

CENTRAL ATHLETIC LEAGUE SWIMMING & DIVING



**MEET MANAGER
&
TEAM MANAGER**

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Chapter 1

What is Meet Manager and how do I use it?

Meet Manager is a simple database program that will allow you to organize and run a highly efficient swim meet. Most importantly, it will also save the coach countless hours of keeping track of swimmers times.

Before the Meet

Prior to the meet, there is a small amount of preparation that is required.

You will need to complete the following steps:

1. Go to the Central League Swimming/Diving Website.
(<http://www.fordswimdive.com/clswimdive.html>)
2. Download the Meet Manager File that describes the Meet Level and Pool Type.
 - a. High School Yards
 - b. High School Meters

The screenshot shows the website header with the title "CENTRAL ATHLETIC LEAGUE SWIMMING & DIVING" and a row of team logos. Below the header is a "CURRENT RESULTS" section with four columns of meet results for different weeks. To the right is a "Team Manager / Meet Manager Info" section with links to guidelines and a powerpoint. Below that is an "Important Files / Documents" section with several links, including "MM High School Yards General File" and "MM High School Meters General File", which are circled in red.

CURRENT RESULTS	
Week of December 11, 2009 Haverford vs. Strath Haven Lower Merion vs. Springfield Harriton vs. Upper Darby	Week of December 14, 2009 Strath Haven vs. Harriton Radnor vs. Marple Newtown Conestoga vs. Penncrest Upper Darby vs. Garnet Valley Penncrest vs. Radnor Ridley vs. Lower Merion
Week of December 21, 2009 Haverford vs. Ridley Conestoga vs. Upper Darby Garnet Valley vs. Strath Haven Harriton vs. Springfield Marple Newtown vs. Penncrest	Week of January 4, 2010 Lower Merion vs. Radnor Springfield vs. Strath Haven Ridley vs. Upper Darby Radnor vs. Garnet Valley Penncrest vs. Harriton Marple Newtown vs. Haverford Conestoga vs. Lower Merion Springfield vs. Haverford

Team Manager / Meet Manager Info

- Guidelines for Team Manager
- Guidelines for Meet Manager
- Powerpoint for Using TM and MM
- Email all MM Backup files to [Matt Stewart](mailto:Matt.Stewart@fordswimdive.com)

Important Files / Documents

- [TM Events for Dual Meet, Yards](#)
- [TM Events for Dual Meet, Meters](#)
- [MM High School Yards General File](#)
- [MM High School Meters General File](#)
- [Districts / Centrals Time Standards File](#)
- [Central League Champs Qualifying Times](#)
- [AAA District Qualifying Times](#)
- [AA District Qualifying Times](#)

Figure 1 - Webpage to download files

3. Save these files somewhere that you will remember, as these will serve as your templates for all meets.

4. Open Meet Manager
5. From the main menu go to “File – Open/New – (file that is the appropriate pool & level)”

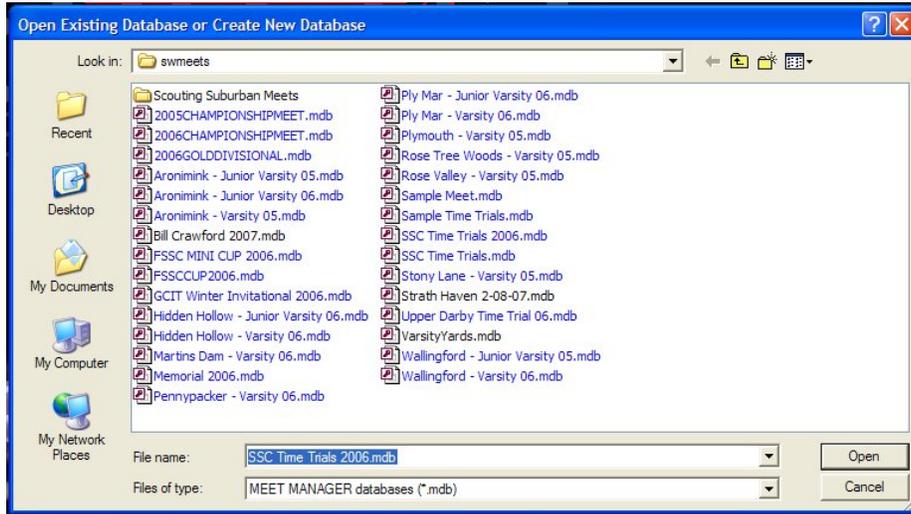
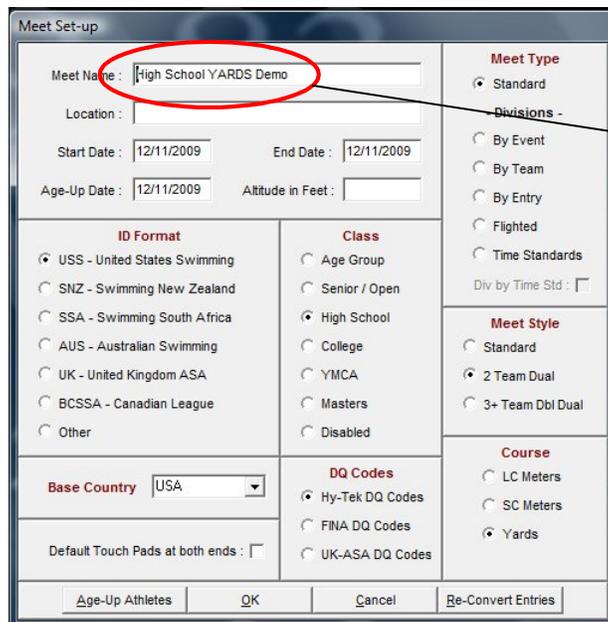


Figure 2 - Select Downloaded Template

6. Open the Database. **You will now need to rename this file.**
7. From the main menu go to “File – Save AS”
8. Name the file: “Away vs Home 2008 JV or V” ex: “HaverfordvsUpperDarby2010”
9. Now you need to enter in the appropriate data so that you may later transfer information from Meet Manager to Team Manager accurately.
10. From the main menu go to “Setup – Meet Setup”
11. Change Meet Name, Location, Start Date, End Date to appropriate entries



It is crucial that you rename the meet in the Meet Set-Up; be sure to also adjust the meet start date, etc.

Figure 3 - Meet Setup Options

12. You will need to repeat steps 5 to 11 for all dual meets your team hosts. Be sure to pay attention to what level template you use (YARDS or METERS) when you begin the setup process.

At the Meet

During the warm-ups, the officials who are working the table must get the lineups from the coaches. It is the coach's responsibility to provide the table with a **PRINTED LINE-UP**. It is also **STRONGLY RECOMMENDED** that coaches do their line-up using Team Manager and bring their exported entry file on a USB or FlashDrive.

All teams will receive a Roster File for each team in the Central League. If a coach/team does not supply meet entries via USB drive, the roster file will be necessary for manually entering swimmers into the meet.

PROCEDURE FOR THE OPTIMAL SITUATION: BOTH COACHES BRING THEIR ENTRIES ON A USB DRIVE

In this scenario, a coach (wisely) created his/her line-up using Team Manager, and he/she exported their entries onto a USB Drive.

1. First Upload the Roster.
2. From the main menu go to "File – Import – Rosters Only"

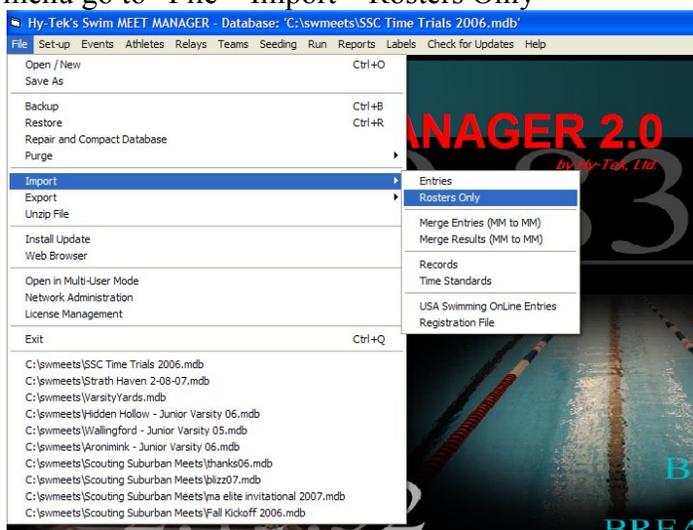


Figure 4 - Importing Rosters

3. Locate the Roster file from the coach's USB drive or other storage location.
4. You are going to click OK to open. It will then take you to the un-zipped file. (*.HY3)
5. Open the (*.HY3) File, and click OK until you see "Import Finished"
6. In order to double check the athletes imported go to "Athletes" from the main menu.

7. Now Upload the Meet Entries
8. From the main menu go to “File – Import – Entries”

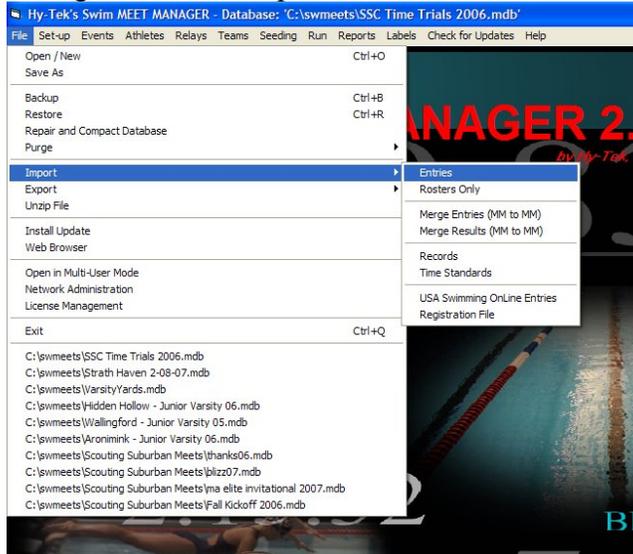


Figure 5 - Importing Entries

9. Locate the Entries file from the coach’s USB drive.
10. Continue on the “click OK” parade until you see the total number of entries.
11. Repeat steps 1 to 10 for the other team.

PROCEDURE FOR THE “OTHER” SITUATION:

ONE OR BOTH COACHES DID NOT BRING ENTRIES ON USB DRIVE

In this scenario, a coach simply shows up to the meet with only a print-out of their line-up.

1. First Upload the Roster.
2. From the main menu go to “File – Import – Rosters Only”
3. Locate the Roster file from the coach’s USB drive or other storage location.
4. You are going to click OK to open. It will then take you to the un-zipped file. (*.HY3)
5. Open the (*.HY3) File, and click OK until you see “Import Finished”
6. In order to double check the athletes imported go to “Athletes” from the main menu.
7. Repeat this process for the both teams.

In order to set up the meet to run on Meet Manager, the computer operator will need to manually enter the relays and swimmers for each event (preferably before the meet begins). If time is an issue, at least set up the first 4 events for the meet; the remainder of the meet can be adjusted during diving.

See the procedures below for running a meet in order to see how to adjust events and add swimmers/relays to an event.

Running the Meet

Once the Meet has been set up, we can get this party started.

1. From the main menu go to “Run”
2. Assuming the coaches’ entries are correct, the entire meet should be set up. If a coach did not bring an entry file, you will need to MANUALLY enter swimmers in each event.
3. **DO NOT SEED THE MEET! This is only for championship style meets. If you do this, you will have to start over by re-creating the meet from scratch.**
4. The current event is highlighted in the top left-hand window.
5. Make sure that entries match those from the printed line-ups from each coach.
6. If Meet Manager is not connected to a scoreboard for direct import or times, make sure to have someone accurately write down ALL TIMES from the scoreboard (and manually enter them into Meet Manager).
7. Enter times under “Finals Time”

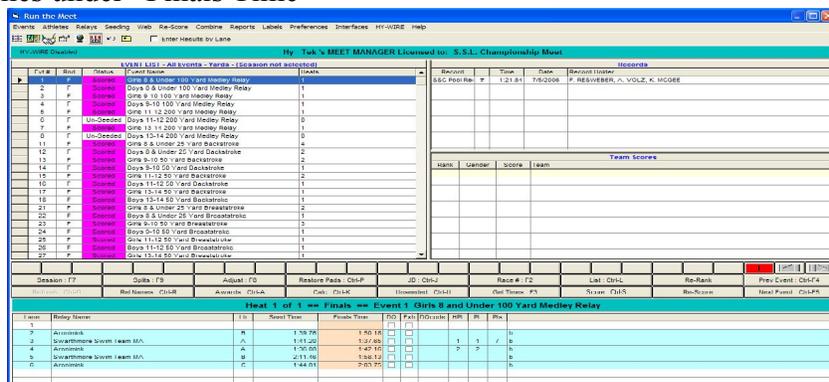


Figure 6 - The Run Menu

- a. If there is a DQ, check the “DQ Box”
- b. Click in the empty “DQCode” box, Click the Drop down menu, and select the infraction that was committed.



Figure 7 - DQ Check box & DQ Codes

- c. If a swimmer does not swim, enter “NS” for the “Finals Time”
8. If a coach has a swimmer compete exhibition, check the “Exh” box next to the name.
9. If there are discrepancies between the places & times of the finishes
 - a. Click “JD”
 - b. Enter the corrected places for ALL swimmers in the “JD PL” column. (On the far Left)
 - c. Click OK
10. Once all information has been entered, click “Score”

11. Results window will appear to help you check that everything is as it should be. You may close this.
12. Click “Next Event”
 - a. Top Left Window will indicate if the event has been completed.
 - b. The Team Score should have been updated to reflect the previous events score.
13. Repeat this process for the remainder of the meet.

Setting Up or Making Changes to Individual Events

Because you know nothing is ever perfect...

1. In the “Event List” Window, highlight the event where the change will happen.

Evt #	Rnd	Status	Event Name	Heats
1	F	Scored	Girls 8 & Under 100 Yard Medley Relay	1
2	F	Scored	Boys 8 & Under 100 Yard Medley Relay	1
3	F	Scored	Girls 9-10 100 Yard Medley Relay	1
4	F	Scored	Boys 9-10 100 Yard Medley Relay	1
5	F	Scored	Girls 11-12 200 Yard Medley Relay	1
6	F	Un-Seeded	Boys 11-12 200 Yard Medley Relay	0
7	F	Scored	Girls 13-14 200 Yard Medley Relay	1
8	F	Un-Seeded	Boys 13-14 200 Yard Medley Relay	0
11	F	Scored	Girls 8 & Under 25 Yard Backstroke	4
12	F	Scored	Boys 8 & Under 25 Yard Backstroke	2
13	F	Scored	Girls 9-10 50 Yard Backstroke	2
14	F	Scored	Boys 9-10 50 Yard Backstroke	1
15	F	Scored	Girls 11-12 50 Yard Backstroke	2
16	F	Scored	Boys 11-12 50 Yard Backstroke	1
17	F	Scored	Girls 13-14 50 Yard Backstroke	1
18	F	Scored	Boys 13-14 50 Yard Backstroke	1

Figure 8 - Events List Window

2. Click “Adjust” or press “F8”
3. The following menu will appear

Row	Heat	Lane	Name	Age	Team	Time
1	1	1	Menzinger, Jamie	7	SSC-MA	35.26
2	1	2	Spellacy, Carolyn	8	ASC	26.85
3	1	3	Richardson, Phoebe	8	SSC-MA	29.47
4	1	4	Boyle, Julia	8	ASC	26.03
5	1	5	McGillivray, Gabby	7	SSC-MA	32.43
6	1	6	McMullen, Kelly	8	ASC	27.80
7	2	1				
8	2	2	Kane, Sarah	7	ASC	>27.20
9	2	3	King, Elizabeth	7	SSC-MA	>35.39
10	2	4	Fairrell, Kacie Rose	8	ASC	>29.97
11	2	5	Pappas, Eleni	6	SSC-MA	>37.96
12	2	6	Cappello, Kira	7	ASC	>30.60
13	3	1				
14	3	2				
15	3	3				
16	3	4				
17	3	5	Moneale, Anna	7	SSC-MA	>NIT
18	3	6	Jordan, Sarah	6	ASC	>34.50
19	4	1				
20	4	2	Andruszko, Carolyn	8	ASC	>34.66
21	4	3	Talena, Lindsay	8	ASC	>NIT
22	4	4	Ohimus, Laura	7	ASC	>34.30
23	4	5	Fleming, Audrey	8	ASC	>NIT
24	4	6				

Heat/Lane	Name	Age	ABBR	Team
1	Andruszko, Carolyn	8	ASC	Aronimink
2	Balutka, Sarah	8	ASC	Aronimink
3	Blewett, Hanna	8	ASC	Aronimink
4	Boyle, Julia	8	ASC	Aronimink
5	Brake, Charlotte	8	SSC-MA	Swarthmore Swim Team-MA
6	Callahan, Maureen	7	ASC	Aronimink
7	Cappello, Kira	7	ASC	Aronimink
8	Casina, Danielle	7	ASC	Aronimink
9	DeFeo, Abby	8	ASC	Aronimink
10	Dickey, Harmony	7	SSC-MA	Swarthmore Swim Team-MA
11	Fairrell, Kacie Rose	8	ASC	Aronimink
12	Fleming, Mary Kate	8	ASC	Aronimink

Figure 9 - Preview / Adjust Menu

4. Select the Team that is making a change
5. Select “Show Eligible Athletes”
6. To change lanes, click the swimmer and drag them to the appropriate lane.

7. To remove a swimmer, double click, and click “YES”.
8. To enter a swimmer, click and drag the swimmer to the appropriate lane.
9. When closing Adjust menu, Click SAVE
10. Make sure you update the Heat Sheets for the Runner.

Setting Up / Making Changes to Relay Events

Since M.I.A. Swimmers always seem to come back to bite you in more ways than one...

1. 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.
2. Changing Relay Names within a Relay Team
 - a. Click “Relay Names”



Figure 10 - Relay Names Menu

- b. Select the Relay Team in the bottom right-hand window
 - c. Remove a swimmer from relay by double clicking the name from the “Relay Order” window
 - d. Replace the swimmer, by double clicking on the un-highlighted swimmers name from the “Eligible Athletes” window.
 - e. To change the order of the relay, drag and drop the names into the proper order.
3. Close window when finished

Closing the Meet for the Coaches

Now that the meet is finally over, there is one more thing that your coach needs... the Results!

1. Backup the database.
 - a. From the main menu go to “File – Backup”
 - b. Select Location of the coaches’ USB Drive for the file to be saved. Click OK
 - c. You will see the following message, and then Click OK

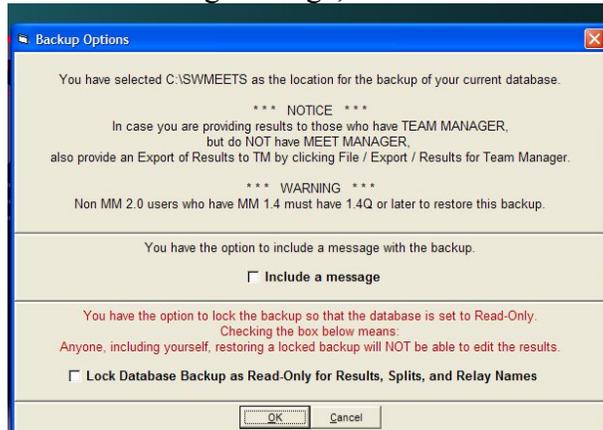


Figure 14 - Backup Warning Message

- d. Double check the location that the file was saved to.
2. COACHES: EMAIL YOUR BACKUP FILE TO MATT STEWART at stewart@havsd.net as soon as possible.

Yes, in case you were wondering, it is actually that easy!

Chapter 2

How is Team Manager going to help me?

Team Manager is another simple database program. This one that helps you keep track of all information regarding your swimmers. We will mostly use it for a record of all their times. This will also make your life tremendously easier when it is time for championship entries. Many of you have already done this at least once, as this is the process for turning in entries for Districts in years past.

Beginning of the Season (Your own Teams)

You probably already have something put together from previous seasons, but for those starting from scratch...

1. From the main menu go to “Setup – System Preferences”
 - a. Make sure the “Always Age-Up to Today” is CHECKED
 - b. Set Default Team Type to: HIGH SCHOOL
 - c. Set Default Team Registration to: OTH

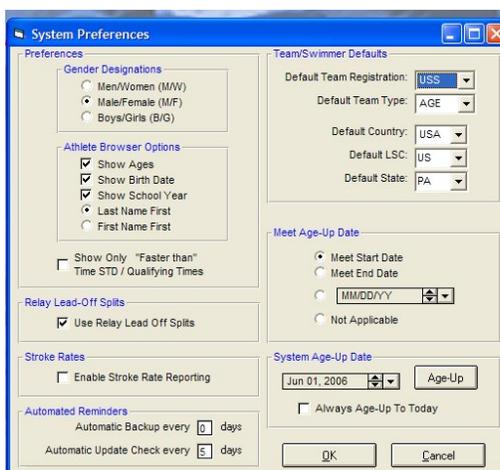


Figure 11 - TM System Preferences

2. From the main menu go to “Teams”
 - a. Add your Team
3. From the main menu go to “Athletes”
 - a. Add everyone on your roster
 - b. Make sure you have Name, Birth Date, Gender, Team 1

Figure 12 - Adding New Athletes

- c. Everything else is for your kicks and giggles, but a good way to keep all info in one spot.

Setting up Meets

Don't you feel like this is all we do anymore?

1. Download TM Events Files from <http://www.fordswimdive.com/clswimdive.html>. Be sure to save them in a location you will remember.
2. From the main menu go to "File – Import – Meet Events"
 - a. Select File and Import
3. From the main menu go to "Meets"
 - a. To add a new meet to your Meets, click "Add."
 - b. Fill in all necessary info about the Meet
 - i. Be specific about Dates, Course
 - c. Repeat for each Meet you will have this season.

Setting up Events

As tempted as you may be, please don't add extra events.

1. Select the Meet that you will add events to.
2. From the meet menu go to "Events"
 - a. Select Copy Events.
 - b. From Dropdown menu, Select the downloaded TM template (High School Yards or High School Meters)
 - i. Select the following Copy Options: "All Events" & "Entry Events"

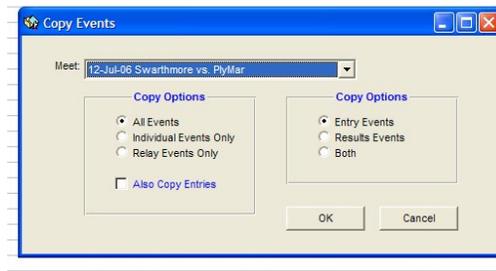


Figure 13 - Copying Events

- c. Click OK

Writing a Lineup

Because unfortunately they don't write themselves...yet!

1. Select Meet that you will enter
2. From the meet menu go to "Entries"
 - a. Select "Entries by Event"
 - b. Select the Team the swimmers are swimming for & the team they are from (this is redundant, but you must do this twice)
3. Relays
 - a. Click New Relay
 - i. Select IN ORDER your 4 swimmers
 - ii. Enter the Heat / Lane
 1. Please check with visiting pool which lanes are HOME/AWAY
 2. **DON'T FORGET TO ENTER HEAT AND LANE!!!!!!!**
 3. **IF YOU DON'T DO THIS, YOUR SWIMMERS WILL NOT SHOW UP IN MEET MANAGER, & YOU WILL HAVE TO REDO THIS AT THE TABLE AT THE MEET (and is a nightmare to do before a meet).**
 - iii. Repeat to add additional B & C relays

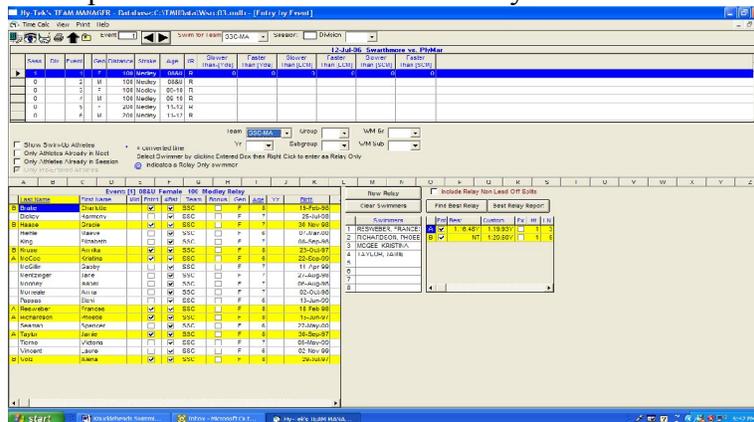


Figure 14 - Entries by Event (Relays)

- b. Click Arrow to go to next event

4. Individuals

- a. Check off the “Entrd” box next to the swimmer’s name
- b. Enter the Heat and Lane
 1. Please check with visiting pool which lanes are HOME/AWAY
 2. **DON’T FORGET TO ENTER HEAT AND LANE!!!!!!**
 3. **IF YOU DON’T DO THIS, YOUR SWIMMERS WILL NOT SHOW UP IN MEET MANAGER, & YOU WILL HAVE TO REDO THIS AT THE TABLE AT THE MEET (and is a nightmare to do before a meet).**

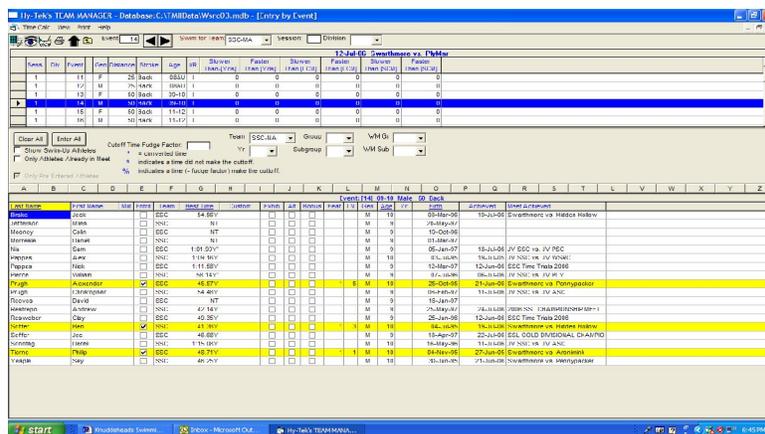


Figure 15 - Entries by Event (Individuals)

- c. If they will swim Exhibition, be sure to click the exhibition box

Day of the Meet (Exporting)

Coaches should be putting their files on a USB drive so that it may be taken to the meet and uploaded to Meet Manager. Please be organized and know exactly with file name represent which meet if you are keeping multiple meets on the same disk. Coaches should also bring a printout of their entries listed by event in case of any errors.

1. From the main menu go to “File – Export – Athletes / Teams”
 - a. Select Team
 - b. Select Location for file to be sent to. Click OK.
2. From the main menu go to “File – Export – Meet Entries”
 - a. Select the Meet, Check “Export Relays”
 - b. Select Location for file to be sent to. Click OK.
3. From the main menu go to “Reports – Performance – Meet Entries”

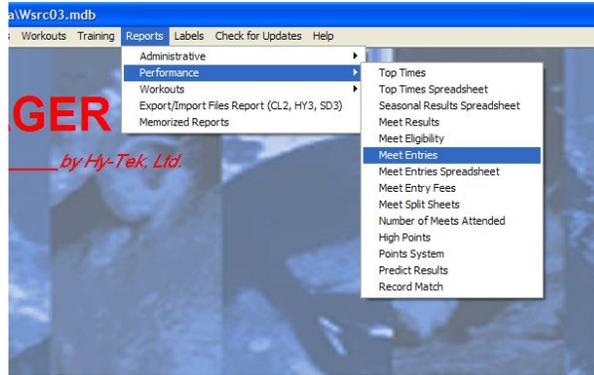


Figure 16 - Selecting Report Types

- a. A menu like the following will appear.

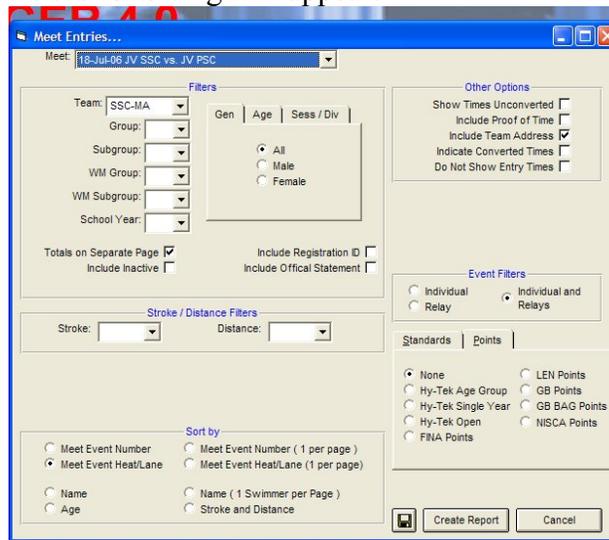


Figure 17 - Meet Entries Report Menu

- Select the Meet from the Dropdown menu
- Select "Meet Event Heat / Lane" from the "Sort by" section.
- Select "Individual and Relays" from the "Event Filters" section.
- Click on "Create Report".
- Print out copies of the Meet Entries.
- Bring your print-out and USB drive (w/ Entry File and Roster File) to the meet

After the Meet (Exporting/Importing Results)

There's no excuse for not doing it. You'll thank yourself later...

1. From the main menu go to "File – Export – Results for Team Manager or SWIMS"

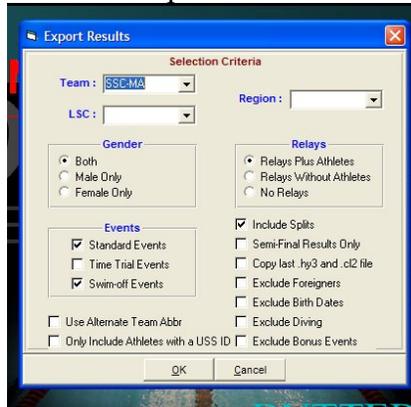


Figure 18 - Export Results Menu

- a. Select the Team and Click OK, Click OK
 - b. Select Location of a folder for the file to be saved. Click OK
2. Open Team Manager
 3. From the main menu go to "File – Import – Meet Results"
 - a. Locate File & Click OK

Aren't you wondering why we haven't done it like this all along???