Meet Manager Training: The Process Flow

- Several days before the meet, contact the opposing teams coach to let them know who to send their entry file to

- Obtain Meet Manager file containing the last home meet for your team.

- Open the file in Meet Manager and save it under a new name

    - File / Save as / 2016 06 18 Chase Creek at Fair Oaks
      (Start name with year month day as shown above)

- Once name has been changed, Purge out the previous Results and Seeding
    - File / Purge
        - Select "Reset Event Results and Seeding"

- Delete both Previous Teams from Meet Manager
    - Select "TEAM" from main menu, select a team and then click on "Delete"

- Set up the name for the new meet and edit it's dates
    - From Main menu drill down to Set-UP / Meet Set up
        - Edit: Meet Name
            - Start Date
            - End Date
            - Make Sure Age Up Date is June 1 of this year
            - Set Entry Deadline to Day of Meet

- Import Entry Files from Both Coaches
    - File / Import Entries

- Seed the Meet
    - Click on "Seeding / Select All / Start Seeding"

- Edit the Meet Start time In the Session Menu (if you have "Sessions" set up)
    - From Main Menu Click on "Events / Session" then edit the event start time to 9:00 AM for Saturday meets, 5:00 PM for Tuesday Night meets.

- Generate a separate "Entry List" report for each coach
    - From Main menu click on "Reports / Entry Lists". Select which team's report you want by pulling down on the Filter. Generate a pdf file of the resulting report to send to that teams coach.

    - Note that each coach only receives the data for his own team so you need to do this twice.

- This is a good time to make a backup
  - From Main Menu click on "File / Backup" and accept all of the defaults.

Editing the Entries - By replacing the old entry file with a new one

- If the Coaches want to make corrections to the entries, have them send you a whole new entry file.

- From the main menu select "File / Import / Entries"
  - Once you start to import the new file you will be presented with a menu of Import Entries options.
  - **Be sure that the check box labeled "Delete a team's entries before Importing" is checked.**

- After importing the new entry file, you need to re-seed the meet
  - From Main Menu select "Seeding "
  - Uncheck the "Prompt if Re-Seeding" check box near the top of the Seeding page(or you will be asked 60 times if you want to reseed each event.
  - Click on "Select all / Start Seeding"

At this point you should generate a new set of Team Entry pdf files and send the new entry file back to each respective coach.

<u>Generating Paperwork for the meet:</u>

In case there are more corrections, we usually hold off on printing the paperwork for the meet until the night before. You will need to print the following:

- Lane timer sheets: (One event per page works best but uses a lot of paper.)
  - From Main Menu select "Reports / Lane Timer Sheets / Select-All / Create Report"

- Meet Programs: (At least 15 for the meet officials and coaches, plus however many you want to sell at concessions.)
  - From Main Menu select "Reports / Meet Program / Select All / Create Report"

- Have a stack of ESPL DQ sheets printed for the Stroke and Turn Officials. (These come from the ESPLSwimming.org web site.)

The Following Points will be Demonstrated During the Meet Manager Training:

Making Correction the Morning of the Meet:

Edit individual entries from the "Athletes" Menu

Edit Relays from the "Relays" menu

Note: 1) Swimmers will only be put into an event if there is open water in the Meet Program.

2) All Swimmers put into an event the morning of the meet will swim as "Exhibition only". They cannot score points.

Running the Meet and Entering Data

Using the "Run / Preferences" Menu to Show Backup Time Columns on Run page

Entering Times

Calculating Times using CTRL-K if you need to average two times

How to enter Judges Decisions to Over-ride Results

The Difference between "Score" and "List" buttons on Run page

NOT Scoring "6 and Unders" (And How to Purge an Accidental Score from a 6 and Under event.)

File / Backup
File / Purge / Reset Scores

Printing Labels for Ribbons

Printing Results Report

How Meet Manager Corrects for different length pools. The "File / Entry / Scoring Preferences / Results "menu.

Updating Pool Records (Be sure to print a copy of current records before hitting the Update Button)

Click on “Events / Records / Update” to update pool records

Handicaps

Reporting Results back to ESPL

Send a pdf version of the Meet Results within 24 hours by email to:**“Results@ESPLSwimming.org”**

Other Useful Stuff

Names and email addresses of Coaches, Computer Operations people, League Officials, Rules of Competition, Handicaps, Team Roster numbers, and Meet Manager/ Team Manager Event Files can be downloaded from: **ESPLSwimming.ORG**

If you run into trouble with Meet Manager, contact me (Ray Mott at my Cell phone: 410 303-4778).