

Neptune Swim Club

Swim Meet Documentation

6/4/2019

Table of Contents

1. Equipment Configuration and Test (Technician)	5
1.1. Computer Software Installation	5
Windows 10	5
Printer Drivers	6
USB Serial Adapter Driver	6
Hy-Tek Meet Manager for Swimming	7
CTS Dolphin	7
Gadwin PrintScreen	7
Share Folders	8
1.2. Dolphin Firmware Update	8
1.3. System Test	8
Dolphin	8
Colorado	14
2. Meet Database Setup (Meet Director)	18
2.1. Determine Meet Type	18
2.2. Update Software	18
Windows 10	18
Hy-Tek Meet Manager for Swimming Program and License	18
CTS Dolphin	19
Gadwin Printscreen	19
2.3. Create Events File	19
Create New File	19
Add Events	21
Create Sessions	22
Seeding Preferences	23
Entry/Scoring Preferences	23
Report Preferences	24
Scoring Setup	24
Add Team or Athlete Fees	24
Set Up Time Standards	24
Add Qualifying Times	27
Update Records	28
Create EV3 File	29
2.4. Solicit Entries	29
Email EV3 File	29
Upload EV3 File to Swim Connection	29
Set Up ClubAssistant	31
2.5. Import Entries	32

Force Close Meet Entries.....	32
From SwimConnection	32
From ClubAssistant	32
From Email.....	33
Manual Entries.....	33
2.6. Create Entry Reports	34
Exceptions Report	34
Entry Time Conversion	34
Registration Verification for LSC	35
Psych Sheets	35
Meet Program.....	38
Meet Timeline.....	38
Meet Warm-Up Report	41
Number of Athletes.....	42
Email Out Reports	42
2.7. Address Registration Problems	42
Edit Athlete Information.....	43
Print Unpaid Registration Report For Clerk Of Course	44
3. Volunteer Signups (Meet Director)	46
3.1. Timing System Operators	46
3.2. Computer Operators	46
3.3. Runners.....	46
4. Replenish Office Supplies (Meet Director).....	47
5. Meet Equipment Setup (Timing and Computer Operators).....	48
5.1. Assemble Hardware	48
Dolphin Timing System.....	48
Colorado Timing System.....	51
Computer System.....	55
5.2. Set Up Network.....	55
5.3. Run Test Meet.....	56
Create Test Meet	56
Download Meet To Colorado.....	56
Run a Test Heat.....	56
Upload Results To Computer	56
Generate Results Report	56
6. Computer Operator Duties (Computer Operators).....	66
6.1. Before Each Session	66
Download Session in to Colorado	66
Check-in Sheets.....	66
Scratch Sheets.....	68
Session Timeline	70
Session Program	72
Consolidated Results of Previous Session.....	76
Session Warmup Report.....	78

6.2. Seeding	79
Deck Enter Relay Teams	79
Seed Events	80
Create Event Programs.....	81
Create Heat and Lane Sheets.....	82
Create Lane Timer Sheets.....	84
Create Relay Cards	84
Give Seeding Reports to Head Runner	87
Prepare Scratch Sheets for Results Packet	87
6.3. Event Results.....	88
Move Swimmers	89
Move Relay Teams	89
Upload Times	89
Enter DQs	90
Edit Times Per Colorado Program Sheet	90
Verify Times with Timing System Printout.....	90
List Preliminary Results	90
Score Final Results	93
Schedule Swim-offs.....	93
Correct Results.....	94
Print Results for Announcer and Posting.....	94
Create Awards Labels	95
Create Swim-off Events.....	96
Create Split-off Events.....	98
Team Score Report.....	103
Individual Points Report	104
Masters 50 Free Challenge Report.....	106
6.4. Final Results	110
Full PDF Results.....	110
Top 5 PDF Results for Newspaper	110
CL2 Results File	111
Email Results to Participants	111
Email Results to Newspaper	111
Email Results to LSC	111
7. Timing System Operation (Timing System Operators).....	114
7.1. Timing Equipment Operator Duties.....	114
Dolphin	114
Colorado	115
7.2. Intermediary Duties	122
Dolphin	122
Colorado	124
8. Runner Duties (Runners)	131
8.1. Seeding Report Distribution	131
8.2. Lane Timer Sheet Collection	131
8.3. Event Packet Between Admin and Computer Room	131

8.4.	Results Report Distribution	131
9.	<i>Troubleshooting Guide (All)</i>	139
9.1.	Ethernet Network Problems.....	139
9.2.	Printer Problems	139
9.3.	Dolphin Problems.....	140
9.4.	Colorado Problems.....	141
9.5.	Meet Manager Problems	141
10.	<i>Appendix A: Binder Front Cover</i>	143
11.	<i>Appendix B: Binder Binding Label</i>	145