

# 5. Neptune Meet Computer Room Leader Guide

6/2/2018

This document explains how the computer room leader sets up the hardware and software for the meet; keeps track of and makes change requests; and 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.

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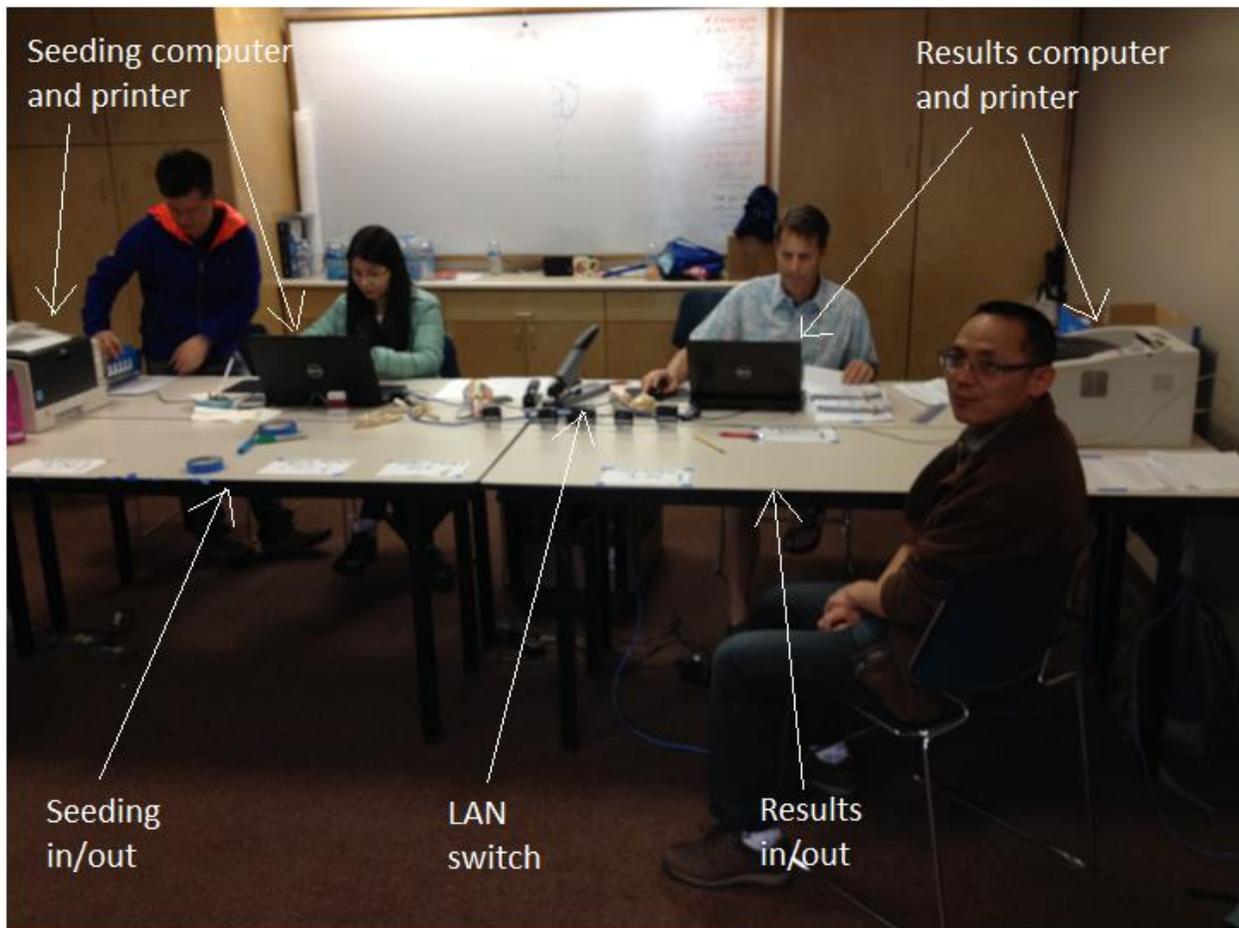
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# 1. Right before the meet

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:

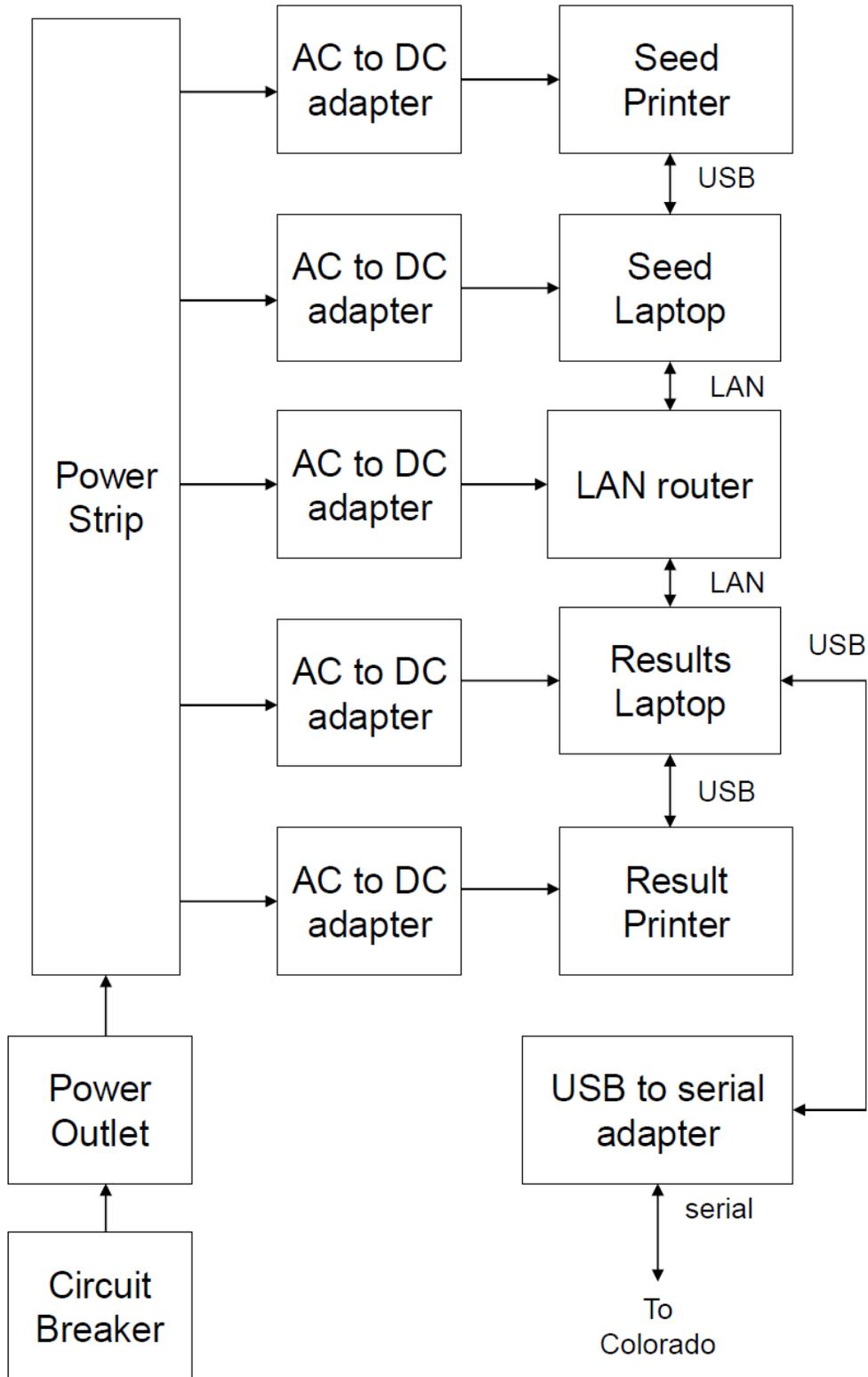
LAN router with at least 3 LAN ports

LAN router AC to DC power adapter

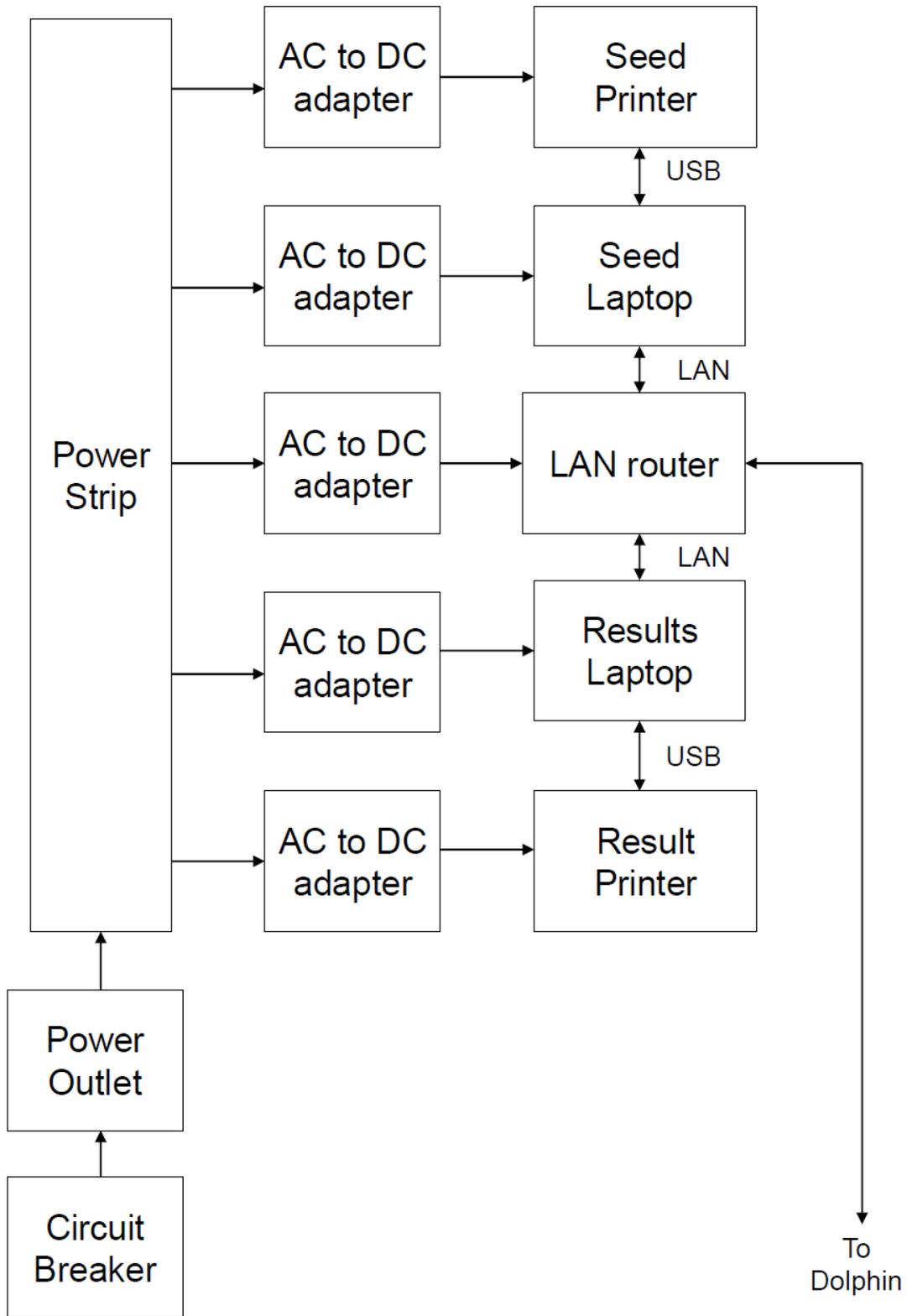
3' LAN cable

100' LAN cable

Interconnect hardware as shown if using Colorado:



Interconnect hardware as shown if using Dolphin:



## 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.

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.

Next, verify connection to timing equipment.

### 1.2.1 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.

### 1.2.2 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.

Example: \\SRN-PC1\CTSDolphin\

If the current meet number does not match the results file prefixes, use the Previous Meet and Next Meet buttons to make them match.

Example file name: 001-xxx-xxx-xxx.do4

Click Close. Note: do not click Update Data Set.

## 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:

Click Run tab.

F7 select session.

Select Interfaces, Timer Pool 1, Download events

Select a memory slot in the CTS that is free or can be overwritten and press OK.

Note that HyTek recommends selecting slot 8 or 9.

Wait a couple of minutes while progress messages are displayed. Verify no error messages.

Note that if you have errors over a long RS232 cable, you can bring the laptop over to the CTS and plug it directly in and that may work.

Go to the CTS and sample test the event numbers to make sure they match this meet.

### 2.2 Create check-in sheets (deck seeded only)

Create Check-In Sheets and deliver them to Clerk of Course.

Select Reports, Meet Check-In

For each gender:

Gender = Female

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 (deck seeded only)

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 / Options 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 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - 10:29 AM 1/21/2014 Page 1

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, Verence	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

Print as many as asked for by head referee for coaches and officials.

### 2.5.1 Deck seeded

For deck seeded meet prelims or timed finals, use Psych Sheets in the Meet Manager software.

Select:

Reports

Psych Sheets

Gender = all

Rounds = all rounds

Indiv + Relays

Select session

Select All events

Columns / Format tab

Columns = double or triple, as preferred by head referee

Format = blank

Athlete ID = none

Time stamp = date and time

Include in Psych Sheet tab

Time Standards, if time standards meet

Entry Times

Filter / Sort Order Options

Filter = none

Sort Order = fast to slow

Create Report

Print – select small print icon below big print icon; set for print on both sides

Enter number of copies

OK

X

X

Example unseeded preliminary session program:

Zone 3 - Championship Meet 1 - Organization License

HY-TEK's MEET MANAGER 5.0 - Page 1

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

## 2.5.2 Preseeded

For pre-seeded sessions including finals, use Meet Program in the Meet Manager software.

Select:

Reports

Meet Program

Gender = all

Rounds = all rounds

Indiv + Relays

Select session

Select All events

Columns / Format tab

Columns = double or triple, as preferred by head referee

Format = blank

Athlete ID = none

Time stamp = date and time

Include in Meet Program tab

Time Standards, if time standards meet

Entry Times

Qualifying alternates

Create Report

Print – select small print icon below big print icon; set for print on both sides

Enter number of copies

OK

X

X

Example preseeded 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
<b>Heat 1 of 1 Finals</b>			
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
<b>Heat 1 of 1 Finals</b>			
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
<b>Heat 1 of 1 Finals</b>			
2	SRN-PC	B	NT
	1) Rued, Allyssa 13	2) Welsh, Reilly 13	
	3) Clarkon, Reilly 14	4) Caughy, 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
<b>Heat 1 of 1 Finals</b>			
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
<b>Heat 1 of 1 Finals</b>			
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
<b>Heat 1 of 1 Finals</b>			
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	

## 2.6 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:

Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 11:06 PM 2/19/2014 Page 1

Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014

Results - Friday February 08, 2013

				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 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 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 4 Boys 14 Year Olds 400 Yard IM**

Name	Age	Team	Finals
------	-----	------	--------

Time

1	Richard, Spencer P	14	SMST-SN	4:26.95
2	Byme, 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 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

**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	

## 2.7 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 SC Championships - 1/18/2014 to 1/20/2014**

**Team Rankings - Through Event 415**

**Combined Team Scores**

Place	Team	Points
1	NEPTUNE SWIMMING	936
2	MARIN PIRATES	734
3	SFRP ROSSI SWIM TEAM	689
4	NAPA VALLEY SWIM TEAM	687
5	VALLEJO AQUATIC CLUB	530
6	YMCA PACIFIC AQUATIC CLUB	323
7	PIRANHA SWIMMING	226.50
8	SEBASTOPOL SEA SERPENTS	204
9	WESTSIDE AQUADUCKS	197
10	THE OLYMPIC CLUB	117
11	SONOMA SEA DRAGONS	92
12	UKIAH DOLPHINS	87
13	HUMBOLDT SWIM CLUB	83
14	MENDOCINO COAST SEA DRAGONS	69
15	ST. HELENA SWIM CLUB	46
16	SEALS AQUATICS	41
17	WINE COUNTRY AQUATICS OF NAPA	40
18	MLK JR. BLUE DOLPHIN YOUTH SWI	28.50
19	FOG CITY HAMMERHEADS	28
20	USF KORET YOUTH SWIM CLUB	17
21	SAN DOMENICO SWIMMING	14
22	MONTICELLO AQUATIC CLUB SEALS	6
23	UNATTACHED	3
23	BSST	3
<b>Total</b>		<b>5,201.00</b>

## 2.8 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 Manager.

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-award 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 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. If you accidentally overwrote something, first figure out what heat and event you just overwrote and fix it.

If you can't seed or do results because its locked by someone else, have the other user deselect that event in their seeding or results tab. If it persists, you may have to have the other person do the seeding or results, or restart Meet Manager 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 it does not appear, map a drive to the remote computer using its computer name and share i.e. \\SRN-PC1\CTSDolphin, or by its IP address.

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 the database is laggy and causing errors such as creating a report with lines but no text, make sure it is hosted on the fastest machine. We switched the host from an older Windows 8 machine to a brand new Windows 10 machine at the same St. Helena meet where 3 computers were used for seeding and results and problems went away. Removing one of the 3 computers from the multi-user mode may have also improved or solved the problem.

If public network is selected, you need to turn off the firewall in Windows. But you should have selected private network during original computer setup and hence the firewall setting shouldn't matter. This was preventing network operation at the same St. Helena meet; it might have also had something to do with they were using a router instead of a switch.

If you are trying to enter data and it keeps jumping events or otherwise acting erratic, make sure the keyboard and mouse are clear of papers and clutter. If the problem persists, clean the keyboard and track pad of debris, or if it is clean restart computer. If the problem still persists, decommission computer for meet and see if the problem goes away with keyboard and built in track pad removed. Do not get food or drink in to the track pad or keyboard.

If results data has been corrupted, verify all entries are correct, then relist or rescore.

If results are all "non-award division", Go to Setup, Scoring Preferences and make sure results are awarded based on seed time, not results time.

If time divisions are repeated i.e. "AAAA AAAA" instead of "AAAA" go to Events, Time Standards, and remove comments from division tag boxes that the database setup person entered in Standard Description.

If printer doesn't print or is in error state but it's not out of paper or out of toner:

- Power cycle printer; some printers that fall asleep don't wake up and be seen properly
- Restart Meet Manager; older buggier MeetManager versions did this more often
- Restart laptop and power cycle printer; that's what it took once to fix it
- Try replacing the USB cable. One failed at the St.Helena meet in Sept 2017 that looked corroded.

If results report is not showing DQs or NSs, make sure top how many = blank, not 99.

If other computers are shown as logged in and they aren't, close Meet Manager and do the following:

- Control Panel
- Search for File Explorer Options
- Select Show Hidden Files and Folders
- Apply
- Windows Explorer
- Navigate to meet folder
- Delete \*.pxx file

If points don't show up in results report for scoring meet, get out of run tab and come back in and try again.

If Dolphin is restarted and has a new race number, Meet Manager needs to be restarted to see it.

If you add an athlete to the meet (deck entry) you need to restart Meet Manager on the Run1 computer to resync the athlete, otherwise they won't show up in Scratch Pad.

If you try to adjust seeding or results and you try to add someone and they don't move and they are highlighted, that means they are already in the event and need to be dragged and dropped, or deleted and re-added in to a different heat and lane. Ideally Colorado/Dolphin timing operator draws line from old to new lane on Colorado program sheet for results.

Once a computer was seen on Windows but not Meet Manager 7. Not sure why. Make sure all computers can see the Dolphin; switch computers to do so in a pinch; get to the bottom of this otherwise. MM7 bug? MM needs to be restarted? Windows needs to be restarted?