

Meet Manager 8.0 Handbook

Final version



PVS Meet Manager 8.0 Handbook

This handbook provides instruction on using Hy-tek's Meet Manager 8.0 to run swim meets.

PVS Meet Manager 8.0 Handbook

CONTENTS

1.	Getting Started.....	1
1-1.	Logging On to Meet Manager.....	1
1-2.	Overview of Main Menu.....	2
1-3.	Loading Meet Database.....	3
1-3-a.	From Computer.....	3
1-3-b.	From Flash Drive.....	3
1-4.	Verifying DQ code and timing adjustment method set-up.....	4
1-5.	Selecting Printer.....	5
1-6.	Setting Report Format.....	5
1-7.	Timing System Connection.....	6
1-7-a.	Timing System Selection.....	6
1-7-b.	COM Port Detection.....	6
1-7-c.	Timing System-Computer Connection.....	6
1-7-d.	Download Events to Timing System.....	6
2.	Deck and Late Entries.....	7
2-1.	Add Swimmer.....	8
2-2.	Enter Swimmer Into Events.....	10
3.	Positive Check-In Events.....	12
3-1.	Review Check-In Sheet.....	12
3-2.	Overview of Run Screen.....	14
3-3.	Scratch Swimmers.....	15
3-4.	Seed Event(s).....	16
3-5.	Print Heat Sheet (Meet Program).....	17
3-6.	Print Lane/Timer Sheets.....	18
4.	Run Meet.....	20
4-1.	Select Run Screen Display.....	20
4-2.	Select Session, Event & Heat.....	20
4-2-a.	Session.....	20
4-2-b.	Event.....	20
4-2-c.	Heat.....	20
4-3.	Bringing Times from Timing System to Meet Manager.....	21
4-3-a.	Using Get Times.....	21
4-3-b.	Using Race Number.....	21
4-4.	Timing System Printout.....	22
4-5.	Download Alert.....	22
4-6.	Making Timing Adjustments.....	23
4-6-a.	Lane Malfunction.....	24
4-6-b.	Heat Malfunction.....	27
4-6-c.	Printing Lane or Heat Adjustment Reports.....	27
4-6-d.	Summary—Run Screen, Time Adjustment, and Timing System.....	28
4-7.	Entering Splits.....	29
4-8.	Entering Times By Hand.....	29
4-8-a.	Typing Times.....	29
4-8-b.	Results by Lane.....	30
4-9.	Check Disqualifications and No Swims.....	31

PVS Meet Manager 8.0 Handbook

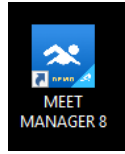
4-9-a. DQ (Disqualification).....	31
4-9-b. No Show and DQ Columns.....	31
4-9-c. NS (No Swim).....	32
4-10. Score/List and Print Results	33
4-10-a. Preview Results	33
4-10-b. Print Results	33
4-11. Assemble Paperwork for each Event	33
4-12. Move to Next Event.....	33
4-13. Color System for Heat Buttons	34
5. Add, Remove, Move in Run Screen.....	35
5-1. Add Swimmer.....	35
5-2. Scratch Swimmer	36
5-3. Move Swimmer	36
6. Gender Blending and Adding Heats	38
6-1. Men & Women in Same Race	38
6-2. Missed Event—Add Heat	39
6-2-a. Process Event in which swimmer actually swam	39
6-2-b. Bring Time into Added Heat for the event in which swimmer is entered	39
7. Printing Reports	40
7-1. Time Line	40
7-2. Check-in Sheet.....	40
7-3. Award Labels	41
7-3-a. From the Run Screen.....	41
7-3-b. Batch Printing From Run Screen or Main Menu.....	41
8. Relays	42
8-1. From the Relay Screen.....	42
8-1-a. Enter Relay into Event	42
8-1-b. Enter, Remove, and Rearrange Relay Swimmers	42
8-2. From the Run Screen.....	43
8-2-a. Enter Relay into Event	43
8-2-b. Enter, Remove, and Rearrange Relay Swimmers	43
9. Post-Meet.....	44
9-1. Backup Database.....	44
9-2. Export Results for Team Manager	45
10. Meet Mobile	47
11. Exporting Names for Scoreboard	48

PVS Meet Manager 8.0 Handbook

1. GETTING STARTED

1-1. Logging On to Meet Manager

CLICK Meet Manager Icon from the Desktop or Program Menu.



SELECT Admin, Single User. Click OK to reach the Main Menu.
If networked computers are being used, the Meet Director or Administrative Official (AO) will tell you how to log on.

CLICK No if asked "Do you wish to download the latest version" and/or "Automatic Backup Reminder."

The screenshot shows the 'Log-In to: C:\swmeets8\2023 ASA Winter Distance Meet.mdb' dialog box. It features a table with columns for 'Logged-In', 'User Name', 'Password', and 'Restrictions'. Below the table is an 'Open Database Method' section with radio buttons for 'Single User', 'Multi User', and 'Do Not Open Database'. An 'OK' button is at the bottom.

Two warning messages are overlaid on the right side of the dialog box:

- Hy-Tek's Swim MEET MANAGER 5.0:** "You are currently running Swim MEET MANAGER version 5.0Ci - dated on 05/21/2014. The most current Swim MEET MANAGER version is 5.0Cj - dated on 07/08/2014. Do you wish to download the latest version?"
- HY-TEK'S MEET MANAGER:** "Automatic Backup Reminder Do you want to Backup the database?"

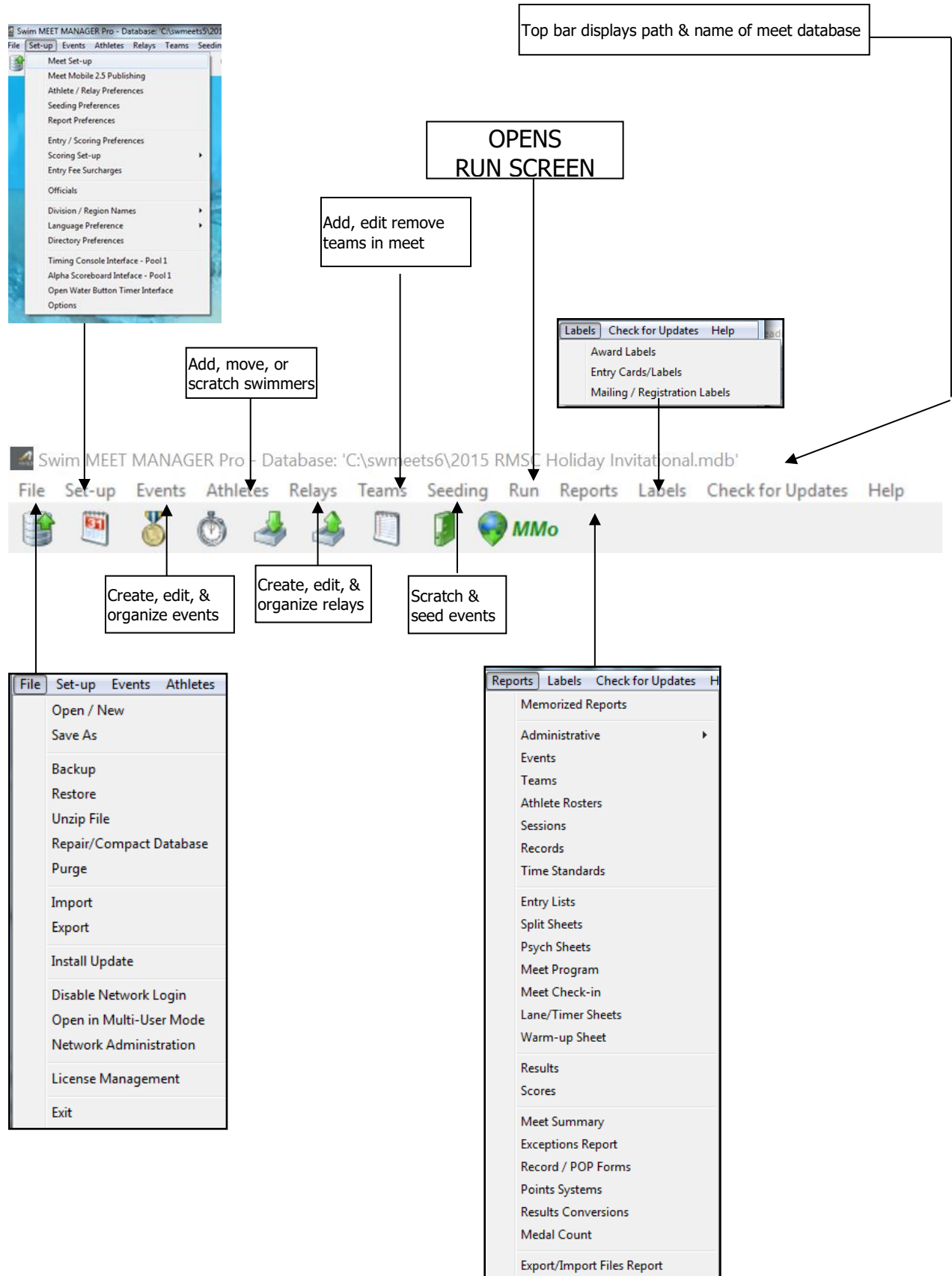
Click "No" when you see either of these messages.

The opening screen with the Main Menu will be displayed.

The screenshot shows the main menu of Hy-Tek Sports Software. The interface features a blue geometric background with the Hy-Tek logo and three product icons: Meet Manager, Meet Mobile, and Swim Manager. A 'Pre-Meet Check List' is visible on the right side, including items like 'Meet Set-up', 'Events', 'Sessions', 'Records', and 'Time Standards'. At the bottom, there are links to 'Download on the App Store' and 'GET IT ON Google Play'.

PVS Meet Manager 8.0 Handbook

1-2. Overview of Main Menu



PVS Meet Manager 8.0 Handbook

1-3. Loading Meet Database

In most cases, the database for the meet, on which you will be working, will already be open.

The meet database file name and path are shown in the top-most bar of the Main Menu.

In this example, the database file name is “2015 RMSC Holiday Invitational.mdb,” and it is located in the “C” drive in a folder titled “swmeets6.”



1-3-a. From Computer

If the meet in the top bar is not the meet you want, do one of the following:

<p>EITHER</p> <p>CLICK File from the Main Menu. SELECT meet from file list displayed below “Exit” as shown below.</p>	<p>OR</p> <p>CLICK Open/New. Browse for the meet file, probably in c:\swmeets8. File type is Microsoft Access Database. CLICK TO HIGHLIGHT Meet name (e.g 2023 ASA Winter...) CLICK Open.</p>

1-3-b. From Flash Drive

Sometimes, a meet will have been set up on a computer different from the one on which the meet is run. If you are working the first session of a meet, you may be asked to load the meet from a flash drive.

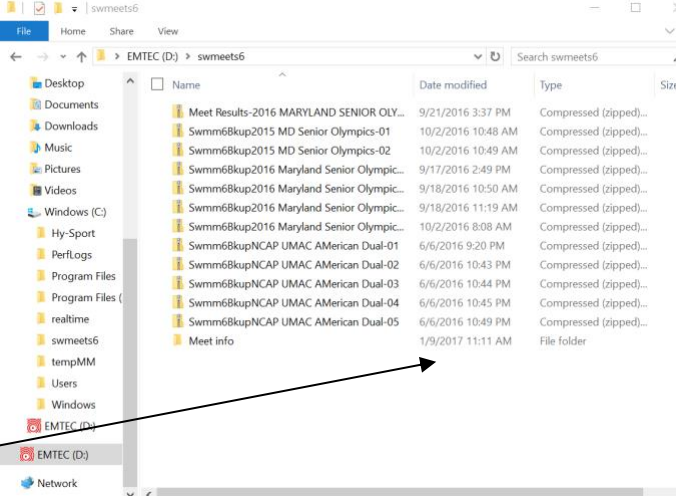
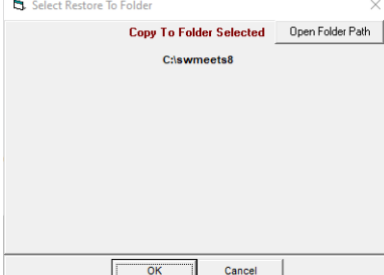
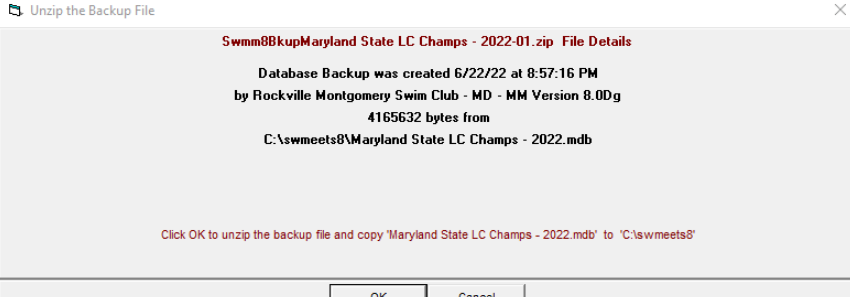
WARNING

Before you do this, ask the Meet Director or AO

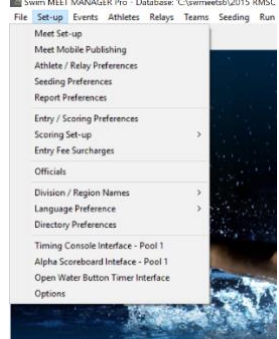
CLICK File, then Restore from the Main Menu.

<p>CLICK The fourth radio button “Unzip, copy database to selected folder, and open this new database”</p>	
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PVS Meet Manager 8.0 Handbook

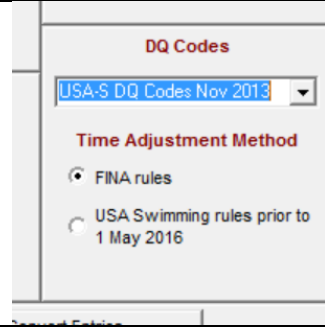
<p>CLICK OK</p> <p>Navigate to the flash drive and folder containing the backup file. The name will start with "Swmm6Bkup."</p> <p>Make sure you select the latest backup file. In this example, there are 5 backup files for the NCAP UMAC dual meet. The latest backup file is Swmm6BkupNCAP UMAC American Dual-05 as denoted "05" in the filename.</p> <p>Also check the date and time that the file was modified.</p>	
<p>SELECT</p> <p>Location of the folder where the meet database should be stored.</p> <p>In this example, the folder is on the "C" drive and in the swmeets8 folder.</p>	
<p>CLICK</p> <p>OK when prompted to do so.</p>	

1-4. Verifying DQ code and timing adjustment method set-up

<p>The Meet Director should have properly set the database to use current USA Swimming DQ codes and timing adjustment rules. Verify that they are correct.</p> <p>Click Set-up/Meet Set-up</p>	
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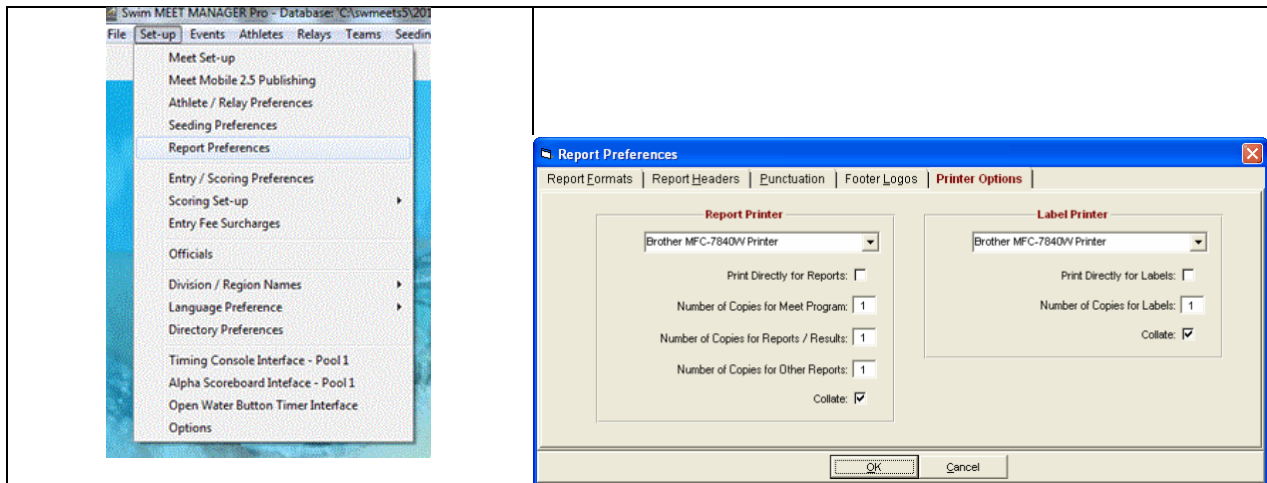
PVS Meet Manager 8.0 Handbook

In the lower right corner, verify that the DQ codes are the most current USA S codes, and that the timing adjustment method is set to FINA rules



1-5. Selecting Printer

To select the printer to be used for the meet, click **Set-up / Report Preferences / Printer Options**. Select the appropriate printer for both reports and labels. Select the number of copies to be printed for each report or label (usually this will be "1") and make sure the "collate" button is checked for when multiple copies of reports are printed. Do not check "Print Directly for Reports" so that you will be able to preview your reports prior to printing.

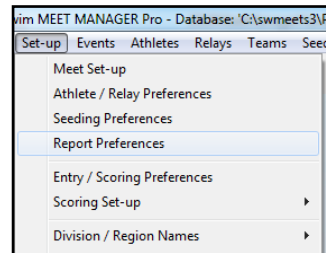


1-6. Setting Report Format

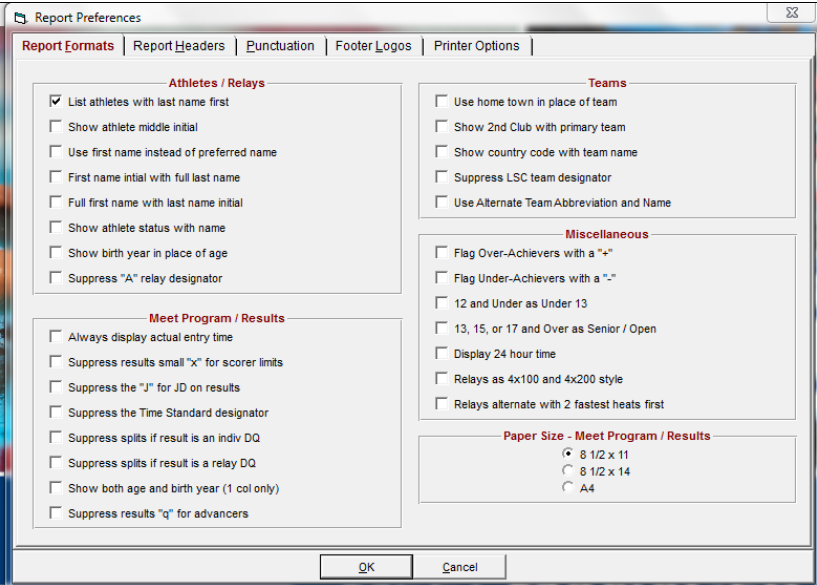
A Report is anything that is printed. Examples of reports with which you are probably familiar include Psych Sheets, Meet Programs, Timelines, and Lane/Timer Sheets.

CLICK Set-up from the Main Menu.

CLICK TO HIGHLIGHT Report Preferences.



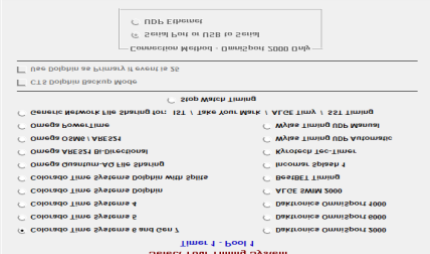
Recommended format options are shown here.




PVS Meet Manager 8.0 Handbook

1-7. Timing System Connection

1-7-a. Timing System Selection

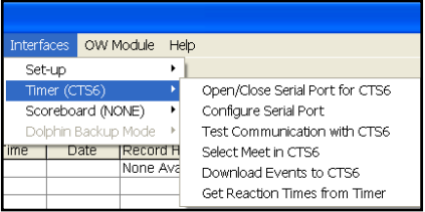
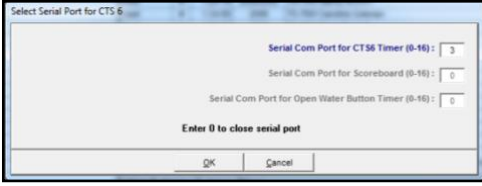
CLICK	Set-up from the Main Menu.	
SELECT	Timing Console Interface.	
SELECT	Timing System being used at facility. Check with TIMING SYSTEM Operator if unsure.	
CLICK	OK.	
CLICK	Close to return to the Main Menu.	

1-7-b. COM Port Detection

CLICK	Windows logo in bottom left corner to display Start Menu.	
CLICK	Control Panel on the right-hand portion of the Start Menu.	
CLICK	Then Device Manager.	
CLICK	▷ located left of "Ports (COM & LPT)" to see the list of ports. The triangle will turn black and tilt.	
	Write down number next to the serial port name. The computer in this example has a Keypans Serial Port on COM 3. If more than one Serial Port is listed, record all numbers.	

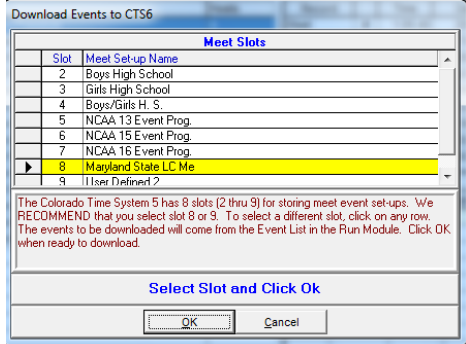
1-7-c. Timing System-Computer Connection

Connection to a Colorado Timing Systems 6 is illustrated below.

CLICK	Run from the Main Menu.	
CLICK	Interfaces.	
CLICK	Timer (CTS6) from the pop-up menu.	
CLICK	Open Serial/Close Port for CTS6.	
TYPE	Com Port Number in the box to the right of "Serial Com Port for CTS6 Timer (0-16)."	
CLICK	OK.	
	Screen should say "Communications Passed." If it doesn't, 1. Make sure everything is plugged in securely & repeat, and/or; 2. Try a different number in the Com Port box.	
CLICK	OK to return to Run screen.	

Consistent with COM port detection, "3" is inserted above.

1-7-d. Download Events to Timing System.

CLICK	TO HIGHLIGHT Current Session in Run Screen.	
CLICK	Interfaces.	
CLICK	Timer (CTS6).	
SELECT	Download Events. Screen highlights where MM thinks you should download the meet. In most cases, select 8. Check with Timing System operator if unsure.	
CLICK	OK. Messages flash. Screen clears and automatically returns to the Run screen.	

2. DECK AND LATE ENTRIES

A “Deck Entry” or a “Late Entry” occurs when a swimmer is entered into the meet and/or into events after the meet has been seeded and the program has been printed. Since each Meet Director is responsible for policies regarding deck entries, it is recommended that Hy-tek operators not only read the meet announcement, but also check to see if the deck-entry policy has changed between posting of the meet announcement and the day of the meet. In addition, Hy-tek operators should always review with the meet director or AO how she/he would like to handle deck entries.

Depending on the type and size of the meet, a swimmer may deck enter events that have been seeded (i.e., swimmers’ heat and lane assignments are in the printed program) and/or those requiring “positive check-in” (often events 200 yards/meters or longer).

In order to deck-enter, a swimmer must present his/her USA Swimming ID card and pay a fee. Before the meet or session begins, talk with the Meet Director or AO and establish the policy regarding deck entries. Find out how the Meet director or AO wants these handled, and how the deck entry fee will be handled. Find out if swimmers can be added without their USA Swimming ID card using some other means to verify USA Swimming membership (e.g., SWIMS, DeckPass, etc.).

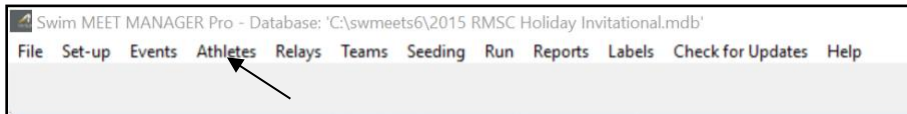
The USA Swimming ID card includes the necessary information to add a swimmer to the meet. If the swimmer does not have his/her USA Swimming card, the swimmer or coach should supply to you, in writing, the swimmers complete name (including middle initial), date of birth and club affiliation. Some meet directors or AOs may have a specific form or log they want used for deck entries. In addition, the swimmer or coach should supply to you in writing the events that the swimmer will be swimming.

DO NOT DECK-ENTER ANY SWIMMER UNLESS YOU HAVE AUTHORIZATION FROM THE MEET DIRECTOR OR AO. IF A COACH OR A PARENT ASKS YOU TO DECK-ENTER A SWIMMER AND YOU ARE NOT SURE OF THE MEET POLICY, REFER HIM/HER TO THE MEET DIRECTOR OR AO.

PVS Meet Manager 8.0 Handbook

2-1. Add Swimmer

CLICK Athletes from either the Main Menu shown below.



OR the Run screen shown below.



CHECK if the swimmer is already in the meet. Where names appear to be similar, check birthday, age, USA-Swimming number to make sure that you don't enter a swimmer twice.

here to return to Main Menu.

a letter move alphabetically within the athletes list.

List of swimmers entered in this meet

List of events that highlighted swimmer is eligible to swim; highlighted events are those in which the swimmer is entered.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last Name	First Name	MI	Gen	Age	ABBR	Team Name	USS Number	Birth Date	Preferred	Status															
Abrams	Michael		M	15	UN-TO-PV	Tollefson Swimming	060294MIC*ABRA		Michael	Normal															
Abrsimov	Alexander		M	9	RMSC-PV	Rockville Montgomery Swim Club	042800ALE*ABRO			Normal															
Abruzzo	Jake	B	M	9	PM-PV	Potomac Marlins	062700JAK*ABRU		Jake	Normal															
Adams	Jenna	M	F	12	PM-PV	Potomac Marlins	100197JEN*ADAM		Jenna	Normal															
Adams	Kali	A	F	12	PM-PV	Potomac Marlins	100197KAL*ADAM		Kali	Normal															
Afolabi-Brown	Brittany		F	13	RMSC-PV	Rockville Montgomery Swim Club	120596BRI*AFOL			Normal															
Afolabi-Brown	Gregory		M	11	RMSC-PV	Rockville Montgomery Swim Club	121898GRE*AFOL			Normal															
Afolabi-Brown	Kenneth		M	11	RMSC-PV	Rockville Montgomery Swim Club	121898KEN*AFOL			Normal															
Afolabi-Brown	Tiffany		F	14	RMSC-PV	Rockville Montgomery Swim Club	051695TIF*AFOL			Normal															

ENTRIES												
Evt #	Eligible Events	Stat	Entry Time	Heat/Lan	SC	Alt	Exh	Bonu	Specia	Event	Conv Time	
1	Girls 11-12 200 Breast	<input type="checkbox"/>	Done									
3	Girls 11-12 50 Back	<input checked="" type="checkbox"/>	Done	43.64Y	4/8						43.64Y	
5	Girls 11-12 200 IM	<input type="checkbox"/>	Done									
7	Girls 11-12 100 Fly	<input type="checkbox"/>	Done									
9	Girls 11-12 50 Breast	<input type="checkbox"/>	Done									
11	Girls 11-12 100 Free	<input checked="" type="checkbox"/>	Done	1:15.88Y	5/5						1:15.88Y	
13	Girls 11-12 200 Back	<input type="checkbox"/>	Done									
15	Girls 11-12 500 Free	<input checked="" type="checkbox"/>	Done	7:39.15Y	2/5						7:39.15Y	
41	Girls 11-12 50 Fly	<input type="checkbox"/>	Done									
43	Girls 11-12 200 Free	<input type="checkbox"/>	Done									
45	Girls 11-12 100 Breast	<input type="checkbox"/>	Done									
47	Girls 11-12 100 Back	<input type="checkbox"/>	Done									
49	Girls 11-12 50 Free	<input type="checkbox"/>	Done									
51	Girls 11-12 100 IM	<input type="checkbox"/>	Done									
53	Girls 11-12 200 Fly	<input type="checkbox"/>	Done									

CLICK Add from the top left corner of the Athletes screen to reach the screen shown below.

Add New Athlete

Contact Teams

Last Name: First Name: MI:

Pref Name: Birth Date: MMDDYY Age:

Reg ID#: Team: Tollefson Swimming

Gender (MF): Retain Gender Build ID: Class Year: Status: Normal SDMS:

Citizen of: Competitor #: Disability (S, SB, SM):

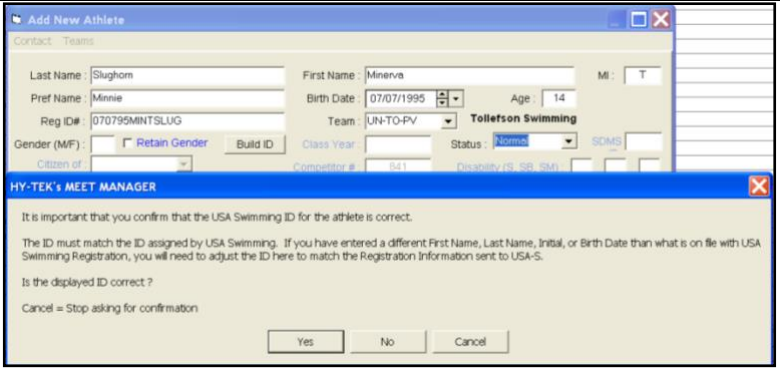
2nd Club: City: State:

ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
		0	None

Entries OK Cancel

PVS Meet Manager 8.0 Handbook

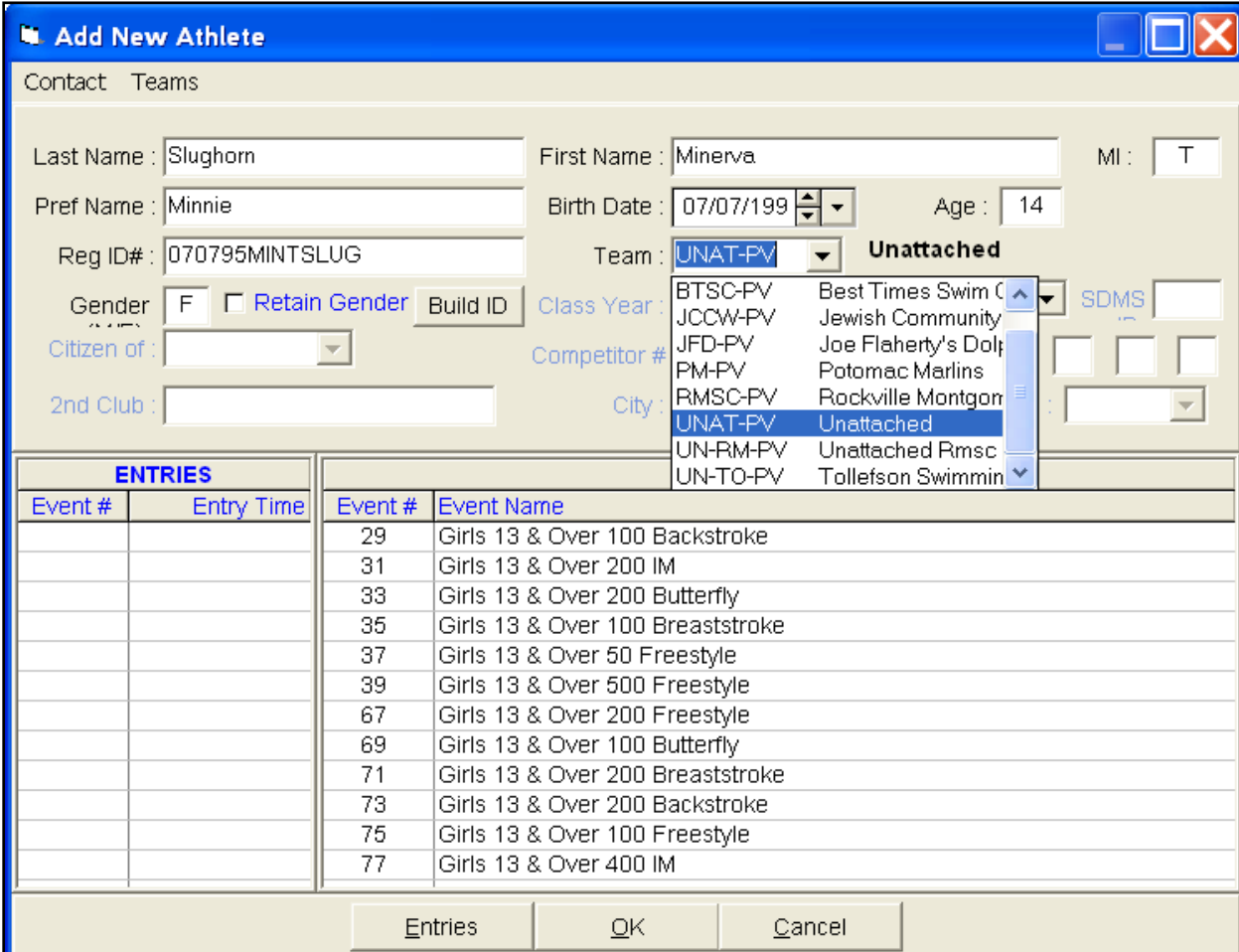
Our new swimmer is Minerva T Slughorn, but everyone calls her Minnie. She has decided to swim on the last day of our meet.

<p>TYPE Last Name, First Name, Middle Initial (M), Pref Name (Optional), and Birth date.</p> <p>After entering the birth date, Meet Manager will generate the USA Swimming ID in the "Reg #" box, and ask you to confirm.</p> <p>CLICK YES to confirm.</p>	
--	--

The USA Swimming ID is important because it ensures that a swimmer's times are transferred correctly from each meet to club databases and to USA Swimming's national (SWIMS) database. These databases provide proofs of time often needed to gain entry to meets with cuts, such as PVS Championships, Sectionals and national-level meets.

Type M or F for Gender. Select Team from menu. Minnie is "Unattached" as shown below. (Note – most swimmers are attached to a team. Select the appropriate team for each new athlete.)

When Gender is selected, Meet Manager lists the events that Minnie, age 14, is eligible to swim.



ENTRIES		Event #	Event Name
	Event #		
	Entry Time		
		29	Girls 13 & Over 100 Backstroke
		31	Girls 13 & Over 200 IM
		33	Girls 13 & Over 200 Butterfly
		35	Girls 13 & Over 100 Breaststroke
		37	Girls 13 & Over 50 Freestyle
		39	Girls 13 & Over 500 Freestyle
		67	Girls 13 & Over 200 Freestyle
		69	Girls 13 & Over 100 Butterfly
		71	Girls 13 & Over 200 Breaststroke
		73	Girls 13 & Over 200 Backstroke
		75	Girls 13 & Over 100 Freestyle
		77	Girls 13 & Over 400 IM

CLICK OK then Cancel at the bottom of the screen to return to the Athletes screen. The swimmer you just entered will be highlighted at the top of the screen. The bottom of the screen will display the events for which the highlighted swimmer is eligible. When you return to the Athletes screen, the swimmer's name will be highlighted.

PVS Meet Manager 8.0 Handbook

To make changes to an athlete's information,

Select the athlete, then

CLICK Edit in the Athlete's Menu.

EDIT Confirm changes if you've edited information pertaining to the USA-Swimming ID.

CLICK OK to return to the Athletes menu. Record swimmer's name on meet roster if asked.

2-2. Enter Swimmer Into Events

CLICK TO HIGHLIGHT Name of swimmer on which you want to work.

To enter an athlete into an event,

CLICK box to the right of the "Eligible Events" column. The event will be highlighted in yellow.

To enter swimmer's time,

TYPE time in "Entry Time" column without colons or periods or "NT" for No Time.

To enter a swimmer using a heat and lane assignment,

TYPE heat/lane in "Heat/Lane" column. e.g., 1/2 for Heat 1/Lane 2.

To edit times or heat/lane assignments,

TYPE OVER existing text.

To scratch an athlete from an event,

CLICK SCR in the "SCR" column. Confirm your selection.

To remove an athlete from an event,

CLICK box to the right of the "Eligible Events" column. Confirm your selection.

WARNING Do not use this feature to remove a swimmer unless added by mistake or were instructed to do so by the AO. Instead, "scratch" the swimmer.

The screen below shows all the events in which Minnie is eligible to swim. The "Done" events were swum on prior days. Minnie wants to enter the 100 Fly and the 400 IM.

Event 69, 100 Fly—Since the 100 Fly was seeded before the meet began, enter only the heat and lane assignment from the deck entry card after it is assigned by the AO.

Event 77, 400 IM—The 400 IM, a positive check-in event, was not seeded before the meet began. It will be seeded after everyone checks in as the next section describes. Minnie's seed time on her deck entry card is 5:05.12.

Table 1: Athletes

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	USS Number	Birth Date	Preferred	Status
Slughorn	Minerva	T	F	14	UNAT-PV	Unattached	070795MINTSLUG	7/7/1995	Minnie	Normal
Smethurst	Ellie	M	F	10	RMSC-PV	Rockville Montgomery Swim Club				Normal
Smethurst	Laura	E	F	13	RMSC-PV	Rockville Montgomery Swim Club				Normal
Smith	Aiden	L	M	10	PM-PV	Potomac Marlins				Normal
Smith	Asher	C	M	12	PM-PV	Potomac Marlins				Normal
Smith	Emily	K	F	9	RMSC-PV	Rockville Montgomery Swim Club				Normal

Table 2: ENTRIES

Evt #	Eligible Events	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event	Conv Time
29	Girls 13&O 100 Back	Done									
31	Girls 13&O 200 IM	Done									
33	Girls 13&O 200 Fly	Done									
35	Girls 13&O 100 Breast	Done									
37	Girls 13&O 50 Free	Done									
39	Girls 13&O 500 Free	Done									
67	Girls 13&O 200 Free	Seeded									
69	Girls 13&O 100 Fly	Seeded	NT	1/2							NT
71	Girls 13&O 200 Breast	Seeded									
73	Girls 13&O 200 Back	Seeded									
75	Girls 13&O 100 Free	Seeded									
77	Girls 13&O 400 IM	U	5:05.12Y								

PVS Meet Manager 8.0 Handbook

- “Done” Completed event in non-scored meet. In scored meets, “Done” will say “Scored” For Final Events or Timed Final Events and “Done” for prelim events.
- “Seeded” Event that has been seeded but not swum.
- “U” Event for which entries have been received, but has not been seeded.

CLICK to return to the Main Menu or the Run screen.

Tips

1. *The bar separating the athlete’s list from the entries can be re-sized.*
2. *The athletes list can be filtered by gender, teams, or age ranges using the filters at the top of the screen.*

PVS Meet Manager 8.0 Handbook

3. POSITIVE CHECK-IN EVENTS

Positive Check-In Events are not seeded ahead of time. At the meet, each swimmer must confirm that he/she will swim by initialing the check-in sheet. Closing times for positive check-in events are in the meet announcement and often written on the check-in sheet itself.

3-1. Review Check-In Sheet.

Before scratching swimmers from positive check-in events, retrieve the Check-In sheet. Athletes confirm that they want to swim by writing their initials on the line to the left of their names; those who don't wish to swim, leave the space next to their names blank (Duck).

There are many variations of this system as shown below. Some swimmers write "Scr" (Meyer and Tong) next to, or cross out, their names. Others indicate intent to swim by placing check marks (Callahan) or an "X" (Kincaid) next to their names. Yet others (Mannion) are checked-in with their coach's initials.

A swimmer may also be deck-seeded into a positive check-in event as done with Minnie Slughorn on the previous page. Write names of deck entries on check-in sheet.

	PVS Training – 1/23/2010 to 1/24/2010		
CLOSES 3:30 pm	Check-in Report	CLOSES 3:30 pm	
	Session 6 Sunday 13 & Over - Day of Meet: 2 - Starts at 03:00 PM		
	13 & Over Event List - Women		
	Event 77 Girls 13&O 400 IM Finals - 16 Entries		
77	Name	Age	Team
BR	Burke, Becky R	14	PM-PV
✓	Callahan, Bridget K	15	RMSC-PV
MD	Dooley, Maddy J	13	PM-PV
	Duck, Daisy	15	UNAT-PV
KG	Guerrero, Kelly J	13	PM-PV
✕	Kincaid, Stephanie A	15	RMSC-PV
YL	Levy, Yaly	15	RMSC-PV
LPR	Mannion, Mariela A	16	PM-PV
Scr	Meyer, Charlotte R	15	RMSC-PV
EP	Pepper, Elizabeth	16	RMSC-PV
SR	Ridge, Shannon N	15	RMSC-PV
	Ross, Katie B	14	RMSC-PV
MS	Szymczak, Michelle L	17	RMSC-PV
Scr	Tong, Reia D	16	RMSC-PV
MV	Vaughan, Maggie M	16	RMSC-PV
HV	Vistica, Hannah R	18	RMSC-PV
	Wilson, Amina C	16	RMSC-PV
DECK	SLUGHORN, MININIE		<i>5 scratches</i>

Use a highlighter to identify the swimmers to be scratched from the event. If you have any questions about whether a swimmer should be scratched, check with the administrative official/referee.

Tip Write the number of scratches on the check-in sheet to help verify the scratches later.

Positive check-in is typically done either by event or by team. The example above shows a check-in sheet that lists all swimmers in the event. Positive check-in can also be done by team (see below). Coaches are given the check-in sheet for their team and will initial on the line for each swimmer/event that will be swum. Coaches may write "scratch" along the line or cross off the name if the swimmer will not swim. Note – sometimes a swimmer will be scratched from one event and will swim another.

PVS Meet Manager 8.0 Handbook

2016 RMSC Holiday Invitational - 12/8/2016 to 12/11/2016

Check-in Report

Session 5 Saturday Prelims 13&O - Day of Meet: 3 - Starts at 08:30 AM

Event List - Women - TWAC-MA

- Event 61 Women 200 Breast Prelims - 1 Entries
- Event 67 Women 50 Free Prelims - 1 Entries
- Event 75 Women 100 Back Prelims - 1 Entries
- Event 83 Women 500 Free Prelims - 1 Entries

Name	Age	Team	61	67	75	83
Hughes, Anne m	17	TWAC-MA		---	---	
Schwerzler, Kyra C	16	TWAC-MA		---		---

Session 5 Saturday Prelims 13&O - Day of Meet: 3 - Starts at 08:30 AM

Event List - Men - TWAC-MA

- Event 62 Men 200 Breast Prelims - 0 Entries
- Event 68 Men 50 Free Prelims - 2 Entries
- Event 76 Men 100 Back Prelims - 3 Entries
- Event 84 Men 500 Free Prelims - 1 Entries

Name	Age	Team	62	68	76	84
Lukens, William C	17	TWAC-MA			---	---
Regan, Dylan M	17	TWAC-MA		---	---	
Ruggieri, Jack P	16	TWAC-MA		---	---	

When doing scratches by team, it is easiest to use the athlete screen. Simply filter the athletes by the specific team and then scratch the appropriate swimmer and event(s) using the "scratch" box. In the example below, the filtered team is "TWAC" and the highlighted athlete is "Anne Hughes". She is scratched from event 67 (but not 75). Check the appropriate "scratch" box for the swimmer and event. This process can be repeated for any athlete on the team who is to be scratched.

The screenshot shows the 'Athletes' screen in Meet Manager. The 'Team' filter is set to 'TWAC-MA'. The athlete list is filtered to show only athletes from TWAC-MA. Anne Hughes is highlighted. A blue box highlights the 'Scratch' column for event 67, which is checked. The 'ENTRIES' table below shows event 67 with a checked 'Scratch' box for Anne Hughes.

Evt #	Eligible Events	Scr	Stat	Entry Time	Heat/Lane	SCR	Air	Exh	Bonus	Special	Event Age	Conv Time
3	Women 13&O 1650 Free	<input type="checkbox"/>	U			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17	Women 100 Breast	<input checked="" type="checkbox"/>	Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25	Women 200 Free	<input checked="" type="checkbox"/>	Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
33	Women 100 Fly	<input checked="" type="checkbox"/>	Seeded	1:00.88Y	2/9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:00.88Y	
41	Women 400 M	<input type="checkbox"/>	U			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
61	Women 200 Breast	<input checked="" type="checkbox"/>	Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
67	Women 50 Free	<input checked="" type="checkbox"/>	Seeded	27.08Y		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.08Y	
75	Women 100 Back	<input checked="" type="checkbox"/>	Seeded	1:07.94Y	1/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:07.94Y	
83	Women 500 Free	<input type="checkbox"/>	U			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
95	Women 13&O 1000 Free	<input type="checkbox"/>	U			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PVS Meet Manager 8.0 Handbook

3-3. Scratch Swimmers.

CLICK Seeding from Main Menu or the Run screen to reach "Seeding the Meet."

CLICK Session on which you want to work from the "Session List" box. In this example, Session 6 is selected as shown in dark blue highlight.

CLICK Checkbox to the left of the event from which you want to scratch swimmers. A check mark will appear in the box and the event will be highlighted in yellow. Swimmers can be scratched from only one event at a time.

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	07:30 AM	1	Y	Saturday 11-12
1	11:20 AM	2	Y	Saturday 9-10
1	03:30 PM	3	Y	Saturday 13 & Over
2	07:30 AM	4	Y	Sunday 11-12
2	11:20 AM	5	Y	Sunday 9-10
2	03:00 PM	6	Y	Sunday 13 & Over

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	All	Heats
<input type="checkbox"/>	67	F	Seeded	<input type="checkbox"/>	Girls 13 & Over 200 Freestyle	98	11	0	13
<input type="checkbox"/>	68	F	Seeded	<input type="checkbox"/>	Boys 13 & Over 200 Freestyle	95	16	0	12
<input type="checkbox"/>	69	F	Seeded	<input type="checkbox"/>	Girls 13 & Over 100 Butterfly	85	0	0	11
<input type="checkbox"/>	70	F	Seeded	<input type="checkbox"/>	Boys 13 & Over 100 Butterfly	83	0	0	11
<input type="checkbox"/>	71	F	Seeded	<input type="checkbox"/>	Girls 13 & Over 200 Breaststroke	42	6	0	6
<input type="checkbox"/>	72	F	Seeded	<input type="checkbox"/>	Boys 13 & Over 200 Breaststroke	40	7	0	5
<input type="checkbox"/>	73	F	Seeded	<input type="checkbox"/>	Girls 13 & Over 200 Backstroke	51	6	0	7
<input type="checkbox"/>	74	F	Seeded	<input type="checkbox"/>	Boys 13 & Over 200 Backstroke	48	6	0	6
<input type="checkbox"/>	75	F	Seeded	<input type="checkbox"/>	Girls 13 & Over 100 Freestyle	148	0	0	19
<input type="checkbox"/>	76	F	Seeded	<input type="checkbox"/>	Boys 13 & Over 100 Freestyle	142	0	0	18
<input checked="" type="checkbox"/>	77	F	Un-Seeded	<input type="checkbox"/>	Girls 13 & Over 400 IM	18	5	0	0
<input type="checkbox"/>	78	F	Un-Seeded	<input type="checkbox"/>	Boys 13 & Over 400 IM	15	1	0	0

CLICK Scratch Pad to reach an alphabetical listing of athletes.

Tallies number of scratches; compare with check-in sheet before saving.

CLICK checkbox in the column titled SCR beside the name of each swimmer whom you want to scratch. A check mark will appear in the box, and the swimmers' names will be highlighted in yellow. If you make a mistake, uncheck the box.

VERIFY by comparing swimmer names and the number of scratches on the Scratch Pad with swimmer names and the number of scratches on the Check-in Sheet

CLICK Save to save scratches and return to the "Seeding the Meet" screen.

If positive check-in is by team, you will need to repeat this process for each event and team. Make sure you have received all team scratch sheets before seeding an event.

Note: Scratch Pad can be sorted alphabetically, by time or by team (by clicking on appropriate heading).

Row	ALT	EXH	Bonus	Spec	Gen	SCR	Name	Age	Team	Time	P
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	An, Michelle N	11	WAP-MA	5:20.20	L 0
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Betancourt, Gabriela I	12	RMSC-PV	5:56.60	0
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Bezherano, Omer	11	RMSC-PV	5:38.70	0
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Bowin, Nia A	12	RMSC-PV	5:44.34	0
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	Brown, Hailey G	11	FISH-PV	5:35.45	0
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	DeBaecke, Sydney E	12	DST-MA	5:24.52	0
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Donohoe, Brigid A	11	FISH-PV	5:51.88	0
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Elliott, Sophie	12	RMSC-PV	5:20.82	0
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Feng, Jessie	11	RMSC-PV	5:59.52	0
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Fry, Naomi B	12	RMSC-PV	5:40.40	0
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Hadala, Meredith A	12	RMSC-PV	5:59.38	0
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	Lamb, Amy V	11	RMSC-PV	5:33.43	0
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Langan, Riley E	12	RMSC-PV	6:02.95	0
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Lin, Simone	11	PAAC-MA	5:56.69	0
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	McHugh, Delaney	12	DST-MA	5:31.29	0
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Poltker, Nora J	12	RMSC-PV	5:37.54	0
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Sergent, Brooke D	11	PAAC-MA	5:57.71	0
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	Smith, Madison T	11	RMSC-PV	5:52.20	0
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Soubier, Rachel C	12	RMSC-PV	5:35.35	0
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Steiner, Miku B	12	RMSC-PV	5:53.36	0
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Szerencsits, Olivia S	12	PAAC-MA	5:36.85	0
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	Testa, Madison N	12	DST-MA	5:23.73	0
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	<input type="checkbox"/>	West, Lauren E	12	RMSC-PV	5:24.10	0

PVS Meet Manager 8.0 Handbook

3-4. Seed Event(s).

CLICK "Seeding" from Main Menu or Run screen to reach "Seeding the Meet" if not already in that screen.

CLICK	TO HIGHLIGHT session, in this example, Session 6.	
CLICK	Checkbox to the left of event(s) to be seeded, in this example, Event 77. A check mark will appear in the box. Event(s) will be highlighted in yellow.	
CLICK	"Start Seeding."	

WARNING

DO NOT click "Select All" in the top bar. Make sure that only event(s) that for which you have made changes are selected for seeding before clicking "Start Seeding" in the top bar.

If the positive check-in event for which you have made changes is marked "Seeded," DO NOT RESEED AN EVENT (to account additions and subtractions made when deleting swimmers who scratched from the event and adding deck-entered swimmers) unless specifically told to do so by the AO.

During the seeding process, a message noting progress of the seeding will appear in dark red at the bottom of the screen.	
CLICK OK when you see the "Seeding completed!" box.	
Event (in this example, Event 77) just seeded in now highlighted in blue, and its "Status" has changed to "Seeded."	
If you are trying to reseed an event that has already been seeded, a warning will appear. DO NOT RESEED AN EVENT unless specifically told to do so by the AO.	

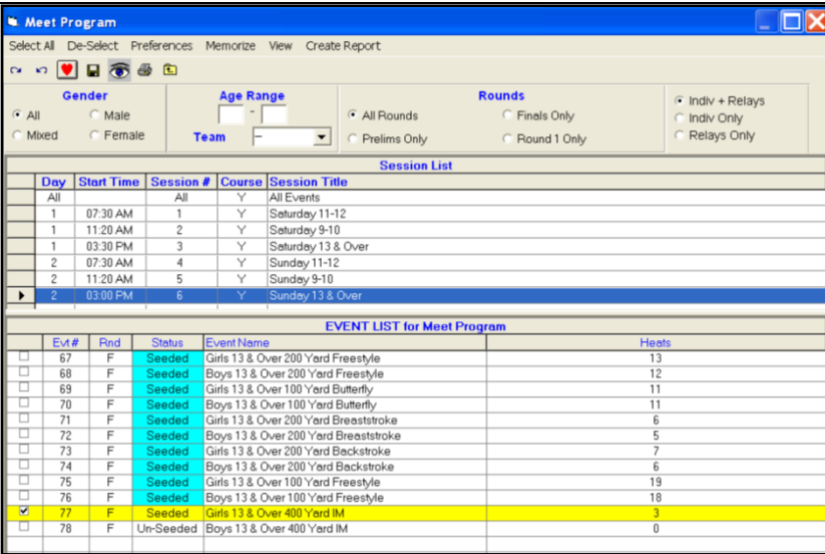
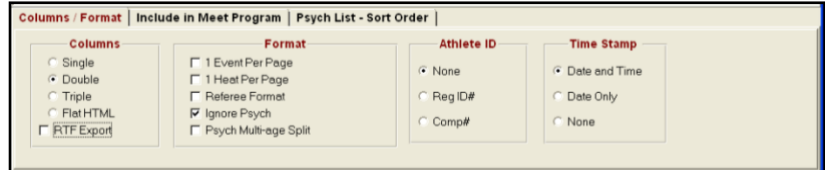
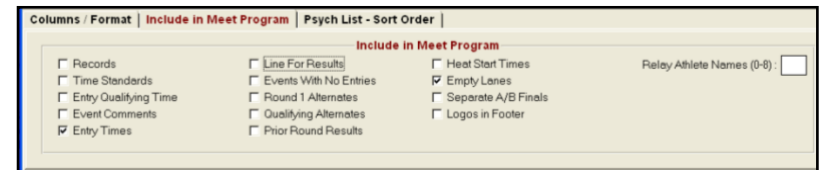
CLICK to return to the Main Menu or the Run screen.

PVS Meet Manager 8.0 Handbook

3-5. Print Heat Sheet (Meet Program)

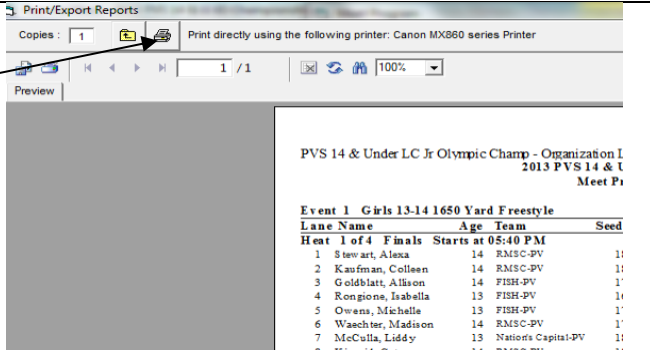
CLICK Reports from the Main Menu, Run screen, or Seeding the Meet screen.

CLICK Meet Program.

<p>CLICK Session containing the events you want to print.</p> <p>CLICK checkbox next to events for which you want to print heat sheets or Select All to print heat sheets for all the events on the list.</p>	
<p>CLICK "Columns/Format" tab.</p> <p>CLICK "Ignore Psych" in the "Format" column.</p> <p>CLICK other desired formatting details, such as number of columns. Recommend clicking "Date and Time."</p>	
<p>CLICK "Include in Meet Program" tab.</p> <p>CLICK Empty Lanes.</p> <p>CLICK checkboxes for the features you want the printout to include, such as records, time standards, etc.</p>	

CLICK Create Report to preview heat sheet.

There are two printer icons that appear. The printer icon on the top row will print using the printer which was selected during printer set-up and which is identified to the right of the icon (see sec 1-4). Insert the appropriate number of copies that you want to print before clicking the "print icon." Alternatively you can select the printer icon on the second row. This pulls up a print screen. You will then need to select the appropriate printer and insert the number of copies you want printed. The first option tends to be easier and utilizes the pre-established preferences. The second options allows you to print less than the full program (e.g. just page 1).

<p>TYPE number of copies in the white box to the right of "Copies." Ask AO number needed.</p> <p>CLICK printer icon in top left corner on top row.</p> <p>CLICK ☒ to Close and return to previous screen.</p>	
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PVS Meet Manager 8.0 Handbook

3-6. Print Lane/Timer Sheets

CLICK Reports from Main Menu, Run screen, or Seeding the Meet screen.

CLICK Lane/Timer Sheets.

CLICK Session containing the events you want to print.

CLICK checkbox next to events for which you want to print lane/timer sheets or Select All to print lane/timer sheets for all the events on the list.

In the "Format" column,
CLICK 2 events per page.

Leave "Parameters" column as shown here.

In the "Sort by" column, for a single event,

CLICK "Event then Lane."

For 2 or more events:

CLICK "Event then Lane." A trick if printing lane timer sheets for multiple events is to print 2 lanes at a time. Print lanes 1 & 2, then 3 & 4, etc., sorting by Event then Lane. This collates the lane timer sheets and does not require sorting.

Note – if the events are being swum in an order other than numerical, check "Session Order" in the Sort By column.

The screenshot shows the 'Lane / Timer Sheets' window with the following components:

- Session List Table:**

Day	Start Time	Session #	Course	Session Title
All			Y	All Events
1	07:30 AM	1	Y	Saturday 11-12
1	11:20 AM	2	Y	Saturday 9-10
1	03:30 PM	3	Y	Saturday 13 & Over
2	07:30 AM	4	Y	Sunday 11-12
2	11:20 AM	5	Y	Sunday 9-10
2	03:00 PM	6	Y	Sunday 13 & Over
- EVENT LIST Table:**

Evt #	Rnd	Status	Event Name	Heats	
<input type="checkbox"/>	67	F	Seeded	Girls 13 & Over 200 Yard Freestyle	13
<input type="checkbox"/>	68	F	Seeded	Boys 13 & Over 200 Yard Freestyle	12
<input type="checkbox"/>	69	F	Seeded	Girls 13 & Over 100 Yard Butterfly	11
<input type="checkbox"/>	70	F	Seeded	Boys 13 & Over 100 Yard Butterfly	11
<input type="checkbox"/>	71	F	Seeded	Girls 13 & Over 200 Yard Breaststroke	6
<input type="checkbox"/>	72	F	Seeded	Boys 13 & Over 200 Yard Breaststroke	5
<input type="checkbox"/>	73	F	Seeded	Girls 13 & Over 200 Yard Backstroke	7
<input type="checkbox"/>	74	F	Seeded	Boys 13 & Over 200 Yard Backstroke	6
<input type="checkbox"/>	75	F	Seeded	Girls 13 & Over 100 Yard Freestyle	19
<input type="checkbox"/>	76	F	Seeded	Boys 13 & Over 100 Yard Freestyle	18
<input checked="" type="checkbox"/>	77	F	Seeded	Girls 13 & Over 400 Yard IM	3
<input type="checkbox"/>	78	F	Un-Seeded	Boys 13 & Over 400 Yard IM	8
- Format Panel:**
 - Continuous
 - 2 Events or Lanes Per Page
 - 1 Event Per Page Per Lane
 - UK Judge's Placing Sheet
- Parameters Panel:**
 - Include Entry Time:
 - Double Space:
 - Using Touch Pads:
 - Relay Athlete Names (0-8): 4
 - Lanes: 1 - 10
- Sort By Panel:**
 - Lane then Event
 - Event then Lane
 - Session Order

Additional panels below show the 'Sort By' panel with 'Session Order' selected, and the 'Sort By' panel with 'Lane then Event' selected.

Continuous Timer Sheets – Sometimes the administrative official/referee will want "Continuous" timing sheets. Click "Sort by Lane then Event" as well. This option allows for all the swimmers in a lane to be on one timer sheet.

PVS Meet Manager 8.0 Handbook

CLICK Create Report to preview the lane/timer sheets.

Event 77 Girls 13 & Over 400 Yard IM Finals					Official Time		
Lane 4	Heat 1	Dooley, Maddy 13	PM-PV	NT	_____	_____	_____
Lane 4	Heat 2	Slughorn, Minnie 14	UNAT-PV	5:05.12	_____	_____	_____
Lane 4	Heat 3	Pepper, Elizabeth 16	RMSC-PV	4:28.31	_____	_____	_____
Event 77 Girls 13 & Over 400 Yard IM Finals					Official Time		
Lane 8	Heat 1	_____			_____	_____	_____
Lane 8	Heat 2	_____			_____	_____	_____
Lane 8	Heat 3	Levy, Yaly 15	RMSC-PV	5:03.08	_____	_____	_____

CLICK printer icon in top left corner to print, top row. Make sure “Number of Copies” is set to 1.

CLICK to Close to return to previous screen.

CUT Lane/Timer sheets in half, sort in Lane order by event.

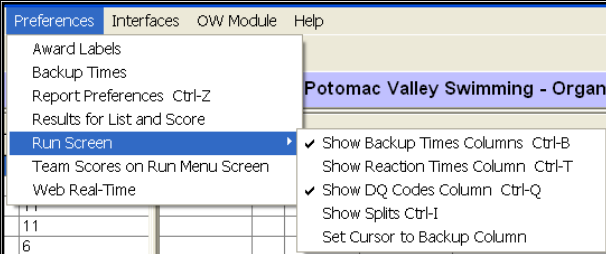
EITHER Attach to timers’ clipboards OR distribute directly to timers.

TIP Before printing the lane timer sheets, print 2 copies of heat sheets for posting so swimmers can check their heat and lane assignments. Then print LANE/TIMER SHEETS. When Lane/Timer Sheets are done, print more Heat Sheets for officials and coaches (ask AO how many copies are needed). Cut and sort Lane/Timer sheets while officials’ heat sheets are printing.

4. RUN MEET

4-1. Select Run Screen Display

CLICK	Preferences on the top bar.
SELECT	Run Screen.
CHECK	Show Backup Times and Show DQ Codes.

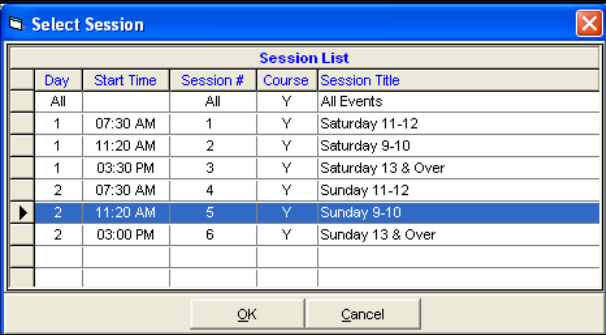


4-2. Select Session, Event & Heat

4-2-a. Session

A session is a way of grouping events by day-of-the-meet or separating preliminary and finals.

CLICK	Session button in left middle of the “Run” screen to reach “Select Session” pop-up.						
	<table border="1"> <tr> <td>Session : F7</td> <td>SCR Sheet : F9</td> <td>Adjust : F8</td> </tr> <tr> <td>Refresh : Ctrl-D</td> <td>Rel Names : Ctrl-R</td> <td>Awards : Ctrl-A</td> </tr> </table>	Session : F7	SCR Sheet : F9	Adjust : F8	Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A
Session : F7	SCR Sheet : F9	Adjust : F8					
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A					
CLICK	TO HIGHLIGHT The session in which you are working. In this example, Session 5 is selected.						
CLICK	OK to close the box.						



4-2-b. Event

A list of the session’s events appears in the “Event List” box. In this example, it shows the events to be swum in Session 5.

CLICK TO HIGHLIGHT The event on which you want to work. In this example, Event 55 is selected.

EVENT LIST - Sunday 9-10 - Yards - (Session 5)				
Evt #	Rnd	Status	Event Name	
55	F	Done	Girls 9-10 50 Yard Butterfly	
56	F	Done	Boys 9-10 50 Yard Butterfly	
57	F	Done	Girls 9-10 200 Yard Freestyle	
58	F	Done	Boys 9-10 200 Yard Freestyle	
59	F	Done	Girls 9-10 100 Yard Breaststroke	
60	F	Done	Boys 9-10 100 Yard Breaststroke	
61	F	Done	Girls 9-10 100 Yard Backstroke	
62	F	Done	Boys 9-10 100 Yard Backstroke	
63	F	Done	Girls 9-10 50 Yard Freestyle	
64	F	Done	Boys 9-10 50 Yard Freestyle	
65	F	Done	Girls 9-10 100 Yard IM	
66	F	Done	Boys 9-10 100 Yard IM	

4-2-c. Heat

After selecting the event on which you want to work, the screen will look like the one on the next page.

CLICK box displaying the heat on which you want to work. In this example, Heat 2 is selected.

						1	2	3	4	5	6	7		
Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4						
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5						

You are now ready to begin bringing over swimmers’ times from the Timing System.

PVS Meet Manager 8.0 Handbook

4-3. Bringing Times from Timing System to Meet Manager

4-3-a. Using Get Times

CLICK Get Times from the middle bar.

The graphic below displays results from Event 88, Heat 1 after bringing times from the Timing System into Meet Manager. Meet Manager also displays the button times in the "Backup" columns. In this example, there are two backup times because only two buttons were used.

The screenshot shows the Meet Manager interface for Event 88, Heat 1. The main table displays results for 10 lanes. The 'Prelims Time' column shows times recorded when swimmers touch pads. The 'Backup' columns show button/backup times. The 'DQ' column indicates disqualification, and the 'DQ Code' column shows the reason. The 'Exh' column indicates exhibition swimmers.

Lane	Athlete Name	Age	Team	Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat
1														
2	Cuppennut, Jake B	10	Herndon Aquatic Club Commande	2:53.01	NS									
3	Arndt, Nicholas M	8	The Fish-PV	2:45.56	2:23.73				2:23.59	2:23.69		1	10	
4	Williams, Michael A	10	Hydro-Sonic Tiburones-PV	2:37.19	2:35.37				2:35.45	2:35.40		4	30	
5	Stewart, Brendan W	10	Rockville Montgomery Swim Club	2:36.35	2:35.09				2:35.08	2:35.16		3	29	
6	Galanakos, Kyriakos K	10	Rockville Montgomery Swim Club	2:37.10	2:43.84				2:43.94	2:43.61		6	35	
7	Davis, Sean M	10	Rockville Montgomery Swim Club	2:38.72	2:30.26				2:30.13	2:30.25		2	24	
8	Lang, Benjamin	10	Rockville Montgomery Swim Club	2:41.77	2:43.45				2:43.40	2:43.38		5	34	
9	Koenig, Parker	9	Rockville Montgomery Swim Club	3:00.33	2:43.94				2:43.76	2:43.58		7	36	
10														

4-3-b. Using Race Number

Each start from the Timing System generates a Race Number regardless of whether swimming is taking place. Accordingly, each heat is represented by a Race Number that is independent of the event and heat number.

The preferred method for pulling times is to use the Get Times button. Generally, if the Event and Heat numbers are accurate in the timing system, times can be accurately pulled using Get Times. Sometimes, the timing system may have an incorrect event or heat number associated with the race. If this is the case, or if you are pulling times from an event/heat that is differs, the Hy-Tek operator should pull times from the Timing System by Race Number.

CLICK Race#

A pop-up screen appears. Fill in the appropriate race number, click OK.

If you type the wrong race number, click Race Number again and type the correct number. If timing adjustments had been made, they must be re-done. The Timing System Operator should keep track of the Race Numbers for each individual Event and Heat, as well as any empty lanes, on his/her Meet Program. Check with the Timing System Operator if you need the Race Number for a specific heat.

4-4. Timing System Printout

At the conclusion of each race, the Timing System prints times recorded by the pads and the buttons clicked manually by timers. It also prints a split time at each touch of the pad. Each of these printouts has a race number associated with it.

```

===== Race History <===== NO NAME MEET <===== Race [0030] <=====
                                                    Sunday 01-Aug-10 8:34:14 am
1          100 Mens 15-18 Freestyle Final
           Event: 13 Heat: 1

|----- ( Lane Number
| |----- ( Lengths
| | |--- ( Time
4) 2 26.47 5) 2 26.50 3) 2 26.88 1) 2 27.00 7) 2 27.44
8) 2 27.71 6) 2 27.79 4) 4 55.27 5) 4 55.28 3) 4 55.83
7) 4 56.85 1) 4 56.95 8) 4 56.96 6) 4 57.55
    
```

RACE NUMBER

```

===== RACE SUMMARY <===== NO NAME MEET <===== Race [0030] <=====
                                                    Sunday 01-Aug-10 8:34:14 am
           100 Mens 15-18 Freestyle Final
           Event: 13 Heat: 1

      ---- BY LANE ----
      Lane Place Time
2      1 5 56.95
      3 3 55.83
      4 1 55.27
      5 2 55.27
      6 7 57.55
      7 4 56.85
      8 6 56.96

      ---- BY PLACE ----
      Place Lane Time
3      1 4 55.28
      2 5 55.28
      3 3 55.83
      4 7 56.85
      5 1 56.95
      6 8 56.96
      7 6 57.55
    
```

```

4      Backup      Lane 1      Lane 3      Lane 4      Lane 5      Lane 6      Lane 7      Lane 8
      Btn. A      56.90      55.71      55.26      55.23      57.56      56.87      56.89
      Btn. B      58.35                55.28                57.53      56.86      56.92
      Btn. C      56.90      55.71      55.25      55.25      57.59      56.87
      Btn. C      56.90      55.72      55.24      55.21      56.88
    
```

- 1 Race History—records each time a pad is touched, source of split times
- 2 Race Results by lane
- 3 Race Results by place
- 4 Backup Times recorded by pushing buttons connected to pad on each lane

Note that no times are recorded for Lane 2 because there was no swimmer in Lane 2 in this heat, likely a “No Show.”

4-5. Download Alert

Sometimes a download alert will appear like the two examples below. One reason for this might be that an extra swimmer was placed into the race than was downloaded to the Timing System at the beginning of the meet. Another reason might be that no swimmers showed up for a heat, but the Timing System expects them to swim. Regardless of the reason, it is important that, when you see a Download Alert, you secure a copy of the Timing System Printout to make sure that times and races are matched correctly.

PVS Meet Manager 8.0 Handbook

Download Alert [X]

Event 7 Heat 1			
Lane	Athlete Name	Place	Pad Time
1	Calloway, Ashley	3	47.21
2	Gillooly, Katelyn	4	47.79
3	Noskowiak, Michelle	6	49.19
4	Gillooly, Megan	5	48.62
5	Williams, Devin	7	50.05
6	Dimovski, Stefanie	1	44.70

Event/Heat mismatch !
Received Race#1 - Event 10 Heat 2

Download Alert [X]

Event 11 Heat 2			
Lane	Athlete Name	Place	Pad Time
1			
2	Schnuit, Martin	5	49.76
3	Lee, YuJin	4	45.79
4	Vaillancourt, Rand	2	37.40
5	Robinson, David	1	35.74
6	Betz, Marti		
7	Swiger, Ralph	3	40.23
8	Briggs, Frank		
9	Antonioli, Bernadette	6	49.92

Results and athletes do not match !

Received Race#32 - Event 11 Heat 2

4-6. Making Timing Adjustments

In most cases, the pads produce a swimmer's correct time, but problems arise when swimmers miss the pads, the pads malfunction, or the Timing System fails. Meet Manager alerts you to these situations with a yellow, green, or blue line across the lane(s) in question.

Important Note: You will work with an Administrative Official (AO) to determine whether the pad time should be adjusted. Never make any timing adjustment without prior approval or direction from the AO.

PVS Meet Manager 8.0 Handbook

4-6-a. Lane Malfunction

This means that a problem has occurred with one or more times in a heat. Typical situations include a late pad touch or backup button times significantly slower or faster than the pad times.

In the example below, there is a green line across Lane 1 to alert the AO that the one of the buttons is more than 0.3 from the pad time. The pink of Button 1 tells us that 39.77 is more than 0.3 from the pad time. Since Button 2's time of 41.82 is within 0.3 of the pad, the pad time is confirmed.

You may be asked to display the Time Adjustment table shown below. To do this,

CLICK **Calc** on the middle bar to reach the Time Adjustment screen.

Only make adjustments as directed by the AO.

CLICK **Reject** adjusted since no adjustments need to be made and return to the Run Screen.

Time Adjustment - #77 Women 10 & Under 50 Yard Backstroke - Heat 5

Create Report

Show Heat Malfunction

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input type="checkbox"/>	1	41.80	39.77	41.82			0	41.80
<input checked="" type="checkbox"/>	2	33.94	33.80	33.93		33.86	0.08	33.94
<input checked="" type="checkbox"/>	3	36.31		36.33	36.20	36.26	0.05	36.31
<input checked="" type="checkbox"/>	4	33.92	33.96	33.89		33.92	0.00	33.92
<input checked="" type="checkbox"/>	5	30.36	30.33	30.40		30.36	0.00	30.36
<input checked="" type="checkbox"/>	6	32.22	32.17		32.12	32.14	0.08	32.22
<input checked="" type="checkbox"/>	7	34.76	34.91	34.85		34.88	-0.12	34.76
<input checked="" type="checkbox"/>	8	34.81	34.78	34.83		34.80	0.01	34.81
<input checked="" type="checkbox"/>	9	37.94	37.86	38.02		37.94	0.00	37.94
<input checked="" type="checkbox"/>	10	38.01	37.97	38.02		37.99	0.02	38.01

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to **NOT** use Pad and Backup Differentials to adjust times.

Accept Adjusted Rejected Adjusted

For Lane Malfunctions, Meet Manager highlights the lane that may need adjusting with one of three colors (green, yellow and blue) and also indicates the corresponding letter (i.e. g, y and b) at the end of each lane line. These colors also appear in the "calc" screen.

Time Adjustment - #77 Women 10 & Under 50 Yard Backstroke - Heat 5

Create Report

Show Heat Malfunction

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input type="checkbox"/>	1	41.80	39.77	41.82			0	41.80
<input checked="" type="checkbox"/>	2	33.94	33.80	33.93		33.86	0.08	33.94
<input checked="" type="checkbox"/>	3	36.31		36.33	36.20	36.26	0.05	36.31
<input checked="" type="checkbox"/>	4	33.92	33.96	33.89		33.92	0.00	33.92
<input checked="" type="checkbox"/>	5	30.36	30.33	30.40		30.36	0.00	30.36
<input checked="" type="checkbox"/>	6	32.22	32.17		32.12	32.14	0.08	32.22
<input checked="" type="checkbox"/>	7	34.76	34.91	34.85		34.88	-0.12	34.76
<input checked="" type="checkbox"/>	8	34.81	34.78	34.83		34.80	0.01	34.81
<input type="checkbox"/>	9	15.21	37.86	38.02		37.94	0	15.21
<input checked="" type="checkbox"/>	10	38.01	37.97	38.02		37.99	0.02	38.01

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to **NOT** use Pad and Backup Differentials to adjust times.

Accept Adjusted Rejected Adjusted

These colors mean the following:

Green (g) – If there are two backup times and one is within 0.30 seconds of the pad time, one is more than 0.30 seconds from the pad time, and the Official Backup Time (the average) is more than 0.30 from the pad time, then the lane is highlighted in **green** and a "g" is displayed in the far right column of the Run Screen. These lanes default to being unchecked for use since these times usually will not be adjusted.

PVS Meet Manager 8.0 Handbook

Yellow (y) – An Official Backup Time that is 0.31 or more "faster" than a pad time is highlighted in **yellow** and a "y" is displayed in the far right column of the Run Screen. This indicates that there may have been a late touch.

Blue (b) – An Official Backup Time that is 0.31 or more "slower" than a pad time is highlighted in **blue** and a "b" is displayed in the far right column of the Run Screen. These lanes default to being unchecked for use since these times may or may not be adjusted. If there is a pad time, but no Official Backup Time, then the entry is also highlighted in **blue** indicating that one should check the watch time for that lane to confirm that the pad time is a good touch.

In the following example, the AO has asked you to adjust the times in lanes 4, 5 and 9. Lane 2 did not need to be adjusted because one of the buttons supported the pad time. In the right hand "Adjusted" column you can see the new adjusted time. In this example you would "Accept Adjusted" and return to the run screen.

Time Adjustment - #77 Women 10 & Under 50 Yard Backstroke - Heat 5

Create Report

Show Heat Malfunction

Lane Adjustment Using Backup Times									
Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted
<input type="checkbox"/>	2	33.94	33.80	33.93			0		33.94
<input type="checkbox"/>	3	36.31		36.33	36.20		0		36.31
<input checked="" type="checkbox"/>	4	33.94	33.96	33.89		33.92	0	y	33.92
<input checked="" type="checkbox"/>	5	38.32	30.33	30.40		30.36	7.96	y	30.36
<input type="checkbox"/>	6	32.22	32.17		32.12		0		32.22
<input type="checkbox"/>	7	34.76	34.91	34.85			0		34.76
<input type="checkbox"/>	8	34.81	34.78	34.83			0		34.81
<input checked="" type="checkbox"/>	9	15.21	37.86	38.02		37.94	-22.73	b	37.94
<input type="checkbox"/>	10	38.01	37.97	38.02			0		38.01

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

PVS Meet Manager 8.0 Handbook

After you have accepted the adjusted times and returned to the run screen, the following screen will appear:

The screenshot displays the 'EVENT LIST - Saturday Prelims 12&U - Yards - (Session 6)' and 'Subtracted Splits' tables. The 'Subtracted Splits' table shows times for lanes 1 through 10. Below this is the 'Team Scores' table. The main race results table is titled 'Heat 5 of 5 == Preliminaries == Event 77 Women 10 and Under 50 Yard Backstroke'. It lists 10 athletes with their lane numbers, names, ages, teams, seed times, prelims times, and adjustment status in the 'AdjStat' column. Lane 1 has a '?' in AdjStat, while lanes 4, 5, and 9 have an 'A'. Lane 10 has a 'g' in AdjStat.

Lane	Athlete Name	Age	Team	Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat
1	Olsen, Yara N	9	Rockville Montgomery Swim Club-	37.98	41.80				39.77	41.82		10	35	?
2	Cronin, Mealy H	10	The Fish-PV	36.58	33.94				33.80	33.93		4	8	
3	O'Shaughnessy, Maggie M	8	The Fish-PV	35.63	36.31					36.33	36.20	7	20	
4	Harrison, Elena S	10	Rockville Montgomery Swim Club-	34.21	33.92				33.96	33.89		3	7	A
5	Watts, Courtney M	10	The Fish-PV	30.69	30.36				30.33	30.40		1	1	A
6	Tennant, Olivia M	10	The Fish-PV	32.29	32.22				32.17		32.12	2	3	
7	Leonard, Patricia M	10	The Fish-PV	35.33	34.76				34.91	34.85		5	11	
8	Donohoe, Brigid A	10	The Fish-PV	36.07	34.81				34.78	34.83		6	12	
9	Infante, Oliva S	10	Rockville Montgomery Swim Club-	37.58	37.94				37.86	38.02		8	29	A
10	Cosgrove, Claire M	10	Rockville Montgomery Swim Club-	38.15	38.01				37.97	38.02		9	30	

As you can see, in the AdjStat column for lanes 4, 5 and 9, there is an "A" indicating that the times were adjusted. Lane 1 has a "?" indicating that there may have been a malfunction in this lane and adjustment may be needed. Since the AO determined that the pad time was good, there was no adjustment. You may click on the "?" to change the "?" to "K", indicating that the issue was reviewed and the pad time is OK.

This close-up shows the 'Race # : F2' and 'List : Ctrl-L' buttons. Below them are 'Get Times : F3' and 'Score : Ctrl-S' buttons. The main table is titled 'Women 10 and Under 50 Yard Backstroke'. It shows the same data as the previous screenshot, but with a callout box pointing to the 'AdjStat' column for lane 1, which now contains a 'K' instead of a '?'. The 'g' in the AdjStat column for lane 10 is also visible.

Qcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat
	39.77	41.82		10	35	K
	33.80	33.93		4	8	
		36.33	36.20	7	20	
	33.96	33.89		3	7	A
	30.33	30.40		1	1	A
	32.17		32.12	2	3	
	34.91	34.85		5	11	
	34.78	34.83		6	12	
	37.86	38.02		8	29	A
	37.97	38.02		9	30	

PVS Meet Manager 8.0 Handbook

4-6-b. Heat Malfunction

An example of a heat malfunction is when a race begins and the Timing System fails to start at the same time. In most cases, the Timing System operator can recover part of the race, but the finish times will not include the portion of the race between the start and the recovery time.

After you pull times from the timing system, you will need to account for the time difference between the actual start and the start of the timing system. Watch times are used to account for this difference. The average of the differences between each pad and watch time will be added to each pad time to adjust each swimmer's time.

Note: you must correct lane malfunctions(4-7-a) before doing a time adjustment for a heat malfunction.

You may be asked to type the watch times and/or help compute averages of watch times if only two are available.

CLICK Calc button on the middle bar to reach the Time Adjustment screen.

CLICK the box to the left of "Show Heat Malfunction."

Only make adjustments as directed by the Administrative Official.

Use	Lane	Primary	Watch	Difference	Adjusted
<input checked="" type="checkbox"/>	1	2:07.43	2:15.50	8.07	2:15.46
<input checked="" type="checkbox"/>	2	2:05.06	2:13.26	8.20	2:13.09
<input checked="" type="checkbox"/>	3	2:01.99	2:10.11	8.12	2:10.02
<input checked="" type="checkbox"/>	4	2:01.46	2:09.39	7.93	2:09.49
<input checked="" type="checkbox"/>	5	2:04.83	2:12.87	8.04	2:12.86
<input checked="" type="checkbox"/>	6	2:03.70	2:11.68	7.98	2:11.73
<input checked="" type="checkbox"/>	7	2:05.89	2:13.97	8.08	2:13.92
<input checked="" type="checkbox"/>	8	2:05.29	2:13.18	7.89	2:13.32

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane. Key in the watch times to make the adjustment or to just see the average differential.

Pad and Watch Differentials: Total = 64.31 and Average = 8.03

Accept Adjusted Reject Adjusted

When the adjustment is complete,

CLICK Yes in the box below to continue. Note that the watch time differences should be fairly close to each other. (In this example, they vary from 7.89-8.20.)

By Accepting Adjusted for this Heat Malfunction,
the pad times, the backup times, AND the splits will be adjusted by 8.03 seconds.

Continue ?

Yes No

CLICK Accept to save the adjustments and return to the Run Screen.

4-6-c. Printing Lane or Heat Adjustment Reports

On both the lane and heat adjustment windows, there is a printer icon on the top left. You can select this to preview and print a copy of your adjustments to keep with the paperwork for that heat/event.

PVS Meet Manager 8.0 Handbook

4-6-d. Summary—Run Screen, Time Adjustment, and Timing System

These graphics illustrate the relationship among the times from the Run screen, the Time Adjustment screen, and the Timing System printout.

Results after using "Race" or "Get Times" to bring times into Meet Manager from the Timing System

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4						
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5						
Heat 1 of 2 == Finals == Event 13 Men 15-18 100 SC Meter Freestyle														
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Asbury, Colin	16	Potomac	56.26	56.95	<input type="checkbox"/>	<input type="checkbox"/>		58.35	56.90		5	13	g
2						<input type="checkbox"/>	<input type="checkbox"/>							
3	Hammond, Niklas	16	Franklin Knolls	56.02	55.83	<input type="checkbox"/>	<input type="checkbox"/>			55.71		55.72	3	10
4	Powell, Garrett	15	Tilden Woods	55.03	55.27	<input type="checkbox"/>	<input type="checkbox"/>		55.28			55.24	1	8
5	Karel, Gregory	18	Old Georgetown	55.20	55.28	<input type="checkbox"/>	<input type="checkbox"/>			55.25		55.21	2	9
6	Finn, Thomas	17	Westleigh	56.17	57.55	<input type="checkbox"/>	<input type="checkbox"/>		57.53	57.59			7	15
7	Ke, Kenneth	15	Stonebridge	56.25	56.85	<input type="checkbox"/>	<input type="checkbox"/>		56.86			56.88	4	12
8	Petersen, Thor	18	Clopper's Mill	56.47	56.96	<input type="checkbox"/>	<input type="checkbox"/>		56.92	56.87			6	14

Calc to reach the Time Adjustment screen.

Time Adjustment - #13 Men 15-18 100 SC Meter Freestyle - Heat 1

Lane Adjustment Using Backup Times

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input type="checkbox"/>	1	56.95	58.35	56.90			0	56.95
<input type="checkbox"/>	2							
<input checked="" type="checkbox"/>	3	55.83		55.71	55.72	55.71	0.12	55.83
<input checked="" type="checkbox"/>	4	55.27	55.28		55.24	55.26	0.01	55.27
<input checked="" type="checkbox"/>	5	55.28		55.25	55.21	55.23	0.05	55.28
<input checked="" type="checkbox"/>	6	57.55	57.53	57.59		57.56	-0.01	57.55
<input checked="" type="checkbox"/>	7	56.85	56.86		56.88	56.87	-0.02	56.85
<input checked="" type="checkbox"/>	8	56.96	56.92	56.87		56.89	0.07	56.96

If there is more than .30 seconds between the middle backup time and the primary time (or in the case of two buttons, the average backup time and the primary time), calculate the average difference between the pad and intermediate times of the other lanes.
 Add this difference to the valid backup time of the problem lane(s).
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Pad and Backup Differentials: Total = 0.22 and Average = 0.03.

Timing System Printout

----	BY LANE	----
Lane	Place	Time
1	5	56.95
3	3	55.83
4	1	55.27
5	2	55.27
6	7	57.55
7	4	56.85
8	6	56.96

----	BY PLACE		----
Place	Lane	Time	Time
1	4	55.27	55.28
2	5	55.27	55.28
3	3	55.83	55.83
4	7	56.85	56.85
5	1	56.95	56.95
6	8	56.96	56.96
7	6	57.55	57.55

	Lane 1	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Backup	56.90	55.71	55.26	55.23	57.56	56.87	56.89
Btn. A	58.35		55.28		57.53	56.86	56.92
Btn. B	56.90	55.71		55.25	57.59	56.87	
Btn. C		55.72	55.24	55.21		56.88	

PVS Meet Manager 8.0 Handbook

4-7. Entering Splits

Occasionally the AO may ask you to manually add in a split time. This may occur when there is a missed pad at the end of the race and the "finals time" is actually a split time. In order to enter a split time, make sure the split screen is in Cumulative Splits mode. (You can toggle between the Subtracted and Cumulative splits windows by clicking the button on the upper right.) Put your cursor in the appropriate split window and type in the time without colons or periods.

ferences Interfaces UW Module Meet Mobile Help

Display Subtracted Splits

MANAGER Licensed to: RMSC - MCRD Updated: 1/9/2017 1:06:12 P

Cumulative Splits <Ctrl-I: Replace Splits with Records>

Lane	50	100	150	200
1				
2	36.13	1:16.21	1:58.16	2:37.81
3	37.11	1:16.32	1:57.55	2:38.03
4	35.88	1:15.15	1:55.65	2:34.84
5	35.50	1:16.57	2:01.25	2:44.69
6	35.78	1:14.74	1:56.34	2:37.76
7	35.00	1:13.46		2:31.74
8	36.30	1:14.86	1:55.14	2:36.58
9	37.03	1:17.35	1:59.11	2:41.38
10				

Team Scores <Ctrl-Y: Replace Team Scores with Records>

Rank	Gender	Score	Team

1 2 3 4 5

JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

4-8. Entering Times By Hand

It is important to know how to enter times by hand. Some meets are held without an electronic timing system, the most typical being a mini meet. Another situation might be when there is total failure of the electronic timing system.

4-8-a. Typing Times

To enter times by hand, simply type the time without colons or periods. Use mouse or arrows to move among lanes. The graphic below shows times for Heat 2 of Event 11 with times entered by hand.

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module Help

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EVENT LIST - All Events - Yards - (Session not selected)

Evt #	Rnd	Status	Event Name
10	F	Done	Boys 11-12 50 Yard Breaststroke
11	F	Done	Girls 11-12 100 Yard Freestyle
12	F	Done	Boys 11-12 100 Yard Freestyle
13	F	Done	Girls 11-12 200 Yard Backstroke
14	F	Done	Boys 11-12 200 Yard Backstroke
15	F	Done	Girls 11-12 500 Yard Freestyle
16	F	Done	Boys 11-12 500 Yard Freestyle
17	F	Done	Girls 9-10 50 Yard Backstroke
18	F	Done	Boys 9-10 50 Yard Backstroke
19	F	Done	Girls 9-10 200 Yard M
20	F	Done	Boys 9-10 200 Yard M

Records

Record	Time	Date	Record Holder
			None Available

Team Scores

Rank	Gender	Score	Team

Heats in Event

1 2 3 4 5 6 7 8 9 10

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Ref Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 2 of 10 == Finals == Event 11 Girls 11-12 100 Yard Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DG	Exh	DQcode	HPL	PL	Pts
1	Kolker, Carley	11	Rockville Montgomery Swim Club-PV	1:32.65	1:22.11					3	61
2	Casimiles, Ariana	11	Rockville Montgomery Swim Club-PV	1:29.66	1:17.71					1	51
3	Collins, Emma	11	Joe Fisher's Dolphins-PV	1:29.29	1:47.97					7	72
4	Barloome, Isabella	11	Potomac Marlins-PV	1:28.25	1:23.05					4	63
5	Jayasekera, Ashani	11	Rockville Montgomery Swim Club-PV	1:28.91	1:25.62					5	70
6	Matteson, Julia	12	Best Times Swim Club-PV	1:29.41	NS						
7	Shonat, Tristan	11	Rockville Montgomery Swim Club-PV	1:30.13	1:20.62					2	58
8	Ward, Sarah	12	Best Times Swim Club-PV	1:33.40	1:28.01					6	71

PVS Meet Manager 8.0 Handbook

4-8-b. Results by Lane

For meets without electronic timing, we recommend that you enter results by lane. Doing this makes it easier (and less mistake-prone) to enter times from each lane timer sheet all at once instead of shuffling back and forth among heats or timer sheets.

CLICK the checkbox to the left of "Enter Results by Lane."

As shown in the graphic below, the gray heat boxes become the lanes. Athlete names should match the names on the lane/timer sheet for Lane 1.

The screenshot shows the PVS Meet Manager 8.0 interface. At the top, the menu bar includes: Events, Athletes, Relays, Seeding, Web, Re-Score, Combine, Reports, Labels, Preferences, Interfaces, OW Module, Help. A toolbar contains icons for various functions. Below the toolbar, a status bar reads: "HY-TEK's MEET MANAGER Licensed to: Potomac Valley Swimming - Organization License".

The main window is divided into several sections:

- EVENT LIST - All Events - Yards - (Session not selected):** A list of events with columns for Evt #, Rnd, Status, and Event Name. Event 11, "Girls 11-12 100 Yard Freestyle", is selected and highlighted in blue.
- Records:** A table with columns for Record, Time, Date, and Record Holder. The current record holder is "None Available".
- Team Scores:** A table with columns for Rank, Gender, Score, and Team.
- Lanes:** A row of 8 buttons labeled 1 through 8. A box labeled "Lanes" with arrows points to these buttons. The "1" button is highlighted in blue.
- Session and Event Controls:** A row of buttons for Session (F7), Splits (F9), Adjust (F8), Restore Pads (Ctrl-P), JD (Ctrl-J), Race # (F2), List (Ctrl-L), Re-Rank, and Prev Event (Ctrl-F4). Below this is another row: Refresh (Ctrl-D), Rel Names (Ctrl-R), Awards (Ctrl-A), Calc (Ctrl-K), Unseeded (Ctrl-U), Get Times (F3), Score (Ctrl-S), Re-Score, and Next Event (Ctrl-F5).
- Results Table:** A table titled "Lane 1 of 8 == Finals == Event 11 Girls 11-12 100 Yard Freestyle". It has columns for Heat, Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DQ, Exh, and DGcode. The table contains 10 rows of data for different athletes.

Heat	Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DGcode
1	1						<input type="checkbox"/>	<input type="checkbox"/>	
2	1	Kolker, Carley	11	Rockville Montgomery Swim Club-PV	1:32.65	1:22.11	<input type="checkbox"/>	<input type="checkbox"/>	
3	1	Greenwood, Tess	12	Best Times Swim Club-PV	1:27.16	NS	<input type="checkbox"/>	<input type="checkbox"/>	
4	1	Oh, Grace	11	Rockville Montgomery Swim Club-PV	1:22.42	1:17.31	<input type="checkbox"/>	<input type="checkbox"/>	
5	1	Gazo, Katrina	11	Rockville Montgomery Swim Club-PV	1:16.83	1:14.48	<input type="checkbox"/>	<input type="checkbox"/>	
6	1	Landry, Jacqueline	11	Joe Flaherty's Dolphins-PV	1:15.75	1:11.88	<input type="checkbox"/>	<input type="checkbox"/>	
7	1	Mooers, Annie	12	Rockville Montgomery Swim Club-PV	1:13.26	1:14.43	<input type="checkbox"/>	<input type="checkbox"/>	
8	1	Hill, Morgan	11	Rockville Montgomery Swim Club-PV	1:10.90	1:07.42	<input type="checkbox"/>	<input type="checkbox"/>	
9	1	Orosz, Dora	12	Rockville Montgomery Swim Club-PV	1:08.16	1:08.13	<input type="checkbox"/>	<input type="checkbox"/>	
10	1	Srouf, Lucy	12	Rockville Montgomery Swim Club-PV	1:04.66	1:03.96	<input type="checkbox"/>	<input type="checkbox"/>	

PVS Meet Manager 8.0 Handbook

4-9. Check Disqualifications and No Swims

In this example, the swimmer in Lane 5 has been disqualified because he did a downward butterfly kick during breaststroke. The swimmer in Lane 10 did not swim the race.

The screenshot displays the 'EVENT LIST - Saturday Prelims 12&U - Yards - (Session 6)' window. The main table lists events with columns for Event #, Round, Status, Event Name, Heats, NS, DQ, and DFS. Event 72, 'Men 10 & Under 100 Yard Breaststroke', is highlighted. To the right, a 'Splits' table shows times for lanes 1 through 10. Lane 5 has a time of 1:20.49, and Lane 10 is marked 'NS'. Below the event list, a 'Records' section shows the current record holder for this event is Michael Kelley with a time of 1:12.18. At the bottom, a detailed view for 'Heat 1 of 2 == Preliminaries == Event 72 Men 10 and Under 100 Yard Breaststroke' is shown. This table includes columns for Lane, Athlete Name, Age, Team, Seed Time, Prelims Time, DQ, and DQcode. Lane 5, swimmer Lu, Jason E, has a DQcode of '3C'. A dropdown menu is open for this swimmer, showing various disqualification codes such as '3A Alternating Kick - breast', '3B Non-simultaneous kick - breast', '3C Downward Butterfly Kick - breast', '3D Scissors Kick - breast', '3E Hands brought beyond the hip line during stroke - breast', '3F Non-simultaneous arms - breast', '3G Arms two strokes underwater - breast', '3H Arms not in same horizontal plane - breast', and '3I Elbows recovered over water - breast'.

4-9-a. DQ (Disqualification)

- Make Timing Adjustments before recording disqualification
- Make sure you have a DQ card. Double check Event Number, Heat, and Lane. (Note: if the name of the swimmer entered into the event/heat and lane does not match the event, heat and lane noted on the DQ slip, inform the AO who will inform the referee.)
- Click DQ checkbox.
- Click the pull down menu in the DQ code column and highlight the infraction. If you are unsure of the correct code, ask for help.
- Do not delete the finish time.
- Staple DQ card to Timing System printout for the heat in which the DQ occurred.
- After you preview results (see 4-10), double check the name on each DQ card against the results to ensure that the DQs were properly entered.
- After each event, the deck referee usually “closes out” the event by reporting the number of DQs and NSs to the AO. Check that these numbers match the results.
- Note that tying “Q” in the Finals Time is a shortcut for typing “DQ”

4-9-b. No Show and DQ Columns

Meet Manager 8 has three columns for the number of No Shows and DQs in each event. The columns are titled NS, DQ, and DFS. NS shows the number of No Shows, DQ shows the number of regular DQs while DFS shows the number of Declared False Starts.

PVS Meet Manager 8.0 Handbook

4-9-c. NS (No Swim)

- NS should be filled in when the Timing System times are brought over.
- If NS is not automatically filled in,
 - Check to see if there are backup buttons. Sometimes the pad time does not register.
 - Also check to see if the Timing System Printout has registered backup times.
 - Work with the AO to adjust times. Sometimes you'll need to Type "NS." (Note – "S" can be used as a shortcut)
- After you receive the lane timer sheets, you can review the results by lane by clicking "enter results by lane" at top of run screen. This changes the "heat" buttons in the middle of the screen to "lane" buttons (in this example, lanes 1-10). The display below will now show all swimmers in the event who swam in a particular lane (lane 4 in this example). Compare the results for each lane with lane timer sheets, ensuring that all NS are properly recorded. Keep track of the total number of NSs for the event.
- Preview results (4-10), and ensure that the number of NSs you previously counted is the same as the number of NSs indicated in the results
- The deck referee will typically "close out" an event by reporting to the AO the number of DQs and NSs. Check that these numbers match with the results.

The screenshot displays the PVS Meet Manager 8.0 interface. At the top, the window title is "Run the Meet - 2013 PVS January Open". The menu bar includes "Events", "Athletes", "Relays", "Seeding", "Re-Score", "Combine", "Reports", "Labels", "Preferences", "Interfaces", "OW Module", "Meet Mobile", and "Help". The toolbar shows "Enter Results by Lane (Ctrl-E)".

The main window is titled "HY-TEK's MEET MANAGER Licensed to: PVS 14 and Under LC Jr Olympic Champ - Organization License". It features an "EVENT LIST - All Events - Yards - (Session not selected)" table on the left and a "Records" table on the right. The "Records" table has columns for "Record", "Time", "Date", and "Record Holder", with "None Available" listed.

Below the event list is a "Team Scores" section with columns for "Rank", "Gender", "Score", and "Team".

At the bottom, there is a "Lane 4 of 10 == Finals == Event 1 Girls 11-12 50 Yard Butterfly" table. This table has columns for "Heat", "Lane", "Athlete Name", "Age", "Team", "Seed Time", "Finals Time", "DQ", "Exh", "DQcode", "Backup 1", "Backup 2", and "Backup 3".

Heat	Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3
1	4	Ling, Michelle Y	11	Rockville Montgomery Swim Club-	51.82	48.05	<input type="checkbox"/>	<input type="checkbox"/>			46.21	46.09
2	4	Gourdain, Alexa R	12	Rockville Montgomery Swim Club-	44.07	NS	<input type="checkbox"/>	<input type="checkbox"/>				
3	4	Ceely, Madelyn I	11	Rockville Montgomery Swim Club-	40.85	36.23	<input type="checkbox"/>	<input type="checkbox"/>			36.29	36.22
4	4	Elliott, Sarah E	11	Rockville Montgomery Swim Club-	38.62	39.29	<input type="checkbox"/>	<input type="checkbox"/>			39.37	39.32
5	4	Roberts, Zoe B	11	Rockville Montgomery Swim Club-	36.92	38.70	<input type="checkbox"/>	<input type="checkbox"/>			38.61	38.59
6	4	Zonghetti, Ashley C	12	Tollefson Swimming-PV	35.51	37.28	<input type="checkbox"/>	<input type="checkbox"/>			37.52	37.30
7	4	Uchman, Olivia V	12	Rockville Montgomery Swim Club-	33.82	32.84	<input type="checkbox"/>	<input type="checkbox"/>			32.82	32.96
8	4	Wolfson, Becky S	12	Rockville Montgomery Swim Club-	32.15	31.87	<input type="checkbox"/>	<input type="checkbox"/>			31.79	31.87

PVS Meet Manager 8.0 Handbook

4-10. Score/List and Print Results

Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5

4-10-a. Preview Results

CLICK List to show results from preliminary heats of a prelims/finals meet or for a meet that is not scored.

OR

Score to show scored results of final heats of a prelims/finals meet or results of a timed finals scored meet.

4-10-b. Print Results

CLICK Printer icon at the top of the "Results" preview to print. Choose number of copies. Ask the AO how many copies should be produced for each event. Make sure you keep one copy for your event paperwork.

CLICK to close and return to the Run screen.

Repeat Steps 4-2 through 4-10 for each heat until the event is finished.

4-11. Assemble Paperwork for each Event

Staple paperwork for each event and place in box or folder with other event results.

1. Copy of results on top,
2. Timing System printouts, with reseed forms and DQ slips stapled to corresponding heat.
3. Lane/timer sheets,
4. Any other notations pertaining to the event. When in doubt, don't throw it out.

4-12. Move to Next Event

After completing last heat,

CLICK Next Event.

										1 2 3 4 5 6 7				
Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4						
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5						
Heat 7 of 7 == Finals == Event 55 Girls 9-10 50 Yard Butterfly														
Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Matusek, Ellie E	10	Rockville Montgomery Swim Club-	39.65	36.62	<input type="checkbox"/>	<input type="checkbox"/>		36.49	36.51		3	4	
2	Alok, Akanksha *	10	Potomac Marlins-PV	38.48	38.09	<input type="checkbox"/>	<input type="checkbox"/>		38.03	37.90		5	7	
3	Gload, Kristen L	9	Rockville Montgomery Swim Club-	35.93	38.30	<input type="checkbox"/>	<input type="checkbox"/>		38.17			6	8	
4	Forte, Brianna L	10	Rockville Montgomery Swim Club-	31.95	31.48	<input type="checkbox"/>	<input type="checkbox"/>		31.39	31.36		1	1	
5	N'Gambwa, Amina J	10	Rockville Montgomery Swim Club-	35.07	33.79	<input type="checkbox"/>	<input type="checkbox"/>		33.68	33.64		2	2	
6	Knapp, Sydney E	10	Joe Flaherty's Dolphins-PV	37.38	37.61	<input type="checkbox"/>	<input type="checkbox"/>		37.38	37.39		4	5	
7	Nosal, Paige E	10	Rockville Montgomery Swim Club-	39.36	39.52	<input type="checkbox"/>	<input type="checkbox"/>		39.16	39.73		7	10	
8	Diederich, Ciara M	10	Potomac Marlins-PV	40.15	NS	<input type="checkbox"/>	<input type="checkbox"/>							

PVS Meet Manager 8.0 Handbook

4-13. Color System for Heat Buttons

Gray means that the heat has entries without results

Green means the heat has results for every lane/position and there are no problems

Red means that the heat has results for every lane/position, but there are problems with one or more lanes

Blue means that the heat is the selected heat and there are either no results in any lanes or there are full results with no problems

Yellow means the heat is the selected heat, has full or partial results, but there are either problems with one or more lanes or one or more lanes are missing results

Run the Meet - 2013 Holiday Invitational

Events: Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E)

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: RMSC - MCRD

Event #	Rnd	Status	Event Name	Heat	NS	DO	DPS	Lane	50	100	150	200	Splits	
57	F	Scored	Women 11-12 200 Yard Freestyle Relay	1	-	-	-	1						NS
58	F	Scored	Men 11-12 200 Yard Freestyle Relay	1	-	-	-	2	34.33	1:12.78	1:51.76	2:28.28		
59	F	Scored	Women 10 & Under 200 Yard Freestyle Relay	1	1	-	-	3	34.44	1:12.50	1:51.71	2:27.59		
60	F	Scored	Men 10 & Under 200 Yard Freestyle Relay	1	-	-	-	4	32.93	1:10.24	1:49.22	2:24.50		
65	P	Done	Women 12 & Under 200 Yard Butterfly	2	-	-	-	5	31.18	1:05.94	1:42.04	2:16.28		
66	P	Done	Men 12 & Under 200 Yard Butterfly	2	-	-	-	6	32.97	1:08.74	1:45.70	2:20.76		
71	P	Done	Women 10 & Under 100 Yard Breaststroke	3	-	-	-	7	32.75	1:09.84	1:47.41	2:24.27		
72	P	Done	Men 10 & Under 100 Yard Breaststroke	2	1	1	-	8	33.73	1:11.70		2:26.90		
73	P	Done	Women 11-12 100 Yard Breaststroke	4	2	-	-	9	35.62	1:16.19	1:58.79	2:39.32		
74	P	Done	Men 11-12 100 Yard Breaststroke	3	-	-	-	10	34.95	1:15.77	1:56.93	2:32.57		
79	P	Done	Women 10 & Under 50 Yard Backstroke	4	-	-	-							
80	P	Done	Men 10 & Under 50 Yard Backstroke	4	2	-	-							
81	P	Done	Women 11-12 50 Yard Backstroke	4	1	1	-							
82	P	Done	Men 11-12 50 Yard Backstroke	3	-	-	-							
87	P	Done	Women 10 & Under 200 Yard Freestyle	3	1	-	-							
88	P	Seeded	Men 12 & Under 200 Yard Freestyle	4	2	1	-							
89	P	Done	Women 11-12 200 Yard Freestyle	5	-	-	-							
90	P	Done	Men 11-12 200 Yard Freestyle	5	1	-	-							
95	F	Scored	Women 11-12 400 Yard Medley Relay	1	-	-	-							
96	F	Scored	Men 11-12 400 Yard Medley Relay	1	-	-	-							
181	F	Done	Women 11-12 50 Yard Backstroke Swim-off	1	-	-	-							

Record #	Time	Date	Record Holder
PVS Open	2:03.82	3/17/2011	Sanjay Wijesekera
PVS Resident	2:02.41	3/31/2011	Sanjay Wijesekera

Records - <Ctrl-Y> Replace Records with Team Scores

Session: F7 Splits: F9 Adjust: F8 Restore Pads: Ctrl-P JD: Ctrl-J Race #: F2 Lit: Ctrl-L Re-Rank Prev Ev

Refresh: Ctrl-D Ref Names: Ctrl-R Awards: Ctrl-A Calc: Ctrl-K Unseeded: Ctrl-U Get Times: F3 Score: Ctrl-S Re-Score Next Ev

Heat 3 of 4 == Preliminaries == Event 88 Men 10 and Under 200 Yard Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Prelims Time	DG	Exh	Code	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStar
1	Oehler, Everett A	10	Rockville Montgomery Swim Club	2:34.38	NS									
2	Yune, David Y	9	Rockville Montgomery Swim Club	2:32.42	2:28.28				2:28.25	2:27.98			7	15
3	Laich, Joshua A	10	Rockville Montgomery Swim Club	2:29.44	2:27.59				2:27.66	2:27.64			6	14
4	Woolfson, Josh S	9	Rockville Montgomery Swim Club	2:24.85	2:24.50				2:24.37	2:24.39			4	10
5	Nachod, Benjamin E	10	Rockville Montgomery Swim Club	2:13.67	2:16.28				2:16.25	2:16.24			1	1
6	Matchel, Cole	10	Rockville Montgomery Swim Club	2:21.30	2:20.76				2:20.72	2:20.68			2	5
7	Chen, Konner S	9	Rockville Montgomery Swim Club	2:28.03	2:24.27				2:24.26	2:24.34			3	9
8	Ju, Brian Q	10	Rockville Montgomery Swim Club	2:30.48	2:26.90				2:26.90	2:26.89			5	12
9	Lee, Jett	10	Rockville Montgomery Swim Club	2:33.64	2:39.32				2:39.29	2:39.35			9	22
10	Karayianis, Alexander J	10	Rockville Montgomery Swim Club	2:34.81	2:32.57				2:32.57	2:32.55			8	18

PVS Meet Manager 8.0 Handbook

5. ADD, REMOVE, MOVE IN RUN SCREEN

Once a meet is underway, you may not change a swimmer's heat, event, or lane without the referee's written authorization on a Referee Reseed form.

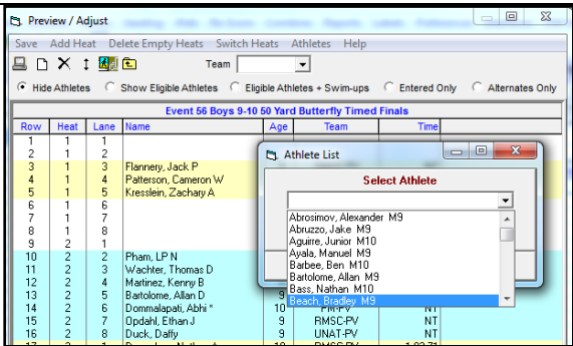
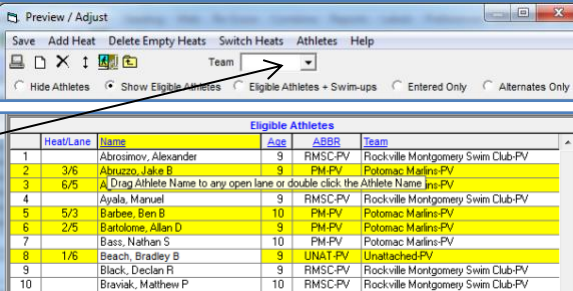
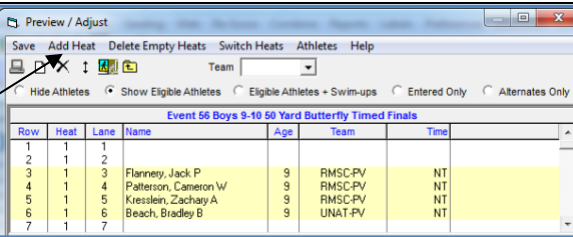
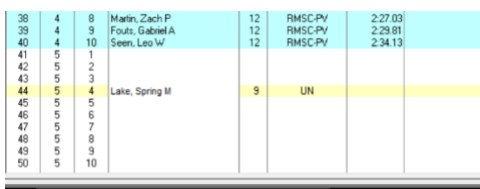
5-1. Add Swimmer

The Reseed form below instructs Hy-tek operator to enter Bradley Beach into Event 56/Heat 1/Lane 6.

REFEREE RESEED FORM - PVS			
For combined/reseeded heats, complete form and give to head judge to ensure correct times are recorded.			
ATHLETE'S NAME	MEET ID	CLUB	
<i>Bradley Beach</i>			
FROM	EVENT#	HEAT#	LANE#
TO	EVENT#	HEAT#	LANE#
DECK SEED PLACED IN EVENT# <u>56</u> / HEAT# <u>1</u> / LANE # <u>6</u>			

CLICK Adjust.
Make sure lane is empty. If not, remove swimmer as illustrated in the next section.

Session : F7	SCR Sheet : F9	Adjust : F8
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A

<p>EITHER</p> <p>PUT CURSOR in Lane 6.</p> <p>DBL CLICK to reach "Athlete List" pop-up menu.</p> <p>SCROLL until new swimmer is highlighted.</p> <p>CLICK OK to enter swimmer into lane.</p> <p>CLICK Save to return to the Run Screen.</p>	
<p>OR</p> <p>CLICK Show Eligible Athletes at the top of the screen to see a list of the swimmers who are age-eligible to compete in the event. You can also filter by team to make it easier to find the particular athlete.</p> <p>DRAG swimmer's name to his/her assigned lane.</p>	
<p>Bradley Beach's name now appears in Lane 6.</p> <p>If you make a mistake, double click on the swimmer's name to remove and re-enter.</p> <p>CLICK Save to return to the Run Screen.</p>	
<p>If there is no room for Bradley in the heat (e.g. when he is placed in a heat replacing a swimmer who was a NS), create a new heat to act as a "holding place" for the swimmer (in this example, Spring Lake) who was a NS and drag that swimmer to the newly created heat. Enter NS (or "S" as a shortcut) for his time in the run menu. This enables to you accurately track No Shows.</p>	

PVS Meet Manager 8.0 Handbook

5-2. Scratch Swimmer

In this example, Asbury Park will be scratched from Event 56/Heat1/Lane 1.

CLICK	Adjust.
DBL CLICK	name of athlete to be scratched. A pop-up will ask for confirmation.
CLICK	Yes.
CLICK	Save to return to the Run Screen.

5-3. Move Swimmer

The Reseed form below instructs Hy-tek operator to move Daffy Duck from Event 56/Heat 2/Lane 8 to Heat 1/Lane 2. Such a move could be within a single event or from one event to another.

REFEREE RESEED FORM - PVS			
For combined/reseeded heats, complete form and give to head judge to ensure correct times are recorded.			
ATHLETE'S NAME	Daffy Duck		MEET ID
			CLUB
FROM	EVENT# 56	HEAT# 2	LANE# 8
TO	EVENT# 56	HEAT# 1	LANE# 2
DECK SEED PLACED IN EVENT# ____ / HEAT# ____ / LANE # ____			

CLICK Adjust.

In this example, Spring Lake is in the Heat and Lane now assigned to Daffy Duck. You can **drag and drop** Daffy Duck into Spring Lake's heat and lane without removing Spring Lake. The swimmers will switch positions, thus allowing the program to accurate track no-shows. Be careful when doing this!

Warning
Drag and Drop can be used only when moving a swimmer within an event.

Alternatively, note that there is a column on the left labelled "row". Each line has a specific row number. If you are moving a swimmer and you are unable to drag and drop, simply change the row number to the desired row number. In that case, the two swimmers will swap rows.

In this example, if you change row "22" to "44", swimmers Stubner and Rook will swap positions. Stubner will end up in heat 5, lane 4 and Rook will end up in heat 2 lane 2.

PVS Meet Manager 8.0 Handbook

Staple Reseed Form to appropriate Timing System printout.

Important note: If the heat has already been swum and times pulled and you subsequently add, remove, or move swimmers, you will need to pull the times again for each heat that is affected. If there was a NS in that heat, you may need to delete the "NS" from the Finals Time before pulling the times again.

6. GENDER BLENDING AND ADDING HEATS

6-1. Men & Women in Same Race

Sometimes the AO or the Referee will move male swimmers into the same heat with female swimmers or vice versa. In this example, the AO or Referee has told you that the swimmers in Event 6, Lanes 3 and 5 are not at the meet. To save time, the swimmer in Lane 4 (Andrew Pickup) will swim with the girls in Event 5, Heat 1.

Event 5 Girls 11-12 200 Yard IM

Lane	Name	Age	Team	Seed Time	
Heat 1 of 4 Finals					
3	Falkenstein, Emma	11	RMSC-PV	NT	_____
4	Baruch-Fry, Abigail	12	RMSC-PV	NT	_____
5	Post, Rachel	12	RMSC-PV	NT	_____
6	Hukill, Anna	12	BTSC-PV	NT	_____

Event 6 Boys 11-12 200 Yard IM

Lane	Name	Age	Team	Seed Time	
Heat 1 of 3 Finals					
3	Afolabi-Brown, Gregory	11	RMSC-PV	NT	_____
4	Pickup, Andrew	11	PM-PV	3:45.99	_____
5	Wen, Jonathan	11	PM-PV	NT	_____

In most situations, the Referee will tell you the lane where Andrew will swim, but you might be asked to assign a lane. The rule of thumb is that males and females should be separated by a lane. Since Lanes 3, 4, 5, and 6 in Event 5 are occupied, Andrew could swim in either Lane 1 or 8 (or 2 or 7, if necessary). In this example, Andrew will swim in Lane 1.

Even though Andrew will swim with the girls in Event 5, Heat 1, his time must be included with the results for Event 6. To do this,

CLICK Event 6, Heat 1 from the Run Screen.

MOVE Andrew Pickup to Lane 1 in Heat 1 by DRAGGING & DROPPING.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	Pickup, Andrew	11	Potomac Marlins-PV	3:45.99		<input type="checkbox"/>	<input type="checkbox"/>							
2						<input type="checkbox"/>	<input type="checkbox"/>							
3	Afolabi-Brown, Gregory	11	Rockville Montgomery Swim Club-	NT		<input type="checkbox"/>	<input type="checkbox"/>							
4						<input type="checkbox"/>	<input type="checkbox"/>							
5	Wen, Jonathan	11	Potomac Marlins-PV	NT		<input type="checkbox"/>	<input type="checkbox"/>							
6						<input type="checkbox"/>	<input type="checkbox"/>							
7						<input type="checkbox"/>	<input type="checkbox"/>							
8						<input type="checkbox"/>	<input type="checkbox"/>							

CLICK Event 5, Heat 1.

CLICK Get Times:F3.

When you bring the times into Meet Manager, you will receive an error message (see sec 4.6) because the Timing System expected that there would be a swimmer in Lane 1.

CLICK OK. Keep the Timing System printout handy.

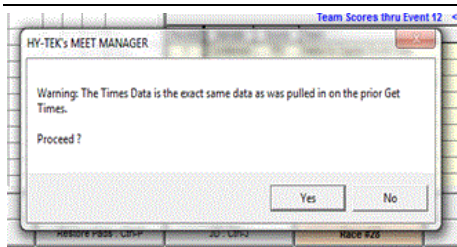
CLICK Event 6, Heat 1.

CLICK Race #:F2.

TYPE the same Race Number generated by the Timing System for Event 5, Heat 1.

You will receive the same error message as for Event 5, Heat 1 because the Timing System expected that there would be swimmers in Lanes 3, 4, and 5. In addition, you will receive another error message (see following page for picture) indicating that you have already pulled this race number. Confirm that this is what you meant to do.

PVS Meet Manager 8.0 Handbook



CLICK OK.
 TYPE NS in Lanes 3 and 5, and return to processing Event 5.

6-2. Missed Event—Add Heat

A typical example of when you might need to add a heat is when a swimmer misses his/her race and the Referee places that swimmer into an empty lane in a different event.

WARNING

Do not make any changes to a swimmer's event, heat, or lane assignment without a Reseed Slip authorizing a change.

In this example, Event 22, Boys 9-10, 100 Fly has one heat, and Toms River from Lane 2 has missed the heat. The Referee has decided Toms can swim in Heat 3/Lane 5 in event 23. Add Heat to Event Swimmer Missed

CLICK Adjust from middle bar of Run screen.	DRAG Toms River from Heat 1 Lane 2 to Heat 2 Lane 5.
CLICK Add Heat.	CLICK Save to return to the Run Screen.

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2	River, Toms	9	UNAT	
3	1	3	Maax, Kyle	10	PM-PV	1:35.12
4	1	4	Giebel, Jason	10	PM-PV	1:27.55
5	1	5	Agans, Junor	10	PM-PV	1:27.72
6	1	6	Gryski, Ben	10	PM-PV	1:44.69
7	1	7				
8	1	8				
9	2	1				
10	2	2				
11	2	3				
12	2	4				
13	2	5				
14	2	6				
15	2	7				
16	2	8				

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2				
3	1	3	Maax, Kyle	10	PM-PV	1:35.12
4	1	4	Giebel, Jason	10	PM-PV	1:27.55
5	1	5	Agans, Junor	10	PM-PV	1:27.72
6	1	6	Gryski, Ben	10	PM-PV	1:44.69
7	1	7				
8	1	8				
9	2	1				
10	2	2				
11	2	3				
12	2	4				
13	2	5	River, Toms	9	UNAT	
14	2	6				
15	2	7				
16	2	8				

6-2-a. Process Event in which swimmer actually swam

Bring times into Toms River's new event and heat (Event 23, heat 3) as shown in 4-3 and make timing adjustments in coordination with AO.

The Timing System will alert you that it received an incorrect number of swimmers as shown in 4-5. There should be a time in Lane 5, but it will not be recorded since there will not be a swimmer in that lane. (Toms Rivers replaced the swimmer who was supposed to swim in Event 23, heat 3, lane 5; if that lane has the name of a swimmer, type NS for the results of that heat and lane).

CLICK OK to bring over the times.
 MOVE to the next heat and/or finish the event.

6-2-b. Bring Time into Added Heat for the event in which swimmer is entered

Return to Event 22. CLICK Heat 2.
 CLICK Race # from the middle bar.
 TYPE same Race Number that was used for Toms River's new heat (Event 23, heat 3).

Just as for Toms River's new event, the Timing System will alert you that it received an incorrect number of swimmers as shown in 4-5 and that you have already pulled this race number. There should be a time in Lane 5, and it will appear in Toms River's lane.

CLICK OK to bring over the times and make any timing adjustments as directed by AO.
 MOVE to the next heat and/or finish the event.

Double check to see that Toms River's time is included in the results.

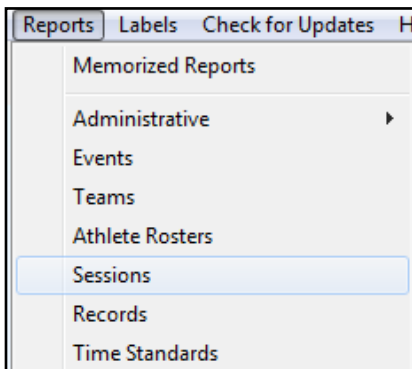
PVS Meet Manager 8.0 Handbook

7. PRINTING REPORTS

7-1. Time Line

CLICK Reports from Main Menu or Run Screen.

CLICK Sessions.

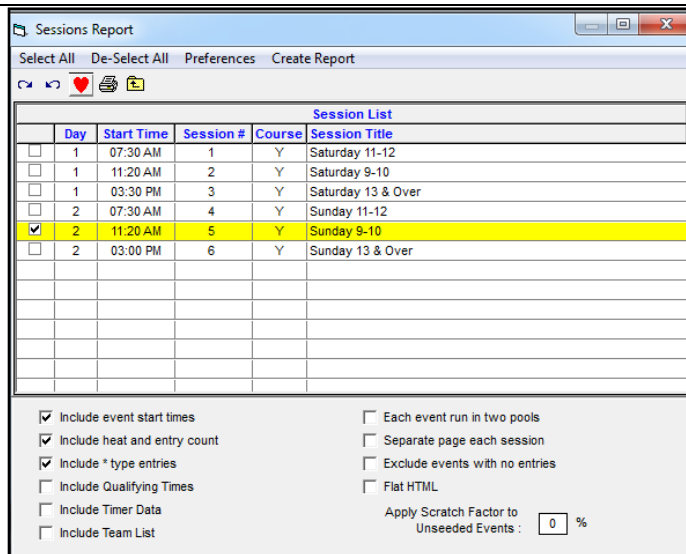


CLICK Session, in this example, Session 5.

CLICK Create Report.

PRINT Report.

TIP You can also reach this report from the Sessions Menu (*Event / Sessions / Print*).



Potomac Valley Swimming - Organization License HY-TEK's MEET MANAGER 3.0 - 8/24/2010 Page 1

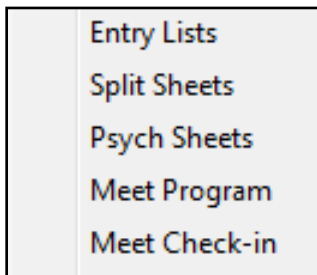
PVS Training - 1/23/2010 to 1/24/2010
Session Report

Session: 5 Sunday 9-10
Day of Meet: 2 Starts at 11:20 AM Heat Interval: 15 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at
Finals	55 Girls 9-10 50 Butterfly	53	7	11:20 AM
Finals	56 Boys 9-10 50 Butterfly	41	6	11:28 AM
Finals	57 Girls 9-10 200 Freestyle	23	3	11:34 AM
Finals	58 Boys 9-10 200 Freestyle	21	3	11:45 AM
Finals	59 Girls 9-10 100 Breaststroke	43	6	11:55 AM
Finals	60 Boys 9-10 100 Breaststroke	32	4	12:08 PM
Finals	61 Girls 9-10 100 Backstroke	30	4	12:16 PM
Finals	62 Boys 9-10 100 Backstroke	30	4	12:26 PM
Finals	63 Girls 9-10 50 Freestyle	84	11	12:35 PM
Finals	64 Boys 9-10 50 Freestyle	60	8	12:46 PM
Finals	65 Girls 9-10 100 IM	61	8	12:54 PM
Finals	66 Boys 9-10 100 IM	47	6	01:10 PM
Swimmers Counts for Warm-ups: 188		====	====	
Entry / Heat Totals:		525	70	
Finish Time				01:22 PM

7-2. Check-in Sheet

CLICK Reports from the Main Menu or the Run Screen.



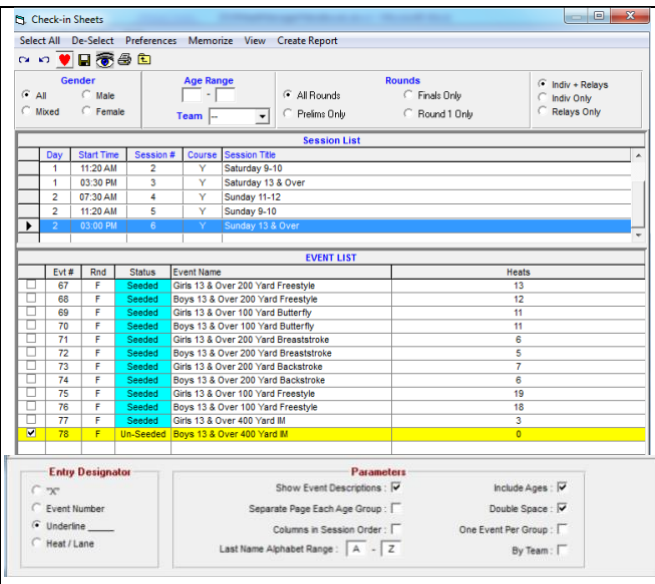
CLICK Meet Check-in.

CLICK Event(s), in this example Event 76.

CLICK Underline in the Entry Designator box.

CLICK Create Report.

PRINT Report.



PVS Meet Manager 8.0 Handbook

7-3. Award Labels

7-3-a. From the Run Screen

Set Up Labels

CLICK Labels.

SELECT Award Labels.

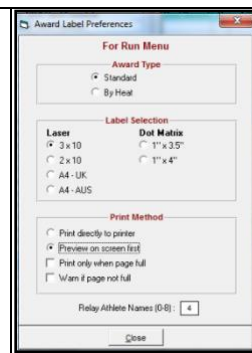
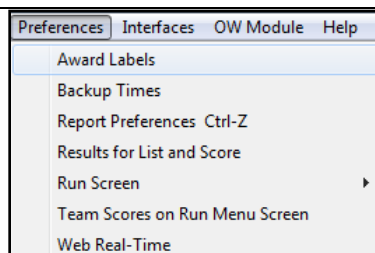
SELECT

Award Type usually "Standard."

Selection usually Laser 3 x 10

Print Method recommend selecting "Preview on screen first."

CLICK Close to save and return to the Run Screen.



Print Labels

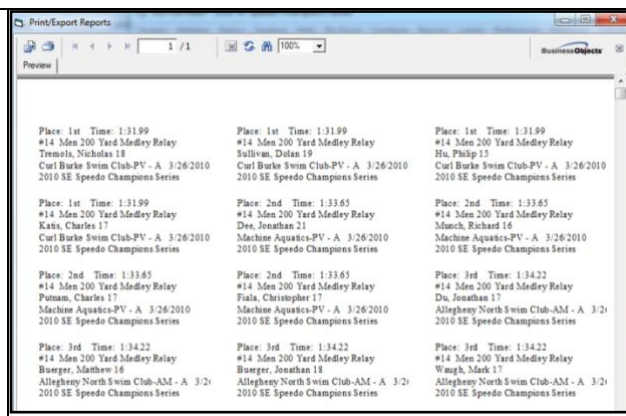
CLICK Event for which you want to print labels.

CLICK "Awards" to preview. You can print labels for only a single event from the Awards box in the Run screen.

Session : F7	SCR Sheet : F9	Adjust : F8
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A

CLICK Printer icon.

CLICK to close and return to Run Screen.



7-3-b. Batch Printing From Run Screen or Main Menu

CLICK Labels from top bar of the Run Screen or the Main Menu.

SELECT Label and Award Type; number of places and relay names.

CHECK Events you want to print. They turn yellow.

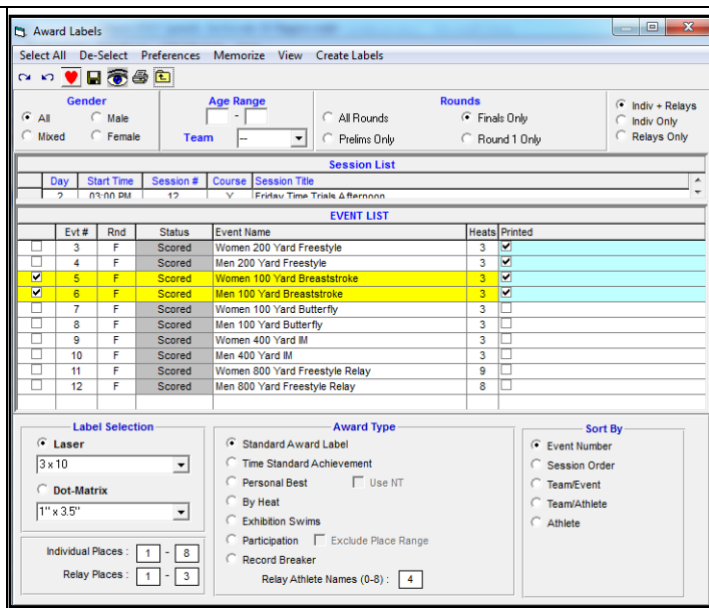
CHECK Printed in the right column.

CLICK Create Labels to see a preview.

CLICK Printer icon to print.

CLICK to return to previous screen.

In the example, Events 3 and 4 are checked printed. Events 5 and 6 are highlighted to be printed and checked. This helps you keep track of which events have been printed.



8. RELAYS

8-1. From the Relay Screen

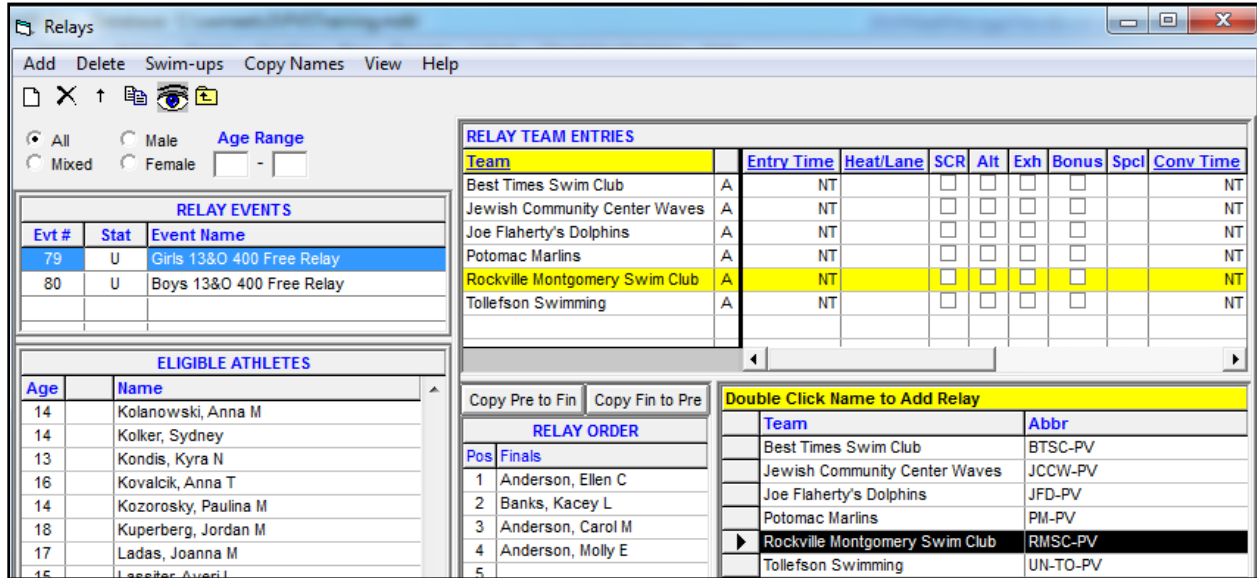
8-1-a. Enter Relay into Event

In this example, a second RMSC team relay will be entered into Event 79.

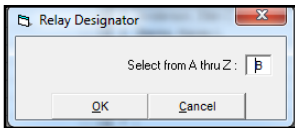
CLICK Relays from the Main Menu or the top bar of the Run Screen to reach the “Relays” screen.

CLICK Event on which you want to work, in this case Event 79.

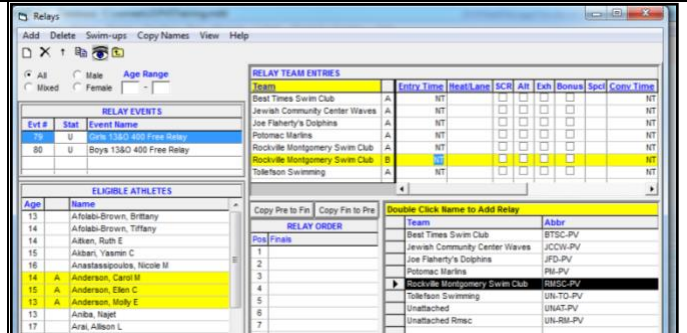
DBL CLICK on the team name in the bottom right corner, in this case RMSC.



After double-clicking the team name, the relay designator box will assign a relay letter.



CLICK OK to enter the RMSC “B” relay. This relay appears on the Relay Team Entries for Event 79.



8-1-b. Enter, Remove, and Rearrange Relay Swimmers

DBL CLICK name of each “B” relay swimmer,
OR

DRAG each swimmer’s name from the Eligible Athletes list to the Relay order box.

As each “B” relay swimmer is selected, the name moves to the Relay Order box, and a “B” will appear beside the name.

Note that a letter “A” appears between ages and names of “A” relay swimmers to prevent a single swimmer from inadvertently being entered in two relays.

To Remove Relay Swimmer,

DBL CLICK swimmer’s name on the “Relay Order” box.

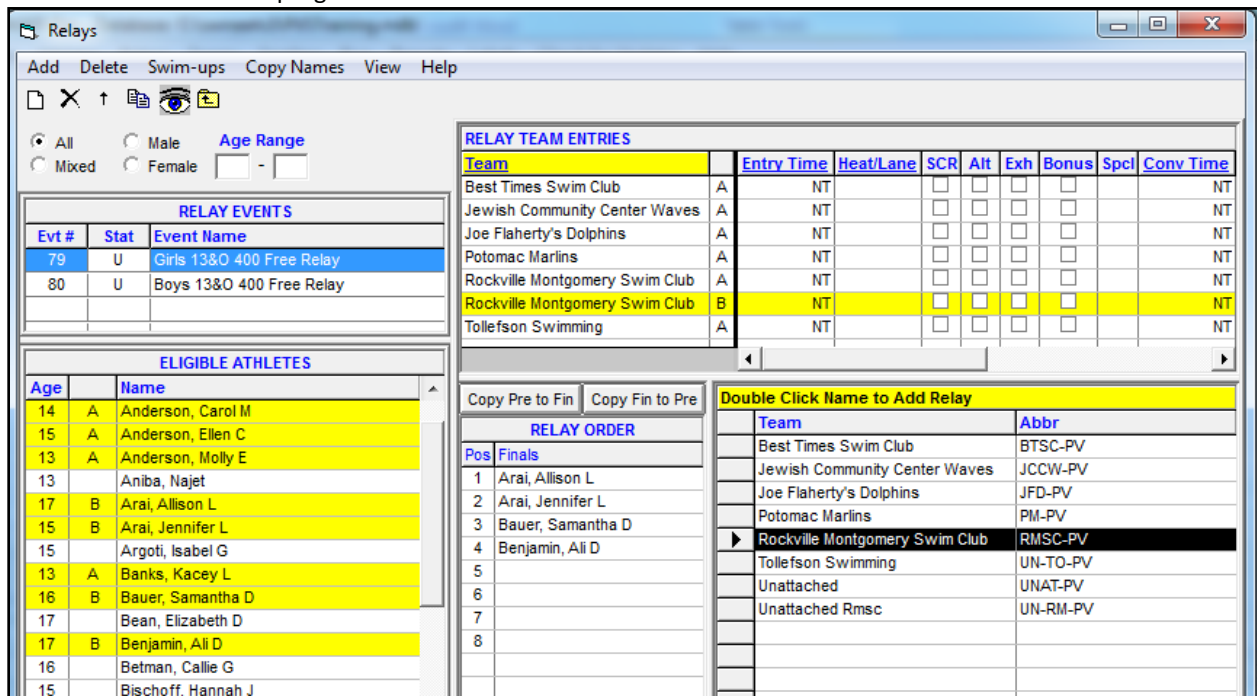
To Rearrange Relay Swimmer Order,

DRAG & DROP names within the “Relay Order” box until the order is correct.

PVS Meet Manager 8.0 Handbook

To Return to the Main Menu or Run Screen,

CLICK in top-right corner.



8-2. From the Run Screen

8-2-a. Enter Relay into Event

CLICK Adjust from the middle bar of the Run Screen to reach the Preview/Adjust menu.

Session : F7	SCR Sheet : F9	Adjust : F8
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A

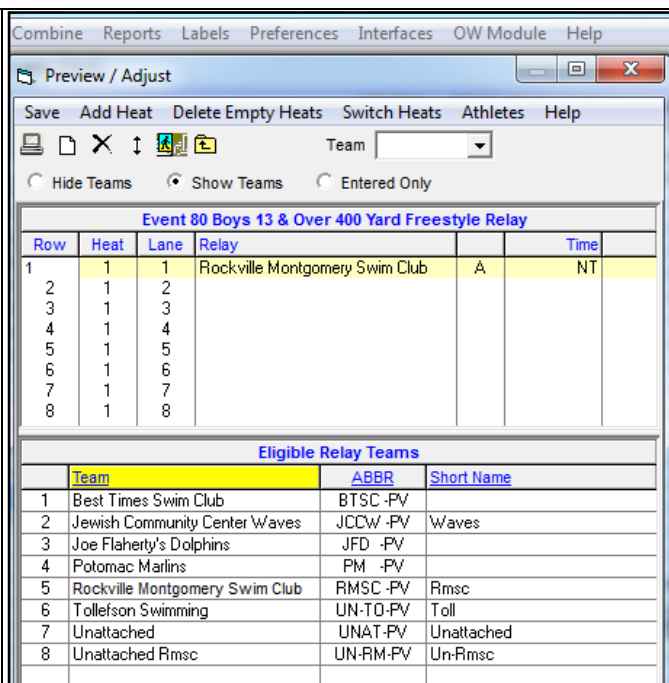
DRAG Relay Team to Lane.

In this example,

RMSC has been placed in Lane 1.

It has been automatically designated as the "A" relay because no other RMSC relays had been entered in the event.

CLICK Save to return to the Run Screen.



8-2-b. Enter, Remove, and Rearrange Relay Swimmers

CLICK Rel Names to reach the Relay Names Screen.

CLICK TO HIGHLIGHT relay team for which you want to enter or remove swimmers, Potomac Marlins in this example.

PVS Meet Manager 8.0 Handbook

To Enter Relay Swimmer,

DBL CLICK on swimmer's name in the "Eligible Athletes" list. The name will appear in the "Relay Order" box, OR
 DRAG swimmer's name from "Eligible Athletes" list to "Relay Order."

To Remove Relay Swimmer,

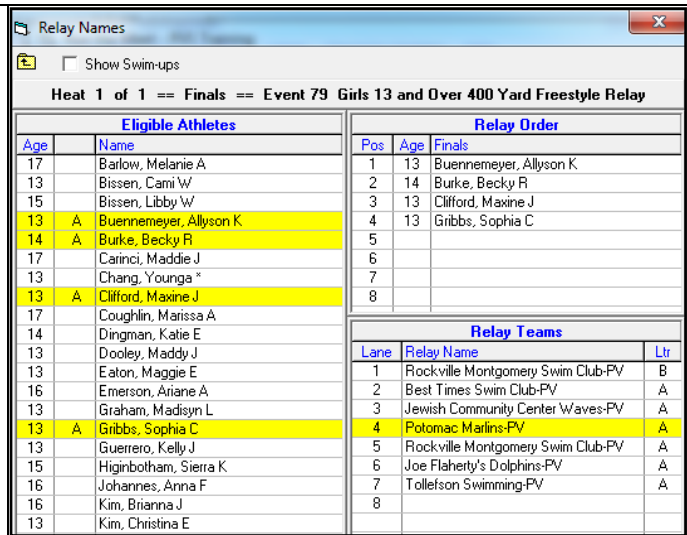
DBL CLICK on swimmer's name on the "Relay Order" box.

To Rearrange Relay Swimmer Order,

DRAG & DROP names within "Relay Order" box until order is correct.

To Return to the Run Screen,

CLICK in top-right corner.

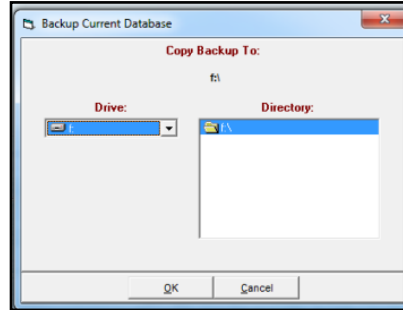


9. POST-MEET

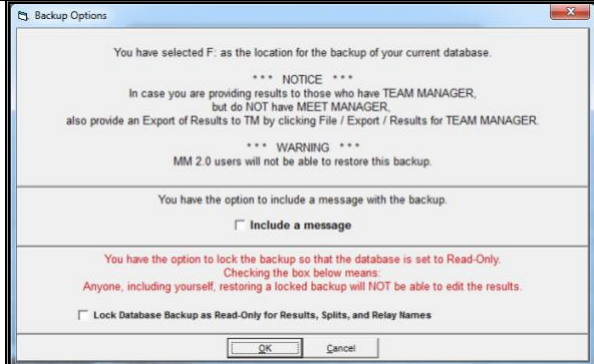
9-1. Backup Database

INSERT flash drive.

CLICK File from the Main Menu.
 SELECT Backup to reach "Backup Current Database" screen.
 BROWSE to flash drive, in this example Drive F.
 CLICK OK.

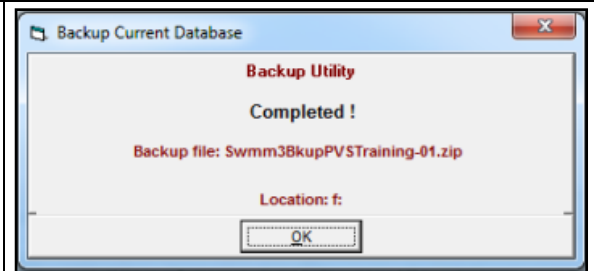


When you see the 'Backup Options' screen,
 CHECK first sentence to confirm that backup file will be placed in the correct location.
 CLICK OK.



Messages will flash across the screen as the back-up is created.

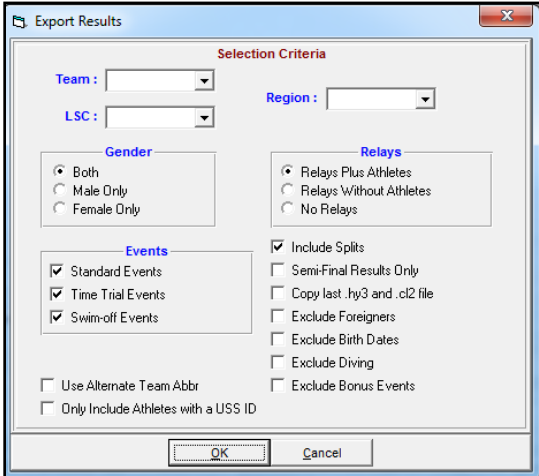

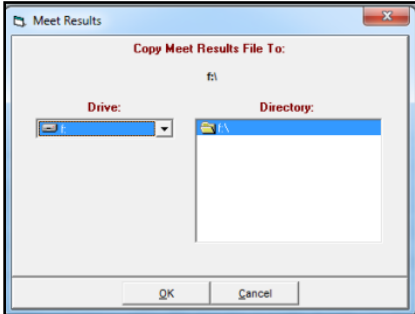
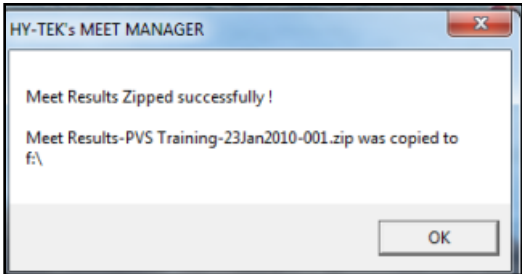
CLICK OK to return to Main Menu when the Backup Utility screen indicates that the back-up is complete.



PVS Meet Manager 8.0 Handbook




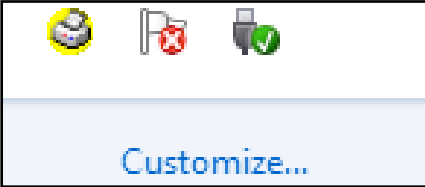

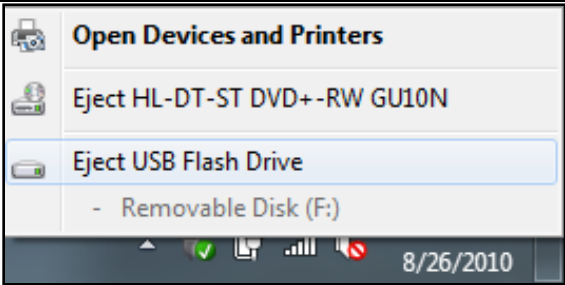
9-2. Export Results for Team Manager

Insert flash drive.


<p>CLICK File from Main Menu.</p> <p>SELECT Export.</p> <p>CLICK “Results for Team Manager ...” (first choice) to reach the “Export Records” screen.</p> <p>DO NOT change any settings in the “Export Results” screen.</p> <p>CLICK OK to reach the “Export File Progress” screen.</p>	
<p>The “Export File Progress” screen will display the progress of creating the export.</p> <p>CLICK OK when the numbers stop flashing and you see “Export Finished”.</p>	
<p>When you see the “Meet Results” screen,</p> <p>BROWSE to flash drive, in this example Drive F.</p>	
<p>CLICK OK when Meet Manager tells you that the file has been zipped successfully and confirmed the location of your file.</p>	

PVS Meet Manager 8.0 Handbook

How To Remove Flash Drive with Windows 7 and 10


<p>CLICK  in taskbar located in bottom right of computer screen.</p>	
<p>If the icon is not visible, click the white ▲ to reach the “Customize” screen.</p> <p>SELECT  in “Customize” screen.</p> <p>Icon will appear in the taskbar as show above.</p>	
<p>CLICK </p> <p>SELECT “Eject USB Flash Drive.”</p> <p>REMOVE flash drive when message appears saying it is safe to do so.</p>	

How To Remove Flash Drive with Windows XP

CLICK  in taskbar located in bottom right of computer screen.

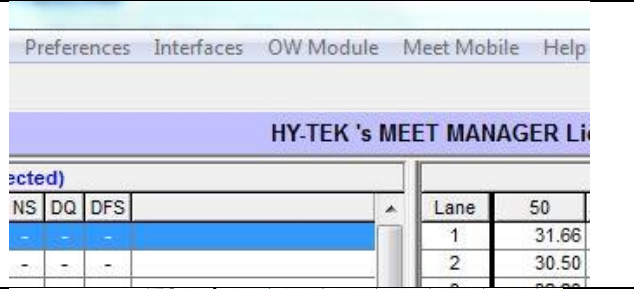
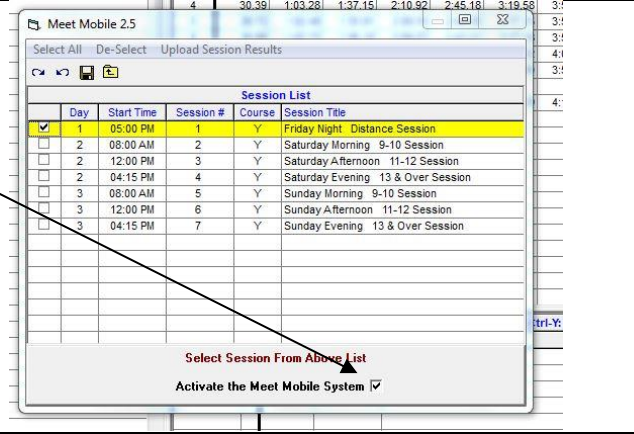
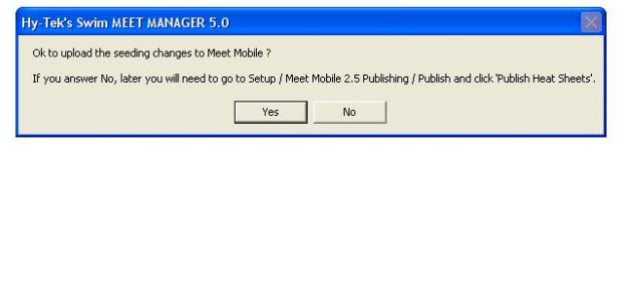


If the icon is not visible, CLICK  then, CLICK  quickly to select.

<p>SELECT “Safely remove USB Mass Storage Device – Drive (F:).”</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Safely remove USB Mass Storage Device - Drive(F:)</p> <p>Safely remove TSSTcorp DVD+-RW TS-L632H - Drive(D:)</p> </div> <p>SELECT “USB Mass Storage Device.” Make sure that the device you select in the “Safely Remove Hardware” list is the same device selected on the taskbar.</p> <p>REMOVE flash drive when message appears saying it is safe to do so.</p>	
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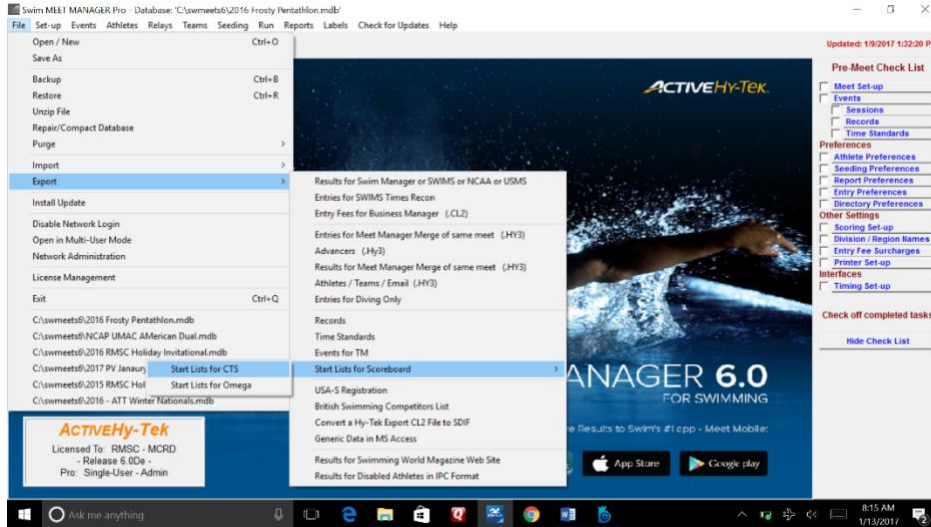
10. MEET MOBILE

Meet Mobile is an app for Apple or Android products that allows users to view heat sheets, timelines, and results in real time. If Meet Mobile is being used for the meet, the AO should have previously set it up.

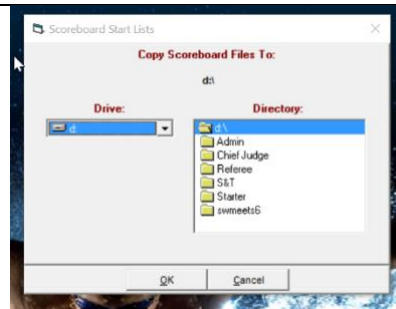
<p>Click on Meet Mobile from the run screen</p>	
<p>The default for Meet Mobile is to Activate the Meet Mobile System. (The box is checked to activate the system). This will automatically upload results when you advance heats. Results will likely be uploaded before times are adjusted and before DQs are entered.</p> <p>It is preferred that you upload results after each event has been finalized (i.e. AO decisions applied, DQs entered, etc.), uncheck this box and use "Ctrl-M" after each event is concluded.</p>	
<p>To upload an entire session's results, be sure the Meet Mobile check box is checked and select one or more sessions. Click Upload Session Results and all completed rounds within the session will be uploaded along with both cumulative and subtracted splits. This is especially useful to upload the previous day's results if there was no Internet connection the previous day.</p>	
<p>Note – if the internet connection is poor or intermittent, the computer may get hung up while you are running the meet; uncheck the "Activate the Meet Mobile System" box and upload results when the connection is better.</p>	
<p>If your Meet Mobile Settings include Heat Sheets, anytime you seed or reseed an event from the Seeding Menu, the newly seeded events will be uploaded to Meet Mobile when you exit the Seeding Menu (assuming Meet Mobile is Activated). Because you may not want to upload the seeding yet, you will be able to confirm whether you want the newly seeded events transmitted or not.</p>	

11. EXPORTING NAMES FOR SCOREBOARD

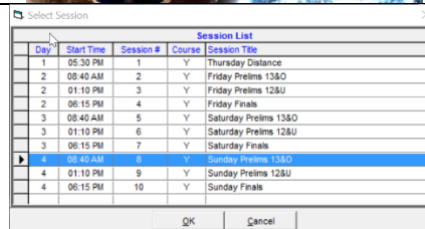
To export athlete names and club affiliations for scoreboard, insert a flash drive into the computer. On the main screen, click File/ Export/ Start List for Scoreboard/ Start Lists for CTS.



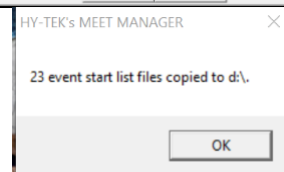
Navigate to the flash drive (in this case, drive d). The start list can be stored in the root directory.



Click OK and select the appropriate session (in this example, session 8)



Click OK and the start list is created.



The start list is now on the flash drive ready to be transferred to the scoreboard computer.