

# MEETWARE QUICK REFERENCE

## Setting Up and Running a Meet

Use this quick guide as a check list to make sure that everything is set up correctly for running a meet.

### Pre Meet Preparations:

Make sure you have:

- A printer that works with the computer
- Extra print cartridges
- Extra paper
- Disks
- A current backup of the system

### System Settings (Utilities: System)

- Demo mode should NOT be checked
- Check that all settings match your pool

### Event List (Utilities: Event Lists)

- Set up event list
- or-
- Check event list for correct events and order.

### Point System (Utilities: Points)

- Set up point system
- or-
- Check point system for correctness. Look at number of scoring places, scoring places per team, scoring options and points assigned.

### Enter Teams (Teams)

- Add the teams that will be in the meet. The first two letters of each team code in the system must be different. (May be added in Meet Setup also)
- or-
- Check to make sure that the team's information is correct.

### Enter Rosters (Athletes)

- Select the team and add athletes. (May be added in Enter/Edit Seed also)
- or-
- Check to make sure rosters are entered for the team.

### Set up the Meet (Meets: Meet Setup)

- Create the meet
- Select the point system and event list
- Select the teams in the meet
- View team scores to make sure the meet will score correctly
- Check the configuration to make sure that the settings are correct for this meet.

### **Seed the Meet (Meets: Seed a Meet)**

- Check the preferences for seeding. Be sure to choose Lane Assignments, Entry Type and Seed Method.
- Enter the seed information for both teams including relays.
- Seed the events.
- Check the events to make sure that they were seeded correctly. Re-seed any events that you make changes to.

### **Run Scoreboard Diagnostics (Meets: Diagnostics: Scoreboard)**

- Look at the scoreboard and make sure it matches what is displayed on the computer screen.
- Run through all of the character set once.

### **Run Deck Cable Diagnostics (Meets: Diagnostics: Deck Cable)**

- Hit each touchpad in the water and make sure that the PAD # shows up in the correct lane on the scoreboard (pad 1 in lane 1, etc).
- Click each backup button and make sure that BACKUP # shows up in the correct lane on the scoreboard (backup 1 in lane 1, etc.)
- Fire the start device and make sure that START DEVICE shows up on the scrolling line of the scoreboard.
- Click the start backup button (connected to the Computer Interface Box and make sure that BACKUP START shows up on the scrolling line of the scoreboard.

### **Time the Meet (Meets: Timing Mode)**

- Select the meet and event
- Time the meet

### **Printing reports (Reports)**

- Print any reports that you need

### **Backup (Utilities: Backup)**

- Backup your system onto a backup disk
- Store that disk in a safe place

### **Reporting Problems**

- Any problems that occurred during the meet should be reported to IST **IMMEDIATELY!**
- Call IST (800-835-2611) with a specific description of the problem and any relevant information (i.e. when it occurred, what you were doing at the time, what you had done beforehand, etc.)
- E-mail a zipped copy of your backup and your error log (c:\meetware\data\errorlog.txt) to [info@istime.com](mailto:info@istime.com)