



Prince-Mont Swim League

Computer Operations Manual

Hy-Tek Team Manager II

Hy-Tek Windows Meet Manager

Last update:
May 2004



In the summer of 2002, the Prince-Mont Swim League (PMSL) began using two software programs from Hy-Tek Ltd. Team Manager II is used by each team to maintain their roster, create meet entries, and maintain meet results. Meet Manager is used to run meets. This includes entering times from all the swims, scoring the meet, and exporting the results back to Team Manager II.

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

Hy-Tek provides technical support as follows:

| | | |
|-----------------|--|----------------|
| Team Manager II | TM@hy-tek.com | (252) 633-5177 |
|-----------------|--|----------------|

| | | |
|----------------------|--|----------------|
| Windows Meet Manager | MM@hy-tek.com | (615) 599-4364 |
|----------------------|--|----------------|

Support for PMSL use of these programs will be provided by your Division Data Manager and the Technology Committee members listed below. A support web page has been set up at:

<http://www.princemont.org/computersupport.html> .

| | | |
|-------------------------------|--|-------------------------------------|
| Tim Husson | support@princemont.org | (301) 899-2436 home |
| Technology Committee Chairman | | (301) 325-8684 cell [WEEKENDS ONLY] |

Comments and suggestions on this manual are also welcome to the Technology Committee Chairman.

Changes: May 2004

The only major change is the addition of Section 3.3.3 – Sending Meet Results to the PMSL Webmaster.

Contents

| | |
|--|----------|
| COMPUTER OPERATIONS MANUAL..... | 1 |
| CONTENTS | 3 |
| SECTION 1 - INTRODUCTION..... | 5 |
| 1.1 Program Descriptions..... | 5 |
| 1.1.1 Team Manager II..... | 5 |
| 1.1.2 Windows Meet Manager..... | 5 |
| 1.2 Program Versions and Licenses | 5 |
| 1.2 Program Versions and Licenses | 6 |
| 1.3 Computer System Requirements | 6 |
| 1.4 Upgrades..... | 6 |
| 1.5 Databases..... | 6 |
| 1.6 Startup Files..... | 7 |
| 1.6.1 Team Manager II | 7 |
| 1.6.1.1 Favorite Filters..... | 8 |
| 1.6.1.2 Printer Preference..... | 9 |
| 1.6.2 Windows Meet Manager | 10 |
| 1.7 ZIP Files and Hy-Tek Software..... | 10 |
| SECTION 2 - TEAM MANAGER II OPERATIONS | 11 |
| 2.1 Roster Entries..... | 11 |
| 2.1.1 Copying Your Roster from Last Year's Database..... | 13 |
| 2.2 Dual Meet Entries..... | 14 |
| 2.2.1 Entry Labels..... | 18 |
| 2.3 Exporting Files for Dual Meets | 19 |
| 2.3.1 What Files are Required for the Meet..... | 19 |
| 2.3.2 Exporting a Roster File..... | 19 |
| 2.3.3 Exporting the Meet Entries File..... | 20 |
| 2.4 Printing Reports..... | 20 |
| 2.5 Importing Meet Results from Windows Meet Manager..... | 23 |
| 2.6 Predict Results | 25 |
| 2.7 Top Times Report..... | 26 |
| SECTION 3 - RUNNING A MEET USING WINDOWS MEET MANAGER..... | 27 |
| 3.1 Before The Meet..... | 27 |
| 3.1.1 Creating the Meet Database | 27 |
| 3.1.2 Customizing the Meet Database | 30 |
| 3.1.3 Entering Pool Records into the Database | 32 |
| 3.1.4 Non-Standard Pools..... | 35 |
| 3.1.5 Importing the Meet Rosters and Meet Entries | 36 |
| 3.1.5.1 Rosters..... | 36 |
| 3.1.5.2 Meet Entries | 38 |
| 3.1.6 Seeding the Meet..... | 41 |
| 3.1.7 Selecting the Teams for Scoring the Meet..... | 43 |
| 3.1.8 Exception Report..... | 44 |
| 3.2 During the Meet..... | 46 |
| 3.2.1 Entering Results..... | 47 |
| 3.2.2 Scoring the Event | 48 |
| 3.2.3 Entering a New Swimmer in the Event | 50 |

| | | |
|---------|--|----|
| 3.2.4 | <i>Judge's Decisions</i> | 55 |
| 3.2.5 | <i>Disqualifications</i> | 58 |
| 3.2.6 | <i>Relays</i> | 59 |
| 3.2.7 | <i>Printing</i> | 61 |
| 3.2.7.1 | <i>Printing Event Results</i> | 61 |
| 3.2.7.2 | <i>Printing the Current Score</i> | 62 |
| 3.2.1.3 | <i>Printing Award (Ribbon) Labels</i> | 64 |
| 3.3 | <i>After the Meet</i> | 66 |
| 3.3.1 | <i>Backing up the Database</i> | 66 |
| 3.3.2 | <i>Sending Results to Other Teams</i> | 67 |
| 3.3.3 | <i>Sending Results to the PMSL Webmaster</i> | 68 |
| 3.3.4 | <i>Exporting Results for Team Manager II</i> | 68 |
| 3.3.4.1 | <i>Non-Standard Pools Conversion</i> | 68 |
| 3.3.4.2 | <i>Export Results</i> | 69 |
| 3.3.5 | <i>Exporting Meet Results Report</i> | 70 |

Section 1 - Introduction

1.1 Program Descriptions

1.1.1 Team Manager II

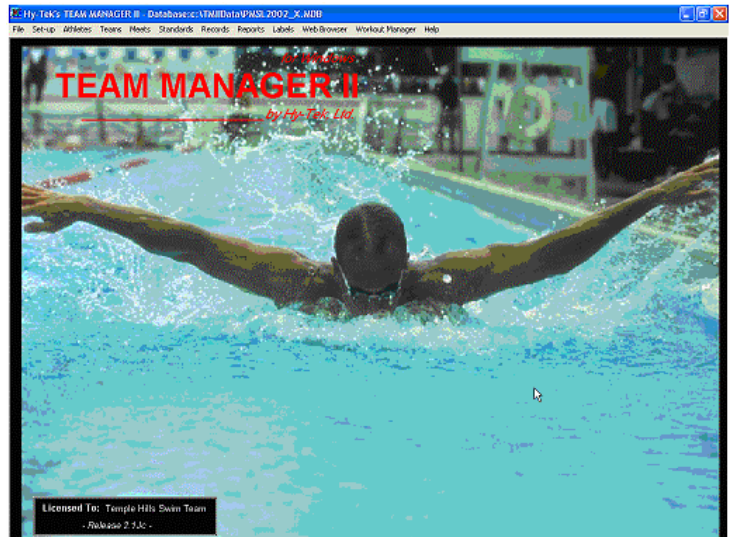
Each team is required to use the Team Manager II (TM II) program to:

- maintain their team roster
- generate electronic meet entries for the Meet Manager program

The program can also be used (with the appropriate options) to:

- generate entry labels for the Timer's Cards
- generate a variety of performance and administrative reports

Main Screen of TM II



1.1.2 Windows Meet Manager

Each team is required to use the Windows Meet Manager (Win-MM) program to:

- record all swims for dual meets, including times, disqualifications (DQs), and judge's decisions (JDs).
- keep the score of the meets (to verify against the manual scoring).
- provide electronic results to their Division Data Manager and all the other teams in their Division.

The program can also be used (with the appropriate option) to:

- generate award labels for the ribbons.

Main Screen of Win-MM



1.2 Program Versions and Licenses

In order to insure that all teams have the capabilities in TM II and Win-MM that are needed for the current PMSL season, you must be running at least the minimum software versions listed on the PMSL website at <http://www.princemont.org/computersupport.html>. The version number is shown, along with the name of the license holder, in the box at the lower, left-hand side of the main program screen.

Please note that according to the Hy-Tek software license, your TM II license must be in the name of your team, and the copy of Win-MM used at a meet must be licensed in the name of one of the team participating in that meet.

1.3 Computer System Requirements

To run the Hy-Tek software, the minimum hardware configuration needed is any 200 MHz or faster Pentium or equivalent processor with at least 32 MB of memory. The operating system must be Windows 95 or any later Microsoft operating system. Any Windows-supported printer will work with the Hy-Tek software.

1.4 Upgrades

Free upgrades to all Hy-Tek programs are available to all license holders from the Hy-Tek web site. Go to <http://www.hy-tek ltd.com/swim/> to download the latest versions of the Hy-Tek software.

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

1.5 Databases

Both Team Manager II and Windows Meet Manager operate on database files. Each program can only have one database file active at a time, however multiple databases can be maintained.

One database in Team Manager II will contain the entire summer’s data for your team. In Windows Meet Manger, each swim meet is defined in a separate database.

Both programs have the capability to easily backup and restore the currently active database. Team Data Managers are encouraged to make regular use of this backup capability, especially prior to importing any data into the program or making any major changes to the database.

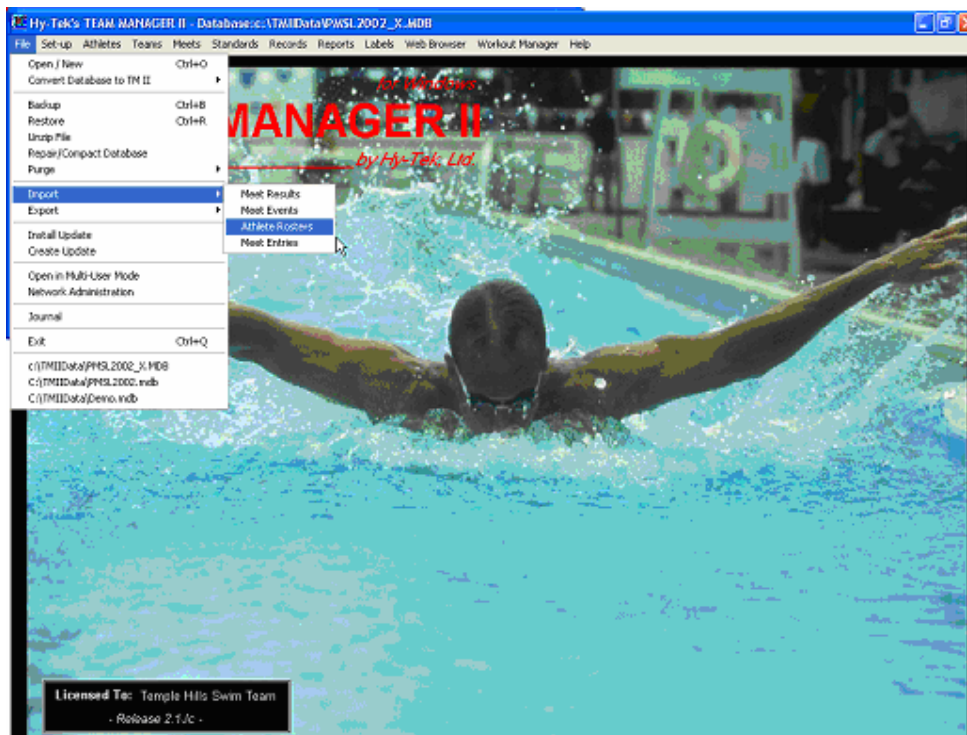
1.6 Startup Files

Each Team Data Manager will be provided with a set of startup database files. It is important that these files be used, as they already contain all the program settings required for proper data exchange among the teams in your division.

1.6.1 Team Manager II

Each team will be provided with a startup database called PMSL200Y_X.mdb, where “200Y” is the current year and X is your Division for the current season. This database will contain information for all the teams in the division.. Each team can use this as a starting point for entering their current roster. The Team Code field is a 2 or 3 letter team abbreviation, as shown in the PMSL handbook, with “_X” (where X is the Division) appended. For example, Temple Hills, which is in Division A, has the code “TH_A”. Please DO NOT change these codes. The size of this field in the software limits the team abbreviation to 3 characters max.

You can start from the previous year’s roster by using the “Import Athlete Rosters” function under the “File menu (See screen shot below). Section 2.1.1 of this manual describes how to export your roster from last year’s database. If you no longer have a copy of last year’s database, contact one of the other data managers from the same Division you were in last year and see if you can get your roster from them.



Import Rosters Function

The startup database also contains seven meets already defined. The six meets, “Dual Meet – Week #1”, etc. and “Divisional Meet” will be used to generate meet entries for the dual meets and the Divisional Meet. The other meet, “Top Times Report” can be used to generate a “top times” report for your team. How to do this will be explained later.

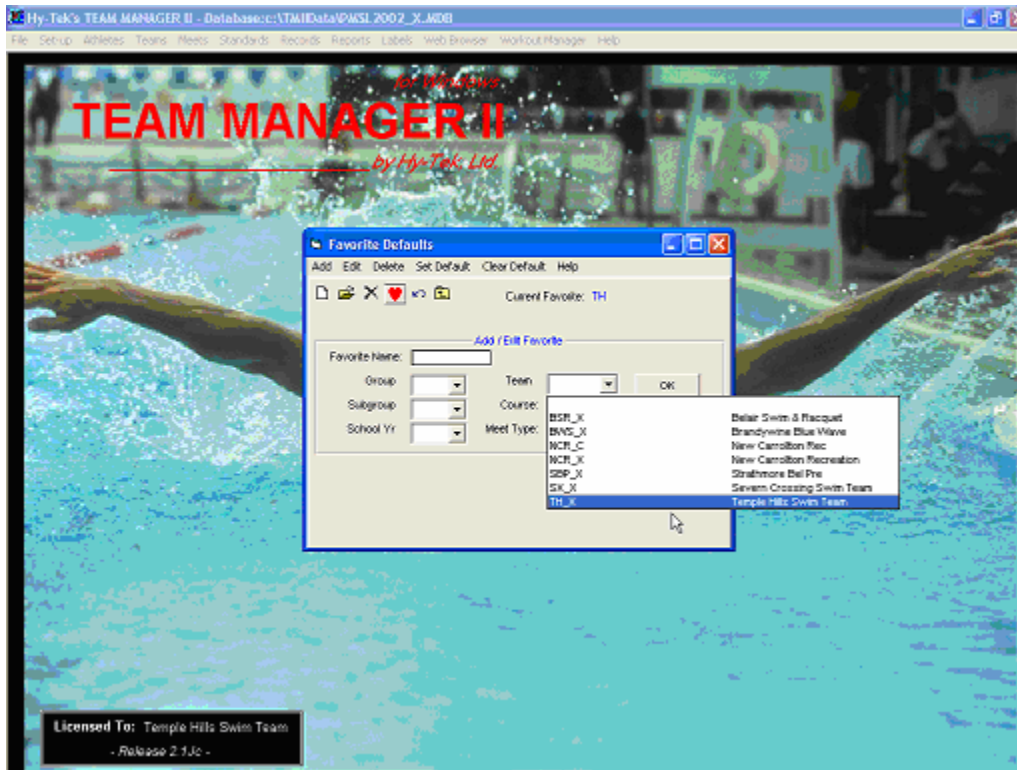
You may make the following customizations for your team’s copy of the database.

1.6.1.1 Favorite Filters

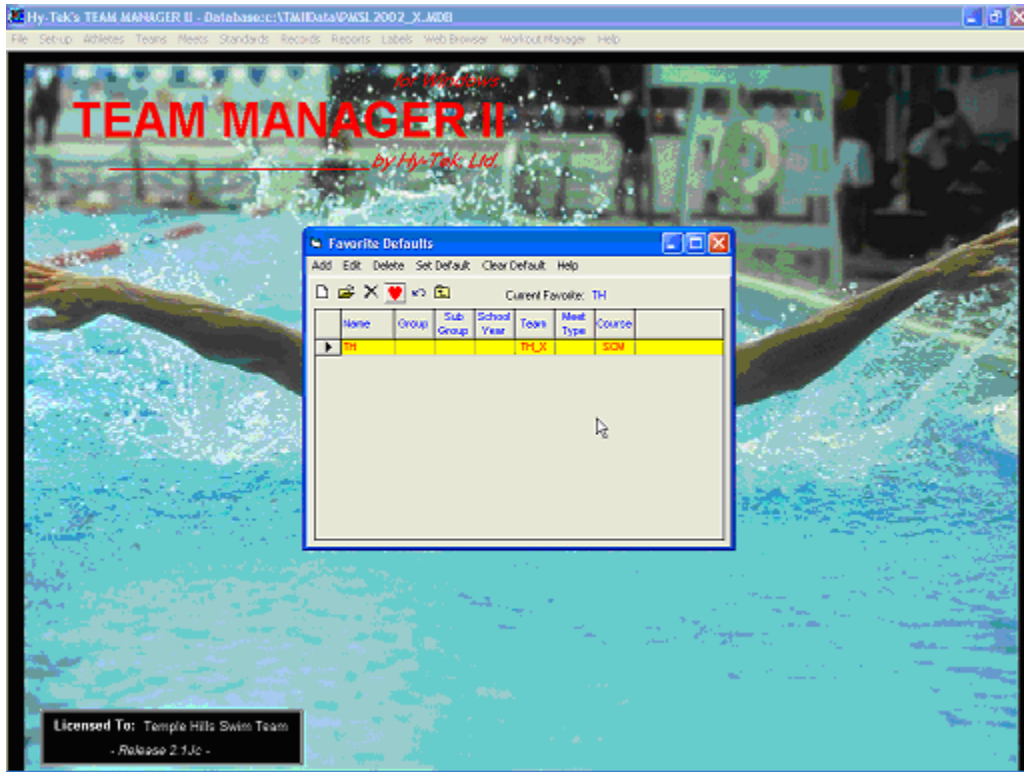
You can set up your team as the default that will be selected in a lot of the screens. This will prevent you from always having to select your team from the list. Go to the “Set-up” menu and select “Favorite Filters”

Click the “Add” button. Then select your team from the pull down menu (shown on next page). Also select course as “SCM”, even if your pool is a different length. Enter a name for your filter (e.g. team name) and click “OK.”

To make that favorite you just created your default favorite, click “Set Default” or the red heart icon. The favorite will then change to yellow (shown on next page). Click “OK” to exit the Favorite Filters window.



Creating a Favorite Filter

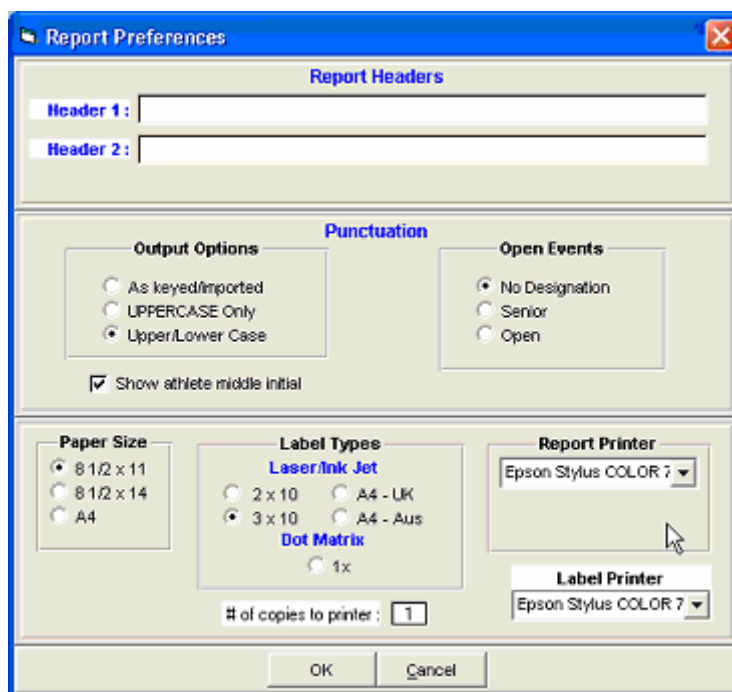


Default Filter Selected

1.6.1.2 Printer Preference

You will also need to select the printer you want to use for reports and labels (if you have that option). Click on “Set-up” then “Preferences” then “Report Preferences”. You will be able to select printers for reports and labels from any Windows installed printers (see screenshot on the next page).

You can also use this Report Preferences menu to select the default paper size and the default label size you will be using.



Selecting Report and Label Printers

1.6.2 Windows Meet Manager

The database file “Dual_Meet-200Y.mdb” contains all the setting for a PMSL dual meet for year 200Y, except for the date and location of the meet and the course (default is SCM). Instructions for setting up the database for each dual meet will be given later.

Set up your default printer in Win-MM much like was described above for TM II. Click on Set-up, then Report Preferences, then “Printer” and select your printer from the list.

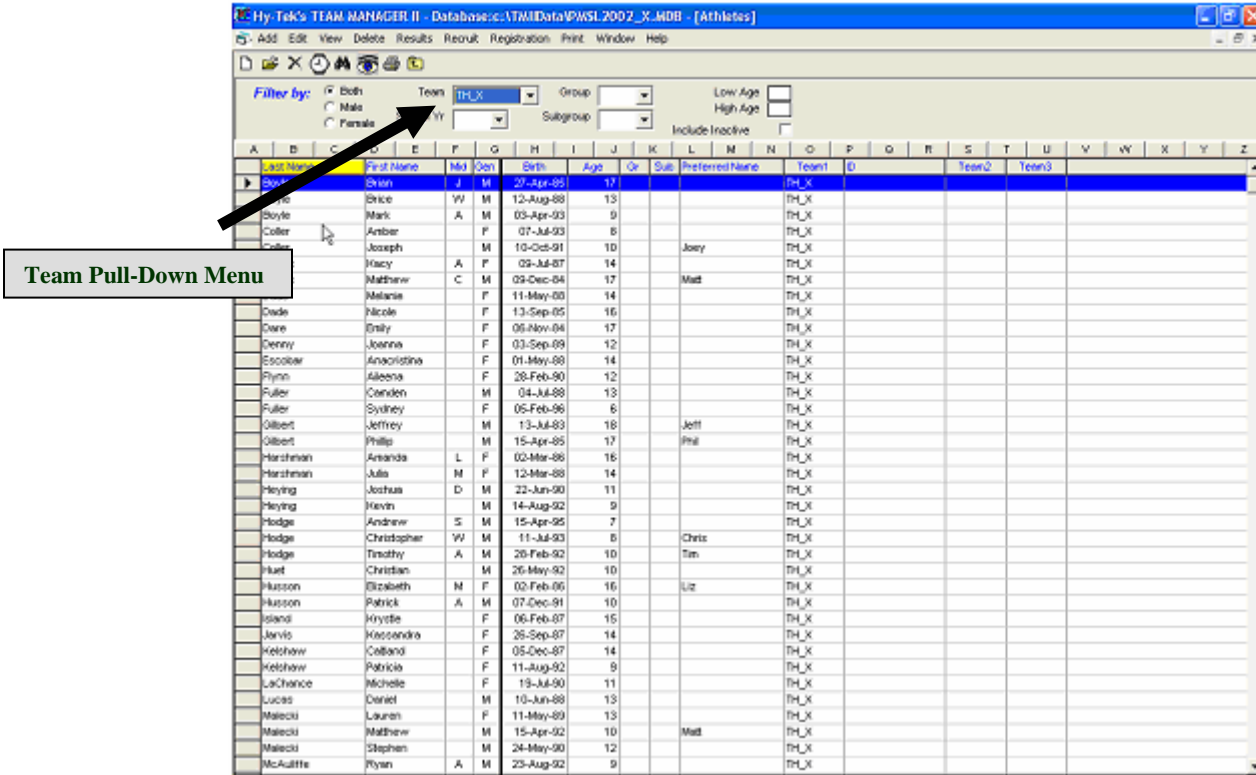
1.7 ZIP Files and Hy-Tek Software

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

Section 2 - Team Manager II Operations

2.1 Roster Entries

To view your team's roster, click on "Athletes". If you had previously set up your team as part of the Default Filter, your roster will be displayed (see screenshot below). Otherwise, select your team from the pull-down menu.



Athletes (Roster) Screen

The roster will be sorted alphabetically by last name. But, by clicking on the column headings, you can have the display sorted in other ways (e.g. sex, age or date-of-birth). From this screen, you can edit a swimmer's information, add a new swimmer, or delete a swimmer from the roster.

To add a swimmer, click on “Add” or the leftmost icon. The window shown below will be displayed. The information fields that *must* be filled-in are:

- Last name
- First name
- Birth Date (the program will calculate the age)
- Sex
- Team 1 (select your team from the full-down menu)

“Add Athlete” Window

All other fields, including Middle Initial, are optional. If you enter a preferred name (e.g. a swimmer whose first name is James, but goes by the name Jim), that name will be used on all reports, including meet results instead of the first name.

As you can see, you can also use this database for team management by entering mailing addresses, contact information etc.

When you entered all the information for the swimmer, click “OK”. The swimmer is added to the list and the form is cleared. When you are finished entering swimmers, click “Cancel”. Close the Athletes window to exit back to the main screen.

2.1.1 Copying Your Roster from Last Year's Database

Since the majority of your roster remains the same from year to year, it is easier to start from last year's roster than to re-enter all the swimmer information. This section will describe how to "export" a roster from a database (last year) and "import" that roster into a new database (this year).

Before you continue, make sure you have installed this year's database, as described in Section 1.6.1. You will also need a copy of last year's database containing your roster. If you no longer have a copy of your team's database from last year, check with the other data managers from the division you were in last year. If they imported meet results, their database should contain your roster, which they should be able to export using the procedures described below.

Start-up Team Manager II. If the current database that is opened is not last year's database (the name of the open database is in the blue title bar at the top of the window), open the database. Click "File", then "Open" and find the database and click on the name. Then click "Open".

Click on "File", then "Export", then "Athletes/Teams". The Export Athletes Window will be shown. On the left side of the window, select where you want this exported roster file to be saved on you disk. Select your team from the pull-down list. Make sure that "All" is selected. Then click the "OK" button. After the export is completed, you will get a confirmation box showing how many athletes were exported and the name of the exported file. Note the name of the file (you will need it for the import function) and click "OK", then click "Cancel".

Now, you need to open the new database for this year. Click "File", then "Open". Find this year's database and click "Open".

Click on "File, then "Import", then "Athlete Rosters". The Import Athlete Rosters Window will be shown. Navigate to find the Roster.ZIP file you had exported out of the previous database, then click "Open". An information window will tell you the file has been unzipped in directory TMIITemp. Click "OK".

In the Import Athletes Roster Window, click on the HY3 file, then click "Open". Another confirmation window will be shown. Click "OK". After the import is completed, another window will show you how many swimmers were imported. It should be the same number that was exported out of last year's database. Click "OK". Then click "Close".

The team code that was imported was the code from last year. If you team is in a different division this year, you will need to change the old code. For example if team ABC was in Division B last year, their code was ABC_B. If they are in Division C this year, their code will be ABC_C.

To change the team name, click on "Teams". You will see both last year's and this year's team code listed. Double click on the "Old" team code. In the Team Maintenance Window, change the code to the correct one for this year. When you click "OK", you will get a warning about duplicate team names. Click "OK".

Close the Teams window and go back to the Main TMII Screen.

The last thing that needs to be done is to “age-up” the swimmers to their PMSL ages for the current year. To do this, click “Set-Up”, the “AgeUp Athletes”. At the confirmation window, click “Yes”.

2.2 Dual Meet Entries

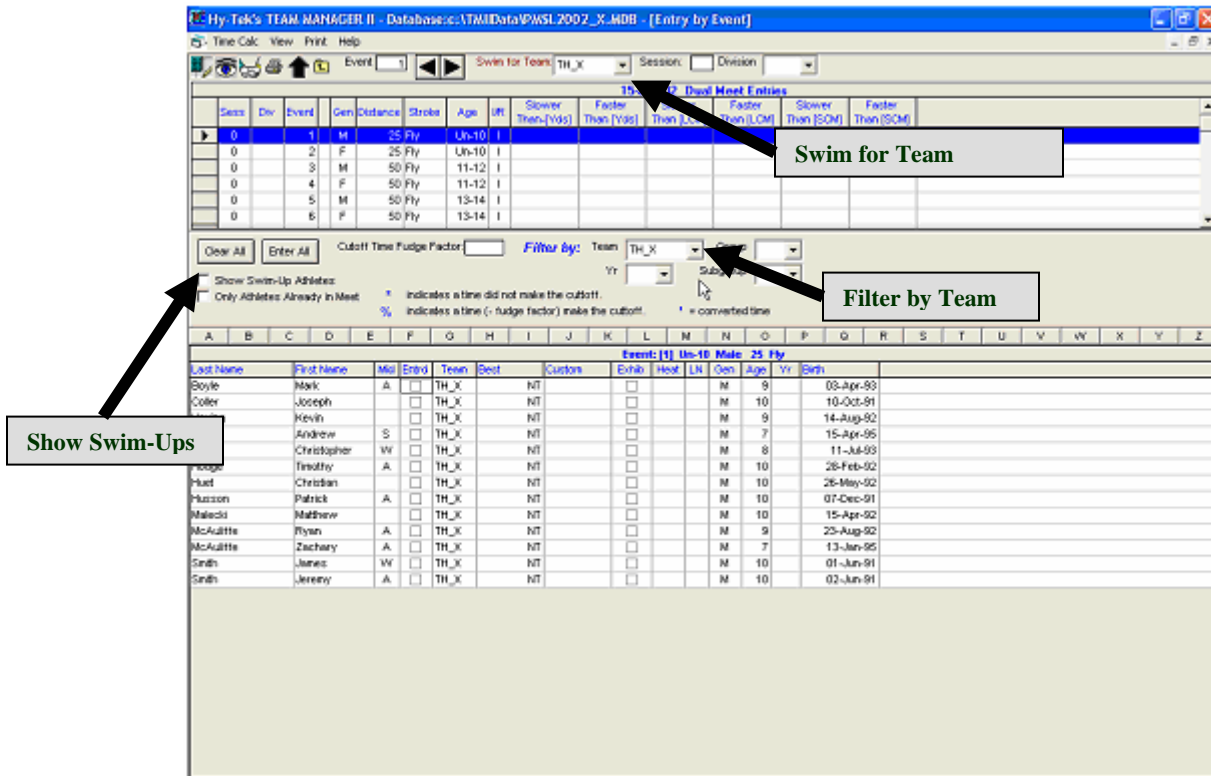
To create the entries for a dual meet, click on “Meets”. You will see a list of the meets that have been pre-defined in the database. In the list of meets, click on the meet for which you will be doing entries to highlight it (see screenshot below).

The screenshot shows a software window titled "TEAM MANAGER III - Database: C:\THMIDATA\PMSL2002_A.MDB [Meet Browser]". The window contains a menu bar (File, Edit, Delete, Events, Results, Entries, Ageup, Print, Window, Help) and a toolbar. Below the toolbar is a filter section with "Filter by:" and dropdown menus for "Course", "Meet Type", and "Meets Since: MM/DD/YY". The main area is a table with columns: Meet Name, Start Date, Course, Type, End Date, AgeUp Date, Since Date, Ind Charge, Relay Charge, Meet Charge, and Location. The table lists several meets, with "Dual Meet - Week #1" selected and highlighted in blue.

| Meet Name | Start Date | Course | Type | End Date | AgeUp Date | Since Date | Ind Charge | Relay Charge | Meet Charge | Location |
|---------------------|------------|--------|------|-----------|------------|------------|------------|--------------|-------------|----------|
| Top Times Report | 03-Aug-02 | S | | 05-Aug-02 | 31-May-02 | 01-Jun-02 | \$0.00 | \$0.00 | \$0.00 | |
| Divisional Meet | 27-Jul-02 | S | | 27-Jul-02 | 31-May-02 | | \$0.00 | \$0.00 | \$0.00 | |
| Dual Meet - Week #5 | 20-Jul-02 | S | | 20-Jul-02 | 31-May-02 | | \$0.00 | \$0.00 | \$0.00 | |
| Dual Meet - Week #4 | 13-Jul-02 | S | | 13-Jul-02 | 31-May-02 | | \$0.00 | \$0.00 | \$0.00 | |
| Dual Meet - Week #3 | 06-Jul-02 | S | | 06-Jul-02 | 31-May-02 | | \$0.00 | \$0.00 | \$0.00 | |
| Dual Meet - Week #2 | 29-Jun-02 | S | | 29-Jun-02 | 31-May-02 | | \$0.00 | \$0.00 | \$0.00 | |
| Dual Meet - Week #1 | 22-Jun-02 | S | | 22-Jun-02 | 31-May-02 | | \$0.00 | \$0.00 | \$0.00 | |

Meets Screen

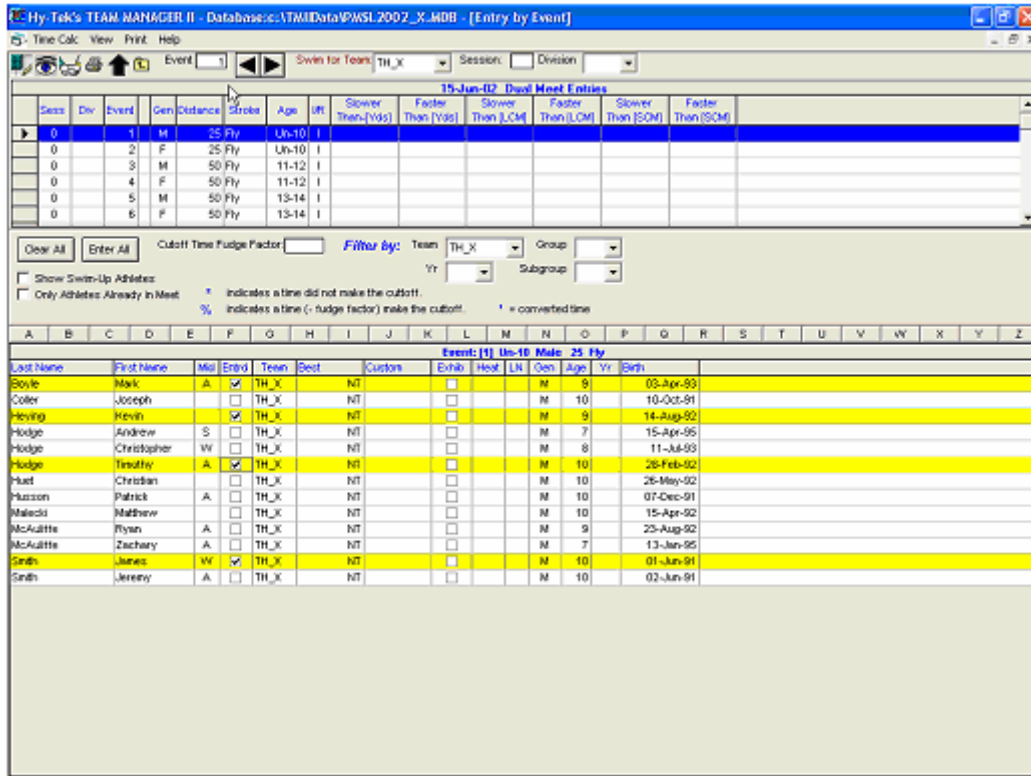
Next, click on “Entries”, then “Entry by Event”. If you had previously set up your Favorite Filter to your team, your team’s swimmers only will be shown in the lower part of the window. If not, select your team from the pull down lists “Swim for Team” near the top of the page and “Filter by Team” near the middle of the page.



Entry by Event

The only swimmers that are shown are those that are eligible (the correct age) for the event shown at the top of the page. If you want to also display swimmers eligible to swim-up into this event, click the checkbox “Show Swim-Up Athletes” at the left side of the page.

Simply click on the “Entrd” box of a swimmer to enter them in the current event. The box will be checked and the line will change to yellow. If you want to make a change, you can click the same box again and that swimmer will be un-selected. The screen below shows four entries in Event #1.

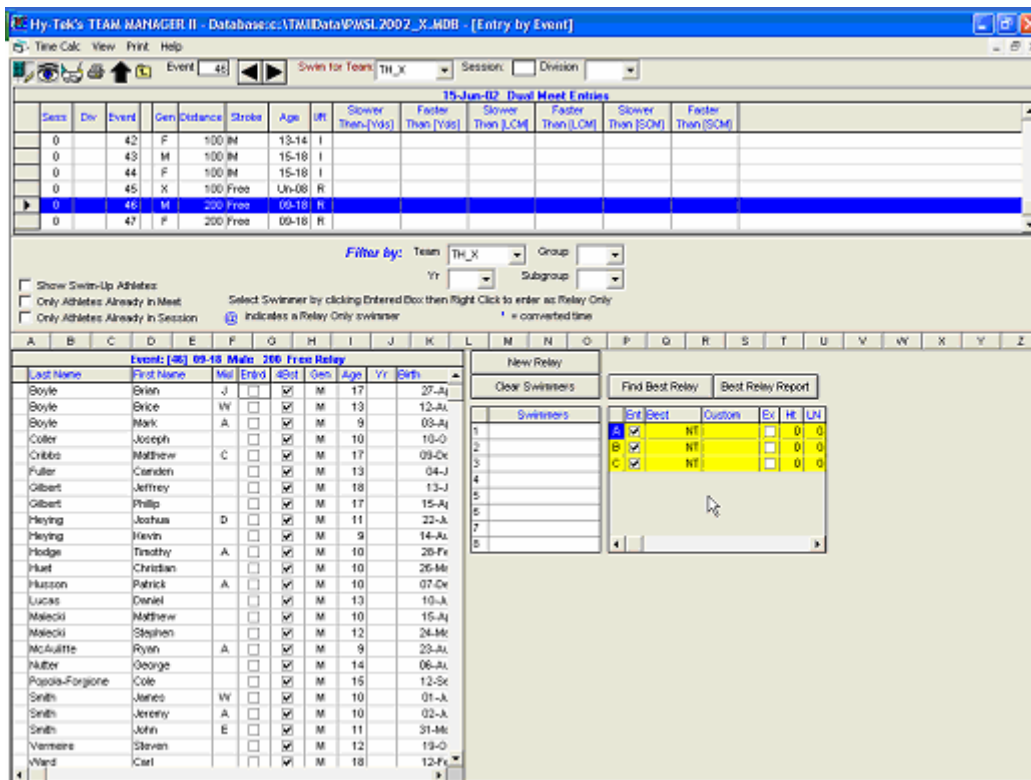


Entries for Event #1

To select the next event, click on the Right Arrow or Left Arrow icons next to the Event number shown near the top of the screen. You can also click on an event number in the event list near the top of the page.

Continue entering swimmers for the first 44 individual events.

For the relay events (45, 46, and 47), click the “New Relay” button for the number of relays (usually three) that you are entering in the event. You do not need to enter swimmers names in the relays, that will be done during the meet in Windows Meet Manager. The screen below shows three relays entered for Event #46.



Relay Entries

Close this “Entries” screen to get back to the “Meets” screen. There are several ways to verify your entries after you have completed the process.

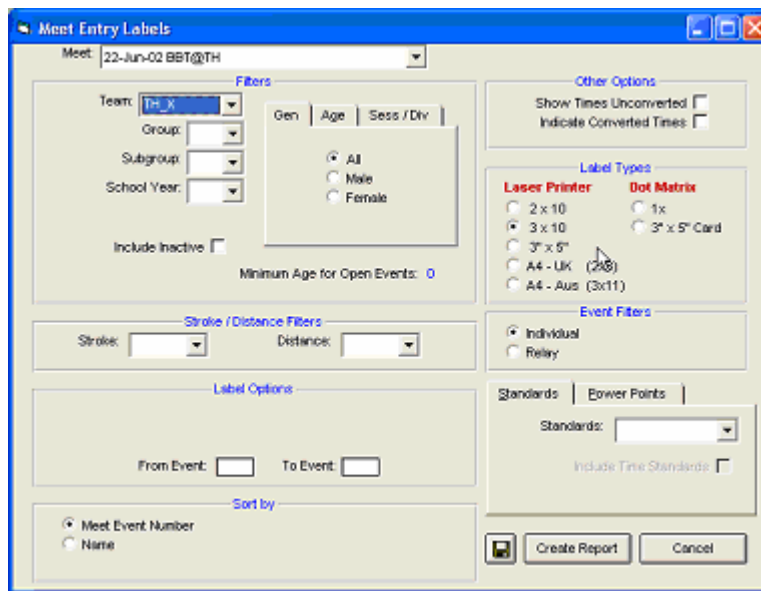
Click on “Entries”, then “Entries by Name”. You will see an alphabetical list of your team’s swimmers. Below the list of swimmers is a list of events they are eligible to swim with the ones they have been entered in highlighted. It is easy to review the list of swimmers and spot problems such as a swimmer not entered in enough events or too many events.

Click on “Print”, then “Entry Report”. Make sure that your team is selected, and that Sort by Meet Event Number is selected. Click on “Create Report”. After the report is created it will be displayed on the screen. You can review it on the screen or print it out by clicking the “Printer” icon. It is recommended that a copy of this report be printed and taken to the meet with your Entries Disk.

2.2.1 Entry Labels

If you have the Entries Labels option in Team Manager II, you can print labels for the Timer Cards. **REMEMBER THAT THE TIMER CARDS ARE STILL THE OFFICIAL LINE-UP FOR THE DUAL MEETS.** If you don't know whether your copy of TM II has the Entry Labels option, click on "Help", then "About" from the main screen. The current options will be shown. To add an option you don't currently own, contact Hy-Tek sales.

To print the labels, click on "Labels", then "Entry" from the main screen. From the dialog box (shown below), select the options you want, then click "Create Report". The labels report will be shown on the screen. If you are ready to print them, click the "Printer" icon. Shown below is an example of what the labels will look like.



Entry Labels Dialog Box

| | | |
|--|---|---|
| <p>#1 Boys 10 & U 25 Fly Heat: _____ Lane: _____ Boyle, Mark A 9 4/3/1993 TH_X NT BBT@TH 6/22/2002</p> | <p>#1 Boys 10 & U 25 Fly Heat: _____ Lane: _____ Heying, Kevin 9 8/14/1992 TH_X NT BBT@TH 6/22/2002</p> | <p>#1 Boys 10 & U 25 Fly Heat: _____ Lane: _____ Hodge, Tim 10 2/28/1992 TH_X NT BBT@TH 6/22/2002</p> |
| <p>#1 Boys 10 & U 25 Fly Heat: _____ Lane: _____ Smith, Jim 10 6/1/1991 TH_X NT BBT@TH 6/22/2002</p> | <p>#2 Girls 10 & U 25 Fly Heat: _____ Lane: _____ Coller, Amber 8 7/7/1993 TH_X NT BBT@TH 6/22/2002</p> | <p>#2 Girls 10 & U 25 Fly Heat: _____ Lane: _____ Keshaw, Patricia 9 8/11/1992 TH_X NT BBT@TH 6/22/2002</p> |
| <p>#3 Boys 11-12 50 Fly Heat: _____ Lane: _____ Heying, Joshua D 11 6/22/1990 TH_X NT BBT@TH 6/22/2002</p> | <p>#3 Boys 11-12 50 Fly Heat: _____ Lane: _____ Vermeire, Steven 12 10/19/1989 TH_X NT BBT@TH 6/22/2002</p> | |

2.3 Exporting Files for Dual Meets

2.3.1 What Files are Required for the Meet

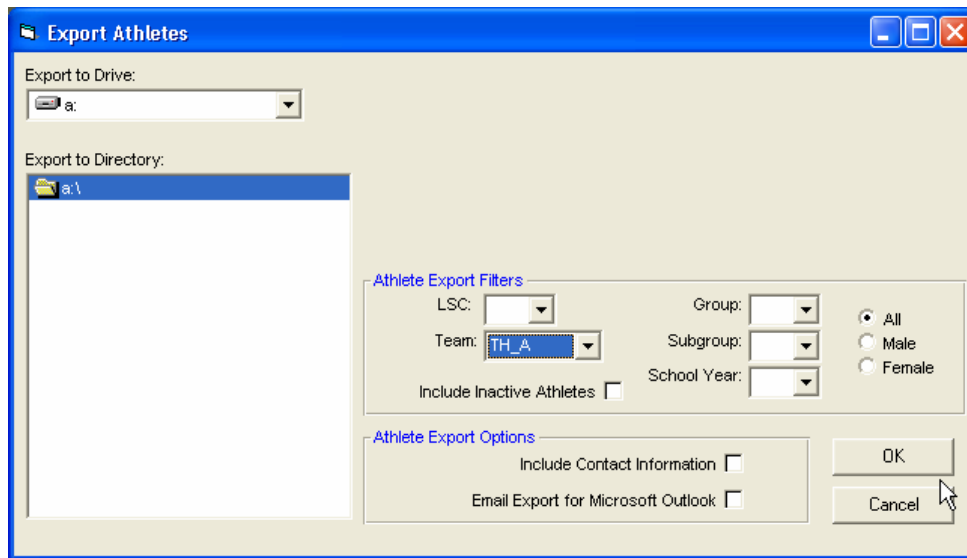
Each team is required to bring two files from Team Manager II to the meet:

- Meet Entries
- Roster.

It is important to bring the roster file, since there may be swimmers on the roster that for some reason aren't in the Meet Entries but swim in the meet. Since the Timer Cards, and not the Meet Entries file, is the official line-up, a card for a swimmer can be created after the Team Manager II line-up has been completed.

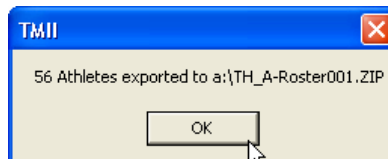
2.3.2 Exporting a Roster File

To create a roster file, click on the "File" menu, then "Export", then "Athletes/Teams". The dialog box shown below will be displayed. Select the Drive and Directory where you want the file to be written (often, the floppy disk drive). Check the Export Filters to make sure "all" and your Team are selected. Click on "OK".



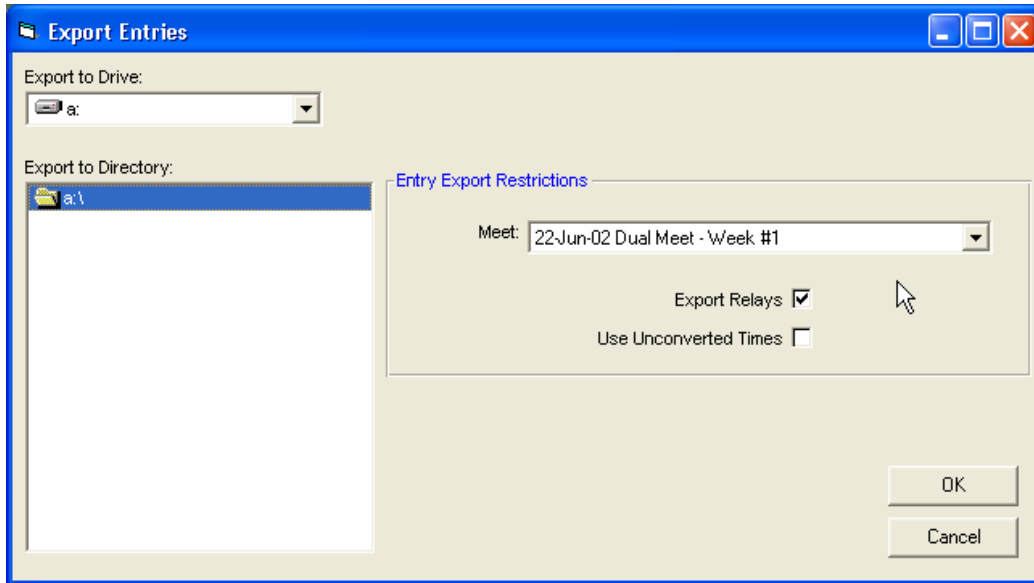
Export Roster Dialog Box

After the file is written, the following box is shown. It tells how many swimmers were on the roster it wrote and it tells the location where it wrote the file. Verify that it was written where you wanted it, so you can find the file later.



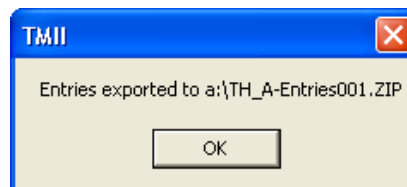
2.3.3 Exporting the Meet Entries File

To export the Meet Entries, click on the “File” menu, then “Export”, then “Meet Entries”. The dialog box shown below will be displayed. Select the Drive and Directory where you want the file to be written (often, the floppy disk drive). Select the Meet to be exported and make sure the Export Relays box is checked.



Export Meet Entries Dialog Box

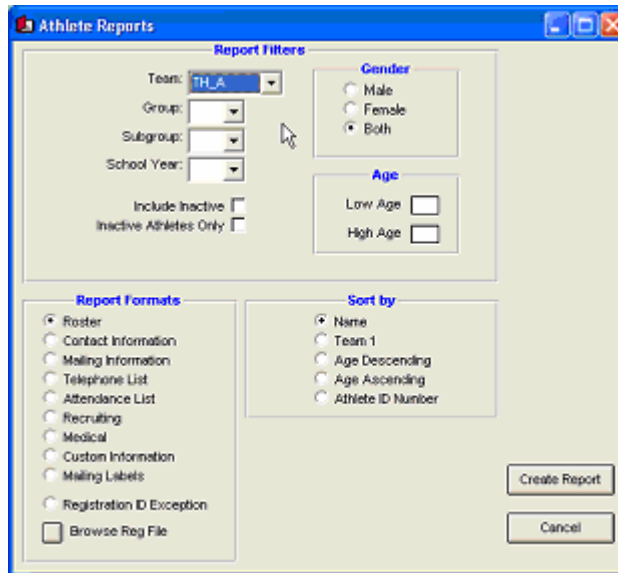
After the file is written, the following box is shown. It shows the name of the file and the location where it was written. Verify that it was written where you wanted it, so you can find the file later. Click “OK” in this box, then “Cancel” in the Event Entries Box.



2.4 Printing Reports

Besides the electronic copy of the roster and the electronic copy of the meet entries, each team is also required to provide an official hardcopy roster to the Clerk-of-Course with the lineup (Timer Cards). In addition, it is a good practice to also make a hardcopy of the Meet Entries (although that is not the official lineup).

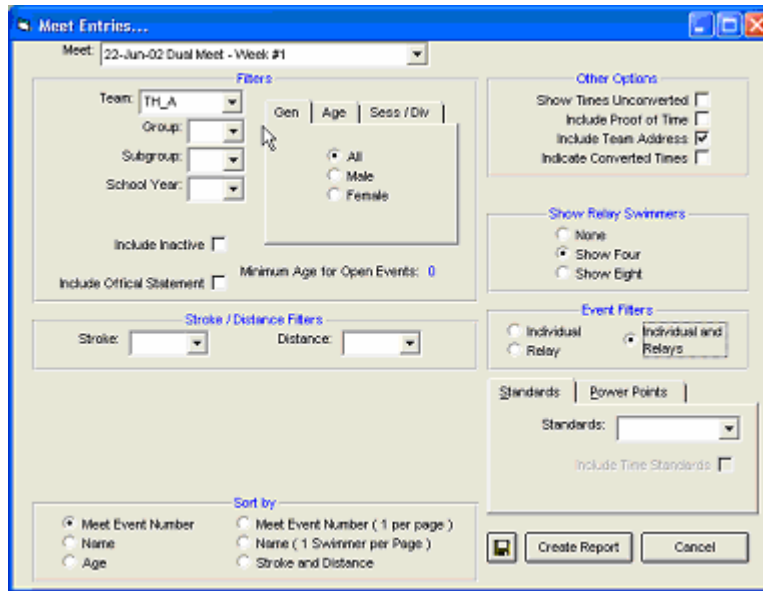
To print a roster, click on the “Reports” menu, then “Administrative”, then “Athletes”. In the dialog box (shown below), select your team from the list. If you leave all the other settings at their default settings, the roster will be output as an alphabetical list.



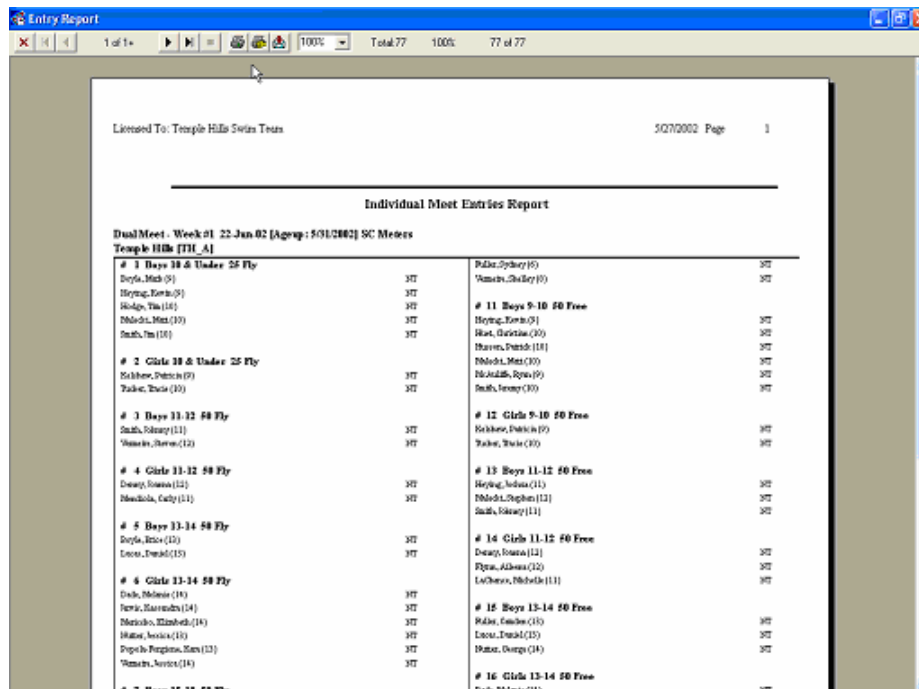
Click “Create Report” to generate the roster report on the screen (below). Click the small printer icon to print it out.

| Athlete Roster | | | | | | | | | |
|----------------------|-----|-----|------------|-----|-------|--------|--------|--------|--------|
| Temple Hills (TH_A) | | | | | | | | | |
| Name | Sex | Age | Birthdate | ID# | Group | School | | | |
| | | | | | | Yr. | Team 1 | Team 2 | Team 3 |
| Boyle, Brian | M | 17 | 4/27/1985 | | | | TH_A | | |
| Boyle, Bruce | M | 13 | 8/12/1988 | | | | TH_A | | |
| Boyle, Mark | M | 9 | 4/31/1993 | | | | TH_A | | |
| Collier, Amber | F | 8 | 7/31/1993 | | | | TH_A | | |
| Collier, Joey | M | 10 | 10/30/1991 | | | | TH_A | | |
| Crillo, Eacy | F | 14 | 7/6/1987 | | | | TH_A | | |
| Crillo, Matt | M | 17 | 12/26/1984 | | | | TH_A | | |
| Dade, Melissa | F | 14 | 5/11/1988 | | | | TH_A | | |
| Dade, Nicole | F | 16 | 9/13/1985 | | | | TH_A | | |
| Dare, Emily | F | 17 | 11/6/1984 | | | | TH_A | | |
| Derry, Joanna | F | 12 | 9/3/1989 | | | | TH_A | | |
| Escobar, Anacristina | F | 14 | 5/1/1988 | | | | TH_A | | |
| Flynn, Allison | F | 12 | 3/28/1990 | | | | TH_A | | |
| Fulco, Candice | M | 13 | 7/4/1988 | | | | TH_A | | |
| Fulco, Sydney | F | 6 | 2/3/1996 | | | | TH_A | | |
| Gilbert, Jeff | M | 18 | 7/13/1983 | | | | TH_A | | |
| Gilbert, Phil | M | 17 | 4/15/1985 | | | | TH_A | | |
| Hartman, Amanda | F | 16 | 3/3/1986 | | | | TH_A | | |
| Hartman, John | F | 14 | 3/12/1988 | | | | TH_A | | |
| Haynes, Joshua | M | 11 | 6/23/1990 | | | | TH_A | | |
| Haynes, Kevin | M | 9 | 8/14/1992 | | | | TH_A | | |
| Holops, Andrew | M | 7 | 4/15/1995 | | | | TH_A | | |
| Holops, Chris | M | 8 | 7/11/1993 | | | | TH_A | | |
| Holops, Tim | M | 10 | 3/28/1992 | | | | TH_A | | |
| Hoot, Christian | M | 10 | 5/26/1992 | | | | TH_A | | |
| Hudson, Liz | F | 16 | 3/3/1986 | | | | TH_A | | |
| Hudson, Patrick | M | 10 | 12/7/1991 | | | | TH_A | | |
| Idland, Kayla | F | 15 | 2/6/1987 | | | | TH_A | | |
| Jervis, Kassandra | F | 14 | 9/26/1987 | | | | TH_A | | |
| Koblow, Caitlin | F | 14 | 12/5/1987 | | | | TH_A | | |
| Koblow, Patricia | F | 9 | 8/11/1992 | | | | TH_A | | |
| LaChaux, Michelle | F | 11 | 3/16/1990 | | | | TH_A | | |

To create and print out the Meet Entries report, click on the “Reports” menu, then “Performance”, then “Meet Entries”. In the dialog box (shown below), select the meet from the list. Also, select your team from the list. Click on the “Individuals and Relays” button to include relays in the report.



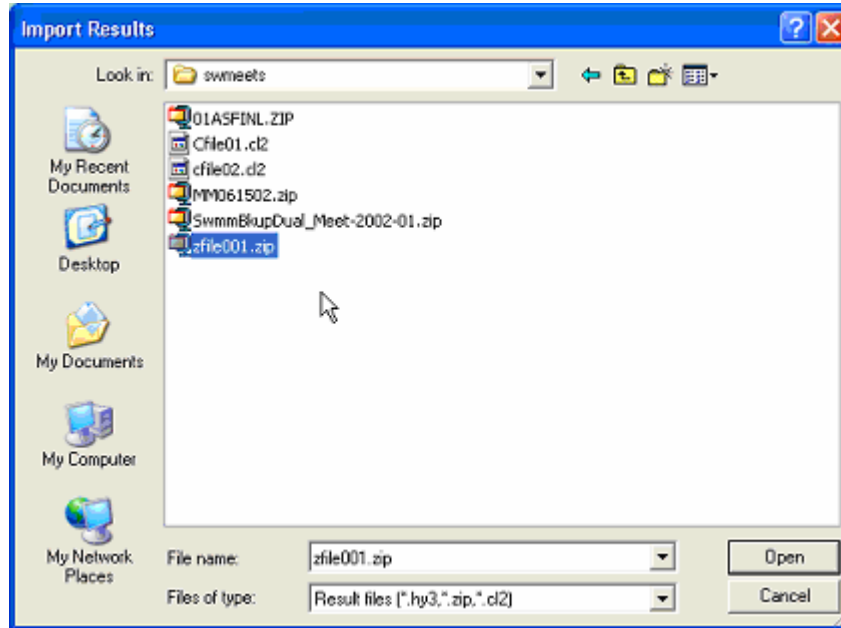
Click “Create Report” to generate the report on the screen (below).). Click the small printer icon to print it out.



2.5 Importing Meet Results from Windows Meet Manager

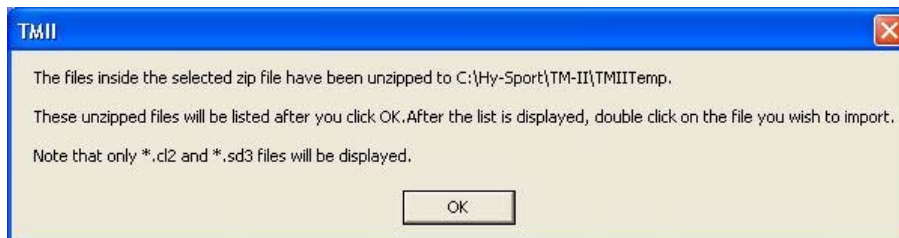
After a meet is completed, the home Team Data Manager will export the results from Windows Meet Manager. Those results must be imported back into Team Manager II to keep an accurate record of the times swum. This information will be used later to create the Meet Entries for the Divisional Meet.

The file should be in the form of “zfile001.zip” or “cfile002.cl2”. From the Main Screen, click on the “Files” menu, then “Import”, then “Meet Results”. Navigate to the disk/directory where the zip or cl2 file is located. Click on the name of the file, then click “Open”.

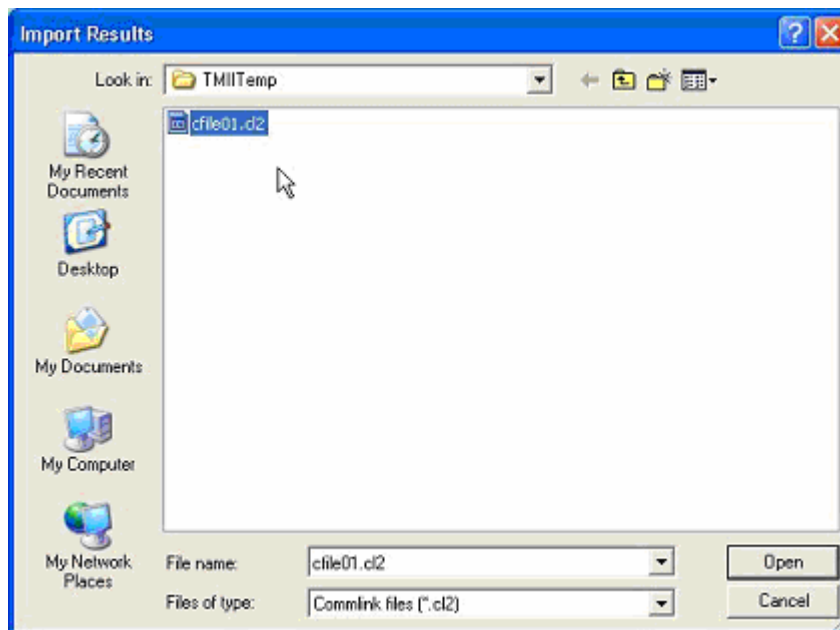


Import Results Dialog Box

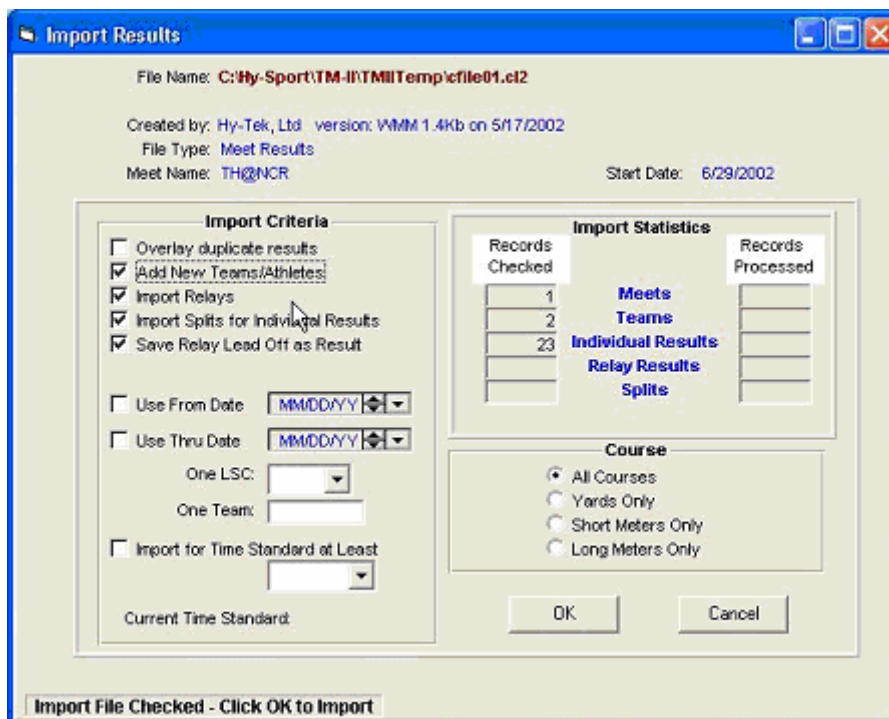
If the file is a “zip” file, the box shown below will be displayed. This tells you the location where the unzipped “cl2” file is located. Click “OK”.



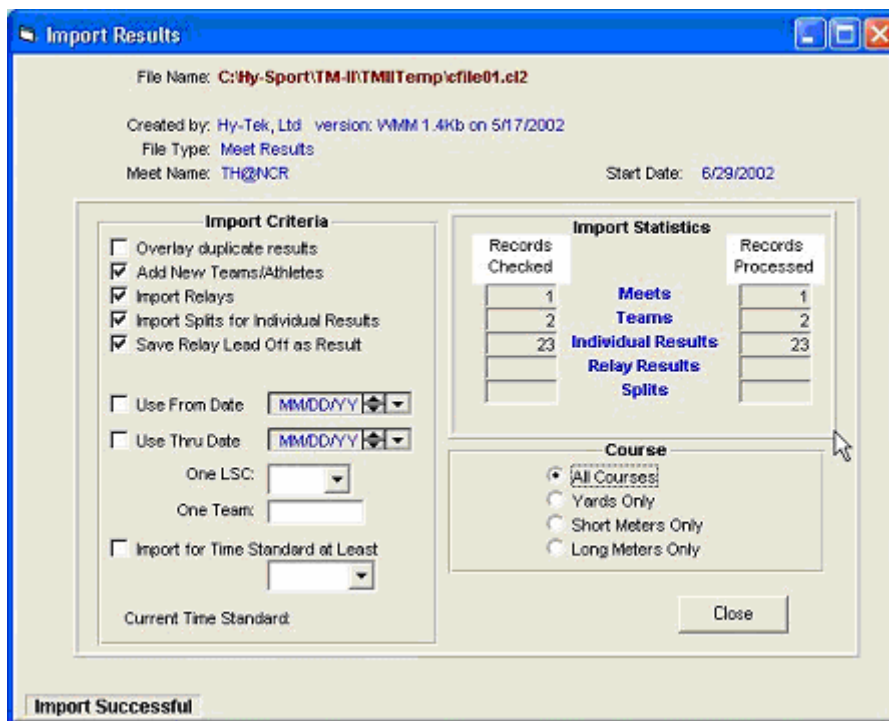
The next box will show the folder where the “Cl2” file is located. Click on the filename, then click “Open”.



After the “cl2” file is opened, TM II shows what was in the file. Verify that the Meet Name and Date are correct. You will also see under Import Statistics how many results were found in the file. Make sure you click “Add New Teams/Athletes” under the Import Criteria so that any new swimmers entered on the roster at the meet will get correctly loaded in the database. Click “OK”.



After the file is loaded into the database, TM II updates the box to show that the operation was successful. Note that in the Import Statistics box, the Records Processed fields are now filled-in. The Records Processed should match the Records Checked. Also “Import Successful” should be displayed in the lower, left-hand corner of the box. The Import Meet Results is now completed.



2.6 Predict Results

If your copy of Team Manager II has the Predict Results option, you can run a simulated meet between any two teams you have in your database. Be aware that this function DOES NOT use the PMSL scoring rules and DOES NOT use the PMSL limit of three events per swimmer. Therefore, any score produced is not indicative of any result of an actual PMSL meet between those two teams. The primary value of this function to your coach is to provide a easy way of comparing individual swimmers between teams.

To access this function, click on the “Reports” menu, then “Performance”, then “Predict Results”. You can access the instructions for using this function in the Team Manager II Manual or by using the on-line Help.

2.7 Top Times Report

One of the very useful reports to the coaches is a Top Times Report. This is a report of all the swimmers on the team with their best times (converted) in every event they've swum during the season. TM II can produce a Top Times Report. Click on "Reports", then "Performance", then "Top Times".

There are lots of options of what to include in this report and how to format the report. The problem with this Hy-Tek report is that it cannot report the data by event number, and a report by event number is the easiest for the coaches to follow while doing their meet line-ups.

There is a way to get a top times report by event number. It takes a small amount of work, but is very straight forward. A meet has been defined in the database called "Top Times Report". Click on "Meets", then on the "Top Times Report" meet, then go to Entries by Event".

Do event entries for this "meet" just like described in section 2.2. For each event, click the "Enter All" button. What you'll end up with is every swimmer entered in every event, for which they are eligible, in the "Top Times Report" meet.

Then if you do a Meet Entries Report, by clicking on "Reports", then "Performance", then "Meet Entries", you will get a report that shows the top times for all the swimmers in all the events.

Section 3 - Running a Meet Using Windows Meet Manager

Like Team Manager II, Windows Meet Manager operates on database files. In Team Manager II you have one database that contains all the meets and teams for the summer. In Windows Meet Manager, each swim meet is a separate database, so you will have multiple databases during the summer.

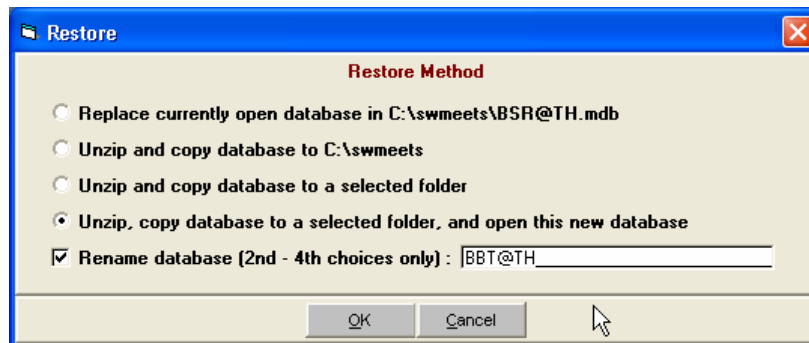
3.1 Before The Meet

3.1.1 Creating the Meet Database

All dual meets must be run using a database created from the PMSL-supplied dual-meet template. The template file, “SwmmBkupDual_Meet-200Y.zip” can be downloaded from the PMSL web site. Or, your Division Data Manager can email it to you. ***Do not UNZIP this file, Win-MM will do that for you.***

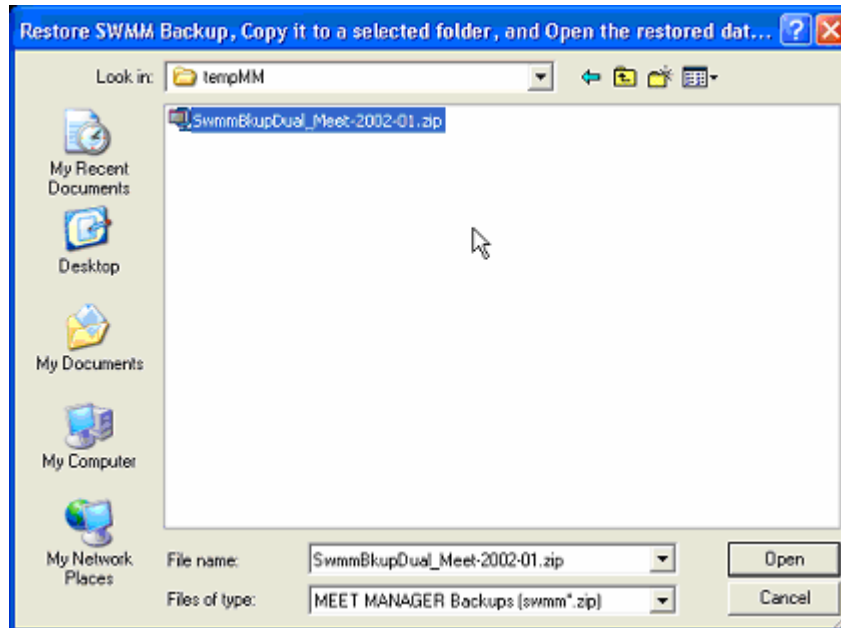
It is recommended that this process of creating the meet database be done before the day of the meet.

To create the Meet Database for a dual meet in Windows Meet Manager, click on the “File” menu, then “Restore”. The following dialog box will be displayed.

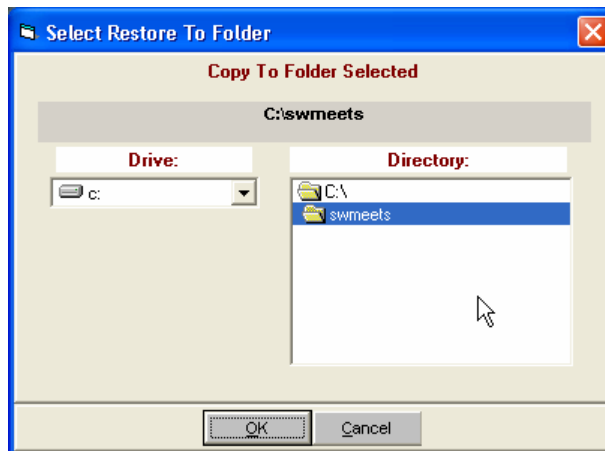


Select the fourth option “unzip, copy database to selected folder, and open this new database” as shown above. Click the “Rename database” box and enter the name you want to use for the database. Use the format VisitingTeam@HomeTeam (e.g. BBT@TH, as shown above. Click “OK”.

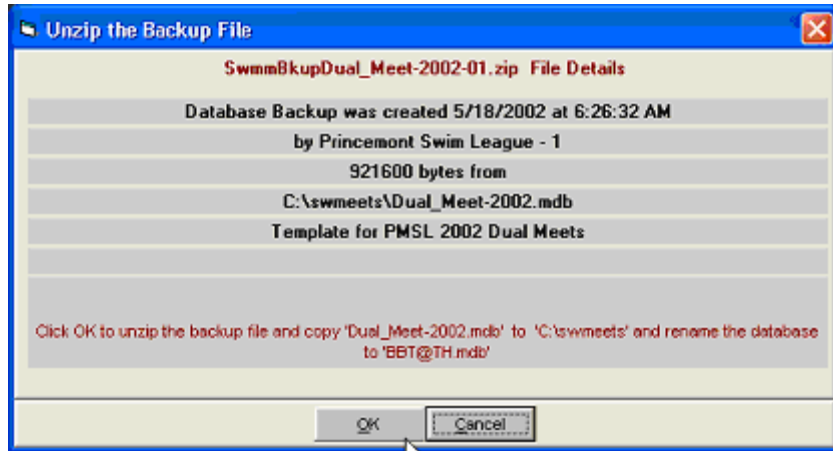
In the next box (shown below), you have to tell Win-MM where to find the backup of the template. After you navigate to the folder where you stored the file, click on the name of the file, then click “Open”.



The next dialog box (shown below) is where you select the location of the database you’re creating. The Hy-Tek default location is shown, but you can store your databases wherever you prefer. Navigate to the folder you want to use, then click “OK”.



The next box (shown below) will give you details of the database file you are about to create.



If everything looks good here, click “OK” to create the database. After the database is created, Win-MM gives you confirmation that the operation was successful (box shown below). Click “OK”.



The name of the database you just created will be displayed in the blue bar at the top of the screen. The next step is to set up the specifics of your meet.

3.1.2 Customizing the Meet Database

The parameters you will need to customize for the meet database you created include the location and date of the meet, the course (if not short-course meters), and your printer type.

First, click on the “Set-up” menu, then “Meet Set-up”. You will see the set-up box shown below.

The screenshot shows a 'Meet Set-up' dialog box with the following fields and options:

- Meet Name:** Dual Meet Template-2002
- Location:** (empty text field)
- Start Date:** 6/15/2002
- End Date:** 6/15/2002
- ID Format:**
 - USS - United States Swimming
 - NZSF - New Zealand Swimming
 - SSA - Swimming South Africa
 - AUS - Australian Swimming
 - UK - United Kingdom ASA
 - Other
- Base Country:** USA (dropdown menu)
- Pool Size:**
 - Number of Lanes in pool: 6
 - Touch Pads at both ends:
- Class:**
 - Age Group
 - Senior / Open
 - High School
 - College
 - YMCA
 - Masters
 - Disabled
- Course:**
 - LC Meters
 - SC Meters
 - Yards
- Meet Type:**
 - Standard
 - Divisions -**
 - By Event
 - By Team
 - By Entry
 - Flighted
 - Time Standards
 - Combined Events -**
 - Triathlon
 - Pentathlon
 - Heptathlon
 - Decathlon
- Meet Style:**
 - Standard
 - 2 Team Dual
 - 3+ Team Dbl Dual

Buttons: OK, Cancel

Change the Meet name to VisitingTeam@HomeTeam. Enter the Location of the meet. Then enter the date of the meet in both the Start Date and End Date fields.

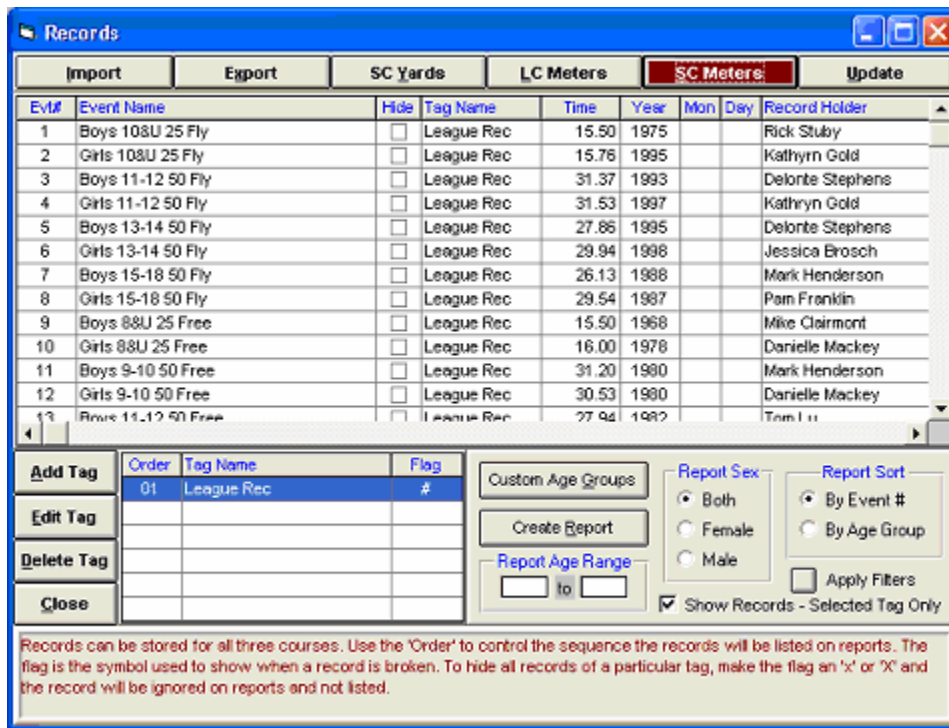
If your pool is 25 yards, change the course to “Yards”, otherwise leave that field at SC Meters. Instructions for how to handle non-25M pools are given later. Do not make any other changes in this box. Even if your pool is not six lanes, you do not need to change the Pool Size. You should end up with a box looking something like the one shown below. Click “OK”.

Click on the “Set-up” menu, then “Report Preferences”. Click on the “Printer” tab and select the printer you will be using from the list of all windows-defined printers on your system. Then click “OK”

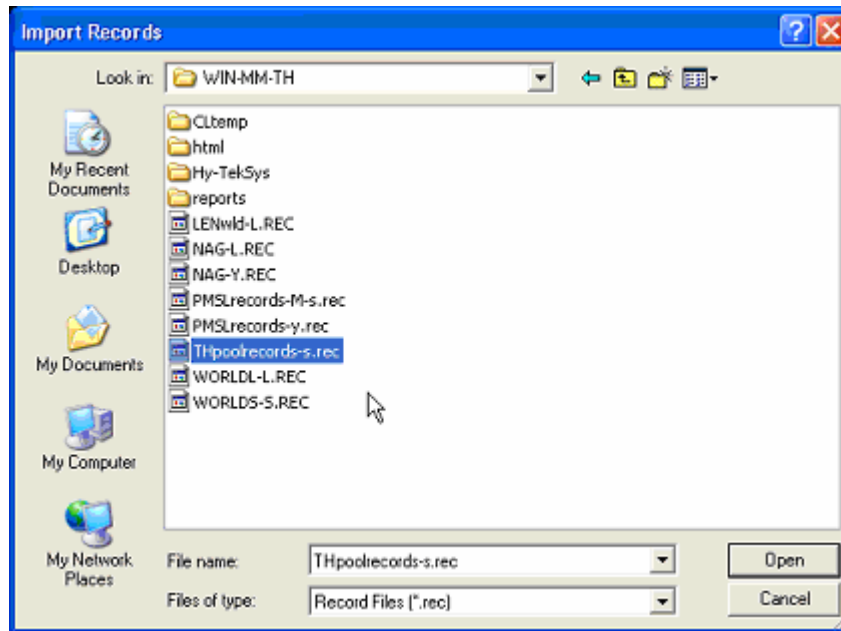
3.1.3 Entering Pool Records into the Database

The PMSL league records for Meters and Yards are already in the database template. If you have a file containing your pool records, you can import them for the meet. You must have previously entered them and saved them in a file. The procedures for entering the records and saving them in a file are in the Hy-Tek Meet Manager for Windows Manual or you can access the on-line Help.

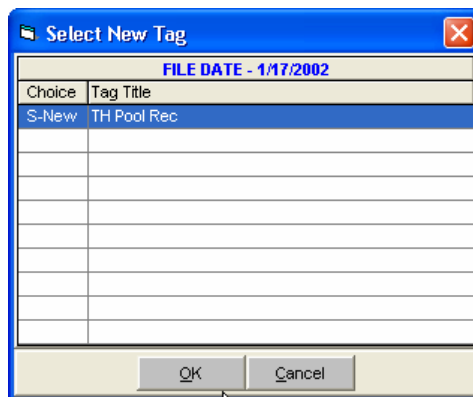
At the Main Screen, click on the “Events” menu, then click the “Records” button. The Records Window should show the League Records for the Course (SC Meters or SC Yards) you are swimming. Click the “Import” button.



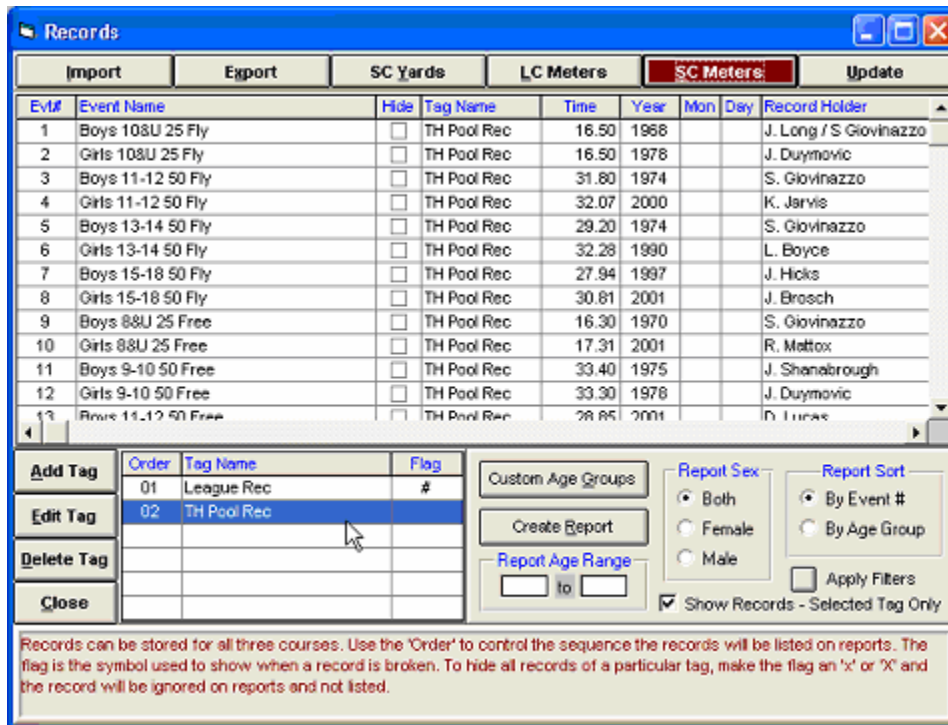
Navigate to the drive/directory where your record file is located. Click on the name of your records (.rec) file, as shown below. Then click “Open”.



On the Select New Tag dialog box, click “OK”.



Click on the Tag Name of your pool records to view them (see below). Now click “Edit Tag”



Enter any single character into the Flag field. This is the character that will be displayed on Meet Results if a record is broken. Note that the default flag for League Records is “#”. Click “OK”.



Then click the “Close” box in the Records Window and the “Close” box in the Events Window.

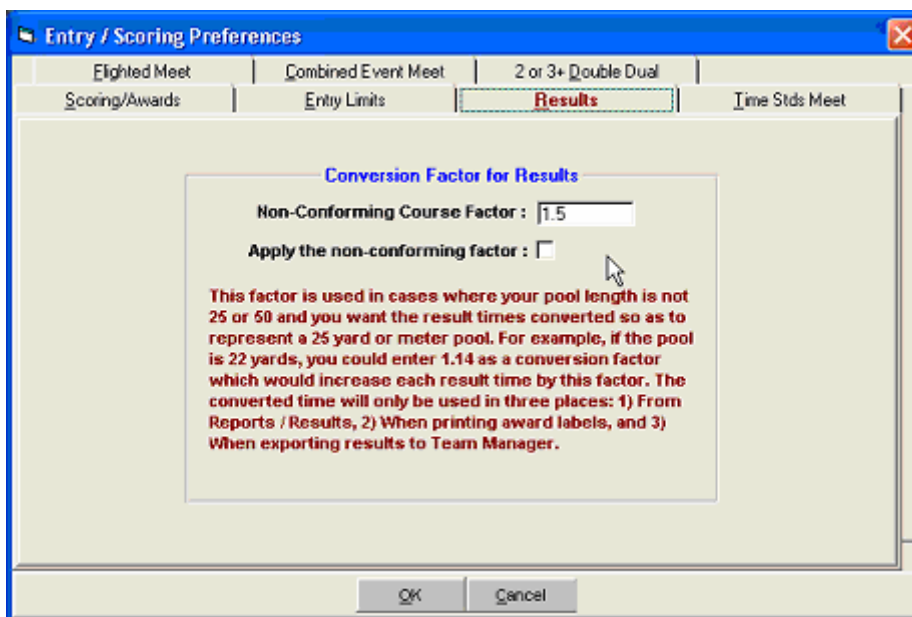
3.1.4 Non-Standard Pools

For meet in the non-standard pools:

- Bolling AFB
- Indian Head
- New Carrollton
- Prince George's Pool
- Theresa Banks
- West Laurel

One additional set-up parameter must be entered in the database. The procedures for meets at Adelphi will be addressed separately.

Click on the “Set-up” menu, then “Entry/Scoring Preferences”, then “Results”. The dialog box shown below will be displayed.



In the box labeled “Non-Conforming Course Factor” enter the value from the table below. **DO NOT** check the “Apply the non-conforming factor” box at this time.

| <u>Pool</u> | <u>Factor</u> |
|-------------|---------------|
| BAF | 0.82 |
| IH | 0.82 |
| NCR | 0.97 |
| PGP | 0.96 |
| TB | 0.97 |
| WLS | 1.02 |

Click “OK”.

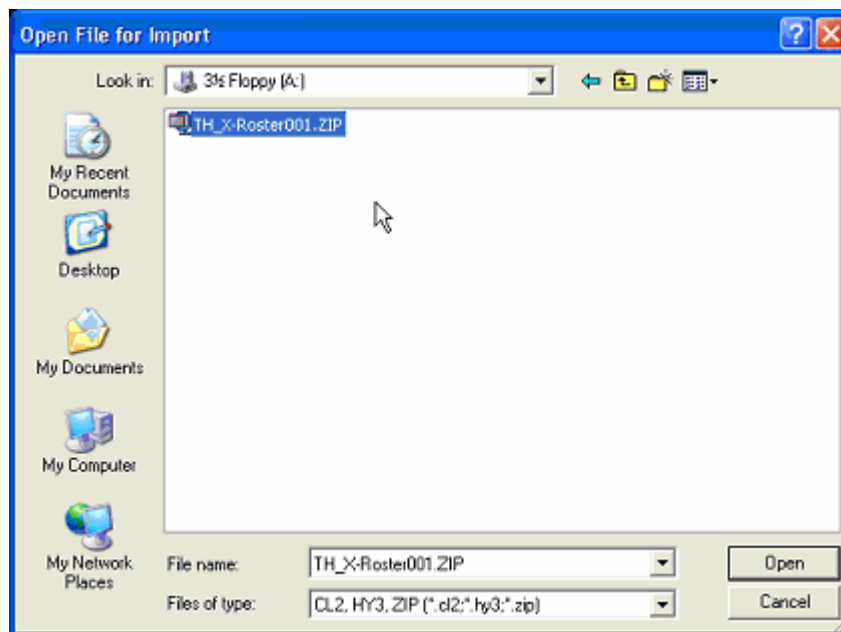
3.1.5 Importing the Meet Rosters and Meet Entries

Both teams should come to the meet with two files, a Roster file and a Meet Entries file. It is recommended that you have the visiting team's Data Manager email you the roster in advance so that you can already have the rosters in the database.

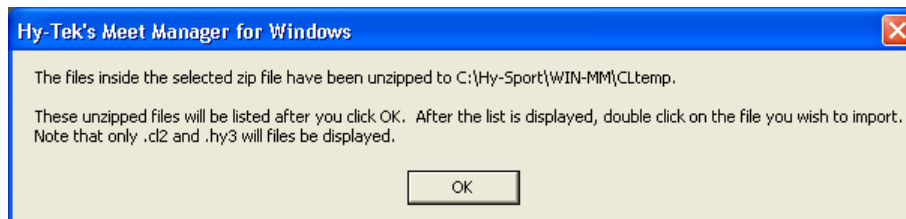
You should always import a team's Roster before you import their Meet Entries.

3.1.5.1 Rosters

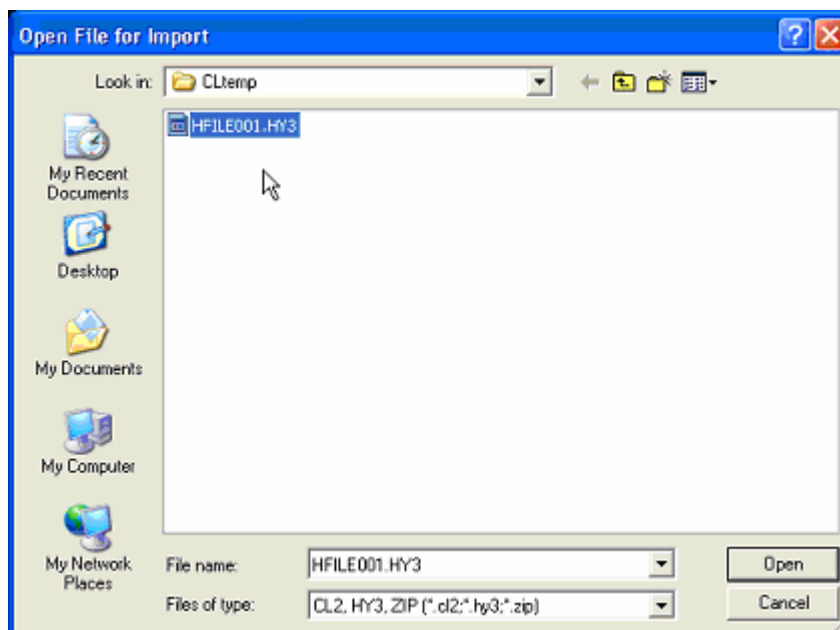
To import the Roster file, click on the "File" menu, then "Import", then "Rosters Only". Navigate to the disk/folder where the roster is located. Click on the name of the Roster file (shown below), then click "Open".



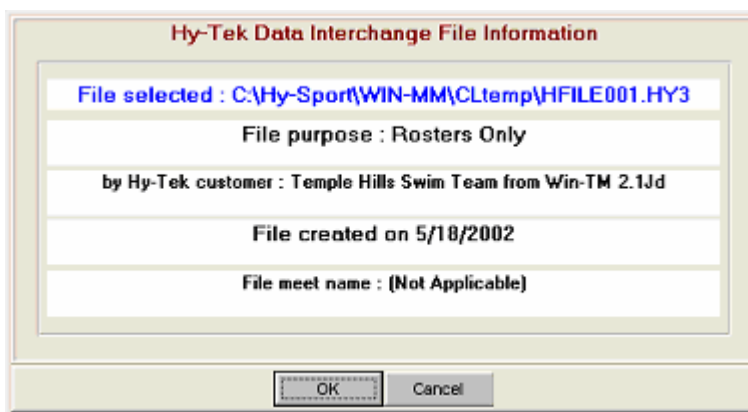
The next box to be displayed will show you where the unzipped file was saved. Click "OK".



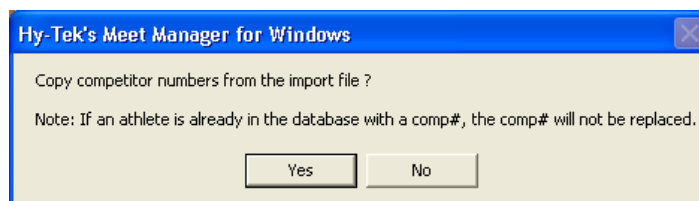
Click on the HY3 file that is shown, then click “Open”.



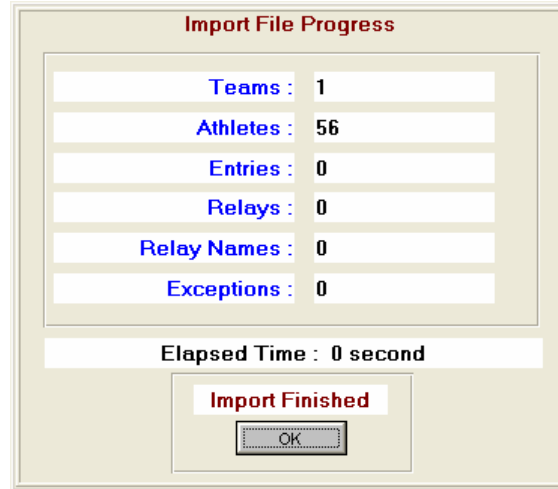
The next box gives you information about the file you selected. If everything looks OK, click “OK”. If this is not the file you wanted, click “Cancel” and go back and try again.



In the next box (shown below), click “No”.

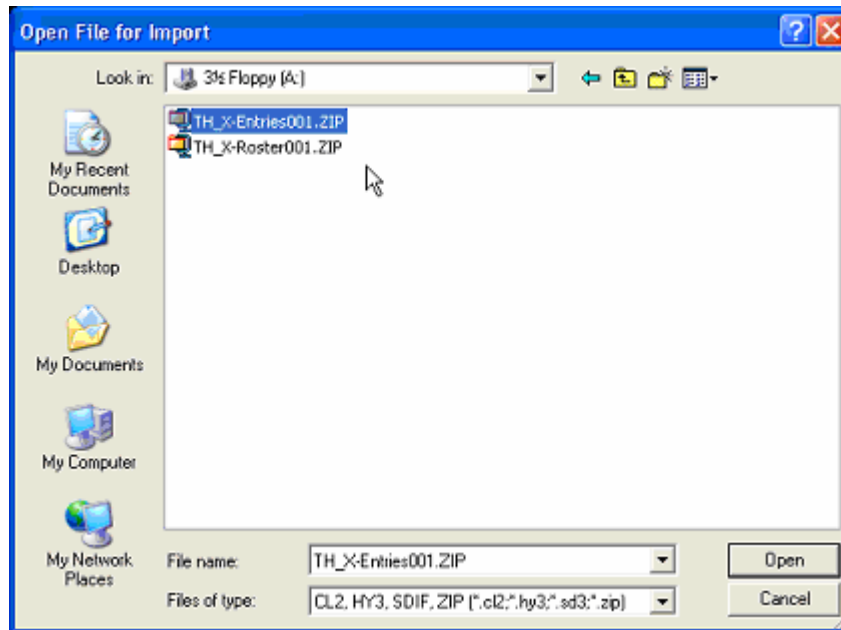


After Win-MM reads the file, it will show you how many swimmers it imported. Click “OK” to finish.



3.1.5.2 Meet Entries

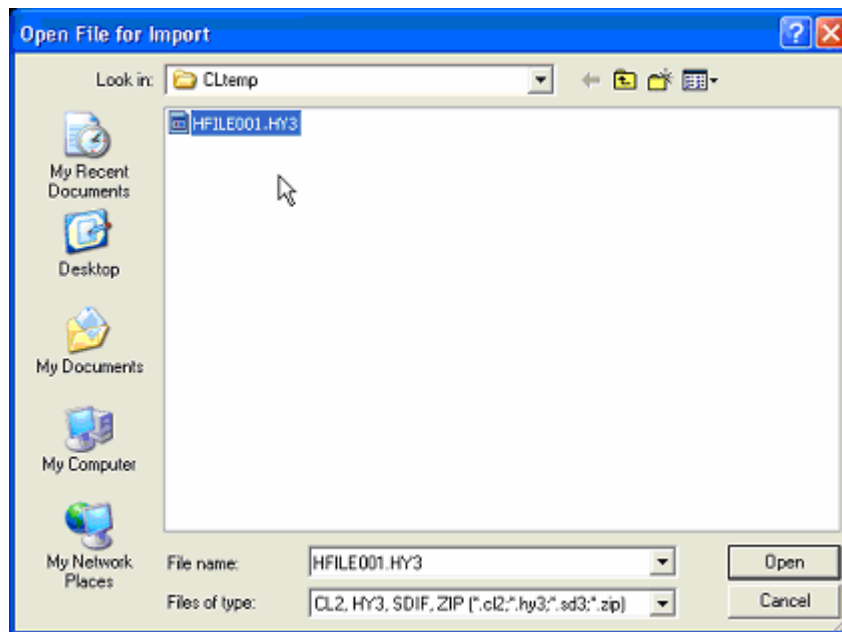
To import meet entries, click on the “File” menu, then “Import”, then “Entries”. In the file selection box, navigate to the disk/folder that contains the entry file. Click on the file name of the entries file, then click “Open”.



The next box to be displayed will show you where the unzipped file was saved. Click “OK”.



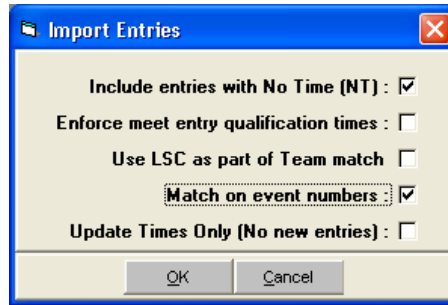
Click on the HY3 file that is shown, then click “Open”.



The next box gives you information about the file you selected. If everything looks OK, click “OK”. If this is not the file you wanted, click “Cancel” and go back and try again.



In the next box, make sure the “Include Entries with No Time” and “Match on event numbers” options are selected. Click “OK”.



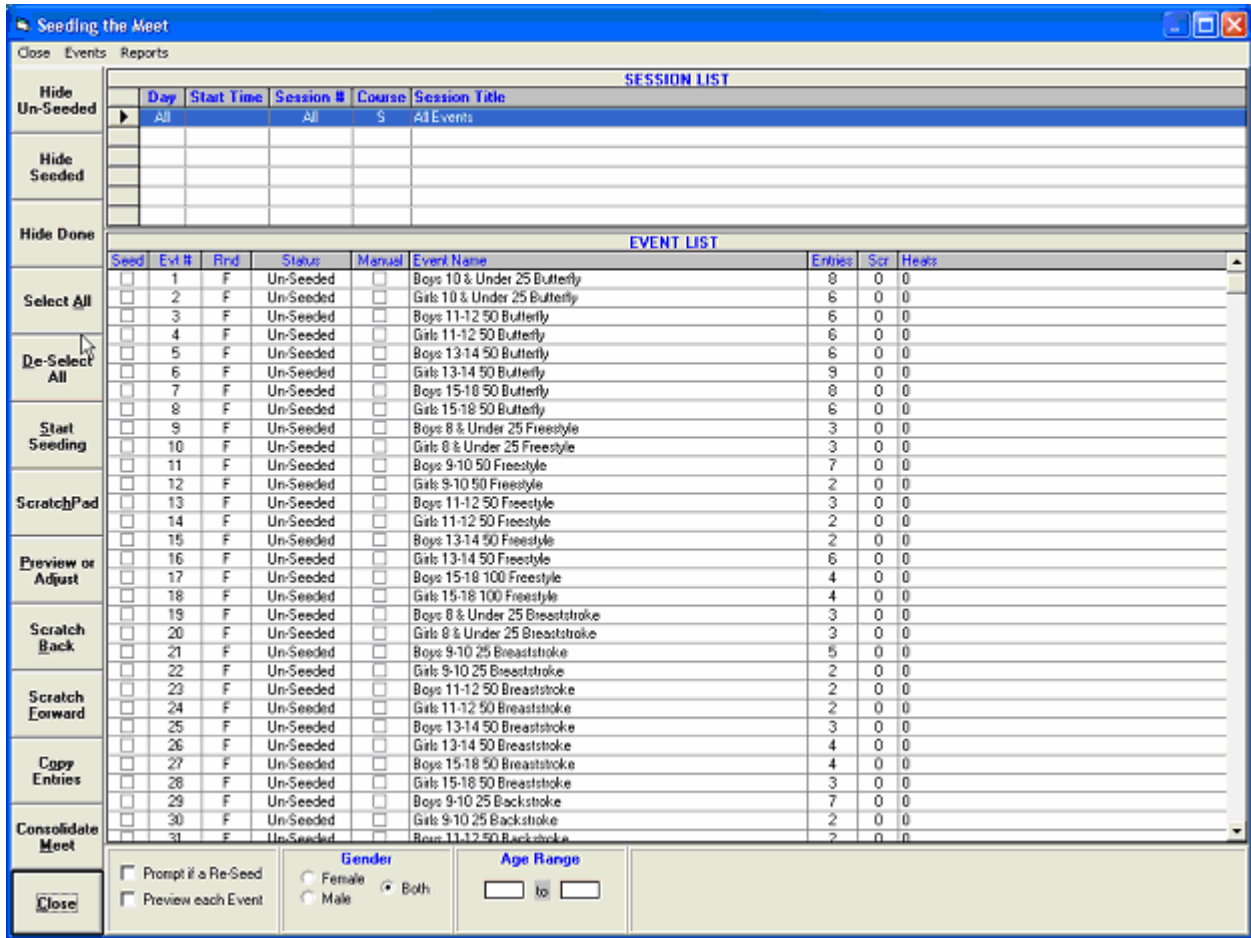
When the import is completed, you get a confirmation box (shown below) that tells you what was imported. Click “OK”.



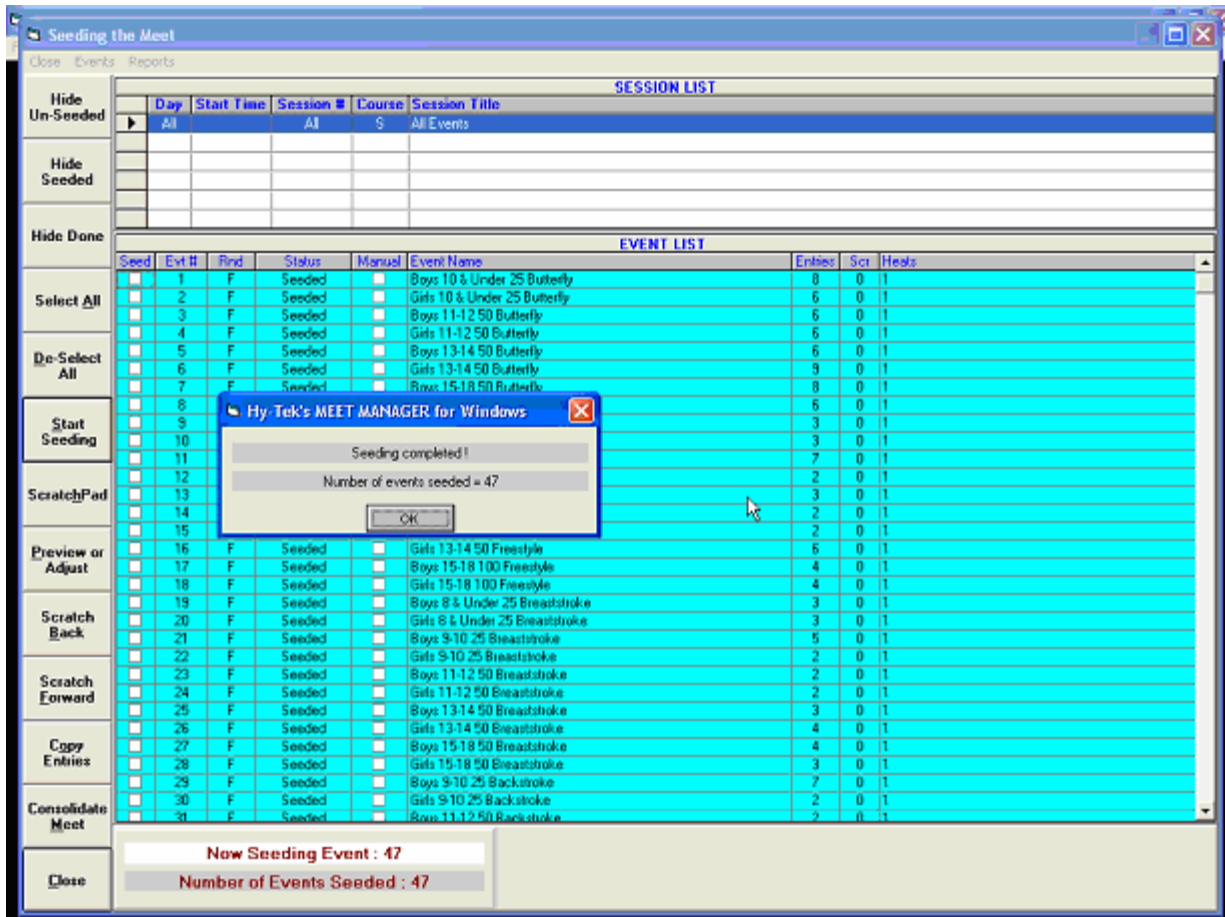
Repeat the process for the other team’s entries.

3.1.6 Seeding the Meet

Even though the Timers Cards are the official line-up, and the meet is seeded at Clerk of Course, you still have to go through the “seeding” process in Win-MM. The only purpose of this “Seeding” process is change the event status from UnSeeded to Seeded. You cannot run the meet until this is done. Fortunately, it is very easy to do in Win-MM. From the Main Screen, click on “Seeding”. You should see the window shown below.

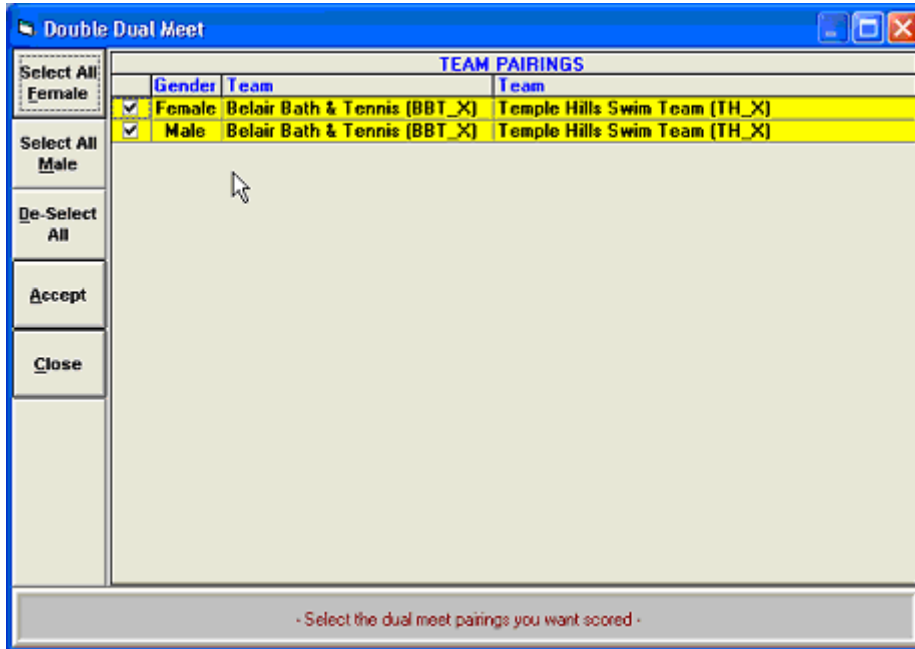


Click the “Select All” button on the left-hand side of the window. The “seed” box for all 47 events should be selected and all the events will turn to yellow. Click the “Start Seeding” button. After the program completes the seeding, you will get a confirmation of how many events were seeded (should be 47). Also note that the event list changed color and that the status of all the events went from UnSeeded to Seeded. Seeding is now completed. Click the “Close” button in the lower left-hand corner.



3.1.7 Selecting the Teams for Scoring the Meet

The last thing you need to do before the meet is select the two teams for scoring. Even though there are only two teams in the meet, Win-MM won't display the scores on the Run Meet screen if you don't do this step. From the Main Screen, click on the "Set-up" menu, then "Entry/Scoring Preferences". Click on the "2 or 3+ Double Dual" tab, then the "Select Teams" Button. The two teams should be checked (see below). Click "Accept". Click "OK" on the next box displayed.



If any swimmers are entered in more than three events, an exception report is created. An example is shown below.

Licensed To: Princemont Swim League - 1

Hy-Tek's MEET MANAGER 5/18/2002 Page 1

BBT@TH - 6/22/2002

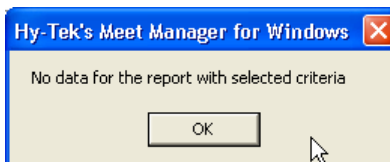
Exceptions Report - All Events

Individual Entry Max = 3

| Event | Seed |
|---|-------|
| 1 Kelshaw, Patricia - Female - Age: 9 - TH_X - DOB: 8/11/1992 | |
| #2 10 & Under 25 Butterfly | 22.79 |
| #12 9-10 50 Freestyle | NT |
| #22 9-10 25 Breaststroke | NT |
| #30 9-10 25 Backstroke | NT |
| 2 Popola-Fozgione, Kara - Female - Age: 13 - TH_X - DOB: 12/15/1988 | |
| #6 13-14 50 Butterfly | NT |
| #34 13-14 50 Backstroke | NT |
| #16 13-14 50 Freestyle | NT |
| #26 13-14 50 Breaststroke | NT |
| 3 Tucker, Tracie - Female - Age: 10 - TH_X - DOB: 4/18/1992 | |
| #30 9-10 25 Backstroke | NT |
| #22 9-10 25 Breaststroke | NT |
| #12 9-10 50 Freestyle | NT |
| #2 10 & Under 25 Butterfly | NT |

You could then print this out and show it to the coach so they can correct the problem at Clerk of Course before the meet.

If there are no swimmers that exceed the three-event limit, which should normally be the case, you will get the response shown below.



3.2 During the Meet

To run the meet, click on the “Run” menu. The Run Meet screen is shown below. The list of all the events is in the Event List box. The currently-selected event is highlighted. All the events should have a Status of “Seeded”. If the status is “UnSeeded”, exit the Run Meet Window by clicking on “Close” or clicking on the close window “X” in the upper right corner of the window. Then run the “Seeding” process as described in section 3.1.6.

Across the middle of the window is a control box that is used to navigate within the Run Meet Window. The lower part of the Window shows the swimmers entered in the currently selected event. The swimmers will be listed fast-to-slow based on Seed Time.

The screenshot shows the 'Run the Meet' application window. The title bar reads 'Run the Meet'. The menu bar includes: Close, Events, Athlete, Seeding, Reports, Labels, Preferences, Timer (None), Scoreboard (None), Web, Help, Re-Score. The main window title is 'Hy-Tek's MEET MANAGER Licensed to: Princemont Swim League - 1'. The interface is divided into several sections:

- EVENT LIST - All Events - SC Meters - (Session not selected):** A table listing 15 events. The first event, 'Boys 10 & Under 25 SC Meter Butterfly', is selected and highlighted in blue. All events have a status of 'Seeded' and 'HTs' of 1.
- Records:** A table showing 'League Rec # 15.50 1975 Rick Stuby' and 'TH Pool Rec \$ 16.50 1969 J. Long / S. Giovinazzo'.
- Team Scores:** A table with columns for Gender, Team, Score, Team, and Score.
- Navigation Controls:** A row of buttons for Section, Adjust, Splits, Awards, JD, Show Backups, Relay Names, List, Score Event, Race #, Get Times, Previous Event, and Next Event.
- Heat 1 of 1 -- Finals -- Event 1 Boys 10 and Under 25 SC Meter Butterfly:** A table listing swimmers by lane, athlete name, age, team, seed time, and finals time. Lane 1 has a swimmer with a seed time of 18.43. Other lanes have 'NT' (Not Timed) or are empty.

Run Meet Window

3.2.1 Entering Results

To enter a swimmer's time, click on the "Finals Time" box for the swimmer. Enter the time in hundredths of seconds. You do not have to enter the decimal points. For example to enter the time 1:23.68, you just type 12368.

Navigate to the next swimmer using the Enter key, the Tab key, the arrow keys or the mouse. If a swimmer did not swim, enter "NS". After you have entered times or NS for all the swimmers in the event, the Event Status will change from "Seeded" to "Done".

The screenshot shows the 'Run the Meet' application window. At the top, there's a menu bar with options like 'Close', 'Events', 'Athlete', 'Seeding', 'Reports', 'Labels', 'Preferences', 'Timer (None)', 'Scoreboard (None)', 'Web', 'Help', and 'Re-Score'. Below the menu is a title bar: 'Hy-Tek's MEET MANAGER Licensed to: Princesmont Swim League - 1'. The main area is divided into several sections:

- EVENT LIST - All Events - SC Meters - (Session not selected)**: A table listing 15 events. Event 1, 'Boys 10 & Under 25 SC Meter Butterfly', is selected. Its status is 'Seeded'.
- Records**: A table showing league and pool records for the selected event.
- Team Scores**: A table for recording scores for different teams.
- Session Control**: A row of buttons for session management (F7-F9, Ctrl-A-Ctrl-I).
- Heat 1 of 1 -- Finals -- Event 1 Boys 10 and Under 25 SC Meter Butterfly**: A detailed table for this heat. It includes columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, and various checkboxes (DQ, Exh, HPL, PL, Pts). Times are entered for lanes 1 through 7, and 'NS' is entered for lane 8.

An arrow points to the 'Finals Time' column for lane 8, with a callout box that says 'Enter Swimmer's Times Here'.

| Event # | Rnd | Status | Event Name | HTs |
|---------|-----|--------|--|-----|
| 1 | F | Seeded | Boys 10 & Under 25 SC Meter Butterfly | 1 |
| 2 | F | Seeded | Girls 10 & Under 25 SC Meter Butterfly | 1 |
| 3 | F | Seeded | Boys 11-12 50 SC Meter Butterfly | 1 |
| 4 | F | Seeded | Girls 11-12 50 SC Meter Butterfly | 1 |
| 5 | F | Seeded | Boys 13-14 50 SC Meter Butterfly | 1 |
| 6 | F | Seeded | Girls 13-14 50 SC Meter Butterfly | 1 |
| 7 | F | Seeded | Boys 15-18 50 SC Meter Butterfly | 1 |
| 8 | F | Seeded | Girls 15-18 50 SC Meter Butterfly | 1 |
| 9 | F | Seeded | Boys 8 & Under 25 SC Meter Freestyle | 1 |
| 10 | F | Seeded | Girls 8 & Under 25 SC Meter Freestyle | 1 |
| 11 | F | Seeded | Boys 9-10 50 SC Meter Freestyle | 1 |
| 12 | F | Seeded | Girls 9-10 50 SC Meter Freestyle | 1 |
| 13 | F | Seeded | Boys 11-12 50 SC Meter Freestyle | 1 |
| 14 | F | Seeded | Girls 11-12 50 SC Meter Freestyle | 1 |
| 15 | F | Seeded | Boys 13-14 50 SC Meter Freestyle | 1 |

| Record | # | Time | Date | Record Holder |
|-------------|---|-------|------|-------------------------|
| League Rec | # | 15.50 | 1975 | Rick Stuby |
| TH Pool Rec | # | 16.50 | 1969 | J. Long / S. Giovinzano |

| Lane | Athlete Name | Age | Team | Seed Time | Finals Time | DQ | Exh | HPL | PL | Pts |
|------|---------------|-----|------------------------|-----------|-------------|--------------------------|--------------------------|-----|----|-----|
| 1 | Hodge, Tim | 10 | Temple Hills Swim Team | 18.43 | 17.89 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 | |
| 2 | Heying, Kevin | 9 | Temple Hills Swim Team | 20.37 | 20.08 | <input type="checkbox"/> | <input type="checkbox"/> | 4 | 4 | |
| 3 | Boyle, Mark | 9 | Temple Hills Swim Team | 22.31 | 22.54 | <input type="checkbox"/> | <input type="checkbox"/> | 5 | 5 | |
| 4 | Gannett, Mark | 9 | Belair Bath & Tennis | NT | 18.76 | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | |
| 5 | Smith, Jim | 10 | Temple Hills Swim Team | NT | 23.45 | <input type="checkbox"/> | <input type="checkbox"/> | 6 | 6 | |
| 6 | Brey, Andrew | 9 | Belair Bath & Tennis | NT | 25.11 | <input type="checkbox"/> | <input type="checkbox"/> | 7 | 7 | |
| 7 | Confo, Chip | 10 | Belair Bath & Tennis | NT | 20.18 | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 | |
| 8 | Green, Luke | 9 | Belair Bath & Tennis | NT | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Run Meet Window showing Times Entered

3.2.2 Scoring the Event

To score the event, click the “Score Event” button. Several things will happen. You will get a Results Report (an example is shown below). The report shows the results of that event including the Team Score through that event.

This is a good place to have a second person verify that all the times were entered correctly.

Princemont Swim League - 1

Hy-Tek's MEET MANAGER 10:22 AM 5/18/2002 Page 1

BBT@TH - 6/22/2002

Results

Event 1 Boys 10 & Under 25 SC Meter Butterfly

League Rec: 15.50 # 1975 **Rick Stuby** **RMS**
TH Pool Rec: 16.50 \$ 1968 **J. Long / S. Givinzazo** **TH**

| Name | Age | Team | Finals Time | Points |
|---------------------|-----|------------------------|-------------|--------|
| Timed Finals | | | | |
| 1 Hodge, Tim | 10 | Temple Hills Swim Team | 17.89 | 5 |
| 2 Gannett, Mark | 9 | Belair Bath & Tennis | 18.76 | 3 |
| 3 Conto, Chip | 10 | Belair Bath & Tennis | 20.18 | 2 |
| 4 Heying, Kevin | 9 | Temple Hills Swim Team | 20.88 | 1 |
| 5 Boyle, Mark | 9 | Temple Hills Swim Team | 22.54 | |
| 6 Smith, Jim | 10 | Temple Hills Swim Team | 23.45 | |
| 7 Brey, Andrew | 9 | Belair Bath & Tennis | 25.11 | |
| --- Green, Luke | 9 | Belair Bath & Tennis | NS | |

Combined Team Scores - Through Event 1

| | | | |
|---------------------------|---|-------------------------|---|
| 1. Temple Hills Swim Team | 6 | 2. Belair Bath & Tennis | 5 |
|---------------------------|---|-------------------------|---|

On the Run Screen, the Event Status changed from “Done” to “Scored”. And, the Team Scores are shown. Unfortunately, at this time, Hy-Tek separates the Team Scores (on this screen) by gender.

Event Status Changed to “Scored”

The screenshot shows the 'Run the Meet' window with the following components:

- Event List Table:**

| Evt # | Rnd | Status | Event Name | HTs |
|-------|-----|--------|--|-----|
| 1 | F | Scored | Boys 10 & Under 25 SC Meter Butterfly | 1 |
| 2 | F | Seeded | Girls 10 & Under 25 SC Meter Butterfly | 1 |
| 3 | F | Seeded | Boys 11-12 50 SC Meter Butterfly | 1 |
| 4 | F | Seeded | Girls 11-12 50 SC Meter Butterfly | 1 |
| 5 | F | Seeded | Boys 13-14 50 SC Meter Butterfly | 1 |
| 6 | F | Seeded | Girls 13-14 50 SC Meter Butterfly | 1 |
| 7 | F | Seeded | Boys 15-18 50 SC Meter Butterfly | 1 |
| 8 | F | Seeded | Girls 15-18 50 SC Meter Butterfly | 1 |
| 9 | F | Seeded | Boys 8 & Under 25 SC Meter Freestyle | 1 |
| 10 | F | Seeded | Girls 8 & Under 25 SC Meter Freestyle | 1 |
| 11 | F | Seeded | Boys 9-10 50 SC Meter Freestyle | 1 |
| 12 | F | Seeded | Girls 9-10 50 SC Meter Freestyle | 1 |
| 13 | F | Seeded | Boys 11-12 50 SC Meter Freestyle | 1 |
| 14 | F | Seeded | Girls 11-12 50 SC Meter Freestyle | 1 |
| 15 | F | Seeded | Boys 13-14 50 SC Meter Freestyle | 1 |
- Records Table:**

| Record | Time | Date | Record Holder |
|----------------|-------|------|-------------------------|
| League Rec # | 15:50 | 1975 | Rick Stuby |
| TH Pool Rec \$ | 16:50 | 1968 | J. Long / S. Giovinazzo |
- Team Scores thru Event 1 Table:**

| Gender | Team | Score | Team | Score |
|--------|------------------------|-------|----------------------|-------|
| Female | Temple Hills Swim Team | 0 | Belair Bath & Tennis | 0 |
| Male | Temple Hills Swim Team | 5 | Belair Bath & Tennis | 5 |
- Navigation Buttons:**
 - Session: F7
 - Adjust: F8
 - Splits: F9
 - Awards: CtrlA
 - JD: CtrlJ
 - Show Backups: CtrlB
 - Relay Names: CtrlR
 - List: CtrlL
 - Score Event: CtrlS
 - Race #: F2
 - Get Times: F3
 - Previous Event: CtrlF4
 - Next Event: CtrlF5
- Heat 1 of 1 == Finals == Event 1 Boys 10 and Under 25 SC Meter Butterfly Table:**

| Lane | Athlete Name | Age | Team | Seed Time | Finals Time | DQ | Exh | HPL | PL | Pts |
|------|---------------|-----|------------------------|-----------|-------------|--------------------------|--------------------------|-----|----|-----|
| 1 | Hodge, Tim | 10 | Temple Hills Swim Team | 18.43 | 17.89 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 | 5 |
| 2 | Haying, Kevin | 9 | Temple Hills Swim Team | 20.37 | 20.88 | <input type="checkbox"/> | <input type="checkbox"/> | 4 | 4 | 1 |
| 3 | Boyle, Mark | 9 | Temple Hills Swim Team | 22.31 | 22.54 | <input type="checkbox"/> | <input type="checkbox"/> | 5 | 5 | |
| 4 | Gannett, Mark | 9 | Belair Bath & Tennis | NT | 18.76 | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | 3 |
| 5 | Smith, Jim | 10 | Temple Hills Swim Team | NT | 23.45 | <input type="checkbox"/> | <input type="checkbox"/> | 6 | 6 | |
| 6 | Brey, Andrew | 9 | Belair Bath & Tennis | NT | 25.11 | <input type="checkbox"/> | <input type="checkbox"/> | 7 | 7 | |
| 7 | Confo, Chip | 10 | Belair Bath & Tennis | NT | 20.18 | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 | 2 |
| 8 | Green, Luke | 9 | Belair Bath & Tennis | NT | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | |

To get to the next event, click the “Next Event” button or click on the event in the Event List.

You can easily navigate back and forth between any events on the list using the “Next Event” and “Previous Event” buttons or by clicking on an event in the Events List.

You can even skip events or process events out of order.

3.2.3 Entering a New Swimmer in the Event

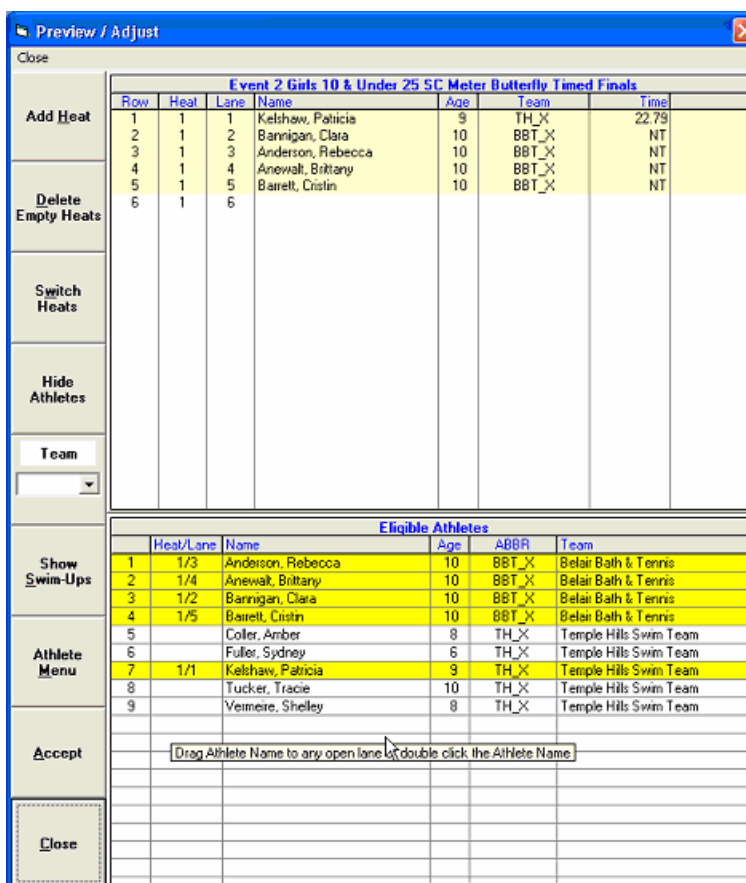
Since the electronic line-up you receive was probably produced the night before the meet, and the official line-up (the Timer Cards) isn't due to the Clerk of Course until 30 minutes before the meet, you may get Timer Cards for swimmers that aren't seeded into an event. There are two different cases:

1. The swimmer is on the electronic roster you imported.
2. The swimmer is not on the roster you imported.

Please make sure that in case #2, the swimmer is on the roster that was turned to Clerk of Course. If he/she is not on that roster, it is not an official swim by PMSL rules.

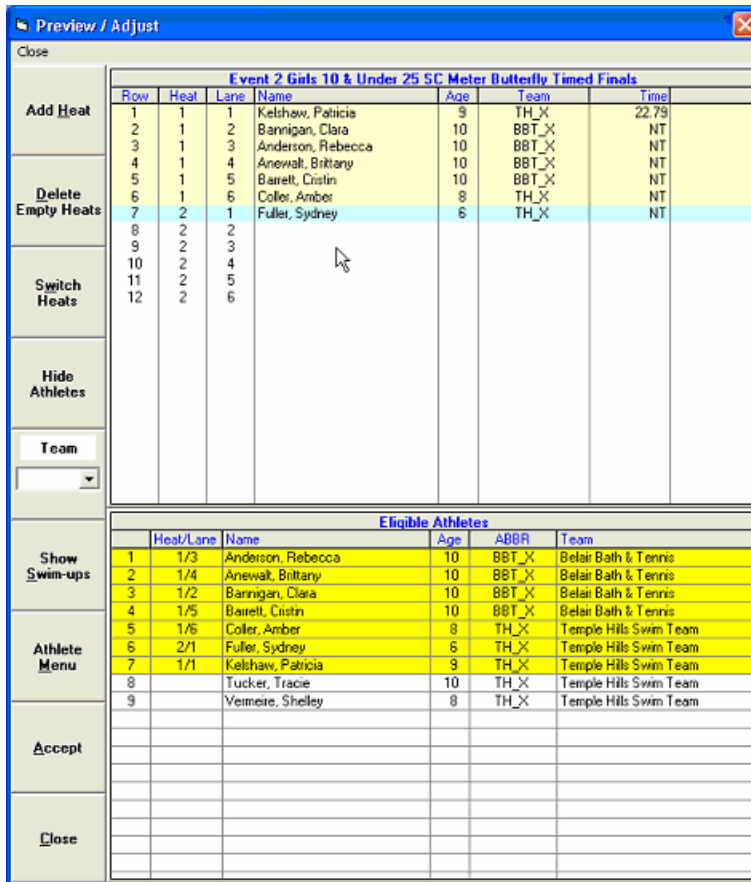
It is suggested that any swimmers on the roster that were not in the Roster file imported before the meet be reported by the teams to the home Team Data Manager before the meet so that this doesn't have to be done during the meet. However, current PMSL rules do not require teams to do this.

The first thing to do is check to see if the swimmer is already in the database. From the Run Screen, click on the "Adjust" button, then click on the "Show Eligible Athletes" button. The Adjust Window should look like this.



If the swimmer’s name is shown under the Eligible Athletes, you can just double-click on the name to add them to the current event. You may have to click on “Show Swim-Ups”, if they are swimming out of their age group.

If the program says “No lanes available. Add a new heat” when you try to add the swimmer, click on “Add Heat” to add another heat, then double-click on the swimmer’s name. The window shown below is the result of adding two swimmers, including adding a new heat for the second swimmer.



When you are finished, click “Accept” to return to the Run Window.

If the swimmer is not listed under the Eligible Athletes, click on the “Athlete Menu” button. The Athlete Window (shown below) will be displayed.

| Athletes | | | | | | | | | | | |
|--------------|-------------|------------|------|------|-----|------------|------------|-------|------------------------|-----------|--------|
| Add Athletes | Session All | Sort By: | Name | Team | ID# | Gender | Birth Date | Age | Last Entered | | |
| Edit Athlete | Last Name | First Name | MI | Sex | Age | BirthDate | USS Number | ABBR | Team Name | Preferred | Status |
| | Acheson | Alexandra | | F | 15 | 4/11/1997 | 0AA | BBT_X | Belair Bath & Tennis | | Normal |
| | Ackerman | Abby | | F | 14 | 1/18/1988 | 0AA | BBT_X | Belair Bath & Tennis | | Normal |
| | Adonaris | Zachery | | M | 15 | 11/7/1986 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Amrosini | Jenna | | F | 13 | 2/10/1989 | 1AJ | BBT_X | Belair Bath & Tennis | | Normal |
| | Anderson | Chris | | M | 18 | 7/23/1985 | 6AC | BBT_X | Belair Bath & Tennis | | Normal |
| | Anderson | Mollie | | F | 12 | 1/21/1990 | 0AM | BBT_X | Belair Bath & Tennis | | Normal |
| | Anderson | Rebecca | | F | 10 | 9/4/1991 | 7AR | BBT_X | Belair Bath & Tennis | | Normal |
| | Anewalt | Ashley | | F | 14 | 10/27/1987 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Anewalt | Brittany | | F | 10 | 8/1/1991 | 6AB | BBT_X | Belair Bath & Tennis | | Normal |
| | Barrigan | Clara | | F | 10 | 7/31/1991 | 1BC | BBT_X | Belair Bath & Tennis | | Normal |
| | Barney | Christine | | F | 15 | 12/4/1988 | 7BC | BBT_X | Belair Bath & Tennis | | Normal |
| | Barrett | Cara | | F | 14 | 8/9/1987 | 6BC | BBT_X | Belair Bath & Tennis | | Normal |
| | Barrett | Cristin | | F | 10 | 1/1/1992 | 0BC | BBT_X | Belair Bath & Tennis | | Normal |
| | Baxter | Laura | | F | 11 | 12/10/1990 | 1BL | BBT_X | Belair Bath & Tennis | | Normal |
| | Bayly | Lizzy | | F | 17 | 1/18/1985 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Bayly | Maura | | F | 11 | 8/22/1990 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Bayly | Meghan | | F | 15 | 9/18/1986 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Bayly | Terrence | | M | 18 | 10/13/1983 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Benec | Todd | | M | 16 | 5/26/1986 | | BBT_X | Belair Bath & Tennis | | Normal |
| | Boger | Megan | | F | 12 | 6/2/1989 | 1BM | BBT_X | Belair Bath & Tennis | | Normal |
| | Boyle | Brian | J | M | 17 | 4/27/1985 | | TH_X | Temple Hills Swim Team | | Normal |
| | Boyle | Brice | W | M | 13 | 8/12/1988 | | TH_X | Temple Hills Swim Team | | Normal |

| ENTRIES | | | | | | | | | | | |
|-------------|-------|-----------------------|-------------------------------------|-----------|-----|--------------------------|--------------------------|--------------------------|-----------|--|--|
| Show Relays | Ext # | Eligible Events | Entry Time | Heat/Lane | SCR | Alt | Est | Special | Conv Time | | |
| | 8 | Girls 15-18 50 Fly | <input checked="" type="checkbox"/> | NT | 1/A | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NT | | |
| | 18 | Girls 15-18 100 Free | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | 20 | Girls 15-18 50 Breast | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | 38 | Girls 15-18 50 Back | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | 44 | Girls 15-18 100 IM | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Browse through the alphabetical list of swimmers to verify that the swimmer is not on the roster. Then verify with Clerk of Course that the swimmer is on the roster that was submitted. If the swimmer is on the roster, you will have to add the swimmer to the database.

You will need the swimmer’s full name, and birth date. You will have to track down the coach to get this information. Another suggestion is to have that team’s Team Representative get it for you.

Click on the “Add Athletes” button. You will get the Add New Athlete Window shown on the next page.

Enter the following information:

Last Name

First Name

Middle Initial (optional)

Gender

Preferred Name (optional)

Birth Date (age will be automatically calculated)

Double-click on the team name on the right side of the window to select the team

Then click “OK” and then “Cancel”. You will be back in the Add New Athlete Window with the new swimmer highlighted. Verify the information is correct, then click “Close”.

You will now be back in the Adjust Window. You will have to click on “Hide Athletes” button, then the “Show Eligible Athletes” button to get the new swimmer to show up on the list.

You can now double-click on that athlete to add him/her to the event, as described above. Click the “Accept” button when you are finished adding swimmers.

If you had to add another heat to add a swimmer, you will have to click on the “Heat 2” button, which is on the middle right side of the screen. The screen shot below shows Heat 2 selected, with the swimmers’ times entered.

The screenshot displays the 'Run the Meet' software interface. At the top, the title bar reads 'Run the Meet' and the menu bar includes 'Close', 'Events', 'Athlete', 'Seeding', 'Reports', 'Labels', 'Preferences', 'Timer (None)', 'Scoreboard (None)', 'Web', 'Help', and 'Re-Score'. The main window title is 'Hy-Tek's MEET MANAGER Licensed to: Princemont Swim League - 1'.

The interface is divided into several sections:

- EVENT LIST - All Events - SC Meters - (Session not selected):** A table listing 15 events. Event 2, 'Girls 10 & Under 25 SC Meter Butterfly', is selected and highlighted in blue. Its status is 'Done'.
- Records:** A table showing 'League Rec' with a time of 15.76 by Kathryn Gold in 1995, and 'TH Pool Rec' with a time of 16.50 by J. Dymowic in 1978.
- Team Scores:** A table with columns for Gender, Team, Score, Team, and Score.
- Navigation:** A row of buttons for Session, Adjust, Splits, Awards, JD, Show Backups, Relay Names, List, Score Event, Race #, Get Times, Previous Event, and Next Event. The '2' button is highlighted in red.
- Heat 2 of 2 -- Finals -- Event 2 Girls 10 and Under 25 SC Meter Butterfly:** A detailed table for this heat. It lists lanes 1 through 6. Lane 1 has swimmer Sydney Fuller (Age 6, Temple Hills Swim Team) with a seed time of NT and a final time of 22.02. Lane 2 has swimmer Sandy Jenkins (Age 10, Temple Hills Swim Team) with a seed time of NT and a final time of 23.56. Lanes 3, 4, 5, and 6 are currently empty.

An arrow points to the '2' button in the navigation row, with a text box above it that says 'Heat 2 Selected'.

3.2.4 Judge's Decisions

If you have a Judge's Decision (i.e. where the order of finish as decided by the Place Judges does not agree with the stopwatch times), you will have to manually adjust the order of finish. Fortunately, Win-MM makes that easy to do.

When the event status is "Done", click on the "JD" button to get to the Judges Decision Window (shown below).

Judges Decision / Tie Breaker

RESULTS

| JD PL | Place | Heat# | JDHeat PL | Heat PL | Athlete Name | Time | Points | JD Points |
|-------|-------|-------|-----------|---------|-------------------|-------|--------|-----------|
| | 1 | 1 | | 1 | Anewalt, Brittany | 21.99 | | |
| | 2 | 2 | | 1 | Fuller, Sydney | 22.02 | | |
| | 3 | 1 | | 2 | Barrett, Cristin | 23.56 | | |
| | 3 | 2 | | 2 | Jenkins, Sandy | 23.56 | | |
| | 5 | 1 | | 3 | Kelshaw, Patricia | 24.44 | | |
| | 6 | 1 | | 4 | Anderson, Rebecca | 24.56 | | |
| | 7 | 1 | | 5 | Bannigan, Clara | 25.43 | | |
| | 8 | 1 | | 6 | Coller, Amber | 25.78 | | |

Places Based on Times

- To break a tie or to make a Judges Decision for Overall Placing, enter the corrected place in the JD Place column.
 - To make a Judges Decision for a Heat Place (Timed Finals Only), enter the corrected place in the JDHeat PL column.
 - You can change the results points for any entry by entering a new point score in the JD Points column (Finals Only).
 - To change points to zero, enter -1 in the JD Points column.
 - To remove all Judges Decisions, press the Re-Set button and then press OK.

Re-Set OK Cancel

Click on the “JD Place” column for the swimmer you want to change. Enter the new place. Do that for the other swimmer involved. You do not have to modify the places of those swimmers unaffected by the Judges Decision. The screen shot below shows first and second place reversed by the Judges Decision.

When you are finished, click “OK”.

The screenshot shows a window titled "Judges Decision / Tie Breaker" with a "RESULTS" table. The table has columns for JD PL, Place, Heat#, JDHeat PL, Heat PL, Athlete Name, Time, Points, and JD Points. An arrow points to the "JD PL" column, and a callout box says "Places Changed by Judges Decision".

| JD PL | Place | Heat# | JDHeat PL | Heat PL | Athlete Name | Time | Points | JD Points |
|-------|-------|-------|-----------|---------|-------------------|-------|--------|-----------|
| 2 | 1 | 1 | | 1 | Anewalt, Brittany | 21.99 | | |
| 1 | 2 | 2 | | 1 | Fuller, Sydney | 22.02 | | |
| | 3 | 1 | | 2 | Barrett, Cristin | 23.56 | | |
| | 3 | 2 | | 2 | Jenkins, Sandy | 23.56 | | |
| | 5 | 1 | | 3 | Kelshaw, Patricia | 24.44 | | |
| | 6 | 1 | | 4 | Anderson, Rebecca | 24.56 | | |
| | 7 | 1 | | 5 | Bennigan, Clara | 25.43 | | |
| | 8 | 1 | | 6 | Coller, Amber | 26.78 | | |

Below the table, there are instructions:

- To break a tie or to make a Judges Decision for Overall Placing, enter the corrected place in the JD Place column.
- To make a Judges Decision for a Heat Place (Timed Finals Only), enter the corrected place in the JDHeat PL column.
- You can change the results points for any entry by entering a new point score in the JD Points column (Finals Only).
- To change points to zero, enter -1 in the JD Points column.
- To remove all Judges Decisions, press the Re-Set button and then press OK.

At the bottom of the window are buttons for "Re-Set", "OK", and "Cancel".

Now, when you click "Score", the results will show the Judges Decision. The results report shown below shows the Judges Decision entered above. This report also shows that Win-MM properly handles ties between swimmers.

Princemont Swim League - 1

Hy-Tek's MEET MANAGER 9:13 PM 5/18/2002 Page 1

BBT@TH - 6/22/2002

Results

Event 2 Girls 10 & Under 25 SC Meter Butterfly

League Rec: 15.76 # 1995 Kathryn Gold
 TH Pool Rec: 16.50 \$ 1978 J. Duymovic

NCR
 BCC

| Name | Age | Team | Finals Time | Points |
|---------------------|-----|------------------------|-------------|--------|
| Timed Finals | | | | |
| 1 Fuller, Sydney | 6 | Temple Hills Swim Team | J22.02 | 5 |
| 2 Anewalt, Brittany | 10 | Belair Bath & Tennis | J21.99 | 3 |
| 3 Jenkins, Sandy | 10 | Temple Hills Swim Team | 23.56 | 1.50 |
| 3 Barrett, Cristin | 10 | Belair Bath & Tennis | 23.56 | 1.50 |
| 5 Kelshaw, Patricia | 9 | Temple Hills Swim Team | 24.44 | |
| 6 Anderson, Rebecca | 10 | Belair Bath & Tennis | 24.56 | |
| 7 Bannigan, Clara | 10 | Belair Bath & Tennis | 25.43 | |
| 8 Collier, Amber | 8 | Temple Hills Swim Team | 26.78 | |

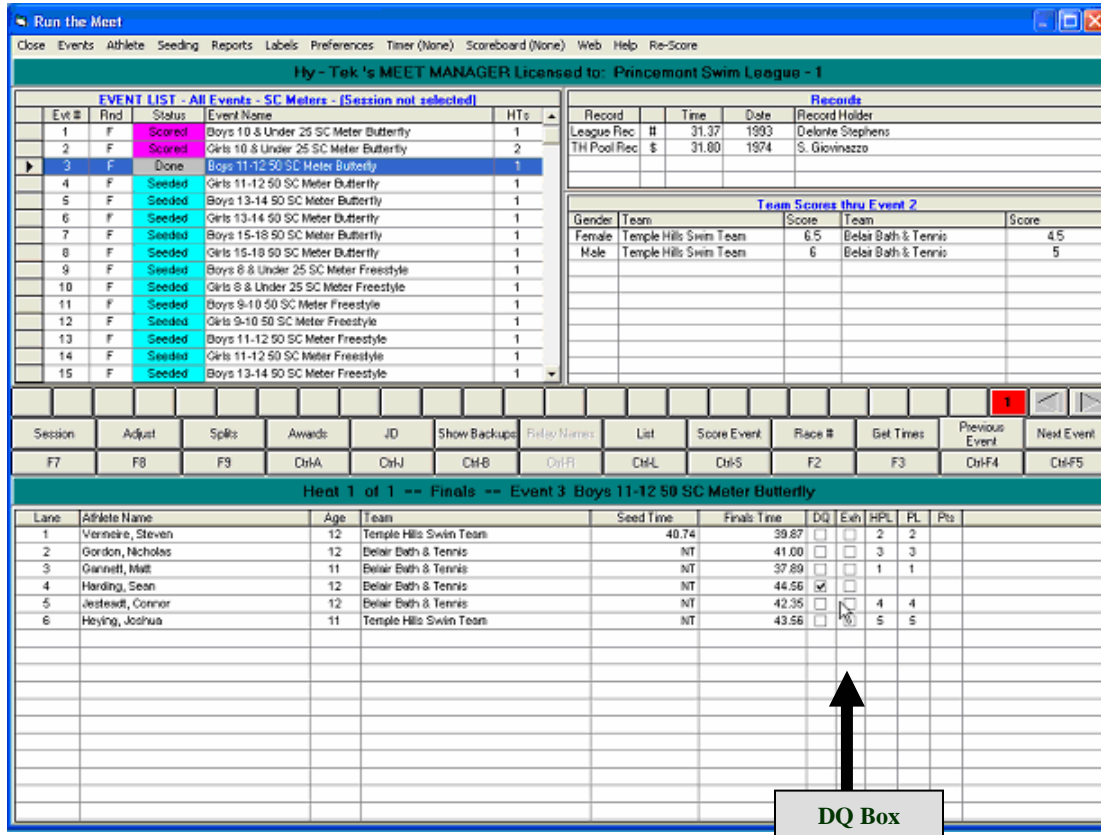
Combined Team Scores - Through Event 2

| | | | |
|---------------------------|------|-------------------------|-----|
| 1. Temple Hills Swim Team | 12.5 | 2. Belair Bath & Tennis | 9.5 |
|---------------------------|------|-------------------------|-----|

You can always return to a previously-completed event to record a Judges Decision, a DQ or change an incorrectly-entered time. When you click "Score Event" in the Run Screen, the program will re-score that event and give a new report as shown above. The entire meet score will also be recalculated.

3.2.5 Disqualifications

Entering disqualifications is very simple. In the Run Window, click the “DQ” box next to the swimmer’s time. A check mark should appear in the box (see screen shot below). Note that the time you entered for the swimmer is kept in the database, although it is not shown on reports.



When you click “Score” to score the event, the Results Report shows the DQ. The report shown below also shows that the PMSL rule that only two swimmers from a team score points is implemented in the Win-MM software.

Princemont Swim League - 1

Hy-Tek's MEET MANAGER 9:23 PM 5/18/2002 Page 1

BBT@TH - 6/22/2002

Results

Event 3 Boys 11-12 50 SC Meter Butterfly

League Rec: 31.37 # 1993 Delonte Stephens TPDC
 TH Pool Rec: 31.80 \$ 1974 S. Giovinazzo TH

| Name | Age | Team | Finals Time | Points |
|--------------------|-----|------------------------|-------------|--------|
| 1 Gannett, Matt | 11 | Belair Bath & Tennis | 37.89 | 5 |
| 2 Vermeire, Steven | 12 | Temple Hills Swim Team | 39.87 | 3 |
| 3 Gordon, Nicholas | 12 | Belair Bath & Tennis | 41.00 | 2 |
| 4 Jesteadt, Connor | 12 | Belair Bath & Tennis | 42.35 | |
| 5 Heying, Joshua | 11 | Temple Hills Swim Team | 43.56 | 1 |
| --- Harding, Sean | 12 | Belair Bath & Tennis | DQ | |

Combined Team Scores - Through Event 3

| | | | |
|-------------------------|------|---------------------------|------|
| 1. Belair Bath & Tennis | 16.5 | 1. Temple Hills Swim Team | 16.5 |
|-------------------------|------|---------------------------|------|

3.2.6 Relays

Entering times for relays and scoring the relay events is just like any other event, except that you must also enter the relay swimmer's names. Recall that when you did the meet entries for the relays, you entered the relays but no specific swimmers.

To enter the relay swimmer's names (which must be written on the back of the Timers Card), click the "Relay Names" button.

| ELIGIBLE ATHLETES | |
|-------------------|-----------------------|
| Age | Name |
| 17 | Boyle, Brian |
| 13 | Boyle, Brice |
| 9 | Boyle, Mark |
| 10 | Coller, Joey |
| 17 | Cribbs, Matt |
| 13 | Fuller, Camden |
| 18 | Gilbert, Jeff |
| 17 | Gilbert, Phil |
| 11 | Heying, Joshua |
| 9 | Heying, Kevin |
| 10 | Hodge, Tim |
| 10 | Huet, Christian |
| 10 | Husson, Patrick |
| 13 | Lucas, Daniel |
| 10 | Malecki, Matt |
| 12 | Malecki, Stephen |
| 9 | McAuliffe, Ryan |
| 14 | Nutter, George |
| 15 | Popola-Forgione, Cole |
| 10 | Smith, Jim |
| 10 | Smith, Jeremy |
| 11 | Smith, Johnny |
| 12 | Vermeire, Steven |
| 18 | Ward, Carl |
| 17 | Yacob, David |
| 15 | Yacob, Michael |
| 17 | Zzzzzzz, Xyz |

| RELAY ORDER | | |
|-------------|-----|--------|
| Pos | Age | Finals |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

| RELAY TEAMS | | |
|-------------|------------------------|-----|
| Lane | Relay Name | Ltr |
| 1 | Temple Hills Swim Team | A |
| 2 | Temple Hills Swim Team | B |
| 3 | Temple Hills Swim Team | C |
| 4 | Belair Bath & Tennis | A |
| 5 | Belair Bath & Tennis | B |
| 6 | Belair Bath & Tennis | C |

Click on a relay team to highlight it. Make sure you have the proper relay (A, B, or C) selected. Then double-click names from the Eligible Athletes list to put them on the selected relay team. If you put a swimmer on a relay in error, or in the wrong position, simply double-click on that swimmer in the Relay Order list to remove them from the relay.

When you are finished entering relay names, click "Close".

If a team has fewer than three relays that swim, you can enter "NS" for those relays or you can scratch the relay from the Run Window by double-clicking on the relay team.

When you “Score” the relay event, the swimmers names will be on the Results Report. See an example below.

Princemont Swim League - 1

Hy-Tek's MEET MANAGER 10:28 PM 5/18/2002 Page 1

BBT@TH - 6/22/2002

Results

Event 46 Boys 9-18 200 SC Meter Freestyle Relay

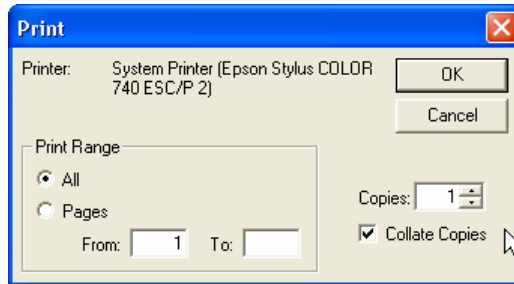
League Rec: 1:54.91 # 1993 Takoma Park DC
 TH Pool Rec: 2:01.66 \$ 1997 Takoma Park D.C.

| Team | Relay | Finals Time | Points |
|--------------------------|------------------------|----------------------|-----------------------|
| Timed Finals | | | |
| 1 Temple Hills Swim Team | A | 2:07.77 | 7 |
| 1) Husson, Patrick 10 | 2) Verneire, Steven 12 | 3) Fuller, Camden 13 | 4) Gilbert, Jeff 18 |
| 2 Belair Bath & Tennis | A | 2:12.33 | 5 |
| 1) Gannett, Mark 9 | 2) Gannett, Matt 11 | 3) Breeden, Noah 13 | 4) Benac, Todd 16 |
| 3 Temple Hills Swim Team | B | 2:14.56 | 4 |
| 1) Hodge, Tim 10 | 2) Malecki, Stephen 12 | 3) Lucas, Daniel 13 | 4) Cribbs, Matt 17 |
| 4 Belair Bath & Tennis | B | 2:15.66 | 3 |
| 1) Conto, Chip 10 | 2) Harding, Sean 12 | 3) Elliott, Chris 14 | 4) Anderson, Chris 16 |
| 5 Temple Hills Swim Team | C | 2:23.56 | |
| 1) Malecki, Matt 10 | 2) Heying, Joshua 11 | 3) Nutter, George 14 | 4) Ward, Carl 18 |
| --- Belair Bath & Tennis | C | NS | |

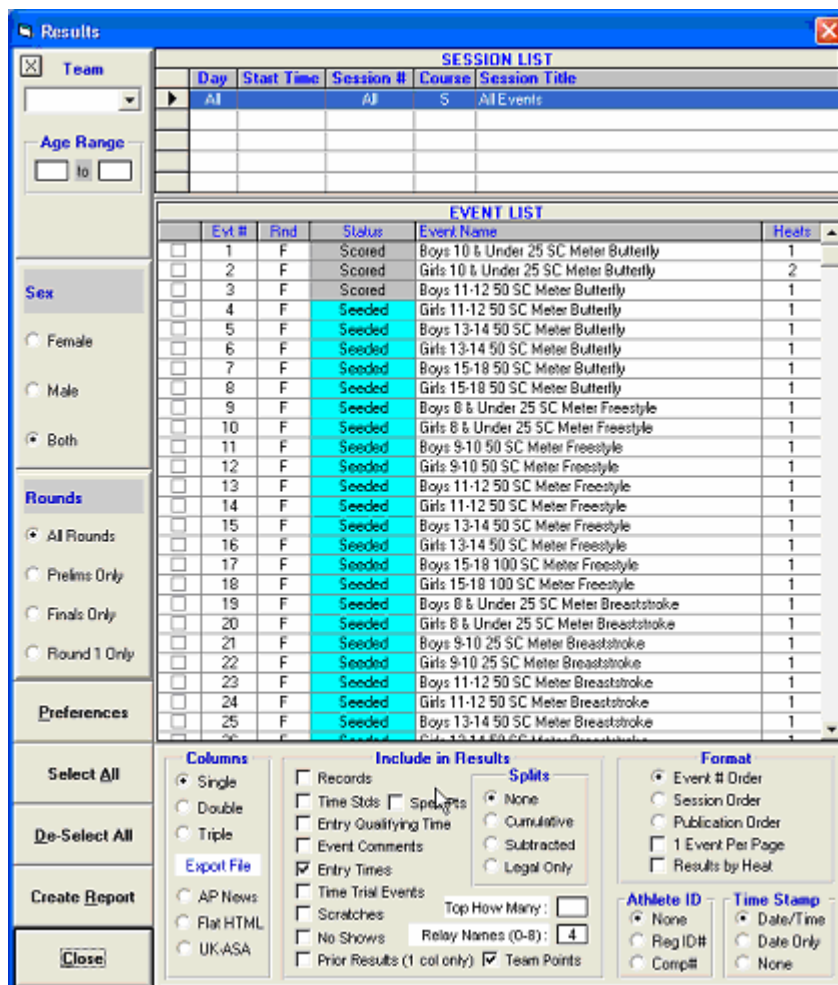
3.2.7 Printing

3.2.7.1 Printing Event Results

As you've seen, a Results Report is produced for every event as it is scored. You can print from that screen by clicking the "Printer" icon near the top of the screen. You will get a standard Windows dialog box (shown below) that allows you to select how many copies to print, etc.



You can also create a Results Report for any event, or group of events. From the Run Window, click on the "Reports" menu and then "Results". The Reports menu is also accessible from the Win-MM Main Screen. The Results Window will be displayed, as shown below.

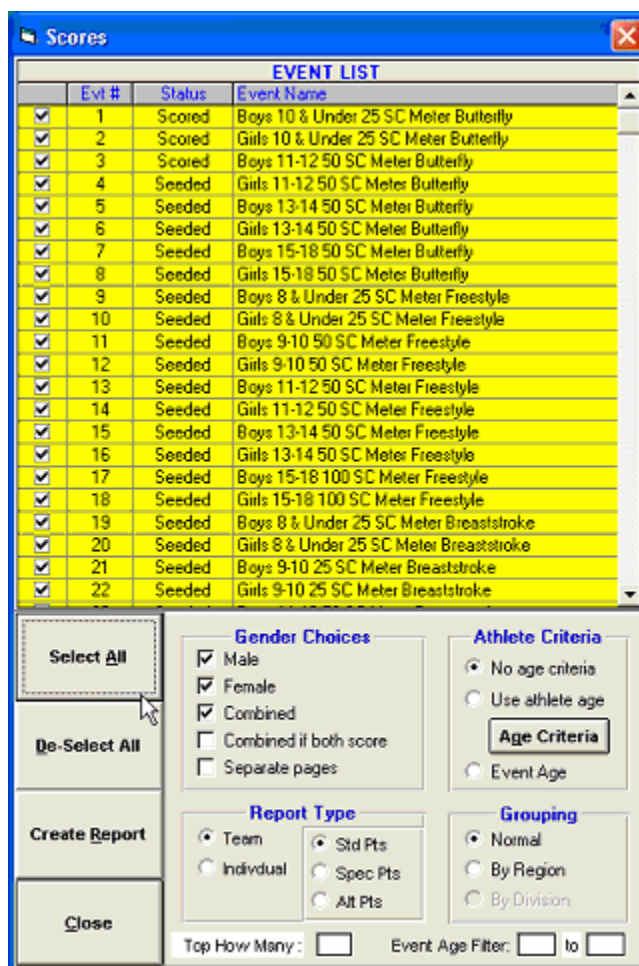


There are a lot of options available in this window to select which events to include in the report, what fields to include in the report, and how to format the report. It is left as an exercise for the Data Manager to experiment with this report to get the format that works best for you. Remember that any report you generate will be displayed on the screen first and then you can decide whether to send it or the printer or to cancel and try other options.

3.2.7.2 Printing the Current Score

The Run Window shows the score up to the last event that has been scored (although it is separated by gender). If you have to back up and rescore an event, the score will back up to that point. If that happens, simply go back to the highest number event scored and click “Score Event” again.

If you want to see a report of the combined team score, click on the “Reports” menu then on “Scores”. Click on “Select All” and on “Combined” (shown below).



A report like the one shown below will be created.

Licensed To: Princemont Swim League - 1

Hy-Tek's MEET MANAGER 9:44 PM 5/18/2002 Page 1

BBT@TH - 6/22/2002
Team Rankings - Through Event 3

Combined Team Scores

| Place | Team | | Points |
|--------------|------------------------|-------|---------------|
| 1 | Temple Hills Swim Team | TH_X | 16.50 |
| 1 | Belair Bath & Tennis | BBT_X | 16.50 |

Female Team Scores

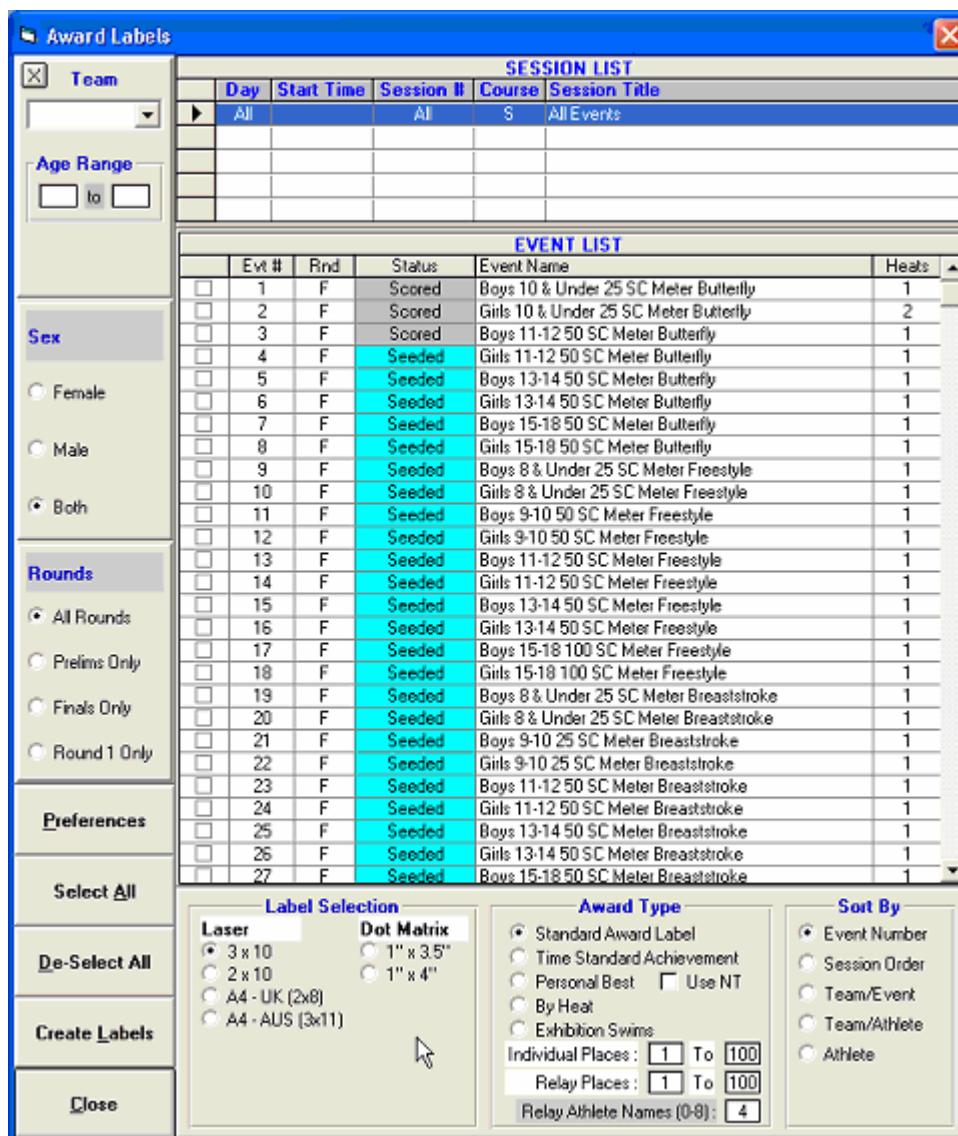
| Place | Team | | Points |
|--------------|------------------------|-------|---------------|
| 1 | Temple Hills Swim Team | TH_X | 6.50 |
| 2 | Belair Bath & Tennis | BBT_X | 4.50 |

Male Team Scores

| Place | Team | | Points |
|--------------|------------------------|-------|---------------|
| 1 | Belair Bath & Tennis | BBT_X | 12 |
| 2 | Temple Hills Swim Team | TH_X | 10 |

3.2.1.3 Printing Award (Ribbon) Labels

If you have the Ribbon Award Labels option in Win-MM, you may wish to use the program to print your ribbon labels. To do this, click on the “Labels” menu then “Award Labels” from either the Main Screen or the Run Window. The Award Labels Window (as shown below) will be displayed.



Select which event(s) you want to print labels for. **Make sure “Standard Award Label” is selected.** You can also select how many places to print labels for. The default shown above is to print labels for the first 100 places, which in practical terms, is everyone that swam the event. After you have selected the events, etc. click on “Create Labels”. This will create the labels output report on the screen for you to look at before sending them to the printer.

The report shown below is the ribbon labels for the first three events. When you are selecting how many events to print at one time, be aware of how many labels are on a single page of labels. This may influence how many events you print at one time.

Place: 1st Time: 17.89
#1 Boys 10 & Under 25 SC Meter Butterfly
Hodge, Tim 10
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 2nd Time: 18.76
#1 Boys 10 & Under 25 SC Meter Butterfly
Gannett, Mark 9
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 3rd Time: 20.18
#1 Boys 10 & Under 25 SC Meter Butterfly
Conto, Chip 10
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 4th Time: 20.88
#1 Boys 10 & Under 25 SC Meter Butterfly
Heying, Kevin 9
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 5th Time: 22.54
#1 Boys 10 & Under 25 SC Meter Butterfly
Boyle, Mark 9
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 6th Time: 23.45
#1 Boys 10 & Under 25 SC Meter Butterfly
Smith, Jim 10
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 7th Time: 25.11
#1 Boys 10 & Under 25 SC Meter Butterfly
Brey, Andrew 9
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 1st Time: 22.02
#2 Girls 10 & Under 25 SC Meter Butterfly
Fuller, Sydney 6
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 2nd Time: 21.99
#2 Girls 10 & Under 25 SC Meter Butterfly
Anewalt, Brittany 10
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 3rd Time: 23.56
#2 Girls 10 & Under 25 SC Meter Butterfly
Jenkins, Sandy 10
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 3rd Time: 23.56
#2 Girls 10 & Under 25 SC Meter Butterfly
Barrett, Cristin 10
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 5th Time: 24.44
#2 Girls 10 & Under 25 SC Meter Butterfly
Kelshaw, Patricia 9
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 6th Time: 24.56
#2 Girls 10 & Under 25 SC Meter Butterfly
Anderson, Rebecca 10
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 7th Time: 25.43
#2 Girls 10 & Under 25 SC Meter Butterfly
Bannigan, Clara 10
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 8th Time: 26.78
#2 Girls 10 & Under 25 SC Meter Butterfly
Coller, Amber 8
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 1st Time: 37.89
#3 Boys 11-12 50 SC Meter Butterfly
Gannett, Matt 11
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 2nd Time: 39.87
#3 Boys 11-12 50 SC Meter Butterfly
Vermeire, Steven 12
Temple Hills Swim Team - 6/22/2002
BBT@TH

Place: 3rd Time: 41.00
#3 Boys 11-12 50 SC Meter Butterfly
Gordon, Nicholas 12
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 4th Time: 42.35
#3 Boys 11-12 50 SC Meter Butterfly
Jesteadt, Connor 12
Belair Bath & Tennis - 6/22/2002
BBT@TH

Place: 5th Time: 43.56
#3 Boys 11-12 50 SC Meter Butterfly
Heying, Joshua 11
Temple Hills Swim Team - 6/22/2002
BBT@TH



Note that if you print ribbon labels this way, no information needs to be manually written on the ribbon label.

The ribbon labels will also be printed with the relay swimmer's names, if you entered the relay swimmer's names as described previously.

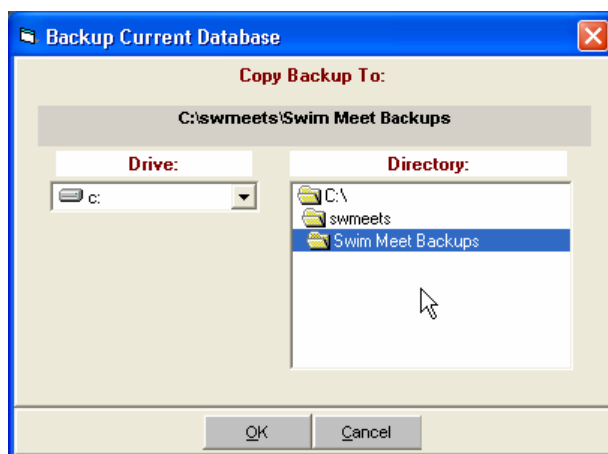
3.3 After the Meet

After the meet is completed and the results and score have been verified, you will need to provide some output files to the other teams in your division. These will be files that have the meet results and that can be imported back into the Team Manager II database.

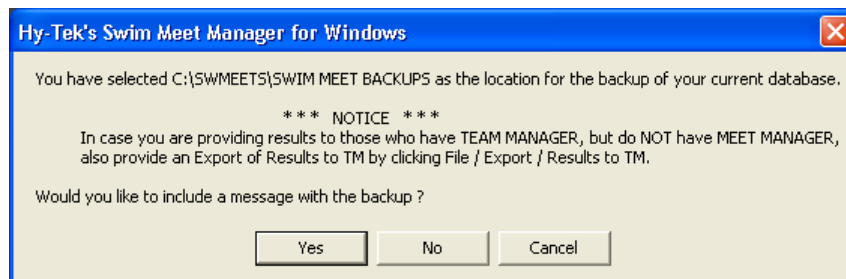
Before you do any of these reports, it is important for you to make a backup of your database. The backup will protect you from any accidental loss of data. It can also be sent out to others that want/need the results in Meet Manager Format.

3.3.1 Backing up the Database

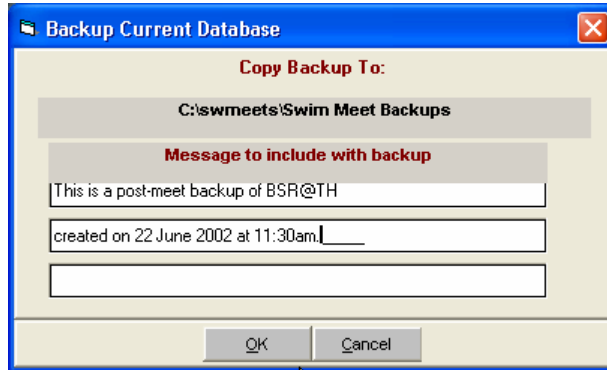
Hy-Tek has made it easy to backup (and restore) your Win-MM database. From the Main Screen, click on “File”, then “Backup”. A window will be displayed where you select what drive/directory you want the backup to be saved to. Navigate to the drive/directory you want (see below), then click “OK”. Notice, that I had created a directory called “Swim Meet Backups” under the “swmeets” directory. You can organize your backups on disk any way that works for you.



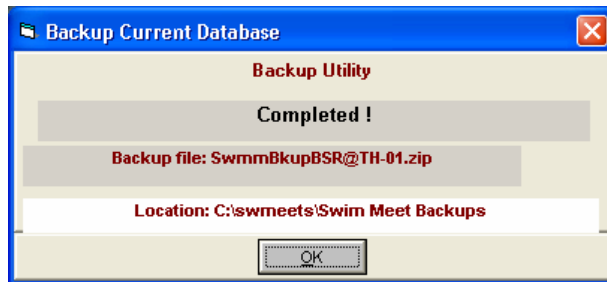
You will then get a dialog box verifying where you selected to store your backup and asking if you want to include a message with your backup. Click “Yes” if you want to include a message (note) in the backup, “No” if you don’t want to include a message, and “Cancel” if you want to abort the backup.



If you clicked “Yes”, you get a window where you can enter three lines of text that will be added to the backup. You can insert any information you want in this field (see below). When you are finished, click “OK”.



After the backup is completed, a box will be displayed showing the name of the backup file, and the location where it was written (see below). Click “OK”.



3.3.2 Sending Results to Other Teams

The PMSL Rules of Competition require the home team to send dual meet results to all the Division Data Manager and all other team data managers in your division within 24 hours. It is up to each Division Chair and Division Data Manager to set the policy for sending meet results to all the other teams in your Division.

The Technology Committee suggest that the backup of the Meet Manager Database be sent as an attachment to an e-mail to each of the other team data managers plus the Division Data Manager and the Division Chair. The e-mail should also include the score of the meet.

3.3.3 Sending Results to the PMSL Webmaster

The Division Data Managers will no longer be responsible for sending the dual meet results to the PMSL webmaster. It will now be up to the home team data manager to send the results so they can be put on the PMSL web page.

The file to be sent is the zipped backup of the Meet Manager database. The procedure for creating this zipped backup is described above in section 3.3.1. Send this zip file as an attachment in an e-mail to results@princemont.org. You must include the final score in the body of the e-mail so that the webmaster can verify the results database.

3.3.4 Exporting Results for Team Manager II

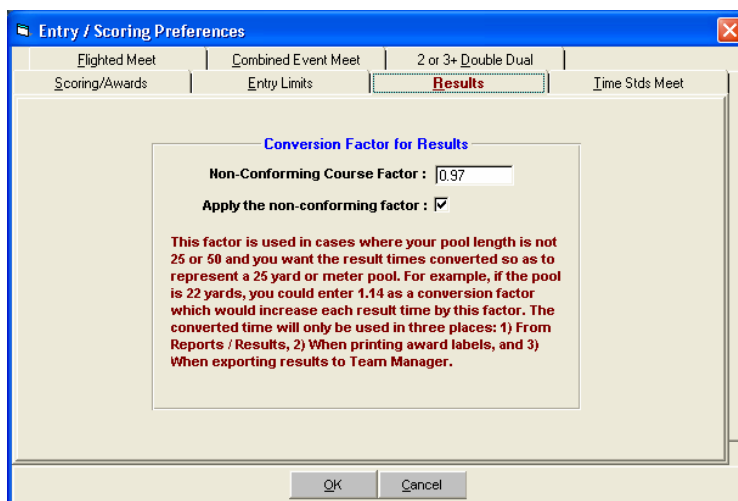
A results file that can be imported into Team Manager II can be exported from the Meet Manager database of the meet. If the meet was swum at one of the non-standard pools (BAF, IH, NCR, PGP, TB, WLS) continue to the next section, otherwise skip to section 3.3.2.2. Special procedures for meets at Adelphi will be provided separately.

3.3.4.1 Non-Standard Pools Conversion

For the non-standard pools, the meet was set up with a conversion factor in the Entry/Scoring Preferences before the meet (Section 3.1.4). You will now make use of that conversion factor to export results that are equivalent to Short Course Meters. Be aware that the original times entered during the meet will be maintained in the database, so you can go back and produce reports that have the original times.

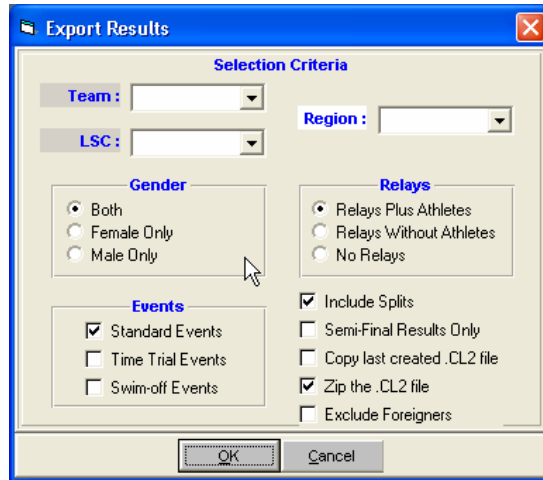
If you wish to make a results report or print award labels with the actual times swum, do it before you apply the conversion factor. To apply the conversion factor, click on “Set-up”, then “Entry/Scoring Preferences”, then “Results”. You should see the “Non-Conforming Course Factor” that you entered before the meet. If you hadn’t entered the course conversion factor, go back to section 3.1.4 and follow the procedure.

Click the “Apply the non-conforming factor” box (see below), then click “OK”. Now, when you export results, they will be converted to short course meters.



3.3.4.2 Export Results

To export the results in a format that can be imported into Team Manager II, click on “File”, then “Export”, then “Results for Team Manager or OVC or Top16”. You will get the box shown below.



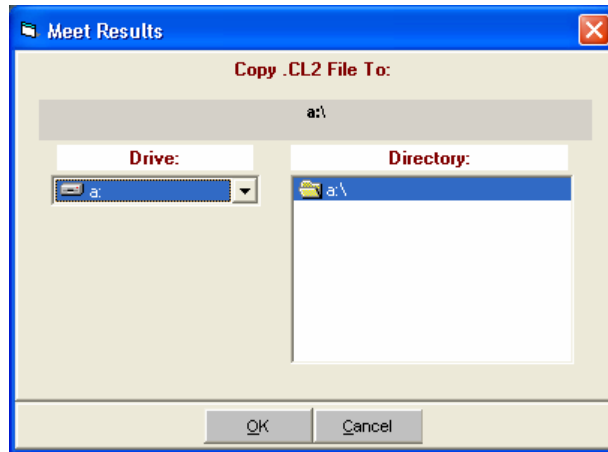
The default is to export both teams’ results and to include relay swimmer’s names. Do not change any of these defaults. Also note that the COMMLINK (.CL2) will be zipped. Click “OK”.

If there are any events in your meet that were not completed, you will get a warning message. If you missed entering data for one event, or even one swimmer, you will get this warning. If you get this warning, you will have to return to the Run Screen and find which event does not have a status of Scored.

If everything was completed you will then see a File Export Progress box. This will give you some statistics on what was included in the export file. Note that the box below shows the statistics for a partially completed meet that was exported simply for purposes of this training document. Click “OK”.



The next box is where you select the destination drive/directory for the export results. In the box shown below, the floppy disk drive (a) is selected. Click “OK”.



You will get a confirmation of the export, including the name of the “zip” file. Click “OK”.



This “zip” file can now be imported into Team Manager using the procedures in Section 2.5.

3.3.5 Exporting Meet Results Report

The exported results described above provide data back to Team Manager II. If you want to print the results of the entire meet, use the following procedure. This procedure also describes how to export this results report to a file format, such as Microsoft Word.

To get a Meet Results report, click on “Reports”, then “Results” from either the Main Screen or the Run Screen. The procedure for generating this report was described in section 3.2.7.1. Click “Select All” to include all events in the report. Also, click “Team Points” to show the event scoring. Unfortunately, the team score is not available in this report.

When you click “Create Report”, you will get the screen shown on the next page. This shows what the report looks like. You can look at all the pages of the report using the arrow keys at the top of the screen. You can print the report by clicking on the little printer icon at the top of the page. And, you can export the results to a file by clicking on the export icon (the little envelope with the red arrow).

If you click the export icon, you will get a box where you can select the format of the output file. Select the format from the list. Microsoft Word format is usually the preferred output, but some Divisions may agree to a different format, such as text.

After you select the format, click “OK”. You will then select the name of the exported file and the location where you want to store it. Finally, click “OK” to save the file..

Temple Hills Swim Team

Hy-Tek's MEET MANAGER 3:42 PM 5/26/2002 Page 1

NCR@TH - 6/15/2002
Results - Dual Meet

Event 1 Boys 10 & Under 25 SC Meter Butterfly
 League Rec: 15.50 # 1975 Rick Stuby
 TH Pool Rec: 16.50 ! 1968 J. Long / S Giovinazzo RMS
 TH

| Name | Age | Team | Finish Time | Points |
|-------------------|-----|---------------------------|-------------|--------|
| 1 Hodge, Tim | 10 | Temple Hills Swim Team | 17.89 | 5 |
| 2 Boyle, Mark | 9 | Temple Hills Swim Team | 21.34 | 3 |
| 3 Heying, Kevin | 9 | Temple Hills Swim Team | 22.22 | |
| 4 Sheeran, Danny | 9 | New Carrollton Recreation | 23.45 | 2 |
| 5 McCauley, Shane | 10 | New Carrollton Recreation | 24.56 | 1 |
| 6 Mehalick, James | 10 | New Carrollton Recreation | 25.67 | |
| 7 Collier, Joey | 10 | Temple Hills Swim Team | 26.66 | |

Event 2 Girls 10 & Under 25 SC Meter Butterfly
 League Rec: 15.76 # 1995 Kathryn Goll
 TH Pool Rec: 16.50 ! 1978 J. Dymovik NCR
 BCC

| Name | Age | Team | Finish Time | Points |
|---------------------|-----|---------------------------|-------------|--------|
| 1 Coccharo, Julia | 10 | New Carrollton Recreation | 22.22 | 5 |
| 2 Baccala, Gianna | 9 | New Carrollton Recreation | 23.33 | 3 |
| 3 Consoli, Samantha | 9 | New Carrollton Recreation | 24.44 | |
| 4 Kelshaw, Patricia | 9 | Temple Hills Swim Team | 25.55 | 2 |

Event 3 Boys 11-12 50 SC Meter Butterfly
 League Rec: 31.37 # 1993 Delonte Stephens
 TH Pool Rec: 31.80 ! 1974 S. Giovinazzo TPDC
 TH

| Name | Age | Team | Finish Time | Points |
|--------------------|-----|---------------------------|-------------|--------|
| 1 Darnell, Charles | 12 | New Carrollton Recreation | 35.55 | 5 |
| 2 Clifton, Colton | 12 | New Carrollton Recreation | 36.66 | 3 |
| 3 Johnson, Rusty | 11 | New Carrollton Recreation | 37.77 | |
| 4 Vermeire, Steven | 12 | Temple Hills Swim Team | 40.00 | 2 |

Event 4 Girls 11-12 50 SC Meter Butterfly
 League Rec: 31.53 # 1997 Kathryn Goll
 TH Pool Rec: 32.87 ! 2000 K. Jarvis NCR
 TH

| Name | Age | Team | Finish Time | Points |
|----------------------|-----|---------------------------|-------------|--------|
| 1 Barry, Caitlin | 11 | New Carrollton Recreation | 39.99 | 4 |
| 1 LaChance, Michelle | 11 | Temple Hills Swim Team | 39.99 | 4 |
| 3 Fritz, Sarah | 11 | New Carrollton Recreation | 40.02 | 2 |
| 4 Coccharo, Anna | 11 | New Carrollton Recreation | 41.22 | |