MEET MANAGER COURSE 2021 - OVERVIEW

Introduction to Running a Competition using Meet Manager
Presentation Part 1

1. **Exporting Events for Team Manager and setting up a meet on the website.**

2. **How to open a meet in Meet Manager.**

3. **How to set-up MM for use with timing systems.**

4. **What can go wrong - examples and how to fix.**
   - How to check if MM is working
   - How to scratch swimmers
   - Did not start/swim (NS)
   - Did not finish (DNF)
   - False start or disqualification (DQ)

Introduction to Running a Competition using Meet Manager
Presentation Part 2

1. **Relay Requirements.**

2. **How to set-up and up-date Records.**

3. **When and how to Re-seed/Amalgamate.**

4. **Reasons why and how to Judge events.**
   - Scoring changes
   - Points changes

5. **Scoring and the different types of point systems.**

6. **How to create, print and save available reports.**
   - Athletes
   - Teams
   - Entry Fee Summary
   - Record Breakers
   - Point Scores

7.   **How to back up and save a database.**

Introduction to Running a Competition using Meet Manager
Presentation Part 3

1.   **How to set up a Swim-Off.**

2.   **How to change an event from a heats and finals format to a straight final.**

3.   **Running Heats and Finals and using the scratch pad in seeding.**

4.   **How to publish results.**
   o   Reports
   o   Meet Mobile
   o   Export files

5.   **Setting up a meet incorporating Multi-class swimmers and events.**

6.   **How to Set-up Advancers.**

7.   **How to purge data from one meet ready for the next year.**