Running Meet Manager for Central League High School Meets

Before the Meet

1. Open New Database – Each meet is kept as a separate database. The home team is responsible for creating a new database for each meet that they host.
   a. Using Downloaded template
      i. Go to (http://www.fordswimdive.com/clswimdive.html) and download the Meet Manager file that is appropriate for your home pool.
      ii. In MM, Go to FILE – OPEN/NEW. Select the downloaded file and open it.
      iii. Go to FILE – SAVE AS and rename it to describe the meet (ex. Haverford at Upper Darby 2010.mdb)
      iv. Go to SET-UP – MEET SETUP. Enter in all the information that would describe the meet.
2. Importing Each Team's Line-Up – When each team's coach arrives to the meet, they will need to provide their Roster file and Entry file on a USB drive as well as a paper copy of their lineup.
   a. Go to FILE – IMPORT – ROSTERS ONLY. Locate the roster file on the USB drive and follow the on-screen directions until MM tells you how many athletes have been imported.
   b. Go to FILE – IMPORT – ENTRIES. Locate the entry file on the USB drive and follow the on-screen directions until MM tells you how many individuals and relays have been imported.
   c. Repeat steps A & B for the second team.
   d. Go to RUN. This completes the pre-meet procedures and will display all athletes entered into their appropriate events and lanes.

Running the Meet

1. Without Timing System – This can be done either during the actual running of the meet or done after the meet is completed.
   a. Go to RUN. The current event is highlighted in the top left-hand window.
   b. Enter times under "Finals Time". Punctuation is not necessary as MM allows you to just type in the numbers of the time.
      i. If there is a DQ, check the "DQ Box"
      ii. Click in the empty "DQCode" box, Click the Drop down menu, and select the infraction that was committed.
   c. If a coach has a swimmer compete exhibition, check the "Exh" box next to the name.
   d. If there are discrepancies between the places & times of the finishes
      i. Click "JD"
      ii. Enter the corrected places for ALL swimmers in the "JD PL" column. (On the far Left)
   e. Once all information has been entered, click SCORE
   f. For Diving events, be sure to enter the diver's score to two decimal places.
2. Using Automatic Timing System – This is the most preferred method if the home team has all of the appropriate equipment to accomplish this method.

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      a.   Go to SET-UP – TIMING CONSOLE INTERFACE
          i.   Select the timing system that you are using. You may need to close MM and reopen for any changes to take effect.
      b.   Go to RUN. Go to INTERFACES – TIMER – OPEN/CLOSE SERIAL PORT.
          i.   Select the Serial Port on the computer that is connected to the Timing System to open the communication
          ii.   If you do not know the COM port number, then do the following:

1. In Windows XP go to Start / Settings / Control Panel. Look for the System icon. If you do not see it, you are probably in Category View. Go to the upper left and select Classic View and then System. Click on Hardware / Device Manager / Ports. Click the + next to Ports.
2. In Window 7 go to Control Panel / System / Device Manager

          iii.   Test the communication with the computer and the Timing System. Many of the features or options to download events to the timing system will depend on the model of timing system you are using. Please refer to the user manuals and the MM help files for further information.
      c.   Click "RACE #"
          i.   Determine which race number the Timing System is currently on. Enter this number so MM know which race to reference when downloading results.
      d.   Click "GET TIMES"
          i.   An alert will appear asking you to verify that those results are the results for the desired event. Click "Accept" if these are the correct results

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3.   Making Changes to the Lineups
      a.   Changing Individual Events
          i.   In the "Event List" Window, highlight the event where the change will happen.
          ii.   Click "ADJUST" or press "F8"

1. Select the Team that is making a change
2. Select "Show Eligible Athletes"
3. To change lanes, click the swimmer and drag them to the appropriate lane.
4. To remove a swimmer, double click, and click "YES".
5. To enter a swimmer, click and drag the swimmer to the appropriate lane.

   iii. When closing Adjust menu, Click SAVE
  b. Changing Relay Events
    i. If the change is to the relay team as a whole, (scratching, changing lanes) this can be done like you have just done for an individual event.
    ii. Changing Relay Names within a Relay Team
      1. In the "Event List" Window, highlight the event where the change will happen.
      2. Click "RELAY NAMES"
      3. Select the Relay Team in the bottom right-hand window
      4. Remove a swimmer from relay by double clicking the name from the "Relay Order" window
      5. Replace the swimmer, by double clicking on the un-highlighted swimmers name from the "Eligible Athletes" window.
      6. To change the order of the relay, drag and drop the names into the proper order.
    iii. Close window when finished

After the Meet
1. Export the Results for the Coaches
  a. Be sure that all events in the RUN menu have been scored.
  b. Close the RUN menu and go to FILE – EXPORT – RESULTS FOR TEAM MANAGER.
    i. Select the Team which you want to export. Follow the on-screen directions to save the Results File to the appropriate coaches USB drive.
    ii. Repeat for the second team.
2. Backup the Meet File for the League Website
  a. Go to FILE – BACKUP. Save the file to the home coaches USB drive.
  b. DO NOT LOCK the database. This prevents any editing if there is an error.
  c. The home coach is responsible for emailing the MM Backup file to webmaster Matt Stewart, at stewart@havsd.net.