

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 (that is, choose the meet by name, as provided by Casey O'Hara at the training session).
2. You can also download your meets from the league website at www.ssl-summer.com. Go to the DOWNLOADS section to download all necessary files.

Importing Each Team's Line-Up

1. When each team's coach arrives to the meet, you will need their FLASH 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).

Printing Heat Sheets (Optional, but worth it!)

1. Inside the RUN window, click on REPORTS > LANE/TIMER SHEETS.
2. Select the events that you would like to print. If you are selecting all events, click on the SELECT ALL tab at the top of the window (select events will turn YELLOW).
3. In the lower left-hand corner of the window, choose the last option for FORMAT – UK PLACING SHEET.
4. Click on PRINT at the top of the screen. You will notice that two events will appear on each page (we're saving paper already). Print your heat sheets from this window.

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. Enter all times from the Runner's heat sheets after races have been completed. Pay attention to judges' decisions and DQ's.
4. After entering times for each event, click on SCORE
5. Repeat this for each event in the meet
6. Be sure to check for league records in each event (record will highlight when broken)

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 stewball@rcn.com.
4. Remember, you must also print out meet results to mail to the appropriate league officials.
5. Results will be posted 48 – 72 hours after the meet has ended.