**11. Neptune Meet Finishing Guide**

1/19/2019

 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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# Create CL2 ZIP results file

For USA Swimming observed meets only.

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

# Create HTML results files

For USA Swimming observed meets only.

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

Include in Results tab – only select the following:

 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

 Prior results, if trials/finals meet

 Athlete / Relay Points, if scoring meet

 Splits with Prior Results, if using touch pads

 Include Team Scores = Combined if scoring club meet, or male and female if high school

Splits / Sort Order / Selected Teams Tab

 Splits = Cumulative / Subtracted for all results only, not top 5(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:



# Create PDF results file

## For everyone but the newspaper

Click Reports, Results.

 On the top of the form:

Gender = All

Rounds = All Rounds

Indiv + Relays

 Under the Columns / Format tab:

 Report Type Columns = Single

 Deselect One Event Per Page

 Athlete ID = None

 Time Stamp = Date / Time

 Top How Many = leave blank

 Under the Include in Results Tab:

 Time Stds, if CBA time standards meet

 Entry Qualifying Time

 Entry Times

 No Shows

 Time Trial Events

 Points, if scoring meet

 Under the Splits / Sort Order / Selected Teams

 Splits = Cumulative

 Sort Order = Publication order

 Selected Teams = All Teams

 On the Preferences tab

 Select “flag over-achievers with a “+” if a time standards meet

 Click OK

Select All Sessions.

Select All Events.

Click Create Report.

Print to Microsoft PDF printer, or use MeetManager 7 built in print to PDF feature.

Navigate to meet folder.

## For the newspaper

Same as above except Under the Columns / Format tab, Top How Many = 5

# 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, not top 5 if championship meet

 Select HTML and CL2 files

Move PDF file in to newly created unzip folder

 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.

# 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.

For high school championships, send to NTV@pacswim.org .

# Send top 5 results to newspaper

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

# Create financial report PDF file

For Pacific Swimming:

Reports

Teams/Schools

Exclude Teams with No Athletes

Sort = Team name

Entry Fee Summary Tab:

 Athlete Surcharge = check meet sheet; typically 8.00 for CBA club meets

 Team Surcharge = check meet sheet; typically 0.00 for CBA club meets, $200 for Superleague

 Facility Surcharge = 0.00

 Include Scratches

 Include Relay Only Alternates

 Include Exhibition Swims

Create Report

Select Microsoft Print to PDF printer

Print

File name = [meet name] Financial Report

Example financial report for Pacific Swimming:



For Pacific Masters:

 Reports, Teams

 Format Athlete, Entry Count

 Create Report

# Send financial report to meet director

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

# 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.

Feather this in

**Computer operator/Pacific Masters meet communication requirements**

(All Pacific Masters files to be sent to **postmeet@pacificmasters.org)**

Task Time Frame Person Responsible

PDF result (2 column/Publication order sort\*) within 2 hours of meet end Computer Operator

PDF split results if touch pads (1 column/same sort) within 2 hours of meet end Computer Operator

Export MM results (option #1 in export\*\*) within 2 hours of meet end Computer Operator

Send MM meet backup (\*\*\*) within 2 hours of meet end Computer Operator

\* In Meet Manager, select REPORTS -> RESULTS. Select the session(s) then at the bottom, select your options.

* + For the regular results: select double column; include “Records” in results; select Publication Order (which will give results in gender, age group, event order).
	+ For split results, select single column, publication sort order, and Cumulative /Subtrac split option.
	+ Create the report, and export it to a .pdf file.
	+ Filenames should be of the form:
		- YYYY\_MMM\_CCC\_Results.pdf
		- YYYY\_MMM\_CCC\_Splits.pdf
	+ where YYYY is the year, MMM is the meet abbreviation and CCC is the course designation.

\*\* In Meet Manager, select FILE -> EXPORT -> RESULTS FOR SWIMS OR NCAA OR USMS. This will created a zipped file.

\*\*\* In Meet Manager, select FILE -> BACKUP. This will create a zipped file.