Electronic Scoring a Dual Meet with Meet Manager

WARNING - <u>DO NOT SEED THE MEET</u>

Meet Set Up:

It is assumed that the meet has been previously set up and available on a floppy disk, e-mail file etc.

The following procedure is based on using a BACKUP file from a 31/2" Floppy Disk:

1. Take the floppy disk and place in the appropriate slot in the computer.

2. From Windows Explorer – copy the MEET MANAGER Back Up file to your desk top (or other storage folder of your choosing)

SwmmBkupgbshaty1220-01.zip

3. Now open up Meet Manager and choose **FILE** then to **RESTORE**.

   a. You will be will be given 5 options – pick the second option.
      "Un-Zip and Copy Database to C:\Swmeets"

4. Now you will get a screen asking you to **"Locate the Zipped File and Open It"**

5. Go to where you stored the BACKUP File – i.e. Your Desk Top

6. Highlight the file and click on the "**OPEN"** button.

7. You will get a message that the Database was created – click the **"OK"** button.

8. You will now get a confirmation that the file was unzipped - click the **"OK"** button.

9. Now go to **FILE** then to **OPEN.**

10. Then go to C:\swmeets and find the swim meet you just restored.

11. Highlight the file and click on the **"OPEN"** button.

12. The database is now open.

13. Ask for the Visiting team's disk and slide into the appropriate slot.

14. Go to **FILE** then to **IMPORT** and then to **ENTRIES**

15. Go to the **"A"** Drive and look for the **Entries File** and click **OK.**

16. A window will come up telling you the files have been unzipped click **OK.**

17. A window comes up titled **"Open File For Import"** in the window will be listed a file labeled **Hfile001.hy3** - high light this and click on **OPEN.**

18. Click on **OK** at the next 2 windows.

19. **Repeat steps 13 through 18 for the home team.**

20. **You now need to make any entry changes that the coaches may have.**

21. You are now ready to print out PROGARAMS for each coach (2)

22. Go to **REPORTS** and then to **MEET PROGRAMS.**

23. Select *1 TEAM* / Under **COLUMN** choose SINGLE / Under **INCLUDE IN MEET PROGRAM** choose ENTRY TIMES, LINES FOR RESULTS, EVENTS WITH NO ENTRIES and EMPTY LANES.

24. Click on **SELECT ALL** and Create Report.

25. Repeat steps 22 through 24 for the next team.

26. Now you are ready to run the **LANE/TIMER SHEETS**

27. Go to **REPORTS** and then **LANE/TIMER SHEETS**

28. Choose **CONTINUOUS** under **FORMAT** and **Event then Lane** under **SORT BY.**

29. **Select all** and then **Create Report.**

30. **Print** (printer icon at top of page)

31. **N**ow go back and reprint events with multiple heats.

32. Now you are ready to **RUN** the meet. **DO NOT SEED THE MEET**

33. As events are swum – enter results in the appropriate space.
     Pay close attention to Judges Decisions and DQ's

Electronic Scoring – Meet Manager
Continued

Scoring the Meet:

Recommend using a head score keeper from the home team and a visiting score keeper from the visiting team to score the meet in the traditional manner – This means that at least one hand written line up must be submitted by both teams.

Once the head scorer and visiting team scorer is finished with the documentation (runner sheets, place judging cards and any DQ's) pass the information to the people that will be running Meet Manager (you need 2 people to do this – both can be from the home team or one from each team). The "Meet Manager's" will enter the times and places as recorded by the timers and place judges - all DQ's must be noted.

Periodically through out the meet, the score should be compared with the traditional score keepers. Any difference must be reconciled.

34. When meet is over go to **REPORTS** and then **RESULTS**

35. Under **Columns** choose **DOUBLE**

36. Choose **SELECT ALL and then CREATE REPORT**

37. **Print** (printer icon at top of page) ONE **Copy for each Coach**

38. Now print the **SCORE.**

39. Go to **Reports** then to **SCORE**

40. Select **ALL and Grouping BY DIVISION**

41. Now make a **BACK UP** copy of the meet

42. Go to **FILE** then to **BACKUP**

43. Select the **"A"** drive

44. A window comes up asking you if you would like to include a message – **Click NO**

45. You will be asked to insert disk – if you haven't already done so – do so now**.**

46. Click on **OK**

47. **Back UP will start and complete without any further action.**

You are now finished with this meet