

Meet Manager 7.0

(as of May 12, 2022)

Meet Manager is the software program used to run a swim meet. Meet Entries for each team are inputted into the specific meet's database, the meet is seeded and then all result times are inputted. There is a "Pre-Meet Check List" located on the right hand side of the main menu. This can take you through each step needed to set up each meet that you host at your pool. Below are the basic steps for set up, seeding, adding athletes, inputting result times, scoring, creating reports and sending files to the state for posting to the state rankings page.

State rankings are posted on the following website:

<http://www.sportstiming.com/SCHSS>

FYI: Meet Manager stores each meet as it's own database. This is different from Team Manager which stores all meets and information together in one database.

This document includes how to:

Creating a new meet

- Meet set-up
- Entering meet events
- Importing meet entries
- Seeding preferences
- Scoring Set-up
- setting entry/scoring preferences

Seeding

Running the meet

- Inputting result times
- Adding an athlete to meet/event
- Scoring the meet

Exporting meet results/Backup of Entire Meet

Meet Results Report

Meet Results to State for posting to State Rankings

Creating a new meet

1. On Main Menu, click on "File", "Open/New"
2. To create a new meet (database), click on "File Name" and enter the name of the new meet. Click "Open"
 - To open an existing meet, click on down arrow and highlight the desired meet. Click "Open"
3. System will open "Meet Set-up" page
 - Enter meet name, facility name, City, State, Country and Postal code.

- Enter start date. The system will pre-fill Age up date, entry open date, end date and entry deadline date. (Adjust entry deadline date to meet start and end date).
- 4. ID Format- USAS-USA Swimming
- 5. Host LSC: SC
- 6. Class: High School
- 7. Meet Type: Standard
- 8. Meet Style: 2 Team Dual for meets with 2 team, 3+ Team Dbl Dual for more than two teams.
- 9. Course: Yards for 25 yard pool. SC meters for 25 meter pool.
- 10. DQ Codes: Custom Codes
- 11. Click "Ok" when done.
- 12. System will take you to a Meet Mobile Publishing page. Click on "Not interested in publishing Meet Mobile for this meet" located at the bottom left hand side of page.

****Enter Meet Events**

-From Main Menu, click on "Events"

-Click on "Add".

- Before entering the first event information, designate the number of lanes for your meet. This is located down the page, on the left side in the box labeled "Round 1-Prelims or Timed Finals". It defaults to 8 lanes. If you have a 6 lane pool, you will need to designate 6 lanes. If you forget, you can go back and change the lane number designation, but you will have to enter it in for each event you have already created.

- Add each event. Use the "Order of Events" on separate attachment. Be sure that events 1,2, 15, 16, 21,22 are designated relays.

- When done, click "Cancel" to close out screen.

****Import Meet Entries**

-From Main Menu, Click on "File, Import, Entries"

-Click on down arrow and locate each team's meet entries from USB drive.

(Meet entries are sent in a zipped file from opposing team coach. Entry file should be downloaded to a USB drive. Pull entries from USB drive.)

-Click meet entry file. Click open.

- System will unzip the file and then prompt you to click on the unzipped file for import. Click on unzipped file and click "OK"

- You will see a page "HY-Tek Data Interchange File Information for Swimming" This page shows you that you are importing meet entries for a specific team. Click "OK"

- The system will then prompt you to import matching on event numbers and that it will include NT's. This is correct. No other boxes need to be checked. Click "OK".

**Seeding Preferences

Once you have entered all meet entries, you can set up your seeding preferences.

- Check to make sure all teams are inputted. From Main Menu, click on "Teams". It will show all teams entered in the meet.
- To set up seeding preferences, from Main Menu, click on "Set-up", "Seeding Preferences".
- For meets with two teams, click on "Dual Meets". Both teams should show in the team side. To designate lane assignment, click and hold team name and drag and drop to appropriate lane.
- You can choose to have strict lane assignment for all heats or fastest heat only. This is a decision for the head coaches from each team.
- Click "OK" when done.

**Scoring Set-up

- From Main Menu, click on "Set-up", "Scoring Set-up", "Standard"
- Enter point value for each place. The point scoring should be a head coach approved set up. The standard point scoring during the regular season for dual/double dual/triple dual meets is as follows:
Individual events: 6,4,3,2,1
Relay events: 8,4,2
- Click "OK" when done.

**Entry/scoring preferences:

this menu item allows you to do the following:

- sets the total number of entries a swimmer is eligible to swim.
- sets the total number of swimmers/relays that can score for each event.
- sets up how the meet should be scored (To be designated if the meet is a double dual or triple dual meet. Eg. Team A vs. Team B/Team A vs. Team C/Team B vs. Team C)
- To set up the total number of entries a swimmer is eligible to swim; From Main menu, click on "Set up" "Entry/scoring preference" Click on tab at top "Entries/Entry limits". Set the maximum number of events each swimmer is eligible to swim. In box "Entry Limits": maximum entries per athlete-4, maximum individual entries-2, maximum relay entries-2.
- To set up the total number of swimmers/relays that can score for each event: From Main Menu, click on "Set-up" "Entry/scoring preference"
- Screen will pull up and show the first tab "Scoring/Awards" screen. This sets the total number of swimmers/relays that can score for each event. In middle box, you will see "maximum scorers per team/per event. For regular season dual/tri meets, enter 3 for individual, 2 for relay.

- To Set up how the meet should be scored: this designation must be completed AFTER all meet entries for each team have been inputted. You must have all teams' entries inputted in order to designate how the meet will score for each team.
- To have meet scored as a double dual, 3+ team double dual, you need to designate the meet as this in the meet set up. From main menu, click on "Set-up" then "meet set-up". Under "meet style" click on "3+ team double dual".
- To set up the team pairings for scoring, from main menu, click on "Set-up" "Entry Scoring preferences". Click on tab "2 or 3+ team double dual" tab located at the top of the screen. Click on "Select teams" red dot. On this screen, it should show all "team pairings" for scoring. Make sure that each box is clicked and the scoring designations show in yellow. The software should preset the scoring match ups if you have designated the meet in meet set-up as "3+ team double dual".

****You are now ready to seed the meet****

Seeding the Meet

1. From Main Menu, click on "Seeding"
2. Click "Select All"
3. Click "Start Seeding"
4. After seeding is done, I would suggest that you create a meet program (heat sheet) and review to ensure the following:
 - Lane assignment correct
 - At least two/three swimmers in a heat
 - No empty lanes between swimmers

To create a meet program, from Main Menu, click on "Reports, Meet Program," Click "Select All" with triple column format. Click on "Create Report" Review the meet program.

- If you need to manually change a heat/event because of a situation described above, from Main Menu, click on "Seeding"
- Click on specific event number. Click on "Preview".
- You can manually move swimmers names by click, hold and drag to a specific lane/heat. You should see a "shark" emblem when you click and hold on a swimmer's name.
- You can add a heat or delete empty heats from this page.

Once seeding is complete, you can create a meet program (heat sheet), print timer sheets etc.

Meet Program/Heat Sheet:

-From Main Menu, click on "Reports, Meet Program". Click "Select All" and designate if two column or three column. Click on "Create Report".

- To create a PDF file for printing/saving to a USB drive, do the following:
 - At top left hand corner of the page, you will see an icon that looks like two pages overlapping one another, click on that to “export report”.
 - an “export” box will appear. Format for the export defaults to an “Adobe Acrobat (PDF)” and the destination default is “disk file”. Use these default designations for a PDF file. Click “OK”.
 - You might get a box that describes a situation that the computer is telling you that there is no default mail client or current mail client. Ignore and click “OK”.
 - A box will appear in the upper left hand corner labeled “Export Options” with a default of “All”. Keep the default option and click “OK”.
 - A box “Choose export file” will appear. Click on the arrow in the “Save in” area and highlight your USB drive. Click on “File Name” area and name your file. E.G. FOM vs. SOP 9/21/14. Click “Save”.
 - A PDF file of your heat sheet is now saved to your USB drive .

- Timer Sheets: From Main Menu, click on “Reports, Lane/Timer sheets”. These timer sheets print sheets for all heats for one lane for one event. There are different ways to print off these timer sheets.

- I print them like this (the reason I do this is because my printer can only hold so much paper)

-Click on 5 events at a time.

Format: 2 events or lanes per page

Parameters: Include Entry Time, Double space, (unclick Using touch pads unless you are!) lanes 1-6.

Sort by Event then Lane

You will have to sort and cut each timer sheet in half because it will have two lanes per page for the event.

****You are now ready to run the meet****

Running the Meet

1. From the Main Menu, click “Run”
2. You highlight the event that you want to input times.
3. Input final times in “Finals Time” box at bottom.
4. You can input times by heat or by lane. The timer sheets are set up by lane, so for easy input, you can click “Enter results by Lane” at the top of the page and it will set up the event by lane which is the same way the timer sheets are set up. This makes for easier inputting.
5. You can toggle between heats using the numbers at the right.
6. If a swimmer is DQ’d, click the DQ box.

7. When you have inputted all times for that event, click the “Score” button and it will score the event.

Adding a swimmer to the meet/event:

If a swimmer is not already in the meet, you must add the swimmer by:

- From Main Menu, click on “Athletes”
- Click “Add”. Add swimmer’s last and first name, gender (you do not need to add birthdate because this is a high school meet, not an age group meet.)
- Team: click down arrow and click on appropriate team.
- Click on “Event #” box and enter event number. Click on “Entry Time” box and enter “NT” for each individual event the swimmer will be entered.
- Click ok.
- Go to “Run” and click on the event the swimmer has been added. Click the “Adjust: F8” button in the middle of the screen.
- Click on “Show Eligible athletes”. Click, hold and drag swimmer’s name to an open heat/lane. Click “Save”. The swimmer is now added to the event. Be sure to make the meet starter/referee aware of the addition. Also, hand write the swimmer’s name on the timer sheet for the lane/heat that they are in so that the timers know they now have a swimmer in their lane for that event/heat.

If a swimmer is already in the meet, you can add the swimmer to an event from the “Run” page by clicking “Adjust: F8”, click on “Show Eligible Athletes” and click, hold, drag swimmer’s name to a open heat/lane.

Scoring the Meet

1. After each event, click on “Score: Ctrl-S” box .
2. To review final score, go to main menu and click on “Reports, Scores”. Click on “Select all” and click on “Create Report”. This report shows you the final score by boys and girls teams.

Backup of Entire Meet/Export Meet Results:

1. Back up the meet to a USB drive.
2. From Main Menu, click on “File, Backup”. Click on down arrow and select where you want the backup to be sent. Click “OK”. Click “OK” again to backup meet.
3. To export team results, from Main Menu, click “File, Export, Results for Team Manager or SWIMS or NCAA Database”.
 - Team: click down arrow and select team that you want to have results
 - Use default setting for exporting.
 - System will show export file process. It will prompt when finished. Click “OK”.
 - System will ask where file should be copied. Copy to a USB drive.
 - For visiting team coach, you can provide their team’s result file as well as a complete backup of the entire meet.

Meet Results Report

1. From Main Menu, click on "Reports, Results".
2. Click on "Include in Results". Click on "No Shows" and under "Include Team Scores" click on Male and Female.
3. Click on "Select All" and then "Create Report". You will have to print at least three copies of this report. One for the meet referee, one for home team coach, one for visiting team coach(es). Follow the same printing instructions as for printing a meet program/heat sheet.

Home Team: Meet Results sent to state for posting to state rankings

1. Home team sends a full back up of the Meet Manager meet and an SDS file of all teams results and a pdf file of the meet results. (to create the pdf of meet results, see above "Meet results report").
 - Back up the meet to a USB drive.
 - From Main Menu, click on "File, Backup". Click on down arrow and select where you want the backup to be sent. Click "OK". Click "OK" again to backup meet.
 - To export all team results, from Main Menu, click "File, Export, Results for Team Manager or SWIMS or NCAA Database".
 - Team: do NOT select a team. Leave as is.
 - Use default setting for exporting.
 - System will show export file process. It will prompt when finished. Click "OK".
 - System will ask where file should be copied. Copy to a USB drive.

**Send the files: Meet Manager backup, SDS results file and pdf of meet results within 24 hours:

Go to www.sportstiming.com/SCHSS/

Click on middle box "Meet Results. Submit meet results for the Top Times Database"

Fill out form.

You must have the following information to complete the form:

Date of Meet

Submission Type: e.g. final results

Hosting High School

Organization: South Carolina High School League

District: District 1 is Upstate, District 2 is Piedmont, District 3

Meet type: eg. Dual meet
Course: eg 25 yards
Time used: e.g. automatic timing system, manual 3 stopwatches
Meet Referee name
Meet Referee's email
Contact per person submitting results
Contact person's email address

Attach full Meet Manager backup and SDS results file with all teams results and the pdf of full meet results.

If you have questions/concerns about submitting meet results, contact Billy Culbertson at billy.culbertson@sportstiming.com
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