

**Fair Oaks Swim Team
Computer Operations Instructions**

by

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**Fair Oaks Swim Team
Computer Operations Instructions**

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Fair Oaks Swim Team Computer Operations Instructions

Before the Meet

Contact Coaches for Team Entries

Monday or Tuesday prior to a home meet; send an email to the coaches of each team to have them send their team entries by Thursday night. Contact information can be obtained from the East Severna Park League's web site "www.esplswimming.org" (See appendix A for sample email).

Team Manager Setup

Open Meet Manager with the latest database copy. Opening with the latest copy is important so that all peripheral information is up to date.

Do a "File Save As" to Create and new file name for the new meet. Use something like "07 06 2011 Chase Creek at Fair Oaks" for the new file name. Incorporating the date of the meet into the front of the file name helps you identify these meets later.

Delete Old Team Entries

First, existing team entries need to be deleted. Click on "Teams" from the toolbar



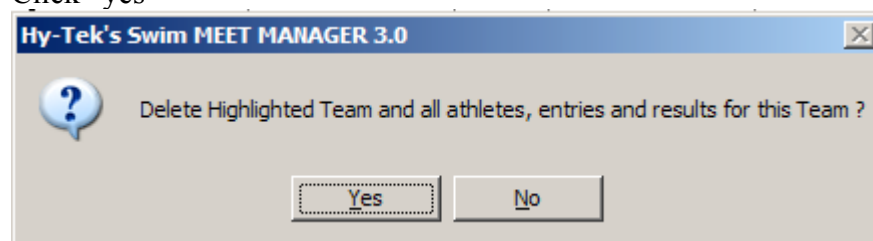
File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

From the Teams toolbar, click on delete:

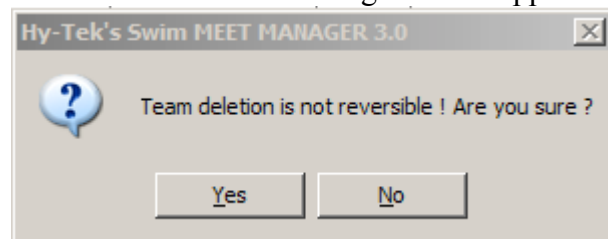


Layout Add Edit Delete Coaches View Find Print Export to HTML Help

A dialog box will appear asking for confirmation of deleting the highlighted team. Click "yes"



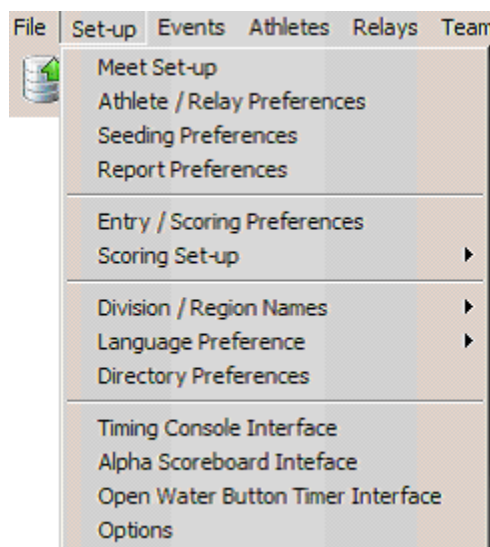
Another confirmation dialog box will appear. Click "yes"



Fair Oaks Swim Team Computer Operations Instructions

Meet Set-up

Click on “Set-up” → “Meet Set-up” from the toolbar as shown:



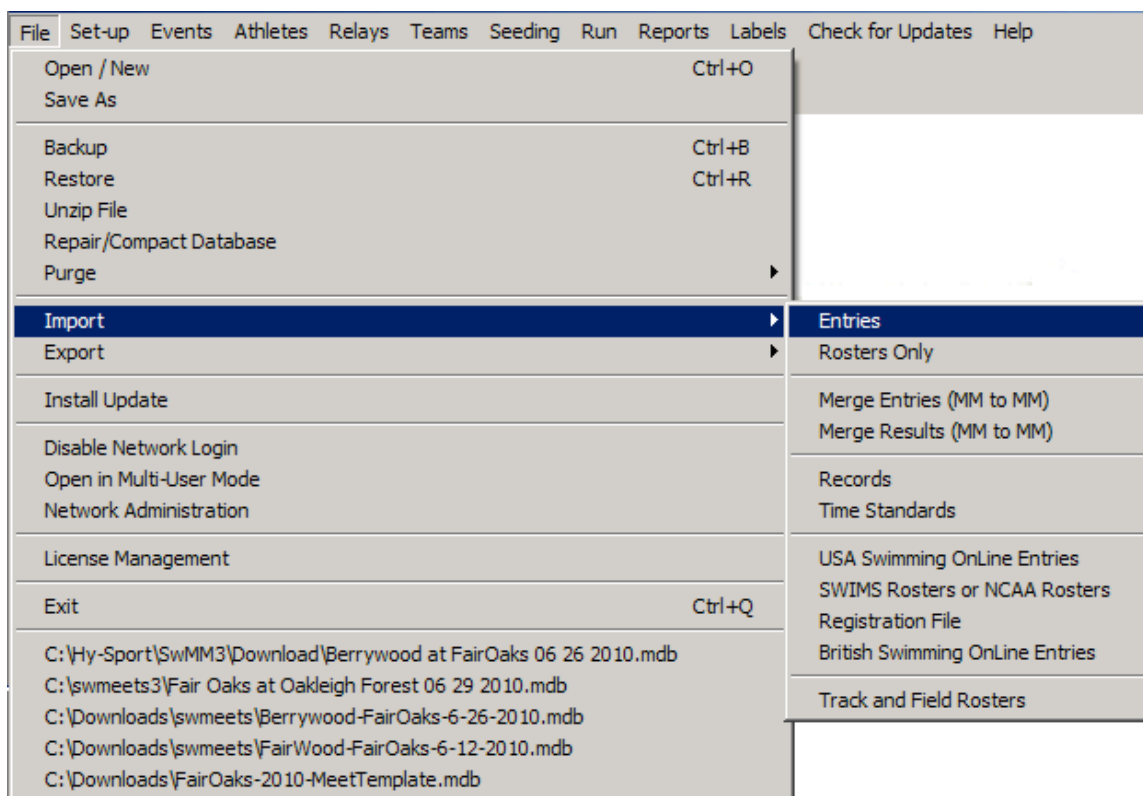
The following dialog box will appear:

A screenshot of the 'Meet Set-up' dialog box. The dialog box is titled 'Meet Set-up' and contains several fields and sections. The 'Meet Name' field is 'Oakleigh Forest at Fair Oaks'. The 'Location' field is 'Fair Oaks Pool'. The 'Start Date' is '06/29/10' and the 'End Date' is '06/29/10'. The 'Age-Up Date' is '06/01/10' and the 'Entry Deadline' is '06/15/10'. The 'Altitude in Feet' field is empty. The 'ID Format' section has radio buttons for 'USS - United States Swimming', 'SNZ - Swimming New Zealand', 'SSA - Swimming South Africa', 'AUS - Australian Swimming', 'BS - British Swimming', 'BCSSA - Canadian League', and 'Other'. The 'Class' section has radio buttons for 'Age Group', 'Senior / Open', 'High School', 'College', 'YMCA', 'Masters', and 'Disabled'. The 'DQ Codes' section has radio buttons for 'Custom DQ Codes', 'USA-S DQ Codes', 'FINA DQ Codes', and 'UK-ASA DQ Codes'. The 'Meet Type' section has radio buttons for 'Standard', 'By Event', 'By Team', 'By Entry', 'Flighted', and 'Time Standards', and a checkbox for 'Div by Time Std'. The 'Meet Style' section has radio buttons for 'Standard', '2 Team Dual', and '3+ Team Dbl Dual'. The 'Course' section has radio buttons for 'LC Meters', 'SC Meters', and 'Yards'. The 'Base Country' dropdown is set to 'USA'. The 'Default Touch Pads at both ends' checkbox is unchecked. At the bottom, there are buttons for 'Age-Up Athletes', 'OK', 'Cancel', and 'Re-Convert Entries'.

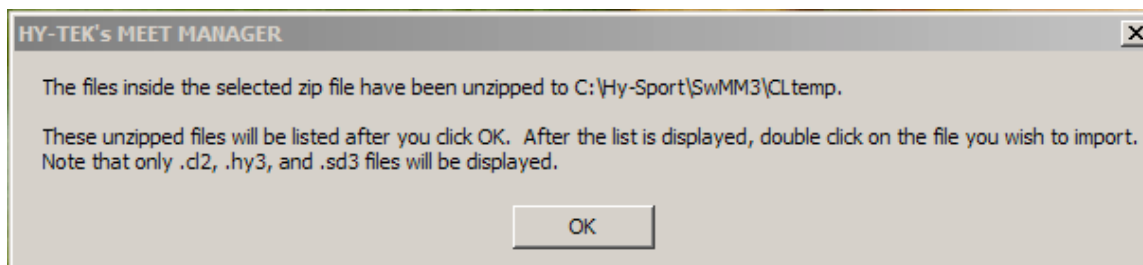
Change the “Meet Name”, “Start Date”, “End Date” and Entry Deadline. Also verify that all of the Radio buttons are set to the values shown.

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Importing Coaches' entries:

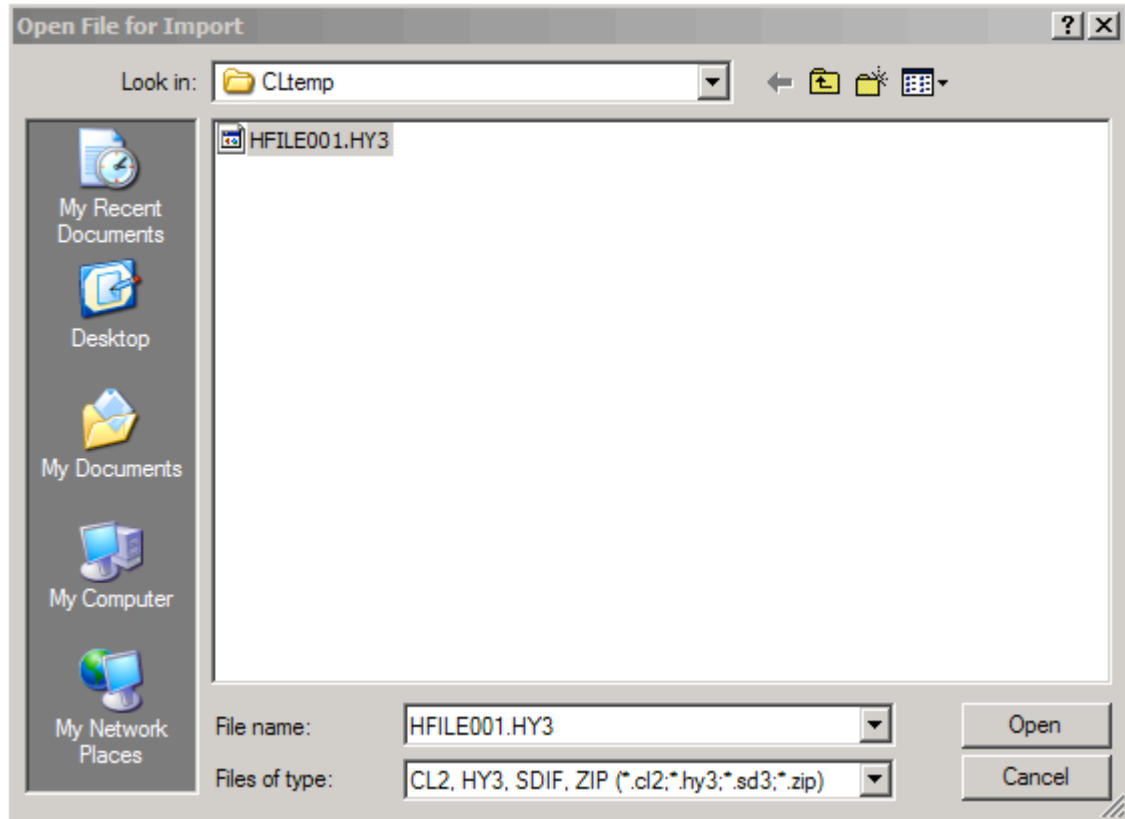


Navigate to the location where the coaches' files are and select one of them. If the file is a .zip file, you will see the following dialog appear:

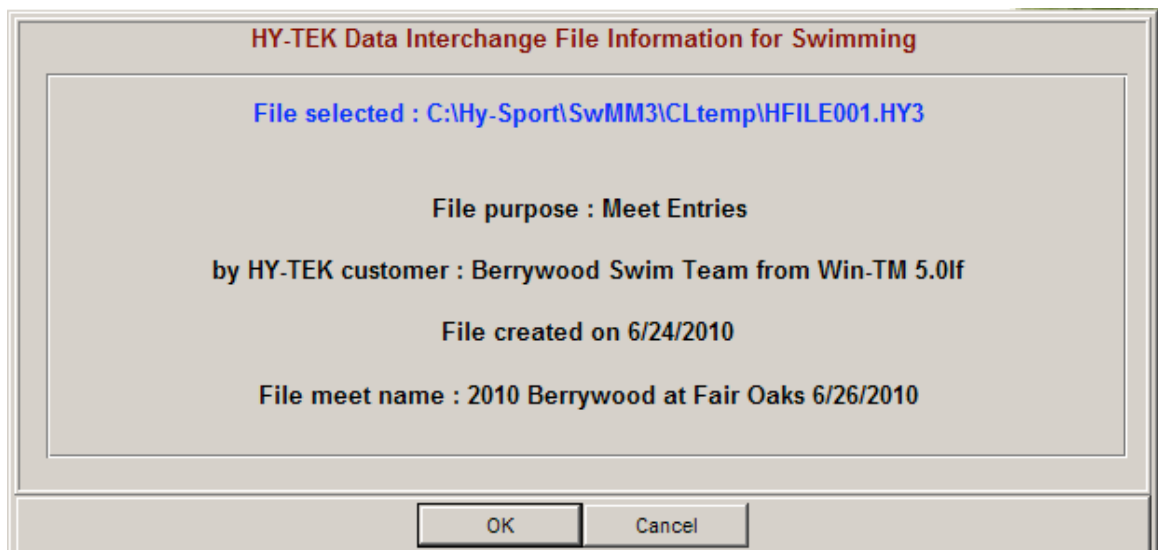


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Select the file and click open:

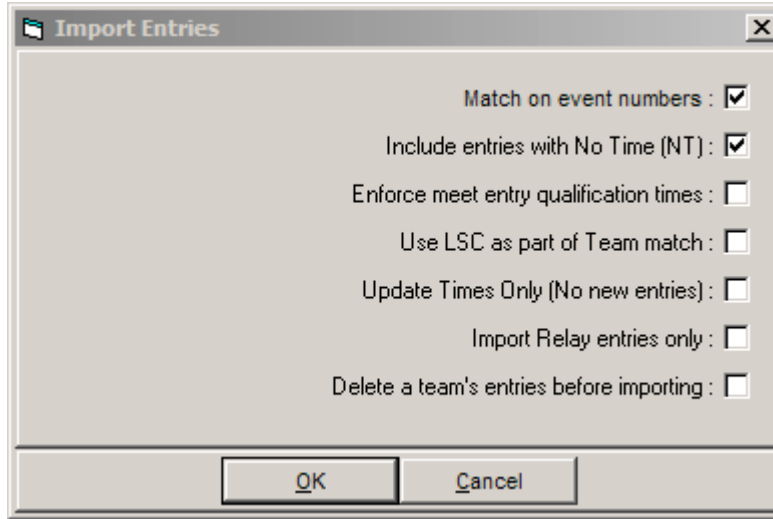


After clicking open, you should see a screen similar to this:

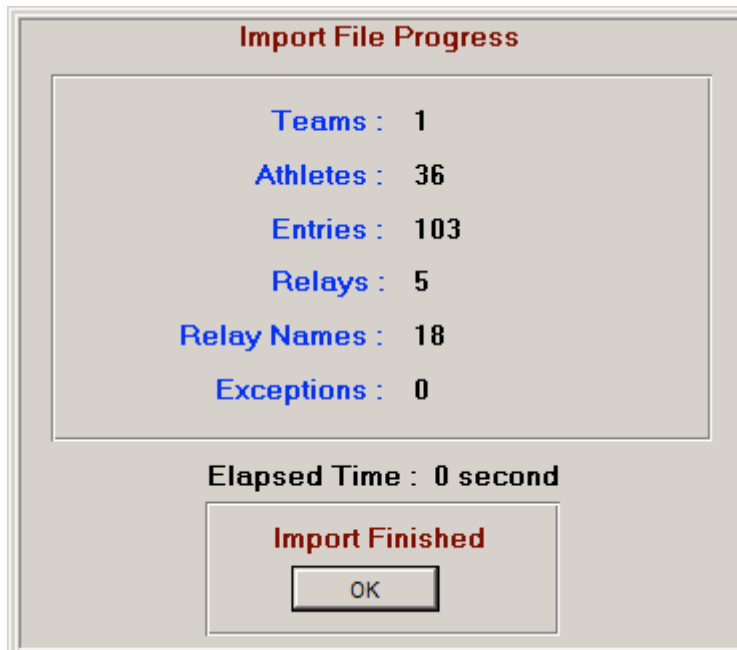


Fair Oaks Swim Team Computer Operations Instructions

Click “Ok” and accept the defaulted values as shown:



After clicking “Ok”, you should see a summary screen of entries imported.



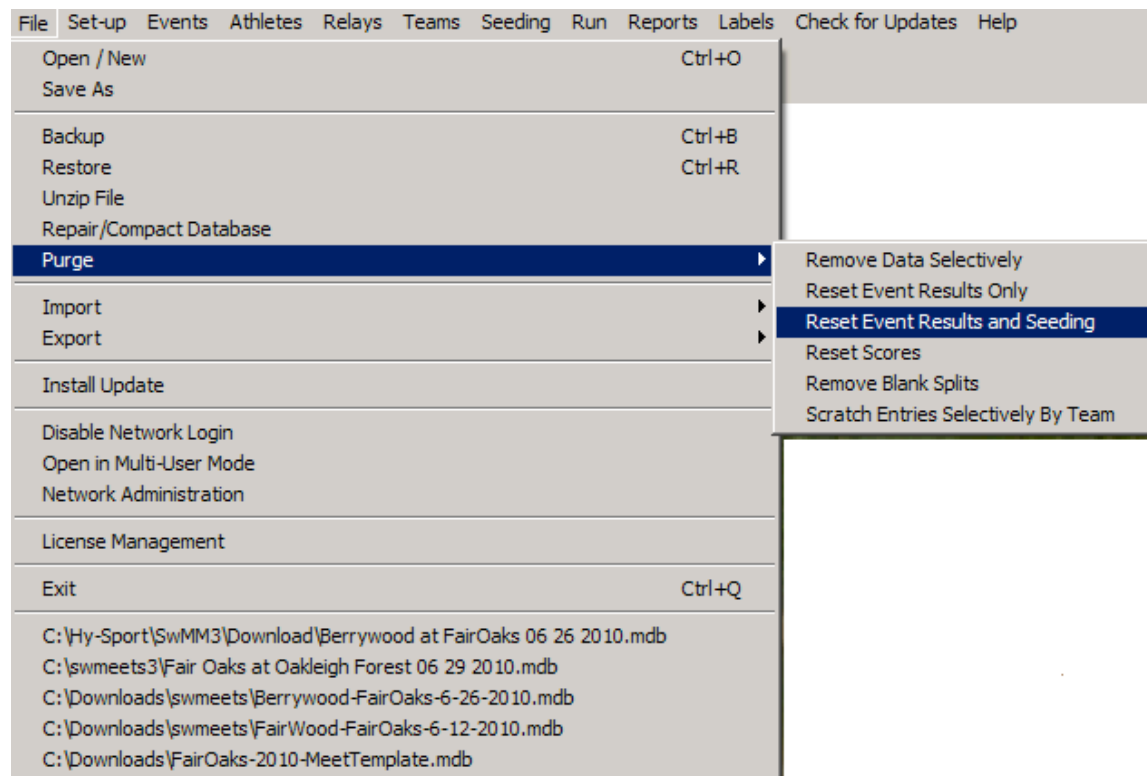
Click “OK” to continue.

Repeat this for both coaches’ files.

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Purge and Reset Event Results and Seeding

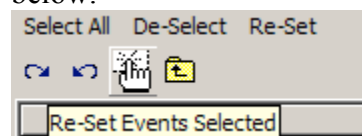
Click on File → Purge → Reset Event Results and Seeding



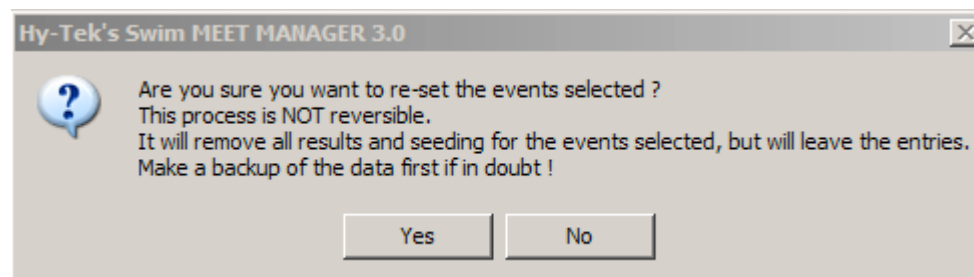
From the dialog box that appears, click “Select All”



After clicking “Select All”, click the “Re-Set Events Selected” icon as shown below.



The following screen will appear. Click “yes”



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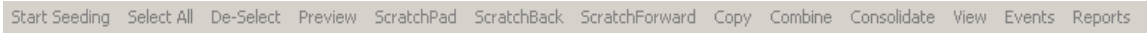
Seeding Events

From the Meet Manager toolbar, click on “Seeding”



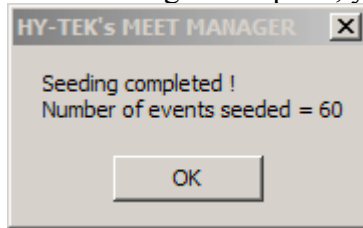
File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

From the Seeding toolbar, click on “Select All” and then click on “Start Seeding”



Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View Events Reports

After seeding is complete, you should see a dialog box showing:



Fair Oaks Swim Team Computer Operations Instructions

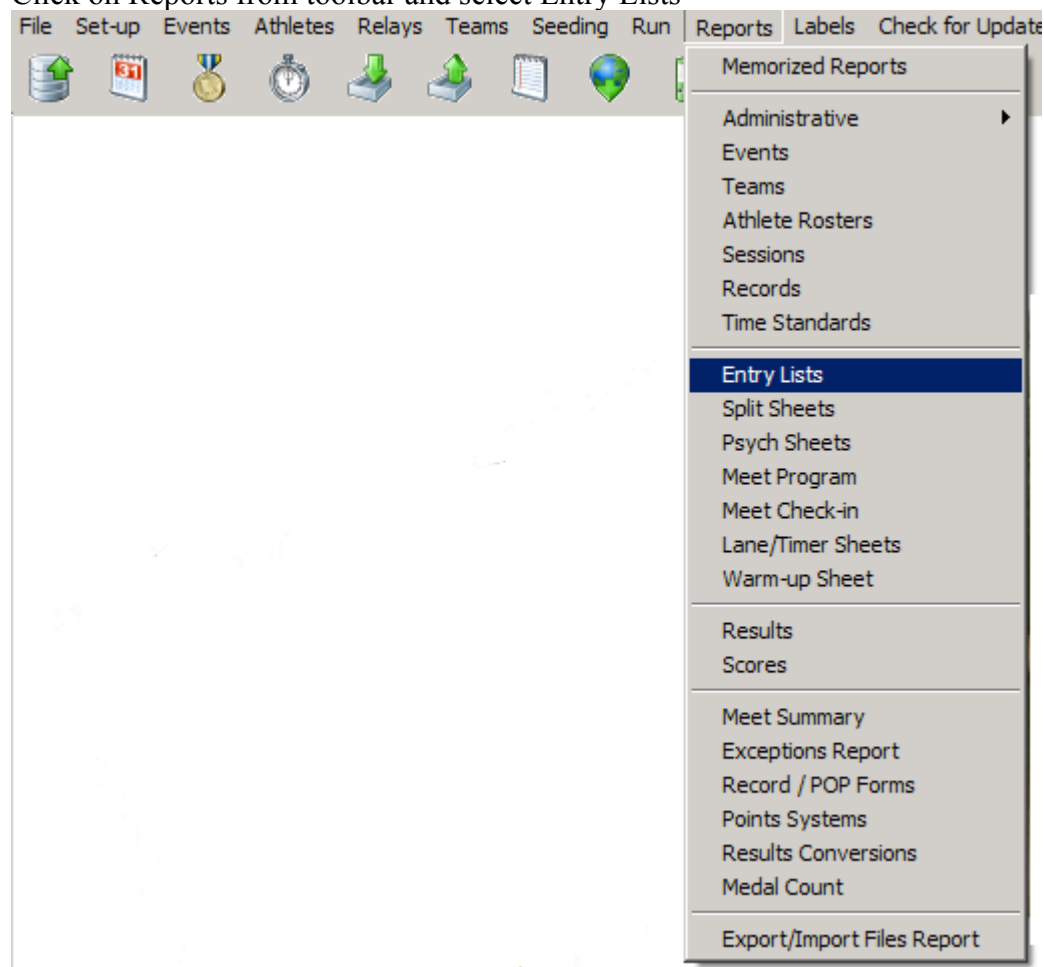
Send reports to coaches'

Prior to exporting reports and sending them to the respective coaches, a review should take place to ensure the following:

- No swimmer is in more than four (4) events
- Check events/heats to ensure there are no heats with only one swimmer.

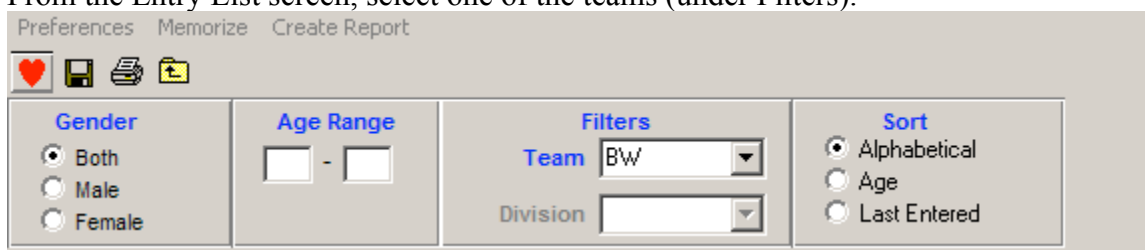
After spot checking and everything looks good, export entries to a PDF file (one file for each coach's entries).

Click on Reports from toolbar and select Entry Lists



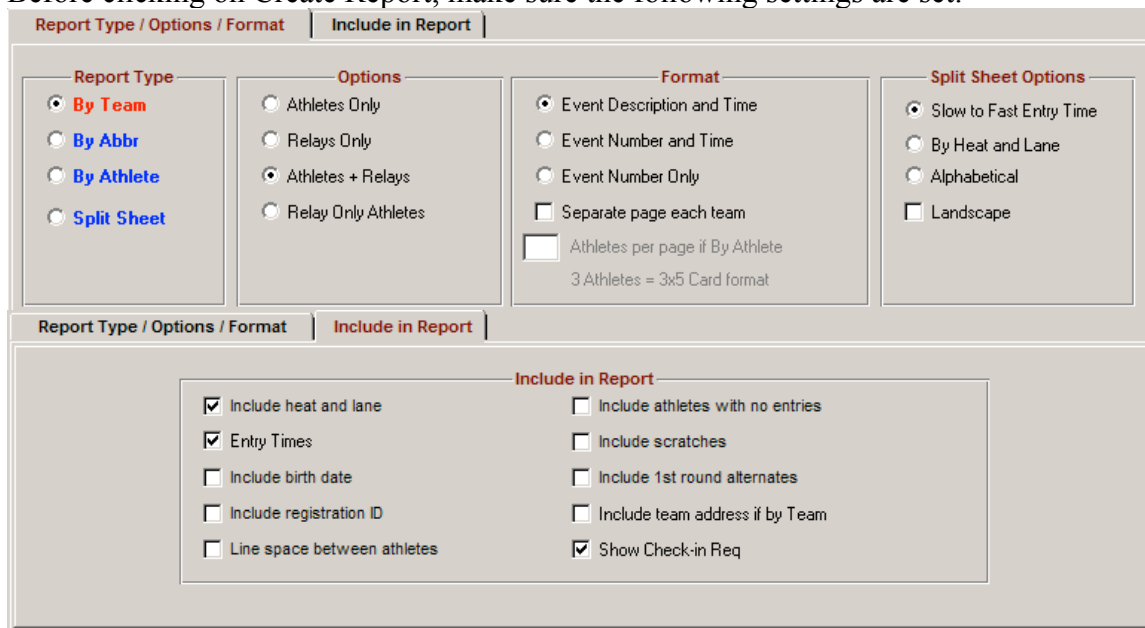
Fair Oaks Swim Team Computer Operations Instructions

From the Entry List screen, select one of the teams (under Filters).



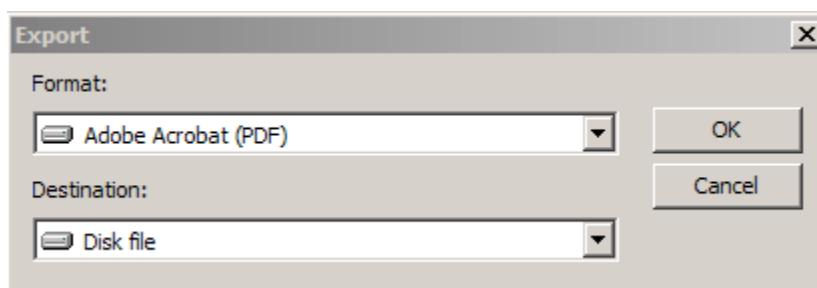
The screenshot shows a software interface with a menu bar containing "Preferences", "Memorize", and "Create Report". Below the menu bar are icons for a heart, a floppy disk, a printer, and a folder. The main area is divided into four sections: "Gender" with radio buttons for "Both", "Male", and "Female"; "Age Range" with two empty input boxes separated by a hyphen; "Filters" with dropdown menus for "Team" (set to "BW") and "Division"; and "Sort" with radio buttons for "Alphabetical", "Age", and "Last Entered".

Before clicking on Create Report, make sure the following settings are set:



The screenshot shows the "Report Type / Options / Format" settings screen. It has two tabs: "Report Type / Options / Format" (selected) and "Include in Report". The "Report Type" section has radio buttons for "By Team", "By Abbr", "By Athlete", and "Split Sheet". The "Options" section has radio buttons for "Athletes Only", "Relays Only", "Athletes + Relays", and "Relay Only Athletes". The "Format" section has radio buttons for "Event Description and Time", "Event Number and Time", and "Event Number Only", along with checkboxes for "Separate page each team" and "Athletes per page if By Athlete" (with a note "3 Athletes = 3x5 Card format"). The "Split Sheet Options" section has radio buttons for "Slow to Fast Entry Time", "By Heat and Lane", and "Alphabetical", and a checkbox for "Landscape". The "Include in Report" section has checkboxes for "Include heat and lane", "Entry Times", "Include birth date", "Include registration ID", "Line space between athletes", "Include athletes with no entries", "Include scratches", "Include 1st round alternates", "Include team address if by Team", and "Show Check-in Req".

Click Create Report and from the Report Screen click on the Export icon . Select PDF and click OK.



The screenshot shows the "Export" dialog box. It has a title bar with "Export" and a close button. The "Format:" section has a dropdown menu set to "Adobe Acrobat (PDF)" and an "OK" button. The "Destination:" section has a dropdown menu set to "Disk file" and a "Cancel" button.

Select "All" for Print Range and save file. Repeat this for both teams.

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Printing of Reports

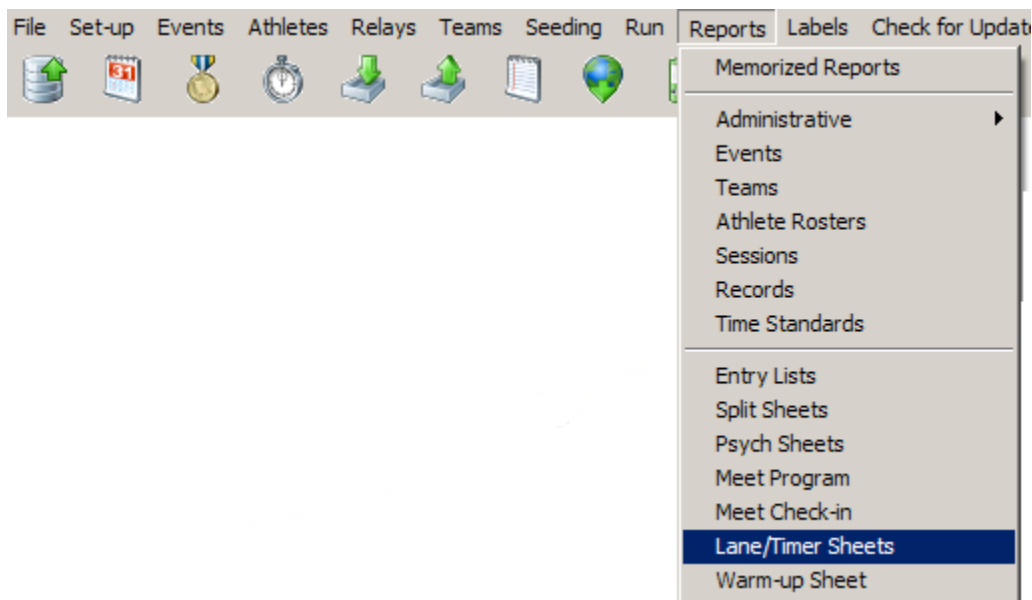
Printing of reports should occur as late as possible due to the last minute changes (i.e. the night before a morning swim meet).

Meet Entry Lists

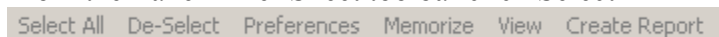
Four (4) copies need to be printed (Same report format exported to coach's)

- 1 – copy to each coach
- 1 – copy to post up on wall
- 1 – copy to keep at the desk

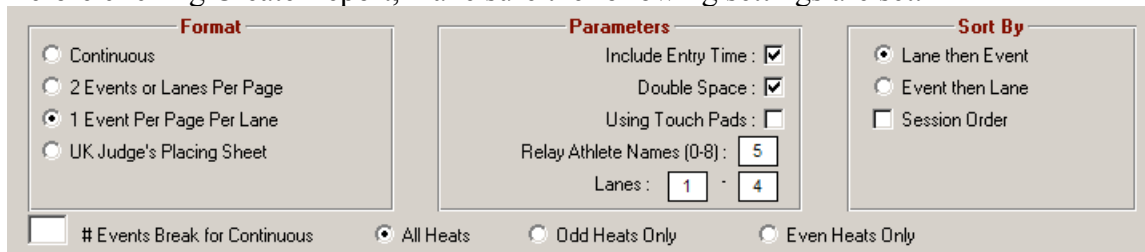
Lane Timer Sheets



From the Lane Timer Sheet toolbar click Select All



Before clicking Create Report, make sure the following settings are set:

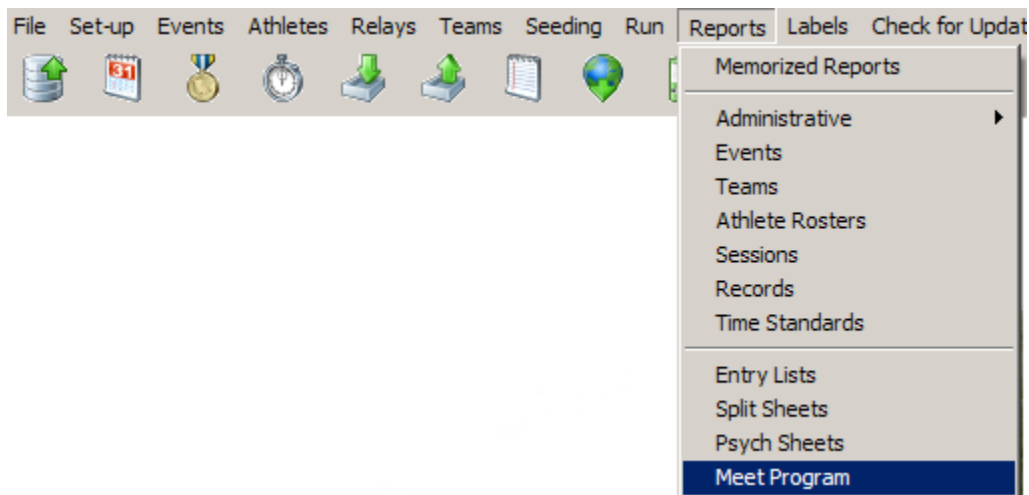


UK Judges Sheet

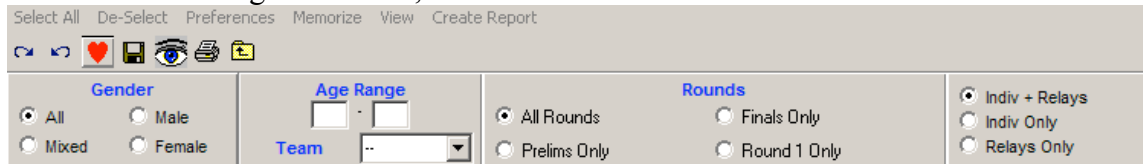
From the Lane Timer Sheets, report click on the UK Judge's Placing Sheet under Format settings and click on the Create Report.

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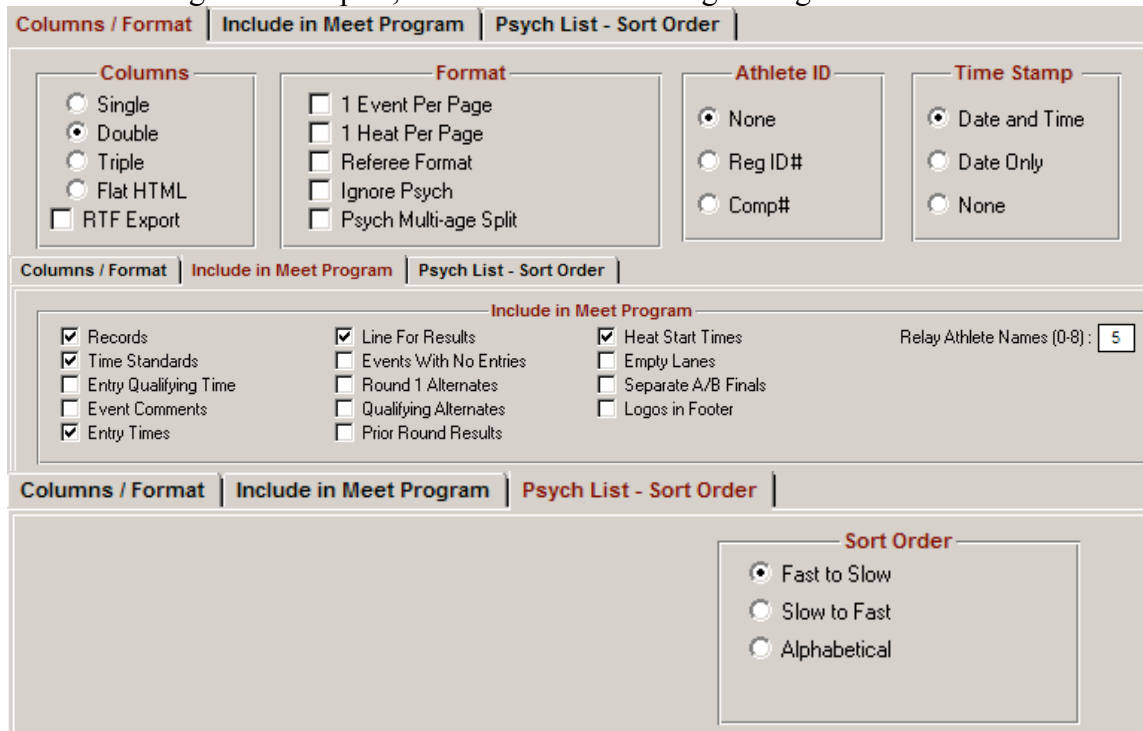
Meet Programs



From the Meet Program toolbar, click Select All:



Before clicking Create Report, make sure the following settings are set:

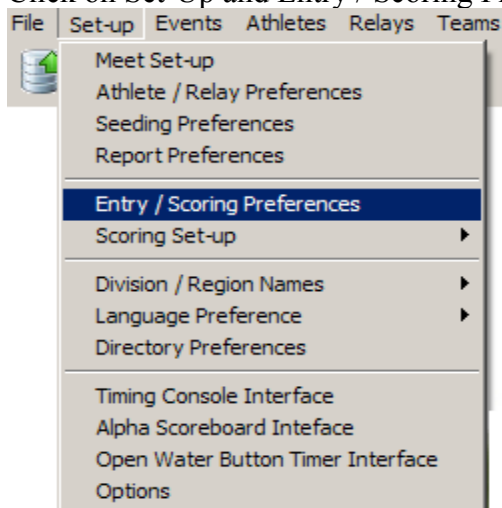


After clicking on Create Report, print fifteen (15) copies for the Concession Stand for sale, one copy for the desk, one copy to be posted on the wall.

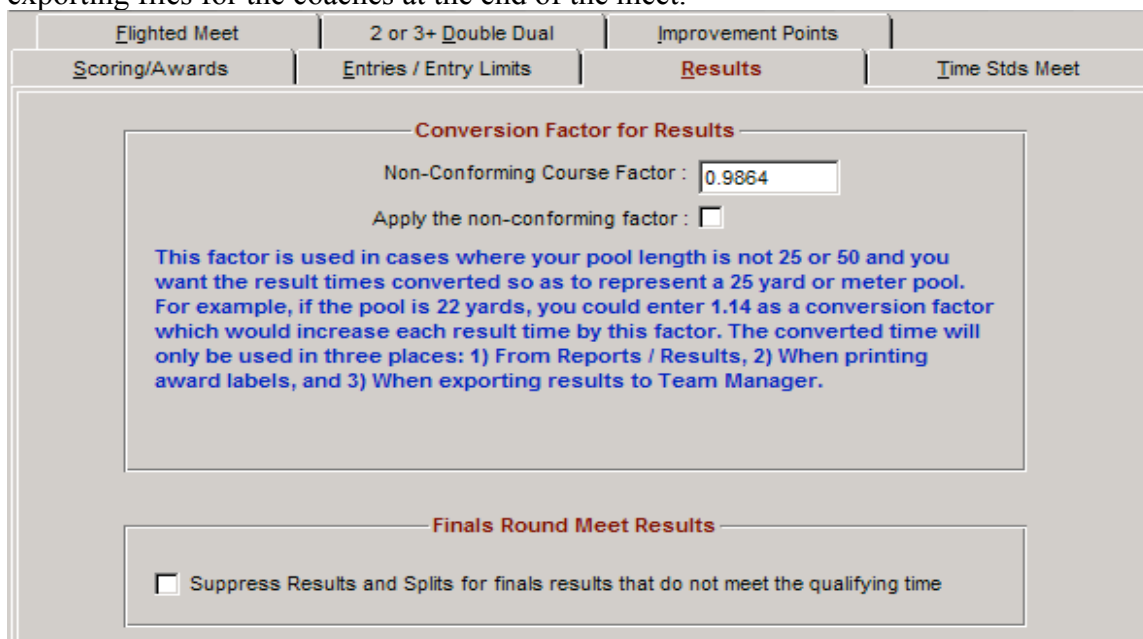
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Final checks before the Meet

Click on Set-Up and Entry / Scoring Preferences.

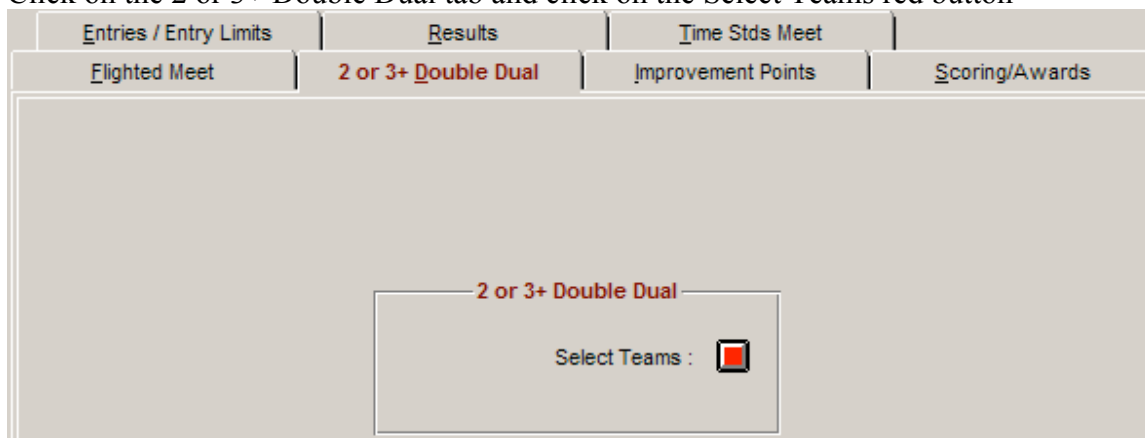


Click on the Results tab and make sure you have UN-checked the non-conforming factor. This needs to be turned off during the meet and turned on prior to exporting files for the coaches at the end of the meet.

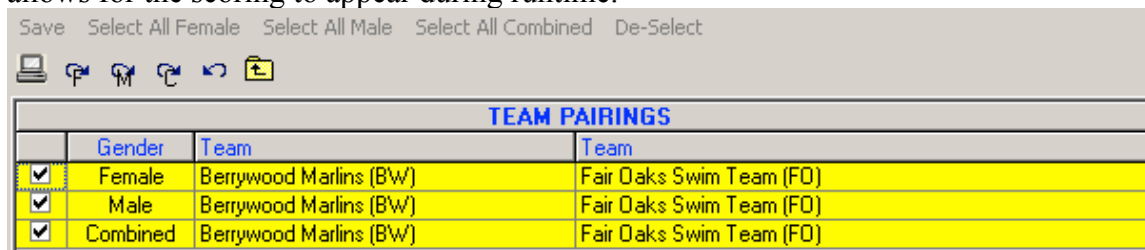


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Click on the 2 or 3+ Double Dual tab and click on the Select Teams red button



Make sure the Female, Male and Combined team pairings are checked. This allows for the scoring to appear during runtime.



Fair Oaks Swim Team Computer Operations Instructions

The Meet

Setup

Bring the following to the meet:

- Laptop
- Printer
- Box of ribbons
- Two (2) reams of paper
- Extension cord with power strip to plug in the printer and laptop
- All of the printed reports

Arrive at the meet fifteen (15) minutes before practice to have everything setup before the coaches arrive with possible changes (last minute additions/changes).

Separate the Lane Time Sheets into their respective lanes and attach to clipboards with pencils.

Post on the wall one copy of the Meet Entries and one copy of the Meet Program.

Running

Open up Meet Manger and click on Run from the toolbar.

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

Entering Scores

Scores are entered in the Finals Time section of the Run screen.

Heat 1 of 1 == Finals == Event 4 Girls 11-12 100 SC Meter IM														
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Coleman Bray	10	Fair Oaks Swim Team-MD	2:08.40		<input type="checkbox"/>	<input type="checkbox"/>							
2	McKenna Brennan	12	Fair Oaks Swim Team-MD	NT		<input type="checkbox"/>	<input checked="" type="checkbox"/>							
3	Madelaine Garner	10	Berrywood Marlins	1:47.15		<input type="checkbox"/>	<input type="checkbox"/>							
4						<input type="checkbox"/>	<input type="checkbox"/>							

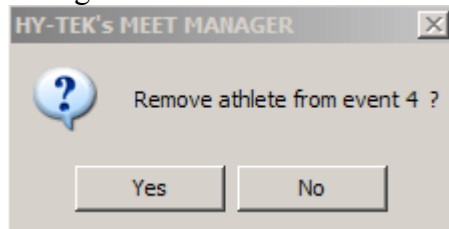
Entering only two times

If only two scores are recorded for a swimmer, enter the two (2) times in the Backup 1 and Backup 2 columns respectively and click on the Calc (Ctrl-K) button. This will compute the average time automatically. When the Time Adjust screen appears, click the Accept Adjusted button.


Fair Oaks Swim Team Computer Operations Instructions

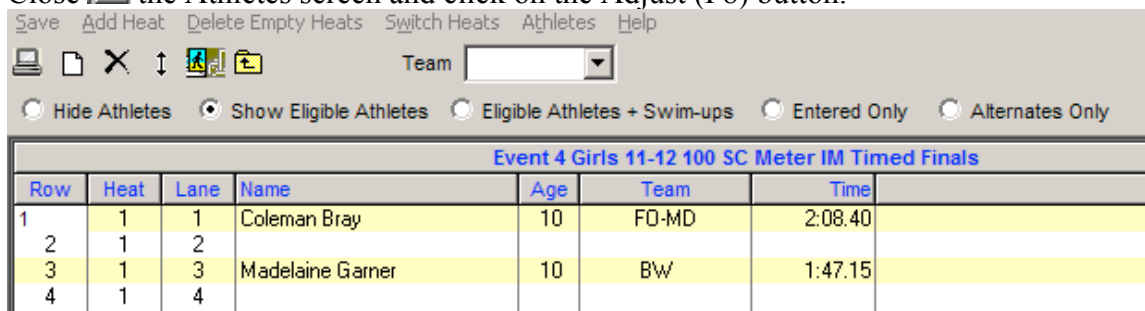
Replacement Swimmers

Click on the Athletes on the toolbar and highlight the athlete to be replaced. Uncheck the event for the swimmer to be replaced and a dialog box will appear asking to confirm the removal of the athlete from that event.



Click "Yes" to confirm removal.

Close  the Athletes screen and click on the Adjust (F8) button.



Click on the "Show Eligible Athletes" radio button and drag in the replacement swimmer into one of the available lanes and click Save.

You should now have the replacement swimmer available for their time to be entered. Make sure you check the Exhibition check box after enter the replacement swimmers time.

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Reports to Run

During the meet, there are two reports that need to be generated. Results need to be printed and posted on the wall once the times have been entered and verified by both teams. You can print results by clicking on the Reports → Results from the toolbar.

Place a check mark next to the events that have been successfully scored. Before clicking on Create Report from the toolbar, make sure the following settings are set:

The screenshot shows three panels of configuration options for a report:

- Columns / Format:**
 - Report Type:** Columns (Single, Double, Triple, Dual Meet Format, RTF Export), Export File (AP News, Flat HTML, British Ranking).
 - Format:** Results by Heat, 1 Event per Page, Page Break when Gender Changes, Top How Many (input), Relay Names (0-8) (4).
 - Athlete ID:** None, Reg ID#, Comp#.
 - Time Stamp:** Date/Time, Date Only, None.
- Include in Results:**
 - Records, Time Stds, Entry Qualifying Time, Event Comments, Prior Results (1 col only), Spec Pts, 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.
- 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.

In addition, Award Labels also need to be printed. Click on Labels → Awards from the toolbar. Similar to the results report, place a check mark next to the events that have been successfully scored. Before clicking on Create Report from the toolbar, make sure the following settings are set:

The screenshot shows three panels of configuration options for award labels:

- Label Selection:** Laser (3 x 10), Dot-Matrix (1" x 3.5").
- Award Type:** Standard Award Label, Time Standard Achievement, Personal Best (Use NT), By Heat, Exhibition Swims, Participation (Exclude Place Range), Record Breaker, Relay Athlete Names (0-8) (5).
- Sort By:** Event Number, Session Order, Team/Event, Team/Athlete, Athlete.
- Individual Places:** 1 - 4
- Relay Places:** 1 - 1

**Fair Oaks Swim Team
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After the Meet

Fair Oaks Swim Team Computer Operations Instructions

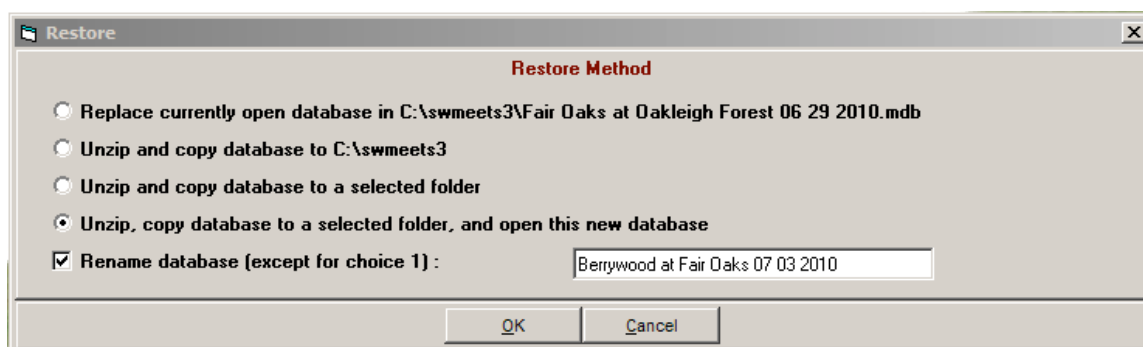
Meet Manger

Restoring from Backup File

The files are usually .zip files and the file name typically starts with “Swmm3Bkup....zip”.

To restore from a backup file, open Meet Manager and select File → Restore (Ctrl+r)

Select “Unzip, copy dataase to a selected folder, and open this new database” and check “Rename database”. To stay consistent with naming standards, the away team should be noted first, followed by the hosting team name and the date of the meet (MM DD YYYY format).



**Fair Oaks Swim Team
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Appendix A

It's best to send the email directed to the coaches copying everyone else on the team (Meet Manager Representatives and League Representatives).

For example, Here is an email sent to the Fair Oaks and Berrywood coaches.

Berrywood @Fair Oaks Swim Meet - Meet Entries

Tim Whittington <timothywhittington@gmail.com>

Tue, Jun 22, 2010 at 9:36 PM

To: jim@spyswimming.org, swimforevr@yahoo.com

Cc: rwmott@aol.com, jmkna5@msn.com, boatbox@yahoo.com, kariavaro@comcast.net,
sklibby@hotmail.com, j3mw@comcast.net, Maureen Whittington <mmwhittington@gmail.com>

Good evening, Jim & Lindsay!

Please send the meet entries for this Saturday's meet to me so that I can have them ready for Sat.

Thanks!

Tim Whittington

timwhittington@gmail.com

410-647-2233