



Set Up a Meet

Read the meet information start to finish. Then bring up meet manager and create the meet.

- If you're starting from scratch, click on File Open/New, and type in the meet name. I suggest starting with the year and the meet name: 2013 Sunburn Open.
- If you are using last year's copy of the meet, click on file/open to open the meet, then on file/save as to save it with a new name. Be sure to click OK!. Then click on file/purge/remove data selectively, and click teams, which will select everything in the middle box. Click ok. Depending on your version of MM many dialog boxes may pop up – cancel or exit all of them. From this point you'll be modifying, rather than entering, but the steps are the same.

Set up the meet – Set-up/Meet Setup

- Fill in the top left section – it's pretty self-explanatory. Be sure the year, LSC, and hosting club are in the name – 2013 OR TEAM Sunburn Open
- Fill in the right hand section - meet type is almost always Standard, even if you are using time standards.
- Unless you're doing high school, almost everything else won't change, except
 - o Our LSC is OR, so that is usually the host LSC
 - o There's a little check box in the bottom left corner that says Default Touch Pads at both ends, which you may need to check or uncheck.

Set up entry fees.

- Set-up/Entry Fee Surcharges. Fill in the Athlete, Team, and Facility surcharges. If the facility charges are per athlete, add them to the athlete surcharge. The facility surcharge is only charged once per team.
- Click OK

For older versions of Meet Manager

- Under Reports/Teams, go to Entree Fee summary. Fill in the Athlete, Team, and Facility surcharges. If the facility charges are per athlete, add them to the athlete surcharge. The facility surcharge is only charged once per team.
- Click on the x to close the dialog box

Set up overall entry limits and scoring preferences

- Click on Set-up -Entry/Scoring Preferences/Entries/Entry Limits and fill it in. These are limits for the whole meet – per session limits are done later
- Click OK

If the meet is going to be scored.

- Click on Set-up -Entry/Scoring Preferences/Entries/Scoring Awards
- Enter the number of award labels to be printed
- Click OK
- Click on Set-up/Scoring Set-up/Standard
- Enter the points from your meet information
- Click OK



Set up the events. I usually set up all the events in the first session then create the sessions (you can't create sessions without at least one event)

- Click on events, then on add
- Fill it all in. Most of it is obvious. Don't worry about the entry fee and number of lanes yet. The parts that aren't obvious:
 - o Make sure the rounds are set up correctly for prelims/finals or timed finals. Most versions of MM don't default to A final, B final. If your meet is supposed to, be sure the box is checked
 - o In the center, there's something called multi-age group. This is used when you're swimming events mixed or mixed and open and want separate time standards and/or separate scoring. After you've set up the age group and gender you can click on the check box and a dialog box will open to put the age groups in. To just separate male from female, leave the age groups the way they are and click ok. To separate gender and age group, type in the age groups you want – say, 11-11 and 12-12 for 11-12s.
 - o This is also where you set up separate finals for age groups.
 - o Make sure the setting is correct for fastest to slowest or vice versa
 - o Make sure the setting for score event is correct.
 - o Click ok. The event will be saved, and a new event number will show up – it will be incremented by one and change gender. If you're running boy/girl, it's usually the boy version and you can just click ok.
 - o Continue adding all the events in the first session. After the last event, click cancel, not ok, on the next event box it brings up.

Set up the sessions

- From the event menu, click on sessions, then add
- Fill in everything. A heat interval of 32 for older kids and 37 for younger ones is almost always safe
- This is where you do per-session entry limits.
- When you've created all the sessions, click cancel on the next box.

Move events into sessions

- You can move them individually by double clicking, or if you enter the events in groups by session, you can just click on the session you're working on and then click on move all. That's why I enter the events in groups by session.

Keep entering events in session groups and moving them into sessions until you're all done.

Add any time standards.

- Click on the Time Standards icon (stopwatch) on the home page or from the Event menu, click on Standards. If you're importing a time standards file, click on import.
- To hand enter click on the add Time Standard tag icon which looks like a sheet of paper. Enter a Tag name and description (optional.) Enter how the time standards will be used, often Equal to or faster and Entry Qual.
- Type in the time standard for each event, when finished use the Enter key to save them.
- You may need to set custom age groups. For example, there is no OSI time standard for 8 & under 200 fly SCY. If you want them to use the 9 year old standard, click on custom age groups, put 9-9 in the top section and 0-8 in the bottom. Similarly you might put 11-11 and 13-13 to have 11 year olds use the 13 year old time standard for the 1650.

Almost done! Click the red x in the corner to go back to the main screen.



Set up fees and lanes.

- From the main menu, click on Set-Up/Options. Here is where you make sure the number of lanes for prelims and finals are correct and set up the fees for individual events, relays, and time trials, among other things. Check every box you want to change, fill in the fees, and click OK.

Verify, verify, verify! Compare the event order and event numbers with the meet information. Compare entry limits and fees. Check if the distance events are swum fast to slow or slow to fast. Phone a friend and have them look it over too.

To send out the entire meet backup, you click on File/Backup from the main screen.

To create the entry file which is sent to teams, click on File/Export/Events for TM. This generates the .zip file which works both with Team Manager and Team Unify.

To import entries click on File/Import Entries

Under Reports, timelines are called Session Reports, and heat sheets are called Meet Programs.

Helpful videos: <http://www.youtube.com/watch?v=uXG5TKYZbOM>, <http://www.youtube.com/watch?v=aKK6Wu-j5TE>