

Neptune Swim Club

# Swim Meet Documentation

10/19/2019

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# 1. Equipment Configuration and Test (Technician)

Done by Meet Director or a designated computer technician long before a meet.

This chapter explains how to set up the Dolphin timing system firmware and computer software for use at a swim meet. This process may need to be repeated over time as new firmware and software is released and is required for operating a meet.

Equipment that needs configuration for sure:

- Computers used for Dolphin timing and Meet Manager meet database systems – one configuration for both hence interchangeable

Equipment that may need configuration:

- Dolphin timing system devices
  - Base station
  - Watches
  - Starter adapter
  - Scoreboard adapter

Equipment that does not need configuration:

- Colorado CTS5 or 6

## 1.1. Computer Software Installation

In order for computers to be usable for both Dolphin timing and Meet Manager database systems, the following software needs to be installed.

### Windows 10

- Obtain a USB stick that can be reformatted, another computer, a fast internet connection, and block out up to several hours of download time.
- Use the other computer to create a bootable USB flash drive containing the Windows installer by following the instructions for using the Windows 10 Media Creation Tool at <https://www.microsoft.com/en-us/software-download/windows10>
- Boot the new computer to the new USB stick. It probably requires pressing F12 while booting.
- Select Language.
- Click Install Now.
- Enter Product key if necessary.
- Click Install Windows Only (Custom/Advanced).
- Delete all partitions and Select Unallocated Space, then Click Next.
- Connect to WiFi or Ethernet, if available.
- Click Customize Settings.

- Turn off all options except Smartscreen.
- Click Skip this step if prompted to enter Microsoft account information.
- Enter “Neptune” for User Name and do not enter a password.
- Click “not now” to disable Cortana.
- Run Windows update; if computer device drivers remain missing, download from manufacturer website.
- Unpin all tiles from the Start Menu and shrink.
- Unpin Windows Store from taskbar.
- Go to Settings, Personalization.
  - Start: turn everything off except recent files
  - Lock Screen: Picture
- Task Manager -> Startup, Disable Microsoft OneDrive
- Control Panel -> System and Security -> System -> Change Settings -> Change
  - Computer Name: SRN-PC1,2,3,etc
  - Workgroup: WORKGROUP
- Control Panel -> Network and Internet -> Network and Sharing Center -> Change Advanced Sharing Settings
- For both Public and Private networks: Network discovery on, File and printer sharing on, Auto setup off
- For All Networks: Password protected sharing off
- Control Panel -> Hardware and Sound -> Power Options
- Choose what the power buttons do, Disable fast startup
- Change when the computer sleeps, set never put computer to sleep when plugged in
- If touch screen, File Explorer -> View -> Disable item check boxes
- Edge -> ... -> Settings
- Open Edge with a specific set of pages: <https://www.google.com/>
- open new tabs with a blank page
- Advanced settings -> turn off password and form saving
- go to google.com
- Advanced settings -> Change search engine -> set google as default

## Printer Drivers

Plug in the first Kyocera printer SRN-PR1 into computer and allow driver to auto install

Note: if you are using a HP P2035 printer, install driver directly downloaded from HP, otherwise labels will be misaligned!

Control Panel -> View Devices and Printers -> Right-Click Printer properties -> Name printer SRN-PR1

Repeat the above two steps for the second Kyocera printer, SRN-PR2

Plug in the HP LaserJet P1102w printer into computer

run SISetup.exe to install driver from mounted disk

configure to print using USB, disable direct print, do not register product, and disable eprint

Control Panel -> View Devices and Printers -> Right-Click Printer properties -> Name printer SRN-PR3

On all 3 computers, launch Devices and Printers, Right click on the printer attached, and select “Set as default printer.”

If a window comes up saying “Setting this printer as default will stop managing your default printer”, click “OK” to disable printer manager service.

## USB Serial Adapter Driver

- Plug in the USB to serial adapter and verify it is recognized in Device Manager. If not, go to manufacturer's website to download driver.

## Hy-Tek Meet Manager for Swimming

Insert Disk, run setup.exe

Accept the agreement and use default settings

When Meet Manager starts, disable language prompt at startup

Pin to taskbar, and create desktop link to C:\Hy-Sport\SwMM5\SwimMM5.exe if not present

SwimMM5.exe -> Right-click properties -> Compatibility -> Windows 8 mode

Check for updates, install

## CTS Dolphin

- Go to <https://www.coloradotime.com/support-overview/installation-methods/>, click Dolphin tab, and download installer InstallCTSDolphin\_[rev number].exe.
- Run the installer.
- Accept the agreement and use default settings.
- Connect Dolphin base USB device. This auto-launches the driver installation.
- Pin C:\CTSDolphin\Dolphin.exe to taskbar.

## Gadwin PrintScreen

Download printscreen (non pro) from <http://www.gadwin.com/download/>

Extract Zip and Run PrintScreenxxx\_Setup.exe

Launch Gadwin -> Options

Preferences -> Disable notification messages and auto-hide capture widget

Image -> Disable all

Post-Capture Actions -> save to file, enable send capture to printer, disable preview; print setup -> ... -> Orientation: Portrait

Launch dolphin with base attached, Ctrl-PrntScr, Set rectangular area, enter to print, verify only Dolphin window printed portrait, filling page width

## Share Folders

C:\CTSDolphin -> Right-click Properties -> Sharing -> Share; Add "Everyone" with read access and click Share

C:\swmeets5 -> Right-click Properties -> Sharing -> Share; Add "Everyone" with read and write access and click Share

### 1.2. Dolphin Firmware Update

If the Dolphin device firmware need to be updated – base, watches, starter adapter or scoreboard adapter – go to <https://www.coloradotime.com/support-overview/installation-methods/>, select Dolphin tab and read all instructions – this is time consuming and if done wrong could result in having to send equipment back to CTS for reprogramming at PC board level.

### 1.3. System Test

#### Dolphin

Test all Neptune computers and printers with each other as the Dolphin, Results and Seeding computers per the following matrix:

	Dolphin		Results		Seeding	
<u>Test</u>	<u>computer</u>	<u>printer</u>	<u>computer</u>	<u>printer</u>	<u>computer</u>	<u>printer</u>
1	SRN-PC1	SRN-PR1	SRN-PC 3	SRN-PR 3	SRN-PC 2	SRN-PR 2
2	SRN-PC 2	SRN-PR 3	SRN-PC 1	SRN-PR 2	SRN-PC 3	SRN-PR 1
3	SRN-PC 3	SRN-PR 2	SRN-PC 2	SRN-PR 1	SRN-PC 1	SRN-PR 3

- One time only:
  - Power up all 3 computers, 3 printers and ethernet switch.
  - Connect all 3 computers to ethernet switch.
  - Determine IP address of each computer
    - Search for and launch cmd.exe
    - Type ipconfig /all
    - Write down IPv4 Address, such as 192.168.10.101
  - Use Meet Manager to create test meet database file in C:\swmeets7\
    - Add 1 100 meter event

- Add 1 session and add event to it
  - Add 1 swimmer and enter in 1 event
  - Seed 1 event
  - Save database file as TEST.mdb
  - Copy database file as TEST\_unseeded.mdb
- For each of the 3 test configurations above:
  - Connect printer to computer
  - Map network drive on Results computer to Dolphin computer C:\CTSDolphin shared folder
  - Map network drives on Seeding computer
    - Dolphin computer C:\CTSDolphin shared folder
    - Results computer C:\Swmeets7 shared folder
  - Copy TEST\_unseeded.mdb to C:\Swmeets7 on Results computer if not already there and rename TEST.mdb
  - Open TEST.mdb and download test meet to CTS5/6
  - Generate time data
  - Get times
  - Generate results report

## **Test Configuration #1:**

### **Hardware Setup**

Connect the three computers to power, mice, and Ethernet connector and turn on.

Connect the three printers to power and USB cables and turn on.

Connect SRN-PC1 to SRN-PR1, SRN-PC2 to SRN-PR2 and SRN-PC3 to SRN-PR3.

Launch Control Panel, select the connected printer as default, and click "OK" when it says setting this printer to default will stop Windows from managing your printers.

Connect Dolphin USB device to SRN-PC1. This will be the "Dolphin" computer for this test.

Connect Dolphin starter to cable and banana adapter and turn on starter by pressing reset button for a few seconds.

Connect Dolphin scoreboard to power and scoreboard adapter and turn on.

Turn on Dolphin stopwatch by pressing reset button for a few seconds.

### **Create Test Meet File**

For details, see Neptune Meet Setup Guide.

On SRN-PC3:

Open MeetManager and create new meet file named testmeet1, multi-user as Admin. This will be the "Results" computer for this test.

Fill out minimum information in Meet Setup menu.

Create two events, one girls and one boys.

Create one session and include two events.

Add two swimmers, one girl and one boy, and enter each in to their respective event.

On SRN-PC2:

Open MeetManager and open testmeet1 on SRN-PC3 as Run1. This will be the "Seeding" computer for this test. Note: if you do not see the computer on the network, determine it's IP address and map a drive to it. See chapter 5 Computer Room Leader Guide for details.

Seed both events.

### **Create Time Files**

On SRN-PC1:

Open Dolphin and select logging enabled.

Scoreboard setup: Scoreboard Enabled, Order by Lane, Number of lines = 1, Number of lanes = 8, then exit scoreboard setup.

Start race by shorting banana plug with screwdriver. Verify display and scoreboard shows elapsed time.

Wait several seconds, then stop race by pressing a side button on the Dolphin stopwatch. Note stopwatch time recorded.

Select Reset Timers and Yes to save time file for event 1.

Press Ctrl-Print, verify the Gadwin PrintScreen box is around the Dolphin window, then press enter and verify printer prints out Dolphin screen shot full width portrait.

Repeat steps 3-5 to generate time file for event 2.

## **Create Result Reports**

On SRN-PC3:

Go to Setup Reports and select SRN-PR3 as default printer for reports and labels.

Go to Run, then set up Interface for Dolphin with Splits.

Set up Interface select data files, browse to SRN-PC1 CTSDolphin, and click Previous Meet and OK. Note: if you do not see the computer on the network, map a network drive to it as described above.

Select event 1 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event 1.

Create award labels and print. Verify labels are aligned.

On SRN-PC2:

Go to Setup Reports and select SRN-PR2 as default printer for reports and labels.

Go to Run, then set up Interface for Dolphin with Splits.

Set up Interface select data files, browse to SRN-PC1 CTSDolphin, and click Previous Meet and OK. Note: if you do not see the computer on the network, map a network drive to it as described above.

Select event 2 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event.

Create award labels and print. Verify labels are aligned.

## **Test Configuration #2:**

### **Hardware Setup**

Connect SRN-PC1 to SRN-PR2, SRN-PC2 to SRN-PR3 and SRN-PC3 to SRN-PR1.

Connect Dolphin USB device to SRN-PC2. This will be the “Dolphin” computer for this test.

### **Create Test Meet File**

On SRN-PC1:

Copy testmeet1 from SRN-PC3 to paste to SRN-PC1 and rename it testmeet2.

Open MeetManager and open testmeet2, single-user as Admin. This will be the “Results” computer for this test.

File -> Purge -> Reset Event Results and Seeding. Select all and press OK.

Close Meet Manager, then reopen testmeet 2 as multi user admin.

On SRN-PC3:

Open MeetManager and open testmeet2 on SRN-PC1 as Run1. This will be the “Seeding” computer for this test.

Seed both events.

### **Create Time Files**

On SRN-PC2:

Repeat Create Time File steps in Test Configuration #1 above.

### **Create Result Reports**

On SRN-PC1:

Go to Setup Reports and select SRN-PR2 as default printer for reports and labels.

Go to Run, then set up Interface for Dolphin with Splits.

Set up Interface select data files, browse to SRN-PC2 CTSDolphin, and click Previous Meet and OK. Note: if you do not see the computer on the network, map a network drive to it as described above.

Select event 1 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event 1.

Create award labels and print. Verify labels are aligned.

On SRN-PC3:

Go to Setup Reports and select SRN-PR1 as default printer for reports and labels.

Go to Run, then set up Interface for Dolphin with Splits.

Set up Interface select data files, browse to SRN-PC2 CTSDolphin, and click Previous Meet and OK. Note: if you do not see the computer on the network, map a network drive to it as described above.

Select event 2 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event 2.

Create award labels and print. Verify labels are aligned.



### **Test Configuration #3:**

#### **Hardware Setup**

Connect SRN-PC1 to SRN-PR3, SRN-PC2 to SRN-PR1 and SRN-PC3 to SRN-PR2.

Connect Dolphin USB device to SRN-PC3. This will be the “Dolphin” computer for this test.

#### **Create Test Meet File**

On SRN-PC2:

Copy testmeet2 from SRN-PC1 to paste to SRN-PC2 and rename it testmeet3.

Open MeetManager and open testmeet3, single-user as Admin. This will be the “Results” computer for this test.

File -> Purge -> Reset Event Results and Seeding. Select all and press OK.

Close Meet Manager, then reopen testmeet3 as multi user admin.

On SRN-PC1:

Open MeetManager and open testmeet3 on SRN-PC2 as Run1. This will be the “Seeding” computer for this test.

Seed both events.

#### **Create Time Files**

On SRN-PC3:

Repeat Create Time File steps in Test Configuration #1 above.

#### **Create Result Reports**

On SRN-PC2:

Go to Setup Reports and select SRN-PR1 as default printer for reports and labels.

Go to Run, then set up Interface for Dolphin with Splits.

Set up Interface select data files, browse to SRN-PC3 CTSDolphin, and click Previous Meet and OK.

Select event 1 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event 1.

Create award labels and print. Verify labels are aligned.

On SRN-PC1:

Go to Setup Reports and select SRN-PR3 as default printer for reports and labels.

Go to Run, then set up Interface for Dolphin with Splits.

Set up Interface select data files, browse to SRN-PC3 CTSDolphin, and click Previous Meet and OK. Note: if you do not see the computer on the network, map a network drive to it as described above.

Select event 2 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event 2.

Create award labels and print. Verify labels are aligned.

## Colorado

This document explains how to test the Neptune computers, printers, Ethernet switch and the SRJC Colorado Time Systems CTS6 for use at swim meets such that any computer and any printer can be used for Seeding or Results. To complete these steps, you will need all 3 computers and their power supplies and mice, Ethernet switch and power supply, 3 Ethernet cables, USB to Serial adapter, serial cable, CTS6 and power supply, parallel printer and power supply, printer paper, parallel cable, CTS wiring harness, at least 1 lane button, the scoreboard and power cord, and the scoreboard interface cable. If you have not recently tested the USB printers via the Neptune Dolphin Testing Guide, you will also need all 3 USB printers and their power supplies and USB cables. This guide assumes the USB printers need to be tested.

### Test Configuration Matrix:

	Results		Seeding	
<u>Test</u>	<u>computer</u>	<u>printer</u>	<u>computer</u>	<u>printer</u>
1	3	3	2	2
2	1	2	3	1
3	2	1	1	3

### Test Configuration #1:

#### Hardware Setup

Connect the three computers to power, mice, and Ethernet connector, turn on and disable WiFi.

Connect the three printers to power and USB cables and turn on.

Connect SRN-PC2 to SRN-PR2 and SRN-PC3 to SRN-PR3.

Connect USB to serial adapter and serial cable to SRN-PC3. This will be the "Results" computer for this test.

Connect CTS parallel printer to power and turn on.

Connect lane button to CTS wiring harness lane 4 primary.

Connect CTS6 to power, serial cable, printer and wiring harness and turn on.

Connect the scoreboard to power and the CTS6.

#### Create Test Meet File

For details, see Neptune Meet Setup Guide and Neptune Meet Computer Guide.

On SRN-PC3:

Open MeetManager and create new meet file named testmeet1, multi-user as Admin. This will be the "Results" computer for this test.

Fill out minimum information in Meet Setup menu.

Create one girls event.

Create one session and include event.

Add swimmer to event.

On SRN-PC2:

Open MeetManager and open testmeet1 on SRN-PC3 as Run1. This will be the “Seeding” computer for this test. Note: if you do not see the computer on the network, determine it’s IP address and map a drive to it. See chapter 5 Computer Room Leader Guide for details..

Seed event.

### **Download Meet to CTS6**

On SRN-PC3:

Go to Run, then set up Timing Interface for CTS6.

In Control Panel -> Hardware and Sound -> Device Manager -> COM Ports, determine which COM port the USB to serial adapter is, i.e. COM3, then open that COM port in Meet Manager Run Interface.

Download meet to CTS6.

### **Create Time Files**

On CTS6:

Open Swimming.

Turn on scoreboard.

Verify event is 1 and heat is 1; if not, set them.

Start race by pressing start button. Verify display and scoreboard show elapsed time.

Wait at least 15 seconds, then stop race by pressing the lane button. Note time recorded and race number.

Press Store Print to save time file for event. Verify parallel printer prints out race summary.

Press Reset.

### **Create Result Reports**

On SRN-PC3:

Go to Setup Reports and select SRN-PR3 as default printer for reports and labels.

Select event 1 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event.

Create award labels and print. Verify labels are aligned.

On SRN-PC2:

Go to Setup Reports and select SRN-PR2 as default printer for reports and labels.

Go to Run, select event 1, create Results report and print. Verify printout matches time for event.

Create award labels and print. Verify labels are aligned.

## **Test Configuration #2:**

### **Hardware Setup**

Connect SRN-PC1 to SRN-PR2 and SRN-PC3 to SRN-PR1.

Connect USB to serial adapter and serial cable to SRN-PC1. This will be the “Results” computer for this test.

### **Create Test Meet File**

On SRN-PC1:

Copy testmeet1 from SRN-PC3 to paste to SRN-PC1 and rename it testmeet2.

Open MeetManager and open testmeet2, single-user as Admin.

File -> Purge -> Reset Event Results and Seeding. Select all and press OK.

Close Meet Manager, then reopen testmeet 2 as multi user admin.

On SRN-PC3:

Open MeetManager and open testmeet2 on SRN-PC1 as Run1. This will be the “Seeding” computer for this test. Note: if you do not see the computer on the network, map a network drive to it as described above.

Seed both events.

### **Download Meet to CTS6**

On SRN-PC1:

Repeat Download Meet to CTS6 steps in Test Configuration #1 above.

### **Create Time Files**

On CTS6:

Repeat Create Time Files steps in Test Configuration #1 above.

### **Create Result Reports**

On SRN-PC1:

Go to Setup Reports and select SRN-PR2 as default printer for reports and labels.

Select event 1 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event.

Create award labels and print. Verify labels are aligned.

On SRN-PC3:

Go to Setup Reports and select SRN-PR1 as default printer for reports and labels.

Go to Run, select event 1, create Results report and print. Verify printout matches time for event.

Create award labels and print. Verify labels are aligned.

### **Test Configuration #3:**

#### **Hardware Setup**

Connect SRN-PC1 to SRN-PR3 and SRN-PC2 to SRN-PR1.

Connect USB to serial adapter and serial cable to SRN-PC2. This will be the “Results” computer for this test.

#### **Create Test Meet File**

On SRN-PC2:

Copy testmeet2 from SRN-PC1 to paste to SRN-PC2 and rename it testmeet3.

Open MeetManager and open testmeet3, single-user as Admin.

File -> Purge -> Reset Event Results and Seeding. Select all and press OK.

Close Meet Manager, then reopen testmeet3 as multi user admin.

On SRN-PC1:

Open MeetManager and open testmeet3 on SRN-PC2 as Run1. This will be the “Seeding” computer for this test. Note: if you do not see the computer on the network, map a network drive to it as described above.

Seed both events.

#### **Download Meet to CTS6**

On SRN-PC2:

Repeat Download Meet to CTS6 steps in Test Configuration #1 above.

#### **Create Time Files**

On CTS6:

Repeat Create Time Files steps in Test Configuration #1 above.

#### **Create Result Reports**

On SRN-PC2:

Go to Setup Reports and select SRN-PR1 as default printer for reports and labels.

Select event 1 and Get Times.

Score event and print. Verify printout matches time for stopwatch time recorded for event.

Create award labels and print. Verify labels are aligned.

On SRN-PC1:

Go to Setup Reports and select SRN-PR3 as default printer for reports and labels.

Go to Run, select event 1, create Results report and print. Verify printout matches time for event.

Create award labels and print. Verify labels are aligned.

## 2. Meet Database Setup (Meet Director)

Done by Meet Director.

This document explains how to setup a meet, including creating the meet file and uploading it to Swim Connection; downloading entries and sending registration and entry reports to Pacific Swimming and reconciling issues; sending psyche sheet, preliminary timeline and T-shirt reports. the following types of meets are covered:

Club swimming Time Standard meets, such as Neptune Fall Classic CBA, Swim Like The Dickens CBA and Neptune June CB+

Club swimming single age group trials and finals meets, such as the Neptune Invitational

Club swimming senior meets, such as Neptune hosted Super League non-championships

High School League Championship meets, such as North Bay League and Sonoma County League

Masters meets, such as the Santa Rosa Masters Resolution

### 2.1. Determine Meet Type

### 2.2. Update Software

## Windows 10

## Hy-Tek Meet Manager for Swimming Program and License

Make sure and secure your Meet Manager license before proceeding. These licenses are restricted. You can use one of the following types of licenses:

A license that is good as long as the team is hosting or invited to the meet, such as Santa Rosa Neptunes has purchased. They host meets at the SRJC, Finley and Ridgway pools in Santa Rosa.

A site license that is good for a site, such as the Santa Rosa Junior College that shares it with their JC swim team meets, Santa Rosa Masters, and North Bay League Swim Championships. They could also share it with Neptunes, but that wouldn't meet Neptunes needs for Finley and Ridgway pools.

A Championship license such as the Pacific Swimming Zone 3 Winter Champs and Summer Champs.

Meet Manager licenses are tiered based on options. Here is the link to Meet Manager 7 levels:

<https://hytek.active.com/store/swim/MM7.0.html>

Basic: manual entry with reports

Relay entry cards and ribbons

CTS System 5/6 and Dolphin Timing console interfaces

Network option, for 2 computers like Neptunes has for Dolphin seeding and results or Colorado seeding

Alpha scoreboard and open water touch pad options are not applicable for teams represented in this document

A fully loaded license can cost \$1,500 first time plus \$209 every 2-3 years when the major revision changes, so this is a big deal and needs to be thought through. Touch Pad software provided by club website host Team Unify for no additional cost was shown to lack major features. There may be other software packages but none at this time are

recommended for alternatives. The justification for Meet Manager is support for a meet where the team is making several thousands of dollars so it pays off for teams that host multiple meets a year.

## CTS Dolphin

## Gadwin Printscreen

### 2.3. Create Events File

Get meet sheet from meet director to create the meet file. Print it out and highlight information that goes in the database per below, as well as anything in the schedule that differs from the pattern such as missing sequential event numbers, mixed events, relays, 25 yard events that require the timers to move, or events requiring minimum time standards in a meet that otherwise accepts no time. Bring the printout to the meet for reference. If the meet sheet is not yet sanctioned, make sure to edit the file later with the sanction number before uploading to Swim Connection.

## Create New File

Create folder for this meet, and put the meet sheet file in it.

Start Meet Manager and select File, Open / New.

For existing meet file from a previous year:

Remove entries by:

- File Purge

- Remove data selectively

- Select Entries/Results, Athletes

- OK

Remove any swim-off and split-off events, if applicable

- Events

- Delete event

For a new meet:

Browse to the new folder, then name the file with year and then name of meet and click OK.

Fill out the Meet Setup page:

Meet Name: include year, i.e.

2018 Neptune Fall Classic

2018 Neptune Swim Like The Dickens

2019 Santa Rosa Masters Resolution

2019 Zone 3 Champs

2019 NCCC Relays

2019 Neptune Invitational

2019 SRJC High School Invitational

2019 SRJC Tri Meet

2019 North Bay League Champs

2019 Neptune C/B/B+

2019 REAL Champs

Facility Name, Address, City, State and Postal Code, i.e.

Quinn Aquatic Center, 1501 Mendocino Ave., Santa Rosa CA 95401

Finley Aquatic Center, 2060 W. College Ave., Santa Rosa, CA 95401

Dates:

Start, of meet

End, of meet

Age-up date: in eligibility section of meet sheet, usually the first day of the meet

Entry open

Entry deadline

ID Format = USAS

Host LSC = PC

Base country = USA

Altitude in feet – n/a for time adjustments in Bay Area, but here are the altitudes anyway:

Petaluma Swim Center 17'

Napa Valley Community College 33'

Vallejo Cunningham Aquatic Complex 62'

Rohnert Park Honey Bee 105'

Santa Rosa Finley 117'

Santa Rosa Junior College, Ridgway 155'

Ukiah High School 693'

Class:

Age Group for Neptune meets

Senior/Open for Superleague

High School for SRJC High School Invite or NBLs

College for SRJC meets

Masters for Masters

Meet Type:

Time Standards for C/B/A



Divisions by Event for High School

Standard otherwise

Note: if Time Standards is picked for an open meet, all the entries get converted to NT. But when you switch it back to standard, it asks you to reconvert to yards or meters, and it fixes the problem.

Meet Style:

3+ Team Dbl Dual for SRJC Tri Meet

Standard otherwise

Course:

See meet sheet, usually Yards

DQ Codes = Custom DQ Codes

Time Adjustment Method = FINA rules

Click OK

## Add Events

If you are editing a previous meet file that has been purged and need to make global changes to all events such as number of lanes, entry fees and fast-to-slow/slow-to-fast, make those changes under Setup Options.

Create the events by clicking on Events tab, then click Add.

If this is the first time entering events since the program launched, set the following:

Enter first event number, typically 1

Select Alt Gender, to automatically switch back and forth girls to boys

Select Gender = Girls, or Women for senior meets

Round 1:

Lanes, i.e. 7 or 8; meet sheet may say up to a maximum number of lanes, so ask head referee how many lanes

Enter number of lanes for best number of heats and then select it, i.e. 7 or 8 and 1

Assign lanes = standard

Event "Entry fee"; in Entry Fee section, i.e. \$4. Not to be confused with meet participation fee charged once per swimmer per meet, also listed in the same section.

Event Type = Standard

Select Pads at Both Ends if applicable, and not already selected per the meet setup section above

Round 2 or Round 3, if applicable to any of the events, as written in Rules and Schedule of Events:

Number of lanes, i.e. 7 or 8

Heats in finals, i.e. 1, or 2 for consolations

Then for each paired set of individual events that occur in sequential order:

Select whether it is Individual or Relay.

If boys and girls are mixed, select Mixed. Otherwise make sure gender is correct.

Select Age Group, or for custom, enter i.e. 13 in left box and 109 in the right box for 13 and over

Select Distance, i.e. 200 for 200 yards.

Select Stroke, i.e. Freestyle.

Select Rounds = Timed Finals, or Prelims and Finals.

Round 1 Heat order = typically fast to slow for all races; in Rules section; slow to fast for Masters.

If event is only 2 years wide, make sure Multi-Age Group is not selected. But if the event is wider than 2 years, split up the event in to 2 year intervals by clicking on the box to the right of Multi-Age Group. This brings up a dialog box that allows you to split up the age groups; press US 5 year to get it split up. For example:

8 and under: 0-6, 7-8

9-12: 9-10, 11-12

11 and over: 11-12, 13-14, 15-16, 17-18, 19-109

13 and over: 13-14, 15-16, 17-18, 19-109

Open: 0-6, 7-8, 9-10, 11-12, 13-14, 15-16, 17-18, 19-109

Note: this can be time consuming, so instead of entering events sequentially, enter all events with the same multi-age breakdown, then go back and enter the next set of events with a different age breakdown, etc, instead of switching back and forth every two events.

Check Meet Sheet to determine whether to select Score Event; typically all are scored.

Round 2 or Round 3 Finals heat order, if applicable: typically fast to slow; in Rules section.

If meet sheet states that there are multi-age super finals, such as for the Neptune Invitational:

Round 2 or Round 3 – Finals

Check box Multi-Age Super Final

If High School Meet, select JV or Varsity for Division.

Click OK to save girls event, which then preloads the next event number as a boys event.

Click OK to save boys event.

If events are not in sequential order, do the same except also edit the event number.

If skipping a girl or boy event, do the same except:

Edit event number.

Select Gender.

Do not click OK the second time.

Select Gender = Girls.

Click Cancel to get out of the event creation loop. Then compare entire list of events to meet sheet to insure there are not any errors.

When done entering events, compare whole list to meet sheet to verify it was entered correctly.

## Create Sessions

Click Sessions from the Events page and click Add.

For each session:

Enter Session Number = 1, 2, etc.

Enter Name = i.e. Saturday, or Saturday AM

Enter Day = 1, 2, etc

Enter Start Time; in meet sheet Time section

Interval = whatever head referee wants, typically 30 sec prelims/timed finals, 45 sec finals to announce names

Extra backstroke interval = whatever the head referee wants, typically +15 seconds

Course = yards, or SCM or LCM

Max entries for meet events export to TM:

Max entries including relays; in Rules section, typically 4 + number of relays

Max individual entries; in Rules section, typically 4

Max relay entries; in Rules section, typically the number of relays

Click OK. This preloads the next session. Edit title, re-enter max entries, and edit day if applicable.

Click Cancel to exit session adding loop.

Add events to each session by:

Select the session.

Double-click on each event to add.

Enter any breaks, in number of minutes, that will occur after any event that is prescribed by the head referee, such as 5 minutes before and 5 minutes at the end of a block of 25s where timers need to move to the other end of the pool, or anything listed on the list of events.

If any two events are to alternate boys and girls, enter the event number to alternate within the Alt column, and the other event will be auto-filled with the correct event to alternate with.

Close Session window.

Close Events window.

## Seeding Preferences

For trials and finals meets:

Select Setup, Seeding Preferences

Enter number of prelim heats to be circle seeded if applicable, typically 3

Enter final seeding, typically standard but could be circle seeding for championship meets

For Masters meets that use lanes 2-7 out of 8:

Standard Lanes tab

Lane Preferences for Seeding

In 6 lane column, put 453627; will not assign lanes 7 and 8

Click OK

## Entry/Scoring Preferences

Select Setup, Entry / Scoring Preferences

Scoring Awards tab, for scoring meets:

Enter maximum scorers per team per event for individual and relays, if noted in Scoring section of meet sheet such as high school league championships.

Top how many for award labels, if awards are to be given per Awards section of meet sheet; fill in individual and relay from meet sheet Awards section, i.e. 7 and 7; may not print all during meet, such as for 13 and over, or may not have any awards, a.k.a. ribbons

Entry Limits tab

Maximum entries per athlete including relays for all days of the meet; see meet sheet

Maximum individual entries per athlete for all days of the meet; see meet sheet

Maximum relay entries per athlete for all days of the meet; see meet sheet

Time Stds Meet Tab, if a time standards meet, if applicable:

Select points awarded based on Seed Time

Select Points and awards given to Over achievers, i.e. if a B swimmer gets an A time

Select Points and awards given to Under achievers, i.e. if an A swimmer gets a B time

Click OK to exit Entry / Scoring Preferences.

## Report Preferences

For CBA meets:

Select Setup, Report Preferences

Select Report Formats tab

Select Flag Over-achievers with a "+". This is someone who enters with one level such as "C" whose results are at an increased level such as a "B".

## Scoring Setup

If applicable: in Meet Sheet Scoring section

Select Setup, Scoring Setup, Standard or Alternative:

Compare standard scoring to meet sheet Scoring section. If different, select Alternative and edit individual and relay points vs. place per meet sheet.

Click OK to exit Scoring Setup section.

## Add Team or Athlete Fees

If applicable per Entry Fees section of meet sheet:

Go to Reports, Teams.

Click Entry Fee Summary.

Type participation fee in Athlete Surcharge, i.e. \$8, or Team Surcharge, i.e. \$400.

Click X

## Set Up Time Standards

Only required for time standard meets, or meets with qualifying times.

You only have to do this once after any standards change.

Pacific Swimming web site: go to [www.pacswim.org](http://www.pacswim.org) .

Click Times, Time Standards.

Click [year range] USA-S Motivational Standards for Hy-Tek Meet Manager and download STD file to meet database folder.

Click 8 and Under Time Standards and download PDF file to meet database folder.

Click [year range] PC Junior Olympics Time Standards and download PDF file to meet database folder.

Hopefully an STD/ST2 file will be posted for JOs and FWs to download in the near future.

Extract USA-S STD file from ZIP file using Windows Explorer.

Copy STD file to c:\HySport\SwMM2\ using Windows Explorer for Meet Manager 2.0.

Import or enter time standards

You only have to do this once after any standards change.

In Meet Manager, go to Events, Standards.

If you are updating any time standards from the previous year, delete the time standards first in the Tag box in the lower left corner by selecting them and then clicking the X.

Click Import.

For USA-S motivational standards:

Browse to unzipped USA-S STD file and double click on it.

Double-click on AAAA time and verify it adds a column and updates it.

Repeat the process for AAA, AA, A, BB and B.

If there are any time standards that don't match up exactly, such as a 9-10 event that needs the 10 andunder standard:

Select Custom Age Groups

Enter for Use this age group's time standards, i.e. 0 and 10

Enter For, i.e. 9 and 10

Click OK.

Manually edit time standards

You only have to do this once after any of the time standards change.

For PC 8 and under time standards:

Browse to unzipped PC 8 and under time standard PDFs and open them.

Manually enter A and B times in to 6 and under, then copy down to 7-8. Leave the rest of the 6 and under and 7-8 columns blank, such as AA, AAA, etc.

For JOs:

Click on white paper icon to add tag, and name it "JO".

Browse to JO time standard PDF and open it.

Manually enter times in to all age groups:

10 and under in to 0-6, 7-8 and 9-10.

11-12 in to 11-12.

13-14 in to 13-14.

15-18 in to 15-16 and 17-18.

For C: click on white paper icon to add tag, and name it "C".

Leave standards blank for 19 and over, since none apply to them.

Set up time standards for reports and scoring

For CBA meets:

In Standards column, Select B and A only, the times that will show up on the report.

In Scoring column, select C, B and A only, the standards that will be used for awards.

Export time standards for next meet

To be done only once after time standards change.

Click Export, Yes.

Import time standards from previous meet

To be done after one meet has been set up with the latest time standards.

Move STD file from meet to copy to c:\HySport\SwMM2\ using Windows Explorer for Meet Manager 2.0.

Click File Import, Time Standards.

Click Import.

Double-click on AAAA time and verify it adds a column and updates it.

Repeat the process for AAA, AA, A, BB, B and JO.

If there are any time standards that don't match up exactly, such as a 9-10 event that needs the 10 and under standard:

Select Custom Age Groups

Enter for Use this age group's time standards, i.e. 0 and 10

Enter For, i.e. 9 and 10

Click OK.

Note: if an event/age group wasn't swum in the earlier meet, the time standard doesn't come over, so you might want to create a dummy meet file to export with all the events.

Click on white paper icon to add tag, and name it "C".

## Select time standards

Select B, A and AA Time Standards so they show up in the Meet Program at the top of each event, and after each swimmer's time in Results, except for C and special minimum standards such as "MIN" made up just for the meet.

See which standards are used for scoring per the Awards section in the meet sheet, and select them. Typically C, B and A only for C/B/A meets; do not select BB, AA, AAA, AAAA, JO or FW.

## Add Qualifying Times

Check the meet sheet for any events with qualifying times. For instance, the open 500 free may have different slowest times for girls and boys listed in the event table. If so, then:

If the time standard does not line up with an existing standard across all age groups within an event, click on white paper icon to add tag, and call it "MIN" and click "OK". A new column appears in the event table.

Now type the time standards in to the new column table that aligns with the row for each event.

Click Custom Qual Times box. Two new columns appear.

In the new Equals or Faster column, select the correct time standard for each even that has one, i.e. "MIN", or "A" for long events or Zones.

Click X to exit Time Standards.

Click X to exit Events.

If there are any questions from officials about the time standards entered for a meet, create a report, save as PDF, and send to officials. Note that some event age subgroups do not have all standards, which is consistent with what is posted in the standards PDFs.

Example time standards report, missing Far Westerns:

Westside Aquatics Team

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2014 Swim Like the Dickens - 12/12/2014 to 12/14/2014

Time Standards Report

Event	AAAA	AAA	AA	A	BB	B	C	JO	MIN
Event 1 Girls 11-12 400 IM	4:51.49	5:05.29	5:19.19	5:33.09	6:00.89	6:28.59		5:27.49	5:33.09
Event 1 Girls 13-14 400 IM	4:36.39	4:49.59	5:02.69	5:15.89	5:42.19	6:08.49		5:09.49	5:33.09
Event 1 Girls 15-16 400 IM	4:28.89	4:41.69	4:54.49	5:07.29	5:32.89	5:58.49		5:09.49	5:33.09
Event 1 Girls 17-18 400 IM	4:26.89	4:39.59	4:52.29	5:04.99	5:30.39	5:55.79		5:09.49	5:33.09
Event 1 Girls 19&O 400 IM									5:33.09
Event 2 Boys 11-12 400 IM	4:45.09	4:58.69	5:12.19	5:25.79	5:52.99	6:20.09		5:27.99	5:25.79
Event 2 Boys 13-14 400 IM	4:18.69	4:31.09	4:43.39	4:55.69	5:20.29	5:44.99		4:54.99	5:25.79
Event 2 Boys 15-16 400 IM	4:08.49	4:20.39	4:32.19	4:43.99	5:07.69	5:31.39		4:54.99	5:25.79
Event 2 Boys 17-18 400 IM	4:02.59	4:14.19	4:25.69	4:37.29	5:00.39	5:23.49		4:54.99	5:25.79
Event 2 Boys 19&O 400 IM									5:25.79
Event 3 Girls 11-12 500 Free	5:21.99	5:37.29	5:52.59	6:07.99	6:38.59	7:09.29		5:54.99	6:37.99
Event 3 Girls 13-14 500 Free	5:08.79	5:23.49	5:38.29	5:52.99	6:22.39	6:51.79		5:35.99	6:37.99
Event 3 Girls 15-16 500 Free	5:00.99	5:15.39	5:29.69	5:43.99	6:12.69	6:41.29		5:35.99	6:37.99
Event 3 Girls 17-18 500 Free	4:59.59	5:13.79	5:28.09	5:42.29	6:10.89	6:39.39		5:35.99	6:37.99
Event 3 Girls 19&O 500 Free									6:37.99
Event 4 Boys 11-12 500 Free	5:17.29	5:32.39	5:47.49	6:02.59	6:32.79	7:02.99		5:52.99	6:02.59
Event 4 Boys 13-14 500 Free	4:52.09	5:05.99	5:19.99	5:33.89	6:01.69	6:29.49		5:25.29	6:02.59
Event 4 Boys 15-16 500 Free	4:40.99	4:54.39	5:07.79	5:21.19	5:47.89	6:14.69		5:21.49	6:02.59
Event 4 Boys 17-18 500 Free	4:36.19	4:49.39	5:02.49	5:15.69	5:41.99	6:08.29		5:21.49	6:02.59
Event 4 Boys 19&O 500 Free									6:02.59
Event 5 Girls 13-14 200 Back	2:06.29	2:12.29	2:18.29	2:24.29	2:36.29	2:48.39		2:23.89	
Event 5 Girls 15-16 200 Back	2:03.59	2:09.49	2:15.29	2:21.19	2:32.99	2:44.79		2:23.89	
Event 5 Girls 17-18 200 Back	2:01.99	2:07.79	2:13.59	2:19.39	2:30.99	2:42.59		2:23.89	
Event 6 Boys 13-14 200 Back	1:58.79	2:04.49	2:10.09	2:15.79	2:27.09	2:38.39		2:25.59	
Event 6 Boys 15-16 200 Back	1:53.69	1:59.09	2:04.49	2:09.89	2:20.69	2:31.59		2:24.49	
Event 6 Boys 17-18 200 Back	1:50.59	1:55.79	2:01.09	2:06.29	2:16.89	2:27.39		2:24.49	
Event 7 Girls 9-10 100 Back	1:10.09	1:13.99	1:17.89	1:21.79	1:33.49	1:45.09		1:23.39	
Event 8 Boys 9-10 100 Back	1:09.49	1:13.09	1:16.59	1:20.09	1:30.79	1:41.39		1:24.99	
Event 9 Girls 6&U 25 Back				23.49		28.49			
Event 9 Girls 7-8 25 Back				23.49		28.49			
Event 10 Boys 6&U 25 Back				23.49		28.49			
Event 10 Boys 7-8 25 Back				23.49		28.49			
Event 11 Girls 13-14 100 Free	53.59	56.09	58.69	1:01.19	1:06.29	1:11.39		58.09	
Event 11 Girls 15-16 100 Free	52.49	54.99	57.49	59.99	1:04.99	1:09.99		58.09	
Event 11 Girls 17-18 100 Free	52.09	54.49	56.99	59.49	1:04.49	1:09.39		58.09	
Event 12 Boys 13-14 100 Free	49.79	52.09	54.49	56.89	1:01.59	1:06.29		55.29	
Event 12 Boys 15-16 100 Free	47.49	49.69	51.99	54.19	58.69	1:03.29		52.99	
Event 12 Boys 17-18 100 Free	46.59	48.79	50.99	53.19	57.69	1:02.09		52.99	
Event 13 Girls 9-10 50 Fly	30.99	32.89	34.79	36.69	42.39	47.99		36.99	
Event 14 Boys 9-10 50 Fly	30.89	32.69	34.39	36.19	41.39	46.69		37.29	
Event 15 Girls 6&U 25 Fly				22.59		27.39			
Event 15 Girls 7-8 25 Fly				22.59		27.39			
Event 16 Boys 6&U 25 Fly				22.59		27.39			
Event 16 Boys 7-8 25 Fly				22.59		27.39			
Event 17 Girls 11-12 100 Back	1:02.49	1:05.89	1:09.29	1:12.69	1:19.49	1:26.29		1:11.49	
Event 18 Boys 11-12 100 Back	1:00.89	1:04.19	1:07.49	1:10.79	1:17.49	1:24.09		1:12.89	
Event 19 Girls 13-14 100 Breast	1:07.09	1:10.29	1:13.49	1:16.59	1:22.99	1:29.39		1:15.99	



## Update Records

For high school championships and Masters, update records each year. Similar to time standards, except in events click Records tab and fill in manually.

Back up database file

Exit out of Meet Manager and back up meet file by manually making a copy, appending the name of the file with the timestamp of the backup time and date and “upload to swim connection”, and place in a backup folder.

## Create EV3 File

If uploading to Swim Connection, in Meet Manager main menu:

Click File, Export, Events for TM.

Make sure information presented is correct; if so click Yes.

Select multi-cut order YSL for short course yards, and LSY for long course meters.

Make sure Do Not Convert to yards is selected, then Click OK.

Browse to your meet folder to save the file. Then click OK and files will be zipped.

In Windows Explorer, unzip the new file. The file will be named something like “Meet Events-2014 Neptune Fall Classic-27Sep2014-001.zip”. An EV3 and HYV file should have been created.

## 2.4. Solicit Entries

### Email EV3 File

For limited team meets like Super League, email the EV3 file as an attachment to the meet director for distribution to participating team coaches who will fill out the entries and return the files.

## Upload EV3 File to Swim Connection

For club meets, go to the swim connection entry web site [ome.swimconnection.com](http://ome.swimconnection.com) and log in. Obtain user name and password and admin privileges.

Create new meet:

Click My Meets, Add New Meet.

Select Pacific Swimming as Swimming Association and click Continue.

Select Load info from a HyTek meet file and click Choose File, or select a previous meet on SwimConnection if there were a lot of custom configurations such as Neptune Invitational.

Browse to the .EV3 file that was unzipped in the previous section, then click Continue. Meet will load.

Click Core tab:

Enter Meet Code = SRN

Enter Name i.e. SRN Short Course C/B/A+

Enter Additional Name i.e. Fall Classic

Enter Host = Neptune Swim Club

Close date = see meet sheet Online Entries section for date, then enter 11:59 PM for the time of day.

Select Meet Type = Time Standard for CBA and invitational

If you have any events that have qualifying times, select Allow Qualifying Times, but select No for Allow Bonus Events.

Enter fee per swimmer, i.e. \$8.00.

Enter fee per event, i.e. \$4.00.

Fill in payment information per meet sheet Mailed or Hand Delivered Entries section.

Verify all other information is correct when compared to the meet sheet.

Click Choose File under Meet Sheet

Browse to final sanctioned meet sheet PDF version

Select Software = Hy-Tek Meet Manager

If invitational, select Restrict Teams and fill out list of teams invited.

Click Save.

Click Sessions Tab. For each session:

Select session.

Click Edit.

Fill in Name, i.e. "Saturday".

Make sure course selection is correct, i.e. "SCY".

Fill in note with schedule information, i.e. "Warm ups 7:30AM-8:45AM. Session starts at 9:00 AM."

Make sure session Max Total Swimmers and Max Total Entries are both blank – might need to delete the latter..

Make sure max individual entries matches the meet sheet.

Select Lenient if deck seeding only.

Save.

Select session again.

If most events do not have a time standard, Click NT OK; otherwise Click NT NOT OK.

Click Events Tab:

Make sure all the events uploaded and are correct.

If there are any events that have time standards but you selected NT OK for the whole session, for each event that needs a time standard:

Select Event.

Click Edit.

Click Show Add Event Details.

Select course = SCY

Select NT Allowed = No

Type in qualifying time, do not fetch it.

Select Equal to or Faster.

Click Save.

If there are single year age group entry times, need to delete events and add one event per age with same event number.

For single age group invitational, the age groups in each event get combined in to one event with the youngest time standard. So if this is the first time you set up such a meet, you need to change the first event of each session to only the youngest age, delete all subsequent events in the session, then rebuild them with single ages, so event 7 11-14 is now 4 event 7s, 11, 12, 13 and 14. They cannot be reordered, hence the need to redo them. You also need to type in the qualifying time, i.e. USAS single age group BB, in to each of the new sub-events.

***Note: we do not know how to enter the qualifying times as of 1/12/2017. Adding new events leaves nowhere to add the qualifying times, even when Allow Qualifying Times has been checked in the Core tab. Only the copied over file from the previous year comes with qualifying times. This will require tech support from SwimConnection if any new events are added, or if any events are reordered.***

Click Venues tab, and make sure everything is correct.

Click Constraints tab:

Enter Individual Swimmers Cap, from meet sheet

Swimmers individual entries cap Lenient = Yes

Click Continue.

Click status tab:

Select Read/Write access for yourself.

Invite head referee and admin by entering their logins. Get information from head referee.

Give read/write access to head coach, read only access to admin.

If you have any problems with the meet setup, ask Swim Connection staff for help:

Click Help hypertext in the upper right hand corner of the Swim Connection web page.

Click Contact Us.

Either click their email address hypertext, ome-support@swimconnection.com, or cut and paste the address in to your email browser, and compose an email listing the meet, and the issue you are having.

Again under status tab, test the meet by clicking Start Trial. If you need to fix something, go back to this page and click Fix Configuration. You can do this loop as many times as required to get it right.

Go to Enter Meets, select your trial meet, and do pretend entries of your swimmers to make sure it works. Try entering too many events per session, NT and too high of times for events that don't allow it, and times below, at and above qualifying times to make sure rejections only occur above qualifying times and for teams not invited to invitationals.

Once done testing, click that you have tested it, which will then invoke Swim Connection to put it out for entries.

## Set Up ClubAssistant

For high school meets and Masters.

***FILL IN THIS SECTION NEXT YEAR WHILE DOING THIS, INCLUDING SETTING UP LIMITS/EXHIBITIONS FOR HIGH SCHOOL INDIVIDUAL AND RELAY EVENTS .***

## 2.5. Import Entries

### Force Close Meet Entries

The head referee will monitor the meet and decide if it needs to be closed early. They can force closure on Swim Connection directly, by requesting SwimConnection to do it remotely, or you can do it by:

Log in to SwimConnection Online Meet Entries.

Go to My Meets.

Select meet.

Go to Configuration.

Go to Constraints.

Select Force Close = yes.

Add close note, such as “12 and under 4 hour rule.”

Click Save.

After Meet Entries are Closed

Download Entries

Do one of the following 3 methods of obtaining entry files:

### From SwimConnection

For club meets, Download SDIF entry file and T-shirt CSV file from Swim Connection:

Log in to Swim Connection Online Meet Entries.

Go to My Meets, and select meet.

Select Reports.

Select Generate and Email SDIF file for Computer Operator at meet.

Select Report Output = Email, enter your email address, and click Generate Report and OK to confirm.

Select Reports.

Select Generate and Email CSV for T-shirt vendor.

Select Report Output = Email, enter your email address, and click Generate Report and OK to confirm.

Check email and save the reports to your computer.

Unzip the SDIF report.

## From ClubAssistant

For Masters or high school championships, download SD3 file from ClubAssistant:

Go to [www.clubassistant.com](http://www.clubassistant.com).

Go to Client Login, Meet Administrators.

Log in – you need to be set up with user name and password for this meet.

Select Swim Competitions, All.

Select meet.

Select Reports, Individual Entries.

Scroll to bottom and select Submit under Individual Entries SD3 file.

Re-scroll down to the bottom and click on Download Individual Entries SD3 File next to Option 2. This downloads the SD3 file to your Downloads folder.

Copy SD3 file from downloads in to meet folder.

Log out of ClubAssistant.

### 5.2 Import Entries

#### 5.2.1 SD3

For CBA or Masters:

In Meet Manager, go to File, Import, Entries.

Browse to sd3 file you just unzipped.

Note that you will need internet connection while you do this – not sure why.

Note that you need to have Meet Manager running in Windows 8 compatibility mode – not sure why:

Right-click Meet Manager icon and select Properties

Select Compatibility tab

Select Run in Compatibility Mode

Select Windows 8

OK

Failure to do this will force you to update to a new Meet Manager version. It may work to install it in Windows 8 compatibility mode but I'm not sure.

Select Match on Event Numbers and Include Entries with No Time, but nothing else, including enforcing qual times.

If there is a team name mismatch exception, select what is already in the database.

#### 5.2.2 HY3

For limited number of team meets like Super League, import HY3 file for entries:

Gather and unzip all the HY3 entry files you received.

For each team:

In MeetManager, go to File, Import, Merge Entries (MM to MM)

Browse to HY3 file

Click Open

Click OK

Note number of athletes and entries, then click OK

## From Email

For limited team meets like Super League, coaches will email the HY3 file as an attachment to the meet director. Obtain this file from meet director.

## Manual Entries

Sources include postal mail, email, verbal and hand delivery. Also applies to adding non-scoring B-Relays for SCL and NBL. Check with head ref to get permission to add any postal mail post marked after the close date.

Go to Athletes tab.

Click first letter of last name to and then scroll down to see if athlete is already entered. If already entered, select name and edit which events are selected and their entry times.

To add athlete, click Add, and enter name, birth date, verify reg number, then select team name and gender, then select which events they are entered in and enter their entry times. You can skip the colon but all entry times need the period.

If team not already in database or you notice an error:

Click Teams or schools

Add/Edit

Team Abbreviation, i.e. SRN or UN

Full Team name, i.e. Neptune Swimming or Unattached

LSC, i.e. PC, SN, CC, OR

X

X

Verify payment is correct, if so, add note to entry form that they are entered and paid, listing check number.

If Masters, Meet Manager will complain about reg number format: accept anyway.

Return entries and checks to Meet Director.

## 2.6. Create Entry Reports

### Exceptions Report

This lists athletes entered in too many events if you selected Lenient, as well as too many per school scoring vs. exhibition if you set it up that way for a high school championship.

Select Reports, Exceptions Report.

Select all sessions.

Make sure max swims per session for individual and relays is correct.

If there are minimum standards to meet, select those standards.

Create Report. Note: if it says no data selected, click stuff and then try again and then it will work. This seems to be a bug.

If there is deck seeding, print out and give to Clerk of Course for highlighting checkin sheet to inform if there are any scratch downs required. If pre-seeded, send to head referee ASAP so they can work with the coaches to do scratchdowns before all the sheets are preprinted out.

Note: if two swimmers have the same first and last name, Meet Manager 5 merges them and you may not detect that there is now one swimmer with too many events and some of them hidden. Select "Show Swim-Ups" in the athlete view to see this. If you have this problem, add a middle initial or somehow change their name and then in the results email to Pacific Swimming ask them to undo the change.

## Entry Time Conversion

Verify all entry times are shown in the converted time column in the Athlete and Relay views. If not, go to File, Setup, Reconvert Entry Times.

## Registration Verification for LSC

Go to Reports, Athlete Rosters.

Under Report Type, select Detailed, Sorted by Team.

Deselect Include Athletes with No Events.

Create Report.

Create PDF:

Select Microsoft print to PDF printer

Print to it

Browse to database folder

Name it "[meet name] registration verification report"

X

X

Create SD3:

File, Export, USA-S Registration.

Accept default and click OK.

OK when export finished.

Browse to swim meet database folder such as c:\users\neptune\documents\meets\20161014 Fall Classic\ and click OK.

Autonames the file such as sdif001.sd3.

Zip PDF and SD3 files together and name "[meet name]registration verification report.zip"

Email swimmer registration file reg\* zip should to office-membership@pacswim.org, and cc head referee and admin.

This will forward it to the person doing the job, which as of December 2016 is Laurie Benton, Laurie@pacswim.org .

Note: the error report will not be sent back until 1-2 days before the meet to make sure the last registrations are picked up. If there are swimmers from other LSCs such as Sierra Nevada, send them a report too. You can filter on LSC when you make the report.

## Psych Sheets

Overall meet psych sheet

For meet director and head referee to review, and potentially for sale.

For high school meets, create separate reports per school in addition to total psych sheet, then seed prelims and relays.

Select:

Reports

Psych Sheets

Verify the following only are selected:

Gender = all

Rounds = all rounds

Indiv + Relays

Select all sessions

Click Select All to select all events

Columns / Format tab

Columns = double

Format = nothing selected

Athlete ID = none

Time stamp = date and time

Include in Psych sheet tab, select only:

Time Standards, if time standards meet such as CBA

Entry qualifying times, if applicable

Entry Times

(deselect line for results)

Filter / Sort Order Options

Filter = none

Sort Order = fast to slow

Create Report.



# Example psych sheet for a time standards meet:

Neptune Swimming

HY-TEK's MEET MANAGER 5.0 - 10:30 AM 12/11/2016 Page 1  
2016 Swim Like the Dickens - 12/9/2016 to 12/11/2016  
Psych Sheet

## Event 1 Girls 11 & Over 400 Yard IM

	5:19.19	11-12 AA		
	5:33.09	11-12 A		
	6:28.59	11-12 B		
	5:02.69	13-14 AA		
	5:15.89	13-14 A		
	6:08.49	13-14 B		
	4:54.49	15-16 AA		
	5:07.29	15-16 A		
	5:58.49	15-16 B		
	4:52.29	17-18 AA		
	5:04.99	17-18 A		
	5:55.79	17-18 B		
Name	Age	Team	Seed Time	
1 Motekaitis, Mia P	16	UCD-SN	4:38.41	AA
2 Swayne, Sofie K	15	CCA-SN	4:46.02	AA
3 Nowack, Theresa A	17	SRN-PC	4:51.89	AA
4 Leacox, Kyla W	17	UCD-SN	4:52.54	A
5 Kellison, Makayle S	14	SRN-PC	4:54.56	AA
6 Hardey, Ellie G	13	CCA-SN	4:56.69	AA
7 Vogel-Rigler, Verity	16	CCA-SN	4:58.05	A
8 McElhern, Kaitlyn A	14	UCD-SN	5:00.91	AA
9 Perkins, Avery W	14	SRN-PC	5:01.65	AA
10 Strub, Mikaela L	16	CCA-SN	5:05.05	A
11 Morris, Lauren M	15	SRN-PC	5:05.41	A
12 Baumgartner, Nat R	16	MCSD-PC	5:08.86	B
13 Motekaitis, Elle P	15	UCD-SN	5:10.62	B
14 Ansari, Nadia F	14	CCA-SN	5:10.91	A
15 Cameron, Natasha C	16	SD-PC	5:17.53	B
16 Smits, Emma E	14	SRN-PC	5:19.03	B
17 Campbell, Bre A	14	GOLD-SN	5:19.87	B
18 Stewart, Brydie E	15	SRN-PC	5:20.61	B
19 Gagnon, Anya G	11	SSS-PC	5:28.29	A
20 Hahn, Ashleigh M	14	UCD-SN	5:30.42	B
21 Burke, Emi C	12	SRN-PC	5:32.59	A
22 Holzhauser, Stassi J	12	SRN-PC	5:37.93	B
23 Morris, Nicole M	13	SRN-PC	5:42.17	B
24 Hoffman, Hannah A	12	SRN-PC	5:44.08	B
25 Gwaltney, Madison T	14	CCA-SN	5:44.81	B
26 Waterson, Alyssa N	12	UCD-SN	6:04.04	B
27 Campbell, Peighton G	13	GOLD-SN	6:22.33	
28 Glenn, Riley M	13	CCA-SN	6:37.61	
29 Clarkson, Stella J	12	SRN-PC		NT
30 Solomon, Talia D	11	YPAC-PC		NT
31 Myler, Kathryn G	11	UCD-SN		NT
32 Leacox, Makena M	11	UCD-SN		NT

## Event 2 Boys 11 & Over 400 Yard IM

	5:12.19	11-12 AA		
	5:25.79	11-12 A		
	6:20.09	11-12 B		
	4:43.39	13-14 AA		
	4:55.69	13-14 A		
	5:44.99	13-14 B		
	4:32.19	15-16 AA		
	4:43.99	15-16 A		
	5:31.39	15-16 B		
	4:25.69	17-18 AA		
	4:37.29	17-18 A		
	5:23.49	17-18 B		
Name	Age	Team	Seed Time	
1 Monks, Ray M	16	SRN-PC	4:21.93	AA
2 Sipple, Drew A	19	SRN-PC	4:22.06	
3 Mertz, David W	16	SRN-PC	4:25.79	AA
4 Wong, Connor H	15	SRN-PC	4:33.56	A
5 Jones, Trevor M	16	SRN-PC	4:40.88	A
6 Carter, Will T	14	SRN-PC	4:55.93	B
7 Ignacio, Jonah T	14	CCA-SN	4:59.38	B
8 Jamison, Brady M	14	CCA-SN	5:12.28	B
9 Walker, Mitchel D	15	MCSD-PC	5:27.76	B
10 Bhana, Aiden R	13	SRN-PC		NT

## Event 3 Girls 11 & Over 500 Yard Freestyle

	5:52.59	11-12 AA		
	6:07.99	11-12 A		
	7:09.29	11-12 B		
	5:38.29	13-14 AA		
	5:52.99	13-14 A		
	6:51.79	13-14 B		
	5:29.69	15-16 AA		
	5:43.99	15-16 A		
	6:41.29	15-16 B		
	5:28.09	17-18 AA		
	5:42.29	17-18 A		
	6:39.39	17-18 B		
Name	Age	Team	Seed Time	
1 Motekaitis, Mia P	16	UCD-SN	4:59.87	AA
2 Bristow, Annie L	16	CCA-SN	5:04.91	AA
3 Buell, Sierra N	17	CCA-SN	5:05.52	AA
4 Jones, Megan C	15	SRN-PC	5:10.69	AA
5 Jamison, Taylor C	16	CCA-SN	5:13.68	AA
6 Kwan, Julie M	15	SRN-PC	5:16.10	AA
7 Vogel-Rigler, Verity	16	CCA-SN	5:19.97	AA
8 Swanson, Alina C	14	CCA-SN	5:21.94	AA
9 McElhern, Kaitlyn A	14	UCD-SN	5:27.12	AA
10 Scobey, Taylor S	15	SRN-PC	5:29.58	AA
11 Leacox, Kyla W	17	UCD-SN	5:31.24	A
12 Hardey, Ellie G	13	CCA-SN	5:33.93	AA
13 Moussa, Grace N	15	SRN-PC	5:36.87	A
14 Oliver, Tessa L	15	SRN-PC	5:39.33	A
15 Mattice, Vivien G	13	SRN-PC	5:39.34	A
16 Motekaitis, Elle P	15	UCD-SN	5:39.74	A
17 Smith, Rea N	12	SRN-PC	5:41.30	AA
18 Lewis, Alexis M	11	SRN-PC	5:46.42	AA

Click printer selection icon

Select Microsoft print to PDF

Exit

Click print icon

OK

When prompted, name the file “[name of meet] Preliminary Meet Program”

Save to swim meet database folder

OK

Or if you print the psych sheet on paper, select double sided.

### 5.7.2 Individual team psych sheets

For high school meets, do the same as above except filter on one team at a time when generating the report, then send each coach their psych sheet to make sure proper entry. Do not share with other coaches until all corrections are made by team so they don’t get advanced view of the competition and hence be tempted to restack their relays or individual events.

## Meet Program

For early preseeded meets such as NBLs and SCLs, for meet ref, eventually meet admin officials, director, coaches and possible for sale, to be done after individual team psych sheets have been verified:

Seed prelims and relays

Seeding

Select sessions

Select events

Start seeding

Manually seed B relays in to separate heats before A relays

Create meet program

Reports

Meet Program

Select all sessions and events

Format to 2 columns, no empty lanes, no space for results

Create report

Print to PDF

Provide to meet ref, director and coaches

## Meet Timeline

If there are changes to start time or intervals from the original setup per the head referee:

Events

Sessions

For each session

Double Click on Session

Set Start Time, example 05:00 PM

Interval (typically 30 sec prelims/timed finals, 45 sec finals to announce names)

Extra backstroke interval (typically +15)

OK

X

X

Reports, Sessions

Select All to select all sessions

Include event start times

Include heat and entry count

Include \*type entries

Enter scratch factor, as prescribed by head referee; start with 3%

If head ref asks for prior meet scratch rate, open old meet and do the following

Reports

Meet Summary

Summary Totals

By Athlete

Lists scratch rate, i.e. 469 scratches, 2067 splashes, 18% scratch rate =  $469 / (469 + 2067)$

Create report

# Example meet timeline:

Licensed To: Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 2/10/2014 Page 1

## Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014

### Session Report

Session: 1 Friday February 08, 2013

Day of Meet: 1 Starts at 05:00 PM Heat Interval: 15 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at
Finals	1 Girls 13 Year Olds 400 IM	16	2u	05:00 PM
Finals	2 Boys 13 Year Olds 400 IM	12	2u	05:11 PM
Finals	3 Girls 14 Year Olds 400 IM	5	1u	05:22 PM
Finals	4 Boys 14 Year Olds 400 IM	6	1u	05:27 PM
Finals	5 Girls 10 & Under 500 Freestyle	10	2u	05:32 PM
Finals	6 Boys 10 & Under 500 Freestyle	4	1u	05:47 PM
Prelims	7 Girls 11-14 500 Freestyle	44	6u	05:53 PM
Prelims	8 Boys 11-14 500 Freestyle	30	4u	06:31 PM
Swimmer Count for Warm-ups: 121		=====	=====	
Entry / Heat Totals:		127	19	
Finish Time				06:56 PM

Session: 2 Saturday February 09, 2013

Day of Meet: 2 Starts at 09:00 AM Heat Interval: 30 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at
Finals	9 Girls 10 & Under 50 Freestyle	25	4u	09:00 AM
Finals	10 Boys 10 & Under 50 Freestyle	9	2u	09:05 AM
Prelims	11 Girls 11-14 50 Freestyle	79	10u	09:07 AM
Prelims	12 Boys 11-14 50 Freestyle	54	7u	09:16 AM
Finals	13 Girls 10 & Under 100 Backstroke	16	2u	09:23 AM
Finals	14 Boys 10 & Under 100 Backstroke	6	1u	09:27 AM
Prelims	15 Girls 11-14 100 Backstroke	66	9u	09:29 AM
Prelims	16 Boys 11-14 100 Backstroke	52	7u	09:47 AM
Finals	17 Girls 10 & Under 50 Butterfly	23	3u	10:00 AM
Finals	18 Boys 10 & Under 50 Butterfly	4	1u	10:04 AM
Prelims	19 Girls 11-12 50 Butterfly	26	4u	10:05 AM
Prelims	20 Boys 11-12 50 Butterfly	24	3u	10:09 AM
Prelims	21 Girls 13-14 200 Butterfly	19	3u	10:12 AM
Prelims	22 Boys 13-14 200 Butterfly	10	2u	10:21 AM
Finals	23 Girls 10 & Under 100 Breaststroke	20	3u	10:26 AM
Finals	24 Boys 10 & Under 100 Breaststroke	5	1u	10:32 AM
Prelims	25 Girls 11-14 100 Breaststroke	47	6u	10:35 AM
Prelims	26 Boys 11-14 100 Breaststroke	27	4u	10:45 AM
Prelims	27 Girls 11-14 200 IM	68	9u	10:53 AM
Prelims	28 Boys 11-14 200 IM	56	7u	11:20 AM
Swimmer Count for Warm-ups: 225		=====	=====	
Entry / Heat Totals:		636	88	
Finish Time				11:41 AM

Click printer selection icon

Select Microsoft print to PDF program

Exit

Click print icon

OK

When prompted, name the file "[name of meet] Preliminary Meet Timeline"

Save to swim meet database folder

OK

Verify 12 and unders are not scheduled to swim for more than 4 hours. If not, flag head referee for potential mandatory scratchdown.

## Meet Warm-Up Report

This is so the head ref can tell each team how many officials they have to bring.

Reports

Warm-Up Sheet

Select All

Create report. Example page 1 of report, first day of 3 only shown:

Neptune Swimming

HY-TEK's MEET MANAGER 5.0 - 11/15/2015 Page 1

### 2015 Swim Like the Dickens - 12/11/2015 to 12/13/2015

#### Warm-up Sheet (Scratch Factor: 1%)

Warm-up Starts at 04:00 PM

Session: 1 Friday

Day of Meet: 1 Starts at 05:00 PM

Total Athletes: 64 - Women: 48 - Men: 16

	Team	Women	Men	Total	Lane
SRN-PC	NEPTUNE SWIMMING	27	9	36	
SON-PC	SONOMA SEA DRAGONS	8	0	8	
MP-PC	MARIN PIRATES	4	1	5	
MCSD-PC	MENDOCINO COAST SEA DRAGONS	3	1	4	
UCD-SN	UCD AQUATICS	3	0	3	
UN-PC	UNATTACHED	1	2	3	
PCM-PC	PACIFIC COAST MARLINS	0	1	1	
TOC-PC	THE OLYMPIC CLUB	1	0	1	
UN-CC	Unattached	0	1	1	
WA-PC	WESTSIDE AQUADUCKS	1	0	1	
YPAC-PC	YMCA PACIFIC AQUATIC CLUB	0	1	1	

Click printer selection icon

Select Microsoft Print to PDF,

Exit

Click print icon

OK

When prompted, name the file “[name of meet] warm-up report”

Save to swim meet database folder

OK

## Number of Athletes

Go to Reports, Athlete Rosters.

Make sure Athletes with No Entries is not selected.

Create report.

Arrow to last page and note highest number athlete, i.e. 577.

## Email Out Reports

### 5.12 Email reports to meet director and referees

Email psych sheet, preliminary timeline and warm-up report to meet director, head referee and admin. Include number of athletes in body of text, and an offer to adjust the reports if needed.

### 5.13 Create and send t-shirt report

Only when tshirt vendor will be present. Ask meet director.

Open CSV file created by Swim Connection and add the last name, first name and team abbreviation for all swimmers manually entered.

Email to meet director so they can send it to the T-shirt vendor.

### 5.14 Back up database file

### 5.15 Return mail-in entries and checks to meet director

## 2.7. Address Registration Problems

Club meets only.

### 6. After registration verification response from Pacific Swimming

This should come from to office-membership@pacswim.org, which as of September 2014 is Laurie Benton, laurie4pc@aol.com.

Save email attachment, usually called REGPROB.rtf.

Open report in text viewer to make sure it's the right meet.

## Edit Athlete Information

Print out the team affiliation section for the Clerk of Course. Here is an example:

```
=====
PC      |ENTERED TEAM IS NOT THE SAME AS REGISTERED TEAM|
=====
```

	REGISTERED	ENTERED	ENTERED	
SWIMMERS NAME	AGE	SEX	CLUB	CLUB REGISTRATION
HELLAR, SYDNEY	10	G	MP	LVA 061004SYDEHELL
PETERSON, CASEY	11	B	UN	OAPB 070503CAS*PETE
PETERSON, CODY	12	B	UN	OAPB 110101COD*PETE
PETERSON, SYDNEY	12	G	UN	OAPB 110101SYD*PETE
GARCIA, MAYA	8	G	SON	SOMA 112106MAYSGARC
LOPEMAN, LAURA	16	G	SRN	TOC 112197LAUCLOPE

THE DATE OF LAST COMPETITION WITH THE OLD TEAM IS NOT KNOWN.  
IF THE SWIMMER WANTS TO BE ATTACHED TO THE ENTERED CLUB,  
THE SWIMMER MUST COMPLETE A TRANSFER/CHANGE FORM SO THAT  
COMPLIANCE WITH THE 120 DAY UNATTACHED RULE CAN BE ENFORCED.  
IF MET, THE ENTERED CLUB MAY BE USED. IF NOT, THE SWIMMER  
MUST BE CHANGED TO UNATTACHED (UN). SEND THE TRANSFER FORM  
TO YOUR LSC REGISTRAR



Make Edit registration information in database

The next section lists team or unattached LSC and reg number discrepancies. Go in to Athletes to make corrections. Note you may also have to change their birth date, since it is locked to the first 6 digits of their reg number. If you need to create a new unattached LSC, go to Teams. Here is an example of the report:

```
=====
PC      | THE COMPUTER OPERATOR MUST |
        | CHANGE SWIMMERS NAME AND/OR REGISTRATION NUMBER AS INDICATED BELOW |
        |=====
SWIMMERS NAME AS ENTERED      CHANGE SWIMMERS NAME TO      CHANGE REG# TO
VAN BALEN, LUCAS              031707LUC*VANB
HOFFMAN, HANNAH              063004HANAHOFF
CASASSA, TYLER               052304TYLACASA
MCDONALD, MAGGIE             071005MAG*MCDO
COSTA, ANGELINA              082606ANG*COST
JEFFERS, MASON               CHANGE LSC TO SN
URLANDO, ISABELLA            CHANGE LSC TO SN
URLANDO, GIANLUCA            CHANGE CLUB TO UN
HARM, ELLA                   CHANGE CLUB TO UN
HARM, EVELYN                 CHANGE CLUB TO UN
WALIMBE, SANIKA              CHANGE CLUB TO UN
```

## Print Unpaid Registration Report For Clerk Of Course

Print the following report sections for Clerk of Course:

### 6.1.1 Unregistered or unpaid swimmers

Clerk of Course to highlight check-in to tell swimmer to see admin first for payment. Here is an example list of unregistered swimmers:

RECONCILIATION FOR 2014 Neptune Fall Classic    MEET ON 09/27/2014

DATE 9/25/14                      TIME 17:29:50

\_\_\_ CONTACT Hy-Tek, Ltd        AT 866-456-5111

```
=====
PC      | THE FOLLOWING SWIMMERS ARE NOT CURRENTLY REGISTERED. |
        | YOU MUST REGISTER THEM BEFORE ALLOWING THEM TO SWIM. |
        |=====
```

```

ENTERED  ENTERED
SWIMMERS NAME  AGE SEX CLUB REGISTRATION
```

ANDREWS-GIBSON, ROBIN      9   B   SRN   031905ROBKANDR  
HAMILTON, KAYLA            13   G   RHC   090801KAYPHAMI  
OWENS, ISABEL            10   G   RHC   070804ISAKOWEN  
OWENS, JULIA            7   G   RHC   121106JULMOWEN  
ROUDEBUSH, ANA            12   G   RHC   040602ANACROUD  
SMITH, ETHAN            13   B   SON   032001ETHASMIT  
BURTIS, ELOISE            12   G   TOC   070102ELOPBURT  
MCDONALD, MAGGIE            8   G   WA   071006MAG\*MCDO

WE NEED A FORM COMPLETED AND A CHECK FOR \$8 FROM THE FOLLOWING ATHLETE:

CHERE, YVETTE            16   G   SRN   062398YVERCHER  
(\$65 WAS SUBMITTED INSTEAD OF \$73)

### 6.3      Back up database file

### 3. Volunteer Signups (Meet Director)

Done by Meet Director.

#### 3.1. Timing System Operators

#### 3.2. Computer Operators

#### 3.3. Runners

## 4. Replenish Office Supplies (Meet Director)

### Durable

Regular stapler

Heavy duty stapler

Pencil sharpener

Scissors

REFEREE, STARTER, COLORADO, ANNOUNCER, POST, AWARDS and STARTER stamps

### Consumables

Red ink for stamps: we need stamp ink

Laser jet toner, such as Kyocera FS-1370DN KX for Neptunes printers

White printer paper

Blue printer paper for reseeded events that have been posted

Labels: 3x10 "Address Labels", 30 per sheet, 1" x 2-5/8", Avery 5160 or equivalent

Spare mice batteries

Red ball point pens

Thick red Sharpie

Thick blue Sharpie

Regular staples

Heavy duty staples

Blue masking tape

Orange highlighter

Pencils

## 5. Meet Equipment Setup (Timing and Computer Operators)

Done by Meet Director, Computer Operator or Timing Equipment Operator, preferably 2 days before a meet to give 1 day to repair or replace faulty equipment.

### 5.1. Assemble Hardware

#### Dolphin Timing System

##### Equipment

Laptop with 3 USB and LAN ports, power supply, Dolphin software and 1-button hot key print screen software installed  
USB printer, USB cable and power cord, paper and spare toner cartridges

Power strip

2 power extension cords – one for laptop and printer, one for scoreboard

Wireless mouse with USB adapter

Dolphin Base Unit with USB interface

Dolphin Starter Unit with mini-BNC output

Dolphin Mini-BNC to BNC Cable

BNC to dual banana adapter

Dolphin Wireless Scoreboard Adapter

Scoreboard with power cable

150' LAN cable

24 Dolphin Wireless Stopwatches, 3 per lane labeled 1A, 1B, 1C, 2A, 2B, 2C, etc.

25 Spare 9V batteries

Small flat blade screwdriver

Connect laptop and printer to AC power and turn on.

Connect printer, mouse and Dolphin Base Unit to laptop USB ports and turn on mouse.

Hang Dolphin Starter Unit from starting system and connect them together with the Dolphin Mini-BNC to BNC Cable and BNC to dual banana adapter.

Connect Dolphin Wireless Scoreboard Adapter to scoreboard, connect scoreboard to power, and turn scoreboard on.

Connect the laptop to the computer room via LAN through the computer room LAN switch with the 150' LAN cable.

Turn on all Dolphin Wireless Stopwatches being used -- 3 per lane, 8 lanes or 24 transmitters max -- by pressing the reset button for 5 seconds.

Launch Devices and Printers, right click on connected printer and select Set as Default Printer. Select OK if window pops up saying "Setting this printer as default will stop managing your default printer."

Before each session starts:

Launch Dolphin software from the icon on the task tray. Verify you see the starter transmitter and all of the lane timer transmitters, and that none have low battery red icons.

If the starter transmitter or any of the lane transmitters have a low battery, use the screwdriver to replace it with spare 9V battery.

Click Logging Enabled. This will write the results to file and automatically advance the heat.

Turn on scoreboard:

Click Enable Scoreboard

Scoreboard lines = 1

Set number of lanes to match pool, i.e. 6, 7 or 8

Set scroll time per referee preference, typically 1.5 or 2 seconds

List by place then lane

Click OK

Make sure scoreboard is on.

Test starter:

Ask the referee to announce and perform a test start.

Verify clock starts running.

Test Dolphin Wireless Stopwatches:

Press a black button on each stopwatch once.

Verify all stopwatch times were recorded.



Race Time: 00:36

## Reset Timers (r)

Lane	Timer A				Timer B				Timer C				Final Time	Place
1	<div><div></div><div></div><div></div></div> <div>00:33.59</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:33.58</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:33.63</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:33.59</div> <div></div>	7									
2	<div><div></div><div></div><div></div></div> <div>00:27.42</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:27.36</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:27.21</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:27.36</div> <div></div>	4									
3	<div><div></div><div></div><div></div></div> <div>00:19.12</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:19.24</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:19.20</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:19.20</div> <div></div>	2									
4	<div><div></div><div></div><div></div></div> <div>00:26.33</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:26.36</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:26.38</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:26.36</div> <div></div>	3									
5	<div><div></div><div></div><div></div></div> <div>00:35.02</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:35.10</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:35.27</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:35.10</div> <div></div>	8									
6	<div><div></div><div></div><div></div></div> <div>00:29.70</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:29.66</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:29.70</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:29.70</div> <div></div>	6									
7	<div><div></div><div></div><div></div></div> <div>00:27.58</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:27.73</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:27.63</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:27.63</div> <div></div>	5									
8	<div><div></div><div></div><div></div></div> <div>00:19.15</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:19.23</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:19.17</div> <div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>00:19.17</div> <div></div>	1									
9														
10														

Current File: C:\CTSDolphin\008-015-004A-0048.do4

Channel: 7 ▼

Splits: 1 ▾

### Scoreboard settings

☒ Logging Enabled

CTS Dolphin Version 4.3

[Prev](#)

## Event

Next

#15

[Prev](#)

Heat

Next

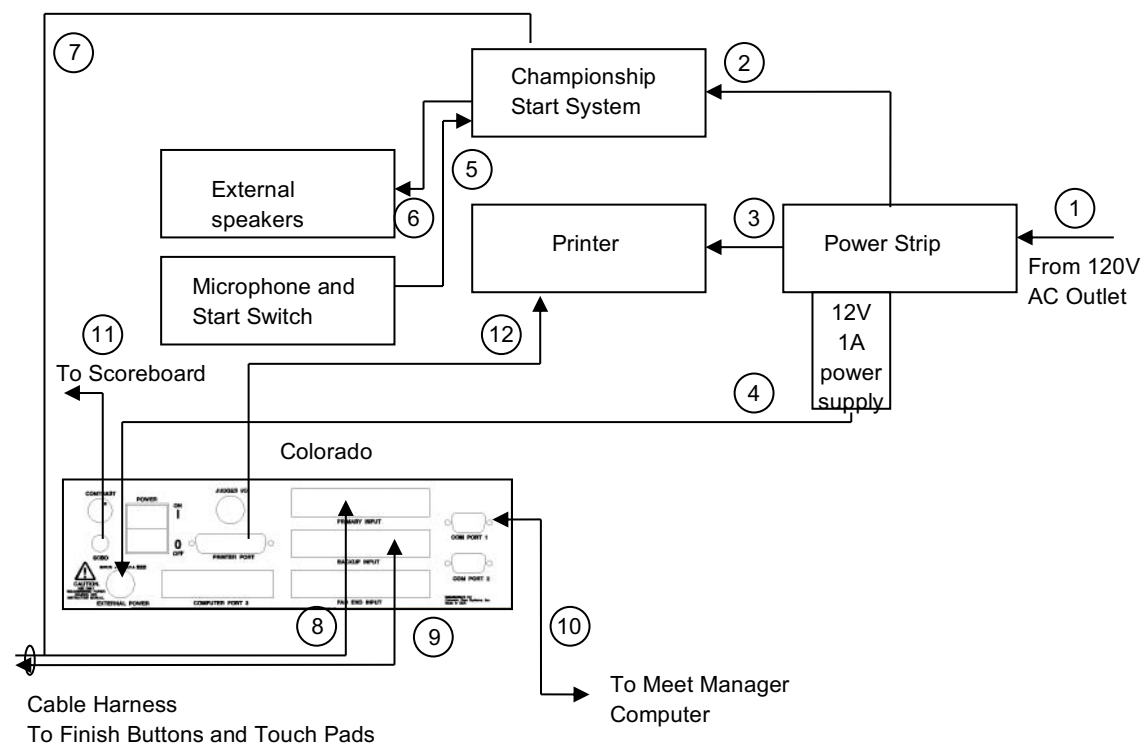
#### #4

Test screen capture print:  
Press Ctrl and PrnSc. This should bring up Gadwin Printscreen capture box.  
If the box is not aligned with the Dolphin window, drag and drop the box edges to match.  
Press Enter to save box alignment changes.  
Press Enter to print. Verify screen capture of window only is printed portrait.

# Colorado Timing System

## Hardware Setup

Figure 1. Colorado Time System Setup



Connect the Power Strip to 120V AC outlet via extension cord. Hang it high or tape it securely to the ground so no one touches it or trips over it.

Connect the Start System to the power strip.

Connect the Printer to the Power Strip.

Connect the Colorado “External Power” connector to the Power Strip with a Power Supply.

Connect the Microphone and Start Switch to the Start System “Starter” jack.

Connect the external speakers to the Start System “Speaker Cable” jack.

Connect “Start” plug on Cable Harness to Start System “Start” Jack.

Connect the Finish Cable Harness “Up/Primary” connector connected to pad Primes and button As to the Colorado “Primary Port” connector. Note orientation. Do not force.



Connect the Finish Cable Harness “Low/Backup” connector connected to button Bs and Cs to the Colorado “Backup Port” connector. Note orientation. Do not force.

Connect the Colorado COM1 port to the Meet Manager Computer with a Serial Port DB9 cable. Note orientation. Do not force. Hang it high or tape it to the ground so no one touches it.

Connect Scoreboard to “SCBD” connector.

Connect the Printer to the “Printer Port” connector with parallel cable. Note orientation. Do not force.

At the lanes, connect touch pad to Prime and buttons to A, and B and C depending on number of harnesses and buttons.

Load paper in to printer.

Turn all equipment “on”:

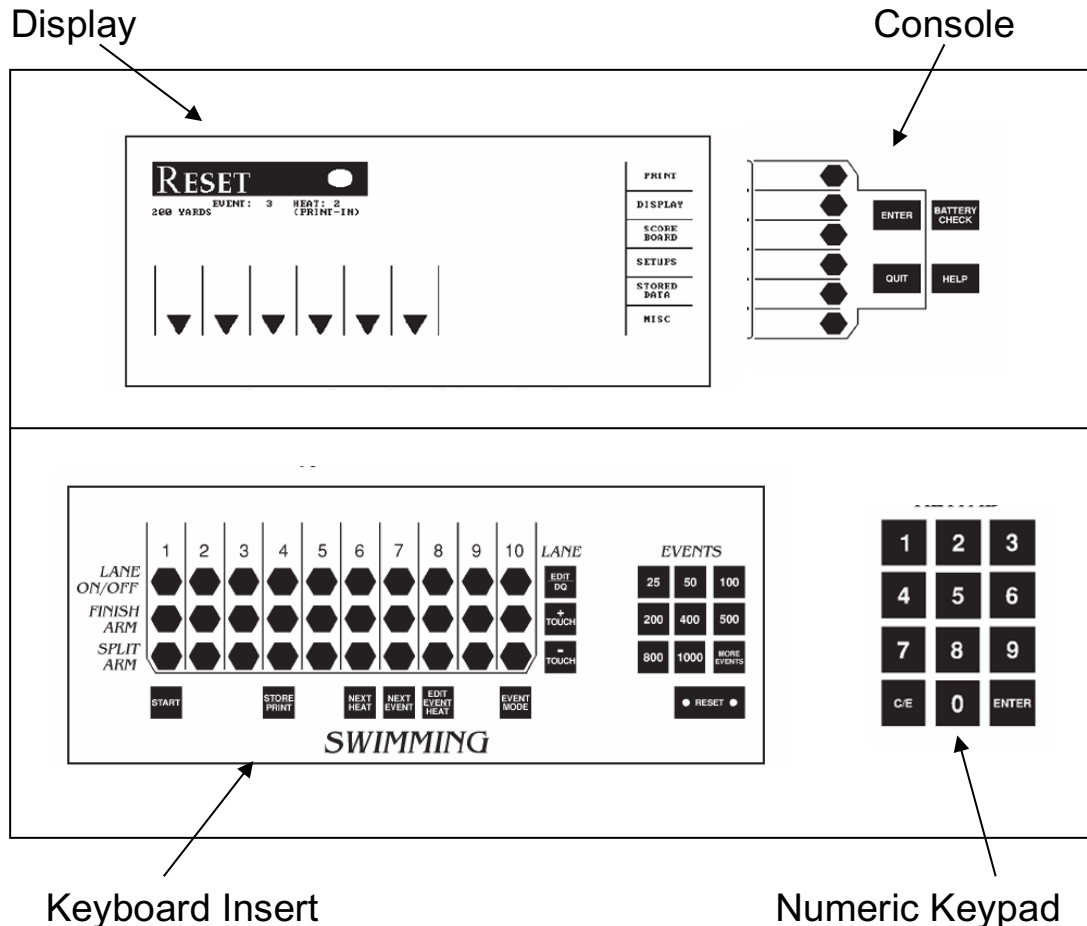
- Power Strip
  - Start System
  - Colorado
- Printer

Prepare for an outdoor environment if necessary:

- Adjust contrast knob on back of Colorado for maximum brightness.
- Clean display with glass cleaner if dirty.
  - Use paperweights to contain papers if windy.
  - Bring flashlight if meet goes in to the night without adequate lighting.
  - Bring a sun shade to see the display if the sun is at the wrong angle.

## 2. Software Setup

Figure 2. Colorado Time System Front Panel



Press "Sports Menu" and Swimming to get to the main menu. Then press "Setups" Soft Key on the Console. Navigate within setup menu with up and down soft keys to select the group on the left, then with the numeric keypad to toggle or select a field for further configuration. Set the following:

Select "Start":

Press "1" for "Automatic".

Select "Finish/Buttons":

For Zone championship meets, the touch pads will be primary and there will be 3 backup buttons. For these meets press "1" for "Pad (Prime Finish)" and press "7" for "Three Buttons (backup finish)".

For SRJC meets, the touch pads will be primary and there will be 1 backup button. For these meets press "1" for "Pad (Prime Finish)" and press "5" for "One Button (backup finish)".

For meets where the touch pads are malfunctioning, 3 buttons may be used. For these meets press "4" for "Three Buttons (Primary Finish)."

Press "8" for "Compare button early to pad" so soft touches are highlighted in the results for admin review.

Select "Hardware Setup":

Press "1" to select "Speaker Volume" then type "1", "2" or "3" and then "Enter" to set level. Usually 3 is best to hear the touch pad register beeps in a noisy indoor pool.

Press "3" to "Allow Remote Setup" from computer via serial port.

Select "Splits":

Press "1" to select "Cumulative" splits to be printed.

Press "2" to select "By Lap" splits to be printed.

Select "Timing":

Select "1" for .01 second accuracy or "2" for .001 second accuracy, depending on what the head referee wants. Typically .01 seconds.

Press "3" and "15" then "Enter" to set near end pad split delay to 15 seconds.

We don't use far end pads, so no need to set them up.

Press "6" and "15" then "Enter" to set pad delay after start to 15 seconds. Note: default is 3 seconds; if you don't change this, swimmers exiting the pool after non-relay flyover starts can trigger a false touch.

Do not press 5, 7 or 8 to warn about predicted times or count down laps, just pay attention instead.

Select "Pool":

Select "1" if the nearest lane to the Colorado is lane 1, or "2" if lane 1 is farthest from the Colorado.

Press "3" and enter 6, 8 or 10 lanes. If running an odd number, select the next highest even number and then turn off the highest lane as described later.

Do not select "Far End Splits" since we never use them.

Press "5" for short course pool or "6" for long course pool.

Press "7" if yards or "8" if meters.

Select "Scoreboard":

Press "1" to select "high speed" data transmission.

Select "Printer":

Press "1" and select "IBM" as printer type.

Press 3 for "Store/Print Format". Here is where the navigation gets complicated. Select "Race Summary" to print both by lane and by place, and then scroll down and select "Line Feed". Use soft keys to navigate and remove or add elements. Use upper Enter key in Console to enter changes, not lower Enter in numeric keypad.

Select "Event Sequence":

No need to do anything here, since this will be set once the session is downloaded from the computer in to the Colorado.

Select "Time/Date":

- Set the "Time", "Day" and "Date" if necessary.

- Select 12/24 hour clock format as desired by Meet Referee – typically 12 hour.

Press "Record Setups" Soft Key to write preferences to non-volatile memory that will persist across power cycles. Press "yes" when it asks you again. Then press "Quit" to exit setup menu.

Have the person running the Meet Manager computer download the meet on to the Colorado, then verify the right events are shown.

## System test

Press “Battery Check” on Console and make sure greater than two hours of running time are left on the battery, and that AC mode is on.

3.2 Press “Edit Event/Heat” button on Keyboard Insert.

3.3 For testing, change Event Number to 99, Heat Number to 1, and Events length to 50 and then press Enter.

3.4 Verify speaking in to the microphone transmits out of the loudspeaker.

Verify the start switch starts the clock.

3.6 Verify each touch pad and button push corresponds to the correct lane and button number on the display. If pads are shorting, let air in; if pads are bloated, pump air out.

3.7 Press Store/Print and verify printer prints properly.

3.8 Press “Scoreboard” Soft Key.

3.9 Press “Scoreboard On” Soft Key. Then press “Scoreboard Blank” and verify time of day is displayed on the Scoreboard. Then press “Scoreboard Blank” again to blank the scoreboard.

3.10 Press “Quit”.

Press “Display” Soft Key. Verify window on display comes up with lane vs. pad and button pressed table.

## Computer System

### 5.2. Set Up Network

## 5.3. Run Test Meet

### Create Test Meet

### Download Meet To Colorado

### Run a Test Heat

### Upload Results To Computer

### Generate Results Report

Set up equipment:

- gently zip tie up the harnesses on to the cable -- I will bring zip ties and cutters
- Put pads in pool and connect them and buttons to harnesses
- set up Colorado, Colorado printer, computer and computer printer on tables with chairs
- Set up starter and connect to harness
- Power up all 4 devices and interconnect harness, Colorado and computer with USB to serial adapter and cable
- Copy swim meet database I set up earlier to computer -- I will bring it on a USB stick
- Download prelim events from computer to Colorado

Run a test meet:

- For training purposes, create a one 100 yard event test meet from scratch in Meet Manager
- download test meet event in to Colorado in a different slot from prelims
- start event and press pads twice and buttons once to get times
- print results on Colorado printer
- import results from Colorado to computer
- Create results report and print on computer printer

Print paperwork for prelims - I will bring paper:

- Program to post for athletes
- Programs for coaches and officials
- Programs for Colorado, referees and announcer

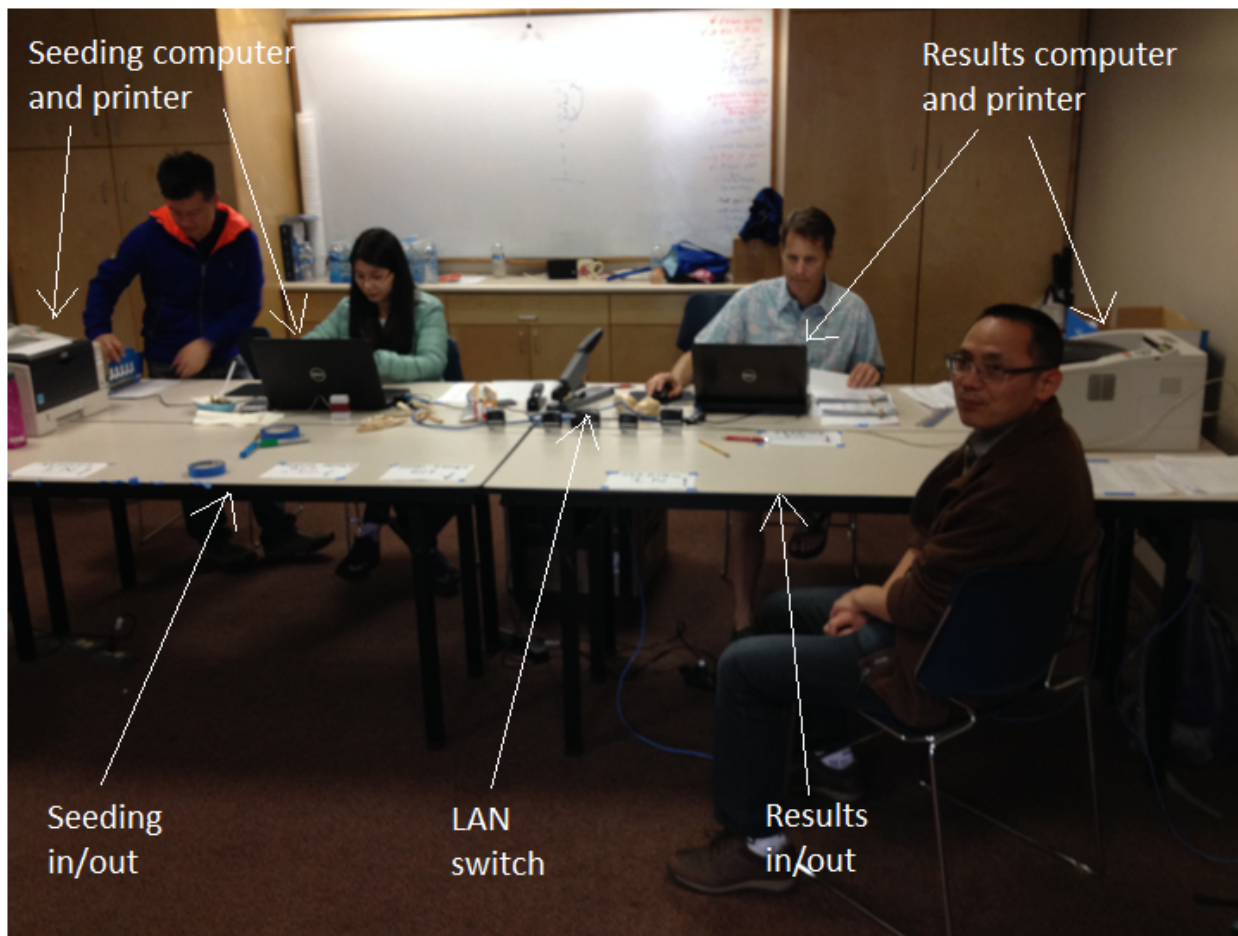
This document explains how the computer room leader sets up the hardware and software for the meet; keeps track of and makes change requests; and creates check in sheets, timelines, programs and team scores. This person is also responsible for training the seeding and results computer operators, and the head runner and needs prior experience in all 3 positions, which are documented in subsequent procedures. Also included are troubleshooting tips.

Right before the meet

Allow several hours for this. Two hours may not be enough time for a home or Best Buy run.

#### 1.1 Set up hardware

Proposed layout:



Equipment list:

4 6' tables or 2 8' tables

6 chairs – computer room leader, two computer operators, lead runner, two other runners

2 Laptops

>= 1 GHz processor

>= 2 GB RAM

3 USB ports

LAN port

AC to DC power adapter

wireless mouse with USB transceivers – insert transceivers in to mice and turn off at end of meet!

USB flash memory stick

2 USB laser jet printers, USB cables and power cables

power strip with at least 5 outlets

extension cord

Reliable power source, with circuit breaker location known

6' LAN cable

If using Colorado:

100' serial cable DB9 female to female

USB to serial adapter

If using Dolphin:

LAN router with at least 3 LAN ports

LAN router AC to DC power adapter

3' LAN cable

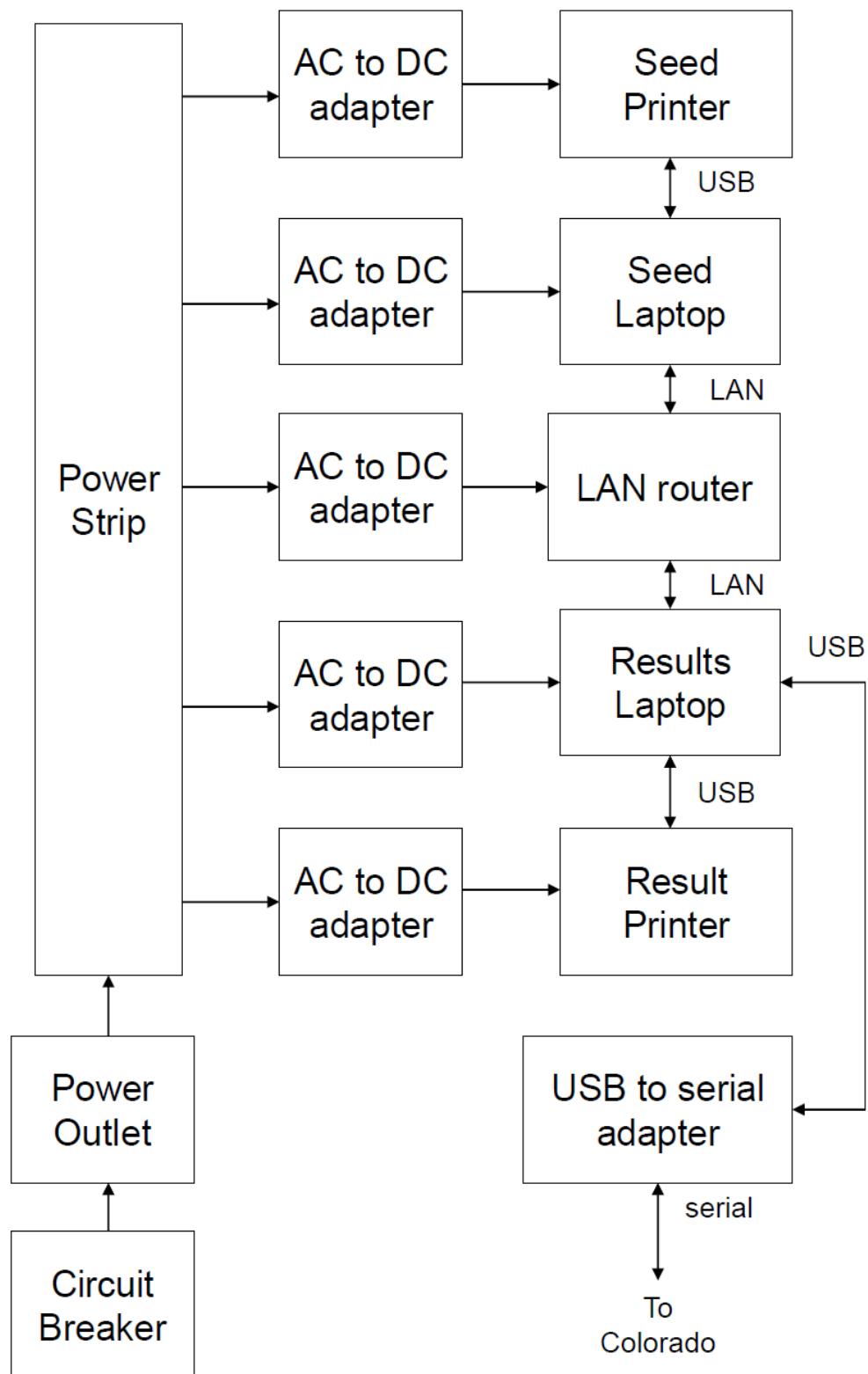
100' LAN cable



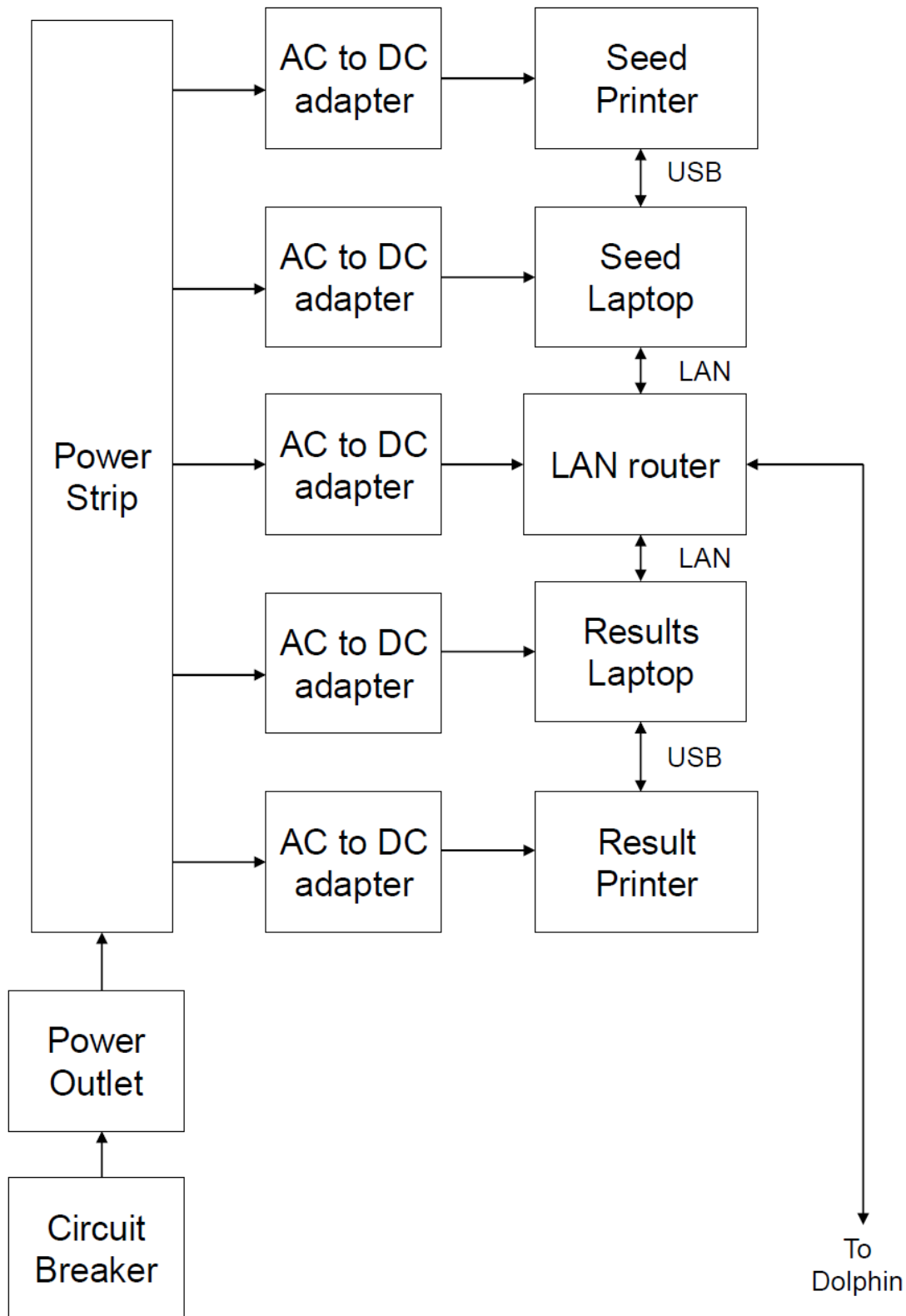




Interconnect hardware as shown if using Colorado:



Interconnect hardware as shown if using Dolphin:



## 1.2 Set up software

Turn on both laptops, printers and router.

Make sure the network is working by opening File Explorer and looking for the following computers:

The Dolphin computer doesn't need to see anyone.

The Results computer that will have the Dolphin database needs to be able to see the Dolphin computer.

The Seeding computer needs to be able to see the Results computer and the Dolphin computer.

If these computers do not show up in File Explorer under Network, set up mapped drives to their shared folders:

If using Dolphin:

Determine it's IP address by going to Start, Settings, Network and Internet, Ethernet, select ethernet network, and get the number from IPv4 address, such as 192.168.10.102.

On the Results computer, if using Dolphin:

Determine it's IP address.

Right click on This PC and select Map Network Drive.

Select a drive letter to map the Dolphin to, such as D.

Set up Dolpghin drive share as \\[Dolphin IP address]\CTSDolphin

On the Seeding computer:

Right click on This PC again and select Map Network Drive.

Select a drive letter to map the Results computer to, such as R.

Set up Results drive share as \\[Results IP address]\Swmeets7

If using Dolphin:

Right click on This PC and select Map Network Drive

Select a drive letter to map the Dolphin to, such as D.

Set up Dolpghin drive share as \\[Dolphin IP address]\CTSDolphin

If any of these folders aren't shareable, see Computer Setup Guide for details on how to set up sharing.

Start Meet Manager on Results laptop. Open correct swim meet file on results laptop in C:\SwimMeets7\ on that computer as Administrator in Multi-User mode.

Click "OK" if it reports that it cannot connect to Active server.

Click "X" if the Meet Mobile publishing window comes up.

Select "no" to back up database – we do that manually at the end of each session.

Start Meet Manager on Seeding laptop. Open correct swim meet file on the Results computer as Run 1, Multi-User.

Configure meet for printers being used in Meet Manager:

- Setup

- Reports preferences

- Printer options

  - Select printer for reports: select printer connected to PC

  - Select printer for labels: ditto

Test each printer by printing a report. Load drivers if needed. Load paper and toner as needed.

Next, verify connection to timing equipment.

#### 1.2.1 If using the Colorado CTS 5 or CTS 6

Verify battery works long, long before the meet by power cycling and making sure the events stay loaded. If battery dead, get serviced by:

AM Aquatic Consulting  
(415)320-6222  
Novato, CA

Select CTS

Run, Interfaces, Setup, Timing Console Interface – Pool 1

Select Colorado Time Systems 4, 5 or 6, depending on what is being used

Open serial port connection – verify USB to serial adapter is installed

Interfaces, Timer pool 1, Open/Close Serial Port for CTS

Enter serial port number. To find this, go to:

Windows Explorer

Right Click on My Computer or this PC and select Manage

Select Device Manager

Expand COM ports (serial and LPT)

Read the port number

Check port configuration is problems:

Interfaces, Timer pool 1, Configure Port

Select

Baud Rate 9600

Parity Odd

Data Bits 8

Stop Bits 1

OK

Test communication if problems:

Interfaces, Timer Pool 1, Test Communication

Verify communication passes

Then download first session in to the CTS as described in the next section.

#### 1.2.2 If using the Dolphin

When accessing Dolphin data for the first time, set up Meet Manager 5 to look for the remote results files on the Dolphin computer:

In Meet Manager, select Run.

Select Interfaces, Setup, Timing Console Interface, Pool 1, Colorado Time Systems Dolphin

with Splits.

Select Interfaces, Timer (CTSS), Select Data Stored from CTSS.

Select Update Data Location.

Browse to Dolphin computer's shared CTSDolphin folder.

Example: \\192.168.10.102\CTSDolphin\

If the current meet number does not match the results file prefixes, use the Previous Meet and Next Meet buttons to make them match.

Example file name: 001-xxx-xxx-xxx.do4

Click Close. Note: do not click Update Data Set.

### 3. After each session

#### 3.1 Back up database

Close Meet Manager.

Copy the MBD File to a separate backup folder on the results hard drive.

Copy the same MBD file to a backup folder on a USB flash drive or a different computer on the LAN.

## 6. Computer Operator Duties (Computer Operators)

### 6.1. Before Each Session

#### Download Session in to Colorado

If you are using a Colorado CTS system for capturing times, download the meet in to the CTS:

Click Run tab.

F7 select session.

Select Interfaces, Timer Pool 1, Download events

Select a memory slot in the CTS that is free or can be overwritten and press OK.

Note that HyTek recommends selecting slot 8 or 9.

Wait a couple of minutes while progress messages are displayed. Verify no error messages.

Note that if you have errors over a long RS232 cable, you can bring the laptop over to the CTS and plug it directly in and that may work.

Go to the CTS and sample test the event numbers to make sure they match this meet.

#### Check-in Sheets

Deck seeded only.

Create Check-In Sheets and deliver them to Clerk of Course.

Select Reports, Meet Check-In

For each gender:

Gender = Female

Rounds = all rounds

Individual + Relays

Select session

Select All to select all events

Entry designator = Event number

Parameters – select only:

Show event description

Separate page per age group, for age group only, not Masters

Last name A, Z

I nclude ages

Double space

Create Report

Click Print icon

OK, to print 1 copy

X

X

Repeat for male.

Example check-in sheet:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - 1/21/2014 Page 1

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

**Check-in Report**

Session 2 Saturdays Prelims "B" - Day of Meet: 1 - Starts at 11:00 AM

8 & Under Event List - Boys

Event 204 Boys 8&U 100 IM Finals - 5 Entries

Event 210 Boys 8&U 50 Back Finals - 7 Entries

Event 216 Boys 8&U 25 Breast Finals - 6 Entries

Event 220 Boys 8&U 25 Free Finals - 11 Entries

Event 226 Boys 8&U 100 Medley Relay Finals - 1 Entries

Name	Age	Team	204	210	216	220	226
Caberto, A.J.	6	VJO-PC				220	
Cheung, Lucas	8	RAYS-PC		210	216	220	
Friedman, Ethan	8	SSS-PC		210	216	220	226
Ganser, John	6	SRN-PC		210			
Hardin, Otis	8	SRN-PC			216		
Lee, Cameron	8	RAYS-PC	204		216	220	
Margolati, Nicholas	8	MACS-PC				220	
McCarthy, Mathias	6	SSS-PC					226
McCarthy, Tomas	4	SSS-PC					226
Morse, Sam	8	MCSD-PC		210		220	
Obbagy, Ethan	7	SON-PC	204		216	220	
Pugno, AJ	8	SSS-PC					226
Rose, Hayden	8	MCSD-PC	204	210		220	
Smith, Ya'shar	7	SRN-PC	204		216	220	
Valerga, Eric	8	SRN-PC				220	
Whitten, Zachary	8	MP-PC		210		220	
WU, Terrence	8	SRN-PC	204	210			



## Scratch Sheets

Deck seeded only.

Reports, Psych Sheets

Gender = Female

Rounds = All Rounds

Indiv + Relays

Select session

Select All to select all events

Columns / Format tab:

Columns = Double

Format = 1 event per page

Double Space

Athlete ID = None

Time Stamp = Date and Time

Include in Psych Tab

Deselect everything

Filters / Sort Order / Options Tab

Filters = None

Sort Order = Alphabetical

Create Report

Click Print icon

OK, to print 1 copy

X

X

Repeat for male.

## Example scratch sheet:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - 10:29 AM 1/21/2014 Page 1

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

Psych Sheet - Saturday Prelims "A"

### Event 105 Girls 13 & Over 100 Yard Butterfly

	Name	Age	Team	Seed Time
1	Auva'A, Violani	15	SRN-PC	
2	Boisseau, Sophie	13	SEBASTOPOL-PC	
3	Brockley, Piper	16	SRN-PC	
4	Davison, Maxine	13	MP-PC	
5	Eaton, Jay Jay	13	MP-PC	
6	Edwards, Hannah	15	WCAN-PC	
7	Fong, Sasha	14	SRN-PC	
8	Frank, Kayla	16	SRN-PC	
9	Lam, Kenya	14	MLKB-PC	
10	Lax, Catie	13	YPAC-PC	
11	Lee, Jessica	16	SRN-PC	
12	Luders, Micaela	17	SRN-PC	
13	Meyer, Amethyst	17	SRN-PC	
14	Mignola, Madeleine	15	YPAC-PC	
15	NG, Priscilla	16	WA-PC	
16	Nowack, Theresa	14	SRN-PC	
17	Oliver, Tessa	13	SRN-PC	
18	Parra, Celine	14	NVST-PC	
19	Pavon, Eva	13	SHSC-PC	
20	Perry, Kaitlyn	16	WA-PC	
21	Powell, Alyssa	15	VJO-PC	
22	Raasch, Shelbi	15	SRN-PC	
23	Ratcliffe, Eva	15	SRN-PC	
24	Roan, Michala	16	SEBASTOPOL-PC	
25	Rosario, Elina	14	VJO-PC	
26	Schlutius, Christy	16	SEBASTOPOL-PC	
27	Senn, Ivylee	17	WA-PC	
28	Shanahan, Laura	17	SRN-PC	
29	Smithstein, Eliana	15	YPAC-PC	

30	Swanson, Alex	17	NVST-PC
31	Tapia, Verenice	14	NVST-PC
32	Thomas, Jamie	13	MP-PC
33	Tse, Monica	13	FOG-PC
34	VU, Brooke	13	WAYS-PC
35	Welsh, Reilly	13	SRN-PC
36	Wong, Elizabeth	16	WAYS-PC
37	Wong, Victoria	13	WAYS-PC
38	Wright, Kelsea	14	NVST-PC
39	Wynne, Jane	14	SRBY-PC

## Session Timeline

If there have been changes by head referee to the start time or intervals since the meet setup:

Events

Sessions

Double Click on Session

Set Start Time, example 03:00

Interval (typically 30 sec prelims/timed finals, 45 sec finals to announce names)

Extra backstroke interval (typically +15)

OK

X

X

Reports

Sessions

Select session

Include event start times

Include heat and entry count

Include \*type entries

Apply Scratch factor % = what head referee asks for

Create report

Click Print icon

Write "ESTIMATED" on printout

Example session timeline:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - 1/21/2014 Page 1

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

**Session Report**

Session: 2 Saturdays Prelims "B"

Day of Meet: 1 Starts at 11:00 AM Heat Interval: 30 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at	
Finals	203 Girls 8 & Under 100 IM	11	2	11:00 AM	_____
Finals	204 Boys 8 & Under 100 IM	5	1	11:05 AM	_____
Prelims	205 Girls 9-10 50 Backstroke	19	3	11:08 AM	_____
Prelims	206 Boys 9-10 50 Backstroke	21	3	11:13 AM	_____
Prelims	207 Girls 11-12 50 Butterfly	13	2	11:17 AM	_____
Prelims	208 Boys 11-12 50 Butterfly	15	2	11:19 AM	_____
Finals	209 Girls 8 & Under 50 Backstroke	12	2	11:22 AM	_____
Finals	210 Boys 8 & Under 50 Backstroke	7	1	11:25 AM	_____
Prelims	211 Girls 9-10 100 Butterfly	8	1	11:27 AM	_____
Prelims	212 Boys 9-10 100 Butterfly	2	1	11:29 AM	_____
Prelims	213 Girls 11-12 100 Backstroke	19	3	11:31 AM	_____
Prelims	214 Boys 11-12 100 Backstroke	15	2	11:37 AM	_____
	Break: 5 Minutes:				
Finals	215 Girls 8 & Under 25 Breaststroke	9	2	11:46 AM	_____
Finals	216 Boys 8 & Under 25 Breaststroke	6	1	11:48 AM	_____
	Break: 5 Minutes:				
Prelims	217 Girls 9-10 100 Freestyle	18	3	11:54 AM	_____
Prelims	218 Boys 9-10 100 Freestyle	16	2	12:00 PM	_____
	Break: 5 Minutes:				
Finals	219 Girls 8 & Under 25 Freestyle	16	2	12:09 PM	_____
Finals	220 Boys 8 & Under 25 Freestyle	11	2	12:10 PM	_____
	Break: 5 Minutes:				
Prelims	221 Girls 11-12 200 Freestyle	12	2	12:17 PM	_____
Prelims	222 Boys 11-12 200 Freestyle	11	2	12:23 PM	_____
Prelims	223 Girls 9-10 50 Breaststroke	20	3	12:29 PM	_____
Prelims	224 Boys 9-10 50 Breaststroke	19	3	12:33 PM	_____
Finals	225 Girls 8 & Under 100 Medley Relay	2	1	12:37 PM	_____
Finals	226 Boys 8 & Under 100 Medley Relay	1	1	12:39 PM	_____
Finals	227 Girls 9-10 200 Medley Relay	5	1	12:42 PM	_____
Finals	228 Boys 9-10 200 Medley Relay	4	1	12:46 PM	_____
	Swimmers Counts for Warm-ups: 150	=====	=====		
	Entry / Heat Totals:	297	49		
	Finish Time			12:50 PM	_____

## Session Program

Print as many as asked for by head referee for coaches and officials.

### 2.5.1 Deck seeded

For deck seeded meet prelims or timed finals, use Psych Sheets in the Meet Manager software.

Select:

- Reports
- Psych Sheets
- Gender = all
- Rounds = all rounds
- Indiv + Relays
- Select session
- Select All events
- Columns / Format tab
- Columns = double or triple, as preferred by head referee
- Format = blank
- Athlete ID = none
- Time stamp = date and time
- Include in Psych Sheet tab
- Time Standards, if time standards meet
- Entry Times
- Filter / Sort Order Options
- Filter = none
- Sort Order = fast to slow
- Create Report
- Print – select small print icon below big print icon; set for print on both sides
- Enter number of copies
- OK
- X
- X

# Example unseeded preliminary session program:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - Page 1

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

### Psych Sheet

#### Event 101 Girls 13-14 200 Yard Medley Relay

Zone 3 Meet: 1:53.18 1/13/2007 SANTA ROSA NEPTUNES  
M. DiRado, M. Hannis, J. Ampuero, S. Sims  
2:01.59 FW

Team	Relay	Seed Time
1 SEBASTOPOL-PC	A	2:13.29
1) Boisseau, Sophie 13	2) Bui, Jane 13	
3) Roan, Genna 13	4) Royer, Mikayla 13	
2 NVST-PC	A	NT
1) Wright, Kelsea 14	2) Erickson, Annika Jean 14	
3) Parra, Celine 14	4) Larsen, Natalie 14	
3 MP-PC	A	NT
1) Eaton, Jay Jay 13	2) Thomas, Jamie 13	
3) Davison, Maxine 13	4) Wortzman, Zoe 14	
4 SRN-PC	B	NT
1) Rued, Allyssa 13	2) Welsh, Reilly 13	
3) Clarkson, Reilly 14	4) Caughey, Elizabeth 13	
5 SRN-PC	A	NT
1) Adams, Danica 14	2) Nowack, Theresa 14	
3) Fong, Sasha 14	4) Alameida, Marie 14	
6 RAYS-PC	A	NT

#### Event 102 Boys 13-14 200 Yard Medley Relay

Zone 3 Meet: 1:42.69 1/17/2009 NORTHBAY AQUATICS  
B. Cline, B. Hartwig, A. Winder, S. Bole  
1:54.79 FW

Team	Relay	Seed Time
1 YPAC-PC	A	NT
1) Lee, Morgan 13	2) Kumar, Hari 14	
3) Amoroso, Thomas 14	4) Lee, Jun 14	
2 NVST-PC	A	NT
1) McMichael, Quinn 14	2) Roberts, Cayd 14	
3) Montoro, Jack 13	4) Cisco, Nicholas 13	
3 SRN-PC	A	NT
1) Murphy, Jack 14	2) Pettibone, Holman 14	
3) Holtschult, Spencer 14	4) Jones, Trevor 14	

#### Event 103 Girls 15 & Over 200 Yard Medley Relay

Zone 3 Meet: 1:48.01 1/12/2008 NORTHBAY AQUATICS  
D. Roth, E. Kamai, S. Christofferson, L. Slater

Team	Relay	Seed Time
1 VJO-PC	A	NT
1) Augst, Mirelle 16	2) Lanoue, Samantha 16	
3) Powell, Alyssa 15	4) Welton, Mary 18	
2 VJO-PC	B	NT
1) Peterson, Talia 17	2) Singley, Justeen 17	
3) Schoonhoven, Tess 15	4) Peterson, Kaela 15	
3 YPAC-PC	A	NT
1) Trac, Kat 18	2) Smithstein, Elana 15	
3) Epst, Jag 18	4) Mignola, Madeleine 15	
4 WA-PC	A	NT
1) NG, Priscilla 16	2) NG, Rachel 15	
3) Senn, IvyLee 17	4) Davis, Molly 15	
5 NVST-PC	A	NT
1) Murphy, Haley 18	2) Murphy, Gracie 15	
3) Swanson, Alex 17	4) Schafle, Kathleen 15	
6 SRN-PC	A	NT
1) Bauer, Jenna 18	2) Brockley, Piper 16	
3) Auva'A, Violani 15	4) Luders, Micaela 17	

7 SRN-PC	B	NT
1) Nowack, Angelica 18	2) Welsh, Berklee 15	
3) LE, Victoria 16	4) Lee, Jessica 16	

#### Event 104 Boys 15 & Over 200 Yard Medley Relay

Zone 3 Meet: 1:38.16 1/17/2009 NORTHBAY AQUATICS  
Jabri, Denton-Schneider, Kranenburg, Packer

Team	Relay	Seed Time
1 VJO-PC	A	NT
1) Kanzas, Sota 15	2) Miguel, Brandon 17	
3) Sanderson, Daniel 18	4) Viray, Alexander 15	
2 VJO-PC	B	NT
1) Fouad, Izzy 17	2) Everett, Jake 15	
3) Yee, Justin 17	4) Quintana, Xavier 15	
3 RAYS-PC	A	NT
1) Tran, Taylor 15	2) VU, Jordan 15	
3) Phan, Jerry 16	4) Tam, Matthew 17	
4 SRN-PC	A	NT
1) Knox, Jon 18	2) Shinn, Curtis 16	
3) Fong, Shannon 17	4) Keller, Stefan 17	

#### Event 105 Girls 13 & Over 100 Yard Butterfly

13-14 Zone 3:	56.49	1/18/2003	Amanda Sims at 2003 Zone 3 Win
15-16 Zone 3:	54.04	1/15/2005	Amanda Sims at 2005 Zone 3 Win
17&O Zone 3:	54.13	1/13/2007	Amanda Sims at 2007 Zone3 Wint
	1:00.49	13-14 SECT	
	1:00.89	13-14 PRT	
	1:04.29	13-14 FW	
	1:07.59	13-14 JO	
	1:17.79	13-14 PC A	
	58.89	15-16 PRT	
	1:00.49	15-16 SECT	
	1:02.69	15-16 FW	
	1:06.19	15-16 JO	
	1:15.89	15-16 PC A	
	1:00.49	17&O SECT	

Meet Qualifying 13-14: 1:13.79

Meet Qualifying 15-16: 1:15.59

Meet Qualifying 17&O: 1:16.79

Name	Age	Team	Seed Time
1 Auva'A, Violani	15	SRN-PC	56.66 PRT
2 Luders, Micaela	17	SRN-PC	57.42 SECT
3 Fong, Sasha	14	SRN-PC	58.17 SECT
4 Lee, Jessica	16	SRN-PC	58.68 PRT
5 Swanson, Alex	17	NVST-PC	1:00.77
6 Brockley, Piper	16	SRN-PC	1:01.02 FW
7 Powell, Alyssa	15	VJO-PC	1:01.81 FW
8 Ratcliffe, Eva	15	SRN-PC	1:02.19 FW
9 Rosario, Elina	14	VJO-PC	1:02.34 FW
10 Welsh, Reilly	13	SRN-PC	1:03.28 FW
11 Edwards, Hannah	15	WCAN-PC	1:03.50 JO
12 Schlutius, Christy	16	SSS-PC	1:03.87 JO
13 Mignola, Madeleine	15	YPAC-PC	1:03.99 JO
14 Eaton, Jay Jay	13	MP-PC	1:04.38 JO
15 Boisseau, Sophie	13	SSS-PC	1:04.89 JO
16 Wright, Kelsea	14	NVST-PC	1:05.11 JO
17 Thomas, Jamie	13	MP-PC	1:05.21 JO
18 Wong, Elizabeth	16	RAYS-PC	1:05.35 JO
19 Lam, Kenya	14	MLKB-PC	1:05.75 JO

### 2.5.2 Preseeded

For pre-seeded sessions including finals, use Meet Program in the Meet Manager software.

Select:

- Reports
- Meet Program
- Gender = all
- Rounds = all rounds
- Indiv + Relays
- Select session
- Select All events
- Columns / Format tab
- Columns = double or triple, as preferred by head referee
- Format = blank
- Athlete ID = none
- Time stamp = date and time
- Include in Meet Program tab
- Time Standards, if time standards meet
- Entry Times
- Qualifying alternates
- Create Report
- Print – select small print icon below big print icon; set for print on both sides
- Enter number of copies
- OK
- X
- X

## Example preseeded final session program:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - Page 1

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

#### Meet Program - Saturday Finals

##### Event 201 Girls 11-12 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>			
2	YPAC-PC	A	NT
	1) Duon, Chl 11	2) Kumar, Uma 11	
	3) Locala, Naomi 11	4) Fisher, Alexa 11	
3	NVST-PC	A	NT
	1) Montoro, Ellie 11	2) Dusky, Emily 12	
	3) Dunn, Erin 12	4) King, Grace 11	
5	SRN-PC	A	NT
	1) Monks, Megan 11	2) Moussa, Grace 12	
	3) Jones, Megan 12	4) Nguyen, Sara 11	
6	MP-PC	A	NT
	1) Devincenzi, Alyssa 12	2) Bauer, Anna 12	
	3) Solomon, Summer 11	4) Cruse, Claire 12	
7	SON-PC	A	NT
	1) Ajax, Kathryn 11	2) Grajczyk, Maya 12	
	3) Boles, Olivia 12	4) Hanson, Meghan 11	

##### Event 202 Boys 11-12 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>			
4	NVST-PC	A	NT
	1) Pascual, Iona 11	2) Flanders, Will 11	
	3) McMichael, Barrett 11	4) Wright, Gabriel 12	
5	MP-PC	A	NT
	1) Simpson, Connor 12	2) McIntyre, Zachary 11	
	3) Grini, Carl 11	4) Wellesley-Winter, Ethan 11	

##### Event 101 Girls 13-14 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>			
2	SRN-PC	B	NT
	1) Rued, Allyssa 13	2) Welsh, Reilly 13	
	3) Clarkson, Reilly 14	4) Caughey, Elizabeth 13	
3	SRN-PC	A	NT
	1) Adams, Danica 14	2) Nowack, Theresa 14	
	3) Fong, Sasha 14	4) Alameida, Marie 14	
4	SEBASTOPOL-PC	A	2:13.29
	1) Boisseau, Sophie 13	2) Bui, Jane 13	
	3) Roan, Genna 13	4) Royer, Mikayla 13	
5	MP-PC	A	NT
	1) Eaton, Jay Jay 13	2) Thomas, Jamie 13	
	3) Davison, Maxine 13	4) Wortzman, Zoe 14	
6	NVST-PC	A	NT
	1) Wright, Kelsea 14	2) Erickson, Annika Jean 14	
	3) Parra, Celine 14	4) Larsen, Natalie 14	

##### Event 102 Boys 13-14 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>			
3	YPAC-PC	A	NT
	1) Lee, Morgan 13	2) Kumar, Hari 14	
	3) Amoroso, Thomas 14	4) Lee, Jun 14	
5	NVST-PC	A	NT
	1) McMichael, Quinn 14	2) Roberts, Cayd 14	
	3) Montoro, Jack 13	4) Cisco, Nicholas 13	
6	SRN-PC	A	NT
	1) Murphy, Jack 14	2) Pettibone, Holman 14	
	3) Holtschult, Spencer 14	4) Jones, Trevor 14	

##### Event 103 Girls 15 & Over 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>			
1	SRN-PC	B	NT
	1) Nowack, Angelica 18	2) Welsh, Berkleee 15	
	3) LE, Victoria 16	4) Lee, Jessica 16	
2	YPAC-PC	A	NT
	1) Trac, Kat 18	2) Smithstein, Eliana 15	
	3) Epst, Jag 18	4) Mignola, Madeleine 15	
3	NVST-PC	A	NT
	1) Murphy, Haley 18	2) Murphy, Gracie 15	
	3) Swanson, Alex 17	4) Schafle, Kathleen 15	
5	VJO-PC	A	NT
	1) Augst, Mirelle 16	2) Lanoue, Samantha 16	
	3) Powell, Alyssa 15	4) Welton, Mary 18	
6	WA-PC	A	NT
	1) NG, Priscilla 16	2) NG, Rachel 15	
	3) Senn, Ivylee 17	4) Davis, Molly 15	
7	VJO-PC	B	NT
	1) Peterson, Talia 17	2) Singley, Justeen 17	
	3) Schoonhoven, Tess 15	4) Peterson, Kaela 15	
8	SRN-PC	A	NT
	1) Bauer, Jenna 18	2) Brockley, Piper 16	
	3) Auva'A, Violani 15	4) Luders, Micaela 17	

##### Event 104 Boys 15 & Over 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>			
2	SRN-PC	A	NT
	1) Knox, Jon 18	2) Shinn, Curtis 16	
	3) Fong, Shannon 17	4) Keller, Stefan 17	
3	WAYS-PC	A	NT
	1) Tran, Taylor 15	2) VU, Jordan 15	
	3) Phan, Jerry 16	4) Tam, Matthew 17	
5	VJO-PC	A	NT
	1) Kanzan, Sota 15	2) Miguel, Brandon 17	
	3) Sanderson, Daniel 18	4) Viray, Alexander 15	
6	VJO-PC	B	NT
	1) Fouad, Izzy 17	2) Everett, Jake 15	
	3) Yee, Justin 17	4) Quintana, Xavier 15	



## Consolidated Results of Previous Session

Consolidated results for previous session to post; do one for male and one for female

Reports

Results

Select Gender = female

Rounds = All Rounds

Indiv + Relays

Select session

Select All to select all events

Columns / Format Tab

Report Type Columns = Double

Format = none

Athlete ID = none

Time Stamp = Date/Time

Include in Results Tab

Time Stds

Entry Times

No shows

Time Trial Events

Splits with Prior Results

Include Team Scores = None

Splits / Sort Order / Selected Teams Tab

Splits = Cumulative for touch pads, none otherwise

Sort Order = Event # Order

Selected teams = All Teams

Create Report

Print – select small print icon below big print icon

OK, to print 1 copy

X

X

Repeat for male.

## Example consolidated results:

Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 11:06 PM 2/19/2014 Page 1

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

				12	Konig, Shane M	12	SMST-SN	6:11.13	
<b>Event 2 Boys 13 Year Olds 400 Yard IM</b>				---	Kiziloglu, Ilyas U	12	SMST-SN	NS	
				---	Peterson, Alex M	12	NBA-PC	NS	
<b>Name</b>		<b>Age</b>	<b>Team</b>	<b>Finals</b>					
<b>Time</b>									
1	Dolley, Nicholas A	13	SMST-SN	4:26.52	<b>Event 8 Boys 13 Year Olds 500 Yard Freestyle</b>				
2	Baker, Alec D	13	OAPB-PC	4:38.59	<b>Name</b>		<b>Age</b>	<b>Team</b>	
3	Johnson, Hayden C	13	AH-SN	4:47.92	<b>Prelim Time</b>				
4	Black, Cooper D	13	AH-SN	4:54.19	<b>Preliminaries</b>				
5	Chu, Jonathan K	13	SMST-SN	4:55.14	1	Zhang, Richard R	13	OAPB-PC	5:17.01 q
6	Wheeler, Michael A	13	OAPB-PC	4:55.21	2	Zales, Joe	13	AH-SN	5:19.75 q
7	MA, Arden W	13	UN-SN	4:55.31	3	Mertz, David W	13	SRN-PC	5:22.55 q
8	Madden, John T	13	SRN-PC	5:00.44	4	Murphy, John E	13	SMST-SN	5:42.73 q
9	Ranaweera, Seth B	13	SMST-SN	5:03.03	5	Babcock, Tyler S	13	DAV-SN	5:44.55 q
---	Rescate, Noah	13	AH-SN	NS	6	Denison, Shane M	13	SMST-SN	5:52.16 q
---	Sewell, Dylan R	13	AH-SN	NS	7	Gregg, Bryce J	13	DAV-SN	5:53.24 q
					---	Roberts, Will	13	AH-SN	NS
<b>Event 4 Boys 14 Year Olds 400 Yard IM</b>				<b>Event 8 Boys 14 Year Olds 500 Yard Freestyle</b>					
<b>Name</b>		<b>Age</b>	<b>Team</b>	<b>Finals</b>	<b>Name</b>		<b>Age</b>	<b>Team</b>	
<b>Time</b>									
1	Richard, Spencer P	14	SMST-SN	4:26.95	<b>Prelim Time</b>				
2	Byrne, Zack	14	DAV-SN	4:40.47	<b>Preliminaries</b>				
3	Wong, Kyle A	14	UN-SN	4:48.55	1	Thoms, Ryan M	14	UN-SN	5:11.84 q
4	Jones, Trevor M	14	SRN-PC	5:00.20	2	Sellers, Nathan M	14	AH-SN	5:15.88 q
<b>Event 6 Boys 10 &amp; Under 500 Yard Freestyle</b>				3	Monks, Ray M	14	SRN-PC	5:20.76 q	
				4	Flood, Cameron L	14	SRN-PC	5:24.05 q	
				5	Konig, Seth W	14	SMST-SN	5:27.11 q	
<b>Name</b>		<b>Age</b>	<b>Team</b>	<b>Finals</b>					
<b>Time</b>									
1	Lomvardas, Akira T	9	NBA-PC	5:55.16					
2	Yamaguchi, Tomo	9	SRN-PC	6:50.33					
3	Lanting, Cole J	10	AH-SN	7:13.39					
4	Follmer, Mac C	10	OAPB-PC	7:16.59					
<b>Event 8 Boys 11 Year Olds 500 Yard Freestyle</b>									
<b>Name</b>		<b>Age</b>	<b>Team</b>						
<b>Prelim Time</b>									
<b>Preliminaries</b>									
1	Nagle, Will H	11	OAPB-PC	5:57.54	q				
2	Finnegan, Jack H	11	NBA-PC	5:57.61	q				
3	Castiglioni, Zeno	11	DAV-SN	6:19.52	q				
4	Coelho, Bruno A	11	SRN-PC	6:23.24	q				
<b>Event 8 Boys 12 Year Olds 500 Yard Freestyle</b>									
<b>Name</b>		<b>Age</b>	<b>Team</b>						
<b>Prelim Time</b>									
<b>Preliminaries</b>									
1	Mefford, Colby J	12	SMST-SN	5:26.43	q				
2	O'Haimhirgin, Finn A	12	SMST-SN	5:33.07	q				
3	Larson, Jax J	12	AH-SN	5:36.28	q				
4	Dillard, Ben D	12	SMST-SN	5:36.63	q				
5	Cannata, Anthony W	12	DAV-SN	5:39.18	q				
6	Twyman, Bernave M	12	OAPB-PC	5:45.77	q				
7	Cariou-Gomez, Theo	12	DAV-SN	5:46.65	q				
8	Giacoppo, Gabriel P	12	NBA-PC	5:47.47	q				
9	Twyman, Cristian H	12	OAPB-PC	5:50.12					
10	Jenkins, Jack R	12	SMST-SN	6:07.02					
11	Dolley, Matthew O	12	SMST-SN	6:10.83					



## Session Warmup Report

If requested by head referee, to verify enough officials are there per team.

Reports, Warm Up Sheet

Select Session

By Team

## 6.2. Seeding

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.

### Deck Enter Relay Teams

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

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.

## Seed Events

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.

Seed the event

Click Start Seeding.

Click OK when seeding is complete.

Manual seed if needed

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

## Create Event Programs

Make 4 to 5 copies:

1 for Referee, unless event is one pool length -- 25 yards short course or 50 meters long course -- which requires 2 for Referees, one for each end of the pool

1 for starter

1 for Colorado

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 = 8

Top how many = blank

Select Session.

If head referee wants two events to alternate heats:

Go to Events, Sessions

Type second event number in Alt column in first event row and press Enter. This will populate the first event number in the second event row Alt column.

Select Event, or two events if alternating.



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 copies if 50 yards or greater, or 4 copies for 25 yards..

Click OK. Verify copies are printed by printer.

Close Print window.

Close Meet Program window.

## Create Heat and Lane Sheets

For deck seeded meets only. For pre-seeded meets, just post another copy of the session program.

Note: if posted heat and lane assignments need to be corrected and are reposted, print on alternative colored paper, not white paper, mark "revised", and ask announcer to mention the change.

Make 2 copies of meet check-ins to post for athletes, one near blocks and one near warmup pool, for the SRJC only; otherwise make 1 copy.

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**

	Name	Age	Team
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.

## Create Lane Timer Sheets

For individual events only. Make 1 copy of Lane Timer Sheets, 1 page per lane, to give to lane timers.

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.

## Create Relay Cards

For relays only. 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 = 8

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.

Prepare relay cards for head referee

Cut entry cards in to 3 with scissors.

Give to head referee.

## Give Seeding 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.

## 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.

## Neptune Computer Operator Seeding Checklist

For each event:

Add swimmers, if needed

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

Manual seed if necessary, using Preview

Create reports:

4 or 5 Meet Programs – 5 for 25 yard/50 meter races, otherwise 4

2 for referees if 25 yard races, otherwise 1

1 for Starter

1 for Colorado

1 for Announcer

1 or 2 Meet Check-ins – 2 for SRJC, otherwise 1

1 for wall behind blocks

1 for warm-up pool area

1 copy of a set of Lane Timer sheets --- 6 to 8 sheets total, depending on number of lanes

Write event number on back of scratch sheet with a circle around it and store it in a pile until results

## 6.3. Event Results

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.

Note: 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.

## Move Swimmers

For individual events only. Click Session, select session, then click OK.

Select event.

If the Colorado Meet Program or relay cards show athletes or relay teams 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.

## Move Relay Teams

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

## Upload Times

For each heat.

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.

## Enter DQs

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.

## Edit Times Per Colorado Program Sheet

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.

## 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.*

If the result row for a swimmer is highlighted in yellow, it means that there is more than 0.3 seconds spread across the results and that the admin needs to either verify the time calculated or to select a different time, so make sure those results are marked up by the admin and you have edited them accordingly.

## List Preliminary Results

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.

## 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 = leave blank

Under the Include in Results Tab:

Time Stds, if CBA 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:

Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 0:01 AM 2/20/2014 Page 1

# 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	

## Score Final Results

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.

## Schedule Swim-offs

If two swimmers are tagged with asterisks as having the same time, tell head referee that they need to schedule a swim-off.

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.

## Correct Results

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

## Print Results for Announcer and Posting

Print 2 to 3 more copies of results report

Do for all meets except Masters.

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

If printing a large number of event results explicitly for awards, display top 8 only

If printing for awards that will be sent to teams afterwards, select all events and filter by team

1 for announcer, if prelims

Click Print icon below big print icon.

Close Print window.

Close Results window.



## 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.



To print more labels for first time A time award medals:

Temporarily deselect

Close Award Labels window.

Prepare reports for runner

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

## Create Swim-off Events

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	

If posted results need to be corrected

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

For swim-off events

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

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

Add swim-off event to session

Sessions

Select session

Double-click on event to add to session

X

X

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.

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.

## Create 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

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

Add split-off event to session

Add event to session:

Sessions

Select session

Double-click on event to add to session

X

X

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

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.  
Assemble event packet and store

From top to bottom:

Final results

Preliminary packet

Finals scratch sheets

Final packet

DQ slips

Colorado sheet

Referee sheet

Timing system heat results printouts

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.

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

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

This page intentionally left blank so the following page can be removed and put in a clear shield and used as a quick reference during the meet.

## Computer Operator Results Checklist

Seeding takes priority.

Work on earliest event number no matter what status level.

From top level menu select Run, then select Session.

For each event:

Select event

Move or add swimmers or relay teams as needed, using Adjust

For each heat:

Determine result race number (Colorado CTS) or file number (Dolphin) on the Colorado sheet left margin

Get times, verifying correct event and heat

Verify prelim/final times with timing equipment printout

DQ as needed

Edit times as needed

Score (final) or List (prelim)

Re-verify DQ and NS names and time edits

Close score/list report, then create and print preliminary result report with proper format for admin approval

Once admin approves:

Print 2-3 more Result reports

2 for prelims – 1 to post, 1 for announcer

1 to 3 for finals/timed finals – 1 to post, 1 for announcer if announcing results, and 1 for awards if awards are being given for this event

Print Labels, if finals and awards are being given to that event

Staple finals, prelims and scratch sheets together with large stapler and store

### 5.1 Clerk Of Course Reports

Deck seeded meets only.

### 5.2 Meet Programs

For coaches, officials and possibly for sale to spectators.

### 5.3 Timeline



#### 5.4 Seeding Reports

#### 5.5 Add Relay Entries

Deck entered relay meets only

#### 5.6 Relay Cards

Relay meets only.

#### 5.7 Create Swim-Off Event

Trials and finals meets when there is a tie for last qualifier or alternate only.

#### 5.8 Results Reports

#### 5.9 Create Split-Off Event

As requested by first leg relay athlete and approved by meet referee.

## Team Score Report

Team scoring meets only.

Reports, Scores

Gender = All

Individual + Relays

Standard Events

Select all sessions

Select All to select all events

Format Tab

Report Type = Team

Report Gender Choices = Combined

Athlete Criteria = No age criteria

Points = Std Pts

Grouping / Options tab

Grouping = Normal

Options = None

Create Report

Print

X to close print window

X to close report window

Example Team Score Update:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - 10:40 AM 1/21/2014 Page 1

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

**Team Rankings - Through Event 415**

**Combined Team Scores**

Place	Team	Points
1	NEPTUNE SWIMMING	936
2	MARIN PIRATES	734
3	SFRP ROSSI SWIM TEAM	689
4	NAPA VALLEY SWIM TEAM	687
5	VALLEJO AQUATIC CLUB	530
6	YMCA PACIFIC AQUATIC CLUB	323
7	PIRANHA SWIMMING	226.50
8	SEBASTOPOL SEA SERPENTS	204
9	WESTSIDE AQUADUCKS	197
10	THE OLYMPIC CLUB	117
11	SONOMA SEA DRAGONS	92
12	UKIAH DOLPHINS	87
13	HUMBOLDT SWIM CLUB	83
14	MENDOCINO COAST SEA DRAGONS	69
15	ST. HELENA SWIM CLUB	46
16	SEALS AQUATICS	41
17	WINE COUNTRY AQUATICS OF NAPA	40
18	MLK JR. BLUE DOLPHIN YOUTH SWI	28.50
19	FOG CITY HAMMERHEADS	28
20	USF KORET YOUTH SWIM CLUB	17
21	SAN DOMENICO SWIMMING	14
22	MONTICELLO AQUATIC CLUB SEALS	6
23	UNATTACHED	3
23	BSST	3
Total		5,201.00

## Individual Points Report

Individual high point meets only.

Reports, Scores

Gender = All

Individual + Relays

Standard Events

Select all sessions

Select All to select all events

Format tab

Type = individual

Athlete Age Criteria

For Neptune Invitational:

0 10

11 11

12 12

13 13

14 14

Grouping/Options tab

Grouping = Normal

Options = Top 10

Create Report

Print

X to close print window

X to close report window

Example individual points report:

Insert here

# Masters 50 Free Challenge Report

Santa Rosa Masters Resolution meet only.

This document explains how to prepare for and generate the 50 free challenge results. Here is the summary of the race from the meet sheet:

“All entrants in the 50 Free are automatically entered at no charge into the Resolution 50 Free Challenge. This “event” will attempt to determine a single winner from all age groups and both sexes. Each participant's times will be adjusted by a multiplier to determine their Resolution Challenge time. The multiplier is the FINA Men's 50 M Long Course WR divided by FINA Age Group 50 M Long Course WR times participant's 50 Yard time. Example for a female swimmer in the 60-64 year old age group - FINA WR (20.91) divided by Female 60-64 Record (29.31) times meet time (30.00) = Resolution Challenge Time of 21.40.”

## 5.12.1 Additional Equipment Required

In addition to the timing and results computing equipment:

50 free results computer with Excel, PDF reader, and printer installed and tested

Printer with power supply, USB B to A cable, paper and toner

USB flash drive, or preferably LAN cable

## 5.12.2 Before the meet

This may be given to you by the meet director, but if not:

Obtain world records

Go to <http://www.fina.org/content/swimming-records> and select Long Course records.

Note the mens 50 free record. As of Aug 31 2016 it was 20.91 seconds. (Cesar Cielo of Brazil in Sao Paulo, Brazil, December 18, 2009)

Obtain Masters records

Go to <http://www.fina.org/content/masters-records> and select Current LCM Records.

Right-click on the PDF, select Save As, and save to the meet folder.

Open the file and copy the records for the events in the meet to a spreadsheet. Note: this is error prone, so take your time and double-check your work afterwards. As of 2017 there are 16 age groups (ages 25-104 step 5) x 2 genders = 32 numbers that you need. Assign the 25-29 numbers for the 18-24 age group too.

Calculate ratios

Divide the world record by the masters record for each of the 32 gender-specific age groups. This is the ratio you will apply to their results to obtain the adjusted result used to determine the place in this event.

## 5.12.3 Right Before the meet starts

Set up and test 50 free results system

Connect power supply to 50 free results computer and turn on.

Connect power supply to 50 free results printer and USB cable from that printer to 50 free results computer and print a test PDF file.

Connect results computer to 50 free results computer with LAN cable. Share a folder on the network on one computer and make sure the other computer can see it. Or alternatively, make sure the USB stick can be seen on both computers.

#### 5.12.4 During the meet

Process 50 free results normally.

Generate HTML Results file:

In Meet Manager, go to Reports, Results.

Select 50 free event.

Under Report Type, select Flat HTML.

Under Include In Results, deselect everything.

Click Create Report.

Save it to the meet folder; alternately a USB stick. Note for the next event, the report will need to be changed back to not HTML with the appropriate result report parameters.

Transfer HTML file to 50 free results computer. This is best done by networking the 50 free results computer to the Results computer and then share folders; alternatively this can be done with a USB Stick.

Import HTML file to Excel:

Open the HTML file that was saved in Excel.

Save as Excel file, naming such as 2017 Masters Resolution 50 free adjusted results.xlsx.

Sort by gender then age:

Cut and paste men in to different tab and name it "men". Then rename the other tab "women".

For women:

Select column of data, then select Data, Text to Columns.

Select Fixed Width and Next.

Click at the beginning of Name, Age and Club headers to add width breaks.

Click before the largest number, which will probably be 1:xx.xx, or 2 columns to the left of most times which are sub-1 minute times like xx.xx. *Failure to do this step correctly can result in the first person over 60 seconds winning the race.*

Click Finish. Expand out newly filled out rows to show all by double-clicking on their rightmost lines.

Select all the data.

Select Data, Sort.

Select column with age, column C. This should put them in order of age.

Delete all the rows below the results.

Delete seed time column.

Repeat for men.

On women's tab, insert column before name and copy "W" in to each cell.

On men's tab, insert column before name and copy "M" in to each cell.

Adjust results

For women:

Open ratios spreadsheet and copy women's age group and ratio in to the women's tab three columns past the end of the data. Delete the middle world record row just copied in if applicable.

Copy down the matching ratio to the column next to the swimmer's result based on their age. *Note that this is error prone, so go slowly and methodically.*

Calculate the adjusted time next to the ratio by multiplying the ratio by the swimmer's result.

Repeat for men.

Combine and sort by adjusted time:

Create a new tab and name it "combined".

On the first line, put the title, i.e. "2017 Masters Resolution 50Y Free Challenge Results".

On the second line, put the result headers "place gender name age team time ratio adjusted". You can cut and paste this in, then in Data go Text to Columns, delimited, space. Underline these headers.

On the next line, copy in all the data from the women's tab except for the table of ratios.

Below the women's results, copy in all the data from the men's tab except for the table of ratios.

Delete the original place values in the first column.

Select all data and go to Data, Sort, by "adjusted" column.

Format report

With all data still selected, go to Home, borders, all borders.

With all data still selected, go to Home, Font, Calibri, 11, not Bold.

Type in 1 and 2 in the first two places, then select all of the place cells, select Home, Fill, Series and OK.

Select time, ratio and adjusted data and set to 2 decimal places – right click, format cells, number, decimal places = 2, OK.

Adjust first column to just fit "place". Double-click on the rest of the right lines of each column of data to fit it to the right width.

Center place, gender and age columns.

Select Page Layout, Margins, Narrow.

Select Orientation, Landscape.

Select all the data and select Print Area, Set Print Area.

Select scale until it just fits one sheet wide, approximately 160%. Check in Print Preview. It should look like this:

## 2017 Masters Resolution 50Y Free Challenge Results

<u>place</u>	<u>gender</u>	<u>name</u>	<u>age</u>	<u>team</u>	<u>time</u>	<u>ratio</u>	<u>adjusted</u>
1	F	Richards, Ericka L	37	Santa Rosa Maste-38	24.51	0.81	19.73
2	M	Stanley, Mark	65	Santa Rosa Maste-38	26.54	0.79	21.07
3	M	Wilder, Hugh	68	Santa Rosa Maste-38	26.58	0.79	21.10
4	M	Bessire, Brent	46	Santa Rosa Maste-38	24.82	0.87	21.64
5	F	Dodd, Dina	52	Northern Sierra-38	29.45	0.74	21.82
6	M	Woolard, Woody	52	UC33-33	25.36	0.87	22.01
7	M	Cutting, Steve	58	Tri Valley Maste-38	25.86	0.86	22.11
8	M	Patocchi, Robert J	59	Cal Maritime Aca-38	26.01	0.86	22.24
9	M	McPherson, Andrew M	68	Davis Aquatic Ma-38	28.15	0.79	22.35
10	F	Anderson, Allie A	38	Northern Sierra-38	27.88	0.81	22.44
11	M	Hauck, Brian A	47	Santa Rosa Maste-38	25.74	0.87	22.45
12	M	Virkus, Todd	44	Active Sports-38	25.36	0.90	22.75
13	M	Pettibone, Chip	53	Santa Rosa Maste-38	26.39	0.87	22.91
14	M	Hardisty, Owen P	35	Sonoma Aquatic C-38	25.04	0.92	23.01
15	F	Jaubert, Leslie M	57	Santa Rosa Maste-38	31.64	0.73	23.07
16	M	Mc Cracken, Bill	54	Tri Valley Maste-38	26.64	0.87	23.12
17	M	Novotny, Gregg R	63	Northern Sierra-38	28.46	0.83	23.56
18	M	Cort, Doug A	65	Cal Maritime Aca-38	29.76	0.79	23.63
19	M	Jacobson, Noah	40	Active Sports-38	26.48	0.90	23.75

Save file.

Create PDF of results

Save file as PDF. It will save in the active sheet in the same folder, formatted for printing.

Print results on dedicated 50 free results printer and show to Meet Director for approval and announcement.

Print another copy and post for all to see.

Email results to meet director.

### 4.1 Create final scores

For team scores, see Create Team Score Update for instructions on how to create a team score report.

For high point individual:

Reports, Scores

Select events

Format, individual; female, then male

Edit Age Criteria, if applicable

Grouping/Options; select how many top scorers to display

Create report

Print

X

X





## 6.4. Final Results

### Full PDF Results

For everyone but the newspaper

Click Reports, Results.

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 = leave blank

Under the Include in Results Tab:

Time Stds, if CBA 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 = Publication order

Selected Teams = All Teams

On the Preferences tab

Select "flag over-achievers with a "+" if a time standards meet

Click OK

Select All Sessions.

Select All Events.

Click Create Report.

Print to Microsoft PDF printer, or use MeetManager 7 built in print to PDF feature.

Navigate to meet folder.

### Top 5 PDF Results for Newspaper

For the newspaper

Same as above except Under the Columns / Format tab, Top How Many = 5

## CL2 Results File

Create one results ZIP file

In Windows Explorer

- Select ZIP file referenced above with CL2 file

- Right click and select Extract All...

- Extract

- Move HTML file in to newly created unzip folder, not top 5 if championship meet

- Select HTML and CL2 files

Move PDF file in to newly created unzip folder

- Right Click, Send to, Compressed (zipped) folder, keeping its default name the same as the CL2 file  
autoname.

- This creates a new zip file in this folder. Rename [meet name] results.zip.

## Email Results to Participants

## Email Results to Newspaper

## Email Results to LSC

For Pacific Swimming, email new ZIP file with CL2 and main HTML files as an attachment to [results@pacswim.org](mailto:results@pacswim.org). As of December 2016 this gets sent to Diana Fetterman, [dfetterman@pacswim.org](mailto:dfetterman@pacswim.org) . CC meet director, head referee and admin. Title it [meet name] Results. Include your name, email address and phone number in the body of the text.

For Pacific Masters, as of January 2016 send to Barry Fasbender, [BarryFasbender@comcast.net](mailto:BarryFasbender@comcast.net) , and a zip of the database file too.

For high school championships, send to [NTV@pacswim.org](mailto:NTV@pacswim.org) .

Send top 5 results to newspaper

If applicable, email results to [sports@pressdemocrat.com](mailto:sports@pressdemocrat.com) .

Create financial report PDF file

For Pacific Swimming:

Reports

Teams/Schools

Exclude Teams with No Athletes

Sort = Team name

### Entry Fee Summary Tab:

Athlete Surcharge = check meet sheet; typically 8.00 for CBA club meets

Team Surcharge = check meet sheet; typically 0.00 for CBA club meets, \$200 for Superleague

Facility Surcharge = 0.00

Include Scratches

Include Relay Only Alternates

Include Exhibition Swims

Create Report

Select Microsoft Print to PDF printer

Print

File name = [meet name] Financial Report

Example financial report for Pacific Swimming:

Licensed To: Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 2/19/2014 Page 1

#### Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014

		Team Entry Fee					
	Team	Relays	Athletes	Entries	Surcharge	Entry Fee	Total
1	AH-SN Arden Hills Swim Team	8	31	218	\$248.00	\$618.75	\$866.75
2	DAV-SN Davis Aquadarts	6	32	205	\$256.00	\$580.25	\$836.25
3	SRN-PC Neptune Swimming	7	46	226	\$368.00	\$640.75	\$1,008.75
4	NBA-PC North Bay Aquatics	1	28	132	\$224.00	\$365.75	\$589.75
5	OAPB-PC Orinda Aquatics	0	25	172	\$200.00	\$470.25	\$670.25
6	QSS-PC Quicksilver Swimming	4	21	125	\$168.00	\$354.75	\$522.75
7	SMST-SN Sierra Marlins	8	33	218	\$264.00	\$616.00	\$880.00
8	UN-PC Unattached	0	8	44	\$64.00	\$121.00	\$185.00
9	UN-SN Unattached	0	7	53	\$56.00	\$145.75	\$201.75
		<b>34</b>	<b>231</b>	<b>1393</b>	<b>\$1,848.00</b>	<b>\$3,913.25</b>	<b>\$5,761.25</b>

For Pacific Masters:

Reports, Teams

Format Athlete, Entry Count

Create Report

Send financial report to meet director

Email financial report PDF file as an attachment to meet director. Copy head referee and admin.

Determine final number of swimmers

Go to Reports, Athlete Rosters.

Deselect Athletes with No Entries.

Create report.

Navigate to last page of report, i.e. 9, and note the highest number athlete at the bottom of the page, i.e. 568.

Inform head referee, admin and meet director of the number.

**Feather this in**

**Computer operator/Pacific Masters meet communication requirements**

(All Pacific Masters files to be sent to **postmeet@pacificmasters.org**)

<u>Task</u>	<u>Time Frame</u>	<u>Person Responsible</u>
PDF result (2 column/Publication order sort*)	within 2 hours of meet end	Computer Operator
PDF split results if touch pads (1 column/same sort)	within 2 hours of meet end	Computer Operator
Export MM results (option #1 in export**)	within 2 hours of meet end	Computer Operator
Send MM meet backup (***)	within 2 hours of meet end	Computer Operator

\* In Meet Manager, select REPORTS -> RESULTS. Select the session(s) then at the bottom, select your options.

For the regular results: select double column; include "Records" in results; select Publication Order (which will give results in gender, age group, event order).

For split results, select single column, publication sort order, and Cumulative /Subtrac split option.

Create the report, and export it to a .pdf file.

Filenames should be of the form:

YYYY\_MMM\_CCC\_Results.pdf

YYYY\_MMM\_CCC\_Splits.pdf

where YYYY is the year, MMM is the meet abbreviation and CCC is the course designation.

\*\* In Meet Manager, select FILE -> EXPORT -> RESULTS FOR SWIMS OR NCAA OR USMS. This will create a zipped file.

\*\*\* In Meet Manager, select FILE -> BACKUP. This will create a zipped file.

## 7. Timing System Operation (Timing System Operators)

### 7.1. Timing Equipment Operator Duties

#### Dolphin

This person operates the laptop. Their primary tasks are to capture times, save them both electronically and on paper, and record the file number associated with each heat and any changes in lane assignments. Since it is easy to lose time data and the outcome can be undesirable, this person needs to do the following:

Either be already trained, or be trained on the job by an experienced operator.

Focus on collecting and recording data, not partaking in distracting activities such as having deep conversations with other people, or using a cell phone.

Keep track of which event and heat is in the water, and keep the Dolphin software heat and lane configuration updated accordingly.

Keep track of the last athlete swimming in a race, not saving the data before that last swimmer is in.

Print the screen and save the data quickly after a race to prepare for the next race to keep the meet on schedule, but...

Communicate clearly to the starting referee if there are problems, telling them firmly that they need to wait.

At the beginning of each event:

Write down the event start time on the timeline for referee reference.

Write down the event start time in the upper right corner of the Colorado page.

During each heat:

Write the file number in the left margin of the event program sheet stamped "Colorado". *This is so the computer operators know which file to import results from.*

Set the heat and lane information in the Dolphin software, making sure it matches what the Colorado sheet says. The heat automatically advances in the software since data file logging is enabled, but if it's a new event, or if the boys and girls heats are being run alternated across two events, you will need to edit both event and heat.

Cross out no-shows on the event program sheet with a pencil, and write DNS on the side.

Edit lane assignments as instructed by the referee with a pencil.

If a swimmer does not finish the race, write DNF next to their name with a pencil.

Add picture(s) of marked up Colorado sheet – DNS, move swimmer, DNF, file names, event start time

After each heat:

Make sure all swimmers have completed the race. *Note: failure to do so can result in losing the time for that swimmer.*

Click on Dolphin window to select it, if it is not already selected.

Press Left Ctrl-PrintScr. This launches Gadwin Printscreen and shows a box where the capture window is.

If the capture window box does not line up with the Dolphin window, drag and drop the handles along the edges of the box until they do. *This should only have to be done once, unless someone moves the Dolphin window.*

Press Enter. Verify the printer prints the capture box.

Click "Reset Timers".

Click "Yes" to confirm. *This saves the data to the file that the computer operators will import.*

After each event:

Give the meet program stamped "Colorado" to the Chief Timing Officer.

Edit event in the Dolphin software to increment to next event.

After each session:

Wait until the results files are uploaded to the computer room.

Turn off computer, even if there is a session the next day. *This is done to make sure software doesn't get in a stale state due to a memory leak.*

## Colorado

This person sits in front of the Colorado which is situated behind the starting Referees. This person's job is to:

- Manually synchronize the Colorado with the race event and heat numbers as decided by the Starter Referee and then arm the Start process
- Visually verify timer is started, and split and finish data is being collected by the machine; troubleshoot the system if it is not working properly
- Manually invoke the saving of data for a valid race and race summary printout process
- Collect Colorado Meet Sheets from the Runner, and annotate them with race number, no shows and DQs submitted during an event
- Collect DQ slips and Referee Meet Sheets from Referees
- Give Colorado and Referee Meet Sheets and DQ slips to Chief Timing Officer

Perform the following sequence for each heat:

After data has been stored and printed from a previous heat, press both “Reset” buttons simultaneously. Verify display then shows “Reset”.

NOTE 1: YOU WILL LOSE DATA IF YOU DO NOT STORE/PRINT BEFORE RESET!

Note 2: if there is a start after Store/Print but before Reset, the Colorado will ask “Start detected, valid start?” and if it is, press yes. DO NOT PRESS RESET!

If the next race is the first heat of a new event, press “Next Event” on the Keyboard Insert. If an event number is being skipped because boys or girls are not doing the corresponding race, press “Next Event” again. Otherwise press “Next Heat”. Verify Event and Heat on Display are correct, compared to meet sheet and what the starter is announcing.

Note: if you forget to update the heat and event before the start of the race, you can do it before the end of the race, but you can’t do it after Store/Print.

If any lanes are not occupied, either per the meet sheet or due to a no show, deselect them by pressing the corresponding “Lane On/Off” button on the Keyboard Insert. Make sure every lane that is not vacant is turned on and was not left off from a previous heat lane vacancy. If the vacancy is due to a no show, cross out the swimmer on the Colorado Meet Sheet and write “No Show”.

You may want to indicate to the Starter when you are ready. Then be quiet while they start the race. Verify that the clock on the display starts to advance and the printer prints a few lines once the starter beep and strobe goes off.

Record the last three digits of the race number on the Display on the left hand margin of the Colorado Meet Sheet with a red pen.

Assuming touch pads are being used and hence splits are being taken:

- Verify “S Armed” comes up after 15 seconds for each lane for longer races with 1 or more splits, or “F Armed” comes up for shorter races with no splits. Note that there is a delay so a swimmer from the previous race could get out of the pool and press the touch pad without accidentally counting a split.
  - If a split pad touch does not get pressed on a lane, which is common, press “+ Touch” on Keyboard Insert and enter lane number on the Numeric Keypad.
  - If you lose track of missed touches and you know the swimmer is coming in to the finish, which is easy to do, press “Finish Arm” on their corresponding lane.
  - If you mistakenly press “+ Touch”, which is less common, press “- Touch” on Keyboard Insert and enter lane number on the Numeric Keypad.
- I don’t know why one would ever press “Split Arm” on a given lane.

Watch the swimmers come in, listening for one beep per button or pad touch. As soon as all the swimmers complete, verify all pads and buttons have been pushed on the Display. If no presses occur, notify the Admin, so the lane timer stop watch time or a coach’s timer time can be used instead. Determine why no buttons were pushed and rectify the situation.

Once all swimmers are in, press “Store/Print” button on Keyboard Insert. Verify “Stored” message comes up with in a few seconds, then the printer starts printing and advancing the paper immediately. Also reverify the race number is what you wrote on the meet program margin.

**NOTE 1: RACE DATA WILL BE LOST IF “STORE/PRINT” IS NOT PRESSED BEFORE “RESET”!**

**NOTE 2: DO NOT TURN OFF COLORADO AT END OF MEET UNTIL COMPUTER OPERATOR HAS TOLD YOU THAT ALL RESULTS DATA HAVE BEEN RETRIEVED.**

At the end of each event:

4.9 Pass Colorado program sheet to the Intermediary.



After the session ends:

If trials, power cycle Colorado and have computer operator load finals session in to Colorado.

After the Meet Ends:

## 6. Shut Down

Press "Quit"

Press "Scoreboard"

Press "Scoreboard Blank" Twice. Verify the Scoreboard goes off.

Press "Quit".

At the end of the day, check with the Meet Manager Computer Controller to make sure they have remotely stored all data inside the Colorado to the Computer before powering down the primary Colorado or disconnecting the DB9 cable from its COM1 port.

**NOTE: TURNING OFF THE COLORADO BEFORE THE COMPUTER ROOM DOWNLOADS THE DATA COULD RESULT IN LOSS OF DATA!**

Turn off all equipment.

If the meet is over or equipment is not secure or is exposed to weather, disconnect all equipment and put it inside.

## 7. Troubleshooting

If buttons or pads seem to be intermittent, reseal connectors at lanes and in to the back of the Colorado.

If pads are too hard to press, evacuate air from bladder with pump and needle.

If pads are shorting, inject air in to bladder with pump and needle.

If comm test passes but meet does not download over a long serial cable, bring computer next to Colorado and connect them with a short serial cable and retry.

## 8. Colorado Timing Equipment Operator Checklist

During each heat:

Turn off unused lanes.

Verify event number and heat number are correct.

Write file number on left margin of Colorado meet program sheet.

Press + if there is a soft touch.

Press Finish Arm if you missed one or more soft touches and are certain the swimmer is coming in for the finish.

After each heat:

When all swimmers are finished, press Store/Print.

Press Reset with two fingers.

After each event:

1. Give Colorado program sheet to intermediary.

This page intentionally left blank so the following page can be removed and put in a clear shield and used as a quick reference during the meet.

## 9. Colorado Intermediary Checklist

After each heat:

Collect Colorado printout heat printout from printer.

Circle heat and event.

Circle any missing watch times.

Check all button and pad times across a lane to make sure they do not vary more than 0.3 seconds. If they do, or if there is a late touch flagged, circle the lane row.

After each event:

Create a packet of event papers held by a clothespin with the papers in the following order:

DQ slips from Chief Stroke and Turn Judge.

Colorado meet program from timing equipment operator.

Referee meet program(s).

Colorado heat result printouts.

Lane timer sheets delivered by runner.

Give event packet to admin or meet referee for review before sending it to the computer room.

### 7.1 Timing Console Operator Duties

Timing console meets only.

### 7.2 Dolphin Operator Duties

Dolphin meets only.

### 7.3 Intermediary Duties

## 7.2. Intermediary Duties

### Overview

This person handles the paperwork. Their primary task is to receive and organize all paperwork associated with an event, check results for accuracy, and submit to the administrator.

### Dolphin

After each heat:

Remove heat screen shot printout from the printer and verify the event and heat are correct. If they are not, write the correct heat and event information in pencil on the printout.

Check each lane for 3 watch times. If there is a missing time, circle the blank time in pencil to flag this discrepancy to the admin per the example below.

CTS Dolphin

Dolphin

Race Time: 02:32

Starter

Reset Timers (r)

Lane	Timer A	Timer B	Timer C	Final Time	Place
1	02:22.66	02:22.68	02:22.60	02:22.66	5
2	02:21.44	02:21.40	02:21.38	02:21.40	3
3	02:23.26	02:23.39	02:23.30	02:23.30	6
4	02:09.69	02:09.60	02:09.65	02:09.65	1
5	02:19.95	02:20.30	02:20.32	02:20.30	2
6	02:18.64		02:18.48		
7	02:25.74	02:25.76	02:25.75	02:25.75	7
8	02:21.47	02:21.44	02:21.47	02:21.47	4
9					
10					

Current File: C:\CTSDolphin\007-005-001A-0020.do4

Channel: 7

Splits: 1

Scoreboard settings

☒ Logging Enabled

CTS Dolphin Version 4.3

Prev

Event

Next

#5

Prev

Heat

Next

#1

Check each lane for a span of times of less than 0.3 seconds. If there is more than 0.3 second span, circle the 3 numbers in pencil to flag this discrepancy to the admin.

CTS Dolphin

Race Time: 00:39

Starter

Reset Timers (r)

Lane	Timer A	Timer B	Timer C	Final Time	Place
1	00:31.72	00:31.59	00:31.77	00:31.72	6
2	00:24.45	00:24.32	00:24.24	00:24.32	5
3	00:23.33	00:23.30	00:23.27	00:23.30	3
4	00:21.28	00:21.24	00:21.31	00:21.28	2
5	00:23.51	00:23.47	00:23.31	00:23.47	4
6	00:20.79	00:20.51	00:20.55	00:20.55	1
7	00:38.24	00:38.14	00:38.23	00:38.23	8
8	00:33.62	00:37.27	00:33.67	00:33.67	7
9					
10					

Current File: C:\CTSDolphin\008-016-002A-0051.do4

Channel: 7

Splits: 1

Scoreboard settings

Logging Enabled

CTS Dolphin Version 4.3

Prev Event #16 Next

Prev Heat #2 Next

If no lanes have a discrepancy, put a check mark in the right margin to indicate that you have looked at it.

Circle event and heat so it is easy to find.

After each event:

Collect the meet program stamped “Colorado” from the Timing Equipment Operator.

Collect the 2 to 3 meet programs stamped “Referee” and any DQ slips from the referees.

Staple DQ slips to respective green DQ cards.

Collect the 8 lane timer sheets from the lane timers via the Runner. Make sure the event is correct and put them in numerical order.

Create an event packet with the paperwork clothes-pinned together in the following order:

DQ slips

“Colorado” meet program

“Referee” meet programs

Heat screen shots from Dolphin system, in heat order

Lane timer sheets, in lane order

Give event packet to Admin.

Reconfigure a spare timer for lane and seat

If a watch stops working, configure spare watch to match the correct lane and seat:

Press Reset and Stop buttons simultaneously for a few seconds

Press Reset to advance to next screen

Press Stop button to change displayed information

Verify channel is correct, matching other working watches i.e. “7”

Set lane to desired lane, i.e. “4”

Set seat to desired seat i.e. “C”

## Colorado

This person sits between the Timing Equipment Operator and the Admin or head Referee.

This person’s job is to:

- Verify printer is working properly; troubleshoot and fix any printing problems that may occur while the timing equipment operator concentrates on capturing times
- Collect the Race Summary Sheets from the printer
- Verify buttons worked and were pressed in a timely fashion, annotate the race summary sheet accordingly, and work with the admin or head referee when there is a problem
- Collect Colorado and Referee Meet Sheets and DQ slips from the Automatic Equipment Operator
- Collect DQ slips from Referees after the event and annotate the Colorado Meet Sheet
- Collect Lane Timing Sheets from the Runner
- Clip together the DQ slips, Colorado and Referee Meet Sheets, Race Summary Sheets and Lane Timing Sheets for an event and give to Runner

The following sequence will be performed for each race:

Collect Race Summary Sheet from the printer.

Circle the event number and heat number with a pencil.

Verify at least one button or pad was pressed and the times did not span more than 0.3 seconds for each lane, and that it selected the middle time as the Finish Time. If so, draw a line next to the lane time column with a pencil indicating you have checked it and it is good. If not, circle a single time if it is a single outlier or is missing, or circle the whole column if all the numbers are far from each other or all missing, to flag admin or head referee that there is a problem.

If more than one button or pad was pushed and the span as greater than 0.3 seconds, verify that the Colorado threw out the outlying data points.

- If one time was an outlier, make sure Colorado picked the time of the two other times that was closest to the outlier for the Finish Time.
- If all three data points were spread far apart, make sure the Colorado picked the middle time for the final time.

If only one button was pushed, make sure the Colorado selected it for the Finish Time.

If there were no buttons pushed, or there was a problem with the timing system, notify the head Referee so they can look at the Lane Time Sheet or Coach's Timer to determine the Finish Time.

If a button or pad is regularly not being pressed but it appears like someone is trying to press it, check the finish cable harness seating and switch connection seating, or send someone over to talk to the timer and possibly swap out their button or a pad. Note that this could cause a delay in the meet.

If anyone was DQd after the event was over, cross them out on the Colorado Meet Sheet and write DQ with a red pen, tear off the carbon copy of the DQ form, and hand it to the Admin or Chief Stroke and Turn Judge.



====> RACE HISTORY <=====> Race 0041 <=====  
Saturday 04-27-19 :54.59 am

Lane Number		Lengths		Time	
3) 02 37.07	6) 02 38.37	5) 02 39.08	2) 02 39.69	7) 02 40.65	
1) 02 45.22	4) 02	4) 04 1:12.34	5) 04 1:19.17	3) 04 1:19.84	
6) 04 1:20.95	2) 04 1:23.40	1) 04 1:30.93			

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
Button	1:31.08	1:23.44	1:19.65	1:12.29	1:19.02	1:20.18	1:21.69
Button	1:30.94	1:23.39	1:19.74	1:12.25	1:19.04	1:20.64	1:21.63
Button	1:30.95	1:23.35	1:19.72	1:12.27	1:19.08	1:20.40	1:21.34
BACKUP	1:30.95	1:23.39	1:19.72	1:12.27	1:19.04	1:20.40	1:21.63

====> Colorado Time Systems -- Version 3.29.3

====> RACE SUMMARY <=====> Race 0041 <=====  
Saturday 04-27-19 :54.59 am

Colorado Time Systems

100 YARDS Boys Backstroke Final  
EVENT: 20 HEAT: 2

By Lane			By Place		
Lane	Place	Time	Place	Lane	Time
1	6	1:30.93	1	4	1:12.34
2	5	1:23.40	2	5	1:19.17
3	3	1:19.84	3	3	1:19.84
4	1	1:12.34	4	6	1:20.95 <1:20.40>
5	2	1:19.17	5	2	1:23.40
6	4	1:20.95 <1:20.40>	6	1	1:30.93 <1:21.63>
7		<1:21.63> <1:21.32> <backup time>	7		

====> Colorado Time Systems -- Version 3.29.3

The following sequence will be followed at the end of each event.

When event is over, clip the paperwork together in the following order:

- DQ slips
- Colorado meet sheets
- Referee meet sheets
- Lane timer sheets

Give the stack of paperwork to the Runner who will bring it to the Computer Room.

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## Dolphin Timing Equipment Operator Checklist

During each heat:

Verify event number and heat number are correct.

Write file number on left margin of Colorado meet program sheet.

After each heat:

When all swimmers are finished, press Left Ctrl-PrntScrn. Verify Gadwin Printscreen box is around Dolphin window.

Press Enter to print screen and save to file.

Type “r” for Reset.

Type “y” to confirm.

After each event:

1. Give Colorado program sheet to intermediary.

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## Dolphin Intermediary Checklist

After each heat:

Collect Dolphin printout heat printout from printer.

Circle heat and event.

Circle any missing watch times.

Check all watch times across a lane to make sure they do not vary more than 0.3 seconds. If they do, circle the lane row.

After each event:

Create a packet of event papers held by a clothespin with the papers in the following order:

DQ slips from Chief Stroke and Turn Judge.

Dolphin meet program from timing equipment operator.

Referee meet program(s).

Dolphin heat result printouts.

Lane timer sheets delivered by runner.

Give event packet to admin or meet referee for review before sending it to the computer room.

## 8. Runner Duties (Runners)

### 8.1. Seeding Report Distribution

### 8.2. Lane Timer Sheet Collection

### 8.3. Event Packet Between Admin and Computer Room

### 8.4. Results Report Distribution

The responsibility of the running team is to prepare, distribute, post and collect paperwork in a timely manner to minimize delay of the meet and the posting of results.

**Runner tasks are to be managed by Head Runner, to be split among 2-3 runners. All tasks must be completed. Priority level indicated which tasks to complete first.**

#### **Priority 1: right after each event is seeded**

Prepare seeding paperwork:

Meet Programs

Stamp "Referee" in upper right corner; 2 copies if 25 yards (in 25 yard pool) or 50 meters (in a 50M pool), otherwise 1 copy

Stamp 1 "Starter"

Stamp 1 "Colorado"

Stamp 1 "Announcer"

Meet Check-In Sheets

Stamp "Post" and write event number with a circle around it with a thick pen in upper right corner; 2 copies for SRJC, otherwise 1 copy

Lane Timer Sheets; no stamping or writing required Deliver Meet Programs to referees, starter, Colorado and announcer

Post Meet Check In sheets for athletes to find their heat and lane (Post by gender); use blue painter's tape and post in event number order

Deliver Lane Timer sheets to lane timers, not getting in the way of them timing

#### **Priority 2: right after each event has been swum**

Collect lane timer sheets right after an event is over, not getting in the way of them timing, and delivers them to the Colorado in lane number order

Bring event packets from Admin to Computer Room to create preliminary results

Bring event packet with approved results from Admin to computer room for final results

### **Priority 3**

Bring clothes-pinned event packet from Admin to computer room for preliminary results

Bring event packets with preliminary results from computer room for Admin approval

Prepare final results paperwork:

On Results report:

Stamp "Post" on 1 copy

Stamps "Awards" on 1 copy, if giving awards for meet & age group

Awards labels; put underneath Awards results report, if applicable

Post final results report, for athletes to see their results; use blue painter's tape and post in event number order by gender

### **Priority 4**

Deliver 1 final results report and award labels to awards table, if applicable

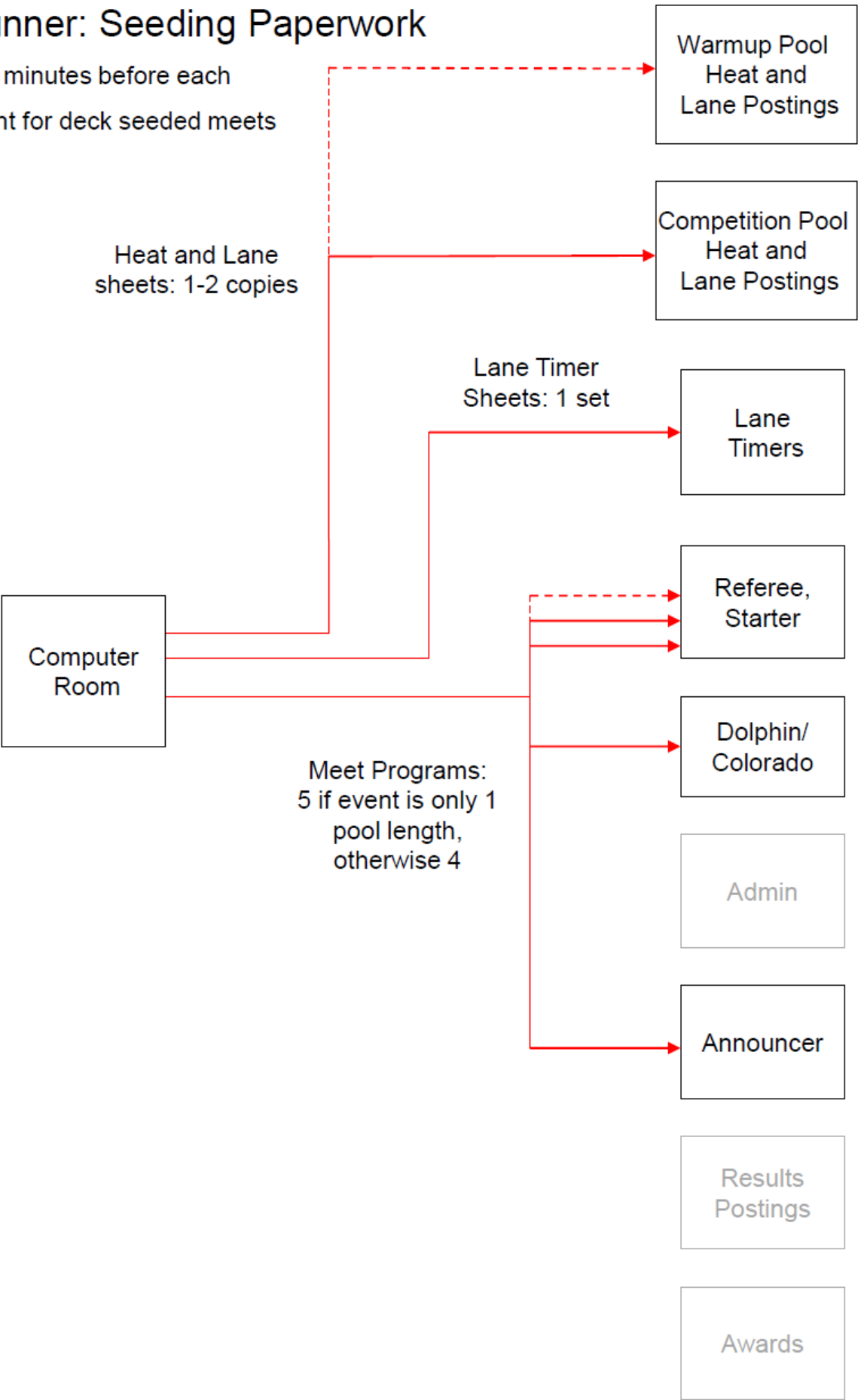
Remove Meet Check-In sheets once the events are completed

Each of the above tasks must be constantly monitored. No more than 2 event packets should be in admin out box.

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# Runner: Seeding Paperwork

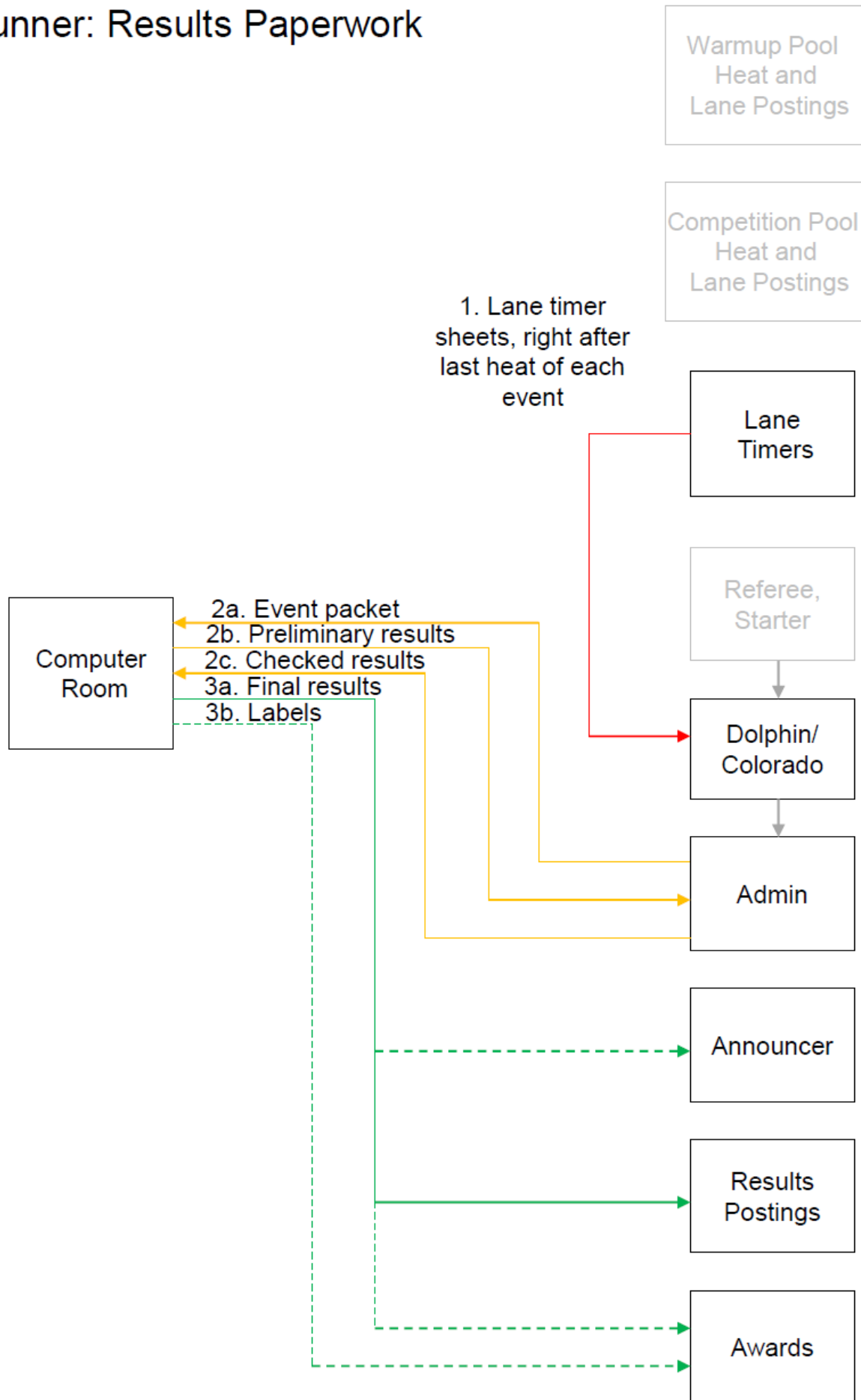
>20 minutes before each  
event for deck seeded meets





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# Runner: Results Paperwork



- 6.1 Stamping
- 6.2 Posting
- 6.3 Lane Timer Sheets
- 6.4 Event Packets

Remote computer room meets only.

#### Final Results Reporting

- 8.1 Complete Results PDF
- 8.2 Top Finishers PDF

For newspaper if requested by meet director only.

- 8.3 Results for Team Manager

If requested by coaches.

- 8.4 Financial Report

Club meets only.

- 8.5 Database ZIP

Masters only.

This document explains how to finish a meet, which includes creating results and financial reports, and submitting them to the governing body, meet director, meet referee and meet admin.

#### Create CL2 ZIP results file

For USA Swimming observed meets only.

File, Export, Results for Team Manager or SWIMS or NCAA Database

Gender = both

Events = Standard Events, Time Trial Events and Swim-off Events

Relays = Relays Plus Athletes

Include splits = selected

OK

OK

Drive = meet drive

Directory = meet folder

OK

File automatically named [meet name]-[meet date][serial number].zip

Create HTML results files

For USA Swimming observed meets only.

Create a main HTML file with all of the results. Then if you are reporting results to the newspaper for a championship event such as high school league, create a second HTML report with only the top 5 results for each event.

Reports, Results

Gender = all

Rounds = All Rounds

Indiv + Relays = selected

Session List = All

Select All to select all events

Columns / Format tab

Export File = Flat HTML (change)

Relay Names = 4

Athlete ID = None

Time Stamp = Date/Time

Top how many: blank

Include in Results tab – only select the following:

Time Stds, if time standards meet (change)

Records, if championship meet such as high school league

Entry Qualifying Time, if there were any qualifying times (change)

Entry Times

No Shows

Prior results, if trials/finals meet

Athlete / Relay Points, if scoring meet

Splits with Prior Results, if using touch pads

Include Team Scores = Combined if scoring club meet, or male and female if high school

Splits / Sort Order / Selected Teams Tab

Splits = Cumulative / Subtracted for all results only, not top 5(change)

Sort Order = Publication Order

Selected Teams = All Teams

Create Report

Drive = c:

Folder = swim meet database folder

File Name = [meet name] Results for main report; append “top 5” for newspaper report if applicable

Save

OK

# Example first page of the main HTML Report:

2/19/2014

2014 Neptune Invitational Results.htm

Licensed to Zone 3 - Championship Meet HY-TEK's Meet Manager 2/19/2014 04:10 PM  
Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014  
Results

## Girls 10 & Under 50 Yard Freestyle

=====					
Meet Qualifying: 35.69					
Name	Age	Team	Seed	Finals	Points
=====					
1 Wells, Emily	10	DAV-SN	29.88	29.76	9
2 Prussel, Emily M	10	DAV-SN	31.71	29.90	7
3 Meraz, Isabelle L	10	DAV-SN	31.17	30.90	6
4 Smith, Rea N	9	SRN-PC	31.91	31.30	5
5 Camahort, Julietta	10	NBA-PC	29.92	31.31	4
6 Chan, Kayla M	10	DAV-SN	35.04	31.70	3
7 Dahlgren, Erika R	10	DAV-SN	33.38	31.86	2
8 Howell, Moreya G	10	SRN-PC	32.03	32.10	1
9 Gulvady, Leena S	10	QSS-PC	32.08	32.15	
10 Cariou-Gomez, Celi	10	DAV-SN	32.23	32.25	
11 Castles, Emily A	9	DAV-SN	31.42	32.36	
12 Van DE Heetkamp, M	10	DAV-SN	33.68	32.43	
13 Burke, Emi C	9	SRN-PC	34.24	33.04	
14 Dequine, Sanne A	10	DAV-SN	32.89	33.07	
15 Huang, Lucy K	9	AH-SN	34.65	33.29	
16 Dao, Jadelynn K	10	QSS-PC	35.28	34.29	
17 Fee, Emily C	10	NBA-PC	35.11	34.31	
18 Clarkson, Stella J	9	SRN-PC	35.41	34.35	
19 Ewey, Amaralyn E	10	DAV-SN	33.94	34.52	
20 Urlando, Izzy S	10	AH-SN	32.35	34.61	
21 Thoreson, Isha I	10	DAV-SN	35.46	34.67	
22 MACLURE, Mielle C	10	SRN-PC	35.40	34.96	
23 Altamirano, Angela	10	DAV-SN	34.07	35.23	
24 Flores, Emilia M	9	AH-SN	35.26	35.38	

## Girls 10 & Under 100 Yard Freestyle

=====					
Meet Qualifying: 1:21.09					
Name	Age	Team	Seed	Finals	Points
=====					
1 Turner, Sydney A	10	AH-SN	1:01.82	1:01.08	9
2 Prussel, Emily M	10	DAV-SN	1:06.52	1:05.95	7
3 Castles, Emily A	9	DAV-SN	1:07.97	1:07.96	6
4 Meraz, Isabelle L	10	DAV-SN	1:08.58	1:08.66	5
5 Cariou-Gomez, Celi	10	DAV-SN	1:10.55	1:10.41	4
6 Dahlgren, Erika R	10	DAV-SN	1:12.09	1:10.85	3
7 Dequine, Sanne A	10	DAV-SN	1:12.95	1:11.18	2
8 Smith, Rea N	9	SRN-PC	1:10.55	1:11.23	1
9 Howell, Moreya G	10	SRN-PC	1:14.47	1:12.31	
10 Huang, Lucy K	9	AH-SN	1:16.20	1:12.39	
11 Gulvady, Leena S	10	QSS-PC	1:11.91	1:12.46	
12 Burke, Emi C	9	SRN-PC	1:15.92	1:14.08	
13 Van DE Heetkamp, M	10	DAV-SN	1:14.72	1:14.19	
14 Thoreson, Isha I	10	DAV-SN	1:14.60	1:14.69	
15 Altamirano, Angela	10	DAV-SN	1:14.74	1:15.08	
16 Ewey, Amaralyn E	10	DAV-SN	1:15.82	1:16.46	
17 Urlando, Izzy S	10	AH-SN	1:18.62	1:16.47	
18 Flores, Emilia M	9	AH-SN	1:17.85	1:16.87	
19 MACLURE, Mielle C	10	SRN-PC	1:19.43	1:17.97	
20 Rosendale, Charlot	9	DAV-SN	1:18.99	1:18.28	

## 9. Troubleshooting Guide (All)

### 9.1. Ethernet Network Problems

If you are trying to copy files over from the Dolphin to the results laptop or access the Dolphin and the copying never finishes, try power cycling the router. If that does not work, try power cycling the results laptop.

If you don't have access to the Dolphin computer log file system `c:\ctsdolphin` from the results computer but you are confident there is a network connection, add everyone to read access to that folder using Windows Explorer right click Sharing and Security.

If the database is laggy and causing errors such as creating a report with lines but no text, make sure it is hosted on the fastest machine. We switched the host from an older Windows 8 machine to a brand new Windows 10 machine at the same St. Helena meet where 3 computers were used for seeding and results and problems went away. Removing one of the 3 computers from the multi-user mode may have also improved or solved the problem.

If public network is selected, you need to turn off the firewall in Windows. But you should have selected private network during original computer setup and hence the firewall setting shouldn't matter. This was preventing network operation at the same St. Helena meet; it might have also had something to do with they were using a router instead of a switch.

Sometimes computers will not see each other on the network. Windows 10 network discovery seems to be unreliable or otherwise not understood by this author. The workaround as mentioned in the Dolphin and Colorado testing guides is to map network drives:

- Verify all computers are connected to the LAN switch and that the lights are flashing on each end of the cable.
- Check the IP address of each computer in Control Panel, Network and Internet, Network and Sharing Center, Ethernet, select the ethernet connection, and check IPv4 address, such as 192.168.10.101. Then map network drive shares to those computers.
- If there are still problems, Ping each computer to see if they are connected by launching `cmd.exe` and typing `Ping [IP address]` and seeing if 4 replies come back within a few seconds.

If you have an intermittent or broken long ethernet cable running from the Dolphin computer to the computer room, it may be because it has gotten cut going through doorways that accidentally get closed. The cable was replaced around 2015 and is showing wear again in 2019. Here is what you can do:

- Replace the cable, but it can cost dozens of dollars and you may not have time during a meet to do this.
- Move the computer room computers next to the Dolphin and use a short ethernet cable, but it can be very loud and hard to concentrate on seeding and results, and once we had everything on one power strip and it's circuit breaker tripped when all the laser printers started printing. It shouldn't have since the load should have been below 12 amps and a replacement power strip did not trip, but it is something to be aware of.
- Bring a USB stick and transfer files manually every few events, but be careful not to disrupt the Dolphin program while a race is on and it is almost impossible to do this during 25s and 50s with very short time interval breaks in between.

- WiFi has been tried twice before but was unsuccessful, once at Finley and once at Petaluma, around 2015. The link would become intermittent when lots of people stood between the WiFi Wireless Access Point (WAP) and the Dolphin computer. Spectators, swimmers and officials all get in the way depending on where the two antennas are. They need to be line of site with few or no people in between. This problem of blockage is worse for 5 GHz than it is for 2.4 GHz. Also the distances of 50' to 100' push the limits for some WiFi networks. However these experiments were run with entry level business laptops that were made between 2009 and 2012 and may have had only lower range 802.11g WiFi vs. longer range 802.11n or 802.11ac which does not improve range over n but supports n. If you try WiFi, make sure to strategically place the WAP and Dolphin computer to minimize people between them, such as putting the WAP up high and put both the WAP and the Dolphin away from the end of the pool where officials, athletes and spectators can get in the way. And before being convinced that it will work for the rest of the meet make sure to test it during a congested time.
- You could hand enter the results when the packet comes in, but that would be very time consuming, error prone and could injure the computer operators due to repetitive motion so I don't recommend it.

## 9.2. Printer Problems

If too much is sent to a printer and it has a memory error, determine what page was last sent successfully, then start printing from that page.

If you load printer drivers and the printer still doesn't work, you might need to reboot. A window might be telling you this, but it could be buried. But if you made a hotspot from a smart phone, it could take ½ hour to update Windows if this is the first time it's seen the internet in a while!

If the printer jams, remove paper tray, open up doors and top, front and back, remove toner, look for jammed piece of paper, and remove it carefully.

If printer doesn't print or is in error state but it's not out of paper or out of toner:

- Power cycle printer; some printers that fall asleep don't wake up and be seen properly
- Restart Meet Manager; older buggier MeetManager versions did this more often
- Restart laptop and power cycle printer; that's what it took once to fix it
- Try replacing the USB cable. One failed at the St.Helena meet in Sept 2017 that looked corroded.

## 9.3. Dolphin Problems

If the Dolphin isn't saving result files, short term use the screen shot printouts or files in a folder on the desktop; mid term switch it out with seeding or results computer but make sure and move the database file; long term may need reinstallation of the Dolphin software to fix it, TBD. This may have been caused by a Windows Update but we are not sure.

If you can't find the last Dolphin results file of the session, go press reset on the Dolphin computer to save it. If they already shut down the app or the computer, you will have to manually enter the results from the printout.

If the scoreboard stops updating, power cycle the wireless scoreboard receiver.

If the printer stops printing, power cycle it. If it still doesn't print, try a different USB port.

If the scoreboard gets started before the referee starts it, don't worry, one of the lane timers accidentally hit their button which started it, but the referee starter signal will re-start it. *The author sees this as a shortcoming of the system to not be able to disable starting from the lane timers.*

If the Dolphin software stops writing files, power cycle and try again. If it persists, swap computers and use one of the computer room computers for the Dolphin and vice versa – they are configured to be interchangeable. Then after the meet take the Dolphin computer and uninstall the software, make a backup of the data files in C:\CTSDolphin, then delete the C:\CTSDolphin folder, then reinstall the software. *Something in the software seemed to get corrupted when this happened.*

If you need to reprint a screen shot, you can find the screen shots saved in the My Computer \Pictures\My Screen Shots\ folder. You can browse them until you find the file based on date and time and checking for the correct event and heat in the screen capture.

If the Dolphin program starts acting erratically -- such as resetting without the timing equipment operator initiating a reset, or not responding to the starter -- reboot the computer and relaunch Dolphin and set up logging and the scoreboard. *This could be caused by not turning off the Dolphin software or computer overnight and the software could have a memory leak that causes problems after several hours, resulting in unexpected behavior.*

Raise base up high to get better reception from watches further away.

Type on keyboard slowly to not outrun the software lag.

Check battery levels at first boot of watches for best accuracy. Replace if half full.

## 9.4. Colorado Problems

## 9.5. Meet Manager Problems

If other computers are shown as logged in and they aren't, close Meet Manager and do the following:

- Control Panel
- Search for File Explorer Options
- Select Show Hidden Files and Folders
- Apply
- Windows Explorer
- Navigate to meet folder



- Delete \*.pxx file

If you can't seed or do results because it's locked by someone else, have the other user deselect that event in their seeding or results tab. If it persists, you may have to have the other person do the seeding or results, or restart Meet Manager on both computers.

If you are trying to enter data and it keeps jumping events or otherwise acting erratic, make sure the keyboard and mouse are clear of papers and clutter. If the problem persists, clean the keyboard and track pad of debris, or if it is clean restart computer. If the problem still persists, decommission computer for meet and see if the problem goes away with keyboard and built in track pad removed. Do not get food or drink in to the track pad or keyboard.

If you try to adjust seeding or results and you try to add someone and they don't move and they are highlighted, that means they are already in the event and need to be dragged and dropped, or deleted and re-added in to a different heat and lane. Ideally Colorado/Dolphin timing operator draws line from old to new lane on Colorado program sheet for results.

If you add an athlete to the meet (deck entry) you need to restart Meet Manager on the Run1 computer to resync the athlete, otherwise they won't show up in Scratch Pad.

If all of a sudden Meet Manager can't see the Dolphin race files needed, if the Dolphin was restarted and has a new race number, Meet Manager needs to be restarted and re-pointed to it to see it.

If it says you've already gotten the same time data, stop, you might be overwriting the wrong earlier event and bad things will happen. If you accidentally overwrote something, first figure out what heat and event you just overwrote and fix it.

If it won't let you enter results because it is by lane, deselect by lane.

If it won't save the edited time, edit or delete the backup times that changed.

If you get results, then scratch someone, then re-result, they may still show up in the results report. To remove, remove them from the event under Athletes.

If you keep getting a server not connected error, make sure Meet Manager auto update is disabled, depending on manual pushing of results.

If results are "non-award division" or show time divisions other than CBA:

Go to Setup, Entry/Scoring Preferences and make sure results are awarded based on seed time, not results time.

Go to Events, Standards and verify only C, B and A are selected for scoring.

If results report is not showing DQs or NSs, make sure top how many = blank, not 99.

If points don't show up in results report for scoring meet, get out of run tab and come back in and try again.

If Meet Manager makes a mistake in the results, such as placing someone above someone with a faster time than them, or second division does not start with second place, or the division is listed as a non-award division as opposed to A/B/C but all the configuration settings are correct, the results are corrupted and they need to be recalculated. Try:

Rescore finals or relist prelims.

Re-get times, then rescore or relist.

Restart Meet Manager, then re-get times, rescore or relist.

Restart Windows 10 and Meet Manager, then re-get times, rescore or relist.

Turn off power, then start back up Meet Manager, re-get times, rescore or relist.

If time divisions are repeated i.e. "AAAA AAAA" instead of "AAAA" go to Events, Time Standards, and remove comments from division tag boxes that the database setup person entered in Standard Description.

## 10. Appendix A: Binder Front Cover

Print the next page and insert in to binder front cover clear sleeve.



## 11. Appendix B: Binder Binding Label

Print this page, cut and insert in to binder binding clear sleeve.



Neptune Swim Club  
Swim Meet Documentation