



# **MEET MANAGER AND TEAM MANAGER**

## **A BASIC GUIDE**

## NOTES

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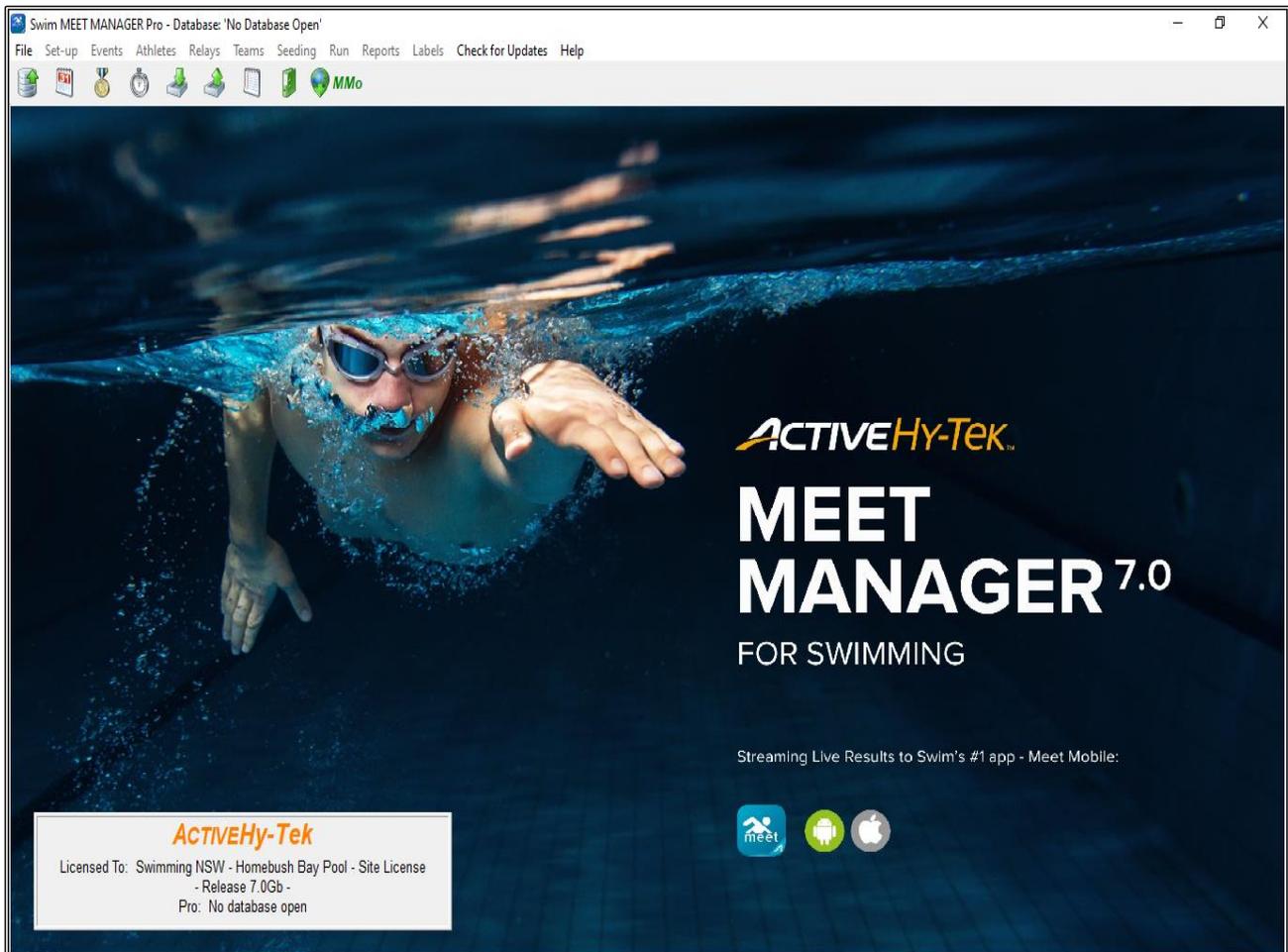
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# PROGRAM OF EVENTS

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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

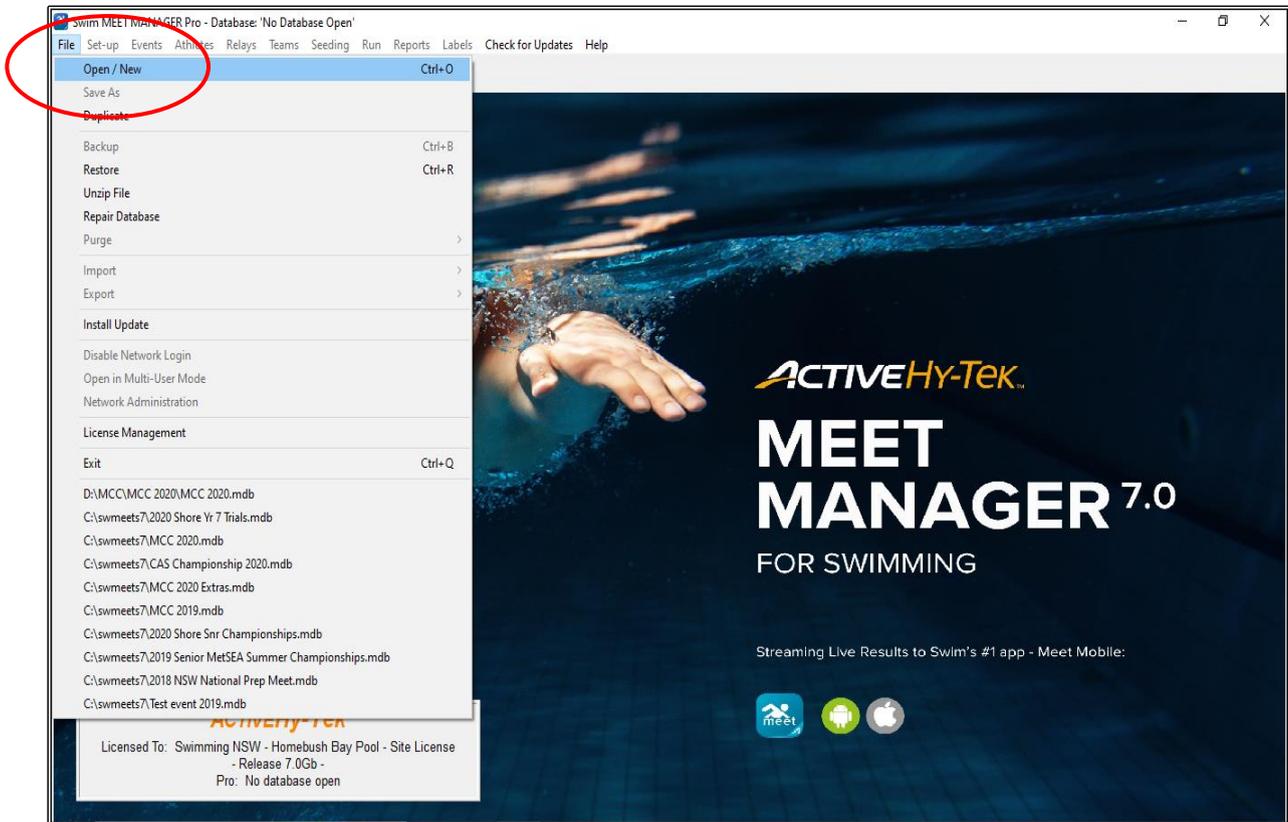
# MEET MANAGER MAIN MENU SCREEN



## SECTION ONE: SETTING UP THE MEET

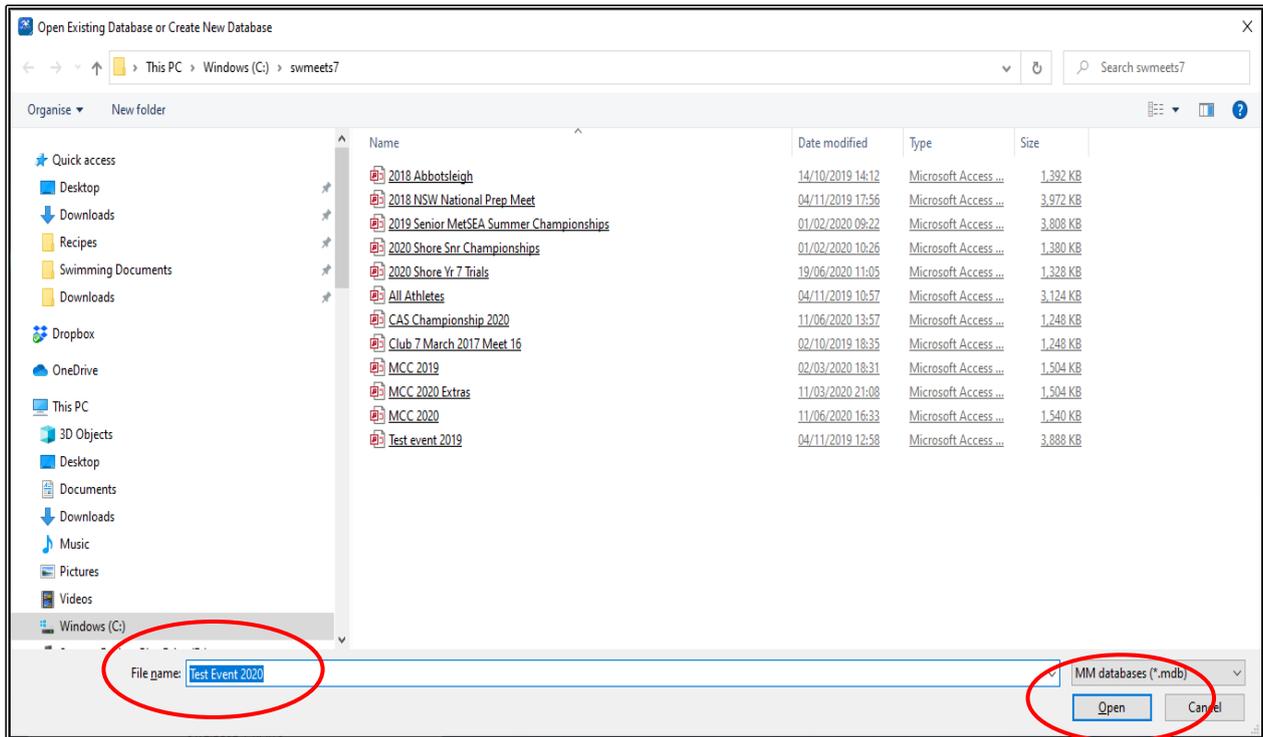
### 1. SET UP MEET PREFERENCES:

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



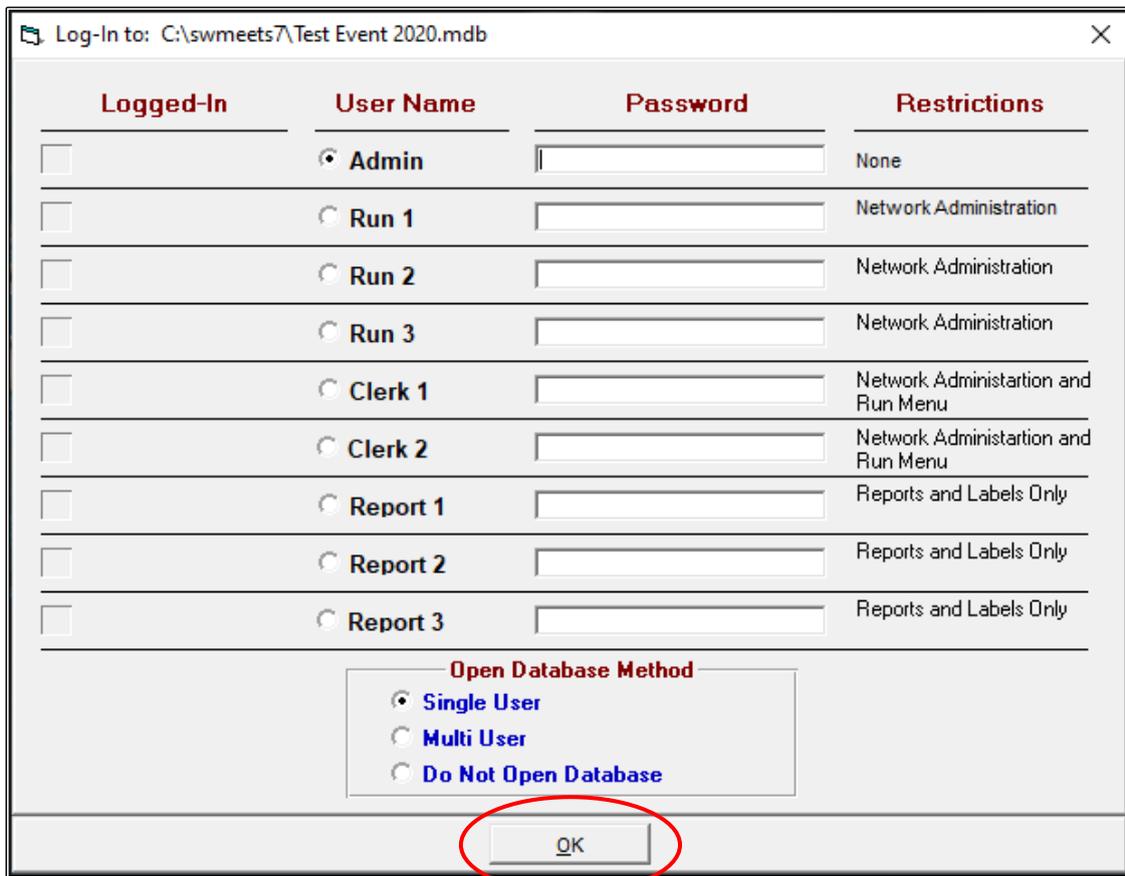
MEET MANAGER will default to the C:\ DRIVE\swmeets7 and this is where the file should be kept.

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



If the screen below appears, just click OK.

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



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	
<p>* Meet Name : <input type="text" value="Test Event 2020"/></p> <p>* Facility Name : <input type="text" value="My Swimming Pool"/></p> <p>Address : <input type="text" value="Smith Street"/></p> <p>Address : <input type="text"/></p> <p>* City : <input type="text" value="SYDNEY"/></p> <p>* State / Province : <input type="text" value="NSW"/> * Postal Code : <input type="text" value="2000"/></p> <p>* Country : <input type="text" value="AUS"/> Sanction # : <input type="text"/></p> <p>Start Date : <input type="text" value="01/01/20"/> End Date : <input type="text" value="01/01/20"/></p> <p>Age-Up Date : <input type="text" value="01/01/20"/></p> <p>Entry Open Date : <input type="text" value="01/11/19"/> Entry Deadline : <input type="text" value="01/12/19"/></p>	
<p><b>ID Format</b></p> <p><input type="radio"/> USAS - USA Swimming</p> <p><input type="radio"/> SNZ - Swimming New Zealand</p> <p><input type="radio"/> SSA - Swimming South Africa</p> <p><input checked="" type="radio"/> AUS - Australian Swimming</p> <p><input type="radio"/> BS - British Swimming</p> <p><input type="radio"/> BCSSA - Canadian League</p> <p><input type="radio"/> USMS - US Masters</p> <p><input type="radio"/> Other</p> <p>* Host LSC : <input type="text" value="NSW"/></p>	<p><b>Class</b></p> <p><input checked="" type="radio"/> Age Group</p> <p><input type="radio"/> Senior / Open</p> <p><input type="radio"/> High School</p> <p><input type="radio"/> College</p> <p><input type="radio"/> YMCA</p> <p><input type="radio"/> Masters</p> <p><input type="radio"/> Disabled</p>
<p><b>Base Country</b> <input type="text" value="AUS"/></p> <p>Altitude in Feet : <input type="text"/></p> <p>Default Touch Pads at both ends : <input type="checkbox"/></p>	<p><b>Timers Connected to this Computer</b></p> <p><input checked="" type="radio"/> One timer <input type="radio"/> Two timers</p> <p>Timer 1 Name <input type="text" value="Pool 1"/></p> <p>Timer 2 Name <input type="text" value="Pool 2"/></p>
<p><b>Meet Type</b></p> <p><input checked="" type="radio"/> Standard</p> <p>- Divisions -</p> <p><input type="radio"/> By Event</p> <p><input type="radio"/> By Team</p> <p><input type="radio"/> By Entry</p> <p><input type="radio"/> Flighted</p> <p><input type="radio"/> Time Standards</p> <p><input type="checkbox"/> Div by Time Std</p>	
<p><b>Meet Style</b></p> <p><input checked="" type="radio"/> Standard</p> <p><input type="radio"/> 2 Team Dual</p> <p><input type="radio"/> 3+ Team Dbl Dual</p>	
<p><b>* Course</b></p> <p><input checked="" type="radio"/> LC Meters</p> <p><input type="radio"/> SC Meters</p> <p><input type="radio"/> Yards</p>	
<p><b>DQ Codes</b></p> <p><input type="text" value="Custom DQ Codes"/></p>	
<p><b>Time Adjustment Method</b></p> <p><input checked="" type="radio"/> FINA rules</p> <p><input type="radio"/> USA Swimming rules prior to 1 May 2016</p>	
<p><input type="button" value="OK"/></p>	

The MEET MOBILE PUBLISHING screen should now appear.

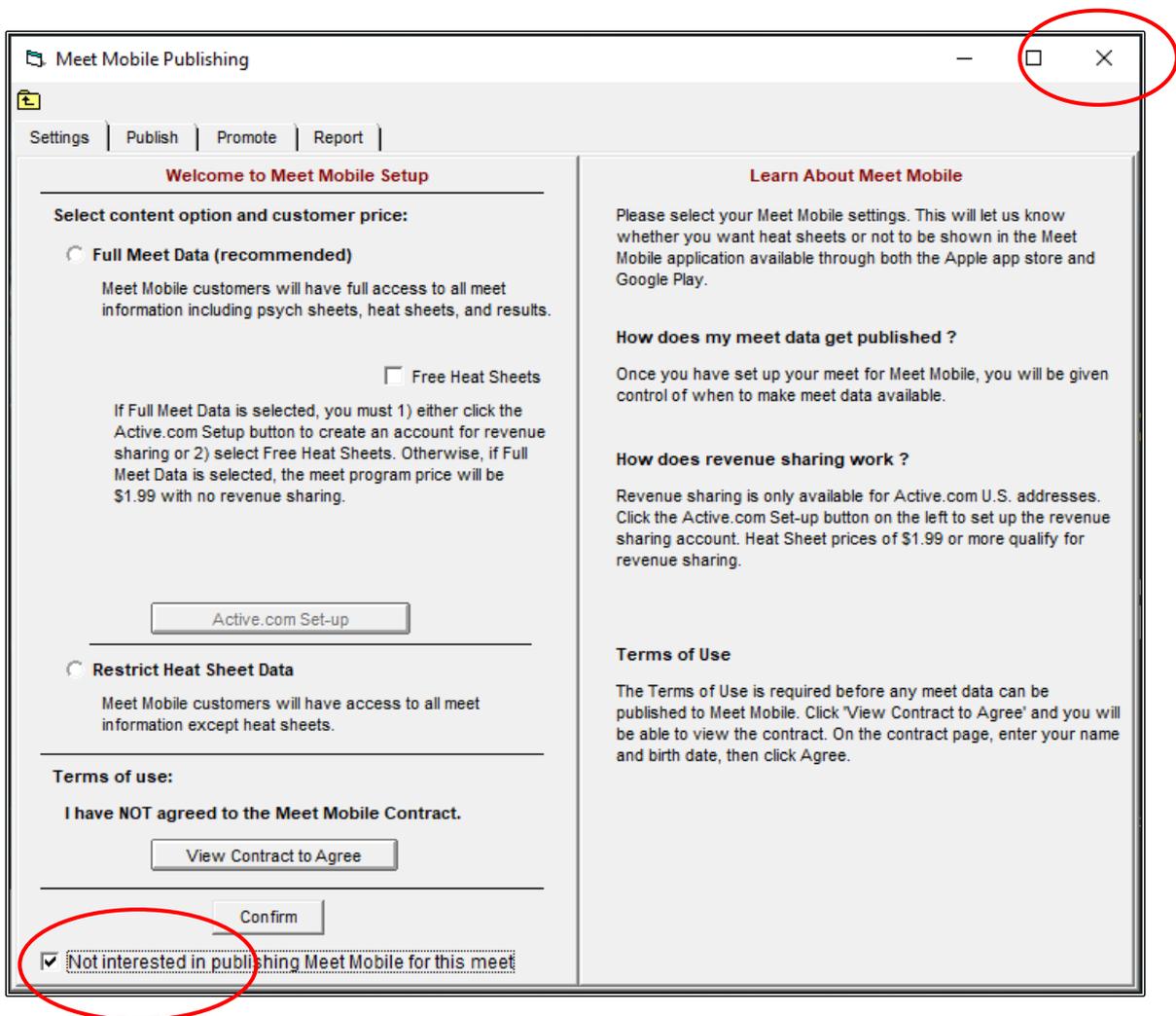
If you are using MEET MOBILE at your meet, please follow the instructions found under the [Section 12](#) on Page 174 of this booklet.

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

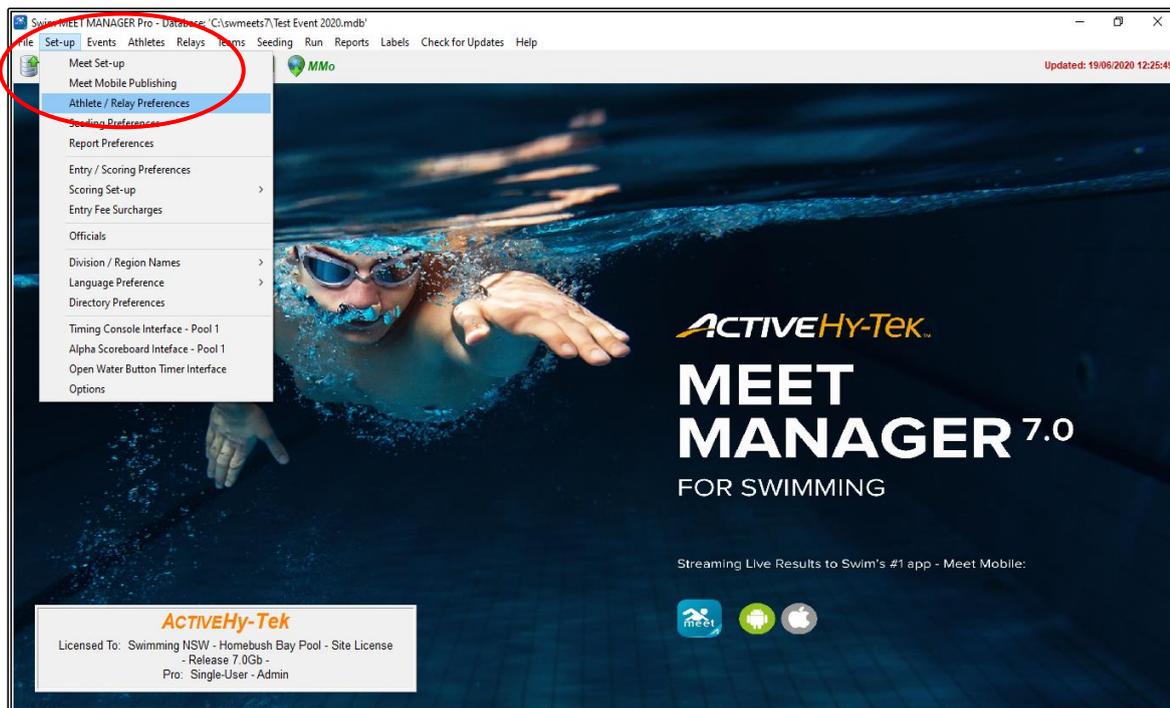
For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT  the screen.

**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 [Section 12](#).

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

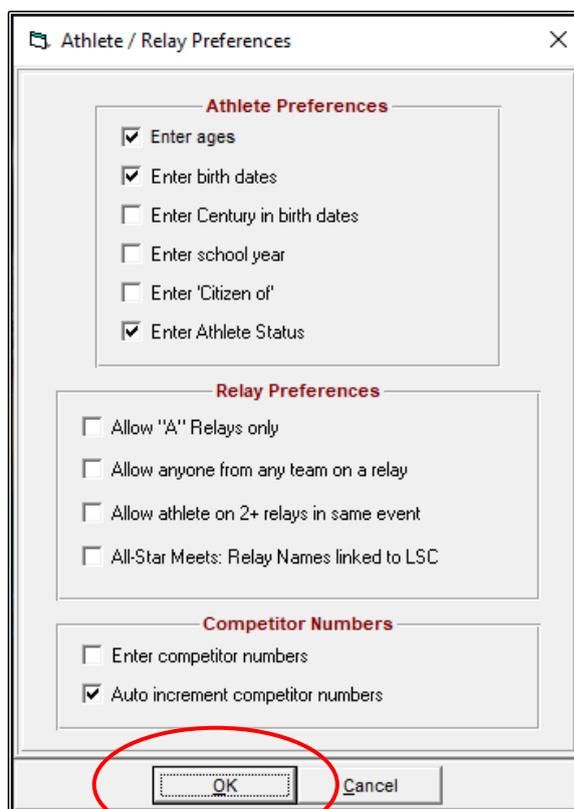


From the MAIN MENU screen, select the SET-UP tab and click on ATHLETE/RELAY PREFERENCES from the drop down.

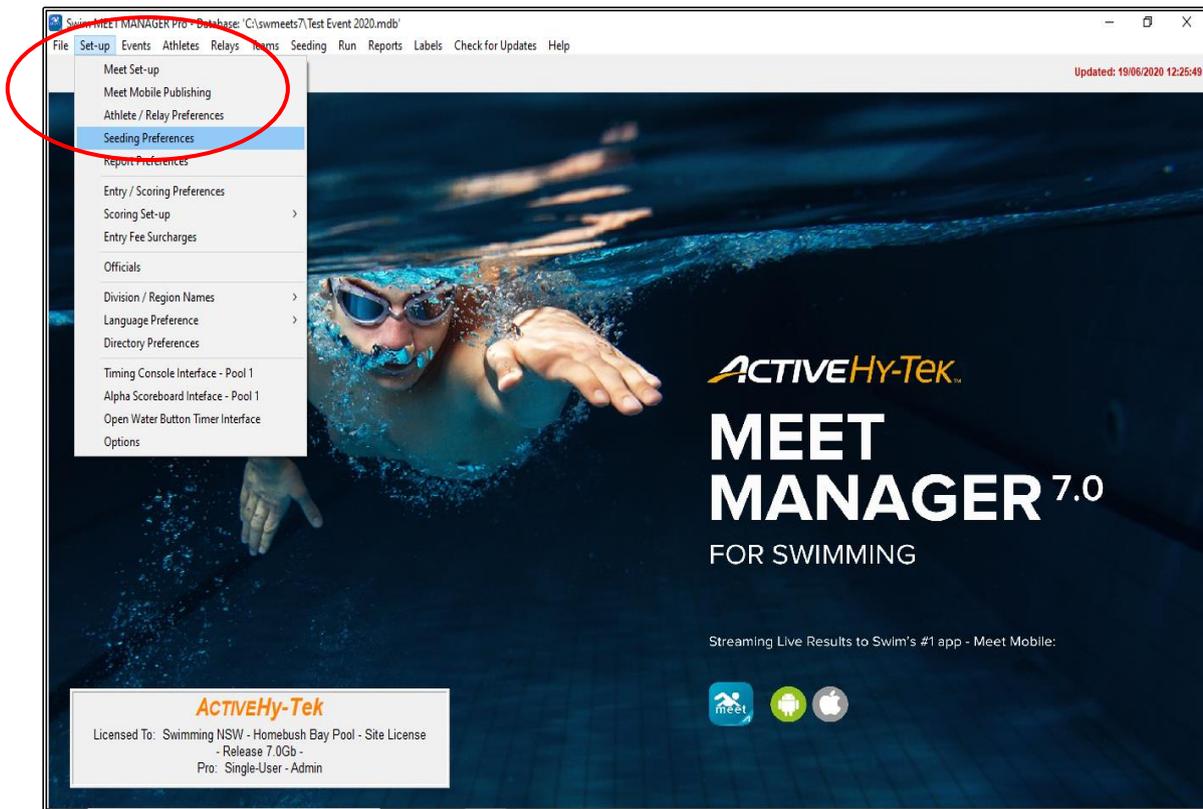


Complete the relevant fields as shown below and then click OK.

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

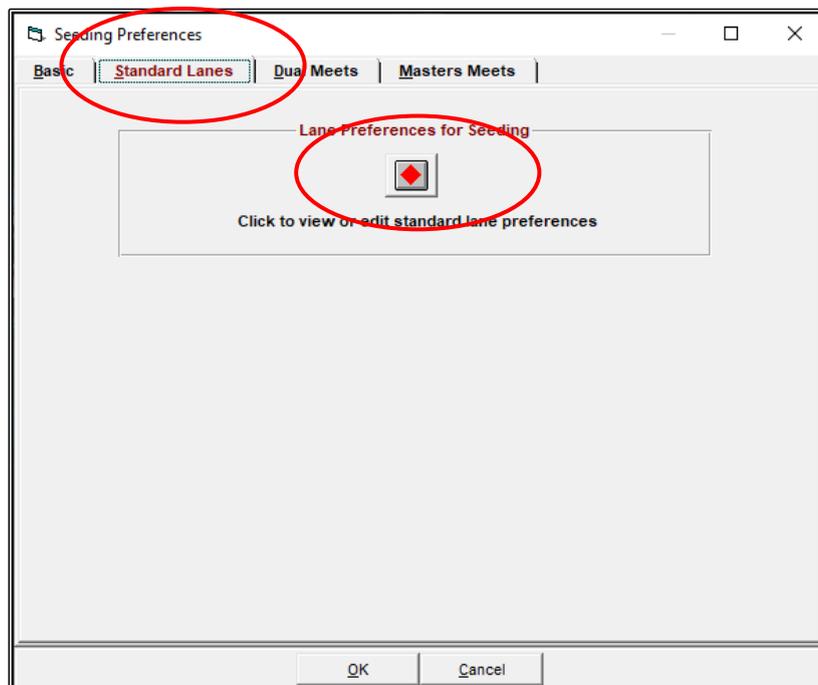


Once again from the MAIN MENU screen select the SET-UP tab and click on SEEDING PREFERENCES from the drop down.



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

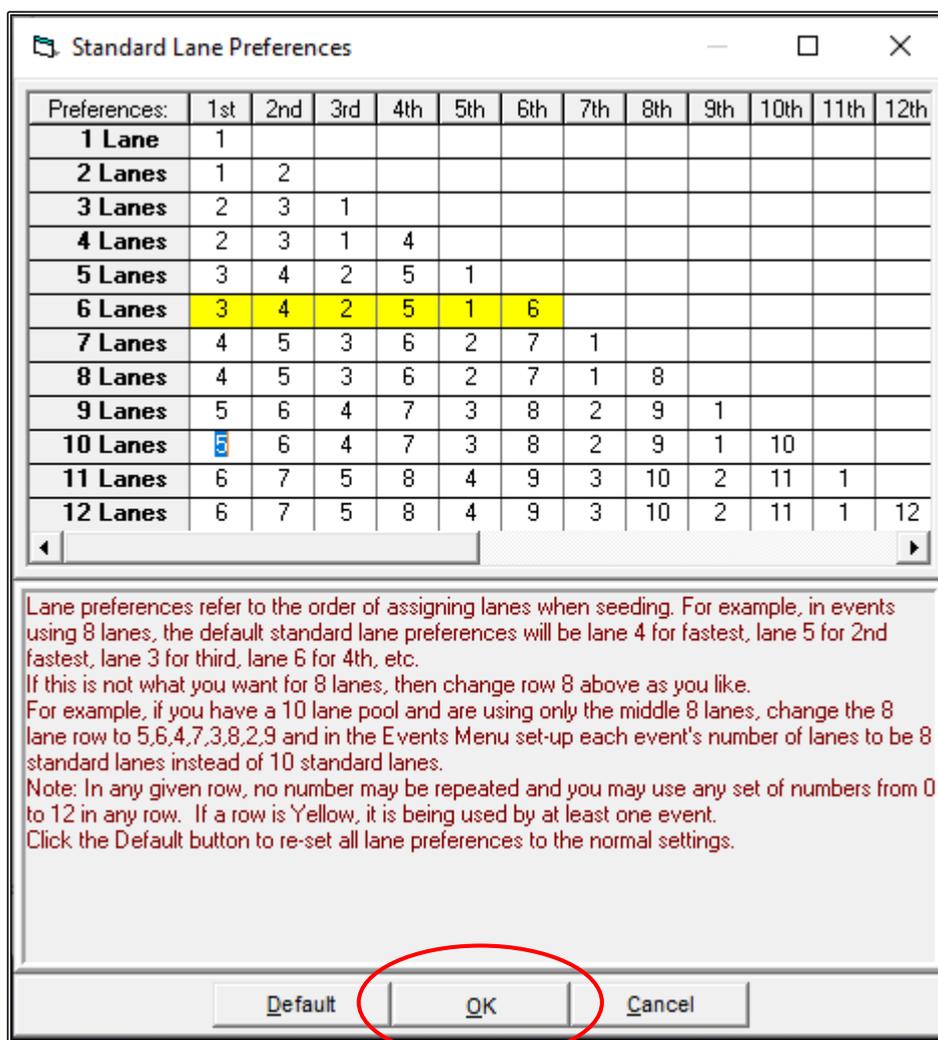
Click on the RED DIAMOND to bring up the STANDARD LANE PREFERENCES table.



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

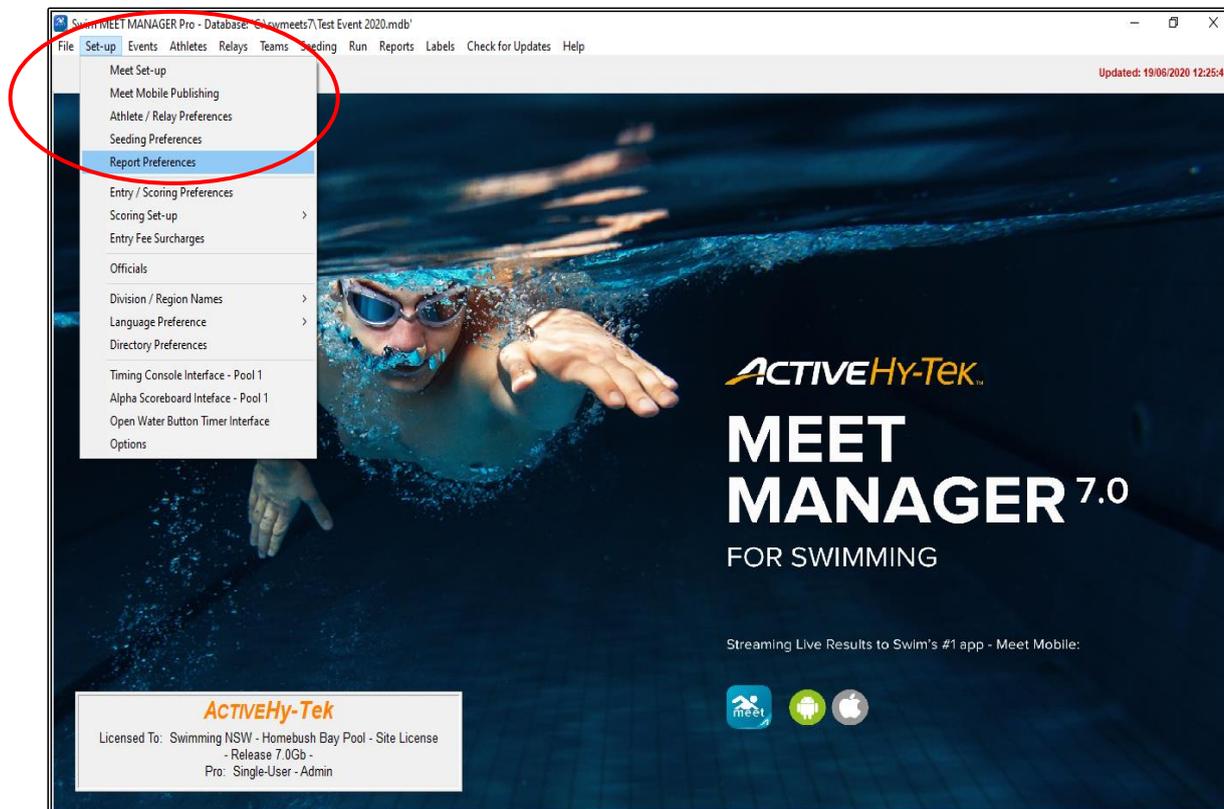
Then click OK.

**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.

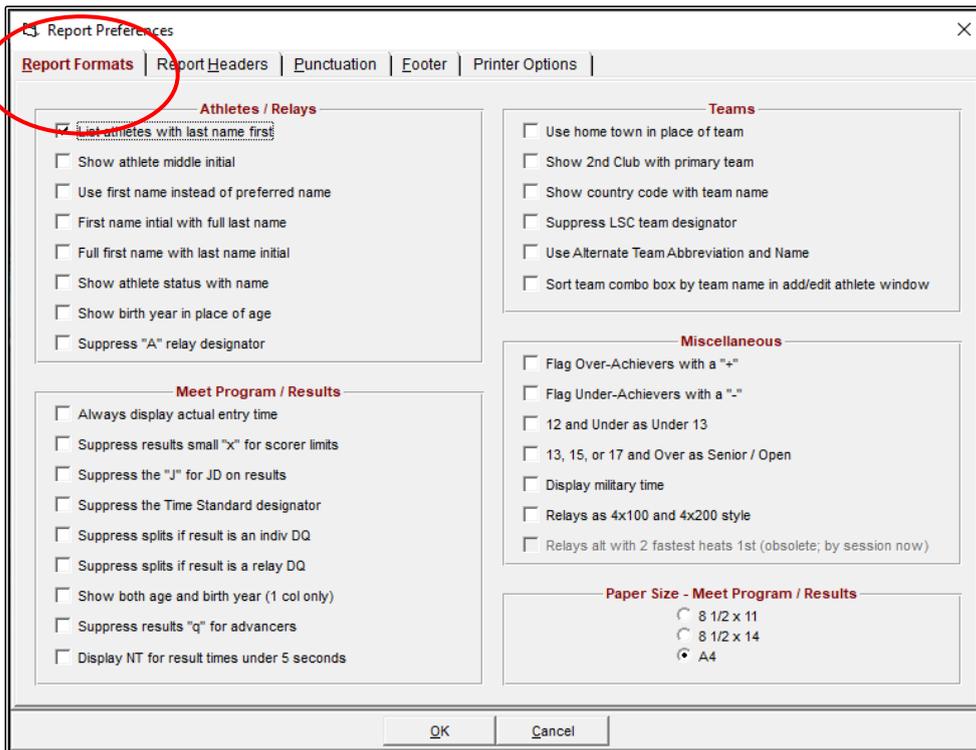


From the MAIN MENU screen, select the SET-UP tab again and then click on REPORT PREFERENCES from the drop down.

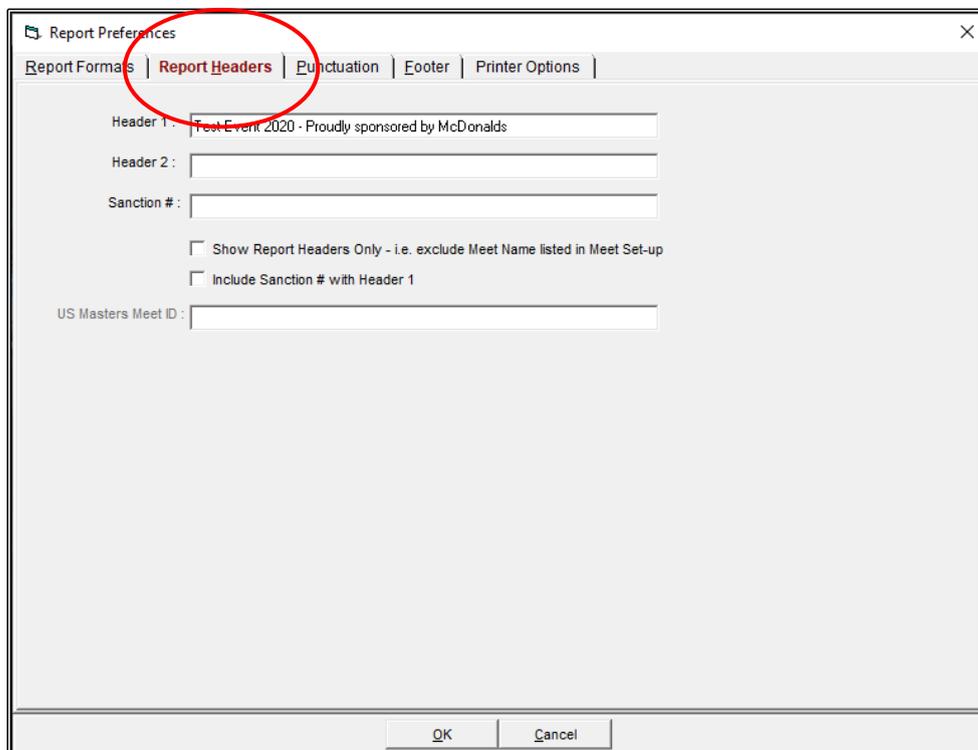
From this screen you can select your preferences on how you want your reports to look when they are printed.



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

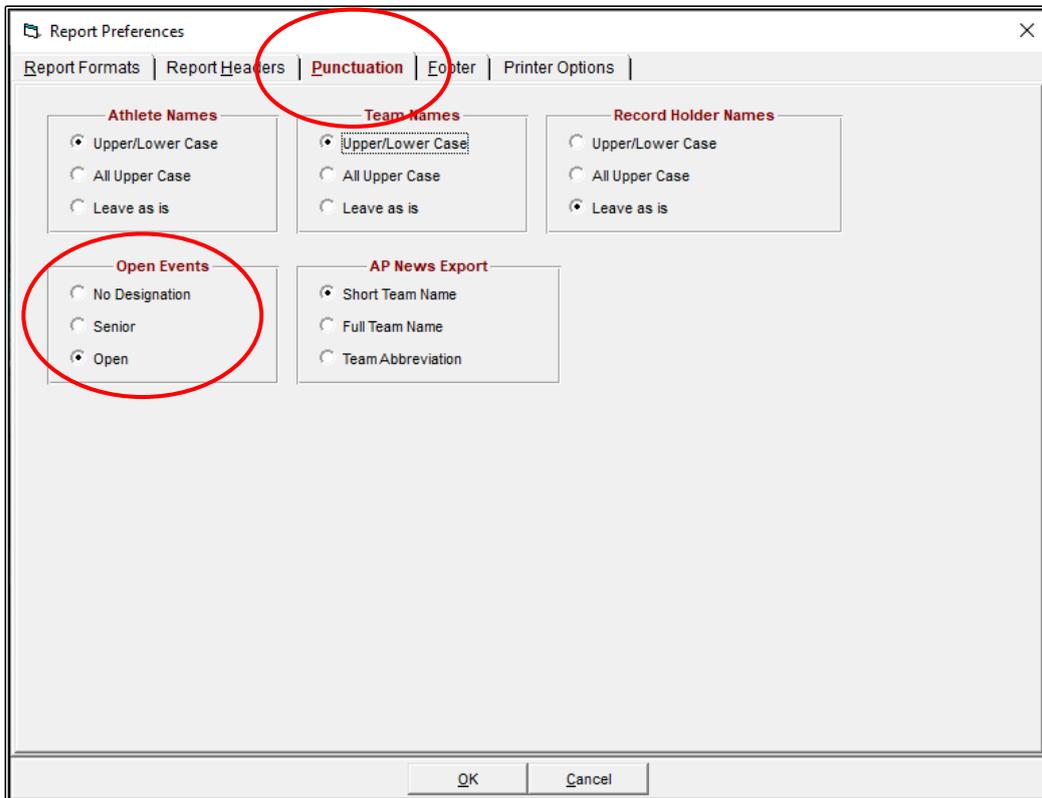


REPORT HEADERS tab - can change the way headers will look in your program and on your reports. Normally this is not changed as Meet Manager will automatically pick up the Meet Name as the heading but can be useful if you have sponsors which can then be shown here.



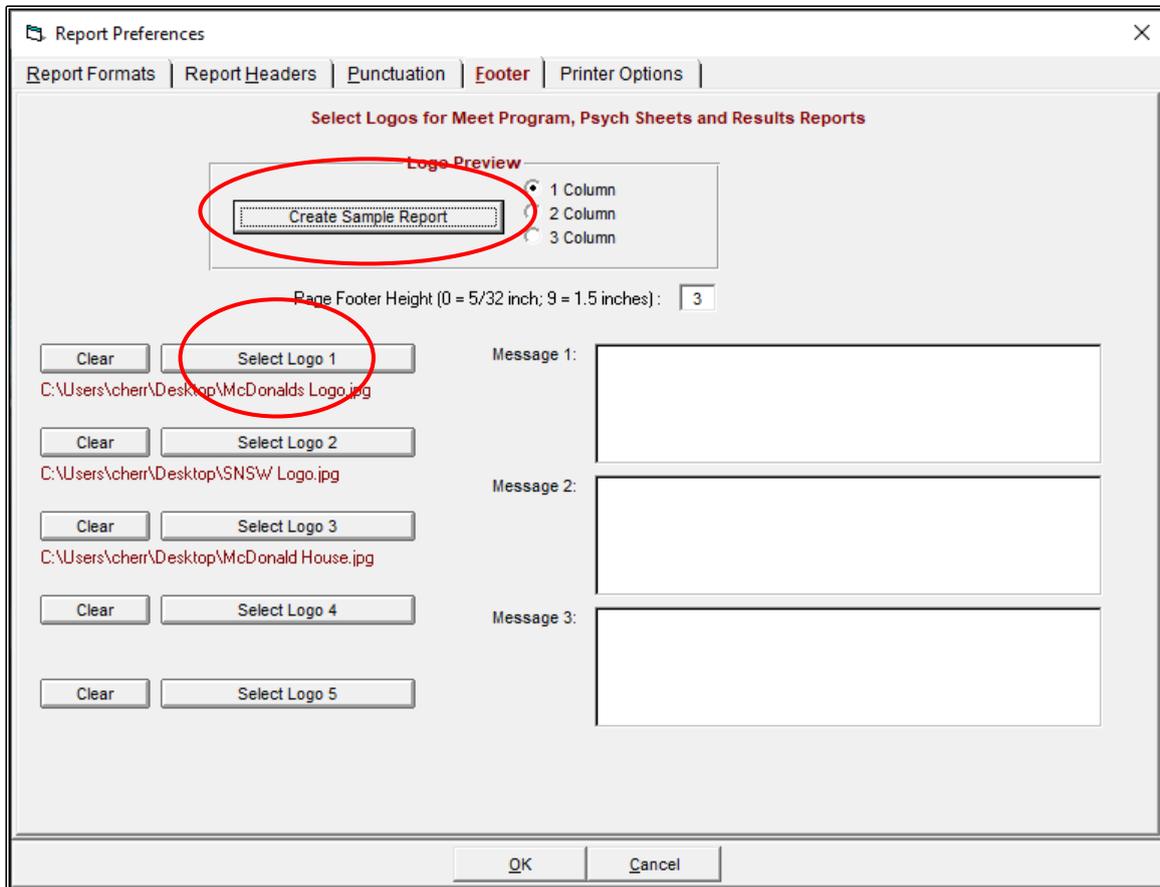
PUNCTUATION tab - it is always good to be consistent in your reporting, ie: all upper case or all upper/lower case.

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



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.



**Test Event 2020 - 01/01/2020**  
**Test Event 2020 - Proudly Sponsored by McDonalds**  
**Logo Sample Report**

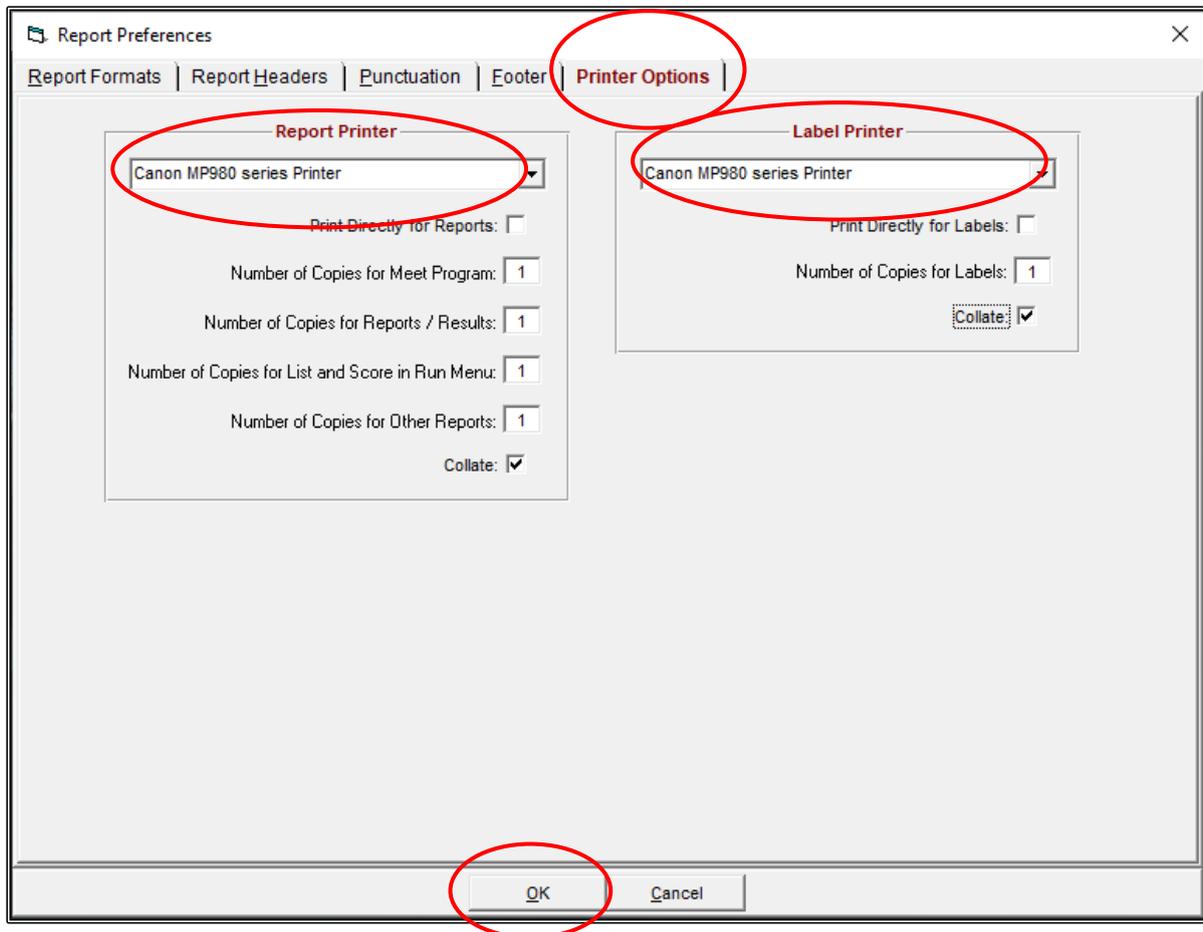
<b>Event 1 100 Free</b>				
<b>Lane</b>	<b>Name</b>	<b>Age</b>	<b>Team</b>	<b>Seed Time</b>
<b>Heat 1 of 20</b>				
2	Swimmer 02	18	Logo Team	1:00.00
3	Swimmer 03	18	Logo Team	1:00.00
4	Swimmer 04	18	Logo Team	1:00.00
5	Swimmer 05	18	Logo Team	1:00.00
6	Swimmer 06	18	Logo Team	1:00.00
7	Swimmer 07	18	Logo Team	1:00.00
8	Swimmer 08	18	Logo Team	1:00.00
1	Swimmer 01	18	Logo Team	1:00.00
<b>Heat 2 of 20</b>				
1	Swimmer 09	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
<b>Heat 3 of 20</b>				
5	Swimmer 21	18	Logo Team	1:00.00
6	Swimmer 22	18	Logo Team	1:00.00
7	Swimmer 23	18	Logo Team	1:00.00
3	Swimmer 19	18	Logo Team	1:00.00
1	Swimmer 17	18	Logo Team	1:00.00
2	Swimmer 18	18	Logo Team	1:00.00
8	Swimmer 24	18	Logo Team	1:00.00
4	Swimmer 20	18	Logo Team	1:00.00
<b>Heat 4 of 20</b>				
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
4	Swimmer 28	18	Logo Team	1:00.00
<b>Heat 5 of 20</b>				
4	Swimmer 36	18	Logo Team	1:00.00
8	Swimmer 40	18	Logo Team	1:00.00
7	Swimmer 39	18	Logo Team	1:00.00
1	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
<b>Heat 6 of 20</b>				
5	Swimmer 45	18	Logo Team	1:00.00
8	Swimmer 48	18	Logo Team	1:00.00
7	Swimmer 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	Swimmer 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.

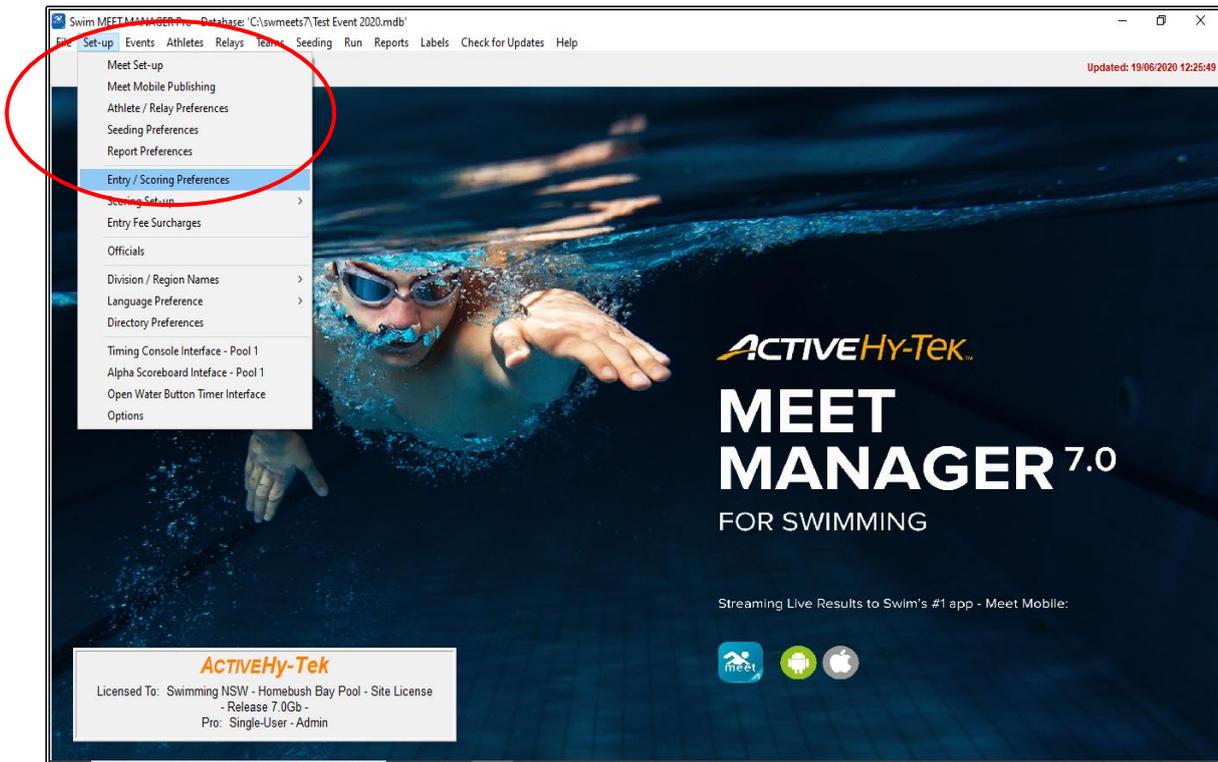
This may change from time to time and can be changed when needed by clicking on this tab.

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



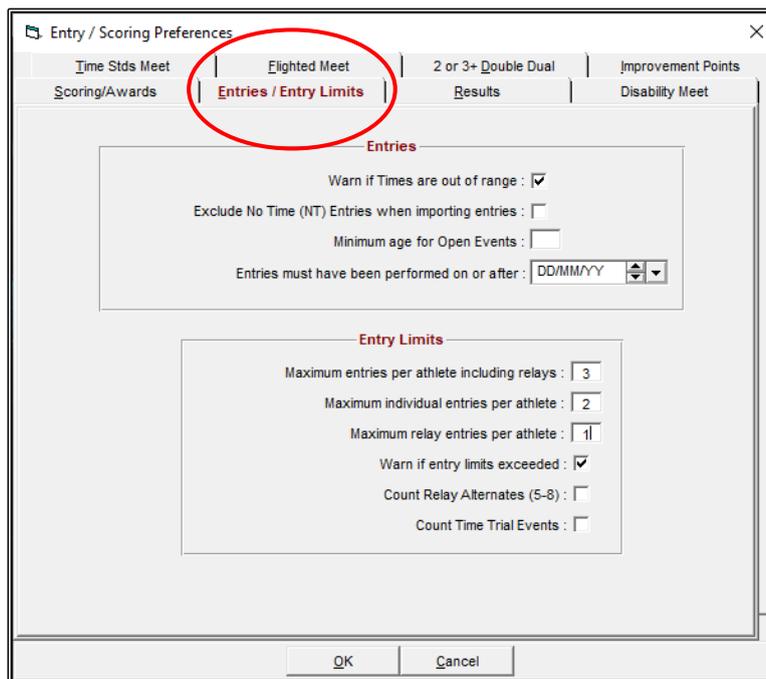
When you are happy with all your REPORT PREFERENCES, click OK to save.

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 PREFERENCES 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.

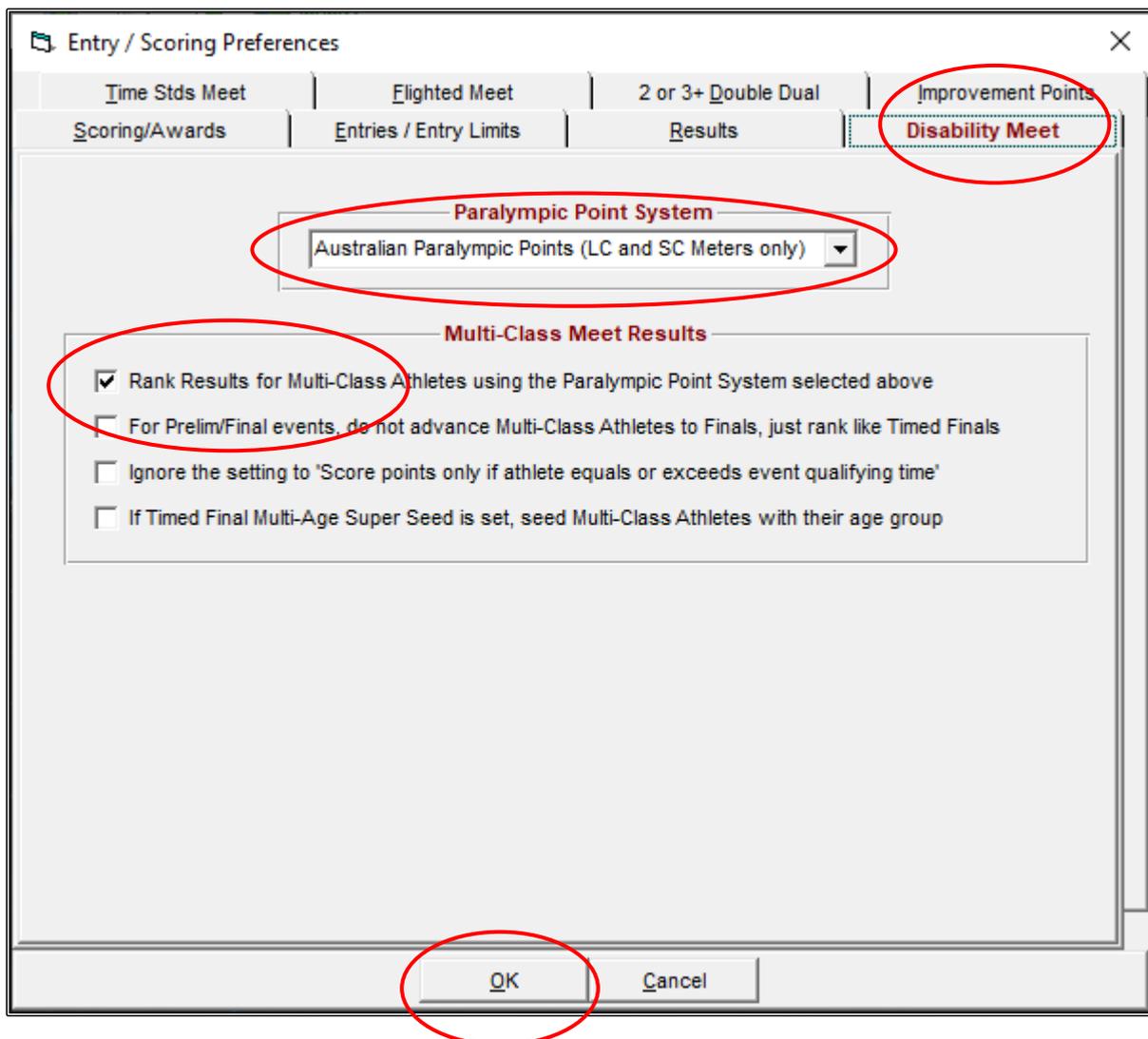


If you are running a meet which includes Multi-Class (swimmers with a disability) events that will be scored, then you need to click on the **DISABILITY MEET** tab and select **AUSTRALIAN PARALYMPIC POINTS (LC and SC METRES ONLY)** from the drop down to ensure that the correct points are being given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

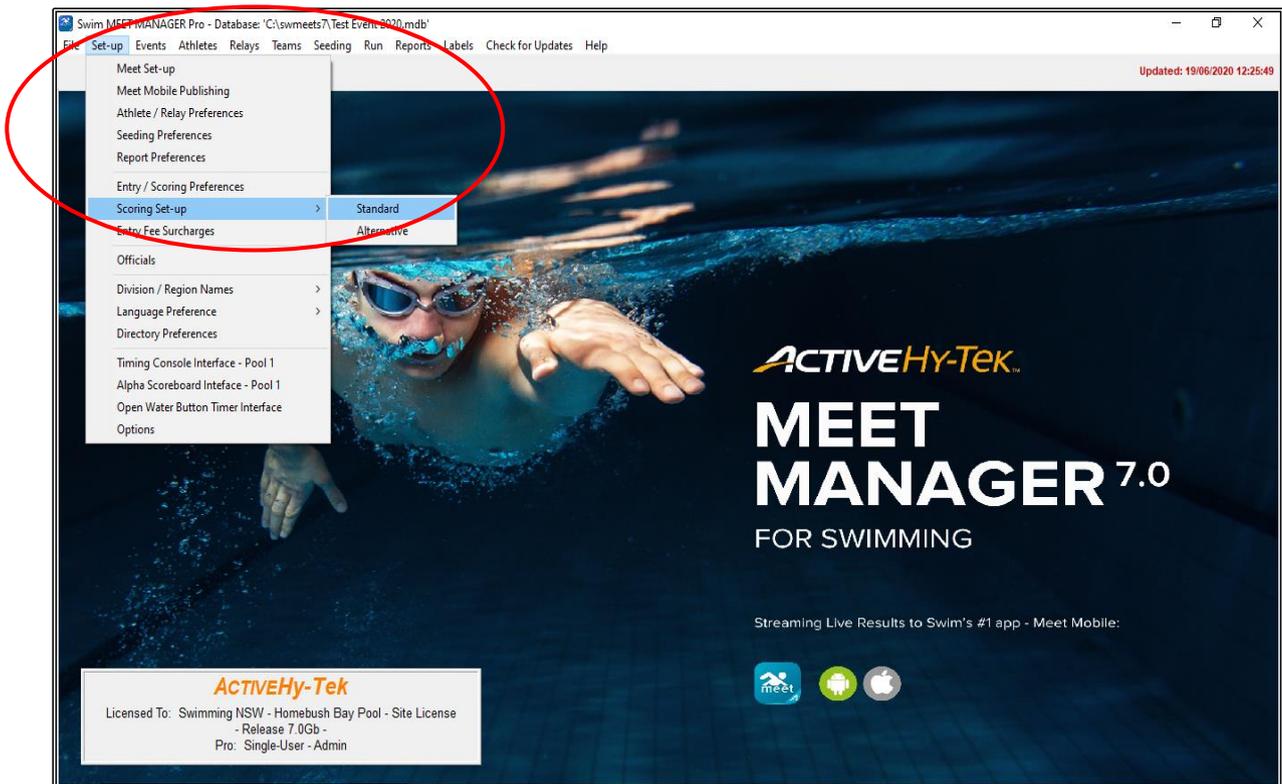
**NOTE:** If you are running Multi-Class events, then at the **SET-UP** tab -> **MEET SET-UP**, instead of selecting **AGE GROUP** in the **CLASS** section, you would need to change this to **DISABILITY**.

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 [Section 14](#) on Page 184 of this booklet.



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.

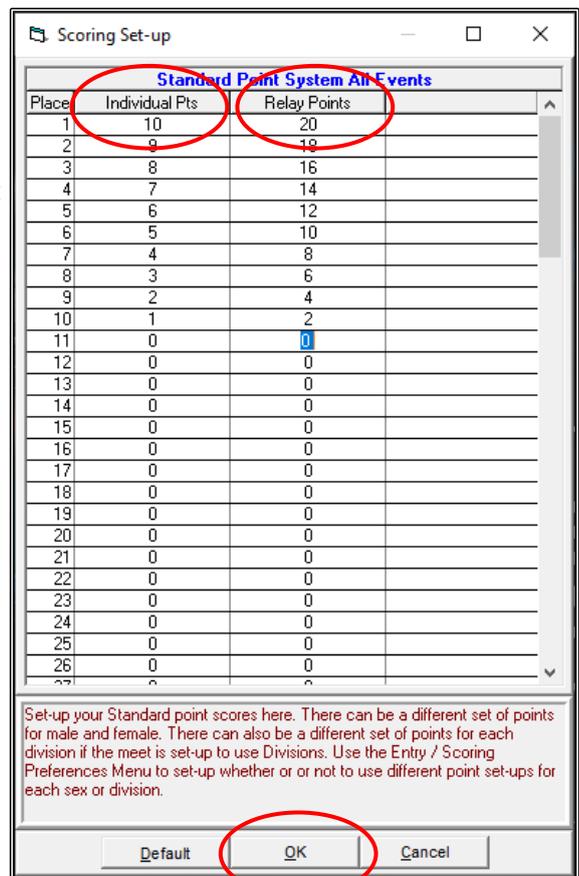


From the SCORING SET-UP screen, change scoring to:

Individual Pts: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 and,

Relay Points: 20, 18, 16, 14, 12, 10, 8, 6, 4, 2.

Click OK when finished.





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 <a href="#">Section 13</a> 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).

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.

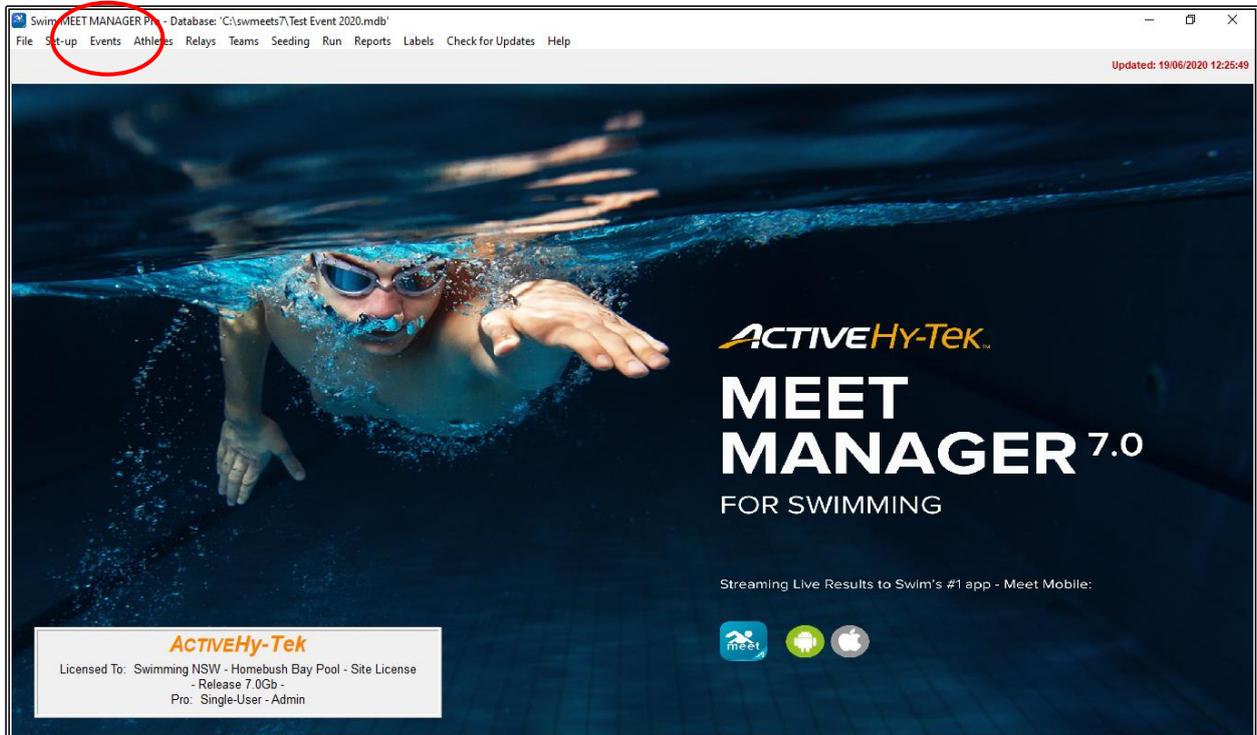
Click CLOSE OUT ☒ when you are certain that all events are correct.

Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	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

### 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.

Events

Layout Add Edit Delete Combined Events Sessions Check-in Comments Re-Number Copy Clear Indicators Records Standards View Print Export to HTML Help

Gender:  All  Male  Female

Age Range:  -

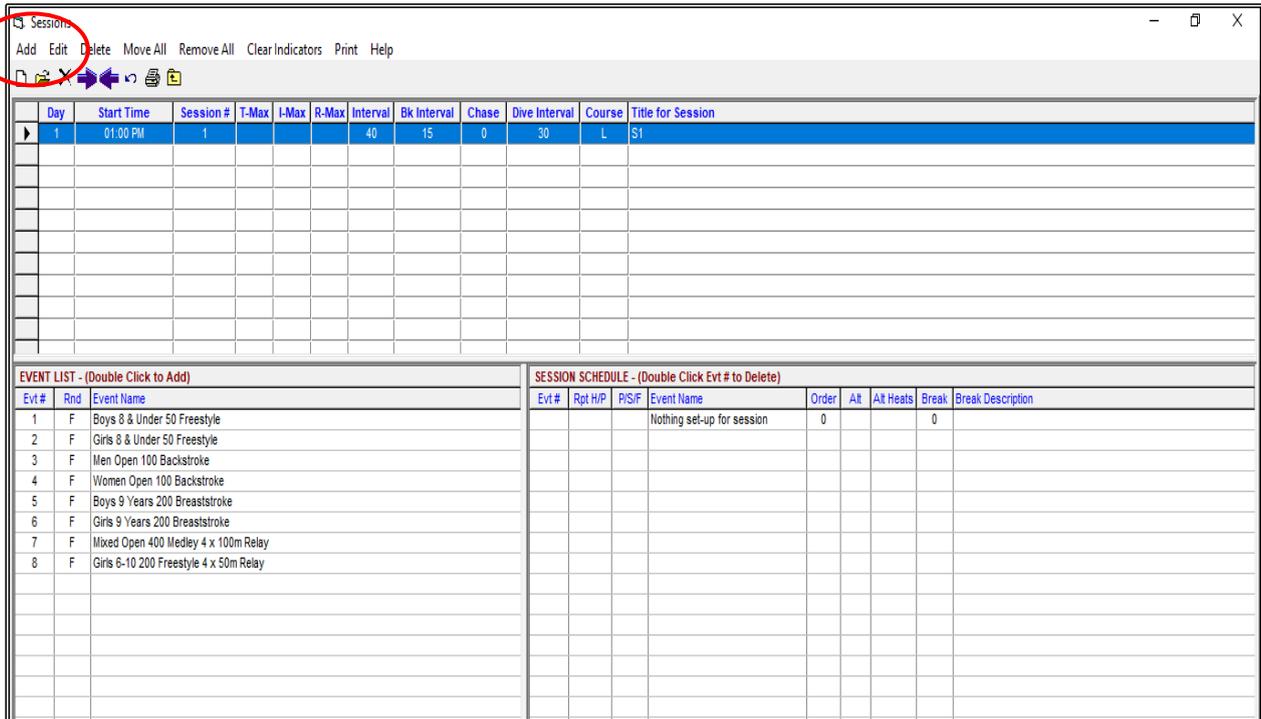
Indiv + Relays  Indiv Only  Relays Only

All Events  Standard Only  Open Water

Time Trial Only  Swim-Off Only  Disability Only

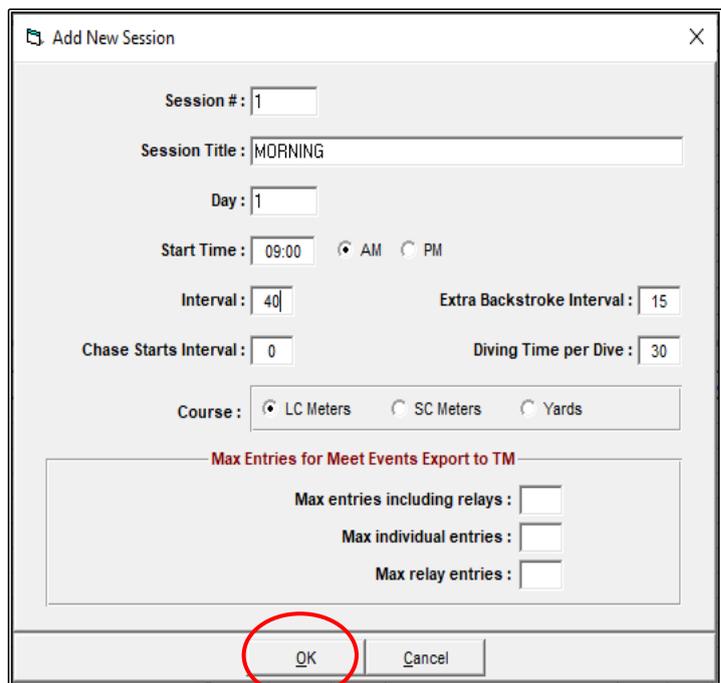
Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	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

Click on the ADD button and proceed to enter your session details. We will add 2 session for this meet.



Session# - 1  
 Session Title - MORNING  
 Day - 1  
 Start time - 9.00 AM  
 Interval - 40  
 Extra Backstroke Interval - 15  
 Chase and Diving are not relevant fields for swimming.  
 Course - LC Metres  
 Leave the Max Entries for Meet Events Export to TM fields blank.

Click OK then set up Session 2.



Session# - 2  
 Session Title - AFTERNOON  
 Day - 1  
 Start time - 1.00 PM  
 Interval - 40  
 Extra Backstroke Interval - 15  
 Chase and Diving are not relevant fields for swimming.  
 Course - LC Metres  
 Leave the Max Entries for Meet Events Export to TM fields blank.

Click OK and then CANCEL.

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.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1				40	15	0	30	L	MORNING
1	09:00 PM	2				40	15	0	30	L	AFTERNOON

EVENT LIST - (Double Click to Add)			SESSION SCHEDULE - (Double Click Evt # to Delete)								
Evt #	Rnd	Event Name	Evt #	Rpt/H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
1	F	Boys 8 & Under 50 Freestyle	1	H	F	Boys 8 & Under 50 Freestyle	1			0	
2	F	Girls 8 & Under 50 Freestyle	2	H	F	Girls 8 & Under 50 Freestyle	2			0	
3	F	Men Open 100 Backstroke	3	H	F	Men Open 100 Backstroke	3			0	
4	F	Women Open 100 Backstroke	4	H	F	Women Open 100 Backstroke	4			0	
5	F	Boys 9 Years 200 Breaststroke									
6	F	Girls 9 Years 200 Breaststroke									
7	F	Mixed Open 400 Medley 4 x 100m Relay									
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay									

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.

The screenshot shows the 'Sessions' window with two sessions listed: Session 1 (Morning) and Session 2 (Afternoon). Session 2 is selected. A dialog box titled 'HY-TEK's MEET MANAGER' is displayed, asking 'Move all remaining events into selected session?'. The 'Yes' button is circled in red. Below the dialog, the 'EVENT LIST' and 'SESSION SCHEDULE' are visible. The 'SESSION SCHEDULE' currently shows 'Nothing set-up for session'.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1				40	15	0	30	L	MORNING
1	09:00 PM	2				40	15	0	30	L	AFTERNOON

Evt #	Rnd	Event Name
1	F	Boys 8 & Under 50 Freestyle
2	F	Girls 8 & Under 50 Freestyle
3	F	Men Open 100 Backstroke
4	F	Women Open 100 Backstroke
5	F	Boys 9 Years 200 Breaststroke
6	F	Girls 9 Years 200 Breaststroke
7	F	Mixed Open 400 Medley 4 x 100m Relay
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay

Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
			Nothing set-up for session	0			0	

The screenshot shows the same 'Sessions' window. The 'SESSION SCHEDULE' for Session 2 now contains four events, which are circled in red. The 'EVENT LIST' remains the same as in the previous screenshot.

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	09:00 AM	1				40	15	0	30	L	MORNING
1	09:00 PM	2				40	15	0	30	L	AFTERNOON

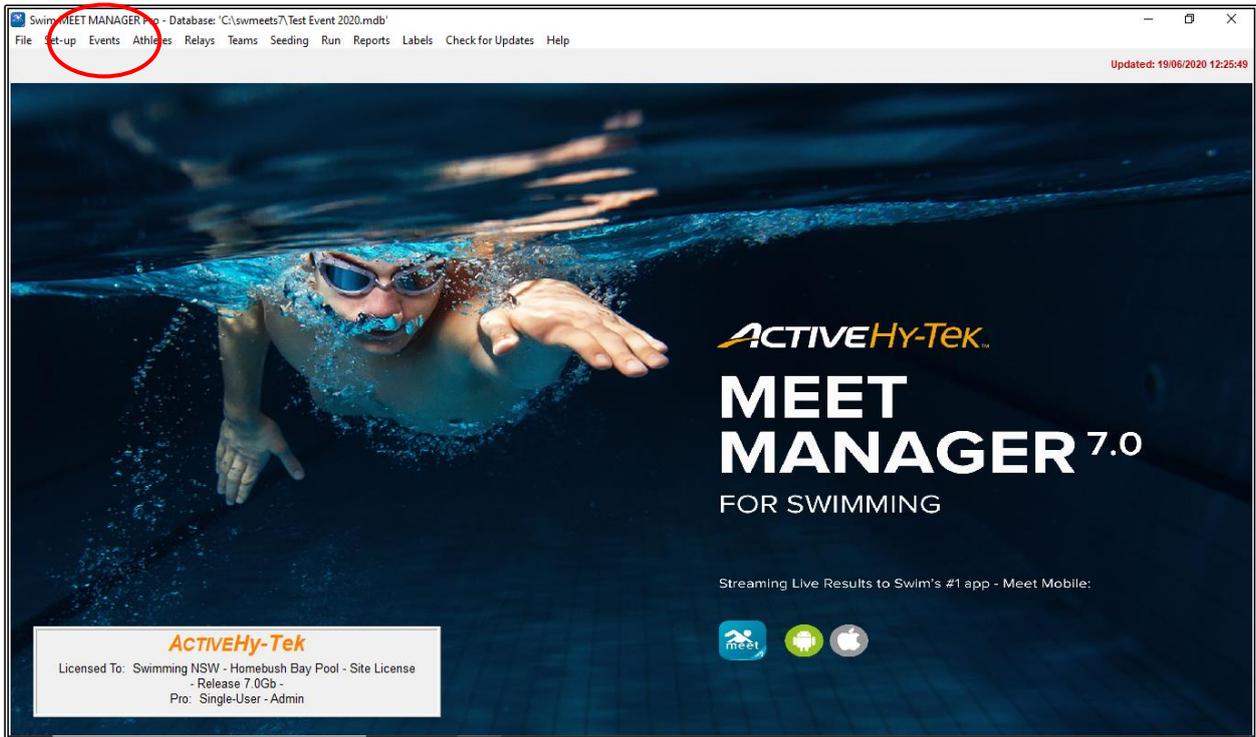
Evt #	Rnd	Event Name
1	F	Boys 8 & Under 50 Freestyle
2	F	Girls 8 & Under 50 Freestyle
3	F	Men Open 100 Backstroke
4	F	Women Open 100 Backstroke
5	F	Boys 9 Years 200 Breaststroke
6	F	Girls 9 Years 200 Breaststroke
7	F	Mixed Open 400 Medley 4 x 100m Relay
8	F	Girls 6-10 200 Freestyle 4 x 50m Relay

Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
5	H	F	Boys 9 Years 200 Breaststroke	1			0	
6	H	F	Girls 9 Years 200 Breaststroke	2			0	
7	H	F	Mixed Open 400 Medley 4 x 100m Relay	3			0	
8	H	F	Girls 6-10 200 Freestyle 4 x 50m Relay	4			0	

CLOSE OUT ☒ 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.

Events

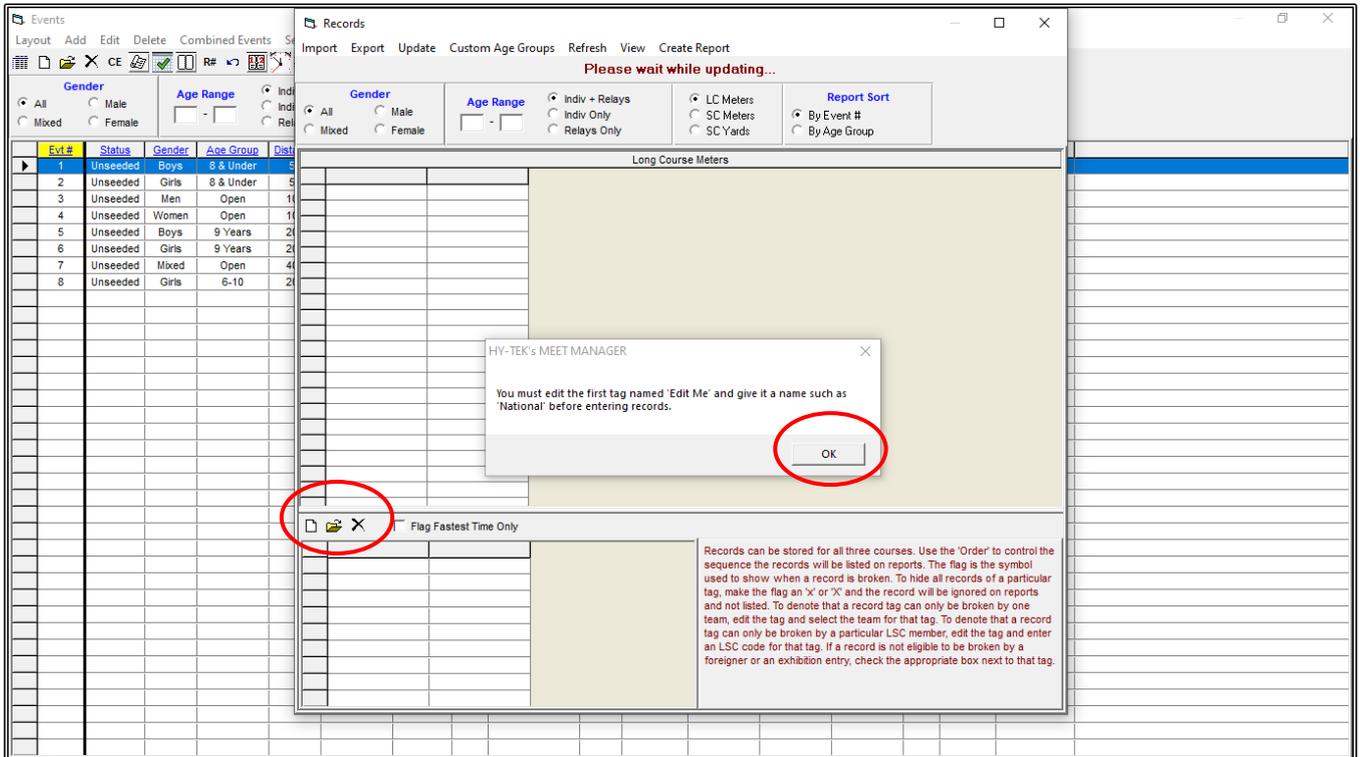
Layout Add Edit Delete Combined Events Sessions Check-In Comments Re-Number Copy Clear Indicators **Records** Standards View Print Export to HTML Help

Gender:  All  Male  Female  
Age Range:  -   
 Indiv + Relays  All Events  Time Trial Only  
 Indiv Only  Standard Only  Swim-Off Only  
 Relays Only  Open Water  Disability Only

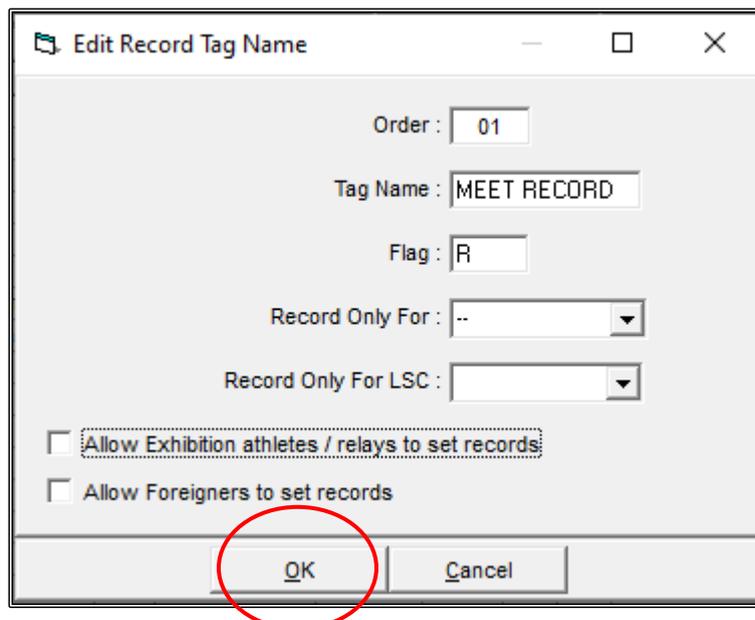
Ev#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	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

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.

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.



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 [Section 15](#) (Page 197) for more information.

**Records**

Import Export Update Custom Age Groups Refresh View Create Report

Age Show Records of Selected Tag Only

**Gender**  
 All  Male  Mixed  Female

**Age Range**  
 -

Indiv + Relays  Indiv Only  Relays Only

LC Meters  SC Meters  SC Yards

**Report Sort**  
 By Event #  By Age Group

Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re
1	Boys 8&U 50 Free	<input type="checkbox"/>	MEET RECORD							
2	Girls 8&U 50 Free	<input type="checkbox"/>	MEET RECORD							
3	Men Open 100 Back	<input type="checkbox"/>	MEET RECORD							
4	Women Open 100 Back	<input type="checkbox"/>	MEET RECORD							
5	Boys 9 200 Breast	<input type="checkbox"/>	MEET RECORD							
6	Girls 9 200 Breast	<input type="checkbox"/>	MEET RECORD							
7	Mixed Open 400 Medley 4 x 100m Relay	<input type="checkbox"/>	MEET RECORD							
8	Girls 6-10 200 Free 4 x 50m Relay	<input type="checkbox"/>	MEET RECORD							

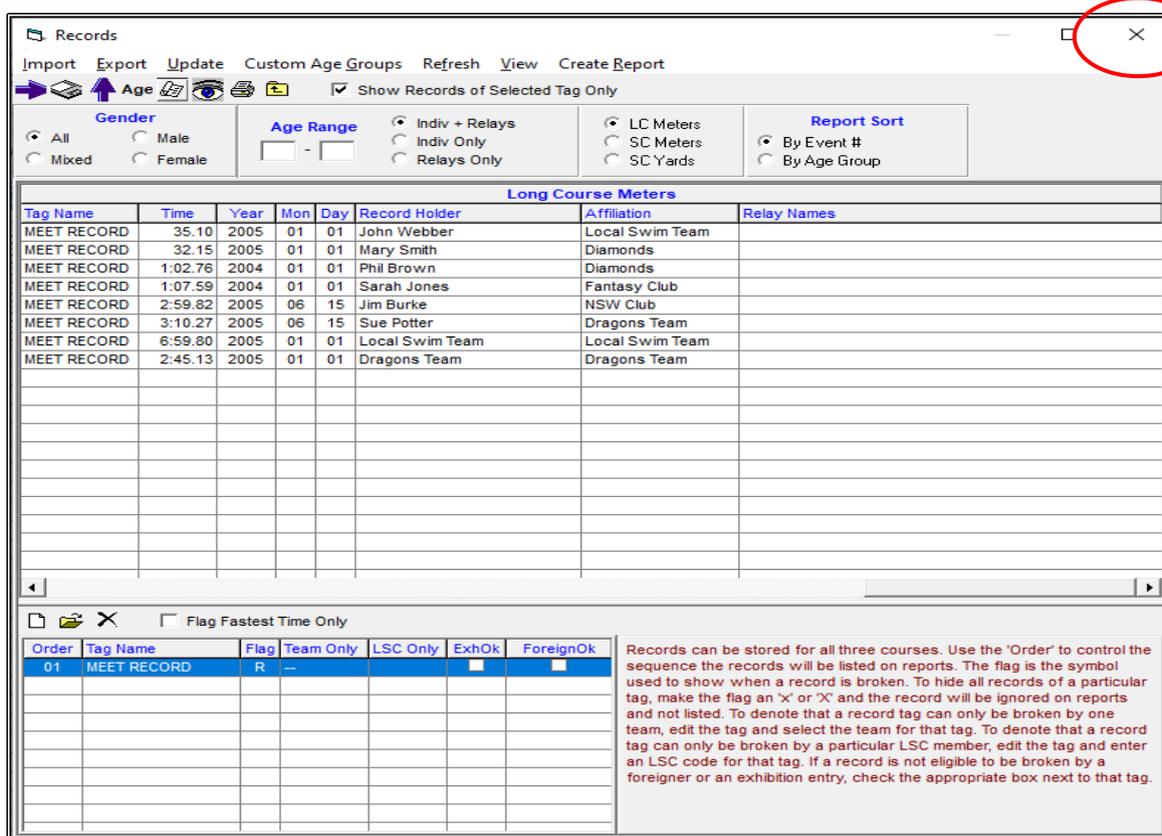
Flag Fastest Time Only

Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	--		<input type="checkbox"/>	<input type="checkbox"/>

Records can be stored for all three courses. Use the 'Order' to control the sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'x' or 'X' and the record will be ignored on reports and not listed. To denote that a record tag can only be broken by one team, edit the tag and select the team for that tag. To denote that a record tag can only be broken by a particular LSC member, edit the tag and enter an LSC code for that tag. If a record is not eligible to be broken by a foreigner or an exhibition entry, check the appropriate box next to that tag.

**MEET RECORDS:**

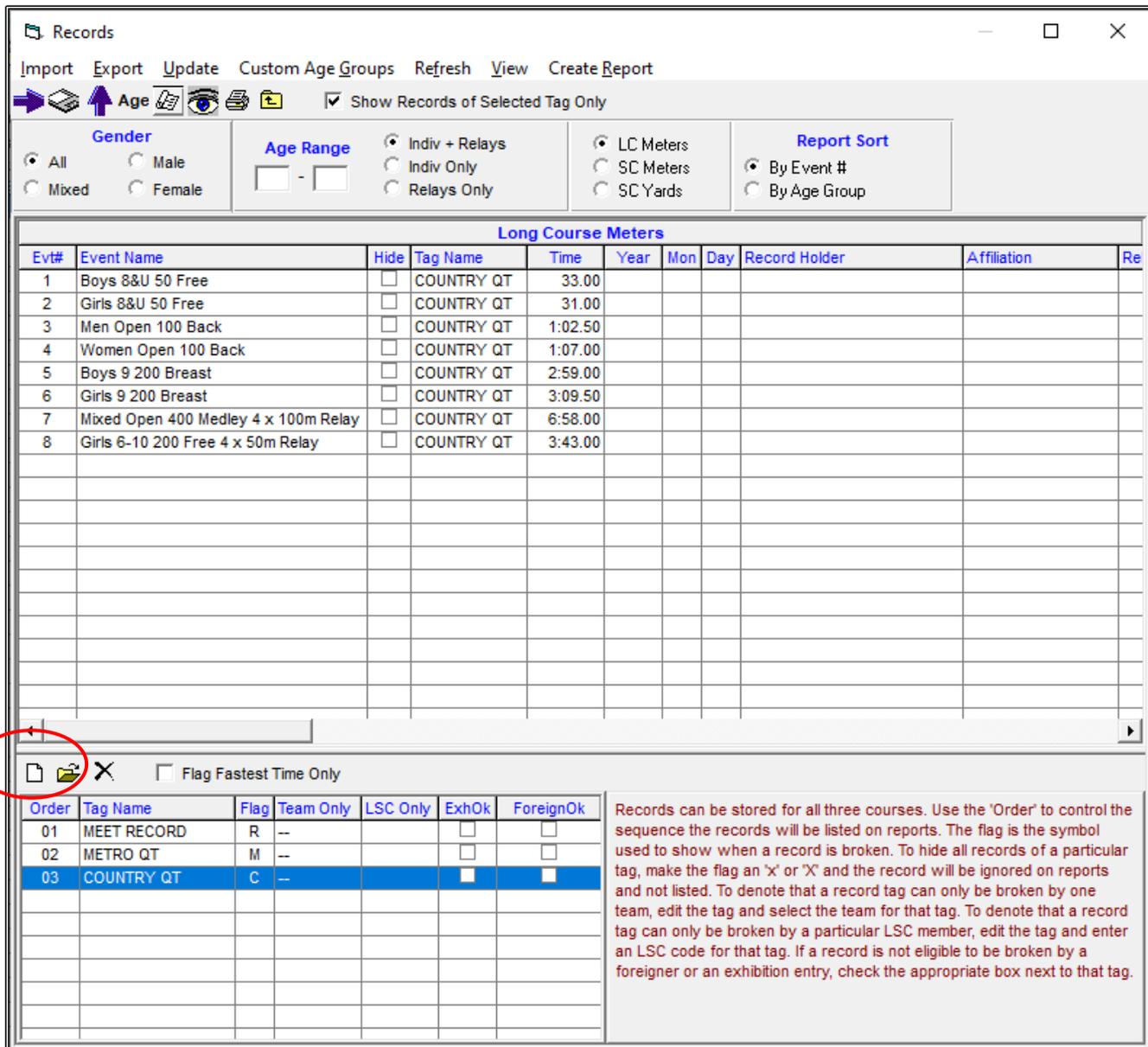
Event	Time	Year	Mon	Day	Record Holder	Affiliation
1. Boys 8 & Under 50m Freestyle	35.10	2005	01	01	John Webber	Local Swim Team
2. Girls 8 & Under 50m Freestyle	32.15	2005	01	01	Mary Smith	Diamonds
3. Mens Open100m Backstroke	1:02.76	2004	01	01	Phil Brown	Diamonds
4. Womens Open100m Backstroke	1:07.59	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. Girls6-10years200m Freestyle Relay	2:45.13	2005	01	01	Dragons Team	Dragons Team



Once all records have been entered, CLOSE OUT ☒ 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.



The screenshot shows the 'Records' application window. At the top, there are menu options: Import, Export, Update, Custom Age Groups, Refresh, View, and Create Report. Below the menu is a toolbar with icons for Age, Gender, and other functions, along with a checkbox for 'Show Records of Selected Tag Only'. The main area is divided into filter sections: Gender (All, Male, Female), Age Range (input fields), Report Sort (By Event #, By Age Group), and event type filters (Indiv + Relays, Indiv Only, Relays Only, LC Meters, SC Meters, SC Yards). The central table, titled 'Long Course Meters', lists 8 events with columns for Evt#, Event Name, Hide, Tag Name, Time, Year, Mon, Day, Record Holder, and Affiliation. The bottom section contains a configuration table for record tags and a text box explaining the flags.

Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re
1	Boys 8&U 50 Free	<input type="checkbox"/>	COUNTRY QT	33.00						
2	Girls 8&U 50 Free	<input type="checkbox"/>	COUNTRY QT	31.00						
3	Men Open 100 Back	<input type="checkbox"/>	COUNTRY QT	1:02.50						
4	Women Open 100 Back	<input type="checkbox"/>	COUNTRY QT	1:07.00						
5	Boys 9 200 Breast	<input type="checkbox"/>	COUNTRY QT	2:59.00						
6	Girls 9 200 Breast	<input type="checkbox"/>	COUNTRY QT	3:09.50						
7	Mixed Open 400 Medley 4 x 100m Relay	<input type="checkbox"/>	COUNTRY QT	6:58.00						
8	Girls 6-10 200 Free 4 x 50m Relay	<input type="checkbox"/>	COUNTRY QT	3:43.00						

Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	--		<input type="checkbox"/>	<input type="checkbox"/>
02	METRO QT	M	--		<input type="checkbox"/>	<input type="checkbox"/>
03	COUNTRY QT	C	--		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Records can be stored for all three courses. Use the 'Order' to control the sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'x' or 'X' and the record will be ignored on reports and not listed. To denote that a record tag can only be broken by one team, edit the tag and select the team for that tag. To denote that a record tag can only be broken by a particular LSC member, edit the tag and enter an LSC code for that tag. If a record is not eligible to be broken by a foreigner or an exhibition entry, check the appropriate box next to that tag.

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

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

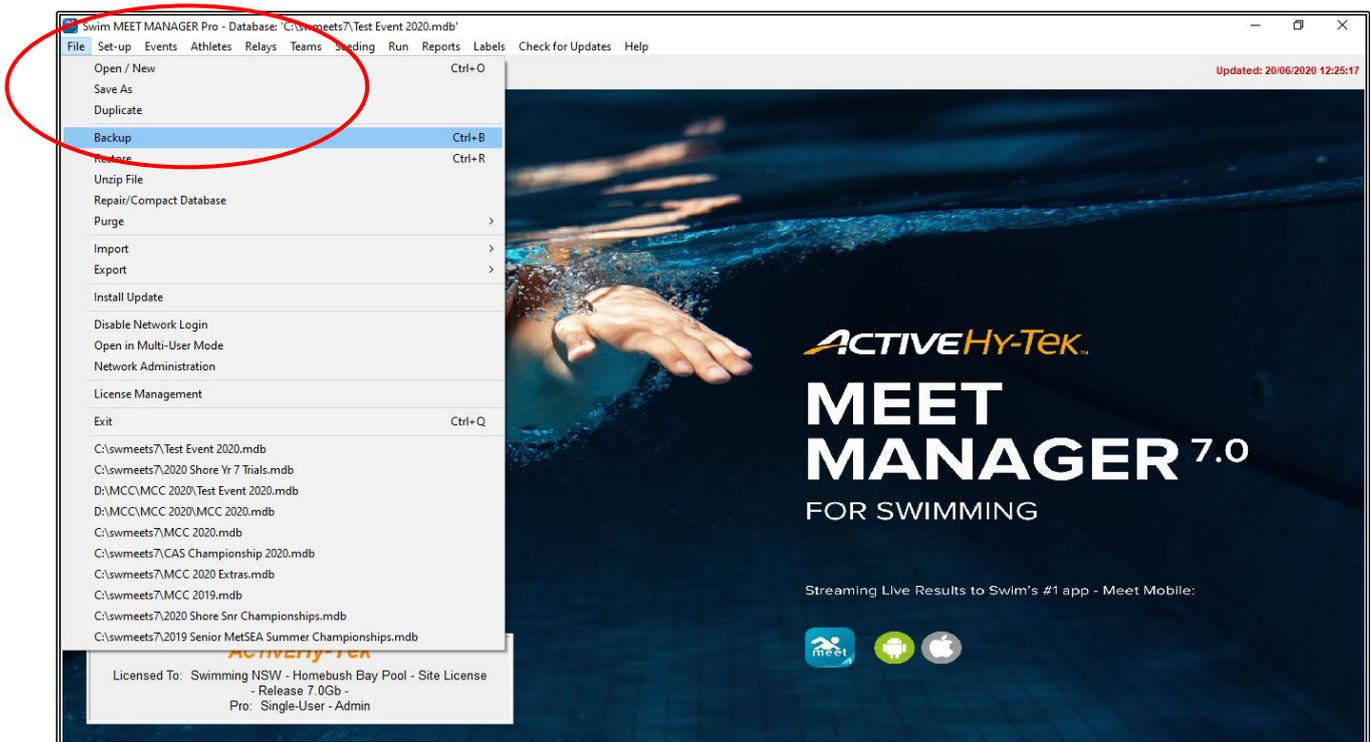
Before making your BACKUP FILES, go into your C:\ Directory on your computer and select SWMEETS7 and add a new folder called TEST EVENT 2020.

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)

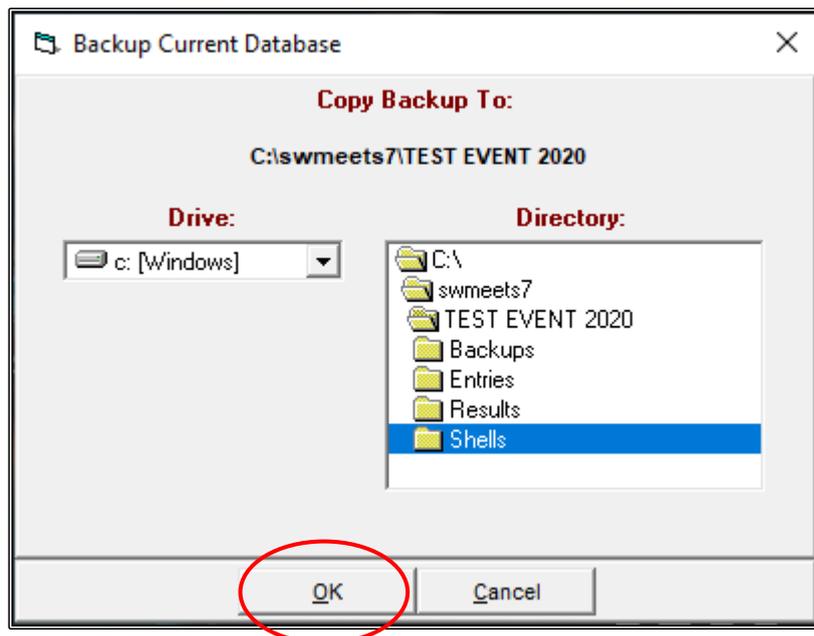
You may wish to save all of this data to an external drive such as a USB in which case you would select the appropriate DRIVE.

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

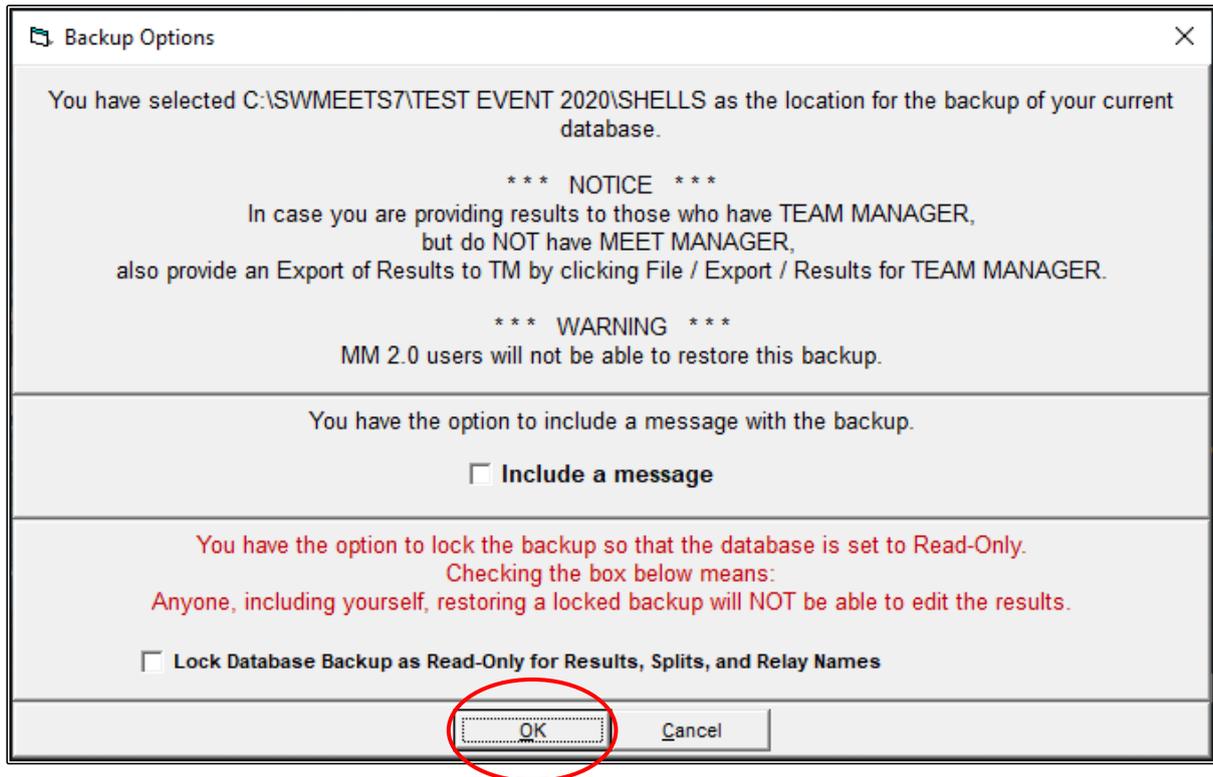
Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

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

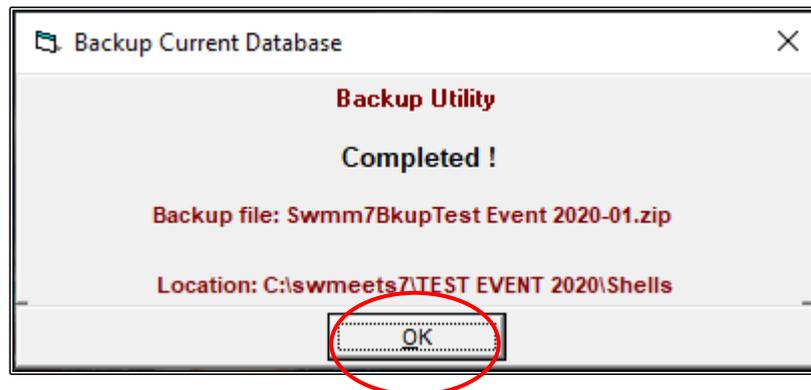
Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.



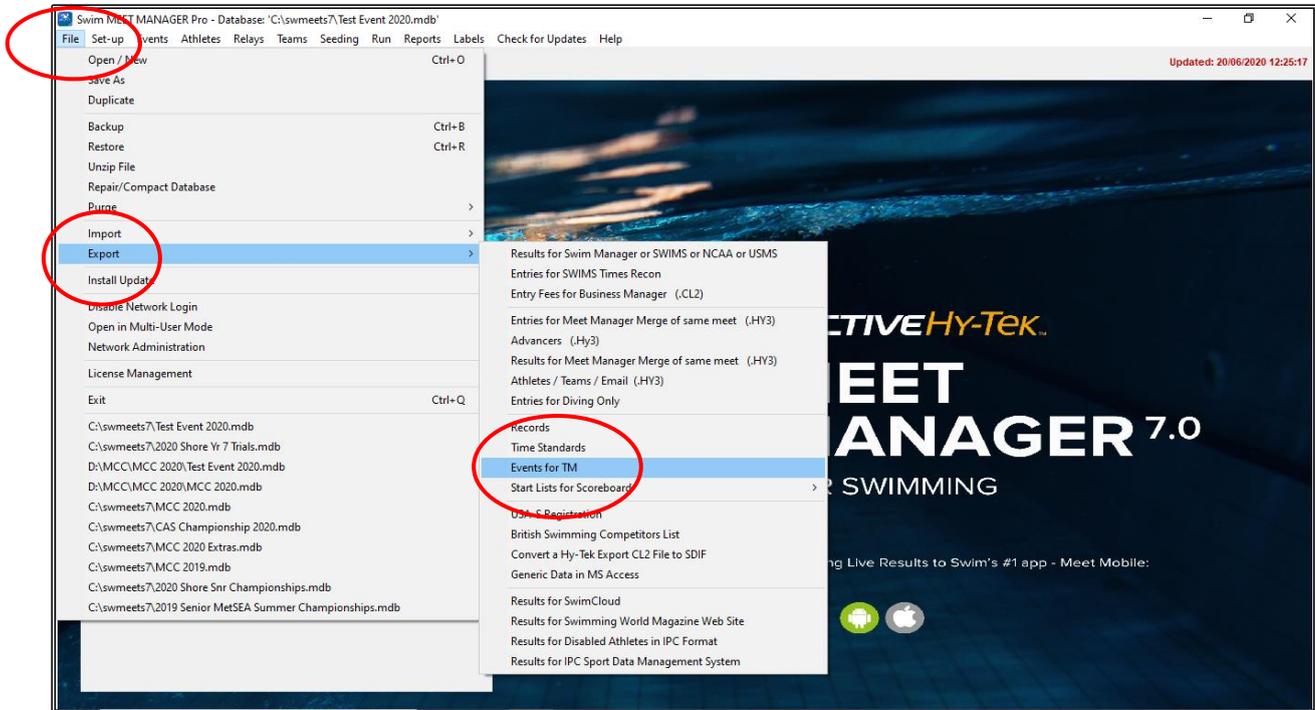
Once the BACKUP is complete, click OK.



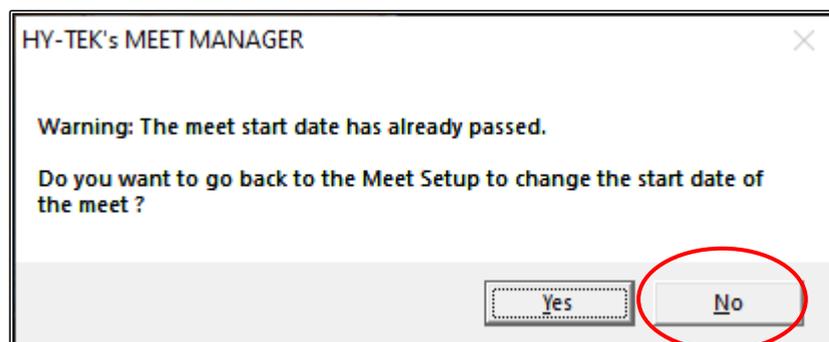
## 2. BACK UP FILE (SHELL) FOR TEAM MANAGER AND ONLINE ENTRIES:

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

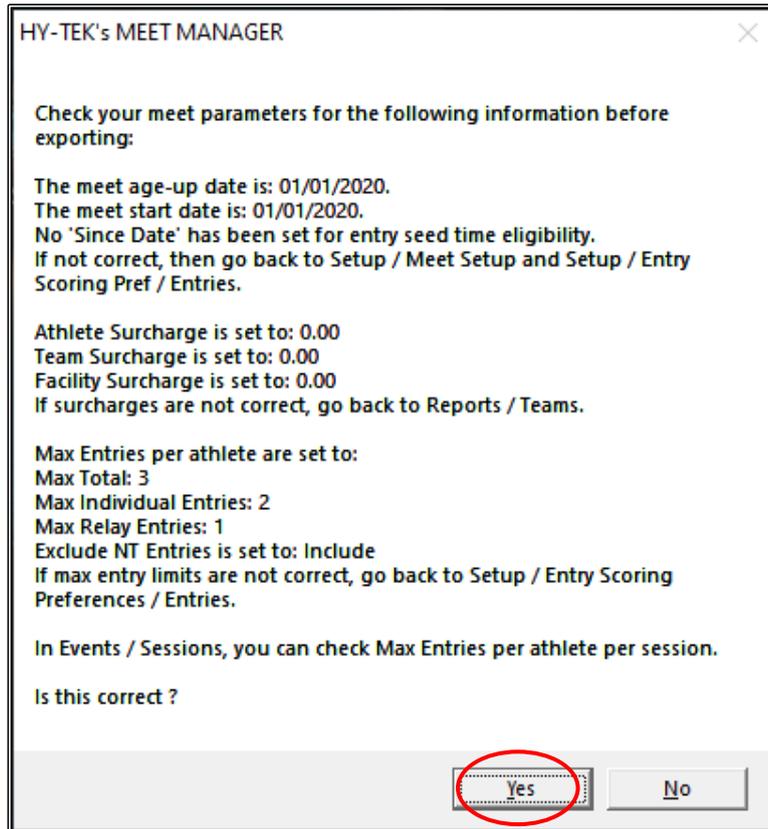
Then click on EVENTS FOR TM.



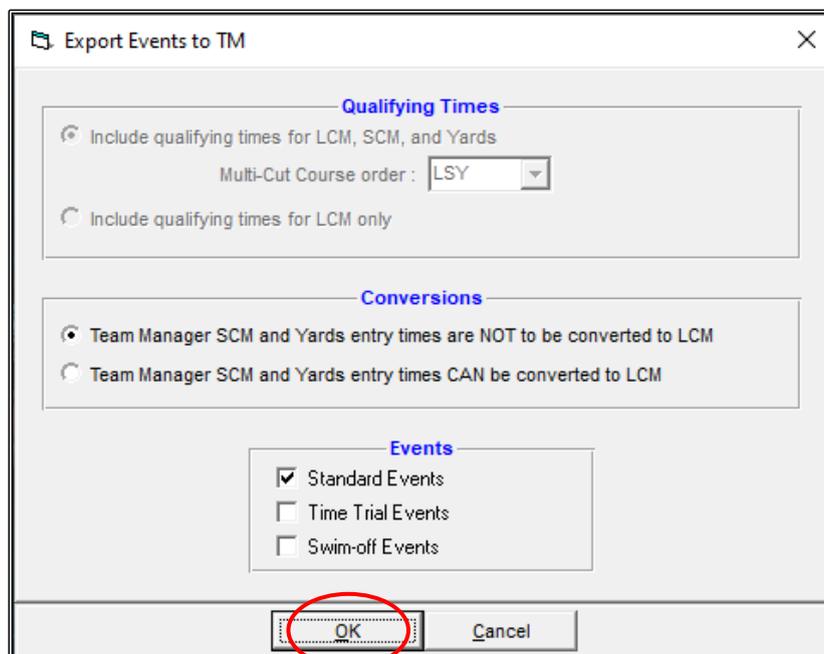
Because we are using a fictional meet, MEET MANAGER will display a WARNING sign that the meet start date has already passed and asks if you want to change the start date. For this exercise, click NO. You would not normally see this warning sign.



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



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



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

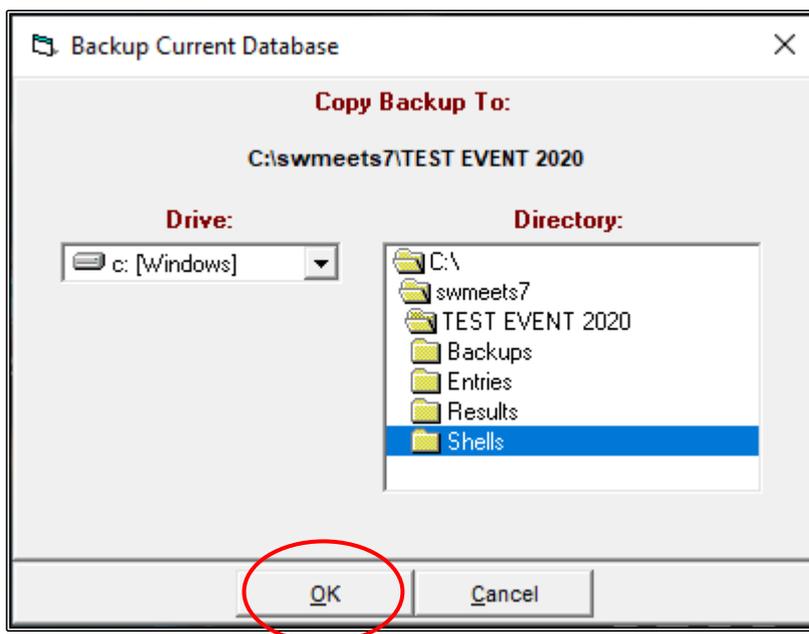
You may wish to save all of this data to an external drive such as a USB in which case you would select the appropriate DRIVE.

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

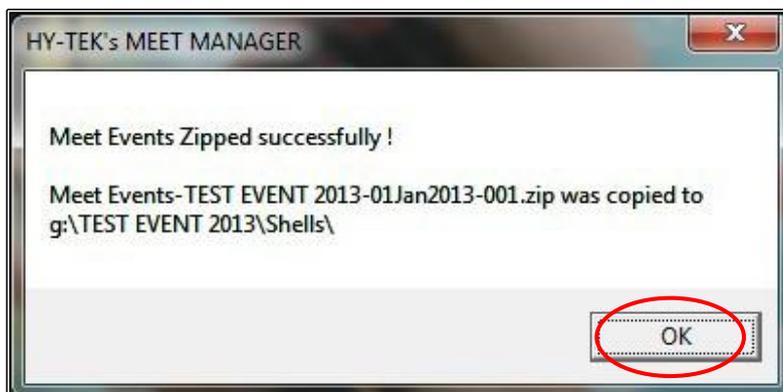
Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

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

Click OK to save.

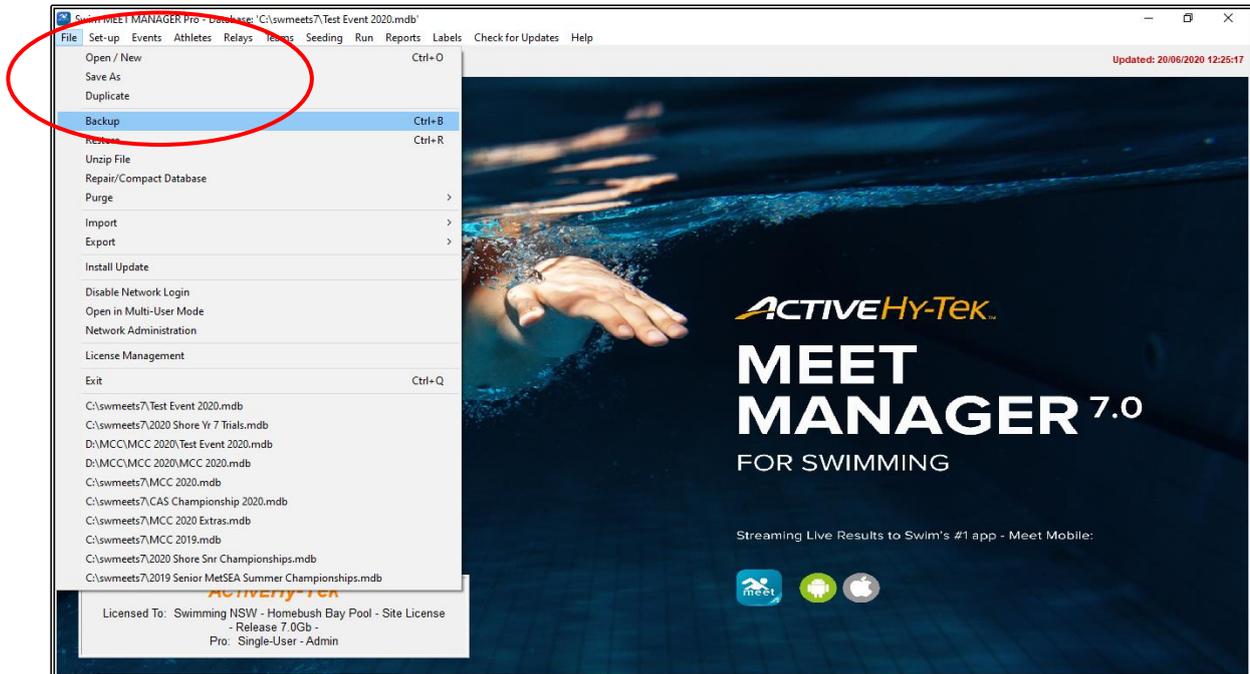


You will now see the ZIPPED SUCCESSFULLY screen. Click OK.



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.

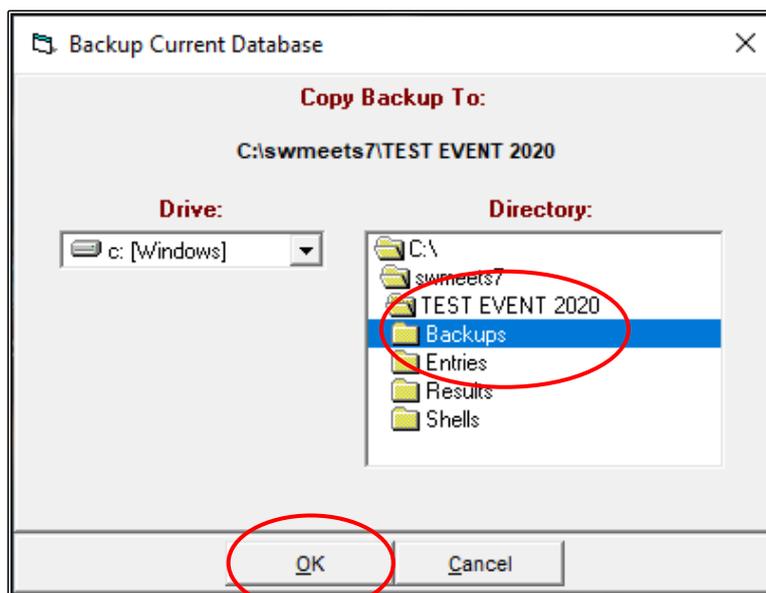


Ensure that you are in the right DRIVE, ie C: (Windows)

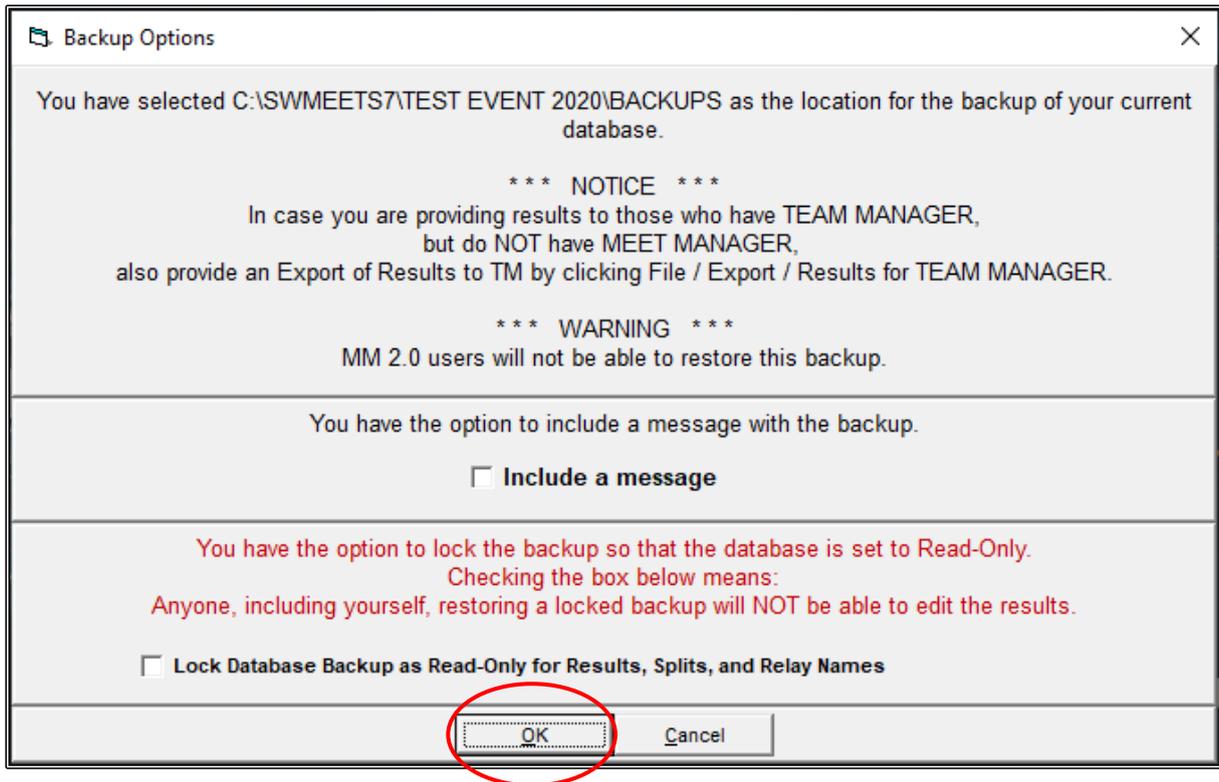
Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

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

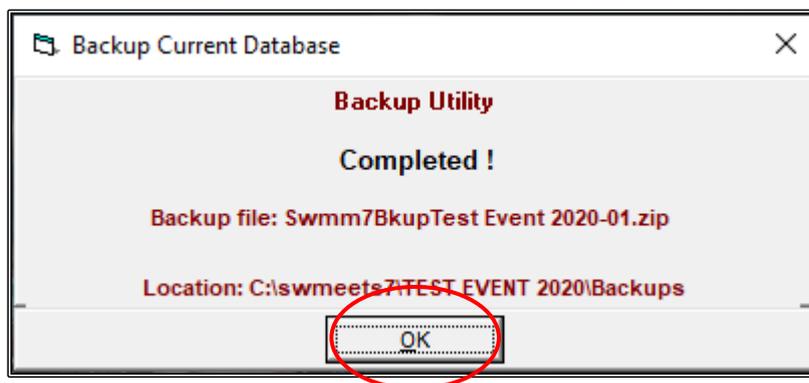
Double click on the BACKUPS folder so that your files will be saved here. Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.



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 sub-folder will look like this:

MEET MANAGER FILE:



Swmm7BkupTest Event 2020-01.zip

TEAM MANAGER FILE:



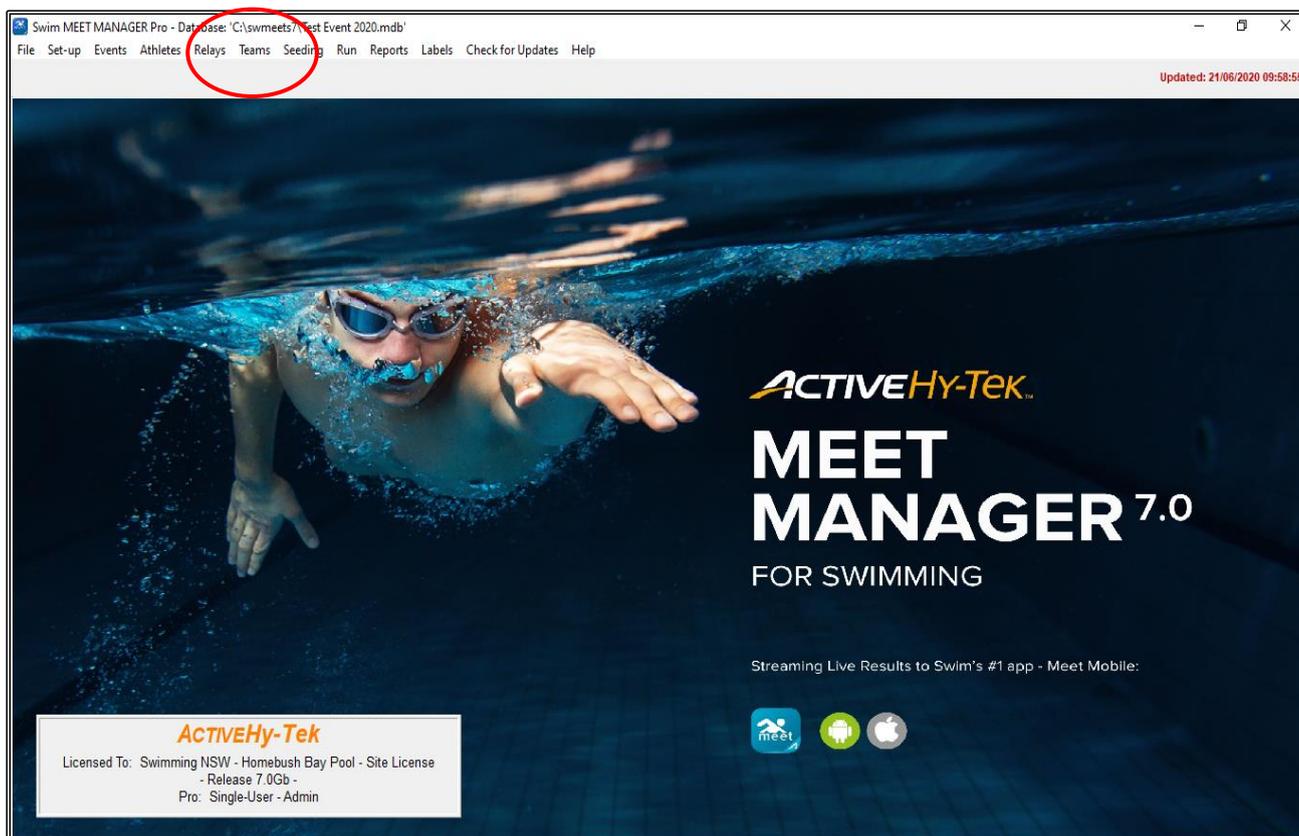
Meet Events-Test Event 2020-01Jan2020-001.zip

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

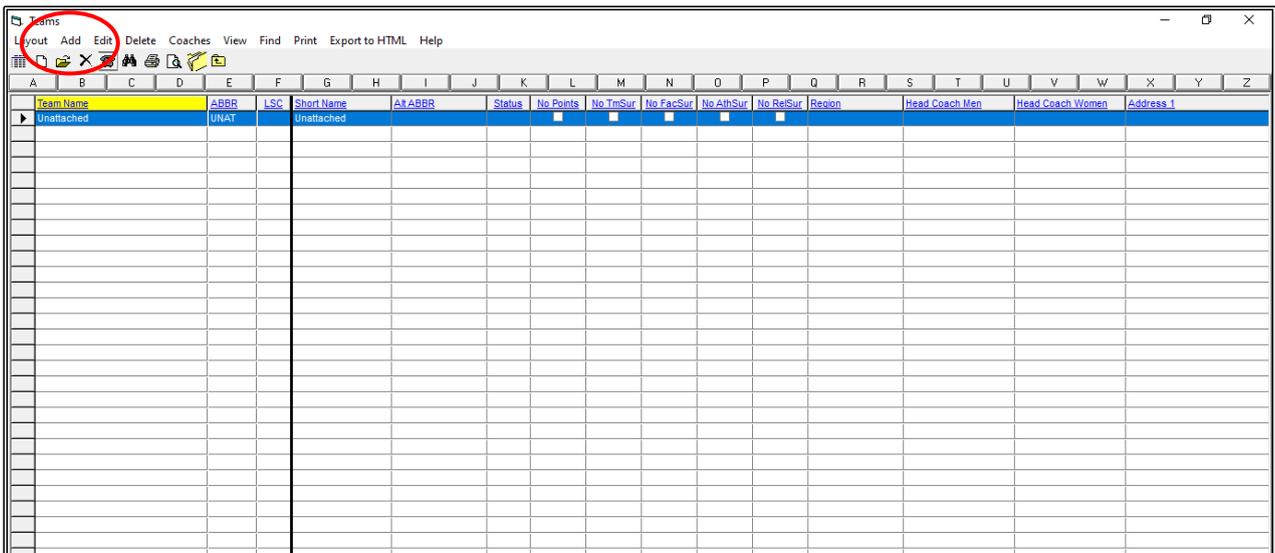
### 1. ENTERING TEAMS:

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.



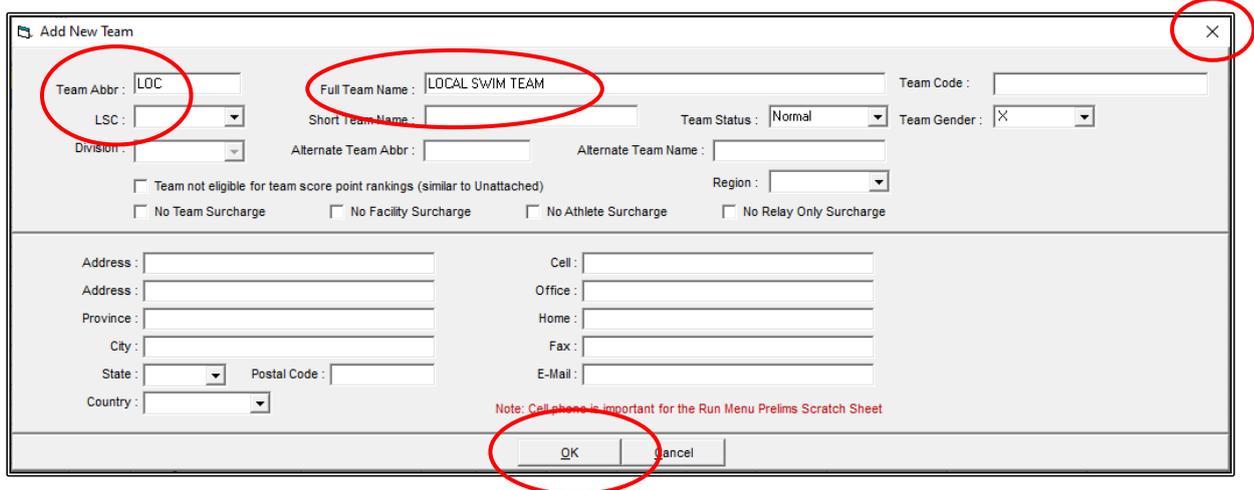
When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise, we will be entering the LOCAL SWIM TEAM.

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

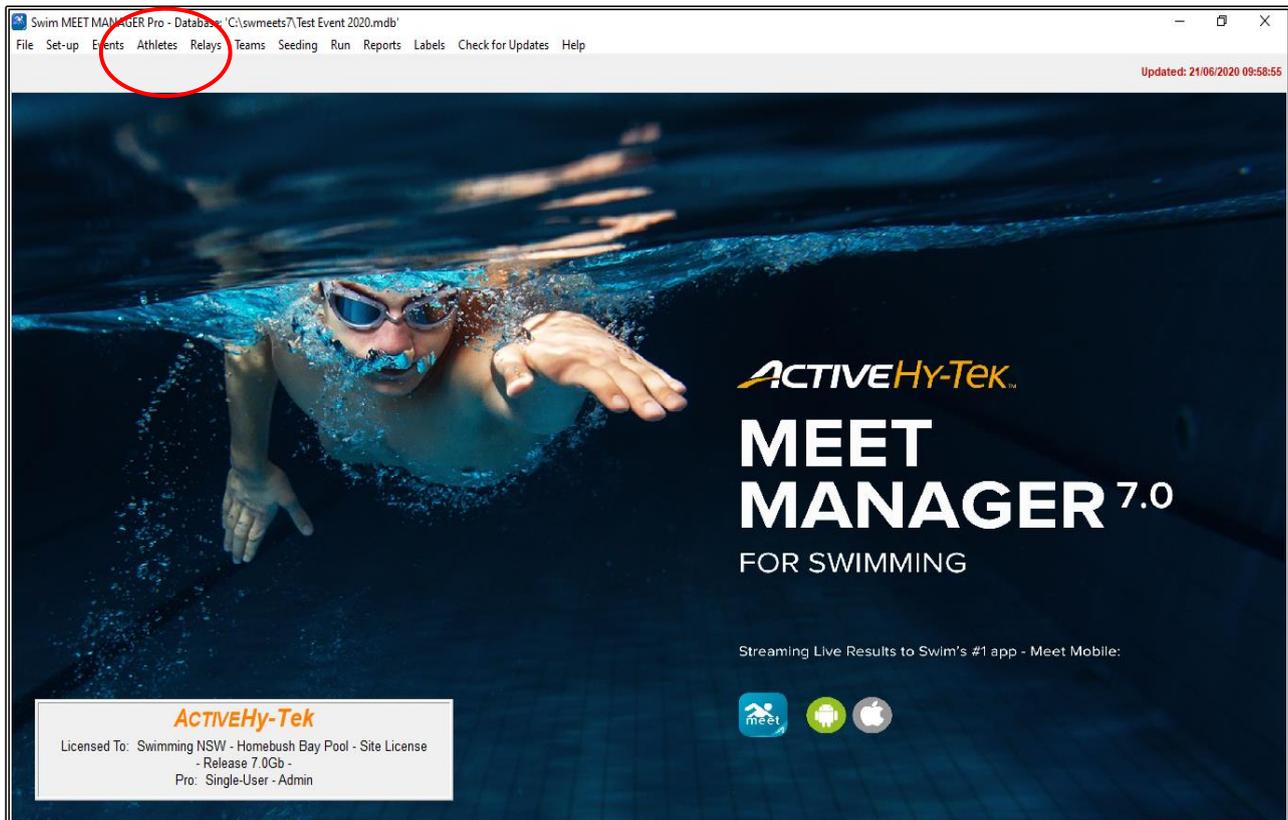
Click OK after you have entered the team information and then CANCEL after all teams have been added.



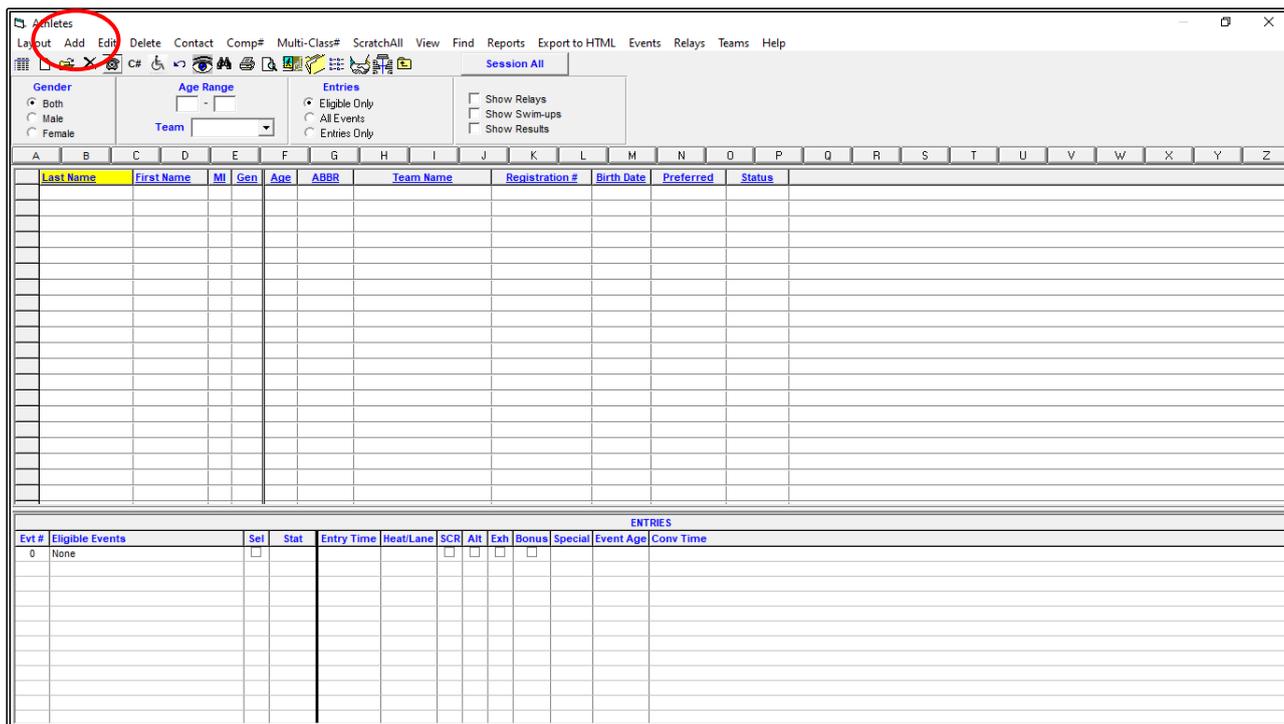
You can now CLOSE OUT ☒ of the TEAMS screen back to the MAIN MENU screen.

## 2. ENTERING ATHLETES:

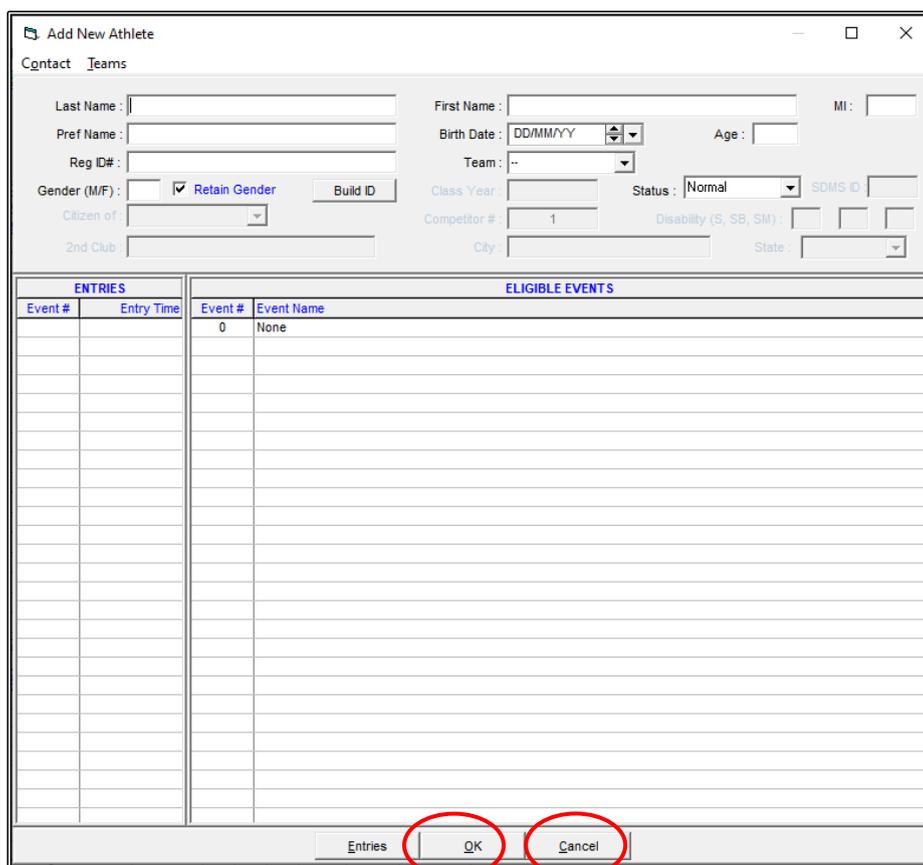
From the MAIN MENU screen select the ATHLETES tab.



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.



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 <a href="#">Section 14</a> 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 swimmers are relay only swimmers. They still need to be entered into the Athlete database. They have no individual events.			
Faith Hill	14/12/2009				
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.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAMI040610	04/06/2010		Normal
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXSA051011	05/10/2011		Normal
Hill	Faith		F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009		Normal
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010		Normal
Kelly	Chantelle		F	10	LOC	LOCAL SWIM TEAM	KELCH031109	03/11/2009		Normal
Maguire	Mark		M	7	LOC	LOCAL SWIM TEAM	MAGMA060612	06/06/2012		Normal
Neale	Michael		M	8	LOC	LOCAL SWIM TEAM	NEAMI080611	08/06/2011		Normal
Smith	Brian		M	15	LOC	LOCAL SWIM TEAM	SMBR060704	06/07/2004		Normal
Traynor	Daniel		M	9	LOC	LOCAL SWIM TEAM	TRADA040510	04/05/2010		Normal

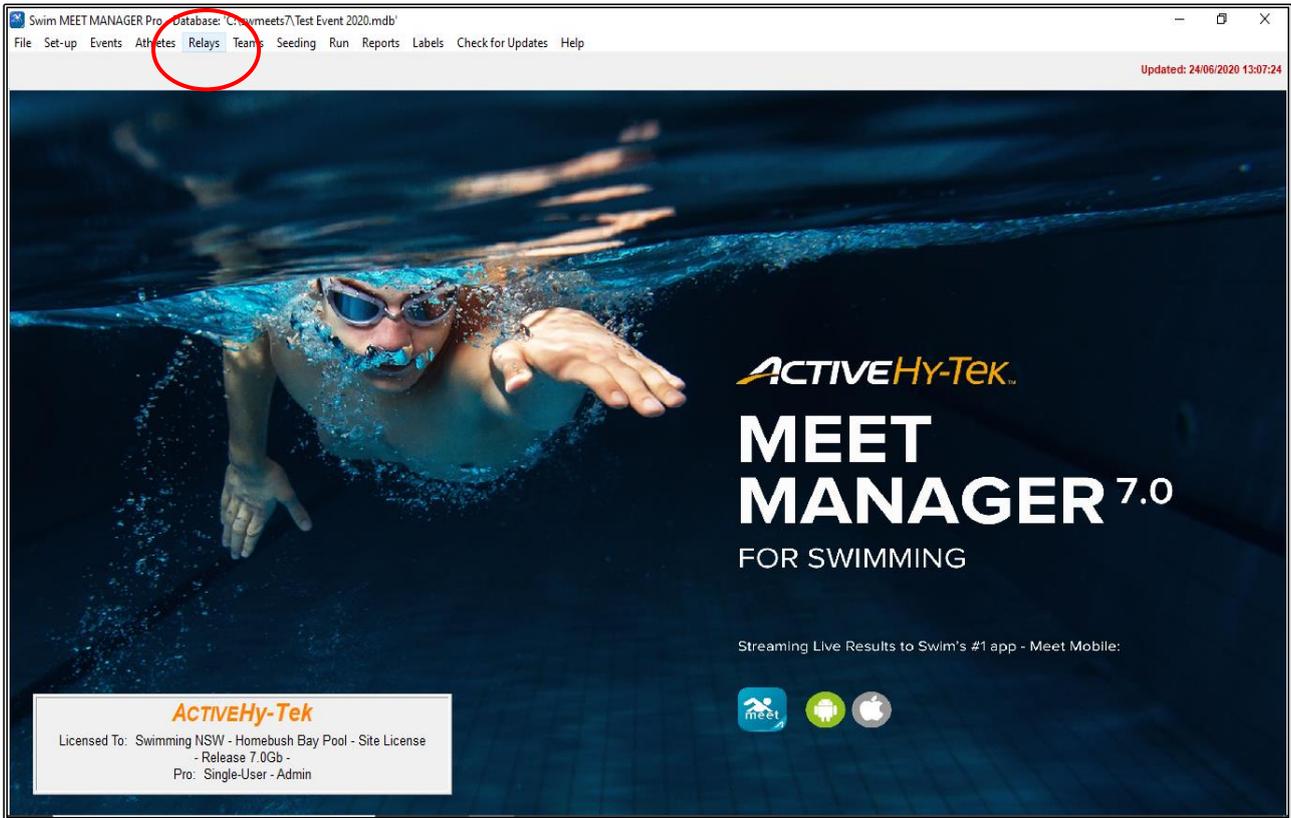
  

Evt #	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
2	Girls 8&U 50 Free	<input checked="" type="checkbox"/>	U	50.10L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			50.10L
4	Women Open 100 Back	<input type="checkbox"/>	U			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

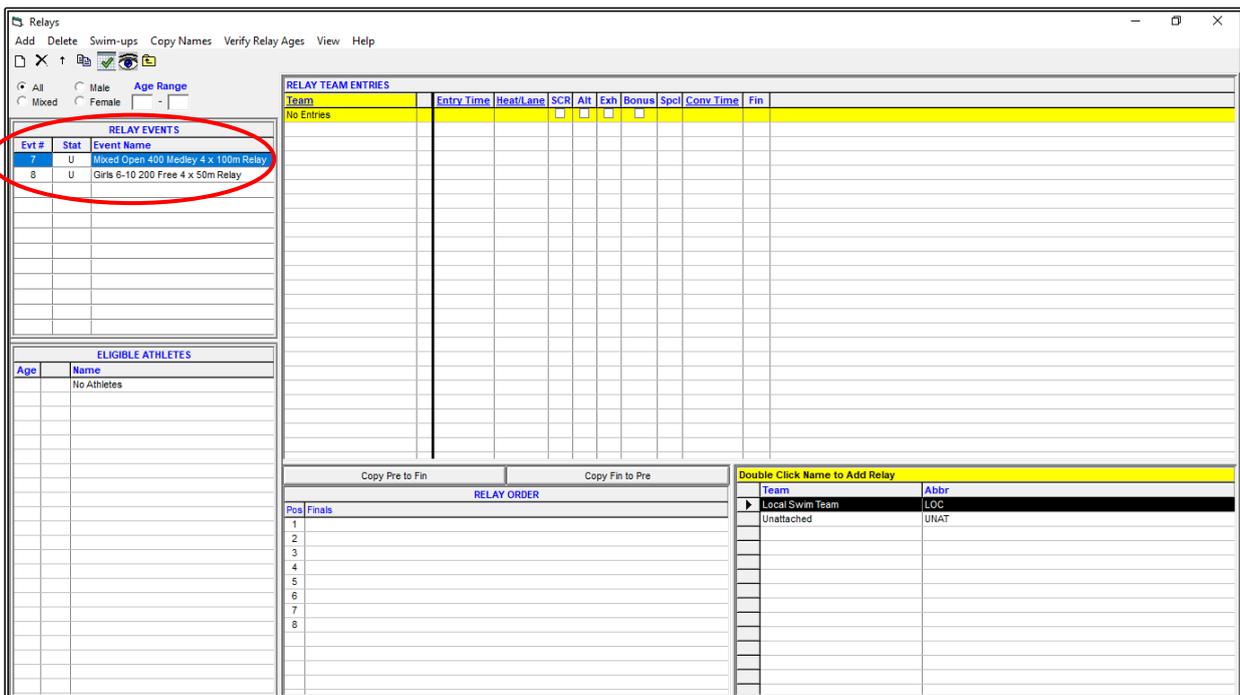
Once you are happy with all your entries, you can CLOSE OUT  of the ATHLETES screen back to the MAIN MENU screen.

### 3. ENTERING RELAYS:

From the MAIN MENU screen select the RELAYS tab.



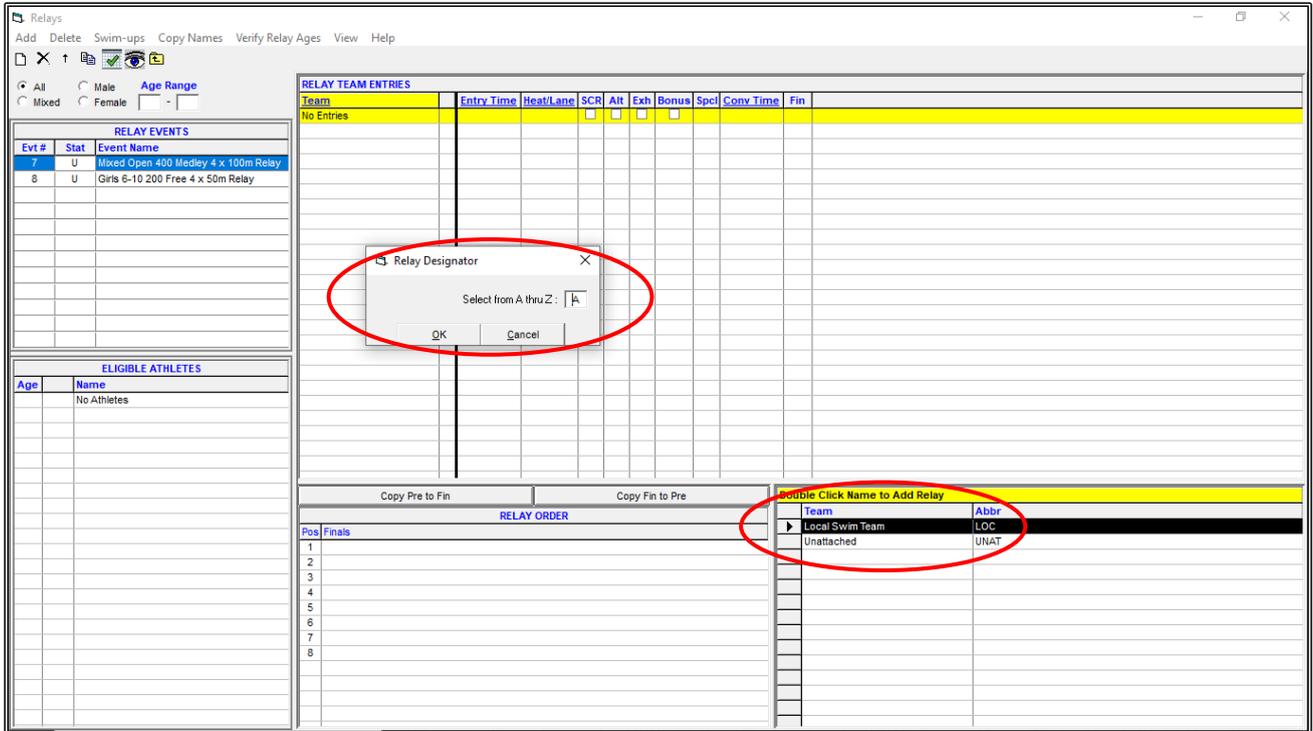
When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.



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.

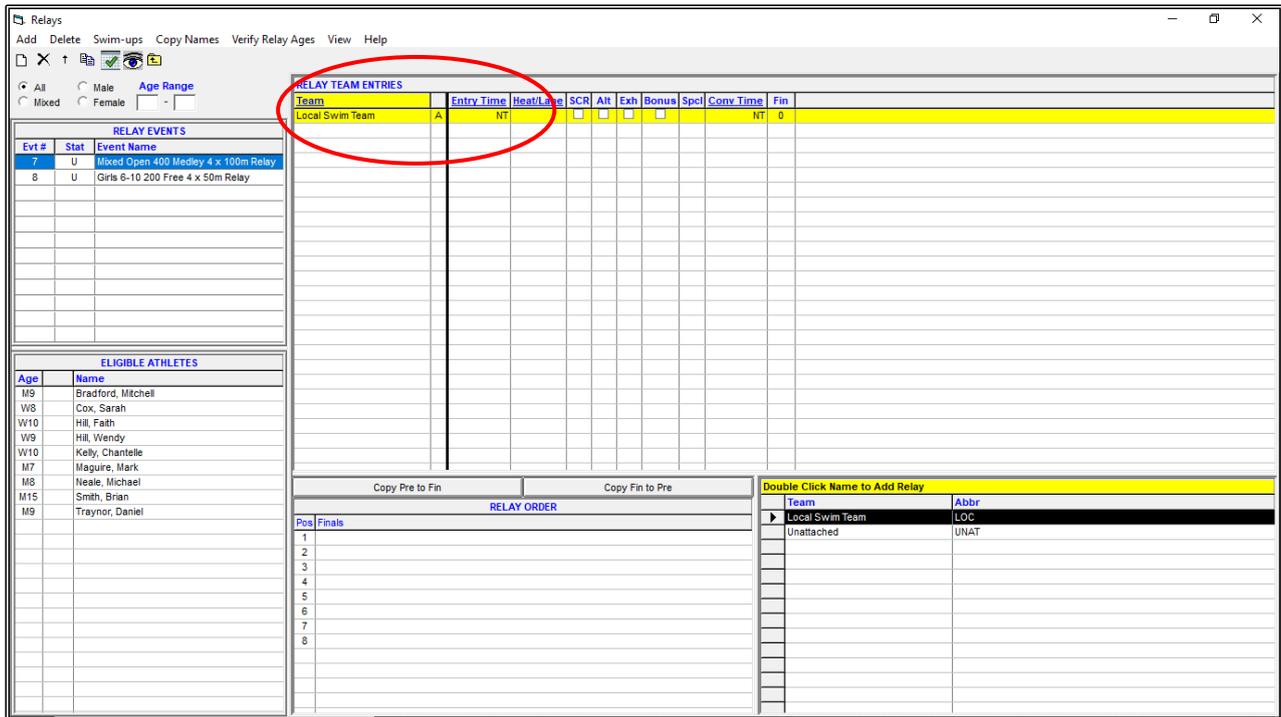
The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

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

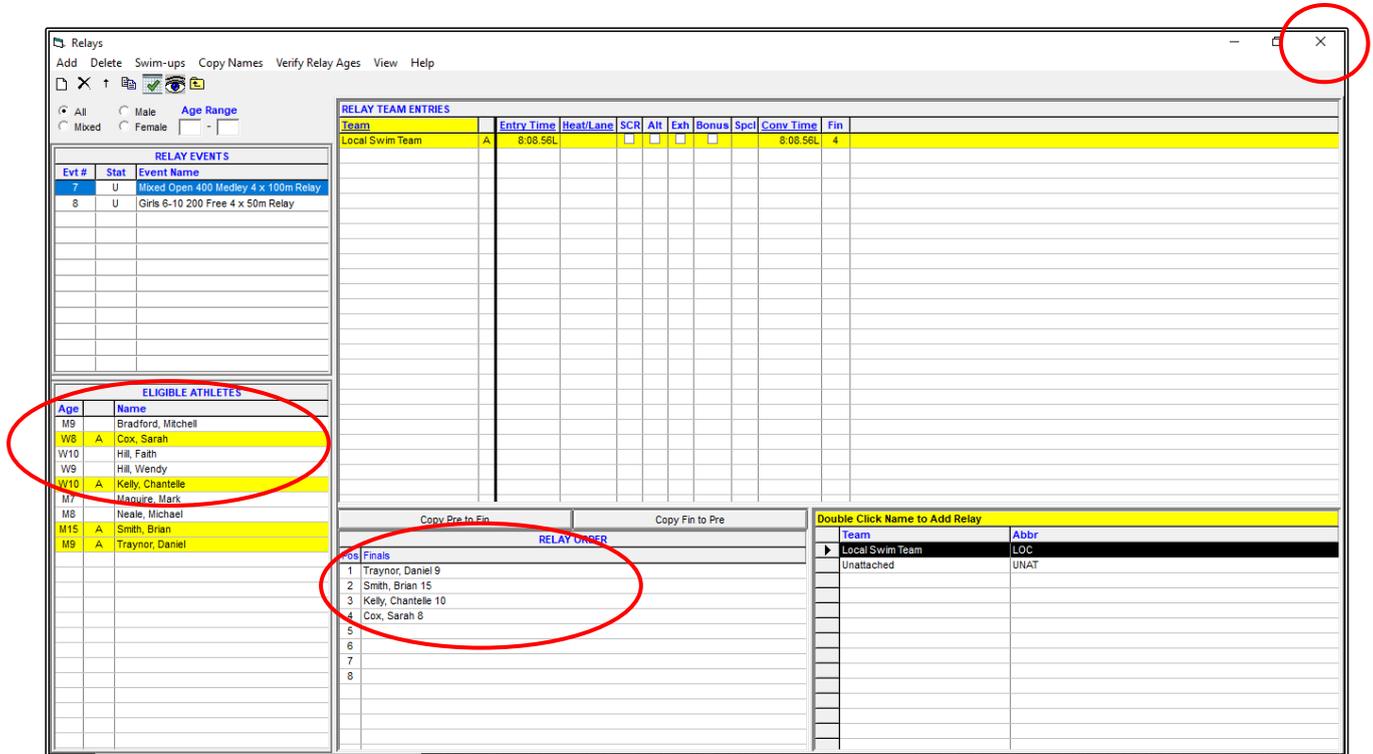
1. Daniel Traynor
2. Brian Smith
3. Chantelle Kelly
4. Sarah Cox

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  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!**

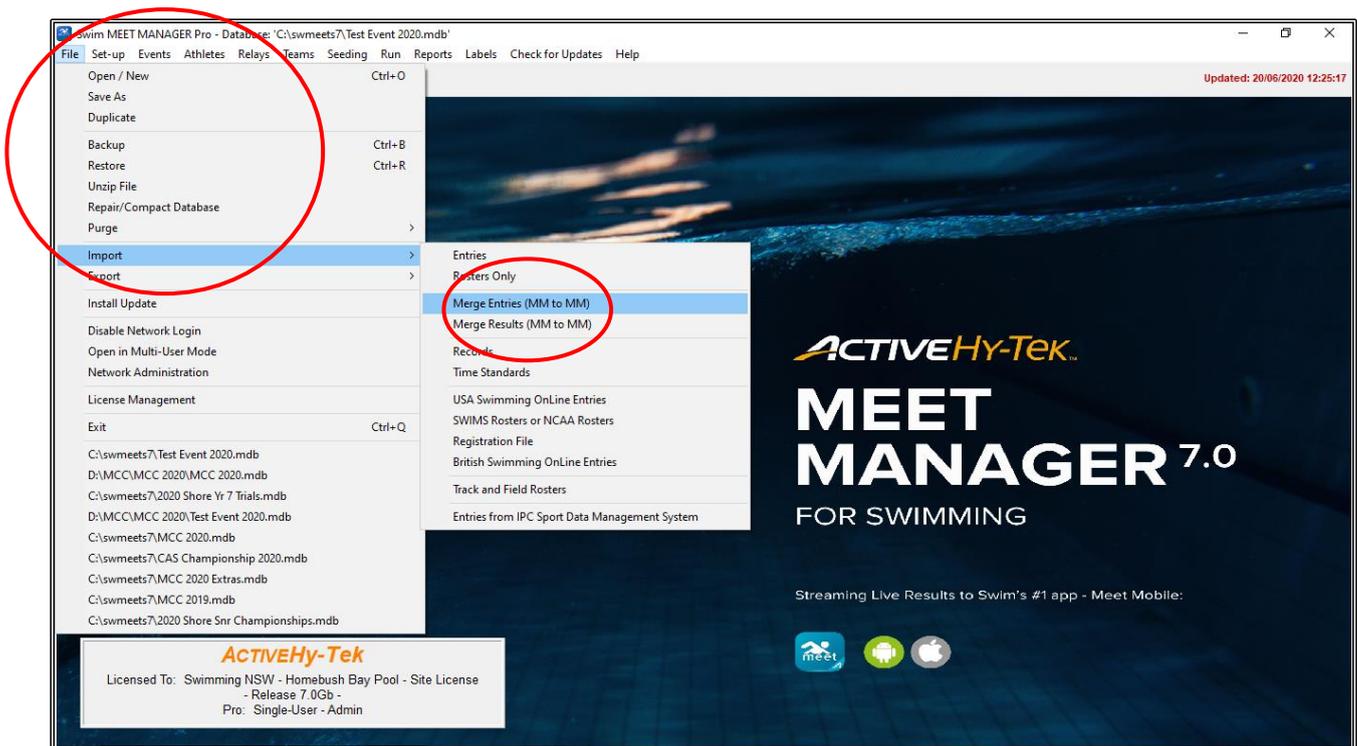
## SECTION FOUR: IMPORTING ENTRIES

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

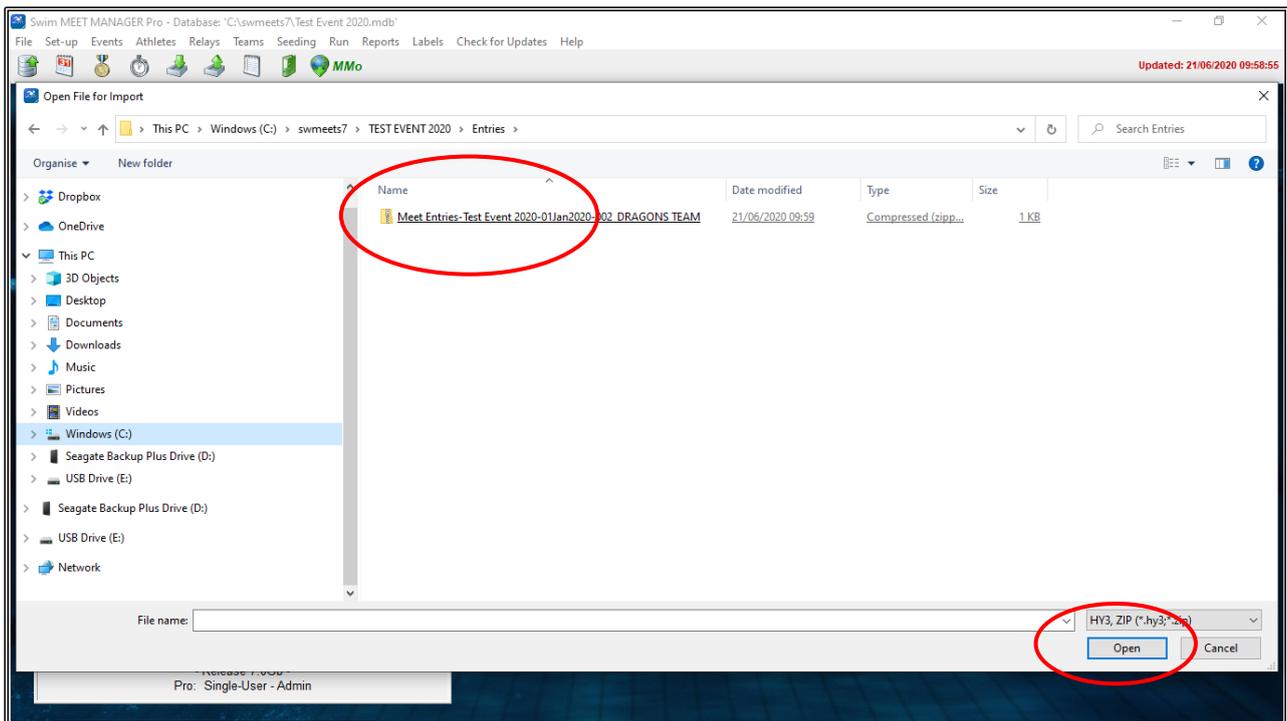
You will have received an email with a Meet Manager Entries file attached which you should have saved in your C:\swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

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

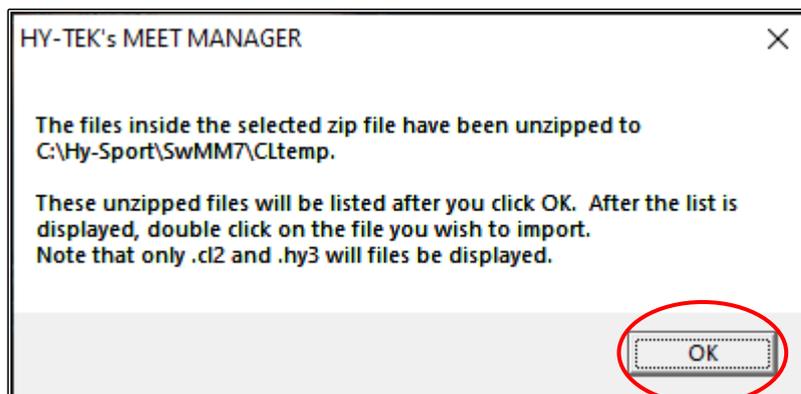
From the MAIN MENU screen, click on the FILE tab and then select IMPORT then click on MERGE ENTRIES (MM TO MM).



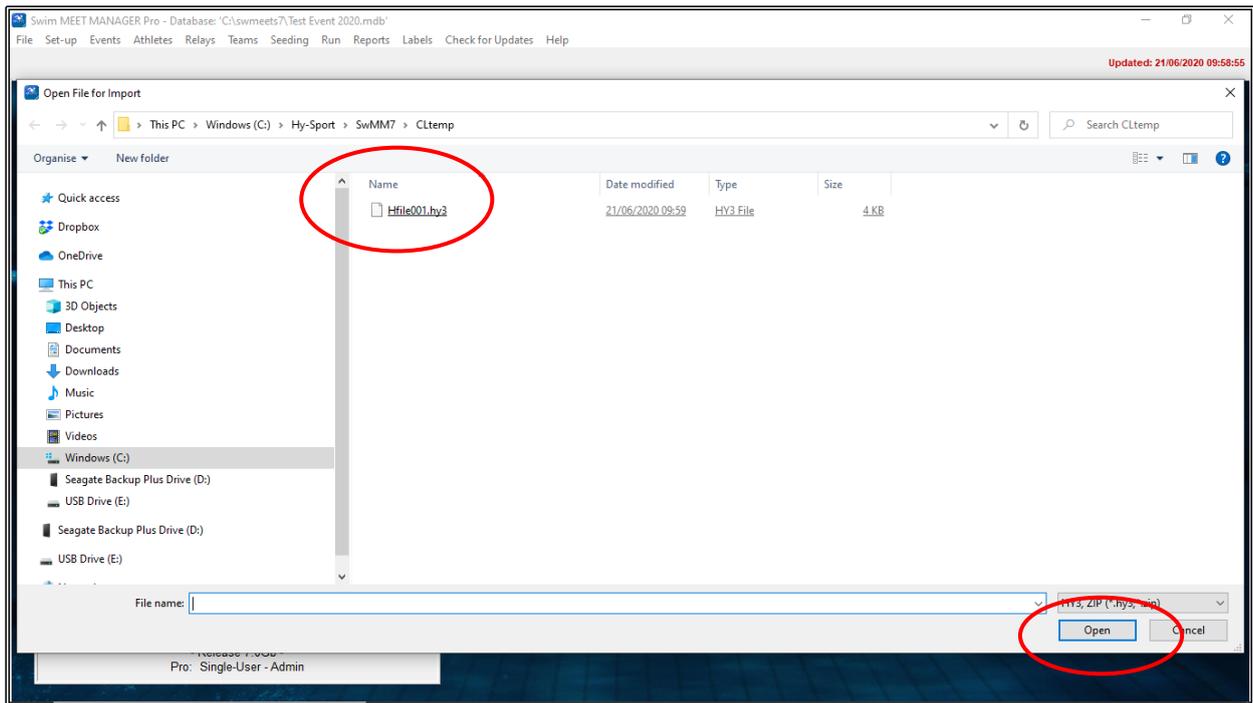
Select the DRAGONS TEAM file from C:\ swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.



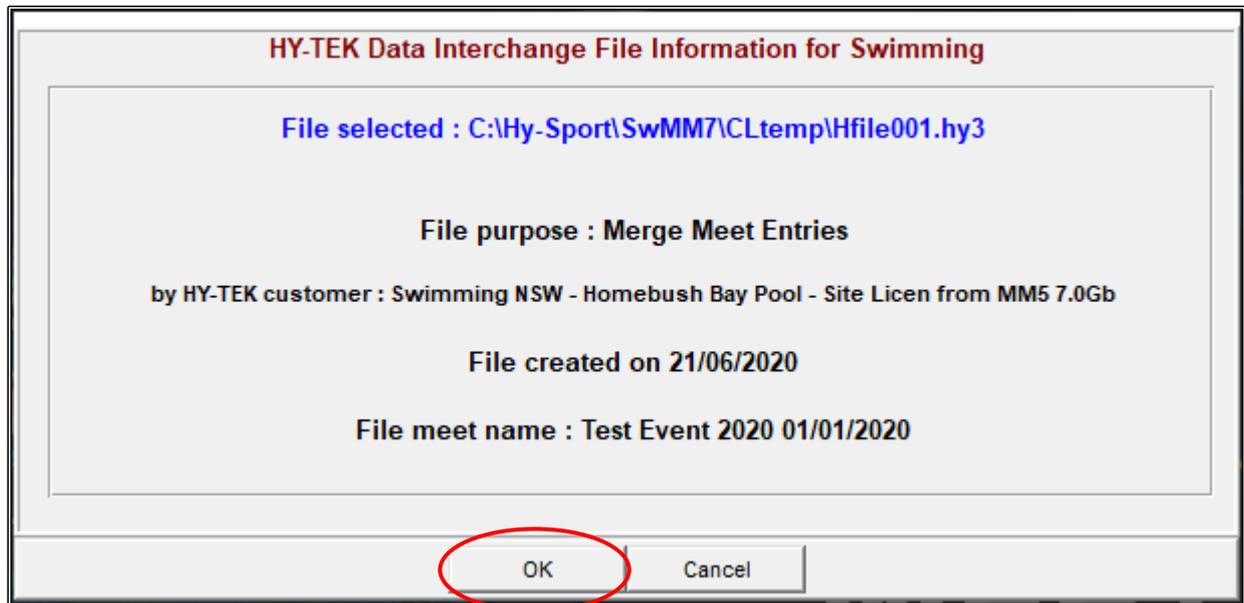
The UNZIP screen will now appear, click OK.



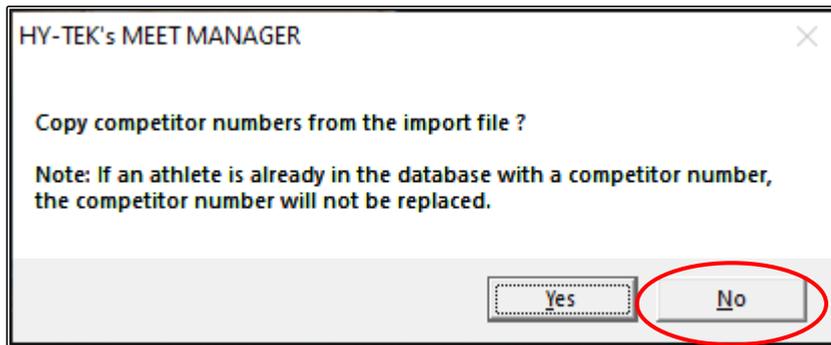
Click on the .HY3 FILE and click OPEN if it does not open automatically.



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.



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.

The screenshot shows the Meet Manager software interface. The top menu bar includes: Layout, Add, Edit, Delete, Contact, Comp#, Multi-Class#, ScratchAll, View, Find, Reports, Export to HTML, Events, Relays, Teams, Help. Below the menu is a toolbar with various icons. The main window is titled 'Athletes' and contains a filter panel on the left with options for Gender (Both, Male, Female), Age Range, Team, and Entries (Eligible Only, All Events, Entries Only). There are also checkboxes for Show Relays, Show Swim-ups, and Show Results. The main area is a spreadsheet with columns A through Z. The first table has the following data:

Last Name	First Name	M	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Birmingham	Tim		M	8	DRA	DRAGONS TEAM	BRT1150211	15/02/2011		Normal
Black	Melanie		F	9	DRA	DRAGONS TEAM	BLAME070710	07/07/2010		Normal
Brown	Alice		F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011		Normal
Chapman	Jessica		F	8	DRA	DRAGONS TEAM	CHAJE150311	15/03/2011		Normal
Conway	Guy		M	8	DRA	DRAGONS TEAM	CONGU161011	16/10/2011		Normal
Hicks	Sally		F	9	DRA	DRAGONS TEAM	HICSA170410	17/04/2010		Normal
Kazzouh	James		M	9	DRA	DRAGONS TEAM	KAZJA100510	10/05/2010		Normal
Kelly	Joshua		M	9	DRA	DRAGONS TEAM	KELJO090210	09/02/2010		Normal

Below this table is an 'ENTRIES' table with the following data:

Evt #	Eligible Events	Set	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
1	Boys 8&U 50 Free	✓	U	39.63L								39.63L
3	Men Open 100 Back	✓	U	2:03.66L								2:03.66L

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.

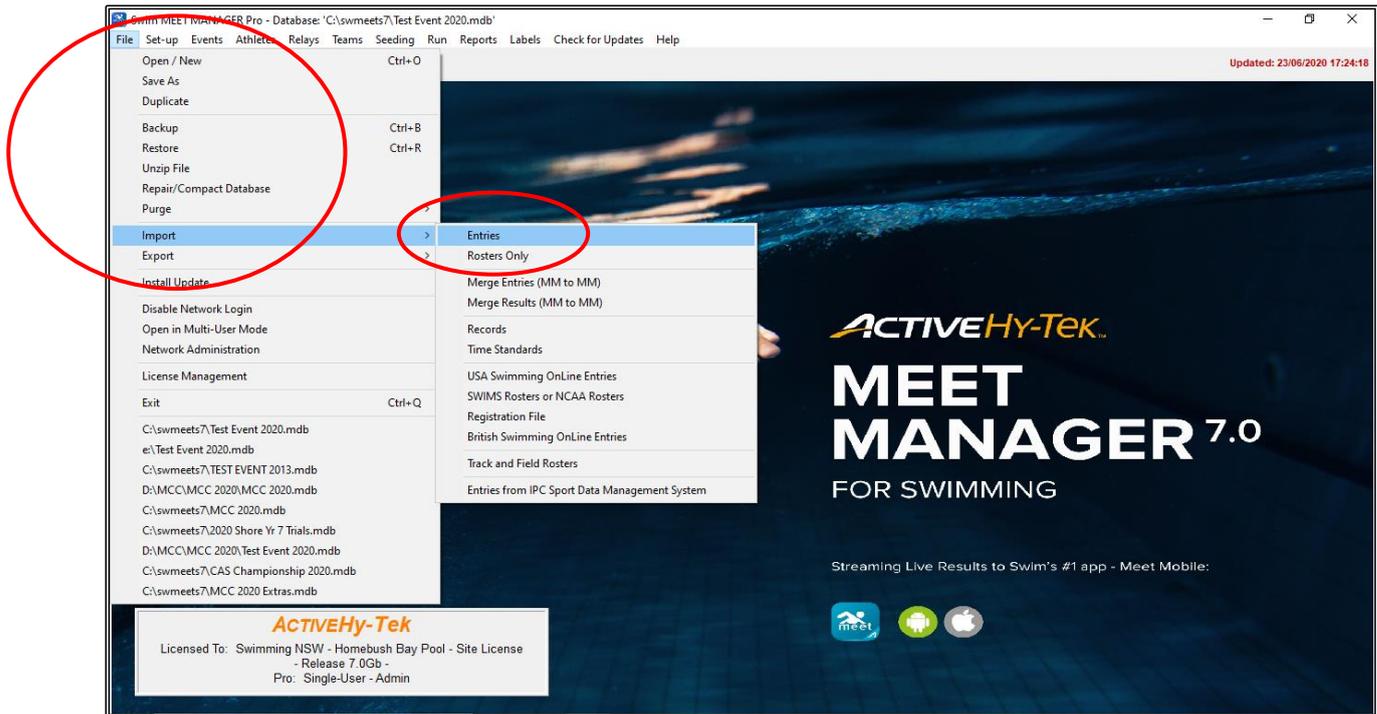
Follow the instructions on [Page 35](#) of this workbook.

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

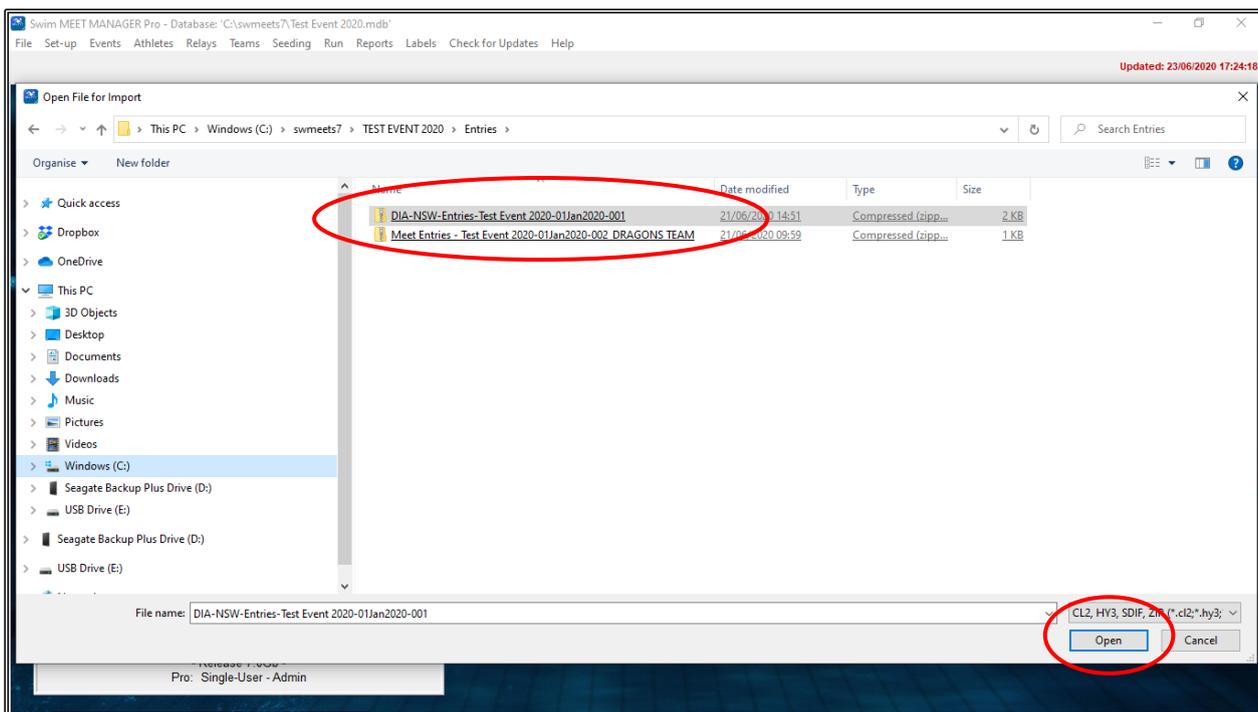
You will have received an email with a Team Manager Entries file attached which you should have saved in your C:\swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

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

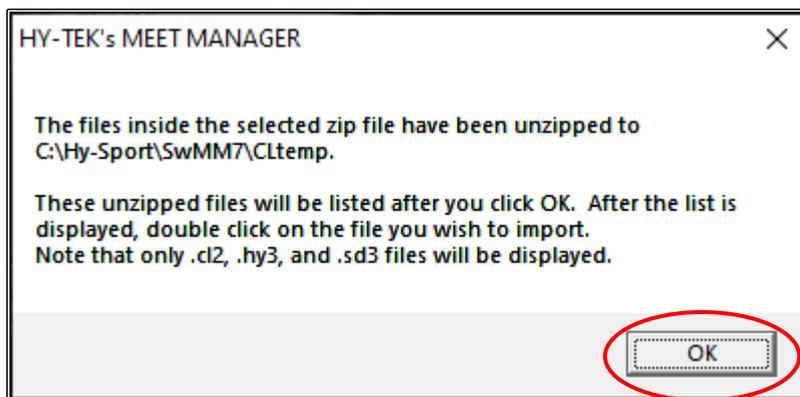
From the MAIN MENU screen, click on the FILE tab and then select IMPORT and then click on ENTRIES.



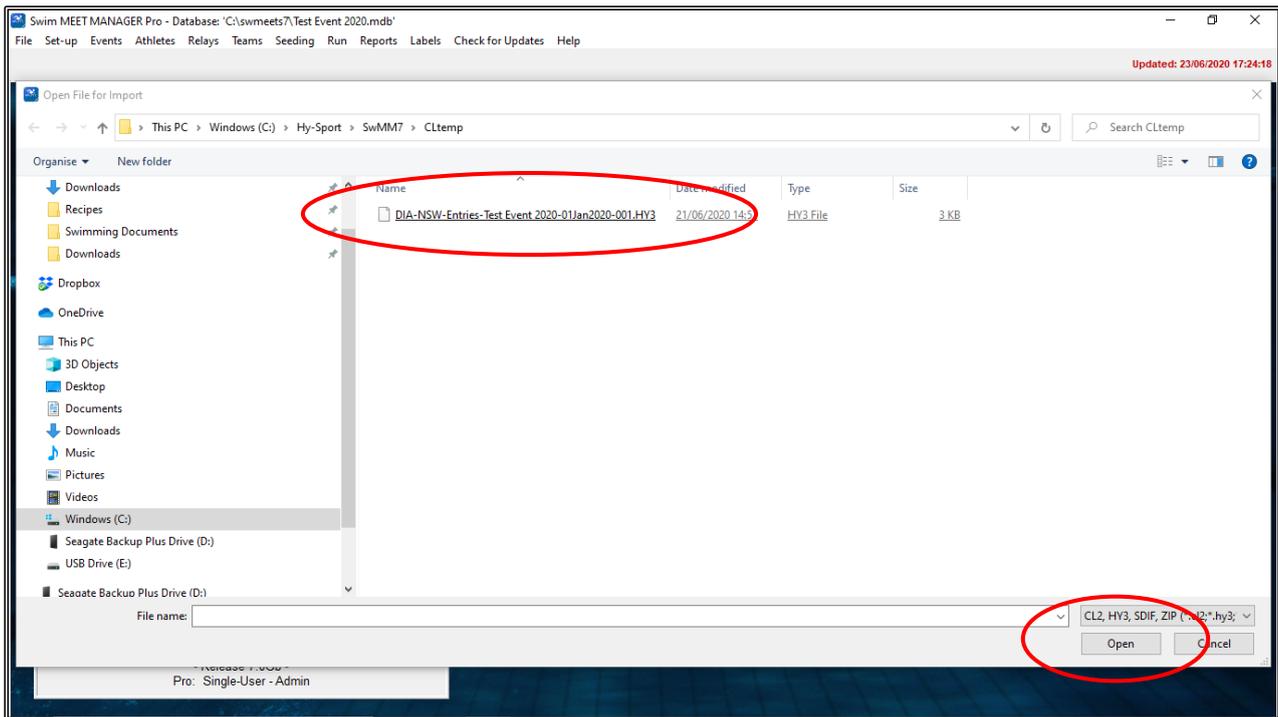
Select the DIAMONDS CLUB file from C:\swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.



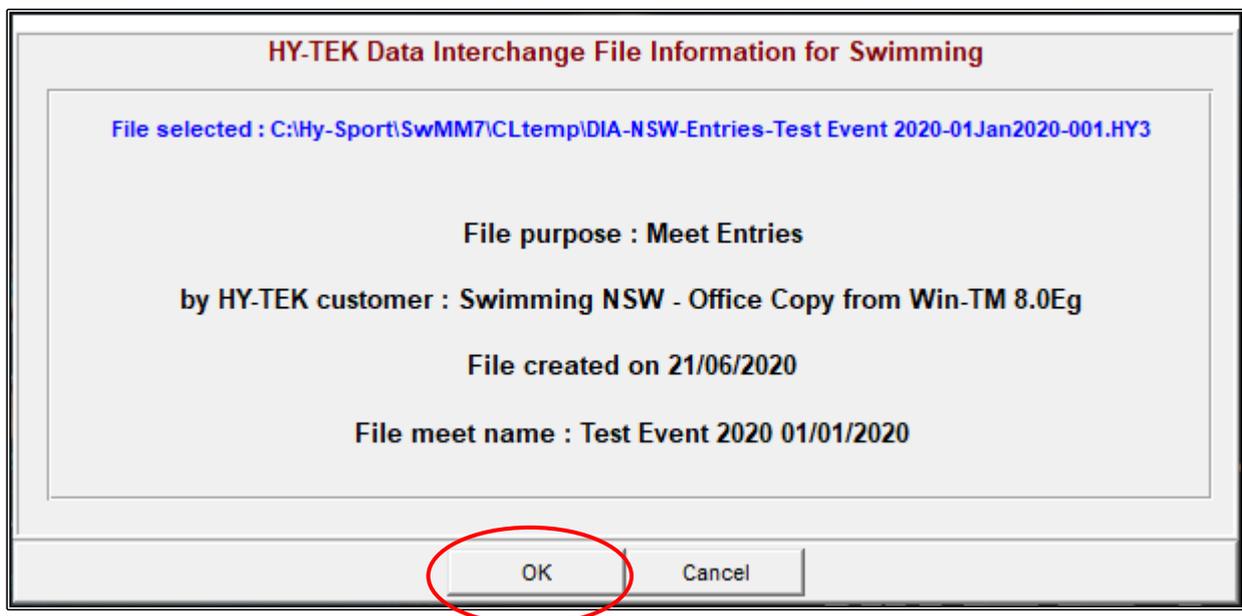
The UNZIP screen will now appear, click OK.



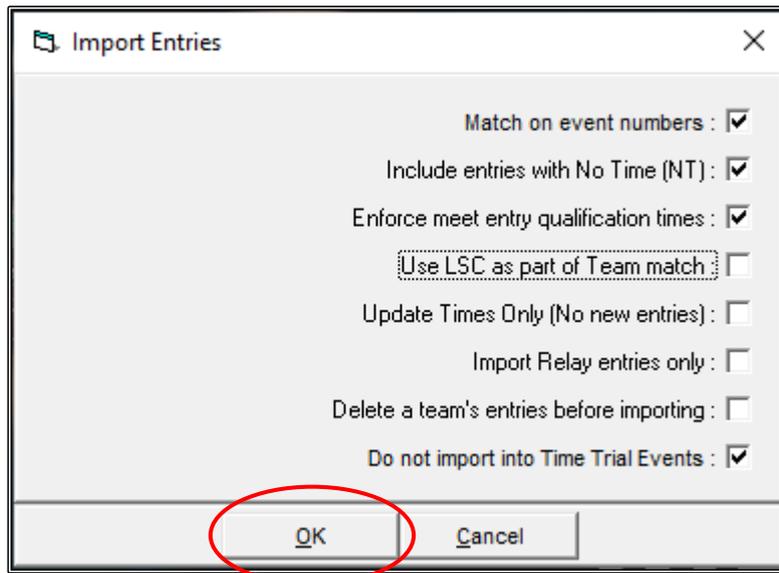
Click on the .HY3 FILE and click OPEN if it does not open automatically.



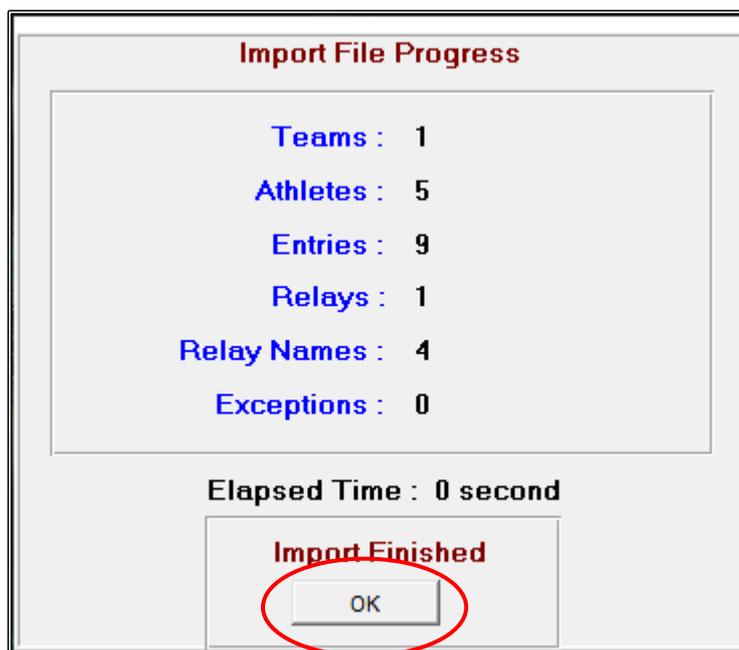
The MEET ENTRIES screen will now appear -> click OK.



Click OK when the IMPORT ENTRIES screen appears.



Click OK once the IMPORT FILE PROGRESS has completed.



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.

The screenshot shows the 'Athletes' software interface. The top menu includes 'Layout', 'Add', 'Edit', 'Delete', 'Contact', 'Comp#', 'Multi-Class#', 'ScratchAll', 'View', 'Find', 'Reports', 'Export to HTML', 'Events', 'Relays', 'Teams', and 'Help'. Below the menu are several filter tabs: 'Gender' (Both, Male, Female), 'Age Range' (with a dropdown), 'Entries' (Eligible Only, All Events, Entries Only), and 'Session All' (Show Relays, Show Swim-ups, Show Results). The main area is a spreadsheet with columns: Last Name, First Name, MI, Gen, Age, ABBR, Team Name, Registration #, Birth Date, Preferred, and Status. The data includes athletes like Rebecca Clarke, Chelsea Murray, Christopher O'Keefe, Erin Renford, and Michael White, all associated with 'DIAMONDS CLUB'. Below this is an 'ENTRIES' section with columns: Evt#, Eligible Events, Sel, Stat, Entry Time, Heat/Lane, SCR, Alt, Exh, Bonus, Special, Event Age, and Conv Time. Two entries are visible: 'Women Open 100 Back' and 'Girls 9 200 Breast', both with a 'U' status and an entry time of '3:40.67L'.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Clarke	Rebecca		F	19	DIA-NS	DIAMONDS CLUB	CLARE171000	17/10/2000		Normal
Murray	Chelsea		F	9	DIA-NS	DIAMONDS CLUB	MURCH040411	04/04/2010		Normal
O'Keefe	Christopher		M	9	DIA-NS	DIAMONDS CLUB	O'KCH090611	09/06/2010		Normal
Renford	Erin		F	9	DIA-NS	DIAMONDS CLUB	RENER071110	07/11/2010		Normal
White	Michael		M	9	DIA-NS	DIAMONDS CLUB	WHHM111110	11/11/2010		Normal

ENTRIES												
Evt#	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
4	Women Open 100 Back	<input checked="" type="checkbox"/>	U		NT						NT	
6	Girls 9 200 Breast	<input checked="" type="checkbox"/>	U	3:40.67L							3:40.67L	

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.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Ainsworth	Andrew		M	8	FAN	FANTASY CLUB	ANAN060811	06/08/2011		Normal
Bartels	Christopher		M	9	NSW	NSW CLUB	BARC080810	08/08/2010		Normal
Bates	Emily		F	6	NSW	NSW CLUB	BATEM120813	12/08/2013		Normal
Birmingham	Tim		M	8	DRA	DRAGONS TEAM	BIRTH150211	15/02/2011		Normal
Black	Melanie		F	9	DRA	DRAGONS TEAM	BLAME070710	07/07/2010		Normal
Bonner	Kate		F	9	FAN	FANTASY CLUB	BONKA051110	05/11/2010		Normal
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAM040610	04/06/2010		Normal
Brown	Alice		F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011		Normal
Carol	Nicola		F	6	FAN	FANTASY CLUB	CARN111113	11/11/2013		Normal
Chapman	Jessica		F	8	DRA	DRAGONS TEAM	CHAJE150311	15/03/2011		Normal
Clarke	Rebecca		F	19	DIA	DIAMONDS CLUB	CLARE171000	17/10/2000		Normal
Conway	Guy		M	8	DRA	DRAGONS TEAM	CONGU161011	16/10/2011		Normal
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXSA051011	05/10/2011		Normal
Drury	Kate		F	9	FAN	FANTASY CLUB	DRUKA200210	20/02/2010		Normal
Glenn	Katherine		F	9	NSW	NSW CLUB	GLEKA150610	15/06/2010		Normal
Harris	Joanna		F	17	FAN	FANTASY CLUB	HARJO101002	10/10/2002		Normal
Hicks	Sally		F	9	DRA	DRAGONS TEAM	HICSA170410	17/04/2010		Normal
Hill	Fath		F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009		Normal
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010		Normal
Johnston	Kirk		M	9	NSW	NSW CLUB	JOHK010810	01/08/2010		Normal

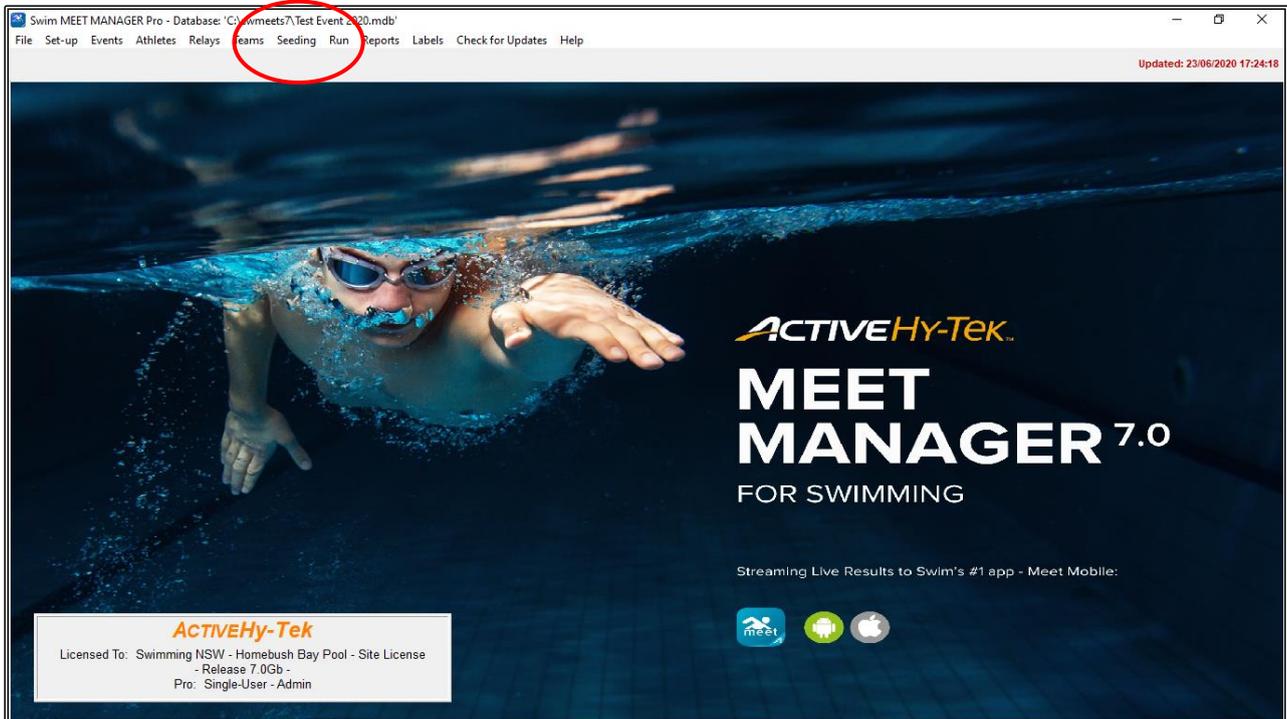
  

Evt #	Eligible Events	Set	Stat	Entry Time	Heat/Lane	SCR	ALT	Exh	Bonus	Special	Event Age	Conv Time
1	Boys 8&U 50 Free	✓	U	39.79L							39.79L	
3	Men Open 100 Back	✓	U	2:02.00L							2:02.00L	

## 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.

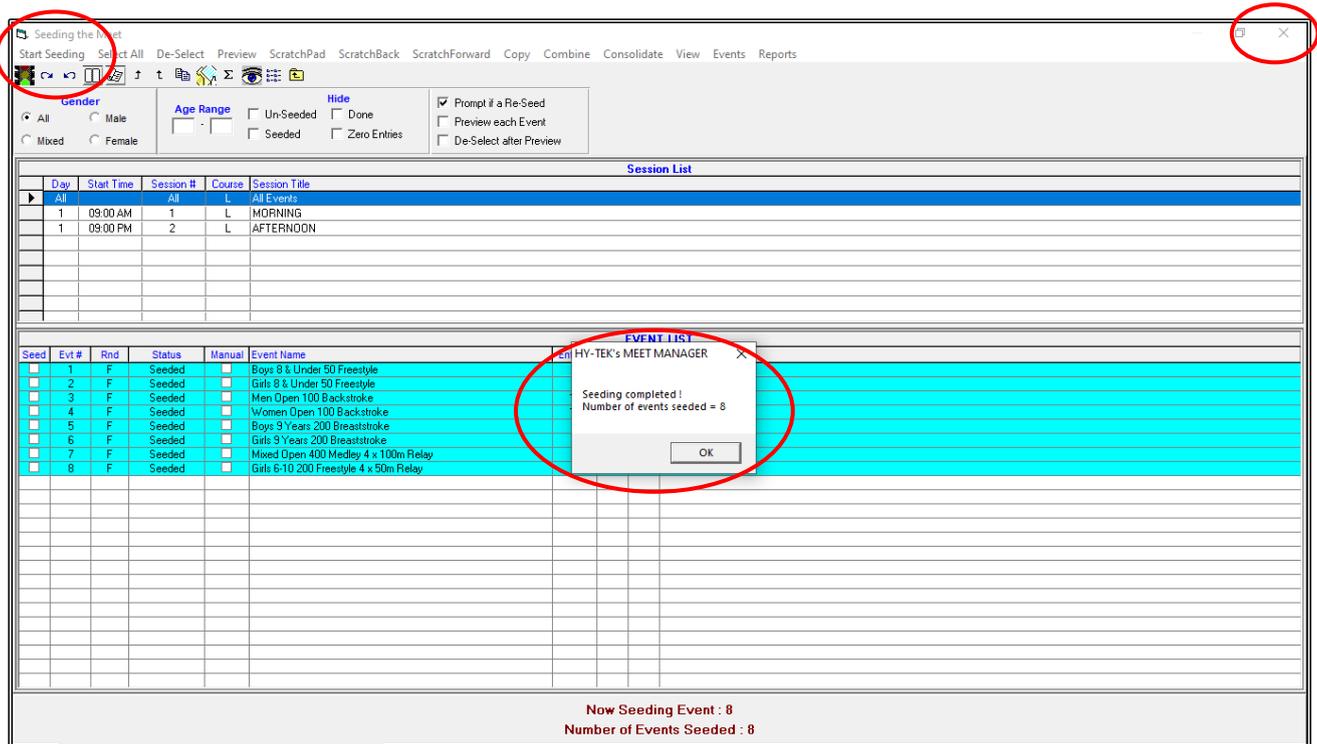
Once you have chosen your session/s, select the Events that you want to seed from the EVENT LIST by clicking on the INDIVIDUAL EVENTS to be seeded or you can click on SELECT ALL at the top of the screen. All events that you select will be highlighted in yellow.

The screenshot shows the 'Seeding the Meet' application window. At the top, there is a menu bar with options like 'Start Seeding', 'Select All', 'De-Select', 'Preview', 'ScratchPad', 'ScratchBack', 'ScratchForward', 'Copy', 'Combine', 'Consolidate', 'View', 'Events', and 'Reports'. Below the menu is a toolbar with various icons. A settings panel includes options for Gender (All, Male, Mixed, Female), Age Range, and Hide (Un-Seeded, Seeded, Done, Zero Entries). There are also checkboxes for 'Prompt if a Re-Seed', 'Preview each Event', and 'De-Select after Preview'.

The main area contains two tables. The first table, titled 'Session List', has columns: Day, Start Time, Session #, Course, and Session Title. The first row is highlighted in blue and shows 'All' for Day, '09:00 AM' for Start Time, '1' for Session #, 'L' for Course, and 'All Events' for Session Title. The second row shows '1' for Day, '09:00 AM' for Start Time, '2' for Session #, 'L' for Course, and 'AFTERNOON' for Session Title.

The second table, titled 'EVENT LIST', has columns: Seed, Evt #, Rnd, Status, Manual, Event Name, Entries, Scr, Alt, and Heats. The first eight rows are highlighted in yellow. The 'Seed' column for all these rows has a checkmark. The 'Event Name' column lists various swimming events such as 'Boys 8 & Under 50 Freestyle', 'Girls 8 & Under 50 Freestyle', 'Men Open 100 Backstroke', 'Women Open 100 Backstroke', 'Boys 9 Years 200 Breaststroke', 'Girls 9 Years 200 Breaststroke', 'Mixed Open 400 Medley 4 x 100m Relay', and 'Girls 6-10 200 Freestyle 4 x 50m Relay'.

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.

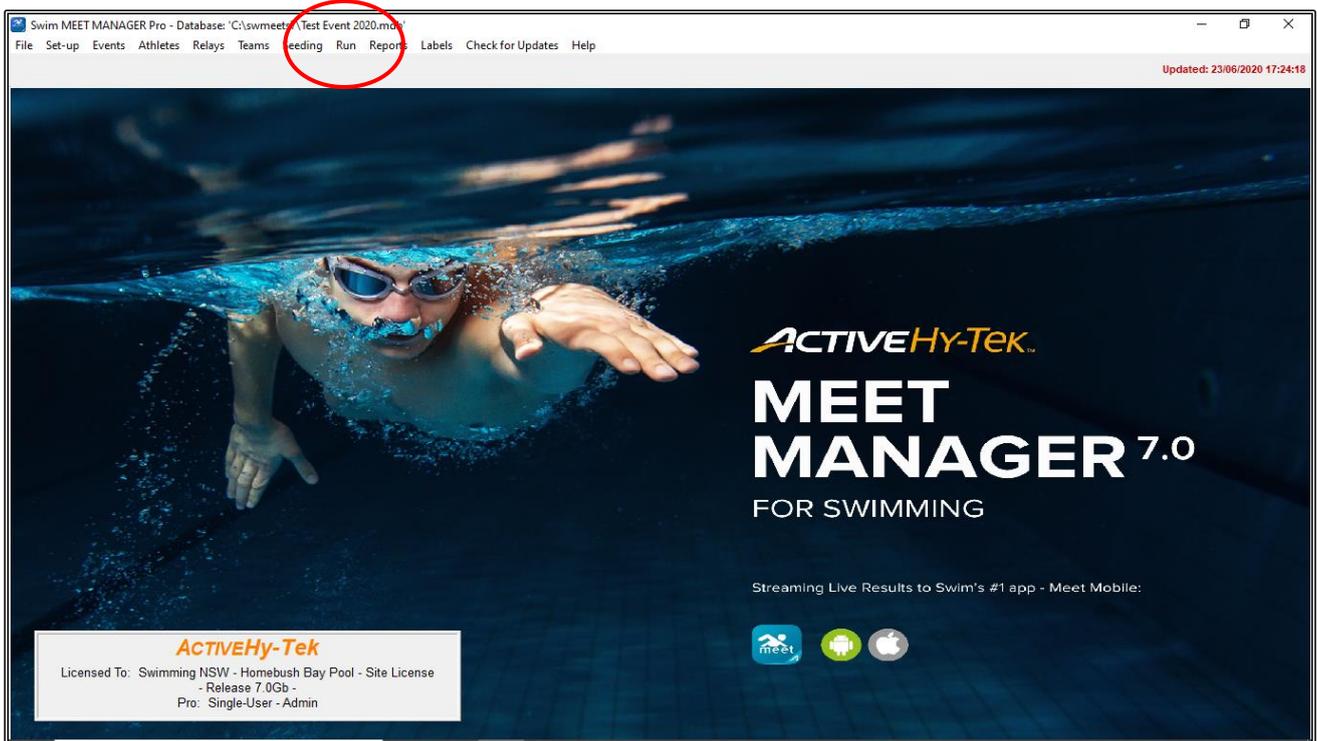


All events selected and seeded will now be highlighted in turquoise.

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

Click OK, then CLOSE OUT  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.



Run the Meet - Test Event 2020

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License

Updated: 23/06/2020 20:08:19

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS
1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	-	-
2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-	-
3	F	Seeded	Men Open 100 LC Meter Backstroke	3	-	-	-	-
4	F	Seeded	Women Open 100 LC Meter Backstroke	2	-	-	-	-
5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2	-	-	-	-
6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2	-	-	-	-
7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-	-
8	F	Seeded	Girls 8-10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-	-

Lane	50
1	
2	
3	
4	
5	
6	

Rank	Gender	Score	Team

Session : F7    SCR Sheet : F9    Adjust : F8    Restore Pads : Ctrl-P    JD : Ctrl-J    Race # : F2    List : Ctrl-L    Re-Rank    Prev Event : Ctrl-F4

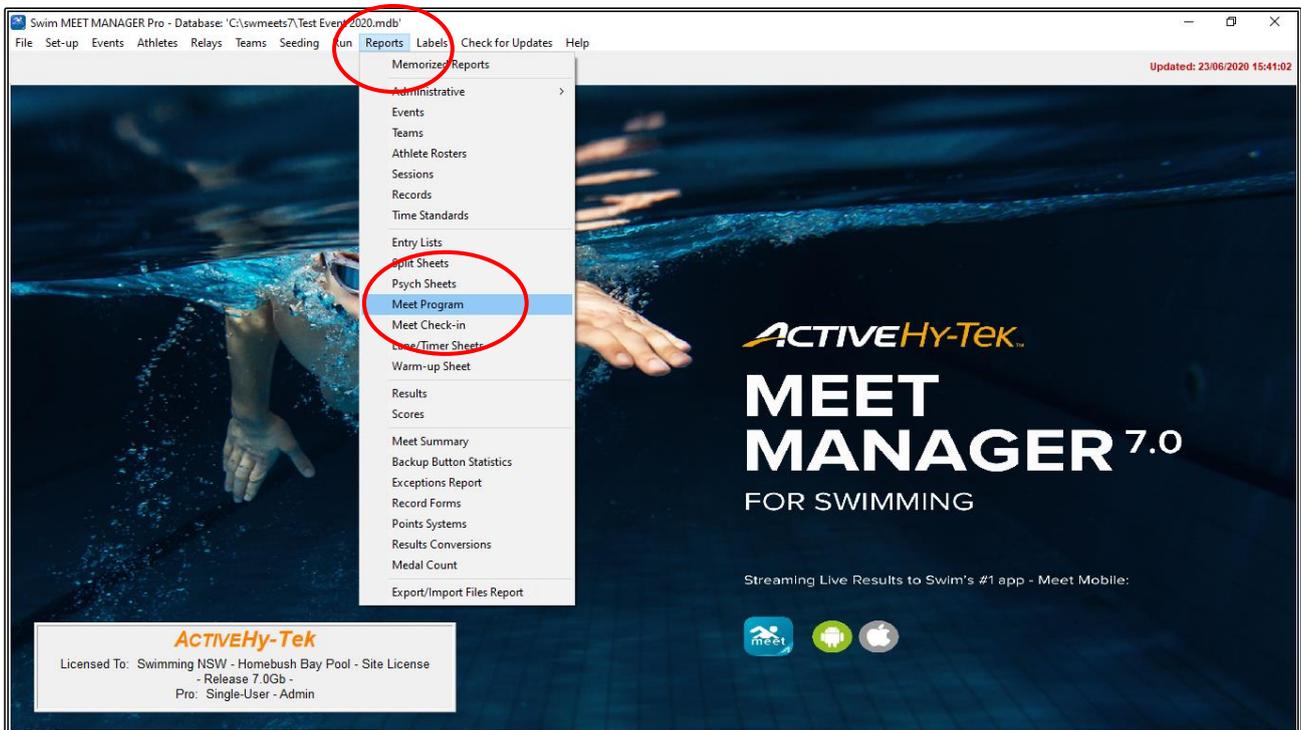
Refresh : Ctrl-D    Rel Names : Ctrl-R    Awards : Ctrl-A    Calc : Ctrl-K    Unseeded : Ctrl-U    Get Times : F3    Score : Ctrl-S    Re-Score    Next Event : Ctrl-F5

Heat 1 of 2 == Finals == Event 1 Boys 8 and Under 50 LC Meter Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1						<input type="checkbox"/>	<input type="checkbox"/>								
2	Quinn, Matthew	6	Nsw Club	41.00		<input type="checkbox"/>	<input type="checkbox"/>								
3	Ainsworth, Andrew	8	Fantasy Club	39.79		<input type="checkbox"/>	<input type="checkbox"/>								
4	Maguire, Mark	7	Local Swim Team	40.79		<input type="checkbox"/>	<input type="checkbox"/>								
5						<input type="checkbox"/>	<input type="checkbox"/>								
6						<input type="checkbox"/>	<input type="checkbox"/>								

## 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.

**Meet Program**

Select All De-Select Preferences Memorize View Create Report Less than minute interval

Gender:  All  Male  Mixed  Female

Age Range: [ ] - [ ] Team: [ ]

Rounds:  All Rounds  Prelims Only  Finals Only  Round 1 Only

Indiv + Relays  Indiv Only  Relays Only

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
▶ 1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

EVENT LIST for Meet Program					
	Evt #	Rnd	Status	Event Name	Heats
<input type="checkbox"/>	1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	3	F	Seeded	Men Open 100 LC Meter Backstroke	3
<input type="checkbox"/>	4	F	Seeded	Women Open 100 LC Meter Backstroke	2

**Columns / Format** | Include in Meet Program | Psych List - Sort Order

**Columns:**  Single  Double  Triple  Flat HTML  RTF Export

**Format:**  1 Event Per Page  1 Heat Per Page  Referee Format  Ignore Psych  Psych Multi-age Split

**Athlete ID:**  None  Reg ID#  Comp#

**Time Stamp:**  Date and Time  Date Only  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 may 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.

The screenshot shows the 'Meet Program' application window. At the top, there are menu options: 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', 'Create Report', and 'Less than minute interval'. Below the menu is a toolbar with icons for home, back, forward, and search. The main interface is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Mixed', and 'Female'.
- Age Range:** Input fields for age and a 'Team' dropdown menu.
- Rounds:** Radio buttons for 'All Rounds', 'Prelims Only', 'Finals Only', and 'Round 1 Only'.
- Display Options:** Radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'.
- Session List:** A table with columns: Day, Start Time, Session #, Course, Session Title. It shows sessions for 'All Events', 'MORNING', and 'AFTERNOON'.
- EVENT LIST for Meet Program:** A table with columns: Evt #, Rnd, Status, Event Name, Heats. It lists 8 events, all with a 'Seeded' status.
- Columns / Format:** A tabbed interface with 'Include in Meet Program' selected (circled in red), 'Psych List - Sort Order', and 'Columns / Format'.
- Include in Meet Program Panel:** A grid of checkboxes for various display preferences:
  - Records (checked)
  - Time Standards
  - Entry Qualifying Time
  - Event Comments
  - Entry Times (checked)
  - Line For Results (checked)
  - Events With No Entries (checked)
  - Round 1 Alternates
  - Qualifying Alternates
  - Prior Round Results
  - Heat Start Times
  - Empty Lanes (checked)
  - Separate A/B Finals
  - Logos in Footer
  - Check-In Times
  - Message 1 In Footer
  - Message 2 In Footer
  - Message 3 In Footer
  - Relay Athlete Names (0-8): 4
  - Top How Many:

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.

The screenshot shows the 'Meet Program' software interface. At the top, there is a menu bar with options: Select All, De-Select, Preferences, Memorize, View, Create Report, and Less than minute interval. Below the menu bar are several filter sections:

- Gender:** All (selected), Male, Mixed, Female.
- Age Range:** Input fields for age range and a Team dropdown menu.
- Rounds:** All Rounds (selected), Prelims Only, Finals Only, Round 1 Only.
- Session List:** Indiv + Relays (selected), Indiv Only, Relays Only.

The main area contains two tables:

**Session List**

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

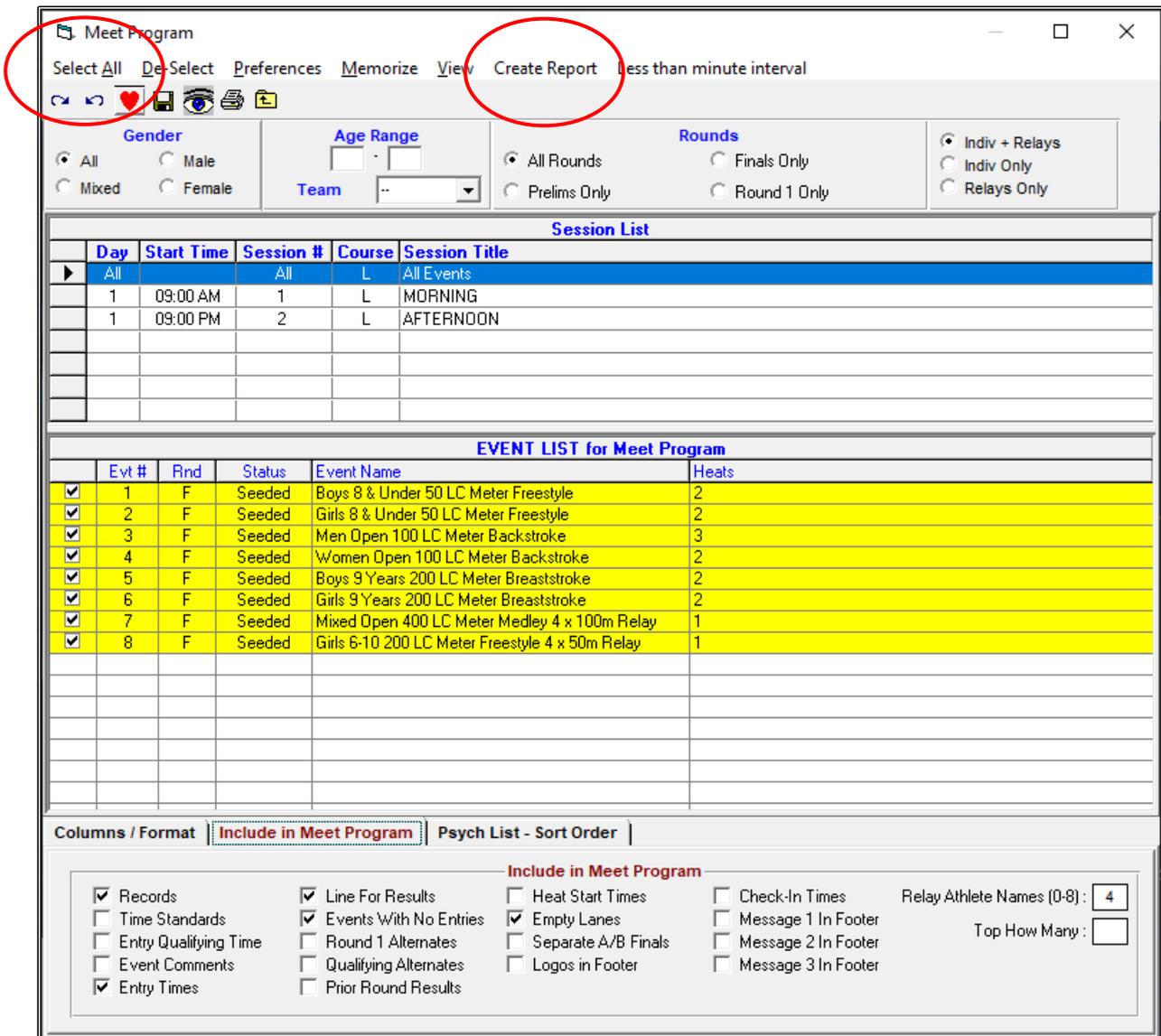
**EVENT LIST for Meet Program**

Evt #	Rnd	Status	Event Name	Heats	
<input type="checkbox"/>	1	F	Seeded	Boys 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	2	F	Seeded	Girls 8 & Under 50 LC Meter Freestyle	2
<input type="checkbox"/>	3	F	Seeded	Men Open 100 LC Meter Backstroke	3
<input type="checkbox"/>	4	F	Seeded	Women Open 100 LC Meter Backstroke	2
<input type="checkbox"/>	5	F	Seeded	Boys 9 Years 200 LC Meter Breaststroke	2
<input type="checkbox"/>	6	F	Seeded	Girls 9 Years 200 LC Meter Breaststroke	2
<input type="checkbox"/>	7	F	Seeded	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1
<input type="checkbox"/>	8	F	Seeded	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay	1

At the bottom, the 'Columns / Format' section is visible, with the 'Psych List - Sort Order' tab selected and circled in red. The 'Sort Order' dropdown is set to 'Fast to Slow' (selected), with other options being 'Slow to Fast' and 'Alphabetical'. There is also a 'Flying meet' checkbox and a 'Fastest heats for A flight:' input field with the value '1'.

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**.



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  of this screen and then back to the MAIN MENU screen.

