

# **MEET MANAGER PRE-SEASON COMPUTER AND MEET SETUP**

RMAL currently uses Meet Manager for Windows, Version 7.0 with the Timing Interface that allows electronic communication between the computer and CTS or Dolphin Timing System. Files mentioned in these instructions are available in the Library on the RMAL website [www.swimRMAL.org](http://www.swimRMAL.org).

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## **I. Installing Meet Manager and Setting Up Basic Folders**

Note: Section I is only necessary if Meet Manager 7.0 is not installed on the Computer. If Meet Manager 7.0 has already been installed, skip to Section II.

- 1) Insert CD for Meet Manager 7.0
  - (a) If AutoRun is turned on, Windows will automatically read the CD and begin the installation process.
  - (b) If CD is not read automatically, click on Start, and then Run, then enter the letter for your CD drive, followed by a colon, a backslash and then "Setup", e.g. **D:\Setup**. Alternatively, navigate to CD drive and then click on the Setup file.
- 2) Meet Manager will provide on-screen directions for the remainder of the installation. When the software asks for a directory/folder name in which to install the software, use the default directory **Hy-sport\SwMM7**.
- 3) In order to safeguard certain key files that are used to set up meets, set up an RMAL Templates folder in the C:\Swmeets7 directory. To set up this folder:
  - (a) From the Windows Desktop or other location, double click My Computer (or this PC)
  - (b) Double click C: icon
  - (c) Double click swmeets7 folder
  - (d) Right click, then New, then Folder
  - (e) In Name box, type "RMAL Templates"
- 4) Set up the folder in which league records will be kept – c:\Hy-Sport\SwMM7\Records. To set up this folder:
  - (a) From the Windows Desktop or other location, double click My Computer
  - (b) Double click c:, then Hy-Sport, then SwMM7
  - (c) Right click, then New, then Folder
  - (d) In Name Box, type "Records"
- 5) Delete any shortcut icon for previous MM versions from your Desktop.

## **II. Updating Meet Manager (Do annually)**

Update Meet Manager to the latest version.

- 1) Connect computer to the internet.
- 2) Start Meet Manager 7.0.
- 3) Click Check for Updates on the Main Menu bar, and then follow the on-screen directions.

## **III. Copying Annual League Files to Your Computer (Do at beginning of each year)**

## **A. Copying Meet Template Files**

Download the meet template files from the Library on the league's website, [swimmal.org](http://swimmal.org). The meet templates have certain key properties embedded in them, such as the meet events, time standards for the year, scoring, and the current year's age-up date for swimmers. Use these templates to set up meets, and add additional information specific to the meet. Download two templates, one for free relay meets (swum in weeks 1, 3, and 5), and one for medley relay meets (swum in weeks 2, 4, and 6). To download:

- 1) Download the current year's version of the following two zipped files from the league website into the folder `c:\swmeets7\RMAL Templates`:
  - TM Meet Template - Free
  - TM Meet Template- Medley
  - a. Click on the link for one of these files on the league website, and a zipped file will be placed in Downloads folder.
  - b. Right click on the file in Downloads, then select Open with, then Windows Explorer
  - c. Once the file has been unzipped, move it from Downloads to `swmeets7\RMAL Templates` using right click- copy, then navigating to `swmeets7\RMAL Templates`, and then right click paste.
  - d. Repeat steps a-c for the template for the other type of meet.
- 2) Overwrite/delete the old template files. Check the `c:\swmeets7\RMAL TEMPLATES` folder to be sure the old files have been deleted, and that only the new files are present (right click on the files in the folder to pull up the properties and check the date on each file).

## **B. Segregating Old Meet Files**

In order to keep your team's main Meet Manager listing of meets from getting too long, which makes finding important meet results more difficult, you can keep only the meets from the current year and one prior year in the Main folder, and set up separate folders for prior years. For example, for 2018, keep the 2018 and 2017 meets in the main Meet Manager folder, and move older meets to folders set up for previous years' files. You can do this two ways:

1. In Windows, go to `c:\swmeets`, set up a new folder for the year you want to archive (using New, then Folder), and then cut and paste files from the main `swmeets` folder to the folder for the prior year; or
2. You can setup the folder for the prior year and then zip files to it by opening each meet and then using the File Menu/Backup command. This will zip the file (helpful if hard drive space is an issue). The zipped file can later be reopened using the File/Restore command.

## **C. Making Backup Files**

Keep a backup copy of the meet templates, time standards, and records files on a flash drive. Right click any file, copy, then navigate to the backup area, right click and paste.

It is strongly recommended that Meet Manger meet results files and updated Team Manger files be backed up after each meet to a flash drive or other storage device. At an absolute minimum, backup between one RMAL season and the next.

## **IV. Setting Up a Meet (Do before every home meet)**

Open a new or existing meet in Meet Manager, at the initial screen, check Admin and Single User, then click ok.

### **A. Using RMAL Template to Set Up Meet File on Laptop**

- 1) Within Swmeets7/RMAL Templates folder, select the template for the type of meet (free relay in weeks 1, 2, and 5; medley relay in weeks 2, 4, and 6)
- 2) Right click on the template, and then copy
- 3) Navigate to the Swmeets7 folder, right click and then paste
- 4) Right click on the file you just put in Swmeets7, click Rename, and name your meet (e.g. Granite at Bon Air)

### **B. Setting Meet Parameters**

- 1) From Main Menu, click Set-Up, then Meet Set-up
- 2) Enter correct Meet Name (e.g. Settlers Landing at Bon Air)
- 3) Enter correct Meet Start Date and End Date
- 4) Check correct Course (Yards or SC Meters) for your pool.

Note: If you have already started with entries before you remember to change to the correct course, it is best to restart the meet setup from scratch (opening a whole new meet). If you do not have sufficient time to do this (for example, if you've already printed and distributed heat sheets), then, when asked by computer, specify that computer should do course conversion of times).

### **C. Setting Pool Size**

- 1) The default number of lanes established by the templates is 6 lanes. If meet pool has 6 lanes, skip this Section D. If pool has 8 lanes or some number other than 6, do the following:
- 2) From Main Screen, click Set-up, then Options, then the Global tab.
- 3) Check box for Change number of Lanes for All Final Rounds, and fill in correct number of lanes
- 4) Click OK, then Yes, then OK, then Close.

(Note: This procedure is for changing all your events to the correct number of lanes. The number of lanes can be changed for individual events (for example, if some lanes of your pool are too shallow to allow diving relay starts from both ends of the pool) from the Events menu by clicking on the specific event and then changing the number of lanes).

## **D. Incorporating League Records**

At the beginning of the season, updated records are provided on the league website. Whenever league records are set during the season, they are sent out by email to those computer contacts who have provided email addresses to the league. In addition, current league records are also available in the File Library on the league's website. If setting up a new meet, import the most current version of the pertinent RMAL record files. The yards records are maintained in a file called RMALYd-y.rec, and the meters records are maintained in RMALMt-s.rec (the "s" stands for Short-course meters, which is what a 25-meter pool is, as opposed to long-course meters, which is for a 50-meter pool.) Only copy the records file for the type of meet (yard/meters) run at your pool. Incorporating the records is a two-step process: first import the file into Meet Manager; then incorporate the file in your specific meet file. Here's the procedure:

- 1) Download the pertinent records file (meters or yards) into C:\Hy-sport\SwMM7\Records, overwriting any prior file of the same name.
- 2) From the Meet Manager Main Screen, click File, then Import, then Records
- 3) Select Yards or SC Meters tab near top of page, depending on whether meet will be yards or meters
- 4) Click Import tab at top of page
- 5) Double click Records folder (located in C:\Hy-Sport\SwMM7), and then Open
- 6) Highlight pertinent file RMALYD-y.rec for yards meet; RMALMt-s.rec for meters
- 7) Click Open, then OK (records should now be visible)
- 8) Check lower part of screen to be sure that R entered under Flag. If not, double click RMAL line, enter R in Flag box, then click OK. This flag will print an R in the event results to notify you that a league record has been set.
- 9) Exit Records screen.

Note: Meet Manager offers an option to update records after the meet directly from meet results. Do not use this procedure for league records. Potential league records only become official once approved by the Records Chairperson.

## **E. Importing Meet Entries**

Each team will provide its meet entries by exporting them from Team Manager, usually by noon on the day of the meet. To import that entry file into Meet Manager:

- 1) Click File, then Import, then Entries
- 2) In Look in box, specify location of visiting team's entry file (will have been previously provided by email).
- 3) Double click the appropriate Entries zip file
- 4) Click OK
- 5) Double click the .hy3 file
- 6) Click OK three times
- 7) Repeat steps 1-8 to import home team's entry file

## **F. Entering Teams**

Note: This step should not be necessary if importing Meet Entries properly imported the team names. Check this by clicking on Teams from the Main menu. To enter teams:

- 1) Click Teams menu

- 2) Click Add
- 3) Enter team's two letter abbreviation (e.g. BA for Bon Air) and Full Name (e.g. Bon Air), then Click OK
- 4) Enter the visiting team's abbreviation and team name from the following list:
 

ACAC	AC
Bon Air	BA
Brandermill	BM
Brighton Green	BG
Charter Colony	CC
Evergreen	EG
Granite	GR
Greenfield	GF
Midlothian Athletic Club	MA
Settlers Landing	SL
Shenandoah	SH
Smoketree	SM
Stonehenge	ST
Surreywood	SW
Willow Oaks	WO
Woodlake	WL
YMCA	YM
- 5) Click OK, then Cancel, then Close

## **G. Importing Roster Files**

A complete team roster should be added in Meet Manager before the meet begins. A team's roster file includes information about all swimmers who swim for the team, regardless whether they are expected to swim at the particular meet being set up. If a swimmer who was not expected to swim has to be added to the meet, the necessary information should already be in the computer (the swimmer's information should be available when you click Add Athlete), without having to go find birthdates and middle initials, etc. To import a team's roster, do the following:

- 1) From Main Menu, click File, then Import, then Rosters Only
- 2) Navigate to the drive where the roster file is saved (e.g. a:), select the zipped roster file (with a name similar to Roster001.ZIP), and click open, then OK
- 3) Open the .HY3 file, then click OK, then No, then OK
- 4) Repeat for other team

## **H. Seeding the Meet**

Seeding assigns swimmers to heats and lanes. All individual events at all RMAL meets are "seeded" by the computer, which automatically assigns swimmers based on their entry times. For RMAL regular season meets, relay events are not seeded by the

computer, but are hand-seeded by the clerk of course or the computer operator. For computer seeding, here's the procedure:

- 1) Once both teams' entries have been imported, from Main menu, click Seeding
- 2) Click Select All button
- 3) Click Start Seeding

**Warning: Although Meet Manager seeds by order of entry time, when two swimmers have the same entry time or when multiple swimmers have no entry time (NT), Meet Manager randomly assigns those swimmers. If you reseed the event, Meet Manager may randomly assign these equal times in a different way. If you've already distributed heat sheets or Lane/Timer sheets, it is strongly recommended that you not reseed the entire event in the computer. Instead, if you have to make changes, simply add/move swimmers to empty lanes or add new heats (see procedures in handout on Meet Manager - Running the Meet) or add new heats.**

## **I. Printing Heat Sheets**

- 1) From Reports menu, click Meet Program
- 2) Suggested options:
  - (a) Under Columns/Format tab: Double or Triple Column
  - (b) Under Include in Meet Program Tab: Records, Time Standards, and Entry Times
- 3) Click Select All button (or check specific events to be printed)
- 4) Click Create Report button
- 5) Review report appearance on screen. If OK, click printer icon at top of screen

## **J. Printing Entry Lists**

To help swimmers find all the events in which they are entered for a meet, it is helpful to post a listing of all entries organized by team and then by swimmer and to give a copy of this listing to the team's coach. To do this:

- 1) From Reports menu, click Entry lists
- 2) Check By Team near bottom

## **K. Printing Lane/Timer Sheets**

Lane/Timer sheets are the papers used by the timers to record the watch times for each race.

- 1) From Reports menu, click Lane/Timer sheets
- 2) Suggested options:
  - (a) Format – 2 Events Per Page (you'll have to cut, but it saves paper)
  - (b) Sort by events, then lane, lanes 1-2 print, lanes 3-4 print, lanes 5-6 print, lanes 7-8 print
- 3) Click Select All button (or check events to be printed)
- 4) Click Create Report button
- 5) Review report on screen. If OK, click printer icon at top of screen

## **L. Printing Blank Labels for Relay Cards (when necessary)**

Relays generally are not pre-seeded. Coaches should print out blank relay labels and attach them to color coded index cards before the meet, using Team Manager. If they need blank labels printed at a meet, do the following:

- 1) From Labels menu, click Entry Cards/Labels
- 2) In Sort By box in lower right corner, check Blank Relay, and fill in the # of blanks desired (suggest 30 because it's one full sheet of labels)
- 3) Click Create Labels
- 4) Insert labels in printer
- 5) Click printer icon

## **M. Downloading Meet to Timing Equipment**

- 1) Connect 10 foot 9-pin cable from Com Port 1 on back of CTS to serial port on computer (male end of cable hooks to CTS; female end of cable to computer). If computer does not have a serial port, use its USB port. However, the USB port on the CTS does not function. An adapter is needed to convert the CTS end of the USB cable to serial 9-pin communication, to plug into the CTS. The league does not provide this adapter; each team must supply one. Check that the team has one at least a day before the first meet. USB serial adapters are available from office supply stores, and may require drivers to be installed for the adapter on the computer.
- 2) From Meet Manager main screen, click Run, then Interfaces, then Set-up. Then, if necessary, click Timing Console Interface – Pool 1, check Colorado Time Systems 6, then click OK
- 3) Click Interfaces again, then Timer, then
  - (a) Click Open/Close Serial Port for CTS 6 In box for Serial Com Port for CTS 6 Timer, enter 1
  - (b) Click Test Communication with CTS 6. If test unsuccessful, check connections. (If using a USB connection, the port may be higher than 1. Try a few higher port numbers or check the port on computer by going to Control Panel, System, Hardware, Device Manager, Ports.)
  - (c) Check to be sure CTS in “Reset” mode
  - (d) Click Download Events to CTS 6; follow on-screen prompts, specifying meet 8 or 9 for the spot to place the meet
- 4) Check CTS to be sure new meet is there (on CTS, Setups – Event Sequence – Choice 8 or 9)
- 5) Have CTS operator Save Setups