

SAAA - Meet Manager Clinic 2011

Install Meet Manger 3.0 Disk and check for updates from header menu.

Getting Started

1. Click on File in the menu bar, then Open/New Database and name this file "(Team Code) Dual Meet 2011", such as "LT Dual Meet 2011".
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. Insert 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 "Los Tiburones Dual Meets 2011 ", your pool name, and the start date of the meet.
5. From Set-up open Report Preferences. For Report Headers, put in your meet and date, on Printers set-up, uncheck default.
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 2011. This will be the disk that you make any changes or additions to. When you need to update your roster, update this file.
10. Your file is current as of today's clinic.
11. When you need to have an updated roster, go to the SAAA website and download the current roster file on the front page to a portable disk. **You MUST DELETE any existing team and roster so from the file menu click Purge, go to the Remove Data selectively, and then click teams and all entries and names will be erased.** Then from the MM File menu, Import the Roster Only. The file will be CR-AZRoster00#. Follow the prompts and you will then have a current list of all swimmers for your meets.

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 this meet with the updated Dual Meet 2011 disk.
3. Put in current information: meet date, visiting team, and update everything else for this meet in Meet Set-Up, Report Preferences and Session name.

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4. 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 your disk to the visiting team along with a paper copy of the entry list of your swimmers.

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

6. 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. You may just score the meet by clicking the re-score button on the top of the screen.

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 copy of the meet. Then export a copy of "Results for Team Manager or SWIMS or NCAA Database". The home team needs to send this results file to the Administrative Secretary within forty-eight hours after the meet. **DO NO SEND THE MM BACK UP, just the Results file for BOTH teams in one file. We will reply to you 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 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 then add them to the meet. Do not use nicknames unless all ready registered.