Quick Start Guide: Meets

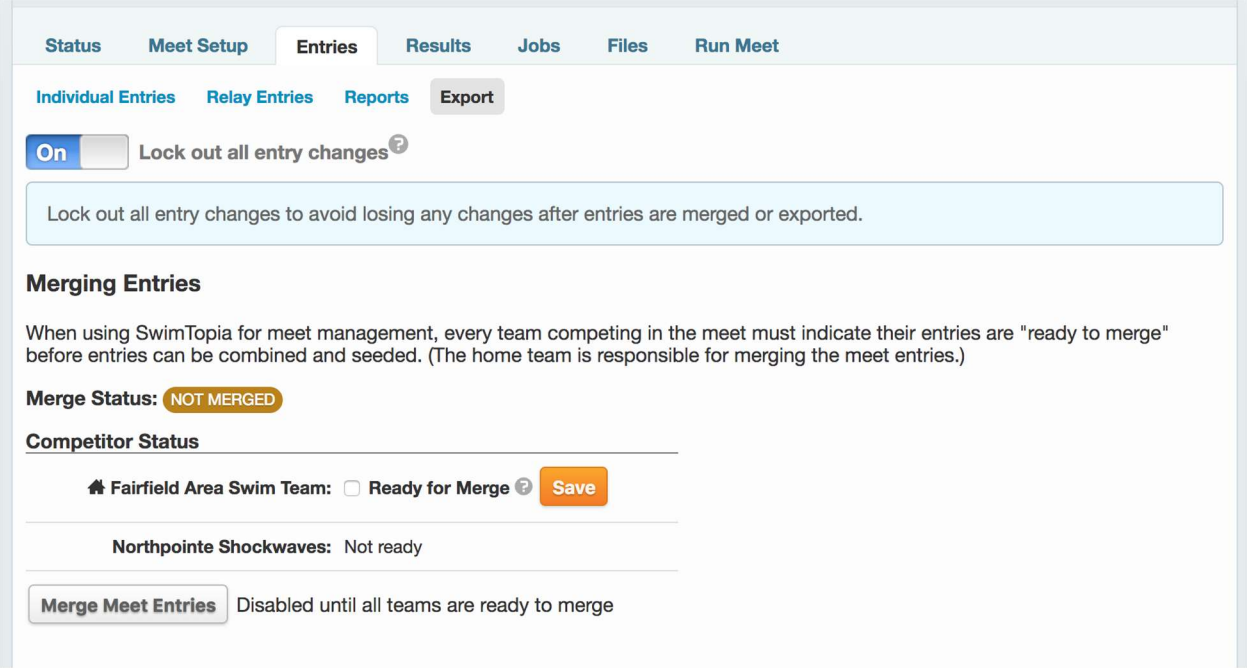
April 24, 2018

Meet Entries – Ready to Merge

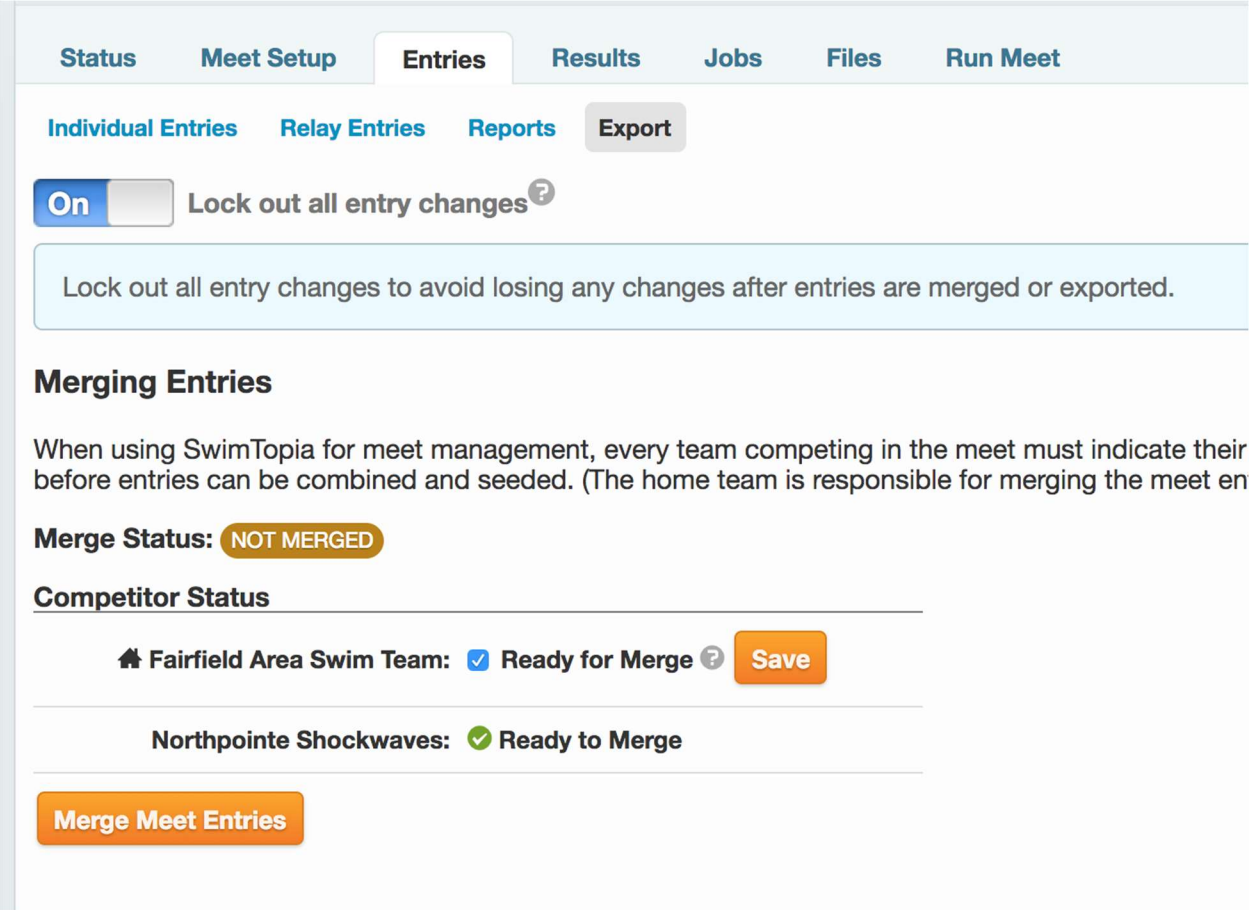
After all meet entries are completed, it's time to close entries and signal that you're ready to merge.

Go to **Entries > Export** and set "Lock out all entry changes" to On. This will prevent anyone from making any changes to the meet entries.

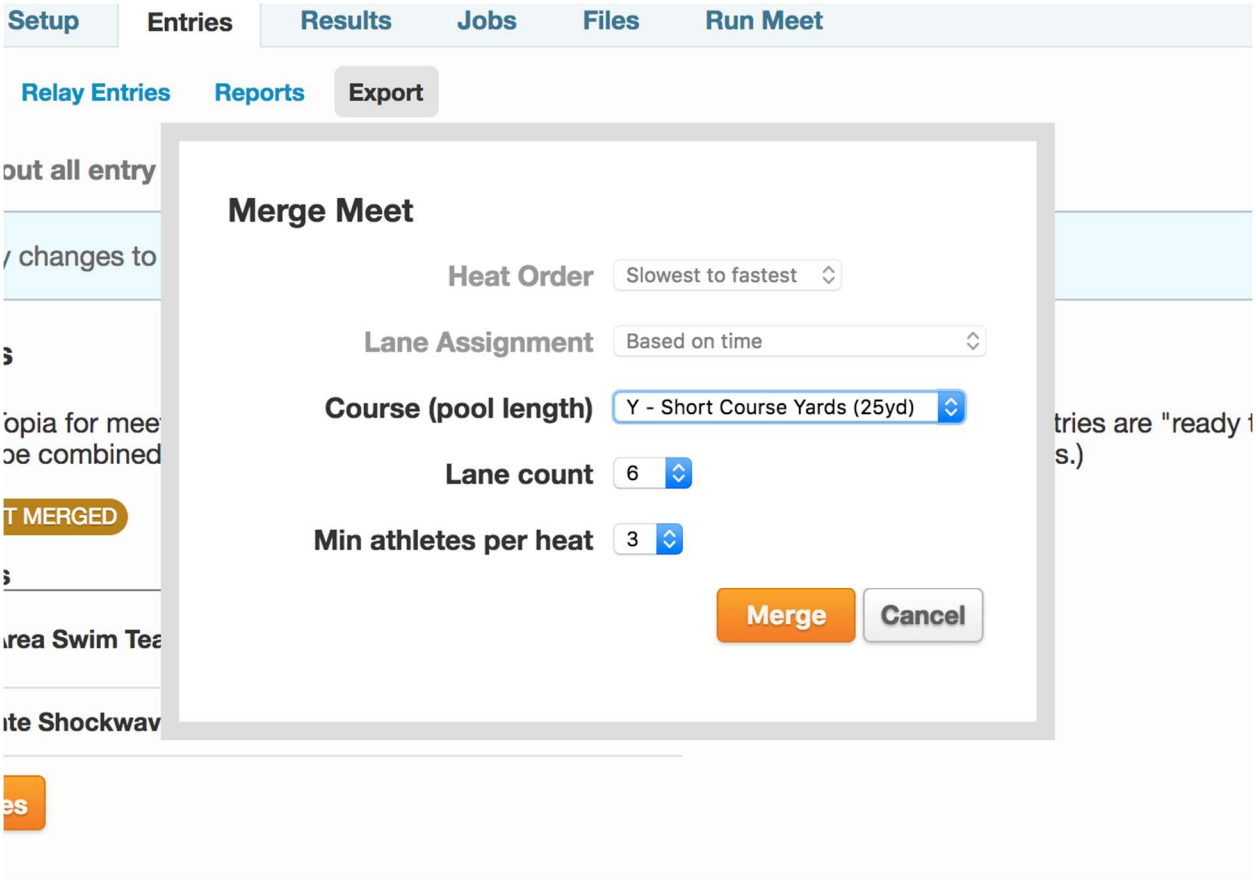
After locking entries, check the box next to "Ready for Merge."



All teams in the meet must check the "Ready for Merge" box before the "Merge Meet Entries" button is enabled (for the Home team only).

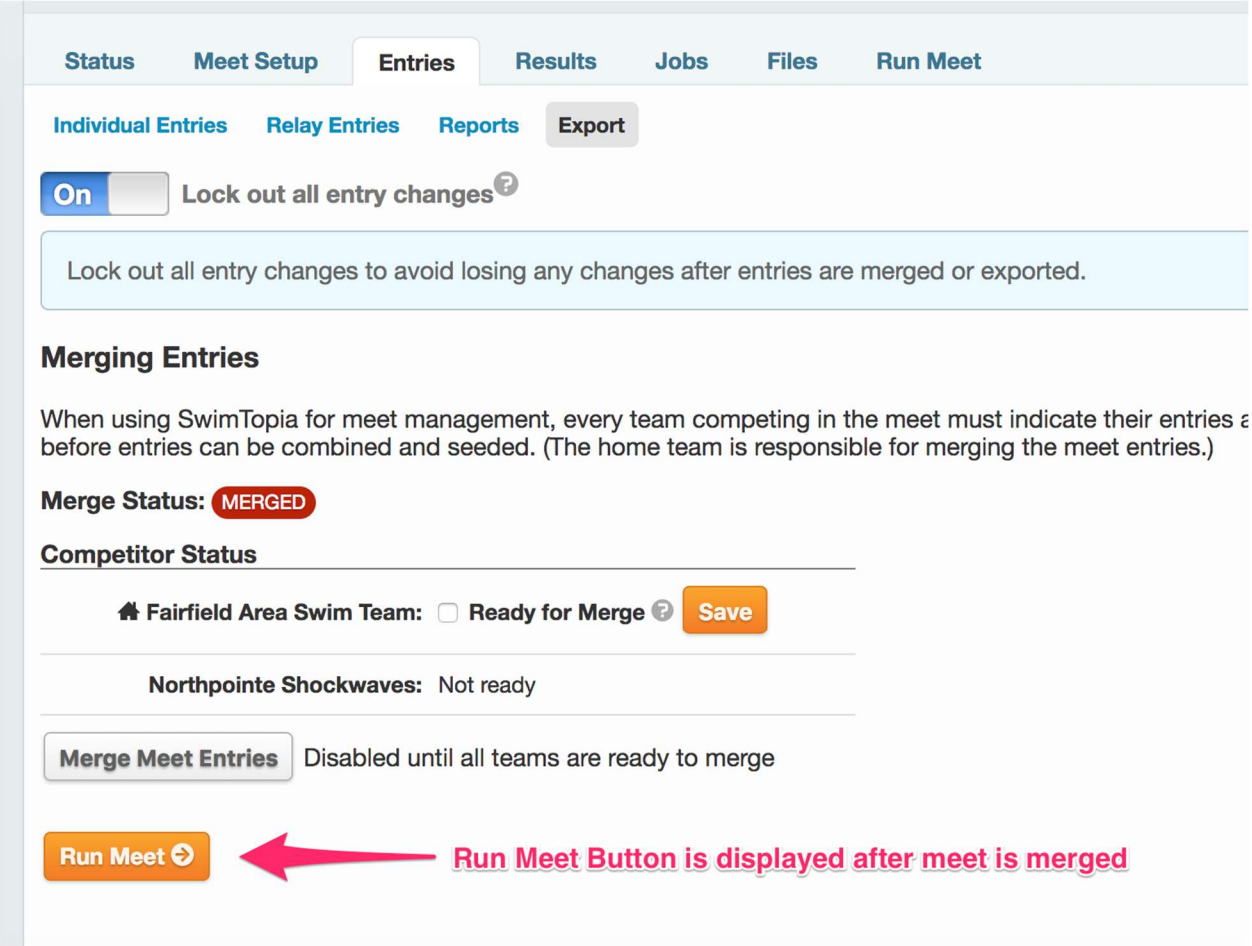


With all teams “Ready to Merge”, the “Merge Meet Entries” button is enabled. Clicking the button opens a dialog with options for the Merge (some of these will be disabled, based on league settings).



Once the home team merges the entries for the meet, all "Ready to Merge" checkboxes are automatically unchecked – this is to prevent the home team from re-merging without the visiting team's consent.

Once the meet is merged, the "Run Meet" button is enabled. This will launch the "Run Meet" interface in a new window. [Note: by end-of-week a desktop version of the "Run Meet" application will be available for download, providing easier integration with the Dolphin Timing System.]

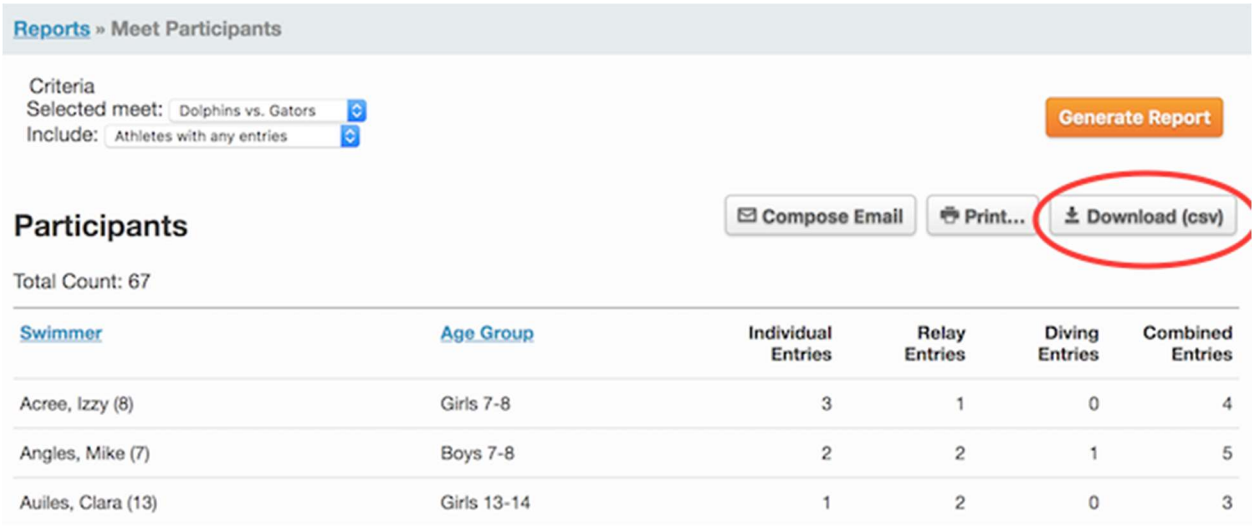


Pre-Meet Reports on Athletes and Entries

Reports on athletes and entries are found in your SwimTopia team site.

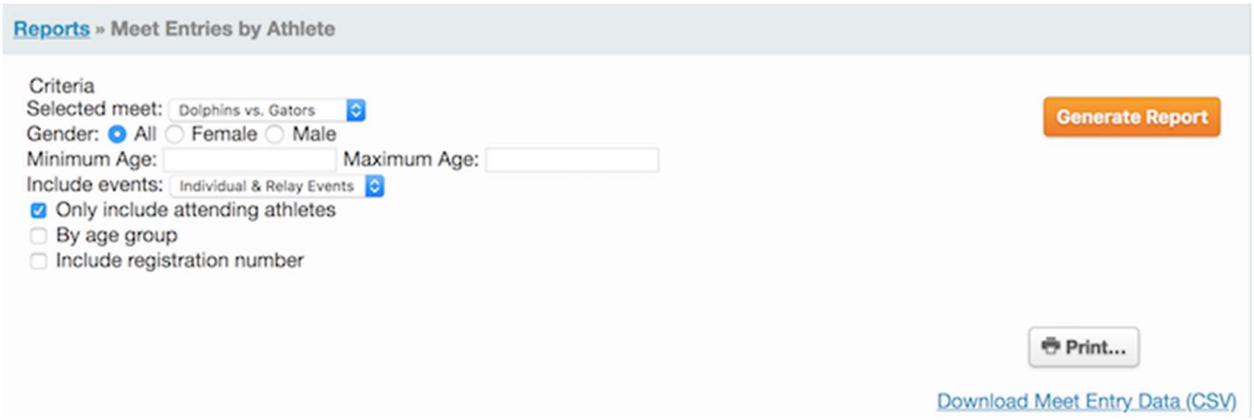
Swim Meet Roster/Swimmer Check In Sheets

To print a list of all athletes entered in the meet go to **Manage Team > Reports > Meet Participants** then select the meet and choose “Include: Athletes with Any Entries.” When you hit Generate Report you’ll be able to Download to CSV and edit to meet your desired print specifications.



Meet Entry Reports

To generate a Meet Entry Report by swimmer in alphabetical order go to **Manage team > Reports > Meet Entries By Athlete** then select the meet and choose your desired report options, check “Only include attending athletes.” When you hit Generate Report you can then Print or Download to CSV and edit to meet your desired print specifications.



Note: Other Report Options– Meet Entry Matrix

It may be helpful to run the Meet Entry Matrix report that shows a summary of all entries and times per age group. Go to **Manage team > Reports > Meet Entry Matrix** then select the meet and choose your desired report options, check “Only include attending athletes.” When you hit Generate Report and select to “Print” the report will format for the page and print in black and white.

Dolphins Swim Team
Meet Entries Matrix
Dolphins vs. Gators — 2011-06-18
Age Up Date: 2011-06-01 — Course: SC Meters

Group by status
Show athlete numbers

Girls 6 & Under

Athlete name	Age	# 1 100 Free Relay	# 13 25 Free	# 33 25 Back	# 45 25 Breast	# 57 25 Fly	Attendance	Swim-up Entries
Qualifying Times		--	--	--	--	--		
Ault, Lyn	6	A-1	1/3 38.03	2/4 1:32.63*	38.36*	1:32.63*	Attending	
Ault, Matilde	5	A-4	24.96	36.70	--	--	Attending	
Jones, Janie Sue	6	--	--	--	--	--	Attending	
Joslin, Cathrine	6	A-3	56.85	54.92	43.25	--	Attending	
Kalafut, Pilar	6	--	1:14.00	--	--	--	Attending	
Mcduffie, Portia	6	A-2	44.31	59.71	--	--	Attending	

Running the Meet

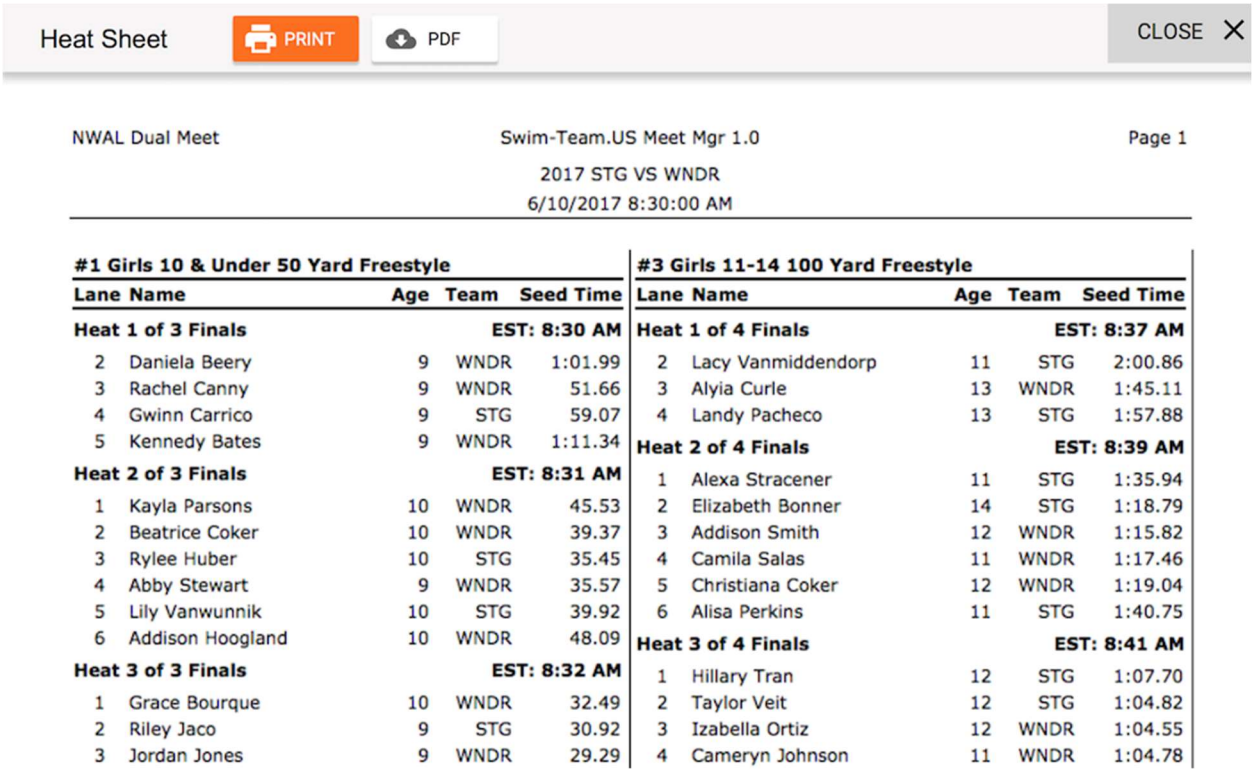
The “Run Meet” application is self-contained and designed for fast, efficient operation on the day of the meet whether your team is hand-entering times, or loading times automatically from a Dolphin timing system.

Setting Up the Meet – the Gear Icon

Pre-Meet Reports

Reports needed to prepare for the **meet** are found under the gear icon.

Generate necessary reports by clicking on the report headings.



Heat Sheet PRINT PDF CLOSE

NWAL Dual Meet — Swim-Team.US Meet Mgr 1.0 — Page 1

2017 STG VS WNDR

6/10/2017 8:30:00 AM

#1 Girls 10 & Under 50 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals				**EST: 8:30 AM**
2	Daniela Beery	9	WNDR	1:01.99
3	Rachel Canny	9	WNDR	51.66
4	Gwinn Carrico	9	STG	59.07
5	Kennedy Bates	9	WNDR	1:11.34
Heat 2 of 3 Finals				**EST: 8:31 AM**
1	Kayla Parsons	10	WNDR	45.53
2	Beatrice Coker	10	WNDR	39.37
3	Rylee Huber	10	STG	35.45
4	Abby Stewart	9	WNDR	35.57
5	Lily Vanwunnik	10	STG	39.92
6	Addison Hoogland	10	WNDR	48.09
Heat 3 of 3 Finals				**EST: 8:32 AM**
1	Grace Bourque	10	WNDR	32.49
2	Riley Jaco	9	STG	30.92
3	Jordan Jones	9	WNDR	29.29

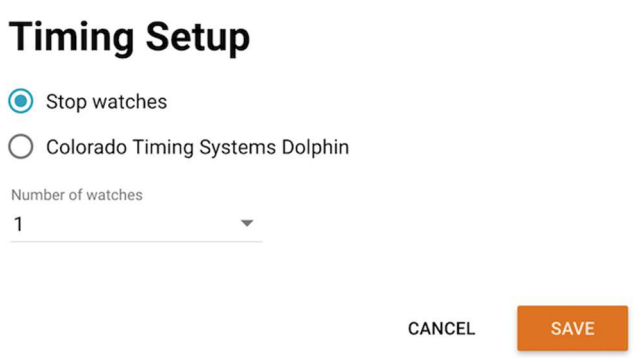
#3 Girls 11-14 100 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 4 Finals				**EST: 8:37 AM**
2	Lacy Vanmiddendorp	11	STG	2:00.86
3	Alyia Curle	13	WNDR	1:45.11
4	Landy Pacheco	13	STG	1:57.88
Heat 2 of 4 Finals				**EST: 8:39 AM**
1	Alexa Stracener	11	STG	1:35.94
2	Elizabeth Bonner	14	STG	1:18.79
3	Addison Smith	12	WNDR	1:15.82
4	Camila Salas	11	WNDR	1:17.46
5	Christiana Coker	12	WNDR	1:19.04
6	Alisa Perkins	11	STG	1:40.75
Heat 3 of 4 Finals				**EST: 8:41 AM**
1	Hillary Tran	12	STG	1:07.70
2	Taylor Veit	12	STG	1:04.82
3	Izabella Ortiz	12	WNDR	1:04.55
4	Cameryn Johnson	11	WNDR	1:04.78

Timing Setup

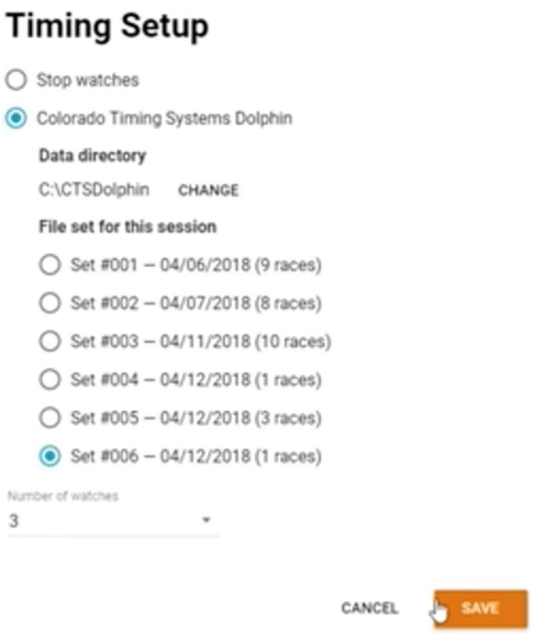
The meet can be configured to run with the Dolphin Timing System or 1 to 3 watches.

- When in 1-watch mode, only an “Official time” will be entered.
- When 2-3 watches are active, the “Official time” is calculated automatically, following league-specified rules.



Dolphin Wireless Timing System

Dolphin Wireless Timing System is supported via a downloadable Microsoft Windows application. [Link to download this application will be provided on the Merge/Export page when it is available.] This application enables tighter integration with the Dolphin System so that times can be detected and loaded automatically



When selecting the ‘Colorado Timing Systems Dolphin’ option in Timing Setup (from the Windows Desktop application), you are shown options to set the data directory where Dolphin will write its timing files, and the ability to choose the set of files for this meet.

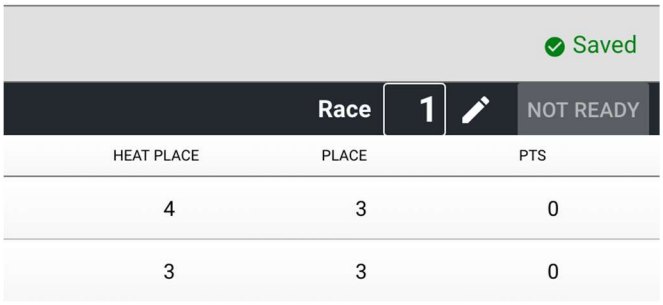
Note: You may need to run a test timing with the Dolphin system to create a new data set.

Running the Meet with Dolphin Wireless Timing System

When the CTS Dolphin System is selected, an additional “timing system bar” is displayed in the data entry interface. This bar indicates the current Race number (mapping the current heat to the corresponding Dolphin data file).

When new data files are detected for the corresponding race number, the button label will change from “Not Ready” to “Load Times”. Click the button to load the times for that race.

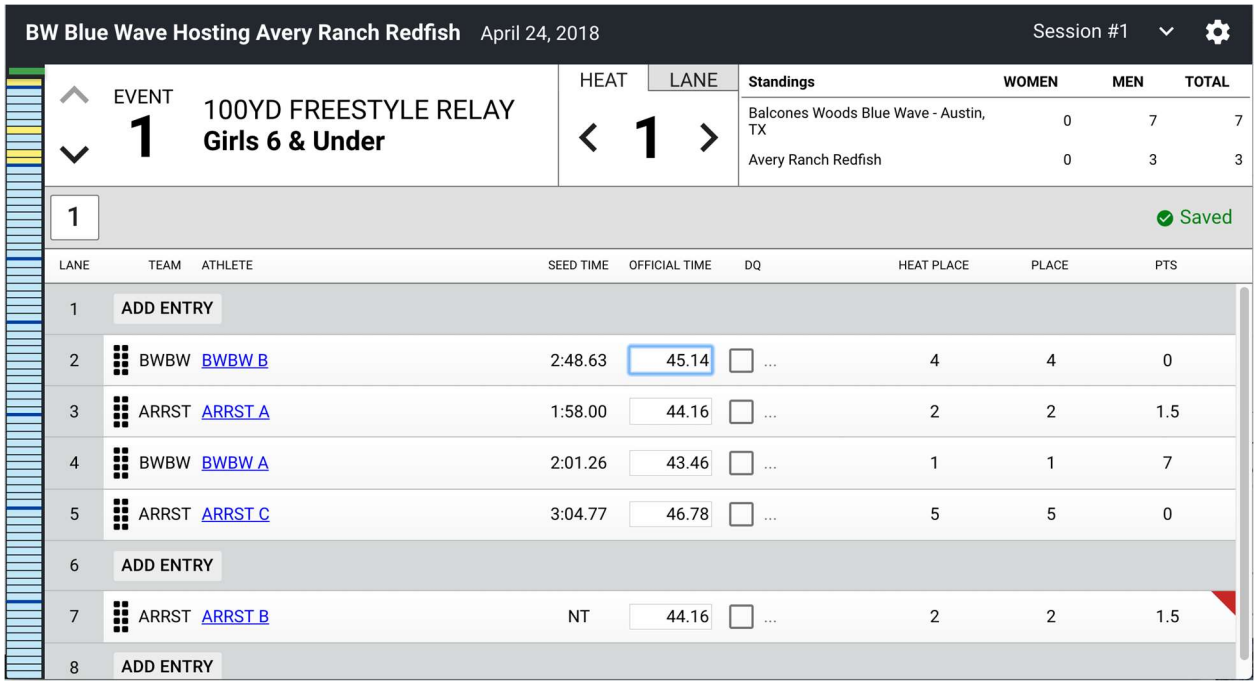
After clicking “Load Times”, if any times are missing, or if times are loaded for empty lanes, a warning message will be shown in the timing system bar.



Click the **Race number** in the timing system bar to update the race number for the current heat. This helps the meet software stay in sync with the data files generated by the Dolphin Timing System.

During the Meet

Continually Saving:
All changes made in the “Run Meet” interface are automatically saved as you go. You’ll notice saving activity indicated in the heat/lane bar. When you see a green “Saved” checkmark you can be assured your data is saved and up-to-date.



Left Sidebar:
The left sidebar of the “Run Meet” interface provides an at-a-glance summary of the event status in the meet. Each colored cells represents a single event (for example “Boys 11-12 50yd Backstroke”).

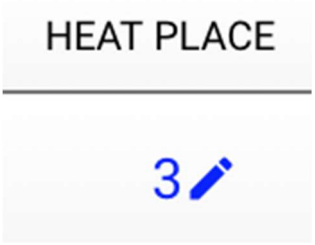
- **Green cells** indicate events that are “completed” (all data has been entered).
- **Yellow cells** indicate events with partially complete data.
- **Blue cells** indicate events have not yet started.
- **White cells** are rare, but would indicate an “unseeded” event with no entries.

Data Entry Shortcuts:

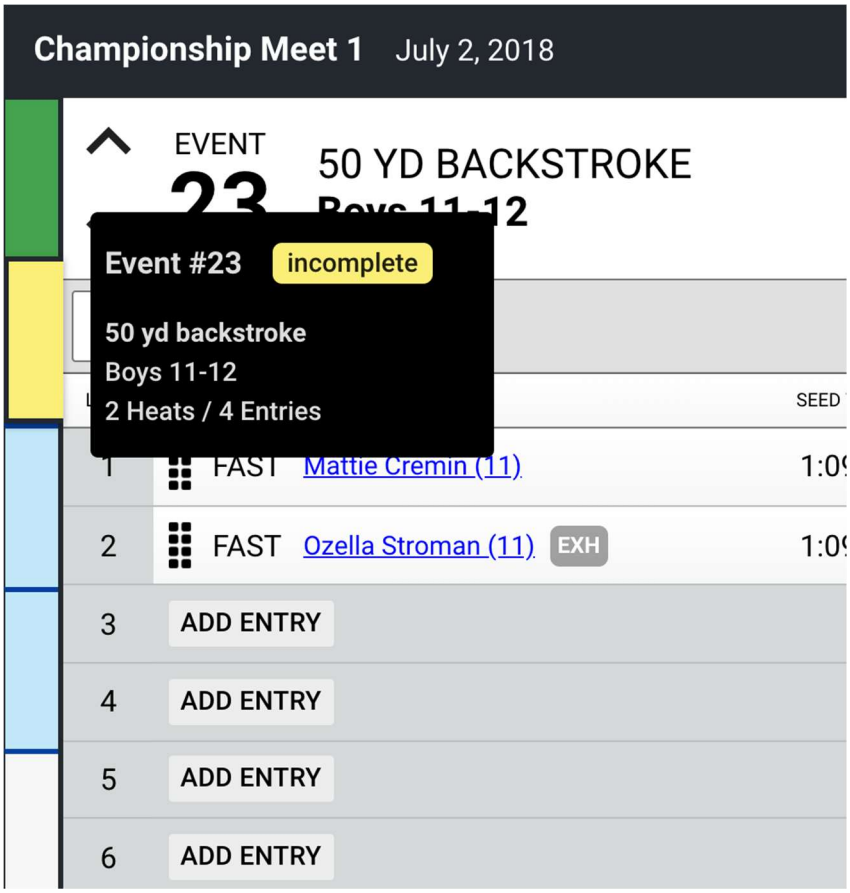
- When inputting times you don't need to type punctuation: e.g. typing '12345' will turn into "1:23.45".
- Hitting 'enter' on the number keypad will go to the next input field.
- Inputting "DQ" or even just "Q" will trigger the DQ entry window.
- Enter NS for “No Show” and DNF for “Did Not Finish”

Scoring:
As times are entered for each entry, the heat place, place, and points are automatically updated. Once the event is complete (meaning times or DQs have been entered for all heats and entries in the event), overall scores (women, men, total) will be updated.

Judge Override of Timed Places:
You can override the places with a "Judge's decision." When you hover over the Heat Place or Place for any swim a pencil icon will appear – simply click the heat place to edit it.

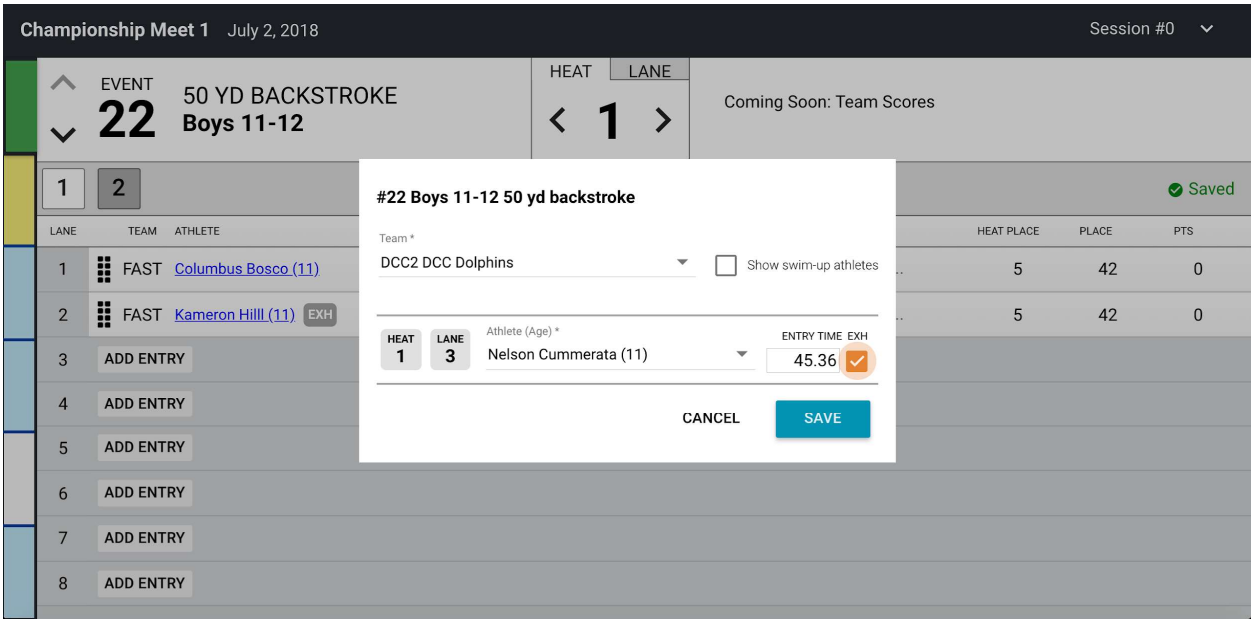


Hover for Details:
Hovering your mouse over an Event Status Bar cell will reveal more details about the corresponding event, including the status and the number of heats and entries.



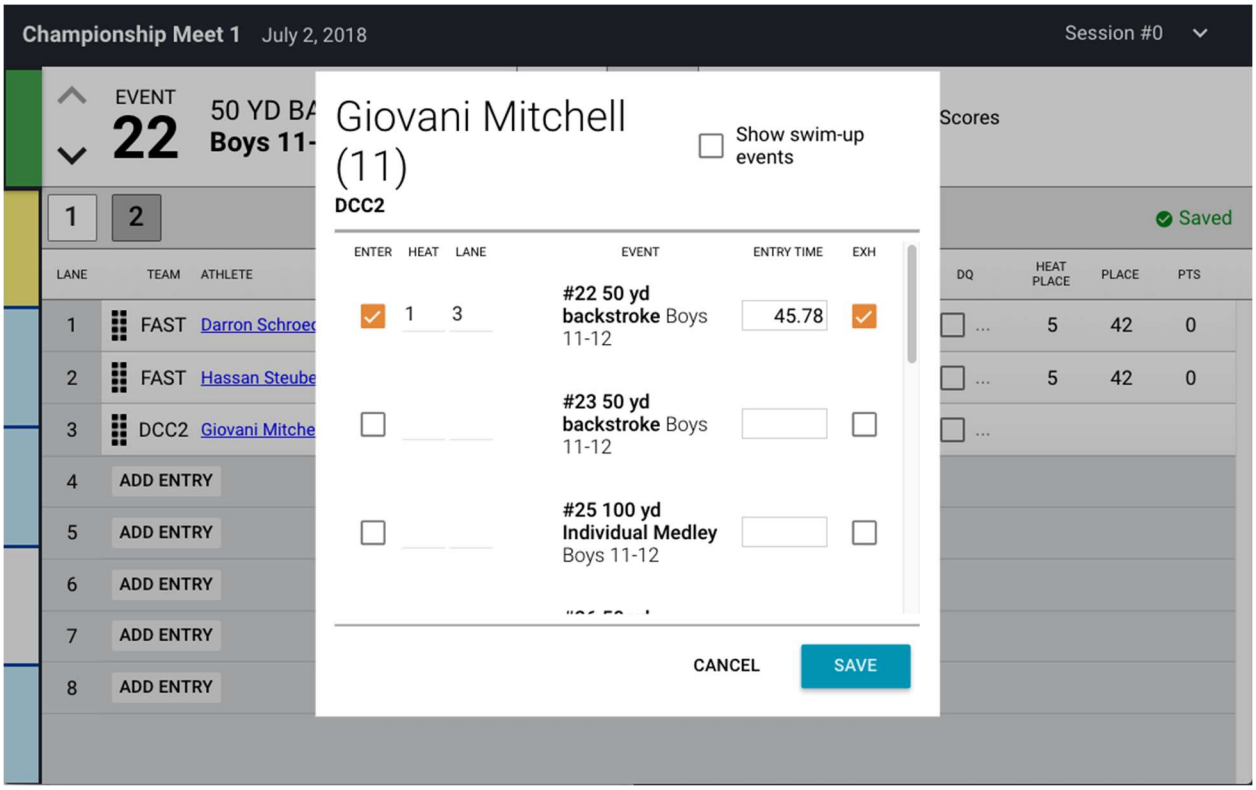
"Add Entry" Individual Event

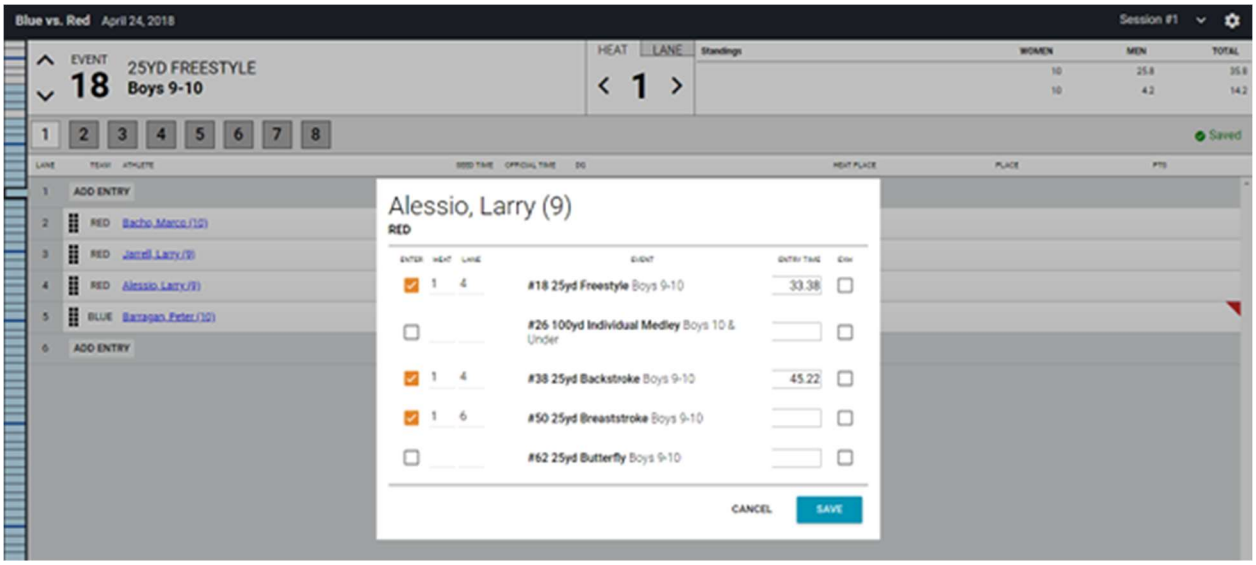
Clicking the "Add Entry" button in any open lane within a heat opens a window to quickly add a swimmer to that heat and lane. In this window select the desired team, then the desired athlete, input an entry time and click Save.



Editing Individual Entries

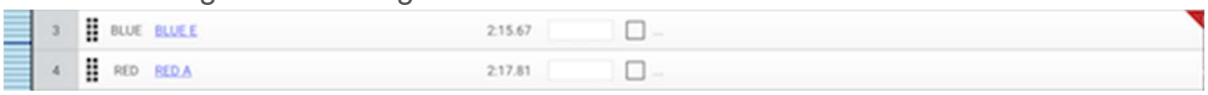
To edit any or all of the entries for any athlete, including adding or removing swimmers to/from events, click the linked Athlete Name. In this window check the box to ENTER an event, input desired heat and lane and entry time, then click Save. Unchecking the box next to an event will remove the athlete from that event.





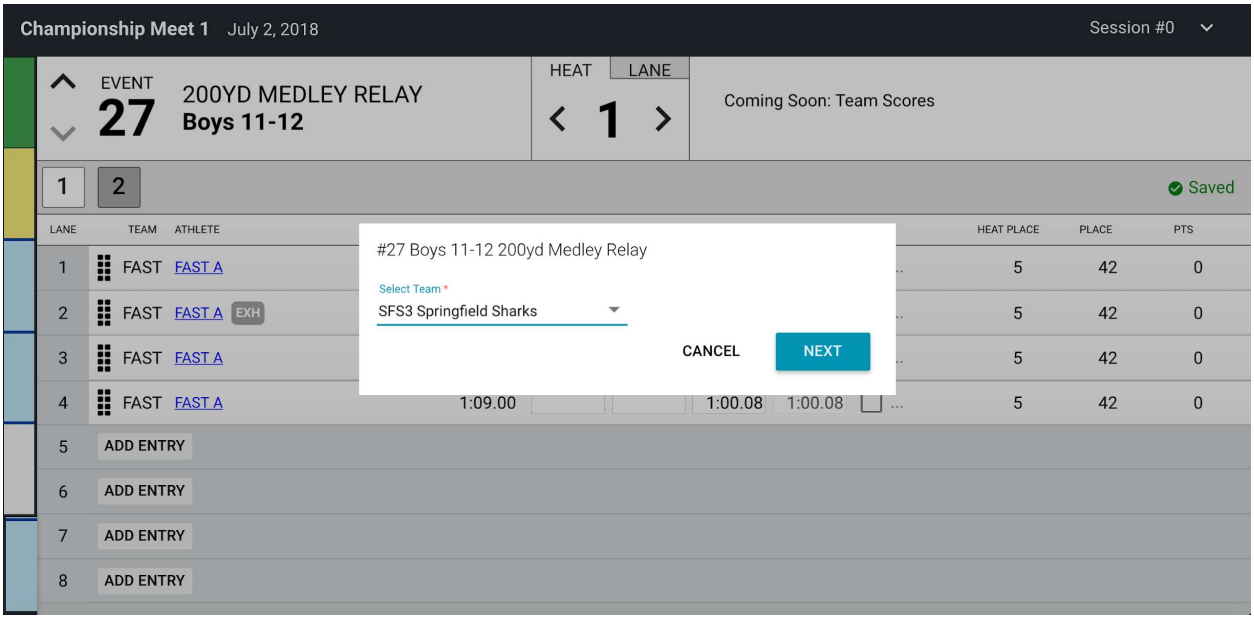
Deck Change:

If an admin makes a meaningful change to an entry, such as adding a new entry, or making a lane change, or changing to exhibition, then the record/row will be marked with a 'red' dog ear on the right side.

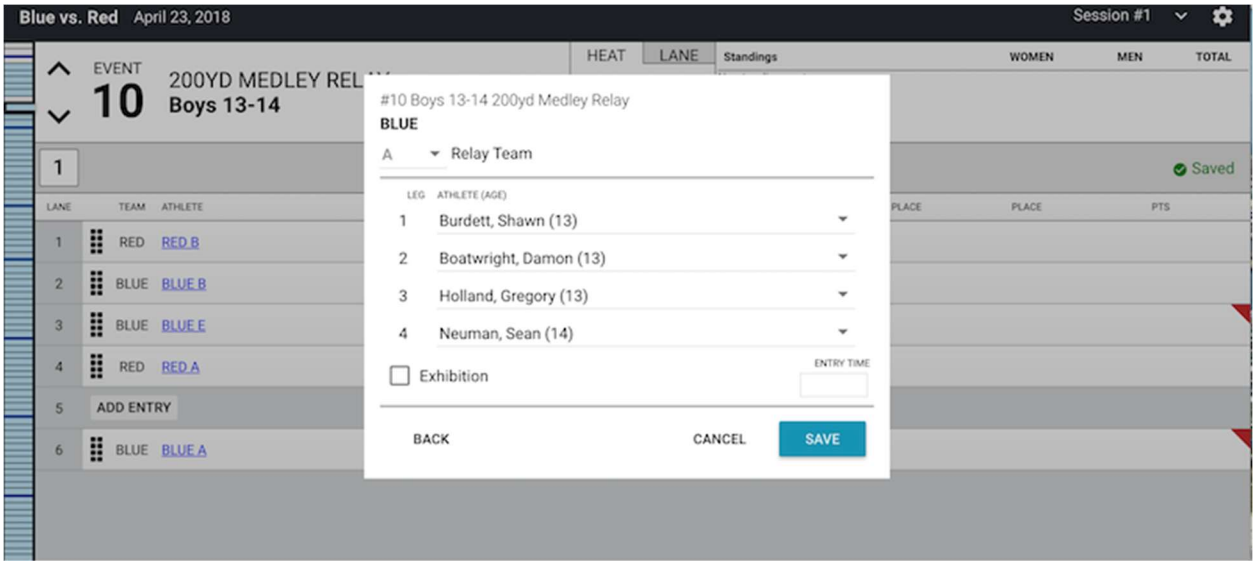


“Add Entry” Relay Event

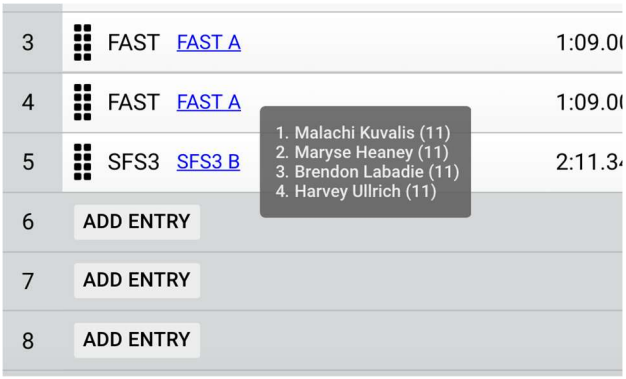
When clicking the “Add Entry” in a relay event, you’ll be prompted to select a team in the first screen, then to select the swimmers for that team in a second screen.



In the second step of Adding a Relay, select the Relay Team letter (e.g. A, B or C) and the Relay Athlete for each Leg. Input an Entry Time and click Save.



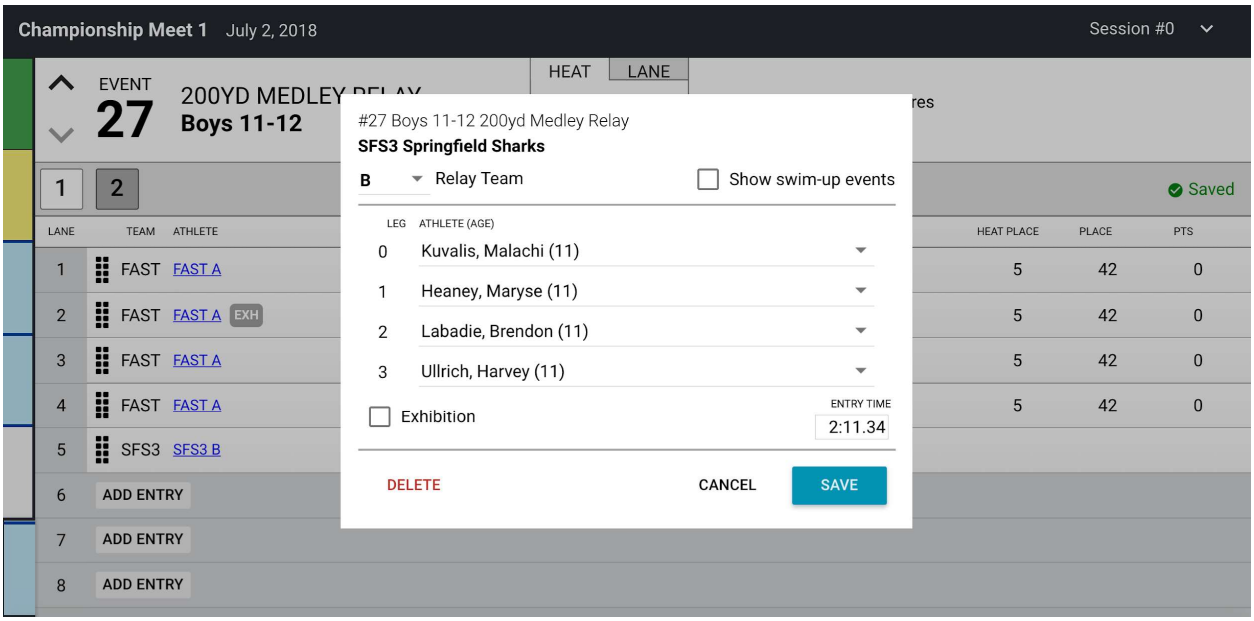
Hovering your mouse over the name of the Relay Team will display the names and ages of all relay athletes in leg order.

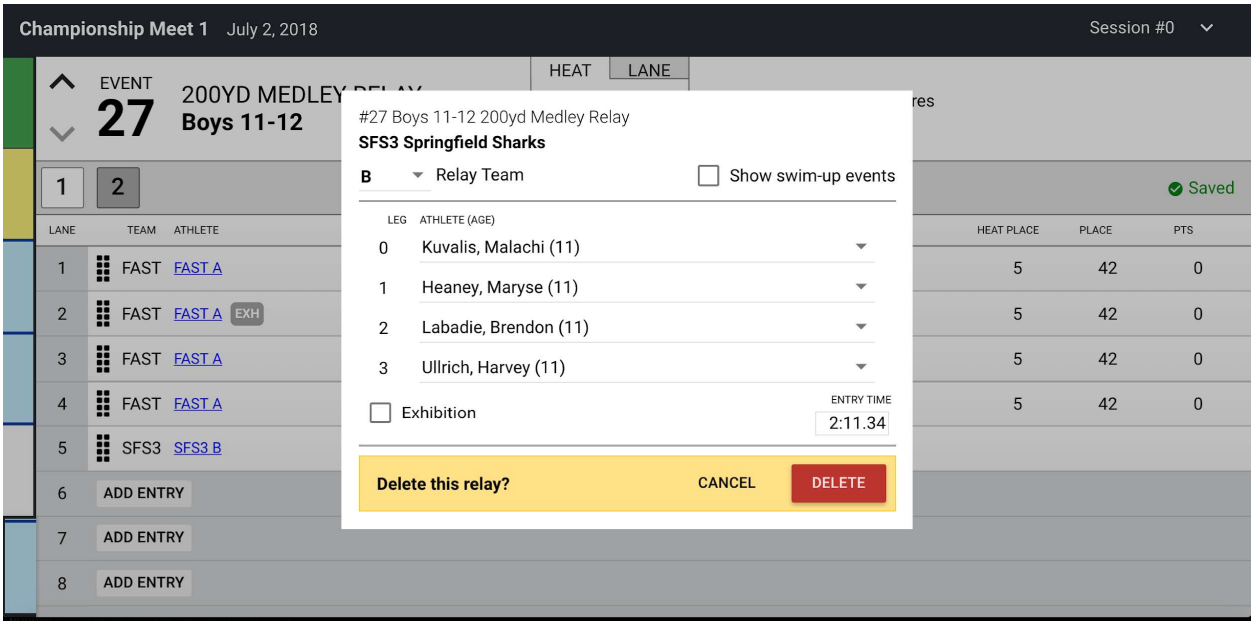


Editing and Deleting Relay Entries

Clicking the Relay Team name opens the Edit Relay interface.

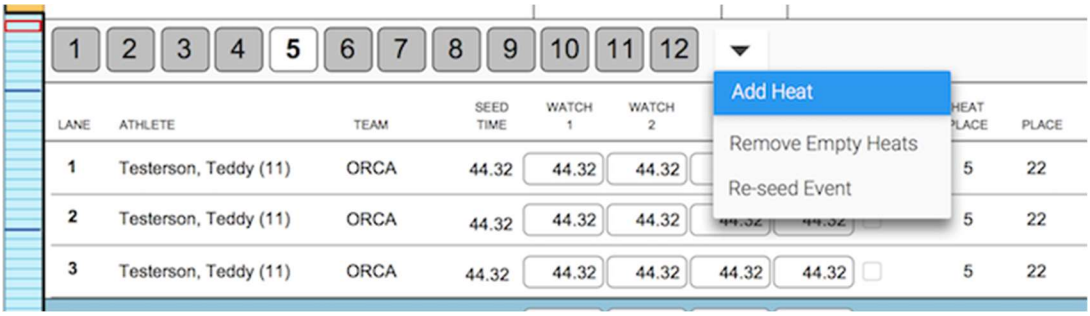
The Edit Relay interface makes it easy to switch out any of the relay team members, or to delete the Relay by clicking the “Delete” button. Clicking “Delete” reveals a confirmation box to make sure you really mean to delete the relay.





Adding/Removing Heats & Re-seeding

Use the drop down menu at the end of the list of heats to Add Heats, Remove Empty Heats and Re-seed the event.

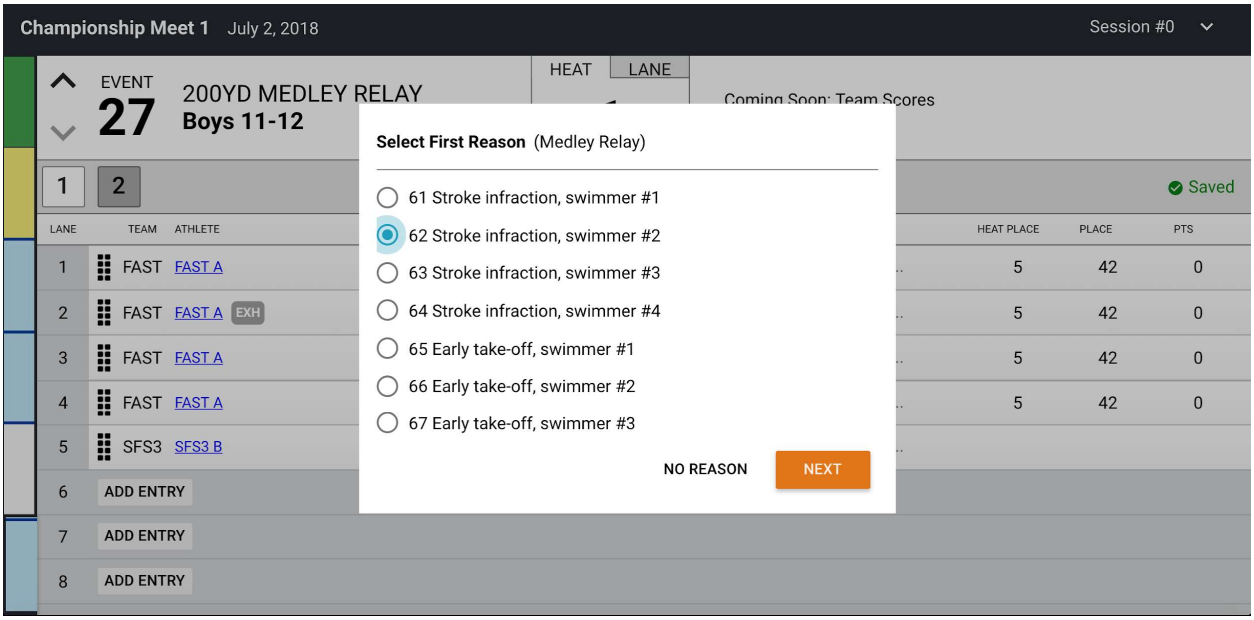


Disqualifications

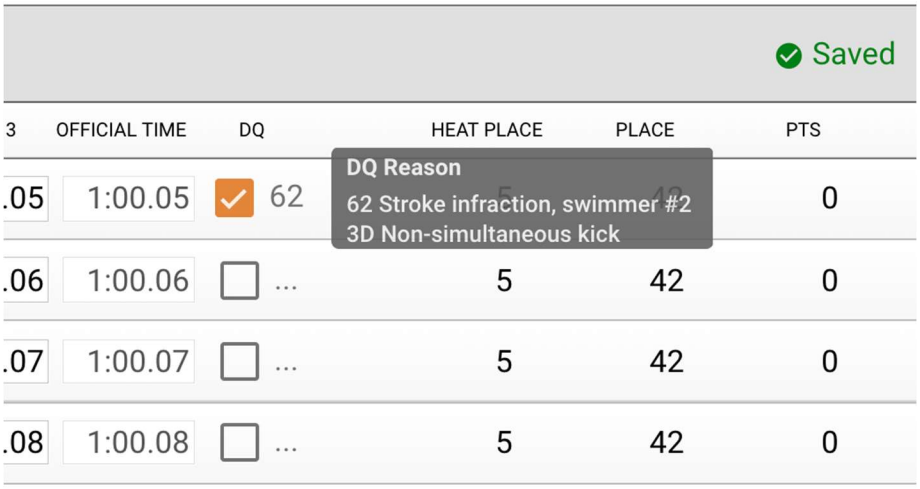
Checking the “DQ” box next to the time entry interface opens a window to check the DQ Reason. You can also type either DQ or Q (not case sensitive) in the “official time” box, then hit enter (or click elsewhere on the screen) and the window to check the DQ Reason will open.

Select the DQ Reason (or click the “No Reason” button if no reason is specified), then click “OK” to save the DQ.

When entering a DQ for a multi-leg event such as a Relay or the Individual Medley, if a leg-specific infraction is selected, you will be prompted to enter a secondary DQ Reason for that leg.

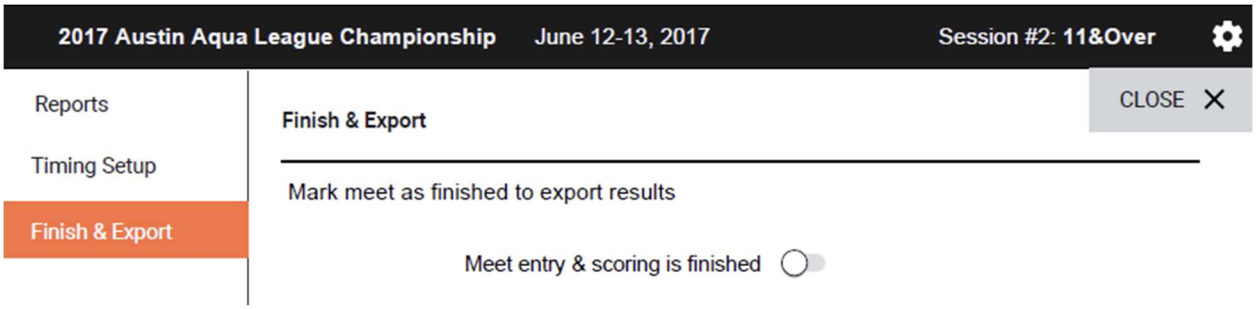


Hovering your mouse over the DQ checkbox or DQ Code, will display a pop-up summary listing all selected DQ Reasons.

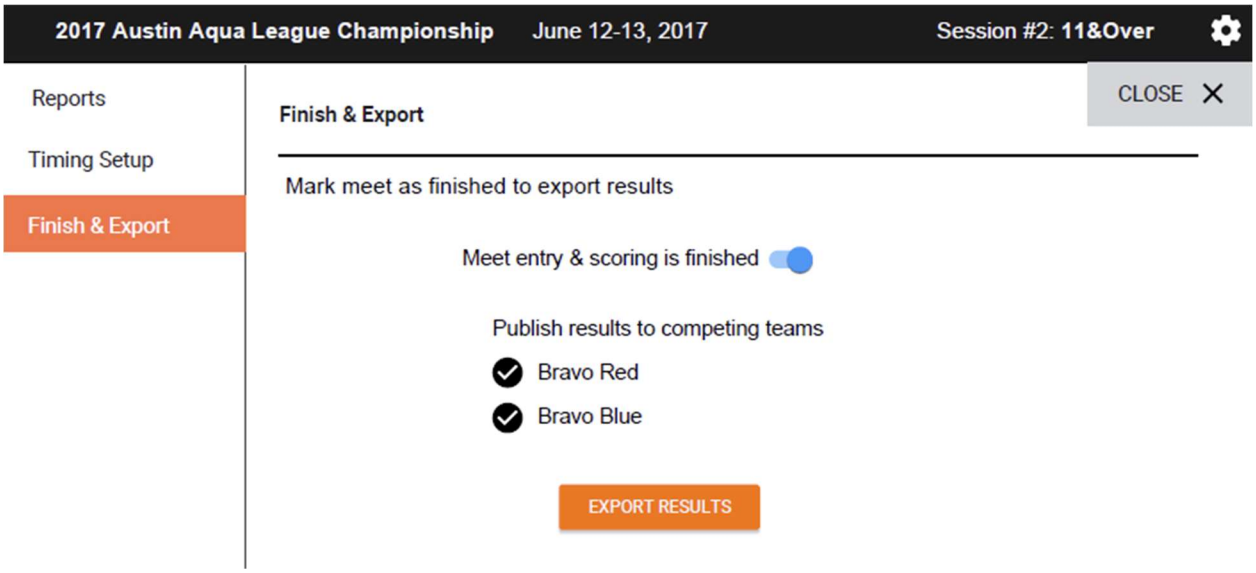


Finishing & Exporting the Meet – the Gear Icon

Once you've finished the meet, you'll go to the Finish & Export tab, which can be found under the gear icon, then you'll mark the meet as "finished."



Once you've set meet entry & scoring to "finished," you'll be able to publish the results to each team:



Results will automatically be uploaded to each team's Results tab of the corresponding meet on their SwimTopia site. Updated results will also be available in performance reports and the per-family "My Account" swimmer time history pages.

Post-Meet Reports

As with the pre-meet reports, all post-meet reports are found under the gear icon.

Generate necessary reports by clicking on the report headings.