**6. Neptune Meet Seeding Guide**

12/8/2018

For deck entered meets, the seeding computer operator is responsible for taking scratch sheets from the Clerk of Course and scratching athletes from events, then seeding their heat and lane, then generating reports to post heat and lane, ref sheets, Colorado sheet, announcer sheet, and lane timer sheets. This takes priority over results to keep the meet going and avoid delay of meet, so as soon as seeding is ready, stop results and do seeding, preferably keeping one person always ready to seed. See end of this section for a checklist.

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# Seeding Individual Events:

## Scratch athletes

Get scratch lists from the clerk of course for the event. There might be multiple pages if event spans several age groups.

In Meet Manager, go to Seeding.

Select session.

Select event.

Click Scratch Pad.

Click SCR for each swimmer scratched. Be very careful not to scratch the wrong swimmer, especially when more than one swimmer has the same last name.

Verify first and last name of each swimmer scratched.

Click Save.

Verify the number of swimmers in the database and the number hand written on the scratch sheets are the same.

## Seed the event

Click Start Seeding.

Click OK when seeding is complete.

## Manual seed if needed

If a swimmer is added or manually seeded for special needs to the scratch sheet with red lines:

 Select event

 Preview

 Drag And drop swimmers to different lanes

 Save

## Create Meet Programs

Make 4 to 5 copies:

* 1 for Referee, unless event is one pool length -- 25 yards short course or 50 meters long course -- which requires 2 for Referees, one for each end of the pool
* 1 for starter
* 1 for Colorado
* 1 for Announcer

From the Seeding menu, select Reports, Meet Program.

If this is the first time running the Meet Program report for seeding since the application was launched, format the report by verifying that only the following are selected:

On the top of the form:

Gender = All

Rounds = All Rounds

Indiv + Relays

Under the Columns/Format tab:

Columns = single

Format = 1 event per page

Athlete ID = none

Time Stamp = date and time

Under the Include in Meet Program tab:

 Entry Times

 Line for results

 Qualifying alternates

 Empty lanes

 Relay athlete names = 8

 Top how many = blank

Select Session.

If head referee wants two events to alternate heats:

Go to Events, Sessions

Type second event number in Alt column in first event row and press Enter. This will populate the first event number in the second event row Alt column.

Select Event, or two events if alternating.

Click Create Report. Verify report is formatted like this:

Click small Print icon below big print icon.

Enter 3 copies if 50 yards or greater, or 4 copies for 25 yards..

Click OK. Verify copies are printed by printer.

Close Print window.

Close Meet Program window.

## Create Meet Check-In Sheets

For deck seeded meets only. For pre-seeded meets, just post another copy of the session program.

Make 2 copies of meet check-ins to post for athletes, one near blocks and one near warmup pool, for the SRJC only; otherwise make 1 copy.

From the Seeding menu, select Reports, Meet Check-In.

If this is the first time running the Meet Check-In report since the application was launched, format the report by verifying that only the following are selected:

On the top of the form:

Gender = All, if printing one at a time; for preseeded, do this 2 times, one for female and one for

 male*.*

Rounds = All Rounds

Indiv + Relays

Entry Designator = Heat / Lane

Under Parameters:

 Show Event Descriptions

 Last Name Alphabet Range = A to Z

 Include Ages (Meet Manager 5 only)

Double Space

 One Event Per Group

 (Deselect separate page per age group.)

Select Session.

Select Event.

Click Create Report. Verify report is formatted like this:



Click Print icon.

Enter 2 copies.

Click OK. Verify copies are printed by printer.

Close Print window.

Close Meet Check-In window.

## Create lane timer sheets

Make 1 copy of Lane Timer Sheets, 1 page per lane, to give to lane timers.

Select Reports, Lane/Timer Sheets.

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If this is the first time running the Lane/Timer Sheets report since the application was launched, format the report by verifying that only the following are selected:

Under Format:

1 event per page per lane

Under Parameters:

 Include entry time

 Double space

 Using touch pads, but only if touch pads are being used – may need to be deselected

 Relay athletes names = 4

 Lanes 1 – # of lanes being used, i.e. 6, 7 or 8

Under Sort By:

 Lane then event

Click Create Report. Verify report is formatted like this:



Click small Print icon below big print icon.

Click OK to print 1 copy. Verify copies are printed by printer.

Close Print window.

Close Lane/Time Sheets window.

## Give reports to head runner

Head runner stamps Meet Programs with Referee, Colorado, Announcer and Admin stamps, Check-In sheets with Post stamp, and highlight event number on Check-In sheets. See runner section below for details.

## Prepare scratch sheets for results packet

Staple scratch sheets together if more than one.

Write event number in pencil on back of packet, and place in storage box for results. Staple multi-page scratch sheets together.

**1.8 If posted results need to be corrected**

Print on alternative colored paper, not white paper, and mark “revised”.

# For relay events

Get relay forms from admin. Note that heat and lane has already been assigned:



## Create relay teams

In Meet Manager, go to Relays.

Select Event.

For each lane as assigned by admin:

Double-click on a swim team

Enter relay team suffix A, B, etc

Enter entry time if given, ex. 15200 = 1:52.00

Enter heat and lane if given, example “1/2”

Double click on eligible athletes and they get automatically entered

If it tells you they are going over their limit, accept it, since relays usually don’t count

If Masters or otherwise and exhibition swim, leave out names and select Exhibition

Close Relay menu.

Seed relays like individual events – start seeding, then create meet programs, but not heat and lane check-in sheets or lane timer sheets.

## Create relay cards

For coaches to give to relay captains to give to lane timers, unless multi-carbon copy relay forms were used.

In Meet Manager, go to Labels, Entry Cards/Labels.

If this is the first time running Entry Cards/Labels since the application was launched, format the report by verifying that only the following are selected:

 Gender = All

Rounds = All Rounds

Indiv + Relays

Label Selection = Laser, 3.5” x 8.5” (1x3)

Format = Heat/Lane Number

Include Entry Time

Relay Athlete Names = 8

Sort by Event Number

Select Event.

Click Create Labels. Verify it is formatted like this:



Click small Print icon below big print icon.

Click OK to print 1 copy. Verify copies are printed by printer.

Close Print window.

Close Entry Cards/Labels window.

## Prepare relay cards for head referee

Cut entry cards in to 3 with scissors.

Give to head referee.

# Neptune Computer Operator Seeding Checklist

For each event:

* + Add swimmers, if needed
	+ In Scratch Pad:
		- Select scratch for scratched athletes
		- Double check first and last names
		- Save
	+ Verify scratches count matches clerk of course notes
	+ Start Seeding
	+ Manual seed if necessary, using Preview
	+ Create reports:
		- 4 or 5 Meet Programs – 5 for 25 yard/50 meter races, otherwise 4
			* 2 for referees if 25 yard races, otherwise 1
			* 1 for Starter
			* 1 for Colorado
			* 1 for Announcer
		- 1 or 2 Meet Check-ins – 2 for SRJC, otherwise 1
			* 1 for wall behind blocks
			* 1 for warm-up pool area
		- 1 copy of a set of Lane Timer sheets --- 6 to 8 sheets total, depending on number of lanes
	+ Write event number on back of scratch sheet with a circle around it and store it in a pile until results