

# **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](mailto:info@istime.com) and we can help resolve any problems.