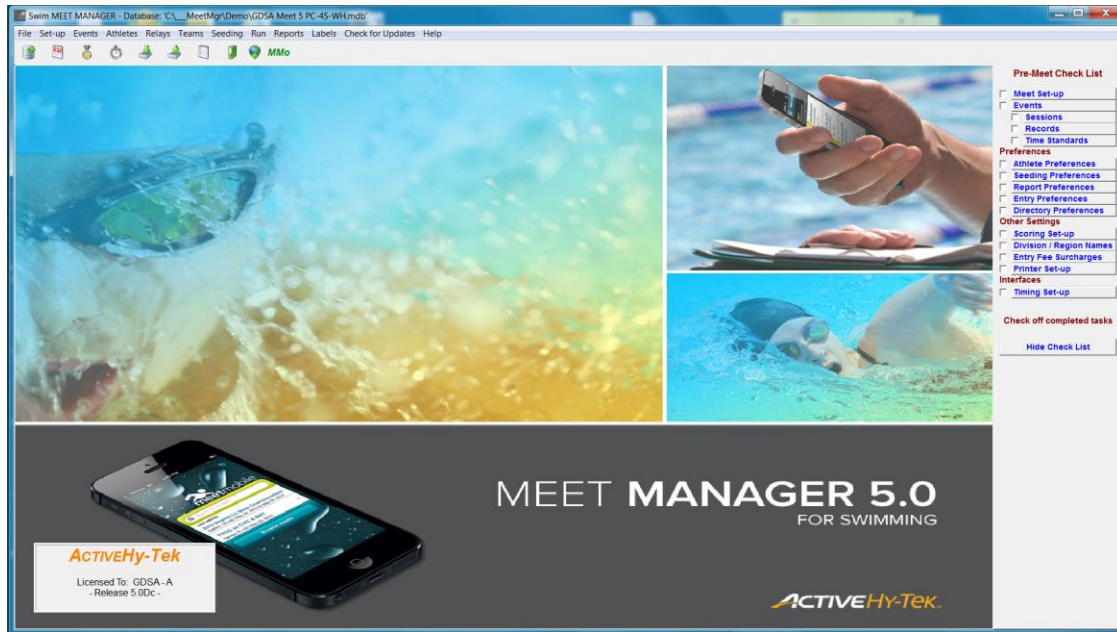


GDSA Meet Manager Training

May 2017

Meet Manager 2 Main Screens



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

Evt #	Rnd	Status	Event Name	Heats	NS	DQ	DF
1	F	Un-Seeded	Girls 8 & Under 100 SC Meter Medley Relay	1			
2	F	Un-Seeded	Boys 8 & Under 100 SC Meter Medley Relay	1			
3	F	Un-Seeded	Girls 9-10 100 SC Meter Medley Relay	1			
4	F	Un-Seeded	Boys 9-10 100 SC Meter Medley Relay	1			
5	F	Un-Seeded	Girls 11-12 100 SC Meter Medley Relay	1			
6	F	Un-Seeded	Boys 11-12 100 SC Meter Medley Relay	1			
7	F	Un-Seeded	Girls 13-14 200 SC Meter Medley Relay	1			
8	F	Un-Seeded	Boys 13-14 200 SC Meter Medley Relay	1			
9	F	Un-Seeded	Girls 15-18 200 SC Meter Medley Relay	1			
10	F	Un-Seeded	Boys 15-18 200 SC Meter Medley Relay	1			
11	F	Un-Seeded	Girls 6 & Under 42 SC Meter Freestyle	2			
12	F	Un-Seeded	Boys 6 & Under 42 SC Meter Freestyle	2			
13	F	Un-Seeded	Girls 10 & Under 100 SC Meter IM	1			
14	F	Un-Seeded	Boys 10 & Under 100 SC Meter IM	1			
15	F	Un-Seeded	Girls 11-12 100 SC Meter IM	1			
16	F	Un-Seeded	Boys 11-12 100 SC Meter IM	1			
17	F	Un-Seeded	Girls 13-14 100 SC Meter IM	1			
18	F	Un-Seeded	Boys 13-14 100 SC Meter IM	1			
19	F	Un-Seeded	Girls 15-18 100 SC Meter IM	1			
20	F	Un-Seeded	Boys 15-18 100 SC Meter IM	1			
21	F	Un-Seeded	Girls 7-8 25 SC Meter Breaststroke	1			
22	F	Un-Seeded	Boys 7-8 25 SC Meter Breaststroke	1			
23	F	Un-Seeded	Girls 9-10 25 SC Meter Breaststroke	1			
24	F	Un-Seeded	Boys 9-10 25 SC Meter Breaststroke	1			
25	F	Un-Seeded	Girls 11-12 25 SC Meter Breaststroke	1			
26	F	Un-Seeded	Boys 11-12 25 SC Meter Breaststroke	1			
27	F	Un-Seeded	Girls 13-14 50 SC Meter Breaststroke	1			
28	F	Un-Seeded	Boys 13-14 50 SC Meter Breaststroke	1			
29	F	Un-Seeded	Girls 15-18 50 SC Meter Breaststroke	1			
30	F	Un-Seeded	Boys 15-18 50 SC Meter Breaststroke	1			

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Est	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStar
1														
2														
3	Woodhaven Swim Team-OH	A	2:06.00											
4	Pinecrest Swim Club-OH	A	2:27.98											
5	Four Seasons-OH	A	1:52.63											
6														



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 assignments 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.