GDSA Meet Manager Training
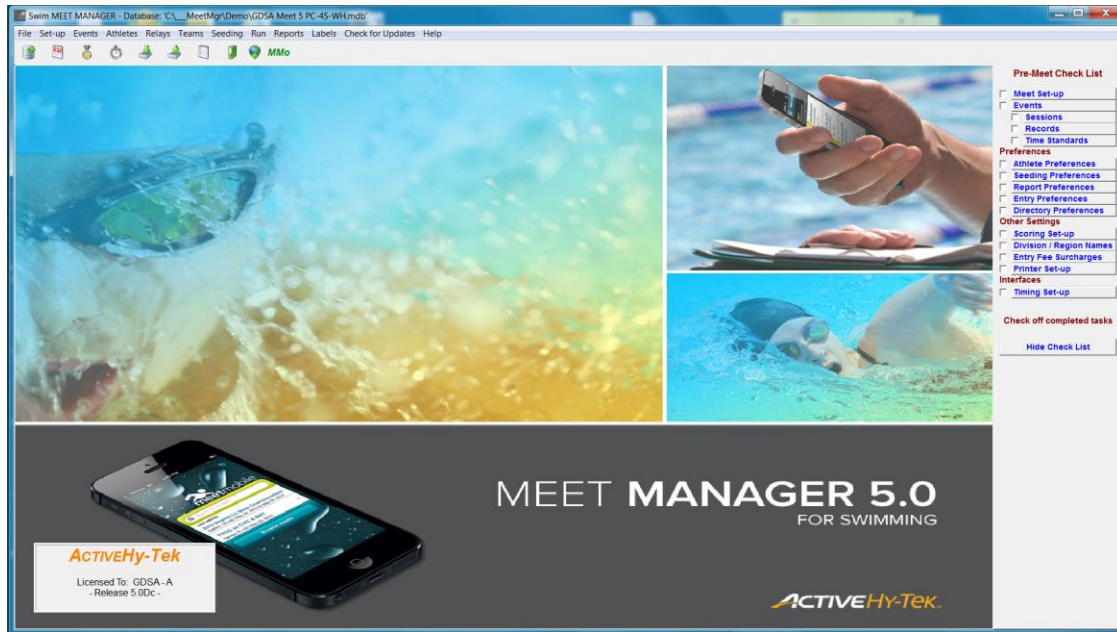
May 2017

Meet Manager 2 Main Screens

Main Screen on Startup
Press Run Menu to bring up Run Screen

RUN Screen
Press X to return to Main Screen

Installing Meet Manager 5.0

- Check for Updates after Install

- If updates fail to Install you may need to do the following
  - Close Meet Manager
  - Right-click on Meet Manager desktop icon, then click **Properties > Compatibility**
  - Select **Run this program as an administrator**, click **Apply**

- Download Meet Files

Starting a Meet

- Open the blank Swim Meet Database for the Meet you are running.
  - The Middle Team is the host pool (e.g. your pool)
  - Example filename: GDSA MEET #5 PC-4S-OC.mdb – Four Seasons is host pool.
  - Common Error is lane assignements first pool listed has lanes 1,4; second pool listed has 2,5, third pool has 3,6.   e.g. using above example PC has 1,4; 4S has 2,5; OC has 3,6.
- Rosters and Entries should be mailed to you by 2pm the day of meet
  - You should receive 2 zip files from each pool. If not, respond back to email requesting both roster and event files
  - Import Rosters before importing events
  - Repeat for each team – that is, import 3 rosters and 3 event files
  - If Errors occur go back to coach to have them correct the issue
- Do preliminary checks
  - Make sure event #11 and #12 have ONE heat only
  - Make sure Exh is not checked for Any Events
  - Set DQ Codes to Custom DQ Codes

The Fun begins

- Before Meet Changes
  - Coaches will show up with last minute changes due to kids not present etc.
  - Have them fill out Alternate Sheet for each change
  - Make changes before printing out reports
  - May have to stop accepting changes if getting close to meet starting time
- Print Reports
  - Event List for Starter – Can be printed any time after meet loaded (no swimmer names on this report)
  - Lane / Timer Sheets
    - Make sure Lanes is set to 1 to 6
    - Print then cut and place on clip boards
    - Add Lines for first page of timer sheet for Name and Pool (used if record is set)
  - Heat Sheets
    - Print 8 Copies and distribute

During The Meet

- Enter Times and Score Events
- Occasionally print team scores for announcer
- Print Award Labels
- If GDSA Record – Print Report

After the Meet is Over

- Print Meet Results
  - Print 4 Copies (each team, meet paper work)
- Save Meet Results to Flash Drive or to Email teams
- Create Meet backup
- GDSA Record paper work (Save for 1 year)
  - Hard Copy of Meet results
  - Hard Copy of all three individual team entry line-ups
  - Any Pink (or white) alternate slips
  - Any DQ slips
  - Relay takeoff forms
  - Officials annotated programs, if turned in

After the Meet is Over

- Email to maryo@gdsaswim.com within 24 hours
  - Meet backup file
  - Meet Result PDF file
- Email teams their meet results if no USB drive provided
- Host Team Save Meet Paperwork for 1 year
- Check for GDSA records broken (requires additional paperwork)
  - If GDSA Record Set, signed paperwork must be provided to Mary.