

## Using Meet Manager 4.0 to Run an LBSL Dual Meet

Directions for creating a new Meet Manager Database and Setting up to Run a Meet Using a Swim Meet Template in Meet Manager 4.0

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6/20/2013



**HY-TEK** Sports Software  
part of **active** NETWORK

**MEET MANAGER 4.0**  
FOR SWIMMING

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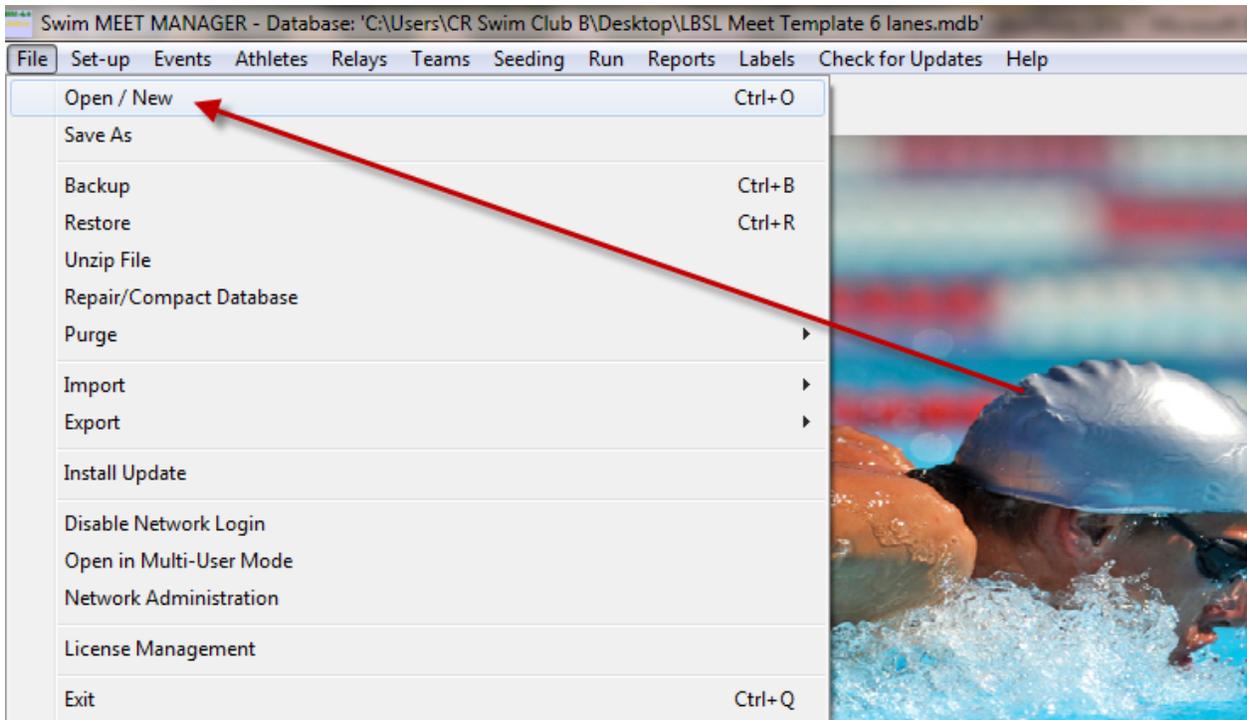
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## Starting Meet Manager and Setting up the Meet

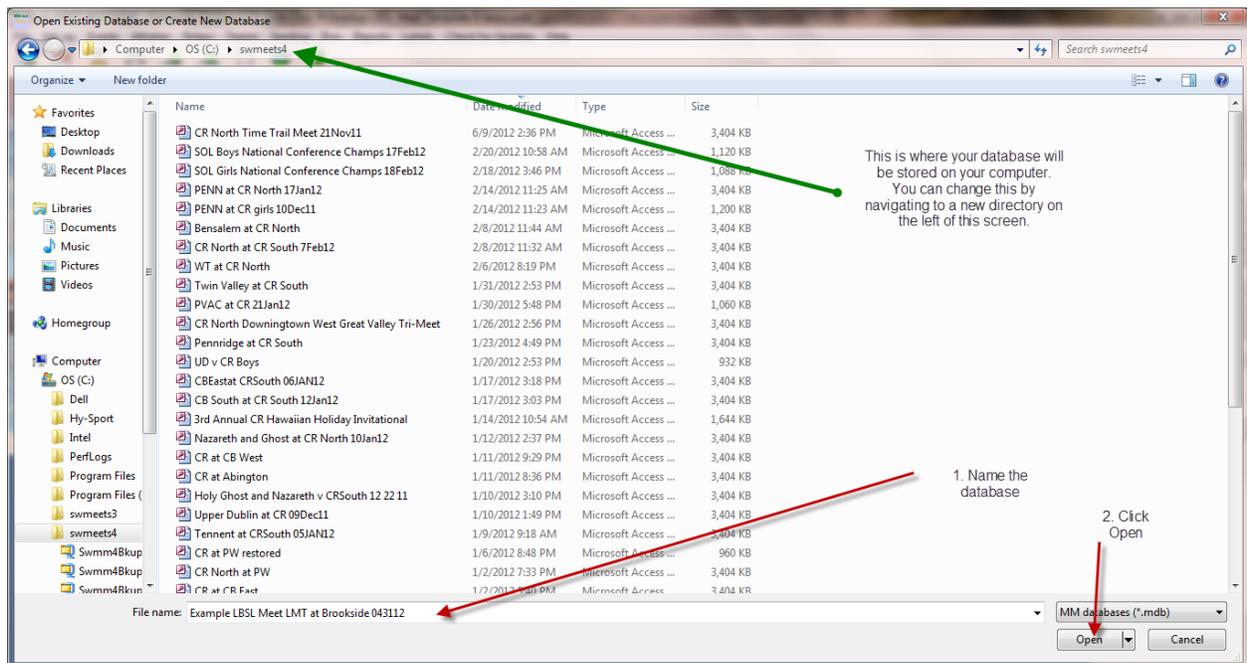
1. First, start Meet Manager by clicking on the Meet Manager Shortcut on the desktop (assuming you have a shortcut on your desktop):



2. Once in Meet Manager, you must create a new database for the meet, select "File Open/ New" from the menu bar at the top of the screen



3. Then name your database using the participants and date on the "File name:" line (Meet Manager will place the database in the default swmeets4 directory, which is fine):



4. Once you have created a new Database, Meet Manager will take you to the Setup screen and ask you for some information about the meet. The following screen will pop up:

**Meet Set-up**

\* Meet Name : Demo Meet

\* Facility Name :

Address :

Address :

\* City :

\* State / Province :

\* Country :

\* Postal Code :

\* Host LSC :

Start Date : MM/DD/YY

End Date : MM/DD/YY

Age-Up Date : MM/DD/YY

Entry Deadline : MM/DD/YY

**ID Format**

USAS - USA Swimming

SNZ - Swimming New Zealand

SSA - Swimming South Africa

AUS - Australian Swimming

BS - British Swimming

BCSSA - Canadian League

USMS - US Masters

Other

Base Country : USA

Altitude in Feet :

Default Touch Pads at both ends :

**Class**

Age Group

Senior / Open

High School

College

YMCA

Masters

Disabled

**DQ Codes**

Custom DQ Codes

USA-S DQ Codes

FINA DQ Codes

UK-ASA DQ Codes

**Meet Type**

Standard

- Divisions -

By Event

By Team

By Entry

Flighted

Time Standards

Div by Time Std

**Meet Style**

Standard

2 Team Dual

3+ Team Dbl Dual

\* Course

LC Meters

SC Meters

Yards

OK

5. Since we have a database template that we will restore, complete the required fields so you can move through this screen and Meet Manager will let you continue. Simply place an "X" in the text fields, complete the dates (start, end, age-up and entry deadline can all be the day of the meet for an LBSL Meet), leave ID Format, Base

Country, and Altitude in Feet alone. Select “Age Group” for Class, “USA-S DQ codes”, the “Standard” Meet type radio button, Meet Style is “2 Team Dual”, and “SC Meters” or “Yards” for Course radio button depending on whether your pool is 25 meters or 25 yards. The Host LSC should be “MA” for Middle Atlantic (not really needed for our LBSL Meets, but MM seems to want that field completed). I believe that all of the fields with an asterisk are required at this time, others are not. The screen will look something like what follows (short of the arrows and comments). I don’t know why, but sometimes the screen loses the “MA” for LSC and asks you to put that in again. In any case, once you’ve done this you will be ready to restore the standard LBSL meet template. Once completed click the “OK” button at the bottom of the screen to continue.

The screenshot shows the 'Meet Set-up' form with the following fields and options:

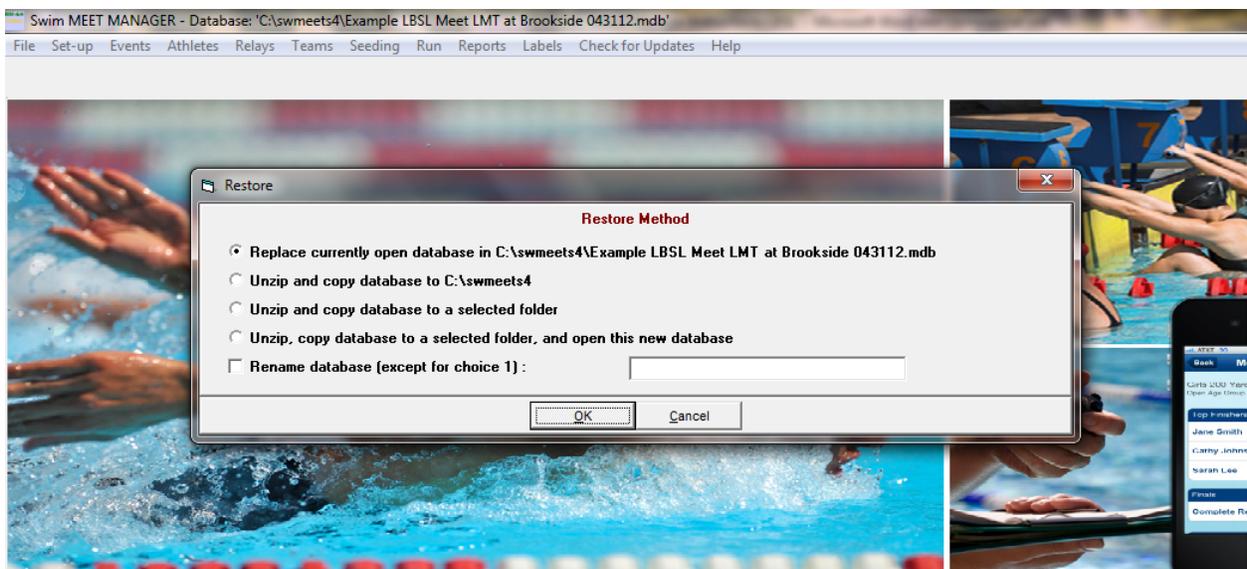
- Meet Name:** Demo Meet
- Facility Name:** \*
- Address:** \*
- City:** \*
- State / Province:** PA
- Country:** USA
- Postal Code:** 19067
- Start Date:** 06/12/12
- End Date:** 06/12/12
- Age-Up Date:** 06/30/12
- Entry Deadline:** 06/12/12
- Meet Type:** Standard (selected)
- Divisions:** By Event, By Team, By Entry, Flighted, Time Standards, Div by Time Std
- Meet Style:** Standard, 2 Team Dual (selected), 3+ Team Dbl Dual
- ID Format:** USAS - USA Swimming (selected), SNZ - Swimming New Zealand, SSA - Swimming South Africa, AUS - Australian Swimming, BS - British Swimming, BCSSA - Canadian League, USMS - US Masters, Other
- Host LSC:** MA
- Base Country:** USA
- Altitude in Feet:**
- Default Touch Pads at both ends:**
- Class:** Age Group (selected), Senior / Open, High School, College, YMCA, Masters, Disabled
- DQ Codes:** Custom DQ Codes, USA-S DQ Codes (selected), FINA DQ Codes, UK-ASA DQ Codes
- Course:** LC Meters, SC Meters (selected), Yards

Red arrows point to the fields marked with an asterisk (\*). A green arrow points to the OK button at the bottom. A text box on the right says 'Click here when done to continue'.

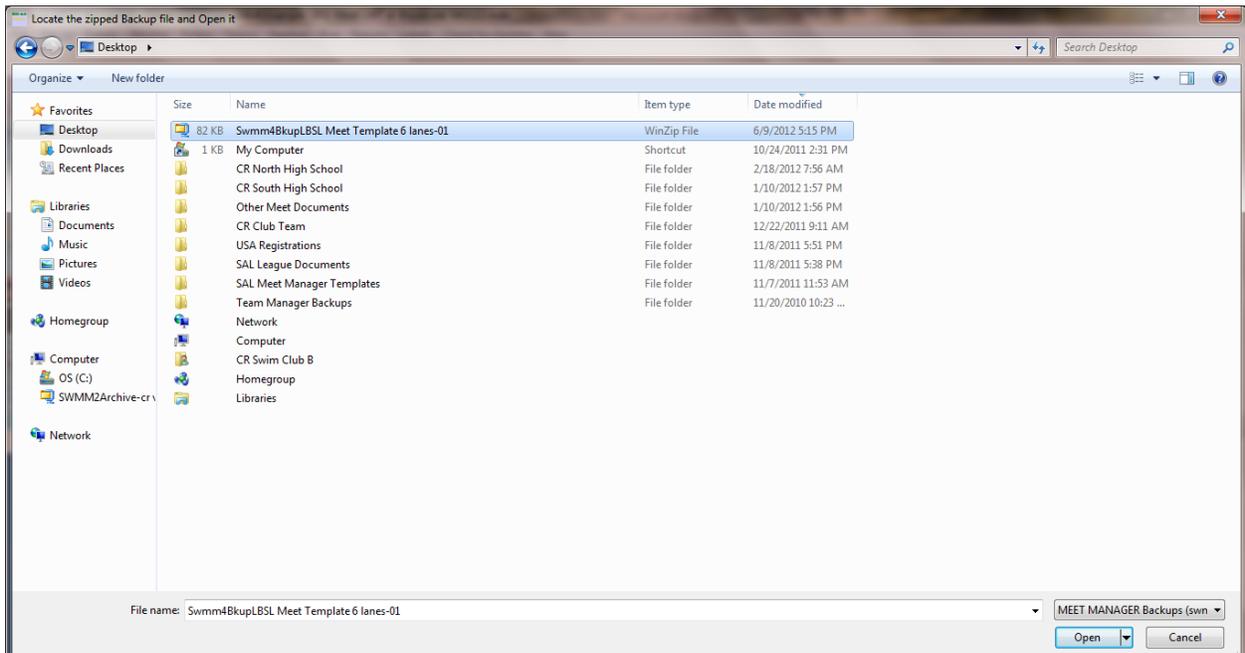
- Once you’ve finished the initial setup above and clicked on the OK button at the bottom of the screen, MM will take you back to the main menu screen.



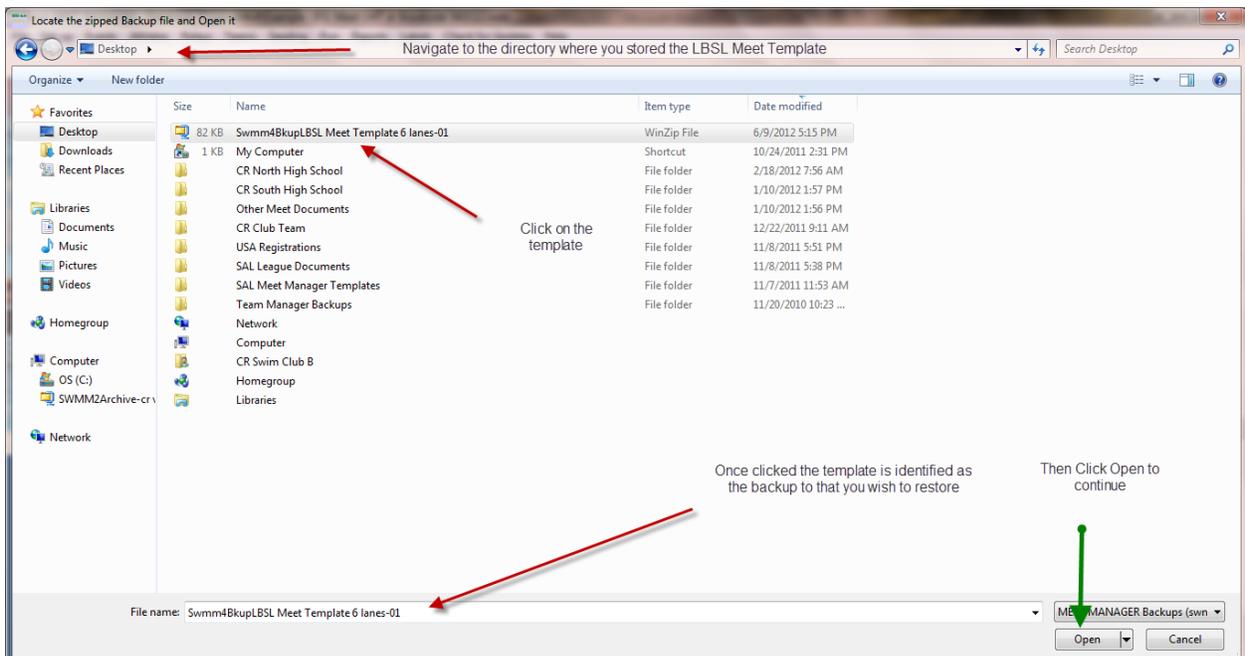
- To import the template which contains the standard meet events, select **File** and **Restore** from the main menu and MM will take you to this pop up screen:



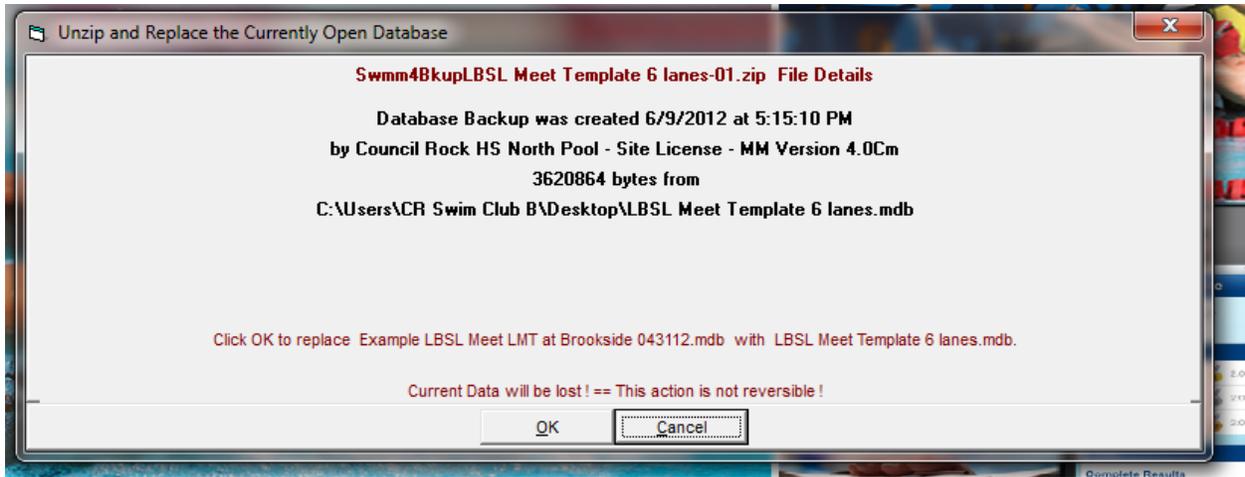
- Since we are overlaying the new database with the information from the Template, simply **click OK** on this screen and MM will take you to the following screen asking you to find the backup database to restore (MM will default to the last place a file was restored from which, in this case, it was the desktop where I stored the LBSL Meet Manger Template):



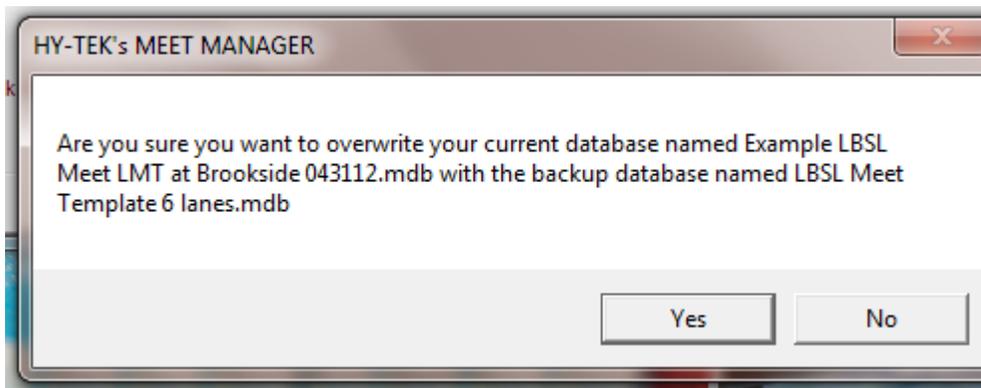
- You will have to navigate to the place where you've stored the LBSL Meet Template if it is not on the desktop. (I recommend placing it on your desktop). Click on that file to move it to the File name field at the bottom of the screen then select the Open button.



10. A confirmation window will pop up asking you if this is what you wanted to do.



11. Select OK and you will be taken to the following screen, asking you to verify one last time that this is really what you wanted to do:



12. If you are sure you want to overwrite the existing database, which should be OK if you created and named a new database in step # 2 above, go ahead and click the Yes button to be taken to the following screen:



13. Assuming everything went OK and the restore completed successfully, click on the OK button to proceed to the following screen.



14. **THIS IS IMPORTANT – DON'T SKIP OVER STEPS 14 and 15 AFTER RESTORING THE TEMPLATE.** Now we need to go back and fix the meet Set-up information, by selecting Set-up Meet Set-up from the main menu bar to get the Meet Set-up pop-up screen again (note that this screen now has information that was included within the backup, which is why we quickly moved through this screen in step 5 above) :

**Meet Set-up**

\* Meet Name : LBSL Meet Template 6 lanes

\* Facility Name : Enter your club name here

Address :

Address :

\* City : Enter address here

\* State / Province : PA  \* Postal Code : 99999

\* Country : USA

Start Date : 06/09/12  End Date : 06/09/12

Age-Up Date : 6/15/22  Entry Deadline : 06/09/12

**ID Format**

USAS - USA Swimming

SNZ - Swimming New Zealand

SSA - Swimming South Africa

AUS - Australian Swimming

BS - British Swimming

BCSSA - Canadian League

USMS - US Masters

Other

\* Host LSC : MA

**Base Country** USA

Altitude in Feet :

Default Touch Pads at both ends :

**Class**

Age Group

Senior / Open

High School

College

YMCA

Masters

Disabled

**DQ Codes**

Custom DQ Codes

USA-S DQ Codes

FINA DQ Codes

UK-ASA DQ Codes

**Meet Type**

Standard

- Divisions -

By Event

By Team

By Entry

Flighted

Time Standards

Div by Time Std

**Meet Style**

Standard

2 Team Dual

3+ Team Dbl Dual

**\* Course**

LC Meters

SC Meters

Yards

Age-Up Athletes  OK  Cancel  Re-Convert Entries

15. At this point you should name the meet. It is recommended that the syntax for the meet name be 'away team' at 'home team' (e.g., LMT at Brookside). You don't need the meet date in this field as any report created by MM will use the Meet Data information you enter on this screen. Update the Meet Start and End Date and Entry Deadline fields to coordinate with the date of the meet (all can be the same). The Meet Age-up Date should always be **6/15** of the current year as this is the LBSL defined age cut-off date.

Meet Set-up

\* Meet Name : LMT at Brookside

\* Facility Name : Brookside Swim Club

Address :

Address :

\* City : Yardley

\* State / Province : PA

\* Country : USA

\* Postal Code : 19067

Start Date : 06/12/12

End Date : 06/12/12

Age-Up Date : 6/15/22

Entry Deadline : 06/12/12

Should always be 6/15/22

Complete these fields

**Meet Type**

- Standard
- Divisions -
- By Event
- By Team
- By Entry
- Flighted
- Time Standards
- Div by Time Std

**Meet Style**

- Standard
- 2 Team Dual
- 3+ Team Dbl Dual

**ID Format**

- USAS - USA Swimming
- SNZ - Swimming New Zealand
- SSA - Swimming South Africa
- AUS - Australian Swimming
- BS - British Swimming
- BCSSA - Canadian League
- USMS - US Masters
- Other

\* Host LSC : MA

**Class**

- Age Group
- Senior / Open
- High School
- College
- YMCA
- Masters
- Disabled

Change as needed to match your pool

**DQ Codes**

- Custom DQ Codes
- USA-S DQ Codes
- FINA DQ Codes
- UK-ASA DQ Codes

\* Course

- LC Meters
- SC Meters
- Yards

Click here when done

Base Country : USA

Altitude in Feet :

Default Touch Pads at both ends :

OK

16. Once you've completed all of this information, select OK and MM will return to the Main Menu screen.

Swim MEET MANAGER - Database: 'C:\swmeets4\Example LBSL Meet LMT at Brookside 043112.mdb'

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

## MEET MANAGER 4.0 FOR SWIMMING

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- Release 4.0Cm -

17. At this point you have a database shell created that is awaiting roster files and entry files. If you select the Events menu item, MM will take you to the Events screen where you can see the events that were pre-populated in the backup meet template:

Events

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

Gender:  All  Male  Female

Age Range:  -

Indiv + Relays  
 Indiv Only  
 Relays Only

All Events  
 Standard Only  
 Open Water

Time Trial Only  
 Swim-Off Only  
 Disability Only

Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Girls	14 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
2	Unseeded	Boys	14 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
3	Unseeded	Girls	18 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
4	Unseeded	Boys	18 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
5	Unseeded	Mixed	8 & Under	100	Medley Relay	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
6	Unseeded	Mixed	10 & Under	100	Medley Relay	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
7	Unseeded	Mixed	12 & Under	200	Medley Relay	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
8	Unseeded	Mixed	14 & Under	200	Medley Relay	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
9	Unseeded	Mixed	18 & Under	200	Medley Relay	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
10B	Unseeded	Boys	6 & Under	25	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	No	No	No
10G	Unseeded	Girls	6 & Under	25	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	No	No	No
11	Unseeded	Girls	8 & Under	25	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
12	Unseeded	Boys	8 & Under	25	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
13	Unseeded	Girls	10 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
14	Unseeded	Boys	10 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
15	Unseeded	Girls	12 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
16	Unseeded	Boys	12 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
17	Unseeded	Girls	14 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
18	Unseeded	Boys	14 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
19	Unseeded	Girls	18 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
20	Unseeded	Boys	18 & Under	50	Free	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
21	Unseeded	Girls	8 & Under	25	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
22	Unseeded	Boys	8 & Under	25	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
23	Unseeded	Girls	10 & Under	25	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
24	Unseeded	Boys	10 & Under	25	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
25	Unseeded	Girls	12 & Under	50	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
26	Unseeded	Boys	12 & Under	50	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
27	Unseeded	Girls	14 & Under	100	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
28	Unseeded	Boys	14 & Under	100	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
29	Unseeded	Girls	18 & Under	100	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
30	Unseeded	Boys	18 & Under	100	Breast	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
31	Unseeded	Girls	8 & Under	25	Back	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
32	Unseeded	Boys	8 & Under	25	Back	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No
33	Unseeded	Girls	10 & Under	25	Back	0.00	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	Yes	No	No

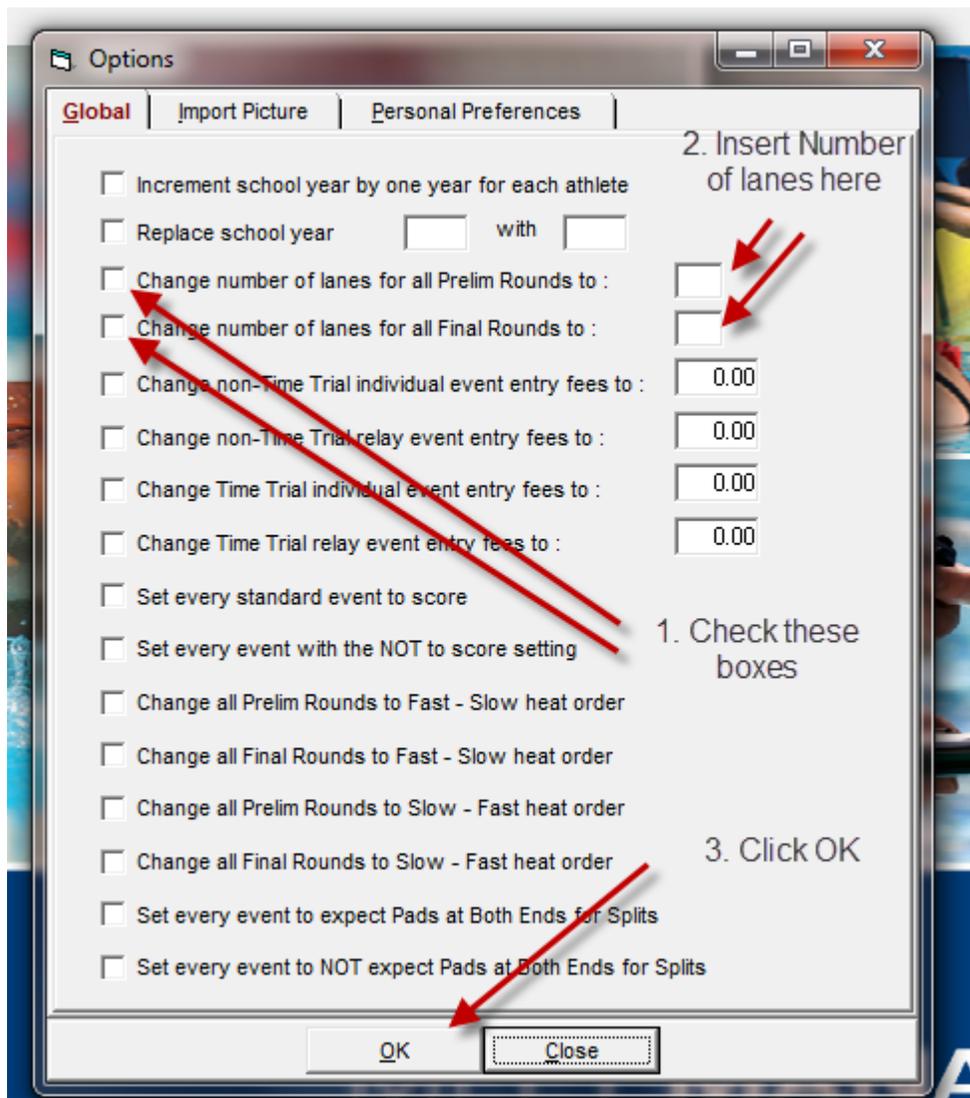
18. As you can see, all events have been set up to have 6 lanes, because that's what most LBSL pools have. The standard convention to move back to the main menu from any other menu is to select this box (the up arrow folder) :

Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims
1	Unseeded	Girls	14 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A
2	Unseeded	Boys	14 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A
3	Unseeded	Girls	18 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A
4	Unseeded	Boys	18 & Under	100	Free	0.00	F	Timed finals	6	Standard	N/A
5	Unseeded	Mixed	8 & Under	100	Medley Relay	0.00	F	Timed finals	6	Standard	N/A
6	Unseeded	Mixed	10 & Under	100	Medley Relay	0.00	F	Timed finals	6	Standard	N/A
7	Unseeded	Mixed	12 & Under	200	Medley Relay	0.00	F	Timed finals	6	Standard	N/A
8	Unseeded	Mixed	14 & Under	200	Medley Relay	0.00	F	Timed finals	6	Standard	N/A
9	Unseeded	Mixed	18 & Under	200	Medley Relay	0.00	F	Timed finals	6	Standard	N/A
10B	Unseeded	Boys	6 & Under	25	Free	0.00	F	Timed finals	6	Standard	N/A

18 a. If you have a pool with other than 6 lanes (e.g., LMT):

To change the number of lanes for each event it is easiest to do a mass change by selecting the Set-up Options

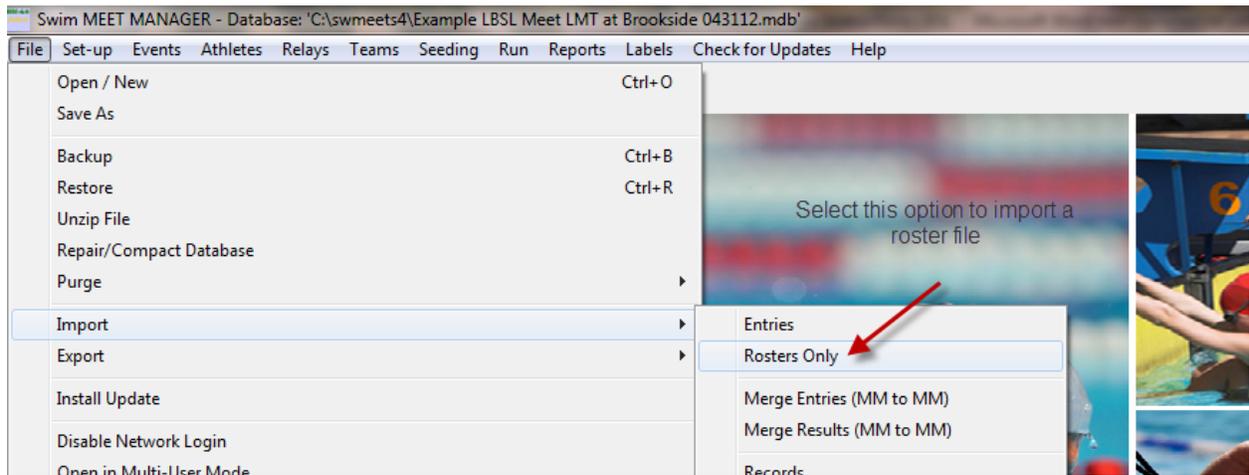
That will take you to this screen:



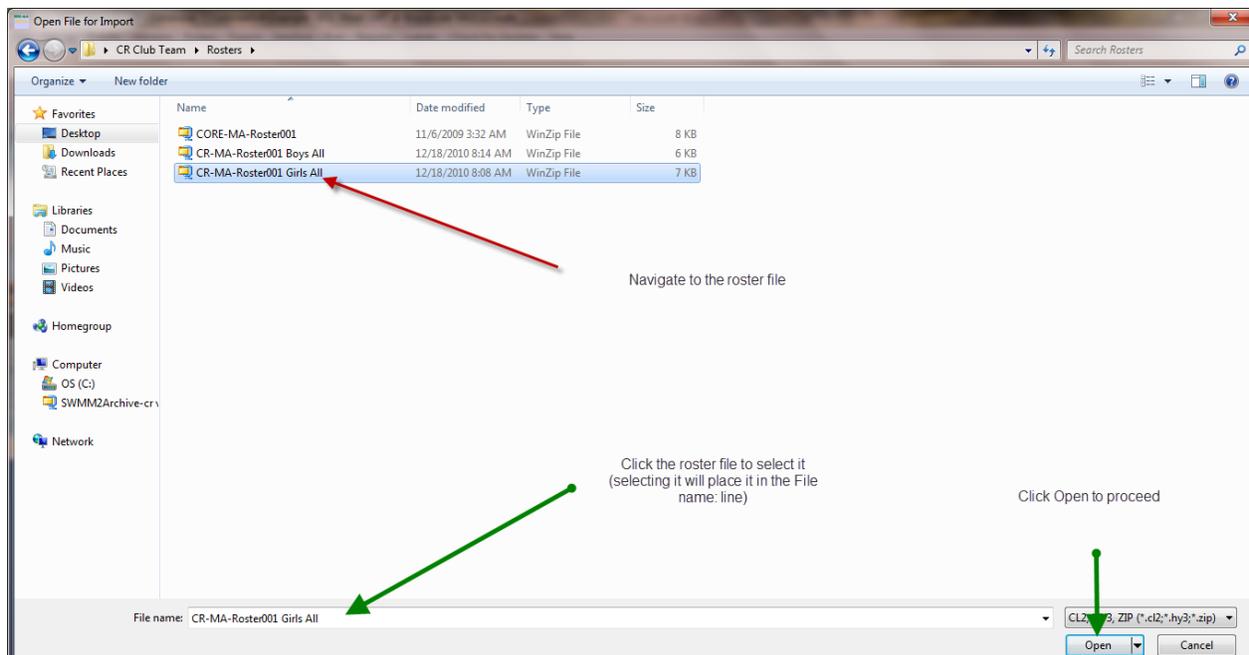
Check the boxes for changing the number of lanes (check both prelims and finals), insert the number of lanes in the boxes to the right, then click the OK button. You will get a number of messages asking to confirm your choice and then one indicating that the process was completed. Once completed, chose the Close button to continue. As indicated in the pop-up messages, this should be completed prior to seeding the meet, which in our case is importing entry files. **If you have a 6 lane pool, this will not be necessary.**

## Importing Rosters and Entry Files

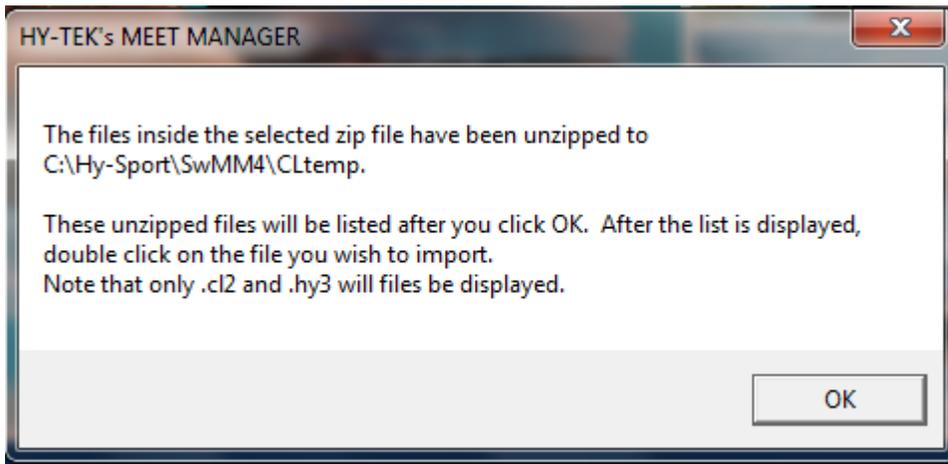
19. Selecting the up arrow folder box  will take you back to the main menu. You are now ready to import rosters and/or entry files from the coaches. The coaches will supply their files to you on a USB thumb drive which you can plug into the USB connection to copy information from. Each coach should provide you with both a roster and entry file for the meet. Select **File Import Rosters Only** and navigate to the USB drive or the place where the rosters are located (e.g., you may have already copied them to your desktop) to import the roster file.



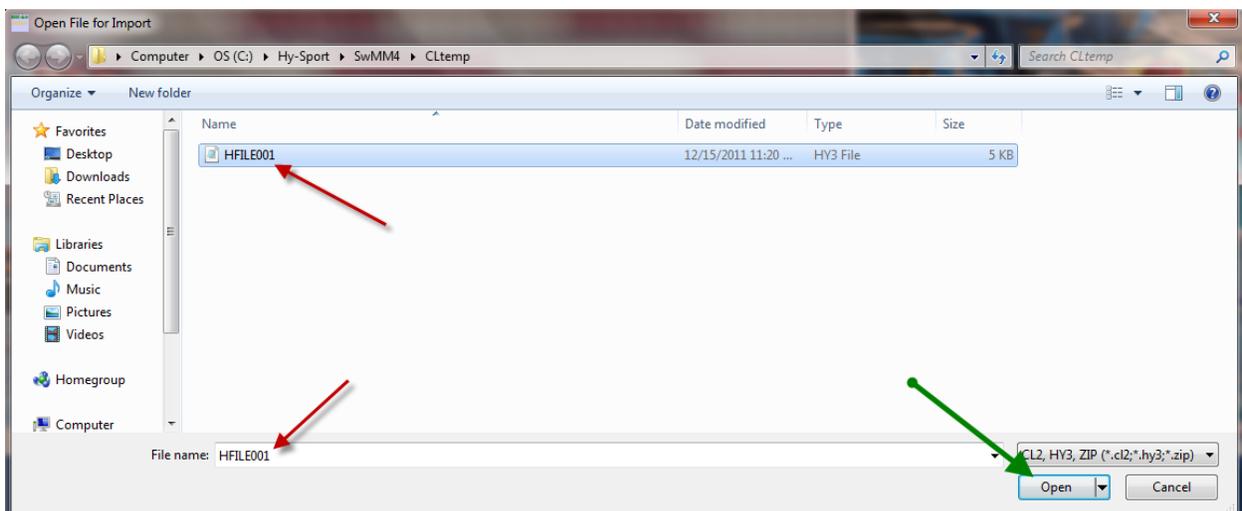
20. Once you've identified the file the screen should look as follows:



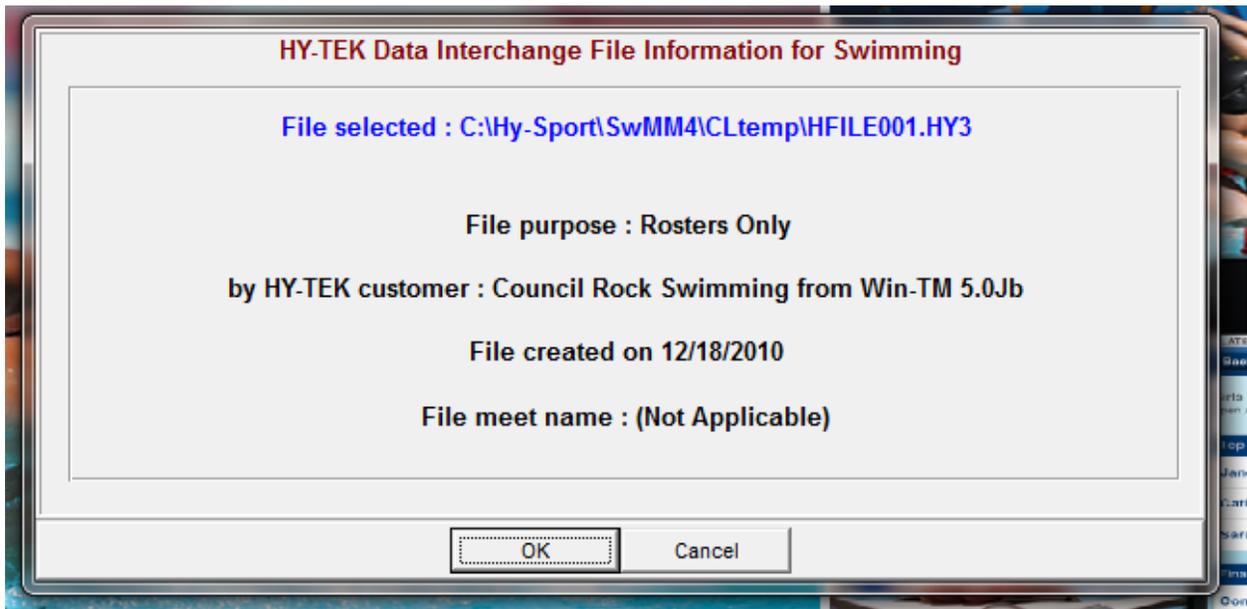
21. Click **Open** to continue the process and MM will take you to the following information screen:



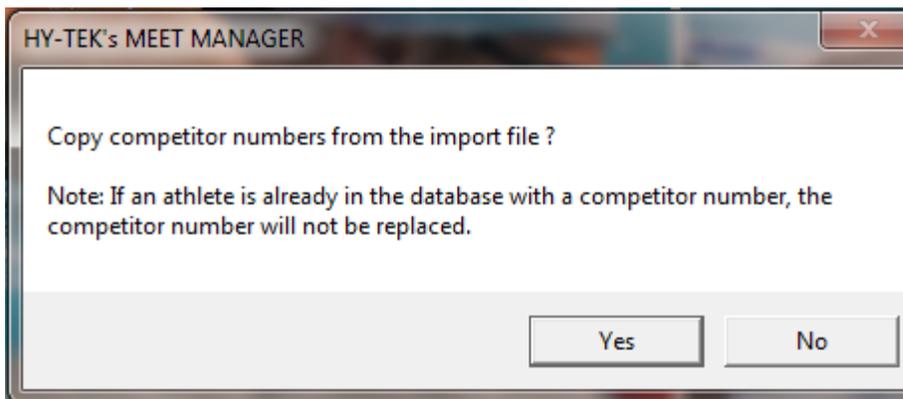
22. Click **OK** and MM will take you to the following screen and display either the .cl2 or .hy3 file with the zip file that you identified (this is a standard process used by MM for loading files into the database, regardless of their type – roster, entries, records, etc.). Click the file shown to move it to the “File name” field and then click the “Open” button to proceed.



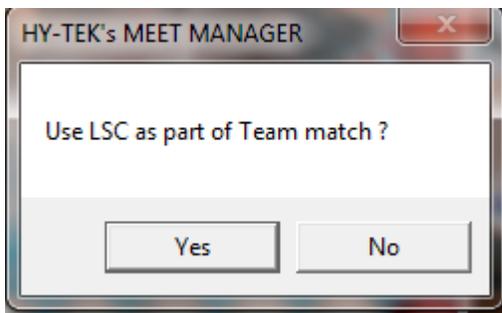
23. You will then get a confirmation window that displays some information from the file that you are about to process. In this case MM confirms this is a roster file created on 12/18/10. If the file you identify is not a roster file and you have previously selected import roster, MM will tell you this on an error screen (essentially saying the file you identified is not a roster file). You will then need to go back and select an alternate file to import.



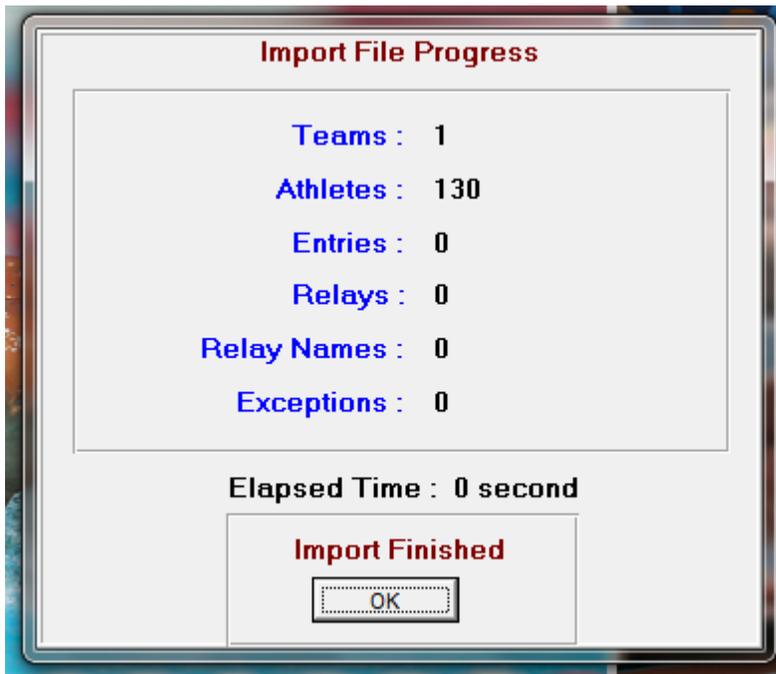
24. Selecting OK will bring up the following screen:



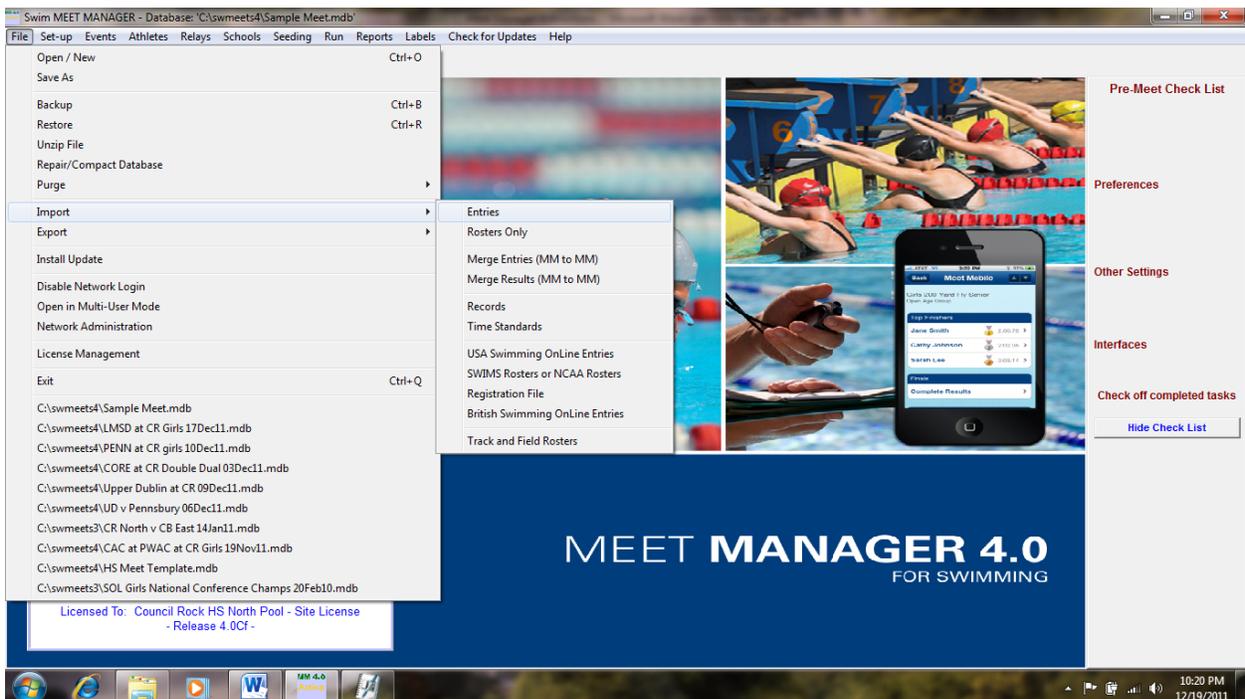
25. We don't care about competitor numbers so select  to proceed to the following screen:



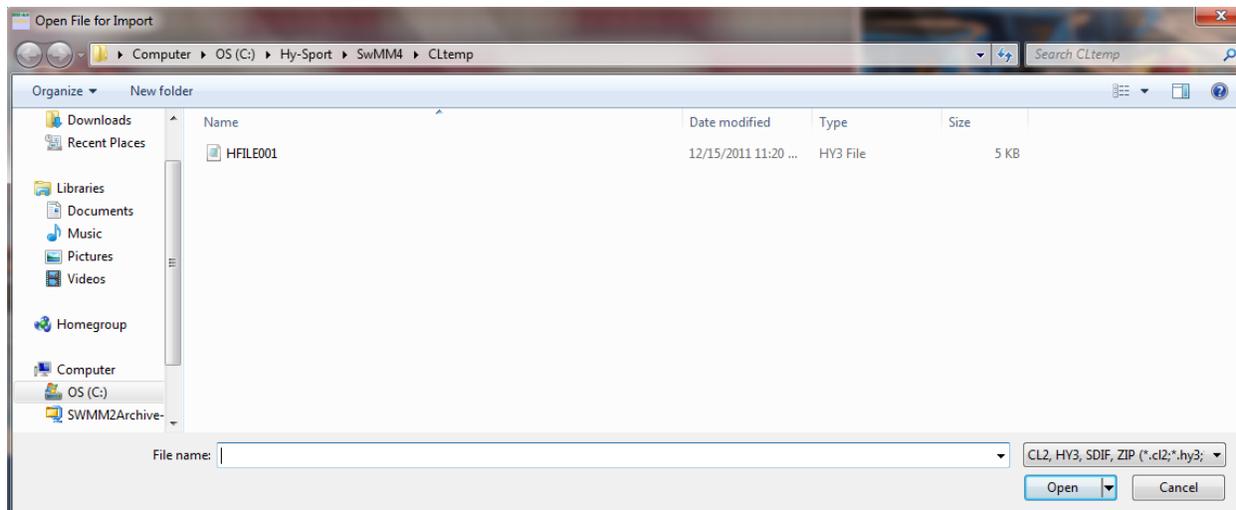
26. We don't care about the LSC for LBSL Meets so, once again, select  to continue to the confirmation screen of what was processed:



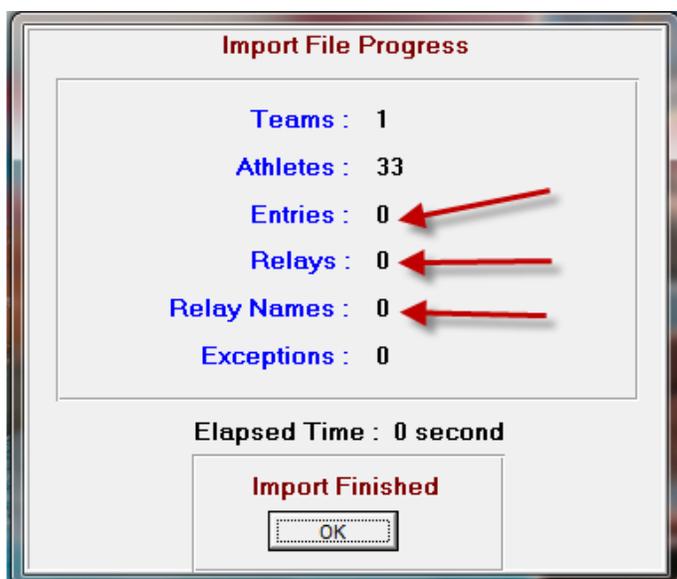
27. At this point you can select **OK** and proceed to importing the other team by repeating the import roster process (start at step 19 and continue through step 26) as necessary.
28. Next you will then need to import the entry files. The entry files will put the team's swimmers in lanes in their respective events (this does assume that the coaches assigned the correct lanes when making their line-ups in the Team Manager software). Away Teams are assigned lanes 1, 3, and 5 with the home team having 2, 4, and 6 per the LBSL operating procedures. To import entries, go to the Main Menu and select File – Import - Entries as shown below:



This will take you to the Open file for import dialog (same dialog that was used to import the roster file) where you will need to navigate to the entry file, select it and process it in a manner similar to the roster file as in steps 19-26 above.



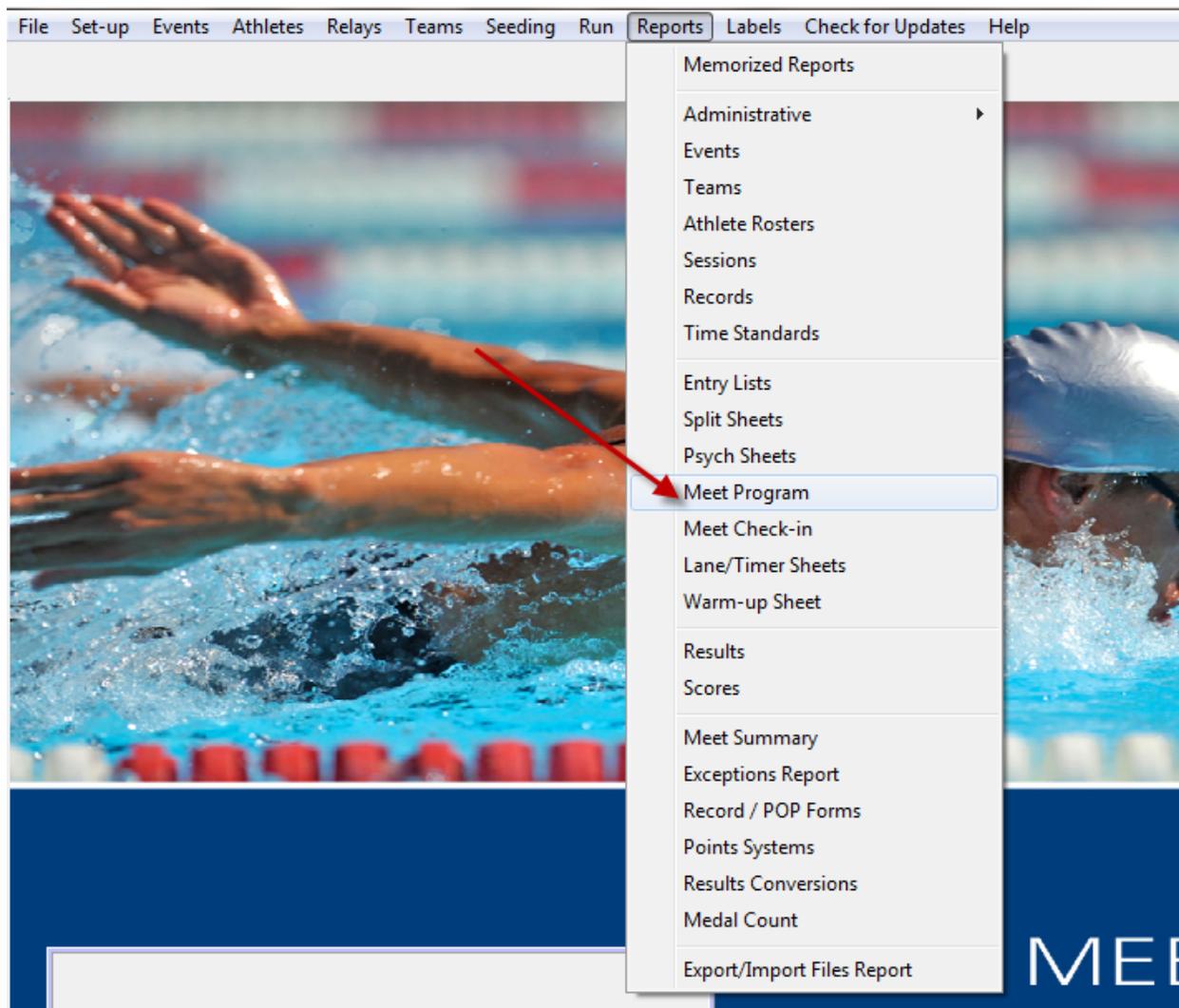
Only at this time you should expect to see some different information in the confirmation screen that comes up which should display the number of entries, relays and relay names included on the file (**note that the picture below is not from an actual entry import, thus the amounts are 0. The Relay Names amount should be 4 times the number of relays or else there is a problem**). If there are exceptions, this screen will also indicate that and offer to take you to the exception report where you can then see the issues that MM has identified. Common exceptions include “lane not available”, this happens when both coaches place a swimmer in the same lane in the same heat, thus when importing the second entry file, the lane is not available for the second team’s swimmer. Most often this happens in exhibition heats. You will need to use the Adjust feature to make a correction for this. The Adjust feature is discussed later in this document.



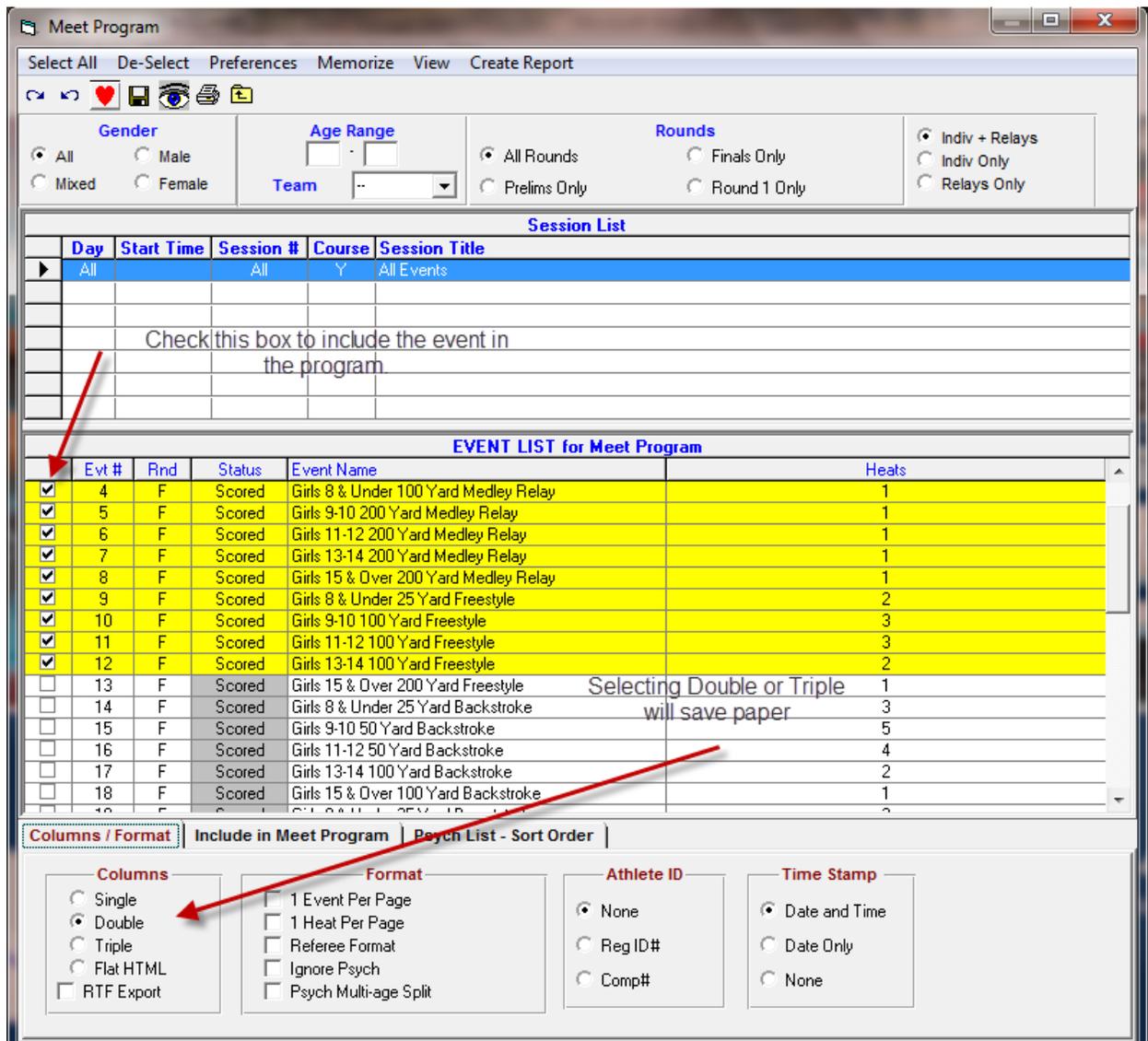
29. Selecting OK will finish the import entries process. Repeat as necessary.

## Preparing a Program or Heat Sheets for the Meet Workers

30. Once you've imported the Entry files you will want to generate a Meet Program and review it to see if there are any issues that need to be addressed. To do this you will navigate to the "Reports" menu and select "Meet Program": (as you can see there are many different reports that Meet Manager can create and each has a host of options to enable you to customize them.)



31. This selection will take you to the Meet Program Dialog that will enable you to customize your Program. Here you can select which events to include in your program and how many columns it will have. As you can see there are many options available.



Select the Include in Meet Program tab for additional selections: Recommended selections are checked below. Coaches will find the “Empty Lanes” option helpful in identifying opportunities for additional swims for swimmers who are not entered in 4 events. **Note that coaches may elect to not include entry times in their entry files to prohibit disclosure of this information to the opposing team. You may decide to NOT include this information in your program as a courtesy to both teams.**



32. Once you've made your selections you can select the "Create Report" option from the top of the Meet Program Menu to see what you've created. Review the report electronically for any issues. A common problem is a scoring heat that does not have swimmers seeded (i.e., has empty lanes when a subsequent heat has swimmers from that team). This may be due to the coach forgetting to assign a lane. The scoring heats are the first heat in each event. Second and subsequent heats do not score. The template created is set up to score only the fastest heat.

Council Rock HS North Pool - Site License  
 HY-TEK's MEE T MANAGER 4.0 - 9:19 AM 6/11/2012 Page 1  
 PENN at CR Girls - 12/10/2011  
 Suburban Aquatic League: Dual Meet  
 Records Report updated 2 Aug 2005  
 Meet Program

Event 4 Girls 8 & Under 100 Yard Medley Relay				Event 6 Girls 11-12 200 Yard Medley Relay			
Lane	Team	Relay	Seed Time	Lane	Team	Relay	Seed Time
<b>Heat 1 of 1 Finals</b>				<b>Heat 1 of 1 Finals</b>			
1	CR-MA	C	NT	1	CR-MA	C	NT
	1) Hailey N 7		2) Jules B 8		1) Madison P 11		2) Chloe T 11
	3) Lauren B 8		4) Siena W 6		3) Rhagan S 12		4) Makenna R 10
2	PENN-MA	B	NT	2	PENN-MA	B	NT
	1) Valerie L 7		2) Alisa V 7		1) Lizzy K 11		2) Annie F 12
	3) Julia C 8		4) McKenzie M 8		3) Victoria F 11		4) Marissa E 11
3	CR-MA	A	NT	3	CR-MA	A	NT
	1) Kellsey R 8		2) Ria B 8		1) Jessica M 12		2) Jenna F 12
	3) Cristina C 8		4) Mary Kate L 8		3) Emma W 11		4) Jacqueline R 11
4	PENN-MA	A	NT	4	PENN-MA	A	NT
	1) Megan I 8		2) Hayden R 8		1) Maura D 12		2) Hannah M 12
	3) Hannah R 8		4) Reilly M 8		3) Anna D 12		4) Emily K 11
5	CR-MA	B	NT	5	CR-MA	B	NT
	1) Carolyn H 8		2) Emma F 8		1) Theresa D 12		2) Yuna H 12
	3) Ava B 8		4) Sabina H 8		3) Hanah B 11		4) Elena C 11
6	PENN-MA	C	NT	6			
	1) Shreya G 7		2) Megan W 8		7	CR-MA	D
	3) Karlie V 7		4) Jessica F 8		1) Caitlyn B 11		2) Mary Kate E 12
7	CR-MA	D	XNT		3) Anastasiya K 11		4) Sarah W 12
	1) Anna W 7		2) Kiersten W 7	<b>Event 7 Girls 13-14 200 Yard Medley Relay</b>			
	3) Marissa P 6		4) Micayla R 6	<b>Lane Team Relay Seed Time</b>			
<b>Event 5 Girls 9-10 200 Yard Medley Relay</b>				<b>Heat 1 of 1 Finals</b>			
<b>Lane Team Relay Seed Time</b>				1	CR-MA	C	NT
1	CR-MA	C	NT		1) Katie B 13		2) Elissa A 13
	1) Eva W 9		2) Isabella W 9		3) Jerrica B 13		4) Jennifer S 14
	3) Julia G 9		4) Kayla C 10	2	PENN-MA	B	NT
2	PENN-MA	B	NT		1) Olivia K 13		2) Amy R 11
	1) Julia G 9		2) Isabella W 9		3) Hannah S 12		4) Anna A 12

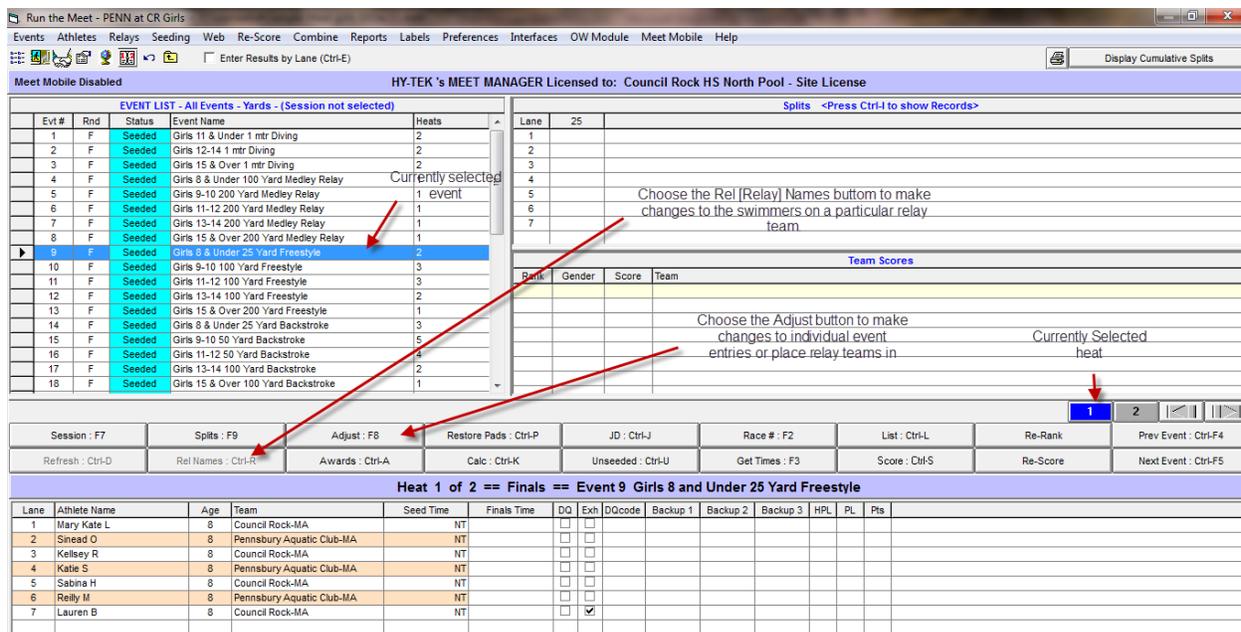
33. Once you've reviewed the program and believe it is complete you should print a few copies of the program for the coaches, starter, and table workers as necessary. **Note that completeness does not necessarily mean that you have processed all of the individual changes from coaches** (due to illness, no shows, etc.) as this can be completed as the meet progresses along with any other changes requested by the coaches. Removing a swimmer that does not show is not necessary, unless the lane which they were assigned to use will be used by another swimmer.

## Processing Changes (either before or during the meet)

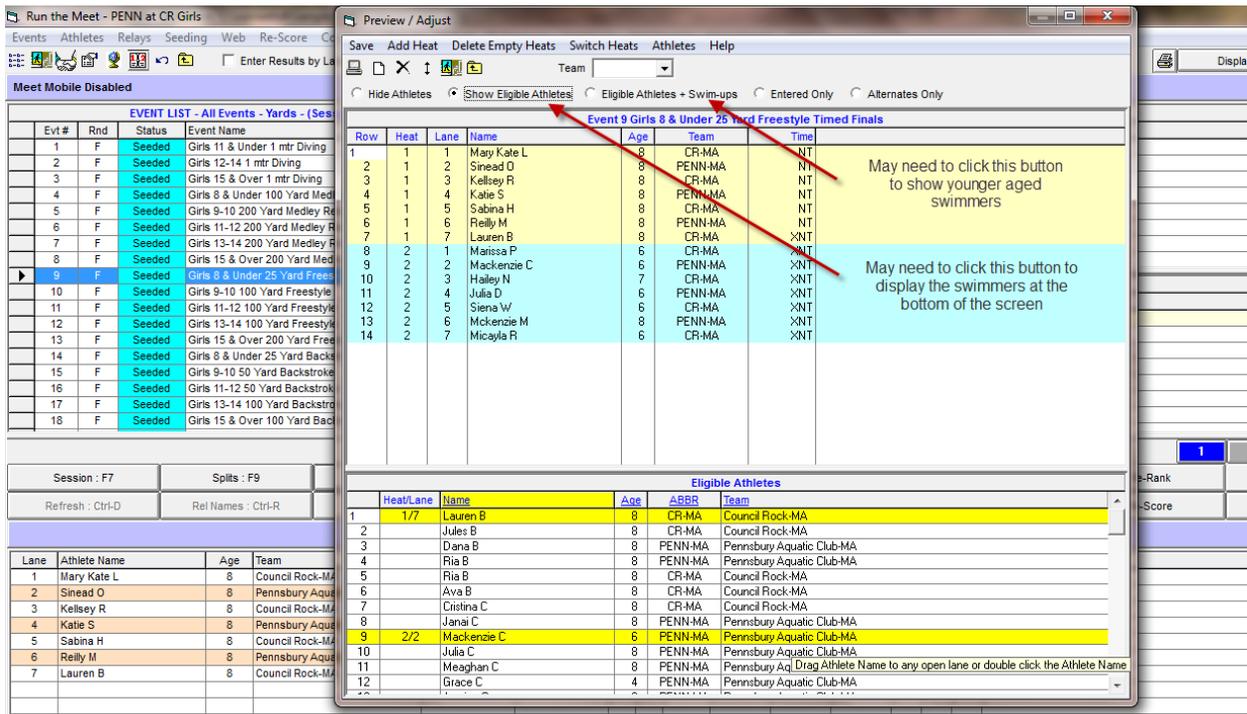
34. If changes are necessary, proceed to the Run Menu from the Main menu



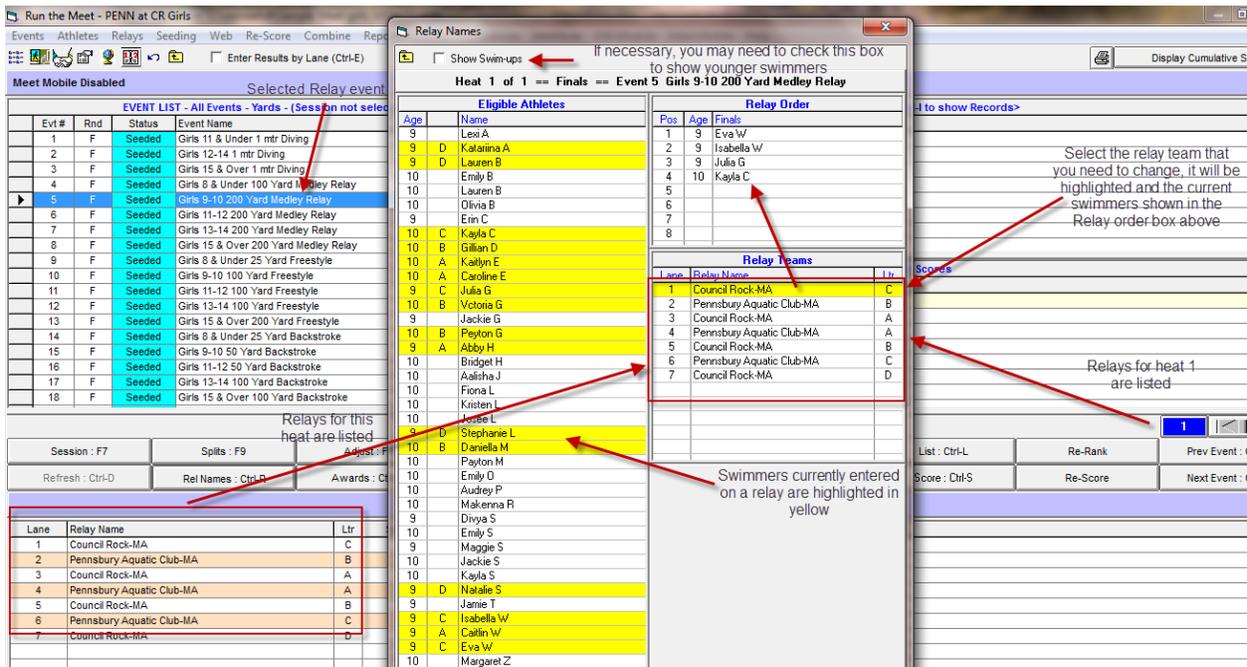
To get to the following screen:



32. To make a change to an individual swimmer, select the Adjust button after selecting the event (currently selected event is highlighted in blue in the upper left hand box, currently selected heat is highlighted in blue on the bar to the lower right) to bring up the Preview/Adjust dialog box. As indicated, you may need to click one of the radio buttons to display the list of eligible athletes at the bottom of the screen. This dialog will show all of the heats in the selected events and all of the currently entered athletes by lane. There are a number of ways to make changes, the most popular are double clicking and dragging and dropping. Double clicking an athlete from within a heat will cause a deletion but not without you responding to a confirmation request. Double clicking an athlete from within the list of eligible athletes will automatically move that athlete into the first eligible lane starting with heat 1 lane 1 and moving down. Alternatively, you can click and drag a swimmer (holding the click down) from lane to lane, heat to heat, or from eligible athletes to lane. If you drag an athlete to an already occupied lane from an existing lane, MM will simply switch the lanes of the two swimmers. To delete an entered swimmer and replace with another you must first double click the entered swimmer to scratch him or her, then add the new swimmer using either the double click or the drag and drop. Note that when you are dragging and dropping, MM indicates a drag and drop is in process by changing the cursor to the marlin. **Lastly, and most importantly, when making changes to entries, whenever the "Save" option is present or presented to you, you must select it in order to make a change.** This is not the case with relay names as we will see below.



33. To change relay swimmers, select the Rel Names button after selecting the relay event and heat to get to the Relay Names dialog for that heat.



To make a change to the relay order (including deleting and adding swimmers) you can use a combination of double clicking and dragging and dropping as discussed above. Meet Manager will tell you if you have a problem (such as a swimmer swimming on 2 relays in the same event) that you may have to fix. MM may offer to make the fix or a partial fix for you. **You should notice that there is no "Save" box on this dialog. Any changes that you make here are automatically updated to the database.**

34. If all you are looking to do is scratch a swimmer or entire relay team, this can be done by simply double clicking the swimmer or the relay team from the bottom of the Run screen. You will, however, get the confirmation dialog that will help you avoid an accidental deletion.

Run the Meet - PENN at CR Girls

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

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Council Rock HS North Pool

EVENT LIST - All Events - Yards - (Session not selected)

Evt#	Rnd	Status	Event Name	Heats
1	F	Seeded	Girls 11 & Under 1 mtr Diving	2
2	F	Seeded	Girls 12-14 1 mtr Diving	2
3	F	Seeded	Girls 15 & Over 1 mtr Diving	2
4	F	Seeded	Girls 8 & Under 100 Yard Medley Relay	1
5	F	Seeded	Girls 9-10 200 Yard Medley Relay	1
6	F	Seeded	Girls 11-12 200 Yard Medley Relay	1
7	F	Seeded	Girls 13-14 200 Yard Medley Relay	1
8	F	Seeded	Girls 15 & Over 200 Yard Medley Relay	1
9	F	Seeded	Girls 8 & Under 25 Yard Freestyle	2
10	F	Seeded	Girls 9-10 100 Yard Freestyle	3
11	F	Seeded	Girls 11-12 100 Yard Freestyle	3
12	F	Seeded	Girls 13-14 100 Yard Freestyle	2
13	F	Seeded	Girls 15 & Over 200 Yard Freestyle	1
14	F	Seeded	Girls 8 & Under 25 Yard Backstroke	3
15	F	Seeded	Girls 9-10 50 Yard Backstroke	5
16	F	Seeded	Girls 11-12 50 Yard Backstroke	4
17	F	Seeded	Girls 13-14 100 Yard Backstroke	2
18	F	Seeded	Girls 15 & Over 100 Yard Backstroke	1

Scratch Council Rock-MA 'D' from heat 1, Lane 7 ?

Yes No

double clicking on lane 7 triggers the scratch dialog

Heat 1 of 1 == Finals == Event 5 Girls 9-10 200 Yard Medley Relay

Lane	Relay Name	Lt	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3
1	Council Rock-MA	C	NT		<input type="checkbox"/>	<input type="checkbox"/>				
2	Pennsbury Aquatic Club-MA	B	NT		<input type="checkbox"/>	<input type="checkbox"/>				
3	Council Rock-MA	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
4	Pennsbury Aquatic Club-MA	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
5	Council Rock-MA	B	NT		<input type="checkbox"/>	<input type="checkbox"/>				
6	Pennsbury Aquatic Club-MA	C	NT		<input type="checkbox"/>	<input type="checkbox"/>				
7	Council Rock-MA	D	NT		<input type="checkbox"/>	<input checked="" type="checkbox"/>				

35. To fix a common problem, **relay not assigned to lane by coach**, you'll first need to select the Adjust button to be able to assign a relay team to a lane. You will then be able to add relay teams by dragging and dropping into the appropriate lanes. Note that when adding relay teams the first team added is the A relay, followed by the B relay, C relay, etc. As this is the case **you will not want to simply double click** the team for which you wish to add a relay as that will place the A relay in the first available lane which, in this case, will be lane 1. Normally the fastest relay would be seeded in the middle of the pool, **which is why the drag and drop is suggested**.

Run the Meet - PENN at CR Girls

Preview / Adjust

Save Add Heat Delete Empty Heats Switch Heats Athletes Help

Team: [Dropdown]

May need to click to show teams at bottom

Hide Teams Show Teams Entered Only

Event 5 Girls 9-10 200 Yard Medley Relay Timed Finals

Row	Heat	Lane	Relay	Time
1	1	1		
2	1	2	Pennsbury Aquatic Club-MA	B NT
3	1	3		
4	1	4	Pennsbury Aquatic Club-MA	A NT
5	1	5		
6	1	6	Pennsbury Aquatic Club-MA	C NT
7	1	7		

Click and drag the relay team to the appropriate lane. Note that the first relay team added will be the A team, which is normally the fastest, so you may want to seed in the middle of the pool. Subsequent teams will be B, C, D, etc. that you will want to seed accordingly

To fix, selected the Adjust button to first assign a relay team to a lane. If the coach created the relay and simply forgot to assign it a lane, this will fix the problem.

Eligible Relay Teams

Team	ABBR	Short Name
1	Council Rock	CR -MA
2	Pennsbury Aquatic Club	PENN-MA

Drag Team Name to any open lane or double click the Team Name

This heat had no relays assigned for the CR Team

Session : F7 Splits : F9 Adjust : F8

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A

Heat

Lane	Relay Name	Ltr	Seed Time
1			
2	Pennsbury Aquatic Club-MA	B	NT
3			
4	Pennsbury Aquatic Club-MA	A	NT
5			
6	Pennsbury Aquatic Club-MA	C	NT
7			

36. If the relay team was not created by the coach (or the coach has added the relay to give some swimmers an additional swim during the meet), you will need to add swimmers to the relay using the Rel Names dialog discussed above at item 33 after you have added the relay team to the event.

37. If you need to mark a swimmer or relay team as "Exhibition" or "Unofficial" so that they won't score in the meet, simply do so by clicking the "Exh" box next to the swimmer on the Run Screen.

	Evt#	Rnd	Status	Event Name	Heats
	11	F	Seeded	Girls 11-12 100 Yard Freestyle	3
	12	F	Seeded	Girls 13-14 100 Yard Freestyle	2
	13	F	Seeded	Girls 15 & Over 200 Yard Freestyle	1
	14	F	Seeded	Girls 8 & Under 25 Yard Backstroke	3
	15	F	Seeded	Girls 9-10 50 Yard Backstroke	5
	16	F	Seeded	Girls 11-12 50 Yard Backstroke	4
	17	F	Seeded	Girls 13-14 100 Yard Backstroke	2
	18	F	Seeded	Girls 15 & Over 100 Yard Backstroke	1

Rank	Gender	Score	Team

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3

Heat 1 of 2 == Finals == Event 12 Girls 13-14 100 Yard Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL
1	Lindsay R	13	Council Rock-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>					
2	Amber S	14	Pennsbury Aquatic Club-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>					
3	Colleen L	14	Council Rock-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>					
4	Naomi P	14	Pennsbury Aquatic Club-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>					
5	Sydney M	14	Council Rock-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>					
6	Helen G	14	Pennsbury Aquatic Club-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>					
7	Kalli S	13	Council Rock-MA	NT		<input type="checkbox"/>	<input checked="" type="checkbox"/>					

This swimmer is marked as an exhibition swimmer and will not score, however a time can be recorded.

## Running the Meet

38. To Run the meet, select the Run menu from the Main menu and you will be taken to the Run the Meet screen that will look similar to this (absent all of the annotations):

Run the Meet - PENN at CR Girls

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

Current Event you are working on

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Council Rock HS North Pool - Site License

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats
4	F	Seeded	Girls 8 & Under 100 Yard Medley Relay	1
5	F	Seeded	Girls 9-10 200 Yard Medley Relay	1
6	F	Seeded	Girls 11-12 200 Yard Medley Relay	1
7	F	Seeded	Girls 13-14 200 Yard Medley Relay	1
8	F	Seeded	Girls 15 & Over 200 Yard Medley Relay	1
9	F	Seeded	Girls 8 & Under 25 Yard Freestyle	2
10	F	Seeded	Girls 9-10 100 Yard Freestyle	3
11	F	Seeded	Girls 11-12 100 Yard Freestyle	3
12	F	Seeded	Girls 13-14 100 Yard Freestyle	2
13	F	Seeded	Girls 15 & Over 200 Yard Freestyle	1
14	F	Seeded	Girls 8 & Under 25 Yard Backstroke	3
15	F	Seeded	Girls 9-10 50 Yard Backstroke	5
16	F	Seeded	Girls 11-12 50 Yard Backstroke	4
17	F	Seeded	Girls 13-14 100 Yard Backstroke	2
18	F	Seeded	Girls 15 & Over 100 Yard Backstroke	1
19	F	Seeded	Girls 8 & Under 25 Yard Breaststroke	2
20	F	Seeded	Girls 9-10 50 Yard Breaststroke	4
21	F	Seeded	Girls 11-12 50 Yard Breaststroke	4

Spits <Press Ctrl-I to show Records>

Lane	50	100
1		
2		
3		
4		
5		
6		
7		

Team Scores

Rank	Gender	Score	Team

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

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

Heat 1 of 3 == Finals == Event 10 Girls 9-10 100 Yard Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Final Time	DQ	Exh	DQcode	HPL	PL	Pts
1	Caroline E	10	Council Rock-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>				
2	Cara F	10	Pennsbury Aquatic Club-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>				
3	Abby H	9	Council Rock-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>				
4	Geneve L	10	Pennsbury Aquatic Club-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>				
5	Gillian D	10	Council Rock-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>				
6	Olivia C	10	Pennsbury Aquatic Club-MA	NT		<input type="checkbox"/>	<input type="checkbox"/>				
7	Kayla S	10	Council Rock-MA	NT		<input checked="" type="checkbox"/>	<input type="checkbox"/>				

39. You will use this screen to enter all of the swimmer's times for each heat and to score the events. **The time entered should be the middle time of the 3 watches as per LBSL guidelines (or the average time if only 2 watch times are obtained).** There is no need to enter more than the one final time as determined by the timing slip. You might wish to invest in a numeric keypad to facilitate data entry. As you progress through each event and score it, the Status box in the upper left Event List will change to "Scored" and the score after the last event for which you selected Score will appear in the Team Scores sections. In the event of a DQ you will need to check the DQ box and optionally select a DQ code from the drop down box of DQ codes. The swimmer's places and points based upon the times entered will be shown to the right of the entered times. As a precaution, you may also wish to check the exhibition box for all swimmers in heats other than the first heat of each event to prevent scoring.

**In the case of use of a pool with more than 6 lanes (e.g., LMT) all unofficial lanes in the official heat should also be checked as Exhibition (e.g., lanes 1 and 8) to prevent inclusion in the scoring.** This is the case with the CR pool in the example above, lane 7 is unofficial.

*Most of the other buttons that are not discussed above are used when using an electronic timing system and, as such, are not relevant for a majority of LBSL meets. Teams hosting meets using electronic timing should ensure that they have appropriate familiarity with the use of the electronic timing system and interfacing it with Meet Manager.*

40. If it is necessary to override the place, you will have to select the JD (Judges Decision) button to make the override. This can happen, for example, if both judges agreed that a swimmer with what appears to be a slower

time than another swimmer based upon the watches was, in fact, the winner. **NOTE: the points shown below are for the Suburban Aquatic League. LBSL Points are awarded for 3 places only: 5-First, 3-Second, and 1-Third.**

**Judges Decision / Tie Breaker**

**RESULTS**

JD PL	Place	H/L #	JD Heat PL	Heat PL	Athlete Name	ABBR	Time	Points	JD Points
2	1	1/5	1	1	Ava B	CR-MA	23.24	6	4
1	2	1/3	2	2	Carolyn H	CR-MA	23.51	4	6
3	3	1/6	3	3	Avery S	PENN-MA	24.13	3	3
4	4	1/2	4	4	Julia C	PENN-MA	26.28	2	2
5	5	1/4	5	5	Megan I	PENN-MA	26.40	1	1
6	6	1/1	6	6	Sabina H	CR-MA	26.50		

Enter the Judges Decision Places Here if Different from the timing Decision

Enter the corrected points here

Instructions for use of the Judges Decision dialog are located here

Click OK to continue

- 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 (Timed Finals Only), enter the corrected place in the JD Heat 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.

Re-Set OK Cancel

This is the Judges Decision Button

JD: Ctrl-J

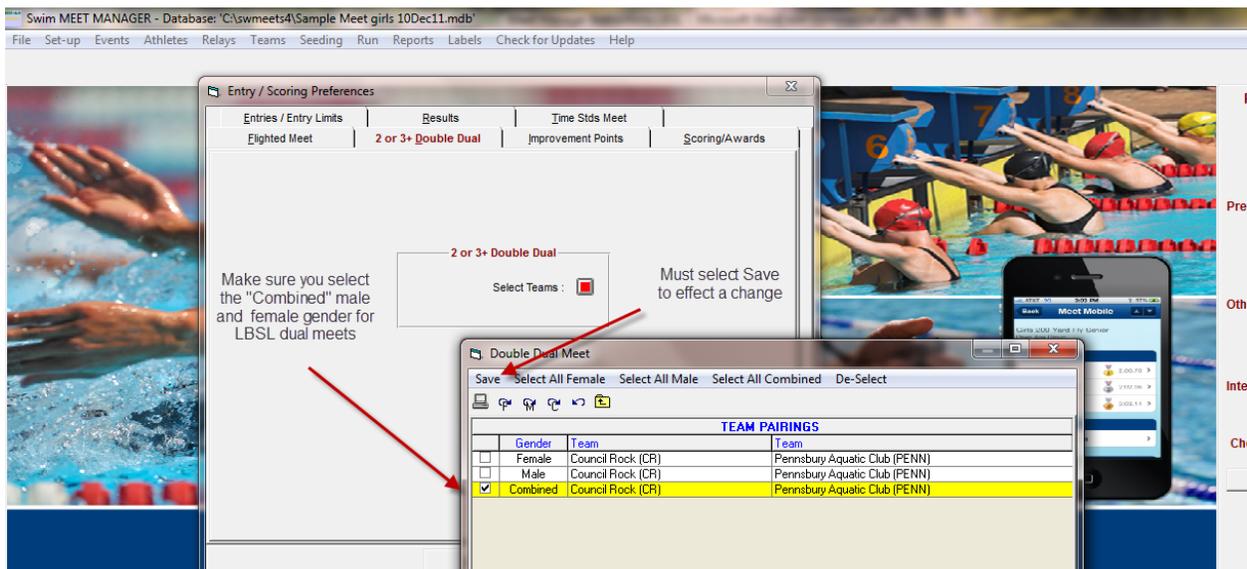
OK

**Heat 1 of 3 == Finals == Event 14 Girls 8 and Under 25 Yard Backstroke**

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DCode	HPL	PL	Pts
1	Sabina H	8	Council Rock-MA	NT	26.50				6	6	
2	Julia C	8	Pennsbury Aquatic Club-MA	NT	26.28				4	4	2
3	Carolyn H	8	Council Rock-MA	NT	23.51				2	1	6
4	Megan I	8	Pennsbury Aquatic Club-MA	NT	26.40				5	5	1
5	Ava B	8	Council Rock-MA	NT	23.24				1	2	4
6	Avery S	8	Pennsbury Aquatic Club-MA	NT	24.13				3	3	3
7	Marissa P	6	Council Rock-MA	NT	28.81						

Here are the adjusted results after the Judges Decision was entered. Note that although the swimmer in lane 5 had a faster time, the JD awarded the win and points to the swimmer in lane 3.

- To set-up the scoring, from the Main Menu select the **Set-up** option then the **Entry/Scoring Preferences** option. From the screen that pops up, select the **2 or 3+ team Double Dual** tab then click on the red button to select teams. Select the combined gender for the teams participating in the meet. Make sure that no other boxes are selected. Select Save from this screen to effect a change as it is an option.



42. Upon clicking score after each event, MM will display a results report for that event that you can print if desired to capture what has been recorded and keep with your meet paperwork for that event. The report below is from a SAL meet and, as such, has scoring for 5 places. The LBSL meet template is coded for scoring 3 places with points being 5 for first, 3 for second, and 1 for third regardless of the event type, individual or relay. Also coded in the template is the fact that no team can take more than 2 of the scoring places (i.e., can't sweep) in any one event.

Copies: 1 | Print directly using the following printer: HP Deskjet 6940 series

Preview | 1 / 1 | 100%

Council Rock HS North Pool - Site License

HY-TEK's MEET MANAGER 4.0 - 12:14 PM 6/11/2012 Page 1

PENN at CR Girls - 12/10/2011  
Suburban Aquatic League: Dual Meet  
Records Report updated 2 Aug 2005  
Results

Event 9 Girls 8 & Under 25 Yard Freestyle  
League: 13.42 L 2/2006 Valerie Yoshimura PWAC

Name	Age	Team	Seed Time	Finals Time	Points
1 Kate S	8	Pennsbury Aquatic Club-MA	NT	16.06	6
2 Kelsey R	8	Council Rock-MA	NT	16.72	4
3 Sinead O	8	Pennsbury Aquatic Club-MA	NT	17.50	3
4 Mary Kate L	8	Council Rock-MA	NT	18.50	2
5 Sabina H	8	Council Rock-MA	NT	19.65	1
6 Rellly M	8	Pennsbury Aquatic Club-MA	NT	21.66	
--- McKenzie M	8	Pennsbury Aquatic Club-MA	NT	X20.38	
--- Hailey N	7	Council Rock-MA	NT	X21.22	
--- Lauren B	8	Council Rock-MA	NT	X21.87	
--- Marissa P	6	Council Rock-MA	NT	X26.62	
--- Siena W	6	Council Rock-MA	NT	X27.72	
--- Mackenzie C	6	Pennsbury Aquatic Club-MA	NT	X28.41	
--- Julia D	6	Pennsbury Aquatic Club-MA	NT	X31.94	
--- Micayla R	6	Council Rock-MA	NT	X49.18	

Scores - Women

Women - Team Rankings - Through Event 9			
1. Council Rock	93	2. Pennsbury Aquatic Club	41

## Concluding the Meet

42. At the conclusion of the meet you will want to run a couple of reports to validate the final results. The first report to run is the Meet Exception report to ensure that no swimmers swam illegally (i.e., swam in too many events). Select the **Exceptions** report from the Reports menu, make sure that the max entries amounts of 4, 3,

and 2 are entered as shown, select all events, then generate the report by selecting the **Create Report** option from the menu. Notify the score table and coaches of any exceptions and take appropriate action to disqualify participants from their final event, and then rerun the report again taking necessary action and repeating the process until such time as there are no more exceptions.

The screenshot shows the 'Run the Meet - PENN at CR Girls' application. The 'Exceptions Report' dialog is open, displaying a 'Session List' table. The 'All Events' row is selected. Below the table, there are input fields for 'Max Entries' (4), 'Max individual entries' (3), and 'Max relay entries' (2). There are also checkboxes for 'Exceed Maximum Entries per Athlete' and 'Exceed Maximum Entries per Team per Event'. A red arrow points to the 'Create Report' button in the top menu of the dialog.

43. Next you will want to run a results report. Select Results from the Reports Menu:

The screenshot shows the 'Run the Meet - PENN at CR Girls' application. The 'Reports' menu is open, and the 'Results' option is highlighted. The background shows an 'EVENT LIST' table with columns for Evt #, Rnd, Status, and Event Name.

Evt #	Rnd	Status	Event Name
7	F	Scored	Girls 13-14 200 Yard Medley Relay
8	F	Scored	Girls 15 & Over 200 Yard Medley Relay
9	F	Scored	Girls 8 & Under 25 Yard Freestyle
10	F	Scored	Girls 9-10 100 Yard Freestyle
11	F	Scored	Girls 11-12 100 Yard Freestyle
12	F	Scored	Girls 13-14 100 Yard Freestyle
13	F	Scored	Girls 15 & Over 200 Yard Freestyle
14	F	Scored	Girls 8 & Under 25 Yard Backstroke
15	F	Scored	Girls 9-10 50 Yard Backstroke
16	F	Scored	Girls 11-12 50 Yard Backstroke
17	F	Scored	Girls 13-14 100 Yard Backstroke
18	F	Scored	Girls 15 & Over 100 Yard Backstroke
19	F	Scored	Girls 8 & Under 25 Yard Breaststroke
20	F	Scored	Girls 9-10 50 Yard Breaststroke
21	F	Scored	Girls 11-12 50 Yard Breaststroke
22	F	Scored	Girls 13-14 100 Yard Breaststroke
23	F	Scored	Girls 15 & Over 100 Yard Breaststroke
24	F	Scored	Girls 8 & Under 25 Yard Butterfly

Results

Select All De-Select Preferences Memorize View Create Report

Use the Select All to select events

Gender:  All  Male  Mixed  Female

Age Range: [ ] - [ ] LSC: [ ]

Rounds:  All Rounds  Prelims Only  Finals Only  Round 1 Only

Indiv + Relays  Indiv Only  Relays Only

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events

EVENT LIST					
	Evt #	Rnd	Status	Event Name	Heats
<input checked="" type="checkbox"/>	1	F	Scored	Girls 11 & Under 1 mtr Diving	2
<input checked="" type="checkbox"/>	2	F	Scored	Girls 12-14 1 mtr Diving	2
<input checked="" type="checkbox"/>	3	F	Scored	Girls 15 & Over 1 mtr Diving	2
<input checked="" type="checkbox"/>	4	F	Scored	Girls 8 & Under 100 Yard Medley Relay	1
<input checked="" type="checkbox"/>	5	F	Scored	Girls 9-10 200 Yard Medley Relay	1
<input checked="" type="checkbox"/>	6	F	Scored	Girls 11-12 200 Yard Medley Relay	1
<input checked="" type="checkbox"/>	7	F	Scored	Girls 13-14 200 Yard Medley Relay	1
<input checked="" type="checkbox"/>	8	F	Scored	Girls 15 & Over 200 Yard Medley Relay	1
<input checked="" type="checkbox"/>	9	F	Scored	Girls 8 & Under 25 Yard Freestyle	2
<input checked="" type="checkbox"/>	10	F	Scored	Girls 9-10 100 Yard Freestyle	2
<input checked="" type="checkbox"/>	11	F	Scored	Girls 11-12 100 Yard Freestyle	2
<input checked="" type="checkbox"/>	12	F	Scored	Girls 13-14 100 Yard Freestyle	2
<input checked="" type="checkbox"/>	13	F	Scored	Girls 15 & Over 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	14	F	Scored	Girls 8 & Under 25 Yard Freestyle	2

Use the options on the 3 tabs at the bottom to format your output report.

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

**Report Type**

Columns:  Single  Double  Triple  Dual Meet Format  RTF Export

Export File:  AP News  Flat HTML  British Ranking

**Format**

Results by Heat  Include Lane if by Heat  1 Event per Page  Page Break when Gender Changes  No Shows Only  Scratches Only  DQs Only

**Athlete ID**

None  Reg ID#  Comp#

**Time Stamp**

Date/Time  Date Only  None

Top How Many: [ ]  
Relay Names (0-8): [ 5 ]

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

**Include in Results**

Records  Time Stds  Spec Pts  Entry Qualifying Time  Event Comments  Prior Results (1 col only)

Entry Times  Scratches  No Shows  DQ Codes  Reaction Times

Time Trial Events  Athlete / Relay Points  Button Backups 1 col  Splits with Prior Results  Logos in Footer

**Include Team Scores**

Combined  Male  Female  Combine Divisions

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

**Splits**

None  Cumulative  Subtracted  Legal Only  Cumulative / Subtrac

**Sort Order**

Event # Order  Session Order  Publication Order

**Selected Teams**

All Teams  Selected Teams

Once you've selected your formatting options choose the Create Report option at the top of the screen to generate an electronic image of the report that you can review prior to printing. Here's an example. Use the buttons at the upper left to print the report or save it to a file, if desired.

Copies : 1 Print directly using the following printer: HP Deskjet 6940 series

1 / 1+ 100%

Preview

Select this button to jump to the final page to see the score, if you asked to include it on the report

Council Rock HS North Pool - Site License HY-TEK's MEET MANAGER 4.0 - 2:48 PM 6/11/2012 Page 1  
**PENN at CR Girls - 12/10/2011**  
**Suburban Aquatic League: Dual Meet**  
**Records Report updated 2 Aug 2005**  
**Results**

**Event 1 Girls 11 & Under 1 mtr Diving**  
 League: 178.75 L 2/9/2008 Corey Johnson UDAC

Name	Age	Team	UDAC	Finals Score	Points
1 Payton M	10	Council Rock-MA	NP	69.30	6
2 Kristina M	11	Council Rock-MA	NP	60.75	4
3 Samantha G	9	Pennsbury Aquatic Club-MA	NP	59.35	3
4 Charlotte D	10	Pennsbury Aquatic Club-MA	NP	57.50	2
5 Cassie C	10	Pennsbury Aquatic Club-MA	NP	52.95	1
6 Audrey P	10	Council Rock-MA	NP	51.20	
-- Jamie T	9	Council Rock-MA	NP	X57.30	
-- Olivia B	10	Council Rock-MA	NP	X53.60	
-- Hope B	9	Pennsbury Aquatic Club-MA	NP	X53.50	
-- Carmel F	10	Pennsbury Aquatic Club-MA	NP	X52.55	

**Event 2 Girls 12-14 1 mtr Diving**  
 League: 239.35 L 2/14/1999 Julia Baron UDAC

Name	Age	Team	UDAC	Finals Score	Points
1 Phoebe S	11	Council Rock-MA	NP	119.55	6
2 Abigail P	14	Pennsbury Aquatic Club-MA	NP	115.55	4
3 Bonnie D	13	Pennsbury Aquatic Club-MA	NP	85.85	3
4 Beth C	14	Pennsbury Aquatic Club-MA	NP	80.35	2
5 Jessica T	13	Council Rock-MA	NP	75.10	1
6 Emily S	10	Council Rock-MA	NP	71.45	
-- Samantha/Sam/Sammy D	12	Pennsbury Aquatic Club-MA	NP	X73.10	

**Event 3 Girls 15 & Over 1 mtr Diving**  
 League: 324.75 L 2/15/1998 Melanie Coots UDAC

Name	Age	Team	UDAC	Finals Score	Points
1 Haley C	15	Council Rock-MA	NP	159.60	6

Final page of the above report:

Print/Export Reports

Copies : 1 Print directly using the following printer: HP Deskjet 6940 series

20 / 20 100%

Preview

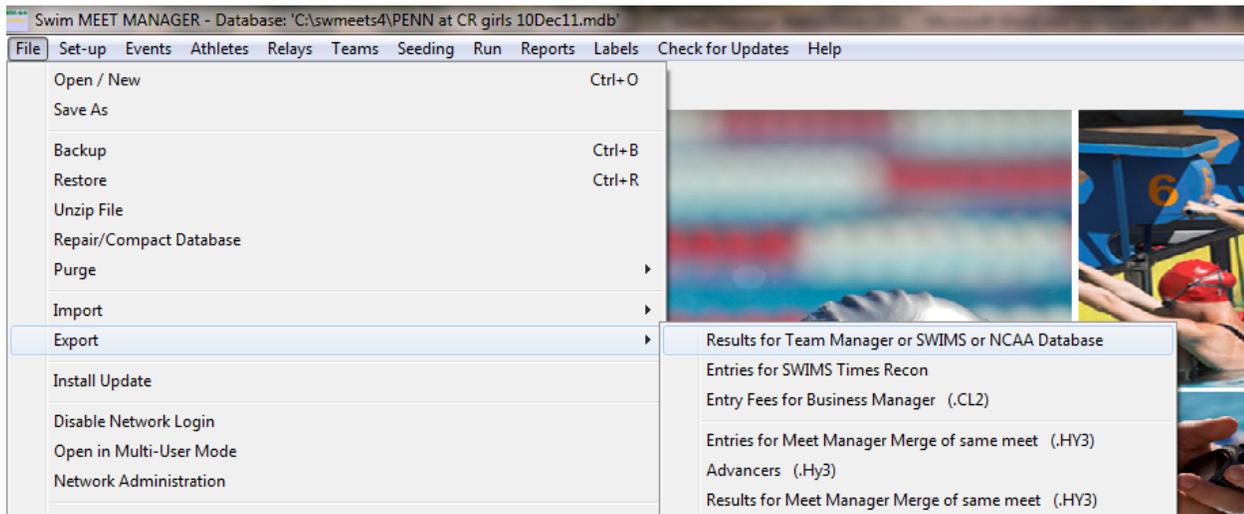
3 Council Rock-MA	B	NT	2:00.43	2
1) Julia D 17	2) Jessica G 15	3) Meghan M 16	4) Mary Katharine E 13	
29.96	1:00.56 (30.60)	1:29.97 (29.41)	2:00.43 (30.46)	
4 Pennsbury Aquatic Club-MA	B	NT	2:18.23	
1) Hailey S 12	2) Caitlin C 16	3) Kayli H 16	4) Rebecca G 16	
33.83	1:11.94 (38.11)	1:44.84 (32.90)	2:18.23 (33.39)	
-- Council Rock-MA	C	NT	X2:03.55	
1) Emily E 14	2) Sara H 13	3) Jenna F 12	4) Emily Q 13	
30.36	1:02.93 (32.57)	1:32.56 (29.63)	2:03.55 (30.99)	

**Combined Team Scores**

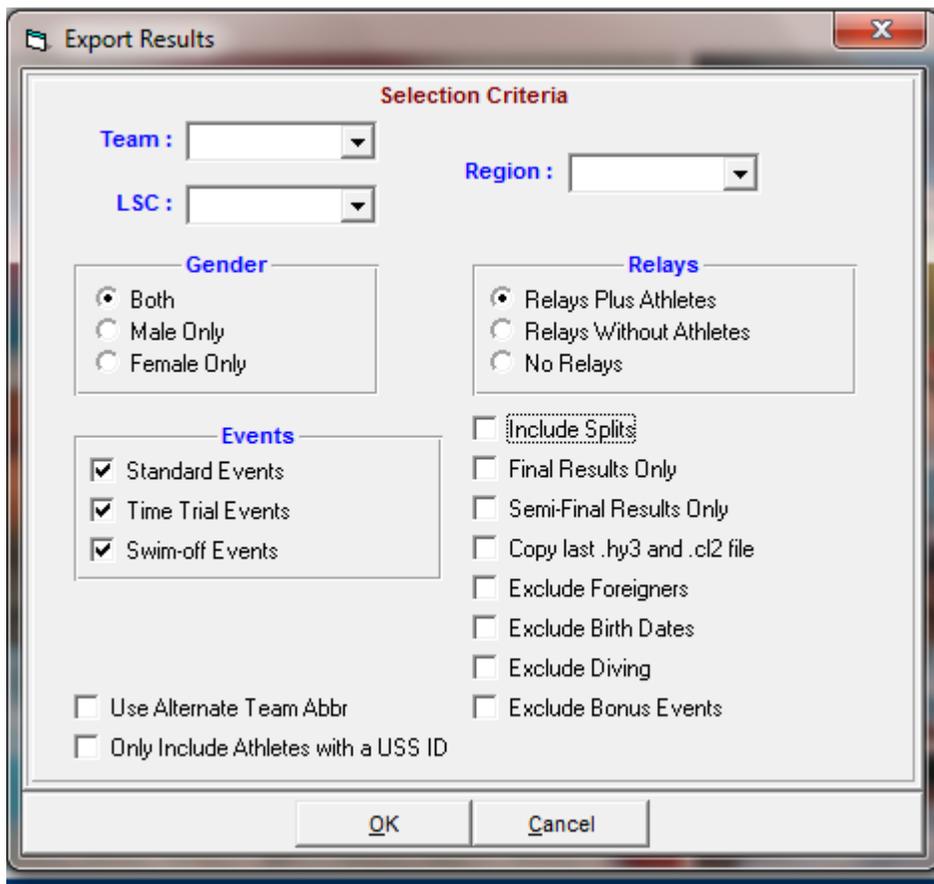
Combined Team Scores - Through Event 42

1. Council Rock	365	2. Pennsbury Aquatic Club	286
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44. The final step of the process is exporting the results into a file that can be provided back to the coaches for upload into their Team Manager software. This is, essentially, the reverse of the file import process. To do this select **File/Export/ Results for Team Manager or SWIMS or NCAA Database** from the Main menu



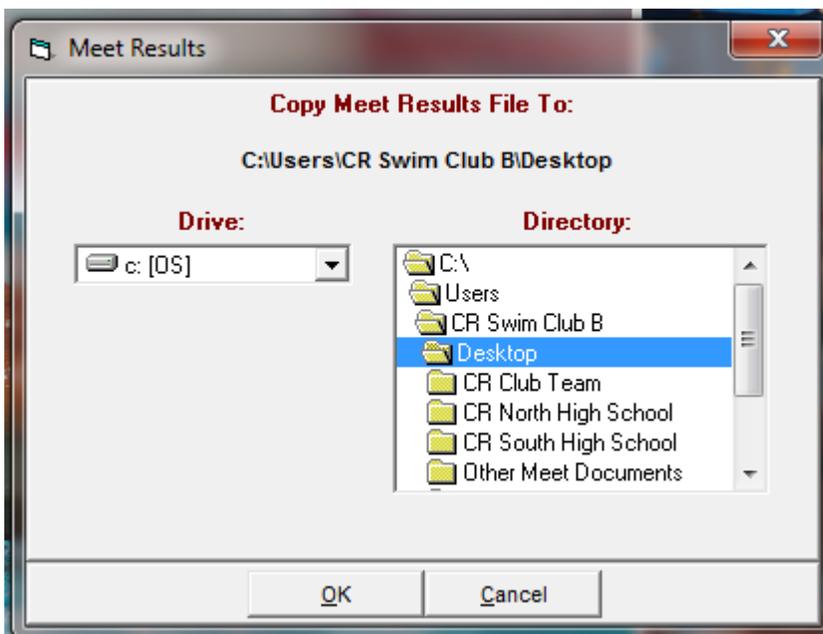
45. Selecting this will bring you the Export Results dialog. Complete as shown below to create a results file that includes all results from both teams into one file. This is ok, since upon uploading the results the coaches will only upload those results for swimmers in their team database. Once completed as such, click OK to continue.



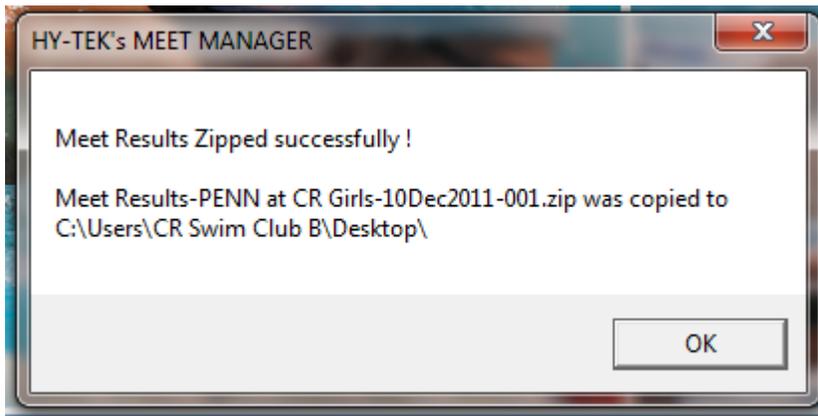
46. You will get a confirmation of the export similar to the following (however, you will not have splits because they were not taken or entered for a manual timing swim meet). Click OK to continue.



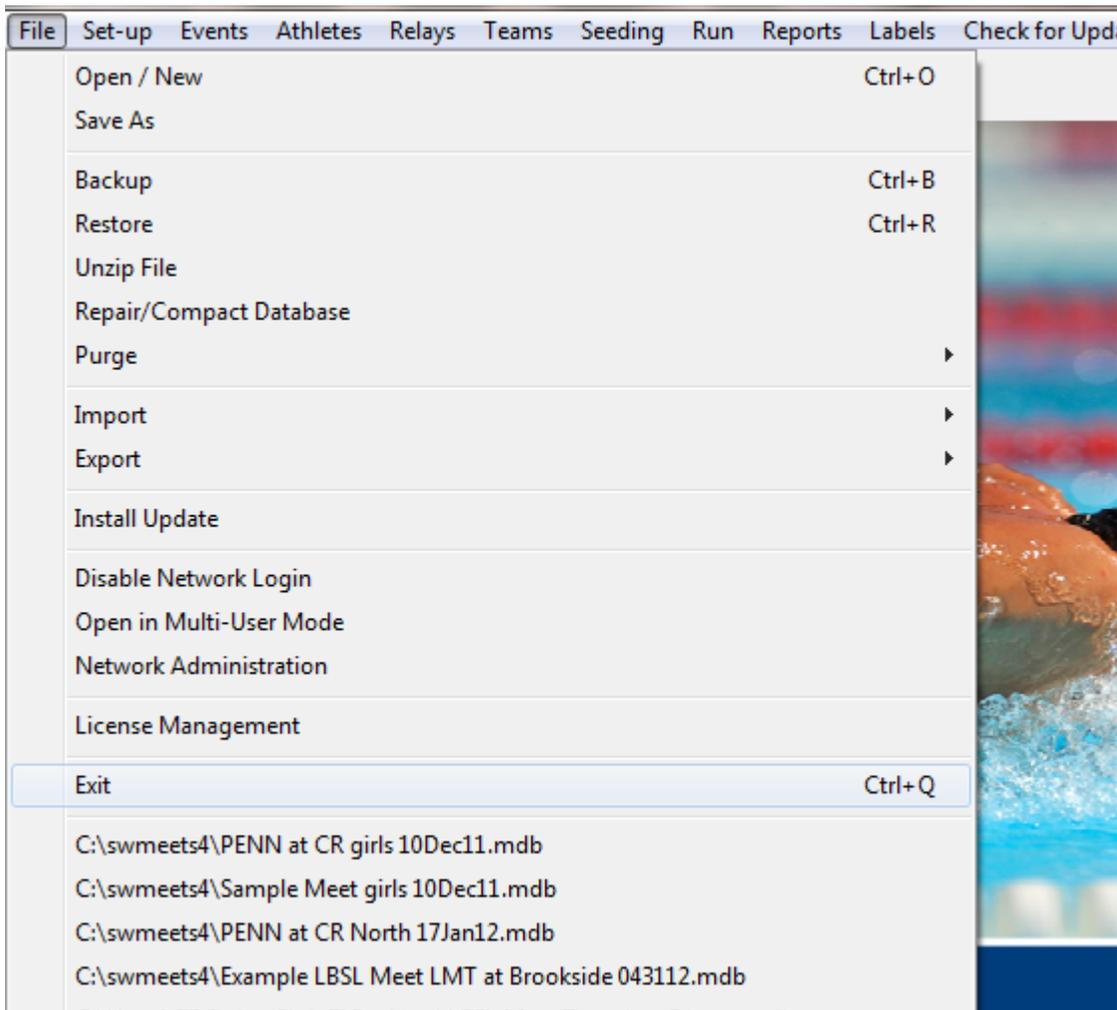
47. You will then have to tell Meet Manager where to save the results file to. Recommended place in the interim is the Desktop as from there it will be easy to find to copy to the coaches USB drive. Once you've determined where you would like it stored, click OK to continue.



48. Meet Manager will confirm where it placed the file. At this point you should be able to copy this file to the coaches USB devices as necessary. Click OK to clear the message.



49. At this point you can either close Meet Manager by selecting File/Exit or perform other functions such as making a back-up of the database from the File menu.



50. The Meet Manager User Guide available for download from Hy-Tek Ltd, the developers of Meet Manager is available from the [www.Hy-tekLtd.com](http://www.Hy-tekLtd.com) website. It is a wealth of information that you may find useful as you continue to learn about and use Meet Manager.

hard drive. Then unzip the downloaded zip file and Open it with Acrobat Reader to view the User Guide.

- ▶ Click on Lite or Demo next to the Product Name to Download and Save the file to your Desktop. Then Open the Lite/Demo file from your Desktop to install the Lite/Demo software.
- ▶ TEAM MANAGER: Please Note that the TM 6.0 FREE Service Pack is not available for TM 2.1, TM 3.0, TM 4.0, or TM 5.0 Customers. [Click here for information about upgrading to TM 6.0.](#)
- ▶ MEET MANAGER: Please Note that the MM 4.0 FREE Service Pack is not available for MM 1.4, 2.0, or 3.0 Customers. [Click here for information about upgrading to MM 4.0.](#)

TEAM MANAGER 6.0	<a href="#">Update</a>
<b>MEET MANAGER 4.0</b>	<a href="#">User Guide</a> ← here's the Meet Manager User Guide
Sports BUSINESS MANAGER 5.1	<a href="#">Online User Guide</a>
TM 5.0Jb	<a href="#">Release Notes</a>
MM 3.0 Ea	<a href="#">Demo</a>
	<a href="#">View NEW Features</a>

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51. One last point. As computers are sometimes finicky, you might want to take backups through the course of your meet to defend against a catastrophic error that corrupts or, worse yet, causes you to lose your database. Although all entries are immediately written to the database, problems could occur and you'd not want to have to go back to the beginning and start over with the data entry process.

**Best of Luck!!!!**