

# MEET MANAGER AND TEAM MANAGER

A BASIC GUIDE

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## **PROGRAM OF EVENTS**

- 1. Boys 8 & Under 50 metre Freestyle
- 2. Girls 8 & Under 50 metre Freestyle
- 3. Mens Open 100 metre Backstroke
- 4. Womens Open 100 metre Backstroke
- 5. Boys 9 years 200 metre Breaststroke
- 6. Girls 9 years 200 metre Breaststroke
- 7. Mixed Open 400 metre (4 x 100m) Medley Relay
- 8. Girls 6 10 years 200 metre (4 x 50m) Freestyle Relay

### **MEET MANAGER MAIN MENU SCREEN**



#### SECTION ONE: SETTING UP THE MEET

#### 1. SET UP MEET PREFERENCES:

From the MAIN MENU screen, click on the FILE tab and then select OPEN/NEW from the drop down.



MEET MANAGER will default to the C:\ DRIVE\swmeets7 and this is where the file should be kept.

In the FILE NAME box, give your meet a name, eg: TEST EVENT 2020 and then click OPEN.

Cpen Existing Database or Create New Database X						
$\leftarrow \rightarrow \checkmark ~ \bigstar$ This PC $\rightarrow$ Windows (	(C:) → swmeets7			~	Ö 🔎 Sea	arch swmeets7
Organise 🔻 New folder						III 🔹 💷 💡
<ul> <li>✓ Quick access</li> <li>✓ Desktop</li> <li>✓ Downloads</li> <li>④ Recipes</li> <li>⑤ Swimming Documents</li> <li>④ Downloads</li> <li>ジ Dropbox</li> <li>● OneDrive</li> <li>○ This PC</li> <li>③ 3D Objects</li> <li>◎ Desktop</li> <li>※ Documents</li> <li>↓ Downloads</li> <li>◇ Music</li> <li>○ Pictures</li> <li>○ Videos</li> </ul>		Name	Date modified 14/10/2019 14:12 04/11/2019 17:56 01/02/2020 009:22 01/02/2020 10:26 19/06/2020 11:05 04/11/2019 10:57 11/06/2020 13:57 02/10/2019 18:35 02/03/2020 16:33 11/06/2020 16:33 04/11/2019 12:58	Type Microsoft Access Microsoft Access Microsoft Access Microsoft Access Microsoft Access Microsoft Access Microsoft Access Microsoft Access Microsoft Access Microsoft Access	Size 1.392 KB 3.072 KB 3.002 KB 1.380 KB 1.328 KB 3.124 KB 1.248 KB 1.248 KB 1.248 KB 1.504 KB 1.504 KB 1.504 KB 1.504 KB 3.888 KB	
Windows (C:) File <u>n</u> ame: Test Event 202					MM dat	abases (*.mdb) 🗸 🗸 🗸
					<u>O</u> p	en Canvel

If the screen below appears, just click OK.

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

🔄, Log-In to: C:\swmeets	7\Test Event 2020.mdb		×				
Logged-In	User Name	Password	Restrictions				
	• Admin		None				
	C Run 1		Network Administration				
	C Run 2		Network Administration				
	C Run 3		Network Administration				
	C Clerk 1		Network Administartion and Run Menu				
	C Clerk 2		Network Administartion and Run Menu				
	C Report 1		Reports and Labels Only				
	C Report 2		Reports and Labels Only				
	C Report 3		Reports and Labels Only				
Open Database Method © Single User © Multi User © Do Not Open Database							
		<u>o</u> k					

The MEET SET-UP screen below will then automatically open. This screen can also be accessed from the SET-UP tab if you need to make changes.

Fill in all the appropriate information and then click OK. The fields with an asterisk (\*) are compulsory.

Use the information shown below for this TEST EVENT to ensure that all further applications will work. When you are actually doing your own meet, you will use your appropriate information.

Meet Name	Test Event 2020
Facility Name	My Swimming Pool
Address	Smith Street
Address	
City	Sydney
State/Province	NSW
Postal Code	2000
Country	AUS
Sanction #	Leave blank
Start and End Dates	01.01.20 (for both)
Age-Up Date	01.01.20
Entry Open Date	01.11.19
Entry Deadline	01.12.19
ID Format	AUS - Australian Swimming
Host LSC	NSW
Base Country	AUS
Altitude in Feet	Leave blank
Default Touch Pads at both ends	Leave blank
Class	Age Group
Timers Connected to this Computer	One Timer
Timer One Name	Pool 1
Meet Type	Standard
Meet Style	Standard
Course	Long Course
DQ Codes	Custom DQ Codes
FINA Adjustment Method	FINA rules

When all necessary fields are complete, click OK.

Meet Set-up		
Meet Set-up  * Meet Name : Test Event 2020  * Facility Name : My Swimming Pool Address : Smith Street Address : * City : SYDNEY * State / Province : NSW * Country : AUS * Country : AUS	* Postal Code : 2000 Sanction # :	Meet Type Standard Divisions - By Event By Team By Entry Flighted Time Standards
Start Date : UT/UT/20 ▼ Age-Up Date : 01/01/20 ↓ Entry Open Date : 01/11/19 ↓ ID Format C USAS - USA Swimming C SNZ Swimming New Zealand	End Date : 01/01/20 V	Meet Style    Standard     2 Team Dual    3+ Team Dbl Dual
SKA - Swimming New Zealand     SSA - Swimming South Africa     AUS - Australian Swimming     BS - British Swimming     BCSSA - Canadian League     USMS_US Masters	C High School C College C YMCA Masters	* Course (* LC Meters (* SC Meters (* Yards
C Other  * Host LSC : NSW  Base Country AUS  Altitude in Feet :	Timers Connected to this Computer     One timer     One timer     Timer 1 Name     Pool 1     Timer 2 Name	DQ Codes Custom DQ Codes Time Adjustment Method FINA rules C USA Swimming rules prior to 1 May 2016
Default Touch Pads at both ends : 🔽	Pool 2	

The MEET MOBILE PUBLISHING screen should now appear.

If you are using MEET MOBILE at your meet, please follow the instructions found under the <u>Section</u> <u>12</u> on Page 174 of this booklet.

This step cannot be done until all other information for the meet has been set up.

For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT ⊠ the screen.

**NOTE:** If you decide later to publish your results via MEET MOBILE, just click on the SET-UP tab from the MAIN MENU screen and then click on MEET MOBILE PUBLISHING from the drop down. Uncheck the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET tick box and follow the instructions in <u>Section 12</u>.

Also note that MEET MOBILE is not available 7 days after the meet has finished.

🖏 Meet Mobile Publishing	– <mark>0 ×</mark>
<u>•</u>	
Settings Publish Promote Report	
Welcome to Meet Mobile Setup	Learn About Meet Mobile
Select content option and customer price: Full Meet Data (recommended) Meet Mobile customers will have full access to all meet information including psych sheets, heat sheets, and results. Free Heat Sheets If Full Meet Data is selected, you must 1) either click the Active.com Setup button to create an account for revenue sharing or 2) select Free Heat Sheets. Otherwise, if Full	Please select your Meet Mobile settings. This will let us know whether you want heat sheets or not to be shown in the Meet Mobile application available through both the Apple app store and Google Play. How does my meet data get published ? Once you have set up your meet for Meet Mobile, you will be given control of when to make meet data available. How does revenue sharing work ?
Meet Data is selected, the meet program price will be \$1.99 with no revenue sharing.	Revenue sharing is only available for Active.com U.S. addresses. Click the Active.com Set-up button on the left to set up the revenue sharing account. Heat Sheet prices of \$1.99 or more qualify for revenue sharing.
C Restrict Heat Sheet Data Meet Mobile customers will have access to all meet information except heat sheets.	Terms of Use The Terms of Use is required before any meet data can be published to Meet Mobile. Click "View Contract to Agree" and you will be able to view the contract. On the contract page, enter your name
Terms of use: I have NOT agreed to the Meet Mobile Contract. View Contract to Agree Confirm View I confirm Confirm	and birth date, then click Agree.

From the MAIN MENU screen, select the SET-UP tab and click on ATHLETE/RELAY PREFERENCES from the drop down.



Complete the relevant fields as shown below and then click OK.

- ✓ Enter Ages
- ✓ Enter Birthdates
- ✓ Enter Athlete Status
- ✓ Auto increment competitor numbers



Once again from the MAIN MENU screen select the SET-UP tab and click on SEEDING PREFERENCES from the drop down.



The STANDARD LANES tab is the only tab you need to look at in this section.

Click on the RED DIAMOND to bring up the STANDARD LANE PREFERENCES table.



Check that the lane PREFERENCES are correct for a 6 lane pool ie: in the order: 3, 4, 2, 5, 1, 6.

Then click OK.

**NOTE:** Meet Manager automatically seeds the fastest swimmer in lane 5 for a 9 or 10 lane pool. If you were running a meet at Homebush (SOPAC) for example, this is where you would manually correct the 10 lanes to read as follows: 4, 5, 3, 6, 2, 7, 1, 8, 0, 9 which would then place the fastest swimmer in lane 4 instead of lane 5 which is then correct. As you would know, we do not have a lane 10 at Homebush.

🖏 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	5	6	4	7	3	8	2	9	1			
10 Lanes	5	6	4	7	3	8	2	9	1	10		
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.												
		<u>D</u> efa	ult		<u>о</u> к		$\mathbf{D}$	<u>C</u> ance	1			

From the MAIN MENU screen, select the SET-UP tab again and then click on REPORT PREFERENCES from the drop down.

From this screen you can select your preferences on how you want your reports to look when they are printed.



REPORT FORMATS tab - determines the way in which athlete's names, Teams and other information is displayed in your program and on your reports.

Athlatas / Palava	Teame
List atmetes with last name first	Use home town in place of team
Show athlete middle initial	Show 2nd Club with primary team
Use first name instead of preferred name	Show country code with team name
First name intial with full last name	Suppress LSC team designator
Full first name with last name initial	Use Alternate Team Abbreviation and Name
Show athlete status with name	Sort team combo box by team name in add/edit athlete window
Show birth year in place of age	
Suppress "A" relay designator	Miscellaneous
	Flag Over-Achievers with a "+"
Meet Program / Results	Flag Under-Achievers with a "-"
Always display actual entry time	12 and linder as linder 13
Suppress results small "x" for scorer limits	
	13, 15, or 17 and Over as Senior / Open
Suppress the "J" for JD on results	Display military time
Suppress the Time Standard designator	Relays as 4x100 and 4x200 style
Suppress splits if result is an indiv DQ	Relays all with 2 fastsat basis 1st (sheelsts; by session now)
Suppress splits if result is a relay DQ	1 Relays all with 2 fastest fields 1st (busblete, by sessibilitiow)
Show both age and birth year (1 col only)	Paper Size - Meet Program / Results
E Supprove requite "e" for advancers	C 8 1/2 x 11
j Suppress results q for advancers	C 8 1/2 x 14
Display NT for result times under 5 seconds	· A4

REPORT HEADERS tab - can change the way headers will look in your program and on your reports. Normally this is not changed as Meet Manager will automatically pick up the Meet Name as the heading but can be useful if you have sponsors which can then be shown here.

3. Report Preferences	×
Report Formats Report Headers Punctuation Eooter Printer Options	
Header 1 Text Event 2020 - Proudly sponsored by McDonalds Header 2 : Sanction # : Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up Include Sanction # with Header 1	
<u>O</u> K <u>C</u> ancel	

PUNCTUATION tab - it is always good to be consistent in your reporting, ie: all upper case or all upper/lower case.

**NOTE:** OPEN EVENTS - if you are running Open Events - change this setting to OPEN.

🖏 Report Preferences			×			
Report Formats Report Heaters Punctuation Eopter Printer Options						
Report Formats       Report Heaters         Athlete Names <ul> <li>Upper/Lower Case</li> <li>All Upper Case</li> <li>Leave as is</li> </ul> Open Events <ul> <li>No Designation</li> <li>Senior</li> <li>Open</li> </ul>	Punctuation     Eobter     Principate       Team Name     Image: Constraint of the second	Record Holder Names         C       Upper/Lower Case         C       All Upper Case         C       Leave as is				
	<u>о</u> к	Cancel				

FOOTER tab - If you wish to have your Club/Area/Sponsor logo appear at the bottom of your program and reports, you can import logos by clicking on SELECT LOGO 1, 2 etc. and then click on CREATE SAMPLE REPORT to see how this will look.

This selection is optional and is normally not used.

🛱 Report Preferences				×				
Report Formats Report Headers Punctuation	Eooter Prin	nter Options						
Select Logos for	Meet Program, F	osych Sheets an	d Results Reports					
Create Sample Report	Create Sample Report 3 Column							
Rage Footer Height (0	= 5/32 inch; 9 = 1.	5 inches) : 3						
Clear Select Logo 1	Message 1:							
C:\Users\cherr\Desktop\McDonalds Logo.jpg								
Class Select Loss 2								
Clear Select Logo 2 C:\Users\chert\Desktop\SNSW Logo.jog								
	Message 2:							
Clear Select Logo 3								
C:\Users\cherr\Desktop\McDonald House.jpg								
Clear Select Logo 4	Message 3:							
	-							
Clear Select Loop 5								
	<u>о</u> к	<u>C</u> ancel						

		Test Event 2020 - Proudh Logo Sam	/ Sponsored by McDonalds uple Report	
Eve nt La ne	1 100 Free Name	Age Team	See d Time	
Heat	1 of 20			
2	Swimmer 2	18 Logo Team	1:00.00	
3	Swimmer 3	18 Logo Team	1:00.00	
4	Swimmer 4	18 Logo Team	1:00.00	
2	Swimmer 5 Successor of 6	18 Logo Team	1:00.00	
7	Summer of 7	18 Logo Team	1-00.00	
â	Swimmer 8	18 Logo Team	1-00.00	
1	Swimmer 1	18 Logo Team	1-00.00	
Heat	2 of 20	10 1000		
1	Swimmer 9	18 Logo Team	1:00.00	
8	Swimmer 16	18 Logo Team	1:00.00	
7	Swimmer 15	18 Logo Team	1:00.00	
6	Swimmer 14	18 Logo Team	1:00.00	
5	Swimmer 13	18 Logo Team	1:00.00	
4	Swimmer 12	18 Logo Team	1:00.00	
2	Swimmer 10	18 Logo Team	1:00.00	
3	Swimmer 11	18 Logo Team	1:00.00	
Heat	3 of 20			
5	Swimmer 21	18 Logo Team	1:00.00	
2	Swimmer 22	18 Logo Team	1:00.00	
2	Swimmer 23 Swimmer 19	18 Logo Team	1:00.00	
1	Summer 17	18 Logo Team	1-00.00	
;	Swimmer 18	18 Logo Team	1-00.00	
â	Swimmer 24	18 Logo Team	1-00.00	
4	Swimmer 20	18 Logo Team	1:00.00	
Heat	4 of 20	-		
7	Swimmer 31	18 Logo Team	1:00.00	
8	Swimmer 32	18 Logo Team	1:00.00	
6	Swimmer 30	18 Logo Team	1:00.00	
5	Swimmer 29	18 Logo Team	1:00.00	
3	Swimmer 27	18 Logo Team	1:00.00	
2	Swimmer 26	18 Logo Team	1:00.00	
1	Swimmer 25	18 Logo Team	1:00.00	
	Swimmer 28	18 Logo Team	1:00.00	
Heat	S OF ZU	19 1 000 70000	1-00-00	
-	Swimmer 30	18 Logo Team	1:00:00	
7	Swimmer 39	18 Logo Team	1-00.00	
- i	Swimmer 33	18 Logo Team	1:00.00	
5	Swimmer 37	18 Logo Team	1:00.00	
3	Swimmer 35	18 Logo Team	1:00.00	
2	Swimmer 34	18 Logo Team	1:00.00	
6	Swimmer 38	18 Logo Team	1:00.00	
Heat	6 of 20			
5	Swimmer 45	18 Logo Team	1:00.00	
8	Swimmer 48	18 Logo Team	1:00.00	
7	Swimm er 47	18 Logo Team	1:00.00	
6	Swimmer 46	18 Logo Team	1:00.00	
3	Swimmer 43	18 Logo Team	1:00.00	
2	awinin ar 42	18 Logo Team	1:00.00	
		• •		

PRINTER OPTIONS tab - this is where you set up the printer that you will be using to print your program, results and reports.

This may change from time to time and can be changed when needed by clicking on this tab.

By default, the LABEL PRINTER also needs to be set up even though labels are not used.

3. Report Preferences	<
eport Formats   Report <u>H</u> eaders   <u>P</u> unctuation   <u>F</u> ooter   <b>Printer Options</b>	_
Report Printer     Label Printer       Canon MP980 series Printer     Canon MP980 series Printer	
Print Directly for Reports:	
Number of Copies for Meet Program: 1 Number of Copies for Labels: 1	
Number of Copies for Reports / Results: 1	
Number of Copies for List and Score in Run Menu:	
Number of Copies for Other Reports: 1	
Collate: 🔽	
$\sim$	
QK <u>C</u> ancel	

When you are happy with all your REPORT PREFERENCES, click OK to save.

From the MAIN MENU screen, click on the SET-UP tab and click on ENTRY/SCORING PREFERENCES from the drop down.



From the ENTRY/SCORING PREFERNCES screen you would probably only use 2 or 3 of these tabs for a normal meet.

ENTRIES/ENTRY LIMITS tab - this should be used if you have qualifying times for events, if you want to have times imported that are current or if you want to limit the number of events an athlete can enter. None of these parameters would be used at a normal meet.



If you are running a meet which includes Multi-Class (swimmers with a disability) events that will be scored, then you need to click on the DISABILITY MEET tab and select AUSTRALIAN PARALYMPIC POINTS (LC and SC METRES ONLY) from the drop down to ensure that the correct points are being given to these swimmers.

Under MULTI-CLASS MEET RESULTS, you will need to tick RANK RESULTS FOR MULTI-CLASS ATHLETES USING THE PARALYMPIC POINT SYSTEM SELECTED ABOVE.

**NOTE:** If you are running Multi-Class events, then at the SET-UP tab -> MEET SET-UP, instead of selecting AGE GROUP in the CLASS section, you would need to change this to DISABILITY.

You will also need to know the Classification of your swimmers and enter them as Disabled swimmers rather than Normal in their ATHLETE PROFILE under STATUS. You will need to place their 3 Classification numbers in the appropriate boxes. You can read more about setting up for a meet with MULTI-CLASS swimmers in <u>Section 14</u> on Page 184 of this booklet.

3. Entry / Scoring Preferen	ces				×
Time Stds Meet	Elighted Meet	<u>_</u> ]_	2 or 3+ <u>D</u> ouble Dual	Improvement Points	n)
Scoring/Awards	Entries / Entry Limits	1	Results	Disability Meet	
	Paralymp	oic Poi	nt System		
	Australian Paralympic Poi	nts (LC	and SC Meters only)		
	Multi-Clas	s Mee	et Results		
Rank Results for M	ulti-Class Athletes using th	e Paral	ympic Point System sel	ected above	
For Prelim/Final eve	nts, de not advance Multi-	Class A	thletes to Finals, just ra	ank like Timed Finals	
☐ Ignore the setting to	Score points only if athle	te equa	als or exceeds event qu	ualifying time'	
If Timed Final Multi-/	Age Super Seed is set, se	ed Mult	i-Class Athletes with th	eir age group	
I					
<u></u>			Creat 1		
	<u><u> </u></u>		Cancel		

When you are happy with all your ENTRY/SCORING PREFERENCES, click OK to save.

From the MAIN MENU screen, click on the SET-UP tab and select SCORING SET-UP from the drop down and then click on STANDARD.



	🖏 Sco	ring Set-up		— C	) X
		Standard	l Print System Al	Events	
	Place 1	Individual Pts	Relay Points 20	<u> </u>	<u>^</u>
	2	- iii	18		
	3	8	16		
From the SCORING SET-UP screen, change scoring to:	4	7	14		
		5	12		
Individual Pts: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 and	7	4	8		
$\frac{1}{10}$	8	3	6		
	9	2	4		
Relay Points: 20, 18, 16, 14, 12, 10, 8, 6, 4, 2.	10	1	2		
<b>,</b> , , , , , , , , , , , , , , , , , ,	12	U	0		
Oliale Ol where finished	13	<u>0</u>	0 0		
Click OK when finished.	14	0	0		
	15	0	0		
	16	0	0		
	17	U	0		
	19	0	0		
	20	0	0		
	21	0	0		
	22	0	0		
	23	0	0		
	24	0	0		
	26	0	0		
	- 07	0	-	1	*
	Set-up yo for male division i Preferen each sey	our Standard point so and female. There ca f the meet is set-up to ces Menu to set-up v cor division.	ores here. There car an also be a different o use Divisions. Use I whether or or not to u	n be a different : set of points for the Entry / Scor se different poir	set of points reach ing tt set-ups for
		<u>D</u> efault	<u>о</u> к	<u>C</u> ancel	

#### 2. SET UP EVENTS:

From the MAIN MENU screen, click on the EVENTS tab.



After reading the instructions below, click on ADD in the EVENTS screen and proceed to enter the events as detailed on the <u>Program of Events</u> page at the beginning of this booklet (Page 4).

E	vents ut Add	Edit	lete Cor	mbined Event	ts Sessio	ns Check-li	n Commer	nts Re	-Number Conv	Clear	ndicators	Records St	andards View	Print Exp	ort to H	ITMI Hel	n	_	- 0	×
		X	7	R# 🗤 🔢	1517	🔿 🖪 🏹	<b></b>		riamber copy	cicui	indicators	necondy 51		This bap	011101		۲			
е / С 1	Gen II lixed	der C Male C Female	Age	Range (	<ul> <li>Indiv + R</li> <li>Indiv Onl</li> <li>Relays C</li> </ul>	elays ly Dnly	All Eve     Standa     Open	ents ard Only Water	⊂ Time T ⊂ Swim- ⊂ Disabil	rial Only Off Only ty Only										
	<u>Evt#</u>	<u>Status</u>	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed			
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Meet Manager will automatically start numbering from Event #1 and then progress one event number at a time once you select OK after entering each event's details.

You now need to select your preferences for each event.

**NOTE:** Once you have selected all the criteria below, this will not change from event to event unless you physically do so - except for the Event # and the Gender.

Individual/Relay:	Click on the appropriate selection.
Gender:	By ticking the Alt Gender box, Meet Manager will now alternate between the genders from one event to the next without you having to do so. Select Gender or Mixed.
Division:	Will be greyed out - leave blank.
Age Group:	Select the appropriate button for your event. If the standard selection does not give you the range of age/ages you require, you can select the Custom option and designate a range of ages eg: 12 & Under = 0 - 12 13 & Over = 13 - 109 9 years = 9 - 9 etc.
Distance:	Select the distance to be swum. Once again, if you require distances not listed, you can select the Custom option and designate the distance required.
Stroke:	Select the appropriate stroke for the event.
Rounds:	This meet is a Timed Finals meet, so you would select this option.
Round 1 - Prelims or Timed Finals:	The venue - My Swimming Pool - only has 6 lanes. Number of Lanes = 6 Lanes for Best = 6 Heats = 1
Time Finals, Heat Order and Timed Finals selections:	These will be filled in automatically and do not need to be adjusted for this meet.
Multi-Age Group:	This is used if you want to swim several age groups together but award them separately. For this meet it is left blank. (See <u>Section 13</u> on Page 181 for further information on this set-up)
Score Event:	This needs to be ticked to give you a point score at the end of the meet so that you can award Champion Girl/Boy/Club etc.
Entry Fee:	Enter the cost of each event, especially if uploading to Swim Central for online entries.
Event Type:	This is where you can choose Standard or Multi-Class if running those events.
Round 2 or Round 3 - Finals	This will be greyed out and cannot be filled in because you have selected this meet as a Timed Final meet.

Proceed to enter all 8 Events as listed on the **Program of Events** page (Page 4).

🔩, Add New Event								×
Event #: 1 Individual / Relay (* Individual C Relay Gender V Alt Gender Girls (* Boys Women (* Men Mixed Division Suppress Distance	Age Group           6 and Under           9 and Under           10 and Under           15 and Over           Open/Senior           7 - 8           9 - 10           11 - 12           13 - 14           15 - 16           15 - 18           17 - 18           Custom	1	Dist 25 50 100 200 400 500 500 800 1000 or 1500 1500 1650 None Custom	ance 3K 5K 10K 25K 1 Mile 2 Mile		Freestyle Backstroke Breaststroke Butterfly Medley Note Suppres imed Finals relims / Semis / # Heats in Se # Lanes in Se	Stroke C 1 mtr Diving C 3 mtr Diving Platform Diving Ustom # Relay Legs (2-8) Custom # Relay Legs (2-8) Custom # Relay Legs (2-8) C Prelims / Finals Finals Finals mis emis (1-12)	
Round 1 - Prelims or Til 6 Number of Lanes ( 6 Lanes for Best 1 Assign Lanes 5 Standard C Un-Seeded C 2 per Lane C 2 per Choice Timed Finals Score as A - Final, B - Final S 1 # of Heats to Score (1-6) Multi-age Super Seed	med Finals 1-12) Heats Heats www.to.Fast ist to.Slow Style		Multi-Age Grou Multi-Age Grou Seed Multi-Age core Event anual Seed Even andard ne Trial Event vim-Off Event ds at both ends ds at both ends	p p Extra Old to Young Entry Fee 4.50 nt Type Multi-Cla C Open W - Round 1 / Sem - Finals <u>C</u> ance	ss ater is	8 Nun 1 Hea ↓ Lane ↓ A - Fin Max ↓ Score ↓ Multi-A ↓ Super ↓ C St	Round 2 or Round 3 - Finals nber of Lanes (1-12) tts in Finals (1-6) ts Vary al, B - Final Style (Age for 1 Slowest Finals Prelims as Extended Final .ge Super Final Final Eliminates Oldest Group Finals Heat Order low to Fast ast to Slow ustom	

Click CANCEL once all events have been entered and then your EVENTS screen will now have all events listed as shown below. If you see that you have made a mistake, you can highlight the event and then click EDIT to make any changes.

Click CLOSE OUT  $\boxtimes$  when you are certain that all events are correct.

C), Ev Layo	ente ut Ada	l Edit De	elete Co	mbined Event	s Sessio	ns Check-In	Commer	its Re	e-Number Cop	y Clear	Indicators	Records	Standards View	Print Exp	ort to H	ITML Hel	p		- (0	×
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€ A © M	Gen I ixed	der C Male C Female	Age	e Range	Indiv + F Indiv On Relays (	Relays Iy Dnly	<ul> <li>All Eve</li> <li>Standa</li> <li>Open</li> </ul>	ents ard Only Water	C Time 1 C Swim C Disab	Trial Only -Off Only ity Only										
	Evt#	Status	Gender	Age Group	Distance	<u>Stroke</u>	Entry Fee	Rnds	Finals Setup	Lanes	<u>Type</u>	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed			
	1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
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#### 3. SET UP SESSIONS:

This is not a must, but you cannot produce a TIMELINE for the meet or setup MEET MOBILE without setting up a Session/s.

Click on the EVENTS tab again from the MAIN MENU screen.



Click on the SESSIONS tab in the EVENTS screen.

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	Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Туре	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed			
►	1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	 		
	5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	 		
	7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
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Click on the ADD button and proceed to enter your session details. We will add 2 session for this meet.

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EVENT Evt #	LIST - ( Rnd	Double Click to J	Add)							SESSIC Evt#	N SCHED Rpt H/P	ULE - (I P/S/F	(Double Click Evt # to Delete)	Order	Alt	Alt Heats	Break	Break Description		
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EVENT Evt # 1 2 3 4 5	LIST - ( Rnd F F F F F	Double Click to J Event Name Boys 8 & Under 5 Girls 8 & Under 5 Men Open 100 Ba Women Open 101 Boys 9 Years 20	Add) 50 Freestyle 0 Freestyle ackstroke 0 Backstroke 0 Breaststroke							SESSIC Evt#	Rpt H/P	ULE - (I P/S/F	Double Click Evt # to Delete) Event Name Nothing set-up for session	Order 0	Att	Alt Heats	Break 0	Break Description		
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Session#	-	1
Session Title	-	MORNING
Day	-	1
Start time	-	9.00 AM
Interval	-	40
Extra Backstr	oke	
Interval	-	15
Chase and Di relevant fields	ving ar	e not imming.
Course	-	LC Metres

Leave the Max Entries for Meet Events Export to TM fields blank.

Click OK then set up Session 2.

🖏 Add New Session	Х
Session #: 1	
Session Title : MORNING	
Day: 1	
Start Time : 09:00 ( AM C PM	
Interval : 40 Extra Backstroke Interval : 15	
Chase Starts Interval : 0 Diving Time per Dive : 30	
Course: C LC Meters C SC Meters C Yards	
Max Entries for Meet Events Export to TM	
Max entries including relays :	
Max individual entries :	
<u>O</u> K <u>Cancel</u>	

			🖏 Add New Session		×
Session#	-	2	Corrige Ha	2	
Session Title	-	AFTERNOON	Session # :	2	
Day	-	1	Session Title :	AFTERNOON	
Start time	-	1.00 PM	Day :	1	
Interval	-	40	Start Time :	01:00 C AM @ PM	
Extra Backstr	oke		Interval :	40 Extra Ba	ackstroke Interval : 15
Interval	-	15	Chase Starts Interval :	0 Div	ing Time per Dive : 30
Chase and Di relevant fields	ving are for swi	e not imming.	Course : Max E	• C Meters • SC Meters	C Yards
Course	-	LC Metres		Max entries including relay	s :
Leave the Ma Events Expor	x Entrie t to TM	es for Meet fields blank.		Max individual entrie Max relay entrie	s :
Click OK and	then C	ANCEL.			

You now need to put the events that you want into each session.

With SESSION 1 highlighted, double click on the EVENT NUMBER from the left-hand side and this will import them across to the SESSION SCHEDULE on the right-hand side.

These events are now flagged as yellow.

Es, Ad	Sessi d E	ions Edit D	elete Move All	Remove All	Clear	Indicate	ors Pri	int Help												_	٥	Х
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7	D	ay	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Inter	al Co	ourse	Title	e for Session							
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	vt#	Rnd	Event Name								Evt#	Rpt H	I/P P/S	S/F E	Event Name	Order	Alt	Alt Heats	Break	Break Description		
	1	F	Boys 8 & Under 5	i0 Freustyle							1	Н	F	-	Boys 8 & Under 50 Freestyle	1			0			
	2	F	Girls 8 & Under 50	0 Freestyle							2	Н	F	: (	Girls 8 & Under 50 Freestyle	2			0			
N.	3	F	Men Open 100 Ba	ickstroke							3	Н	F		Men Open 100 Backstroke	3			0			
	4	F	Women Open 100	Packstroke							4	H	F	·	Women Open 100 Backstroke	4			0			
	5		Boys 9 Years 200	) Breaststroke							_	-	_	_								
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Now highlight SESSION 2. Click on MOVE ALL -> answer YES. This moves all the remaining events into Session 2.

If you make a mistake, just double click on the event name in the SESSION SCHEDULE on the right-hand side and this will remove the event from that Session.

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	-Day 1		09:00 AM	Session #	I-Max	I-Max	R-Max	40	BK Interval	Chase	Dive In	terval	Cours	e Inte MOR	e for Session RNING					
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1		F	Boys 8 & Under 50	) Freestyle							- 1-				Nothing set-up for session	0			0	
2		F	Girls 8 & Under 50	Freestyle																
3		F	Men Open 100 Ba Women Open 100	ckstroke Backstroke							HY-TEK'	s MEET	MANA	GER	×					
5		F	Boys 9 Years 200	Breaststroke																
6		F	Girls 9 Years 200	Breaststroke							Move a	ill remai	ning ev	ents in	to selected session ?					
7		F	Mixed Open 400 M Girle 6 10 200 Ere	ledley 4 x 100 actual 4 x 50r	Im Relay					-			/	_						
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	Day		Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive In	iterval	Cours	e Titl	le for Session		_			
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Evt	#	Rnd	Event Name								_	V <sup>1</sup> # R	pt H/P	P/S/F	Event Name	Under	Alt	Alt Heats	Break	Break Description
1		F	Boys 8 & Under 5	0 Freestyle								5	H	F	Boys 9 Years 200 Breaststroke	1	$\mathbf{N}$		0	
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6		F	Girls 9 Years 200	Breaststroke	m Balan											-				
8		F	Girls 6-10 200 Fre	estyle 4 x 50	m Relay											-				
																		1		

CLOSE OUT  $\boxtimes$  the screen when your Sessions are all complete.

#### 4. SET UP RECORDS:

Click on the EVENTS tab again from the MAIN MENU screen.



Click on the RECORDS tab.

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Layo	ut Ad	d Edit De	elete Co	mbined Event	s Sessio	ns Check-In	Commen	ts Re	-Number Copy	Clear I	ndicators	Records S	Standards View	Print Exp	ort to H	ITML Hel	р			
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	Ger	nder	Age	Range	indiv + F	lelays	All Eve	nts	C Time T	rial Only										
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ା	lixed	C Female			Relays (	Dnly	C Open \	Vater	C Disabi	ty Only										
	Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Туре	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed			_
	1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	 		
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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. Just click OK to BOTH prompts.

					_																		
<b>C</b> , E	/ents					5. R	lecord											- 1	- ×			đ	$\times$
Layo	ut Add	d Edit De	lete Co	mbined Event	is Se	Impo	rt Fx	port Unda	te Cust	tom Age G	roups Re	fresh View	Create I	Report									
	🗅 🚅 i	🗙 ce 🜆	70	R# 🖍 🄡	5							Dioaco w	oit while	undeting									
	Ger	der			2							T ICUSC #0		suputting									
• /	All	C Male	Age	Range	indi Indi	<u> </u>	Ge 	nder	1	Age Range	🕘 Indi	iv + Relays	•	LC Meters	F	Report Sort							
C N	lixed	C Female			Rel		ll Sanat	C Familie			C Indi	iv Only		SC Meters	(⊂ By E	vent #							
					Le: 1	C M	ixed	Female			V Rel	ays Only	¢.	SUYards	O By A	.ge Group					 	 	
	<u>EV[#</u>	Unseeded	Bove	Age Group 8.8 Under	DISt							Lon	ng Course I	Meters									
-	2	Unseeded	Girls	8 & Under	5						]												
	3	Unseeded	Men	Open	10																		
	4	Unseeded	Women	Open	1(	$\square$					-												_
	5	Unseeded	Boys	9 Years	20	$\vdash$																	
	6	Unseeded	Girls	9 Years	20																		
	7	Unseeded	Mixed	Open	40																		
	8	Unseeded	Girls	6-10	20																		
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										You m	ust edit the	e first tag nam	ned 'Edit N	de' and give i	t a name such	nas							
										Natio	inal before	entering reco	oras.										
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						$\vdash$				-					0	к 🚺							
						$\vdash$				-													
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					- 1																 	 	
					+	D	¥ ¥	Fla	g Fastest	Time Only										-	 	 	
								/	1		1			Departs on	he stored for	all three course	a llas	ihe 'Order' t	a appendiate	1	 	 	
									-		-			sequence th	e records will	be listed on rep	orts. Th	e flag is the	symbol				
														used to show	when a reco	ord is broken. To	b hide al	records of	a particular		 	 	
				İ										tag, make the	flag an 'x' or	'X' and the reco	ord will b	e ignored o	n reports				
														team. edit the	tag and seler	ct the team for t	can only hat tao.	r be broken To denote ti	by one nat a record				
														tag can only	be broken by	a particular LSC	membe	r, edit the ta	g and enter				
														an LSC code	for that tag. It	f a record is not	eligible	to be broke	n by a				
														toreigner or	an exhibition e	entry, cneck the	appropr	late box ne:	ct to that tag.				
											-												
					-	-																	
				1	1			1								1							

Now click on the OPEN FOLDER icon to give your records a name and a flag indicator.

Proceed to enter the information as shown below and then click OK.

🔄 Edit Record Tag Name	—		$\times$
Order :	01		
Tag Name : M	EET REC	ORD	
Flag : R			
Record Only For :		•	
Record Only For LSC :		•	
Allow Exhibition athletes / relays to set re	ecords		
Allow Foreigners to set records			
<u></u> ar	ncel		

Click into the appropriate field to enter the TIME, DATE, RECORD HOLDER'S NAME and CLUB for all events as listed on the following Meet Records page.

**TIP:** You do not need to use the decimal point when adding times - Meet Manager does this for you.

You only have to do this once, as these RECORDS can now simply be UPDATED for any future meets. See <u>Section 15</u> (Page 197) for more information.

₿, Re	cords											×
<u>I</u> mport	Export Update	Custom Age <u>G</u> ro	ups	Re <u>f</u> resh <u>V</u> iev	w Create	<u>R</u> eport						
◄	5 骨 Age 🖉 🐻 é	🗐 🖸 🔽 SP	now R	ecords of Selec	ted Tag Onl	у						
	Gender	Age Range	æ	Indiv + Relays		LC Me	ters		Report Sort			
• All	C Male		0	Indiv Only	0	🗋 SC Me	eters		By Event #			
C Mixe	ed C Female		0	Relays Only	(	🖯 SC Ya	rds		🔿 By Age Group			
		·			ng Course	Meters						
Evt#	Event Name		Hide	Tag Name	Time	Year	Mon [	Day	Record Holder	Affiliation	n	Re
1	Boys 8&U 50 Free			MEET RECORD								
2	Girls 8&U 50 Free			MEET RECORD				_				
3	Men Open 100 Back			MEET RECORD								
4	Women Open 100 Ba	ck		MEET RECORD								-
5	Cirle 9 200 Breast			MEET RECORD								+
7	Mixed Open 400 Medi	ev 4 x 100m Relay		MEET RECORD								+1
8	Girls 6-10 200 Free 4	x 50m Relay		MEET RECORD								
		,										
								· ·				
n 🧀	X 🗆 Elan Fa	etest Time Only										_
						rl.						
Order	Tag Name	Flag Team Only	LSC C	only ExhOk F	oreignOk	Record	is can i	be st	ored for all three courses. Us	e the 'Orde	r' to contro	ol the
01	MEET RECORD	R				used to	nce me nishow	whe	an a record is broken. To hide	all records	of a partic	ular I
⊩—						tag, ma	ke the	flag	an 'x' or 'X' and the record wil	l be ignored	d on report	ts
⊪—						and no	t listed.	. To d	enote that a record tag can o	nly be brok	en by one	
						team, e	dit the	tag a	ind select the team for that tag	g. To denot	e that a re	cord
						tag car	n only b	for the	oken by a particular LSC mem	ber, edit the	e tag and e	enter
						foreion	er or a	in ext	hibition entry, check the appro-	oriate box i	next to that	t tao.
									, check the appro			
		1 1 1										

#### **MEET RECORDS:**

Event	Time	Year	Mon	Day	Record Holder	Affiliation
1. Boys 8 & Under 50m Freestyle	35.10	2005	01	01	John Webber	Local Swim Team
2. Girls 8 & Under 50m Freestyle	32.15	2005	01	01	Mary Smith	Diamonds
3. Mens Open100m Backstroke	1:02.76	2004	01	01	Phil Brown	Diamonds
4. Womens Open100m Backstroke	1:07.59	2004	01	01	Sarah Jones	Fantasy Club
5. Boys 9 years 200m Breaststroke	2:59.82	2005	06	15	Jim Burke	NSW Club
6. Girls 9 years 200m Breaststroke	3:10.27	2005	06	15	Sue Potter	Dragons Team
7. Mixed Open 400m Medley Relay	6:59.80	2005	01	01	Local Swim Team	Local Swim Team
8. Girls 6-10 years 200m Freestyle Relay	2:45.13	2005	01	01	Dragons Team	Dragons Team



Once all records have been entered, CLOSE OUT  $\boxtimes$  of the Records and the Events Screens back to the MAIN MENU screen.

If you wanted to add say NSW METROPOLITAN or COUNTRY qualifying times to see if any of your swimmers qualify for these meets, simply obtain the qualifying times from the Swimming NSW website and then add them as another record by clicking on the ADD NEW RECORD TAG .

The swimmers who achieve these times at your meet will then be highlighted with the flag that you set up. See example below.

	3. Rec	cords										Х
	mport	Export Update	Custom Age <u>G</u> ro	oups	Refresh \	/iew Creat	e <u>R</u> eport					
		• 👕 Age 🔬 🌚 e	⊒gr⊑ i⊻s	now R	ecords of Se	elected lag Or	ily					
		Gender C Male	Age Range		Indiv + Relay	s	LC M C C C M	eters	Report Sort			
	⊂ ⊂Mixe	d C Female	-	ŏ	Relavs Only		O SC M	eters ards	By Event # By Age Group			
F									- by high shoup			
	Ev##	Event Name		Hide	Tag Name	Long Cours	e Meter	S Mon Day	/ Decord Holder	A ffiliation		Pe
H.	1	Boys 8&U 50 Free		Thue	COUNTRY (	OT 33.0	0	mon Day	Record Holder	Arniation		Ke
	2	Girls 8&U 50 Free			COUNTRY	2T 31.0	0					-
	3	Men Open 100 Back			COUNTRY (	QT 1:02.5	0					+
	4	Women Open 100 Ba	ck		COUNTRY (	2T 1:07.0	0					
	5	Boys 9 200 Breast			COUNTRY (	2:59.0	0					
	6	Girls 9 200 Breast			COUNTRY (	QT 3:09.5	0					
	7	Mixed Open 400 Medl	ey 4 x 100m Relay		COUNTRY	QT 6:58.0	0					$\square$
	8	Girls 6-10 200 Free 4	x 50m Relay		COUNTRY (	QT 3:43.0	0					
							_					
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	-			1	1	1	1	1 1	1			F
TĽ												
	D 🖻	🖌 🗌 Flag Fa	stest Time Only									
I	Order	Tag Name	Flag Team Only	LSC C	only ExhOk	ForeignOk	Recor	ds can be	stored for all three courses. I	Jse the 'Order	r' to contr	rol the
	01	MEET RECORD	R				seque	ence the re	cords will be listed on reports	. The flag is t	he symbo	bl
	02	METRO QT	M				used	to show w	hen a record is broken. To hid	le all records	of a part	icular
	03	COUNTRY QT	C				tag, m	ake the fla	g an 'x' or 'X' and the record v denote that a record tag can	only be broke	on reported to the second second second second second second second second second second second second second s	лs
							- team.	edit the tag	and select the team for that i	tag. To denote	that a re	ecord
							tag ca	in only be	broken by a particular LSC me	mber, edit the	tag and	enter
							an LS	C code for	that tag. If a record is not elig	ible to be brol	ken by a	
			exhibition entry, check the app	ropriate box r	ext to the	at tag.						
							-					

## SECTION TWO: BACK UP SHELLS FOR MEET MANAGER, TEAM MANAGER AND ONLINE ENTRIES.

#### 1. BACKUP FILE (SHELL) FOR MEET MANAGER:

Before making your BACKUP FILES, go into your C:\ Directory on your computer and select SWMEETS7 and add a new folder called TEST EVENT 2020.

Within the newly created TEST EVENT 2020 folder make the following sub-folders:

- 1. Backups
- 2. Entries
- 3. Results
- 4. Shells

This way you will not become confused with all the different files that you will be making and saving as you go through this meet process.

Once you have done this, go back into the Meet Manager program and click on the FILE tab from the MAIN MENU screen and select BACKUP from the drop down.


Ensure that you are in the right DRIVE, ie C: (Windows)

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.

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the SHELLS folder so that your files will be saved here.

Click OK to save.

🕄 Backup Current Database														
Copy Backup To: C:\swmeets7\TEST EVENT 2020														
Drive:	Directory:													
C: [Windows]	C:\ Swmeets7 TEST EVENT 2020 Backups Entries Results Shells													
<u> </u>	<u>Cancel</u>													

When the BACKUP OTIONS screen below appears click on OK.

🕄 Backup Options	×												
You have selected C:\SWMEETS7\TEST EVENT 2020\SHELLS as the location for the backup of your curre database.	nt												
*** NOTICE *** In case you are providing results to those who have TEAM MANAGER, but do NOT have MEET MANAGER, also provide an Export of Results to TM by clicking File / Export / Results for TEAM MANAGER. *** WARNING *** MM 2.0 users will not be able to restore this backup.													
You have the option to include a message with the backup.													
☐ Include a message													
You have the option to lock the backup so that the database is set to Read-Only. Checking the box below means: Anyone, including yourself, restoring a locked backup will NOT be able to edit the results. Lock Database Backup as Read-Only for Results, Splits, and Relay Names													
<u>OK</u> <u>Cancel</u>													

Once the BACKUP is complete, click OK.



## 2. BACK UP FILE (SHELL) FOR TEAM MANAGER AND ONLINE ENTRIES:

From the MAIN MENU screen, click on the FILE tab and select EXPORT.

Then click on EVENTS FOR TM.

Open / New	Ctrl+0			Updated: 20/06/20
Duplicate				
Backup	Ctrl+B			
Restore	Ctrl+R			
Unzip File	and the second second			
Repair/Compact Database				
Purge	·		The second second second second second second second second second second second second second second second s	
Import	>	and the second		
Export	> Results for	Swim Manager or SWIMS or NCAA or USMS		
Install Update	Entries for S	WIMS Times Recon		
Disable Network Login	Entry Fees f	or Business Manager (.CL2)		
Open in Multi-User Mode	Entries for I	Veet Manager Merge of same meet (.HY3)	ETIVEHY-Tek.	
Network Administration	Advancers	(.Hy3)		
License Management	Athletes / 1	eams / Email (.HY3)		
Exit	Ctrl+Q Entries for I	Diving Only		
C:\swmeets7\Test Event 2020.mdb	Records			7.0
C:\swmeets7\2020 Shore Yr 7 Trials.mdb	Time Stand	ards		
D:\MCC\MCC 2020\Test Event 2020.mdb	Events for 1	M		
D:\MCC\MCC 2020\MCC 2020.mdb	Start Lists fo	or Scoreboard	SWIMMING	
C:\swmeets7\MCC2020.mdb	USA, S Regi	testion		
C\swmeets7\MCC 2020 Extras mdb	British Swir	nming Competitors List		
C:\swmeets7\MCC 2019.mdb	Convert a H	ly-Tek Export CL2 File to SDIF	ng Live Results to Swim's #1 app - Meet Mobile:	
C:\swmeets7\2020 Shore Snr Championships.mdb	Generic Dat	a in IVID ACCESS		
C:\swmeets7\2019 Senior MetSEA Summer Championships.mdb	Results for	SwimCloud		
	Results for	Swimming World Magazine Web Site		
	Results for	Disabled Achietes in IPC Format	and the second sec	

Because we are using a fictional meet, MEET MANAGER will display a WARNING sign that the meet start date has already passed and asks if you want to change the start date. For this exercise, click NO. You would not normally see this warning sign.

HY-TEK's MEET MANAGER	$\times$
Warning: The meet start date has already passed.	
Do you want to go back to the Meet Setup to change the start date of the meet ?	
<u>Yes</u> <u>N</u> o	)

A CHECK YOUR MEET PARAMETERS SCREEN will appear and once checked, click YES.

HY-TEK's MEET MANAGER	$\times$
Check your meet parameters for the following information before exporting: The meet age-up date is: 01/01/2020. The meet start date is: 01/01/2020. No 'Since Date' has been set for entry seed time eligibility. If not correct, then go back to Setup / Meet Setup and Setup / Entry	
Scoring Pref / Entries. Athlete Surcharge is set to: 0.00 Team Surcharge is set to: 0.00 Facility Surcharge is set to: 0.00 If surcharges are not correct, go back to Reports / Teams.	
Max Entries per athlete are set to: Max Total: 3 Max Individual Entries: 2 Max Relay Entries: 1 Exclude NT Entries is set to: Include If max entry limits are not correct, go back to Setup / Entry Scoring Preferences / Entries.	
In Events / Sessions, you can check Max Entries per athlete per session.	
Is this correct ?	
<u>Y</u> es <u>N</u> o	

A QUALIFYING TIMES AND CONVERSIONS screen will now appear for you to check and then click OK.

🖏 Export Events to TM 🛛 🗙	$\langle  $
Qualifying Times         Include qualifying times for LCM, SCM, and Yards         Multi-Cut Course order :         LSY         Include qualifying times for LCM only	
Conversions       Team Manager SCM and Yards entry times are NOT to be converted to LCM      Team Manager SCM and Yards entry times CAN be converted to LCM	
Events Standard Events Time Trial Events Swim-off Events	
Cancel	

Ensure that you are in the right DRIVE, ie C: (Windows)

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.

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the SHELLS folder so that your files will be saved here.

Click OK to save.

C3. Backup Current Database													
Copy Backup To: C:\swmeets7\TEST EVENT 2020													
Drive:	Directory:												
C: [Windows]	C:\ Swmeets7 TEST EVENT 2020 Backups Entries Results Shells												
<u></u> K	Cancel												

You will now see the ZIPPED SUCCESSFULLY screen. Click OK.



It is good practice to periodically save your Meet Manager data into BACKUPS so that none of the information that you have already entered and uploaded is lost.

From the MAIN MENU screen click on the FILE tab and then select BACKUP from the drop down.



Ensure that you are in the right DRIVE, ie C: (Windows)

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the BACKUPS folder so that your files will be saved here. Click OK to save.

🕄 Backup Current Database										
Copy C:\swmeet	Backup To: s7\TEST EVENT 2020									
Drive:	Directory:									
<u>о</u> к	Cancel									

When the BACKUP OTIONS screen below appears click on OK.

🖏 Backup Options	×
You have selected C:\SWMEETS7\TEST EVENT 2020\BACKUPS as the location for the backup of your current database.	t
*** NOTICE *** In case you are providing results to those who have TEAM MANAGER, but do NOT have MEET MANAGER, also provide an Export of Results to TM by clicking File / Export / Results for TEAM MANAGER. *** WARNING *** MM 2.0 users will not be able to restore this backup.	
You have the option to include a message with the backup.	
Include a message	
You have the option to lock the backup so that the database is set to Read-Only. Checking the box below means: Anyone, including yourself, restoring a locked backup will NOT be able to edit the results. Lock Database Backup as Read-Only for Results, Splits, and Relay Names	
OK Cancel	

Once the BACKUP is complete, click on OK.



You have now successfully created the SHELL for your meet and saved the backup files and are ready to start accepting entries.

You can 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 NSW 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 SHELL.

These forms of entry are known as E-ENTRIES.

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

You will need to give the TEAM MANAGER EVENTS file to your RACE SECRETARY for upload into the Swimming NSW Swim Central portal so that swimmers may enter directly online.

The two files that you have created and saved in your TEST EVENTS 2020 Folder -> SHELLS subfolder will look like this:

MEET MANAGER FILE:

TEAM MANAGER FILE:



Swmm7BkupTest Event 2020-01.zip

Meet Events-Test Event 2020-01Jan2020-001.zip

# SECTION THREE: ENTERING DATA MANUALLY INTO MEET MANAGER (TEAMS, ATHLETES AND RELAYS)

# 1. ENTERING TEAMS:

If you are doing MANUAL ENTRIES, which is very rare these days, you will need to add the TEAM NAME first before you can enter any athletes.

From the MAIN MENU screen select the TEAMS tab.



When the TEAMS screen opens up, click on the ADD button.

	ams out	Add Edit	Delete	Coache	es View	Find	Print Exp	oort to H	IML Help	0										_	٥	×
The second secon																						
-	۱ I	B	С	D	E	F	G	Н		J	K	L	м	N	0	P	Q R	S T U	VV	X	Y	z
	Team	Name			ABBR	LSC	Short Name		AILABBR		Status	No Points	No TmSur	No FacSur	No AthSur	No RelSur	Region	Head Coach Men	Head Coach Women	Address 1		
┣┣	Unatta	ached			UNAT		Unattached															
┣—	-				<u> </u>																	
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When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise, we will be entering the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME at this point. Any further information that you may wish to enter can be added at a later date.

TEAM ABBREVIATION -> LOC FULL TEAM NAME -> LOCAL SWIM TEAM

Click OK after you have entered the team information and then CANCEL after all teams have been added.

😋 Add New Team	( ×
Team Abbr : LOC LSC : Division: Team not eligible for team score point rankings (similar to Una No Team Surcharge No Facility Surcharge	IM TEAM Team Code : Team Status : Normal  Team Gender : X Team Gender : X Team Code : Alternate Team Name : Alternate Team Name : No Athlete Surcharge No Relay Only Surcharge
Address :	Cell :
Address :	Office :
Province :	Home :
City :	Fax :
State : Postal Code :	E-Mail :
Country :	Note: Cell phone is important for the Run Menu Prelims Scratch Sheet
	<u>QK</u> gancel

You can now CLOSE OUT 🗵 of the TEAMS screen back to the MAIN MENU screen.

# 2. ENTERING ATHLETES:

From the MAIN MENU screen select the ATHLETES tab.



🖪 🏄	iletes																					-	٥	Х
Laypu	t Add Edit	Delete Conta	act Co	omp#	Multi-	Class#	ScratchAll	View I	Find	Repo	rts Exp	port to H	HTML Ever	nts Relays Te	ams Help									
m		c# 占 🗠 👸	Б М	<i></i> [	ð 🚮	🏹 🏼 👌	z 📲 🖻			Sess	ion All													
Ge	Gender Age Range Entries																							
•	Both     Both     Eligible Only     Show Relays     Show Swimune																							
	C Male C All Events C Show Swim-ups																							
C Female C Entries Only Snow Results																			 		 			
A	В	C D	E		F	G	н		<u> </u>		K	<u> </u>	м		0   P	<u> </u>	R	S	T	U	V	 <u>×</u>	<u> </u>	Z
∥—–	<u>ast Name</u>	First Name	MI	Gen	Age	ABBR	Tear	n Name		R	egistra	tion #	Birth Date	Preferred	<u>Status</u>									
										-														
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													ENT	RIES										
Evt #	Eligible Event	S		Sel	Stat	Entry T	fime Heat/L	ane SC	R Alt	Exh	Bonus	Special	Event Age	Conv Time										
0	None					-				1														
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				-		-			-															
				-																				
				-		-																		
1	1			1	1	<u> </u>	1	1	1															

When the ATHLETES screen opens up, click on the ADD button.

When the ADD NEW ATHLETE screen opens, the TAB key can be used to move from field to field.

5. Add New Athlete								_		×
Contact Teams										
Last Name : Pref Name : Reg ID# :				First Name : Birth Date : Team :	DD/MM/YY	<b>-</b>	Age	:	MI :	
Gender (M/E) :	Retain Ge	nder	Build ID	Class Vear		Statu	s · Normal	•	SDMS ID :	
Citizen of :		-		Competitor # :	1	0	)isability (S. S	B. SM) :		
2nd Club :								State :		
	1				1			I		
ENTRIES	Event #	Event Name			ELIGIBLE EVENT	rs -				
Event# Entry lime	0	None								
	I									
	I									
	I									
	I									
	II									
	]]	I	Fabrica							
			Entries	<u>о</u> к	Cancel					

Read the information below about the relevant fields and then enter the ATHLETES listed below.

Last Name	Type in surname
First Name	Type in first name
MI	Middle Initial. Do not use this field
Pref Name	Preferred Name. Do not use this field
Birth Date	Type in DOB in format: DD/MM/YY
Age	Meet Manager will compute the age automatically once the DOB has been entered
Reg ID #	Registered ID. NEVER change this field. It is generated by Meet Manager and is the systems unique code for each athlete. This IS NOT the swimmer's registration or capitation number.
Team	Use the drop-down box to select the team name.
Gender (M/F)	Type in "M" or "F" for gender.
Retain Gender	This button is checked so that you can enter all the females or males without the need to type each time. Untick if you wish to enter manually.
Build ID	This button is only used if you need to alter an athlete's name or DOB and if the system does not automatically re-build the Reg ID #
Status	Meet Manager will default to Normal for all athletes. You would only change this if you needed to add Exhibition or Disability swimmers (see <u>Section 14</u> on Page 184 for further information)
Eligible Events	Once you have entered the above information, Meet Manager will then generate all the Eligible Events that the athlete can enter. Click on the events to be entered. If you make a mistake, just double click on the yellow row to delete the entry and then put the swimmer into the correct event.
Entries	Enter the swimmer's entry times. If there is no entry time, the default is NT (no time). The "L" after each time denotes Long Course. <b>TIP:</b> You can type in all entry times without using the decimal points or colons.

All these swimmers are members of the Local Swim Team.

NAME	DOB	EVENT	ENTRY TIME	EVENT	ENTRY TIME
Brian Smith	06/07/2004	3 - 100m Back	1:03.64		
Michael Neale	08/06/2011	1 - 50m Free	39.00	3 - 100m Back	3:00.12
Mitchell Bradford	04/06/2010	3 - 100m Back	1:26.06	5 - 200m Breast	2:59.96
Daniel Traynor	04/05/2010	3 - 100m Back	3:00.01	5 - 200m Breast	NT
Chantelle Kelly	03/11/2009	4 - 100m Back	NT		
Wendy Hill	20/07/2010	These two swimn	ners are relay on	ly swimmers. They	/ still need to be
Faith Hill	14/12/2009	entered into the A	thlete database.	They have no ind	ividual events.
Mark Maguire	06/06/2012	1 - 50m Free	40.79	3 - 100m Back	2:07.66
Sarah Cox	05/10/2011	2 - 50m Free	50.10		

Click OK to save after entering each swimmer. This moves you to the next blank athlete screen.

Click CANCEL when all your athletes have been entered.

The ATHLETES screen has now been populated with your 9 LOCAL SWIM TEAM members.

You can click on each swimmer to view their details and their ELIGIBLE EVENTS and ENTRY TIMES will be listed below and highlighted in yellow.

If you see that you have made a mistake, you can either double click on the swimmer's name or use the EDIT button at the top of the screen to open up their profile and make the appropriate changes.

You can make changes to the ELIGIBLE EVENTS from the front of this screen by clicking on the yellow highlighted event. This will then ask you if you want to delete the swimmer from that event.

You can also add swimmers into extra events from the front of this screen by simply highlighting the event that you want to put them into.

You can make changes to the ENTRY TIMES from the front of this screen also. Just click into the ENTRY TIME column and make the necessary changes.



Once you are happy with all your entries, you can CLOSE OUT ⊠ of the ATHLETES screen back to the MAIN MENU screen.

#### 3. ENTERING RELAYS:

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 going to enter.

C. Relays										-	٥	×
Add Delete Swim-ups Copy Names Verify Relay Ad	es View Help											
							_					
All C Male Age Range ange Range Range Range Range Range Range Range Range Range Range	ELAY TEAM ENTRIES											
C Mixed C Female	eam	Entry Time Heat/Lane	SCR Alt	Exh Bo	onus Spc	Conv Time	Fin					
DEL AV EVENTS	o Entries											_
Evt # Stat Event Name												_
7 U Mixed Open 400 Medley 4 x 100m Relay												
8 U Girls 6-10 200 Free 4 x 50m Relay												
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ELIGIBLE ATHLETES												
Age Name												
No Athletes												
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		RELAY ORDER						Team	Abbr			
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	2					ŀ	-					
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All TEAMS will be listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM to enter them into the 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.

The LOCAL SWIM TEAM has now been 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.



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.

For this exercise we will enter the following swimmers into the following relays:

EVENT 7 - Mixed OPEN 4 x 100m Medley Relay. ENTRY TIME: 8:08.56

- 1. Daniel Traynor
- 2. Brian Smith
- 3. Chantelle Kelly
- 4. Sarah Cox

EVENT 8 - Girls 6-10 Years 4 x 50m Freestyle Relay. ENTRY TIME: 3:06.13

- 1. Sarah Cox
- 2. Faith Hill
- 3. Wendy Hill
- 4. Chantelle Kelly

To add the athletes that are swimming in the relay team, double click on their name from the ELIGIBLE ATHLETES list 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 I of the RELAYS screen and all your information will be saved.

You can go back to this RELAYS screen from the MAIN MENU screen at any time to add or alter relay information.

# DON'T FORGET TO BACKUP YOUR MEET!

# SECTION FOUR: IMPORTING ENTRIES

#### 1. IMPORTING ENTRIES FROM MEET MANAGER FILES (E-ENTRIES):

You will have received an email with a Meet Manager Entries file attached which you should have saved in your C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

For this exercise, we are going to import the DRAGONS TEAM entries sent from Meet Manager.

From the MAIN MENU screen, click on the FILE tab and then select IMPORT then click on MERGE ENTRIES (MM TO MM).



Select the DRAGONS TEAM file from C:\ swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.

Swim MEET MANAGER Pro - Database: 'C:\swmeets'\Test Event 2020.mdb' Elle: Statum: Event: Athletes: Relay: Teams: Serting: Run Renord: Label: Check for Undates: Help			- 0 ×
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😂 Open File for Import			×
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Organise 🔻 New folder			E= ▼ <b>II ?</b>
> 🐉 Dropbox	Date modified Type	Size	
>  OneDrive Meet Entries-Test Event 2020-01Jan2020-02 DRAGONS TEAM	21/06/2020 09:59 Compressed (z	<u>ірр</u> <u>1 КВ</u>	
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> 🗊 3D Objects			
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> 🛀 Windows (C:)			
> 📕 Seagate Backup Plus Drive (D:)			
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> 🔜 USB Drive (E:)			
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×			
File name:		~	HY3, ZIP (*.hy3;*.2p) 🗸 🗸
			Open Cancel
Pro: Single-User - Admin	and the part of th	11	

The UNZIP screen will now appear, click OK.

HY-TEK's MEET MANAGER	Х
The files inside the selected zip file have been unzipped to C:\Hy-Sport\SwMM7\CLtemp.	
These unzipped files will be listed after you click OK. After the list is displayed, double click on the file you wish to import. Note that only .cl2 and .hy3 will files be displayed.	
OK	

Click on the .HY3 FILE and click OPEN if it does not open automatically.

Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Test Event 2020.mdb'					-	٥	×
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b Music							
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				(	Open	Cince	el:
Pro: Single-User - Admin							

The MERGE MEET ENTRIES screen will now appear -> click OK.



Normally we do not use COMPETITOR NUMBERS, so just click NO on this screen.



Click OK once the IMPORT FILE PROGRESS has completed.

Import File Progress
Teams: 1
Athletes: 8
Entries: 14
Relays: 2
Relay Names : 8
Exceptions : 0
Elapsed Time : 0 second

You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have the DRAGONS TEAM entries in your shell.

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(	hapman	Jessica		F	8	DRA	DRAG	ONS TEAM		CHA	JE1503	11	15/03/2011		Normal										
(	onway	Guy		м	8	DRA	DRAG	ONS TEAM		C01	IGU161	011	16/10/2011		Normal										
	icks	Sally		F	9	DRA	DRAG	ONS TEAM		HIC	SA1704	10	17/04/2010		Normal										
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It is good practice to save your Meet Manager data into BACKUPS after each IMPORT so that none of the information that you have already entered and uploaded is lost.

Follow the instructions on Page 35 of this workbook.

#### 2. IMPORTING ENTRIES FROM TEAM MANAGER FILES (E-ENTRIES):

You will have received an email with a Team Manager Entries file attached which you should have saved in your C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

For this exercise, we are going to import the DIAMONDS CLUB entries sent from Team Manager.

From the MAIN MENU screen, click on the FILE tab and then select IMPORT and then click on ENTRIES.



Select the DIAMONDS CLUB file from C:\ swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.

Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Test Event 2020.mdb' File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help		_	Ø	×
		Updated: 23	/06/2020 17	(:24:18
S Open File for Import				×
← → × ↑ 📙 > This PC > Windows (C:) > swmeets7 > TEST EVENT 2020 > Entries >	~	ර් 🔎 Search Entries		
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File name: DIA-NSW-Entries-Test Event 2020-01Jan2020-001		CL2, HV3, SDIF, Zin (*. Open	cl2;*.hy3; Cancel	~
Pro: Single-User - Admin				

The UNZIP screen will now appear, click OK.

HY-TEK's MEET MANAGER	Х
The files inside the selected zip file have been unzipped to C:\Hy-Sport\SwMM7\CLtemp.	
These unzipped files will be listed after you click OK. After the list is displayed, double click on the file you wish to import. Note that only .cl2, .hy3, and .sd3 files will be displayed.	
OK	

Click on the .HY3 FILE and click OPEN if it does not open automatically.

de de la cella cel	Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Test Event 2	020.mdb'						-	٥	×
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The MEET ENTRIES screen will now appear -> click OK.



Click OK when the IMPORT ENTRIES screen appears.

🖏 Import Entries 🛛 🕹
Match on event numbers : 🔽
Include entries with No Time (NT) : 🔽
Enforce meet entry qualification times : 🔽
Use LSC as part of Team match:
Update Times Only (No new entries) : 🗔
Import Relay entries only : 🗔
Delete a team's entries before importing : 🗔
Do not import into Time Trial Events : 🔽
<u>O</u> K <u>C</u> ancel

Click OK once the IMPORT FILE PROGRESS has completed.

Import File Progress
Teams: 1
Athletes: 5
Entries: 9
Relays : 1
Relay Names : 4
Exceptions : 0
Elapsed Time : 0 second
Import Einished OK

You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have the DRAGONS TEAM entries in your shell.

Et. At	hletes													- 0 >	
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	Murray	Cheisea		F	9	DIA-NS	DIAMONDS CLUE		MURC	H040411	04/04/2010		Normàl		
	Depford	Erin	-		9	DIA-NS	DIAMONDS CLUE		DENE	1090011	07/11/2010		Normal		_
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1															

It is good practice to save your Meet Manager data into BACKUPS after each IMPORT so that none of the information that you have already entered and uploaded is lost.

Follow the instructions on Page 41.

## 3. IMPORTING ENTRIES FROM ONLINE ENTRIES (SWIM CENTRAL):

You will have received an ENTRIES file from your Race Secretary or similar that will have the .HY3 file that has been downloaded from SWIM CENTRAL containing all the swimmers that have entered your meet via the ONLINE entries system.

This file should be saved with all other entries in the C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to be imported into your Meet Shell.

This process is exactly the same as for TEAM MANAGER E-ENTRIES (See Page 59).

You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have all FIVE TEAM's entries in your shell and you are ready to start seeding the meet to produce your program and make any final changes.

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	Bartels	Christopher	M	9	NS\	W NS	W CLUB		BA	ARCH0808	10	08/08/2010		Normal													
	Bates	Emily	F	6	NS\	W NS	W CLUB		BA	ATEM1208	13	12/08/2013		Normal													
	Birmingham	Tim	M	8	DR/	A DR	AGONS TEAM		BI	RTI150211		15/02/2011		Normal													
	Black	Melanie	F	9	DR	A DR	AGONS TEAM		BL	AME0707	10	07/07/2010		Normal													
	Bonner	Kate	F	9	FAN	N FA	NTASY CLUB		BC	ONKA0511	10	05/11/2010		Normal													
	Bradford	Mitchell	M	9	LOC	C LO	CAL SWIM TEA	AM	BF	RAMI04061	10	04/06/2010		Normal													_
	Brown	Alice	F	8	DR/	A DR	AGONS TEAM		BF	ROAL2002	11	20/02/2011		Normal													
	Carol	Nicola	F		FAN	N FA	NTASY CLUB		C/	ARNI111113	3	11/11/2013		Normal													
	Chapman	Jessica	F	8	DR/	A DR	AGONS TEAM		CH	AJE1503	11	15/03/2011		Norma													
	Clarke	Rebecca	F		9 DIA		MONDS CLUB		CL	ARE1710	00	1//10/2000		Norma													
	Conway	Guy	M			A DR	AGONS TEAM		CC	JNG01610	111	16/10/2011		Norma													
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3	Men Open 100	Back		~	U	2:02.0	DL						2:02.00L														
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# SECTION FIVE: SEEDING THE MEET

Once all MANUAL, E-ENTRIES and ONLINE entries have been received and added to your SHELL, you are now ready to seed your meet so that you can produce a program, make any last minute changes and be set for race day.



From the MAIN MENU screen, click on the SEEDING tab.

From the SEEDING THE MEET screen, select the Session that you want to seed from the SESSION LIST. You may choose to seed the whole meet by choosing ALL. This is recommended.

Once you have chosen your session/s, select the Events that you want to seed from the EVENT LIST by clicking on the INDIVIDUAL EVENTS to be seeded or you can click on SELECT ALL at the top of the screen. All events that you select will be highlighted in yellow.

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	3. See	ding the	e Meet							
	Start S	eeling	Select (		Previe	w ScratchPad ScratchBack ScratchForward Conv C	omhine	Cons	olidate	e View Events Reports
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Ш	_	-	-						Sessio	on List
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10	-				-			F	VEN	T LIST
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Ш	~	2	F	Un-Seeded		Girls & & Under 50 Freestyle	7	0	0	
Ш	<b>v</b>	3	F	Un-Seeded		Men pen 100 Backstroke	17	0	0	0
	<b>v</b>	4	F	Un-Seeded		Women Open 100 Backstroke	11	0	0	0
'N	~	5	F	Un-Seeded		ooys 9 Years 200 Breaststroke	8	0	0	0
11		6	F	Un-Seeded		Girls 9 Years 200 Breaststroke	8	0	0	0
Ш		7	F	Un-Seeded		Mixed Open 400 Medley 4 x 100m Relay	5	0	0	0
Ш	V	8	F	Un-Seeded		Girls 6-10 200 Freestyle 4 x 50m Relay	4	0	0	0
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- 10 H										
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When you are sure that you have selected all events that you wish to seed, click on the START SEEDING tab at the top of the screen.

	$\frown$
Seeding the Net	o ×
Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View Events Reports	$\sim$
Gender Hide V Prompt # a Re-Seed	
All Small Small Seeded Zero Entries Preview each Event	
Mixed C Female I DeSelect atter Preview	
Session List	
Day Start Line Session #   Course Session 1 the	
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1 990 PM 2 L AFTERNOON	
EVENT LIST	
Seed E V# Rnd Status Manual Event Name HY-TEK's MEET MANAGER	
2 F Seeded G Gines 8 Under 50 Freestyle	
3 F Seedad Men Open 100 Backstroke     Seeding completed !     Seeding completed !	
4 r Seeded Vomen Uppen UU sackstooke	
6 F Seeded D Girle 3 Year 200 Breattlocke	
A / F Seeded G Gits 612 20 Feak 4 SUm Felay	
Now Seeding Event : 8	
Number of Events Seeded : 8	

All events selected and seeded will now be highlighted in turquoise.

1

The SEEDING COMPLETED screen will appear confirming the number of events that have been seeded.

Click OK, then CLOSE OUT I of the SEEDING THE MEET screen back to the MAIN MENU screen.

If you click on the RUN tab from the MAIN MENU screen, you will see that all events are listed and are seeded, ready for a start and for you to RUN your meet.



Ever	un the	Meet - Te bletes	est Event 2 Relays	2020 Seed	) ling Web	Swim-Off	Re-Score Combin	ne Ren	orte	Labe	alc Dref	erences	: Int	erface	r∈ 0₩1	Module	Meet	t Mohile	Help								_	o ×
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Mee	t Mobil	e Disabl	ed				HY-T	EK 's M	EET	MAN	AGER L	icens	ed to	: Sw	imming	NSW -	Hom	ebush	Bay Po	ol - Si	ite Li	ense					Updated: 23/0	06/2020 20:08:19
				EV	ENT LIST - /	All Events -	LC Meters - (Session	n not se	lecte	d)									с	umula	tive Sp	olits <	Ctrl-I: I	Replace	Splits with R	lecords>		
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	4	F	Seeded	V	Vomen Open	100 LC Mete	r Backstroke	2	-	-					4													
	5	F	Seeded	В	Boys 9 Years	200 LC Mete	er Breaststroke	2	-	-					5	_	_											
	6	F	Seeded	G	Girls 9 Years	200 LC Mete	r Breaststroke	2	-	-					-	-												
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	Refre	sh : Ctrl-D			Rel Names :	Ctrl-R	Awards : Ctrl-A			Ca	lc : Ctrl-K		Γ	Unse	eeded : C	ded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event								ent : Ctrl-F5				
							H	leat 1	of	2 ==	= Final	s ==	Eve	ent 1	Boys	8 and	Unde	er 50 L	C Mete	r Fre	esty	e						
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# SECTION SIX: PRINT PROGRAM

From the MAIN MENU screen, click on the REPORTS tab and select MEET PROGRAM from the drop down.



From the MEET PROGRAM screen, click on the COLUMNS/FORMAT tab in the lower section.

You can now select all the preferences that you need to make your program look the way you want.

For example, you may want to have 2 COLUMNS per page.

You may want to have 1 EVENT PER PAGE (not paper friendly), and you may choose not to have the DATE and TIME stamp appear on your program.

5	Meet P	rogram		- 0	×
Sel	ect <u>A</u> ll	<u>D</u> e-Select	<u>P</u> reference	es <u>M</u> emorize <u>V</u> iew Create Report Less than minute interval	
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_	G	ender		Age Range Rounds ( Indiv + Relays	
	All Mixed	C Male		C Indiv Only     C Indiv Only     C Indiv Only     C Relays Only     C Relays Only	
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	Day	Start Time	Session	Session List # Course Session Title	
	All		All	L All Events	
┣┣	1	09:00 AM	1	L MORNING	
⊩–	+ '-	03:00 PM	2		
	-				
				EVENT LIST for Meet Program	
	Evt	# Rnd	Status	Event Name Heats	
	1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle 2	
⊪⊢⊨	2	F	Seeded	Lairis 8 & Under 50 LL Meter Freestyle 2 Men Open 100 LC Meter Backstroke 3	
	4	F	Seeded	Women Open 100 LC Meter Backstroke 2	
⊪—					
	_				
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╞	_				
Co	umns /	Format i	nclude in M	leet Program   Psych List - Sort Order	
Г	C	olumns		Format Athlete ID Time Stamp	
	🤗 Sir	gle		1 Event Per Page	
	O Do	uble		1 Heat Per Page	
	O FI	pie it HTMI		Inereree Format Reg ID# Date Unity	
		Export		Psych Multi-age Split Comp# None	

Now click on the INCLUDE IN MEET PROGRAM TAB in the lower section.

You can now select all the preferences that you want to include within your program pages.

For example, you may want to have the RECORDS and ENTRY TIMES showing.

You may choose to have A LINE FOR RESULTS and show EVENTS WITH NO ENTRIES.

You can choose to SHOW EMPTY LANES and you many not want to include the RELAY NAMES.

These selections are personal preferences and are up to you to choose how you want your program to look.

5, N	/leet Pr	ogram							— 🗆 X
Select	t <u>A</u> II <u>I</u>	De-Select	Preference A A	es <u>M</u> emor	ize <u>V</u> iew	Create Report Le	ess than	minute interval	
С АІ С Мі	Ge	nder C Male C Fema		Age Ran	ige	<ul> <li>All Rounds</li> <li>Prelims Only</li> </ul>	R	ounds C Finals Only C Round 1 Only	<ul> <li>Indiv + Relays</li> <li>Indiv Only</li> <li>Relays Only</li> </ul>
		T.				Session Li	ist		
	Day	Start Tim	e Session	1 # Course	Session Ti All Events	tle			
	1	09:00 AM	1 1		MOBNING				
	1	09:00 PM	1 2		AFTERNOO	N			
						VENT LICT for Mr	not Pro		
	Evit	Bod	Status	Event Name		VENT LIST IULM		yrann Heats	
	1	F	Seeded	Boys 8 & Ur	ider 50 LC Με	eter Freestvle		2	
	2	F	Seeded	Girls 8 & Un	der 50 LC Me	ter Freestyle		2	
	3	F	Seeded	Men Open 1	00 LC Meter	Backstroke		3	
	4	F	Seeded	Women Ope	en 100 LC Me	ter Backstroke		2	
	5	F	Seeded	Boys 9 Year	s 200 LC Met	er Breaststroke		2	
	6	F	Seeded	Girls 9 Year:	s 200 LC Mete	er Breaststroke		2	
	7	F	Seeded	Mixed Open	400 LC Mete	r Medley 4 x 100m Re	elay	1	
	8	F	Seeded	Girls 6-10 20	JULU Meter F	reestyle 4 x 50m Hela	iy —	1	
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Colui	nns / F	ormat	include in I	weet Progra	m psych	List - Soft Order			
	_					-Include in Meet	Progra	m	
	🔽 Rec	ords	1	Line For R	esults	🔲 Heat Start Time	es	Check-In Times	Relay Athlete Names (0-8) : 4
	🗌 Tim	e Standard	s l	🗸 Events Wi	th No Entries	🔽 Empty Lanes		🔲 Message 1 In Footer	Tan Haw Manu /
	🗌 Entr	y Qualifying	g Time 🛛 🛛	Round 1 A	lternates	🔲 Separate A/B I	Finals	🔲 Message 2 In Footer	r op How Many :
	🗌 Eve	nt Commer	nts	Qualifying	Alternates	🔲 Logos in Foote	er -	🔲 Message 3 In Footer	
	🗹 Enti	y Times	I	Prior Roun	id Results				
	_						_		
The PSYCH LIST tab has nothing that we would use for this exercise but can be useful if you wish to print an event showing fastest to slowest seeded.

E3, N	1eet Pr	ogram								— [	x c
Select	t <u>A</u> ll	De-Select	Preferen	ces <u>M</u> emo	rize <u>V</u> iew	Create Report	Less than	minute interv	al		
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Ф. Д	Ge	nder C Male	C Male		nge	All Bounds		C Finals Only		Indiv + Relays	•
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	2		Seeded	Girls 8 & Ur	100 LC Meter	ter Freestyle Rocketteke		2			
	4	F	Seeded	Women On	ino do Meler Jen 100 I C Me	ter Backstroke		2			
	5	F	Seeded	Boys 9 Yea	ars 200 LC Met	er Breaststroke		2			
	6	F	Seeded	Girls 9 Year	rs 200 LC Mete	er Breaststroke		2			
	7	F	Seeded	Mixed Oper	n 400 LC Mete	r Medley 4 x 100n	n Relay	1			
	8	F	Seeded	Girls 6-10 2	UU LU Meter F	reestyle 4 x 50m F	lelay	1			
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Colur	nns/I	Format	Include in	Meet Progra	ann Psych	List - Sort Orde	۲ <b>(</b> ا ۲				
							Sort	Order		Elighting most	
							<ul> <li>Fast to</li> </ul>	Slow		in highling meet	
							C Slow to	Fast		Fastest heats for A	flight: 1
C Alphabetical											

Once you have selected all your criteria for the program, click on SELECT ALL at the top left-hand corner of the screen to highlight all the events. These will now be yellow.

Now click on CREATE REPORT.

⊙ AI ⊖ Mi	Ge II ixed	nder C Male C Fema	le T	Age Ran 	nge T	<ul> <li>All Rounds</li> <li>Prelims Only</li> </ul>	Rounds C Finals Only C Round 1 Only	<ul> <li>Indiv + Relays</li> <li>Indiv Only</li> <li>Relays Only</li> </ul>
						Session List		
	Day	Start Tim	e Session	# Course	Session Ti	tle		
	All	00.00 414	All		All Events			
_	1	09:00 AM	1 1		MURNING			
-		03:00 PM		L	AFTERNUU	N		
				1	1			
					E	VENT LIST for Meet Pr	ogram	
	Evt‡	Rnd	Status	Event Name			Heats	
	2	F	Seeded	Girls 8 % Un	der 50 LC Met	ter Freestyle	2	
<u>v</u>	3	F	Seeded	Men Open 1	100 L C Meter I	Backstroke	3	
~	4	F	Seeded	Women Op/	en 100 LC Me	ter Backstroke	2	
~	5	F	Seeded	Boys 9 Year	rs 200 LC Met	er Breaststroke	2	
<b>v</b>	6	F	Seeded	Girls 9 Year:	s 200 LC Mete	r Breaststroke	2	
	7	F	Seeded	Mixed Open	1400 LC Mete	r Medley 4 x 100m Relay 👘	1	
<ul> <li></li> </ul>	8	F	Seeded	Girls 6-10 20	00 LC Meter Fi	eestyle 4 x 50m Relay	1	
Colum	mno / I	tormat )[]	Include in M	Apot Drogra	m Douch	List Sort Order		
Joiui	mins / r	ormat	include in N	neet Progra	Psych	List - soft Order		
						-Include in Meet Progr	am	
	🔽 Red	cords		Line For R	esults	🔲 Heat Start Times	🔲 Check-In Times 🛛 F	Relay Athlete Names (0-8) : 🚺 4
	🗌 Tim	e Standard:	s 🗖	🗸 Events Wi	ith No Entries	🔽 Empty Lanes	🔲 Message 1 In Footer	Tan Ulaw Manus
	🗌 Ent	ry Qualifying	;Time 🛛	Round 1 A	Alternates	🔲 Separate A/B Finals	Message 2 In Footer	Top How Many :
	Ε Ενε	ent Commer	its 🗌	Qualifying.	Alternates	Logos in Footer	Message 3 In Footer	

The program and all the pages can now be viewed.

Click on the arrows in the top left-hand corner to move through page by page checking if the criteria and layout suit your needs.

You can see here that the RECORDS are showing including Metro and Country Qualifying Times. The entry times or Seed times are showing. This format is showing empty lanes and that there are two heats in this event.

If you are not happy with something in this layout, CLOSE OUT 🖾 of this screen and go back into your selections to make any changes.

When you are happy with everything, you are ready to print.

Click on the PRINTER icon in the top left-hand corner of the screen to start printing your program.

Once printed, CLOSE OUT I of this screen and then back to the MAIN MENU screen.

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nt/Export Reports						- 0 ×
es 🔟 🗈 🚭	Print directly using the following printer:	Canon MP980 series Printer				
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ew	-					
	Swimming NSW - Homebush Bay	Pool - Site License HY-TEK Test Event 2020 - 01/0 Test Event 2020 - Proudly Sponso Meet Program	's MEET MANAGER 7.0 - 4:1 1/2020 red by McDonalds	l0 PM 23/06/2020 Pag	e 1	
	Event 1 Boys 8 & Under 50 LC MEET RECORD: 35.10 01, METRO QT: 32.00	Meter Freestyle /01/2005 John Webber	Local Swim	Team		
	COUNTRY QT: 33.00 Lane Name	Age Team	Seed Time	Finals P	lace	
	Heat 1 of 2 Timed Finals					
	2 Ouinn, Matthew	6 Nsw Club	41.00			
	3 Ainsworth, Andrew	8 Fantasy Club	39.79			
	4 Maguire, Mark	7 Local Swim Team	40.79			
	5					
	6					
	Heat 2 of 2 Timed Finals					
	1 Birmingham, Tim	8 Dragons Team	39.63			
	2 Neale, Michael	8 Local Swim Team	39.00			
	3 Roberts, Andrew	6 New Club	38.10			
	4 Policis, Jellery	8 Dragons Team	30.20			
	6	o Dragons leant	35.19			