

## Getting Ready to host a Meet:

### MM:

1. Create database for the meet
  - a. Choose File, Restore
  - b. Click unzip, copy and open and click rename database
  - c. Rename as “Team Name @ Other Team Name” (ex: KSC@WA)
  - d. Click OK
  - e. Choose file provided by league as saved on your system/thumbdrive  
**Swmm4BkupPMSLMeet ManagerDatabase2018**
  - f. Click Open
  - g. Choose where to copy folder containing new database
  - h. Click OK twice and your new database will open.
2. Edit Meet to reflect teams/locations and pool specs.
  - a. Choose Set-up/Meet Set-up
  - b. Type in Meet Name (ex. KSC@WA)
  - c. Type in Meet Location, City, State, Zip
  - d. Fill in date of meet as Meet Start and End Dates
  - e. Check the Course of the Meet (should be SC Meters unless swimming in a Yard pool – change to Yards if needed)
  - f. Leave everything else alone (age-up date/Entry Open date/Entry deadline/  
ID format:Other/Class: Age Group/DQ Codes: USA-S)
  - g. Click OK
3. Import team rosters into MM.
  - a. Choose File/Import/Rosters only
  - b. Choose file provided by each team
  - c. Click Open
  - d. Click OK
  - e. Choose HFILE001.HY3 and choose open
  - f. Choose OK
  - g. Choose yes for competitor number
  - h. Choose No for LSC
  - i. Click OK for import completed
4. Import team line-ups into MM.
  - a. Choose File/Import/Entries
  - b. Choose file provided by each team
  - c. Click Open
  - d. Click OK
  - e. Choose HFILE001.HY3 and choose open
  - f. Choose OK
  - g. The first two blocks should be checked. Click OK to proceed.
  - h. Click OK for import completed
5. Set up lane assignments for teams and scoring.
  - a. Choose Set-up/Seeding Preferences
  - b. Choose Dual Meets

- c. Click and drag Team to each lane assigned
  - d. Choose Use Lane Assignments Above (Host: Odd; Visitor: Even)
  - e. Click OK
  - f. Choose Set-up/Entry Scoring Preferences/2 or 3+ Double Dual/ Select Team and choose team pairing and SAVE!
  - g. If running a Double Dual (F Division) Use Run a Double Dual Meet Directions (attached) – Each Team gets two lanes per heat (1&4, 2&5, 3&6)
6. Run exceptions report. (Swimmer in too many events, etc.)
    - a. Choose Report/Exceptions Report
    - b. Select All
    - c. Choose Create Report
    - d. Notify teams of necessary corrections (get them in writing)
  7. Seed Meet. (Make sure teams are in correct lanes.)
    - a. Choose Seeding
    - b. Select All
    - c. Choose Preview Each Event
    - d. Choose Start Seeding
    - e. Review Each Event.
      - i. Make sure teams are in the correct lane. Once a team runs out of swimmers the other team can be seeded in the empty lanes (Hy-Tek does this already)
      - ii. If a heat has only one swimmer then move the swimmer from the same team in lane 1 or 6 of the next heat to swim with the lonely swimmer. This can be done by clicking on the swimmers name and dragging the swimmer to the new heat and lane.
      - iii. The fastest heat is last.
    - f. Choose Save if event is OK
  8. Print lane timer sheets and Run Program for Officials/Clerk of Course.
    - a. Choose Reports/Lane Timer Sheets
    - b. Select All
    - c. Format – Choose 2 events or lanes per page
    - d. Parameters – Choose Lanes 1 to 2
    - e. Sort By – Chose Event then Lane
    - f. Choose Create Report
    - g. Repeat for lanes 3 to 4, then 5 to 6
    - h. Choose Reports/Meet Program
    - i. Select All
    - j. Determine Number of Columns and what you want Included in Program
    - k. Choose Create Program
    - l. Print Number of copies desired
  9. Run Meet and input times and DQs as meet occurs.
    - a. Choose Run
    - b. Scratches (two ways to scratch):

- i Choose Athletes/chose athlete name/Check SCR for each event
    - ii Choose Seeding/choose event/choose Scratch Pad/Check SCR next to athlete's name
  - c. Click Enter results by Lane
  - d. Highlight event for which you have timer sheet
  - e. Highlight lane in blue (middle right side)
  - f. Click on Finals Time next to swimmers name
  - g. Enter time – do not use any symbols (for 35.96 type 3596)
  - h. If a DQ slip comes in, check the DQ box next to the swimmer
  - i. If the team wants to, you can use the DQCode field pull down menu to tell what the DQ is and it will print it on the results if you choose Preferences/Results for Print and Score/Check DQ code
  - j. If there is a Judge's Decision, Choose JD and type in the correct places for the Judge's Decision
  - k. Set up so Scores print out: Choose Preferences/Results for List and Score/Check Include Team Scores
  - l. Once all times for an event are entered, choose SCORE
  - m. Print 2 copies of results (1 for records, 1 to post)
  - n. If any changes are made after the event is Scored, it will need to be ReScored
  - o. Click on Include in Results Tab: Make sure Include Team Score: Combined is checked
  - p. To Get a Team Score, choose Reports/Scores then select All and create report – this will create the team score through the most recent event entered. Under Reports, update scoring for Results and Score to reflect a Team combined team score.
  - q. Print Award Labels: Go to Labels/Award Labels/Choose Events/ # of Places/Create Labels/Print/Check mark Events Printed
- 10. At the conclusion of the meet, run a final exceptions report (Swimmer in too many events, etc.)
  - a. Choose Report/Exceptions Report
  - b. Select All
  - c. Choose Create Report
  - d. Notify teams of necessary adjustments (disqualifications)
- 11. Then provide a meet backup and export of results for visiting team.
  - a. Choose File/Backup
  - b. Choose where to store backup and click OK
  - c. Click OK twice more.
  - d. Then choose File/Export/Results for Team Manager
  - e. Choose OK twice
  - f. Choose where to store exported file
  - g. Click OK twice
- 12. Send above Meet backup and export of results to 3 people:
  - a. The Division data manager
  - b. The League Data Manager (dpws@aol.com)

c. results@princemont.org.

Getting Ready for the season and each week:

TM:

1. Import TM Events from file provided by League data manager.
  - a. Choose Open/New and define where you want to save your database for the summer and give it a file name (i.e., c:/PMSL2018); click Open.
  - b. Under gender designations, choose Boys/Girls.
  - c. Under Team/Swimmer use the drop down menus to set the following defaults:
    - i. Default Team Registration = OTH;
    - ii. Default Team Type = AGE;
    - iii. Default Country = USA; a pop-up will occur, click OK;
    - iv. Meet Age-Up Date; choose the date 05/31/18;
    - v. System Age-Up Date; choose the date 05/31/18;
    - vi. Click OK
  - d. Choose File/Import/Meet Events
  - e. Highlight file provided by league (Meet Events- Meet Manager Database 2018) and click Open
  - f. Click OK
  - g. Update the Meet name to reflect teams swimming, i.e., KSC@WA
  - h. Type in Location of the meet.
  - i. Check the course to make sure it reflects "S" for SC Meters if swimming in a Meter pool or "Y" if swimming in a Yards pool
  - j. Update Start Date for the Meet
  - k. Click Save
  - l. Repeat for each meet
  - m. If you want to add another meet, click on add meet, fill out info to create the meet and then copy events into the meet if same format as PMSL meets.
  - n. To copy the events:
    - i. Go to Events
    - ii. Choose Copy Events
    - iii. From the Drop down menu choose a pre-existing meet
    - iv. Click Both for Copy Options
    - v. Click OK and Close
3. Import athletes from last year.
  - a. File/Import/Athletes Roster
  - b. Choose roster, click Open and OK
  - c. Highlight HFILE001.HY3 and click Open
  - d. Click OK twice and close
4. Update team name to reflect Team\_Div.
  - a. Click Teams

- b. Double Click on Team and Update Team Abbreviation to reflect correct team abbreviation (i.e., WA) Leave the Division Off this year.
  - c. Click OK
- 5. Age-up athletes.
  - a. Choose Team/Maintenance/Age Up
  - b. Click Yes
- 6. Add new athletes.
  - a. Choose Athletes/Add
  - b. Type in all required information and click OK
  - c. Click cancel when all new athletes have been added
- 7. Enter line-ups for meet.
  - a. Choose Meets
  - b. Highlight the meet for the line-up
  - c. Choose Entries – can do either by name or event
  - d. Fill in Swim for Team and Team field
  - e. Highlight event to be entered
  - f. For individual events:
    - i. Check mark box under ENTRD for swimmers to be entered in the event
    - ii. Check Show Swim up Athletes if a swimmer is swimming up an age group
  - g. For relay events:
    - i. Highlight event to be entered
    - ii. Choose new relay for each relay team in the event A, B, C, etc.
    - iii. You can leave names blank since this can be decided at the meet.
- 8. Export team roster and send to appointed Division Data Manager.
  - a. Choose File/Export/Athletes Team
  - b. Choose location to save file and Team Name (can use pull down menu)
  - c. Click OK twice and close
- 9. Export line-up and send to appointed Division Data Manager.
  - a. Choose File/Export/Meet Entries
  - b. Choose location to save file and correct meet
  - c. Click OK twice and close
- 10. Export a Meet Entries Report by Event and send to appointed Division Data Manager.
  - a. Choose Reports/Meet Reports/Meet Entries
  - b. From the drop down menu, choose the meet
  - c. Choose Individuals and Relays from Event Filters
  - d. Choose Sort by Meet Event Number
  - e. Other Options: Include Proof of Time
  - f. Choose Create Report
  - g. Choose Export Report/Format PDF/OK/OK
  - h. Choose location to save file and Name the file “TEAM\_Entries” then choose Save

11. Go to the meet.
12. After the meet, import meet results into TM.
  - a. Choose File/Import/Meet Results
  - b. Highlight the correct file, click Open and OK
  - c. Highlight the meet again and click OK
  - d. Click on Add New Teams/Athletes
  - e. You can choose to import only your team by filling in the One Team field
  - f. Click OK and Close
13. Backup TM file for this week.
  - a. File/Backup
  - b. Choose location to store the back-up, enter comment like Week 1 and click OK
  - c. Click Yes to confirm location
  - d. Click OK

Before the Training Session, Please download the following items:

1. Last year's team roster
  - a. Go to File/Export/Athletes/Teams
  - b. In the space for Team: Choose your team
  - c. Click to include Inactive
  - d. Click to Include Contact & Group Information
  - e. Choose OK
  - f. Record location of the file and put it where you can access it at training
  - g. Close
2. All previous year's meet results (if you want a complete database and want to use last year's seed times at the beginning of the year.)
  - a. Go to File/Export/Meet Results
  - b. Choose All Meets
  - c. In the space for Team: Choose your team
  - d. Choose OK
  - e. Record location of the file and put it where you can access it at training
  - f. Close
3. Meet Events – Meet Manager Database 2018 file (see attached)
4. Swmm4BkupPMSLMeetManagerDatabase2018-01 file (see attached)