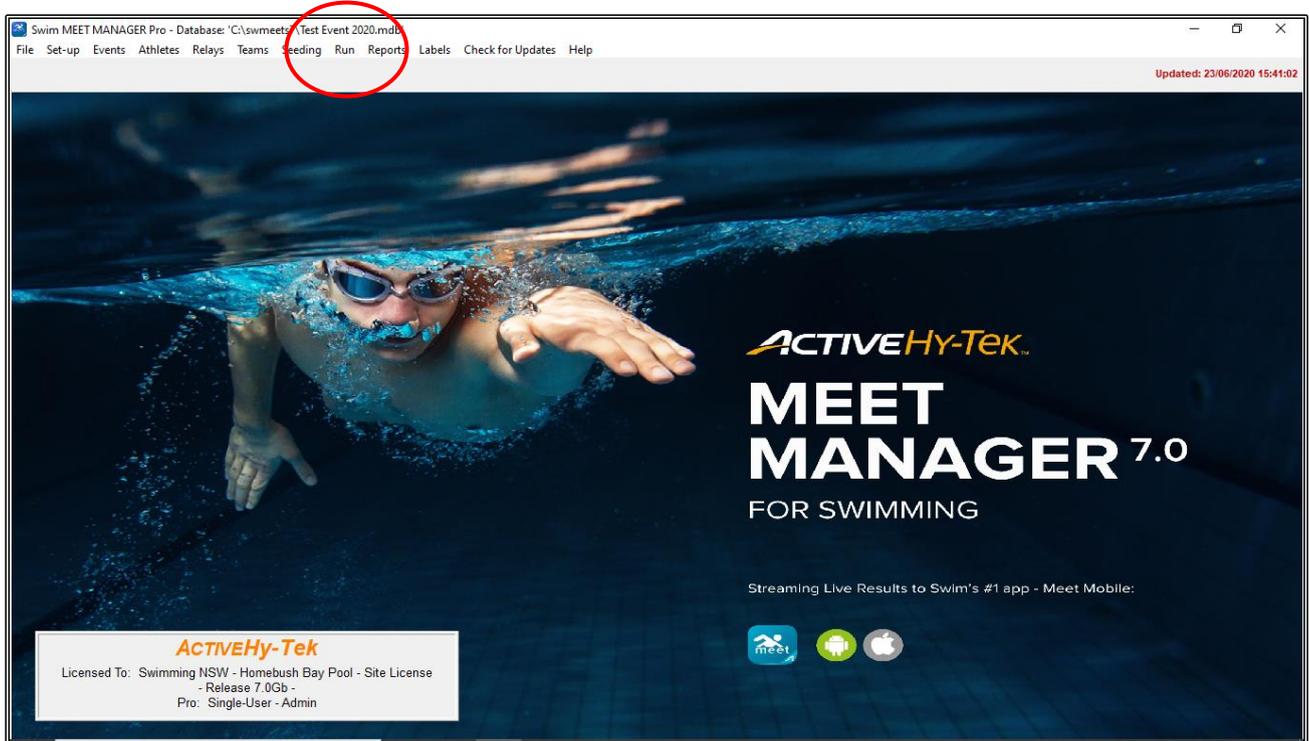


SECTION SEVEN: RUN THE MEET

The day of your meet has arrived, and you are ready to RUN your meet.

From the MAIN MENU screen click on the RUN tab.



From this screen, you can just about go to any other screen or section of Meet Manager without closing out of the RUN screen by using the tabs across the top of the screen.

Make sure you are in the correct EVENT by clicking into the appropriate EVENT # under the EVENT LIST.

You will notice that EVENT 1 has two heats listed half-way down the screen on the left-hand side of your screen.

If you are using SEMI-AUTOMATIC (push buttons only) or FULLY AUTOMATIC (push buttons and touchpads) timing systems, all you need to do once the race is finish, is to click on the GET TIMES button (F3) to retrieve the times from timing systems.

If you are running a MANUALLY timed meet (stop watches), you will see that the pink GET TIMES button is greyed out and you will need to type the results in manually.

The screenshot displays the Meet Manager software interface. At the top, there is a menu bar with options like 'Events', 'Athletes', 'Relays', 'Seeding', 'Web', 'Swim-Off', 'Re-Score', 'Combine', 'Reports', 'Labels', 'Preferences', 'Interfaces', 'OW Module', 'Meet Mobile', and 'Help'. Below the menu bar, there is a status bar showing 'HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License' and 'Updated: 23/06/2020 16:16:09'. The main area is divided into several sections:

- EVENT LIST:** A table listing events with columns for 'Evt #', 'Rnd', 'Status', 'Event Name', 'Heats', '7', 'NS', 'DQ', and 'DFS'. Event 1 is highlighted in blue.
- Cumulative Splits:** A table with columns for 'Lane' and '50'.
- Team Scores:** A table with columns for 'Rank', 'Gender', 'Score', and 'Team'.
- Session Controls:** A row of buttons for 'Session : F7', 'SCR Sheet : F9', 'Adjust : F8', 'Restore Pads : Ctrl-P', 'JD : Ctrl-J', 'Race # : F2', 'List : Ctrl-L', 'Re-Race', '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', and 'Next Event : Ctrl-F5'.
- Heat 1 of 2 == Finals == Event 1 Boys 8 and Under 50 LC Meter Freestyle:** A detailed table for the current race with columns for 'Lane', 'Athlete Name', 'Age', 'Team', 'Seed Time', 'Finals Time', 'DQ', 'Exh', 'DQcode', 'Backup 1', 'Backup 2', 'Backup 3', 'HPL', 'PL', 'Pts', and 'AdjStat'.

Once you have the times from Heat 1 and all is cleared by the Referee, you can move onto heat 2,3 4 etc. until all the heats for the event have been completed.

You can now score this event (if using point scores) and print the result.

If MEET MOBILE is being used, the event will be automatically uploaded (See [Section 12](#) on Page 174).

We will do some MANUAL timing now and go through how to score and print these results.

In EVENT 1, HEAT 1 start inputting the following times into the FINALS TIME column and note the DQ in heat 2, lane 4.

RESULTS - Event 1

Event 1	
Swimmer	Finals Time
Matthew Quinn	49.99
Andrew Ainsworth	39.01
Mark Maquire	42.77
Tim Birmingham	39.44
Michael Neale	45.64
Andrew Roberts	32.06
Jeffery Ponds	DQ
Guy Conway	40.72

In Event 1, there has been a disqualification in heat 2, lane 4 (Jeffrey Ponds).

You can type DQ in the FINALS TIME column or click the DQ check box next to it.

The screenshot shows the MEET MANAGER software interface. The main window displays the following data:

Event #	Rnd	Status	Event Name	Heats	NS	DQ	DFS
1	F	Done	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	39.44
2	45.64
3	32.06
4	DQ
5	40.72
6	

Rank	Gender	Score	Team

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

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQCode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Birmingham, Tim	8	Dragons Team	39.83	39.44	<input type="checkbox"/>						2	3		
2	Neale, Michael	8	Local Swim Team	39.00	45.64	<input type="checkbox"/>						4	6		
3	Roberts, Andrew	8	Fantasy Club	38.10	32.06	<input type="checkbox"/>						1	1		
4	Ponds, Jeffery	6	Nsw Club	38.20	DQ	<input checked="" type="checkbox"/>									
5	Conway, Guy	8	Dragons Team	39.19	40.72	<input type="checkbox"/>						3	4		
6						<input type="checkbox"/>									

After all the heat times have been entered, you will note that the winner of this EVENT has broken the MEET RECORD and has also achieved a COUNTRY QUALIFYING TIME as highlighted in the RECORDS window.

This event can now be scored.

Click on the SCORE button and the PRINT/EXPORT REPORTS screen will be displayed showing the RESULTS ready for checking and printing.

The screenshot shows the 'Run the Meet - Test Event 2020' window. The 'EVENT LIST - All Events - LC Meters - (Session not selected)' table lists 8 events. The first event, 'Boys 8 & Under 50 LC Meter Freestyle', is highlighted in blue. To its right, the 'Records' table shows a 'MEET RECORD' of 35.10 R (John Webber) and a 'COUNTRY QT' of 33.00 C. Below this, the 'Team Scores thru Event 1' table shows Fantasy Club with a score of 19. The 'Score : Ctrl-S' button is circled in red.

Evt#	Rnd	Status	Event Name	Heats	NS	DQ	DFS	Record	Time	Date	Record Holder
1	F	Scored	Boys 8 & Under 50 LC Meter Freestyle	2	-	-	-	MEET RECORD	35.10	01/01/2005	John Webber
2	F	Scored	Girls 8 & Under 50 LC Meter Freestyle	2	-	-	-	METRO QT	32.00		
3	F	Scored	Men Open 100 LC Meter Backstroke	3	-	-	1	COUNTRY QT	33.00		

Rank	Gender	Score	Team
1	Combined	19	Fantasy Club
2	Combined	15	Dragons Team
3	Combined	11	Local Swim Team
4	Combined	4	Nsw Club

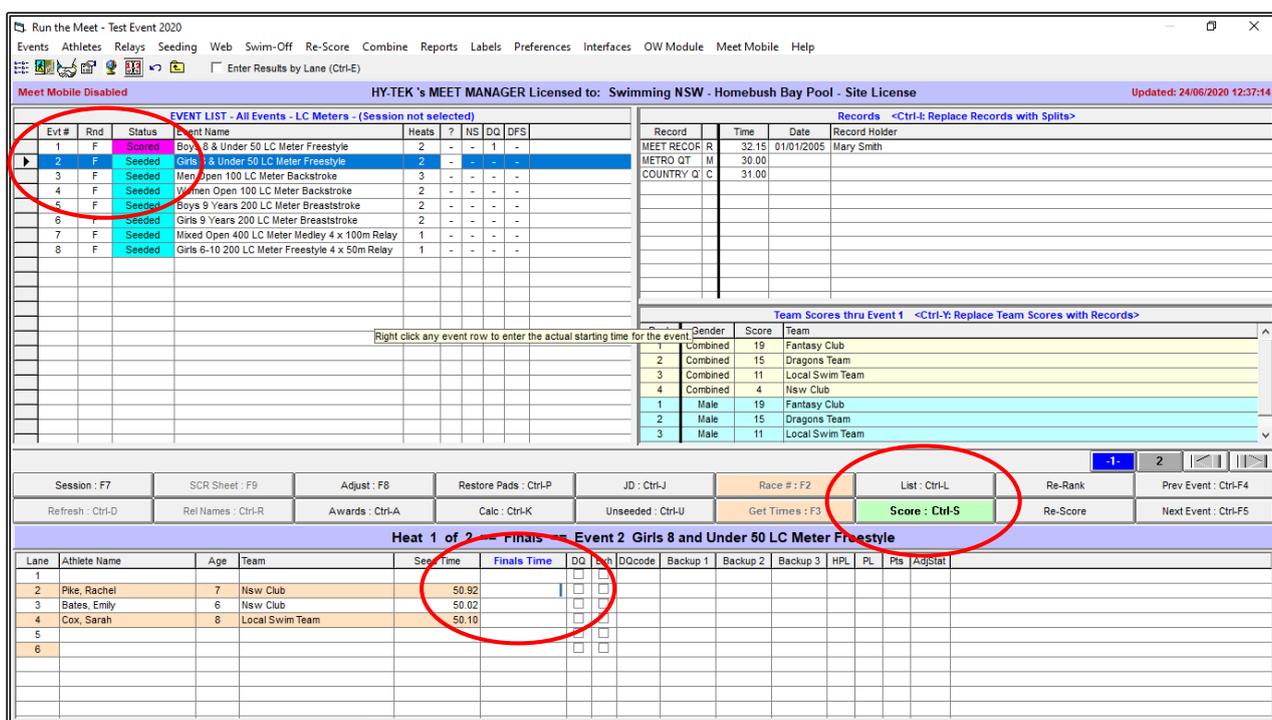
The screenshot shows the 'Print/Export Reports' window. The report title is 'Swimming NSW - Homebush Bay Pool - Site License'. The event details are 'Event 1 Boys 8 & Under 50 LC Meter Freestyle'. The 'MEET RECORD' is 35.10 R (John Webber) and the 'COUNTRY QT' is 33.00 C. The results table lists 8 athletes with their names, ages, teams, seed times, final times, and points. The 'Print' button is circled in red.

Name	Age	Team	Seed Time	Finals Time	Points
1 Roberts, Andrew	8	Fantasy Club	38.10	32.06 C	10
2 Ainsworth, Andrew	8	Fantasy Club	39.79	39.01	9
3 Birmingham, Tim	8	Dragons Team	39.63	39.44	8
4 Conway, Guy	8	Dragons Team	39.19	40.72	7
5 Maguire, Mark	7	Local Swim Team	40.79	42.77	6
6 Neale, Michael	8	Local Swim Team	39.00	45.64	5
7 Quinn, Matthew	6	Nsw Club	41.00	49.99	4
--- Ponds, Jeffery	6	Nsw Club	38.20	DQ	

When Event 1 has been checked and printed, CLOSE OUT the screen and you will be back in your RUN menu. You will notice that Event 1 is now marked as SCORED and is purple.

Click on the next EVENT to be run, enter all the FINALS TIMES, SCORE and PRINT the RESULTS until all 8 events have been completed, scored and printed.

Take note of the exceptions in each EVENT as these will teach you different skills as you go through the process of completing the Meet.



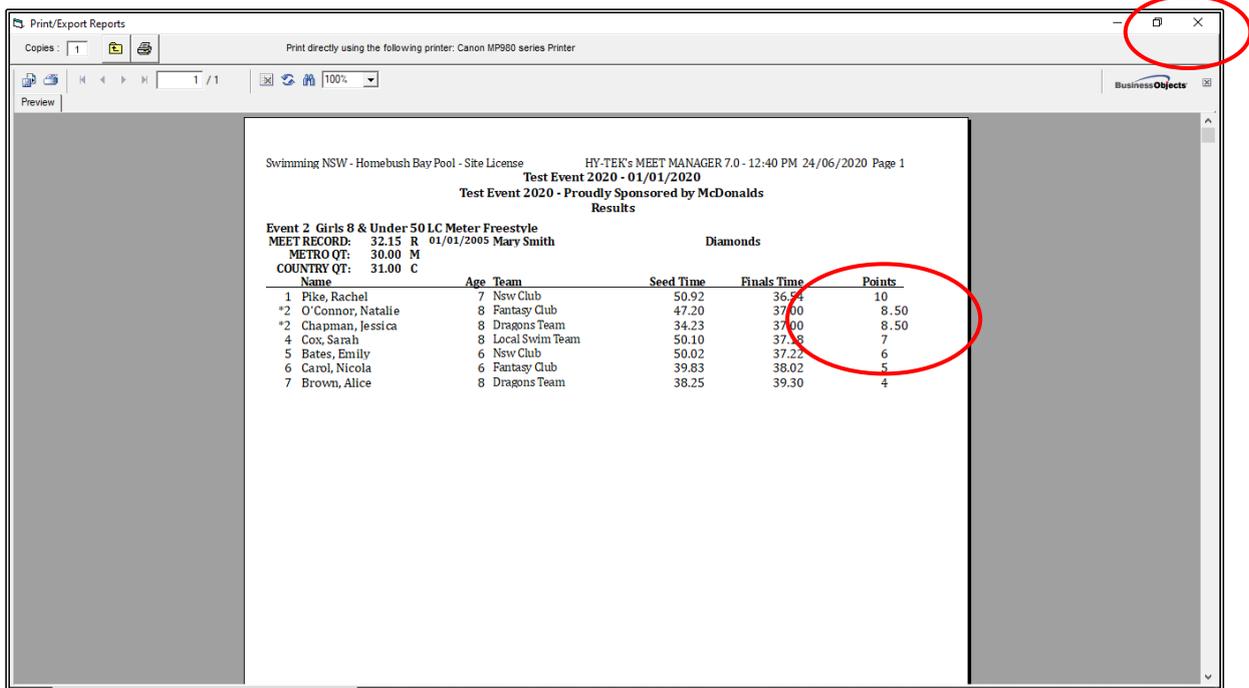
RESULTS - Event 2

Event 2	
Swimmer	Finals Time
Rachel Pike	36.54
Sarah Cox	37.18
Emily Bates	37.22
Nicola Carol	38.02
Jessica Chapman	37.00
Alice Brown	39.30
Natalie O'Connor	37.00

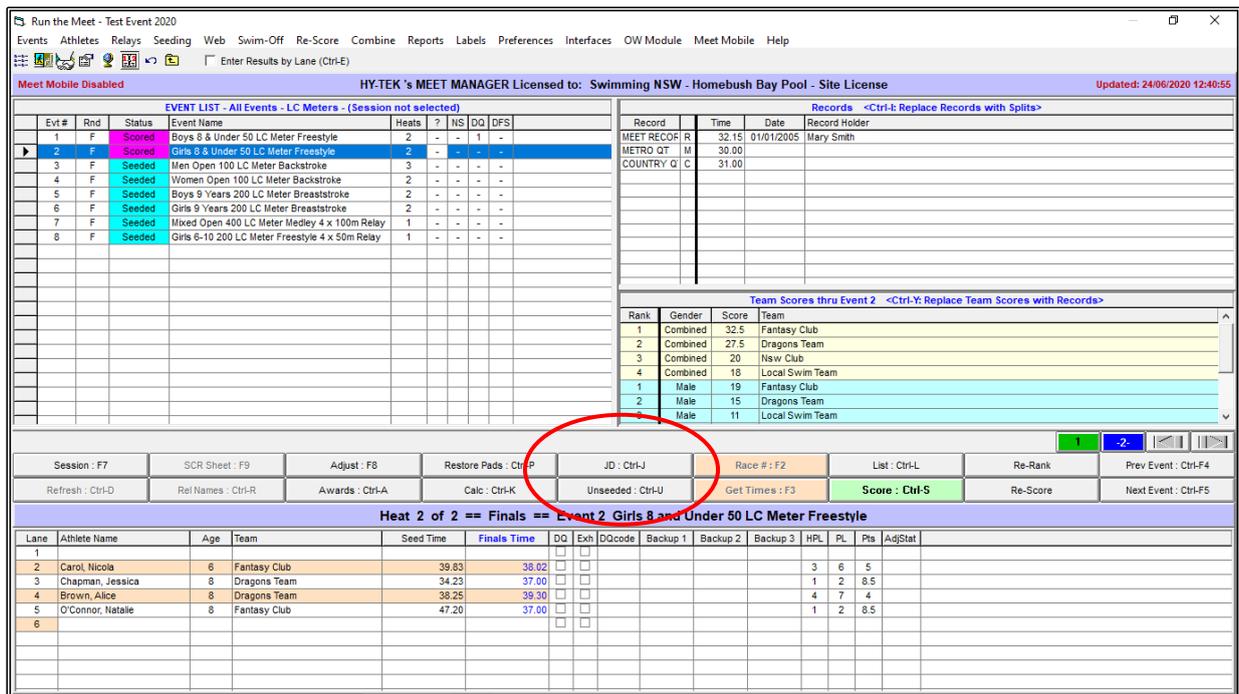
After you enter the FINALS TIMES for Event 2 and score the event, you will notice that in Heat 2, Lanes 3 and 5 have equal times for 2nd place and the points are split.

The points for these swimmers must be adjusted before printing the results. Equal places require equal points that reflect the position in which they finished.

CLOSE OUT ☒ of the RESULTS screen before printing, back to the RUN screen.



To adjust these points, click on the JD (JUDGE) button.



You now need to click on the SCORE button again to bring up your JUDGED and completed RESULTS for printing.

The screenshot shows the MEET MANAGER software interface. At the top, it displays 'Run the Meet - Test Event 2020' and 'HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License'. The main area is divided into several sections:

- EVENT LIST - All Events - LC Meters - (Session not selected):** A table listing events with columns for Evt #, Rnd, Status, Event Name, Heats, NS, DQ, and DFS. Event 2, 'Girls 8 & Under 50 LC Meter Freestyle', is highlighted in blue and marked as 'Scored'.
- Records <Ctrl-L: Replace Records with Splits>:** A table showing records for 'MEET RECORD', 'METRO QT', and 'COUNTRY QT'.
- Team Scores thru Event 2 <Ctrl-Y: Replace Team Scores with Records>:** A table showing team scores for various teams like Fantasy Club, Dragons Team, and Local Swim Team.
- Bottom Toolbar:** A row of buttons for session, SCR Sheet, Adjust, Restore Pads, JD, Race #, List, Re-Rank, and Prev Event. The 'Score' button is highlighted in green and circled in red.
- Heat 2 of 2 == Finals == Event 2 Girls 8 and Under 50 LC Meter Freestyle:** A table showing lane numbers, athlete names, ages, teams, seed times, and finals times. The 'Finals Time' column has a 'J' next to the times, indicating they are judged.

NOTE: You will now see a “J” next to the FINALS TIMES. This indicates that a time has been JUDGED.

The screenshot shows the 'Print/Export Reports' window. It displays a printed results page for the 'Event 2 Girls 8 & Under 50 LC Meter Freestyle'. The page includes the following information:

- Swimming NSW - Homebush Bay Pool - Site License
- HY-TEK's MEET MANAGER 7.0 - 12:46 PM 24/06/2020 Page 1
- Test Event 2020 - 01/01/2020
- Test Event 2020 - Proudly Sponsored by McDonalds
- Results
- Event 2 Girls 8 & Under 50 LC Meter Freestyle
- MEET RECORD: 32.15 R 01/01/2005 Mary Smith
- METRO QT: 30.00 M
- COUNTRY QT: 31.00 C
- Diamonds
- Results Table:

Name	Age	Team	Seed Time	Finals Time	Points
1 Pike, Rachel	7	Nsw Club	50.9	36.54	10
*2 O'Connor, Natalie	8	Fantasy Club	47.2	37.00	9
*2 Chapman, Jessica	8	Dragons Team	34.2	37.00	9
4 Cox, Sarah	8	Local Swim Team	50.10	37.18	7
5 Bates, Emily	6	Nsw Club	50.02	37.22	6
6 Carol, Nicola	6	Fantasy Club	39.83	38.02	5
7 Brown, Alice	8	Dragons Team	38.25	39.30	4

RESULTS - Event 3

In Event 3 there has been another disqualification in Heat 2, Lane 6 (Tim Birmingham).

Event 3	
Swimmer	Finals Time
Matthew Quinn	1:15.67
Daniel Traynor	1:03.59
Mark Maquire	2:03.66
Guy Conway	1:04.69
Michael Neale	2:00.45
Andrew Ainsworth	2:01.45
Jeffery Ponds	1:57.36
Joshua Kelly	1:20.43
Mitchell Bradford	2:58.67
Andrew Roberts	2:00.45
Tim Birmingham	DQ
Jamie Kazzouh	1:16.48
Christopher Bartels	1:16.54
Kirk Johnston	1:02.44
Brian Smith	1:05.23
Michael White	1:14.98
Christopher O'Keefe	1:17.79

You will note in the RESULTS for Event 3, that you have EQUAL 12th position. You do not need to do any adjustments on this as 12th position is outside the top ten point score and therefore scores nil points.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 12:50 PM 24/06/2020 Page 1
 Test Event 2020 - 01/01/2020
 Test Event 2020 - Proudly Sponsored by McDonalds
 Results

Event 3 Men Open 100 LC Meter Backstroke
 MEET RECORD: 1:02.76 R 01/01/2004 Phil Brown
 METRO QT: 1:01.00 M
 COUNTRY QT: 1:02.50 C

Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nsw Club	1:01.72	1:02.44 C	10
2 Traynor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	8
4 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	7
5 White, Michael	9	Diamonds Club	1:15.88	1:14.98	6
6 Quinn, Matthew	6	Nsw Club	NT	1:15.67	5
7 Kazzouh, James	9	Dragons Team	1:17.85	1:16.48	4
8 Bartels, Christopher	9	Nsw Club	1:15.37	1:16.54	3
9 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	2
10 Kelly, Joshua	9	Dragons Team	1:20.65	1:20.43	1
11 Ponds, Jeffery	6	Nsw Club	1:45.54	1:57.36	
*12 Neale, Michael	8	Local Swim Team	3:00.12	2:00.45	
*12 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.45	
14 Ainsworth, Andrew	8	Fantasy Club	2:02.00	2:01.45	
15 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	
16 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
--- Birmingham, Tim	8	Dragons Team	2:03.66	DQ	

RESULTS - Event 4

Event 4	
Swimmer	Finals Time
Chantelle Kelly	1:27.82
Erin Renford	1:54.34
Kate Drury	1:51.23
Nicole Maltby	1:56.79
Chelsea Murray	1:46.22
Sally Hicks	1:23.08
Kate Bonner	1:24.66
Joanna Harris	1:08.44
Rebecca Clarke	1:18.34
Katherine Glenn	1:25.67
Melanie Black	1:42.57

Before EVENT 5 is started, you notice that there is an obvious error in the ENTRY/SEED time for MITCHELL BRADFORD in HEAT 2, LANE 3.

So that this swimmer will not be embarrassed by swimming in the centre lane of the fastest heat, we can take him out of the fastest heat and place him in the slower heat where he belongs.

Click on the ADJUST button.

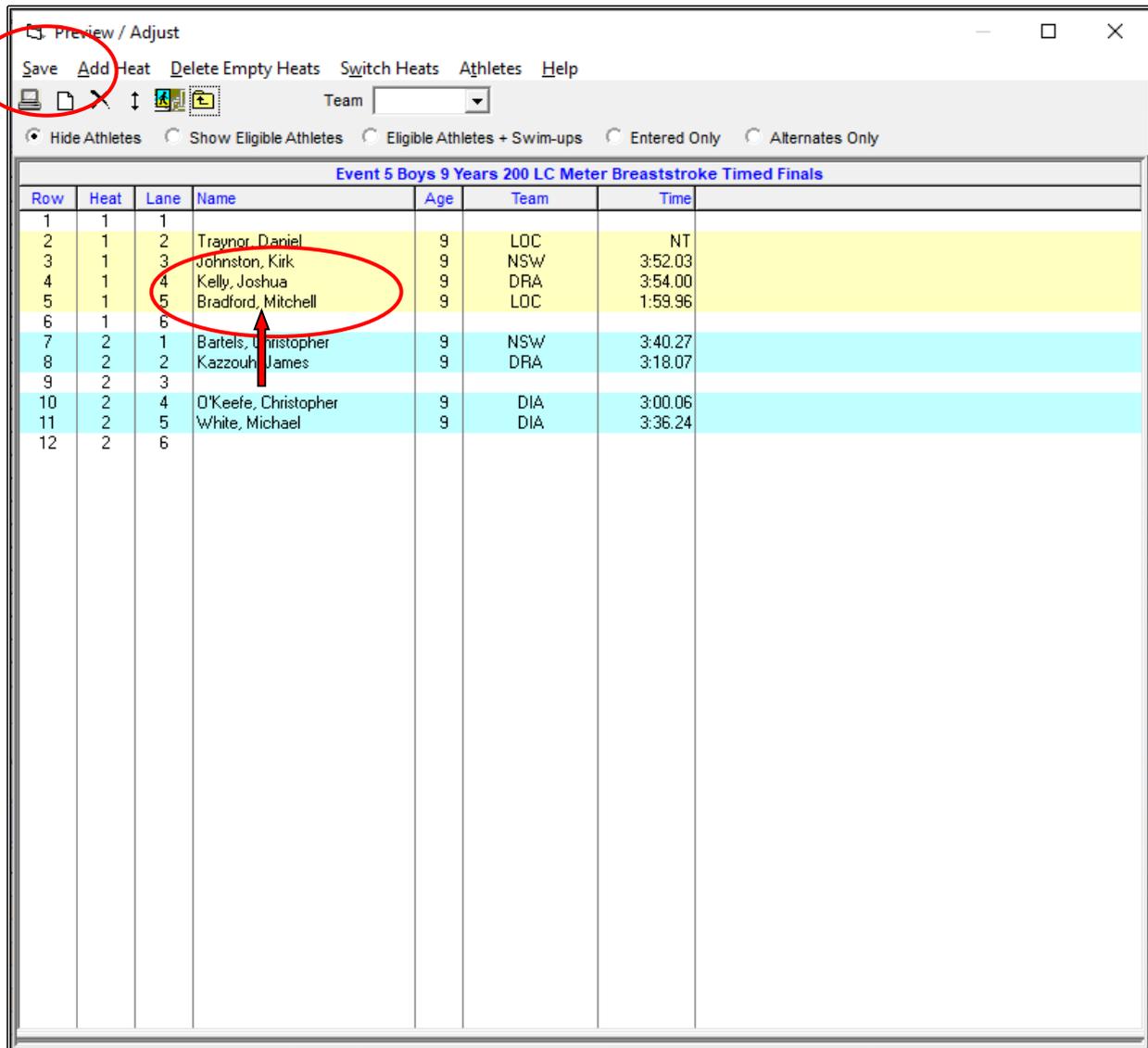
The screenshot shows the Meet Manager software interface. The main window displays the 'EVENT LIST - All Events - LC Meters - (Session not selected)'. The event list includes:

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

The 'Adjust' button in the bottom toolbar is circled in red. The bottom toolbar also includes buttons for 'Session : F7', 'SCR Sheet : F9', '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', and 'Next Event : Ctrl-F5'. The current event is 'Heat 2 of 2 == Finals == Event 5 Boys 9 Years 200 LC Meter Breaststroke'. The swimmer data table at the bottom shows:

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Rakner, Christopher	9	Nsw Club	3:46.27											
2	Kazzouh, James	9	Dragons Team	3:18.07											
3	Bradford, Mitchell	9	Local Swim Team	1:59.96											
4	O'Keefe, Christopher	9	Diamonds Club	3:00.08											
5	White, Michael	9	Diamonds Club	3:36.31											
6															

From the PREVIEW/ADJUST screen, all you need to do is click on Mitchell Bradford's name in Heat 2, Lane 3 and drag him up to Heat 1, Lane 5 and drop him in. Click on SAVE to save your changes.



RESULTS - Event 5

Event 5	
Swimmer	Finals Time
Daniel Traynor	3:00.59
Kirk Johnston	3:58.43
Joshua Kelly	3:26.07
Mitchell Bradford	3:53.23
Christopher Bartels	3:39.42
Jamie Kazzouh	3:17.58
Christopher O'Keefe	3:01.24
Michael White	3:37.27

Before you run EVENT 6, the Marshall has come across to the recording room and advised that WENDY HILL has turned up in the marshalling area to swim and that the Referee has allowed this.

You now need to put WENDY HILL into EVENT 6. As you do not have an entry time for her you can put her into the slowest heat.

Once again, click on the ADJUST button.

The screenshot shows the Meet Manager software interface. At the top, the title bar reads "Run the Meet - Test Event 2020". The menu bar includes "Events", "Athletes", "Relays", "Seeding", "Web", "Swim-Off", "Re-Score", "Combine", "Reports", "Labels", "Preferences", "Interfaces", "OW Module", "Meet Mobile", and "Help". The main window title is "HY-TEK's MEET MANAGER Licensed to: Swimming NSW - Homebush Bay Pool - Site License" with an update timestamp of "24/06/2020 12:56:25".

The interface is divided into several sections:

- EVENT LIST - All Events - LC Meters - (Session not selected):** A table listing events with columns for Evt #, Rnd, Status, Event Name, Heats, 7, NS, DQ, DFS. Event 6 is highlighted in blue.
- Records <Ctrl-I: Replace Records with Splits>:** A table with columns for Record, Time, Date, and Record Holder. It shows records for "MEET RECOR", "METRO QT", and "COUNTRY Q".
- Team Scores thru Event 5 <Ctrl-Y: Replace Team Scores with Records>:** A table with columns for Rank, Gender, Score, and Team. It lists scores for various teams like "Dragons Team", "Local Swim Team", and "Fantasy Club".
- Session Controls:** A row of buttons for "Session : F7", "SCR Sheet : F9", "Adjust : F8" (circled in red), "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", and "Next Event : Ctrl-F5".
- Heat 1 of 2 == Finals == Event 6 Girls 9 Years 200 LC Meter Breaststroke:** A detailed table with columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DQ, Exh, DQcode, Backup 1, Backup 2, Backup 3, HPL, PL, Pts, and AdjStat. Lane 5 is occupied by "Hill, Wendy" with a "NT" (No Time) result.

In the PREVIEW/ADJUST screen, click on the SHOW ELIGIBLE ATHLETES button which will bring up a list at the bottom of the screen of all eligible athletes. The athletes coloured yellow indicates that they are already in that event.

You can now click on WENDY HILL's name and drag her up to HEAT 1, LANE 5.

Don't forget to click SAVE to ensure that any changes you make are SAVED.

Preview / Adjust

Save Add Heat Delete Empty Heats Switch Heats Athletes Help

Team [Dropdown]

Hide Athletes Show Eligible Athletes Eligible Athletes + Swim-ups Entered Only Alternates Only

Event 6 Girls 9 Years 200 LC Meter Breaststroke Timed Finals

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	Drury, Kate	9	FAN	3:41.77
3	1	3	Black, Melanie	9	DRA	3:38.44
4	1	4	Murray, Chelsea	9	DIA	3:40.67
5	1	5				
6	1	6				
7	2	1	Renford, Erin	9	DIA	3:27.00
8	2	2	Glenn, Katherine	9	NSW	3:21.32
9	2	3	Bonner, Kate	9	FAN	3:19.07
10	2	4	Maltby, Nicole	9	NSW	3:20.86
11	2	5	Hicks, Sally	9	DRA	3:25.88
12	2	6				

Eligible Athletes

	Heat/Lane	Name	Age	ABBR	Team
1	1/3	Black, Melanie	9	DRA	Dragons Team
2	2/3	Bonner, Kate	9	FAN	Fantasy Club
3	1/2	Drury, Kate	9	FAN	Fantasy Club
4	2/2	Glenn, Katherine	9	NSW	Nsw Club
5	2/5	Hicks, Sally	9	DRA	Dragons Team
6		Hill, Wendy	9	LOC	Local Swim Team
7	2/4	Maltby, Nicole	9	NSW	Nsw Club
8	1/4	Murray, Chelsea	9	DIA	Diamonds Club
9	2/1	Renford, Erin	9	DIA	Diamonds Club

RESULTS - Event 6

Event 6	
Swimmer	Finals Time
Kate Drury	3:40.67
Melanie Black	3:36.21
Chelsea Murray	3:30.59
Wendy Hill	3:20.47
Erin Renford	3:26.48
Katherine Glenn	3:19.21
Kate Bonner	3:18.01
Nicole Maltby	3:26.28
Sally Hicks	3:24.88

EVENT 7 is the first of the RELAY events.

Before this is run, the NSW CLUB team has come across with the names for its "B" team which they did not have earlier.

So that the names can be printed out on the results, we can put these in through the RUN MEET screen without the need to go out and back into the RELAY setup.

With EVENT 7 highlighted in the RUN MEET screen, click on the REL NAMES button (Relay names).

The screenshot shows the HY-TEK's MEET MANAGER interface. The 'EVENT LIST' table is as follows:

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

The 'Team Scores thru Event 6' table is as follows:

Rank	Gender	Score	Team
1	Combined	78	Dragons Team
2	Combined	67	Nsw Club
3	Combined	64	Fantasy Club
4	Combined	61	Local Swim Team
5	Combined	45	Diamonds Club
1	Male	43	Dragons Team
2	Male	41	Local Swim Team

The bottom section shows the 'Heat 1 of 1' results for Event 7:

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Dragons Team	A	8:14.27											
2	Nsw Club	A	8:11.65											
3	Diamonds Club	A	3:36.24											
4	Local Swim Team	A	8:08.56											
5	Fantasy Club	A	8:13.62											
6	Nsw Club	B	NT											

From the RELAY NAMES screen, click on the NSW CLUB B team.

Add the athletes from the ELIGIBLE ATHLETES column on the left-hand side by double clicking the names in the order they will be swimming. If the athlete is coloured yellow, this indicates that they are already in a relay in this event.

CLOSE OUT of the screen once all athletes have been added.

**NSW Club “B”
Relay Names:**

1. Christopher Bartels
2. Emily Bates
3. Katherine Glenn
4. Kirk Johnston

Relay Names

Show Swim-ups

Heat 1 of 1 - Finals - Event 7 Mixed Open 400 LC Meter Medley 4 x 100m Relay

Eligible Athletes			Relay Order		
Age		Name	Pos	Age	Finals
M9	B	Bartels, Christopher	1	M9	Bartels, Christopher
W6	B	Bates, Emily	2	W6	Bates, Emily
W9	B	Glenn, Katherine	3	W9	Glenn, Katherine
M9	B	Johnston, Kirk	4	M9	Johnston, Kirk
W9	A	Maltby, Nicole	5		
W7	A	Pike, Rachel	6		
M6	A	Ponds, Jeffery	7		
M6	A	Quinn, Matthew	8		

Relay Teams			
Lane	Relay Name	Ltr	Nam
1	Dragons Team	A	4
2	Nsw Club	A	4
3	Diamonds Club	A	4
4	Local Swim Team	A	4
5	Fantasy Club	A	4
6	Nsw Club	B	4

RESULTS - Event 7

Event 7	
Relay Team	Finals Time
Dragons	7:58.17
NSW "A"	7:59.43
Diamonds	7:45.09
Locals	8:10.21
Fantasy	8:02.45
NSW "B"	8:11.17

You will see from the PRINT RESULTS screen below that the names of all the FOUR RELAY SWIMMERS are printed on the result.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 1:03 PM 24/06/2020 Page 1
 Test Event 2020 - 01/01/2020
 Test Event 2020 - Proudly Sponsored by McDonalds
 Results

Event 7 Mixed Open 400 LC Meter Medley 4 x 100m Relay
 MEET RECORD: 6:59.80 R 01/01/2005 Local Swim Team
 METRO QT: 6:55.00 M
 COUNTRY QT: 6:58.00 C

Team	Relay	Seed Time	Finals Time	Points
1 Diamonds Club	A	3:36.24	7:45.09	20
1) Clarke, Rebecca W19	2) Murray, Chelsea W9	3) O'Keefe, Christopher M9	4) Renford, Erin W9	
2 Dragons Team	A	8:14.27	7:58.17	18
1) Conway, Guv M8	2) Hicks, Sally W9	3) Kazzoub, James M9	4) Kelly, Joshua M9	
3 New Club	A	8:11.65	7:59.43	16
1) Quinn, Matthew M6	2) Ponds, Jeffery M6	3) Pike, Rachel W7	4) Maltby, Nicole W9	
4 Fantasy Club	A	8:13.62	8:02.45	14
1) Ainsworth, Andrew M8	2) Bonner, Kate W9	3) Carol, Nicola W6	4) Roberts, Andrew M8	
5 Local Swim Team	A	8:08.56	8:10.21	12
1) Travnor, Daniel M9	2) Smith, Brian M15	3) Kelly, Chantelle W10	4) Cox, Sarah W8	
6 New Club	B	NT	8:11.17	10
1) Bartels, Christopher M9	2) Bates, Emily W6	3) Glenn, Katherine W9	4) Johnston, Kirk M9	

RESULTS - Event 8

Event 8	
Relay Team	Finals Time
Fantasy	3:02.17
Locals	3:05.69
NSW	3:24.56
Dragons	3:54.08

Now that your meet has finished, the first thing you should do is make a BACKUP into:
 C:\swmeets7\TEST EVENT 2020\BACKUPS.

SECTION EIGHT: REPORT PRINTING

You might like to run some reports at the end of your meet for distribution.

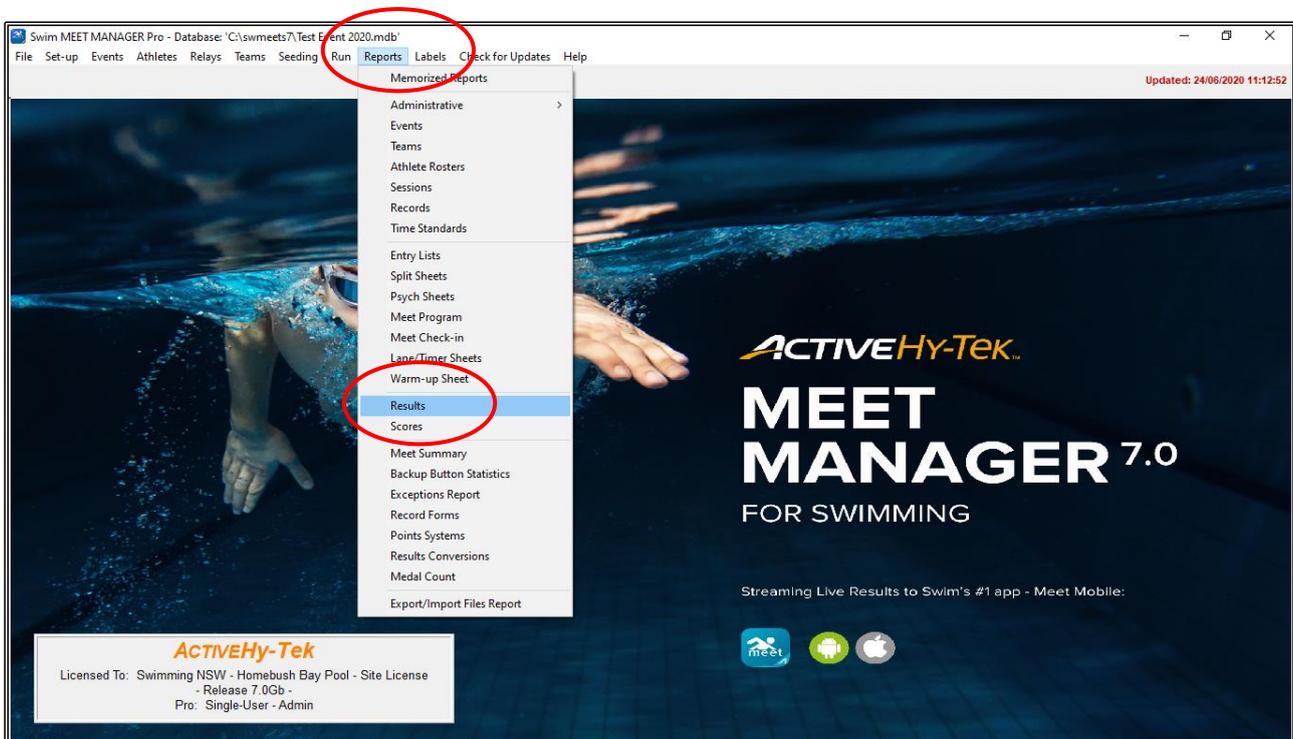
There are many reports you can print from MEET MANAGER, but the most important one is a complete set of RESULTS.

You can also print a set of results for just ONE CLUB.

You may want to award a trophy for the TOP POINT SCORING CLUB of the meet and perhaps the TOP MALE and FEMALE SWIMMERS of the meet.

1. COMPLETE SET OF RESULTS:

From the MAIN MENU screen, click on the REPORTS tab then select RESULTS from the drop down.



From the RESULTS screen, you can once again choose how your report looks and what you will include in the report.

For example, you can choose the number of columns on your page, whether or not you show NS, DQs or scratches.

You can display records and relay names and also if you want to include splits.

The choices are yours.

Once all your preferences have been made, click on SELECT ALL in the top left-hand corner of the screen to highlight all the events to be included in your results and then click CREATE REPORT.

Results

Select All De-Select Preferences Memorize View **Create Report**

Gender
 All Male Mixed Female

Age Range
LSC []

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

Columns / Format | Include in Results | Splits / Sort Order / Selected Teams

Include in Results

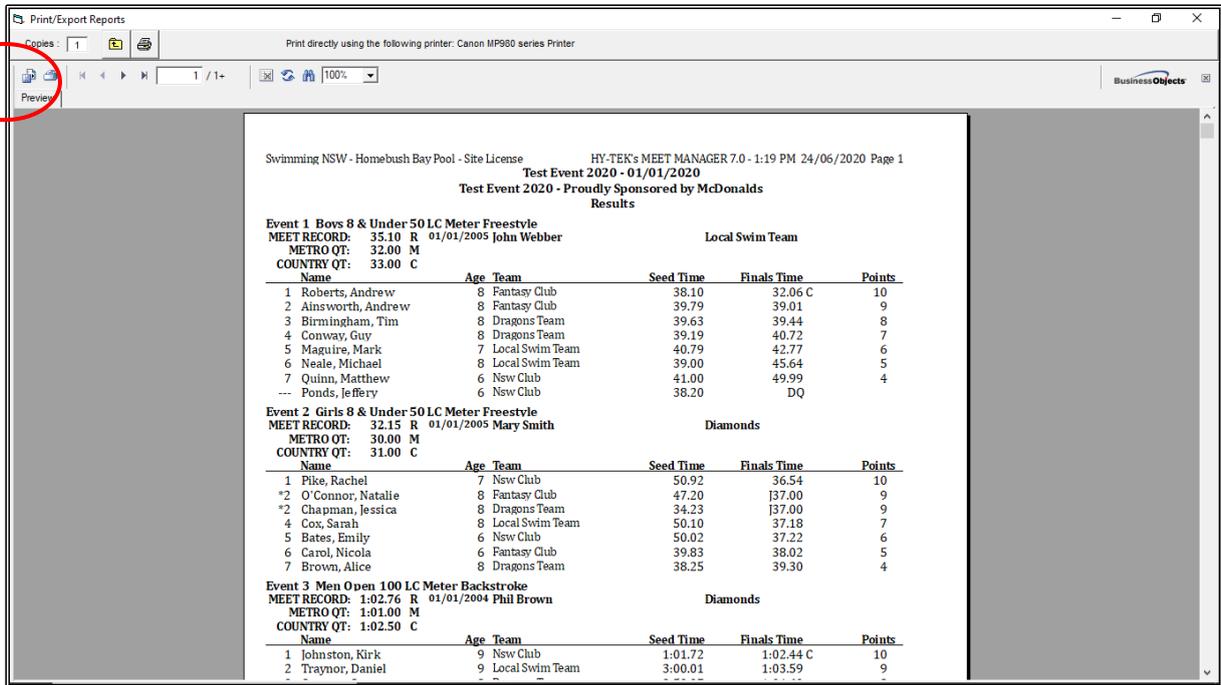
<input checked="" type="checkbox"/> Records	<input type="checkbox"/> Scratches	<input type="checkbox"/> Button Backups 1 col
<input type="checkbox"/> Time Stds	<input type="checkbox"/> Spec Pts	<input type="checkbox"/> Splits with Prior Results
<input type="checkbox"/> Entry Qualifying Time	<input checked="" type="checkbox"/> No Shows	<input type="checkbox"/> Logos in Footer
<input type="checkbox"/> Event Comments	<input type="checkbox"/> DQ Codes	<input type="checkbox"/> Message 1 In Footer
<input type="checkbox"/> Prior Results (1 col only)	<input type="checkbox"/> Reaction Times	<input type="checkbox"/> Message 2 In Footer
<input checked="" type="checkbox"/> Entry Times	<input type="checkbox"/> Time Trial Events	<input type="checkbox"/> Message 3 In Footer
	<input checked="" type="checkbox"/> Athlete / Relay Points	<input type="checkbox"/> Message 3 In Footer

Include Team Scores

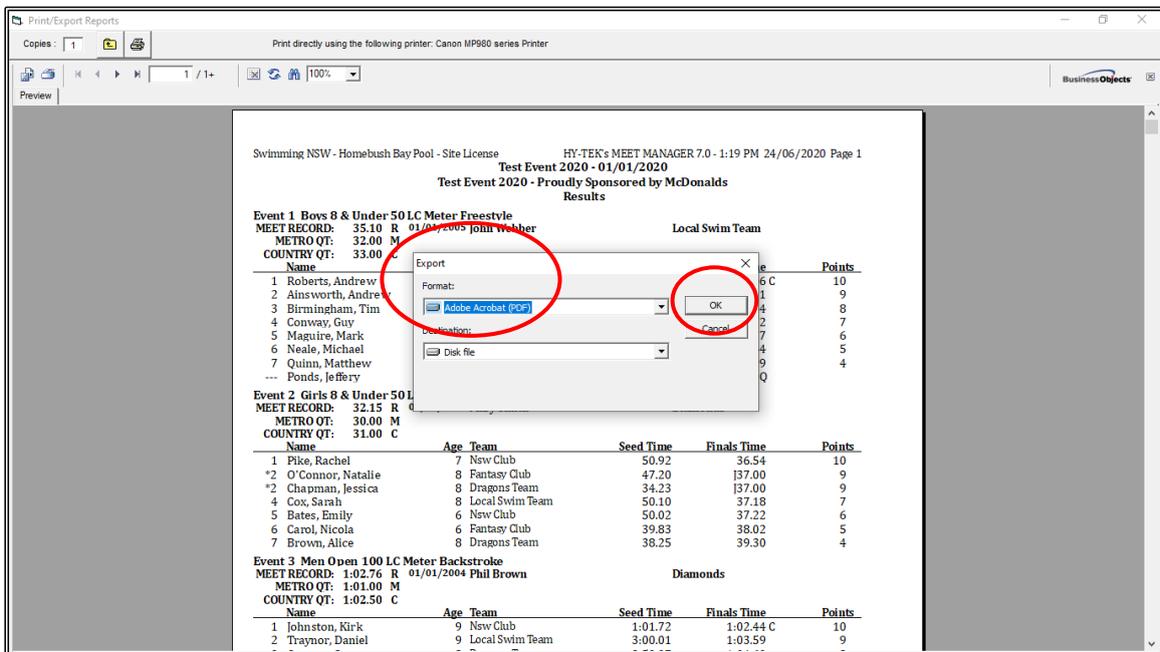
<input type="checkbox"/> Combined
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Combine Divisions
<input type="checkbox"/> If Combined : Both genders must score
<input type="checkbox"/> By Region

The RESULTS pages should be printed and then distributed to interested parties.

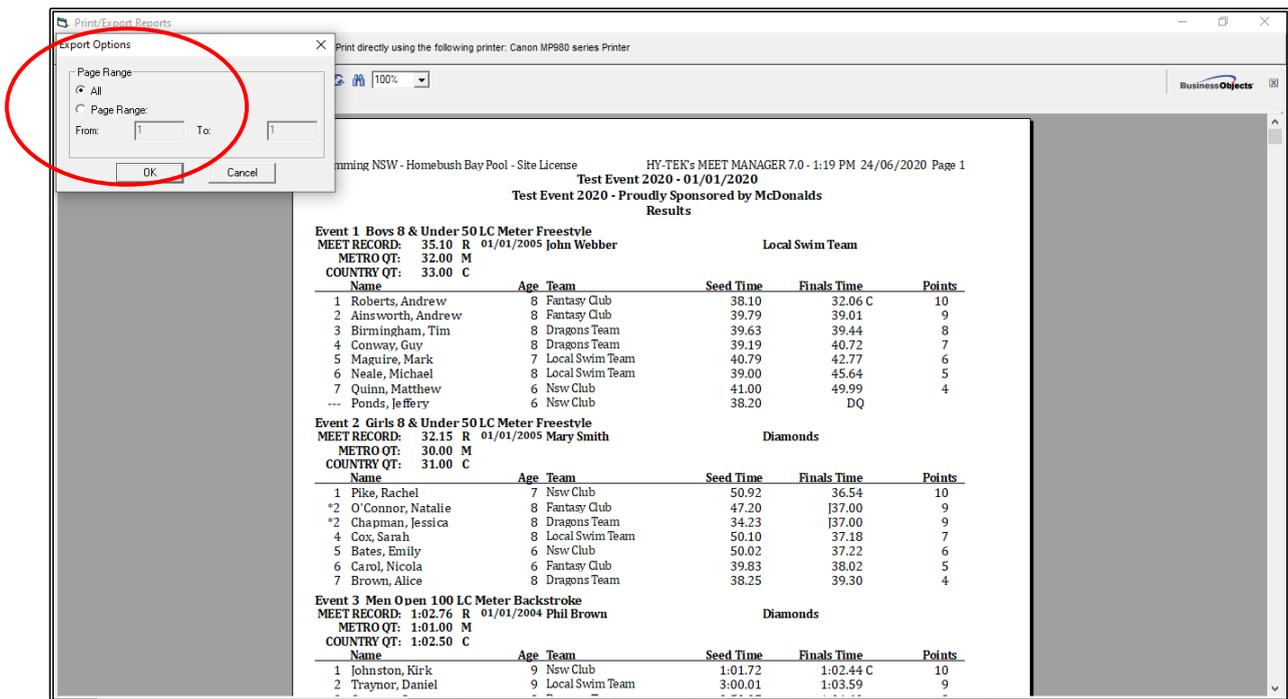
It is a good idea to SAVE this file by clicking on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.



The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.



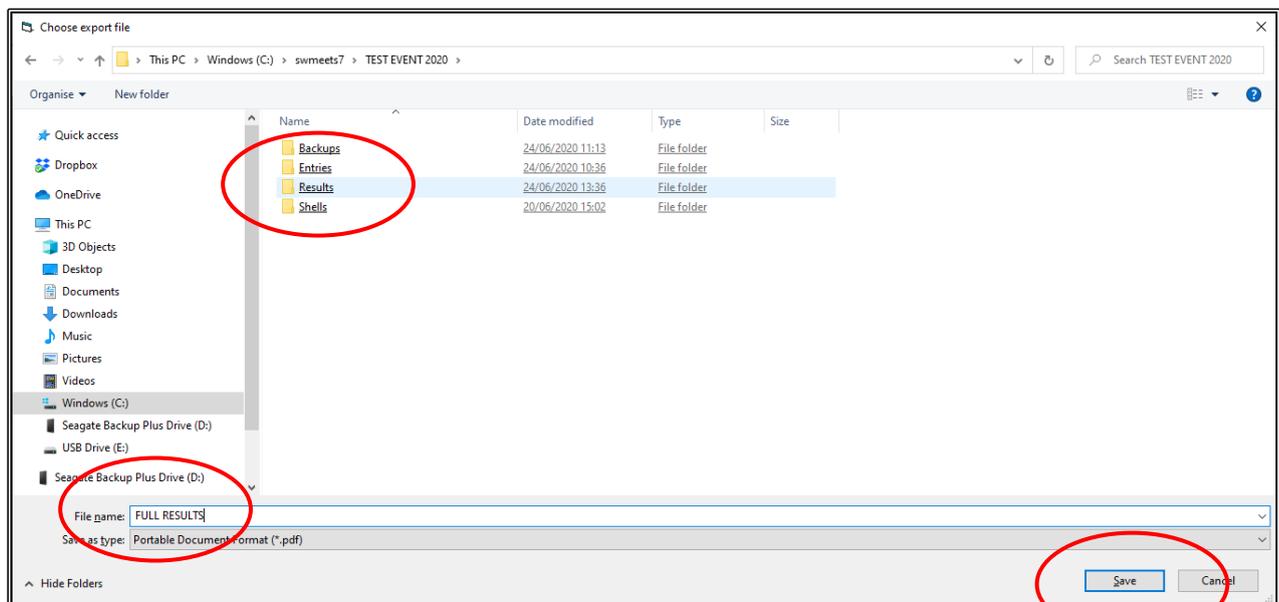
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:

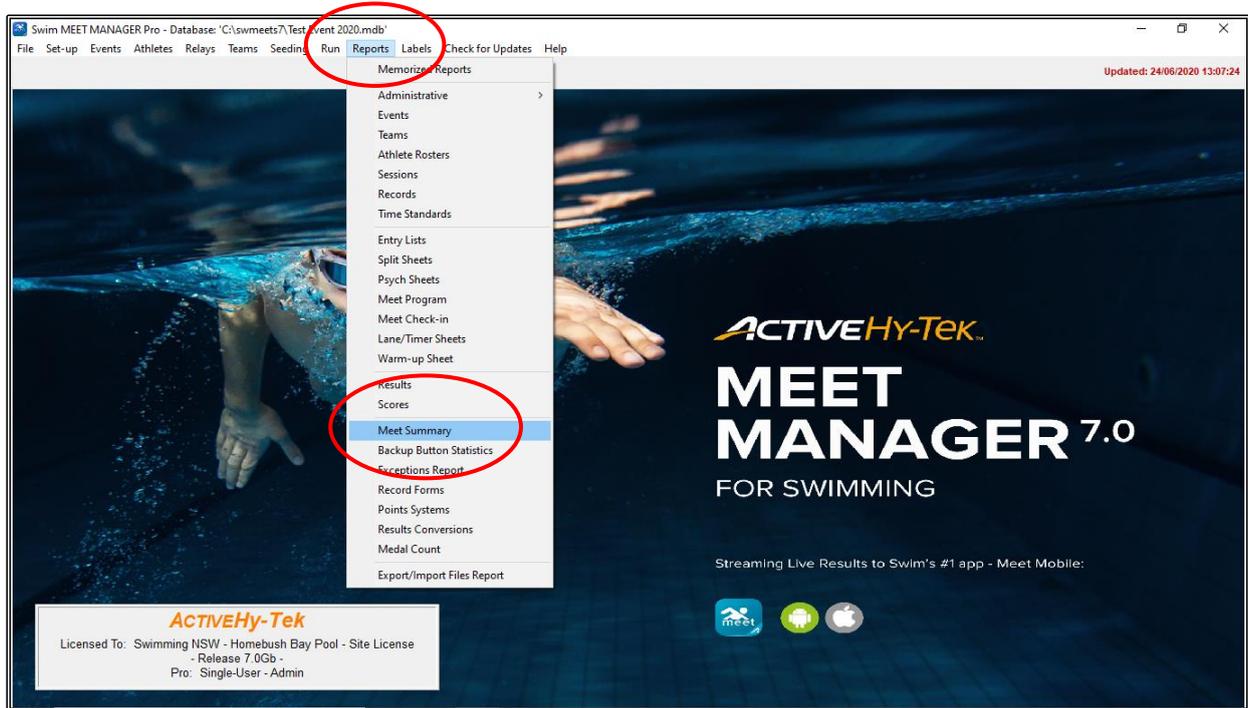
C:\swmeets7\TEST EVENT 2020\RESULTS.

Change the FILE NAME to FULL RESULTS and click SAVE.



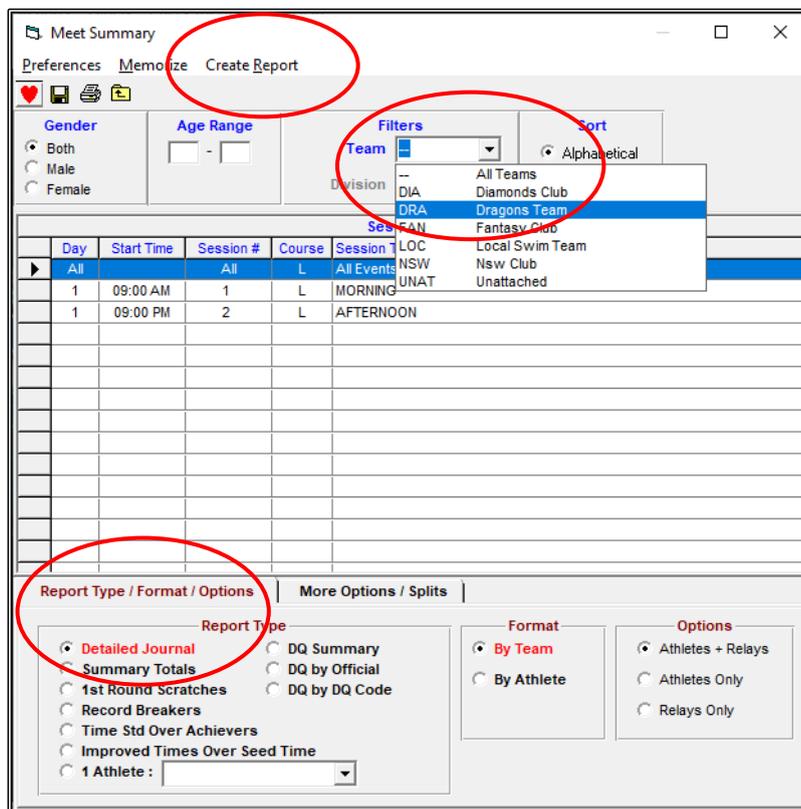
2. A SET OF RESULTS FOR JUST ONE TEAM:

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

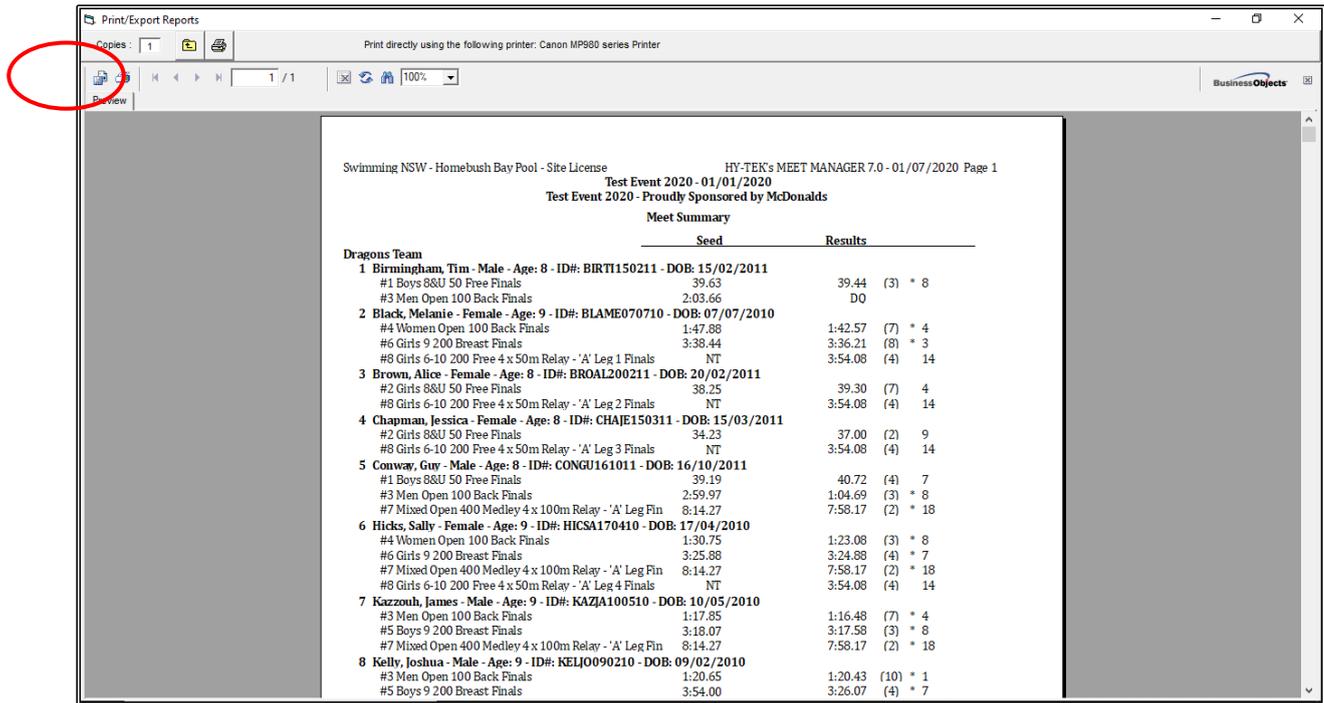


From the MEET SUMMARY screen, select the required TEAM in the FILTERS section.

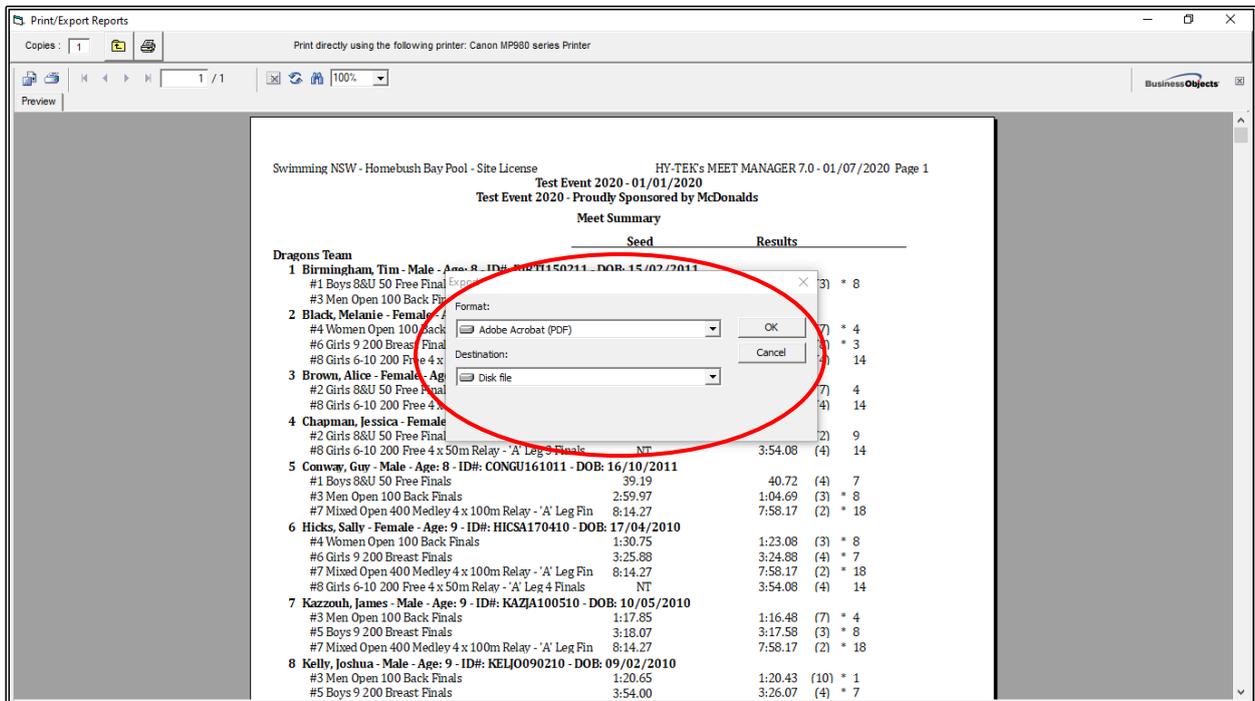
Select DETAILED JOURNAL under the REPORT TYPE/FORMAT/OPTIONS tab and then click CREATE REPORT at the top of the screen.



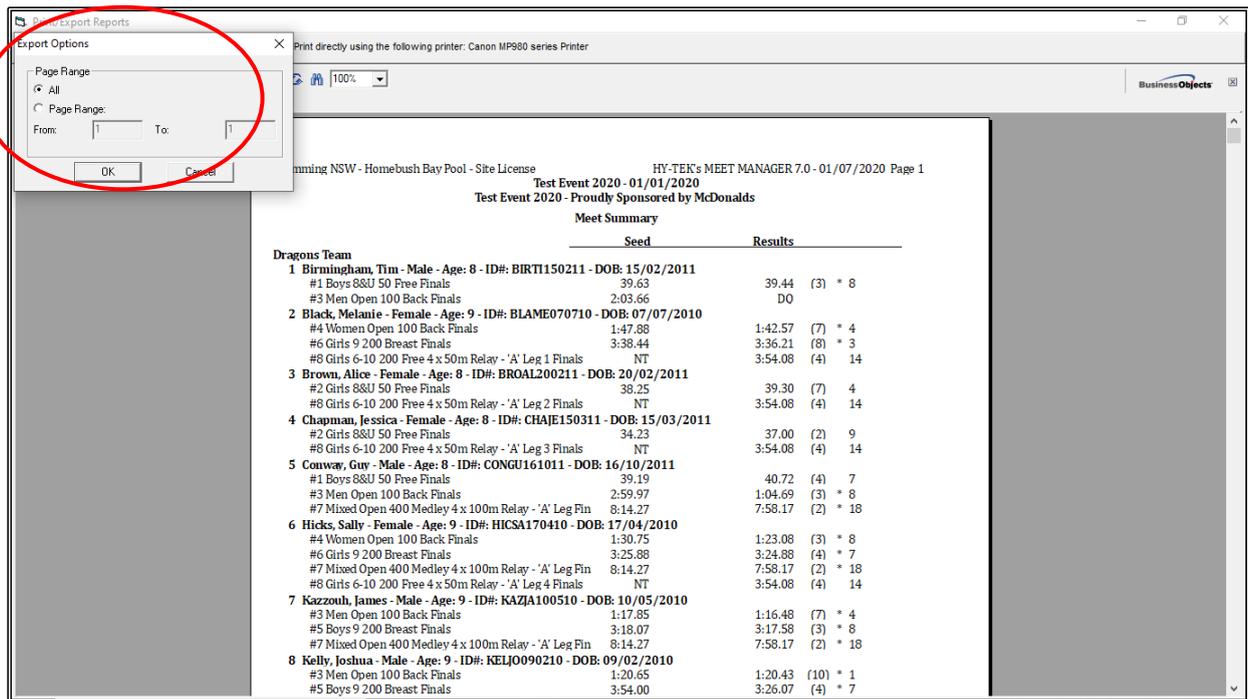
From the MEET SUMMARY REPORT screen, click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.



The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.



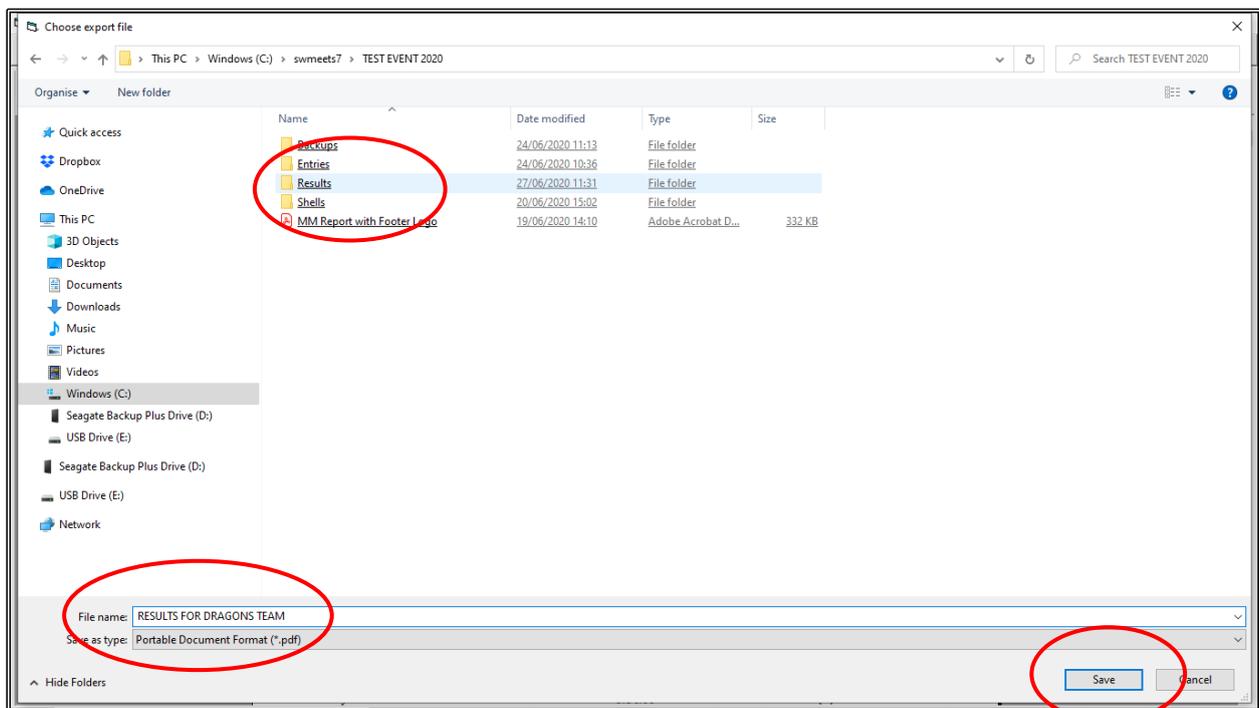
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:
C:\swmeets7\TEST EVENT 2020\RESULTS.

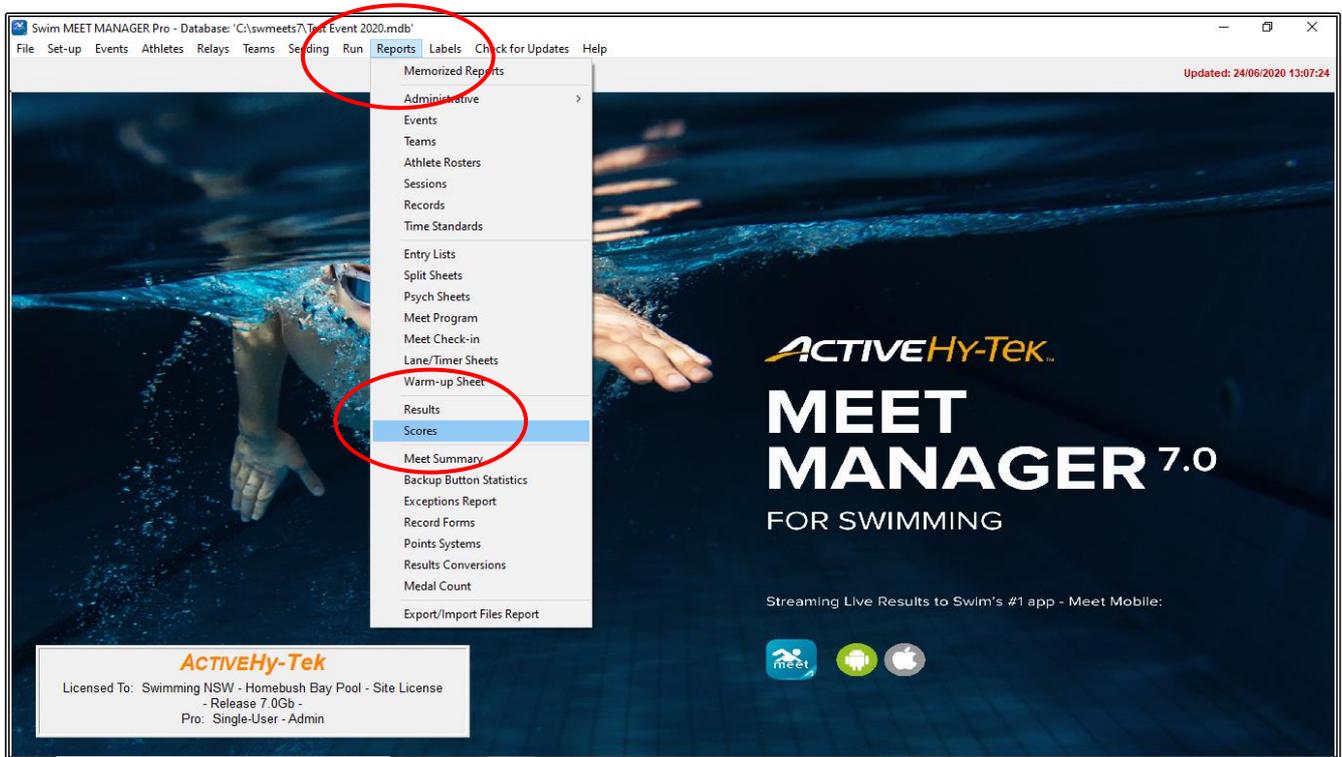
Change the FILE NAME to RESULTS FOR DRAGONS TEAM and click SAVE.

You can now email the RESULTS directly to the DRAGONS club.



3. TOP POINT SCORING CLUB:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.



In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

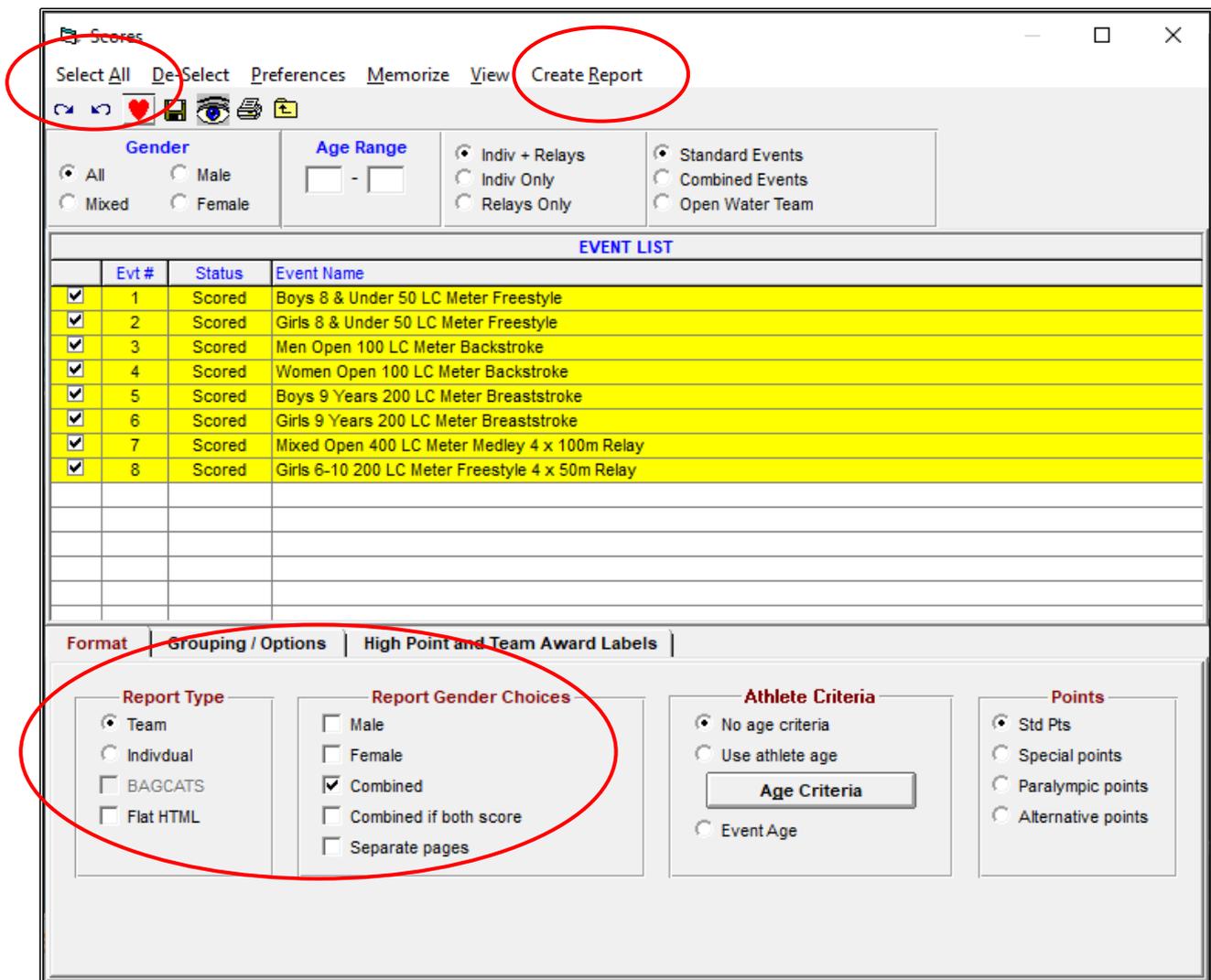
For the top POINT SCORING CLUB, click on TEAM under REPORT TYPE.

Click on the COMBINED button for the GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

There is no need to worry about the other two tabs for this exercise.

Click on CREATE REPORT.

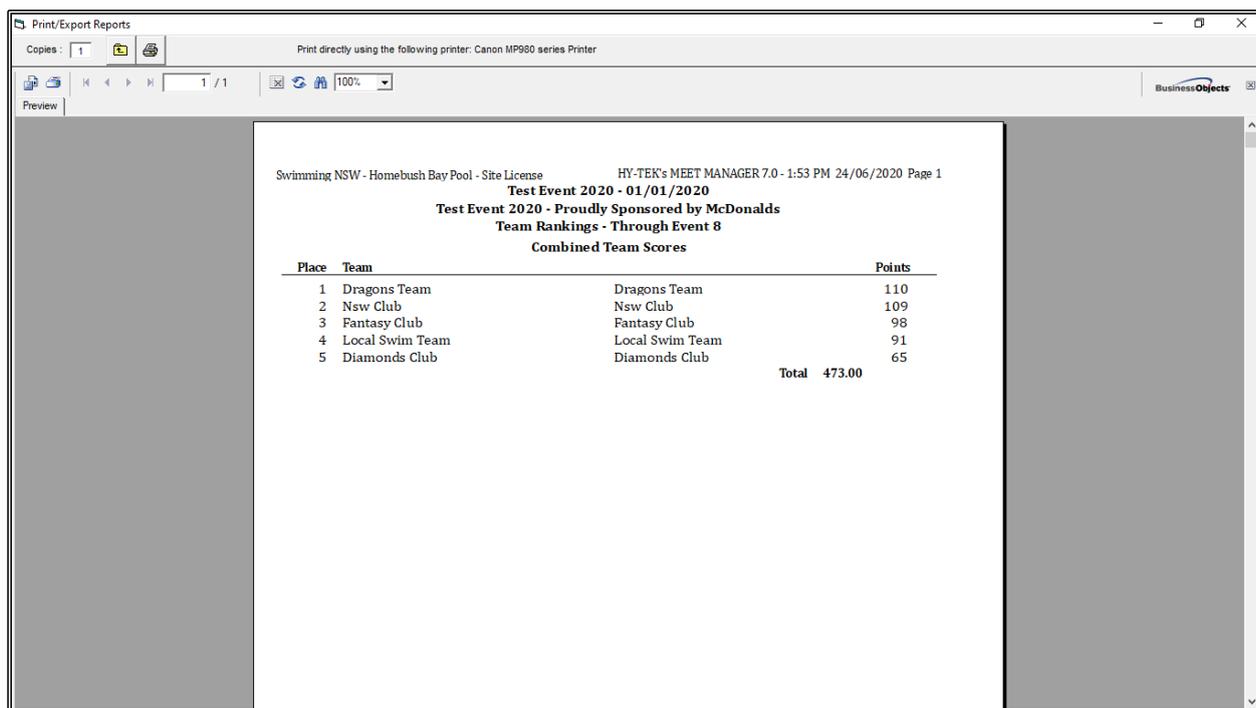


This is how your TOP POINT SCORING CLUB report will look.

You can now distribute medals / trophies if awarding.

Once you have created your REPORTS , it is good practice to save the reports that you generate in the RESULTS folder. This may save you time at a later date if you have any late requests.

Saving the file is described on [Page 93](#) and should be saved in :
C:\swmeets7\TEST EVENT 2020\RESULTS.



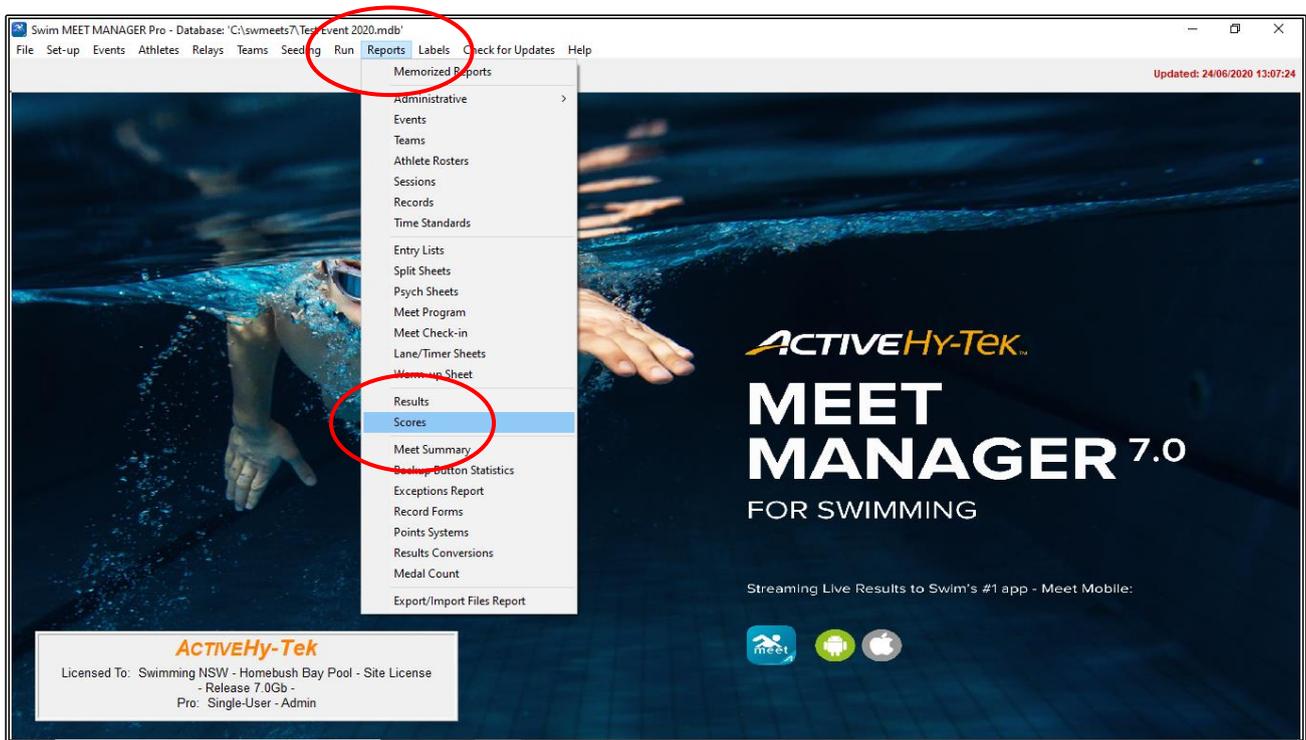
Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 1:53 PM 24/06/2020 Page 1

Test Event 2020 - 01/01/2020
Test Event 2020 - Proudly Sponsored by McDonalds
Team Rankings - Through Event 8
Combined Team Scores

Place	Team	Points
1	Dragons Team	110
2	Nsw Club	109
3	Fantasy Club	98
4	Local Swim Team	91
5	Diamonds Club	65
	Total	473.00

4. MALE AND FEMALE SWIMMER OF THE MEET:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.



In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

For the top point scoring MALE and FEMALE SWIMMER OF THE MEET, click on INDIVIDUAL under REPORT TYPE.

Click both the MALE and FEMALE buttons under GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

Now click on the GROUPING/OPTIONS tab.

The screenshot shows the 'Scores' application window. The title bar includes 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', and 'Create Report'. Below the title bar are several icons. The main interface is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Mixed', and 'Female'. 'All' is selected.
- Age Range:** Two input boxes for age range.
- Event Selection:** Radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'. 'Indiv + Relays' is selected.
- Event Type:** Radio buttons for 'Standard Events', 'Combined Events', and 'Open Water Team'. 'Standard Events' is selected.

The **EVENT LIST** table is as follows:

Evt #	Status	Event Name
<input checked="" type="checkbox"/>	Scored	Boys 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	Scored	Girls 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/>	Scored	Men Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	Scored	Women Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/>	Scored	Boys 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	Scored	Girls 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/>	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay
<input checked="" type="checkbox"/>	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay

At the bottom, the **Grouping / Options** tab is selected. It contains four sub-sections:

- Report Type:** Radio buttons for 'Team', 'Individual', 'BAGCATS', and 'Flat HTML'. 'Individual' is selected.
- Report Gender Choices:** Checkboxes for 'Male', 'Female', 'Combined', 'Combined if both score', and 'Separate pages'. 'Male' and 'Female' are checked.
- Athlete Criteria:** Radio buttons for 'No age criteria', 'Use athlete age', and 'Event Age'. 'No age criteria' is selected. There is an 'Age Criteria' button.
- Points:** Radio buttons for 'Std Pts', 'Special points', 'Paralympic points', and 'Alternative points'. 'Std Pts' is selected.

In the GROUPING/OPTIONS tab, click NORMAL under GROUPING.

In the OPTIONS TABLE, type in 6 for the LIST TOP HOW MANY (you do not want to have all the male and female swimmers appear).

Click on CREATE REPORT.

The screenshot shows the 'Scores' application window. The 'Create Report' button in the menu bar is circled in red. Below the menu bar is a toolbar with icons for home, back, forward, print, and help. The main area contains several sections:

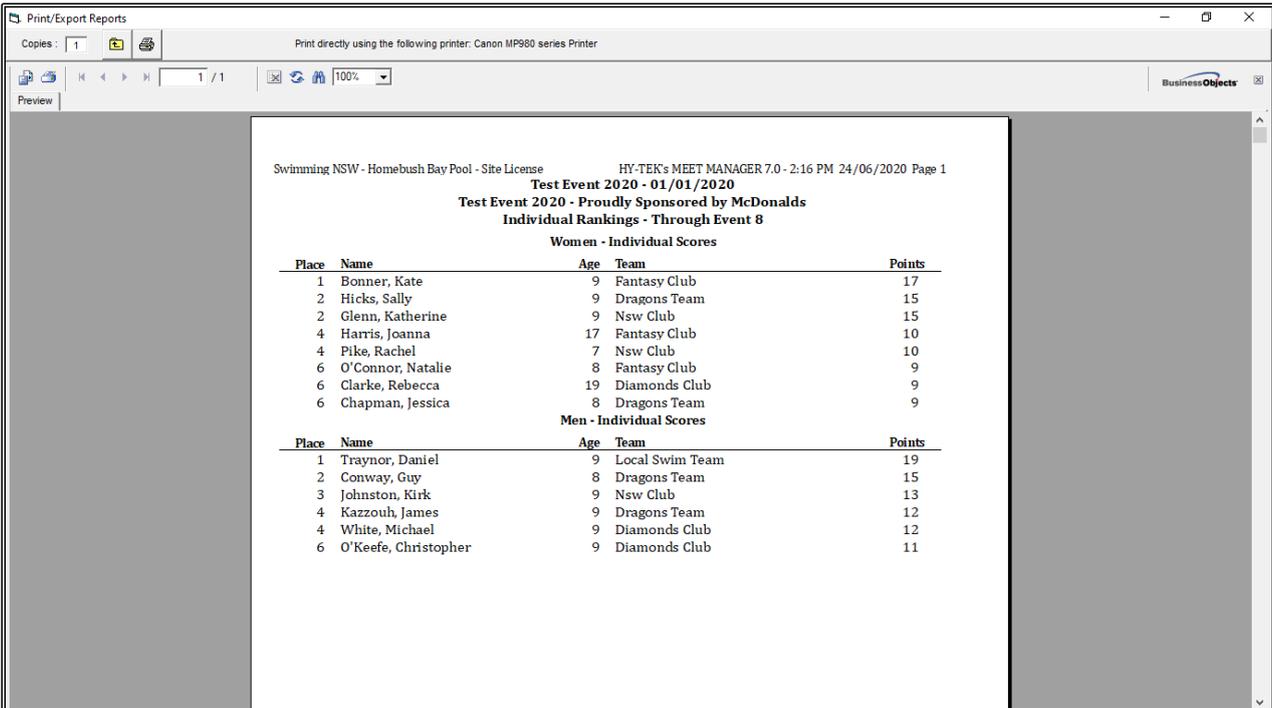
- Gender:** Radio buttons for All, Male, Mixed, and Female.
- Age Range:** Two input boxes for age range.
- Event Type:** Radio buttons for Indiv + Relays, Indiv Only, Relays Only, Standard Events, Combined Events, and Open Water Team.
- EVENT LIST:** A table with columns for Evt #, Status, and Event Name. The table contains 8 rows of event data, all with a 'Scored' status.
- Format / Grouping / Options / High Point and Team Award Labels:** A tabbed interface. The 'Grouping / Options' tab is active. It has two sub-sections:
 - Grouping:** Radio buttons for Normal, By Region, By Division, and By LSC. The 'Normal' option is circled in red.
 - Options:** A list of settings with checkboxes and input fields:
 - List Top How Many:** Input field with '6' (circled in red).
 - Limit Individual High Point to Best Scores in This Many Events:** Input field.
 - Limit Finish Places for Points When Using Special Points:** Input field.
 - Quality Club Scoring (average score per athlete):** Checkable.
 - Quality Club Scoring minimum athletes required:** Input field with '4'.
 - Quality Club: If over minimum, only count athletes that score:** Checkable.
 - Include point break-out for Individual High Point:** Checkable.
 - BAGCATS: Include Best SCM 100 fr, bk, br, and fly for all girls and boys aged 9 or 10 and all boys aged 11:** Checkable.

Below is how your top point scoring MALE and FEMALE SWIMMER OF THE MEET report will look.

You can now distribute the medal / trophy if awarding.

Remember to SAVE your REPORTS:
C:\swmeets7\TEST EVENT 2020\RESULTS.

It is also recommended that you make a BACKUP copy of your meet at this stage and save it in the RESULTS folder.



Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:16 PM 24/06/2020 Page 1
Test Event 2020 - 01/01/2020
Test Event 2020 - Proudly Sponsored by McDonalds
Individual Rankings - Through Event 8

Women - Individual Scores

Place	Name	Age	Team	Points
1	Bonner, Kate	9	Fantasy Club	17
2	Hicks, Sally	9	Dragons Team	15
2	Glenn, Katherine	9	Nsw Club	15
4	Harris, Joanna	17	Fantasy Club	10
4	Pike, Rachel	7	Nsw Club	10
6	O'Connor, Natalie	8	Fantasy Club	9
6	Clarke, Rebecca	19	Diamonds Club	9
6	Chapman, Jessica	8	Dragons Team	9

Men - Individual Scores

Place	Name	Age	Team	Points
1	Traynor, Daniel	9	Local Swim Team	19
2	Conway, Guy	8	Dragons Team	15
3	Johnston, Kirk	9	Nsw Club	13
4	Kazzouh, James	9	Dragons Team	12
4	White, Michael	9	Diamonds Club	12
6	O'Keefe, Christopher	9	Diamonds Club	11

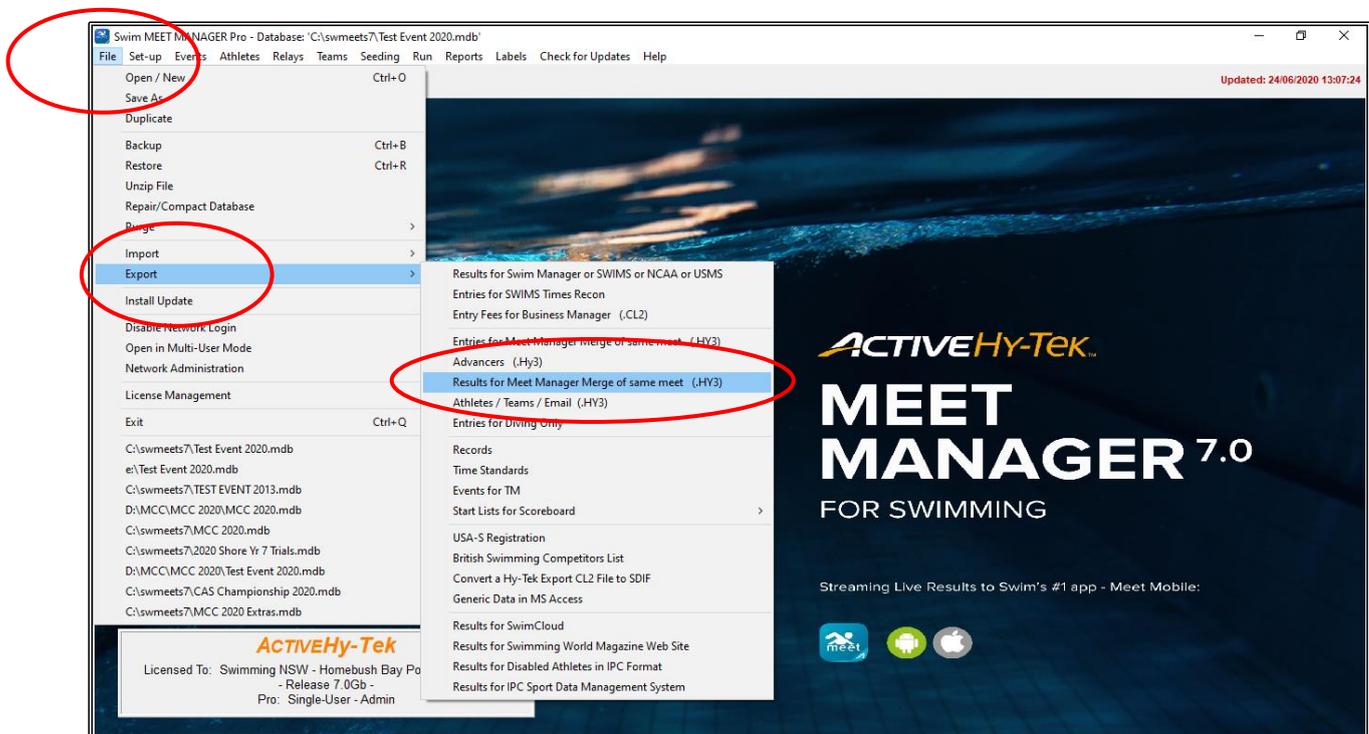
SECTION NINE: CREATING MEET MANAGER AND TEAM MANAGER RESULTS FILES FOR DISTRIBUTION AND UPLOAD INTO THE SNSW SWIM CENTRAL RESULTS DATABASE

Once the meet is finalised and you have backed up your reports and results, you will need to create a MEET MANAGER and a TEAM MANAGER RESULTS file. These files can then be placed on your CLUB/AREA website if you choose, so that external clubs can access a copy of their results.

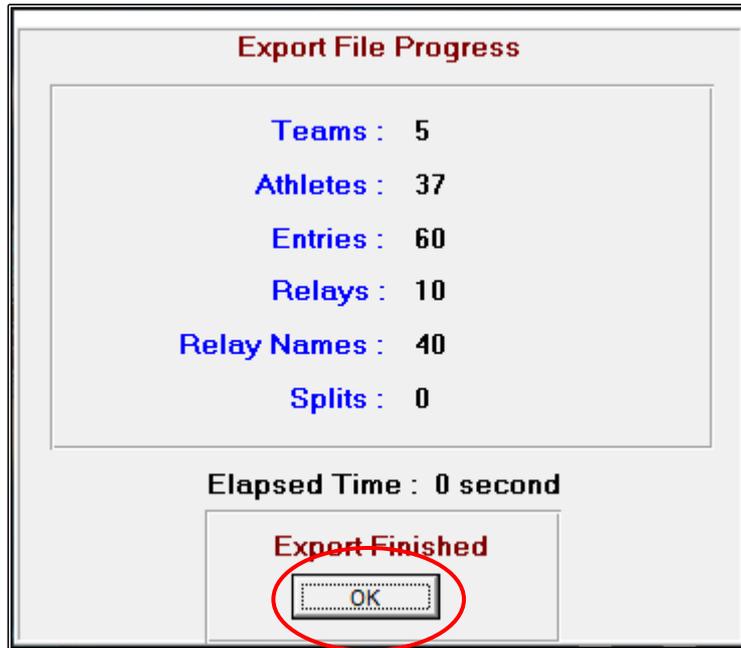
You can also upload the RESULTS into the SNSW SWIM CENTRAL database with these files if this was an approved meet.

1. RESULTS FILE FOR MEET MANAGER:

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR MEET MANAGER MERGE OF SAME MEET (.HY3)

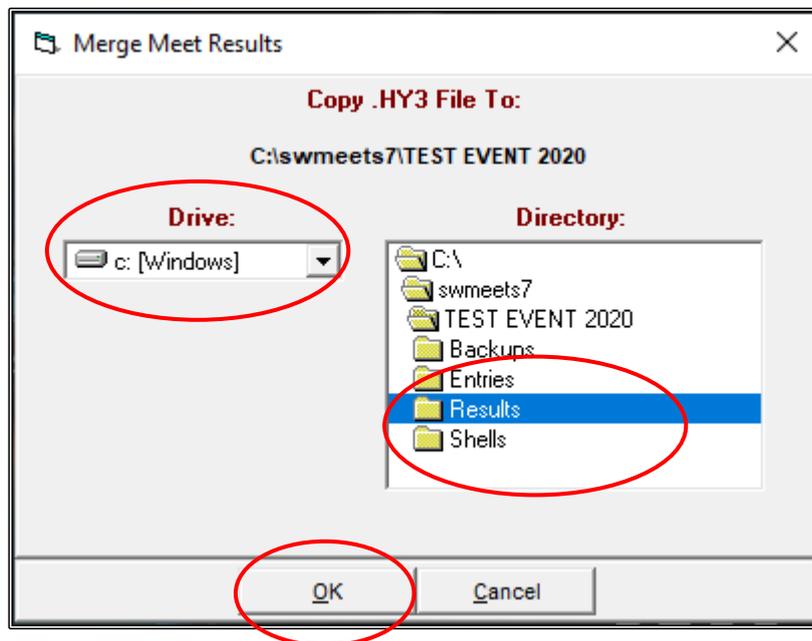


The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.

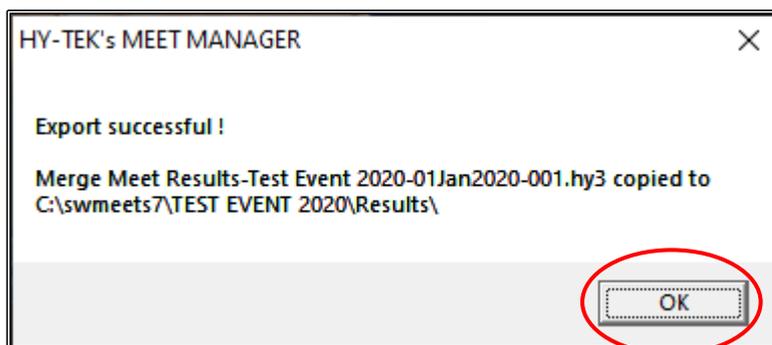


The MERGE MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\swmeets7\TEST EVENT 2020\RESULTS. Then click OK.



When the EXPORT SUCCESSFUL screen appears, you can click OK.



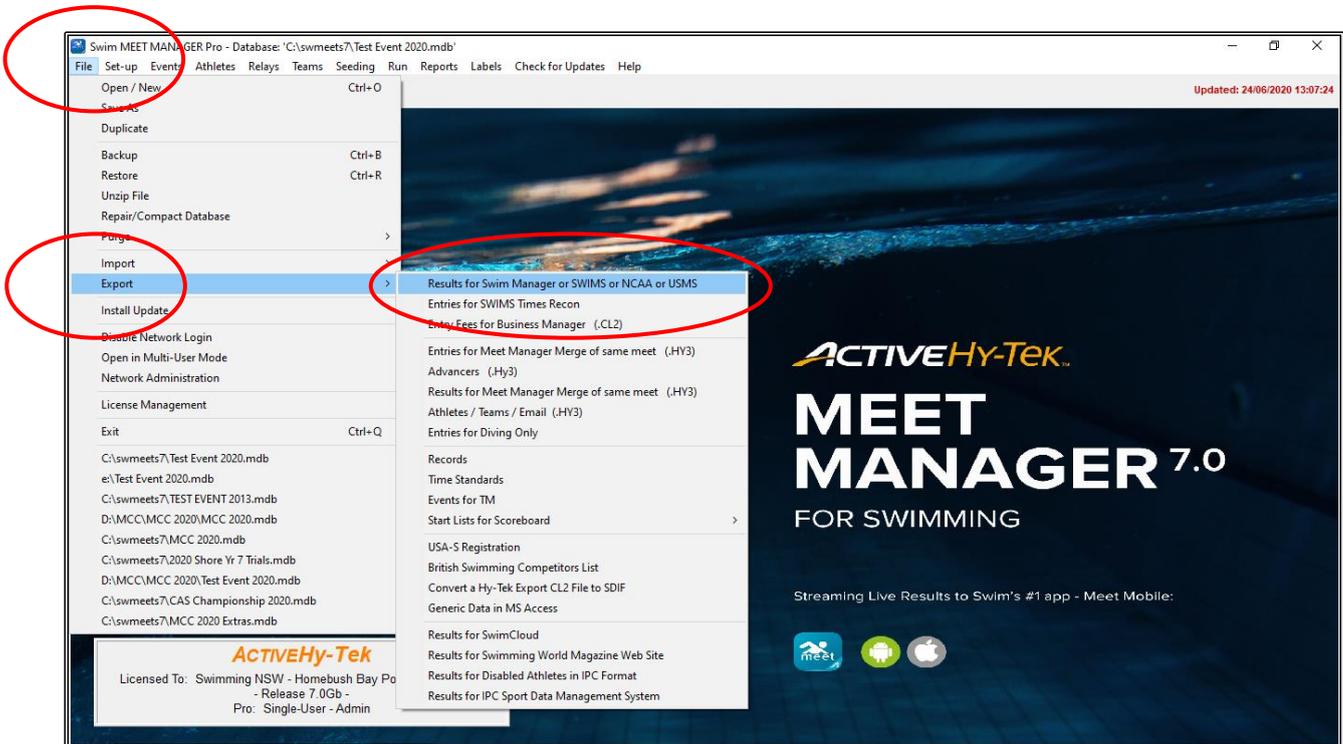
The MEET MANAGER RESULTS file has now been saved:

C:\swmeets7\TEST EVENT 2020\RESULTS\Merge Meet Results-Test Event 2020-01Jan2020-001.hy3

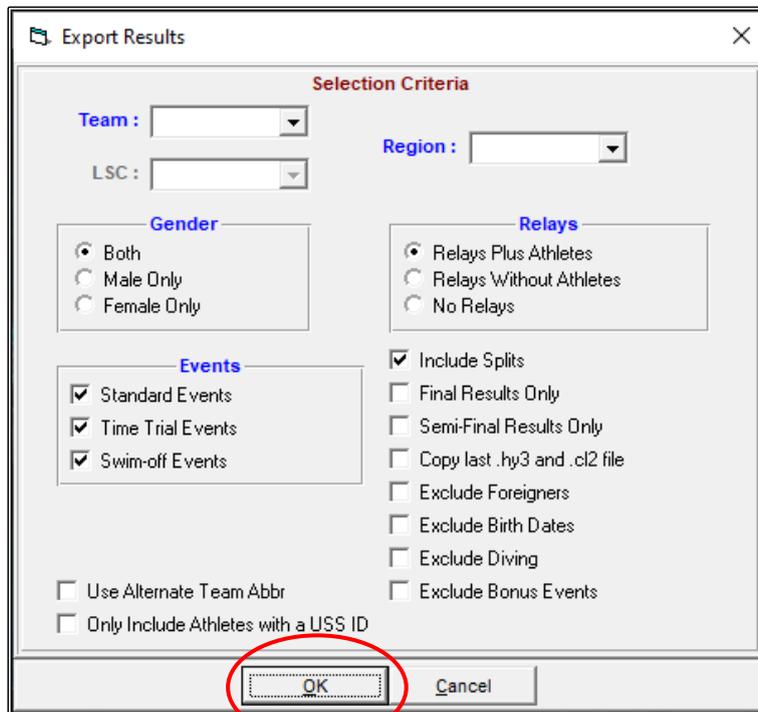
This file can now be used by external clubs to upload into their MEET MANAGER if they choose.

2. RESULTS FILES FOR TEAM MANAGER AND THE SNSW SWIM CENTRAL RESULTS DATABASE:

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR SWIM MANAGER or SWIMS or NCAA or USMS.



Click OK on the EXPORT RESULTS screen.

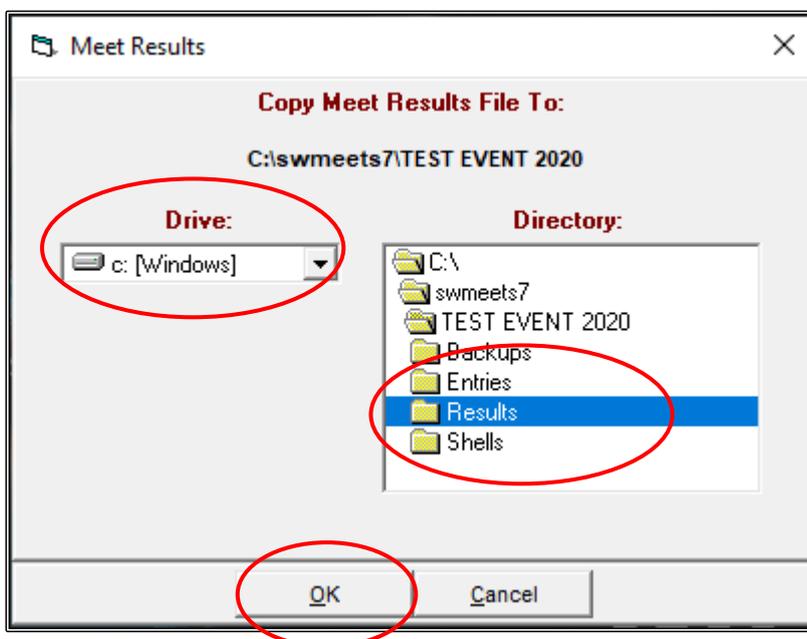


The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.



The MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\swmeets7\TEST EVENT 2020\RESULTS. Then click OK.



When the EXPORT SUCCESSFUL screen appears, you can click OK.



The TEAM MANAGER and SWIM CENTRAL RESULTS file has now been saved:

C:\swmeets7\TEST EVENT 2020\RESULTS\Meet Results-Test Event 2020-01Jan2020-001

This file can now be used by external clubs to upload into their TEAM MANAGER database if they choose.

This is also the file that your CLUB RACE SECRETARY or similar should use when uploading the RESULTS into the SNSW SWIM CENTRAL results database.

SECTION TEN: HOW TO USE A MEET MANAGER OR TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET

1. USING A MEET MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the MEET MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEST EVENT 2020.

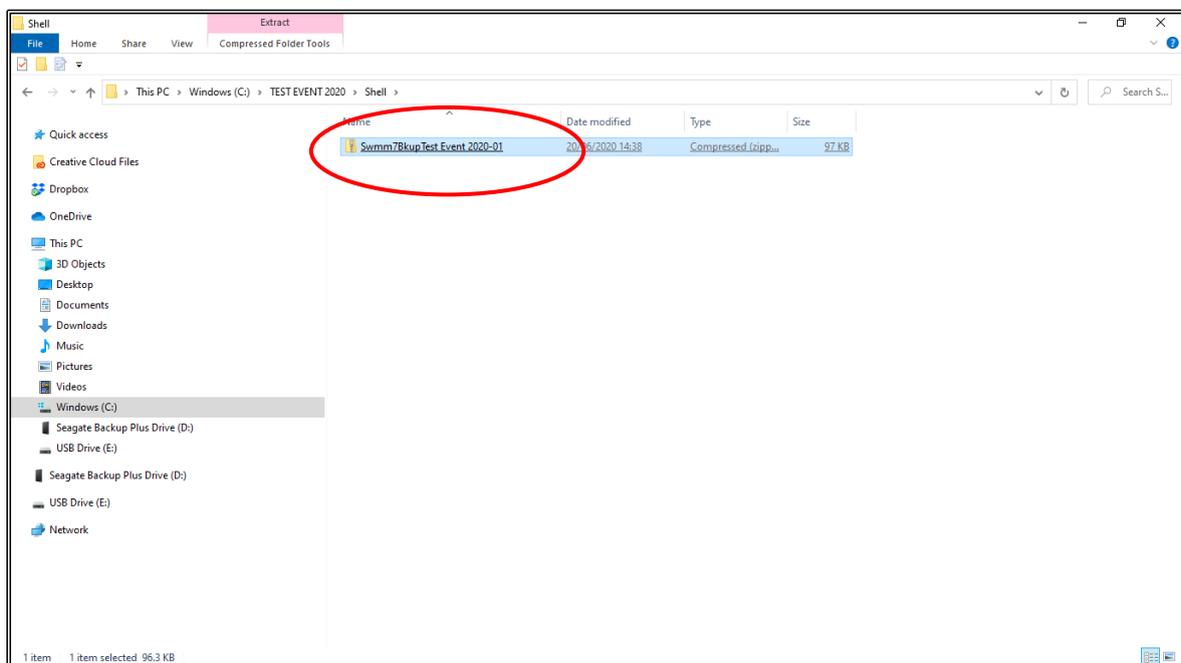
Within the newly created TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Reports
4. Results
5. Shell

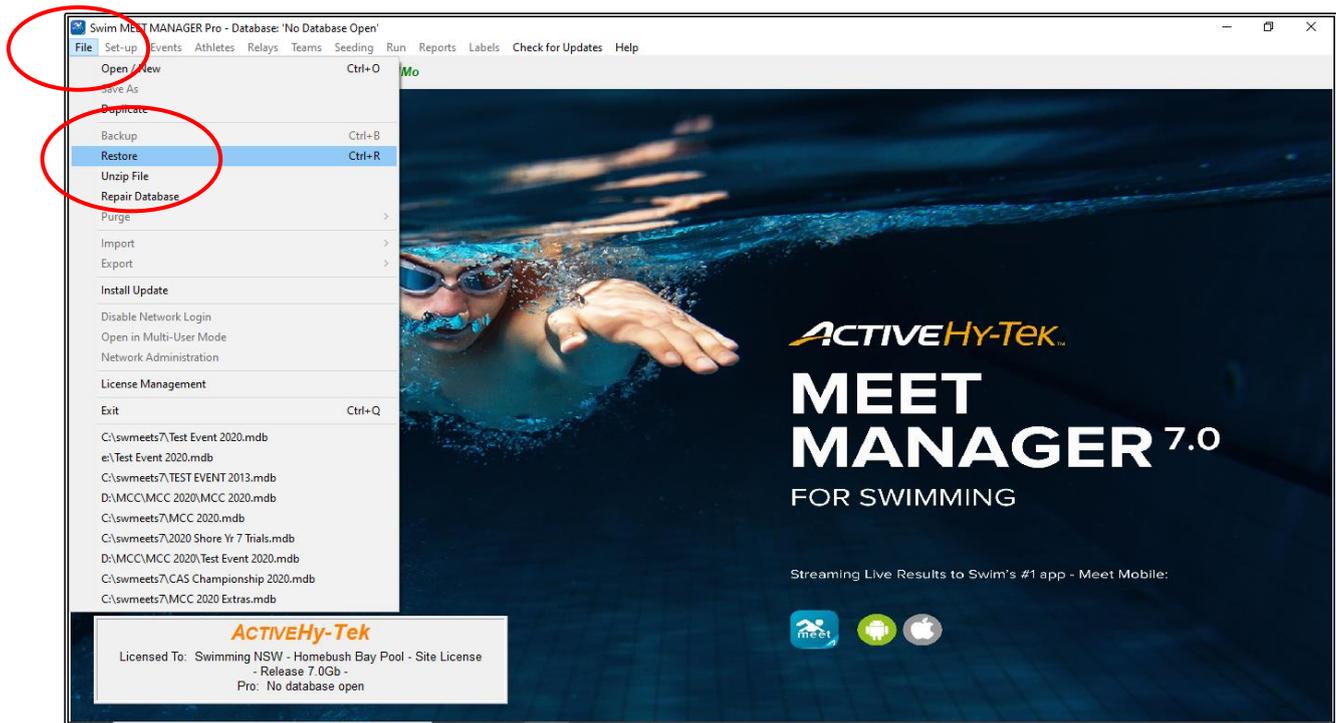
This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

C:\TEST EVENT 2020\SHELL.

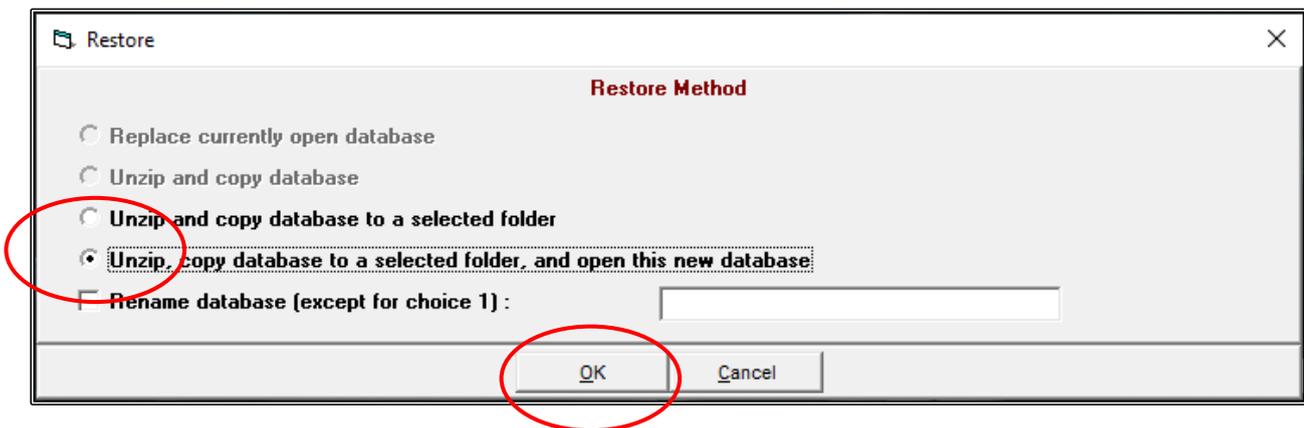


Once you have done this, go back into the MEET MANAGER program and click on the FILE tab from the MAIN MENU screen and select RESTORE.

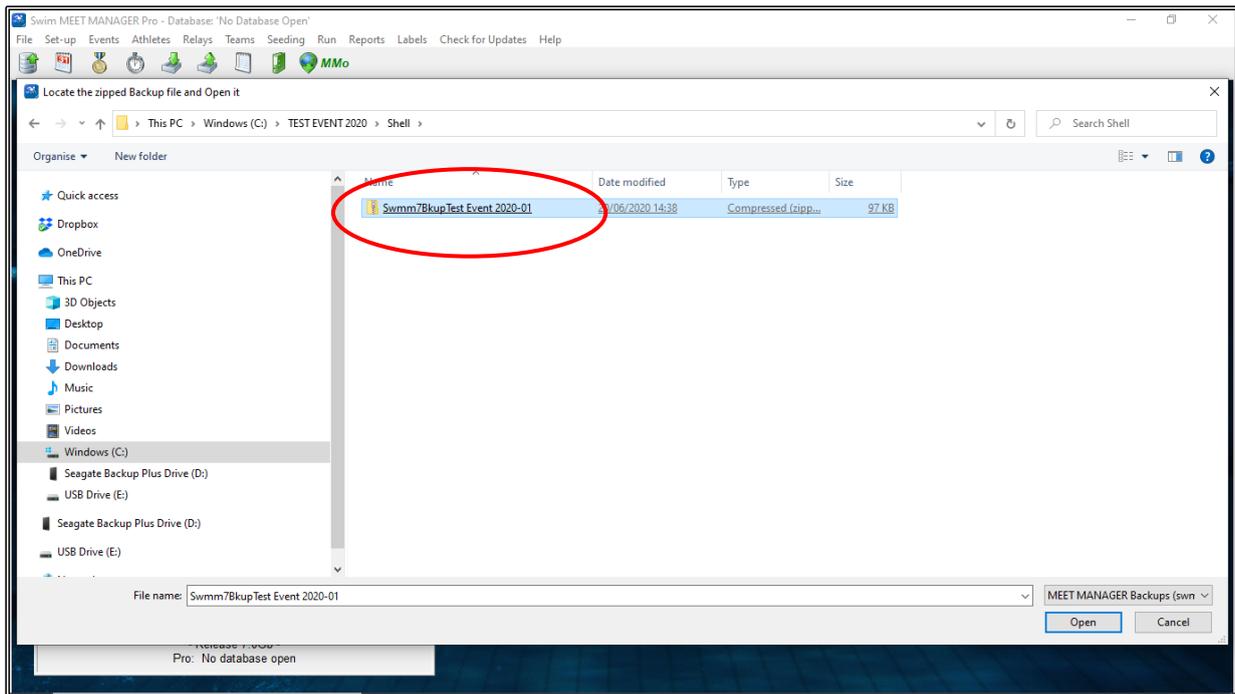


When the RESTORE screen opens up, select the UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE option.

Then click OK.

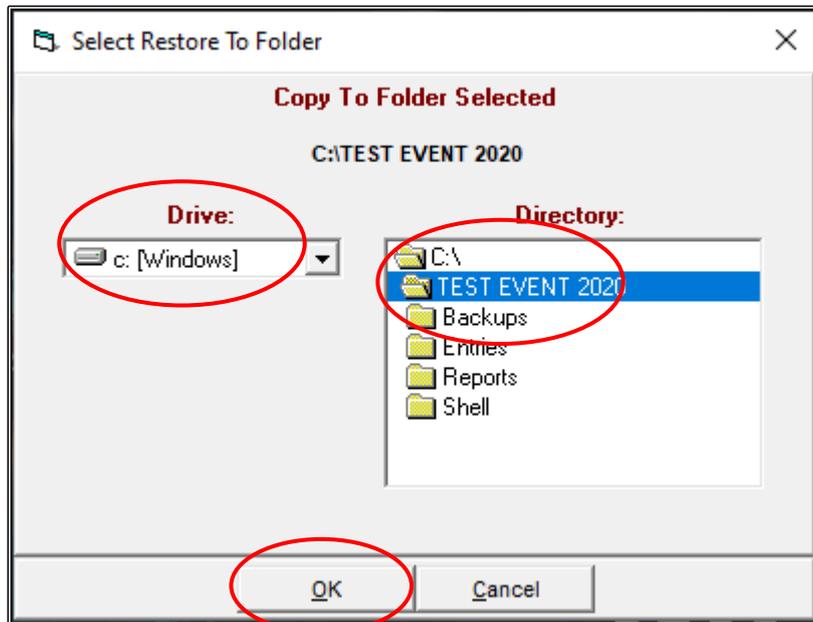


Now go to your C:\TEST EVENT 2020\SHELL folder and click on the file.

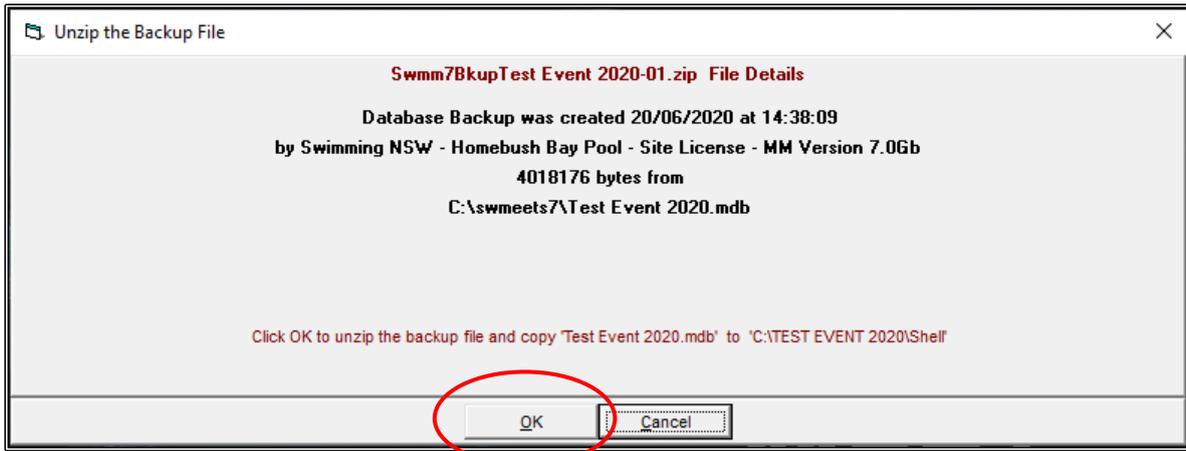


When the SELECT RESTORE TO FOLDER screen appears, choose the DRIVE and DIRECTORY to copy to.

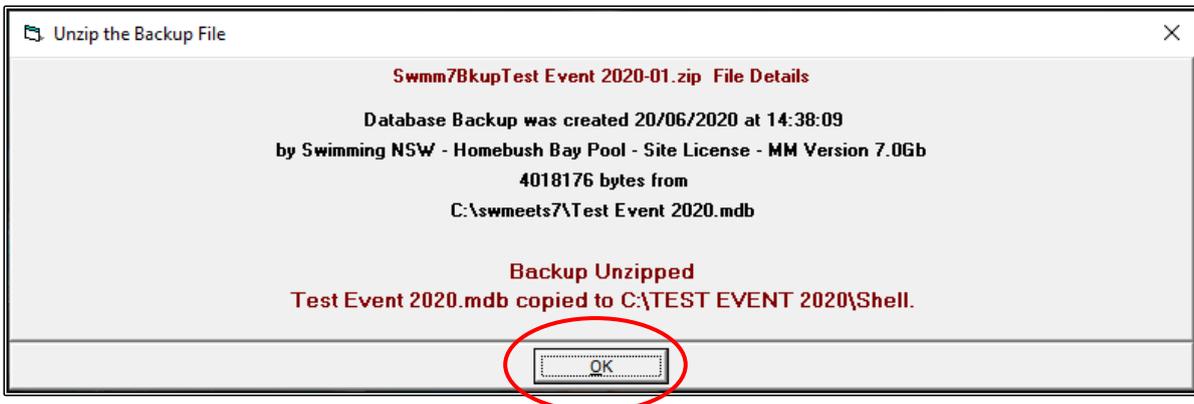
For this exercise, we will put it straight into the C:\TEST EVENT 2020 folder and then click OK.



The UNZIP screen will appear, and you just need to click OK.

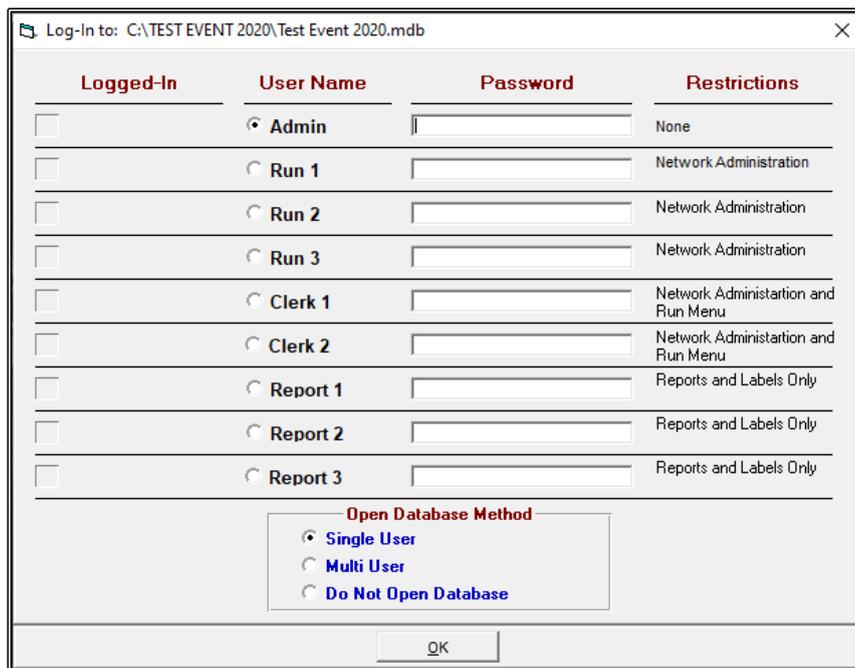


Once the Backup has been UNZIPPED, click OK.



If the LOG IN screen below appears, just click OK.

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

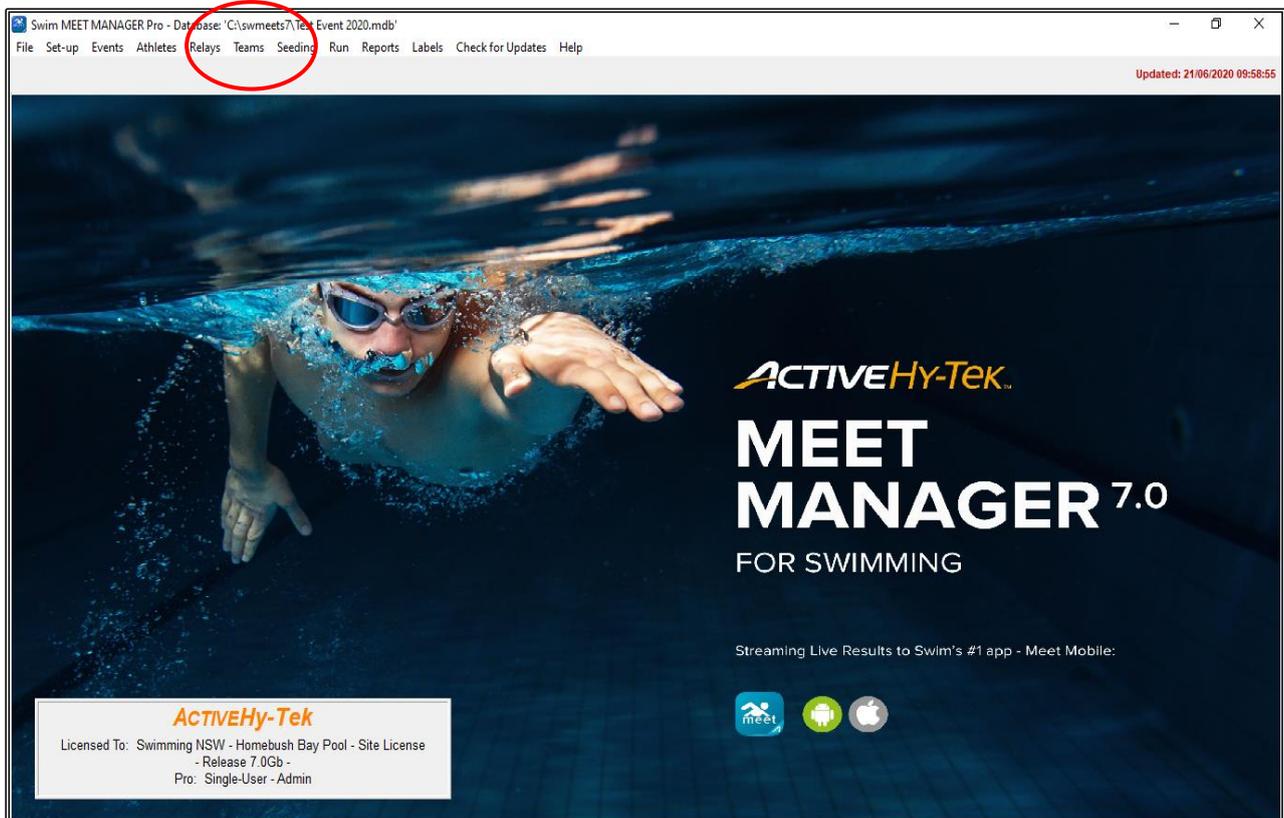


You are now ready to start ENTERING your CLUB, ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

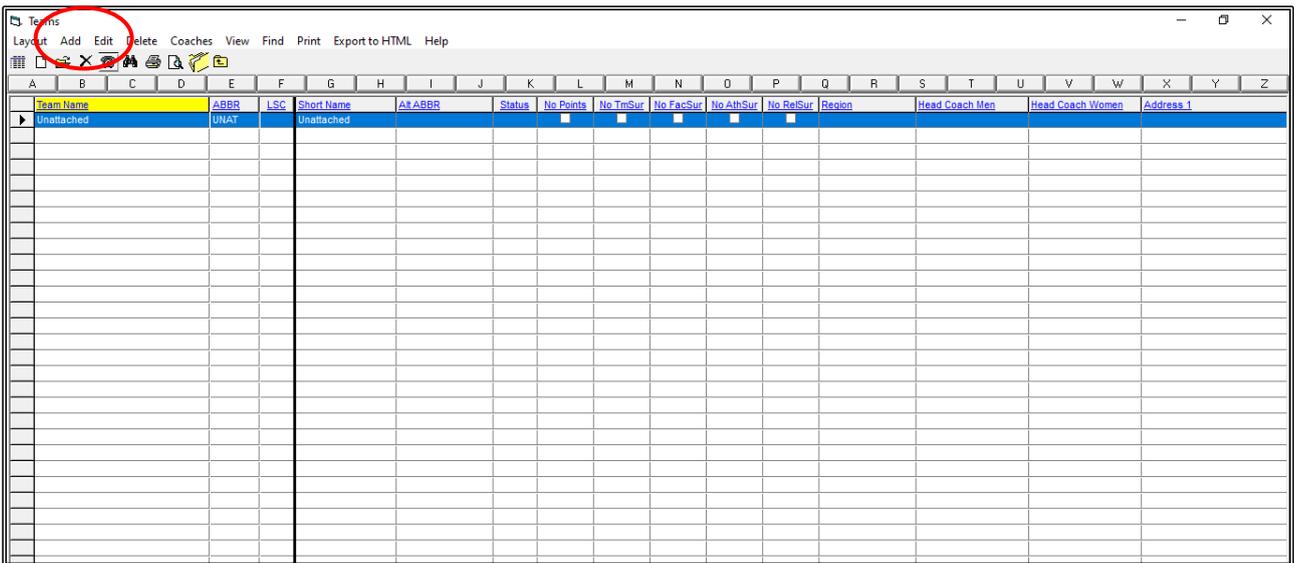
i) ENTERING YOUR CLUB :

You need to add your CLUB name first before you can enter any of your athletes.

From the MAIN MENU screen, select the TEAMS tab.



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

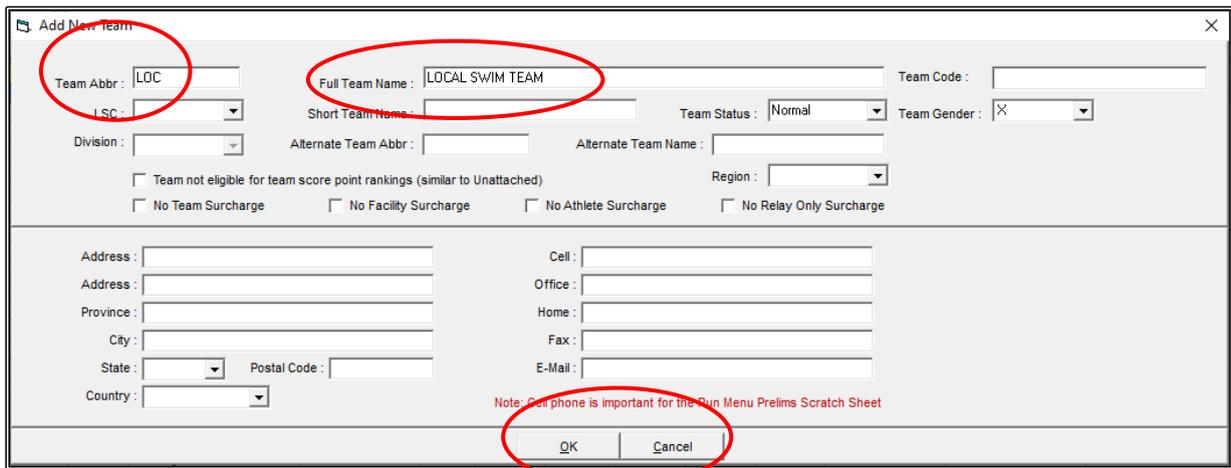


When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise you are the RACE SECRETARY for the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME. 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

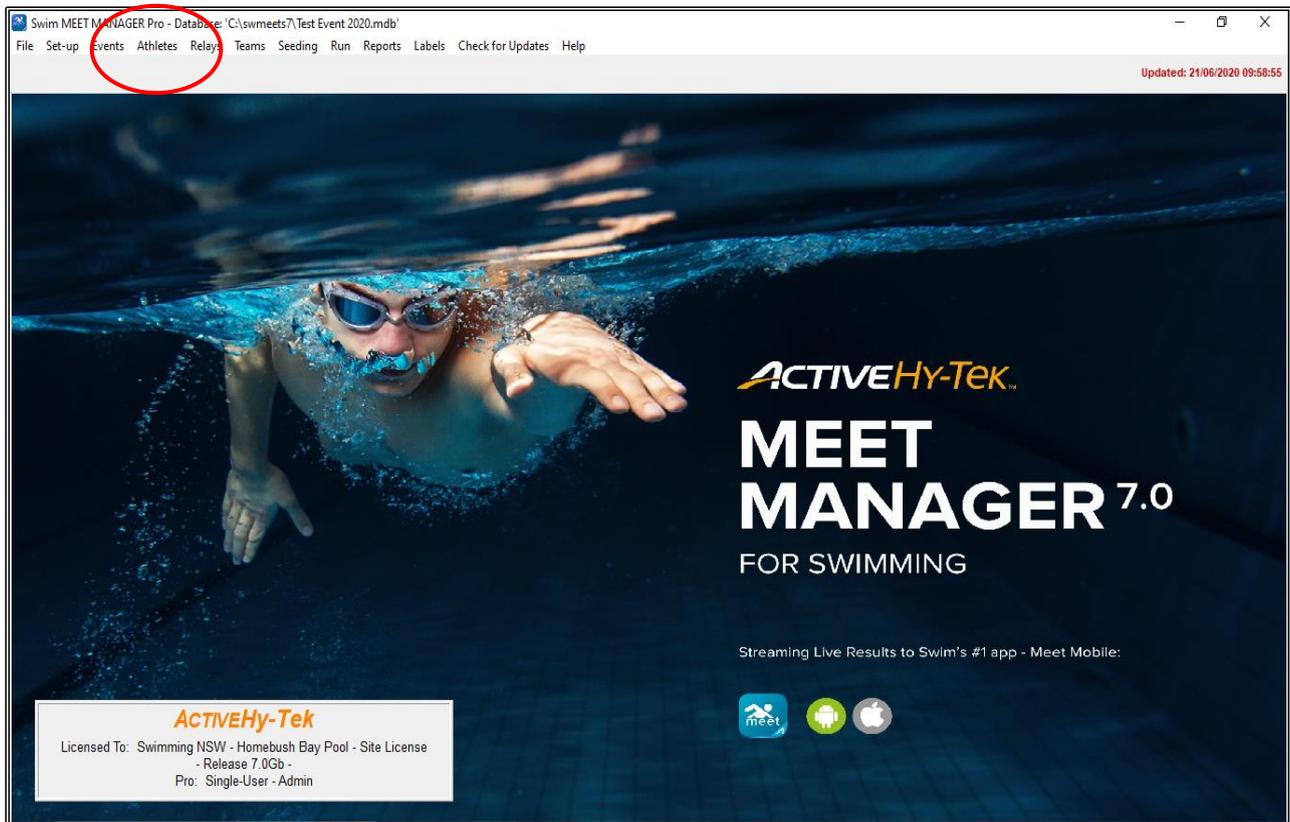
Click OK after you have entered your club information and then click CANCEL.



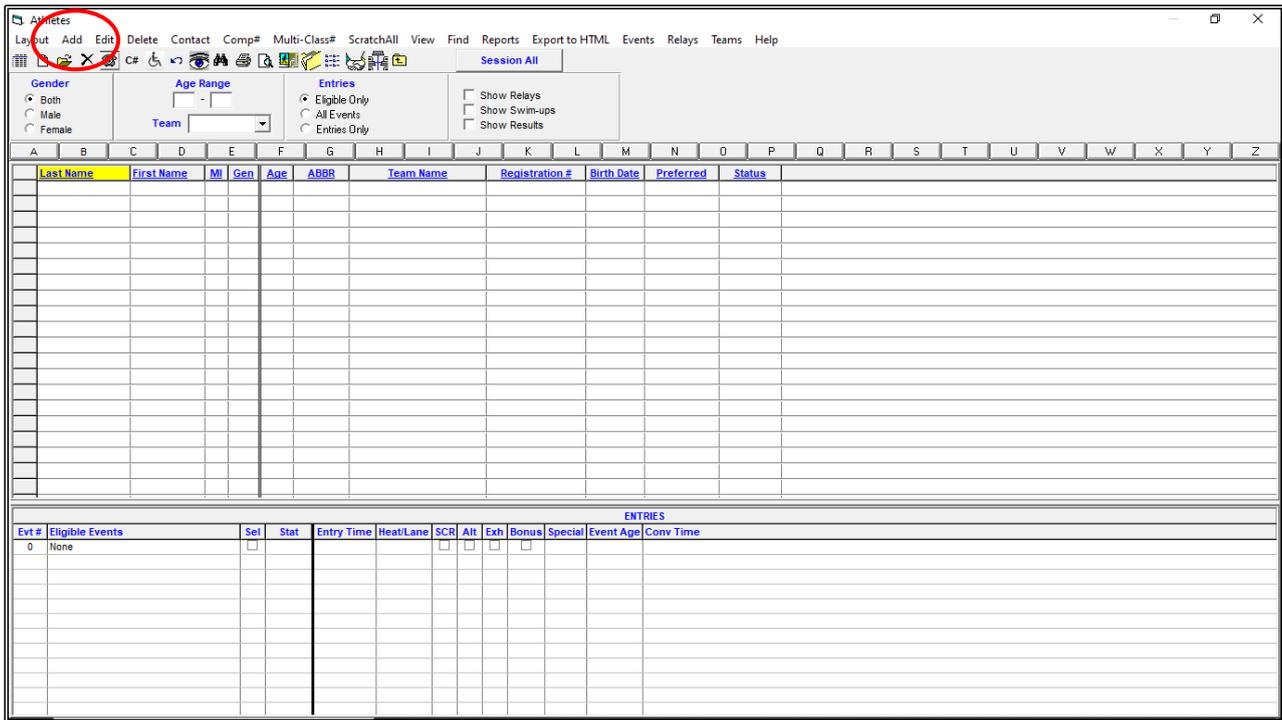
You can now CLOSE OUT ☒ of the TEAMS screen back to the MAIN MENU screen.

ii) **ENTERING YOUR ATHLETES:**

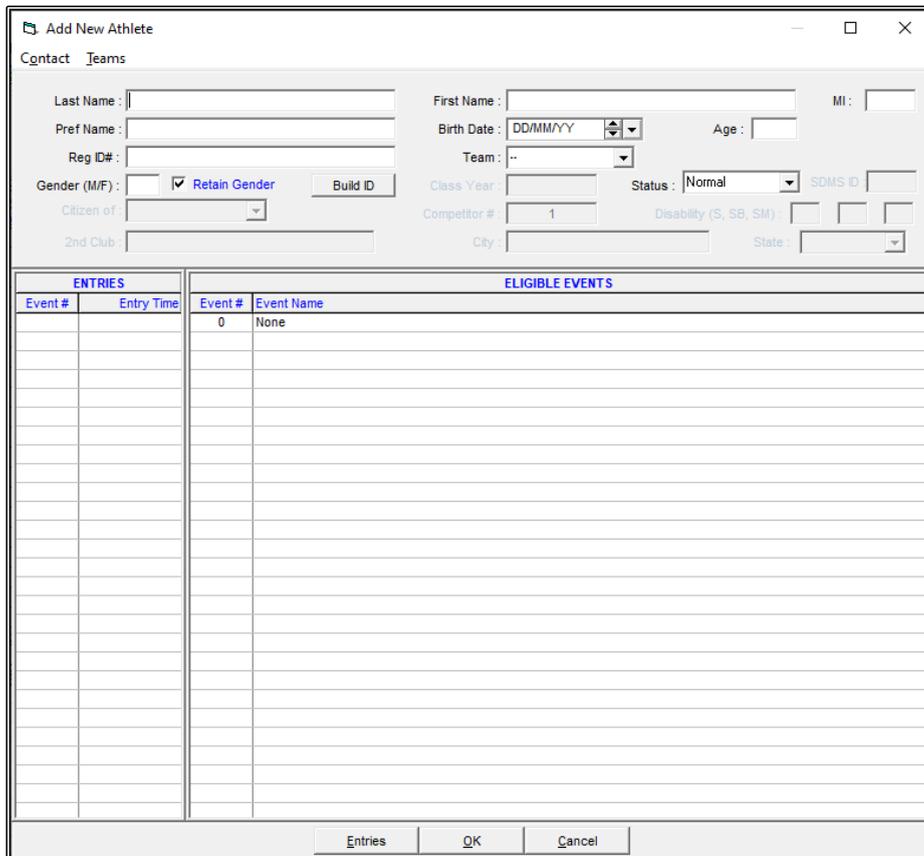
From the MAIN MENU screen, select the ATHLETES tab.



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 your 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
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. TIP: You can type in all entry times without using the decimal points or colons.

All these swimmers are members of your 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.

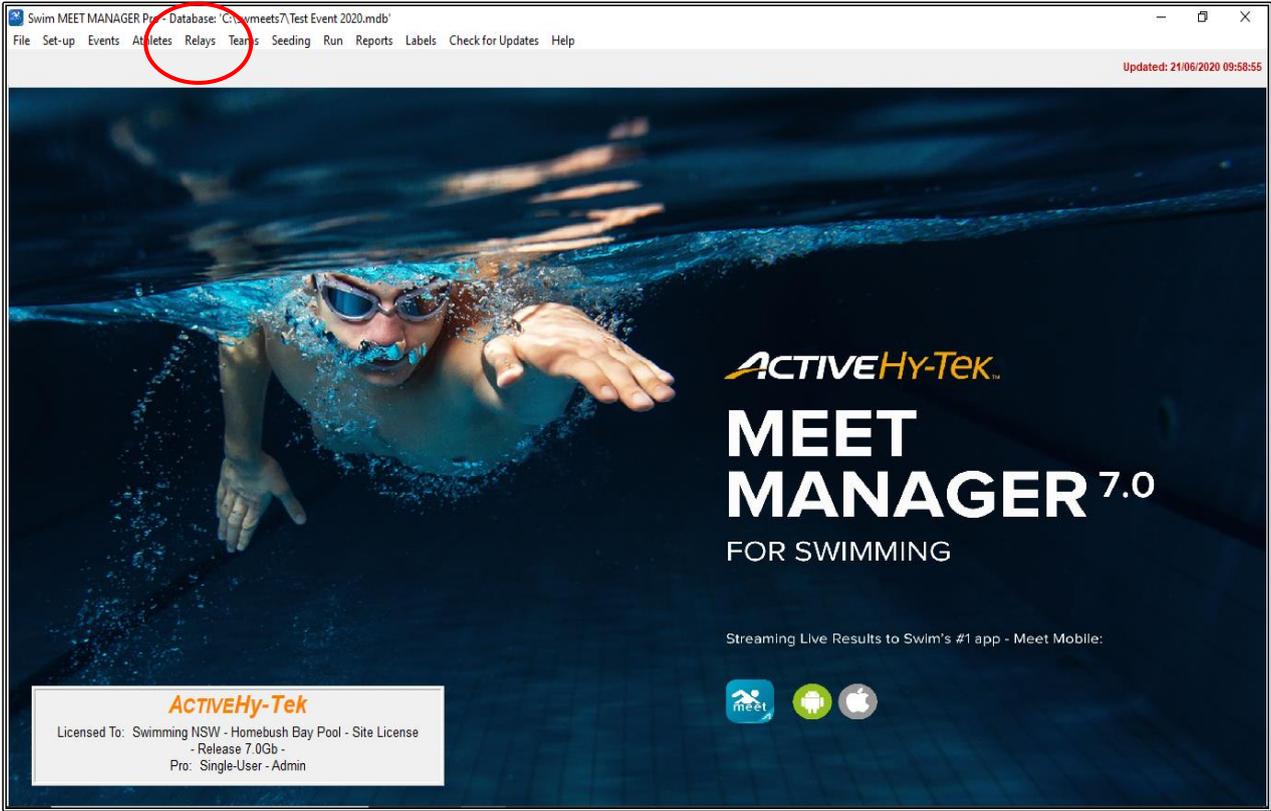
Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Bradford	Mitchell		M	9	LOC	LOCAL SWIM TEAM	BRAM040610	04/06/2010		Normal
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXS4051011	05/10/2011		Normal
Hill	Fath		F	10	LOC	LOCAL SWIM TEAM	HILFA141209	14/12/2009		Normal
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HILWE200710	20/07/2010		Normal
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	NEAM080611	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

Eligible Events	Set	Stat	Entry Time	Height	Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
2 Girls 8&U 50 Free		U	50.10L									50.10L
4 Women Open 100 Back		U										

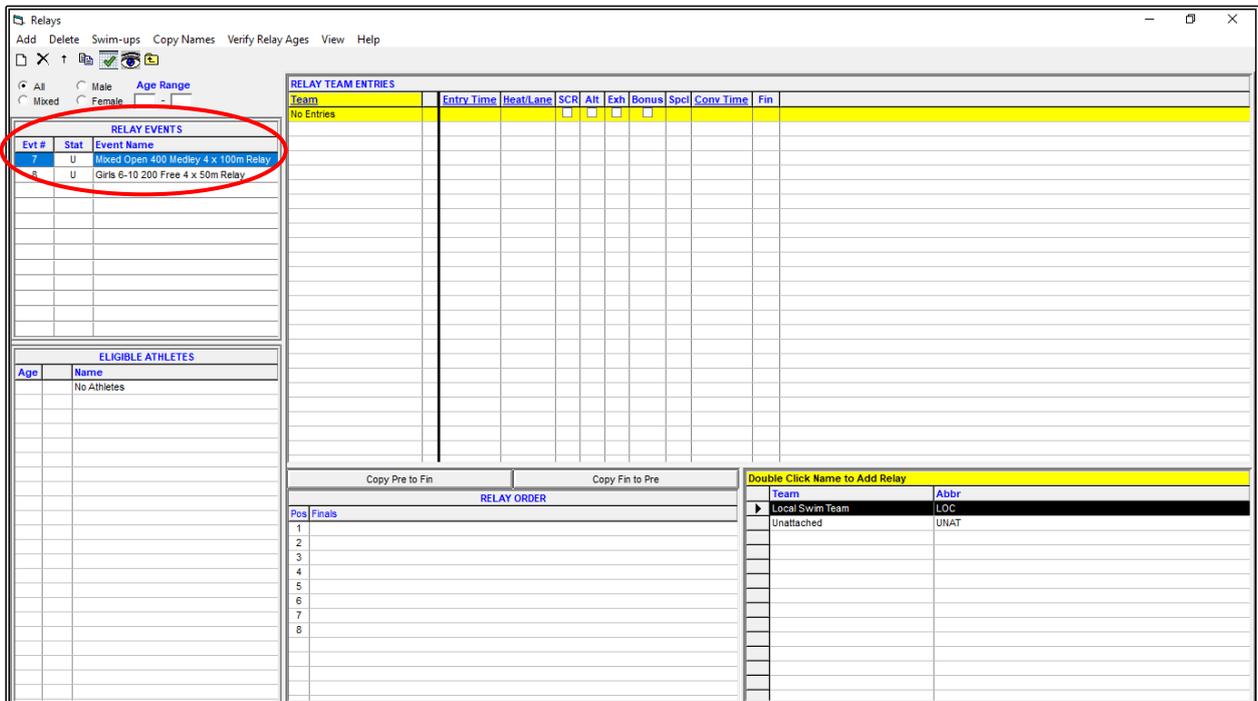
Once you are happy with all your entries, you can CLOSE OUT ☒ of the ATHLETES screen back to the MAIN MENU screen.

iii) ENTERING YOUR RELAY TEAMS :

From the MAIN MENU screen, select the RELAYS tab.



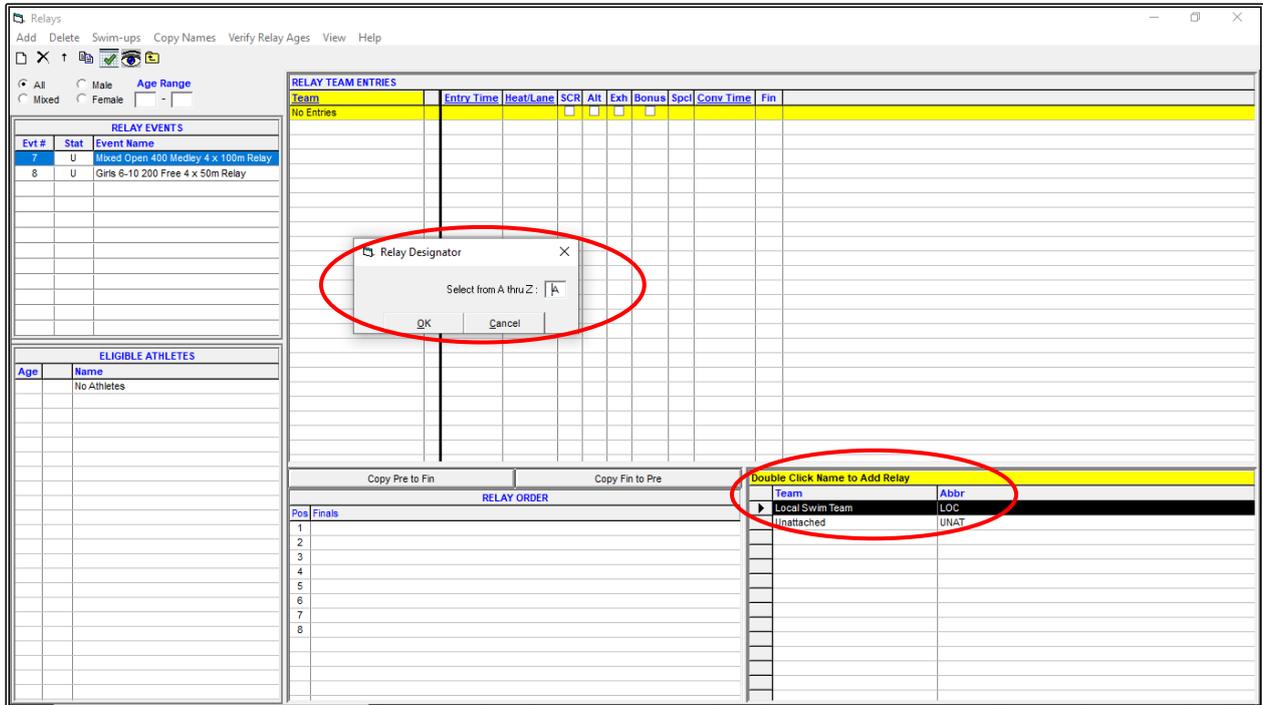
When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.



You will see that your TEAM name is listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM name to enter them into the Event.

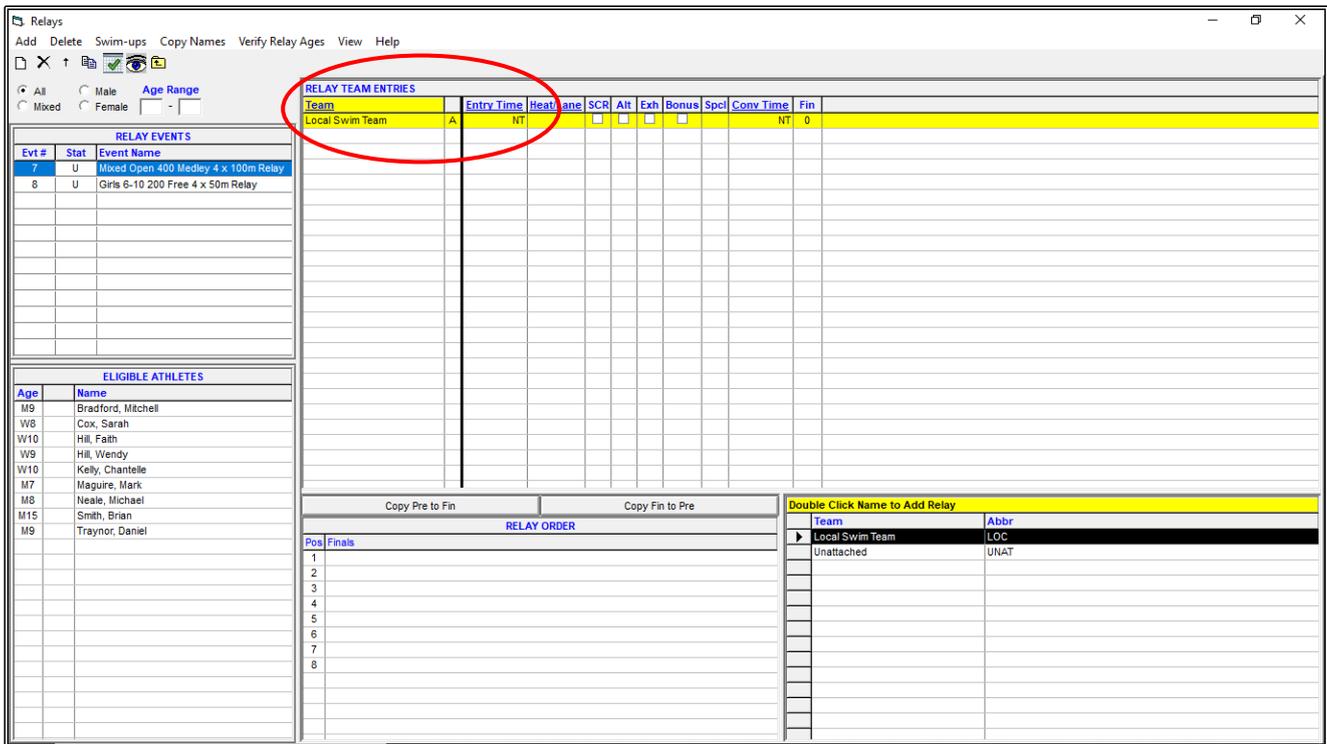
The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

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 your team, click into the ENTRY TIME column and add this time. If the team does not have an entry time, leave the default NT (no time) in this field.



Once your TEAM is entered, all your ELIGIBLE ATHLETES 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

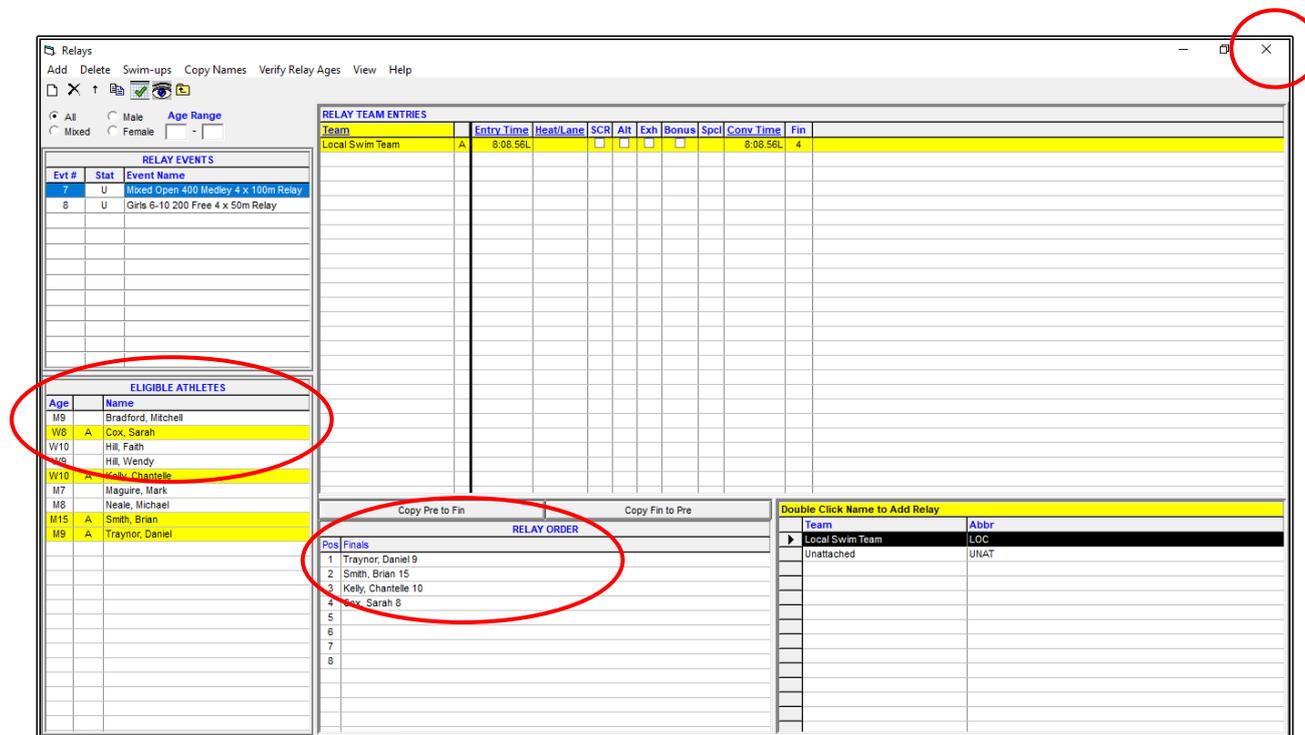
1. Daniel Traynor
2. Brian Smith
3. Chantelle Kelly
4. Sarah Cox

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.



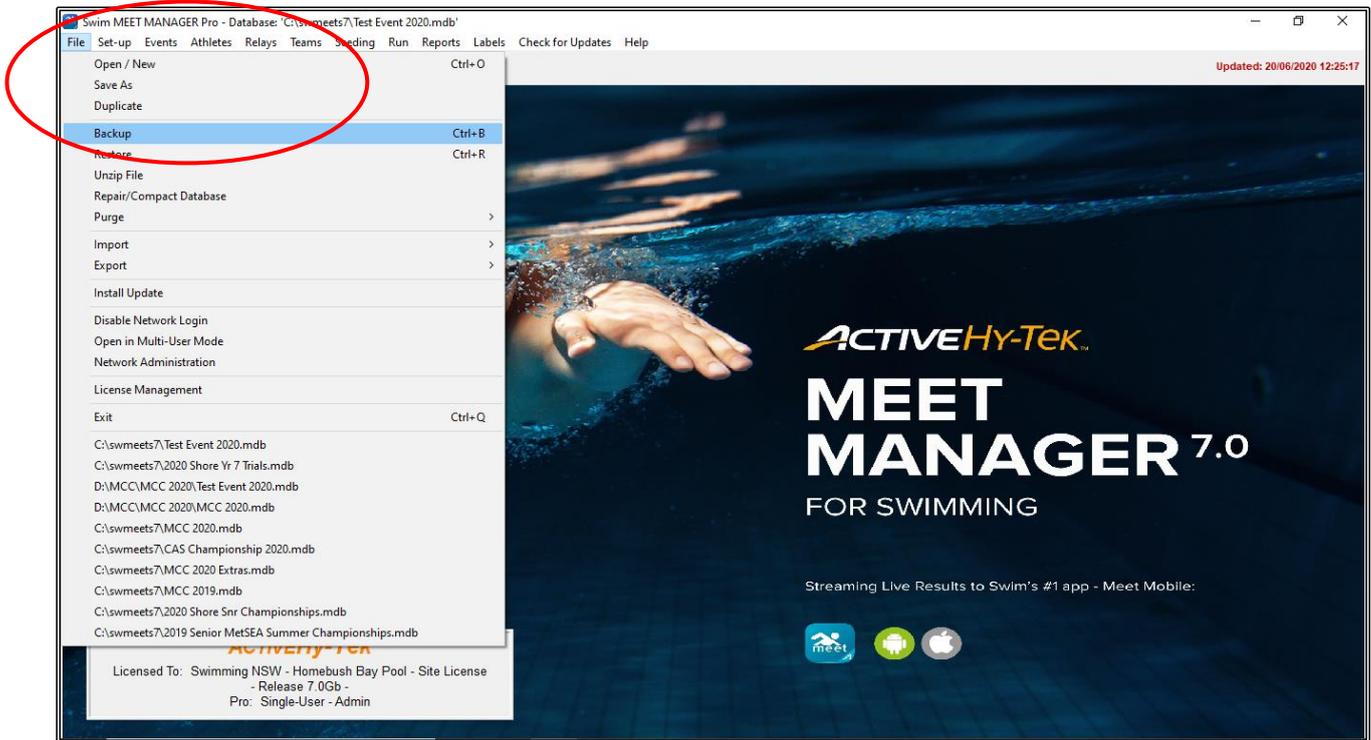
Once all your relay teams and swimmers have been entered, CLOSE OUT of the RELAYS screen and all your information will be saved.

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

You have now finished entering all the information that you need.

Before creating your EXPORT file, you should now BACKUP your data.

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

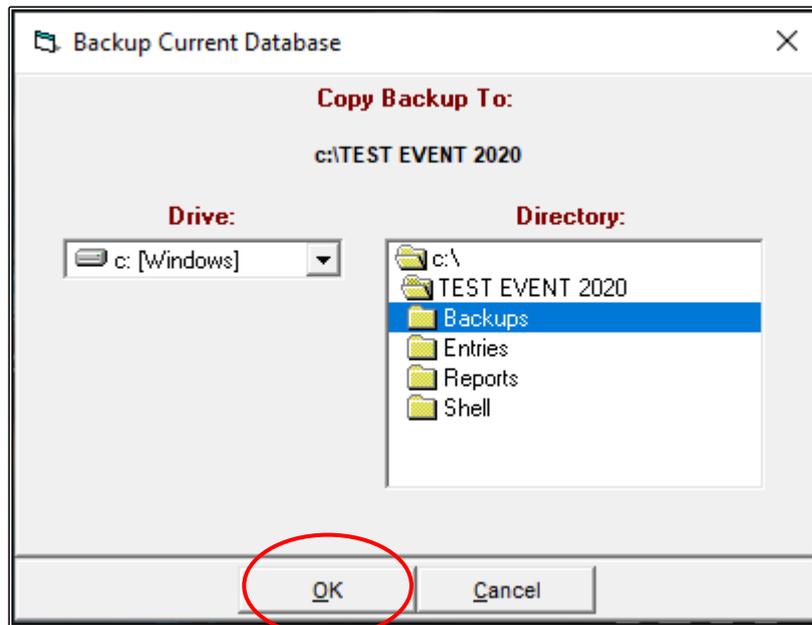


When the BACKUP CURRENT DATABASE screen appears, ensure that you are in the right DRIVE, ie C: (Windows)

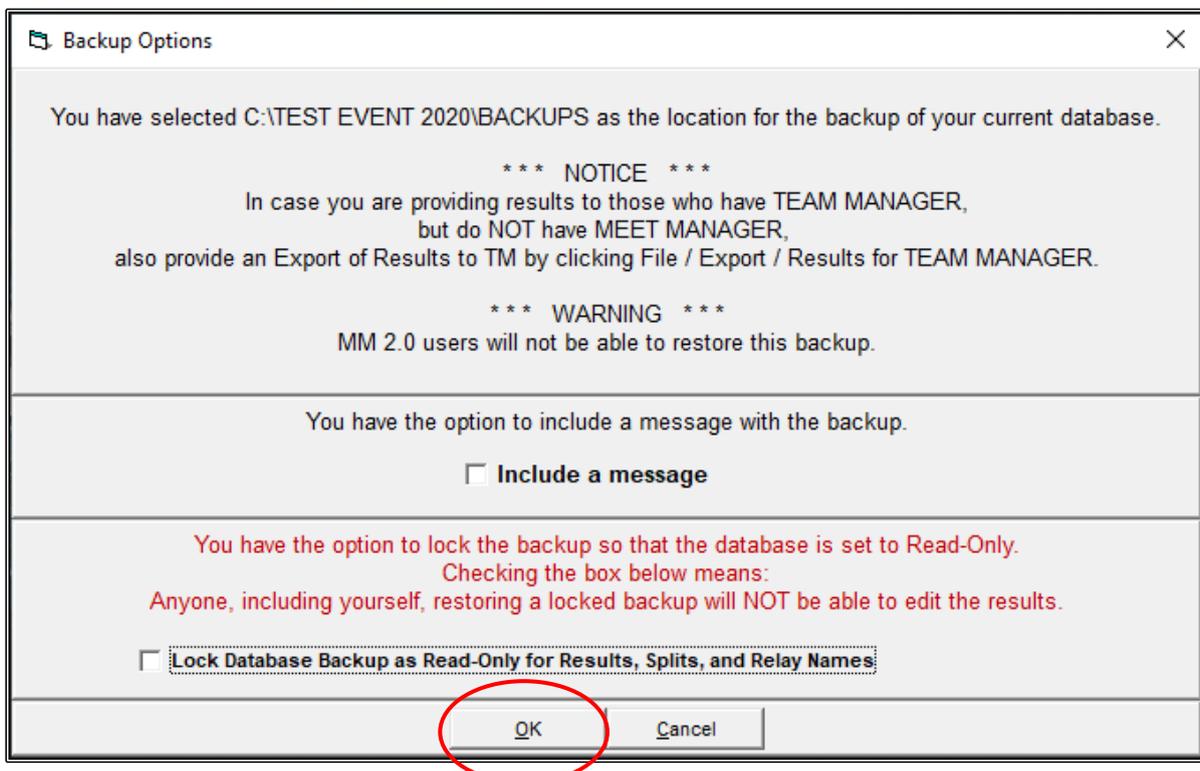
Under the DIRECTORY setting, select C:\ TEST EVENT 2020 showing the sub-folders underneath that you previously created.

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

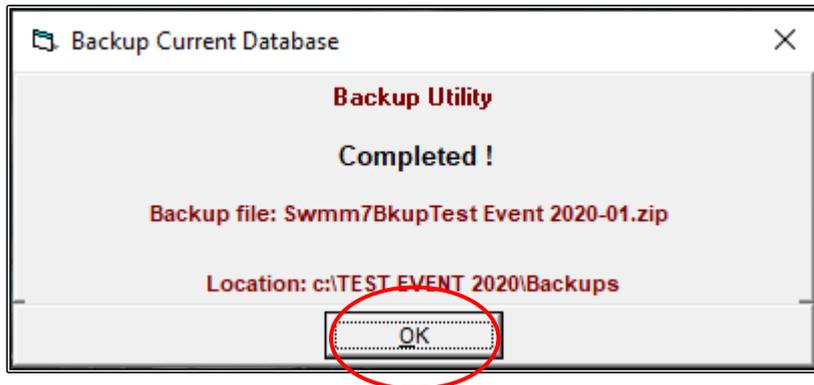
Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.

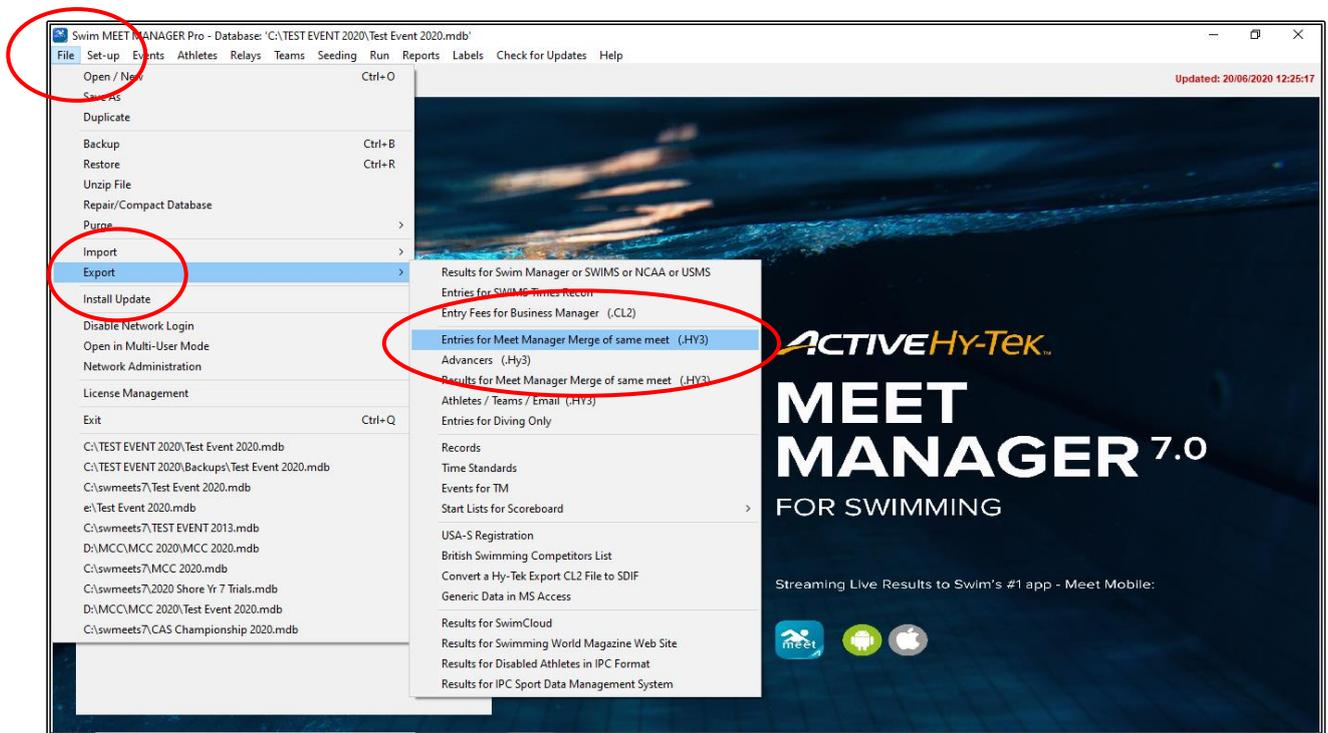


Once the BACKUP is complete, click OK.

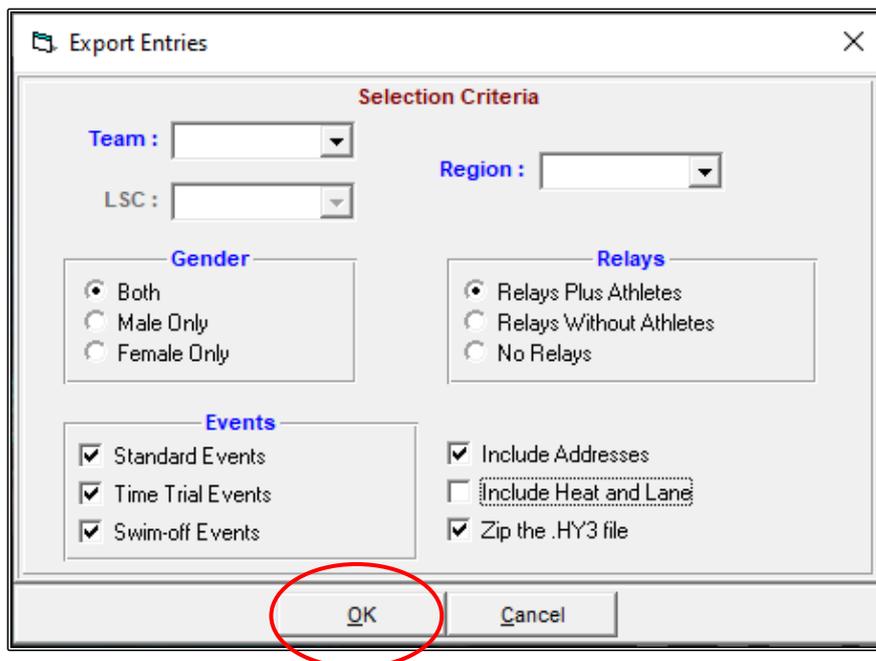


Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select ENTRIES FOR MEET MANAGER MERGE OF SAME MEET (.HY3).



Click OK when the EXPORT ENTRIES screen appears.



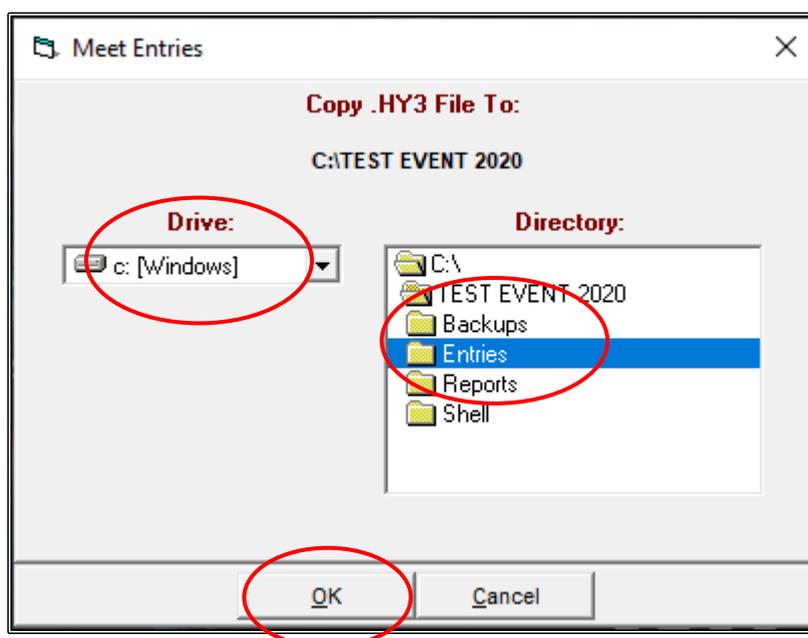
Click OK when the EXPORT FILE PROGRESS screen appears.



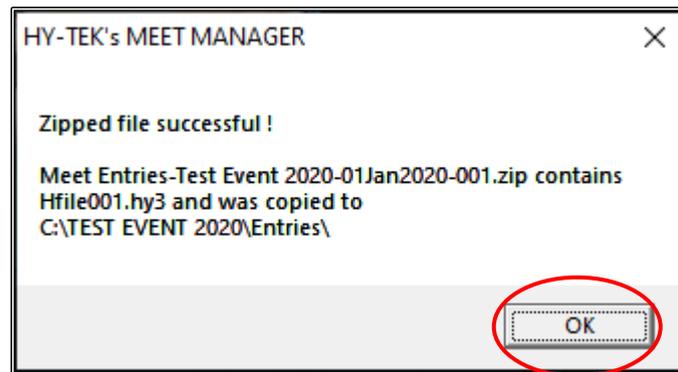
In the MEET ENTRIES screen, you need to choose the DRIVE and DIRECTORY where the information data will be stored.

As you have already made these folders, select the C: (Windows) under DRIVE and under the DIRECTORY panel select C:\TEST EVENT 2020 and then double click on the ENTRIES sub-folder.

Once you have made your selections, click OK.

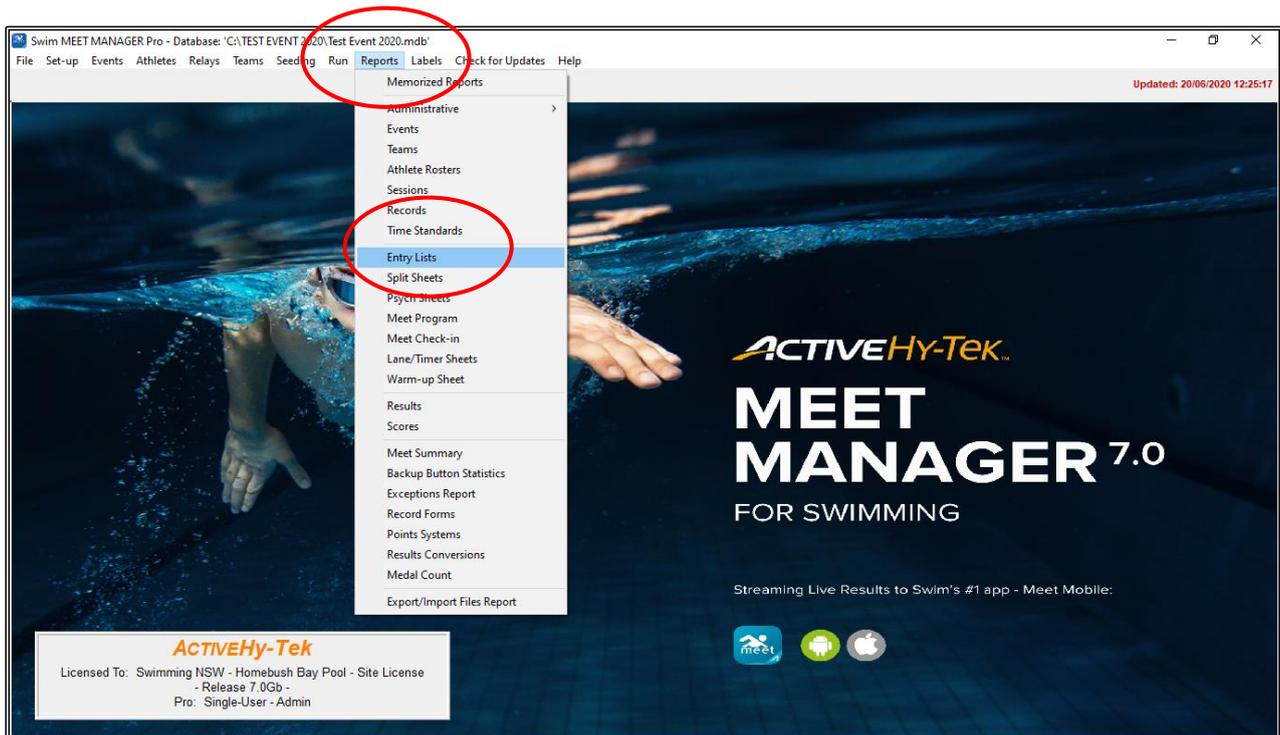


You will now see the ZIPPED FILE SUCCESSFUL screen and you just need to click OK.



Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from MEET MANAGER to go with your ENTRIES file.

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



From the ENTRY LISTS screen, click on the REPORT TYPE/OPTIONS/FORMAT tab at the bottom of the screen.

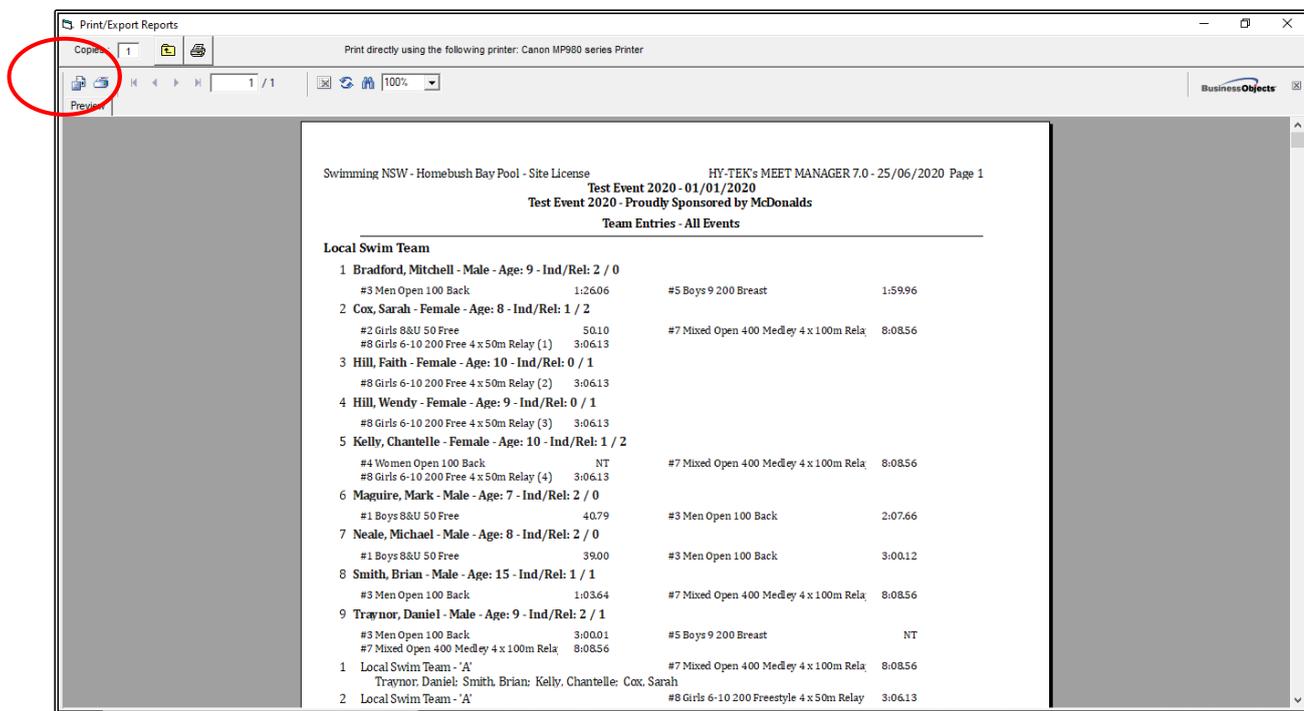
- Select BY TEAM from the REPORT TYPE box.
- Select ATHLETE AND RELAYS from the OPTIONS box.
- FORMAT and SPLIT SCREEN OPTIONS are by default and do not need to be changed.

The screenshot shows the 'Entry Lists' application window. At the top, there are tabs for 'Preferences', 'Memorize', and 'Create Report'. Below these are several control panels: 'Gender' (radio buttons for Both, Male, Female), 'Age Range' (input fields), 'Filters' (dropdowns for Team and Division), and 'Sort' (radio buttons for Alphabetical, Age, Last Entered). The main area is a 'Session List' table with columns for Day, Start Time, Session #, Course, and Session Title. The table contains three rows: 'All', '1 09:00 AM 1 L MORNING', and '1 09:00 PM 2 L AFTERNOON'. At the bottom, the 'Report Type / Options / Format' tab is active. This tab is divided into four sections: 'Report Type' (radio buttons for By Team, By Abbr, By Athlete, Split Sheet), 'Options' (radio buttons for Athletes Only, Relays Only, Athletes + Relays, Relay Only Athletes), 'Format' (radio buttons for Event Description and Time, Event Number and Time, Event Number Only, and checkboxes for Separate page each team, Athletes per page if By Athlete), and 'Split Sheet Options' (radio buttons for Slow to Fast Entry Time, By Heat and Lane, Alphabetical, and a checkbox for Landscape). Red circles highlight the 'By Team' option in the Report Type section and the 'Athletes + Relays' option in the Options section.

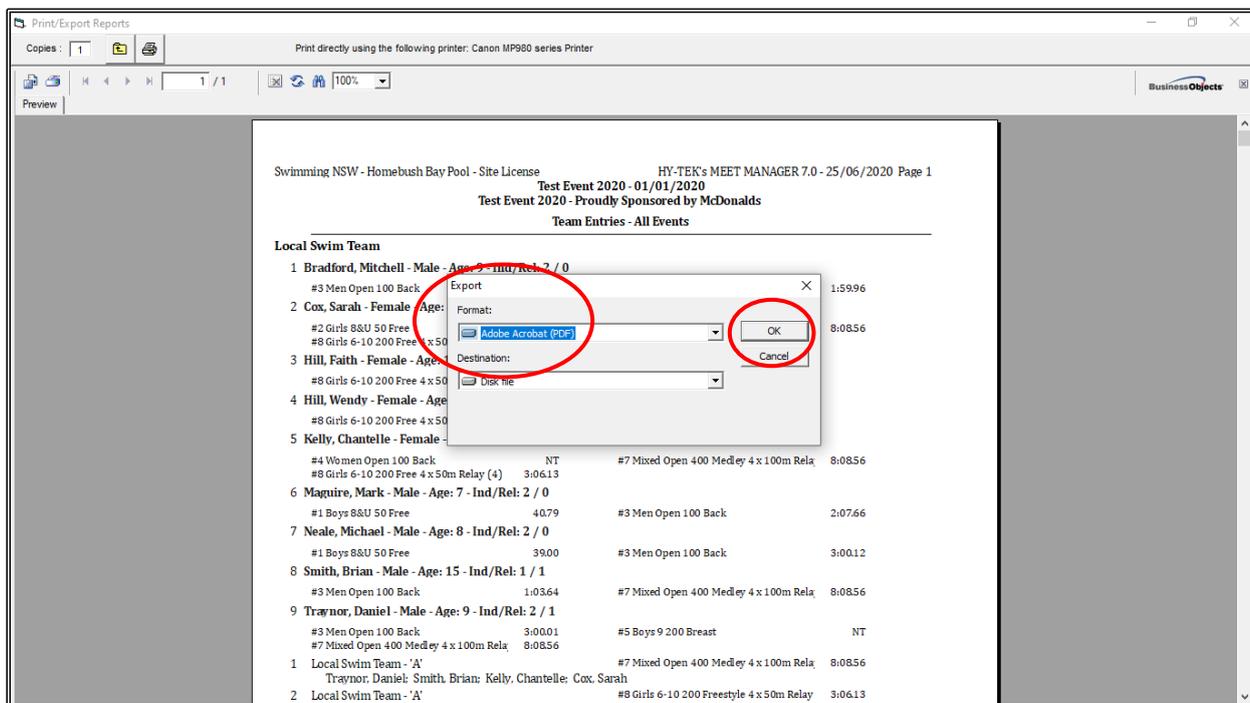
Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	09:00 AM	1	L	MORNING
1	09:00 PM	2	L	AFTERNOON

The TEAM ENTRIES report needs to be saved and also sent with your ENTRIES file.

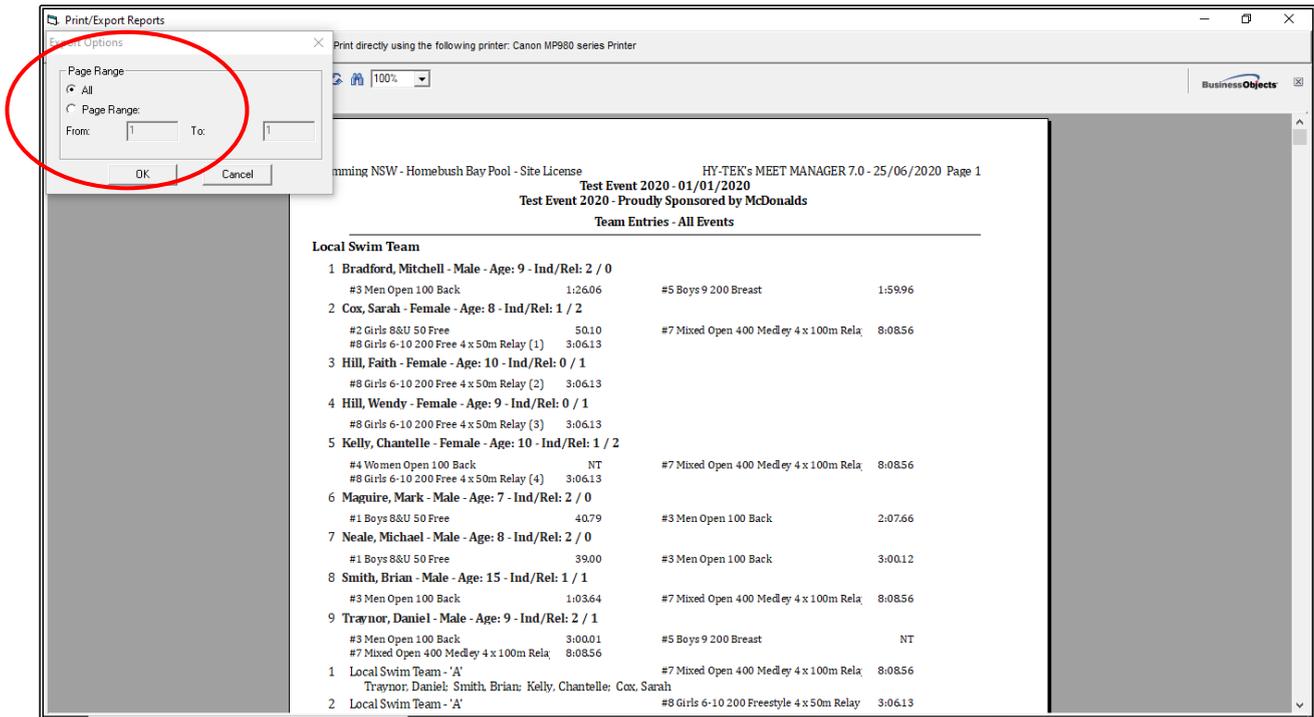
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



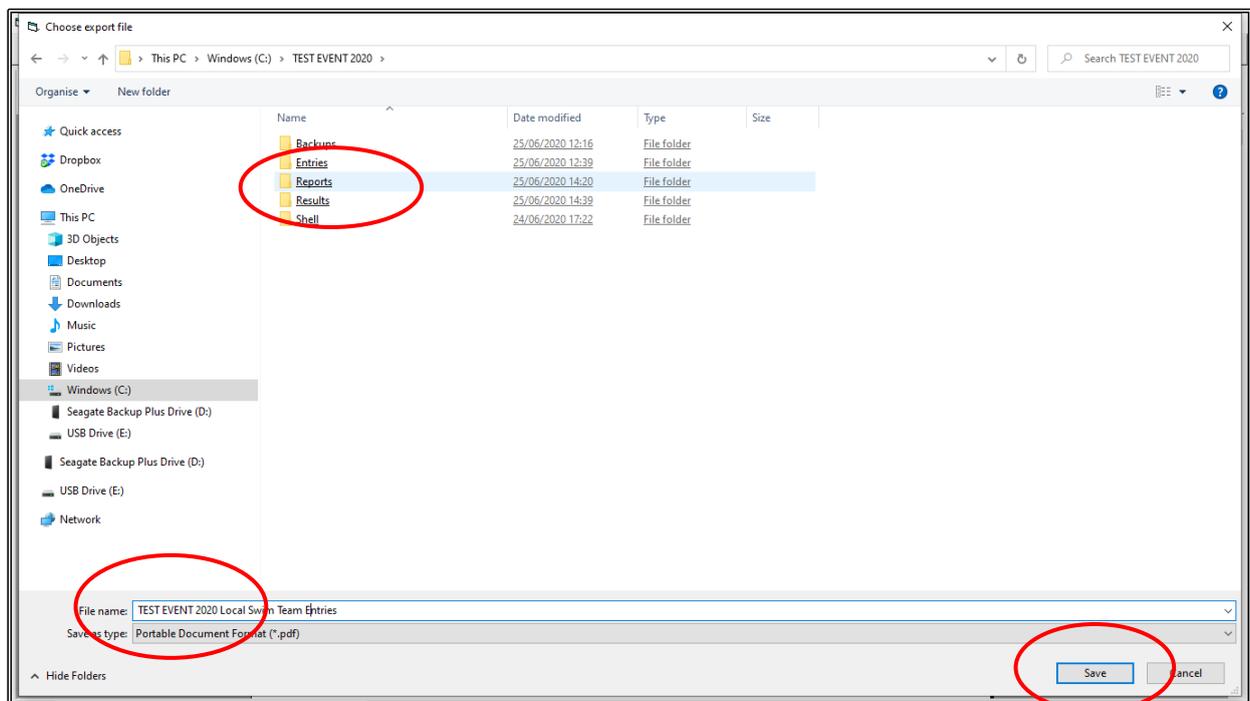
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

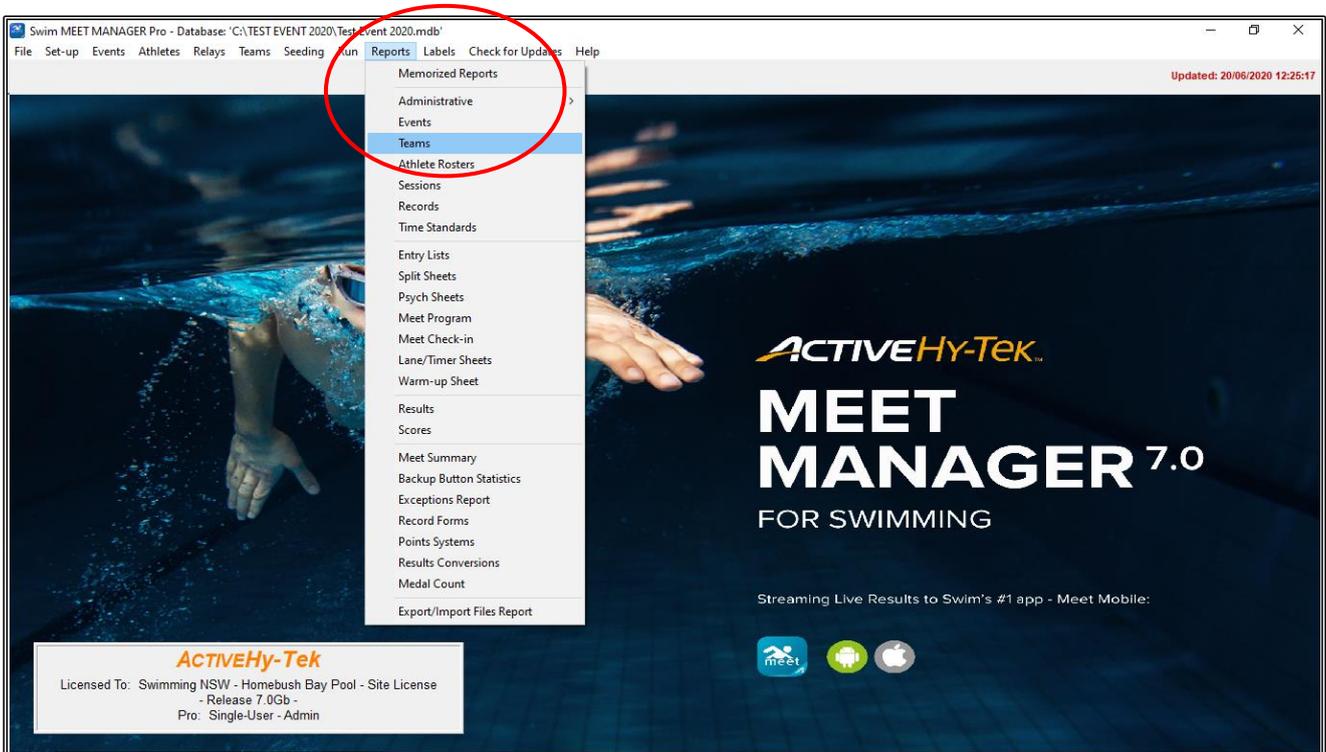
C:\TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEST EVENT 2020_LOCAL SWIM TEAM ENTRIES and click SAVE.

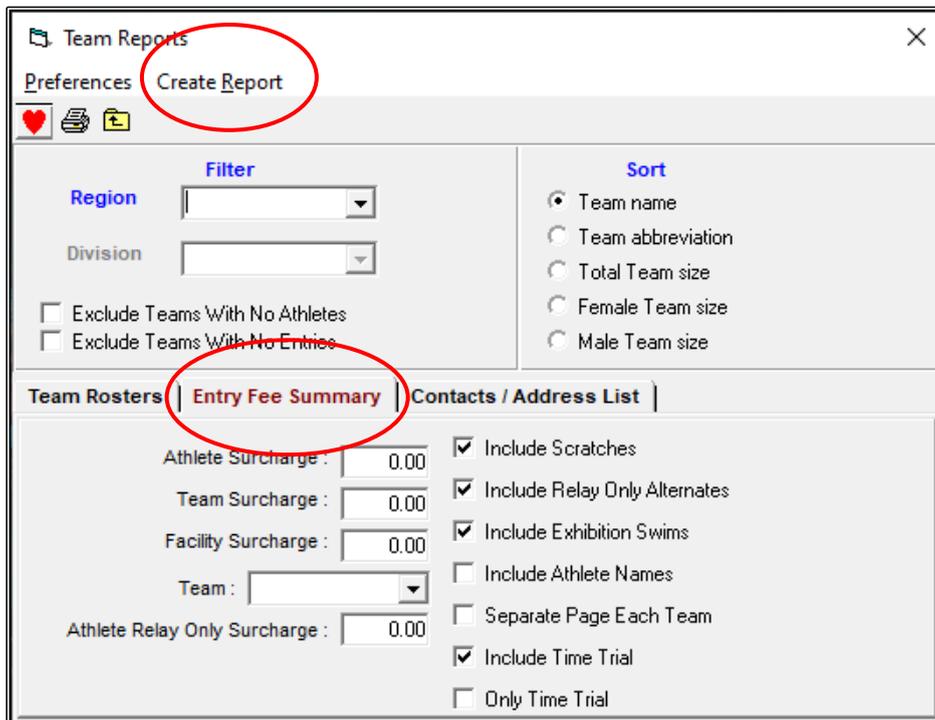


The other report that you will need to produce is the TEAM ENTRY FEE report.

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

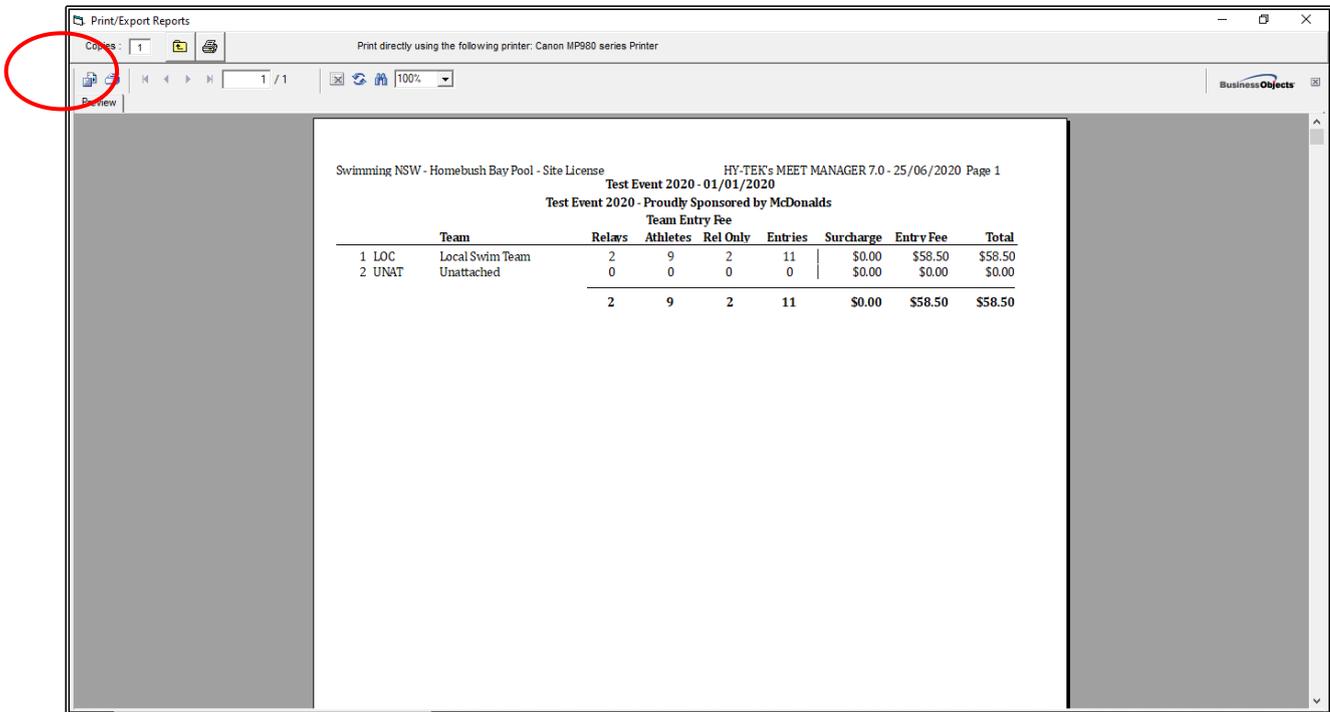


From the TEAM REPORTS screen, click on THE ENTRY FEE SUMMARY tab. You do not need to change any of the default settings. Click on CREATE REPORT at the top of the screen.

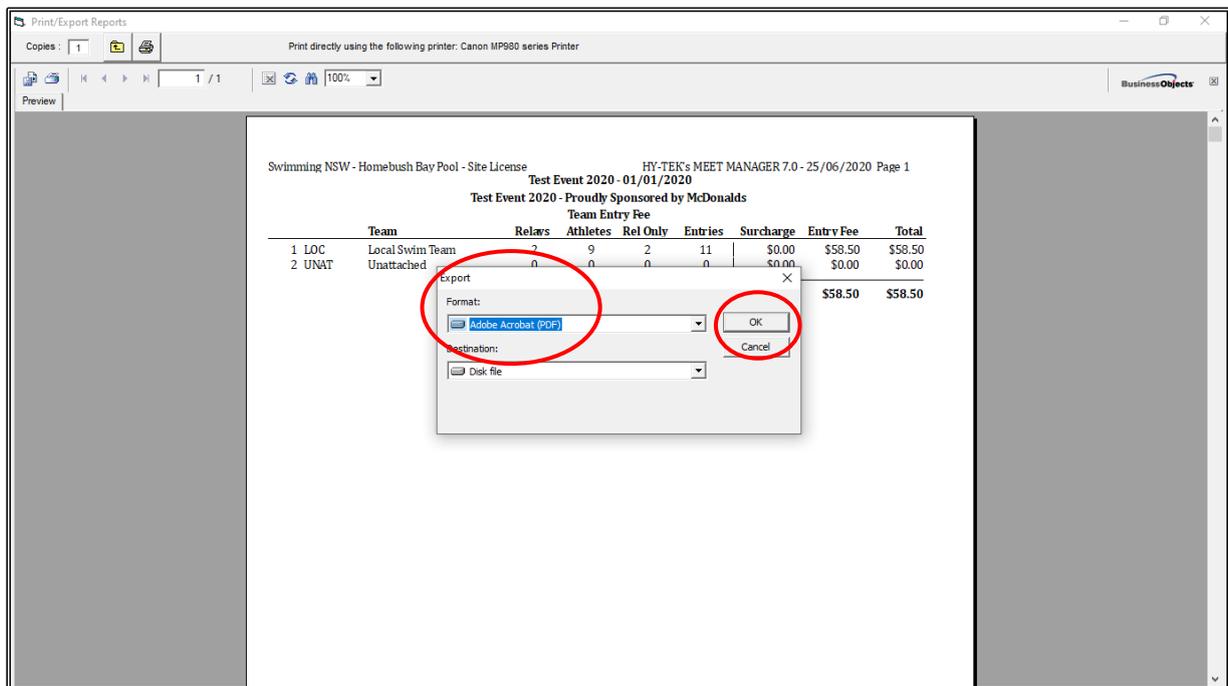


When the TEAM ENTRY FEE report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

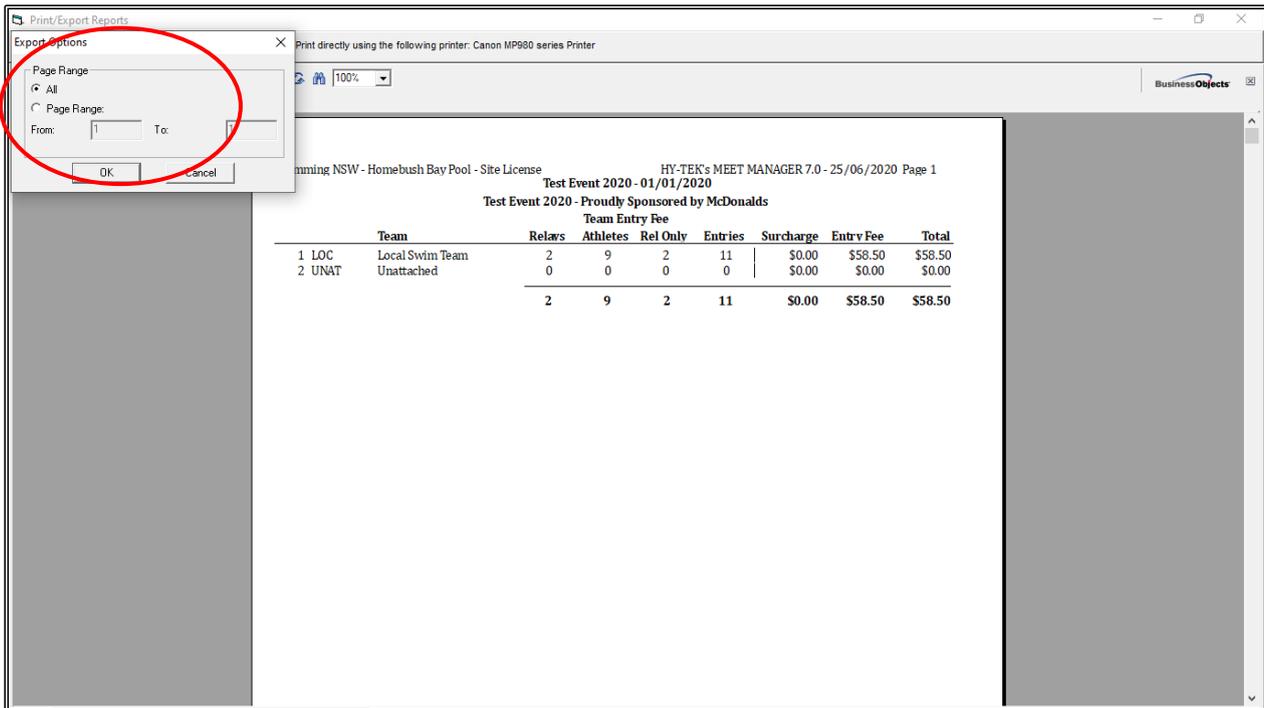
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



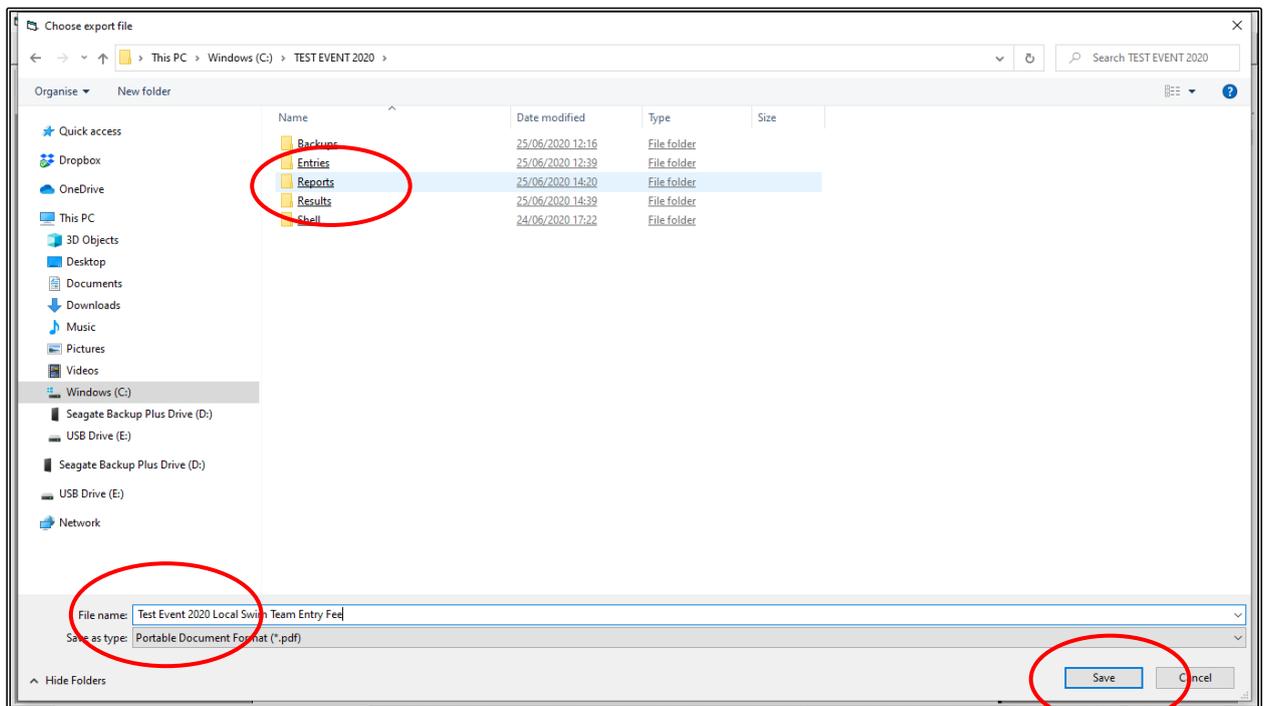
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEST EVENT 2020\REPORTS.

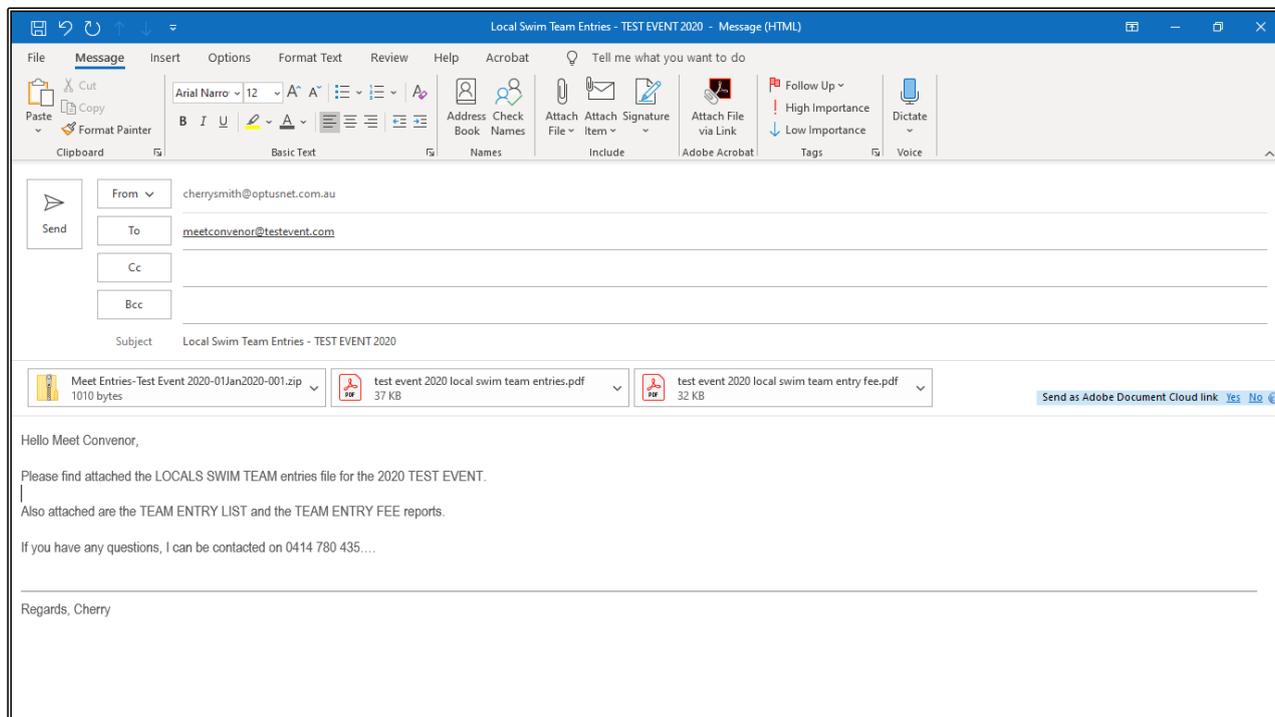
Change the FILE NAME to TEST EVENT 2020_LOCAL SWIM TEAM ENTRY FEE and click SAVE.



Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.



2. USING A TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the TEAM MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEAM MANAGER TEST EVENT 2020.

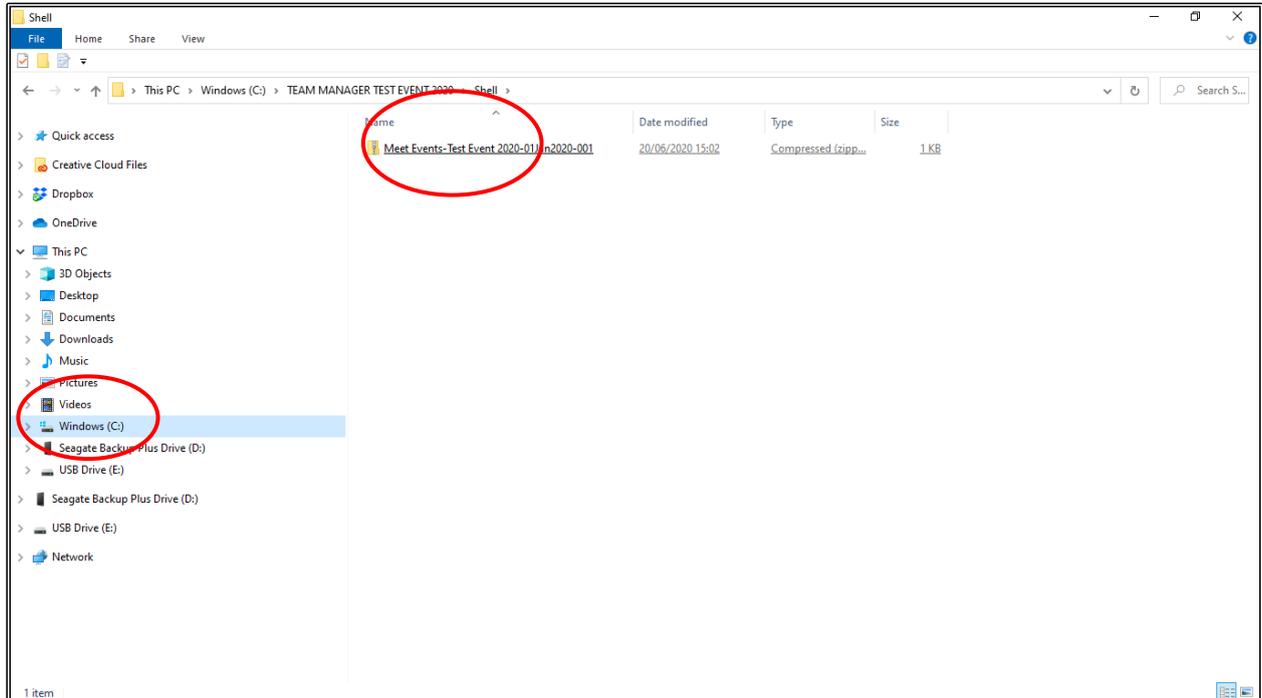
Within the newly created TEAM MANAGER TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Reports
4. Results
5. Shell

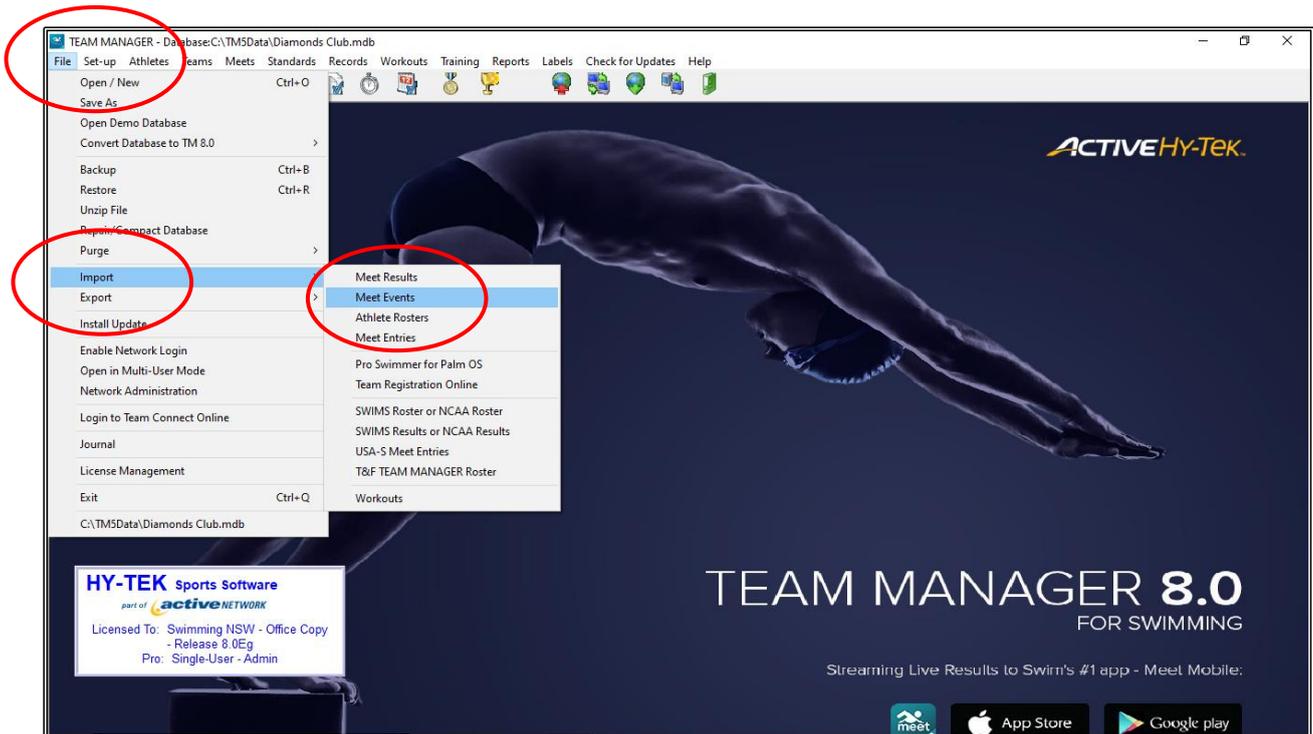
This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

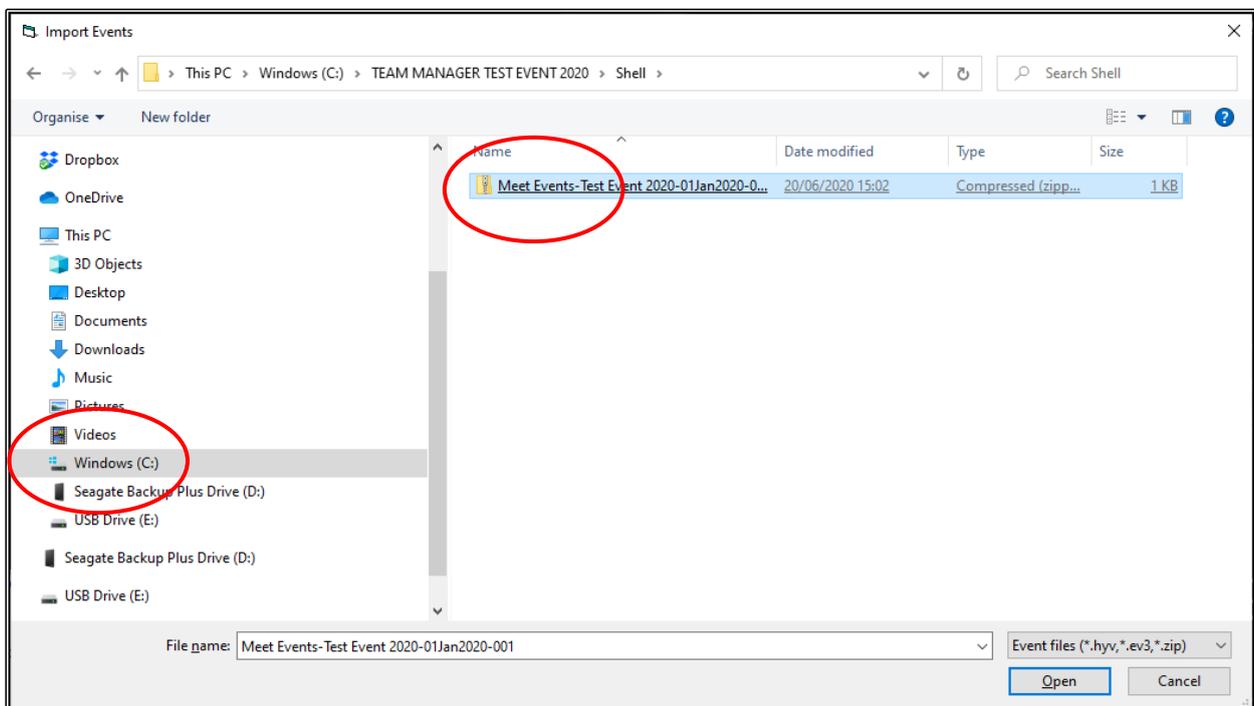
C:\TEAM MANAGER TEST EVENT 2020\SHELL.



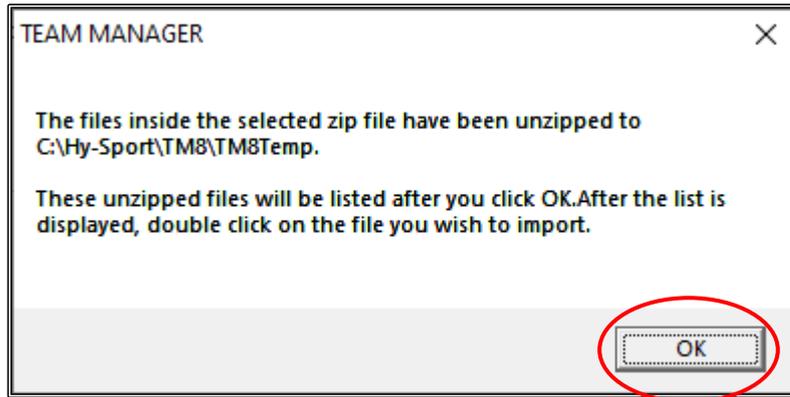
From the MAIN MENU screen in TEAM MANAGER, click on the FILE tab and select IMPORT from the drop down and then click on MEET EVENTS.



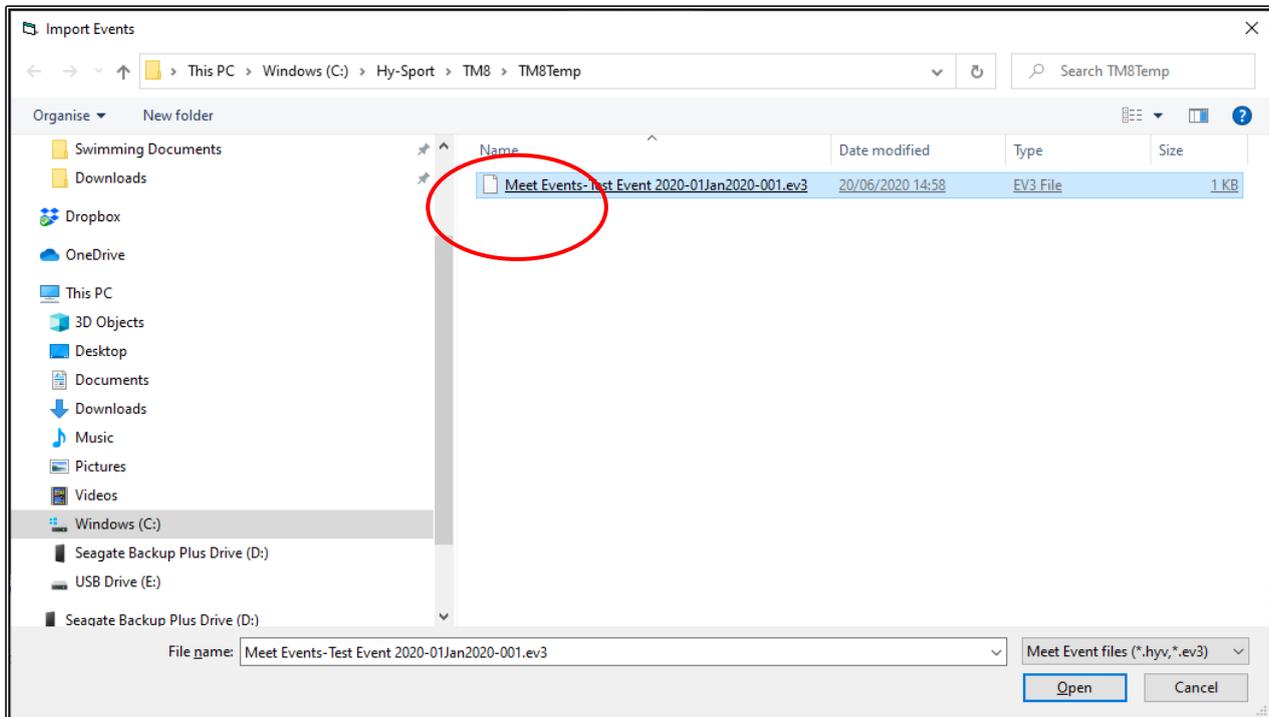
From the C:\TEAM MANAGER TEST EVENT 2020\SHELL folder, click on the event file.



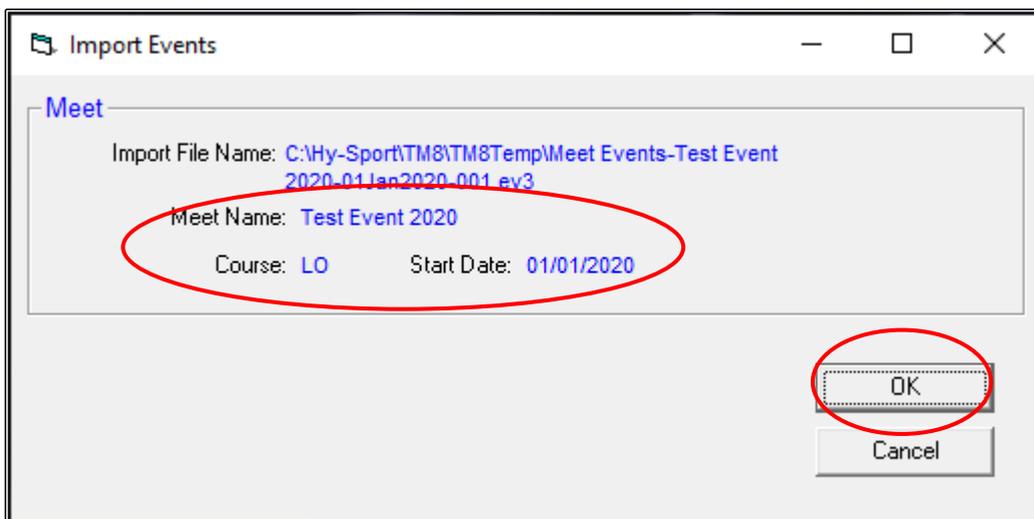
Click OK when the UNZIP folder opens.



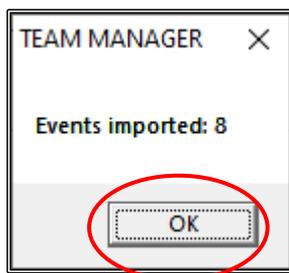
When the IMPORT EVENTS screen opens, click on the MEET EVENTS file.



You will see the IMPORT EVENTS screen showing the Name of the meet, course details and the start date of the meet. Check the details and then click OK.

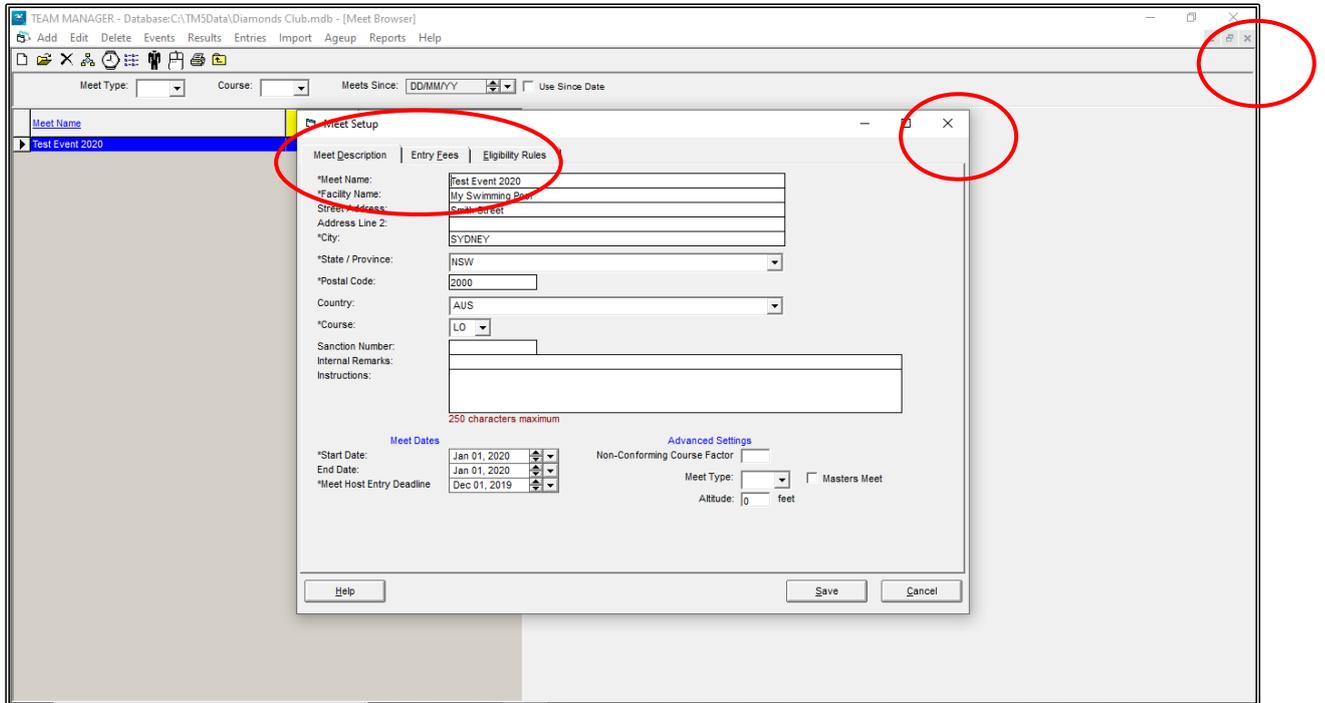


Events are imported (8), click OK and the meet will be added to your TEAM MANAGER database.



When the MEET SETUP screen opens, you can go through the three tabs - MEET DESCRIPTION, ENTRY FEES and ELIGIBILITY RULES to check the meet information if you wish, otherwise just CLOSE OUT ☒ this screen.

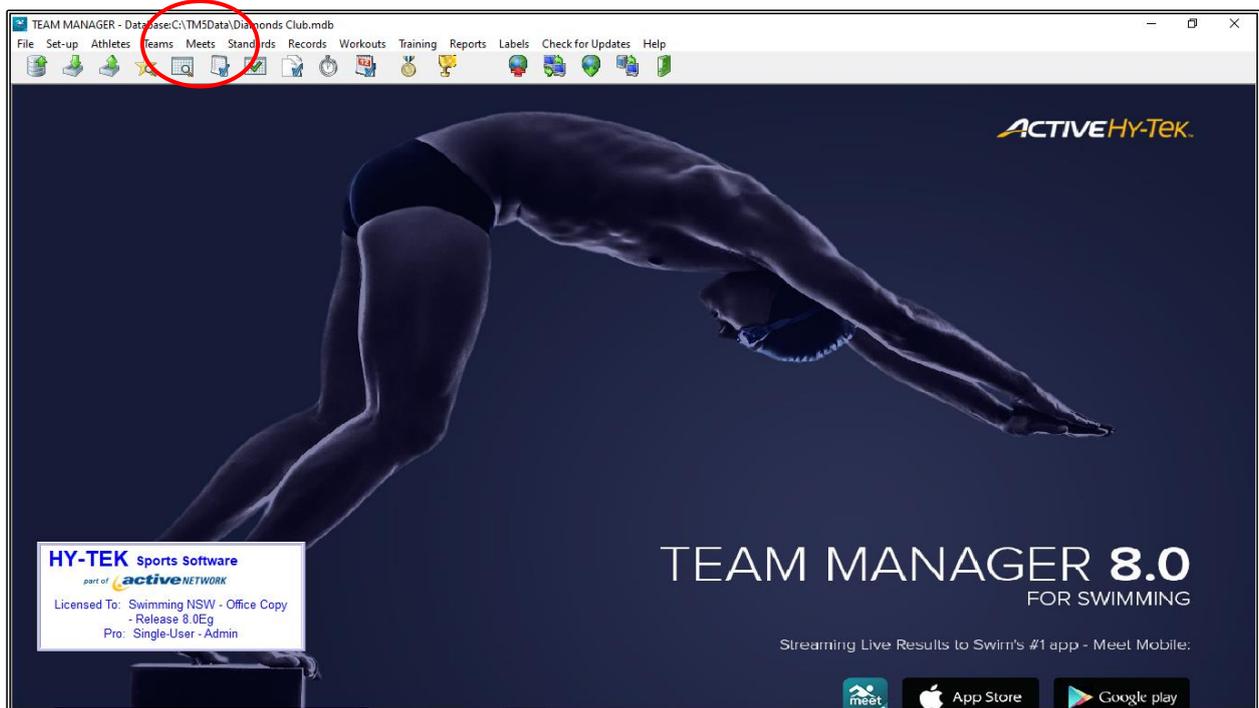
Now CLOSE OUT ☒ of the MEET BROWSER screen back to the MAIN MENU screen.



You are now ready to start ENTERING your ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

i) **ENTERING YOUR ATHLETES:**

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



Highlight the TEST EVENT 2020 from the MEET BROWSER screen.

