

# Neptune Meet Results Guide

Updated January 12, 2017

The results computer operator is responsible for taking the results packet from the admin, downloading the data from the Dolphin and Colorado, make any adjustments to the data as prescribed by the admin, generate a preliminary report for the admin, make any final changes the admin requests, then publish reports to post, announce and give to awards, the latter also with labels to affix to the awards, if applicable.

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# 1. Results

Stop results if seeding comes in – seeding is more critical to keep the meet moving. If a stack of results comes in, do it in event order. See end of this section for a checklist.

## 1.1. Move swimmers

Click Session, select session, then click OK.

Select event.

If the Colorado Meet Program shows athletes swimming in a different lane from what they were assigned, edit each lane requiring a change by:

For individual events:

- Click Adjust.

- Select Display Eligible Athletes.

- Double-click on swimmer's name to move them out of their assigned lane and down to the eligible list.

- Click OK to confirm scratch.

- Drag and drop the new swimmer in to the lane.

- Click Save.

For relays:

- Go to Relays and make swimmer adjustments, similar to seeding.

## 1.2. For each heat:

### 1.2.1. Get times

Get Times and modify as required:

- Click the heat number if not already highlighted.

- If using Colorado, make sure race number is same as what is noted on Colorado program.

- Click Get Times.

- If using the Dolphin and it says it can't find times, particularly after closing and reopening Meet Manager, you may have to decrement the meet number:

  - Interfaces, Timer (CTSD), Select Data Stored from CTSD.

  - Previous Meet

  - Close

- Select file number that corresponds with the number hand written on Colorado sheet left margin.

- Click OK.

- If it says times do not match, click Accept anyway.

If it says you already downloaded these times, stop and figure out what is going on. Someone may have downloaded results and overwrote a previously scored event.

## **1.2.2. DQ**

If a swimmer was DQd as noted on the Colorado Sheet, click DQ on the row with their name.

Double check name matches DQ slip written up and added to the packet.

## **1.3. Edit times**

If a swimmer's time is edited on the Colorado sheet, edit it by overwriting the Prelim or Final time value.

If extra backup times are present causing a time in a no show lane, delete them and the preliminary or final time and type NS in the preliminary or final time.

Look at heat results printout from Colorado or Dolphin screenshot and verify that all times are correct.

If all times don't match, verify you are on the right event and heat, and that the meet number and file number on the Colorado Meet Program and heat result printout and re-get times.

If prelim or final times are slightly off and there are missing or more backup watch times are present when using the Dolphin, edit both the backup and final times to match the screen shot.

### **1.3.1. Verify Times with Timing System Printout**

Check at least the first and last final time In Meet Manager with the printout from the timing system. If using the Dolphin, check every lane, and edit any that deviate from the printout. Timers can accidentally press the buttons after the screen print which can resume the watch and alter a swimmer's time. *Note: being able to disable button pushes after finish like on the Colorado would be desirable and asked for but CTS said they had no plans to change the Dolphin software to do this.*

## **1.4. Score/List**

Once all heat times are gotten and modified as required:

For prelims, click List.

For Timed Finals or Finals, click Score.

This brings up a results report.

## 1.5. Print Preliminary Results

If a preliminary event and/or a scoring meet, verify DQ first and last names, then print one copy of the report that automatically came up by clicking the printer icon near the upper left.

If a final event in a non-scoring meet:

Close the report that automatically launches.

Select Reports, Results.

If this is the first time running Results Reports 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:

Report Type Columns = Single

Deselect One Event Per Page

Athlete ID = None

Time Stamp = Date / Time

Top How Many = 99

Under the Include in Results Tab:

Time Stds, if time standards meet

Entry Qualifying Time

Entry Times

No Shows

Time Trial Events

Points, if scoring meet

Under the Splits / Sort Order / Selected Teams

Splits = Cumulative

Sort Order = Event # Order

Selected Teams = All Teams

On the Preferences tab

Select "flag over-achievers with a "+"

Click OK

Select Session.

Select Event.

Click Create Report. Verify the report is formatted like this for Prelims:

**Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014**  
**Results**

**Event 7 Girls 11 Year Olds 500 Yard Freestyle**

Name	Age	Team	Seed Time	Prelim Time	
<b>Preliminaries</b>					
1 Tupe, Ayesha Y	11	Sierra Marlins-SN	6:20.05	5:56.52	q
2 Imamoto, Brooke A	11	Davis Aquadarts-SN	6:43.43	6:04.34	q
3 Monks, Megan A	11	Neptune Swimming-PC	6:28.29	6:14.74	q
4 Anderson, Selby B	11	Davis Aquadarts-SN	6:31.71	6:20.17	q
5 Smits, Emma E	11	Neptune Swimming-PC	6:33.33	6:21.07	q
6 Freeworth, Laura M	11	Arden Hills Swim Team-SN	6:38.41	6:26.64	q
7 Harris, Olivia L	11	Davis Aquadarts-SN	6:44.09	6:43.79	q
8 Perkins, Avery W	11	Neptune Swimming-PC	6:55.75	7:25.32	q

**Event 7 Girls 12 Year Olds 500 Yard Freestyle**

Name	Age	Team	Seed Time	Prelim Time	
<b>Preliminaries</b>					
1 Kwan, Julie M	12	Neptune Swimming-PC	5:29.76	5:27.09	q
2 Jones, Megan M	12	Neptune Swimming-PC	5:42.88	5:40.43	q
3 Flath, Gillie L	12	Orinda Aquatics-PC	6:03.09	5:47.63	q
4 Pineda, Keianna G	12	Davis Aquadarts-SN	6:07.39	5:47.68	q
5 Scobey, Taylor S	12	Neptune Swimming-PC	5:51.93	5:54.40	q
6 Mehl, Emma R	12	Sierra Marlins-SN	6:36.11	5:54.50	q
7 Yule, Katelyn A	12	Sierra Marlins-SN	5:53.92	5:57.54	q
8 Moussa, Grace N	12	Neptune Swimming-PC	5:56.79	5:58.61	q
9 Erickson, Meg S	12	Davis Aquadarts-SN	6:03.85	6:01.53	
10 Rodriguez, Tami D	12	Sierra Marlins-SN	6:13.59	6:04.52	
11 McGaughey, Maddie A	12	Orinda Aquatics-PC	6:04.26	6:11.12	
12 Hickerson, Grace J	12	Davis Aquadarts-SN	5:59.15	6:11.63	
13 Largent, Megan E	12	Sierra Marlins-SN	6:25.98	6:13.23	
14 Largent, Sara K	12	Sierra Marlins-SN	6:28.96	6:14.98	
15 Schmitt, Haley G	12	Sierra Marlins-SN	6:16.87	6:15.29	
16 Keslin, Ainsley N	12	Quicksilver Swimming-PC	6:14.93	6:16.61	
17 Benson, Hayley Sue S	12	Davis Aquadarts-SN	6:38.59	6:48.89	
--- Strong, Mia D	12	Orinda Aquatics-PC	6:35.00	NS	

**Event 7 Girls 13 Year Olds 500 Yard Freestyle**

Name	Age	Team	Seed Time	Prelim Time	
<b>Preliminaries</b>					
1 Pastushenko, Dasha D	13	Sierra Marlins-SN	5:36.69	5:17.78	q
2 Fackenthal, Amalie K	13	Arden Hills Swim Team-SN	5:19.52	5:30.68	q
3 Denner, Madelynn I	13	Sierra Marlins-SN	5:48.46	5:36.66	q
4 Bartylla, Emily R	13	Arden Hills Swim Team-SN	5:39.16	5:37.10	q
5 Jones, Cassidy N	13	Sierra Marlins-SN	5:48.09	5:47.05	q
6 Beaulieu, Megan C	13	Quicksilver Swimming-PC	5:42.90	5:47.45	q
7 Moroz, Daniela M	13	Orinda Aquatics-PC	5:42.19	5:50.00	q
8 Caughey, Elizabeth C	13	Neptune Swimming-PC	6:00.12	5:50.83	q
9 Denner, Elena M	13	Sierra Marlins-SN	6:10.86	5:52.54	
10 Pride, Rachel E	13	Neptune Swimming-PC	5:50.03	5:55.38	

Make sure Final results look like this:

Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 0:03 AM 2/20/2014 Page 1

**Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014**  
**Results - Friday February 08, 2013**

**Event 2 Boys 13 Year Olds 400 Yard IM**

Meet Qualifying: 5:33.79

Name	Age	Team	Seed Time	Finals Time
1 Dolley, Nicholas A	13	Sierra Marlins-SN	4:31.40	4:26.52
2 Baker, Alec D	13	Orinda Aquatics-PC	4:30.27	4:38.59
3 Johnson, Hayden C	13	Arden Hills Swim Team-SN	4:50.85	4:47.92
4 Black, Cooper D	13	Arden Hills Swim Team-SN	4:54.38	4:54.19
5 Chu, Jonathan K	13	Sierra Marlins-SN	4:58.68	4:55.14
6 Wheeler, Michael A	13	Orinda Aquatics-PC	5:06.44	4:55.21
7 MA, Arden W	13	Unattached-SN	5:04.37	4:55.31
8 Madden, John T	13	Neptune Swimming-PC	4:49.03	5:00.44
9 Ranaweera, Seth B	13	Sierra Marlins-SN	5:24.51	5:03.03
--- Rescate, Noah	13	Arden Hills Swim Team-SN	4:38.58	NS
--- Sewell, Dylan R	13	Arden Hills Swim Team-SN	4:55.37	NS

Verify DQ first and last names.

Click print icon. Verify copy is printed by printer.

Close Print window.

Close Results window.

## **1.6. Send event packet to admin for approval**

Attach results to top of event packet with clothes pin, and give to runner for approval by Admin.

## **1.7. Make corrections to results, if necessary**

When the event packet comes back from the admin via the runner, the results computer operator makes any required corrections.

## **1.8. Print 2 to 3 more copies of results report**

Select Reports, Results.

Select Session.

Select Event.

Click Create Report.

Type number of copies to make, 2 to 3:

- 1 to Post

- 1 for Awards, if finals and awards are being given for the age group of this event, or 1 for scratch table, if prelims

- 1 for announcer, if prelims

Click Print icon below big print icon.

Close Print window.

Close Results window.

## 1.9. Create Awards Labels

If finals and awards are being given, Select Labels, Award Labels.

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

Gender = All  
Rounds = Finals only  
Indiv + Relays  
Label Selection = Laser 3 x 10  
Individual Places = see meet sheet  
Relay Places = see meet sheet  
Award Type = Standard Award Label  
Sort By = Event Number

Select Session.

Select Event.

Click Create Labels. Make sure they look like this:

Place: 1st Time: 1:27.45 PC A  
#203 Girls 8 & Under 100 Yard IM  
Gagnon, Anya 8  
SEBASTOPOL SEA SERPENTS - 1/18/2014  
Zone 3 SC Championships

Place: 2nd Time: 1:34.72 PC A  
#203 Girls 8 & Under 100 Yard IM  
Razo, Kiana 8  
MARIN PIRATES - 1/18/2014  
Zone 3 SC Championships

Place: 3rd Time: 1:39.80 PC A  
#203 Girls 8 & Under 100 Yard IM  
Heffernan, Lila 7  
ST. HELENA SWIM CLUB - 1/18/2014  
Zone 3 SC Championships

Place: 4th Time: 1:40.29 PC A  
#203 Girls 8 & Under 100 Yard IM  
Bretz, Layla 7  
WESTSIDE AQUADUCKS - 1/18/2014  
Zone 3 SC Championships

Place: 5th Time: 1:43.42 PC A  
#203 Girls 8 & Under 100 Yard IM  
Melendez, Niccole 8  
MLK JR. BLUE DOLPHIN YOUTH SWI - 1/18/2014  
Zone 3 SC Championships

Place: 6th Time: 1:48.38 PC A  
#203 Girls 8 & Under 100 Yard IM  
Hemsworth, Audrey 8  
MARIN PIRATES - 1/18/2014  
Zone 3 SC Championships

Place: 7th Time: 1:52.49  
#203 Girls 8 & Under 100 Yard IM  
Wrede, Alice 8  
ST. HELENA SWIM CLUB - 1/18/2014  
Zone 3 SC Championships

Place: 8th Time: 1:53.22  
#203 Girls 8 & Under 100 Yard IM  
Breen, Sadie 8  
HUMBOLDT SWIM CLUB - 1/18/2014  
Zone 3 SC Championships

Check for number of pages by pressing right arrow key until the page number stops incrementing. Open printer tray and insert as many label pages as needed. Up and down does not matter since they are symmetrical, but some printers are face down, others face up, and it depends on which tray – experiment first time with scratch paper.

Click small Print icon below big print icon.

Click OK to print 1 copy. Verify copy is printed by printer.

Close Print window.

Close Award Labels window.



## 1.10. Prepare reports for runner

Stamp POST, ANNOUNCER and AWARDS on results reports and give along with awards labels to runner.

If a prelim ends with a tie between two swimmers for first through 10<sup>th</sup> place, a swim-off is required to determine who gets that place. The tie is denoted with an asterisk as below:

### Event 41 Girls 13 Year Olds 100 Yard Butterfly

Name	Age	Team	Seed Time	Prelim Time	
<b>Preliminaries</b>					
1 Menzmer, Lizzie G	13	Arden Hills Swim Team-SN	56.59	1:01.71	q
2 O'Brien, Ashleen S	13	Orinda Aquatics-PC	1:01.49	1:03.80	q
3 Welsh, Reilly S	13	Neptune Swimming-PC	1:03.28	1:04.00	q
4 Cosgrove, Zoe	13	Davis Aquadarts-SN	1:04.24	1:05.12	q
5 Gulvady, Maya S	13	Quicksilver Swimming-PC	1:06.10	1:06.22	q
*6 Conrad, Avery S	13	Arden Hills Swim Team-SN	1:06.87	1:06.82	q
*6 Denner, Madelynn I	13	Sierra Marlins-SN	1:08.18	1:06.82	q
8 Pastushenko, Dasha D	13	Sierra Marlins-SN	1:08.76	1:07.15	q
9 Denner, Elena M	13	Sierra Marlins-SN	1:09.25	1:07.17	
*10 Reuter, Tina	13	Arden Hills Swim Team-SN	1:04.84	1:08.62	
*10 Smith, Sydney K	13	Orinda Aquatics-PC	1:05.98	1:08.62	
<b>Swim-Off Required</b>					
12 Moroz, Daniela M	13	Orinda Aquatics-PC	1:11.58	1:10.02	
13 Killeen, Camille R	13	Unattached-PC	1:06.44	1:10.86	

## 1.11 If posted results need to be corrected

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

## 2. For swim-off events

If there was a tie for finals, a swim-off event is required. Coordinate with head referee.

### 2.1. Create swim-off event

Events

Add

Number the event with the same last two digits, but increment the first digit above regular event numbers

Individual/Relay = Individual

Select Gender, male or female

Select age group

Select distance

Select stroke

Rounds = Timed Finals  
Do not Score Event  
Event Type = Swim-Off Event  
OK

## **2.2. Add swim-off event to session**

Sessions  
Select session  
Double-click on event to add to session  
X  
X

## **2.3. Add athletes to swim-off event**

Add the athletes to the event:  
Athletes  
Gender = Both  
Show Relays  
Click on letter of last name of first swimmer  
Click on new event  
Click on letter of last name of second swimmer  
Click on new event  
X

Then seed event, create Event Programs and Lane/Time Sheets per instructions in Seeding section.  
When race is over, process Swim-Off results per above instructions.

## **2.4. Update original event with new places only**

Run  
Select session  
Select event  
Click JD  
Type new places in JD column for both swimmers  
OK  
List  
X

Then redo results on original event.

## 3. For split-off events

If the first leg in a relay fills out a card and gets timers to take times like this:

Insert picture of filled in split-off form here

### 3.1. Create split-off event

Events

Add

Number the event with the same last two digits, but increment the first digit above regular event numbers

Individual/Relay = Individual

Select Gender, male or female

Select age group

Select distance if leg

Select stroke

Rounds = Timed Finals

Do not Score Event

Event Type = Standard

OK

### 3.2. Add split-off event to session

Add event to session:

Sessions

Select session

Double-click on event to add to session

X

X

### 3.3. Add athlete to split-off event

Add the athlete to the event:

Athletes

Gender = Both

Click on letter of last name of first swimmer

Click on new event

Click on letter of last name of second swimmer

Click on new event

X

### 3.4. Complete the event

Seed the event, per instructions above.

Score and create results per above.

Add it as a sub event to the main event.

## 4. Assemble event packet and store

From top to bottom:

- Final results
- Preliminary packet
- Finals scratch sheets
- Final packet
  - o DQ slips
  - o Colorado sheet
  - o Referee sheet
  - o Timing system heat results printouts
  - o Lane timer sheets or relay cards

Use the heavy duty stapler to staple together.

Write number of event and circle it on the back of the bottom sheet with a thick red pen.

Put in box to store for at least 1 year.

## 5. Publishing on the internet using Meet Mobile

Meet Mobile - Swim Meet Manager 5.0Db - Manual Upload

|Setup|

Click Set-up --> Meet Mobile Publishing

Setting Tab:

Select Full Meet Data

Check Free Heat Sheets

Agree to contract (enter name and birthday)

Click Confirm

Publish Tab:

Select Team scoring option (normally Do not publish team scores or no team scores in this meet)

De-select Display the event time line (unless explicitly told not to)

Click Publish General Meet Information

Click Publish Psych Sheets and Heat Sheets

Upon opening meet manager each time:

Click Run

Click Meet Mobile

De-select Activate the Meet Mobile system

Click OK

|Configure Internet Access|

for one computer while connected to the local network

(note: Dolphin computer should not be connected to the internet)

All computers are connected to the switch via ethernet

Connect one computer to smartphone wi-fi mobile hotspot in addition to ethernet connection

Open Control Panel  
Click Network and Internet  
Click Network and Sharing Center  
Click Change adapter settings

Double-click Ethernet  
Click Properties  
Double-click Internet Protocol Version 4 (TCP/IPv4)  
Click Advanced  
De-select Automatic Metric  
Enter a large number (ex: 100)  
Click OK, OK, OK, Close

Double-click Wi-Fi  
Click Properties  
Double-click Internet Protocol Version 4 (TCP/IPv4)  
Click Advanced  
De-select Automatic Metric  
Enter a small number (ex: 1)  
Click OK, OK, OK, Close

|Heat Sheets|

As Heat Sheets are generated:  
Click Set-up --> Meet Mobile Publishing  
Select Publish Tab  
Click Re-Publish Psych Sheets and Heat Sheets

|Results|

To upload an entire session:  
Click Run  
Click Meet Mobile  
Select Session(s)  
Click Upload Session Results  
Close  
Click OK

To upload an single event:  
Click Run  
Select an event  
Type Ctrl-M



## 6. Results Checklist

Seeding takes priority.

Work on earliest event number.

Select Run, Session.

Select Event.

For each event:

- Move swimmers or relay teams as needed
- For each heat:
  - Verify race number with Colorado program note if applicable
  - Get times, verifying correct event and heat
  - DQ as needed
  - Edit times as needed
  - Verify times with timing equipment printout
- Score (final) or List (prelim)
- Verify DQ and NS names
- Close and create preliminary result report with proper format for admin approval

Once admin approves:

- 2-3 Result reports
  - 2 for prelim – 1 to post, 1 for announcer
  - 1 to 3 for finals – 1 to post, 1 for announcer if announcing, and 1 for awards if awards being given for this event
- Labels, if finals and awards are being given to that event
- Staple finals, prelims and scratch sheets together with large stapler and store