MEET MANAGER 8.0

Instructions for scoring a JRAC dual meet

Meet Setup

In order to score your home meets, the meet templates for those meets must be downloaded from the website onto the scoring computer.

You will first need to copy the Meet Manager meet templates for 2024 home meets into your **swmeets folder** - which is the default folder for all swim meets associated with the Meet Manager program.
Prior to your first home meet, make sure the templates for your home meets have been downloaded into the swmeets folder on the scoring computer.

- Meet templates are grouped by week and can be found on the Swim Results page of the JRAC website (www.jracsummerswim.org).
- Click on the link for your first home meet to download to your computer.
- Then copy and paste to the swmeets folder on your hard drive.
- Repeat this process for the remainder of your home meets.
- When ready to prepare for a meet, open MM.
- Choose **file/open new** and then go to your swmeets folder and
- Click on the appropriate meet.
- Files posted on the website are now the .mdb files and do not need to be unzipped.

MEET MANAGER - MEET PREPARATION

Import Meet Entries

1. Start Meet Manager
2. Select **File/Open/New** and open the appropriate database for the week. It is imperative that you open the correct meet for the week!
3. Select **File/Import/Entries**
4. The **Open file For Import** dialog box will appear.
5. Select the file that you exported from Team Manager with your team's entries and click **Open.**
6. The COMMLINK II File Information box opens. **Look in:** drive where entries are stored.
7. Double click on entry file name (example TC-Va-Entries.001)
8. Click **OK**.
9. Double click on the file with a .HY3 extension

10. File information appears.
11. Click **OK**.
12. Check the box to **Include entries with No Time (NT).**
13. Check the box to **Match on event numbers**.
14. Click **OK** to proceed.
15. The Import Progress will display as the entries are processed and then it will indicate that the Import Finished.
16. Click OK.
17. Repeat steps 3-13 to import the visiting team entries.

The meet file is now in the scoring computer.The visiting team will email their entry file to the beach coach/computer contact of the home team by any time prior to six hours before the start of the meet.

Seeding the Meet: Once both teams' entries have been imported, you must “seed” the meet.

1. Choose **Seeding** from the main menu and then click on Session 1. Choosing the session will put the events in meet order.
2. Then choose **Select ALL** and **Start Seeding**.
3. You will generate a Meet Program (Heat Sheet) with the assigned heats and lanes. This heat sheet will be *emailed to the head coach of the visiting team by any time prior to four hours before the start of the meet.*
4. NO EVENT MAY BE RESEEDED AFTER THIS HEAT SHEET IS SENT TO THE VISITING COACH.
5. Once seeding has finished you will print Meet Programs (also known as Heat Sheet) for the officials that will need them - this will be completed after you print the Lane Timer Sheets
6. **COMBINING EVENTS MUST BE APPROVED BY BOTH TEAMS and at the discretion of the Clerk of Course.**
    a. Print one copy of Meet Program/Heat Sheet (see instructions below)
    b. Review and find events with same stroke and age group (Girls/Boys) (Ex. 13/14 100 Free)
    c. If there are events where there are enough lanes to combine… click on the girls event number
        i. From the run screen, click on the Adjust button (middle of screen)
        ii. You will see the athletes seeded in the event. Drag the first name up to lane 1. Repeat for other swimmers (lane 2, 3…)
        iii. Click on the boys event number
        iv. Repeat steps i, ii.
        v. Click SAVE after each event change.
        vi. **The lanes are now assigned for the combined event.**
        vii. **Repeat for other events you want to combine.**
        viii. **Make a list of combined events for the Clerk of Course OR receive the combined events from the Clerk and follow the instructions above to combine them in the computer.**

7. **See Step 9 below and print a few Meet Programs for the following:**
    a. **Clerk of Course - 2**
    b. **Referee**
    c. **Starter**
    d. **Strokes & Turn Officials**
    e. **Coaches**

8. **Lane Timer Sheet Printing:**
    a. Go to Reports
    b. Lane Timer Sheets
    c. Select All
    d. In Format Box, select Two Events Per Lane Per Page
    e. Include entry time, double space
    f. Uncheck using touchpads
    g. Relay athlete names: 4
    h. Lanes 1-8
    i. Sort by Lane, then Event
    j. Default: All heats
    k. Click on Preferences/Report Formats/Meet Program
    l. Check the “Always Display Actual Entry Time”
    m. Click create report

9. **Meet Program (Heat Sheet) Printing**:
    a. Close out of the seeding menu which will take you back to the home page.
    b. Then choose Reports from the top menu bar and scroll down to Meet Program Choose **ALL**
    c. Columns tab: choose Double.
    d. Include in the meet program tab: check time standards and entry time.
    e. Click on Create Report.
    f. Print. This will give you a ‘heat sheet’ with all swimmers assigned a heat and lane.
    g. Print at least 15 copies: one for head table, two for clerk of course, one for announcer, one for referee, four for S&T officials and one for starter and one for each coach. Distribute as soon as possible (hopefully by 6:15).

Running The Meet

1. With MM open to the correct meet, select **Run** from the Meet Manager menu bar.
2. The **RunThe Meet** screen will display.
3. The screen is divided into several sections.
    a. The Command Line section gets you to other screens to perform entry maintenance that may be required during the meet.
    b. The Event sections displays the status of each event through its various steps: Unseeded, Seeded, Done, and Scored. When first opened all events should show Seeded.
    c. The Event Management commands are found in the middle section.
4. In the Command Line section, Click on **Preferences / Report Preferences.**
5. Click on printer options tab and change # of copies of list and score to 2 or 3 depending on whether or not your event results are announced.
6. Click on **OK**.
7. Click on **Preferences/Results for List and Score.**
8. Then under **Include in Results:** Check the boxes for Time Standards, Entry Time and No Shows(if desired)
9. Click on **Sessions** in the Event Management section.
10. Highlight **Session 1** and click **OK**. This will present the events in session order.
11. In the Events Section click on the event you want to enter results for.
12. Click on the box labeled “Enter Results by Lane” This box is found below “Web” at the top of your screen.
13. The cursor will be at the Final Time entry field for the first swimmer in Heat 1.
14. Number of heats will be listed on the far right in the middle section.
15. From the lane timer sheet received from the Table Workers:
    a. Verify that the Name on the lane timer sheet matches the name on the cursor line.
    b. Key the swimmer’s time **using only numbers**, i.e. 1:02.34 would be keyed as **10234**
    c. Key **DQ** in the Final Time entry field for any swimmer with a valid disqualification.
    d. Key **NS** in the Final Time entry field for any swimmer who was entered but did not swim and for whom you have no card or a card with no time.
    e. If the swimmer’s card has Exhibition written on it, check the Exh box after entering swimmer’s time
16. Press Enter key. Cursor moves to the next position.
17. Continue keying all results for lane 1 and then click on next lane.
18. Note that when all entries have a result, the event status will change to **Done**.
19. Click on **Score** in the middle Events Management section.
20. A report showing the scored event results will preview.
21. Click on the **printer icon** at the top of the screen. When the print dialog box appears verify the number of copies is set to 3 (or 2) and click **OK**.
22. Click the X in the upper left of the preview screen to close it.
23. After printing results, click on **Next Event** in the Event Management section.
24. Results copies go to Verifiers with the swimmers’ cards for Verification.
25. After verification one copy is wrapped with the LTS’s, one copy is posted, and one copy goes to the announcer.

Ribbon Labels: Ribbon labels for the entire meet should be printed at the conclusion of the meet when the verification and scoring is complete.

1. Choose **Labels** from the top menu bar.
2. Then choose **Select All**.
3. Click on **Session 1**. Before printing, choose **laser** and **2x10 as label option**, and choose the **sort by** team/athlete feature. Make sure individual and relay places are set at 1-6. Label type should be Standard. Labels will be printed alphabetically by athlete, first for one team and then the next. The visiting team can take their ribbon labels home and stick them at their convenience. This reduces the incidence of duplicate ribbons and ribbons being sorted incorrectly and going home with the wrong team.

Additional Swimmer Entries

It is possible that you will be presented with a handwritten entry on a lane timer sheet for a swimmer that has no computer entries in the meet. Before adding the swimmer, make certain their name appears either on the active roster or top times report that each team is required to turn in at the head table before the meet. If their name does not appear on one of these reports, they are not considered active and therefore not eligible to swim in the meet. If the name appears in the roster but not top times, the swimmer is eligible to swim.

1. From the top of the Run the Meet screen select **Athletes.**
2. The athlete screen will be displayed. Click on **Add Athletes** at the top of the column of buttons on the left of the screen.
3. The Add a New Athlete screen is displayed.
4. Using the Roster and/or Top Times Report enter the swimmer's information. This includes :
   a. Last Name
   b. First Name
   c. Reg ID
   d. Birth date
   e. Gender
   f. Team (make certain you choose the correct team)
5. Age will calculate based on birth date and the events the swimmer is eligible for will appear at the bottom of the screen.
6. Entries can be made directly on the lower left portion of the screen.
7. **Be sure to enter the Entry Times from the Top Times Report** so the swimmer will be scored in the appropriate speed category**.** If swimmer has no time listed in the top times report for the event, enter as a NT (no time).
8. Enter the heat and lane from the lane timer sheet.
9. Click **OK** to close the Add an Athlete screen.
10. Click **Close** to close the Athlete screen.
11. Go back to the event and the swimmer should show up in the correct heat and lane.

Edit Entries for Swimmers Already In the Meet

1. From the top of the Run the Meet screen select **Athletes**. The Athlete screen will be displayed.
2. Click on the letter that begins the swimmer's last name at the top of the screen.
3. Click once on the swimmer's name that you would like to delete or add an event for.
4. The events the swimmer is eligible for are shown and the events the swimmer is entered into are highlighted.
5. Change the swimmers entries by clicking on the check box.
6. **Be sure to enter the Entry Times from The Top Times Report**.
7. **Enter the correct heat and lane from the swimmer's lane timer sheet**.
8. Click **Close** to close the Athlete screen.
9. Go back to the event and the swimmer should show up in the correct heat and lane.

RESEEDED EVENT

1. If an event is reseeded after the meet begins, some sort of notification will come to the head table. This alerts the table that the swimmers may not show up in the heats and lanes they were originally assigned.
2. Rather than making all the changes to heat and lane assignments it is likely easier and faster to find the swimmers in their original location from the heat sheet. Go to that heat and lane and enter the swimmer's time.
3. Realistically there will likely be few reseeded events because clerks will not be aware of most no-shows until the swimmers are being called to the blocks.

CONCLUDING THE MEET

Print several copies of the final meet score after verification is complete. Send one to the announcer and give one to the meet director or team rep. Close out of the Run menu. Choose **Reports/Scores** from the top menu bar. Click on **Select All.** Click on the **Format tab**. Report type – Team; Gender – Combined. Click on the **Grouping Tab.** Choose normal. Click on **Create Report** and then **Print**. Next print a report to find triple /quad winners.

Triple/Quad Report: The easiest method to find triple/quad winners is as follows:

1. From the Run the Meet menu select Labels from the menu bar.
2. Select Award Labels.
3. From the left hand menu bar choose Select All.
4. Label Selection choose All Events.
5. Award Type choose Standard Award Label, **Individual Places 1 to 1**, and **Relay Places 1 to 1**.
6. Sort By choose Team/Athlete
7. Click on Create Labels
8. Preview to screen or print on **paper (make certain paper is in the printer and not labels!**).
9. Scroll or look through to determine triple/quad winners.

At the conclusion of the meet go to **File/Backup** from the main menu and **backup** the meet results to a flashdrive for the visiting team(s) if they would like.
The visiting team may request a **Results for Team Manager file** instead.

- Choose File/Export/Results for SwimManager and export the file to their flashdrive.
- In addition, make a backup of meet results for your team if needed.

Email the meet file (**a Backup of the meet from Meet Manager)** to Heather Heishman ASAP - the night of the meet.
Be certain to send a Backup of the meet file to Heather – do not send a Results for Swim Manager file!