Neptune Meet Finishing Guide

Updated August 8, 2016

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1. Create CL2 ZIP results file

File, Export, Results for Team Manager or SWIMS or NCAA Database
Gender = both
Events = Standard Events, Time Trial Events and Swim-off Events
Relays = Relays Plus Athletes
Include splits = selected
OK
OK
Drive = meet drive
Directory = meet folder
OK
File automatically named [meet name]-[meet date][serial number].zip
Then copy to meet database folder

2. Create HTML results file

Reports, Results
Gender = all
Rounds = All Rounds
Indiv + Relays = selected
Session List = All
Select All to select all events
Columns / Format tab
 Export File = Flat HTML (change)
 Relay Names = 4
 Athlete ID = None
 Time Stamp = Date/Time
Include in Results tab
 Time Stds, if time standards meet (change)
 Entry Qualifying Time, if there were any qualifying times (change)
 Entry Times
 No Shows
 Time Trial Events
 Athlete / Relay Points, if scoring meet
 Splits with Prior Results
 Include Team Scores = Combined, if scoring meet
Splits / Sort Order / Selected Teams Tab
 Splits = Cumulative / Subtracted (change)
 Sort Order = Publication Order
 Selected Teams = All Teams
Create Report
 Drive = c:
 Folder = swim meet database folder
 File Name = [meet name] Results
Save
2

OK
Create Report

Example first page of HTML Report:

```
   Licensed to Zone 3 - Championship Meet HY-TEK's Meet Manager 2/19/2014 04:10 PM
         Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014
                                  Results
```

Girls 10 & Under 50 Yard Freestyle
```
===============================================================================
  Meet Qualifying:  35.69
    Name                   Age Team            Seed      Finals       Points
===============================================================================
   1 Wells, Emily          10 DAV-SN          29.88      29.76           9
   2 Prussel, Emily M      10 DAV-SN          31.71      29.90           7
   3 Meraz, Isabelle L     10 DAV-SN          31.17      30.90           6
   4 Smith, Rea N           9 SRN-PC          31.91      31.30           5
   5 Camahort, Julietta    10 NBA-PC          29.92      31.31           4
   6 Chan, Kayla M         10 DAV-SN          35.04      31.70           3
   7 Dahlgren, Erika R     10 DAV-SN          33.38      31.86           2
   8 Howell, Moreya G      10 SRN-PC          32.03      32.10           1
   9 Gulvady, Leena S      10 QSS-PC          32.08      32.15
  10 Cariou-Gomez, Celi    10 DAV-SN          32.23      32.25
  11 Castles, Emily A       9 DAV-SN          31.42      32.36
  12 Van DE Heetkamp, M    10 DAV-SN          33.68      32.43
  13 Burke, Emi C           9 SRN-PC          34.24      33.04
  14 Dequine, Sanne A      10 DAV-SN          32.89      33.07
  15 Huang, Lucy K          9 AH-SN           34.65      33.29
  16 Dao, Jadelynn K       10 QSS-PC          35.28      34.29
  17 Fee, Emily C          10 NBA-PC          35.11      34.31
  18 Clarkson, Stella J     9 SRN-PC          35.41      34.35
  19 Ewey, Amaralyn E      10 DAV-SN          33.94      34.52
  20 Urlando, Izzy S       10 AH-SN           32.35      34.61
  21 Thoreson, Isha I      10 DAV-SN          35.46      34.67
  22 MACLURE, Mielle C     10 SRN-PC          35.40      34.96
  23 Altamirano, Angela    10 DAV-SN          34.07      35.23
  24 Flores, Emilia M       9 AH-SN           35.26      35.38
```

Girls 10 & Under 100 Yard Freestyle
```
===============================================================================
  Meet Qualifying:  1:21.09
    Name                   Age Team            Seed      Finals       Points
===============================================================================
   1 Turner, Sydney A      10 AH-SN          1:01.82    1:01.08          9
   2 Prussel, Emily M      10 DAV-SN         1:06.52    1:05.95          7
   3 Castles, Emily A       9 DAV-SN         1:07.97    1:07.96          6
   4 Meraz, Isabelle L     10 DAV-SN         1:08.58    1:08.66          5
   5 Cariou-Gomez, Celi    10 DAV-SN         1:10.55    1:10.41          4
   6 Dahlgren, Erika R     10 DAV-SN         1:12.09    1:10.85          3
   7 Dequine, Sanne A      10 DAV-SN         1:12.95    1:11.18          2
   8 Smith, Rea N           9 SRN-PC         1:10.55    1:11.23          1
   9 Howell, Moreya G      10 SRN-PC         1:14.47    1:12.31
  10 Huang, Lucy K          9 AH-SN          1:16.20    1:12.39
  11 Gulvady, Leena S      10 QSS-PC         1:11.91    1:12.46
  12 Burke, Emi C           9 SRN-PC         1:15.92    1:14.08
  13 Van DE Heetkamp, M    10 DAV-SN         1:14.72    1:14.19
  14 Thoreson, Isha I      10 DAV-SN         1:14.60    1:14.69
  15 Altamirano, Angela    10 DAV-SN         1:14.74    1:15.08
  16 Ewey, Amaralyn E      10 DAV-SN         1:15.82    1:16.46
  17 Urlando, Izzy S       10 AH-SN          1:18.62    1:16.47
  18 Flores, Emilia M       9 AH-SN          1:17.85    1:16.87
  19 MACLURE, Mielle C     10 SRN-PC         1:19.43    1:17.97
  20 Rosendale, Charlot     9 DAV-SN         1:18.99    1:18.28
```

3. Create one results ZIP file

In Windows Explorer
     Select ZIP file referenced above with CL2 file
     Right click and select Extract All…
     Extract
     Move HTML file in to newly created unzip folder
     Select HTML and CL2 files
     Right Click, Send to, Compressed (zipped) folder, keeping its default name the same as the CL2 file
          autoname.
     This creates a new zip file in this folder. Rename [meet name] results.zip.

4. Send results ZIP file to Governing Body

For Pacific Swimming, email new ZIP file with CL2 and HTML files as an attachment to results@pacswim.org. As of September 2014 this gets sent to Jill Ruppenstein, jillian@pacswim.org, (415)310-0678. CC meet director, head referee and admin. Title it [meet name] Results. Include your name, email address and phone number in the body of the text.

For Pacific Masters, as of January 2016 send to Barry Fasbender, BarryFasbender@comcast.net , and a zip of the database file too.

5. Create financial report PDF file

For Pacific Swimming:

Reports
Teams
Exclude Teams with No Athletes
Sort = Team name
Entry Fee Summary Tab
     Athlete Surcharge = check meet sheet; currently 8.00
     Team Surcharge = 0.00
     Facility Surcharge = 0.00
     Include Scratches
     Include Relay Only Alternates
     Include Exhibition Swims
Create Report
Select doPDF printer
Print
File name = [meet name] Financial Report

Example financial report for Pacific Swimming:

Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014
Team Entry Fee

	Team	Relays	Athletes	Entries	Surcharge	Entry Fee	Total
1 AH-SN	Arden Hills Swim Team	8	31	218	$248.00	$618.75	$866.75
2 DAV-SN	Davis Aquadarts	6	32	205	$256.00	$580.25	$836.25
3 SRN-PC	Neptune Swimming	7	46	226	$368.00	$640.75	$1,008.75
4 NBA-PC	North Bay Aquatics	1	28	132	$224.00	$365.75	$589.75
5 OAPB-PC	Orinda Aquatics	0	25	172	$200.00	$470.25	$670.25
6 QSS-PC	Quicksilver Swimming	4	21	125	$168.00	$354.75	$522.75
7 SMST-SN	Sierra Marlins	8	33	218	$264.00	$616.00	$880.00
8 UN-PC	Unattached	0	8	44	$64.00	$121.00	$185.00
9 UN-SN	Unattached	0	7	53	$56.00	$145.75	$201.75
		34	231	1393	$1,848.00	$3,913.25	$5,761.25

For Pacific Masters:
     Reports, Teams
     Format Athlete, Entry Count
     Create Report

6. Send financial report to meet director

Email financial report PDF file as an attachment to meet director. Copy head referee and admin.

7. Determine final number of swimmers

Go to Reports, Athlete Rosters.
Deselect Athletes with No Entries.
Create report.
Arrow to last page an note highest number athlete, i.e. 568.
Inform head referee, admin and meet director of the number.