GDSA COMPUTER PERSON DIRECTIONS RUNNING A MEET USING MEET MANAGER 5.0

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Prior to the Meet

Open blank Master Copy of the Swim Meet database and Save As the name of this meet.

1. Launch Meet Manager (icon on desktop)
2. Select File, Open - should show directory on left, open .mdb file provided by GDSA for this swim meet. For example: GDSA Meet #2 OC-4S-MN.mdb. NOTE: The middle team is this host pool (e.g. 4S in the above filename).
3. Select File, Save As, should show directory on left, click on HD directory to store meet file for example: c:\swmeets5\GDSA Meet #2 OC-4S-MN.mdb

Records File Import / Update

If a new record file has been sent after you have received the meet file you will need to update the record file for this meet. This can be done via the following steps.

1. Import the new records file (from the main menu: FILE, then IMPORT, then RECORDS, then IMPORT again, to look for your file
2. Once you've imported, you will then have two sets of records (see list at the bottom of the page), so you'll need to delete the old set (set it to not display, then press the X button above where it lists the two sets of records).
3. Also, the set you've just imported should be marked as * or some other symbol under FLAG, so any new record will be flagged with a * when a report is compiled.

Records are stored with the meet so if you have multiple meets in a season you will need to import the record file for each new meet that you open/run.

If you do NOT have a meet file for this meet and only a master file was provided follow the instructions in Appendix A

Day of the Meet

<u>Import Rosters and Entries, Rosters are optional but you must import the Entries</u>

1. Rosters and Entries are to be mailed to you by 2pm on day of meet. Check that BOTH entries and rosters zip files are sent. If not, respond to the email requesting the missing file (usually roster).
2. If the files are not emailed or if there are updates Swim team coaches will give you a flash drive with their Rosters and Entries loaded onto them for this Swim Meet. Keep flash drives until the end of the meet as the results need to be stored there for each team.
3. The Swim Meet database should be open.
4. Select File, Import, Rosters Only - should show directory on left, scroll down to flash drive and select the file to be imported, and then follow the directions. It places the imported file in the CLtemp directory in a file called HFILE001.HY3, click on this file and it places it in the Filename: field, then click Open. Answer YES to copy competor numbers for the import file. Answer NO to use LSC as part of Team Match. That should import the rosters.   If you get a warning about Team Abbreviation matches, but Team Name does not select YES to use the team already in the database.
5. Select File, Import, Entries – do the same thing as previous step and that should import the entries. On the Import Entries pop-up windows you should select / check the following: Match on Event Numbers, Include Entries with No Time, Do Not Import into Time Trail events.   NOTE: Always import the roster before importing the event entries.
6. Do steps 3 and 4 for each of the three teams and that should populate all the events with all of the swimmers.
7. To insure everyone is using the same DQ codes please make the following change. On the main screen click on "Set-Up" Menu, then "Meet Setup" there is a drop down named "DQ Codes" please select "Custom DQ Codes".

NOTE: If the import of events has errors please email back the rep/coach with the error and ask them to correct. If you know how to correct the error, you can do this yourself.   One common error is swimmer entered into the wrong lanes.   You can tell the correct lane for each team by the name of the meet file.   For example, if the meet file name is: GDSA Meet #2 OC-4S-MN.mdb then the first team OC is in lanes 1 and 4, the second / home team 4S is in lanes 2 and 5, while the last team MN is in lanes 3 and 6.

Individual Swimmer Event Changes

Making Changes – ALTERNATE SHEET

Before the meet (and during) coaches will provide ALTERNATE SHEETS for changes made. DO NOT MAKE CHANGES WITHOUT the slips filled out as the slips provide a backup in the event of mistakes.

Scratching an Entry / Swimmer

1. From the main MEET MANAGER 5.0 screen press the Run menu item to enter Run the Meet screen.
2. On the left side (Event List Window) Select the Event that you would like to change.
3. At the bottom of the screen it should list the swimmers in each lane. Double Click on the swimmer to scratch and Press Yes to the message box asking to Scratch <swimmer> from heat 1, Lane X. Note: If swimmer is in Heat 2 you can select the Heat 2 on the right side of the middle of the screen by pressing the 2 button.

Adding a new Entry / Swimmer

1. From the main MEET MANAGER 5.0 screen press the Run menu item to enter Run the Meet screen.
2. On the left side (Event List Window) Select the Event that you would like to change.
3. In the middle of the screen press the Adjust: F8 button or press F8 on the keyboard. This will bring up the Preview / Adjust screen.
4. Click on the Heat/Lane of the swimmer to add. In the Select Athlete message box use the drop down to select the athlete to add. Note: If you do not see the athlete you may need to check "Eligible Athletes + Swim-ups" before clicking on the Heat/Lane. Note: You can also scratch swimmers from the Preview / Adjust screen.

Relay Event Changes

<u>Scratching a Relay Entry</u>

1. From the main MEET MANAGER 5.0 screen press the Run menu item to enter Run the Meet screen.
2. On the left side (Event List Window) Select the Event that you would like to change.
3. At the bottom of the screen it should list the swimmers in each lane. Double Click on the relay entry to scratch and Press Yes to the message box asking to Scratch <swimmer> from heat 1, Lane X. Note: If swimmer is in Heat 2 you can select the Heat 2 on the right side of the middle of the screen by pressing the 2 button.

<u>Entering / Changing Relay Entries</u>

1. From the main MEET MANAGER 5.0 screen press the Run menu item to enter Run the Meet screen.
2. Select the Relays menu item at the top of the screen to display the Relays window.
3. To add a Relay in the lower right side of the screen Click on the Team and Press OK to the Relay Designator (will be A or B).
4. In the upper right side of the screen click on the new entry Heat/Lane in the RELAY TEAMS ENTRIES window and enter Heat/Lane. For example, 1/3.
5. Next on the Left side (ELIGIBLE ATHLETES window) Double Click the athletes in the order they will swim to add them to the RELAY ORDER window.

Note: On this same screen you add/change swimmers for a already entered relay. This can be done by selecting the relay in the RELAY TEAM ENTRIES then double clicking the athlete in the RELAY ORDER to remove and double clicking the ELIGIBLE ATHLETE in the ELIGIBLE ATHLETES window. You can also move entires in the RELAY ORDER by dragging them with the mouse.

Final Checks before Printing

1. From the main MEET MANAGER 5.0 screen press the Run menu item to enter Run the Meet screen.
2. Check to be sure that events #11 and #12 have ONE heat only. Delete additional swimmers/heats (see "Scratching an Entry/Swimmer" above). The timer slips and officials' heat sheets should list one heat of events #11 and #12.
3. Check that no events have more 3 or more heats.
4. Make sure Exh is NOT checked for any of the events. If this is checked, this swimmer will not be scored. In regular season and championship meets, no heats nor any swimmers are to be designated as 'exhibition.'

Printing Reports

Print Reports – Event List-By Event Number

1. Select Reports, Events –
    a. Gender has Both checked
    b. Age Range is all blank
    c. Sort has Event # checked
2. Event List tab
    a. Options – the three options are NOT checked
3. Click Create Reports, and it creates the Event List-By Event Number report
4. Print 1 copy for Starter

Print Reports – Lane/Timer Sheets

1. Select Reports, Lane/Timer Sheets
    a. Gender has All checked
    b. Age Range is all blank
    c. Rounds has All Rounds checked
    d. Indiv + Relays is checked
    e. Format has Continuous checked
    f. Enter 2 or 3 in the #Events Break for Continuous. For the first 10 events (relays) I usually use 2 then 3 for the rest of the meet / events.
    g. Parameters has Include Entry Time checked, Double Space checked, Relay Athlete Names (0-8) is set to 4, Lanes: 1 to 6
    h. Sort By has Lane then Event checked
    i. All Heats is checked
2. Click Select All
3. Click Create Report, and it creates the Lane/Timer Sheets (large report 100+ pages)
4. Print 1 copy – there are 2 or 3 events per page by lane. Cut and split up by lane and give to timer in each lane

Note: If you have several changes to make prior to the meet start or if you having problems. You can print the first 10 events (Relays) sheets so that the meet can start on time.

For the very First Timer sheets for Each Lane hand write/draw three lines for the timer name / pool (Example below). This is used in the event we need to track down a timer for a record being broken etc.

Example writing to add to first page (Event 1) of each lane timer sheet:

_____ _____ _____
T1 Name/Pool   T2   T3

Print Reports – Meet Program (aka Heat Sheet)

1. Select Reports, Meet Program
   a. Gender has All checked
   b. Rounds has All Rounds checked
   c. Indiv + Relays is checked
   d. Columns / Format tab
      i. Columns has Double checked
      ii. Format has nothing checked
      iii. Athlete ID has None checked
      iv. Time Stamp has Date and Time checked
   e. Include in Meet Program tab
      i. Entry Times, Line for Results, Qualifying Alternatives are each checked
      ii. Relay Athlete Names (0-8), enter a 4
2. Click Select All
3. Click Create Report, and it creates the Meet Program report (aka Heat Sheet, about 9 pages)
4. Print 8 copies – 1 for announcer, 1 for starter, 1 for head referee, 1 for assistant referee, 3 for stroke and turn referees, 1 Extra Copy.

During the Meet
Enter Times and Score Events

1. Enter the times from the Lane/Timer sheets as the runners bring them to the office. Click on the event in the bottom of the screen under Finals Time select the lane and enter time. You can enter time as 1:00:99 or 010099. If DQ Check the DQ box (do not enter their time) and then using the drop down under DQcode select the DQ Code. See DQ codes in Appendix B. If a swimmer is entered in an event but does not show-up for the event this is considered a no-show; you need to enter **NS** for their time (do not leave their time blank).
2. After all the times are entered for the event, hit the "Score" button. If you have 2 heats all times must be entered before you can score.
3. The status of the event is changed to "Scored".
4. A Results report window is generated automatically.
5. Print 1 copy of the results for that event.
6. Put the printed Results copy with the Lane/Timer sheets.
7. Close the Results report window to return to the Event List.
8. While scoring each event, note if any records are broken so an announcement can be made.
9. Periodically throughout the meet, have the announcer give the current total team scores. This is obtained by pressing the Reports menu then Scores menu. The following options should be checked Gender=All, Age Range=Blank, Indv+Relays checked, Stnadard Evnts checked. Format Tab: Team, Combined, No Age Criteria, Std Pts. Grouping/Options Normal (nothing else checked). No changes on the High Point Award Labels. Press the Select All menu and then Create Report. You can print this out and give to the announcer.

Award Label Printing

1. Only print labels after several events to maximize the use of the label paper.
2. Award Label screen (Labels Menu / Award Labels)
   a. All is selected under Gender
   b. Finals Only is selected under Rounds
   c. Indiv + Relays is selected
   d. Laser 3 x 10 is selected under Label Selection and Individual Places is set 1 to 3, and Relay Places is set 1 to 3
   e. Standard Award Label is selected under Award Type
   f. Event Number is selected under Sort By

GDSA Record Report

If a swimmer or relay sets a GDSA record, you may wish to print a report to attach to the lane timer sheet that will be submitted to the Secretary of Records. This is optional, but a good practice. On the Main Menu, select Reports and Record/POP forms. Select the event(s) in which the record was set, then Create Report. You can also use this report anytime during the meet to see if a record was set by selecting all events (if you see No data for report with selected criteria then no records were broken)

If possible, collect signatures from the three timers, head referee and computer scorer (yourself) before the end of the meet, so you will not need to track them down at a later date (See "If a GDSA Record was Set" under "Final Backup/Paperwork"). Set this form and the lane timer sheet aside for submitting to the Secretary of Records after the meet.

At the Conclusion of the Meet

Print Meet Results

1. Select Reports / Results menu item.
2. Options should be: Gender = All, Age Range and LSC Blank, All Rounds, Indv + Relays. Columns / Format Tab: Double, Format all blank except Relay Names 4, Athlete ID = None, Time Stamp = Date/Time.   Include in results check Entry Times, No Shows, DQ Codes, Athlete / Relay Points. Under Include Team Scores check Combined. Splits/Sort Order / Selected Teams Tab: Splits = None. Sort Order = Event # Order, Selected Teams = All Teams.
3. Press the Select All menu then Create Report Menu. Print out 4 copies (one for each team and one to keep with computer paper work. Also press the Export Report and save the results to a PDF file which can be emailed and/or printed later. A copy of the meet results pdf needs to be sent to the GDSA Secretary of Records (maryo@gdsawim.com) within 24 hours of the meet.

Save Meet Results to Flash Drive for Each Team's Coach (if provided)

1. Close Run the Meet
2. Plug in a team's flash drive
3. Select File, Export, Results for Team Managers or SWIMS
4. In the Export Results window
    a. Gender has Both checked
    b. Events has Standard Events and Swim-off Events checked
    c. Relays has Relays Plus Athletes checked
    d. Include Splits is checked
5. In the Team: drop down box, select the team for the flash drive that is plugged in
6. Click OK
7. The Export File Progress window displays and you should see numbers show up in the items listed, Teams, Athletes, Entries, Relays, etc.
    a. If each one has the number zero, then it did not work. Click OK, then cancel, and start over. The team selected in the Team: drop down box was probably not the right choice. Try a different one.
    b. If numbers show up, then click OK.
8. The Copy Meet Results File to: window displays. Choose the drive that the flash drive is plugged into. Click OK.
9. The results should now be on the flash drive. Unplug it and give to coach.
10. Repeat for the other 2 teams.

NOTE: Instead of flash drives most coaches want the files emailed to them or to the computer scorer.

Final Backup / Paperwork

<u>Create a Meet Backup</u>

1. Select File, Backup
2. The Copy Backup To: window displays.
3. Choose a Drive and Directory
4. Click OK
5. On the Backup Options screen **do not** check the "Lock Database Backup as Read-Only for Results, Splits, and Relay Names. Click OK.
6. A backup of the meet is placed in that location.
7. This backup needs to be emailed to maryo@gdsaswim.com within 24 hours of the meet; this can be done at the same time you email the pdf of meet results.

<u>If a GDSA Record was Set</u>

If a GDSA record was set, the host pool is responsible for submitting the official timer sheet for the swimmer's event/lane to the Secretary of Records. The lane timer slip must be signed by the three timers on that lane, the head referee, and the computer scorer for the meet.

<u>Paperwork to File</u>

The following paper work needs to be kept on file for one year. If there is an event in question, any or all of these documents may be requested by the Head Referee or Secretary of Records, and must be submitted at that time.

1. Hard Copy of Meet results
2. Hard copy of all three individual team entry line-ups
3. Any Pink (or white) alternate slips
4. Lane timer sheets
5. Any DQ slips
6. Relay takeoff forms
7. Officials' annotated programs, if they have been turned in after the meet.

APPENDIX – A – Manual Meet Setup

Prior to the Meet – IF YOU DO NOT HAVE SPECIFIC FILE FOR MEET.

If you do NOT have a meet file for this meet and only a master file was provided follow the following instructions:

Open blank Master Copy of the Swim Meet database and Save As the name of this meet.

1. Launch Meet Manager (icon on desktop)
4. Select File, Open - should show directory on left, click on SwMM2
5. Should show 08MASTER.mdb on right, click on 08MASTER.mdb and it places that name in the File name: field. Then click OPEN
6. Select File, Save As, should show directory on left, click on SwMM2
7. Then in the File name: field enter a new name for this Swim Meet, the format of the name of the meet can be T1_T2_T3 DDMMMYYYY.mdb where T1, T2, T3 are 2 character abbreviations of the teams at the swim meet. For example a Crestwood, Four Seasons, and Sherwood Forest meet would be CW_4S_SF 21JUN2010.mbd. Each swim club has a 2 character abbreviation.
    a. CW – Crestwood
    b. FV – Fair Valley
    c. 4S – Four Seasons
    d. MN – Marinole
    e. OC – Oak Creek
    f. PC – Pine Crest
    g. SF – Sherwood Forest
    h. WH – Woodhaven

Swim Meet Set-up

1. Open the Swim Meet database. It may already be open if continuing from the step above.
2. Select Set-up, Meet Set-up
3. Enter the Meet Name as T1_T2_T3, where T1, T2, T3 are 2 character abbreviations of the teams at the swim meet, for example CW_4S_BV.
4. Enter 4S in the location field since the meet is at Four Seasons.
5. Enter the date of the Swim Meet in Start Date: and End Date: fields.
6. Enter June 1 of the year of the swim meet in the Age-up Date: field.
7. ID Format has Other checked, Class has Age Group checked, Meet Type has Standard checked, Meet Style has Standard checked, and Course has SC Meters checked.
8. Base Country is USA.
9. Click OK.

APPENDIX – B DQ CODES

Butterfly

1A	Alternating Kick
1B	Kick breaststroke type
1C	Scissors kick
1E	Non-simultaneous arms
1F	Arms underwater recovery
1J	One hand touch
1K	No touch
1L	Non-simultaneous touch
1M	Shoulders not at or past vertical towards breast off the wall
1N	Head did not break the surface by 15 meters

Breaststroke

3A	Alternating Kick
3B	Non-simultaneous kick
3C	Downward butterfly kick
3D	Scissors kick
3E	Hands brought beyond the hipline during stroke
3F	Non-simultaneous arms
3G	Arms two strokes underwater
3H	Arms not in same horizontal plane
3I	Elbows recovered over water
3J	One hand touch
3K	No touch
3L	Non-simultaneous touch
3M	Shoulders not at or past vertical towards breast off the wall
3P	Head under for 2 or more strokes
3Q	Incomplete stroke cycle other than one pull followed by one kick
IM	5P Strokes out of sequence

Relay ------------------------------------→

61	Stroke Infraction swimmer #1
62	Stroke Infraction swimmer #2
63	Stroke Infraction swimmer #3
64	Stroke Infraction swimmer #4
66	Early take-off swimmer #2

Backstroke

2I	No touch at turn
2J	Non-continuous turning action
2K	Not on back off wall
2L	Shoulders past vertical toward breast
2N	Head did not break surface by 15 meters
2P	Toes curled over gutter after the start
2Q	Did not finish on back
2R	Completely submerged prior to turn or finish
2S	Delay initiating arm pull at turn
2T	Delay initiating turn after past vertical
2U	Multiple strokes past vertical at turn

Freestyle

4K	No touch on turn
4N	Head did not break the surface by 15 meters

Miscellaneous

7O	False start
7P	Declared false start
7Q	Did not finish
7R	Delay of meet
7S	Entered water without permission
7T	Interfered with another swimmer
7U	Walking on or springing from bottom
7V	Standing on bottom
7W	Pulling on lane line
7X	Finish in wrong lane
7Y	Unsportsmanlike conduct
7Z	No Show Penalty Event

Relay (continued)

67	Early take-off swimmer #3
68	Early take-off swimmer #4
6P	Changed order of swimmers
6Q	Not enough swimmers

APPENDIX – C   How to average stop watch times to be entered

When manually entering times in meet manger you will need to determine the time to be entered based on the lane timer sheet for the event.   Normally there are 3 times recorded for each lane per event but in some cases you may not have 3 times. The following lists what to do for each case.

1. If the lane timer sheet has 3 times you use the middle time.   That is, discard the high time and low time and use the middle value. If two times are the same exact value then discard the third value and use the two that are the same.   Stopwatch times should not vary greatly, if you see a lane where times are varying quote often you may want to consult with the head official and/or timers for this lane (e.g. bad stopwatch).
2. If the lane timer sheet has 2 times you will need to average the two times and use this value.
3. If the lane timer sheet has only 1 time you will need to use this time but should question the timers on what happened.
4. If the lane timer sheet has no times you should check the event before and after to see if values were entered on the wrong slip. If you cannot resolve, then consult with the head official to see if they know the finish order and/or if coaches wrote down times.

The lane timer sheets should be saved as if a coach questions the finish order (which is based on times entered) the lane timer sheets can be used to verify values were entered correctly into meet manager.