

TIMEWARE3 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
- Flash drive or CD for saving a backup at the end of the meet
- A current backup of the system
- Connect your Computer Timing Interface (CTI) to the computer before opening TIMEWARE3.

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 Import from Hy-Tek's MEETMANAGER
-or-
- Check event list for correct events and order.

Set up the Meet (Meets: Meet Setup)

- Select NEW to set up a new meet
- Select the event list
- Check the configuration to make sure that the settings are correct for this meet.

Run Scoreboard Diagnostics (Meets: Diagnostics: Scoreboard)

- Look at the scoreboard and make sure it matches the display 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 or on the screen (Pad 1 in lane 1, etc.) Allow 5 seconds between testing a pad and a backup button in the same lane.
- Click each backup button and make sure that BACKUP # shows up in the correct lane on the scoreboard or on the screen (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 or on the screen.
- 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 or on the screen.

Time the Meet (Meets: Basic Timing)

- Select the meet and event
- Time the meet

Printing reports (Reports)

- Print any end of meet reports that you need

Backup (Utilities: Backup)

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

Report 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. After business hours, leave a message for Technical Support with your name, team and call-back number and we'll get back to you.
- E-mail your backup to info@istime.com and we can help resolve any problems.