SAAA Virtual Meet Instructions

General Info and Reminders

- There are no relays. We'll revisit this if social distancing rules change.
- DO NOT CHANGE THE EVENT NUMBERS- they won't merge correctly. You can still run things in whatever order you want at your own pool.
- As requested, the 100 IM was made a 10&U event for our virtual meets. It will not be open to 8&U's at Championships this year. IM events begin with event 101.
- There is no limit to the number of individual events a swimmer may participate in.
- Make sure swimmers are stamped and dive tested before getting their times.
- You should probably only be getting one watch time on a swimmer to maintain social distancing. You are welcome to use a start system, but we are assuming you are not using officials.
- Results are due by 6pm every Friday.

Before proceeding, make sure to update your Meet Manager. These instructions assume the user is at least vaguely familiar with Meet Manager.

Computer Set up:

1. Download the "SAAAVirtualMeet2020" file from the SAAA website.
2. Restore this file in Meet Manager (Ctrl R). Select the 4th option (unzip, copy, and open).
3. File> Save As: Choose something to help you remember if this is for week 1, week 2, or week 3 (for as example: week 2 virtual meet). For week 2 and week 3, reopen the SAAAVirtualMeet2020 file, the File> Save as: choose appropriate name.
4. If you are in a SCM pool: Set Up> Meet Set Up: change your course to SC Meters. If you are in a yards pool, go to step 4.
5. If you are doing this for week 2, change the start date AND the end date to 6/25. If you are doing this for week 3, change the start and end date to 7/2. You do not need to change any of the other settings including facility name, address, or number of lanes in your pool (that doesn't matter).
6. Download the latest roster file from the SAAA website. File> Import> Rosters Only.

DO NOT COPY COMPETITOR NUMBERS!!!!

7. Did you copy competitor numbers? If the answer is yes, maybe, or I don't know, DELETE this meet manager database and START OVER.
8. If you have athletes that are not in the system but you have a stamped form, enter them yourself. Use the correct first and last names, and a middle initial. Get the birth date and gender correct. If there are other mistakes, make changes. Do not change first names to nicknames or preferred names.

Entering Results:

1. You should have a list of results containing the following information
   a. Swimmer names
   b. Strokes or events
   c. A result time or DQ
2. Make sure the correct meet is open.
3. There are multiple ways to enter your swimmers and their times. The easiest/fastest way is to go straight to the "Run" screen.
4. Choose an event that you wish to enter results for. Click the "Adjust" button (F8). Make sure the "Show Eligible Athletes" is chosen and your team is selected. If you don't see the correct swimmer, double check their age and make sure you have the correct event.
5. Double click any of the listed swimmers to add them to this event. Their heat and lane do not matter. If you have more than 8 swimmers in this event, click "Add Heat" located at the near the top of the screen to create enough heats to accommodate all of your swimmers in this event.
6. After you have added as many swimmers as you'd like, close the window. Hit enter or choose to save the changed data.
7. Enter the results time for the swimmers in the "Finals Time" column.
8. Repeat this process until you have entered all of your swimmers and their times in the correct events. You can go back to events and add new swimmers as often as is necessary.
9. If a swimmer was disqualified, click the DQ box. Do not worry about the DQ codes.

After you have entered all of your results:

1. File> Export > "Results for Meet Manager Merge of the Same Meet". That's like the 6th choice, NOT the first option. You do not need to score your results first.
2. Email that file to me by 6pm on Friday. valacer@hotmail.com