

Naperville Park District Swim Conference
2007 Championship Setup/Importing/Tiering Instructions
Classic & City
V 7.2 - Updated 6/23/07

These instructions are only for those computer volunteers that will be receiving the team Classic/City entries, and setting up the Classic/City meet in Meet Manager.

Overview of Tasks:

1. Download the Meet Manager Backup file for Classic (or City) from the website or e-mail.
2. Restore and rename Meet Manager Backup file to a file name appropriate for your location & session.
 - a. NPDSC Classic 2007-NCHS-AM
 - b. NPDSC Classic 2007-NCHS-PM
 - c. NPDSC Classic 2007-NVHS-AM
 - d. NPDSC Classic 2007-NVHS-PM
 - e. NPDSC City 2007
3. Verify all Meet Manager settings including Report Headers
4. Receive and import all Entries, Rosters, and Proof of Time reports for their session
5. Compare Roster numbers with final team rosters; resolve differences
6. Run Meet Exceptions report and resolve any issues
7. Determine Classic Tiering
 - a. Run a Psych Report (sorted by seed times) for each Individual event
 - b. Using Psych Report, manually draw lines to split Individual events into their Tiers
 - c. Update the Classic Time Standards for each Individual event to reflect the Tier splits
 - d. Verify Tiering results
8. SEED the meet
9. Print a Meet Entry Report for each team and send a copy to each coach for review. Each team ONLY receives their own team and only times, no heat/lane information.
10. Print a sample Meet Program (using our suggested options) and review it.
11. Create a Meet Program, and either send a PDF file to your Classic/City Meet Director, or print a nice hardcopy and deliver it to them for creating all the printed copies. A PDF generator program is provided on the 2007 Training CD.

Meet Manager settings should be set as follows:

1. Meet Set-up

- a. NPDS Classic 2007 - XXXX location AM or PM; NPDS City 2007
- b. Location = XXXX location
- c. Start Date = 7/21/07 - (City = 7/27/07)
- d. End Date = 7/21/07 - (City = 7/28/07)
- e. Age Up Date = 5/31/2007
- f. ID Format = other
- g. Base Country = USA
- h. DQ Codes = Hy-Tek Codes
- i. NO Touch Pads at both ends
- j. Class = Age Group
- k. Meet Type = Time Standards
- l. Meet Style = Standard
- m. Course = Yards

2. Athlete/Relay Preferences

- a. Checkboxes :
 - i. Enter Ages
 - ii. Enter Birthdates

3. Seeding Preferences

- a. Timed Finals = Standard

4. Report Preferences

- a. Report Formats (checkboxes)
 - i. List Athlete last name first (or leave as normal - your choice)
 - ii. Show Athlete middle initial
- b. Report Headers = "blank" or location

5. Entry Scoring Preferences

- a. Scoring/Awards tab
 - i. Checkbox - Allow foreign swimmers
 - ii. Checkbox - Different Point System for Each Division
 - iii. Max Scorers: (Classic) Indiv = 2 Relay = 1
 - iv. Top Awards (Classic) Indiv = 8 each tier Relay = 8
 - v. Max Scorers: (City) Indiv = 3 Relay = 1
 - vi. Top Awards (City) Indiv = 16 Relay = 16
- b. Entry Limits tab
 - i. Checkbox - Warn if times are out of range
 - ii. Maximum = 4 Indiv = 3 Relay = 2
 - iii. Checkbox - Warn if entry limits exceeded
- c. Results tab
- d. Time Stds Meet tab MUST be checkmarked correctly for Tiering to work**
Seed Time → you stay in your pre-seeded division for awards
Finals Time → you move into re-sorted finals time division for awards
 - i. Checkbox - Points awarded based on Seed Time
 - ii. Checkbox - Points & awards given to Over achievers

iii. Checkbox - Points & awards given to Under achievers

6. Scoring Setup

- a. Select Standard & verify the numbers
 - i. Classic – 1 thru 8 places
 - T1 – Individual 9,7,6,5,4,3,2,1
 - T1 – Relay 18,14,12,10,8,6,4,2
 - T2 and T3 have all zeroes entered
 - ii. City - 1 thru 16 places
 - T1 - Individual: 20, 17, ..., 1
 - T1 - Relay: 40, 34, ..., 2
 - T2 has all zeroes entered

7. Timing Console Interface

This screen will only work if you have installed a version of MM that supports that option. You can receive "entries" with any version of MM, but you will need to obtain a version from the NPDSC that supports the Timing Console to actually run the meet.

- a. Select your Interface:
 - i. NCHS = Daktronics OmniSport 2000
 - ii. NVHS = Daktronics OmniSport 2000
 - iii. WVHS = IST & Networked LAN
- b. The actual connection and testing procedure is briefly described in the NPDSC Console document.

8. Events

Check that they look correct (Classic has 62 events total, City has 72 total).
Timed Finals, 8 lanes, Slow to Fast, Score This Event, Auto Seed Event

9. Time Standards checkboxes - Explained

Here is a brief explanation of the 3 checkboxes available in Time Standards.

For the Classic meet, the "Time Std" for T1, T2, T3 has caused some confusion, and therefore it is suggest that it be UN-checked at the meet so it is not printed on the Results or the Awards labels.

For the City meet, the "City" time standard was added to separate out each of the checkboxes. The "City" is a duplicate of the T1 entries for 15/18, and the Qual entries for the 14U.

Time Std - merely an achievement marker printed on the right column of Results and printed on the 1st line on Awards Labels (like the CITY tag)

Qual - used to initially filter Imported swimmers based upon qualifying times

Scoring - used to place swimmer into a tier or division, and printed on the left column of Results, and printed on the 2nd line on Awards Labels

10. Events - Time Standards (Classic)

Do not import ANY Time Standard files - That would destroy the Classic tiering.

For Classic, you will need to manually adjust each Individual event's time standard according to the Classic Tiering Instructions.

- a. To create a Time Standard report for reviewing:
Events → Time Standards → Create Report (sort by Event)
- b. For each Classic Individual event, 2 tiers are created, but 6U have 3 tiers.
- c. Relays do not have time standards defined
- d. The tier time is the "middle split time" after ranking all the swimmers in each event.
 - i. T3 (slowest tier for 6U is pre-set as 59:59.99 – do not change)
 - ii. T2 (middle tier split for 6U, and also pre-set as 59.59.99 for all other age groups)
 - iii. T1 (top tier split for all age groups)
 - iv. CITY (NPDSC City time used to ensure only Classic swimmers qualify here)

• Tag	Time-Std	Qual*	Scoring
• CITY	X	X	--
• T1	X		X
• T2	X		X
• T3	X		X

City/Qual - This time standard is set to Qualify with Slower Than T1, T2, T3 - are UN-checked for Time Std after all printing is completed**

11. Events - Sessions (Classic)

- a. Check that a single Session has been created for Classic, and that all the Events have been added to that single session.
- b. Edit the Session information with the starting time for your location (AM vs PM)
Classic Morning Session = 8:00AM
Classic Afternoon Session = 2:00PM
Interval = 15

12. Events - Time Standards (City)

Do not import ANY Time Standard files - That would destroy the City standards.

The City Meet has a different set of FOUR internal Time Standards defined to support the special case of the 15/18 swimmers all being at City, and having a T1 and T2 only within the 15/18 group of swimmers. Therefore, there is one internal time standard defined to insure all 15/18 swimmers are imported. There is another internal time standard that reflects the actual 15/18 qualifying time. Confused? - We have updated the names of the time standards to help with the situation.

- **CITY** = All real city times for each event and each age group. Used as the Time Standard.
- **QUAL** = Real 14U times, but "artificial high" times for the 15/18 events to insure all 15/18 qualify for all the events on Friday.
- **T1** = Real 15/18 times, but "artificial high" times for the 14U events.
This is used for the 15/18 tiering and all 14U scoring/results of the swimmers.

- **T2** = Blank times only for 15/18 tiering of the (T2) slower swimmers and their scoring/results.

• Tag	Time-Std	Qual*	Scoring
• CITY	X		
• QUAL		...X	
• T1			X
• T2			X

13. Events - Sessions (City)

- Check that three sessions have been created for City, and that the appropriate age level events have been added to each session.
- Edit the Session information.
 - Day 1 - Friday night - 15/18 = 6:30pm
 - Day 2 - Saturday morning - younger = 8:10AM
 - Day 2 - Saturday afternoon - older = 1:55PM
 - Interval = (15 on Friday, 30 on Saturday)

14. Award Labels

- Labels → Award Labels
- Award Type = Standard
- NO - By Heat
- Individual Place (Classic) 1 thru 8
- Individual Place (City) 1 thru 16
- Relay Place = (Classic) 1 thru 8 (max relay teams at meet)
- Relay Place = (City) 1 thru 16
- Relay Names = 4
- Sort By = Event Number - or - Team / Event Number

- Create the Classic Time Standard Tiers
- Verify with a final Classic Psych Sheet Report
- Seed the Meet
- **DO NOT RE-SEED AFTER PRINTING THE MEET PROGRAM**
- Check the Meet Program results.

DETAILED INSTRUCTIONS FOR IMPORTING MEET ENTRIES

1. ENTRIES

- a. Meet Manager – File → Import → Entries
- b. Point to ZIP file, Open, auto-unzips, point to .HY3 file, Open
- c. Verify incoming information
 - Team name, Team abbreviation
 - Meet Name
- d. Click OK
- e. Select following Import Entries verification checkboxes:
 - NO - Include Entries with NT
 - X - Enforce Meet Entry Qualification Time
(Classic time must be slower than City time)
 - **X - Match on Event Numbers**
(very important to catch wrong template entries)
- f. Click OK to import and scan entries for errors
- g. Print the Exception Report (if generated); Resolve any errors

NOTE for NT's **: If you have a few entries that reject with NT's, you can manually adjust these if you receive their times via a phone call or email. Re-Import the entries file, and checkbox to Allow the NT's, Then manually correct the NT's via the Meet Manager → Athletes menu.

2. Create Exceptions and Proof of Time report

This report can compare the max entries submitted vs. the limits, the Seed vs. Qual times, and compare the swimmer Seed Time entry vs. a "summary" of the swimmer times contained in the Proof of Time file submitted by each team. Each Exception Report (tab) must be run separately, and for each imported team. You can run the Max Entries report and the Stds/Quals report for all teams all at once, but the Proof report can only be run on a single team at a time.

- a. Meet Manager - Reports → Exception Report
 - b. Select appropriate Session from Session List
 - c. Max Entries tab
 - i. Select Exceed maximum Entries per Athlete
 - ii. Select count Relay Alternates (5-8)
 - iii. Max = 4
 - iv. Max Individual = 3
 - v. Max Relay = 2
 - vi. Click Create Report
 - d. Stds/Qual tab
 - i. Select on the CITY checkbox under Time Stds (above)
 - ii. Checkbox - Faster Than or Equal... set this exception for Classic Meet
 - iii. Checkbox - Slower Than or Equal... set this exception for City Meet
 - iv. Checkbox - Use = Entry Time
 - v. Click Create Report
 - e. Misc tab – none
- ### 3. Reg Ck/Proof of Time tab
- Use the Filter (at the bottom of the screen) to select a specific team.

- a. Checkbox - Proof of Time using Team Manager Time file
 - i. Select Sort by Event
 - ii. Team - Select team from dropdown list
 - iii. Click Create Report
 - iv. Locate and select the team's Proof of Time file.
 - v. Also - you may view or "Browse the Proof of Time file" to verify a time

NOTE ON PROOF OF TIME: Each team must send a Microsoft Word document that includes a Proof of Time report. Print this file for initial review and easy reference.

4. Printing Psych Sheets for Classic Tiering

These sheets list all the swimmers in an event by their sorted seed times. The sheets can then be used to quickly create the required manual splits called Tiers, and the split time then manually entered into the Time Standard to create an updated list for this year's Classic. Print 3 Column Psych Reports with Entry Times

- a. Reports →Psych Sheets
- b. Select only those events to be Tiered - Classic Individual events 11 – 54
- c. Columns/Format Tab
 - i. Column = Triple (3) - Can also use Double for checking/displaying the Tiers.
 - ii. Format = Blank
 - iii. Athlete ID = None
 - iv. Time Stamp = Date & Time
- d. Include in Psych Sheet Tab
 - i. Time Standards (to show Tiering)
 - ii. Entry Qualifying Time
 - iii. Entry Times
 - iv. Events with No entries
 - v. Relay Names = 8 (to show alternates for review)
 - vi. Top How Many = blank
- e. Filters/Sort Order/Options
 - i. Filters = None
 - ii. Sort Order = Fast to Slow
- f. Review and draw lines where Tiers should be created.
- g. Update Time Standards with Tier times... artificial breaks between real swim times
- h. Re-print Psych Reports with either 2-columns or 3-columns.
- i. Review for correct splitting of Tiers.

Note **: For events with only 1-8 swimmers, create only one Tier.
For events with 9-xx swimmers, perform the split and create the two Tiers.

5. Printing Entry or Psych Sheets for team's review

It would be helpful to the teams and coaches if you send back to them some kind of report that shows which swimmers have been entered into which events. There has been some discussion about what format report should be used. The problem comes from the fact, that if we send them a nicely formatted Meet Program Report, then some teams might duplicate the pages, distribute them to their teams and sales of the official Champs Meet Program would be lost.... thus losing NPDC revenue to help defray the costs of the Champs meet.

Do not send out any kind of heat/lane information in any report, only entry times.

6. Printing the Final Meet Program

We all probably have slightly different ways of creating the Meet Program report. This is why it's nice to have a testing file to experiment with.

Here is one example of the checkboxes to be used.

- a. Reports → Meet Program (Heat Sheets)
- b. Click Preferences
 - i. Check Headers (tab) are blank lines, or some appropriate sub-title.
 - ii. Check Format (tab)
 - Checkbox - List Last Name First
 - Checkbox - Suppress "A" and "LSC"
 - Checkbox - Suppress small "x" for scorer limits (only for Classic)
- c. Top menu area checkboxes:
 - i. Select Individ + Relays
 - ii. Team = blank
 - iii. Age = blank
 - iv. Gender = All
 - v. Rounds = All Rounds
- d. Select appropriate Session from the Session List
- e. Columns/Format Tab
 - i. Columns = Triple (3) - (Double makes it easier to read complete names)
 - ii. Format = Blank
 - iii. Athlete ID = none
 - iv. Timestamp = Date & Time
- f. Include in Meet Program Tab
 - i. Records (City only)
 - ii. Time Standards
 - iii. Entry Qualifying Time (maybe redundant?)
 - iv. Entry Times
 - v. Events with No Entries
 - vi. Heat Start Time (Usually just for the NPDSC Meet Director)
- g. Click Select ALL
- h. Create Report

7. Printing the Meet Results

We all have slightly different ways of printing the Meet Results report taped up on the wall.

This is why it's nice to have a testing file to experiment with.

Here is one example of the checkboxes to be used.

Reports → Results

For testing, skip the separate report groupings;

When printing for real, print by groups, and only those events scored.

- a. Top area checkboxes:
 - i. Gender = (report each separately)
 - ii. Age Range = blank
 - iii. Rounds = All Rounds

- b. Session List=Select appropriate session
- c. Columns/Format Tab
 - i. Report Type
 - Single Column
 - Export File=None
 - ii. Format
 - Top How Many=blank (will list all swimmers)
 - Relay Names=4
 - iii. Athlete ID = none
 - iv. Timestamp = Date/Time
- d. Include in Results Tab
 - i. Include in Results
 - Records
 - Time Stds
 - Entry Qualifying Time (may be redundant ?)
 - Entry Times
 - Scratches
 - No Shows
 - DQ codes
 - Athlete/Relay Points
 - ii. Include Team Scores
 - Check Combined, Male & Female (only needed for City)
- e. Splits/Sort Order/Selected Teams Tab
 - i. Splits=Subtracted (nice to see for relays, and maybe other events)
 - ii. Sort order=Event # Order
 - iii. Select Teams=All Teams

8. Printing Athlete/Team swimmer counts

To print a count of swimmers, a quick and easy report is available.

Reports → Warm-Up

***Hy-Tek Help File - Tiering and Running a A-B-C swim meet**

An A/B/C Meet is a Timed Final meet which is also known as a Divisions by Time Standards meet... which is what the NPDSC uses for their Classic and the 15/18 City. The results for each event are separated into Divisions (groups) based on either the time standard of the seed time for each swimmer or based on the swum time of each swimmer. The standard A/B/C meet has 3 groupings based on an A time standard, a B time standard, and a C time standard. The C time standard is usually blank to indicate that it includes all swimmers slower than the B time. Within each event there will be three first places, 3 second places, etc.

For example, let's say for the 11-12 Girls FREE the Time Standard groupings are:

A	33.00
B	40.00
C	----

If the scoring is based on the Swum Time, this means that every Athlete that swims a 33.00 or faster will be ranked and scored with the A group. Every Athlete that swims from 33.01 to 40.00 will be ranked and scored with the B Group. Every Athlete that swims 40.01 or slower will be ranked and scored with the C Group.

If the scoring is based on the Seed Time, this means that every Athlete that has a seed time of 33.00 or faster will be ranked and scored with the A group. Every Athlete that has a seed time of 33.01 to 40.00 will be ranked and scored with the B Group. Every Athlete that has a seed time of 40.01 or slower will be ranked and scored with the C Group.

Here is a list of steps for you to follow to setup an A/B/C Time Standard Meet.

1. Click on Set-up from the Main Menu Bar and then Meet Set-up and click on the Time Standard radio bar under the Meet Type Heading under Divisions - then click OK.
2. Click on Set-up from the Main Menu Bar and then Entry/Scoring Preferences and then click the Time Stds Meet tab. Here you define how you want to base the assignment of the Time Standard Groupings - either by the Seed Time or Results Time. Then specify how to want to handle Over and Under Achievers in terms of Scoring. [Click Here](#) for more information on setting this up.
3. Click on Events from the Main Menu Bar and then click on the Time Standards button on the left panel to set up the Time Standard "grouping" criteria for each event. [Click Here](#) to find How To Set up Time Standards.
4. If the points awarded are different for each time standard grouping, then go to Entry/Scoring Preferences / Format and check the box that says Different Point System for each Division. Then go to Setup / Scoring Setup, click the combo box at the bottom left to select the time standard and enter the points for that time standard. Do this for each time standard grouping.

That's it! Now when you Run and Score the Meet, MM will break out Place/Finish Scoring into the Time Standard Groups that you have specified for each event. In our example from above, the rankings might look like this:

A		
1st	Janet Bailey	31.44
2nd	Sarah Getsch	31.78
3rd	Mary Glass	32.45
B		
1st	Jessica Bording	33.55
2nd	Doris Paine	34.01
3rd	Betty Ross	34.55
C		
1st	Alice Kemp	42.43
2nd	Karen Dessler	42.78
3rd	Laura Whiting	43.00

Individual High Point and Team Scores can also be broken out using these Time Standard groupings. Go to the Scores report and be sure to click on Divisions to request that MM total the points based on these Time Standard groupings.

Note: Any Result that does not fit any of the group criteria, or an Under or Over Achiever that is declared as not eligible to score, will be ranked in a special group called "Non-Award".