



*Team Manager & Meet Manager*

*Training Guide*

*Prepared by NPDS SC Scoring & Computers Committee*

<http://www.npdsc.org/>

*Last Updated - Version 7.02 - 5/13/2007*

## 1 Change History

5/18/05 -

Created new training document for the NPDS

7/14/05 -

Added Keyboard shortcuts listing

7/27/05 - (3.5)

pg. 2 - Added this Change History page

pg. 8 - Changed the TM setup for USA, LSC, and State to blanks

pg. 13-15 - Changed wording for the Auto Seeding discussion

pg. 19 - Auto Seeding vs. Manual vs. Mixed

pg. 20 - Reports

pg. 25 - Performing Backups

8/01/05 - (3.6)

Added some pages to the Table of Contents

2/3/06 - (3.7 changed to 6.0 for 2007)

Updated instructions for new Meet Manager 2.0 for 2007

Added sample screen shots showing changed screen layout for MM 2.0

Changed team name abbreviations for BRE, BRO, COM

Added Table of Contents instruction block.

2/9/06 - 6.3

Added logical flow diagram

Corrected TOC error.

Modified some wording with regard to Seeding, Pre-Seeding, etc...

2/17/06 - 6.6

Added a MM 2.0 What's New page for features and changes

2/19/06 - 6.9

Added information for Computer equipment & Windows requirements.

Added information for creating and printing Event Sessions report, and Timelines.

Updated MM 2.0 - changed screen layouts for Running/Seeding a meet.

Added information to TM 4.0 about Purging meets from the database.

Added information to TM 4.0 about Inactive vs. Active swimmers on the roster.

2/25/06 - 6.11

Updated MM 2.0 keyboard shortcuts and Score and List/Rank buttons.

3/17/06 - 6.12

Added a comment about the MM 2.0 file size growing 3x from 800k to 2,300k.

Use the /File Compact command to reduce the size back to 800k.

5/12/06 - 6.14

Added suggested DQ card layout with Hy-Tek DQ codes.

Updated with Spellchecker.

5/22/06 - 6.16

Changed some high level steps & usage of templates vs direct MDB files.

Re-arranged areas about installing Software Updates, and using Meet Manager templates.

Added text about inactive swimmer checkboxes.

Updated TM setup info for relay entries.

## NPDS Training Guide

5/26/06 - 6.18

Added section for Team Manager printing reports.  
Changed keyboard shortcuts to sub-section of running a meet.

6/8/06 - 6.19

Added sections in Team Manager for creating rosters to be emailed in June to the NPD.  
Added section in Team Manager about updating team, contact, and coaches information.  
Added more detail for the 20yd conversion process at Huntington and MB1.

6/14/06 - 6.22

Added section for printing performance & seasonal reports in Team Manager, and note about age-ups.  
Added DQ Codes display preference in Meet Manager RUN menu.  
Updated some numbering tabs.

6/26/06 - 6.23

Modified the Results & Backup section to only utilize and discuss the MM backup file vs the .MDB file directly.  
Updated the sections to reflect either using the MM Backup file or the MM Results file.  
Added simple instructions concerning creating a MM Backup file, and Restoring the MM Backup file.

7/16/06 - 6.24

Added TM Course Conversion for meters/yards - 1.11 vs the Hytek default of 1.11  
Added test for Check for Updates - testing web browser + FTP access.

8/1/06 - 6.26 - 6.29

Added info on TM Use Since date on Meet Setup.  
For TM, Custom Age Groups - make sure you add all 25, 50, & 100 distances  
Added MM Enter Results by Lane  
Split and indexed the MM meet consolidation, adding, moving swimmers.  
Split and indexed the reports - TM and MM  
Started adding info about setup and using Records.  
Included copy of the 2007 Time Standards.  
Included copy of the 2007 DQ codes.

3/6/07 - 7.01

Continued updating the section on creating Records.  
Added placeholder for Meet Manager Reports

## 2 Table of Contents & Instructions

Do NOT manually edit the Table of Contents.  
 It is created automatically using the "table of contents" feature of Word.  
 Specific title lines are formatted with a special "Heading 1" or "Heading 2" style,  
 which will be found by the table of contents update command.  
 To recreate/update this table of contents, use these key-clicks:  
 ---> Right-Click anywhere in the table of contents below,  
 ---> Click Update Field ---> Click Update Entire Table ---> Click Ok

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### 3 Introduction

This document is intended as a general guide to assist you in getting started with using Team Manager and Meet Manager software to manage your swim team's roster of athletes, your swim meets, your events, and your results.

Each team might tailor the process to fit their needs. Therefore, some of the techniques described might be exactly what you are doing, or they might be new in concept.

This guide is not intended to be a complete tutorial on the operations of the Team Manager and Meet Manager programs nor on the use of Windows software. Each Team's Computer Personnel is expected to be familiar with basic Windows operations, such as opening and saving files, copying files, and running programs. They should also have a basic familiarity with the Hy-Tek software. A user's manual was delivered with each program, and each program also contains on-line help.

Hy-Tek provides technical support as follows:

Website	<a href="http://www.hy-tek.com/swim/">http://www.hy-tek.com/swim/</a>	
Team Manager 4.0xx	<a href="mailto:TM@hy-tek.com">TM@hy-tek.com</a>	(252) 633-5177
Meet Manager 2.0xx	<a href="mailto:MM@hy-tek.com">MM@hy-tek.com</a>	(615) 599-4364

Comments and suggestions on this guide are also welcome by the NPDS Computer Committee. Support and other valuable information is available at our Computer and Scoring Web Page:

<http://www.npdsc.org/>

#### Training Session Agenda

Introduction  
Program Descriptions  
High Level Steps  
Setup of Team Manager Software (15min)  
Setup of Meet Manager Software (15min)  
Setup Team, Roster, Meets, and Entries (30min)  
Setting up a Meet in Meet Manager (30min)  
Running a Meet (30min)  
Saving Results (10min)

#### 3.1 Major Seasonal Changes

##### 2007

- NPDS encourages Home-team seeding of dual meets – not required
- The conversion for a 25M pool is updated to be consistent with standards
- Updated City Times for 15-18 year-old 50 Freestyle

##### 2006

- NPDS purchased Meet Manager 2.0 for most teams.
- A new 76 renumbered Event List created (dropped 100 Butterfly)
- Included DQ card sample layout using Hy-Tek pre-defined DQ codes.

##### 2005

- NPDS requires of all teams to be running Team Manager 4.0 as of the 2005 season.
- A new Event list (78 numerical events) is in effect
- Added 15/18 events for 50 Free and 100 Butterfly.
- Teams are encouraged to Auto-Seed their meets/additional MM templates with Auto-Seed were created.
- Teams are expected to e-mail rosters, entries, and results to their hosts/visitors.
- Teams are encouraged to communicate changes prior to the meet if known to reduce same-day changes.

## 4 Program Descriptions

### 4.1 Team Manager 4.0 (New for 2005)

#### Overview

The software program Team Manager maintains a single database. This single database contains your entire team's swimmer roster, all previous swim meets, and the entries/results from those swim meets, and other related information. Since the database contains previous years and the current years swim meet entries and results, various reports may be created showing swimmer performance improvement over the years. You will only have one Team Manager database that will grow with historical meet results over the years.



Each team is required to use the Team Manager 4.0 (TM) program to:

- Maintain their team roster
- Generate meet entries for the for all Dual Meets and both Championship Meets
- The program can also be used (with the appropriate options) to generate a variety of performance and administrative reports.

**TM 4.0** is offered as an Upgrade to Hy-Tek Customers who currently own **TM II**, **Win-TM** or **Dos-TM** for the upgrade price of **\$69.00**. When you upgrade to **TM 4.0**, you automatically receive the options that you currently have in your current Hy-Tek Team Management product release. TM 4.0 was released in March of 2004. Hy-Tek will continue to offer FREE Maintenance Updates on their web site and FREE E-Mail and telephone support through at least March 2007.

### 4.2 Meet Manager 2.0 (New for 2006)

#### Overview

A meet database is created and used to run each home/hosted swim meet. The software program Meet Manager handles this. This database contains the meet events, time standards, and the imported entries for both (all) attending swim teams. The seeding for the swim meet is created in Meet Manager, the meet is run, the times collected and entered (manually or via touch pads) and the final results are then tabulated, scored, and award labels/ribbons printed. Therefore you will have a separate database for each of your home/hosted swim meets.



Each team is required to use Meet Manager (MM) program to:

- Import Meet Entries to create and run Dual meets
- Print Timer Sheets, Meet Programs and Event Lists for officials.
- Record all swims for dual meets, including times and disqualifications (DQs).
- Keep the score of the meet, and generate award labels for ribbons.
- Provide electronic results and a meet backup file
- The program can also be used (with the appropriate option) to generate a variety of reports and track pool and team records.

Both programs make it easy to upgrade. Download the update file (zip format) to your system, but DO NOT unzip it. From the main screen of the program, click "File", then "Install Update". Follow the prompts to locate the update file you downloaded. The program then does the rest. After the update is completed, the program will restart itself to complete the upgrade.



ZIP Files and Hy-Tek Software

Hy-Tek programs, TM 4.0 and MM 2.0 use “zip” format when exporting files. This is done to compress the files for easier copying and transmission. The programs recognize and process the “zip” format when importing files, as well. When you receive a “zip” file (e.g. roster, meet entries, or meet results) do not unzip it. The Hy-Tek program will do that for you.

## 5 High Level Steps for Dual Meet Season

The NPDS training will concentrate on these steps.

Step	Activity	When
1	<b>TM:</b> Setup of TM software and database	Advance of Season
2	<b>MM:</b> Setup of MM software	Advance of Season
3	<b>TM:</b> Setup Roster, Meets and Entries in TM for Dual Meets for Export to MM	Two (2) or more days before start of meet. <ul style="list-style-type: none"> <li>• Tues 6P for Thurs meet.</li> <li>• Thurs 6P for Sat meet.</li> <li>• Sun 6P for Tues meet.</li> </ul>
4	<b>MM:</b> Setup Meets in MM	Two (2) or more days before start of meet <ul style="list-style-type: none"> <li>• Tues 6P for Thurs meet.</li> <li>• Thurs 6P for Sat meet.</li> <li>• Sun 6P for Tues meet.</li> </ul>
5	<b>MM:</b> Setup Entries of a Dual Meet in MM	Two (2) or more days before start of meet. <ul style="list-style-type: none"> <li>• Tues 6P for Thurs meet.</li> <li>• Thurs 6P for Sat meet.</li> <li>• Sun 6P for Tues meet.</li> </ul>
6	<b>MM:</b> Print Paperwork for Dual Meet	Prior to Meet when seeding is completed & consolidated.
7	<b>MM:</b> Make Last Minute Changes Prior to and During Meet	Day of meet, 30 min. prior to start of meet, and during the running of the meet
8	<b>MM:</b> Run Meet – scoring, printing awards, etc.	Day of meet
9	<b>MM:</b> Save Results, Provide results for Visiting Team & Press	Day of meet after final event is scored.
10	<b>TM:</b> Import results from meet	After results file has been received/copied

## 6 Computer & Windows Requirements

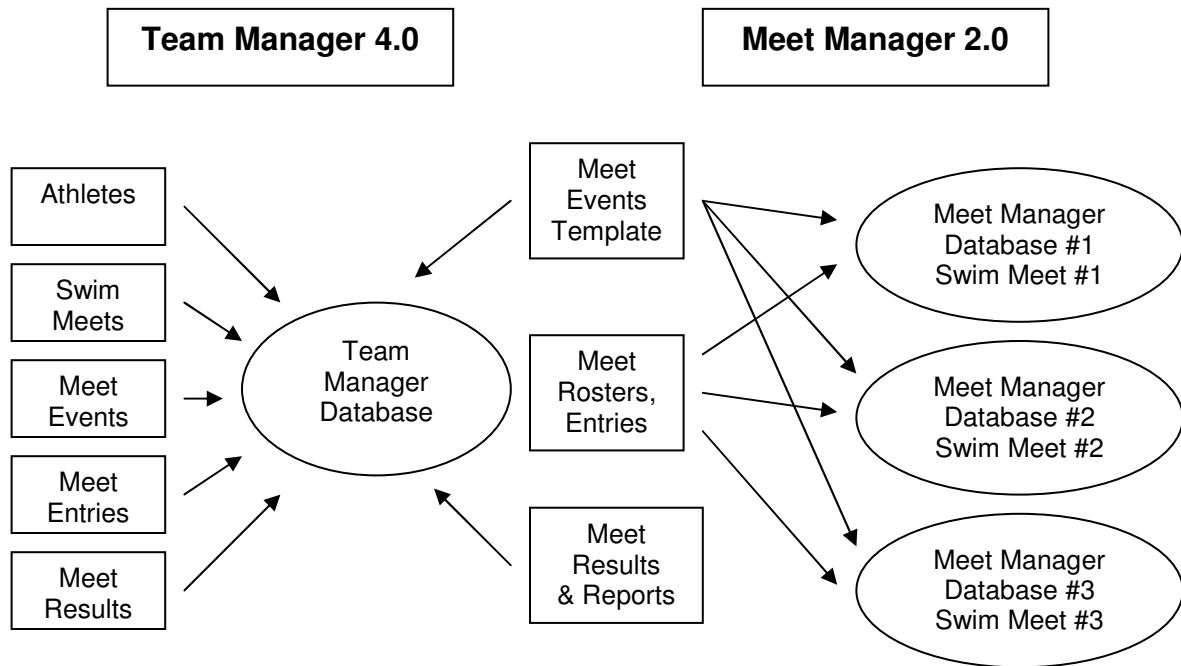
We have been able to run Team Manager and Meet Manager on a variety of operating systems from older Windows 98se to Windows XP. In addition, we have run the software on a range of hardware from these two test system:

- Windows 98se - Pentium 233Mhz - 64meg of memory - 800x600 screen - CD-ROM
- Windows XP - Pentium 1.2Ghz - 768meg of memory - 1024x768 screen - CD-ROM

We suggest that you have an Internet connection and email, to be able to share Team Manager entry lists and Meet Manager results via Email. It would also be helpful to have a fast Internet connection to be able to download TM and MM updates, which usually are 6 to 10meg in size. Also, the NPDCS templates and other data are available for download from the website at <http://www.npdsc.org>.

Windows Task Bar - Suggest using the "Auto-Hide" properties setting, to gain full use of your entire screen.

## 7 Flow Diagram of Team Manager & Meet Manager



## 8 High Level Steps for Preparing for Classic and City Meets

The City time standards have been delivered with the initial setup of the NPDSC Team and Meet Manager template CD. It may be used throughout the season to determine whether a swimmer has qualified for the City meet. These are the potential steps that may need to be done to prepare for City lineups.

Step	Activity	When
1	<b>TM:</b> Ensure Correct valid results are all in TM	Prior to Championship lineup meeting
2	<b>TM:</b> Enter Athletes as Qualified in appropriate Meet according to Meet Rules	Prior to Championship lineup meeting
3	<b>TM:</b> Export Entries, Rosters, Proofs as required by Rules	Prior to Championship lineup meeting
5	Email files as attachments to contact person for computer setup	Prior to Championship lineup meeting

## 9 Checklist for Inputs to Dual Meet Steps:

Check	Item
	<b>Computer, MM, and TM software.</b>
	<b>Electronic Entries in EXPORTED format (REQUIRED)</b>
	<b>Electronic Roster (REQUIRED)</b>
	Roster printout (REQUIRED to have available)
	<b>Paper and Labels (REQUIRED)</b>
	Blank reams of paper
	Sheets or single-feed sheet of labels.
	<b>Lane/Timer Sheets</b>
	<b>Meet Report (heat sheets)</b>
	<b>Support Information</b>
	<ul style="list-style-type: none"> <li>List of support phone numbers, NPDSC and Hy-Tek, Ltd.</li> <li>These instructions/guidelines</li> </ul>

## 10 Setup of Team Manager Software

This set of instructions needs to only be done once.

### 10.1 Install Team Manager 4.0 software.

- 1 Place the CD into the CD-ROM drive.
- 2 For Windows/XP users, you may have to have "admin" rights to install software.
- 3 Auto Run should automatically start the set-up program, if not, Click My Computer.
- 4 Click on the CD-ROM drive.
- 5 Run the Setup program by double-clicking on the file that looks like a box of diskettes.
- 6 When prompted to "launch" the software, answer yes while the CD is still in the CD-ROM drive.
- 7 TM will automatically create a shortcut for your desktop.
- 8 Update the TM software with the latest patch, either from the NPDS CD-ROM or clicking on "Check for Updates" (if Internet connected), or manually download from the Hy-Tek website.

After installing the Team Manager software, you will need a single database to hold all your team's results.

Either:

- (A) *Restore* your team's database from last year with all the roster, events, and previous results, or
- (B) *Copy/Create* a brand new empty database as a last resort.

**Of course, it would be much better to locate your database, or a Backup of your database from last year.**

### 10.2 Copy/Create an empty Team Manager Template

**This only should be done if starting over, or if missing all prior years' information.**

- 1 The empty Team Manager database file will be copied from the CD-ROM to your hard disk. Create a new file folder for the Team Manager database, or you can just use My Documents or any other disk folder location.
- 2 Place the CD labeled "NPDS" in the CD-ROM drive.
- 3 Open My Computer → Browse to the CD-ROM drive. Locate the Team Manager Template folder. Open the folder and locate the NPDyyyy.mdb database file. Copy the database file onto your hard disk - either into My Documents or some other folder.
- 4 Run Team Manager.
- 5 From the Team Manager menu, Select File → Open/New Database.
- 6 Locate the NPDyyyy.mdb file on your hard disk. Click Open.
- 7 Skip the next section on Restore, and continue with the Verify & Configure Team Manager System Settings section.

### 10.3 Restore your Team Manager historical database

**This should be done to Restore a previous valid and complete copy of your team database.**

- 1 From the Team Manager menu, Select File → Restore Database.
- 2 Locate the database Backup file that you want to restore. The Backup file might be on diskette, flash drive, or received as an email attachment. It will have the naming format of: SWTMBKUPxxxx-nn.zip. Click OPEN.
- 3 The next screen display offers 3 options for the Restore, and 2 options for the database itself
  - a) Replace Currently open Database
  - b) Unzip and Copy to Current Folder
  - c) Unzip and Copy to Selected Folder
  - d) Rename the database from NPD200x to 2007
  - e) Open the database after the restore
- 4 Make your choices carefully and Click OK.
- 5 This will restore the Team Manager database.

#### 10.4 Verify & Configure Team Manager System Settings

- 1 From the main TM menu, Select Setup, → Preferences → System Preferences.
- 2 Review and update the Preference fields:
  - a) Gender description (boy/girl - male/female - men/women)
  - b) Auto Backup = 0 or your choice.
  - c) Auto Update = 0 or your choice.
  - d) Team Defaults
    - i) Team Registration = OTH
    - ii) Team Type = AGE
    - iii) Country = blank
    - iv) LSC = blank
    - v) State = blank
  - e) Meet Age-Up = 5/31/yy
  - f) System Age-Up = 5/31/yy
  - g) Click OK
- 3 To perform the actual Age-Up function, from the TM main menu, Select Setup → Age Up Athletes
  - a) You can Age-up by specific meets, your entire roster, or the entire database.
- 4 From the main TM menu, Select Teams.
- 5 Click on your team's line to review and update. It may be the only entry.
- 6 Review and update the Team fields.
  - a) Names - The team code from Appendix Table 1 - Team Abbreviations
  - b) Email
  - c) Telephone numbers
- 7 Click OK and then close the window.
- 8 Select Set-up → Favorite Filters.

Your current default Favorite Filter (if defined) is displayed in yellow.
- 9 Click the yellow row to review & edit, or Click the Add button.
  - a) Team = pull down list from Appendix Table 1 - Team Abbreviations.
  - b) Course = blank - or - can use Yards - *For Hobson West only, use Short Course Meters (SCM).*
  - c) Meet type = 25 (even for 20yd pools)
  - d) You may define 5/31/yy as the Season Start Date and checkmark the Use Start Date box.
  - e) Enter a Favorite Name - usually just your team abbreviation.
  - f) Click Set Default or the red heart icon to make this your default entry.
  - g) Click OK to exit the Favorite Filters window.
- 10 Verify the Age-Up date for this season. Setup → Preferences → System Preferences.

The Meet Age-Up Date should reflect 5/31/yy.
- 11 Create Time Standards. This subject is presented in a later section.
- 12 Create (time) Records. This subject is presented in a later section.

You may also refer to the Hy-Tek Team Manager help to learn how to create and maintain team record files.
- 13 Course Conversions. .

This setting is only used to convert meters and yards.  
(For the 20yd pools, the required 20yd vs. 25yd conversion factor is actually setup in their Meet Manager database).

  - a) TM - Select Set-up → Course Conversion
  - b) Verify the conversion factor at the top - Yards to SC Meters - is set to → 1.11
  - c) The rest of the Long Course factors may be ignored.
  - d) Click Select at the bottom.

## 11 Setup of Meet Manager Software

### 11.1 Install Meet Manager 2.0 software.

- 1 Place the CD into the CD-ROM drive.
- 2 For Windows/XP users, you may have to have "admin" rights to install software.
- 3 Auto Run should automatically start the set-up program, if not, Click My Computer.
- 4 Click on the CD-ROM drive.
- 5 Run the Setup program by double-clicking on the file that looks like a box of diskettes.
- 6 When prompted to "launch" the software, answer yes while the CD is still in the CD-ROM drive.
- 7 MM will automatically create a shortcut for your desktop.
- 8 Update the MM software with the latest patch, either from the NPDS CD-ROM or clicking on "Check for Updates" (if Internet connected), or manually download from the Hy-Tek website.

### 11.2 Install your Meet Manager Templates

For each swim meet you will be hosting, you will need to setup that meet using Meet Manager. In 2007, the NPDS is recommending the use of auto-seeding by all home teams. If the visiting team chooses to seed their own team, they must contact the home team in advance and inform them of their intentions. To be able to setup a meet, you will need a database of the events and other elements for handling that swim meet. The NPDS has pre-configured a database for each pool configuration, number of lanes, and whether manual or auto seeding will be used. Therefore, you need to copy these "templates" which will be used as "cookie cutters" to setup your actual hosted meets for the season. These templates are distributed using the Meet Manager backup format, and named with a syntax for the Yards/Meters, number of Lanes, and Auto seeding. Each pool therefore will need 2 templates.... manual seeding + auto seeding.

Here is an example of the Restore method...

- 1 Place the CD labeled "NPDS" in the CD-ROM drive.  
The templates are also available for download from the website.
- 2 From the Meet Manager menu, Select File--->Restore.
- 3 The next screen display offers options for the Restore
  - a) Replace Currently open Database - Be very careful NOT to accidentally replace a database.
  - b) Unzip and Copy to default folder
  - c) Unzip and Copy to Selected Folder
  - d) Unzip, Copy, and Open database.
  - e) Rename the database from say 200x to 2007

SUGGESTION:  
Create a folder on your Desktop or My Documents called "NPDS Templates" and use that folder.
- 4 Make your choices carefully and Click OK.
- 5 Locate the database Backup file that you want to restore.  
The Backup file might be on diskette, flash drive, CD-ROM, or received as an email attachment.  
It will have the naming format of: SwmmBKUPxxxx-nn.zip  
The file name will reflect your pool configuration, lanes, and manual vs auto seeding.  
Click OPEN
- 6 An informational message about the database backup will be displayed.  
Click OK
- 7 An informational message or messages may be displayed about the copy and/or rename.  
Click OK
- 8 You have restored your Meet Manager database template.

You will use the MDB template you just copied onto your hard disk later when it comes time to set up an actual meet in Meet Manager.

The templates have the distance and number of lanes pre-configured, i.e. - 20y8L.  
Both of the 20yd pools - (Maplebrook I and Huntington) have indicated they use the 25yd templates.  
In addition, Hobson West uses the 25meter template.

11.3 Meet Manager 2.0 Screen Layout

Meet Manager 2.0 has changed most of the screen layouts from having the commands on the left side, to having the commands listed across the top menu line. This also allowed the screens to have more content displayed, and act more like a classical Windows application. In addition, the "Close" button is gone - in favor of the Windows "X" corner.

Here is how the Athletes screen is displayed using Meet Manager 1.4

Notice that the commands are buttons along the left side of the screen, and buttons above the names.

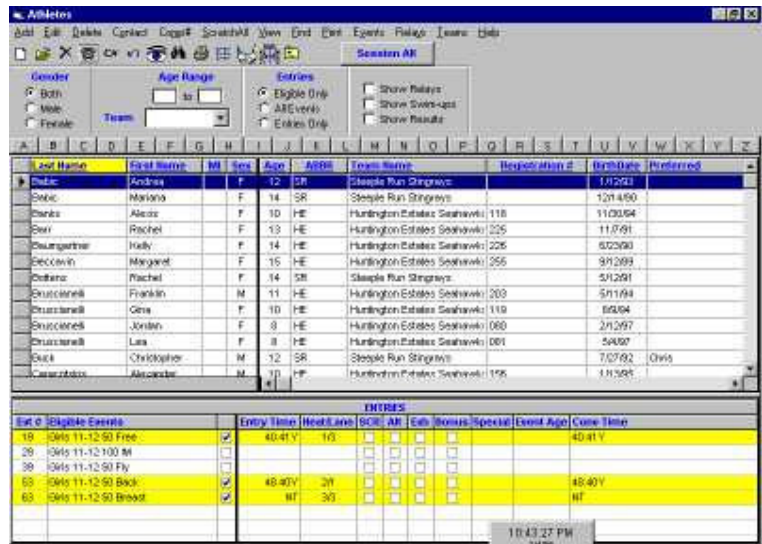


Here is how the Athletes screen is displayed using Meet Manager 2.0

Notice that the commands are now listed across the top menu line - more like a Windows application.

In addition, there are more informational checkboxes across the top area.

Lastly, there is no longer a Close button; you now use the Windows "X" in the upper corner.



## 12 Installing Hy-Tek Software Updates

### 12.1 Check for Updates menu command

The latest versions of Team Manager 4.0 and Meet Manager 2.0 have a main menu command to Check for Updates. This requires an Internet connection capable of downloading the 6 to 10meg update file from the Hy-Tek servers. To be able to use this feature, you must be able to access the Hy-Tek website and their file downloading (FTP) server. Some anti-virus programs, firewalls, or other "security" programs might inhibit your ability to access the Hy-Tek sites.

To test your computer's ability to use the Check for Updates feature, try these two tests in your browser.

#1 - Test to Hy-Tek website - <http://www.hy-tek.com>

#2 - Test to Microsoft FTP website - <ftp://ftp.microsoft.com> (merely a test of your file transfer feature)

If either test fails to access the server, you will not be able to use the Check for Updates feature, and will have to manually download the updates.

1. Click → Check for Updates
2. Screen will display your current version, and the most recent update available
3. Prompts for Do You want to Download - Yes or No
4. You should reply Yes, download the 6-10meg update file, and follow the prompts.
5. Team Manager or Meet Manager will be updated, closed, and then automatically re-started.

You can specify how often (if at all) you would like to automatically check for updates, along with also performing automatic backup of your open database.

For Team Manager

1. Click Setup → Options
2. Select tab → Personal Preferences
3. Specify how many days between automatic updates (0 inhibits this feature).
4. Specify how many days between automatic database backups (0 inhibits this feature).

For Meet Manager

1. Click Setup → Preferences → System Preferences.
2. Down at the bottom are the Automated Reminders.
3. Specify how many days between automatic updates (0 inhibits this feature).
4. Specify how many days between automatic database backups (0 inhibits this feature).

### 12.2 Manual Updates

If your team computer does not have a direct Internet connection that can download the 6-10meg update files, or your computer fails the server tests, then you will have to manually download the file from the Hy-Tek website <http://www.hy-tek.com/downloads.html> (there is also a link on the NPDS website)

After manually downloading the ZIP file, and copying it to flash-drive, CDrom, or whatever you will use, then open Team Manager or Meet Manager to perform the manual update.

For either Team Manager or Meet Manager

1. Click File → Install Update
2. An informational message about "Check for Updates" appears.
3. Click NO (to manually apply the update)
4. Browse to the location of the downloaded & copied update file  
Team Manager uses the naming syntax - SWTM4Update.zip  
Meet Manager uses the naming syntax - SwimMM2Update.zip
5. Click Open.
6. An informational message about the update appears.
7. Click OK
8. Follow the rest of the screen prompts.
9. The program will be closed and re-started.



## 13 Setup Team, Roster, Meets, and Entries in Team Manager

The Team Manager database is the single database that contains your entire team roster, all previous swim meets and the entries/results from those swim meets, and other related information. You should always try to get a previous year backup of the database, vs. having to start completely from scratch. A Team Manager Backup and Restore is an easy way to share the Team Manager information

Check	Item
	<b>Roster (Required)</b>
	Listing of Athletes, Birthdates and Personal Information
	<b>Meet Schedule</b>
	Dual Meet Schedule from NPDS
	NPDS Template CD
	<b>Entries</b>
	Entry Sheets

### 13.1 Verify or Add Team & Coaches Information

- 1 Open TM. If this is your first time in TM, it will prompt you for the name of a database. Use *team abbreviationYYYY*, e.g. CC2007, ASH2007
- 2 Verify or Add your team information and configuration/settings
- 3 Select Teams from the main menu.
- 4 Click the Edit or Add button (as appropriate)
  - a) Enter your Team Code from the set of abbreviations from Table 1 - Team Abbreviations
  - b) Registration: OTH for other
  - c) Team type: AGE
  - d) Enter your Team Name.
  - e) Enter your short name. This can be your abbreviation again.
  - f) Enter N/A for LSC if anything other than a “blank” value is displayed.
  - g) Update the email address and telephone number for the new season to reflect either the Head Coach or the main Computer person.
- 5 Click OK
- 6 Click Coaches
- 7 Update these line items by Add, Edit, and Delete the entries for the new season.  
A suggestion would be to list these main team members using the Title line:
  - Head Coach (with \* checkmark)
  - Asst Coach
  - Computers
- 8 Click OK when done.

### 13.2 Import Time Standards (optional)

Time Standards are available for the NPDS City meet. These are the NPDS City qualifying times. You can have these available in your Team Manager database to view and compare against your swimmer's times.

- 1 NOTE \*\* This is one of the few times where you must manually unzip the NPD2007.zip file prior to Importing.
- 2 Open TM.  
You will first review your existing Time Standards, and then Add the NPDS time standard if required.
- 3 Select Standards → Add/Edit Standards
- 4 The screen might display your existing Available Standards,  
with its name listed in the top drop down list, or just display a blank entry.
  - a) If not the NPDxxxx, use the drop down list to see if it is listed.
  - b) If available, click on the NPDxxxx time standard, close the window.
- 5 Select Standards → Import Standards
- 6 Locate your NPD2007.ST2 Time Standards file. Remember, the file must be un-zipped prior to Importing.  
Click Open

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- 7 A screen will display with the basic file information  
Click OK
- 8 A box will display with approximately 300+ entries imported.  
Click OK
- 9 Review the Time Standards just imported by the menu – Standards → Add/Edit Standards.

### 13.3 Creating a Team Roster - Active & Inactive Swimmers

- 1 Add athletes to your team.
  - a) Select Athletes from main TM menu.
  - b) Checkmark the option at the top - Show Inactive Swimmers.  
This will allow you to see any inactive swimmers, and re-activate them vs. trying to add them to the roster.  
If re-activating a swimmer, merely un-check their "Inact" status box.  
If de-activating a swimmer, merely checkmark their "Inact" status box.  
When finished with any Inactive swimmers, un-check the box at the top - Show Inactive Swimmers.
  - c) If adding a new swimmer, select Add to add an athlete or Edit to edit an already-entered athlete.
  - d) On the athlete entry screen, enter all the pertinent information on this entry screen. Last Name, First Name, Birth Date and Sex are Required Fields.
  - e) Get familiar with this screen experimenting with what is the minimum amount of information necessary.
- 2 The team should already be selected as your team if your team is the only team you have in Team Manager.
- 3 No need to click the Registration button. We don't need that for NPDS.
- 4 Click the Contact button. This takes you to a screen where you type in the guardian names, addresses, phone numbers and emergency contacts. Type in the contact information and hit the OK button. NOTE: a shortcut for entry of contact information for siblings is to click the Use Sibling Information button. TM looks for a match on the surname and lets you choose which sibling to use for the contact information. If you want to change contact information for a sibling, you need to go into the other siblings and re-click the use sibling information button and select the sibling whose contact information has the most up to date data.
- 9 Enter all the remaining athletes for your team.
- 10 Recommendation: partway through the entry of your team, say 10 athletes or so, make a backup of your Team Manager database.
- 11 Print a contact report to take to your meets for emergencies.
  - a) Select Reports from TM main menu. Then select Administrative → Athletes.
  - b) The form that appears allows you to select different information to report. You may experiment to see what you would like.
  - c) For contact information, select the Contact Information radio button, and then hit the OK button.

### 13.4 Sending a Team Roster for NPD Registration

The Naperville Park District (NPD) is sent a readable copy of each team's current active roster. The initial roster is due before any practices commence or 5/31/07 at the latest; the final roster is due by 7/1/07. These rosters are created in Team Manager as a simple report, saved to disk, and then emailed as an attachment to the secretary at the NPD.

- 1 Click Reports → Administrative → Athletes
- 2 Click Create Report. A screen image report is displayed.
- 3 At the top menu bar, click on the "envelope icon"  
Ignore any warning message box about Microsoft Outlook not being the default email application.  
Click Ok to ignore it, if the warning message appears.
- 4 A dialog box will display a list of pulldown Export choices.
- 5 Using the pulldown list, change the Format to either Word for Windows, or Rich Text Format, or Text.
- 6 Verify the pulldown list has Destination setup to a Disk file.
- 7 Click OK.  
A dialog box appears asking where to Save the file.
- 8 Change the Save In to destination to My Documents, or other commonly used area...
- 9 Click Save.
- 10 Close the various Report screens.
- 11 Verify the file you created by locating it in Windows, and opening and viewing it for completeness.
- 12 Close the file.
- 13 Send the file as an attachment via email to the Naperville Park District using the secretary's email address.

### 13.5 Exporting a Team Roster for Swim Meets

*As things have changed over the years, the technique used to Export and "share" information between swim teams has also changed. Several years ago, we were printing and sharing paper lists. Today, the NPDSC requires the use of email to communicate all rosters and meet entries with scheduled teams.*

- 1 You should do this set of steps prior to each away meet you have. You need to make sure you have provided the latest roster for your team. Do not use old rosters because you may have forgotten that you added one or more children to the roster since the last time you exported it. Export your entire team to the roster file (see details below). Do **not** provide different rosters for different parts of your team. *One team, one roster.*
- 2 Prerequisite: you have already entered a team and athletes for your team.
- 3 Open TM
- 4 Select your TM database, e.g. ASH2007
- 5 Select File → Export → Athletes/Teams
  - a) This will take awhile to respond after select Export → Athletes/Teams (maybe 5-10 seconds depending on the speed of your computer.)
  - b) From the window that pops up, select a location on your hard drive to save your roster file for sending electronically.
  - c) Select the appropriate items from the window that is displayed.
  - d) From the picklist labeled "Athlete Export Filter" select your team.
  - e) Ensure that the Sex selection is set to All.
  - f) Do not select "Include Contact & Group Information" when exporting the Roster for a swim meet!
  - g) Click OK.
- 6 Observe the "Data Exported" information. You should have at least "1" in the box that indicates how many teams were exported – and –The number of athletes on your team in the box that indicates the number of athletes that were exported.
- 7 If you see something odd or experience an error, make sure you selected the proper settings.
- 8 Write on a piece of paper the name of "Export file name is: xxxxx" This is the file that will be imported by the host team. The name of this file will be something like *S-Roster001.zip*. Each new file you export will increase the number by one. Make sure that the host team is aware of what the latest file is that you've exported.
- 9 Another hint for the host team will be the modification time of the file.
- 10 E-mail Submission
  - a) Open your E-mail Software
  - b) Start an E-mail to the Host team
  - c) Click on the Attachment Button → Browse to the location of the Roster File you saved on your computer → Click on the Roster File → Select.
  - d) This will be sent with your Entries File.

### 13.6 Purging Previous/Historical Meets & Templates from the Database

As your team evolves, you will have each year's swim meet templates and results stored in your Team Manager database. Over time, this of course will grow with every single meet result being stored. If wanted, you may choose to keep this historical information for detailing how a swimmer has progressed over the years. Some teams prefer to delete very old meet results and only retain a few years worth for historical comparison. **The choice is totally yours.** Also, it would be helpful to delete any previous year "event templates" with the incorrect number of events.

**Prior to deleting any data, you should always perform a database backup.**

1. To proceed with the Purge,  
From the main menu, Select File → Purge → Purge Meets.  
Don't worry - a screen will appear listing all the meets, and allow you to pick and choose which ones to delete.  
The meets are listed in descending date order.
  1. Either checkmark specific meets to delete or entire ranges using the "Purge Meets Until" option date.
  2. Be Careful - there is no Undo button!
  3. Click the Purge Selected Meets button.
  4. Click Close when done.

### 13.7 Setup Meets in Team Manager

There are four basic steps to setting up your swim meets for the new season.

- A. Import Events template (if changed from previous year)
  - B. Create a swim Meet entry for each and every swim meet for the season
  - C. Copy the events from the template into each newly created swim meet entry
  - D. Enter swimmers into events, and create entries to send to hosting team.
- 1 Import Event Template (if changed from previous year)
    - a) From the main TM menu: Select: File → Import → Meet Events
    - b) Browse the NPDS CD-ROM to the Team Manager Events Template File → Choose the 25yd or 25meter file.
    - c) The file will be unzipped and put in the TM4Temp file. Double click this file.  
(Template 25Y2007) after you click OK.
  - 2 Create a new Meet entry
    - a) Select Meets → Add  
Enter your Meet Name,  
Course (Y)  
Meet Type (25)  
Start Date and End Date  
Age Up Date if you didn't put in your Filters  
Use Times Since - Set to beginning of season - 06/01/07. This will limit any "times" to those from this season.  
Click OK
  - 3 You then have the option of Adding more meets, or click Cancel
  - 4 Copy Events into Meets
    - a) Select/highlight the meet you wish to add events INTO.
    - b) Choose Events → Copy Events
    - c) Choose the appropriate Meet template from the drop down list. This is the FROM
    - d) Make sure All Events and Both Entry and Results Events are checked.
    - e) Do not checkmark Also Copy Entries.
    - f) Select OK if you approve. Click Close and the screen will display the copied events.
    - g) Exit this screen
  - 5 Click on Entries → MaxEntries
    - a) Max Individual Entries = 3
    - b) Max Relay = 2
    - c) Max Combined = 5
    - d) Click OK

### 13.8 Setup Entries in Team Manager

To be able to setup your swim meet, the swimmers must be eligible/available/attending the swim meet and then entered into specific events. Therefore the overall process is:

- Indicate which swimmers are attending a swim meet
- Enter swimmers into their individual events
- Enter swimmers into their relay events with other team members.

In addition, there are several methods for entering swimmers into events - called seeding.

**Auto-seeding** - the Meet Manager software will sort the Team Manager entries by entry times and establish the Lane and Heat positions based upon those entry times

**Manual-seeding** - all entries for Lane and Heat position are manually entered in Team Manager prior to submitted to Meet Manager. All dual meet relay events are Manually Seeded.

There is also the situation where one team is Auto-Seeding, and the other team is using Manual Seeding.

### 13.9 Seeding Considerations - Manual vs. Auto Seeding vs. Pre-Seeding

Seeding is the process in Meet Manager, for those hosting a dual meet, or setting up the Classic/City meets, where the swimmers are placed into their lanes and heats for each and every event.

**Manual Seeding** - this is where each swimmer is manually placed into a specific lane and specific heat for a dual meet. It takes some time and effort using Team Manager to manually place each swimmer into a specific slot for the upcoming swim meet. The manual entries are then submitted to the hosting team for importing into Meet Manager. *Relays are always manually seeded in Team Manager.*

**Auto Seeding** - this is where all the swimmers for a specific event will be sorted by their "seed time" and placed into lanes along with their seeding peers. The entries from Team Manager merely have to indicate what events each swimmer will be swimming - with no lane/heat assignments. This is how the Classic and City meets are run. It takes little effort for the submitting team, as the Meet Manager software will do all the work of sorting the swimmers, and placing them into their lanes.

**Pre-Seeding** - this is where a team is using auto-seeding, but wants to review the entries and potentially make some minor adjustments to their team setup. This pre-seeding is then sent to the hosting team, where the pre-seeded entries are "merged" with any other entries vs. being "sorted" with the other entries.

**Templates** - Seeding is defined within the Meet Manager database for each specific event. For example, the template used may have each individual event setup for "auto" seeding, and yet retain "manual" seeding for each relay event. Therefore, there are two different versions of each Meet Manager template - one for Manual Seeding and one for Auto-Seeding. The Team Manager events template only has the event information, with NO information about seeding or number of lanes. These templates merely have information about the event (stroke, age, distance, girl/boy) and the "logical distance" of the pool (25yd vs. 25meter). The 20yd pools pretend they are 25yd pools and use a conversion factor.

#1 - For Meet Manager - Setup → Seeding Preferences - YOU MUST assign teams into their specific odd/even lanes. The template can't default this setting, as it has to be set after both teams are imported.... prior to any seeding.

#2 - If one team is using auto-seed and the other is using manual via Team Manager or Meet Manager, then the auto-seed team must be imported first and "seeded" first. Then the other team's information is Imported.

**WARNING: DO NOT click on the "Seed" button for the newly Imported "manual" data. Every time you click "Seed", it will ERASE any & all existing seeding information for the "auto" defined events, and then re-seed the "auto" events by time... regardless of how the event was originally seeded. Therefore, the manually entered event information will be erased, and now auto-seeded.**

You should still be able to RUN the meet, even if the event shows "un-seeded" as that really means "un-AUTO-seeded".

We hope the helps to clarify the sequence of how to handle Importing, Seeding, and how the "SEED" button is dangerous for any Imported heat/lane information.

### 13.10 Creating Entries for Meet Manager using Auto-Seeding

**When you choose to Auto-Seed your team using Meet Manager, remember that the entries cannot be brought back into Team Manager. The reports are different in MM. Keep this in mind while you are working with your coaches.**

- 1 Select Meets from the Main TM Window. Click on the meet for which you want to add entries.
- 2 Pre-Enter Athletes in Meets
  - a) Select Meet → Select Entries → Pre-Enter Athletes in Meet
  - b) Select Athletes in the manner suited to you.  
(i.e. select all and deselect those who aren't in meet or select only those in the meet.
  - c) Exit to Meets Window.
- 3 Entering Events
  - a) Select Entries → Entry by Event.

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- b) The only swimmers that are shown are those that are eligible (the correct age) for the event shown at the top of the page. Click Only Pre-Entered Athletes.
  - c) Click on the "Entrd" box of a swimmer to enter them in the current event. The box will be checked and the line will change to yellow. If you want to make a change, you can click the same box again and that swimmer will be un-selected. The arrow key moves the cursor down easily.
  - d) Do Not Enter Heat/Lane In Team Manager. You Will Export To Meet Manager And Auto-Seed There.
  - e) Continue entering swimmers for all individual events.
- 4 For Relay Events, they are always manually seeded for dual meets. See Below.

### 13.11 Creating Entries for Meet Manager using Manual Seeding

- 1 Select Meets. Click on the meet for which you want to add entries.
- 2 Pre-Enter Athletes in Meets
  - a) Select Meet →Select Entries →Pre-Enter Athletes in Meet
  - b) Select Athletes in the manner suited to you.  
(i.e. select all and deselect those who aren't in meet or select only those in the meet.
  - c) Exit to Meets Window.
- 3 Entering Events
  - a) Select on Entries →Entry by Event.
  - b) The only swimmers that are shown are those that are eligible (the correct age) for the event shown at the top of the page. Click Only Pre-Entered Athletes.
  - c) Click on the "Entrd" box of a swimmer to enter them in the current event.
  - d) When entering all athletes, A HEAT AND LANE MUST BE assigned manually in the columns provided.
  - a) Continue entering swimmers for all individual events.
- 5 For Relay Events, see below.

### 13.12 Creating Relay Entries

#### (NPDS normally uses manual seeding for dual meet relays)

- 1 Select Entries →Entry by Event.  
You will see a listing of the events, with the Individual events represented by an "I", and the relay events represented by a "R".
- 2 Click the New Relay button.
- 3 You can get an idea of the best relay team and best time by clicking Find Best Relay, or viewing the on-screen report by clicking Best Relay Report.
- 4 Depending on your keyboarding preferences, create your relays by double-clicking the swimmer names in relay/stroke order, or dragging and dropping their names onto the relay team listing.
- 5 To remove a listed relay swimmer, double-click on their relay listed name.
- 6 You may optionally enter a Custom Time for seeding the relay.
- 7 You must manually select the heat/lane for your relays for both automatic or manual seeding method (above).

### 13.13 Verify Entries

- 1 Select Meets →Entries →Entries by Name
- 2 You will see an alphabetical list of your team's swimmers. Below the list of swimmers is a list of events they are eligible to swim with the ones they have been entered in highlighted. It is easy to review the list of swimmers and spot problems such as a swimmer not entered in enough events or too many events.
- 3 Select Print from the Meet Entries Screen. Make sure that *your team* is selected, and that *Sort by Meet Event Number* is selected. Check *Individual and Relays* also. Click on Create Report. After the report is created it will be displayed on the screen. You can review it on the screen or print it out by clicking the Printer icon. It is recommended that a copy of this report be printed and taken to the meet.

### 13.14 Export Entries from Team Manager for Meet Manager

This is the same procedure whether you are using Manual or Auto Seeding for Meet manager. The difference is what happens after the export.

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- a) Manual – Export directly to hosting team for Meet Manager
- b) Auto without Pre-seeding - Export directly to hosting team for Meet Manager
- c) Auto with Pre-seeding – Export for your own use to pre-seed in your own Meet Manager, then Export from there to the hosting team Meet Manager.

- 1 Click File →Export →Meet Entries from the main TM window.
- 2 Select the location on your hard drive where the file is to be exported to.
- 3 Select the Meet to be exported.
- 4 Checkmark the Export Relays box.
- 5 Click OK
- 6 After the file is written, a dialog box shows the name of the file and the location where it was written. Verify that it was written where you wanted it, so you can find the file later. Click OK in this box, and then Cancel to close the screen.

### 13.15 Auto Pre-Seed - Import your own Team Manager (Auto) Entries into your Meet Manager

#### ***SHOULD ONLY BE DONE BY TEAM IF AUTOMATIC SEEDING AND PRE-SEEDING IS USED FOR A SPECIFIC SWIM MEET***

NOTE: \*\* - Need to create a Meet Manager entry to be able to pre-seed your own auto-seeded swim meet.

- 1 Open Meet Manager
- 2 Open the meet database file →Browse to the folder where HVA2007.mdb Meet database file is located →Select the file and Open.
- 3 Click File →Import →Entries.
  - a) In the file selection box, navigate to the disk/folder that contains your TM exported entry file →Click on the file name of the entries file →click Open to unzip the file.
  - b) The next box to be displayed will show you where the unzipped file was saved (CLtemp). Click OK.  
Click on the HY3 file that is shown, then select Open.
  - c) The next box gives you information about the file you selected.  
If everything looks OK, click OK.
  - d) In the next box, make sure the *Include Entries with No Time* and *Match on event numbers* options are selected. Select. OK.
  - e) When the import is completed, you get a confirmation box that tells you what was imported. Click OK.
- 4 Click Set-up →Seeding Preferences
  - a) Click the Dual Meets tab.
  - b) Drag each team name to their lane assignments - Home team = Odd lanes, Away team = Even lanes.
  - c) Checkbox - Use Lane Assignment Above.
  - d) Checkbox - Strict Assignment All Heats.
  - e) Click Ok.
- 5 Backup your Database. File →Backup before you begin your seeding process in case a problem comes up, you can then start over.
- 6 Select Seeding.
  - a) Click the **Select All** button on the left-hand side of the window.
  - b) The “seed” box for all events (except relays) should be selected and all the events will turn to yellow. The relays should have been manually seeded in TM.
  - c) Click the **Start Seeding** button.
  - d) After the program completes the seeding, you will get a confirmation of how many events were seeded.
  - e) Also note that the event list changed color and that the status of all the events went from Un-Seeded to Seeded.
  - f) Seeding is now completed. Click the **Close "X"** button in the upper right corner.
- 7 Adjusting Swimmer's Heats and Lanes from Automatic Seeding placement
  - a) You may want to change a swimmer's heat and lane if a swimmer is entered with a NT and would benefit from swimming in a more appropriate heat/lane position.
    - i) From the Run screen, select the Event that needs to be changed and press Adjust button.  
Make adjustments by dragging/dropping swimmers into lanes and out of lanes.
    - ii) To move an athlete into a lane, select an eligible athlete (one that is not highlighted in yellow), drag & drop them to the appropriate lane.
    - iii) Make sure you don't have any empty heats, swimmers swimming alone, etc.

### 13.16 Auto Pre-Seed - Export Entries for Meet Manager Merge by Hosting Team

When you use the Automatic Seeding Method to Pre-Seed your Meet in Meet Manager, you need to send your modified entries from your Meet Manager instead of your Team Manager.

- 1 Select File →Export →Entries for Meet Manager Merge of same meet (.HY3)
  - a) Select your Team from the Drop Down List
  - b) Both for Gender
  - c) Relays Plus Athletes should be checked
  - d) Events should have Standard Events checked
  - e) Region is not necessary, and LSC is not used
  - f) Include Heat and Lane should be checked
  - g) Zip the .HY3 file should be checked
- 2 Select OK.
- 3 The Progress Box that appears summarizes the export. Select OK.
- 4 The Meet Entry Box will tell you where the file will be exported to on your hard drive (or diskette) as you choose.
- 5 You should have a Meet Entry zipped file similar to Hfile001.hy3. Select OK.

**Now, we are ready to set up a meet!!!**



## 14 Setting Up a Meet in Meet Manager

Meet Manager 2.0 changed most of the screen layouts from having the commands on the left side, to having the commands listed across the top menu line. This also allowed the screens to have more content displayed, and act more like a classical Windows application. In addition, the "Close" button is gone - in favor of the Windows "X" corner.

Two days prior to the meet you are scheduling to host, you should receive the items in the checklist below. The instructions for this step assume that you and the opposing team have entered a roster and entries using Team Manager. The opposing team should have given you an electronic export of both their roster and entry files.

Check	Item
	<b>Roster (REQUIRED)</b>
	Electronic roster (REQUIRED)
	Roster printout (Required to have available)
	<b>Entries (One of the following are required)</b>
	Electronic Entries Exported from TM for MM Import OR-
	Electronic Entries Exported from MM for MM Merge

This step introduces a naming convention that all NPDSC members are encouraged to use for their meet database files (.mdb files). The naming convention follows a simple scheme: H+"v"+A+YYYY where H=*home team abbreviation*, "v" stands for "versus", A=*away team abbreviation*, and YYYY="2007" or the year in which the meet is taking place. E.g. If Home team is River Run and Away team is Saybrook, the name of the meet database file would be: RRvS2007.mdb. If for some reason you started a meet against a team and it got cut short and you set up the meet again, you will have to either use a different name (recommended, e.g. RRvS2007a) or remove the old file if it doesn't have any results in it. If it was a partially scored meet (very likely), then just choose a different name. It's not that big of a deal. It's just important that you don't clash with MDB file names from other meets; that's all.

### 14.1 Create New Meet Database File from Template

Meet Manager databases are only setup for swim meets you will be hosting, or for those swim meets where you will be using Auto-Seeding and need to potentially Pre-Seed your Team Manager exported Entries. For each of these swim meets, a separate Meet Manager database file needs to be created and setup. There are several different ways to create this database file.

- Open the template you Restored, and Save As a new database file.
- Restore and Rename from CD-ROM to create a new database file.
- Copy an existing meet database file, and then purge the database of previous data.

There are two different sets of Meet Manager default templates available from NPDSC.

One set is named: Auto-seeding. The other set is named: Manual seeding.

The only difference is how each and every event is defined within that default template.

Each and every event has an attribute that defines Auto-seeding or Manual seeding.

#### Save As Method

- 1 Click on File →Open/New
- 2 Navigate to the templates that were restored from the CD-ROM.
- 3 Select the template database that matches your specific pool, lane, and auto vs manual seeding requirement.
- 4 Click Open, and the database is opened in Meet Manager.
- 5 Click File →Save As to save and name the meet appropriately to HvAyyyy.mdb, where H=*your team abbrev.* and A=*Away team abbrev.* from Table 1 - Team Abbreviations.

#### Restore Method

- 1 Click on File →Restore
- 2 Select the option "Unzip, Copy, and Open ....." pick the folder option appropriate for your setup

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- 6 Click the “Rename database” box, and rename the meet to *HvAyyyyy.mdb*, where H=*your team abbrev.* and A=*Away team abbrev.* from Table 1 - Team Abbreviations.
- 3 Click OK.
- 4 Browse to the template CD-ROM and select the template for your pool.
  - a) After you navigate to the file you wish to use, click on the name of the file.
  - b) Click Open.
- 5 The Copy To Folder screen might appear (if option selected). Click OK
  - a) The Unzip information screens appear.
  - b) If everything looks good here, click OK to create and open the database.
  - c) After the database is created, Meet Manager displays a confirmation screen that the operation was successful, Click OK.

### 14.2 Customizing the Meet Settings

Make sure you are using the correct database - its name appears within the top blue bar.

- 1 Click **Set-up → Meet Set-up**. Change:
  - a) Meet Name – *Home Name vs. Away Name Year (i.e. RRvS2007)*
  - b) Location - name of Home pool
  - c) Meet Start Date and End Date
  - d) Age Up date
  - e) ID format – Other
  - f) Class – Age Group
  - g) Meet Type - Standard
  - h) Meet Style - 2-Team Dual
  - i) Course - Yards (HW will be SC Meters)
  - j) Base Country = USA
  - k) DQ Codes = Hy-Tek
  - l) Pool size – (removed in MM 2.0 - number of lanes are defined within the Events screen)
- 2 Click **Setup → Athlete/Relay Preferences**
  - a) Checkmark Enter Ages (useful to scan for swim ups)
  - b) Checkmark Enter Birthdates
  - c) Competitor Numbers - both can be un-checked
- 3 Click **Setup → Entry Scoring Preferences**
  - a) Scoring/Awards tab
    - i) Check Score fastest heat only
    - ii) Allow foreign athletes point scores
    - iii) Maximum scorers per team per event
      - (1) Individual = 2
      - (2) Relay = 1
    - iv) Top how many award labels (pool determined - usually number of lanes)
  - b) Entry Limits tab
    - i) Checkmark - Warn if Times are out of range
    - ii) Max =5
    - iii) Individual =3
    - iv) Relays =2
    - v) Checkmark - Warn if entry limits exceeded.
  - c) Results tab (**for 20yd pools only**)
    - i) Set - Non-Conforming Course Factor = 1.3
    - ii) Checkmark - Apply the Factor
- 4 Click **Setup → Scoring Set up → Standard**
  - a) Individual = 5,3,2,1
  - b) Relay = 8,4
- 5 Don't usually need to check the rest, as the defaults work.
- 6 Click **Setup → Report Preferences**

Customize the report settings, report headers, printers used, etc

### 14.3 Creating a Session (Optional)

A Meet Manager Session is a schedule of events that occur during a specific time frame. This scheduling is normally used for Championship meets to show when and how specific events are grouped together. Another feature of creating a Session is the ability (after all the Seeding is completed) to generate a Timeline Report of approximately when each event should be happening. This of course is totally based upon the incoming seed times, and what is called an event "interval".

- 1 From the main menu Select Events → Sessions  
If a session already exists for this meet, its name will be displayed at the top.
- 2 Click the Add command from the top menu.
- 3 Session Information:
  - Session # - #1 default is ok
  - Session Title - dual meet (or anything you want)
  - Day - 1
  - Start Time - enter the actual anticipated start time of the swim meet
  - Interval - enter the actual anticipated interval between swim events/heats in seconds
  - Course - Yards or SC Meters
- 4 Click OK - and then click Cancel
- 5 Click the Move All command at the top.  
You can now enter an additional/optional timeline "break" amount in that column.  
A Session Report may be printed just prior to the swim meet, along with its Timeline report.
- 6 Close the Session and subsequent Events windows.

### 14.4 Importing Time Standards (optional)

Time Standards are available for the NPDS City meet. These are the NPDS City qualifying times. You can have these available in your Meet Manager database to view and compare against your swimmer's times.

- 1 NOTE \*\* This is one of the few times where you must manually unzip the NPD2007.zip file prior to Importing.
- 2 Open MM.  
You will first review your existing Time Standards, and then Add the NPDS time standard if required.
- 3 Select Events → Standards
- 4 The screen might display your existing Time Standard, with its Tag in the bottom area.  
You might have to scroll down to view individual events, as our Relays do not have a Time Standard listed.  
If not listed, OR you need to update the Time Standards, you will need to import the time standard file.
- 5 Select Import.
- 6 Locate your NPD2007.ST2 Time Standards file.  
Remember, the file must be un-zipped prior to Importing.  
Click Open
- 7 A screen will display with the basic tag information. Click OK
- 8 The Time Standard file will be imported, the Tag will be entered, and "For Time Stds." will be check marked.
- 9 Review the Time Standards just imported by scrolling.
- 10 Close the Time Standards window and Close the Events window.

### 14.5 Importing the Team Rosters into a Meet

Depending upon how Exported information is being shared by teams, it may be written to diskette, or emailed.

- 1 These instructions should be carried out any time you are hosting a meet two days prior to the meet after you have received the opposing team's Roster either via E-mail or Diskette.
- 2 Open MM
- 3 Open the meet database file → Browse to the folder where HvA2005.mdb Meet Database file is located → Select the file and Open.
- 4 E-mail Submission
  - a) Open your E-mail Received from the Visiting Team
  - b) Click on the Roster File Attachment
  - c) Select the Save As Option and Save the file to a location on the hard drive of your computer (e.g. C:/my documents/2007 meets). Note where you save this to for importing.
- 5 Import your Home Team roster into Meet Manager

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- a) Choose File → Import → Rosters Only.
  - b) Browse to the location where the Home Team roster was saved (e.g. hard drive or diskette).
  - c) Select the file and click the Open button. The file name is - XX-Roster00x.ZIP  
The file will be un-zipped.  
Follow the rest of the prompts to process the file... ignoring Competitor numbers.
  - d) Observe the Import File Progress window. It should read that 1 team was imported and then list the number of athletes in the team that were imported. If something is suspicious, like you think there are too few athletes, then check the printed roster.
  - e) Spot-check the printed roster against the roster imported.
  - f) Click Athletes from the main menu. This will display the athletes imported, along with their team name.  
If there is nothing displayed, make sure you have selected All Teams at the top of the window.
- 6 Import the Away Team roster into Meet Manager.  
Basically - repeat the above steps for importing the Away Team roster.
- 7 This process automatically adds the team name to the meet and also all the members of the team.
- 8 To verify, click Athletes from the main menu. Make sure that at the top of the Athletes screen that the Team box is either set to All teams or to the team abbreviation you imported. You should see the athletes from the team whose roster you just imported. The team name is also listed on each athlete line. If you do not see the team, then an error may have occurred along the way.

### 14.6 Import (Merge) Entries from Meet Manager

**Only used if auto-seeding and entries are received from an Meet Manager Export/Merge  
If you are the Home team, Auto seed your entries, prior to importing/merging the visitor's entries.**

- 1 These instructions should be carried out any time you are hosting a meet two days prior to the meet after you have received the opposing team's Roster via E-mail.
- 2 Open MM
- 3 Open the meet database file → Browse to the folder where HvA2007.mdb Meet database file is located → Select the file and Open.
- 4 E-mail Submission
  - a) Open your E-mail Received from the Visiting Team
  - b) Right-click on the Roster File Attachment
  - c) Select the Save As Option and Save the file to a location on the hard drive of your computer (e.g. C:/my documents/2007 meets). Note where you save this to for importing.
- 5 Click File → Import → Merge Entries (MM to MM).
- 6 In the file selection box, navigate to the disk/folder that contains your entry file → Click on the file name of the entries file → click Open to unzip the file.
- 7 The next box to be displayed will show you where the unzipped file was saved (CLtemp). Click OK. Click on the HY3 file that is shown, then select Open.
- 8 The next box gives you information about the file you selected. If everything looks OK, click OK.
- 9 Checkmark *Include Entries with No Time*
- 10 Checkmark *Match on Event Numbers*
- 11 Select. OK.
- 12 When the import is completed, you get a confirmation box that tells you what was imported. Click OK.
- 13 Backup your database file. File → Backup
- 14 Repeat the process for the other team's entries.

### 14.7 Import Entries from Team Manager

- 1 These instructions should be carried out any time you are hosting a meet two days prior to the meet after you have received the opposing team's Roster via E-mail.
- 2 Open MM.
- 3 Open the meet database file → Browse to the folder where HvA2005.mdb Meet database file is located → Select the file and Open.
- 4 E-mail Submission
  - a) Open your E-mail Received from the Visiting Team
  - b) Click on the Roster File Attachment

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- c) Select the Save As Option and Save the file to a location on the hard drive of your computer (e.g. C:/my documents/2007 meets). Note where you save this to for importing.
- 5 Click File →Import →Entries.
- 6 In the file selection box, navigate to the disk/folder that contains your entry file →Click on the file name of the entries file →click Open to unzip the file.
- 7 The next box to be displayed will show you where the unzipped file was saved (CLtemp). Click OK. Click on the HY3 file that is shown, then select Open.
- 8 The next box gives you information about the file you selected. If everything looks OK, click OK.
- 9 Checkmark Match on Event Numbers (this is a cross-check to ensure you are using the correct files).
- 10 Checkmark Include Entries with No Time.
- 11 Click OK.
- 12 When the import is completed, you get a confirmation box that tells you what was imported. If any errors occurred, an Exception Report will be generated. Review & correct the cause of the errors. Click OK.
- 13 Repeat the process for the other team's Team Manger exported entries.

### 14.8 Seeding the Meet

- 1 Click **Setup** →**Seeding Preferences** (this can't be done until both team names are imported)
  - a) Click the Dual Meets tab.
  - b) Drag each team name to their lane assignments:  
Home team = Odd lanes  
Away team = Even lanes
  - c) Checkbox - Use Lane Assignment Above.
  - d) Checkbox - Strict Assignment All Heats.
  - e) Click Ok.
- 1 Backup your Database. **File** →**Backup** before you begin your seeding process. In case a problem comes up, you can start over with a File →Restore
- 2 **If BOTH Teams are using Auto Seeding: (RECOMMENDED AS OF 2007)**
  - a) Click on **Seeding**.  
Only those events that do not have a checkmark in MANUAL will be selected for Auto-Seeding. Those events selected for Auto-Seeding will turn yellow and have a checkmark in the box for SEED.
    - i) Click the **Select All** command on the top menu line.
    - ii) The "Seed" checkbox for all selected events (except relays) should be marked and all these events will turn to yellow. The relays should have been manually seeded in Team Manger.
    - iii) Click the **Start Seeding** command on the top menu line.
    - iv) As the program completes the seeding, you will see a progress/confirmation message of how many events were seeded.
    - v) Also note that the event list changed color, from yellow to blue, and that the status of all the selected events went from Un-Seeded to Seeded.
    - vi) Auto-Seeding is now complete.  
**Close** the screen.

### 14.9 Preliminary Meet Consolidation and Adjustments

#### **DO NOT RUN MULTIPLE HEATS OF 2-3 SWIMMERS ONLY!**

- 1 Select Run to get into Meet display.
- 2 Create a Meet Program to review how swimmers are assigned into heats and lanes. Reports →Meet Program →Select All →Create Report
- 3 Check for needed adjustments such as:
  - a) Open lanes (e.g. 2 heats of 3 swimmers each, or 1 swimmer alone in a heat)
  - b) Empty heats
  - c) Ways to combine heats
  - d) Print if you find it helpful.
- 4 Close the report window when done reviewing.
- 5 Select the Event in the Event Box that needs adjusting, click the Adjust button (F8) All swimmers and heats will be displayed for review.

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- 6 Move swimmers to efficiently use lanes. Use drag & drop to move/consolidate them.
- 7 Suggestion for older age groups with potentially fewer swimmers:  
Move girls to lanes 1-3 and boys to lanes 4-6 if only a few swimmers are available for an event.  
This makes it easy to combine the event with little timer confusion.
- 8 Click Save on the top menu line to save the changes and return to the main Events window.
- 9 Repeat for all Events that need changes.

### 14.10 Adjusting Swimmer's Heats and Lanes

- 1 You may want to change a swimmer's heat and lane if a swimmer is entered with a NT and would benefit from swimming in a more appropriate heat/lane position. This can only be done by the visiting team if they pre-seed their own entries and export. The home team can adjust as it see fits.
- 2 From the Run screen, select the Event that needs to be changed and click the Adjust button.  
Make adjustments by dragging/dropping swimmers into lanes and out of lanes.
- 3 To move a swimmer into a lane, select an eligible athlete (one that is not highlighted in yellow), drag & drop them to the appropriate lane.

### 14.11 Entering a New Swimmer in an Event

- 1 If a swimmer to be added is already on the roster you imported, continue, else you will have to stop & manually add them before proceeding to the next step.
- 2 Select the Event that needs to be changed and click the Adjust button.
- 3 Click the Show Eligible Athletes button at the top
- 4 Under the Eligible Athletes at the bottom, the swimmer's name shown be shown.
- 5 To add them to the heat/lane where you want them, double-click on the swimmer's name or drag & drop them to the appropriate heat/lane.

### 14.12 Adding a Swimmer to the Roster and to Events in the Meet

- 1 If a swimmer is not on the roster you imported, they won't show up under the Eligible Athletes.  
Ask for an updated copy of the roster from the team for proof of team membership.
- 2 From the Run screen, click the Athletes command at the top.
- 3 Browse through the alphabetical list of swimmers to verify that the swimmer is not already on the roster.  
If the swimmer is not on the roster, you will have to manually add the swimmer to the database using the following steps.
- 4 From the current Run → Athletes screen, click the Add (Athlete) command at the top.
- 5 You will need to enter the swimmer's Last Name, First Name, Birthdate, (Age is auto-filled) and Gender (M/F).  
Select the correct team from the pull-down list.  
Then click OK (to save the entry) and then Cancel or close the window.
- 6 You will be back in the Athletes window with the new swimmer's name highlighted.  
Verify the information is correct, and then click close.
- 7 You will now be back in the Adjust window.  
To get the new swimmer to show up on the list, you will have to click on Hide Athletes button, and then Click the Show Eligible Athletes button.
- 8 You can now double-click on that athlete to add them to the event, as described above.  
Click the Save command when you are finished adding swimmers.

## 15 Printing Reports for the Meet

This part of the guide goes into the types of reports that will be necessary for the running of a dual meet. All the reports should be printed before the day of the meet arrives. Reports take too long to reprint at the meet. *If you become experienced enough to reprint reports after meet-day adjustments have been made, more power to you. However, for the start of the season, we **strongly recommend** you have all your report printing taken care of well in advance of the actual meet day.*

### 15.1 The Meet Program Report (Heat Sheets)

- a) At least ten copies of this will be needed. You can make one copy and take it to a copier place if you want, or just print copies of everything with your printer. The copies are for:
  - i) Scorers table
  - ii) Each team's clerk-of-course (may want to print Team *only,boy,girl*)
  - iii) Referee/starter
  - iv) 3 for each team for coaches (larger teams may need a few more)
  - v) Announcer
- b) Choose Reports → Meet Program from either the MM Run window or Main menu.
- c) Click on Select All to print the entire meet's events.
- d) Select the following settings:
  - Team - Pick a team or leave blank for both teams
  - Age Range – not specified
  - Gender - Either Female, Male or All
  - Rounds – All
  - Columns - Double or Triple columns (to save printing time & paper)
  - Athlete ID – None
  - Time Stamp – Date & Time
  - Format – De-select all boxes (leave blank)
- e) Include In Meet Program
  - Heat Start Time (if a session created)
  - Time Standards
  - Entry Times
  - Events with No Entries
  - Set Relay athlete names to 4
- f) Click Create Report to review the report on screen.
- g) Select printer icon to print.
- h) Print the number of copies required, or print one copy and photocopy it.

### 15.2 Meet Event List Summary Report

- a) Print at least 6 copies of this. The small printed copies are for:
  - i) 1 for each Official (4)
  - ii) 1 for Awards Table checklist
  - iii) 1 for Scoring Table checklist
- b) Select Reports → Events from either the MM Run window or Main menu.
- c) Check the following settings:
  - i) Select Event List tab, NOT Detailed Event List or Event Comments
  - ii) Include Heat Count
  - iii) Include Entry Count
  - iv) Sort – Event #
  - v) Gender – Both
  - vi) Select Create Report to view onscreen, then Select the printer icon to print.

### 15.3 Lane/Timer Reports

- a) One of these will be printed for each lane for each event. All the heats will be on the per-event copy.
- b) Choose Reports → Lane/Timer Sheets from either the MM Run Window or the Main menu.
- c) Check the following settings:
  - i) Age Range - not specified

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- ii) Gender – All
  - iii) Rounds - All Rounds
  - iv) Select All – to select all events for printing; or select the events you wish to print at a time
  - v) Format:
    - Select One Event Per Page Per Lane OR Select Two Events Per Page
    - (1) This requires some collating and cutting pages in half depending on which format you choose.
  - vi) Parameters -
    - Double Space, Relay names (4), Lanes 1-6 (or the # of lanes you have)
- d) Sort by Lane then Event
- e) Be sure to select ALL HEATS along the bottom
- f) Select Create Report; Click the printer icon to print.

### 15.4 Session Reports - Timeline (Optional)

Optional - Only possible if a Session / Timeline has been setup in the Events for this meet.

- a) Select Events from either the Run Window or Main MM Window.
- b) Select the Sessions command from the top.
  - If a Session / Timeline has been defined you will see the entries at the top and right side as a Session Schedule.
- c) Click the Print command at the top to display the Session Reports screen.  
The Sessions Report screen may also be displayed by the command - Reports → Sessions
- d) Click the Select All command at the top to highlight/select the Sessions.
- e) Checkmark - Include Event Start times and Include Heat & Entry Count.
- f) Select Create Report.
- g) Print the Report by selecting the printer icon.

### 15.5 Meet Check-in Report (Optional)

Not all that helpful for heat/lane assignments, as it just lists names for "check-in".

- a) Select Reports → Meet Check-in from either the Run Window or Main MM Window.
- b) Click Select All command at the top.
- c) Check the following settings:
  - i) Age Range - not specified
  - ii) Gender – All
  - iii) Rounds - All Rounds
  - iv) Entry Designator – Check Heat/Lane
  - v) Parameters – Check Show Event Description, Separate Page Each Age Group (helpful), Double Space
  - vi) Select Create Report. Click the printer icon to print.

### 15.6 Entry Lists (Optional)

Good Report for posting for your team if you Auto-seed the meet.

- a) Select Reports → Entry List from the Main MM Window.
- b) Check ONLY the following settings:
  - i) Report Type = By Team
  - ii) Options = Athletes + Relays
  - iii) Format = Event Description & Time
  - iv) Sort = Alphabetical - OR sorting by Gender; sorting by Age Group as desired
  - v) Filters = your team or both teams
- c) Include in Report
  - i) Include Heat & Lane
  - ii) Line space between Athletes
  - iii) Select OK to create report. Click on printer icon to print.

## 2 RECOMMENDATION:

Hold all reports at the scorer's table at first, then distribute to the lanes/timers in 5 event bundles.

Why? This will leave the bulk of the lane/timer reports at the scorer's table so that they may be corrected for last minute changes.



## 16 Running A Meet

This set of steps happens after all the previous setup steps have been done and all reports have been printed.

### 16.1 Enter Meet Lineup Changes

- a) Ask a coach from the visiting team to help make their appropriate changes, especially relays
- b) Individual Adjustments:
  - i) From the Run screen, select the Event to be changed and press Adjust (F8) button. Make adjustments by dragging/dropping swimmers into lanes and out of lanes.
  - ii) To scratch a swimmer from a lane, just double-click on the lane.
  - iii) To move a swimmer into a lane, select an eligible athlete (one that is not highlighted in yellow), drag & drop them to the appropriate lane.
- c) Relay Adjustments:
  - i) From the Run screen, select the Relay Event to be changed and press Relays (Ctrl-R) button.
  - ii) Click on the appropriate Team.
  - iii) You may drag & drop the relay order, or replace a swimmer in a relay from the eligible athletes box
  - iv) Close when you are done with that event.
  - v) To adjust many relays, close out of the Run window. Select the Relays Menu and adjust the same way.
  - vi) Close when finished and return to the Run menu.

### 16.2 Print and Distribute reports

- 1 Distribute the Meet Program reports to:
  - a) Ref/Starter
  - b) Bullpen
  - c) Clerk of course
  - d) Scorer table. Lane/timer sheets printed and sent in 5 event bundles to the lanes by the runners.
- 2 Open MM and open the meet you set up earlier, two days before the meet day.
- 3 Select Run from the main menu.

### 16.3 Label Printing Set-up

- a) Put the label sheets in the printer tray.
- b) Configure the label printing.
- c) From the Run screen - Select Labels → Award Labels.  
Labels may also be printed from the main menu - Labels → Award Labels
- d) Preferences-Choose your Report Format (names) & Printer Set-Up (label) options
- e) Check the following Award Label settings:
  - i) Team – not specified
  - ii) Age Range - not specified
  - iii) Gender - All
  - iv) Rounds - All Rounds
  - v) Label Selection – choose the type of printer label you use (i.e., laser 3x10)
  - vi) Award Type – By Heat
  - vii) Individual Places - 1-6
  - viii) Relay Places - 1-x - (usually number of lanes)
  - ix) Relay Athlete Names - 4
  - x) Sort By - Event Number
- f) Select those events to print awards/labels/ribbons.
- g) MM 2.0 has added a new column to help you keep track of "printed" labels.
- h) Close – this will stay set up for when you wish to print.

### 16.4 Receive Completed Lane/Timer Sheets

- a) From the Run screen, select the Event to be entered.  
Check the Lane/Timer sheet for manual adjustments against the Meet Report sheet at the scorer's table.  
Use any adjustments to swimmers as provided by Lane/Timer sheet manual adjustments.  
i.e. - If Joey ended up swimming in lane 2 instead of Tommy, then find Tommy, scratch him, add Joey, and then score Joey.
- b) Once adjustments have been made, then enter the time for the swimmers.

- c) *For Hobson West,  
lane 5 is exhibition in heat 1 of all events.  
Mark the lane as exhibition in heat 1 if there was a swimmer in the lane.*

### 16.5 Enter Results by Lane

This is a great feature for Summer Leagues and other swim organizations that collect the lane/timer sheets or cards after each event has been completed. The sheets or cards for all the heats in each event come to the computer operator stacked by lane. The Enter Results by Lane feature makes it fast and easy to enter all the lane 1 times, then the lane 2 times, etc.

From the Run Menu, checkmark the Enter Results by Lane checkbox.

The Heat List window at the bottom will switch from sort by heat to sort by lane and the heat buttons will become "lane" buttons

### 16.6 Receive DQ Cards (Entry is required)

The DQ Code maybe entered into the DQC column next to the DQ and EXH checkboxes.

If the DQC column is not displayed on the Run screen...

- a) Run → Preferences → Run Screen →
- b) Click on the Show DQ Codes Column

The DQC column should now appear.

If you click inside the DQC box, you can just type the code from the DQ card, or a dropdown arrow should appear, and you can make your DQ Code selection.

**Note:** Just as a reminder, the DQ Code & DQ text ONLY will appear within Meet Manager, as it is NOT sent back to Team Manager with the Results. Therefore, if you want to see the DQ Code & DQ text on a report, you MUST use Meet Manager to print the results or DQ summary report from the MM database.

### Complete this step prior to scoring the event.

- a) From the Run screen, select the Event that needs to have an athlete DQ'd.
- b) Checkmark the DQ box.
- c) Optionally - MM 2.0 has added a new DQ Code column (DQC) and drop down list.

### 16.7 List or Re-Rank an Event

- a) From the Run screen, select the Event to be Re-Listed - ALL heats must be completed prior to Scoring.
- b) Press the List button or Ctrl-L. (Press the Re-Rank button to List without generating the report)
- c) This will rank the event so that points are generated.
- d) MM 2.0 has added a window area to show Team Scores.
- e) If List or Ctrl-L is used, a Results Report will be created. Click on the printer icon to print.

### 16.8 Score or Re-Score an Event

- f) From the Run screen, select the Event to be scored - ALL heats must be completed prior to Scoring.
- g) Press the Score button or Ctrl-S. (Press the Re-Score button to Score without generating the report)
- h) This will score the event so that points are generated.
- i) MM 2.0 has added a window area to show Team Scores.
- j) If Score or Ctrl-S is used, a Results Report will be created. Click on the printer icon to print.
- k) To Re-Score ALL events, use the Alt-O key combo - a warning/prompt confirmation message will appear.

### 16.9 Printing Award Labels.

- a) From the Run screen, select Labels → Award Labels.
- b) Checkmark: By Heat
- c) Ensure that label sheets are in the printer (prior to the meet that is).
- d) Select the events (every 5 or so) that you wish to print labels for.
- e) Select Create Labels. Click on the Printer Icon to Print.
- f) Use the new MM 2.0 "printed" column to tally which event labels have been printed.

### 16.10 Run a Total Score Report.

- a) From the Run screen, select Reports → Scores

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There exist NPDS regulations in the by-laws about when, if at all, scores may be announced or published.

***Please adhere to these regulations.***

- b) Check the following settings:
  - i) Select All – it will include a total score through the events that are already scored.
  - ii) Gender Choices – Combined
  - iii) Report type – Team
  - iv) Points – Standard
  - v) Athlete Criteria – No Age criteria
  - vi) Grouping – Normal
  - vii) List top 10
  - viii) No Age filter is necessary
  - ix) Select Create Report; click on printer icon to print.

## 16.11 Keyboard Shortcuts While Running a Meet

### Function Keys

The following keyboard Function keys may be used instead of the mouse for navigation and functional purposes

F1 Help  
F2 Use Race # from Timer  
F3 Get Times from Timer  
F4 Previous heat  
F5 Next heat  
F6 Place results column in edit mode  
F7 Session selection  
F8 Adjust heats  
F9 Splits edit

Ctrl-F4 Previous event  
Ctrl-F5 Next event  
Ctrl-F6 Place backup times in edit mode  
Ctrl-F7 Scratch a lane  
Ctrl-F8 Insert athlete into open lane using competitor #'s

Ctrl-F10 Export Start List for selected heat to Generic Scoreboard  
Ctrl-F11 Export Results for selected heat to Generic Scoreboard

Ctrl-A Awards button  
Ctrl-B Show / Hide backup times  
Ctrl-F Flush and print any remaining award labels in the queue  
Ctrl-H Add Empty Heat  
Ctrl-J Judges decision menu  
Ctrl-K Show backup adjustment calculator  
Ctrl-L Compute placings and List results report (without points listed) based on Run Menu Preferences for Results  
Ctrl-Q Show/Hide DQ Codes  
Ctrl-R Relay names  
Ctrl-S Computes team Scores and creates results report based on Run Menu Preferences for Results

### Special Buttons

**Re-Rank** - Clicking Re-Rank as opposed to using keyboard Ctrl-L computes placings without creating a results report.

**Re-Score** - Clicking Re-Score as opposed to using keyboard Ctrl-L computes placings without creating a results report. These are used when you wish to speed up the scoring, and don't want a report displayed.

Alt-F4 Close report or menu  
Alt-A Open Athlete Menu  
Alt-B Combine Event Results  
Alt-C Close Menu  
Alt-E Open Events Menu  
Alt-H Open Help  
Alt-I Open Interfaces Menu  
Alt-L Open Labels Menu  
Alt-O Re-Score ALL Events  
Alt-P Open Run Menu Results and Awards Preferences Menus  
Alt-R Open Reports Menu  
Alt-S Open Seeding Menu  
Alt-T Open Timer Menu

## 17 Results, Creating, and Restoring a Backup

Once the meet has run through completion, the meet should be backed up.

After the swim meet, there are a couple of Meet Manager tasks that should be completed, such as creating a backup of your swim meet database, along with Exporting the results to be Imported into Team Manager for historical information.

- a) Backup (zip) the database file using Meet Manager - File-->Backup - approx. 120kb
- b) Export the Results using Meet Manager - File-->Export-->Results for Team Manager - approx. 10kb

Discuss with the other team's computer person about what files their team would like to have: a MM Backup file or just a MM Results file. Also discuss how to make arrangements to e-mail the database Backup file or the Results file back to the coach or computer person.

Why create a MM Backup file for the other team, instead of just exporting the meet Results? Because with the MM Backup file, the other team's computer person has more flexibility in creating reports, versus just having the plain meet results. The other team can then export the meet results themselves. Once the MM Backup file is in the hands of either team, the meet results can be exported so that they are in a format that can be imported into Team Manager. Team Manager is the place that allows the team to compare results from various meets.

### 17.1 Creating a Meet Manager Backup file

- 1 The home team should create a backup file as a safety net, or to email or save for the other team.
- 2 Select File → Backup
- 3 Point to the backup location for emailing as an attachment (if a diskette is inserted into A:, it will be the default)
- 4 Click OK
- 5 A prompt screen offers to include a text message with the backup file
  - a) Yes - a text block will be presented
  - b) No - no text block will be presented
- 6 The backup file is created - name format - SwmmBkupXXXX-NN.zip
- 7 Click OK to close
- 8 You now have a complete backup of the swim meet database for safe keeping, or to share with another team.

### 17.2 Restoring a Meet Manager Backup file

- 1 In the event that you need to restore a database to a previous version, or receive a backup copy from another team, here are the instructions.
- 2 Select File-->Restore.
- 3 The next screen offers several options for the MM Restore
  - a) Replace Currently open Database  
Be very careful NOT to accidentally replace your currently open database.
  - b) Unzip and Copy to default folder
  - c) Unzip and Copy to Selected Folder
  - d) Unzip, Copy, and Open database.
  - e) Rename the database from XYZ to ABC
- 4 Make your choices carefully  
Click OK.
- 5 Locate the database Backup file that you want to restore.  
The Backup file might be on diskette, flash drive, CD-ROM, or received as an email attachment.  
It will have the naming format of: SwmmBKUPxxx-nn.zip  
The file name will reflect the teams at the swim meet.  
Click OPEN
- 6 An informational message about the database backup will be displayed.  
Click OK
- 7 An informational message or messages may be displayed about the copy and/or rename.  
Click OK
- 8 You have restored a Meet Manager database.

### 17.3 Meet Manager - Exporting Results

- 1 The home team should export meet results for both teams unless the other team is being sent a MM Backup file, and therefore can create their own exported Results file.

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- 2 Select File → Export → Results for Team Manager,
- 3 Specify the Selection Criteria -
  - a) Team (specify which team this file is for)
  - b) Gender - Both
  - c) Relays Plus Athletes
  - d) Events - Standard Events
  - e) Checkboxes - Include Splits
  - f) Click OK to Export.

The software will respond with statistics on how many events were exported, and then it will allow you to choose a location for storing the results file. Write down the name of the results file.

- 4 After the file is saved, you can email it to the other team, or use it for your own team's results. Team Manager can then Import the results. You can optionally rename this file to something shorter or more meaningful for cataloging purposes. This can be done using Windows to rename the file.

### 17.4 Team Manager - Importing Results

- 1 If you are the home team, locate the MM Results file on your own disk, and perform the TM Import
- 2 If you are the away team, and you have a MM Backup file.
  - a) Restore the MM Backup file using Meet Manager (as described above)
  - b) Export the Results (as described above) from Meet Manager
  - c) Import the Results (as described next) into Team Manager
- 3 If you are the away team, and you only have received the MM Results file.
  - a) Import the Results (as described next) into Team Manager
- 4 Open Team Manager
- 5 Select File → Import → Meet Results.
  - a) This will prompt for a location of the Results file produced from the Meet Manager export.
  - b) Select the file and click Open.
- 6 Now you will be prompted with some options.
  - a) Overlay Duplicate Results - If you know you are re-importing results you'd already done before, select Y
  - b) Add New Teams/Athletes = N
  - c) Import Relays = Y
  - d) Import Splits = Y/N (your choice)
  - e) Save Leadoff Relay as Result =?
  - f) Click OK.

If there was an error, e.g. if some duplicate records were found and you had not specified overlay, then the import will fail with an error message.
- 7 Once results are imported into Team Manager, a variety of reports may be run against them. This guide will not cover all the result reporting aspects

### 17.5 Creating a Team Manager Backup file

- 1 After Importing results into your Team Manager, you should create a TM backup file.
- 2 Select File → Backup
- 3 Point to the backup location (if a diskette is inserted into A:, it will be the default)
- 4 A comments box is available to include a text message with the backup file
- 5 Click OK to create the backup file.
- 6 A confirmation box is displayed - Click YES
- 7 The backup file is created - name format - SwTM4BkupXXXX-NN.zip
- 8 Click OK to close

## 18 Creating and Using Records

### 18.1 Records - Overview

There are many different ways of setting up and using the Records feature of Team Manager and Meet Manager. The records may be created in either TM or MM, and then exported to the other program to have a consistent record file. Once you have created an initial Records file, it may be updated from TM or MM to establish any newly set records. To create a brand new Records file, you may either (a) enter each record manually for every event, or (b) import a starting Records file with fictitious entries and fictitious times that can then be updated. A blank Records file (NPD500.rec) is available for downloading with all times set high at 5:00.01 and XX used for names. You may Import this starting Records File into either or both Team Manager and/or Meet Manager.

**Note:** After downloading the Records ZIP file, you must manually un-zip it (.REC) for Importing into Team Manager and into Meet Manager.

Records are used by both TM and MM in these ways:

1. To be listed as part of each Event Header for the Meet Program and Results Reports.
2. To "Flag" any record breakers in the Results Report.
3. To list the record breakers on the Exceptions Report.
4. To update the records list itself based on swim times during a meet.

There are three ways of getting current records into your TM/MM database.

1. Manually entering or updating each record entry for each event
2. Importing record entries from an available Records (.REC) file
3. Updating your current TM/MM Record entries with those of a faster time.

Once a Records File has been created, it may be "shuttled" back and forth between TM & MM by using their relative Import Records & Export Records menu commands, updated with any new record breaking meet results, and then "shuttled" back and forth again.

### 18.2 Suggested Approach

Here is a suggested approach for starting with a blank Records file, and using it with your existing TM results.

1. Download and manually un-zip the NPD500.zip file from the website.
2. Import the NPD500.rec file into Team Manager
3. View the existing records in Team Manager
4. Update the fictitious records & names with your real team results
5. Review and manually correct or add any record entries.
6. Export the latest team records to be used with Meet Manager at a hosted swim meet.
7. After importing any meet results, create/update a new Records file in Team Manager & export it.

### 18.3 Team Manager - Importing Records file

Since Team Manager retains the Records Set information, this probably would only be performed when existing records were not available to Team Manager.

- 1 Start TM
- 2 Select Records → Import Records
- 3 Locate & point to Records file to be used → Click Open
- 4 Change Name to reflect your tag name (max 8 chars)
- 5 Change Description to reflect your tag description (max 20 chars).
- 6 Change Year to reflect the current year.
- 7 Change Flag to reflect a single character tag to be placed next to qualifying result entries.
- 8 Click OK
- 9 A total of the number of imported records will be displayed (should be 76 events/records)
- 10 Click OK

### 18.4 Team Manager - View/Edit Existing Records Set

- 1 Select Records → Add/Edit Records
- 2 Select the appropriate available record file at the top.

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- 3 View the records
- 4 Manually add, correct, or update the boxes: Time - Date - Set by

### 18.5 Team Manager - Updating an Existing Records Set

The existing record entries will be "matched" against the team results, and any results beating the current record will replace that entry. This can be done after each swim meet, and the latest meet results have been imported into TM. This updating function is actually performed from the "report" menu.

- 1 Select Reports → Performance → Record Match
- 2 Unless you have some specific request, all the TM results should be used to update the records.
- 3 Meet = All Meets
- 4 Records = select the records file you want to use and/or update
- 5 Checkmark = Show ties with current record (your choice)
- 6 Checkmark = Update Records (this will update & replace faster entries in the records file)
- 7 Click Create Report to scan, report and (optionally) update & replace the existing entries.
- 8 Close all the screens
- 9 You may then go back and review & edit the new record entries.

### 18.6 Team Manager - Manually Creating a New Records Set

If for some reason, you want to manually create a Record Set, here are the basic steps.

- 1 Start TM
- 2 Select Records → Add/Edit Records
- 3 Select Records → Create New Record Set
- 4 Change Record Name to reflect your tag name (max 8 chars)
- 5 Change Course to reflect Yards or SCM (meters)
- 6 Change Year to reflect the current year.
- 7 Change Description to reflect your tag description (max 20 chars).
- 8 Change Flag to reflect a single character tag to be placed next to qualifying result entries.
- 9 If you want to use an existing records file as a starting point, select it from the Available Records.
- 10 Click OK
- 11 Click Add - to manually create a single records entry
- 12 Fill in all the appropriate information.
- 13 Click OK - click Cancel when done.

### 18.7 Team Manager - Exporting Records file

- 1 Start TM
- 2 Select Records → Export Records
- 3 Select the Records Set from the Available Records
- 4 Point to where you want the file created.
- 5 Click OK

### 18.8 Meet Manager - Importing Records file

For a hosted swim meet, you might have available a couple of different Records Sets: Team records, Pool records, etc. The Team records file would have been created in TM and exported to be used with MM. The Pool records file would only be used by MM, updated after each hosted swim meet, and then re-imported for the next hosted swim meet. Since there are many different ways teams may choose to use, or not use these Records files, we will offer some general instructions on using Records with MM.

- 1 Start MM
- 2 After you have setup a swim meet and its events, you may use the Records.
- 3 Select Events → Records or Reports → Records menus - they may be located from either menu.
- 4 At the bottom will be listed all the Records Sets currently available for this swim meet.
- 5 Select Records → Import Records
- 6 Ignore any warnings about existing "Edit Me" record sets.
- 7 Locate & point to Records file to be used → Click Open
- 8 After the file has been imported, you may edit the tag info at the bottom by clicking on the "open folder" icon.
- 9 Change Order, Tag Name, Flag & Record Only For... to reflect your preferences - or to create a Pool records set.
- 10 Click OK



### **18.9 Meet Manager - Updating Records Set**

Any existing event record holders will be displayed in the event RUN panel - at the upper right corner.

To scan for any new records set, you need to manually use the Records menu and scan for new records.

- 1 Select Events-->Records or Reports-->Records menus - they may be located from either menu.
- 2 Highlight the respective Records Set at the bottom - only one Records Set may be updated at a time.
- 3 Click on the Update menu command.
- 4 A CHECKING and FOUND will be displayed - indicating the status of the scan.
- 5 If any new records have been found, an updated listing screen will be displayed.
- 6 Click OK to update.

### **18.10 Meet Manager - Exporting Records file**

This is only required for "pool", location, or championship type records to be shared between swim meets, since Team Manager itself should be updated after any swim team results are imported.

- 1 Select Events →Records or Reports →Records menus - they may be located from either menu.
- 2 Highlight the respective Records Set at the bottom - only one Records Set may be exported at a time.
- 3 Click Export on the menu - and click Yes to the verification message.
- 4 Point to where you want the Records file created.
- 5 Click OK

## 19 Team Manager - Reports

There are several different reports in Team Manager, but there are three Team Manager 4.0 reports that you may find useful to hand out to your swimmers at the beginning and end of the swim season. These reports will display the historical/top swim times for each individual stroke/distance for each swimmer.

Each of the three TM 4.0 reports displays the information a little differently.

- Seasonal Results Spreadsheet ( \*\*new with TM 4.0)
- Top Times Spreadsheet
- Top Times

To be able to effectively use any of these reports, you must first configure TM to define our shorter event variations:  
Setup → Preferences → "Custom Age Group" to define our swim events...  
i.e. - for 13/14 age group - 50yd events vs. standard 100yd events

**Note:** Unfortunately, if a swimmer has aged-up to their next older age group their swim times from last season may not appear on the reports created for this season unless properly setup in the Custom Age Group Preferences setup.  
Examples would be: 8/U moving to 9/10, and 13/14 moving to 15/18.

### 19.1 Setup Custom Age Group Report Preferences

- 1 Start Team Manager 4.0
- 2 Select Setup → Preferences → Report Custom Age Groups  
If these groups have already been defined, you will see a table displayed.  
If these groups have not been previously defined, you will see a blank table.
- 3 If an existing group table is displayed, verify that all the age groups & events are listed.  
You can click on any age group row, and an age group screen will be displayed.  
You may then checkmark those events and distances that are valid for that age group.  
An example would be the 7-8 group with both 25yd and 50yd freestyle.  
You should checkmark the new 15-18 event - 50yd free.
- 4 As a swimmer ages, their event distances become longer. Therefore, to be able to report on all historical swims, EVERY age group should include the distance/stroke combinations from their younger/previous age group.  
ie - 15/18 should have 25, 50, and 100 freestyle checkmarked
- 5 If an existing group table is NOT displayed, you will have to Add the age groups and event entries for each of the age groups.
  - a) Click Add.
  - b) Enter a Low Age and High Age.  
This will be a repeated task,  
one age group at a time,  
(0-6, 7-8, 9-10, 11-12, 13-14, 15-18)
  - c) After entering a single Low/High age group, Click OK
  - d) The events screen will be displayed.  
You may then checkmark those events and distances that are valid for that specific age group.  
An example would be the 7-8 group with both 25yd and 50yd freestyle.  
You should checkmark the new 15-18 event - 50yd free.
- 6 After the entire Custom Age Group table has been entered & verified, close the window.

### 19.2 Report - Seasonal Results Spreadsheet

1. Start Team Manager 4.0
2. Select Reports → Performance → Seasonal Results Spreadsheet
3. Athlete Filters  
Click the Age Grp tab & then checkmark Use Custom.
4. Dates

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This defaults to scanning your entire Team Manager database.  
You may limit the report to a specific year or season  
via the Use Times Since and Use Times Until entries.  
You will need to checkmark the date box.

5. Click Create Report - it will create a one page landscape report per swimmer

### 19.3 Report - Top Times Spreadsheet

1. Start Team Manager 4.0
2. Select Reports → Performance → Top Times Spreadsheet
3. Meets  
Either leave the default for ALL Meets, or select a specific one.
4. Athlete Filters  
Click the Age Grp tab & then checkmark Use Custom.
5. Printer Orientation  
Checkmark Portrait (just easier to handle and read)
6. Sort By..... your preference
7. Dates  
This defaults to scanning your entire Team Manager database.  
You may limit the report to a specific year or season  
via the Use Times Since and Use Times Until entries.  
You will need to checkmark the date box.
8. Click Create Report

### 19.4 Report - Top Times

1. Start Team Manager 4.0
2. Select Reports → Performance → Top Times
3. Meets  
Either leave the default for ALL Meets, or select a specific one.
4. Athlete Filters  
Click the Age Grp tab & then checkmark Use Custom.
5. Sort By..... your preference
6. Dates  
This defaults to scanning your entire Team Manager database.  
You may limit the report to a specific year or season  
via the Use Times Since and Use Times Until entries.  
You will also need to checkmark the date box.
7. Click Create Report

## 20 Meet Manager - Reports

**Under construction**

### 20.1 Under Construction

## APPENDICES

### 21 Team Names & Pool Sizes

21.1 Table 1 - Team Abbreviations (2007)

Abbr	Team Name	Abbr	Team Name
<b>ASH</b>	Ashbury	<b>NCH</b>	Naper Carriage Hill
<b>BRE</b>	Breckenridge	<b>NV</b>	Neuqua Valley
<b>BRO</b>	Brookdale	<b>RC</b>	Racquet Club
<b>CB</b>	Centennial Beach	<b>RR</b>	River Run
<b>CC</b>	Cress Creek	<b>S</b>	Saybrook
<b>COM</b>	Cress Creek Commons	<b>SP</b>	South Pointe
<b>F</b>	Farmstead	<b>SR</b>	Steeple Run
<b>H</b>	Huntington	<b>SW</b>	Stillwater
<b>HE</b>	Huntington Estates	<b>TG</b>	Tall Grass
<b>HW</b>	Hobson West	<b>WE</b>	White Eagle
<b>MB1</b>	Maplebrook 1	<b>WV</b>	Waubonsie Valley
<b>MB2</b>	Maplebrook 2		

21.2 Table 2 - Team MDB Templates

Team Abbrev	MDB Template for your Home Meets
<b>ASH</b>	25Y6L.mdb
<b>BRE</b>	25Y6L.mdb
<b>BRO</b>	25Y6L.mdb
<b>CB</b>	25Y8L.mdb
<b>CC</b>	25Y6L.mdb
<b>COM</b>	25Y6L.mdb
<b>F</b>	25Y6L.mdb
<b>H</b>	25Y4L.mdb ** not 20yd
<b>HE</b>	25Y6L.mdb
<b>HW</b>	25M5L.mdb ** uses 25meter
<b>MB1</b>	25Y4L.mdb ** not 20yd
<b>MB2</b>	25Y6L.mdb
<b>NCH</b>	25Y6L.mdb
<b>NV</b>	25Y8L.mdb
<b>RC</b>	25Y6L.mdb
<b>RR</b>	25Y6L.mdb
<b>S</b>	25Y6L.mdb
<b>SP</b>	25Y6L.mdb
<b>SR</b>	25Y4L.mdb
<b>SW</b>	25Y6L.mdb
<b>TG</b>	25Y6L.mdb
<b>WE</b>	25Y8L.mdb
<b>WV</b>	25Y8L.mdb

All the template files will be maintained on the Web site so they can be downloaded.  
The Web site is: <http://www.npdsc.org>

## 22 Team Notes About Non-25yd Pools

### 22.1 Hobson West - 25 meter pool

When we set up the meet in meet manager, we use the template for a 25-meter pool.

If we remember correctly, the program converts the meter time to yards either when a report is printed or when the other team imports the results. Could be both.

NOTE \* - All teams should have their Team Manager Course Conversion (meter/yards) factors set for the default 1.11.

### 22.2 Huntington - 20-yard pool

We set home meets up using the 25-yard template, as the software includes a feature that makes the conversion from 20 yards to 25 yards. We use a manually entered conversion factor of 1.3.

We ask other teams to use the 25-yard template to submit their information to us.

The only accommodation that we need to make was in the 15/18 yr. 100 yard events.

The swimmers would do 5 laps instead of 4, so we need to manually "back into" the number that we used to enter in the computer so that when it was converted it was a 25-yard time.

We did this by changing the time to seconds and dividing by the 1.3 factor, then after the labels for the ribbons were printed, we would double check to be sure that the converted time matched the actual time.

### 22.3 Maplebrook I - 20 yard pool

We use the 25Y4L template and setup the 1.3 conversion factor to convert the times automatically.

We use the 25-yard descriptions for ribbons, reports and results for our home meets.

We ask other pools to send us their entries using the 25Y4L template instead of the 20Y4L template, otherwise all the entries reject because the descriptions don't match for the events.

We use the non-conforming factor of 1.3.

For the 100 yard events (15-18 free, back and breast) the swimmers swim 5 lengths, so we back out the conversion factor.

To back out the factor for the 100yd 15/18 events with 5 lengths;

- 1) use the actual (20yd x 5) time given from the timers for these 100yd events.
- 2) convert it to seconds (for example, 1:13.48 would be converted to 73.48)
- 3) divide the converted time by 1.3 ( $73.48 / 1.3 = 56.52$ )
- 4) convert the time back into minutes (56.52 would still be 56.52)
- 5) enter this time into Meet Manager as the final time.
- 6) A "converted" time for all events will print on the ribbons, reports, and exported results.

As for the 100 IMs and all other "lap" events, no manual adjusting is required.

To help us remember to do the above steps, we highlight the events that need manual adjusting on the Lane/Timer sheets.

Hope this helps!

## 23 NPDS Time Standards

### 23.1 City Qualifying Times

(Last updated - 05/13/2007)

GIRLS		
25yd	20yd	25m

BOYS		
25yd	20yd	25m

6/U	No events or times for 6&U		
-----	----------------------------	--	--

8/U	25 Free	20.90	16.08	23.20
	50 Free	47.00	36.16	52.17
	25 Fly	26.60	20.46	29.53
	25 Back	25.90	19.93	28.75
	25 Breast	28.40	21.85	31.52

20.10	15.46	22.31
47.50	36.54	52.73
28.30	21.77	31.41
26.70	20.54	29.64
29.00	22.31	32.19

9/10	50 Free	37.80	29.08	41.96
	100 IM	01:38.10	01:15.46	01:48.89
	50 Fly	46.40	35.69	51.50
	50 Back	47.20	36.31	52.39
	50 Breast	49.10	37.77	54.50

37.70	29.00	41.85
01:42.60	01:18.93	01:53.89
52.00	40.00	57.72
48.00	36.93	53.28
50.60	38.93	56.17

11/12	50 Free	33.00	25.39	36.63
	100 IM	01:25.30	01:05.62	01:34.68
	50 Fly	39.20	30.16	43.51
	50 Back	41.70	32.08	46.29
	50 Breast	43.10	33.16	47.84

33.30	25.62	36.96
01:26.80	01:06.77	01:36.35
41.10	31.62	45.62
42.30	32.54	46.95
45.00	34.62	49.95

13/14	50 Free	31.00	23.85	34.41
	100 IM	01:20.30	01:01.77	01:29.13
	50 Fly	35.40	27.23	39.29
	50 Back	39.90	30.69	44.29
	50 Breast	41.80	32.16	46.40

28.90	22.23	32.08
01:18.60	01:00.46	01:27.25
35.60	27.39	39.52
39.20	30.16	43.51
39.70	30.54	44.07

15/18	50 Free	28.03	21.57	31.11
	100 Free	01:07.90	01:07.90	01:15.37
	100 IM	01:18.50	01:00.39	01:27.14
	50 Fly	34.70	26.69	38.52
	100 Back	01:23.80	01:23.80	01:33.02
	100 Breast	01:30.40	01:30.40	01:40.34

26.16	20.12	29.04
59.10	59.10	01:05.60
01:09.00	53.08	01:16.59
30.30	23.31	33.63
01:16.90	01:16.90	01:25.36
01:19.60	01:19.60	01:28.36

### 23.2 NPDS Conversion Factors

**Note:** All conversion times based upon 25yd pool time standards.

For 20 yard pools = divide by 1.300

All 15/18 Individual 100yd events in 20yd pool are 5 lengths - therefore no time change.

For 25 meter pool = multiple by 1.11.

## 24 DQ Codes

This is a listing of the new DQ codes that may be entered into the Meet Manager 2.0 results. These DQ codes may then be used to create reports from Meet Manager.

### Butterfly

- 1A Alternating Kick
- 1B Kick breaststroke type
- 1C Scissors kick
- 1E Non-simultaneous arms
- 1F Arms underwater recovery
- 1J One hand touch
- 1K No touch
- 1L Non-simultaneous touch
- 1M Shoulders not at or past vertical towards breast off the wall
- 1N Head did not break the surface by 15 meters

### Backstroke

- 2I No touch at turn
- 2J Illegal turning action
- 2K Not on back off wall
- 2L Shoulders past vertical toward breast
- 2N Head underwater at 15 meters
- 2P Toes curled over gutter after the start
- 2Q Did not finish on back

### Breaststroke

- 3A Alternating Kick
- 3B Non-simultaneous kick
- 3C Downward butterfly kick
- 3D Scissors kick
- 3E Hands past hipline during stroke
- 3F Non-simultaneous arms
- 3G Arms two strokes underwater
- 3H Arms not in same horizontal plane
- 3I Elbows recovered over water
- 3J One hand touch
- 3K No touch
- 3L Non-simultaneous touch
- 3M Shoulders not at or past vertical towards breast off the wall
- 3P Head under for 2 or more strokes
- 3Q Incomplete stroke cycle other than one pull followed by one kick

### Freestyle

- 4K No touch on turn
- 4N Head underwater at 15 meters

### IM

- 5P Strokes out of sequence

### Relay (plus optional 2<sup>nd</sup> DQ code)

- 61 Stroke Infraction swimmer #1
- 62 Stroke Infraction swimmer #2
- 63 Stroke Infraction swimmer #3
- 64 Stroke Infraction swimmer #4
- 66 Early take-off swimmer #2
- 67 Early take-off swimmer #3
- 68 Early take-off swimmer #4
- 6P Changed order of swimmers
- 6Q Not enough swimmers

### Miscellaneous

- 7O False start
- 7P Declared false start
- 7Q Did not finish
- 7R Delay of meet
- 7S Entered water without permission
- 7T Interfered with another swimmer
- 7U Walking on or springing from bottom
- 7V Standing on bottom
- 7W Pulling on lane line
- 7X Finish in wrong lane
- 7Y Unsportsmanlike conduct



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