Neptune Meet Computer Room Leader Guide

Updated January 12, 2017

This document explains how the computer room leader sets up the hardware for the meet; creates check in sheets, timelines, programs and team scores. This person is also responsible for training the seeding and results computer operators, and the head runner and needs prior experience in all 3 positions, which are documented in subsequent procedures. Also included are troubleshooting tips.
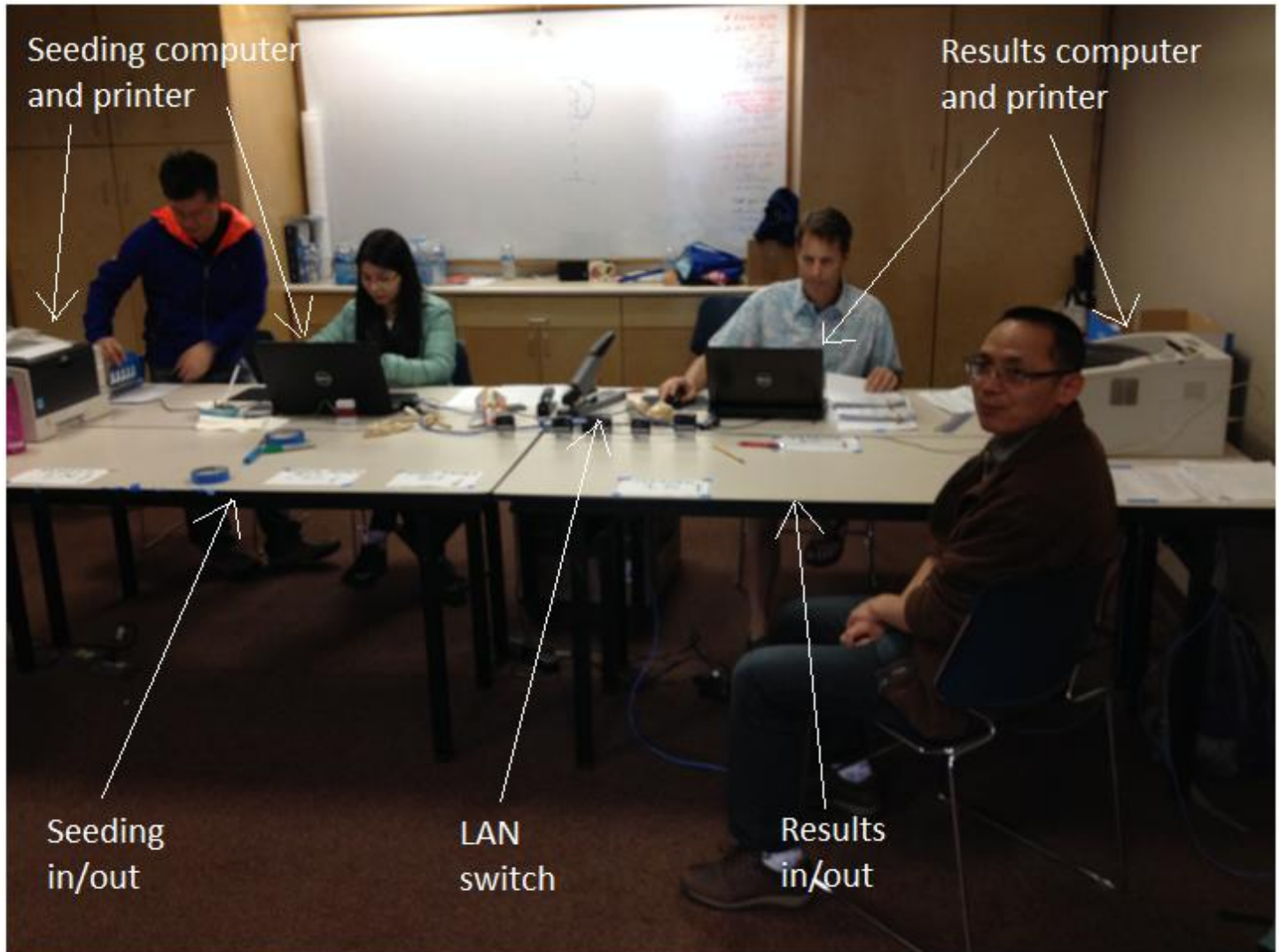
1. Right before the meet

Allow several hours for this. Two hours may not be enough time for a home or Best Buy run.

1.1.   Set up hardware

Proposed layout:

Equipment list:

4 6' tables or 2 8' tables
6 chairs – computer room leader, two computer operators, lead runner, two other runners
2 Laptops
        >= 1 GHz processor
        >= 2 GB RAM
        3 USB ports
        LAN port
        AC to DC power adapter
        wireless mouse with USB transceivers – insert transceivers in to mice and turn off at end of meet!
USB flash memory stick
2 USB laser jet printers, USB cables and power cables
power strip with at least 5 outlets
extension cord
Reliable power source, with circuit breaker location known
6' LAN cable
If using Colorado:
        100' serial cable DB9 female to female
        USB to serial adapter
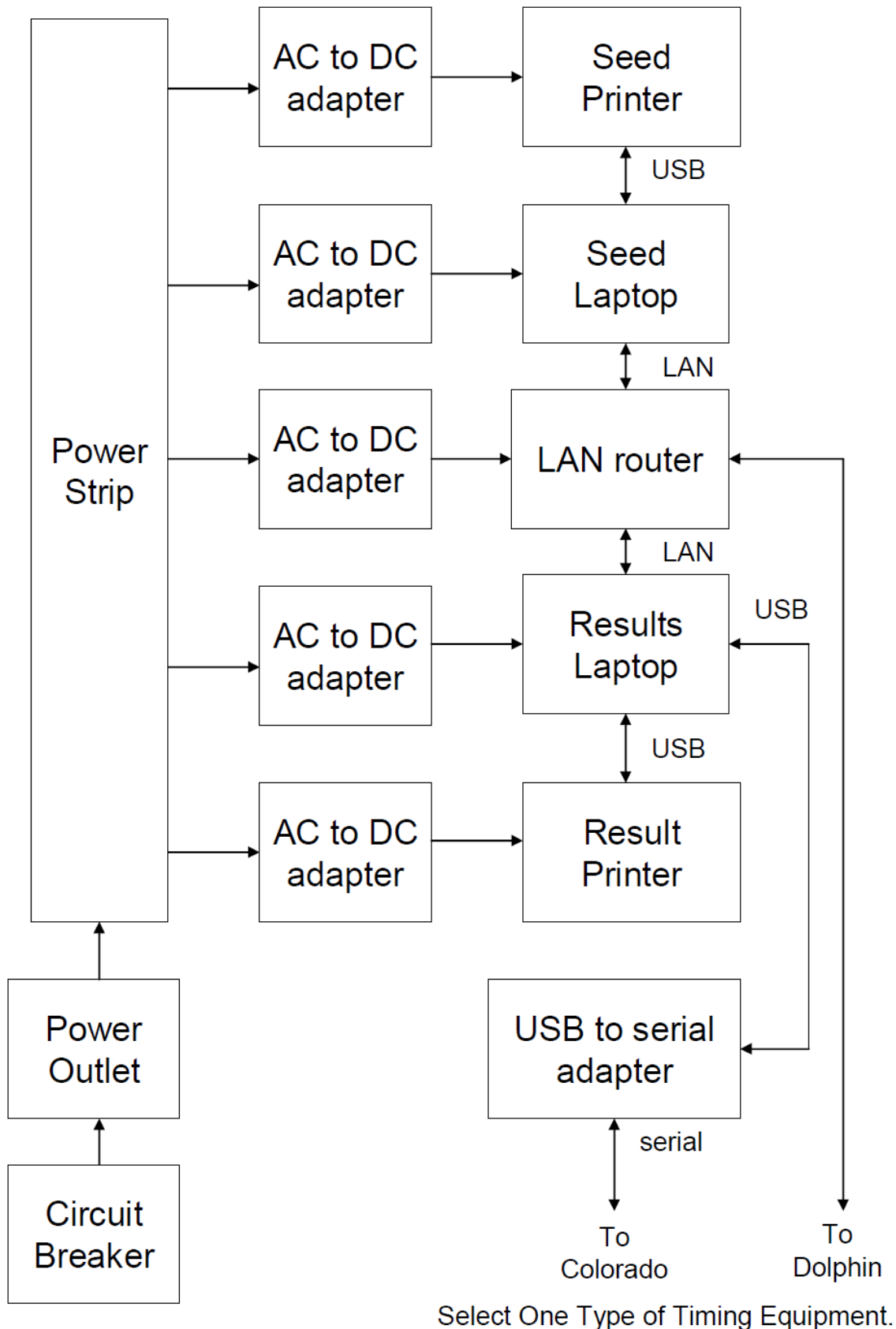If using Dolphin:
        LAN router with at least 3 LAN ports
        LAN router AC to DC power adapter
        3' LAN cable
        100' LAN cable

Interconnect hardware as shown.

Select One Type of Timing Equipment.

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1.2.   Set up software

Turn on both laptops, printers and router.

Make sure network is working by opening Windows Explorer and looking for all 3 computers under Network Places. It may take a couple of minutes for them to find each other. *If they do not all show up, make sure Workgroup name is the same for all computers, such as WORKGROUPS. See Computer Setup Guide for details.*

Make sure folders are shared correctly by browsing for CTSDolphin and SwimMeets5 folders on each computer. *If the folders do not all show up, make sure folders are set up for sharing on other computers. See Computer Setup Guide for details.*

Start Meet Manager on results laptop. Open correct swim meet file on results laptop in C:\SwimMeets5\ on that computer as Administrator in Multi-User mode.

Click "OK" if it reports that it cannot connect to Active server.

Click "X" if the Meet Mobile publishing window comes up.

Select "no" to back up database – we do that manually at the end of each session.

Start Meet Manager on seeding laptop, and open correct swim meet file on results computer in the SwimMeets5 folder as Run 1, Multi-User.

Open correct swim meet file on seeding laptop.

Verify connection to timing equipment:

> If using the Colorado CTS 5 or CTS 6:

>> Verify battery works long, long before the meet by power cycling and making sure the events stay loaded. If battery dead, get serviced by:
>>> AM Aquatic Consulting
>>> (415)320-6222
>>> Novato, CA

>> Select CTS
>>> Run, Interfaces, Setup, Timing Console Interface – Pool 1
>>> Select Colorado Time Systems 4, 5 or 6, depending on what is being used

>> Open serial port connection – verify USB to serial adapter is installed
>>> Interfaces, Timer pool 1, Open/Close Serial Port for CTS
>>> Enter serial port number. To find this, go to:
>>>> Windows Explorer
>>>> Right Click on My Computer or this PC and select Manage
>>>> Select Device Manager
>>>> Expand COM ports (serial and LPT)
>>>> Read the port number

>> Check port configuration is problems:

Interfaces, Timer pool 1, Configure Port
                Select
                        Baud Rate   9600
                        Parity   Odd
                        Data Bits   8
                        Stop Bits   1
                OK
        Test communication if problems:
                Interfaces, Timer Pool 1, Test Communication
                Verify communication passes
        Then download first session in to the CTS as described in the next section.

    If using the Dolphin:

        Open up Windows Explorer on both the seeding and results laptops and make sure you can
        access files on the Dolphin laptop C:\CTSDolphin folder, labeled CTSDolphin on Dolphin
        (Neptunedolphin). Requires a LAN connection and read access granted to all for that folder on
        the Dolphin.

        When accessing Dolphin data for the first time, set up Meet Manager 5 to look for the remote
        results files on the Dolphin computer:
            In Meet Manager, select Run.
            Select Interfaces, Setup, Timing Console Interface, Pool 1, Colorado Time Systems Dolphin
                with Splits.
            Select Interfaces, Timer (CTSS), Select Data Stored from CTSS.
            Select Update Data Location.
            Browse to Dolphin computer's shared CTSDolphin folder.
            If the current meet number does not match the results file prefixes, use the Previous Meet and
            Next Meet buttons to make them match.
            Click Close. Note: do not click *Update Data Set*.

Configure meet for printers being used in Meet Manager:
        Setup
        Reports preferences
        Printer options
                Select printer for reports
                Select printer for labels

Test each printer by printing any report. Load drivers if needed. Load paper and toner as needed.

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2. Right before each session

2.1.   Download Session in to the Timing System (CTS only)

If you are using a Colorado CTS system for capturing times, download the meet in to the CTS:
    Run, Interfaces, Timer Pool 1, Download events
    Select a memory slot in the CTS that is free or can be overwritten and press OK
    Wait a couple of minutes
    Go to the CTS and sample test the event numbers to make sure they match this meet

2.2.   Create check-in sheets

- Create Check-In Sheets and deliver them to Clerk of Course. Select:
  - Reports
  - Meet Check-In
  - For each gender:
    - Gender = Female, then Male
    - Rounds = all rounds
    - Individual + Relays
    - Select session
    - Select All to select all events
    - Entry designator = Event number
    - Parameters
      - Show event description
      - Separate page per age group, for age group only, not Masters
      - Last name alphabetized A, Z
      - Include ages (MM5 only)
      - Double space
    - Create Report
    - Click Print icon
    - OK, to print 1 copy
    - X
  - X

Repeat for male.

Example check-in sheet:

Zone 3 SC Championships - 1/18/2014 to 1/20/2014

Check-in Report

Session 2 Saturdays Prelims "B" - Day of Meet: 1 - Starts at 11:00 AM

8 & Under Event List - Boys

Event 204 Boys 8&U 100 IM Finals - 5 Entries
Event 210 Boys 8&U 50 Back Finals - 7 Entries
Event 216 Boys 8&U 25 Breast Finals - 6 Entries
Event 220 Boys 8&U 25 Free Finals - 11 Entries
Event 226 Boys 8&U 100 Medley Relay Finals - 1 Entries

Name	Age	Team	204	210	216	220	226
Caberto, A.J.	6	VJO-PC				220	
Cheung, Lucas	8	RAYS-PC		210	216	220	
Friedman, Ethan	8	SSS-PC		210	216	220	226
Ganser, John	6	SRN-PC		210			
Hardin, Otis	8	SRN-PC			216		
Lee, Cameron	8	RAYS-PC	204		216	220	
Margolati, Nicholas	8	MACS-PC				220	
McCarthy, Mathias	6	SSS-PC					226
McCarthy, Tomas	4	SSS-PC					226
Morse, Sam	8	MCSD-PC		210		220	
Obbagy, Ethan	7	SON-PC	204		216	220	
Pugno, AJ	8	SSS-PC					226
Rose, Hayden	8	MCSD-PC	204	210		220	
Smith, Ya'shar	7	SRN-PC	204		216	220	
Valerga, Eric	8	SRN-PC				220	
Whitten, Zachary	8	MP-PC		210		220	
WU, Terrence	8	SRN-PC	204	210			

2.3.   Create scratch sheets

Reports, Psych Sheets
Gender = Female
Rounds = All Rounds
Indiv + Relays
Select session
Select All to select all events
Columns / Format tab:
      Columns = Double
      Format = 1 event per page
      Double Space
      Athlete ID = None
      Time Stamp = Date and Time
Include in Psych Tab
      Select nothing
Filters / Sort Order / Optjons Tab
      Filters = None
      Sort Order = Alphabetical
Create Report
Click Print icon
OK, to print 1 copy
X
X

Repeat for male.

Example scratch sheet:

Zone 3 SC Championships - 1/18/2014 to 1/20/2014
Psych Sheet - Saturday Prelims"A"

Event 105 Girls 13 & Over 100 Yard Butterfly

	Name	Age	Team	Seed Time
1	Auva'A, Violani	15	SRN-PC	
2	Boisseau, Sophie	13	SEBASTOPOL-PC	
3	Brockley, Piper	16	SRN-PC	
4	Davison, Maxine	13	MP-PC	
5	Eaton, Jay Jay	13	MP-PC	
6	Edwards, Hannah	15	WCAN-PC	
7	Fong, Sasha	14	SRN-PC	
8	Frank, Kayla	16	SRN-PC	
9	Lam, Kenya	14	MLKB-PC	
10	Lax, Catie	13	YPAC-PC	
11	Lee, Jessica	16	SRN-PC	
12	Luders, Micaela	17	SRN-PC	
13	Meyer, Amethyst	17	SRN-PC	
14	Mignola, Madeleine	15	YPAC-PC	
15	NG, Priscilla	16	WA-PC	
16	Nowack, Theresa	14	SRN-PC	
17	Oliver, Tessa	13	SRN-PC	
18	Parra, Celine	14	NVST-PC	
19	Pavon, Eva	13	SHSC-PC	
20	Perry, Kaitlyn	16	WA-PC	
21	Powell, Alyssa	15	VJO-PC	
22	Raasch, Shelbi	15	SRN-PC	
23	Ratcliffe, Eva	15	SRN-PC	
24	Roan, Michala	16	SEBASTOPOL-PC	
25	Rosario, Elina	14	VJO-PC	
26	Schlutius, Christy	16	SEBASTOPOL-PC	
27	Senn, Ivylee	17	WA-PC	
28	Shanahan, Laura	17	SRN-PC	
29	Smithstein, Eliana	15	YPAC-PC	
30	Swanson, Alex	17	NVST-PC	
31	Tapia, Verenice	14	NVST-PC	
32	Thomas, Jamie	13	MP-PC	
33	Tse, Monica	13	FOG-PC	
34	VU, Brooke	13	RAYS-PC	
35	Welsh, Reilly	13	SRN-PC	
36	Wong, Elizabeth	16	RAYS-PC	
37	Wong, Victoria	13	RAYS-PC	
38	Wright, Kelsea	14	NVST-PC	
39	Wynne, Jane	14	SRBY-PC	

2.4.　Create session timeline

If there have been changes by head referee to the start time or intervals since the meet setup:
    Events
    Sessions
    Double Click on Session
    Set Start Time, example 03:00
    Interval (typically 30 sec prelims/timed finals, 45 sec finals to announce names)
    Extra backstroke interval (typically +15)
    OK
    X
    X
  Reports
  Sessions
  Select session
    Include event start times
    Include heat and entry count
    Include *type entries
    Apply Scratch factor % = what head referee asks for
Create report
Click Print icon
Write "ESTIMATED" on printout

Example session timeline:

Zone 3 SC Championships - 1/18/2014 to 1/20/2014
Session Report

Session: 2   Saturdays Prelims "B"
Day of Meet: 1   Starts at 11:00 AM   Heat Interval: 30 Seconds / Back +15 Seconds

Round		Event	Entries	Heats	Starts at	
Finals	203	Girls 8 & Under 100 IM	11	2	11:00 AM	_____
Finals	204	Boys 8 & Under 100 IM	5	1	11:05 AM	_____
Prelims	205	Girls 9-10 50 Backstroke	19	3	11:08 AM	_____
Prelims	206	Boys 9-10 50 Backstroke	21	3	11:13 AM	_____
Prelims	207	Girls 11-12 50 Butterfly	13	2	11:17 AM	_____
Prelims	208	Boys 11-12 50 Butterfly	15	2	11:19 AM	_____
Finals	209	Girls 8 & Under 50 Backstroke	12	2	11:22 AM	_____
Finals	210	Boys 8 & Under 50 Backstroke	7	1	11:25 AM	_____
Prelims	211	Girls 9-10 100 Butterfly	8	1	11:27 AM	_____
Prelims	212	Boys 9-10 100 Butterfly	2	1	11:29 AM	_____
Prelims	213	Girls 11-12 100 Backstroke	19	3	11:31 AM	_____
Prelims	214	Boys 11-12 100 Backstroke	15	2	11:37 AM	_____
		Break: 5 Minutes:				
Finals	215	Girls 8 & Under 25 Breaststroke	9	2	11:46 AM	_____
Finals	216	Boys 8 & Under 25 Breaststroke	6	1	11:48 AM	_____
		Break: 5 Minutes:				
Prelims	217	Girls 9-10 100 Freestyle	18	3	11:54 AM	_____
Prelims	218	Boys 9-10 100 Freestyle	16	2	12:00 PM	_____
		Break: 5 Minutes:				
Finals	219	Girls 8 & Under 25 Freestyle	16	2	12:09 PM	_____
Finals	220	Boys 8 & Under 25 Freestyle	11	2	12:10 PM	_____
		Break: 5 Minutes:				
Prelims	221	Girls 11-12 200 Freestyle	12	2	12:17 PM	_____
Prelims	222	Boys 11-12 200 Freestyle	11	2	12:23 PM	_____
Prelims	223	Girls 9-10 50 Breaststroke	20	3	12:29 PM	_____
Prelims	224	Boys 9-10 50 Breaststroke	19	3	12:33 PM	_____
Finals	225	Girls 8 & Under 100 Medley Relay	2	1	12:37 PM	_____
Finals	226	Boys 8 & Under 100 Medley Relay	1	1	12:39 PM	_____
Finals	227	Girls 9-10 200 Medley Relay	5	1	12:42 PM	_____
Finals	228	Boys 9-10 200 Medley Relay	4	1	12:46 PM	_____
		Swimmers Counts for Warm-ups: 150	====	====		
		Entry / Heat Totals:	297	49		
		Finish Time			12:50 PM	_____

2.5.   Create session programs

Called Psych Sheets in the Meet Manager software. Print as many as asked for by head referee for coaches and officials.

Select:
- o Reports
- o Psych Sheets
- o Gender = all
- o Rounds = all rounds
- o Indiv + Relays
- o Select session
- o Select All events
- o Columns / Format tab
    - ▪ Columns = double
    - ▪ Format = blank
    - ▪ Athlete ID = none
    - ▪ Time stamp = date and time
- o Include in Psych Sheet tab
    - ▪ Time Standards
    - ▪ Entry Times
- o Filter / Sort Order Options
    - ▪ Filter = none
    - ▪ Sort Order = fast to slow
- o Create Report
- o Print – select small print icon below big print icon; set for print on both sides
- o Enter number of copies
- o OK
- o X
- o X

Example preliminary session program:

Zone 3 SC Championships - 1/18/2014 to 1/20/2014
Psych Sheet

Event 101 Girls 13-14 200 Yard Medley Relay

Zone 3 Meet: 1:53.18 1/13/2007   SANTA ROSA NEPTUNES
M. DiRado, M. Hannis, J. Ampuero, S. Sims
2:01.59 FW

	Team	Relay	Seed Time
1	SEBASTOPOL-PC	A	2:13.29
	1) Boisseau, Sophie 13	2) Bui, Jane 13	
	3) Roan, Genna 13	4) Royer, Mikayla 13	
2	NVST-PC	A	NT
	1) Wright, Kelsea 14	2) Erickson, Annika Jean 14	
	3) Parra, Celine 14	4) Larsen, Natalie 14	
3	MP-PC	A	NT
	1) Eaton, Jay Jay 13	2) Thomas, Jamie 13	
	3) Davison, Maxine 13	4) Wortzman, Zoe 14	
4	SRN-PC	B	NT
	1) Rued, Allyssa 13	2) Welsh, Reilly 13	
	3) Clarkson, Reilly 14	4) Caughey, Elizabeth 13	
5	SRN-PC	A	NT
	1) Adams, Danica 14	2) Nowack, Theresa 14	
	3) Fong, Sasha 14	4) Alameida, Marie 14	
6	RAYS-PC	A	NT

Event 102 Boys 13-14 200 Yard Medley Relay

Zone 3 Meet: 1:42.69 1/17/2009   NORTHBAY AQUATICS
B. Cline, B. Hartwig, A. Winder, S. Bole
1:54.79 FW

	Team	Relay	Seed Time
1	YPAC-PC	A	NT
	1) Lee, Morgan 13	2) Kumar, Hari 14	
	3) Amoroso, Thomas 14	4) Lee, Jun 14	
2	NVST-PC	A	NT
	1) McMichael, Quinn 14	2) Roberts, Cayd 14	
	3) Montoro, Jack 13	4) Cisco, Nicholas 13	
3	SRN-PC	A	NT
	1) Murphy, Jack 14	2) Pettibone, Holman 14	
	3) Holtschult, Spencer 14	4) Jones, Trevor 14	

Event 103 Girls 15 & Over 200 Yard Medley Relay

Zone 3 Meet: 1:48.01 1/12/2008   NORTHBAY AQUATICS
D. Roth, E. Kamai, S. Christofferson, L. Slater

	Team	Relay	Seed Time
1	VJO-PC	A	NT
	1) Augst, Mirelle 16	2) Lanoue, Samantha 16	
	3) Powell, Alyssa 15	4) Welton, Mary 18	
2	VJO-PC	B	NT
	1) Peterson, Talia 17	2) Singley, Justeen 17	
	3) Schoonhoven, Tess 15	4) Peterson, Kaela 15	
3	YPAC-PC	A	NT
	1) Trac, Kat 18	2) Smithstein, Eliana 15	
	3) Epst, Jag 18	4) Mignola, Madeleine 15	
4	WA-PC	A	NT
	1) NG, Priscilla 16	2) NG, Rachel 15	
	3) Senn, Ivylee 17	4) Davis, Molly 15	
5	NVST-PC	A	NT
	1) Murphy, Haley 18	2) Murphy, Gracie 15	
	3) Swanson, Alex 17	4) Schafle, Kathleen 15	
6	SRN-PC	A	NT
	1) Bauer, Jenna 18	2) Brockley, Piper 16	
	3) Auva'A, Violani 15	4) Luders, Micaela 17	
7	SRN-PC	B	NT
	1) Nowack, Angelica 18	2) Welsh, Berklee 15	
	3) LE, Victoria 16	4) Lee, Jessica 16	

Event 104 Boys 15 & Over 200 Yard Medley Relay

Zone 3 Meet: 1:38.16 1/17/2009   NORTHBAY AQUATICS
Jabri, Denton-Schneider, Kranenburg, Packer

	Team	Relay	Seed Time
1	VJO-PC	A	NT
	1) Kanzan, Sota 15	2) Miguel, Brandon 17	
	3) Sanderson, Daniel 18	4) Viray, Alexander 15	
2	VJO-PC	B	NT
	1) Fouad, Izzy 17	2) Everett, Jake 15	
	3) Yee, Justin 17	4) Quintana, Xavier 15	
3	RAYS-PC	A	NT
	1) Tran, Taylor 15	2) VU, Jordan 15	
	3) Phan, Jerry 16	4) Tam, Matthew 17	
4	SRN-PC	A	NT
	1) Knox, Jon 18	2) Shinn, Curtis 16	
	3) Fong, Shannon 17	4) Keller, Stefan 17	

Event 105 Girls 13 & Over 100 Yard Butterfly

13-14 Zone 3:	56.49	1/18/2003	Amanda Sims at 2003 Zone 3 Win
15-16 Zone 3:	54.04	1/15/2005	Amanda Sims at 2005 Zone 3 Win
17&O Zone 3:	54.13	1/13/2007	Amanda Sims at 2007 Zone3 Wint
	1:00.49	13-14 SECT	
	1:00.89	13-14 PRT	
	1:04.29	13-14 FW	
	1:07.59	13-14 JO	
	1:17.79	13-14 PC A	
	58.89	15-16 PRT	
	1:00.49	15-16 SECT	
	1:02.69	15-16 FW	
	1:06.19	15-16 JO	
	1:15.89	15-16 PC A	
	1:00.49	17&O SECT	

Meet Qualifying 13-14: 1:13.79
Meet Qualifying 15-16: 1:15.59
Meet Qualifying 17&O: 1:16.79

	Name	Age	Team	Seed Time	
1	Auva'A, Violani	15	SRN-PC	56.66	PRT
2	Luders, Micaela	17	SRN-PC	57.42	SECT
3	Fong, Sasha	14	SRN-PC	58.17	SECT
4	Lee, Jessica	16	SRN-PC	58.68	PRT
5	Swanson, Alex	17	NVST-PC	1:00.77	
6	Brockley, Piper	16	SRN-PC	1:01.02	FW
7	Powell, Alyssa	15	VJO-PC	1:01.81	FW
8	Ratcliffe, Eva	15	SRN-PC	1:02.19	FW
9	Rosario, Elina	14	VJO-PC	1:02.34	FW
10	Welsh, Reilly	13	SRN-PC	1:03.28	FW
11	Edwards, Hannah	15	WCAN-PC	1:03.50	JO
12	Schlutius, Christy	16	SSS-PC	1:03.87	JO
13	Mignola, Madeleine	15	YPAC-PC	1:03.99	JO
14	Eaton, Jay Jay	13	MP-PC	1:04.38	JO
15	Boisseau, Sophie	13	SSS-PC	1:04.89	JO
16	Wright, Kelsea	14	NVST-PC	1:05.11	JO
17	Thomas, Jamie	13	MP-PC	1:05.21	JO
18	Wong, Elizabeth	16	RAYS-PC	1:05.35	JO
19	Lam, Kenya	14	MLKB-PC	1:05.75	JO

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Example final session program:

Zone 3 SC Championships - 1/18/2014 to 1/20/2014
Meet Program - Saturday Finals

Event 201 Girls 11-12 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
Heat	1 of 1 Finals		
2	YPAC-PC	A	NT
	1) Duon, Chl 11	2) Kumar, Uma 11	
	3) Locala, Naomi 11	4) Fisher, Alexa 11	
3	NVST-PC	A	NT
	1) Montoro, Ellie 11	2) Dusky, Emily 12	
	3) Dunn, Erin 12	4) King, Grace 11	
5	SRN-PC	A	NT
	1) Monks, Megan 11	2) Moussa, Grace 12	
	3) Jones, Megan 12	4) Nguyen, Sara 11	
6	MP-PC	A	NT
	1) Devincenzi, Alyssa 12	2) Bauer, Anna 12	
	3) Solomon, Summer 11	4) Cruse, Claire 12	
7	SON-PC	A	NT
	1) Ajax, Kathryn 11	2) Grajczyk, Maya 12	
	3) Boles, Olivia 12	4) Hanson, Meghan 11	

Event 202 Boys 11-12 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
Heat	1 of 1 Finals		
4	NVST-PC	A	NT
	1) Pascual, Iona 11	2) Flanders, Will 11	
	3) McMichael, Barrett 11	4) Wright, Gabriel 12	
5	MP-PC	A	NT
	1) Simpson, Connor 12	2) McIntyre, Zachary 11	
	3) Grini, Carl 11	4) Wellesley-Winter, Ethan 11	

Event 101 Girls 13-14 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
Heat	1 of 1 Finals		
2	SRN-PC	B	NT
	1) Rued, Allyssa 13	2) Welsh, Reilly 13	
	3) Clarkson, Reilly 14	4) Caughey, Elizabeth 13	
3	SRN-PC	A	NT
	1) Adams, Danica 14	2) Nowack, Theresa 14	
	3) Fong, Sasha 14	4) Alameida, Marie 14	
4	SEBASTOPOL-PC	A	2:13.29
	1) Boisseau, Sophie 13	2) Bui, Jane 13	
	3) Roan, Genna 13	4) Royer, Mikayla 13	
5	MP-PC	A	NT
	1) Eaton, Jay Jay 13	2) Thomas, Jamie 13	
	3) Davison, Maxine 13	4) Wortzman, Zoe 14	
6	NVST-PC	A	NT
	1) Wright, Kelsea 14	2) Erickson, Annika Jean 14	
	3) Parra, Celine 14	4) Larsen, Natalie 14	

Event 102 Boys 13-14 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
Heat	1 of 1 Finals		
3	YPAC-PC	A	NT
	1) Lee, Morgan 13	2) Kumar, Hari 14	
	3) Amoroso, Thomas 14	4) Lee, Jun 14	
5	NVST-PC	A	NT
	1) McMichael, Quinn 14	2) Roberts, Cayd 14	
	3) Montoro, Jack 13	4) Cisco, Nicholas 13	
6	SRN-PC	A	NT
	1) Murphy, Jack 14	2) Pettibone, Holman 14	
	3) Holtschult, Spencer 14	4) Jones, Trevor 14	

Event 103 Girls 15 & Over 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
Heat	1 of 1 Finals		
1	SRN-PC	B	NT
	1) Nowack, Angelica 18	2) Welsh, Berklee 15	
	3) LE, Victoria 16	4) Lee, Jessica 16	
2	YPAC-PC	A	NT
	1) Trac, Kat 18	2) Smithstein, Eliana 15	
	3) Epst, Jag 18	4) Mignola, Madeleine 15	
3	NVST-PC	A	NT
	1) Murphy, Haley 18	2) Murphy, Gracie 15	
	3) Swanson, Alex 17	4) Schafle, Kathleen 15	
5	VJO-PC	A	NT
	1) Augst, Mirelle 16	2) Lanoue, Samantha 16	
	3) Powell, Alyssa 15	4) Welton, Mary 18	
6	WA-PC	A	NT
	1) NG, Priscilla 16	2) NG, Rachel 15	
	3) Senn, Ivylee 17	4) Davis, Molly 15	
7	VJO-PC	B	NT
	1) Peterson, Talia 17	2) Singley, Justeen 17	
	3) Schoonhoven, Tess 15	4) Peterson, Kaela 15	
8	SRN-PC	A	NT
	1) Bauer, Jenna 18	2) Brockley, Piper 16	
	3) Auva'A, Violani 15	4) Luders, Micaela 17	

Event 104 Boys 15 & Over 200 Yard Medley Relay

Lane	Team	Relay	Seed Time
Heat	1 of 1 Finals		
2	SRN-PC	A	NT
	1) Knox, Jon 18	2) Shinn, Curtis 16	
	3) Fong, Shannon 17	4) Keller, Stefan 17	
3	RAYS-PC	A	NT
	1) Tran, Taylor 15	2) VU, Jordan 15	
	3) Phan, Jerry 16	4) Tam, Matthew 17	
5	VJO-PC	A	NT
	1) Kanzan, Sota 15	2) Miguel, Brandon 17	
	3) Sanderson, Daniel 18	4) Viray, Alexander 15	
6	VJO-PC	B	NT
	1) Fouad, Izzy 17	2) Everett, Jake 15	
	3) Yee, Justin 17	4) Quintana, Xavier 15	

2.7.   Create consolidated results of previous session

Consolidated results for previous session to post; do one for male and one for female

Reports
Results
Select Gender = female
Rounds = All Rounds
Indiv + Relays
Select session
Select All to select all events
Columns / Format Tab
      Report Type = Double
      Format = none
      Athlete ID = none
      Time Stamp = Date/Time
Include in Results Tab
      Time Stds
      Entry Times
      No shows
      Time Trial Events
      Splits with Prior Results
      Include Team Scores = None
Splits / Sort Order / Selected Teams Tab
      Splits = Cumulative
      Sort Order = Event # Order
      Selected teams = All Teams
Create Report
Print – select small print icon below big print icon
OK, to print 1 copy
X
X

Repeat for male.

Example consolidated results:

Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014
Results - Friday February 08, 2013

Event 2 Boys 13 Year Olds 400 Yard IM

	Name	Age	Team	Finals Time
1	Dolley, Nicholas A	13 SMST-SN	4:26.52	
2	Baker, Alec D	13 OAPB-PC	4:38.59	
3	Johnson, Hayden C	13 AH-SN	4:47.92	
4	Black, Cooper D	13 AH-SN	4:54.19	
5	Chu, Jonathan K	13 SMST-SN	4:55.14	
6	Wheeler, Michael A	13 OAPB-PC	4:55.21	
7	MA, Arden W	13 UN-SN	4:55.31	
8	Madden, John T	13 SRN-PC	5:00.44	
9	Ranaweera, Seth B	13 SMST-SN	5:03.03	
---	Rescate, Noah	13 AH-SN	NS	
---	Sewell, Dylan R	13 AH-SN	NS	

Event 4 Boys 14 Year Olds 400 Yard IM

	Name	Age	Team	Finals Time
1	Richard, Spencer P	14 SMST-SN	4:26.95	
2	Byrne, Zack	14 DAV-SN	4:40.47	
3	Wong, Kyle A	14 UN-SN	4:48.55	
4	Jones, Trevor M	14 SRN-PC	5:00.20	

Event 6 Boys 10 & Under 500 Yard Freestyle

	Name	Age	Team	Finals Time
1	Lomvardas, Akira T	9 NBA-PC	5:55.16	
2	Yamaguchi, Tomo	9 SRN-PC	6:50.33	
3	Lanting, Cole J	10 AH-SN	7:13.39	
4	Follmer, Mac C	10 OAPB-PC	7:16.59	

Event 8 Boys 11 Year Olds 500 Yard Freestyle

	Name	Age	Team	Prelim Time
Preliminaries				
1	Nagle, Will H	11 OAPB-PC	5:57.54	q
2	Finnegan, Jack H	11 NBA-PC	5:57.61	q
3	Castiglioni, Zeno	11 DAV-SN	6:19.52	q
4	Coelho, Bruno A	11 SRN-PC	6:23.24	q

Event 8 Boys 12 Year Olds 500 Yard Freestyle

	Name	Age	Team	Prelim Time
Preliminaries				
1	Mefford, Colby J	12 SMST-SN	5:26.43	q
2	O'Haimhirgin, Finn A	12 SMST-SN	5:33.07	q
3	Larson, Jax J	12 AH-SN	5:36.28	q
4	Dillard, Ben D	12 SMST-SN	5:36.63	q
5	Cannata, Anthony W	12 DAV-SN	5:39.18	q
6	Twyman, Bernave M	12 OAPB-PC	5:45.77	q
7	Cariou-Gomez, Theo	12 DAV-SN	5:46.65	q
8	Giacoppo, Gabriel P	12 NBA-PC	5:47.47	q
9	Twyman, Cristian H	12 OAPB-PC	5:50.12	
10	Jenkins, Jack R	12 SMST-SN	6:07.02	
11	Dolley, Matthew O	12 SMST-SN	6:10.83	
12	Konig, Shane M	12 SMST-SN	6:11.13	
---	Kiziloglu, Ilyas U	12 SMST-SN	NS	
---	Peterson, Alex M	12 NBA-PC	NS	

Event 8 Boys 13 Year Olds 500 Yard Freestyle

	Name	Age	Team	Prelim Time
Preliminaries				
1	Zhang, Richard R	13 OAPB-PC	5:17.01	q
2	Zales, Joe	13 AH-SN	5:19.75	q
3	Mertz, David W	13 SRN-PC	5:22.55	q
4	Murphy, John E	13 SMST-SN	5:42.73	q
5	Babcock, Tyler S	13 DAV-SN	5:44.55	q
6	Denison, Shane M	13 SMST-SN	5:52.16	q
7	Gregg, Bryce J	13 DAV-SN	5:53.24	q
---	Roberts, Will	13 AH-SN	NS	

Event 8 Boys 14 Year Olds 500 Yard Freestyle

	Name	Age	Team	Prelim Time
Preliminaries				
1	Thoms, Ryan M	14 UN-SN	5:11.84	q
2	Sellers, Nathan M	14 AH-SN	5:15.88	q
3	Monks, Ray M	14 SRN-PC	5:20.76	q
4	Flood, Cameron L	14 SRN-PC	5:24.05	q
5	Konig, Seth W	14 SMST-SN	5:27.11	q

2.8. Create team score update

If applicable.
  Reports, Scores
  Gender = All
  Indiv + Relays
  Standard Events
  Select All to select all events
  Format Tab
      Report Type = Team
      Report Gender Choices = Combined
      Athlete Criteria = No age criteria
      Points = Std Pts
  Grouping / Options tab
      Grouping = Normal
  Create Report
  Print – select small print icon below big print icon
  OK, to print 1 copy
  X
  X

Example Team Score Update:

Zone 3 - Championship Meet 1 - Organization License   HY-TEK's MEET MANAGER 5.0 - 10:40 AM 1/21/2014 Page 1
Zone 3 SC Championships - 1/18/2014 to 1/20/2014
Team Rankings - Through Event 415

Combined Team Scores

Place	Team		Points
1	NEPTUNE SWIMMING	NEPTUNE SWIMMING	936
2	MARIN PIRATES	MARIN PIRATES	734
3	SFRP ROSSI SWIM TEAM	SFRP ROSSI SWIM TEAM	689
4	NAPA VALLEY SWIM TEAM	NAPA VALLEY SWIM TEAM	687
5	VALLEJO AQUATIC CLUB	VALLEJO AQUATIC CLUB	530
6	YMCA PACIFIC AQUATIC CLUB	YMCA PACIFIC AQUATIC CLUB	323
7	PIRANHA SWIMMING	PIRANHA SWIMMING	226.50
8	SEBASTOPOL SEA SERPENTS	SEBASTOPOL SEA SERPENTS	204
9	WESTSIDE AQUADUCKS	WESTSIDE AQUADUCKS	197
10	THE OLYMPIC CLUB	THE OLYMPIC CLUB	117
11	SONOMA SEA DRAGONS	SONOMA SEA DRAGONS	92
12	UKIAH DOLPHINS	UKIAH DOLPHINS	87
13	HUMBOLDT SWIM CLUB	HUMBOLDT SWIM CLUB	83
14	MENDOCINO COAST SEA DRAGONS	MENDOCINO COAST SEA DRAGONS	69
15	ST. HELENA SWIM CLUB	ST. HELENA SWIM CLUB	46
16	SEALS AQUATICS	SEALS AQUATICS	41
17	WINE COUNTRY AQUATICS OF NAPA	WINE COUNTRY AQUATICS OF NAPA	40
18	MLK JR. BLUE DOLPHIN YOUTH SWI	MLK JR. BLUE DOLPHIN YOUTH SWI	28.50
19	FOG CITY HAMMERHEADS	FOG CITY HAMMERHEADS	28
20	USF KORET YOUTH SWIM CLUB	USF KORET YOUTH SWIM CLUB	17
21	SAN DOMENICO SWIMMING	SAN DOMENICO SWIMMING	14
22	MONTICELLO AQUATIC CLUB SEALS	MONTICELLO AQUATIC CLUB SEALS	6
23	UNATTACHED	UNATTACHED	3
23	BSST	BSST	3

Total   5,201.00

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2.9. Create Warmup Report

If requested by head referee, to verify enough officials are there per team.
Reports, Warm Up Sheet
Select Session
By Team

3. After each session

3.1. Back up database

Close Meet Menager.
Copy the MBD File to a separate backup folder on the results hard drive.
Copy the same MBD file to a backup folder on a USB flash drive or a different computer on the LAN.

4. At the end of the meet

4.1. Create final scores

For team scores, see Create Team Score Update for instructions on how to create a team score report.

For high point individual:
      Reports, Scores
      Select events
      Format, individual; female, then male
      Edit Age Criteria, if applicable
      Grouping/Options; select how many top scorers to display
      Create report
      Print
      X
      X

5. Troubleshooting

If you are trying to copy files over from the Dolphin to the results laptop or access the Dolphin and the copying never finishes, try power cycling the router. If that does not work, try power cycling the results laptop.

If Meet Manager makes a mistake in the results, such as placing someone above someone with a faster time than them, or second division does not start with second place, or the division is listed as a non-asward division as opposed to A/B/C, the results are corrupted and they need to be recalculated. The easiest way is to rescore finals or relist prelims. If that does not work, try re-getting times, then rescoring or relisting.

If too much is sent to a printer and it has a memory error, determine what page was last sent successfully, then start printing from that page.

If you load printer drivers and the printer still doesn't work, you might need to reboot. A window might be telling you this, but it could be buried. But if you made a hotspot from a smart phone, it could take ½ hour to update Windows if this is the first time it's seen the internet in a while!

If you don't have access to the Dolphin computer log file system c:\ctsdolphin from the results computer but you are confident there is a network connection, add everyone to read access to that folder using Windows Explorer right click Sharing and Security.

If a printer falls asleep, it may need to be power cycled to be seen again by the computer.

If the Dolphin isn't saving result files, short term use the screen shot printouts or files in a folder on the desktop; mid term switch it out with seeding or results computer but make sure and move the database file; long term may need reinstallation of the Dolphin software to fix it, TBD. This may have been caused by a Windows Update but we are not sure.

If you get results, then scratch someone, then re-result, they may still show up in the results report. To remove, remove them from the event under Athletes.

If it won't let you enter results because its by lane, deselect by lane.

If it won't save the edited time, edit or delete the backup times that changed.

If it says you've already gotten the same time data, stop, you might be overwriting the wrong earlier event and bad things will happen. Be extra careful about being on the right heat and event.

If you can't seed because its locked by someone else, try the next event. If it persists, you have to restart MM5 on both computers.

If you keep getting a server not connected error, make sure Meet Manager auto update is disabled, depending on manual pushing of results.

If you can't see a computer on the network, wait a minute and it may appear.

If you can't find the last Dolphin results file of the session, go press reset on the Dolphin computer to save it. If they already shut down the app or the computer, you will have to manually enter the results from the printout.

If printer is in error state but it's not out of paper, low on toner, restart MM5 or reboot computer.