

Laird, J.

### How to create a Meet in Meet Manager: The Basics

1. It is always best to navigate the ribbon from left to right.
2. **File:** [Open/New](#), [Restore](#), or [Purge](#) are your primary options. If do not have access to an existing file, then you will use [Open/New](#) and then fill in the boxes as needed. You can use [Restore](#) if you have a backup file from an existing meet. If you use this feature then it is highly suggested that you use one of the '[unzip](#)' options. [Purge](#) feature allows you to remove all, or selected data, from an existing Meet so that it can be used as a template.

[Import entries](#) once they are ready, also [records](#) and [time standards](#) (see below).

[Export](#) is used to send results, etc. [Results for Swim Manager or SWIMS...](#) will create the compatible Team Manger file. In the [Export Results](#) box, simply select the [Team](#), ensure that the [Include Splits](#) box is checked along with the [Relays Plus Athletes](#). Click Ok.

In the middle of the [Export](#) list options is [Events for TM](#). Once you have created the Meet, this is the file that you will send out to the Teams competing.

3. **Set-up:** The first tab is [Meet Set-up](#) and this fairly self-explanatory. In [Report Preferences](#) you can adjust the [Report Header](#) to include the Meet Name and location. In the main window you have the options on how [Athletes](#) will be listed as well. In the [Teams](#) box, click on [Suppress LSC team designator](#). This will take away the '-GA' in the reports. (Campbell-GA = Campbell). Clicking on [Use Alternate Team Abbreviation and Name](#) will allow for the school mascot name to be used. *However, that needs to be set-up in a different window and also only works with double column heat sheets.*

[Seeding Preferences](#) will allow for you to determine if the Meet is [Standard](#) or [Circle Seed](#) which is in the [Timed Finals](#) box.

[Entry/Scoring Preferences](#) is used to establish scoring and entry limits. In the [Scoring/Awards](#) tab use the [Maximum Scorers per Team per Event \(blank if no limit\)](#) boxes. For example if you only want 2 individuals and relays to score per Team, then enter 2 into those boxes. In the [Entries/Entry Limits](#) tab you can adjust the [Entry Limits](#), but for standard high school meets the numbers should be 4, 2, 3. Setting the [Entries must have been performed on or after](#) is an option and suggested for Championship Meets.

[Scoring Set-up](#) has two options [Standard](#) and [Alternative](#). If you are allowing each Team to score, depending on what was inputted in the [Maximum Scorers per Team per Event](#) option, then it set up based on simple math. If you have 5 Teams competing and each can have two scores per event, then you will need at minimum 10 place holders for scoring. Keep in mind that the 1<sup>st</sup> place and 2<sup>nd</sup> place scorers have a two point differential, places 3<sup>rd</sup> on only have a one point differential. Once you have inputted the Individual point's column, the Relay point's column is double what the individual points are.

[Entry Fee Surcharge](#) is pretty self-explanatory. [Directory Preferences](#) is similar to that in Team Manager. Simply set where in your computer you want all Exported documents to go.

[Options](#) gives you the ability to [import a background picture](#) to personalize your Meet Manager, same for Team Manager.

Laird, J.

4. **Events:** In this portal you will need to **Add** the events if you are not using an existing file. Use the pop-boxes to populate the standard high school events. When doing so don't forget to rotate between Relays and Individuals. If adding diving select 1 mtr Diving, and the default should be set to 6 Dives, unless it's an 11 dive meet. In the **Rounds** box indicate which option your Meet is using. Standard high school Meets use Timed Finals. Additionally, in the **Round 1 Prelims or Timed Finals** box, indicate the number of lanes that will be used in the pool. If 10 lanes are being used, then indicate 10 Lanes for Best. Heat Order options of Slow to Fast or Fast to Slow are also indicated in this box. **In the next box over click the Score Event box if you are scoring the Meet.**

**Sessions**, located at the top of the window, is used to establish a time line for the Meet. Here you will **Add** the session. Once you click 'add' assign the Session Title, which is the name of your Meet: Example- Campbell Kickoff Meet. Give a start time and the default Extra Backstroke Interval should be set at 15 and Diving Time per Dive at 30.

**Move All** will then be used to transfer the events highlighted in yellow into the Session Schedule column. These can be done manually by double clicking the highlighted event. Once your events are loaded into the session go to event 8 Girls 50 Free and in the **Break** column indicate the amount of time for the break which is typically 10 or 15 minutes.

5. **Schools:** Once team entries have been imported you can add the school's mascot if not already done. Select the Team and in the **Short Team Name** enter the mascot name. This feature will allow for the mascot name to show up for relays but only if the two column option is selected in the **meet program** report.

6. **Seeding:** Once all entries are gathered then it will be necessary to populate the events. In the **Seeding the Meet** window, select the session from the options listed. Next click on **Select All**, then **Start Seeding**. Viola the Meet is practically ready. If coaches make a mistake and changes need to be made there are several options (see below).

**\*If Lane Assignments are being used then do not use Seeding!**

7. **Run:** This is used by the Computer Operator to monitor and adjust the Meet. However, this is also where you adjust Lane Assignment Meets. For example if Team A has even lanes, and Team B has odd lanes then use the **Adjust : F8** tab to manually drag and drop swimmers from heats and lanes.

8. **Reports:** In the drop list is an option for **Sessions**, select this report as it will give you a ball-park time frame for the Meet along with how many athletes are entered. Simply click **Sessions**, highlight the Meet you want and **Create Report**. All options are automatically defaulted and don't need adjusting for a typical high school meet.

**Entry Lists** reports are handy to have for each Team. With this report you can generate rosters with events, heats, and lane assignments for each Team. It's suggested to separate Male and Female to smooth confusion. Instead of selecting individual Teams, go to the **Report Type/Options/Format** tab. In the **Report Type** box click By Team. In the **Format** box select Separate page each team. Next click the **Include in Report** tab. In this window click Include heat and lane, Entry Time, and Line space between athletes. Then select **Create Report**.

Laird, J.

\***Split Sheets** can also be generated in the **Entry Lists** window. Go back to **Report Type/Options/Format** tab and under **Report type** select **Split Sheet**. Keep the **Separate page each team option** selected and in the **Include in Report** tab **uncheck** **Line space for each athlete**.

Remember to run reports for both Male and Female if you are separating them out.

**Psych Sheets** can run in the reports list and is fairly self-explanatory.

**Meet Program** reports are the Heat Sheets. Select the **session**, then click the **Select All** tab at the top of the window. In **Include in Meet Program** tab adjust the options to your liking. Then **Create Report**. Remember that Team Mascot names will not appear if the report is generated with triple columns.

**Records** can be imported from Team Manager or another meet file. This can be a handy feature to use when you run off Team specific heat sheets. This can also be done in the **Meet Program** report by **selecting the Team** and then at the bottom of the window select the tab **Include in Meet Program** and click the box **Records**. You can also select **Time Standards** too, but they will need to be imported or created. *\*If only using Records for your Team it is suggested to import them, run your Team's reports first, and then deselect the option. Otherwise your school records will appear on the primary heat sheet for the Meet.*

**Results** reports will generate the just that. Click on the **Results** option then **Select All**. Next adjust the **Columns/Format** to your liking. Then in the **Include in Results** tab ensure that **Team Scores** are included which is located on the far right of that window. High school meets do not typically use combined scores. Next go to the **Splits/Sort Order/Selected Teams** tab. Here select the **splits** format desired (defaulted to subtracted). If you would only like to see results for your Team only, then click **Selected Teams**.

**Lane/Timer** sheets are used as the paper trail of athletes and events as the Meet is running. In the **Lane/Timer** window **Select All** and in the **Format** box select **2 Events or Lanes Per Page**, then **Create Report**.

## 9. What if a coach messed up?

A coach needs to send a new file due to changes-

- If you have not seeded, simply go to schools, select the Team and delete them. Then import the new entries.
- If you have seeded but not sent out reports such as heat sheets, etc., then delete the Team, import new entries. Next go to Seeding, select all, start seeding. It will prompt if you want to re-seed the events, click yes. Do this for each event.

Relay changes need to be made-

- Click on Relays from the Meet Manager main page. Select the relay(s) and school. Then in the Relay Order box, either move the order around by dragging the names, or delete a name and drag and drop from the Eligible Athlete list in yellow.

Deck seeding individuals or relays-

Laird, J.

- For Individual go to Run to see what lane options are available based on the event. If space is available, go to athletes, select the athlete, select the event, input an entry time or NT, then assign a heat lane (ex. 2/8).
- For Relays go to Run and see what lane options are available based on the event. If space is available, go to Relays, in the lower right corner (highlighted in yellow) select Double Click Name to Add Relay, assign the relay the appropriate letter, then enter a time or NT, and Heat/Lane that was available.

**10. Play around with the program** as there are plenty of features that might be beneficial to how you run meets. This program is auto-saving so anything to click or select for that Meet will not change unless you do so. If you are creating multiple files then go ahead and create 'templates' for future use.