

SAAA - Meet Manager 2018

Install Meet Manger, 7.0 is recommended, and install any updates.

Getting Started (Master Dual Meet Template)

1. Click on File in the menu bar, then Open/New Database and name this file "(Team Code) Dual Meet 2018", such as "CT Dual Meet 2018".
2. From the Meet set-up type in, todays date for the meet, and choose yards as course and fill in any other information asked for.
3. Open the Dual Meet back up, and from File, click Restore and follow prompts.
4. Open Set-up, open Meet Set-up and put in your pool name for meet name "Catalina Terrace Dual Meets 2018", your pool name, and the start date of the meet.
5. From Set-up open Report Preferences. For Report Headers, put in your name for the Home Team and the date, on Printers set-up for your printer.
6. From Set-up open Options. Go to Global Changes. Change final lanes to the number of lanes in your pool.
7. From Events check the number of lanes, and then click OK.
8. From Sessions, edit the session name to your meet. You now can rearrange the events listed in your meet.
9. Make a Back Up of this naming it Dual Meet 2018. This will be the file that you will start each meet with and you shouldn't need to make any changes from this point.
10. Your file is current with all the required meet guidelines and scoring.

Starting a New Dual Meet

1. Start a new meet, put in a date and indicate yards for the course and any other information asked for.
2. Restore (Ctrl+R) this meet with your Dual Meet 2018.
3. **Put in current information: Meet Name i.e. CT vs. LT, meet date, and update everything else for this meet in Meet Set-Up. In Report Preferences, the report headers need to be updated with team names and date of meet, then update Session name.**
4. You now need to have an updated roster, go to the SAAA website and download the current roster file on the "Downloads" page to a portable disk. Then from the MM File menu, Import the Roster Only. The file will be 49er-AZRoster00#. **IT IS EXTREMELY IMPORTANT NOT TO COPY THE COMPETITOR NUMBERS OR MATCH TO THE LSC. SO CHOOSE NO TO EACH OF THOSE PROMPTS.** Follow the prompts and you will then have a current list of all swimmers for your meet.

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5. Enter the heat/lane for the individual swimmers for your team. You do not need entry times. Enter the relay name and heat and lane number. You may also put in relay names at this time. You do not need to seed the meet since there are no entry times. If you are the visiting team, export your entries to "Entries for Meet Manager Merge of Same Meet" and give or send your disk to the visiting team along with a paper copy of the entry list of your swimmers. **BE SURE TO INCLUDE HEAT AND LANE NUMBERS.**

6. If you are the home team, the visiting team will send their entries on this disk for you to Import in "Merge Entries".

7. Print a meet program for coaches and time cards or lane sheets.

Run the Meet

1. From the Run menu start the meet. Enter the finals time from the timers. You may pull down the relay tab and insert or change the names for relays.

2. Click the exh box if swimmer is exhibition.

3. When the event is completed, click (Ctrl+S) and you will score the event and you may print a report of that event or wait until the end of the meet and Type (ALT+O) and the entire meet will score or re-score.

4. You may print award labels at this time or wait until you can do a large bulk of them. **You must have at least scoring places receiving ribbons.**

5. Repeat until meet is completed.

After the meet is completed:

1. From the File menu, make a back up (Ctrl+B) copy of the meet. Then export a copy of "Results for Team Manager or SWIMS or NCAA or USMS" database. The home team **MUST** email this results file to the Administrative Secretary (sarahdunst@outlook.com) within forty-eight hours after the meet. **DO NOT SEND THE MM BACK UP, just the Results file for BOTH teams in one file. DO NOT CHOOSE A TEAM, LEAVE IT BLANK!** You will get a reply when we receive the file.

2. Print at least two copies of results and scores, one for each team. Print ribbons for teams. Keep these results and scores for future reference.

3. **IMPORTANT INFO: USE OUR MM FILE ONLY!!** If there is a mistake in a swimmer's name, you may make the correction. If you have a new swimmer not on the rosters you may then add them to the meet if they are validated with the SAAA. Do not change the names to nicknames.