

Swimming New South Wales

Introduction to Running a Competition using Meet Manager

Presentation Part 2



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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:

Relay Requirements:

Setting up your relays is done through the Relay Screen and this can be accessed from the Main Menu screen or through the Run screen.

If you have imported your entries sent in from other clubs or if you have downloaded the entries from Swim Central, relays should have been included in the import of data. However, sometimes relays are left to the day of the meet to be sorted out and changes are quite often made for many reasons. It is simple to add extra relays, add or remove swimmers from relays or move swimmers around within a relay team.



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Adding a Team through the Relay Menu tab:

From the Main Menu screen select the Relays tab.

When the Relays screen opens up, you need to highlight the Event # of the Relay you are entering a team into.

All Teams competing at your carnival will be listed in the bottom right-hand corner of the screen. Double click on the name of the team you wish to enter into that event.

The Relay Designator (A, B C etc.) box will then be displayed which allows you to enter several teams from the one club into that relay event. The first team will be the A Team, click OK.



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The team will then be added to the Relay Team Entries.

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

You should also put the Heat and Lane into that column if known, otherwise you will have to do this manually through the Run screen or you may even need to re-seed that event.

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



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Double click on the name from the swimmers listed in the order that they will swim. You will notice that they transfer over to the Relay Order field.

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

Once all your relay teams and swimmers have been entered, close out of the Relays screen and all your information will be saved.

You can go back to this Relay screen from the Main Menu screen at any time to add or alter relay information.



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Deleting a Relay Team:

From the Relay Menu screen, make sure you highlight the correct event and the correct team.

To delete a team simply double click on the team name and answer Yes.

Deleting swimmers from a Team and/or adding swimmers:

To delete a swimmer, double click on the swimmer's name in the Relay Order section. This swimmer can then be replaced by double clicking on the replacement swimmer under the Eligible Athlete section.



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Changing the order of swimmers:

To change the order of the relay swimmers, use the click and drag method to move the swimmers from one position to another.

If your relays are being run as heats and finals, remember to copy the Preliminary names over to the Finals column in the Relay Order section. You can either use the Copy Pre to Fin button or you can simply click and drag the appropriate swimmers into the Finals column.

You can change either of these columns independently of the other. This quite often happens when swimmers withdraw from the Finals session.



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How to delete a Relay Team via the Run screen:

To delete a team, simply double click on the relay team name from the Event and heat where they are listed and answer Yes.

How to delete/add swimmers or change the order of swimmers via the Run screen:

Ensure that the Event number is selected and also the correct heat number.

Click on the Rel Names (Ctrl R) tab to the left hand side in the middle of the screen.



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You will see that all the Teams and their swimmers are listed for that event and heat.

Click on the appropriate team and then double click any swimmer that is not swimming.

You can also double click on any swimmer that needs to be added and/or you can click and drag the swimmers to place them in the correct order.



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If you need to add an extra team into an Event, you can do this through the Adjust tab.

From the Adjust screen, click the Show Teams tab across the top if the Teams are not already listed below and then double click or click and drag the teams to the appropriate lanes.

You will still need to use the Rel Names (Ctrl R) tab to add the swimmers once you have added the extra team/s.



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Skills included:

How to set-up and up-date records:

If setting up Records for your Meet, you will need to do this prior to the Event. You can add records while the meet is running but is not recommended.

1. From the Main Menu screen, select Events and then choose Records.
2. As soon as the records screen opens, you will be prompted to edit the first tag name (Record name) before proceeding to enter your records. Click OK.



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3. Double click on the Tag Name "Edit Me" to give your records a name and a flag indicator.
4. You now need to enter the information for each Record by clicking into the appropriate field to enter the TIME, DATE, RECORD HOLDER'S NAME and CLUB for all events. You can now close out of this screen.

TIPS: You do not need to use the decimal point when adding times - Meet Manager does this for you. Also, as with any database, make sure you click out of the last cell to ensure that data is saved.

You only have to initially enter records once, as these records can now simply be updated for any future meets.



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When you are in your Run screen, if a swimmer swims a time better than the record set for that event, the record listed for that event will turn turquoise, alerting the MM operator that a Record has been broken.

So that records are kept up-to-date, the MM operator should update records as the meet progresses.

From the Run screen, click on Events -> Records -> Update.

Any records that have been broken will appear in the Update Records screen and will be highlighted in yellow.

Once checked, click on the OK button and all records will be updated automatically.



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Skills included:**When and how to Re-seed / Amalgamate:**

Most meets are seeded prior to the meet commencing so that programs can be printed or advertised.

Re-seeding should not be undertaken lightly and should only occur when instructed to do so by the Meet Convenor/Referee or if seeding up for finals.

Where events can be shortened for time saving purposes, the MM operator should confirm if the event is being amalgamated or is being re-seeded.



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An amalgamation occurs when heats are being compacted down into each other and where the faster heats will not be impacted if possible. Usually only the slower one or two heats are affected and combined.

If adding swimmers from slower heats into the faster heats is necessary, then it would be more realistic to re-seed that event.

Consideration should also be given to the amount of time it may take to organise a re-seed and to re-issue new heat sheets efficiently and without holding up your meet progress.



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Amalgamations are done quickly through the Run screen using the Adjust tab.

If you want to leave the swimmers who did not swim in the first heat and show them as NS rather than scratch them completely, move them into heat 1 and then drag the remaining swimmers into heat 2 into their appropriate lanes. Click on Save before exiting the Adjust screen.

From the Run screen type NS next to the swimmers in heat 1. You will then need to advise the Timing operator that the event will be a heat 2 start and send them through the new start list.



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If you want to remove the no-shows and empty heats altogether, click on the Adjust tab and simply double click on any swimmer who is not competing to scratch them and then drag the remaining swimmers into position.

From the top of the screen, click on the Delete Empty Heats tab and answer Yes to the check box. Remember to Save before exiting.

You now need to send the new data information to the timing operator if necessary to ensure that the new heats and lanes will appear correctly on any scoreboard.



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Re-Seeds can be done through the Seeding tab from the Main Menu screen or you can click on the Seeding tab from the Run screen.

Before re-seeding the event, you will need to take out the swimmers who are not swimming. This can be done either from the Run screen, through the Adjust button or through the Scratch Pad in the Seeding screen which is the quickest and preferred method.

1. From the Run screen, double click on the swimmers from each heat that will not be swimming to scratch them from the event and then click on the Seeding tab, select the correct event and click Start Seeding.



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2. From the Adjust screen, double click on all the swimmers that will not be swimming to scratch them from the event. Make sure that you click on Save to ensure that your changes have been saved before exiting. Click onto the Seeding tab, select the correct event and click Start Seeding.

3. From the Seeding screen, highlight the event that is to be re-seeded and then click on the Scratch Pad tab. The competitors in the Scratch Pad screen may appear in time order or alphabetical order. You need to see these in alpha order to make scratching quicker. Just click on top of the Name column or the Time column to sort in the order required.



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4. Place a tick in the SCR column to take out all of the swimmers who are not swimming in the event. Ensure that you click on the Save button before exiting this screen.
5. Click on the Start Seeding tab and your event will now be reseeded incorporating the changes. If you have the "Prompt if a Re-seed" box ticked, MM will ask you if you are sure if you want to proceed. This is handy to have ticked as it can save you from inadvertently re-seeding the wrong event. Click OK once re-seeded.



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6. Ensure that you advise all timing people of the change to the number of heats. If using Quantum, ensure that the event is re-uploaded to the operators.
7. You should also now print off new marshalling sheets or programs to give to the Marshals, Referees, Starters and Announcers and any other interested people.



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Skills included:

Reasons why and how to judge events:

Two reasons why you may need to judge an event is either to break a tie break situation for placings or to adjust points.

Also, Multi-class swimming often uses the Judge function because with these athletes, the first place-getter is not necessarily the winner of the event.

MC swimmers are judged on the times they swim and the number of Multi-Class points that they achieve for their gender, age and class. We will look at these swimmers later in the course.



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An example for judging an event may arise where you have two swimmers with equal times for last place and first reserve in a Final and a Swim-Off may take place to determine which swimmer will progress. You need to judge those two swimmers so that one will be listed for the final and the other swimmer will be ranked first reserve.

To judge this event for placings, ensure that you are in the specific event in the Run screen. Click on the JD (Ctrl J) button which brings up the Judging screen.

In the left-hand JD PL column, place a 7 next to the swimmer who came second in the swim-off and will now be the first reserve swimmer in the final.



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The swimmer with the fastest time from the swim-off will remain at number 6 and will now be placed in the final. Click OK.

For scoring purposes, you may need to alter points scored for swimmers. This may happen when two swimmers achieve equal times.

MM will automatically add the two placings points together and give half to both swimmers. This should not happen because if a swimmer places 3rd, for example, that swimmer should receive the correct amount of points for that placing.



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For example, if a swimmer receives 8 points for coming 3rd and a swimmer receives 7 points for coming 4th, MM will add 8 and 7 together and divide 15 between the two swimmers who came equal 3rd. This gives only 7.5 points to both swimmers when they should receive 8 points each. This needs to be adjusted.

Once again from the Run screen and with the specific event highlighted, click on the JD tab.

This time from the right-hand side under JD Points, type in the correct number of points for the equal place getters.

Click OK.



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Skills included:

Scoring and the different types of point systems:

If you are scoring your event, you need to set up the point scores from the Main Menu screen.

There are several types of scoring options. Mostly you will use the Standard points for Individuals and Relays. You can however, incorporate points scores for different Divisions (mostly used by school swimming) and you can also set up different point scores for Men and Women.... not recommended! 😊



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1. For standard meets and from the Main Menu screen, click on the Set-up tab and select Scoring Setup from the drop down options -> Standard.
2. Here is where you can set your points for Individual and Relay events. Usually, Relays are double the Individual points. You can also choose how many places will score points. Once you have typed in your points, click OK.

If you want to set up different point scores for different Divisions, you will need to change the Meet Set-up to reflect these options and then you will need to set up your Divisions.

1. From the Main Menu screen, click on the Set-up tab -> Meet Set-up.



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2. Under Meet Type, change from Standard to Divisions -> By Event. Click OK.
3. Once again from the Main Menu screen, click on Set-Up -> Entry/Scoring Preferences from the drop down.
4. Under the Scoring/Awards tab, tick the "Different point system for each Division" check box. Click OK.
5. Again, from the Main Menu screen, click on the Set-up tab and then Division/Region Names -> Divisions.
6. Double click on the Division number and then add a code and a name for the divisions you wish to use. Set up each Division as necessary. Close out.



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7. Now you need to set up your point scores for each Division. From the Main Menu again -> Set-up -> Scoring Set-up -> Standard. Click on Championship from the drop down box and add points. Now choose Division 1 and add points accordingly -> OK.
8. We now need to set up each Event according to its Division. From the Main Menu screen, click the Events tab. You will now see that when setting up an Event, you will be able to set up which Division that each event will fall under.
9. The last thing to do is to set each Event to Score so that the points will be awarded.



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Skills included:

How to create, print and save available reports:

There are many reports that can be printed out of MM and will change from meet to meet depending on the specific requirements of each meet.

Some of the most common reports needed would be Swimmer of the Meet, Champion Boy and Girl, Overall winning Club, Age Champions.

You can also print Team and Athlete rosters, a List of Record Breakers and do an Entry Fee Summary for your Treasurer.



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All reports can be accessed from the Main Menu screen under the Reports tab.

For a list of the athletes entered into your meet:

Reports -> Athletes Rosters. Choose your preferences and create report.

For a team listing:

Reports -> Teams. If you click on the Athlete/Entry count under the Team Rosters tab and create report, you will have a breakdown of each club that has entered your meet and will include the number of males and females, the number of individual entries and the number of relays entered for each club.



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For an Entry Fee summary:

Again click Reports -> Teams. This time click on the Entry Fee Summary tab and create your report. This will show you the number of Individual entries plus Relays and show the amount paid by each club. This can only be done if each event has been set up with an Entry fee.

For a list of your record breakers:

Reports -> Meet Summary -> Record Breakers -> Create Report.

With any report that you create, you can print these on the day of competition or save them as a .pdf for distribution at a later date.



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Once your report is created, simply click on the printer icon to print on the day otherwise if saving to a .pdf, click on the Export Report icon and click OK to the next two message screens. Select the folder where you want to save the file, change the file name if necessary and then click Save.

For all your Point Score reports:

Reports -> Scores

1. Top Scoring/Winning Club -> under the Format tab ->

- Report Type section -> Team
- Report Gender Choices -> Combined
- Athlete Criteria -> No Age Criteria
- Points -> Standard Points
- Select all events - Create report



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2. Swimmer of the Meet -> under the Format tab ->

- Report Type section -> Individual
- Report Gender Choices -> Combined
- Athlete Criteria -> No Age Criteria
- Points -> Standard Points
- Select all events - Create report

3. Champion Boy and Girl -> under the Format tab ->

- Report Type section -> Individual
- Report Gender Choices -> Male and Female
- Athlete Criteria -> No Age Criteria
- Points -> Standard Points
- Select all events - Create report



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4. Age Champions -> under the Format tab ->

- Report Type section -> Individual
- Report Gender Choices -> Male and Female
- Athlete Criteria -> Use Age Criteria -> click on the Age Criteria Button
- Choose your Low and High Age Groups -> OK
- Points -> Standard Points
- Select all events - Create report



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Skills included:

How to back up and save a database:

It is good practice to save your data several times during the set up process and also during the meet. If your computer crashes or data is lost for some other reason, you can always restore the backup so that not all of your data is lost.

From the Main Menu screen -> File -> Backup.

MM will save to the default C:swmeets8 (7, 6 etc) or you can choose the File Path where you want to save this file.

Click Ok. Answer OK to the next two prompts and your MM database will be saved.



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Once your meet is finished, the final backup file that you create will be the one that can be sent to other clubs for their results if that is how they want to receive that information.

If you need to transfer data from one machine to another using MM, this is the file that you would restore from.

To restore the information onto another machine, simply use the Restore function.

From the Main Menu screen -> File -> Restore.

Choose your Restore Method. This would usually be either the first or fourth dial point.



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Be careful not to override any current information that you already have in MM with old data if using the first dial option.

If unsure, before using the Restore function, make a backup. That way if you do inadvertently override current information with old data, you will have a backup of your meet at that point in time to return to.

Select your MM file location.

MM will save to the default C:swmeets8 (7, 6 etc) or you can choose the File Path where you want to save this file. Click Ok and the MM database will be unzipped. Answer OK to the next two prompts and your meet will open.



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QUESTIONS



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