Logo Team	1:00.00
<b>Heat 4 of 20</b>				
7	Swimmer 31	18	Logo Team	1:00.00
8	Swimmer 32	18	Logo Team	1:00.00
6	Swimmer 30	18	Logo Team	1:00.00
5	Swimmer 29	18	Logo Team	1:00.00
3	Swimmer 27	18	Logo Team	1:00.00
2	Swimmer 26	18	Logo Team	1:00.00
1	Swimmer 25	18	Logo Team	1:00.00
4	Swimmer 28	18	Logo Team	1:00.00
<b>Heat 5 of 20</b>				
4	Swimmer 36	18	Logo Team	1:00.00
8	Swimmer 40	18	Logo Team	1:00.00
7	Swimmer 39	18	Logo Team	1:00.00
1	Swimmer 33	18	Logo Team	1:00.00
5	Swimmer 37	18	Logo Team	1:00.00
3	Swimmer 35	18	Logo Team	1:00.00
2	Swimmer 34	18	Logo Team	1:00.00
6	Swimmer 38	18	Logo Team	1:00.00
<b>Heat 6 of 20</b>				
5	Swimmer 45	18	Logo Team	1:00.00
8	Swimmer 48	18	Logo Team	1:00.00
7	Swimmer 47	18	Logo Team	1:00.00
6	Swimmer 46	18	Logo Team	1:00.00
3	Swimmer 43	18	Logo Team	1:00.00
2	Swimmer 42	18	Logo Team	1:00.00



PRINTER OPTIONS tab - this is where you set up the printer that you will be using to print your program, results and reports.

This may change from time to time and can be changed when needed by clicking on this tab.

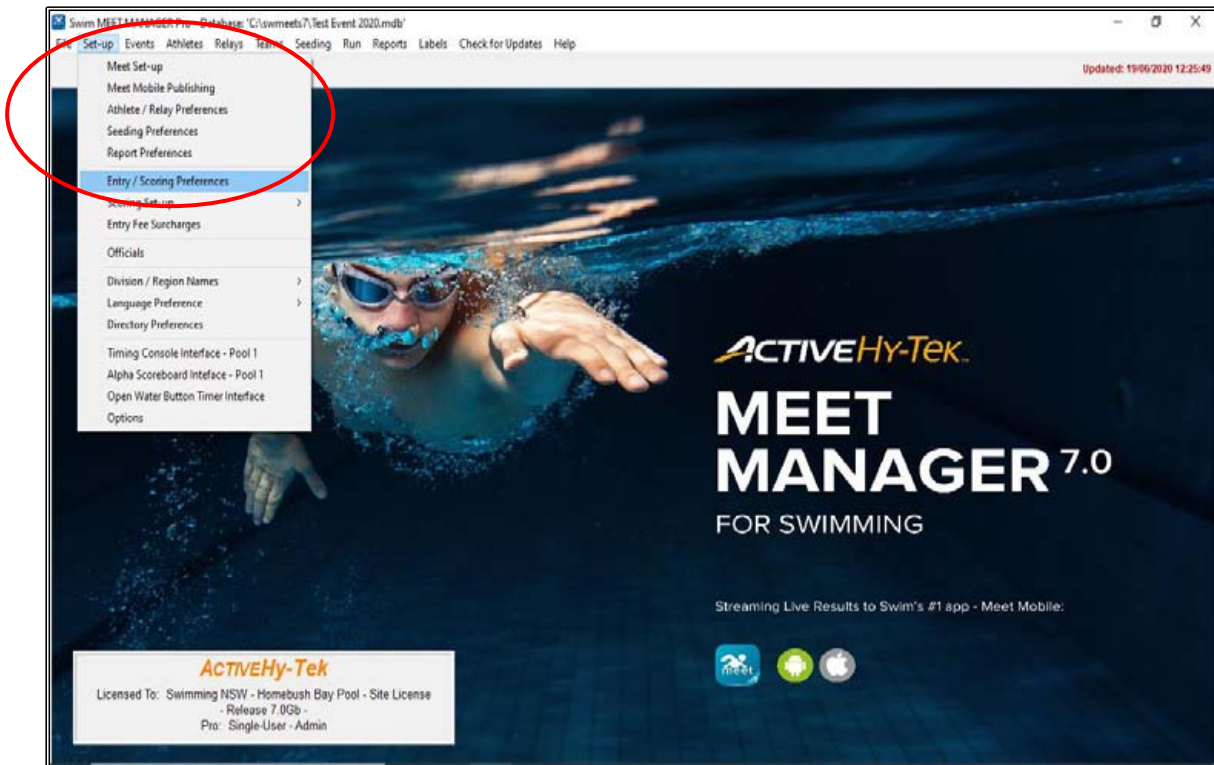
By default, the LABEL PRINTER also needs to be set up even though labels are not used.



When you are happy with all your REPORT PREFERENCES, click OK to save.

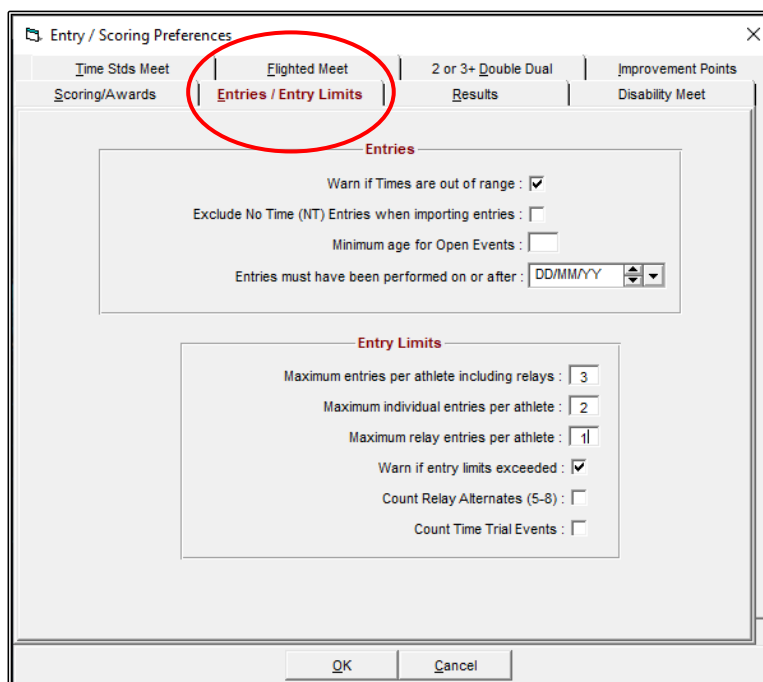


From the MAIN MENU screen, click on the SET-UP tab and click on ENTRY/SCORING PREFERENCES from the drop down.



From the ENTRY/SCORING PREFERENCES screen you would probably only use 2 or 3 of these tabs for a normal meet.

ENTRIES/ENTRY LIMITS tab - this should be used if you have qualifying times for events, if you want to have times imported that are current or if you want to limit the number of events an athlete can enter. None of these parameters would be used at a normal meet.

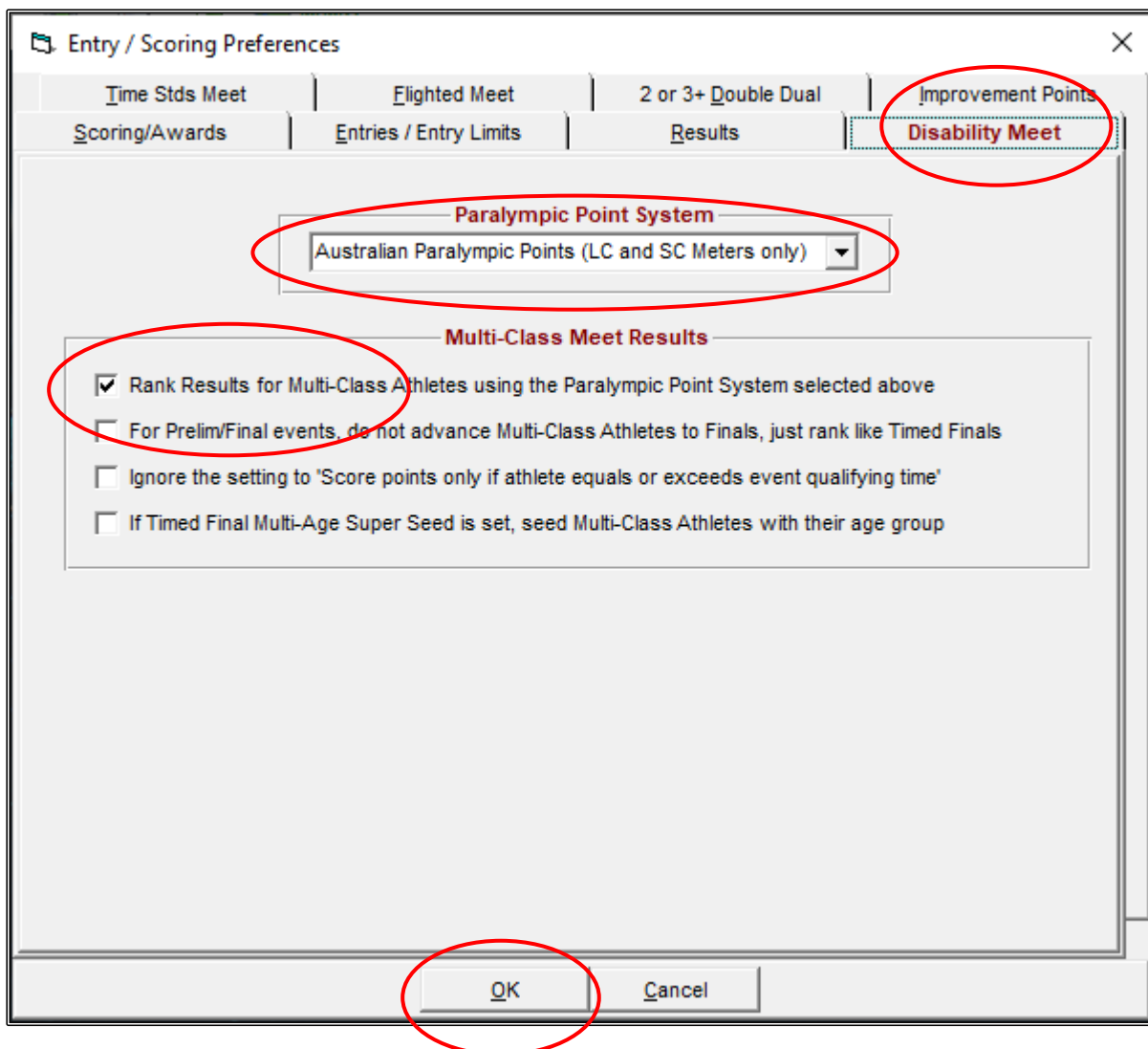


If you are running a meet which includes Multi-Class (swimmers with a disability) events that will be scored, then you need to click on the **DISABILITY MEET** tab and select **AUSTRALIAN PARALYMPIC POINTS (LC and SC METRES ONLY)** from the drop down to ensure that the correct points are being given to these swimmers.

Under **MULTI-CLASS MEET RESULTS**, you will need to tick **RANK RESULTS FOR MULTI-CLASS ATHLETES USING THE PARALYMPIC POINT SYSTEM SELECTED ABOVE**.

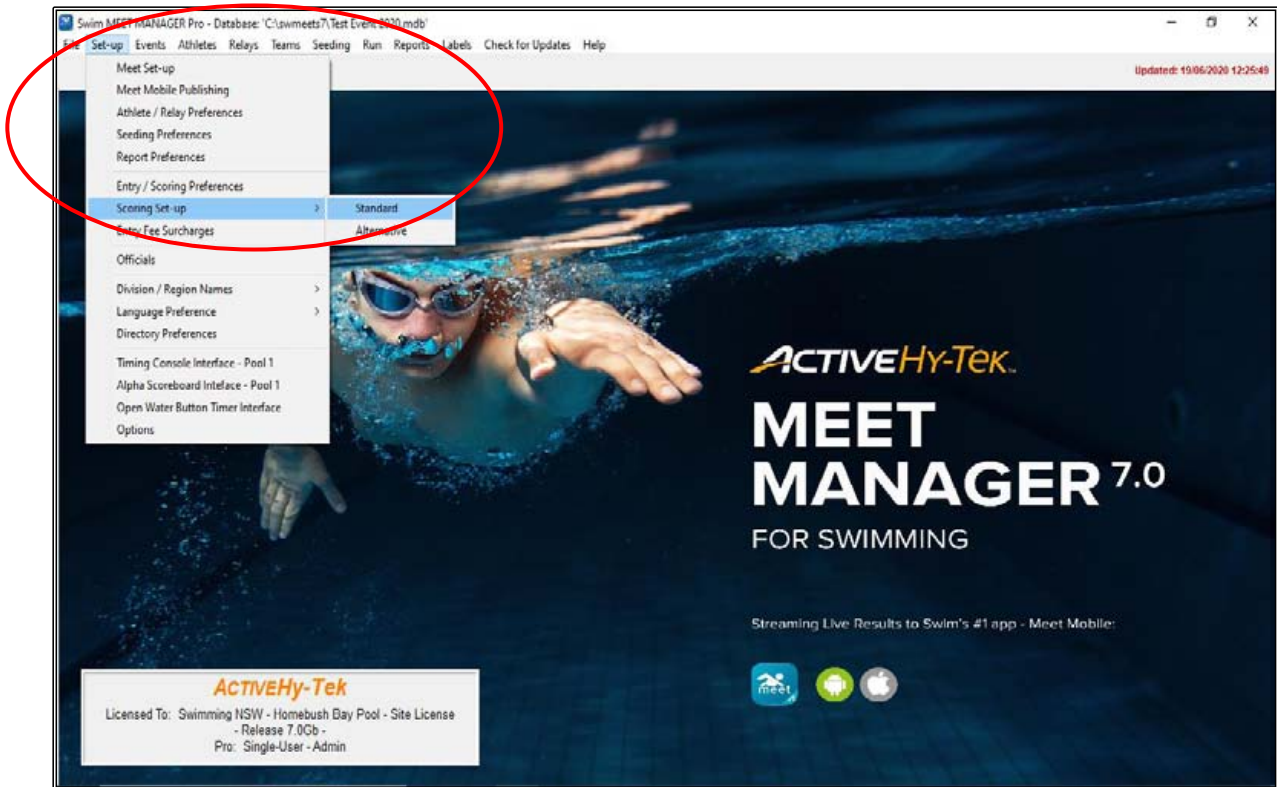
**NOTE:** If you are running Multi-Class events, then at the **SET-UP** tab -> **MEET SET-UP**, instead of selecting **AGE GROUP** in the **CLASS** section, you would need to change this to **DISABILITY**.

You will also need to know the Classification of your swimmers and enter them as **Disabled swimmers** rather than **Normal** in their **ATHLETE PROFILE** under **STATUS**. You will need to place their 3 Classification numbers in the appropriate boxes. You can read more about setting up for a meet with **MULTI-CLASS** swimmers in [Section 14](#) on Page 184 of this booklet.



When you are happy with all your **ENTRY/SCORING PREFERENCES**, click **OK** to save.

From the MAIN MENU screen, click on the SET-UP tab and select SCORING SET-UP from the drop down and then click on STANDARD.

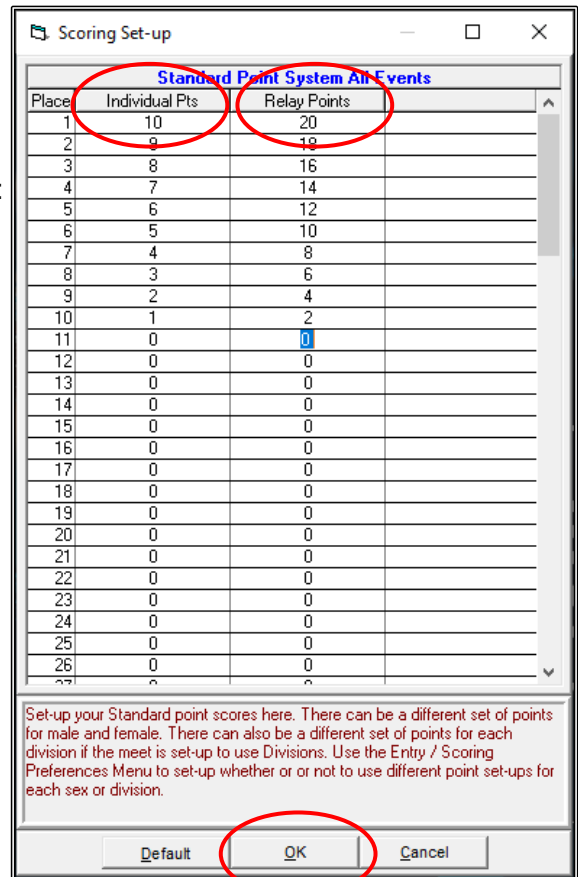


From the SCORING SET-UP screen, change scoring to:

Individual Pts: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 and,

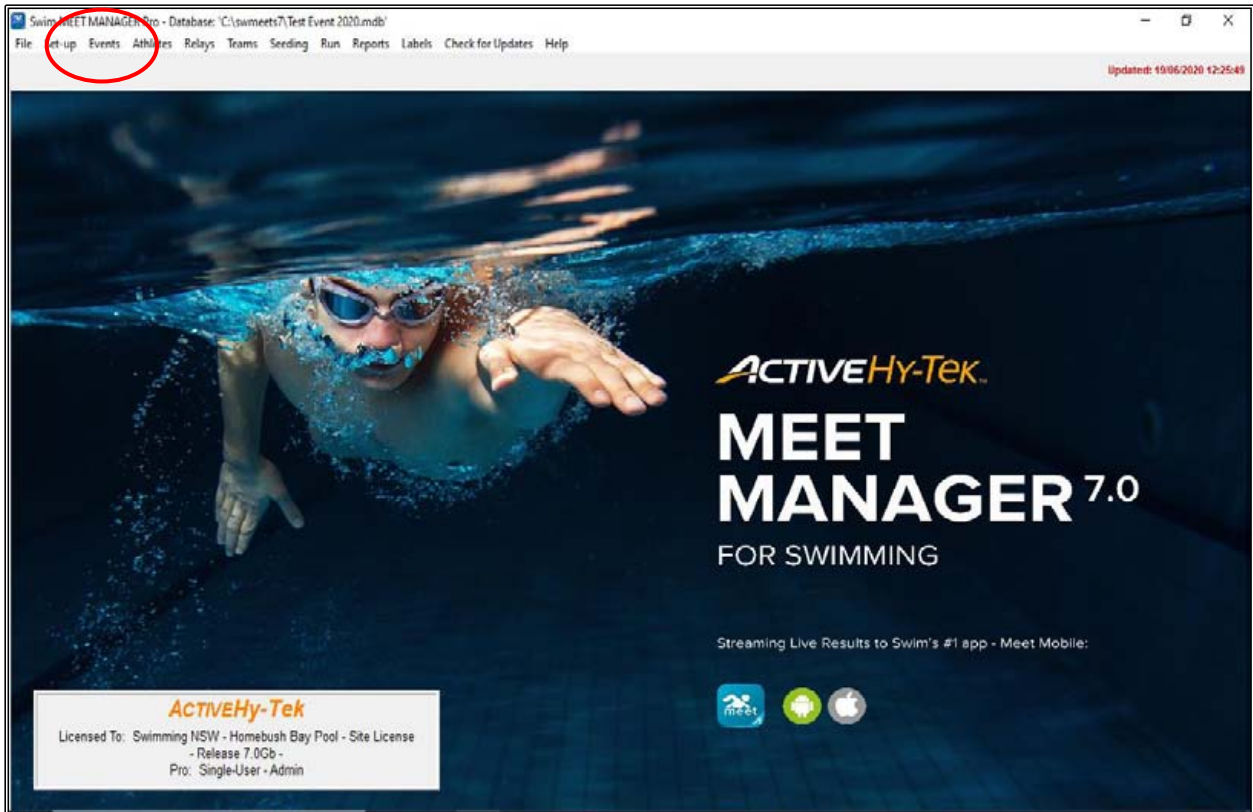
Relay Points: 20, 18, 16, 14, 12, 10, 8, 6, 4, 2.

Click OK when finished.

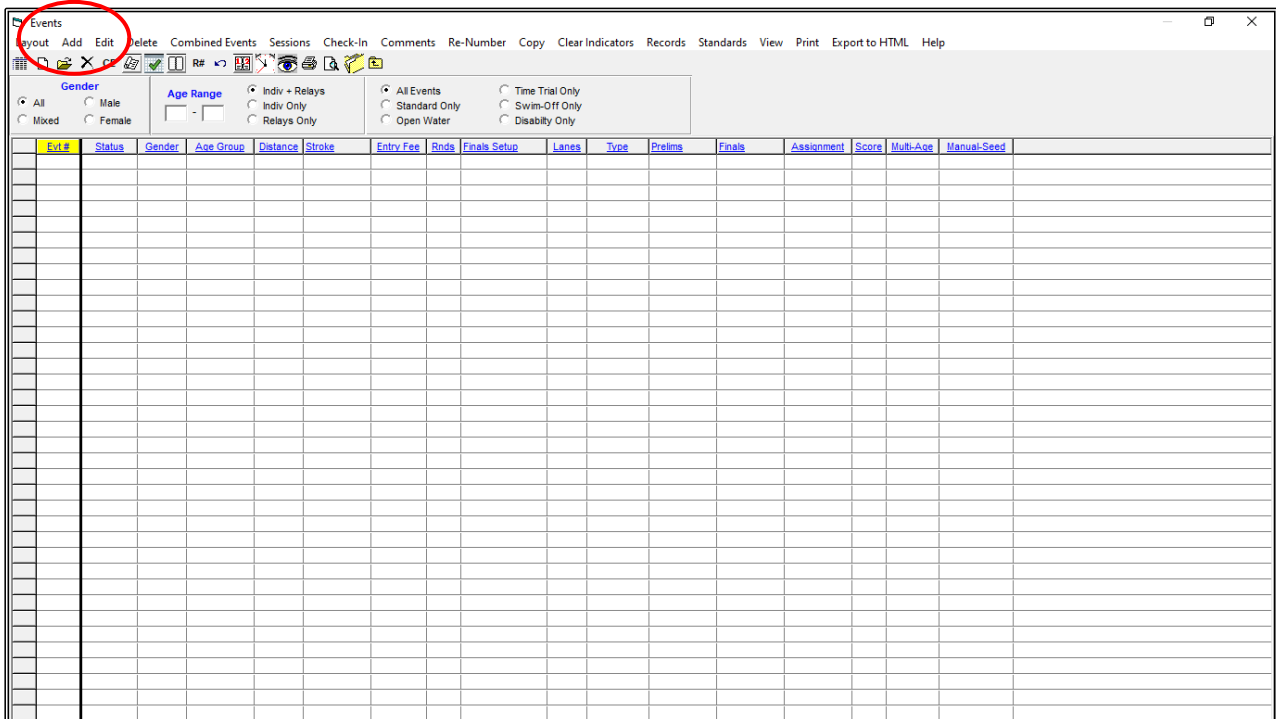


## 2. SET UP EVENTS:

From the MAIN MENU screen, click on the EVENTS tab.



After reading the instructions below, click on ADD in the EVENTS screen and proceed to enter the events as detailed on the [Program of Events](#) page at the beginning of this booklet (Page 4).



Meet Manager will automatically start numbering from Event #1 and then progress one event number at a time once you select OK after entering each event's details.

You now need to select your preferences for each event.

**NOTE:** Once you have selected all the criteria below, this will not change from event to event unless you physically do so - except for the Event # and the Gender.

Individual/Relay:	Click on the appropriate selection.
Gender:	By ticking the Alt Gender box, Meet Manager will now alternate between the genders from one event to the next without you having to do so. Select Gender or Mixed.
Division:	Will be greyed out - leave blank.
Age Group:	Select the appropriate button for your event. If the standard selection does not give you the range of age/ages you require, you can select the Custom option and designate a range of ages eg: 12 & Under = 0 - 12 13 & Over = 13 - 109 9 years = 9 - 9 etc.
Distance:	Select the distance to be swum. Once again, if you require distances not listed, you can select the Custom option and designate the distance required.
Stroke:	Select the appropriate stroke for the event.
Rounds:	This meet is a Timed Finals meet, so you would select this option.
Round 1 - Prelims or Timed Finals:	The venue - My Swimming Pool - only has 6 lanes. Number of Lanes = 6 Lanes for Best = 6 Heats = 1
Time Finals, Heat Order and Timed Finals selections:	These will be filled in automatically and do not need to be adjusted for this meet.
Multi-Age Group:	This is used if you want to swim several age groups together but award them separately. For this meet it is left blank. (See <a href="#">Section 13</a> on Page 181 for further information on this set-up)
Score Event:	This needs to be ticked to give you a point score at the end of the meet so that you can award Champion Girl/Boy/Club etc.
Entry Fee:	Enter the cost of each event, especially if uploading to Swim Central for online entries.
Event Type:	This is where you can choose Standard or Multi-Class if running those events.
Round 2 or Round 3 - Finals	This will be greyed out and cannot be filled in because you have selected this meet as a Timed Final meet.

Proceed to enter all 8 Events as listed on the [Program of Events](#) page (Page 4).



Click CANCEL once all events have been entered and then your EVENTS screen will now have all events listed as shown below. If you see that you have made a mistake, you can highlight the event and then click EDIT to make any changes.

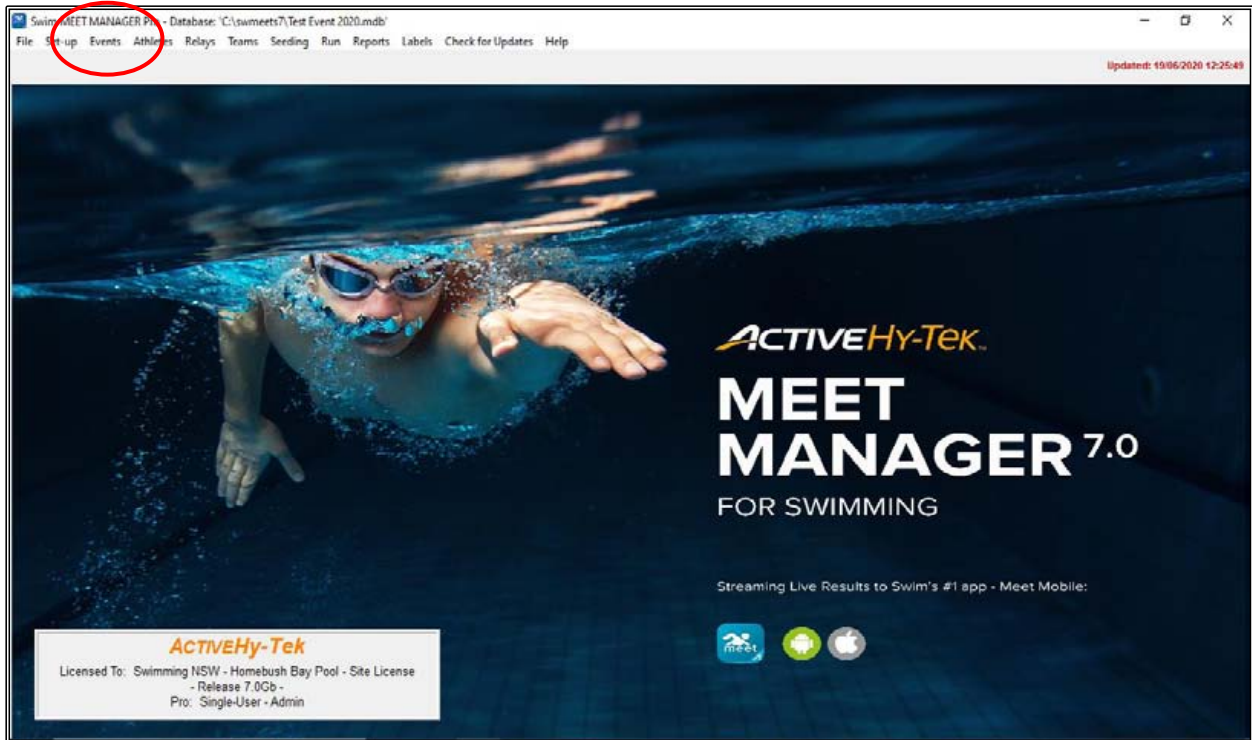
Click CLOSE OUT ☒ when you are certain that all events are correct.

Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

### 3. SET UP SESSIONS:

This is not a must, but you cannot produce a TIMELINE for the meet or setup MEET MOBILE without setting up a Session/s.

Click on the EVENTS tab again from the MAIN MENU screen.



Click on the SESSIONS tab in the EVENTS screen.

Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

Click on the ADD button and proceed to enter your session details. We will add 2 session for this meet.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	01:00 PM	1				40	15	0	30	L	S1

Evt #	Rnd	Event Name
1	F	Boys 8 & Under 50 Freestyle
2	F	Girls 8 & Under 50 Freestyle
3	F	Men Open 100 Backstroke
4	F	Women Open 100 Backstroke
5	F	Boys 9 Years 200 Breaststroke
6	F	Girls 9 Years 200 Breaststroke
7	F	Mixed Open 400 Medley 4 x 100m Relay
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay

Session# - 1  
 Session Title - MORNING  
 Day - 1  
 Start time - 9.00 AM  
 Interval - 40  
 Extra Backstroke Interval - 15  
 Chase and Diving are not relevant fields for swimming.  
 Course - LC Metres  
 Leave the Max Entries for Meet Events Export to TM fields blank.

Click OK then set up Session 2.

Add New Session  
 Session #: 1  
 Session Title: MORNING  
 Day: 1  
 Start Time: 09:00 AM  
 Interval: 40  
 Extra Backstroke Interval: 15  
 Chase Starts Interval: 0  
 Diving Time per Dive: 30  
 Course: LC Meters  
 Max Entries for Meet Events Export to TM  
 Max entries including relays:   
 Max individual entries:   
 Max relay entries:   
 OK Cancel



Session# - 2  
 Session Title - AFTERNOON  
 Day - 1  
 Start time - 1.00 PM  
 Interval - 40  
 Extra Backstroke Interval - 15  
 Chase and Diving are not relevant fields for swimming.  
 Course - LC Metres  
 Leave the Max Entries for Meet Events Export to TM fields blank.

Click OK and then CANCEL.

You now need to put the events that you want into each session.

With SESSION 1 highlighted, double click on the EVENT NUMBER from the left-hand side and this will import them across to the SESSION SCHEDULE on the right-hand side.

These events are now flagged as yellow.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1				40	15	0	30	L	MORNING
1	09:00 PM	2				40	15	0	30	L	AFTERNOON

EVENT LIST - (Double Click to Add)			SESSION SCHEDULE - (Double Click Evt # to Delete)								
Evt #	Rnd	Event Name	Evt #	Rpt/H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
1	F	Boys 8 & Under 50 Freestyle	1	H	F	Boys 8 & Under 50 Freestyle	1			0	
2	F	Girls 8 & Under 50 Freestyle	2	H	F	Girls 8 & Under 50 Freestyle	2			0	
3	F	Men Open 100 Backstroke	3	H	F	Men Open 100 Backstroke	3			0	
4	F	Women Open 100 Backstroke	4	H	F	Women Open 100 Backstroke	4			0	
5	F	Boys 9 Years 200 Breaststroke									
6	F	Girls 9 Years 200 Breaststroke									
7	F	Mixed Open 400 Medley 4 x 100m Relay									
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay									

Now highlight SESSION 2. Click on MOVE ALL -> answer YES. This moves all the remaining events into Session 2.

If you make a mistake, just double click on the event name in the SESSION SCHEDULE on the right-hand side and this will remove the event from that Session.

The screenshot shows the 'Sessions' window with a table of sessions. Session 2 is selected. A dialog box titled 'HY-TEK's MEET MANAGER' is displayed, asking 'Move all remaining events into selected session?'. The 'Yes' button is circled in red.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1				40	15	0	30	L	MORNING
1	09:00 PM	2				40	15	0	30	L	AFTERNOON

Evt #	Rnd	Event Name
1	F	Boys 8 & Under 50 Freestyle
2	F	Girls 8 & Under 50 Freestyle
3	F	Men Open 100 Backstroke
4	F	Women Open 100 Backstroke
5	F	Boys 9 Years 200 Breaststroke
6	F	Girls 9 Years 200 Breaststroke
7	F	Mixed Open 400 Medley 4 x 100m Relay
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay

Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
			Nothing set-up for session	0			0	

The screenshot shows the 'Sessions' window after the 'MOVE ALL' action. The 'SESSION SCHEDULE' table now contains the events from Session 2. The 'Close' button in the top right corner is circled in red.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1				40	15	0	30	L	MORNING
1	09:00 PM	2				40	15	0	30	L	AFTERNOON

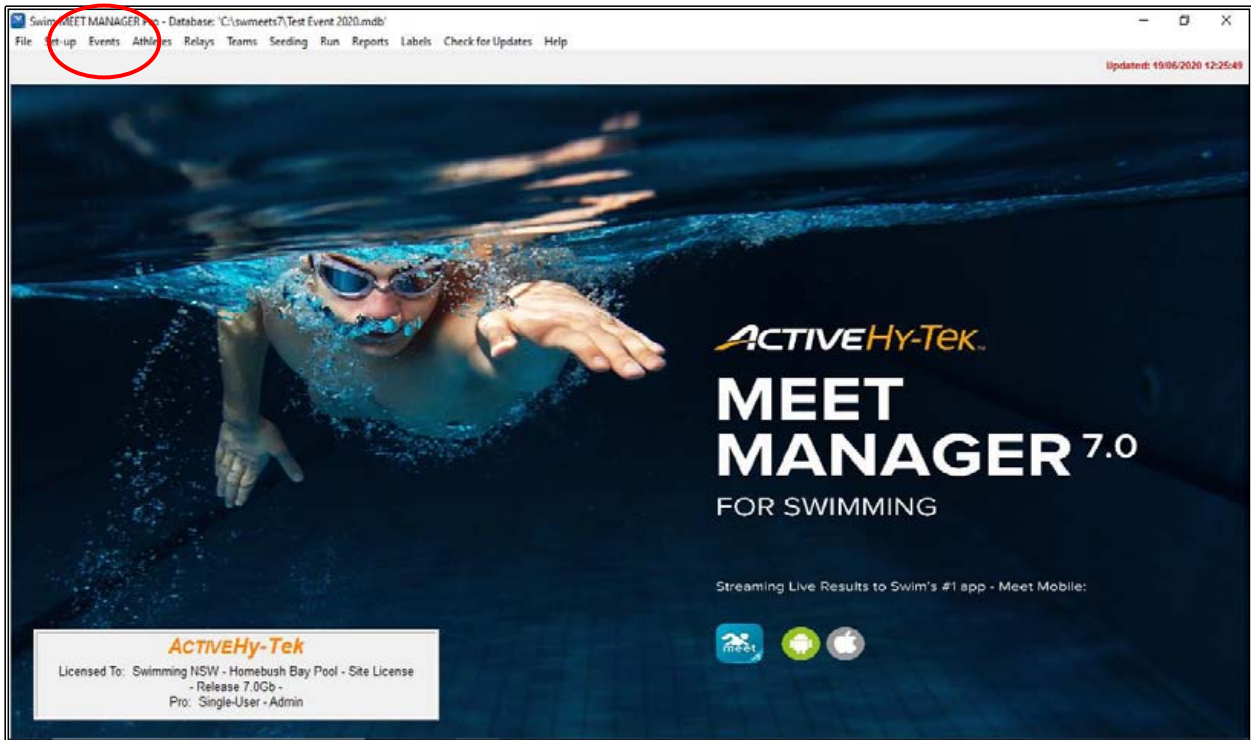
Evt #	Rnd	Event Name
1	F	Boys 8 & Under 50 Freestyle
2	F	Girls 8 & Under 50 Freestyle
3	F	Men Open 100 Backstroke
4	F	Women Open 100 Backstroke
5	F	Boys 9 Years 200 Breaststroke
6	F	Girls 9 Years 200 Breaststroke
7	F	Mixed Open 400 Medley 4 x 100m Relay
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay

Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
5	H	F	Boys 9 Years 200 Breaststroke	1			0	
6	H	F	Girls 9 Years 200 Breaststroke	2			0	
7	H	F	Mixed Open 400 Medley 4 x 100m Relay	3			0	
8	H	F	Girls 6-10 200 Freestyle 4 x 50m Relay	4			0	

CLOSE OUT ☒ the screen when your Sessions are all complete.

#### 4. SET UP RECORDS:

Click on the EVENTS tab again from the MAIN MENU screen.

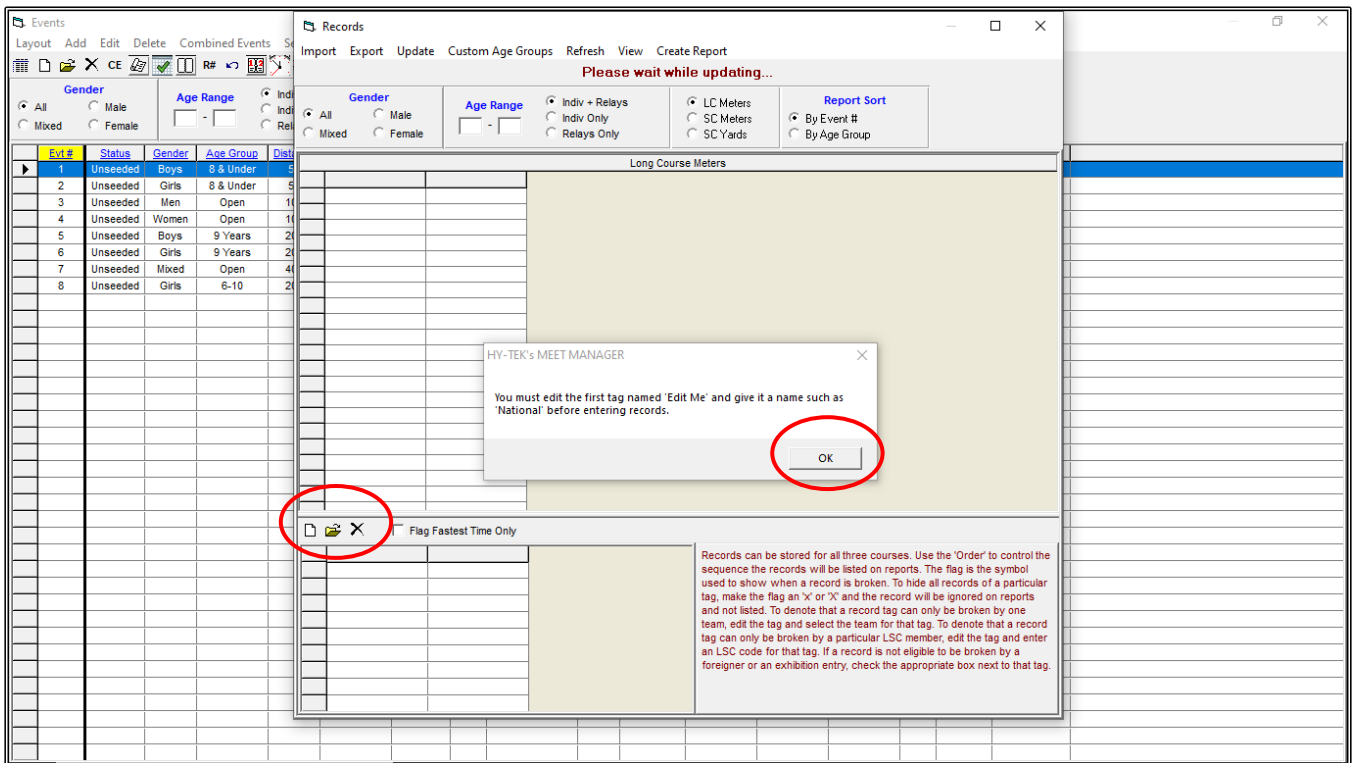


Click on the RECORDS tab.

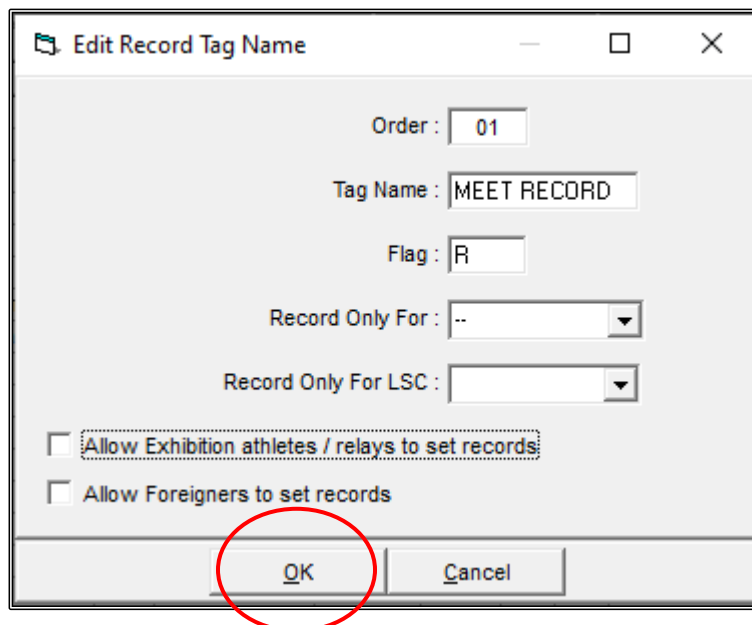
Ev#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

As soon as the RECORDS screen opens, you will be prompted to edit the FIRST TAG NAME (record name) before proceeding to enter your records. Just click OK to BOTH prompts.

Now click on the OPEN FOLDER icon to give your records a name and a flag indicator.



Proceed to enter the information as shown below and then click OK.



Click into the appropriate field to enter the TIME, DATE, RECORD HOLDER'S NAME and CLUB for all events as listed on the following Meet Records page.

**TIP:** You do not need to use the decimal point when adding times - Meet Manager does this for you.

You only have to do this once, as these RECORDS can now simply be UPDATED for any future meets. See [Section 15](#) (Page 197) for more information.

**Records**

Import Export Update Custom Age Groups Refresh View Create Report

Age Show Records of Selected Tag Only

**Gender**  
 All  Male  Mixed  Female

**Age Range**  
 -

Indiv + Relays  Indiv Only  Relays Only

LC Meters  SC Meters  SC Yards

**Report Sort**  
 By Event #  By Age Group

**Long Course Meters**

Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re
1	Boys 8&U 50 Free	<input type="checkbox"/>	MEET RECORD							
2	Girls 8&U 50 Free	<input type="checkbox"/>	MEET RECORD							
3	Men Open 100 Back	<input type="checkbox"/>	MEET RECORD							
4	Women Open 100 Back	<input type="checkbox"/>	MEET RECORD							
5	Boys 9 200 Breast	<input type="checkbox"/>	MEET RECORD							
6	Girls 9 200 Breast	<input type="checkbox"/>	MEET RECORD							
7	Mixed Open 400 Medley 4 x 100m Relay	<input type="checkbox"/>	MEET RECORD							
8	Girls 6-10 200 Free 4 x 50m Relay	<input type="checkbox"/>	MEET RECORD							

Flag Fastest Time Only

Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	--		<input type="checkbox"/>	<input type="checkbox"/>

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.

## MEET RECORDS:

Event	Time	Year	Mon	Day	Record Holder	Affiliation
1. Boys 8 & Under 50m Freestyle	35.10	2005	01	01	John Webber	Local Swim Team
2. Girls 8 & Under 50m Freestyle	32.15	2005	01	01	Mary Smith	Diamonds
3. Mens Open100m Backstroke	1:02.76	2004	01	01	Phil Brown	Diamonds
4. Womens Open100m Backstroke	1:07.59	2004	01	01	Sarah Jones	Fantasy Club
5. Boys 9 years 200m Breaststroke	2:59.82	2005	06	15	Jim Burke	NSW Club
6. Girls 9 years 200m Breaststroke	3:10.27	2005	06	15	Sue Potter	Dragons Team
7. Mixed Open 400m Medley Relay	6:59.80	2005	01	01	Local Swim Team	Local Swim Team
8. Girls6-10 years200m Freestyle Relay	2:45.13	2005	01	01	Dragons Team	Dragons Team

Records

Import Export Update Custom Age Groups Refresh View Create Report

Show Records of Selected Tag Only

Gender: All Male Female  
Age Range: [ ] - [ ]  
Report Sort: By Event # By Age Group

Indiv + Relays  
Indiv Only  
Relays Only

LC Meters  
SC Meters  
SC Yards

**Long Course Meters**


Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Relay Names
MEET RECORD	35.10	2005	01	01	John Webber	Local Swim Team	
MEET RECORD	32.15	2005	01	01	Mary Smith	Diamonds	
MEET RECORD	1:02.76	2004	01	01	Phil Brown	Diamonds	
MEET RECORD	1:07.59	2004	01	01	Sarah Jones	Fantasy Club	
MEET RECORD	2:59.82	2005	06	15	Jim Burke	NSW Club	
MEET RECORD	3:10.27	2005	06	15	Sue Potter	Dragons Team	
MEET RECORD	6:59.80	2005	01	01	Local Swim Team	Local Swim Team	
MEET RECORD	2:45.13	2005	01	01	Dragons Team	Dragons Team	

Flag Fastest Time Only

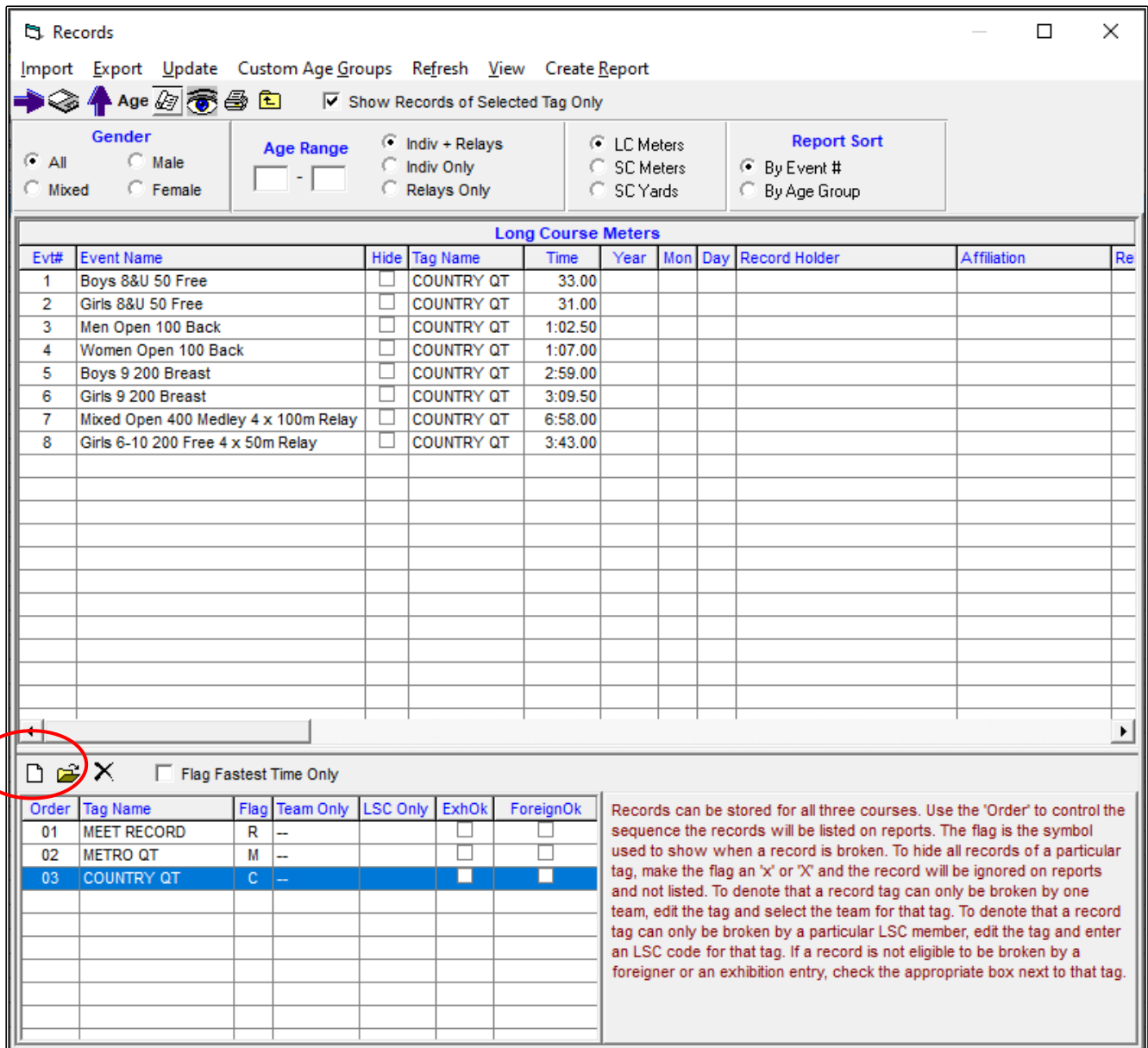
Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	--			

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.

Once all records have been entered, CLOSE OUT ☒ of the Records and the Events Screens back to the MAIN MENU screen.

If you wanted to add say NSW METROPOLITAN or COUNTRY qualifying times to see if any of your swimmers qualify for these meets, simply obtain the qualifying times from the Swimming NSW website and then add them as another record by clicking on the ADD NEW RECORD TAG .

The swimmers who achieve these times at your meet will then be highlighted with the flag that you set up. See example below.



The screenshot shows the 'Records' application window. At the top, there are menu options: Import, Export, Update, Custom Age Groups, Refresh, View, and Create Report. Below the menu is a toolbar with icons for Age, Gender, and other functions, along with a checkbox for 'Show Records of Selected Tag Only'. The main area is divided into several sections:

- Gender:** Radio buttons for All, Male, Mixed, and Female.
- Age Range:** Input fields for age range.
- Record Type:** Radio buttons for Indiv + Relays, Indiv Only, and Relays Only.
- Report Sort:** Radio buttons for LC Meters, SC Meters, SC Yards, By Event #, and By Age Group.

The main data table is titled 'Long Course Meters' and has the following columns: Evt#, Event Name, Hide, Tag Name, Time, Year, Mon, Day, Record Holder, Affiliation, and Re. It lists 8 events, all with 'COUNTRY QT' as the tag name and various times.

At the bottom, there is a configuration table for record tags. A red circle highlights the 'Add New Record Tag' icon (a document with a plus sign) in the toolbar. The configuration table has columns: Order, Tag Name, Flag, Team Only, LSC Only, ExhOk, and ForeignOk.

Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	--		<input type="checkbox"/>	<input type="checkbox"/>
02	METRO QT	M	--		<input type="checkbox"/>	<input type="checkbox"/>
03	COUNTRY QT	C	--		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To the right of the configuration table is a text box explaining the flags and options:

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.



## SECTION TWO: BACK UP SHELLS FOR MEET MANAGER, TEAM MANAGER AND ONLINE ENTRIES.

### 1. BACKUP FILE (SHELL) FOR MEET MANAGER:

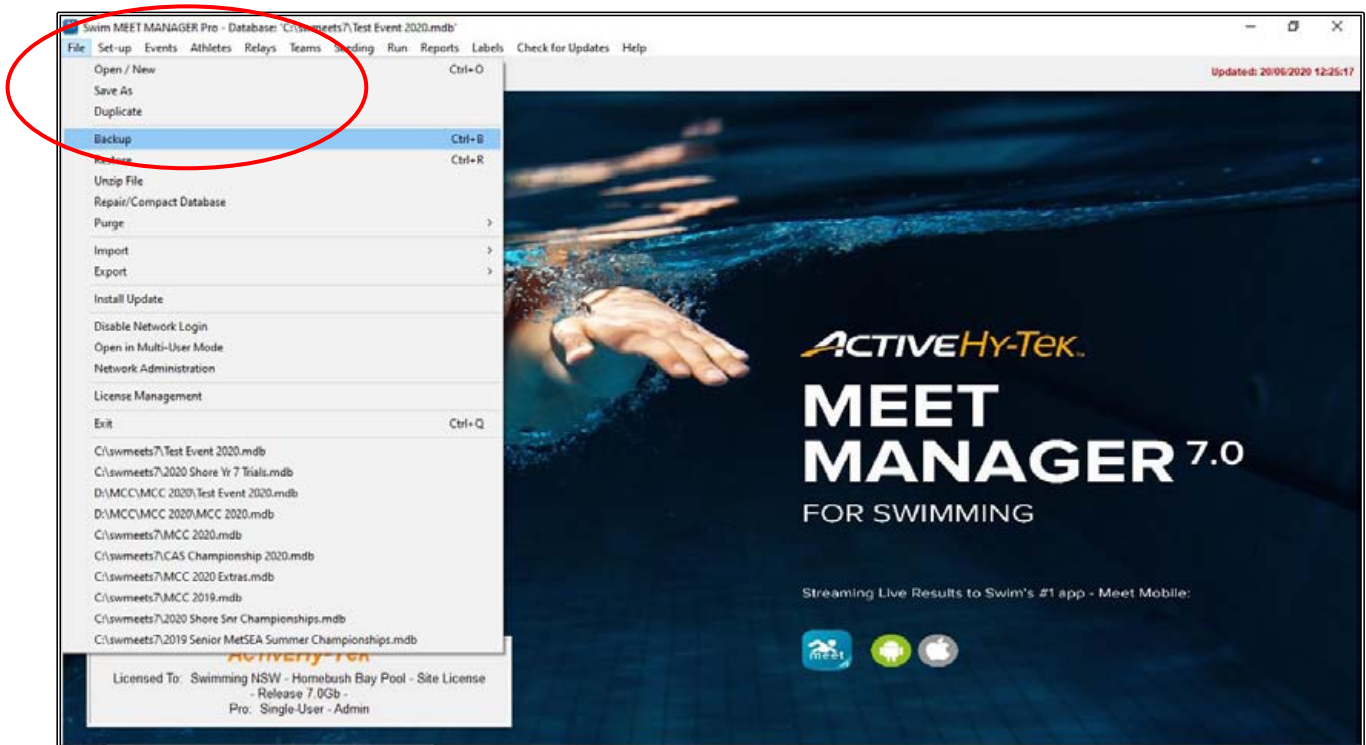
Before making your BACKUP FILES, go into your C:\ Directory on your computer and select SWMEETS7 and add a new folder called TEST EVENT 2020.

Within the newly created TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Results
4. Shells

This way you will not become confused with all the different files that you will be making and saving as you go through this meet process.

Once you have done this, go back into the Meet Manager program and click on the FILE tab from the MAIN MENU screen and select BACKUP from the drop down.





Ensure that you are in the right DRIVE, ie C: (Windows)

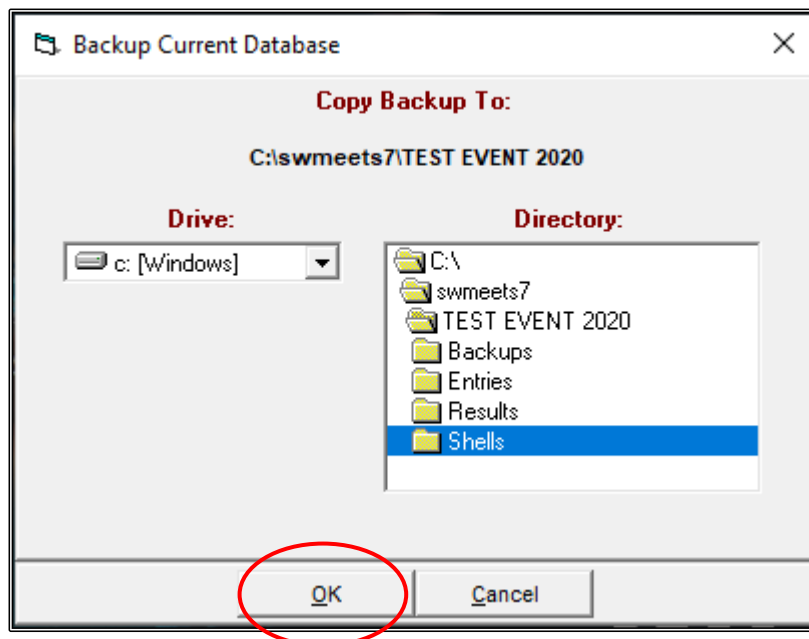
You may wish to save all of this data to an external drive such as a USB in which case you would select the appropriate DRIVE.

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

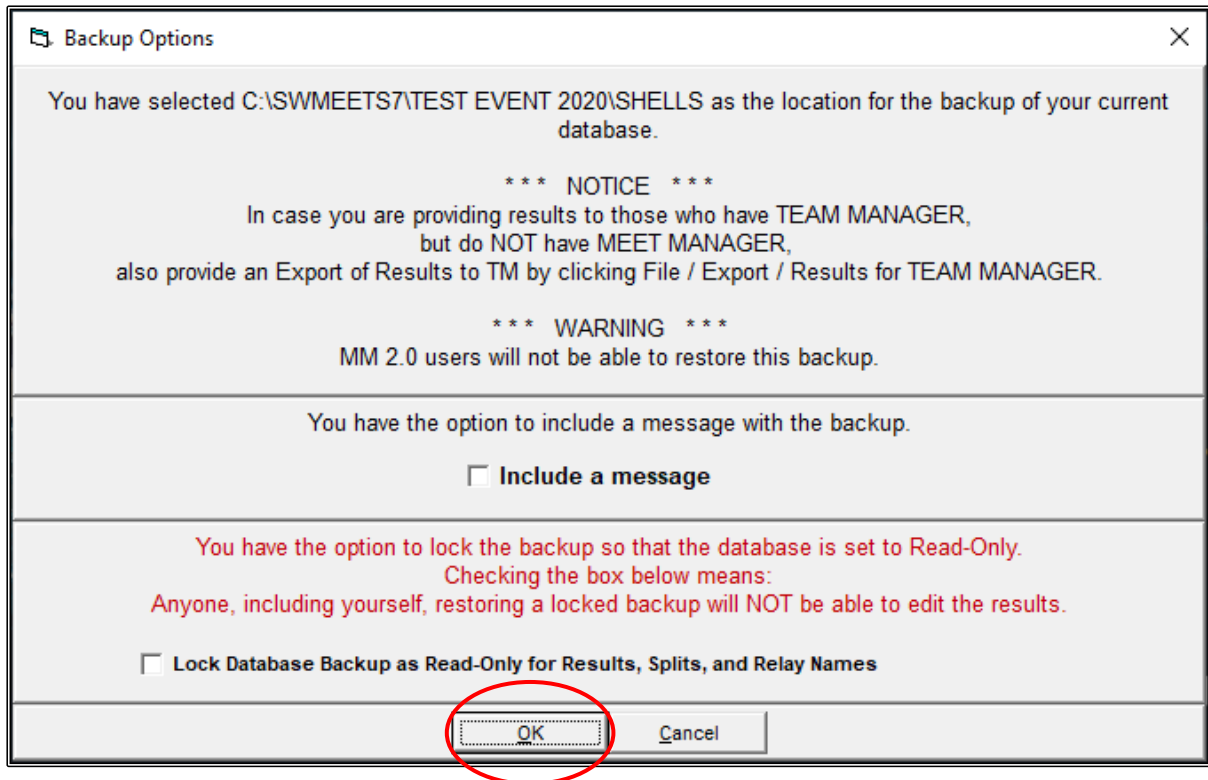
Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the SHELLS folder so that your files will be saved here.

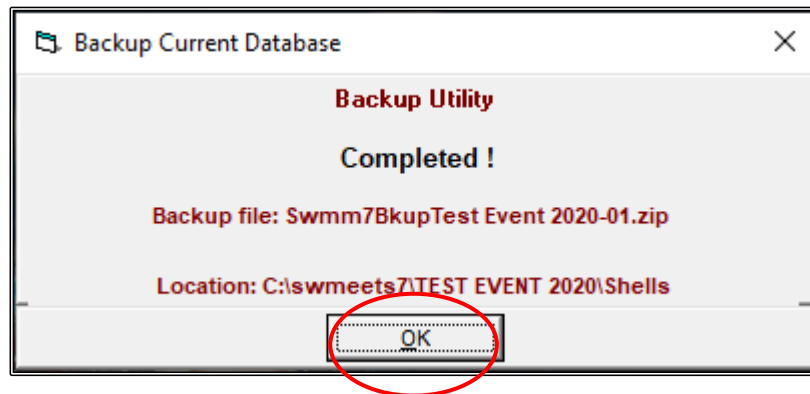
Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.



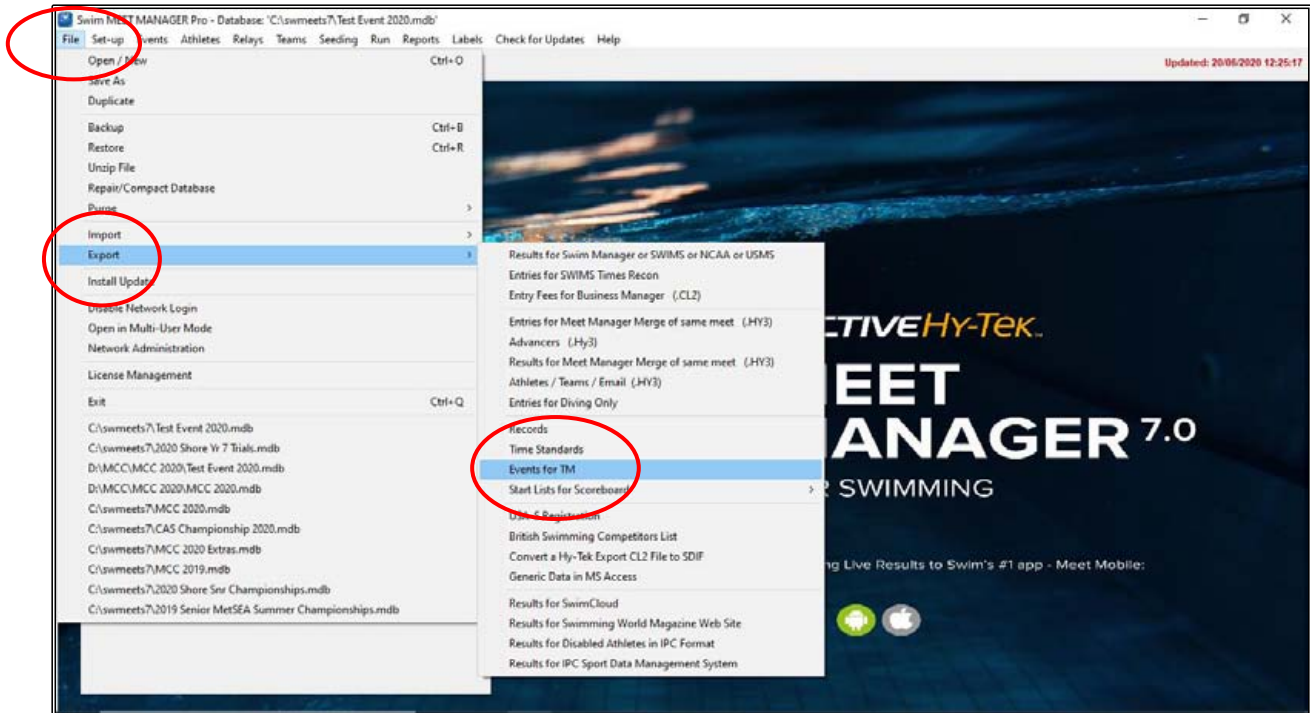
Once the BACKUP is complete, click OK.



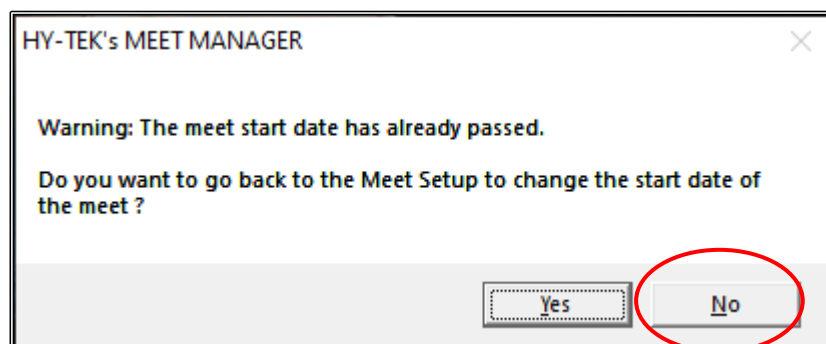
## 2. BACK UP FILE (SHELL) FOR TEAM MANAGER AND ONLINE ENTRIES:

From the MAIN MENU screen, click on the FILE tab and select EXPORT.

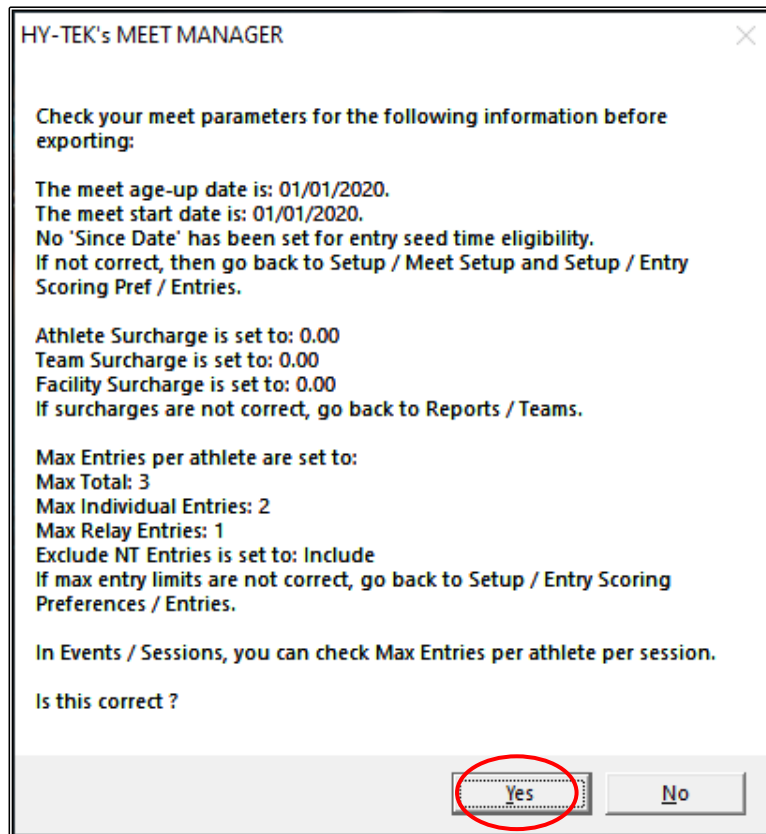
Then click on EVENTS FOR TM.



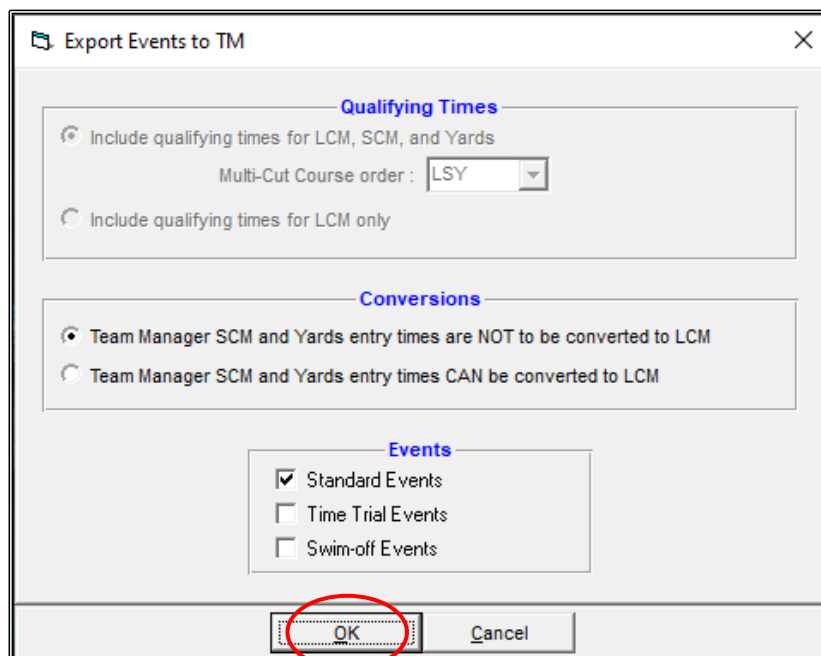
Because we are using a fictional meet, MEET MANAGER will display a WARNING sign that the meet start date has already passed and asks if you want to change the start date. For this exercise, click NO. You would not normally see this warning sign.



A CHECK YOUR MEET PARAMETERS SCREEN will appear and once checked, click YES.



A QUALIFYING TIMES AND CONVERSIONS screen will now appear for you to check and then click OK.



Ensure that you are in the right DRIVE, ie C: (Windows)

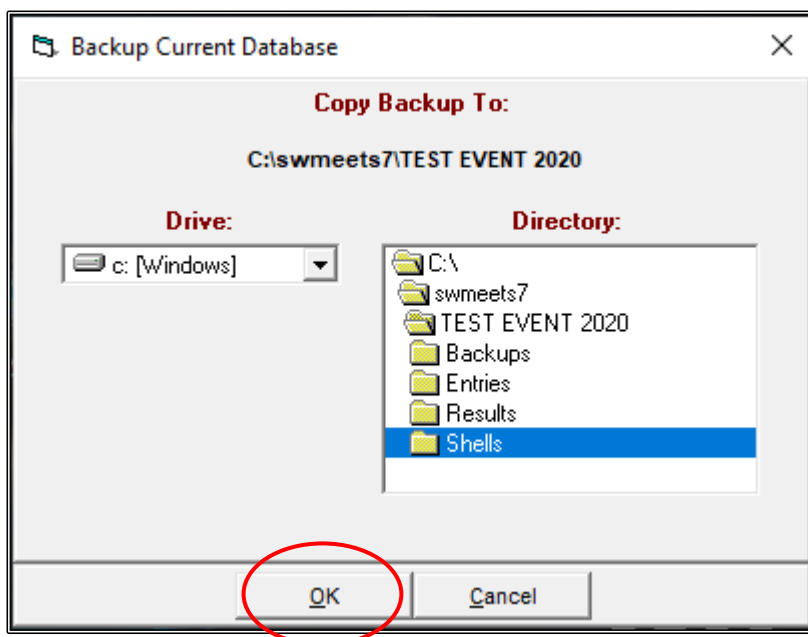
You may wish to save all of this data to an external drive such as a USB in which case you would select the appropriate DRIVE.

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

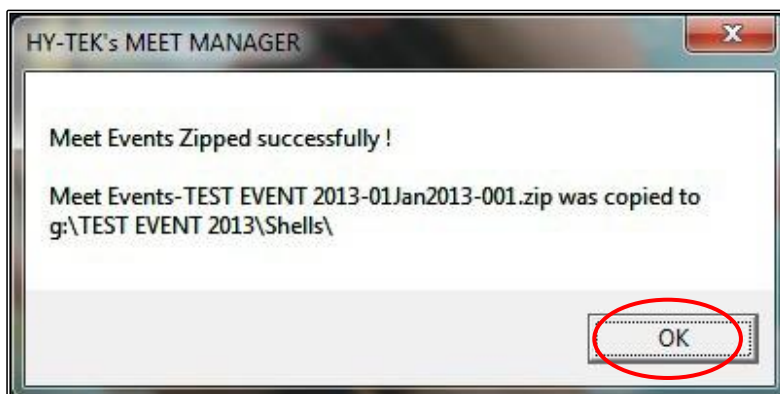
Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the SHELLS folder so that your files will be saved here.

Click OK to save.

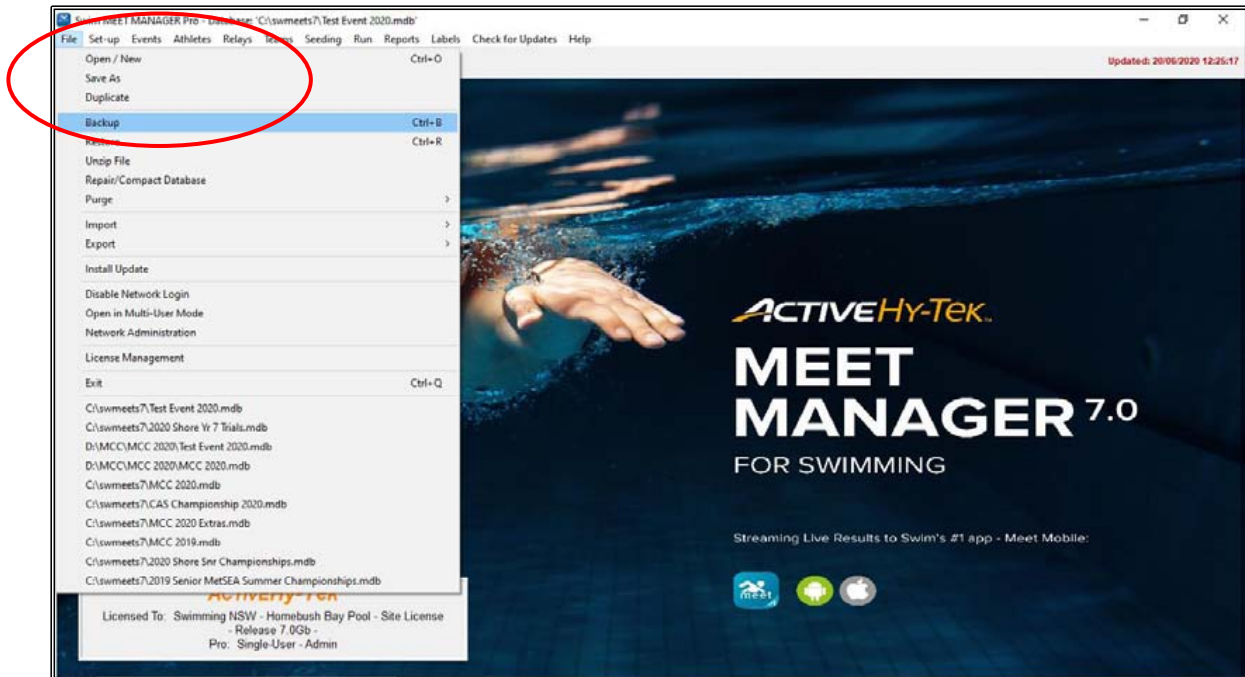


You will now see the ZIPPED SUCCESSFULLY screen. Click OK.



It is good practice to periodically save your Meet Manager data into BACKUPS so that none of the information that you have already entered and uploaded is lost.

From the MAIN MENU screen click on the FILE tab and then select BACKUP from the drop down.

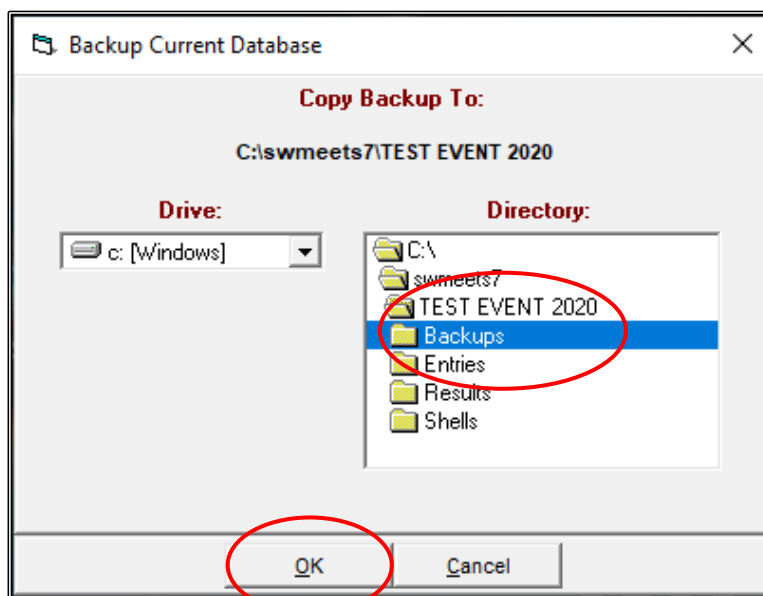


Ensure that you are in the right DRIVE, ie C: (Windows)

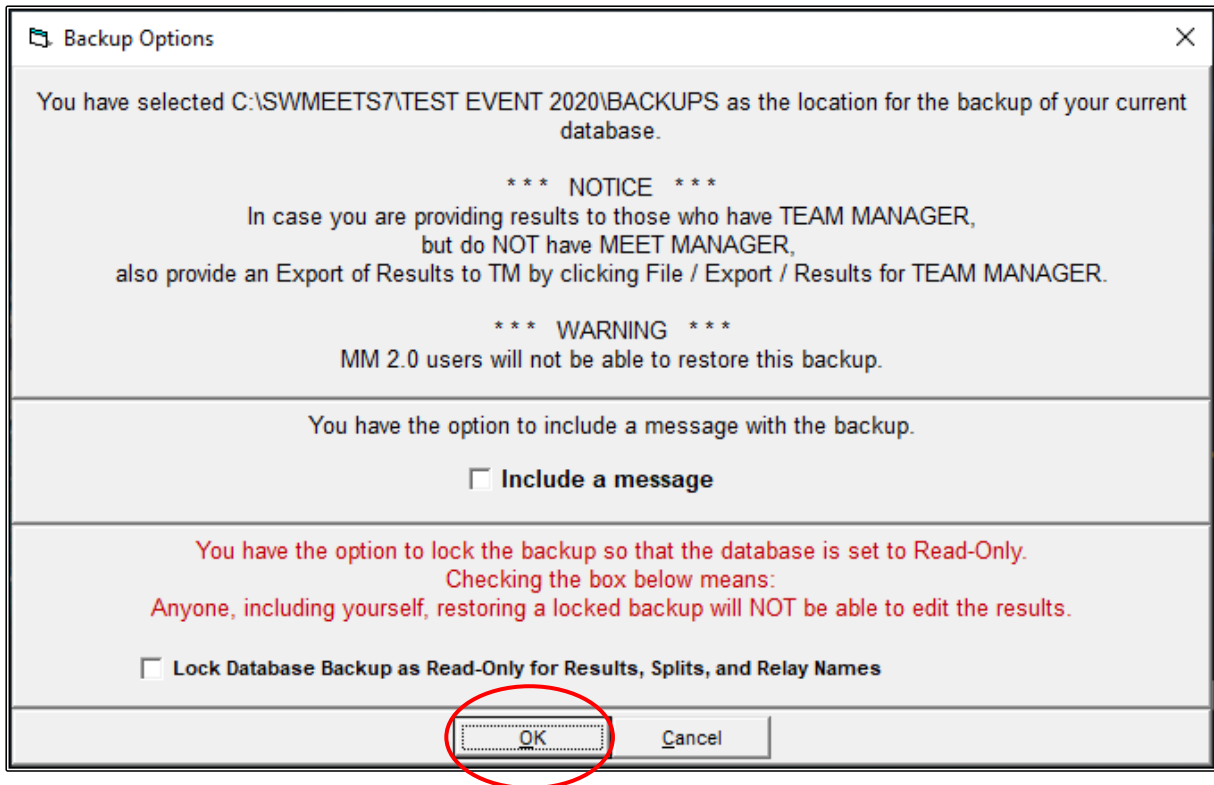
Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

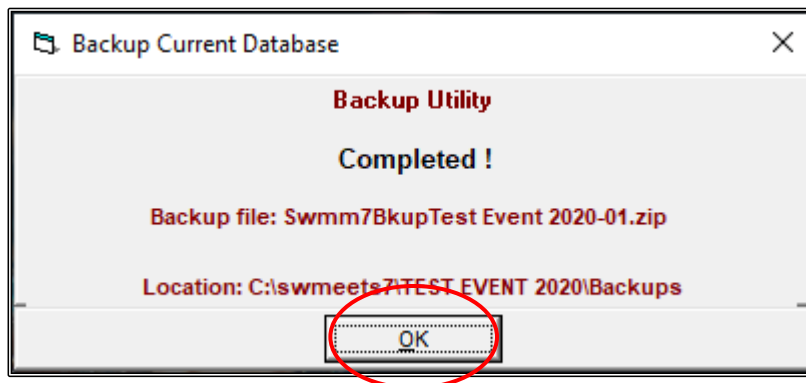
Double click on the BACKUPS folder so that your files will be saved here. Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.



Once the BACKUP is complete, click on OK.



You have now successfully created the SHELL for your meet and saved the backup files and are ready to start accepting entries.

You can start advertising your meet by placing the MEET MANAGER BACKUP file and the TEAM MANAGER EVENTS file, along with a Program of Events on your Club/Area/Swimming NSW website so that external clubs entering your meet can download them, enter their swimmers and send back an entries file for you to import into your SHELL.

These forms of entry are known as E-ENTRIES.

You can also email these files through to other Club Race Secretaries for inclusion on their websites.

You will need to give the TEAM MANAGER EVENTS file to your RACE SECRETARY for upload into the Swimming NSW Swim Central portal so that swimmers may enter directly online.

The two files that you have created and saved in your TEST EVENTS 2020 Folder -> SHELLS sub-folder will look like this:

MEET MANAGER FILE:



Swmm7BkupTest Event 2020-01.zip

TEAM MANAGER FILE:



Meet Events-Test Event 2020-01Jan2020-001.zip

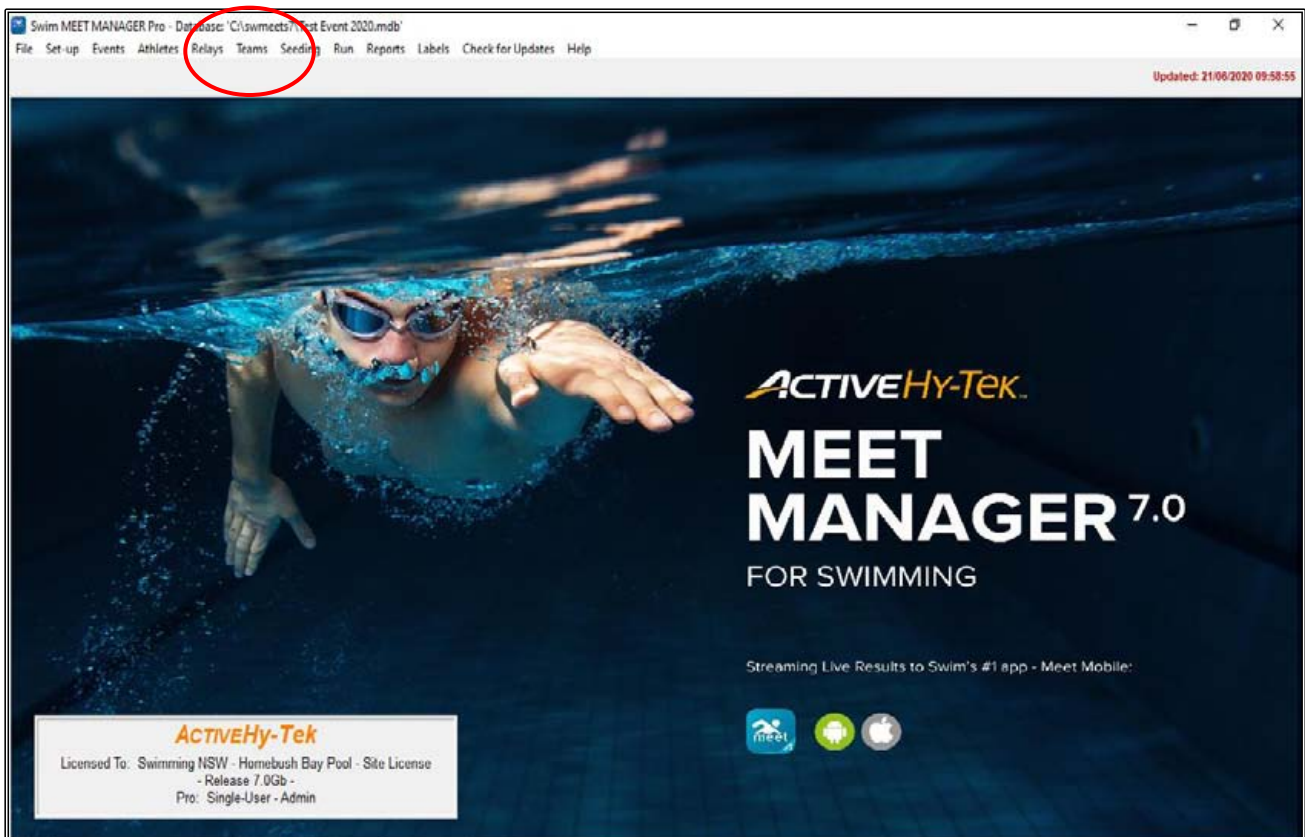


## SECTION THREE: ENTERING DATA MANUALLY INTO MEET MANAGER (TEAMS, ATHLETES AND RELAYS)

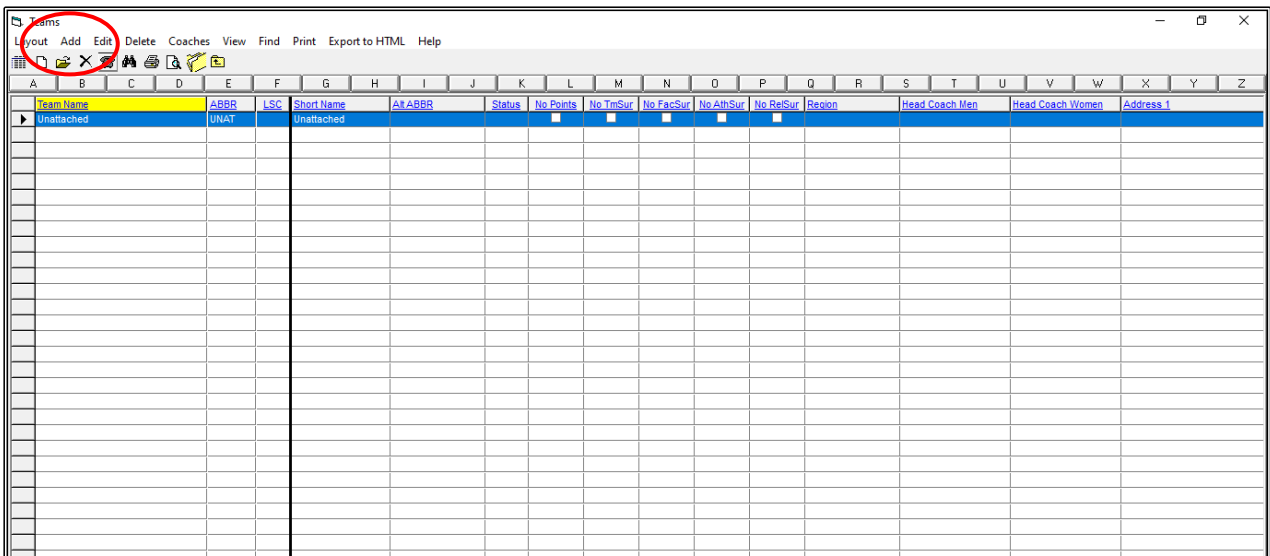
### 1. ENTERING TEAMS:

If you are doing MANUAL ENTRIES, which is very rare these days, you will need to add the TEAM NAME first before you can enter any athletes.

From the MAIN MENU screen select the TEAMS tab.



When the TEAMS screen opens up, click on the ADD button.

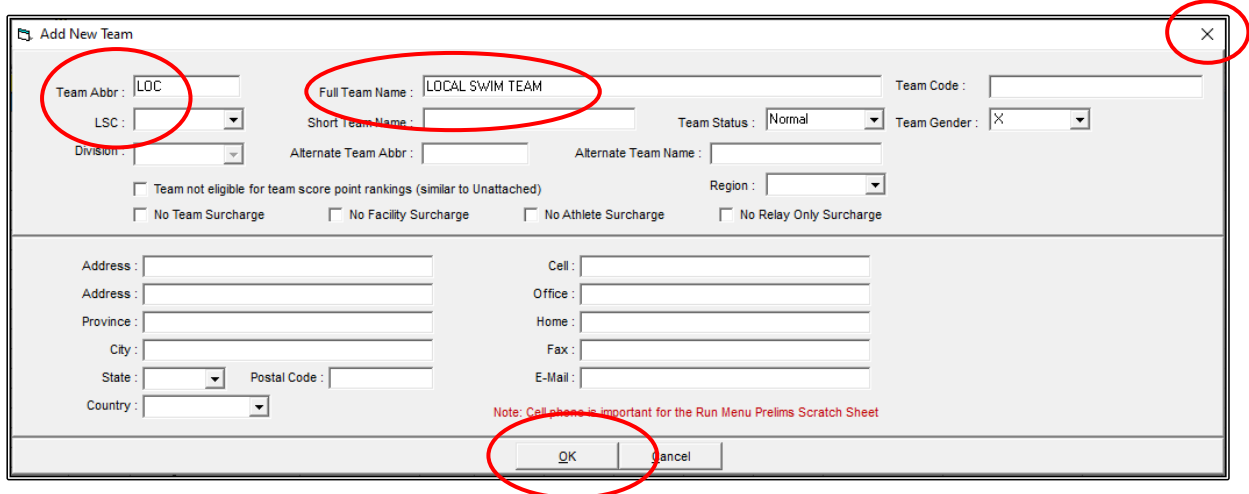


When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise, we will be entering the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME at this point. Any further information that you may wish to enter can be added at a later date.

TEAM ABBREVIATION -> LOC  
FULL TEAM NAME -> LOCAL SWIM TEAM

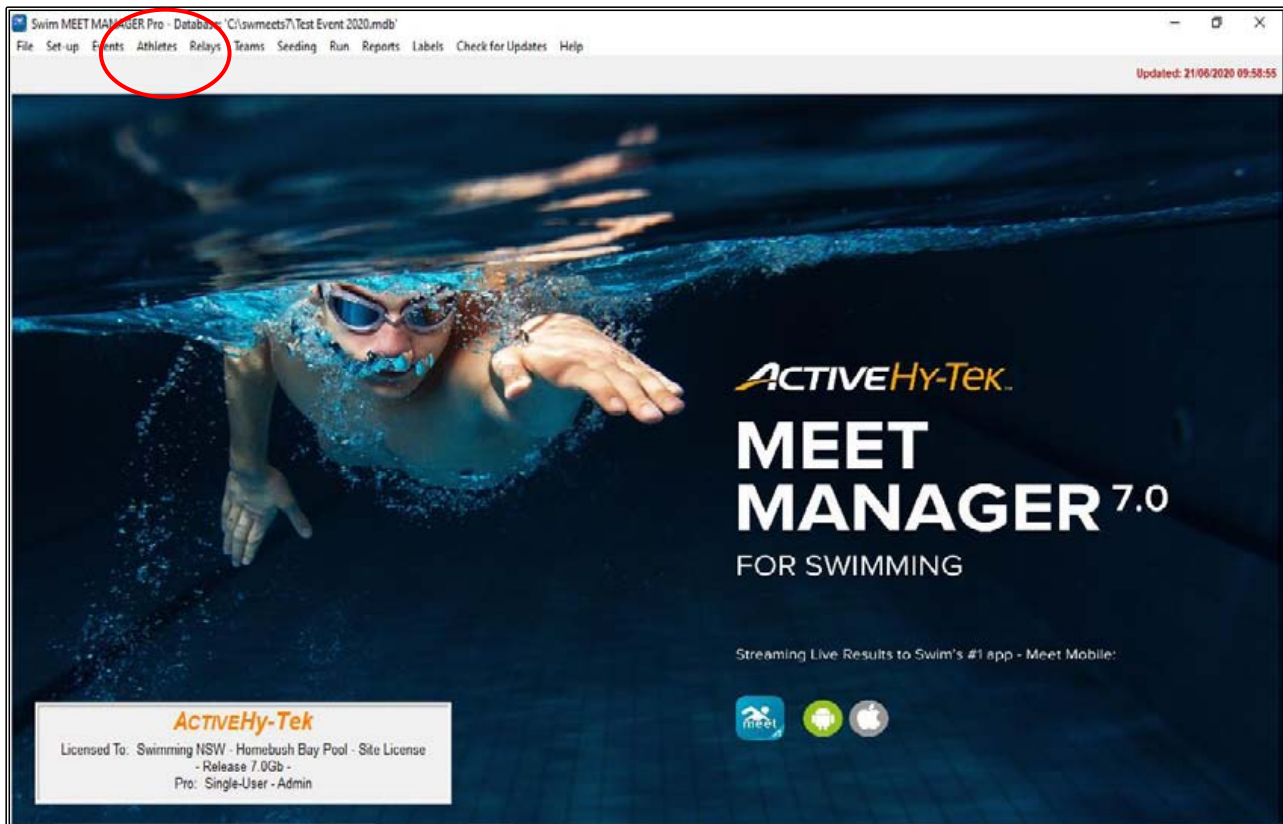
Click OK after you have entered the team information and then CANCEL after all teams have been added.



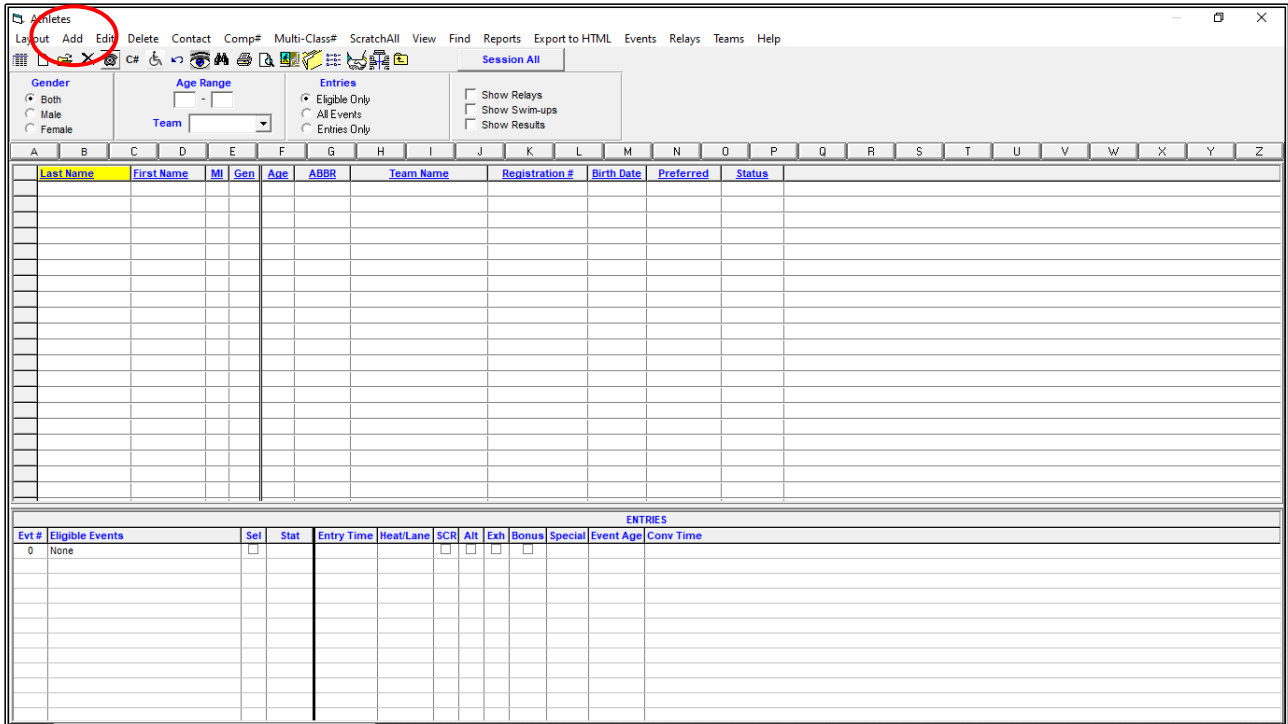
You can now CLOSE OUT ☒ of the TEAMS screen back to the MAIN MENU screen.

## 2. ENTERING ATHLETES:

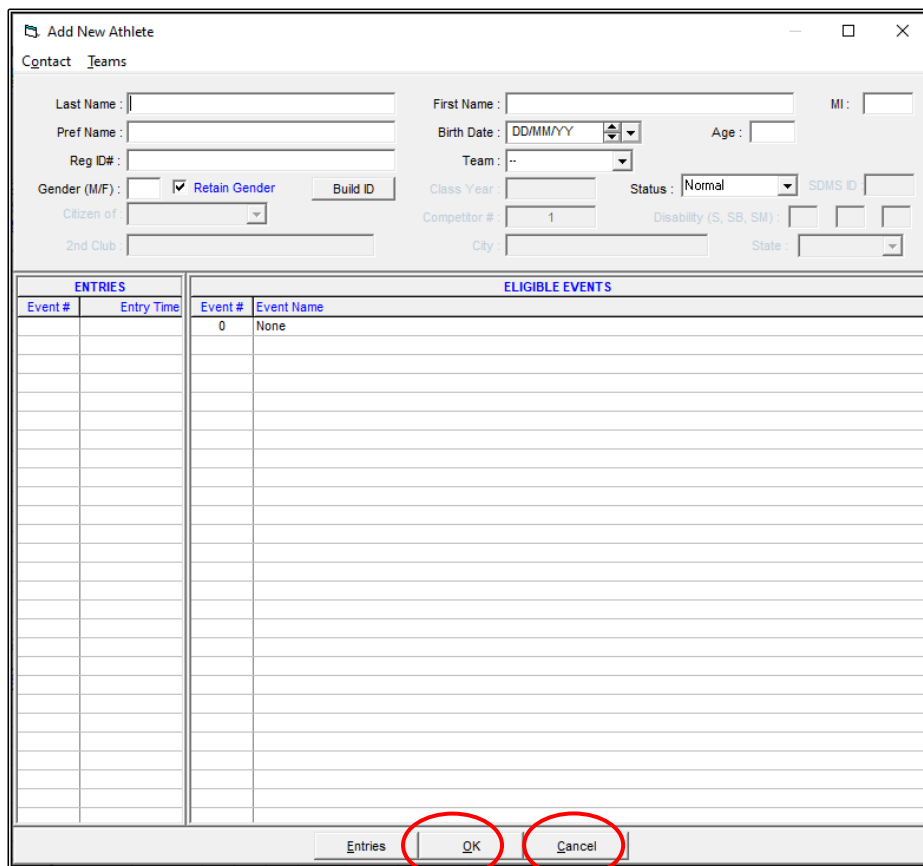
From the MAIN MENU screen select the ATHLETES tab.



When the ATHLETES screen opens up, click on the ADD button.



When the ADD NEW ATHLETE screen opens, the TAB key can be used to move from field to field.



Read the information below about the relevant fields and then enter the ATHLETES listed below.

Last Name	Type in surname
First Name	Type in first name
MI	Middle Initial. Do not use this field
Pref Name	Preferred Name. Do not use this field
Birth Date	Type in DOB in format: DD/MM/YY
Age	Meet Manager will compute the age automatically once the DOB has been entered
Reg ID #	Registered ID. NEVER change this field. It is generated by Meet Manager and is the systems unique code for each athlete. This IS NOT the swimmer's registration or capitation number.
Team	Use the drop-down box to select the team name.
Gender (M/F)	Type in "M" or "F" for gender.
Retain Gender	This button is checked so that you can enter all the females or males without the need to type each time. Untick if you wish to enter manually.
Build ID	This button is only used if you need to alter an athlete's name or DOB and if the system does not automatically re-build the Reg ID #
Status	Meet Manager will default to Normal for all athletes. You would only change this if you needed to add Exhibition or Disability swimmers (see <a href="#">Section 14</a> on Page 184 for further information)
Eligible Events	Once you have entered the above information, Meet Manager will then generate all the Eligible Events that the athlete can enter. Click on the events to be entered. If you make a mistake, just double click on the yellow row to delete the entry and then put the swimmer into the correct event.
Entries	Enter the swimmer's entry times. If there is no entry time, the default is NT (no time). The "L" after each time denotes Long Course. <b>TIP:</b> You can type in all entry times without using the decimal points or colons.

All these swimmers are members of the Local Swim Team.

NAME	DOB	EVENT	ENTRY TIME	EVENT	ENTRY TIME
Brian Smith	06/07/2004	3 - 100m Back	1:03.64		
Michael Neale	08/06/2011	1 - 50m Free	39.00	3 - 100m Back	3:00.12
Mitchell Bradford	04/06/2010	3 - 100m Back	1:26.06	5 - 200m Breast	2:59.96
Daniel Traynor	04/05/2010	3 - 100m Back	3:00.01	5 - 200m Breast	NT
Chantelle Kelly	03/11/2009	4 - 100m Back	NT		
Wendy Hill	20/07/2010	These two swimmers are relay only swimmers. They still need to be entered into the Athlete database. They have no individual events.			
Faith Hill	14/12/2009				
Mark Maguire	06/06/2012	1 - 50m Free	40.79	3 - 100m Back	2:07.66
Sarah Cox	05/10/2011	2 - 50m Free	50.10		

Click OK to save after entering each swimmer. This moves you to the next blank athlete screen.

Click CANCEL when all your athletes have been entered.

The ATHLETES screen has now been populated with your 9 LOCAL SWIM TEAM members.

You can click on each swimmer to view their details and their ELIGIBLE EVENTS and ENTRY TIMES will be listed below and highlighted in yellow.

If you see that you have made a mistake, you can either double click on the swimmer's name or use the EDIT button at the top of the screen to open up their profile and make the appropriate changes.

You can make changes to the ELIGIBLE EVENTS from the front of this screen by clicking on the yellow highlighted event. This will then ask you if you want to delete the swimmer from that event.

You can also add swimmers into extra events from the front of this screen by simply highlighting the event that you want to put them into.

You can make changes to the ENTRY TIMES from the front of this screen also. Just click into the ENTRY TIME column and make the necessary changes.

Last Name	First Name	Mi	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAMI040610	04/06/2010		Normal
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXSA051011	05/10/2011		Normal
Hill	Faith		F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009		Normal
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010		Normal
Kelly	Chantelle		F	10	LOC	LOCAL SWIM TEAM	KELCH031109	03/11/2009		Normal
Maguire	Mark		M	7	LOC	LOCAL SWIM TEAM	MAGMA060612	06/06/2012		Normal
Neale	Michael		M	8	LOC	LOCAL SWIM TEAM	NEAMI080611	08/06/2011		Normal
Smith	Brian		M	15	LOC	LOCAL SWIM TEAM	SMBR060704	06/07/2004		Normal
Traynor	Daniel		M	9	LOC	LOCAL SWIM TEAM	TRADA040510	04/05/2010		Normal

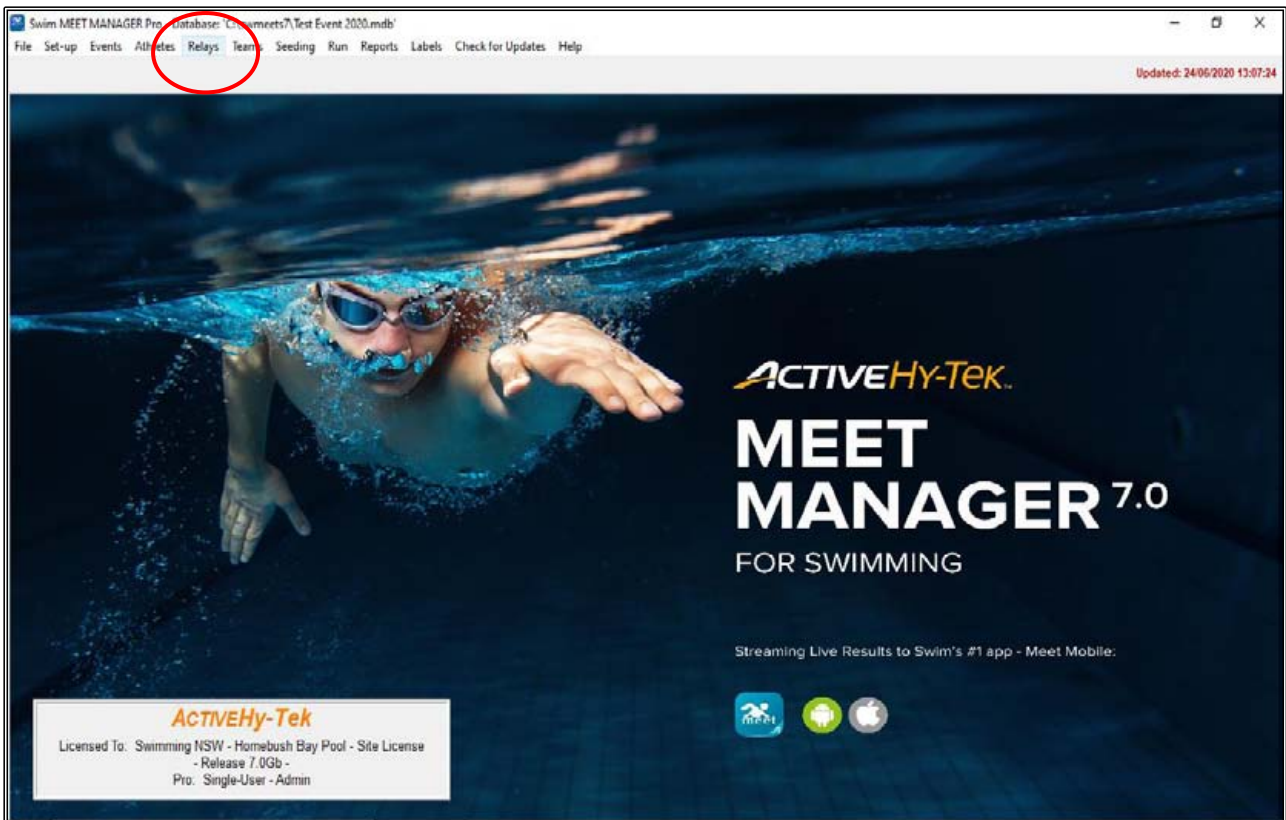
  

Evt #	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
2	Girls 8&U 50 Free	<input checked="" type="checkbox"/>	U	50.10L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			50.10L
4	Women Open 100 Back	<input type="checkbox"/>	U			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

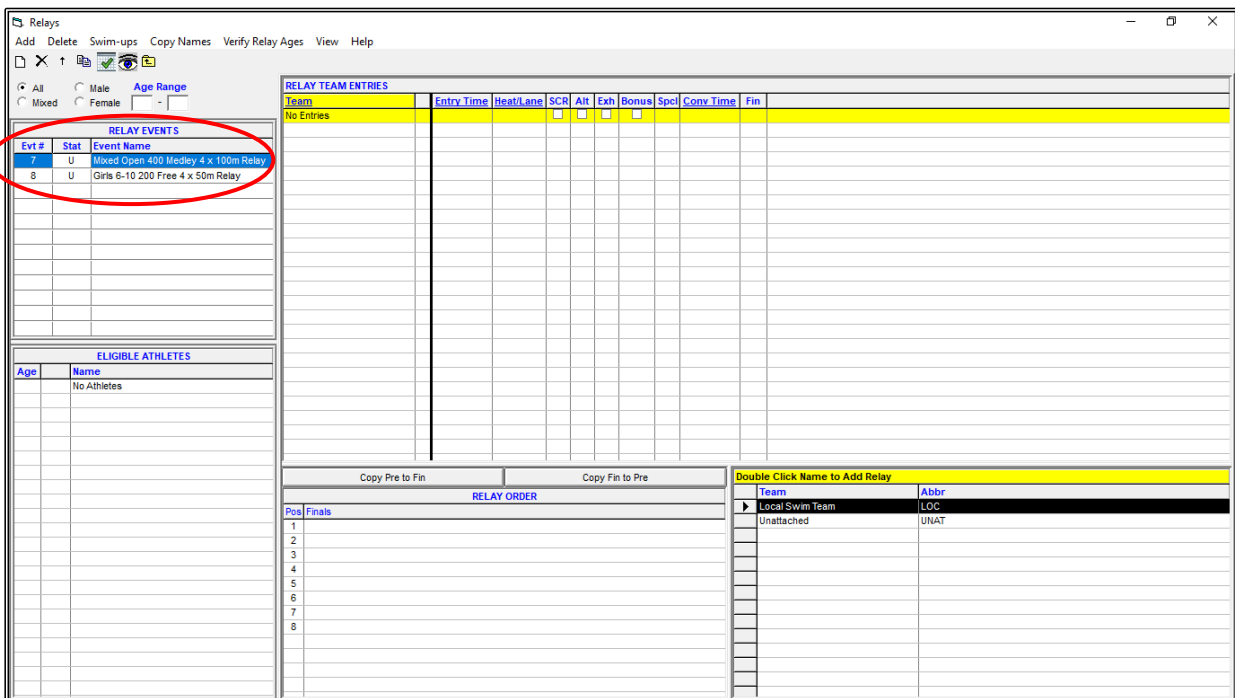
Once you are happy with all your entries, you can CLOSE OUT  of the ATHLETES screen back to the MAIN MENU screen.

### 3. ENTERING RELAYS:

From the MAIN MENU screen select the RELAYS tab.



When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.

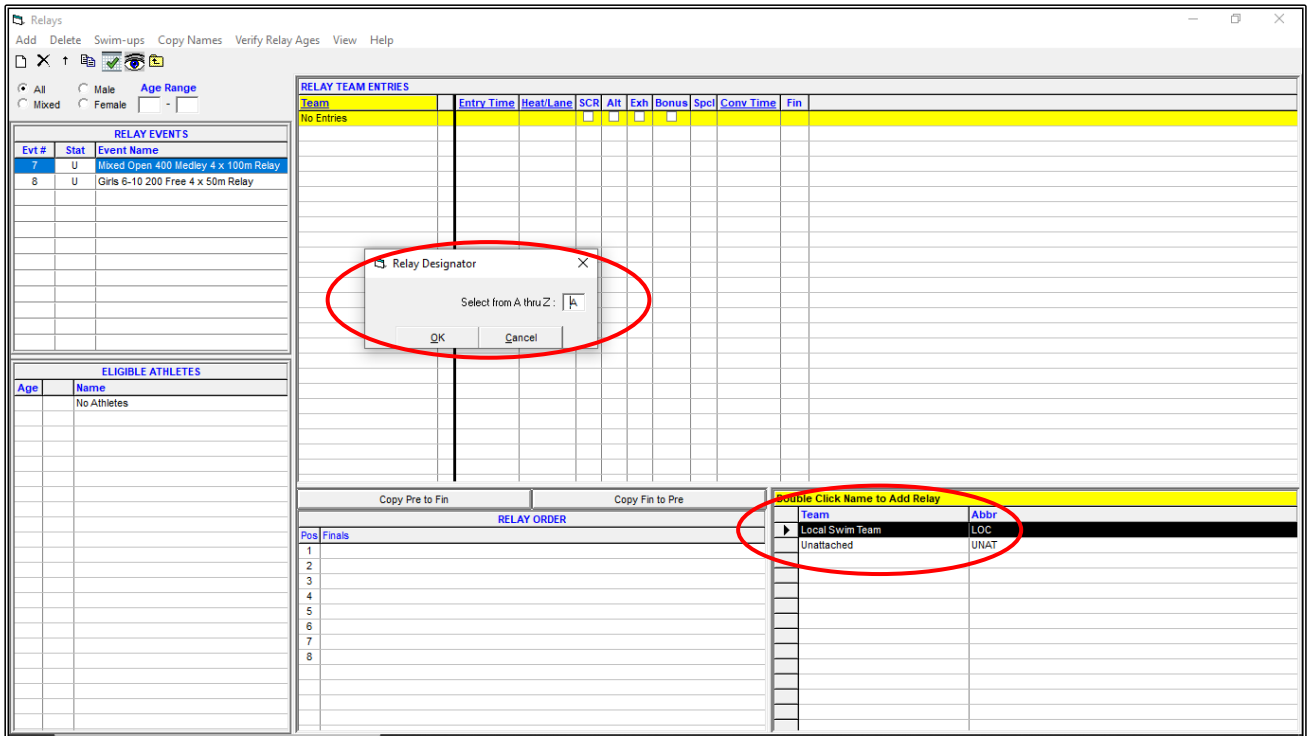




All TEAMS will be listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM to enter them into the Event.

The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

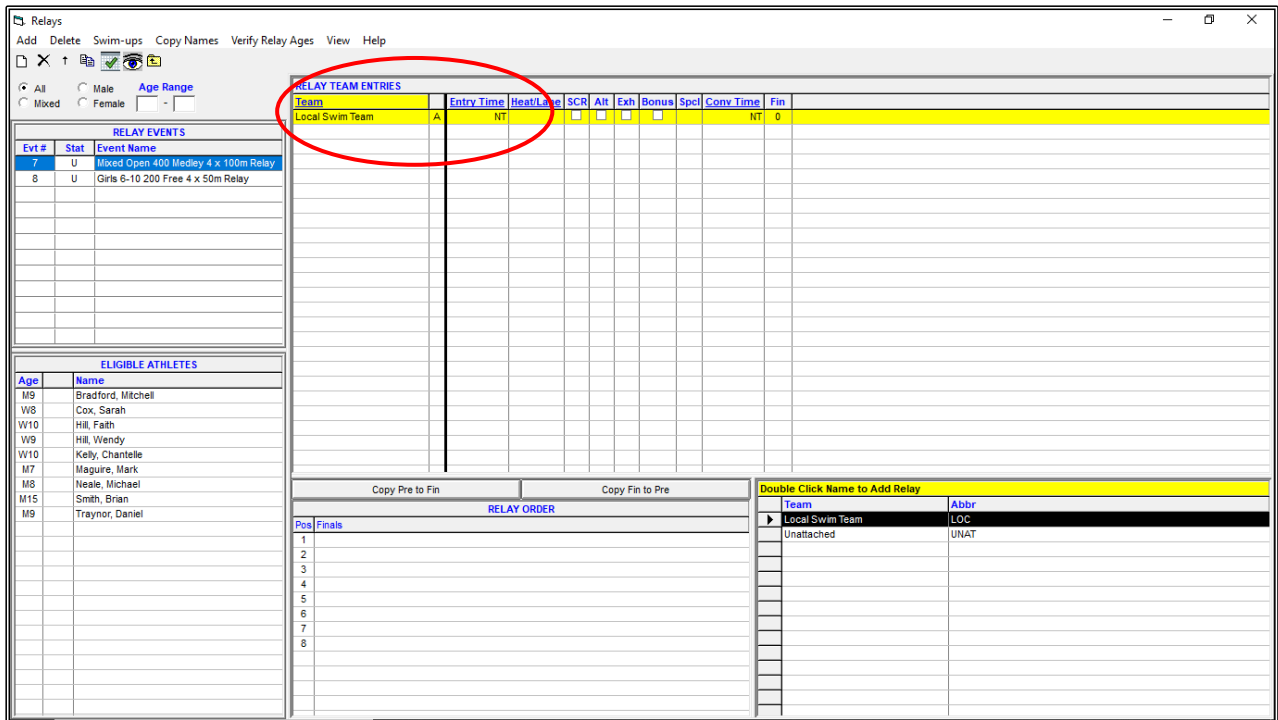
The first team will be the A TEAM, click OK.





The LOCAL SWIM TEAM has now been added to the RELAY TEAM ENTRIES.

If you have an Entry Time for this team, click into the ENTRY TIME column and add this time. If the team does not have an entry time, leave the default NT in this field.



Once the TEAM is entered, all the ELIGIBLE ATHLETES from that TEAM will be displayed in the bottom left-hand corner of the screen and you now need to select the swimmers who will make up the relay team.

For this exercise we will enter the following swimmers into the following relays:

EVENT 7 - Mixed OPEN 4 x 100m Medley Relay. ENTRY TIME: 8:08.56

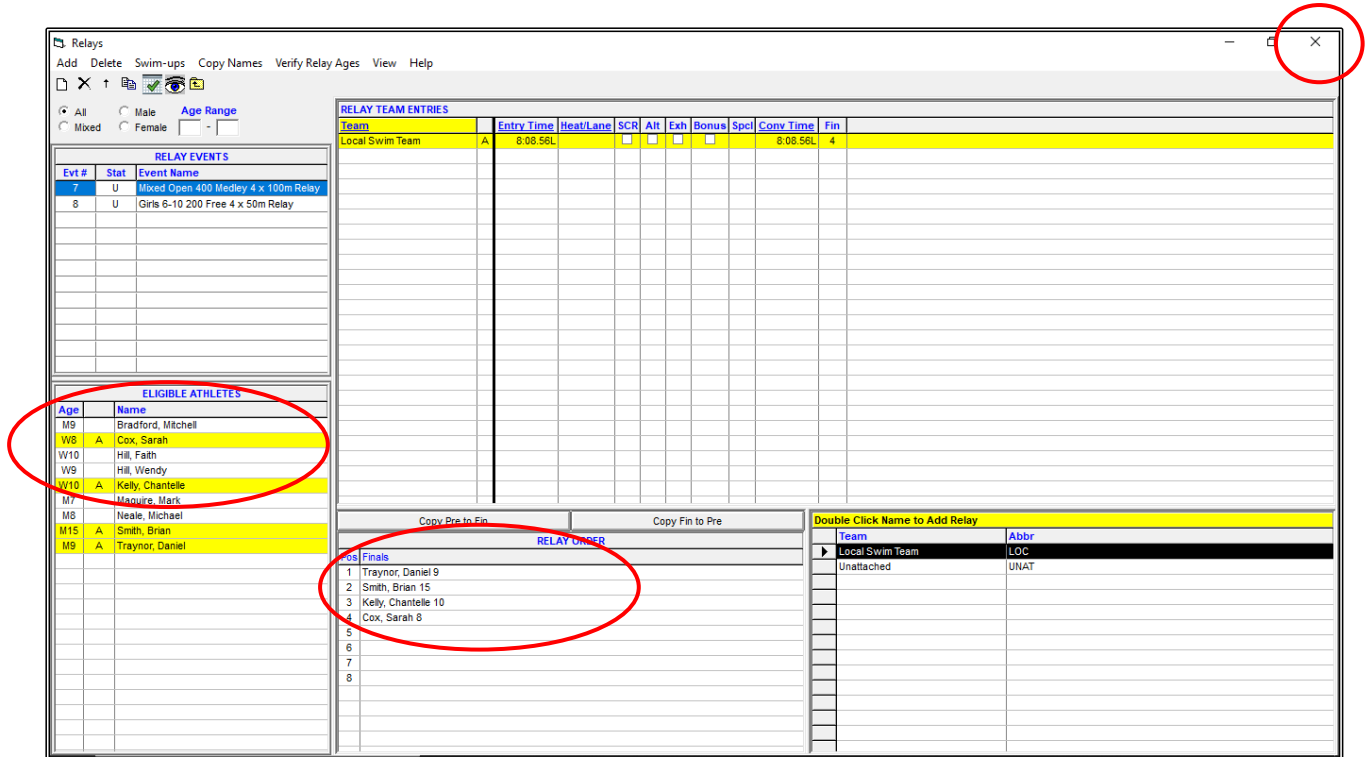
1. Daniel Traynor
2. Brian Smith
3. Chantelle Kelly
4. Sarah Cox

EVENT 8 - Girls 6-10 Years 4 x 50m Freestyle Relay. ENTRY TIME: 3:06.13

1. Sarah Cox
2. Faith Hill
3. Wendy Hill
4. Chantelle Kelly

To add the athletes that are swimming in the relay team, double click on their name from the ELIGIBLE ATHLETES list in the order that they will swim. You will notice that they transfer over to the RELAY ORDER field.

**NOTE:** The order of the swimmers is most important and especially so in the Medley Relay events.



Once all your relay teams and swimmers have been entered, CLOSE OUT  of the RELAYS screen and all your information will be saved.

You can go back to this RELAYS screen from the MAIN MENU screen at any time to add or alter relay information.

**DON'T FORGET TO BACKUP YOUR MEET!**

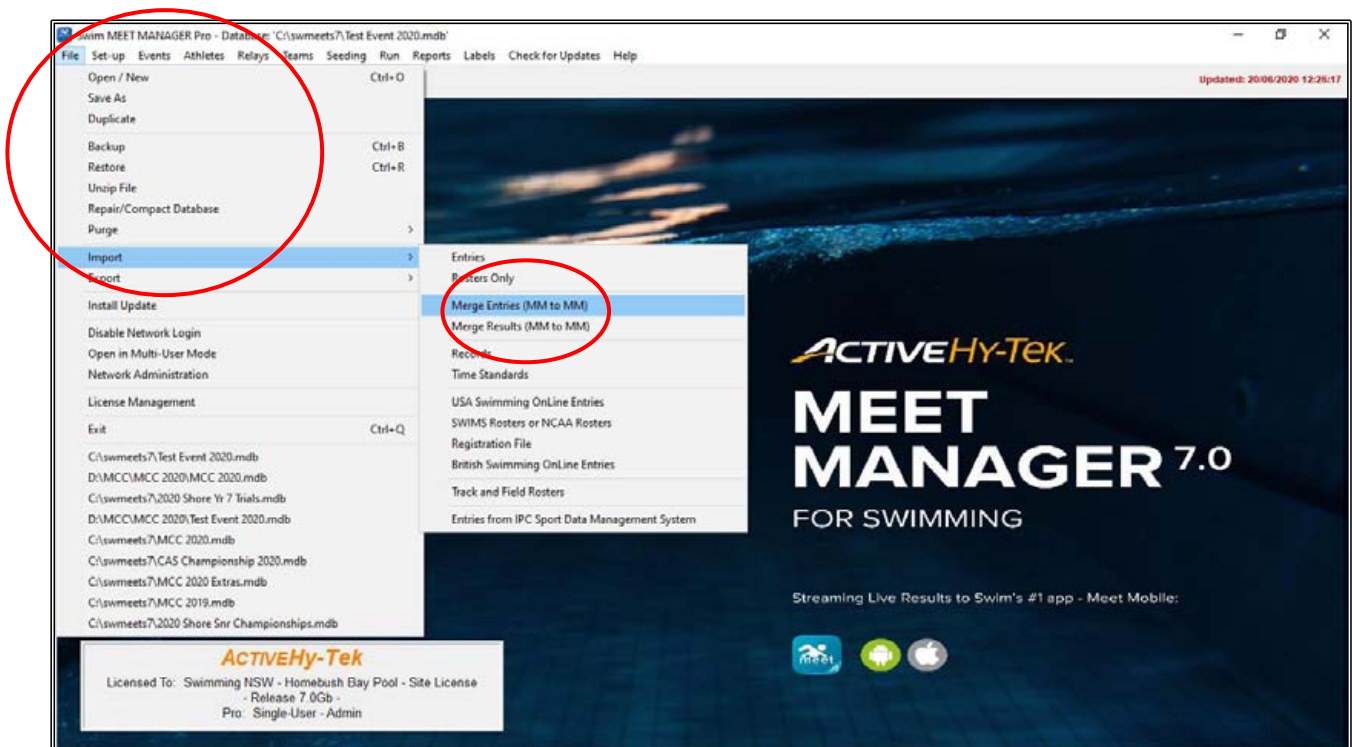
## SECTION FOUR: IMPORTING ENTRIES

### 1. IMPORTING ENTRIES FROM MEET MANAGER FILES (E-ENTRIES):

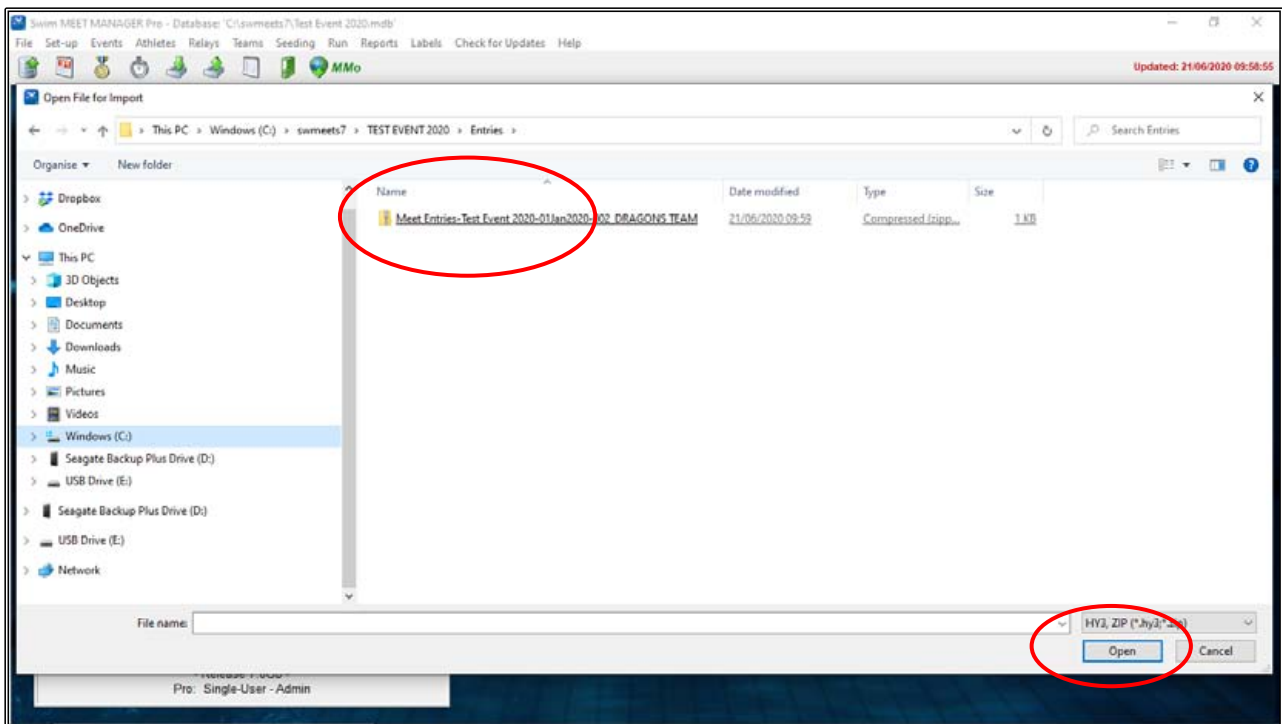
You will have received an email with a Meet Manager Entries file attached which you should have saved in your C:\swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

For this exercise, we are going to import the DRAGONS TEAM entries sent from Meet Manager.

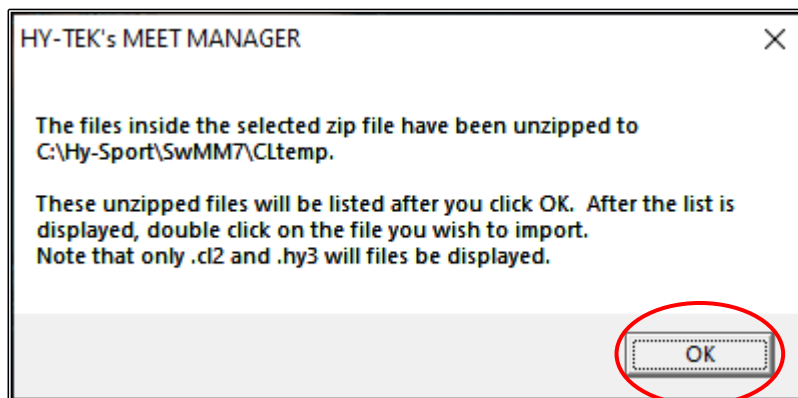
From the MAIN MENU screen, click on the FILE tab and then select IMPORT then click on MERGE ENTRIES (MM TO MM).



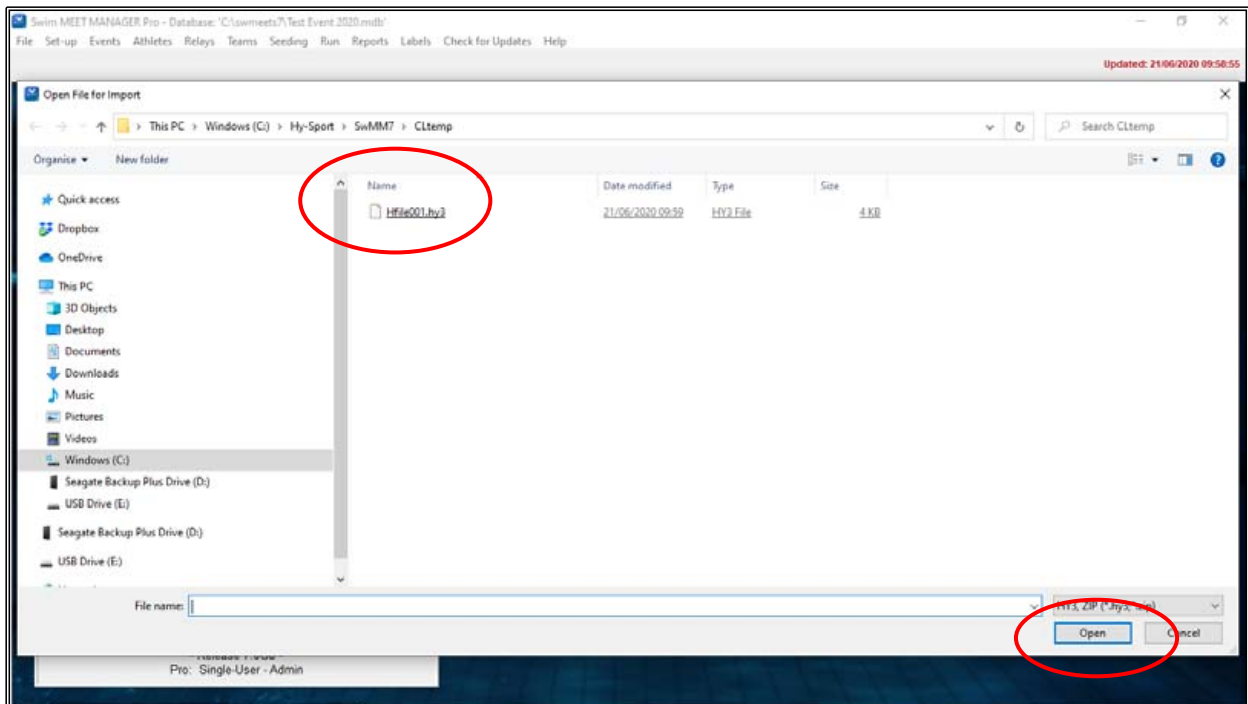
Select the DRAGONS TEAM file from C:\swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.



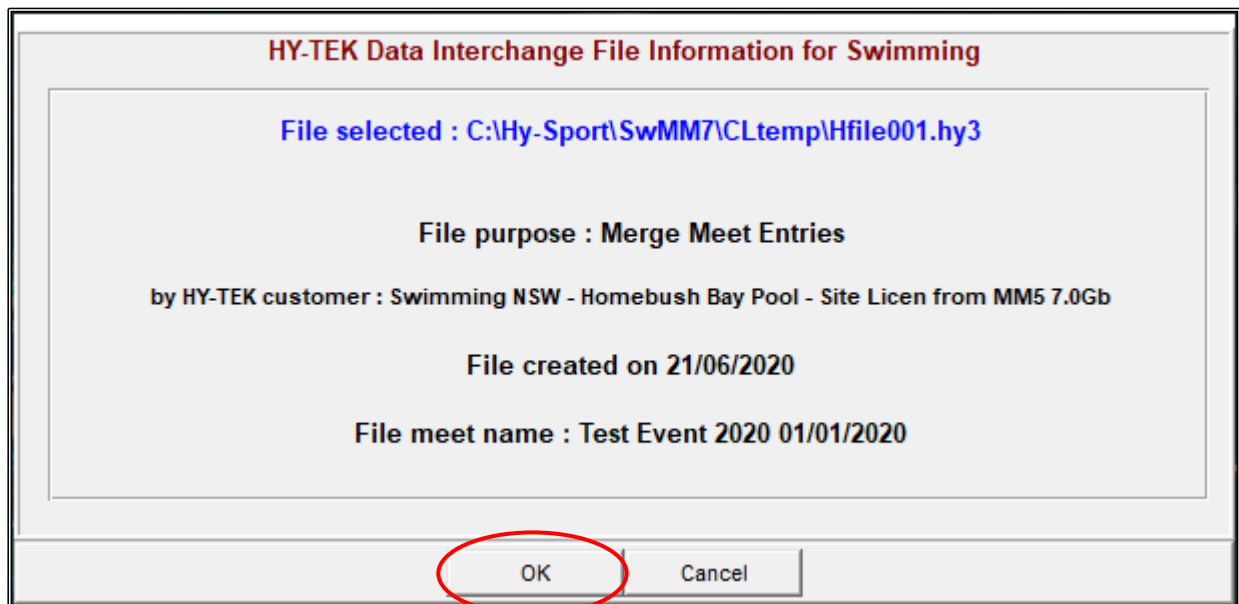
The UNZIP screen will now appear, click OK.



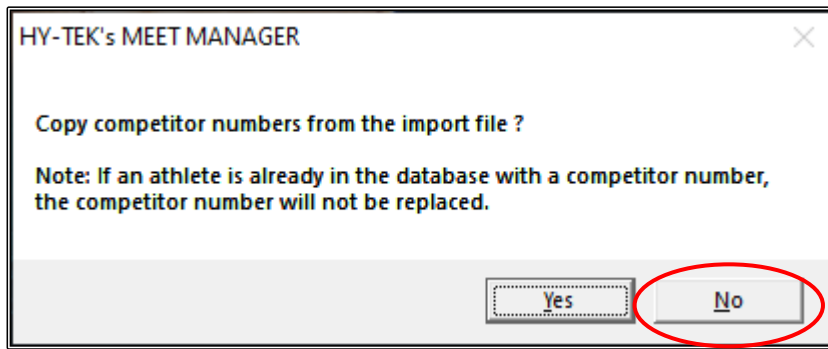
Click on the .HY3 FILE and click OPEN if it does not open automatically.



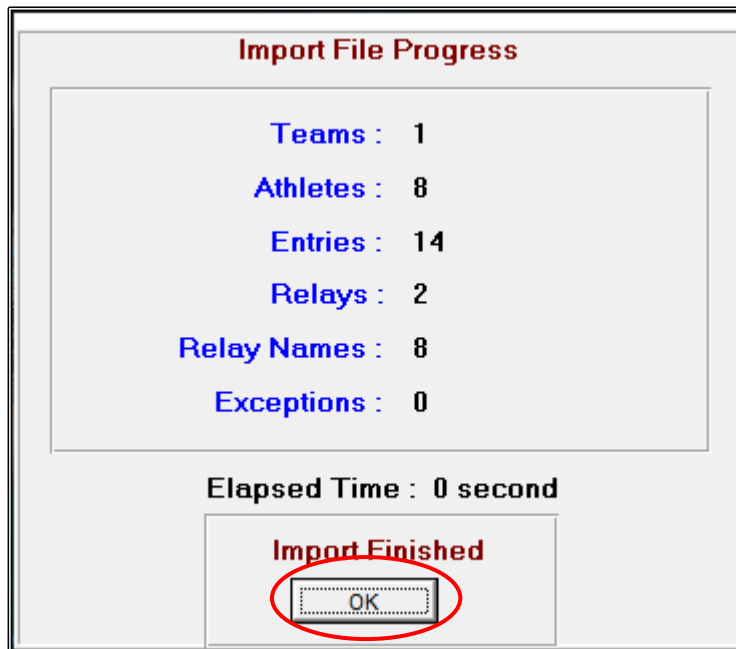
The MERGE MEET ENTRIES screen will now appear -> click OK.



Normally we do not use COMPETITOR NUMBERS, so just click NO on this screen.



Click OK once the IMPORT FILE PROGRESS has completed.



You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have the DRAGONS TEAM entries in your shell.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Birmingham	Tim		M	8	DRA	DRAGONS TEAM	BRT1150211	15/02/2011		Normal
Black	Melanie		F	9	DRA	DRAGONS TEAM	BLAME070710	07/07/2010		Normal
Brown	Alice		F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011		Normal
Chapman	Jessica		F	8	DRA	DRAGONS TEAM	CHAJE150311	15/03/2011		Normal
Conway	Guy		M	8	DRA	DRAGONS TEAM	CONGU161011	16/10/2011		Normal
Hicks	Sally		F	9	DRA	DRAGONS TEAM	HICSA170410	17/04/2010		Normal
Kazzouh	James		M	9	DRA	DRAGONS TEAM	KAZJA100510	10/05/2010		Normal
Kelly	Joshua		M	9	DRA	DRAGONS TEAM	KELJO090210	09/02/2010		Normal

ENTRIES												
Evt #	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
1	Boys 8&U 50 Free	✓	U	39.63L								39.63L
3	Men Open 100 Back	✓	U	2:03.66L								2:03.66L

It is good practice to save your Meet Manager data into BACKUPS after each IMPORT so that none of the information that you have already entered and uploaded is lost.

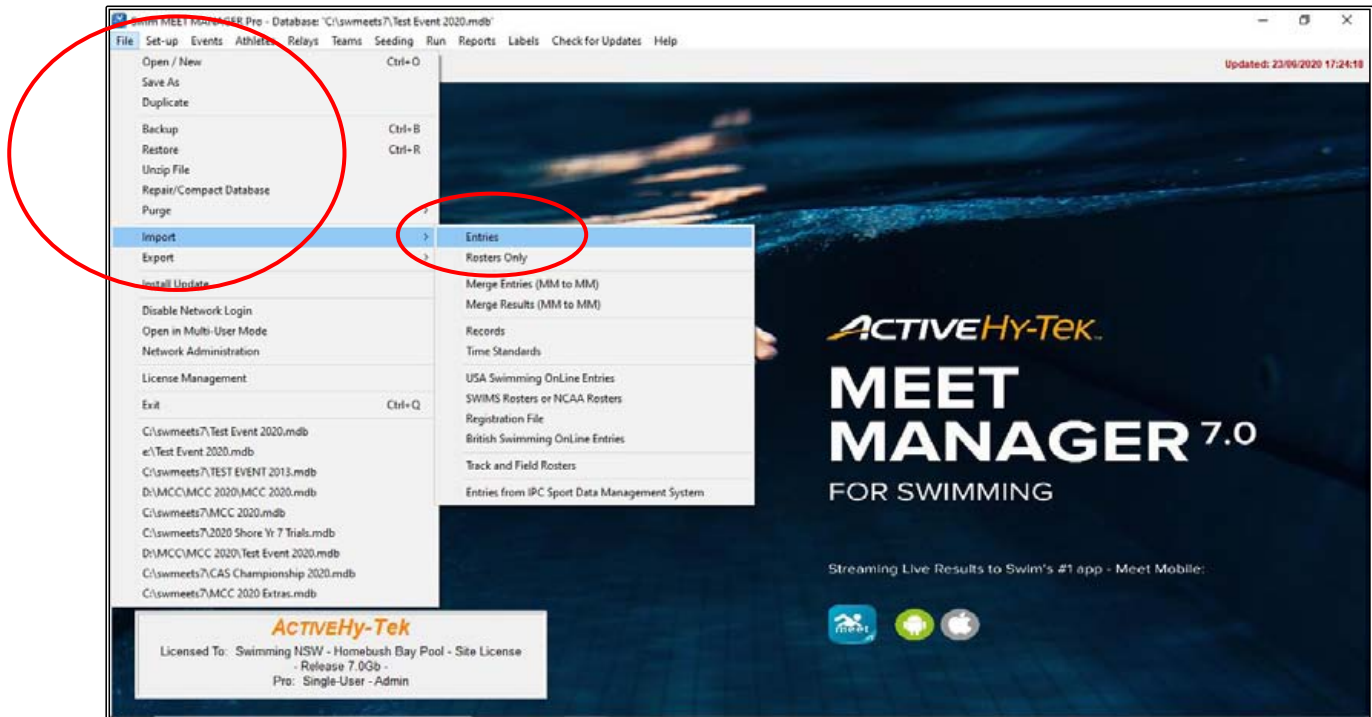
Follow the instructions on [Page 35](#) of this workbook.

## 2. IMPORTING ENTRIES FROM TEAM MANAGER FILES (E-ENTRIES):

You will have received an email with a Team Manager Entries file attached which you should have saved in your C:\swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

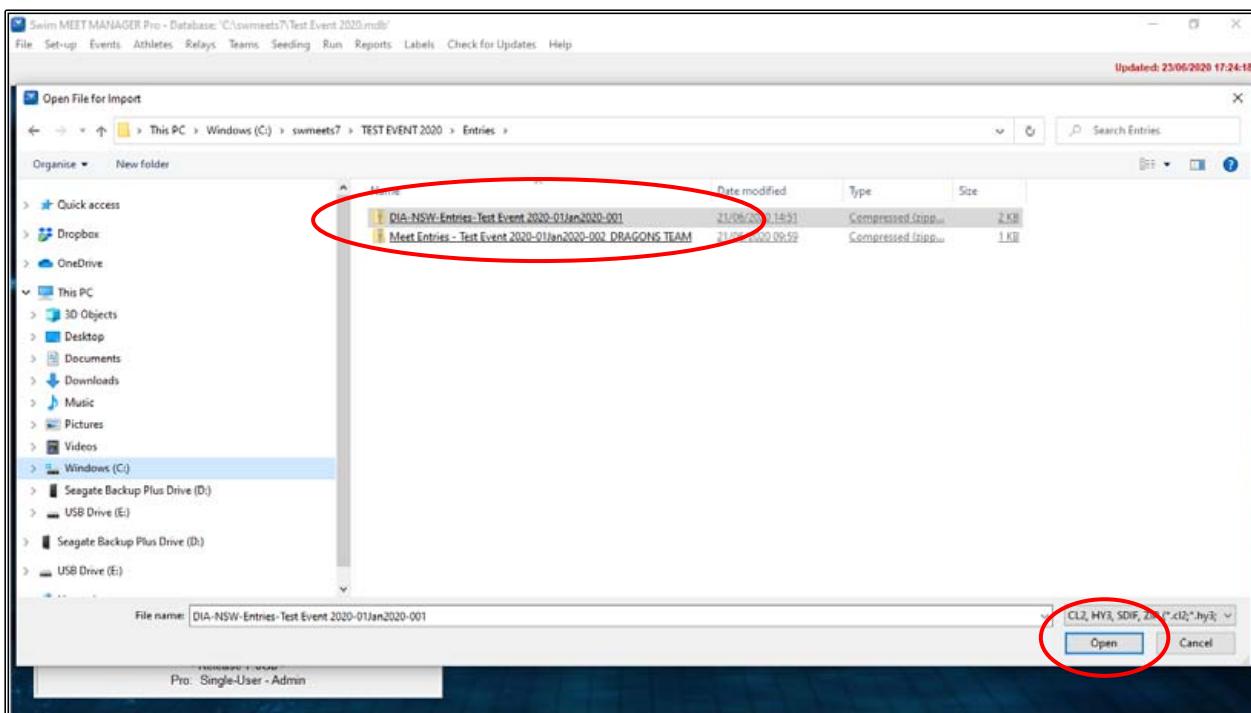
For this exercise, we are going to import the DIAMONDS CLUB entries sent from Team Manager.

From the MAIN MENU screen, click on the FILE tab and then select IMPORT and then click on ENTRIES.

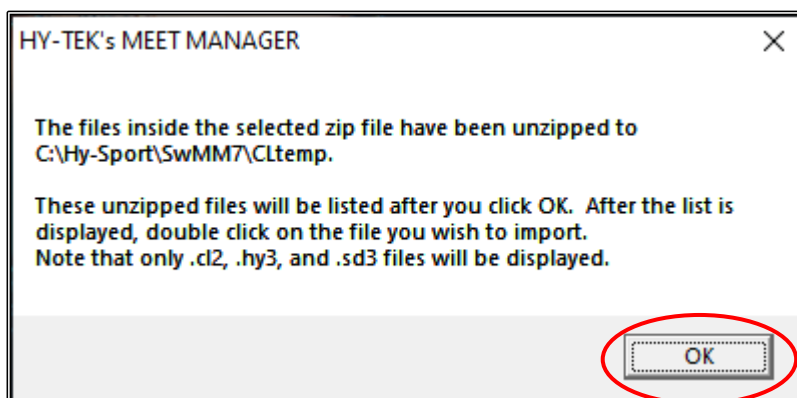




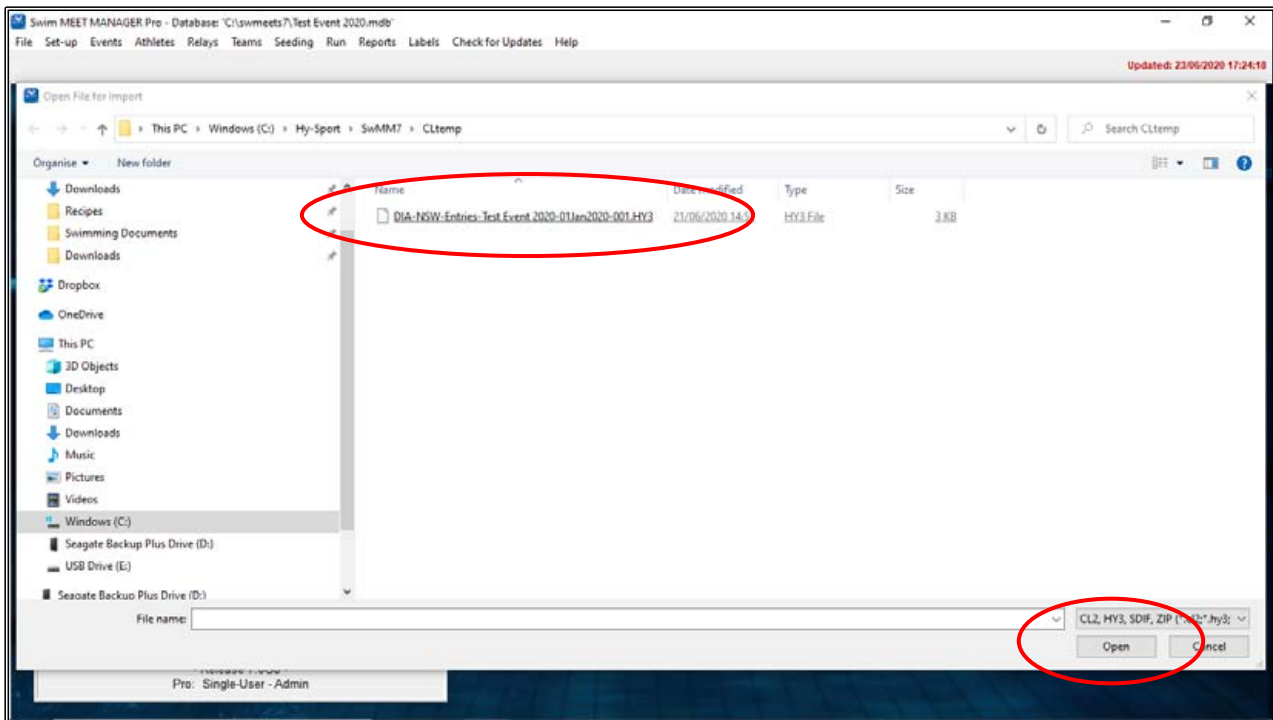
Select the DIAMONDS CLUB file from C:\swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.



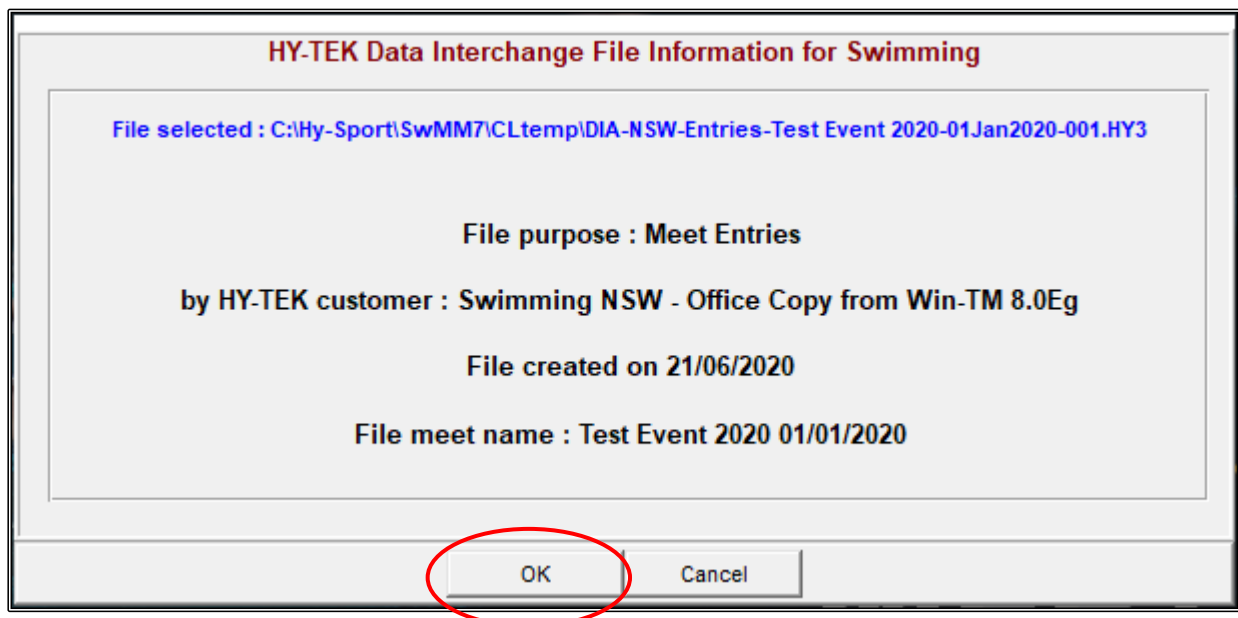
The UNZIP screen will now appear, click OK.



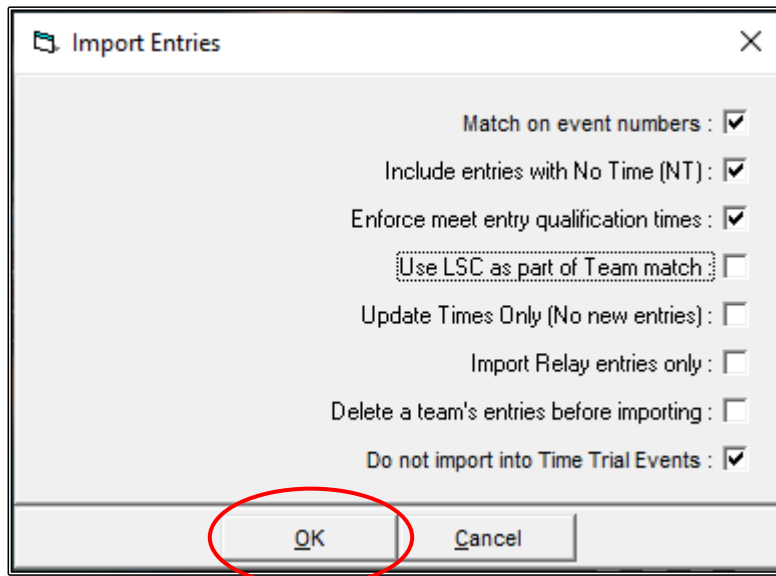
Click on the .HY3 FILE and click OPEN if it does not open automatically.



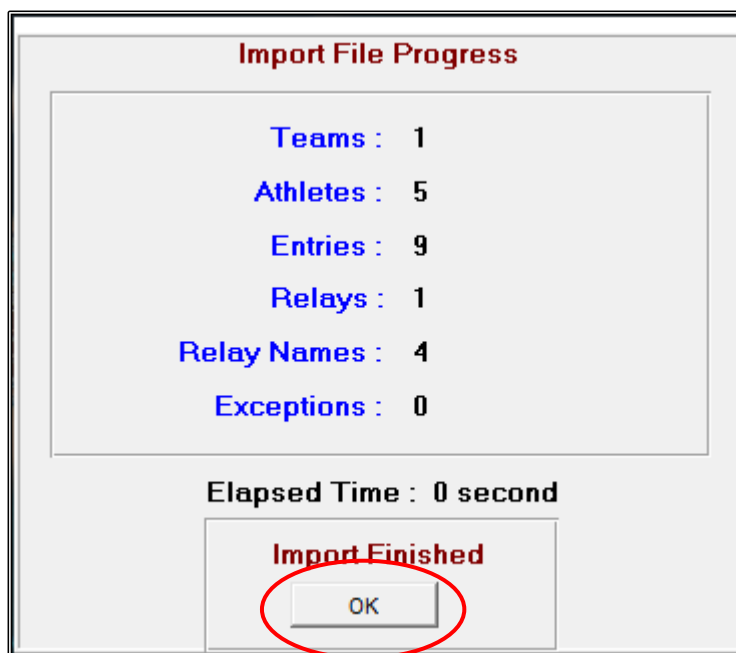
The MEET ENTRIES screen will now appear -> click OK.



Click OK when the IMPORT ENTRIES screen appears.



Click OK once the IMPORT FILE PROGRESS has completed.



You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have the DRAGONS TEAM entries in your shell.

The screenshot shows the 'Athletes' software interface. The top menu includes 'Layout', 'Add', 'Edit', 'Delete', 'Contact', 'Comp#', 'Multi-Class#', 'ScratchAll', 'View', 'Find', 'Reports', 'Export to HTML', 'Events', 'Relays', 'Teams', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into two sections: 'Athletes' and 'ENTRIES'.

**Athletes Section:**

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Clarke	Rebecca		F	19	DIA-NS	DIAMONDS CLUB	CLARE171000	17/10/2000		Normal
Murray	Chelsea		F	9	DIA-NS	DIAMONDS CLUB	MURCH040411	04/04/2010		Normal
O'Keefe	Christopher		M	9	DIA-NS	DIAMONDS CLUB	O'KCH090611	09/06/2010		Normal
Renford	Erin		F	9	DIA-NS	DIAMONDS CLUB	RENER071110	07/11/2010		Normal
White	Michael		M	9	DIA-NS	DIAMONDS CLUB	WHHM111110	11/11/2010		Normal

**ENTRIES Section:**

Evt #	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
4	Women Open 100 Back	<input checked="" type="checkbox"/>	U		NT						NT	
6	Girls 9 200 Breast	<input checked="" type="checkbox"/>	U	3:40.67L							3:40.67L	

It is good practice to save your Meet Manager data into BACKUPS after each IMPORT so that none of the information that you have already entered and uploaded is lost.

Follow the instructions on [Page 41](#).

### 3. IMPORTING ENTRIES FROM ONLINE ENTRIES (SWIM CENTRAL):

You will have received an ENTRIES file from your Race Secretary or similar that will have the .HY3 file that has been downloaded from SWIM CENTRAL containing all the swimmers that have entered your meet via the ONLINE entries system.

This file should be saved with all other entries in the C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to be imported into your Meet Shell.

This process is exactly the same as for TEAM MANAGER E-ENTRIES (See [Page 59](#)).

You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have all FIVE TEAM's entries in your shell and you are ready to start seeding the meet to produce your program and make any final changes.

The screenshot shows the 'Athletes' software interface. The top menu includes: Layout, Add, Edit, Delete, Contact, Comp#, Multi-Class#, ScratchAll, View, Find, Reports, Export to HTML, Events, Relays, Teams, Help. Below the menu is a toolbar with various icons. The main window is divided into several sections:

- Gender:** Both (selected), Male, Female.
- Age Range:** A dropdown menu with 'Team' selected.
- Entries:** Eligible Only (selected), All Events, Entries Only.
- Show Relays, Show Swim-ups, Show Results:** Checkboxes.

The main data table has columns: Last Name, First Name, MI, Gen, Age, ABBR, Team Name, Registration #, Birth Date, Preferred, Status. The data includes swimmers from various clubs like FANTASY CLUB, NSW CLUB, DRAGONS TEAM, LOCAL SWIM TEAM, and DIAMONDS CLUB.

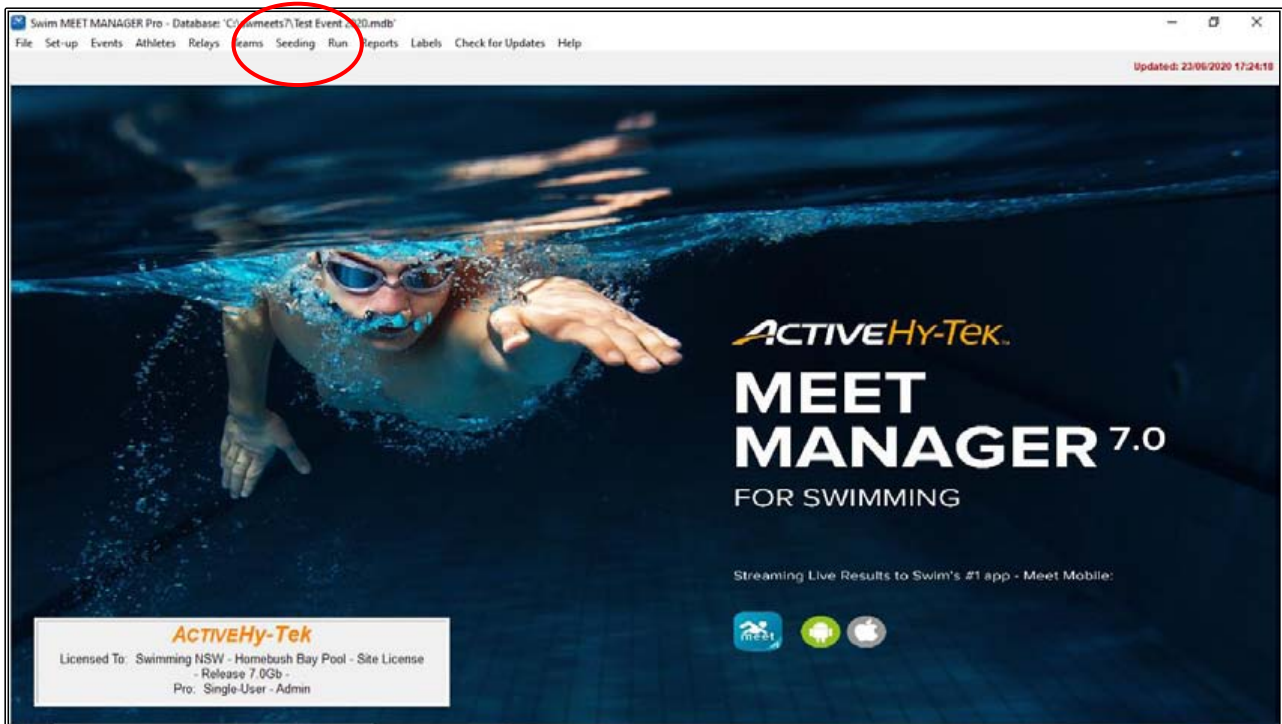
Below the main table is an 'ENTRIES' section with columns: Evt #, Eligible Events, Set, Stat, Entry Time, Heat/Lane, SCR, ALT, Exh, Bonus, Special, Event Age, Conv Time. Two entries are visible:

Evt #	Eligible Events	Set	Stat	Entry Time	Heat/Lane	SCR	ALT	Exh	Bonus	Special	Event Age	Conv Time
1	Boys 8&U 50 Free	<input checked="" type="checkbox"/>	U	39.79L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			39.79L
3	Men Open 100 Back	<input checked="" type="checkbox"/>	U	2:02.00L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			2:02.00L

## SECTION FIVE: SEEDING THE MEET

Once all MANUAL, E-ENTRIES and ONLINE entries have been received and added to your SHELL, you are now ready to seed your meet so that you can produce a program, make any last minute changes and be set for race day.

From the MAIN MENU screen, click on the SEEDING tab.



From the SEEDING THE MEET screen, select the Session that you want to seed from the SESSION LIST. You may choose to seed the whole meet by choosing ALL. This is recommended.

Once you have chosen your session/s, select the Events that you want to seed from the EVENT LIST by clicking on the INDIVIDUAL EVENTS to be seeded or you can click on SELECT ALL at the top of the screen. All events that you select will be highlighted in yellow.

The screenshot shows the 'Seeding the Meet' application window. The menu bar includes: Start Seeding, Select All, De-Select, Preview, ScratchPad, ScratchBack, ScratchForward, Copy, Combine, Consolidate, View, Events, Reports. The toolbar contains various icons for navigation and editing. Below the toolbar are several filter options: Gender (All, Male, Mixed, Female), Age Range, Hide (Un-Seeded, Seeded, Done, Zero Entries), and checkboxes for 'Prompt if a Re-Seed', 'Preview each Event', and 'De-Select after Preview'.

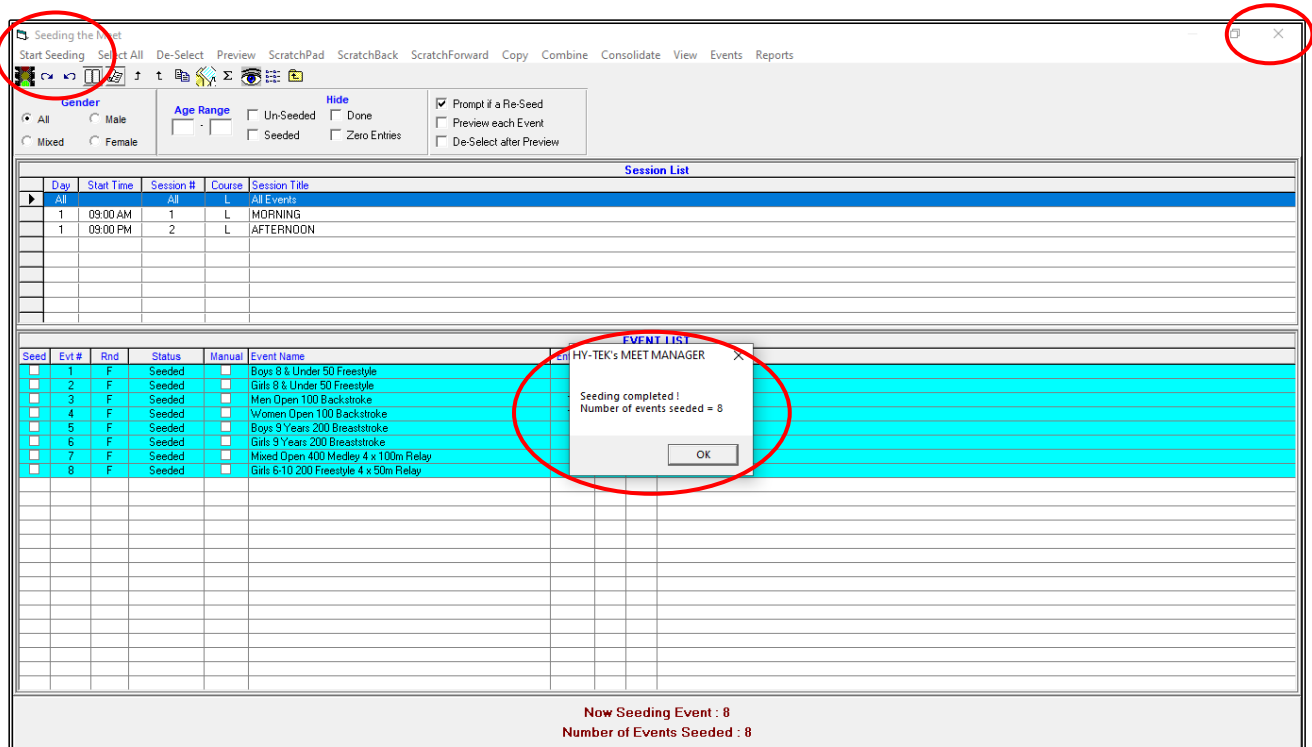
The 'Session List' table has the following data:

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

The 'Event List' table has the following data:

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
✓	1	F	Un-Seeded	☐	Boys 8 & Under 50 Freestyle	8	0	0	0
✓	2	F	Un-Seeded	☐	Girls 8 & Under 50 Freestyle	7	0	0	0
✓	3	F	Un-Seeded	☐	Men Open 100 Backstroke	17	0	0	0
✓	4	F	Un-Seeded	☐	Women Open 100 Backstroke	11	0	0	0
✓	5	F	Un-Seeded	☐	Boys 9 Years 200 Breaststroke	8	0	0	0
✓	6	F	Un-Seeded	☐	Girls 9 Years 200 Breaststroke	8	0	0	0
✓	7	F	Un-Seeded	☐	Mixed Open 400 Medley 4 x 100m Relay	5	0	0	0
✓	8	F	Un-Seeded	☐	Girls 6-10 200 Freestyle 4 x 50m Relay	4	0	0	0

When you are sure that you have selected all events that you wish to seed, click on the START SEEDING tab at the top of the screen.



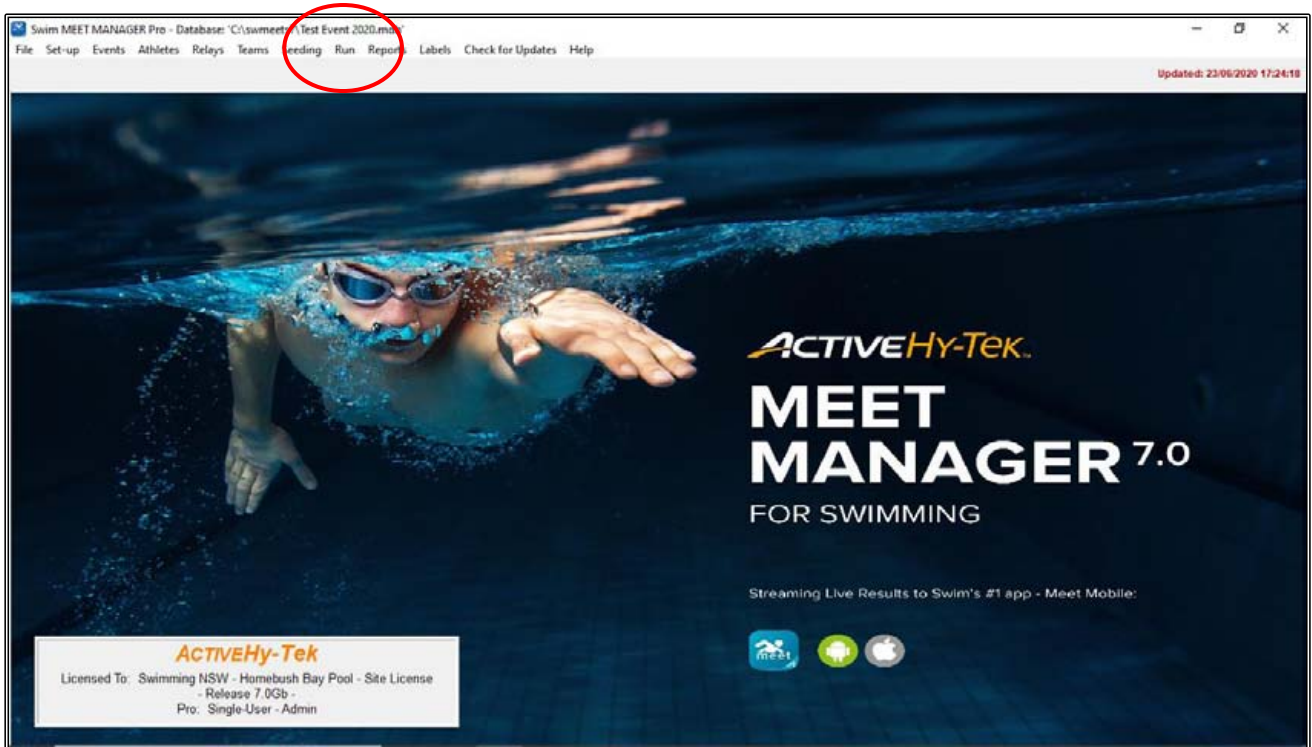
All events selected and seeded will now be highlighted in turquoise.

The SEEDING COMPLETED screen will appear confirming the number of events that have been seeded.

Click OK, then CLOSE OUT  of the SEEDING THE MEET screen back to the MAIN MENU screen.



If you click on the RUN tab from the MAIN MENU screen, you will see that all events are listed and are seeded, ready for a start and for you to RUN your meet.



Run the Meet - Test Event 2020

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E) Display Subtracted Splits

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License Updated: 23/06/2020 20:08:19

EVENT LIST - All Events - LC Meters - (Session not selected)									
Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS	
1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	-	-	
2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-	-	
3	F	Seeded	Men Open 100 LC Meter Backstroke	3	-	-	-	-	
4	F	Seeded	Women Open 100 LC Meter Backstroke	2	-	-	-	-	
5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	-	-	
6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	-	-	
7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-	-	
8	F	Seeded	Girls 8-10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-	-	

Cumulative Splits <Ctrl-I: Replace Splits with Records>			
Lane	50		
1			
2			
3			
4			
5			
6			

Team Scores <Ctrl-Y: Replace Team Scores with Records>			
Rank	Gender	Score	Team

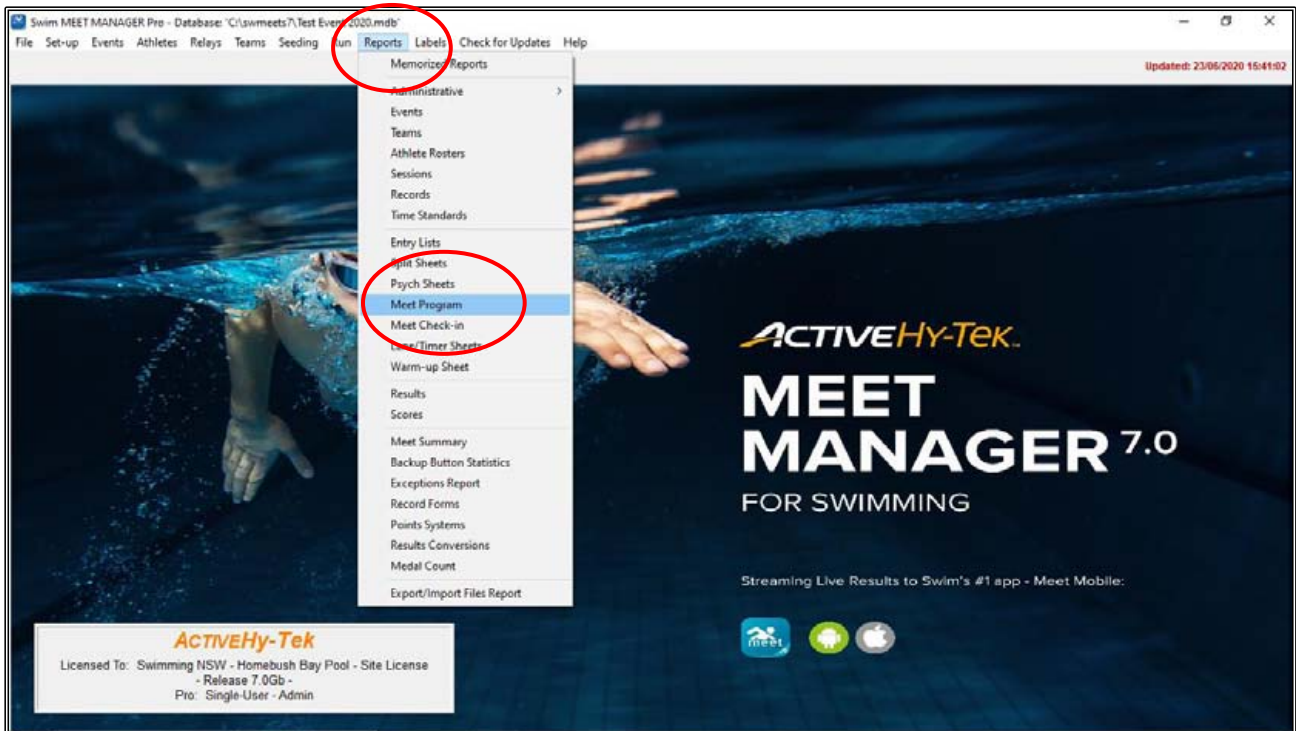
Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

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 2 == Finals == Event 1 Boys 8 and Under 50 LC Meter Freestyle															
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1							<input type="checkbox"/>								
2	Quinn, Matthew	6	Nsw Club		41.00		<input type="checkbox"/>								
3	Ainsworth, Andrew	8	Fantasy Club		39.79		<input type="checkbox"/>								
4	Maguire, Mark	7	Local Swim Team		40.79		<input type="checkbox"/>								
5							<input type="checkbox"/>								
6							<input type="checkbox"/>								

## SECTION SIX: PRINT PROGRAM

From the MAIN MENU screen, click on the REPORTS tab and select MEET PROGRAM from the drop down.



From the MEET PROGRAM screen, click on the COLUMNS/FORMAT tab in the lower section.

You can now select all the preferences that you need to make your program look the way you want.

For example, you may want to have 2 COLUMNS per page.

You may want to have 1 EVENT PER PAGE (not paper friendly), and you may choose not to have the DATE and TIME stamp appear on your program.

**Meet Program**

Select All De-Select Preferences Memorize View Create Report Less than minute interval

Gender:  All  Male  Mixed  Female

Age Range: [ ] - [ ] Team: [ ]

Rounds:  All Rounds  Prelims Only  Finals Only  Round 1 Only

Indiv + Relays  Indiv Only  Relays Only

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
▶ 1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

EVENT LIST for Meet Program					
	Evt #	Rnd	Status	Event Name	Heats
<input type="checkbox"/>	1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	3	F	Seeded	Men Open 100 LC Meter Backstroke	3
<input type="checkbox"/>	4	F	Seeded	Women Open 100 LC Meter Backstroke	2

**Columns / Format** | Include in Meet Program | Psych List - Sort Order

**Columns:**  Single  Double  Triple  Flat HTML  RTF Export

**Format:**  1 Event Per Page  1 Heat Per Page  Referee Format  Ignore Psych  Psych Multi-age Split

**Athlete ID:**  None  Reg ID#  Comp#

**Time Stamp:**  Date and Time  Date Only  None

Now click on the INCLUDE IN MEET PROGRAM TAB in the lower section.

You can now select all the preferences that you want to include within your program pages.

For example, you may want to have the RECORDS and ENTRY TIMES showing.

You may choose to have A LINE FOR RESULTS and show EVENTS WITH NO ENTRIES.

You can choose to SHOW EMPTY LANES and you may not want to include the RELAY NAMES.

These selections are personal preferences and are up to you to choose how you want your program to look.

The screenshot shows the 'Meet Program' application window. At the top, there are menu options: 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', 'Create Report', and 'Less than minute interval'. Below the menu is a toolbar with icons for home, back, forward, and search. The main interface is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Mixed', and 'Female'.
- Age Range:** Input fields for age and a 'Team' dropdown menu.
- Rounds:** Radio buttons for 'All Rounds', 'Prelims Only', 'Finals Only', and 'Round 1 Only'.
- Display Options:** Radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'.
- Session List:** A table with columns: Day, Start Time, Session #, Course, Session Title.
 

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON
- EVENT LIST for Meet Program:** A table with columns: Evt #, Rnd, Status, Event Name, Heats.
 

Evt #	Rnd	Status	Event Name	Heats	
<input type="checkbox"/>	1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	3	F	Seeded	Men Open 100 LC Meter Backstroke	3
<input type="checkbox"/>	4	F	Seeded	Women Open 100 LC Meter Backstroke	2
<input type="checkbox"/>	5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2
<input type="checkbox"/>	6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2
<input type="checkbox"/>	7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1
<input type="checkbox"/>	8	F	Seeded	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay	1
- Columns / Format:** A tabbed interface with 'Include in Meet Program' selected (circled in red). Other tabs include 'Psych List - Sort Order'.
- Include in Meet Program:** A list of checkboxes for various display preferences:
  - Records
  - Time Standards
  - Entry Qualifying Time
  - Event Comments
  - Entry Times
  - Line For Results
  - Events With No Entries
  - Round 1 Alternates
  - Qualifying Alternates
  - Prior Round Results
  - Heat Start Times
  - Empty Lanes
  - Separate A/B Finals
  - Logos in Footer
  - Check-In Times
  - Message 1 In Footer
  - Message 2 In Footer
  - Message 3 In Footer
  - Relay Athlete Names (0-8):
  - Top How Many:

The PSYCH LIST tab has nothing that we would use for this exercise but can be useful if you wish to print an event showing fastest to slowest seeded.

The screenshot shows the 'Meet Program' application window. At the top, there is a menu bar with options: Select All, De-Select, Preferences, Memorize, View, Create Report, and Less than minute interval. Below the menu bar is a toolbar with icons for home, back, forward, print, and help. The main interface is divided into several sections:

- Gender:** Radio buttons for All (selected), Male, Mixed, and Female.
- Age Range:** Input fields for age range and a dropdown for Team.
- Rounds:** Radio buttons for All Rounds (selected), Prelims Only, Finals Only, and Round 1 Only.
- Print Options:** Radio buttons for Indiv + Relays (selected), Indiv Only, and Relays Only.

Below these settings are two tables:

**Session List**

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

**EVENT LIST for Meet Program**

Evt #	Rnd	Status	Event Name	Heats	
<input type="checkbox"/>	1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	3	F	Seeded	Men Open 100 LC Meter Backstroke	3
<input type="checkbox"/>	4	F	Seeded	Women Open 100 LC Meter Backstroke	2
<input type="checkbox"/>	5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2
<input type="checkbox"/>	6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2
<input type="checkbox"/>	7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1
<input type="checkbox"/>	8	F	Seeded	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay	1

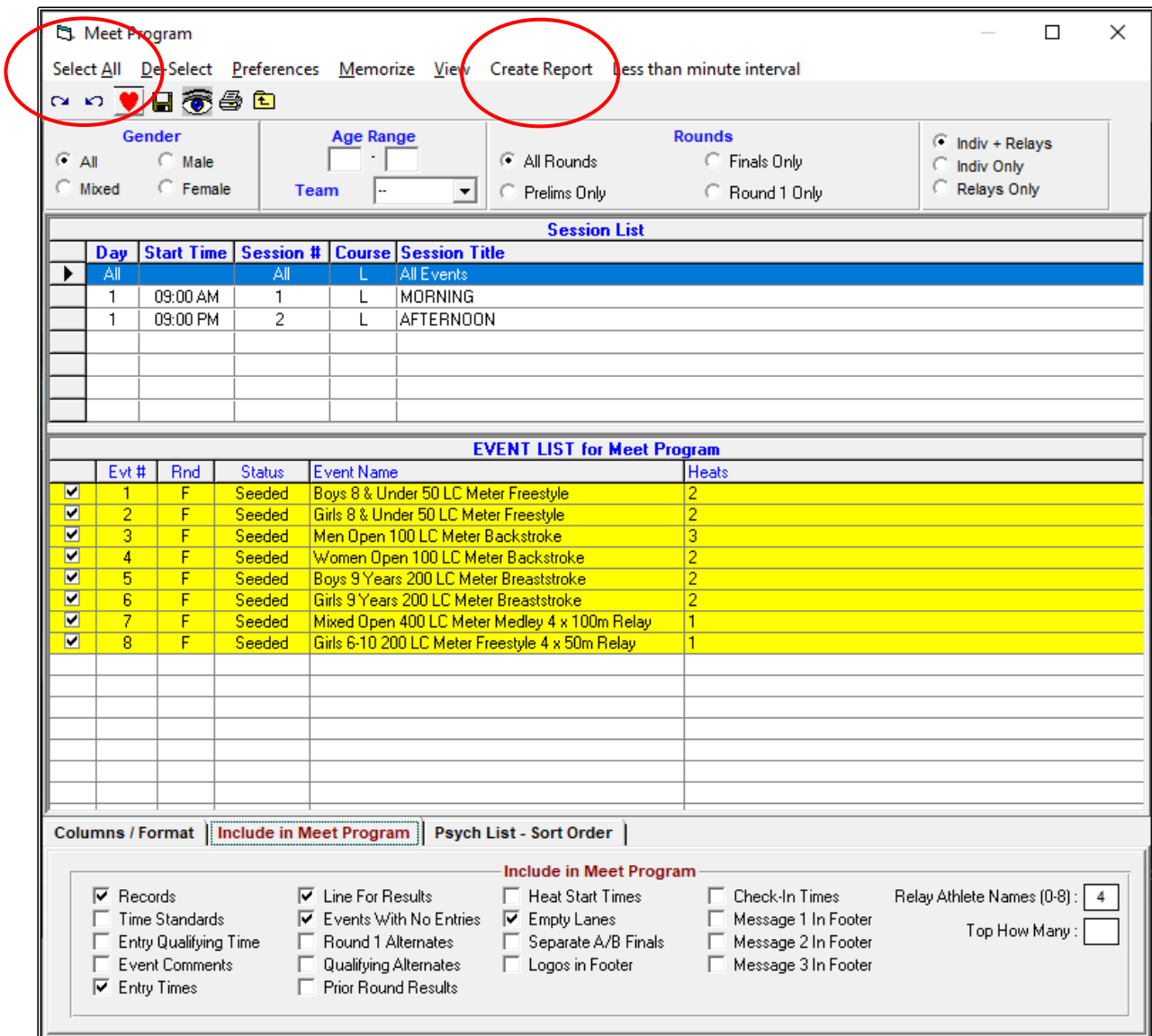
At the bottom, the 'Columns / Format' section is visible, with the 'Psych List - Sort Order' tab selected and circled in red. The 'Sort Order' options are:

- Fast to Slow
- Slow to Fast
- Alphabetical

There is also a checkbox for 'Flying meet' and a text field for 'Fastest heats for A flight:' with the value '1'.

Once you have selected all your criteria for the program, click on SELECT ALL at the top left-hand corner of the screen to highlight all the events. These will now be yellow.

Now click on CREATE REPORT.



The program and all the pages can now be viewed.


Click on the arrows in the top left-hand corner to move through page by page checking if the criteria and layout suit your needs.

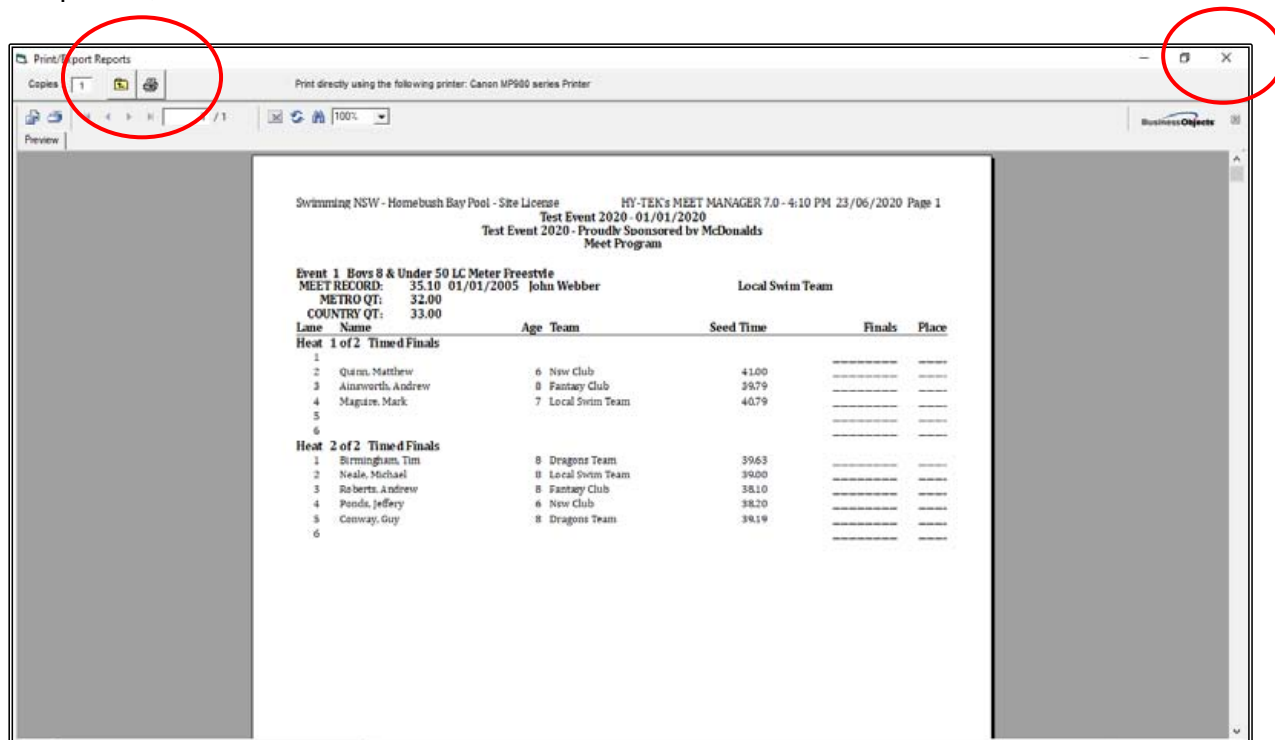
You can see here that the RECORDS are showing including Metro and Country Qualifying Times. The entry times or Seed times are showing. This format is showing empty lanes and that there are two heats in this event.

If you are not happy with something in this layout, CLOSE OUT  of this screen and go back into your selections to make any changes.

When you are happy with everything, you are ready to print.

Click on the PRINTER icon in the top left-hand corner of the screen to start printing your program.

Once printed, CLOSE OUT  of this screen and then back to the MAIN MENU screen.

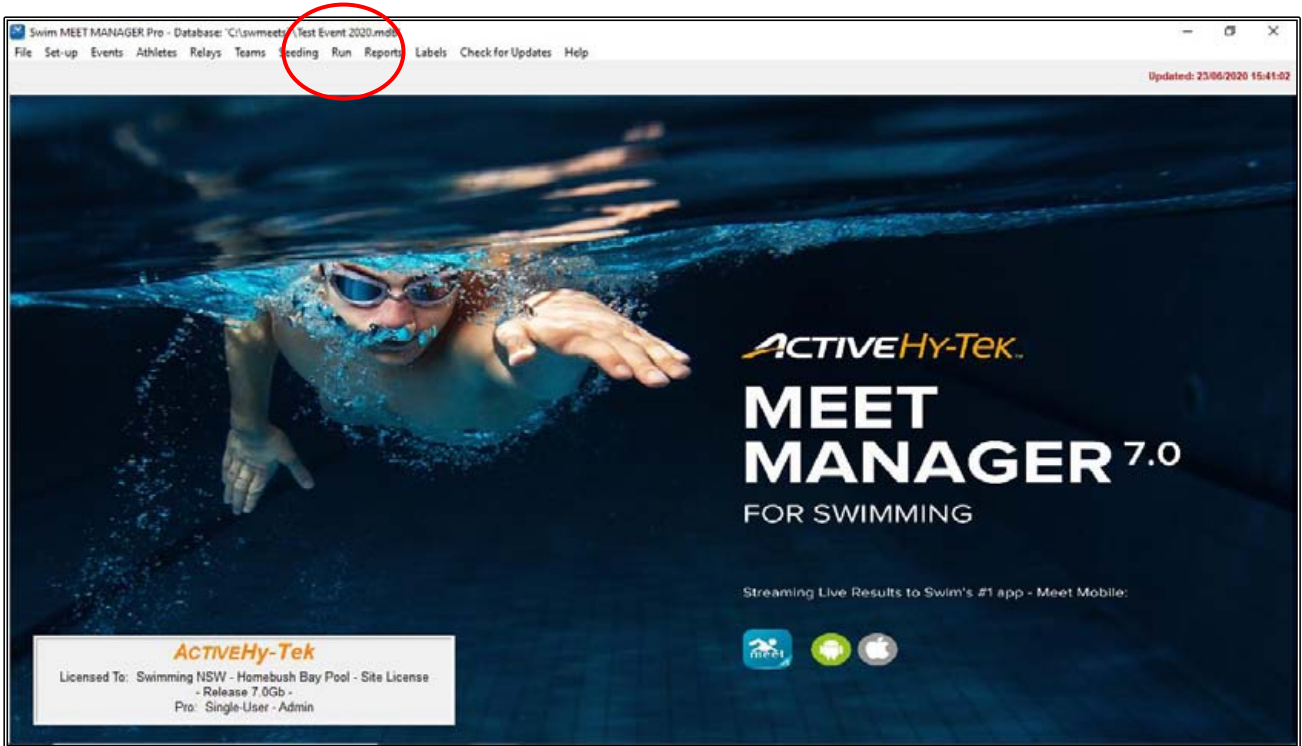




## SECTION SEVEN: RUN THE MEET

The day of your meet has arrived, and you are ready to RUN your meet.

From the MAIN MENU screen click on the RUN tab.





From this screen, you can just about go to any other screen or section of Meet Manager without closing out of the RUN screen by using the tabs across the top of the screen.

Make sure you are in the correct EVENT by clicking into the appropriate EVENT # under the EVENT LIST.

You will notice that EVENT 1 has two heats listed half-way down the screen on the left-hand side of your screen.

If you are using SEMI-AUTOMATIC (push buttons only) or FULLY AUTOMATIC (push buttons and touchpads) timing systems, all you need to do once the race is finish, is to click on the GET TIMES button (F3) to retrieve the times from timing systems.

If you are running a MANUALLY timed meet (stop watches), you will see that the pink GET TIMES button is greyed out and you will need to type the results in manually.

The screenshot displays the Meet Manager software interface. At the top, there is a menu bar with options like 'Events', 'Athletes', 'Relays', 'Seeding', 'Web', 'Swim-Off', 'Re-Score', 'Combine', 'Reports', 'Labels', 'Preferences', 'Interfaces', 'OW Module', 'Meet Mobile', and 'Help'. Below the menu is a toolbar with various icons and a search bar. The main window is divided into several sections:

- Event List:** A table listing events with columns for 'Evt #', 'Rnd', 'Status', 'Event Name', 'Heats', '7', 'NS', 'DQ', and 'DFS'. Event 1 is highlighted in blue, showing 'Boys 8 & Under 50 LC Meter Freestyle' with 2 heats.
- Cumulative Splits:** A table with columns for 'Lane' and '50'.
- Team Scores:** A table with columns for 'Rank', 'Gender', 'Score', and 'Team'.
- Session Controls:** A row of buttons for 'Session : F7', 'SCR Sheet : F9', 'Adjust : F8', 'Restore Pads : Ctrl-P', 'JD : Ctrl-J', 'Race # : F2', 'List : Ctrl-L', 'Re-Race', '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', and 'Next Event : Ctrl-F5'.
- Race Results Table:** A table for 'Heat 1 of 2 == Finals == Event 1 Boys 8 and Under 50 LC Meter Freestyle'. It has columns for 'Lane', 'Athlete Name', 'Age', 'Team', 'Seed Time', 'Finals Time', 'DQ', 'Exh', 'DQcode', 'Backup 1', 'Backup 2', 'Backup 3', 'HPL', 'PL', 'Pts', and 'AdjStat'. Three athletes are listed: Quinn, Matthew (6, Nsw Club, 41.00), Ainsworth, Andrew (8, Fantasy Club, 39.79), and Maguire, Mark (7, Local Swim Team, 40.79).

Once you have the times from Heat 1 and all is cleared by the Referee, you can move onto heat 2,3 4 etc. until all the heats for the event have been completed.

You can now score this event (if using point scores) and print the result.

If MEET MOBILE is being used, the event will be automatically uploaded (See [Section 12](#) on Page 174).

We will do some MANUAL timing now and go through how to score and print these results.

In EVENT 1, HEAT 1 start inputting the following times into the FINALS TIME column and note the DQ in heat 2, lane 4.

### RESULTS - Event 1

Event 1	
Swimmer	Finals Time
Matthew Quinn	49.99
Andrew Ainsworth	39.01
Mark Maquire	42.77
Tim Birmingham	39.44
Michael Neale	45.64
Andrew Roberts	32.06
Jeffery Ponds	DQ
Guy Conway	40.72

In Event 1, there has been a disqualification in heat 2, lane 4 (Jeffrey Ponds).

You can type DQ in the FINALS TIME column or click the DQ check box next to it.

The screenshot shows the MEET MANAGER software interface. The main window displays the following data:

Evt #	Rnd	Status	Event Name	Heats	NS	DQ	DFS
1	F	Done	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	-
2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-
3	F	Seeded	Men Open 100 LC Meter Backstroke	3	-	-	-
4	F	Seeded	Women Open 100 LC Meter Backstroke	2	-	-	-
5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	-
6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	-
7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-
8	F	Seeded	Girls 8-10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-

Lane	50
1	39.44
2	45.64
3	32.06
4	DQ
5	40.72
6	

Rank	Gender	Score	Team

Session	SCR Sheet	Adjust	Restore	JD	Race #	List	Re-Rank	Prev Event
F7	F9	F8	Ctrl-R	Ctrl-J	F2	Ctrl-L		Ctrl-F4

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQCode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Birmingham, Tim	8	Dragons Team	39.83	39.44	<input type="checkbox"/>						2	3		
2	Neale, Michael	8	Local Swim Team	39.00	45.64	<input type="checkbox"/>						4	6		
3	Roberts, Andrew	8	Fantasy Club	38.10	32.06	<input type="checkbox"/>						1	1		
4	Ponds, Jeffery	6	Nsw Club	38.20	DQ	<input checked="" type="checkbox"/>									
5	Conway, Guy	8	Dragons Team	39.19	40.72	<input type="checkbox"/>						3	4		
6						<input type="checkbox"/>									

After all the heat times have been entered, you will note that the winner of this EVENT has broken the MEET RECORD and has also achieved a COUNTRY QUALIFYING TIME as highlighted in the RECORDS window.

This event can now be scored.

Click on the SCORE button and the PRINT/EXPORT REPORTS screen will be displayed showing the RESULTS ready for checking and printing.

The screenshot shows the MEET MANAGER software interface. The main window displays an event list for 'LC Meters'. The event 'Boys 8 & Under 50 LC Meter Freestyle' is selected. The records window shows the following data:

Record	Time	Date	Record Holder
MEET RECORD	35.10	01/01/2005	John Webber
METRO QT	32.00		
COUNTRY QT	33.00		

The 'Score' button in the bottom toolbar is highlighted with a red circle. Below the toolbar, the event details for 'Heat 1 of 2 == Finals == Event 1 Boys 8 and Under 50 LC Meter Freestyle' are shown. The results table is as follows:

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1															
2	Quinn, Matthew	6	Nsw Club	41.00	49.99							3	7	4	
3	Ainsworth, Andrew	8	Fantasy Club	39.79	39.01							1	2	9	
4	Maguire, Mark	7	Local Swim Team	40.79	42.77							2	5	6	
5															
6															

The screenshot shows the 'Print/Export Reports' window. The 'Print' button is highlighted with a red circle. The report content is as follows:

Swimming NSW - Homebush Bay Pool - Site License  
 MEET MANAGER 7.0 - 12:23 PM 24/06/2020 Page 1  
 Test Event 2020 - 01/01/2020  
 Test Event 2020 - Proudly Sponsored by McDonalds  
 Results

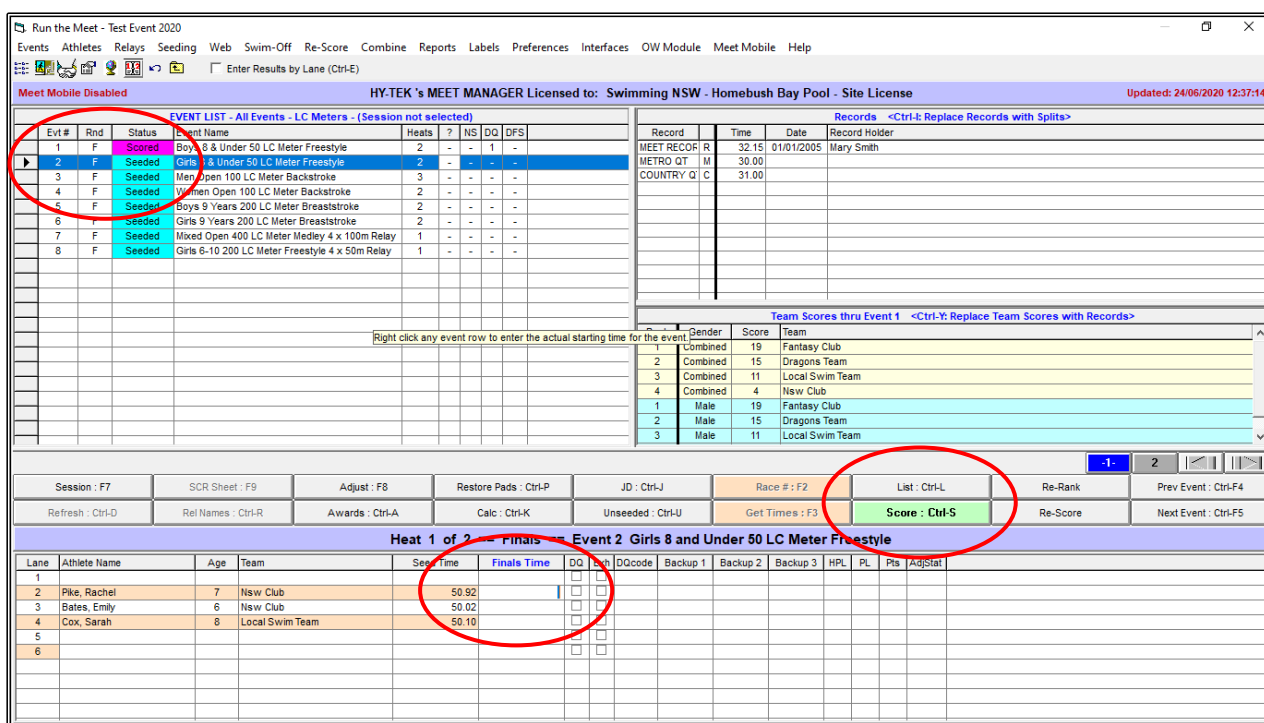
Event 1 Boys 8 & Under 50 LC Meter Freestyle  
 MEET RECORD: 35.10 R 01/01/2005 John Webber  
 METRO QT: 32.00 M  
 COUNTRY QT: 33.00 C

Name	Age	Team	Seed Time	Finals Time	Points
1 Roberts, Andrew	8	Fantasy Club	38.10	32.06 C	10
2 Ainsworth, Andrew	8	Fantasy Club	39.79	39.01	9
3 Birmingham, Tim	8	Dragons Team	39.63	39.44	8
4 Conway, Guy	8	Dragons Team	39.19	40.72	7
5 Maguire, Mark	7	Local Swim Team	40.79	42.77	6
6 Neale, Michael	8	Local Swim Team	39.00	45.64	5
7 Quinn, Matthew	6	Nsw Club	41.00	49.99	4
--- Ponds, Jeffery	6	Nsw Club	38.20	DQ	

When Event 1 has been checked and printed, CLOSE OUT ☒ the screen and you will be back in your RUN menu. You will notice that Event 1 is now marked as SCORED and is purple.

Click on the next EVENT to be run, enter all the FINALS TIMES, SCORE and PRINT the RESULTS until all 8 events have been completed, scored and printed.

Take note of the exceptions in each EVENT as these will teach you different skills as you go through the process of completing the Meet.



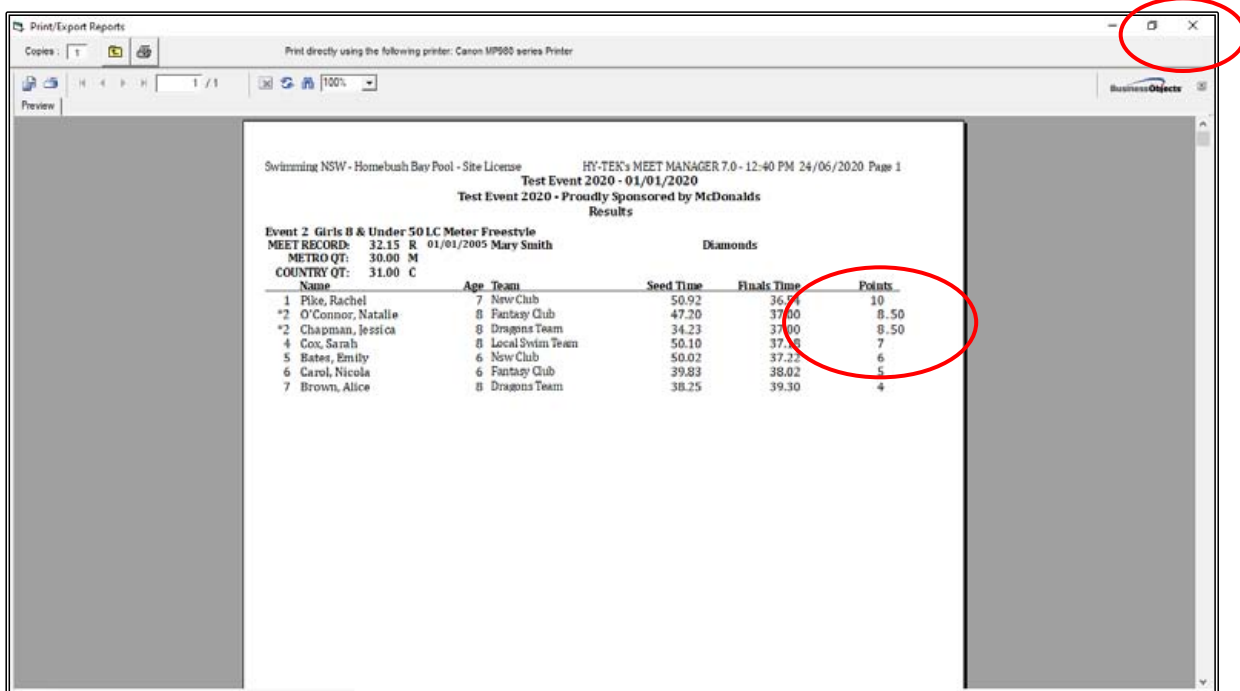
## RESULTS - Event 2

Event 2	
Swimmer	Finals Time
Rachel Pike	36.54
Sarah Cox	37.18
Emily Bates	37.22
Nicola Carol	38.02
Jessica Chapman	37.00
Alice Brown	39.30
Natalie O'Connor	37.00

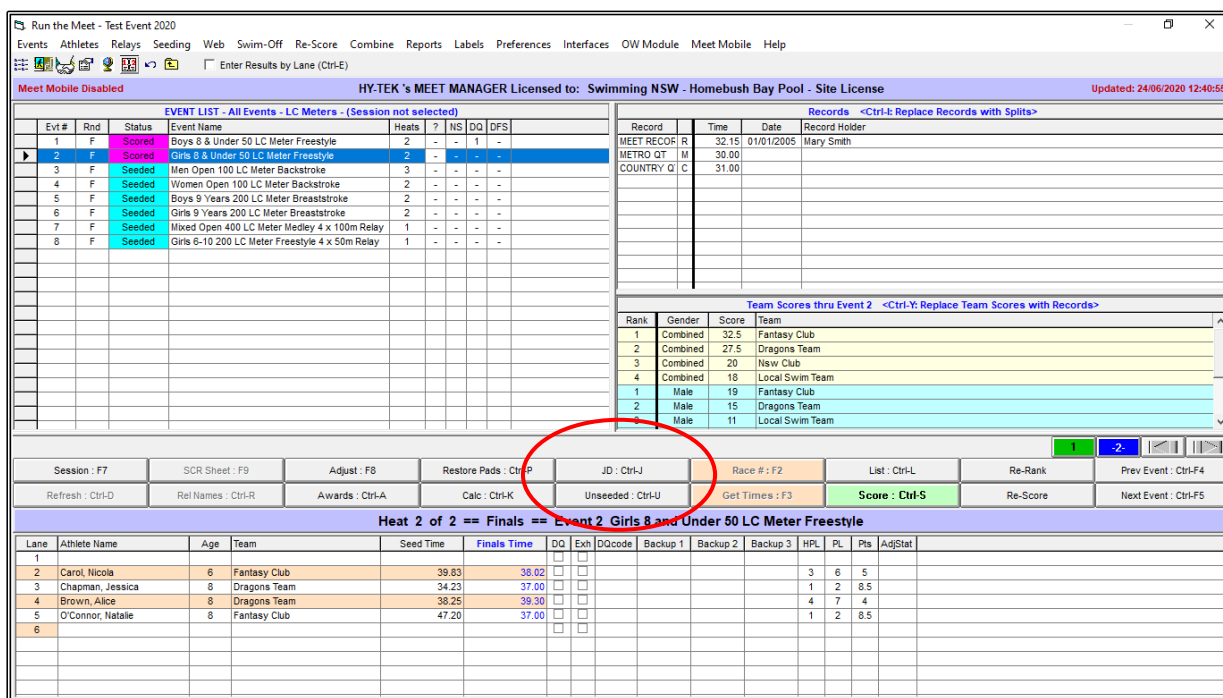
After you enter the FINALS TIMES for Event 2 and score the event, you will notice that in Heat 2, Lanes 3 and 5 have equal times for 2<sup>nd</sup> place and the points are split.

The points for these swimmers must be adjusted before printing the results. Equal places require equal points that reflect the position in which they finished.

CLOSE OUT ☒ of the RESULTS screen before printing, back to the RUN screen.



To adjust these points, click on the JD (JUDGE) button.



You will see in the JUDGES DECISION / TIE BREAKER screen a JD POINTS column on the right-hand side.

Type the correct points for 2<sup>nd</sup> position (9 points each) into the JD POINTS column next to both of these swimmers, and then click OK.

Judges Decision / Tie Breaker

**RESULTS**

JD PL	Place	H/L #	JD Heat PL	Heat PL	Athlete Name	ABBR	Time	Points	JD Points
	1	1/2		1	Pike, Rachel	NSW	36.54	10	
	2	2/5		1	O'Connor, Natalie	FAN	37.00	8.5	9
	2	2/3		1	Chapman, Jessica	DRA	37.00	8.5	9
	4	1/4		2	Cox, Sarah	LOC	37.18	7	
	5	1/3		3	Bates, Emily	NSW	37.22	6	
	6	2/2		3	Carol, Nicola	FAN	38.02	5	
	7	2/4		4	Brown, Alice	DRA	39.30	4	

- To break a tie or to make a Judges Decision for Overall Placing, enter the corrected place in the JD Place column.  
- To make a Judges Decision for a Heat Place, enter the corrected place in the JDHeat PL column.  
- You can change the results points for any entry by entering a new point score in the JD Points column (Finals Only).  
- To change points to zero, enter -1 in the JD Points column.  
- To remove all Judges Decisions, press the Re-Set button and then press OK.

Re-Set OK Cancel

You now need to click on the SCORE button again to bring up your JUDGED and completed RESULTS for printing.

The screenshot shows the HY-TEK's MEET MANAGER software interface. The 'Score' button in the bottom toolbar is circled in red. The main window displays an event list and a results table for 'Event 2 Girls 8 and Under 50 LC Meter Freestyle'.

Evt #	Rnd	Status	Event Name	Heats	? NS	DQ	DFS
1	F	Scored	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	1
2	F	Scored	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-
3	F	Seeded	Men Open 100 LC Meter Backstroke	3	-	-	-
4	F	Seeded	Women Open 100 LC Meter Backstroke	2	-	-	-
5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	-
6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	-
7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-
8	F	Seeded	Girls 8-10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-

Record	Time	Date	Record Holder
MEET RECOR	32.15	01/01/2005	Mary Smith
METRO QT	30.00		
COUNTRY Q	31.00		

Rank	Gender	Score	Team
1	Combined	32.5	Fantasy Club
2	Combined	27.5	Dragons Team
3	Combined	20	Nsw Club
4	Combined	18	Local Swim Team
1	Male	19	Fantasy Club
2	Male	15	Dragons Team
3	Male	11	Local Swim Team

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	PL	PL
1															
2	Carol, Nicola	6	Fantasy Club	39.83	38.02								3	6	5
3	Chapman, Jessica	8	Dragons Team	34.23	37.00								1	2	9
4	Brown, Alice	8	Dragons Team	38.25	39.30								4	7	4
5	O'Connor, Natalie	8	Fantasy Club	47.20	37.00								1	2	9
6															

**NOTE:** You will now see a "J" next to the FINALS TIMES. This indicates that a time has been JUDGED.

The screenshot shows the 'Print/Export Reports' window. The printed results page for 'Event 2 Girls 8 and Under 50 LC Meter Freestyle' is displayed. The 'Finals Time' column in the results table is circled in red.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 12:46 PM 24/06/2020 Page 1  
 Test Event 2020 - 01/01/2020  
 Test Event 2020 - Proudly Sponsored by McDonalds  
 Results

Event 2 Girls 8 & Under 50 LC Meter Freestyle  
 MEET RECORD: 32.15 R 01/01/2005 Mary Smith  
 METRO QT: 30.00 M  
 COUNTRY QT: 31.00 C

Name	Age	Team	Seed Time	Finals Time	Points
1 Pike, Rachel	7	Nsw Club	50.9	36.54	0
*2 O'Connor, Natalie	8	Fantasy Club	47.20	37.00	9
*2 Chapman, Jessica	8	Dragons Team	34.23	37.00	9
4 Cox, Sarah	8	Local Swim Team	50.10	37.18	7
5 Bates, Emily	6	Nsw Club	50.02	37.22	6
6 Carol, Nicola	6	Fantasy Club	39.83	38.02	5
7 Brown, Alice	8	Dragons Team	38.25	39.30	4

## RESULTS - Event 3

In Event 3 there has been another disqualification in Heat 2, Lane 6 (Tim Birmingham).

Event 3	
Swimmer	Finals Time
Matthew Quinn	1:15.67
Daniel Traynor	1:03.59
Mark Maquire	2:03.66
Guy Conway	1:04.69
Michael Neale	2:00.45
Andrew Ainsworth	2:01.45
Jeffery Ponds	1:57.36
Joshua Kelly	1:20.43
Mitchell Bradford	2:58.67
Andrew Roberts	2:00.45
Tim Birmingham	DQ
Jamie Kazzouh	1:16.48
Christopher Bartels	1:16.54
Kirk Johnston	1:02.44
Brian Smith	1:05.23
Michael White	1:14.98
Christopher O'Keefe	1:17.79

You will note in the RESULTS for Event 3, that you have EQUAL 12<sup>th</sup> position. You do not need to do any adjustments on this as 12<sup>th</sup> position is outside the top ten point score and therefore scores nil points.

Swimming NSW - Homebush Bay Pool - Site License HY TEK's MEET MANAGER 7.0 - 12:50 PM 24/06/2020 Page 1  
 Test Event 2020 - 01/01/2020  
 Test Event 2020 - Proudly Sponsored by McDonalds  
 Results

Event 3 Men Open 100 LC Meter Backstroke  
 MEET RECORD: 1:02.76 R 01/01/2004 Phil Brown Diamonds  
 METRO QT: 1:01.00 M  
 COUNTRY QT: 1:02.50 C

Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	New Club	1:01.72	1:02.44 C	10
2 Traynor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	8
4 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	7
5 White, Michael	9	Diamonds Club	1:15.88	1:14.98	6
6 Quinn, Matthew	6	New Club	NT	1:15.67	5
7 Kazzouh, James	9	Dragons Team	1:17.85	1:16.48	4
8 Bartels, Christopher	9	New Club	1:15.37	1:16.54	3
9 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	2
10 Conway, Joshua	9	Dragons Team	1:20.65	1:20.43	1
11 Ponds, Jeffery	6	New Club	1:45.54	1:57.36	
*12 Neale, Michael	8	Local Swim Team	3:00.12	2:00.45	
*12 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.45	
14 Ainsworth, Andrew	8	Fantasy Club	2:02.00	2:01.45	
15 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	
16 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
--- Birmingham, Tim	8	Dragons Team	2:03.66	DQ	



## RESULTS - Event 4

Event 4	
Swimmer	Finals Time
Chantelle Kelly	1:27.82
Erin Renford	1:54.34
Kate Drury	1:51.23
Nicole Maltby	1:56.79
Chelsea Murray	1:46.22
Sally Hicks	1:23.08
Kate Bonner	1:24.66
Joanna Harris	1:08.44
Rebecca Clarke	1:18.34
Katherine Glenn	1:25.67
Melanie Black	1:42.57

Before EVENT 5 is started, you notice that there is an obvious error in the ENTRY/SEED time for MITCHELL BRADFORD in HEAT 2, LANE 3.

So that this swimmer will not be embarrassed by swimming in the centre lane of the fastest heat, we can take him out of the fastest heat and place him in the slower heat where he belongs.

Click on the ADJUST button.

The screenshot shows the Meet Manager software interface. The main window displays the event list and swimmer data. The 'Adjust' button is circled in red. The swimmer data for Heat 2 of 2 is also circled in red.

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS
1	F	Scored	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	1	-
2	F	Scored	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	1	-
3	F	Scored	Men Open 100 LC Meter Backstroke	3	-	-	1	-
4	F	Scored	Women Open 100 LC Meter Backstroke	2	-	-	1	-
5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	1	-
6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	1	-
7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	1	-
8	F	Seeded	Girls 8-10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	1	-

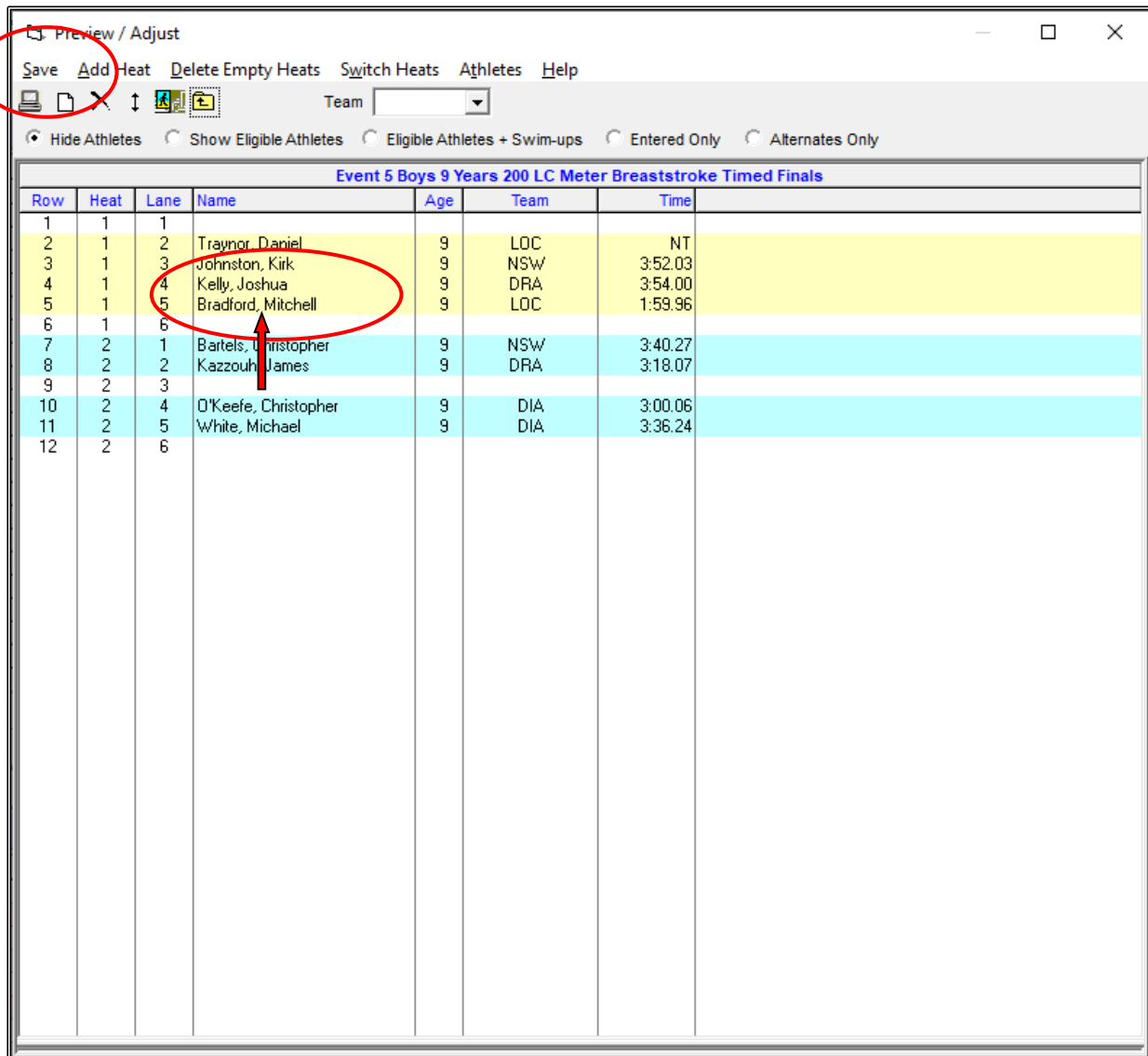
  

Rank	Gender	Score	Team
1	Combined	53	Dragons Team
2	Combined	52	Fantasy Club
3	Combined	44	Nsw Club
4	Combined	39	Local Swim Team
5	Combined	21	Diamonds Club
1	Male	28	Dragons Team
2	Male	27	Local Swim Team

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh
1	Rahmes, Christopher	9	Nsw Club	3:46.27			
2	Kazzouh, James	9	Dragons Team	3:18.07			
3	Bradford, Mitchell	9	Local Swim Team	1:59.96			
4	O'Keefe, Christopher	9	Diamonds Club	3:00.08			
5	White, Michael	9	Diamonds Club	3:36.31			
6							

From the PREVIEW/ADJUST screen, all you need to do is click on Mitchell Bradford's name in Heat 2, Lane 3 and drag him up to Heat 1, Lane 5 and drop him in. Click on SAVE to save your changes.



**RESULTS - Event 5**

Event 5	
Swimmer	Finals Time
Daniel Traynor	3:00.59
Kirk Johnston	3:58.43
Joshua Kelly	3:26.07
Mitchell Bradford	3:53.23
Christopher Bartels	3:39.42
Jamie Kazzouh	3:17.58
Christopher O'Keefe	3:01.24
Michael White	3:37.27

Before you run EVENT 6, the Marshall has come across to the recording room and advised that WENDY HILL has turned up in the marshalling area to swim and that the Referee has allowed this.

You now need to put WENDY HILL into EVENT 6. As you do not have an entry time for her you can put her into the slowest heat.

Once again, click on the ADJUST button.

The screenshot shows the Meet Manager software interface. At the top, there's a menu bar with options like 'Events', 'Athletes', 'Relays', 'Seeding', 'Web', 'Swim-Off', 'Re-Score', 'Combine', 'Reports', 'Labels', 'Preferences', 'Interfaces', 'OW Module', 'Meet Mobile', and 'Help'. Below the menu bar, there's a status bar indicating 'Meet Mobile Disabled' and 'HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License'. The main area is divided into several sections:

- EVENT LIST - All Events - LC Meters - (Session not selected):** A table listing events with columns for Evt #, Rnd, Status, Event Name, Heats, 7, NS, DQ, DFS. Event 6 is highlighted in blue.
- Records <Ctrl-I: Replace Records with Splits>:** A table showing records for 'MEET RECOR', 'METRO QT', and 'COUNTRY Q' with columns for Record, Time, Date, and Record Holder.
- Team Scores thru Event 5 <Ctrl-Y: Replace Team Scores with Records>:** A table showing team scores with columns for Rank, Gender, Score, and Team.
- Session : F7, SCR Sheet : F9, Adjust : F8, Restore Pads : Ctrl-P, JD : Ctrl-J, Race # : F2, 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 2 == Finals == Event 6 Girls 9 Years 200 LC Meter Breaststroke:** A table with columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DQ, Exh, DQcode, Backup 1, Backup 2, Backup 3, HPL, PL, Pts, and AdjStat. Wendy Hill is listed in lane 5 with a seed time of NT.

In the PREVIEW/ADJUST screen, click on the SHOW ELIGIBLE ATHLETES button which will bring up a list at the bottom of the screen of all eligible athletes. The athletes coloured yellow indicates that they are already in that event.

You can now click on WENDY HILL's name and drag her up to HEAT 1, LANE 5.

Don't forget to click SAVE to ensure that any changes you make are SAVED.

**Event 6 Girls 9 Years 200 LC Meter Breaststroke Timed Finals**

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	Drury, Kate	9	FAN	3:41.77
3	1	3	Black, Melanie	9	DRA	3:38.44
4	1	4	Murray, Chelsea	9	DIA	3:40.67
5	1	5				
6	1	6				
7	2	1	Renford, Erin	9	DIA	3:27.00
8	2	2	Glenn, Katherine	9	NSW	3:21.32
9	2	3	Bonner, Kate	9	FAN	3:19.07
10	2	4	Maltby, Nicole	9	NSW	3:20.86
11	2	5	Hicks, Sally	9	DRA	3:25.88
12	2	6				

**Eligible Athletes**

	Heat/Lane	Name	Age	ABBR	Team
1	1/3	Black, Melanie	9	DRA	Dragons Team
2	2/3	Bonner, Kate	9	FAN	Fantasy Club
3	1/2	Drury, Kate	9	FAN	Fantasy Club
4	2/2	Glenn, Katherine	9	NSW	Nsw Club
5	2/5	Hicks, Sally	9	DRA	Dragons Team
6		Hill, Wendy	9	LOC	Local Swim Team
7	2/4	Maltby, Nicole	9	NSW	Nsw Club
8	1/4	Murray, Chelsea	9	DIA	Diamonds Club
9	2/1	Renford, Erin	9	DIA	Diamonds Club

## RESULTS - Event 6

Event 6	
Swimmer	Finals Time
Kate Drury	3:40.67
Melanie Black	3:36.21
Chelsea Murray	3:30.59
Wendy Hill	3:20.47
Erin Renford	3:26.48
Katherine Glenn	3:19.21
Kate Bonner	3:18.01
Nicole Maltby	3:26.28
Sally Hicks	3:24.88

EVENT 7 is the first of the RELAY events.

Before this is run, the NSW CLUB team has come across with the names for its “B” team which they did not have earlier.

So that the names can be printed out on the results, we can put these in through the RUN MEET screen without the need to go out and back into the RELAY setup.

With EVENT 7 highlighted in the RUN MEET screen, click on the REL NAMES button (Relay names).

The screenshot shows the HY-TEK's MEET MANAGER interface. The main window title is "Run the Meet - Test Event 2020". The menu bar includes "Events", "Athletes", "Relays", "Seeding", "Web", "Swim-Off", "Re-Score", "Combine", "Reports", "Labels", "Preferences", "Interfaces", "OW Module", "Meet Mobile", and "Help". The status bar indicates "Meet Mobile Disabled" and "HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License".

The "EVENT LIST - All Events - LC Meters - (Session not selected)" table is as follows:

Evt#	Rnd	Status	Event Name	Heats	NS	DD	DFS
1	F	Scored	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	1
2	F	Scored	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-
3	F	Scored	Men Open 100 LC Meter Backstroke	3	-	-	1
4	F	Scored	Women Open 100 LC Meter Backstroke	2	-	-	-
5	F	Scored	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	-
6	F	Scored	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	-
7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-
8	F	Seeded	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-

The "Team Scores thru Event 6" table is as follows:

Rank	Gender	Score	Team
1	Combined	78	Dragons Team
2	Combined	67	Nsw Club
3	Combined	64	Fantasy Club
4	Combined	61	Local Swim Team
5	Combined	45	Diamonds Club
1	Male	43	Dragons Team
2	Male	41	Local Swim Team

The bottom control bar includes buttons for "Session : F7", "SCR Sheet : F9", "Adjust : F8", "Restore Pads : Ctrl-P", "JD : Ctrl-J", "Race # : F2", "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", and "Next Event : Ctrl-F5".

The "Heat 1 of 1 == Finals == Event 7 Mixed Open 400 LC Meter Medley 4 x 100m Relay" table is as follows:

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Dragons Team	A	8:14.27											
2	Nsw Club	A	8:11.65											
3	Diamonds Club	A	3:36.24											
4	Local Swim Team	A	8:08.56											
5	Fantasy Club	A	8:13.62											
6	Nsw Club	B	NT											

From the RELAY NAMES screen, click on the NSW CLUB B team.

Add the athletes from the ELIGIBLE ATHLETES column on the left-hand side by double clicking the names in the order they will be swimming. If the athlete is coloured yellow, this indicates that they are already in a relay in this event.

CLOSE OUT ☒ of the screen once all athletes have been added.

**NSW Club “B”  
Relay Names:**

1. Christopher Bartels
2. Emily Bates
3. Katherine Glenn
4. Kirk Johnston

Relay Names

Show Swim-ups

Heat 1 of 1 - Finals - Event 7 Mixed Open 400 LC Meter Medley 4 x 100m Relay

Eligible Athletes			Relay Order		
Age		Name	Pos	Age	Finals
M9	B	Bartels, Christopher	1	M9	Bartels, Christopher
W6	B	Bates, Emily	2	W6	Bates, Emily
W9	B	Glenn, Katherine	3	W9	Glenn, Katherine
M9	B	Johnston, Kirk	4	M9	Johnston, Kirk
W9	A	Maltby, Nicole	5		
W7	A	Pike, Rachel	6		
M6	A	Ponds, Jeffery	7		
M6	A	Quinn, Matthew	8		

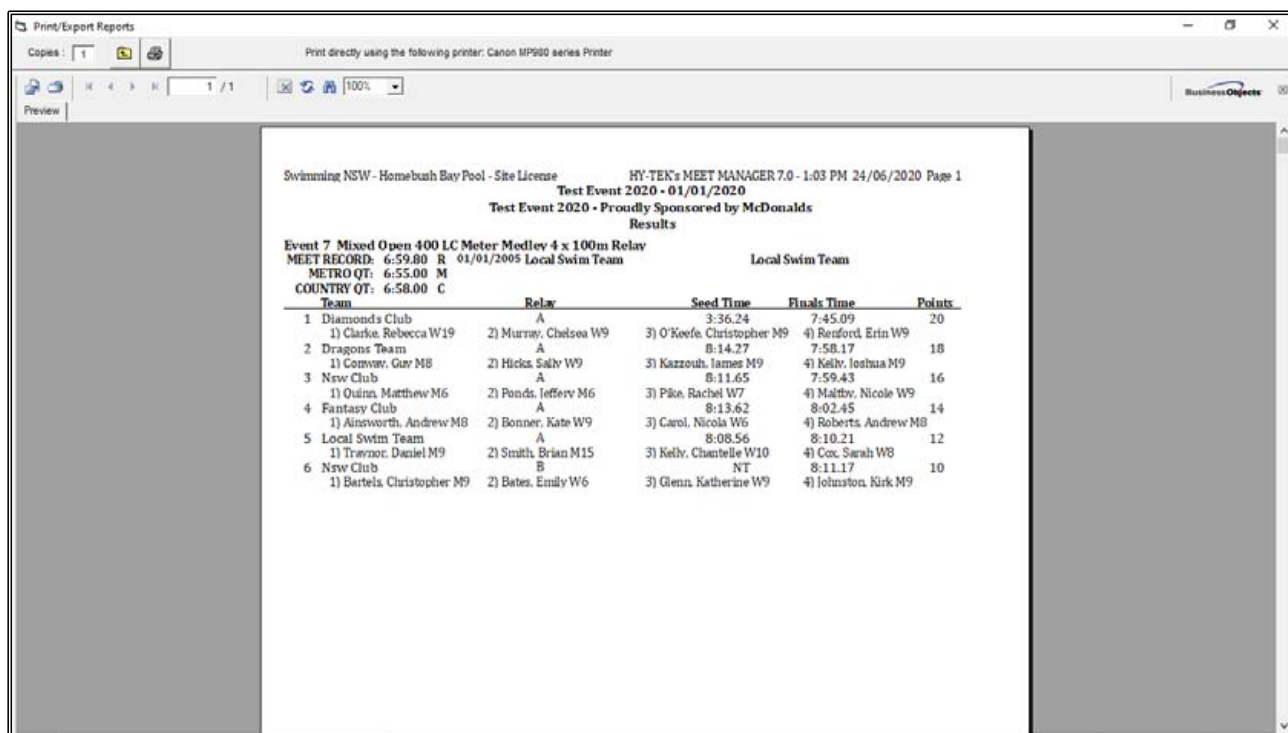
  

Relay Teams			
Lane	Relay Name	Ltr	Nam
1	Dragons Team	A	4
2	Nsw Club	A	4
3	Diamonds Club	A	4
4	Local Swim Team	A	4
5	Fantasy Club	A	4
6	Nsw Club	B	4

**RESULTS - Event 7**

Event 7	
Relay Team	Finals Time
Dragons	7:58.17
NSW "A"	7:59.43
Diamonds	7:45.09
Locals	8:10.21
Fantasy	8:02.45
NSW "B"	8:11.17

You will see from the PRINT RESULTS screen below that the names of all the FOUR RELAY SWIMMERS are printed on the result.



**RESULTS - Event 8**

Event 8	
Relay Team	Finals Time
Fantasy	3:02.17
Locals	3:05.69
NSW	3:24.56
Dragons	3:54.08

Now that your meet has finished, the first thing you should do is make a BACKUP into: C:\swmeets7\TEST EVENT 2020\BACKUPS.

## SECTION EIGHT: REPORT PRINTING

You might like to run some reports at the end of your meet for distribution.

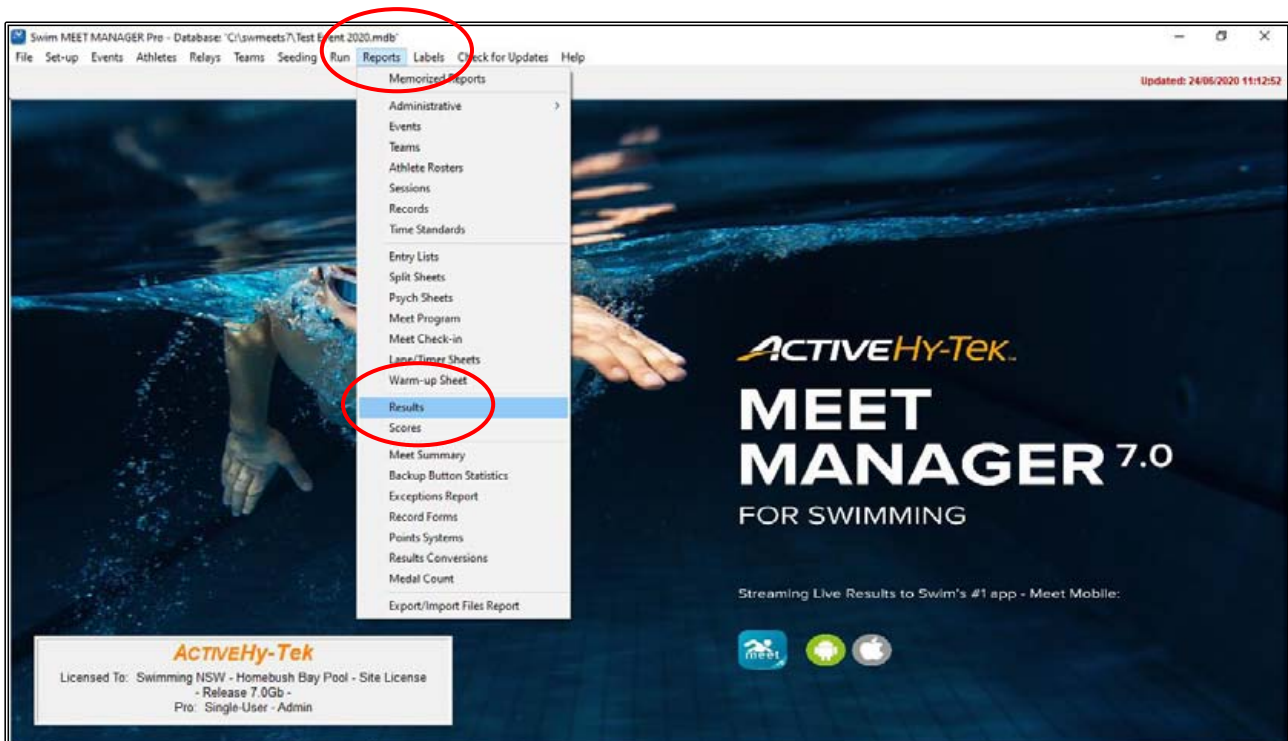
There are many reports you can print from MEET MANAGER, but the most important one is a complete set of RESULTS.

You can also print a set of results for just ONE CLUB.

You may want to award a trophy for the TOP POINT SCORING CLUB of the meet and perhaps the TOP MALE and FEMALE SWIMMERS of the meet.

### 1. COMPLETE SET OF RESULTS:

From the MAIN MENU screen, click on the REPORTS tab then select RESULTS from the drop down.





From the RESULTS screen, you can once again choose how your report looks and what you will include in the report.

For example, you can choose the number of columns on your page, whether or not you show NS, DQs or scratches.

You can display records and relay names and also if you want to include splits.

The choices are yours.

Once all your preferences have been made, click on SELECT ALL in the top left-hand corner of the screen to highlight all the events to be included in your results and then click CREATE REPORT.

**Results**

Select All De-Select Preferences Memorize View **Create Report**

**Gender**  
 All  Male  Mixed  Female

**Age Range**  
LSC [ ]

**Rounds**  
 All Rounds  Prelims Only  Finals Only  Round 1 Only

Individ + Relays  Individ Only  Relays Only

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

Evt #	Rnd	Status	Event Name	Heats	
<input checked="" type="checkbox"/>	1	F	Scored	Boys 8 & Under 50 LC Meter Freestyle	2
<input checked="" type="checkbox"/>	2	F	Scored	Girls 8 & Under 50 LC Meter Freestyle	2
<input checked="" type="checkbox"/>	3	F	Scored	Men Open 100 LC Meter Backstroke	3
<input checked="" type="checkbox"/>	4	F	Scored	Women Open 100 LC Meter Backstroke	2
<input checked="" type="checkbox"/>	5	F	Scored	Boys 9 Years 200 LC Meter Breaststroke	2
<input checked="" type="checkbox"/>	6	F	Scored	Girls 9 Years 200 LC Meter Breaststroke	2
<input checked="" type="checkbox"/>	7	F	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1
<input checked="" type="checkbox"/>	8	F	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay	1

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

**Include in Results**

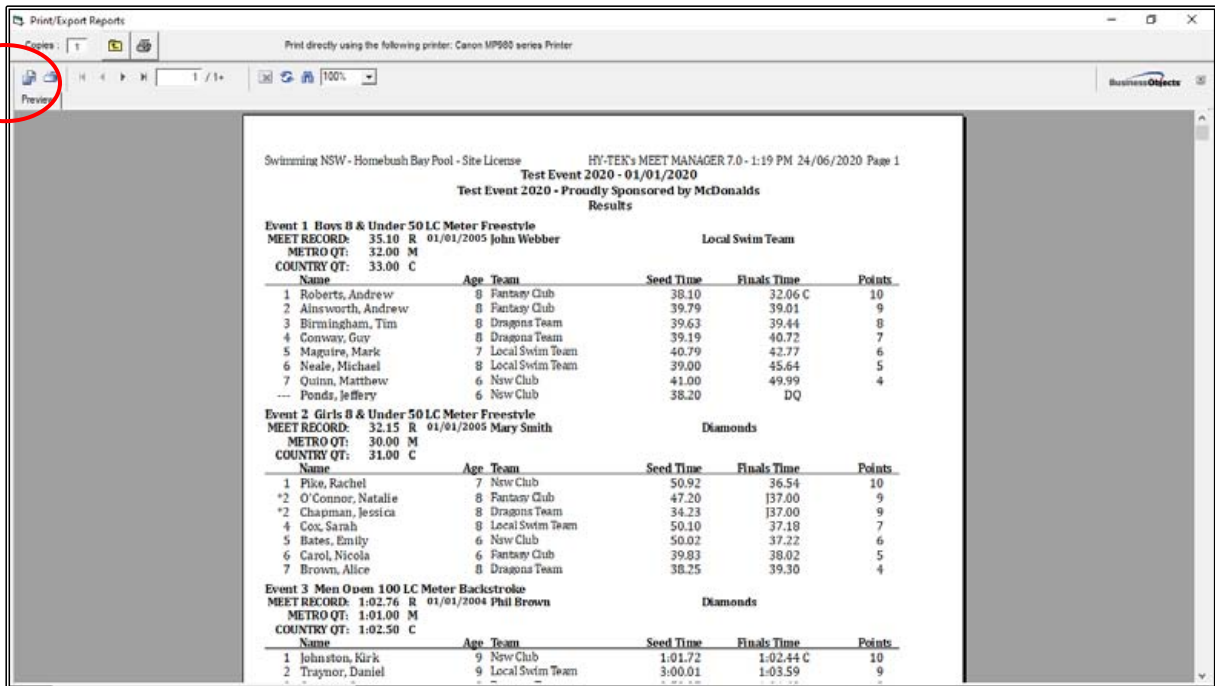
<input checked="" type="checkbox"/> Records	<input type="checkbox"/> Scratches	<input type="checkbox"/> Button Backups 1 col
<input type="checkbox"/> Time Stds	<input type="checkbox"/> Spec Pts	<input type="checkbox"/> Splits with Prior Results
<input type="checkbox"/> Entry Qualifying Time	<input checked="" type="checkbox"/> No Shows	<input type="checkbox"/> Logos in Footer
<input type="checkbox"/> Event Comments	<input type="checkbox"/> DQ Codes	<input type="checkbox"/> Message 1 In Footer
<input type="checkbox"/> Prior Results (1 col only)	<input type="checkbox"/> Reaction Times	<input type="checkbox"/> Message 2 In Footer
<input checked="" type="checkbox"/> Entry Times	<input type="checkbox"/> Time Trial Events	<input type="checkbox"/> Message 3 In Footer
	<input checked="" type="checkbox"/> Athlete / Relay Points	

**Include Team Scores**

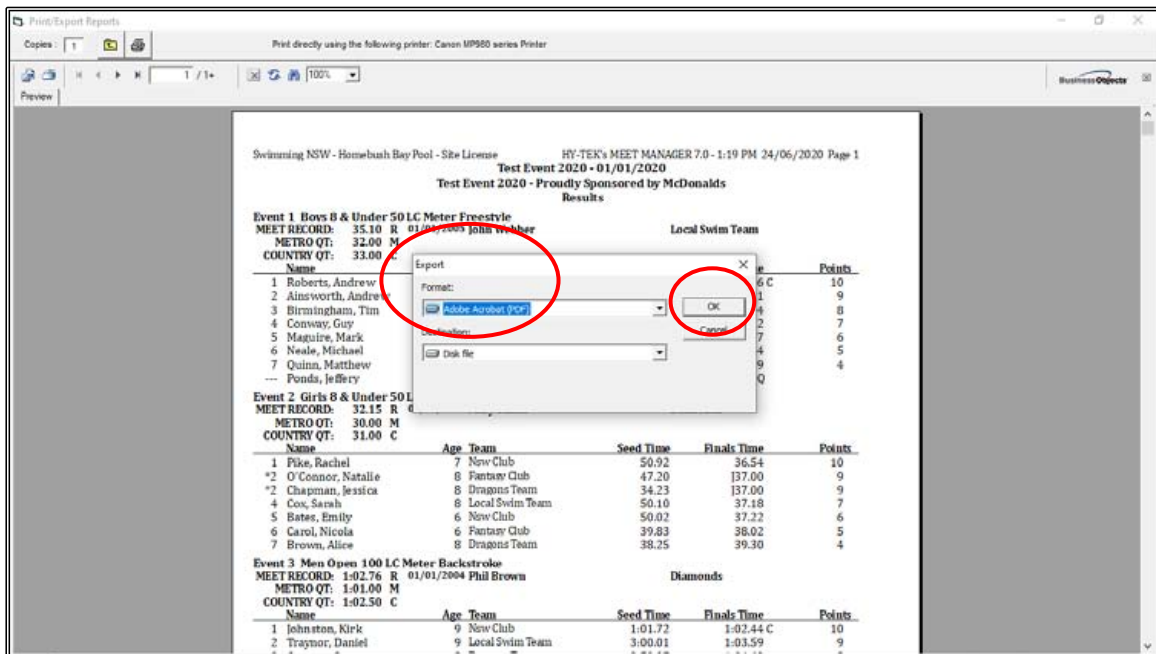
<input type="checkbox"/> Combined
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Combine Divisions
<input type="checkbox"/> If Combined: Both genders must score
<input type="checkbox"/> By Region

The RESULTS pages should be printed and then distributed to interested parties.

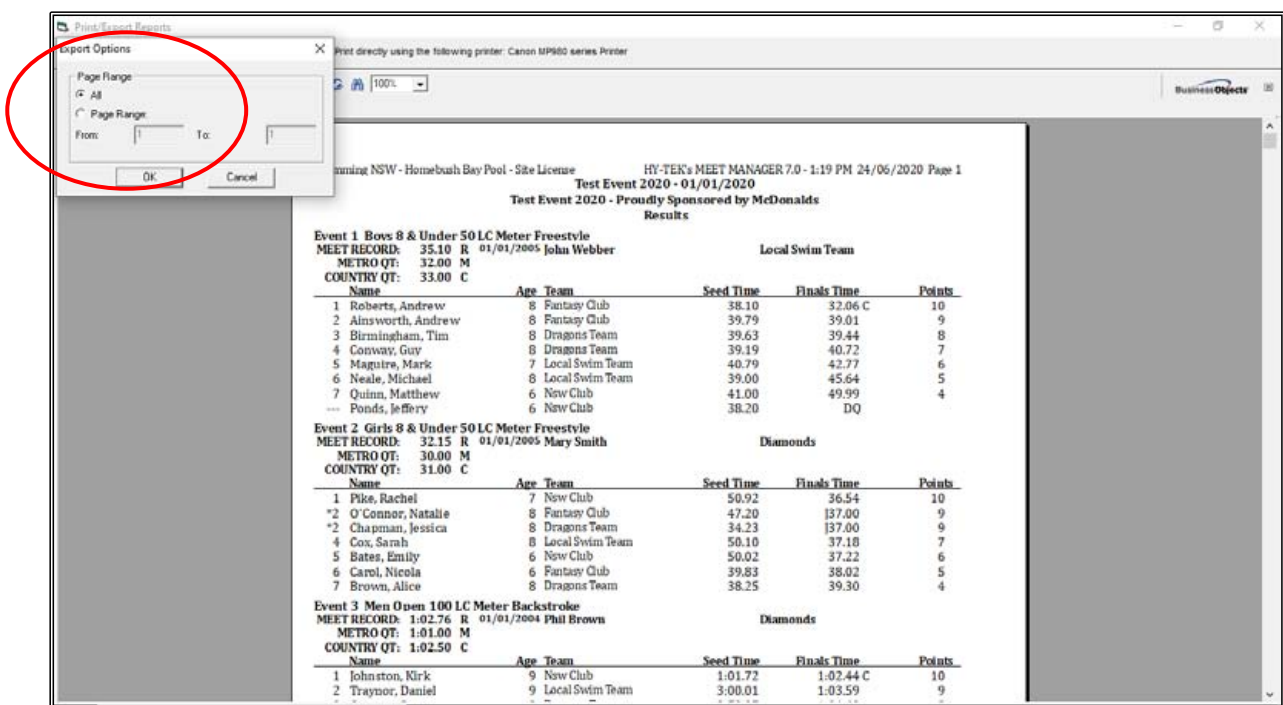
It is a good idea to SAVE this file by clicking on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.



The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.



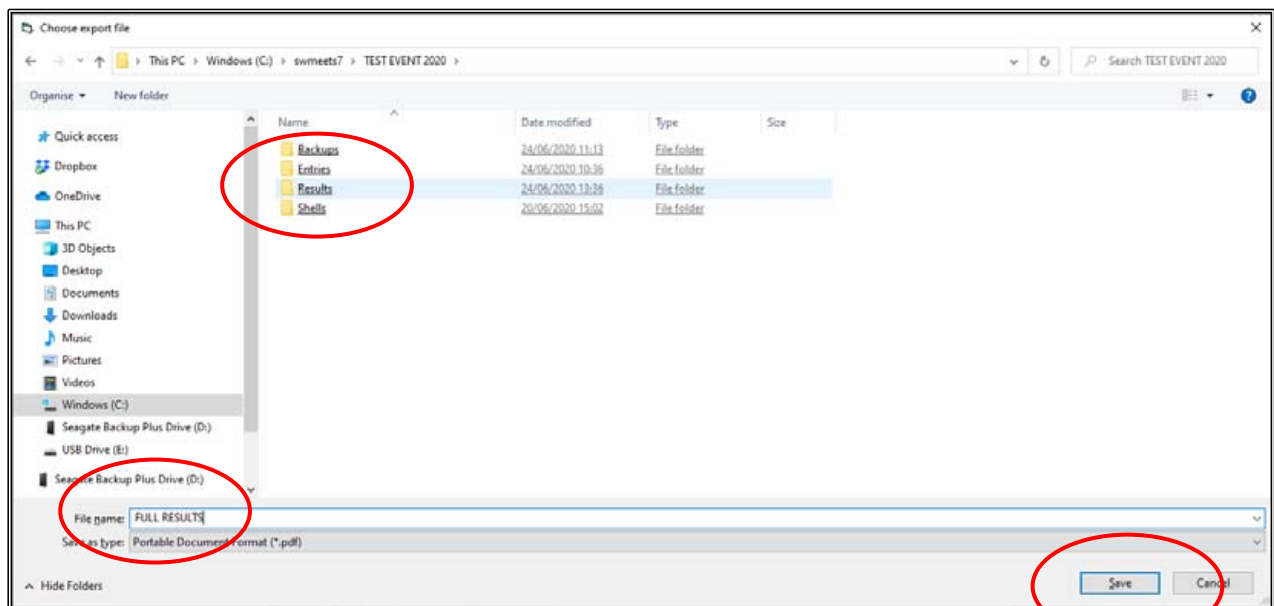
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:

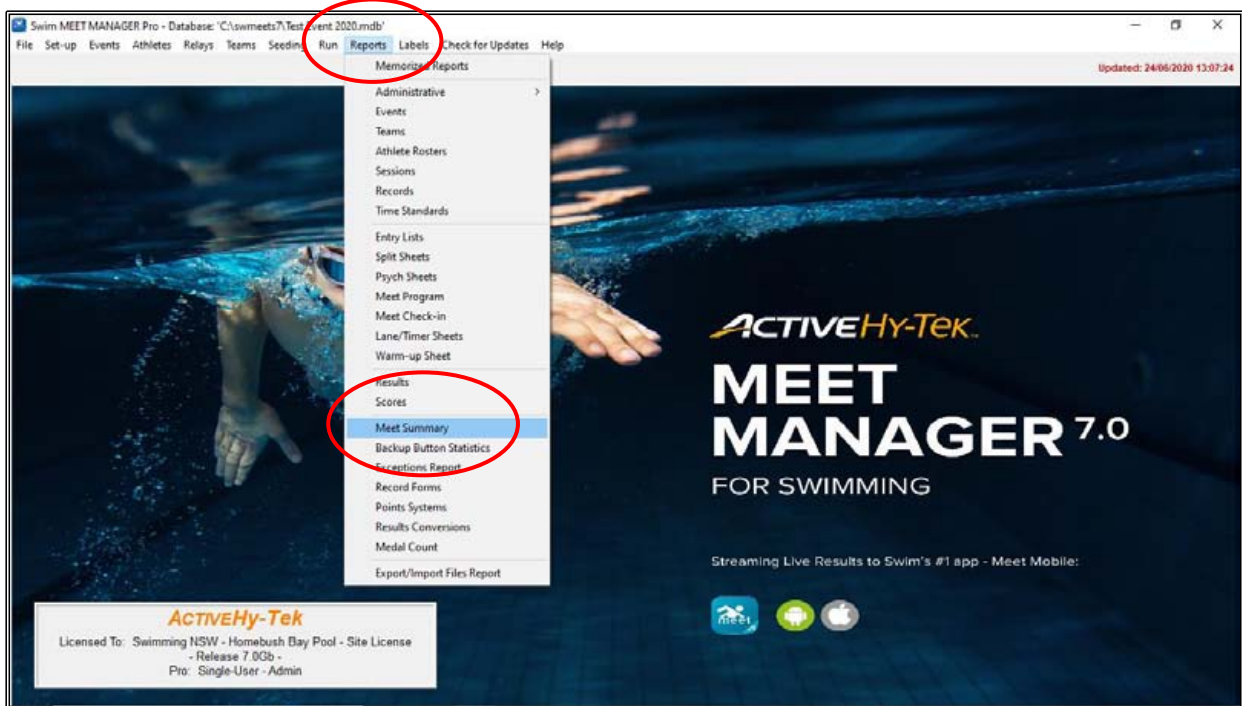
C:\swmeets7\TEST EVENT 2020\RESULTS.

Change the FILE NAME to FULL RESULTS and click SAVE.



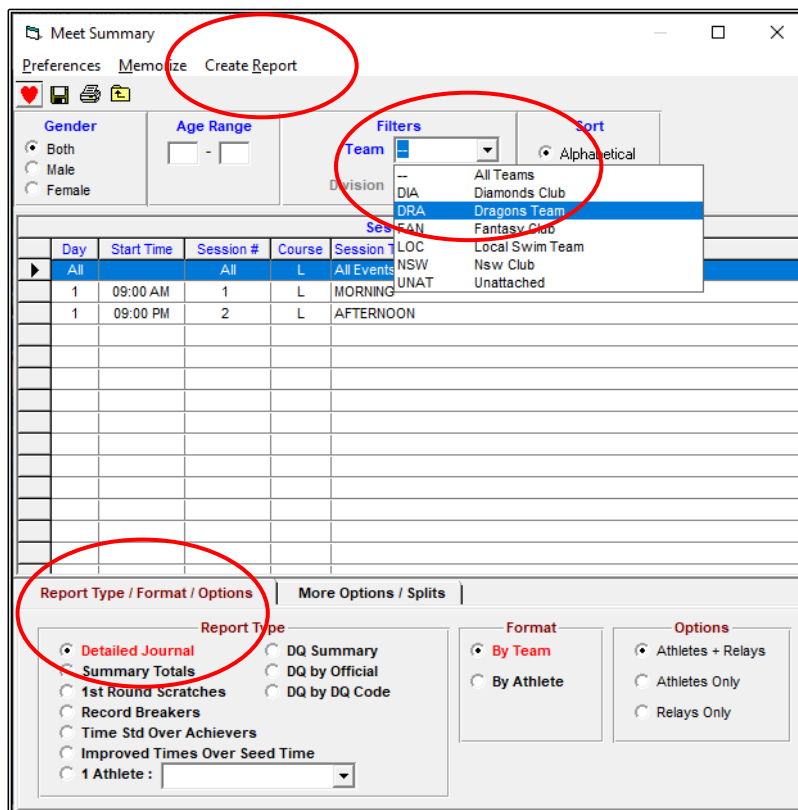
## 2. A SET OF RESULTS FOR JUST ONE TEAM:

From the MAIN MENU screen, click on the REPORTS tab then select MEET SUMMARY from the drop down.

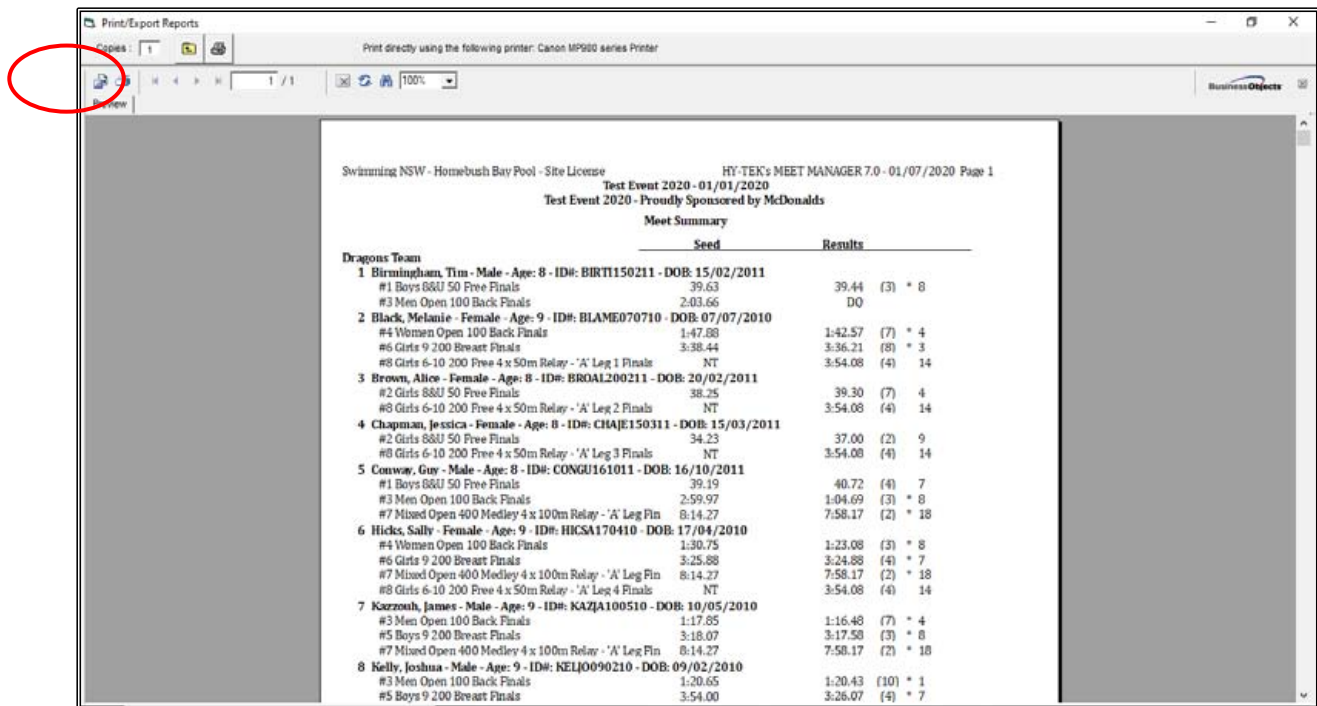


From the MEET SUMMARY screen, select the required TEAM in the FILTERS section.

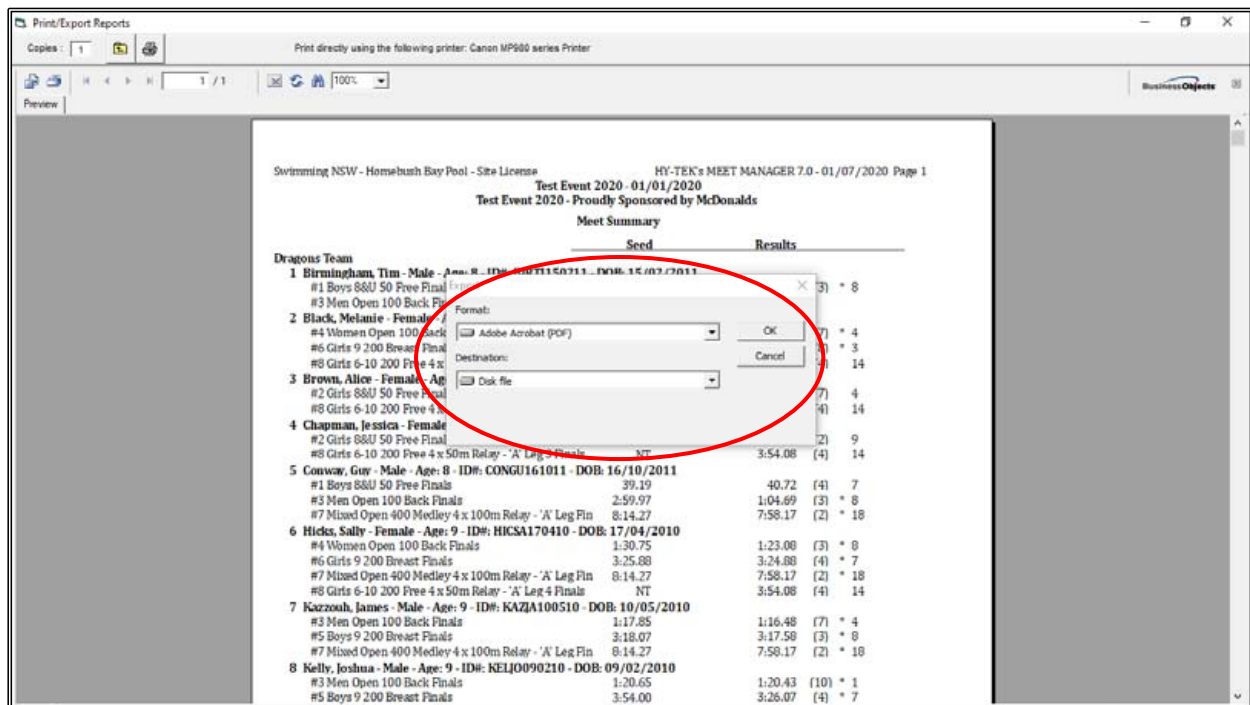
Select DETAILED JOURNAL under the REPORT TYPE/FORMAT/OPTIONS tab and then click CREATE REPORT at the top of the screen.



From the MEET SUMMARY REPORT screen, click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.

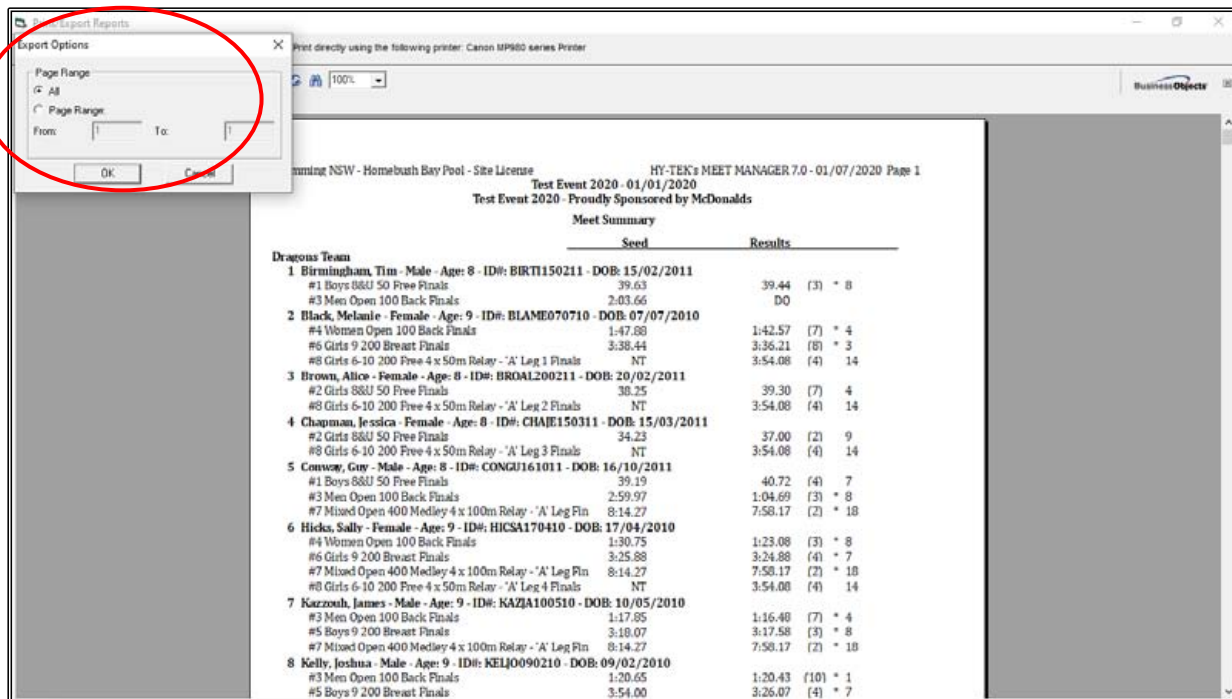


The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.





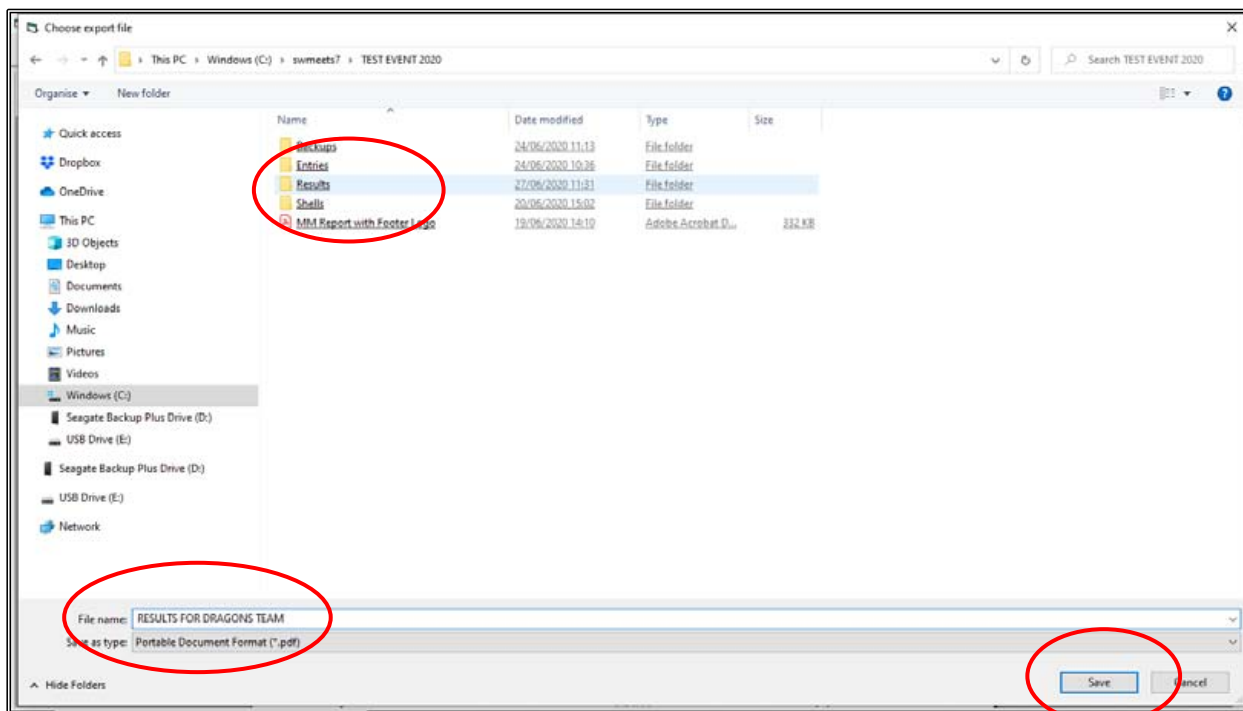
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:  
C:\swmeets7\TEST EVENT 2020\RESULTS.

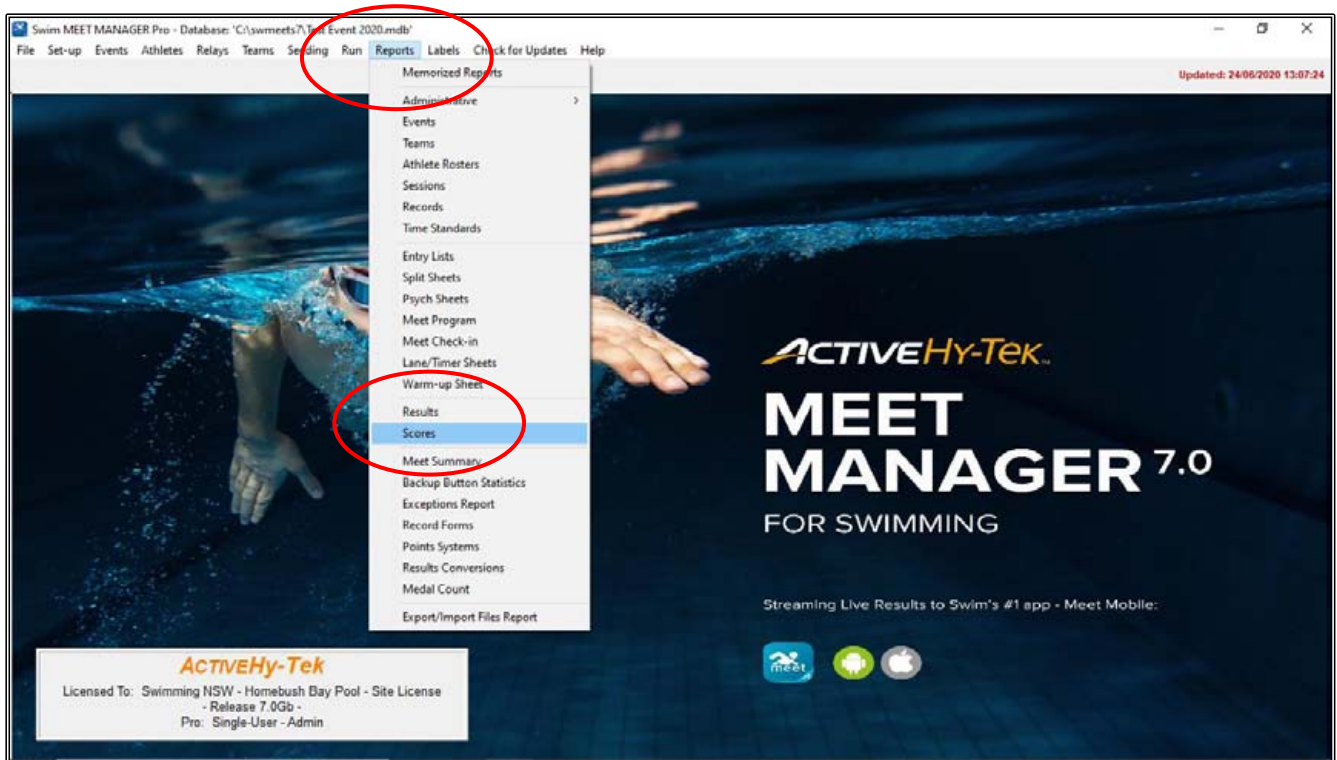
Change the FILE NAME to RESULTS FOR DRAGONS TEAM and click SAVE.

You can now email the RESULTS directly to the DRAGONS club.



### 3. TOP POINT SCORING CLUB:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.



In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

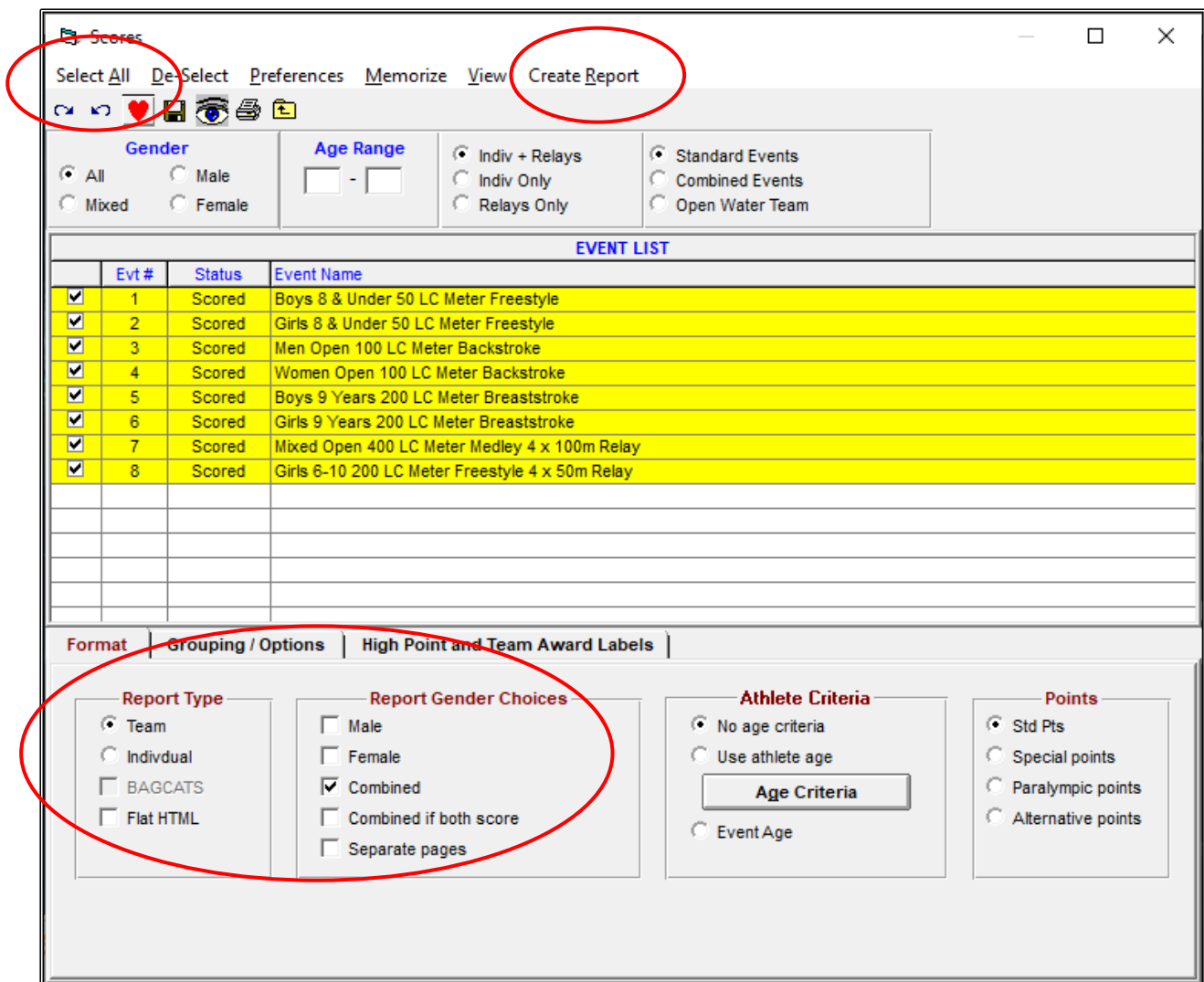
For the top POINT SCORING CLUB, click on TEAM under REPORT TYPE.

Click on the COMBINED button for the GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

There is no need to worry about the other two tabs for this exercise.

Click on CREATE REPORT.



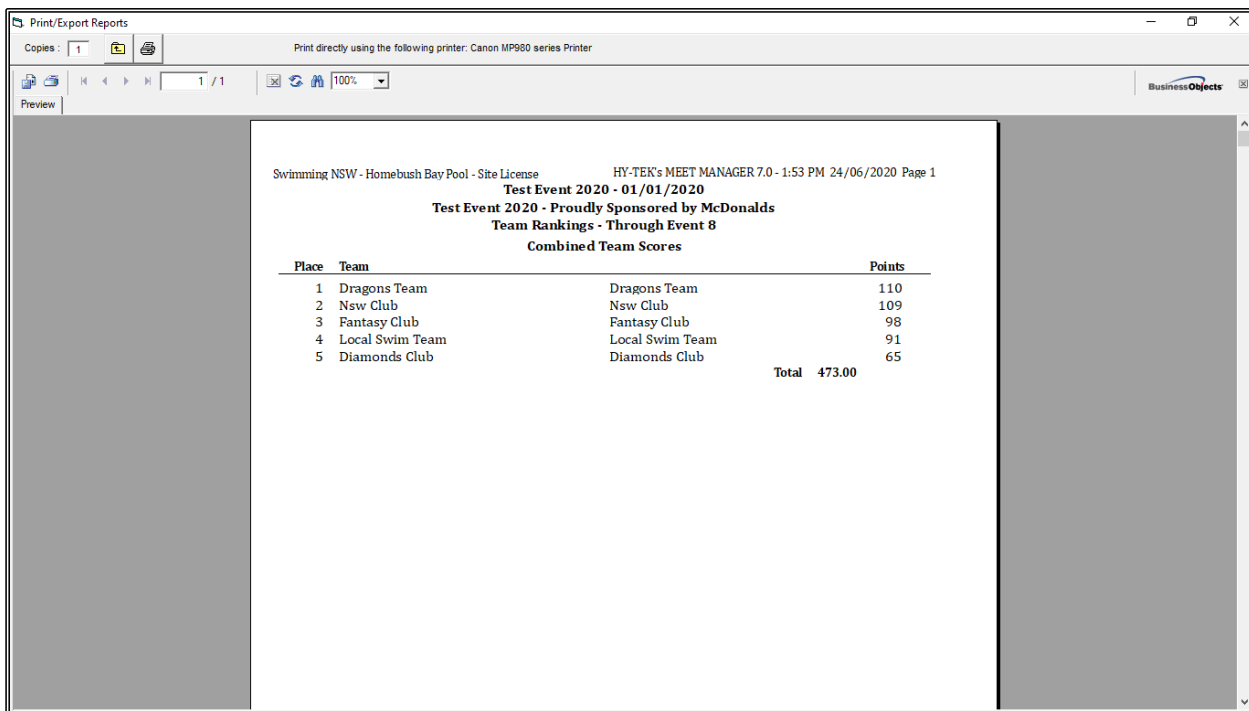


This is how your TOP POINT SCORING CLUB report will look.

You can now distribute medals / trophies if awarding.

Once you have created your REPORTS , it is good practice to save the reports that you generate in the RESULTS folder. This may save you time at a later date if you have any late requests.

Saving the file is described on [Page 93](#) and should be saved in :  
C:\swmeets7\TEST EVENT 2020\RESULTS.



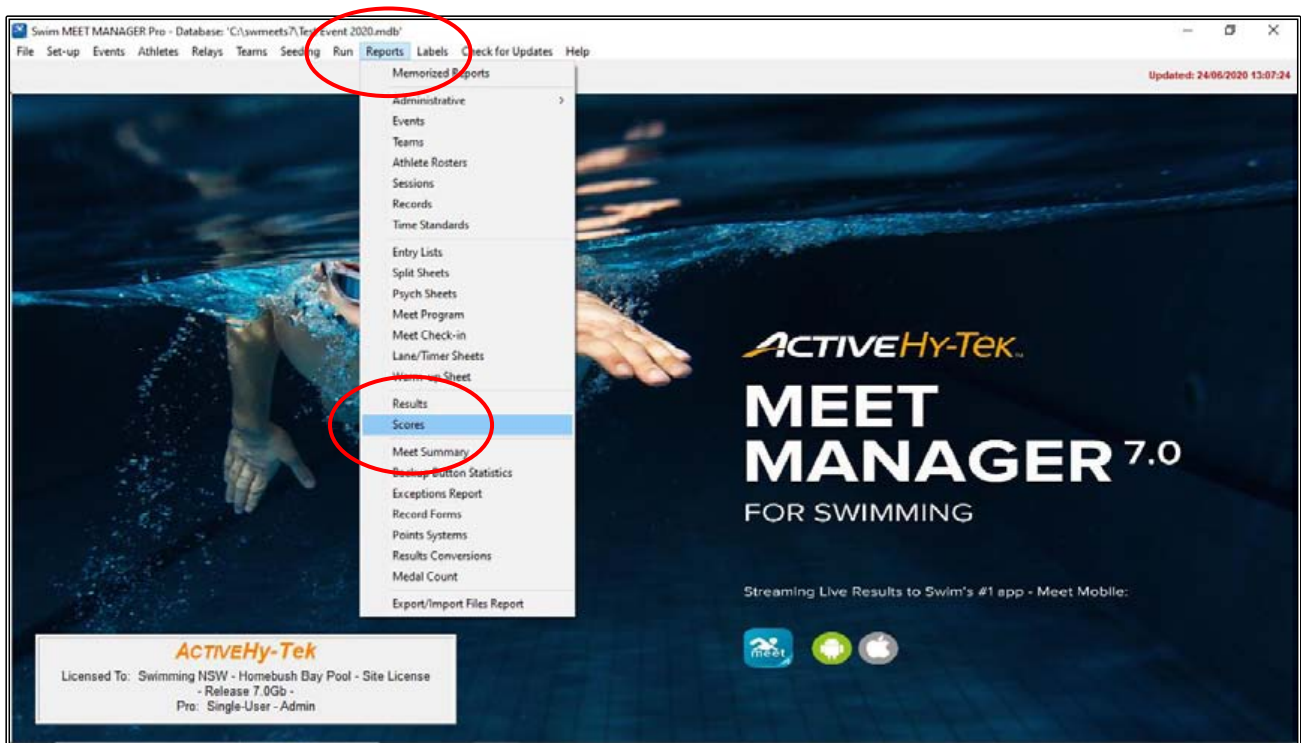
Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 1:53 PM 24/06/2020 Page 1

**Test Event 2020 - 01/01/2020**  
**Test Event 2020 - Proudly Sponsored by McDonalds**  
**Team Rankings - Through Event 8**  
**Combined Team Scores**

Place	Team	Points
1	Dragons Team	110
2	Nsw Club	109
3	Fantasy Club	98
4	Local Swim Team	91
5	Diamonds Club	65
	<b>Total</b>	<b>473.00</b>

#### 4. MALE AND FEMALE SWIMMER OF THE MEET:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.



In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

For the top point scoring MALE and FEMALE SWIMMER OF THE MEET, click on INDIVIDUAL under REPORT TYPE.

Click both the MALE and FEMALE buttons under GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

Now click on the GROUPING/OPTIONS tab.

The screenshot shows the 'Scores' application window. The 'Select All' button in the top-left toolbar is circled in red. Below the toolbar are sections for 'Gender' (All, Male, Female), 'Age Range' (input fields), and event selection options (Indiv + Relays, Indiv Only, Relays Only, Standard Events, Combined Events, Open Water Team). The 'EVENT LIST' table contains 8 rows, all highlighted in yellow, with checkboxes in the first column. The bottom section is divided into tabs: 'Format', 'Grouping / Options' (circled in red), and 'High Point and Team Award Labels'. Under 'Grouping / Options', there are four sub-sections: 'Report Type' (Team, Individual, BAGCATS, Flat HTML), 'Report Gender Choices' (Male, Female, Combined, Combined if both score, Separate pages), 'Athlete Criteria' (No age criteria, Use athlete age, Event Age), and 'Points' (Std Pts, Special points, Paralympic points, Alternative points).

Evt #	Status	Event Name
<input checked="" type="checkbox"/>	Scored	Boys 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	Scored	Girls 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	Scored	Men Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	Scored	Women Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	Scored	Boys 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	Scored	Girls 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay
<input checked="" type="checkbox"/>	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay

In the GROUPING/OPTIONS tab, click NORMAL under GROUPING.

In the OPTIONS TABLE, type in 6 for the LIST TOP HOW MANY (you do not want to have all the male and female swimmers appear).

Click on CREATE REPORT.

The screenshot shows the 'Scores' application window. The 'Create Report' button in the menu bar is circled in red. Below the menu bar are controls for Gender (All, Male, Mixed, Female), Age Range, and event selection (Indiv + Relays, Standard Events, etc.). The 'EVENT LIST' table contains 8 rows of event data, all with a 'Scored' status. At the bottom, the 'Grouping / Options' tab is active. The 'Normal' option under 'Grouping' is circled in red. In the 'Options' section, the 'List Top How Many' field is set to 6 and is also circled in red.

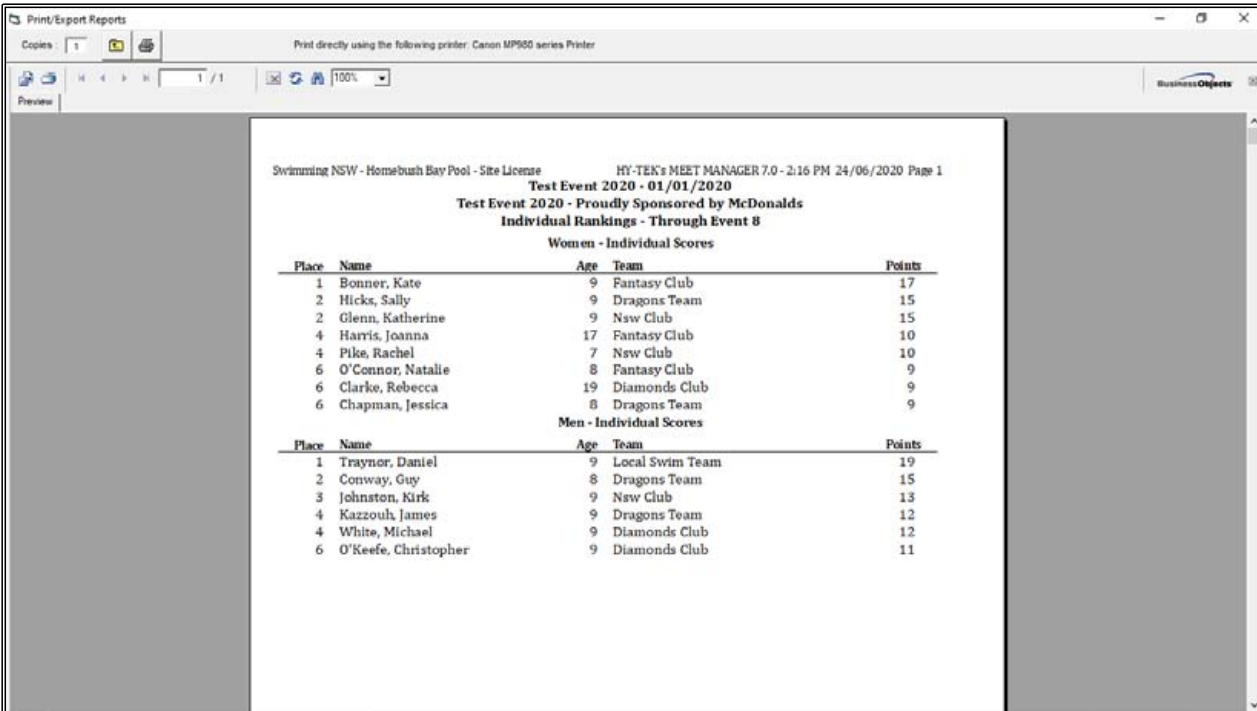
Evt #	Status	Event Name
1	Scored	Boys 8 & Under 50 LC Meter Freestyle
2	Scored	Girls 8 & Under 50 LC Meter Freestyle
3	Scored	Men Open 100 LC Meter Backstroke
4	Scored	Women Open 100 LC Meter Backstroke
5	Scored	Boys 9 Years 200 LC Meter Breaststroke
6	Scored	Girls 9 Years 200 LC Meter Breaststroke
7	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay
8	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay

Below is how your top point scoring MALE and FEMALE SWIMMER OF THE MEET report will look.

You can now distribute the medal / trophy if awarding.

Remember to SAVE your REPORTS:  
C:\swmeets7\TEST EVENT 2020\RESULTS.

It is also recommended that you make a BACKUP copy of your meet at this stage and save it in the RESULTS folder.



Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:16 PM 24/06/2020 Page 1  
Test Event 2020 - 01/01/2020  
Test Event 2020 - Proudly Sponsored by McDonalds  
Individual Rankings - Through Event 8

**Women - Individual Scores**

Place	Name	Age	Team	Points
1	Bonner, Kate	9	Fantasy Club	17
2	Hicks, Sally	9	Dragons Team	15
2	Glenn, Katherine	9	Nsw Club	15
4	Harris, Joanna	17	Fantasy Club	10
4	Pike, Rachel	7	Nsw Club	10
6	O'Connor, Natalie	8	Fantasy Club	9
6	Clarke, Rebecca	19	Diamonds Club	9
6	Chapman, Jessica	8	Dragons Team	9

**Men - Individual Scores**

Place	Name	Age	Team	Points
1	Traynor, Daniel	9	Local Swim Team	19
2	Conway, Guy	8	Dragons Team	15
3	Johnston, Kirk	9	Nsw Club	13
4	Kazzouh, James	9	Dragons Team	12
4	White, Michael	9	Diamonds Club	12
6	O'Keefe, Christopher	9	Diamonds Club	11

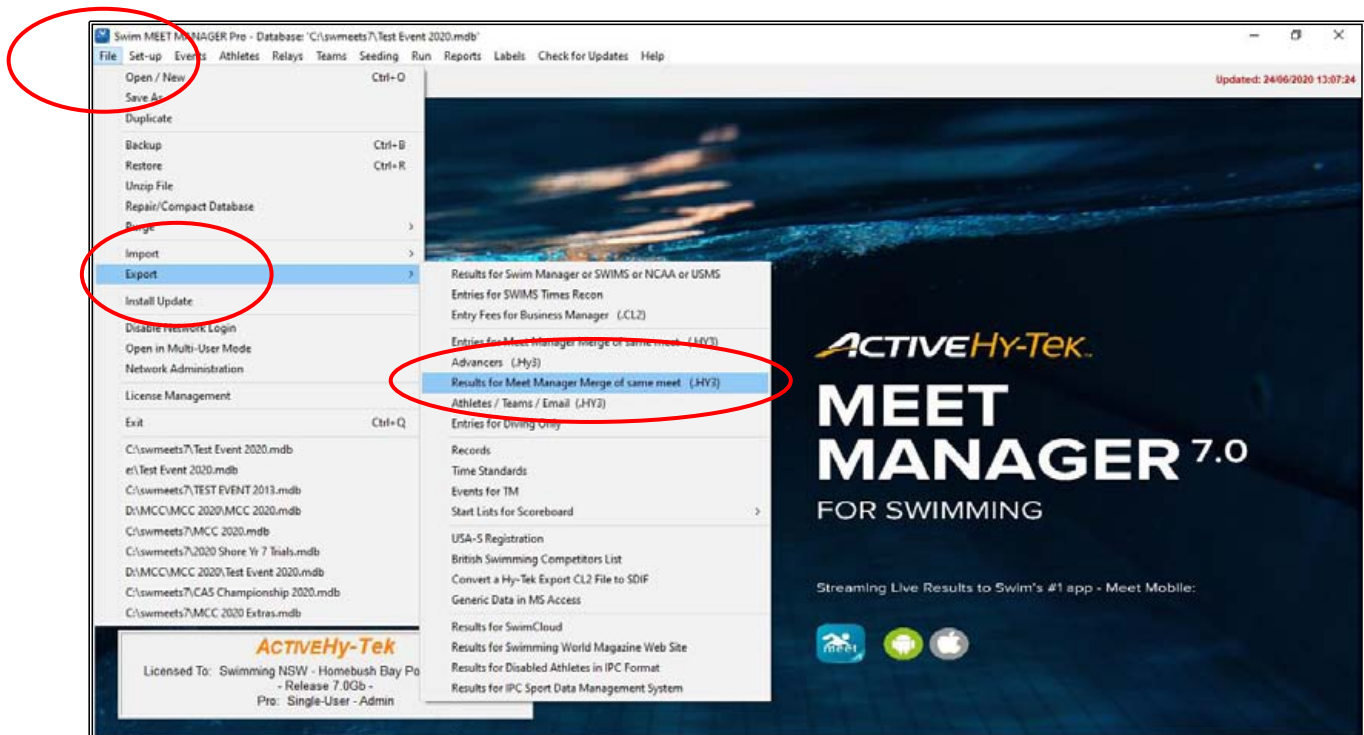
## SECTION NINE: CREATING MEET MANAGER AND TEAM MANAGER RESULTS FILES FOR DISTRIBUTION AND UPLOAD INTO THE SNSW SWIM CENTRAL RESULTS DATABASE

Once the meet is finalised and you have backed up your reports and results, you will need to create a MEET MANAGER and a TEAM MANAGER RESULTS file. These files can then be placed on your CLUB/AREA website if you choose, so that external clubs can access a copy of their results.

You can also upload the RESULTS into the SNSW SWIM CENTRAL database with these files if this was an approved meet.

### 1. RESULTS FILE FOR MEET MANAGER:

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR MEET MANAGER MERGE OF SAME MEET (.HY3)



From the MERGE RESULTS screen, click on SELECT ALL in the top left-hand corner of the screen to highlight all of the events in the meet.

Now click on EXPORT.

**Merge Results**

Select All De-Select View Export

**Gender**  
 All  Male  
 Mixed  Female

**Age Range**  
[ ] - [ ]

Indiv + Relays  
 Indiv Only  
 Relays Only

**Rounds**  
 Completed  Partially Completed  
 Seeded

**Session List**

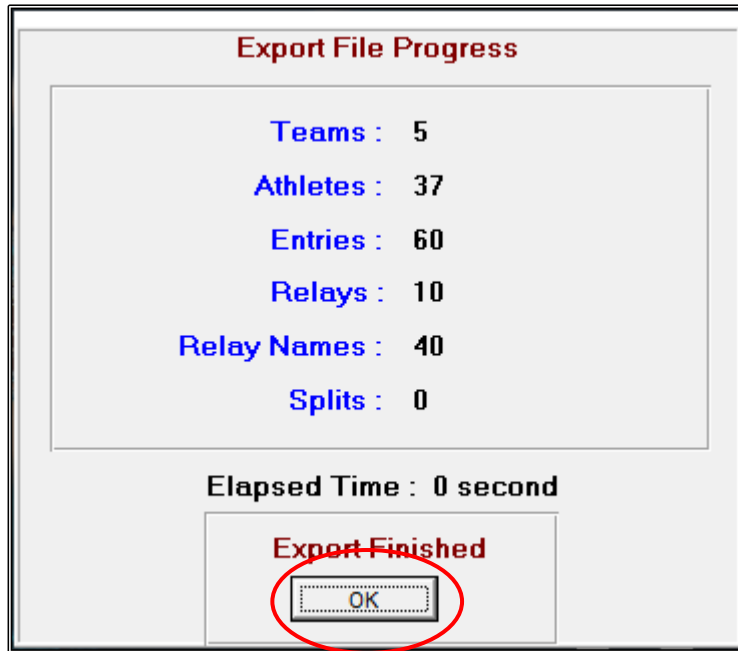
	Day	Start Time	Session #	Course	Session Title
▶	All		All	L	All Events
	1	09:00 AM	1	L	MORNING
	1	09:00 PM	2	L	AFTERNOON

**EVENT LIST**

	Evt #	Status	Event Name
<input checked="" type="checkbox"/>	1	Scored	Boys 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	2	Scored	Girls 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	3	Scored	Men Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	4	Scored	Women Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	5	Scored	Boys 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	6	Scored	Girls 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	7	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay
<input checked="" type="checkbox"/>	8	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay

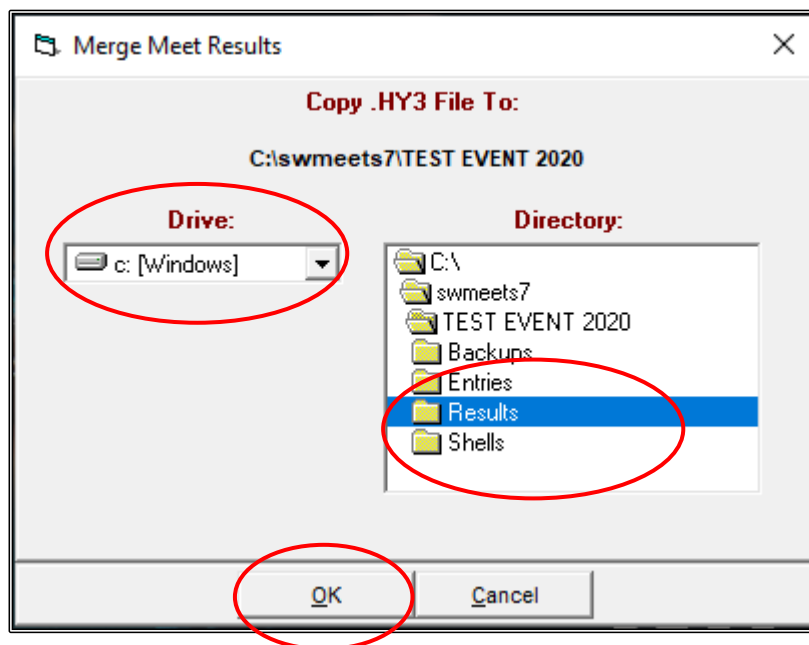
- This menu is used to merge results from two pools. Select the events to merge into another database.  
- Only eligible events are shown. There are 3 kinds of results mergers:  
- 1) Completed rounds are those that have results for every swimmer/relay through the round shown.  
- 2) Seeded rounds are those that are seeded, but have no results entered for the given round.  
- 3) Partially Completed is used when the same event is run in two pools, such as with odd and even heats in different pools.

The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.



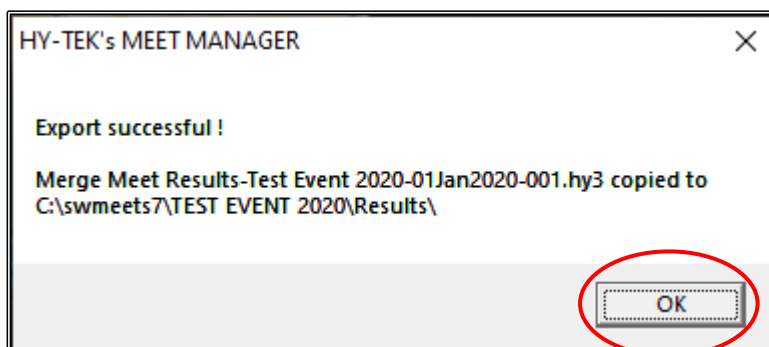
The MERGE MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\swmeets7\TEST EVENT 2020\RESULTS. Then click OK.





When the EXPORT SUCCESSFUL screen appears, you can click OK.



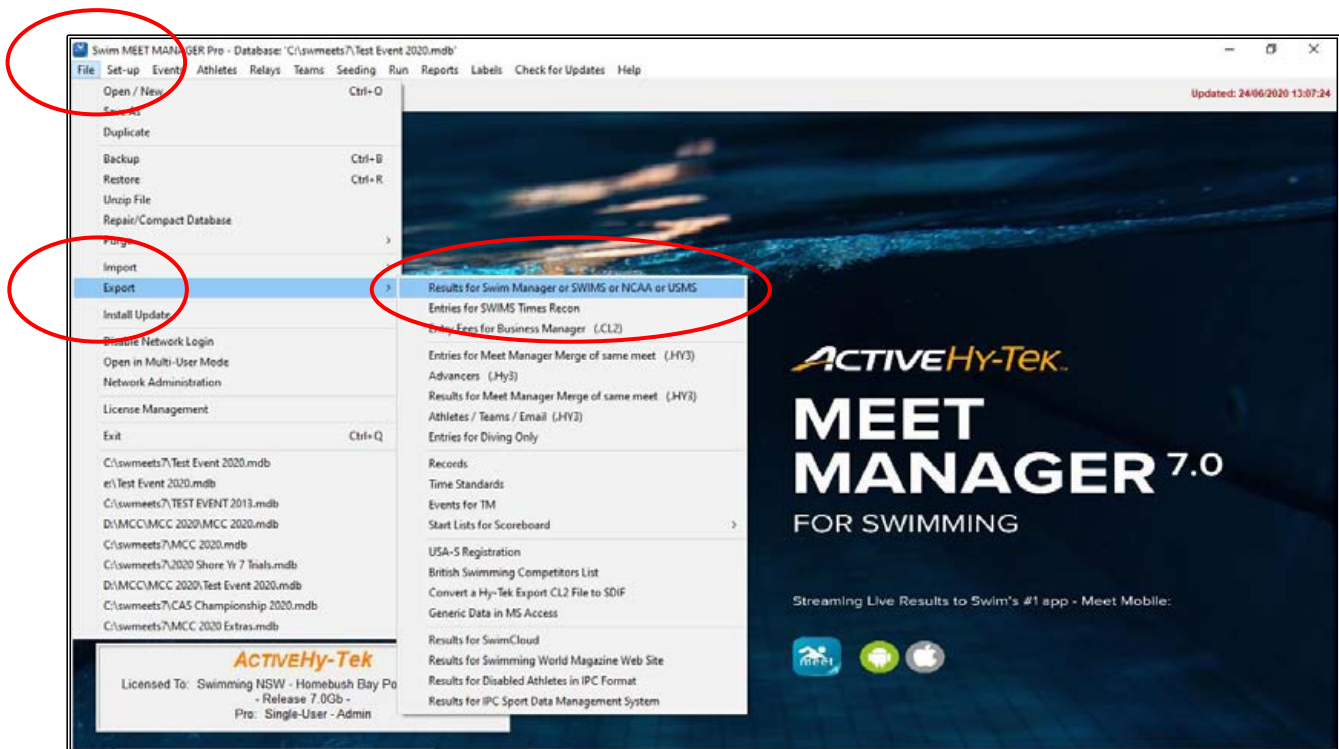
The MEET MANAGER RESULTS file has now been saved:

C:\ swmeets7\TEST EVENT 2020\RESULTS\Merge Meet Results-Test Event 2020-01Jan2020-001.hy3

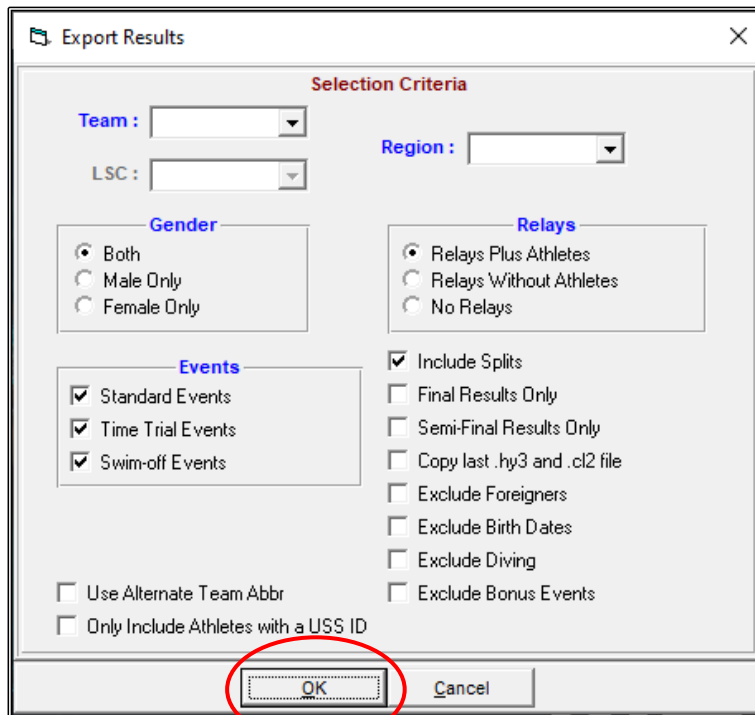
This file can now be used by external clubs to upload into their MEET MANAGER if they choose.

## 2. RESULTS FILES FOR TEAM MANAGER AND THE SNSW SWIM CENTRAL RESULTS DATABASE:

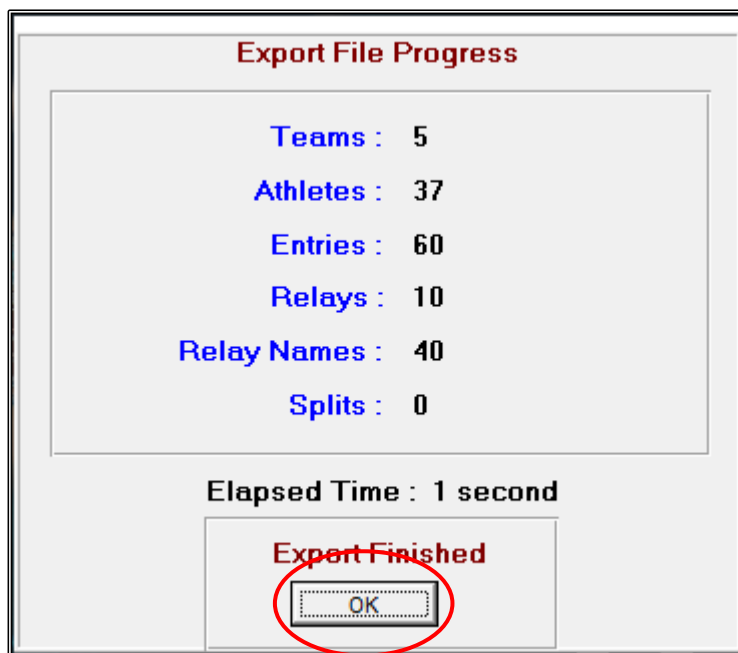
From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR SWIM MANAGER or SWIMS or NCAA or USMS.



Click OK on the EXPORT RESULTS screen.

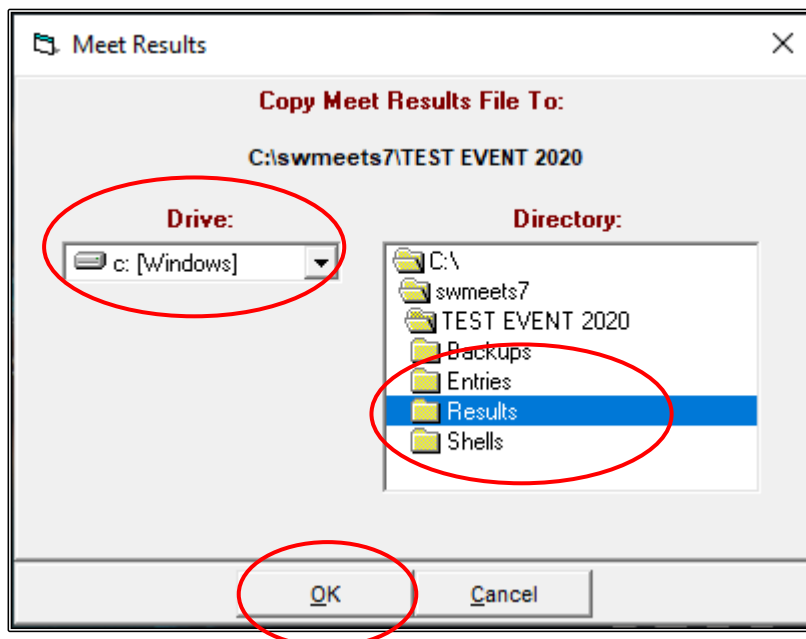


The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.

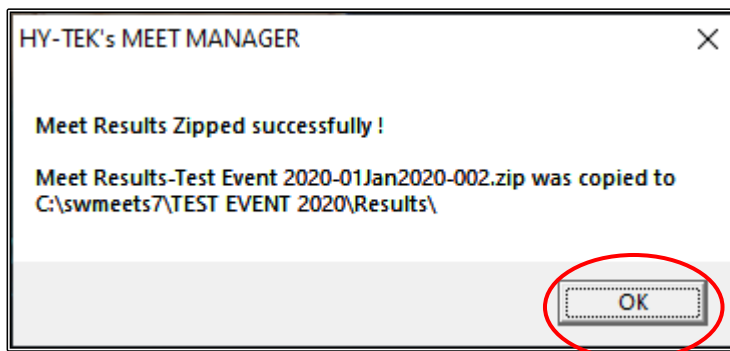


The MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\swmeets7\TEST EVENT 2020\RESULTS. Then click OK.



When the EXPORT SUCCESSFUL screen appears, you can click OK.



The TEAM MANAGER and SWIM CENTRAL RESULTS file has now been saved:

C:\swmeets7\TEST EVENT 2020\RESULTS\Meet Results-Test Event 2020-01Jan2020-001

This file can now be used by external clubs to upload into their TEAM MANAGER database if they choose.

This is also the file that your CLUB RACE SECRETARY or similar should use when uploading the RESULTS into the SNSW SWIM CENTRAL results database.

## SECTION TEN: HOW TO USE A MEET MANAGER OR TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET

### 1. USING A MEET MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the MEET MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEST EVENT 2020.

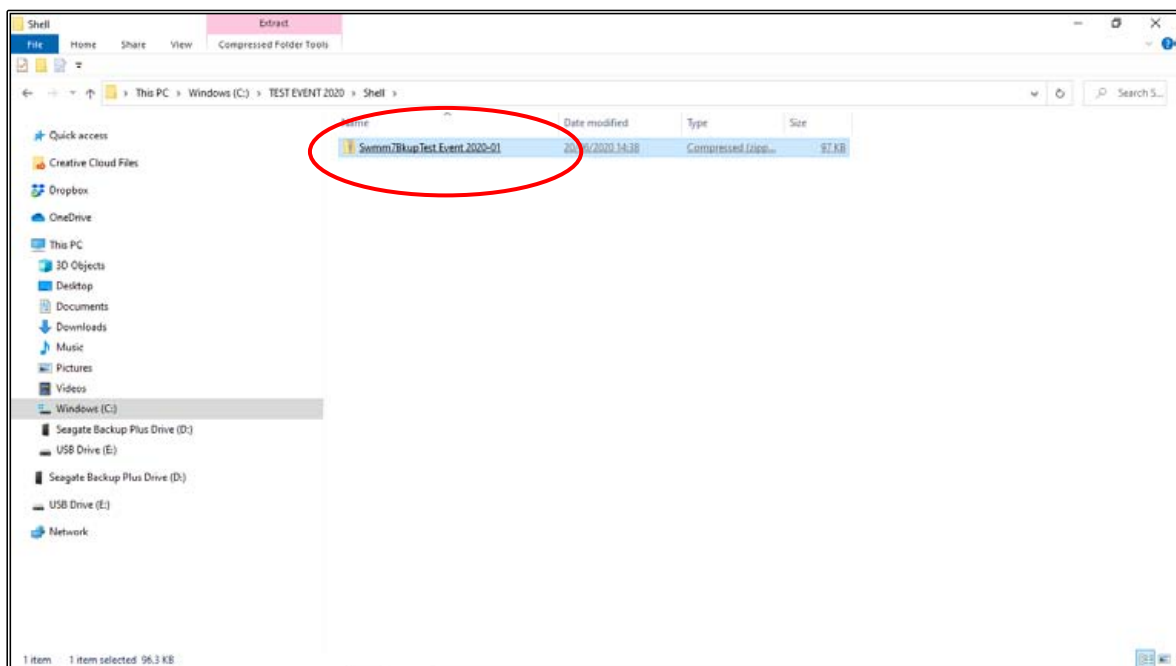
Within the newly created TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Reports
4. Results
5. Shell

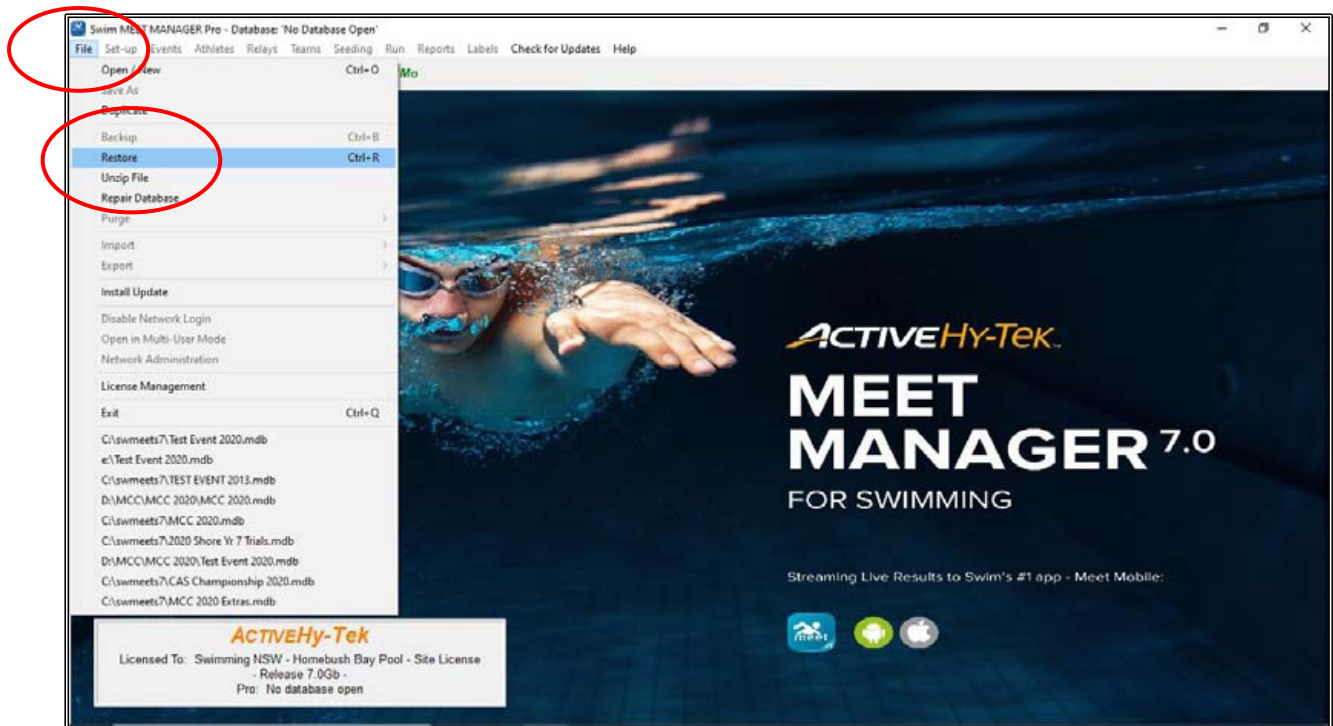
This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

C:\TEST EVENT 2020\SHELL.

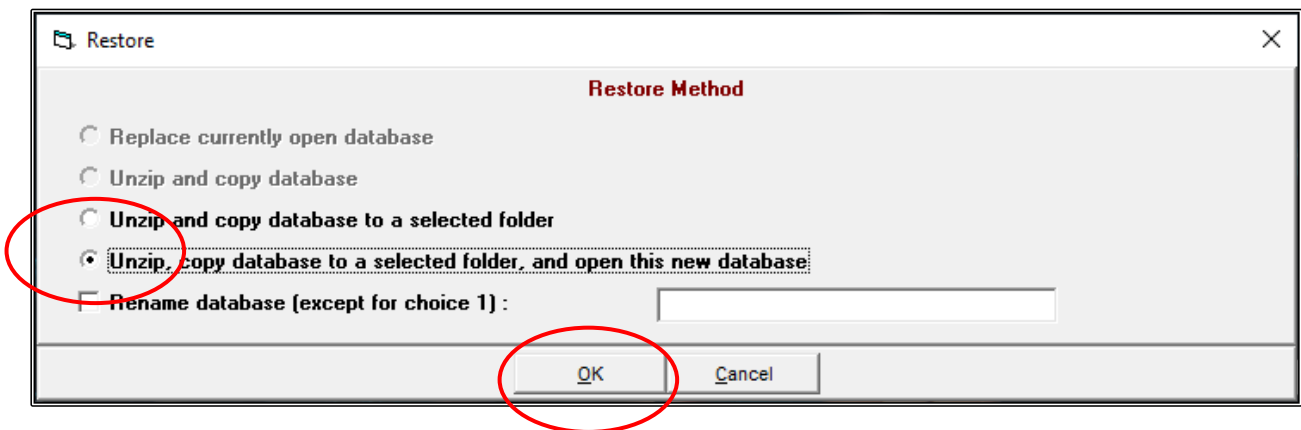


Once you have done this, go back into the MEET MANAGER program and click on the FILE tab from the MAIN MENU screen and select RESTORE.

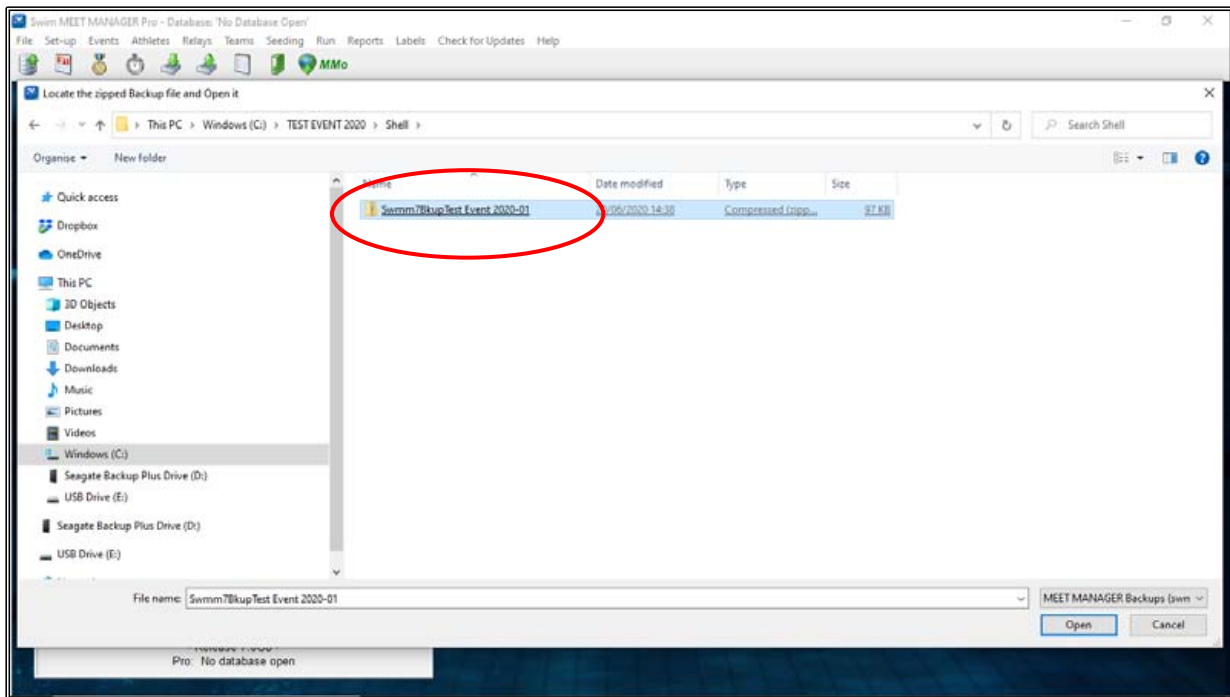


When the RESTORE screen opens up, select the UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE option.

Then click OK.

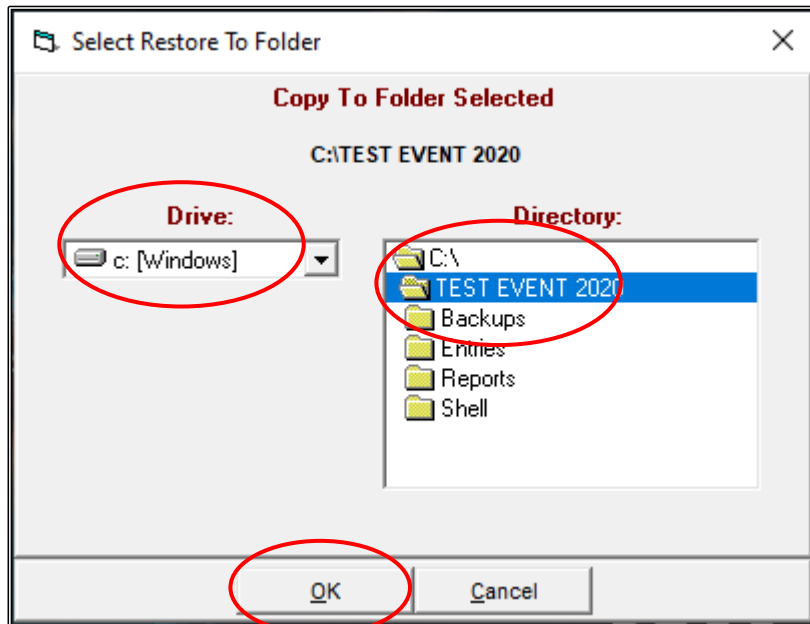


Now go to your C:\TEST EVENT 2020\SHELL folder and click on the file.

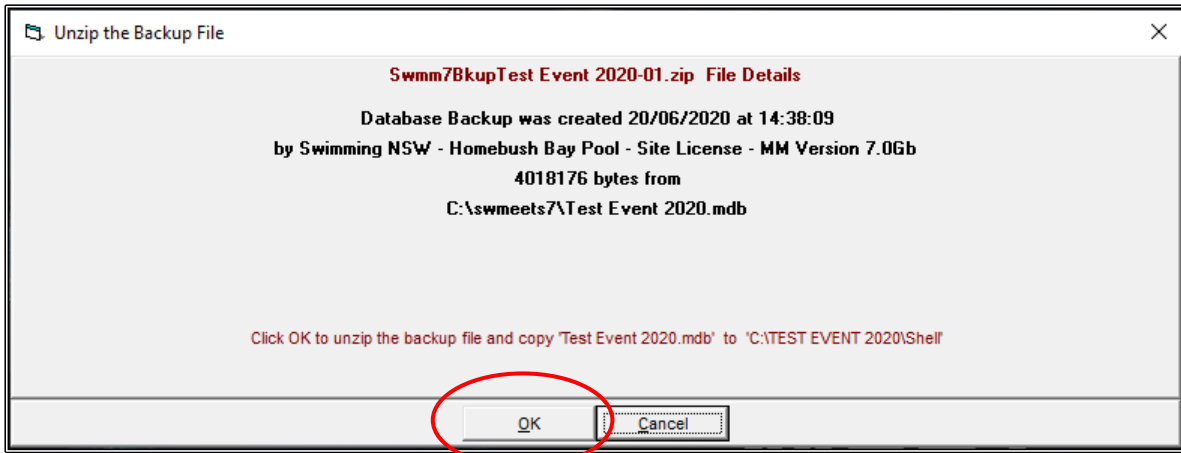


When the SELECT RESTORE TO FOLDER screen appears, choose the DRIVE and DIRECTORY to copy to.

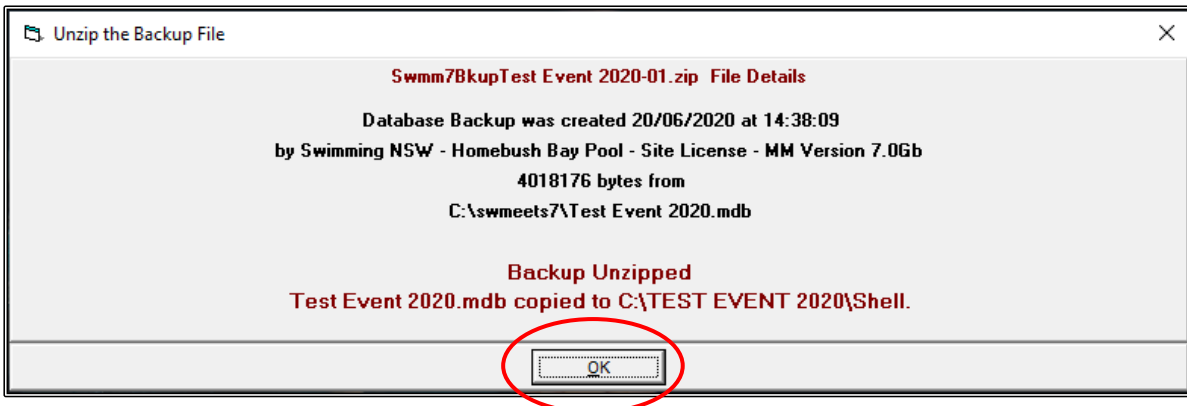
For this exercise, we will put it straight into the C:\TEST EVENT 2020 folder and then click OK.



The UNZIP screen will appear, and you just need to click OK.

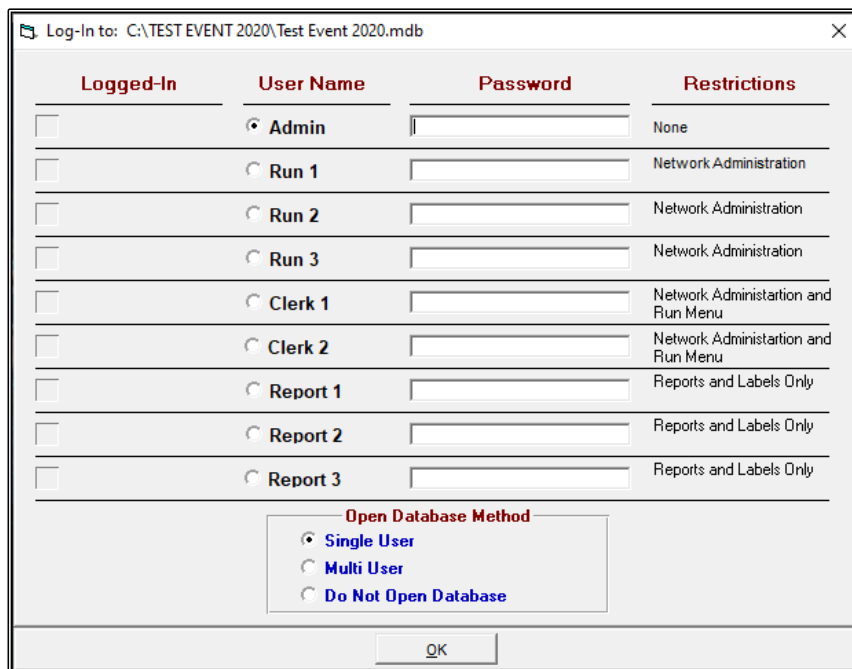


Once the Backup has been UNZIPPED, click OK.



If the LOG IN screen below appears, just click OK.

This is only used if you are networking your computer with another Meet Manager computer.



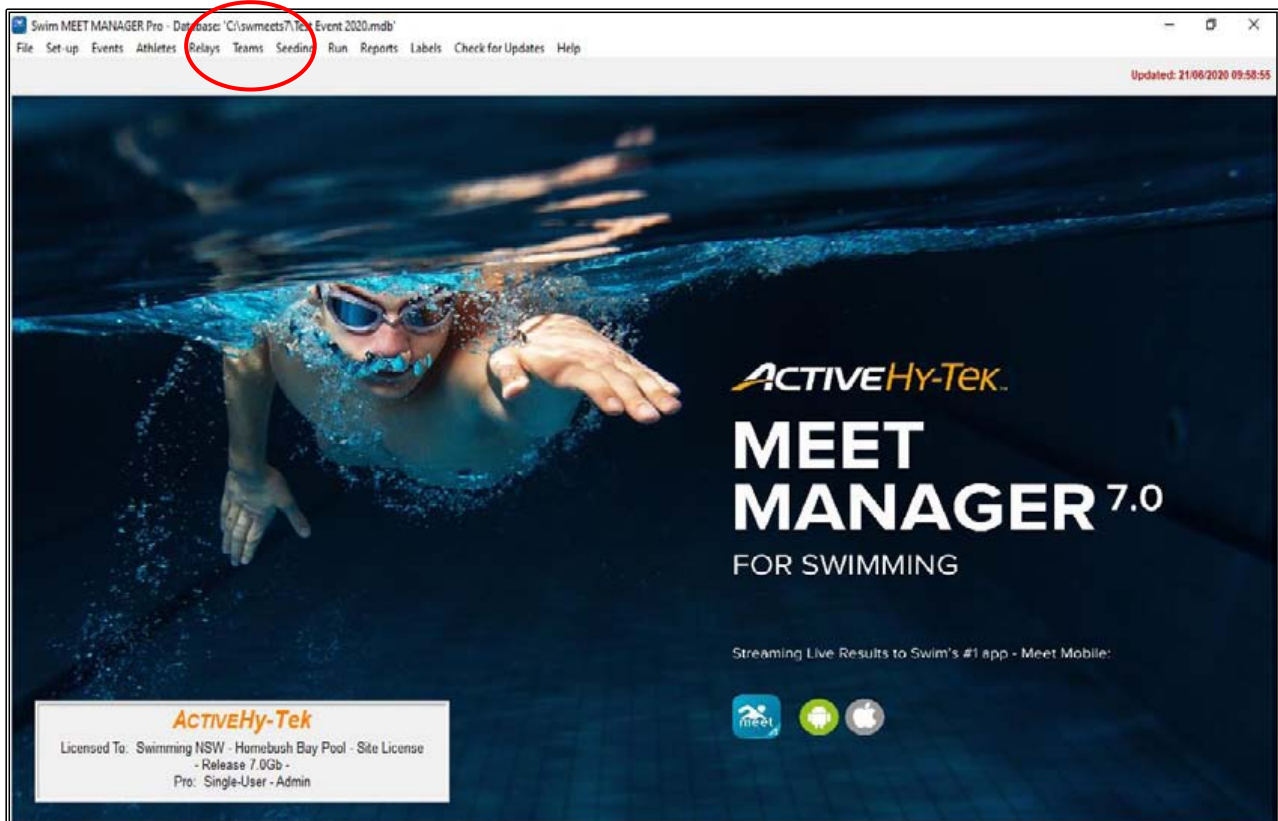


You are now ready to start ENTERING your CLUB, ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

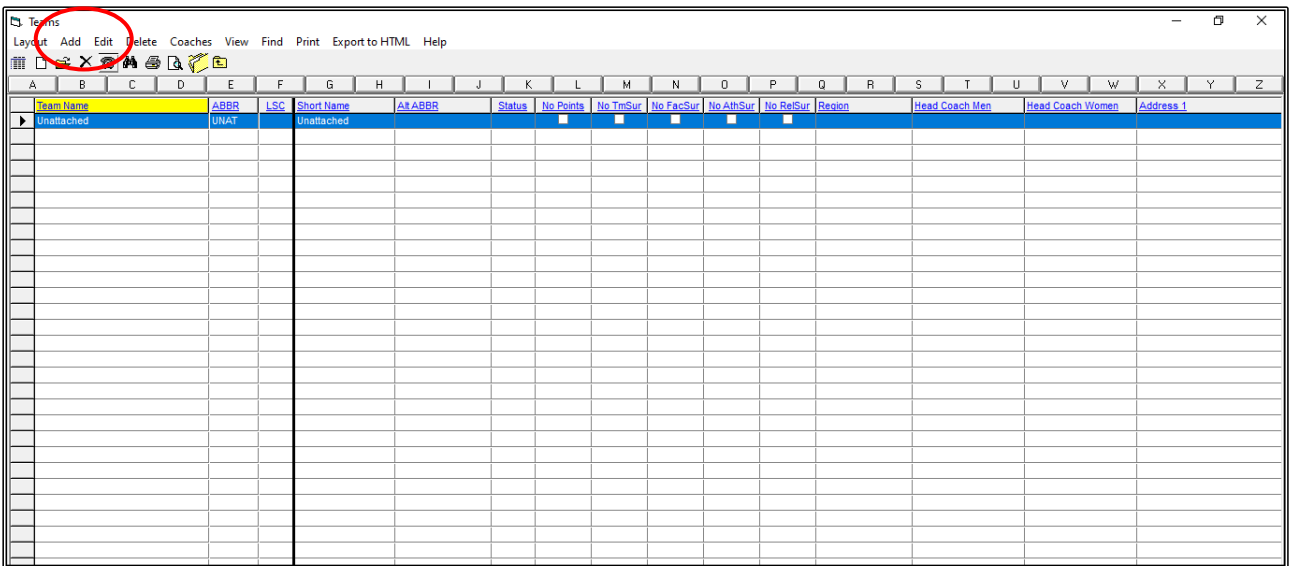
**i) ENTERING YOUR CLUB :**

You need to add your CLUB name first before you can enter any of your athletes.

From the MAIN MENU screen, select the TEAMS tab.



When the TEAMS screen opens up, click on the ADD button.

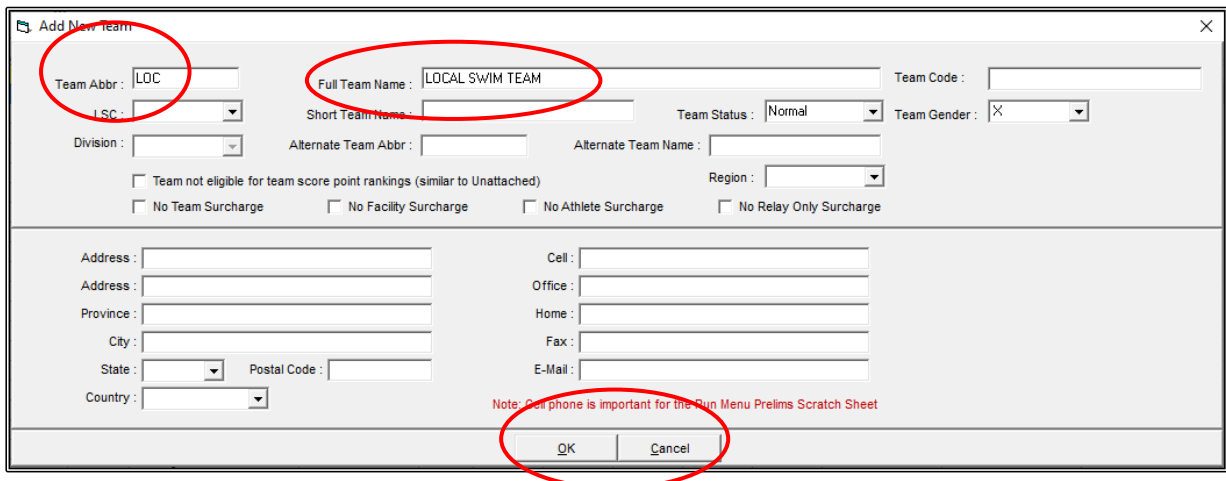


When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise you are the RACE SECRETARY for the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME. Any further information that you may wish to enter can be added at a later date.

TEAM ABBREVIATION -> LOC  
 FULL TEAM NAME -> LOCAL SWIM TEAM

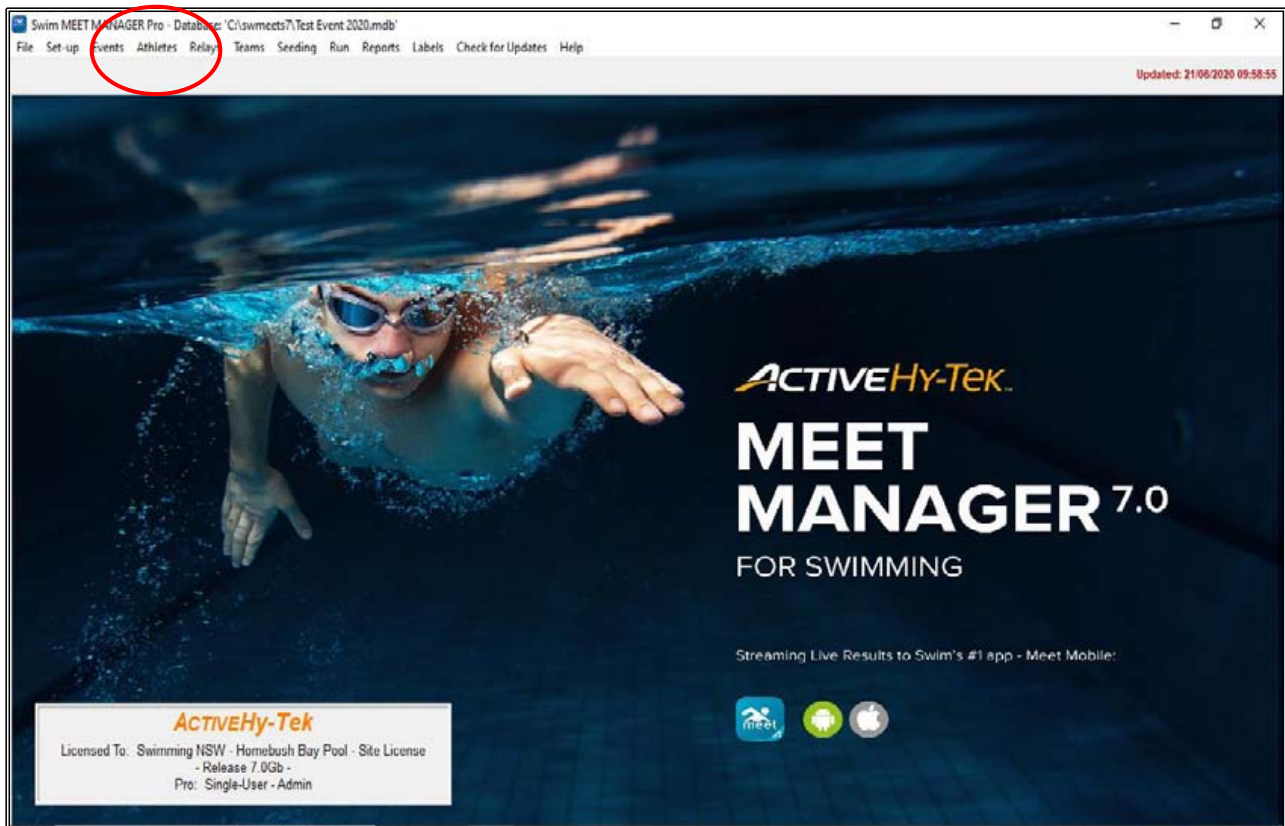
Click OK after you have entered your club information and then click CANCEL.



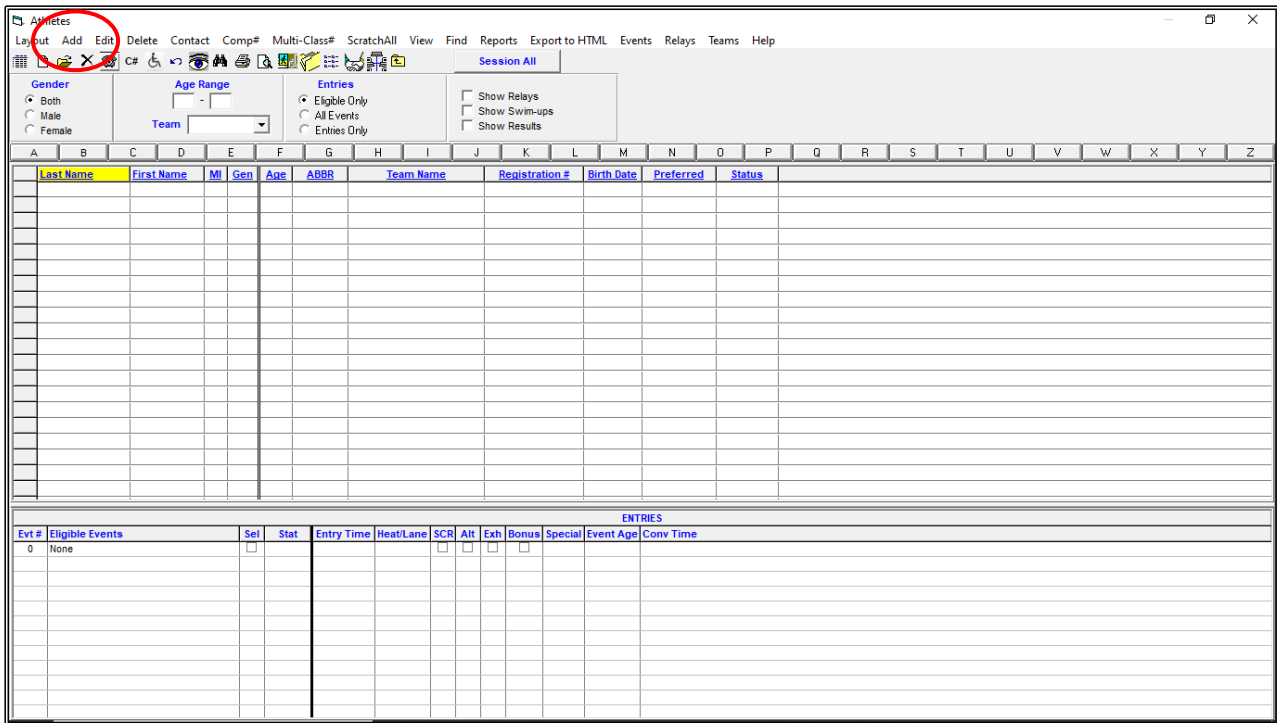
You can now CLOSE OUT ☒ of the TEAMS screen back to the MAIN MENU screen.

ii) **ENTERING YOUR ATHLETES:**

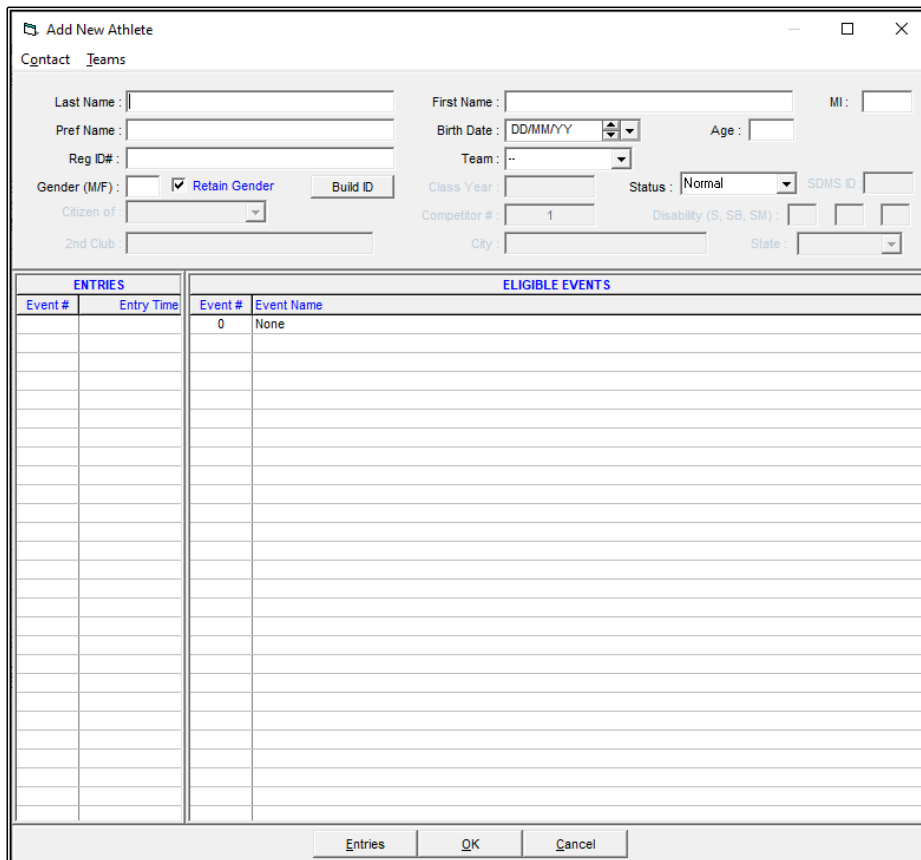
From the MAIN MENU screen, select the ATHLETES tab.



When the ATHLETES screen opens up, click on the ADD button.



When the ADD NEW ATHLETE screen opens, the TAB key can be used to move from field to field.



Read the information below about the relevant fields and then enter your ATHLETES listed below.

Last Name	Type in surname
First Name	Type in first name
MI	Middle Initial. Do not use this field
Pref Name	Preferred Name. Do not use this field
Birth Date	Type in DOB in format: DD/MM/YY
Age	Meet Manager will compute the age automatically once the DOB has been entered
Reg ID #	Registered ID. NEVER change this field. It is generated by Meet Manager and is the systems unique code for each athlete. This IS NOT the swimmer's registration or capitation number.
Team	Use the drop-down box to select the team name.
Gender (M/F)	Type in "M" or "F" for gender.
Retain Gender	This button is checked so that you can enter all the females or males without the need to type each time. Untick if you wish to enter manually.
Build ID	This button is only used if you need to alter an athlete's name or DOB and if the system does not automatically re-build the Reg ID #
Status	Meet Manager will default to Normal for all athletes. You would only change this if you needed to add Exhibition or Disability swimmers
Eligible Events	Once you have entered the above information, Meet Manager will then generate all the Eligible Events that the athlete can enter. Click on the events to be entered. If you make a mistake, just double click on the yellow row to delete the entry and then put the swimmer into the correct event.
Entries	Enter the swimmer's entry times. If there is no entry time, the default is NT (no time). The "L" after each time denotes Long Course. <b>TIP:</b> You can type in all entry times without using the decimal points or colons.

All these swimmers are members of your Local Swim Team.

NAME	DOB	EVENT	ENTRY TIME	EVENT	ENTRY TIME
Brian Smith	06/07/2004	3 - 100m Back	1:03.64		
Michael Neale	08/06/2011	1 - 50m Free	39.00	3 - 100m Back	3:00.12
Mitchell Bradford	04/06/2010	3 - 100m Back	1:26.06	5 - 200m Breast	2:59.96
Daniel Traynor	04/05/2010	3 - 100m Back	3:00.01	5 - 200m Breast	NT
Chantelle Kelly	03/11/2009	4 - 100m Back	NT		
Wendy Hill	20/07/2010	These two swimmers are relay only swimmers. They still need to be entered into the Athlete database. They have no individual events.			
Faith Hill	14/12/2009				
Mark Maguire	06/06/2012	1 - 50m Free	40.79	3 - 100m Back	2:07.66
Sarah Cox	05/10/2011	2 - 50m Free	50.10		

Click OK to save after entering each swimmer. This moves you to the next blank athlete screen.

Click Cancel when all your athletes have been entered.

The ATHLETES screen has now been populated with your 9 LOCAL SWIM TEAM members.

You can click on each swimmer to view their details and their ELIGIBLE EVENTS and ENTRY TIMES will be listed below and highlighted in yellow.

If you see that you have made a mistake, you can either double click on the swimmer's name or use the EDIT button at the top of the screen to open up their profile and make the appropriate changes.

You can make changes to the ELIGIBLE EVENTS from the front of this screen by clicking on the yellow highlighted event. This will then ask you if you want to delete the swimmer from that event.

You can also add swimmers into extra events from the front of this screen by simply highlighting the event that you want to put them into.

You can make changes to the ENTRY TIMES from the front of this screen also. Just click into the ENTRY TIME column and make the necessary changes.

The screenshot shows the 'Athletes' window with a menu bar (Layout, Add, Edit, Delete, Contact, Comp#, Multi-Class#, ScratchAll, View, Find, Reports, Export to HTML, Events, Relays, Teams, Help) and a toolbar. The main area contains a table of swimmers with columns: Last Name, First Name, MI, Gen, Age, ABBR, Team Name, Registration#, Birth Date, Preferred, Status. Below this is an 'ENTRIES' table with columns: Eligible Events, Set, Stat, Entry Time, Height, Lane, SCR, Alt, Exh, Bonus, Special, Event Age, Conv Time. Red circles highlight the 'Add' and 'Edit' buttons in the toolbar, the 'Close' button in the window title bar, and the 'Entry Time' column in the 'ENTRIES' table.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration#	Birth Date	Preferred	Status
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAM040610	04/06/2010		Normal
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXS4051011	05/10/2011		Normal
Hill	Fath		F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009		Normal
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010		Normal
Kelly	Chantelle		F	10	LOC	LOCAL SWIM TEAM	KELCH031109	03/11/2009		Normal
Maguire	Mark		M	7	LOC	LOCAL SWIM TEAM	MAGMA060612	06/06/2012		Normal
Neale	Michael		M	8	LOC	LOCAL SWIM TEAM	NEAM080611	08/06/2011		Normal
Smith	Brian		M	15	LOC	LOCAL SWIM TEAM	SMBR060704	06/07/2004		Normal
Traynor	Daniel		M	9	LOC	LOCAL SWIM TEAM	TRADA040510	04/05/2010		Normal

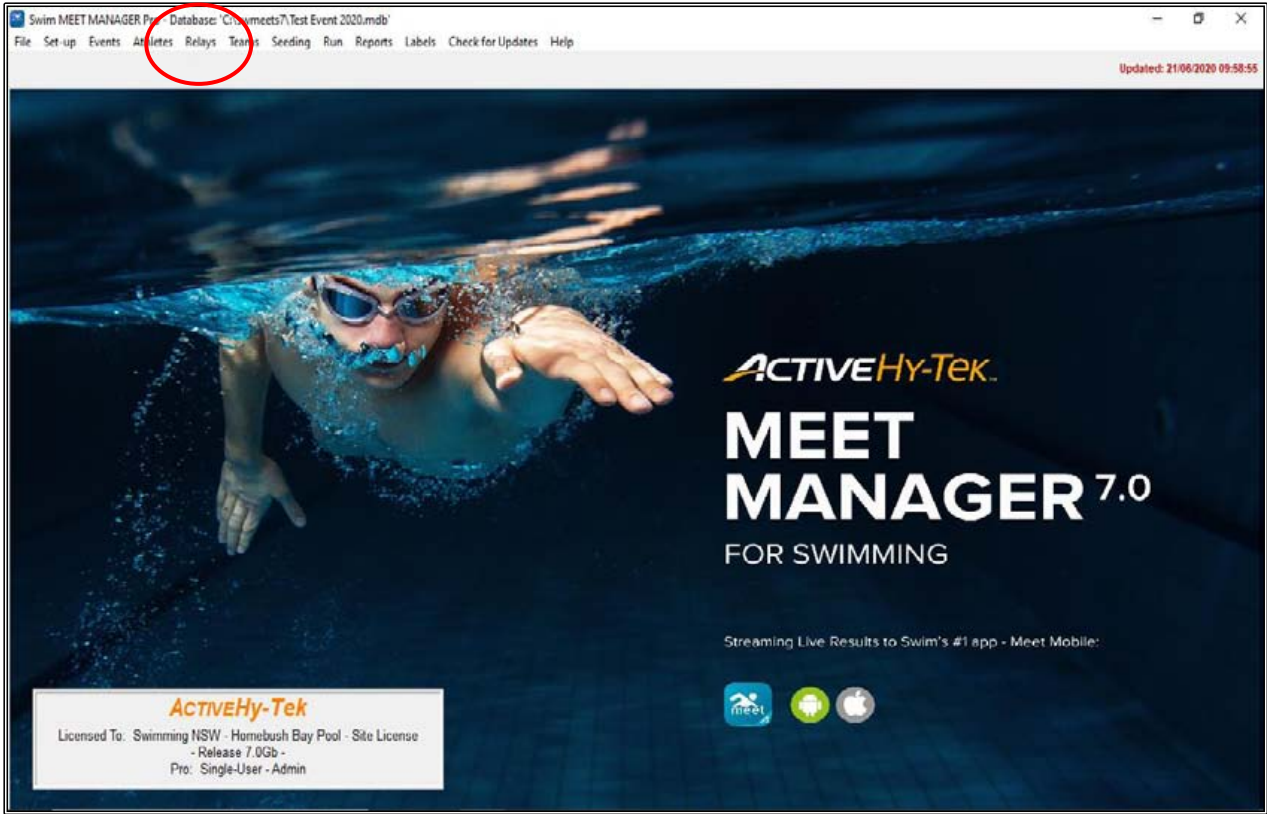
  

Eligible Events	Set	Stat	Entry Time	Height	Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
2 Girls 8&U 50 Free		U	50.10L									50.10L
4 Women Open 100 Back		U										

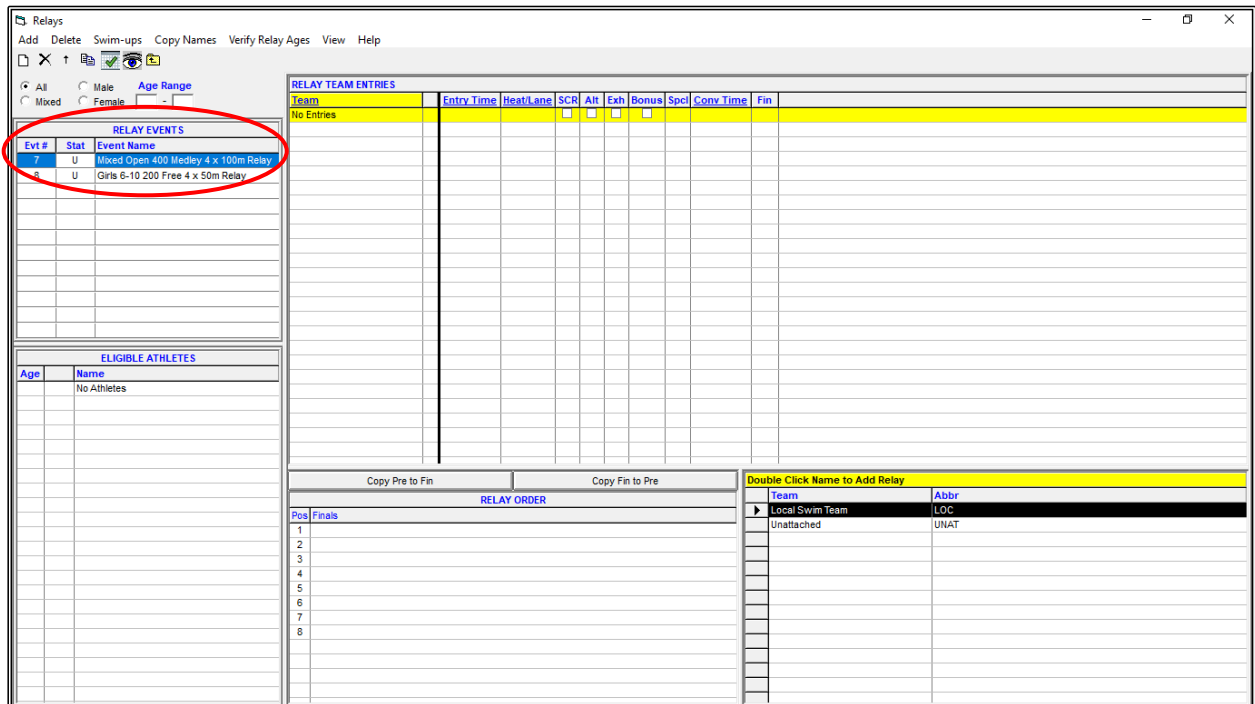
Once you are happy with all your entries, you can CLOSE OUT ☒ of the ATHLETES screen back to the MAIN MENU screen.

iii) ENTERING YOUR RELAY TEAMS :

From the MAIN MENU screen, select the RELAYS tab.



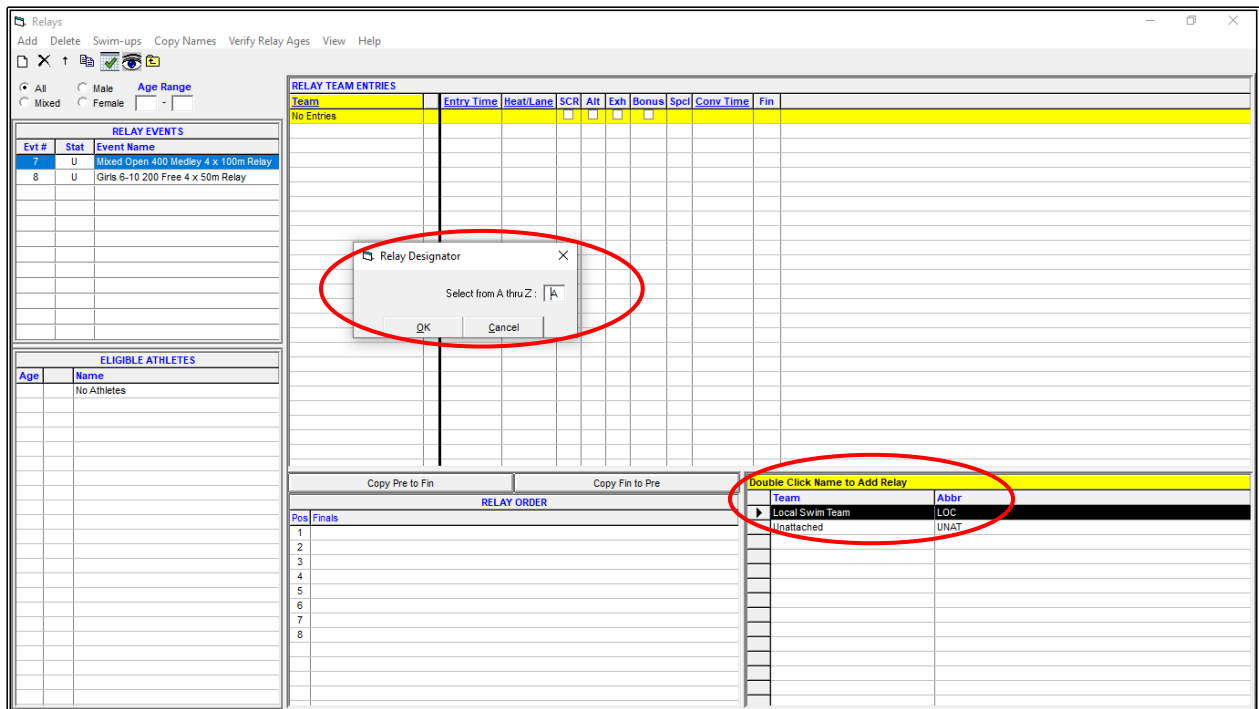
When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.



You will see that your TEAM name is listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM name to enter them into the Event.

The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

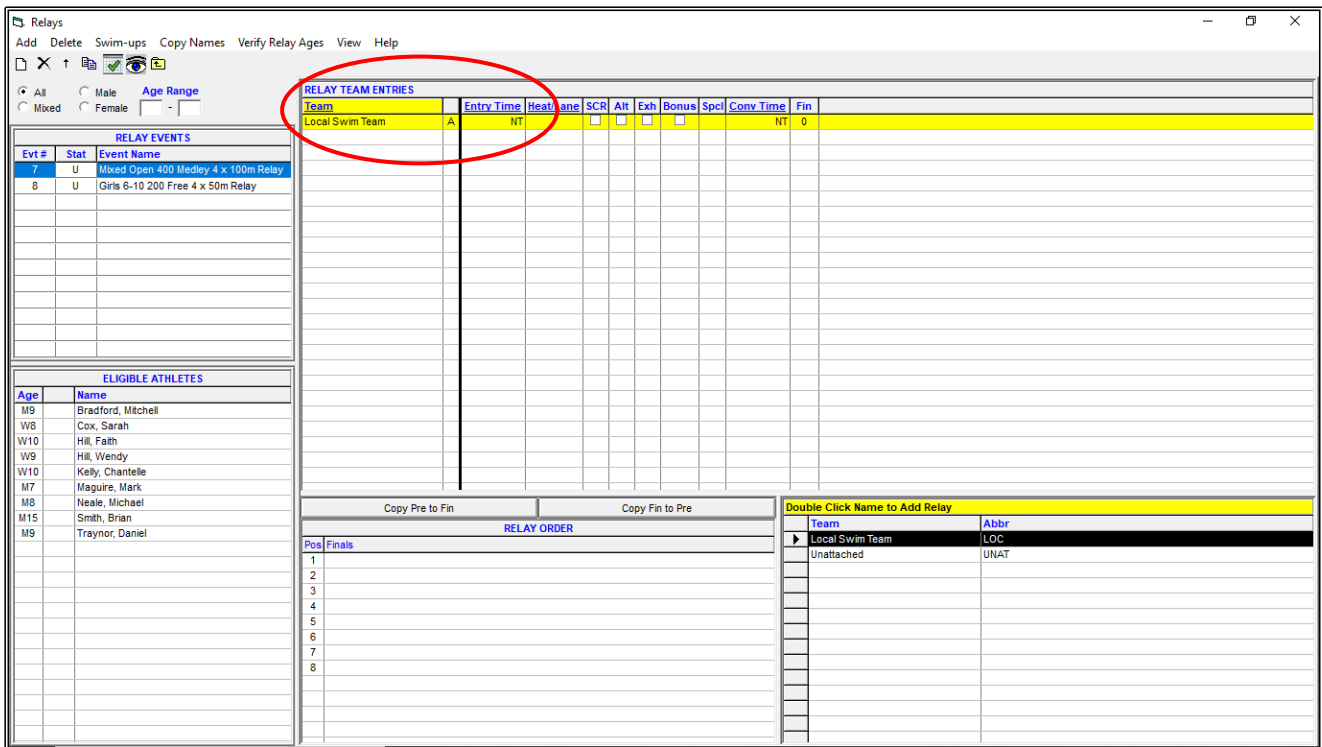
The first team will be the A TEAM, click OK.





The LOCAL SWIM TEAM has now been added to the RELAY TEAM ENTRIES.

If you have an Entry Time for your team, click into the ENTRY TIME column and add this time. If the team does not have an entry time, leave the default NT (no time) in this field.



Once your TEAM is entered, all your ELIGIBLE ATHLETES will be displayed in the bottom left-hand corner of the screen and you now need to select the swimmers who will make up the relay team.

For this exercise we will enter the following swimmers into the following relays:

EVENT 7 - Mixed OPEN 4 x 100m Medley Relay. ENTRY TIME: 8:08.56

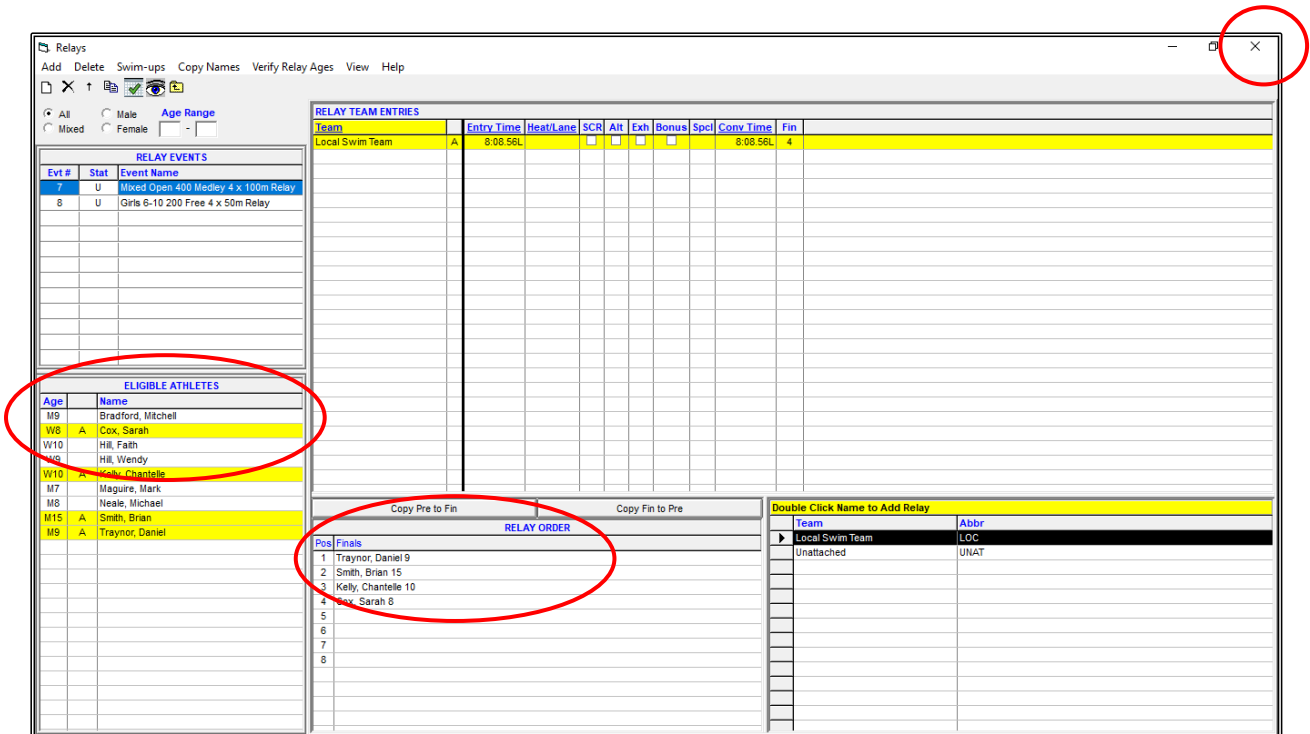
1. Daniel Traynor
2. Brian Smith
3. Chantelle Kelly
4. Sarah Cox

EVENT 8 - Girls 6-10 Years 4 x 50m Freestyle Relay. ENTRY TIME: 3:06.13

1. Sarah Cox
2. Faith Hill
3. Wendy Hill
4. Chantelle Kelly

To add the athletes that are swimming in the relay team, double click on their name from the ELIGIBLE ATHLETES list in the order that they will swim. You will notice that they transfer over to the RELAY ORDER field.

**NOTE:** The order of the swimmers is most important and especially so in the Medley Relay events.



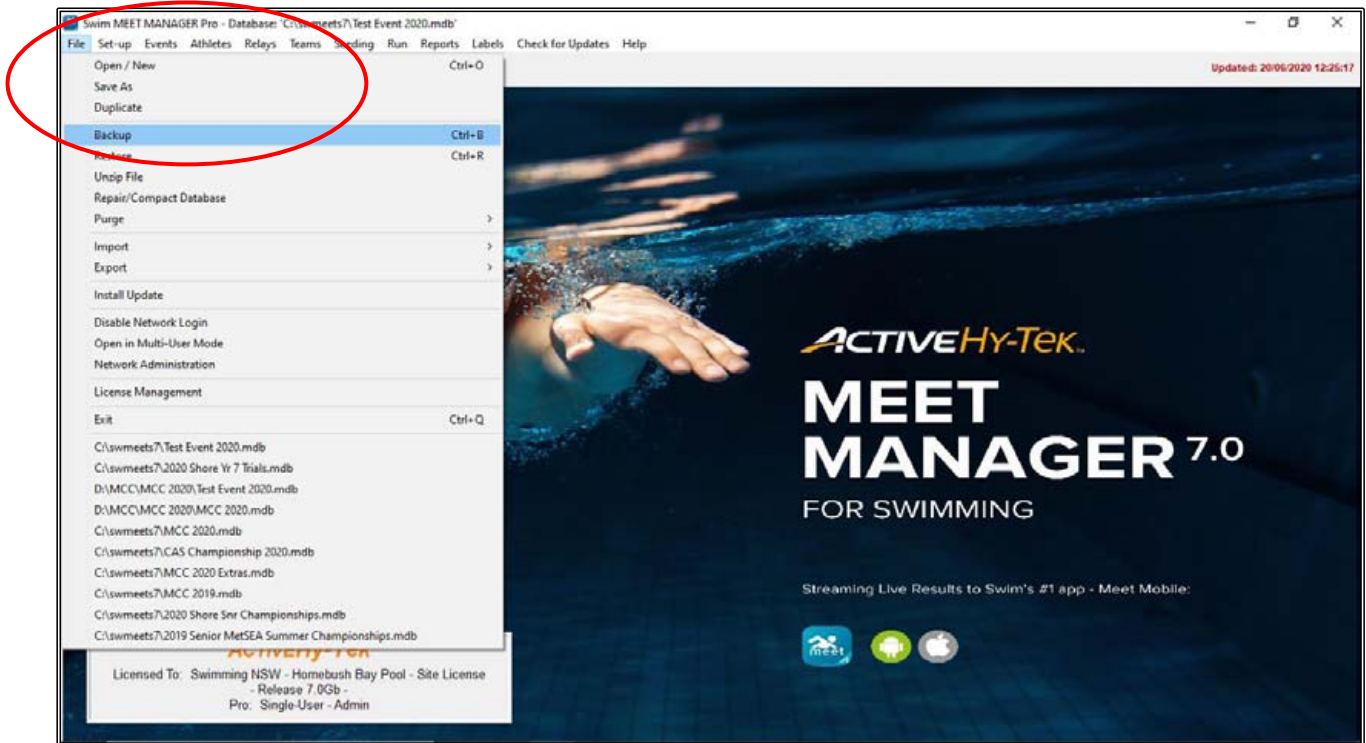
Once all your relay teams and swimmers have been entered, CLOSE OUT  of the RELAYS screen and all your information will be saved.

You can go back to this RELAYS screen from the MAIN MENU screen at any time to add or alter relay information.

You have now finished entering all the information that you need.

Before creating your EXPORT file, you should now BACKUP your data.

From the MAIN MENU screen, click on the FILE tab and then select BACKUP from the drop down.

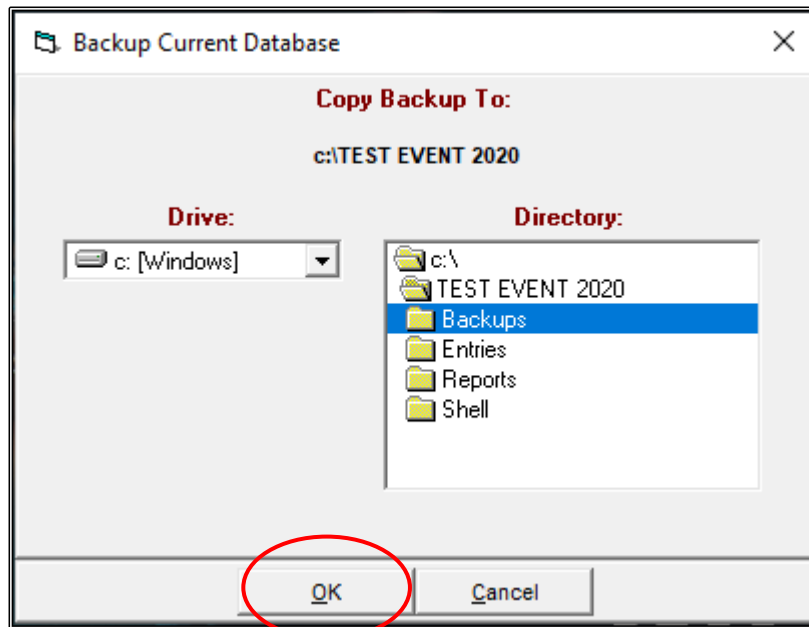


When the BACKUP CURRENT DATABASE screen appears, ensure that you are in the right DRIVE, ie C: (Windows)

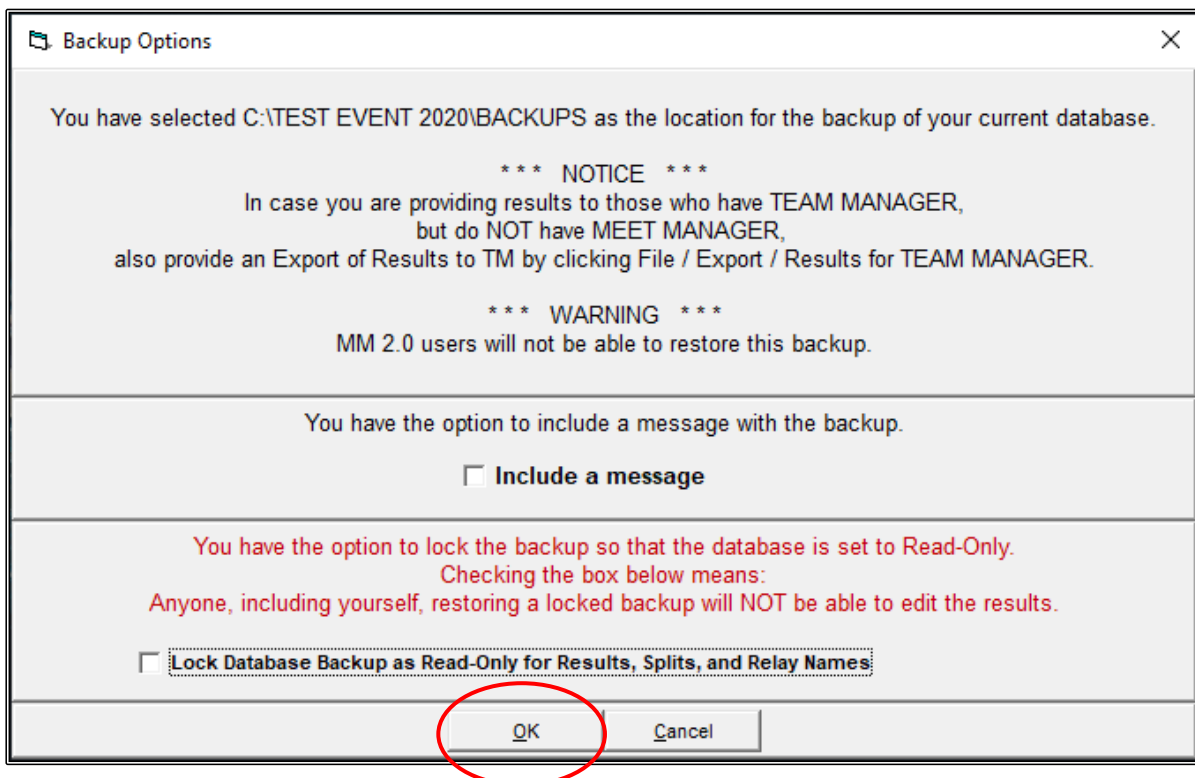
Under the DIRECTORY setting, select C:\ TEST EVENT 2020 showing the sub-folders underneath that you previously created.

Double click on the BACKUPS folder so that your files will be saved here.

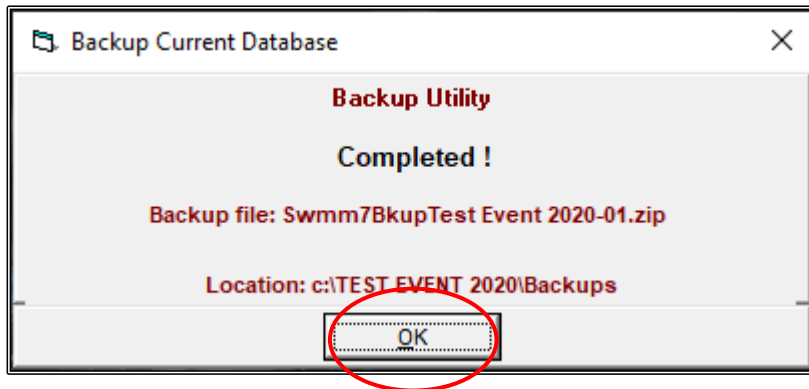
Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.

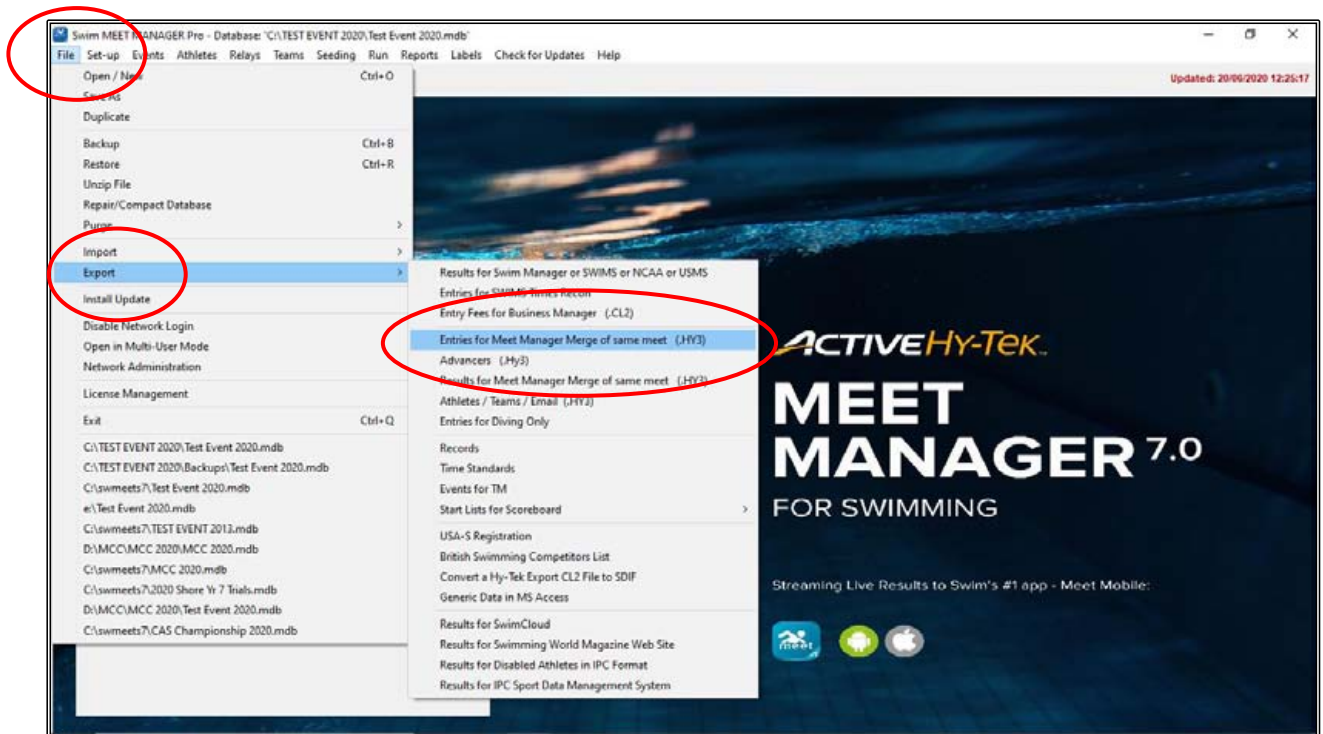


Once the BACKUP is complete, click OK.

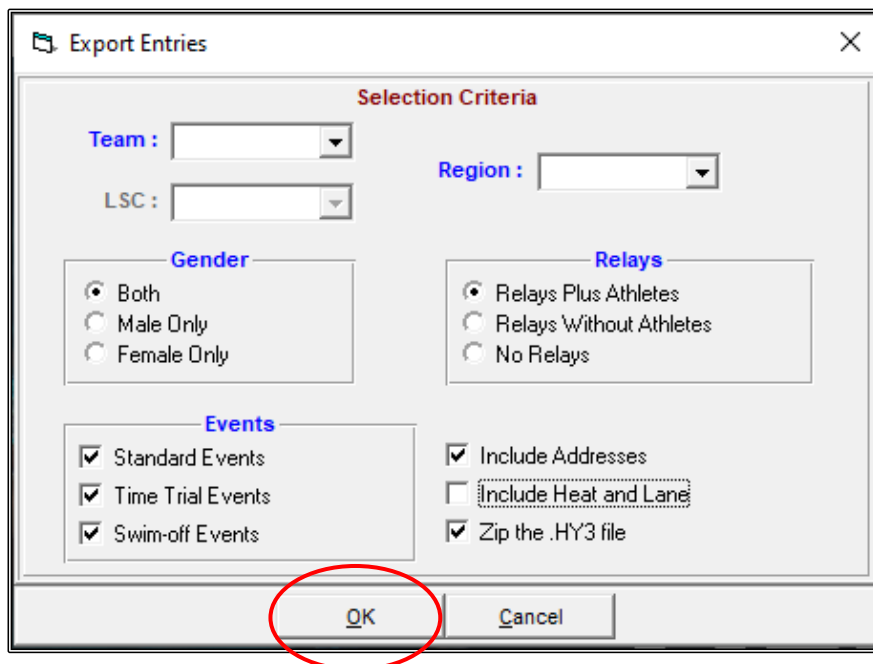


Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

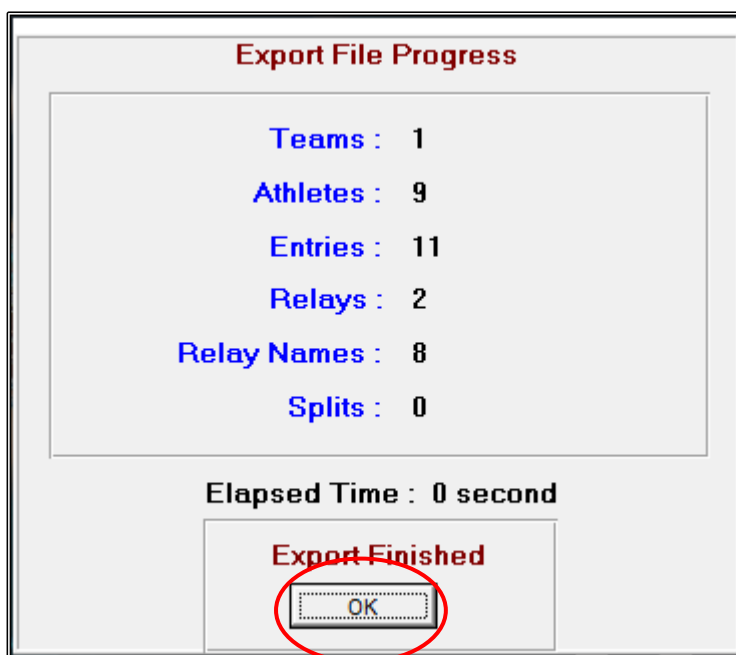
From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select ENTRIES FOR MEET MANAGER MERGE OF SAME MEET (.HY3).



Click OK when the EXPORT ENTRIES screen appears.



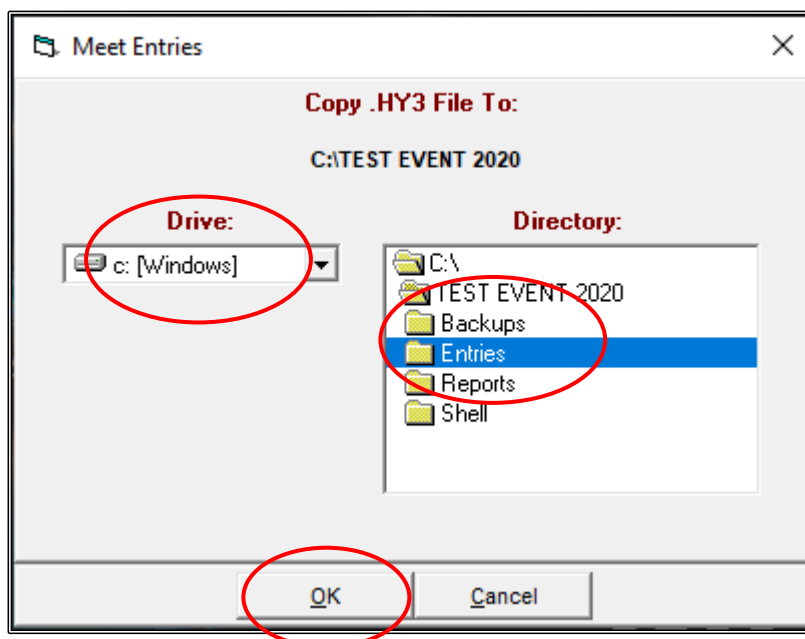
Click OK when the EXPORT FILE PROGRESS screen appears.



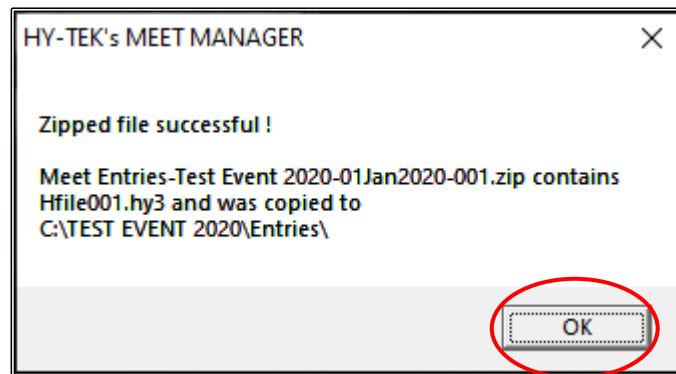
In the MEET ENTRIES screen, you need to choose the DRIVE and DIRECTORY where the information data will be stored.

As you have already made these folders, select the C: (Windows) under DRIVE and under the DIRECTORY panel select C:\TEST EVENT 2020 and then double click on the ENTRIES sub-folder.

Once you have made your selections, click OK.

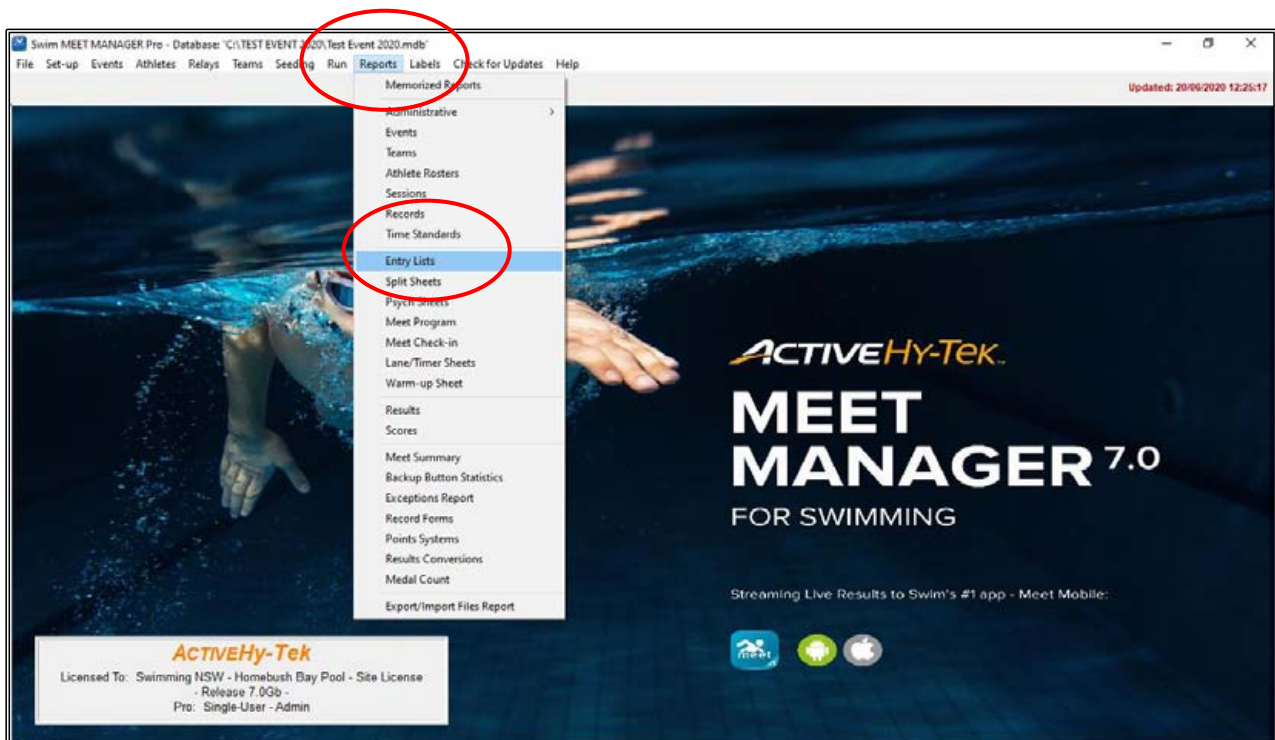


You will now see the ZIPPED FILE SUCCESSFUL screen and you just need to click OK.



Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from MEET MANAGER to go with your ENTRIES file.

From the MAIN MENU screen, click on the REPORTS tab and select ENTRY LISTS from the drop down.





From the ENTRY LISTS screen, click on the REPORT TYPE/OPTIONS/FORMAT tab at the bottom of the screen.

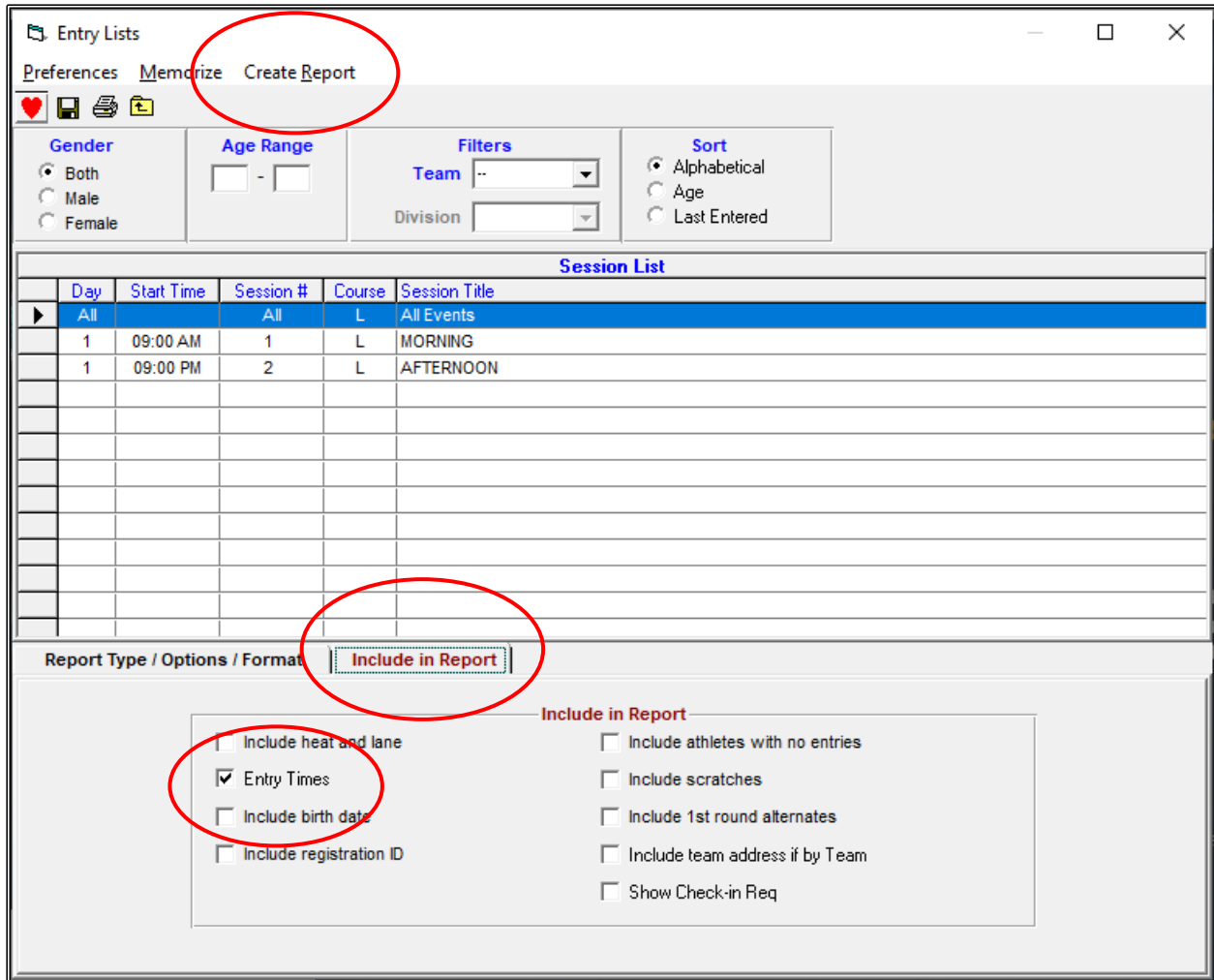
- Select BY TEAM from the REPORT TYPE box.
- Select ATHLETE AND RELAYS from the OPTIONS box.
- FORMAT and SPLIT SCREEN OPTIONS are by default and do not need to be changed.

The screenshot shows the 'Entry Lists' application window. At the top, there are tabs for 'Preferences', 'Memorize', and 'Create Report'. Below these are several control panels: 'Gender' (radio buttons for Both, Male, Female), 'Age Range' (input fields), 'Filters' (dropdowns for Team and Division), and 'Sort' (radio buttons for Alphabetical, Age, Last Entered). A 'Session List' table is displayed with columns for Day, Start Time, Session #, Course, and Session Title. The table contains three rows: 'All', '1 09:00 AM 1 L MORNING', and '1 09:00 PM 2 L AFTERNOON'. At the bottom, the 'Report Type / Options / Format' tab is active. This tab is divided into four sections: 'Report Type' (radio buttons for By Team, By Abbr, By Athlete, Split Sheet), 'Options' (radio buttons for Athletes Only, Relays Only, Athletes + Relays, Relay Only Athletes), 'Format' (radio buttons for Event Description and Time, Event Number and Time, Event Number Only, and checkboxes for Separate page each team, Athletes per page if By Athlete), and 'Split Sheet Options' (radio buttons for Slow to Fast Entry Time, By Heat and Lane, Alphabetical, and a checkbox for Landscape). Red circles highlight the 'By Team' option in the Report Type section and the 'Athletes + Relays' option in the Options section.

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

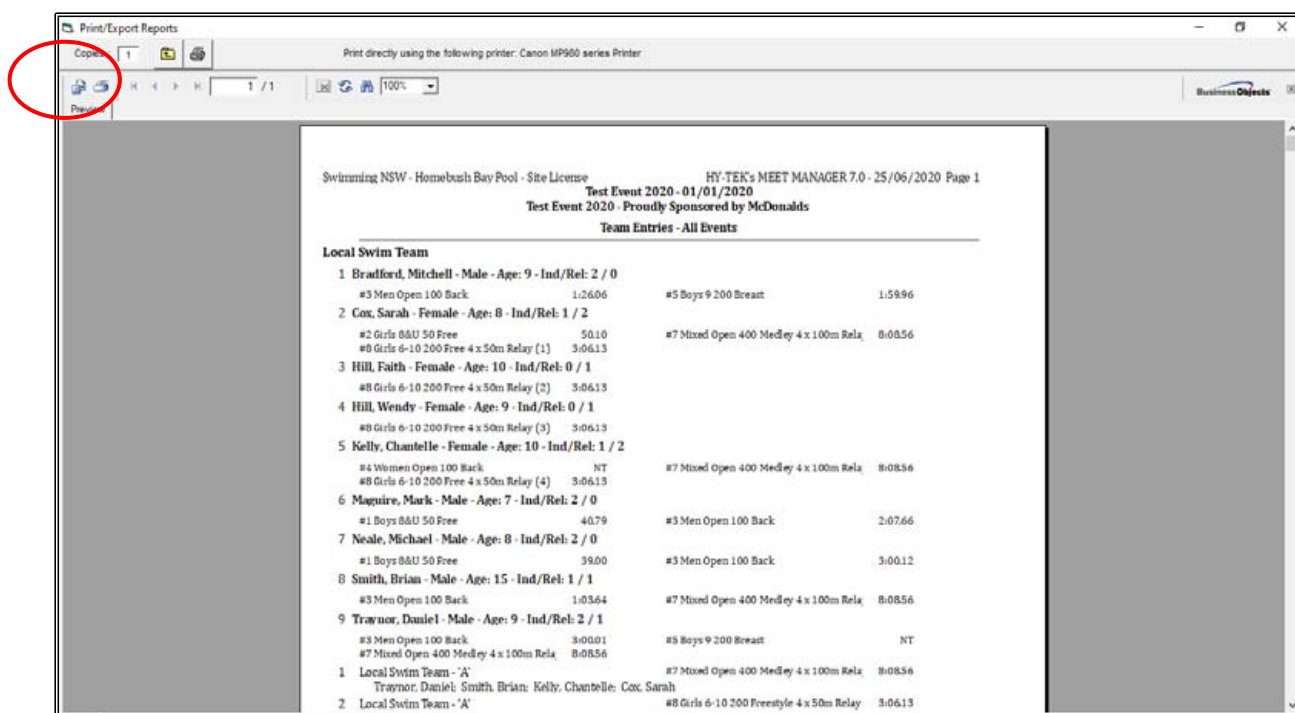
Now click on the INCLUDE IN REPORT tab and tick ENTRY TIMES.

Click on CREATE REPORT at the top of the screen.

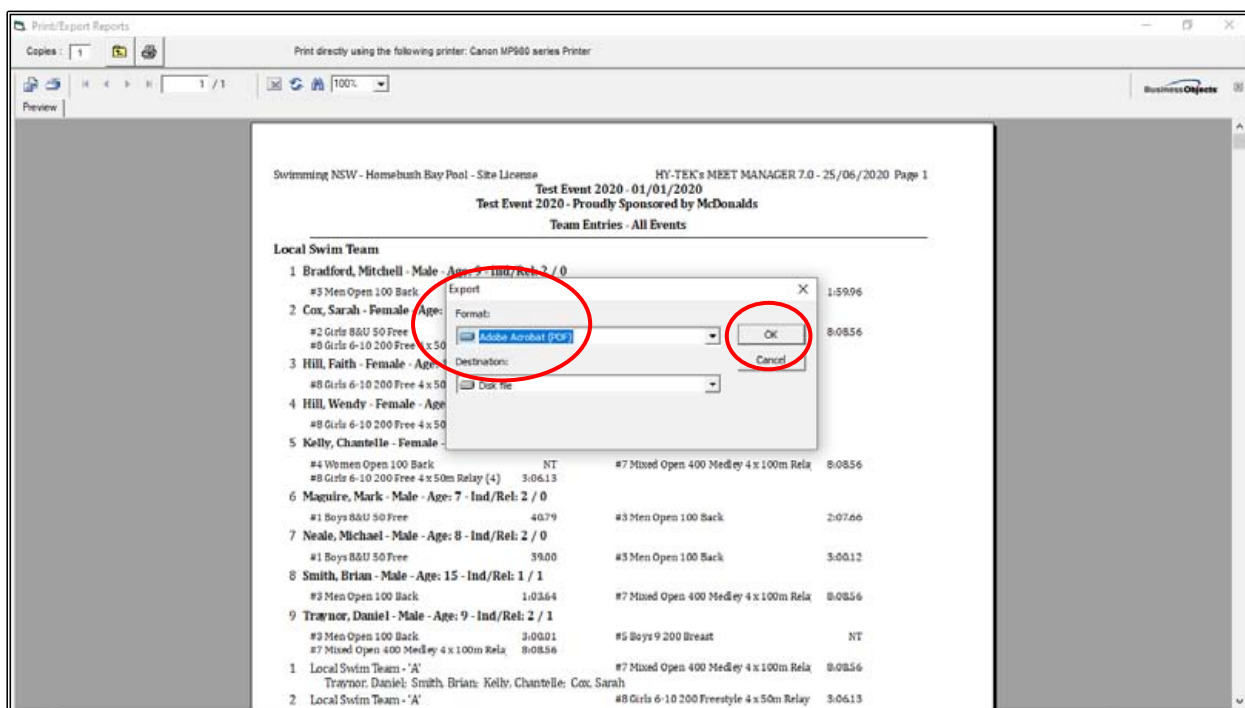


The TEAM ENTRIES report needs to be saved and also sent with your ENTRIES file.

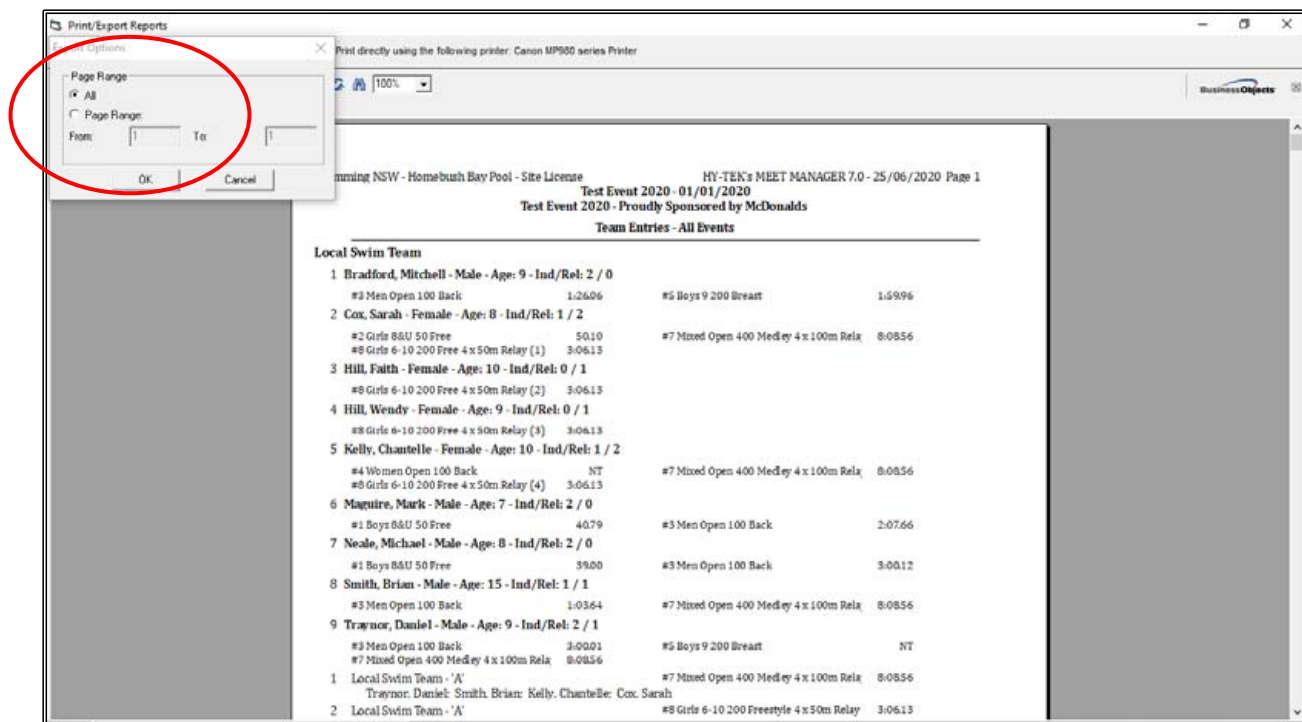
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



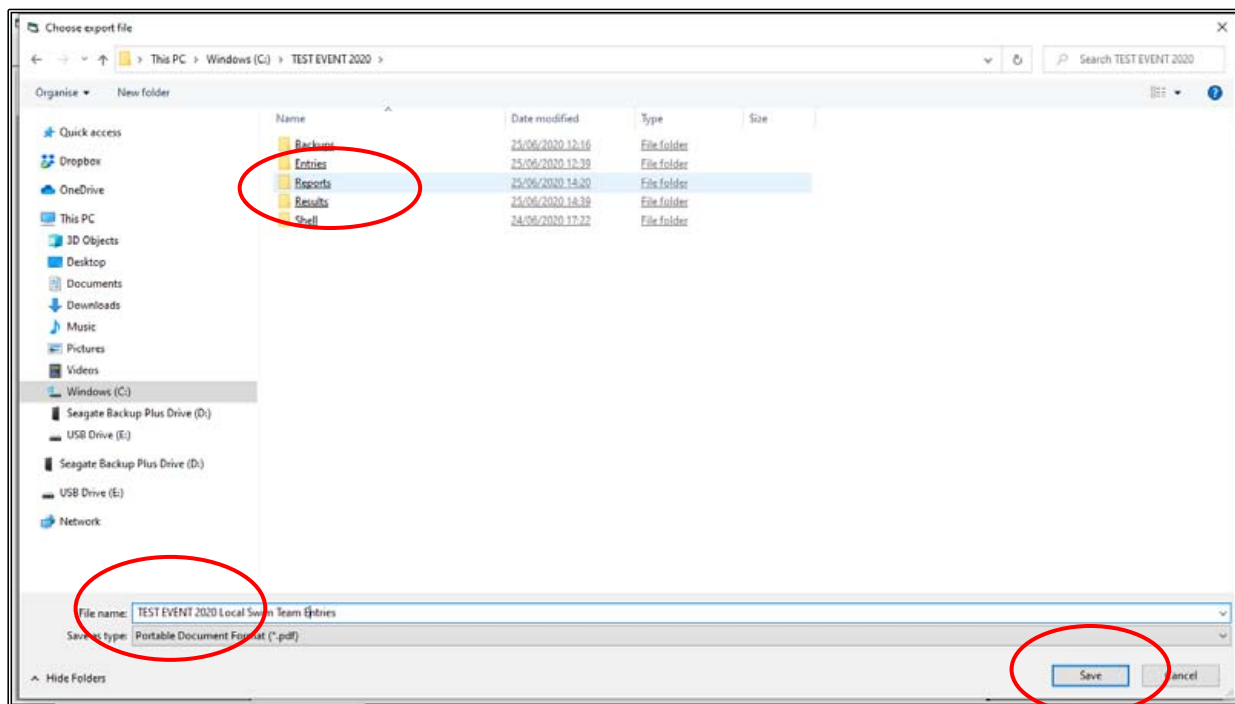
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

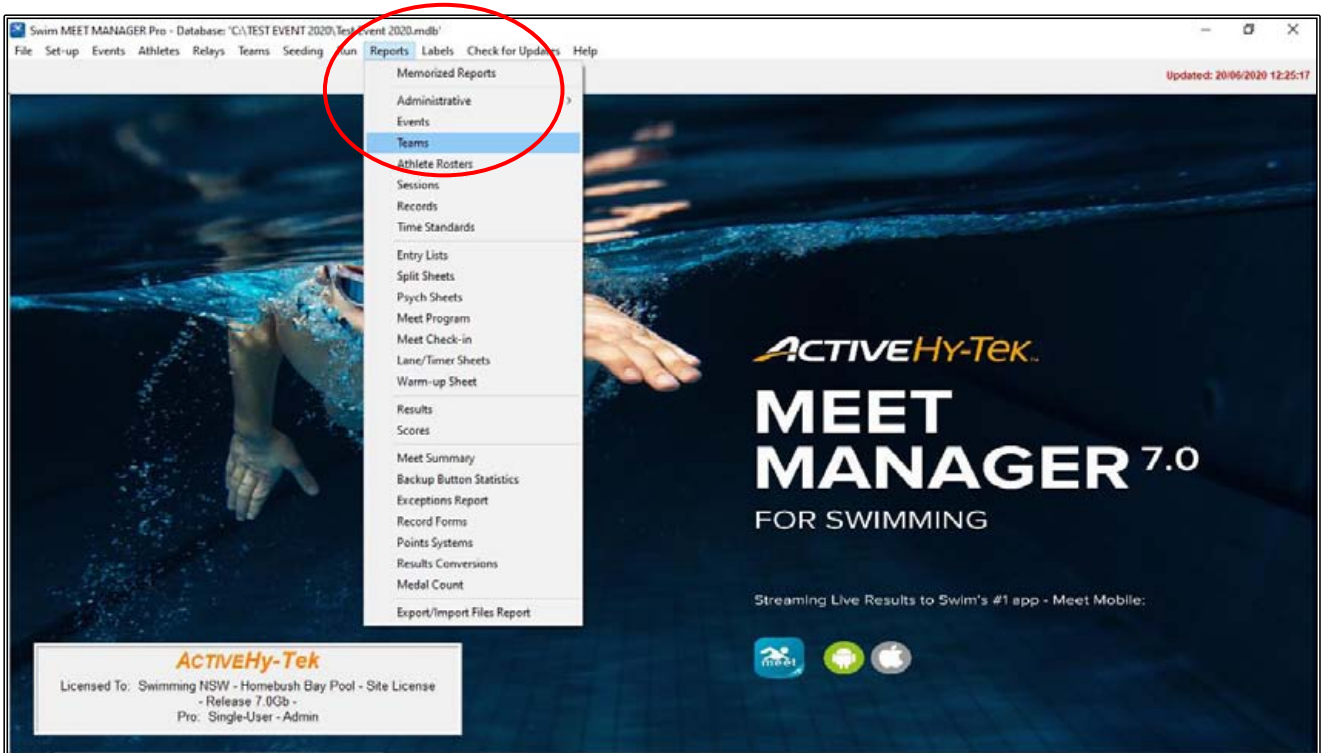
C:\TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEST EVENT 2020\_LOCAL SWIM TEAM ENTRIES and click SAVE.

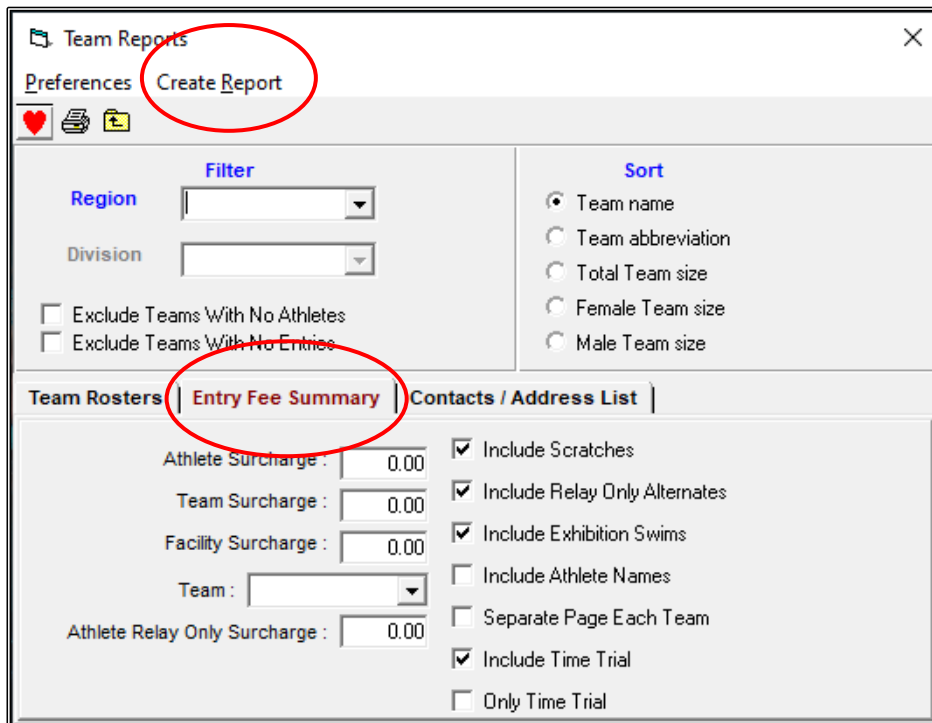


The other report that you will need to produce is the TEAM ENTRY FEE report.

From the MAIN MENU screen, click on the REPORTS tab and then select TEAMS from the drop down.

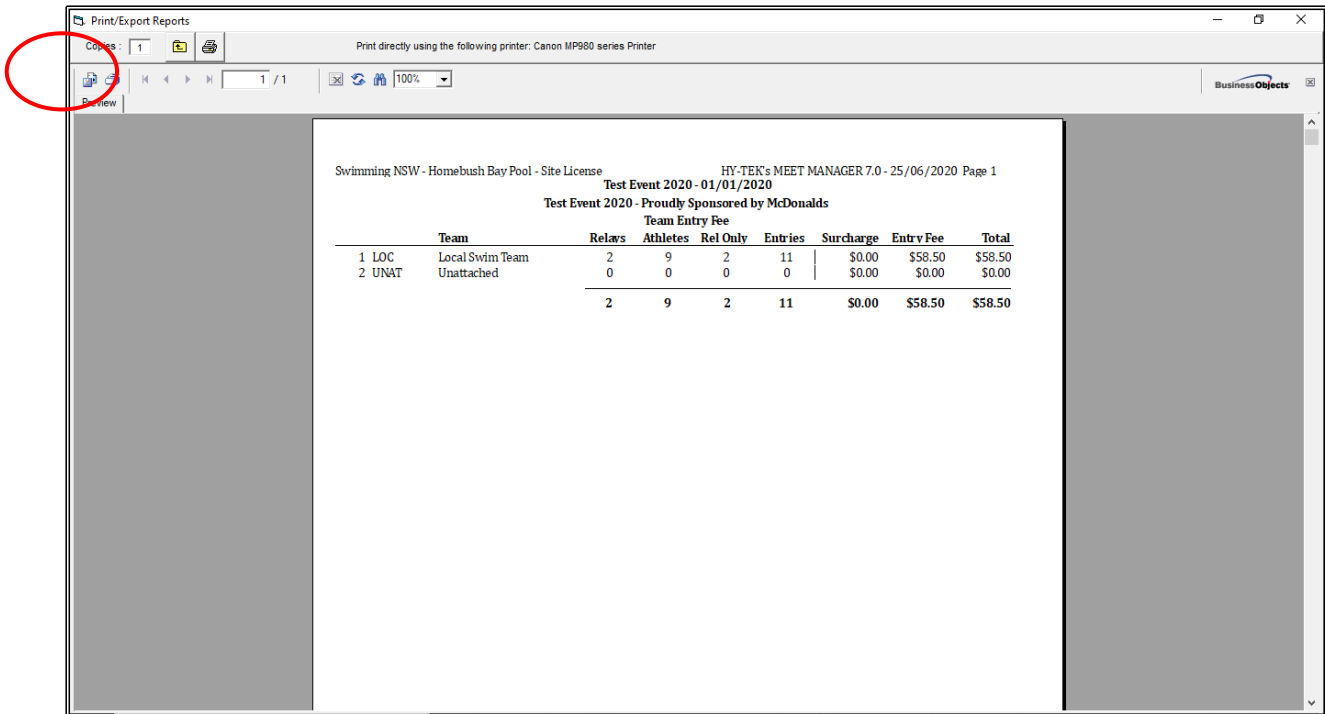


From the TEAM REPORTS screen, click on THE ENTRY FEE SUMMARY tab. You do not need to change any of the default settings. Click on CREATE REPORT at the top of the screen.

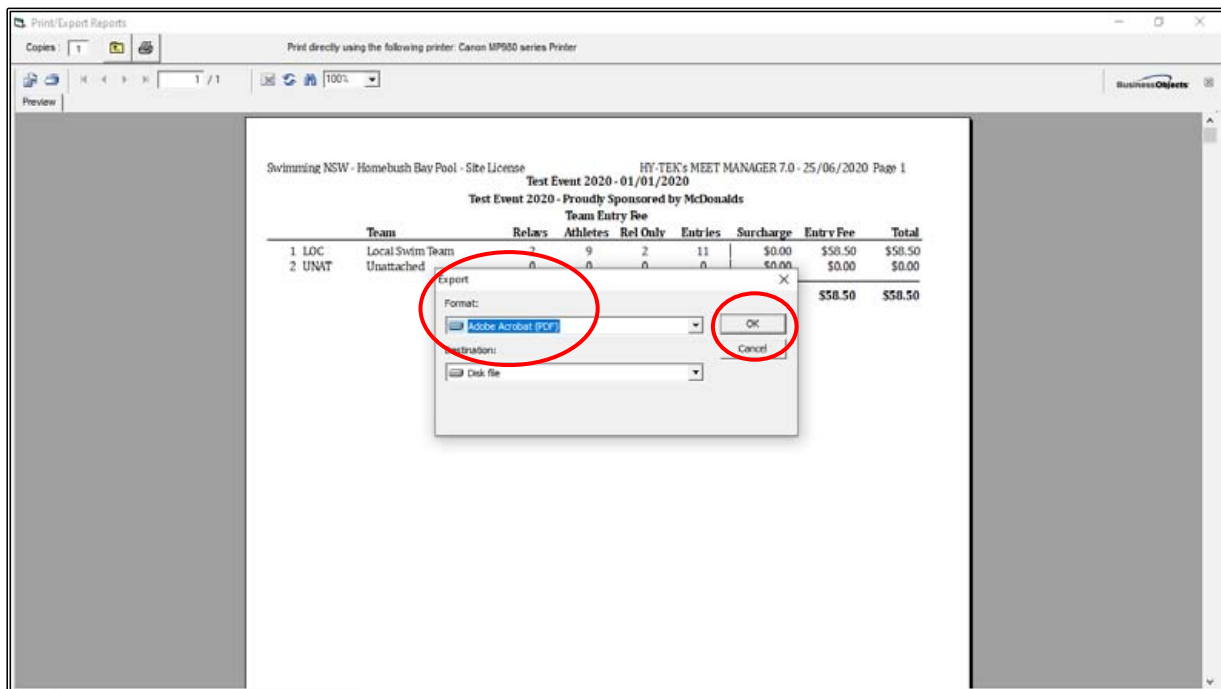


When the TEAM ENTRY FEE report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

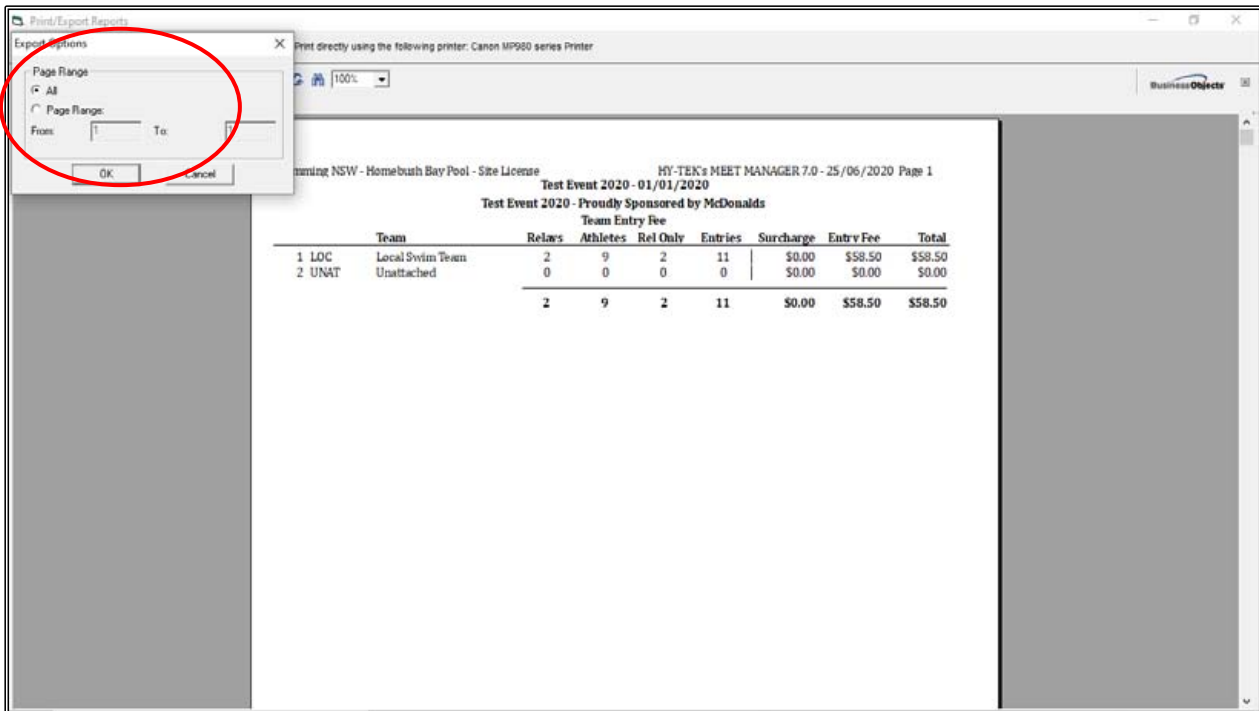
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



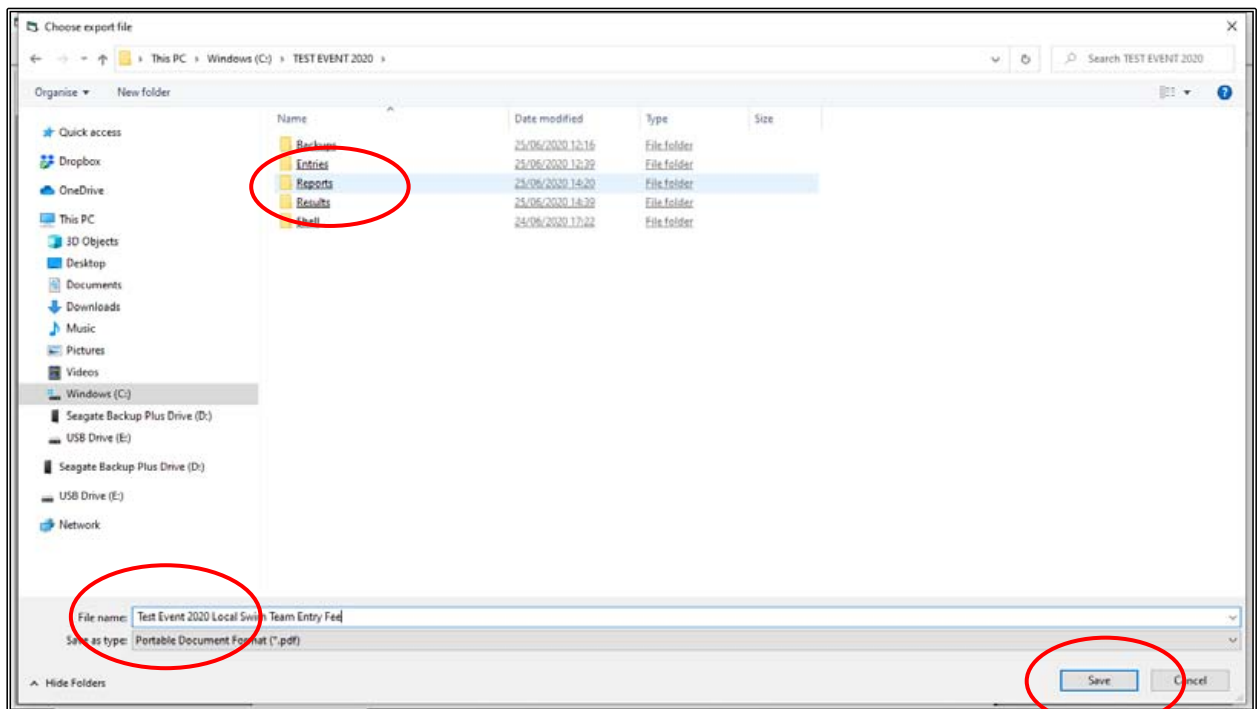
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEST EVENT 2020\REPORTS.

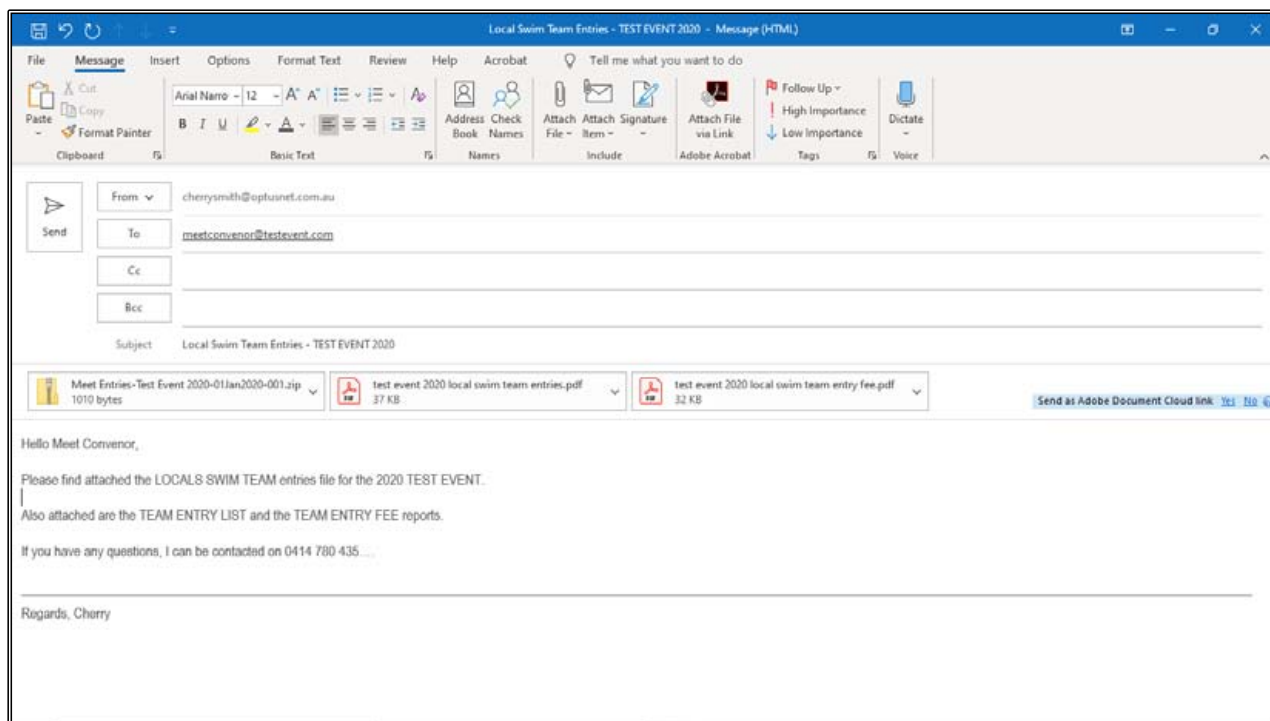
Change the FILE NAME to TEST EVENT 2020\_LOCAL SWIM TEAM ENTRY FEE and click SAVE.



Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.





## 2. USING A TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the TEAM MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEAM MANAGER TEST EVENT 2020.

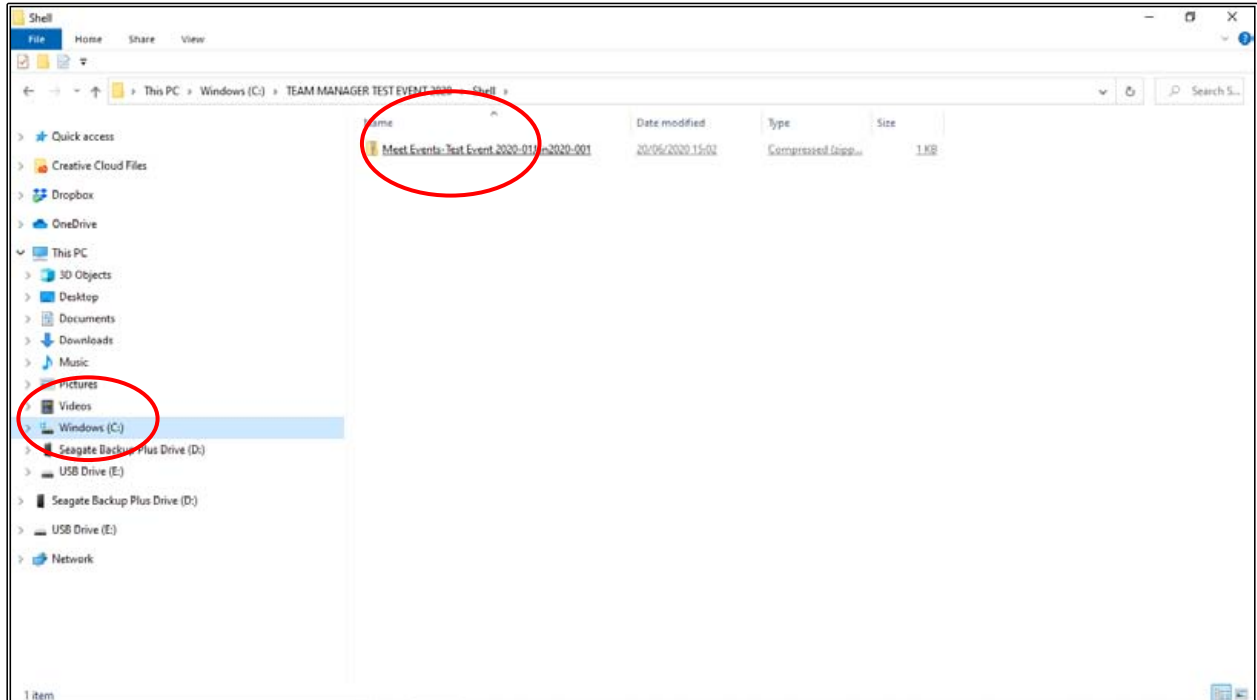
Within the newly created TEAM MANAGER TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Reports
4. Results
5. Shell

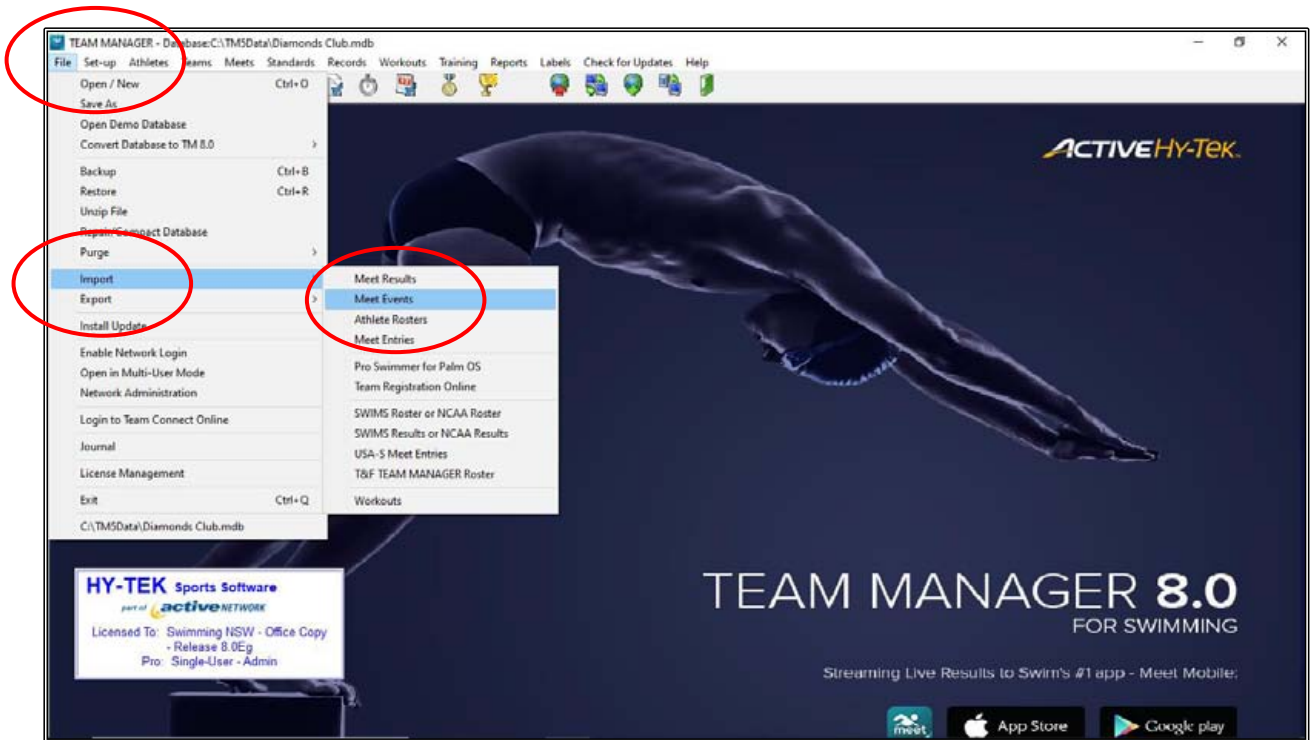
This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

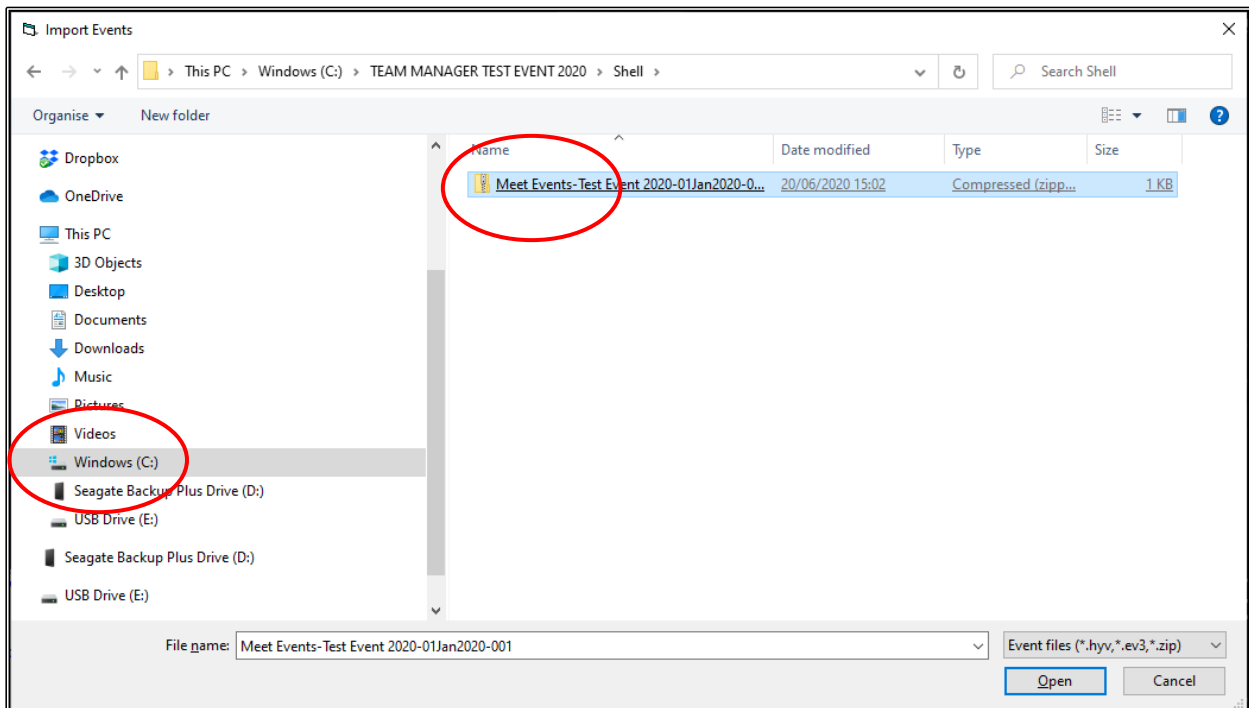
C:\TEAM MANAGER TEST EVENT 2020\SHELL.



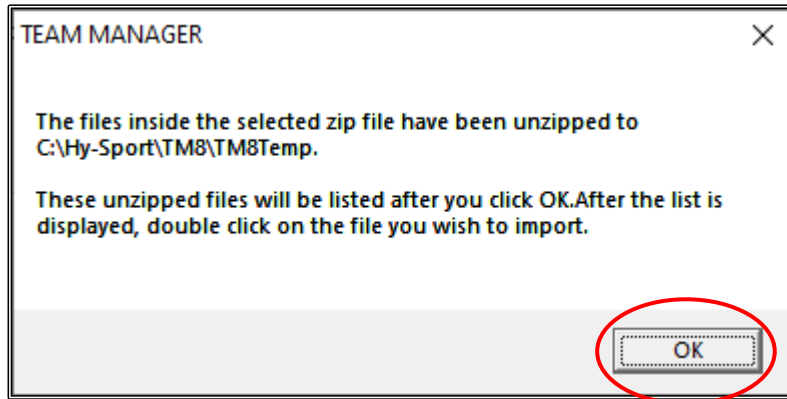
From the MAIN MENU screen in TEAM MANAGER, click on the FILE tab and select IMPORT from the drop down and then click on MEET EVENTS.



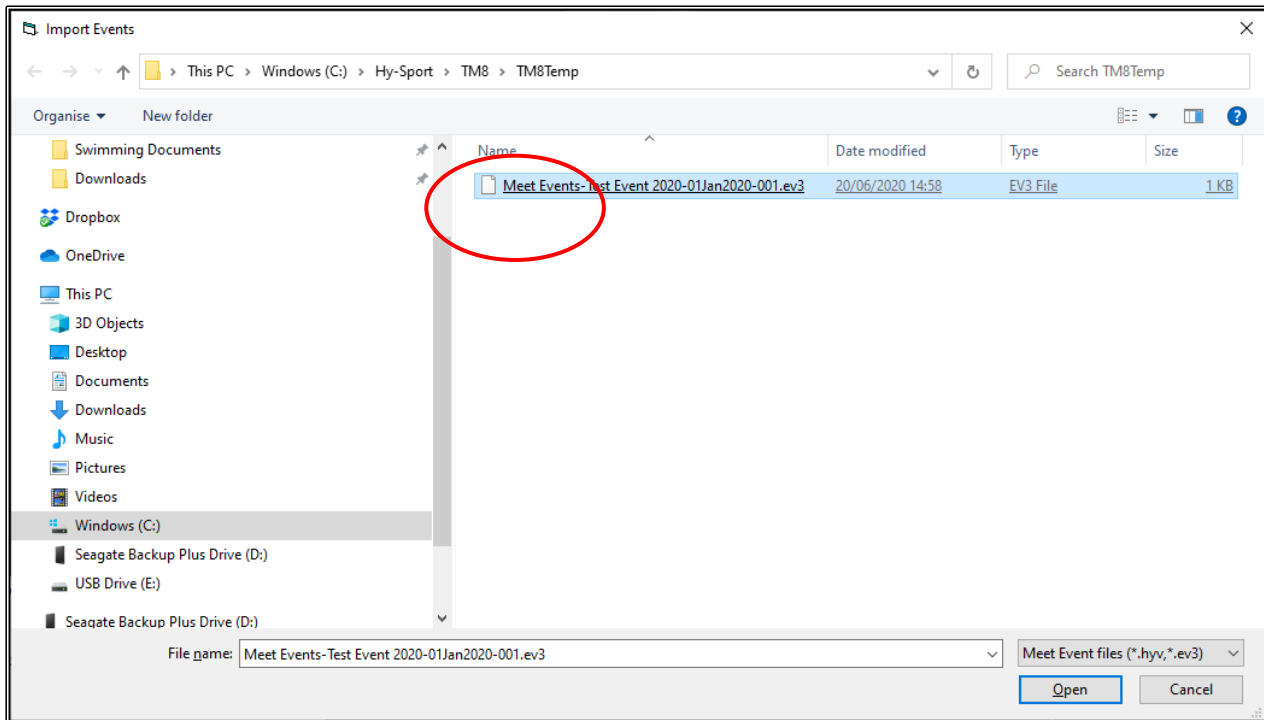
From the C:\TEAM MANAGER TEST EVENT 2020\SHELL folder, click on the event file.



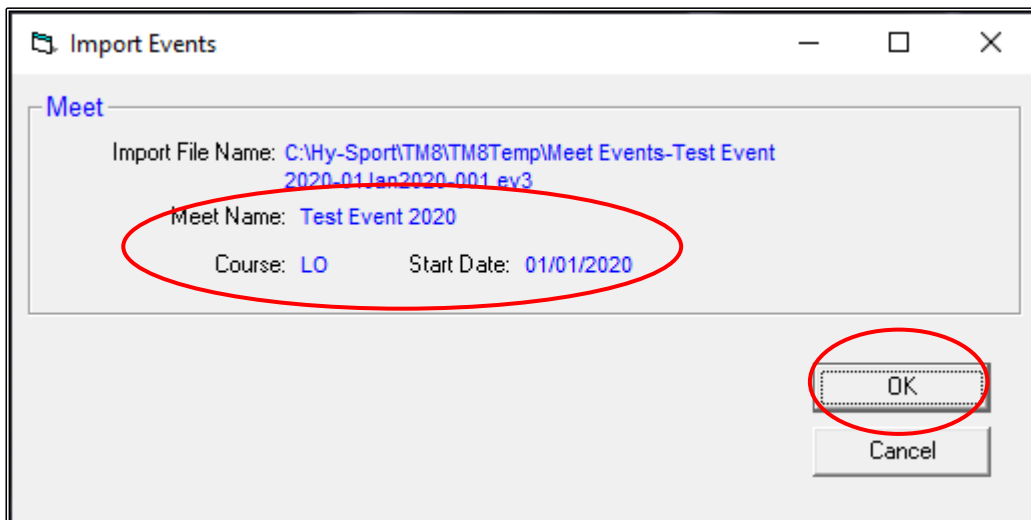
Click OK when the UNZIP folder opens.



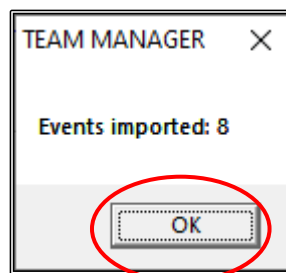
When the IMPORT EVENTS screen opens, click on the MEET EVENTS file.



You will see the IMPORT EVENTS screen showing the Name of the meet, course details and the start date of the meet. Check the details and then click OK.

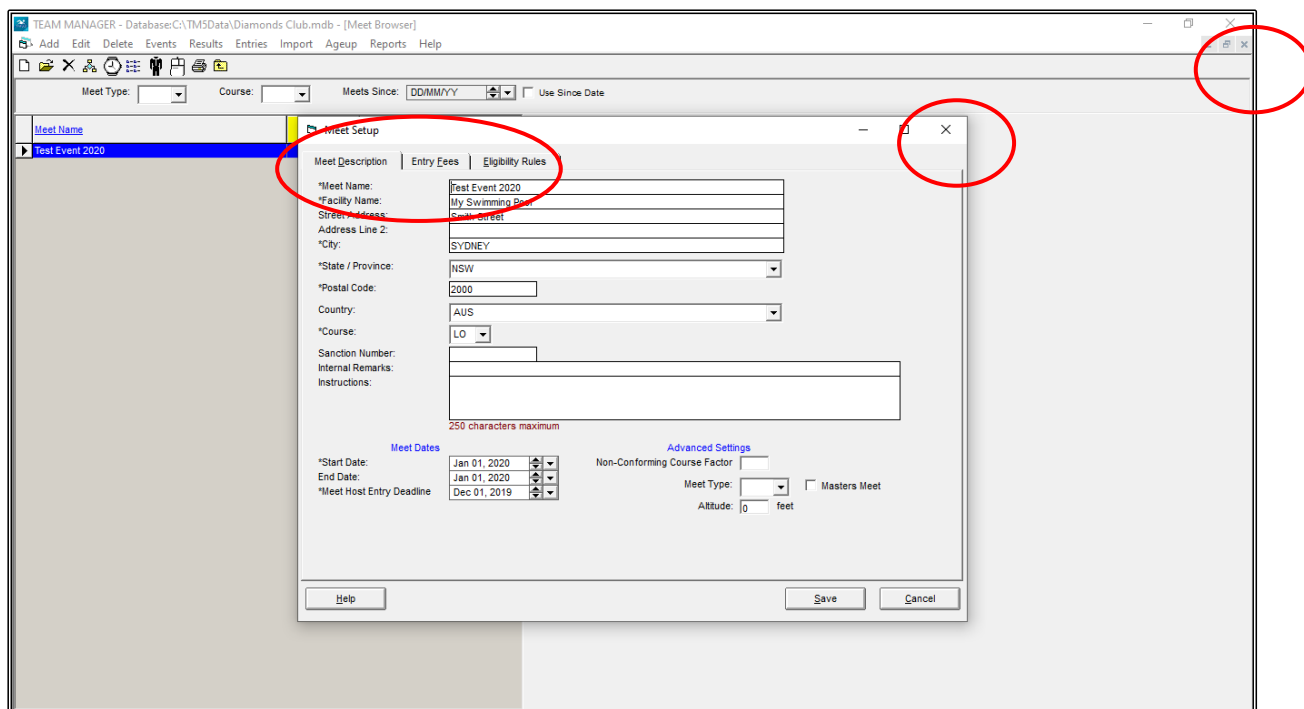


Events are imported (8), click OK and the meet will be added to your TEAM MANAGER database.



When the MEET SETUP screen opens, you can go through the three tabs - MEET DESCRIPTION, ENTRY FEES and ELIGIBILITY RULES to check the meet information if you wish, otherwise just CLOSE OUT ☒ this screen.

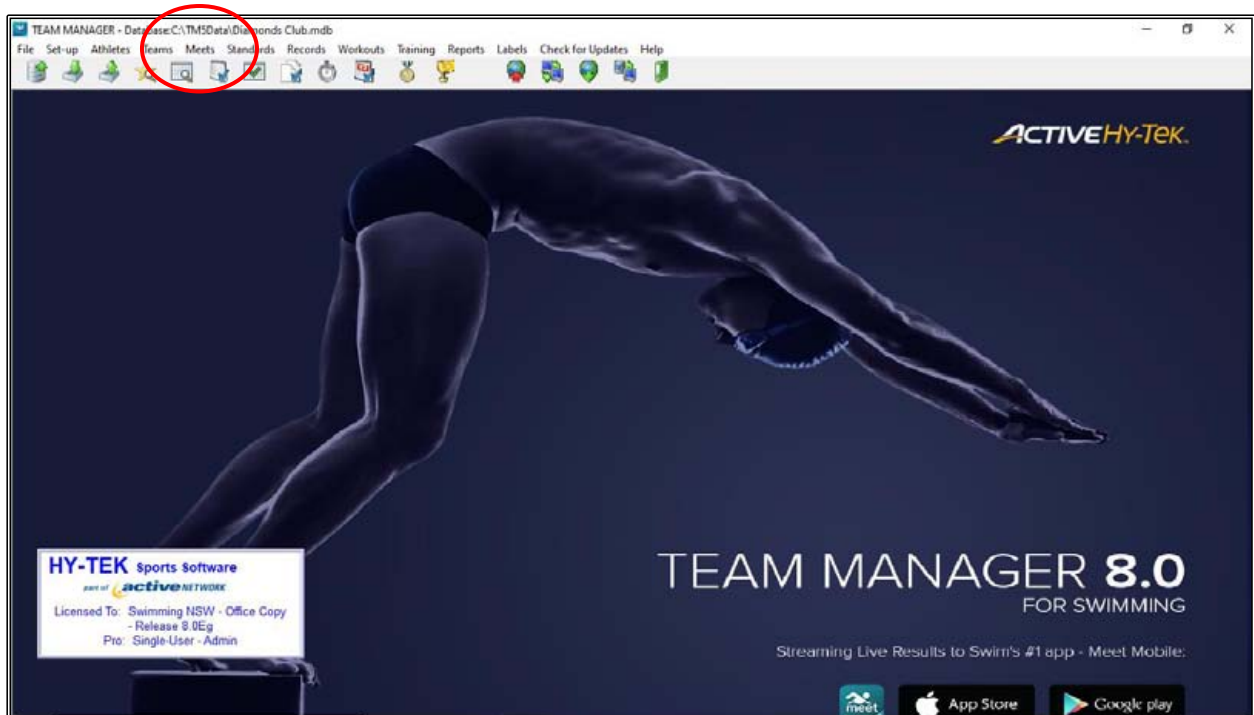
Now CLOSE OUT ☒ of the MEET BROWSER screen back to the MAIN MENU screen.



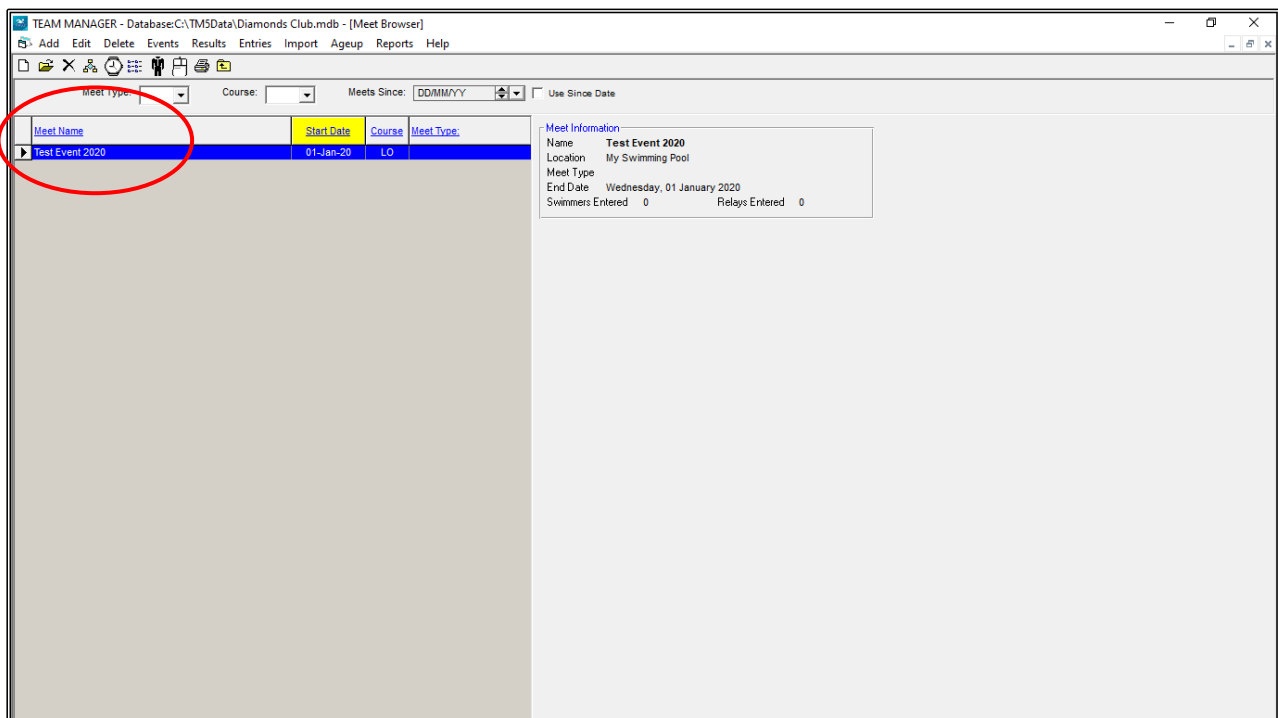
You are now ready to start ENTERING your ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

i) **ENTERING YOUR ATHLETES:**

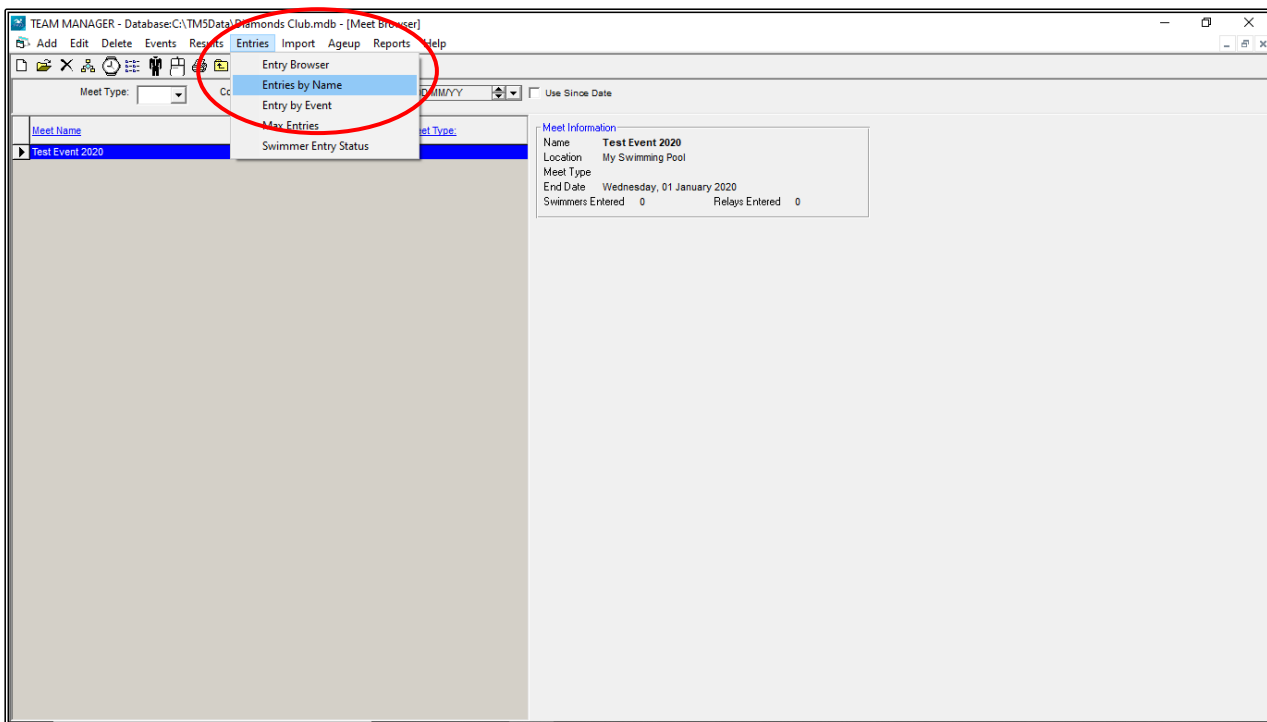
From the MAIN MENU screen, click on the MEETS tab.



Highlight the TEST EVENT 2020 from the MEET BROWSER screen.

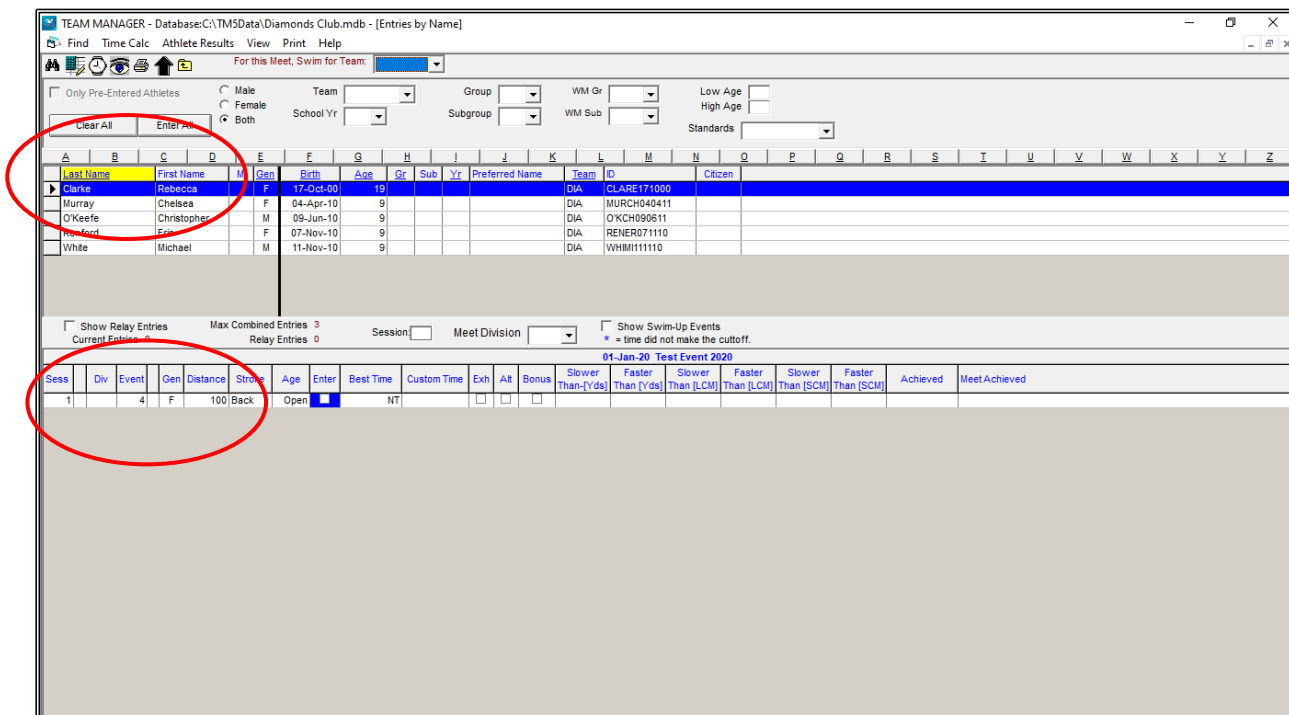


With the TEST EVENT 2020 meet highlighted, click on the ENTRIES tab at the top of the screen and then select ENTRIES BY NAME from the drop down.



Highlight the athlete you wish to enter into the TEST EVENT 2020 meet.

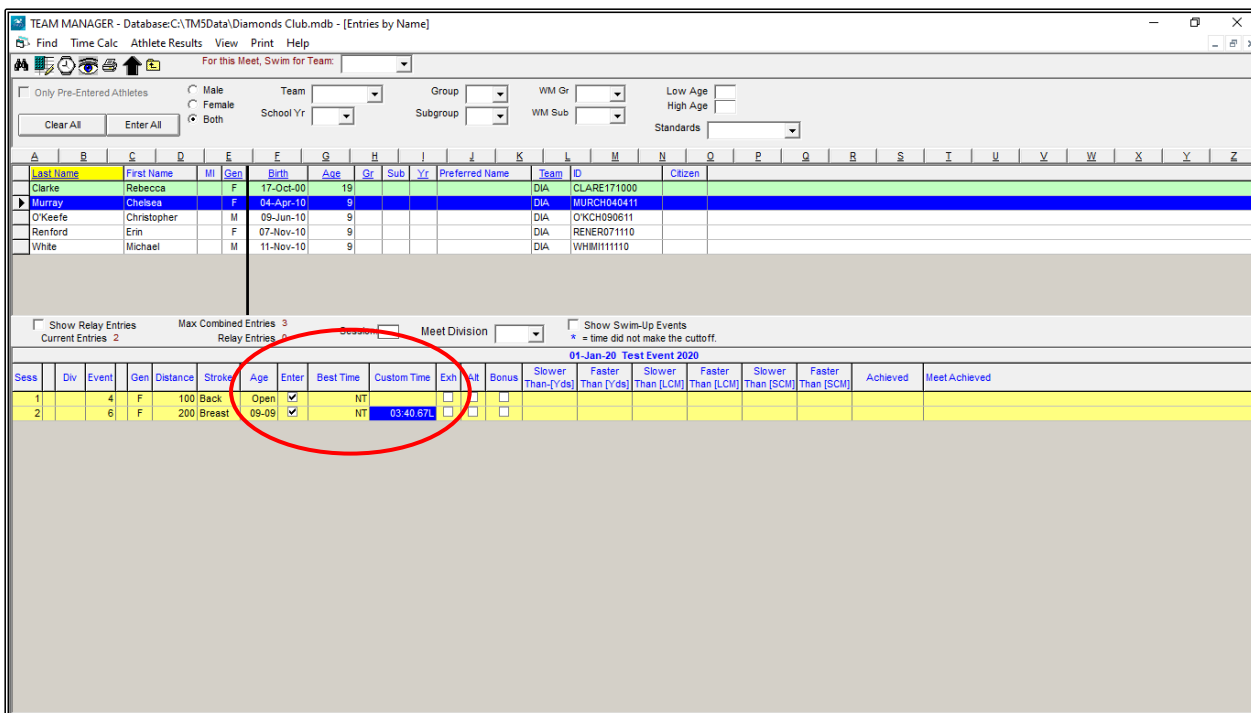
You will see that all eligible events available for that swimmer will be listed below.



Select the events that the athlete wants to enter by ticking on the box under the ENTER column.

The entry time will show under the BEST TIME column from the information stored in your database or you can type in a CUSTOME TIME in the next column and this will then be their entry time.

Once an athlete has been entered into an event, that row will then be highlighted yellow.



Continue to enter all the athletes that are to be swimming at the TEST EVENT 2020.

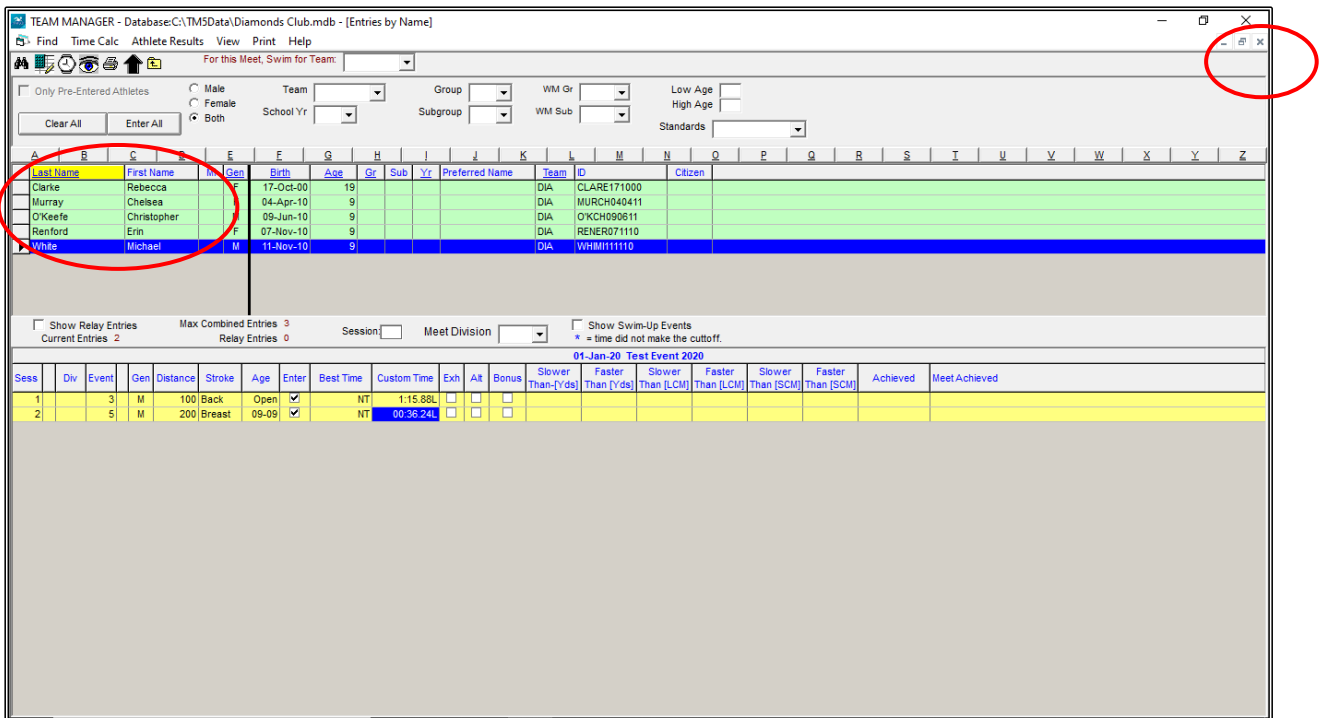
### DIAMONDS SWIM TEAM ATHLETES FOR THE TEST EVENT 2020.

NAME	EVENTS	ENTRY TIMES
Rebecca Clarke	4 - Open 100m Back	1:17.54
Chelsea Murray	4 - Open 100m Back 6 - 9 yrs. 200m Breast	NT 3:40.67
Christopher O'Keefe	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:18.88 3:00.06
Erin Renford	4 - Open 100m Back 6 - 9 yrs. 200m Breast	1:57.66 3:27.00
Michael White	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:15.88 3:36.24



You will notice that once an athlete has been entered into the meet, they will be highlighted green.

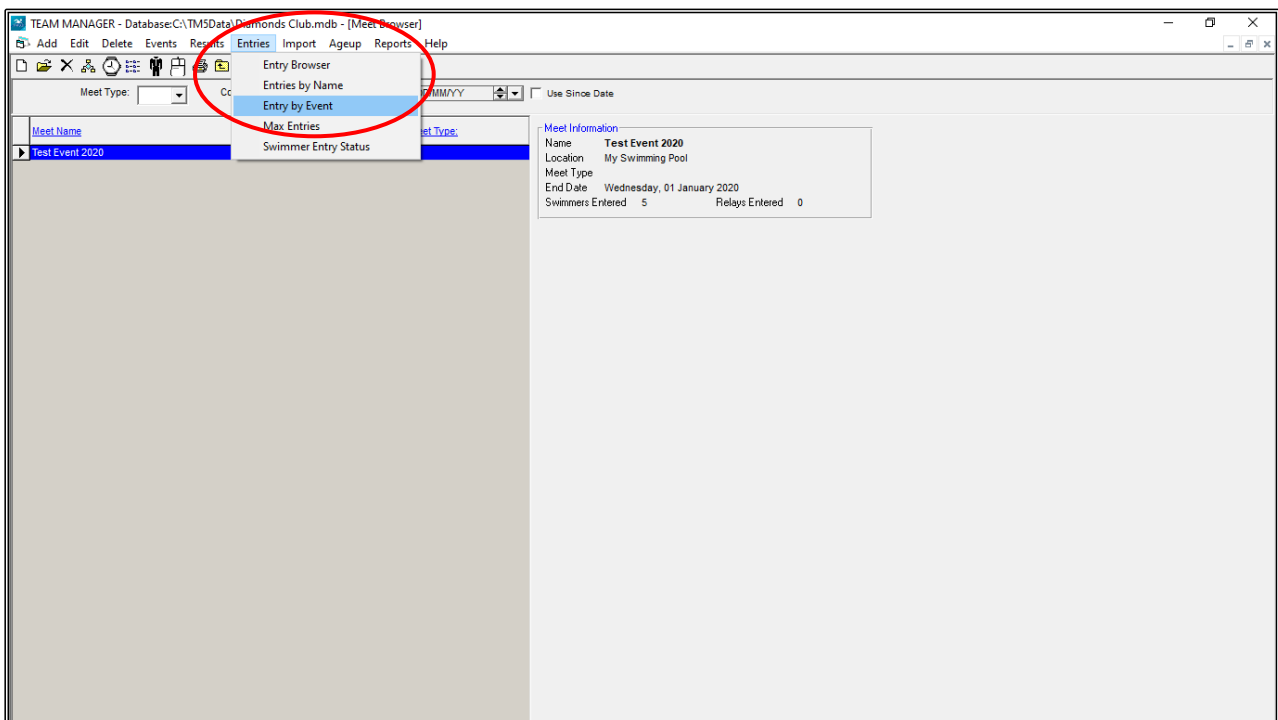
When all swimmers have been added, CLOSE OUT  of the ENTRIES screen and back to the MEET BROWSER screen.



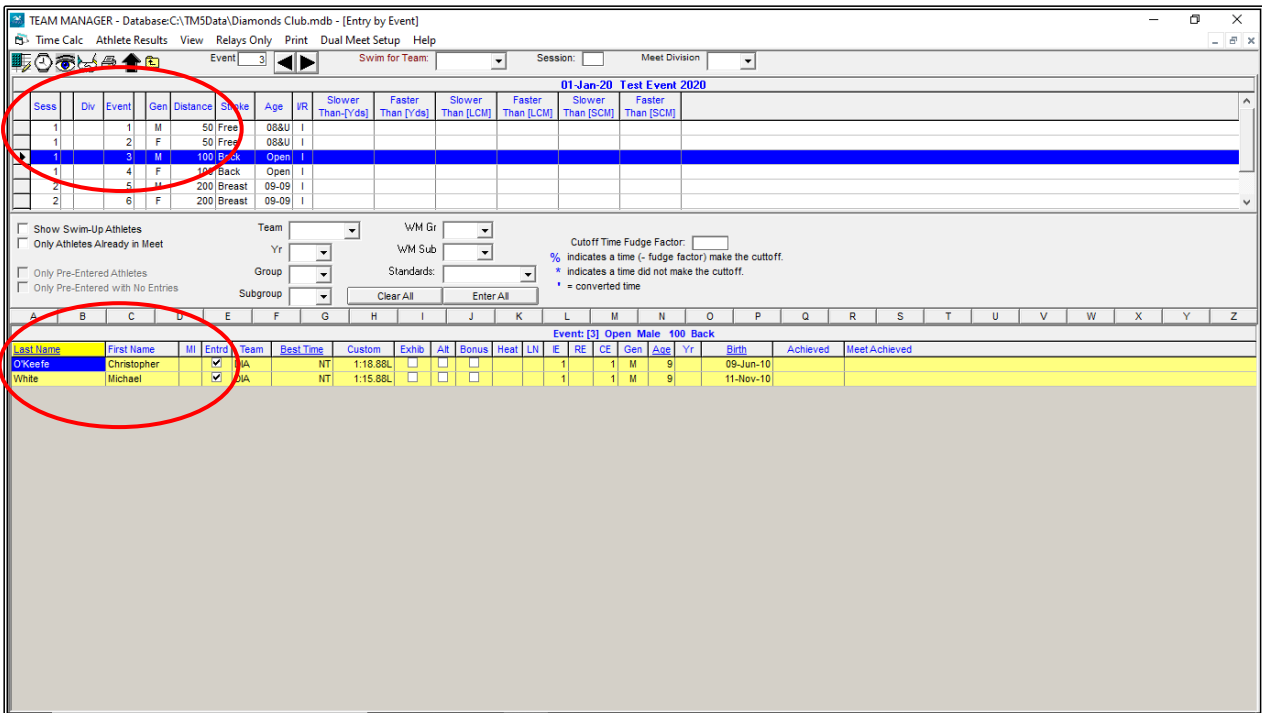
You are now ready to start entering your RELAYS for the TEST EVENT 2020.

## ii) ENTERING YOUR RELAYS:

From the MEET BROWSER screen, click on the ENTRIES tab at the top of the screen and then select ENTRY BE EVENT from the drop down.

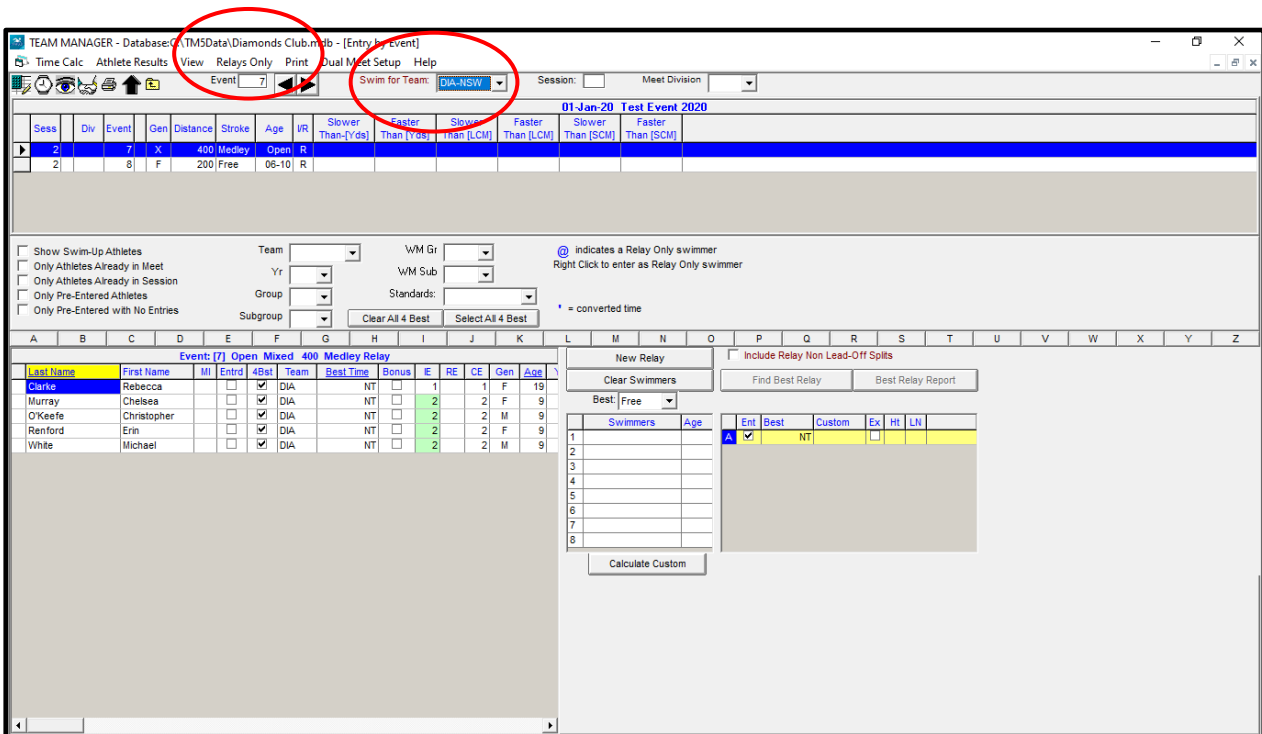


This screen lists all the EVENTS in the program and lists all the ATHLETES that are eligible for those EVENTS.



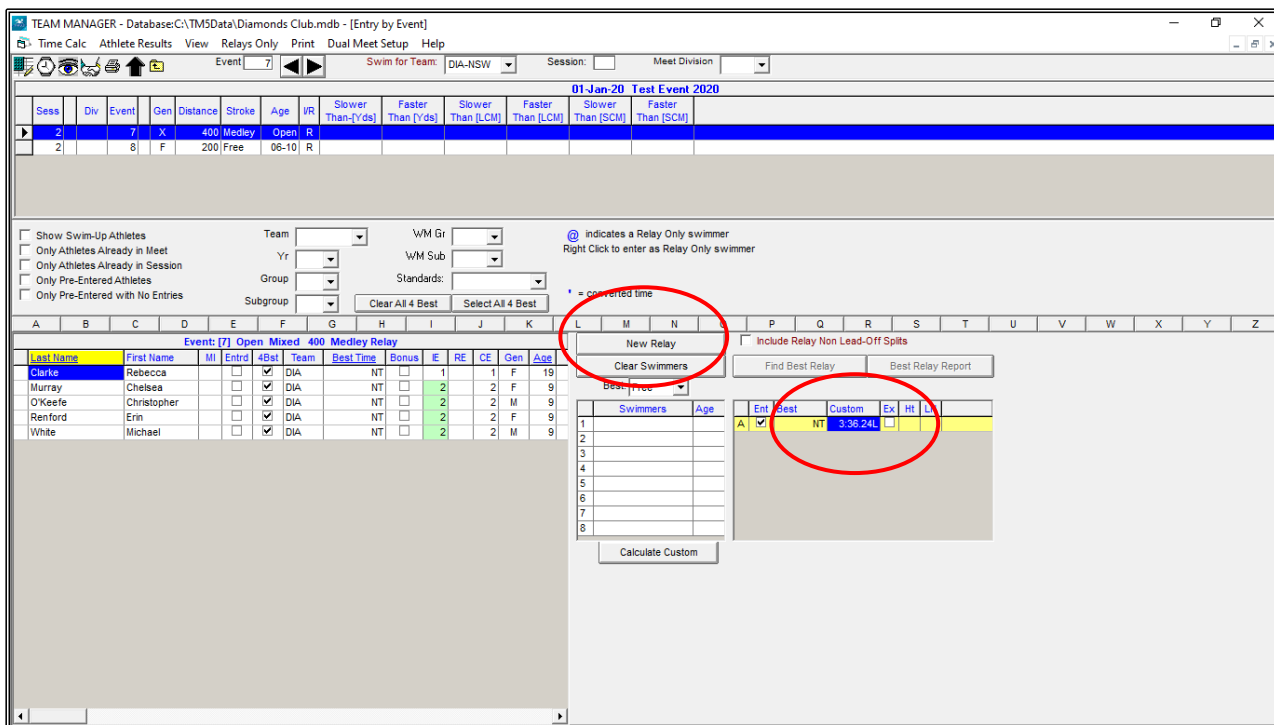
From the ENTRY BY EVENT screen, click on the RELAYS ONLY tab at the top of the screen. This will open up the RELAY events only.

Now click on the SWIM FOR TEAM button to show the name of the TEAM you will be entering.



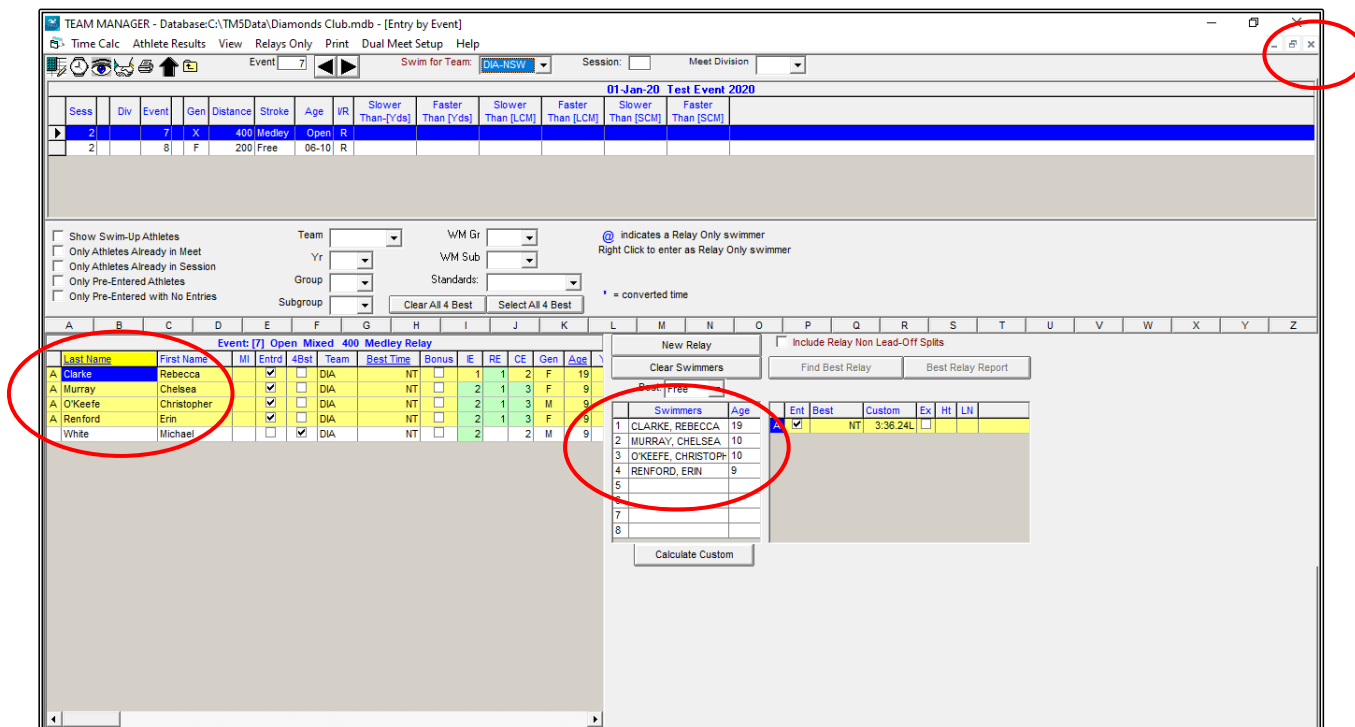
Click on the NEW RELAY button in the middle of the screen.

Enter an ENTRY time under the CUSTOM column if you have a time for this relay, otherwise leave this column blank.



To enter the ATHLETES for this RELAY, double click on each swimmer from the left-hand side of the screen that will be entering.

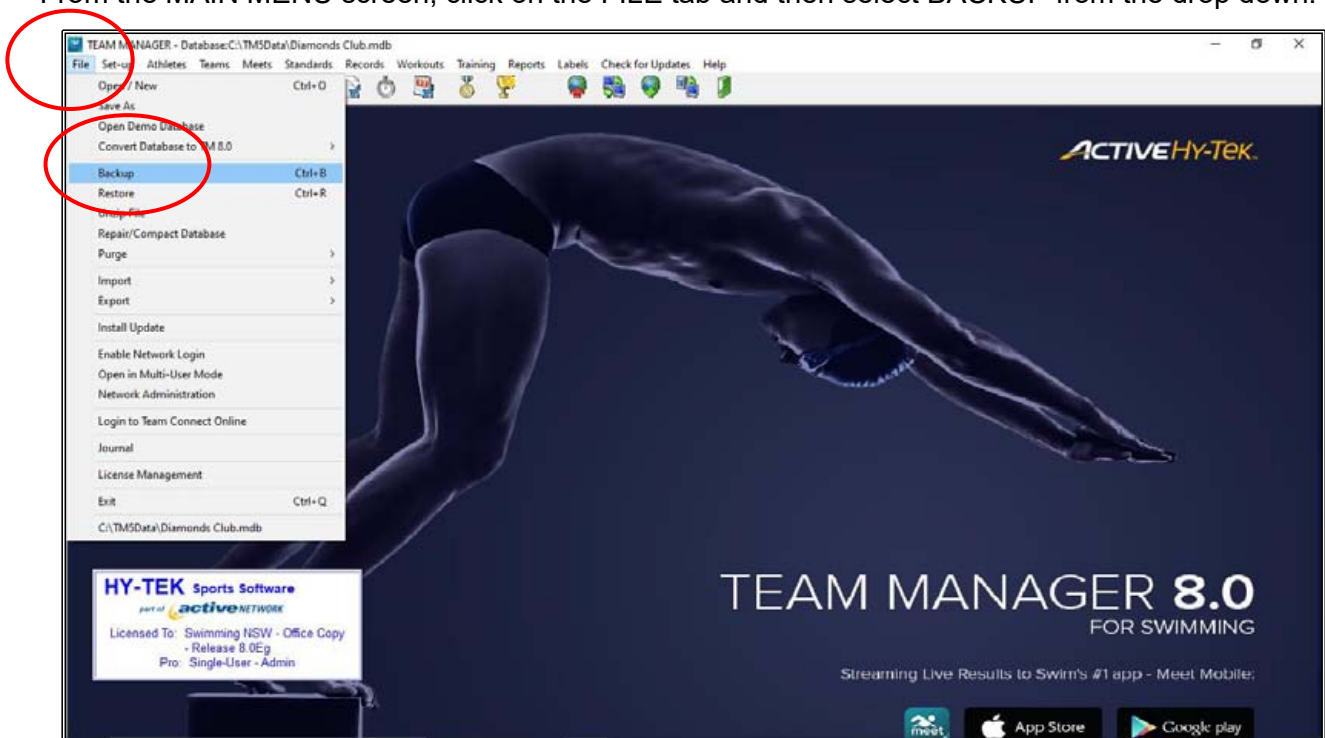
If you make a mistake, you can double click on the swimmer's name to remove them.



Once all of your relays have been entered, CLOSE OUT  of the ENTRY BY EVENT SCREEN and back to the MAIN MENU screen.

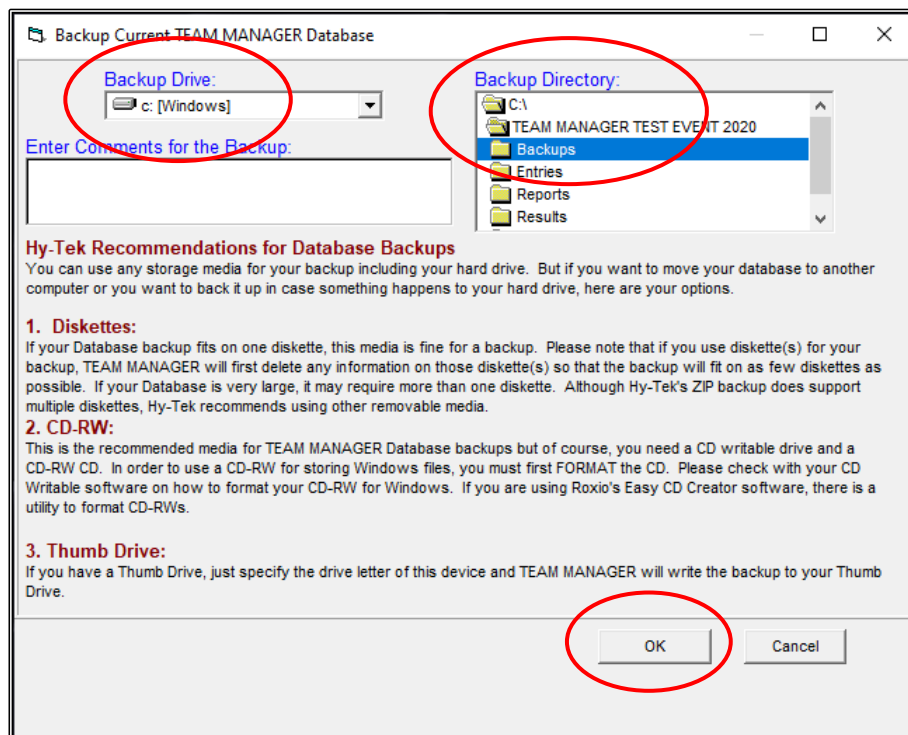
Before creating your EXPORT file, you should now BACKUP your data.

From the MAIN MENU screen, click on the FILE tab and then select BACKUP from the drop down.

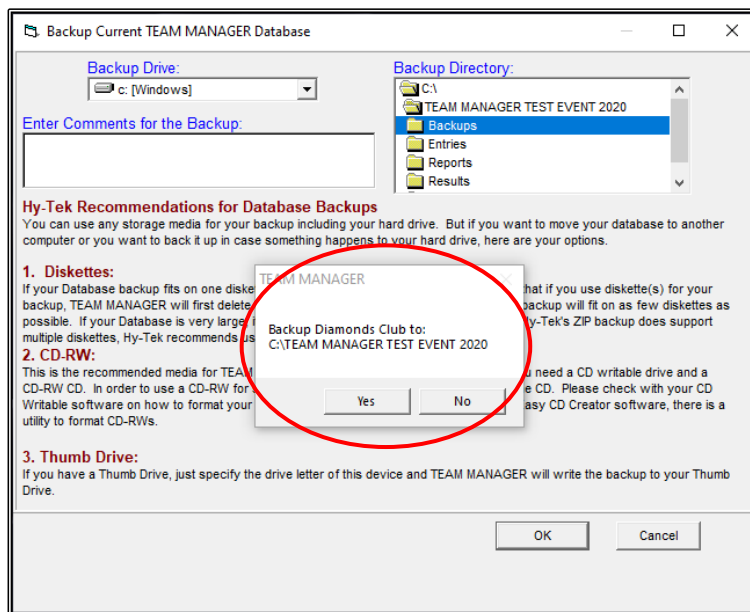


When the BACKUP DATABASE screen opens, select C:\(Windows) in the BACKUP DRIVE drop down.

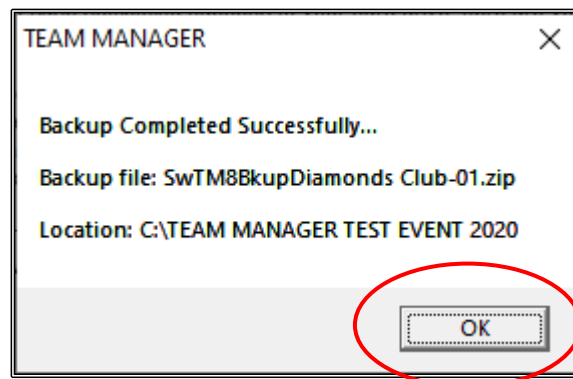
In the BACKUP DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 Folder that you have created and choose the BACKUPS sub-folder and then click OK.



Click YES when the confirmation screen appears.

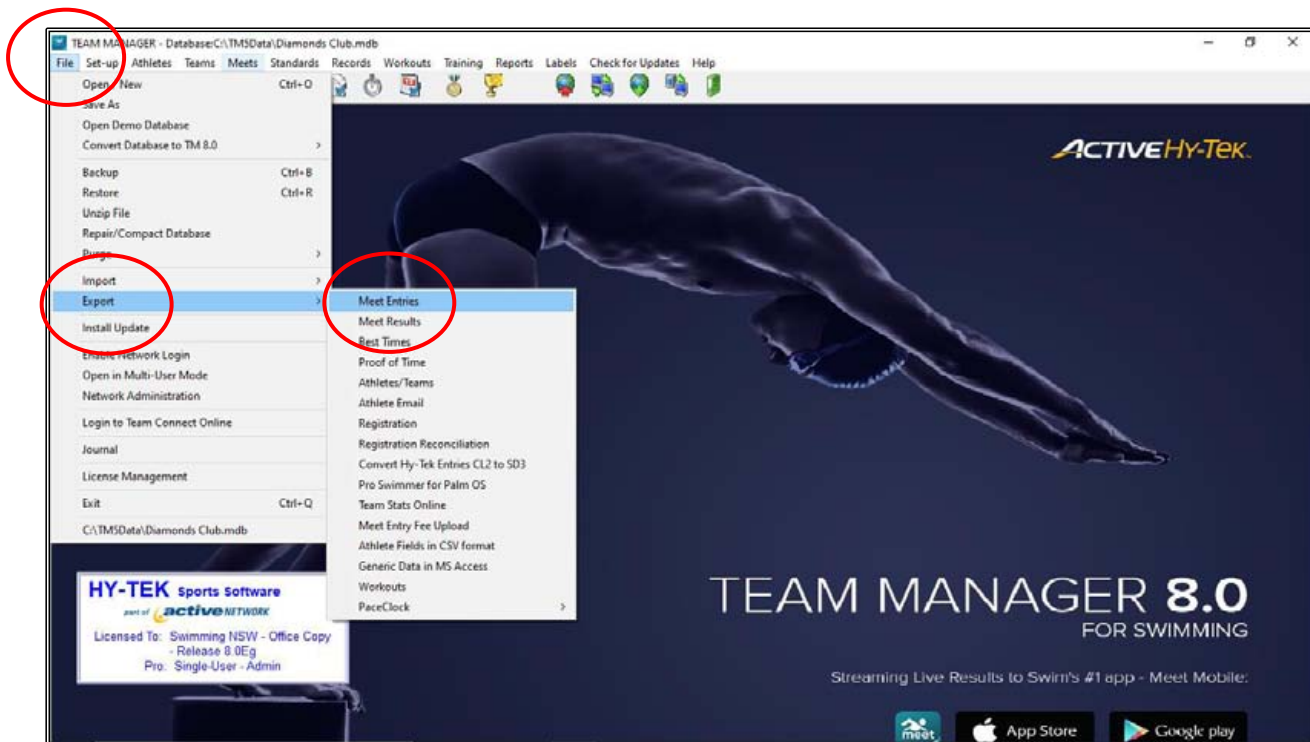


Click OK when the BACKUP COMPLETED SUCCESSFULLY screen appears.



Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

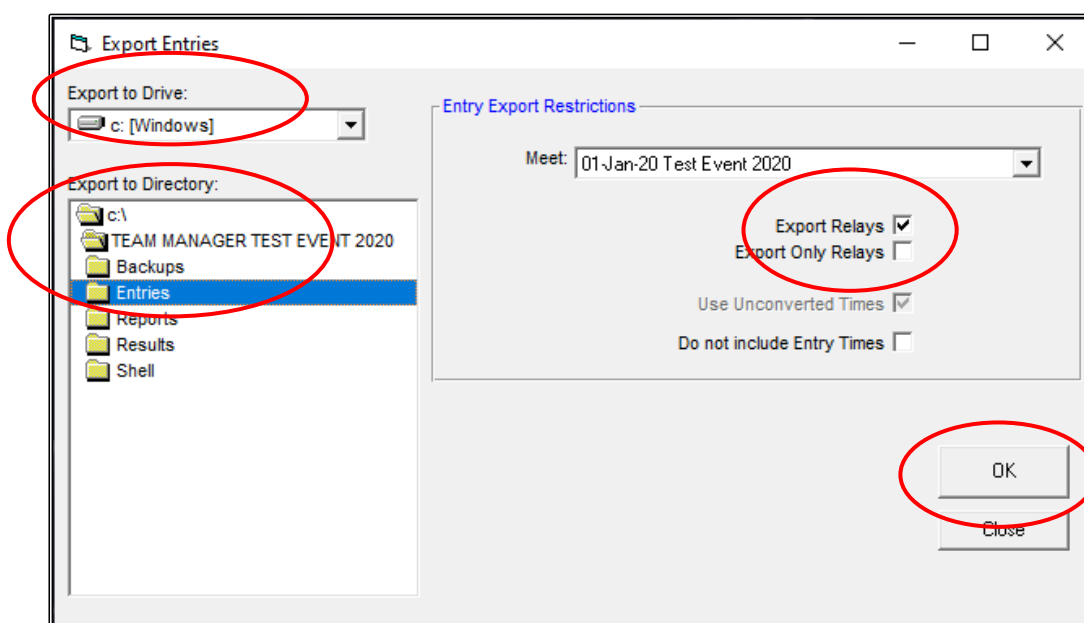
From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select MEET ENTRIES.



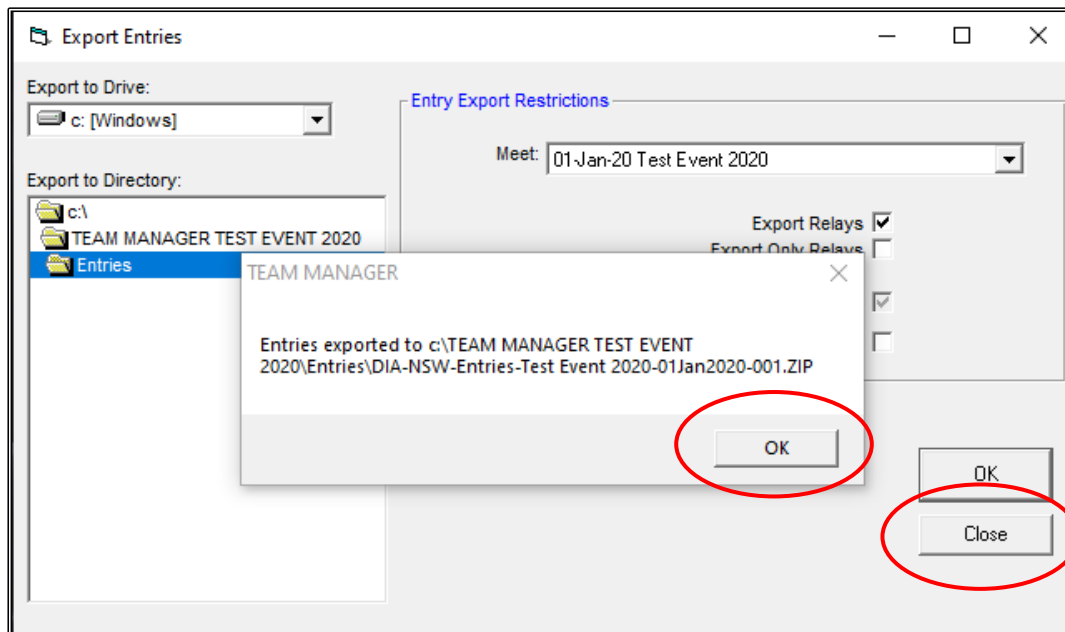
When the EXPORT ENTRIES screen opens, select C:\(Windows) in the EXPORT TO DRIVE drop down.

In the EXPORT TO DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 folder that you have created and choose the ENTRIES sub-folder.

Ensure that the EXPORT RELAYS button is ticked and then click OK.

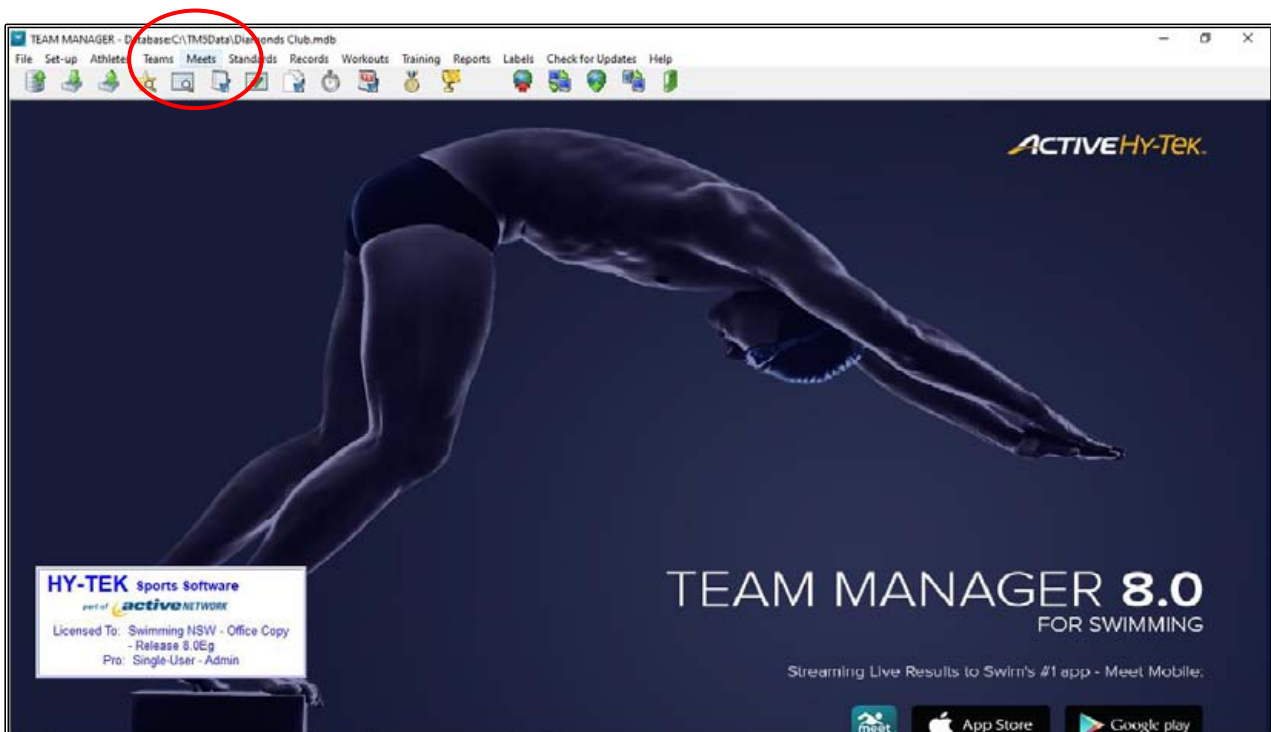


Click on OK when the EXPORT has been finalised and then click CLOSE.

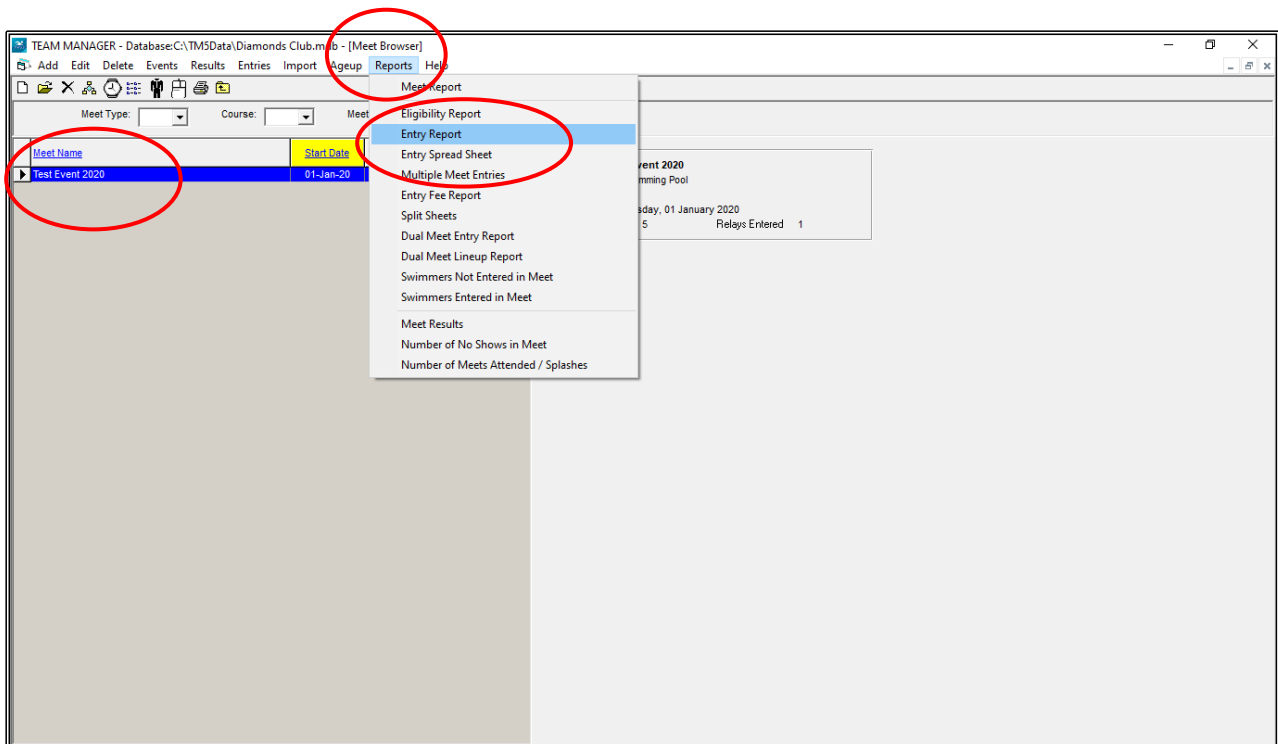


Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from TEAM MANAGER to go with your ENTRIES file.

From the MAIN MENU screen, click on the MEETS tab.



From the MEET BROWSER screen, highlight the TEST EVENT 2020 meet and then click on the REPORTS tab from the top of the screen and select ENTRY REPORT from the drop down.



From the MEET ENTRIES screen, check that the MEET NAME is correct.

The only changes you need to make are as follows:

1. In the FILTERS section, you need to UNTICK TOTALS ON SEPARATE PAGE.
2. From the SORT BY section, click on NAME check box.
3. In the EVENT FILTERS section, click on INDIVIDUAL AND RELAYS.

Once all changes have been made, click on CREATE REPORT.



Meet Entries... Meet: 01-Jan-20 Test Event 2020

**Filters**

Team: [ ] Group: [ ] Subgroup: [ ] WM Group: [ ] WM Subgroup: [ ] School Year: [ ]

Gen: [ ] Age: [ ] Sess / Div: [ ]

All  Male  Female

Totals on Separate Page  Show Registration ID  Include Birth Date  Include Official Statement  Include Inactive

**Other Options**

Show Times Unconverted  Include Proof of Time  Include Team Address  Indicate Converted Times  Do Not Show Entry Times

**Stroke / Distance Filters**

Stroke: [ ] Distance: [ ]

**Event Filters**

Individual  Individual and Relays  Relay

**Standards | Points**

None  LEN Points  Hy-Tek Age Group  AUS Points  Hy-Tek Single Year  NISCA Points  Hy-Tek Open  SNZ Points  FINA Points

**Sort by**

Meet Event Number  Meet Event Number ( 1 per page )  Name  Name ( 1 Swimmer per Page )  Age  Meet Event Heat/Lane  Meet Event Heat/Lane ( 1 per page )  Stroke and Distance

Keep Athletes / Events together  Don't Show Totals

The INDIVIDUAL MEET ETRIES report screen appears, and you can check your entries and make any changes before saving the report.

Print / Export Reports

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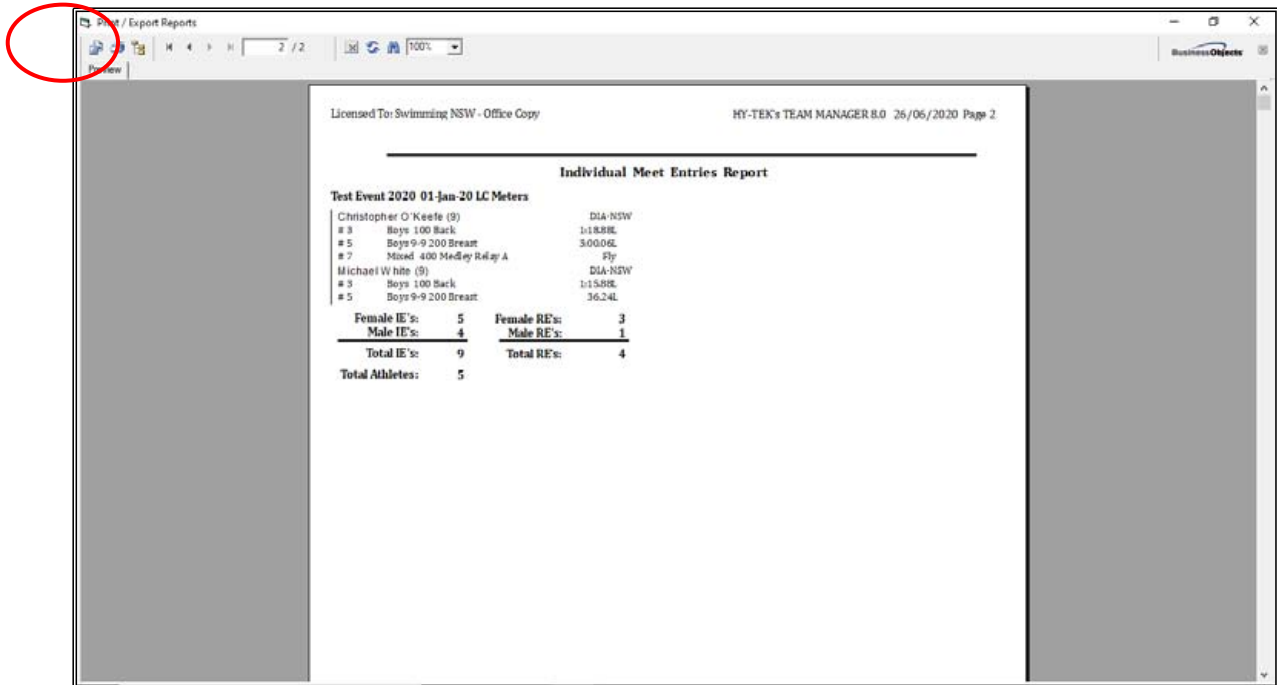
**Individual Meet Entries Report**

Test Event 2020 01-Jan-20 LC Meters

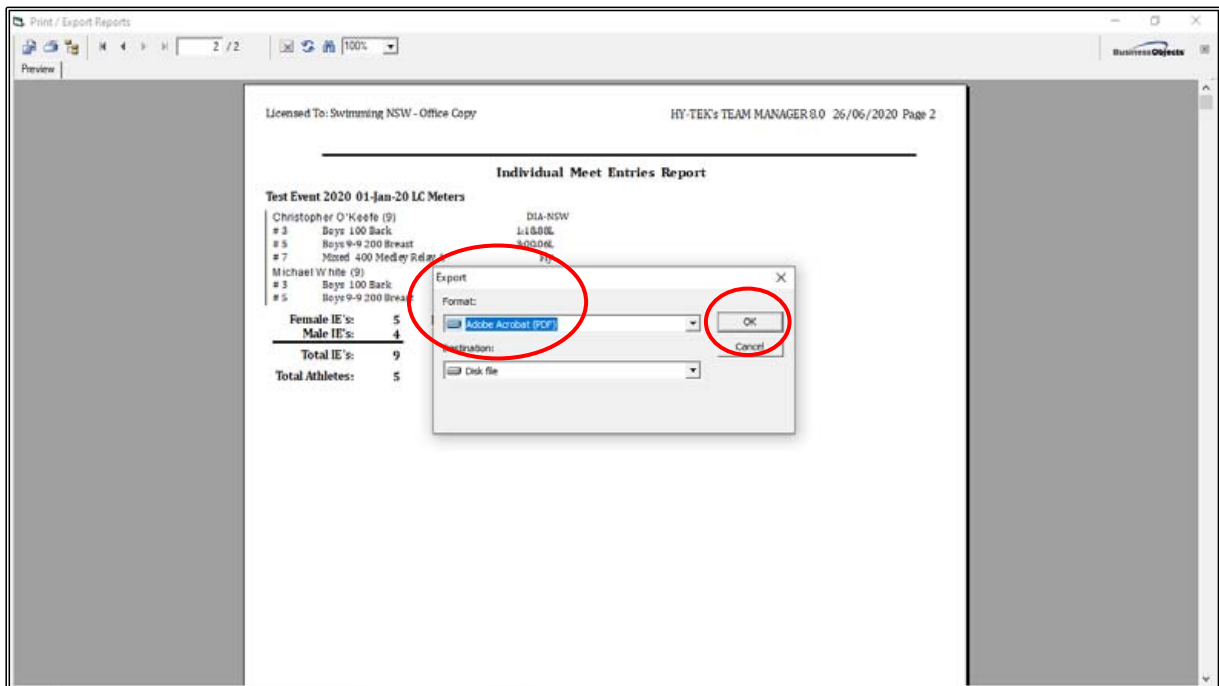
Christopher O'Keefe (9)	DIA-NSW
# 3 Boys 100 Back	1:18.88L
# 5 Boys 9-9 200 Breast	3:00.06L
# 7 Mixed 400 Medley Relay A	Flt
Michael White (9)	DIA-NSW
# 3 Boys 100 Back	1:15.85L
# 5 Boys 9-9 200 Breast	36.24L
<b>Female IE's: 5</b>	<b>Female RE's: 3</b>
<b>Male IE's: 4</b>	<b>Male RE's: 1</b>
<b>Total IE's: 9</b>	<b>Total RE's: 4</b>
<b>Total Athletes: 5</b>	

When the INDIVIDUAL MEET ENTRIES report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

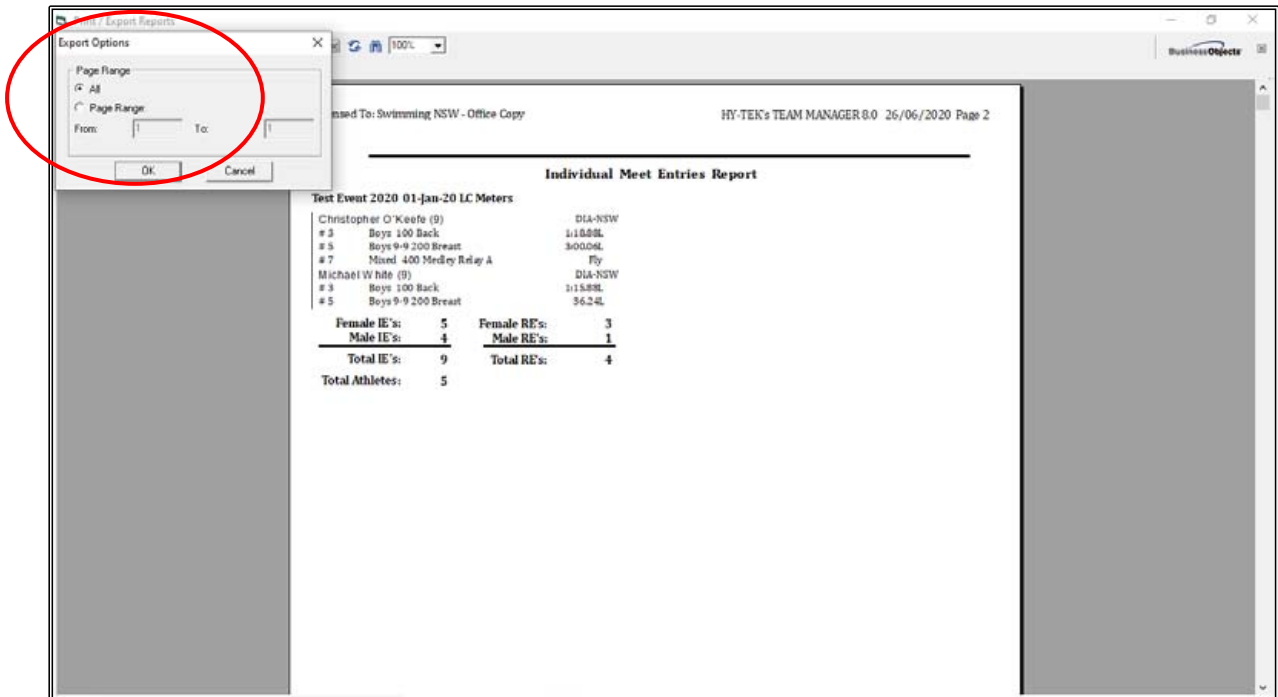
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



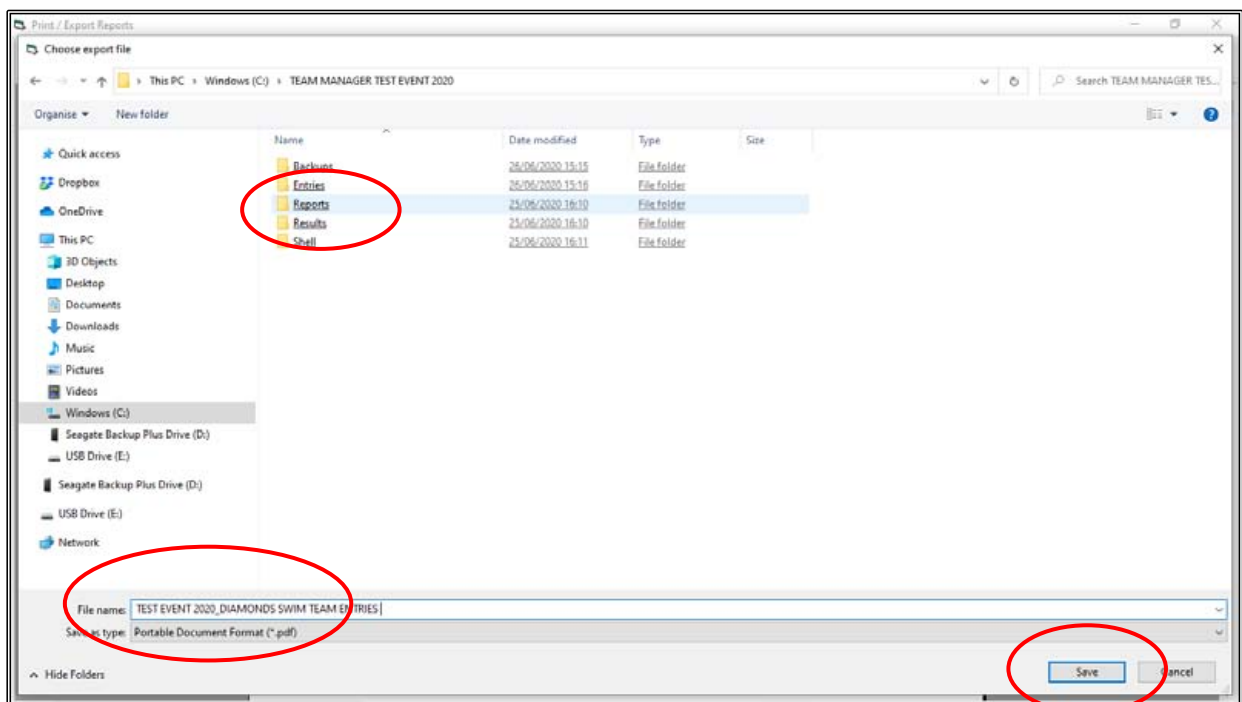
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEAM MANAGER TEST EVENT 2020\REPORTS.

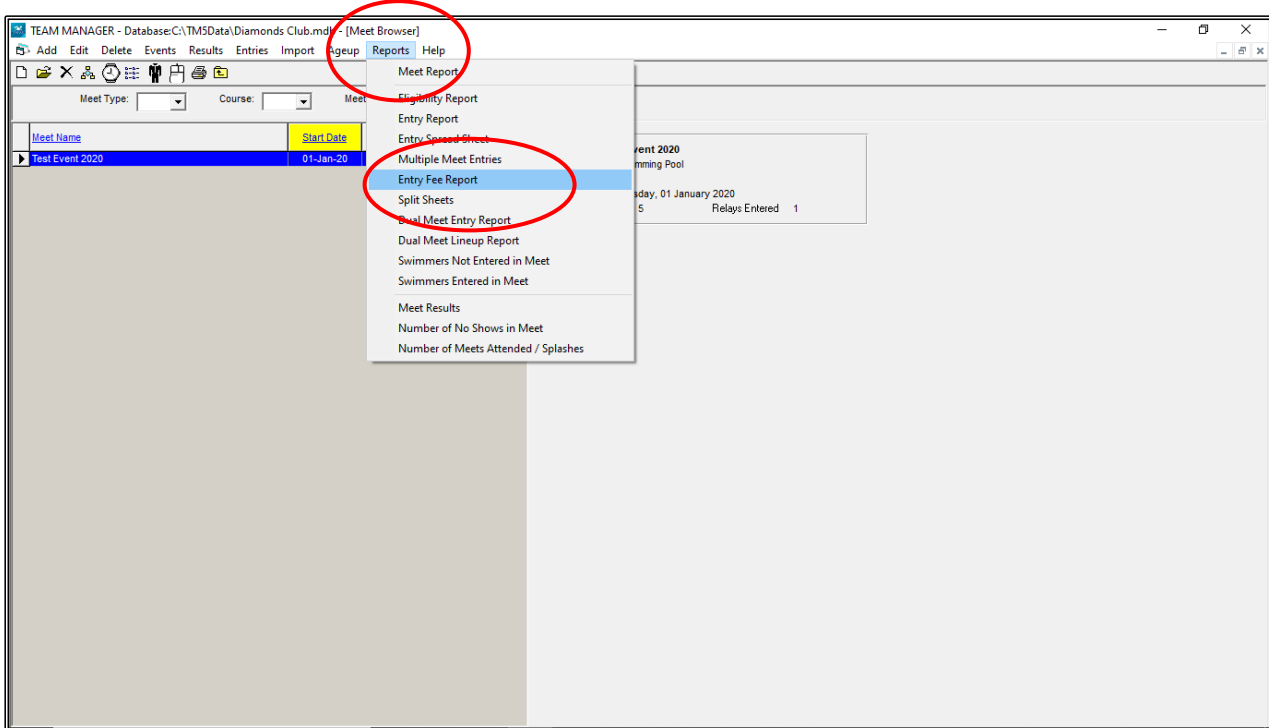
Change the FILE NAME to TEST EVENT 2020\_DIAMONDS SWIM TEAM ENTRIES and click SAVE.



CLOSE OUT ☒ of the INDIVIDUAL MEET ENTRIES report screen and then click CANCEL in the MEET ENTRIES screen and you will be back at the MEET BROWSER screen.

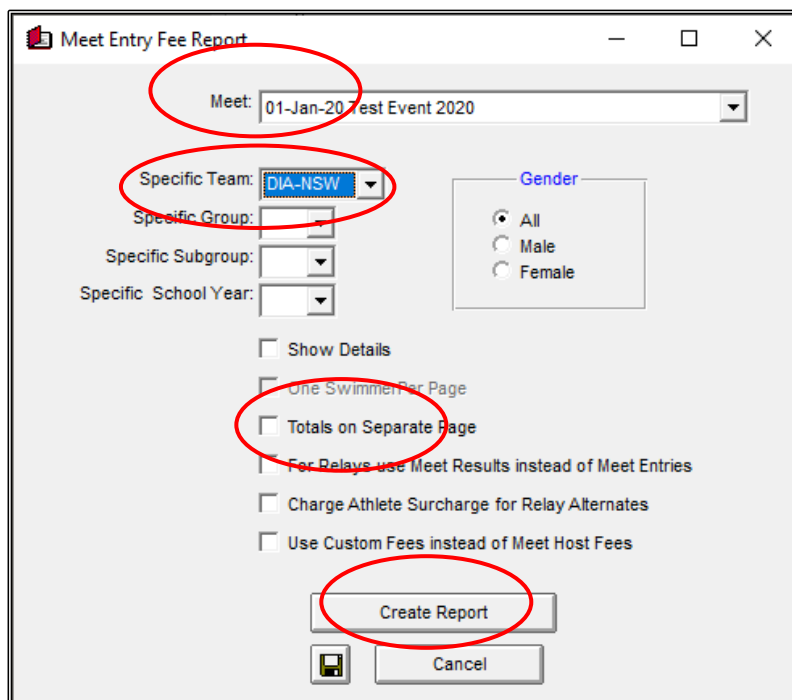
You now need to create an ENTRY FEE REPORT.

Ensure the TEST EVENT 2020 meet is highlighted and click on the REPORTS tab at the top of the screen and the select ENTRY FEE REPORT from the drop down.



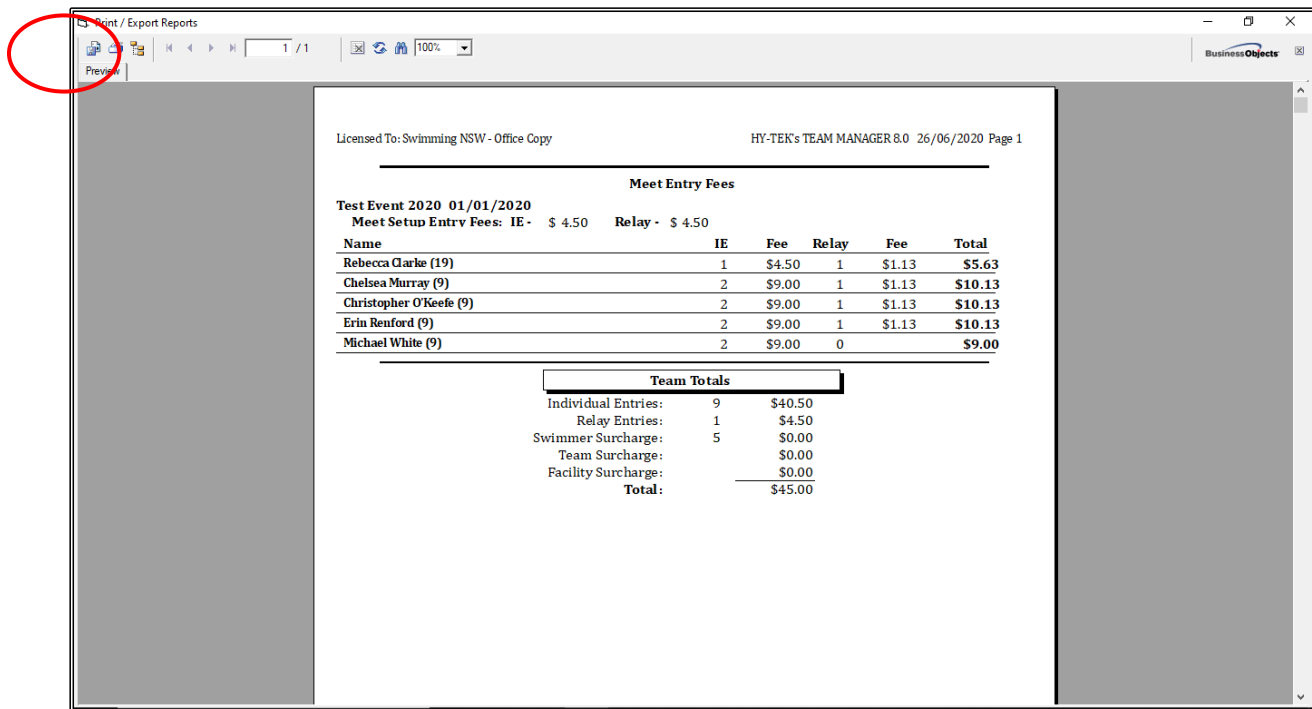
When the MEET ENTRY FEE REPORT screen opens, check the MEET NAME and then choose the SPECIFIC TEAM name.

Deselect TOTALS ON SEPARATE PAGE (this saves paper) and then click CREATE REPORT.

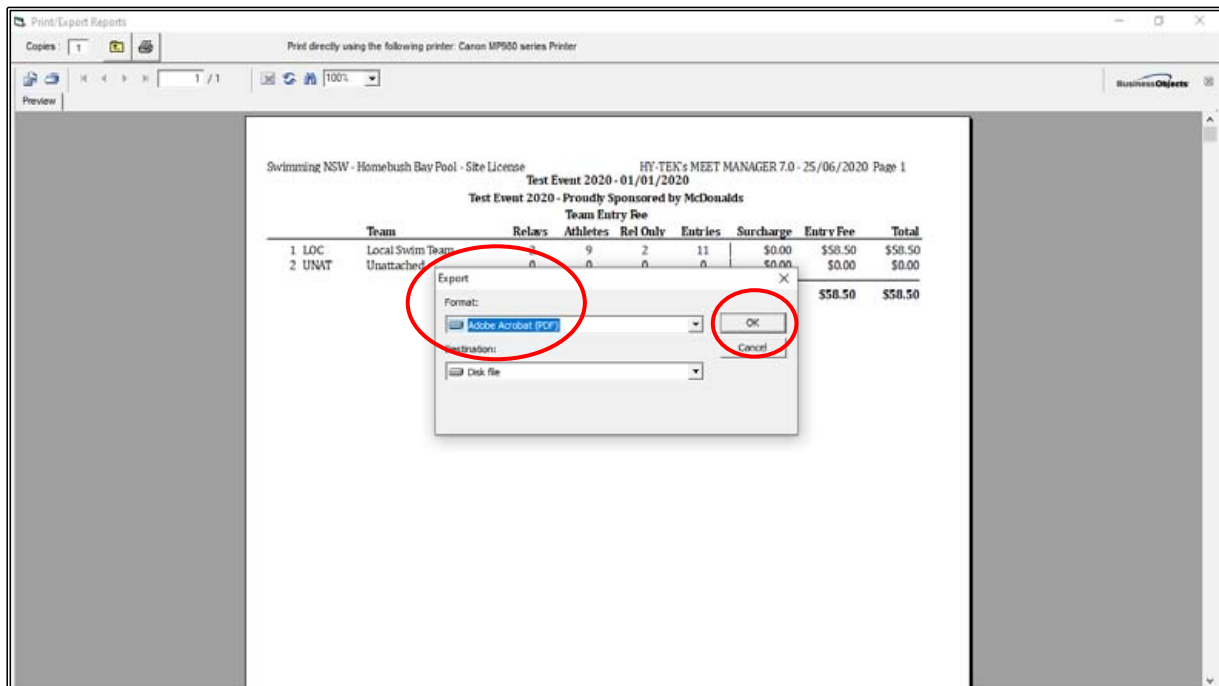


Once the MEET ENTRY FEES report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

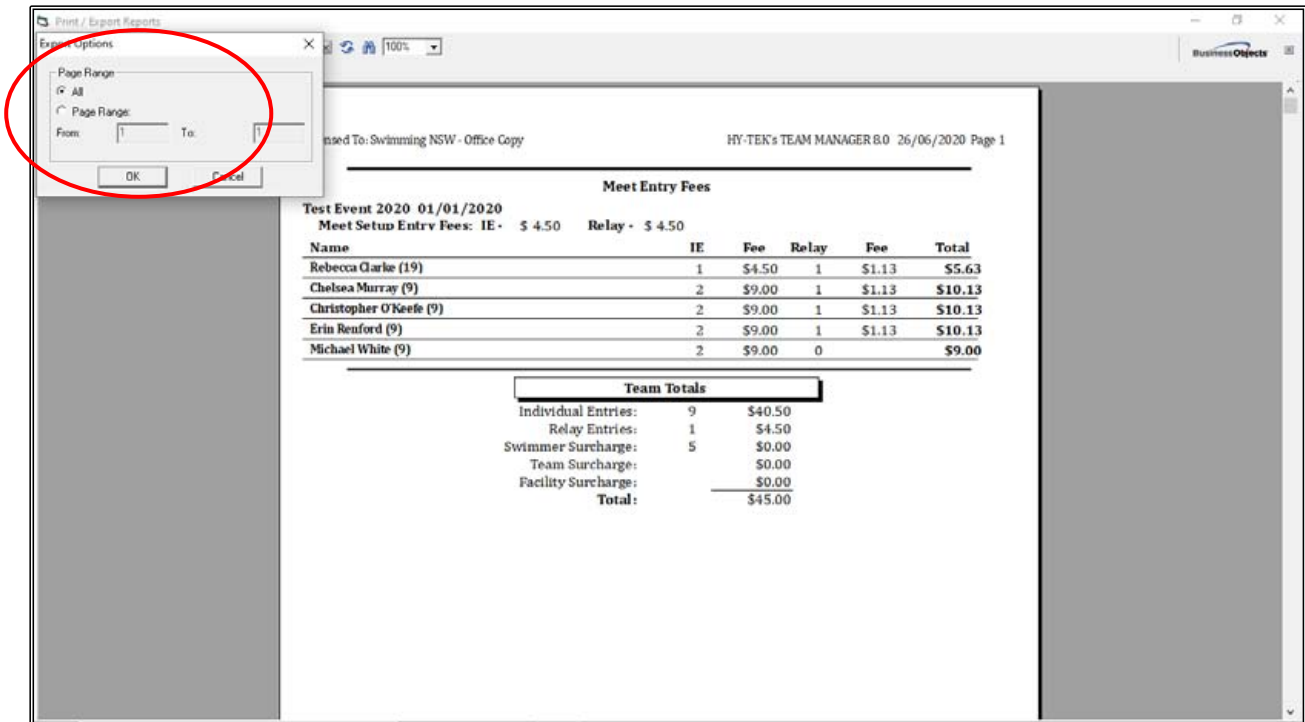
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.

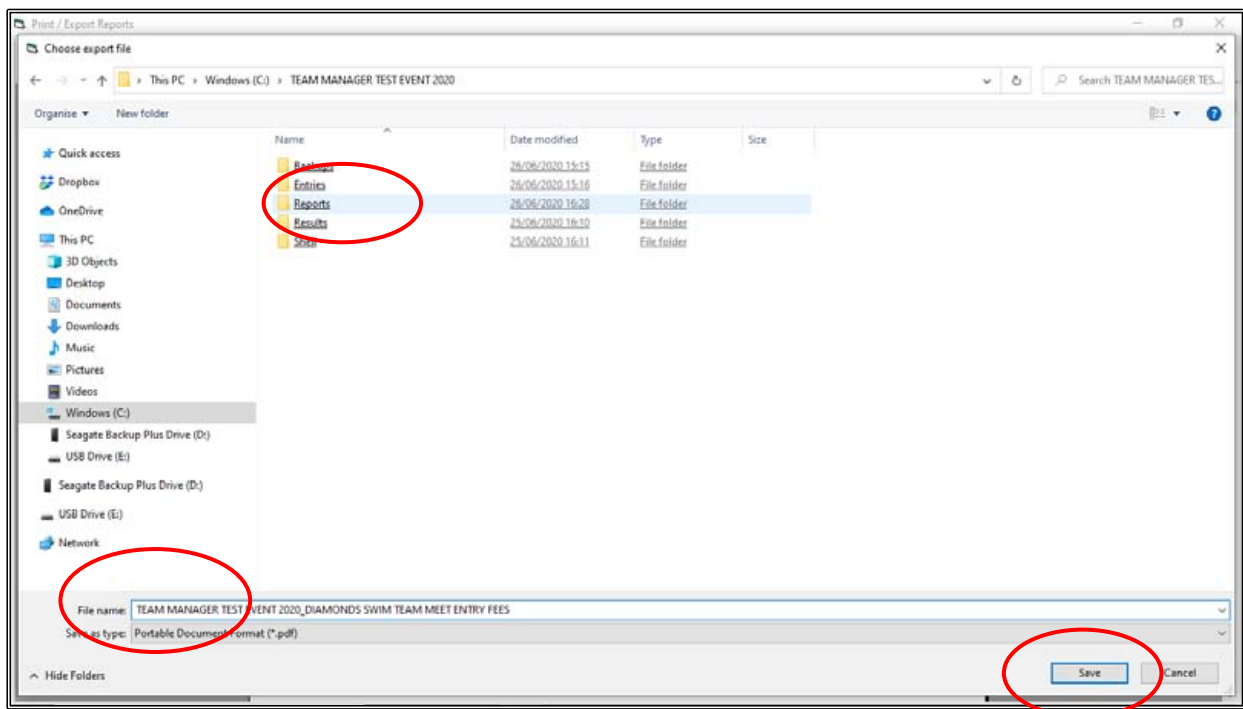


Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:  
C:\TEAM MANAGER TEST EVENT 2020\REPORTS.

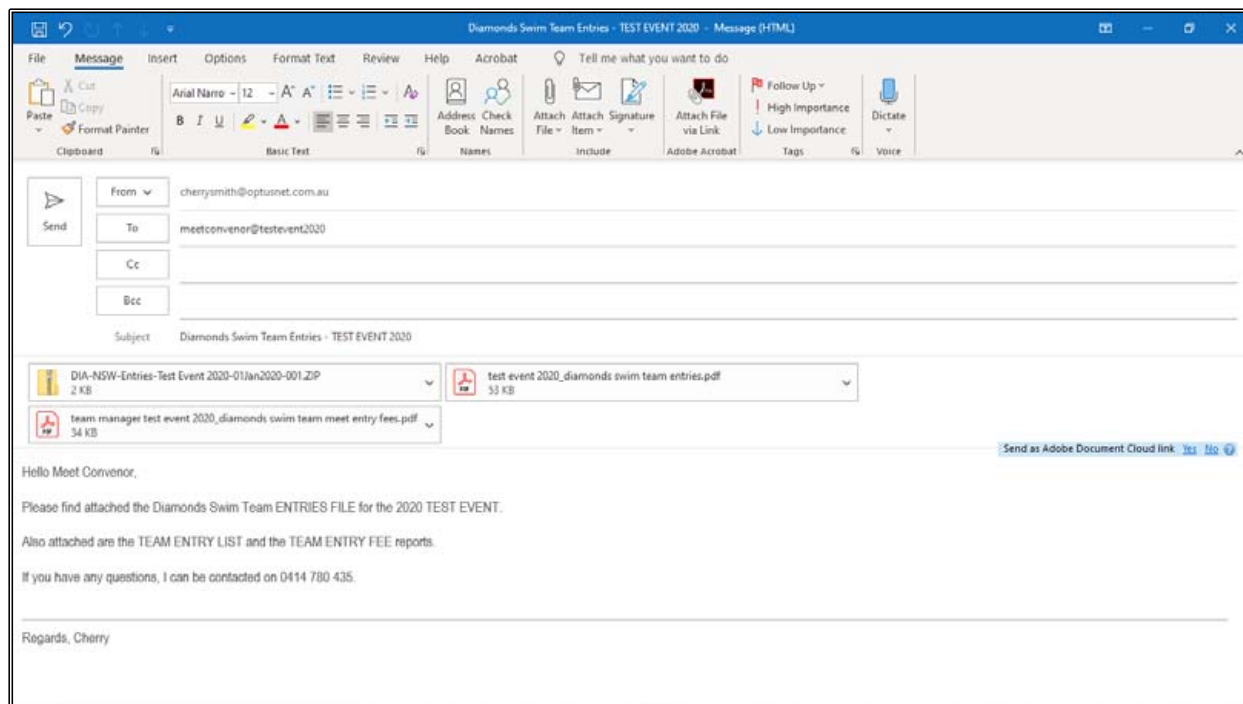
Change the FILE NAME to TEAM MANAGER TEST EVENT 2020\_DIAMONDS SWIM TEAM MEET ENTRY FEES and click SAVE.



Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.



CLOSE OUT ☒ of all screens back to the MAIN MENU screen.

## SECTION ELEVEN: HOW TO USE MEET MANAGER AND TEAM MANAGER TO IMPORT RESULTS FROM EXTERNAL MEETS

### 1. IMPORTING RESULTS FOR YOUR CLUB INTO MEET MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEST EVENT 2020 Folder prior to the meet:

C:\TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your MEET MANAGER program.

How you do the import will depend on which file the RACE ORGANISER has sent you.

a) If you have a BACKUP file of the meet, you will use the RESTORE method.



Swmm7BkupTest Event 2020-01.zip

b) If you have a MERGE MM TO MM RESULTS file, you will need to use the IMPORT method.



Merge Meet  
Results-Test Event 2

**NOTE:** Both of these IMPORT methods will import the WHOLE MEET results, not just your club.



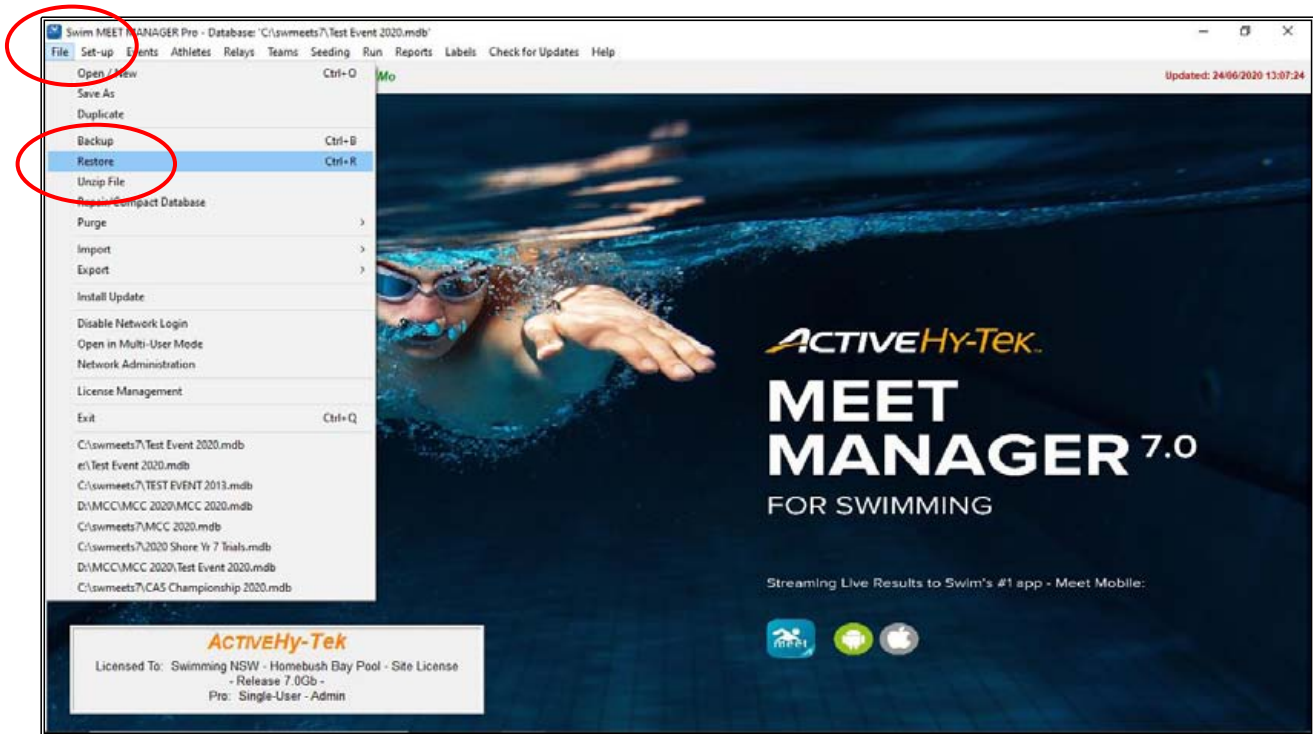
Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

a) RESTORE method using a BACKUP file of the meet.



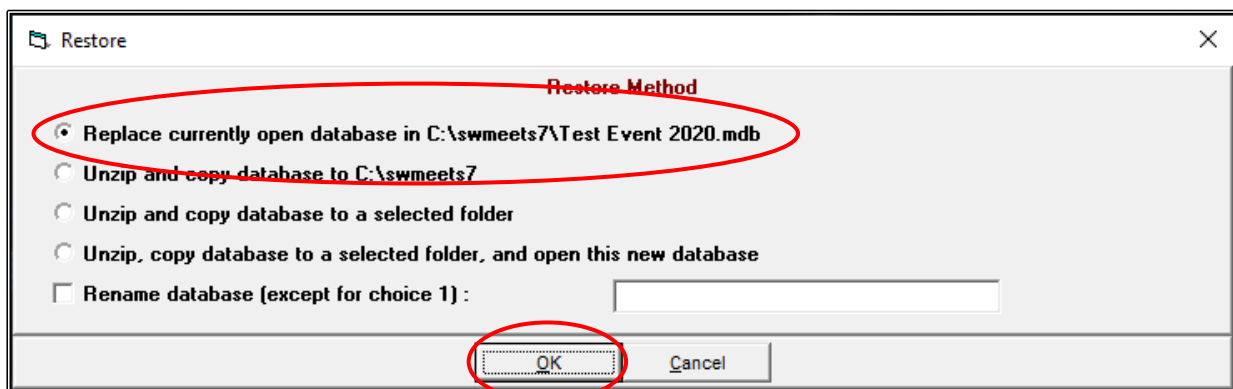
Swmm7BkupTest Event 2020-01.zip

From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.

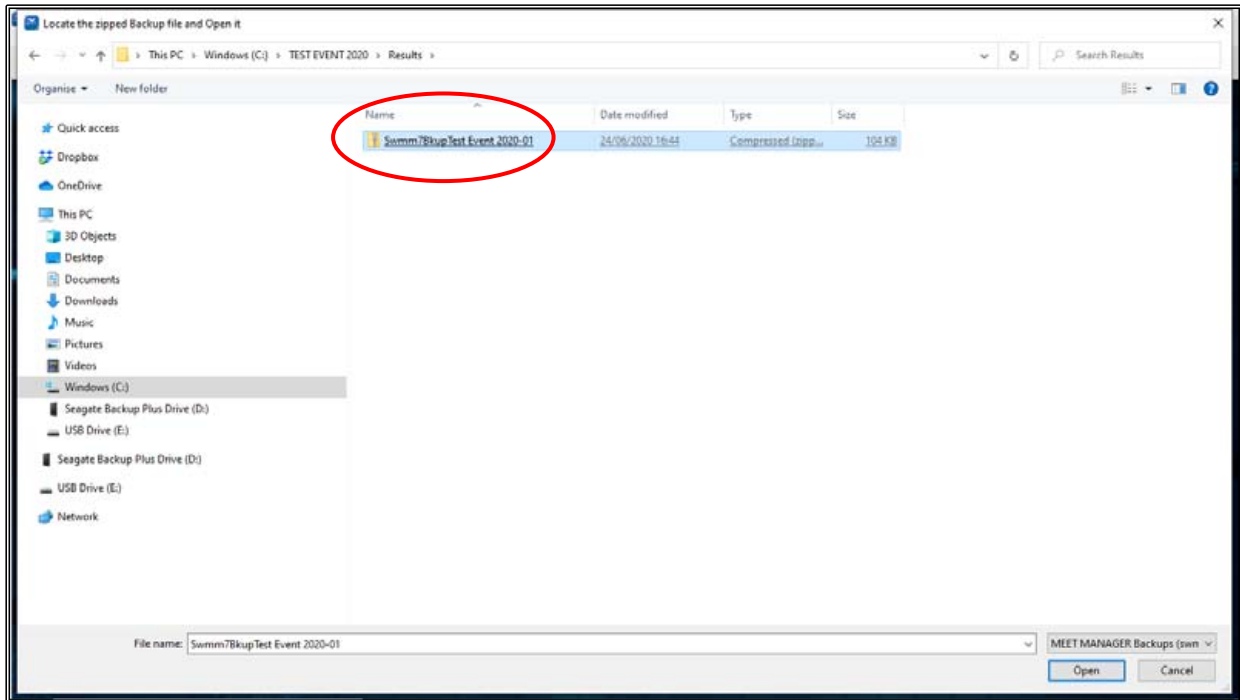


When the RESTORE screen appears, choose the REPLACE CURRENTLY OPEN DATABASE IN C:\swmeets7\Test Event 2020.mdb OPTION.

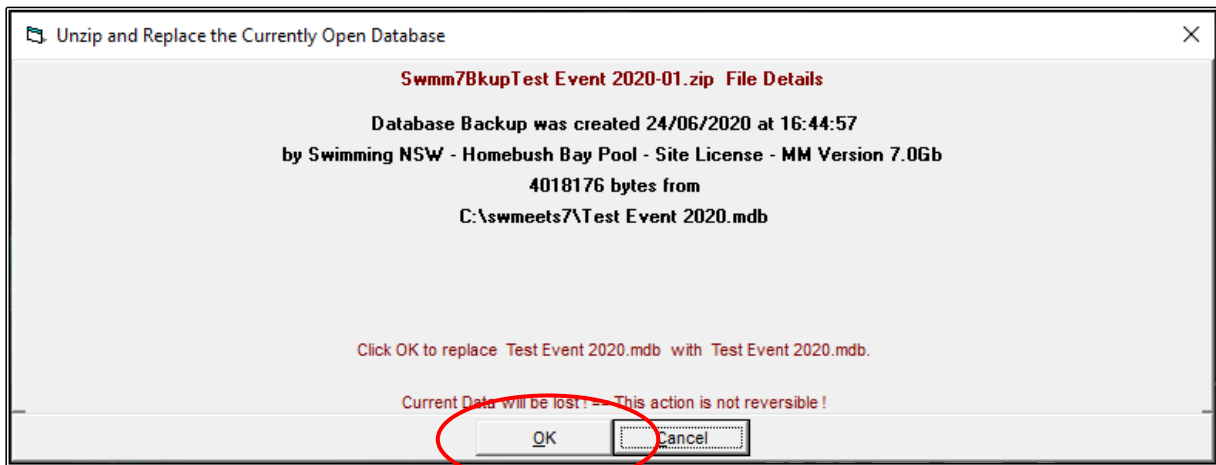
Click OK.



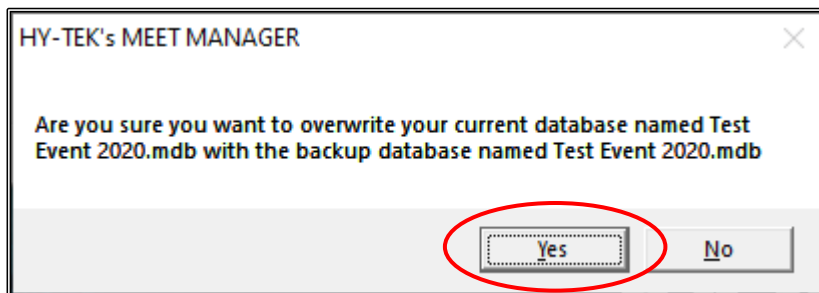
Choose the RESULTS folder and then click on the BACKUP file.



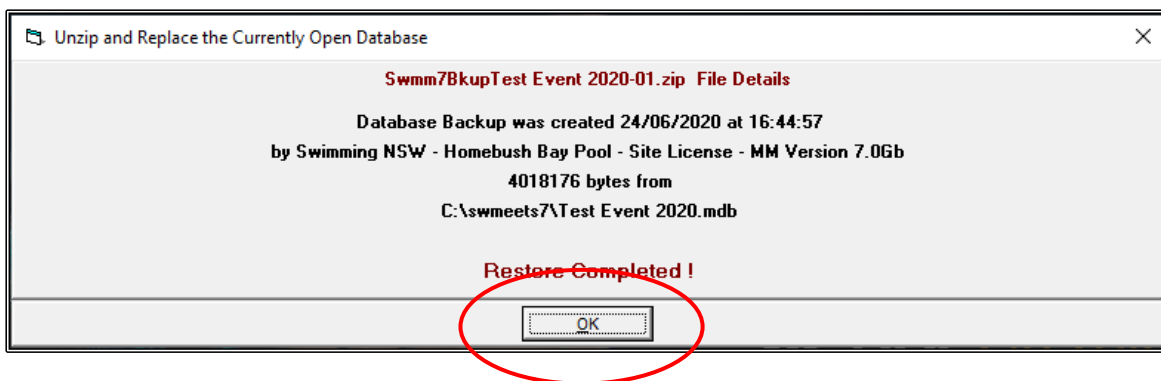
Click OK when the UNZIP screen opens.



Click OK when prompted.



Click OK when the RESTORE COMPLETED screen appears.



You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

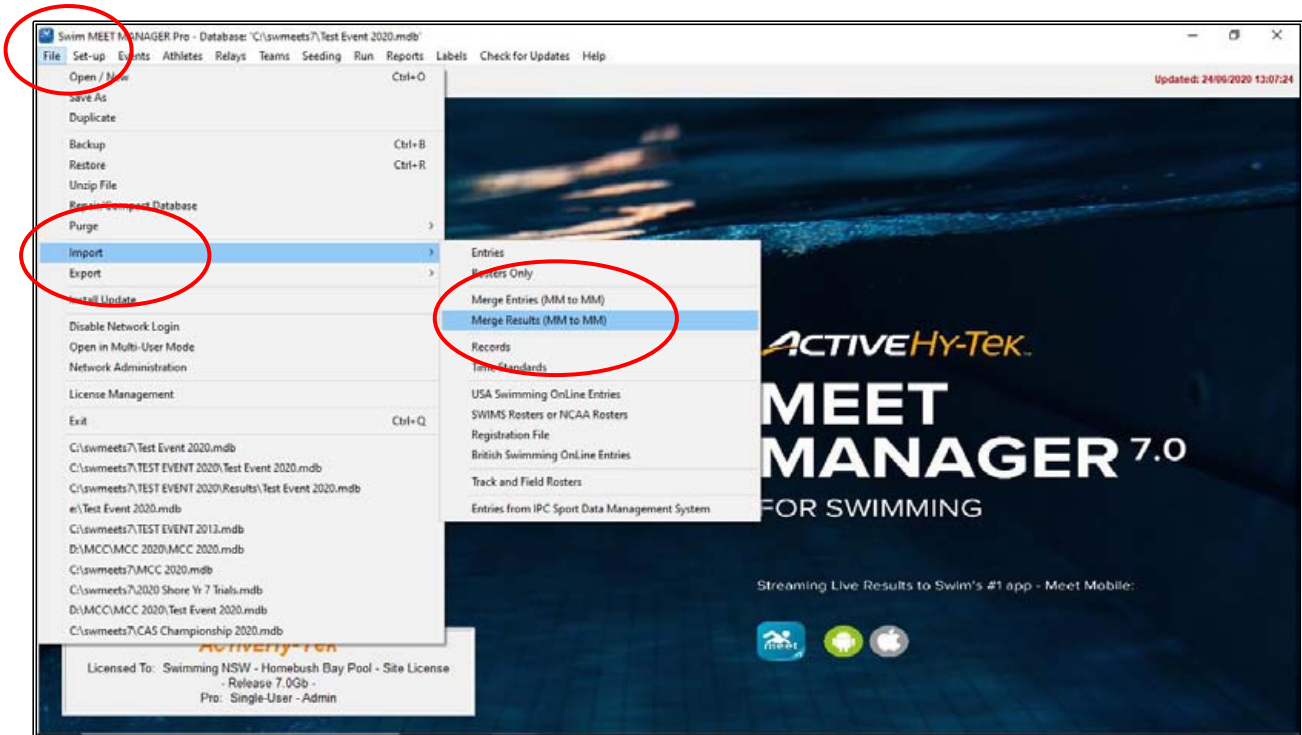
Athletes																									
Layout Add Edit Delete Contact Comp# Multi-Class# ScratchAll View Find Reports Export to HTML Events Relays Teams Help																									
Session All																									
Gender: <input type="radio"/> Both <input type="radio"/> Male <input type="radio"/> Female																									
Age Range: [ ] - [ ] Team: [ ]																									
Entries: <input type="radio"/> Eligible Only <input type="radio"/> All Events <input type="radio"/> Entries Only																									
<input type="checkbox"/> Show Relays <input type="checkbox"/> Show Swim-ups <input type="checkbox"/> Show Results																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status															
Ainsworth	Andrew		M	8	FAN	FANTASY CLUB	AINAM060811	06/08/2011		Normal															
Bartels	Christopher		M	8	NSW	NSW CLUB	BARCH060810	08/08/2010		Normal															
Bates	Emily		F	8	NSW	NSW CLUB	BATEM120813	12/08/2013		Normal															
Birmingham	Tim		M	8	DRA	DRAGONS TEAM	BIRTH50211	15/02/2011		Normal															
Black	Melanie		F	9	DRA	DRAGONS TEAM	BLAME070710	07/07/2010		Normal															
Bonner	Kate		F	9	FAN	FANTASY CLUB	BONKA051110	05/11/2010		Normal															
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAMI040810	04/08/2010		Normal															
Brown	Alice		F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011		Normal															
Carol	Nicola		F	8	FAN	FANTASY CLUB	CARNI111113	11/11/2013		Normal															
Chapman	Jessica		F	8	DRA	DRAGONS TEAM	CHAJE150311	15/03/2011		Normal															
Clarke	Rebecca		F	19	DIA	DIAMONDS CLUB	CLARE171000	17/10/2000		Normal															
Conway	Guy		M	8	DRA	DRAGONS TEAM	CONGU161011	16/10/2011		Normal															
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXSA051011	05/10/2011		Normal															
Drury	Kate		F	9	FAN	FANTASY CLUB	DRUKA200210	20/02/2010		Normal															
Glenn	Katherine		F	9	NSW	NSW CLUB	GLEKA150610	15/06/2010		Normal															
Harris	Joanna		F	17	FAN	FANTASY CLUB	HARJO101002	10/10/2002		Normal															
Hicks	Sally		F	9	DRA	DRAGONS TEAM	HICSA170410	17/04/2010		Normal															
Hill	Faith		F	10	LOC	LOCAL SWIM TEAM	HLFA141209	14/12/2009		Normal															
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HLWE200710	20/07/2010		Normal															
Johnston	Kirk		M	9	NSW	NSW CLUB	JOHKK010810	01/08/2010		Normal															
ENTRIES																									
Ent#	Eligible Events	Set	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time													
1	Boys 8&U 50 Free	<input checked="" type="checkbox"/>	Scored	39.79L	1/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		39.79L													
3	Men Open 100 Back	<input checked="" type="checkbox"/>	Scored	2:02.00L	2/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2:02.00L													

Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

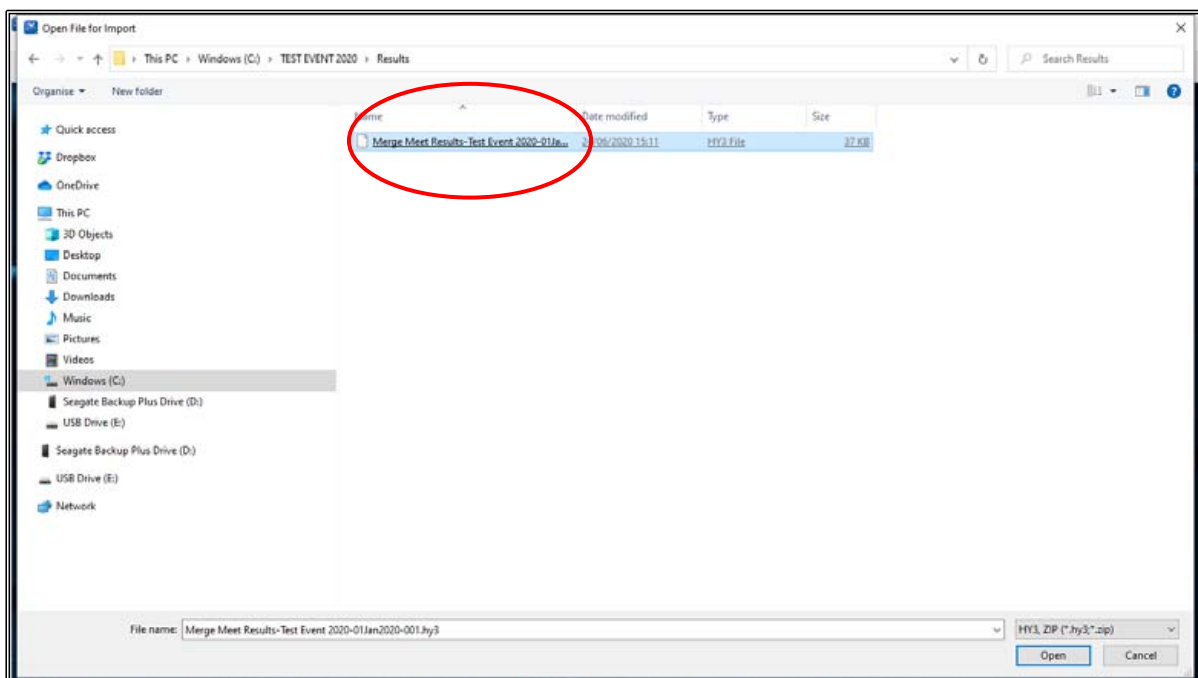
b) RESTORE method using a MERGE MM TO MM RESULTS file.



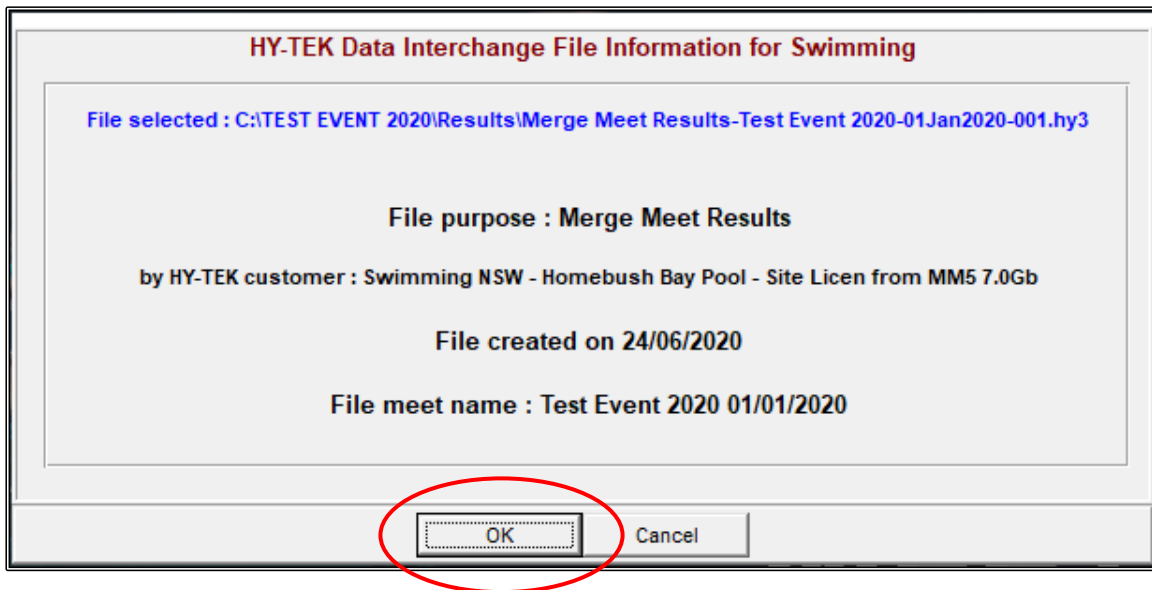
From the MAIN MENU screen, click on the FILE tab and then select IMPORT from the drop down and then choose MERGE RESULTS (MM to MM).



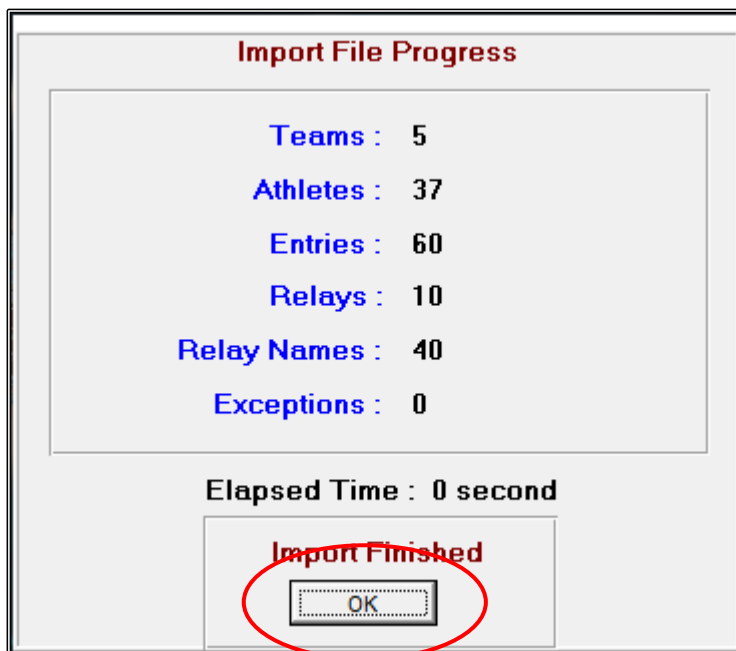
Choose the RESULTS folder and then click on the MERGE MEET RESULTS file.



Click OK when the DATA INTERCHANGE FILE screen opens.



Click OK when the IMPORT FILE PROGRESS screen opens.



You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

Let's Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
▶ Anisworth	Andrew		M	8	FAN	FANTASY CLUB	ARLAND050311	05/05/2011		Normal
Bartels	Christopher		M	9	NSW	NSW CLUB	BARCH080810	08/08/2010		Normal
Bates	Emily		F	6	NSW	NSW CLUB	BATEM120813	12/08/2013		Normal
Birmingham	Tim		M	8	DRA	DRAGONS TEAM	BRTM150211	15/02/2011		Normal
Black	Melanie		F	9	DRA	DRAGONS TEAM	BLAME070710	07/07/2010		Normal
Bonner	Kate		F	9	FAN	FANTASY CLUB	BONKA051110	05/11/2010		Normal
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAM040810	04/08/2010		Normal
Brown	Alice		F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011		Normal
Carol	Nicola		F	6	FAN	FANTASY CLUB	CARN111113	11/11/2013		Normal
Chapman	Jessica		F	8	DRA	DRAGONS TEAM	CHAJE150311	15/03/2011		Normal
Clarke	Rebecca		F	19	DIA	DIAMONDS CLUB	CLARE171000	17/10/2000		Normal
Conway	Guy		M	8	DRA	DRAGONS TEAM	CONGU161011	16/10/2011		Normal
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXA051011	05/10/2011		Normal
Drury	Kate		F	9	FAN	FANTASY CLUB	DRUKA200210	20/02/2010		Normal
Glenn	Katherine		F	9	NSW	NSW CLUB	GLEKA150610	15/06/2010		Normal
Harris	Joanna		F	17	FAN	FANTASY CLUB	HARJO101002	10/10/2002		Normal
Hicks	Sally		F	9	DRA	DRAGONS TEAM	HICSA170410	17/04/2010		Normal
Hill	Faith		F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009		Normal
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010		Normal
Johnston	Kirk		M	9	NSW	NSW CLUB	JOHK010810	01/08/2010		Normal

ENTRIES												
Evt #	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
1	Boys 8&U 50 Free	✓	Scored	39.79L	1/3							39.79L
3	Men Open 100 Back	✓	Scored	2:02.00L	2/1							2:02.00L

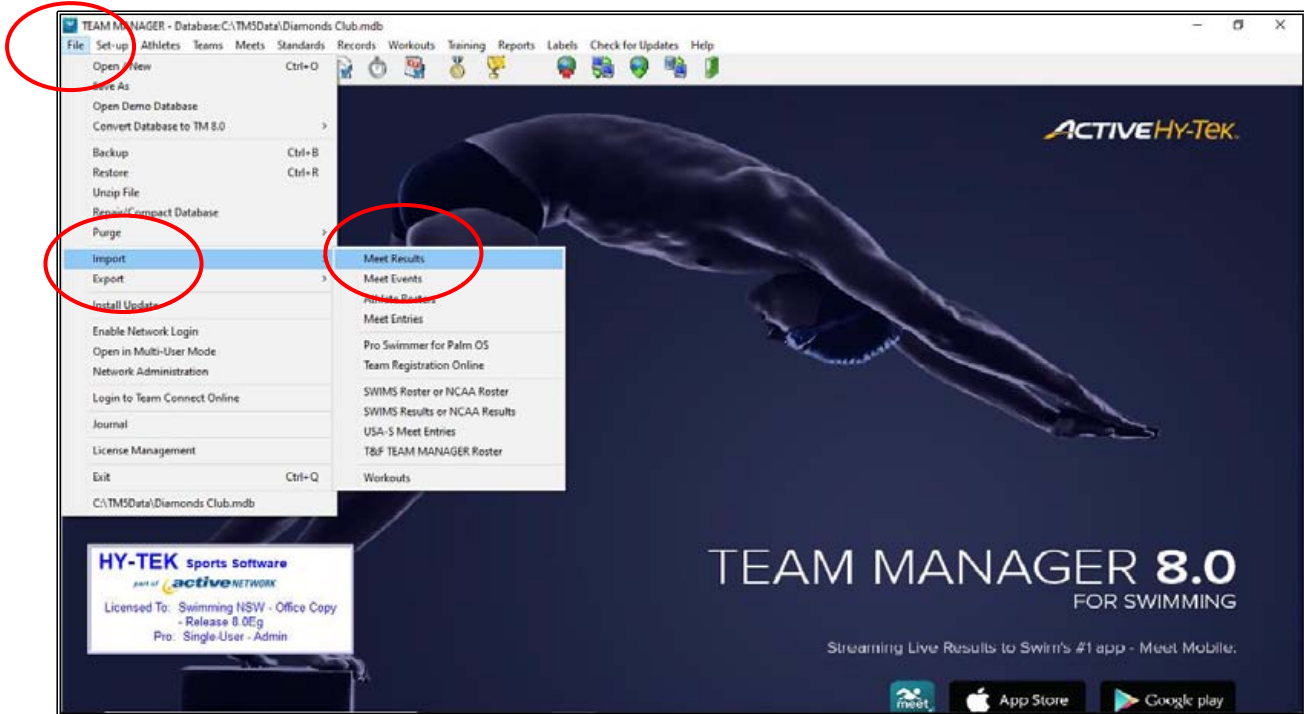
## 2. IMPORTING RESULTS FOR YOUR CLUB INTO TEAM MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

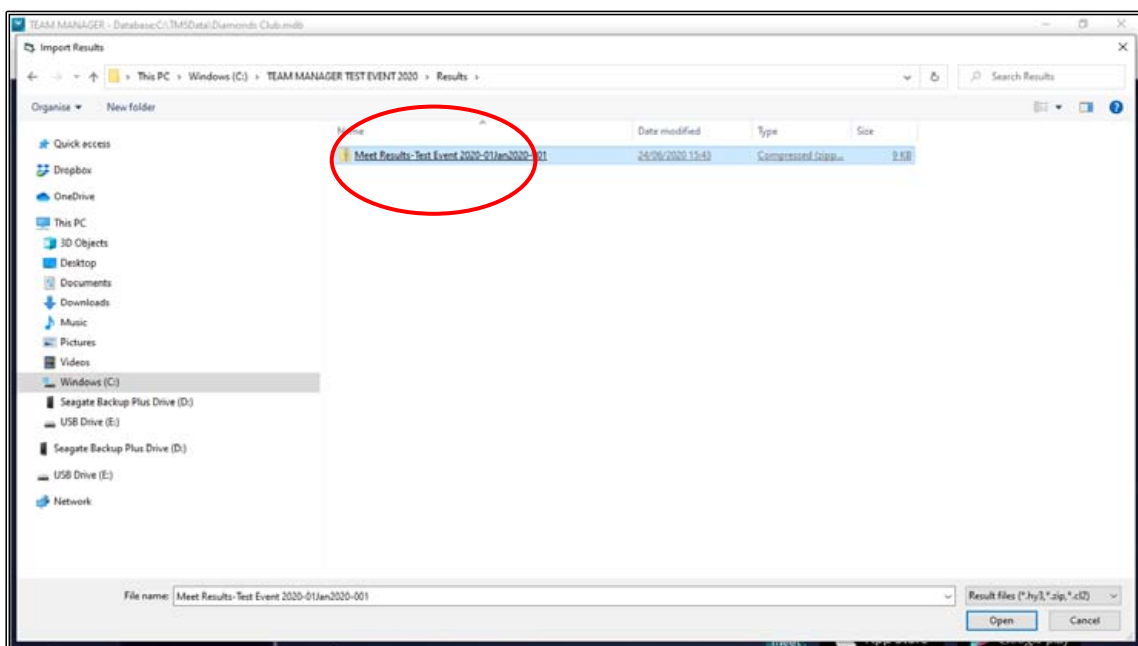
You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEAM MANAGER TEST EVENT 2020 folder prior to the meet:  
C:\TEAM MANAGER TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your TEAM MANAGER program.

From the MAIN MENU screen, click on the FILE tab and then choose IMPORT from the drop down, now select MEET RESULTS.

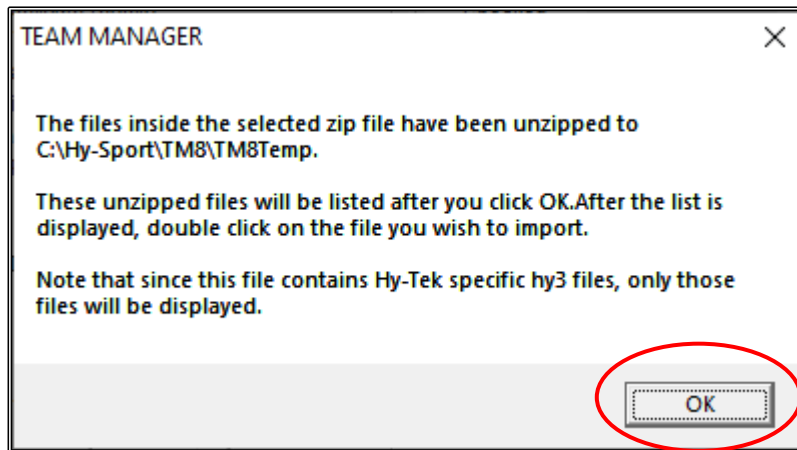


Choose the RESULTS folder and then click on the MEET RESULTS file.



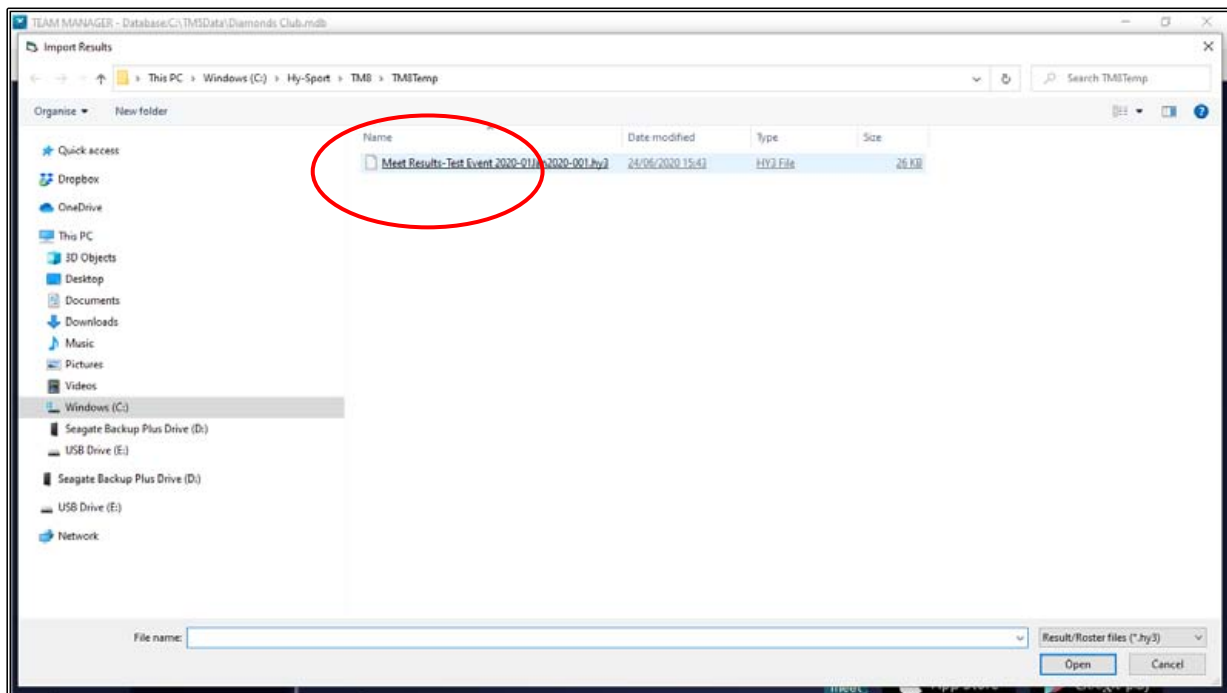


Click OK when the UNZIPPED screen opens.



Click on the MEET RESULTS file.

The IMPORT RESULTS screen is now available for you to customise how and what data you want to import.





The only boxes that should be changed are in the IMPORT CRITERIA section.

You should ensure that you tick:

1. OVERLAY DUPLICATE RESULTS
2. ADD NEW TEAMS/ATHLETES.
3. Also type in your CLUB ABBREVIATION in the ONE TEAM box. If you do not do this, you will import data for all clubs and not just your DIAMONDS club.

You should accept all the other default criteria and click OK and then CLOSE the IMPORT RESULTS screen back to the MAIN MENU screen.

All results will be imported including, splits (if available), DQs, placings and points (if allocated).

The screenshot shows the 'Import Results' dialog box with the following details:

- File Name:** C:\Hy-Sport\TM8\TM8Temp\Meet Results-Test Event 2020-01Jan2020-001.hy3
- Created by:** Hy-Tek, Ltd version: MMS 7.0Gb on 24/06/2020 3:43 PM
- File Type:** MEET MANAGER to TEAM MANAGER Results
- Meet Name:** Test Event 2020
- Start Date:** 01/01/2020

**Import Criteria:**

- Overlay duplicate results
- Add New Teams/Athletes
- Import Relays
- Import Splits for Individual Results
- Save Relay Lead Off as Result
- Match on Reg ID even if Team does not match
- Use From Date [DD/MM/YY]
- Use Thru Date [DD/MM/YY]
- One LSC: [Dropdown]
- One Team: [DIA]
- Import for Time Standard at Least [Dropdown]
- Current Time Standard: [Dropdown]

**Import Statistics:**

	Records Processed
Meets	
Teams	
Individual Results	
Relay Results	
Splits	

**Course:**

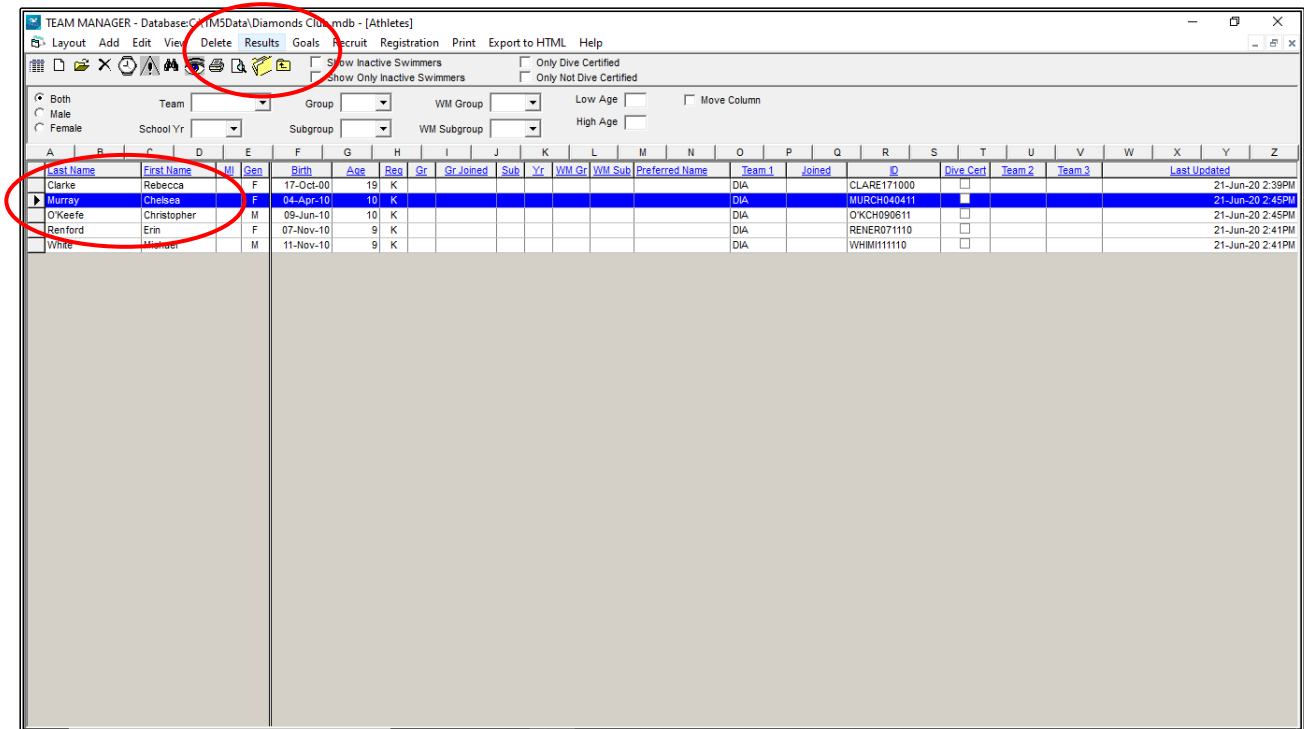
- All Courses
- Yards Only
- Short Meters Only
- Long Meters Only

Buttons: OK, Cancel

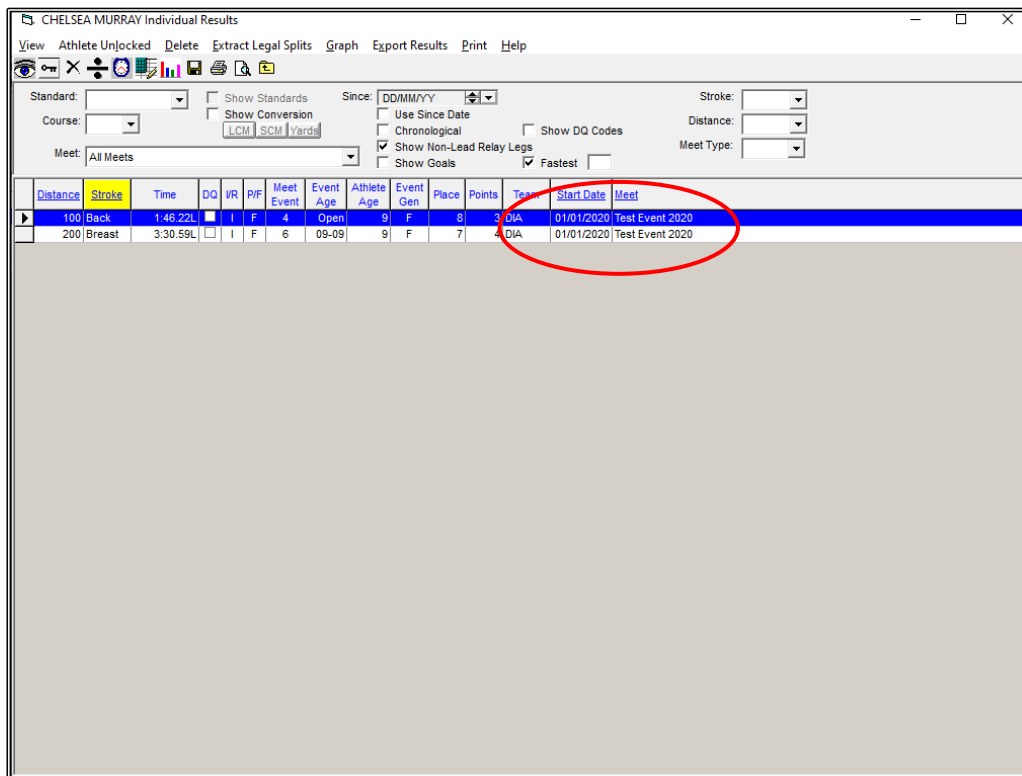
Footer: Import File Checked - Click OK to Import

You can check the results by clicking into the ATHLETES screen and then HIGHLIGHT one of your athletes.

Choose RESULTS from the top of the screen.



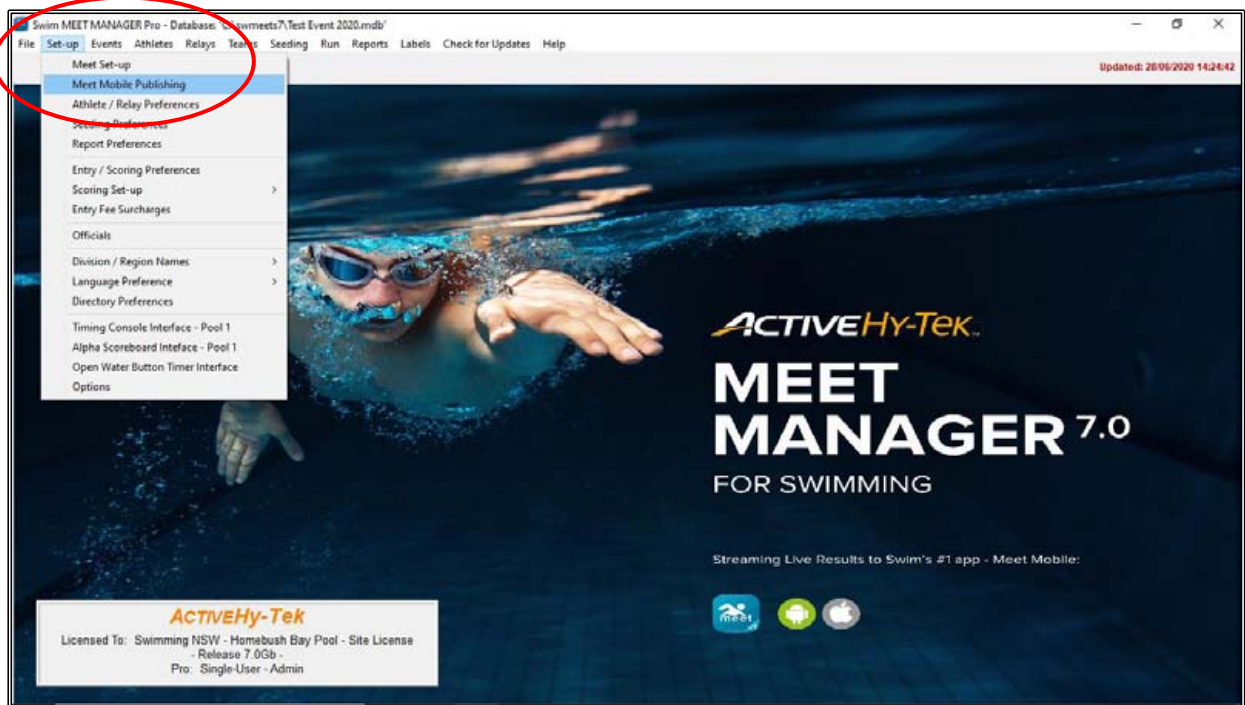
You will see from the RESULTS screen that the swimmer now has results from the TEST EVENT 2020 listed.



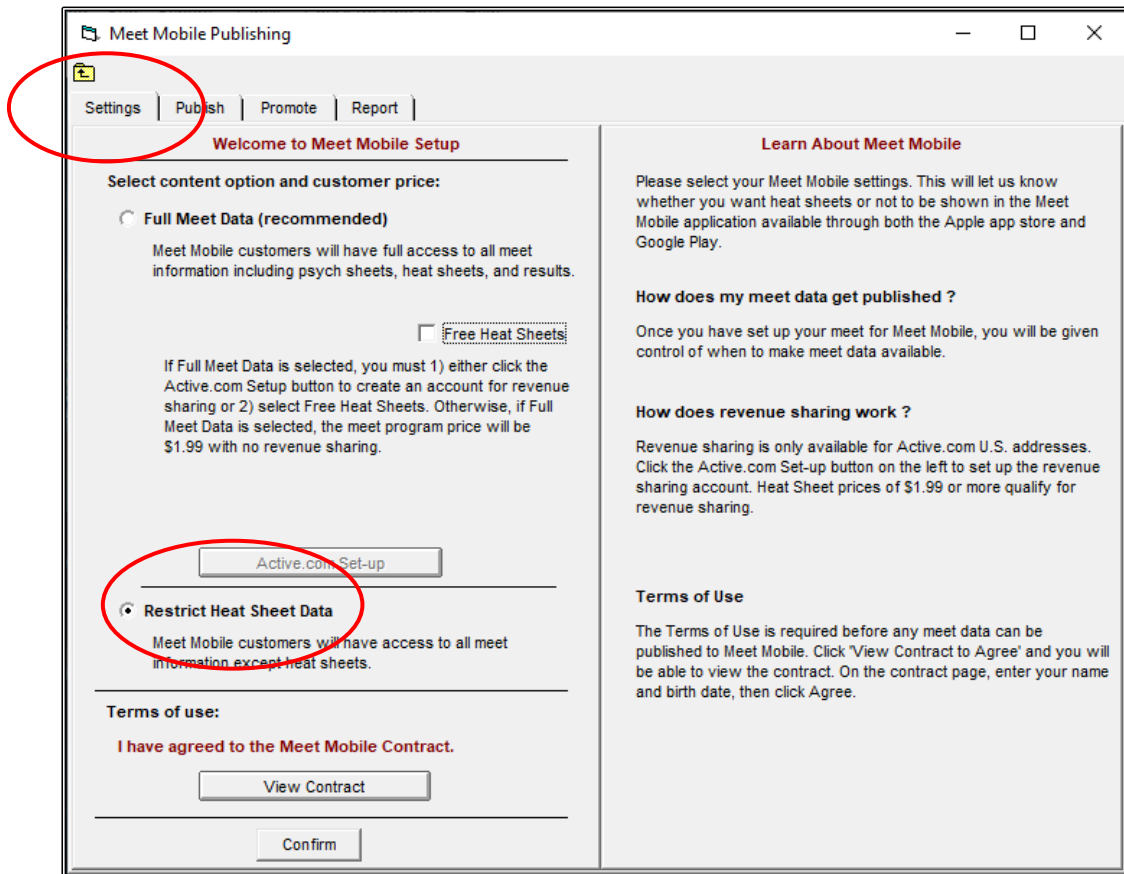
Now that the data has imported, you can begin to print any reports that you may need.

## SECTION TWELVE: HOW TO SET UP MEET MOBILE IN MEET MANAGER

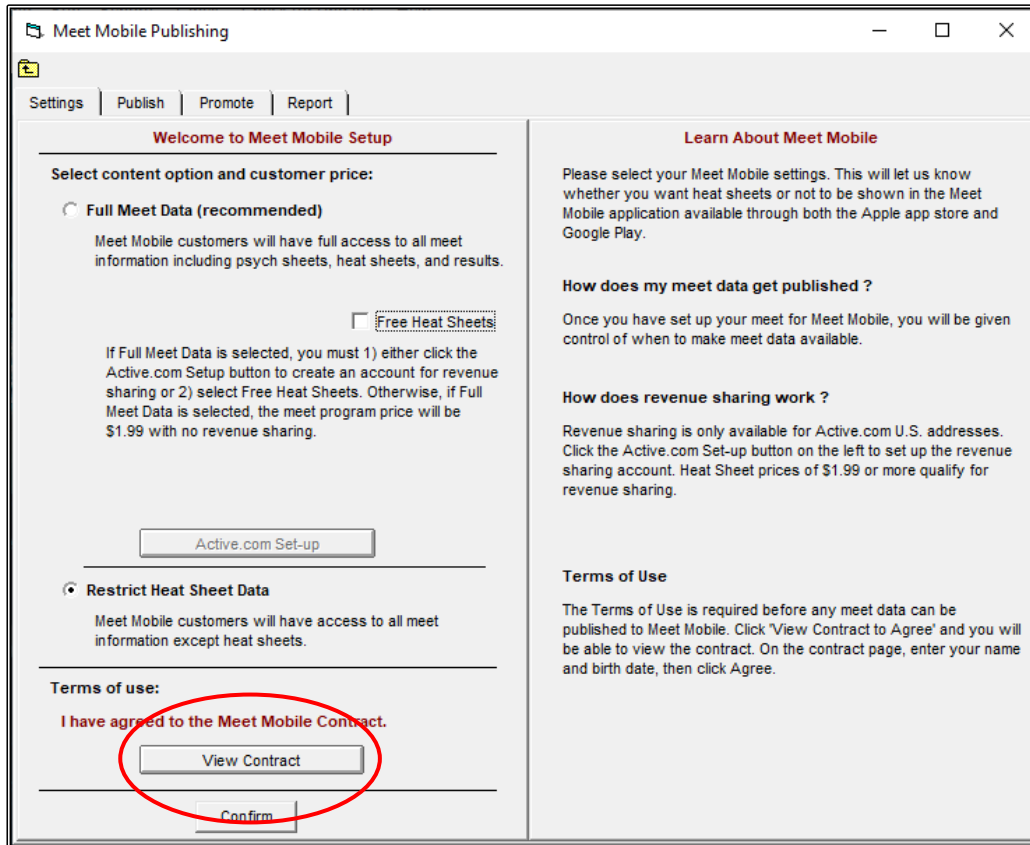
From the MAIN MENU screen, click on the SET-UP tab and then select MEET MOBILE PUBLISHING from the drop down.



From the MEET MOBILE PUBLISHING screen, under the SETTINGS tab, click on THE RESTRICT HEAT SHEET DATA option.

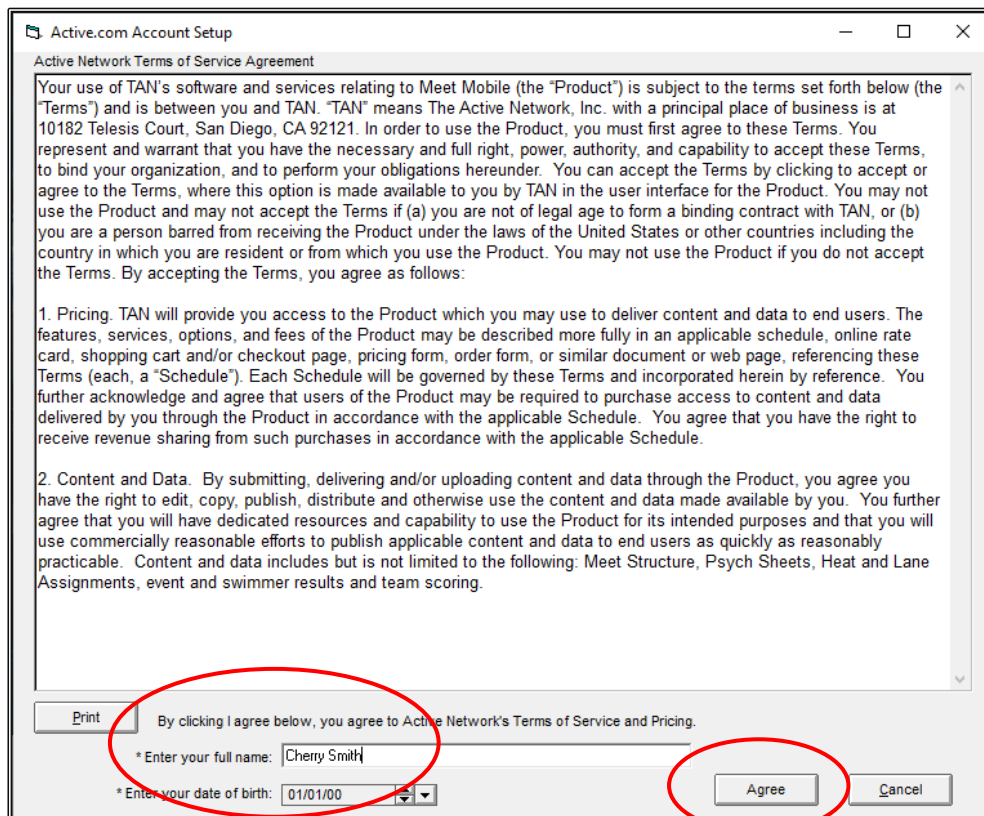


Now click on the VIEW CONTRACT button to view and AGREE to the contract.

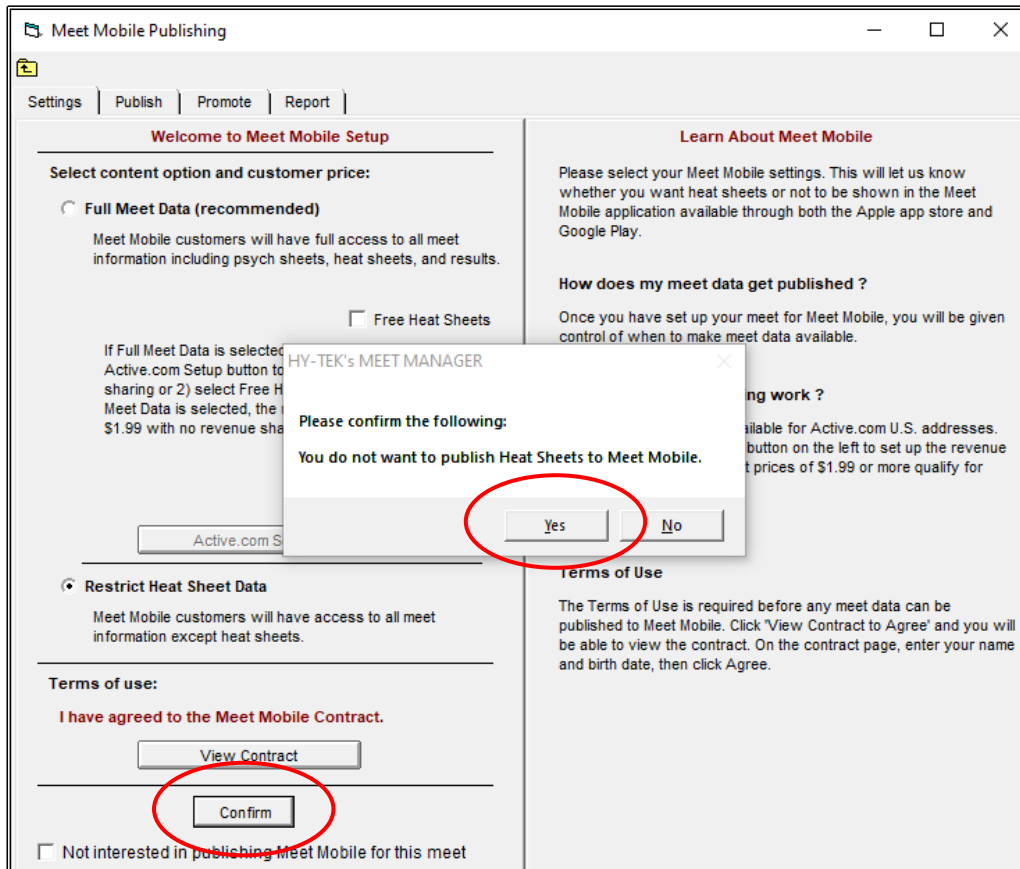


In the ACTIVE.COM ACCOUNT SETUP screen, enter your NAME and DATE OF BIRTH. This does not need to be your actual DOB as long as the date entered ensures you are over 18 years of age.

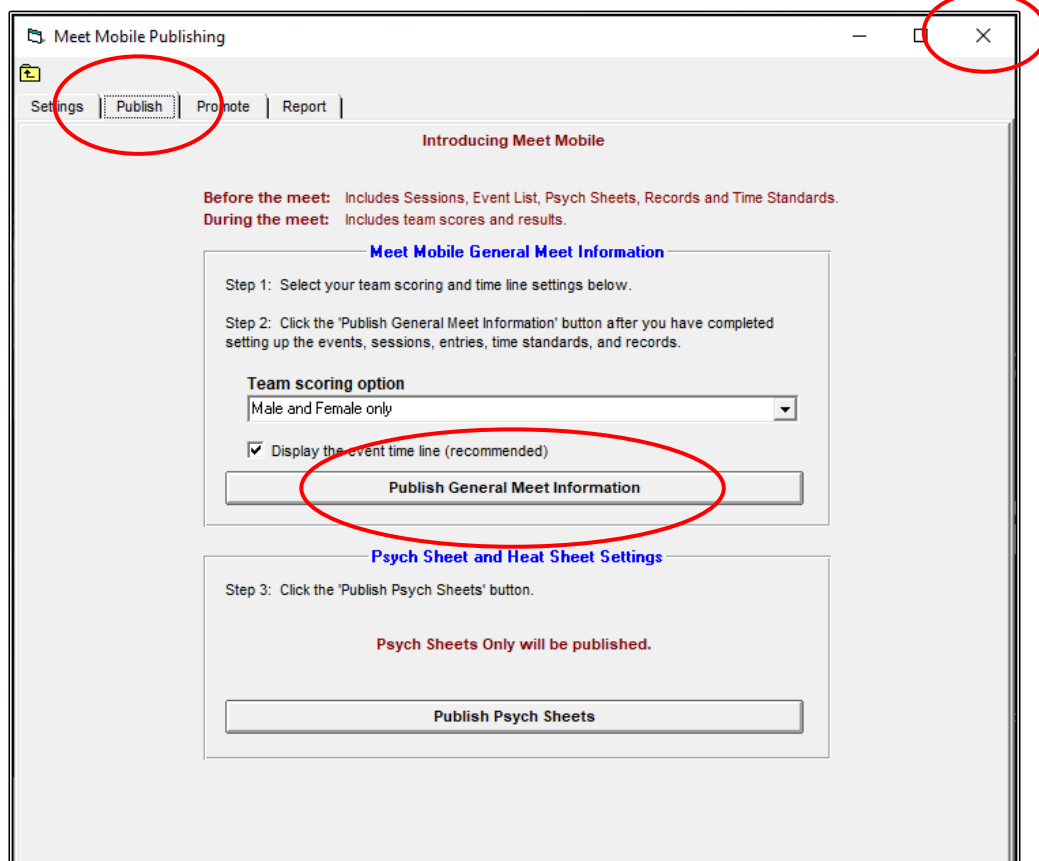
Click on the AGREE button.



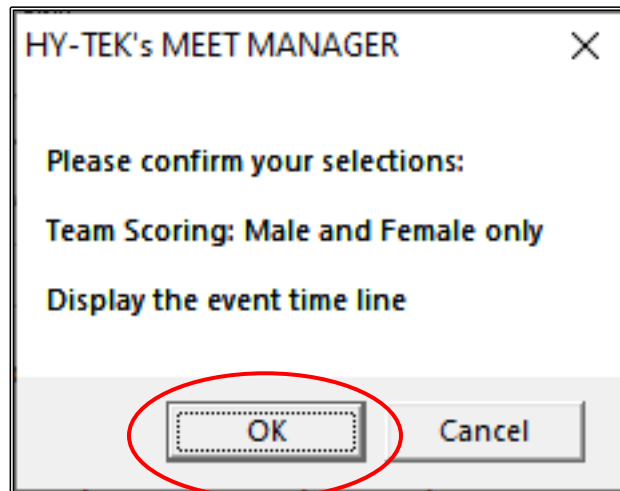
Click on the CONFIRM button and when the CONFIRMATION screen appears, click YES.



Now click on the PUBLISH tab and then click on the PUBLISH GENERAL MEET INFORMATION button and then CLOSE OUT ☒ the screen.

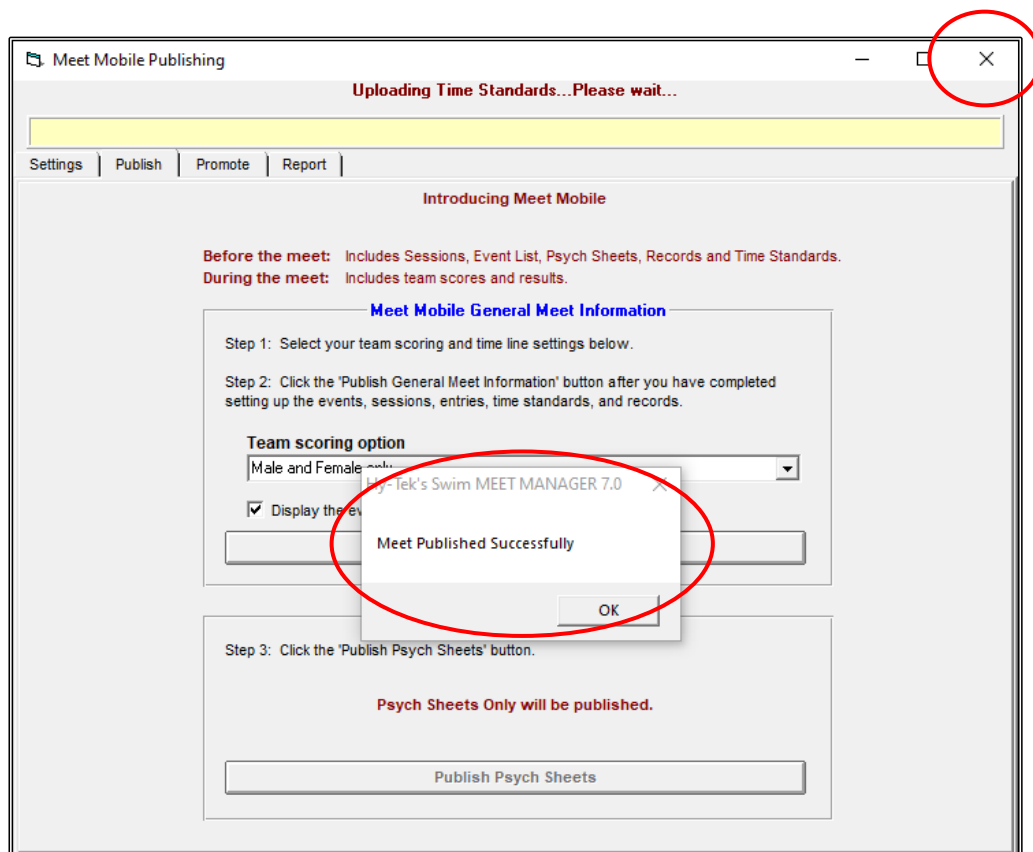


Click OK once the SELECTIONS screen appears.



Click OK once the meet has been uploaded and PUBLISHED SUCCESSFULLY.

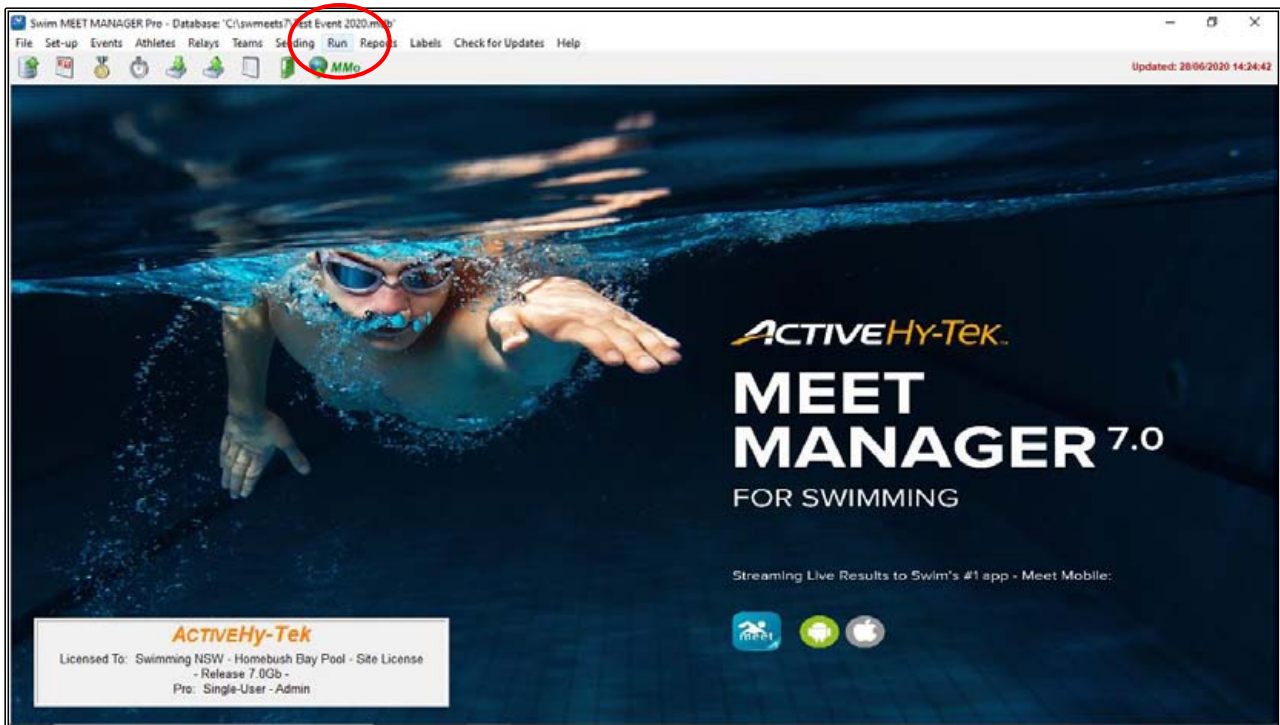
CLOSE OUT  of the MEET MOBILE PUBLISHING screen back to the MAIN MENU screen.





Now that MEET MOBILE has been set up and published, you need to ensure that it is operating within the RUN screen.

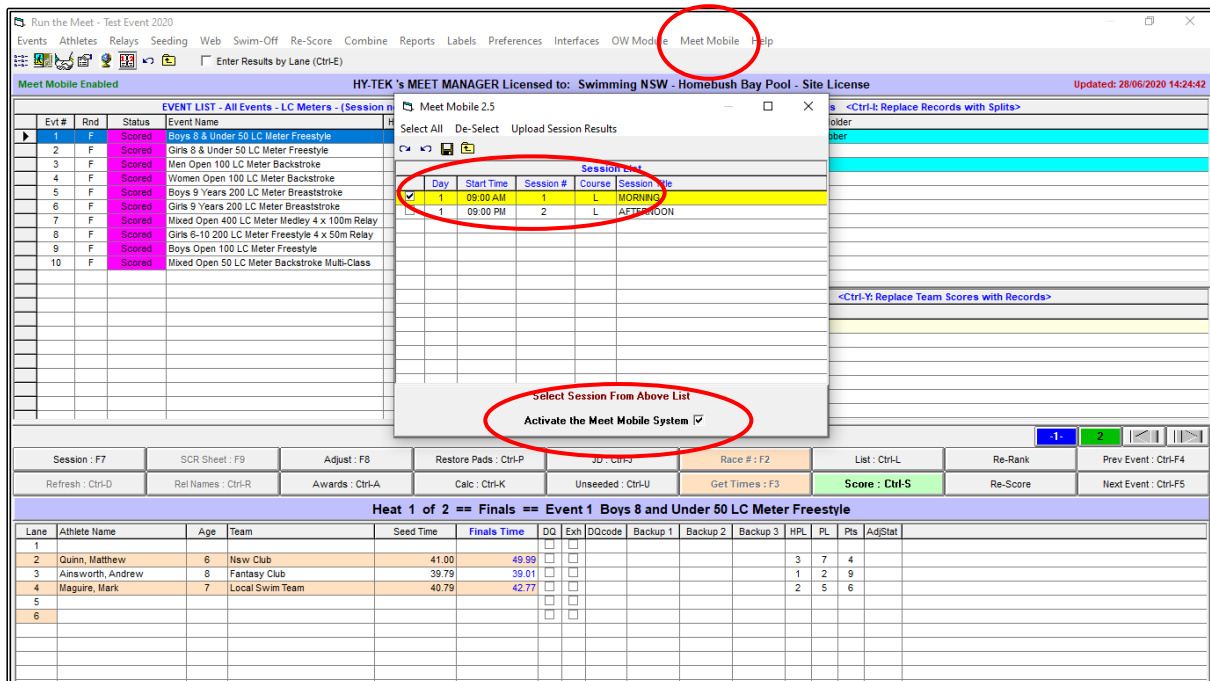
From the MAIN MENU screen, click on the RUN tab.



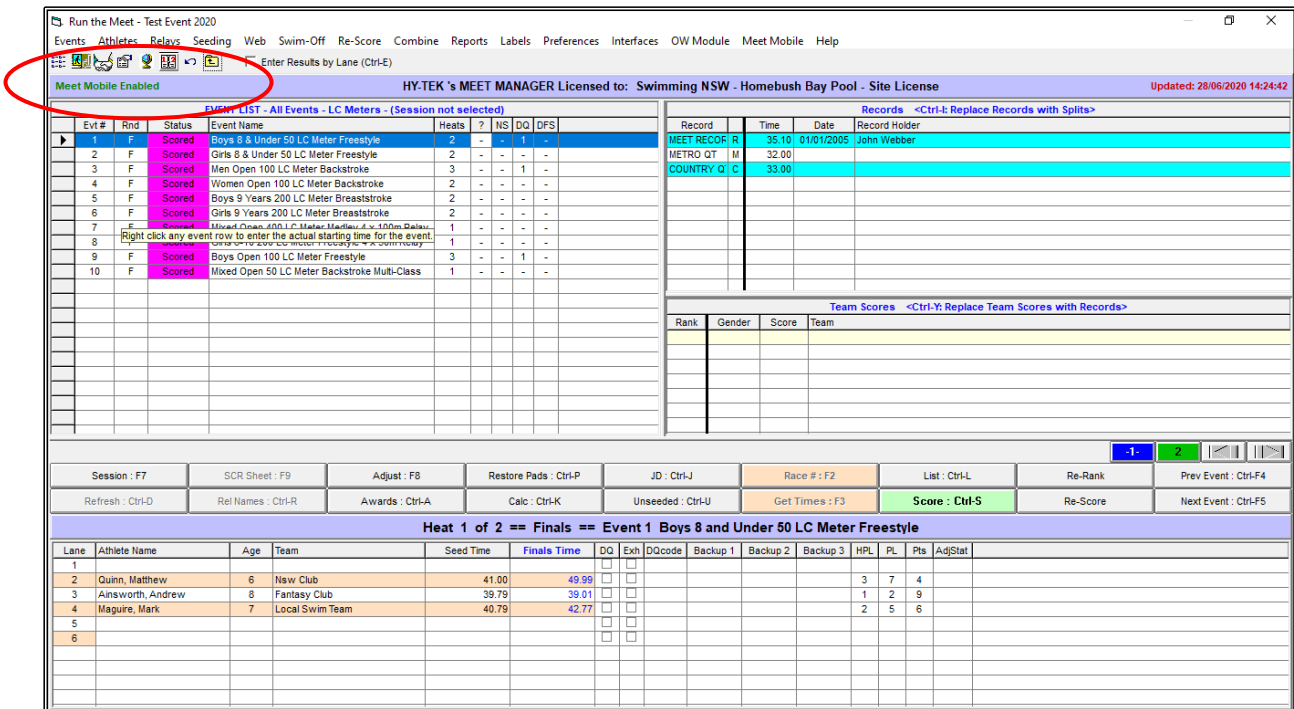
From the RUN screen, MEET MOBILE can be activated as long as the date of operation is on or after the start date of the meet and within seven (7) days of the end of the meet.

To activate, click the MEET MOBILE tab on the top right of the screen and highlight the SESSION/SESSIONS that you want to publish. Now tick the ACTIVATE THE MEET MOBILE SYSTEM box.

CLOSE OUT  of the MEET MOBILE screen when completed.



You will now see in the RUN screen, that the MEET MOBILE ENABLED message is green.



When MEET MOBILE is enabled, results are sent to an ACTIVE NETWORK WEB SERVER which serves the Meet Mobile applications that are running on various APPLE devices.

As heat results are uploaded, the times are sorted in order in MEET MOBILE's EVENT RESULTS list, but place rankings are not shown until ALL heats are completed within an EVENT.

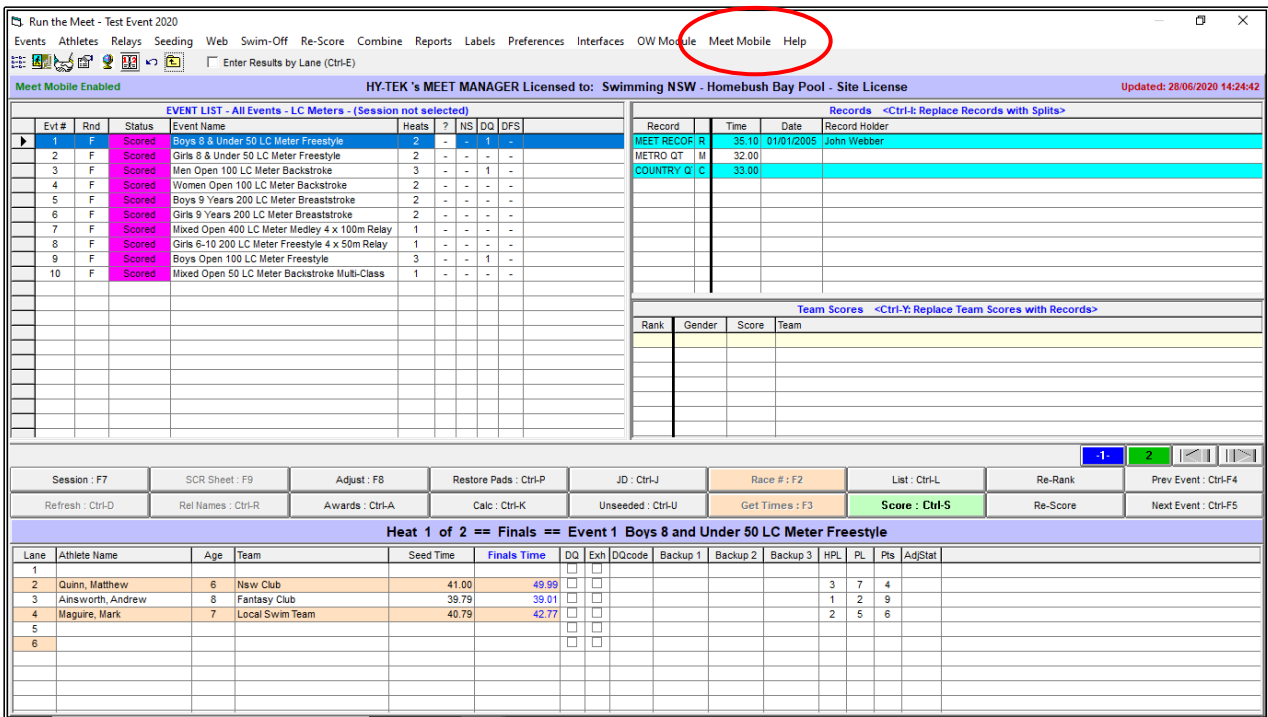
RESULTS are uploaded during the following operations but only if there was a change to a result:

- The current heat is uploaded when changing to another heat using the HEAT buttons, the NEXT HEAT button, the PREVIOUS HEAT button or moving to another EVENT.
- If entering RESULTS for the current heat causes the EVENT to be DONE, then moving from the current heat causes ALL the heats to be RE-UPLOADED along with the overall rankings.
- Clicking on LIST, SCORE or RE-RANK causes EVERY HEAT RESULT to be UPLOADED if the EVENT is DONE. If the EVENT is not DONE, nothing is uploaded.

The time to upload a heat is very short and will not slow down your data entry in the RUN screen.

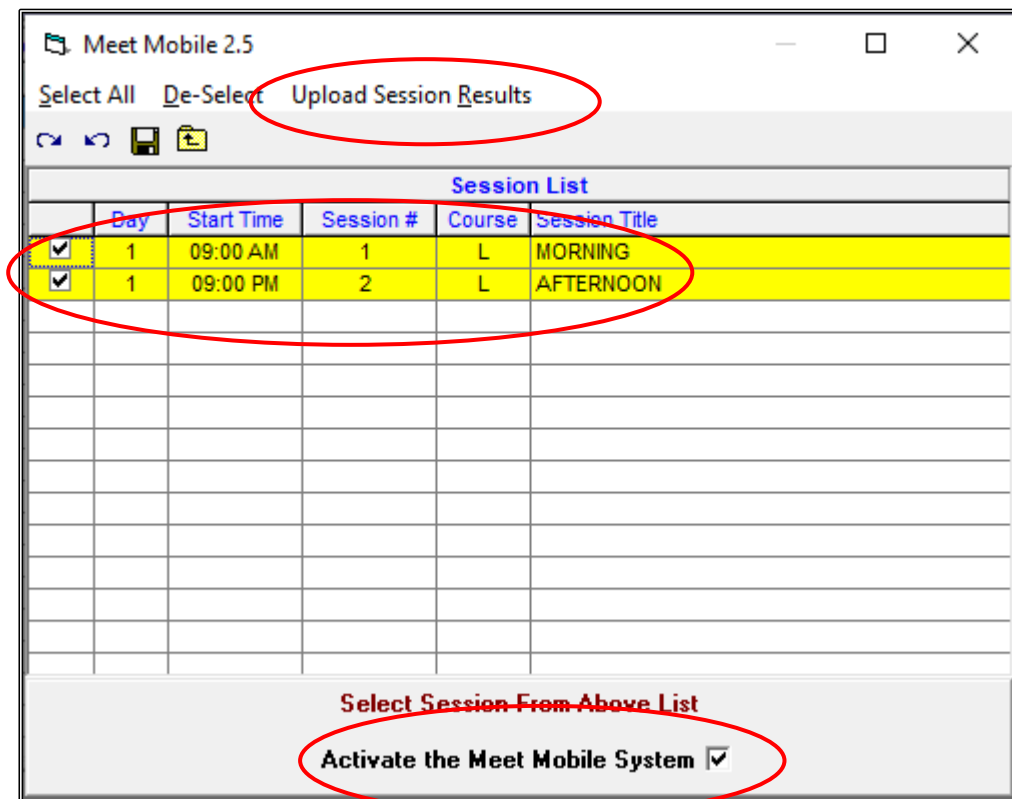


You can **UPLOAD** an entire Session's **RESULTS** at any time from the **RUN** screen by clicking on the **MEET MOBILE** tab on the top right of the screen.



Be sure the **ACTIVATE THE MEET MOBILE SYSTEM** check box is ticked and select one or more sessions.

Click **UPLOAD SESSION RESULTS** and all completed events within the session will be uploaded along with both cumulative and subtracted splits.



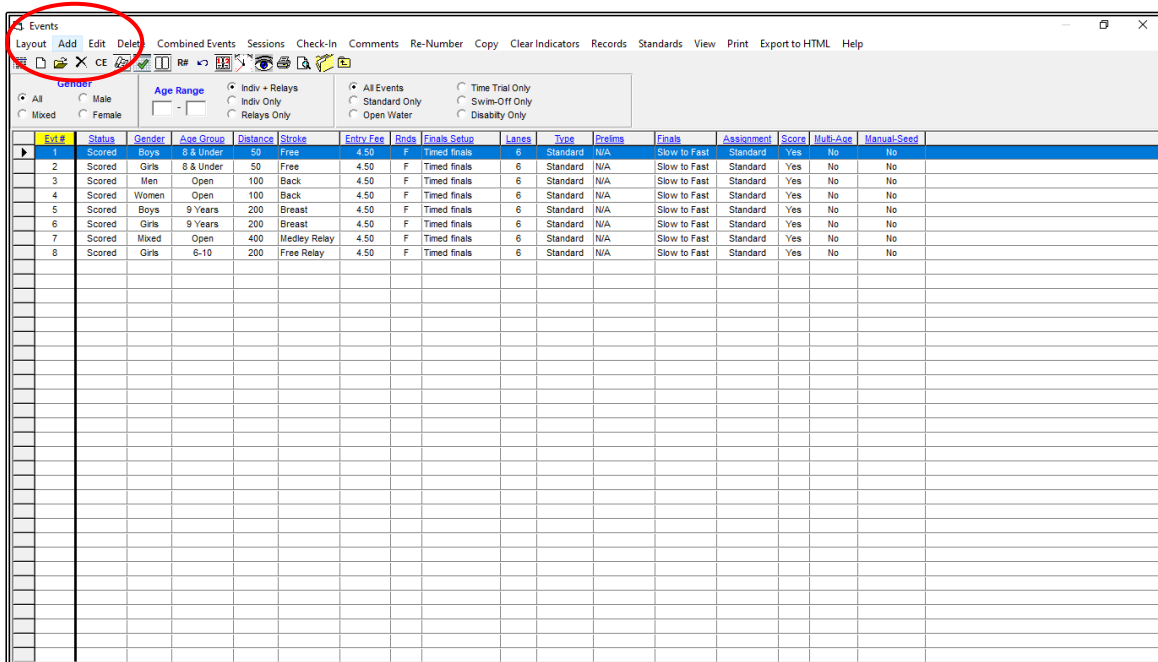
## SECTION THIRTEEN: HOW TO SET UP MULTIPLE AGE GROUPS for POINTS and MEDALS in MEET MANAGER

You may wish to have MULTI-AGE events at your meet where a range of swimmers of different ages can be swum together but scored into specific age groups and medals awarded separately.

Click on the EVENTS tab from the MAIN MENU screen.

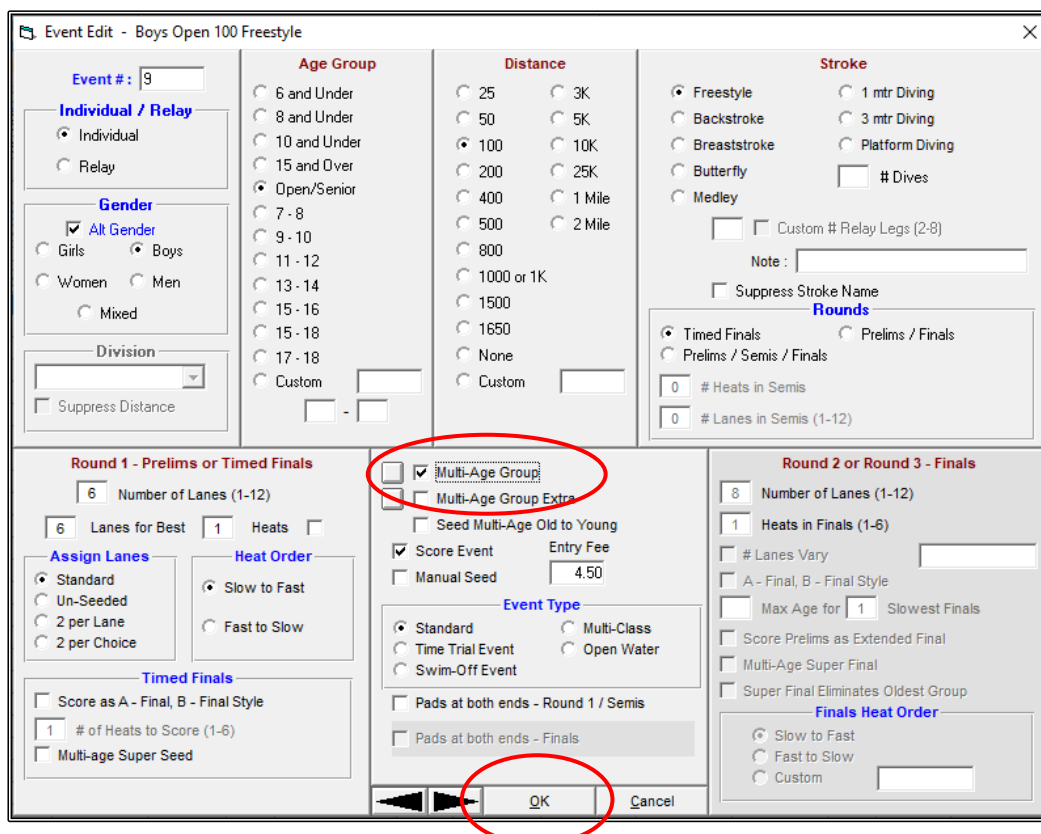


From the EVENTS screen, click on ADD.



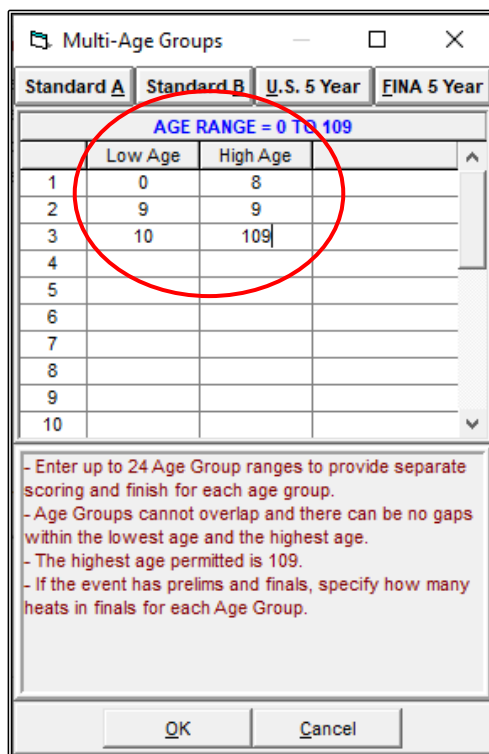
Set up a new EVENT:

EVENT 9 - BOYS INDIVIDUAL OPEN 100m FREESTYLE and tick the MULTI-AGE GROUP option.



The MULTI-AGE GROUPS screen opens, and you can now type in the AGE GROUPS that you want to award points and medals to.

For example: 8 years and under, 9 years and the 10 years and over age groups. Click OK when all groups have been entered.



The RESULT screen below shows how this event would have been ranked and scored if no MULTI-AGE GROUPS had been set up.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 3:05 PM 27/06/2020 Page 1  
**Test Event 2020 - 01/01/2020**  
**Test Event 2020 - Proudly Sponsored by McDonalds**  
**Results**

Event 9 Boys Open 100 LC Meter Freestyle					
Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nsw Club	1:01.72	1:02.44	10
2 Traynor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	8
4 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	7
5 White, Michael	9	Diamonds Club	1:15.88	1:14.98	6
6 Quinn, Matthew	6	Nsw Club	NT	1:15.67	5
7 Kazzouh, James	9	Dragons Team	1:17.85	1:16.48	4
8 Bartels, Christopher	9	Nsw Club	1:15.37	1:16.54	3
9 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	2
10 Kelly, Joshua	9	Dragons Team	1:20.65	1:20.43	1
11 Ponds, Jeffery	6	Nsw Club	1:45.54	1:57.36	
12 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.43	
13 Neale, Michael	8	Local Swim Team	3:00.12	2:00.45	
14 Ainsworth, Andrew	8	Fantasy Club	2:02.00	2:01.45	
15 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	
16 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
--- Birmingham, Tim	8	Dragons Team	2:03.66	DQ	

This RESULT screen below shows how this event has now been broken up into the three MULTI-AGE GROUPS that were set up and how the placings and points are broken down.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 3:04 PM 27/06/2020 Page 1  
**Test Event 2020 - 01/01/2020**  
**Test Event 2020 - Proudly Sponsored by McDonalds**  
**Results**

Event 9 Boys 8 & Under 100 LC Meter Freestyle					
Name	Age	Team	Seed Time	Finals Time	Points
1 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	10
2 Quinn, Matthew	6	Nsw Club	NT	1:15.67	9
3 Ponds, Jeffery	6	Nsw Club	1:45.54	1:57.36	8
4 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.43	7
5 Neale, Michael	8	Local Swim Team	3:00.12	2:00.45	6
6 Ainsworth, Andrew	8	Fantasy Club	2:02.00	2:01.45	5
7 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	4
--- Birmingham, Tim	8	Dragons Team	2:03.66	DQ	

Event 9 Boys 9 Years 100 LC Meter Freestyle					
Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nsw Club	1:01.72	1:02.44	10
2 Traynor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 White, Michael	9	Diamonds Club	1:15.88	1:14.98	8
4 Kazzouh, James	9	Dragons Team	1:17.85	1:16.48	7
5 Bartels, Christopher	9	Nsw Club	1:15.37	1:16.54	6
6 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	5
7 Kelly, Joshua	9	Dragons Team	1:20.65	1:20.43	4
8 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	3

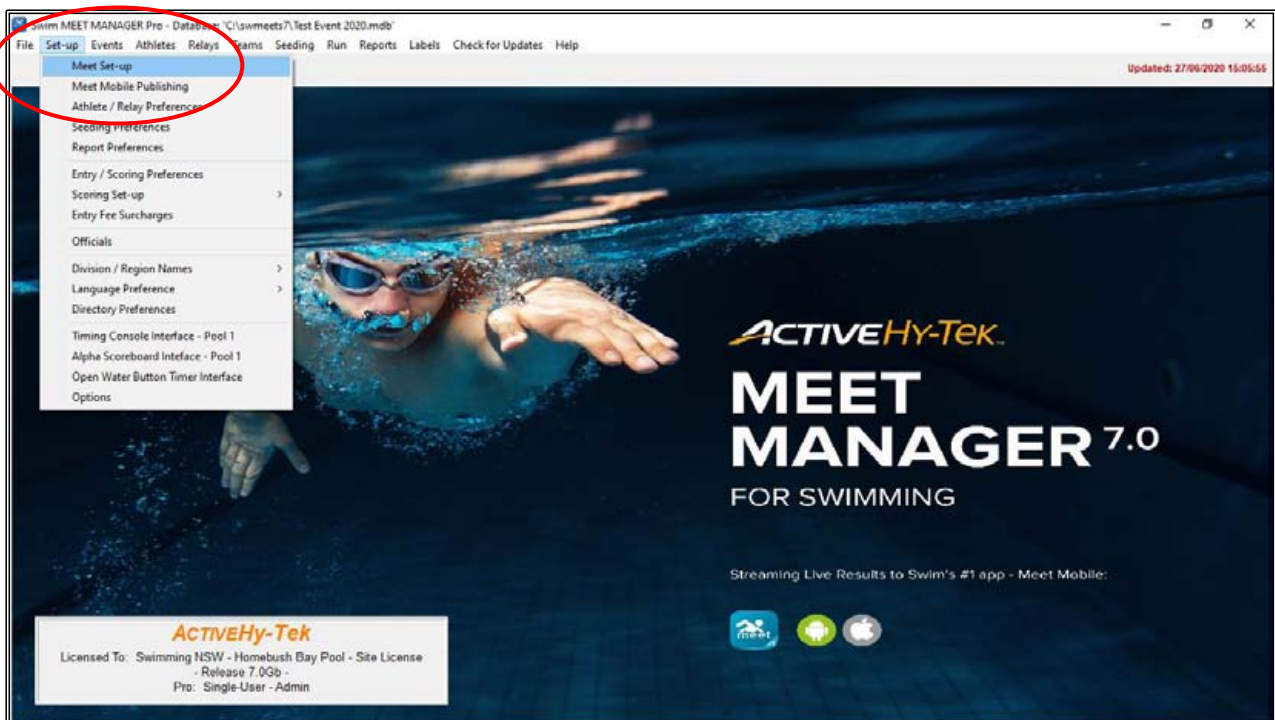
Event 9 Boys 10 & Over 100 LC Meter Freestyle					
Name	Age	Team	Seed Time	Finals Time	Points
1 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	10

## SECTION FOURTEEN: HOW TO SET UP YOUR MEET IF YOU HAVE MULTI-CLASS (DISABILITY) SWIMMERS

If you have MULTI-CLASS swimmers attending your meet that have different classifications but will be competing together, you may wish to set your meet up so that MEET MANAGER works out the correct placings and point scoring for you. This is based on the information that you enter for each of these swimmers.

The first thing that you need to do is set your meet up as a DISABILITY meet. Doing this will only affect MULTI-CLASS swimmers and the other able-bodied athletes will be placed and scored as usual.

From the MAIN MENU screen, click on the SET-UP tab and then select MEET SET-UP from the drop down.





In the MEET SET-UP screen, all your normal information remains the same, you just need to change the CLASS section from AGE GROUP to DISABLED.

Click OK.

The screenshot shows the 'Meet Set-up' window with the following details:

- Meet Name:** Test Event 2020
- Facility Name:** My Swimming Pool
- Address:** Smith Street
- City:** SYDNEY
- State / Province:** NSW
- Country:** AUS
- Postal Code:** 2000
- Sanction #:** [Empty]
- Start Date:** 01/01/20
- End Date:** 01/01/20
- Age-Up Date:** 01/01/20
- Entry Open Date:** 01/11/19
- Entry Deadline:** 01/12/19

**Class Section (Circled in Red):**

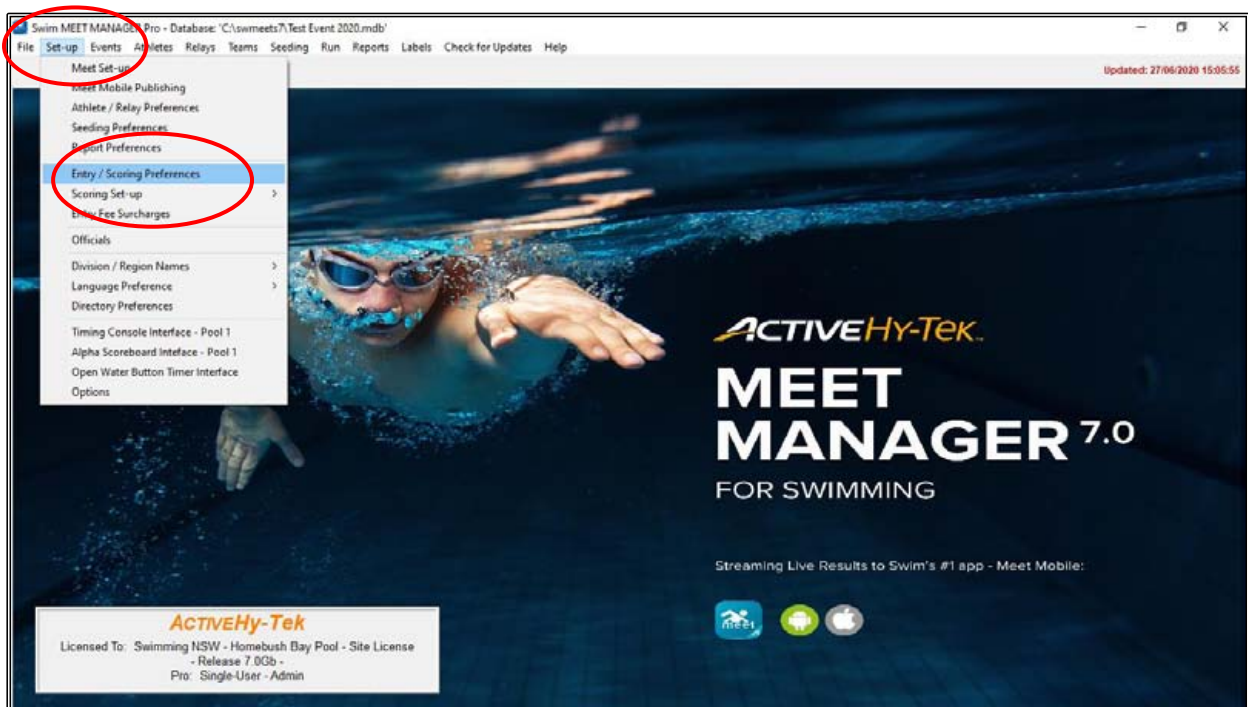
- Age Group
- Senior / Open
- High School
- College
- YMCA
- Masters
- Disabled

**Other Sections:**

- ID Format:**  AUS - Australian Swimming
- Base Country:** AUS
- Host LSC:** NSW
- Timers Connected to this Computer:**  One timer
- Timer 1 Name:** Pool 1
- Timer 2 Name:** Pool 2
- Meet Type:**  Standard
- Meet Style:**  Standard
- Course:**  LC Meters
- Time Adjustment Method:**  FINA rules

**Buttons (Bottom):** Age-Up Athletes, **OK** (Circled in Red), Cancel, Re-Convert Entries

So that the scoring and placings will be correct, you need to also set this up. From the MAIN MENU screen, click on the SET-UP tab again and choose ENTRY/SCORING PREFERENCES from the drop down.

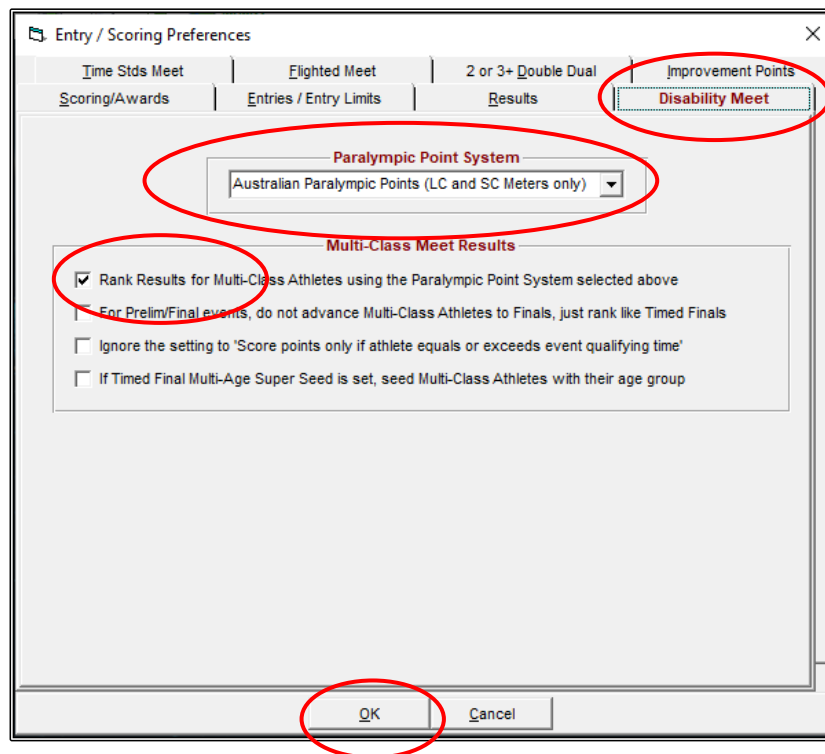


In the ENTRY/SCORING PREFERENCES screen, click on the DISABILITY MEET tab.

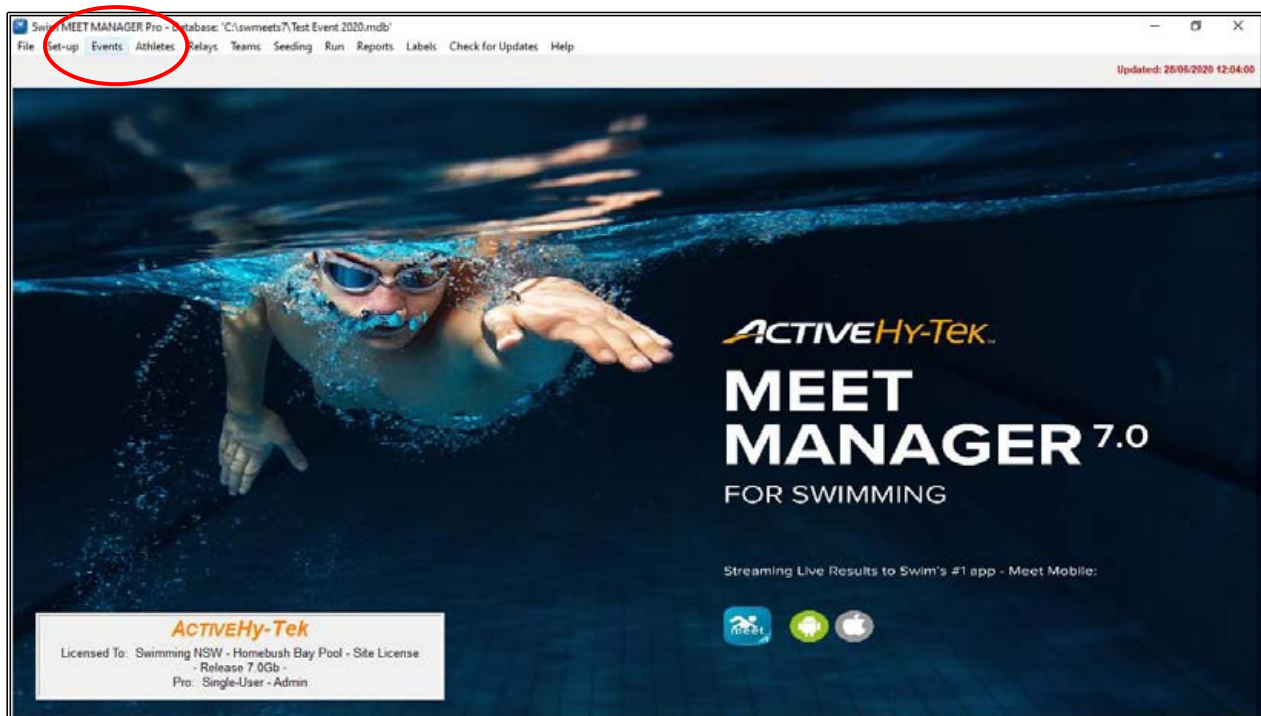
You need to choose AUSTRALIAN PARALYMPIC POINTS (LC and SC Meters only) from the PARALYMPIC POINT SYSTEM drop down box.

Now you need to tick the RANK RESULTS FOR MULTI-CLASS ATHLETES box.

Then click OK.



Click on the EVENTS tab from the MAIN MENU screen and we will add a DISABILITY event so that you can see how the results are shown.



When the ADD NEW EVENT screen opens, we will add the following event:

1. EVENT # 10
2. MIXED GENDER
3. OPEN/SENIOR
4. 50m
5. BACKSTROKE
6. In the EVENT TYPE section, you need to click on MULTI-CLASS.

Click OK when you are finished entering the information and then click on CANCEL.

The screenshot shows the 'Add New Event' dialog box with the following settings highlighted by red circles:

- Event #:** 10
- Age Group:** Open/Senior
- Distance:** 50
- Stroke:** Backstroke
- Gender:** Mixed
- Event Type:** Multi-Class
- Buttons:** OK and Cancel

Other visible settings include:

- Individual / Relay:** Individual
- Gender:** Alt Gender, Girls, Boys, Women, Men
- Stroke:** Freestyle, Breaststroke, Butterfly, Medley, 1 mtr Diving, 3 mtr Diving, Platform Diving, # Dives
- Rounds:** Timed Finals, Prelims / Semis / Finals, # Heats in Semis, # Lanes in Semis (1-12)
- Round 1 - Prelims or Timed Finals:** Number of Lanes (1-12) 6, Lanes for Best 6, Heats 1, Assign Lanes (Standard, Un-Seeded, 2 per Lane, 2 per Choice), Heat Order (Slow to Fast, Fast to Slow), Timed Finals (Score as A - Final, B - Final Style, # of Heats to Score (1-6) 1, Multi-age Super Seed)
- Round 2 or Round 3 - Finals:** Number of Lanes (1-12) 8, Heats in Finals (1-6), # Lanes Vary, A - Final, B - Final Style, Max Age for 1 Slowest Finals, Score Prelims as Extended Final, Multi-Age Super Final, Super Final Eliminates Oldest Group, Finals Heat Order (Slow to Fast, Fast to Slow, Custom)
- Multi-Age Group:** Multi-Age Group, Multi-Age Group Extra, Seed Multi-Age Old to Young, Score Event, Entry Fee 4.50, Manual Seed
- Event Type:** Standard, Multi-Class, Time Trial Event, Open Water, Swim-Off Event
- Pads at both ends:** Pads at both ends - Round 1 / Semis, Pads at both ends - Finals

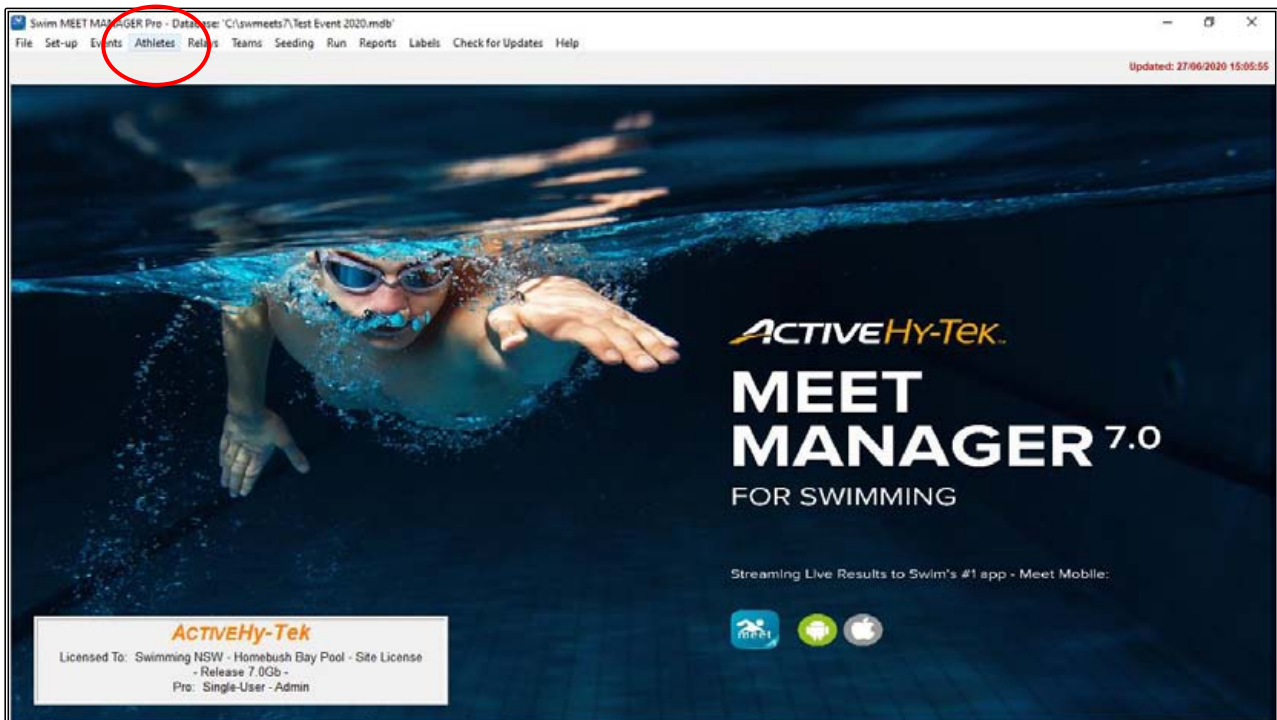


You will see from the EVENTS screen that EVENT 10 has now been added to your list.

CLOSE OUT  of the EVENTS screen back to the MAIN MENU screen.

Ent #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual Seed
1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
9	Scored	Boys	Open	100	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
10	Unseeded	Mixed	Open	50	Back	4.50	F	Timed finals	6	Disability	N/A	Slow to Fast	Standard	Yes	No	No

You will now need to enter some athletes. From the MAIN MENU screen, click on the ATHLETES tab at the top of the screen.



From the ATHLETES screen, click on the ADD tab at the top of the screen.

The screenshot shows the 'Athletes' application window. At the top, there is a menu bar with 'Layout', 'Add', 'Edit', 'Delete', 'Contact', 'Comp#', 'Multi-Class#', 'ScratchAll', 'View', 'Find', 'Reports', 'Export to HTML', 'Events', 'Relays', 'Teams', and 'Help'. Below the menu bar is a toolbar with various icons. The 'Add' icon is circled in red. Below the toolbar are several filter options: Gender (Both, Male, Female), Age Range (Team), Entries (Eligible Only, All Events, Entries Only), and checkboxes for Show Relays, Show Swim-ups, and Show Results. The main area contains a table of athletes with columns: Last Name, First Name, MI, Gen, Age, ABBR, Team Name, Registration #, Birth Date, Preferred, and Status. Below this table is an 'ENTRIES' section with columns: Evt #, Eligible Events, Sel, Stat, Entry Time, Heat/Lane, SCR, Alt, Exh, Bonus, Special, Event Age, and Conv Time.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Asworth	Andrew	M	8	FAN	FANTASY CLUB	ANAN060811	06/08/2011			Normal
Bartels	Christopher	M	9	NSW	NSW CLUB	BARC080810	08/08/2010			Normal
Bates	Emily	F	6	NSW	NSW CLUB	BATE120813	12/08/2013			Normal
Birmingham	Tim	M	8	DRA	DRAGONS TEAM	BRTI150211	15/02/2011			Normal
Black	Melanie	F	9	DRA	DRAGONS TEAM	BLAME070710	07/07/2010			Normal
Bonner	Kate	F	9	FAN	FANTASY CLUB	BONKA051110	05/11/2010			Normal
Bradford	Mitchell	M	9	LOC	LOCAL SWIM TEAM	BRAMD040610	04/06/2010			Normal
Brown	Alice	F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011			Normal
Carol	Nicola	F	6	FAN	FANTASY CLUB	CARN111113	11/11/2013			Normal
Chapman	Jessica	F	8	DRA	DRAGONS TEAM	CHAJE150311	15/03/2011			Normal
Clarke	Rebecca	F	19	DIA	DIAMONDS CLUB	CLARE171000	17/10/2000			Normal
Conway	Guy	M	8	DRA	DRAGONS TEAM	CONGU161011	16/10/2011			Normal
Cox	Sarah	F	8	LOC	LOCAL SWIM TEAM	COXSA051011	05/10/2011			Normal
Drury	Kate	F	9	FAN	FANTASY CLUB	DRUKA200210	20/02/2010			Normal
Glenn	Katherine	F	9	NSW	NSW CLUB	GLEKA150610	15/06/2010			Normal
Harris	Joanna	F	17	FAN	FANTASY CLUB	HARJO101002	10/10/2002			Normal
Hicks	Sally	F	9	DRA	DRAGONS TEAM	HCSA170410	17/04/2010			Normal
Hill	Fath	F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009			Normal
Hill	Wendy	F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010			Normal
Johnston	Kirk	M	9	NSW	NSW CLUB	JOHK010810	01/08/2010			Normal

When the ADD NEW ATHLETE screen opens, start adding your athletes from the list shown below. The only difference to adding these athletes is that their STATUS must show DISABLED.

For the system to work properly, they must also show a CLASSIFICATION number in the DISABILITY (S, SB, SM) boxes.

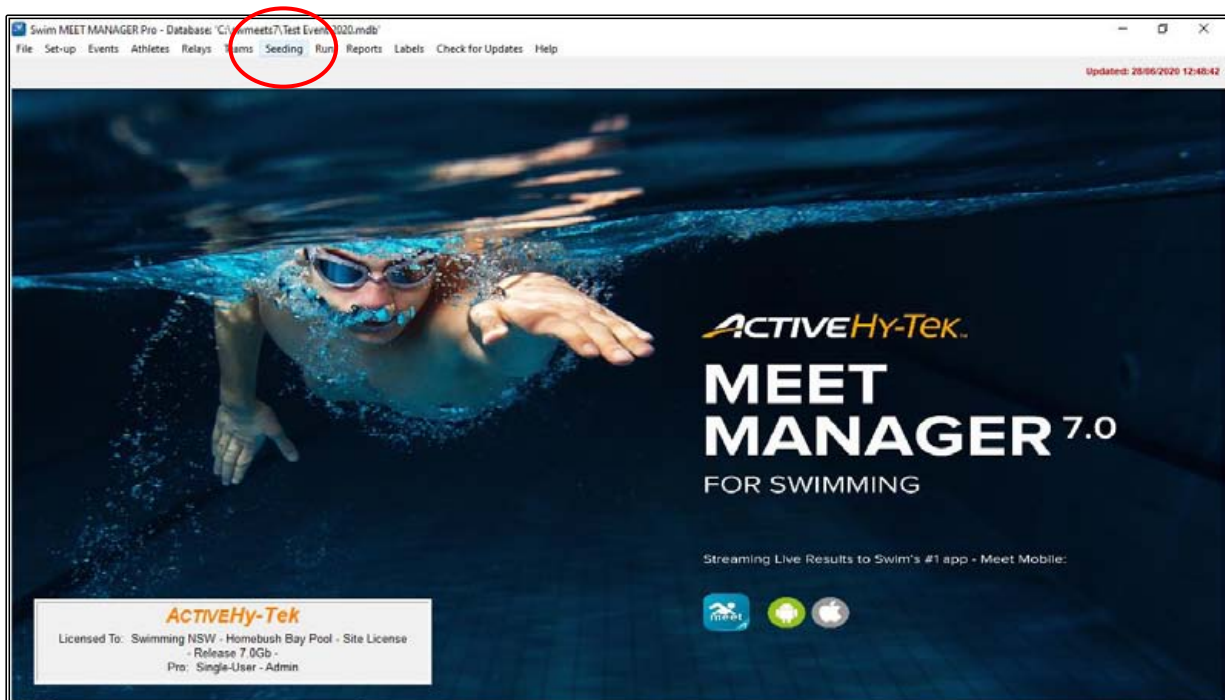
The screenshot shows the 'Add New Athlete' form. It has tabs for 'Contact' and 'Teams'. The 'Contact' tab is active. Fields include: Last Name (WATTS), First Name (CHARLIE), MI, Birth Date (10/05/08), Age (11), Team (NSW), Nsw Club, Status (Disabled), SDMS ID, Gender (M/F), Retain Gender, Build ID, Citizen of, Competitor # (49), 2nd Club, and City. The 'Status' and 'Disability (S, SB, SM)' fields are circled in red. Below the form are two tables: 'ENTRIES' and 'ELIGIBLE EVENTS'.

Event #	Entry Time
10	1:00.16

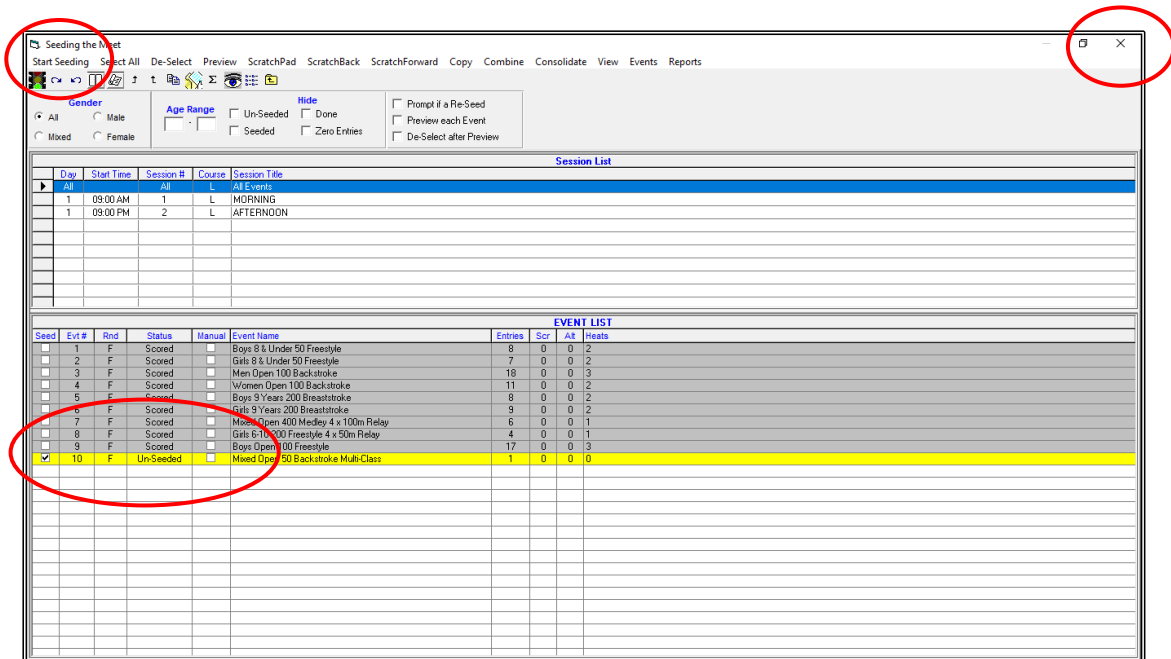
Event #	Event Name
3	Men Open 100 Backstroke
9	Boys Open 100 Freestyle
10	Mixed Open 50 Backstroke Multi-Class

Name	DOB	Classification	Event/s	Entry Time
Charlie Watts	10/05/2008	S14, SB14, SM14	Event 10	1:00.16
Michael Jagger	02/03/2011	S8, SB8, SM8	Event 10	NT
Keith Moon	16/07/2008	S9, SB9, SM9	Event 10	1:52.67
Shelley Winters	06/04/2008	S6, SB6, SM6	Event 10	2:14.43
John Keates	09/10/2009	S14, SB14, SM14	Event 10	1:11.23
Cheryl Crowe	30/04/2009	S10, SB10, SM10	Event 10	NT

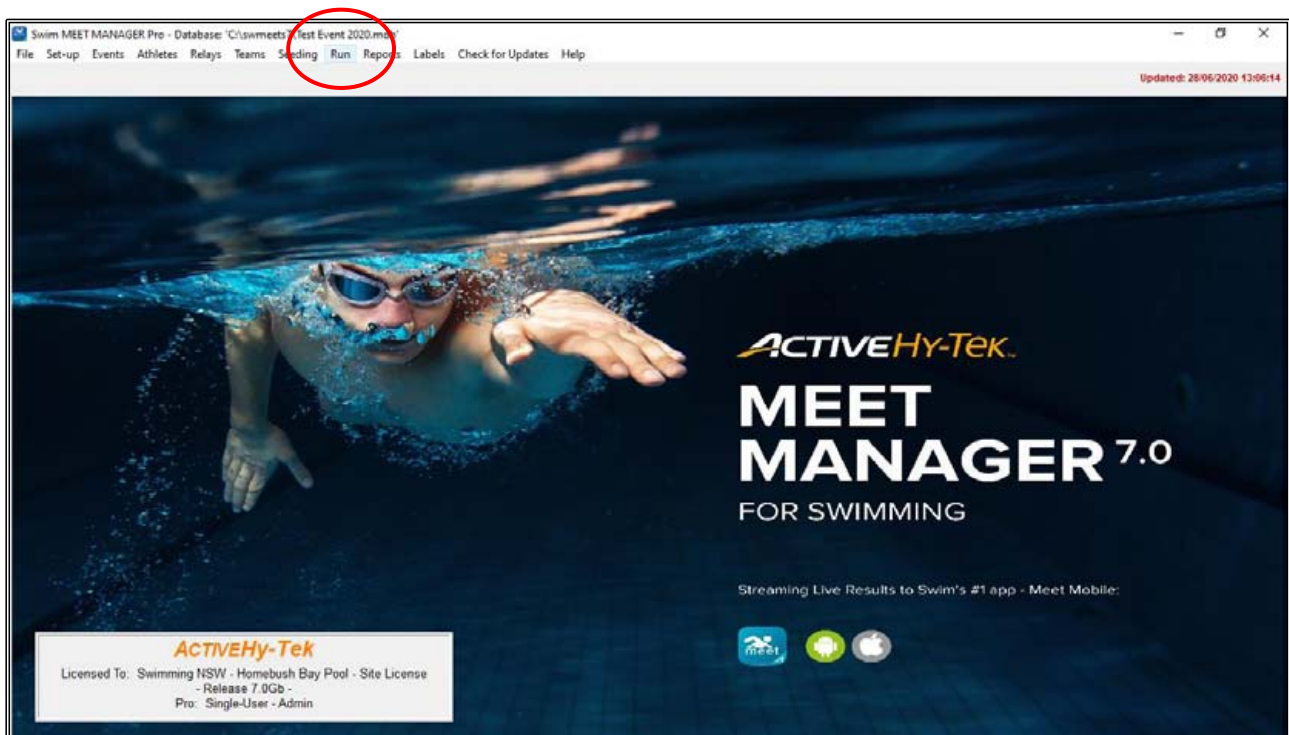
Once all the athletes have been entered, we just need to seed the event and then run it. From the MAIN MENU screen, click on the SEEDING tab.



From the SEEDING THE MEET screen, select EVENT 10 and then click on the START SEEDING tab at the top left-hand corner of the screen. CLOSE OUT of this screen when the event is seeded.



From the MAIN MENU screen, click on the RUN tab.



From the RUN screen, highlight EVENT 10 and then type in the FINALS TIME column the times listed below and then click on the SCORE button.

The screenshot shows the HY-TEK's MEET MANAGER software interface. The main window displays the 'EVENT LIST' table, where Event 10 is highlighted. The 'Records' table is empty. The 'Team Scores thru Event 10' table shows team rankings. The 'Heat 1 of 1 == Finals == Event 10 Mixed Open 50 LC Meter Backstroke Multi-Class' table shows swimmer times, with the 'Finals Time' column circled in red. The 'Score : Ctrl-S' button is also circled in red.

Evt#	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS
1	F	Scored	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	1	-
2	F	Scored	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-	-
3	F	Scored	Men Open 100 LC Meter Backstroke	3	-	-	1	-
4	F	Scored	Women Open 100 LC Meter Backstroke	2	-	-	-	-
5	F	Scored	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	-	-
6	F	Scored	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	-	-
7	F	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-	-
8	F	Scored	Girls 10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-	-
9	F	Scored	Boys Open 100 LC Meter Freestyle	3	-	-	1	-
10	F	Done	Mixed Open 50 LC Meter Backstroke Multi-Class	1	-	-	-	-

Rank	Gender	Score	Team
1	Combined	172	Nsw Club
2	Combined	123	Dragons Team
3	Combined	107	Local Swim Team
4	Combined	98	Fantasy Club
5	Combined	73	Diamonds Club
1	Male	79	Nsw Club
2	Male	57	Local Swim Team

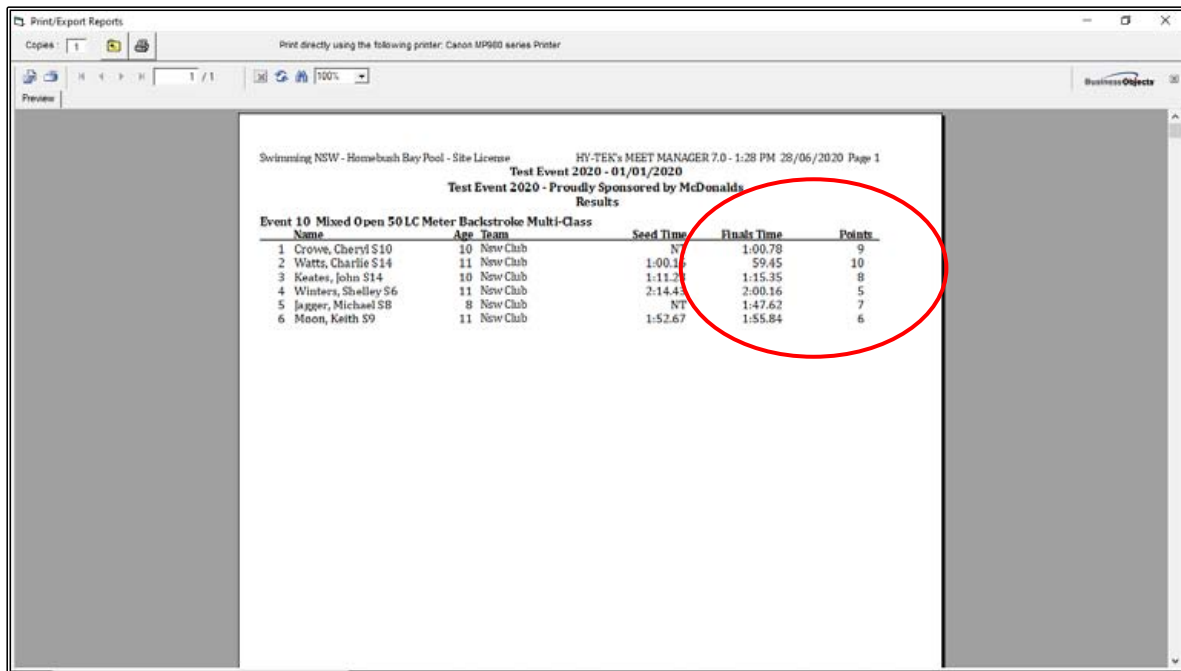
  

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Jagger, Michael S8	M8	Nsw Club	NT	1:47.62								4	5	
2	Moon, Keith S9	M11	Nsw Club	52.67	1:55.84								5	6	
3	Watts, Charlie S14	M11	Nsw Club	1:00.16	59.45								1	2	
4	Keates, John S14	M10	Nsw Club	1:11.23	1:15.35								3	3	
5	Winters, Shelley S8	W11	Nsw Club	2:14.43	2:00.16								6	4	
6	Crowe, Cheryl S10	W10	Nsw Club	NT	1:00.78								2	1	

SWIMMER	FINALS TIME
Michael Jagger	1:47.62
Keith Moon	1:55.84
Charlie Watts	59.45
John Keates	1:15.35
Shelley Winters	2:00.16
Cheryl Crowe	1:00.78

You can see from the RESULTS page below that the fastest swimmer is NOT the winner.

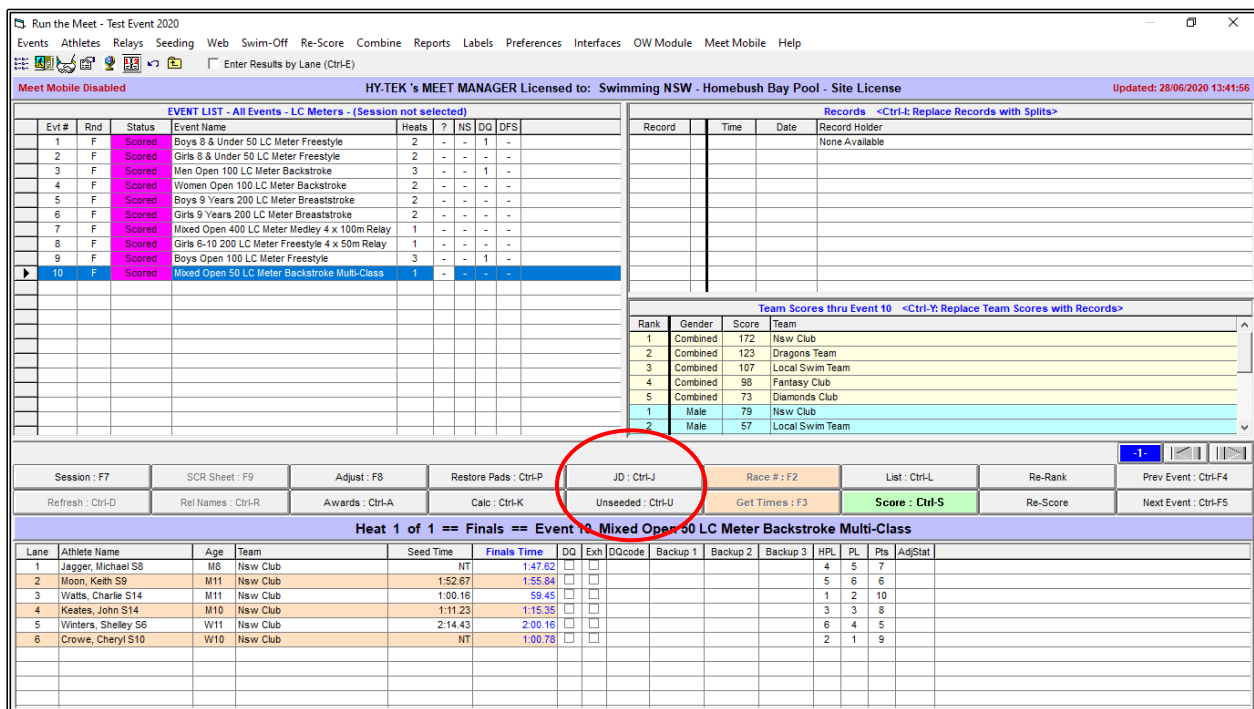
In the background, Meet Manager calculates the results time against the WORLD RECORD for that swimmer based on GENDER, AGE and CLASSIFICATION.



What MEET MANAGER does not do however is allocate the POINTS that you have set up in the correct order. MEET MANAGER will still allocate the points based on the fastest time.

You now need to go into the RUN screen again and JUDGE these points accordingly before the OFFICIAL RESULT is published.

In the RUN screen, click on the JUDGE button.





When the JUDGES DECISION screen opens, click into the JD POINTS column on the right-hand side of the screen and type in the correct points according to the placings. Click OK when finished.

Judges Decision / Tie Breaker

**RESULTS**

JD PL	Place	HA#	JD Heat PL	Heat PL	Athlete Name	ABBR	Time	Points	JD Points
1	1/6		2		Crowe, Cheryl S10	NSW	1:00.78	9	10
2	1/3		1		Watts, Charlie S14	NSW	59.45	10	9
3	1/4		3		Keates, John S14	NSW	1:15.35	8	8
4	1/5		6		Winters, Shelley S6	NSW	2:00.16	5	7
5	1/1		4		Jagger, Michael S8	NSW	1:47.62	7	6
6	1/2		5		Moon, Keith S9	NSW	1:55.84	6	5

- To break a tie or to make a Judges Decision for Overall Placing, enter the corrected place in the JD Place column.  
 - To make a Judges Decision for a Heat Place, enter the corrected place in the JDHeat PL column.  
 - You can change the results points for any entry by entering a new point score in the JD Points column (Finals Only).  
 - To change points to zero, enter -1 in the JD Points column.  
 - To remove all Judges Decisions, press the Re-Set button and then press OK.

Click on the SCORE button again from the RUN screen, and you now see that the RESULTS page shows the swimmers in their places but with the correct JUDGED scores.

Print/Export Reports

Print directly using the following printer: Canon MP980 series Printer

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:03 PM 28/06/2020 Page 1

Test Event 2020 - 01/01/2020

Test Event 2020 - Proudly Sponsored by McDonalds

Results

Event 10 Mixed Open 50 LC Meter Backstroke Multi-Class

Name	Age	Team	Seed Time	Finals Time	Points
1 Crowe, Cheryl S10	10	New Club	NT	1:00.78	10
2 Watts, Charlie S14	11	New Club	1:00.16	59.45	9
3 Keates, John S14	10	New Club	1:11.23	1:15.35	8
4 Winters, Shelley S6	11	New Club	2:14.43	2:00.16	7
5 Jagger, Michael S8	8	New Club	NT	1:47.62	6
6 Moon, Keith S9	11	New Club	1:52.67	1:55.84	5

**NOTE:** If you do have MULTI-CLASS swimmers at your meet, you may need to check if they are also swimming in ABLE-BODIED events.

If they are, you will need to go into their ATHLETE PROFILE and change their STATUS back to NORMAL and remove their CLASSIFICATION NUMBERS before you print those results.

For example, CHARLIE WATTS is also competing in EVENT 3, the OPEN 100m BACKSTROKE.

If you do not adjust his STATUS profile for this event, the result will look as follows - it throws the MULTI-CLASS swimmer to the bottom of the page.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK'S MEET MANAGER 7.0 - 2:14 PM 28/06/2020 Page 1  
Test Event 2020 - 01/01/2020  
Test Event 2020 - Proudly Sponsored by McDonalds  
Results

Event 3 Men Open 100 LC Meter Backstroke  
MEET RECORD: 1:02.76 R 01/01/2004 Phil Brown Diamonds  
METRO QT: 1:01.00 M  
COUNTRY QT: 1:02.50 C

Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nrw Club	1:01.72	1:02.44 C	10
2 Traynor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	8
4 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	7
5 White, Michael	9	Diamonds Club	1:15.88	1:14.98	6
6 Quinn, Matthew	6	Nrw Club	NT	1:15.67	5
7 Kazzouh, James	9	Dragons Team	1:17.85	1:16.48	4
8 Bartels, Christopher	9	Nrw Club	1:15.37	1:16.54	3
9 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	2
10 Kelly, Joshua	9	Dragons Team	1:20.65	1:20.43	1
11 Ponds, Jeffery	6	Nrw Club	1:45.54	1:57.36	
*12 Neale, Michael	8	Local Swim Team	3:00.12	2:00.45	
*12 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.45	
14 Ainsworth, Andrew	8	Fantasy Club	2:02.00	2:01.45	
15 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	
17 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
Bradford, Tim	8	Dragons Team	2:03.66	DQ	

Event 3 Men Open 100 LC Meter Backstroke Multi-Class  
MEET RECORD: 1:02.76 R 01/01/2004 Phil Brown Diamonds  
METRO QT: 1:01.00 M  
COUNTRY QT: 1:02.50 C

Name	Age	Team	Seed Time	Finals Time	Points
16 Watts, Charlie S14	11	Nrw Club	2:01.78	2:07.58	

Once you change the STATUS in the ATHLETE PROFILE for CHARLIE WATTS back to NORMAL and remove his CLASSIFICATION numbers, the same RESULT will place CHARLIE where he actually came in that event.



**NOTE:** Do not forget to change the MULTI-CLASS swimmer's profile STATUS back again if they have any more MULTI-CLASS events to swim later in the meet.

**Athlete Edit**

Contact Teams

Last Name: WATTS First Name: CHARLIE MI:

Pref Name:  Birth Date: 10/05/08 Age: 11

Reg ID#: WATCH100508 Team: NSW Nsw Club:

Gender (M/F): M  Retain Gender Build ID:

Citizen of:  Class Year:  Status: Normal SDMS ID:

2nd Club:  Competitor #: 49 Disability (S, SB, SM): 0 0 0

City:  State:

ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
3	2:01.78L	3	Men Open 100 Backstroke
10	1:00.16L	9	Boys Open 100 Freestyle
		10	Mixed Open 50 Backstroke Multi-Class

Click a yellow row to delete the entry.

OK Cancel

Print/Export Reports

Print directly using the following printer: Canon MP560 series Printer

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:24 PM 28/06/2020 Page 1

Test Event 2020 - 01/01/2020

Test Event 2020 - Proudly Sponsored by McDonalds

Results

Event 3 Men Open 100 LC Meter Backstroke

MEET RECORD: 1:02.76 R 01/01/2004 Phil Brown

METRO QT: 1:01.00 M

COUNTRY QT: 1:02.50 C

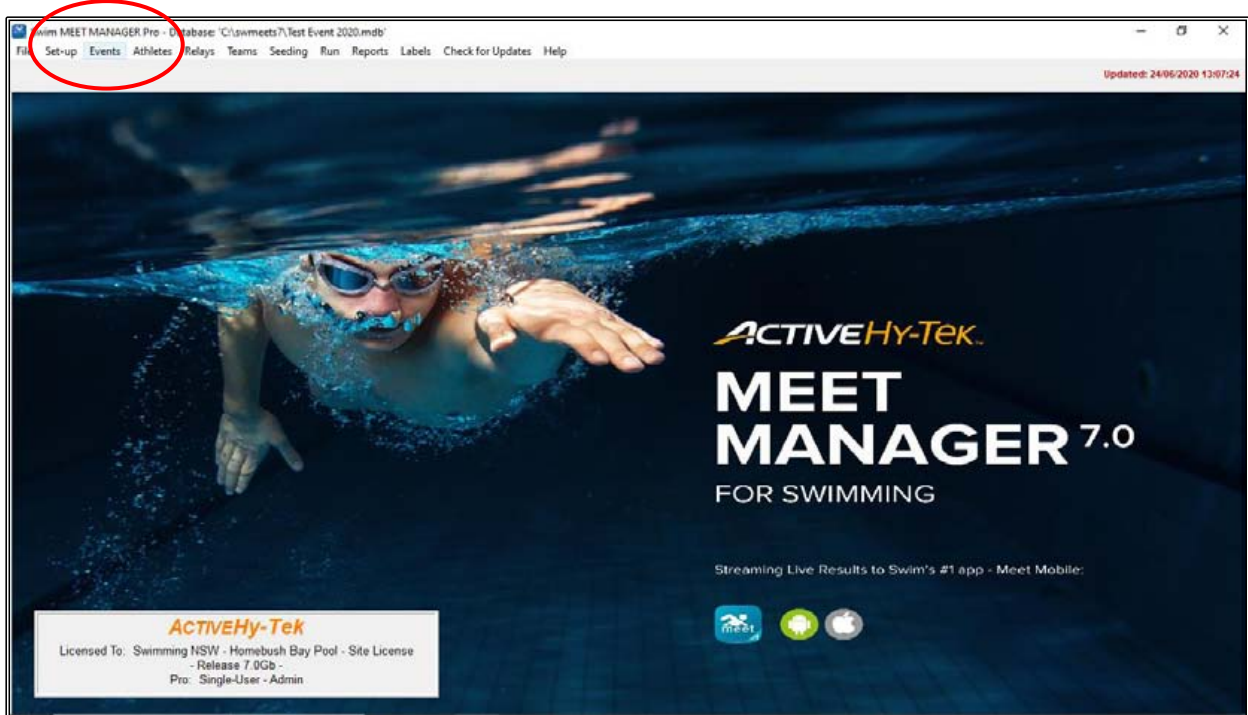
Diamonds

Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nsw Club	1:01.72	1:02.44 C	10
2 Treynor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	8
4 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	7
5 White, Michael	9	Diamonds Club	1:15.88	1:14.98	6
6 Quinn, Matthew	6	Nsw Club	NT	1:15.67	5
7 Kazzouch, James	9	Dragons Team	1:17.85	1:16.48	4
8 Bartels, Christopher	9	Nsw Club	1:15.37	1:16.54	3
9 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	2
10 Kelly, Joshua	9	Dragons Team	1:20.65	1:20.43	1
11 Ponds, JeBrey	6	Nsw Club	1:45.54	1:57.36	
12 Roberts, Andrew	8	Local Swim Team	3:00.12	2:00.45	
14 Ainsworth, Andrew	8	Fairfax Club	1:59.10	2:00.45	
15 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	
16 Watts, Charlie	11	Nsw Club	2:01.78	2:07.58	
17 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
		Dragons Team	2:03.66	DQ	

## SECTION FIFTEEN: UPDATING RECORDS IN MEET MANAGER

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information including the RECORDS which you can automatically update ready for the next meet.

From the MAIN MENU screen, click on the EVENTS tab.



When the EVENTS screen opens, click on the RECORDS tab at the top of the screen.

Event	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual Seed
1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

If you have multiple RECORDS listed, ensure that you have the correct record highlighted. In the example below, the only record you want to UPDATE is the MEET RECORD.

From this screen, click on the UPDATE button at the top of the screen.

The screenshot shows the 'Records' application window. The top menu bar includes 'Import', 'Export', 'Update', 'Custom Age Groups', 'Refresh', 'View', and 'Create Report'. The 'Update' button is circled in red. Below the menu is a toolbar with icons for 'Age', 'Print', and 'Show Records of Selected Tag Only' (checked). There are also filter options for Gender (All, Male, Female), Age Range, and Report Sort (By Event #, By Age Group).

Long Course Meters											
Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re	
1	Boys 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	35.10	2005	1	1	John Webber	Local Swim Team		
2	Girls 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	32.15	2005	1	1	Mary Smith	Diamonds		
3	Men Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:02.76	2004	1	1	Phil Brown	Diamonds		
4	Women Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:07.59	2004	1	1	Sarah Jones	Fantasy Club		
5	Boys 9 200 Breast	<input type="checkbox"/>	MEET RECORD	2:59.82	2005	6	15	Jim Burke	NSW Club		
6	Girls 9 200 Breast	<input type="checkbox"/>	MEET RECORD	3:10.27	2005	6	15	Sue Potter	Dragons Team		
7	Mixed Open 400 Medley 4 x 100m Relay	<input type="checkbox"/>	MEET RECORD	6:59.80	2005	1	1	Local Swim Team	Local Swim Team		
8	Girls 6-10 200 Free 4 x 50m Relay	<input type="checkbox"/>	MEET RECORD	2:45.13	2005	1	1	Dragons Team	Dragons Team		

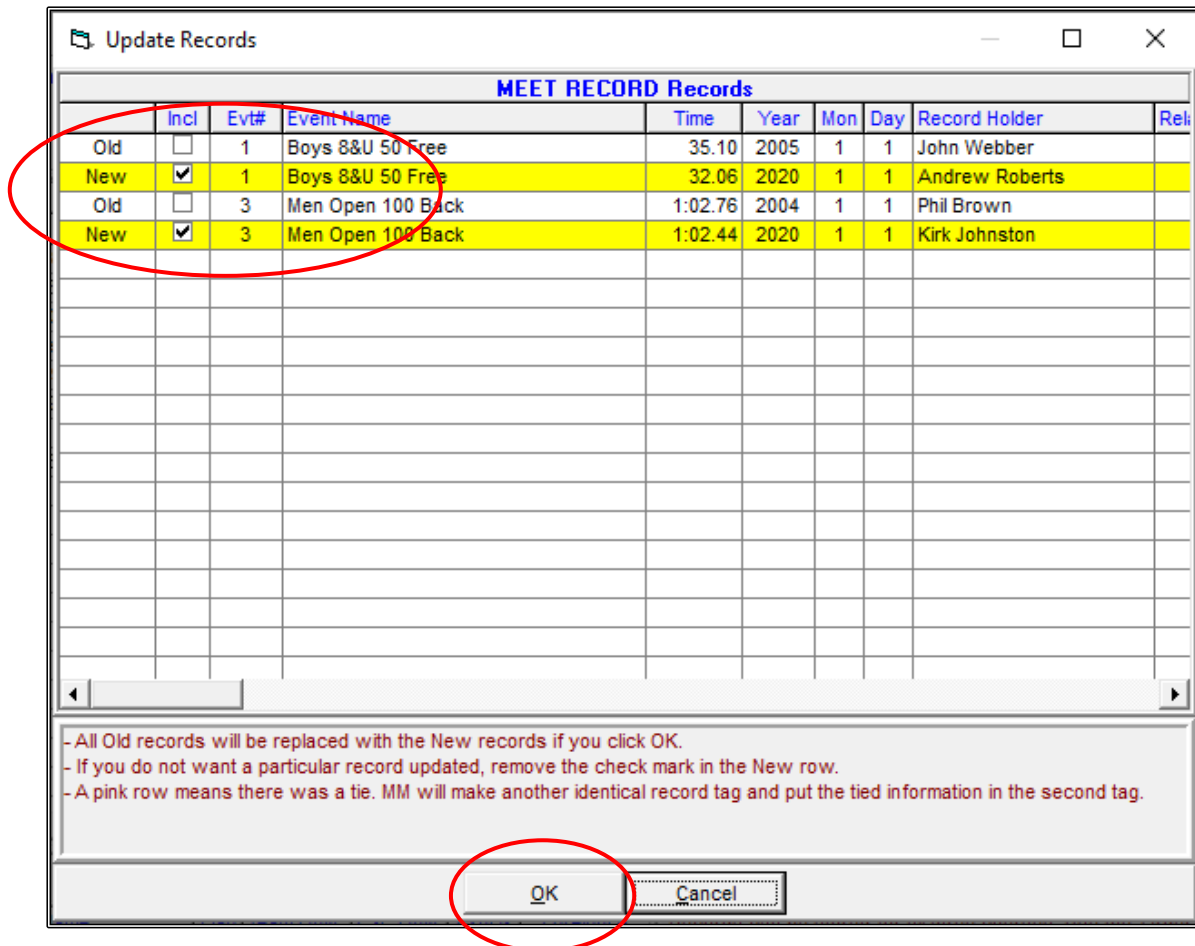
Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	METRO QT	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	COUNTRY QT	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

You will see from the below screen that TWO RECORDS were broken at the TEST EVENT 2020 meet.

This shows you the EXISTING (Old) record and below that, highlighted in yellow, the NEW record set at the meet. If you are happy with this information, click on the OK button at the bottom of the screen and EVENTS 1 and 3 will be updated for you.

If, for some reason, this information is not correct, UNTICK the box and that particular record will not be updated. If you are not sure of any of the information listed, then click CANCEL.



You can see now in the RECORDS screen, that EVENTS 1 and 3 have been UPDATED to reflect the current information from the recent meet.

The screenshot shows the 'Records' application window. At the top, there are menu options: Import, Export, Update, Custom Age Groups, Refresh, View, and Create Report. Below the menu is a toolbar with icons for navigation and filtering, and a checked option 'Show Records of Selected Tag Only'.

Filtering options include:

- Gender:** All (selected), Male, Mixed, Female.
- Age Range:** Two empty input boxes.
- Record Type:** Indiv + Relays (selected), Indiv Only, Relays Only.
- Meter Type:** LC Meters (selected), SC Meters, SC Yards.
- Report Sort:** By Event # (selected), By Age Group.

The main table is titled 'Long Course Meters' and has the following columns: Evt#, Event Name, Hide, Tag Name, Time, Year, Mon, Day, Record Holder, Affiliation, and Re. The first three rows are circled in red:

Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re
1	Boys 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	32.06	2020	1	1	Andrew Roberts	FAN	
2	Girls 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	32.15	2005	1	1	Mary Smith	Diamonds	
3	Men Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:02.44	2020	1	1	Kirk Johnston	NSW	

At the bottom of the window, there is a section for 'Flag Fastest Time Only' with a table of flags and a text box explaining the flag system.

Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	--		<input type="checkbox"/>	<input type="checkbox"/>
02	METRO QT	M	--		<input type="checkbox"/>	<input type="checkbox"/>
03	COUNTRY QT	C	--		<input type="checkbox"/>	<input type="checkbox"/>

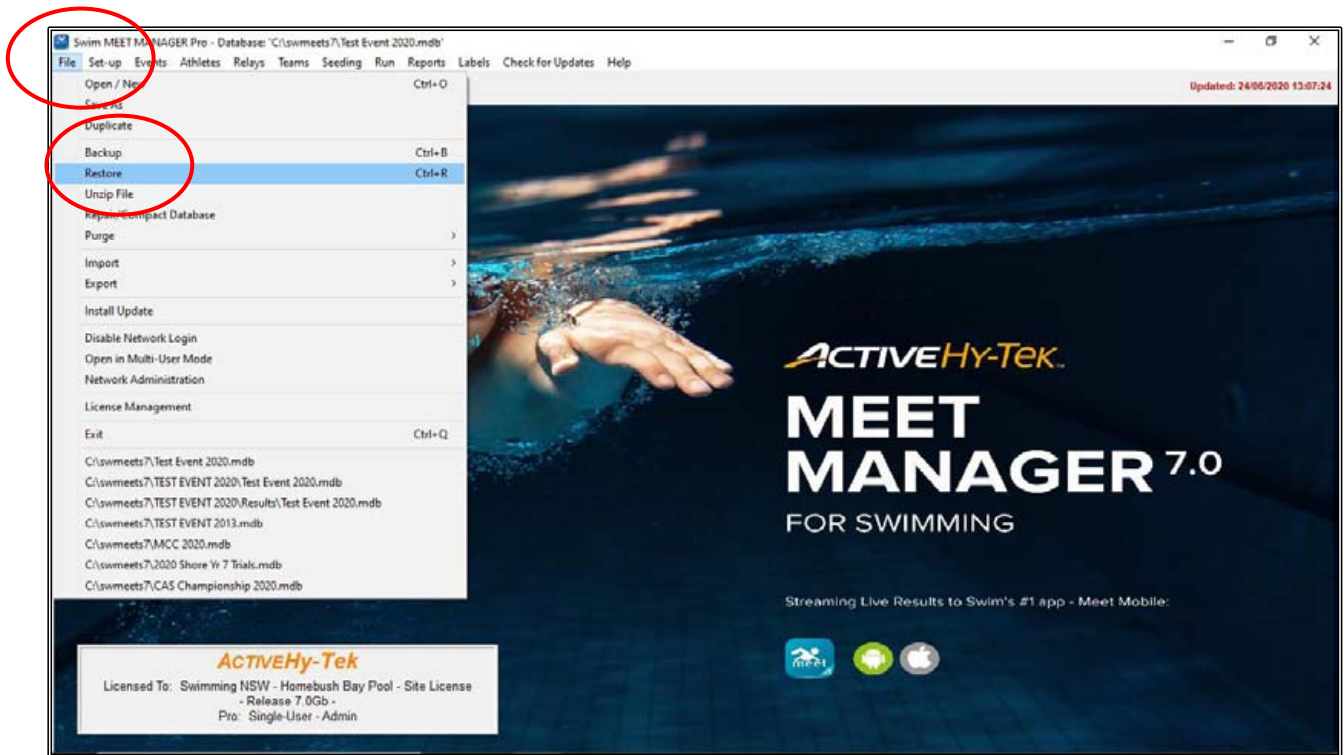
The text box explains: 'Records can be stored for all three courses. Use the 'Order' to control the sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'X' or 'X' and the record will be 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.'

You can now CLOSE OUT ☒ of both the RECORDS and EVENTS screens back to the MAIN MENU screen.

## SECTION SIXTEEN: HOW TO PURGE DATA READY FOR THE NEXT MEET

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information.

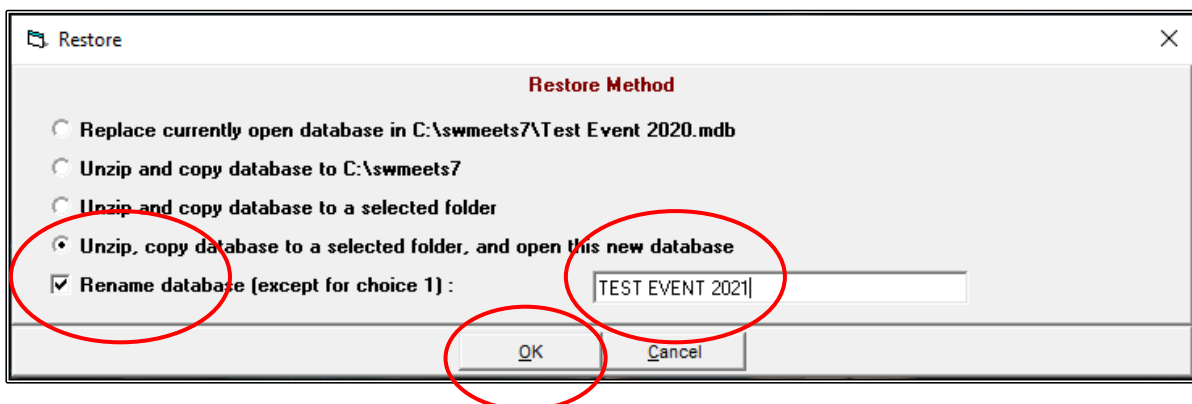
From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.



Click on the fourth dial option, UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE.

Also tick the RENAME DATABASE (EXCEPT FOR CHOICE 1): box and rename the current meet to TEST EVENT 2021 for example.

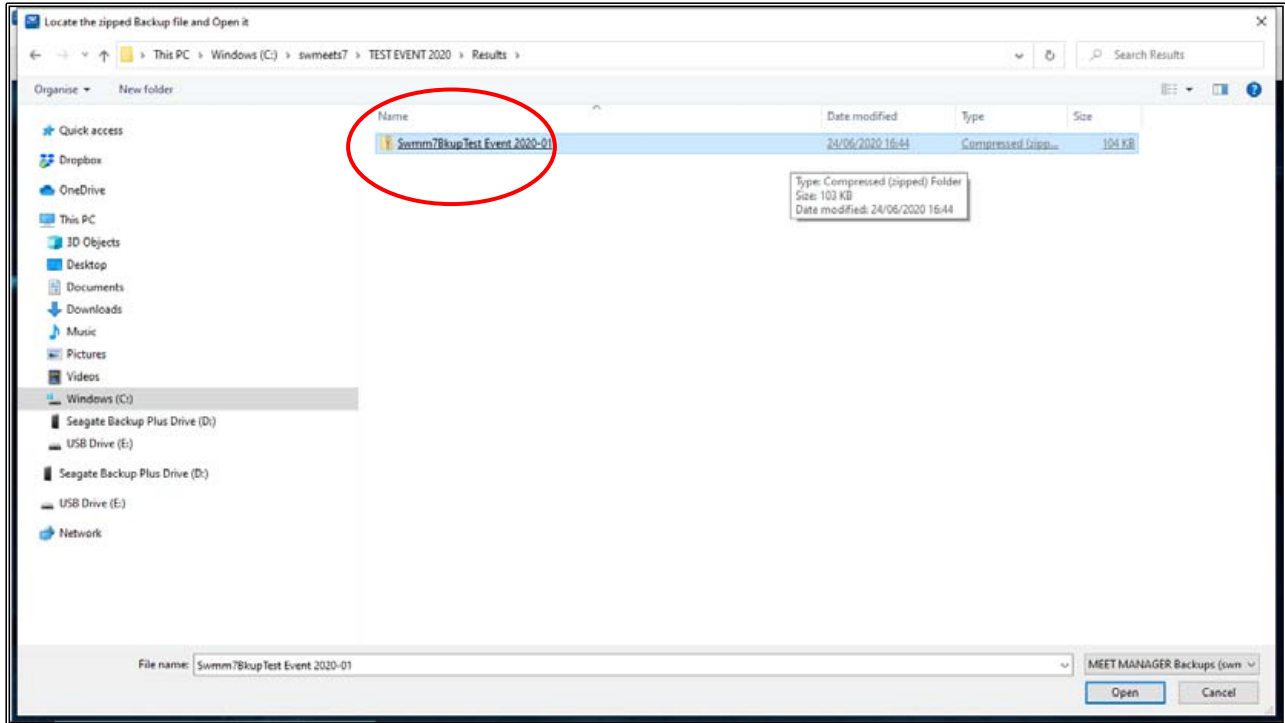
Click OK.



Locate the file you wish to use from last time and click on this meet.

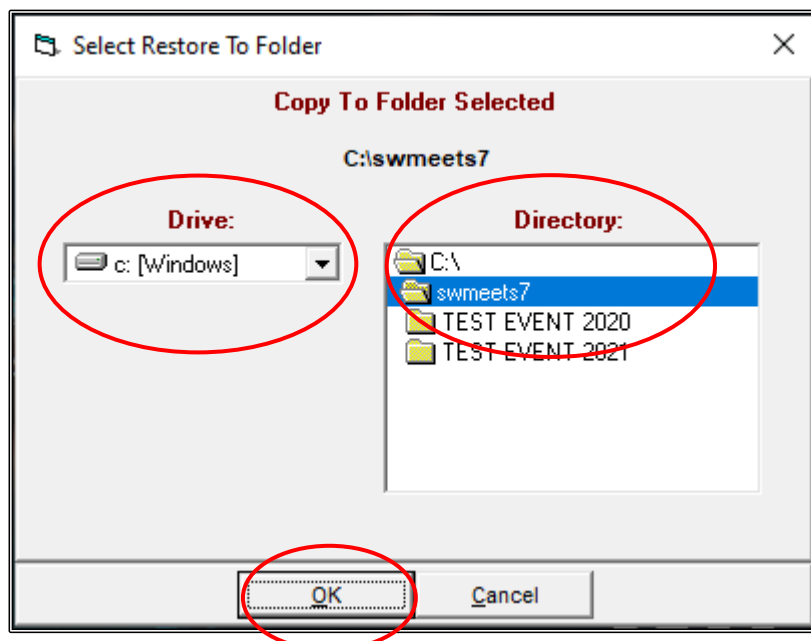
This should be a MEET MANAGER BACKUP file that you created at the end of your last meet and should be in the RESULTS sub-folder that you created last time, ie:

C:\swmeets7\TEST EVENT 2020\RESULTS



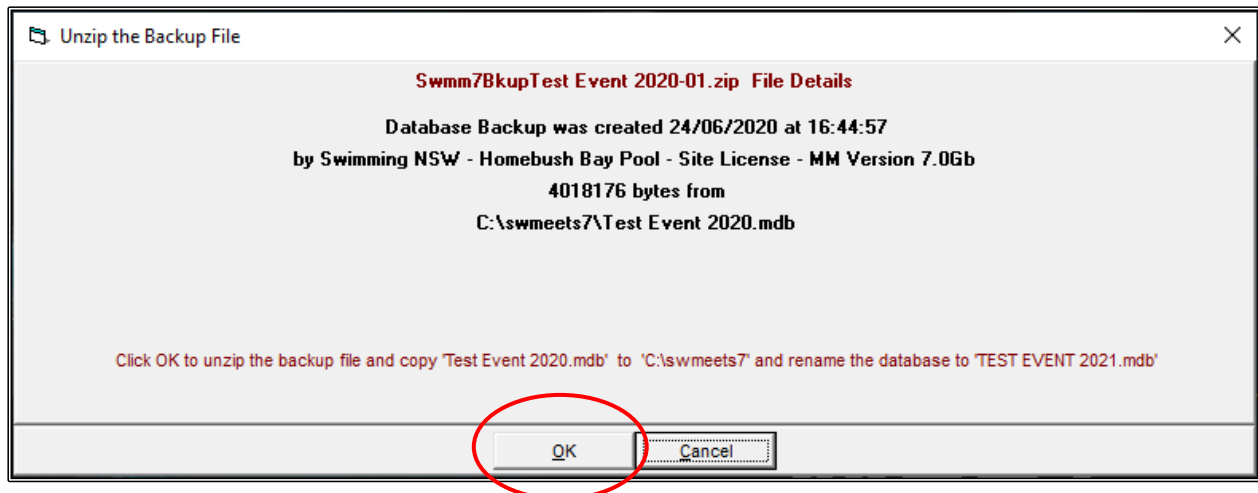
When the SELECT RESTORE TO FOLDER screen opens, MEET MANAGER will default to the C:\ DRIVE and the SWMEETS7 DIRECTORY and this is where the file should be kept.

Click OK.

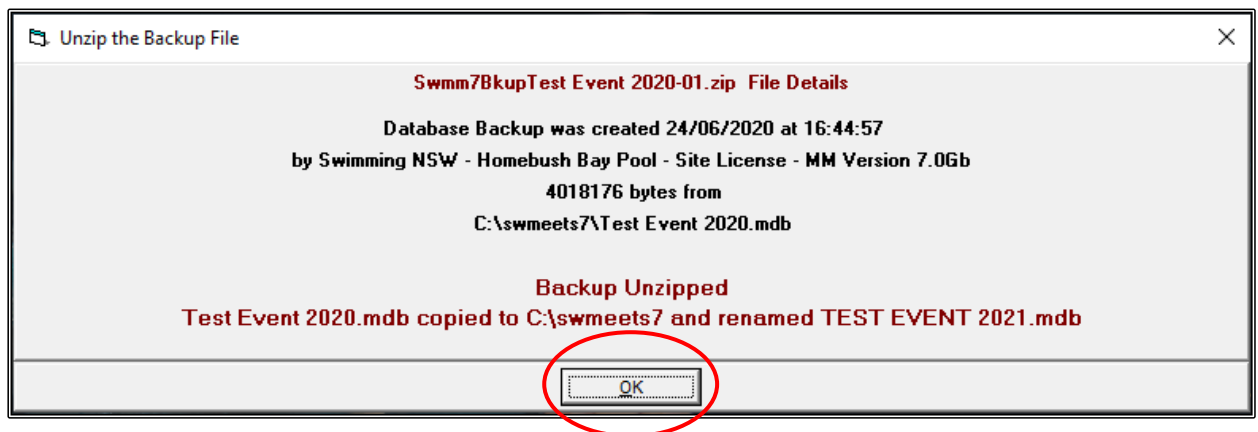




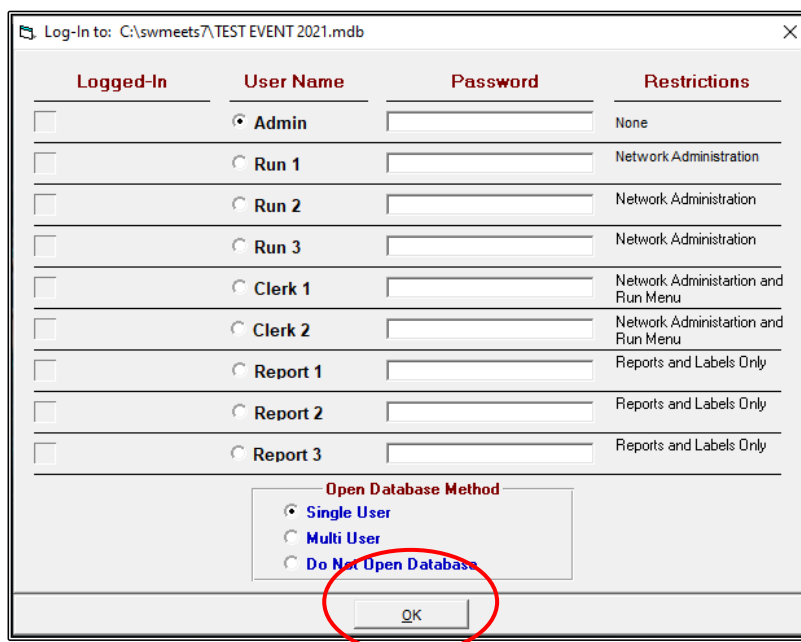
Click OK when the UNZIP THE BACKUP FILE screen appears.



Click OK when the BACKUP FILE has been UNZIPPED.



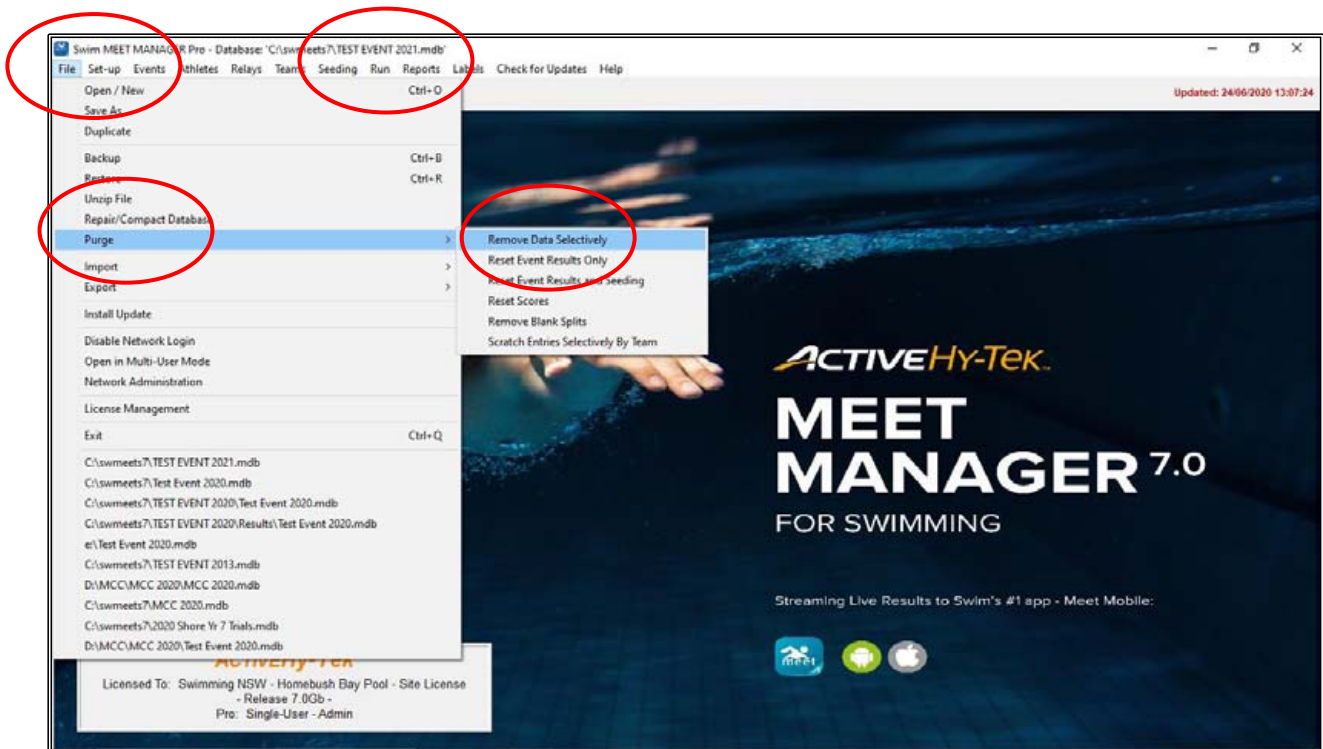
If the LOG IN screen below appears, just click OK.  
This is only used if you are networking your computer with another Meet Manager computer.



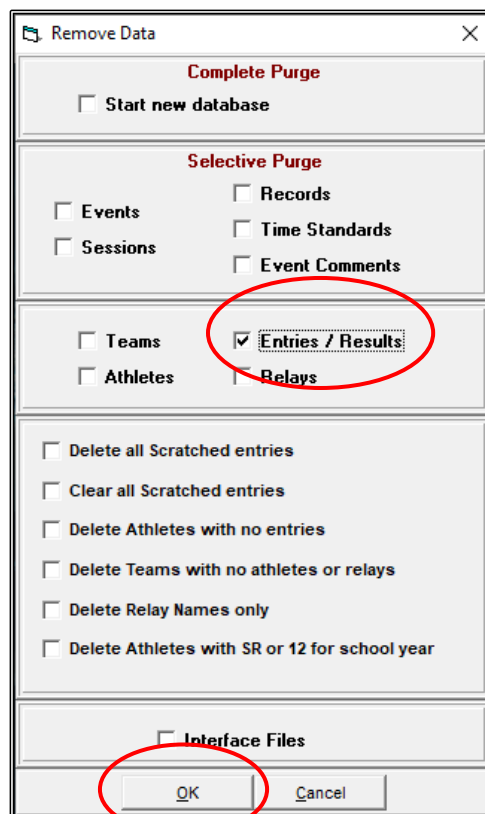


The new database, TEST EVENT 2021, will now open up ready for you to purge DATA from the last meet.

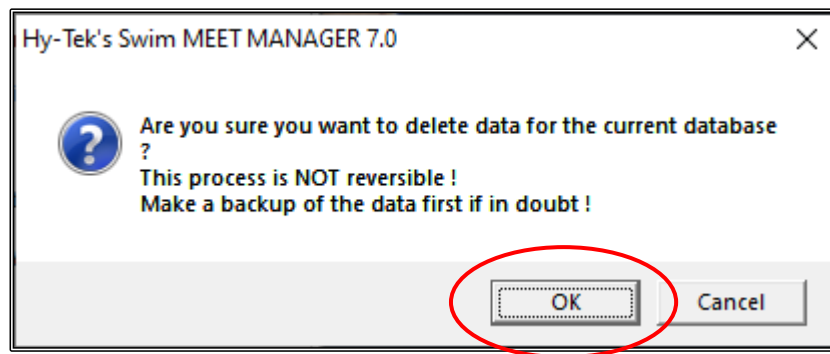
From the MAIN MENU screen, click on the FILE tab and then select PURGE from the drop down. Now click on REMOVE DATA SELECTIVELY.



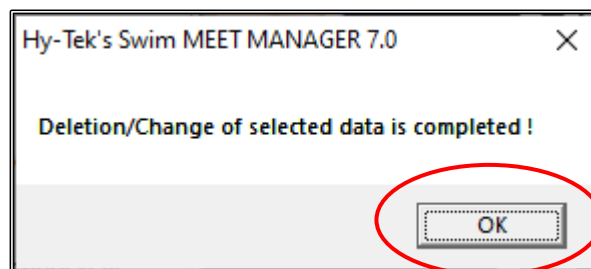
From the REMOVE DATA screen, tick the ENTRIES/RESULTS box and then click on OK.



Click OK when you see the NOT REVERSIBLE message screen.



The DELETION/CHANGE screen now opens, just click OK.



This now leaves you with all the TEAMS, all the ATHLETES, all the EVENTS and all the updated RECORDS from last year.

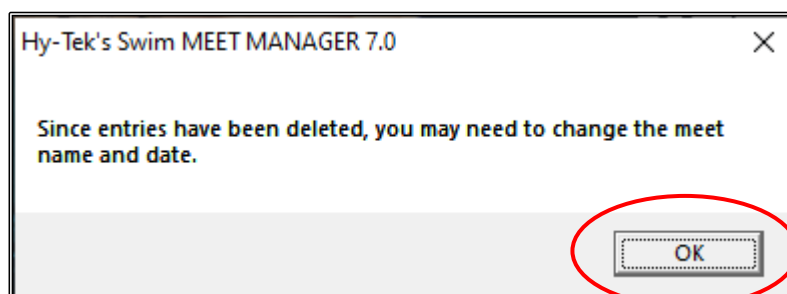
If your meet will not have the same TEAMS and ATHLETES competing, you can also PURGE these from the new database.

From the MAIN MENU screen, click on FILE -> PURGE -> REMOVE DATA SELECTIVELY. Now tick the TEAMS box and you will see that TEAMS, ATHLETES, ENTRIES/RESULTS and RELAYS will now ALL be deleted.

Click OK and then click OK to the next two DELETION screens.

You now have only a SHELL left for this new meet (EVENTS and RECORDS).

You will now see the message screen below. Click OK.



This will open up the MEET SET-UP screen so that you can update this meet's details.

If you leave the TEAMS and ATHLETES in your new database, you will have to open up the MEET SET-UP screen.

From the MAIN MENU screen, click on the FILE tab and then select MEET SET-UP from the drop down.

Change the following information and leave the rest as previously set:

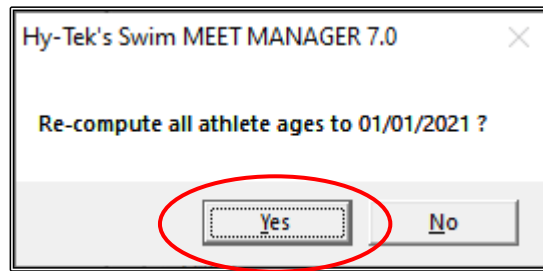
Meet Name	Test Event 2021
Start and End Dates	01.01.21 (for both)
Age-Up Date	01.01.21
Entry Open Date	01.11.20
Entry Deadline	01.12.20
Class	Age Group. Don't forget if you have MULTI-CLASS swimmers, you should change this from AGE GROUP to DISABLED.

If you have left the athletes in from the last meet, you now need to click on the AGE-UP ATHLETES button at the bottom left-hand side of the screen so that all your athletes will be AGED-UP to the current meet start date. If you PURGED athletes, then you do not need to do this.

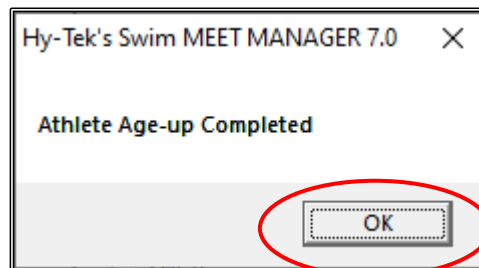
The screenshot shows the 'Meet Set-up' window with the following details:

- Meet Name:** Test Event 2021
- Facility Name:** My Swimming Pool
- Address:** Smith Street
- City:** SYDNEY
- State / Province:** NSW
- Postal Code:** 2000
- Country:** AUS
- Sanction #:** (empty)
- Start Date:** 01/01/21
- End Date:** 01/01/21
- Age-Up Date:** 01/01/21
- Entry Open Date:** 01/11/20
- Entry Deadline:** 01/12/20
- ID Format:** AUS - Australian Swimming
- Class:** Age Group
- Base Country:** AUS
- Host LSC:** NSW
- Timers Connected to this Computer:** One timer
- Timer 1 Name:** Pool 1
- Timer 2 Name:** Pool 2
- Meet Type:** Standard
- Meet Style:** Standard
- Course:** LC Meters
- DQ Codes:** Custom DQ Codes
- Time Adjustment Method:** FINA rules
- Buttons:** Age-Up Athletes, OK, Cancel, Re-Convert Entries

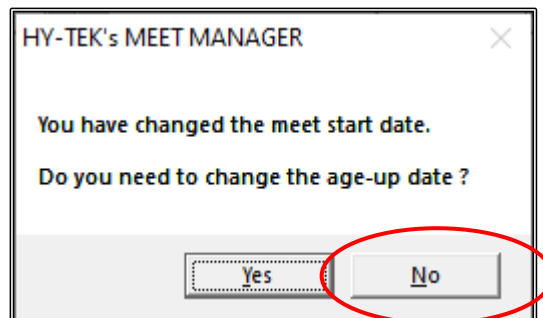
Click YES when the RE-COMPUTE screen opens.



Now click OK when the ATHLETE AGE-UP is COMPLETED.



The system will now ask you if you need to change the AGE-UP date, but you have already done this, so click NO.



The MEET MOBILE PUBLISHING screen will now appear.

This step cannot be done until all other information for the meet has been set up.

For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT  the screen.

**NOTE:** If you decide later to publish your results via MEET MOBILE, just click on the SET-UP tab from the MAIN MENU screen and then click on MEET MOBILE PUBLISHING from the drop down. Uncheck the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET tick box and follow the instructions in [Section 12](#) on Page 174.

Also note that MEET MOBILE is not available 7 days after the meet has finished.

Meet Mobile Publishing

Settings | Publish | Promote | Report

### Welcome to Meet Mobile Setup

Select content option and customer price:

Full Meet Data (recommended)  
Meet Mobile customers will have full access to all meet information including psych sheets, heat sheets, and results.

Free Heat Sheets

If Full Meet Data is selected, you must 1) either click the Active.com Setup button to create an account for revenue sharing or 2) select Free Heat Sheets. Otherwise, if Full Meet Data is selected, the meet program price will be \$1.99 with no revenue sharing.

Active.com Set-up

Restrict Heat Sheet Data  
Meet Mobile customers will have access to all meet information except heat sheets.

Terms of use:  
I have NOT agreed to the Meet Mobile Contract.

View Contract to Agree

Confirm

### Learn About Meet Mobile

Please select your Meet Mobile settings. This will let us know whether you want heat sheets or not to be shown in the Meet Mobile application available through both the Apple app store and Google Play.

#### How does my meet data get published ?

Once you have set up your meet for Meet Mobile, you will be given control of when to make meet data available.

#### How does revenue sharing work ?

Revenue sharing is only available for Active.com U.S. addresses. Click the Active.com Set-up button on the left to set up the revenue sharing account. Heat Sheet prices of \$1.99 or more qualify for revenue sharing.

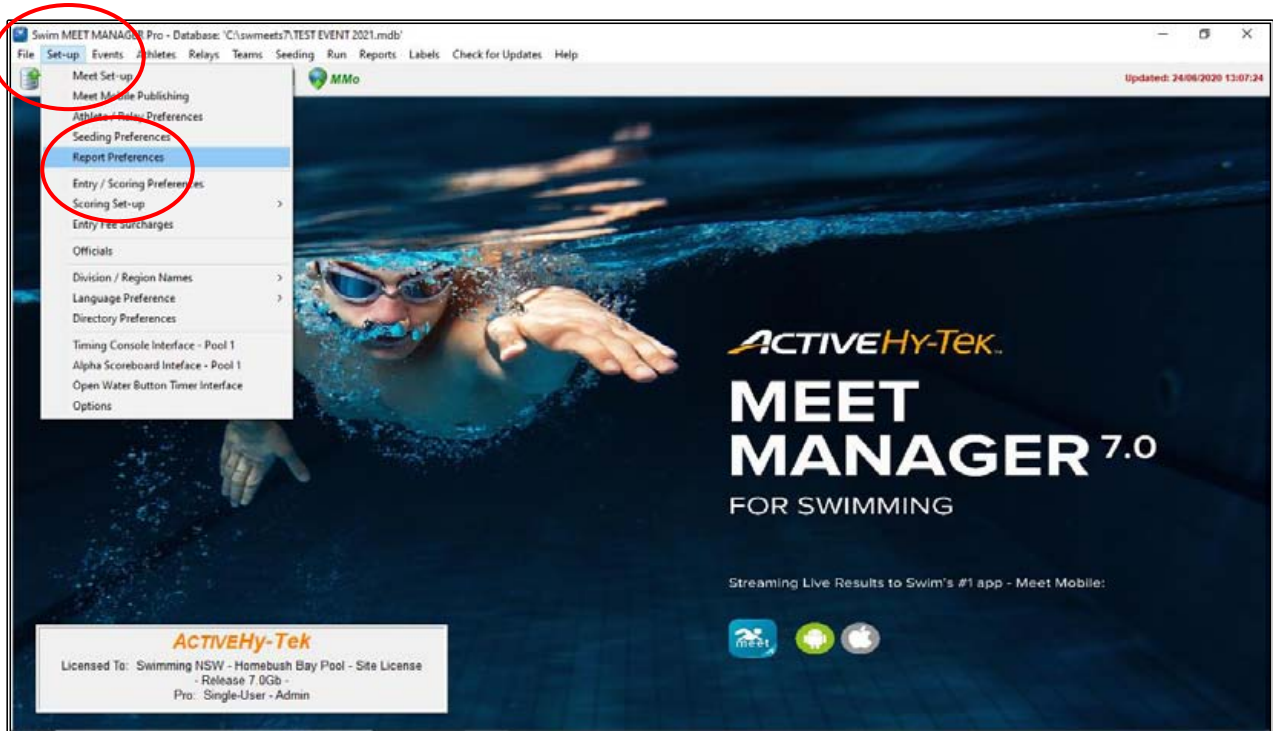
#### Terms of Use

The Terms of Use is required before any meet data can be published to Meet Mobile. Click 'View Contract to Agree' and you will be able to view the contract. On the contract page, enter your name and birth date, then click Agree.

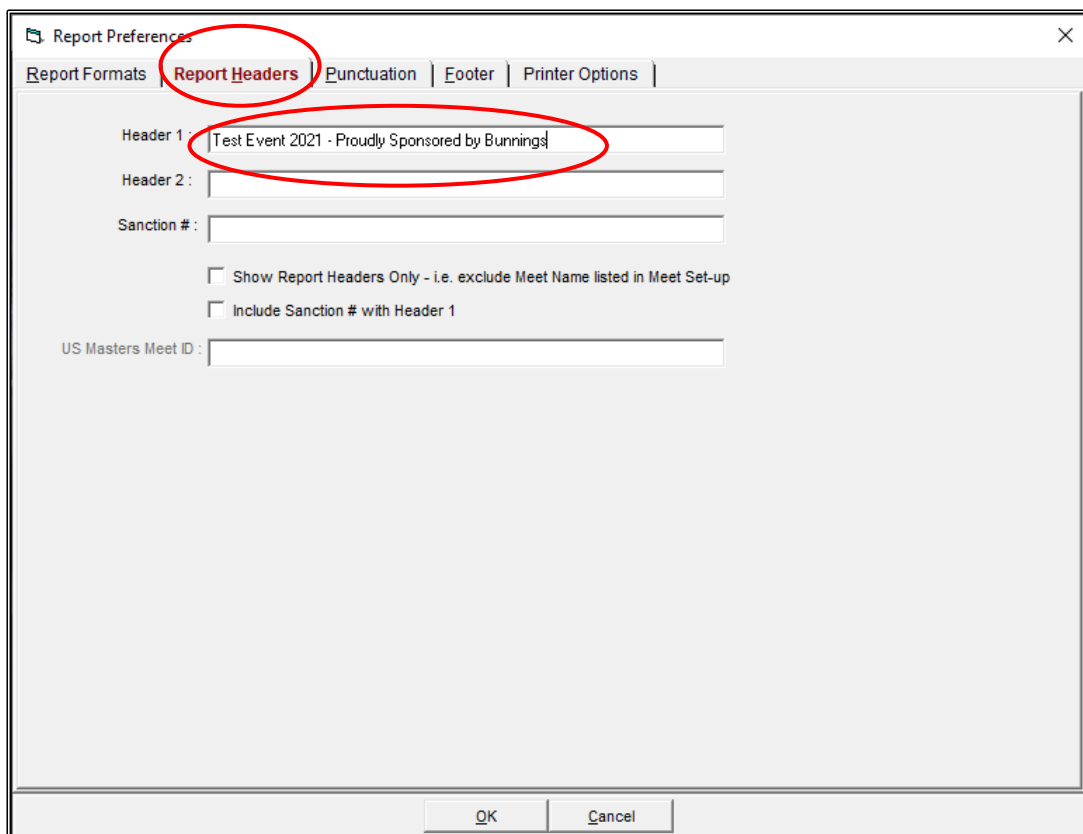
Not interested in publishing Meet Mobile for this meet

If you have HEADERS set up from the last meet, you may want to change these for the current meet.

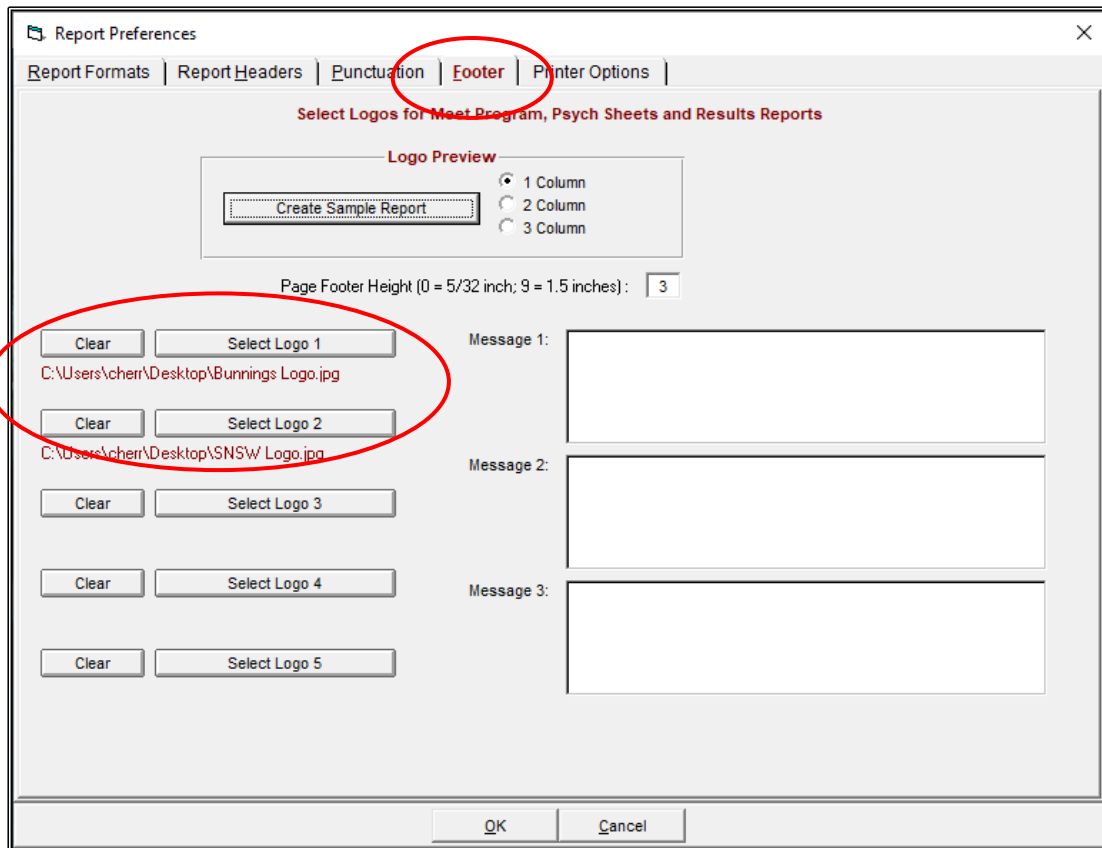
From the MAIN MENU screen, click on the SET-UP tab and then select REPORT PREFERENCES from the drop down.



Click on the REPORT HEADERS tab and change the headers accordingly. Now you need to check your FOOTERS tab if these were set up for the last meet.



Click on the FOOTER tab in the REPORT PREFERENCES screen and make the appropriate changes.

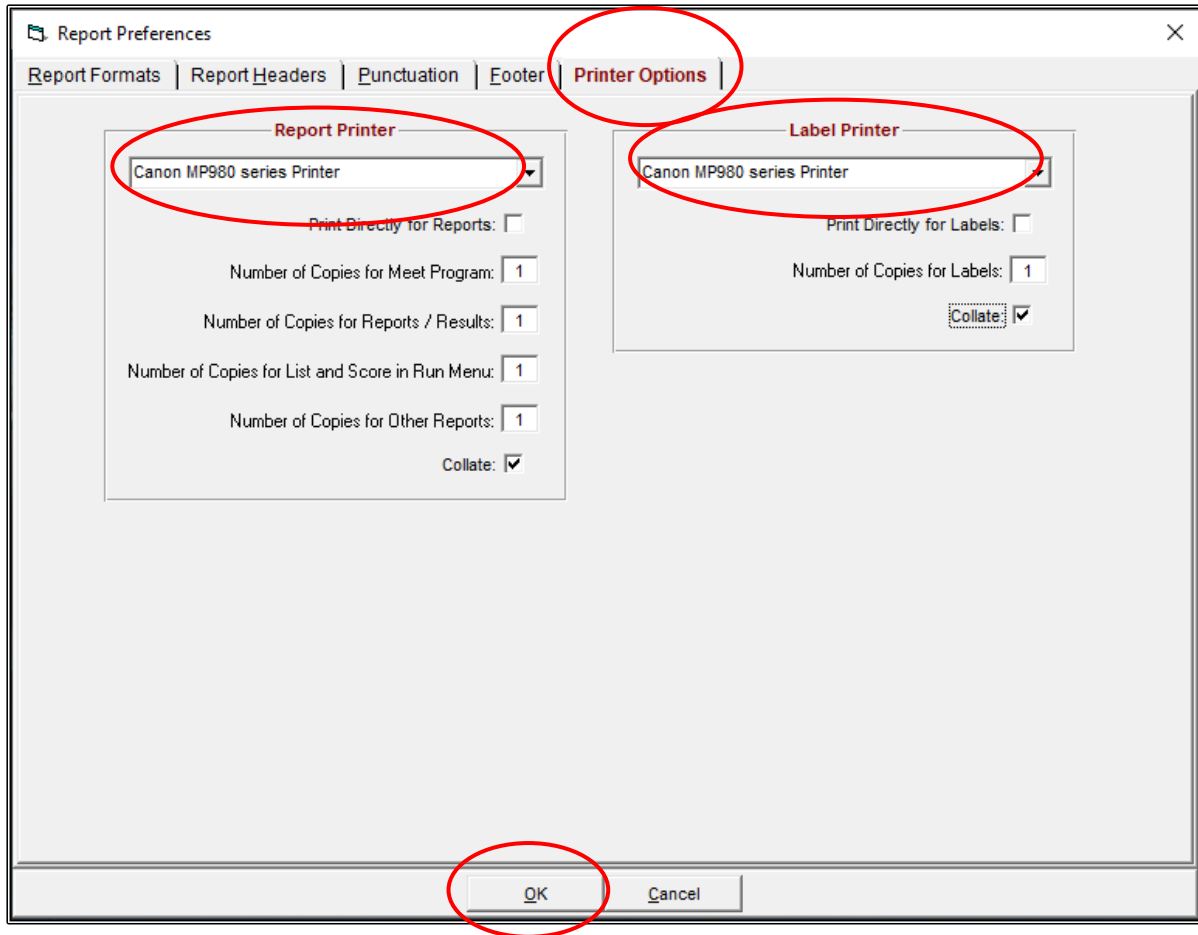


You now need to set up your PRINTER OPTIONS.

Click on the PRINTER OPTIONS tab and set up the printer that you will be using to print your program, results and reports.

This may change from time to time and can be changed when needed by clicking on this tab.

By default, the LABEL PRINTER also needs to be set up even though labels are not used.



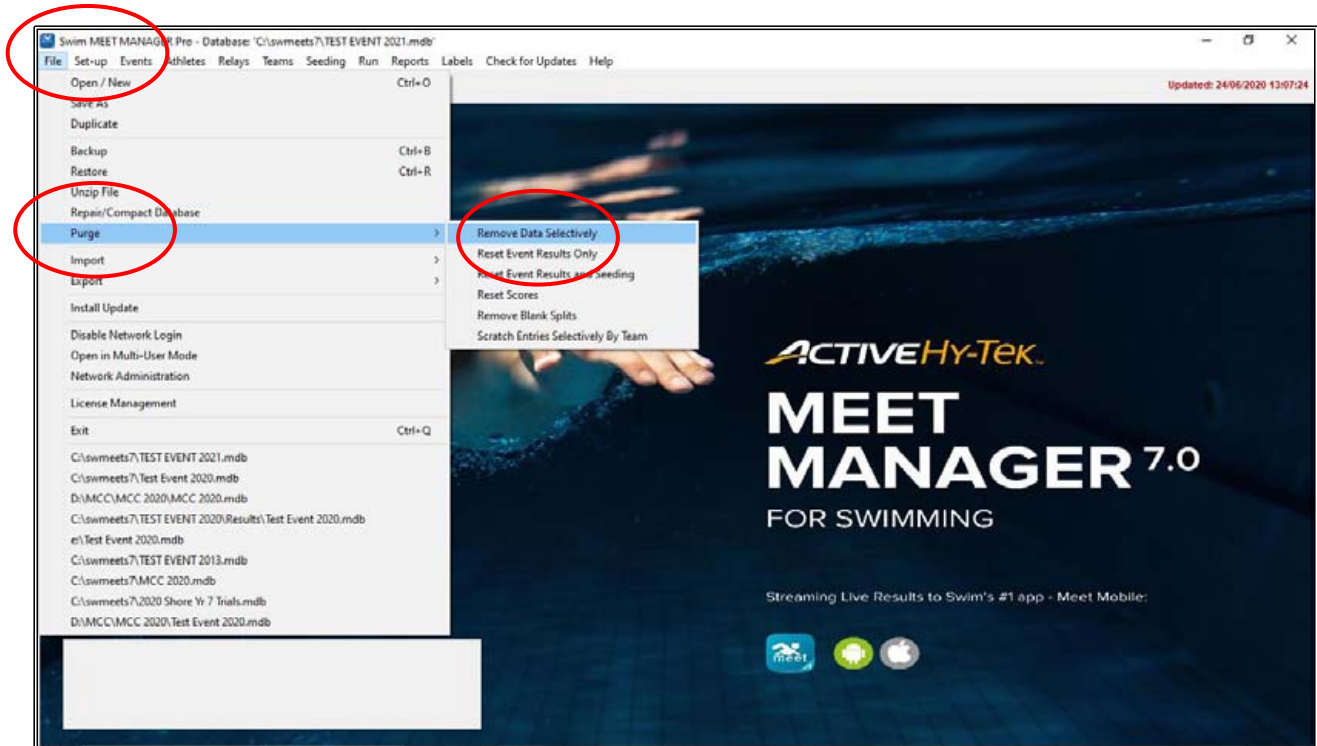
When you are happy with all your REPORT PREFERENCES, click OK to save.



You are now ready to start entering your current ATHLETES into their respective events, ADD any new TEAMS and ATHLETES and start SEEDING your meet.

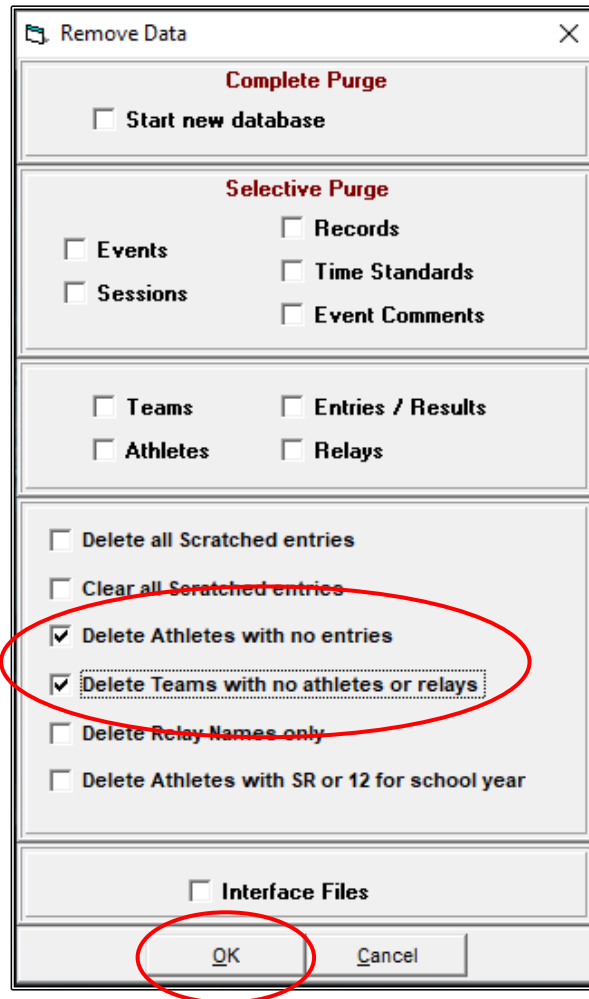
Once you are happy with ALL your entries, you can now PURGE any ATHLETES and TEAMS that are left over from the last meet and who are not entered in this current meet.

From the MAIN MENU screen, click on the FILE tab and then select PURGE from the drop down and then choose REMOVE DATA SELECTIVELY.

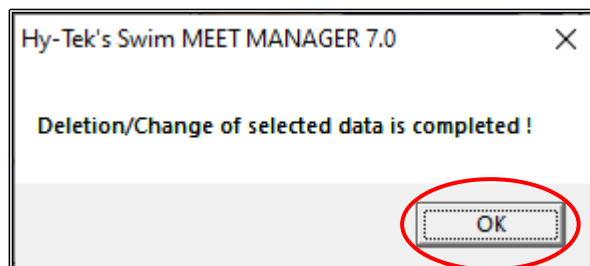


From the REMOVE DATA screen, tick on both the DELETE ATHLETES WITH NO ENTRIES box and the DELETE TEAMS WITH NO ATHLETES OR RELAYS box.

Now click OK.



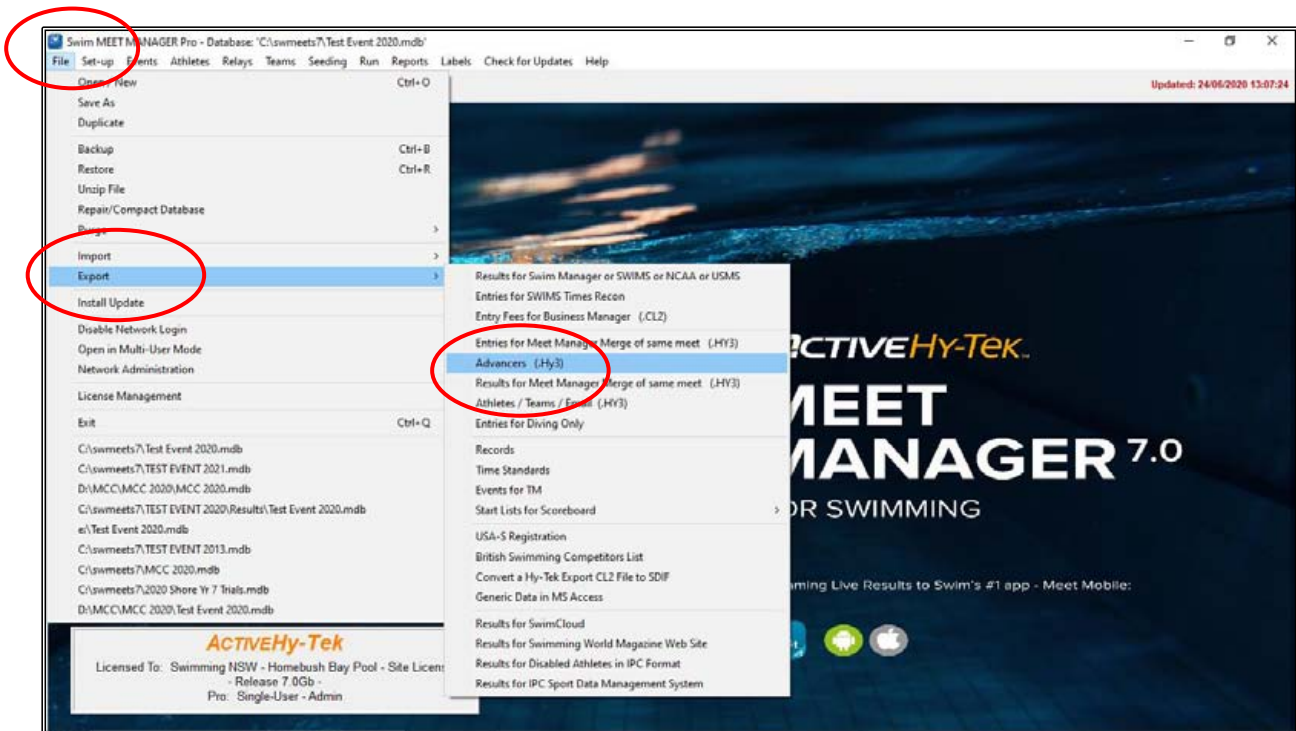
When the DELETION COMPLETED message appears, click OK.



You are now left with only your CURRENT DATABASE, ready to seed and run your meet.

## SECTION SEVENTEEN: HOW TO EXPORT ADVANCERS FROM MEET MANAGER (ie: FOR THE SPEEDO FINALS MEET)

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down then choose ADVANCERS (.Hy3).



From the EXPORT ADVANCERS screen:

1. Click on SELECT ALL to select the events you wish to use for the advancements
2. Specify the TOP HOW MANY to advance for each event, ie 4 athletes per event
3. Leave MAXIMUM QUALIFIERS PER EVENT blank
4. Leave OR RANGE OF PLACES FOR FINALS blank
5. Click the SELECT BEST TIME FROM FINALS ONLY option

Click on EXPORT at the top of the screen and Meet Manager will export those advancers based on the criteria you set up above.

Export Advancers

Select All De-select View Export

Gender:  All  Male  Mixed  Female

Age Range: [ ] - [ ]

Indiv + Relays  Indiv Only  Relays Only

Evt #	Status	Event Name
<input checked="" type="checkbox"/>	Scored	Boys 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	Scored	Girls 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	Scored	Men Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	Scored	Women Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	Scored	Boys 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	Scored	Girls 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay
<input checked="" type="checkbox"/>	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay

Top How Many from each event to advance : 4

Maximum Qualifiers per Event : [ ]

Or Range of Places from Finals : [ ] - [ ]

Select best time from finals only :

Select best time from finals and prior rounds :

Select best time from finals, prior rounds, and entry time :

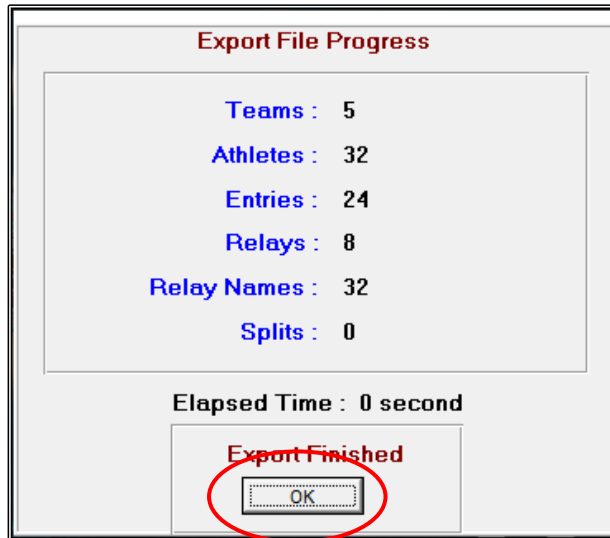
Include relay athlete names :

Limit entries to those that meet the selected time standard below

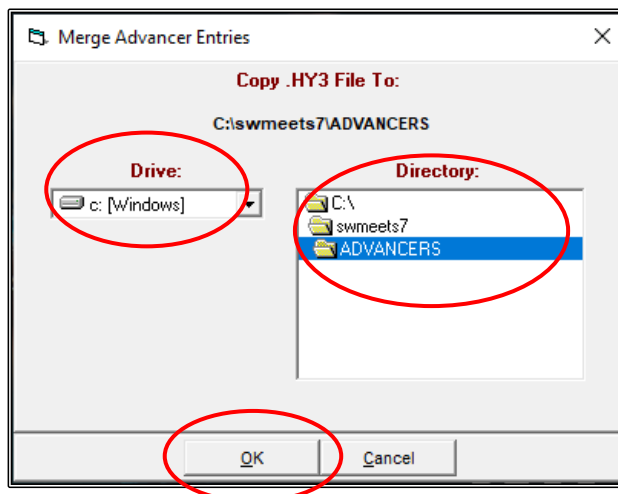
Tag	Time Stds
	[ ]

- Select the events to be advanced. Enter Top How Many to advance from each event and/or, if there is a qualifying time used for advancing, select one of the qualifying tags by checking one box and enter either Maximum Qualifiers to advance per event or Top How Many. If you enter a place range such as 4th thru 6th from Finals, Top How Many, Max Qualifiers, and Time Standards are ignored.

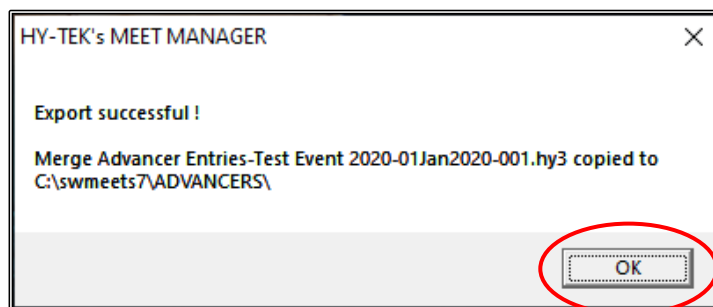
When the EXPORT FILE PROGRESS screen appears, click OK.



The MERGE ADVANCER ENTRIES screen will appear, and you need to choose the DRIVE and DIRECTORY where you want to save the file, then click OK.



The EXPORT SUCCESSFUL message will appear, just click OK.



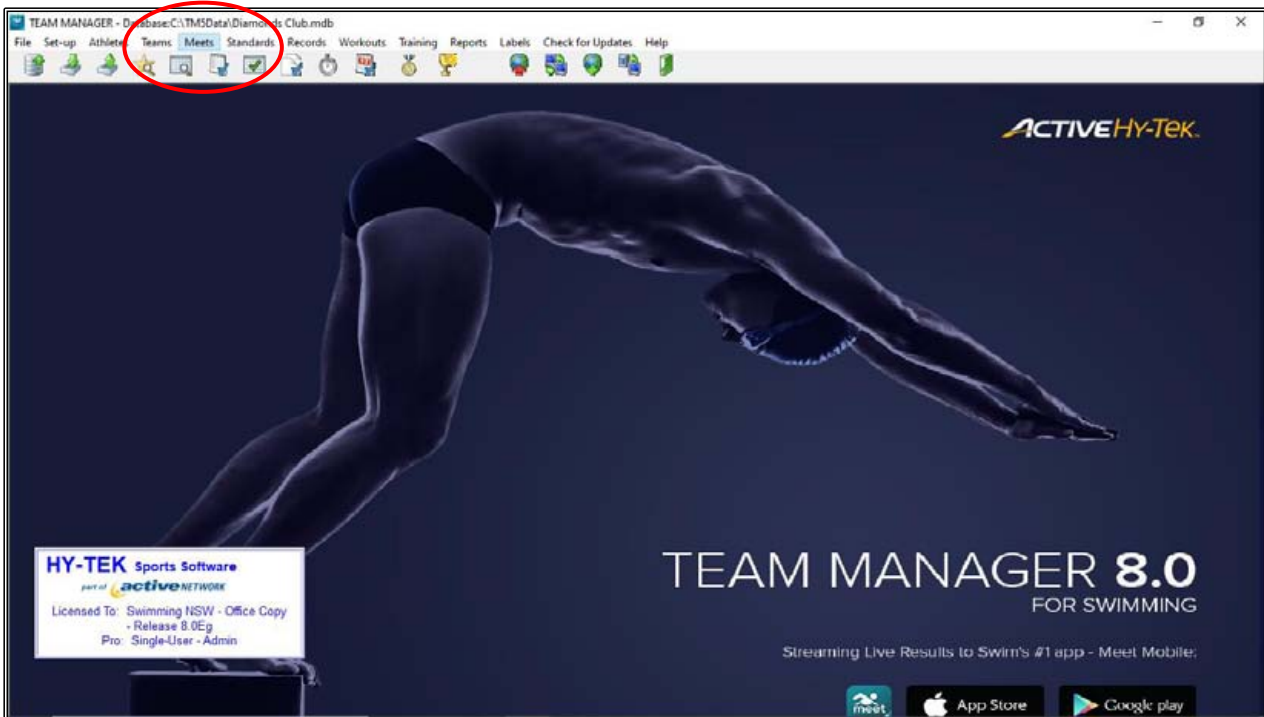
Your ADVANCERS file is now ready for you to email through to the CONVENOR of the next round of competition - no keying errors or mistakes.

☐ Merge Advancer Entries-Test Event 2020-01Jan2020-001.hy3

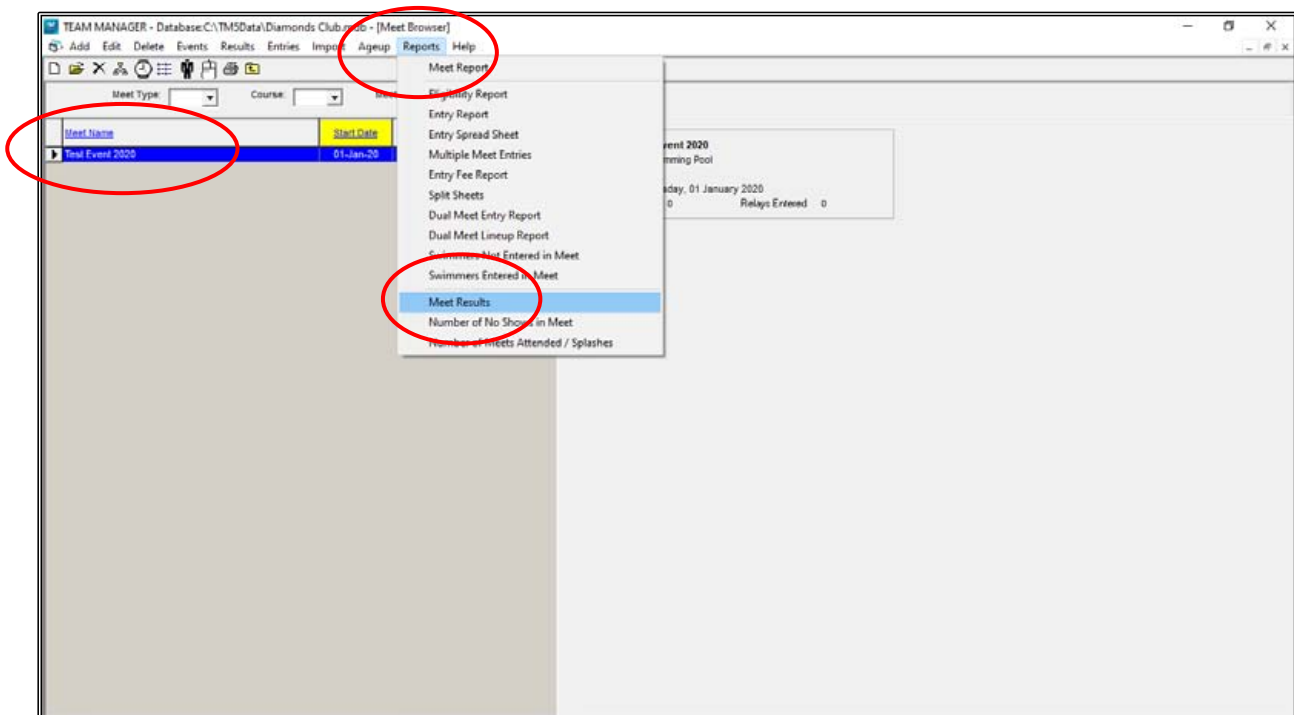
## SECTION EIGHTEEN: HOW TO PRINT RESULTS FROM A MEET USING TEAM MANAGER

You may wish to print results from an external meet for the club coach or to put on the noticeboard or in your club newsletter.

From the MAIN MENU screen, click on the MEETS tab.



Highlight the TEST EVENT 2020 meet and then click on the REPORTS tab at the top of the screen and select MEET RESULTS from the drop down.



From the MEET RESULTS screen, check that the MEET NAME is correct and then select:

1. Your TEAM (DIA)
2. Tick the DON'T SHOW IMPROVEMENT box
3. Sort by NAME

Click on CREATE REPORT.

The screenshot shows the 'Meet Results' window with the following elements circled in red:

- The 'Meet' dropdown menu showing '01-Jan-20 Test Event 2020'.
- The 'Team' dropdown menu showing 'DIA'.
- The 'Don't Show Improvement' checkbox in the 'Improvement' section.
- The 'Name' radio button in the 'Sort by' section.
- The 'Create Report' button at the bottom right.

The interface includes various filter and report options:

- Filters:** Gen, Age, Sess / Div, All, Male, Female.
- Prelim / Finals Filter:** All, Finals Only, Prelims Only, Semis Only, Best.
- Splits:** None, Cumulative, Subtractive, Cum/Subt, Legal, Stroke Rate.
- Include:** DQs Only, Personal Bests Only, Birth Date, First Time Swims, Registration ID, Team Point Total.
- Stroke / Distance Filters:** Stroke, Distance.
- Improvement:** Since Date for Improvements, Use Since Date for Improvements, Use Converted Times for Calculating Improvement, Show Improvement as Percent.
- Event Filters:** Individual, Relay, Individual and Relays.
- Standards / Points:** None, LEN Points, Hy-Tek Age Group, AUS Points, Hy-Tek Single Year, NISCA Points, Hy-Tek Open, SNZ Points, FINA Points.
- Reports / File Export:** Reports, File Export.
- Other:** Include Inactive, Include DQ Codes, Include Reaction Time, Include Relay Lead-Offs, Keep Athletes / Events together.

Below is a sample of the INDIVIDUAL MEET RESULTS report which shows the swimmers in alphabetical order, the times swum, the Event numbers, the Event descriptions, the swimmer's overall place in the event and the points they scored.

Print / Export Reports

1 / 1

100%

Business Objects

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**Individual Meet Results**

Test Event 2020 01-Jan-20 LC Meters  
 Location: Mr Swimming Pool  
 DIAMONDS CLUB [DIA]

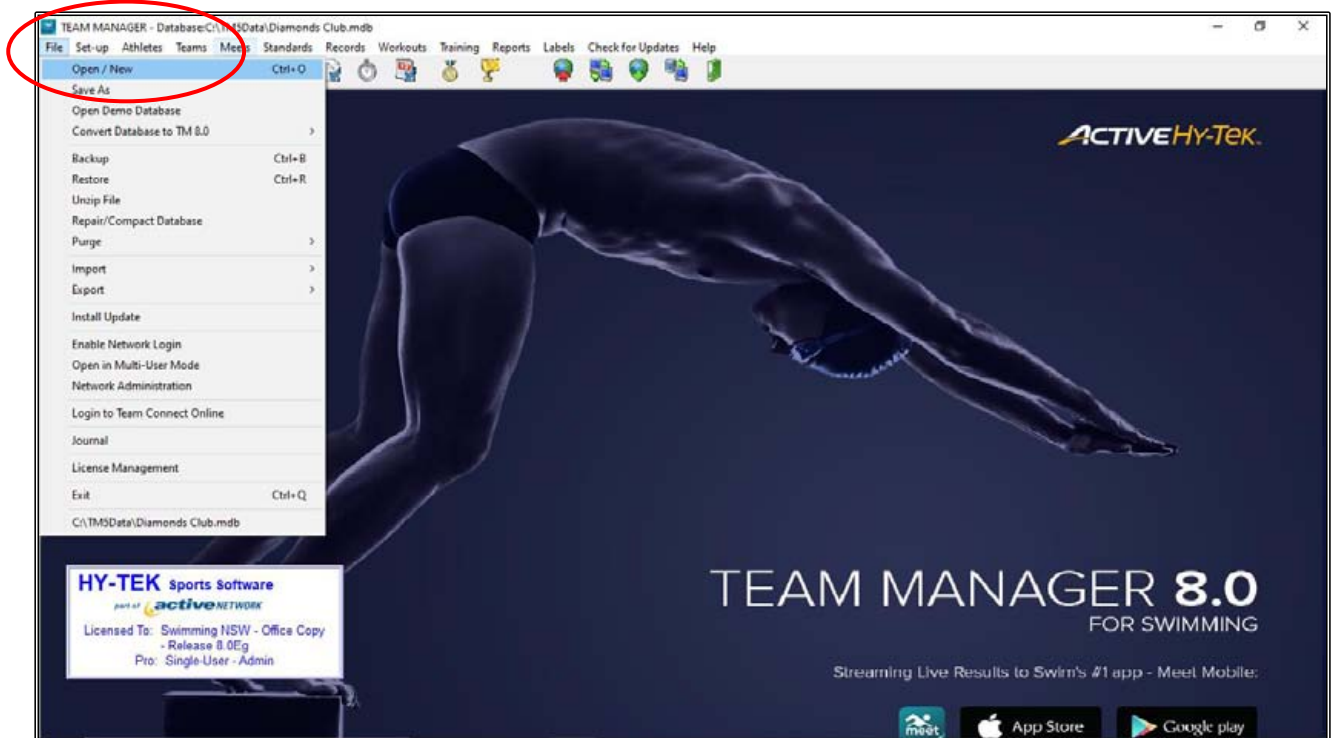
Time	F/P/S	Event	Place	Points
<b>Rebecca Clarke (19) G</b>				
1:18.34L	F # 4	Girls 100 Back	2	9
<b>Chelsea Murray (9) G</b>				
1:46.22L	F # 4	Girls 100 Back	8	3
3:30.59L	F # 6	Girls 9-9 200 Breast	7	4
<b>Christopher O'Keefe (9) B</b>				
1:17.79L	F # 3	Boys 100 Back	9	2
3:01.24L	F # 5	Boys 9-9 200 Breast	2	9
<b>Erin Renford (9) G</b>				
1:54.34L	F # 4	Girls 100 Back	10	1
3:26.48L	F # 6	Girls 9-9 200 Breast	6	5
<b>Michael White (9) B</b>				
1:14.98L	F # 3	Boys 100 Back	5	6
3:37.27L	F # 5	Boys 9-9 200 Breast	5	6



## SECTION NINETEEN: HOW TO CREATE A NEW DATABASE IN TEAM MANAGER

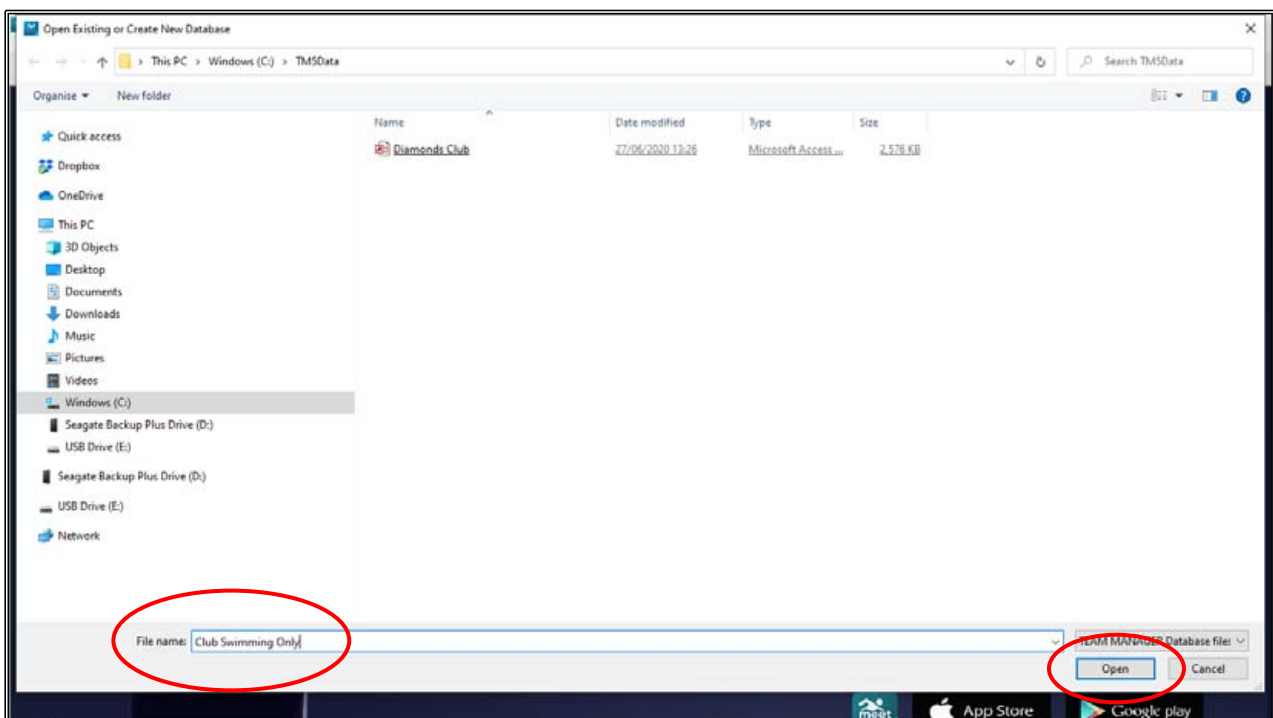
You may be setting up your first DATABASE or wanting to set up a second DATABASE in TEAM MANAGER.

From the MAIN MENU screen, click on the FILE tab and select OPEN/NEW from the drop down.



Choose the location where you want to save your DATABASE. The TEAM MANAGER system will default to C:\WINDOWS\TM5Data on your computer.

Click on the FILE NAME and give your new DATABASE a name, ie CLUB SWIMMING ONLY and then click OPEN.

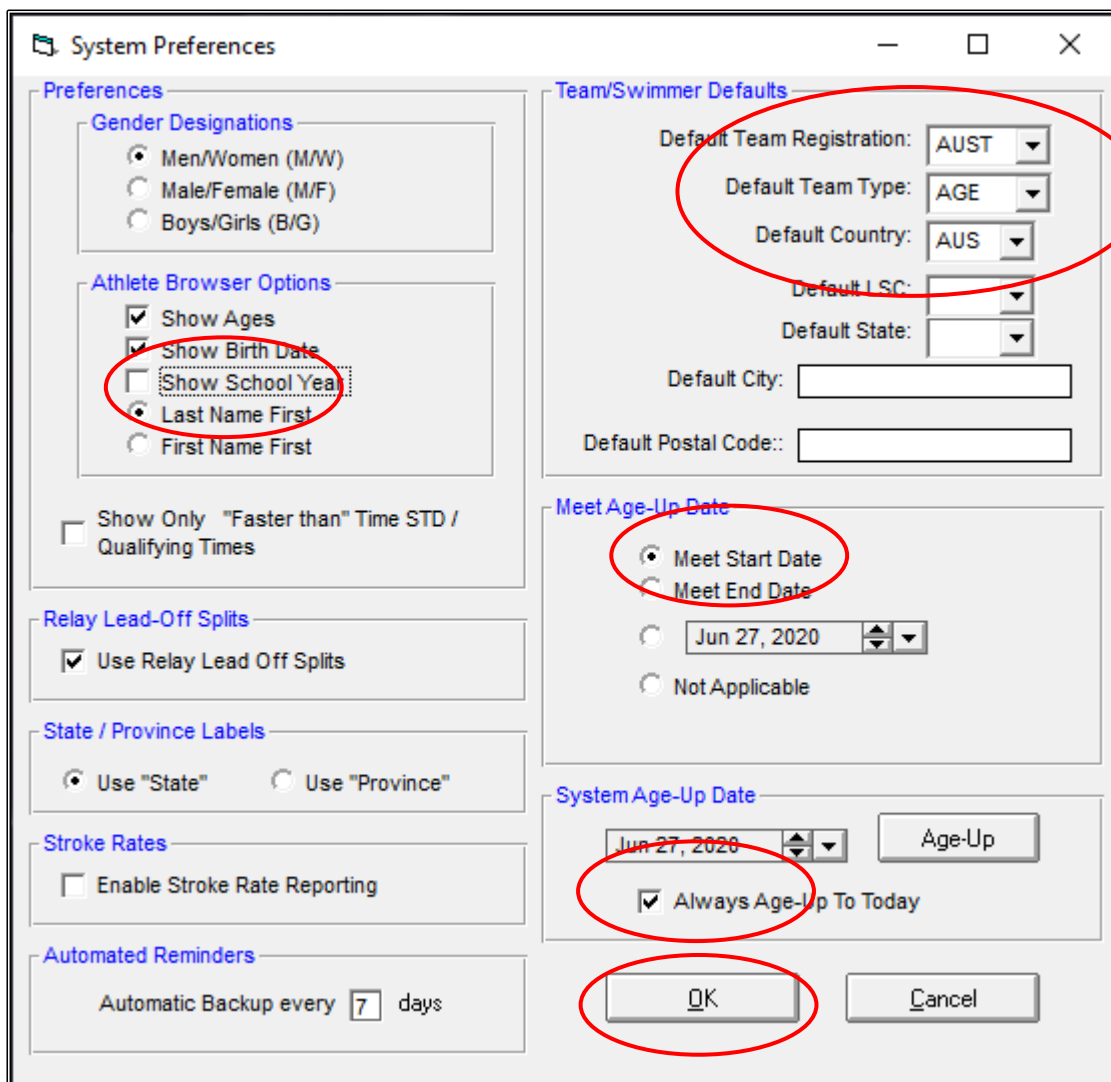


Complete the SYSTEM PREFERENCES for your new DATABASE by using the drop down boxes and the following suggestions:

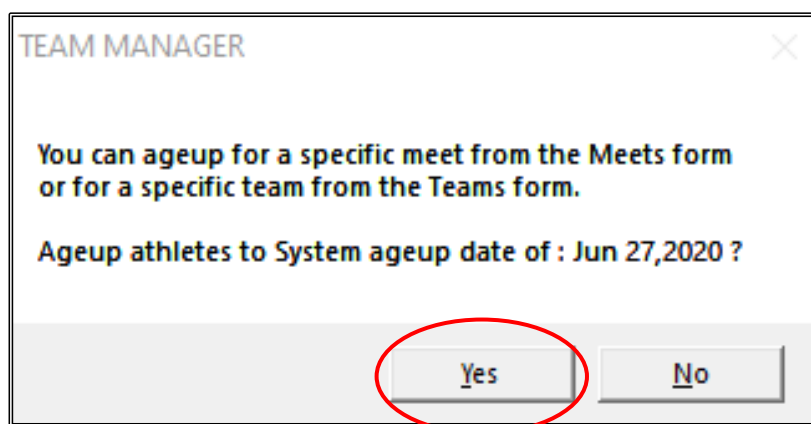
Athlete Browser Options	UNTICK SHOW SCHOOL YEAR
Default Team Registration	AUST
Default Team Type	AGE
Default Country	AUS
DO NOT USE!	DEFAULT LSC or DEFAULT STATE
Meet Age-Up Date	MEET START DATE
System Age-Up Date	TICK ALWAYS AGE-UP TO TODAY

You can change the SYSTEM PREFERENCES at any time. From the MAIN MENU screen, click on SET-UP -> PREFERENCES -> SYSTEM PREFERENCES.

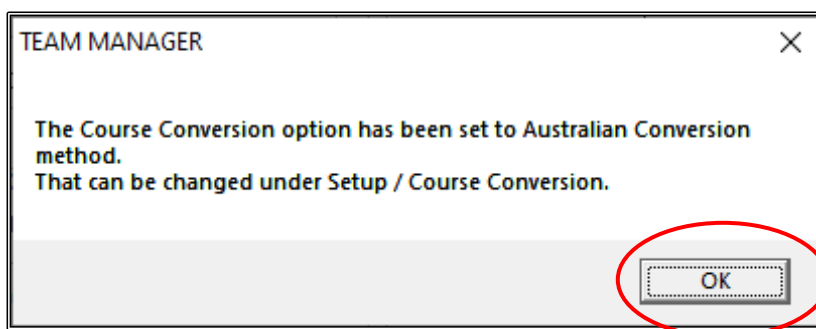
When all your preferences are set, click OK.



Click YES when the AGE-UP ATHLETES screen appears.



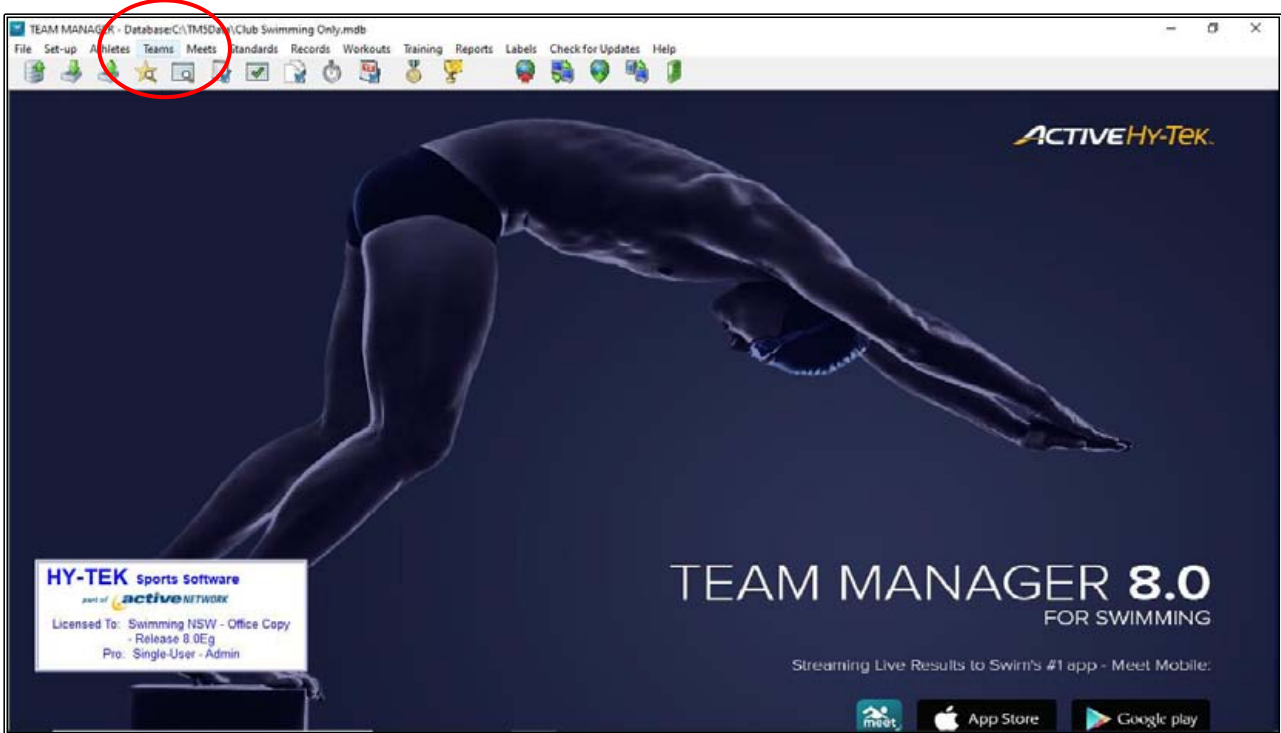
Click OK when the COURSE CONVERSION option screen appears.



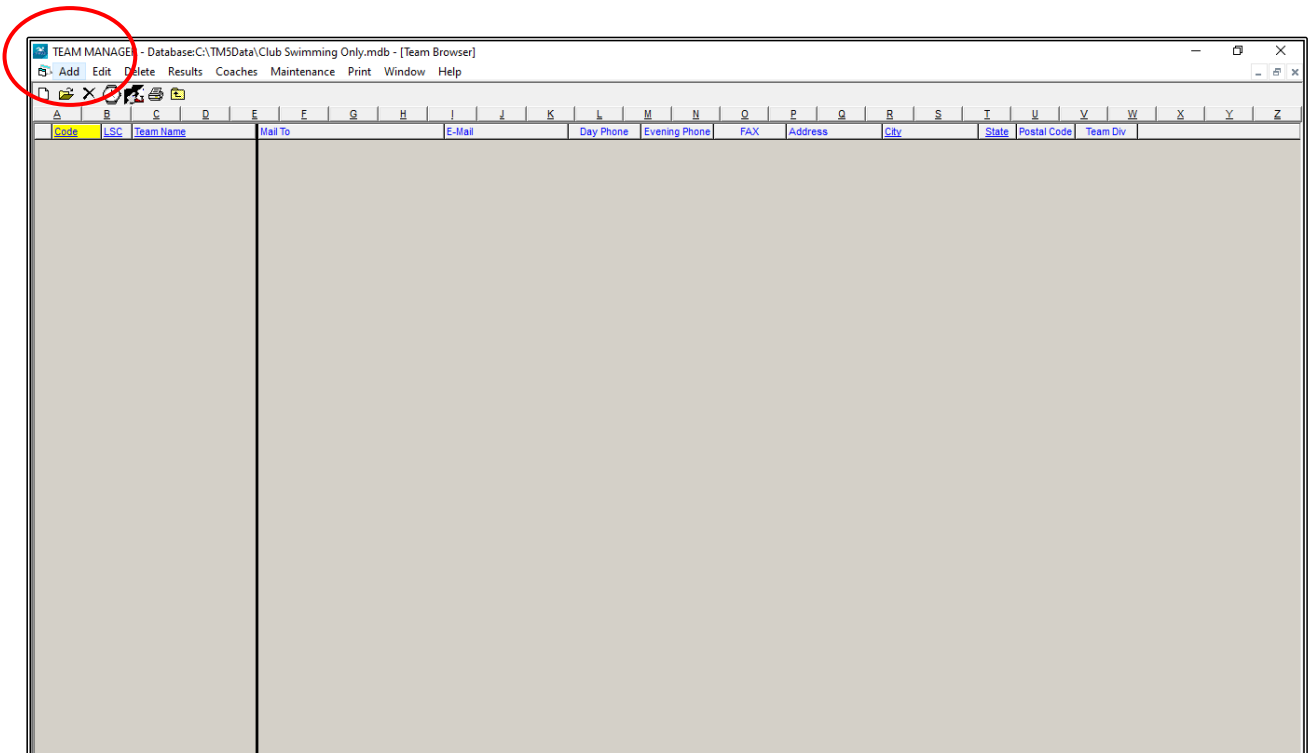
Your new DATABASE is now set up and ready for you to start adding your team name and athletes.

## SECTION TWENTY: HOW TO SET UP YOUR TEAM IN A NEW TEAM MANAGER DATABASE

From the MAIN MENU screen, click on the TEAMS tab.



When the TEAM BROWSER screen opens, click on the ADD tab at the top of the screen.



When the TEAM MAINTENANCE screen opens, fill in the TEAM ABBR and the FULL TEAM NAME sections.

All other defaults should be kept and there is no need to fill any other fields at this time.


Click OK.

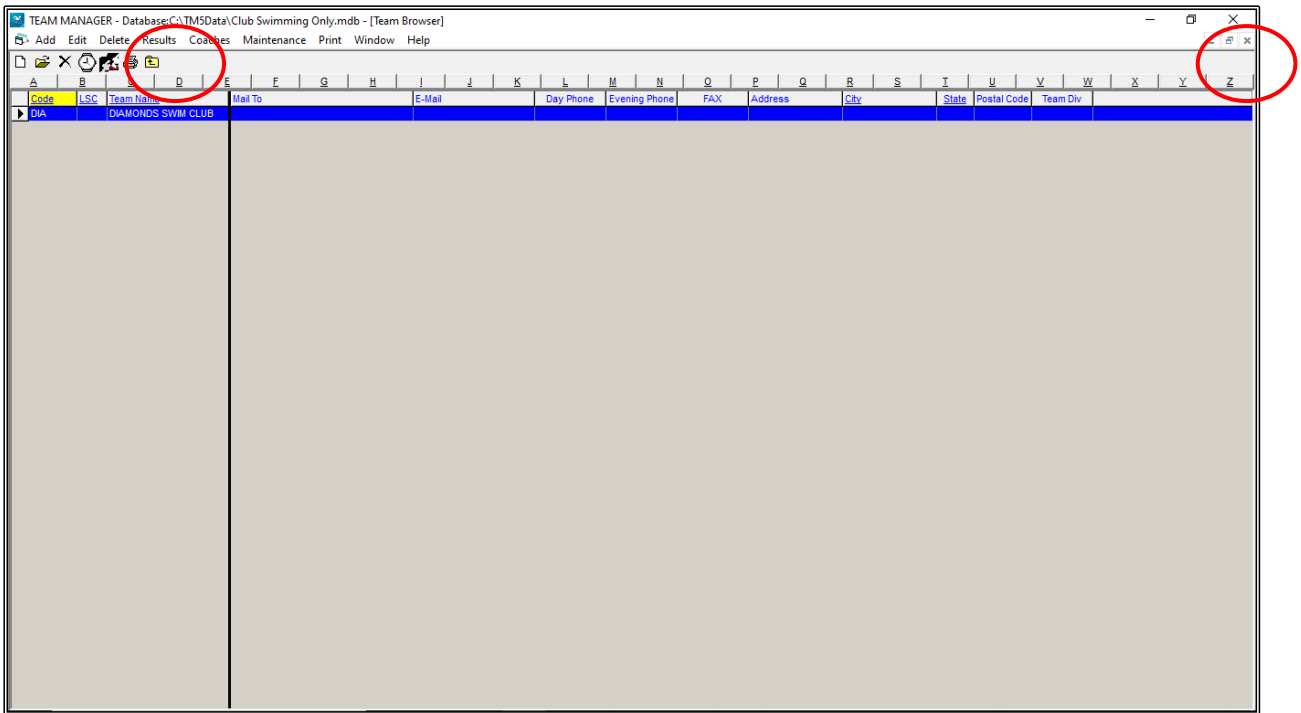
The screenshot shows a 'Team Maintenance' dialog box with three main sections: 'Team Names/Registration', 'Mailing Information', and 'Telephone Information'. The 'Team Names/Registration' section is circled in red and contains the following fields: 'Team Abbr:' with the value 'DIA', 'Full Team Name:' with the value 'DIAMONDS SWIM CLUB', and 'Short Team Name:' which is empty. To the right of these fields are three dropdown menus: 'Team Registration:' set to 'AUST', 'Team Type:' set to 'AGE', and 'Team Division:' which is empty. The 'Mailing Information' section contains fields for 'Mail To:', 'Address:', 'City:', 'Postal Code:', and 'E-Mail Address:', all of which are empty. To the right are three dropdown menus: 'State', 'LSC', and 'Country:' set to 'AUS'. The 'Telephone Information' section contains three empty text boxes for 'Day Phone:', 'Evening Phone:', and 'FAX:'. At the bottom right, there are two buttons: 'OK' and 'Cancel', both of which are circled in red.

Click OK once the CLUB has been added and then click CANCEL.

The screenshot shows a 'TEAM MANAGER' dialog box with a close button (X) in the top right corner. The main text in the center reads 'DIAMONDS SWIM CLUB has been added!'. At the bottom right, there is an 'OK' button, which is circled in red.

Your club has now been created.

You can now close out of the TEAM BROWSER screen by CLOSING OUT  or click on the YELLOW FOLDER with the up arrow symbol. This will take you back to the MAIN MENU screen.

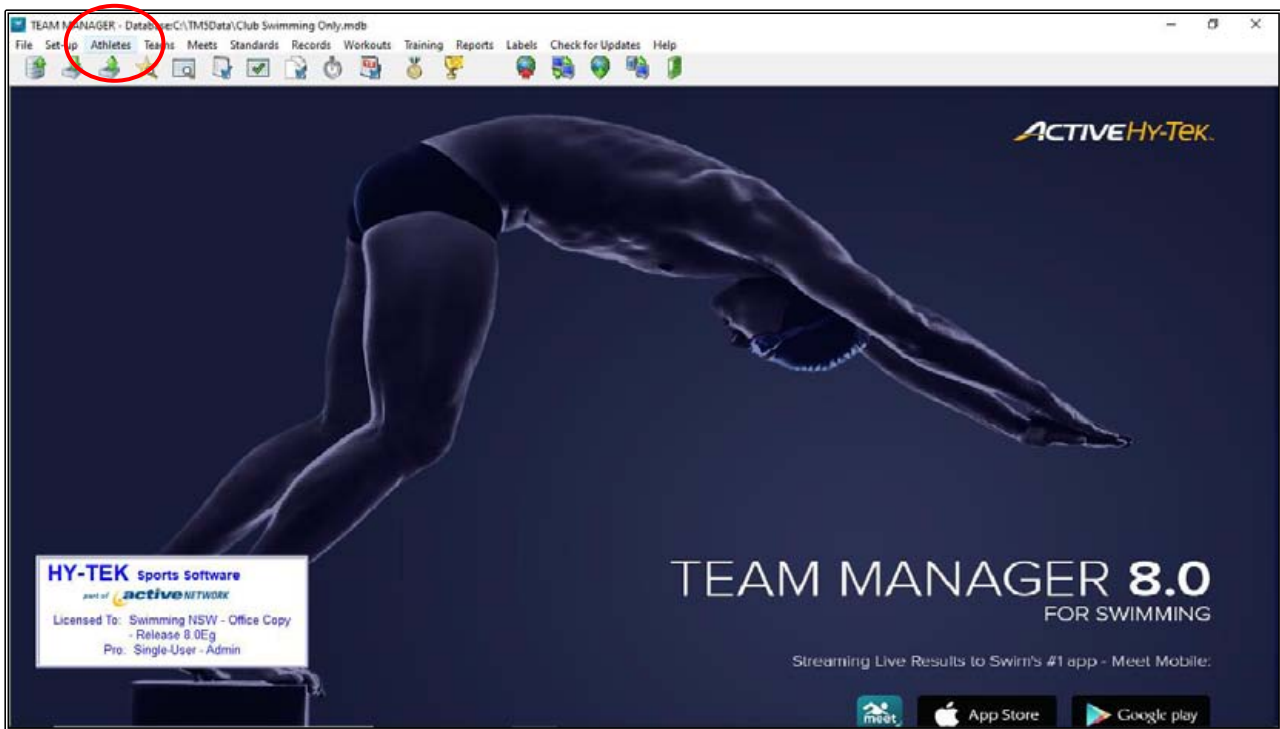


**NOTE:** The TEAM NAME must be set up first before you can add an athlete. When you add an athlete, one of the compulsory pieces of information that TEAM MANAGER requires is the TEAM that the athlete belongs to.

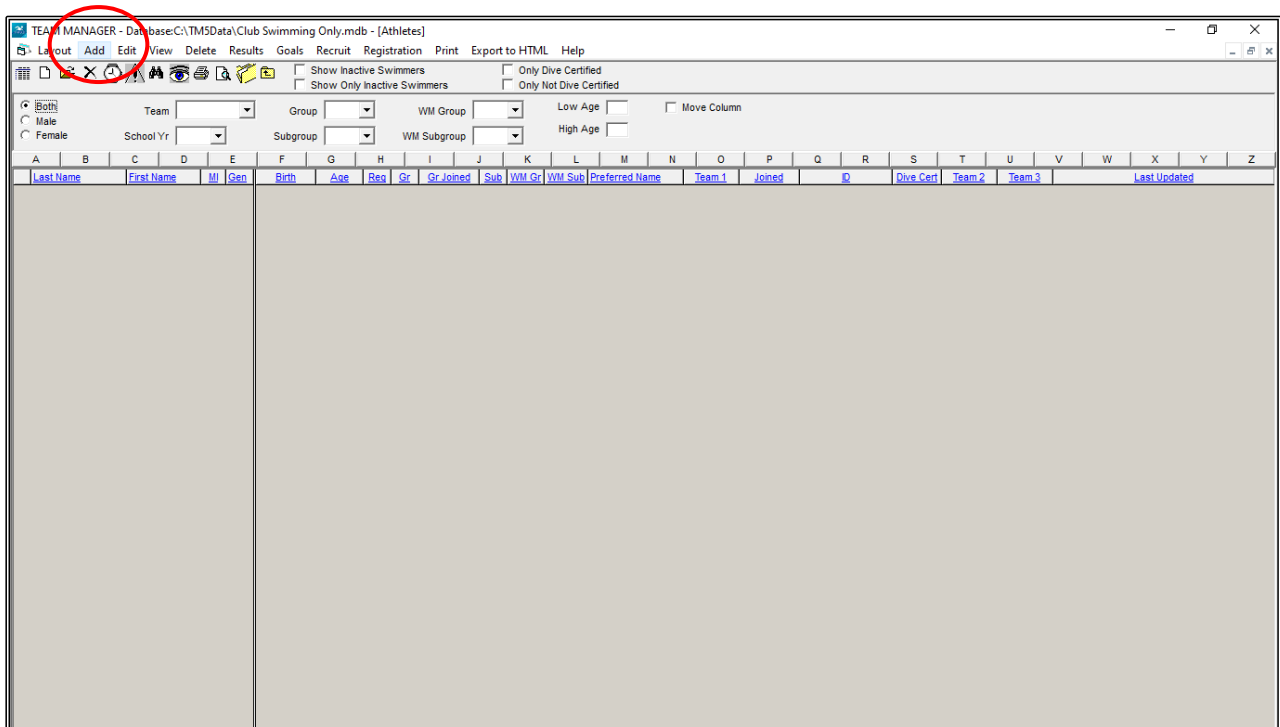
You cannot save athlete information unless you have assigned them to a TEAM.

## SECTION TWENTY-ONE: HOW TO ADD ATHLETES INTO A NEW TEAM MANAGER DATABASE

From the MAIN MENU screen, click on the ATHLETES tab.



Click on the ADD tab at the top of the ATHLETES screen.



When the ATHLETE INFORMATION screen appears, fill in the following information.

This is all the information that you need to fill in at this time.

1. LAST NAME
2. FIRST NAME
3. BIRTHDATE - System will calculate age
4. MEMBER OF TEAM - select the DIAMONDS team that you previously set up - DIA.
5. BUILD ID - click on this button so that the system can build the athlete's MMID # (see footnote below)
6. GENDER

DO NOT use the following boxes:

- a. Middle name/initial
- b. Preferred name

Click OK after each member is entered and then click OK when the ADDED screen appears.

The screenshot shows the 'Athlete Information' window. Red circles highlight the following elements: 'Build ID' button, 'Last Name' field (CLARKE), 'First Name' field (REBECCA), 'Birthdate' field (17/10/00), 'Gender (M,F)' dropdown (F), 'Team 1' dropdown (DIA), 'OK' button, and 'Cancel' button. The form includes sections for 'Athlete Information', 'Primary Mailing Information', 'Primary Contact Information', and 'Member of'.

The screenshot shows a 'TEAM MANAGER' dialog box with the message 'CLARKE, REBECCA has been added!' and an 'OK' button highlighted with a red circle.

Continue to add your athletes and then click CANCEL once ALL members have been added.



You have now started to build your ATHLETE database.

The screenshot shows the TEAM MANAGER software interface with a database table of swimmers. A red circle highlights the first few rows of the table. The table has the following columns: Last Name, First Name, M, Sex, B, Age, Res, Gr, Gr Joined, Sub, WM Gr, WM Sub, Preferred Name, Team 1, Joined, ID, Dive Cert, Team 2, Team 3, and Last Updated.

Last Name	First Name	M	Sex	B	Age	Res	Gr	Gr Joined	Sub	WM Gr	WM Sub	Preferred Name	Team 1	Joined	ID	Dive Cert	Team 2	Team 3	Last Updated
Clarke	Rebecca	F	F	17-Oct-00	15	K							DIA		CLARE171000				28-Jun-20 9:14AM
Murray	Chelsea	F	F	04-Apr-11	9	K							DIA		MURCH040411				28-Jun-20 9:14AM
O'Keefe	Christopher	M	M	09-Jun-11	9	K							DIA		O'KCH090611				28-Jun-20 9:15AM
Renford	Erin	F	F	07-Nov-10	9	K							DIA		RENER071110				28-Jun-20 9:16AM
White	Michael	M	M	11-Nov-10	9	K							DIA		WHMI111110				28-Jun-20 9:17AM

**NOTE:** MMID stands for MEET MANAGER IDENTIFICATION NUMBER.

This IDENTIFICATION number is generated automatically in both the MEET MANAGER program (Reg ID#) and TEAM MANAGER (ID#).

The IDENTIFICATION # is a combination of the first three (3) letters of the SURNAME, plus the first two (2) letters of the FIRST NAME, plus the six (6) digit DATE OF BIRTH - dd/mm/yy format.

For example, the MMID for REBECCA CLARKE - DOB: 17/10/2000 would be as follows:  
CLARE171000

The MMID for CHELSEA MURRAY - DOB: 04/04/2011 would read:  
MURCH040411

If the swimmer has a two letter surname, the systems will automatically add a space, eg.  
NATHAN ZU - DOB: 15/07/2006 would read: ZU NA150706

If you have twins for example, STEPHANIE and STEVEN JONES - DOB: 03/05/2008, the MMIDs would be identical: JONST030508. You would need to then add an x at the end of one of these MMIDs: JONST030508x

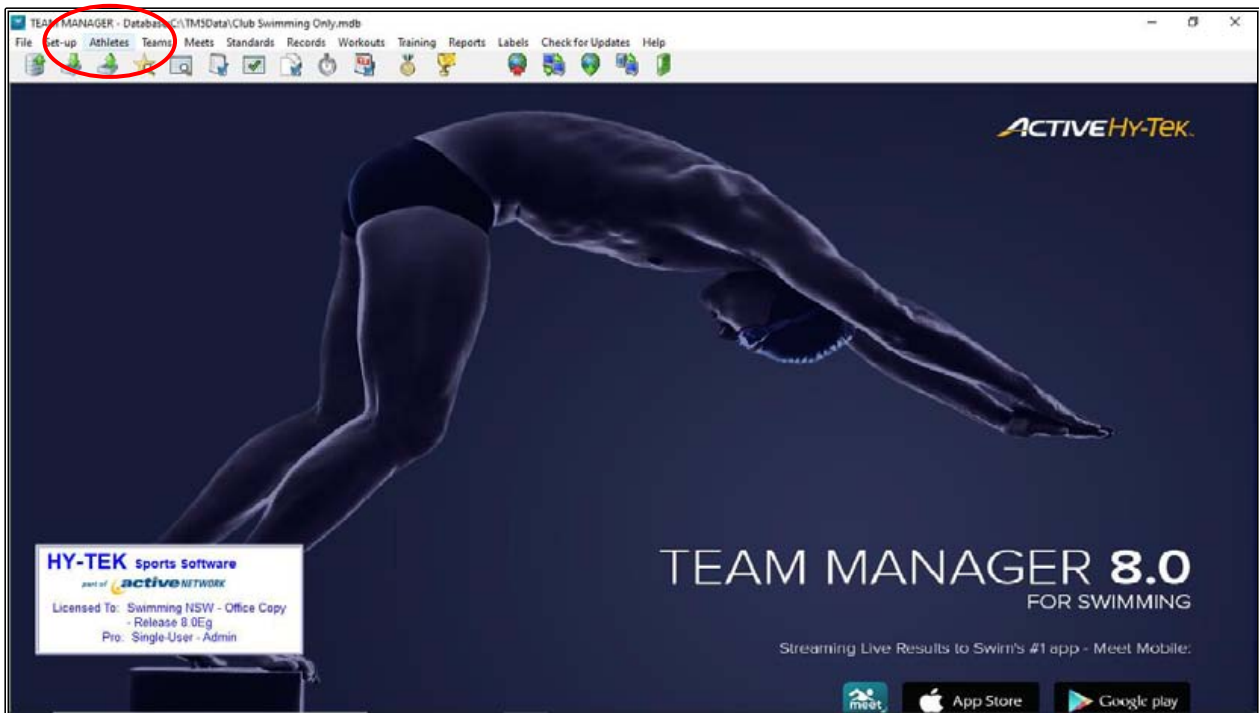
This IDENTIFICATION # is used by both programs to associate swimmers with results. If the IDENTIFICATION # does not match the swimmers NAME or DATE OF BIRTH, then results will not be accredited to that swimmer.

This is also the IDENTIFICATION # that is used in the NATIONAL RESULTS DATABASE (Swim Cetral). If there is no match between swimmer and MMID ID, then results will not be uploaded or accredited to that swimmer.

It is VITALLY IMPORTANT that you do not manually change this number and ensure that the ID # is built correctly in both the MEET MANGER and the TEAM MANAGER programs.

At any time, you can EDIT or CHANGE ATHLETE information. You may have misspelled a name or entered a date of birth incorrectly. It is very important that you EDIT this information.

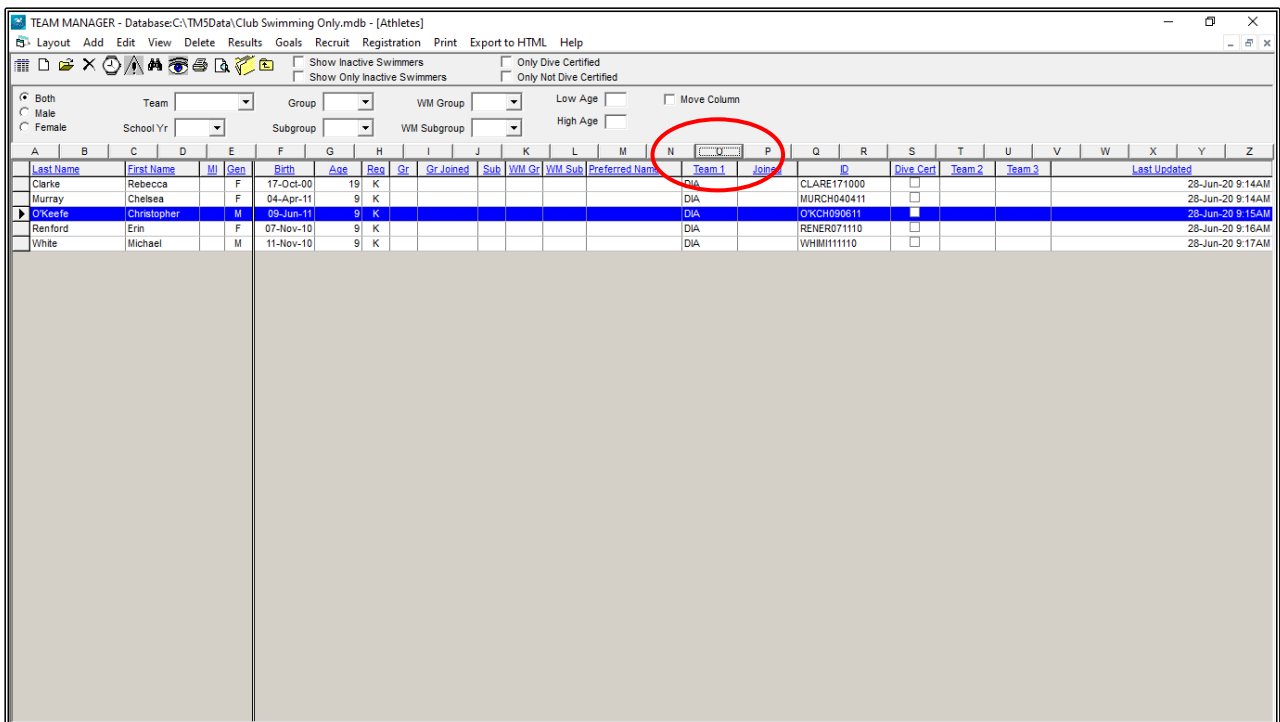
From the MAIN MENU screen, select the ATHLETES tab.



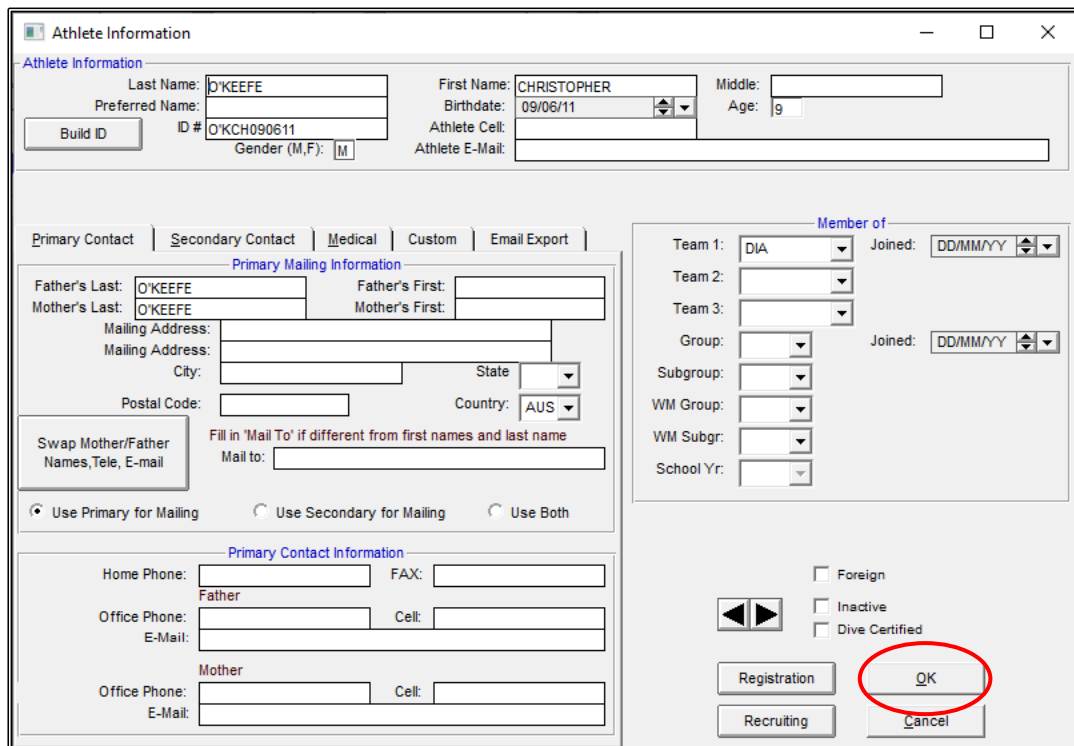
From the ATHLETES screen, highlight the swimmer whose information you wish to change and then click on the EDIT tab at the top of the screen.

Last Name	First Name	MI	Gen	Birth	Age	Res	Gr	Gr-Joined	Sub	WM Gr	WM Sub	Preferred Name	Team 1	Joined	B	Dive Cert	Team 2	Team 3	Last Updated
Chalves	Rebecca		F	17-Oct-00	19	K							DIA						23-Jun-20 9:14AM
Murray	Chelsea		F	04-Apr-11	9	K							DIA						28-Jun-20 9:14AM
O'Keefe	Christopher		M	09-Jun-11	9	K							DIA						28-Jun-20 9:15AM
Renford	Erin		F	07-Nov-10	9	K							DIA						28-Jun-20 9:16AM
White	Michael		M	11-Nov-10	9	K							DIA						28-Jun-20 9:17AM

Once you start to build your ATHLETE database, you may have many athletes and a short cut to selecting individual athletes quickly is to use the ALPHA tabs across the top of the screen. This will take you directly to the first letter of SURNAMEs that you are searching for.



Once the ATHLETE INFORMATION screen appears, make your changes, and then click OK.



**NOTE 1:** If you change the spelling of a NAME or DOB, you **MUST** click on the **BUILD ID** button so that the MMID IDENTIFICATION # is UPDATED - this DOES NOT happen automatically.

**NOTE 2:** Be sure to get the GENDER of the athlete correct. Once results are put against their name, you CANNOT change the gender.