

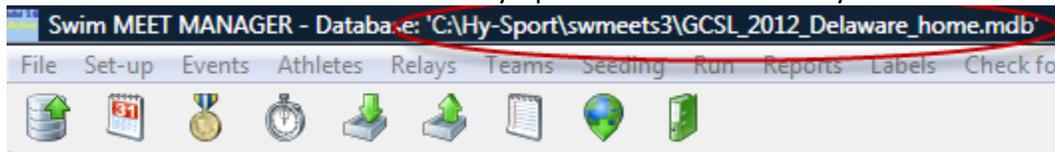
GCSL Meet Manager Primer

The primer gives step-by-step instructions on how to set up swim meet using Meet Manager (MM) and what files to exchange with the opposing team prior to and after the swim meet.

Set Up the Meet

This section describes how to prepare the Meet Manager software for the upcoming swim meet.

1. Launch MM. MM should automatically open the meet file from your last dual meet.



If not, select **File** → **Open/New**, and search for the meet file from your last dual meet. If you cannot find a previous meet or if Meet Manager was just installed on this computer see *Downloading a Generic Meet* in the Appendix.

2. Select **File** → **Save As** to copy the previous meet as the starting point for your new meet. On the dialog box that appears, change the **File Name** field to something that clearly indicates the visiting and host teams at your upcoming meet, e.g., “*GAH at WJC 2012.mdb*”. Click the **Open** button.
3. Select **Set-up** → **Meet Set-up** to update the information about the new meet. On the dialog box that appears, change the **Meet Name** field to clearly indicate the names of visiting and host clubs, for example, “*GAH @ WJC*”, and change the **Start Date** and **End Date** fields to the date of the upcoming dual meet. Check the other fields to ensure:
 - a. The **Age-Up Date** field to 06/15 of the current year
 - b. The **Meet Type** is *Divisions – By Event*
 - c. The **Class** is *Age Group*
 - d. The **Meet Style** is *2 Team Dual*
 - e. The **Course** the either *SC Meters* or *Yards*, depending on your pool.

Click **OK** to close the dialog box.

4. Select **File** → **Purge** → **Remove Data Selectively**. On the dialog box that appears, click the **Teams** check box. This will also check **Athletes**, **Entries/Results** and **Relays**. Leave all remaining boxes unchecked. Click the **OK** button and click **OK** when asked to confirm the deletion of the data for the current database.

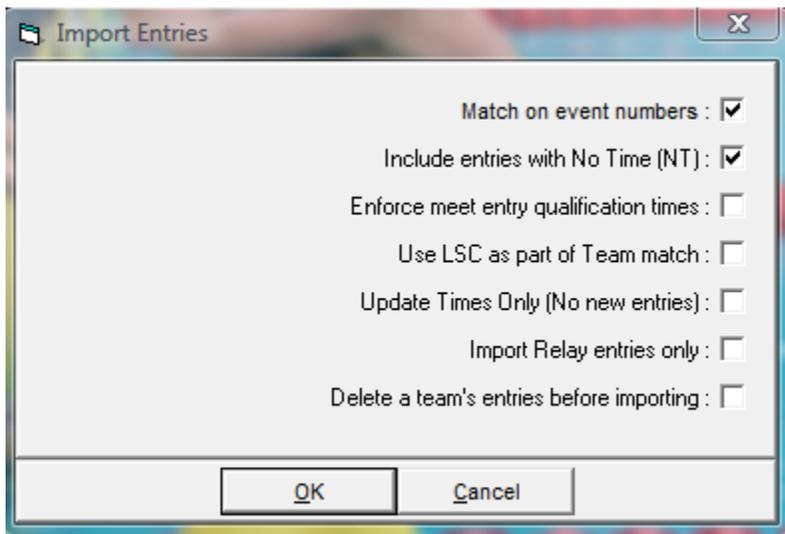
NOTE: If the **Meet Set-up** page reappears, click **Cancel** to return to the MM main screen.

The new meet is now set up and all existing athletes and entries have been removed. It's time to add athletes and what events they are swimming/diving.

Import Entries

You should have received an email from the host and visiting clubs Team Manager volunteer with an *entry file* attached to each email. These attached files are “zipped” have names of the form *HPEntries001.ZIP* or *NWSC-Entries003.ZIP*.

1. Save the entries files to a location on your computer.
2. From the MM main menu, select **File** → **Import** → **Entries**. This will bring up a Windows Explorer-like dialog box entitled *Open File for Import*.
3. On the *Open File for Import* dialog box, search for the zip files saved in step #1, click one of the two files and then click the **Open** button on the dialog box that appears. This will expose the content of the zip file, a file with extension *HY3*. Click the *HY3* file, and then click the **Open** button on the dialog box that appears. Click **OK** on the dialog box that shows the **File purpose**, **File created** time and **File meet name**.
4. On the next dialog box that appears, click **Match on event numbers** and **Include entries with No Time**, and leave the other boxes unchecked.



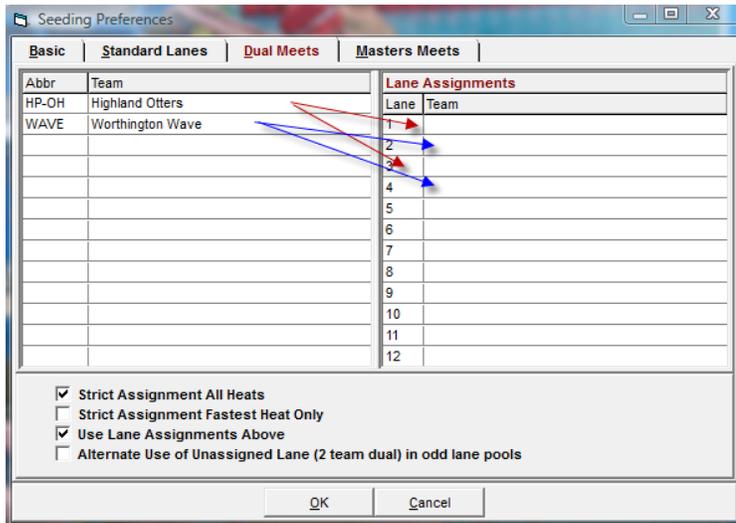
Click the **OK** button twice and exit to the main menu.

5. Repeat steps 2 – 4 to import the entries from the second club.

The athletes have now been entered into their events. It's time to assign teams to their lanes.

Make Lane Assignments

- From the MM main menu, select **Set-up** → **Seeding Preferences** and then click the *Dual Meets* tab. This should produce a dialog box entitled *Seeding Preferences*. The left column should contain the names of the visiting and host clubs. The right column should be empty.



- Drag the team names from the left column to the right column in order to assign lanes to the two clubs. **Home teams are assigned to the even lanes and visiting teams are assigned to odd lanes.** Be sure to fill up the lanes available for competition (6 or 8 lanes). Click the boxes **Strict Assignments All Heats** and **Use Lane Assignments Above**, but leave the other two boxes unchecked.
- Click the **OK** button to return to the main screen.

Now that the teams have their lanes, it's time to seed the meet which assigns swimmers to each lane for all the events.

Seed the Meet

- From the MM main menu, select **Seeding**. This brings up the *Seeding the Meet* screen.
- Click **Select All** and then click **Start Seeding**. The meet is now seeded.
- Select **Reports** → **Meet Program** to produce the Meet Program dialog box. Click **Select All** and then click **Create Report**.
- Inspect the report for irregularities. If all looks in order, click the *printer icon* to produce a hardcopy of the meet program. Send hard copies or PDF file of the meet program to your coaches.

Never reseed a meet after you have produced and distributed the meet program.

At this point, the meet is completely set up. You now need to send this meet to the visiting club's Meet Manager volunteer.

Email the Meet

The meet can be sent to the visiting club's MM volunteer by backing up the meet and then emailing the backup file. Perform the backup by:

1. From the MM main screen, select **File** → **Back up**. On the *Backup Current Database* dialog box, pick a folder for the backup file and remember the folder name. Click **OK** and then **OK** again. Then click **OK** one more time. This will create a zip file starting with *Swmm3Bkup* and ending with the *zip* extension.
2. Attach this file to an email message addressed to the visiting club's Meet Manager volunteer, and send the message with your contact information.

Now both clubs' MM volunteers have a complete copy of the meet. This visiting team's MM volunteer can print *Meet Programs* (heat sheets) and distribute them to their coaches.

NOTE: It is now acceptable to just email a heat sheet to the opposing team, rather than creating a meet backup and sending the backup "zip" file. Heat sheets are created by selecting **Reports** -> **Meet Program** from the MM main screen, clicking **Select All** and then clicking **Create Report**. Export the created report to a PDF and email that to visiting club's Meet Manager volunteer.

At this point, all of the pre-meet activities that must occur the night before the meet are complete. The meet has been set up, the athletes entered in their events, the events seeded and the visiting team has a copy of the meet or has a heat sheet.

Other activities that typically occur before the meet are printing lane timer sheets and doing last minute substitutions of athletes that did not show up to the meet. These tasks are not discussed any further in this document.

Run the Meet

Starting from the MM main screen, click **Run**. This brings up the *Run the Meet* screen. As each event is completed and the cards or timer sheets are returned, do the following:

1. Click on the event number just completed in the *Event List* box.
2. In the box in the bottom, manually enter each swimmer's or relay's official time (or score, for divers) in the **Finals Time** column. The official time is the middle time if there are 3 timer values or the average of two times if there are 2 timer values. If a swimmer or relay failed to show or was otherwise disqualified, click the box in the *DQ* column.

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Remember: MM expects times to be recorded in 100ths of a second, and when manually entering times, the colon and period are understood. For example, to record a time 1:02.1, type 10210, return.

24	F	Done	Boys 400 Yard Freestyle Relay Varsity	1	-	-	-	-	-
▶ 107	F	Done	Girls 50 Yard Freestyle Junior Varsity	2	1	-	-	-	-
108	F	Done	Boys 50 Yard Freestyle Junior Varsity	1	-	-	-	-	-
113	F	Done	Girls 100 Yard Freestyle Junior Varsity	2	1	-	-	-	-
114	F	Done	Boys 100 Yard Freestyle Junior Varsity	1	-	-	-	-	-

Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctrl-P
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K

Heat 1 of 2 == Finals == Ev									
Lane	Athlete Name	Yr	School	Seed Time	Finals Time	DQ	Exh	DQcode	E
1	Daberkow, Kayla	JR	Hilliard Davidson High School-OH	33.38	33.71	<input type="checkbox"/>	<input type="checkbox"/>		
2	Houston, Kerri	FR	Westerville Central Warhawks-OH	32.28	32.23	<input type="checkbox"/>	<input type="checkbox"/>		
3	Rosier, Bailey	SO	Hilliard Davidson High School-OH	29.32	30.17	<input type="checkbox"/>	<input type="checkbox"/>		
4	Hoefler, Kristina	SO	Hilliard Davidson High School-OH	29.71	29.85	<input type="checkbox"/>	<input type="checkbox"/>		
5	Pyke, Ella	FR	Westerville Central Warhawks-OH	32.76	32.26	<input type="checkbox"/>	<input type="checkbox"/>		
6	Bray, McKenzie	FR	Westerville Central Warhawks-OH	33.39	35.13	<input type="checkbox"/>	<input type="checkbox"/>		

- Once you have entered all the results for the event, click the **Score** button, inspect the output, and close the output if everything is in order. Go on to the next event.

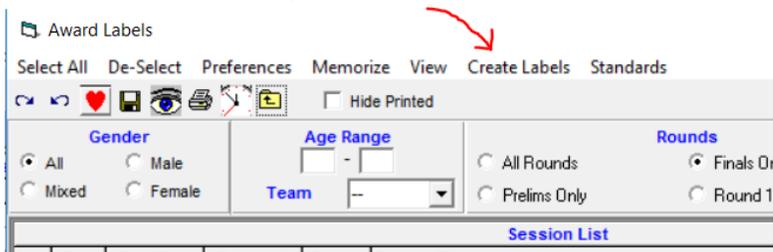
rl-J	Race # : F2	List : Ctrl-L	Re-Rank
: Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score

Girls 50 Yard Freestyle Junior Varsity

- You can always go back and edit the results for any event, say, if you subsequently find that a swimmer swam in the wrong lane or the finals time had to be revised. If you make the changes, remember to re-score the event before moving on to another event.
- After each series of events (e.g., after all the backstroke events), print the ribbon labels by selecting **Labels** → **Award Labels**. In the Award Labels window, check the events that need ribbon labels and click **Create Labels**. Select your printer and make sure you

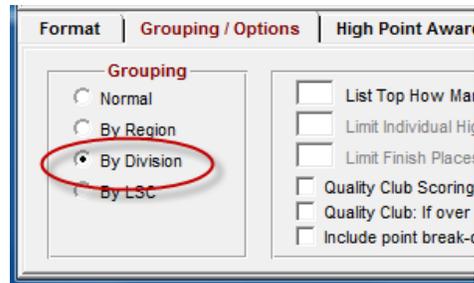
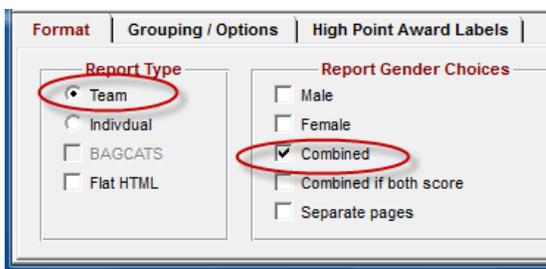
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have the labels in the printer.



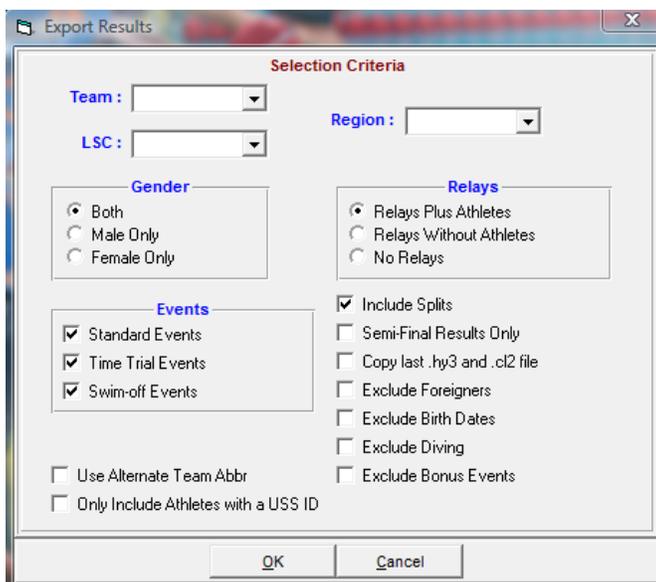
End the Meet

1. Once the meet has concluded, re-score the entire meet one last time, just to be safe. Starting on the *Run the Meet* menu, click **Re-Score**. Click the “x” in the upper right-hand-corner to exit the *Run the Meet* screen to the MM main menu.
2. Back on the MM main screen, select **Reports** → **Scores** and then click **Select All** on the *Scores* dialog box. On the *Format* tab, select **Team** and **Combined**. On the *Grouping / Options* tab, select **By Division**.



Click **Create Report** on the menu and announce the final scores if you wish. Click the **x** in the top-right corner of the results page to return to the MM main screen.

3. Create a results file by selecting **File** → **Export** → **Results for Team Manager ...**. In the *Exports Results* dialog box, make sure that *Gender – Both*, *Events – Standard Events*, *Relays – Relays Plus Athletes* and *Include Splits* are checked.



Click the **OK** button and then click **OK** again. This produces the Meet Results dialog box which lets you select where you want to place the results file. Press **OK** to store the results file. Keep track of where the results file, which carries a zip extension is stored.

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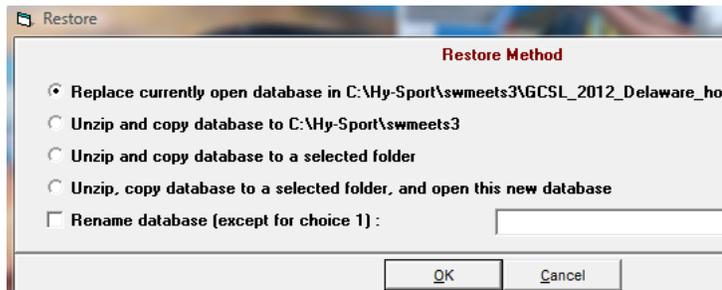
4. Upload this results file to the GCSL web site by pointing your browser to http://www.gogcsl.org/report_results.html and filling in the required information. The *TM Results Export File* is the file that was exported in step #3. This result file is stored on the website and emailed to the League Registrar.

APPENDIX - Troubleshooting

Downloading a Generic Meet

If Meet Manager was just installed on this computer, there probably won't be an existing GCSL meet file to use when setting up a new meet. The GCSL web site contains a generic meet that can be downloaded:

1. Point your browser to <http://www.gogcsl.org>
2. Click on the *MM & TM* link on the left-hand side of the page.
3. Right-click on the *Dual Meet Database Backup* link and save the file to your computer in a location where you can find it.
4. Launch Meet Manager.
5. From the MM main screen, select **File** → **Restore**. This brings up the Restore dialog box. *Check Replace currently open database ... and click OK.*



6. Browse to the location where the file was downloaded during step #3, select the file and click **Open**.

MM will load the swim meet information from this file. You are now ready to perform step #2 (Save-As) on page #1.

Copying a Meet to another Computer

If a meet was set-up on one computer ('A'), but needs to be run from another computer ('B') you can copy the meet from computer 'A' to computer 'B' by doing the following:

1. Launch MM on computer 'A'. From the MM main screen, select **File** → **Backup** and go through the process of creating a backup file.
2. Copy the resulting ZIP file to a USB drive. Disconnect the USB drive from computer 'A' and plug it into computer 'B'.
3. Launch MM on computer 'B'. From the MM main screen, select **File** → **Save As** to save the existing meet to a new file.

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- On computer 'B', select **File** → **Restore**, select *Replace the currently open database ...* and click **OK**. Browse to the USB drive and select the ZIP file that was copied during step #2. Follow the prompts to restore the meet.

The meet has now been copied to computer 'B'.

Scoring by Division Does Not Work

If the scores will not print "By Division", it normally means that one of the entry files imported during the meet set up phase did not properly indicate which events belong to the **JR** and **SR** divisions. One work-around is to only select the JR division events and then run a scoring report. Then score just the SR division events.

The ultimate solution is to ensure that the Team Manager event file properly assigns each event to a division. (Compare the two screen shots below:)

TEAM MANAGER - Database:C:\Hy-Sport\TM_Data\Highland_Otter

Add Edit Delete View Copy Events Sessions Print Hel

Show Only "Faster"

Entry Events
Result Events

Agegroups: Stroke
Gender: Distance

Session	Division	Event #	Gen	Distance	Stroke	Age	VR
1		3	F	1 Meter	6 Dives	10&U	I
1		4	M	1 Meter	6 Dives	10&U	I
1		5	F	1 Meter	6 Dives	11-12	I
1		6	M	1 Meter	6 Dives	11-12	I
1		7	F	1 Meter	6 Dives	13-14	I
1		9	F	1 Meter	6 Dives	15-18	I
1		10	M	1 Meter	6 Dives	15-18	I

TEAM MANAGER - Database:C:\Hy-Sport\TM_Data\Highland_Otter

Add Edit Delete View Copy Events Sessions Print Hel

Show Only "Faster"

Entry Events
Result Events

Agegroups: Stroke
Gender: Distance

Session	Division	Event #	Gen	Distance	Stroke	Age	VR
1	JR	3	F	1 Meter	6 Dives	10&U	I
1	JR	4	M	1 Meter	6 Dives	10&U	I
1	SR	5	F	1 Meter	6 Dives	12&U	I
1	SR	6	M	1 Meter	6 Dives	12&U	I
1	SR	7	F	1 Meter	6 Dives	14&U	I
1	SR	8	M	1 Meter	6 Dives	14&U	I
1	SR	9	F	1 Meter	6 Dives	19&U	I
1	SR	10	M	1 Meter	6 Dives	19&U	I