

# Neptune Meet Seeding Guide

Updated January 12, 2017

For deck entered meets, the seeding computer operator is responsible for taking scratch sheets from the Clerk of Course and scratching athletes from events, then seeding their heat and lane, then generating reports to post heat and lane, ref sheets, Colorado sheet, announcer sheet, and lane timer sheets. This takes priority over results to keep the meet going and avoid delay of meet, so as soon as seeding is ready, stop results and do seeding, preferably keeping one person always ready to seed. See end of this section for a checklist.

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# 1. Seeding Individual Events:

## 1.1. Scratch athletes

Get scratch lists from the clerk of course for the event. There might be multiple pages if event spans several age groups.

In Meet Manager, go to Seeding.

Select session.

Select event.

Click Scratch Pad.

Click SCR for each swimmer scratched. Be very careful not to scratch the wrong swimmer, especially when more than one swimmer has the same last name.

Verify first and last name of each swimmer scratched.

Click Save.

Verify the number of swimmers in the database and the number hand written on the scratch sheets are the same.

## 1.2. Seed the event

Click Start Seeding.

Click OK when seeding is complete.

If a swimmer is added or manually seeded for special needs to the scratch sheet with red lines:

- Select event

- Preview

- Drag And drop swimmers to different lanes

- Save

## 1.3. Create Meet Programs

Make 3 to 4 copies: 1 for Referee, unless 25 yards which requires 2 for Referees, one for each end of the pool; 1 for Colorado; and 1 for Announcer.

From the Seeding menu, select Reports, Meet Program.

If this is the first time running the Meet Program report for seeding since the application was launched, format the report by verifying that only the following are selected:

- On the top of the form:

Gender = All  
 Rounds = All Rounds  
 Indiv + Relays

Under the Columns/Format tab:

Columns = single  
 Format = 1 event per page  
 Athlete ID = none  
 Time Stamp = date and time

Under the Include in Meet Program tab:

Entry Times  
 Line for results  
 Qualifying alternates  
 Empty lanes  
 Relay athlete names = 4

Select Session.

Select Event.

Click Create Report. Verify report is formatted like this:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - 10:34 AM 1/21/2014 Page 1

Zone 3 SC Championships - 1/18/2014 to 1/20/2014

Meet Program - Saturdays Prelims "B"

Event 203 Girls 8 & Under 100 Yard IM

Lane	Name	Age	Team	Seed Time	Finals	Place
<b>Heat 1 of 2 Timed Finals</b>						
1						
2						
3	Smith, Ni'ke	8	NEPTUNE SWIMMING-PC	2:01.73		
4	Smits, Abby	8	NEPTUNE SWIMMING-PC	1:55.26		
5	Breen, Sadie	8	HUMBOLDT SWIM CLUB-PC	1:56.10		
6						
7						
8						
<b>Heat 2 of 2 Timed Finals</b>						
1	Hemsworth, Audrey	8	MARIN PIRATES-PC	1:50.18		
2	Razo, Kiana	8	MARIN PIRATES-PC	1:44.06		
3	Bretz, Layla	7	WESTSIDE AQUADUCKS-PC	1:42.79		
4	Gagnon, Anya	8	SEBASTOPOL SEA SERPENTS-PC	1:31.05		
5	Heffernan, Lila	7	ST. HELENA SWIM CLUB-PC	1:42.33		
6	Melendez, Niccole	8	MLKB-PC	1:42.89		
7	Knox, Addy	8	MACS-PC	1:49.31		
8	Wrede, Alice	8	ST. HELENA SWIM CLUB-PC	1:55.13		

Click small Print icon below big print icon.

Enter 3 to 5 copies.

Click OK. Verify copies are printed by printer.

Close Print window.

Close Meet Program window.

## **1.4. Create Meet Check-In Sheets**

Make 2 copies of meet check-ins to post for athletes, one near blocks and one near warmup pool.

From the Seeding menu, select Reports, Meet Check-In.

If this is the first time running the Meet Check-In report since the application was launched, format the report by verifying that only the following are selected:

On the top of the form:

Gender = All, if printing one at a time; for preseeded, do this 2 times, one for female and one for male.

Rounds = All Rounds

Indiv + Relays

Entry Designator = Heat / Lane

Under Parameters:

Show Event Descriptions

Last Name Alphabet Range = A to Z

Include Ages (Meet Manager 5 only)

Double Space

One Event Per Group

(Deselect separate page per age group.)

Select Session.

Select Event.

Click Create Report. Verify report is formatted like this:

**Zone 3 SC Championships - 1/18/2014 to 1/20/2014**

**Check-in Report**

**Session 2 Saturdays Prelims "B" - Day of Meet: 1  
8 & Under Event List - Girls**

**Event 203 Girls 8&U 100 IM Finals - 11 Entries**

	<b>Name</b>	<b>Age</b>	<b>Team</b>
Heat 1 Lane 5.....	Breen, Sadie	8	HSC-PC
Heat 2 Lane 3.....	Bretz, Layla	7	WA-PC
Heat 2 Lane 4.....	Gagnon, Anya	8	SSS-PC
Heat 2 Lane 5.....	Heffernan, Lila	7	SHSC-PC
Heat 2 Lane 1.....	Hemsworth, Audrey	8	MP-PC
Heat 2 Lane 7.....	Knox, Addy	8	MACS-PC
Heat 2 Lane 6.....	Melendez, Niccole	8	MLKB-PC
Heat 2 Lane 2.....	Razo, Kiana	8	MP-PC
Heat 1 Lane 3.....	Smith, Ni'ke	8	SRN-PC
Heat 1 Lane 4.....	Smits, Abby	8	SRN-PC
Heat 2 Lane 8.....	Wrede, Alice	8	SHSC-PC

Click Print icon.

Enter 2 copies.

Click OK. Verify copies are printed by printer.

Close Print window.

Close Meet Check-In window.

## 1.5. Create lane timer sheets

Make 1 copy of Lane Timer Sheets, 1 page per lane, to give to lane timers.

From the Seeding menu, select Reports, Lane/Timer Sheets.

If this is the first time running the Lane/Timer Sheets report since the application was launched, format the report by verifying that only the following are selected:

Under Format:

1 event per page per lane

Under Parameters:

Include entry time

Double space

Using touch pads, but only if touch pads are being used – may need to be deselected

Relay athletes names = 4

Lanes 1 – # of lanes being used, i.e. 6, 7 or 8

Under Sort By:

Lane then event

Click Create Report. Verify report is formatted like this:

Zone 3 SC Championships - 1/18/2014 to 1/20/2014							
Event 203 Girls 8 & Under 100 Yard IM Finals							Official Time
Lane 1	Heat 1						
Lane 1	Heat 2	Hemsworth, Audrey 8	MP-PC	1:50.18			

Click small Print icon below big print icon.

Click OK to print 1 copy. Verify copies are printed by printer.

Close Print window.

Close Lane/Time Sheets window.

## 1.6. Give reports to head runner

Head runner stamps Meet Programs with Referee, Colorado, Announcer and Admin stamps, Check-In sheets with Post stamp, and highlight event number on Check-In sheets. See runner section below for details.

## 1.7. Prepare scratch sheets for results packet

Staple scratch sheets together if more than one.

Write event number in pencil on back of packet, and place in storage box for results. Staple multi-page scratch sheets together.

## 1.8 If posted results need to be corrected

Print on alternative colored paper, not white paper, and mark “revised”.

## 2. For relay events

Get relay forms from admin. Note that heat and lane has already been assigned:

Event No. 2001 RELAY ENTRY Heat 1  
Event \_\_\_\_\_ Lane 2  
Name of Club Neptunes Team (Circle One) A B M W (Circle One)  
LAST NAME FIRST NAME AGE SWIMMER MEET I.D. #  
1 Clarkson Reilly 14  
2 Kavan Julie 12  
3 Nowack Thresca 14  
4 Adams Danica 14  
ALTERNATE Marie Almeida  
Coach's Signature [Signature]  
USA SWIMMING  
COMPUTER

### 2.1. Create relay teams

In Meet Manager, go to Relays.

Select Event.

For each lane as assigned by admin:

- Double-click on a swim team

- Enter relay team suffix A, B, etc

- Enter entry time if given, ex. 15200 = 1:52.00

- Enter heat and lane if given, example “1/2”

- Double click on eligible athletes and they get automatically entered

- If it tells you they are going over their limit, accept it, since relays usually don't count

- If Masters or otherwise and exhibition swim, leave out names and select Exhibition

Close Relay menu.

Seed relays like individual events – start seeding, then create meet programs, but not heat and lane check-in sheets or lane timer sheets.

## **2.2. Create relay cards**

For coaches to give to relay captains to give to lane timers, unless multi-carbon copy relay forms were used.

In Meet Manager, go to Labels, Entry Cards/Labels.

If this is the first time running Entry Cards/Labels since the application was launched, format the report by verifying that only the following are selected:

- Gender = All

- Rounds = All Rounds

- Indiv + Relays

- Label Selection = Laser, 3.5" x 8.5" (1x3)

- Format = Heat/Lane Number

- Include Entry Time

- Relay Athlete Names = 4

- Sort by Event Number

Select Event.



Click Create Labels. Verify it is formatted like this:

Zone 3 SC Championships - 1/18/2014

Event 227 Girls 9-10 200 Yard Medley Relay - Finals Heat: 1 Lane: 2

PIRANHA SWIMMING - A Seed Time: NT

BK Woodcox, Hailey 10

BR Erickson, Sena 10

FL Honey, Katie 9

FR Lewis, Lexy 9

T1 \_\_:\_\_.\_\_ T2 \_\_:\_\_.\_\_ T3 \_\_:\_\_.\_\_ Official Time \_\_:\_\_.\_\_

Zone 3 SC Championships - 1/18/2014

Event 227 Girls 9-10 200 Yard Medley Relay - Finals Heat: 1 Lane: 3

YMCA PACIFIC AQUATIC CLUB - A Seed Time: NT

BK Hong, Zoe 10

BR Sugarman, Simone 10

FL Gill, Sydney 9

FR Lee, Ellis 10

T1 \_\_:\_\_.\_\_ T2 \_\_:\_\_.\_\_ T3 \_\_:\_\_.\_\_ Official Time \_\_:\_\_.\_\_

Zone 3 SC Championships - 1/18/2014

Event 227 Girls 9-10 200 Yard Medley Relay - Finals Heat: 1 Lane: 4

MARIN PIRATES - A Seed Time: NT

BK McIntyre, Kaley 9

BR Lawson, Nina 10

FL Bayer, Bianca 10

FR Caya Blonkenfeld, Blonk 10

T1 \_\_:\_\_.\_\_ T2 \_\_:\_\_.\_\_ T3 \_\_:\_\_.\_\_ Official Time \_\_:\_\_.\_\_

Click small Print icon below big print icon.

Click OK to print 1 copy. Verify copies are printed by printer.

Close Print window.

Close Entry Cards/Labels window.

## **2.3. Prepare relay cards for head referee**

Cut entry cards in to 3 with scissors.

Give to head referee.

### 3. Seeding Checklist

For each event:

- In Scratch Pad:
  - Select scratch for scratched athletes
  - Double check first and last names
  - Save
- Verify scratches count matches clerk of course notes
- Start Seeding
- Create reports:
  - 4 or 5 Meet programs – 5 for 25 yard races, otherwise 4
    - 3 for referees if 25 yard races, otherwise 2
    - 1 for Colorado
    - 1 for Announcer
  - 2 Meet Check-ins
    - 1 for wall behind blocks
    - 1 for warm-up pool area
  - 1 set of Lane Timer sheets, separate pages per lane
- Write event number on back of scratch sheet and store until results