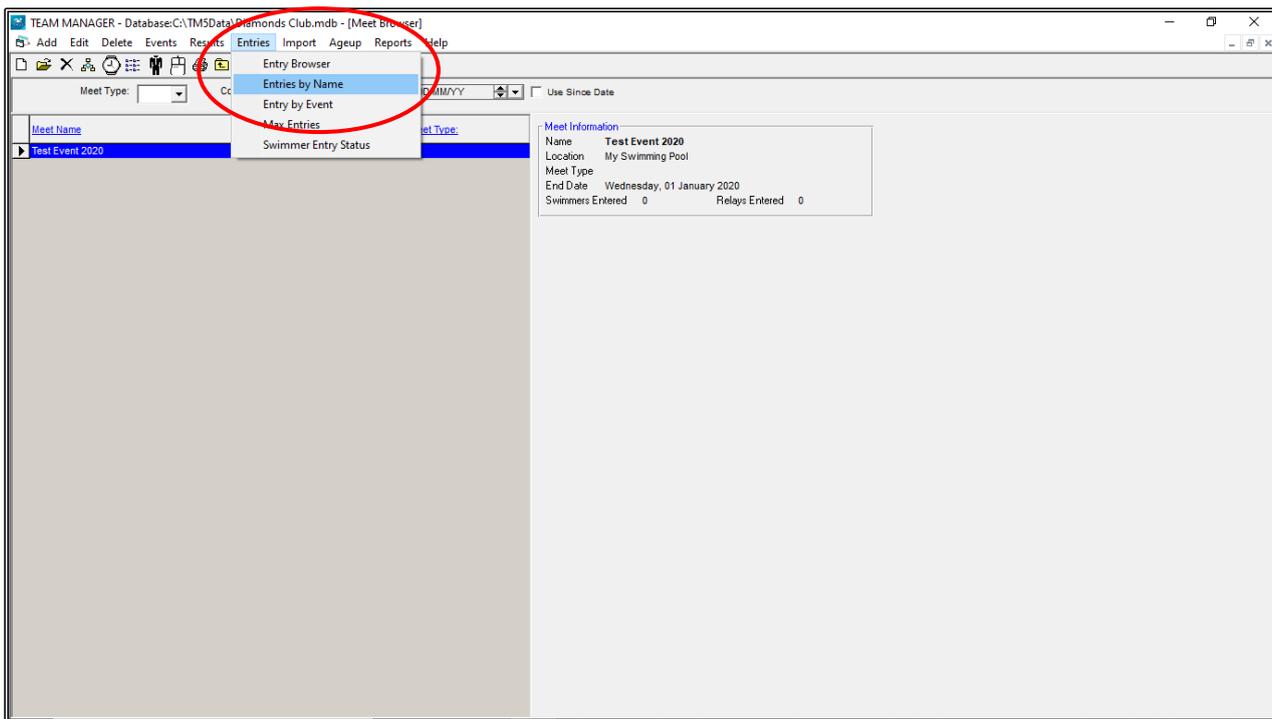
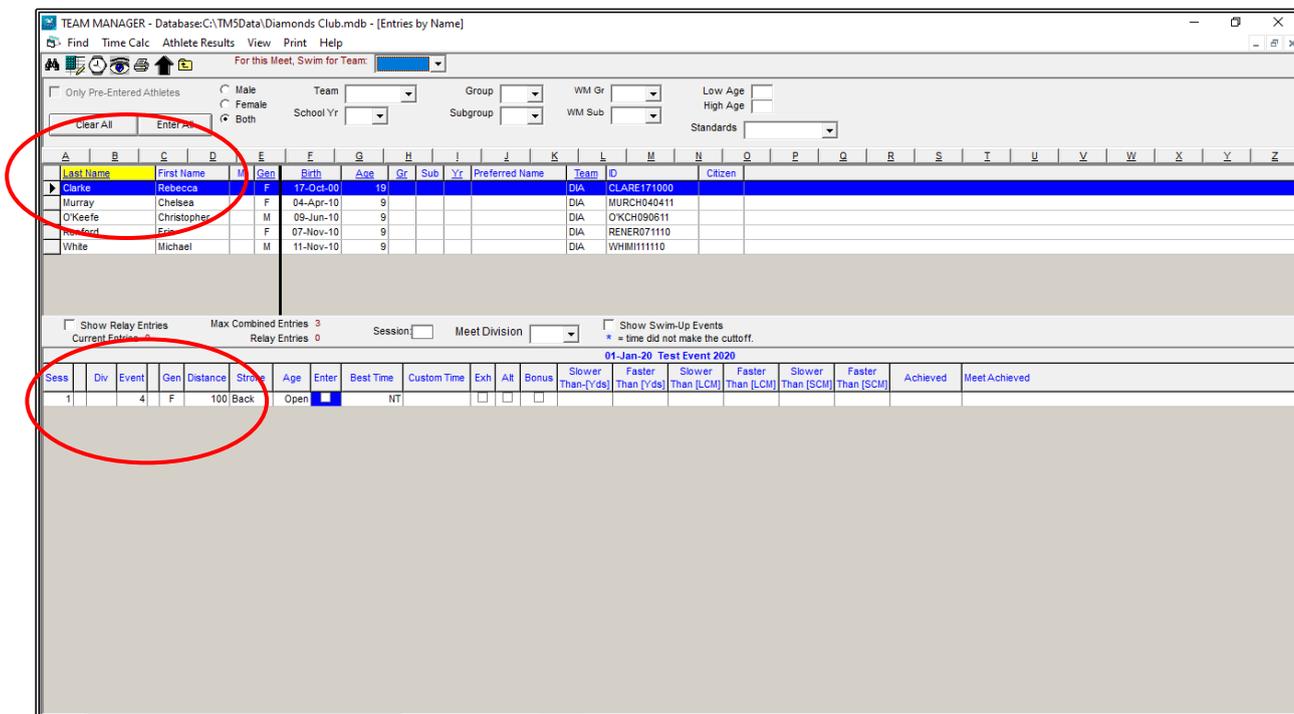


With the TEST EVENT 2020 meet highlighted, click on the ENTRIES tab at the top of the screen and then select ENTRIES BY NAME from the drop down.



Highlight the athlete you wish to enter into the TEST EVENT 2020 meet.

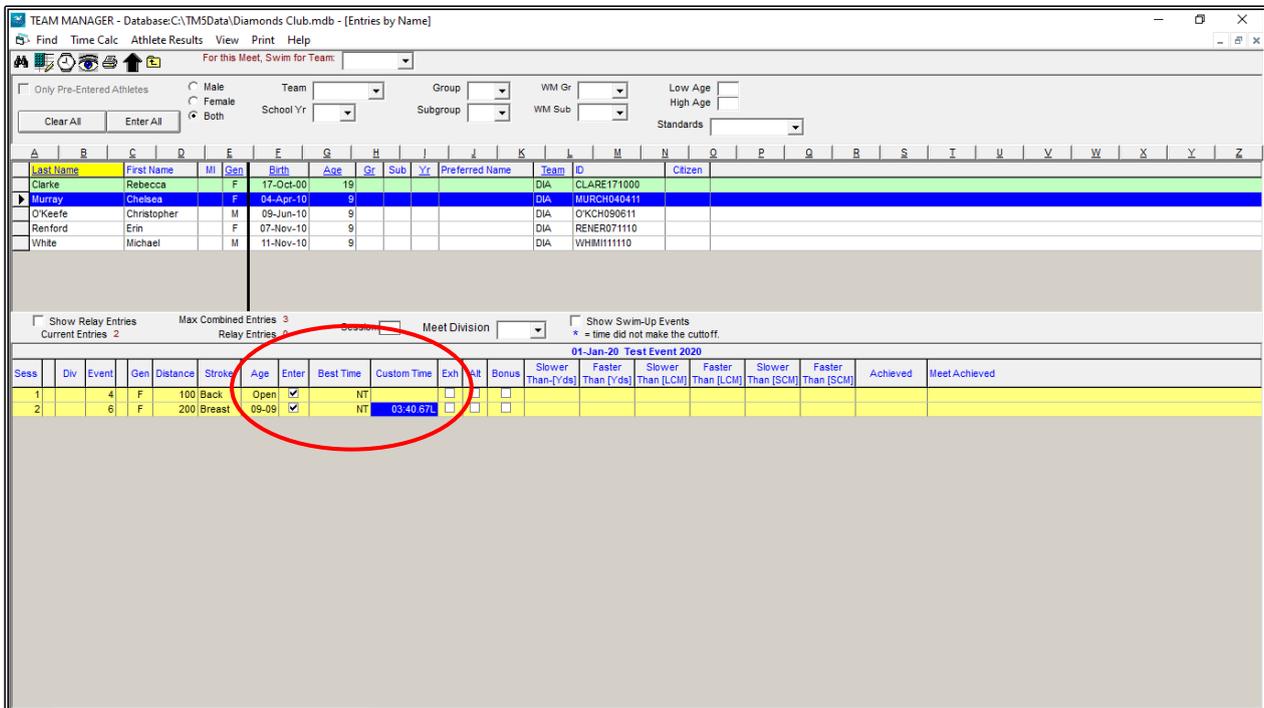
You will see that all eligible events available for that swimmer will be listed below.



Select the events that the athlete wants to enter by ticking on the box under the ENTER column.

The entry time will show under the BEST TIME column from the information stored in your database or you can type in a CUSTOME TIME in the next column and this will then be their entry time.

Once an athlete has been entered into an event, that row will then be highlighted yellow.



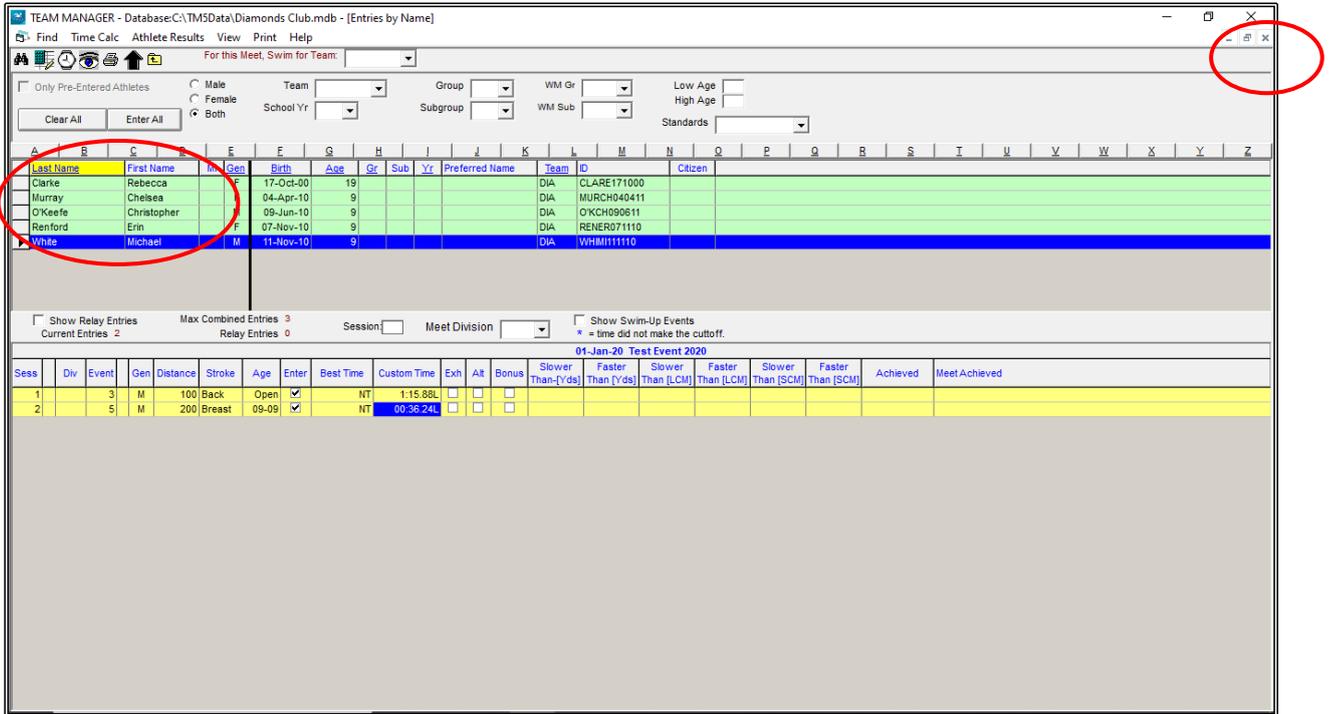
Continue to enter all the athletes that are to be swimming at the TEST EVENT 2020.

DIAMONDS SWIM TEAM ATHLETES FOR THE TEST EVENT 2020.

NAME	EVENTS	ENTRY TIMES
Rebecca Clarke	4 - Open 100m Back	1:17.54
Chelsea Murray	4 - Open 100m Back 6 - 9 yrs. 200m Breast	NT 3:40.67
Christopher O'Keefe	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:18.88 3:00.06
Erin Renford	4 - Open 100m Back 6 - 9 yrs. 200m Breast	1:57.66 3:27.00
Michael White	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:15.88 3:36.24

You will notice that once an athlete has been entered into the meet, they will be highlighted green.

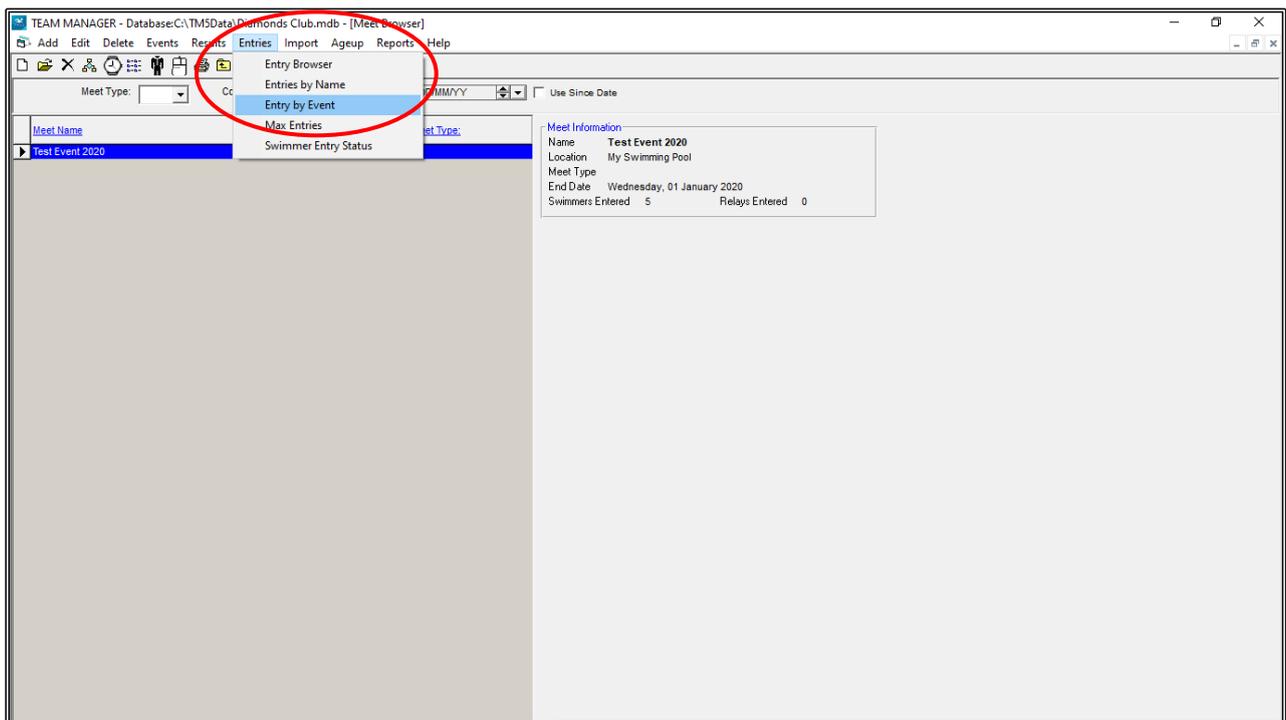
When all swimmers have been added, CLOSE OUT ☒ of the ENTRIES screen and back to the MEET BROWSER screen.



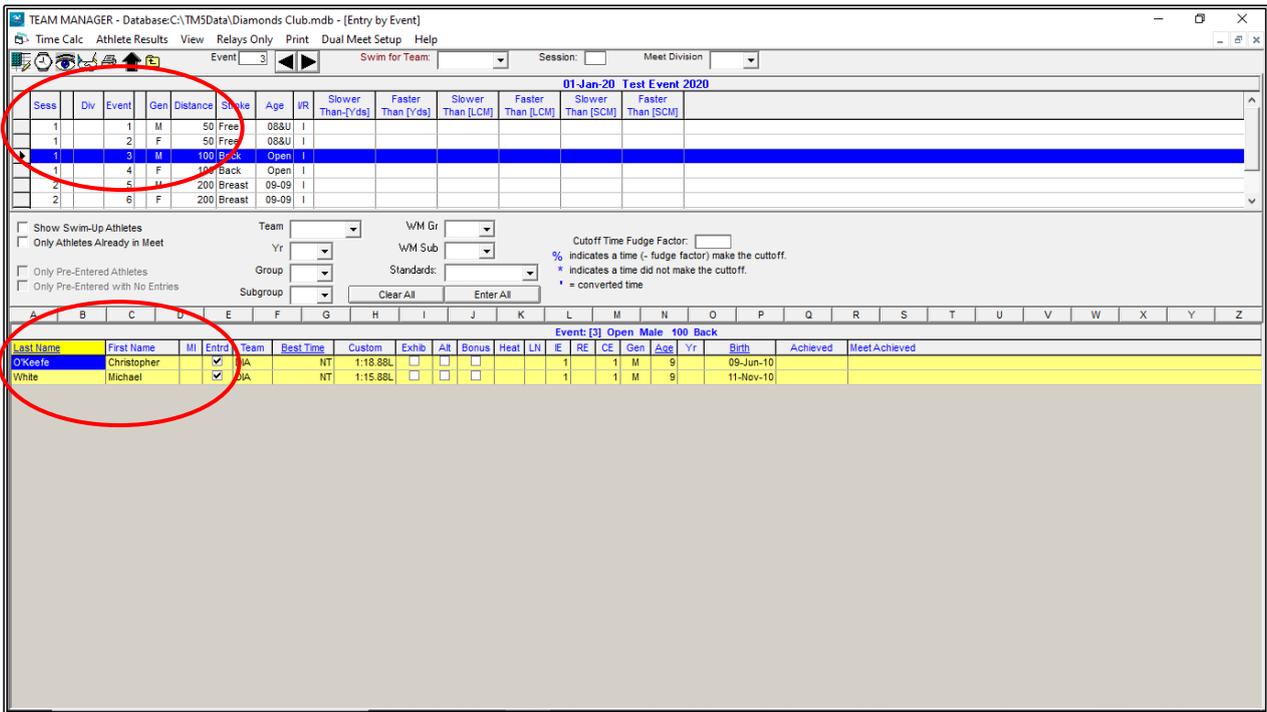
You are now ready to start entering your RELAYS for the TEST EVENT 2020.

ii) ENTERING YOUR RELAYS:

From the MEET BROWSER screen, click on the ENTRIES tab at the top of the screen and then select ENTRY BE EVENT from the drop down.

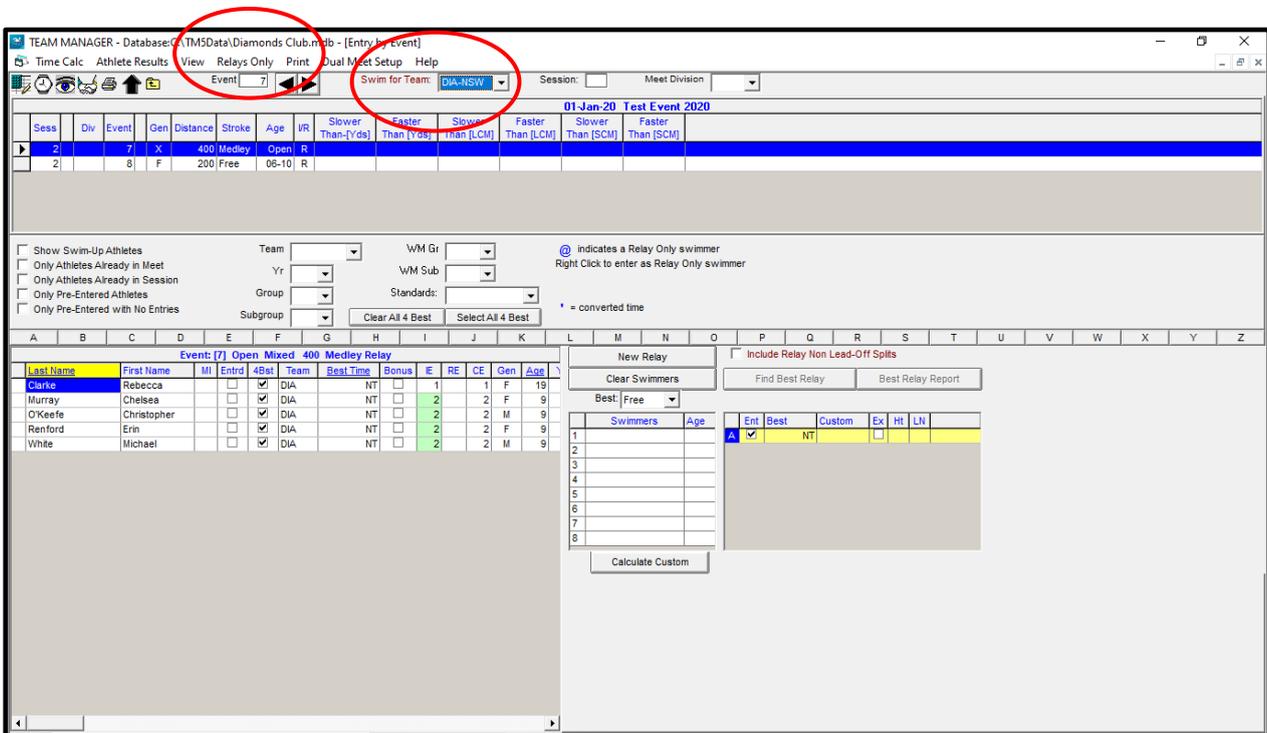


This screen lists all the EVENTS in the program and lists all the ATHLETES that are eligible for those EVENTS.



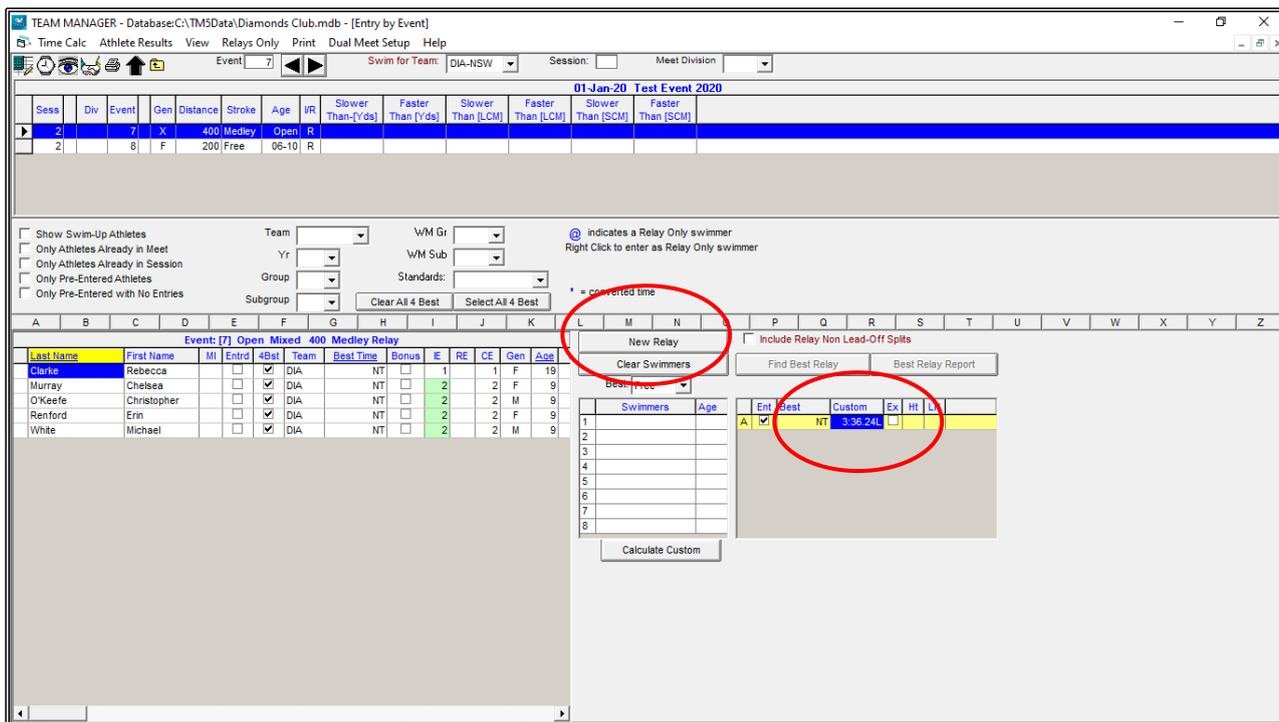
From the ENTRY BY EVENT screen, click on the RELAYS ONLY tab at the top of the screen. This will open up the RELAY events only.

Now click on the SWIM FOR TEAM button to show the name of the TEAM you will be entering.



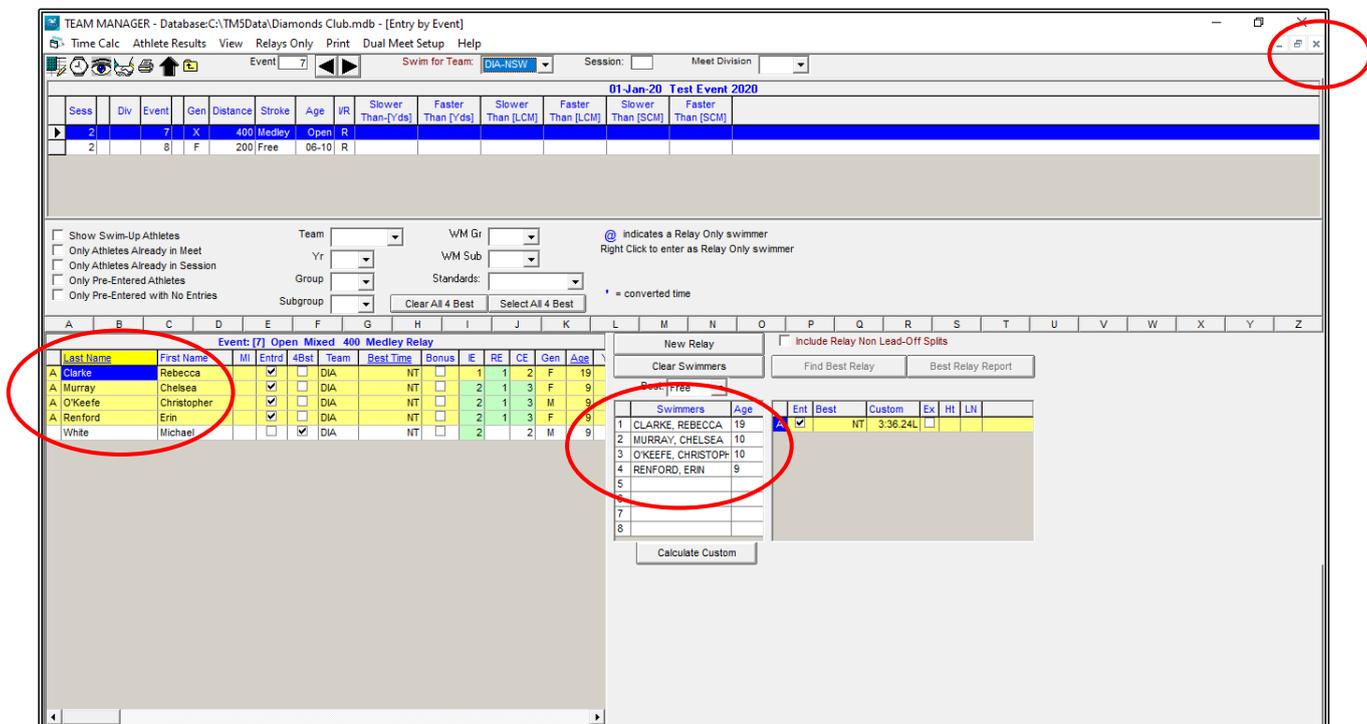
Click on the NEW RELAY button in the middle of the screen.

Enter an ENTRY time under the CUSTOM column if you have a time for this relay, otherwise leave this column blank.



To enter the ATHLETES for this RELAY, double click on each swimmer from the left-hand side of the screen that will be entering.

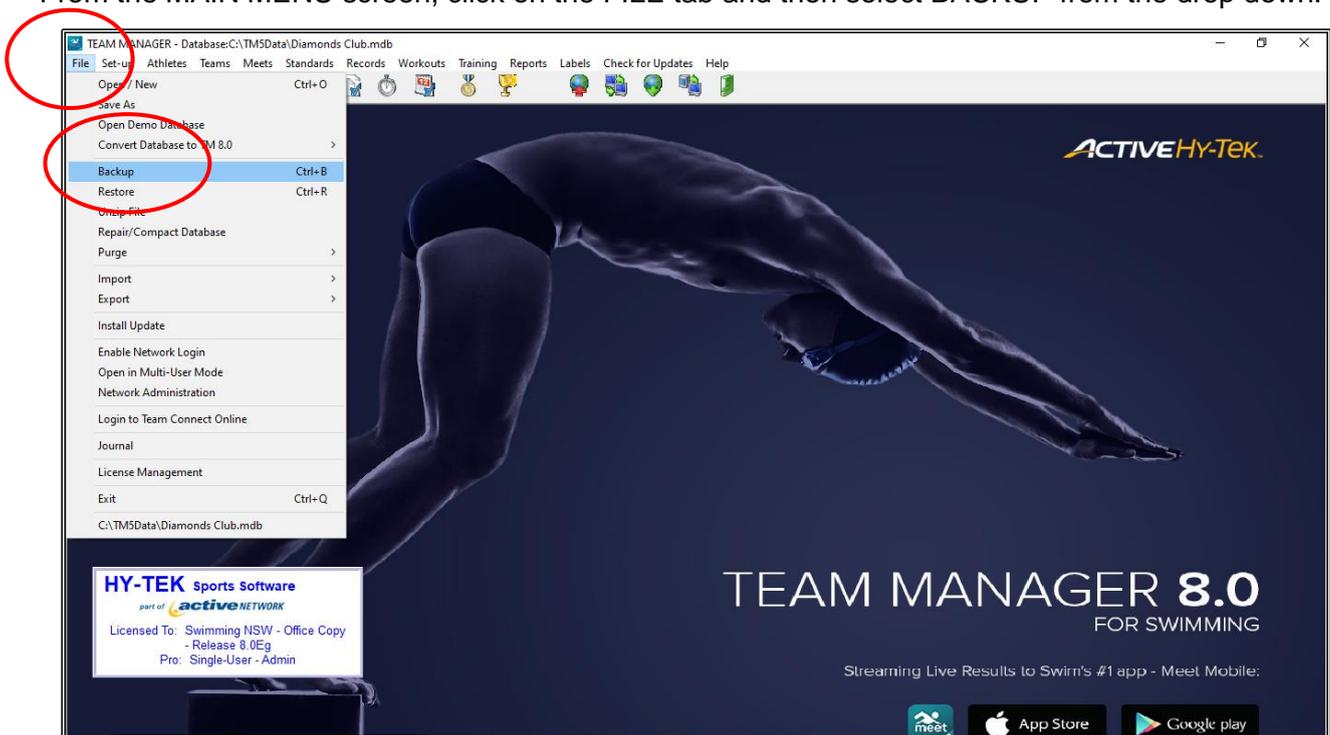
If you make a mistake, you can double click on the swimmer's name to remove them.



Once all of your relays have been entered, CLOSE OUT of the ENTRY BY EVENT SCREEN and back to the MAIN MENU screen.

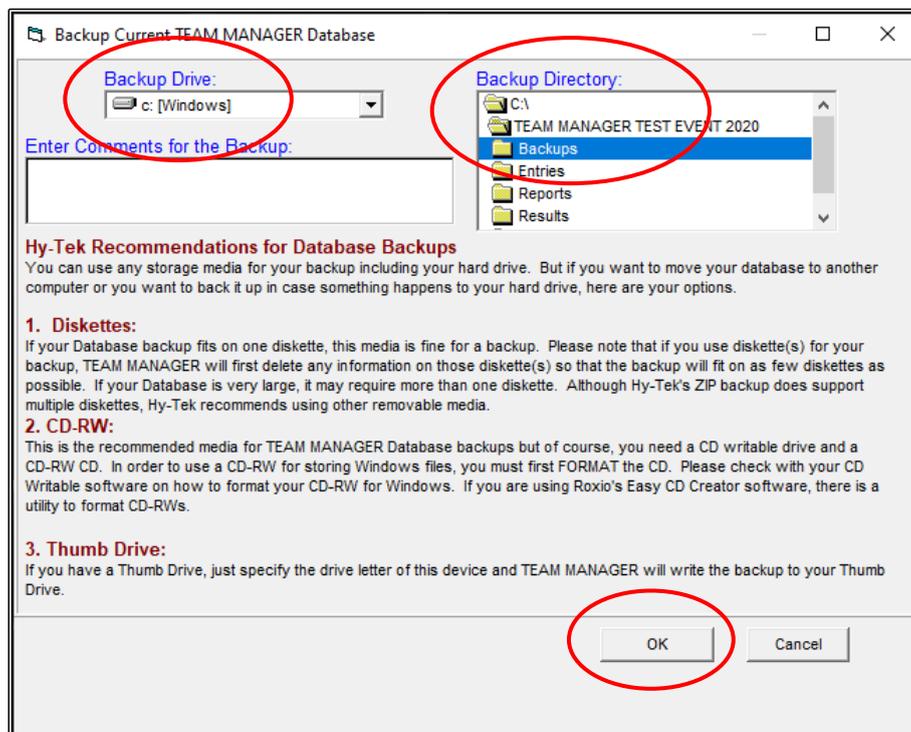
Before creating your EXPORT file, you should now BACKUP your data.

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

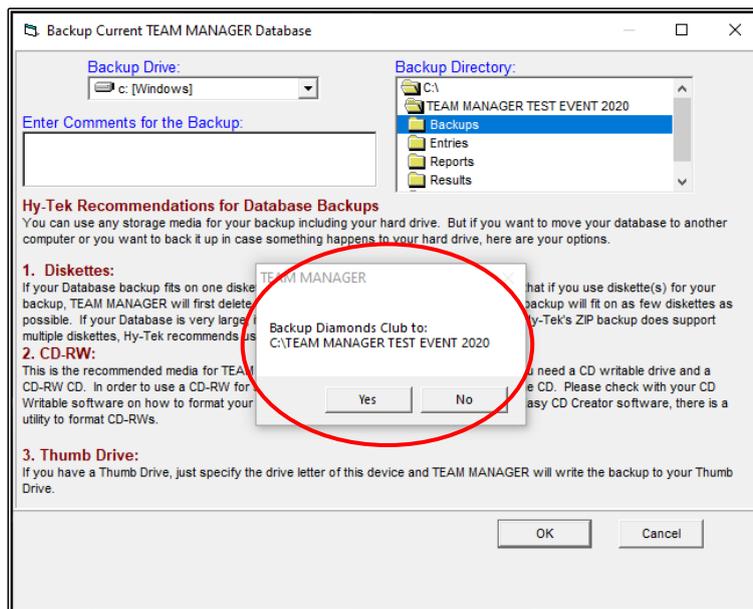


When the BACKUP DATABASE screen opens, select C:\(Windows) in the BACKUP DRIVE drop down.

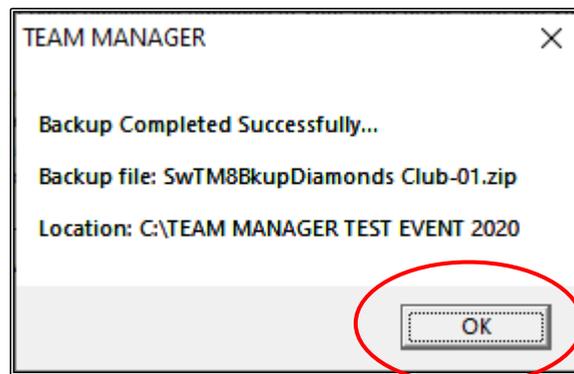
In the BACKUP DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 Folder that you have created and choose the BACKUPS sub-folder and then click OK.



Click YES when the confirmation screen appears.

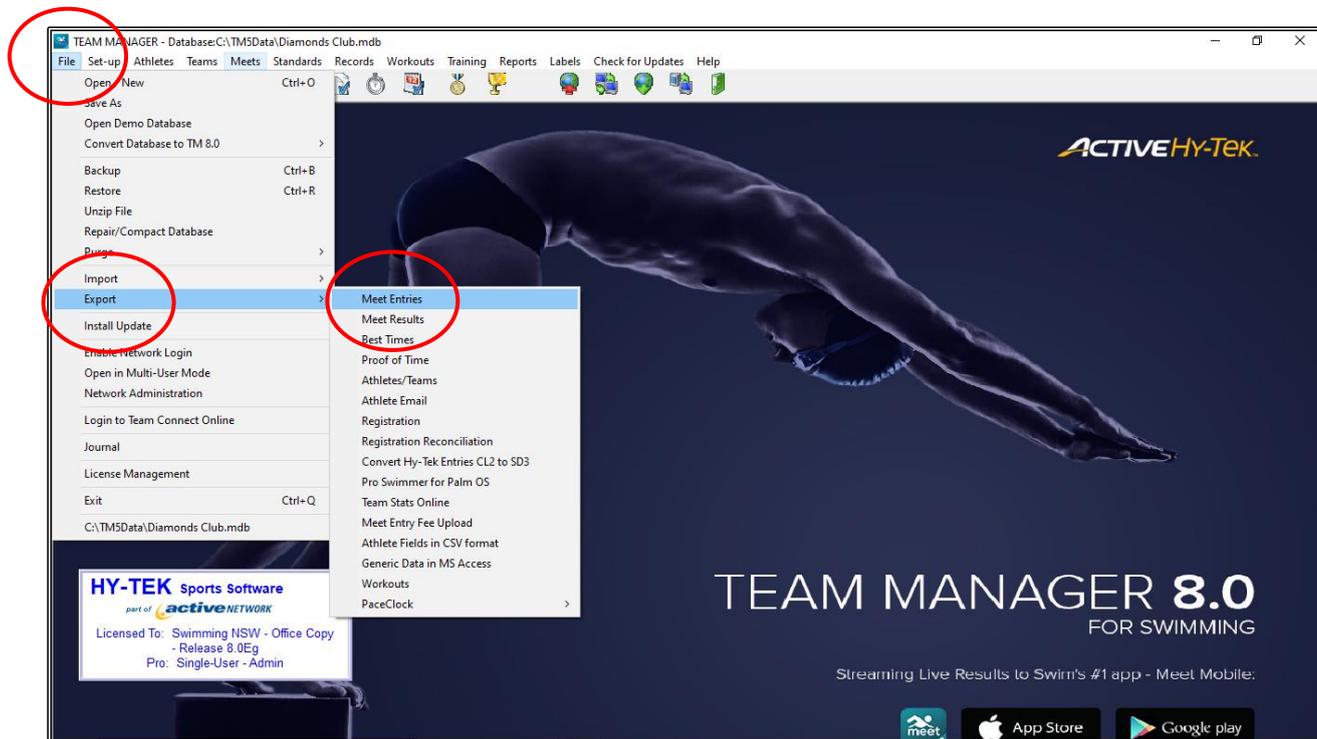


Click OK when the BACKUP COMPLETED SUCCESSFULLY screen appears.



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.

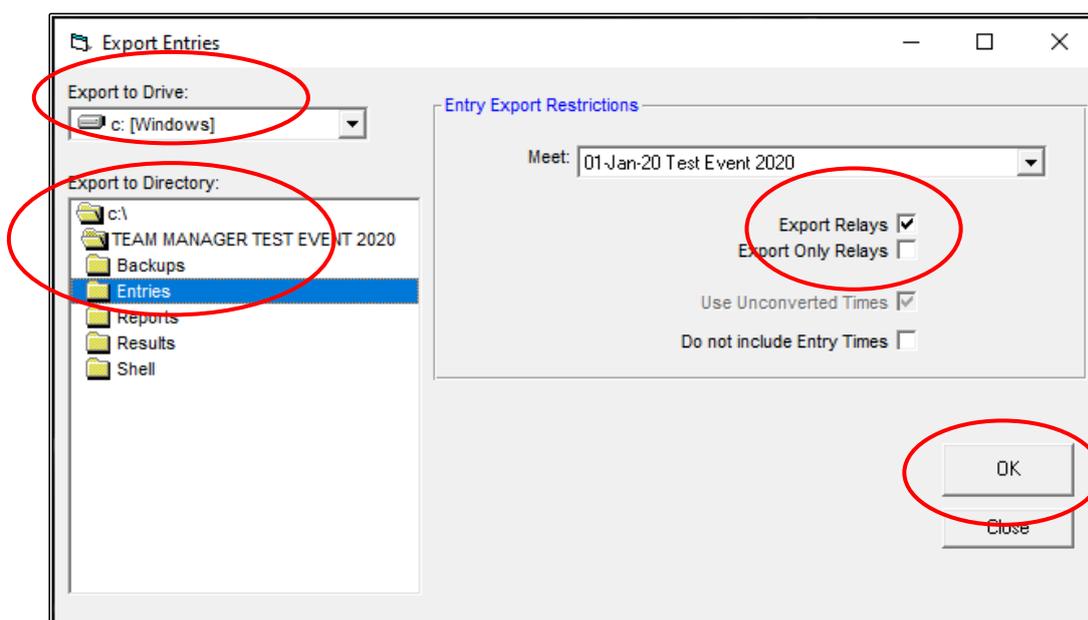
From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select MEET ENTRIES.



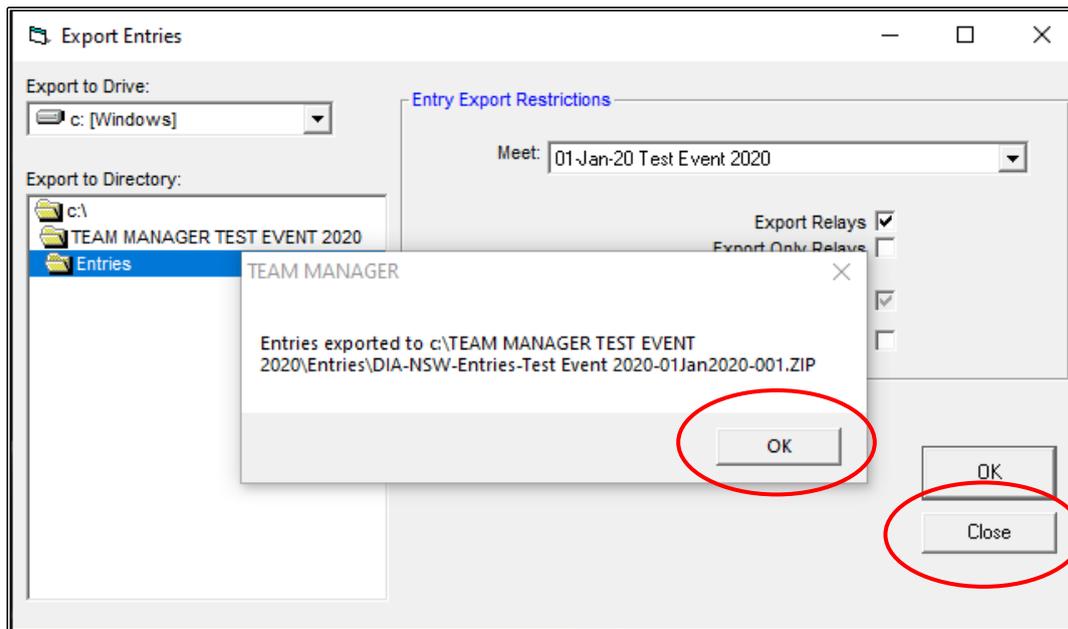
When the EXPORT ENTRIES screen opens, select C:\(Windows) in the EXPORT TO DRIVE drop down.

In the EXPORT TO DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 folder that you have created and choose the ENTRIES sub-folder.

Ensure that the EXPORT RELAYS button is ticked and then click OK.

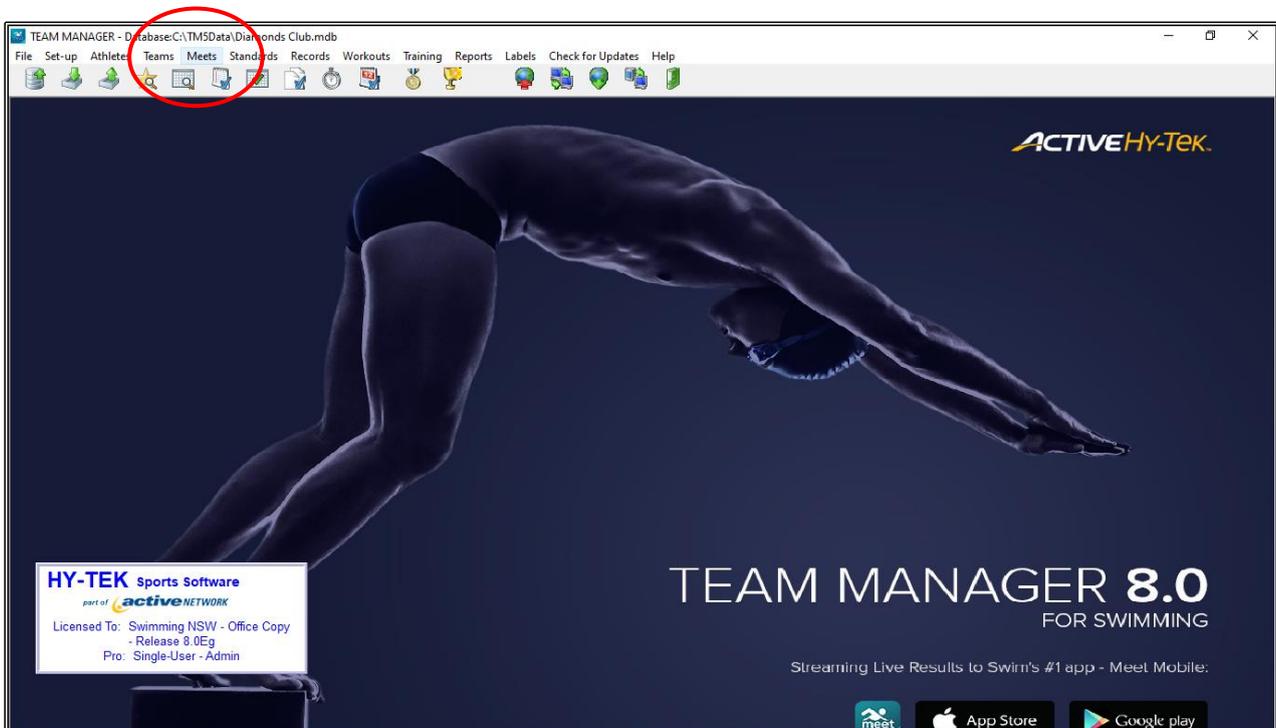


Click on OK when the EXPORT has been finalised and then click CLOSE.

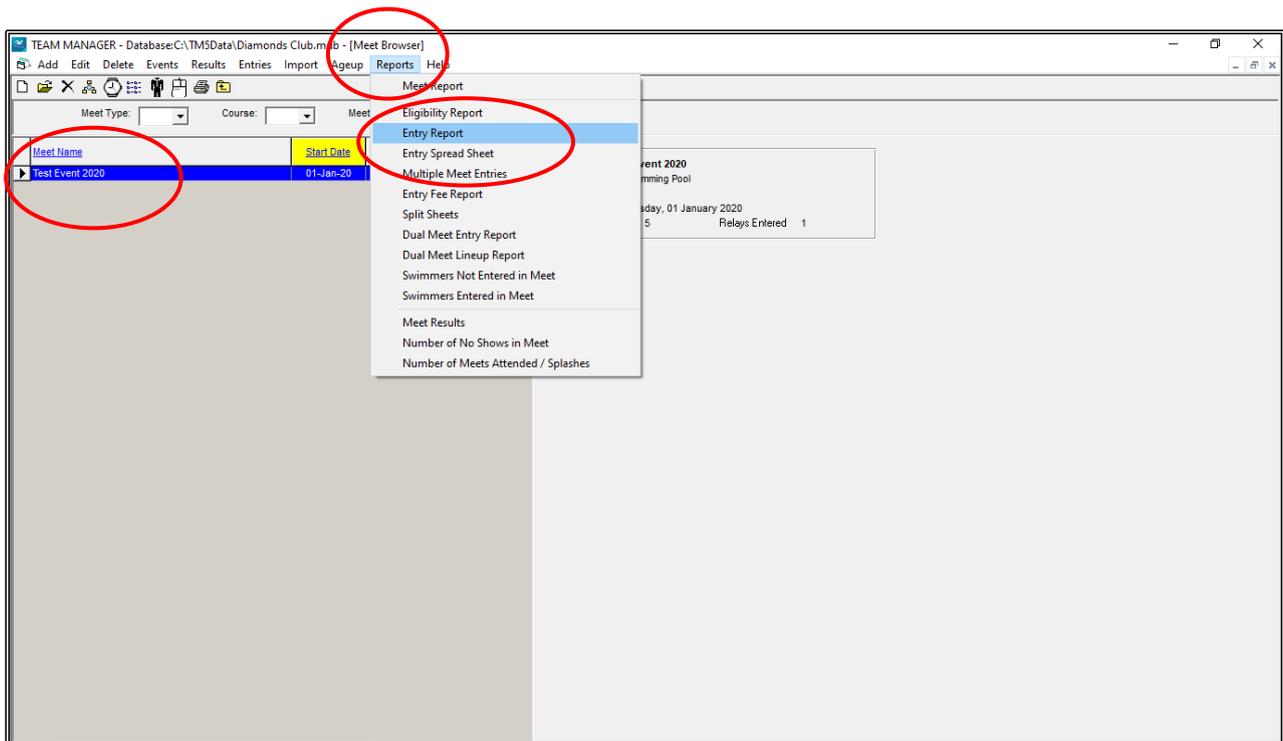


Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from TEAM MANAGER to go with your ENTRIES file.

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



From the MEET BROWSER screen, highlight the TEST EVENT 2020 meet and then click on the REPORTS tab from the top of the screen and select ENTRY REPORT from the drop down.



From the MEET ENTRIES screen, check that the MEET NAME is correct.

The only changes you need to make are as follows:

1. In the FILTERS section, you need to UNTICK TOTALS ON SEPARATE PAGE.
2. From the SORT BY section, click on NAME check box.
3. In the EVENT FILTERS section, click on INDIVIDUAL AND RELAYS.

Once all changes have been made, click on CREATE REPORT.

Meet Entries...

Meet: 01-Jan-20 Test Event 2020

Filters

Team: [Dropdown]
 Group: [Dropdown]
 Subgroup: [Dropdown]
 WM Group: [Dropdown]
 WM Subgroup: [Dropdown]
 School Year: [Dropdown]

Gen | Age | Sess / Div

All
 Male
 Female

Other Options

Show Times Unconverted
 Include Proof of Time
 Include Team Address
 Indicate Converted Times
 Do Not Show Entry Times

Event Filters

Individual
 Individual and Relays

Stroke / Distance Filters

Stroke: [Dropdown] Distance: [Dropdown]

Sort by

Meet Event Number
 Meet Event Heat/Lane
 Name
 Age

Meet Event Number (1 per page)
 Meet Event Heat/Lane (1 per page)
 Name (1 Swimmer per Page)
 Stroke and Distance

Keep Athletes / Events together Don't Show Totals

Show Registration ID
 Include Birth Date
 Include Official Statement

Standards | Points

None
 Hy-Tek Age Group
 Hy-Tek Single Year
 Hy-Tek Open
 FINA Points

LEN Points
 AUS Points
 NISCA Points
 SNZ Points

The INDIVIDUAL MEET ETRIES report screen appears, and you can check your entries and make any changes before saving the report.

Print / Export Reports

Licensed To: Swimming NSW - Office Copy HY-TEK's TEAM MANAGER 8.0 26/06/2020 Page 2

Individual Meet Entries Report

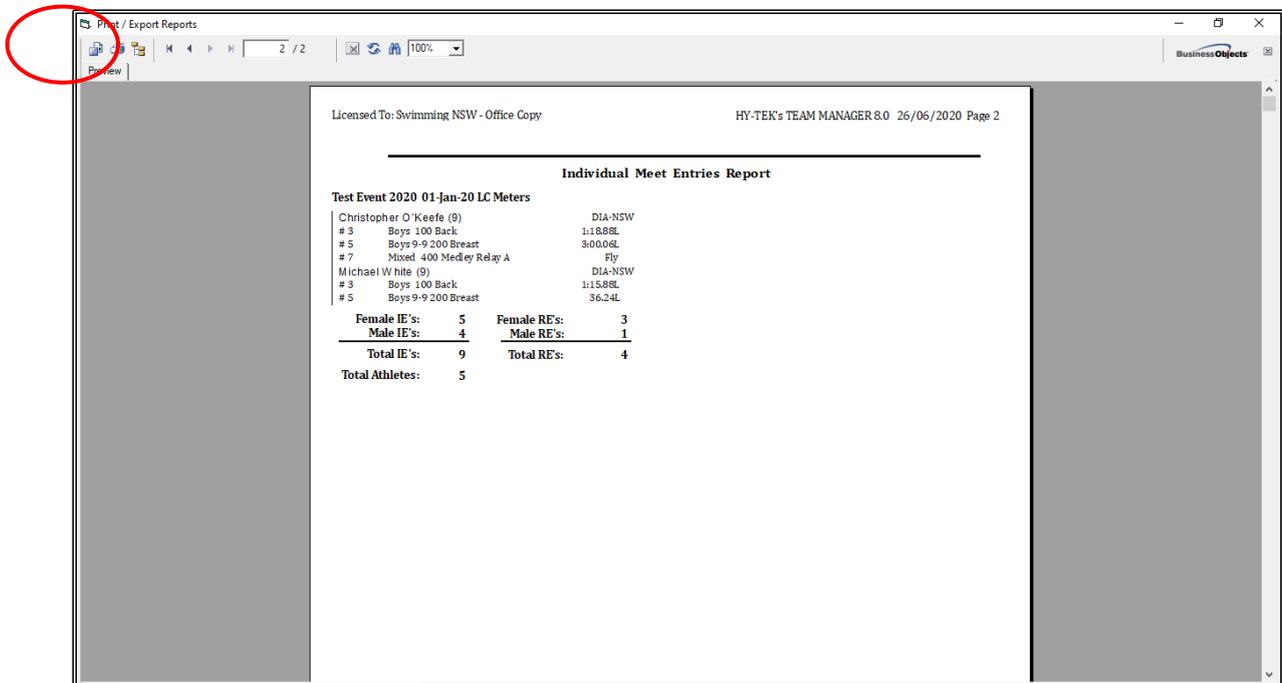
Test Event 2020 01-Jan-20 LC Meters

Christopher O'Keefe (9)	DIA-NSW
# 3 Boys 100 Back	1:18.88L
# 5 Boys 9-9 200 Breast	3:00.06L
# 7 Mixed 400 Medley Relay A	Fly
Michael White (9)	DIA-NSW
# 3 Boys 100 Back	1:15.88L
# 5 Boys 9-9 200 Breast	3:6.24L

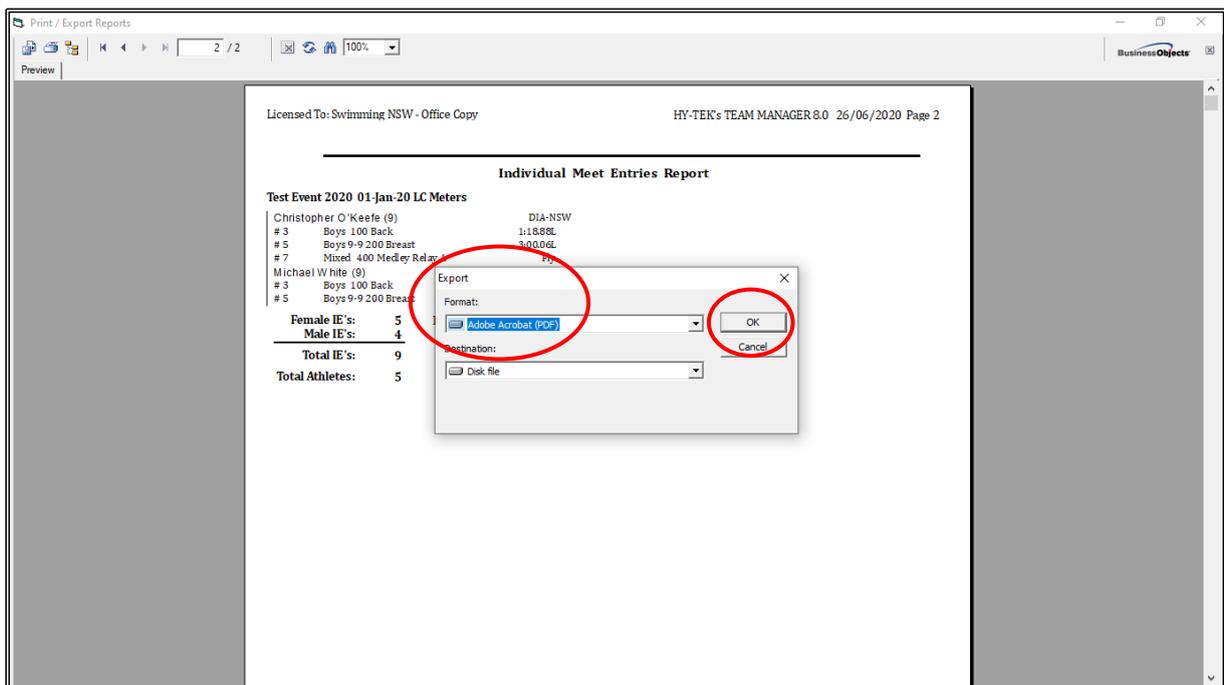
Female IE's:	5	Female RE's:	3
Male IE's:	4	Male RE's:	1
Total IE's:	9	Total RE's:	4
Total Athletes:	5		

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

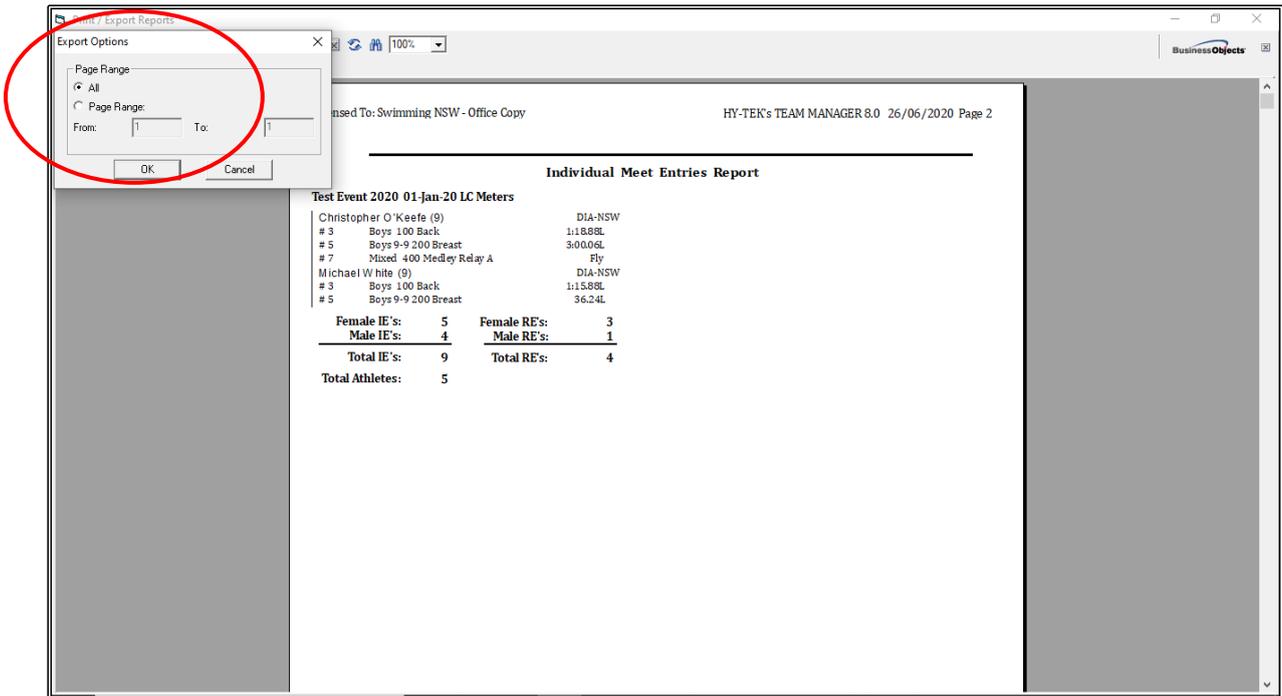
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



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



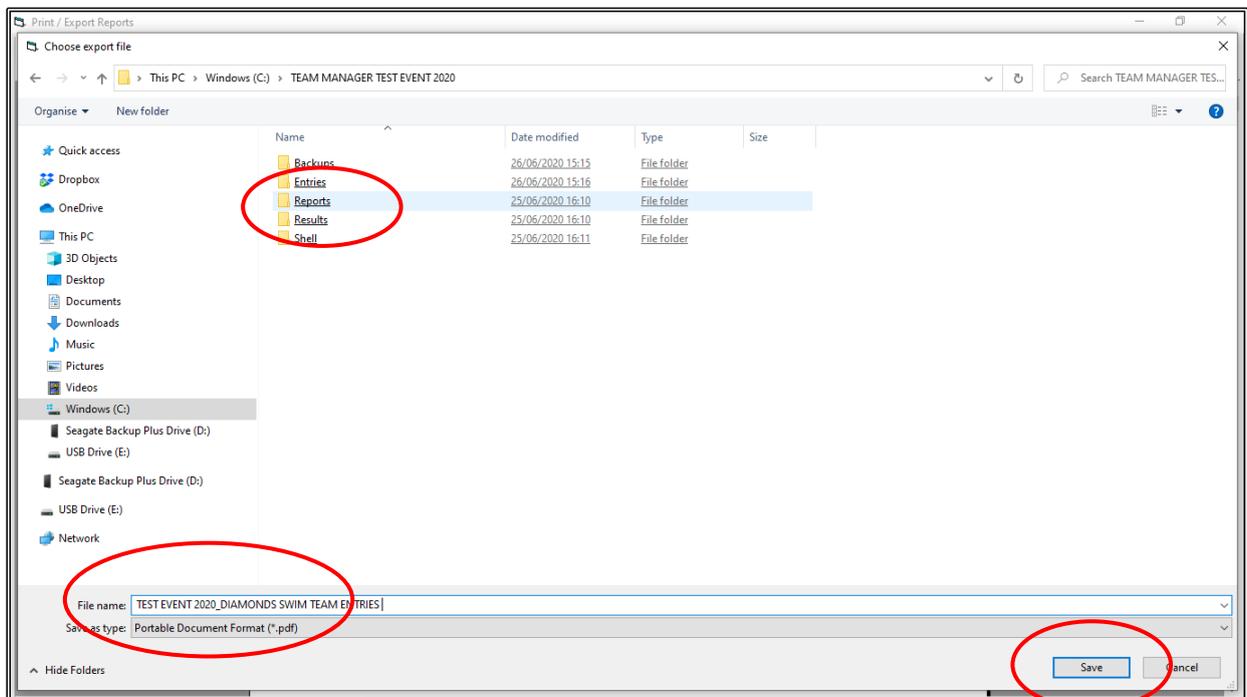
Click OK on the EXPORT OPTIONS box when it appears.



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:\TEAM MANAGER TEST EVENT 2020\REPORTS.

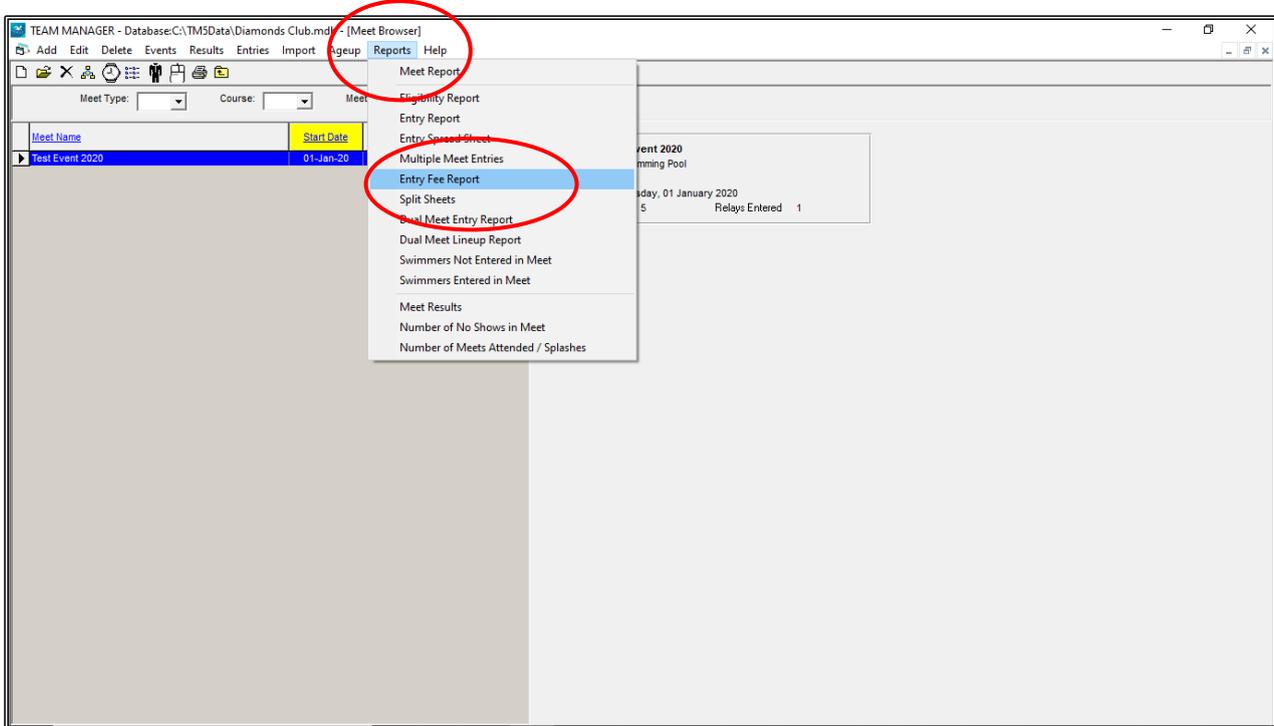
Change the FILE NAME to TEST EVENT 2020_DIAMONDS SWIM TEAM ENTRIES and click SAVE.



CLOSE OUT ☒ of the INDIVIDUAL MEET ENTRIES report screen and then click CANCEL in the MEET ENTRIES screen and you will be back at the MEET BROWSER screen.

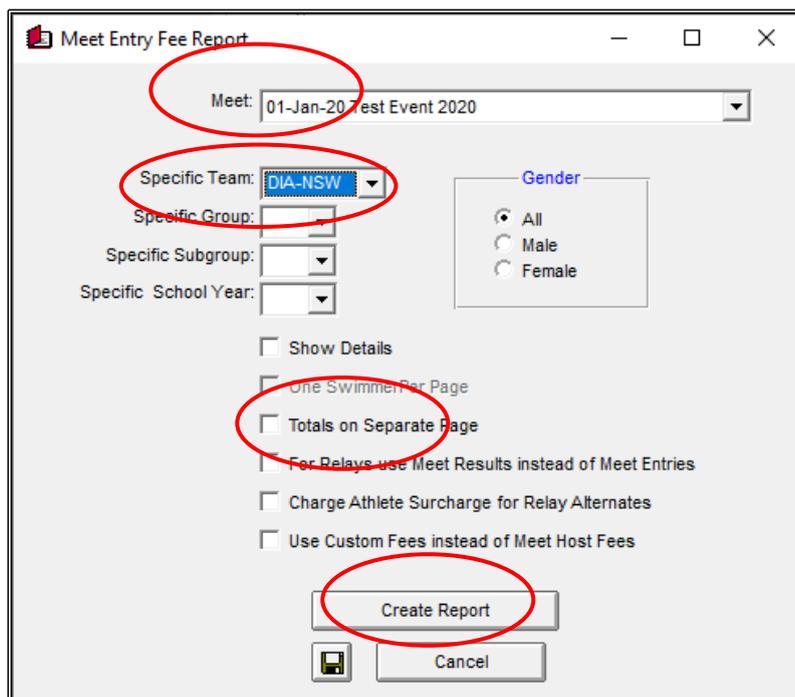
You now need to create an ENTRY FEE REPORT.

Ensure the TEST EVENT 2020 meet is highlighted and click on the REPORTS tab at the top of the screen and the select ENTRY FEE REPORT from the drop down.



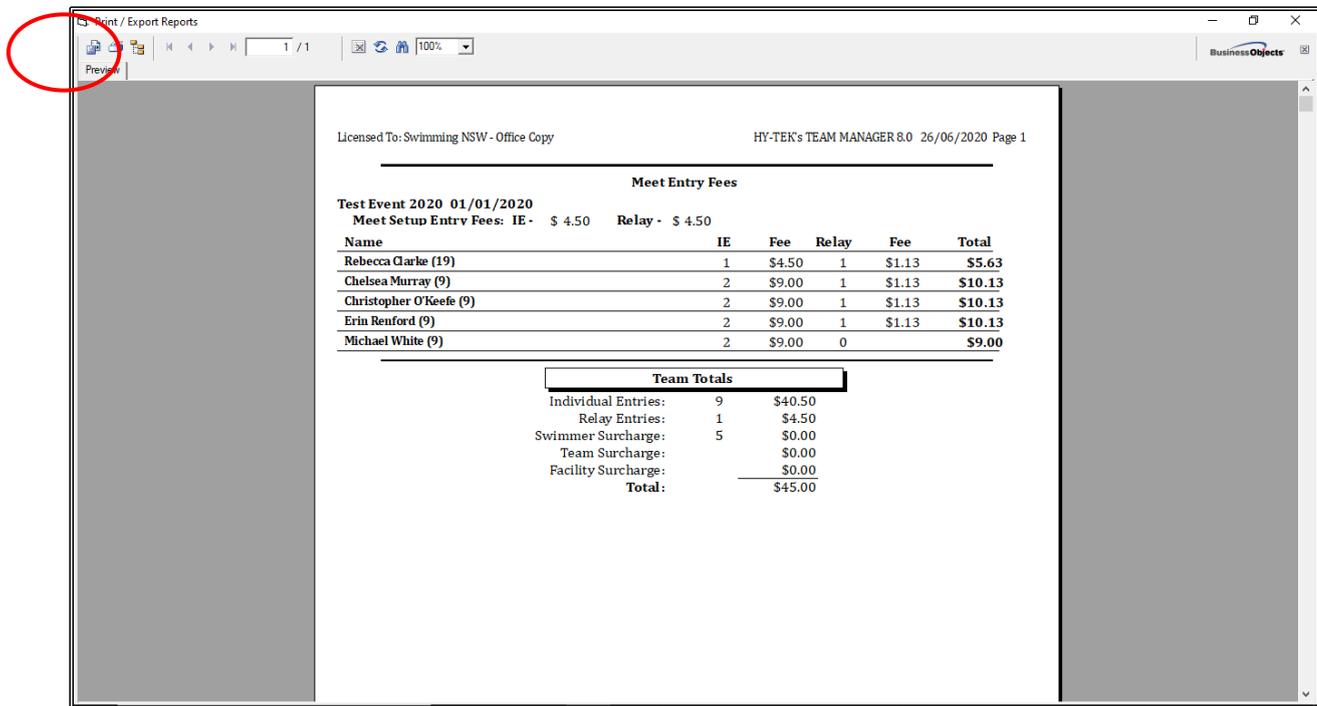
When the MEET ENTRY FEE REPORT screen opens, check the MEET NAME and then choose the SPECIFIC TEAM name.

Deselect TOTALS ON SEPARATE PAGE (this saves paper) and then click CREATE REPORT.

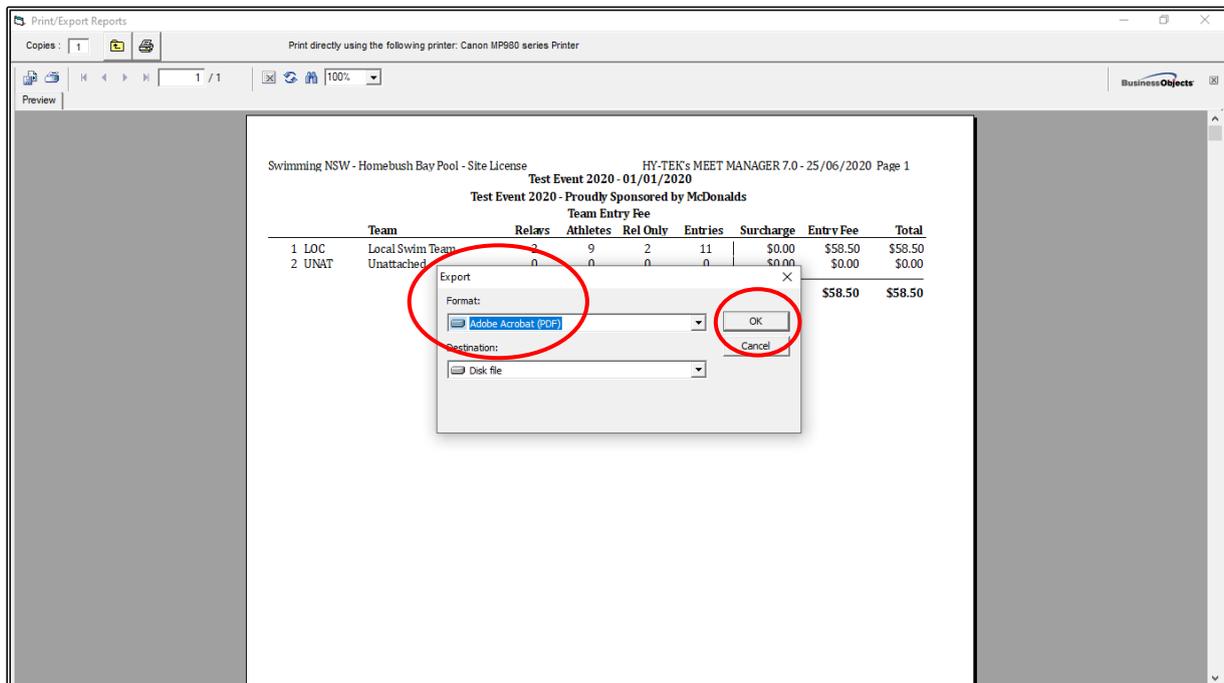


Once the MEET ENTRY FEES report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

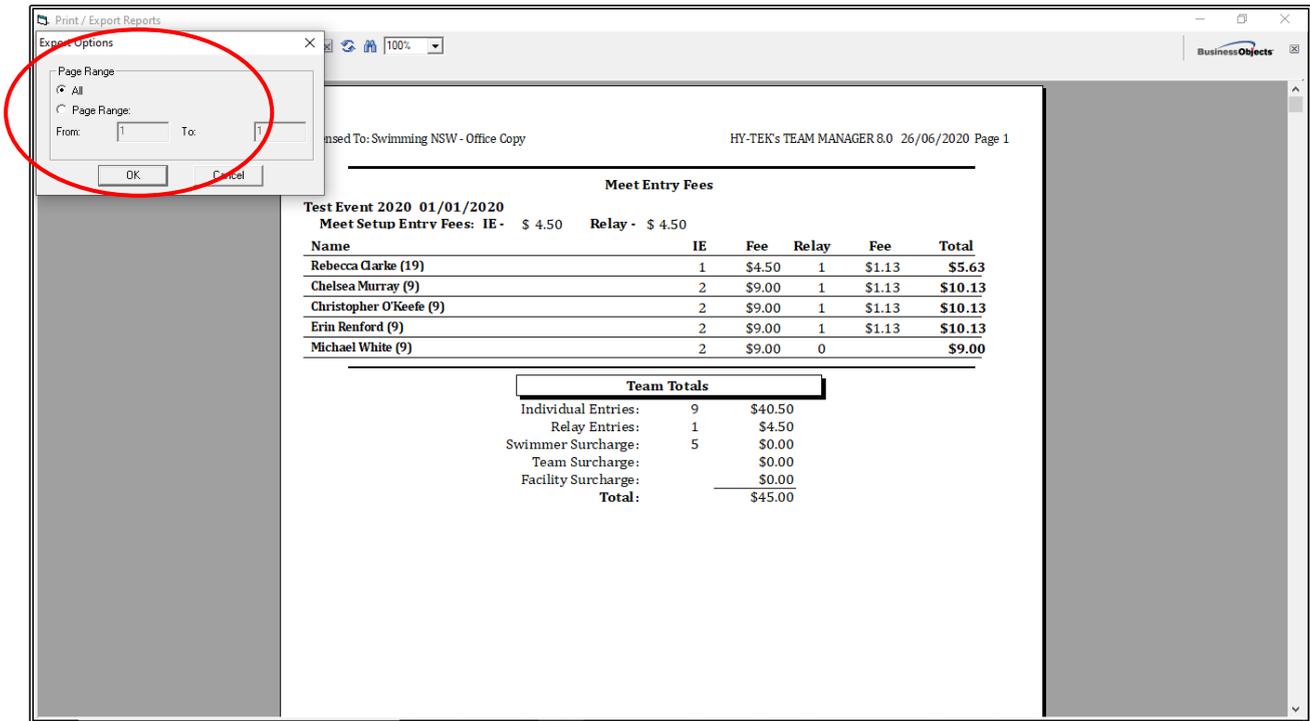
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



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

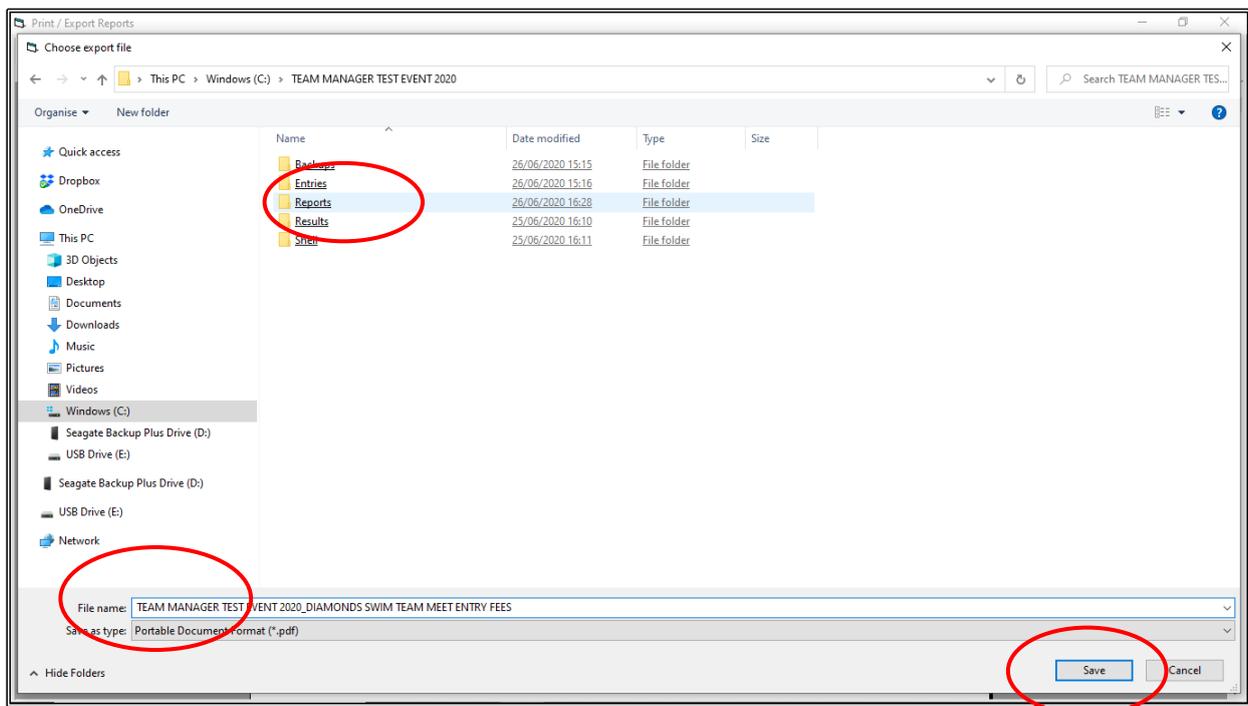


Click OK on the EXPORT OPTIONS box when it appears.



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:\TEAM MANAGER TEST EVENT 2020\REPORTS.

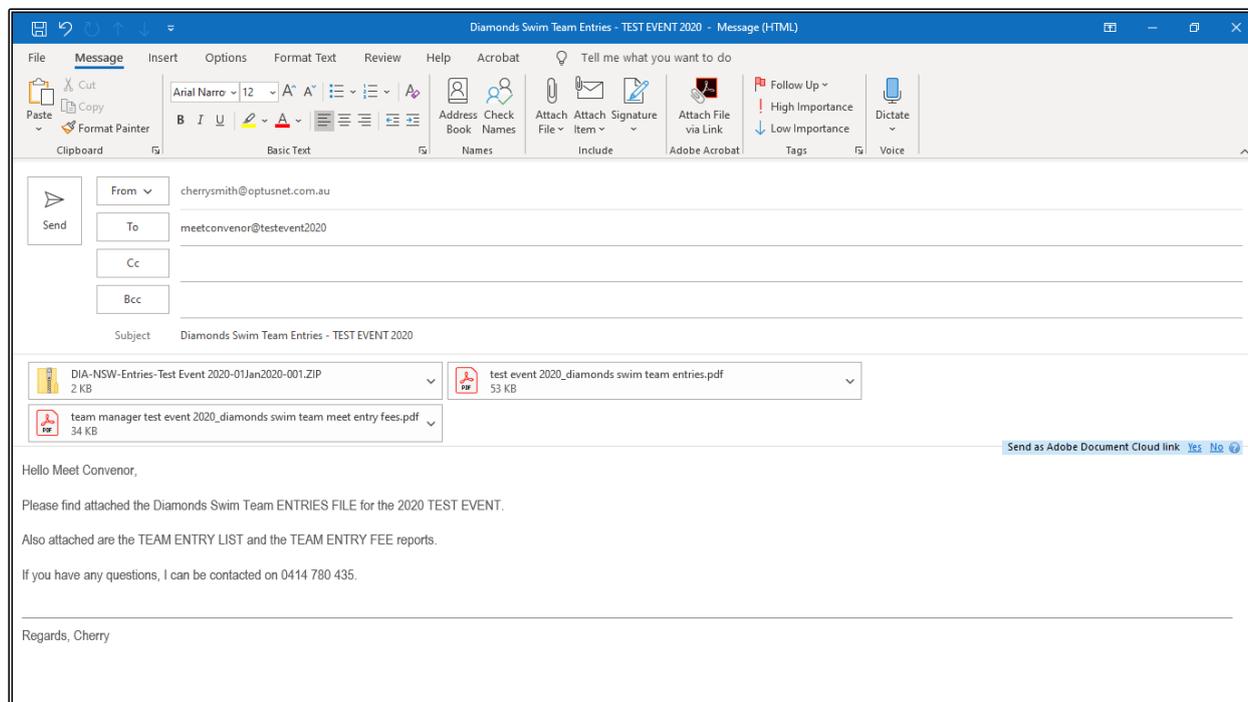
Change the FILE NAME to TEAM MANAGER TEST EVENT 2020_DIAMONDS SWIM TEAM MEET ENTRY FEES and click SAVE.



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.



CLOSE OUT of all screens back to the MAIN MENU screen.

SECTION ELEVEN: HOW TO USE MEET MANAGER AND TEAM MANAGER TO IMPORT RESULTS FROM EXTERNAL MEETS

1. IMPORTING RESULTS FOR YOUR CLUB INTO MEET MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEST EVENT 2020 Folder prior to the meet:

C:\TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your MEET MANAGER program.

How you do the import will depend on which file the RACE ORGANISER has sent you.

a) If you have a BACKUP file of the meet, you will use the RESTORE method.



Swmm7BkupTest Event 2020-01.zip

b) If you have a MERGE MM TO MM RESULTS file, you will need to use the IMPORT method.



Merge Meet
Results-Test Event 2

NOTE: Both of these IMPORT methods will import the WHOLE MEET results, not just your club.

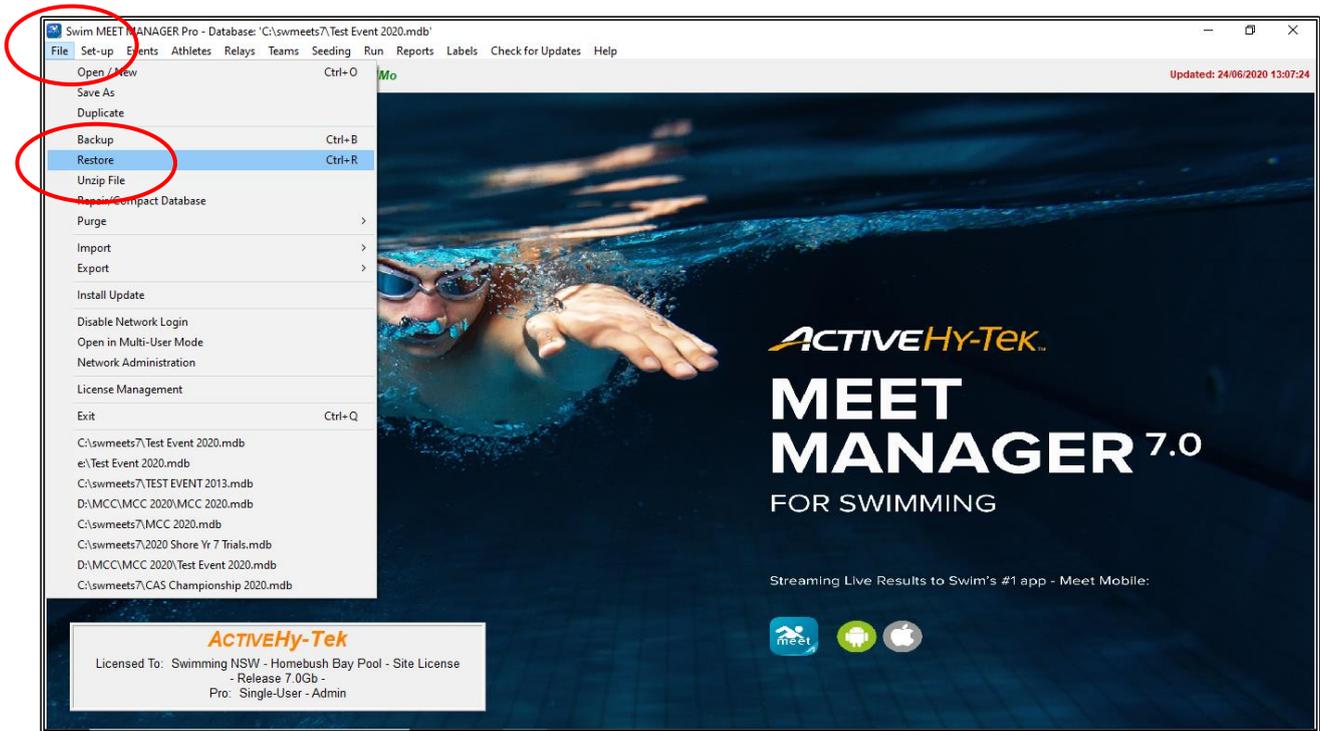
Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

a) RESTORE method using a BACKUP file of the meet.



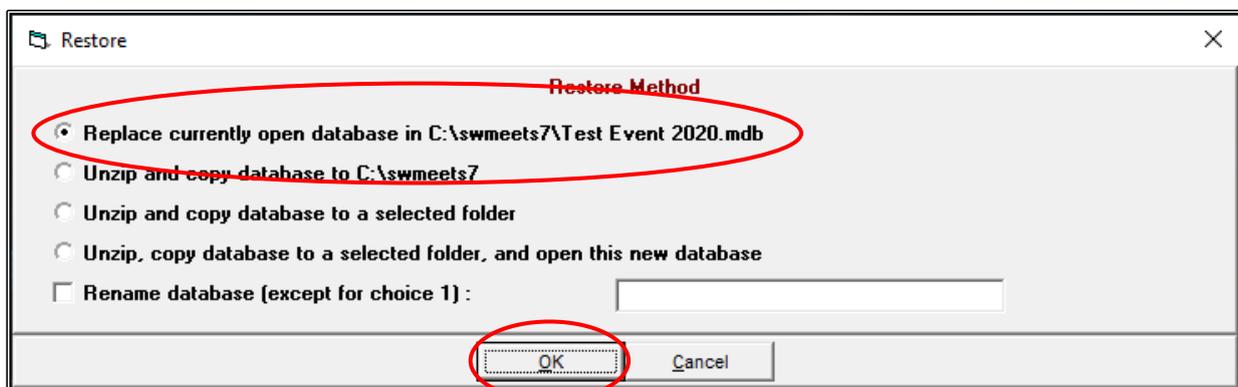
Swmm7BkupTest Event 2020-01.zip

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

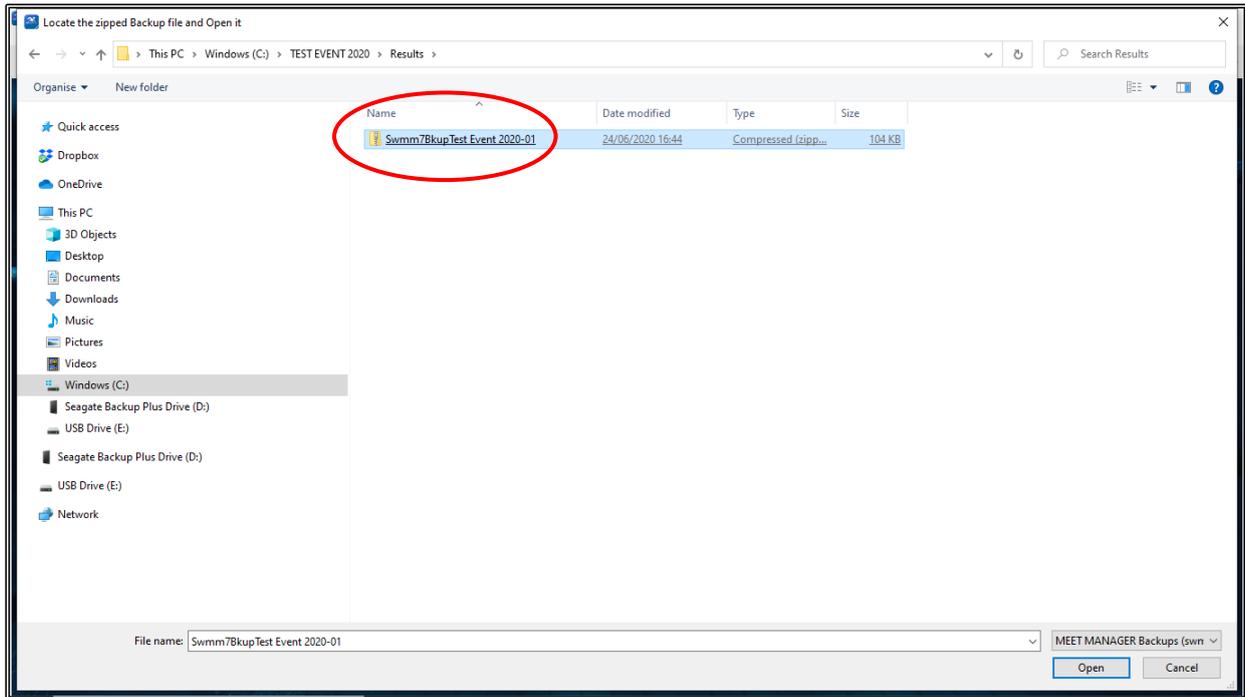


When the RESTORE screen appears, choose the REPLACE CURRENTLY OPEN DATABASE IN C:\swmeets7\Test Event 2020.mdb OPTION.

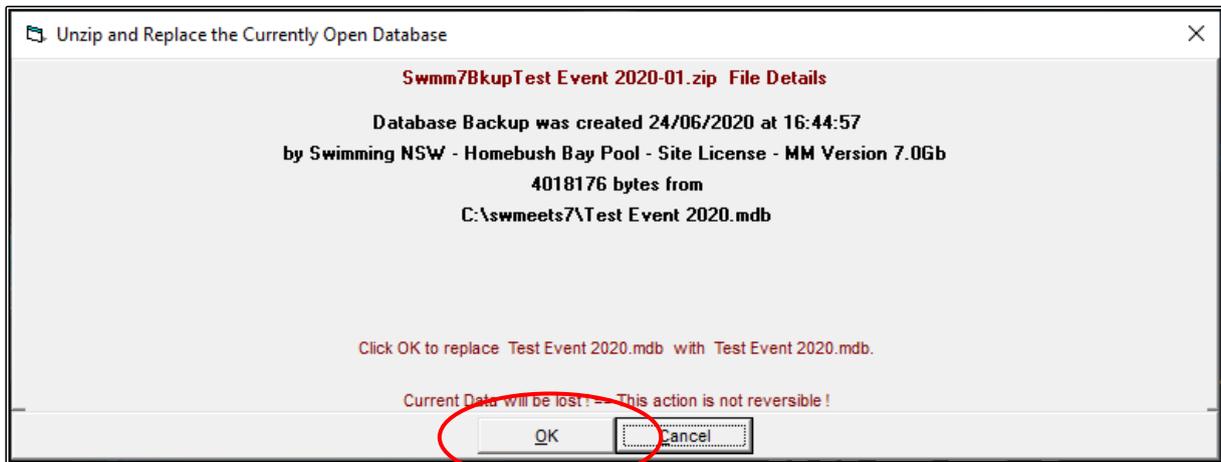
Click OK.



Choose the RESULTS folder and then click on the BACKUP file.



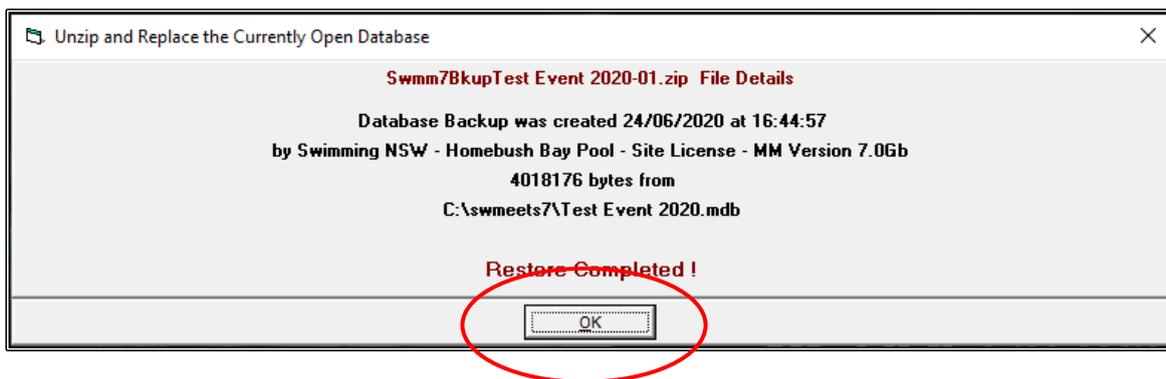
Click OK when the UNZIP screen opens.



Click OK when prompted.



Click OK when the RESTORE COMPLETED screen appears.



You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

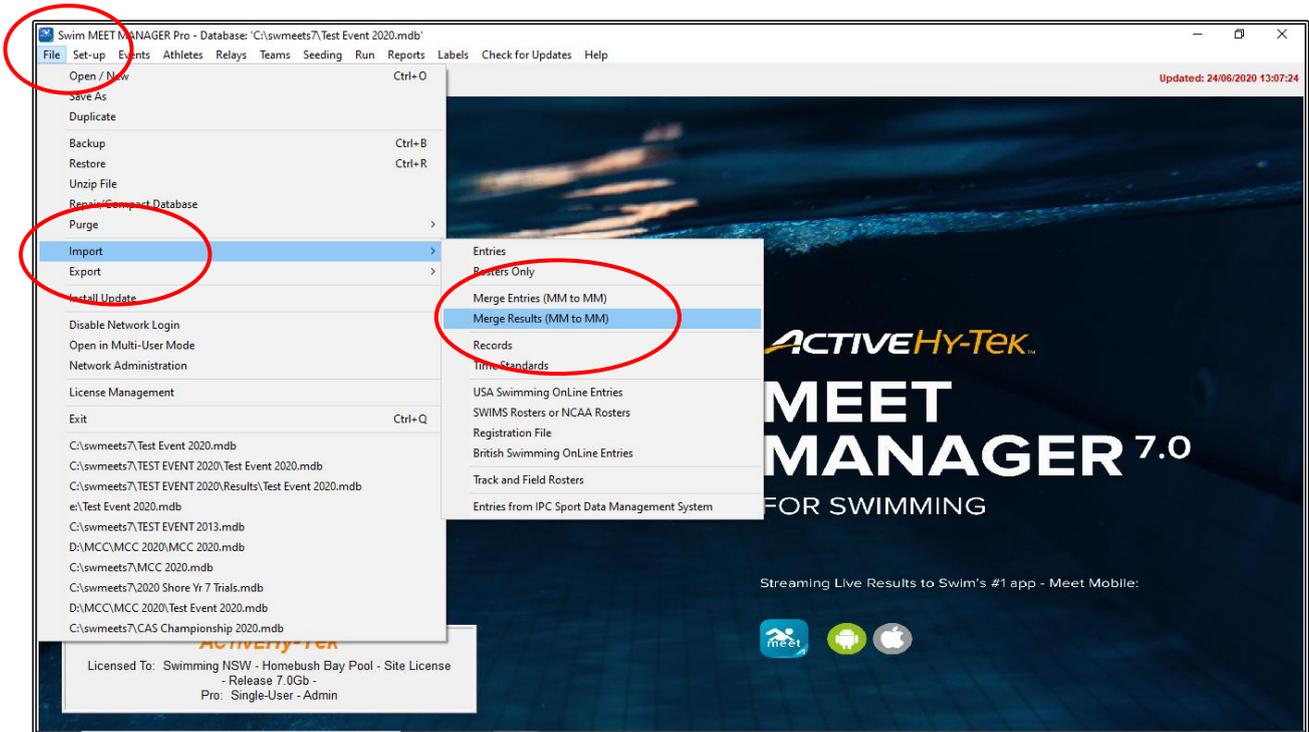
Athletes																									
Layout Add Edit Delete Contact Comp# Multi-Class# ScratchAll View Find Reports Export to HTML Events Relays Teams Help																									
Session All																									
Gender: <input type="radio"/> Both <input type="radio"/> Male <input type="radio"/> Female																									
Age Range: [] - [] Team: []																									
Entries: <input type="radio"/> Eligible Only <input type="radio"/> All Events <input type="radio"/> Entries Only																									
<input type="checkbox"/> Show Relays <input type="checkbox"/> Show Swim-ups <input type="checkbox"/> Show Results																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status															
Ainsworth	Andrew		M	8	FAN	FANTASY CLUB	ANAM060811	06/08/2011		Normal															
Bartels	Christopher		M	8	NSW	NSW CLUB	BARCH080810	08/08/2010		Normal															
Bates	Emily		F	8	NSW	NSW CLUB	BATEM120813	12/08/2013		Normal															
Birmingham	Tim		M	8	DRA	DRAGONS TEAM	BIRTH50211	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	BRAMI040810	04/08/2010		Normal															
Brown	Alice		F	8	DRA	DRAGONS TEAM	BROAL200211	20/02/2011		Normal															
Carol	Nicola		F	8	FAN	FANTASY CLUB	CARNI111113	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	Faith		F	10	LOC	LOCAL SWIM TEAM	HLFA141209	14/12/2009		Normal															
Hill	Wendy		F	9	LOC	LOCAL SWIM TEAM	HLWE200710	20/07/2010		Normal															
Johnston	Kirk		M	9	NSW	NSW CLUB	JHKK010810	01/08/2010		Normal															
ENTRIES																									
Ent#	Eligible Events	Set	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time													
1	Boys 8&U 50 Free	<input checked="" type="checkbox"/>	Scored	39.79L	1/3	<input type="checkbox"/>		39.79L																	
3	Men Open 100 Back	<input checked="" type="checkbox"/>	Scored	2:02.00L	2/1	<input type="checkbox"/>		2:02.00L																	

Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

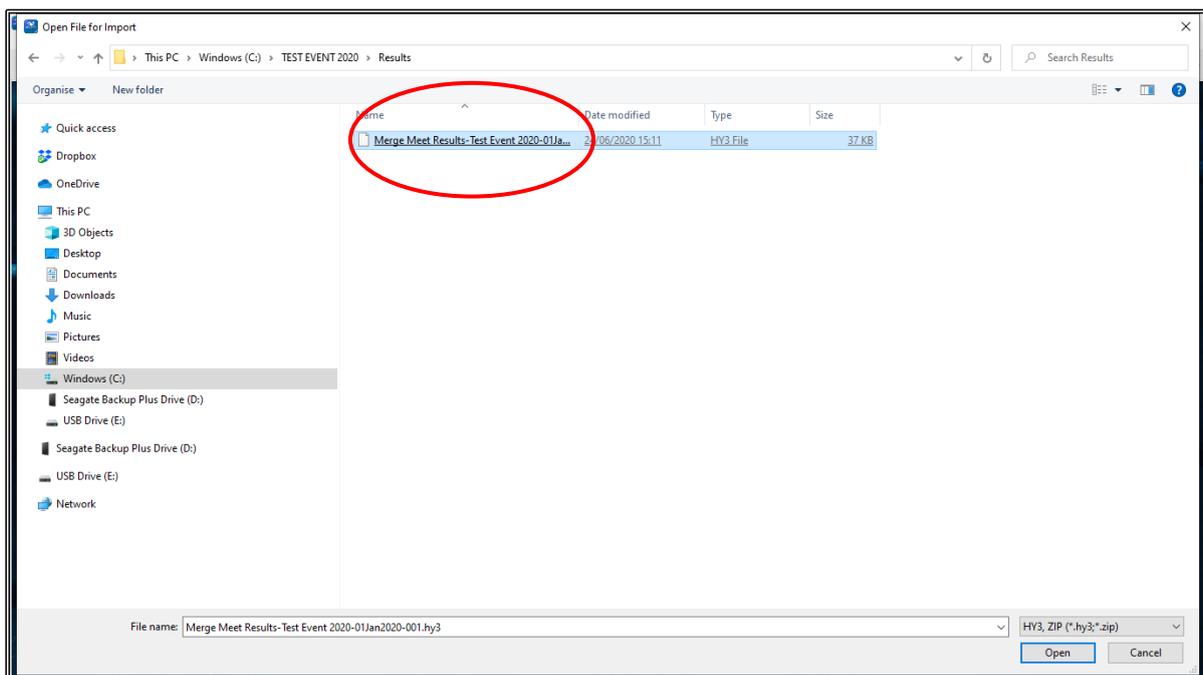
b) RESTORE method using a MERGE MM TO MM RESULTS file.



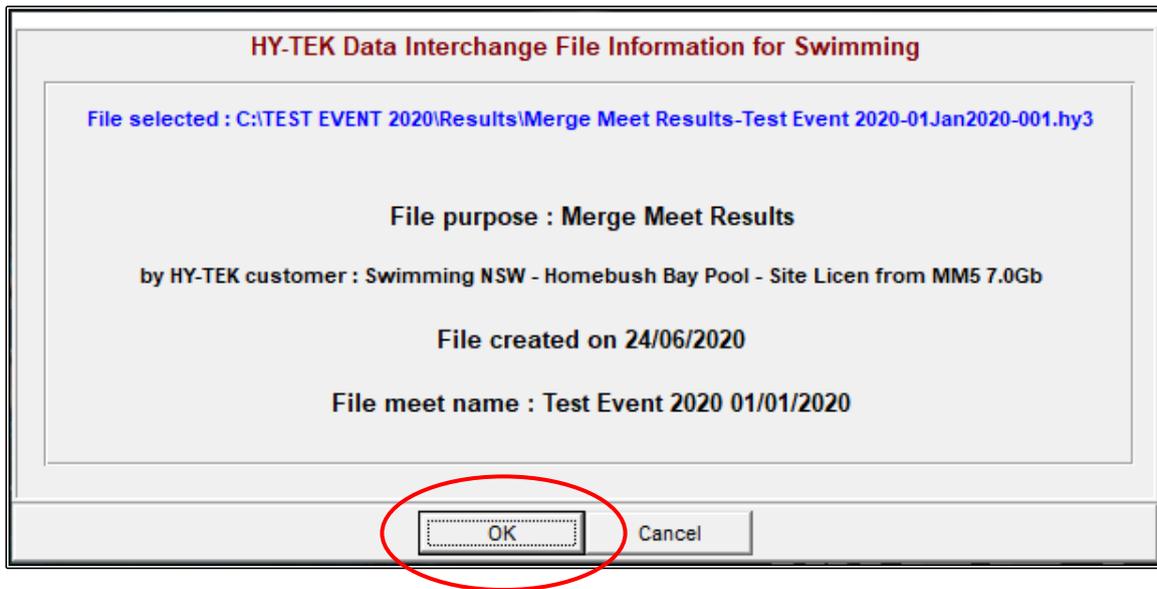
From the MAIN MENU screen, click on the FILE tab and then select IMPORT from the drop down and then choose MERGE RESULTS (MM to MM).



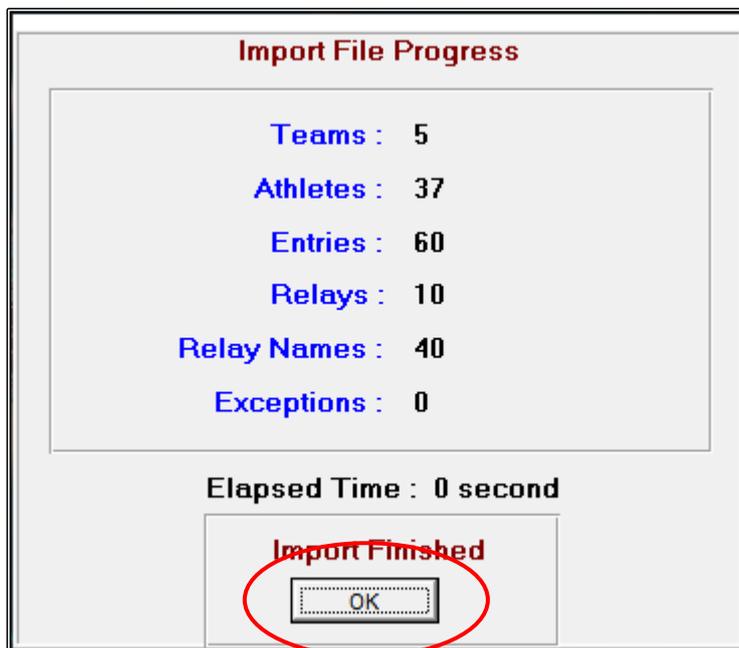
Choose the RESULTS folder and then click on the MERGE MEET RESULTS file.



Click OK when the DATA INTERCHANGE FILE screen opens.



Click OK when the IMPORT FILE PROGRESS screen opens.



You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

Athletes																									
Layout Add Edit Delete Contact Comp# Multi-Class# ScratchAll View Find Reports Export to HTML Events Relays Teams Help																									
Session All																									
Gender		Age Range		Entries																					
<input type="radio"/> Both <input type="radio"/> Male <input type="radio"/> Female		Team: <input type="text"/>		<input type="radio"/> Eligible Only <input type="radio"/> All Events <input type="radio"/> Entries Only <input type="checkbox"/> Show Relays <input type="checkbox"/> Show Swim-ups <input type="checkbox"/> Show Results																					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status															
Anisworth	Andrew		M	8	FAN	FANTASY CLUB	ARAND050311	05/05/2011		Normal															
Bartels	Christopher		M	9	NSW	NSW CLUB	BARCH080810	08/08/2010		Normal															
Bates	Emily		F	6	NSW	NSW CLUB	BATEM120813	12/08/2013		Normal															
Birmingham	Tim		M	8	DR	DRAGONS TEAM	BRTM50211	15/02/2011		Normal															
Black	Melanie		F	9	DR	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	BRAM040810	04/08/2010		Normal															
Brown	Alice		F	8	DR	DRAGONS TEAM	BROAL200211	20/02/2011		Normal															
Carol	Nicola		F	6	FAN	FANTASY CLUB	CARN111113	11/11/2013		Normal															
Chapman	Jessica		F	8	DR	DRAGONS TEAM	CHAJE150311	15/03/2011		Normal															
Clarke	Rebecca		F	19	DIA	DIAMONDS CLUB	CLARE171000	17/10/2000		Normal															
Conway	Guy		M	8	DR	DRAGONS TEAM	CONGU161011	16/10/2011		Normal															
Cox	Sarah		F	8	LOC	LOCAL SWIM TEAM	COXA051011	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	DR	DRAGONS TEAM	HICSA170410	17/04/2010		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															
Johnston	Kirk		M	9	NSW	NSW CLUB	JOHK010810	01/08/2010		Normal															
ENTRIES																									
Evt#	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time													
1	Boys 8&U 50 Free	<input checked="" type="checkbox"/>	Scored	39.79L	1/3	<input type="checkbox"/>	39.79L																		
3	Men Open 100 Back	<input checked="" type="checkbox"/>	Scored	2:02.00L	2/1	<input type="checkbox"/>	2:02.00L																		

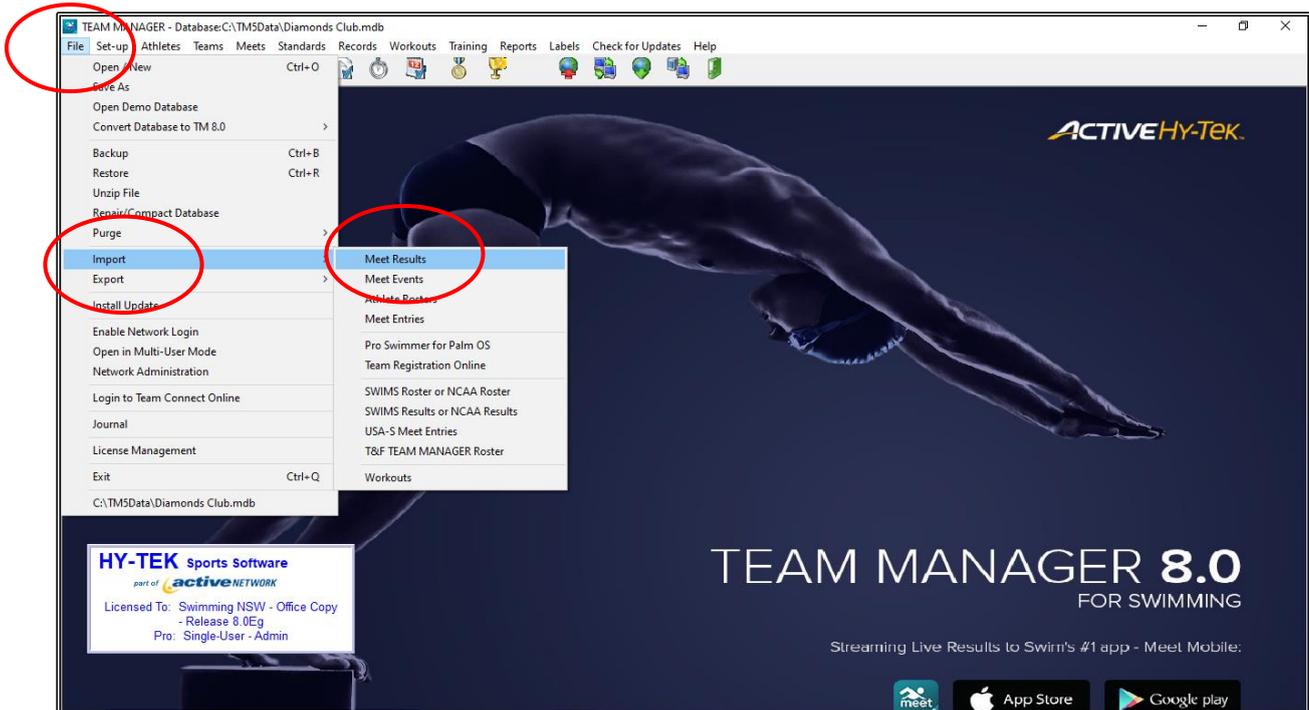
2. IMPORTING RESULTS FOR YOUR CLUB INTO TEAM MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

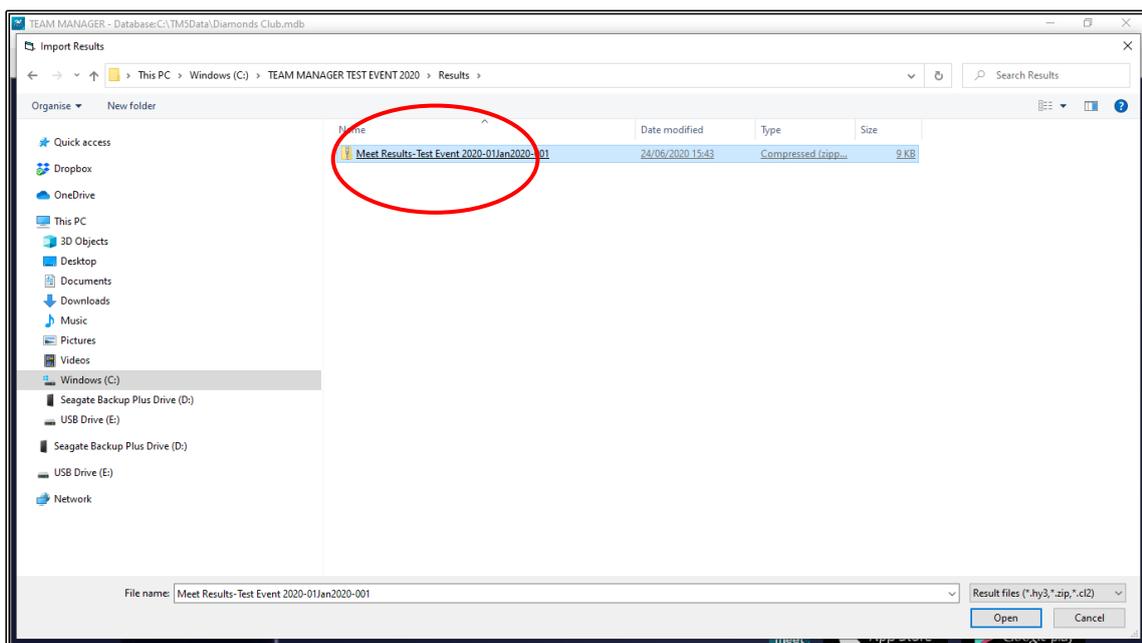
You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEAM MANAGER TEST EVENT 2020 folder prior to the meet:
C:\TEAM MANAGER TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your TEAM MANAGER program.

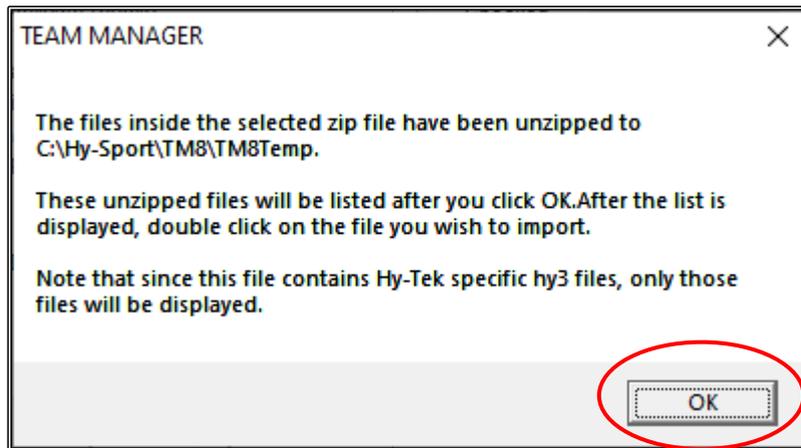
From the MAIN MENU screen, click on the FILE tab and then choose IMPORT from the drop down, now select MEET RESULTS.



Choose the RESULTS folder and then click on the MEET RESULTS file.

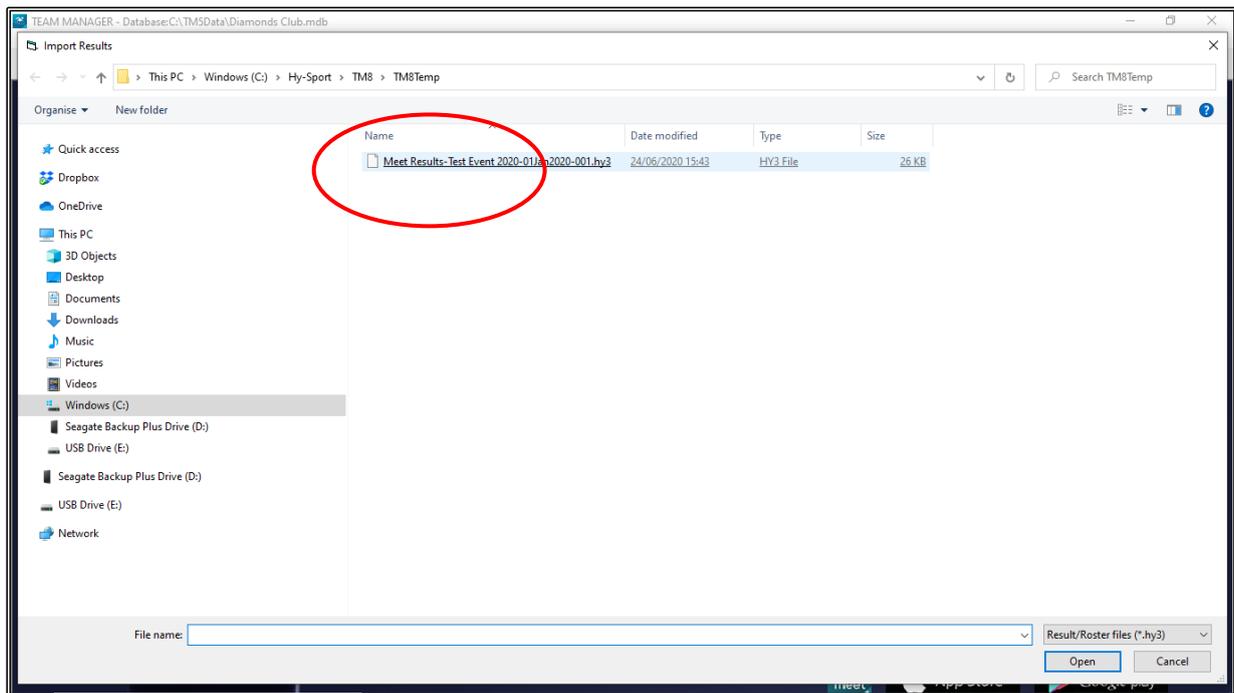


Click OK when the UNZIPPED screen opens.



Click on the MEET RESULTS file.

The IMPORT RESULTS screen is now available for you to customise how and what data you want to import.



The only boxes that should be changed are in the IMPORT CRITERIA section.

You should ensure that you tick:

1. OVERLAY DUPLICATE RESULTS
2. ADD NEW TEAMS/ATHLETES.
3. Also type in your CLUB ABBREVIATION in the ONE TEAM box. If you do not do this, you will import data for all clubs and not just your DIAMONDS club.

You should accept all the other default criteria and click OK and then CLOSE the IMPORT RESULTS screen back to the MAIN MENU screen.

All results will be imported including, splits (if available), DQs, placings and points (if allocated).

The screenshot shows the 'Import Results' dialog box with the following details:

- File Name:** C:\Hy-Sport\TM8\TM8Temp\Meet Results-Test Event 2020-01Jan2020-001.hy3
- Created by:** Hy-Tek, Ltd version: MMS 7.0Gb on 24/06/2020 3:43 PM
- File Type:** MEET MANAGER to TEAM MANAGER Results
- Meet Name:** Test Event 2020
- Start Date:** 01/01/2020

Import Criteria (checked items circled in red):

- Overlay duplicate results
- Add New Teams/Athletes
- Import Relays
- Import Splits for Individual Results
- Save Relay Lead Off as Result
- Match on Reg ID even if Team does not match
- Use From Date (DD/MM/YY)
- Use Thru Date (DD/MM/YY)
- One LSC: []
- One Team: [DIA] (circled in red)
- Import for Time Standard at Least
- Current Time Standard: []

Import Statistics

	Records Processed
Meets	
Teams	
Individual Results	
Relay Results	
Splits	

Course

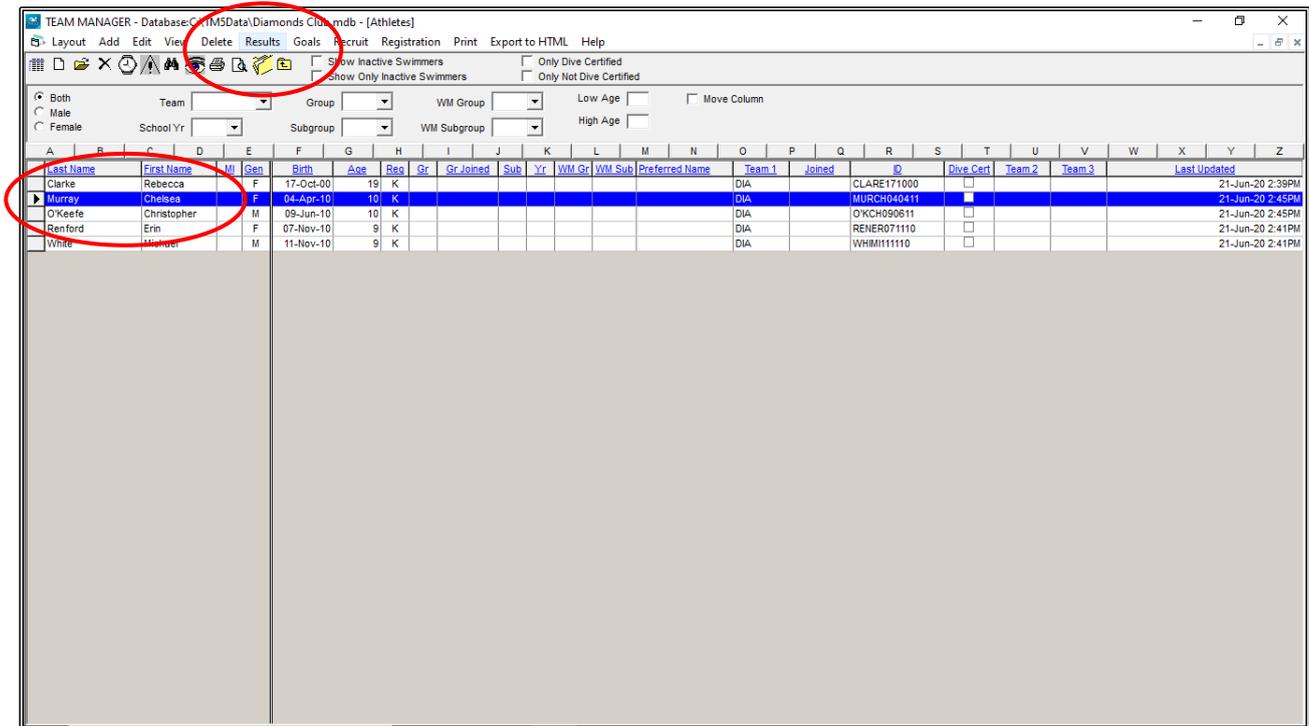
- All Courses
- Yards Only
- Short Meters Only
- Long Meters Only

Buttons: **OK** (circled in red), **Cancel**

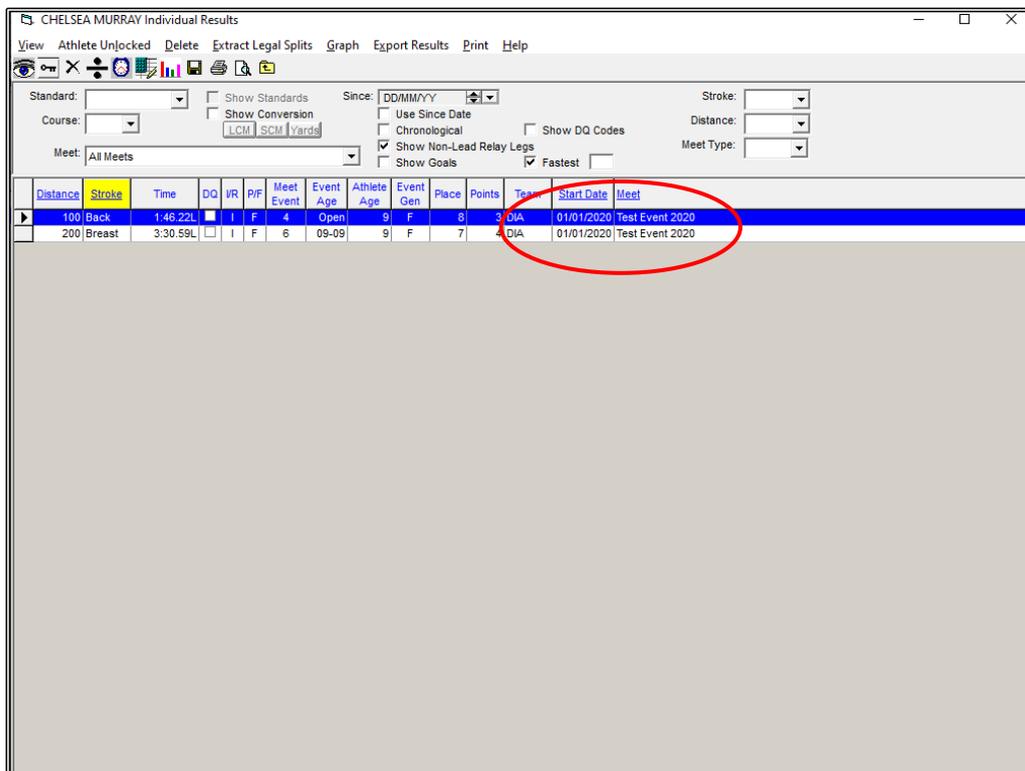
Footer: **Import File Checked - Click OK to Import**

You can check the results by clicking into the ATHLETES screen and then HIGHLIGHT one of your athletes.

Choose RESULTS from the top of the screen.

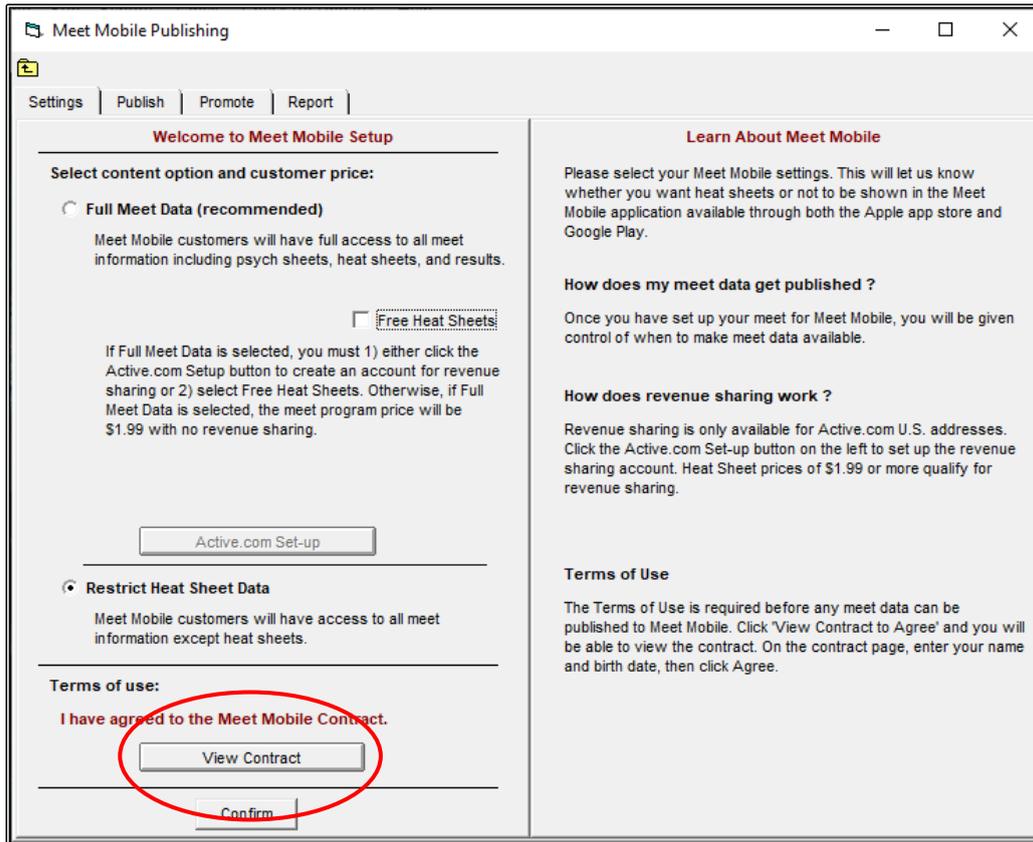


You will see from the RESULTS screen that the swimmer now has results from the TEST EVENT 2020 listed.



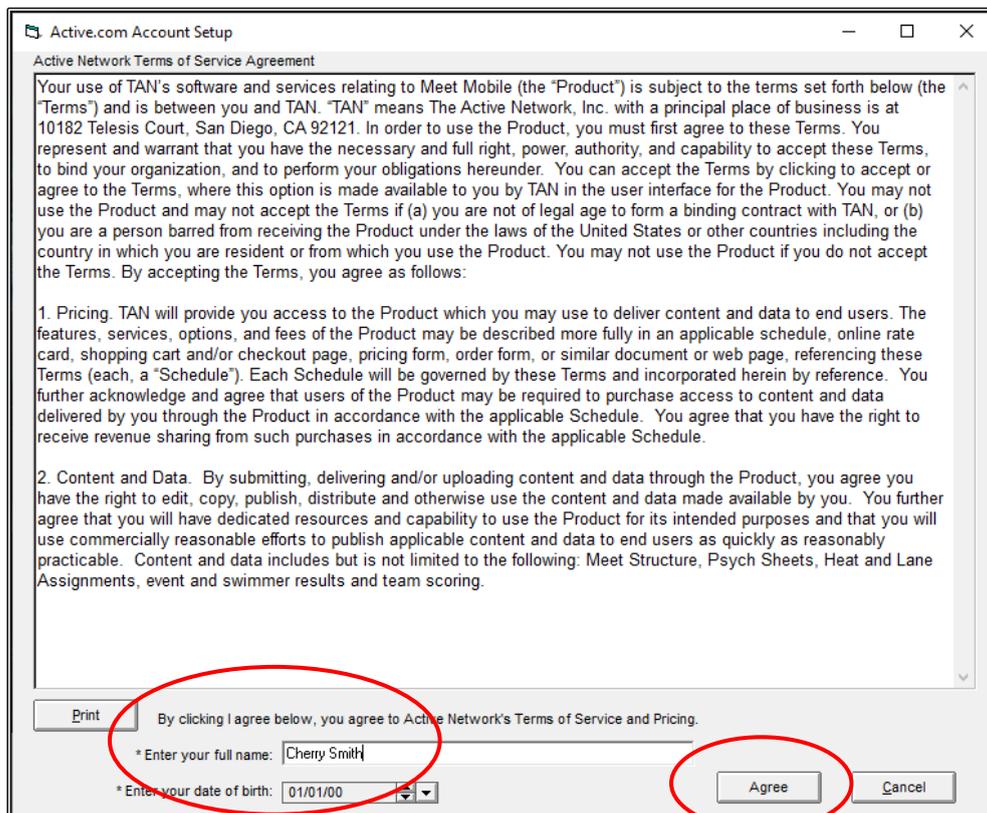
Now that the data has imported, you can begin to print any reports that you may need.

Now click on the VIEW CONTRACT button to view and AGREE to the contract.

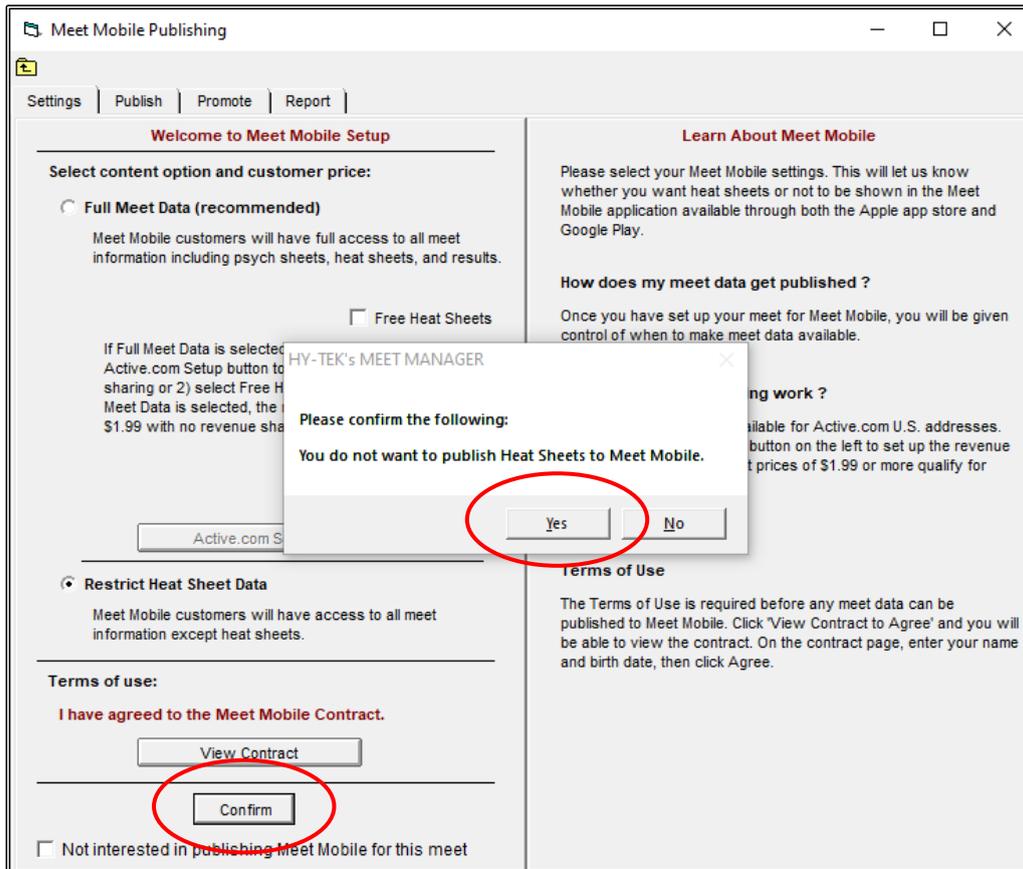


In the ACTIVE.COM ACCOUNT SETUP screen, enter your NAME and DATE OF BIRTH. This does not need to be your actual DOB as long as the date entered ensures you are over 18 years of age.

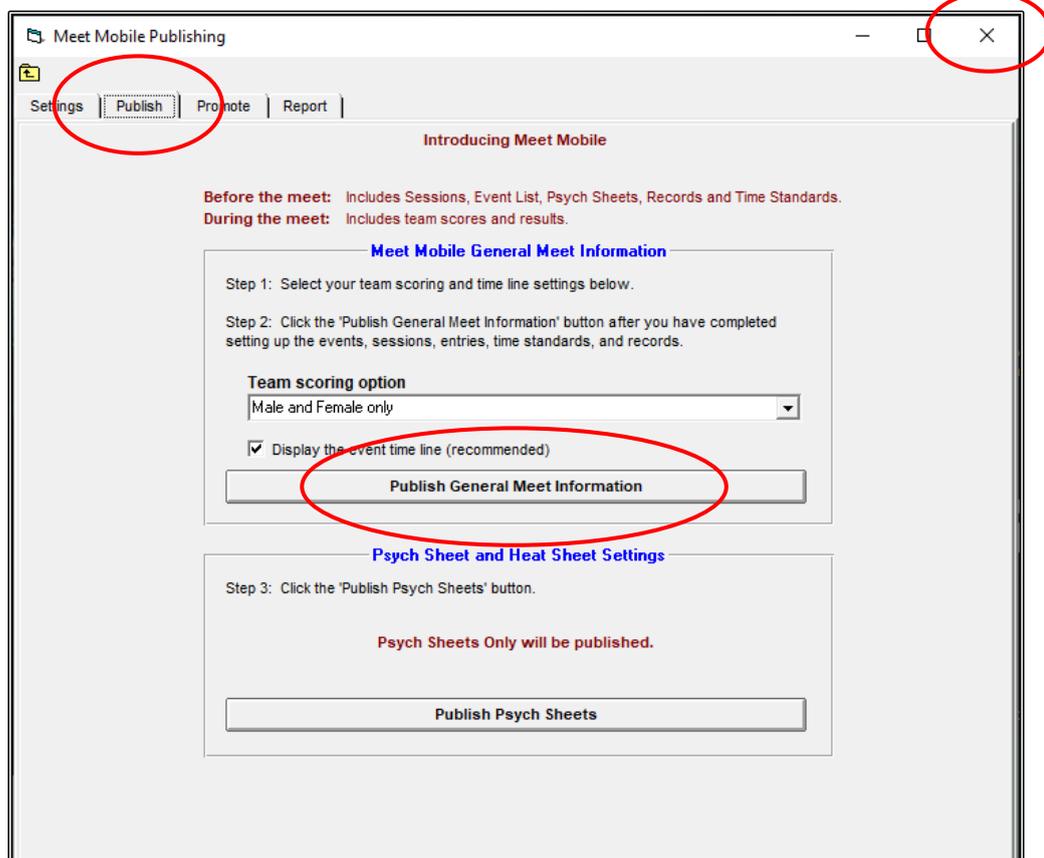
Click on the AGREE button.



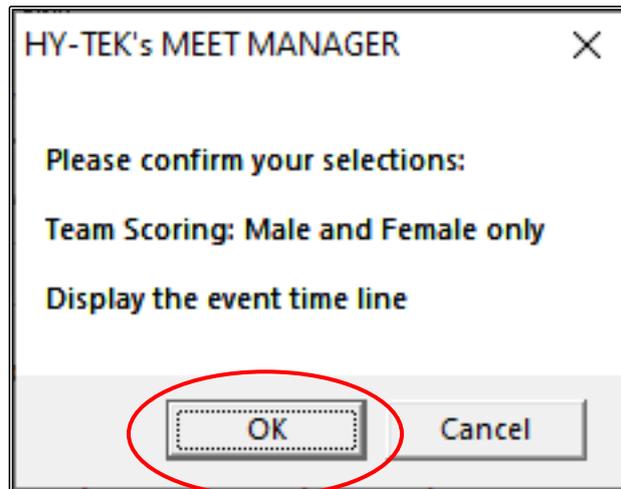
Click on the CONFIRM button and when the CONFIRMATION screen appears, click YES.



Now click on the PUBLISH tab and then click on the PUBLISH GENERAL MEET INFORMATION button and then CLOSE OUT ☒ the screen.

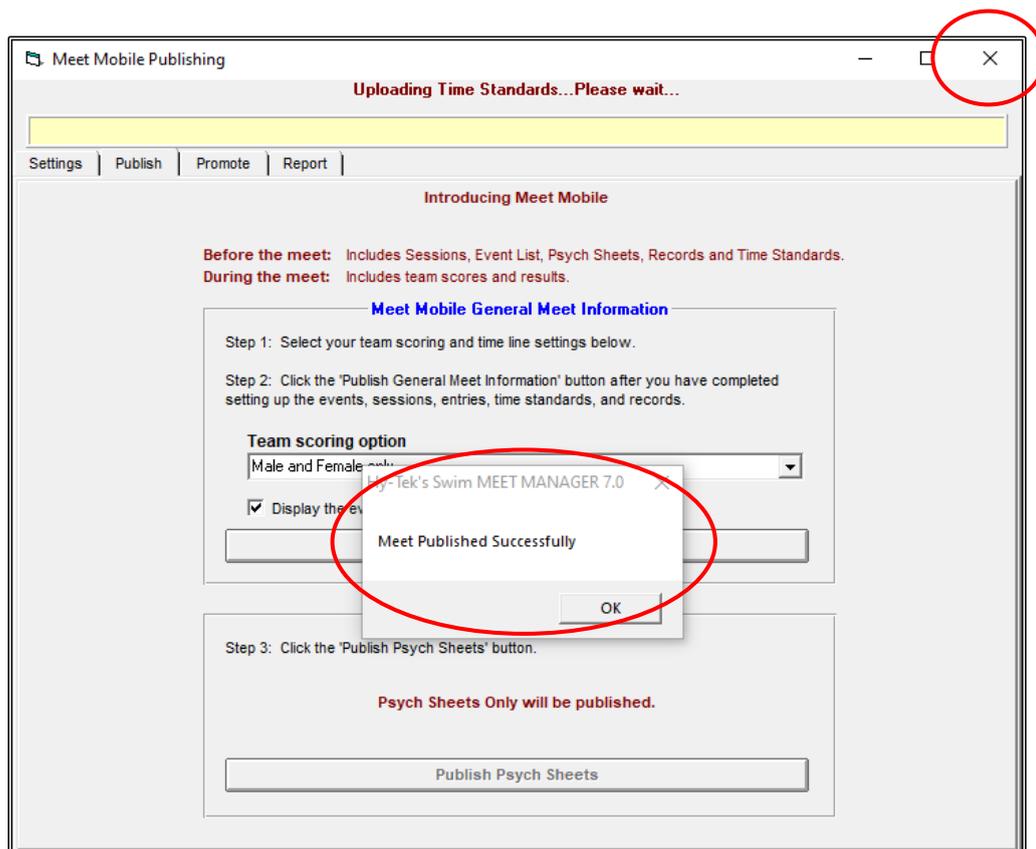


Click OK once the SELECTIONS screen appears.



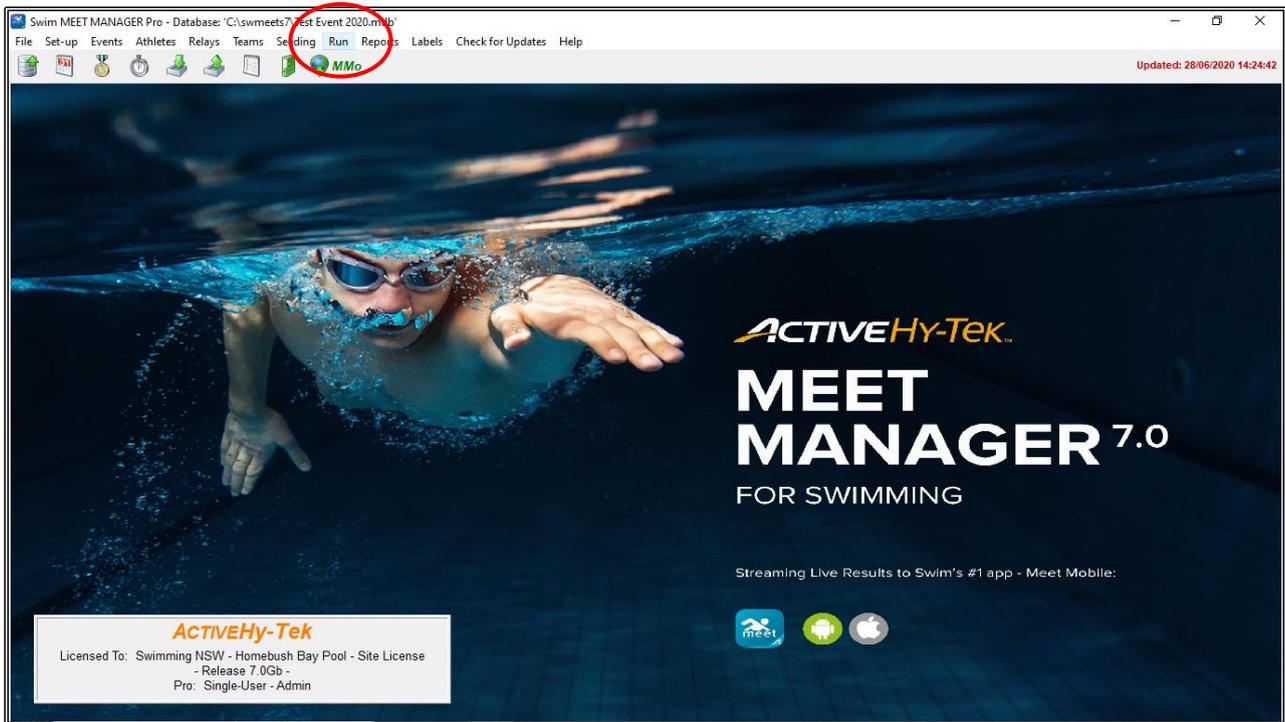
Click OK once the meet has been uploaded and PUBLISHED SUCCESSFULLY.

CLOSE OUT  of the MEET MOBILE PUBLISHING screen back to the MAIN MENU screen.



Now that MEET MOBILE has been set up and published, you need to ensure that it is operating within the RUN screen.

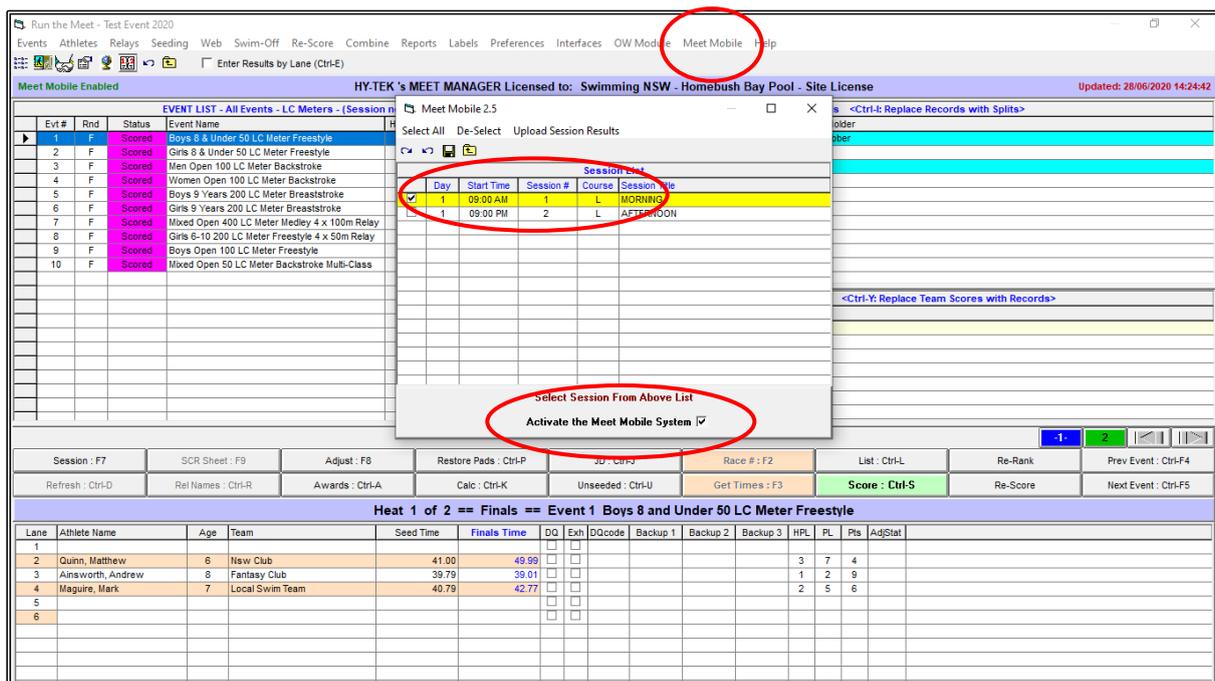
From the MAIN MENU screen, click on the RUN tab.



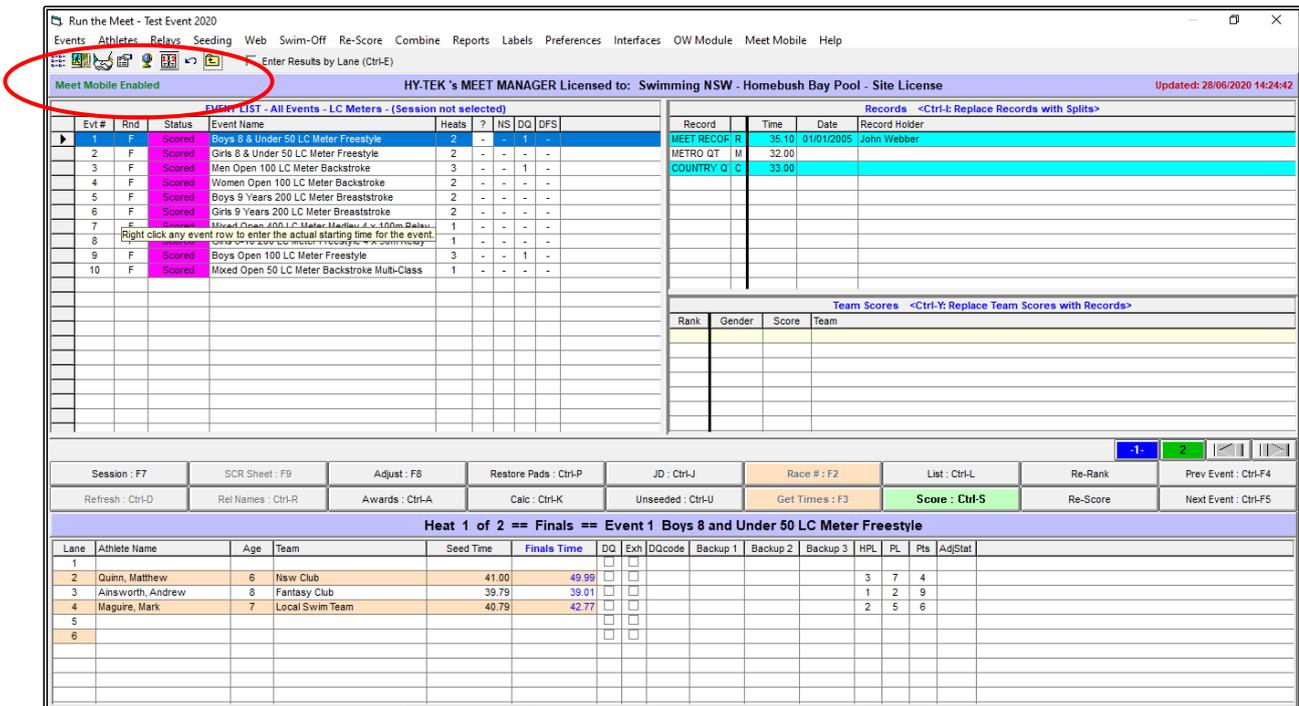
From the RUN screen, MEET MOBILE can be activated as long as the date of operation is on or after the start date of the meet and within seven (7) days of the end of the meet.

To activate, click the MEET MOBILE tab on the top right of the screen and highlight the SESSION/SESSIONS that you want to publish. Now tick the ACTIVATE THE MEET MOBILE SYSTEM box.

CLOSE OUT ☒ of the MEET MOBILE screen when completed.



You will now see in the RUN screen, that the MEET MOBILE ENABLED message is green.



When MEET MOBILE is enabled, results are sent to an ACTIVE NETWORK WEB SERVER which serves the Meet Mobile applications that are running on various APPLE devices.

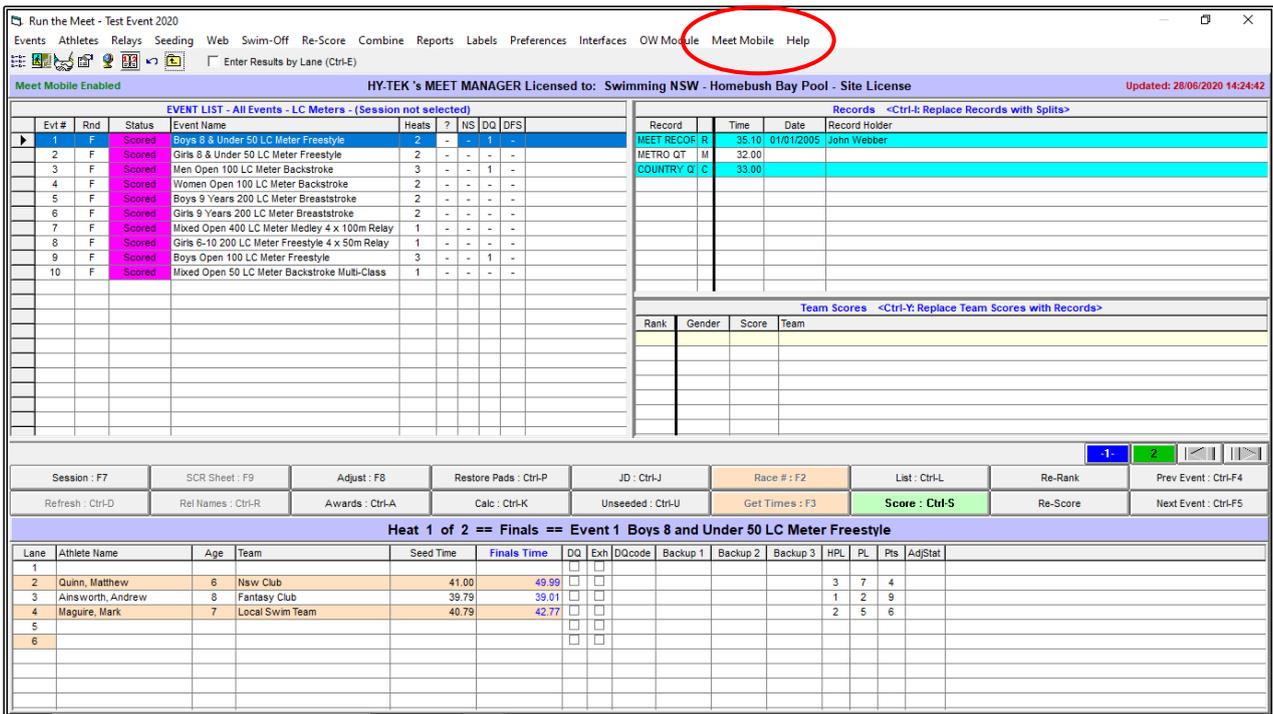
As heat results are uploaded, the times are sorted in order in MEET MOBILE's EVENT RESULTS list, but place rankings are not shown until ALL heats are completed within an EVENT.

RESULTS are uploaded during the following operations but only if there was a change to a result:

- The current heat is uploaded when changing to another heat using the HEAT buttons, the NEXT HEAT button, the PREVIOUS HEAT button or moving to another EVENT.
- If entering RESULTS for the current heat causes the EVENT to be DONE, then moving from the current heat causes ALL the heats to be RE-UPLOADED along with the overall rankings.
- Clicking on LIST, SCORE or RE-RANK causes EVERY HEAT RESULT to be UPLOADED if the EVENT is DONE. If the EVENT is not DONE, nothing is uploaded.

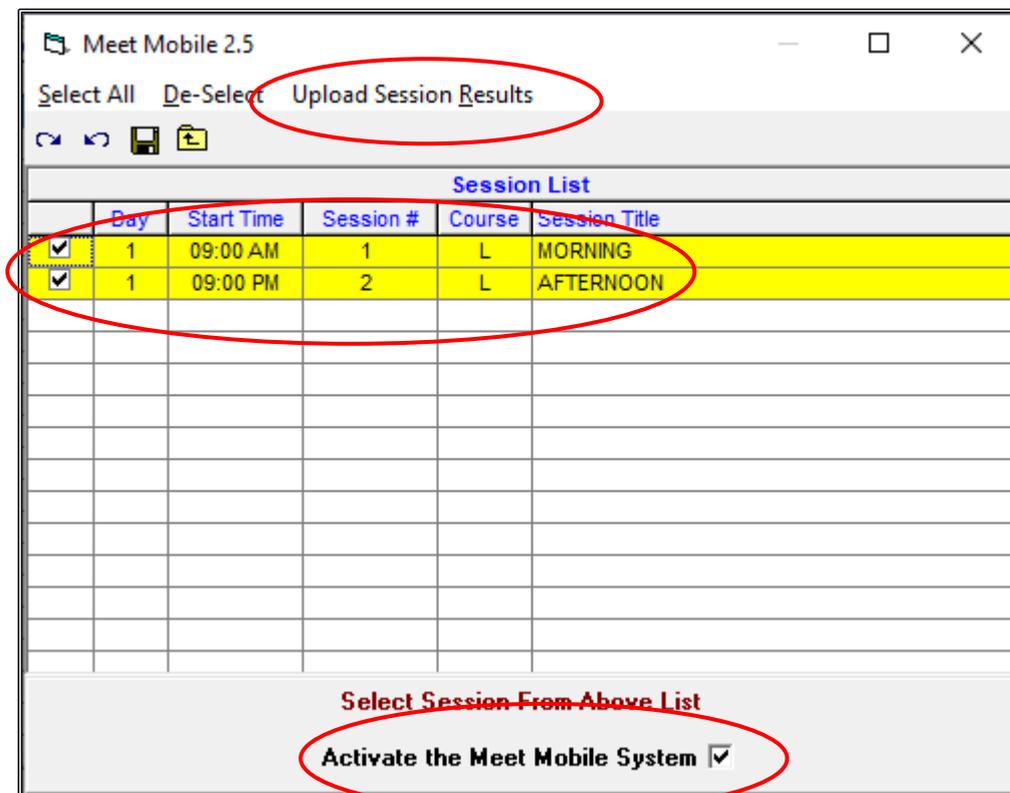
The time to upload a heat is very short and will not slow down your data entry in the RUN screen.

You can UPLOAD an entire Session's RESULTS at any time from the RUN screen by clicking on the MEET MOBILE tab on the top right of the screen.



Be sure the ACTIVATE THE MEET MOBILE SYSTEM check box is ticked and select one or more sessions.

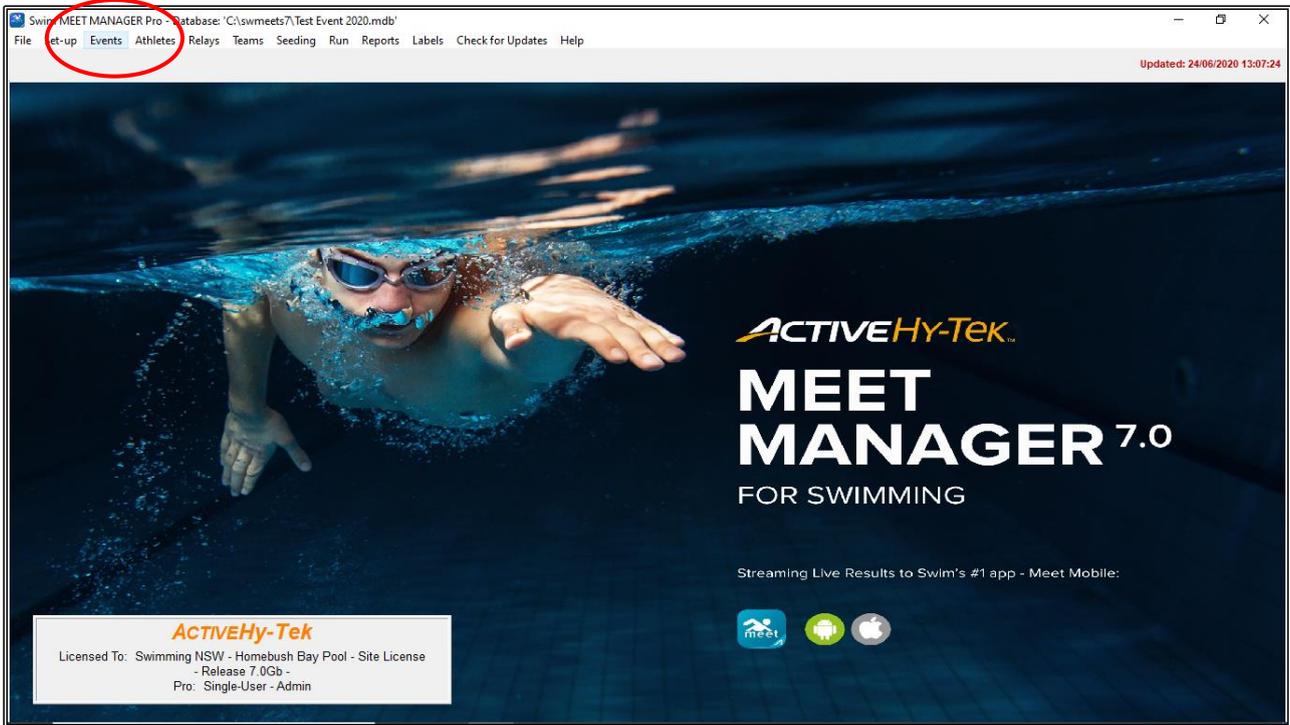
Click UPLOAD SESSION RESULTS and all completed events within the session will be uploaded along with both cumulative and subtracted splits.



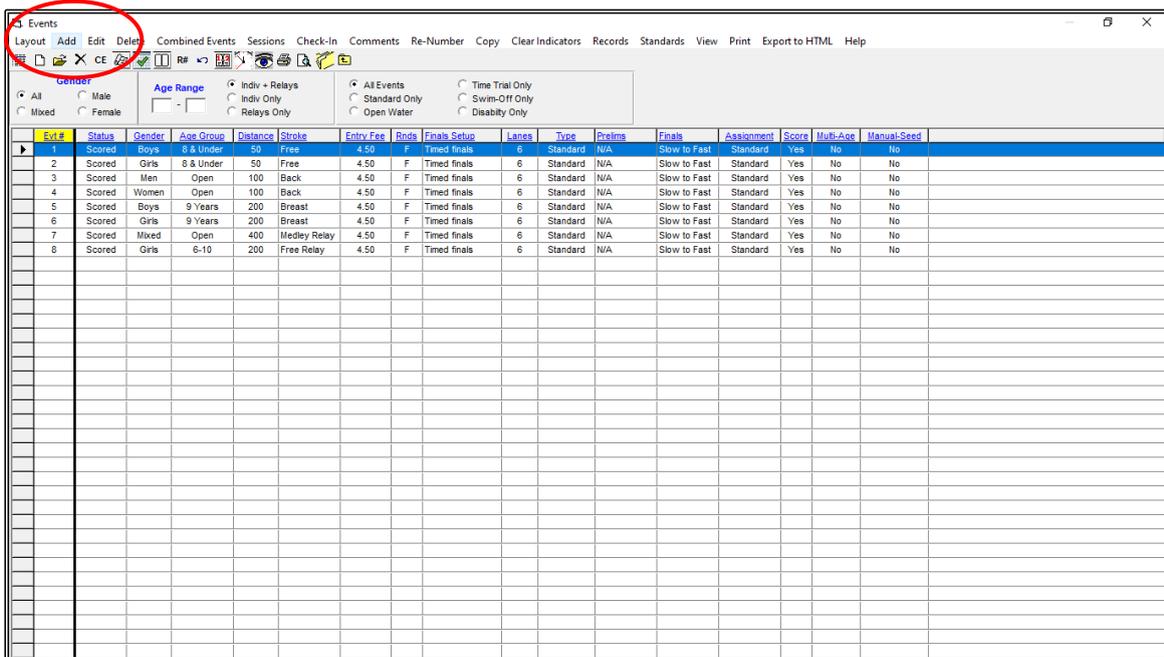
SECTION THIRTEEN: HOW TO SET UP MULTIPLE AGE GROUPS for POINTS and MEDALS in MEET MANAGER

You may wish to have MULTI-AGE events at your meet where a range of swimmers of different ages can be swum together but scored into specific age groups and medals awarded separately.

Click on the EVENTS tab from the MAIN MENU screen.



From the EVENTS screen, click on ADD.



Set up a new EVENT:

EVENT 9 - BOYS INDIVIDUAL OPEN 100m FREESTYLE and tick the MULTI-AGE GROUP option.

The screenshot shows the 'Event Edit - Boys Open 100 Freestyle' dialog box. The 'Multi-Age Group' checkbox is circled in red. The 'OK' button is also circled in red. The dialog box contains various settings for the event, including Age Group, Distance, Stroke, Gender, and Rounds.

The MULTI-AGE GROUPS screen opens, and you can now type in the AGE GROUPS that you want to award points and medals to.

For example: 8 years and under, 9 years and the 10 years and over age groups. Click OK when all groups have been entered.

The screenshot shows the 'Multi-Age Groups' dialog box. The table below shows the age ranges for 10 groups. The first three rows are circled in red.

	Low Age	High Age
1	0	8
2	9	9
3	10	109
4		
5		
6		
7		
8		
9		
10		

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
- Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
- The highest age permitted is 109.
- If the event has prelims and finals, specify how many heats in finals for each Age Group.

The RESULT screen below shows how this event would have been ranked and scored if no MULTI-AGE GROUPS had been set up.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 3:05 PM 27/06/2020 Page 1
Test Event 2020 - 01/01/2020
Test Event 2020 - Proudly Sponsored by McDonalds
Results

Event 9 Boys Open 100 LC Meter Freestyle

Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nsw Club	1:01.72	1:02.44	10
2 Travnor, 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 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.43	
13 Neale, Michael	8	Local Swim Team	3:00.12	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	

This RESULT screen below shows how this event has now been broken up into the three MULTI-AGE GROUPS that were set up and how the placings and points are broken down.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 3:04 PM 27/06/2020 Page 1
Test Event 2020 - 01/01/2020
Test Event 2020 - Proudly Sponsored by McDonalds
Results

Event 9 Boys 8 & Under 100 LC Meter Freestyle

Name	Age	Team	Seed Time	Finals Time	Points
1 Conway, Guy	8	Dragons Team	2:59.97	1:04.69	10
2 Quinn, Matthew	6	Nsw Club	NT	1:15.67	9
3 Ponds, Jeffery	6	Nsw Club	1:45.54	1:57.36	8
4 Roberts, Andrew	8	Fantasy Club	1:59.10	2:00.43	7
5 Neale, Michael	8	Local Swim Team	3:00.12	2:00.45	6
6 Ainsworth, Andrew	8	Fantasy Club	2:02.00	2:01.45	5
7 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	4
--- Birmingham, Tim	8	Dragons Team	2:03.66	DQ	

Event 9 Boys 9 Years 100 LC Meter Freestyle

Name	Age	Team	Seed Time	Finals Time	Points
1 Johnston, Kirk	9	Nsw Club	1:01.72	1:02.44	10
2 Travnor, Daniel	9	Local Swim Team	3:00.01	1:03.59	9
3 White, Michael	9	Diamonds Club	1:15.88	1:14.98	8
4 Kazzouh, James	9	Dragons Team	1:17.85	1:16.48	7
5 Bartels, Christopher	9	Nsw Club	1:15.37	1:16.54	6
6 O'Keefe, Christopher	9	Diamonds Club	1:18.88	1:17.79	5
7 Kelly, Joshua	9	Dragons Team	1:20.65	1:20.43	4
8 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	3

Event 9 Boys 10 & Over 100 LC Meter Freestyle

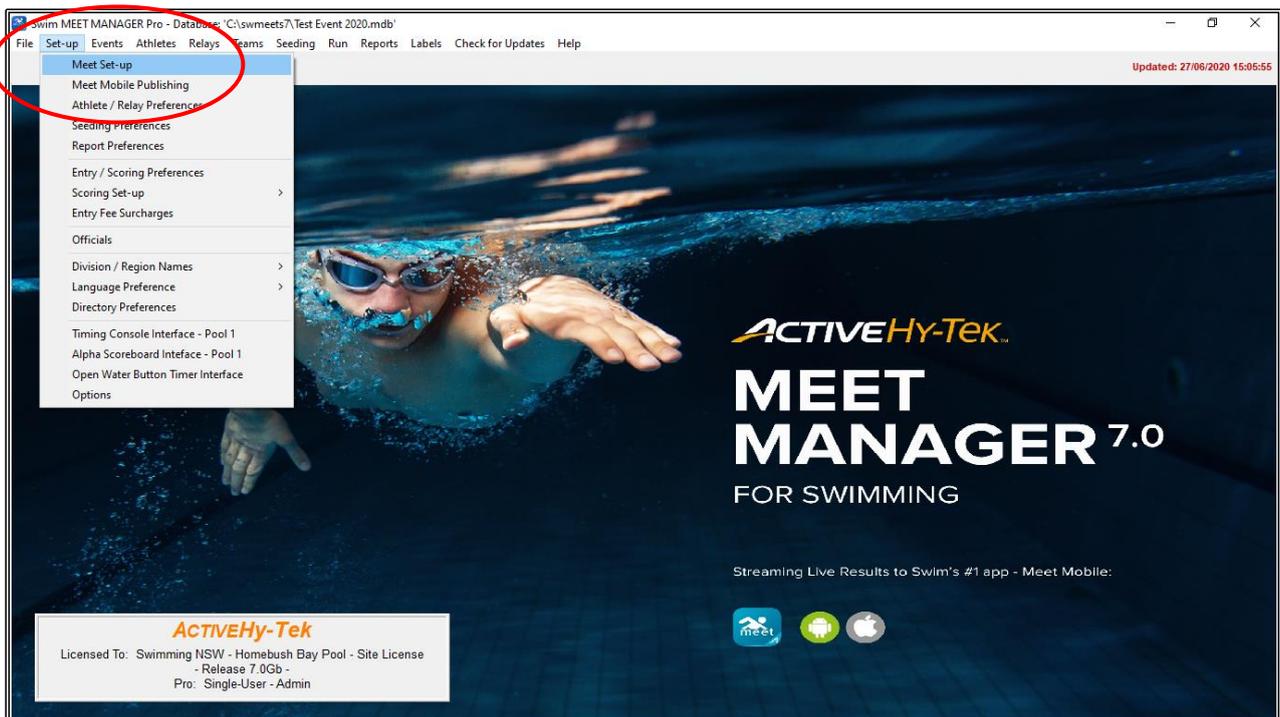
Name	Age	Team	Seed Time	Finals Time	Points
1 Smith, Brian	15	Local Swim Team	1:03.64	1:05.23	10

SECTION FOURTEEN: HOW TO SET UP YOUR MEET IF YOU HAVE MULTI-CLASS (DISABILITY) SWIMMERS

If you have MULTI-CLASS swimmers attending your meet that have different classifications but will be competing together, you may wish to set your meet up so that MEET MANAGER works out the correct placings and point scoring for you. This is based on the information that you enter for each of these swimmers.

The first thing that you need to do is set your meet up as a DISABILITY meet. Doing this will only affect MULTI-CLASS swimmers and the other able-bodied athletes will be placed and scored as usual.

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

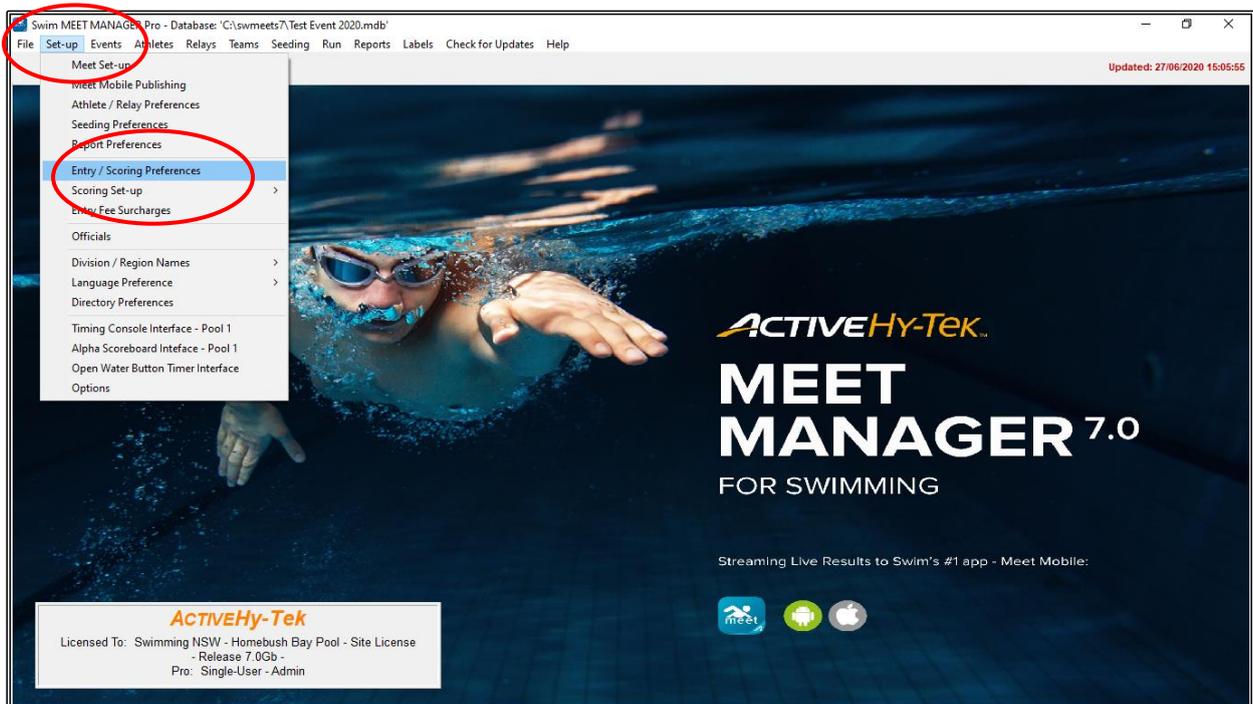


In the MEET SET-UP screen, all your normal information remains the same, you just need to change the CLASS section from AGE GROUP to DISABLED.

Click OK.

The screenshot shows the 'Meet Set-up' window. The 'Class' section is circled in red, with 'Disabled' selected. The 'OK' button at the bottom is also circled in red. Other fields include: Meet Name: Test Event 2020, Facility Name: My Swimming Pool, Address: Smith Street, City: SYDNEY, State/Province: NSW, Country: AUS, Start Date: 01/01/20, End Date: 01/01/20, Age-Up Date: 01/01/20, Entry Open Date: 01/11/19, Entry Deadline: 01/12/19. The 'Meet Type' section has 'Standard' selected. The 'Meet Style' section has 'Standard' selected. The 'Course' section has 'LC Meters' selected. The 'DQ Codes' section has 'Custom DQ Codes' selected. The 'Time Adjustment Method' section has 'FINA rules' selected. The 'ID Format' section has 'AUS - Australian Swimming' selected. The 'Host LSC' is set to 'NSW'. The 'Base Country' is set to 'AUS'. The 'Altitude in Feet' is empty. The 'Default Touch Pads at both ends' checkbox is unchecked. The 'Timers Connected to this Computer' section has 'One timer' selected. The 'Timer 1 Name' is 'Pool 1' and the 'Timer 2 Name' is 'Pool 2'. The 'Age-Up Athletes', 'OK', 'Cancel', and 'Re-Convert Entries' buttons are at the bottom.

So that the scoring and placings will be correct, you need to also set this up. From the MAIN MENU screen, click on the SET-UP tab again and choose ENTRY/SCORING PREFERENCES from the drop down.

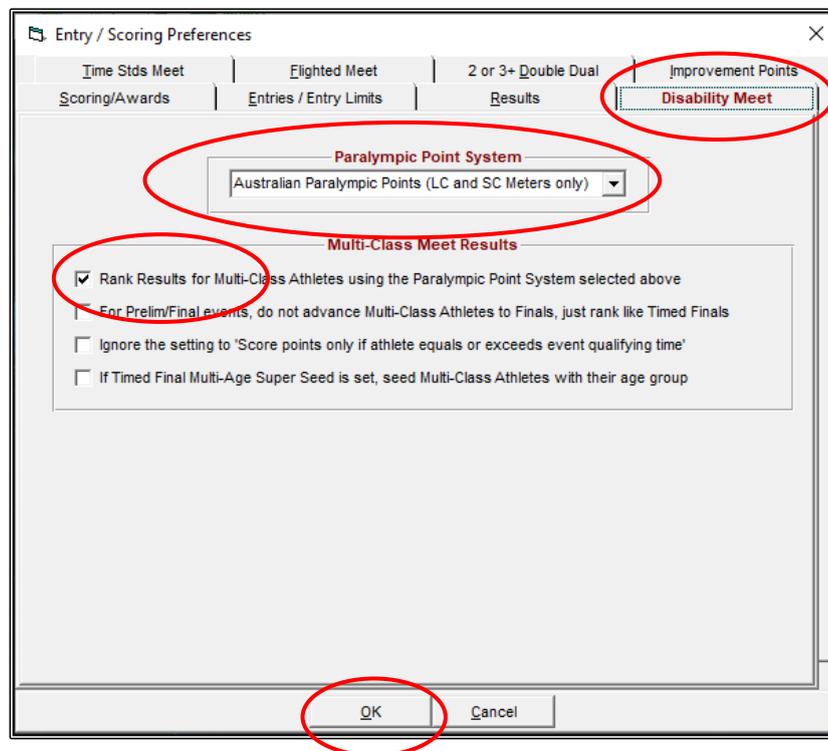


In the ENTRY/SCORING PREFERENCES screen, click on the DISABILITY MEET tab.

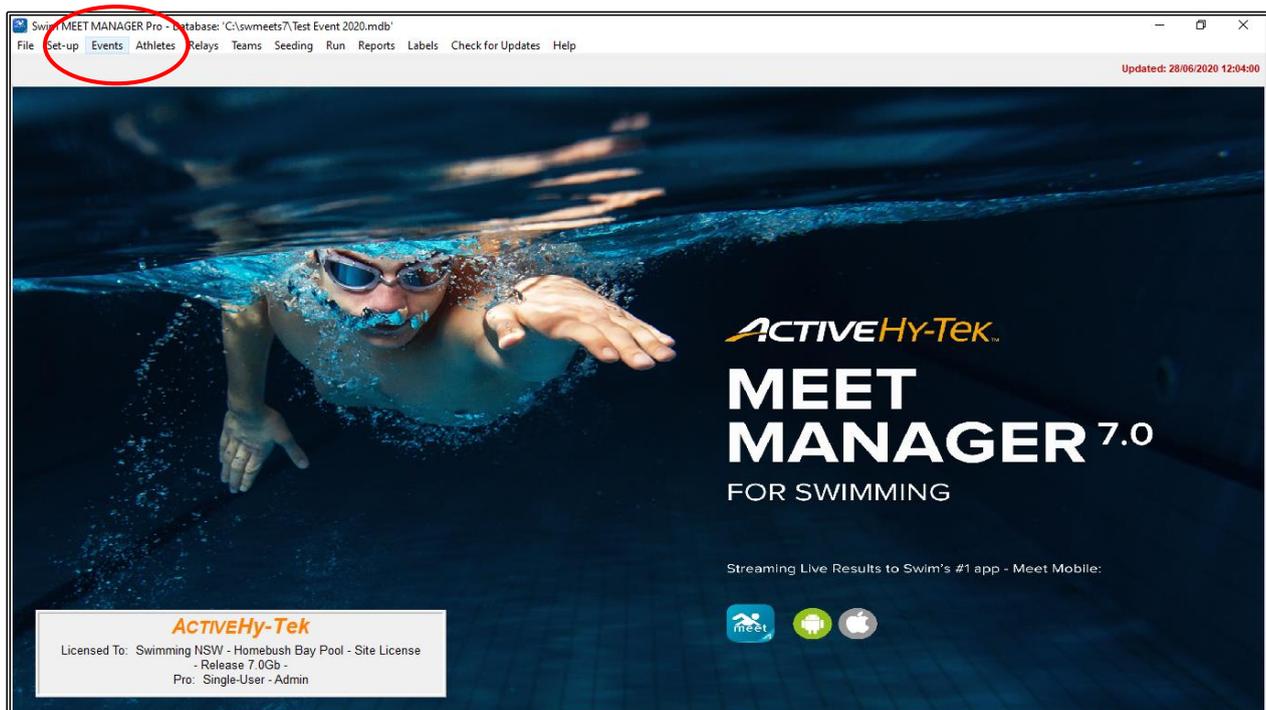
You need to choose AUSTRALIAN PARALYMPIC POINTS (LC and SC Meters only) from the PARALYMPIC POINT SYSTEM drop down box.

Now you need to tick the RANK RESULTS FOR MULTI-CLASS ATHLETES box.

Then click OK.



Click on the EVENTS tab from the MAIN MENU screen and we will add a DISABILITY event so that you can see how the results are shown.



When the ADD NEW EVENT screen opens, we will add the following event:

1. EVENT # 10
2. MIXED GENDER
3. OPEN/SENIOR
4. 50m
5. BACKSTROKE
6. In the EVENT TYPE section, you need to click on MULTI-CLASS.

Click OK when you are finished entering the information and then click on CANCEL.

The screenshot shows the 'Add New Event' dialog box with the following settings highlighted by red circles:

- Event #:** 10
- Age Group:** Open/Senior
- Distance:** 50
- Stroke:** Backstroke
- Gender:** Mixed
- Event Type:** Multi-Class
- Buttons:** OK and Cancel

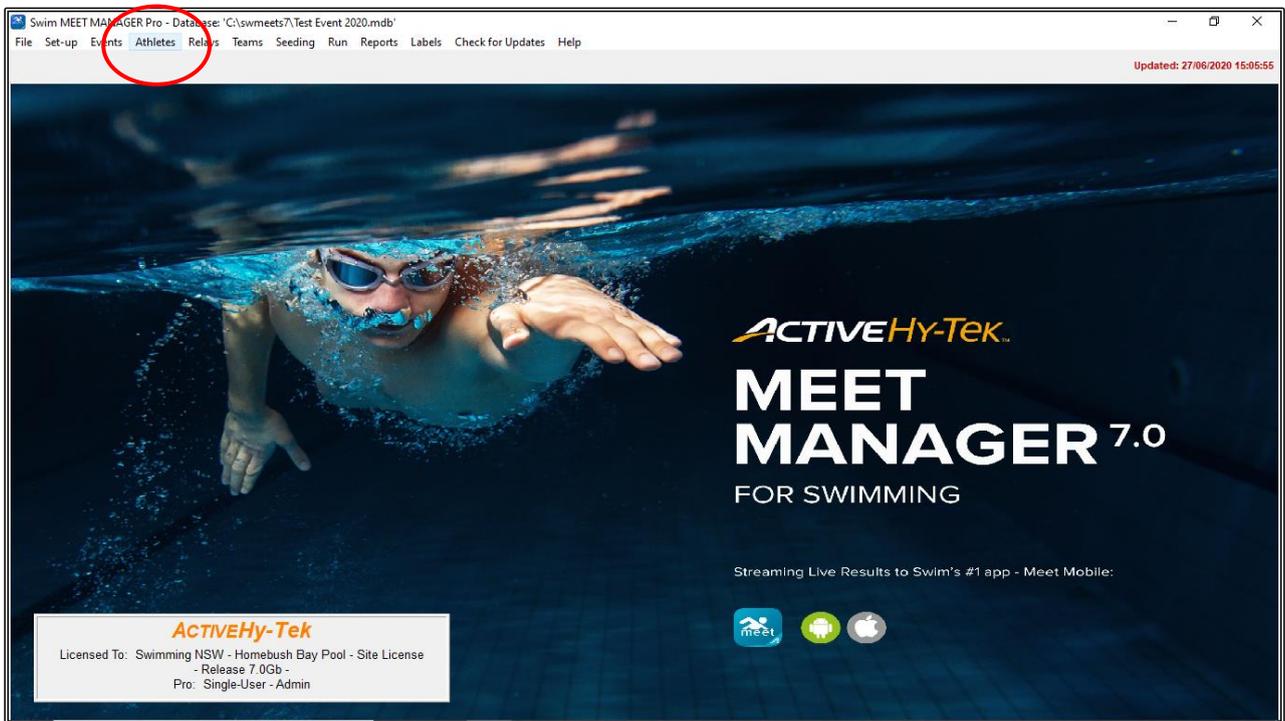
Other visible settings include: Individual/Relay (Individual), Alt Gender (checked), Division (empty), Round 1 - Prelims or Timed Finals (6 lanes, 1 heat), Round 2 or Round 3 - Finals (8 lanes, 1 heat), and Finals Heat Order (Slow to Fast).

You will see from the EVENTS screen that EVENT 10 has now been added to your list.

CLOSE OUT of the EVENTS screen back to the MAIN MENU screen.

Ent #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual Seed
1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
9	Scored	Boys	Open	100	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
10	Unseeded	Mixed	Open	50	Back	4.50	F	Timed finals	6	Disability	N/A	Slow to Fast	Standard	Yes	No	No

You will now need to enter some athletes. From the MAIN MENU screen, click on the ATHLETES tab at the top of the screen.



From the ATHLETES screen, click on the ADD tab at the top of the screen.

The screenshot shows the 'Athletes' application window. At the top, there is a menu bar with 'Layout', 'Add', 'Edit', 'Delete', 'Contact', 'Comp#', 'Multi-Class#', 'ScratchAll', 'View', 'Find', 'Reports', 'Export to HTML', 'Events', 'Relays', 'Teams', and 'Help'. Below the menu bar is a toolbar with various icons. The 'ADD' button is circled in red. Below the toolbar are several filter sections: 'Gender' (Both, Male, Female), 'Age Range' (Team), 'Entries' (Eligible Only, All Events, Entries Only), and checkboxes for 'Show Relays', 'Show Swim-ups', and 'Show Results'. The main area contains a table of athletes with columns: Last Name, First Name, MI, Gen, Age, ABBR, Team Name, Registration #, Birth Date, Preferred, and Status. Below this is a table of 'ENTRIES' with columns: Evt #, Eligible Events, Sel, Stat, Entry Time, Heat/Lane, SCR, Alt, Exh, Bonus, Special, Event Age, and Conv Time.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Ainsworth	Andrew	M	FAN	8	FANTASY CLUB	ANAND060811	06/08/2011			Normal
Bartels	Christopher	M	NSW	9	NSW CLUB	BARC080810	08/08/2010			Normal
Bates	Emily	F	NSW	6	NSW CLUB	BATEM120813	12/08/2013			Normal
Birmingham	Tim	M	DRA	8	DRAGONS TEAM	BRTM150211	15/02/2011			Normal
Black	Melanie	F	DRA	9	DRAGONS TEAM	BLAME070710	07/07/2010			Normal
Bonner	Kate	F	FAN	9	FANTASY CLUB	BONKA051110	05/11/2010			Normal
Bradford	Mitchell	M	LOC	9	LOCAL SWIM TEAM	BRAMD040610	04/06/2010			Normal
Brown	Alice	F	DRA	8	DRAGONS TEAM	BROAL200211	20/02/2011			Normal
Carol	Nicola	F	FAN	6	FANTASY CLUB	CARN111113	11/11/2013			Normal
Chapman	Jessica	F	DRA	8	DRAGONS TEAM	CHAJE150311	15/03/2011			Normal
Clarke	Rebecca	F	DIA	19	DIAMONDS CLUB	CLARE171000	17/10/2000			Normal
Conway	Guy	M	DRA	8	DRAGONS TEAM	CONGU161011	16/10/2011			Normal
Cox	Sarah	F	LOC	8	LOCAL SWIM TEAM	COXSA051011	05/10/2011			Normal
Drury	Kate	F	FAN	9	FANTASY CLUB	DRUKA200210	20/02/2010			Normal
Glen	Katherine	F	NSW	17	NSW CLUB	GLEKA150610	15/06/2010			Normal
Harris	Joanna	F	FAN	17	FANTASY CLUB	HARJO101002	10/10/2002			Normal
Hicks	Sally	F	DRA	9	DRAGONS TEAM	HCSA170410	17/04/2010			Normal
Hill	Fath	F	LOC	10	LOCAL SWIM TEAM	HILFA141209	14/12/2009			Normal
Hill	Wendy	F	LOC	9	LOCAL SWIM TEAM	HILWE200710	20/07/2010			Normal
Johnston	Kirk	M	NSW	9	NSW CLUB	JOHK010810	01/08/2010			Normal

Evt #	Eligible Events	Sel	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
1	Boys 8&U 50 Free	<input checked="" type="checkbox"/>	Scored	39.79L	1/3						39.79L	
3	Men Open 100 Back	<input checked="" type="checkbox"/>	Scored	2:02.00L	2/1						2:02.00L	
9	Boys Open 100 Free	<input checked="" type="checkbox"/>	Scored	2:02.00L	2/1						2:02.00L	

When the ADD NEW ATHLETE screen opens, start adding your athletes from the list shown below. The only difference to adding these athletes is that their STATUS must show DISABLED.

For the system to work properly, they must also show a CLASSIFICATION number in the DISABILITY (S, SB, SM) boxes.

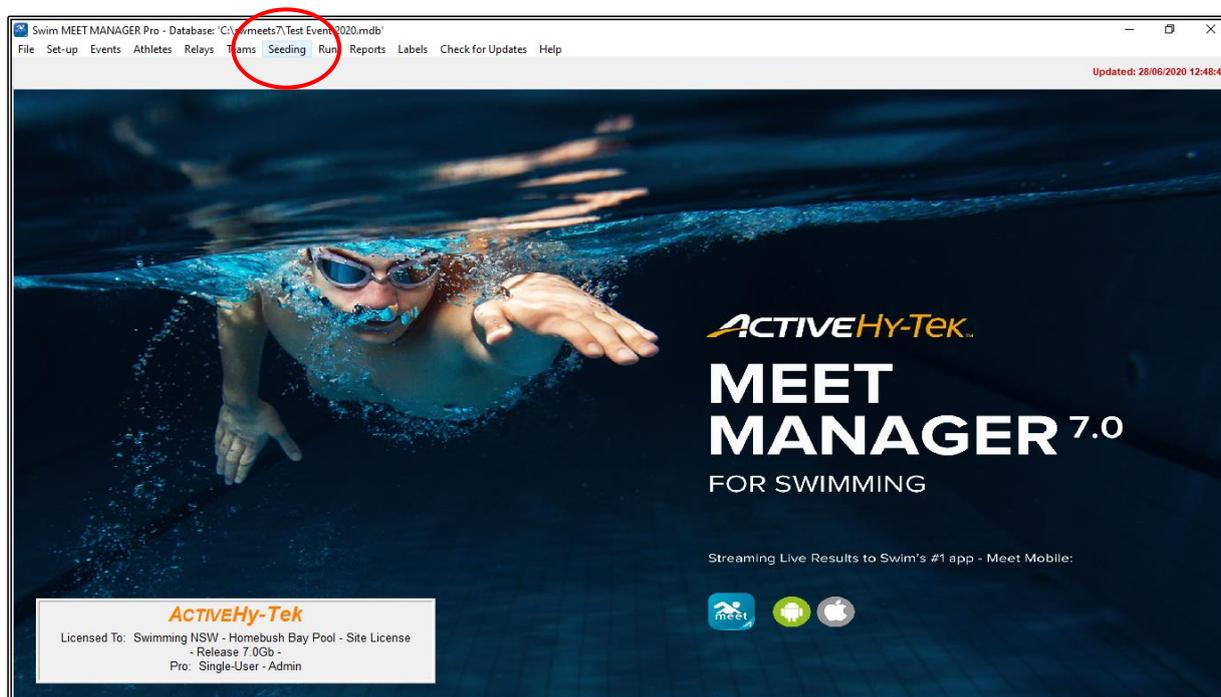
The screenshot shows the 'Add New Athlete' form. The 'Status' dropdown is set to 'Disabled' and the 'Disability (S, SB, SM)' fields are all set to '14'. These fields are circled in red. The form also includes fields for Last Name (WATTS), First Name (CHARLIE), Birth Date (10/05/08), Team (NSW), and Competitor # (49). Below the form are two tables: 'ENTRIES' and 'ELIGIBLE EVENTS'.

Event #	Entry Time
10	1:00.16L

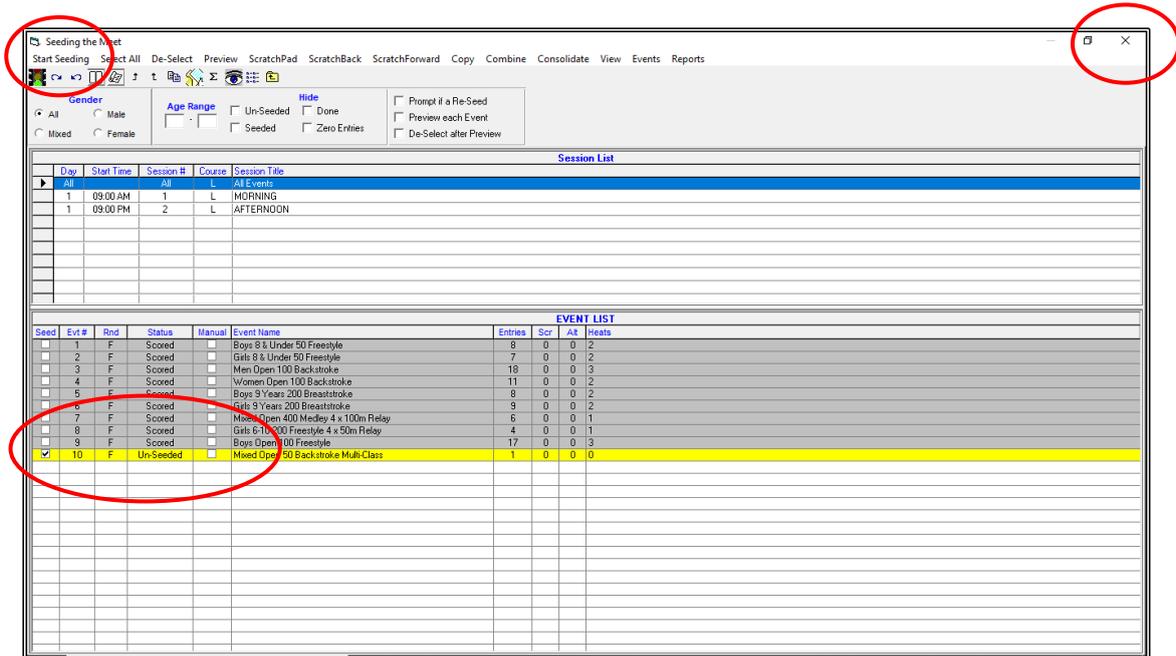
Event #	Event Name
3	Men Open 100 Backstroke
9	Boys Open 100 Freestyle
10	Mixed Open 50 Backstroke Multi-Class

Name	DOB	Classification	Event/s	Entry Time
Charlie Watts	10/05/2008	S14, SB14, SM14	Event 10	1:00.16
Michael Jagger	02/03/2011	S8, SB8, SM8	Event 10	NT
Keith Moon	16/07/2008	S9, SB9, SM9	Event 10	1:52.67
Shelley Winters	06/04/2008	S6, SB6, SM6	Event 10	2:14.43
John Keates	09/10/2009	S14, SB14, SM14	Event 10	1:11.23
Cheryl Crowe	30/04/2009	S10, SB10, SM10	Event 10	NT

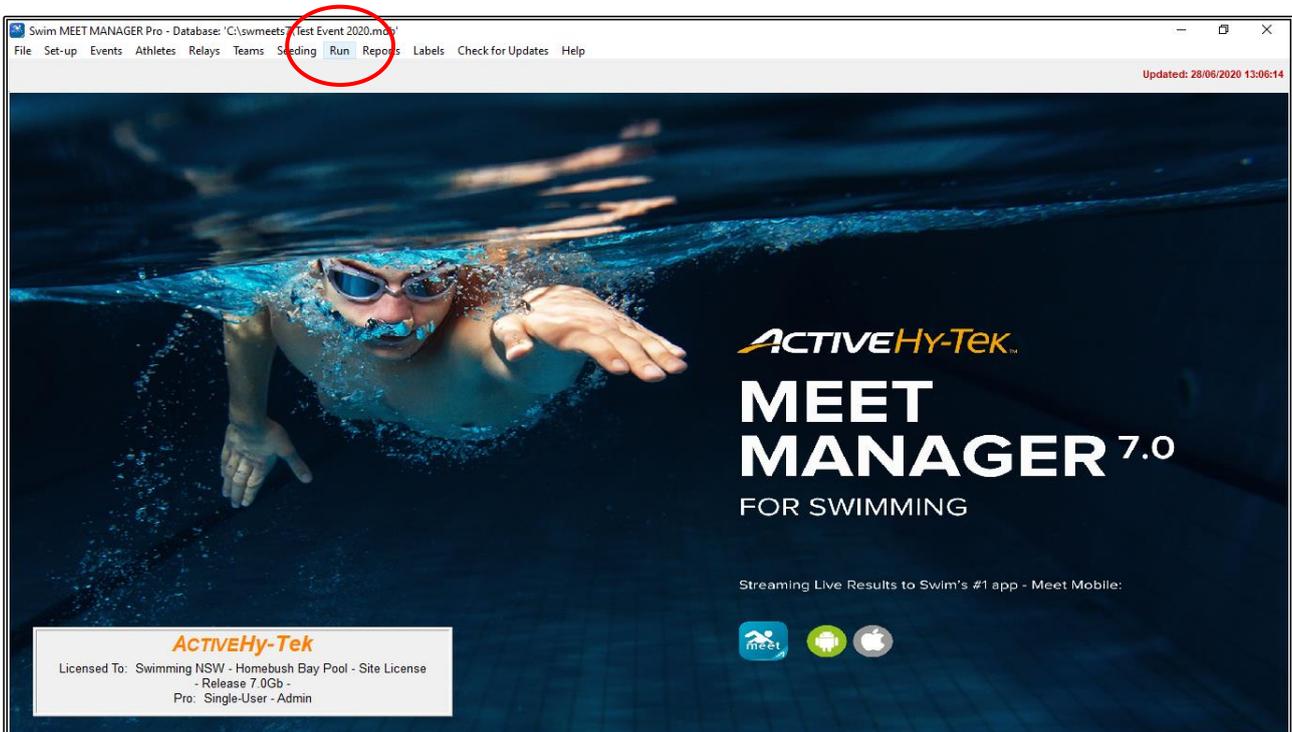
Once all the athletes have been entered, we just need to seed the event and then run it. From the MAIN MENU screen, click on the SEEDING tab.



From the SEEDING THE MEET screen, select EVENT 10 and then click on the START SEEDING tab at the top left-hand corner of the screen. CLOSE OUT of this screen when the event is seeded.



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



From the RUN screen, highlight EVENT 10 and then type in the FINALS TIME column the times listed below and then click on the SCORE button.

The screenshot shows the HY-TEK's MEET MANAGER software interface. The main window displays the 'EVENT LIST' table, where Event 10 is highlighted. The 'Records' table is empty. The 'Team Scores thru Event 10' table shows team rankings. The 'Heat 1 of 1 == Finals == Event 10 Mixed Open 50 LC Meter Backstroke Multi-Class' table shows swimmer times, with the 'Finals Time' column circled in red. The 'Score : Ctrl-S' button is also circled in red.

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	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay	1	-	-	-	-
8	F	Scored	Girls 10 200 LC Meter Freestyle 4 x 50m Relay	1	-	-	-	-
9	F	Scored	Boys Open 100 LC Meter Freestyle	3	-	-	1	-
10	F	Done	Mixed Open 50 LC Meter Backstroke Multi-Class	1	-	-	-	-

Record	Time	Date	Record Holder
			None Available

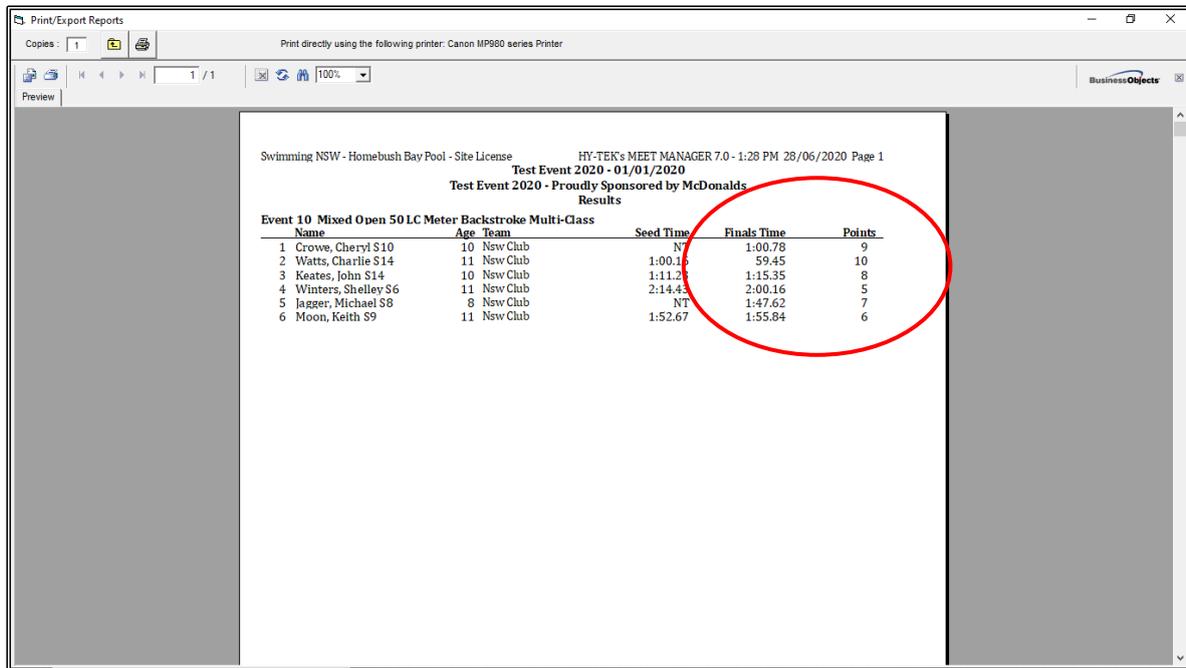
Rank	Gender	Score	Team
1	Combined	172	Nsw Club
2	Combined	123	Dragons Team
3	Combined	107	Local Swim Team
4	Combined	98	Fantasy Club
5	Combined	73	Diamonds Club
1	Male	79	Nsw Club
2	Male	57	Local Swim Team

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Jagger, Michael S8	M8	Nsw Club	NT	1:47.62								4	5	
2	Moon, Keith S9	M11	Nsw Club	52.67	1:55.84								5	6	
3	Watts, Charlie S14	M11	Nsw Club	1:00.16	59.45								1	2	
4	Keates, John S14	M10	Nsw Club	1:11.23	1:15.35								3	3	
5	Winters, Shelley S8	W11	Nsw Club	2:14.43	2:00.16								6	4	
6	Crowe, Cheryl S10	W10	Nsw Club	NT	1:00.78								2	1	

SWIMMER	FINALS TIME
Michael Jagger	1:47.62
Keith Moon	1:55.84
Charlie Watts	59.45
John Keates	1:15.35
Shelley Winters	2:00.16
Cheryl Crowe	1:00.78

You can see from the RESULTS page below that the fastest swimmer is NOT the winner.

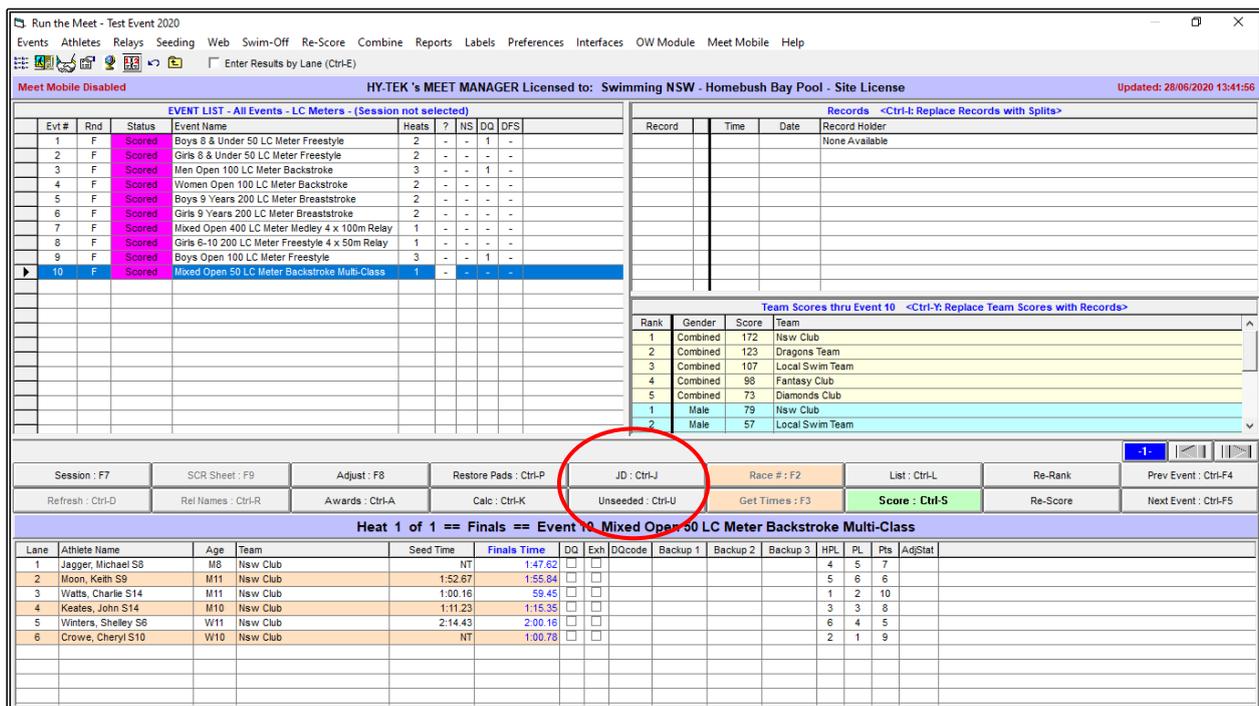
In the background, Meet Manager calculates the results time against the WORLD RECORD for that swimmer based on GENDER, AGE and CLASSIFICATION.



What MEET MANAGER does not do however is allocate the POINTS that you have set up in the correct order. MEET MANAGER will still allocate the points based on the fastest time.

You now need to go into the RUN screen again and JUDGE these points accordingly before the OFFICIAL RESULT is published.

In the RUN screen, click on the JUDGE button.



When the JUDGES DECISION screen opens, click into the JD POINTS column on the right-hand side of the screen and type in the correct points according to the placings. Click OK when finished.

JD PL	Place	H/A #	JD Heat PL	Heat PL	Athlete Name	ABBR	Time	Points	JD Points
	1	1/6		2	Crowe, Cheryl S10	NSW	1:00.78	9	10
	2	1/3		1	Watts, Charlie S14	NSW	59.45	10	9
	3	1/4		3	Keates, John S14	NSW	1:15.35	8	8
	4	1/5		6	Winters, Shelley S6	NSW	2:00.16	5	7
	5	1/1		4	Jagger, Michael S8	NSW	1:47.62	7	6
	6	1/2		5	Moon, Keith S9	NSW	1:55.84	6	5

- To break a tie or to make a Judges Decision for Overall Placing, enter the corrected place in the JD Place column.
 - To make a Judges Decision for a Heat Place, enter the corrected place in the JDHeat PL column.
 - You can change the results points for any entry by entering a new point score in the JD Points column (Finals Only).
 - To change points to zero, enter -1 in the JD Points column.
 - To remove all Judges Decisions, press the Re-Set button and then press OK.

Click on the SCORE button again from the RUN screen, and you now see that the RESULTS page shows the swimmers in their places but with the correct JUDGED scores.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:03 PM 28/06/2020 Page 1
 Test Event 2020 - 01/01/2020
 Test Event 2020 - Proudly Sponsored by McDonalds
 Results

Name	Age	Team	Seed Time	Finals Time	Points
1 Crowe, Cheryl S10	10	New Club	NT	1:00.78	10
2 Watts, Charlie S14	11	New Club	1:00.16	59.45	9
3 Keates, John S14	10	New Club	1:11.23	1:15.35	8
4 Winters, Shelley S6	11	New Club	2:14.43	2:00.16	7
5 Jagger, Michael S8	8	New Club	NT	1:47.62	6
6 Moon, Keith S9	11	New Club	1:52.67	1:55.84	5

NOTE: If you do have MULTI-CLASS swimmers at your meet, you may need to check if they are also swimming in ABLE-BODIED events.

If they are, you will need to go into their ATHLETE PROFILE and change their STATUS back to NORMAL and remove their CLASSIFICATION NUMBERS before you print those results.

For example, CHARLIE WATTS is also competing in EVENT 3, the OPEN 100m BACKSTROKE.

If you do not adjust his STATUS profile for this event, the result will look as follows - it throws the MULTI-CLASS swimmer to the bottom of the page.

Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:14 PM 28/06/2020 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 Diamonds
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	
17 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
Birmingham, Tim	8	Dragons Team	2:03.66	DQ	

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

Name	Age	Team	Seed Time	Finals Time	Points
16 Watts, Charlie S14	11	Nsw Club	2:01.78	2:07.58	

Once you change the STATUS in the ATHLETE PROFILE for CHARLIE WATTS back to NORMAL and remove his CLASSIFICATION numbers, the same RESULT will place CHARLIE where he actually came in that event.

NOTE: Do not forget to change the MULTI-CLASS swimmer's profile STATUS back again if they have any more MULTI-CLASS events to swim later in the meet.

Athlete Edit

Contact Teams

Last Name: **WATTS** First Name: CHARLIE MI:

Pref Name: Birth Date: 10/05/08 Age: 11

Reg ID#: WATCH100508 Team: NSW Nsw Club:

Gender (M/F): M Retain Gender Build ID:

Citizen of: Class Year: Status: Normal SDMS ID:

2nd Club: Competitor #: 49 Disability (S, SB, SM): 0 0 0

City: State:

ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
3	2:01.78L	3	Men Open 100 Backstroke
10	1:00.16L	9	Boys Open 100 Freestyle
		10	Mixed Open 50 Backstroke Multi-Class

Click a yellow row to delete the entry.

OK Cancel

Print/Export Reports

Print directly using the following printer: Canon MP980 series Printer

Swimming NSW - Homebush Bay Pool - Site License HY-TEK'S MEET MANAGER 7.0 - 2:24 PM 28/06/2020 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

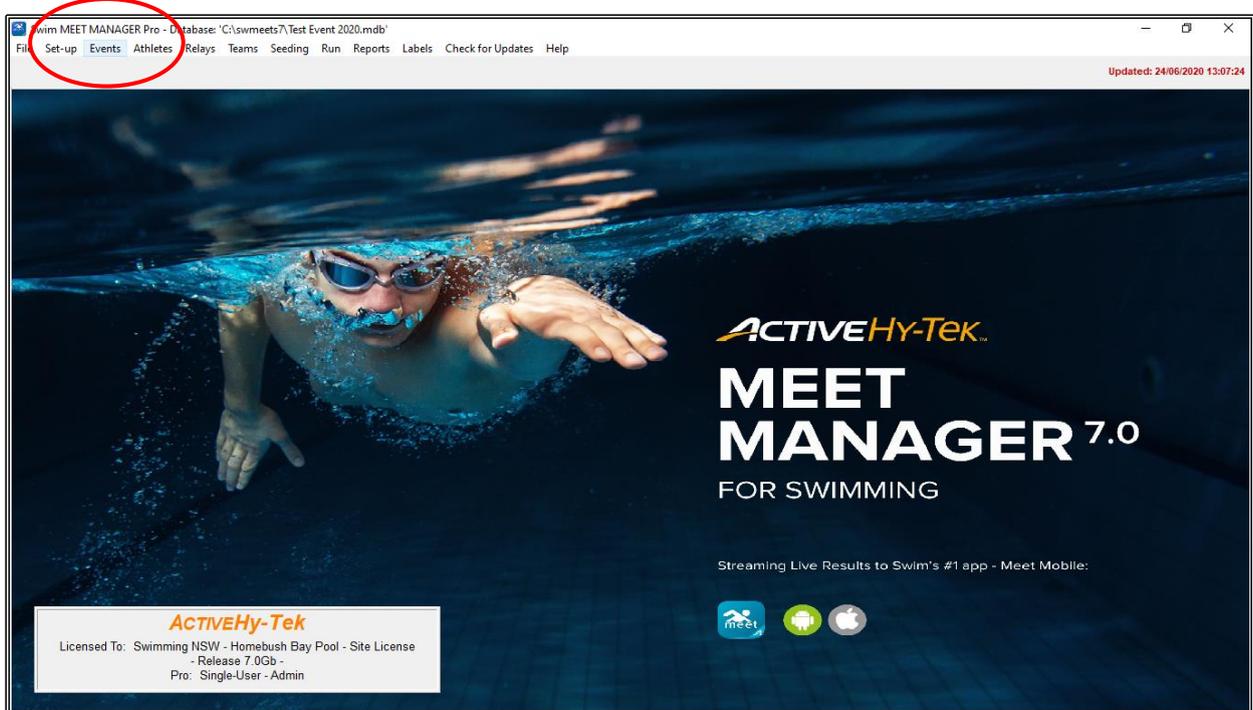
COUNTRY QT: 1:02.50 C

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, Jeffrey	6	Nsw Club	1:45.54	1:57.36	
12 Roberts, Andrew	8	Local Swim Team	3:00.12	2:00.45	
13 Ainsworth, Andrew	8	Pentasy Club	1:59.10	2:00.45	
14 Ainsworth, Andrew	8	Pentasy Club	2:02.00	2:01.45	
15 Maguire, Mark	7	Local Swim Team	2:07.66	2:03.66	
16 Watts, Charlie	11	Nsw Club	2:01.78	2:07.58	
17 Bradford, Mitchell	9	Local Swim Team	1:26.06	2:58.67	
18 Birmingham, Tim	8	Dragons Team	2:03.66	DQ	

SECTION FIFTEEN: UPDATING RECORDS IN MEET MANAGER

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information including the RECORDS which you can automatically update ready for the next meet.

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



When the EVENTS screen opens, click on the RECORDS tab at the top of the screen.

The screenshot shows the 'Events' screen in the software. At the top, there is a menu bar with 'Records' circled in red. Below the menu bar is a toolbar with various icons. Below the toolbar is a table with the following columns: Event ID, Status, Gender, Age Group, Distance, Stroke, Entry Fee, Rnds, Finals Setup, Lanes, Type, Prelims, Finals, Assignment, Score, Multi-Age, and Manual Seed. The table contains 8 rows of data, all of which are 'Scored'.

Event ID	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual Seed
1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

If you have multiple RECORDS listed, ensure that you have the correct record highlighted. In the example below, the only record you want to UPDATE is the MEET RECORD.

From this screen, click on the UPDATE button at the top of the screen.

Records

Import Export **Update** Custom Age Groups Refresh View Create Report

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

Long Course Meters											
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	35.10	2005	1	1	John Webber	Local Swim Team		
2	Girls 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	32.15	2005	1	1	Mary Smith	Diamonds		
3	Men Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:02.76	2004	1	1	Phil Brown	Diamonds		
4	Women Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:07.59	2004	1	1	Sarah Jones	Fantasy Club		
5	Boys 9 200 Breast	<input type="checkbox"/>	MEET RECORD	2:59.82	2005	6	15	Jim Burke	NSW Club		
6	Girls 9 200 Breast	<input type="checkbox"/>	MEET RECORD	3:10.27	2005	6	15	Sue Potter	Dragons Team		
7	Mixed Open 400 Medley 4 x 100m Relay	<input type="checkbox"/>	MEET RECORD	6:59.80	2005	1	1	Local Swim Team	Local Swim Team		
8	Girls 6-10 200 Free 4 x 50m Relay	<input type="checkbox"/>	MEET RECORD	2:45.13	2005	1	1	Dragons Team	Dragons Team		

Flag Fastest Time Only

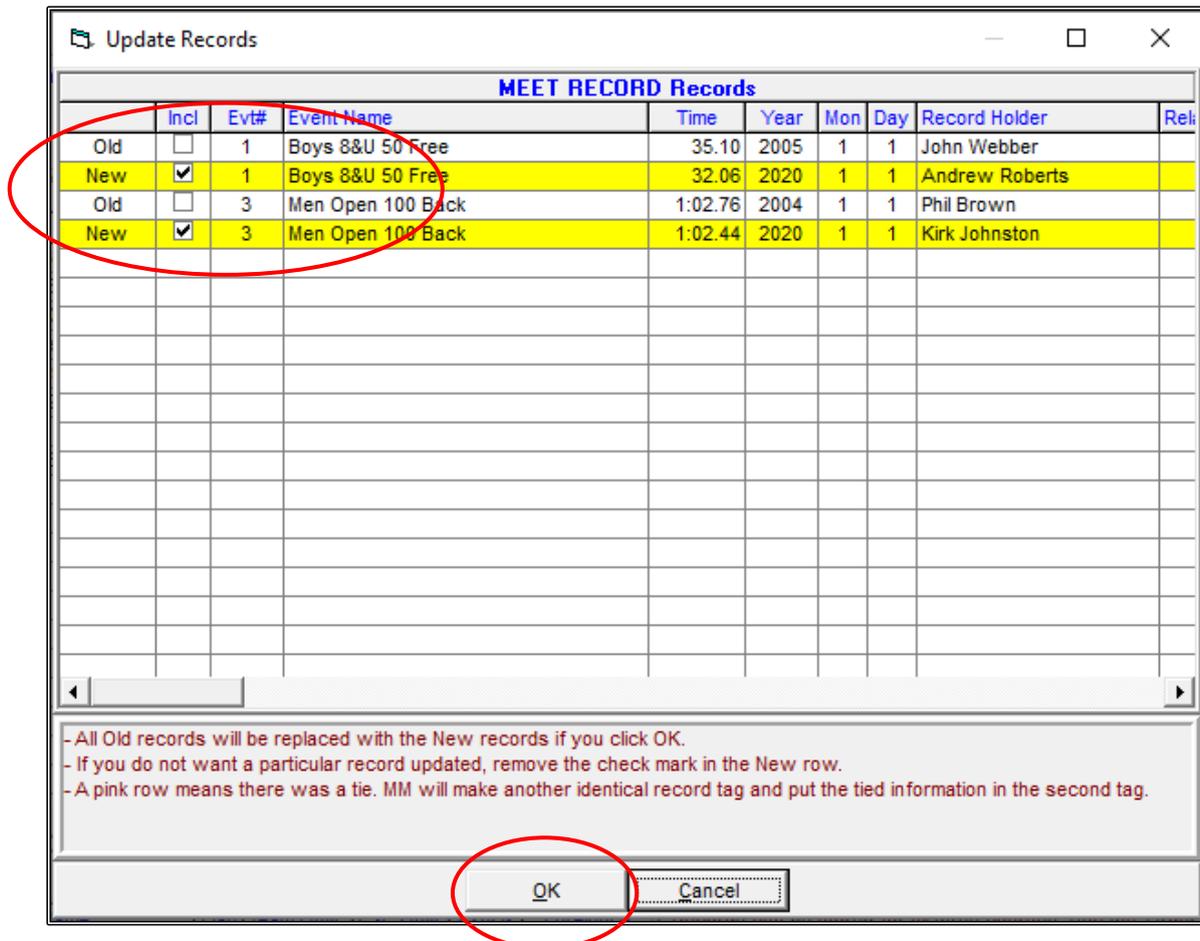
Order	Tag Name	Flag	Team Only	LSC Only	ExhOk	ForeignOk
01	MEET RECORD	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	METRO QT	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	COUNTRY QT	C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

You will see from the below screen that TWO RECORDS were broken at the TEST EVENT 2020 meet.

This shows you the EXISTING (Old) record and below that, highlighted in yellow, the NEW record set at the meet. If you are happy with this information, click on the OK button at the bottom of the screen and EVENTS 1 and 3 will be updated for you.

If, for some reason, this information is not correct, UNTICK the box and that particular record will not be updated. If you are not sure of any of the information listed, then click CANCEL.



You can see now in the RECORDS screen, that EVENTS 1 and 3 have been UPDATED to reflect the current information from the recent meet.

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 navigation and a checkbox for 'Show Records of Selected Tag Only'. There are three filter sections: 'Gender' with radio buttons for All, Male, Mixed, and Female; 'Age Range' with input fields for a range; and 'Report Sort' with radio buttons for By Event # and By Age Group. The main area is a table titled 'Long Course Meters'. The first three rows of the table are circled in red. The bottom of the window has a 'Flag Fastest Time Only' checkbox and a table with columns: Order, Tag Name, Flag, Team Only, LSC Only, ExhOk, and ForeignOk. To the right of this table is a text box explaining the 'Order' and 'Flag' columns.

Ev#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re
1	Boys 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	32.06	2020	1	1	Andrew Roberts	FAN	
2	Girls 8&U 50 Free	<input type="checkbox"/>	MEET RECORD	32.15	2005	1	1	Mary Smith	Diamonds	
3	Men Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:02.44	2020	1	1	Kirk Johnston	NSW	
4	Women Open 100 Back	<input type="checkbox"/>	MEET RECORD	1:07.59	2004	1	1	Sarah Jones	Fantasy Club	
5	Boys 9 200 Breast	<input type="checkbox"/>	MEET RECORD	2:59.82	2005	6	15	Jim Burke	NSW Club	
6	Girls 9 200 Breast	<input type="checkbox"/>	MEET RECORD	3:10.27	2005	6	15	Sue Potter	Dragons Team	
7	Mixed Open 400 Medley 4 x 100m Relay	<input type="checkbox"/>	MEET RECORD	6:59.80	2005	1	1	Local Swim Team	Local Swim Team	
8	Girls 6-10 200 Free 4 x 50m Relay	<input type="checkbox"/>	MEET RECORD	2:45.13	2005	1	1	Dragons Team	Dragons Team	

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 type="checkbox"/>	<input type="checkbox"/>

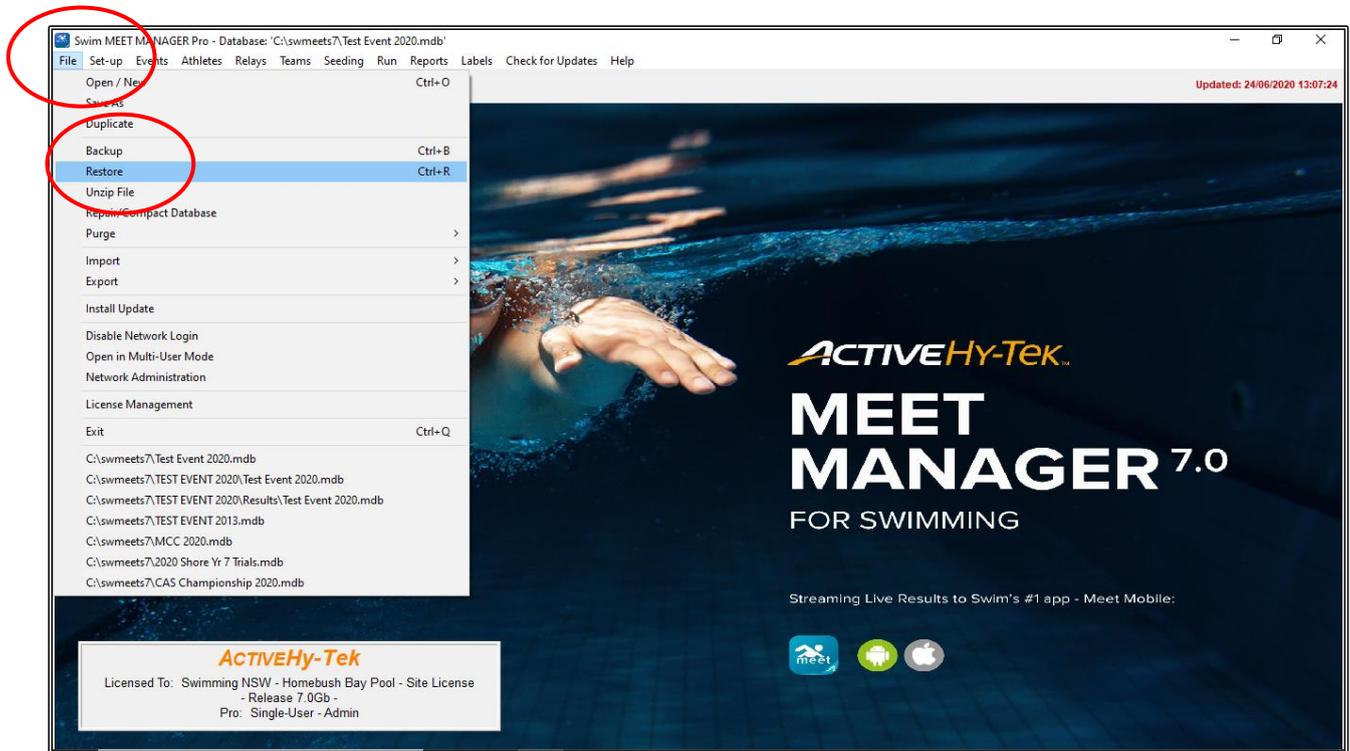
Records can be stored for all three courses. Use the 'Order' to control the sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'X' or 'X' and the record will be ignored on reports and not 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.

You can now CLOSE OUT ☒ of both the RECORDS and EVENTS screens back to the MAIN MENU screen.

SECTION SIXTEEN: HOW TO PURGE DATA READY FOR THE NEXT MEET

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information.

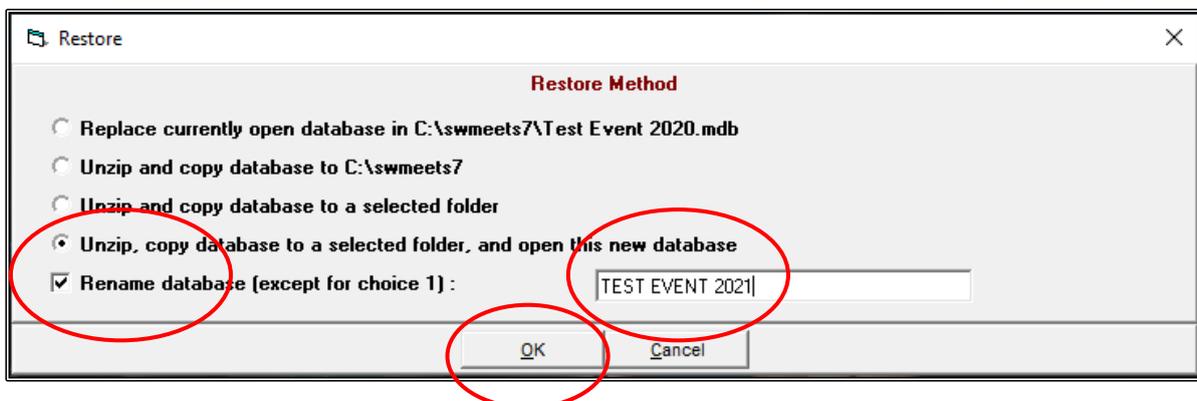
From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.



Click on the fourth dial option, UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE.

Also tick the RENAME DATABASE (EXCEPT FOR CHOICE 1): box and rename the current meet to TEST EVENT 2021 for example.

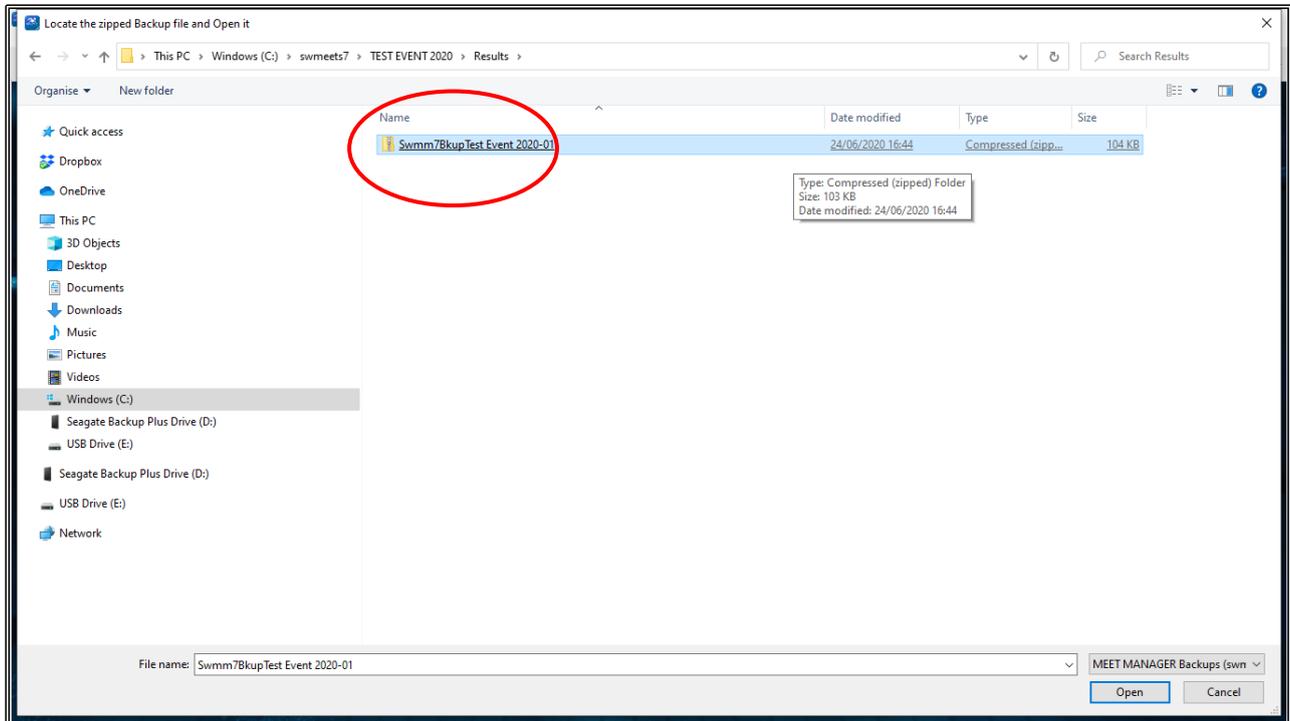
Click OK.



Locate the file you wish to use from last time and click on this meet.

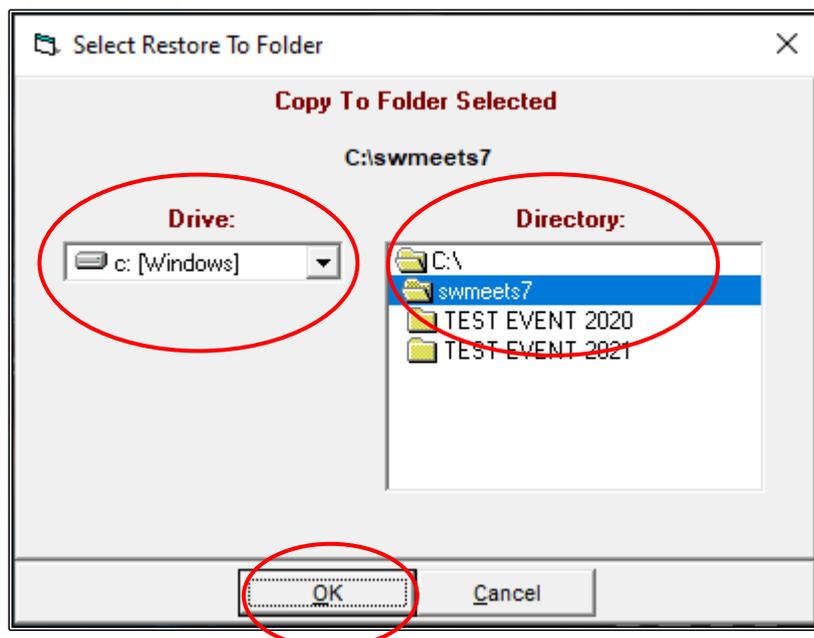
This should be a MEET MANAGER BACKUP file that you created at the end of your last meet and should be in the RESULTS sub-folder that you created last time, ie:

C:\swmeets7\TEST EVENT 2020\RESULTS

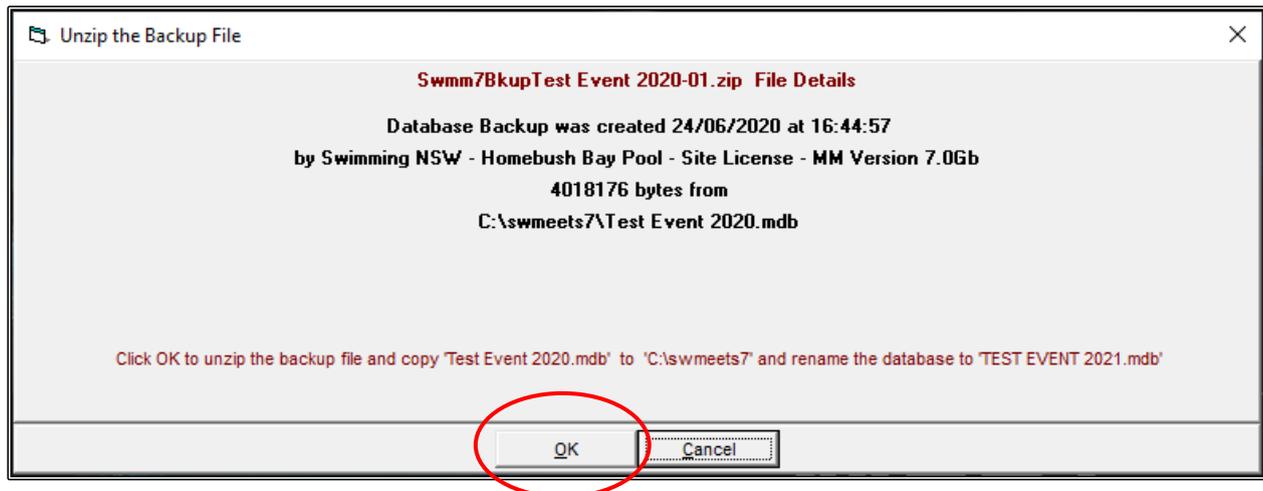


When the SELECT RESTORE TO FOLDER screen opens, MEET MANAGER will default to the C:\ DRIVE and the SWMEETS7 DIRECTORY and this is where the file should be kept.

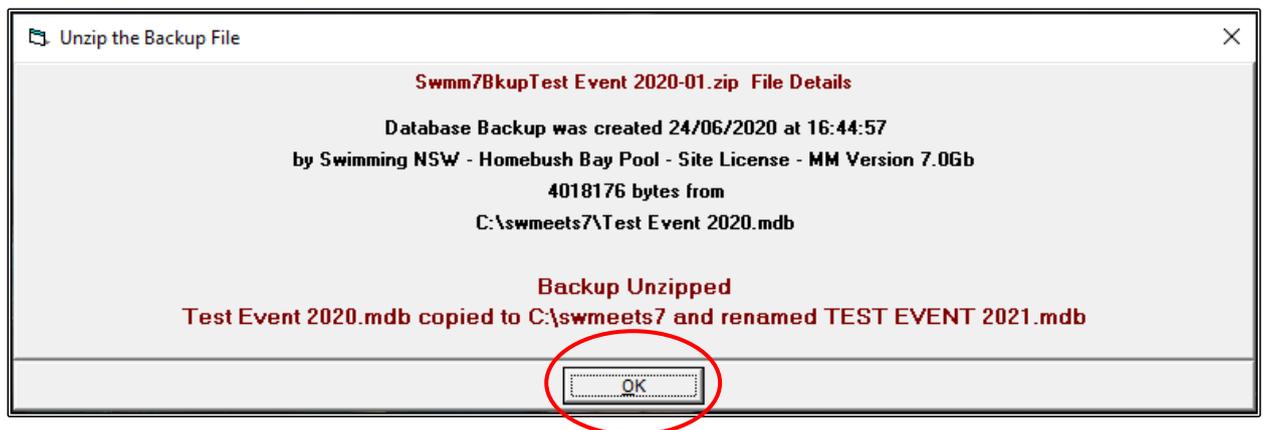
Click OK.



Click OK when the UNZIP THE BACKUP FILE screen appears.



Click OK when the BACKUP FILE has been UNZIPPED.



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.

