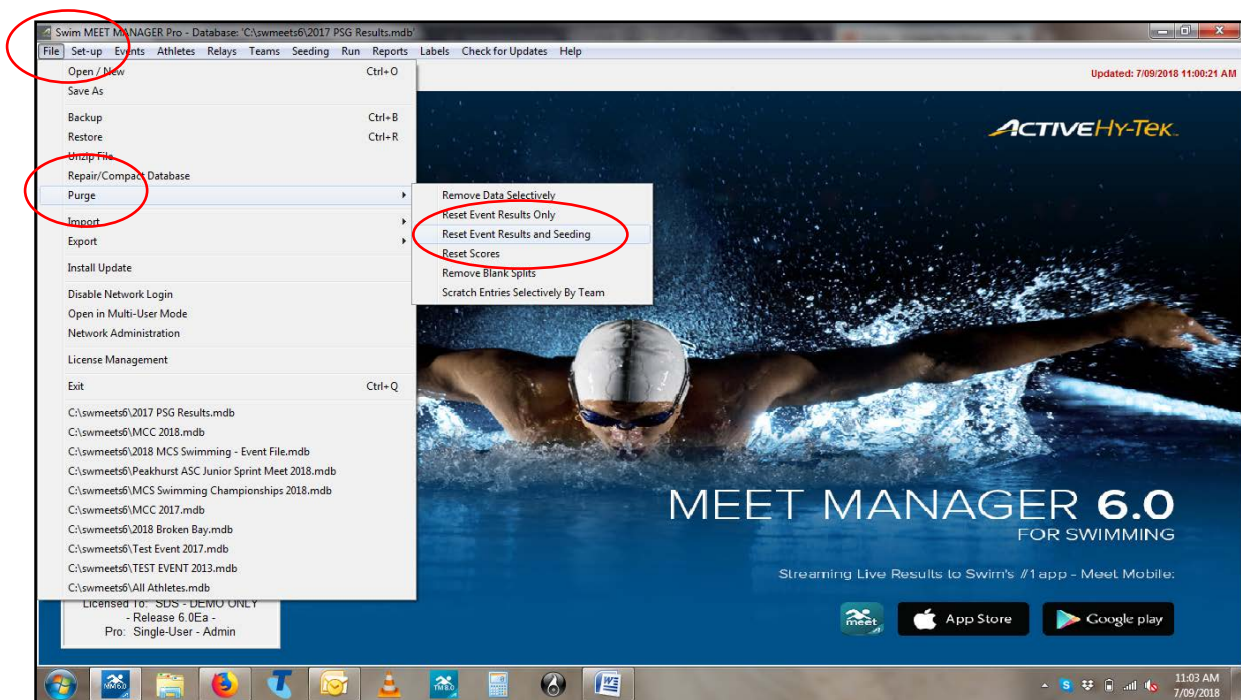
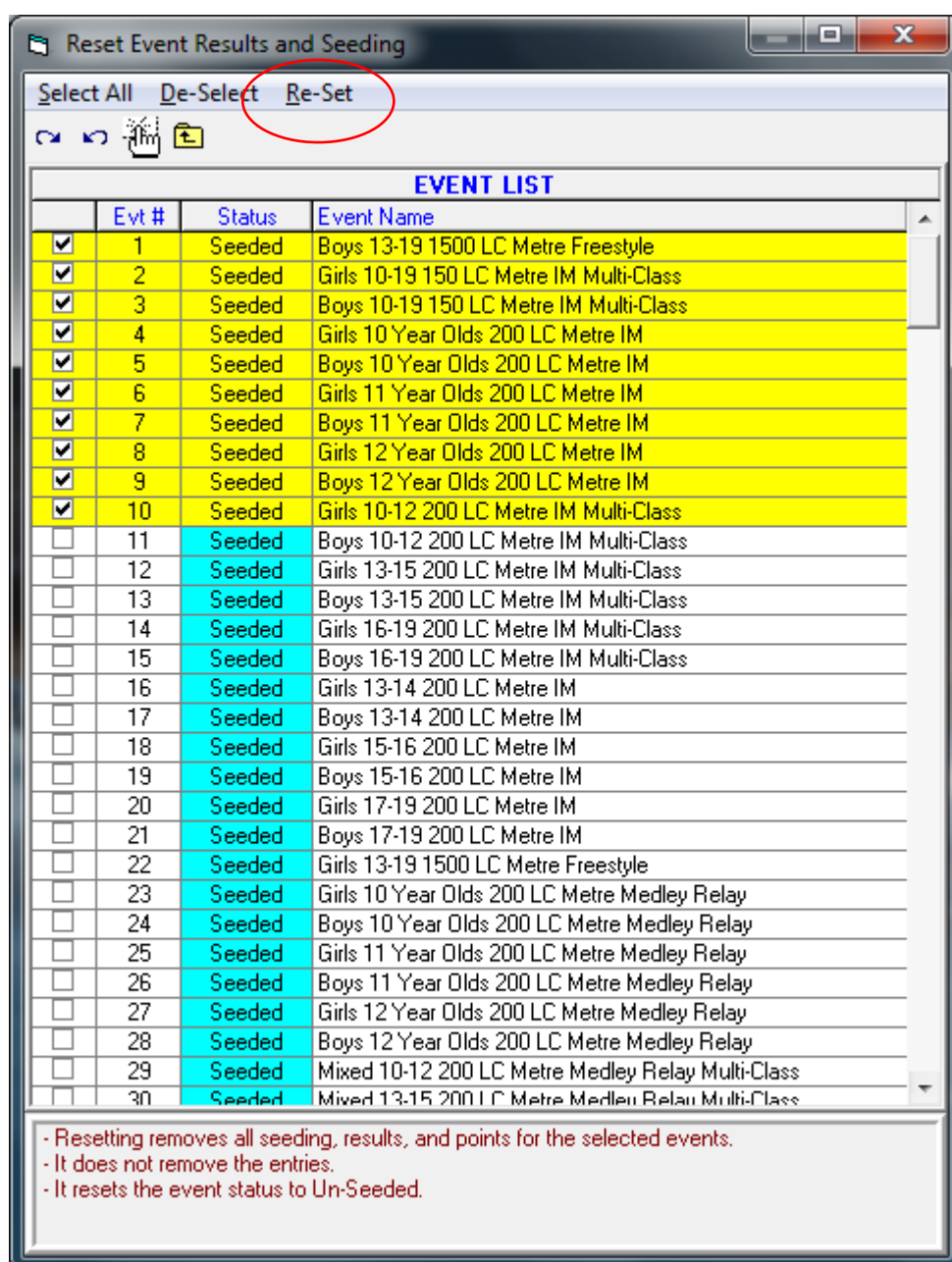


HOW TO CHANGE MEET MANGER SETTINGS IN CASE OF AN EMERGENCY BLOCK/LANE FAILURE DURING A MEET TO EXCLUDE THE NON-USABLE LANE

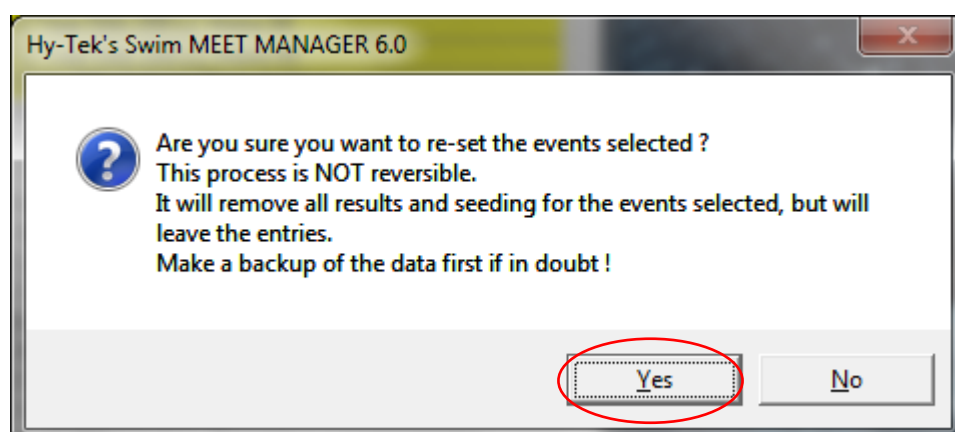
- * *This assumes that your Meet has already been seeded.*
 - * *This procedure is based on a 10 Lane pool using Lanes 0 -9, however the same method can be used for any number of Lanes.*
 - * *Please ensure that you have a backup of the meet to the point at which you will be making these changes.*
-
- Work out which events will be affected with the un-used lane.
(In the below examples, the first 10 events will not be using Lane 7 as the block has come loose from the housing. After Event 10, the block will be fixed and so only events 1 - 10 need to be adjusted in this manner).
 - Click on **File** from the Main Screen Menu
 - Click **Purge**
 - Click **Reset Event Results and Seeding**



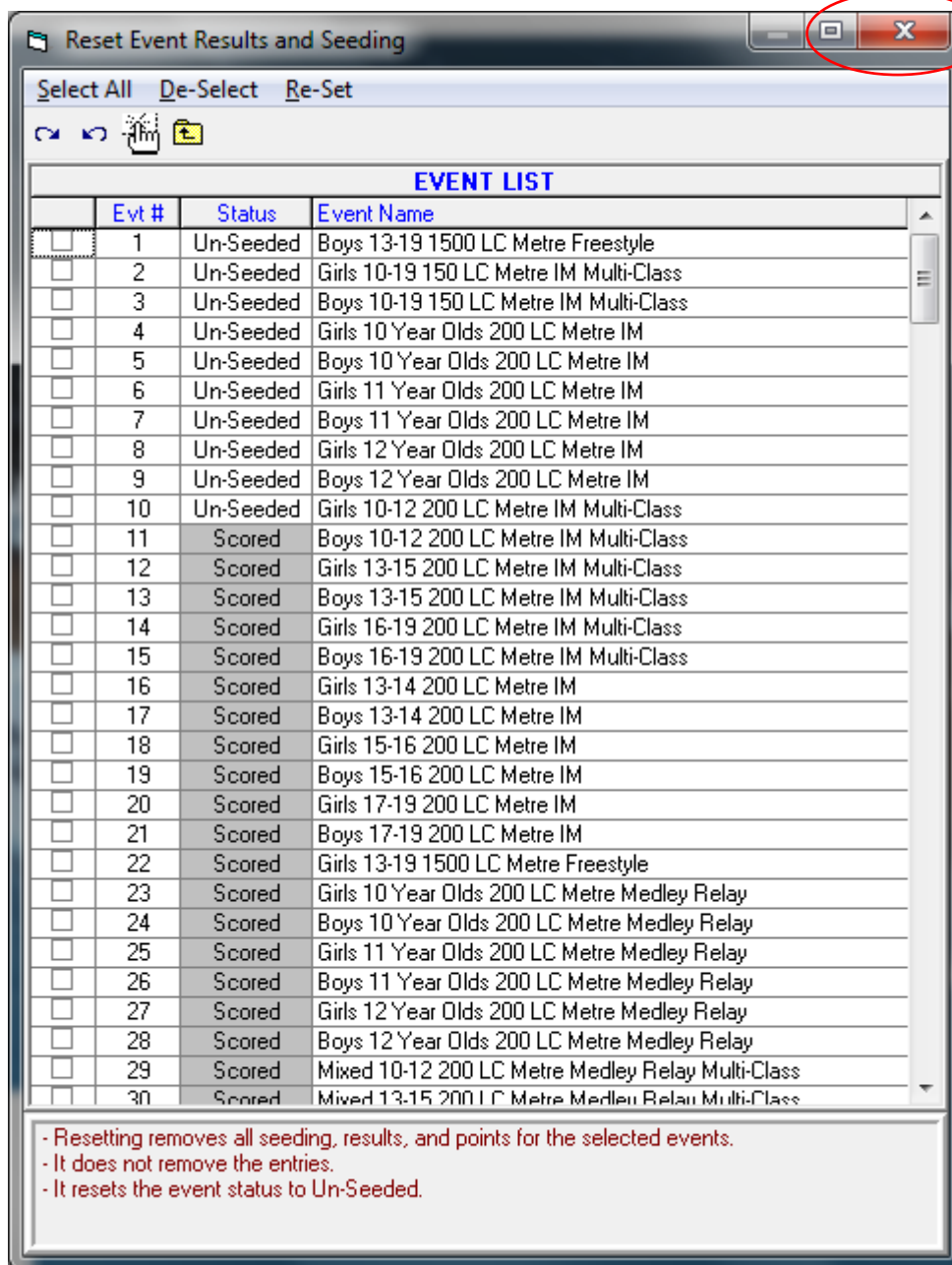
- Highlight the events that will be affected in this adjustment, ie Events 1 -10
- Once highlighted, click **Re-Set**.



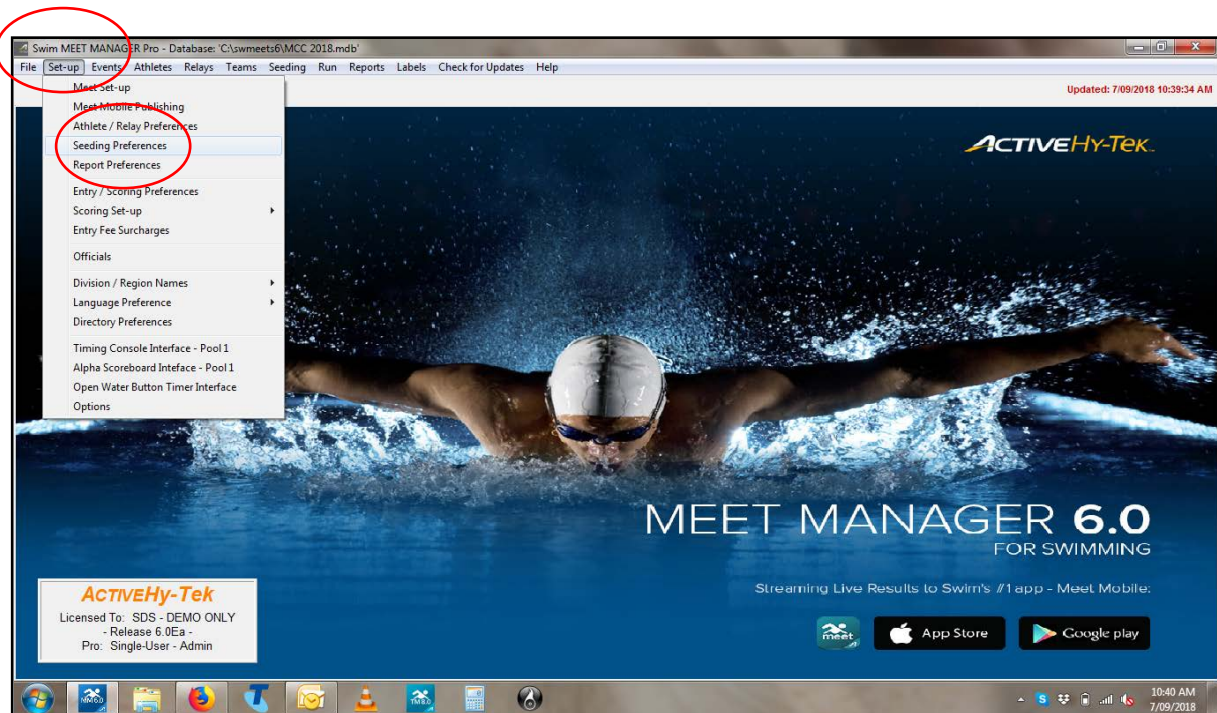
- You will receive a Warning message as this process is not reversible.
- Click **Yes**.



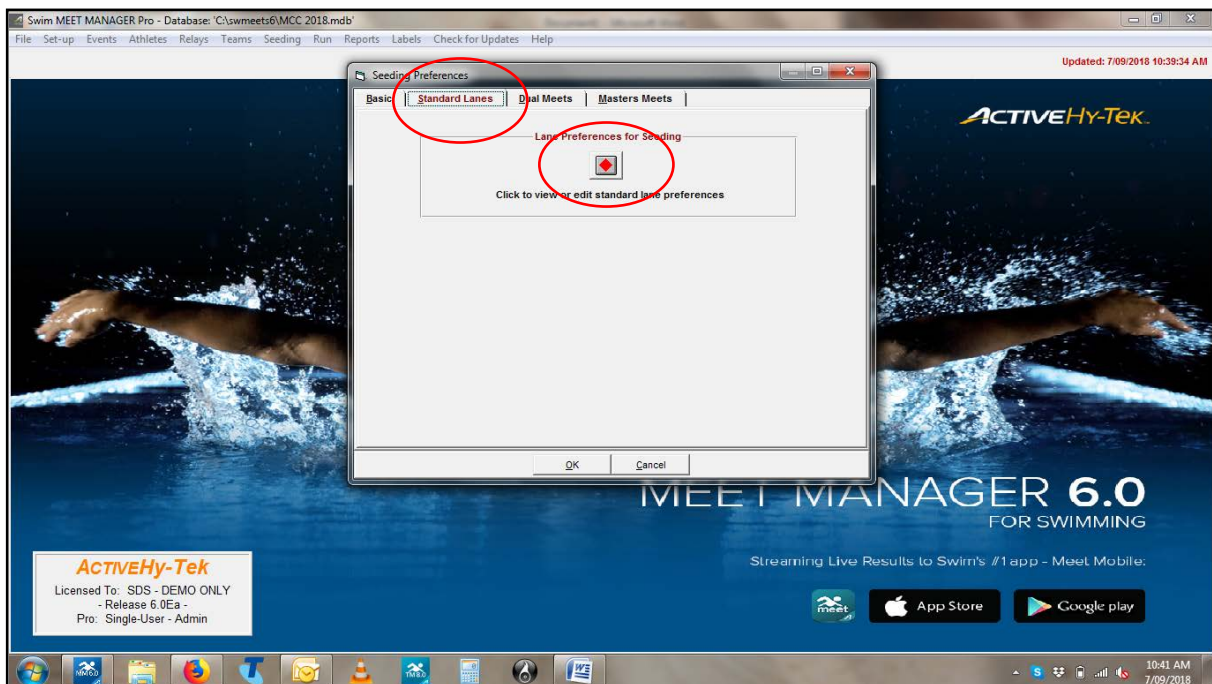
- All the selected events will now show as Un-Seeded.
- Click exit by pressing the **red X** in the top right hand corner of the screen.



- From the Main Screen Menu again, click on the **Set-up** tab.
- Click on **Seeding Preferences**.



- From the **Seeding Preferences** screen, click on the **Standard Lanes** tab.
- Click on the **big red diamond**.



- From the **Standard Lane Preferences** screen, you will need to manually adjust the 9 Lanes row to read as follows. Simply click in the cell and overtype to make the changes. Do not worry that the 10 Lanes row is highlighted in yellow.

- In the 1st column type 4
- In the 2nd column type 5
- In the 3rd column type 3
- In the 4th column type 6
- In the 5th column type 2
- In the 6th column type 8
- In the 7th column type 1
- In the 8th column type 9
- In the 9th column type 0

Standard Lane Preferences

| Preferences: | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| 1 Lane | 1 | | | | | | | | | | | |
| 2 Lanes | 1 | 2 | | | | | | | | | | |
| 3 Lanes | 2 | 3 | 1 | | | | | | | | | |
| 4 Lanes | 2 | 3 | 1 | 4 | | | | | | | | |
| 5 Lanes | 3 | 4 | 2 | 5 | 1 | | | | | | | |
| 6 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | | | | | | |
| 7 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | 1 | | | | | |
| 8 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | 1 | 8 | | | | |
| 9 Lanes | 5 | 6 | 4 | 7 | 3 | 8 | 2 | 9 | 1 | | | |
| 10 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | 1 | 8 | 0 | 9 | | |
| 11 Lanes | 6 | 7 | 5 | 8 | 4 | 9 | 3 | 10 | 2 | 11 | 1 | |
| 12 Lanes | 6 | 7 | 5 | 8 | 4 | 9 | 3 | 10 | 2 | 11 | 1 | 12 |

Lane preferences refer to the order of assigning lanes when seeding. For example, in events using 8 lanes, the default standard lane preferences will be lane 4 for fastest, lane 5 for 2nd fastest, lane 3 for third, lane 6 for 4th, etc.
 If this is not what you want for 8 lanes, then change row 8 above as you like.
 For example, if you have a 10 lane pool and are using only the middle 8 lanes, change the 8 lane row to 5,6,4,7,3,8,2,9 and in the Events Menu set-up each event's number of lanes to be 8 standard lanes instead of 10 standard lanes.
 Note: In any given row, no number may be repeated and you may use any set of numbers from 0 to 12 in any row. If a row is Yellow, it is being used by at least one event.
 Click the Default button to re-set all lane preferences to the normal settings.

Default **OK** **Cancel**

- Your **Standard Lane Preferences** screen will now have both the 9 Lanes and 10 Lanes rows highlighted in yellow.
- You will note that there is no Lane 7 against the 9 Lanes set up row.
- Click on the **OK** button.

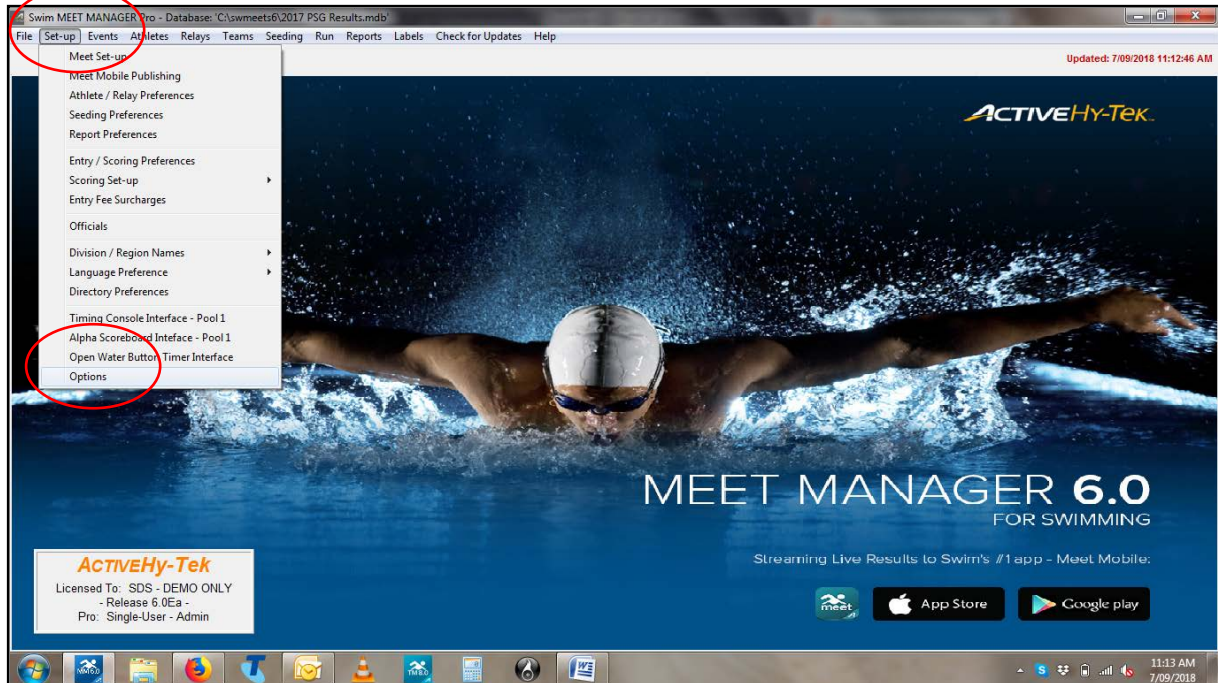
Standard Lane Preferences

| Preferences: | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| 1 Lane | 1 | | | | | | | | | | | |
| 2 Lanes | 1 | 2 | | | | | | | | | | |
| 3 Lanes | 2 | 3 | 1 | | | | | | | | | |
| 4 Lanes | 2 | 3 | 1 | 4 | | | | | | | | |
| 5 Lanes | 3 | 4 | 2 | 5 | 1 | | | | | | | |
| 6 Lanes | 3 | 4 | 2 | 5 | 1 | 6 | | | | | | |
| 7 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | 1 | | | | | |
| 8 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | 1 | 8 | | | | |
| 9 Lanes | 4 | 5 | 3 | 6 | 2 | 8 | 1 | 9 | 0 | | | |
| 10 Lanes | 4 | 5 | 3 | 6 | 2 | 7 | 1 | 8 | 0 | 9 | | |
| 11 Lanes | 6 | 7 | 5 | 8 | 4 | 9 | 3 | 10 | 2 | 11 | 1 | |
| 12 Lanes | 6 | 7 | 5 | 8 | 4 | 9 | 3 | 10 | 2 | 11 | 1 | 12 |

Lane preferences refer to the order of assigning lanes when seeding. For example, in events using 8 lanes, the default standard lane preferences will be lane 4 for fastest, lane 5 for 2nd fastest, lane 3 for third, lane 6 for 4th, etc.
 If this is not what you want for 8 lanes, then change row 8 above as you like.
 For example, if you have a 10 lane pool and are using only the middle 8 lanes, change the 8 lane row to 5,6,4,7,3,8,2,9 and in the Events Menu set-up each event's number of lanes to be 8 standard lanes instead of 10 standard lanes.
 Note: In any given row, no number may be repeated and you may use any set of numbers from 0 to 12 in any row. If a row is Yellow, it is being used by at least one event.
 Click the Default button to re-set all lane preferences to the normal settings.

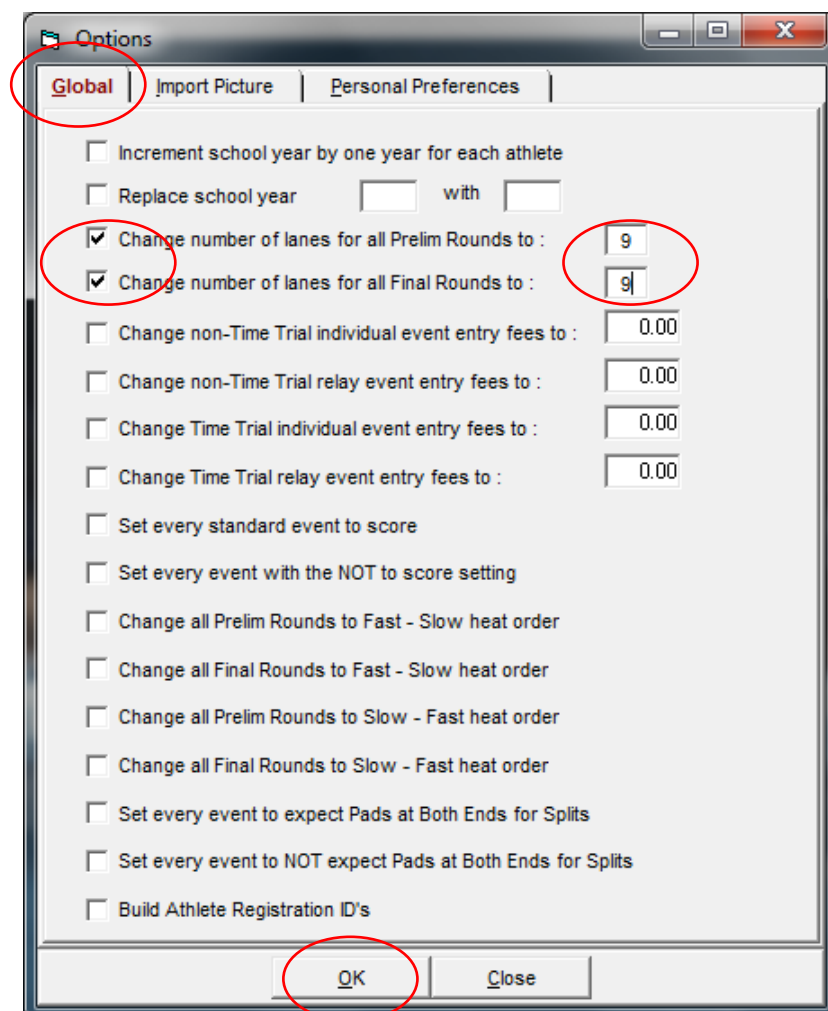
Default OK Cancel

- Back on the Main Screen Menu, click on **Set-up**
- Click on **Options**.



- From the **Options** Screen, click on the **Global** tab.
- Tick the following two choices and then type 9 in the right hand column:
 - **Change number of lanes for all Prelim Rounds to: 9**
 - **Change number of lanes for all Final Rounds to: 9**

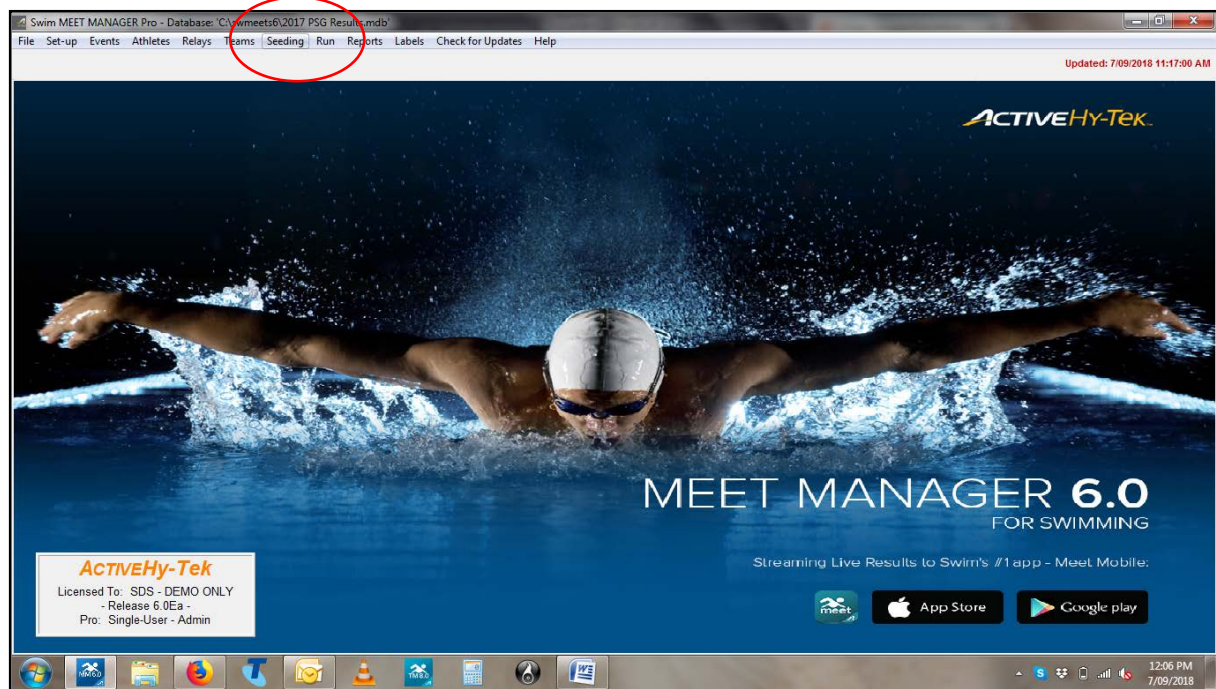
- Click **OK**.



You have now purged all your previous seedings, you have changed Meet Manager to only seed events 1 - 10 to expected 9 lanes which excludes Lane 7.

You now need to Re-Seed events 1 - 10 so that you can continue to run your meet.

- From the Main Menu Screen, click on **Seeding**.



- You will note that Events 1 - 10 are now showing as Un-Seeded.

Seeding the Meet

Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View Events Reports

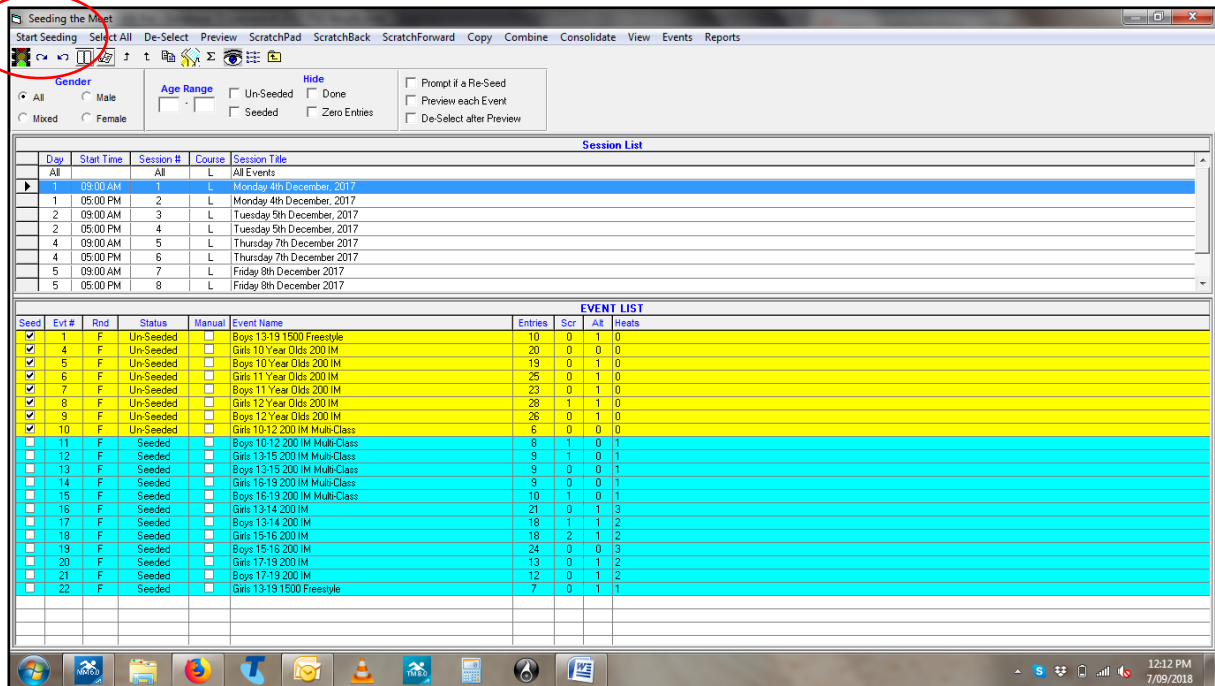
Gender: ☒ All ☐ Male ☐ Female Age Range: Un-Seeded ☐ Done ☐ Prompt if a Re-Seed ☐ Preview each Event ☐ De-Select after Preview

Hide: ☐ Un-Seeded ☐ Seeded ☐ Zero Entries

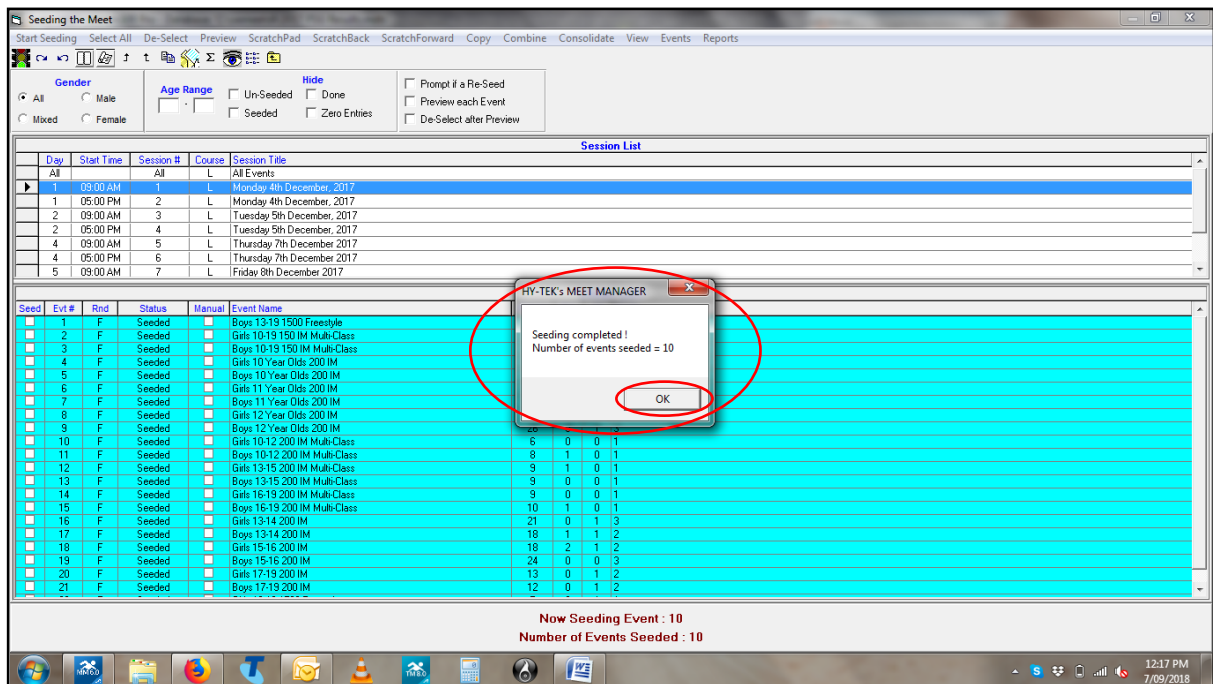
| Day | Start Time | Session # | Course | Session Title |
|-----|------------|-----------|--------|-----------------------------|
| 1 | 09:00 AM | 1 | L | Monday 4th December, 2017 |
| 1 | 05:00 PM | 2 | L | Monday 4th December, 2017 |
| 2 | 09:00 AM | 3 | L | Tuesday 5th December, 2017 |
| 2 | 05:00 PM | 4 | L | Tuesday 5th December, 2017 |
| 4 | 09:00 AM | 5 | L | Thursday 7th December, 2017 |
| 4 | 05:00 PM | 6 | L | Thursday 7th December, 2017 |
| 5 | 09:00 AM | 7 | L | Friday 8th December, 2017 |
| 5 | 05:00 PM | 8 | L | Friday 8th December, 2017 |

| Seed | Ext # | Rnd | Status | Event Name | Entries | Scr | Alt | Heats |
|--------------------------|-------|-----|-----------|--------------------------------|---------|-----|-----|-------|
| <input type="checkbox"/> | 1 | F | Un-Seeded | Boys 13-19 1500 Freestyle | 10 | 0 | 1 | 0 |
| <input type="checkbox"/> | 4 | F | Un-Seeded | Girls 10 Year Olds 200 IM | 20 | 0 | 0 | 0 |
| <input type="checkbox"/> | 5 | F | Un-Seeded | Boys 10 Year Olds 200 IM | 19 | 0 | 1 | 0 |
| <input type="checkbox"/> | 6 | F | Un-Seeded | Girls 11 Year Olds 200 IM | 25 | 0 | 1 | 0 |
| <input type="checkbox"/> | 7 | F | Un-Seeded | Boys 11 Year Olds 200 IM | 23 | 0 | 1 | 0 |
| <input type="checkbox"/> | 8 | F | Un-Seeded | Girls 12 Year Olds 200 IM | 28 | 1 | 1 | 0 |
| <input type="checkbox"/> | 9 | F | Un-Seeded | Boys 12 Year Olds 200 IM | 26 | 0 | 1 | 0 |
| <input type="checkbox"/> | 10 | F | Un-Seeded | Girls 10-12 200 IM Multi-Class | 6 | 0 | 0 | 0 |
| <input type="checkbox"/> | 11 | F | Seeded | Boys 10-12 200 IM Multi-Class | 8 | 1 | 0 | 1 |
| <input type="checkbox"/> | 12 | F | Seeded | Girls 13-15 200 IM Multi-Class | 9 | 1 | 0 | 1 |
| <input type="checkbox"/> | 13 | F | Seeded | Boys 13-15 200 IM Multi-Class | 9 | 0 | 0 | 1 |
| <input type="checkbox"/> | 14 | F | Seeded | Girls 15-19 200 IM Multi-Class | 9 | 0 | 0 | 1 |
| <input type="checkbox"/> | 15 | F | Seeded | Boys 15-19 200 IM Multi-Class | 10 | 1 | 0 | 1 |
| <input type="checkbox"/> | 16 | F | Seeded | Girls 13-14 200 IM | 21 | 0 | 1 | 3 |
| <input type="checkbox"/> | 17 | F | Seeded | Boys 13-14 200 IM | 18 | 1 | 1 | 2 |
| <input type="checkbox"/> | 18 | F | Seeded | Girls 15-16 200 IM | 18 | 2 | 1 | 2 |
| <input type="checkbox"/> | 19 | F | Seeded | Boys 15-16 200 IM | 24 | 0 | 0 | 3 |
| <input type="checkbox"/> | 20 | F | Seeded | Girls 17-19 200 IM | 13 | 0 | 1 | 2 |
| <input type="checkbox"/> | 21 | F | Seeded | Boys 17-19 200 IM | 12 | 0 | 1 | 2 |
| <input type="checkbox"/> | 22 | F | Seeded | Girls 13-19 1500 Freestyle | 7 | 0 | 1 | 1 |

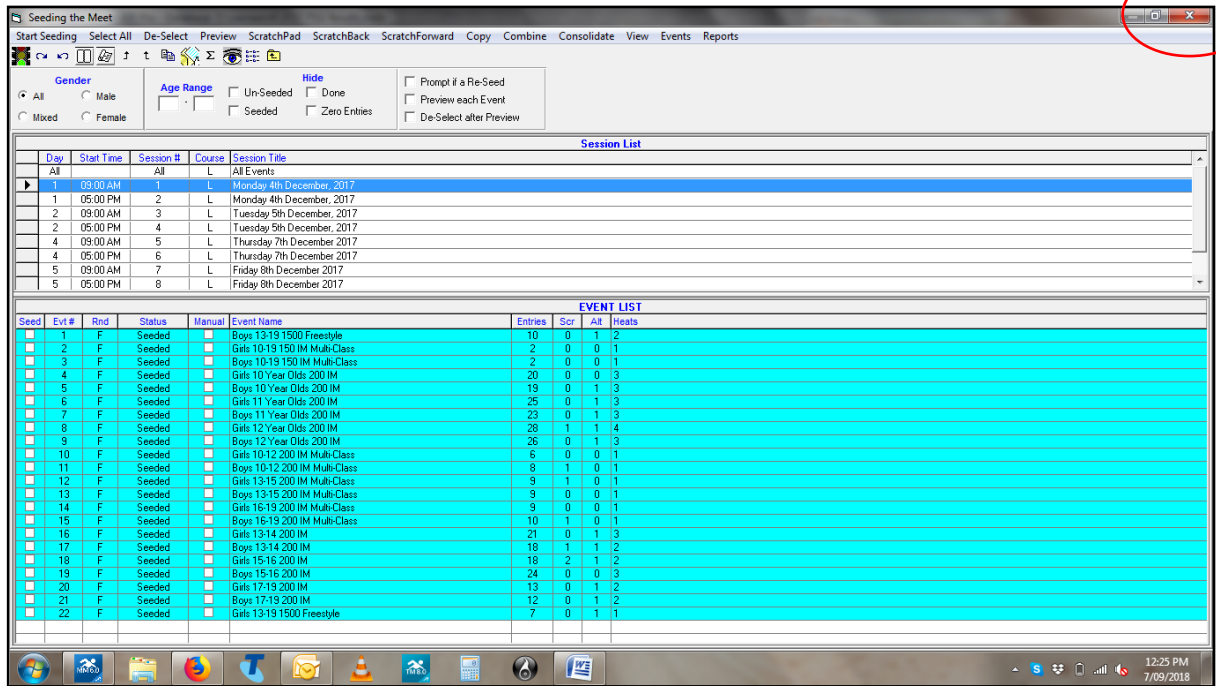
- Highlight the 10 events and then click on **Start Seeding**.



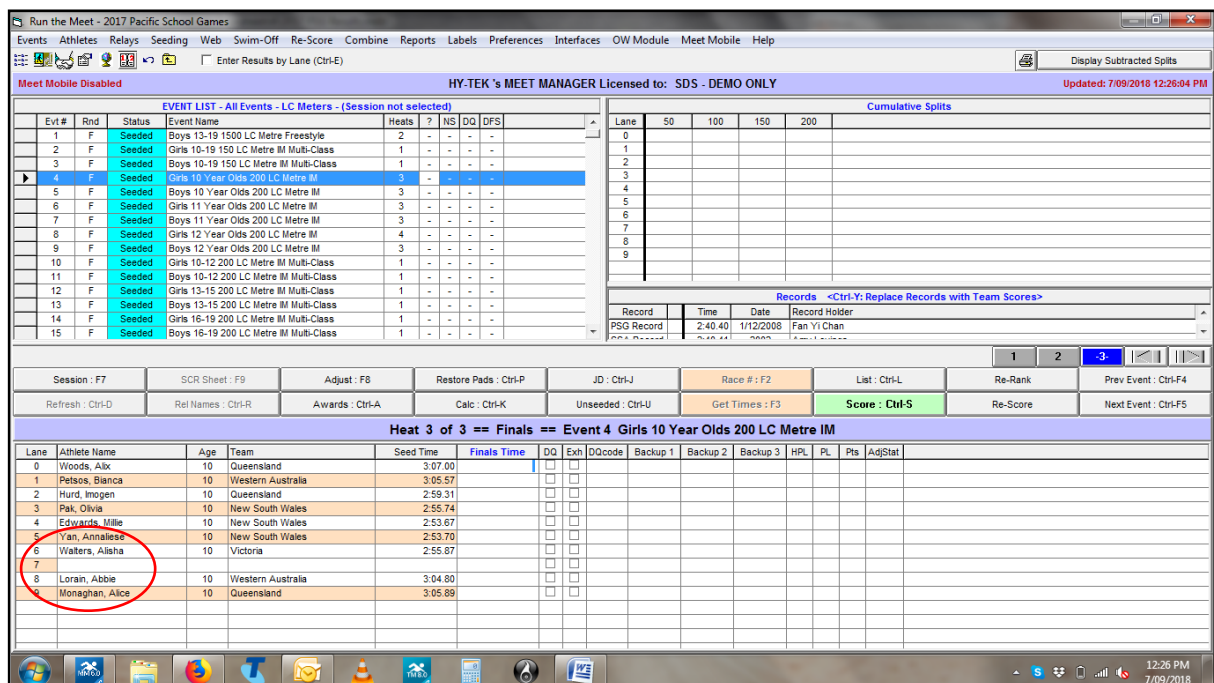
- You will now see the **Seeding Completed** Screen showing 10 events.
- Click **OK**.



- Click out of the **Seeding Screen** by pressing the **red X** in the top right hand corner.



You can now go into the **Run Screen** and you can check that Events 1 - 10 have been reseeded but all heats will have no swimmers in Lane 7.



Proceed to run your meet as previously. However, if the Lane is not repaired/fixed before the next Event, ie Event 11, the above procedure must be carried out for all other events that will be affected by the lane failure.