Swimming New South Wales

Introduction to Running a Competition using Meet Manager

Presentation Part 3

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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:

How to set up a Swim-Off:

You will only need to set up a swim-off if you are running a heats and finals program or if you are looking to advance only a certain number of swimmers for a following round or meet.

1. From the Run screen, ensure you are in the Event that you are creating the swim-off for. Click on the swim-Off tab at the top of the screen.

2. A message box appears asking if you want to create a swim-off for that event -> Yes.

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3. A swim-off set up message will appear asking if you want to create a swim-off in that session using the event number with an "S" added and gives you the option to change that number.

4. Best practice here is to rename the swim-off event something away from the actual event. For example, if your last event for the meet is in the 100's, name the event 300 and something to clearly set it apart from the normal events in the program. Also, some timing systems do not recognise Alpha sequences.

5. Answer Yes for this message and then change your swim-off event number. Click OK.

6. Tick and highlight the swimmers involved in the swim-off from the athlete box that appears and then click OK.

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You will now see the swim-off event in the list of events swimming in that session.

The only other thing you may need to do is move the swim-off event from the bottom of the event list to where the swim-off may actually be occurring. You do not have to do this: however, it does save some confusion if you have a big meet with many events and several sessions. Once again, good practice.

1. Click on the Events tab at the top of the Run screen and then click on the Sessions tab.

2. Select the session where the event is being run. You will see the swim-off at the bottom of the list. Now you can click and drag it to where it will actually be swum.

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Skills included:

How to change an event from a heats and finals format to a straight final:

This is a tricky process as events cannot be changed from a Heats and Finals format to a Timed Finals format if the event has already been seeded.

To do this, you will need to purge the seeding, change the event status and then reseed the event.

Before making any changes or doing any purging, it is highly recommended that you do a backup of your database.

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1. Firstly, delete any swimmers that will not be swimming in that event.

2. From the Main Menu screen -> File -> Purge -> Reset Event Results and Seeding.

3. Highlight the Event number and then click Re-set. You will get a message to confirm -> Yes.

4. Go back to Events and edit the event. In the Rounds section, change status from Prelims/Finals to Timed Finals. Click OK.

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5. Now go back into the Run screen and you will notice that this event has now been removed from the heats session and listed as a timed final in the finals session only.

6. Lastly, we now need to seed this event back up with the remaining swimmers.

7. From the Run screen, click on the Seeding tab.

8. Highlight the event and then click Start Seeding. This event will now be seeded.

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Skills included:

Running heats and finals and using the scratch pad in seeding:

We have touched briefly on using the scratch pad for re-seeding events and it is the same process for seeding up finals for an event.

1. Once all the scratches have been received from any final, go to Seeding and select the Finals session.

2. Highlight the event to seed and then click on the Scratch Pad.

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3. Ensure this time that the entrants are listed in time order.

4. Scratch any swimmers that are not contesting the final and then click Save.

5. Now click on Start Seeding.

6. The event will now be seeded and will list alternates (reserves) for that Final.

7. You can now print up your program for the Finals Session.

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Skills included:

How to publish results:

Results are published during the course of your meet and can be posted at the pool or sent to Meet Mobile.

At the end of your Meet, results can be published on your website, sent to Clubs/Area Race Secretaries for them to put on their website and uploaded into Swimming Australia's Swim Central National Results Database.

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Publish Results throughout the Meet:

You can publish results from the Run Screen.

If you are not scoring your events, once all heats in an event have been completed, click on the List button and the result page for that event will be listed. You can either print this report by clicking on the Printer icon or save to .pdf.

If saving to .pdf, click on the Export Report icon, 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.

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If you are scoring your event, once all heats in an event have been completed, click on the Score button and the result page for that event, with scores, will be listed. You can either print this report by clicking on the Printer icon or save to .pdf.

Results can also be printed at any time by clicking on the Reports button from the Run screen or the Main Menu screen and choosing the Results option.

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Publish Results to Meet Mobile:

You must have an internet connection for Meet Mobile to work during your meet.

From the Main Menu screen, click on the Set-up tab and then select Meet Mobile Publishing from the drop down.

From the Meet Mobile Publishing screen, under the Settings tab, you can either select Full Meet Data with Free Heat Sheets or click on the Restrict Heat Sheet Data option which will allow all Meet information to be accessed except for Heat Sheets.

Now click on the View Contract button to view and agree to the contract.

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In the Active.Com Account Setup screen, enter your name and date of birth. This does not need to be your actual DOB as long as the date entered ensures you are over 18 years of age. Click on the Agree button.

Click on the Confirm button and when the Confirmation screen appears, click Yes.

Now click on the Publish tab and choose your scoring options. I do not recommend using the "Display the Event Time Line" option so unclick that box. Click on the Publish General Meet Information button and then close out the screen. Click OK.

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Now that Meet Mobile has been set up and published, you need to ensure that it is operating within the Run screen. To activate, click the Meet Mobile tab on the top right of the screen and highlight the Session/Sessions that you want to publish. Now tick the Activate The Meet Mobile System box.   Close out.

You will now see in the Run screen, that the Meet Mobile Enabled message is green.

From the Run screen, Meet Mobile can be activated as long as the date of operation is on or after the start date of the meet and within seven (7) days of the end of the meet.

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You can upload an entire Session's results at any time from the Run screen by clicking on the Meet Mobile tab on the top right of the screen.

Be sure the Activate The Meet Mobile System check box is ticked and select one or more sessions.

Click Upload Session Results and all completed events within the session will be uploaded along with both cumulative and subtracted splits.

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Publish Results for distribution to other clubs, websites and for upload into the NRD:

1. To send a .pdf report to interested parties, once your meet has finished, click on the Reports tab from the Main Menu screen -> Results.

   Highlight all events in the meet, select your preferences and then create report. You can now use the Export Report icon to save to .pdf for emailing.

2. To save the results for uploading into another Meet Manager program, make a backup file as previously discussed. You can now email this backup file to anyone who needs it.

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3. To save the results for uploading into Team Manager and for upload into the Australian NRD;

    o Click on File from the Main Menu screen
    o Select Export -> Results for Swim Manager or SWIMS or NCAA or USMS
    o Click OK to the next two messages and then choose where you will be saving this file by opening Folder Path and click OK.

You have now created a Results file and this file can be distributed to any interested parties for uploaded into their Team Manager database and can be forwarded to your Club Race Secretary for upload into the Swim Central NRD.

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Skills included:

Setting up a meet incorporating Multi-class swimmers and events:

If you have Multi-Class swimmers attending your meet that have different classifications but will be competing together, you may wish to set your meet up so that Meet Manager works out the correct placings and point scoring for you. This is based on the information that you enter for each of these swimmers.

The first thing that you need to do is set your meet up as a Disability meet. Doing this will only affect Multi-Class swimmers and the other able-bodied athletes will be placed and scored as usual.

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From the Main Menu screen, click on the Set-Up tab and then select Meet Set-Up.

In the Meet Set-Up screen, change the Class section from Age Group to Para Swimming. All your normal information remains the same. Click OK.

So that the scoring and placings will be correct, you need to also set this up. From the Main Menu screen, click on the Set-Up tab again and choose Entry/Scoring Preferences -> Para Meet tab.

Choose Australian Paralympic Points (LC and SC Meters only) from the Paralympic Point System drop down box.

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You also need to tick the Rank Results For Multi-class Athletes box. Click OK.

If you have dedicated MC events incorporated within your meet, you need to ensure that these events are set up as Multi-Class Events in the Event Type section.

When adding MC athletes to your meet, ensure that their Status is shown as Impaired and that the Para Classes boxes are included, ie: S10, SB9, SM10.

You also need to ensure that Special Points are ticked in the Results preference screen so that the MCPS (Multi Class Point Score) points are included in the printout and this will enable MM to place these swimmers according to those points and NOT your normal point scoring system.

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With MC swimming, the fastest swimmer is NOT always the winner.

In the background, Meet Manager calculates the results time against the World Record for that swimmer based on gender, age and Classification.

What MM does not do however, is allocate the standard points that you have set up in the correct order. MM will still allocate the points based on the fastest times.

You now need to go into the Run screen again and Judge these points accordingly if they are not in the correct order before the official result is published.

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If you are running heats and finals events for MC swimmers, you may also need to have a look at your seeding for the Finals program in those events.

Meet Manger will seed these swimmers by using their heat placings and not their heat times. Consequently, what this means is that the fastest swimmers will not necessarily be in the middle lanes and you may need to manually adjust this.

Once you have seeded up the MC events for the finals, go through the Adjust button from your Run Screen and use the click and drag method to "manually" seed the swimmers into their correct lanes based on their heat times.

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NOTE: If you do have MC swimmers at your meet, you may need to check if they are also swimming in able-bodied events.

If they are, in the able-bodied events you will need to go into their Athlete Profile and change their Status back to Normal and remove their Classification numbers before you print those results.

If you do not adjust their Status profile for this event, the result printout will throw the MC swimmer to the bottom of the page which may not be a true indication of where they placed in that event.

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By changing the Status in the Athlete Profile, the MC swimmer will be placed where he/she actually places in that able-bodied event which is correct.

NOTE: Do not forget to change the MC swimmer's Status profile back again if they have any more MC events to swim later in the meet.

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Skills included:

How to Set-up Advancers:

You may need from time to time to send a team of swimmers from your carnival onto the next round of competition. This can easily be done by setting up the Advancers option.

The first thing that you need to do is ensure that all the swimmers that will be advancing to the next round are entered as the team that they will be representing. For example, all the competitors that swim at your carnival (round 1) are from different Clubs but once they advance to the next round (round 2) they will all be swimming under your Area name.

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Select Teams from the Main Menu screen, click on Add and add the name of the Area that your swimmers will be representing.

It is highly recommended that you back up your database at this point if not already done.

Now from the Athlete tab, select the Transfer tab across the top of the screen and proceed to transfer swimmers from your Club/Clubs into the Area name. This should not take too long to do but does save a lot of typing.

Once you have transferred all the swimmers, go back to the Main Menu screen and click on the File tab. Select Export from the drop down then choose Advancers (.Hy3).

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From the Export Advancers screen:

1. Click on Select All or select only the events you wish to use for the advancements

2. Specify the top how many to advance for each event, ie 4 athletes per event

3. Leave Maximum Qualifiers Per Event blank

4. Leave Or Range Of Places For Finals blank

5. Click the Select Best Time From Finals Only option

6. Tick Include Relay Athlete Names if applicable.

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Click on Export at the top of the screen and Meet Manager will export those advancers based on the criteria you set up above.

When the Export File Progress screen appears, check your numbers and then click OK.

The Merge Advancer Entries screen will appear, and you need to choose the drive and directory where you want to save the file, then click OK.

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The Export Successful message will appear, click OK.

Your Advancers file is now ready for you to email through to the Convenor of the next round of competition - no keying errors or mistakes.

NOTE: The events at your carnival must be the same as the events where the Advancers file is to be merged into otherwise this system of advancing will not work.

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Skills included:

How to purge data from one meet ready for the next year:

If you have finished your meet but will be running the same meet again, you can purge all of your current result data but still keep all the Shell information.

From the Main Menu screen, click on the File tab and then select Restore from the drop down.

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Click on the fourth dial option, Unzip, Copy Database to a Selected Folder, and Open this New Database.
Also tick the Rename Database (except for choice 1): box and rename the current meet to the next meet you will be running. Click OK.

Locate the file you wish to use from last time and click on this meet.

This should be your Meet Manager Backup file that you created at the end of your last meet.

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When the Select Restore To Folder screen opens, Meet Manager will default to the C:\ Drive and the Swmeets7/8 Directory. You can also choose to save this to a selected drive and directory of your choice. Click OK.

Click OK to the next two message screens.

If the Log In screen appears -> OK.

(This is only used if you are networking your computer with another Meet Manager computer.)

Your new, re-named database will now open up ready for you to purge Data from the last meet.

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If you are running a Club or School meet for example, you would only need to remove the entries and results from the previous year's meet.

So from the Main Menu screen, click on the File tab and then select Purge from the drop down. Now click on Remove Data Selectively.

From the Remove Data screen, tick the Entries/Results box and then click on OK.

Click OK to the next two message screens.

This still leaves you with all the Teams, all the Athletes, all the Events and all the updated Records from last year.

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As we used last year's Shell for our base, we now need to update information in the Meet Set-Up section to reflect this year's information.

From the Main Menu screen, click on the Set-up tab and then select Meet Set-Up from the drop down.

Change all necessary information and leave the rest as previously set.

However, you will now need to click on the Age-Up Athletes button at the bottom of the screen so that the athletes in your new database will be the correct age for the next year's meet.

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Click Yes when the Re-Compute screen opens and then click OK. Click OK at the bottom of the screen to save your changes.

When the Age-Up Date screen appears, click No as we have already changed the Age-Up date.

You are now ready to start entering the current Athletes into their respective events and add any new Teams and Athletes.

Once you are happy with all your entries, you can now Purge any Athletes and Teams that are left over from the last meet and who are not entered in this current meet.

From the Main Menu screen, click on the File tab and then select Purge again from the drop down and then choose Remove Data Selectively.

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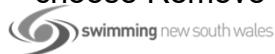
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From the Remove Data screen, tick on both the Delete Athletes With No Entries box and the Delete Teams With No Athletes Or Relays box.   Click OK.

When the Deletion Completed message appears, click OK.

You are now left with only your Current Database, ready to seed and run your meet.

If your meet will NOT have the same Teams and Athletes competing, say for example, an Interclub meet, you can also Purge these from the new database.

From the Main Menu screen -> File -> Purge -> Remove Data Selectively.

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Now tick the Teams box and you will see that Teams, Athletes, Entries/Results and Relays will now all be deleted. Click OK.

Click OK to the next two Deletion screens and OK to the Change Meet Name and Date screen.

This will open up the Meet Set-Up screen so that you can update the new Meet's information.

Change all the necessary information and leave the rest as previously set. Click OK.

You now have only a Shell left for this new meet (Events and Records). Click OK to the next message screen.

You are now ready to start accepting files and entries for the next meet.

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QUESTIONS

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