Swimming New South Wales

Introduction to Running a Competition using Meet Manager

Presentation Part 1

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Purpose:

To educate viewers on how to run a competition using the Meet Manager program as well as extra skills that may be needed.

Audience:

Club and District administrators running meets as well as technical officials looking to learn the program in preparation to gain their MM Operator accreditation.

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Skills included:

Exporting events for Team Manager and uploading into the Swim Central website:

1. From the main menu screen, click on the file tab and select Export.

2. Then click on Events for TM.

3. A "check your meet parameters" screen will appear and once checked, click Yes.

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4. A qualifying times and conversions screen will now appear for you to check and then click OK.

5. You can either save this information in the default C: drive swim meets folder or you may wish to save all of this data to an external drive such as a USB, in which case you would select the appropriate drive and location.

6. Click OK to save.

7. You will now see the zipped successfully screen. Click OK.

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You should have already saved a backup file of your data. This backup file is the file that can be sent to Race Secretaries to use for entering their swimmers if they do not use Team Manager and are not entering your meet using the Swim Central portal. To create a backup file:

1. From the main menu screen click on the File tab and then select Backup from the drop down list.

2. Once again, you can either save this information in the default C: drive swim meets folder or you may wish to save all of this data to an external drive such as a USB, in which case you would select the appropriate drive and location.

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3. Click OK to save.

4. When the Backup Options screen appears, click OK.

5. Once the backup is complete, click OK. This backup file and the Events file are known as Shells.

6. You can now start advertising your meet by placing the Meet Manager Backup file and the Team Manager Events file, along with a Program of Events on your Club/Area/Swimming website so that external clubs entering your meet can download them, enter their swimmers and send back an entries file for you to import into your Meet.

These forms of entry are known as E-Entries.

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

The two files that you have created and saved will look like this:

MEET MANAGER FILE   TEAM MANAGER FILE

Swmm8BkupTest Event 2021-01   Meet Events-Test Event
                                  2021-23Jun2021-001

You will need to give the Team Manager Events file to your Race Secretary or another person from within your Club/Area for upload into the Swimming Australia Swim Central portal so that swimmers may enter directly online.

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There is helpful information on how to do this on the Swimming Australia Website through Swim Central. See the link below for step by step instructions:

https://support.swimming.org.au/hc/en-us/articles/360002101276-How-to-Create-a-Meet-in-Swim-Central

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Skills included:

How to open a meet in Meet Manager:

Scenario One - You are the Race Secretary entering an External Meet.

You have the MM Shell saved somewhere safe, ie Desktop, USB etc.

So let's import the Shell into MM so that you can enter you athletes and Relays.

1. Click on File from the Main Menu screen.

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2. Choose Restore and then choose your restore method, this is usually the 4th dial point = Unzip, copy database to a selected folder, and open this new database. Click OK.

3. Find the location of the Shell ie Desktop, USB etc.

4. Highlight the Backup file and open.

5. MM will prompt you to save this to the C: drive or you can choose another location by clicking on Open Folder path. Then click OK.

6. Click OK to the next two prompts.

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7. If you see the Log In to: screen, you can just click OK. You will be automatically logged in as Admin and should not change this unless networking. The meet database will now open. (Check across the top of your screen to ensure that this is the correct meet).

Now the Shell is open in Meet Manager you just need to enter your Team name, your athletes and any relays if applicable.

Once you are happy with your entries remember to make a backup!

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Now from the Main Menu screen, click on Export and choose Entries for MM Merge of Same Meet.

Click OK to the next two prompts and save the file to the appropriate location.

All you need to do now is email this MM Entries file back to the Host Club.

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Scenario Two - You are the Race Secretary for the Host Club and you are importing Meet Manager entries into your Meet from external Clubs.

1. With the MM Meet Shell open and from the Main Menu screen, click on File -> Import.

2. Now you need to choose Merge Entries MM to MM.

3. Find where you saved the incoming entry files and choose this location.

4. Click OK when the Unzip screen appears.

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5. Then click on the .HY3 file when it opens.

6. Click OK to merge.

7. Select No if you are not using Competitor numbers, which you probably won't be. Then click OK.

You can now check your Teams and Athletes and they will have all imported into your Shell.

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Scenario Three - You are the Meet Manager operator on the big day and you are given the Back Up file with all the details (usually on a USB stick).

1. From the Main Menu screen, select File - > Restore.

2. Restore Method: Unzip, copy database to a selected folder, and open this new database -> OK.

3. Choose the location of your Meet Manager backup (usually on the USB or perhaps you have already saved this to the working computer).

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4. Highlight the backup file and open. MM will prompt you to save this to the C: drive or you can choose another location by clicking on Open Folder path -> OK.

5. Click OK on the details message and again on the backup unzipped message.

6. If you see the Log In to: screen, you can just click OK. You will be automatically logged in as Admin and should not change this unless networking. The meet database will now open. (Check across the top of your screen to ensure that this is the correct meet).

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Skills included:

How to set-up Meet Manager for use with timing systems:

1. You must have the timing system (ie Dolphin Timing) that you will be using connected to either the same computer as Meet Manager or a secondary computer that can be networked to the MM computer. This allows access for the MM computer to read the timing files stored on that computer.

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2. From the Main Menu screen, click the Run tab.

3. Now click on Interfaces -> Set-Up -> Timing Console Interface.
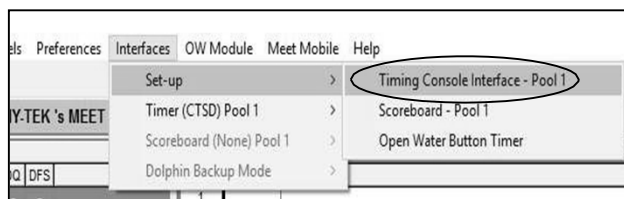
4. Make sure the Timing is set to Colorado Time Systems Dolphin or the Timing System that you will be using. You can choose either Dolphin option. If you will not be recording splits it is still OK to select the Dolphin timing option with splits. Click OK.

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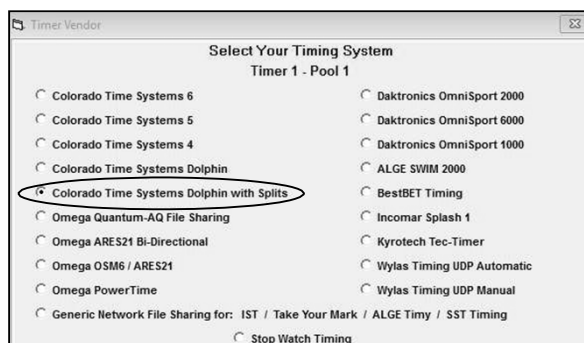
5. Be sure to select your Timing System, otherwise the Timer (CTSD/CTSS) under the Set-up tab will be greyed out which will indicate that you have not chosen the correct system and you will not be able to access and use the Dolphin or other timing system files.

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6. Start the Dolphin Timing Software.

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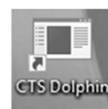

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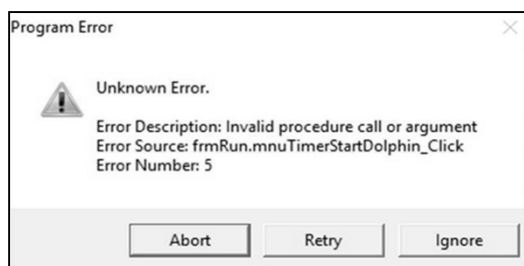
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8. Click on the Interfaces tab again and then choose Timer (CTSD/CTSS) Pool 1 -> Start Dolphin.exe
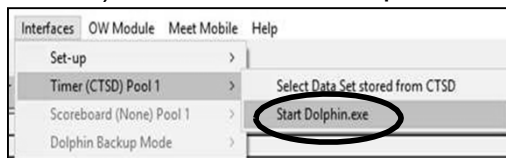
9. Or, you can start the Dolphin application from the computer desktop by double clicking on the CTS Dolphin icon.
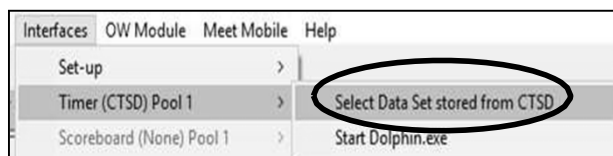
10. The CTS Dolphin Timing screen will then appear.
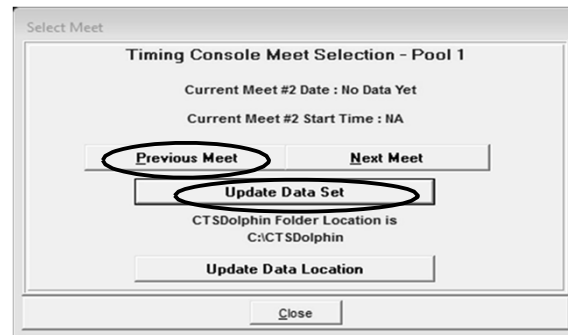
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The last thing you need to do for the Dolphin setup is to select the Data Set for your current meet.

1. Again, click on the Interfaces tab -> Timer and then Select Data Set stored from CTSD/CTSS.

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2. The Interface will display the Select Meet screen with the current data set that MM is pointing to.

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3. Click on Update Data Set, MM will refresh all data sets and files that are found in the CTS Dolphin folder since MM has been started.

4. Click Previous Meet.

5. Click Close.

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

** Remember that one or two files may have already been written if you have done a test start.

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Swimming NSW Website

From Main Menu
    -> Technical Officials
    -> Learn
    -> Training Courses
    -> Training Materials
    -> Training Notes
    -> Dolphin/Meet Manager Manual

Or type the following address into your web browser:

https://nsw.swimming.org.au/sites/default/files/assets/documents/Dolphin_MM_Manual_Jan2021.pdf

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Skills included:

What can go wrong - examples and how to fix:

- o How to check if MM is working
- o How to scratch swimmers from races
- o Swimmer swims in wrong lane
- o Did not start/swim (NS)
- o Did not finish (DNF)
- o False start or disqualification (DQ)

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How to check if MM is working:

Before any meet you must check if the timing system and the MM program are talking to each other.

The best way to do this is to do some test starts once you have set up your timing equipment and computers and before the meet starts.

You can have the starter test the starting equipment and have a couple of the watches pressed for times.

Alternatively, if using the Ares or Quantum timing system, set a up a test event and then bring these "dummy" times into MM to see if both systems are communicating with each other.

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How to scratch swimmers from races:

There are several ways to scratch a swimmer from a race/races, either before the event has started or during the races.

You can either go through the athlete's file and scratch from there or you can do it through the Run screen or via the Adjust tab.

It is always good practice to note on your paperwork what heat and lane the swimmer is in, just in case the swimmer needs to be reinstated.

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Swimmer swims in the wrong lane:

Once again there are a couple of ways to move swimmers or Relay teams from lane to lane or from one heat to another heat.

For swimmers, you can do this either from the athletes file, straight from the Run screen or by using the Adjust tab.

For a Relay team you can use the Relay menu, through the Run screen or by using the Adjust tab.

For relays, you can also swap the order of the swimmers through the Run menu using the Rel. Names tab.

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Did not start/swim (NS):

In the case of a swimmer who does not swim in an event, the timing system will usually send you through a message by indicating that there is no time in that lane (NS). Dolphin watch operators can blank their lanes and if using Quantum, a message will appear stating that MM has not received the expected number of finishes.

As an operator, you should be marking your program where there are any empty lanes. This is then a cross check when no times appear for certain lanes.

An "NS" is usually used in the Finals Time column for that lane so that MM can finalise the result for that particular race.

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Did not finish (DNF):

When a swimmer starts in a race but fails to finish, you will need to put a DNF in the Finals Time column for that swimmer.

Once you type the DNF, MM will automatically regard that as a DQ and the DQ box will be ticked. If you have the DQ Code column showing in your Run screen, you will also note that the DQ code 7Q appears in the DQ Column. This allows MM to list the swimmer as a DNF rather than a DQ in the final results listing.

The Meet Convenor/Referee of the meet may wish you to take the swimmer out of the results listing altogether. This is done by simply double clicking on the swimmer's name which effectively scratches him or her from that race.

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False start or disqualification:

If a swimmer is disqualified for starting before the starting signal or for any other infraction, DQ is to be placed in the Finals Time column for that swimmer.

If using Dolphin or similar timing, the MM operator will have to manually type this in. If Quantum is being used, the operator may put the DQ in through their timing system so that the DQ will appear on the scoreboard when they officiate the race.

This will then be sent to MM along with all the other times and will automatically appear as a ✓ in the DQ column. The Final Times column may be blank in which case the MM Operator may have to manually type DQ in to be able to finalise the race.

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QUESTIONS

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