

# **Mountain Hi Swim League**

Official Guide on How to Use:

*Hy-Tek Meet Manager 2.0 for Windows*

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# *Meet Manager for Windows*

## **Introduction**

Welcome to *Meet Manager for Windows*. *Meet Manager* is the software program used by the Mountain Hi Swim League (MHSL) to score all swim meets. *Meet Manager for Windows* is user-friendly software that makes maintaining meet records and scoring easy. *Meet Manager for Windows* is menu driven – select a menu option with your mouse or keyboard and *Meet Manager* will route you to the appropriate data entry screen or report. One person should be able to perform the bulk of the administrative tasks of running a meet, including entering teams, swimmer entries, producing the meet reports and entering results.

The host team for each dual meet will be responsible for the operation of the *Meet Manager* software. A database of swimmer entries from *Team Manager* will be imported into *Meet Manager* for each team.

*Meet Manager* is the software you use:

### Prior to the meet to:

Set up your dual meet format (file will be given to you by the league),  
Enter league records and All Star qualifying times (file will be given to you by the league),  
Import swimmer entries from teams,  
Seed the meet and print deck labels and reports.

### Day of the meet to:

Handle deck changes,  
Enter results,  
Score the meet,  
Print ribbon labels and results,  
Create database to export to *Team Manager*.

All of the above actions are easily performed and are described in this document.

\* Our sincere thanks to Todd & Joanie Grundman for the creation of the original version of this document several years ago, without which this training would not be possible!!!

## ***Meet Manager Loading and Maintenance***

First, load the program into your computer as instructed on the software. Follow the instructions on the screen and use the default folders to save the program to your hard drive. After the program is fully loaded and operational, remove the program disks and store them away for safekeeping.

The program will place an icon on your desktop. To open the program, double click on the icon. When the program opens, it will open to a colorful background and a title that denotes the version of the program that you are using. You will need to consult Hy-Tek's website ([www.hy-tek.com](http://www.hy-tek.com)) to see what the latest version of *Meet Manager* is available. The upgrades from Hy-Tek are free and can be downloaded from this website. To find the latest version, establish a connection to the internet and click on the above web-site address. Once the web page has completed loading, there will be a scrolling box with information on the latest version in the upper left corner of the web page. If the version is newer than the version on your computer, click on the **Click here to download** line in the scrolling box. This will take you to the web page that provides the link for the download and instructions. This website should be visited occasionally to see if an upgrade is available or you can subscribe to Hy-Tek's newsletter and receive automatic notification via e-mail when an upgrade is available. \*NOTE: We will begin the season with a certain version and use only that version throughout the course of the season. Please do not upgrade **during** the season unless told to do so by the league.

The *Meet Manager* upgrade must be downloaded from the internet onto a computer that has the *Meet Manager* software installed. **If the computer you are using at the meets does not have a modem or access to the internet, then a machine that is connected to the internet must also be loaded with *Meet Manager*.** Follow the directions Hy-Tek gives you to download an upgrade. Once *Meet Manager* has been upgraded with the new version, it can then build multiple diskettes containing the upgrade(s). These diskettes can then be used to update another computer. Provided below are the steps to install a *Meet Manager* upgrade:

1. Log onto Hy-Tek's website at [www.hy-tek.com](http://www.hy-tek.com). A scrolling box will appear in the upper left corner. Click on **Click here to download**. It will then ask you where you want to store your upgrade. Hy-Tek suggests saving the file in the *Meet Manager* folder (C:\hy-sport\win-mm).
2. Upon completion of the download, log off of the internet and start the *Meet Manager* software.
3. Click on **FILE** on the menu bar. Then select **INSTALL UPDATE**. The software will first search drive A and then the hy-sport\win-mm folder for the file containing the upgrade. If the file was not stored in the hy-sport\win-mm folder, several error windows will appear notifying you. You simply click the **OK** button on these windows and another window will appear asking you where the upgrade file is located. Provide the information in the required box. Once the file is found, *Meet Manager* prompts the user to verify the installation of the new version. Click on the **OK** button. This will update *Meet Manager* with the new version.
4. A box with a status bar should appear in the middle of the screen indicating the progress being made. The installation process will typically shutdown and restart *Meet Manager*. It will restart using the upgraded version. You can tell which version you are using by the status window in the lower left corner of the *Meet Manager* main screen.
5. If this is not the computer that will be used on the day of the meet, you are now ready to build the diskettes required to update that computer. On the computer that you have just upgraded, select the **FILE** menu again on the menu bar at the top. In the **FILE** menu, select the **CREATE**

**UPDATE** option. This will step you through the procedure to generate the diskettes containing the upgrade. The upgrades will require 2-3 diskettes.

6. On the computer to be upgraded, install the first diskette and start the *Meet Manager* software. Select **FILE** and then select **INSTALL UPDATE**. *Meet Manager* will find the upgrades on the diskette and provide directions for installation.

## File Set-up

File set-up begins with the installation of the league database. This database holds generic information that is needed for all meets. It will then be customized for each individual meet. Below are the steps to install the league database and then the steps to create individual databases for each swim meet.

### Database Set-Up

The league database contains the events, the All-Star times, the league records for both yard and meter pools, and certain generic settings. Once the league database is installed, a copy of it will be used for each home meet. It should then be customized for your pool. **This generic database is set up for a 6 lane Yards pool. If yours is different, you will have some changes to make. Pay Attention!!**

#### To Install the League Database from the Web

Go to [www.mhsl.org](http://www.mhsl.org). Click on "Forms". Look under "Computer data files" and click on MHSL\_MM\_2004.mdb. Save file to your harddrive under C:\swmeets (C: being your harddrive).

#### To Install the League Database from a disc or CD

Put diskette or CD into the drive. Click on **Start** button. Move cursor to **Programs**. Click on **Windows Explorer**. This opens up a window with all your drives and files. Click on your drive in the left window. Files on your drive will appear on the right. Click on file named **MHSL\_MM\_2005**. Drag file to **swmeets** folder on your hard drive listed in the left window. This makes a copy of the file onto your hard drive. Click on the **swmeets** folder. The contents should now display a folder named MHSL\_MM\_2005.

### Database Naming

Create separate folders for each home meet. This facilitates organizing the databases, the entries, and any other data created for each swim meet. The default folder that *Meet Manager* stores the databases under is C:\swmeets. Create the individual swim meet folders in this folder. **Highlight swmeets**. Click on **File** on Menu Bar. Move cursor to **New**. Click on **folder**. Name the folder (see below). Hit **Return**. Repeat; creating a folder for each home meet. Click on the file called MHSL\_MM\_2005 to highlight. Click **copy** on the tool bar. Click **paste** for the number of copies you need. Rename each database with the same date as the folder name. Drag each copy into a home meet folder.

The following names should be used for the folder and database names. After naming each folder with the names below, you will need to open each of these folders to see the contents.

<u>Folder Name</u>	<u>Database Name</u>
061105	061105
061805	061805
062504	062505
070905	070905
071605	071605
072305	072305 (Championships)

We can now close Windows Explorer.

## Meet Set-up

Start the *Meet Manager* software. Several steps are required to prepare for a meet. These includes meet set-up, importing swimmer entries from *Team Manager*, seeding the events, printing deck labels and printing reports required for the meet. We will cover each one of these steps. These steps should be followed for every meet you set up.

At the *Meet Manager* main screen click **File**. Click **Open**. A window will open listing all the individual meet folders you created above. Click on the appropriate folder for the swim meet you are setting up. This will highlight the folder. Click **Open**. This will open the folder. **Now click on the database to highlight it.** Click **Open**.

From the main menu bar click **Set-up**. Click **Meet set-up**. Under this menu item you will specify several things that need to be set for your meet.

- Meet Name** - Type name of meet. (i.e. Piney Creek vs. Highlands Ranch West).
- Location** - The name of your home pool.
- Start/End Dates** -Type date of meet.
- ID Format** - The **USS** radio button should be selected.
- Base Country** - **USA** should be selected from the drag-down box.
- Pool Size** - The number of lanes should be entered into the **Number of Lanes in Pool** box. The check box for **Touch Pads** should be left unchecked.
- Class** - The **Age Group** radio button should be selected.
- Course** - The radio button corresponding to the type of pool should be selected.
- Meet Type** - The **Standard** radio button should be selected.
- Meet Style** - The **2 Team Dual** radio button should be selected.

Click **OK**.

Click **Set-up**. Click **Athlete/Relay Preferences**.

There are several check boxes and a entry field available in this window. The **Enter ages**, **Enter Birth Dates** should be checked. The **Date for computing Age** should be 6/1/2004. The **Enter Competitor numbers**, **Auto Increment Competitor Numbers** and **Warn if Times are out of Range** should be checked. The other items are not used by MHSL. Click **OK**

Click **Set-up**. Click **Seeding Preferences**.

This menu item allows you to control the seeding. The **Number of Preliminary Heats to Circle Seed** should be 3. The **Standard** radio button under the **Timed Final** category should be checked. The **Seed Exhibition Athletes Last** should be checked. **CBA** is the order for the Final Sort Order box. The **Course Order** should be **YSL** for a yard pool and **SYL** for a meter pool. The **Even/Odd Seeding** box under the **2 Team Dual Meet** category should be checked. Enter the **away team in the even lanes** and the **home team in the odd lanes**. Either type the MHSL team code in the box or click on the drag down box, and the team code will appear. All other options available on this menu are not used for dual meets. Click **OK**.

Click **Set-up**. Click **Report Preferences**.

This menu item controls the titles printed on the reports, the contents of the reports, the format of the reports and where the report is printed. There are two entry fields for titles that will be used on the top of all reports. Type in the appropriate information. The check boxes and radio buttons under the **Report Formats** and **Punctuation** can be set for your teams preferences. *Meet Manager* checks for the print drivers installed on the computer and makes those options available in the drop down box under these categories. The printer options might change when moving the database between different computers and should be reviewed when this is done (i.e. if you are using an internet computer and a different computer on meet day). Click **OK**.

Click **Set-up**. Click **Entry/Scoring Preferences**.

Under the “Scoring/Awards” tab, nothing should be checked. **Maximum scorers per team per event** should be 3 for individual, blank for relay. Where it requests **How many for award labels**, enter how many of the top swimmers will be receiving individual ribbons and how many of the top relays will be receiving ribbons. Usually this is determined by the number of lanes. Under the “Entry Limits” tab, **Maximum Entries per Athlete including relays** should be 5. **Maximum individual entries per Athlete** should be 3. **Maximum Relay Entries per Athlete** should be 2. **Warn if entry limits exceeded** check box should be selected. Nothing else here needs to be entered. Click **OK**.

Click **Set-Up**. Click **Scoring Set-up**.

This sub-menu should not need modification. It was set-up in the League database to conform to MHSL scoring rules. Individual points are 6-3-2-1 and relays are 8-4.

Click **Events**. Make Sure **Each Event** is setup for the # of lanes in your pool. The default is 6 lanes. If you have anything else you will have to change this event-by-event.

### **Import Entries**

Both the visiting and home teams will be using *Team Manager* for meet entries. *Team Manager* will build a database and these databases will be sent to you. The databases can be e-mailed to you or provided via diskette. The databases received from each team should be stored in the folder created for that particular meet (i.e., 060504, 061204, etc.). After you have saved the entries into the proper folder, you will be importing them into the meet database. This is done by performing the following steps:

1. Start the *Meet Manager* software
2. Click on **File** from the main menu bar
3. Click on **Import** from the pop-up menu
4. Click on **Entries** from the pop-up menu

*Meet Manager* will ask you the location of the import file. Select the correct folder. Select one of the *Team Manager* files. Click **Open**. *Meet Manager* will ask you to verify the import. Once you confirm that you wish to continue, *Meet Manager* will offer various filter options. Check the boxes **Include Entries with No Times (NT) and Match on Event numbers**. The other boxes should be left unchecked. Click **OK**. A window will appear telling you the import is finished. Click **OK**. If there were any problems with the import file, *Meet Manager* will indicate this. An Exceptions Report will appear indicating the entries it could not import and the reason why. Print this report. Typical

problems are: too many entries for a swimmer, no swimmer names for relays, swimmer's gender doesn't match event, or swimmers entered into the wrong age events.

Some of these errors can be fixed in *Meet Manager*. Sometimes you will be required to contact the team to see what the intentions are. If the errors are numerous, it will be faster to have the *Team Manager* person redo the import file and retransmit it.

Repeat this procedure for the other team file.

### **Seed the Meet**

Once the entries are complete, seed the meet. You should have specified the home team will be seeded in the odd lanes and the visiting team will be seeded in the even lanes in the Database Set-up/Seeding Preferences section. Verify that this has been done by clicking on **Meet Set-up** and clicking on **Seeding Preferences**. Click on **Seeding** from the main menu bar. The seeding options will appear down the left side of the screen and the swim meet events will be displayed on the right. From the options on the left side of the screen, click on **Select All**. This will highlight all of the events in the swim meet. Then click on **Start Seeding**. This will seed all of the events.

All swimmers, no matter what heat they swim in, are eligible for points. Each team, however, is only eligible to win **three places** in each event. Seeding is set up to comply to the even-odd seeding until one team runs out of swimmers. It will then begin filling in all lanes from the remaining team. The heats for each event can be reviewed from this menu. Click on the event you want to check to highlight it. Then select the **Preview or Adjust** button on the left side of the screen. This will display the heats and the swimmers for that event. A swimmer can be moved from a heat by dragging the swimmer from the heat down to an empty lane in another heat. If there is not an empty lane in a lower heat, a new heat will need to be created by selecting the **Add Heat** option on the left side of the screen. This action will open up new heat.

At this time you can also check the other heats and make adjustments. If any modifications are made to the event, the **Accept** button must be selected prior to closing the screen. If the screen is exited prior to the **Accept** button, the modifications will not be recorded and the seeding will remain unchanged. You must then select the next event and repeat the above procedure.

### **Print Deck Card Labels**

After seeding has been completed, deck card labels need to be printed. The deck cards used by MHSL are designed to accept the Avery 1-inch labels (also referred to as 3x10, 3 across and 10 rows on a sheet – labels are 1" high x 2 5/8" wide). To print the labels, select the **Labels** menu from the menu bar and then **Entry Cards/Labels** option. This will bring up a window that gives you several options for printing. For **Team** leave blank; it will then print for both teams. For **Age Range** leave blank; it will then print for all age groups. For **Sex**, we recommend you print the labels for one sex first and then the other. It is easier to stick labels to one color card at a time, rather switching back and forth between different colored cards. For **Event** select **All Events** and print the labels for the entire meet. There may be times where you will need to print the labels for just one event. Click on the event or events you need to print labels for and *Meet Manager* will print for just those events. For **Label Selection**, select 3 x 10. For Format select **Heat/lane number**. For **Sort By** click on **Event**. When

ready to print labels, click on **Create Labels**. A preview of the labels will appear on the screen. Hit the printer icon on the tool bar to send the labels to the printer.

### **Print Reports for Meet Officials**

The last step for preparing for the swim meet is printing the reports for the meet officials. These are printed by selecting **Reports** from the menu bar. The following reports are needed by the listed officials: \*NOTE: These are my personal preferences to be used just as a guideline - you can do yours however (and how many) you like.

**1 copy of “Athlete Rosters”**- check the following-“Athletes & Relays”, “4 Column Roster by team”, check boxes with“include athletes with no entries” and “include competitor #”-sort alphabetical, team blank, both sexes, blank age range. This report goes to the scorer’s table only.

**22 copies of “Meet Program”**-check the following-“Columns-Triple”, “Athlete ID-None”, check on “Entry Times” & “Empty Lanes”, “Relay Athlete Names-4”, “Time Stamp-None”, “Format-No checks”. I distribute as follows: 2- Parents Reps (each team), 3-Home team coaches, 3-Away team coaches, 5-Stroke & Turn Judges, 1-Clerk of Course, 4-Heaters, 1-Starter, 1-Scorers, 1-Announcer, 1- Extra.

**1 copy of “Entry Lists”**-check the following-“By Team”, “Event Description and Time”, “Athletes Only”, “Sort-Alphabetical”, “Team-Blank”, “Sex-Both”, Age Range-Blank”. This is to post on a wall so athletes can see their events.

After selecting the appropriate options, click **Create Report**. The report will appear on the screen. Click on the printer icon to print

### **Create Backup and e-mail**

It is strongly suggested you make a backup of your meet after the set-up and before your meet. To backup the data, from *Meet Manager’s* main menu, select **File**. In the File menu, select **Backup**. This will create a window prompting you for the drive and folder to store the backup. The backup can be stored on the hard drive, CD, or a floppy. It is also suggested that you e-mail the backup to the other team’s MM contact.

## At the Meet

This section describes how to perform the tasks associated with actually running the meet.

### Deck Changes

There are various ways to perform deck changes thanks to the drag and drop features of *Meet Manager*. We suggest you try to make as many of the deck changes prior to the start of the meet as you can. Deck changes are to be given to you by 7:30 a.m. Most of the deck changes can be performed under the **Athlete** option on the main menu bar. The following functions can be performed.

1. Add a swimmer to an event, assigning a heat and lane.
2. Scratch a swimmer or swimmers from an event or more.
3. Delete a swimmer from the meet.
4. Change a swimmer's event.
5. Declare an athlete as an exhibition athlete.
6. Modify an entry time.
7. Adjust or Declare swimmers in a Relay.

If changes need to be made during the meet, the Athletes Menu can also be reached from the Run Meet menu by clicking on **Athlete**.

### Add Swimmers

If a swimmer was not included in the *Team Manager* entries when they were imported, you will have to add him/her on meet day. To add a swimmer, you must know:

First name  
Middle initial  
Last name  
Sex  
Date of birth (MM/DD/YYYY)

Entries should not be accepted without this information. Parent Reps are required to carry insurance information to all meets. This information should include the swimmers registration and can be obtained from them. Select the **Athlete** option on the menu bar. This will display a list of the athletes that are currently in the database. Select **Add Athletes** button on the left side of the screen. This will display the "Add New Athlete" window requesting the above information. Fill in the boxes with the appropriate information. After the date of birth is entered, *Meet Manager* will automatically calculate the age of the swimmer and then display the eligible events for that swimmer. Click **Entries**. Enter the swimmer into their events by clicking on the events to highlight. At this point, you can deck enter the swimmer into a heat and lane. Check your meet program (heat sheets) and locate an open lane. Enter the heat number and lane number into the **Heat/Lane** box. After you have entered all of the information, click **Close**. You may now enter another swimmer or exit this screen by clicking **Close**.

**The Clerk of Course will need deck cards for the added swimmers. Hand write deck cards for the added swimmers including their name, event number, event name and heat/lane assignments.**

### **Scratch or Delete a Swimmer**

The **Athlete** option is used when scratching a swimmer from a meet. Click on the swimmer's name and click on **Scratch All**. This will remove the swimmer from all the events they are entered, while still keeping the swimmer information in the database. If you need to scratch a swimmer from one event, click on the highlighted event and *Meet Manager* will verify whether you want to scratch the swimmer from that event. You can also scratch them by clicking on the **SCR** box. Selecting **Delete Athlete** will remove the swimmer and all the entries completely from the database. If you select this option, *Meet Manager* will verify whether you want to delete the swimmer and all their entries.

### **Change a Swimmer's Events**

A swimmer can be added to an event simply by clicking on the event to highlight. Remember a swimmer may only be entered into 3 individual events. If they already are in 3 events, scratch them from one event, before entering them into another.

### **Declare an Athlete as an Exhibition Athlete**

To declare an athlete as an exhibition athlete in an event, click on their name. Then click on the **Exh** box.

### **Modify an Entry Time**

Modify a swimmer's entry time by clicking on it and typing in correct time.

### **Adjust or Declare Swimmers in a Relay**

If a team did not include the swimmer names for their relays on their imported entries, those names will need to be specified on meet day. Before the meet begins, this can be done from the **Relays** option on the main menu bar or by selecting **Relays** from the **Athletes** screen. Select the event from the "Relay Events" window and then select the relay team in the "Relay Team Entries" window. Then click on athletes from the "Eligible Athletes" window and drag them to the **Finals column** in the "Relay Order" window. Select the **Close** button when all modifications are done. This task can also be performed during the meet from the "Run the Meet" screen by clicking on the **Relay Names** button.

The following changes can also be performed under the **Seeding** option:

1. Change heat and lane assignments,
2. Add a swimmer to an event, assigning a heat and lane,

### **Change a Heat/Lane Assignment**

Select **Seeding** from the main menu. Click on the Event you wish you make a change in. Click on **Preview/Adjust**. This will bring up the "Preview" screen. Click on the athlete you wish to change and drag him to the correct lane. To swap swimmers, drag either of the swimmers over the name of the other and *Meet Manager* will swap the names. Click **Accept**.

### **Add a Swimmer to an Event, Assigning a Heat and Lane**

Select **Seeding** from the main menu bar. Select the event by clicking on it to highlight. Select the **Preview /Adjust** option on the left side of the screen. This brings up the “Preview” screen listing the swimmers in the event and their heat/lane assignments. Click on **Show Eligible Athletes** to display the eligible athletes for this event. Simply drag the swimmer you want to enter into this event to an available lane. Click **Accept**.

### **Enter Results**

Entering meet results is accomplished by selecting **Run** from the menu bar. When **Run** is selected, the screen is divided into three sections; the list of events in the upper left, the record for the event in the upper right, and the athlete entries for that event below. The times for the events are entered into the **Finals Time** column. When entering the time, colons and decimals do not need to be entered. *Meet Manager* will automatically insert the colons and decimals in the correct locations. When a time of 10405 is entered, *Meet Manager* will display the time as 1:04.05 after the ENTER or RETURN is hit. Next to the Final Times column are DQ check boxes. Simply click on the check box for any swimmer that was DQ’ed. You may enter a time **and** check the DQ box if you so desire.

The Heat Buttons are located in the middle of the screen on the right side. The heat that is currently opened is colored Red. Below this is a row of menu items that perform these functions:

**Session** – ignore.

**Adjust** - This allows you to adjust swimmers between heats or add a swimmer to this event. A list of all the heats and the seeded swimmers along with a list of eligible swimmers will appear. Swimmers can be dragged up from the eligible swimmer list into the correct lane, or swimmers can be moved into the correct lane. After all changes are made, the **Accept** button on the left side must be selected prior to the **Close** button for the changes to take effect.

**Splits** – ignore

**Awards** – If you print labels after you have entered times for all the heats, it will combine all the heats and print labels based on the overall placement of the event - not the placement within the heat. In order to save labels, click **Preferences** from “Run the Meet” screen. Click **Awards Labels**. Under the Print Method, click **Print directly to Printer**. Click **Print only when Page is Full**. *Meet Manager* will hold the labels until a page is full and then print them. To print labels for all heats see the directions below in the section titled Print Ribbon Labels.

**JD (judges decision)** – No longer applies

**Show Backups** – ignore

**Relay Names** - This will bring up the three screens that will allow you to modify who is swimming relays. Names of swimmers can be dragged and dropped to and from the appropriate locations to remove and add.

**List** – Generates a list of the event results

**Score Event** - Click on this to evaluate the results for this event and place and score each swimmer. A Results Report will be displayed and optionally printed. Clicking on **Ctrl-S** allows place and score assignments to be made but no report will be generated. This is a nice feature to use when you want to score each event, but then print the Results Report after every 5 or 6 events.

**Previous Event and Next Event** – Allows you to move between events.

If you leave the “Run the Meet” window, it will return you to the same event you were at when you exited.

### **Score the Meet**

The score of the meet should be announced periodically. It is suggested that after a group of events have been swum (i.e. after all freestyles, all backstrokes, etc.) give the current score of the meet to the starter to be announced. To see the team scores, select the **Reports** from the “Run the Meet” main menu. Then select the **Scores** option. This will display the **Scores** window. Click on the **Select All** button and then the **Create Report** button. This will bring up the report containing the scores of each team. You can close out of the report without printing or print the report if desired.

### **Print Event Results**

Event results can be printed from the “Run the Meet” window. Click on **Reports** and then **Results**. This will bring up the “Results” window where you may select what event(s) you would like to print. Select which options you would like to display on the printout and select the **Create Report** button. Preview the printout on the screen, then print. Since you are allowed to print several reports at a time, you may want to print results every 5 events. Caution should be exercised when generating printouts during the meet. Slow printers can cause delays in the operator’s ability to enter event results while the printer is operating. Printouts should be generated only if a printer with sufficient speed is available.

### **Print Ribbon Labels**

Ribbon labels are printed on the Avery 1-inch labels. The labels can be printed while running the meet or later through *Team Manager*. Click on **Labels** from the “Run the Meet” menu bar. Click on **Award Labels**. Select the criteria for the labels you want printed. You can choose to print labels for a specific team or both. Select the events you want to print labels for. When finished selecting criteria, click **Create Labels**. Preview the labels on the screen. Send to the printer by clicking on the printer icon. \*TIP: If you select labels for just the away team with a range of a single place level (e.g. “Individual Places of 2-2 only) at the end of the meet, the program will tell you how many ( in this case 2<sup>nd</sup> place) ribbons to give to the away team.

### **Create Periodic Backups**

It is strongly suggested you make periodic backups of your work during the meet (every ten events at a minimum). These can be used to restore the data if your computer crashes or you lose power during the meet. A computer crash may not destroy the data, but if it does, the backup will contain all of the current entries made up to the time that the backup was made. This eliminates the need to re-enter swim times from the first event to the current event. To backup the data, you must exit from the “Run the Meet” screen. From *Meet Manager’s* main menu, select **File**. In the File menu, select **Backup**.

This will create a window prompting you for the drive and folder to store the backup. The backup can be stored on the hard drive or a floppy. To restore a backup, click on **File** from the main menu and then select **Restore**. This will create a browser window requesting you to supply the location of the backup file. I suggest backing up every time you give a score, just to ingrain a good habit.

## After the Meet

### Create a Database for *Team Manager*

Each team will need a database of results from the meet to import into *Team Manager*. A diskette from each team should have been given to you at the start of the meet. Put the diskette into the floppy drive. Select **File** from main menu bar. Then select **Export**. Under **Export** is **Results for Team Manager**. This will open up the “Export Results” window. It will give you several options to select. You will have the option of exporting both teams or just one of the teams. When you have selected the options click **OK**. *Meet Manager* will notify you that the export has been completed and ask where it should put the file. Click on the drag down box and select your floppy drive (usually drive A). *Meet Manager* will notify you that the export was successful and give you the name of the file. As a rule I also give the other team a **Backup** at the end of the meet as well. (See previous paragraph for instructions) They should both fit on the same disk.

## Appendix A

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### Training Meet – 6/3/00 Alphabetical Roster

<b>Team</b>	<b>Comp#</b>	<b>Team</b>	<b>LSC</b>	<b>Sex</b>	<b>Age</b>
1 Anderson, Daniel B	4	Team #1	CO	M	11
2 Billings, James C	5	Team #1	CO	M	11
3 Cook, Bobby V	13	Team #1	CO	M	12
4 Fox, William D	3	Team #1	CO	M	11
5 Johnson, Steven P	1	Team #1	CO	M	11
6 Shmoe, Joe B	12	Team #1	CO	M	12
7 Smith, Stanley R	2	Team #1	CO	M	12
8 Spook, Vinny T	14	Team #1	CO	M	11
<b>Relay</b>	<b>Event</b>		<b>LSC</b>	<b>Sex</b>	
1 Team #1 - 'A'	#1 Boys 11-12 200 Free Relay		CO	M	
	Anderson, Daniel B; Fox, William D; Johnson, Steven P; Smith, Stanley R				
2 Team #1 - 'B'	#1 Boys 11-12 200 Free Relay		CO	M	
	Billings, James C; Spook, Vinny T; Shmoe, Joe B; Cook, Bobby V				

**Total Athletes: 8**

**Total Relays: 2**

## Appendix B

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### Training Meet – 6/3/00 Meet Program

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#### Event 1 Boys 11-12 200 Yard Freestyle Relay

Lane	Team	Relay	Seed Time
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##### Heat 1 Finals

2	Tm1-CO	A	NT
	1) Anderson, Daniel B 11	2) Fox, William D 11	
	3) Johnson, Steven P 11	4) Smith, Stanley R 12	
3	Tm2-CO	A	NT
	1) Baker, Doug E 12	2) Hobbs, Calvin N 11	
	3) Schneider, George B 11	4) Worth, John T 12	
4	Tm1-CO	B	NT
	1) Billings, James C 11	2) Spook, Vinny T 11	
	3) Shmoe, Joe B 12	4) Cook, Bobby V 12	

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#### Event 2 Boys 11-12 50 Yard Freestyle

Lane	Name	Age	Team	Seed Time
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##### Heat 1 Finals

1	Cannon, Tommy B	11	Tm2-CO	NT
2	Fox, William D	11	Tm1-CO	10.02
3	Baker, Doug E	12	Tm2-CO	10.01
4	Anderson, Daniel B	11	Tm1-CO	10.01
5	Worth, John T	12	Tm2-CO	10.03
6	Johnson, Steven P	11	Tm1-CO	NT

##### Heat 2 Finals

2	Billings, James C	11	Tm1-CO	NT
3	Hobbs, Calvin N	11	Tm2-CO	NT
4	Smith, Stanley R	12	Tm1-CO	NT

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#### Event 3 Boys 11-12 100 Yard Backstroke

Lane	Name	Age	Team	Seed Time
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##### Heat 1 Finals

1	Cannon, Tommy B	11	Tm2-CO	NT
2	Johnson, Steven P	11	Tm1-CO	10.02
3	Worth, John T	12	Tm2-CO	10.01
4	Billings, James C	11	Tm1-CO	10.01
5	Baker, Doug E	12	Tm2-CO	10.02
6	Anderson, Daniel B	11	Tm1-CO	10.03

##### Heat 2 Finals

2	Shmoe, Joe B	12	Tm1-CO	NT
3	Schneider, George B	11	Tm2-CO	NT
4	Fox, William D	11	Tm1-CO	NT

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#### Event 4 Boys 11-12 100 Yard Butterfly

Lane	Name	Age	Team	Seed Time
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##### Heat 1 Finals

1	Cannon, Tommy B	11	Tm2-CO	NT
2	Johnson, Steven P	11	Tm1-CO	10.02
3	Baker, Doug E	12	Tm2-CO	10.01
4	Smith, Stanley R	12	Tm1-CO	10.01
5	Worth, John T	12	Tm2-CO	NT
6	Fox, William D	11	Tm1-CO	10.03

##### Heat 2 Finals

3	Schneider, George B	11	Tm2-CO	NT
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## Appendix C

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### Training Meet – 6/3/00 Results

#### Event 2 Boys 11-12 50 Yard Freestyle

	<b>Name</b>	<b>Age</b>	<b>Team</b>	<b>Seed Time</b>	<b>Finals Time</b>	<b>Points</b>
1	Billings, James C	11	Team #1-CO		24.98	
2	Worth, John T	12	Team #2-CO	10.03	29.80	6
3	Johnson, Steven P	11	Team #1-CO	NT	30.87	3
4	Anderson, Daniel B	11	Team #1-CO	10.01	33.45	2
5	Hobbs, Calvin N	11	Team #2-CO		34.87	
6	Baker, Doug E	12	Team #2-CO	10.01	37.86	1
7	Cannon, Tommy B	11	Team #2-CO		40.79	
8	Fox, William D	11	Team #1-CO	10.02	41.35	
9	Smith, Stanley R	12	Team #1-CO	NT	49.87	