Neptune Meet Finishing Guide
Updated December 11, 2016

This document explains how to finish a meet, which includes creating results and financial reports, and submitting them to the governing body, meet director, meet referee and meet admin.

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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

2. Create HTML results files

Create a main HTML file with all of the results. Then if you are reporting results to the newspaper for a championship event such as high school league, create a second HTML report with only the top 5 results for each event.
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
Top how many: blank for main report, 5 for newspaper report if applicable
Include in Results tab
Time Stds, if time standards meet (change)
Records, if championship meet such as high school league
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 for main report; append "top 5" for newspaper report if applicable
Save
OK

Example first page of the main 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
```

Here is a HTML result for the newspaper, showing records and only top 5:

```
        2016 North Bay League Championships - 5/6/2016 to 5/7/2016
               Letter "A" indicates automatic NCS sectional qualifier
                                  Results

Event 1  Girls 200 Yard Medley Relay Varsity
==============================================================================
    NBL Meet: # 1:51.10   5/12/2007 Montgomery HS
                          P. Yamauchi, S Yamauchi, A Sims, S Sims
 Redwood Emp: $ 1:46.34   5/22/2010 Maria Carrillo
                          M DiRado, K DeRousseau, L Matevish, A Holland
    NCS Cons: C 2:03.59
    NCS Auto: A 1:49.97
    School                                                      Finals
==============================================================================
  1 Maria Carrillo  'A'                                         1:52.70C
    1) Scobey, Taylor            2) Brockley, Piper
    3) Fong, Alexandra           4) Tan, Hannah
  2 Montgomery  'A'                                             1:53.78C
    1) Kwan, Julie               2) Marion, Lea
    3) Ratcliffe, Eva            4) Nowack, Theresa
  3 Santa Rosa  'A'                                             1:58.11C
    1) Reitenbach, Brooke        2) Sargis, Taylor
    3) Pride, Rachel             4) Welsh, Reilly
  4 Rancho Cotate  'A'                                          2:11.50
    1) Adams, Melissa            2) Eager, Brigette
    3) Bates, Jordan             4) Cozleman, Katie
  5 Ukiah  'A'                                                  2:13.85
    1) Torres, Sabrina 18        2) Flaherty, Maggie 16
    3) Robinson, Amelia 16       4) Whetzel, Shannon 17

Event 2  Boys 200 Yard Medley Relay Varsity
==============================================================================
    NBL Meet: # 1:41.97   5/11/2013 Marria Carrillo
                          C Tai, S Keller, S Fong, C Olson
 Redwood Emp: $ 1:37.15      2003 Casa Grande
                          I. Lentz, G. Lentz, D. Hu, P. Zuchelli
    NCS Cons: C 1:51.09
    NCS Auto: A 1:39.28
    School                                                      Finals
==============================================================================
  1 Maria Carrillo  'A'                                         1:45.31C
```

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 large HTML file in to newly created unzip folder, not top 5 if championship meet
    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 main HTML files as an attachment to results@pacswim.org. As of December 2016 this gets sent to Diana Fetterman, dfetterman@pacswim.org . 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. Send top 5 results to newspaper

If applicable, email results to sports@pressdemocrat.com .

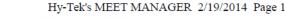# 6. Create financial report PDF file

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

7. Send financial report to meet director

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

8. Determine final number of swimmers

Go to Reports, Athlete Rosters.
Deselect Athletes with No Entries.
Create report.
Navigate to last page of report, i.e. 9, and note the highest number athlete at the bottom of the page, i.e. 568.
Inform head referee, admin and meet director of the number.