

Meet Manager 5.0 Handbook



PVS Meet Manager 5.0 Handbook

This handbook provides instruction on using Hy-tek's Meet Manager 5.0 to run swim meets.

PVS Meet Manager 5.0 Handbook

CONTENTS

1.	Getting Started.....	1
1-1.	Logging On to Meet Manager.....	1
1-2.	Overview of Main Menu	2
1-3.	Loading Meet Database	3
1-3-a.	From Computer	3
1-3-b.	From Flash Drive.....	3
1-4.	Selecting Printer	5
1-5.	Setting Report Format	5
1-6.	Timing System Connection.....	6
1-6-a.	Timing System Selection	6
1-6-b.	COM Port Detection.....	6
1-6-c.	Timing System-Computer Connection	6
1-6-d.	Download Events to Timing System.....	6
2.	Deck and Late Entries.....	7
2-1.	Add Swimmer	8
2-2.	Enter Swimmer Into Events.....	10
3.	Positive Check-In Events	12
3-1.	Review Check-In Sheet.....	12
3-2.	Scratch Swimmers.	13
3-3.	Seed Event(s).....	15
3-4.	Print Heat Sheet (Meet Program).....	16
3-5.	Print Lane/Timer Sheets.....	17
4.	Run Meet	19
4-1.	Overview of Run Screen	19
4-2.	Select Run Screen Display	20
4-3.	Select Session, Event & Heat	20
4-3-a.	Session	20
4-3-b.	Event.....	20
4-3-c.	Heat	20
4-4.	Bringing Times from Timing System to Meet Manager	21
4-4-a.	Using Get Times.....	21
4-4-b.	Using Race Number	21
4-5.	Timing System Printout.....	22
4-6.	Download Alert.....	22
4-7.	Making Timing Adjustments.....	23
4-7-a.	Lane Malfunction.....	24
4-7-b.	Heat Malfunction.....	25
4-7-c.	Summary—Run Screen, Time Adjustment, and Timing System	27
4-8.	Entering Times By Hand	28
4-8-a.	Typing Times	28
4-8-b.	Results by Lane.....	28
4-9.	Check Disqualifications and No Swims.....	29
4-9-a.	DQ (Disqualification).....	29
4-9-b.	NS (No Swim).....	30
4-10.	Score/List and Print Results.....	31
4-10-a.	Preview Results	31
4-10-b.	Print Results	31
4-11.	Assemble Paperwork for each Event	31
4-12.	Move to Next Event.....	31
4-13.	New features in Meet Manager 5.....	32
4-13-a.	Color System for Heat Buttons.	32
4-13-b.	No Show and DQ Columns	32

PVS Meet Manager 5.0 Handbook

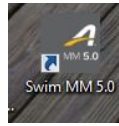
4-13-c.	AdjStat column	32
5.	Add, Remove, Move in Run Screen.....	33
5-1.	Add Swimmer	33
5-2.	Remove Swimmer.....	34
5-3.	Move Swimmer	34
6.	Gender Blending and Adding Heats.....	35
6-1.	Men & Women in Same Race.....	35
6-2.	Missed Event—Add Heat	36
6-2-a.	Process Event in which swimmer actually swam.....	36
6-2-b.	Bring Time into Added Heat for the event in which swimmer is entered	36
7.	Printing Reports.....	37
7-1.	Time Line.....	37
7-2.	Check-in Sheet.....	37
7-3.	Award Labels	38
7-3-a.	From the Run Screen	38
7-3-b.	Batch Printing From Run Screen or Main Menu.....	38
8.	Relays.....	39
8-1.	From the Relay Screen	39
8-1-a.	Enter Relay into Event.....	39
8-1-b.	Enter, Remove, and Rearrange Relay Swimmers.....	39
8-2.	From the Run Screen	40
8-2-a.	Enter Relay into Event.....	40
8-2-b.	Enter, Remove, and Rearrange Relay Swimmers.....	40
9.	Post-Meet	41
9-1.	Backup Database	41
9-2.	Export Results for Team Manager	42
	Meet Mobile	44
9-3.	Using Meet Mobile	44

PVS Meet Manager 5.0 Handbook

1. GETTING STARTED

1-1. Logging On to Meet Manager

CLICK Meet Manager Icon from the Desktop or Program Menu.



SELECT Admin, Single User. Click OK to reach the Main Menu.
If networked computers are being used, the Meet Director will tell you how to log on.

CLICK No if asked "Do you wish to download the latest version" and/or "Automatic Backup Reminder."

Logged-In	User Name	Password	Restrictions
<input type="checkbox"/>	Admin		None
<input type="checkbox"/>	Run 1		Network Administration
<input type="checkbox"/>	Run 2		Network Administration
<input type="checkbox"/>	Run 3		Network Administration
<input type="checkbox"/>	Clerk 1		Network Administration and Run Menu

Hy-Tek's Swim MEET MANAGER 5.0

You are currently running Swim MEET MANAGER version 5.0Ci - dated on 05/21/2014.

The most current Swim MEET MANAGER version is 5.0Cj - dated on 07/08/2014.

Do you wish to download the latest version ?

Yes No

HY-TEK's MEET MANAGER

Automatic Backup Reminder
Do you want to Backup the database ?

Yes No

Click "No" when you see either of these messages.

The opening screen with the Main Menu will be displayed.

Swim MEET MANAGER Pro - Database: C:\swmeets\2014 PVS SR Champs.mdb

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

Pre-Meet Check List

- Meet Set-up
- Events
- Sessions
- Records
- Time Standards
- Preferences**
- Athlete Preferences
- Seeding Preferences
- Report Preferences
- Entry Preferences
- Directory Preferences
- Other Settings**
- Scoring Set-up
- Division / Region Names
- Entry Fee Surcharges
- Printer Set-up
- Interfaces**
- Timing Set-up

Check off completed tasks

Hide Check List

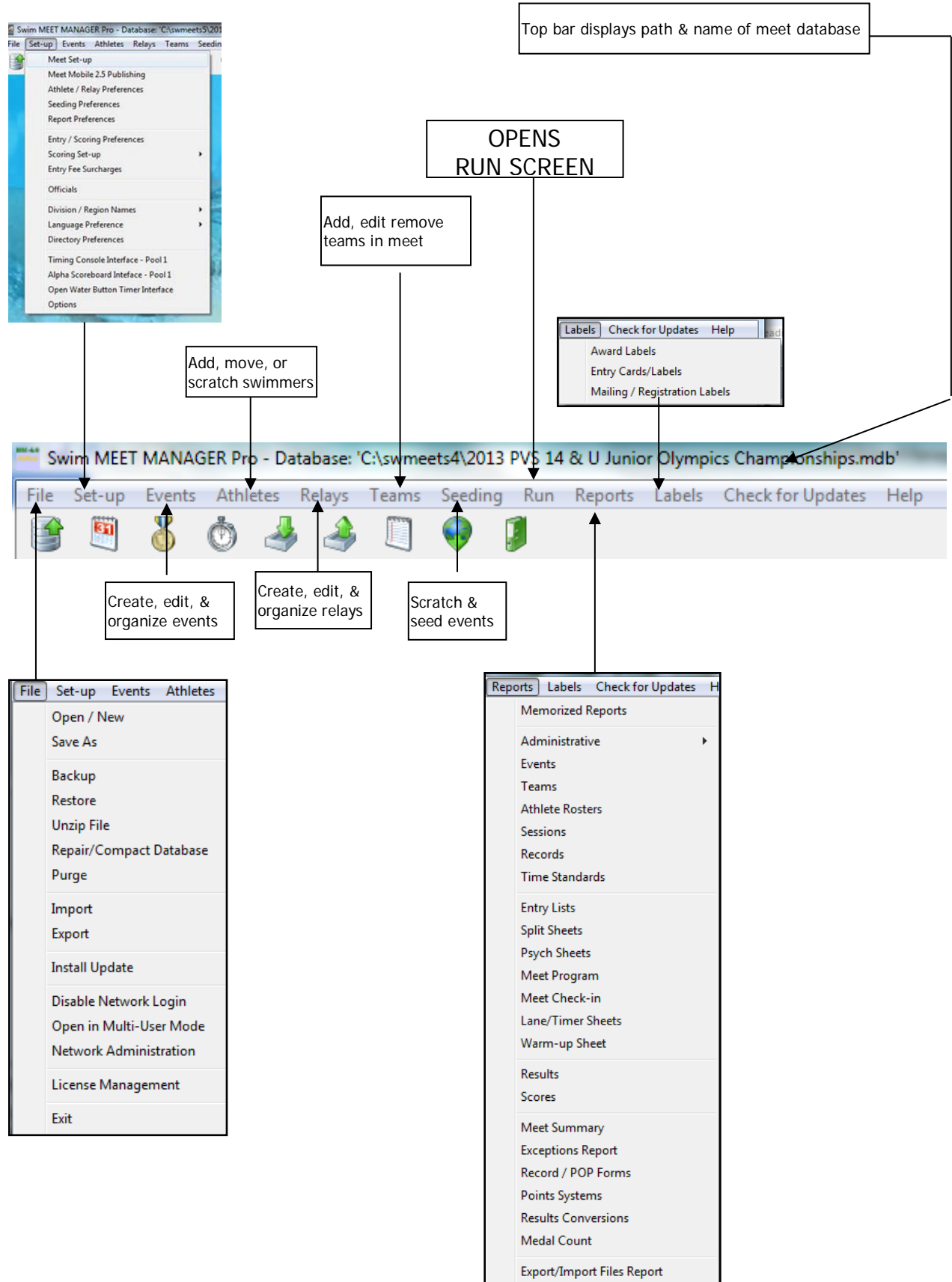
MEET MANAGER 5.0
FOR SWIMMING

ACTIVEHy-Tek

Licensed To: RMSC - MCRD
Release 5.0Cj -
Pro: Single-User -Admin

PVS Meet Manager 5.0 Handbook

1-2. Overview of Main Menu



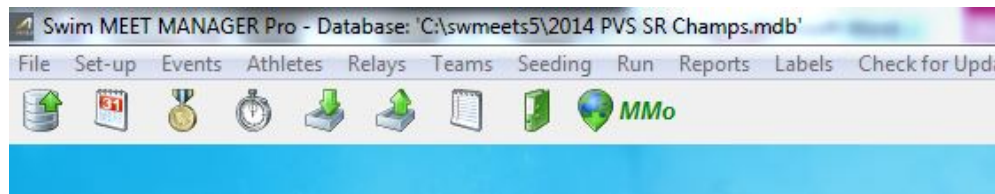
PVS Meet Manager 5.0 Handbook

1-3. Loading Meet Database

In most cases, the database for the meet, on which you will be working, will already be open.

The meet database file name and path are shown in the top-most bar of the Main Menu.

In this example, the database file name is “2014 PVS SR Champs.mdb,” and it is located in the “C” drive in a folder titled “swmeets5.”



1-3-a. From Computer

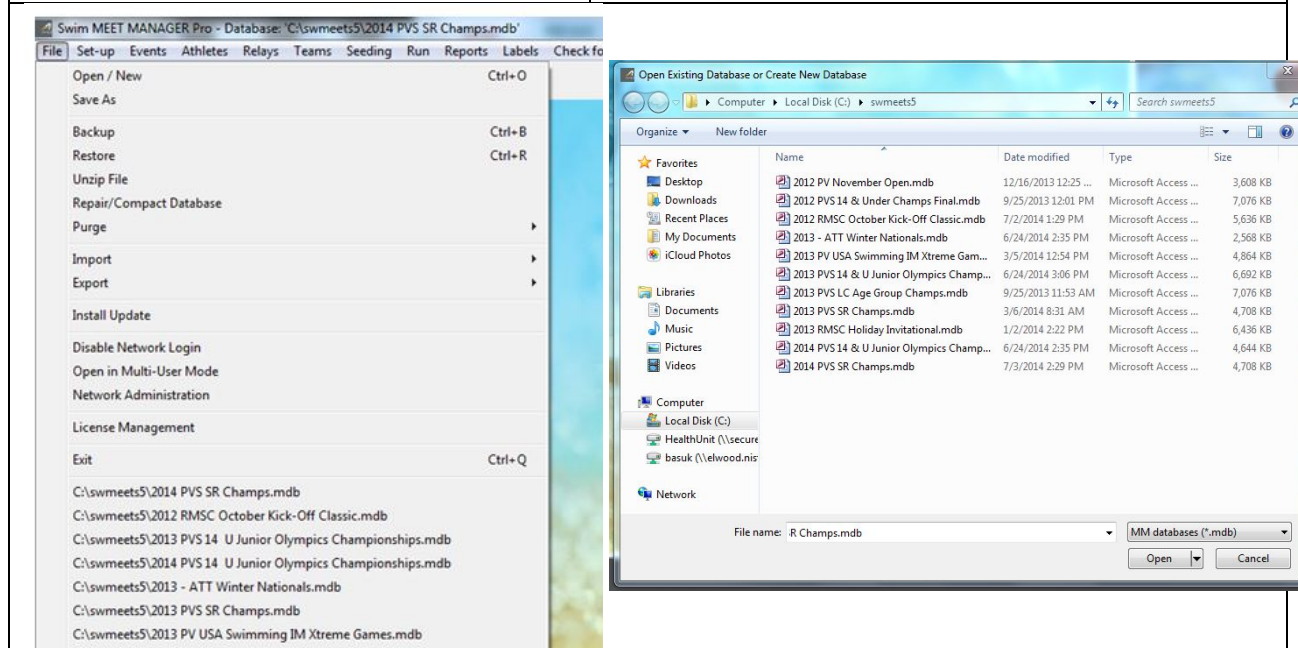
If the meet in the top bar is not the meet you want, do one of the following:

EITHER

CLICK File from the Main Menu.
 SELECT meet from file list displayed below
 “Exit” as shown below.

OR

CLICK Open/New. Browse for the meet, probably in
 c:\swmeets5.
 CLICK TO HIGHLIGHT Meet name.
 CLICK Open.



1-3-b. From Flash Drive

Sometimes, a meet will have been set up on a computer different from the one on which the meet is run. If you are working the first session of a meet, you may be asked to load the meet from a flash drive.

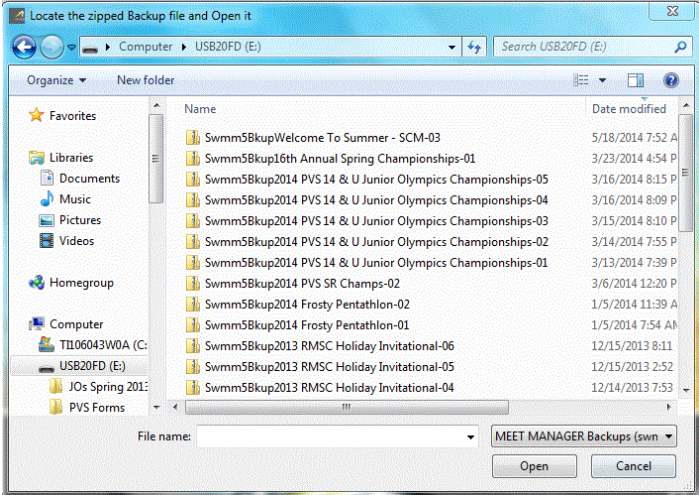
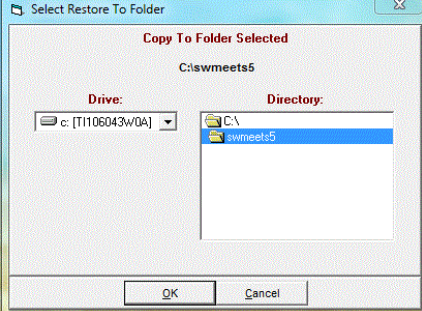
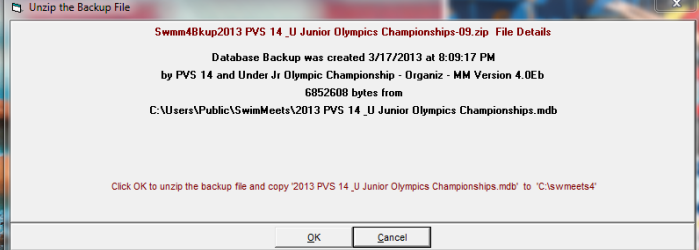
WARNING

Before you do this, ask the Meet Director

CLICK File, then Restore from the Main Menu.

<p>CLICK The fourth radio button “Unzip, copy database to selected folder, and open this new database”</p>	
---	--

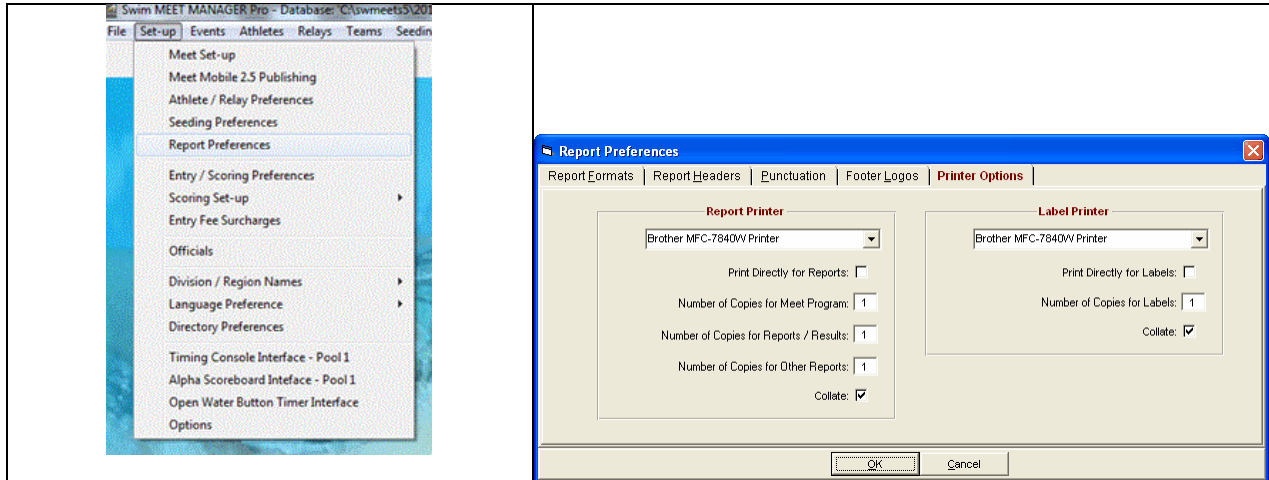
PVS Meet Manager 5.0 Handbook

<p>CLICK OK</p> <p>Navigate to the flash drive and folder containing the backup file. The name will start with "Swmm5Bkup."</p> <p>Make sure you select the latest backup file. In this example, there are 5 backup files. Swmm5Bkup PVS 14 & U Junior Olympics Championships-05.zip" is the latest as denoted "05" in the filename. Also check the date and time that the file was modified.</p>	
<p>SELECT Location of the folder where the meet database should be stored.</p> <p>In this example, the folder is on the "C" drive and in the swmeets5 folder.</p>	
<p>CLICK OK when prompted to do so.</p>	

PVS Meet Manager 5.0 Handbook

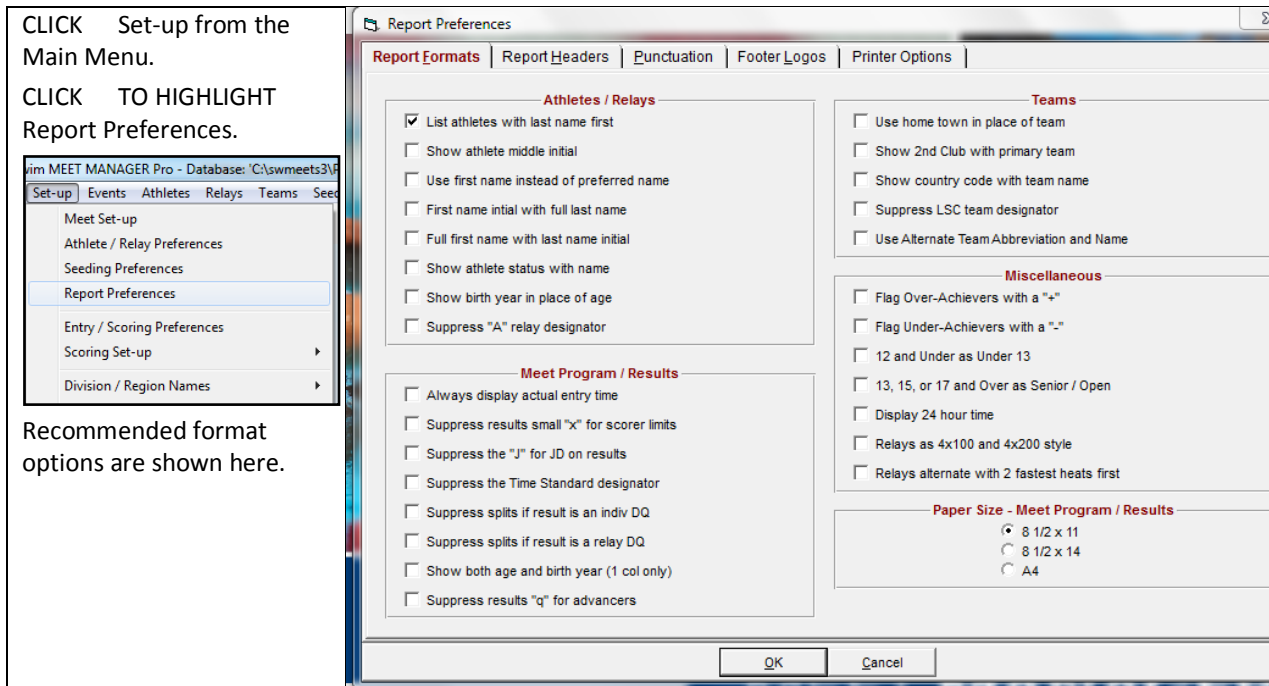
1-4. Selecting Printer

To select the printer to be used for the meet, click **Set-up / Report Preferences / Printer Options**. Select the appropriate printer for both reports and labels. Select the number of copies to be printed for each report or label (usually this will be "1") and make sure the "collate" button is checked for when multiple copies of reports are printed.



1-5. Setting Report Format

A Report is anything that is printed. Examples of reports with which you are probably familiar include Psych Sheets, Meet Programs, Timelines, and Lane/Timer Sheets.



PVS Meet Manager 5.0 Handbook

1-6. Timing System Connection

1-6-a. Timing System Selection

CLICK	Set-up from the Main Menu.
SELECT	Timing Console Interface.
SELECT	Timing System being used at facility. Check with TIMING SYSTEM Operator if unsure.
CLICK	OK.
CLICK	Close to return to the Main Menu.

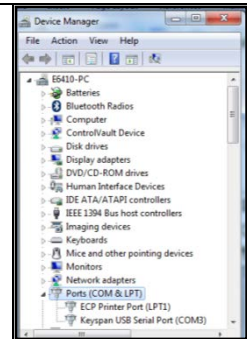


1-6-b. COM Port Detection

CLICK	Windows logo in bottom left corner to display Start Menu.
CLICK	Control Panel on the right-hand portion of the Start Menu.
CLICK	Then Device Manager.
CLICK	▷ located left of "Ports (COM & LPT)" to see the list of ports. The triangle will turn black and tilt.

Write down number next to the serial port name. The computer in this example has a Keyspan Serial Port on COM 3.

If more than one Serial Port is listed, record all numbers.



1-6-c. Timing System-Computer Connection

Connection to a Colorado Timing Systems 6 is illustrated below.

CLICK	Run from the Main Menu.
CLICK	Interfaces.
CLICK	Timer (CTS6) from the pop-up menu.
CLICK	Open Serial/Close Port for CTS6.

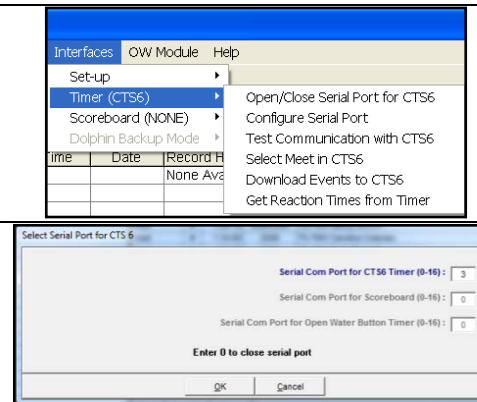
Time	Date	Record H
		None Avd

TYPE	Com Port Number in the box to the right of "Serial Com Port for CTS6 Timer (0-16)."
CLICK	OK.

Screen should say "Communications Passed." If it doesn't,

1. Make sure everything is plugged in securely & repeat, and/or;
2. Try a different number in the Com Port box.

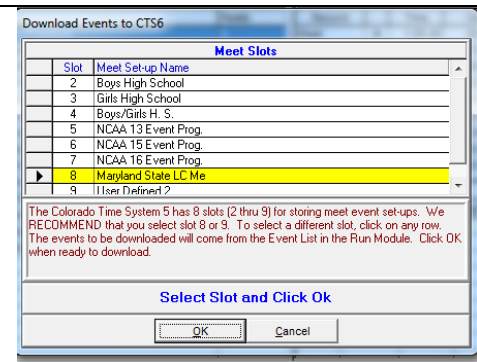
CLICK	OK to return to Run screen.
-------	-----------------------------



Consistent with COM port detection, "3" is inserted above.

1-6-d. Download Events to Timing System.

CLICK	TO HIGHLIGHT Current Session in Run Screen.
CLICK	Interfaces.
CLICK	Timer (CTS6).
SELECT	Download Events. Screen highlights where MM thinks you should download the meet. In most cases, select 8. Check with Timing System operator if unsure.
CLICK	OK. Messages flash. Screen clears and automatically returns to the Run screen.



2. DECK AND LATE ENTRIES

A “Deck Entry” or a “Late Entry” occurs when a swimmer is entered into the meet and/or into events after the meet has been seeded and the program has been printed. Since each Meet Director is responsible for policies regarding deck entries, it is recommended that Hy-tek operators not only read the meet announcement, but also check to see if the deck-entry policy has changed between posting of the meet announcement and the day of the meet. In addition, Hy-tek operators should always review with the meet director how she/he would like to handle deck entries.

Depending on the type and size of the meet, a swimmer may deck enter events that have been seeded (i.e., swimmers’ heat and lane assignments are in the printed program) and/or those requiring “positive check-in” (often events 200 yards/meters or longer).

In order to deck-enter, a swimmer must present his/her USA Swimming ID card and pay a fee. Before the meet or session begins, talk with the Meet Director and establish the policy regarding deck entries. Find out how the Meet director wants these handled, and how the deck entry fee will be handled. Find out if swimmers can be added without their USA Swimming ID card using some other means to verify USA Swimming membership (e.g., SWIMS, DeckPass, etc.).

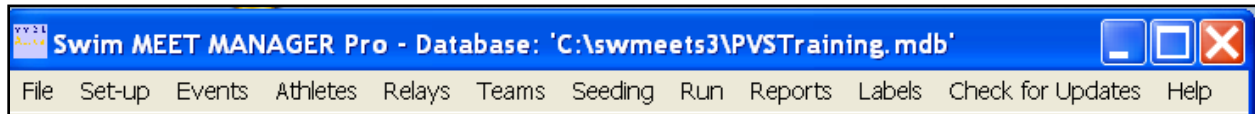
The USA Swimming ID card includes the necessary information to add a swimmer to the meet. If the swimmer does not have his/her USA Swimming card, the swimmer or coach should supply to you, in writing, the swimmers complete name (including middle initial), date of birth and club affiliation. Some meet directors may have a specific form or log they want used for deck entries. In addition, the swimmer or coach should supply to you in writing the events that the swimmer will be swimming.

DO NOT DECK-ENTER ANY SWIMMER UNLESS YOU HAVE AUTHORIZATION FROM THE MEET DIRECTOR. IF A COACH OR A PARENT ASKS YOU TO DECK-ENTER A SWIMMER AND YOU ARE NOT SURE OF THE MEET POLICY, REFER HIM/HER TO THE MEET DIRECTOR.

PVS Meet Manager 5.0 Handbook

2-1. Add Swimmer

CLICK Athletes from either the Main Menu shown below.



OR the Run screen shown below.



CHECK if the swimmer is already in the meet. Where names appear to be similar, check birthday, age, USA-Swimming number to make sure that you don't enter a swimmer twice.

here to return to Main Menu.

a letter move alphabetically within the athletes list.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	USS Number	Birth Date	Preferred	Status
Abrams	Michael		M	15	UN-TO-PV	Tollefson Swimming	060294MIC*ABRA	6/2/1994	Michael	Normal
Abrosimov	Alexander		M	9	RMSC-PV	Rockville Montgomery Swim Club	042800ALE*ABRO	4/28/2000		Normal
Abruzzo	Jake	B	M	9	PM-PV	Potomac Marlins	062700JAKBABRU	6/27/2000	Jake	Normal
Adams	Jenna	M	F	12	PM-PV	Potomac Marlins	100197JENMADAM	10/1/1997	Jenna	Normal
Adams	Kali	A	F	12	PM-PV	Potomac Marlins	100197KALAADAM	10/1/1997	Kali	Normal
Afolabi-Brown	Brittany		F	13	RMSC-PV	Rockville Montgomery Swim Club	120596BRI*AFOL	12/5/1996		Normal
Afolabi-Brown	Gregory		M	11	RMSC-PV	Rockville Montgomery Swim Club	121898GRE*AFOL	12/18/1998		Normal
Afolabi-Brown	Kenneth		M	11	RMSC-PV	Rockville Montgomery Swim Club	121898KEN*AFOL	12/18/1998		Normal
Afolabi-Brown	Tiffany		F	14	RMSC-PV	Rockville Montgomery Swim Club	051695TIF*AFOL	5/16/1995		Normal

Evt #	Eligible Events	Stat	Entry Time	Heat/Lan	SC	Alt	Exh	Bonu	Specia	Event	Conv Time
1	Girls 11-12 200 Breast	Done									
3	Girls 11-12 50 Back	Done	43.64Y	4/8							43.64Y
5	Girls 11-12 200 IM	Done									
7	Girls 11-12 100 Fly	Done									
9	Girls 11-12 50 Breast	Done									
11	Girls 11-12 100 Free	Done	1:15.88Y	5/5							1:15.88Y
13	Girls 11-12 200 Back	Done									
15	Girls 11-12 500 Free	Done	7:39.15Y	2/5							7:39.15Y
41	Girls 11-12 50 Fly	Done									
43	Girls 11-12 200 Free	Done									
45	Girls 11-12 100 Breast	Done									
47	Girls 11-12 100 Back	Done									
49	Girls 11-12 50 Free	Done									
51	Girls 11-12 100 IM	Done									
53	Girls 11-12 200 Fly	Done									

List of swimmers entered in this meet

List of events that highlighted swimmer is eligible to swim; highlighted events are those in which the swimmer is entered.

CLICK Add from the top left corner of the Athletes screen to reach the screen shown below.

PVS Meet Manager 5.0 Handbook

Our new swimmer is Minerva T Slughorn, but everyone calls her Minnie. She has decided to swim on the last day of our meet.

<p>TYPE Last Name, First Name, Middle Initial (M), Pref Name (Optional), and Birth date.</p> <p>After entering the birth date, Meet Manager will generate the USA Swimming ID in the "Reg #" box, and ask you to confirm.</p> <p>CLICK YES to confirm.</p>	
--	--

The USA Swimming ID is important because it ensures that a swimmer's times are transferred correctly from each meet to club databases and to USA Swimming's national (SWIMS) database. These databases provide proofs of time often needed to gain entry to meets with cuts, such as PVS Championships, Sectionals and national-level meets.

Type M or F for Gender. Select Team from menu. Minnie is "Unattached" as shown below. (Note – most swimmers are attached to a team. Select the appropriate team for each new athlete.)

When Gender is selected, Meet Manager lists the events that Minnie, age 14, is eligible to swim.

ENTRIES			
Event #	Entry Time	Event #	Event Name
		29	Girls 13 & Over 100 Backstroke
		31	Girls 13 & Over 200 IM
		33	Girls 13 & Over 200 Butterfly
		35	Girls 13 & Over 100 Breaststroke
		37	Girls 13 & Over 50 Freestyle
		39	Girls 13 & Over 500 Freestyle
		67	Girls 13 & Over 200 Freestyle
		69	Girls 13 & Over 100 Butterfly
		71	Girls 13 & Over 200 Breaststroke
		73	Girls 13 & Over 200 Backstroke
		75	Girls 13 & Over 100 Freestyle
		77	Girls 13 & Over 400 IM

CLICK OK then Cancel at the bottom of the screen to return to the Athletes screen. The swimmer you just entered will be highlighted at the top of the screen. The bottom of the screen will display the events for which the highlighted swimmer is eligible. When you return to the Athletes screen, the swimmer' name will be highlighted.

PVS Meet Manager 5.0 Handbook

To make changes to an athlete's information,

Select the athlete, then

CLICK Edit in the Athlete's Menu.

EDIT Confirm changes if you've edited information pertaining to the USA-Swimming ID.

CLICK OK to return to the Athletes menu. Record swimmer's name on meet roster if asked.

2-2. Enter Swimmer Into Events

CLICK TO HIGHLIGHT Name of swimmer on which you want to work.

To enter an athlete into an event,

CLICK box to the right of the "Eligible Events" column. The event will be highlighted in yellow.

To enter swimmer's time,

TYPE time in "Entry Time" column without colons or periods or "NT" for No Time.

To enter a swimmer using a heat and lane assignment,

TYPE heat/lane in "Heat/Lane" column. e.g., 1/2 for Heat 1/Lane 2.

To edit times or heat/lane assignments,

TYPE OVER existing text.

To scratch an athlete from an event,

CLICK SCR in the "SCR" column. Confirm your selection.

To remove an athlete from an event,

CLICK box to the right of the "Eligible Events" column. Confirm your selection.

WARNING Do not use this feature to remove a swimmer unless added by mistake or were instructed to do so by the meet director. Instead, "scratch" the swimmer.

The screen below shows all the events in which Minnie is eligible to swim. The "Done" events were swum on prior days. Minnie wants to enter the 100 Fly and the 400 IM.

Event 69, 100 Fly—Since the 100 Fly was seeded before the meet began, enter only the heat and lane assignment from the deck entry card.

Event 77, 400 IM—The 400 IM, a positive check-in event, was not seeded before the meet began. It will be seeded after everyone checks in as the next section describes. Minnie's seed time on her deck entry card is 5:05.12.

The screenshot shows the 'Athletes' window with a menu bar (Layout, Add, Edit, Delete, Contact, Comp#, ScratchAll, View, Find, Print, Export to HTML, Events, Relays, Teams, Help) and a toolbar. Below the toolbar are filter options for Gender (Both, Male, Female), Age Range, and Entries (Eligible Only, All Events, Entries Only). There are also checkboxes for Show Relays, Show Swim-ups, and Show Results. A list of athletes is shown with columns for Last Name, First Name, MI, Gen, Age, ABBR, Team Name, USS Number, Birth Date, Preferred, and Status. Minnie Slughorn is highlighted. Below the athlete list is the 'ENTRIES' table with columns for Evt #, Eligible Events, Stat, Entry Time, Heat/Lane, SCR, Alt, Exh, Bonus, Special, Event, and Conv Time. Row 69 (Girls 13&O 100 Fly) is highlighted in yellow with 'Seeded' status and 'NT' in the Entry Time column, and '1/2' in the Heat/Lane column. Row 77 (Girls 13&O 400 IM) is highlighted in yellow with 'Seeded' status and '5:05.12Y' in the Entry Time column. Callouts point to various interface elements: 'here to add or edit athlete information.' (top), 'here to close "Athletes" screen.' (top right), 'here to limit the events list to the session in which you are working.' (filter area), 'Athlete on which you are working' (Minnie's name), 'here to enter or remove swimmer from event.' (checkbox in Eligible Events column), 'here to scratch swimmer from event.' (SCR column), 'Type heat and lane assignment here.' (Heat/Lane column), and 'Type entry time without periods or commas or NT here.' (Entry Time column).

PVS Meet Manager 5.0 Handbook

- “Done” Completed event in non-scored meet. In scored meets, “Done” will say “Scored” For Final Events or Timed Final Events and “Done” for prelim events.
- “Seeded” Event that has been seeded but not swum.
- “U” Event for which entries have been received, but has not been seeded.

CLICK to return to the Main Menu or the Run screen.

Tips

1. *The bar separating the athlete’s list from the entries can be sized.*
2. *The athletes list can be filtered by gender, teams, or age ranges.*

PVS Meet Manager 5.0 Handbook

3. POSITIVE CHECK-IN EVENTS

Positive Check-In Events are not seeded ahead of time. At the meet, each swimmer must confirm that he/she will swim by initialing the check-in sheet. Closing times for positive check-in events are in the meet announcement and often written on the check-in sheet itself.

3-1. Review Check-In Sheet.

Before scratching swimmers from positive check-in events, retrieve the Check-In sheet. Athletes confirm that they want to swim by writing their initials on the line to the left of their names; those who don't wish to swim, leave the space next to their names blank (Duck).

There are many variations of this system as shown below. Some swimmers write "Scr" (Meyer and Tong) next to, or cross out, their names. Others indicate intent to swim by placing check marks (Callahan) or an "X" (Kincaid) next to their names. Yet others (Mannion) are checked-in with their coach's initials.

A swimmer may also be deck-seeded into a positive check-in event as done with Minnie Slughorn on the previous page. Write names of deck entries on check-in sheet.

CLOSES 3:30 pm	PVS Training – 1/23/2010 to 1/24/2010	CLOSES 3:30 pm	
Check-in Report			
Session 6 Sunday 13 & Over - Day of Meet: 2 - Starts at 03:00 PM			
13 & Over Event List - Women			
Event 77 Girls 13&O 400 IM Finals - 16 Entries			
77	Name	Age	Team
BR	Burke, Becky R	14	PM-PV
✓	Callahan, Bridget K	15	RMSC-PV
MD	Dooley, Maddy J	13	PM-PV
	Duck, Daisy	15	UNAT-PV
KG	Guerrero, Kelly J	13	PM-PV
✕	Kincaid, Stephanie A	15	RMSC-PV
YL	Levy, Yaly	15	RMSC-PV
LPR	Mannion, Mariela A	16	PM-PV
<i>Scr</i>	Meyer, Charlotte R	15	RMSC-PV
EP	Pepper, Elizabeth	16	RMSC-PV
SR	Ridge, Shannon N	15	RMSC-PV
	Ross, Katie B	14	RMSC-PV
MS	Szymczak, Michelle L	17	RMSC-PV
<i>Scr</i>	Tong, Reia D	16	RMSC-PV
MV	Vaughan, Maggie M	16	RMSC-PV
HV	Vistica, Hannah R	18	RMSC-PV
	Wilson, Amina C	16	RMSC-PV
DECK	SLUGHORN, MININIE	<i>5 scratches</i>	

Use a highlighter to identify the swimmers to be scratched from the event. If you have any questions about whether a swimmer should be scratched, check with the administrative official/referee.

Tip Write the number of scratches on the check-in sheet to help verify the scratches later.

Positive check-in is typically done either by event or by team. The example above shows a check-in sheet that lists all swimmers in the event. Positive check-in can also be done by team (see below). Coaches are given the check-in sheet for their team and will initial on the line for each swimmer/event that will be swum. Coaches may write "scratch" along the line or cross off the name if the swimmer will not swim. Note – sometimes a swimmer will be scratched from one event and will swim another.

PVS Meet Manager 5.0 Handbook

2013 PV SC Senior Championships - 3/7/2013 to 3/10/2013
Sanction #: PVS-11-53

Check-in Report

Session 4 Saturday Prelims (Sr Champs) - Day of Meet: 3 - Starts at 09:00 AM
Event List - Women - AAC

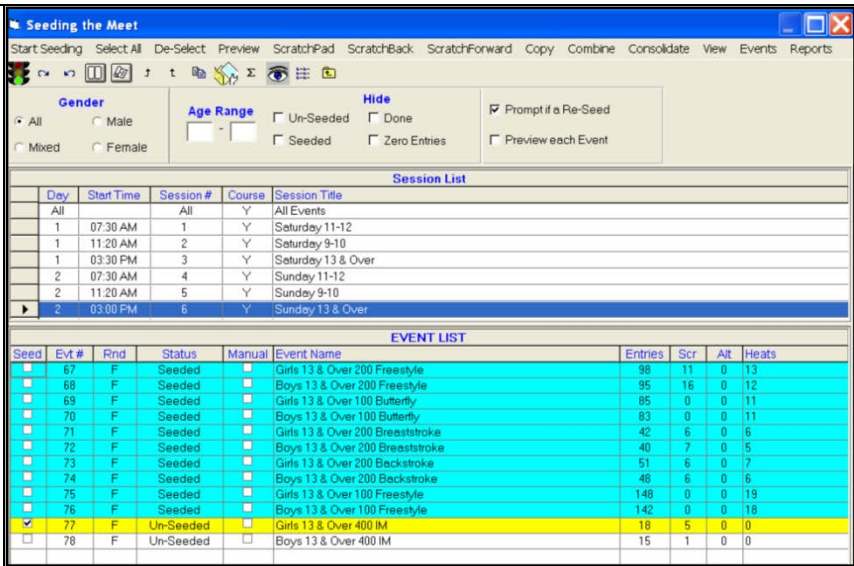
- Event 13 Women 200 Breast Prelims - 1 Entries
- Event 15 Women 50 Free Prelims - 5 Entries
- Event 17 Women 100 Back Prelims - 2 Entries
- Event 19 Women 500 Free Prelims - 0 Entries
- Event 21 Women 200 Free Relay Finals - 1 Entries

Name	Age	Team	13	15	17	19	21
Cox, Colleen M	15	AAC-PV	---				
Didawick, Amanda R	17	AAC-PV		---	---		
Emanuel, Katherine A	14	AAC-PV		---			
Green, Jessica F	16	AAC-PV		---		---	
Morrison, Michaela	14	AAC-PV			---		---
Nassetta, Mason E	18	AAC-PV		---			
Vu, Belinda T	16	AAC-PV					---
Young, Abigail V	17	AAC-PV		---			---

3-2. Scratch Swimmers.

CLICK Seeding from Main Menu or the Run screen to reach "Seeding the Meet."

- CLICK Session on which you want to work from the "Session List" box. In this example, Session 6 is selected as shown in dark blue highlight.
- CLICK Checkbox to the left of the event from which you want to scratch swimmers. A check mark will appear in the box and the event will be highlighted in yellow. Swimmers can be scratched from only one event at a time.



CLICK Scratch Pad to reach an alphabetical listing of athletes.

PVS Meet Manager 5.0 Handbook

CLICK checkbox in the column titled SCR beside the name of each swimmer whom you want to scratch. A check mark will appear in the box, and the swimmers' names will be highlighted in yellow. If you make a mistake, uncheck the box.

VERIFY by comparing swimmer names and the number of scratches on the Scratch Pad with swimmer names and the number of scratches on the Check-in Sheet

CLICK Save to save scratches and return to the "Seeding the Meet" screen.

If positive check-in is by team, you will need to repeat this process for each event and team. Make sure you have received all team scratch sheets before seeding an event.

Note: Scratch Pad can be sorted alphabetically or by time (by clicking on appropriate heading).

Scratch Pad 52

Save Scratch Back Clear Scratches Athletes Help

Event 1 Women 1650 Freestyle Timed Finals - 18 Entries + 5 Scratches

Row	SCR	ALT	EXH	Bonus	Spec	Gen	Name	Age	Team	Time	P
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Abeles, Elisabeth B	16	NCAP-PV	18:09.02	0
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Anderson, Molly E	16	RMSC-PV	17:54.95	0
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Byrnes, Julia M	12	NCAP-PV	18:47.26	Y 0
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Donohoe, Madelyn E	11	FISH-PV	18:33.49	0
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Eksteen, Sinead	12	NCAP-PV	17:35.63	0
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Faykes, Michelle R	17	JW-MA	17:19.12	0
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Garrett, Danielle C	15	OCCS-PV	18:06.55	0
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Klausing, Kimberly A	17	RMSC-PV	17:51.96	0
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Martin, Isabella A	16	RMSC-PV	18:24.55	0
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	McCreary, Megan E	15	FISH-PV	18:19.85	0
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	McCulla, Christine C	15	NCAP-PV	17:54.93	0
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Moore, Emma K	15	RMSC-PV	18:03.44	0
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Murphy, Megan B	16	FISH-PV	18:31.81	0
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Dwens, Amy S	15	FISH-PV	18:03.27	0
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Palmer, Kelly M	18	AAC-PV	18:21.39	0
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Romano, Stephanie J	18	UN-19-PV	17:25.44	0
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Rongione, Isabella K	13	FISH-PV	16:22.73	0
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Sorna, Cassandra L	20	UN-MD	16:40.53	0
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Stevens, Jillian L	17	OCCS-PV	17:43.96	0
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Sullivan, Laura F	16	MACH-PV	18:03.16	0
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Welch, Jeanette M	16	RMSC-PV	18:16.52	0
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Wolff, Veronica R	15	FISH-PV	17:32.09	0
23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F	Yu, Fiona	15	RMSC-PV	18:31.58	0

Tallies number of scratches; compare with check-in sheet before saving.

PVS Meet Manager 5.0 Handbook

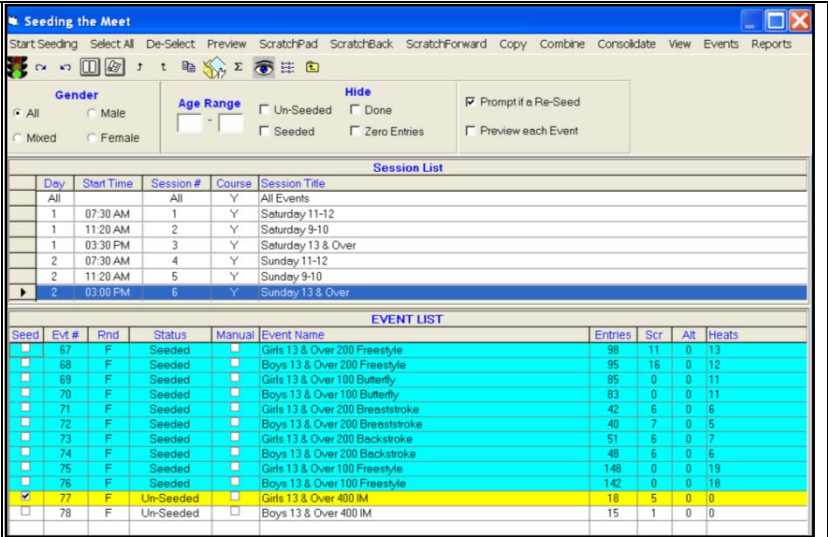
3-3. Seed Event(s).

CLICK "Seeding" from Main Menu or Run screen to reach "Seeding the Meet" if not already in that screen.

CLICK TO HIGHLIGHT session, in this example, Session 6.

CLICK Checkbox to the left of event(s) to be seeded, in this example, Event 77. A check mark will appear in the box. Event(s) will be highlighted in yellow.

CLICK "Start Seeding."



WARNING
DO NOT click "Select All" in the top bar. Make sure that only event(s) that for which you have made changes are selected for seeding before clicking "Start Seeding" in the top bar.

If the positive check-in event for which you have made changes is marked "Seeded," it must be reseeded to account for the additions and subtractions made when deleting swimmers who scratched from the event and adding deck-entered swimmers.

During the seeding process, a message noting progress of the seeding will appear in dark red at the bottom of the screen.

CLICK OK when you see the "Seeding completed!" box.



Event (in this example, Event 77) just seeded in now highlighted in blue, and its "Status" has changed to "Seeded."



CLICK to return to the Main Menu or the Run screen.

PVS Meet Manager 5.0 Handbook

3-4. Print Heat Sheet (Meet Program)

CLICK Reports from the Main Menu, Run screen, or Seeding the Meet screen.

CLICK Meet Program.

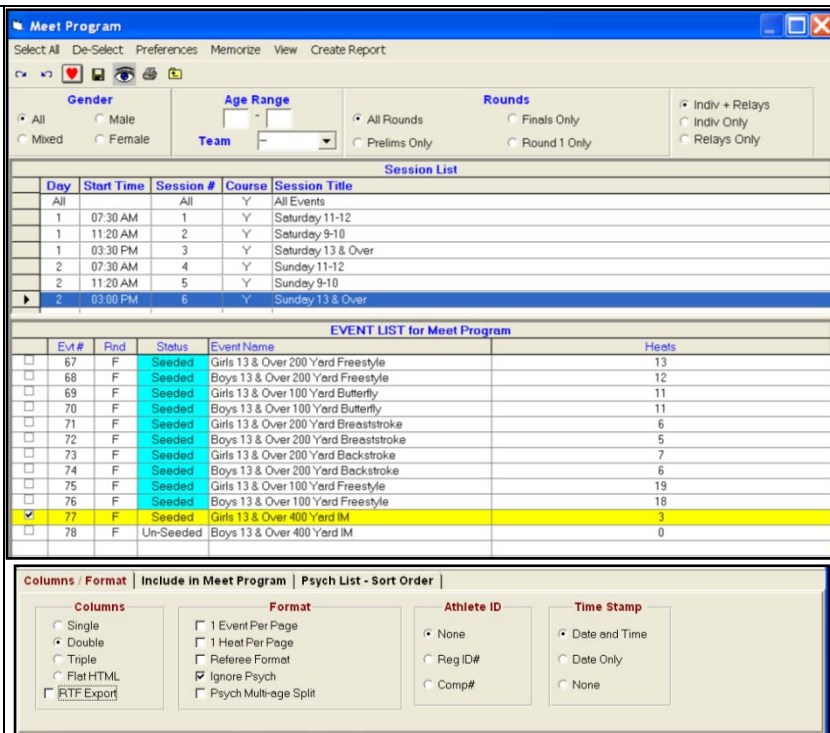
CLICK Session containing the events you want to print.

CLICK checkbox next to events for which you want to print heat sheets or Select All to print heat sheets for all the events on the list.

CLICK "Columns/Format" tab.

CLICK "Ignore Psych" in the "Format" column.

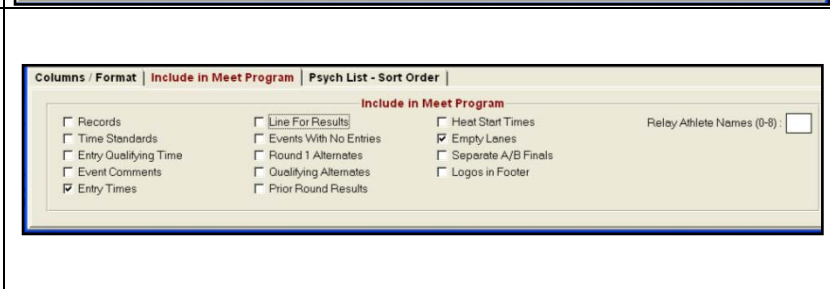
CLICK other desired formatting details, such as number of columns.
Recommend clicking "Date and Time."



CLICK "Include in Meet Program" tab.

CLICK Empty Lanes.

CLICK checkboxes for the features you want the printout to include, such as records, time standards, etc.



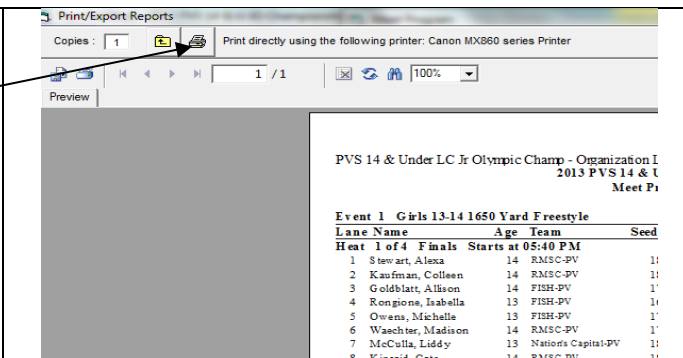
CLICK Create Report to preview heat sheet.

There are two printer icons that appear. The printer icon on the top row will print using the printer which was selected during printer set-up and which is identified to the right of the icon (see sec 1-4). Insert the appropriate number of copies that you want to print before clicking the "print icon." Alternatively you can select the printer icon on the second row. This pulls up a print screen. You will then need to select the appropriate printer and insert the number of copies you want printed. The first option tends to be easier and utilizes the pre-established preferences.

TYPE number of copies in the white box to the right of "Copies." Ask Meet Director number needed.

CLICK printer icon in top left corner on top row.

CLICK to Close and return to previous screen.



PVS Meet Manager 5.0 Handbook

3-5. Print Lane/Timer Sheets

CLICK Reports from Main Menu, Run screen, or Seeding the Meet screen.

CLICK Lane/Timer Sheets.

- CLICK Session containing the events you want to print.
- CLICK checkbox next to events for which you want to print lane/timer sheets or Select All to print lane/timer sheets for all the events on the list.

In the "Format" column,
CLICK 2 events per page.

Leave "Parameters" column as shown here.

In the "Sort by" column, for a single event,

CLICK "Event then Lane."

For 2 or more events:

CLICK "Event then Lane." A trick if printing lane timer sheets for multiple events is to print 2 lanes at a time. Print lanes 1 & 2, then 3 & 4, etc., sorting by Event then Lane. This collates the lane timer sheets and does not require sorting.

Note – if the events are being swum in an order other than numerical, check "Session Order" in the Sort By column.

Continuous Timer Sheets – Sometimes the administrative official/referee will want "Continuous" timing sheets. Click "Sort by Lane then Event" as well. This option allows for all the swimmers in a lane to be on one timer sheet.

PVS Meet Manager 5.0 Handbook

CLICK Create Report to preview the lane/timer sheets.

Event 77 Girls 13 & Over 400 Yard IM Finals					Official Time		
Lane 4	Heat 1	Dooley, Maddy 13	PM-PV	NT	_____	_____	_____
Lane 4	Heat 2	Slughorn, Minnie 14	UNAT-PV	5:05.12	_____	_____	_____
Lane 4	Heat 3	Pepper, Elizabeth 16	RMSC-PV	4:28.31	_____	_____	_____
Event 77 Girls 13 & Over 400 Yard IM Finals					Official Time		
Lane 8	Heat 1	_____			_____	_____	_____
Lane 8	Heat 2	_____			_____	_____	_____
Lane 8	Heat 3	Levy, Yaly 15	RMSC-PV	5:03.08	_____	_____	_____

CLICK printer icon in top left corner to print, top row. Make sure "Number of Copies" is set to 1.

CLICK to Close to return to previous screen.

CUT Lane/Timer sheets in half, sort in Lane order by event.

EITHER Attach to timers' clipboards OR distribute directly to timers.

TIP Print 2 copies of heat sheets for posting so swimmers can check their heat and lane assignments. Then print LANE/TIMER SHEETS. When Lane/Timer Sheets are done, print more Heat Sheets for officials and coaches (ask meet director how many copies are needed). Cut and sort Lane/Timer sheets while officials' heat sheets are printing.

PVS Meet Manager 5.0 Handbook

4. RUN MEET

4-1. Overview of Run Screen

Below is a preview of the screen from which you will run the meet.

Minnie has been placed in Heat 2, Lane 4.

The screenshot shows the 'Run the Meet - PVS Training' window. The menu bar includes: Events, Athletes, Relays, Seeding, Web, Re-Score, Combine, Reports, Labels, Preferences, Interfaces, OW Module, Help. The toolbar contains icons for various functions and a text box that says 'Enter Results by Lane (Ctrl-E)'. Below the toolbar is a license notice: 'HY-TEK's MEET MANAGER Licensed to: Potomac Valley Swimming - Organization License'. The main area is divided into several sections:

- EVENT LIST - Sunday 13 & Over - Yards - (Session 6)**: A table with columns for Evt #, Rnd, Status, Event Name, and Heats. Event 77 is highlighted in blue.
- Records**: A table with columns for Record, Time, Date, and Record Holder.
- Team Scores**: A table with columns for Rank, Gender, Score, and Team.
- Heat 2 of 3 == Finals == Event 77 Girls 13 and Over 400 Yard IM**: A detailed table for the current heat with columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DQ, Exh, DQcode, Backup 1, Backup 2, Backup 3, HPL, PL, and Pts. Lane 4 is highlighted in orange.

Callouts from the 'Preferences' and 'Interfaces' menus point to the 'Run Screen' option. A callout from the toolbar points to the 'Enter Results by Lane (Ctrl-E)' text box. Other callouts point to the 'Number of heats in each event', 'Event on which you are working', and 'Heat on which you are working'.

The diagram shows the software interface with callouts explaining the functions of various buttons and menu options:

- Filter by session**: Points to the 'Session : F7' button.
- Display splits**: Points to the 'Splits : F9' button.
- Add, move, or scratch swimmers**: Points to the 'Adjust : F8' button.
- Judge places after swim-off**: Points to the 'JD : Ctrl-J' button.
- Retrieve times by Race Number**: Points to the 'Race # : F2' button.
- Print times in un-scored meet**: Points to the 'List : Ctrl-L' button.
- Buttons & arrows to move among heats**: Points to the heat selection buttons (1, 2, 3, 4, 5, 6, 7) and navigation arrows.
- Refresh for networking**: Points to the 'Refresh : Ctrl-D' button.
- Insert relay names**: Points to the 'Rel Names : Ctrl-R' button.
- Print award labels**: Points to the 'Awards : Ctrl-A' button.
- Opens screen to adjust times**: Points to the 'Calc : Ctrl-K' button.
- Retrieve times directly from ETS**: Points to the 'Get Times : F3' button.
- Score and Print times in scored meet**: Points to the 'Score : Ctrl-S' button.
- Move among events**: Points to the 'Next Event : Ctrl-F5' button.

PVS Meet Manager 5.0 Handbook

4-2. Select Run Screen Display

CLICK	Preferences on the top bar.
SELECT	Run Screen.
CHECK	Show Backup Times and Show DQ Codes.

4-3. Select Session, Event & Heat

4-3-a. Session

A session is a way of grouping events by day-of-the-meet or separating preliminary and finals.

CLICK	Session button in left middle of the “Run” screen to reach “Select Session” pop-up.						
	<table border="1"> <tr> <td>Session : F7</td> <td>Splits : F9</td> <td>Adjust : F8</td> </tr> <tr> <td>Refresh : Ctrl-D</td> <td>Rel Names : Ctrl-R</td> <td>Awards : Ctrl-A</td> </tr> </table>	Session : F7	Splits : F9	Adjust : F8	Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A
Session : F7	Splits : F9	Adjust : F8					
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A					
CLICK	TO HIGHLIGHT The session in which you are working. In this example, Session 5 is selected.						
CLICK	OK to close the box.						

4-3-b. Event

A list of the session’s events appears in the “Event List” box. In this example, it shows the events to be swum in Session 5.
CLICK TO HIGHLIGHT The event on which you want to work. In this example, Event 55 is selected.

4-3-c. Heat

After selecting the event on which you want to work, the screen will look like the one on the next page.

CLICK box displaying the heat on which you want to work. In this example, Heat 2 is selected.

You are now ready to begin bringing over swimmers’ times from the Timing System.

PVS Meet Manager 5.0 Handbook

4-4. Bringing Times from Timing System to Meet Manager

4-4-a. Using Get Times

CLICK Get Times from the middle bar.

The graphic below displays results from Event 88, Heat 1 after bringing times from the Timing System into Meet Manager. Meet Manager also displays the button times in the "Backup" columns. In this example, there are two backup times because only two timers are available.

The screenshot shows the 'HY-TEK's MEET MANAGER' interface. The main window displays a list of events with columns for Event #, Rnd, Status, Event Name, Heats, NS, DQ, DFS, and Splits. A callout box points to navigation buttons (1, 2, 3, 4) with the text 'Buttons & arrows to move among heats'. Below the event list, a detailed view for 'Heat 1 of 4 == Preliminaries == Event 88 Men 10 and Under 200 Yard Freestyle' is shown. This view includes columns for Lane, Athlete Name, Age, Team, Seed Time, Prelims Time, DQ, bath, Backup 1, Backup 2, Backup 3, RPL, PL, and AdjList. Annotations point to the 'Prelims Time' column with the text 'Times recorded when swimmers touch pads', to the 'DQ' column with 'Indicates Disqualification', to the 'bath' column with 'Exhibition Swimmer', and to the 'Backup' columns with 'Button/Backup Times'. A 'DQ Codes (Reason) Menu' is also indicated.

4-4-b. Using Race Number

Each start from the Timing System generates a Race Number regardless of whether swimming is taking place. Accordingly, each heat is represented by a Race Number that is independent of the event and heat number.

Generally, the Event and Heat numbers are accurate in the timing system, allowing for times to be pulled using Get Times. Sometimes, the timing system may have an incorrect event or heat number associated with the race. To solve this problem, the Hy-Tek operator may need to pull times from the Timing System by Race Number.

CLICK Race#

A pop-up screen appears. Fill in the appropriate race number, click OK.

If you type the wrong race number, click Race Number again and type the correct number. If timing adjustments had been made, they must be re-done. The Timing System Operator should keep track of the Race Numbers for each individual Event and Heat, as well as any empty lanes, on his/her Meet Program. Check with the Timing System Operator if you need the Race Number for a specific heat.

PVS Meet Manager 5.0 Handbook

4-5. Timing System Printout

At the conclusion of each race, the Timing System prints times recorded by the pads and the buttons clicked manually by timers. It also prints a split time at each touch of the pad. Each of these printouts has a race number associated with it.

```

===== Race History <===== NO NAME MEET <===== Race [0030] <=====
                                                    Sunday 01-Aug-10 8:34:14 am
1
                100 Mens 15-18 Freestyle Final
                Event: 13 Heat: 1

|----- ( Lane Number
|         |----- ( Lengths
|         |----- ( Time
4)  2  26.47   5)  2  26.50   3)  2  26.88   1)  2  27.00   7)  2  27.44
8)  2  27.71   6)  2  27.79   4)  4  55.27   5)  4  55.28   3)  4  55.83
7)  4  56.85   1)  4  56.95   8)  4  56.96   6)  4  57.55
    
```

```

===== RACE SUMMARY <===== NO NAME MEET <===== Race [0030] <=====
                                                    Sunday 01-Aug-10 8:34:14 am
                100 Mens 15-18 Freestyle Final
                Event: 13 Heat: 1

----- BY LANE -----
Lane   Place   Time
1       5       56.95
3       3       55.83
4       1       55.27
5       2       55.27
6       7       57.55
7       4       56.85
8       6       56.96

----- BY PLACE -----
Place  Lane   Time
1       4       55.28
2       5       55.28
3       3       55.83
4       7       56.85
5       1       56.95
6       8       56.96
7       6       57.55
    
```

	Lane 1	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Backup	56.90	55.71	55.26	55.23	57.56	56.87	56.89
Btn. A	58.35		55.28		57.53	56.86	56.92
Btn. B	56.90	55.71		55.25	57.59	56.87	
Btn. C		55.72	55.24	55.21		56.88	

- 1 Race History—records each time a pad is touched, source of split times
- 2 Race Results by lane
- 3 Race Results by place
- 4 Backup Times recorded by pushing buttons connected to pad on each lane

Note that no times are recorded for Lane 2 because there was no swimmer in Lane 2 in this heat, in other words a “No Show.”

4-6. Download Alert

Sometimes a download alert will appear like the two examples below. One reason for this might be that an extra swimmer was placed into the race than was downloaded to the Timing System at the beginning of the meet. Another reason might be that no swimmers showed up for a heat, but the Timing System expects them to swim. Regardless of the reason, it is important that, when you see a Download Alert, you secure a copy of the Timing System Printout to make sure that times and races are matched correctly.

PVS Meet Manager 5.0 Handbook

Event 7 Heat 1

Lane	Athlete Name	Place	Pad Time
1	Calloway, Ashley	3	47.21
2	Gillooly, Katelyn	4	47.79
3	Noskowiak, Michelle	6	49.19
4	Gillooly, Megan	5	48.62
5	Williams, Devin	7	50.05
6	Dimovski, Stefanie	1	44.70

Event/Heat mismatch !
Received Race#1 - Event 10 Heat 2

Event 11 Heat 2

Lane	Athlete Name	Place	Pad Time
1			
2	Schnuit, Martin	5	49.76
3	Lee, YuJin	4	45.79
4	Vaillancourt, Rand	2	37.40
5	Robinson, David	1	35.74
6	Betz, Marti		
7	Swiger, Ralph	3	40.23
8	Briggs, Frank		
9	Antonioli, Bernadette	6	49.92

Results and athletes do not match !
Received Race#32 - Event 11 Heat 2

4-7. Making Timing Adjustments

In most cases, the pads produce a swimmer's correct time, but problems arise when swimmers miss the pads, the pads malfunction, or the Timing System fails. Meet Manager alerts you to these situations with a yellow, green, or blue line across the lane(s) in question.

Important Note: You will work with a Timing Judge / Administrative Official (AO) to determine whether the pad time should be adjusted. Never make any timing adjustment without prior approval or direction from the Timing Judge/AO.

PVS Meet Manager 5.0 Handbook

4-7-a. Lane Malfunction

This means that a problem has occurred with one or more times in a heat. Typical situations include a late pad touch and backup button times significantly slower or faster than the pad times.

In the example below, there is a green line across Lane 1 to alert the Timing Judge/AO that the average of the buttons is more than 0.3 from the pad time. The pink of Button 1 tells us that 58.35 is more than 0.3 from the pad time. Since Button 2's time of 56.90 is within 0.3 of the pad, the pad time is confirmed.

You may be asked to display the Time Adjustment table shown below. To do this,

CLICK **Calc** on the middle bar to reach the Time Adjustment screen.

Only make adjustments as directed by the Timing Judge/AO.

CLICK **Accept** to save the adjustments and return to the Run Screen.

The screenshot shows the 'Time Adjustment' window for 'Event 13 Men 15-18 100 SC Meter Freestyle - Heat 1'. A callout box points to a 'Print' icon with the text 'Click here to print copy of adjusted times'. Another callout points to the 'Calc' button on the bottom bar with the text 'Click here to enter the Time Adjustment Screen'.

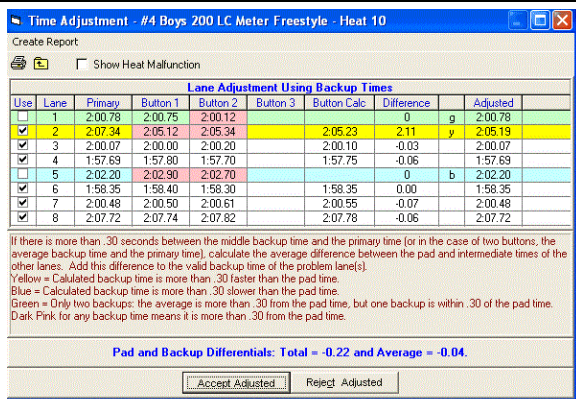
Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input type="checkbox"/>	1	56.95	58.35	56.90			0	g 56.95
<input type="checkbox"/>	2							
<input checked="" type="checkbox"/>	3	55.83		55.71	55.72	55.71	0.12	55.83
<input checked="" type="checkbox"/>	4	55.27	55.28		55.24	55.26	0.01	55.27
<input checked="" type="checkbox"/>	5	55.28		55.25	55.21	55.23	0.05	55.28
<input checked="" type="checkbox"/>	6	57.55	57.53	57.59		57.56	-0.01	57.55
<input checked="" type="checkbox"/>	7	56.85	56.86		56.88	56.87	-0.02	56.85
<input checked="" type="checkbox"/>	8	56.96	56.92	56.87		56.89	0.07	56.96

Pad and Backup Differentials: Total = 0.22 and Average = 0.03.

Buttons:

For Lane Malfunctions, Meet Manager highlights the lane that may need adjusting with one of three colors (green, yellow and blue) and also indicates the corresponding letter (i.e. g, y and b) at the end of each lane line. These colors also appear in the "calc" screen.

PVS Meet Manager 5.0 Handbook



These colors mean the following:

Green (g) – If there are two backup times and one is within 0.30 seconds of the pad time, one is more than 0.30 seconds from the pad time, and the Official Backup Time (the average) is more than 0.30 from the pad time, then the lane is highlighted in **green** and a "g" is displayed in the far right column of the Run Screen. These lanes default to being unchecked for use since these times usually will not be adjusted due to the inaccuracy of the two button times.

Yellow (y) – An Official Backup Time that is 0.31 or more "faster" than a pad time is highlighted in **yellow** and a "y" is displayed in the far right column of the Run Screen. This indicates that there may have been a late touch.

Blue (b) – An Official Backup Time that is 0.31 or more "slower" than a pad time is highlighted in **blue** and a "b" is displayed in the far right column of the Run Screen. These lanes default to being unchecked for use since these often times will not be adjusted. If there is a pad time, but no Official Backup Time, then the entry is also highlighted in **blue** indicating that one should check the watch time for that lane to confirm that the pad time is a good touch.

The Timing Judge/AO may ask you to print a copy of Time Adjustments. You can create this report at the top left of the Time Adjustment box and then print.

Lane Adjustment Using Backup Times

Time Adjustment - #13 Men 15-18 100 Sc Freestyle – Heat 1

Use	Lane	Primary	Button 1	Button 2	Button 3	ButtonCalc	Difference	Adjusted
<input type="checkbox"/>	1	56.95	58.35	56.90			0	56.95
<input type="checkbox"/>	2							
<input type="checkbox"/>	3	55.83		55.71	55.72	55.71	0.12	55.83
<input type="checkbox"/>	4	55.27	55.28		55.24	55.26	0.01	55.27
<input type="checkbox"/>	5	55.28		55.25	55.21	55.23	0.05	55.28
<input type="checkbox"/>	6	57.55	57.53	57.59		57.56	-0.01	57.55
<input type="checkbox"/>	7	56.85	56.86		56.88	56.87	-0.02	56.85
<input type="checkbox"/>	8	56.96	56.92	56.87		56.89	0.07	56.96

Pad and Backup Differentials: Total = 0.22 and Average = 0.03.

4-7-b. Heat Malfunction

An example of a heat malfunction is when a race begins and the Timing System fails to start at the same time. In most cases, the Timing System operator can recover part of the race, but the finish times will not include the portion of the race between the start and the recovery time.

After you pull times from the timing system, you will need to account for the time difference between the actual start and the start of the timing system. Watch times are used to account for this difference. The average of the differences between each pad and watch time will be added to each pad time to adjust each swimmer’s time.

You may be asked to type the watch times and/or help compute averages of watch times if only two are available.

CLICK Calc on the middle bar to reach the Time Adjustment screen.



CLICK the box to the left of “Show Heat Malfunction.”

Only make adjustments as directed by the Timing Judge/Administrative Official.

PVS Meet Manager 5.0 Handbook

Time Adjustment - #5 Women 200 Yard IM - Heat 6
_ □ ×

Create Report

  Show Heat Malfunction

Heat Adjustment Using Watch Times					
Use	Lane	Primary	Watch	Difference	Adjusted
<input checked="" type="checkbox"/>	1	2:07.43	2:15.50	8.07	2:15.46
<input checked="" type="checkbox"/>	2	2:05.06	2:13.26	8.20	2:13.09
<input checked="" type="checkbox"/>	3	2:01.99	2:10.11	8.12	2:10.02
<input checked="" type="checkbox"/>	4	2:01.46	2:09.39	7.93	2:09.49
<input checked="" type="checkbox"/>	5	2:04.83	2:12.87	8.04	2:12.86
<input checked="" type="checkbox"/>	6	2:03.70	2:11.68	7.98	2:11.73
<input checked="" type="checkbox"/>	7	2:05.89	2:13.97	8.08	2:13.92
<input checked="" type="checkbox"/>	8	2:05.29	2:13.18	7.89	2:13.32

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane. Key in the watch times to make the adjustment or to just see the average differential.

Pad and Watch Differentials: Total = 64.31 and Average = 8.03

When the adjustment is complete,
 CLICK Yes in the box below to continue.

Hy-Tek's MEET MANAGER 2.0 Pro
×

By Accepting Adjusted for this Heat Malfunction,
 the pad times, the backup times, AND the splits will be adjusted by 8.03 seconds.

Continue ?

CLICK Accept to save the adjustments and return to the Run Screen. You may then need to make adjustments if there are any lane malfunctions as described in 4-7-a.

RECOMMENDATION *If requested by the Administrative Referee/Official/Timing Judge, print a copy of the completed Time Adjustment sheet and include it with post-event paperwork.*

PVS Meet Manager 5.0 Handbook

4-7-c. Summary—Run Screen, Time Adjustment, and Timing System

These graphics illustrate the relationship among the times from the Run screen, the Time Adjustment screen, and the Timing System printout.

Results after using "Race" or "Get Times" to bring times into Meet Manager from the Timing System

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4						
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5						
Heat 1 of 2 == Finals == Event 13 Men 15-18 100 SC Meter Freestyle														
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Asbury, Colin	16	Potomac	56.26	56.95	<input type="checkbox"/>	<input type="checkbox"/>		58.35	56.90		5	13	g
2						<input type="checkbox"/>	<input type="checkbox"/>							
3	Hammond, Niklas	16	Franklin Knolls	56.02	55.83	<input type="checkbox"/>	<input type="checkbox"/>			55.71		3	10	
4	Powell, Garrett	15	Tilden Woods	55.03	55.27	<input type="checkbox"/>	<input type="checkbox"/>		55.28		55.24	1	8	
5	Karel, Gregory	18	Old Georgetown	55.20	55.28	<input type="checkbox"/>	<input type="checkbox"/>			55.25	55.21	2	9	
6	Finn, Thomas	17	Westleigh	56.17	57.55	<input type="checkbox"/>	<input type="checkbox"/>		57.53	57.59		7	15	
7	Ke, Kenneth	15	Stonebridge	56.25	56.85	<input type="checkbox"/>	<input type="checkbox"/>		56.86		56.88	4	12	
8	Petersen, Thor	18	Clopper's Mill	56.47	56.96	<input type="checkbox"/>	<input type="checkbox"/>		56.92	56.87		6	14	

Calc to reach the Time Adjustment screen.

Time Adjustment - #13 Men 15-18 100 SC Meter Freestyle - Heat 1

Create Report Show Heat Malfunction

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input type="checkbox"/>	1	56.95	58.35	56.90			0	g 56.95
<input type="checkbox"/>	2							
<input checked="" type="checkbox"/>	3	55.83		55.71	55.72	55.71	0.12	55.83
<input checked="" type="checkbox"/>	4	55.27	55.28		55.24	55.26	0.01	55.27
<input checked="" type="checkbox"/>	5	55.28		55.25	55.21	55.23	0.05	55.28
<input checked="" type="checkbox"/>	6	57.55	57.53	57.59		57.56	-0.01	57.55
<input checked="" type="checkbox"/>	7	56.85	56.86		56.88	56.87	-0.02	56.85
<input checked="" type="checkbox"/>	8	56.96	56.92	56.87		56.89	0.07	56.96

If there is more than .30 seconds between the middle backup time and the primary time (or in the case of two buttons, the average backup time and the primary time), calculate the average difference between the pad and intermediate times of the other lanes.
Add this difference to the valid backup time of the problem lane(s).
Yellow = Calculated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.

Pad and Backup Differentials: Total = 0.22 and Average = 0.03.

Timing System Printout

BY LANE		
Lane	Place	Time
1	5	56.95
3	3	55.83
4	1	55.27
5	2	55.27
6	7	57.55
7	4	56.85
8	6	56.96

BY PLACE			
Place	Lane	Time	
1	4	55.28	
2	5	55.28	
3	3	55.83	
4	7	56.85	
5	1	56.95	
6	8	56.96	
7	6	57.55	

	Lane 1	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Backup	56.90	55.71	55.26	55.23	57.56	56.87	56.89
Btn. A	58.35		55.28		57.53	56.86	56.92
Btn. B	56.90	55.71		55.25	57.59	56.87	
Btn. C		55.72	55.24	55.21		56.88	

PVS Meet Manager 5.0 Handbook

4-8. Entering Times By Hand

It is important to know how to enter times by hand. Some meets are held without an electronic timing system, the most typical being a mini meet. Another situation might be when there is total failure of the electronic timing system.

4-8-a. Typing Times

To enter times by hand, simply type the time without colons or periods. Use mouse or arrows to move among lines. The graphic below shows times for Heat 2 of Event 11 with times entered by hand.

HY-TEK's MEET MANAGER Licensed to: Potomac Valley Swimming - Organization License

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name
10	F	Done	Boys 11-12 50 Yard Breaststroke
11	F	Done	Girls 11-12 100 Yard Freestyle
12	F	Done	Boys 11-12 100 Yard Freestyle
13	F	Done	Girls 11-12 200 Yard Backstroke
14	F	Done	Boys 11-12 200 Yard Backstroke
15	F	Done	Girls 11-12 500 Yard Freestyle
16	F	Done	Boys 11-12 500 Yard Freestyle
17	F	Done	Girls 9-10 50 Yard Backstroke
18	F	Done	Boys 9-10 50 Yard Backstroke
19	F	Done	Girls 9-10 200 Yard M
20	F	Done	Boys 9-10 200 Yard M

Records

Record	Time	Date	Record Holder
			None Available

Team Scores

Rank	Gender	Score	Team

Heats in Event

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 2 of 10 == Finals == Event 11 Girls 11-12 100 Yard Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts
1	Kolker, Carley	11	Rockville Montgomery Swim Club-PV	1:32.65	1:22.11	<input type="checkbox"/>	<input type="checkbox"/>			3	61
2	Casimates, Ariana	11	Rockville Montgomery Swim Club-PV	1:29.66	1:17.71	<input type="checkbox"/>	<input type="checkbox"/>			1	51
3	Collins, Emma	11	Joe Flaherty's Dolphins-PV	1:29.29	1:47.97	<input type="checkbox"/>	<input type="checkbox"/>			7	72
4	Bartolome, Isabella	11	Potomac Marlins-PV	1:28.25	1:23.05	<input type="checkbox"/>	<input type="checkbox"/>			4	63
5	Jayasekera, Ashani	11	Rockville Montgomery Swim Club-PV	1:28.91	1:25.62	<input type="checkbox"/>	<input type="checkbox"/>			5	70
6	Matteson, Julia	12	Best Times Swim Club-PV	1:29.41	NS	<input type="checkbox"/>	<input type="checkbox"/>				
7	Shonat, Tristan	11	Rockville Montgomery Swim Club-PV	1:30.13	1:20.62	<input type="checkbox"/>	<input type="checkbox"/>			2	58
8	Ward, Sarah	12	Best Times Swim Club-PV	1:33.40	1:28.01	<input type="checkbox"/>	<input type="checkbox"/>			6	71

4-8-b. Results by Lane

For meets without electronic timing, we recommend that you enter results by lane. Doing this makes it easier (and less mistake-prone) to enter times from each lane/timer sheet at a time instead of shuffling back and forth among them.

CLICK the checkbox to the left of "Enter Results by Lane."

As shown in the graphic below, the gray heat boxes become the lanes. Athlete names should match the names on the lane/timer sheet for Lane 1.

HY-TEK's MEET MANAGER Licensed to: Potomac Valley Swimming - Organization License

EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name
10	F	Done	Boys 11-12 50 Yard Breaststroke
11	F	Done	Girls 11-12 100 Yard Freestyle
12	F	Done	Boys 11-12 100 Yard Freestyle
13	F	Done	Girls 11-12 200 Yard Backstroke
14	F	Done	Boys 11-12 200 Yard Backstroke
15	F	Done	Girls 11-12 500 Yard Freestyle
16	F	Done	Boys 11-12 500 Yard Freestyle
17	F	Done	Girls 9-10 50 Yard Backstroke
18	F	Done	Boys 9-10 50 Yard Backstroke
19	F	Done	Girls 9-10 200 Yard M
20	F	Done	Boys 9-10 200 Yard M

Records

Record	Time	Date	Record Holder
			None Available

Team Scores

Rank	Gender	Score	Team

Lanes

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Lane 1 of 8 == Finals == Event 11 Girls 11-12 100 Yard Freestyle

Heat	Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode
1	1						<input type="checkbox"/>	<input type="checkbox"/>	
2	1	Kolker, Carley	11	Rockville Montgomery Swim Club-PV	1:32.65	1:22.11	<input type="checkbox"/>	<input type="checkbox"/>	
3	1	Greenwood, Tess	12	Best Times Swim Club-PV	1:27.16	NS	<input type="checkbox"/>	<input type="checkbox"/>	
4	1	Oh, Grace	11	Rockville Montgomery Swim Club-PV	1:22.42	1:17.31	<input type="checkbox"/>	<input type="checkbox"/>	
5	1	Gazo, Katrina	11	Rockville Montgomery Swim Club-PV	1:16.83	1:14.48	<input type="checkbox"/>	<input type="checkbox"/>	
6	1	Lantry, Jacqueline	11	Joe Flaherty's Dolphins-PV	1:15.75	1:11.88	<input type="checkbox"/>	<input type="checkbox"/>	
7	1	Mooers, Amie	12	Rockville Montgomery Swim Club-PV	1:13.26	1:14.43	<input type="checkbox"/>	<input type="checkbox"/>	
8	1	Hill, Morgan	11	Rockville Montgomery Swim Club-PV	1:10.90	1:07.42	<input type="checkbox"/>	<input type="checkbox"/>	
9	1	Orosz, Dora	12	Rockville Montgomery Swim Club-PV	1:08.16	1:08.13	<input type="checkbox"/>	<input type="checkbox"/>	
10	1	Srouf, Lucy	12	Rockville Montgomery Swim Club-PV	1:04.66	1:03.96	<input type="checkbox"/>	<input type="checkbox"/>	

PVS Meet Manager 5.0 Handbook

4-9. Check Disqualifications and No Swims

In this example, the swimmer in Lane 5 has been disqualified because he did a downward butterfly kick during breaststroke. The swimmer in Lane 10 did not swim the race.

The screenshot displays the PVS Meet Manager 5.0 interface. At the top, it shows the event list for 'Saturday Prelims 12&U - Yards - (Session 6)'. The event list includes various freestyle, butterfly, and backstroke events. The 'Records' section shows the current record holder for the 100 Yard Breaststroke event as Michael Kelley with a time of 1:12.18.

The main results table is titled 'Heat 1 of 2 == Preliminaries == Event 72 Men 10 and Under 100 Yard Breaststroke'. It lists 10 lanes with swimmer names, ages, teams, seed times, prelims times, and DQ codes. Lane 5 swimmer, Lark, Jason E., has a DQ code of '3C' (Alternating Kick - breast). Lane 10 swimmer, Cuppemill, Jake B., has a DQ code of '3I' (Elbows recovered over water - breast).

Lane	Athlete Name	Age	Team	Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	RL	AdjStat
1	Hsu, Joshua	10	Rockville Montgomery Swim Club	1:35.17	1:30.00				1:29.91	1:29.96	5	12		
2	Chung, Corey	10	Rockville Montgomery Swim Club	1:33.79	1:29.71				1:29.69	1:29.59	4	10	A	
3	Moore, Tanner J	9	The Fish-PV	1:31.68	1:30.26				1:30.18	1:30.24	6	13		
4	Lark, Yovv	10	Rockville Montgomery Swim Club	1:28.68	1:24.34				1:24.28	1:24.23	2	5	A	
5	Liu, Jason E	10	Rockville Montgomery Swim Club	1:21.18	1:20.49	3C			1:20.49	1:20.53				
6	Bernstein, Andrew S	10	The Fish-PV	1:22.38	1:21.88									
7	Golan, Hadav S	10	Rockville Montgomery Swim Club	1:30.44	1:27.19									
8	Williams, Michael A	10	Hydro-Sonic Tiburoness-PV	1:32.86	1:32.64									
9	Dietrich, Matthew B	10	Rockville Montgomery Swim Club	1:34.09	1:34.40									
10	Cuppemill, Jake B	10	Hendee Aquatic Club Commander	1:48.47	NS									

The DQ codes are expanded in a dropdown menu below the table:

- 3A Alternating Kick - breast
- 3B Non-simultaneous kick - breast
- 3C Occasional Downward Kick - breast
- 3D Scissors kick - breast
- 3E Hands brought beyond the hip line during stroke - breast
- 3F Non-simultaneous arms - breast
- 3G Arms two strokes underwater - breast
- 3H Arms not in same horizontal plane - breast
- 3I Elbows recovered over water - breast

4-9-a. DQ (Disqualification)

- Make Timing Adjustments before recording disqualification
- Make sure you have a DQ card. Double check Event Number, Heat, and Lane.
- Click DQ checkbox.
- Click the pull down menu in the DQ code column and highlight the infraction. If you are unsure of the correct code, ask for help.
- Do not delete the finish time.
- Staple DQ card to Timing System printout for the heat in which the DQ occurred.
- After you preview results (see 4-10), double check the name on each DQ card against the results to ensure that the DQs were properly entered.

PVS Meet Manager 5.0 Handbook

4-9-b. NS (No Swim)

- NS should be filled in when the Timing System times are brought over.
- If NS is not automatically filled in,
 - Check to see if there are backup buttons. Sometimes the pad time does not register.
 - Also check to see if the Timing System Printout has registered backup times.
 - Work with the Timing Judge/AO to adjust times. Sometimes you'll need to Type "NS."
- After you receive the lane timer sheets, you can review the results by lane by clicking "enter results by lane" at top of run screen. This changes the "heat" buttons in the middle of the screen to "lane" buttons (in this example, lanes 1-10). The display below will now show all swimmers in the event who swam in a particular lane (lane 4 in this example). Compare the results for each lane with lane timer sheets, ensuring that all NS are properly recorded. Keep track of the total number of NSs for the event.
- Preview results (4-10), and ensure that the number of NSs you previously counted is the same as the number of NSs indicated in the results

The screenshot displays the PVS Meet Manager software interface. At the top, the title bar reads "Run the Meet - 2013 PVS January - Open". Below it, a menu bar includes "Events", "Athletes", "Relays", "Seeding", "Web", "Time-Score", "Combine", "Reports", "Labels", "Preferences", "Interfaces", "OW Module", "Meet Mobile", and "Help". A toolbar contains various icons, including a checkmark and the text "Enter Results by Lane (Ctrl-E)".

The main window is titled "HY-TEK's MEET MANAGER Licensed to: PVS 14 and Under LC Jr Olympic Champ - Organization License". It features a "Records" section with a table that has columns for "Record", "Time", "Date", and "Record Holder". Below this is a "Team Scores" section with columns for "Rank", "Gender", "Score", and "Team".

At the bottom of the interface, there is a "Lane 4 of 10 == Finals == Event 1 Girls 11-12 50 Yard Butterfly" results table. The table has columns for "Heat", "Lane", "Athlete Name", "Age", "Team", "Seed Time", "Finals Time", "DQ", "Exh", "DQcode", "Backup 1", "Backup 2", and "Backup 3". The data for Lane 4 is as follows:

Heat	Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3
1	4	Ling, Michelle Y	11	Rockville Montgomery Swim Club	51.82	46.05					46.21	46.09
2	4	Gourdain, Alex R	12	Rockville Montgomery Swim Club	44.07	NS						
3	4	Ceely, Madelyn I	11	Rockville Montgomery Swim Club	40.85	36.23				36.26	36.22	
4	4	Elliott, Sarah E	11	Rockville Montgomery Swim Club	38.62	39.29				39.37	39.32	
5	4	Roberts, Zoe B	11	Rockville Montgomery Swim Club	36.92	38.70				38.61	38.59	
6	4	Zonghetti, Ashley C	12	Tollefson Swimming-PV	35.51	37.26				37.52	37.30	
7	4	Uchman, Olivia V	12	Rockville Montgomery Swim Club	33.82	32.84				32.82	32.96	
8	4	Wolfson, Becky S	12	Rockville Montgomery Swim Club	32.15	31.87				31.79	31.87	

PVS Meet Manager 5.0 Handbook

4-10. Score/List and Print Results

						1 2 3 4 5 6 7		
Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5

4-10-a. Preview Results

CLICK List to show results from preliminary heats of a prelims/finals meet or for a meet that is not scored.

OR

Score to show scored results of final heats of a prelims/finals meet or results of a timed finals scored meet.

4-10-b. Print Results

CLICK Printer icon at the top of the "Results" preview to print. Choose number of copies. Ask the Meet Director how many copies should be produced for each event. Make sure you keep one copy.

CLICK to close and return to the Run screen.

Repeat Steps 4-3 through 4-10 for each heat until the event is finished.

4-11. Assemble Paperwork for each Event

Staple paperwork for each event and place in box or folder with other event results.

1. Copy of results on top,
2. Timing System printouts, with reseed forms and DQ slips stapled to corresponding heat, and Timing Adjustment printout.
3. Lane/timer sheets,
4. Any other notations pertaining to the event. When in doubt, don't throw it out.

4-12. Move to Next Event

After completing last heat,

CLICK Next Event.

						1 2 3 4 5 6 7								
Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4						
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5						
Heat 7 of 7 == Finals == Event 55 Girls 9-10 50 Yard Butterfly														
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Matusek, Ellie E	10	Rockville Montgomery Swim Club-	39.65	36.62	<input type="checkbox"/>	<input type="checkbox"/>		36.49	36.51		3	4	
2	Alok, Akanksha *	10	Potomac Marlins-PV	38.48	38.09	<input type="checkbox"/>	<input type="checkbox"/>		38.03	37.90		5	7	
3	Gload, Kristen L	9	Rockville Montgomery Swim Club-	35.93	38.30	<input type="checkbox"/>	<input type="checkbox"/>		38.17			6	8	
4	Forte, Brianna L	10	Rockville Montgomery Swim Club-	31.95	31.48	<input type="checkbox"/>	<input type="checkbox"/>		31.39	31.36		1	1	
5	N'Gambwa, Amina J	10	Rockville Montgomery Swim Club-	35.07	33.79	<input type="checkbox"/>	<input type="checkbox"/>		33.68	33.64		2	2	
6	Knapp, Sydney E	10	Joe Flaherty's Dolphins-PV	37.38	37.61	<input type="checkbox"/>	<input type="checkbox"/>		37.38	37.39		4	5	
7	Nosal, Paige E	10	Rockville Montgomery Swim Club-	39.36	39.52	<input type="checkbox"/>	<input type="checkbox"/>		39.16	39.73		7	10	
8	Diederich, Ciara M	10	Potomac Marlins-PV	40.15	NS	<input type="checkbox"/>	<input type="checkbox"/>							

PVS Meet Manager 5.0 Handbook

4-13. New features in Meet Manager 5

4-13-a. Color System for Heat Buttons.

Gray means that the heat has entries without results

Green means the heat has results for every lane/position and there are no problems

Red means that the heat has results for every lane/position, but there are problems with one or more lanes

Blue means that the heat is the selected heat and there are either no results in any lanes or there are full results with no problems

Yellow means the heat is the selected heat, has full or partial results, but there are either problems with one or more lanes or one or more lanes are missing results

The screenshot shows the Meet Manager 5.0 interface. At the top, there's a menu bar with options like 'Run the Meet', 'Athletes', 'Relays', etc. Below that is a toolbar and a status bar. The main area is divided into two panes. The left pane shows an 'EVENT LIST' for 'Saturday Prelims 12&U - Yards - (Session 6)'. It lists various events with columns for 'Evt #', 'Rnd', 'Status', 'Event Name', 'Heats', 'NS', 'DQ', and 'DFS'. The right pane shows a 'Splits' table for a specific heat, with columns for 'Lane', '50', '100', '150', and '200'. Below the splits table is a 'Records' section. At the bottom, there's a 'Heat 3 of 4 == Preliminaries == Event 88 Men 10 and Under 200 Yard Freestyle' window. This window has columns for 'Lane', 'Athlete Name', 'Age', 'Team', 'Seed Time', 'Prelims Time', 'DQ', 'Ex', 'DCode', 'Backup 1', 'Backup 2', 'Backup 3', 'HPL', 'PL', and 'AdjStat'. The data in this window is as follows:

Lane	Athlete Name	Age	Team	Seed Time	Prelims Time	DQ	Ex	DCode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat
1	Oehler, Everett A	10	Rockville Montgomery Swim Club	2:34.38	NS									
2	Yule, David Y	9	Rockville Montgomery Swim Club	2:32.42	2:28.28				2:28.25	2:27.88		7	15	
3	Lach, Joshua A	10	Rockville Montgomery Swim Club	2:29.44	2:27.59				2:27.66	2:27.64		6	14	
4	Worfolk, Josh S	9	Rockville Montgomery Swim Club	2:24.85	2:24.50				2:24.37	2:24.39		4	10	
5	Nashod, Benjamin E	10	Rockville Montgomery Swim Club	2:13.67	2:16.28				2:16.25	2:16.24		1	1	
6	Michéle, Cole	10	Rockville Montgomery Swim Club	2:21.30	2:20.76				2:20.72	2:20.68		2	5	
7	Chen, Konner S	9	Rockville Montgomery Swim Club	2:26.03	2:24.27				2:24.26	2:24.34		3	9	
8	Ju, Brian Q	10	Rockville Montgomery Swim Club	2:30.48	2:26.60				2:26.90	2:26.89		5	12	
9	Lee, Jett	10	Rockville Montgomery Swim Club	2:33.64	2:39.32				2:39.29	2:39.35		9	22	
10	Karayannis, Alexander J	10	Rockville Montgomery Swim Club	2:34.81	2:32.57				2:32.57	2:32.55		8	18	

1.

4-13-b. No Show and DQ Columns

Meet Manager 5 has three new columns for the number of No Shows and DQs in each event. The columns are titled NS, DQ, and DFS. NS shows the number of No Shows, DQ shows the number of regular DQs plus Did Not Finish (DNFs), while DFS shows the number of Declared False Starts.

4-13-c. AdjStat column

Meet Manager 5 also has a new column in the Heat Window titled AdjStat (short for Adjustment Status) which indicates whether there is a problem with the pad time or not. There are three possible settings for the AdjStat column. "?" means the backup times show there may be a need for the pad time to be adjusted. "A" means the pad time has been adjusted from the original. "K" means the user clicked the "?" to indicate the pad time is okay despite the backup times do not correlate. Blank means there are no problems with the pad time in comparison to the backup times.

n 10 and Under 50 Yard Backstroke				
cup 3	HPL	PL	AdjStat	
	3	33	A	
			?	y
	4	34	K	y
	1	31	A	
	2	32	A	

PVS Meet Manager 5.0 Handbook

5. ADD, REMOVE, MOVE IN RUN SCREEN

Once a meet is underway, you may not change a swimmer's heat, event, or lane without the referee's written authorization on a Referee Reseed form.

5-1. Add Swimmer

The Reseed form below instructs Hy-tek operator to enter Bradley Beach into Event 56/Heat 1/Lane 6.

REFEREE RESEED FORM - PVS			
For combined/reseeded heats, complete form and give to head judge to ensure correct times are recorded.			
ATHLETE'S NAME	<i>Bradley Beach</i>	MEET ID	CLUB
FROM	EVENT#	HEAT#	LANE#
TO	EVENT#	HEAT#	LANE#
DECK SEED PLACED IN EVENT# <u>56</u> / HEAT# <u>1</u> / LANE # <u>6</u>			

CLICK Adjust.
Make sure lane is empty. If not, remove swimmer as illustrated in the next section.

Session : F7	Splits : F9	Adjust : F8
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A

EITHER

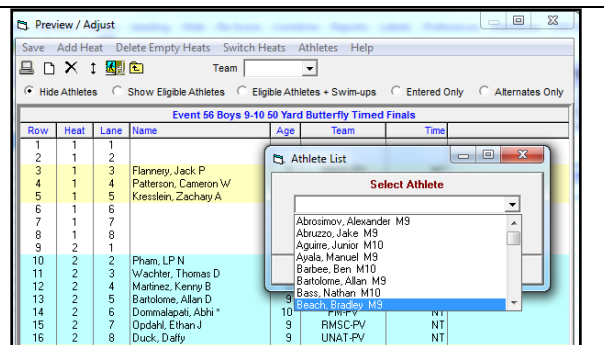
PUT CURSOR in Lane 6.

DBL CLICK to reach "Athlete List" pop-up menu.

SCROLL until new swimmer is highlighted.

CLICK OK to enter swimmer into lane.

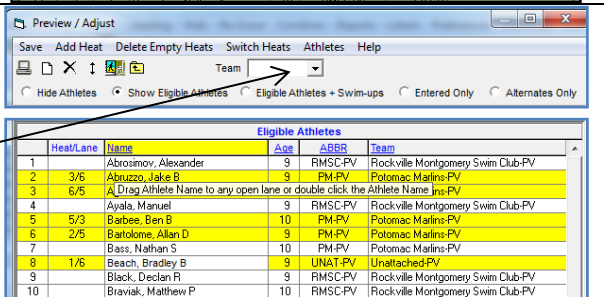
CLICK Save to return to the Run Screen.



OR

CLICK Show Eligible Athletes at the top of the screen to see a list of the swimmers who are age-eligible to compete in the event. You can also filter by team to make it easier to find the particular athlete.

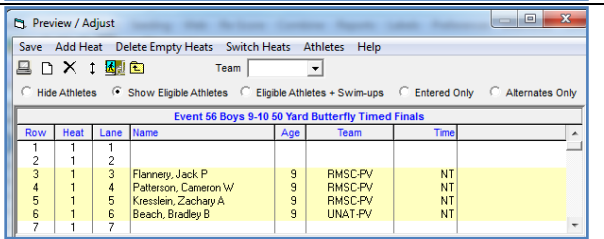
DRAG swimmer's name to his/her assigned lane.



Bradley Beach's name now appears in Lane 6.

If you make a mistake, double click on the swimmer's name to remove and re-enter.

CLICK Save to return to the Run Screen.

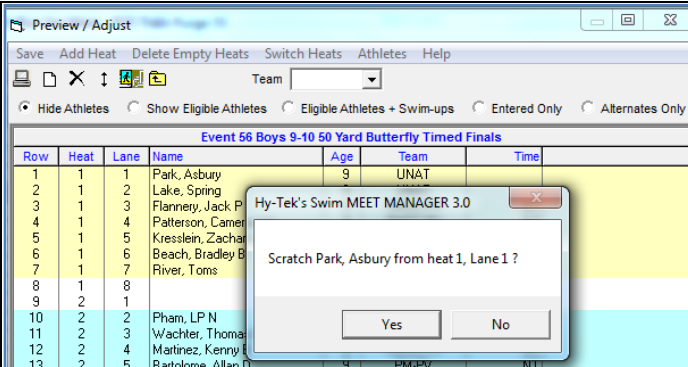


PVS Meet Manager 5.0 Handbook

5-2. Remove Swimmer

In this example, Asbury Park will be removed from Event 56/Heat1/Lane 1.

CLICK	Adjust.
DBL CLICK	name of athlete to be scratched. A pop-up will ask for confirmation.
CLICK	Yes.
CLICK	Save to return to the Run Screen.



The screenshot shows the 'Preview / Adjust' window of Hy-Tek's Swim MEET MANAGER 3.0. A confirmation dialog box is open, asking 'Scratch Park, Asbury from heat 1, Lane 1?'. The background shows a table of swimmers for 'Event 56 Boys 9-10 50 Yard Butterfly Timed Finals'. The first row shows 'Park, Asbury' in Heat 1, Lane 1.

5-3. Move Swimmer

The Reseed form below instructs Hy-tek operator to move Daffy Duck from Event 56/Heat 2/Lane 8 to Heat 1/Lane 2. Such a move could be within a single event or from one event to another.

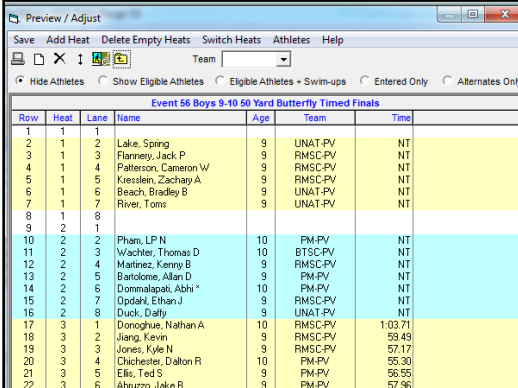
REFEREE RESEED FORM - PVS			
For combined/reseeded heats, complete form and give to head judge to ensure correct times are recorded.			
ATHLETE'S NAME	<i>Daffy Duck</i>		MEET ID
	CLUB		
FROM	EVENT# <u>56</u>	HEAT# <u>2</u>	LANE# <u>8</u>
TO	EVENT# <u>56</u>	HEAT# <u>1</u>	LANE# <u>2</u>
DECK SEED PLACED IN EVENT# _____ / HEAT# _____ / LANE # _____			

CLICK Adjust.
In this example, Spring Lake is in the Heat and Lane now assigned to Daffy Duck. There are two ways to accomplish this.

- 1) Spring Lake can be removed (See 5-2) from the event before Daffy Duck can be moved. After deleting Spring Lake, Daffy Duck's name can be dragged and dropped into Heat 1, Lane 2 or placed in the lane as shown in 5-1.
- 2) Alternatively, you can drag and drop Daffy Duck into Spring Lake's heat and lane without removing Spring Lake. The swimmers will switch positions, thus allowing the program to accurate track no-shows. Be careful when doing this!

Warning

Drag and Drop can be used only when moving a swimmer within an event.



The screenshot shows the 'Preview / Adjust' window of Hy-Tek's Swim MEET MANAGER 3.0. The swimmer list for 'Event 56 Boys 9-10 50 Yard Butterfly Timed Finals' is displayed. Daffy Duck is now listed in Heat 1, Lane 2. The table below shows the swimmer list data:

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	Lake, Spring	9	UNAT-PV	NT
3	1	3	Flannery, Jack P	9	RMSC-PV	NT
4	1	4	Patterson, Cameron W	9	RMSC-PV	NT
5	1	5	Kresslein, Zachary A	9	RMSC-PV	NT
6	1	6	Beach, Bradley B	9	UNAT-PV	NT
7	1	7	River, Toms	9	UNAT-PV	NT
8	1	8				
9	2	1				
10	2	2	Pham, LP N	10	PM-PV	NT
11	2	3	Wachter, Thomas D	10	BTSC-PV	NT
12	2	4	Martinez, Kenny B	9	RMSC-PV	NT
13	2	5	Barstow, Alan D	9	PM-PV	NT
14	2	6	Dommalapati, Abhi *	10	PM-PV	NT
15	2	7	OpdaN, Ethan J	9	RMSC-PV	NT
16	2	8	Duck, Daffy	9	UNAT-PV	NT
17	3	1	Donoghue, Nathan A	10	RMSC-PV	1:03.71
18	3	2	Jiang, Kevin	9	RMSC-PV	59.49
19	3	3	Jones, Kyle N	9	RMSC-PV	57.17
20	3	4	Chichester, Dalton R	10	PM-PV	55.30
21	3	5	Ellis, Ted S	9	PM-PV	56.55
22	3	6	Akuzono, Jake B	9	PM-PV	57.36

Staple Reseed Form to appropriate Timing System printout.

Important note: If the heat has already been swum and times pulled and you subsequently add, remove, or move swimmers, you will need to pull the times again for each heat that is affected.

PVS Meet Manager 5.0 Handbook

6. GENDER BLENDING AND ADDING HEATS

6-1. Men & Women in Same Race

Sometimes the Meet Director or the Referee will move male swimmers into the same heat with female swimmers or vice versa. In this example, the Meet Director or Referee has told you that the swimmers in Event 6, Lanes 3 and 5 are not at the meet. To save time, the swimmer in Lane 4 (Andrew Pickup) will swim with the girls in Event 5, Heat 1.

Event 5 Girls 11-12 200 Yard IM

Lane	Name	Age	Team	Seed Time	
Heat 1 of 4 Finals					
3	Falkenstein, Emma	11	RMSC-PV	NT	_____
4	Baruch-Fry, Abigail	12	RMSC-PV	NT	_____
5	Post, Rachel	12	RMSC-PV	NT	_____
6	Hukill, Anna	12	BTSC-PV	NT	_____

Event 6 Boys 11-12 200 Yard IM

Lane	Name	Age	Team	Seed Time	
Heat 1 of 3 Finals					
3	Afolabi-Brown, Gregory	11	RMSC-PV	NT	_____
4	Pickup, Andrew	11	PM-PV	3:45.99	_____
5	Wen, Jonathan	11	PM-PV	NT	_____

In most situations, the Referee will tell you the lane where Andrew will swim, but you might be asked to assign a lane. The rule of thumb is that males and females should be separated by a lane. Since Lanes 3, 4, 5, and 6 in Event 5 are occupied, Andrew could swim in either Lane 1 or 8 (or 2 or 7, if necessary). In this example, Andrew will swim in Lane 1.

Even though Andrew will swim with the girls in Event 5, Heat 1, his time must be included with the results for Event 6. To do this,

CLICK Event 6, Heat 1 from the Run Screen.

MOVE Andrew Pickup to Lane 1 in Heat 1 by **DRAGGING & DROPPING**.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Pickup, Andrew	11	Potomac Marlins-PV	3:45.99		<input type="checkbox"/>	<input type="checkbox"/>							
2						<input type="checkbox"/>	<input type="checkbox"/>							
3	Afolabi-Brown, Gregory	11	Rockville Montgomery Swim Club-	NT		<input type="checkbox"/>	<input type="checkbox"/>							
4						<input type="checkbox"/>	<input type="checkbox"/>							
5	Wen, Jonathan	11	Potomac Marlins-PV	NT		<input type="checkbox"/>	<input type="checkbox"/>							
6						<input type="checkbox"/>	<input type="checkbox"/>							
7						<input type="checkbox"/>	<input type="checkbox"/>							
8						<input type="checkbox"/>	<input type="checkbox"/>							

CLICK Event 5, Heat 1.

CLICK Get Times:F3.

When you bring the times into Meet Manager, you will receive an error message (see sec 4.6) because the Timing System expected that there would be a swimmer in Lane 1.

CLICK OK. Keep the Timing System printout handy.

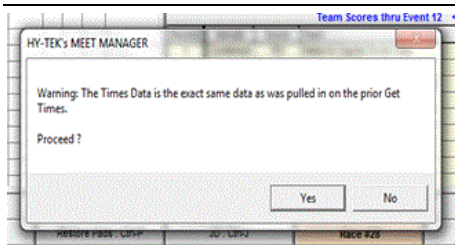
CLICK Event 6, Heat 1.

CLICK Race #:F2.

TYPE the same Race Number generated by the Timing System for Event 5, Heat 1.

You will receive the same error message as for Event 5, Heat 1 because the Timing System expected that there would be swimmers in Lanes 3, 4, and 5. In addition, you will receive another error message (see following page for picture) indicating that you have already pulled this race number. Confirm that this is what you meant to do.

PVS Meet Manager 5.0 Handbook



CLICK OK.

TYPE NS in Lanes 3 and 5, and return to processing Event 5.

6-2. Missed Event—Add Heat

A typical example of when you might need to add a heat is when a swimmer misses his/her race and the Referee places that swimmer into an empty lane in a different event.

WARNING

Do not make any changes to a swimmer's event, heat, or lane assignment without a Reseed Slip authorizing a change.

In this example, Event 22, Boys 9-10, 100 Fly has one heat, and Toms River from Lane 2 has missed the heat. The Referee has decided Toms can swim in Heat 3/Lane 5 in event 23. Add Heat to Event Swimmer Missed

CLICK Adjust from middle bar of Run screen.

CLICK Add Heat.

DRAG Toms River from Heat 1 Lane 2 to Heat 2 Lane 5.

CLICK Save to return to the Run Screen.

6-2-a. Process Event in which swimmer actually swam

Bring times into Toms River's new event and heat (Event 23, heat 3) as shown in 4-4 and make timing adjustments in coordination with Timing Judge/AO.

The Timing System will alert you that it received an incorrect number of swimmers as shown in 4-6. There should be a time in Lane 5, but it will not be recorded since there will not be a swimmer in that lane. (Toms Rivers replaced the swimmer who was supposed to swim in Event 23, heat 3, lane 5; if that lane has the name of a swimmer, type NS for the results of that heat and lane).

CLICK OK to bring over the times.

MOVE to the next heat and/or finish the event.

6-2-b. Bring Time into Added Heat for the event in which swimmer is entered

Return to Event 22. CLICK Heat 2.

CLICK Race # from the middle bar.

TYPE same Race Number that was used for Toms River's new heat (Event 23, heat 3).

Just as for Toms River's new event, the Timing System will alert you that it received an incorrect number of swimmers as shown in 4-6 and that you have already pulled this race number. There should be a time in Lane 5, and it will appear in Toms River's lane.

CLICK OK to bring over the times and make any timing adjustments as directed by Timing Judge/AO.

MOVE to the next heat and/or finish the event.

Double check to see that Toms River's time is included in the results.

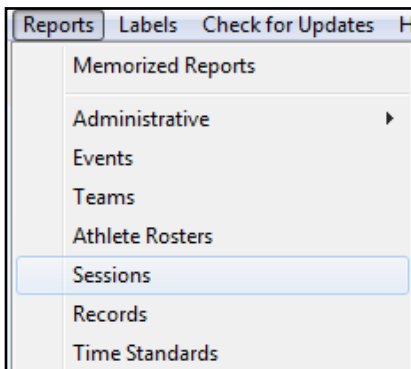
PVS Meet Manager 5.0 Handbook

7. PRINTING REPORTS

7-1. Time Line

CLICK Reports from Main Menu or Run Screen.

CLICK Sessions.

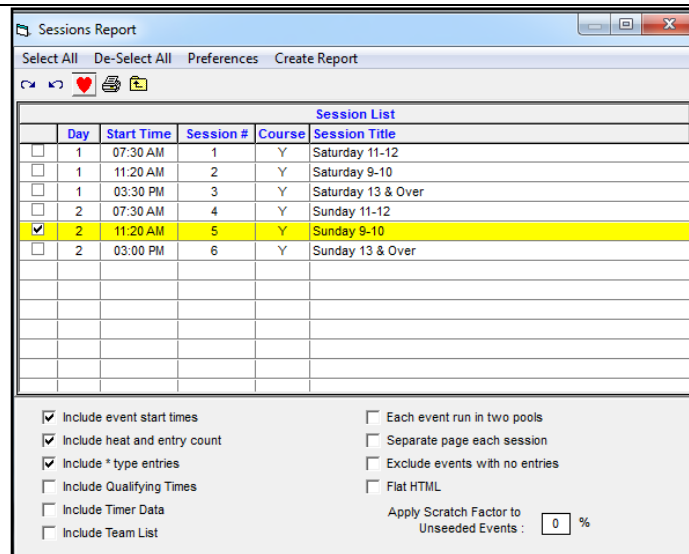


CLICK Session, in this example, Session 5.

CLICK Create Report.

PRINT Report.

TIP You can also reach this report from the Sessions Menu (*Event / Sessions / Print*).



Potomac Valley Swimming - Organization License HY-TEK's MEET MANAGER 3.0 - 8/24/2010 Page 1

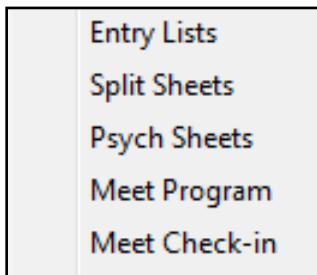
PVS Training - 1/23/2010 to 1/24/2010
Session Report

Session: 5 Sunday 9-10
Day of Meet: 2 Starts at 11:20 AM Heat Interval: 15 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at
Finals	55 Girls 9-10 50 Butterfly	53	7	11:20 AM
Finals	56 Boys 9-10 50 Butterfly	41	6	11:28 AM
Finals	57 Girls 9-10 200 Freestyle	23	3	11:34 AM
Finals	58 Boys 9-10 200 Freestyle	21	3	11:45 AM
Finals	59 Girls 9-10 100 Breaststroke	43	6	11:55 AM
Finals	60 Boys 9-10 100 Breaststroke	32	4	12:08 PM
Finals	61 Girls 9-10 100 Backstroke	30	4	12:16 PM
Finals	62 Boys 9-10 100 Backstroke	30	4	12:26 PM
Finals	63 Girls 9-10 50 Freestyle	84	11	12:35 PM
Finals	64 Boys 9-10 50 Freestyle	60	8	12:46 PM
Finals	65 Girls 9-10 100 IM	61	8	12:54 PM
Finals	66 Boys 9-10 100 IM	47	6	01:10 PM
Swimmers Counts for Warm-ups: 188		====	====	
Entry / Heat Totals:		525	70	
Finish Time				01:22 PM

7-2. Check-in Sheet

CLICK Reports from the Main Menu or the Run Screen.



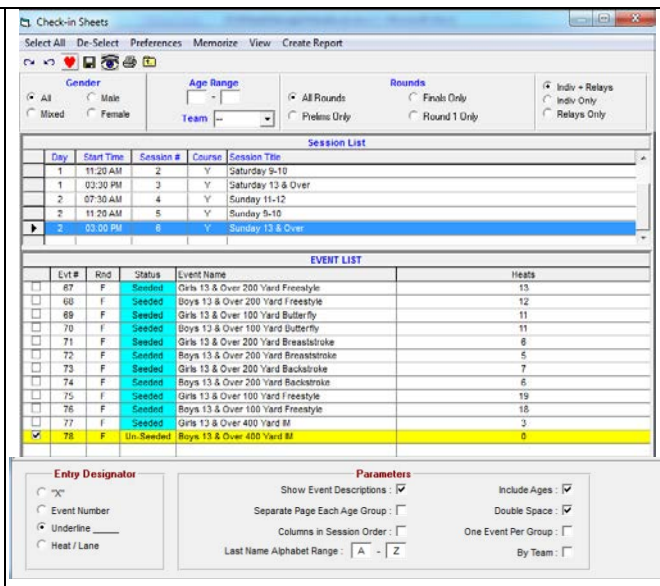
CLICK Meet Check-in.

CLICK Event(s), in this example Event 76.

CLICK Underline in the Entry Designator box.

CLICK Create Report.

PRINT Report.



PVS Meet Manager 5.0 Handbook

7-3. Award Labels

7-3-a. From the Run Screen

Set Up Labels

CLICK Labels.

SELECT Award Labels.

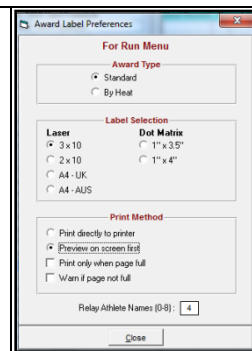
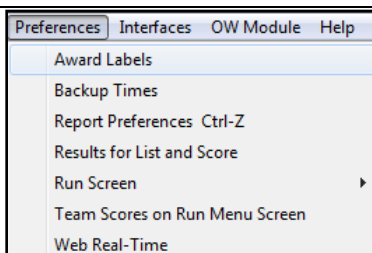
SELECT

Award Type usually "Standard."

Selection usually Laser 3 x 10

Print Method recommend selecting "Preview on screen first."

CLICK Close to save and return to the Run Screen.



Print Labels

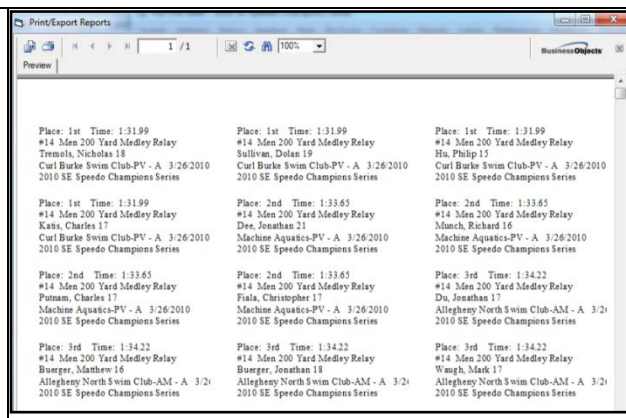
CLICK Event for which you want to print labels.

CLICK "Awards" to preview. You can print labels for only a single event from the Awards box in the Run screen.

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K

CLICK Printer icon.

CLICK to close and return to Run Screen.



7-3-b. Batch Printing From Run Screen or Main Menu

CLICK Labels from top bar of the Run Screen or the Main Menu.

SELECT Label and Award Type; number of places and relay names.

CHECK Events you want to print. They turn yellow.

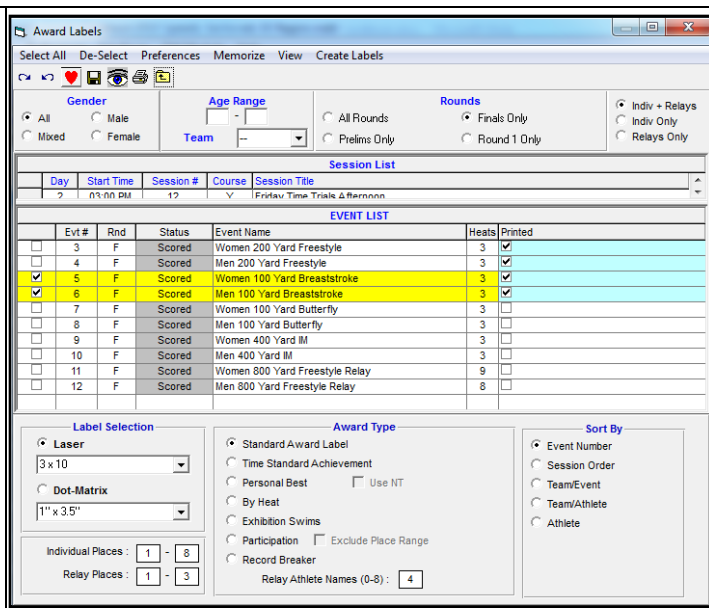
CHECK Printed in the right column.

CLICK Create Labels to see a preview.

CLICK Printer icon to print.

CLICK to return to previous screen.

In the example, Events 3 and 4 are checked printed. Events 5 and 6 are highlighted to be printed and checked. This helps you keep track of which events have been printed.



8. RELAYS

8-1. From the Relay Screen

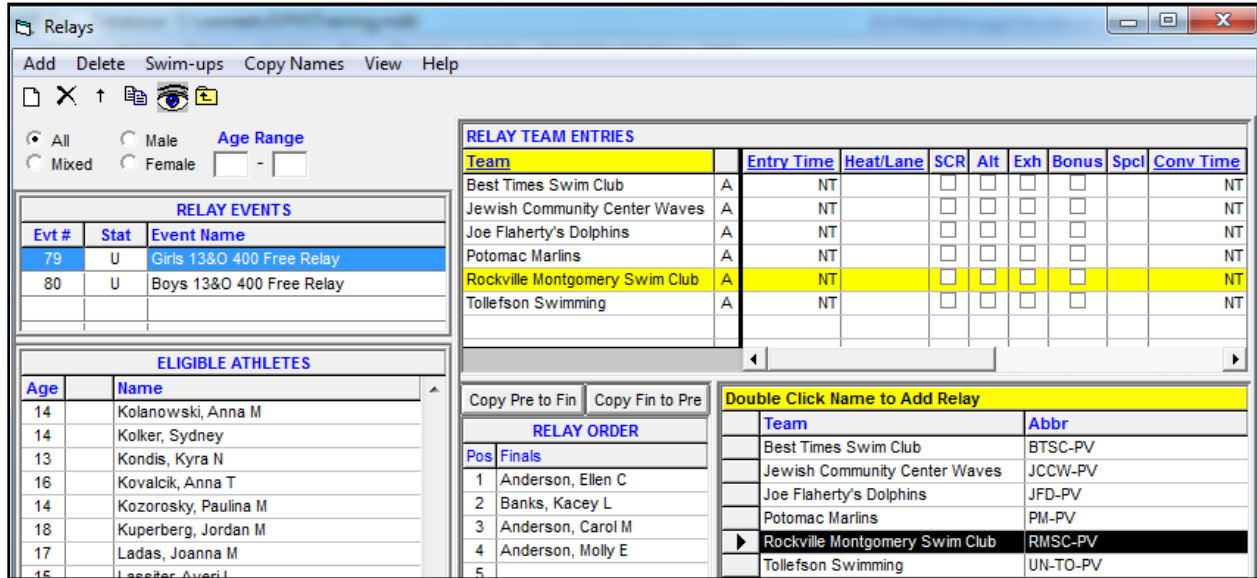
8-1-a. Enter Relay into Event

In this example, a second RMSC team relay will be entered into Event 79.

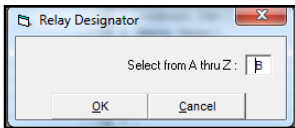
CLICK Relays from the Main Menu or the top bar of the Run Screen to reach the “Relays” screen.

CLICK Event on which you want to work, in this case Event 79.

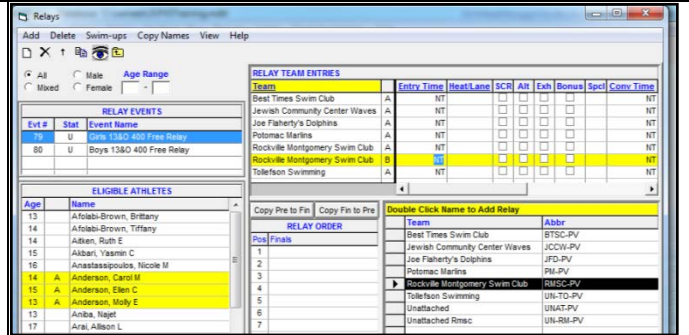
DBL CLICK on the team name in the bottom right corner, in this case RMSC.



After double-clicking the team name, the relay designator box will assign a relay letter.



CLICK OK to enter the RMSC “B” relay. This relay appears on the Relay Team Entries for Event 79.



8-1-b. Enter, Remove, and Rearrange Relay Swimmers

DBL CLICK name of each “B” relay swimmer,
OR

DRAG each swimmer’s name from the Eligible Athletes list to the Relay order box.

As each “B” relay swimmer is selected, the name moves to the Relay Order box, and a “B” will appear beside the name.

Note that a letter “A” appears between ages and names of “A” relay swimmers to prevent a single swimmer from inadvertently being entered in two relays.

To Remove Relay Swimmer,

DBL CLICK swimmer’s name on the “Relay Order” box.

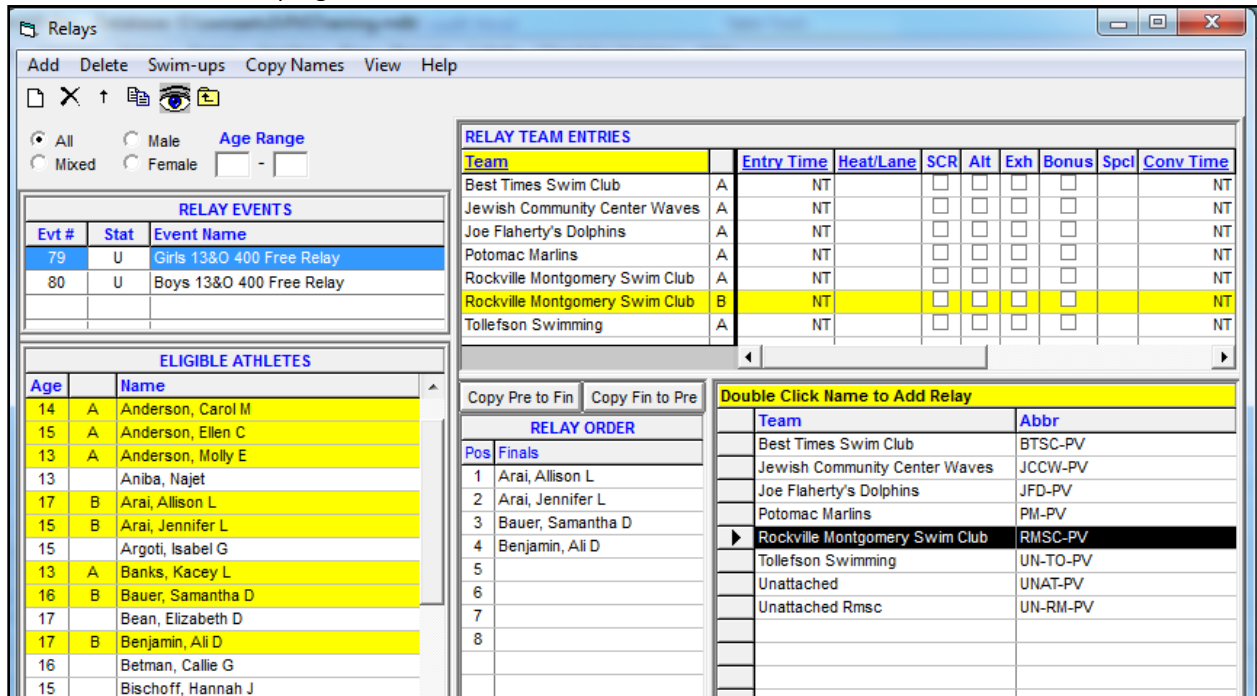
To Rearrange Relay Swimmer Order,

DRAG & DROP names within the “Relay Order” box until the order is correct.

PVS Meet Manager 5.0 Handbook

To Return to the Main Menu or Run Screen,

CLICK in top-right corner.



8-2. From the Run Screen

8-2-a. Enter Relay into Event

CLICK Adjust from the middle bar of the Run Screen to reach the Preview/Adjust menu.

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K

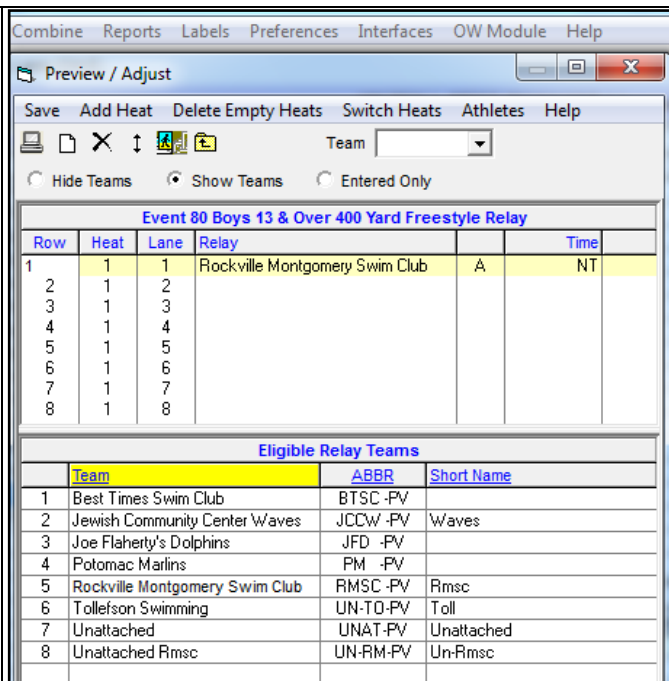
DRAG Relay Team to Lane.

In this example,

RMSC has been placed in Lane 1.

It has been automatically designated as the "A" relay because no other RMSC relays had been entered in the event.

CLICK Save to return to the Run Screen.



8-2-b. Enter, Remove, and Rearrange Relay Swimmers

CLICK Rel Names to reach the Relay Names Screen.

CLICK TO HIGHLIGHT relay team for which you want to enter or remove swimmers, Potomac Marlins in this example.

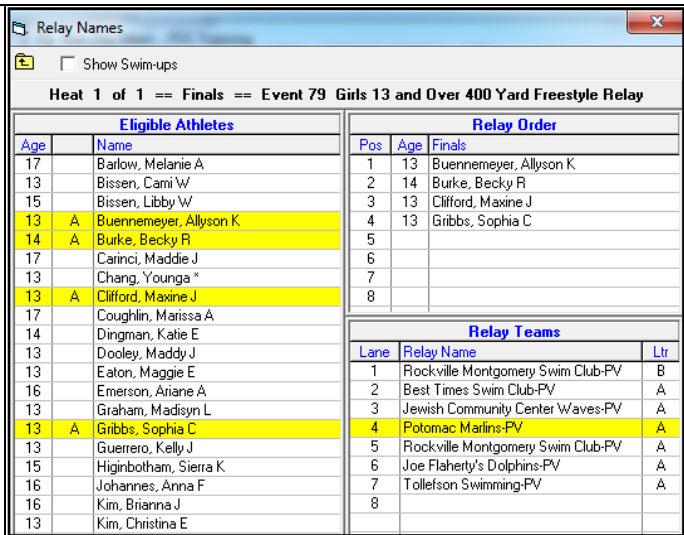
PVS Meet Manager 5.0 Handbook

To Enter Relay Swimmer,
 DBL CLICK on swimmer's name in the "Eligible Athletes" list. The name will appear in the "Relay Order" box, OR
 DRAG swimmer's name from "Eligible Athletes" list to "Relay Order."

To Remove Relay Swimmer,
 DBL CLICK on swimmer's name on the "Relay Order" box.

To Rearrange Relay Swimmer Order,
 DRAG & DROP names within "Relay Order" box until order is correct.

To Return to the Run Screen,
 CLICK in top-right corner.

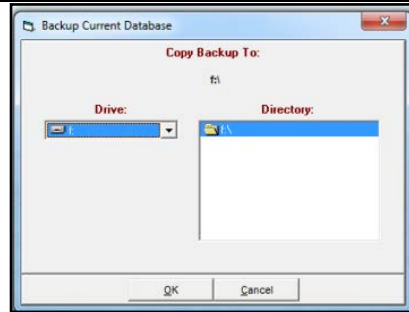


9. POST-MEET

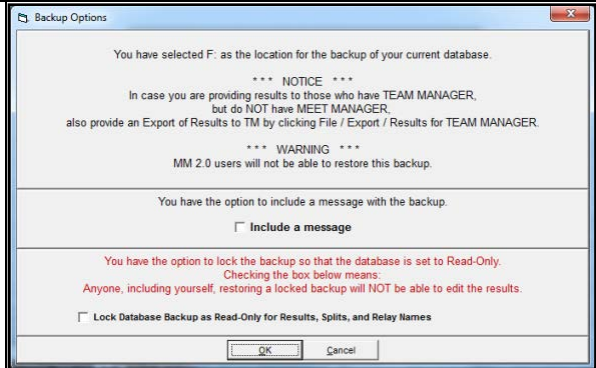
9-1. Backup Database

INSERT flash drive.

CLICK File from the Main Menu.
 SELECT Backup to reach "Backup Current Database" screen.
 BROWSE to flash drive, in this example Drive F.
 CLICK OK.

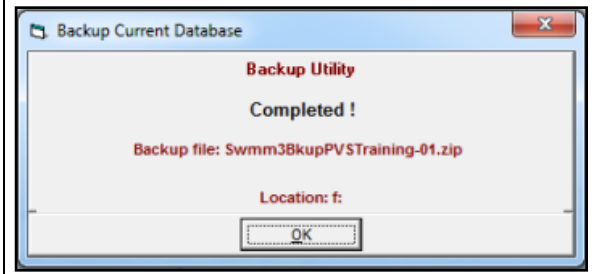


When you see the "Backup Options" screen,
 CHECK first sentence to confirm that backup file will be placed in the correct location.
 CLICK OK.



Messages will flash across the screen as the back-up is created.

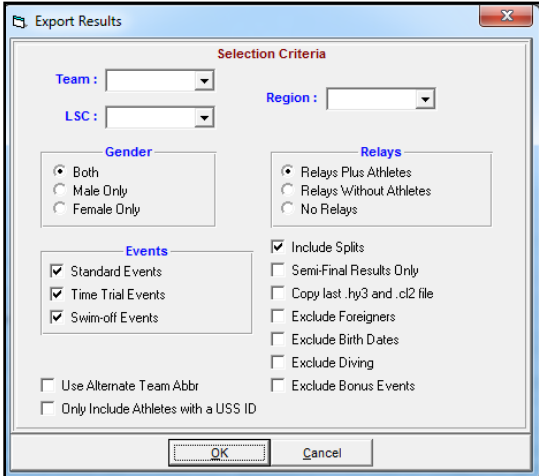

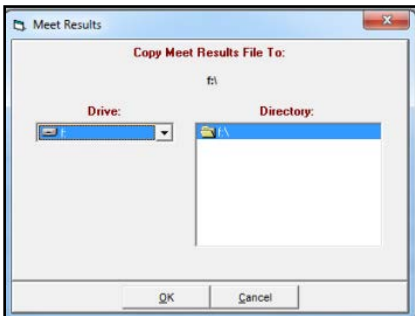
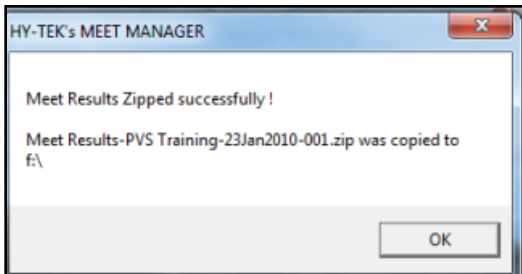
CLICK OK to return to Main Menu when the Backup Utility screen indicates that the back-up is complete.



PVS Meet Manager 5.0 Handbook




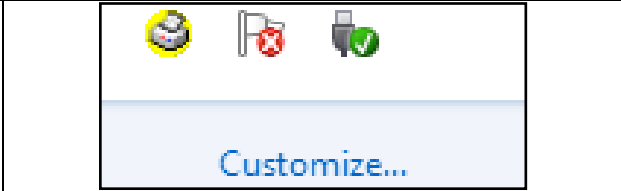

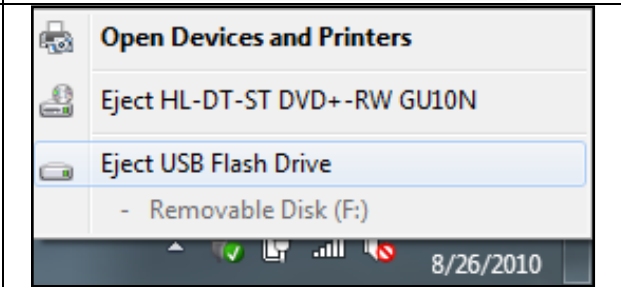
9-2. Export Results for Team Manager

Insert flash drive.


<p>CLICK File from Main Menu.</p> <p>SELECT Export.</p> <p>CLICK “Results for Team Manager ...” (first choice) to reach the “Export Records” screen.</p> <p>DO NOT change any settings in the “Export Results” screen.</p> <p>CLICK OK to reach the “Export File Progress” screen.</p>	
<p>The “Export File Progress” screen will display the progress of creating the export.</p> <p>CLICK OK when the numbers stop flashing and you see “Export Finished”.</p>	
<p>When you see the “Meet Results” screen,</p> <p>BROWSE to flash drive, in this example Drive F.</p>	
<p>CLICK OK when Meet Manager tells you that the file has been zipped successfully and confirmed the location of your file.</p>	

PVS Meet Manager 5.0 Handbook

How To Remove Flash Drive with Windows 7

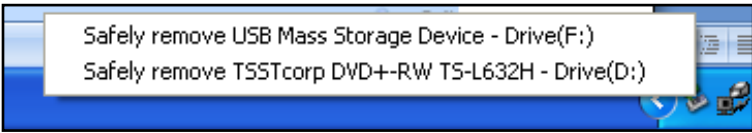
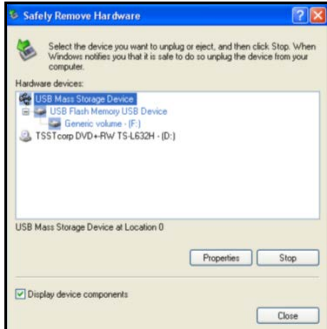
<p>CLICK  in taskbar located in bottom right of computer screen.</p>	
<p>If the icon is not visible, click the white ▲ to reach the “Customize” screen. SELECT  in “Customize” screen. Icon will appear in the taskbar as show above.</p>	
<p>CLICK  SELECT “Eject USB Flash Drive.” REMOVE flash drive when message appears saying it is safe to do so.</p>	

How To Remove Flash Drive with Windows XP

CLICK  in taskbar located in bottom right of computer screen.



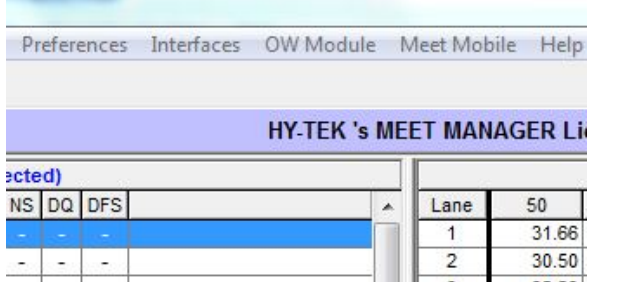
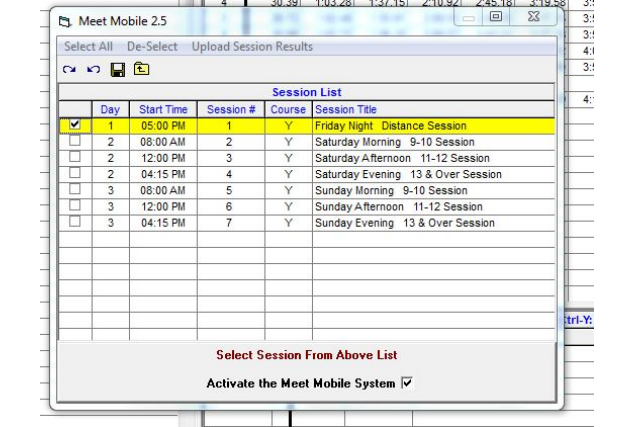


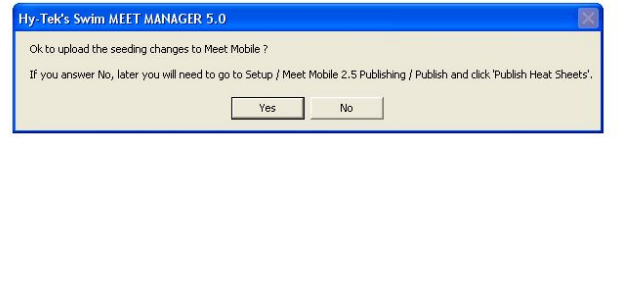
If the icon is not visible, CLICK  then, CLICK  quickly to select.

<p>SELECT “Safely remove USB Mass Storage Device – Drive (F:).”</p>  <p>SELECT “USB Mass Storage Device.” Make sure that the device you select in the “Safely Remove Hardware” list is the same device selected on the taskbar.</p> <p>REMOVE flash drive when message appears saying it is safe to do so.</p>	
---	---

MEET MOBILE

Meet Mobile is an app for Apple or Android products that allows users to view heat sheets, timelines, and results in real time. If Meet Mobile is being used for the meet, the Meet Director should have previously set it up.

9-3. Using Meet Mobile

<p>Click on Meet Mobile from the run screen</p>	 <p>The screenshot shows the top menu bar with 'Meet Mobile' highlighted. Below it, a window titled 'HY-TEK's MEET MANAGER' is visible, showing a table with columns for 'NS', 'DQ', and 'DFS'. A 'Lane' table on the right shows Lane 1 with a time of 31.66 and Lane 2 with a time of 30.50.</p>																																								
<p>In order to upload results automatically, make sure that "Active the Meet Mobile System" is checked. This will automatically upload results when you advance heats. (Note – results will likely be uploaded before times are adjusted and before DQs are entered.</p> <p>Alternatively, if you prefer to upload results after each event has been finalized (i.e. timing judge/AO decisions applied, DQs entered, etc.), uncheck this box and use "Ctrl-M" after each event is concluded.</p>	 <p>The screenshot shows the 'Meet Mobile 2.5' dialog box. It has a 'Session List' table with columns: Day, Start Time, Session #, Course, and Session Title. The first row is checked and highlighted in yellow. Below the table, there is a checkbox labeled 'Activate the Meet Mobile System' which is checked.</p> <table border="1" data-bbox="857 737 1365 989"> <thead> <tr> <th>Day</th> <th>Start Time</th> <th>Session #</th> <th>Course</th> <th>Session Title</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05:00 PM</td> <td>1</td> <td>Y</td> <td>Friday Night Distance Session</td> </tr> <tr> <td>2</td> <td>08:00 AM</td> <td>2</td> <td>Y</td> <td>Saturday Morning 9-10 Session</td> </tr> <tr> <td>2</td> <td>12:00 PM</td> <td>3</td> <td>Y</td> <td>Saturday Afternoon 11-12 Session</td> </tr> <tr> <td>2</td> <td>04:15 PM</td> <td>4</td> <td>Y</td> <td>Saturday Evening 13 & Over Session</td> </tr> <tr> <td>3</td> <td>08:00 AM</td> <td>5</td> <td>Y</td> <td>Sunday Morning 9-10 Session</td> </tr> <tr> <td>3</td> <td>12:00 PM</td> <td>6</td> <td>Y</td> <td>Sunday Afternoon 11-12 Session</td> </tr> <tr> <td>3</td> <td>04:15 PM</td> <td>7</td> <td>Y</td> <td>Sunday Evening 13 & Over Session</td> </tr> </tbody> </table>	Day	Start Time	Session #	Course	Session Title	1	05:00 PM	1	Y	Friday Night Distance Session	2	08:00 AM	2	Y	Saturday Morning 9-10 Session	2	12:00 PM	3	Y	Saturday Afternoon 11-12 Session	2	04:15 PM	4	Y	Saturday Evening 13 & Over Session	3	08:00 AM	5	Y	Sunday Morning 9-10 Session	3	12:00 PM	6	Y	Sunday Afternoon 11-12 Session	3	04:15 PM	7	Y	Sunday Evening 13 & Over Session
Day	Start Time	Session #	Course	Session Title																																					
1	05:00 PM	1	Y	Friday Night Distance Session																																					
2	08:00 AM	2	Y	Saturday Morning 9-10 Session																																					
2	12:00 PM	3	Y	Saturday Afternoon 11-12 Session																																					
2	04:15 PM	4	Y	Saturday Evening 13 & Over Session																																					
3	08:00 AM	5	Y	Sunday Morning 9-10 Session																																					
3	12:00 PM	6	Y	Sunday Afternoon 11-12 Session																																					
3	04:15 PM	7	Y	Sunday Evening 13 & Over Session																																					
<p>To upload an entire session's results, be sure the Meet Mobile check box is checked and select one or more sessions. Click Upload Session Results and all completed rounds within the session will be uploaded along with both cumulative and subtracted splits. This is especially useful to upload the previous day's results if there was no Internet connection the previous day.</p>																																									
<p>Note – if the internet connection is poor or intermittent, the computer may get hung up while you are running the meet; uncheck the "Activate the Meet Mobile System" box and upload results when the connection is better.</p>																																									
<p>If your Meet Mobile Settings include Heat Sheets, anytime you seed or reseed an event from the Seeding Menu, the newly seeded events will be uploaded to Meet Mobile when you exit the Seeding Menu (assuming Meet Mobile is Activated). Because you may not want to upload the seeding yet, you will be able to confirm whether you want the newly seeded events transmitted or not.</p>	 <p>The screenshot shows a dialog box titled 'Hy-Tek's Swim MEET MANAGER 5.0'. The text inside asks 'Ok to upload the seeding changes to Meet Mobile?' and provides a note: 'If you answer No, later you will need to go to Setup / Meet Mobile 2.5 Publishing / Publish and click 'Publish Heat Sheets''. There are 'Yes' and 'No' buttons at the bottom.</p>																																								