



Meet Manager Quick Tips – for TABLE SCORERS

Opening Database for a Swim Meet

1. Open the appropriate meet manager database for the swim meet you are going to run (be sure to go to Set-Up and name the meet appropriately, etc.).
2. You can also download the generic template files for High School Yards or High School Meters from <http://www.fordswimdive.com/clswimdive.html>.

Importing Each Team's Line-Up

1. When each team's coach arrives to the meet, you will need their USB DRIVES to import two (2) items – their Meet Entry file, and their Roster file. Here is how you will do it:
 - Select FILE > IMPORT > ENTRIES. Locate the entry file on the FLASH DRIVE (make sure you have attached the flash drive to the computer). Import the entries by following all directions from the menus.
 - Select FILE > IMPORT > ROSTERS ONLY. Located the roster file on the FLASH DRIVE.
2. Repeat this procedure for the second team.
3. After bringing in both teams' rosters and entry files, click on the RUN menu to make sure that all entries have in fact made their way into the database (you should see names in correct lane assignments for swimmers in each event).
4. If a team **DOES NOT** bring their entries via USB drive, the MM operator will need to manually enter all swimmers/divers using the printed line-up from the coach. Refer to the TM / MM Guide for more information here.

Running the Meet

1. Make sure you are in the RUN window.
2. Once the meet begins, you will need to make sure that each swimmer listed in each event is also listed on the official hard-copy of the heat sheets (especially after a change has been made)
3. If MM is connected to the scoreboard operating system, follow procedures for importing times through scoreboard hardware/software.
4. If entering times manually, enter all times from the scoreboard after races have been completed. Pay attention to judges' decisions and DQ's. If there is no scoreboard to use, coaches/teams will need to provide times for their swimmers.
5. After entering times for each event, click on SCORE
6. Repeat this for each event in the meet
7. Be sure to check for league records in each event (record will highlight when broken)

CENTRAL ATHLETIC LEAGUE SWIMMING & DIVING



Exporting Results for the Coaches

1. At the conclusion of the swim meet, you will need to export results for each coach, if he or she should request them.
2. To export results for each coach, begin by making sure that all events have been scored in the RUN window. If so, close the RUN window.
3. From the main screen, select FILE > EXPORT > RESULTS FOR TEAM MANAGER. In the pop-up window, select the Team for which you will export results.
4. Click through the series of windows (select OK for each).
5. When prompted to save the results file, make sure that you select to save the file to the FLASH DRIVE (pay attention to which team you have in the FLASH DRIVE)
6. Click OK, and repeat this process again for the other team.

Exporting and Emailing the Meet Manager Backup File

1. From the main screen, select FILE > BACKUP.
2. Be sure to make sure you know WHERE you are backing up the file.
3. When you have access to the internet, email the backup file to Matt Stewart at stewart@havsd.net.
4. Results will be posted 24 – 72 hours after the meet has ended.