

## What's New in MEETWARE 3

For current MEETWARE users, you will find that the basic functionality of MEETWARE 3 is the same. Some of the updates are:

- Screens have been resized to fill the screen of the computer you are working on.
- You no longer have to put in a password when logging in to a system if there is not one assigned in [System Preferences](#).
- Helpful [tips](#) are displayed when you start a system. These can be disabled in [System Preferences](#).
- When you start MEETWARE 3, it automatically selects the current COM port for your Computer Timing Interface connection and shows you which port its using. No need to try various ports or check Device Manager. If a CTI or COM Port is not detected it will take you to [Hardware Setup](#) to assign one.
- Screen layouts are now more logical and consistent.
- Seed Entry now includes an option to [Seed by Name](#) as well as by event whether youre doing entries or edits. You can even switch between Seed by Name and [Seed by Event](#).
- You now have the option to [Auto Arm events](#), so you can turn heats around as soon as the last touch is recorded.
- The [Adjust](#) function at the end of a race now accommodates 2 or 3 backup buttons. You can also enter up to 3 watch times. In addition to adjusting individual lanes, you can now Adjust an entire heat with watch times.
- From Offline Scoring, you can [FTP Results](#) to a web page.

- All reports now offer the option to Print as PDF or HTML.
- New Reports include an option to print Seed Data in an [Event Matrix](#), or a [Blank Split Sheet](#). Weve also included a [Dive Score Sheet](#). If the divers and their dive numbers are [pre-loaded](#), all the entry data will be printed on the Dive Score Sheet. This same format will be printed at the end of the diving event with all the judges awards and point totals.
- You can [Validate Dive Number Entries](#) for an 11-dive meet to be sure that they comply with NFHS entry rules.
- You can now display a [Break Timer](#) on your scoreboard. For alphanumeric score boards, the timer will include a description.
- Were offering a way to [Upload your Backup](#) to a private page on ISTs web site for secure storage or for us to use to check your meet set-up or analyze problems.
- Should you need to [restore a backup](#), you can Restore the System Settings as well as the data from your last backup. This is especially helpful if you need to load MEETWARE 3 on a new computer. Once the backup is restored, youll be ready to run a meet.
- All Help Files have been updated and updated Video Tutorials will follow soon.
- These are just some of the more visible improvements in MEETWARE 3. Many less obvious changes make the software more stable and easier to use.



*When seconds count  you can count on us!*

## Overview of IST's MEETWARE 3

International Sports Timing (IST) is proud to present MEETWARE 3, an affordable, expandable timing system you can buy today and build on tomorrow. Designed with the budget-conscious team in mind, MEETWARE 3 provides loads of capability for a very economical price.

The MEETWARE 3 Software turns your PC into a timing console. You can create your own event lists (the NISCA High School event list is included) and point systems; set up teams and their rosters; set up a meet by name and date; seed events; time and score events with one or more heats; print out event results, meet results and team splits; and store all the data in a virtually unlimited memory. You also have the ability to send messages to your IST Scoreboard, keep statistics on athletes and import or export data to and from other software packages.

If you are starting from scratch, just add a SWIMSTART Electronic Start System and a deck cable with backup buttons for each lane. This gives you "semi-automatic" timing with an electronic start and a human-assisted finish. As funds become available, add touch pads. If you already have a start and/or touch pads, our equipment interfaces to all the popular brands. We even drive some numeric-only scoreboards!

Combine the MEETWARE 3 Software with a one-line scoreboard or a full numeric or alphanumeric board with a line for each lane of your pool, and you can display team codes,

names, splits, finish times and places, diving scores and fixed or scrolling messages. A two-color logo of your design is included with all scoreboards.

When you are ready to upgrade, you can add lane lines to your one-line scoreboard display. And you'll want to get the full SWIMWARE SUITE software package, which is much more powerful and includes team and coaching tools on top of the timing and meet management software. With SWIMWARE SUITE, your early purchases never become obsolete, so order just what you can afford today knowing you can add to it at any time. Once your team and boosters see the benefits of electronic timing, you'll find it easier to raise the funds to move to the next level!

Log on to <http://www.istime.com/> for more information, or [contact us](#) to get a quotation tailored to your team's needs.


*This help file is complete as of Version 3.00 as of 8/1/11.*



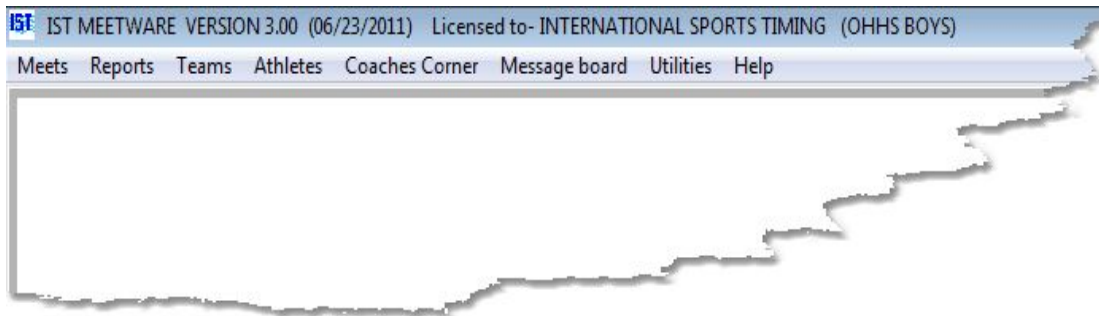
# GETTING STARTED AND CUSTOMIZATION

[Top](#) [Previous](#)  
[Next](#)

## Getting Started

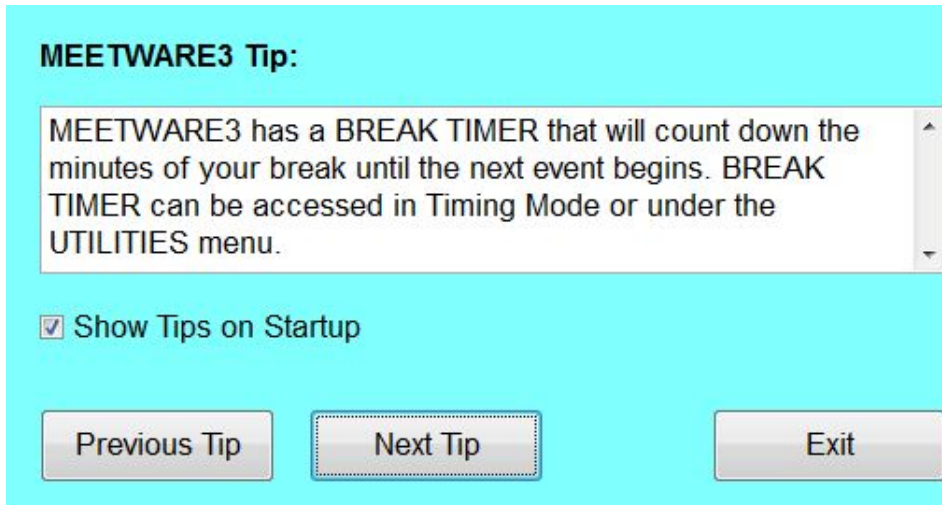
Start MEETWARE 3 by double clicking on the IST icon  on your desktop or selecting MEETWARE 3 from the start menu. You may be asked if you want to run in [demo mode](#). If you click on the YES button you will be able to set up a meet and time it using an on-screen [Touchpad Simulator](#). If you click on the NO button you will run in regular (non-demo) mode and will need to have a [computer interface box](#) (CTI) attached to the computer to run timing. The demo mode option can be turned off in [System Preferences](#).

When you start MEETWARE 3 you will see the MAIN menu



You can begin by [setting up your system](#), [hardware](#) or [do diagnostics](#) on your hardware. Then you should enter your [team](#) and [roster](#). You can also [create an event list](#), [create a point system](#), [set up a meet](#), [seed the meet](#), and then run the meet in [timing mode](#). Additionally, if you have a scoreboard connected to your computer, you can [create](#), [edit](#) or [transmit](#) messages to the scoreboard.

Also on the Main screen you will see a TIPS screen:

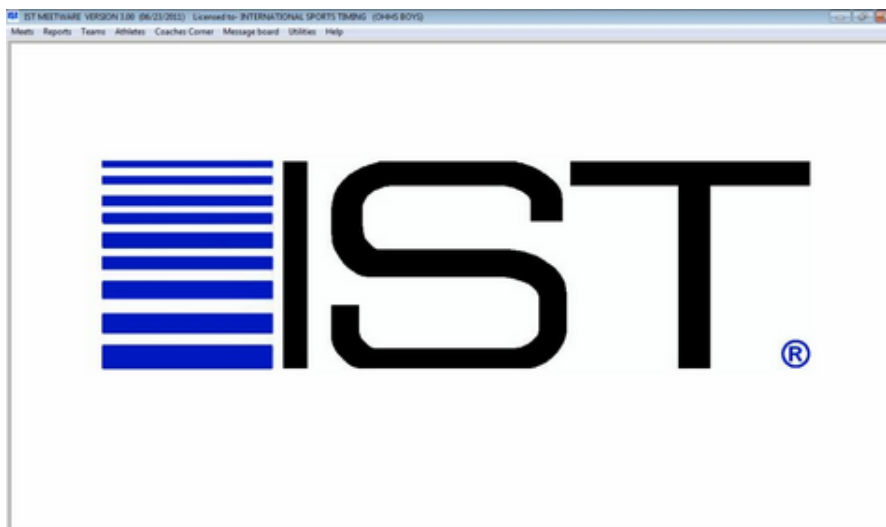


Here you will find helpful information about running MEETWARE 3 and some of the things you can do with your software, as well as some of the items that are new in MEETWARE 3. You can click through to the next tip, or EXIT the screen to continue working with MEETWARE 3.

Tips can be disabled in [SYSTEM PREFERENCES](#).

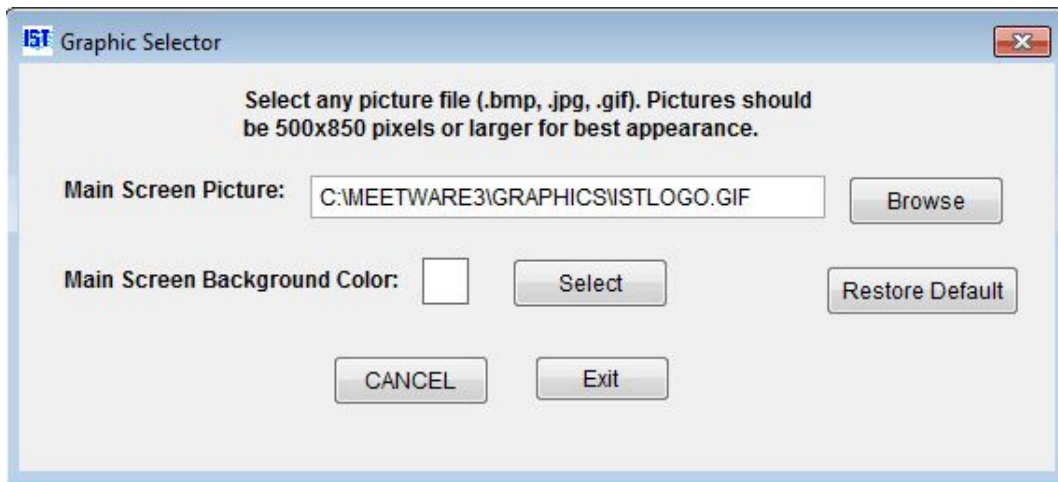
## Customizing MEETWARE 3

MEETWARE 3 comes pre-loaded with the IST logo as the background for the Main menu. You can customize the logo or graphic for each system in MEETWARE 3.

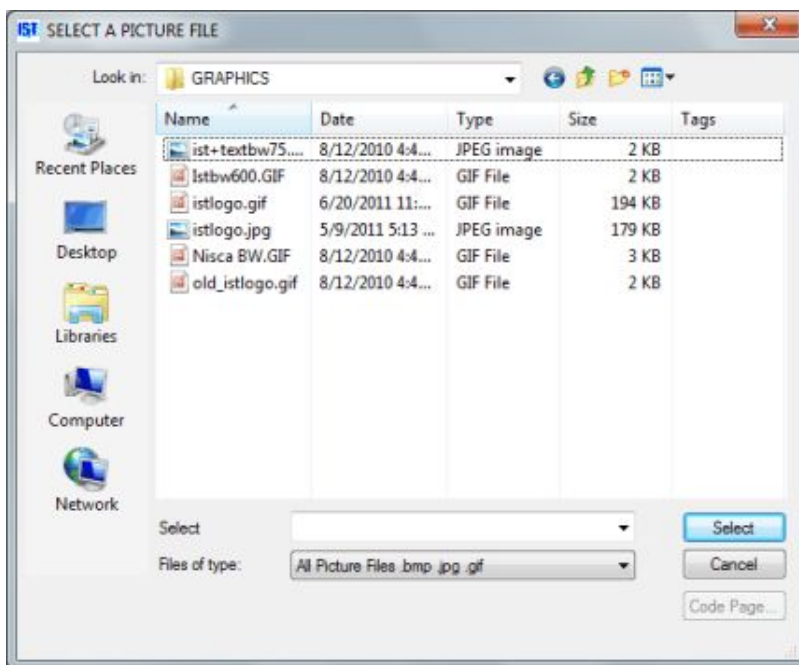


Any graphic or logo can be used as the background on your system, but the larger the better. MEETWARE 3 will scale the picture to fit the space, and the smaller the graphic (in pixels) the more distorted or fuzzy it will appear. The ideal size for a graphic is 500x850 pixels or larger. Graphics can be bitmap (.bmp), JPEG (.jpg) or GIF (.gif) format. MEETWARE 3 will not recognize any other format.

To change the logo or background color, right click on the IST logo. You will then see the following screen:



To change the graphic on the main screen, click BROWSE. You will then see a screen similar to the following:



Browse to the location where your graphic is stored, select the picture or graphic file that you want to use as your MEETWARE 3 background and click SELECT.

To change the background color around the picture, click on SELECT next to the color box. You will then see the following:



Click on the color you want to use, then click OK. The color box will now display the background color that you have selected.

To save your changes and return to the MAIN menu, click EXIT. If you do not want to save your changes, click CANCEL, and you will be returned to the MAIN menu with the original settings.

### **Exiting MEETWARE 3**

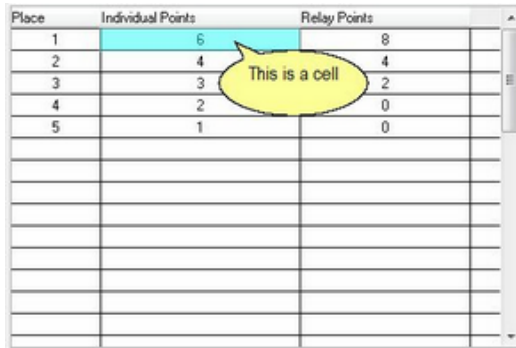
To exit MEETWARE 3, select MEETS and EXIT from the MAIN menu.

## Navigating Through IST's MEETWARE 3

Navigating through MEETWARE 3 is just like working with any other *Windows*-based software.

### Using a Mouse

**Cell** A single box on a grid that contains information



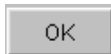
A screenshot of a table with three columns: 'Place', 'Individual Points', and 'Relay Points'. The first five rows contain data. A yellow callout bubble with the text 'This is a cell' points to the cell containing the number '6' in the 'Individual Points' column of the first row.

Place	Individual Points	Relay Points
1	6	8
2	4	4
3	3	2
4	2	0
5	1	0

**Check Box** Check boxes allow you to choose more than one option at a time. To select an option, click on an empty box. To deselect an option, click on a checked box.



**Command Buttons** Click on the button to execute the command



**Door Icon** To close a Print Preview window, you can click on the Door Icon



**Drop Down Lists** In order to view your list of choices; click on the down arrow on the right side of the box. To choose an item on the list, click on the highlighted item.

SELECT MEET: OHHS V CC

Meet name: OHHS V CC

Meet date: 02/17/2011

Meet location:

Drop Down List

SELECT MEET: OHHS V CC

- SCOUT MEET
- SCOUT MEET 2
- OH V FOREST HILLS
- OHHS INVITE
- OHHS AT CRESTON
- MISCA
- OHHS V CC

Meet name:

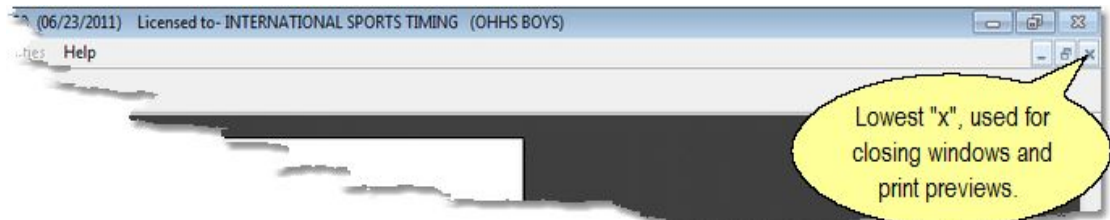
Meet date:

Meet location:

Drop Down List Expanded

**Grid** Grids display information in a table form. To select an item in the grid, click on it. The item you clicked on will be highlighted and there may be an arrow pointing to that line on the left edge of the grid. Some grids allow you to edit information within them and some do not. Generally, if the information is in bold, you can edit that information. See the help for the item you're working on to be sure.

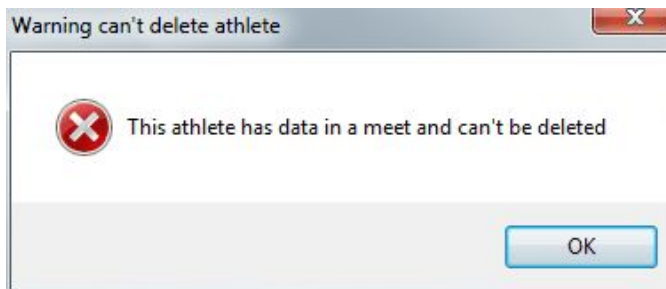

**Lowest "X"** Click on the lowest "x" to close the print preview window and return to the report screen without printing.



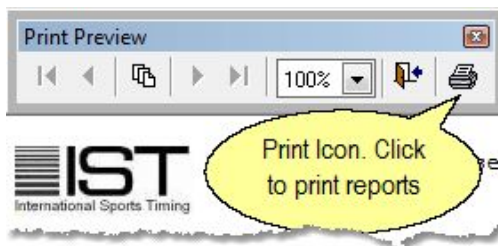
**Menu Bars** Menu Bars group similar or related functions together to make it easier to locate them. Move the mouse over a heading to see the drop down list below it. To select a menu item, click on it. You will notice that some items on the menus appear in shadow and are not accessible. These items are not available in MEETWARE 3, but may be in TIMEWARE or future releases of MEETWARE 3 or TEAMWARE



**Message Box** A message box will pop up with additional information or questions. Please read these messages carefully before you answer!



**Print Icon** Click on the Printer Icon to print a report that you are previewing.



**Radio Buttons** To choose one of the options, click in the bubble to the left of the option. If the bubble is darkened, that option is already chosen.



COUNT UP  
 COUNT DOWN

**Scroll Bar** Found at the bottom and right of a grid, or the right side of a page, scroll bars are used to move the page over to view information that can't fit on the screen.

#	Event	Time/Score	Name(s)	Date
1	BOYS 200 MEDLEY RELAY	1:54.35		
2	BOYS 200 FREESTYLE	1:53.98		
3	BOYS 200 IM	2:01.45		
4	BOYS 50 FREESTYLE	19.81		
5	BOYS 1 METER DIVING	522.70		
6	BOYS 100 BUTTERFLY	53.50		
7	BOYS 100 FREESTYLE	47.52		
8	BOYS 500 FREESTYLE	4:14.30		
9	BOYS 200 FREESTYLE RELAY	1:24.75		
10	BOYS 100 BACKSTROKE	56.78		
11	BOYS 100 BREASTSTROKE	58.97		

Scroll Bars

**Spinner Box** To change the information in the spinner box, click on the up or down arrows to the right of the box. Or highlight the number in the box and type in the new number. NOTE: The cursor must appear in the text box before you begin typing.

0

**Tab** A tab looks like a file folder tab. Clicking on a tab takes you to another page or layer in the same screen.

Records and Standards

Records Standards Old Records Reports

Record Name: HIGH SCHOOL BOYS Add Edit Delete Ex

Division

**Text Boxes** To insert information into a text box, click inside the box to display the cursor. Type in the information and then press <ENTER> or <TAB> to accept the information. NOTE: The cursor must appear in the text box before you begin typing.

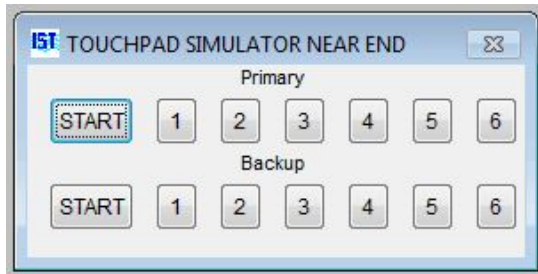
**Title Bar** Title bars give the name of the window or define what is in the window.

Print Point System

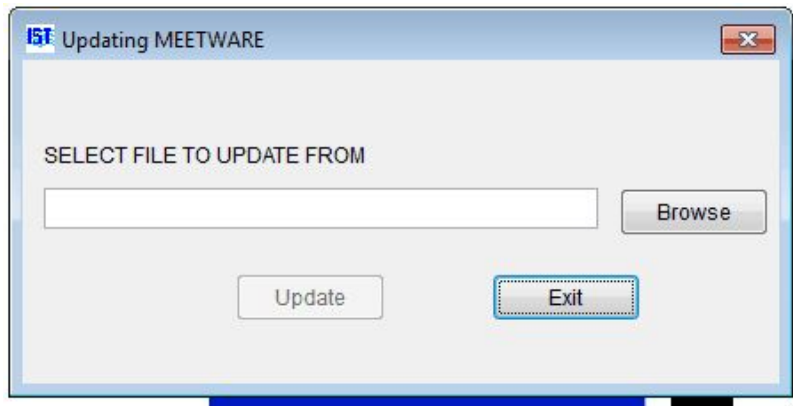
[-] [ ] [X]



**Touchpad Simulator** When running in DEMO mode, the touchpad simulator allows you to [simulate running a meet](#) with pads and backup buttons.



**Window** A window is a small screen that opens when a menu item is selected or a command button is clicked. Clicking on the "x" in the upper right corner of that window can close windows



## Using the Keyboard

For most of MEETWARE 3, you can use the arrow keys, enter and tab to move through it. To move from box to box use <TAB>, to press a command button that is highlighted press <ENTER>. Up and Down arrow keys can be used to increment or decrement numbers in a spinner box, left and right arrow keys can be used to move from item to item.

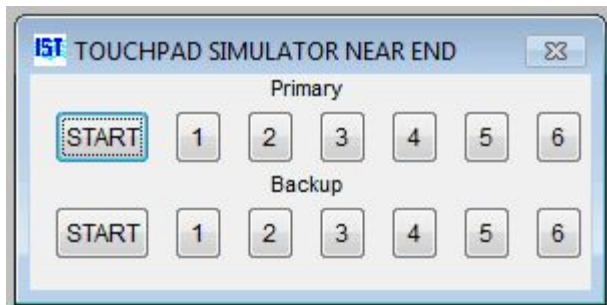
# USING THE TOUCHPAD SIMULATOR

[Top](#) [Previous](#)  
[Next](#)

## Using the Touchpad Simulator

If you are running in [demo mode](#), the Touchpad Simulator replaces the [touchpads](#), [backup buttons](#) and [start device](#). You do not have to connect your computer to the [computer interface box](#) (CTI). This is also a good way to familiarize yourself with [Timing](#) mode before an actual meet. The Touchpad Simulator will appear on the Timing screen when you click on the [ARM](#) button to arm the timing system for a race. It also appears on the [Deck Cable Diagnostic](#) screen when you are running in Demo mode.

The Touchpad Simulator looks like this:



The top row of buttons represents the primary start and pads for each lane. The bottom row of buttons represents the backup start and backup buttons for each lane.

To start a race, click on either the primary or backup start button. To simulate a pad hit, click on the number for the lane on the top row. To simulate a backup button hit, click on the number for the lane on the bottom row.

## Definitions

**Arming the timing system** - The operator clicks on the [ARM button](#) on the [Timing](#) screen so that the computer is now ready to accept data from the start, pads and/or buttons.

**Backup Button** - A button that is pressed by a timer standing on the pool deck when the swimmer touches the wall. Buttons are used to get times if touchpads are not used, or if a swimmer does not hit the touchpad or the touchpad malfunctions. It is recommended to have one back up button per lane with touchpads and two buttons per lane without touchpads.

**Backup** - Backups are zipped files that store the information from MEETWARE 3 in case there is a problem with the computer. Data can also be [restored](#) from the backup. Backups can be stored on drives on a network, or other removable media. NOTE: You should NEVER store a backup on the hard drive of the computer you are using. If the hard drive crashes you will lose both MEETWARE 3 and your backup.

**Backup Start** - A backup button that is activated at the same time as the start device, in case the start device fails. Backup start signals are used only in the event that a primary start signal is not detected.

**Backup Time** - A time received from a backup button that can be used in case the primary time is incorrect, or is used in case of a missed touchpad hit. A backup time also insures the accuracy of the final time. If the difference between the primary and backup time is greater than .3 seconds, the operator will be informed and can correct the time as necessary. Backup times are used as finish times only in the event that no time was registered by the touchpad.

**COM Port** - A Communications port on the computer. Physical COM ports have a 9-pin, 'D' shaped connector. [USB ports](#) can also be assigned a COM port number if a [USB-to-Serial](#) converter cable or a USB CTI are plugged into them. COM Ports are used for communicating with the CTI. COM Port assignments can be viewed from the *Windows* Desktop by right clicking on My Computer, clicking on Properties and locating the Hardware tab and Device Manager. Port assignments are listed under PORTS (COM and LPT).

**Computer Interface (Timing Box, CTI)** - An interface box supplied with MEETWARE 3 Software. It houses the clock chip that times events, and connects the computer, deck cable and optional scoreboard together.

**Cumulative Split** - is the total time it took to complete that lap of the race relative to the beginning of the race.

**Deck Cable** - The cable into which you plug the touchpads, buttons and start devices. The deck cable connects all the timing devices into the [Computer Interface](#). Also called a deck harness.

**Demo Mode** - Demo mode allows the user to practice using the system without having to have a timing box or scoreboard connected to the computer. When a race is started, a [TOUCH PAD SIMULATOR](#) will appear on the screen. [Demo mode](#) is set in [System](#) in the Utilities menu.

**Disqualification (DQ)** - Removal of a swimmer from a race by a referee. DQ's can happen before, during or after a race and are based on the rules of the meet. Referees must agree upon a DQ. A swimmers status can then be changed to DQ.

**Diving Judge Scoring Console** - see [Judging Console](#)

**Diving Interface Box** - is a black box that connects up to 7 [Judging Consoles](#) to the [Computer Timing Interface](#) box and allows scores to be entered electronically by the Diving Judges.

**Event** - A race with a specific stroke and distance.

**Event List** - A group of events that determines the order of events. An event may have one or many [heats](#).

**Exhibition** - A swimmer or race that is timed but not [scored](#) for points. A swimmer with a status marked as EX will not be scored, no matter what their finish place.

**Extract** - Extract or unzip a .ZIP (compressed) file. Typically you can do this by locating the file with Windows Explorer or My Computer and then right clicking on the file and clicking EXTRACT ALL. You can find more information on .ZIP files and how to extract them in the Windows Help Files.

**Final Time/Finish Time** - The time it takes a swimmer to complete a race of a given distance. If a touchpad hit is received, it is recorded as the final time. If a touchpad hit is not received, the backup time is recorded as the final time. All final times can be edited either in [heat results](#) or [offline scoring](#).

**FTP ID** - An ID assigned by IST that will link to your team's live results website. For more information about getting an FTP ID please contact IST at 800-835-2611 or [info@istime.com](mailto:info@istime.com).

**FTP Results** - FTP (File Transfer Protocol) allows you to send results to a website so that your meet results can be viewed online.

**GNET** - A Generic Network protocol used to transfer data between MEETWARE 3 and Hy-Tek's Meet Manager for Windows. This is used when Hy-Tek is being used as the meet management software and MEETWARE 3 is only being used for timing races.

**Hardware** - Any physical piece of equipment: computer, Computer Interface, deck cable, touchpads, backup buttons.

**Heat** - one race of an event. Each event can have one or several heats.

**Judging Console** - A hand-held module that connects to the [Diving Interface](#) and allows Judges to enter diving scores electronically.

**Lap** - Two lengths of the pool, except for 25-yard races in a 25-yard pool or 50 meter races in a 50-yard pool.

**Length** - One length of the pool from end to end.

**Log In** - Selecting a system and entering a password to access the information in that system. All systems can be accessed using the GOIST password.

**Off Line Scoring** - Allows you to edit, score or re-score a heat or event after it has already been run.

**Old Records** - Old records are record times that have been broken but are still kept as archived times.

**Password** - Used to log in to a [system](#). Passwords are case sensitive and 10 characters long. If you have forgotten your password, you can use GOIST to access the system.

**Primary Input Device** - device used to signal the end of the race and record the splits and final time of a swimmer. Usually it is a touchpad, sometimes a backup button. As long as a time is received from the primary input device, it is an official time.

**Preview** - Allows you to see what a report will look like before you print. You can choose not to print the report by clicking on the [Open Door icon](#), or print the report by clicking on the [printer icon](#). Reports can be previewed by checking the PREVIEW box in all of the report screens.

**Record** - The fastest time in any event set by a specific person or type of person (i.e. Freshman Girl, Boy, etc.) Records are contained within a record group. Records are times that are

associated with a particular event. These contain information about the record time, record holder(s), date, team and meet the record was set or broken.

**Record Group** - A list of records and standards that can be associated with a meet so that the information can be printed on reports and checked while timing the meet.

**Record Set** - A set of records grouped by event list with some information in common (i.e. FRESHMAN RECORDS). Common information includes sex of record holder, date format, course of record (short or long), home team only and record flag. Record groups contain information about the [division](#), [sex](#), [course information](#), [date format](#), [record flag](#), whether or not the records are for the [home team only](#), and the [event list](#) the records are associated with. Record Set and Record are often used as interchangeable terms.

**Record Set Name** - The unique name given to a group of records. The name is limited to 30 characters including spaces. Examples of record group names: [school name] Freshman Records, [school name] Pool Records, State Meet Records, etc.

**Round** - Indicates which round or portion of a meet a heat or event is in. Options are Preliminaries (Prelim), Semi-Finals (Semi) or Finals (Final). A dual meet (or other meets which have no rounds) will have all events marked as Final round. [Rounds](#) are set in [Event List](#)

**Scored** - indicates that the swimmers in a heat or event have been ranked in order of finish place, or that divers have been ranked by total score and team points have been assigned based on those rankings and the [Point System](#) selected for the meet.

**Scoring method** - The method by which the computer assigns points and calculates team scores.

**Dual:** This will score a meet between two teams.

**Finals:** This will score the finals heats of a Championship style (prelims/finals) meet.

**Multiple Dual:** This will score a meet between three or more teams as if each team were swimming a dual meet against all the other teams. For example, it will score Teams A, B and C as if there were three dual meets, between A and B, B and C, and C and A. You should also use this scoring method if you only want results of A vs. C and B vs. C. You will get results of A vs. B, but they can be ignored. This option will also allow you to score a QUAD dual in the same manner as a DOUBLE dual. To set up a quad dual meet, create a point system with the scoring method set as Double Dual. In [Meet Setup](#) select four teams. After each event you will get six sets of results, scoring the teams as follows:

A vs. B

A vs. C

A vs. D

B vs. C

B vs. D

C vs. D

Using this method it is possible, but not highly recommended, to run an infinite number of dual meets simultaneously. The only restrictions are time and paper for printing the results.

**OHHS Invitational:** This a special format used by Ottawa Hills High School, IST's alpha test site in Grand Rapids, Michigan. It is a six-team invitational, with 3 individual entries and 3 relay entries per team, per event. Each individual and relay heat is scored as separate event with dual meet scoring, and points are awarded to the top finishers in each heat. When an event is complete, the system prints a list of



the top six finishers for all heats in the event. These swimmers are awarded medals.

**Pentathlon:** This format assumes that age group swimmers will enter all five individual events. Events will be timed as normal, but swimmer's times from the five events will be totaled by age group and ranked in order in a report at the end of the meet.

**Preliminaries:** This method is used for the preliminary heats of a Championship meet. There are no points assigned, it simply tells the computer not to score these events but to seed the Championship meet with the information from the Preliminary meet. When PRELIMINARIES is selected a new field name will appear: MAXIMUM NO. TO ADVANCE FOR EACH TEAM. Enter the number of individuals or relays from any one team that can advance from the Preliminary meet to the Championship meet. NOTE: Be sure to include any relay teams that will advance, even if they will swim exhibition. The number of scoring places can remain at zero and no points are entered.

**Timed Finals:** This will score the top places in meets between more than two teams without a preliminary meet.

**Trevian Relays:** This is a special format used by New Trier High School in Winnetka, Illinois. It uses a standard High School Event List (minus diving). Relay events are scored normally. For individual events, each team is allowed two entries per event. Their finish times are totaled, and ranked for team points. Individual event results are also printed.

**Triangle:** This will score a meet between three teams swimming against each other, ranking them First, Second and Third.

**Scratch** - removal of a swimmer from an event or heat by a coach. The swimmer is taken out and no one else is assigned to

take their place. The swimmers name remains in the event and on reports, but will not show up on the score board.

**Software** - Any program that runs on your computer.

**Splits** - The time it takes a swimmer to do one lap of the pool as part of a race. Example - a 100-yard race will have 2 splits, one for each 50 yards the swimmer completed.

**Standard** - A time standard or time that must be met to qualify for something (usually a large meet, could also be a letter time).

**Standard Set** - A set of standard times grouped by event list that have information in common. Common information includes sex of qualifier, course for qualification (short or long), date qualification must be made by, home team only and standard flag. Standard Set and Standard are often used interchangeably.

**Standard Set Name** - The unique name given to a group of standards. The name is limited to 30 characters including spaces. Examples of standard group names: [school] Letter Qualifying Times, A Meet Qualifying, State Meet Qualifying, MISCA Qualifying, etc.

**Start Device** - Either a starter's pistol, electronic start or a button that signals the start of the race to the swimmers and the timing system simultaneously.

**Subtracted Split** - is the total time it took a swimmer to complete a lap relative to the beginning of that lap.

**SWIMWARE Suite** - The complete SWIMWARE software package which includes TIMEWARE (timing), MEETWARE 3 (meet and team management), TEAMWARE (team management) and WORKWARE (workout manager).

**System** - Defines team information and the hardware and software settings for a team. Most MEETWARE 3 licences allow you to have 2 systems (Boys and Girls, for example) plus a

TEST system. Additional system licenses can be purchased ([contact us](#) for more information). The system name is displayed on the top of the main window (very top of the screen). It is in parenthesis after the license information.

**System Folder** - The name of the folder on the computer in which the system information and databases are stored.

**TEST System** - a copy of an existing system that can be used for testing and training without interfering with actual information in a system. Existing systems are copied into the test system, and each copy over-writes the previous TEST system.

**Timing Box** - See [Computer Interface](#)

**Timing Modes** There are 2 modes for timing a meet

**Automatic Timing** Automatic timing means that there is a [touchpad](#) that records the primary time and a [backup button](#) operated by a person in case the touchpad fails. Because the touchpad does not have a reaction time, any time supplied by the pad is assumed to be accurate. The backup button time then is just that, a backup. As long as a touchpad registers a time, that time is automatically assumed to be correct and it is displayed as the final time. The backup time will be recorded on event reports. If no touchpad is registered, the backup button must then be recorded the final time, and will be marked to let the operator know that there was no pad time recorded and the backup time was used. In cases where the backup button is pushed more than 3 seconds before the touchpad is hit; the backup time will cancel out the touchpad. Backup button operators need to take care to hit the button as accurately as possible.

**Semiautomatic Timing** Semiautomatic timing means that one or two people clicking [backup buttons](#) signal the end of a swimmers race (no touchpads are used). If two buttons are used and their times are within .3 seconds, then they are averaged and that becomes the final time. If they are not

within the .3 seconds allowed, the button connected to the PRIMARY input on the deck cable is used as the final time and an error of DIFF.>.3 is registered. If this is the case, the time may need to be reviewed and edited in [heat results](#) or [off-line scoring](#).

**Touchpad** - A pad that is hung on the wall of the pool that signals to the computer that a swimmer has touched the wall for either a split time or a final time.

**Touchpad Simulator** - A [Touchpad Simulator](#) is used in [demo mode](#) to simulate pad hits. It is a window that opens with buttons for the starts, all lanes and backup buttons.

**USB** - Universal Serial Bus, which allows computers to attach to peripheral hardware. The peripheral hardware for MEETWARE 3 is the [CTI](#).

**USB to Serial Connector** - Used with older model [CTI's](#), USB to Serial Cables have a flat USB plug on one end and a male 9-pin "D" serial connector on the other. The USB end plugs into the computer's USB port and the serial end plugs into the serial cable coming off the CTI. Newer CTI's do not need this adapter because they are already USB plugs.

**Virtual Serial Ports** - are serial ports that exist in the computer but do not have a physical place to plug into. Virtual serial ports are set up when installing BOARDWARE (IST's projected scoreboard software) and are used for communicating between copies of MEETWARE 3 and BOARDWARE3 running on the same computer.

## COMMON ERRORS AND TROUBLESHOOTING

[Top](#) [Previous](#) [Next](#)

### Common Errors and Troubleshooting

The following is a list of common error messages and their causes. If your error is not listed on this page or the troubleshooting advice does not fix it, call 1-800-835-2611. If you are calling outside of regular business hours (8am to 5pm Eastern Time), have a phone number available where you can be reached.

Error Message	Happened When↕	Likely Problem/Fix
ABNORMAL SHUTDOWN: THE SYSTEM WILL BE AUTOMATICALLY REINDEXED	Starting MEETWARE 3	You had a power failure, did a hardware reboot or software reboot, or did not exit the software properly. The system will reindex itself and return you to the main menu. Check the information you were working on last to make sure it was correct. If it is not, <a href="#">restore</a> the system from backup.
ARE YOU SURE YOU WANTED TO ENTER A 10?	<a href="#">Entering scores</a> in DIVING module	You have entered a score of 10 (either 1.0 or 10.0). To enter 1.0, click NO, to enter 10.0, click YES
BAD DATA FROM TIMING BOX	<a href="#">Timing Mode</a>	Something is wrong with the data coming from the timing box. Call IST
DATA ERROR	<a href="#">Timing Mode</a>	Call IST
DIVING HAS STARTED YOU HAVE TO SCRATCH OR TURN OFF DIVERS	<a href="#">Running Diving</a>	<a href="#">Change the status</a> of the diver to SCR or OFF
DIVING MODULE NOT AVAILABLE UNDER THIS LICENSE	<a href="#">Running Diving</a>	You do not have the software necessary to run a diving event. Call 1-800-835-2611 to order the software or log on to <a href="http://www.istime.com">http://www.istime.com</a> .
DO YOU WANT TO RUN IN DEMO MODE?	Starting MEETWARE 3	You have a demo version of the software or you have DEMO checked in <a href="#">SYSTEM PREFERENCES</a> . Un-check DEMO in system preferences or call 1-800-835-2611 to order the full version of the software.
INCORRECT NUMBER OF JUDGES	<a href="#">Running Diving</a>	The number of judges must be 2,3,4,5 or 9. Use the <a href="#">spinner box</a> to correct the number of judges.
LICENSE AGREEMENT ERROR	Starting MEETWARE 3	Your software license is not valid or your demo period has run out. Call 1-800-835-2611 for more information.
MISSING EVENT DATA IN THE START LIST	<a href="#">Timing Mode</a>	Happens when you are using Hy-Teks Meet Manager for entries. Re-send the start list.
NO RESPONSE FROM THE TIMING COMPUTER	Starting a meet or running	The timing computer is unplugged. Check the power cord (both ends) and all connections

	<a href="#">Diagnostics</a>	between the computer and the timing box. Make sure that the power light on the CTI is on. If there was a power outage while the timing box was plugged in you may need to unplug it and plug it in again to reset it.
NO START LIST ♦ DO YOU WANT TO RUN ANOTHER HEAT FOR THIS EVENT?	<a href="#">Timing Mode</a>	Happens when you are using Hy-Teks Meet Manager for entries. Re-send the start list or add another heat to that event.
ONLY -,SPACE, 5 AND SAME AS LEFT DIGIT ARE VALID ENTRIES FOR SECOND DIGIT	<a href="#">Entering scores</a> in DIVING module	You have mistyped something. To enter a score of 2.5, type 25, 2- or 22, to enter a score of 2.0, type 20, 2<space> or 2<ENTER>
OVER FLOW ERROR	<a href="#">Timing Mode</a>	Call IST
ROUND MISMATCH	<a href="#">Timing Mode</a>	The START LIST round and EVENT LIST round do not match. Check the event list and start list Select a different start list or event list.
START LIST NOT AVAILABLE IN C:/SWMEETS3	opening <a href="#">TIMING</a> screen	<a href="#">GNET</a> is selected in <a href="#">Hardware Setup</a> but the network location is not available. Either set up the network, or go to <a href="#">Hardware Setup</a> and disable GNET.
SYSTEM RESTARTED	<a href="#">Timing Mode</a>	There was a power outage or the system was shut down during timing.
THE DD IS <1.2 OR >3.4	<a href="#">Entering DD in diving</a>	The Degree of Difficulty (DD) can not be less than 1.2 or greater than 3.4. Check the DD and reenter it if necessary.
THE SELECTED PORT FOR TIMING DID NOT INITIALIZE PROPERLY	<a href="#">Timing Mode</a>	Something is wrong with the COM port. Check to make sure that the timing box/scoreboard connections are all plugged in tightly. Check to make sure that the COM port being used is the port selected in <a href="#">HARDWARE SETUP</a> . Use Windows Hardware Settings to make sure that you have the correct COM port assigned. <b>ADVANCED USERS ONLY</b> - Check the BIOS settings to make sure that the correct hardware is assigned the correct port number
THERE ARE NO TEAMS FOR THIS SELECTION	<a href="#">Displaying Team Scores</a>	You have not selected the correct gender for the meet that you are running. Click on the Male or Female radio buttons and click the SHOW SCORES button.
THERE ARE NO EVENTS FOR THIS MEET	Printing <a href="#">split reports</a>	The meet has not yet been run. Run the meet or go to <a href="#">OFFLINE SCORING</a> , enter the finish times and mark the events as TIMED.
THERE IS A MISMATCH	<a href="#">Timing Mode</a>	The number of lanes assigned in <a href="#">MEET SETUP</a>

IN THE NO. OF LANES IN THE POOL AND THE NO OF LANES IN THE MEET		is different from the number of lanes in <a href="#">SYSTEM PREFERENCES</a> . Go to <a href="#">SYSTEM PREFERENCES</a> and change the number of lanes, then recreate your meet in <a href="#">MEET SETUP</a> .
THERE IS AN ERROR IN THE SELECTED RECORD	Clicking on the EXIT button when <a href="#">changing the dive score</a>	Contact IST
THIS EVENT HAS NOT BEEN TIMED YET	Scoring an event	The event has not been run or there are not finish times in it. Run the event or go to <a href="#">OFFLINE SCORING</a> , enter the finish times and mark the event as TIMED.
THIS EVENT LIST IS USED IN MEET 	<a href="#">Deleting</a> an event list	You can not delete an event list that is used in a meet. You must delete the meet that is using that event list before you can delete the event list.
THIS MESSAGE IS TOO LONG, ONLY THE FIRST 1000 CHARACTERS WILL BE SHOWN	<a href="#">Transmitting a message</a> to the scrolling line	The message is longer than 1000 characters including spaces and punctuation. Shorten the message.
THIS PORT IS IN USE BY RESULTS	<a href="#">SETUP HARDWARE</a> assigning ports	You have selected the same port for both the timing box and the results port ( <a href="#">GNET</a> ). Select a different port for either timing or results.
THIS PORT IS IN USE BY TIMER	<a href="#">SETUP HARDWARE</a> assigning ports	You have selected the same port for both the timing box and the results port ( <a href="#">GNET</a> ). Select a different port for either timing or results.
TIMING BOX IS NOT WORKING	<a href="#">Timing Mode</a>	Something is wrong with the timing box. Check all power connections and connections with the computer. If all connections are secure and there is power to the timing box call 1-800-835-2611.
TIMING FILES IN USE	<a href="#">Timing Mode</a>	Shut down MEETWARE 3 by pressing <CTRL><ALT><DELE>. Restart MEETWARE 3.
UNABLE TO OPEN THE RESULT COM PORT	<a href="#">Timing Mode</a>	There is a problem with your COM port. Check the port settings, re-select the port or using a different port (in <a href="#">SETUP HARDWARE</a> )
UNABLE TO SCORE DIVING	<a href="#">Scoring Diving</a>	There was no diving event found. Make sure that the event has been run and completed.
UNABLE TO SCORE THIS EVENT	<a href="#">Scoring an event</a> in Timing	There are no heats for this event. Run the event or go to <a href="#">OFFLINE SCORING</a> , enter the finish times and mark the event as TIMED.
WAITING FOR RECORD NUMBER 		The record you are looking for is in use elsewhere. Wait a few minutes. If it does not come back the system may be hung up and

		you will have to do a software reboot (<CTRL><ALT><DELE>)
YOU DID NOT SELECT AN UPDATE FILE	<a href="#">Updating</a> MEETWARE 3	You did not click on the MW3UPDATE.ZIP file. Click on that file to update the system.
YOU HAVE ENTERED AN ILLEGAL DISTANCE	<a href="#">Entering</a> or <a href="#">editing</a> an event in EVENT LIST	The distance of a race must be divisible by the pool length. Check the distance and reenter it.
YOU HAVE NOT SELECTED MW3UPDATE	<a href="#">Updating</a> MEETWARE 3	You did not click on the MW3UPDATE.ZIP file. Click on that file to update the system.
YOU HAVE SELECTED AN ILLEGAL LOW-HI TIME COMBINATION	<a href="#">Entering</a> or <a href="#">editing</a> an event in EVENT LIST	Your low time may be higher than your high time selection. Check you selections.
YOU HAVE SELECTED AN UNSUPPORTED FILE TYPE	<a href="#">Importing an event list</a>	The file you have selected is not an approved event list file type. Select another file.



# Quick Reference Guide: Running a Meet

The key to running a smooth meet is to prepare for it correctly. This page contains things that you need to make sure that youve done before you attempt to run any meet. (**TIP: print this page out and use it as a checklist before each meet**)

- \_\_\_ 1. [Set up the teams](#) that will be in the meet.
- \_\_\_ 2. Enter or check the team's [rosters](#).
- \_\_\_ 3. [Set up the point system](#) you will be using
- \_\_\_ 4. [Set up the event list](#), [import an event list](#) or [check the event list](#) you are planning on using to make sure that its correct.
- \_\_\_ 5. [Set Up the meet](#), or [check](#) to make sure that the meet you have setup is correct.
- \_\_\_ 6. Check the [meet configuration](#) to make sure that it is correct for that meet.
- \_\_\_ 7. Set the [seeding preferences](#), enter the [seed information](#) and [seed the meet](#). Make sure you check the heats, to be sure that they are seeded the way you expected.
- \_\_\_ 8. [Print the Program](#) and/or [seed information](#) so that you have a copy of the information for your announcer or referee. This is also a good way to test your printer (see #13)
- \_\_\_ 9. Have backup timers for each lane to run the [backup buttons](#). Decide if you are going to have the timers hit the backup button on every turn to ensure a recorded split, or only at the finish. Check your [System setup](#) to be sure that you have selected the correct settings for backup buttons, pads and [Stop on Backup](#).

\_\_\_ 10. IF NECESSARY run [Pad Setup](#). (This should only have to be done before the first meet).

\_\_\_ 11. Run diagnostics on the [scoreboard](#) and [deck cable](#) and [diving consoles](#) (if applicable).

\_\_\_ 12. Look over the help files on [navigating timing](#), [running timing](#) and [situations in Timing](#). You may want to print these out as reference sheets.

\_\_\_ 13. If you're planning to print [Heat](#) and [Event Results](#), be sure you have a working printer connected to the computer and the correct printer drivers are loaded. Make sure that the ink or toner cartridge is not empty. Have a spare on hand just in case, plus plenty of extra paper. (Note: it is a good idea to store the paper somewhere outside of the pool, as damp paper can cause paper jams in printers.)

\_\_\_ 14. Have a [backup disk](#) ready for the end of the meet.

\_\_\_ 15. Go to [TIMING](#) and select the first event.

\_\_\_ 16. Relax, you're ready to go. If there are any problems, don't panic, it's nothing you can't handle. It'll be fine, we promise.

If you run into any problems before or during your meet, you can always call IST at 800-835-2611. If it is outside of business hours (8am-5pm Eastern Time), you can leave a message on the answering system and have someone paged. Please make sure you leave your name, a phone number that we can reach you at, and a brief description of the problem you are having. Someone should return your call within 20 minutes.

# Quick Reference Guide: Championship Meets

The key to running a smooth meet is to prepare for it correctly. This page contains things that you need to make sure that you have done before you attempt to run a Championship meet. (**TIP:** print this page out and use it as a checklist for the meet. For more specific instructions related to Championship meets, please see [SETTING UP CHAMPIONSHIP MEETS](#).)

- \_\_\_ 1) Check [System](#) and [Hardware](#) setup. Make sure all is correct. These settings are the same as a normal meet.
- \_\_\_ 2) Create [point systems](#) for Prelims and Finals.
- \_\_\_ 3) Create a Championship [event list](#). Select the [rounds](#) and [round scoring](#).
- \_\_\_ 4) [Set up the meet](#). Make sure that the Points are BY EVENT, the event list and meet configuration are correct.
- \_\_\_ 5) Set the [Seeding Preferences](#) and [enter the seed information](#).
- \_\_\_ 6) [Seed the meet](#).
- \_\_\_ 7) [Print the program](#) for Prelims.
- \_\_\_ 8) Go into [Off Line Scoring](#) and [enter, check or change](#) the names of swimmers in relays.
- \_\_\_ 9) Run [Diagnostics](#) on your equipment.
- \_\_\_ 10) [Time](#) the Prelim Events.

\_\_\_ 11) Make corrections to times, names and status in [Off Line Scoring](#). [Drag and drop relays](#) in [Seed a Meet](#).

\_\_\_ 12) [Print the program](#) for Finals.

\_\_\_ 13) Go into [Off Line Scoring](#) and [enter, check or change](#) the names of swimmers in relays.

\_\_\_ 14) Run [Diagnostics](#) on your equipment.

\_\_\_ 15) [Time](#) the Finals events and [present awards](#).

\_\_\_ 16) [Print](#) the final reports.

## Using MEETWARE 3 on a Terminal Computer (Marshaling)

Adding a terminal to MEETWARE 3 can help make your meets run smoothly and relieve some of the potential stress on the timing operator. The terminal acts as a marshaling computer. From the terminal, you can access all of the functions except timing. You can [correct entries](#) and if necessary [reseed upcoming events](#), and [correct times](#) and enter DQ's from past events. With a printer on the terminal, you can print [reports](#) or [ribbon labels](#) as the meet progresses.

You will need two computers networked together, either with a simple Ethernet connection using a crossover cable, or on the same WiFi network. You can find information on how to set up a connection between computers by searching the web (<https://www.lifewire.com/connecting-home-computers-for-file-sharing-817713> has a good tutorial).

Once you have the network established between the two computers, follow these steps to complete the terminal connection:

1. On the Main computer, share the MEETWARE3 folder. To do this, in Windows File Explorer right click on the C:\MEETWARE3 folder, select Properties, select Sharing, select Advanced Sharing and check the SHARE THIS FOLDER box. Then click PERMISSIONS, select EVERYONE and "Allow Full Control, Change and Read". Click OK to save the settings.
2. Double check that you can see the MEETWARE3 folder from the terminal computer. On the Terminal computer, open Windows File Explorer and navigate to the Main computer. If you don't see the computer listed under NETWORK you can type `\\PC-NAME` into the navigation bar in Windows File Explorer. *PC*

*NAME* is the name of the Main computer (search Windows for PC NAME to find it).

3. Install MEETWARE 3 on the computer that will be the terminal. This will install the runtime copy of Visual FoxPro needed for terminal operation. (After installing, you may want to do a [backup](#) of the main computer and [restore](#) it to the terminal. That way it will be available as a backup in case of a failure of the main computer.)

4. From the desktop of the terminal computer, create a new Windows shortcut to the main computer. Browse to the "C:\MEETWARE 3\meetware3.exe" file on the main computer. The result should look like "*PC NAME*\C:\MEETWARE 3\meetware3.exe". Name the shortcut something unique (like MEETWARE 3 TERMINAL) to distinguish it from the regular install.

5. Right click on the newly created short cut and select Properties.

6. At the end of the "Target:" type a space and then T1. It should look like "\\PC NAME\MEETWARE3\MEETWARE3.exe T1"

7. For "Start In:" enter "\\PC NAME\meetware3\"

8. Click on the ADVANCED button and make sure that "Run As Administrator" is checked

9. Click OK and OK to save the shortcut.

10. When you open the new Terminal shortcut, it will look like MEETWARE 3, but you will see "Terminal 1" on the title bar.

11. Timing functions will be disabled, but you can make changes to completed or future events in Offline Scoring. If necessary, you can reseed future events through Seed a Meet. **NOTE: Do not make changes to an event that is currently being timed.**

If you need more information, please call IST at 800/835-2611 for assistance.

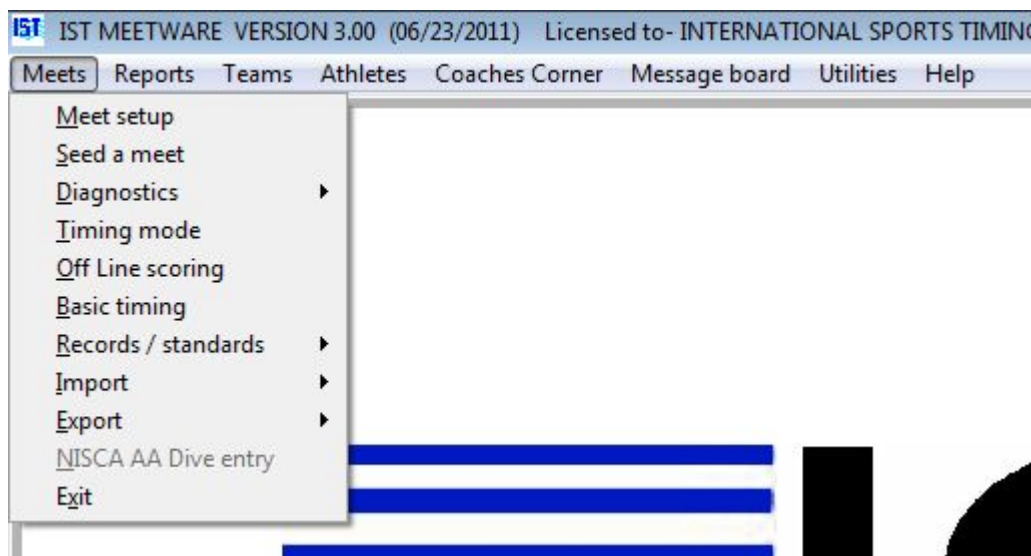
# MEETS MENU

[Top](#) [Previous](#) [Next](#)

## The Meets Menu

The MEETS menu contains everything you need to run a meet, from setup, to diagnostics to timing and scoring. The EXIT from MEETWARE 3 is also contained in the MEETS menu.

### Meets Menu Items



The MEETS menu contains the following:

- [MEET SETUP](#) allows you to enter the information about a meet including name, date, and event list.
- [SEED A MEET](#) allows you to enter names and seed times and automatically seed a meet.
- [DIAGNOSTICS](#) allows you to test the functions of the scoreboard and deck cable.
- [TIMING MODE](#) allows you to time a meet that has been set up and seeded
- [OFF LINE SCORING](#) allows you to edit and re-score a meet after it has been completed.
- [BASIC TIMING](#) Allows you to time heats and events



without putting names in. Useful for running time trials.

- [RECORDS/STANDARDS](#) allows you to enter or edit records and standards
- [IMPORT](#) allows you to import either Swimware files or .CL2, .HY3, EV3 and Team Unify (.TUV) entry or result files
- [EXPORT](#) allows you to export .SD3 entry or result files and Team Unify Meet Structure files (.TUV) to a disk.
- EXIT leaves the MEETWARE 3 system and returns to Windows.

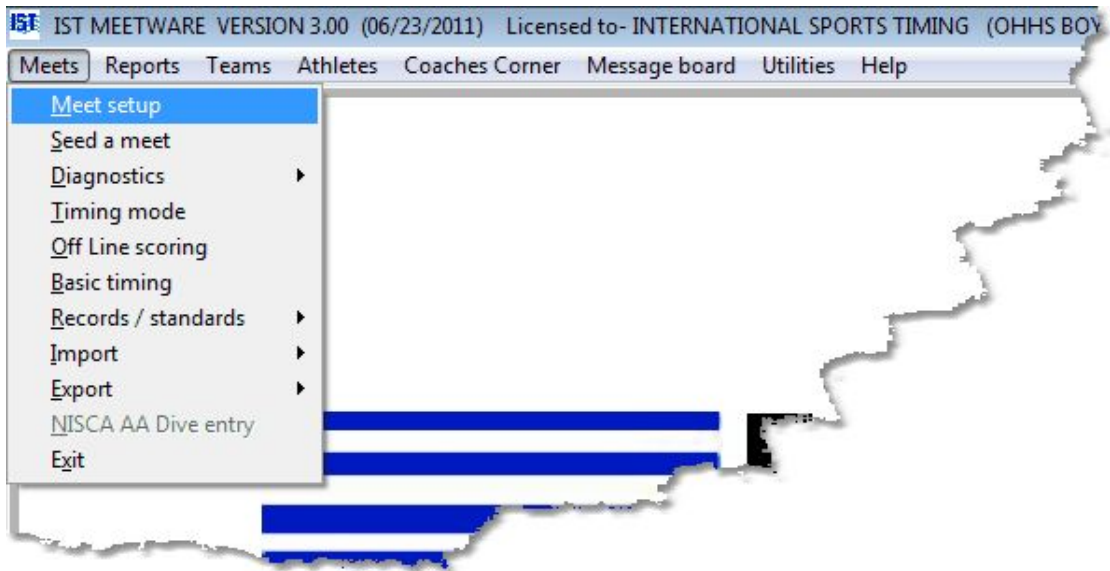
# MEET SETUP

[Top](#) [Previous](#) [Next](#)

## Meet Setup

Meet setup allows you to enter a name and other information for a meet. You must set up a meet before you can [seed it](#) or [run it in timing](#).

From the MAIN menu click MEETS and MEET SETUP.



From there you will see the following screen:

## Entering a New Meet

To enter a new meet, click on the NEW button at the top of the screen. This will clear the screen and allow you to enter the new information.

Enter the MEET NAME in the [text box](#). A meet name should be descriptive (Example: Dolphins at Raiders) and less than 20 characters. **NOTE: the cursor must be in the MEET NAME text box before you begin typing.**

Today's date appears in the MEET DATE text box. You can accept the date or type the date that the meet will take place and press <ENTER>. The date must be entered in the format mmddyy or you will get an INVALID DATE error.

Type the location that the meet will take place in the MEET LOCATION [text box](#).

Enter the names of the Announcer, Timer, Scorer, Referee and Starter in the appropriate [text boxes](#). These items are optional and will be printed on the first page of the meet report if they are entered.

On the middle panel of the screen select the POINT SYSTEM that you will be using from the [drop down list](#). If the point system you wish to use is not listed, you will have to [enter a new point system](#). If you are using a different point system to score each event in the event list

(for example in a [Championship Meet](#)), select BY EVENT (see [SCORING BY EVENT](#)). **NOTE: you must select a point system before you can exit. If you need to make a new point system for this meet, select any existing point system, then [edit the MEET SETUP](#) after you have the new system completed.**

Select the EVENT LIST that you will be using from the [drop down list](#). If the event list you wish to use is not listed, you will have to [enter a new event list](#). **NOTE: You must select an event list before you can exit. If you need to make a new event list for this meet, select any existing event list, then edit the MEET SETUP after you have the new list completed.**

Select the TEAMS IN MEET by clicking on the CHOOSE button. You will then be able to [select the teams](#) you want in the meet. You must select at least one team, the system will not let you set up a meet without teams selected. Click ACCEPT to return to the Meet Setup screen.

Check to make sure that the teams are set up to score correctly. Click on the VIEW TEAM SCORES button. You will then see a screen similar to the following:



has not been set up, you can create one by clicking on NEW RECORD GROUP. This will take you to the [record group setup screen](#).

On the far right of the screen are additional options for the meet.

If you want the [heat results](#) printed after each heat (requires printer), check the PRINT HEAT RESULTS box. You will get a printout of the results of each heat when it is completed. If you want to save paper, you do not have to print this and you can un-check the box.

If you want to [print event results](#) (requires printer), check the PRINT EVENT RESULTS box. You will get a printout that summarizes the results of all the heats in the event when the event is completed. If you want to save paper, you do not have to print this and you can un-check the box.

If you want to be able to [confirm the results](#) of each heat before moving on to the next heat, check the CONFIRM HEAT RESULTS box. If the box is checked, you will be able to edit times before moving to the next heat or event.

If you are using Hy-Tek's Meet Manager for your meet management software, you will need to check the USE START LIST box. This requires that you have GNET configured and a start list downloaded to the SWMEETS3 folder from Hy-Tek. You will need Hy-Tek's Alpha Scoreboard Interface to generate a start list.

If you are connected directly to the internet, you can choose to FTP Results of events to a web page or the IST server where they can be seen by anyone. Check the FTP Results check box and make sure that your [FTP User ID](#) is entered properly in [Setup Hardware](#).

## **Editing a Meet**

To edit a meet, select the name of the meet from the [drop down list](#).

For each [text box](#) you need to change, highlight the current data and then type in the correct information.

To remove a [check](#) from a box, click on the box.

To change the [event list](#) or [point system](#) used, select the new event list or point system from the drop down menu. You will be warned that changing the event list or point system can cause problems and asked if you want to continue. If the meet has been scored and you change the point system, you will need to rescore the meet in Off Line scoring. If the meet has entries and you change the event list, you will have to re-enter the seed information. **NOTE: Once a meet has been run, you will lose all of the data if you change the event list. Please do not change the event list on a meet that has already been run.**

To change the teams entered in the meet click on the CHANGE button next to [TEAMS IN MEET](#).

To change any of the [configuration](#) options, click the CHANGE button next to CONFIGURATION.

## **Deleting a Meet**

To delete a meet, select the meet from the [drop down list](#) and click on the DELETE button. You will be asked "are you sure you want to delete this meet?" Clicking OK will delete the meet, clicking CANCEL will not delete the meet. **NOTE: once a meet has been deleted it can not be recovered and must be re-entered. All seeding information, saved times of completed events and scoring information in this meet will be lost. Be absolutely sure you want to delete the meet before you do this.**

## **Exiting Meet Setup**

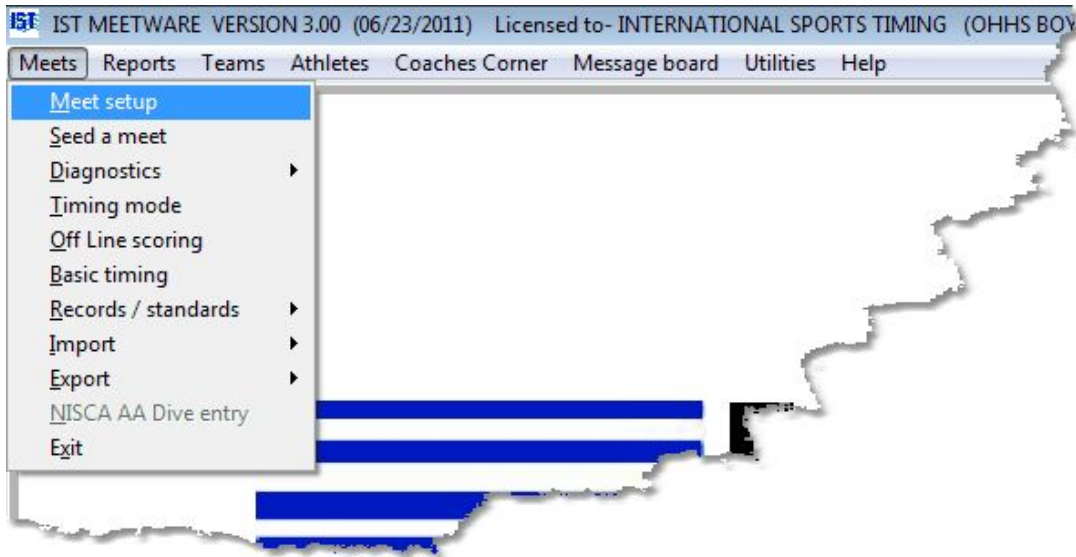
To exit meet setup click on the exit button at the bottom of the screen. All changes will be saved on exit and you will be returned to the MAIN menu.

# ENTERING TEAMS INTO A MEET

[Top](#) [Previous](#) [Next](#)

## Entering Teams Into A Meet

Teams are entered into a meet from the MEET SETUP screen. You must have teams entered in a meet before you can seed or score the meet. To enter teams in the meet, select MEET SETUP from the MEETS menu:



From the MEET SETUP MENU, click on the button to the right of TEAMS IN MEET. The button will say CHOOSE if there are no teams selected for the meet and CHANGE if there are already teams selected.



You will then see a screen similar to the following:

## Adding Teams Into a Meet

To add the teams into the meet, click to select the team from the list on the left and either double-click on the team name or click on the ">". This will move the team into the list on the right and enter them into the

meet. To add all the teams in the list on the left into the meet, click on the ">>" button. See movie below.

## **Adding a New Team Into the Meet**

If the team you want to add is not on the list on the left, click the NEW TEAM button. You can now [add a team](#). Clicking on RETURN will return you to the CHOOSE TEAMS screen and the new team will automatically be entered into the meet.

## **Deleting Teams From the Meet**

To remove a team from the meet, double-click on the team's name in the box on the right or highlight the team's name in the list on the right and click the "<" button. If you want to remove all of the teams that are currently in the meet, click the "<<" button. **NOTE: If the teams already have seed information entered for them, deleting them will cause problems with seeding. It is not advisable to change teams once seed information has been entered.**

## **Exiting Select Teams**

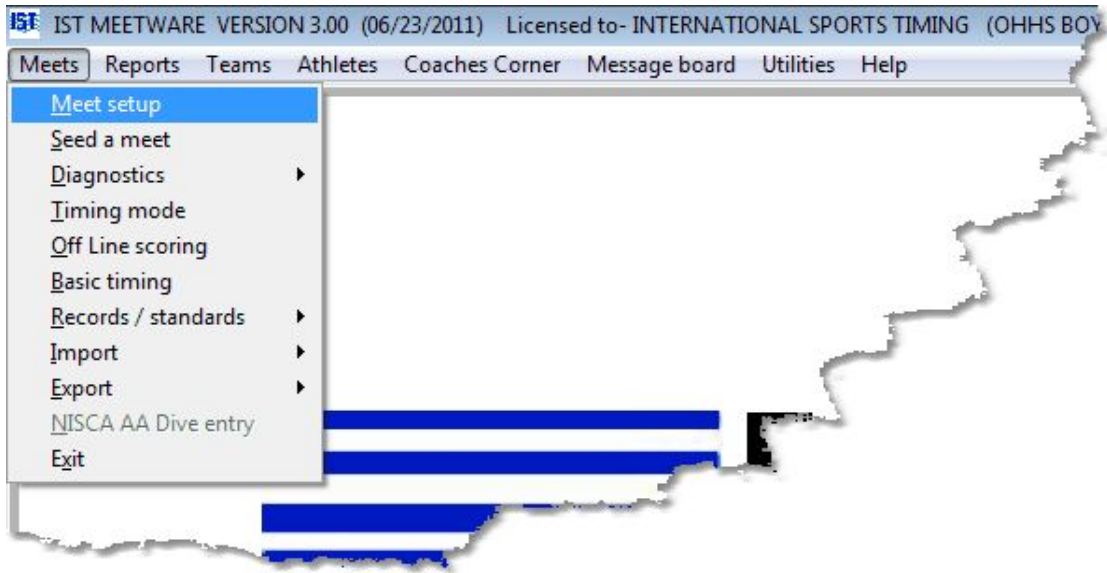
When you have selected the teams for the meet, click on the **ACCEPT** button to save your changes and return to the **MEET SETUP** screen. If you do not want to save your changes, click on the **CANCEL** button to return to the **MEET SETUP** screen without saving your changes.

# MEET CONFIGURATION

[Top](#) [Previous](#) [Next](#)

## Meet Configuration

The Meet Configuration allows you to set up preferences for scoring, printing, labels, scoreboard and other options for each meet. Meet configuration is set up through MEET SETUP. Select MEET SETUP from the MEETS menu on the MAIN menu



You will then see a screen similar to the following:

Select the meet you want to change the configuration for from the [drop down list](#), or [create a new meet](#). Then click the CHANGE button to the right of Configuration. You will then see a screen similar to the following:

\*\*\*Click on an item or area on the graphic to link to it's description\*\*\*

The options for configuration are:

## Scoring Options

**Scoring** - can either be done ON LINE, meaning that each event is scored immediately after the last heat is completed, or OFF LINE, meaning that the meet is scored by the computer operator through [OFF LINE SCORING](#). OFF LINE scoring is useful if you are running a large meet that will have many [scratches](#) and [DQ's](#), especially if you are running a terminal computer.

**Print Places** - allows you to select in which order the places will print on reports, either First to Last (i.e. 1-6) or Last to First (i.e. 6-1).

**Number of Copies** - allows you to specify how many copies of the scoring report will be printed. For an example of the scoring report see [Examples of Reports](#).

## Printing Options

**Print Team Scores** - allows you to choose how often the [team score report](#) will print. This report shows what the team's total scores are up to the end of the last event run. ALWAYS will print a team score report after every event, NEVER will never print a team score report and ASK will ask the operator after each event if they want a team score report printed.

**Print Results** - allows you to choose whether the results of an even are printed in order from First to Last (highest to lowest) or from Last to First (lowest to highest).

**Number of copies** - allows you to specify how many copies of the results reports will be printed. For an example of the results report see [Team Score Report](#).

## Number of Labels to Print For

These options require you to have a second printer that is for labels only. If you do not have one, set the values to 0. See [Examples of Reports](#) for examples of ribbon labels that can be printed after the meet. **NOTE: Ribbon Labels require a second printer on the LPT1 port that uses pin-feed labels.**

**Individual ribbons** - allows you to specify how many places get ribbon labels printed for individual events. If you are handing out ribbons or medals to places 1-5, you should print 5 ribbons.

**Relay ribbons** - allows you to specify how many places get ribbon labels printed for relay events. If you are handing out awards to the top 3 relays you should print 3 ribbons (4 copies will be printed for each place, one for each relay participant).

**Print ribbon labels by** - specifies the order in which the ribbon labels are printed. This can be by FINISH PLACE (the order in which the participants finished) or by their SCORE PLACE (the number of points assigned to the swimmer).

## Scoreboard Options

**Show Team Scores on Board** - allows you to display the current team scores on the scoreboard after each event. ALWAYS will show the team scores after each event and the system will wait for the operator before moving on to the next event. NEVER will never show the team scores on the scoreboard and ASK will ask the operator if they want to display the team scores on the scoreboard after each event.

**Show Places** - allows you to choose whether the places will display on the scoreboard from FIRST TO LAST (first place at the top of the board) or LAST TO FIRST (last place at the top of the board).

**Alt. Names/Times After Heats** - allows you to have the name and final time alternate on the scoreboard after the heat. If you choose NO, only the final time and team code will be displayed.

## Misc. Options

**Operator Arms Timing (F3)** - If YES is selected, the operator has to arm the timing system at the beginning of each heat by pressing the F3 key. If they do not arm it, no times will be recorded. **NOTE: if it system is armed after a start has been fired, the start MAY be detected you will still be able to record the times correctly.** If NO is selected, the computer will automatically arm itself before each heat with no assistance from the operator. This is useful if there is only one person doing everything or if you want to run a meet quickly.

**Coed meet** - allows you to specify whether this is a coed meet (boys/girls, men's/women's) or a single sex meet.

**Total team scores** - allows you to specify whether the men's and women's team scores in a coed meet are totaled (YES) or tallied as separate meets (NO). **NOTE: this option is only available if COED MEET is set to YES.**

**Show Prelim/Final Results** - **NOTE: This option is only available if a meet has a point system that is using Trevian Relays, Timed Finals or Championship as it's [scoring method](#).** This option allows you to show the results of the prelim or final on the scoreboard after each event has been completed. This is useful for showing who made it into finals or for presenting awards. For more information see [Championship Meets](#).

**Print Finals Program** - **NOTE: This option is only available if a meet has a point system that is using Trevian Relays, Timed Finals or Championship as it's [scoring method](#).** Selecting this option will print each event's page for the Final's program after the event has been completed in the Prelim meet. See [Timing Report Examples](#) for an example of a finals program page.

**Accept** saves changes and returns to the Meet Setup screen. If changes have been made you will be asked if you want to save the current settings as default.

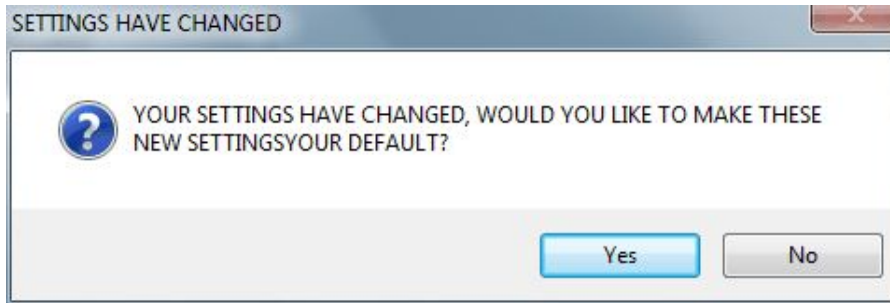
**Set as Default** saves the current settings as the default settings for every meet.

**Cancel** cancels without saving any changes and returns to the Meet Setup screen.

## Exiting Meet Configuration

Once you have selected the options for your meet, click on the ACCEPT button to save the changes and return to the MEET SETUP screen. If you have changed any options you will see the following message:





If you answer YES, the next time you set up a meet, the configuration will be set exactly as it appears now. If you answer NO it will be set as it was before you made any changes.

If you want to set the current settings as default before exiting the program (so that they will be set that way for each new meet that you add), click the SET AS DEFAULT.

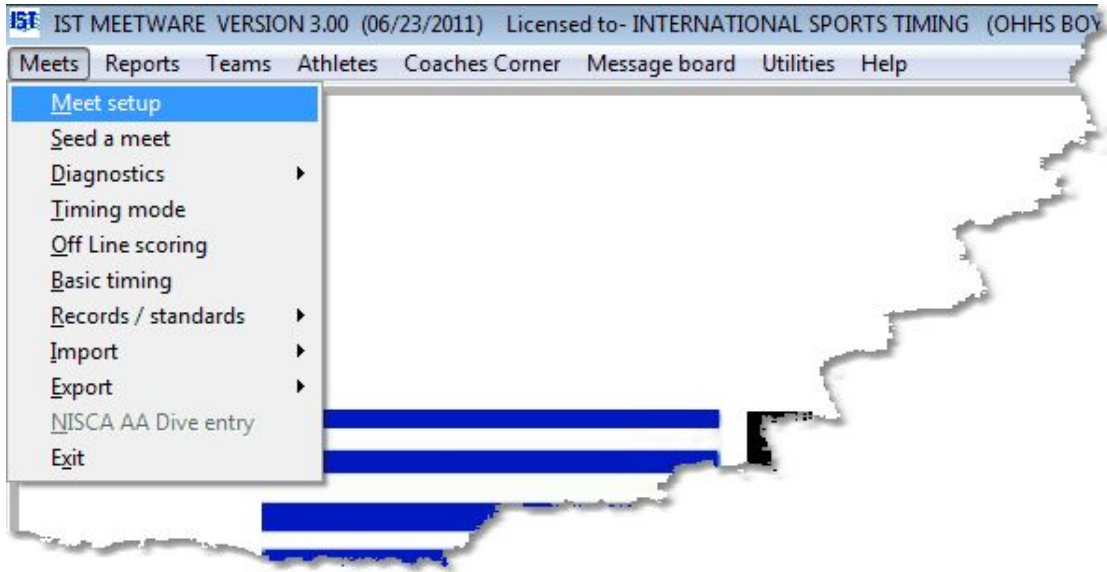
Clicking on the CANCEL button will take you back to the MEET SETUP screen without saving any of the changes you made.

# EDITING A MEET

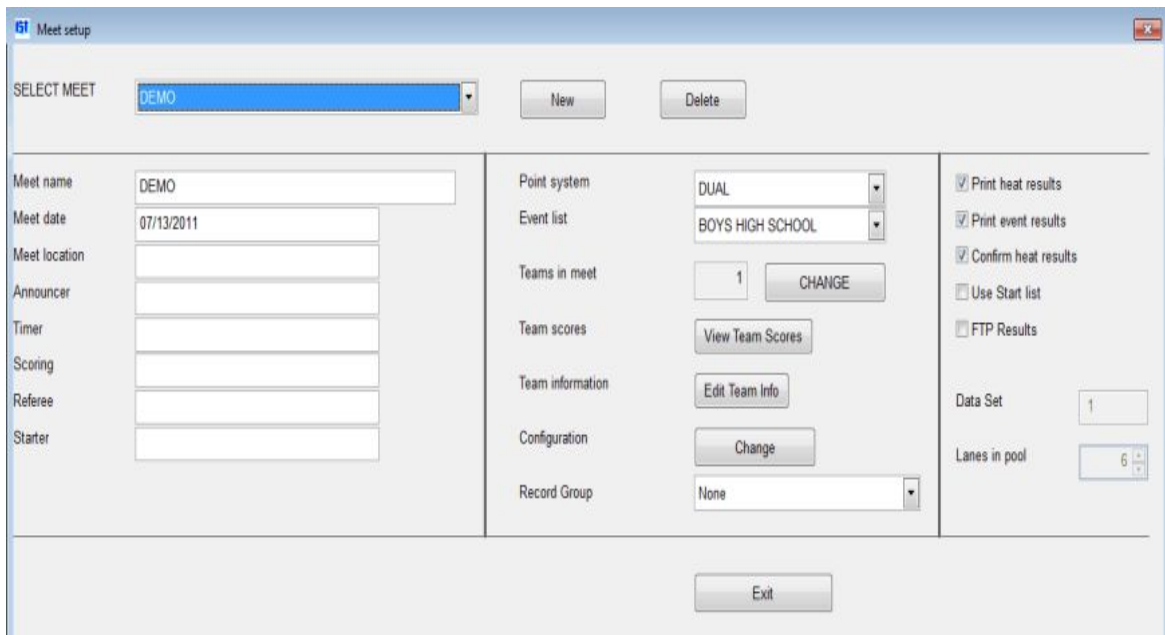
[Top](#) [Previous](#) [Next](#)

## Editing a Meet

This option allows you to make changes to your meet. From the MAIN menu, select MEETS and [MEET SETUP](#)



You will then see a screen similar to the following:



Select the meet you want to [edit](#) from the [drop down list](#). You can now change any of the information that you entered in [meet setup](#). **NOTE: Be aware that changing the point system or event list once a meet has begun can cause problems with team scores and split information. It is not a good idea to edit a meet once it has begun.** It is a good idea to VIEW TEAM SCORES if you have selected a new point system to make sure that the scoring is set up correctly, especially if you are running something more complex than a dual meet. If the team score pairings are not set up correctly, you will need to go into TEAMS IN MEET, deselect all of the teams and then re-select them so that the scoring works correctly.

### **Exiting Edit Meet**

When you have made all of the changes, click on the EXIT button to return to the main menu.

# SCORE BY EVENT

[Top](#) [Previous](#) [Next](#)

## Score By Event Option Under Point Systems

This option allows you to set up an event list in which each event in the meet is potentially scored using a different point system. This is useful for a [championship meet](#) where the prelims are not scored (but the top X number of swimmers move into finals) and finals are, or for meets where some events are scored as prelim/finals and others are scored as timed finals (distance events for example).

To set up a meet that is scored by event you will first need to set up the [point systems](#) that you need. Then [set up the event list](#). When you [add an event](#) to your new event list you will see a screen similar to the following:

The screenshot shows a dialog box titled "Adding events...1" with the following configuration:

- EVENT #:** 1
- Indirelay:** Individual (selected)
- Sex:** Female (selected)
- Team:** None (selected)
- Age range:** 6&UNDER (selected)
- Distance:** 25 (selected)
- Stroke:** Freestyle (selected)
- Low time:** NONE (selected)
- Hi time:** OPEN (selected)
- Rounds:** Final (selected)
- Round Scoring:** Prelims (unchecked), Finals (checked)
- User name:** (empty)

Select the ROUNDS for that event. Under ROUND SCORING, select the point system that will be used to score each round from the [drop down list](#). **WARNING: The radio button in front of the round name under ROUND SCORING does not indicate that you can only select the point system for that round. You MUST select a point system for each of the rounds that you are running, or the meet will not score correctly.**

Once you have created the event list, you need to [set up the meet](#). When you select the point system, select BY EVENT at the top of the list. This will then use the selected point system to score each event to score the event.

The screenshot shows the 'Meet setup' window with the following details:

- SELECT MEET:** TEST MEET (dropdown), Cancel, Delete
- Meet name:** TEST MEET
- Meet date:** 07/13/2011
- Meet location:** HOME
- Announcer:** TIME
- Timer:** [empty]
- Scoring:** [empty]
- Referee:** JOE
- Starter:** DOUG
- Point system:** [empty]
- Event list:** BY EVENT (selected), DUAL
- Teams in meet:** 0
- Team scores:** View Team Scores
- Team information:** Edit Team Info
- Configuration:** Change
- Record Group:** [empty]
- Print heat results:** [checked]
- Print event results:** [checked]
- Print heat results:** [checked]
- Data Set:** 2
- Lanes in pool:** 6
- Exit:** [button]

You can now run the meet like you would any other.

# SETTING UP CHAMPIONSHIP MEETS

[Top](#) [Previous](#) [Next](#)

## Setting Up and Running Championship Meets

Championship meets are set up much like any other meet. However, there are a few differences you need to be aware of. Championship meets have rounds; either prelims/finals or prelims/semis/finals. Normally prelims are not scored with points, instead the top swimmers are seeded into the next round. Only the finals events are actually scored for points. It is also possible to run the longer distance events (the 1650 for example) as a timed finals and run the rest of the events as prelims/finals. You will need to [set up the point systems](#) for each round and [create a special event list](#) with the rounds.

### Creating Championship Point Systems

Championship point systems are created like any other. From UTILITIES select POINTS. You will need to create point systems for the Prelim, Semi (if you are using semis) and Final rounds.

Click ADD and name your point system PRELIM (or something that indicates that it is a preliminary point system). From the [SCORING METHOD](#) drop down list select [PRELIMS](#). You will then see a screen similar to the following:

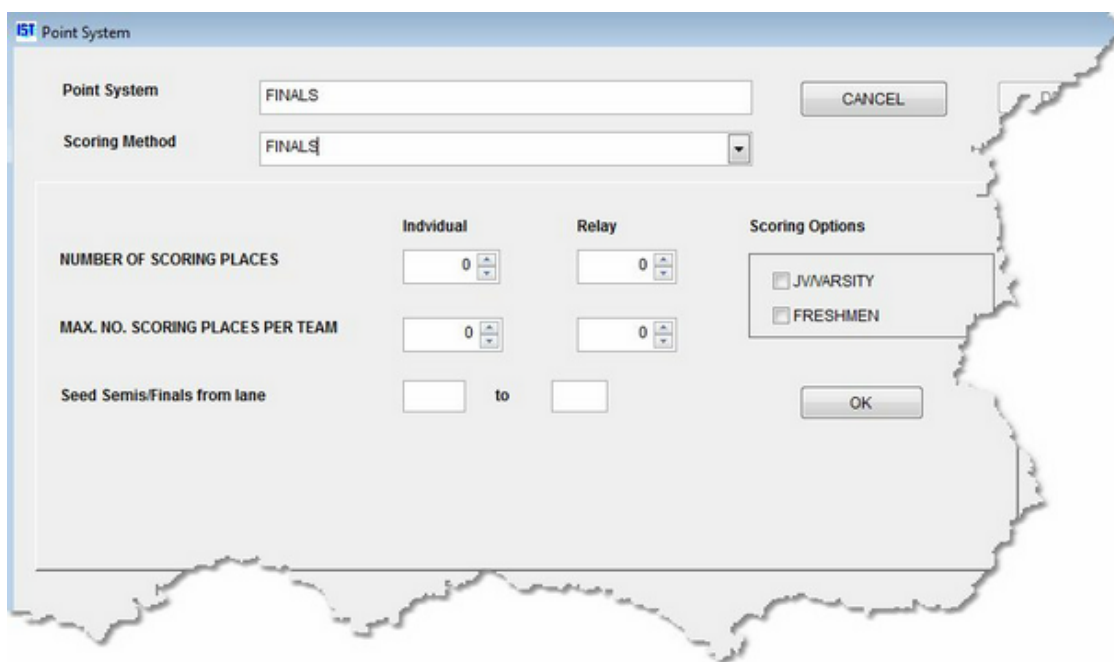
Place	Individual Points	Relay Points
1	0	0
2	0	0
3	0	0
4	0	0
5	0	0
6	0	0
7	0	0
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0
13	0	0
14	0	0
15	0	0

You'll notice that this is slightly different from other scoring methods in that instead of asking for "number of scoring places", it is asking for "number of places to advance" and "number of places to advance per team". This tells the system how many total swimmers and relays advance to the next round, and how many from each team can advance to the next round.

Also note the SEED SEMIS/FINALS FROM LANE \_ TO \_. This allows you to seed the swimmers in the finals events into whatever lanes you want, even if prelims were seeded in different lanes (i.e. Prelims seeded 1-8, Finals seeded 2-7). Fill in the correct numbers of swimmers and relays to advance and click OK. You do not need to fill in any points, as prelims are not scored but seeded into finals.

If you are running semi-finals you need to set up a SEMI point system the same way you did the prelims. Be sure to select SEMIS as the scoring method.

Now add the FINALS point system. The screen will change when you select the FINALS scoring method to look like the following:



The screenshot shows a software window titled "Point System". At the top, there are two dropdown menus: "Point System" and "Scoring Method", both set to "FINALS". To the right of these are "CANCEL" and "OK" buttons. Below the dropdowns, there are three main sections: "Individual", "Relay", and "Scoring Options".

	Individual	Relay	Scoring Options
NUMBER OF SCORING PLACES	0	0	<input type="checkbox"/> JWARSITY <input type="checkbox"/> FRESHMEN
MAX. NO. SCORING PLACES PER TEAM	0	0	
Seed Semis/Finals from lane		to	

At the bottom right of the dialog box is an "OK" button.

Fill in the scoring places and scoring places per team, then click OK. You will need to fill in the grid with the points for each place.

## Creating Championship Event Lists

Creating a championship event list is like [setting up any other event list](#). Select UTILITIES and EVENT LISTS. Click NEW and name your event list (CHAMPIONSHIP or REGIONALS for example). Click ADD to [add an event](#) to your event list. You will then see the following screen:

The screenshot shows a dialog box titled "Adding events...1" with the following settings:

- EVENT #:** 1
- Indirelay:** Individual (selected)
- Sex:** Female (selected)
- Team:** None (selected)
- Age range:** 6&UNDER (selected)
- Distance:** 25 (selected)
- Stroke:** Freestyle (selected)
- Low time:** NONE (selected)
- Hi time:** OPEN (selected)
- Rounds:** Final (selected)
- Round Scoring:** Prelims (checked), Finals (checked)

Select the correct settings for the event (Individual/relay, sex, team, age, distance, stroke, low time and high time). For ROUNDS select either FINALS or PRELIMS/FINALS depending on what type of meet you are running. For round scoring, select your PRELIMS point system from the [drop down list](#) next to PRELIMS, and the FINALS point system from the [drop down list](#) next to FINALS. **WARNING: The [check box](#) in front of the round name under ROUND SCORING does not indicate that you can only select the point system for that round. You MUST select a point system for each of the rounds that you are running, or the meet will not score correctly.** Click OK to accept the event. The software will automatically set up event 1P (prelim) and 1F (finals). Continue for all of the events in the event list. If you are running a distance event that is to be scored as a Timed Finals event, select a TIMED FINALS point system for the PRELIM round scoring and choose nothing for FINALS round scoring.

## Entering Records or Standards



If you plan on having records or time standards print on programs, you will need to set up the [records](#) or [standards](#) and [create a record group](#) now. See the appropriate help files for more information.

## Setting Up a Championship Meet

Setting up a championship meet is similar to [setting up any other meet](#). Select MEETS and MEET SETUP. Click NEW and type in the name of your championship meet. Enter the meet date, location, announcer, timer, scoring, referee and starter. When you select the POINTS, select **SCORE BY EVENT** (at the top of the list). For EVENT LIST select your CHAMPIONSHIP event list. Choose the teams in the meet. **NOTE: if you are importing electronic entries for the meet, only select your team. Any team that you import will automatically be added to the meet.** Click on CHANGE to look at the meet configuration. You will see a screen similar to the following:

The screenshot shows the 'MEET CONFIGURATION FOR CHAMPIONSHIP MEET' dialog box. It is organized into four main sections:

- SCORING OPTIONS:** Includes 'SCORING' (radio buttons for ON LINE and OFF LINE), 'PRINT PLACES' (radio buttons for FIRST TO LAST and LAST TO FIRST), and 'NUMBER OF COPIES' (input field with value 1).
- SCOREBOARD OPTIONS:** Includes 'SHOW TEAM SCORES ON BOARD' (radio buttons for ALWAYS, NEVER, ASK), 'SHOW PLACES' (radio buttons for FIRST TO LAST, LAST TO FIRST), and 'ALT. NAMES/TIMES AFTER HEATS' (radio buttons for YES, NO).
- PRINTING OPTIONS:** Includes 'PRINT TEAM SCORES' (radio buttons for ALWAYS, NEVER, ASK), 'PRINT RESULTS' (radio buttons for FIRST TO LAST, LAST TO FIRST), 'NUMBER OF COPIES' (input field with value 1), and 'NUMBER OF LABELS TO PRINT FOR:' (input fields for INDIVIDUAL RIBBONS and RELAY RIBBONS, both with value 0). It also includes 'PRINT RIBBON LABELS BY' (radio buttons for FINISH PLACE, SCORE PLACE).
- MISC. OPTIONS:** Includes 'OPERATOR ARMS TIMING (F3)' (radio buttons for YES, NO), 'COED MEET' (radio buttons for YES, NO), 'TOTAL TEAM SCORES' (radio buttons for YES, NO), 'SHOW PRELIM/FINAL RESULTS' (radio buttons for YES, NO), and 'PRINT FINALS PROGRAM' (radio buttons for YES, NO).

At the bottom of the dialog are three buttons: 'ACCEPT', 'SET AS DEFAULT', and 'CANCEL'.

Check the [configuration](#) to make sure it is set as you want it. Under MISC OPTIONS, SHOW PRELIM/FINAL RESULTS will allow you to show on the scoreboard the swimmers that qualified for finals after each prelim event and will show the final information (place and time) after each final event. PRINT FINALS PROGRAM will print the page for the Finals program after each prelim event.

## Seeding a Championship Meet

A championship meet is seeded like any other. Select MEETS and SEED A MEET. Set the [seeding preferences](#) accordingly. The SEED METHOD should be set to **CIRCLE SEEDING**. This will seed the prelim events as CIRCLE SEEDED. The Final events will be then seeded with the bottom 6 (or 8) swimmers in the first heat and the top 6 (or 8) swimmers in the second heat.

Select ENTER/EDIT seed. When you are in the SEED INFO screen click on the PRELIMS button under SHOW EVENT. This will show you only the prelim events (which are the only events that you need to seed). [Enter the seed information](#) into the prelim events and then [seed the events](#).

When you are seeding the events, click the PRELIMS button under SHOW ROUNDS so that you are seeding only the PRELIM events, as finals are seeded when prelims are "scored". Check the seeded events to make sure that you have seeded the correct number of heats for each event and that the swimmers have been seeded correctly.

If you have already seeded the events and you want to enter or change swimmer names in relays, it is easiest to do in OFFLINE SCORING. Select MEETS->OFFLINE and select the PRELIM event. Click on the relay and [edit the relay](#). Once the names have been entered into the relay they will print on the reports. If you do this through ENTER/EDIT SEED DATA, you will need to re-seed the events for the names in the relays to show up in the reports.

## Printing the Prelims Program

To print the program for Prelims, go to REPORTS and select MEET PROGRAM. Select PRELIM for the round. Select the meet and the options that you want and then click PRINT. See [Timing Report Examples](#) for an example of the prelim results and a meet program page.

## Running Prelim Heats

A championship meet is timed like any other. Go to MEETS and [TIMING MODE](#), select the meet and select the first heat. To ensure that you are running the right round (Prelims, Semis or Finals), click on the

appropriate ROUND button to display the events for that round only. Time the events as you normally would.

Once all of the heats for an event have been completed, the qualifiers for finals will be displayed on the scoreboard after each event is completed if you have it selected in [MEET CONFIGURATION](#). The bottom 6 (or 8) will be displayed first. When you are ready to display the top 6 (or 8), click OK or press any key. Click OK or press any key to move on to timing the next event.

On the [EVENT RESULTS](#) printout you may see a swimmer with a status of **NOA**. This indicates that the swimmer was not marked as exhibition, but was also not allowed to advance into finals. This will occur if only 4 swimmers on a team can advance into finals, and the fifth swimmer on that team was fast enough to qualify also. Since there are already 4 swimmers from the team in finals, the fifth swimmer can not advance, and will be marked as an NOA.

Swimmers that were entered as EX are typically not allowed to advance into finals either. The exception for this is relays. If a league of 6 teams enters 2 relays per team, an A and B with the B being marked as EX, and 12 relays can move into finals, all of the relays will be placed into the finals event, whether or not they are marked as EX. The relays will be seeded into consolations and championship heats based on time, and may need to be [moved into their correct heats](#) before printing the finals program.

## Running Preliminary Diving

To run just the preliminary rounds of diving, set the NO.DIVES to 8. This will run the first 8 dives, leaving the last 3 to be run in finals.

Under the NO. DIVERS, NO. DIVES and NO. JUDGES you will see a spinner at the bottom of the screen that looks like the following:

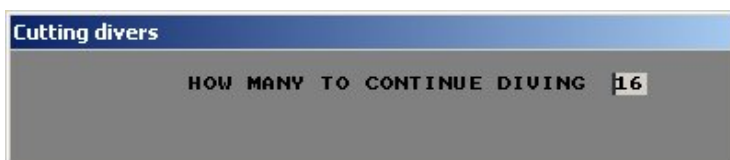


Enter the round number after which you will cut divers (typically round 5 or 8). If you are not going to cut any divers, leave the round number at 0.

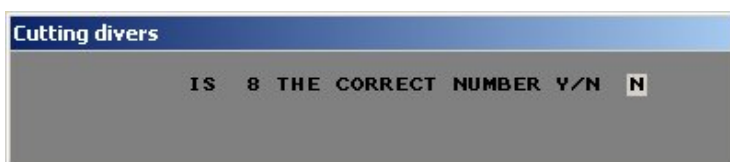
Run diving as usual. Once you have completed the cut round, you will see the following message:



Type "Y" to cut the number of divers. You will then see:



Enter the number of divers that you are cutting to. You will then see:



If this is the correct number of divers to continue diving, type "Y". If not, type "N" and enter the correct number. You will then see:



If this is correct, type "Y", if not type "N".

You will then be returned to the diving screen. The divers who have been cut will have their status changed to OFF. They are still in the list but they will be skipped by the software. Two divers will be listed as ALT. These are the alternates for the Finals event. Before running Diving Finals, you will need to change their status to OFF if they are not diving, or OK if they are.

## Making Corrections and Seeding Finals Events

Any corrections to times or status (EX, DQ, etc.) should be made in [Off Line Scoring](#). Be sure to select the PRELIM event to make the changes. Once the time or status has been corrected, click the SCORE button to reseed the information into the finals events. **WARNING: DO**

**NOT use the SCORE ALL check box when scoring the events in prelims. Score each event individually.**

To change the lanes that swimmers or relays are seeded in, go to MEETS->SEEDING->SEED THE MEET and select the FINALS event. [Drag and drop](#) the relays or swimmers into the correct heats and lanes. DO NOT RESEED THE EVENT! Once the relays or swimmers have been moved, they will display correctly on all reports and in timing.

To change or enter relay names for the finals events, select MEETS->OFFLINE. Select the FINALS event and click on the relay and enter the names in the [RELAY screen](#).

After these changes have been made, it is a good idea to reprint the finals program.

## **Printing the Finals Program**

If you selected "PRINT FINALS PAGE" in Meet Setup, the program page for the finals events will print at the conclusion of each prelim event. To print a program for the finals events, select REPORTS->MEET PROGRAM. Select the report type CHAMPIONSHIP, round FINAL, and make sure that PRINT HEAT/LANE DESIGNATIONS is checked. The Championship style report will print just like a SINGLE COLUMN format, but will also show the first and second alternates underneath each event.

## **Timing the Finals Events**

A championship meet is timed like any other. Go to MEETS and [TIMING MODE](#), select the meet and select the first heat. To ensure that you are running the right round (Prelims, Semis or Finals), click on the FINALS ROUND button to display the events for the finals round only. Time the events as you normally would.

## **Running Diving Finals Events**

When you enter the Finals round of diving, the number of dives needs to be set to **11**, and the last round will be 8. Do not change the number of dives. The finals round of diving begins on dive number 9 and ends on dive number 11. Check to make sure that the number of judges is correct. Also check to make sure that and diver with the status ALT has

been changed to OFF. If a diver is listed as ALT, they will not be skipped in the rotation for diving.

Once you are sure everything is correct, you can run diving as you normally would.

## Awards

Awards can be displayed at any time during the meet, and for any event. Typically there are two ways to do awards during a meet: run the Consolation heat, run the Championship heat, and then present awards for that event at it's conclusion, or run Consolation heat, Championship heat, Consolation heat of the next event and then present the awards for the previous event.

To display awards information (time, place, name, team and coach), click on the AWARDS button on the [timing screen](#). No matter which event you are on, you will then see a screen similar to the following:

Event_no	Round	Eventtitle
1	F	BOYS 200 MEDLEY RELAY
2	F	BOYS 200 FREESTYLE
3	F	BOYS 200 IM
4	F	BOYS 50 FREESTYLE
5	F	BOYS 1 METER DIVING
6	F	BOYS 100 BUTTERFLY
7	F	BOYS 100 FREESTYLE
8	F	BOYS 500 FREESTYLE
9	F	BOYS 200 FREESTYLE RELAY
10	F	BOYS 100 BACKSTROKE
11	F	BOYS 100 BREASTSTROKE
12	F	BOYS 400 FREESTYLE RELAY

Pl	St	Team	Name
6	OK	OHHS	OHHS - A
5	OK	TKH	TKH - B
4	OK	WC	WC - A
3	OK	AHS	AHS - A
2	OK	WAY	WAY - A
1	OK	TKH	TKH - A

Show Exhibition

Exit

Select the event for which you want to present awards from by clicking it on the left-hand list. To display the awards on the scoreboard, click on

the place you want to display in the right-hand list. You can only display one place at a time. For relays, the team code, place, time and swimmer's names will be displayed. For individual events, the swimmers team, name, place, time and coach's name will be displayed. When you are finished displaying the award information, click EXIT to return to the timing screen.

## **Printing Reports**

You can print reports by going to REPORTS and selecting the type of report you want to print. See [REPORTS](#) for examples of the report options.



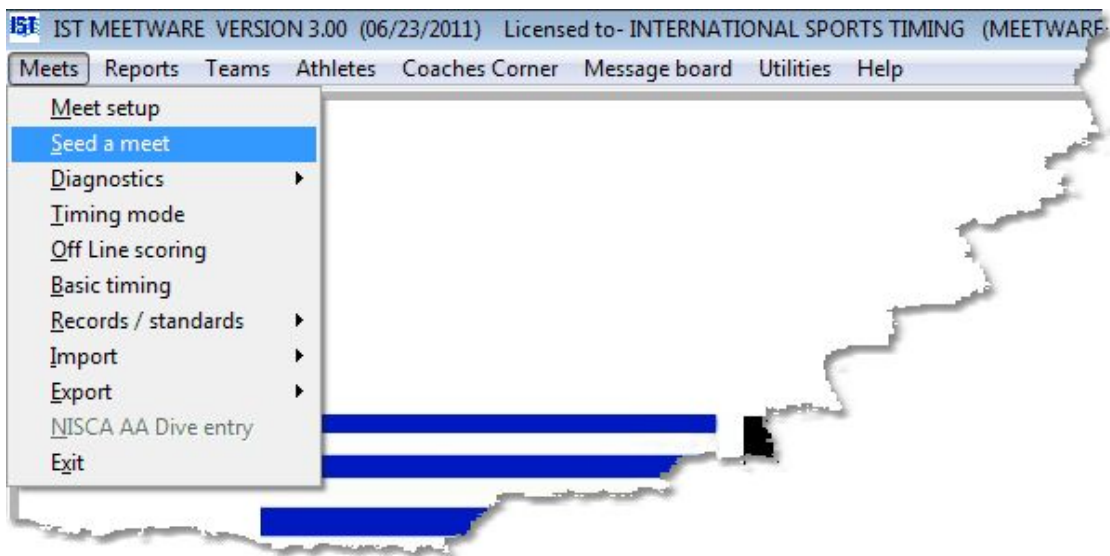
# SEED PREFERENCES

[Top](#) [Previous](#) [Next](#)

## Seeding Preferences

Seeding allows you to enter athletes into events and then automatically places them in the correct lanes based on the information given for each athlete and event. Before you begin seeding you must have [set up a meet](#) and [selected the teams](#) for that meet. It is also a good idea to have the [rosters](#) entered for each of the teams, but it is not necessary as you can add names to the roster in [Enter/Edit Seed Information](#).

To get to seeding, select SEED A MEET from the MEETS menu:



You will then see a screen similar to the following:

\*\*\*\*Click on an item to be taken to it's description \*\*\*\*



This is the main seed preferences screen, which allows you to enter the parameters for seeding the meet.

Select the meet that you want to seed from the [drop down list](#). Then check the parameters for the meet.

### Maximum # of:

**Individual entries per team per event** tells the computer how many swimmers (including [exhibition](#) swimmers) can be entered by each team (up to 99).

**Relay entries per team per event** tells the computer how many relay teams (including [exhibition](#) relays) can be entered by each team (up to 99)

**Scoring swimmers per team per event** tells the computer how many swimmers from each team are *allowed to score* in an individual event. Any swimmer beyond that number will be considered [exhibition](#). If only a certain number of a school's relays can score points, that must be set in the [point system](#).

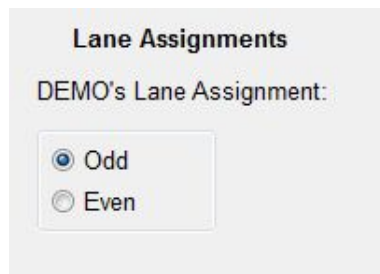
**Order of Heats** tells the computer whether you want the fastest swimmers to be in the first heat (fast to slow) or the fastest swimmers in the last heat (slow to fast).

**Use NFHS Entry Rule** checks entries against the NFHS rules and will warn you if an athlete is entered in to many events (Seeding by Event only).

**NOTE:** The next three items (Lane Assignments, Entry Type and Seed Method) must have something selected before you can move on.

## Lane Assignments

**[Team Code]'s Lane Assignment** - tells the computer which teams get which lanes. For dual meets that have 2 teams the choice for the listed team is odd or even. The first team listed alphabetically is the team that gets the lane assignment.



The screenshot shows a form titled "Lane Assignments". Below the title, it says "DEMO's Lane Assignment:". There are two radio button options: "Odd" (which is selected) and "Even".

If there are more than 2 teams entered in the meet and it is being scored as a [multiple dual](#) or a [triangle meet](#), the LANE ASSIGNMENT portion of the screen will be similar to the following:

**Lane Assignments**

CENT - 0, 0  
 DEMO - 0, 0  
 OHHS - 0, 0

Seed from lane  to

**NOTE:** These lane assignments will only show up if there are enough lanes for all the teams to fill the heats evenly (i.e. 3 teams, 2 swimmers each in a 6 lane pool). Otherwise, you will need to either seed the meet like a [timed finals](#) meet or [randomly](#).

To assign the lanes for each of the teams, click on ASSIGN LANES. You will then see a screen similar to the following:

**IST** Assign Lanes

Enter lane numbers for teams in meet...

Teamcode	Fast	Slow	
CENT			
DEMO			
OHHS			

Enter the lane assignments for the teams into the correct columns. Example: Team A Fast=4, Slow=1; Team B Fast=2 Slow=5; Team C Fast=3 Slow=6. When you have finished click OK. The team lane assignments will now show in the list box.

**Seed from lane** tells the computer which lane numbers you will be using to seed from. Enter the lane numbers into the text boxes. Example: In a 8 lane pool running 6 lanes you might want to seed FROM 2 TO 7.

**Entry Type** determines what kind of information will be used to determine where each swimmer should be placed when seeded.

**Position** seeds the swimmers by position number. Fastest swimmers are assigned a 1, next fastest a 2, etc.

**Times/Points** seeds the swimmers by their seed time or points (for divers) that are entered.

**Random (No Data)** does not use any information about the swimmers and seeds them randomly or based on their team's lane assignments only.

**Seed Method** determines what pattern the swimmers will be seeded in and determines which lanes they will be placed in, and also helps determine how scoring will be done. The seeding is based on the NFHS rules for seeding events.

**Dual meet** seeds swimmers based on their team lane assignments (odd or even) with the fastest swimmers in the middle two lanes and the slowest swimmers in the outermost lanes.

**Multiple Dual** seeds swimmers based on their [lane assignments](#), fastest swimmers in the fast lane and slowest swimmers in the slow lane.

**Triangle** seeds the same as Multiple Dual.

**Timed Finals** swimmers are placed into heats based on seed times or positions. Slow heats are swum first and the heats get progressively faster.

**Circle Seeding** swimmers are ranked by seed times. They are then seeded into 3 heats, the fastest swimmer in heat 1 in the middle lane, next fastest in heat 2 middle lane, next fastest in heat 3 middle lane, next fastest in heat 1, etc. Once the top 3 heats are filled, the rest of the swimmers are entered into heats with

swimmers of similar times. This is typical for Prelim/Championship meets.

**OHHS Invitational** is swum with 6 teams. Each team enters 3 swimmers, the slowest swimmer from each team swims heat 1, next fastest swims heat 2, every team's fastest swimmer swims heat 3. Each heat is seeded like a timed final. Swimmers in each heat are awarded points as if they were swimming in a dual meet. Medals are awarded to the top 6 times in the event, regardless of heat placement.

**Trevian Relays** seeds like a Timed Finals

**Round Robin** Each team is assigned a lane at the beginning of the meet. Each progressive event they move over one lane from where that team swam during the previous event. Example: Team A swims event 1 in lane 2, event 2 in lane 3, event 3 in lane 4 and so on.

**Random** Swimmers are assigned lanes without regard to team or speed.

When you have finished setting the seed preferences you can enter or edit seed information or begin seeding the meet. **NOTE: You must have seed information entered to seed a meet.**

**Enter/Edit By Event** allows you to enter swimmers into events by selecting the event and then assigning the swimmers to that event. Click on [ENTER/EDIT BY EVENT](#).

**Enter/Edit By Name** allows you to enter swimmers into events and relays by selecting the swimmer and then assigning their event. Click on [ENTER/EDIT BY NAME](#).

**Seed the Meet** allows you to seed the data that you have entered, automatically creating heats based on the number of swimmers entered. Click on [SEED THE MEET](#)

## **Exit Seed Preferences**

When you are finished, click EXIT to return to the main menu.

# NAVIGATING SEEDING BY EVENT

[Top](#) [Previous](#) [Next](#)

## Navigating Seeding by Event

The seeding screen for SEED BY EVENT looks like this:

\*\*\*Click on an item on the graphic to link to it's description\*\*\*

IST MEETWARE VERSION 3.00 (06/23/2011) Licensed to: INTERNATIONAL SPORTS TIMING (MEETWARE3)

Meets Reports Teams Athletes Coaches Corner Message board Utilities Help

### Seed By Event

Select Team

Team Code	Team Name
DEMO	DEMO TEAM

Show Rounds

Prelims  
 Semis  
 Finals  
 All

Show Athletes

All  
 Eligible

Edit Preferences  
Enter/Edit by NAME  
Seed Events  
Exit

Select Event #

Select Athlete  New Athlete No Name

Event #	Event	Round	# Entries
1	BOYS 200 MEDLEY RELAY	F	0
2	BOYS 200 FREESTYLE	F	0
3	BOYS 200 IM	F	0
4	BOYS 50 FREESTYLE	F	0
5	BOYS 1 METER DIVING	F	0
6	BOYS 100 BUTTERFLY	F	0
7	BOYS 100 FREESTYLE	F	0
8	BOYS 500 FREESTYLE	F	0

Last Name	First Name	Sex	Class	Age
NAME	NO	F	12	

Seed Data

Event	Team Code	Swimmer	Position	Relay ID	Status

Select Seed View

All Teams  
 Selected Team

Fix Positions

Double-Click on the TEAM CODE to delete a relay or swimmer

**TEAM** grid allows you to select which team to enter or edit seed information for.

**SHOW ROUNDS** allows you to select which rounds of the events will show up in the EVENT grid. If you are seeding a Prelim/Finals meet, you may want to select only the Prelim events (as finals will be seeded from the prelims). If you are running a dual meet (which does not have rounds) you can select either FINALS or ALL.

**SHOW ATHLETES** allows you to select which athletes will be displayed in the ROSTER grid. If you have both boys and girls on your team, selecting ELIGIBLE will show only the girls for girl's events, and only the boys for boy's events, for example.

**EDIT PREFERENCES** will take you back to the [preferences screen](#) where you set up seeding preferences.

**ENTER/EDIT BY NAME** will take you to the [Enter/Edit by Name](#) screen that will allow you to select the swimmer and assign events, instead of selecting the event and assigning a swimmer.

**SEED EVENTS** will take you to the [seeding screen](#) and allow you to seed the events that you have entered information for.

**EXIT** will take you back to the MAIN menu.

**SELECT EVENT #** typing an event number into the text box will narrow down the list of events to the number that you entered. Example: typing in "1" will show only events 1,10,11,12, etc.

**EVENT GRID** This grid shows the event list, with the event number, event name, event round and number of entries currently in the event. In order to change an event you have to [edit the event list](#).

**SELECT ATHLETE** allows you to select the athlete in the ROSTER grid. Type in the first few characters of the athletes first or last name, depending on how the roster is sorted. The list will be narrowed down and you can select the athlete by either clicking on their name in the grid or pressing <ENTER> if they are the first or only name in the grid.

**ADD ATHLETE** allows you to [add an athlete](#) to the roster if they are not already in the list.

**NO NAME** allows you to add an athlete to an event [without adding a name](#). The position will be seeded and a blank will be put in place of the swimmers name. This can be done for one swimmer or all of the swimmers in an event for that team.

**ROSTER GRID** Lists the roster of the selected team. You can change how the roster is sorted by clicking on the headings of the grid. To order the swimmers by grade, click on the GRADE heading, etc. To

enter a swimmer into an event, double click on their name. To edit the swimmers information (i.e. change the spelling of the name) right click on the swimmers name. This will take you to the [roster](#) screen where you can edit the swimmers information and then return to the seed screen.

**ADD NEW RELAY** If you have selected a relay event, this button will appear instead of the ROSTER grid. Clicking on it will take you to the [add/edit relay screen](#).

**SEED DATA GRID** shows which swimmers are entered in the selected event, along with their position or time, relay id and status (OK, EX, etc.) To [delete a swimmer](#) from the event, double click on the event number or team code for the swimmer. To [replace the swimmer](#) with a different one, click on the swimmers name, then double click on the new swimmer in the ROSTER grid. To [change the position or time](#) for an athlete, highlight the position or time and type in the new position or time. NOTE: When entering a time, there is no need to type in the punctuation. For example, a time of 1:23.45 is entered as '12345' <ENTER>. To [change the status](#), click the down arrow to the right of the status and select the new status from the list. To [edit a relay](#), click on the name of the relay.

**SELECT SEED VIEW** allows you to select which information is displayed in the SEED DATA grid. Clicking ALL TEAMS will show the entries for all the teams in that event. Clicking SELECTED TEAM will show the entries for the team that is highlighted in the TEAM grid.

**FIX POSITIONS** Allows you to re-order or fix position numbers if they become out of sequence. The swimmers will stay in the same order, but any skipped position numbers will be made sequential (eg. 1,2,4 will become 1,2,3).

## **ADD/EDIT RELAY SCREEN**

When you click on the ADD NEW RELAY button or click on a relay in the SEED DATA grid you will see a screen similar to the following:

\*\*\*Click on an item on the graphic to link to it's description\*\*\*





will be competing in the relay, the last four are alternates in case a swimmer has to scratch from a relay. To [change a swimmers position](#) in the relay, click on the box to the left of their name and drag it to the position you want them in. To [replace a swimmer](#), click on their name then double click on the swimmer you want to put in their place on the ROSTER grid. To remove a swimmer, click on their name in the relay and then click the NO NAME button to put a blank in.

**ROSTER GRID** lists the roster of the selected team. To enter a swimmer into the relay, double click on their name. To edit the swimmers information (i.e. change the spelling of the name) right click on the swimmers name. This will take you to the [roster](#) screen where you can edit the swimmers information and then return to the seed screen.

**SEED TIME** Allows you to enter the seed time for that relay. This can also be done on the [BY EVENT screen](#).

**ACCEPT BUTTON** saves your changes and allows you to either enter another relay or return to the ENTER/EDIT SEED INFO screen.

**CANCEL BUTTON** returns you to the ENTER/EDIT SEED INFO screen without saving any of your changes.

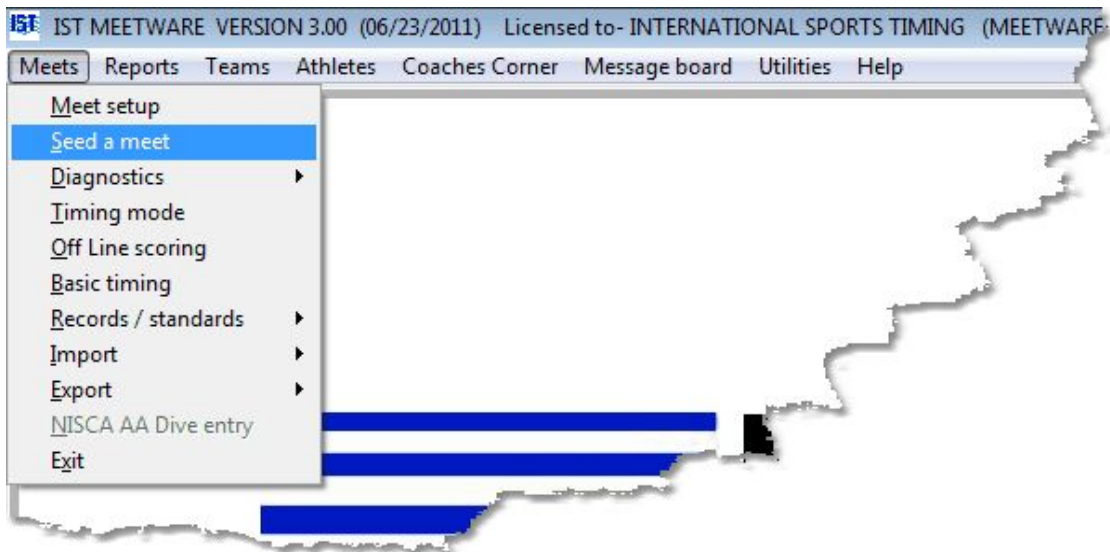
# ENTER/EDIT SEED INFORMATION BY EVENT

[Top](#) [Previous](#)  
[Next](#)

## Enter/Edit Seed Information By Event

Once you have [set up a meet](#) you can enter the seed information. Seed information tells the computer which swimmers are in each event from each team, and how fast those swimmers are. This information allows the computer to assign the swimmers into heats and lanes. Entering the information by event allows you to select the event and then select the swimmers or relays that you want entered in each event.

To enter seed information, select SEED A MEET from the MEETS menu

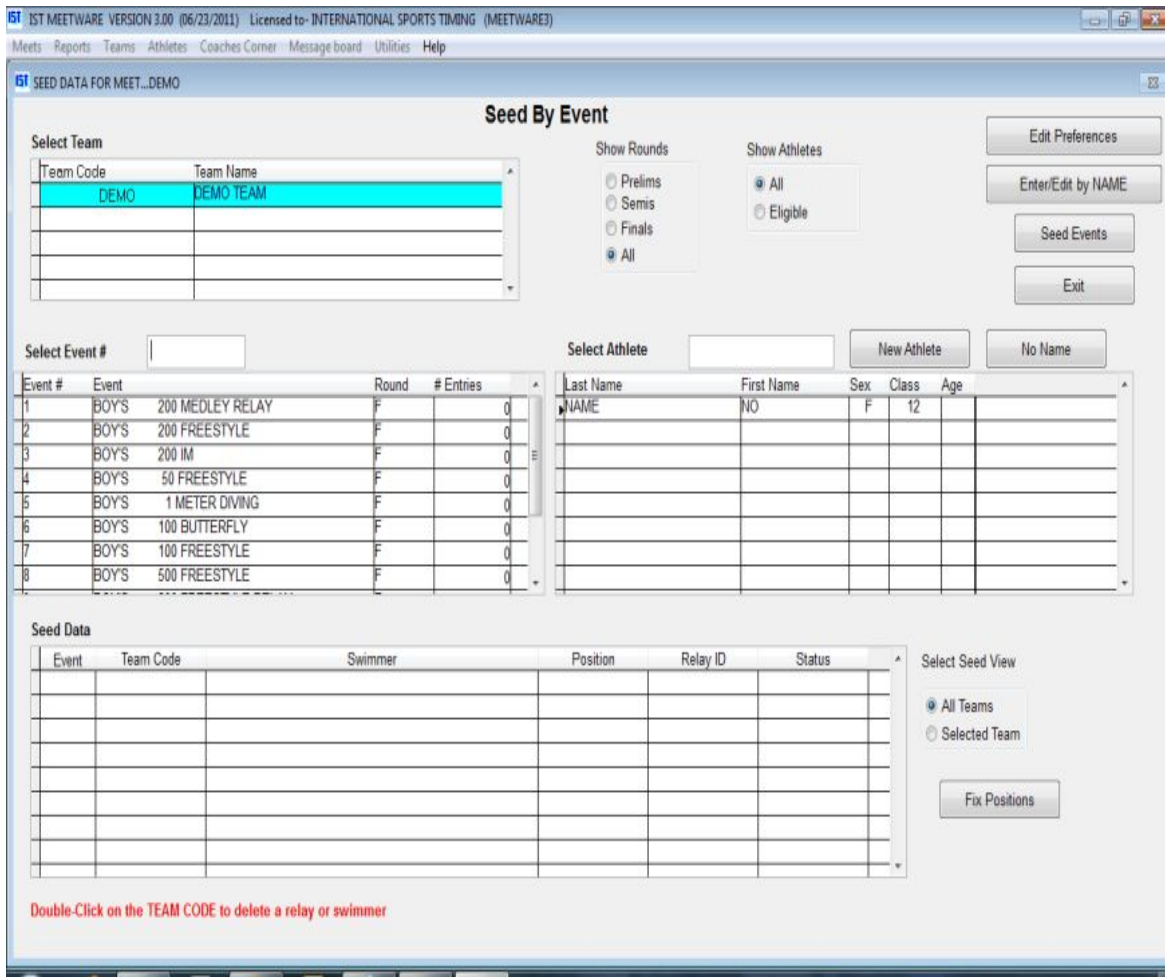


You will then see the following screen:

The screenshot shows the 'Seeding' application window with the following configuration options:

- Meet:** DEMO (selected in a drop-down menu)
- Maximum # of:**
  - Individual Entries Per Team Per Event: 3
  - Relay Entries Per Team Per Event: 3
  - Scoring swimmers per team per event: 3
- Order of Heats:**
  - Slow to Fast
  - Fast to Slow
  - Use NFHS entry rule
- Buttons (Right Column):**
  - Enter/Edit by EVENT
  - Enter/Edit by NAME
  - Seed the Meet
  - Exit
- Lane Assignments:**
  - DEMO's Lane Assignment:
    - Odd
    - Even
  - Seed from lane: 1 to 6
- Entry Type:**
  - Position
  - Times/Points
  - Random (no data)
- Seed Method:**
  - Dual Meet
  - Multiple Dual
  - Triangle
  - Timed Finals
  - Circle Seeding
  - OHHS Invitational
  - Trevaian Relays
  - Pentathlon
  - Round Robin
  - Random

Select the meet you want to seed from the [drop down list](#). Check to make sure that you have all of your [seeding parameters](#) set correctly for the meet, then click ENTER/EDIT SEED INFO. You will then see a screen similar to the following:



Once you have finished entering or editing seed data you can [seed the meet](#), go back and [edit the preferences](#) or return to the MAIN menu by clicking on the appropriate button.

## SEED BY EVENT

Seeding by event means that you will select each event in the event list and enter the swimmers into it. Begin by selecting the team from the SELECT TEAM grid. Whenever you have selected something in seed, it will be highlighted in blue. Next, select which rounds you want to enter seed data for (if you are using an event list that does not have rounds, select ALL). You can also select which athletes you want to be displayed in the roster grid. ALL will show all athletes, ELIGIBLE will show only those athletes that are eligible for the selected event (only boys for a boys 50 free for example).

Once you have selected the team, select the event that you want to enter swimmers into. You can do this by either clicking on the event in the EVENT grid or typing the event number into the SELECT EVENT # text box, which will narrow the list down to that event number, which you can then click to select.

## Entering swimmers into an individual event

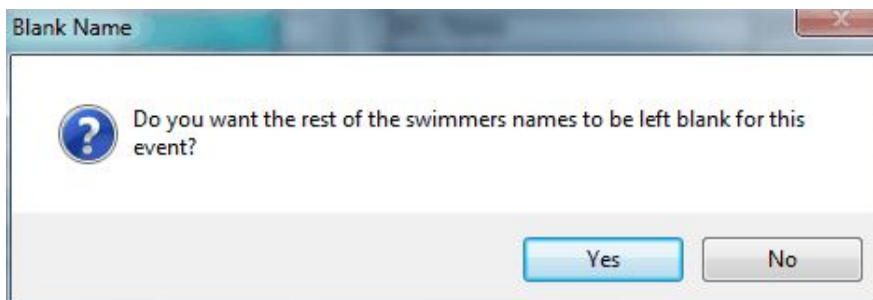
**Note:** If you have USE NFHS ENTRY checked on the Seed Preferences screen, MEETWARE 3 will check for seed entry errors. It will not allow a swimmer to be entered into more than 3 relays and 1 individual event or 2 relays and 2 individual events. If the swimmer is entered in more than this, you will receive an error message listing the events they are currently entered in and you will not be able to add them until you have removed them from one of the existing events.

To enter a swimmer into the selected event, double-click on their name in the roster grid or type the first characters of their last name into the SELECT ATHLETE text box, which will narrow the list down to that swimmer and you can either double-click on them or press <ENTER> to enter them into the event.

If you are entering [home team](#) swimmers into a meet that is seeded by [TIMES/POINTS](#) you will see an additional column on the right side of the roster. This column contains the swimmer's best time for the selected event from the current season. When you select the swimmer, that time is entered into the TIME field as their seed time. You can then edit the seed time as necessary. Swimmers who have not swum that event during the current season will have a "NO TIME" listed and will have "NT" entered as their seed time. You can sort the swimmers in the roster by this best time (descending order) by clicking on the BEST TIME header on the Roster grid.

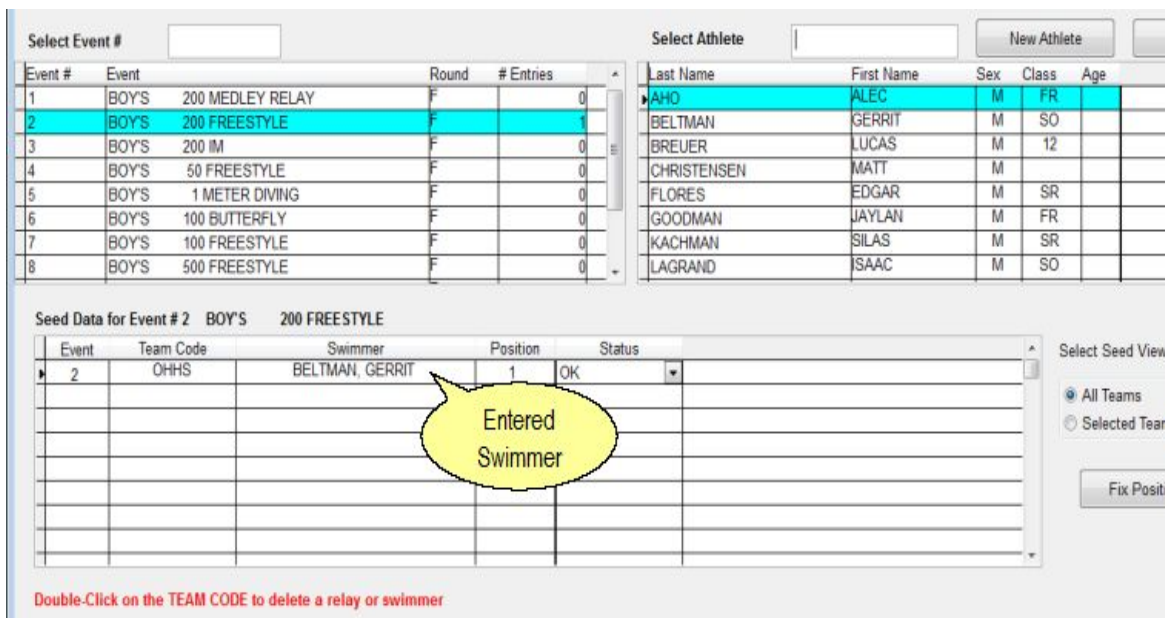
If the swimmer that you want to enter is not on the roster, click ADD ATHLETE. This will take you to the [ATHLETE ADMINISTRATOR](#) screen. Fill in the swimmer's name and gender (required) and grade (optional). Then click RETURN to return to the ENTER/EDIT SEED INFO screen. You can then double-click on that swimmer to enter them into the event.

If you have not been given a name, but there is a swimmer that will be swimming in the event you can enter them without a name. Click the NO NAME button to the right of the SELECT ATHLETE box. You will then see the following:



To fill the event with swimmers without names, click YES. To put only one swimmer into the event without a name, click NO. **NOTE: if you are planning on [exporting the meet](#) you will need a name for every swimmer. Select the NAME,NO athlete that is automatically entered into the roster when you set up a team, instead of clicking the NO NAME button.**

Once a swimmer has been entered into an event, their name will appear in the SEED DATA grid, along with the event number and their team code. Which will look similar to the following:



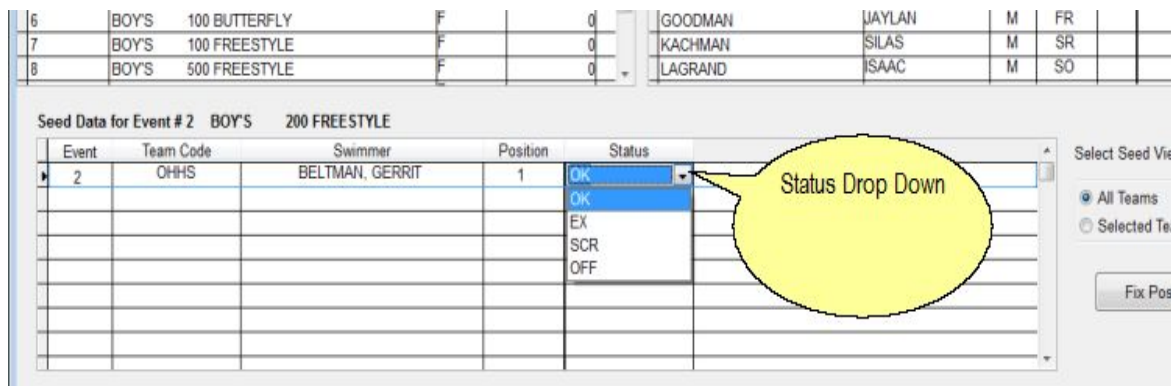
If you are entering athletes using positions, the position will be automatically entered. You can change the position by highlighting the



position number and typing in the correct position.

If you are entering athletes by seed time, you can now enter either seed time into the TIME column. If the swimmer had a time recorded for that stroke and distance in the system, their time will be listed in the BEST TIME column and will be automatically entered in the TIME column when they are selected. Press <ENTER> to accept that time or edit the time as necessary. **NOTE: When entering seed times it is not necessary to type in the punctuation. A time of 1:23.45 would be entered as'12345' and the system will put in the punctuation for you.** If you have entered the wrong swimmer you can [delete that swimmer](#) or [replace the swimmer](#)

If the swimmer is an exhibition swimmer, you can now set their STATUS to reflect that. To change the status, click on the drop down list for that swimmer and select the correct status.



When you have entered the maximum number of swimmers into an event, the next event will automatically be selected. If you do not fill the event, click on the next event in the Event Grid to enter swimmers into it.

## Entering a Relay

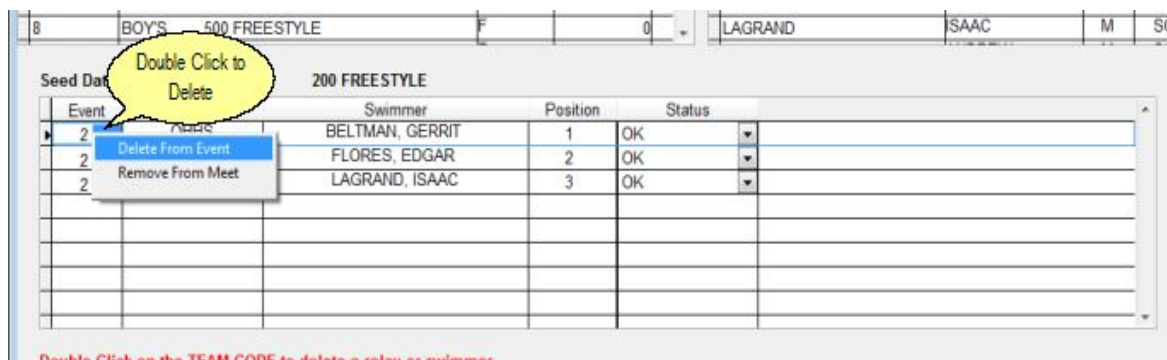
Relays are entered by clicking on a relay event in the EVENT grid and clicking the [ADD RELAY](#) button.

## Editing Swimmers in an Individual Event

Select the event that you want to edit from the EVENT grid.



**Delete a Swimmer** To delete a swimmer, double-click on their EVENT or TEAM CODE. You will then see the following:



To delete that swimmer from this particular event, click DELETE FROM EVENT. To remove the swimmer from every event they have been entered in for the meet (including relays) click REMOVE FROM MEET. You will be asked to confirm that you want to remove the swimmer from every event in the meet. **NOTE: Once the swimmer has been removed from the meet you must go back and enter them again.** Don't forget to [edit the relays](#) that the swimmer was in once you have removed them.

**Change a swimmers position or seed time** To change a swimmers position or seed time, highlight the current position or seed time and enter the new position or seed time. **NOTE: When entering seed times it is not necessary to type in the punctuation. A time of 1:23.45 would be entered as '12345' and the system will put in the punctuation for you.**

**Fix Position Numbers** If you have changed positions numbers or deleted swimmers and the remaining swimmers position numbers are out of sequence, you can fix the position numbers by clicking the FIX POSITIONS button to the right of the seed data grid.

**Replace a swimmer** To replace a swimmer with another swimmer, click on the swimmer in the SEED DATA grid. The swimmer information will be highlighted in **yellow**. Next, double click on the swimmer in the ROSTER grid that you want to replace the selected swimmer. The original swimmer will then be replaced with the new swimmer, but the position or seed time will remain the same.

**Change the status** To change the status of a swimmer, click on the [drop-down list](#) underneath status for that swimmer and select the correct status.

## Editing a Relay

To see which swimmers are entered into a relay, right click on the relay name. You will then see a blue box similar to the following:



Click on the box to close it.

You can [edit a relay](#) by clicking on the relay in the SEED DATA grid.

## Seeding Data Into a Meet

When you have finished entering the data, you can view the same data in a different format in [ENTER/EDIT BY NAME](#), or you can [SEED THE MEET](#) or go back and [EDIT PREFERENCES](#).

## Exiting

To save your work and return to the MAIN menu, click EXIT.

# Navigating Seed By Name

[Top](#) [Previous](#) [Next](#)

## Navigating Seed By Name

The seeding screen for SEED BY NAME looks like this:

\*\*\*\* Click on an item on the image to be taken to it's description \*\*\*\*

**TEAM** grid allows you to select which team to enter or edit seed information for.

**SHOW ROUNDS** allows you to select which rounds of the events will show up in the EVENT grid. If you are seeding a Prelim/Finals meet, you may want to select only the Prelim events (as finals will be seeded from the prelims). If you are running a dual meet (which does not have rounds) you can select either FINALS or ALL.

**SHOW EVENTS** allows you to select which events will be displayed in the EVENT grid. If you have both boys and girls on your team,

selecting ELIGIBLE will show only the girl's events for a girl, and only the boy's events for a boy, for example.

**EDIT PREFERENCES** will take you back to the [preferences screen](#) where you set up seeding preferences.

**ENTER/EDIT BY EVENT** will take you to the [Enter/Edit by Event](#) screen that will allow you to select the swimmer and assign events, instead of selecting the event and assigning a swimmer. This is where you will need to edit relays.

**SEED EVENTS** will take you to the [seeding screen](#) and allow you to seed the events that you have entered information for.

**EXIT** will take you back to the MAIN menu.

**SELECT ATHLETE** allows you to select the athlete in the ROSTER grid. Type in the first few characters of the athletes first or last name, depending on how the roster is sorted. The list will be narrowed down and you can select the athlete by either clicking on their name in the grid or pressing <ENTER> if they are the first or only name in the grid.

**ADD ATHLETE** allows you to [add an athlete](#) to the roster if they are not already in the list.

**ROSTER GRID** Lists the roster of the selected team. You can change how the roster is sorted by clicking on the headings of the grid. To order the swimmers by grade, click on the GRADE heading, etc. To enter a swimmer into an event, double click on their name. To edit the swimmers information (i.e. change the spelling of the name) right click on the swimmers name. This will take you to the [roster](#) screen where you can edit the swimmers information and then return to the seed screen.

**SELECT EVENT #** typing an event number into the text box will narrow down the list of events to the number that you entered. Example: typing in "1" will show only events 1,10,11,12, etc.

**SHOW INDIVID. EVENTS ONLY** if this is checked, no relay events will be displayed in the event grid.



**RELAY ID** is the character identifier for the different relays (A, B, C, etc.). This also becomes part of the relay name in the SEED DATA grid.

**SELECT ATHLETE** allows you to select the athlete in the ROSTER grid. Type in the first few characters of the athletes last name. The list will be narrowed down and you can select the athlete by either clicking on their name in the ROSTER grid or pressing <ENTER> if they are the first or only name in the grid.

**ADD ATHLETE** allows you to [add an athlete](#) to the roster if they are not already in the list.

**NO NAME** allows you to add an athlete to the relay [without adding a name](#). The position will be seeded and a blank will be put in place of the swimmers name. This can be done for one swimmer or all of the swimmers in a relay. If you plan on exporting the meet, you should not use the NO NAME button. Instead, enter a swimmer with the name "No Name".

**RELAY GRID** shows the swimmers that are entered in the relay and the order they are entered. The first four swimmers are the ones that will be competing in the relay, the last four are alternates in case a swimmer has to scratch from a relay. To [change a swimmers position](#) in the relay, click on the box to the left of their name and drag it to the position you want them in. To [replace a swimmer](#), click on their name then double click on the swimmer you want to put in their place on the ROSTER grid. To remove a swimmer, click on their name in the relay and then click the NO NAME button to put a blank in.

**ROSTER GRID** lists the roster of the selected team. To enter a swimmer into the relay, double click on their name. To edit the swimmers information (i.e. change the spelling of the name) right click on the swimmers name. This will take you to the [roster](#) screen where you can edit the swimmers information and then return to the seed screen.

**SEED TIME** Allows you to enter the seed time for that relay. This can also be done on the [BY EVENT screen](#).

**ACCEPT BUTTON** saves your changes and allows you to either enter another relay or return to the ENTER/EDIT SEED INFO screen.

**CANCEL BUTTON** returns you to the ENTER/EDIT SEED INFO screen without saving any of your changes.

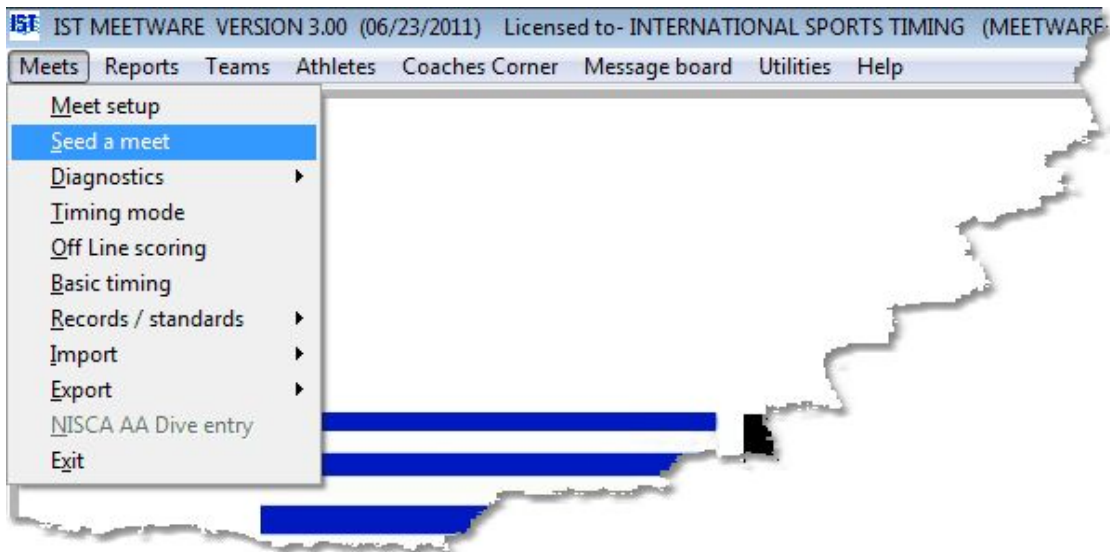
# ENTER/EDIT SEED INFORMATION BY NAME

[Top](#) [Previous](#)  
[Next](#)

## Enter/Edit Seed Information By Name

Once you have [set up a meet](#) you can enter the seed information. Seed information tells the computer which swimmers are in each event from each team, and how fast those swimmers are. This information allows the computer to assign the swimmers into heats and lanes. Entering the information by event allows you to select the event and then select the swimmers or relays that you want entered in each event.

To enter seed information, select SEED A MEET from the MEETS menu



You will then see the following screen:



Select the meet you want to seed from the [drop down list](#). Check to make sure that you have all of your [seeding parameters](#) set correctly for the meet, then click ENTER/EDIT BY NAME. You will then see a screen similar to the following:

SEED DATA FOR MEET...DUAL 3

### Seed By Name

**Select Team**

Team Code	Team Name
CRES	CRESTON/CENTRAL HIGH SCHOOL
OHHS	OTTAWA HILLS HIGH SCHOOL

Select Athlete:  Add Athlete

**Show Rounds**

Prelims  
 Semis  
 Finals  
 All

**Show Events**

All  
 Eligible

**Select Event #**   Show Individ. Events Only

Last Name	First Name	Sex	Gr.	# Indv	# Rel
AHO	ALEC	M	FR	0	0
BELTMAN	GERRIT	M	SO	0	0
BREUER	LUCAS	M	12	0	0
FLORES	EDGAR	M	SR	0	0
GOODMAN	JAYLAN	M	FR	0	0
KACHMAN	SILAS	M	SR	0	0
LAGRAND	ISAAC	M	SO	0	0
LOWE	ANDREW	M	SO	0	0
MARTINEZ	RAFAEL	M	SR	0	0
PAYNE	JEREMY	M	FR	0	0
SHERMAN	NATHAN	M	SO	0	0

Ev #	Event Name	Rnd	#Entr
1	BOYS 200 MEDLEY RELAY	F	0
2	BOYS 200 FREESTYLE	F	0
3	BOYS 200 M	F	0
4	BOYS 50 FREESTYLE	F	0
5	BOYS 1 METER DIVING	F	0
6	BOYS 100 BUTTERFLY	F	0
7	BOYS 100 FREESTYLE	F	0
8	BOYS 500 FREESTYLE	F	0
9	BOYS 200 FREESTYLE RELAY	F	0
10	BOYS 100 BACKSTROKE	F	0
11	BOYS 100 BREASTSTROKE	F	0

**Events For: JACK BAUER**

Event #	Rnd	Event	Position	Relay ID	Relay Leg	Status

Double Click Event Number to Remove it from List. Relays can not be deleted in Seed By Name.

Once you have finished entering or editing seed data you can [seed the meet](#), go back and [edit the preferences](#) or return to the MAIN menu by clicking on the appropriate button.

## Seed By Name

Seeding by name means that you will select each swimmer in the roster and enter the events that they will be in to their list. Begin by selecting the team from the SELECT TEAM grid. Whenever you have selected something in seed, it will be highlighted in blue. Next, select which rounds you want to enter seed data for (if you are using an event list that does not have rounds, select ALL). You can also select which athletes you want to be displayed in the roster grid. ALL will show all athletes, ELIGIBLE will show only those athletes that are eligible for the selected event (only boys events for a boy for example).

Once you have selected the team, select the swimmer for whom you want to add events. You can do this by either clicking on the swimmer in the ROSTER grid or typing the first couple letters of their last name

into the SELECT ATHLETE text box, which will narrow the list down to the correct swimmer, who you can then click to select.

## **Adding Individual Events to a Swimmer**

**Note:** If you have USE NFHS ENTRY checked on the Seed Preferences screen, MEETWARE 3 will check for seed entry errors. It will not allow a swimmer to be entered into more than 3 relays and 1 individual event or 2 relays and 2 individual events. If the swimmer is entered in more than this, you will receive an error message listing the events they are currently entered in and you will not be able to add them until you have removed them from one of the existing events.

To add an event to a swimmer, double-click on the event in the EVENT LIST grid or type the event number into the SELECT EVENT text box, which will narrow the list down to that event and you can either double-click on it or press <ENTER> to add it to the swimmer's list.

If the swimmer that you want to enter events for is not on the roster, click ADD ATHLETE. This will take you to the [ATHLETE ADMINISTRATOR](#) screen. Fill in the swimmer's name and gender (required) and grade (optional). Then click RETURN to return to the ENTER/EDIT SEED INFO screen. You can then select that swimmer and add their events.

Once an event has been added to the swimmer's list, the name will appear in the EVENTS FOR grid, along with the event number and their team code. Which will look similar to the following:

Select Athlete  Add Athlete

Select Event #   Show Individ. Ev

Last Name	First Name	Sex	Gr.	# Indx	# Rel
AHO	ALEC	M	FR	1	1
BELTMAN	GERRIT	M	SO	0	1
BREUER	LUCAS	M	12	0	1
FLORES	EDGAR	M	SR	0	1
GOODMAN	JAYLAN	M	FR	0	0
KACHMAN	SILAS	M	SR	0	0
LAGRAND	ISAAC	M	SO	0	0
LOWE	ANDREW	M	SO	0	0
MARTINEZ	RAFAEL	M	SR	0	0
PAYNE	JEREMY	M	FR	0	0
SHERMAN	NATHAN	M	SO	0	0

Ev #	Event Name
1	BOYS 200 MEDLEY RELAY
2	BOYS 200 FREESTYLE
3	BOYS 200 IM
4	BOYS 50 FREESTYLE
5	BOYS 1 METER DIVING
6	BOYS 100 BUTTERFLY
7	BOYS 100 FREESTYLE
8	BOYS 500 FREESTYLE
9	BOYS 200 FREESTYLE RELAY
10	BOYS 100 BACKSTROKE
11	BOYS 100 BREASTSTROKE

Events For: ALEC AHO

Event #	Rnd	Event	Position	Relay ID	Relay Leg	Status
1	F	BOYS 200 MEDLEY RELAY	1	A	1	OK
6	F	BOYS 100 BUTTERFLY	3			OK

Added Events

Double Click Event Number to Remove it from List. Relays can not be deleted in Seed By Name.

If you are entering athletes using positions, you must assign their position before you can do anything else. If that position has already been assigned to another swimmer, you will be warned. You can change the position by highlighting the position number and typing in the correct position.

If you are using seed times, you can now enter either seed time into the TIME column. **NOTE: When entering seed times it is not necessary to type in the punctuation. A time of 1:23.45 would be entered as '12345' and the system will put in the punctuation for you.** If you have entered the wrong event you can [delete that event](#) or [replace the event](#).

If the swimmer will be swimming exhibition, you can now set their STATUS to reflect that. To change the status, click on the drop down list for that event and select the correct status.

LAGRAND	ISAAC	M	SO	0	0
LOWE	ANDREW	M	SO	0	0
MARTINEZ	RAFAEL	M	SR	0	0
PAYNE	JEREMY	M	FR	0	0
SHERMAN	NATHAN	M	SO	0	0

7	BOYS 100 FREESTYLE
8	BOYS 500 FREESTYLE
9	BOYS 200 FREESTYLE RELAY
10	BOYS 100 BACKSTROKE
11	BOYS 100 BREASTSTROKE

Events For: JACK BAUER

Event #	Rnd	Event	Position	Relay ID	Relay Leg	Status
4	F	BOYS 50 FREESTYLE	3			OK

Status Drop Down

Double Click Event Number to Remove it from List. Relays can not be deleted in Seed By Name.

## Adding a Relay

Relays are added by clicking on a relay event in the EVENT grid, which will take you to the [ADD RELAY](#) screen. You must add all swimmer to the relay at once. It is often easier to add relays [BY EVENT](#), rather than here.

## Editing Swimmer's Events

Select the swimmer that you want to edit from the EVENT grid.

**Delete an Event** To delete an event from a swimmer's list, double-click on their EVENT NUMBER. You will then be asked if you are sure you want to delete the event from the swimmer's list. **NOTE: When removing a swimmer from a relay event you will be taken to the [RELAY](#) screen and you will need to replace that swimmer with another one in order to remove them. You can also delete the entire relay in [SEED BY EVENT](#).**

**Change a Swimmers Position or Seed Time for the Event** To change a swimmers position or seed time, highlight the current position or seed time and enter the new position or seed time. **NOTE: When entering seed times it is not necessary to type in the punctuation. A time of 1:23.45 would be entered as '12345' and the system will put in the punctuation for you.**

**Replace an Event** To replace an event with different event, click on the event in the EVENTS FOR grid. The event information will be highlighted in **yellow**. Next, double click on the event in the EVENT LIST grid that you want to replace the selected event. The original event will then be replaced with the new event. You will need to check the postion or time to make sure it is correct for the new event.

**Change the status** To change the status of a swimmer in an event, click on the [drop-down list](#) underneath status for that event and select the correct status.

## Editing a Relay

To see which swimmers are entered into a relay with the selected swimmer, right click on the relay event name. You will then see a blue box similar to the following:



## ENTER OR EDIT RELAYS

[Top](#) [Previous](#) [Next](#)

### Entering/Editing Seed Information For Relays

Relays are entered differently than individual events. You can seed relays by selecting a relay event from the EVENT grid on the [ENTER/EDIT SEED DATA](#) screen. You can [edit a relay](#) by clicking on the relay in the SEED DATA grid of the ENTER/EDIT SEED DATA screen.

To get to the seed data screen, select MEETS, SEEDING, select the meet from the [Seed Preferences](#) screen and click ENTER/EDIT.

### Entering Relays

When you select a relay from the event list, the ROSTER grid changes and will look like this:

The screenshot shows a software interface for entering or editing relays. At the top, there are two input fields: "Select Event #" and "Select Athlete". Below these is a table with columns: Event #, Event, Round, and # Entries. The table lists eight events, with the first one, "BOYS 200 MEDLEY RELAY", highlighted in blue. To the right of the table is a button labeled "Add New Relay". Below the table is a section titled "Seed Data for Event # 1 BOYS 200 MEDLEY RELAY". This section contains a table with columns: Event, Team Code, Relay, Position, Relay ID, and Status. The first row of this table shows: Event 1, Team Code OHHS, Relay OHHS - A, Position 1, Relay ID A, and Status OK. To the right of this table is a button labeled "Select Seed View".

Event #	Event	Round	# Entries
1	BOYS 200 MEDLEY RELAY	F	1
2	BOYS 200 FREESTYLE	F	3
3	BOYS 200 IM	F	0
4	BOYS 50 FREESTYLE	F	0
5	BOYS 1 METER DIVING	F	0
6	BOYS 100 BUTTERFLY	F	0
7	BOYS 100 FREESTYLE	F	0
8	BOYS 500 FREESTYLE	F	0

Seed Data for Event # 1 BOYS 200 MEDLEY RELAY

Event	Team Code	Relay	Position	Relay ID	Status
1	OHHS	OHHS - A	1	A	OK

To add a relay for that team, click on ADD NEW RELAY underneath the ROSTER grid. You will then see a screen similar to the following:

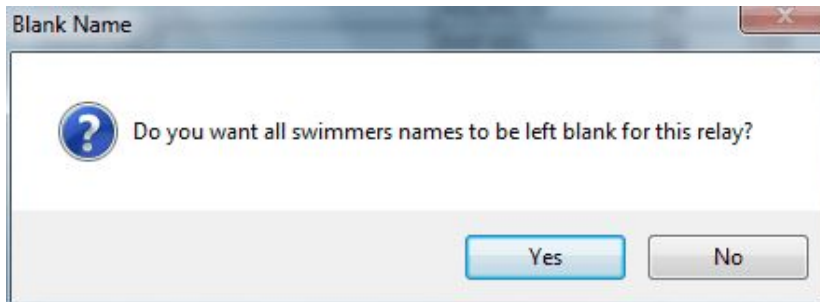






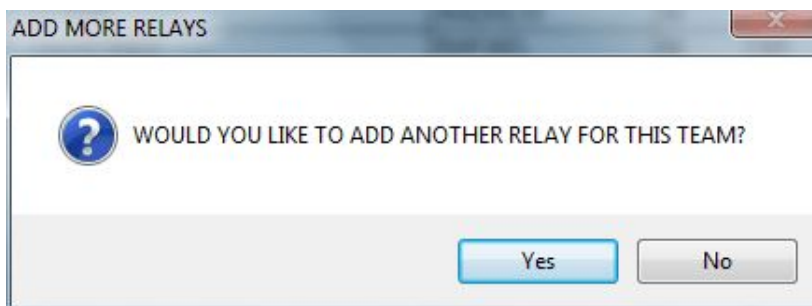
them into the event. Swimmers will be entered into the relay in order. If the order is incorrect you can [edit the order](#), or you can [delete a swimmer](#) from the relay.

If you have not been given a name, but there is a swimmer that will be swimming in the event you can enter them without a name. Click the NO NAME button to the right of the SELECT ATHLETE box. You will then see the following:



To fill the relay with swimmers without names, click YES. To put only one swimmer into the event without a name, click NO.

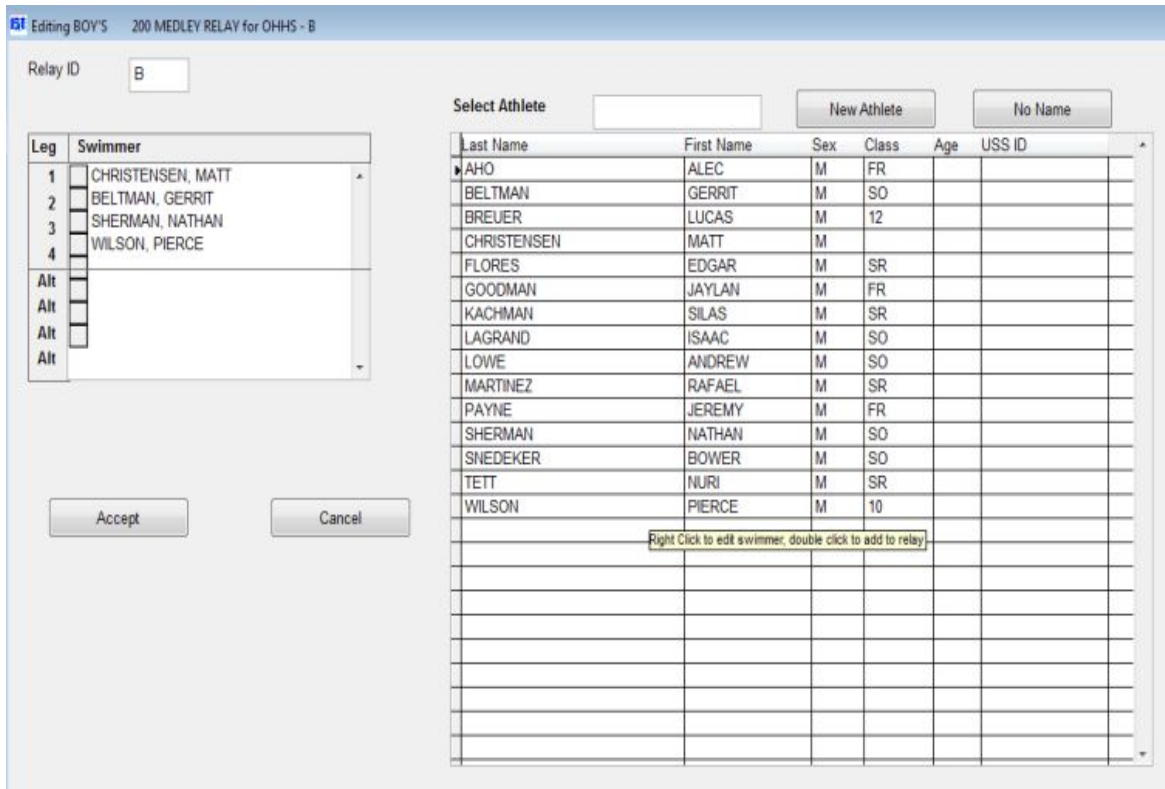
When you have finished with the relay click ACCEPT. You may then be asked:



If you have more relays to add for that team, click YES and you will be able to add the next relay. If you are done adding relays click NO and you will be returned to the ENTER/EDIT SEED INFO screen.

## Editing Relays

To edit relay entries, select the relay from the ENTRIES grid on the [ENTER/EDIT SEED INFO](#) screen by double-clicking on the relay name. This will take you to the RELAY screen



**Change Relay Order** To change the order of swimmers in the relay, click on the box to the left of the swimmer's name and drag it up or down to the position you want the swimmer in.

**Delete a swimmer** To delete a swimmer from the relay, double click on the swimmer. This will remove them from the relay.

**Replace a swimmer** To replace a swimmer with another, click on the swimmer you want to replace, then double-click on the new swimmer in the ROSTER grid.

**Add a swimmer** To add a swimmer, click on a blank name in the relay and then double click on the swimmer in the ROSTER grid that you want to add to the relay

**Change the RELAY ID** To change the relay id, highlight the current relay id and type in the new one.

## Exiting

When you have finished adding or changing the relay click ACCEPT to save your changes and return to the Enter/Edit Seed

Info screen or CANCEL to return to the Enter/Edit Seed Info without saving your changes.

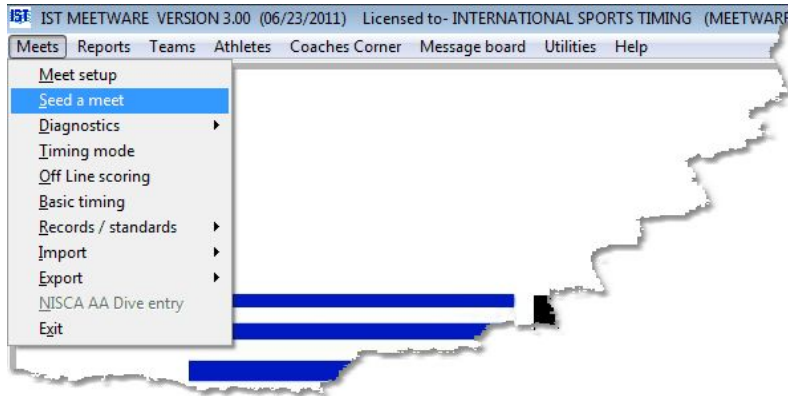
# SEED A MEET

[Top](#) [Previous](#) [Next](#)

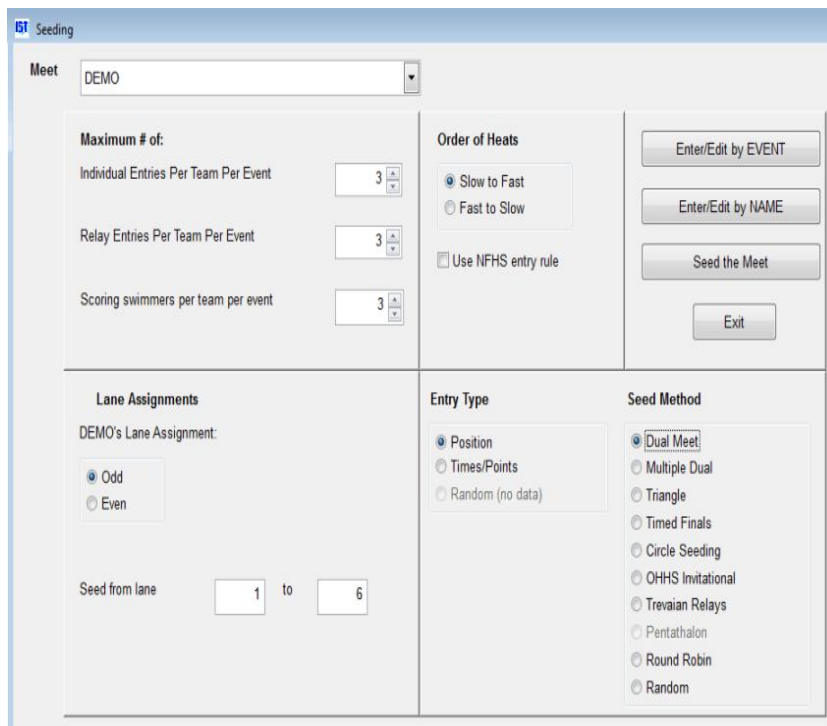
## Seed a Meet

Once you have [entered the seed data](#) for the teams in a meet you can seed the meet. This will take the seed data and assign the swimmers to their heats and lanes.

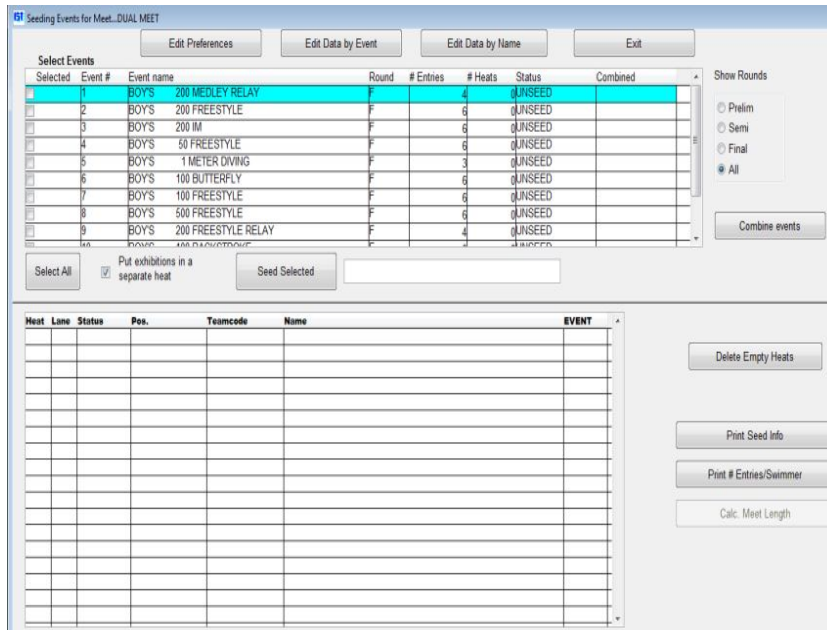
To seed a meet select SEED A MEET from MEETS on the MAIN menu



You will then see a screen similar to the following:



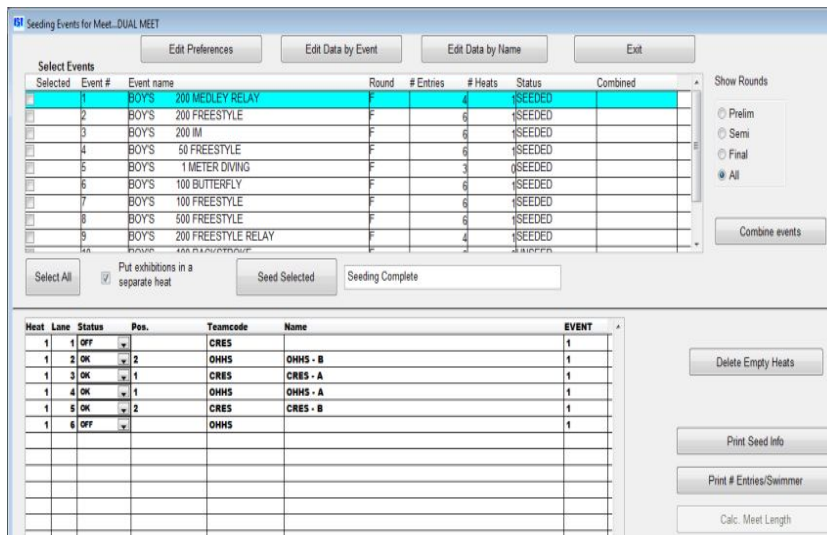
Select the meet that you want to seed from the [drop down list](#). **If you have not [entered seed data](#), you must do it now.** If you have already entered seed data, click SEED THE MEET. You will then see a screen similar to the following:



## Seeding a Meet

In the SELECT EVENTS grid are all of the events in the meet, along with the Round, Number of Entries, Number of Heats (if it is seeded) and the Status of each event (unseeded, seeded, timed). If you are running a meet with Prelim/Final rounds, you should seed **only** the prelim rounds by selecting PRELIM in the SHOW ROUNDS radio button box.

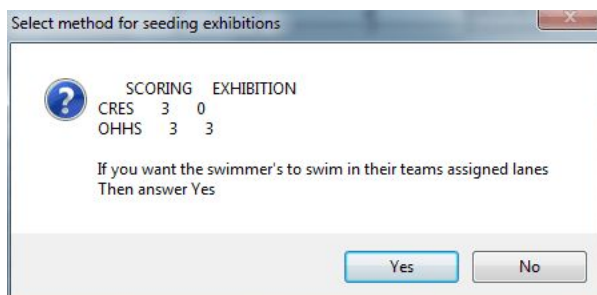
To seed a meet, select the events you want to seed by clicking on the SELECTED checkbox for that event. To seed all of the events in the meet, click the SELECT ALL button. **NOTE: Only events with entries in them will be selected for seeding. Events with 0 entries can not be selected to seed.** When you have selected the events to seed, click on SEED SELECTED. In the text box next to the SEED SELECTED button the status of seeding will be displayed. The screen will then look similar to the following:



## Exhibition Heats

Exhibition swimmers are determined by the number of scoring swimmers set in [SEEDING PREFERENCES](#). If the PUT EXHIBITIONS IN A SEPARATE HEAT box is checked when you seed the meet, all exhibition swimmers will be assigned to their own heat, even if there are empty lanes in other heats. They will also be assigned to their team's lanes. This means that if one team has 3 exhibition swimmers and the other team has none, all 3 of the exhibition swimmers from Team A will be in heat 1 and will be assigned to either the even or odd lanes, depending on the [seeding settings](#).

To allow exhibition swimmers to swim in any empty lane, uncheck the PUT EXHIBITIONS IN A SEPARATE HEAT box. When you are seeing the event you will see the following message:

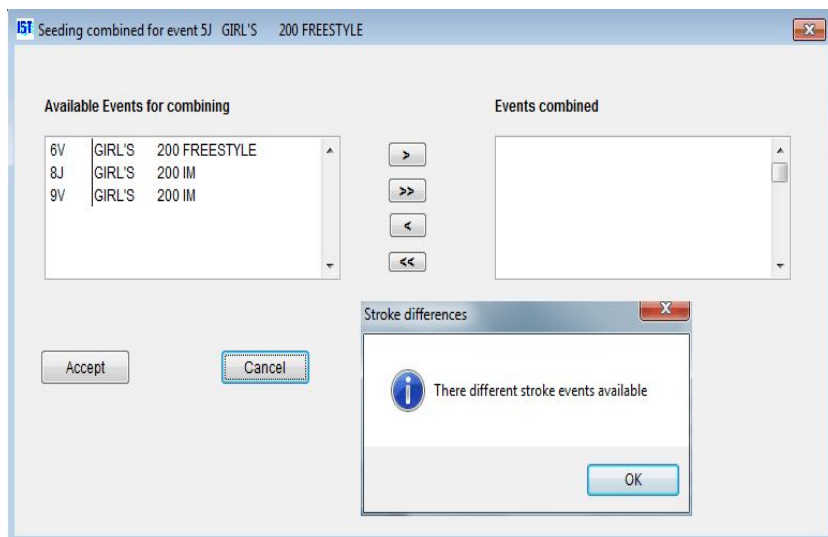


If you answer NO, the exhibition swimmers will be assigned to any empty lanes that are available, then added to a second heat. The swimmers will be put into lanes regardless of team assignment. In this case, the 3 additional exhibition swimmers from OHHS are assigned to the middle lanes of heat 1, and heat 2 is seeded normally. This allows the swimmers to swim next to someone, rather than having an empty lane in between. If you answer NO, they will be assigned to their team's lanes and there will be empty lanes between them.

## Combining Events

Combining events will allow you to have swimmers from 2 or more events compete at the same time and still score as if they had each swum in their assigned events. This is useful if you are running a meet with several divisions or age groups that can't fill the events they are assigned to.

To combine events, select one event that you want to combine and click COMBINE EVENTS on the right side of the screen. You will then see a screen similar to the following:

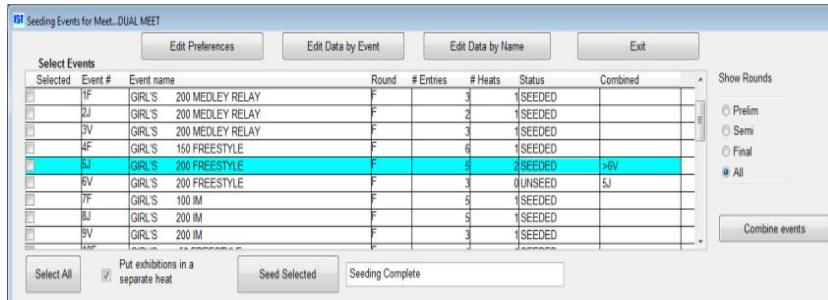


Note that the name of the event you selected is in the Window title bar (5J GIRLS 200 FREESTYLE in this instance). On the left are the AVAILABLE EVENTS FOR COMBINING based on the stroke and

distance of the selected event. If there are events of the same distance but different strokes, they will also be available to combine, but there will be a warning message (see picture above).

To combine events, click on the event in the left-hand list and click the > to move it to the right hand list. Clicking >> will move all of the events from the left to the right. To move several events, hold the <CTRL> key while clicking on the events you want to move, then click the > button. The < and << buttons will move from the right to the left a selected event or all events respectively.

Once you have selected the events to combine, click ACCEPT. Clicking CANCEL will return you to the seeding screen without making any changes. Once you have combined events they will look similar to the following:



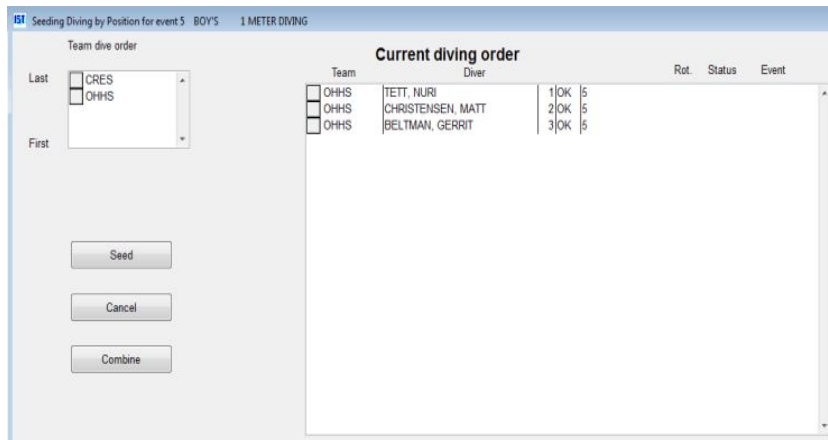
The events that are combined are listed in the COMBINED column. In this example Event 6v will not be run, because it has been combined into 5J, and event 5J indicates that 6V has been combined with it (>6V).

Once the events have been combined you can seed it by selecting it and clicking SEED SELECTED. Combined events can be un-combined by clicking COMBINE EVENTS again and moving the event number from the right hand list back to the left hand list.

Once an event has been combined it is not necessary to un-combine them for scoring as the computer will score it as if it was not combined.

## Seeding Diving

If you are seeding a diving event, you will see a screen similar to the following:

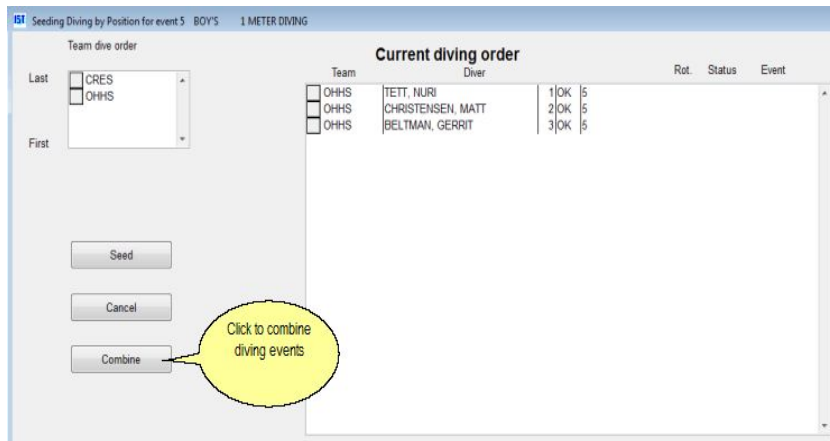


To change the team dive order, click and drag the gray box next to the team name toward last or first.

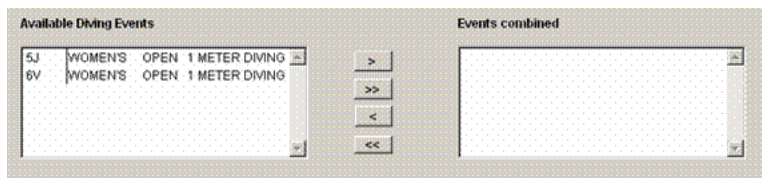
To change the order of divers, click and drag the gray box next to the diver to the position that they should be in. Their position number will automatically be re-numbered.

## Combining Diving Events

If you are running a meet with multiple diving events (boys and girls, or different ages) you can combine the events to run as one diving event and score as separate events. When you are seeding diving, you will see the COMBINE button.



You will then see two lists. The list on the left contains the events that are available to combine with the selected event. The list on the right contains the events that have been combined with the selected event.



To combine an event with the selected one, either double click on the event or click on the event and click the > button. To combine the selected event with all the events in the list, click the >> button. To uncombine an event, either double click on the event or click on the event and click the < button. To uncombine all of the events, click the << button. Once the events have been seeded the status will show as "C>#" to indicate that it has been combined with another event number.

Once the events have been combined, the current diving order will show the divers from all of the combined events and their rotation number. You can now change the order of the divers by clicking and dragging on the box to the left of their names.

When you are satisfied with the order of divers, click on CONTINUE to continue with seeding.

## Viewing Seed Information

The grid on the bottom will now show the seeded heats for the selected event. To see the participants in a relay, right click on the relay name. A list will pop up that will look like the following:



Pos.	Teamcode	Name
	TTM1	-
0:00.00	CHS	CHS - A
1	OHHS	OHHS - A
	TTM1	-
2	OHHS	1 SNEDEKER, BOWER
	TTM1	2 BELTMAN, GERRIT
		3 SHERMAN, NATHAN
		4 WILSON, PIERCE
		A
		A
		A
		A

To get rid of the relay box, click on it.

The diving event will look similar to the following:

TEAM	DIVER	R#	ST	EVENT NO.
<input type="checkbox"/> CHS	KRASHAAR, JACK	1	OK	
<input type="checkbox"/> OHHS	BREUER, LUCAS	2	OK	
<input type="checkbox"/> CHS	NORTHUP-SMITH, S	3	OK	

### Editing Swimmer Information

To change which swimmers are entered into events or relays, or to change their seed times or positions, click on EDIT SEED DATA. This will take you to the [ENTER/EDIT SEED INFO](#) screen. You can make changes to swimmers names or statuses in [OFFLINE SCORING](#) too.

### Editing Assigned Lanes with Drag and Drop

If you do not like where the system seeded the swimmers you can edit their lanes. Select the event from the SELECT EVENT grid. Click on the name of the swimmer or relay and drag them to the lane that you want them in. If there is already a swimmer or relay in that lane, it will swap the two.

To edit the order of the divers, click and drag the box to the right of the team code to the spot you want the diver in.

Once you do this it is not necessary to reseed the event. If you do reseed, the seed information will revert back to what it was before you dragged them.

## Deleting Empty Heats

If there is an empty heat left once you have performed a drag and drop, click the DELETE EMPTY HEAT button on the right to remove that heat or heats.

## Reseeding an Event

If you have changed seed information (in Edit/Enter Seed Info) you need to re-seed the event. Select that event by clicking on the SELECTED check box and then click the SEED SELECTED button. You will be asked if you want to re-seed the event. Click yes to re-seed. **NOTE: re-seeding the event will negate any changes you made to the event by dragging and dropping swimmers into lanes. You will need to re-do any changes in lane assignments after you have re-seeded the event. You can also make changes in [Off Line Scoring](#).**

## Changing Seed Preferences

To change how a meet is seeded, or what lanes are seeded, click on the [EDIT PREFERENCES](#) button. You will need to RESEED the events for the changes to take effect.

## PRINTING SEED REPORTS

There are several reports that can be printed from the seeding screen.

### Seed Info Report

The seed info report allows you to print out which swimmers are entered in each event and what their position or time is for each team. This is a good way to check that the correct swimmers were entered into the events. There are also options for printing blank reports to use for recording splits during the meet. To print these reports click on the PRINT SEED INFO button to the right of the heat grid. You will then see a screen similar to the following:

**Print Seed Data**

**MEET** DUAL MEET

**Select Team to print** All Teams

**Report type**

- By event
- Event Matrix
- By Swimmer
- By Swimmer + Relays\*
- Blank Split Sheet

*\*Relays print as a separate report*

**Filtering**

**Round**

- Prelim
- Semi
- Final
- All

**Print Events**

From 1

To 12

**Report Options**

- Print Relay Names
- Print Seed Times
- Print heat designations
- Print Records & standards

**Send Output To**

- Printer
- HTML
- PDF

**Copies**

1

Preview

**Print status** Meet selected

Print Exit

Select the options for which teams to print, the type of report to print, what options you want on the report, which rounds to print, which events to print the report for, number of copies and what type of output (Printer, PDF or HTML) to print the report to. When you have selected all of the options click PRINT. The report will then look similar to the following:



Licensed To: INTERNATIONAL SPORTS TIMING

07/15/11  
13:20:48

**Seed Information for: OHHS**

Meet: DUAL MEET

```
*** EVENT 1 BOY'S      200 MEDLEY RELAY (F)
  A  LAGRAND, ISAAC - 80      TETT, NURI - SR
     KACHMAN, SILAS - SR     LOWE, ANDREW - 80
  Alternates: ; ; ;
  B  CHRISTENSEN, MATT -     BELTMAN, GERRIT - 80
     SHERMAN, NATHAN - 80   WILSON, PIERCE - 10
  Alternates: ; ; ;

*** EVENT 2 BOY'S      200 FREESTYLE (F)
     BELTMAN, GERRIT - 80
     FLORES, EDGAR - SR
     LAGRAND, ISAAC - 80

*** EVENT 3 BOY'S      200 IM (F)
     CHRISTENSEN, MATT -
     KACHMAN, SILAS - SR
     LAGRAND, ISAAC - 80

*** EVENT 4 BOY'S      50 FREESTYLE (F)
     WILSON, PIERCE - 10
     KACHMAN, SILAS - SR
     FLORES, EDGAR - SR

*** EVENT 5 BOY'S      1 METER DIVING (F)
     BELTMAN, GERRIT - 80
```

Sample of the BY EVENT seed report

Each team's report will preview separately. To print the report from the preview, click on the [printer icon](#). To exit the report without printing it, click on the [open door icon](#).

### Print Number of Entries per Swimmer

This report allows you to quickly glance at the roster and be able to tell how many individual, relay and total entries each swimmer has. To print the report, click on the PRINT # ENTRIES/SWIMMER button. You will then see a report similar to the following:



Licensed To: INTERNATIONAL SPORTS TIMING

07/15/11

13:23:05

### Number of Entries Per Swimmer

DUAL MEET 06/27/11

Entries for OHHS

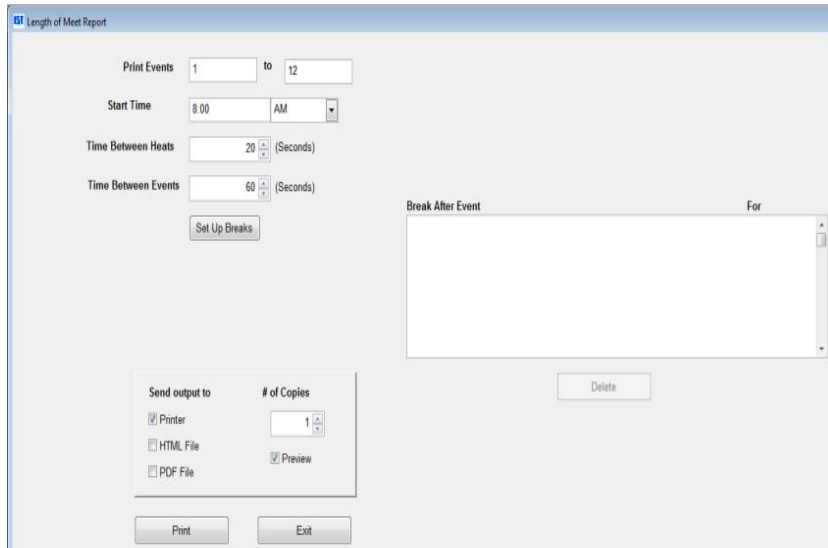
Swimmer	# Indv.	# Rel.	Total Entries
AHO, ALEC	1	0	1
BELTMAN, GERRIT	3	1	4
BREUER, LUCAS	0	1	1
CHRISTENSEN, MATT	2	1	3
FARFAN, LUIS	0	0	0
FLORES, EDGAR	3	1	4
GOODMAN, JAYLAN	1	1	2
KACHMAN, SILAS	3	2	5
LAGRAND, ISAAC	3	1	4
LOWE, ANDREW	0	3	3
MARTINEZ, RAFAEL	0	1	1
NAME, NO	0	0	0
FAYNE, JEREMY	1	0	1
SHERMAN, NATHAN	1	2	3
SNEDEKER, BOWER	1	0	1
TETT, NURI	1	1	2
WILSON, PIERCE	1	1	2

Sample of Number of Entries Report

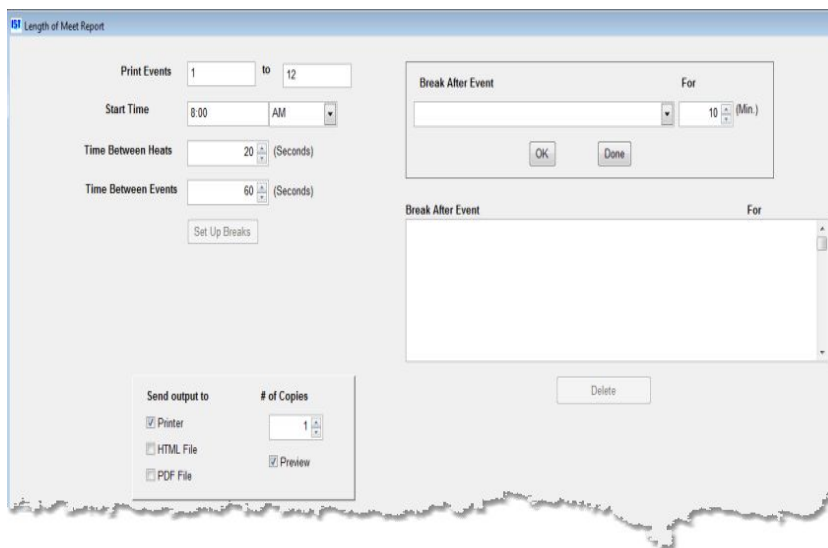
Each team's entries will print on a separate page. To print the report from the preview, click on the [printer icon](#). To exit the report without printing it, click on the [open door icon](#).

### Length of Meet Report

If the meet is set as a [TIMES/PTS](#) meet on the [Seed Preferences](#) screen, you will have the option of printing out a Length of Meet report, which will estimate the end time and total length of the meet based on when it started and how long each heat should take. To print the report, select the round that you want to print, then click on CALC. MEET LENGTH button. You will then see a screen similar to the following:



Set the start time, the numbers of the events to print (used in the calculation), the estimated time between heats and estimated time between events. If you want to also calculate scheduled breaks, click the SET UP BREAKS button. The screen will then look similar to the following:



Use the drop down box to select the event to break after, set the length of the break and click OK. The break will then be displayed in the box below. To delete a scheduled break, click on the break in the BREAK AFTER EVENT box and click the DELETE button. When you have set all of the options click the PRINT button. The report will then preview similar to the following:



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07/15/11

13:29:58

### Length of Meet Estimate

OHHS INVITE - 02/05/11

Estimated time between Heats: 40 Seconds

Estimated time between Events: 180 Seconds

Event #	Event Name	Start Time	End Time	Length of Event
1 - F	BOY'S 200 MEDLEY RELAY	11:00:00	11:05:03	00:05:03
2 - F	BOY'S 200 FREESTYLE	11:08:03	11:36:54	00:28:51
3 - F	BOY'S 200 IM	11:39:54	11:49:48	00:09:54
4 - F	BOY'S 50 FREESTYLE	11:52:48	11:55:50	00:03:02
	**** BREAK ****	11:58:50	12:13:50	00:15:00
5 - F	BOY'S 1 METER DIVING	12:16:50	01:31:05	01:14:15
6 - F	BOY'S 100 BUTTERFLY	01:34:05	01:39:08	00:05:03
7 - F	BOY'S 100 FREESTYLE	01:42:08	01:46:52	00:04:44
8 - F	BOY'S 500 FREESTYLE	01:49:52	02:12:06	00:22:14
9 - F	BOY'S 200 FREESTYLE	02:15:06	02:20:16	00:05:10
10 - F	BOY'S 100 BACKSTROKE	02:23:16	02:29:13	00:05:57
11 - F	BOY'S 100 BREASTSTROKE	02:32:13	02:38:00	00:05:47
12 - F	BOY'S 400 FREESTYLE	02:41:00	02:50:59	00:09:59

To print the report from the preview, click on the [printer icon](#). To exit the report without printing it, click on the [open door icon](#).

### Exiting

To exit and return to the Main menu, click EXIT.

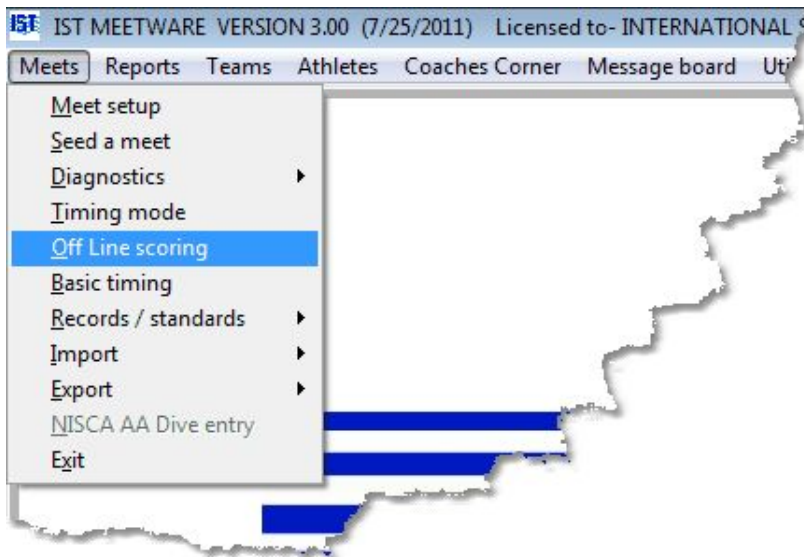
# PRE-ENTER DIVES

[Top](#) [Previous](#) [Next](#)

## Pre-Entering Dives for Diving Events

Prior to a meet or a diving event, you can pre-enter the dive lists for each diver. This allows you to print announcer copies of the [dive sheets](#) so that they can be read easily by the announcer. It also makes the computer operator's job easier since they won't have to enter the dive numbers as the diving event is going on.

To pre-enter the dives, you have to [enter the divers](#) into the event and [seed the meet](#). Then, from the MAIN menu select MEETS and OFFLINE SCORING.



Select the MEET and the diving event from the [drop down lists](#). The diving event screen will look like this:





Dives for GONZALEZ, JUAN

Round	Dive NO.	
1		
2		
3		
4		
5		
6		

Done

Type the number and letter for each dive in the appropriate box (i.e. 101C). If the dive does not exist, the background will turn red and you will not be able to leave the list until it has been corrected. Once you have finished entering the dives for the diver, click DONE to return to the main diving screen and select the next diver.

The number of dives in the list is determined by the number of dives set up in the [diving event](#). If you are entering dives for an 11 dive meet, you will have the option to [validate the list](#) using the NFHS rules.

Once you have finished pre-loading the dives you can print the [announcer copy](#) of the dive sheet.

## Diagnostics

Diagnostics gives you the ability to test your equipment before a meet to make sure that everything is working properly. It is best to run diagnostics as soon as you get the equipment set up, to give yourself time to diagnose and fix any problems that you may find. To run diagnostics, select MEETS and DIAGNOSTICS from the MAIN menu



Within DIAGNOSTICS you have four choices:

- > [Scoreboard](#)
- > [Deck Cable](#) and Touchpad
- > [Diving Consoles](#)
- > [Pad Stats](#)

You should run diagnostics on all of your equipment before you run a meet and when you first start the system after a long shutdown or at the beginning of the season. If you discover problems with your equipment call 800-835-2611 or e-mail [support@istime.com](mailto:support@istime.com). If you call outside of normal business hours (8am-5pm Eastern, Monday

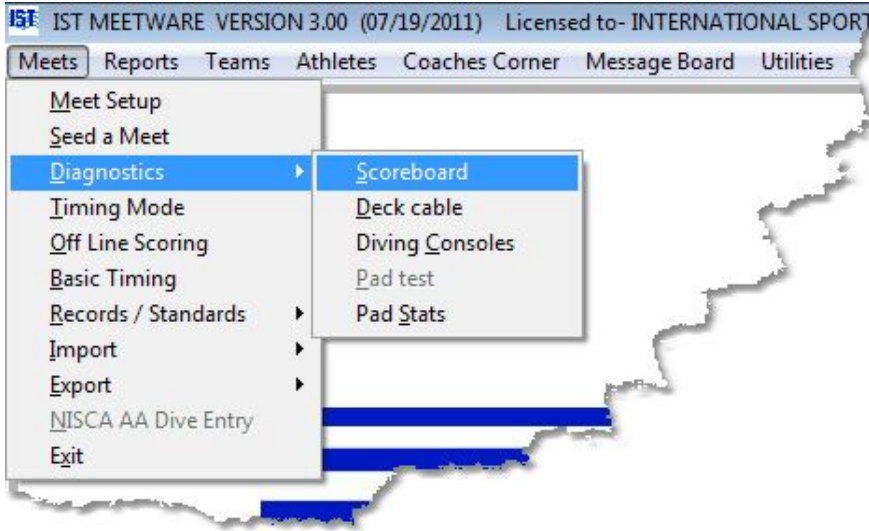
through Friday) please leave a message with a phone number where you can be reached and someone will call you back.

# SCOREBOARD DIAGNOSTICS

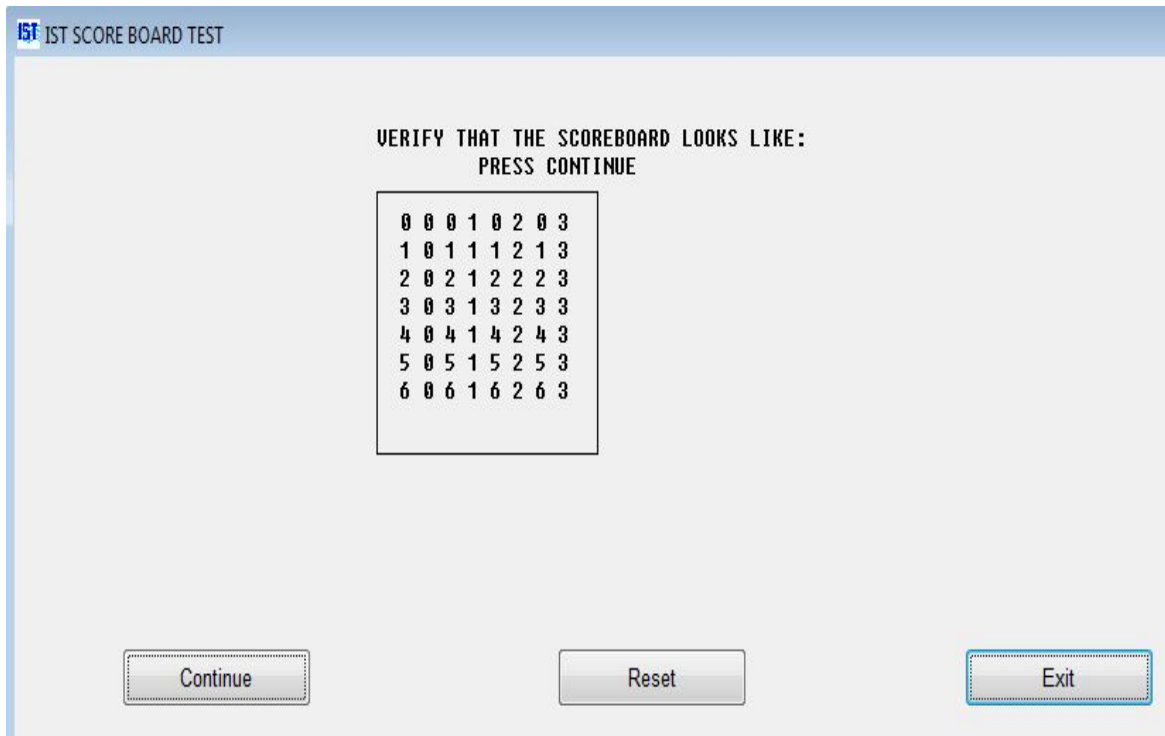
[Top](#) [Previous](#) [Next](#)

## Scoreboard Diagnostics

Scoreboard diagnostics allows you to check the function of your scoreboard hardware. From the MAIN menu, select MEETS, DIAGNOSTICS and SCOREBOARD



You will then see a representation of the scoreboard on the screen.



The on-screen display should match the number of lines and characters on your scoreboard. Look carefully at the numbers to make sure that they match. If the scoreboard and screen match, and then click on CONTINUE. If not, check the Scoreboard Settings in [System Preferences](#).

The screen will run through the entire character set. As the characters are displayed on the screen, they will also be displayed on the scoreboard. Check to make sure that the scoreboard is displaying the characters correctly.

When you are satisfied that the scoreboard is working correctly, click on EXIT to return to the main menu.

## Troubleshooting the Scoreboard

For a more comprehensive discussion of diagnosing scoreboard problems, see [DIAGNOSING IST SCOREBOARD PROBLEMS](#).

**Numbers on the initial test are not in the correct places** This generally means that the panel(s) that are incorrect have incorrect personality modules. See [Replacing A Personality Module](#) for instructions on how to change this module. For more information

please [contact us](#). When you call, be prepared to explain what the problem is and which panels are incorrect. If you call after normal business hours, leave a phone number where you can be reached.

**A panel is not displaying anything** This generally indicates that the power cable to the panel has been disconnected. Try reconnecting the cable at the back of the LED panel. If that does not work, try replacing that panel with either a spare panel or one that you know is working. See [Replacing LED Panels](#) for information on how to change the LED panel.

**A panel is not displaying the correct information** This generally means the scoreboard is having trouble talking to the panel. It may also be because the panels personality module is set incorrectly. Try turning the power to the scoreboard off and turning it on again. If this does not work, try replacing the panel with a spare, or one you know is working. See [Replacing LED Panels](#) for information on how to change the LED panel.

**A line on the scoreboard is not working** The generally means that the data cable for the line is disconnected. Try unplugging and plugging back in the data cable and power cable for that lane.

**A panel, a line, or the entire scoreboard displays only "IST" in each panel** The "IST" display on a panel means power has been reset or the panel is not receiving communications from the computer. The most common cause is a power fluctuation. Try turning power to the scoreboard off, then back on, and resending data from MEETWARE 3 (i.e., a message). If a single panel displays "IST", try reconnecting the cable at the back of the LED panel. If that does not work, try replacing that panel with either a spare panel or one that you know is working. See [Replacing LED Panels](#) for information on how to change the LED panel.

**The scoreboard is not displaying anything** This is usually due to a bad or missing connection to the scoreboard. Make sure that the timing box is plugged securely into the computer, that the scoreboard is plugged securely into the timing box and that the power for the scoreboard is plugged in to a working outlet. Test the outlet for the scoreboard by plugging in something you know is working (lamp,

clock, etc.). If any of the cables are placed where people can reach them, check all the cables for kinks or breaks in the wires.

**If you still cant find or fix the problem** Please [contact us](#). Be prepared to explain exactly what the problem is and what you have attempted to do to fix the problem. If you call after normal business hours, leave a phone number where you can be reached.



# DIAGNOSING IST SCOREBOARD PROBLEMS

[Top](#) [Previous](#)  
[Next](#)

## Diagnosing IST Scoreboard Problems

**Problem: The scoreboard is completely blank.**

- Check for power.
  - Is the circuit breaker for the scoreboard blown?
  - Are the fuses in the end of each scoreboard line blown?

**Problem: The scoreboard has power (displays IST or 00) but Diagnostics, Messages or Timing Data sent by IST software are not displayed on the scoreboard.**

- Check all connections.
  - Is the Computer Timing Interface (CTI) connected to an 110v GFI outlet?
  - Is the Power light on the front of the CTI lit continuously? If not, check to be sure the outlet or power strip is working properly.
  - Is the Data light on the front of the CTI flashing? If it is off or not flashing, disconnect the CTI from power, wait 15 seconds and reconnect. If the Data light is still off or not flashing, you may have a faulty CTI.
  - Is the data cable that connects the CTI to the scoreboard plugged into the Scoreboard connector on the back of the CTI and to the top socket on the scoreboard? If the cable is connected, unplug both ends and check for corrosion on

the connectors or broken/loose wires. If the connections are slightly corroded, you may be able to clean them up by simply plugging them in and out several times. Cleaning them with rubbing alcohol may help too. **Note:** IST scoreboard cables are wired straight through while most phone or network cables are wired crossed over. To check the wiring, hold the connectors from both ends of the cable side by side with the clips facing down. The colors of the wires in each end should be the same from left to right if the cable is wired straight through. If the colors are opposite on one end, the cable is wired crossed over and it will not work with an IST scoreboard.

- Is the 25 pin connector of the serial cable plugged in to the Computer socket on the back of the CTI?
- Is the 9 pin connector of the serial cable plugged in to the computers serial port or USB port? **Note:** If your computer does not have a serial port, you must use a USB to Serial Adapter to connect to a USB port on the computer. You must ALSO have the software driver that came with your USB to Serial Adapter loaded on your computer.
- Is your USB port working? Try plugging the CTI into a different port and changing the settings in [SETUP HARDWARE](#) as necessary, then test again.
- Is your USB to Serial Cable bad? If you have a replacement cable, try using a different one.
- Check the Software settings (on MEETWARE 3 or TIMEWARE3).
  - Go to [www.istime.com](http://www.istime.com) and visit the Customer Service page and select Software Updates for Users. Be sure that you have newest update for your software. Your current

version number and date are displayed at the very top of the IST software screen

- Under Utilities, select System and verify that the current System settings match the configuration of your pool and scoreboard. If your scoreboard is numeric, the Numeric box must be checked. The Split Mode box can only be used by customers with 32 character scoreboards with 2 master boards.
- Under Meets, select Diagnostics/Scoreboard. Does the initial Test pattern match the number of lines and characters on your scoreboard? If it does match your expectations but is not displayed on the scoreboard, continue with testing. If it does not match your expectations, recheck the settings in Utilities/System.
- To check the communication between the computer and the CTI, go to the Meets menu and select Diagnostics/Deck Cable. Next to MARKER you should see T(#) where the # changes from 0 through 9 once a second. If you do not see the T(#), or there is a message next to ERROR (eg., E9 no data) your computer does not see the CTI on the currently selected serial port (see below).
- Under Utilities, select Setup Hardware. Under Timer Port, the [COM port](#) for your CTI should be listed. If nothing is listed, click the drop down box and select the correct COM port. If more than one COM port is available, try selecting a different one. Go back to Meets/Diagnostics/Deck cable to see if the T(#) is displayed after changing the COM port. If the T(#) is now shown, go to Diagnostics/Scoreboard to see if the Diagnostic is now displayed on your scoreboard.
- You can also check the status of COM ports through *Windows*. From your Desktop, right-click on My Computer and select Properties. Click on the Hardware tab and

select Device Manager. Click on the + in front of Ports (COM and LPT). You will now see a listing of the available COM and LPT ports. If you are using a USB to Serial Adapter, it will also be listed and the assigned COM port number will be shown. This number should match the COM port selected in Hardware Setup. If the USB port is displayed with a question mark (?), the computer cannot communicate with it. Try reinstalling the software that came with your USB to Serial Adapter.

- If you are still unable to send data to the scoreboard, you may have a faulty serial cable (or USB to Serial Adapter), serial/USB port on your computer, scoreboard cable, scoreboard master circuit board or CTI. Call IST for further assistance.

**Problem: The scoreboard has power and is receiving data from IST Software, but not all the data is correct.**

- Reset power to the scoreboard.
  - Unplug the scoreboard or turn off the circuit breaker for at least 15 seconds and then turn power back on. This will clear the memory in the scoreboards master circuit board which may clear out bad data.
- Check the Software settings (on MEETWARE 3 or TIMEWARE3).
  - Go to [www.istime.com](http://www.istime.com) and visit the Customer Service page to connect to Software Updates for Users. Be sure that you have newest update for your software. Your current version is displayed at the very top of the IST software screen
  - Under Utilities, select System and verify that the current System settings match the configuration of your pool and

scoreboard. If your scoreboard is numeric, the Numeric box must be checked. The Split Mode box can only be used by customers with 32 character scoreboards with 2 master boards.

- Under Meets, select Diagnostics/Scoreboard. Does the initial Test pattern of numbers shown on the screen match the number pattern displayed on the scoreboard? **Check the pattern very carefully.**
  - ✓ If there more or fewer rows of numbers on the screen than are shown on your scoreboard, you do not have the correct settings in Utilities/System for the number of lines on your scoreboard.
  - ✓ If there are more or fewer columns of numbers on the screen than are shown on your scoreboard, you do not have the correct settings in Utilities/System for the number of characters per line on your scoreboard.
  - ✓ If any part of the number pattern on the scoreboard still shows IST or 00 it indicates an LED panel or panels is not receiving any data from the scoreboards master circuit board. Remove and reconnect the connector/s for that panel several times to remove corrosion. If it still does not display the proper data, the LED panel may need to be replaced.
  - ✓ If any part of the number pattern on the scoreboard shows the wrong numbers, it indicates an LED panel or panels on the scoreboard does not have the correct address. Refer to ISTs document [Personality Module Replacement](#) for instructions on correcting or replacing the Personality Module.

For additional assistance, call IST at 800/835-2611 or e-mail [support@istime.com](mailto:support@istime.com).



# DECK CABLE AND TOUCHPAD DIAGNOSTICS

[Top](#) [Previous](#)  
[Next](#)

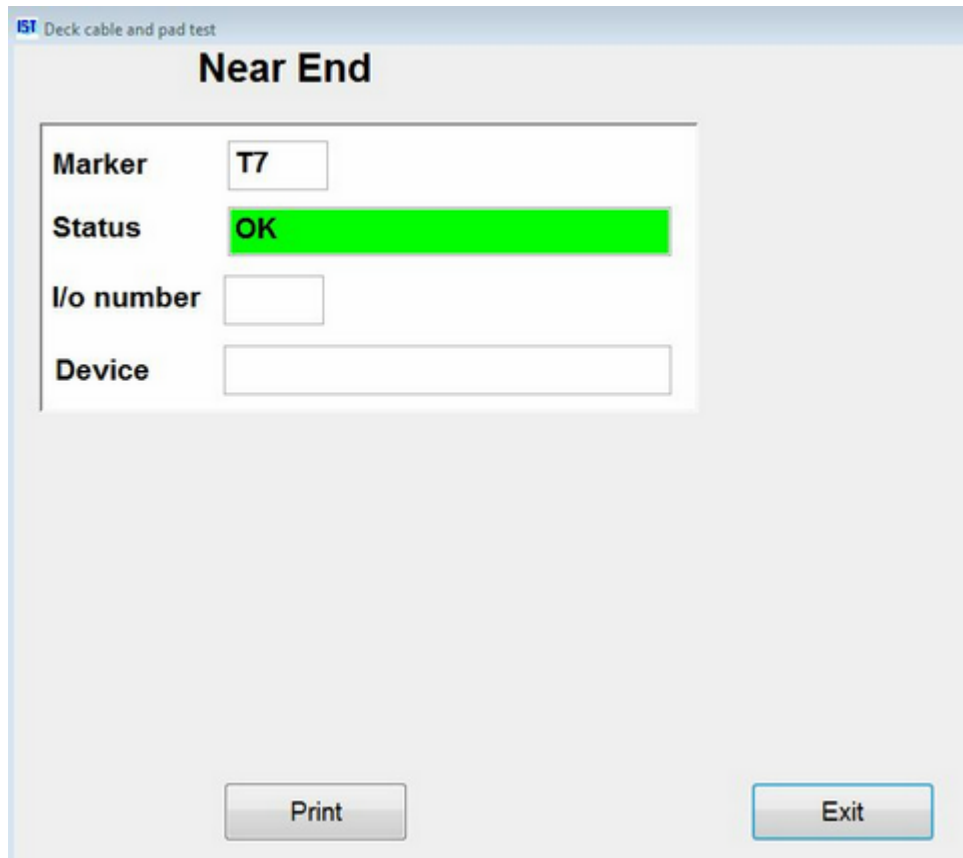
## Deck Cable and Touchpad Diagnostics

This allows you to test the [deck cable](#), [touchpads](#), and [backup buttons](#) before a meet to make sure everything is communicating correctly. Unless you are running in [demo mode](#), you must have the [Computer Interface Box](#), [deck cable](#), [pads](#) and/or [backup buttons](#) connected to the computer and power.

To run the deck cable diagnostic select MEETS, DIAGNOSTICS, and DECK CABLE from the MAIN menu.



You will then see the following screen:



## Testing the Deck Cable

To test the deck cable and touchpads, have someone physically push each of the [touchpads](#) and [backup buttons](#) one at a time. As the hit is registered, the name of the device will appear next to **DEVICE** on the computer screen. It will also appear on the correct line of the scoreboard (if Pad 1 is registered, PAD 1 will be displayed in Lane 1 of the scoreboard for an alphanumeric scoreboard).

After testing all the pads and backup buttons, fire the [start device](#) and the [backup start device](#). These will also register on the screen and on the top line of the scoreboard.

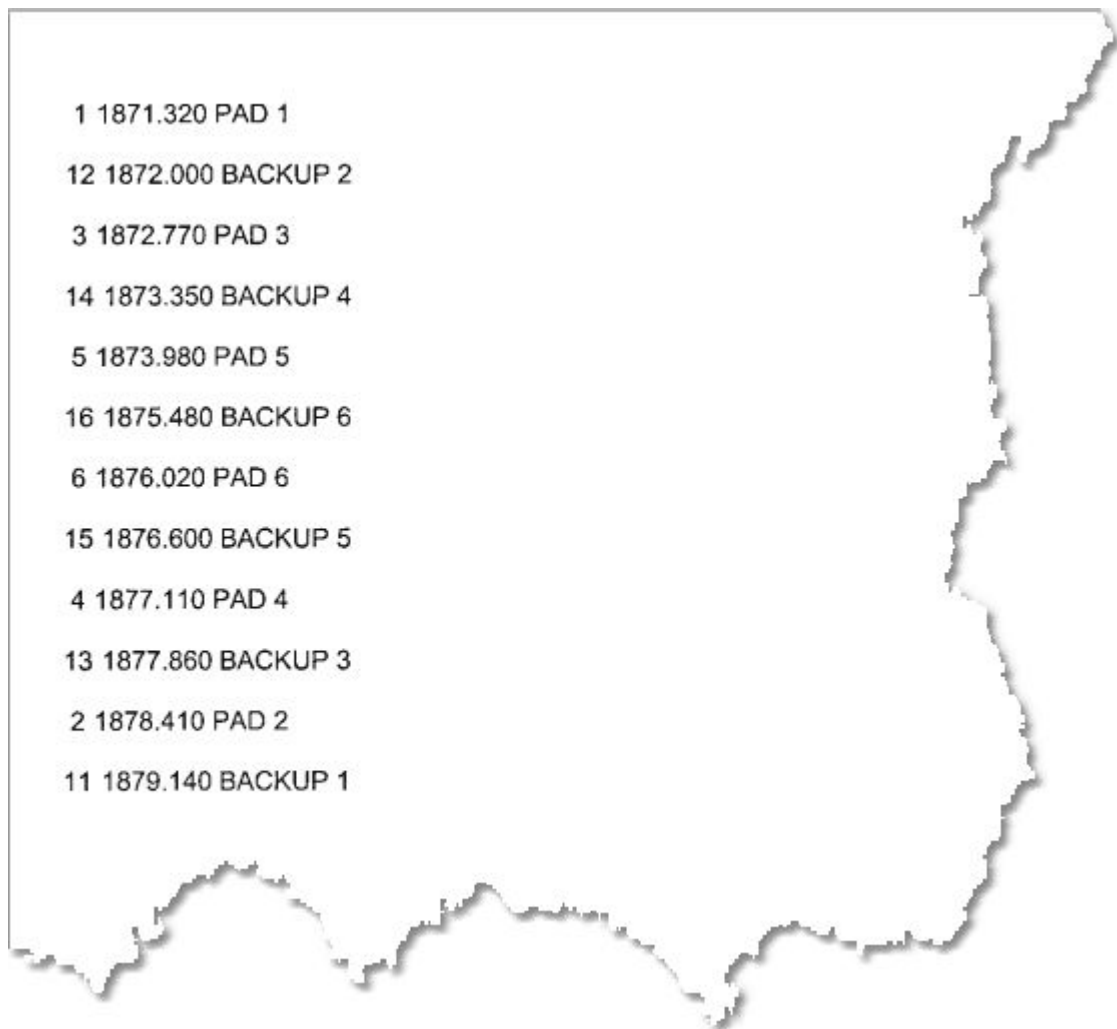
If you are running in [demo mode](#), instead of pressing the actual pads, you will use the [pad simulator](#) that appears on the screen. This allows you to see what the actual results of a pad test should look like.



## Printing the Results of the Diagnostic Test

Printing the results of the test is useful if you're having problems with the deck cable or pad test (See [Troubleshooting](#)).

Before you begin the test, click on the PRINT button. Select the printer that is connected to your computer and then run the test as usual. When you are done with the test, click PRINT OFF. This will send the results of your test to the printer. **NOTE: You must have a printer connected to your computer for this option to work.** The report will look similar to this:



```
1 1871.320 PAD 1
12 1872.000 BACKUP 2
3 1872.770 PAD 3
14 1873.350 BACKUP 4
5 1873.980 PAD 5
16 1875.480 BACKUP 6
6 1876.020 PAD 6
15 1876.600 BACKUP 5
4 1877.110 PAD 4
13 1877.860 BACKUP 3
2 1878.410 PAD 2
11 1879.140 BACKUP 1
```

The first number is the I/O number, the next number is the raw time that the hit came in, the last part is the name of the input.

## **Exiting the test**

When you are finished with the deck cable and pad test, click on the EXIT button to return to the Main Menu.

## Troubleshooting Deck Cable and Pads

### Nothing is Registering or There is a Message that the Computer Interface Box is not Found

There is probably a problem with the [Computer Interface](#) box or the Deck Cable Connection. Check all of the connections into the Computer Interface box and from the Computer Interface into the computer. If there is a message that the Computer Interface box is not found, try unplugging the power from the Computer Interface box and plugging it back in, this will reset the box and should fix the problem.

### A [touchpad](#) did not register when hit

This can be due to a number of things. First, try hitting the pad beneath the water line. Then try hitting the pad with more force, or have someone actually swim into the pad. If this does not fix the problem, check the connection into the deck cable. Make sure that the plug is oriented correctly (for pads that have a specific orientation like Daktronics). Also make sure that there is not water in the connector. You can try blowing into the connection at the deck cable, wiping off the end of the touchpad cable or cleaning the deck cable connection with a pipe cleaner. Also, plugging and unplugging the touchpad will sometimes clean the connection. If the pad still is not working, switch it with a pad that you know is working and test it again. If it still will not register the problem is with the deck cable. If it does register the problem is with the pad.

### The [touchpad](#) registers when I plug it in but not when I hit it

This is due to the pad plug being in backwards. Some brands of pads have a specific orientation for their connections

(Daktronics for example). Unplug the pad, turn the plug over and plug it back in. This should fix the problem.

### **The [start](#) device fires but does not register**

Check the connection into the deck cable and from the deck cable into the [Computer Interface](#). Try unplugging the CTI for 15 seconds and then plug it in again.

### **The [start](#) device wont fire**

This is a problem with the start itself. See the manual for the start device.

### **The [touchpads](#) are registering, but in the wrong lanes**

Either you have your deck cable oriented incorrectly on the pool deck, or it is set up wrong. If the lanes are registering backward (1 is 6, etc.) or registering in the wrong places, you can manually assign the lanes to the deck cable in [PAD SETUP](#).

If the lanes are off by only 1 or 2 numbers (1 is 2, etc.) check to make sure the pads and backup buttons are plugged into the correct socket. This is especially true if you are running 6 lanes on an 8-lane deck cable. Also, make sure you don't have the touchpad plugged into the backup socket on the deck cable, and vice versa.

### **If you still cant find or fix the problem**

[Contact us](#). Be prepared to explain exactly what the problem is and what you have attempted to do to fix the problem. If it is after regular business hours, have a phone number where someone can call you back.

## Diving Console Diagnostics

Diving consoles are electronic key pads that allow the diving judges to enter their scores directly into the computer. The consoles plug into a Diving Interface which is connected to the Computer Timing Interface by a cable. Diving consoles are available for use with MEETWARE 3. If you are interested in purchasing consoles, please [contact us](#).

Before a meet it is important to [set up](#) and [test](#) the diving consoles.

### Connecting the Diving Judge's Scoring Consoles (Refer to the diagram that came with the Consoles)

Select a position on the pool deck where diving judges can see the diving board clearly. Plug the Diving Interface (black box) into a 120v GFI outlet near the selected location. Plug one end of the long cable that comes with the interface into any of the 8 "phone" jack connectors. Plug the other end of the cable into the Computer Timing Interface in the jack marked Diving. Now plug the cables from each of the Judge's Scoring Consoles into any of the remaining jacks. You can connect up to 7 Consoles into one Interface.

If you are using 5 or more judges, you may wish to divide them into two groups on opposite sides of the pool. In this situation, you will need a second Diving Interface. Connect the long cable that comes with the Interface into any available jack in the first Interface and the other end in any jack in the second Interface. Now plug the Consoles into any of the remaining jacks. You can use up to 9 consoles total.

### Assigning Judge ID Numbers

When the Consoles are plugged into the Interface, the LCD screen will briefly display a screen with IST's name and the Console Version Number. It will then go into the scoring screen. At the top of this display you will see **JUDGE ID # X**, where X is a number form 1-9 that was assigned to that module during final test. **NOTE: Each Console must have a unique Judge ID number and the numbers must be**

**consecutive**. These numbers will identify the judges' scores as they are stored by the diving software.

To change the Judge ID#, press the **EXIT** key. Use the DOWN ARROW to select **SETUP PENDENT** on the screen and press **ENTR**. The screen will display:

```
OLD JUDGE ID #:          X
NEW JUDGE ID #:
                  X
```

To change the ID #, press the appropriate number key. When the Judge ID # is correct, press **EXIT**. Press the **UP ARROW** to select RUN SCORING, and press **ENTR** to begin scoring diving.

## Entering Scores on the Diving Judge Scoring Consoles

To enter a score without a 1/2 point (e.g. 1-9) enter the number. You can correct the score by pushing the CLR key or entering a new number. When the score is correct, press the ENTR key to send it.

To enter a score with half a point (e.g. 1.5-9.5), enter the whole number and press the UP ARROW key for a half point. To enter a score of only .5, press only the UP ARROW key. Correct the score by pushing the CLR key or entering a new number. When the score is correct, push the ENTR key to send it.

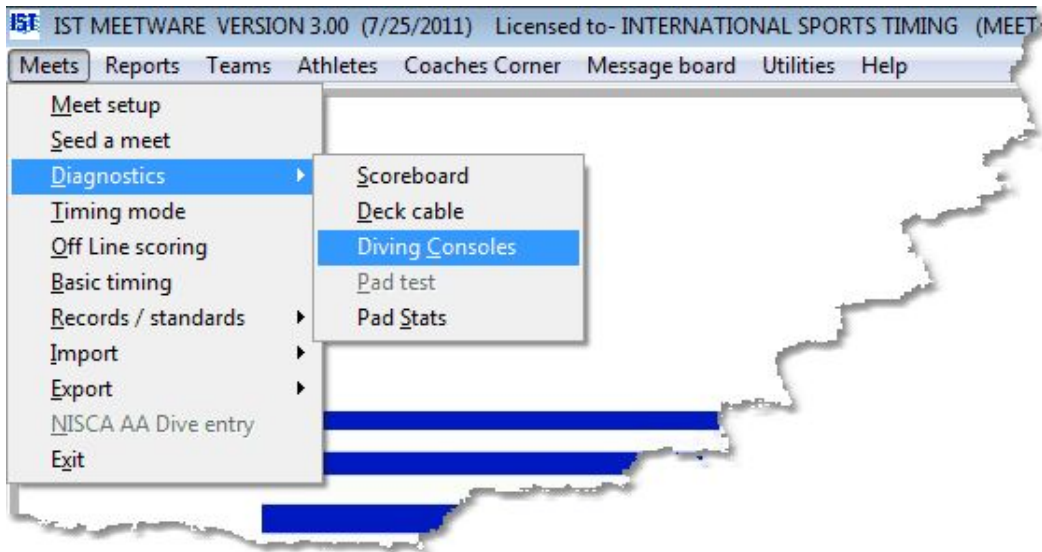
To enter a NO DIVE, press 0 (zero) and the ENTR key or press the ENTR key only.

If you enter a "10", you will see "SCORE A 10? ENTER TO CONFIRM". Press the ENTR key to score a 10, or press the CLR key if you made a mistake and enter the correct score.

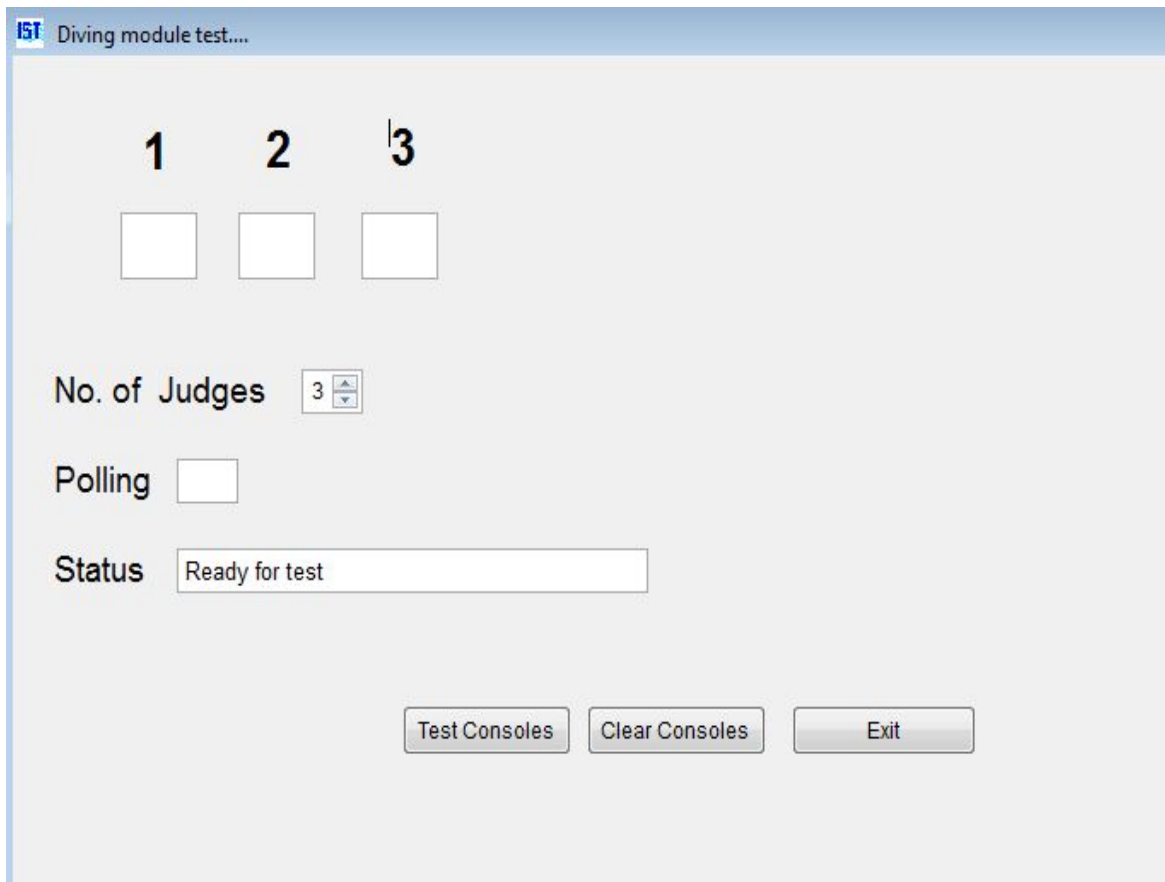
When you press the ENTR key on a correct score you will see "SENDING SCORE X.X". When the system is ready to accept the next diver's score, you will see "SCORING...." displayed on the LCD screen. You can then enter the next score.

## Diving Console Diagnostics

To test the diving consoles, select MEETS, DIAGNOSTICS and DIVING CONSOLES:



You will then see a screen like the following:



## **Testing Diving Consoles**

To test the consoles, set the NO. OF JUDGES to the number of consoles you are using (default is 3) and click TEST CONSOLES. Enter a score each of the diving consoles (i.e. "1.0" on console 1, "2.0" on console 2, etc.). The scores entered will show up under the corresponding module number, as well as on the scoreboard under the corresponding "J#". To stop testing, click the STOP TESTING button (Where the TEST CONSOLES button was). In order to change the number of judges, you must stop testing first.

If you want to clear the consoles and re-test them, click CLEAR CONSOLES.

## **Exiting**

When you are finished with the diving console diagnostic, click EXIT to return to the MAIN menu.



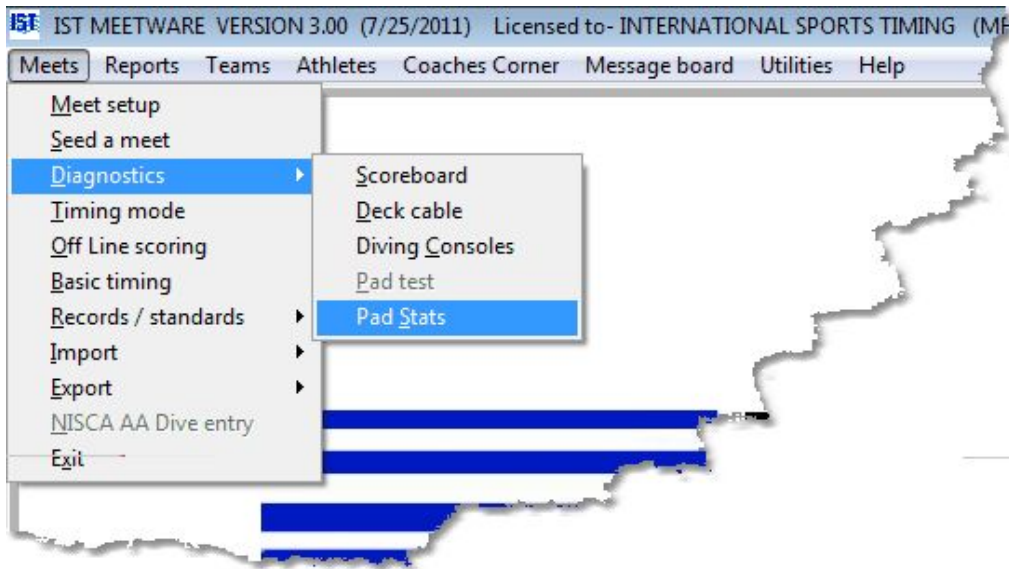
# PAD STAT REPORT

[Top](#) [Previous](#) [Next](#)

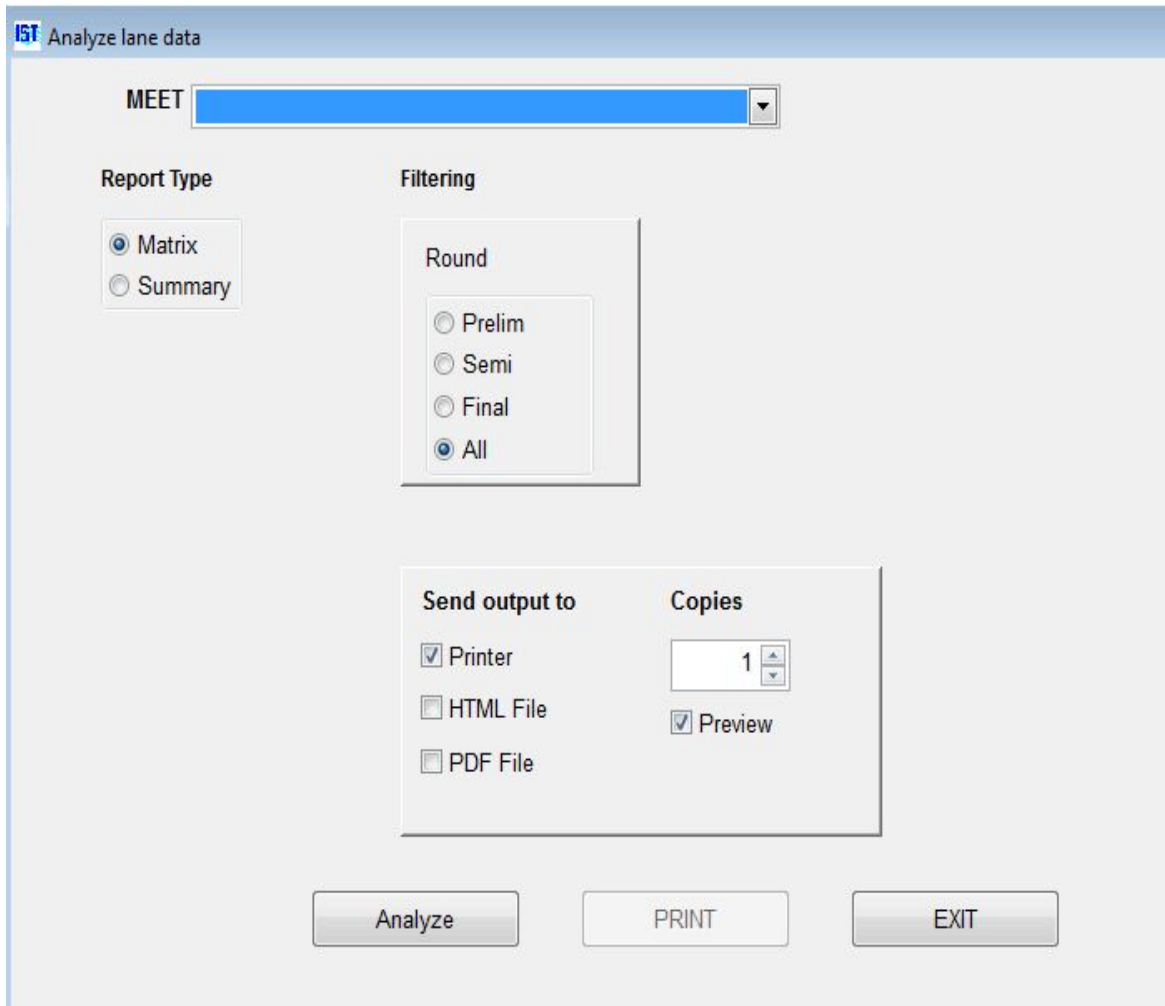
## Pad Stat Report

This diagnostic tool is useful if you think you might be having problems with your touch pads or deck cable. It allows you to look at the function of each pad and button by lane for each event. With this diagnostic you can determine at a glance if there is a specific lane that is having a problem and use it to narrow down what the problem might be.

To look at the pad statistics for each meet select MEETS, DIAGNOSTICS and PAD STATS from the MAIN menu:



You will then see a screen similar to the following:



Select the meet that you want to analyze from the [drop down list](#). The meet must have had at least one event run. It is best to choose one that has already been fully completed. Select whether you want to print a [Matrix](#) or [Summary](#) report, and which round you want to analyze. **NOTE: For dual meets or meets with only 1 round you must select a round - dual meets are always FINAL - selecting ALL for meets with only 1 round will not analyze any data.** Next click ANALYZE. You will not see anything happen because it works so quickly. You can now click the PRINT button to see the report.

### Report Key

On the reports you will see the following notations:

**NB** - means that no backup was received.



## Summary Report Example

Columns on the report are:

Event

Heat | Lane | Final Time | Pad Time | Backup Time | Difference | Error  
| [Adjusted Time](#)

PAGE	1	PAD ANALYSIS FOR MEET:				07/26/11
		OHHS V UNION (01/06/11)				
EVENT NO. 1	_____					
	Final	Pad	Backup	Differential	Error	Adjusted
HEAT 1						
2	2:39.81	2:39.81	2:39.84	0.030		
3	2:01.30	2:01.30	2:01.28	0.020		
4	2:02.49	2:02.49	2:01.45	1.040	LATE	
5	2:35.74	2:35.74	2:35.52	0.220		
EVENT NO. 2	_____					
	Final	Pad	Backup	Differential	Error	Adjusted
HEAT 1						
1	3:35.24	00:00.00	3:35.24	0.000	NP	
2	2:54.08	2:54.08	2:54.10	0.020		
3	2:18.74	2:18.74	2:18.81	0.070		
4	2:20.35	2:20.35	2:20.25	0.100		
5	2:37.96	00:00.00	2:37.96	0.000	NP	
6	3:42.85	222.850	222.270	0.580		
EVENT NO. 3	_____					
	Final	Pad	Backup	Differential	Error	Adjusted
HEAT 1						
2	4:05.22	00:00.00	4:05.22	0.000	NP	
3	2:25.40	2:25.40	2:25.34	0.060		
4	2:23.34	2:23.34	2:23.17	0.170		
5	2:48.59	2:48.59	2:48.76	0.170		
6	3:05.44	3:05.44	3:05.50	0.060		
EVENT NO. 4	_____					
	Final	Pad	Backup	Differential	Error	Adjusted

## Common Causes of Touchpad or Button Error

Touchpad and backup button errors are not always the result of equipment malfunction. Some other possible causes:

- **Backup timers don't hit the button or hit it at the wrong time.** Many times backup timers are swimmers, younger siblings or parents who tend to get either distracted or involved in a race that is not in their lane. Occasionally they will forget to hit the button, or will hit it at the wrong time (when the swimmer they were cheering for touches the wall, not when the swimmer in their lane touches).
- **A young or inexperienced swimmer does not hit the pad with enough force to trigger it.** Often they will subsequently bump the pad with a knee or elbow, causing the pad to register LATE.
- **A young or inexperienced swimmer does not hit the pad below the water line.** Often younger swimmers will grab the pad at the top edge, or grab for the gutter behind the pad. Most touchpads are not sensitive on the back edge of the top and will not register until they are bumped on the face with a knee, elbow or other body part.
- **A backstroker did not hit the pad with their hand.** Occasionally backstrokers will hit the touchpad with their head instead of their hand, or their last stroke will land in the gutter, or the top edge of the pad which is not sensitive on many models. The backup timer presses the button when they see the hand make contact with the wall but the touchpad does not register until the swimmer hit it with their head.
- **A backstroker reached too far down or to the side.** Many backstrokers will reach down or to the side on their final lunge. Occasionally they will miss the pad, hit the outer edge of the pad which is not sensitive, or hit at such an angle that they can not hit with enough force to trigger the pad.

Typically an equipment malfunction happens consistently, rather than occasionally. Occasional malfunctions are often a result of human error. Also, equipment malfunctions move with the equipment, whereas human-created problems can move around the pool in a

seemingly random fashion. Also, equipment malfunctions will typically show up in [diagnostics](#).

To test for an equipment malfunction, move the suspect equipment to a lane that is working and see if the problem follows it. To test for a deck cable malfunction, put a touchpad that you are certain is working in the lane that may not be working and test it there.

# NAVIGATING TIMING

[Top](#) [Previous](#) [Next](#)

## Navigating Timing

The timing screen looks similar to the following:

\*\*\*Click on an item or area on the graphic to link to it's description\*\*\*

**MEET** allows you to select the meet you want to run from a [drop down list](#). The last meet you were working in in Meet Setup or Seeding will be the default.

**EVENT** allows you to select the event you want to run from a [drop down list](#). The first un-timed event in the meet will be the default.

**HEAT** allows you to select the heat number from a [drop down list](#). The first heat of an event will automatically be set to 1 and the heat numbers will increase automatically until you select the next event. You can use the [drop down list](#) to re-select an earlier heat if necessary.

**OF** tells you how many heats are set up for the event.

**Round** allows you to select whether Prelim, Semi, Final or All [rounds](#) of the event is displayed.

**LN** indicates the lane number that corresponds to the lane in the pool.

**STATUS** indicates the status of the lane. OK is being timed, OFF is not being timed, [EX](#) is exhibition, [SCR](#) is scratched, [DQ](#) is disqualified. Click on the status of the lane to select the status from a drop down list

**TEAM** shows which team is swimming in that lane. To change the team, click on the TEAM field and select the correct team.

**NAME** shows which swimmer or relay is swimming in that lane. To change the swimmer, click on the NAME field and select the correct swimmer. If the swimmer's name is not on the list, select NEW ATHLETE from the top of the list and [add the swimmer](#) into the roster. To see the names of the swimmers in a relay, right click on the relay name. To [edit the swimmers](#) in a relay, click on the relay name. **NOTE:** [Be sure that the TEAM field has the correct team selected before attempting to select the swimmer.](#)

**FINISH** is the finish or final time for that lane. If the time is green, the time was recorded from a touchpad or primary backup button (if no pads are used). If it is **red**, the time came from a backup button (if pads are used) or secondary backup button (if no pads are used). During the race the FINISH will also show the cumulative time for each split as they come in.

**SPLIT** is the split time for that lane. The number of SPLIT fields used will vary with the length of the race. When a race has more than 4 splits, the fifth split will over-write the first one, and be identified with the split number. This will continue until the last split is registered.

**LAP NO.** Shows the current lap for that lane. Lap numbers may be increased or decreased using the up/down arrows next to the lap number adjust for an extra or missed pad/button hit by using the arrows on the spinner box.



**Event Number** For events that have been combined, the original event number for the swimmer in each lane will be displayed. If the events have not been combined, this will remain blank.

**Round** [radio buttons](#) allow you to choose which [rounds](#) are displayed in the event list, Prelim rounds, Semi-Final rounds, Final rounds, or all rounds.

**Scores** allows you to view, edit, print or display the current [team scores](#) on the scoreboard. The scores will be totaled through the last completed event.

**Awards** allows you to display award information on the scoreboard for any completed event. Award information includes the swimmers name(s), time, place, team and coach's name.

**Break** allows you to start the [Break Timer](#) to count down the time until the next event or session will begin.

**CLOCK** is an unofficial running clock for the race. **NOTE: When running in DEMO mode, this clock will not be highly accurate.** It starts when the starting device is fired and stops when the last swimmer hits the pad. This clock display is for the convenience of operators who may not have a scoreboard or cannot see the scoreboard, it is not intended to be the official time. The [Computer Interface Box](#) keeps the official time, and any times that are displayed under SPLITS or FINISH are the official times.

**TIMING** indicates the status of the timing system. NOT ARMED means you have to click the ARM button to tell the computer that you are ready to time a race. WAIT FOR START means you are armed and ready to fire the start device and AUTO START/BACKUP START means that a start signal has been detected. TIMING STOPPED means that timing has been interrupted. FINISHED means that the race is done.

**HEAT** indicates the status of the heat. READY means that the heat has not been timed, TIMED means that the heat has already been timed but not scored and [SCORED](#) indicates that the heat has already been timed and scored.

**RACE NO.** is the numeric ID for the race. This is assigned internally to be used by Hy-Tek's Meet Manager and can not be changed by the user.

**NOTE:** The following items will only appear if you are using [GNET](#) to transfer data to Hy-Tek's Meet Manager.

**START RESULTS** is used to send the results of the race to Hy-Tek's Meet Manager for Windows (see-[transferring data to Hy-Tek](#). You must select a COM port as the [Results port](#) in Setup Hardware.)

**GNET STATUS** indicates the status of the Generic NETwork interface used to transfer start lists from or results to Hy-Tek's Meet Manager for Windows (see [Transferring data to Hy-Tek](#). You must select GNET as the [Results port](#) in Setup Hardware.)

**GNET STOP** allows you to stop the Generic NETwork interface used to transfer start lists from or results to Hy-Tek's Meet Manager for Windows if the network connection locks up (see [Transferring data to Hy-Tek](#). You must select GNET as the [Results port](#) in Setup Hardware.)

**DATA SET** Is a number that is assigned internally to designate which meet this is. It can also be used to identify the meet when [exporting results](#).

**PRINT HEAT RESULTS** If this box is checked, a [heat result](#) report will print after each heat. **NOTE:** This option requires a printer connected to the computer and configured as the default printer in Windows.

**PRINT EVENT RESULTS** If this box is checked, an [event result](#) report will print after each event. **NOTE:** This option requires a printer connected to the computer and configured as the default printer in Windows.

**CONFIRM HEAT RESULTS** If this box is checked you will be asked to confirm the [heat results](#) before you can move on to the next heat or event. There you can change times and enter disqualifications. If it is unchecked you will be moved automatically to the next event at the conclusion of an event. Changes to times or disqualifications can be

done either on a [terminal computer](#), on the [Hy-Tek Meet Manager computer](#) or in [offline scoring](#) at a later time.

**PAD BELL ON** allows you to emulate a Colorado Console so that each time a touchpad is hit, a "bell" sounds on the computer. The volume of the ding will depend on the volume settings on your computer and may not be loud enough to hear at loud meets.

**MANUAL FINISH** allows you to delay going the Confirm Heat Results screen until after you are sure all of the lanes have finished. This is useful for the following situation: The C relay is the last team in the pool. After the 4th swimmer enters the water, the 3rd swimmer climbs out and trips the touchpad at 17s, thereby ending the relay and the race accidentally. If MANUAL FINISH is checked, the operator can click the lap number down, the 4th swimmer will finish, and once the operator is sure the race is finished they can then click the CONFIRM RESULTS button to finish the heat.

**AUTO ARM** will arm the system automatically after the conclusion of each heat without the operator pressing (F3) or the ARM button. If you do not want to auto arm the next event, you can uncheck the box at any time.

**USE FAR END** will be automatically checked if [USE FAR END](#) is selected in [system preferences](#). This tells the software that there are pads or buttons at the far end of the pool which can be used to record splits or the finish of a 25 at the far end.

**USE FAR END PADS** will appear if you have FAR END TIMING checked in [SYSTEM PREFERENCES](#). If this box is checked, the touchpads or buttons on the far end will be active. If it is unchecked, the pads or buttons will not be active. This is useful if you want to run 25Y events with far end pads, but do not want to use the pads for a 200Y event.

**ARM (STOP)** is the button that you click to [arm](#) the timing system for a race. Once a start input has been received, this button will change to STOP. STOP can be used to stop timing in all lanes for a false start, or any other reason. You then have the option to Continue Timing, Stop and Restart, or Stop and Mark as Timed. If you are running in DEMO mode, the [touchpad simulator](#) will appear when ARM is clicked.

**STOP LANE** allows you to stop timing a specific lane. This will be used if a swimmer has completed an event but the lane is still being timed. The last pad hit recorded will be used for the finish time. This is most commonly used when a swimmer misses a pad hit in a race, or if a swimmer fails to finish a race. It is an alternative to decreasing the number of laps in a race with the [spinner box](#), as described above with [LAP NO.](#)

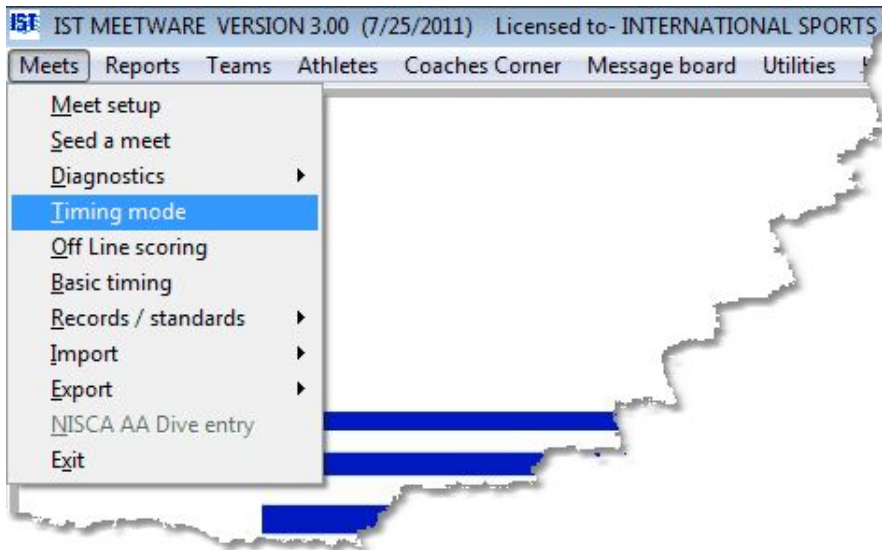
**EXIT** allows you to exit the timing screen and return to the MAIN menu.

Now that you are familiar with the timing screen you can [run a race](#) in Timing Mode.

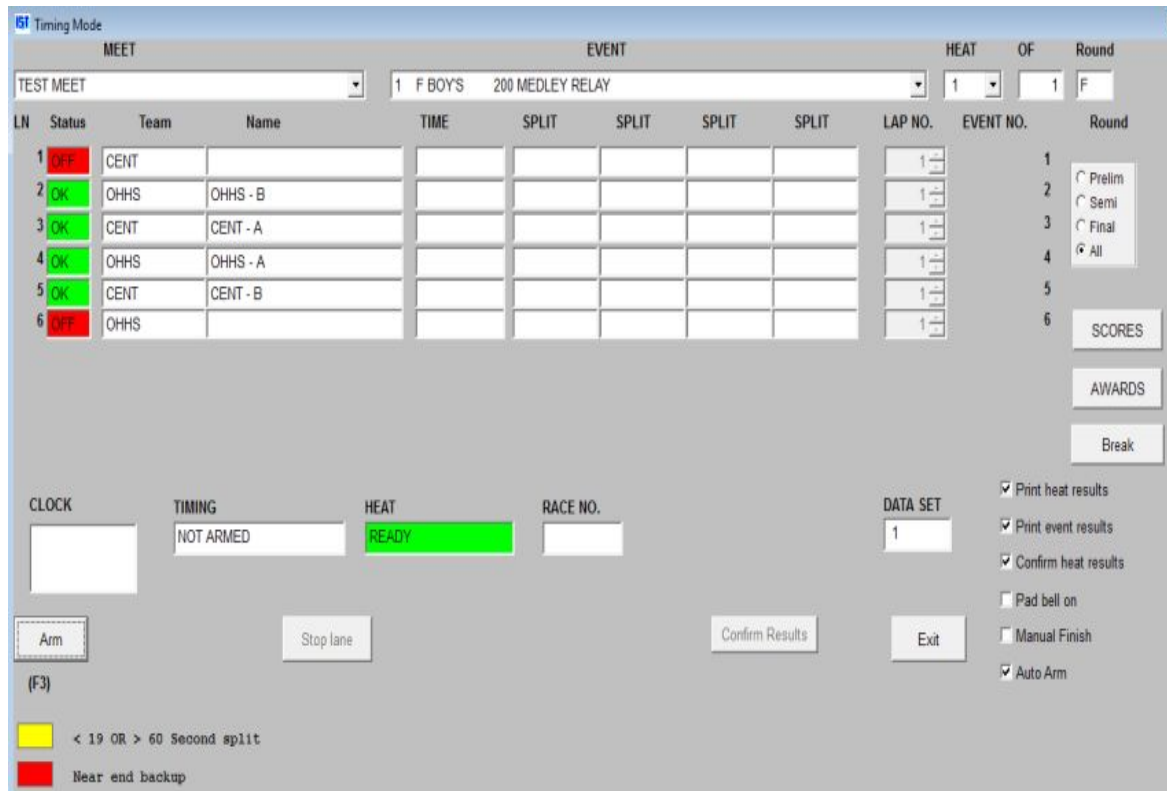
# Running in Timing Mode

Timing mode allows you to time heats, events or meets with swimmers names displayed on the computer screen (and the scoreboard if you have an IST Alphanumeric scoreboard). The heat, lane, place, [splits](#) and [final times](#) will be stored, the event will be scored and various [reports](#) can be printed after the meet. After a meet has been run it can be scored, or edited and re-scored in [off-line scoring](#). If you are not familiar with the timing screen, you should take a few minutes and learn to [navigate through timing mode](#).

From the MAIN menu, select MEETS and TIMING MODE.



You will then see a screen that looks similar to the following:



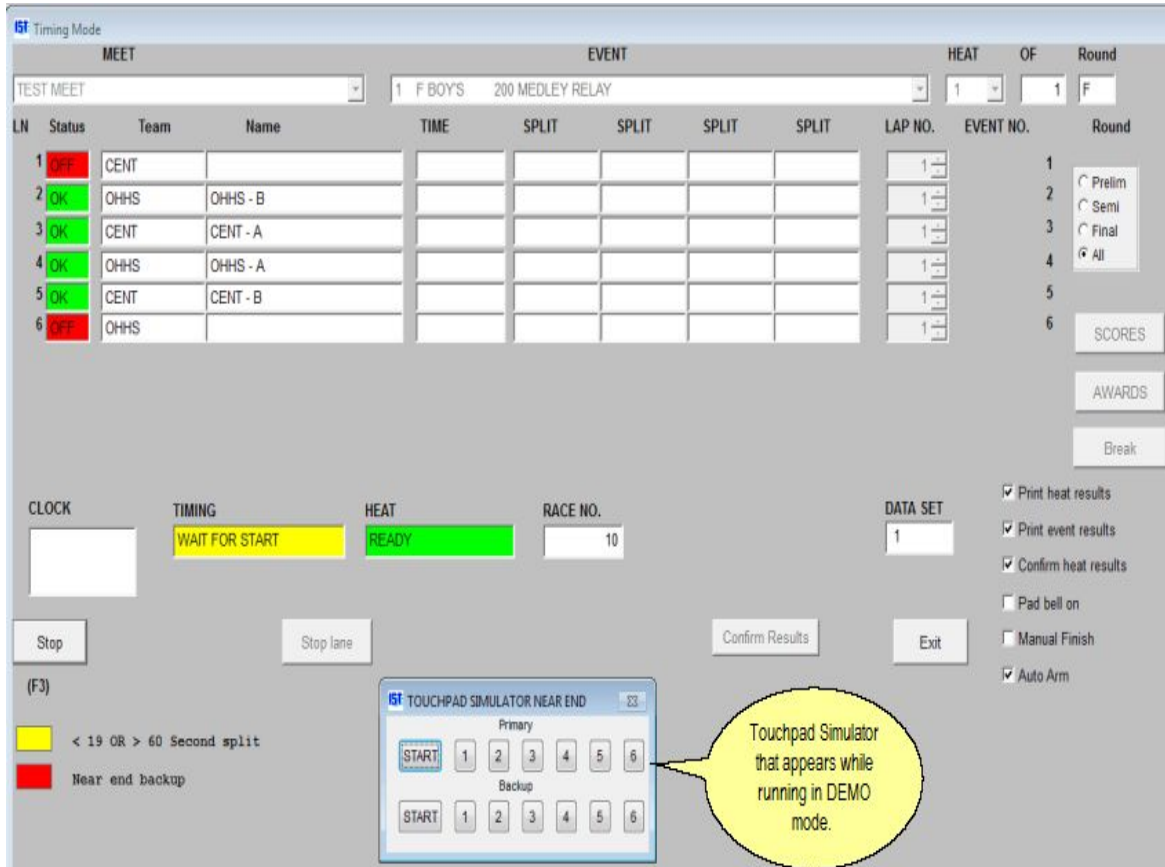
## Running a Heat

You must have a [meet set up](#) before you can run it. Before you run a meet, be sure that you have [prepared](#) yourself accordingly.

To run a heat, select the [meet](#) and [event](#) from their drop down lists. MEETWARE 3 will automatically bring up the last meet entered or edited so check to make sure you are running the right meet! Check to make sure that the [status](#) of the lanes are correct. If there is an empty lane, the [status](#) for that lane should be set to OFF. Also check to make sure that the [heat has not already been timed](#). If the heat has been timed you will be asked if you want to re-run the heat. **WARNING: Re-running a heat that has already been timed and scored will overwrite your previous times for that heat and can cause problems with your team scores.**

When you are ready to begin the race, click the ARM button to [arm the timing system](#). When the timing system is armed, WAIT FOR START will be displayed in [TIMING](#) and "QUIET" will be displayed on the scoreboard. \*\*\*If you are running in [demo mode](#) the [Touchpad Simulator](#) will pop up when the timing system is armed. **NOTE: From**

this point on, a pad hit will refer to both a physical pad hit or a click of that "pad" button on the Touchpad Simulator. The same goes for starts and backup buttons. See the screen below for a view of the Touchpad Simulator.



To start the race, fire the [start device](#) (or click the START button on the [Touchpad Simulator](#)). You will notice that the CLOCK begins counting and TIMING has changed to AUTO START and is green.

Once the race has started there may be some [situations that arise while running the race](#).

When the touchpad becomes active (after 5 seconds in demo mode or 15 seconds when timing normally), the LAP NO box will turn green, indicating that the pad is ready to be hit again. This gives swimmers time to get out of the pool on a relay without triggering the touchpad again.

As the swimmers hit the pads (or you do on the [Touchpad Simulator](#)) you will notice that the split time is displayed under SPLIT. If the split



was recorded from a [backup button](#), the split will be displayed in red. If you are consistently getting backup splits in the same lane, race after race you should check the touchpad to make sure it is functioning properly. See [Troubleshooting Deck Cables and Touchpads](#) for more information. If the pad is touched in less than 19 seconds, the split will be highlighted in yellow, indicating the possibility of an invalid touch (a swimmer hits it when climbing out of the pool on a relay or a touchpad malfunction).

When the last split is recorded, the final time will be displayed under FINISH. If the finish time is from a backup button (indicating that no pad time was recorded), it will be displayed in red.

### **A Note About Splits:**

IST automatically records all splits on all lanes during a race. We recommend that the timers **also** press the backup buttons on each split, as well as at the finish of the race. This is for two reasons. First, it keeps the backup button operators attention on the lane throughout the race so that they do not miss the backup on the finish. Second, if there is a missed pad or pad malfunction in the middle of the race, the backup split will be used to make sure that the lap is recorded so that the race will finish correctly. **BACKUP SPLITS ARE ONLY RECORDED IN THE SYSTEM WHEN THERE IS A TOUCHPAD MALFUNCTION OR A FAILURE TO HIT THE TOUCHPAD ON THE PART OF THE SWIMMER.** If both a touchpad and a backup button are registered on a split or a finish, the touchpad time will **ALWAYS** be the official time.

When the race is finished, if [Confirm Heat Results](#) is selected on the timing screen, you will see a screen similar to the following:



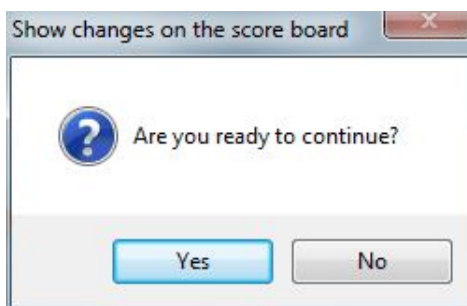
IST Heat Results for Event 1 BOY'S 200 MEDLEY RELAY --Heat 1 of 1

Place	Lane	Status	Finish	Pad	Backup 1	Error	Difference
1	2	OK	38.20	38.20	38.40		0.20
2	3	OK	39.50	39.50	40.70	DIF. >.29	1.20
3	4	OK	43.10	43.10		MISSED BACKUP	0.00
4	5	OK	44.10		44.10	NO PAD	0.00
0	1	OFF					0.00
0	6	OFF					0.00

OK Adjust

Remember that if you are running in [semiautomatic timing](#) the final time may be slightly different from the primary and backup times. For an explanation of the heat results, see [Heat Results](#). If there are any problems or [errors in the heat results](#), you can correct them now.

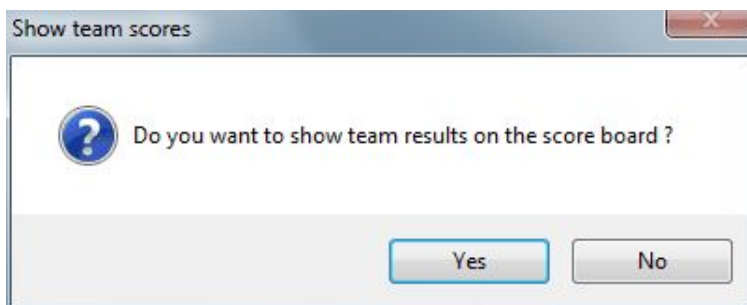
When you have fixed any problems that may have arisen, click on OK. If you have made a change to the results you will see the following:



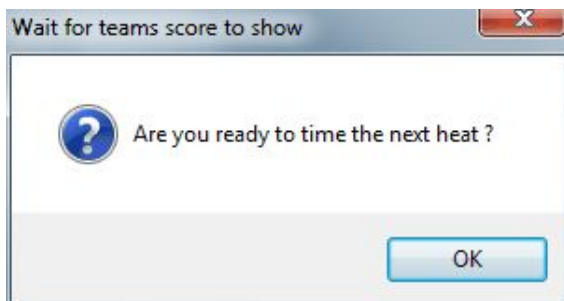
The changes you made will be transmitted to the scoreboard. When you are ready to continue, click YES to clear the board and display the next heat or event. If you need to make additional changes to the heat results, click NO.

If you have selected [PRINT HEAT RESULTS](#), or [PRINT EVENT RESULTS](#) those will print now.

If you had [SHOW TEAM SCORES](#) set to ASK, you will see the following message:



Clicking YES will display the current team scores on the scoreboard, clicking NO will move you on. You may then see a message similar to the following:



As long as this message is displayed on the screen, the team scores will be displayed on the scoreboard (if you have selected that option in [meet configuration](#)). Once you click OK, the scoreboard will be cleared for the next event and you will be returned to the next heat or event on the timing screen.

## Running a Diving Event

See [RUNNING DIVING](#)

## Print/Display Team Scores

To see the current team scores (through the last completed event) click on the [SCORES](#) button. You will then see a screen similar to the

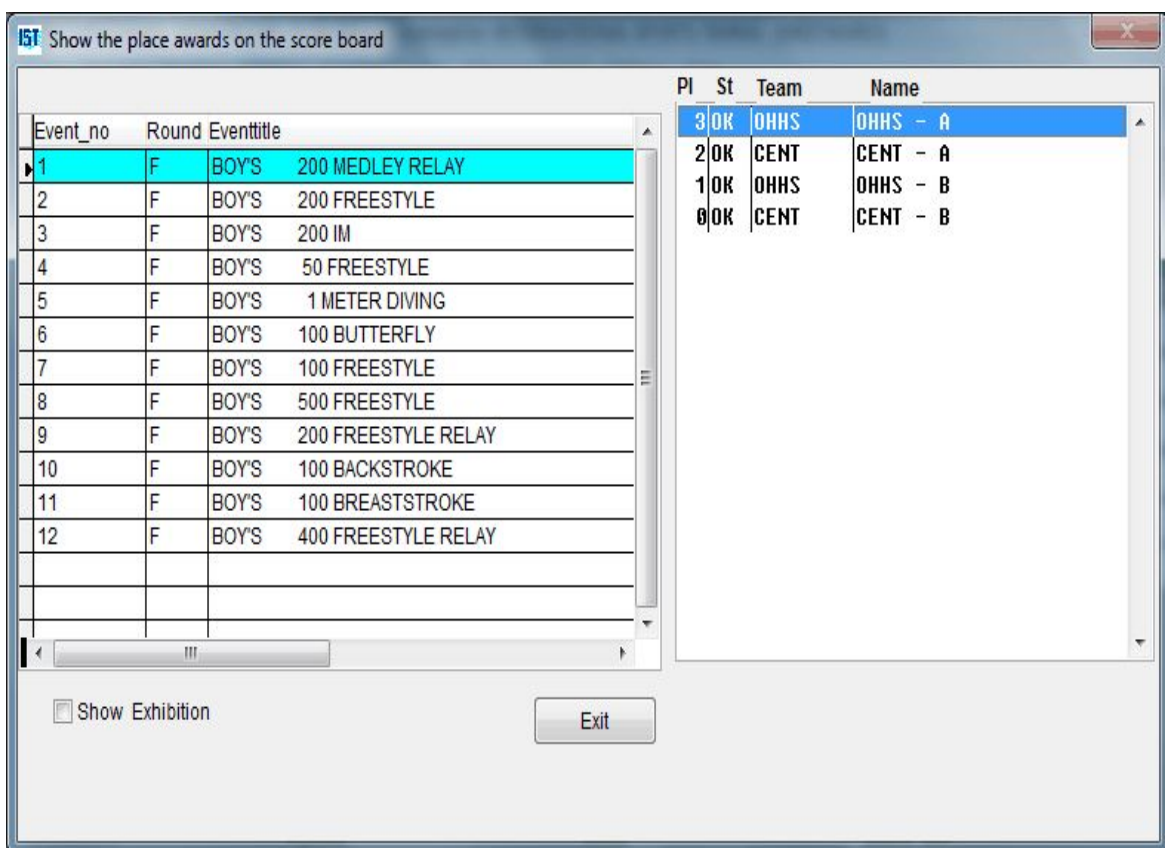


new score. To print a copy of the [team score report](#), select how many copies of the report you want to print and click the PRINT button. To preview the report before printing it, click the PREVIEW check box.

When you have finished, click on the EXIT button to return to the timing screen.

## Display Awards

To display the award information for any event, click on the AWARDS button on the main timing screen. You will then see a screen similar to the following:



Select the event for which you want to present the awards. You will then see the swimmers or relays that will be receiving awards for that event in the list on the right of the screen in order from last to first. To display the information on the scoreboard, click on the individual or relay in the right-hand list. If it is a relay you will see the time, place, swimmers names, team and coach's name. If it is an individual you will see the time, place, name, team and coach's name. To display the

next place, click on it. When you are finished displaying the awards click EXIT to return to the timing screen.

## **Set up a Break Timer**

To set up a break, click on the Break button. See [Break Timer](#) for more information.

## **Exiting Timing Mode**

When you are done running events, click EXIT to return to the MAIN menu.

# SPECIAL SITUATIONS THAT ARISE IN TIMING

[Top](#) [Previous](#)  
[Next](#)

## Special Situations That Arise in Timing

This section covers things that may happen during a race. It is a good idea to print this page and keep it near the timing computer during a race.

- 1) [The team assigned to a lane is wrong](#)
- 2) [The name of the swimmer is wrong](#)
- 3) [The referee fires the start before the system is armed](#)
- 4) [A swimmer is disqualified before the race starts](#)
- 5) [The starting device starts the timing system but not the swimmers](#)
- 6) [The referee calls a false start after the start device has been fired and the race is recalled](#)
- 7) [There is no swimmer in a lane with the Status OK](#)
- 8) [There is a swimmer in a lane with the Status OFF](#)
- 9) [A swimmer misses the pad on a turn](#)
- 10) [A swimmer has finished the race but their lane is still timing](#)
- 11) [A swimmer is unable to finish a race](#)
- 12) [You need to add a heat to a completed event](#)
- 13) [A final time comes in as 00:00.00](#)

**1) The team assigned to a lane is wrong**

Click on the TEAM field to select the correct team.

## **2) The name of the swimmer is wrong**

You can change the name of a swimmer in an event any time during the event. Simply click on the NAME field and select the correct swimmer. If the swimmer's name is not on the list, select NEW ATHLETE from the top of the list and [add the swimmer](#) into the roster. To see the names of the swimmers in a relay, right click on the relay name. To [edit the swimmers](#) in a relay, click on the relay name.

## **3) The referee fires the start device before the system is armed.**

As soon as you realize what has happened, click on [ARM](#). You will see the message, "FOUND A START WHILE INITIALIZING TIMING. WOULD YOU LIKE TO USE IT? Y". Hit Y or <ENTER> to use the start. The screen clock will run very quickly until it catches up with the actual time. If you are using an IST scoreboard, the running clock will not start until you answer "Y" and will not be correct, but the split and finish times will be correct.

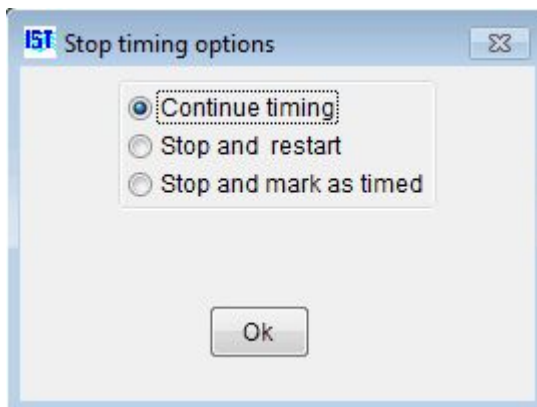
## **4) A swimmer is disqualified before a race starts**

If the swimmer is not allowed to swim in the race, click on the OK in the STATUS column for that lane and change it to OFF, so that the lane will not time. If the swimmer is allowed to swim but has been DQ'd, time the heat and then change their status to DQ in [Heat Results](#) or [Off Line Scoring](#).

## **5) The starting device starts the timing system but not the swimmers.**

Once a [start device](#) has been fired and detected by the system, the ARM button turns to a [STOP](#) button. **NOTE: The STOP button stops timing all lanes and you must start the race over.** To

stop timing for all lanes and restart the race, click the STOP button. You will see the screen below:



Select one of the following options:

**CONTINUE TIMING** - If the heat was stopped in error, select Continue Timing and the event will continue as if nothing happened.

**STOP AND RESTART** - If the race is stopped for a false start, select Stop and Restart. If a swimmer is disqualified and not permitted to swim, click on the OK in the STATUS column for that lane and change it to OFF, so that the lane will not time. If the swimmer is allowed to swim but has been DQ'd, time the heat and then change the swimmers status to DQ in [Heat Results](#) or [Off Line Scoring](#). To restart the heat, you must click START again to re-[arm](#) the system, even if it is set to [AUTO ARM](#).

**STOP AND MARK AS TIMED** - This option can be used save splits already recorded in an event that cannot be completed, or to "time" a heat that was run with watches so manual times can be entered. All times will be saved as 0:00.00. You will then need to edit the times in [Heat Results](#) to something other than 0:00.00.

**6) The referee calls a false start after the start device has been fired and the race is recalled**



See [STOP TIMING AND RESTART](#) above.

### **7) There is no swimmer in a lane with the Status OK**

As soon as you realize the lane is not being used, click the [Status](#) for that lane from OK to OFF. You must turn the lane OFF or the system will continue timing after the heat is completed.

### **8) There is a swimmer in a lane with the Status OFF**

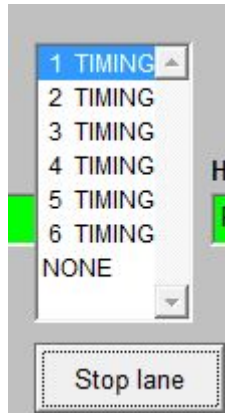
As soon as you realize the lane is in use, click the [Status](#) for that lane from OFF to OK. Pad hits that occur within the next 15 seconds may not be recorded, but the lap numbers can be adjusted with the spinner box for that lane as you would for a missed pad (see below). Splits for this lane may not be accurate, but the final time will be accurate.

### **9) A swimmer misses the pad on a turn**

If a swimmer misses a pad on a turn (and the backup button was not pressed) you can add a lap by increasing the [LAP NO](#) with the spinner box for that lane. Splits for this lane may not be accurate.

### **10) A swimmer has finished the race but their lane is still timing**

If the missed pad is not detected until the end of the you can add a lap by increasing the [LAP NO](#) with the spinner box for that lane, or you can click the [STOP LANE](#) button to record the last pad hit as the finish time (see below). To stop the timing in that lane, click STOP LANE and then click on the appropriate lane to change it from TIMING to FINISHED. Splits for this lane may not be accurate.



If you stop timing a lane that has no split times recorded you must edit the time in [Heat Results](#). The finish time will be registered as 00:00.00 and you will have to enter a watch time or change the Status to OFF before you can exit [Heat Results](#). If you stop timing a lane that has at least one split time registered, the system will assign the last split time as the finish time. You can edit the time in [Heat Results](#).

### 11) A swimmer is unable to finish a race

In this case, click the STATUS for that lane to turn it OFF. This will register as NO TIME in [Heat Results](#) with the STATUS as OFF. If you wish, you can change the Status in Heat Results to DQ.

### 12) You need to add a heat to a completed event

This may be necessary if a swim-off is required after a meet has been completed, or if you accidentally answer NO to, "DO YOU WANT TO ADD A NEW HEAT?" when there is another heat to run. From [Timing](#), select the event and click the START button. You will see the message, "TIME THIS HEAT AGAIN?" Click NO and you will get a new message, "DO YOU WANT TO ADD A NEW HEAT?" Click YES and time the new heat normally. **NOTE:** Answering YES to, "TIME THIS HEAT AGAIN?" will destroy the data already recorded for that heat and subtract out the team scores accumulated in that event.

### **13) A final time comes in a 00:00.00**

If this occurs there is a problem with your system preferences setup. From the MAIN menu select UTILITIES and SYSTEM, select the system you are running in and check the [backup input](#) to make sure that you have the correct option selected. If you are using a pad and one button and you have 2 or 3 buttons selected this can cause the problem.

# HEAT RESULTS

[Top](#) [Previous](#) [Next](#)

## Heat Results

When you [set up a meet](#), you have the option to [Confirm Heat Results](#). This box is also an option on the [Timing Screen](#). If that box is checked, once a heat has been run a screen will pop up, allowing you to view the results of that heat and make any necessary corrections.

The heat results window be similar to the following:

Place	Lane	Status	Finish	Pad	Backup 1	Error	Difference
1	2	OK	38.20	38.20	38.40		0.20
2	3	OK	39.50	39.50	40.70	DIF. >.29	1.20
3	4	OK	43.10	43.10		MISSED BACKUP	0.00
4	5	OK	44.10		44.10	NO PAD	0.00
0	1	OFF					0.00
0	6	OFF					0.00

**PLACE** is the order of finish for that lane from fastest (1st) to slowest (last).

**LANE** is the lane number.

**STATUS** is the status of that lane, OK, SCR, DQ, EX or OFF.

**FINISH** is the final (official) time for the lane. This may be different from the pad and backup time if you are running in [semiautomatic timing mode](#).

**PAD** is the final time as recorded by the [primary input device](#) either a pad or a backup button.

**BACKUP** is the final time as recorded by the [backup button](#).

**DIFFERENCE** is the difference in seconds between the primary time and the backup time.

**ERROR** is any problem that the system found with the time.

**ADJUST** allows you to make adjustments to the final times according to the NFHS rules.

## Understanding Errors

Whether you are in [AUTO timing](#) or [SEMI AUTO timing](#) will determine the finish time and errors that you see.

**NO PAD** indicates that the Finish Time was not recorded with a pad (or primary backup button) hit and was recorded with a backup button instead. The Pad Time will be displayed as "00:00.00". If you consistently get NO PAD errors in the same lane, there may be a problem with the pad or primary backup button and you should do a [deck cable test](#) to check it.

**NO BACKUP** indicates that no backup time was recorded for that lane. The backup time will be displayed as "00:00.00". The Finish Time is the pad or primary backup button time. If you consistently get NO BACKUP errors in the same lane, there may be a problem with the backup button and you should do a [deck cable test](#) to check it.

**DIF. >.3** indicates that there was a difference greater than .29 seconds between the pad time and the backup time, indicating a possible equipment or button operator malfunction. The finish time in this case is the pad or primary backup button time. If the time is incorrect, it can be [changed here](#), or in [OFFLINE SCORING](#).

**NO TIME** indicates that the lane was stopped before a time could be recorded. The Finish Time will be displayed as "00:00.00". If there was a swimmer in the lane, the watch time must be entered. If the lane was stopped because a swimmer did not finish, change the status to OFF or SCR. **NOTE: The software will not accept a "00:00.00" time,**

you must enter a watch time or change the Status before you can exit the screen.

### **A Note About Backup Times:**

Backup times are just that, backups. If the system receives a signal from the primary input (touchpad or button), that time is ALWAYS listed as the official time. If no primary input is received, THEN the system takes the backup time as the official time. If the backup signal comes in before the primary signal, the system will wait 3 seconds. If the primary signal is detected, that will be used as the official time. If it is not detected in 3 seconds, the backup time will be recorded as the official time.

## **Changing the finish time**

If the finish time for a lane is incorrect and you need to enter a watch time, right click on or highlight the finish time for that lane and type in the correct finish time. Remember that the final time may be different from the pad and backup times if you are running in [semiautomatic mode](#). **NOTE:** You do not need to type in the colon or the period when entering times--the program will insert them for you. To enter a time of "25.25", type "2525". To enter a time of "1:13.00" type in "11300". You must enter the tenth's and hundredth's digits.

## **Adjusting Final Times**

If a lane does not get a pad time, or if the difference between the pad and backup times are greater than .29 seconds, the final time must be adjusted according to NFHS rules. Click the ADJUST button to be take to the [Adjust Screen](#).

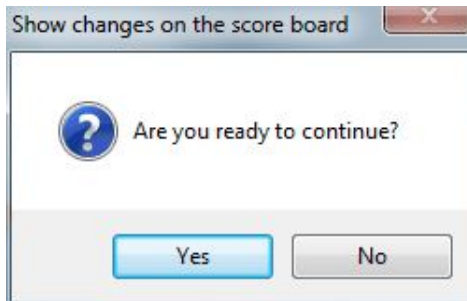
## **Changing the Status of a Lane**

At the end of an event, you can edit the status of a lane for scoring purposes. To change the status, click on the STATUS box for the lane and select the status from the drop down list. If a swimmer was disqualified during a race, change the status to DQ. DQ means that the swimmer was [disqualified](#) and cannot score points. If the swimmer was scratched before the race and the lane was turned OFF, you can

change the status to [SCRatched](#). If the swimmer was an [exhibition swimmer](#), change the status to EXhibition.

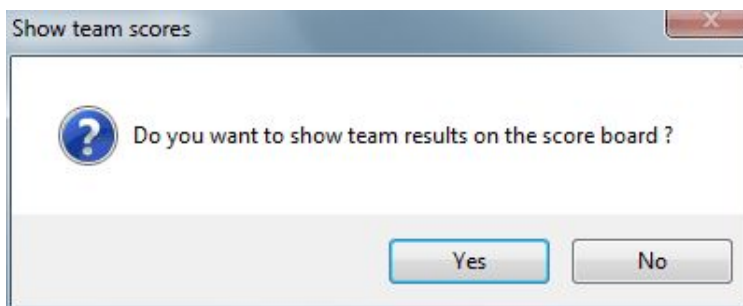
## Exiting heat results

When the times and status are correct, click OK to move to the next event. If you have made a change to the results you will see the following:

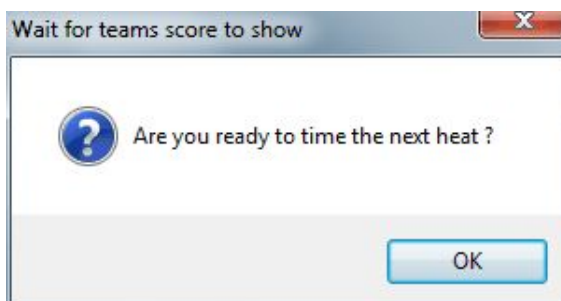


The changes you made will be transmitted to the scoreboard. When you are ready to continue, click YES to clear the board and display the next heat or event. If you need to make additional changes to the heat results, click NO.

If you have [display team scores](#) set to "ASK", you will then see the following message:



Then you will see:



As long as you have not pressed OK the team scores will be displayed on the scoreboard if you selected [DISPLAY TEAM SCORES](#) in [MEET CONFIGURATION](#). Once you click OK you will move on to the next heat or the next event and the scoreboard will display the information for the next heat or event.



# ADJUST SCREEN

[Top](#) [Previous](#) [Next](#)

## Adjust Screen

If a lane does not record a touchpad time, or if the difference between the touchpad time and the backup time is greater than .3 seconds, NFHS (National Federation of High School) requires that the final time be adjusted accordingly.

The adjusted final time is calculated using the average difference between the pad and backup times on all correctly functioning lanes, then subtracting that difference from the backup time on the malfunctioning lane(s).

When you click the ADJUST button on either the [Off Line Scoring](#) or [Heat Results](#) screens, you will see a screen similar to the following:

Adjust the times for Event 8 BOY'S 500 FREESTYLE

Adjust heat

Use	Lane	Pad	Backup 1	Backup 2	Backup 3	Button	CalcDifference	Adjusted	Official	Place
<input checked="" type="checkbox"/>	1	00:00.00	10:34.71			10:34.71	-634.7	10:34.74	10:34.74	6
<input checked="" type="checkbox"/>	2	7:04.99	7:05.01			7:05.01	-0.02		7:04.99	4
<input checked="" type="checkbox"/>	3	5:52.25	5:52.25			5:52.25	0.00		5:52.25	1
<input checked="" type="checkbox"/>	4	00:00.00	6:16.35			6:16.35	-376.4	6:16.38	6:16.38	2
<input checked="" type="checkbox"/>	5	6:18.95	6:18.70			6:18.70	0.25		6:18.95	3
<input checked="" type="checkbox"/>	6	10:10.85	10:10.95			10:10.95	-0.10		10:10.85	5

The order of finish is 3 4 5 2 6 1

Total Difference 0.13 / 4 Good lanes = 0.03

The adjusted time is calculated by adding the average difference of Pad minus backup for all valid lanes, to the backup time for the Checked Lane.

  Difference > .3 (Backup faster than pad) or no pad or no backup  
  > than -.3 difference (pad faster than backup)

Accept Adjustments    Reject Adjustments    Calculate    Print

Lanes marked in yellow had either no pad time, no backup time or backup time that was greater than .3 seconds faster than the pad

time.

Lanes marked in blue had a pad time that was greater than .3 seconds faster than the backup time.

In this example, lanes 1 and 4 had no touchpad time. You'll notice that the ADJUSTED TIME in lane 1 is listed already as 10:34.74, which is the backup time (10:34.71) minus the total difference between pad and backup for all the good lanes (.03).

To see the adjusted times of any lane, click on the check box to the left of the lane. The new adjusted time will appear in the ADJUSTED column. This time will also replace the OFFICIAL time. To revert back to the previous time, un-check the check box for that lane.

The CALCULATE buttons will calculate the adjusted time once you have made changes.

If the changed time changes the order of finish, you will be warned with a [message box](#) that pops up. Check the order of finish carefully - it must match what the officials state as the order of finish.

## **Adjust Heats**

Checking the Adjust Heats check box above the times will bring you to a new, but similar, adjust screen.

Adjust the times for Event 1 BOY'S 200 MEDLEY RELAY

Adjust heat

Use	Lane	Primary	Watch 1	Watch 2	Watch 3	Watch Calc	Difference	Heat Adj	Official	Place
<input checked="" type="checkbox"/>	1						0.00			0
<input checked="" type="checkbox"/>	2	1:55.10					0.00		1:55.10	1
<input checked="" type="checkbox"/>	3	2:12.07					0.00		2:12.07	3
<input checked="" type="checkbox"/>	4	1:56.93					0.00		1:56.93	2
<input checked="" type="checkbox"/>	5						0.00			0
<input checked="" type="checkbox"/>	6	2:16.30					0.00		2:16.30	0

The order of finish is 2 4 3

Total Difference -0.30 / 2 Good lanes = -0.15

The adjusted time is calculated by adding the average difference of Pad minus backup for all valid lanes, to the backup time for the Checked Lane.

Times not entered yet  
 Times entered and calculated

Accept Adjustments      Reject Adjustments      Calculate      Print

This will allow you to adjust the times in the lane(s) by entering up to 3 watch times and calculating the average of the times. Once you have entered times, the lane will turn green to indicate that the times have been entered and an adjusted time has been calculated. To accept the adjustments, click ACCEPT ADJUSTMENTS or REJECT ADJUSTMENTS to reject the changes and return to the main timing or offline scoring screen.

When you are satisfied that the times have been correctly adjusted, click on ACCEPT ADJUSTMENTS to return to the Heat Results or Off Line Scoring screen and save the adjusted times as official times. Clicking REJECT ADJUSTMENTS will return you to the screen without accepting the adjusted times, and clicking PRINT will print a hard copy of the screen for your reference.

# TIMING REPORTS

[Top](#) [Previous](#) [Next](#)

## Timing Reports

There are 2 types of basic reports that can be automatically printed from the timing mode or offline scoring, the HEAT RESULT report and the EVENT RESULT report. Whether or not these reports will print is based on what settings you have selected in either [MEET SETUP](#) or [TIMING MODE](#).

For [Championship format](#) meets, there are 2 additional reports that will print, the Prelim Event Report, which lists the results of the prelim event, and the Championship Program Page.

## Heat Results Report

Lane	Status	Team	Name	
1	OK	OHHS	MARTINEZ, RAFAEL	
<b>6:57.83</b>	AVERAGE			BACKUP200:00.00
				1) 36.25 2) 39.75 3) 41.78 4) 43.00 5) 42.45 6) 43.75 7) 43.41 8) 43.98
				9) 43.11 10) 40.35
2	OK	CHS	BYRUM, DAN	
<b>6:51.36</b>	AVERAGE			BACKUP200:00.00
				1) 35.55 2) 40.15 3) 41.52 4) 41.45 5) 42.10 6) 42.25 7) 43.00 8) 44.05
				9) 42.83 10) 38.46
3	OK	OHHS	BELTMAN, GERRIT	
<b>5:54.25</b>	AVERAGE			BACKUP200:00.00
				1) 32.73 2) 36.06 3) 36.35 4) 36.71 5) 36.26 6) 36.83 7) 36.20 8) 35.80
				9) 34.23 10) 29.45

**5:55.30** AVERAGE BACKUP200:00.00  
1) 32.09 2) 36.63 3) 36.49 4) 36.52 5) 36.74 6) 36.55 7) 36.48 8) 35.48  
9) 36.09 10) 32.23

5 OK OHHS PAYNE, JEREMY  
**8:28.42** AVERAGE BACKUP200:00.00  
1) 0.00 2) 0.00 3) 0.00 4) 0.00 5) 0.00 6) 0.00 7) 0.00 8) 0.00  
9) 0.00 10)

6 OFF TTM1

PLACES (1-> 6) BY LANE 3 4 2 1 5

**## Mark Backup Splits**

## Event Results Report



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08/23/11

15:07:03

Meet: OHHS AT CRESTON 02/10/11

RESULTS FOR EVENT NO. 8 BOY'S 500 FREESTYLE

---

PLACE	POINTS	HEAT	LANE	STATUS	TEAM	NAME	TIME
1	6.00	1	3	OK	OHHS	BELTMAN, GERRIT	5:54.25
2	4.00	1	4	OK	CHS	VANCE, LEVI	5:55.30
3	3.00	1	2	OK	CHS	BYRUM, DAN	6:51.36
4	2.00	1	1	OK	OHHS	MARTINEZ, RAFAEL	6:57.83
5	1.00	1	5	OK	OHHS	PAYNE, JEREMY	8:28.42

## Prelim Event Reports (Relay and Individual)



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08/24/11

11:41:11

### Preliminary Event Results

CHAMPIONSHIPS 08/24/11

Event 1 MEN'S 200 MEDLEY RELAY

SEED	TEAM	NAME	STATUS	TIME
1	WC	WC - A	OK	1:49.30
2	WAY	WAY - A	OK	1:51.10
3	OHHS	OHHS - A	OK	1:52.60
4	AHS	AHS - A	OK	1:53.90
5	GRU	GRU - A	OK	2:01.30
6	CHS	CHS - A	OK	2:07.10
7	WC	WC - B	OK	1:53.10
8	WAY	WAY - B	OK	1:55.40
9	OHHS	OHHS - B	OK	1:56.90
10	OHHS	OHHS - C	NOA	1:57.90
11	GRU	GRU - B	OK	1:59.50
12	WC	WC - C	NOA	1:59.90
13	GRU	GRU - C	NOA	2:01.20
14	AHS	AHS - B	OK	2:01.90
15	CHS	CHS - B	OK	2:03.80
16	WAY	WAY - C	NOA	2:04.90



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08/24/11

11:44:06

### Preliminary Event Results

CHAMPIONSHIPS 08/24/11

Event 4 MEN'S 50 FREESTYLE

SEED	TEAM	NAME	STATUS	TIME
1	OHHS	TETT, NURI-SR	OK	22.50
2	AHS	GRANGER, JOE-	OK	22.90
3	GRU	FRENCH, JONATHAN-SR	OK	23.60
4	WC	CODDINGTON, CALL-JR	OK	23.80
5	GRU	BLANK, PAUL-FR	OK	24.10
6	AHS	NGUYEN, MINH-	OK	24.70
7	WC	KIRCHHOFF, MATT-JR	OK	25.50
8	CHS	KRASHAAR, JACK-	OK	25.60
9	GRU	MCLAIN, ANTHONY-SO	OK	26.40
10	CHS	NORTHUP-SMITH, STEVE-	OK	27.30
11	CHS	BYRUM, DAN-	OK	27.40
12	WAY	ATTRIA, ELI-	OK	28.00
13	WC	BURCIAGA, NICK-SR	OK	28.30
14	WAY	BISHOP, TROY-	OK	29.30
15	WAY	CARTER, IAN-	OK	30.10
16	AHS	SWARTZ, MASON-	OK	31.60
17	OHHS	GOODMAN, JAYLAN-FR	OK	32.70
18	OHHS	KACHMAN, SILAS-SR	DQ	30.80

**Championship Program Page (Relay and Individual)**





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08/24/11  
11:41:32

IST

CHAMPIONSHIPS  
SWIMMING AND DIVING CHAMPIONSHIPS

08/24/11

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** EVENT NO. 1- MEN'S 200 MEDLEY RELAY				CONSOLATION FINALS **			
LANE	TEAM	NAME - CLASS		LANE	PRELIM TIME	FINAL TIME	PLACE
				1			
				2			
3	AHS	-B	WALLACE, M.- SWARTZ, M.-	3	2:01.90		
4	OHHS	-B	GOODMAN, J.-FR LAGRAND, I.-SO	4	1:56.90		
5	GRU	-B	HITCHINGS, D.-SO MCLAIN, A.-SO	5	1:59.50		
6	CHS	-B	MARCINIAK, M.- NORTHUP-SMITH, S.-	6	2:03.80		

** EVENT NO. 1- MEN'S 200 MEDLEY RELAY				CHAMPIONSHIP FINALS **			
LANE	TEAM	NAME - CLASS		LANE	PRELIM TIME	FINAL TIME	PLACE
1	WC	-B	LINCK, N.-FR PAKALNIS, J.-SO	1	1:53.10		
2	GRU	-A	BLANK, P.-FR ESTRADA, A.-SR	2	2:01.30		
3	OHHS	-A	AHO, A.-FR BREUER, L.-12	3	1:52.60		
4	WC	-A	BRECHTING, L.-SO GODDARD, N.-10	4	1:49.30		



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08/24/11  
11:44:20

IST

CHAMPIONSHIPS  
SWIMMING AND DIVING CHAMPIONSHIPS

08/24/11

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** EVENT NO. 4- MEN'S 50 FREESTYLE			CONSOLATION FINALS **			
LANE	TEAM	NAME - CLASS	LANE	PRELIM TIME	FINAL TIME	PLACE
1	WAY	CARTER, IAN -	1	30.10	_____	_____
2	WC	BURCIAGA, NICK -SR	2	28.30	_____	_____
3	CHS	BYRUM, DAN -	3	27.40	_____	_____
4	GRU	MCLAIN, ANTHONY -SO	4	26.40	_____	_____
5	CHS	NORTHUP-SMITH, STEVE-	5	27.30	_____	_____
6	WAY	ATTRIA, ELI -	6	28.00	_____	_____

** EVENT NO. 4- MEN'S 50 FREESTYLE			CHAMPIONSHIP FINALS **			
LANE	TEAM	NAME - CLASS	LANE	PRELIM TIME	FINAL TIME	PLACE
1	WC	KIRCHHOFF, MATT -JR	1	25.50	_____	_____
2	GRU	BLANK, PAUL -FR	2	24.10	_____	_____
3	GRU	FRENCH, JONATHAN -SR	3	23.60	_____	_____
4	OHHS	TETT, NURI -SR	4	22.50	_____	_____
5	AHS	GRANGER, JOE -	5	22.90	_____	_____
6	WC	CODDINGTON, CALL -JR	6	23.80	_____	_____

# NAVIGATING DIVING

[Top](#) [Previous](#) [Next](#)

## Navigating Diving

To run diving, you must have a diving event set up in [EVENT LIST](#) and select that event from the [TIMING](#) screen (Select MEETS and TIMING). The screen for a diving event looks like this:

\*\*\*Click on an item or area on the graphic to link to it's description\*\*\*

The screenshot shows a software interface for managing a diving event. At the top, it displays 'BOYS 1 METER DIVING' and 'Event no. 5'. The current diver is 'GOODMAN, JAYLAN' in Round 1 of 6. The interface includes input fields for 'DIVE NO.' (101C), 'DD' (1.2), and judges' scores (J1, J2, J3). A green bar indicates the current dive: 'FORWARD DIVE, TUCK'. Below this is a table of divers with columns for Teamcode, Name, Order, Status, Last md, Place, Last score, and Totscore. The table shows Goodman, Jaylan with a score of 18.00. On the right side, there are checkboxes for 'Confirm scores', 'Confirm Dive No.', 'Print Dive', 'Use Judge Modules', and 'Print round results'. At the bottom, there are buttons for 'Start', 'Score', 'Sheets', 'Live results', and 'Exit', along with a 'Cut after round' field set to 0.

Teamcode	Name	Order	Status	Last md	Place	Last score	Totscore
OHHS	GOODMAN, JAYLAN	1	OK		1	18.00	18.00
CENT	GONZALEZ, JUAN	2	OK				
OHHS	AHO, ALEC	3	OK				
CENT	FRENCH, JONATHAN	4	OK				
OHHS	BREUER, LUCAS	5	OK				
CENT	ESTRADA, ANTHONY	6	OK				

**DIVER** is the name of the diver currently selected.

**ROUND** is the number of the diving round you are currently on.

**OF** is the total number of rounds in diving.

**POLLING STATUS** (Must have USE JUDGING MODULES checked) shows the status of the diving modules; READY, POLLING, POLLING STOPPED BY OPERATOR, DIVING STOPPED BY OPERATOR.

**STOP POLLING** (Must have USE JUDGING MODULES checked) allows you to stop the software for looking for a judging module, whether you are [testing](#) or waiting for a judge to enter a score.

**DIVE NUMBER** is the number that identifies the dive and position (101B). You can type the dive number here and the system will fill in the correct DD and display the name of the dive in the [text box](#) beneath the Dive Number.

Dive numbers can also be added for each diver by right-clicking on the divers name. You will then see the following:

Round	Dive NO.	
1		
2		
3		
4		
5		
6		

Done

Enter the dive number for each round into the appropriate row. When diving is running and the diver is selected, the correct dive number, DD and description will be automatically displayed for that diver.

**DD** is the degree of difficulty for the current dive.

**J#** are the numbers of the judges. The number of judges displayed is determined by the number you select below.

**OK** allows you to accept the scores once they have been typed in.

**SCORE** is the score for the diver for that round.

**TOTAL** is the cumulative score for that diver

**DIVE DESCRIPTION** is the description of that dive (ie. Forward 1S Free Position)

**LAST DIVE** - When diving is running, the LAST DIVE button will appear once the scores for a diver have been entered. To correct the scores for the previous dive, click the LAST DIVE button. You will be able to correct the previous dive DD or scores. Click OK to accept the changes and move to the current diver. After the DD or dive number for a diver have been entered, the LAST DIVE button will disappear.

**FAILED** - Click this button when a diver fails to complete a dive or the dive is judged failed or incomplete. This will enter a score of 0 for all judges and move to the next diver.

**BALK** - Click this button when a diver balks on a dive. This will automatically subtract 2 points from each of the judges scores as a penalty for the balk. If the judges are deducting 2 points from the scores that they would have given before giving the score then you do not need to click the BALK button too.

**TEAMCODE** is the team code for the diver's team

**NAME** is the diver's name. Right clicking on the name will bring up their Dive List where you can pre-enter the dives before the event. Clicking on the name will allow you to change their name.

**ORDER** is the rotation order in which the divers will dive.

**STATUS** is the status of the diver; OK, OFF, [DQ](#), [EX](#) and [SCR](#).

**LAST RND** is the number of the last round that the diver completed.

**PLACE** is the current place of the diver.

**LAST SCORE** is the score from the diver's last completed round.

**TOTSCORE** is the total score for the diver.

**CONFIRM SCORES** requires the operator to click the OK button once all of the scores are in so that they will display on the board and move

to the next diver. If this box is unchecked, the scores will display as soon as the last score is received.

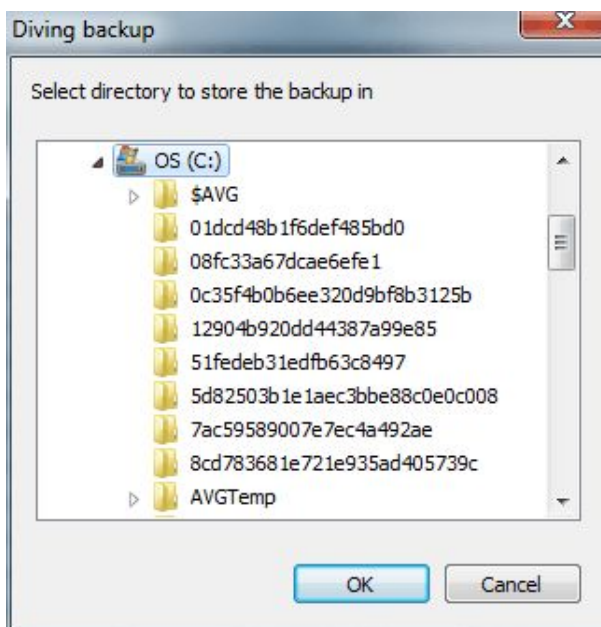
**CONFIRM DIVE NO.** requires the operator to press <ENTER> at the beginning of each dive to confirm that the dive number is correct for that dive. The dive number can be changed prior to the operator pressing <ENTER> if the dive is incorrect.

**PRINT DIVE** allows you to print the divers information either by:

**PLACE** which is the current place that the divers are in

**ORDER** of divers for the meet.

**BACKUP** allows you to backup the current diving information. It is a good idea to do this after each round of an important meet, or before performing cuts in a championship meet. When you click BACKUP you will see the following:



Select the drive and folder to backup the tables to. This backup will make copies of the relevant databases. It is a good idea to put the backup on a removable media or drive (USB drive, CD, etc) so that it will still be available should a problem arise with your computer hard drive.

**USE JUDGE MODULES** allows you to use keypad modules to enter the judges scores. [Contact us](#) for more information or to purchase.

**TEST JUDGE MODULES** allows you to test the judging modules if you are using them. Click the button, then enter scores on the judges keypads (example: "1" for pad 1, "2" for pad 2, etc.) to make sure the modules are working correctly. The scores will show up on the scoreboard under the appropriate J#. If you can not enter scores, click the [STOP POLLING](#) button to exit the test.

**PRINT ROUND RESULTS** allows you to print the results of each diving round as you finish each round. **NOTE: Requires a printer to be connected to the computer.**

**NO. DIVERS** is the number of divers competing.

**NO. DIVES** is the number of dives each diver will perform.

**NO. JUDGES** is the number of judges judging each dive.

**CUT AFTER ROUND** allows you input the round number after which you will reduce the number of divers. This is typically used in a championship meet.

**START** starts the diving event. Once the event has been started, this button changes to STOP and allows you to pause diving to make changes.

**SCORE** allows you to score the diving event once it has been completed.

**SHEETS** allows you to print the diving sheets for each individual diver once diving has been completed and scored.

**LIVE RESULTS** allows you to transmit the results of diving to your [FTP location](#). Only available if you have an [FTP ID](#).

**EXIT** takes you back to the [Timing](#) screen.



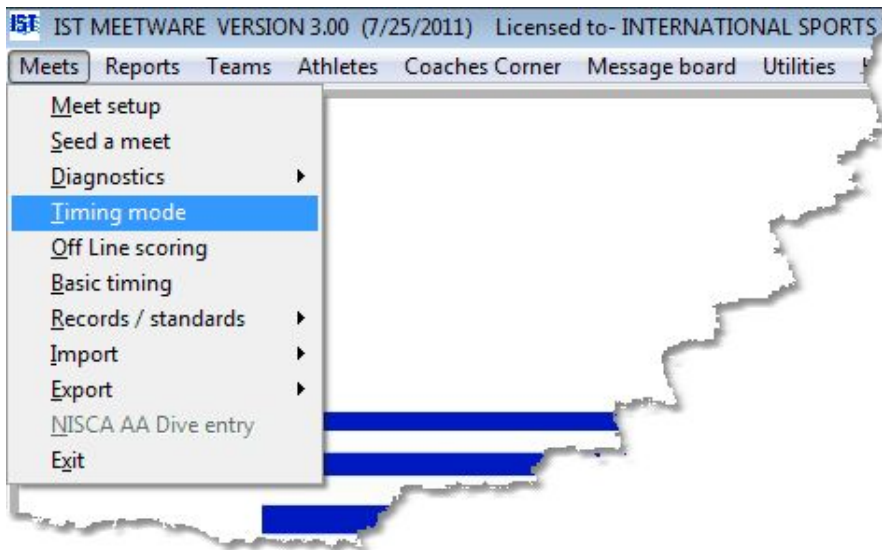
# RUNNING DIVING

[Top](#) [Previous](#) [Next](#)

## Running Diving

The diving events in a swim meet are run slightly differently from the swimming events. If you have multiple diving events you will need to [combine](#) them when you [seed the event](#) so that they will run all at once. They will still score as separate events.

From the MAIN menu, select MEETS and TIMING MODE



Select the meet and diving event from the [drop down lists](#). You will then see a screen similar to the following:



BOY'S 1 METER DIVING Event no. 5

GOODMAN, JAYLAN Round 1 Of 6

DIVE NO. DD J1 J2 J3 Score Total

101C 1.2 18.00 18.00

FORWARD DIVE, TUCK

Teamcode	Name	Order	Status	Last rnd	Place	Last score	Totscore
OHHS	GOODMAN, JAYLAN	1	OK		1	18.00	18.00
CENT	GONZALEZ, JUAN	2	OK				
OHHS	AHO, ALEC	3	OK				
CENT	FRENCH, JONATHAN	4	OK				
OHHS	BREUER, LUCAS	5	OK				
CENT	ESTRADA, ANTHONY	6	OK				

No. divers: 6 No. dives: 6 No. judges: 3

Cut after round: 0

Start Score Sheets Live results Exit

If you are not familiar with the diving screen, you should learn to [navigate diving](#) before going any farther.

## Running Diving

Before you begin judging dives, you have to set the [number of divers](#), [number of dives](#) and [number of judges](#) for the competition. Use the [spinner boxes](#) on the lower left corner of the window to set these values.

If you are using the [IST JUDGING MODULES](#) check the Use Judge Modules box. Contact IST at 1-800-835-2611 for more information about Judging Modules. Before using the judging modules you should test the modules. Click the TEST MODULES button and have the judges each enter a score to make sure the modules are working correctly. To exit the test if the modules are not working, click the STOP POLLING button.

To print the scores for each round check the PRINT ROUND RESULTS box.

To pre-load the dive sheets for divers, right-click on the divers name. This will pop up a box that looks like the following:

The image shows two side-by-side screenshots of a software interface for entering dive numbers. The left window is titled "Dives for GONZALEZ, JUAN" and contains a table with 6 rows. The first row is highlighted in blue. Below the table is a "Done" button. The right window is titled "Dives for FRENCH, JONATHAN" and contains a "Validate Dives" checkbox, a table with 11 rows, and a "Done" button. The first row of the table in the right window is also highlighted in blue.

Round	Dive NO.	
1		
2		
3		
4		
5		
6		

6 Dive Meet

Round	Dive NO.	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

11 Dive Meet

Enter the dive numbers (Example: 101C) for each of the rounds. When you have finished with that diver, click DONE to return to the main diving screen, where you can pick the next diver in the list and load their diving sheet. If you are running a meet with 11 dives, you will see a VALIDATE DIVES check box. If this is checked, the dive list will be checked against the NISCA rules for a championship meet. Any errors in the list will be reported and you will not be able to exit the list until you have fixed the dives so that they are correct.

Clicking on the START button will take you to the first diver.

If you have pre-loaded the dive numbers, the first dive will be entered in the Dive No box. If you did not pre-load the dives, enter either the dive number into the [DIVE NUMBER text box](#) or the degree of

difficulty for the current dive in the [DD text box](#). You do not need to type in the period. To enter a DD of "2.5", type "25". To enter a DD of 2, you can type "20", "2"<TAB>, or "2" <ENTER>. **NOTE: If a DD is invalid (less than 1.2 or greater than 3.4) the box will be highlighted in red and you will need to edit the DD before clicking OK.**

**Editing a Dive** If the pre-loaded dive was entered incorrectly, or the diver chooses to change the position while on the board, highlight the dive number and type in the correct dive number. This will also update the DD and Dive description fields. **NOTE: Do Not edit a dive number by right clicking on the diver's name and going to the diving list. The list is for pre-loading dives ONLY and once diving has begun, any changes to the list will not be updated in the diving event.**

**Scoring a Dive:** Once the dive has been performed, enter the scores of the judges in the [J# boxes](#).

To enter a score of "2.0" you can type "20", "2"<TAB>, "2"<space> or "2" <ENTER>.

To enter a score of "2.5" you can type "25", "2+", "2-", or "22" (33=3.5 etc.).

If you enter "10", it will show up as a score of ten. When you click OK, you will be asked if you want the score to be a ten. If you do, click YES. If you meant the score to be 1.0, click NO and the score will be changed to a 1.

When you have entered the scores from the judges and you are sure they are correct, click on OK to move to the next diver. **NOTE: if the score entered is incorrect (1.2 for example) the score will be highlighted in red and you will need to edit the score before clicking OK.**

**Scoring a Failed Dive** If a diver fails to complete a dive or the diving referee declares the dive failed, click on the [FAILED button](#), which will enter a score of 0 for all judges and move on to the next diver.

**Scoring a Balk** If a diver balks (begins the motion of the dive and then stops and re-starts), click the [BALK](#) button. Once the judges send their scores, the software will automatically deduct 2 points from each of the judges scores, as per NISCA rules. If the judges have already

deducted the 2 points from their scores before displaying them, there is no need to click the BALK button.

## EDITING DIVING

Before making changes to the team, name, position or status of a diver, click STOP. Once you have made the change, click START to continue running diving from where you left off.

**Changing the Team** To change which team a diver is from, click on the TEAMCODE field for that diver and select the correct team from the [drop down list](#).

**Changing the Name** To change or add a divers name, click on the NAME of that diver and select the correct name from the drop down list. You must have the correct team code to select the diver. If the diver is not on the list, click NEW ATHLETE to [add the name](#) to the roster.

**Changing the Order** To change the order or rotation number, highlight the ORDER and type in the new rotation number. **NOTE:** Make sure that you change all the rotation numbers. If you change diver 1 to diver 3 you will need to change diver 3 to diver 1 so that you do not end up with 2 diver 3's and no diver 1.

**Editing Status** To change the status of a diver, click on their [STATUS](#) field. You will get a list of status options. Click on the appropriate status.

Order	Status	Last rnd
1	OK	
2	OFF	
3	EX	
4	DQ	
5	SCR	
6	OK	

**OK** means the diver will be judged and [scored](#).

**OFF** means the diver will not be performing at all. If the diver's [STATUS](#) is OFF, they will be skipped in the remaining rounds.

**EX** means that the diver is [exhibition](#) and will be judged but not [scored](#).

**DQ** means that the diver was [disqualified](#) and will not be [scored](#). If the diver's [STATUS](#) is DQ, they will be skipped in the remaining rounds. Per NISCA rules, once a diver has failed 2 dives, they will automatically be disqualified from the remainder of the event.

**SCR** means that the diver has [scratched](#) or withdrawn from the competition and will not be judged or [scored](#). A diver can be scratched during the event, and will be skipped in the remaining rounds.

**Editing the Last Diver's Score** To edit the last score of the previous diver, click on the LAST DIVER button. You will then be able to edit the Dive number, DD or judges scores for the last dive performed by the previous diver. Once you have made the corrections, click OK. The score will be changed and you will be returned to the next diver in the order.

To change the scores for a diver while you are using judging consoles, click the LAST DIVER button, click on the judges score(s) that you want to update and then click START POLLING. The judge(s) can then enter the correct score.

**Editing the Last Score for a Diver** To edit a score from the last dive or round, click on that diver's [LAST SCORE](#). This will display the DD and scores from the last dive that the diver performed in the boxes above. Highlight the DD or score(s) that need to be changed and type in the correction. When you have made all the corrections, click OK. The score will then be changed and you will be returned to the next diver in the order.

**Editing Any Score** To edit the score from any dive that the diver has performed, click on that divers TOTSCORE. You will then see a screen similar to the following:

IST Editing scores for diver GOODMAN,JAYLAN

Round	Dive No.	DD	J1	J2	J3	Score
1	101C	1.2	5	5	5	18.00
2	5121D	1.7	4	5	4	22.10
3						
4						
5						
6						

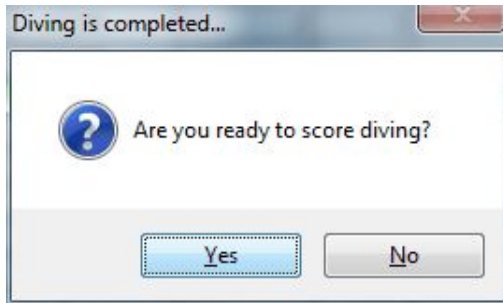
Total Score

The round highlighted in green is the active round. To select another round, click anywhere on that line. To change the DD or any of the judge's scores from any dive, highlight that box and type in the correct information. If any box is incorrect (DD is less than 1.2 or greater than 3.4, score is not a whole or half point) A message will pop up explaining the problem and that DD or score must be corrected. To add a round to enter scores into, click the ADD ROUND button. This will add a round after the last round and you can enter the DD and scores. This is useful if you are entering diving information by hand, or if you missed a round.

When you have made all of your changes, click EXIT to return to the diving screen.

## Scoring Diving

When you have finished the last round of diving, The following message will appear.



If you are ready to [score](#) diving and do not need to make any changes, click YES. If you need to make changes to the divers scores click NO. You may now edit any DD's or judge's scores by clicking on the TOTSCORE for that diver. When all scores are correct, click SCORE to [score](#) the diving rounds. A list of divers ranked by the Total Scores will be printed (printer required). **NOTE: If you do make changes, don't forget to click the SCORE button. That is the only way diving will get scored.**

## Printing Dive Sheets

Once diving has been completed and scored you can click on the SHEETS button to print detailed dive sheets for each of the divers in the event. The dive sheets will show the DD, judges scores, and total score by round for each of the divers as well as the final score (printer required). Diving sheets can also be printed under [Reports](#).

## Exiting Diving

When you have finished running diving, click EXIT to return to the [TIMING](#) screen and the next event.

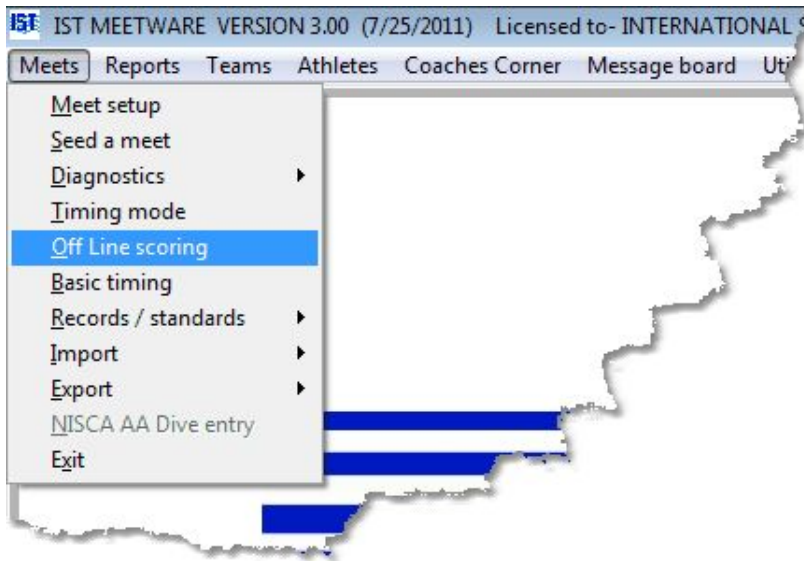
# NAVIGATING OFF LINE SCORING

[Top](#) [Previous](#) [Next](#)

## Navigating Off Line Scoring

Off Line Scoring allows you to make corrections to events or heats and score or re-score events or meets at any time. You can also make changes to the swimmers in the events prior to the event being run.

From the MAIN menu select MEETS and OFFLINE SCORING:



The offline scoring screen looks similar to the following:

\*\*\* Click on an item or area on the graphic to link to it's description \*\*\*



Off line scoring

**MEET** TEST MEET **EVENT** 1 F BOY'S 200 MEDLEY RELAY **HEAT** 1 **OF** 1 **ROUND** F

Lane	Status	Teamcode	Swimmer	FINISH	PAD	BACKUP 1	BACKUP 2	BACKUP 3	DIFF.	EVENT
1	OFF	CENT	CENT -							1
2	OK	OHHS	OHHS - B	38.20	38.20	38.40			00.20	1
3	OK	CENT	CENT - A	39.50	39.50	40.70			01.20	1
4	OK	OHHS	OHHS - A	43.10	43.10					1
5	OK	CENT	CENT - B	44.10		44.10				1
6	OFF	OHHS	OHHS -							1

**EVENT** < > **ROUNDS** Prelim Semi Final All

**HEAT** < > **DATA SET** 1

Corrected time

**HEAT**

RACE NO. 10

STATUS SCORED

UnCheck to Time again

**Adjust**

Add Delete Score Print

Score All

**RESULTS**

STATUS

Gnet Send  Send All

FTP results  FTP all events for the meet

Team scores

Exit

**Meet** allows you to select the meet you want to edit from a [drop down list](#).

**Event** allows you to select the event you want to edit from a [drop down list](#)

**Heat** allows you to select the heat number from a [drop down list](#).

**Of** tells you how many heats there are for that event.

**Round** tells you whether that heat is part of a Prelim, Semi or Final [round](#) of the event

**Lane** indicates the lane number that corresponds to the pool.

**Status** indicates the status of the lane. OK was timed, OFF was not timed, EX is an [exhibition](#) and will not be scored, DQ was a [disqualification](#) and SCR was a [scratch](#). Click on the status of the lane to change it to a different status by selecting one from the [drop down list](#).

**Teamcode** is the team code for the team that is assigned to that lane. To change the team, click on the team code to select a new team from the [drop down list](#).

**Swimmer** is the name of the swimmer that is assigned to that lane. To change the swimmer's name, click on the swimmer to select a new swimmer from the drop down list or to add a swimmer. The roster that appears will be for the team who's team code is displayed in the TEAMCODE column.

**FINISH** is the finish or final time for that lane, which is the official time. If this time is highlighted in yellow, the time has been [edited in Heat Results](#), or in Off Line Scoring. Right clicking on the FINISH time will allow you to edit the [splits for that lane](#).

**PAD** is the final (official) time as recorded by the [primary input device](#) either a pad or a backup button.

**BACKUP** is the final time as recorded by the [backup button](#).

**DIFFERENCE** is the difference in seconds between the primary time and the backup time.

**EVENT NO.** shows which event the swimmer in that lane was assigned to (used with [combined events](#)).

**EVENT< >** allows you to scroll through the events. Clicking on the < button takes you back one event, clicking on the > button takes you forward one event.

**HEAT<>** allows you to scroll through the heats in the selected event. Clicking on the < button takes you back one heat, clicking on the > button takes you forward one heat.

**Rounds** allows you to choose which [round](#) you would like to look at, Prelims, Semis, Finals or All rounds

**Data Set** is the data set number that is used by HyTek's meet manager. See HyTek help for more information.

**Corrected Time** indicates that any time that has been corrected manually will be highlighted in yellow.

**Race No.** is the numeric ID for the race. It is used by Hy-Tek's Meet Manager for Windows for exporting information and can not be changed by the user.

**HEAT STATUS** indicates the status of the heat. READY means that the heat has not been timed, TIMED means that the heat has already been timed.

**Uncheck to Time Again** If a heat was timed in error, you can change the status from TIMED to READY, by clicking the check box to remove the check. If you need to enter hand times in a heat that was not timed, you can click the check box to change the HEAT status from READY to TIMED.

**ADJUST** allows you to [adjust times](#) for lanes that had a missed pad or a difference between the pad and backup time that was greater than .03 seconds. Adjustments follow NFHS rules.

**ADD** allows you to add another heat to an event that has been completed.

**DELETE** allows you to remove the heat that is currently displayed. You can delete unused heats so the event can be scored.

**SCORE** allows you to [score](#) or re-score the event, or seed into semi's/finals for a Championship format meet. If you need to make corrections to multiple heats in the event, complete all edits before clicking SCORE. You will get a printout of the Event Results, summarizing all heats. All heats that have been set up must be timed before an event can be scored.

**SCORE ALL** allows you to [score](#) or re-score all of the events in the meet. If you need to make corrections to other events, you will need to complete all the changes before checking the SCORE ALL box and clicking SCORE. You will get a printout of the Event Results for every event in the meet. **NOTE: DO NOT check SCORE ALL if you are working in a Championship format meet as it will cause problems with the seeding into finals.**

**PRINT** allows you to print the [Heat Results](#) for the selected heat, as if you had just run the race.

**NOTE: The following items are available only if you have GNET set up as your results port.**

**RESULTS [Status](#)** shows the status of the network connection to Hy-Tek's Meet Manager for Windows. The status will show:

**Ready** indicating the network is ready to accept data

**Sending** meaning data is being transmitted (this appears only briefly)

**Sent** indicating that the data has been sent to the network

**Not Connected** means the network connection is not complete.

**[GNET Send](#)** allows you to send the data for the current heat.

**Send All** If this box is checked clicking GNET Send will send data for all heats in the selected event. If the box is blank, only the current heat will be sent.

**FTP Results** Click this button to send the results of the current event to your FTP location. This requires an FTP id, contact IST (800-835-2611, [info@istime.com](mailto:info@istime.com)) for more information.

**FTP All Results** Check this box to send the results of the entire meet (all timed events) to your FTP location. This requires an FTP id, contact IST (800-835-2611, [info@istime.com](mailto:info@istime.com)) for more information.

**TEAM SCORES** allows you to print, edit or display on the scoreboard the current team scores.

**EXIT** allows you to exit the timing screen.

Now that you are familiar with Off Line Scoring, you can [edit](#), [score or re-score a race](#) as needed.

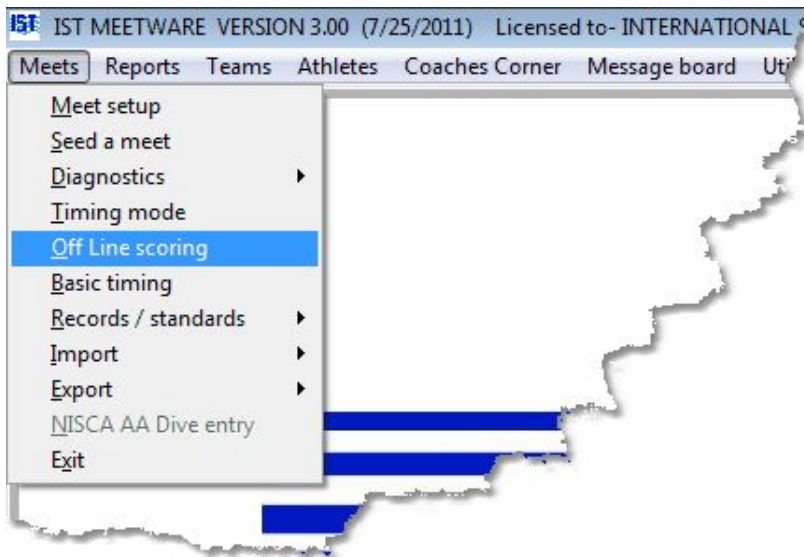
# OFF LINE SCORING

[Top](#) [Previous](#) [Next](#)

## Off Line Scoring

This option allows you to change names, times, or splits and score or re-score a heat or event after it has already been run. It also allows you to make [printouts of the heat](#) after the heat has been run. You can also use Off Line Scoring to enter times from away meets or scout meets (see [Entering Away Meets](#) for more information). If you are not familiar with the Off Line Scoring screen, you should learn to [navigate Off Line Scoring](#) before going any farther.

From the MAIN menu select MEETS and OFF LINE SCORING.



You will then see a screen similar to the following:

Off line scoring

**MEET** TEST MEET **EVENT** 1 F BOY'S 200 MEDLEY RELAY **HEAT** 1 **OF** 1 **ROUND** F

Lane	Status	Teamcode	Swimmer	FINISH	PAD	BACKUP 1	BACKUP 2	BACKUP 3	DIFF.	EVENT
1	OFF	CENT	CENT -							1
2	OK	OHHS	OHHS - B	38.20	38.20	38.40			00.20	1
3	OK	CENT	CENT - A	39.50	39.50	40.70			01.20	1
4	OK	OHHS	OHHS - A	43.10	43.10					1
5	OK	CENT	CENT - B	44.10		44.10				1
6	OFF	OHHS	OHHS -							1

**EVENT** < > **ROUNDS** Prelim Semi Final All

**HEAT** < > **DATA SET** 1

Corrected time

**HEAT**

RACE NO. 10

STATUS SCORED

UnCheck to Time again

Adjust

Add Delete Score Print

Score All

**RESULTS**

STATUS

Gnet Send  Send All

FTP results  FTP all events for the meet

Team scores

Exit

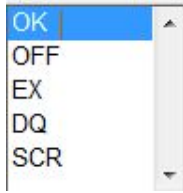
Select the [MEET](#), [EVENT](#) and [HEAT](#) that you want to make changes to.

## Selecting Event, Heat and Round

To change the event or heat, you can use either the [drop down boxes](#) or the EVENT and HEAT buttons. Clicking > takes you forward one event or heat, clicking < takes you back one event or heat. To see only the Preliminary, Semi-final or Final rounds of events, click the [radio button](#) next to that option in the ROUNDS box. The ALL option will show all heats and events, regardless of ROUND designation. Once you have selected a round, only that round will show up in the EVENT drop down list.

## Changing the Status of a Lane

To change the status of a lane, click on the STATUS box for that lane. You will then see a list box.



Select the status for the lane by clicking on it. OFF is un-timed and un-scored, EX is [exhibition](#), which is timed but not scored, DQ is [disqualification](#) which is timed but not scored, and SCR is [scratched](#) which is not timed or scored. Changing the status of a lane can affect the scoring of the event. When all necessary changes have been made to an event you should [re-score](#) it.

## Changing the Team

To change the team that was swimming in a lane, click on the TEAM field for that lane and select the correct team from the [drop down list](#). Only teams [entered in the meet](#) will be available.

## Changing the Swimmer

To change the name of the swimmer that was in a lane, click on the NAME field and select the correct swimmer from the [drop down list](#). Make sure that the correct team is selected for the lane, as only the swimmers on that roster will be listed. If the swimmer's name is not on the list, select NEW ATHLETE from the top of the list and [add the swimmer](#) into the roster. To view the names of the swimmers in a relay, right click on the relay name. To [edit the swimmers](#) in a relay, click on the relay name.

## Changing the finish time

If the finish time is incorrect (typically due to a missed pad hit), highlight the finish time and enter the corrected time. **NOTE: You do not need to type in the colon or the period when entering times--the program will insert them for you. To enter a time of "25.25", type "2525". To enter a time of "1:13.00" type in "11300". You must enter the tenth's and hundredth's digits.**

If a time is incorrect because of a missed pad or a difference between the pad and backup times greater than .3 seconds, the time should be adjusted according to the NFHS rules. To do the adjustment, click on



the ADJUST button near the bottom of the screen. This will take you to the [Adjust screen](#).

Any times that have been changed will show up on the screen highlighted in yellow and will be marked with "<<CHANGED>>" on the printed reports. Changing the finish time can affect the scoring of the event. When all necessary changes have been made to an event you should [re-score](#) it.

## Editing Splits

If for some reason you are missing splits, or the splits were incorrect, you can edit them by right-clicking on the finish time. You will then see a window similar to the following:



To edit any split, highlight the split you want to change and type in the corrected split. If you change a subtracted split, it will also change the cumulative splits. If you change a cumulative split, it will change the subtracted split.

If there is a missing split, or no splits for an event, you will see a button that says "Calculate Splits". Clicking this will divide the final time by the number of splits and assign the time to each split. This is useful if you are trying to export a meet and have a problem with zero-time splits.

When you are finish click CLOSE to save your changes and return to Off Line Scoring.

## Changing the Status of the Heat

If the heat has been timed and/or scored and you want to re-time it, click on the box that says "Uncheck to Time Again". This will clear all



of the data from the heat and allow you to re-time it in Timing Mode.

If the heat is not marked as timed but you want to enter watch times, click on the "Uncheck to Time Again" box. This will mark the heat as timed and allow you to enter times and score it as if it had been run.

## Printing Heat Results

To print [heat results](#), click on the PRINT button.

## Scoring or Re-scoring an Event

If the meet is set up as a championship meet and you are working on a Prelim or Semi round, "SCORE" actually means "SEED" into the next round.

To score an event that has not already been scored, or to re-score an event after it has been edited, click the SCORE button. A [printout of the scored event](#) will be printed. **NOTE: you MUST make some kind of change in the event before you can re-score it, whether it is a team, name or time.**

If you have made changes in several events and want to score or re-score the entire meet, click the SCORE ALL checkbox, then click the score button. **NOTE: DO NOT use the SCORE ALL checkbox if you are working on a Championship style meet with Prelim, Semi and Finals rounds as it will interfere with the seeding of Semi and Final rounds.**

## Adding a Heat

Click the ADD button to add another heat to the selected event. You can then select the [team](#) and [swimmer](#) to be entered in each lane. Then you can either go to timing and run the heat or [enter hand times](#) and [mark the heat as timed](#).

## Deleting a Heat

Click the DELETE button to remove the heat that is currently displayed. You can delete unused heats so the event can be scored. You will be asked to confirm if you really want to delete the heat.

## Using GNET

**NOTE:** The following items appear only if you have [GNET](#) selected as the Results Port in [SETUP HARDWARE](#).

From Off-line Scoring, you can use GNET to send or resend data on a heat or event to Hy-Tek's Meet Manager for Windows. If data was not sent at the end of a race in Basic Timing, you can send it from Off-line Scoring by selecting the event and heat and clicking [GNET Send](#). If you want to send data from all heats in a race, click the Send All button. If you have edited information that has already been sent to Meet Manager, you can resend the data using the procedure above to transfer the corrected information to Meet Manager.

**[GNET Status](#)** This text box shows the status of the network connection to Hy-Tek's Meet Manager for Windows. The status will show:

**Ready** indicating the network is ready to accept data

**Sending** meaning data is being transmitted (this appears only briefly)

**Sent** indicating that the data has been sent to the network

**Not Connected** means the network connection is not complete. Refer to [Transferring Data to Hy-Tek](#) for additional information on network hardware and software.

**[GNET Send](#)** If the GNET Status is ready, click GNET Send to send the data for the current heat.

**Send All** If this box is checked, clicking GNET Send will send data for all heats in the selected event. If the box is blank, only the current heat will be sent.

## Team Scores

To see the current team scores click on the TEAM SCORES button. You will then see a screen similar to the following:



When you have finished, click on the EXIT button to return to the off-line scoring screen.

## **FTP Event Results**

If you have your [FTP ID](#) assigned and set up in [Setup Hardware](#), click on the FTP Results button to send the event results to the website. Check the FTP ALL EVENTS FOR THE MEET box to send all of the events for the meet to the website.

## **Exiting Off Line Scoring**

When you have finished editing and/or scoring off-line events, click EXIT to return to the MAIN menu.

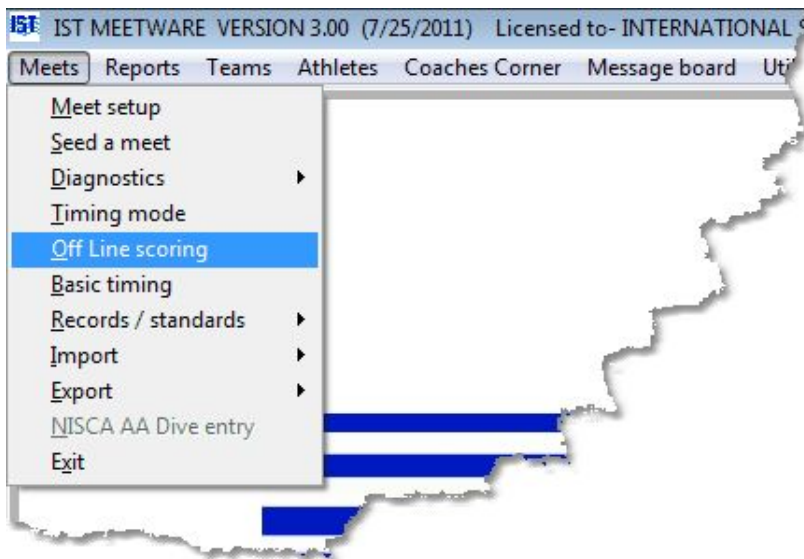
# ENTERING AWAY MEETS

[Top](#) [Previous](#) [Next](#)

## Entering Away/Scout Meets

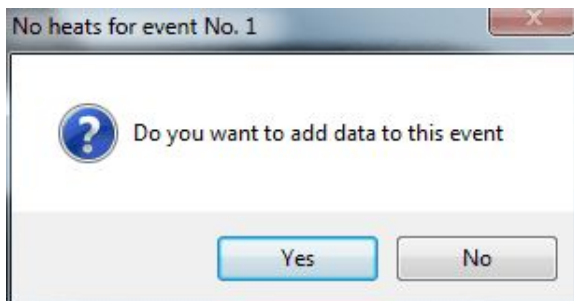
If you had a meet at a pool that did not use a timing system that allows you to export the data, or you want to enter times from a "scout" meet, you can enter the information in Off Line Scoring. You have 2 options; you can either [seed the meet](#) as if you were going to run it, then enter the times in for all of the swimmers in the meet, or go directly into offline scoring and enter the swimmers and their times manually. Once the meet has had swimmers and times entered in it, it is treated as any other meet and the times and scores (if it is [scored](#)) will be included in the appropriate reports.

To enter data into a meet, you must first [set up the meet](#). You can then choose to [seed the meet](#) as if you were going to run it (if you have data from all of the teams). Then, from the MAIN menu select MEETS and OFFLINE SCORING.

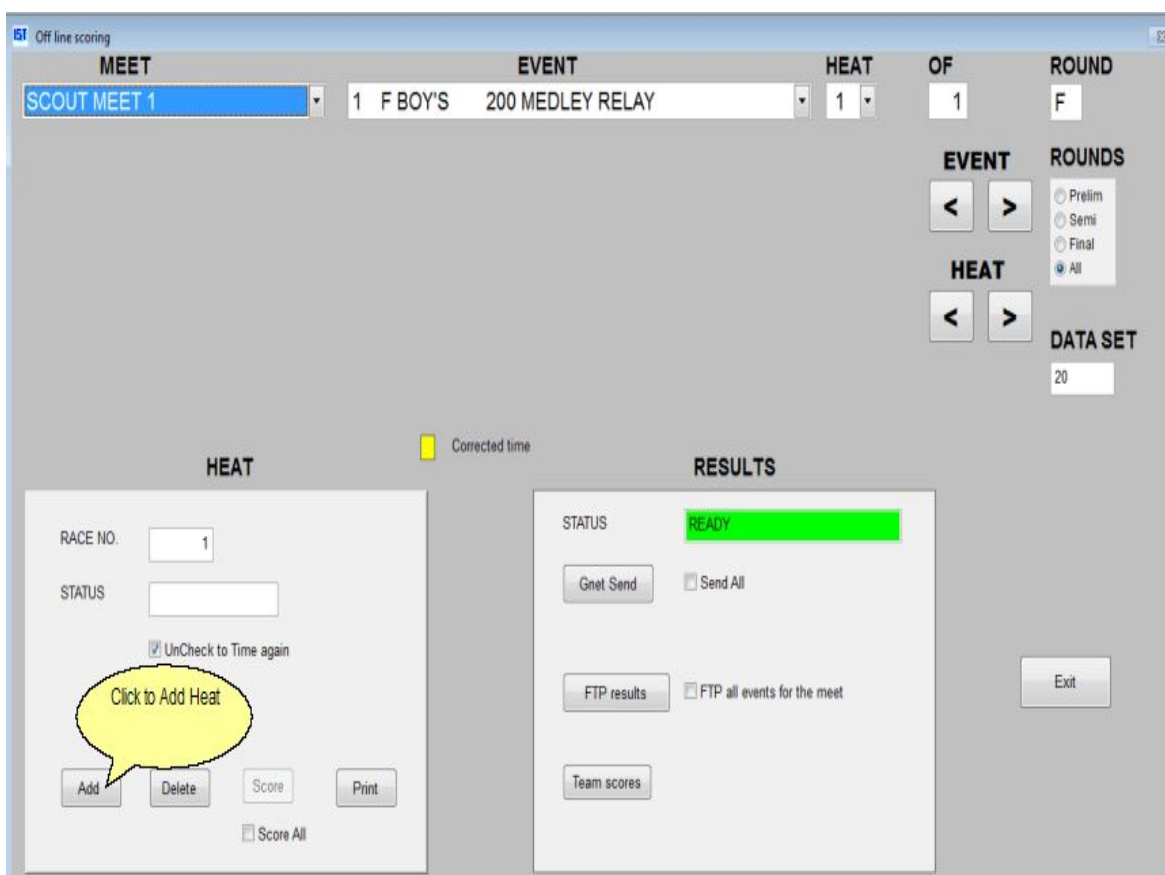


**NOTE:** The following instructions assume that you **did not** seed the meet that you are entering times for. If you have seeded the meet, scroll down or click [here](#) to see how to add times to the seeded swimmers.

If the last meet in the list (presumably the one you just added) was not seeded you will see the following:



Click YES if you are adding the swimmers in manually. You will then see a screen similar to the following:



To add a heat to an event, select the event from the [drop down list](#) and then click the ADD button in the HEAT section at the bottom of the screen. You will then see the following:

Off line scoring

MEET: SCOUT MEET 1      EVENT: 1 F BOY'S 200 MEDLEY RELAY      HEAT: 1      OF: 1      ROUND: F

Lane	Status	Teamcode	Swimmer	FINISH	Backup 1	Backup 2	BACKUP 2	BACKUP 3	DIFF.	EVENT
1	OK		-							1
2	OK		-							1
3	OK		-							1
4	OK		-							1
5	OK		-							1
6	OK		-							1

EVENT: < >      ROUNDS:  Prelim  Semi  Final  All

HEAT: < >      DATA SET: 20

HEAT: Corrected time

HEAT

RACE NO: 1

STATUS: READY

UnCheck to Time again

Add Delete Score Print

Score All

RESULTS

STATUS: READY

Gnet Send  Send All

FTP results  FTP all events for the meet

Team scores

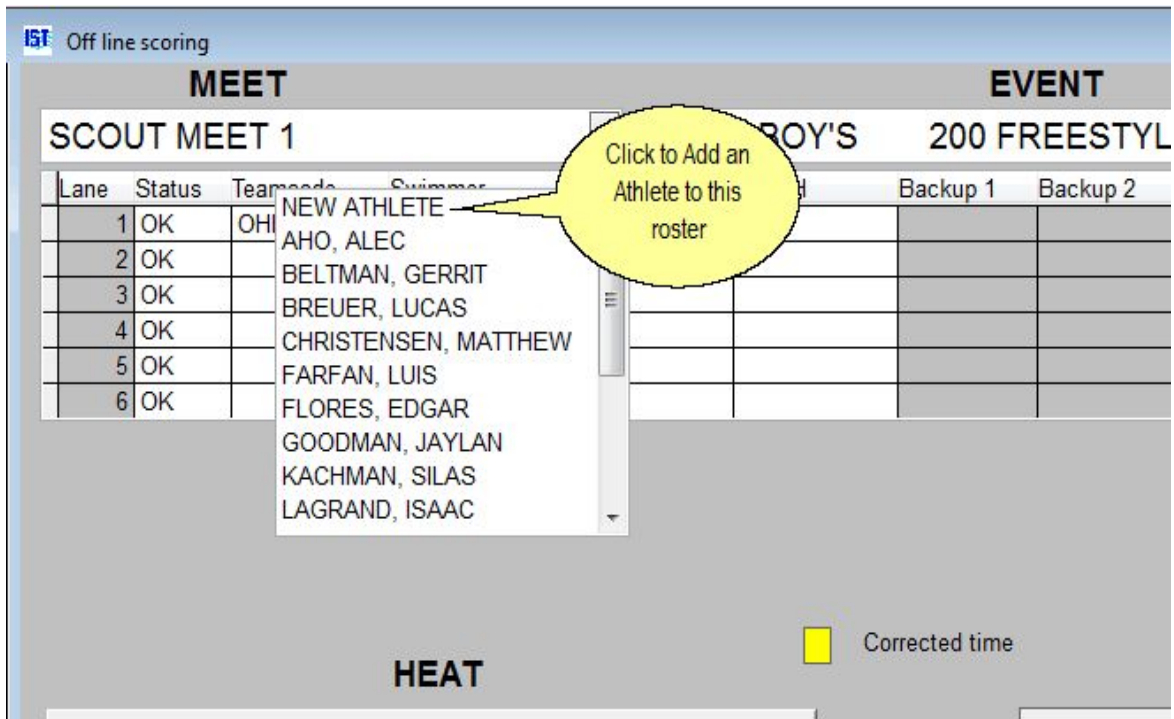
Exit

You can now add the swimmers into their correct lanes.

**STATUS** - Click on the status of each lane to change it to EX, SCR or OFF as necessary.

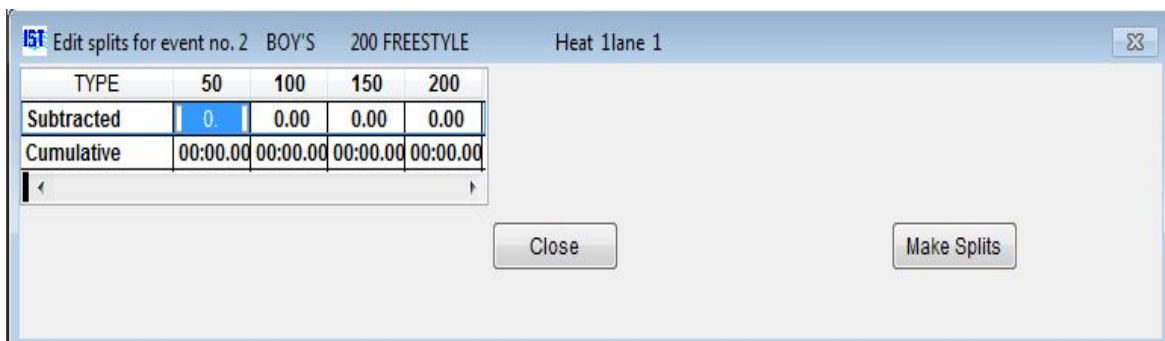
**TEAMCODE** - Click on the teamcode field for each lane to select the teamcode from the list for the swimmer in that lane. NOTE: You must select a teamcode before you can select a swimmer.

**Swimmer** - For relay events, when you click on the SWIMMER field for each lane you will be taken to the [ADD RELAY](#) screen, where you can add the swimmers for that relay. For individual events, the roster for that team will pop up and you can select the athlete from the list or select NEW ATHLETE and [add them to the roster](#) if they are not in it already.



## Entering Times for the Swimmers

To enter the split times for relays or individual races, right click on the FINISH column for that lane. You will then see a screen similar to the following:



Type the splits in for each leg of the race. **NOTE: When typing in times you do not need to enter punctuation. To enter a time of "1:23.45" type "12345" and it will be correctly formatted.** When you have finished, click CLOSE to return to the Off Line Scoring screen. If the finish time calculated by adding the splits together (last cumulative split) is correct, press <ENTER> to accept the time. If it is not, you can edit it (see below).



To enter final times for the swimmers click on the FINISH column for that lane, type in the final time and press <ENTER>. **NOTE: When typing in times you do not need to enter punctuation. To enter a time of "1:23.45" type "12345" and it will be correctly formatted.**

All times typed in will be highlighted in yellow, indicating that they were entered/changed by the user as opposed to received from the Computer Timing Interface.

## **Adding Additional Heats**

To add an additional heat to the event, click the ADD button again and follow the instructions above.

## **Scoring the Meet and Printing Event Results**

Once you have entered all of the swimmers and their times, click the SCORE button to score the event as if it had been run in a meet. After you have scored an event you can click the TEAM SCORES button to view the [team scores](#), or click PRINT to print the [heat](#) and [event information](#).

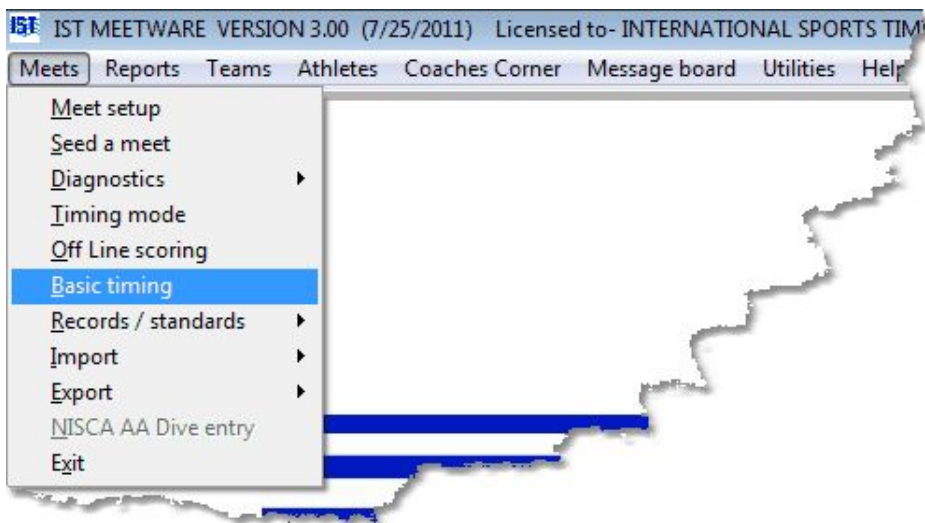
# NAVIGATING BASIC TIMING

[Top](#) [Previous](#) [Next](#)

## Navigating Basic Timing

Basic Timing is very similar to Timing Mode, however you will not have names or team codes and you do not have the option to show team scores. It is useful for running time trials and for timing when using Hy-Tek's Meet Manager for the meet management software.

From the MAIN menu select MEETS and BASIC TIMING



The basic timing screen looks similar to the following:

\*\*\*\* Click on an item in the picture for an explanation\*\*\*\*

**MEET** allows you to select the meet you want to run from a [drop down list](#).

**EVENT** allows you to select the event you want to run from a [drop down list](#)

**HEAT** allows you to select the heat number from a [drop down list](#). The first heat of an event will automatically be set to 1 and the heat numbers will increase automatically until you select the next event. You can use the drop down list to re-select an earlier heat if necessary.

**OF** tells you how many heats of the event have been run.

**Round** tells you whether this is a Prelim, Semi, or Final [round](#)

**LN** indicates the lane number that corresponds to the pool

**STATUS** indicates the status of the lane. OK is being timed, OFF is not being timed. Click on the status of the lane to change it from one to the other.

**TEAM AND NAME** are only used if you are using Hy-Tek's Meet Manager for Windows with the Hy-Tek's Scoreboard Interface (see [Transferring data to Hy-Tek](#)) and have a start list, or if you have seeded the meet. You can not make changes to Team and Name in Basic Timing.

**FINISH** is the finish or final (official) time for that lane. If the time is green, the time was recorded from a Touchpad or primary backup button (if no pads are used). If it is red, the time came from a backup button (if pads are used) or secondary backup button (if no pads are used).

**SPLIT** is the split time for that lane. The number of SPLIT fields used will vary with the length of the race. When a race has more than 4 splits, the fifth split will over-write the first one, and be identified with the split number. This will continue until the last split is registered.

**LAP NO.** shows the current lap for that lane. Lap numbers may be increased or decreased to adjust for an extra or missed pad/button hit by using the arrows on the [spinner box](#).

**Event No.** shows the event number the swimmers are competing in. This is only displayed if you have [combined events](#).

**Round** [radio buttons](#) allow you to choose which [rounds](#) are displayed, Prelim rounds, Semi-Final rounds, Final rounds, or all rounds.

**Awards** allows you to display award information on the scoreboard for any completed event. Award information includes the swimmers name(s), time, place, team and coach's name.

**Break** allows you to start the [Break Timer](#) to count down the time until the next event or session will begin.

**CLOCK** is an unofficial running clock for the race. It starts when the starting device is fired and stops when the last swimmer hits the pad. This clock display is for the convenience of operators who may not have a scoreboard or cannot see the scoreboard. When running in DEMO mode, this clock will not be highly accurate.

**TIMING** indicates the status of the timing system. NOT ARMED means you have to click the ARM button to tell the computer that you

are ready to time a race. WAIT FOR START means you are ready to fire the start device and AUTO START/BACKUP START means that a start signal has been detected. TIMING STOPPED means that timing has been interrupted. FINISHED means that the race is done.

**HEAT** indicates the status of the heat. READY means that the heat has not been timed, TIMED means that the heat has already been timed and [SCORED](#) indicates that the heat has already been timed and scored.

**RACE NO.** is the numeric ID for the race. This is used by Hy-Tek's Meet Manager and can not be changed by the user.

**Data Set** is an internal ID number that can not be changed by the user.

**NOTE:** The following items will only appear if you have selected GNET for your [Results Port](#).

**START RESULTS** is used to send the results of the race to Hy-Tek's Meet Manager for Windows (see-[transferring data to Hy-Tek](#). You must select a COM port as the [Results port](#) in Setup Hardware.)

**GNET STATUS** indicates the status of the Generic NETwork interface used to transfer start lists from or results to Hy-Tek's Meet Manager for Windows (see [Transferring data to Hy-Tek](#). You must select GNET as the [Results port](#) in Setup Hardware.)

**GNET STOP** allows you to stop the Generic NETwork interface used to transfer start lists from or results to Hy-Tek's Meet Manager for Windows if the network connection locks up (see [Transferring data to Hy-Tek](#). You must select GNET as the [Results port](#) in Setup Hardware.)

**PRINT HEAT RESULTS** if this is checked the heat results report will be printed after each heat.

**PRINT EVENT RESULTS** if this is checked the event results report will be printed after each event.

**PAD BELL ON** turns on the Microsoft bell that will sound each time a pad hit is recorded.

**MANUAL FINISH** allows you to delay going the Confirm Heat Results screen until after you are sure all of the lanes have finished. This is useful for the following situation: The C relay is the last team in the pool. After the 4th swimmer enters the water, the 3rd swimmer climbs out and trips the touchpad at 17s, thereby ending the relay and the race accidentally. If MANUAL FINISH is checked, the operator can click the lap number down, the 4th swimmer will finish, and once the operator is sure the race is finished they can then click the CONFIRM RESULTS button to finish the heat.

**AUTO ARM** will arm the system automatically after the conclusion of each heat without the operator pressing (F3) or the ARM button. If you do not want to auto arm the next event, you can uncheck the box at any time.

**USE FAR END** will be automatically checked if [USE FAR END](#) is selected in [system preferences](#). This tells the software that there are pads or buttons at the far end of the pool which can be used to record splits or the finish of a 25 at the far end.

**USE FAR END PADS** will appear if you have FAR END TIMING checked in [SYSTEM PREFERENCES](#). If this box is checked, the touchpads or buttons on the far end will be active. If it is unchecked, the pads or buttons will not be active. This is useful if you want to run 25Y events with far end pads, but do not want to use the pads for a 200Y event.

**ARM (STOP)** is the button that you click to [arm](#) the timing system for a race. Once a start input has been received, this button will change to STOP. STOP can be used to stop timing for a false start, or any other reason. You then have the option to Continue Timing, Stop and Restart, or Stop and Mark as Timed.

**STOP LANE** allows you to stop timing a lane. This will be used if a swimmer has completed an event but the lane is still being timed. The last pad hit recorded will be used for the finish time. This is most commonly used when a swimmer misses a pad hit in a race. It is an

alternative to decreasing the number of laps in a race with the spinner box, as described above with LAP NO.

**CONFIRM RESULTS** if Manual Finish is selected, this button will appear at the end of the race if the [CONFIRM HEAT RESULTS](#) check box is checked. This will allow you to manually bring up the Confirm Results screen at the conclusion of the race.

**CONFIRM HEAT RESULTS** If this box is checked you will be asked to confirm the [heat results](#) before you can move on to the next heat or event. There you can change times and enter disqualifications. If it is unchecked you will be moved automatically to the next event at the conclusion of an event. Changes to times or disqualifications can be done either on a [terminal computer](#), on the [Hy-Tek Meet Manager computer](#) or in [offline scoring](#) at a later time.

**EXIT** allows you to exit the timing screen.

Now that you are familiar with the timing screen you can [run a race](#) in basic timing.

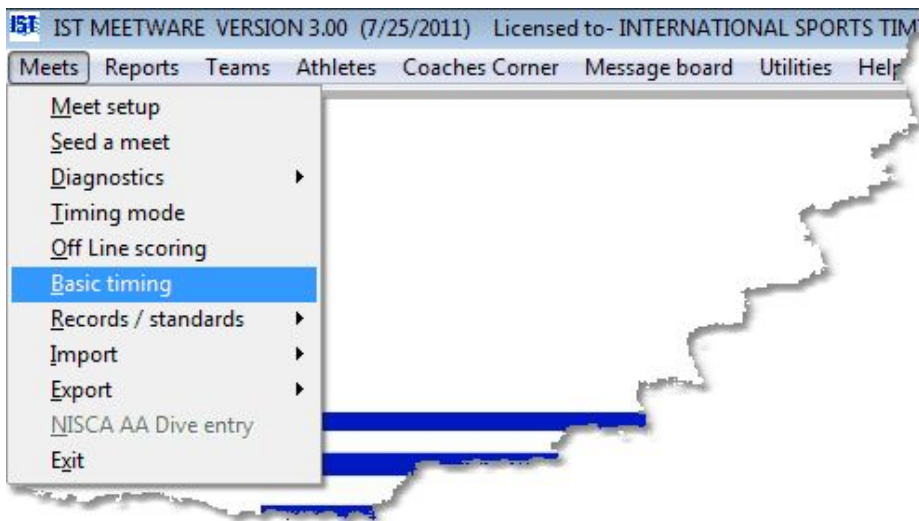
# BASIC TIMING

[Top](#) [Previous](#) [Next](#)

## Running Basic Timing

Basic timing allows you to time heats, events or meets without names. The heat, lane, place, [splits](#) and [final times](#) will be stored and [meet results](#) or [split reports](#) can be printed after the meet. After a meet has been run it can be [scored](#), or edited and re-scored in [off-line scoring](#). If you are not familiar with the basic timing screen, you should take a few minutes and learn to [navigate through basic timing](#). If you are using Hy-Tek's Meet Manager, you should take a look at the file "[Tips for Using MEETWARE 3 with Hy-Tek's Meet Manager](#)" for information on networking the two computers and transferring data.

From the MAIN menu, select MEETS and BASIC TIMING.



You will then see a screen that looks similar to the following:



Basic Timing Mode

MEET: TIME TRIAL      EVENT:      HEAT: 1      OF: 1      Round: 1

LN	Status	Team	Name	TIME	SPLIT	SPLIT	SPLIT	SPLIT	LAP NO.	EVENT NO.	Round
1	OK								1		1
2	OK								1		2
3	OK								1		3
4	OK								1		4
5	OK								1		5
6	OK								1		6

AWARDS

Break

CLOCK:      TIMING: NOT ARMED      HEAT: READY      RACE NO.: 1      DATA SET: 2

Arm (F3)      Stop lane      Confirm Results      Exit

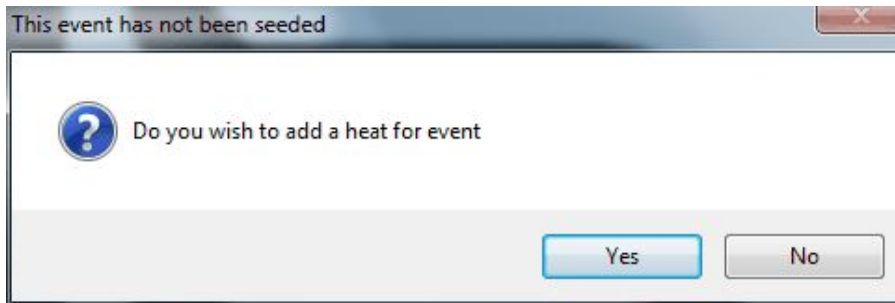
Print heat results  
 Print event results  
 Confirm heat results  
 Pad bell on  
 Manual Finish  
 Auto Arm

  < 19 OR > 60 Second split  
  Near end backup

## Running a Heat

You must have a [meet set up](#) before you can run it. Before you run a meet, be sure that you have [prepared](#) yourself accordingly. If you are using Hy-Tek's Meet Manager to import a start list, please refer to "[Tips for using MEETWARE 3 with Hy-Tek's Meet Manager](#)" for more information about creating and [importing start lists](#) into MEETWARE 3. **NOTE: when running in Basic Timing you can not edit teams or names, even if you are using a start list.**

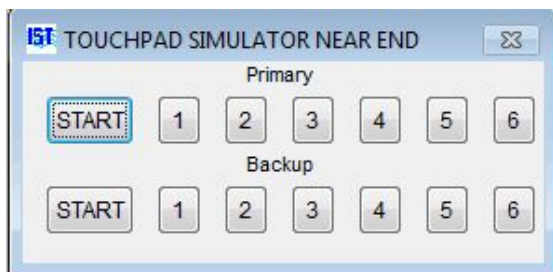
To run a heat, select the [meet](#) and [event](#) from their drop down lists. MEETWARE 3 will automatically bring up the last meet entered so check to make sure you are running the right meet! If you are not using a start list and you have not seeded the meet you will see the following message:



Click YES to add a heat, or NO to view the event without adding a heat.

Check to make sure that the [status](#) of the lanes are correct. If there is an empty lane, the [status](#) for that lane should be set to OFF, which can be done by simply clicking on the status. Also check to make sure that the [heat has not already been timed](#).

When you are ready to begin the race, click the ARM button to [arm the timing system](#). When the timing system is armed, WAIT FOR START will be displayed in [TIMING](#) and on the scoreboard. \*\*\*If you are running in [demo mode](#) the [Touchpad Simulator](#) will pop up when the timing system is armed. NOTE: From this point on, a pad hit will refer to both a physical pad hit or a click of that "pad" button on the Touchpad Simulator. The same goes for starts and backup buttons. See the screen below for a view of the Touchpad Simulator.



To start the race, fire the [start device](#) (or click the START button on the [Touchpad Simulator](#)). You will notice that the clock begins counting and that TIMING has changed to AUTO START.

Once the race has started there may be some [situations that arise while running the race](#).

As the swimmers hit the pads (or you do on the [Touchpad Simulator](#)) you will notice that the split is displayed under SPLIT. When the last

split is recorded, the final time will be displayed under FINISH.

When you set up a meet, you have the option to [Confirm Heat Results](#). If this option is selected, when the race is finished you will see a screen similar to the following:

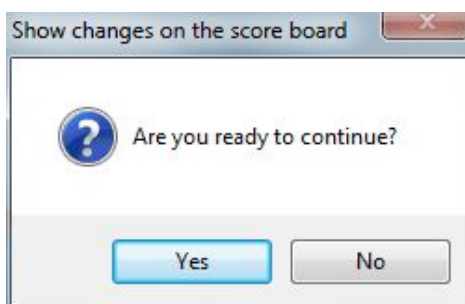
Heat Results for Event 1 BOY'S 200 MEDLEY RELAY --Heat 1 of 1

Place	Lane	Status	Finish	Pad	Backup 1	Error	Difference
1	2	OK	38.20	38.20	38.40		0.20
2	3	OK	39.50	39.50	40.70	DIF. > 29	1.20
3	4	OK	43.10	43.10		MISSED BACKUP	0.00
4	5	OK	44.10		44.10	NO PAD	0.00
0	1	OFF					0.00
0	6	OFF					0.00

OK Adjust

Remember that if you are running in [semiautomatic timing](#) the final time may be slightly different from the primary and backup times. For an explanation of the heat results, see [Heat Results](#). If there are any problems or [errors in the heat results](#), you can correct them now.

When you have fixed any problems that may have arisen, click on OK. You will then see the following screen:



Click YES to confirm your changes and display them on the scoreboard. You will then see the following message:



If you want to run another heat for the same event, click YES. If you want to move on to the next event, click NO.

## Running a diving event

See [RUNNING DIVING](#).

## Heat Printouts

If you selected PRINT HEAT RESULTS and/or SCORE EVENTS when you [set up the meet](#), you will now get these printouts. **NOTE:** you must have a printer connected to the computer to print these reports. If you do not, you will get an error.

### Example of a Heat Result Printout:



Licensed To: INTERNATIONAL SPORTS TIMING

08/01/11

Heat Results

11:38:24

TIME TRIAL

Meet date: 08/01/11

Event NO. 4 MEN'S 50 FREESTYLE

Data Set No. 2 Race No. 3

Lane	Status	Team	Name
1	OK		
10.10	<b>**PAD**</b>	PAD	10.10 BACKUP100:00.00 1) 10.10
2	OK		
09.20	<b>**PAD**</b>	PAD	09.20 BACKUP100:00.00 1) 9.20
3	OK		
08.60	<b>**PAD**</b>	PAD	08.60 BACKUP100:00.00 1) 8.60
4	OK		
09.70	<b>**PAD**</b>	PAD	09.70 BACKUP100:00.00 1) 9.70
5	OFF		
6	OFF		

PLACES (1-> 6) BY LANE 3 2 4 1

# Mark Backup Splits

Example of a Event Result Printout:



Licensed To: INTERNATIONAL SPORTS TIMING

08/01/11  
11:38:30

Meet: TIME TRIAL 08/01/11

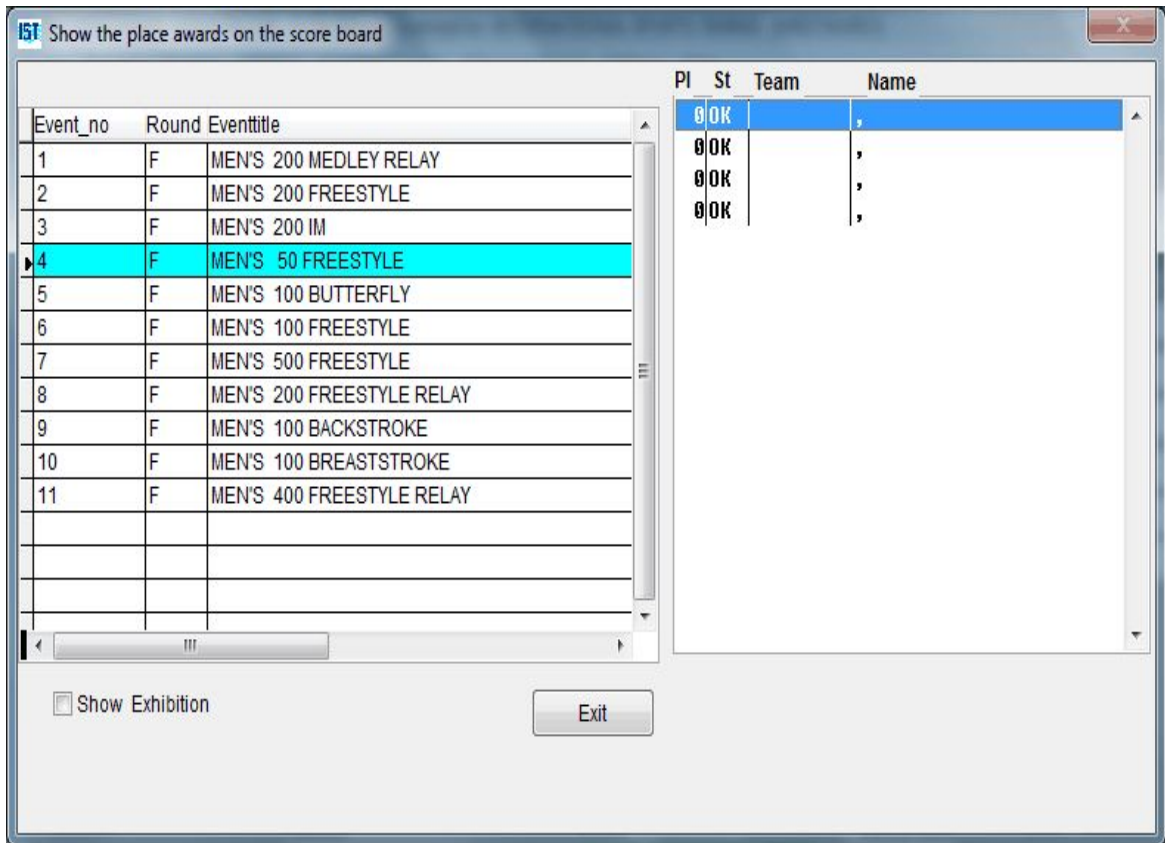
RESULTS FOR EVENT NO. 4 MEN'S 50 FREESTYLE

PLACE	HEAT	LANE	TIME
1	1	3	08.60
2	1	2	09.20
3	1	4	09.70
4	1	1	10.10

You can now run the [next heat](#), [next event](#) or exit basic timing.

## Display Awards

To display the award information for any event, click on the AWARDS button on the main timing screen. You will then see a screen similar to the following:



Select the event for which you want to present the awards. You will then see the swimmers or relays (if you used a start list) that will be receiving awards for that event in the list on the right of the screen in order from last to first. To display the information on the scoreboard, click on the individual or relay in the right-hand list. If it is a relay you will see the time, place, swimmers names, team and coach's name. If it is an individual you will see the time, place, name, team and coach's name. To display the next place, click on it. When you are finished displaying the awards click EXIT to return to the timing screen.

## Set up a Break Timer

To set up a break, click on the Break button. See [Break Timer](#) for more information.

## Exiting Basic Timing

When you are done running events, click EXIT to return to the main menu.





## Records and Standards

Records are the fastest time posted for certain groups in an event . Record Sets are all the records for a particular event list and set of athletes (i.e. School, Pool, Meet, Freshman, etc.). Standards are qualifying times for events. Standard Sets are all the qualifying times for the event list for that event, such as State Meet, Nationals, NCAA's, etc. Records and standards are entered into the system and updated as necessary. As records are broken, they can be recorded as "old records", so you can track them over time. Records and standards can be put into groups and associated with meets. They can then be printed on reports and checked as the meet is being timed.

Record Groups are a collection of record and standard sets that can be assigned to a meet and be printed on reports for that meet.

You can:

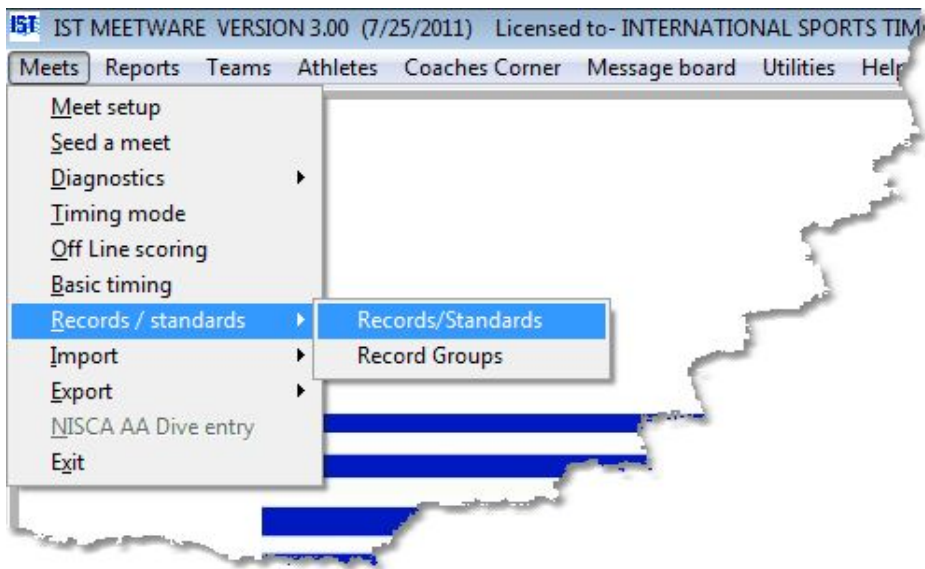
- Add [records](#) or [standards](#)
- Edit [records](#) or [standards](#)
- Delete [records](#) or [standards](#)
- Print [records](#) or [standards](#)
- View [old records](#)
- [Create Record Groups](#)



## Working With Records

Records are the fastest time posted for certain groups in an event . Record Sets are all the records for a particular event list and set of athletes (i.e. School, Pool, Meet, Freshman, etc.). Records are entered into the system and updated as necessary. As records are broken, they can be recorded as "old records", so you can track them over time. Records can be put into [groups](#) and associated with meets and can be printed on reports. In the future it will be possible to check for and announce broken records during the running of a meet, but that option is not yet available.

To access the records, from the MAIN menu select MEETS, RECORDS/STANDARDS and RECORDS/STANDARDS:



## Adding a Record Set

To add a [record set](#), click on the RECORD [tab](#), then click the ADD [button](#). You will then see the following screen:



➤ Age Group only athletes of the age group for the selected event can qualify **Note: if you choose age group you must also choose an event list that uses age ranges**

➤ Open any athlete can qualify

Now select the formats for the records using the [radio buttons](#).

➤ Sex Format determines the gender of the athlete eligible for the record. If you choose USE EVENT LIST you must choose an event list that has gender designations (i.e. coed)

➤ Course determines the course that the record was set in and can therefore be broken in.

➤ Date Format determines the formatting of the date field in the record.

Enter the **RECORD FLAG** a 1 or 2 character designator that will appear next to the record time on reports. **NOTE: RECORD CHECKING OF TIMES IN MEETS IS NOT YET AVAILABLE.**

Examples: \*\*, \*F (for a freshman record), \$, #, etc.

If the record set contains home team records, check the **HOME TEAM ONLY** [check box](#). If any athlete from any team can break the record, leave the box unchecked.

Select the [event list](#) to link the records to. The event list must be one that is already in the system. If it is not you will need to go to [EVENT LIST](#) and set one up.

Once you have selected the event list, the grid at the bottom of the screen will be populated with the event numbers and events. You may now fill in the rest of the information for each individual [record](#). To access the MEET field (to record the meet during which the record was broken), use the bottom [scroll bar](#) and scroll to the right. All of the fields in this grid are optional.

When you enter times into the [grid](#), do not use punctuation. For example: if you want to enter a time of 1:24.90, type in "12490" and press enter. The computer will then fill in the punctuation.

If you go back and change a time, a message will pop up asking if you want to save the original time as an [OLD record](#). If the record has been broken and you are entering a new record, answer YES and the old record will be stored in the OLD RECORD tab. If you are simply editing a mistyped time or you do not want to keep track of old records, answer NO and the old time will not be stored.

## Editing the Record Set Information

In order to edit the [record set](#) information (division, sex format, etc.) select the record set from the [drop down list](#) and change any of the information on the top half of the screen. To edit the name of the record, click on the EDIT button. Type the new or changed name and press <TAB> or <ENTER> to accept the changes. To change the event list, click on the EDIT button and select the event list you want to use from the drop-down list. **NOTE: If you change the event list for a record set all existing records, including old records, will be deleted.**

## Editing Records

To edit the individual record information (times, names, dates, etc.) highlight that [cell](#) on the [grid](#) and type in the new information.

When changing a time, highlight the whole time and type in the new time without punctuation. If you want to enter the time 1:34.16, type "13416" and press <ENTER>. The computer will fill in the punctuation for you.

If you change a record time a message will pop up asking if you want to make the original time into an old record. If you would like the time you changed to be saved as a viewable [old record](#), click YES. If you do not want the time saved, click NO.

## Deleting a Record Set

To delete a [record set](#) and its associated [records](#), select the record set name from the [drop down list](#). Then click on the DELETE button.

A message will then pop up informing you that all the records associated with that record set (including the [old records](#)) will be deleted and asking you to confirm that you want to delete the set. PLEASE READ ALL MESSAGES CAREFULLY. If you answer NO you

will be returned to the Records and Standards screen. If you answer YES another message will pop up, clarifying that you are about to permanently delete ALL the records in this set. To return to the Records and Standards screen, click NO. Clicking YES will delete all the records (including [old records](#)) associated with that record set. A message will then pop up informing you that the record has been deleted, clicking OK will return you to the Records and Standards screen.

## Viewing Old Records

Old records are created whenever you [add a new record](#). Old records for that record set are created when you edit a record time.

To view old records, click on the OLD RECORDS tab and select the record set you would like to view.

#	Event	Time/Score	Name(s)	Date
1	GIRL'S 200 MEDLEY RELAY	1:48.75	MENNING, FARNSWORTH, O'BRIEN, OSBORN	
2	GIRL'S 200 FREESTYLE	1:58.03	KACHMAN	

If there are no old records for that set the [grid](#) will be empty. **Note:** you can not change any information for the record. All changes to the record group must be made in RECORD.

## Attaching Records to a Meet

To attach records or standards to a particular meet you first have to add them to a [RECORD GROUP](#). You can then attach that record group to a meet through [MEET SETUP](#).

## **Exiting Records**

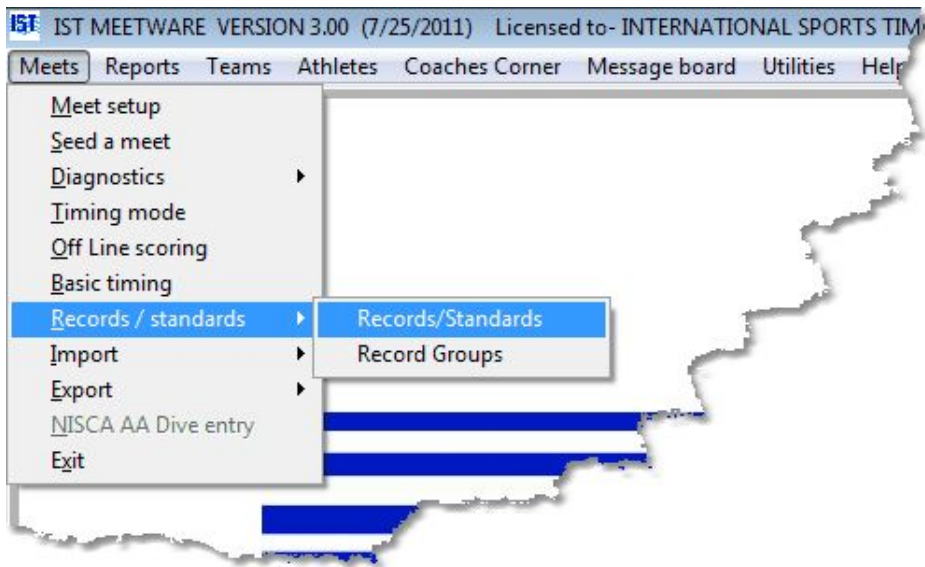
When you are finished with the records and standards you, click on EXIT to return to the main menu.



## Working With Standard Sets

Standards are qualifying times for events. Standard Sets are all the qualifying times for the event list for that event, such as State Meet, Nationals, NCAA's, etc. Standards are entered into the system and updated as necessary. Standards can be put into groups and associated with meets to be printed on reports. **NOTE: MEETWARE 3 does not currently check times against standards.**

To work with a standard set, select RECORDS/STANDARDS from the MEETS menu



## Adding a Standard Group

From the RECORDS AND STANDARDS main screen, select the STANDARDS [tab](#), then click the ADD button.

Records and Standards

Records Standards Old Records Reports

Standard Name: DIVISION III STATE MEET

Division: OPH

Sex Format:  Male Only  Female Only  Use Event List

Course:  SC Yards  SC Meters  LC Meters

Qualification Date: 11/01/2011

Standard Flag: D3  Home Team Only

Event List: GIRLS HIGH SCHOOL

Enter/Edit Standards

Event Number	Event	Tim
1	GIRL'S 200 MEDLEY RELAY	
2	GIRL'S 200 FREESTYLE	
3	GIRL'S 200 IM	
4	GIRL'S 50 FREESTYLE	
5	GIRL'S 1 METER DIVING	
6	GIRL'S 100 BUTTERFLY	
7	GIRL'S 100 FREESTYLE	
8	GIRL'S 500 FREESTYLE	
9	GIRL'S 200 FREESTYLE RELAY	
10	GIRL'S 100 BACKSTROKE	
11	GIRL'S 100 BREASTSTROKE	

Type in the name of the standard set and press <ENTER> or <TAB> to accept it. The name must be unique, less than 30 characters (including spaces) and not already being used. If you leave the name field blank or the name you chose is already being used you will be prompted to either enter a name or choose a new name for the standard set.

Next choose the division for the standard set from the [drop down list](#). This tells the system which athletes are eligible to qualify for these standards. If you do not select a division, the system will automatically assign OPEN as the division.

Examples of divisions are:

- Freshman only high school/college freshman can qualify
- Sophomore - only high school/college sophomores can qualify
- Junior - only high school/college juniors can qualify
- Senior - only high school/college seniors can qualify
- JV only junior varsity athletes can qualify

- Varsity only varsity athletes can qualify
- Age Group only athletes of the age group for the selected event can qualify **Note: if you choose age group you must also choose an event list that uses age ranges.**
- Open any athlete can qualify

Now select the sex and course formats. The sex format tells the computer which gender of athlete is eligible to meet the standard. If you choose USE EVENT LIST the gender will depend on the gender assigned to that event (the event list must specify a gender). The course specifies whether the standard time is for short course yards, short course meters or long course meters.

Next enter the qualification date (the date by which the standard must be met) and the standard flag a 2 character marker that will show up on reports when the standard is met.

If the standard can only be met by swimmers from the home team, check the HOME TEAM ONLY box. If any swimmer from any team can meet it, leave the check box empty.

Finally, select the event list from the [drop down list](#). You will now be able to enter the standard times into the [grid](#). When entering times into the grid, it is not necessary to type in the punctuation. If you want to enter a time of "1:24.50", type in "12450" and press <ENTER>. Then computer will then put the punctuation in place.

If you need to edit at time in the standard grid, highlight the whole time and type in the new time.

## Editing Standard Set Information

Select the [standard set](#) you want to change from the [drop down list](#) . You can change any of the information on the top half of the screen (division, sex format, etc.). To edit the name of the Standard, click EDIT. Type in the correction or new name and press <ENTER> or <TAB> to accept the changes. To change the [event list](#) used for the standard click EDIT and select a new event list from the drop down box. **NOTE: Changing the event list will cause all of the standards for that standard set to be erased.**

## **Editing Individual Standard Information**

To edit the individual standard times, highlight that [cell](#) on the [grid](#) and type in the new time. When changing a time, highlight the whole time and type in the new time without punctuation. If you want to enter the time 1:34.16, type "13416" and press <ENTER>. The computer will fill in the punctuation for you.

## **Deleting a Standard Set**

To delete a [standard set](#) and its associated [standards](#), select the standard name from the [drop down list](#). Then click on the DELETE button.

A message will then pop up asking if you are sure that you want to delete that standard set. PLEASE READ ALL MESSAGES CAREFULLY. If you answer NO you will be returned to the RECORDS AND STANDARDS screen. If you answer YES another message will pop up, clarifying that you are about to permanently delete ALL the standards in this set. To return to the RECORDS AND STANDARDS screen, click NO. Clicking YES will delete that set and all the standards associated with that standard name. A message will then pop up informing you that the standard has been deleted, clicking OK will return you to the RECORDS AND STANDARDS screen.

## **Attaching Standards to a Meet**

To attach records or standards to a particular meet you first have to add them to a [RECORD GROUP](#). You can then attach that record group to a meet through [MEET SETUP](#).

## **Exiting Records and Standards**

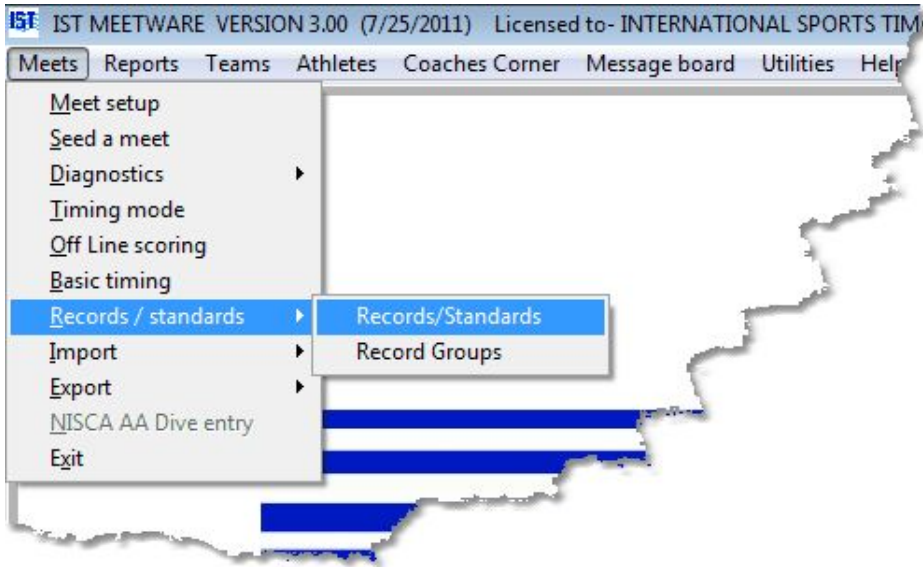
Click EXIT to return to the main menu.

# PRINTING REPORTS

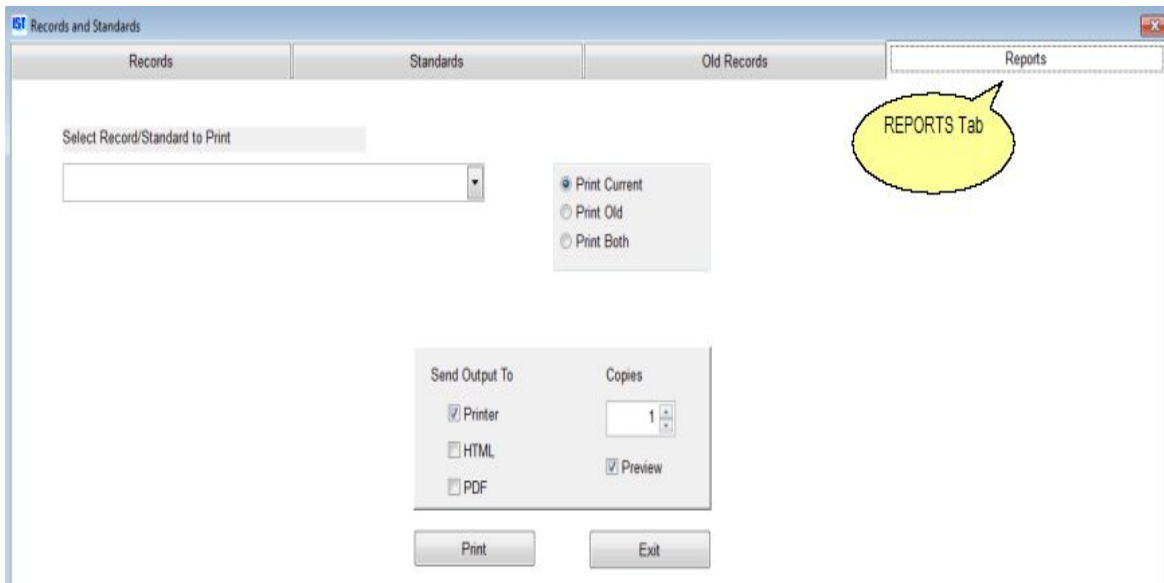
[Top](#) [Previous](#) [Next](#)

## Printing Records and Standards Reports

To print a report on records or standards select RECORDS/STANDARDS from the MEETS menu:



To print either a [record](#) or [standard](#) set, select the REPORTS tab.



Select the [record](#) or [standard](#) set you want to print from the [drop down list](#).

## Record Report

If you select a record set you will be asked to select which records to print, current records, [old records](#) or both current and old records. The default is PRINT CURRENT

Click OK to preview the report. **Note:** if you selected either PRINT OLD or PRINT BOTH, the old records are marked with "\*\*\*".

**GIRLS CITY LEAGUE**

Division: OPN

<u>Event #</u>	<u>Event</u>	<u>Time</u>	<u>Record Holder(s)</u>	<u>Date</u>	<u>Team</u>
1	WOMEN'S 200 MEDLEY RELAY	1:51.06	E.SCHLATTER, K.WHITE, H.HINES, A.LUDEMA	2004	CHRISTI
2	WOMEN'S 200 FREESTYLE	1:49.73	G. DEMAAT	1985	CHRISTI
3	WOMEN'S 200 IM	2:06.83	G. DEMAAT	1985	CHRISTI
4	WOMEN'S 50 FREESTYLE	24.00	K. WHITE	2004	CHRISTI
5	WOMEN'S 1 METER DIVING	496.00	J. SNELLINK	1991	CRESTO
6	WOMEN'S 100 BUTTERFLY	57.20	G. DEMAAT	1985	CHRISTI
7	WOMEN'S 100 FREESTYLE	51.67	G. DEMAAT	1985	CHRISTI
8	WOMEN'S 500 FREESTYLE	4:51.05	G. DEMAAT	1985	CHRISTI
9	WOMEN'S 200 FREESTYLE	1:40.00	E.KLOOSTRA, C.ZANDSTRA, E.LUGO, K.FLIKKEMA	1997	CHRISTI
10	WOMEN'S 100 BACKSTROKE	58.72	E. SCHLATTER	2004	CHRISTI
11	WOMEN'S 100 BREASTSTROKE	1:04.18	E. SCHLATTER	2005	CHRISTI

To print the report, click the [printer icon](#) on the top of the screen. To exit without printing the report, click the [lowest "x"](#) on the upper right-hand corner of the screen.

## Standard Reports

If you select a standard set, select OK to preview the STANDARD REPORT.



**GIRLS DIV. 2 STATE CUT**

Division: OPN

Qualifying Date: 11/14/06

<u>Event #</u>	<u>Event</u>	<u>Time</u>
1	WOMEN'S 200 MEDLEY RELAY	1:59.09
2	WOMEN'S 200 FREESTYLE	2:03.49
3	WOMEN'S 200 IM	2:23.39
4	WOMEN'S 50 FREESTYLE	25.99
5	WOMEN'S 1 METER DIVING	
6	WOMEN'S 100 BUTTERFLY	1:04.19
7	WOMEN'S 100 FREESTYLE	56.49
8	WOMEN'S 500 FREESTYLE	5:35.69
9	WOMEN'S 200 FREESTYLE	1:45.69
10	WOMEN'S 100 BACKSTROKE	1:05.29
11	WOMEN'S 100 BREASTSTROKE	1:12.08

To print the report, click the [printer icon](#) on the top of the screen. To exit without printing the report, click the [lowest "x"](#) on the upper right-hand corner of the screen.

## Other Options

When you are finished printing the reports, you can [add records](#) or [standards](#), [edit records](#) or [standards](#), [delete records](#) or [standards](#), or [view old records](#).

## Exiting Records and Standards



Click EXIT to return to the MAIN menu.

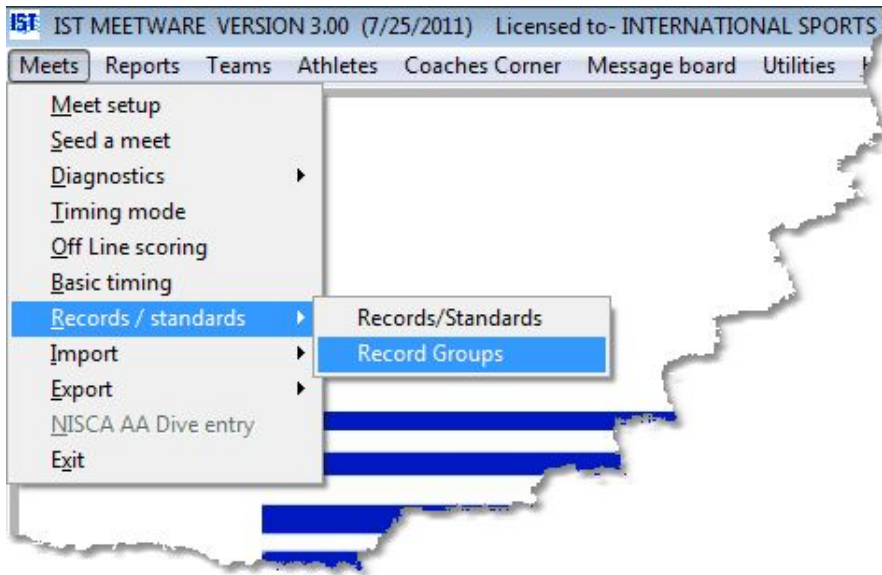
# CREATING RECORD GROUPS

[Top](#) [Previous](#) [Next](#)

## Creating Record Groups

Record groups are a collection of records and standards that are associated with meets. These records and standards can then be printed on meet reports or checked at the end of each heat to see if a record has been broken or a standard has been met.

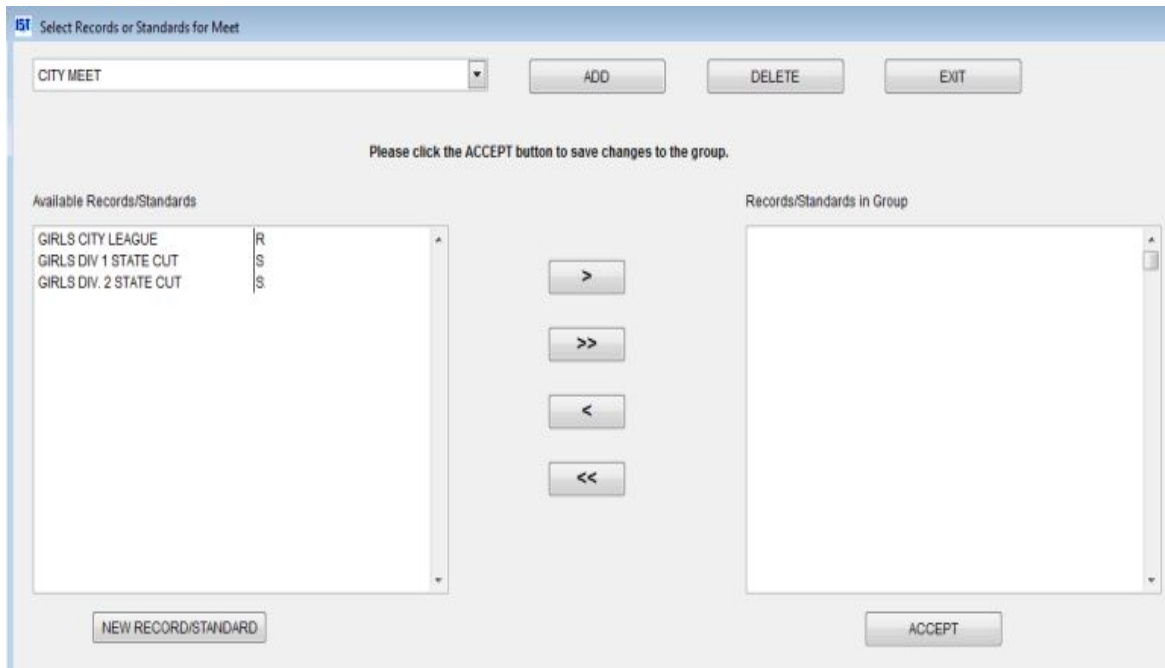
To access record groups, select MEETS -> RECORDS/STANDARDS -> RECORD GROUPS from the MAIN menu.



You can also access record groups by clicking NEW RECORD GROUP under [RECORDS](#) in Meet Setup.

## Adding a Record Group

To add a new record group, click the ADD button. The screen will then look like the following:



Type the name of the record group into the text box and press <ENTER> or <TAB> to accept it. The name of the record group should be less than 30 characters, descriptive and unique.

To select the records and standards that you want listed in the record group, double click on the name of the record or standard in the list on the left. This will transfer it into the list on the right and assign it to the record group. To select multiple records and standards at once, hold down the <CTRL> key as you click on them. Then click on the ">" button between the lists to move the selected records and standards into the record group list. To move all of the records and standards into the record group, click the ">>" button. To remove records and standards from the record group you can either double click on a single record in the record group list, multiple select records and standards and click the "<" button or click the "<<" button to remove all the records and standards from the record group.

Once you have the records and standards in the record group you must click the ACCEPT button to save the record group.

## **Adding a New Record or Standard**

If the record or standard that you want to add to the record group is not listed, you can add it by clicking on the NEW

RECORD/STANDARD button beneath the list of available records and standards. This will take you to the Record/Standard screen where you can add either a [new record](#) or a [new standard](#). When you have finished, clicking EXIT will bring you back to the RECORD GROUP screen, and the new record or standard will now be visible in the AVAILABLE list.

## **Editing a Record Group**

To edit a record group, select it from the [drop down list](#). You can now move records and standards in and out of the record group list the same way you did when you added the record group. Once you have finished editing the record group you must click ACCEPT to save your changes. If you do not click ACCEPT your changes will not be saved.

## **Deleting a Record Group**

To delete a record group that you are no longer using, select the record group from the [drop down list](#) and click the DELETE button. You will see a message that asks if you are sure you want to delete the group. Clicking NO will return you to the RECORD GROUP screen, clicking YES will delete that record group. NOTE: You will not be allowed to delete a record group that is associated with a meet. You will need to either change which record group is associated with the meet or delete the meet in order to delete the record group.

## IMPORT

You can import information into MEETWARE 3 from another MEETWARE user, or [another software program](#). Before you can import you must have either a .SD3, .CL2 meet entry or results file or a .TUV or .EV3 meet structure file (created by [exporting from MEETWARE 3](#) or another software program).

### Import File Types

There are several types of files that you can import into MEETWARE 3.

- .SD3 (Standard Data Interchange Format) - This is the type of file that is created by exporting from MEETWARE 3 and some other software programs (except Hy-Tek). This format can contain either entries (meet registration) or meet results and can be imported by any meet management software program.
- .CL2 (Hy-Tek) - This is the file format for meet entries (registration) and results that is exported from Hy-Tek's Meet Manager.
- .TUV - This file format is the IST Meet Structure which includes the event list and other information about the meet. This file format is generated in IST systems and can be imported into other IST systems and into [Team Unify](#) online entry systems.
- .EV3 - This file format is generated in older Meet Manager software programs and contains the meet structure information. It can be imported into MEETWARE 3, but MEETWARE 3 can not generate the type of file.

➤ [Illinois State Meet Entries](#) - this is a specific file format (text based) used by the IHSA for importing state meet entries.

The type of file you will be importing will determine which import function you will use; [entries and results](#) (SD3/CL2) or [meet structures](#) (TUV/EV3).

## **Before You Import**

Before you can import entries or results (.SD3 or .CL2 files) you have to [import](#) or [create the event list](#) you will use for the meet, and then [create a meet](#) into which you will import them. The meet MUST have a name, point system, event list, and at least one team selected, everything else will be imported. **NOTE: The event list that you set up MUST match the event list that you are importing exactly, otherwise Import will not work correctly.**

It is also a good idea to do a [backup](#) of your system before you do the import. That way, if there is a problem with the file coming in, you can [revert](#) to the backup without losing any of your data.

# IMPORT SD3/CL2

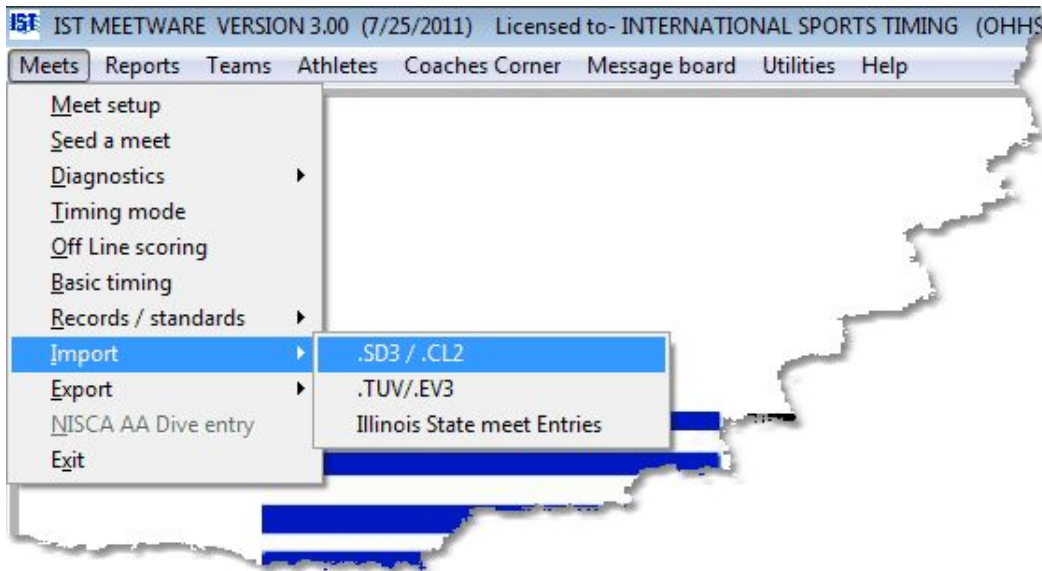
[Top](#) [Previous](#) [Next](#)

## Import SD3/CL2 Files

SD3 files are meet entry or result files created by MEETWARE 3 or other meet management programs. CL2 files are meet entry or result files created by Hy-Tek's Meet Manager program. Import will create teams and rosters for the teams being imported, as well as bringing in the entry or result data.

Before you import data, you must [set up a meet](#) to import the information into. When you set up the meet, only select your team, since the team whose information you are importing will be automatically added to the meet as part of the import process.

To import an entries or meet results file into MEETWARE 3, select MEETS, IMPORT and SD3/CL2 from the MAIN menu:



From the Import menu select .SD3/.CL2. You will then see a screen similar to the following:

Select the meet that you want to import INTO from the [drop down list](#). The information for the meet will be filled in automatically. Choose whether you are importing ENTRIES or RESULTS, then choose your options for importing:

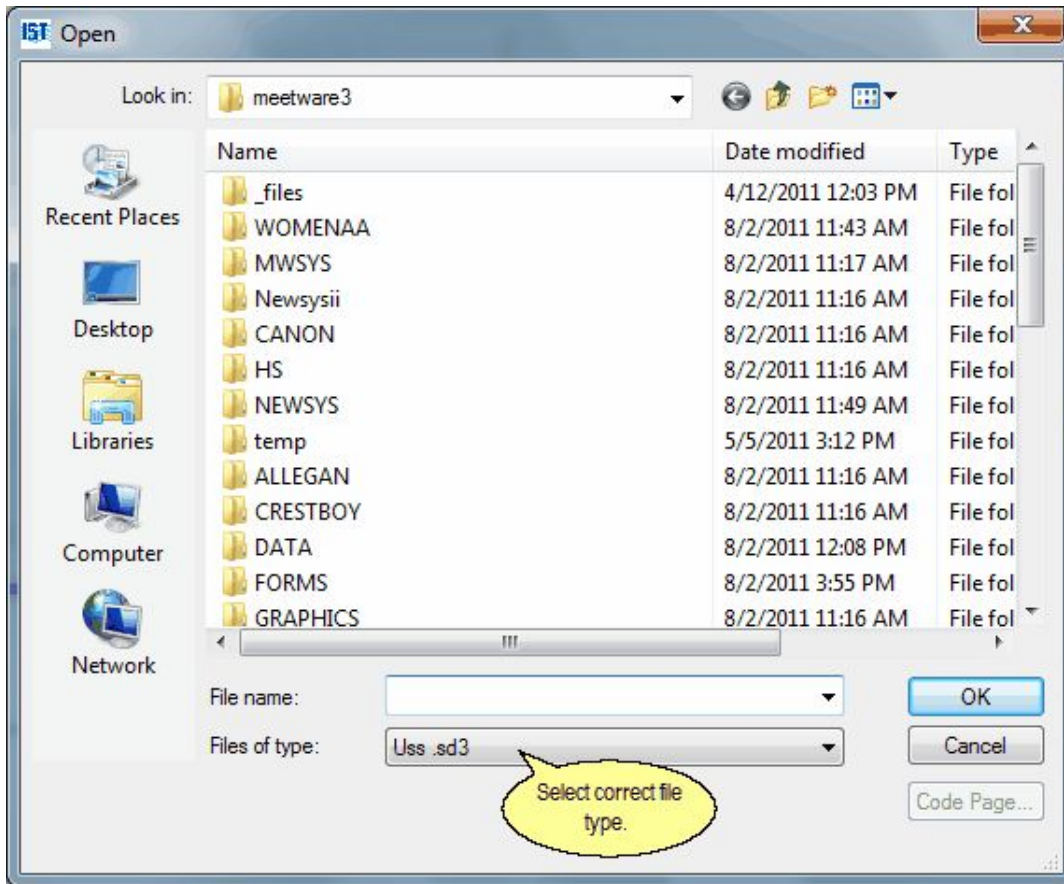
**Use Event No.** uses the event number to match the events being imported with the events in the list. If this is unchecked, it will use the stroke and distance to match the events.

**Convert Time To Position** will take seed times and convert them into positions (used mostly for dual meets). If it is unchecked, the times will come in as-is. **NOTE: MEETWARE 3 can not import Heat/Lane entries from Hy-Tek. The information must come in as times, although the times are not required to be accurate.**

**Update Home Team Roster** will make changes to your home team roster (grade, name, etc.). Leaving this unchecked will not replace the current swimmer with the changed swimmer, but will add them to the home team roster. If a misspelling comes in you can [find and replace](#) them in the roster.

Now click the IMPORT button. You will see a screen similar to the following:

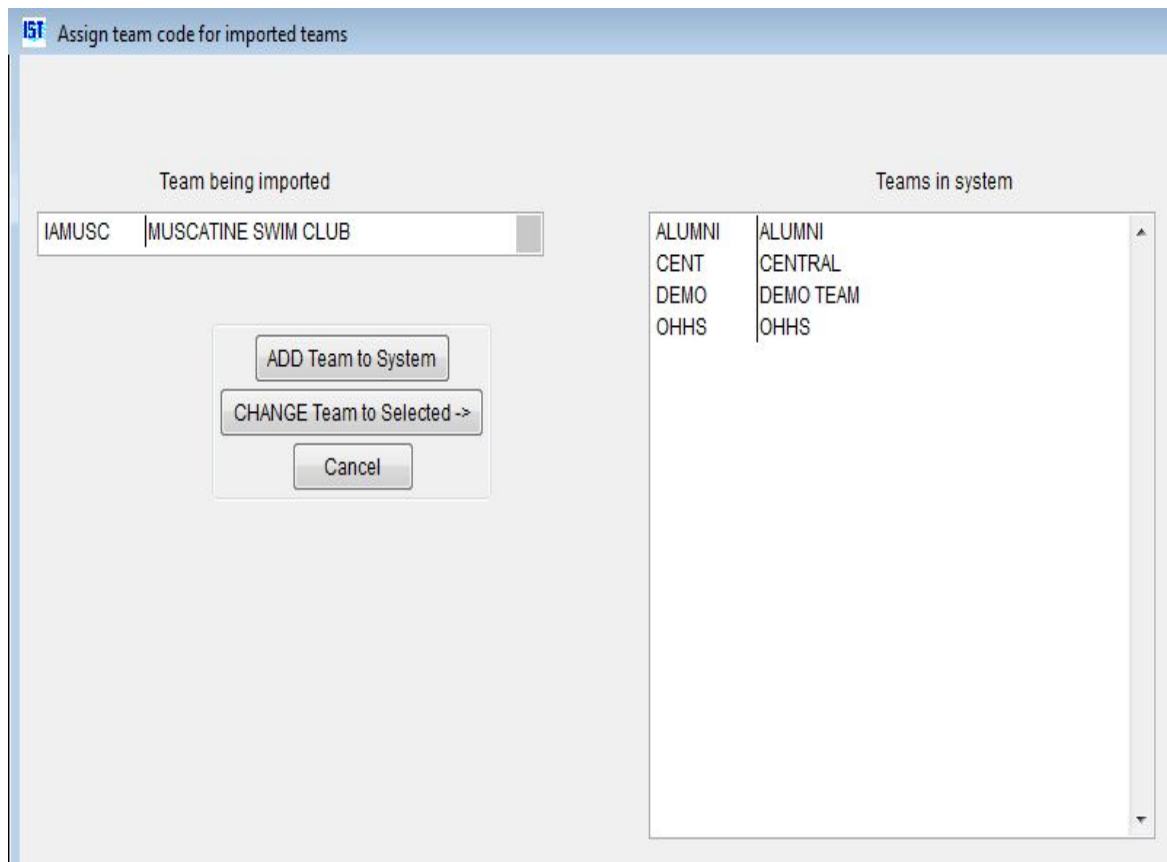




Next to FILES OF TYPE, select either .SD3 or .CL2 from the drop down list, then select the file that you wish to import and click OK.

The STATUS bar on the import screen will tell you where it is in the process.

If the teams listed in the import do not match one of the teams already in your system, you will see the following screen:



If the team needs to be added to the system, click ADD TEAM TO SYSTEM. If they are already in the system with a different team code, you may want to add them to the system anyway. That way, when you export results they will go back into the original system with the correct team code.

If the team is already in the system, click on the team name in the right hand list and then click CHANGE TEAM TO SELECTED->. This will assign the existing team code to the team you are importing.

**NOTE:** This is the team code that they will be exported with as well, so if they are are going to import results back into their own system, you should ADD them instead of changing them.

If these are not the teams you intended to import, click CANCEL to abort the import.

Once you have dealt with all of the team on the import, the teams will be created (if you ADDED them to the system) or updated and their rosters will be built or updated.



Import files

SELECT MEET

TEST MEET

**Meet Information**

Meet Name: TEST MEET

Meet Date: 07/26/2011

Meet Location:

**File Type**

Entries

Results

**Import Options**

Use event no.

Convert Time to position

Update Home team roster

**Imported file information**

Contact name: dick

Contact phone no.: 123-456-789

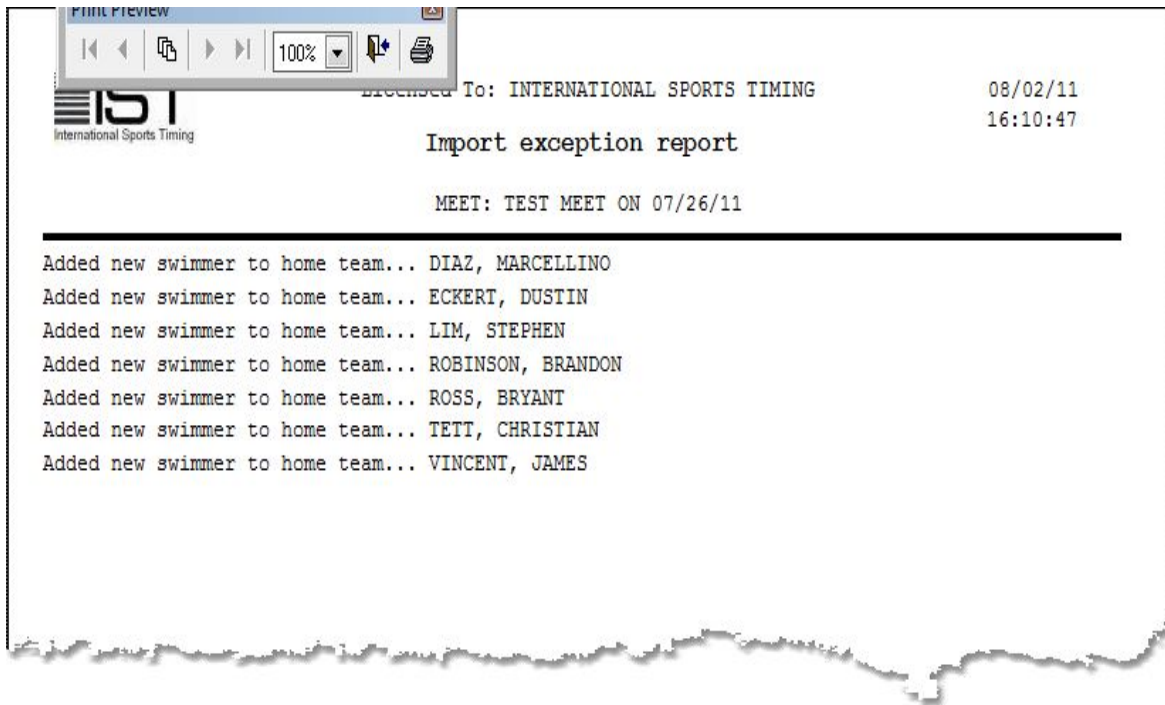
File created on: 02/08/2010

	To Be imported	Imported
No. of Meets	1	1
No. Teams	2	2
No. Individuals	25	25
No. relays	10	10

Import Status: Import has been successfully completed

Import Exception log Exit

If there were errors, you can see them by clicking on the EXCEPTION LOG. If there were not any errors, the exception log will not appear when you click on the button. The exception log will be similar to the following:



Click on the [door icon](#) to close the log without printing, or the [printer icon](#) to print the exception log. Any errors that are reported should be corrected either in the exporting program or in MEETWARE 3 before going any further with the meet.

## Exiting Import

To exit the Import screen and return to the MAIN menu, click EXIT.

# IMPORT TUV/EV3 FILES

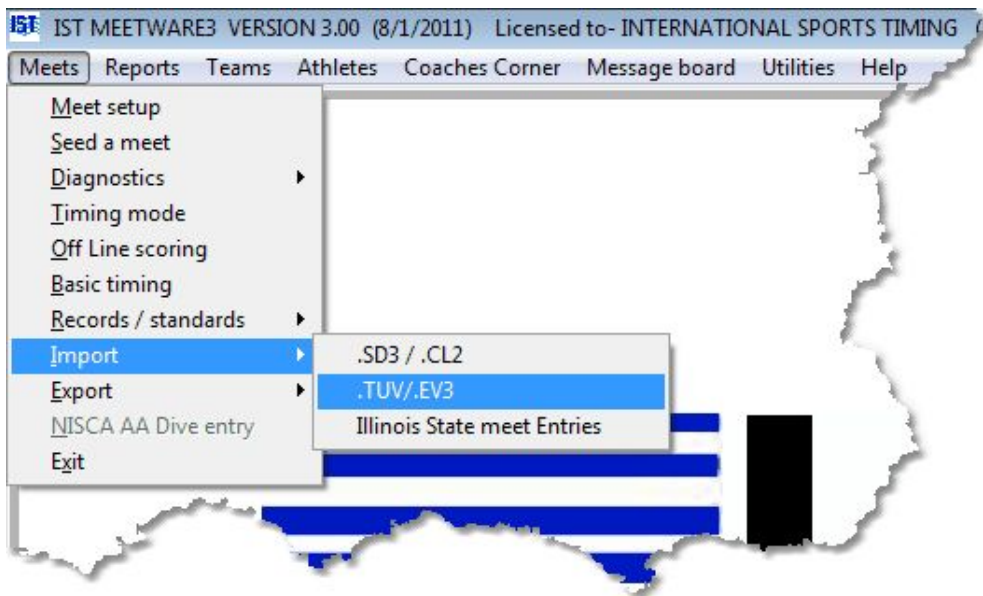
[Top](#) [Previous](#) [Next](#)

## Import TUV/EV3 Files

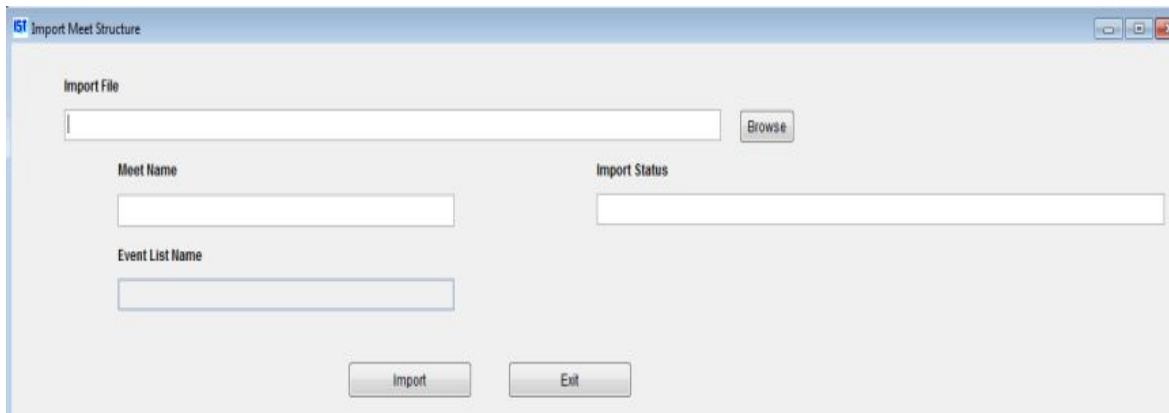
TUV and EV3 files are meet structures that include event lists and information about a meet. TUV files are [exported from MEETWARE](#), and EV3 files are exported from Hy-Tek's Meet Manager software.

**NOTE: TUV files can not be imported into Meet Manager, but they can be uploaded to your [Team Unify](#) meet like an EV3 file.**

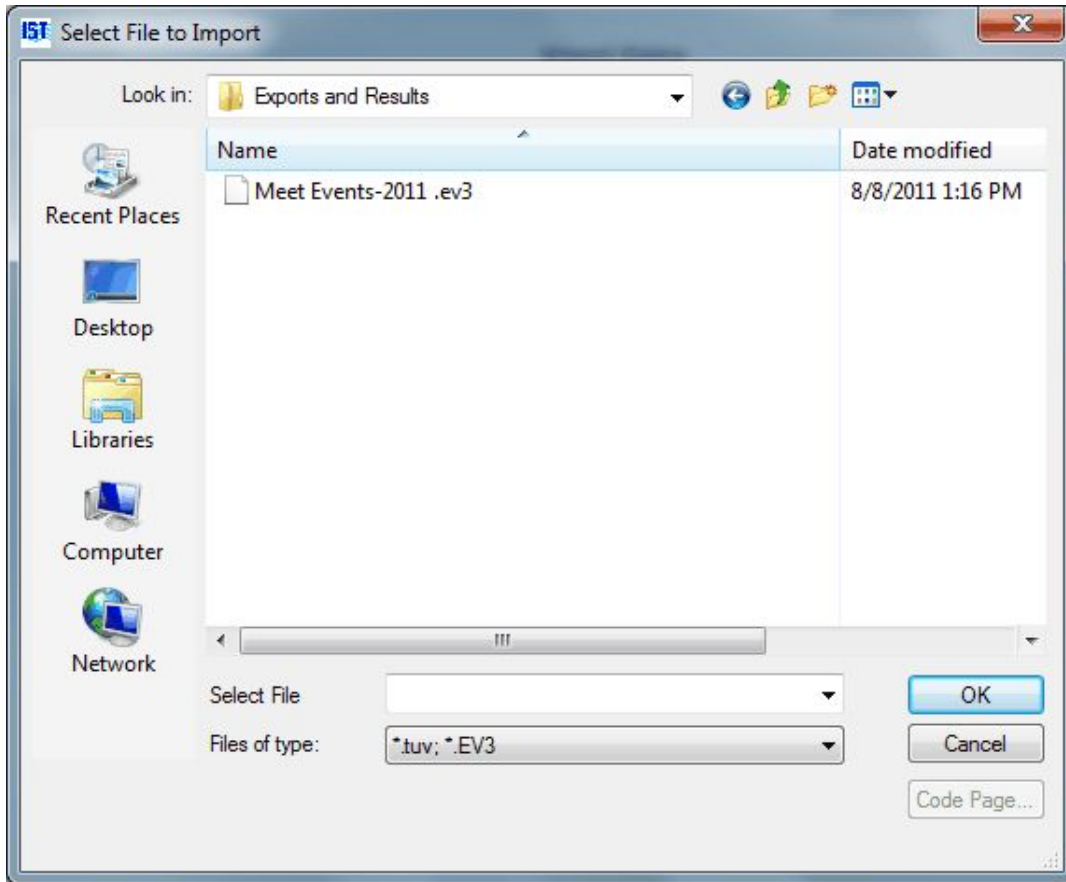
To import a TUV or EV3 file, from the MAIN menu select MEETS, IMPORT and .TUV/.EV3.



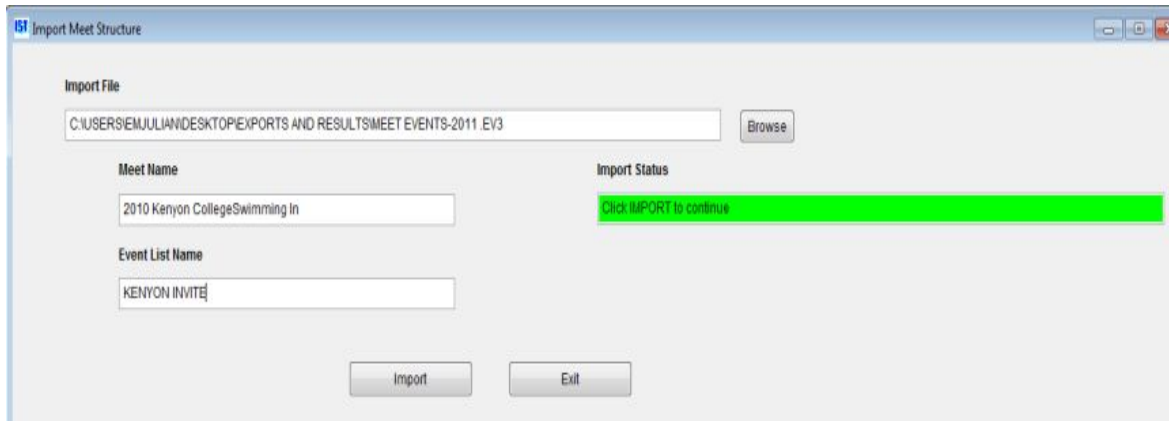
You will then see a screen similar to the following:



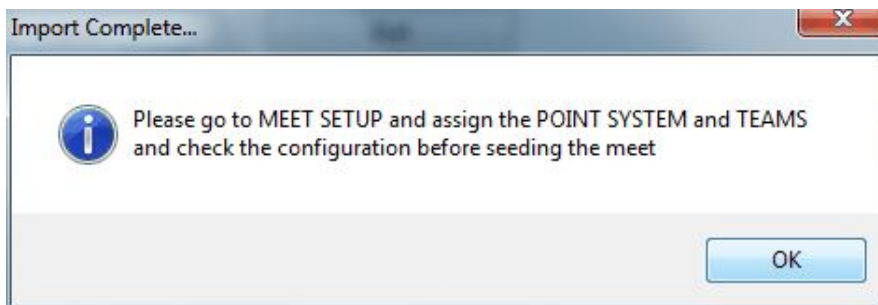
Click on the BROWSE button and navigate to the TUV or EV3 file that you want to import. Be sure that you select the correct FILE TYPE so that you will see it listed. If the Meet Events file came in as a .ZIP you will need to [extract](#) the file before you will be able to import it.



Once you have selected the file, the meet name will be filled in and you will be asked to name the event list. Enter a new name for the imported event list into the field. Once all of the information is correct you will see:



Click on the IMPORT button to bring in the meet information and events for the meet. You will then see the following message:



You will need to go to [MEET SETUP](#) and assign the point system and [teams](#), and check the [configuration](#) for the meet as this information is not contained in a .TUV or .EV3 file format. Once you have done this, you can [enter the seed data](#) and [export entries](#) or seed the meet as you normally would.

When you are finished importing the meet structure, click EXIT to return to the MAIN menu.

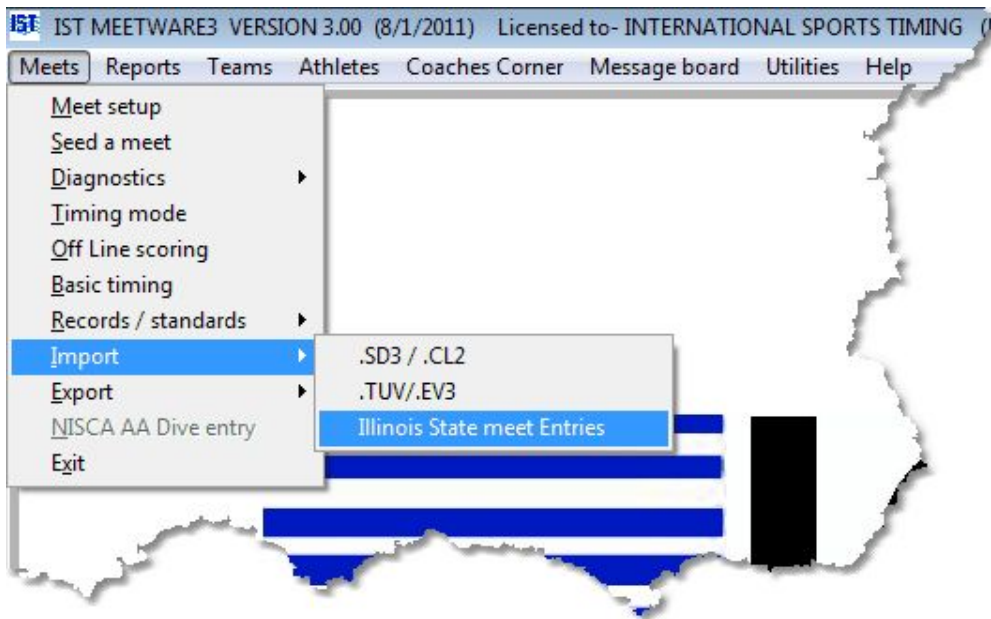


# ILLINOIS STATE MEET ENTRIES

[Top](#) [Previous](#) [Next](#)

## Illinois State Meet Entries

This option is only used for importing entries for the Illinois High School State Meet. Before you can import the entries you must [set up the meet](#). From the MAIN menu select MEETS, IMPORT and ILLINOIS STATE MEET ENTRIES.



You will then see the following screen:

IST Importing Illinois state meet entries

SELECT MEET

2011 BOYS STATE MEET

Meet Name 2011 BOYS STATE MEET

Meet Date 03/08/2011

Meet Location NEW TRIER HIGH SCHOOL

Status

Import Exit

Select the meet that you set up and click **IMPORT**. Navigate to the file that has the state meet entries in it and click **SELECT**.

Once the import is complete, you can click **EXIT** to return to the **MAIN** menu.

# EXPORTING DATA FROM MEETWARE 3

[Top](#) [Previous](#)  
[Next](#)

## Exporting Data From MEETWARE 3

You can export information from MEETWARE 3 to another MEETWARE user, or [another software program](#). Before you can export you must have set up an [event list](#) and a [meet](#) (for TUV exports), [entered seed data](#) (for entry exports) or [run a meet](#) (for results exports).

## Export File Types

There are two types of files that you can export from MEETWARE 3.

- .SD3 (Standard Data Interchange Format) - This is the type of file that is created by exporting from MEETWARE 3 and some other software programs (except Hy-Tek). This format can contain either entries (meet registration) or meet results and can be imported by any meet management software program.
- .TUV - This file format is the IST Meet Structure which includes the event list and other information about the meet. This file format is generated in IST systems and can be imported into other IST systems and into [Team Unify](#) online entry systems. **NOTE: Hy-Tek does not currently accept TUV files and will not accept any meet structure file that is not generated by Hy-Tek software.**

The type of file you will be exporting will determine which export function you will use; [entries and results](#) (SD3) or [meet structures](#) (TUV).

## Before You Export

Before you can export entries or results (.SD3 files) you have to [import](#) or [create the event list](#) you will use for the meet, and then [create a meet](#) from which you will export them. The meet MUST have a name, point system, event list, and at least one team selected.

For entries, you only need to enter the seed data, either [by event](#) or [by name](#). You do not need to seed the events. For results, you need to [run](#) the entire meet before you can export the results.

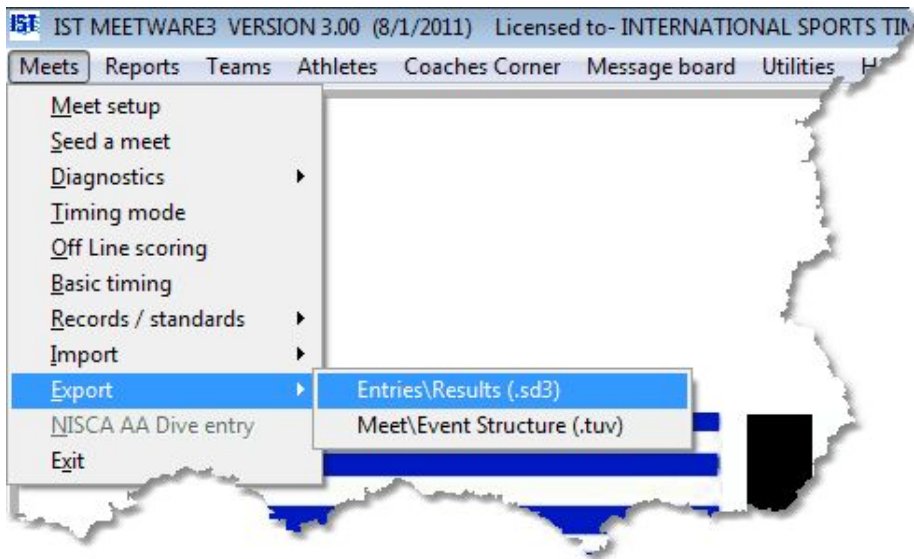
# EXPORT ENTRIES/RESULTS

[Top](#) [Previous](#) [Next](#)

## Exporting Entries/Results from MEETWARE 3

You can export data from MEETWARE 3 in a format (.SD3) that can be imported by other MEETWARE 3 users and many other software packages. You can export seed information or meet results to any drive or portable media (thumb drive, CD, etc.).

To export information from MEETWARE 3, from the MAIN menu select MEETS, EXPORT, and ENTRIES\RESULTS (.SD3):



You will then see a screen similar to the following:

\*\*\*Click on an item or area on the graphic to link to it's description\*\*\*

Select the meet that you want to export from the [drop down list](#). Fill in the following information. **NOTE: Fields in red are required for export.**

**Select Meet To Export** allows you to select the meet that you will be exporting data from.

**Select Teams to Export** allows you to select the teams that you want to export data for. The default is ALL TEAMS, or you can select just a single team.

**Meet Name** is the name of the meet. This is filled in automatically when you select a meet.

**Meet Date** is the date that the meet is run. This is filled in automatically from the [MEET SETUP](#) information if it is available.

**Meet Location** is the pool or school at which the meet occurred. This is filled in automatically from the [MEET SETUP](#) information if it is available or can be entered into the [text box](#).

**Meet Official** is the name of the head official for the meet. This is filled in automatically from the [MEET SETUP](#) information if it is available, or it can be entered into the [text box](#).

**Meet Type** is the kind of meet that is being run. Click on the [drop down list](#) to see the options, which are: invitational, regional, LSC championship, zone, zone championship, national championship, juniors, seniors, dual, time trials, international, open or league.

**Sanction #** is the USS sanction number for the meet. For high school or college meets that do not have an assigned sanction number, any numeric identifier is fine.

**Surcharge** is the fee charged for the meet, if there is one.

**LSC Code** is the Local Swim Club code for USS sponsored teams. For non-USS teams, select the state or region in which your team is located from the [drop down list](#).

**Sponsor Org.** is the sponsoring organization for your team. Select the appropriate organization from the [drop down list](#). Organizations include: USS, Masters, NCAA, NCAA Div. I, NCAA Div. II, NCAA Div. III, YMCA, FINA, or HIGH SCHOOL.

**Meet Address** is the address of the pool at which the meet is being run. You must include city, state and zip code.

**Country** is the country of the pool at which the meet is being run. Select the country from the [drop down list](#).

**Host Name** is the name of the team, school or individual that is hosting the meet.

**Host Address** is the address, including city, state and zip code of the team, school or individual hosting the meet.

**Country** is the country of the team, school or individual hosting the meet.

**Host Phone** is the phone number of the team, school, or individual hosting the meet.

**Start Date** is the date of the first day of the meet. This is automatically filled in with the MEET DATE from the [MEET SETUP](#) information if it is available or can be entered into the [text box](#).

**End Date** is the last day of the meet.

**Course** is the type of pool the meet is being swum in. Select the course from the [drop down list](#). Options for course are: Short Course Meters, Short Course Yards, Long Course Meters or Disqualified (none of the above).

**Pool Altitude** is the altitude in feet above sea level of the pool at which the meet was held.

**Contact** is the name of the meet manager or person in charge of the meet or meet entries.

**Phone** is the phone number at which to reach the meet contact.

**File Type** is the type of information you are exporting and can be selected from the [drop down list](#). The options are Meet Registration, Meet Results, OVC, National Age Group Record, LSC Age Group Record, LSC Motivational List, National Records and Rankings, Team Selection, LSC Best Times, USS Registration, or Top 16. **NOTE: Currently the only options available are Meet Registration and Meet Results.**

**Export to** shows you the path and name of the file you will to export your data to.

**BROWSE** Click on the BROWSE button to select the directory and file you want to export your data to.

**Check Birthday and ID** checks each athlete that is exported for a birthdate and USS ID. If the information is missing, the export will not be created and an error log will be generated. This should be used on Age Group or USS teams only.

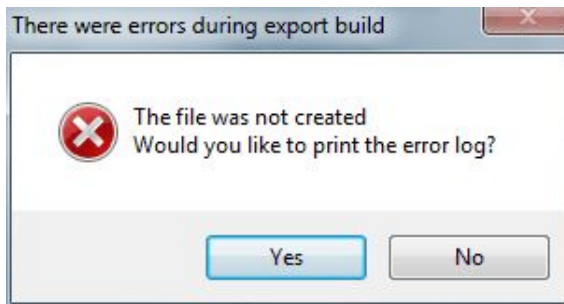
**Convert Results to Entries For Another Meet** takes the results of the selected meet and generate them as entries for another meet.

Once you have selected or entered all of the necessary information, click EXPORT to begin exporting data. **NOTE: If any required field are**

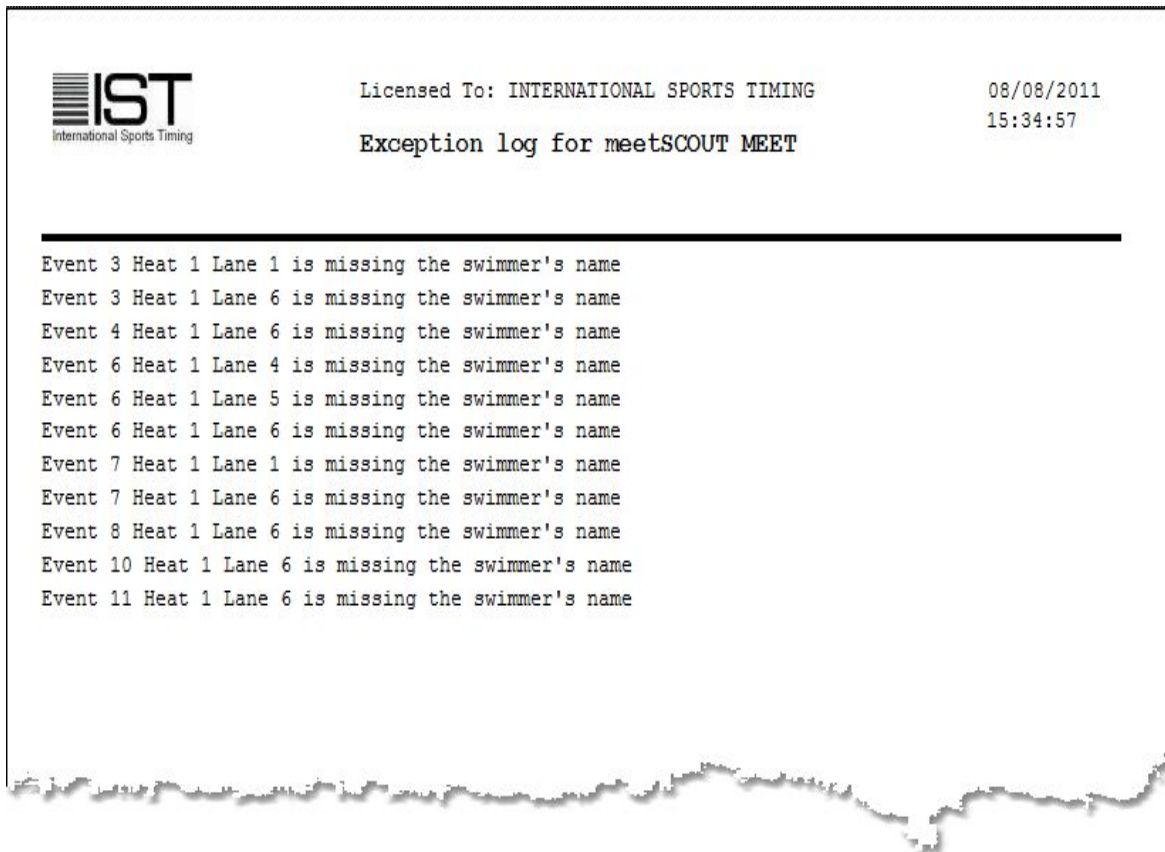


blank or information missing you will not be allowed to export the data.

If there are errors in the meet, you will get the following message:



To see what errors prevented the file from being created, click OK. You can then view and correct the errors and try the export again. The error log file will look similar to the following:



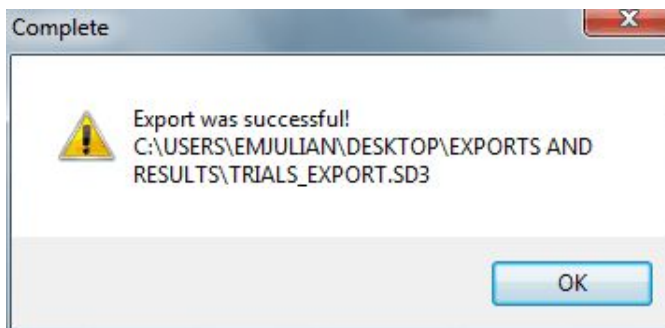
You must find and fix all of the errors before you can export the meet. Common errors are:

**Missing Swimmer's Name** - you must go into [offline scoring](#) and assign a swimmer to the lane or relay. You can use the NAME,NO swimmer that is created with each team.

**Missing Split** - go into offline scoring and [edit the splits](#).

**Swimmer is wrong gender/division for the event** - go to the [roster](#) and change the swimmer's gender or division to match the event they are entered in, or go to offline scoring and change the name of the swimmer.

If there are no errors the following message box will pop up:



## Exiting

Once you have successfully exported the meet, click EXIT to return to the MAIN menu.

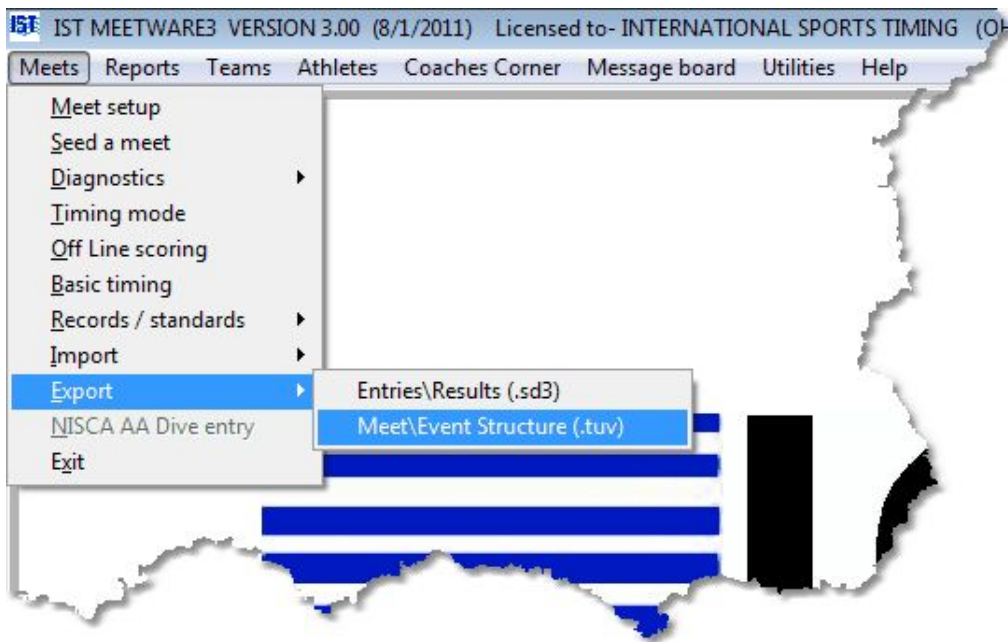
# EXPORTING MEET STRUCTURES (.TUV)

[Top](#) [Previous](#)  
[Next](#)

## Exporting Meet Structures (.TUV Files)

A meet structure file (.TUV) contains information about the meet - name, date, location, etc. and the event list structure. It is useful to send to teams that are coming to an invitational so that they have the correct information for creating their electronic entry files. .TUV files can be imported into other MEETWARE systems or uploaded to a [Team Unify](#) meet site. **NOTE: Hy-Tek users will not be able to import .TUV files. Hy-Tek will not accept any file that is not generated by their own software.**

Before you can export a meet structure file you must have created a meet with a point system, event list and at least 1 team entered. To create a .TUV export file, from the MAIN menu select MEETS, EXPORT and MEET\EVENT STRUCTURE (.TUV).



You will now see a screen similar to the following:

\*\*\*\* [Click on an item to see it's description](#)\*\*\*\*

Event No	Event Name	Sex	Qual Time	Fee	T Max	I Max	R Max
1	MEN'S OPEN 50 FREESTYLE	M					
2	MEN'S OPEN 50 BACKSTROKE	M					
3	MEN'S OPEN 50 BREASTSTROKE	M					
4	MEN'S OPEN 50 BUTTERFLY	M					
5	MEN'S OPEN 200 FREESTYLE RELAY	M					

**Meet Name** - select the meet that you want to export the structure for.

**Location** - the location the meet is being held. This will be filled in automatically if the information was provided in [meet setup](#).

**Start Date** - the first day of the meet. This will be filled in automatically if the information was provided in [meet setup](#).

**End Date** - the last day of the meet.

**Age Up Date** - the date used to calculate a swimmer's age. For USA meet, the date is usually the first day of the meet. For YMCA meets, the date is usually December 1st of the current season.

**Altitude** - the altitude at which the meet will be held.

**Minimum Age for Open Events** - the minimum age a swimmer can be to compete in OPEN events.

**Time Achieved On/After** - determines the minimum date for achieving qualifying times.

**Meet Type** - the type of meet that will be run (Standard, Time Trial, Swim Off, Disability)

**Course** - the course of the pool that the meet will be run in (SCM, LCM, Yards)

**System Type** - what type of team is hosting the meet (High School, Age Group, College). This will be automatically set based on the information that is provided in [SYSTEM PREFERENCES](#).

**Surcharges** - the fees associated with the meet for the Team, Athlete and Facility

**Maximum Entries** - the maximum entries allowed for Teams (Total Maximum), Individuals and Relays

**Event List** - displays the event list associated with the meet, as well as the following information for each event:

**Event Number** - The order of the event

**Event Name** - name of the event

**Sex** - gender for the event

**Qualifying Time** - assigned qualifying time for the event (can be blank)

**Fee** - entry fee for the event

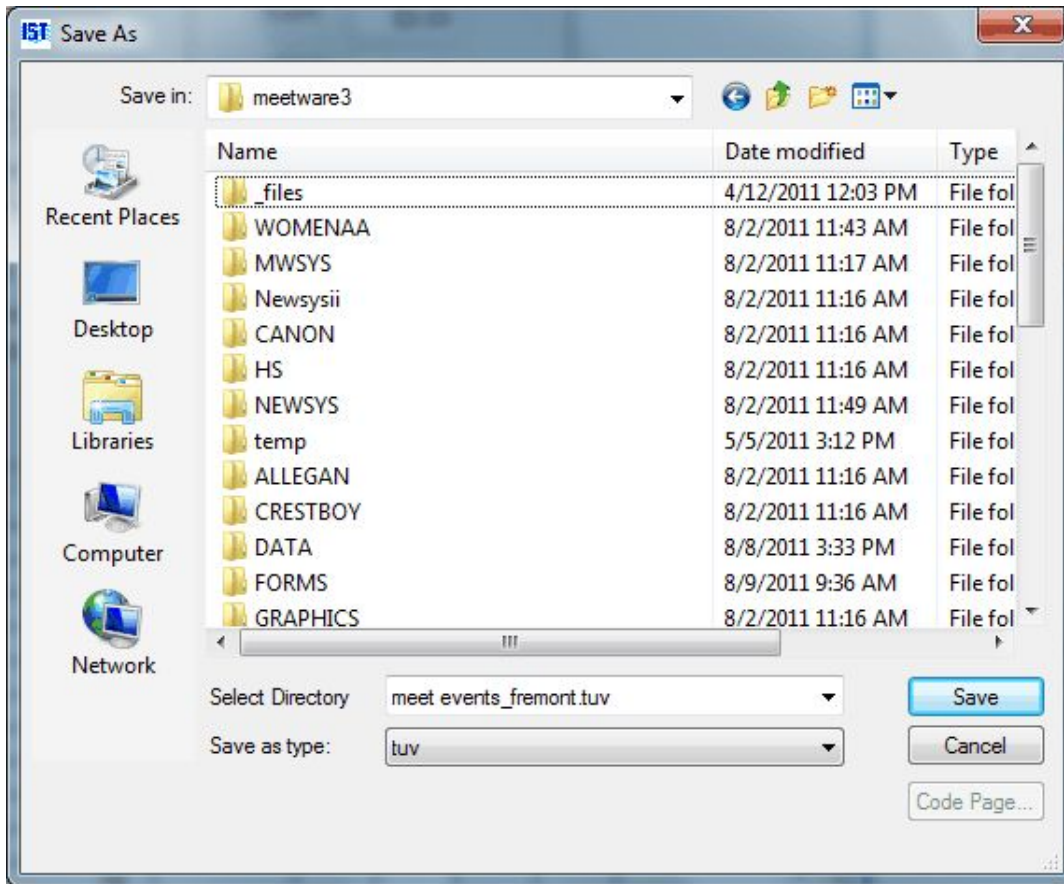
**T Max** - Maximum number of entries that a team is allowed in an event

**I Max** - Maximum number of individual entries allowed in an event

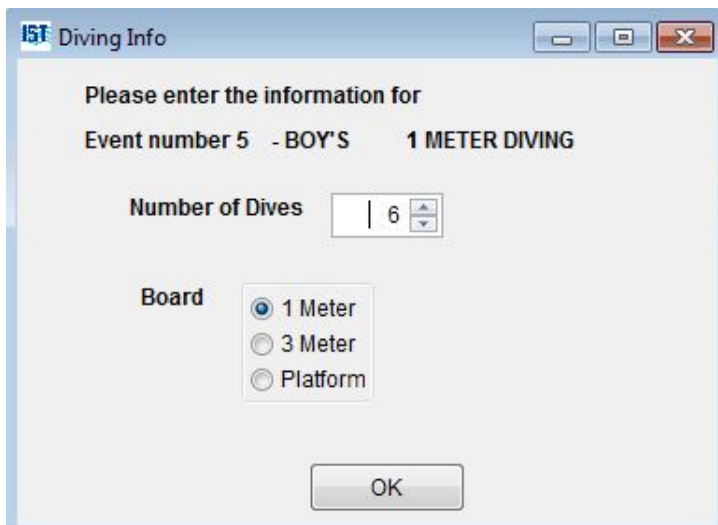
**R Max** - Maximum number of relay entries allowed in an event.

**Export** - click to export the information once you have everything filled in.

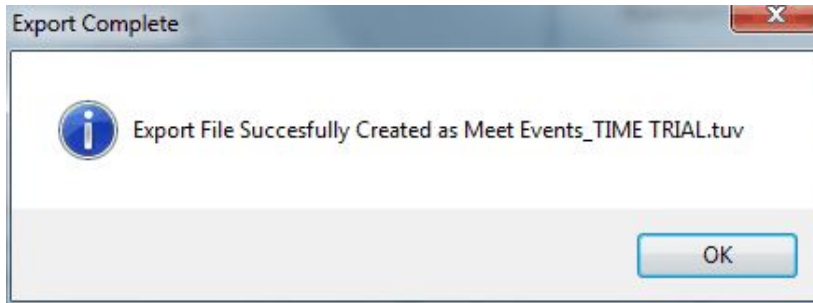
Fill in the information that you need for your meet. Not all of the information will be applicable depending on the type of meet you are hosting. Once you have the information filled in, click the EXPORT button. You will then see:



Navigate to the directory where you want to store your exported file and click SAVE. If there is a diving event in the meet that you are exporting you will be asked to clarify the details of the event:



Once the file has exported you will see:



You can now e-mail the .TUV file to the teams that will be competing in the meet. For teams using IST's MEETWARE 3 or Team Unify, the TUV file can be imported and entries can be filled in, exported and sent back to the meet host.



# NISCA DIVING

[Top](#) [Previous](#) [Next](#)

## NISCA Diving

This option is used for judging the All America Diving event and is only available if you have a NISCA license. NISCA diving allows you to import the names of the All-American Diving candidates from a .dat file and judge their dives from the submitted videotapes or DVD's.

## SETTING UP FOR NISCA DIVING

### Event List Setup

You will need to [set up an event list](#) that contains 2 events. The event list should look similar to the following:

Event No.	Eventname	Sex	Yards	Round	Scoring method
1	WOMEN'S 1 METER DIVING PRELIMS	F	1	F	
2	WOMEN'S 1 METER DIVING FINALS	F	1	F	

The first event will be where all of the divers are judged. Once that event is finished the top divers will be moved into event 2 and judged again to determine the order of finish for the top divers.

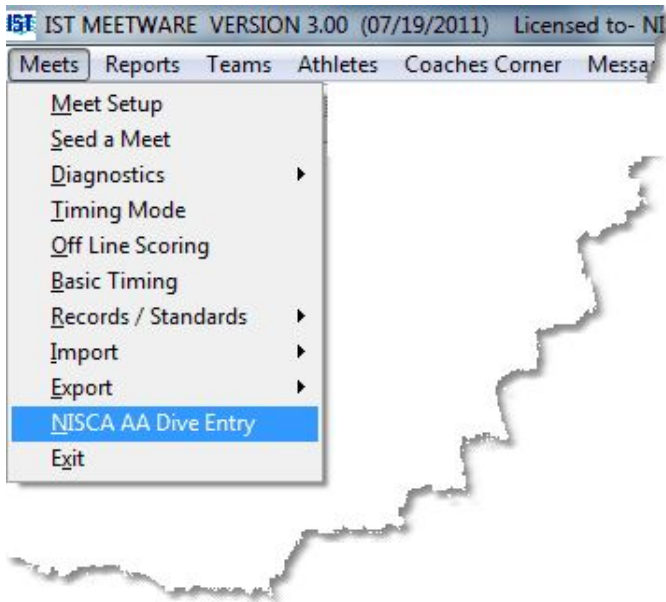
### Meet Setup

Next, [set up a meet](#) for NISCA DIVING. You can select any [point system](#), the NISCA DIVE [event list](#) that you set up, and you must [select one team](#) but it does not matter which one. The meet setup should look similar to the following:



## Entering Divers

To enter divers into the meet, from the MAIN menu click on MEETS and NISCA AA DIVE ENTRY.



You will then see a screen similar to the following:

The screenshot shows the NISCA Diving Entry form interface. At the top, there is a window title bar with the text "NISCA Diving Entry form" and a close button. Below the title bar, there is a "Last Name" text box, a "Delete Diver" button, and a "MEET" dropdown menu currently set to "WOMENS AA DIVE 12". The main area is a large table with the following columns: "Entry no.", "Order", "Status", "Last name", "First name", "Init.", "Team City", and "State class". To the right of the table, there are several controls: a checkbox for "Enter dives", a "Backup after # divers" spinner set to 0, and buttons for "Re index", "Import", "Export", "Print Entries", and "Exit". At the bottom, there are text boxes for "Status" and "Backup location", and a "No. Divers" spinner.

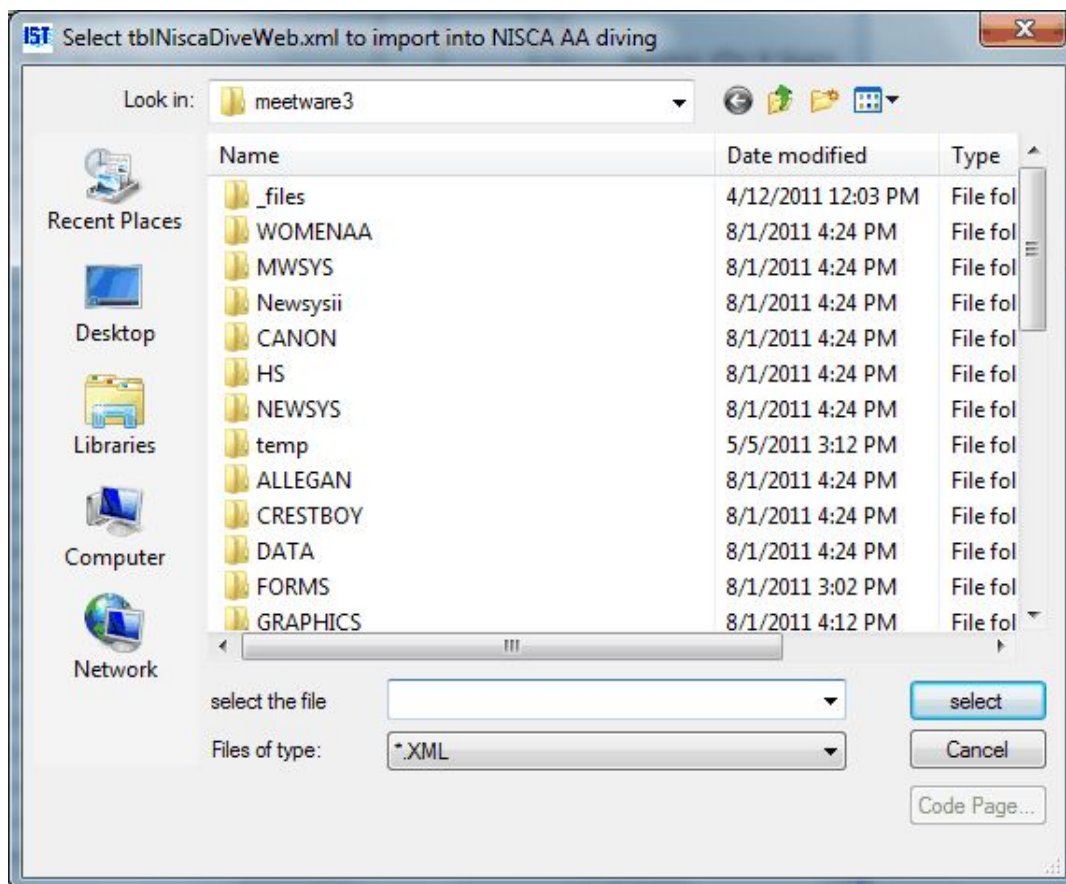
Select the correct meet from the MEET [drop down list](#). You then have 2 options for entering divers: enter them manually or import them from a .dat file. The .dat file is a comma-delimited file that contains the following information: Entry number, Tape (a or ab if there are 2 tapes), First Name, Last Name, State, Category (PF for Public, IF for Independent) and two blank fields. A record from a .dat file would look like the following:

"1","a","Jane","Doe","MI","IF", "", ""

To enter the divers manually, click in the LAST NAME [text box](#), type in the diver's last name and press <ENTER>. You will then be able to

enter the diver's first name, middle initial, school and state into the entry [grid](#).

To import the list of divers from a .dat file, click IMPORT. If you have already entered divers manually, you will be asked if you want to delete the data. If you click YES, any data that was previously entered into the meet will be deleted. If you click NO, the imported data will be added to the existing data. Then select the .dat file to import the data from and click SELECT.



The entry grid will then look similar to the following:

Entry no.	Order	Status	Last name	First name	Init.	Team City	State class
501	501	OK	Boyer	Katie			12
502	502	OK	Adams	Tessa			10
502B	502	OK	Adams	Tessa			10
503	503	OK	Easton	Jennifer			11
504	504	OK	Sheckler	Stephanie			12
504B	504	OFF	Sheckler	Stephanie			12
505	505	OK	Doback	Kaylee			11
506	506	OK	Cullinan	Shelby			11
507	507	OK	Polonczyk	Pamela			12
508	508	OK	Korn	Alyx			12
508B	508	OK	Korn	Alyx			12
509	509	OK	Stahler	Alison			11
510	510	OK	Moomaw	Julia			10
511	511	OK	Morrison	Amy			12
511B	511	OK	Morrison	Amy			12
512	512	OK	Krok	Andrea			11
513	513	OK	Kelly	Devon			12
514	514	OK	Becker	Rachel			10
515	515	OK	Mee	Andrea			11
516	516	OK	Rosenstock	Kylie			09
516B	516	OK	Rosenstock	Kylie			09
517	517	OK	Luke	Stacey			10
517B	517	OK	Luke	Stacey			10
518	518	OK	McCollough	Sarah			12
519	519	OK	Taylor	Anne			12

You can then enter the middle initial and school name if there is one affiliated with the diver by clicking on the divers name and typing the information into the entry grid.

## Deleting a Diver

To delete a diver, select the diver from the grid by clicking on them and then click the DELETE DIVER button. You will be asked if you are sure you want to delete that diver. Click YES to delete them, click NO to return to the entry screen without deleting the diver.

## Editing a Diver

To edit any of the information for a diver, double click on the field in the entry grid and type in the correct information.

## Reindex

If there is a problem of some kind with the data, you can click REINDEX and see if that fixes the problem.

## Print Dive Order

To print a copy of the diving order, click the PRINT ENTRIES button. You will then get a report similar to the following:

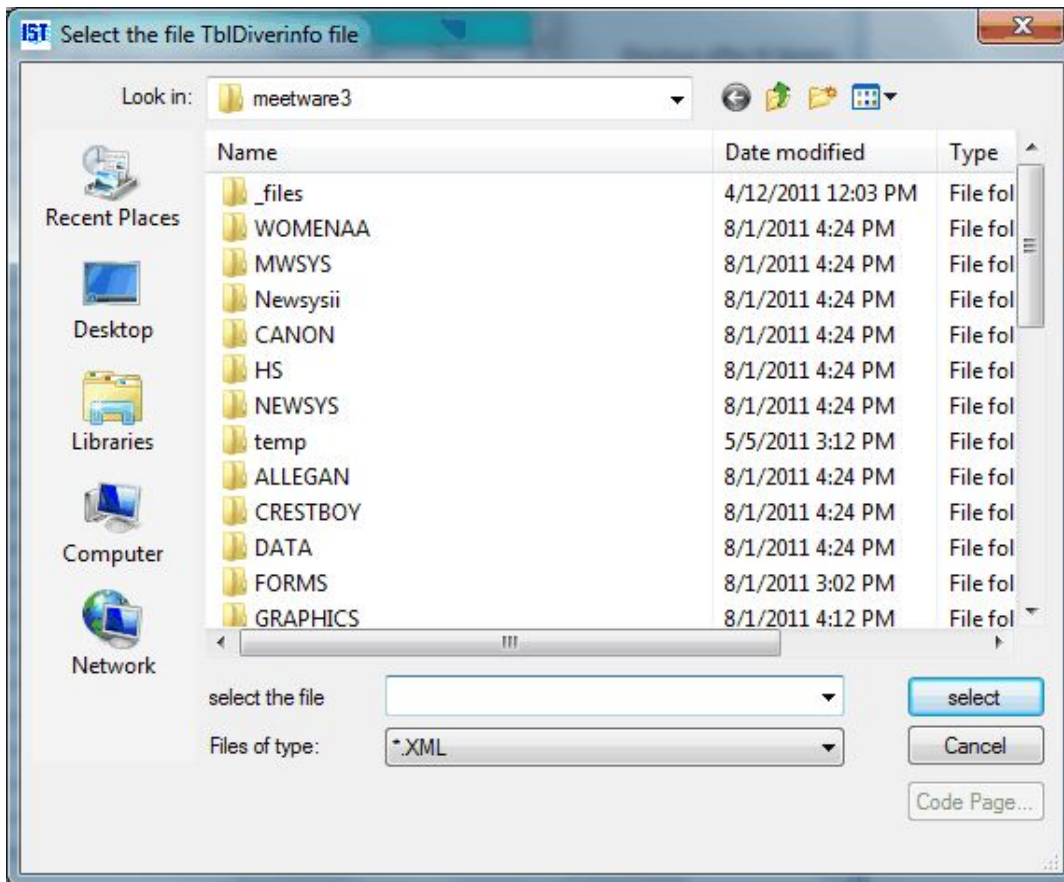
IST International Sports Timing		Licensed To: NISCA	08/01/11 16:33:57
WOMEN'S AA DIVING 20			
501	Katie Boyer	501,5231D,5223D,203B ,103B ,104B ,401B ,301B ,303B ,201B ,403B ,105B	
502	Tessa Adams	502,401B ,403C ,104C ,203B ,5231D,301B ,303C ,201B ,103B ,5132D,105C	
502B	Tessa Adams	502,401B ,403C ,104C ,203B ,5231D,301B ,303C ,201B ,103B ,5132D,105C	
503	Jennifer Easton	503,103B ,105B ,401B ,403B ,5225D,301B ,303C ,201B ,203B ,5231D,5233D	
504	Stephanie Sheckler	504,103B ,401B ,104C ,403C ,5223D,301B ,5231D,203B ,201B ,303C ,5132D	
504B	Stephanie Sheckler	504,103B ,401B ,104C ,403C ,5223D,301B ,201B ,203B ,5231D,303C ,5132D	
505	Kaylee Doback	505,103B ,201B ,403B ,105B ,203B ,5231D,301B ,5233D,401B ,5132D,303B	
506	Shelby Cullinan	506,103B ,201B ,105C ,203B ,5225D,401B ,301B ,303C ,5231D,5132D,403B	
507	Pamela Polonczyk	507,401B ,403C ,104C ,201A ,5223D,103B ,203B ,301A ,302B ,5231D,105C	
508	Alyx Korn	508,401B ,403B ,104C ,301B ,5223D,201A ,203B ,5132D,103B ,303C ,5323D	
508B	Alyx Korn	508,401B ,403B ,104C ,301B ,5223D,201A ,203B ,5132D,103B ,303C ,5323D	
509	Alison Stahler	509,401B ,403C ,301B ,303C ,104B ,103B ,202A ,5225D,5223D,5233D,203B	
510	Julia Moomaw	510,103B ,201B ,104C ,203B ,403C ,301B ,401B ,5223D,5231D,5122D,303C	
511	Amy Morrison	511,103B ,201A ,104B ,403B ,5132D,5231D,301A ,203B ,401B ,303C ,105C	
511B	Amy Morrison	511,103B ,201A ,104B ,403B ,5132D,5231D,301A ,303C ,401B ,203B ,105C	
512	Andrea Krok	512,201B ,301C ,103B ,303C ,203B ,5231D,401B ,403C ,5223D,104C ,105C	
513	Devon Kelly	513,301B ,303C ,103B ,104C ,403C ,203B ,5132D,201B ,5223D,105C ,401A	
514	Rachel Becker	514,103B ,5132D,403B ,301B ,303C ,201B ,203B ,5233D,105C ,5225D,401B	
515	Andrea Mee	515,103B ,104C ,401B ,5231D,203C ,201B ,301B ,403C ,5122D,303C ,105C	
516	Kylie Rosenstock	516,103B ,105B ,401B ,403B ,203B ,5132D,301B ,303B ,201B ,5134D,104B	
516B	Kylie Rosenstock	516,103B ,105B ,401B ,403B ,203B ,5132D,301B ,303B ,201B ,5134D,104B	
517	Stacey Luke	517,103B ,105C ,301B ,303C ,5223D,301B ,201B ,403C ,5223D,104B ,203B	

To print the list of divers, click on the [printer icon](#). To exit the preview without printing the list, click the [open door icon](#).

## Export



To export the entries or final results to a Microsoft Excel file (.xls), click the EXPORT button. You will then be asked to select the directory and name of the file to export to:



Select the directory and type in the file name to save the exported file to and click OK. The file will be exported and you will be returned to the entry screen. The exported file will look similar to the following:

	A	B	C	D	E	F	G	H	I
1	lastname	firstname	class	totscore	school	team_city	team_state		
2	Cook	Kassidy	9	519.4	The Wood	The Wood	TX		
3	Largent	Amanda	11	467.8	The Wood	The Wood	TX		
4	Hammond	Cherie	11	467.55	West Orar	Winter Ga	FL		
5	Connolly	Kathryn	11	445.4	Reagan Hi	San Anton	TX		
6	Keefer	Margaret	12	438.8	Stillwater	Stillwater	MN		
7	Cousineau	Cheyenne	12	435.75	Bedford Hi	Temperanc	MI		
8	McNamara	Haley	12	432.1	Mission Vi	Mission Vi	CA		
9	Susdorf	Gail	12	430.85	Fishers Hi	Fishers	IN		
10	McCormac	Kara	11	430.1	Austin LB	Austin	TX		
11	Buck	Callan	12	422.5	Keller High	Keller	TX		
12	Mumma	Rachel	11	420.1	Cedar Cliff	Camp Hill	PA		
13	Timm	Michole	11	419.95	Sauk Rapi	Sauk Rapi	MN		
14	Grant	Paige	12	416	New Trier H	Winnetka	IL		
15	Craft	Nikki	12	415.75	Bay High S	Bay Villag	OH		
16	Phipps	Stephanie	12	415.35	Archbisho	San Jose	CA		
17	Goodman	Kelsey	12	414.3	Colquitt C	Moultrie	GA		
18	Broderick	Ashley	11	412.1	Victor High	Victor	NY		
19	Wilson	Julianne	12	408.95	Girls Prep	Chattanoo	TN		
20	Feng	Katy	12	408.05	Westford A	Westford	MA		
21	Rosenstoc	Kylie	12	408	Madison V	Madison	WI		
22	Lenz	Cosima	12	407.45	Polytechni	Pasadena	CA		
23	Repper	Daniell	9	405.3	Dana Hill H	Dana Poin	CA		
24	Lenz	An	12	404.95	Polytechni	Pasadena	CA		
25	Grant	C	12	403.0		etka	IL		
26	Leinroth						CT		

If diving has been run and scored, the diver's total score will be listed in the "totscore" column.

## RUNNING DIVING

Once the divers have been entered you can run the diving event. Running a diving event in NISCA format is very similar to running a regular diving event with one exception. Instead of rotating through the divers a round at a time, each diver will perform their 11 dives before moving on to the next diver in the list.

If you are not familiar with running diving in MEETWARE 3, you should review [Navigating Diving](#) and [Running Diving](#) before going any further.

To access the diving screen, select MEETS->TIMING MODE from the MAIN menu. If necessary select the correct meet from the [drop down list](#). You will then see a screen similar to the following:

The screenshot shows the MEETWARE 3 interface for a diving event. At the top, it displays 'WOMEN'S 1 METER DIVING PRELIMS' and 'Event no. 1'. Below this, there are fields for 'Katie Boyer', 'Round 11 Of 11', and 'DIVE NO. 5231D'. There are also fields for 'DD 2.1' and 'J1' through 'J5'. A green bar highlights the text 'BACK 1 1/2 SS, 1/2 TWISTS'. Below this, there are buttons for 'Failed' and 'Balk'. The main part of the screen is a table of divers with columns for 'Entry no.', 'Name', 'Order', 'Status', 'Last rnd', 'Place', 'Last score', and 'Totalscore'. The table lists 14 divers, with Katie Boyer (Entry no. 501) highlighted in green. To the right of the table, there are checkboxes for 'Confirm scores', 'Confirm Dive No.', 'Print Dive', 'Use Judge Modules', and 'Print round results'. At the bottom, there are buttons for 'Start', 'Score', 'Sheets', 'Live results', and 'Exit'. There are also fields for 'No. divers' (289), 'No. dives' (11), and 'No. judges' (5).

Entry no.	Name	Order	Status	Last rnd	Place	Last score	Totalscore
501	Katie Boyer	501	OK	11	86	35.10	376.00
502	Tessa Adams	502	OK	11	121	28.80	365.15
502B	Tessa Adams	502	OK	11	101	30.00	371.40
503	Jennifer Easton	503	OK	11	215	41.25	331.45
504	Stephanie Sheckler	504	OK	11	253	18.70	308.20
504B	Stephanie Sheckler	504	OFF		273		
505	Kaylee Doback	505	OK	11	265	28.80	291.60
506	Shelby Cullinan	506	OK	11	18	48.00	415.05
507	Pamela Polonczyk	507	OK	11	266	25.20	288.65
508	Alyx Korn	508	OK	11	188	37.20	342.70
508B	Alyx Korn	508	OK	11	182	28.80	345.00
509	Alison Stahler	509	OK	11	268	20.70	286.35
510	Julia Moomaw	510	OK	11	127	28.35	364.10
511	Amy Morrison	511	OK	11	108	40.80	369.75
511B	Amy Morrison	511	OK	11	91	40.80	375.00
512	Andrea Krok	512	OK	11	237	22.80	322.30
513	Devon Kelly	513	OK	11	56	35.10	389.85
514	Rachel Becker	514	OK	11	132	29.25	363.50

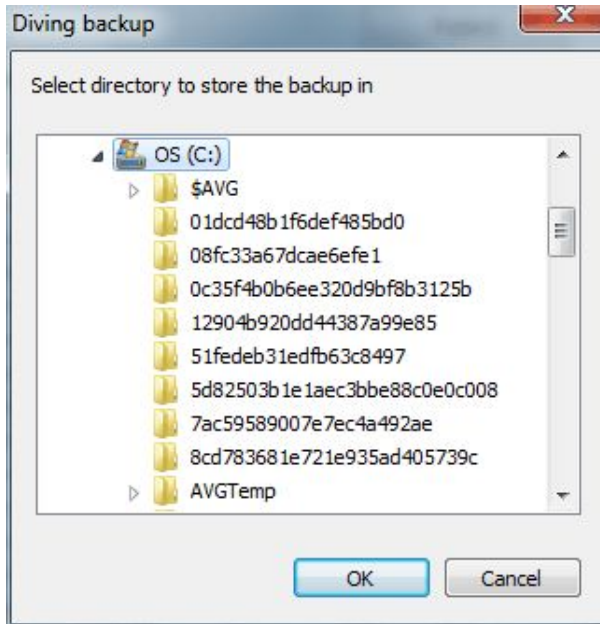
Before you begin running diving you should check to make sure that the number of divers, number of dives, and number of judges are correct. If you are using judge modules, make sure that USE JUDGE MODULES is checked, and it is a good idea to un-check PRINT ROUND RESULTS. You should also decide whether or not the operator should confirm the judges scores by pressing enter before moving to the next dive. If you want the operator to confirm the judges scores, make sure that OPERATOR CONFIRM is checked.

When you are ready to begin judging diving, click on the START button. You can now [run the diving event](#) like you would any other, except that each diver will perform all of their dives before moving to the next diver in the list.

## Backup



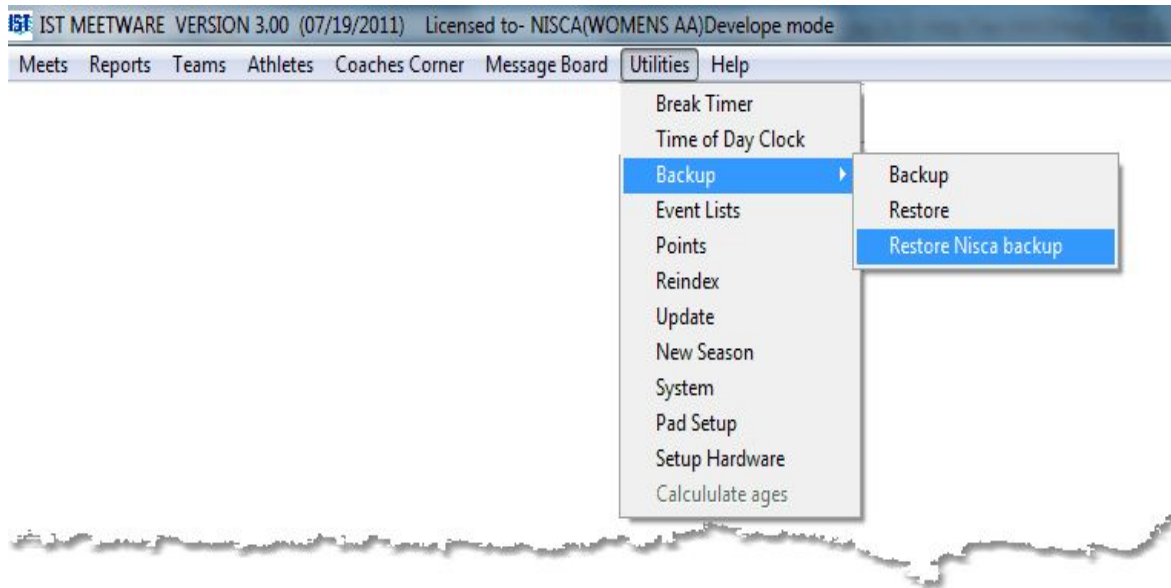
It is a good idea to periodically back up the diving information in case of a computer malfunction. To back up the diver information including scores, click STOP then click the BACKUP button. You will then see a screen similar to the following:



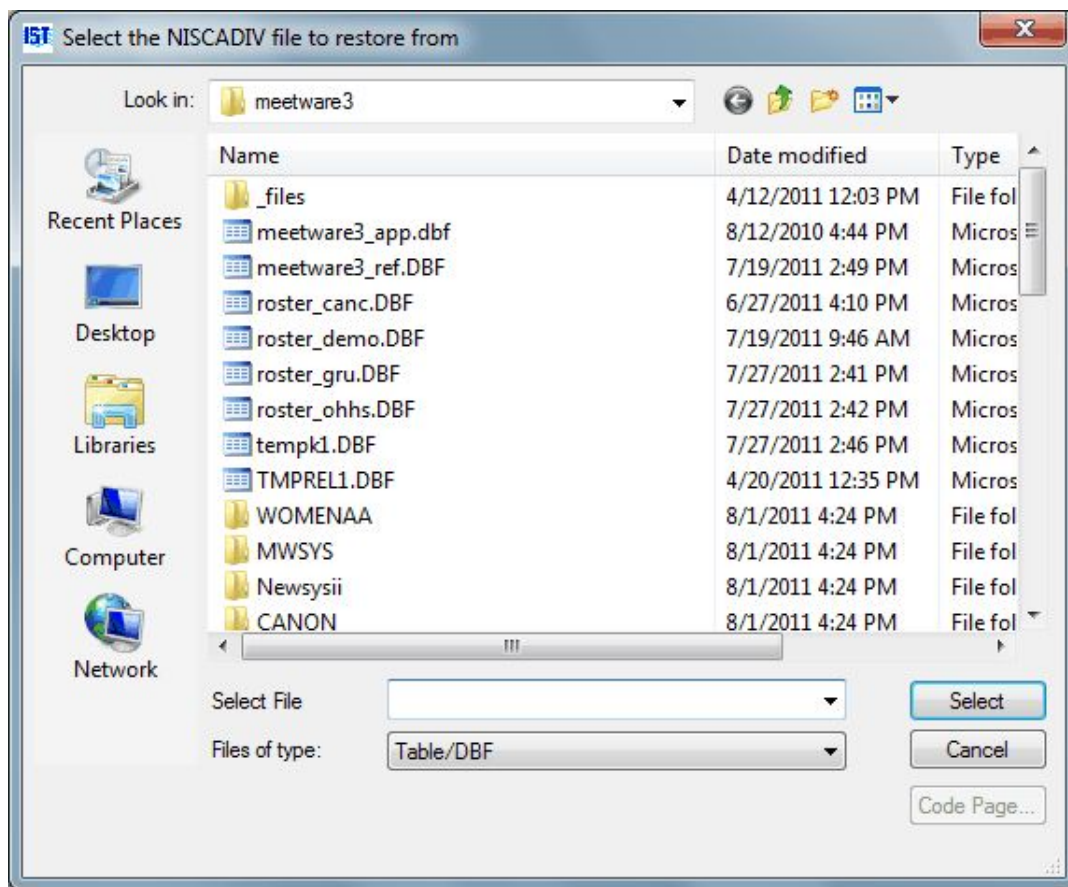
Select the directory or drive to save the backup to. It is a good idea to save the backup to a removable media drive (floppy, cd, thumb drive, etc.) in case of a computer failure. The backup will be stored as "diving.dbf" and "divescor.dbf".

## Restoring a Backup

To restore from backup in case of a crash, from the MAIN menu select UTILITIES, BACKUP and NISCA BACKUP



You will then see a screen similar to the following:



Select the NISCA Backup file that you want to restore and click SELECT. The file will be restored.

## Scoring NISCA Diving

When all of the divers have completed their dives you will see a message saying "Diving is Complete". To score diving, click on the SCORE button. You will then see the following message:



Enter number of divers for AA finals10

Type in the number of divers to re-score for All-American diving in the "finals" event and press <ENTER>. These divers will then be placed in the second diving event in the event list and can be judged and scored again.

## The Reports Menu

The REPORTS menu allows you to select several types of reports for meets run on the MEETWARE 3 system. Most of the reports can be printed to a printer, PDF file or HTML file. Examples of many of the printed reports can be found in each chapter.

REPORTS includes the following options

- [Meet Program](#) prints various types of programs for meets
- [Meet Results](#) prints the lane, place, heat and final time for each event in a meet, summarizing events with multiple heats.
- [Seed Information](#) prints which swimmers are entered in which events by team.
- [Print Dive Sheets](#) prints blank copies of dive sheets for divers to fill out, announcer copies and final copies of dive sheets.
- [Splits](#) prints the lane, heat, splits and final time for each event in a meet.
- [Deck Cards](#) prints 3x5 cards (3 per page) for backup timers to keep at their lanes.
- [Lane Timer Slips](#) prints slips (1/3 page each) for backup timers to record watch times for each heat of each event
- [Meet High Points](#) prints a listing of the total points earned during a meet by individuals.
- [Ribbons](#) prints labels for ribbons and medals

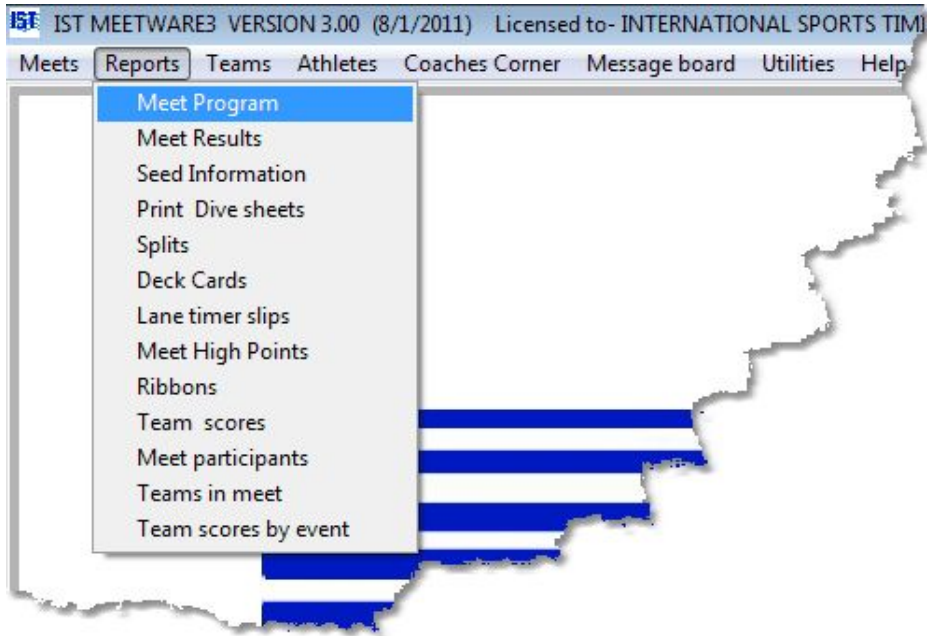
- [Team Scores](#) prints the current team standings for the meet
- [Meet Participants](#) prints a listing of swimmers entered into the meet by team
- [Teams in Meet](#) prints a list of teams entered in the meet
- [Team Scores By Event](#) prints the team scores for a single meet and shows scoring by event for each team.

# MEET PROGRAM

[Top](#) [Previous](#) [Next](#)

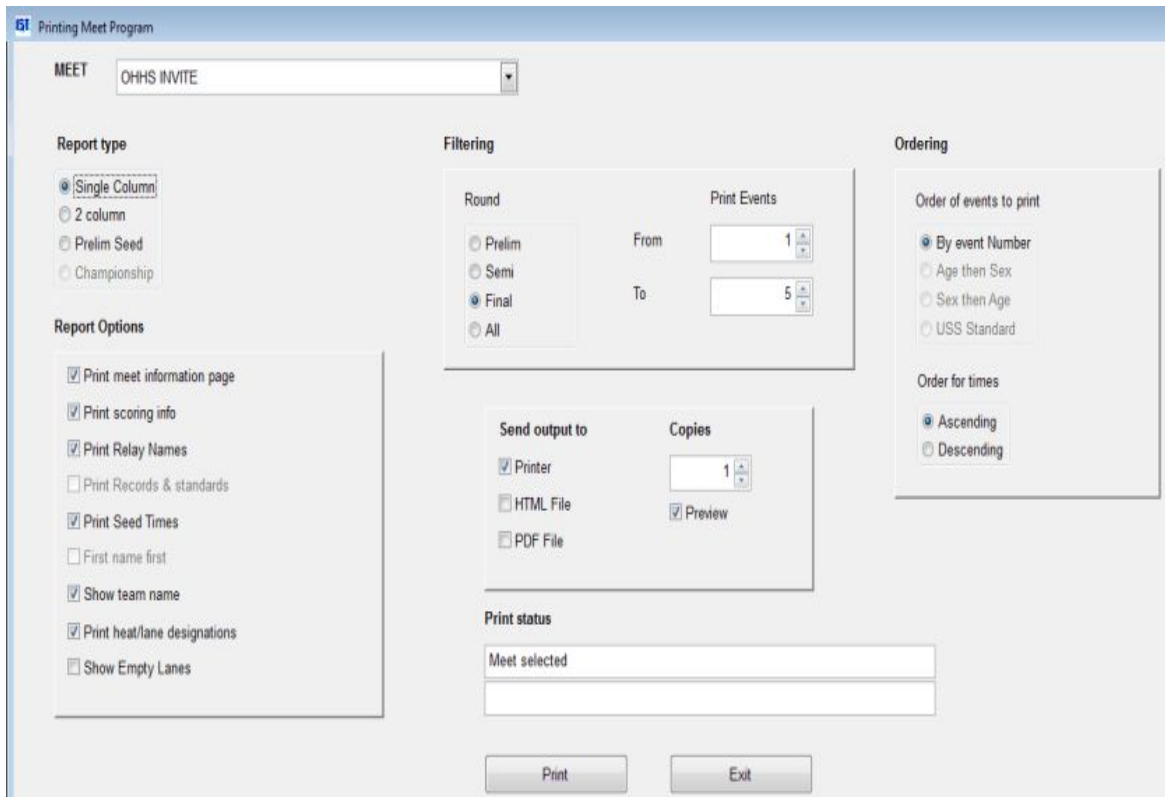
## Meet Program

The Meet Program report can be printed for coaches or parents and lists all of the information for a swim meet. To run the Meet Program report, from the MAIN menu select REPORTS and MEET PROGRAM.



You will then see a screen similar to the following:

\*\*\*\* [Click on an item on the image to see it's description](#)\*\*\*\*



Select the MEET from the drop down list and then select the options for the meet. Not all of the options will be enabled for all types of meets.

**Meet** - is the meet that you want to print the report for.

**Report Type** - determines the kind of report that you will print

**Single Column** - All of the information prints across the page. It is clear and easy to read but takes up more paper

**2 Column** - All of the information is printed in 2 columns on the page. It is smaller with less space for information but takes up less paper.

**Prelim Seed** - Prints the heat and lane (if selected), team code, swimmer, seed time and rank for each event.

**Championship** - Prints just like a SINGLE COLUMN format, but will also show the first and second alternates underneath each event.

**Report Options** - determines what information is shown on the report

**Print Meet Information Page** - Prints information about the meet such as Referee, Announcer, Timer, etc. and the teams in the meet, as well the coaches and captains. This information must be entered in [Meet Setup](#) and for each [team](#).

**Print Scoring Info** - will print the points for each place for individuals and relays for the meet. The information prints on the bottom of the Meet Information Page. This option is not available unless the Meet Information Page is checked.

**Print Relay Names** - Prints all of the names of the athletes in a relay. If this is unchecked, only the team code and relay ID (A,B, C, etc) will be printed.

**Print Records and Standards** - will print the [records](#) and [standards](#) for the event at the beginning of each report. A [record group](#) must be [assigned to the meet](#).

**Print Seed Times** - prints seed times (or positions) on the report

**First Name First** - prints the names as First Last. If it is unchecked the names are printed as Last, First.

**Show Team Name** - displays the whole team name. If it is unchecked it displays only the team code.

**Print Heat/Lane Designations** - shows the heats and lanes for each event. If this is unchecked it lists the swimmers for each event by time or position without heats or lanes assigned.

**Show Empty Lanes** - is only visible if you have selected Print Heat/Lane Designations. If this is checked, the empty lanes will be listed on the report. If it is unchecked, only those lanes with swimmers in them will be listed.

**Filtering** - Allows you to filter the information on the report

**Round** - Select the round (Prelims/Semi/Finals) that you want to print.



**Events From/To** - Select the event range that you want to print.  
The default is all of the events.

**Ordering** - Allows you to determine how the data will be sorted

**Order of Events** - How the events are ordered. Currently the only option is by event number.

**Order for Times** - options are Ascending (times print slow to fast) or Descending (fast to slow).

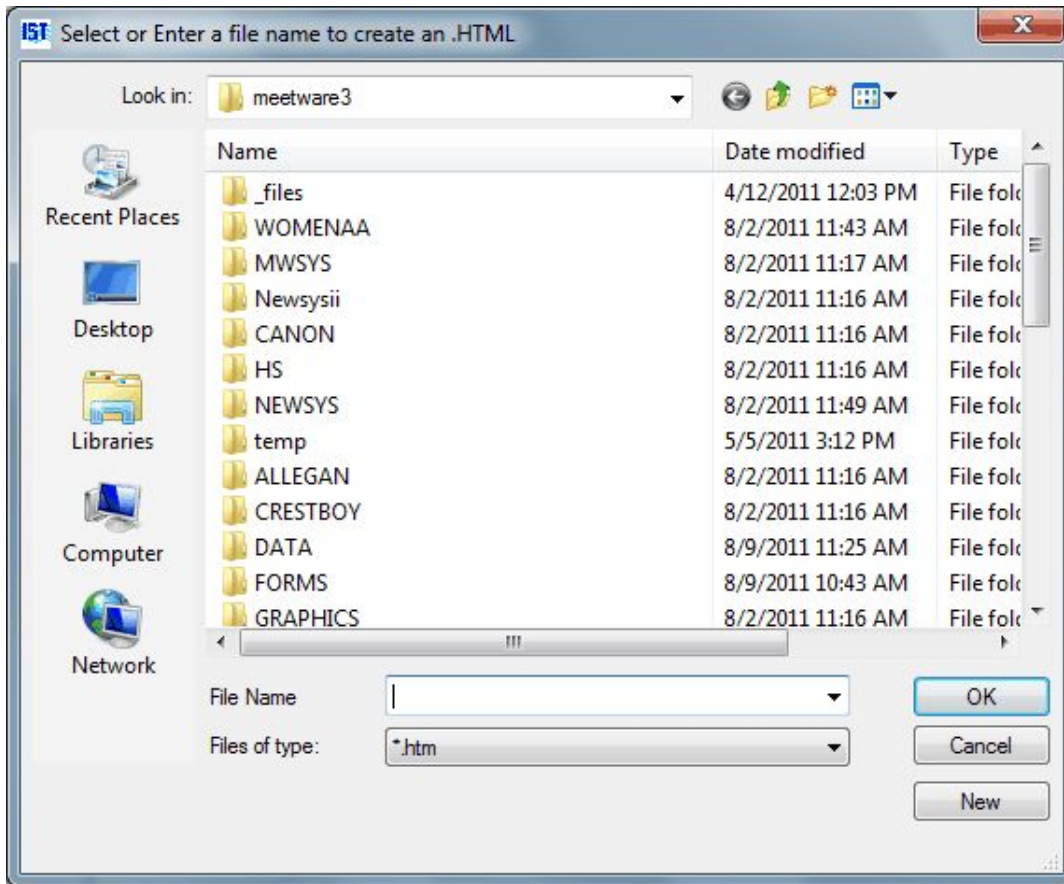
**Send Output To** - allows you to select whether you want to print to a printer or create a PDF or HTML file of the report.

**Copies** - select the number of copies you want to print to the printer

**Print Preview** - determines whether the report previews on the screen before you print or save it.

**Print Status** - lets you know the status of the report you are printing.

Once you have selected all of the options for your report, click PRINT to send it to the printer. If you have selected PDF or HTML you will see the following:



Navigate to the location that you want to save your HTML or PDF file and enter a file name, then click OK to save the file. For printed reports, click on the [printer icon](#) to print (requires printer) or the [open door](#) icon to exit.

## Meet Program Examples

### Meet Information Page with Scoring Printed



### Meet Information

08/09/11

<b>Meet Name</b>	OHHS INVITE	<b>Announcer</b>
<b>Date</b>	02/05/11	<b>Timer</b>
<b>Location</b>		<b>Scoring</b>
<b>No. of teams</b>	6	<b>Referee</b>
		<b>Starter</b>

Teamcode	Teamname	Coaches	Captains
OHHS	OTTAWA HILLS HIGH SCHOOL	Head: ***No Name***	
MCC-	Muskegon Catholic Cent. Boys	Head: MICK HOMAN	
TKH	Thornapple Kellogg - Hastings	Head: TYLER BULTEMA	
WAY	Wayland	Head: SETH BEAT	
WC	WEST CATHOLIC	Head: MURRAY MCGREADY	
AHS	Allegan High School	Head: ANDREA MURPHY	

### Meet Scoring

Place	Individual points	Relay points
1	7	14
2	5	10
3	4	8
4	3	6
5	2	4
6	1	2

## 1 Column Report



Licensed To: NISCA

OHHS INVITE (finals)

02/05/11

08/09/11

11:05:00

1 BOY'S 200 MEDLEY RELAY

No. heats 2

Lane	Team	Name	Name	Seed	Finish	Points
HEAT 1 of 2						
1	OTTAWA HILLS HIGH SC	SNEDEKER, B.-SO	BELTMAN, G.-SO	2:23.11	_____	_____
		SHERMAN, N.-SO	WILSON, P.-10			
2	WEST CATHOLIC	PAKALNIS, J.-SO	NOVAK, P.-JR	2:03.60	_____	_____
		KOKX, J.-JR	O ROURKE, S.-JR			
3	Thornapple Kellogg -	ZWIERNIKOWSKI, Z.-	OSTERINK, K.-JR	1:54.91	_____	_____
		MIX, D.-	WHITE, D.-			
4	Wayland	ACKERMAN, T.-	CARTER, I.-	2:01.62	_____	_____
		FREEZE, R.-	GONZALES, Q.-			
5	Allegan High School	GONZALEZ, E.-	GRANGER, J.-	2:12.88	_____	_____
		SWARTZ, M.-	NGUYEN, M.-			
HEAT 2 of 2						
1	OTTAWA HILLS HIGH SC	LAGRAND, I.-SO	TETT, N.-SR	1:59.78	_____	_____
		KACHMAN, S.-SR	LOWE, A.-SO			
2	WEST CATHOLIC	LINCK, N.-FR	KIRCHHOFF, M.-JR	1:54.20	_____	_____
		CODDINGTON, C.-JR	NEMMERS, H.-JR			
3	Thornapple Kellogg -	SPRAGUE, W.-	GAGNON, B.-	1:49.02	_____	_____
		APPLEGATE, S.-	SWANSON, T.-JR			
4	Wayland	BISHOP, T.-	FREIBERG, S.-	1:53.82	_____	_____
		ANTEL, R.-	GIBSON, J.-			
5	Allegan High School	WALKER, A.-	KENNY, R.-	1:54.44	_____	_____
		COCHRAN, D.-	WALLACE, B.-			

heats 3

2-Column report with Heat and Lane designations



FREMONT (finals)  
12/07/10

08/09/11  
12:01:13

Licensed To: NISCA

1 BOY'S 200 MEDLEY RELAY			No. heats 1	4 BOY'S 50 FREE STYLE			No. heats 4
LN	Team	Name	Finish	LN	Team	Name	Finish
<b>HEAT 1</b>				<b>HEAT 1</b>			
1			_____	1			_____
2FHS	KELLY, A.-	SINICKI, N.-	_____	2			_____
	Relay- B ANDRE, R.-	SCHROEDER, Z.-	_____	3FHS	HUR, MIN-		_____
3OHHS	LAGRAND, I.-10	TETT, N.-10	_____	4FHS	HOBBS, BEN-		_____
	Relay- A KACHMAN, S.-12	LOWE, A.-10	_____	5OHHS	AHO, ALEC-9		_____
4FHS	HALL, C.-	HILLS, J.-	_____	6			_____
	Relay- A GRABILL, D.-	ESSEBAGGERS, L.-	_____	<b>HEAT 2</b>			
5FHS	GRIFFIN, J.-	MILLS, T.-	_____	1			_____
	Relay- C CRAMER, Q.-	SCHMIDT, A.-	_____	2FHS	CRAMER, QUIN-		_____
6			_____	3FHS	ROTTIER, CODY-		_____
<b>2 BOY'S 200 FREE STYLE</b>				<b>HEAT 3</b>			
<b>No. heats 1</b>				10HHS	GOODMAN, JAYLAN-9		_____
LN	Team	Name	Finish	2FHS	ATKINS, TOM-		_____
<b>HEAT 1</b>				3OHHS	MARTINEZ, RAFAEL-12		_____
1			_____	4FHS	UTAMA, PALM-		_____
2FHS	HALL, CHRIS-		_____	5OHHS	PAYNE, JEREMY-9		_____
3OHHS	LAGRAND, ISAAC-10		_____	6FHS	BOESKOOL, JOHNATHAN-		_____
4FHS	ESSEBAGGERS, LOGAN-		_____	<b>HEAT 4</b>			
5OHHS	BELTMAN, GERRIT-10		_____	10HHS	SNEDEKER, BOWER-10		_____
6FHS	WHARTON, DANIEL-		_____	2FHS	KIMMEL, ASHTON-		_____
<b>3 BOY'S 200 IM</b>				3OHHS			_____
<b>No. heats 1</b>							_____
LN	Team	Name	Finish				_____
<b>HEAT 1</b>							_____
1			_____				_____

**Prelim Seed Report**

\*\*\* EVENT NO 9 \*\*\*

HEAT 1

LANE	STATUS	TEAM	NAME	SEED TIME	RANKING
1	OFF				85
2	OK	HAZ	BLASKO, ALYSSA	NO TIME	86
3	OK	DAN	CEASE, DEANNA	48.76	83
4	OFF	DAN	REED, BETSY	57.24	84
5	OFF				87
6	OFF				88

HEAT 2

LANE	STATUS	TEAM	NAME	SEED TIME	RANKING
1	OFF				89
2	OK	VV	PIRINO, BREANNE	40.35	81
3	OK	AH	MOXEN, ELIZABETH	38.94	79
4	OK	VV	YENCHO, NICOLE	39.23	80
5	OK	VV	FUCHYLO, TONI	42.40	82
6	OFF				90

HEAT 3

LANE	STATUS	TEAM	NAME	SEED TIME	RANKING
1	OK	HAZ	WALKER, ALICIA	38.74	77
2	OK	WVW	SIVAK, KIMBERLY	38.59	75
3	OK	HAZ	DONAHUE, ANNA	38.11	73
4	OK	VV	GILLOW, BETH	38.43	74
5	OK	AH	ARCHIBALD, ELIZABETH	38.65	76
6	OK	HAZ	JESPERSEN, KRISTEN	38.74	78

HEAT 4

RANKING

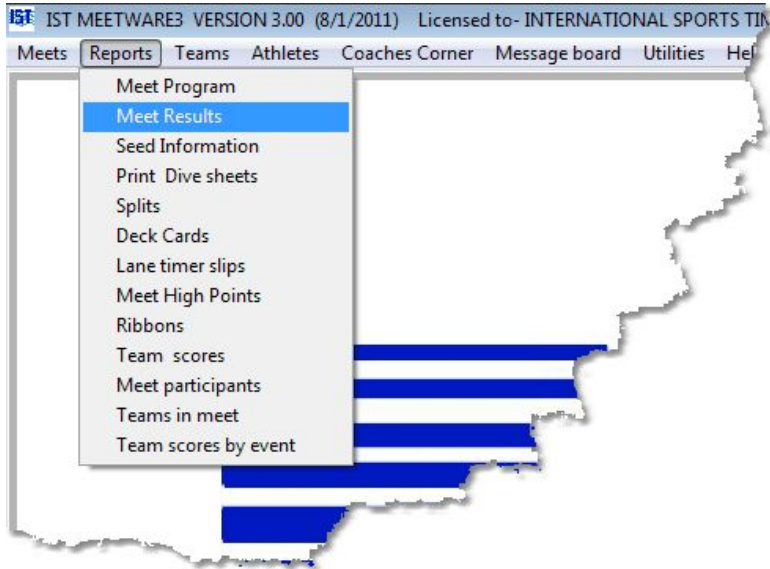
# PRINTING MEET RESULTS

[Top](#) [Previous](#) [Next](#)

## Printing Meet Results

This option allows you to print out the results of a meet by event. MEET RESULTS prints the place, heat, lane and final time for each event in the meet. You must have a printer connected to your computer in order to run this report.

From the MAIN menu select REPORTS and MEET RESULTS.



You will then see the following screen:

\*\*\*\* Click on an item on the image to be taken to the description\*\*\*\*



Select the meet that you want to print results for from the [drop down list](#). You will then have several options to choose from that will allow you to customize your reports. **NOTE: Not all of the customization options enabled for all types of reports.**

**Report Type** Select the type of report that corresponds to the type of meet that you are printing the report for

**Single Column** prints the meet results in a single column format. There is room for splits but it takes up more paper

**2-Column** prints the meet results in 2 columns. The font is smaller and there is less space for information but it takes up less paper.

**Dual Meet** prints the old style dual meet format with each team's entries down opposite sides of the paper with finish times, places, points and a running point total. There is a place at the bottom for an officials signature.

**Prelim/Championship** prints the results of a Prelims/Finals meets with each swimmer ranked by finish time and with their prelim and finals round times and points. **NOTE: This can only be printed for a meet that has both Prelims and Finals events in the [event list](#).**

**Newspaper Report** generates a text file (no preview) of a specified width that can be e-mailed to local newspapers with the results of the meet.

**Report Options** depending on what type of report you are printing, you will be able to select options for your report.

**Print Relay Names** will print the names of the individual swimmers in the relay



**Print Records and Standards Heading** will print the selected [record](#) or [standard](#) for each event as a header for that event.

**Print Records and Standards Page** will print the [records](#) or [standards](#) for that meet as a separate page at the beginning of the meet information.

**Print Heat Designations** will print the heat numbers along with the other information

**Print by Place** will order the swimmers by place rather than by time.

**Print Team Scores** will print the team scores along with the meet information

**Print Seed Times** will print the swimmers seed times along with their final times.

**Print Splits** will print the splits for the athletes

**Print Places for Scoring Athletes** will print the places for the athletes.

**First Name First** prints the athlete's name as First Last, rather than the standard Last, First

**Print Exhibition Swimmers** will print the times for the exhibition swimmers

**Print Meet Information Page** prints information about the meet such as Referee, Announcer, Timer, etc. and the teams in the meet, as well the coaches and captains. This information must be entered in [Meet Setup](#) and for each [team](#).

**Print Scoring Info** will print the points for each place for individuals and relays for the meet. The information prints on the bottom of the Meet Information Page. This option is not available unless the Meet Information Page is checked.

**Show Team Name** displays the whole team name. If it is unchecked it displays only the team code.

## Filtering

**Rounds to Print** Choose the [rounds](#) you want printed using the [radio buttons](#).

**Print Events** Allows you to select which events you want to print for the selected meet.

## Ordering

**Order of Events** Currently only the BY EVENT NUMBER option is available. See <http://www.istime.com> for updates and information.

**Order for Times** Allows you to choose how the times will print, either fastest to slowest (descending) or slowest to fastest (ascending)

**Newspaper Options** are only available if you have the NEWSPAPER report option selected.

**Relay Places** sets how many places will be reported for relay events

**Individual Places** sets how many places will be reported for individual events

**Column Width** sets how wide the column will be. You will need to find out from your local news paper how wide their columns need to be.

**Show All Home Team Places** shows only the finish places for the home team.  
NOTE: Home Team must be set up under [TEAMS](#).

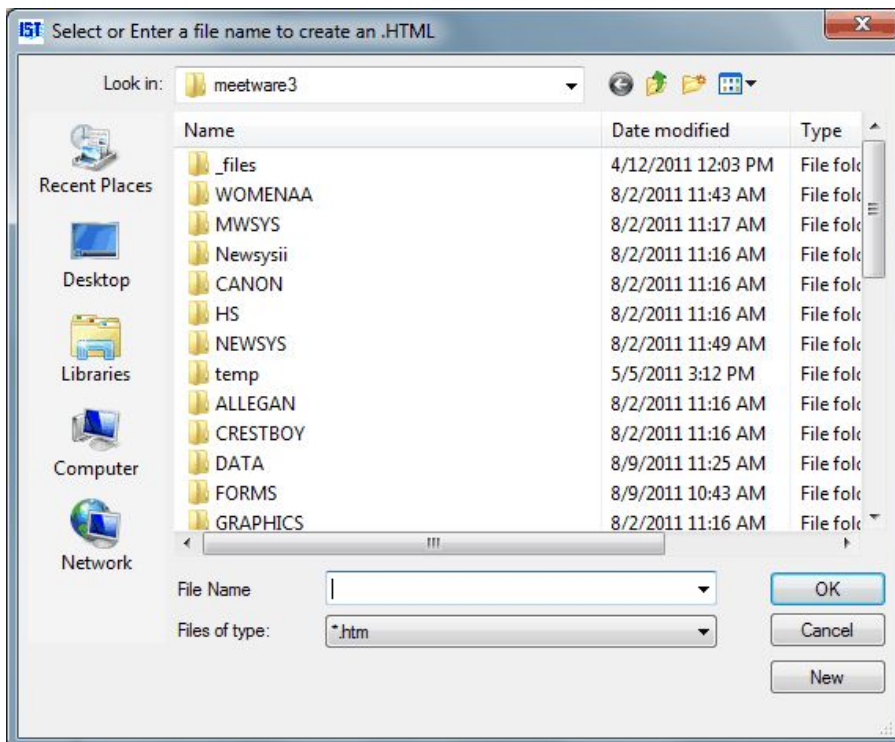
**Send Output To** - allows you to select whether you want to print to a printer or create a PDF or HTML file of the report.

**Copies** - select the number of copies you want to print to the printer

**Print Preview** - determines whether the report previews on the screen before you print or save it.

**Print Status** - lets you know the status of the report you are printing.

When you have selected the appropriate options, click PRINT. The PRINT STATUS box will display the progress of printing. If you have the preview box checked, you will see a preview of the report. If you have selected HTML or PDF you will see:

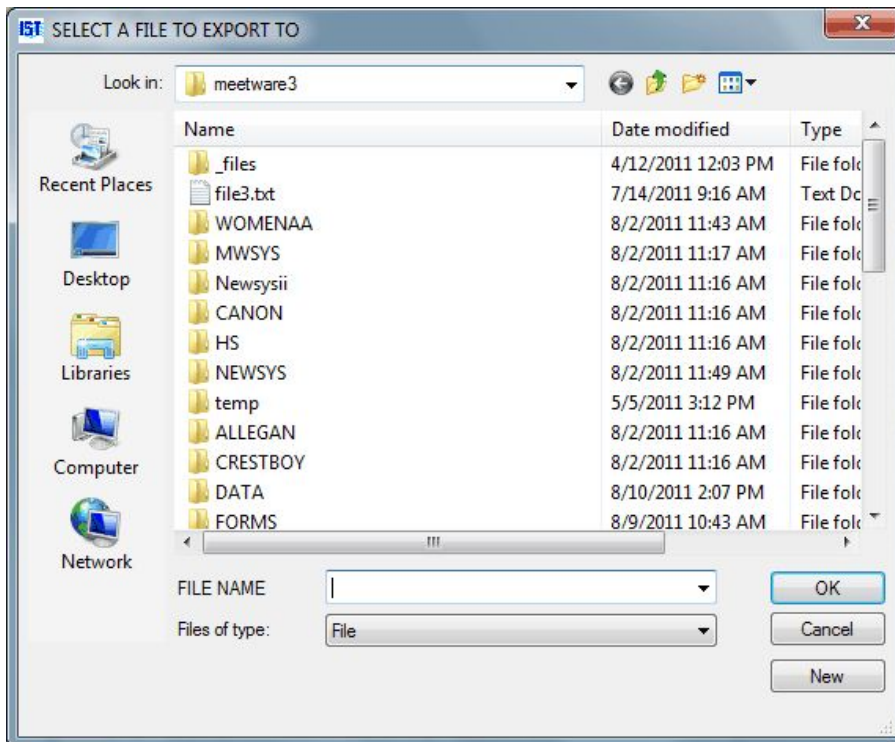


Navigate to the folder you want to save the report in, type in the name and click OK to generate the PDF or HTML report. For printed reports, click on the [printer icon](#) to

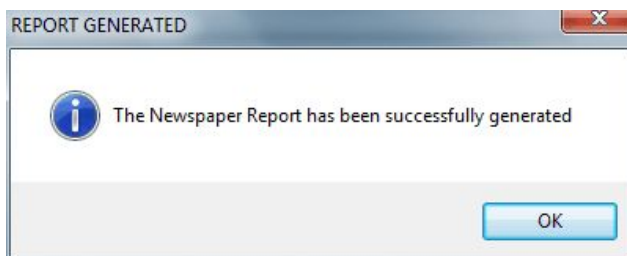
print (requires printer) or the [open door](#) icon to exit.

## Newspaper Reports

Newspaper reports are slightly different from the other reports. They are generated as a .txt file with the necessary information and are designed to be e-mailed to the local paper for inclusion in their box scores. When you click PRINT, you will see:



Navigate to where you want to store the file, enter a file name and click OK. Once the report has been generated you will see the following message:



To view the report, in Windows Explorer navigate to the file that you created, right click on it and OPEN WITH Windows Notepad.

## Report Examples

### Single Column



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OHHS V UNION (finals)

01/06/11

08/10/11

14:05:38

1 BOY'S 200 MEDLEY RELAY				No. heats	1
Rank	Team	Name	Name	Finish	Points
1	OHHS	LAGRAND, I.-10	TETT, N.-0	2:01.30	8.00
		KACHMAN, S.-0	LOWE, A.-0		
2	GRU	SMITH, D.-SR	LESATZ, C.-SR	2:02.49	4.00
		COOLEY, S.-SR	PARTANON, T.-SR		
3	OHHS	GOODMAN, J.-0	BELTMAN, G.-10	2:35.74	2.00
		SHERMAN, N.-0	PAYNE, J.-0		
4	GRU	REAMY, P.-SR	GONZALEZ, J.-SR	2:39.81	0.00
		ESTRADA, A.-SR	ZUNIGA, D.-SR		

2 BOY'S 200 FREE STYLE				No. heats	1
Rank	Name	Team		Finish	Points
1	OHHS	BELTMAN, GERRIT-SO	OTTAWA HILLS HIGH SC	2:18.74	6.00
2	GRU	SMITH, DESMOND-JR	GRAND RAPIDS UNION	2:20.35	4.00
3	OHHS	LOWE, ANDREW-SO	OTTAWA HILLS HIGH SC	2:37.96	3.00
4	GRU	FRENCH, JONATHAN-SR	GRAND RAPIDS UNION	2:54.08	2.00
5	OHHS	FLORES, EDGAR-SR	OTTAWA HILLS HIGH SC	3:35.24	1.00
		OWSKI, CHAD-SR	GRAND RAPIDS UNION		0.00

## 2-Column Report



OHHS V UNION (finals)

08/10/11

14:05:50

01/06/11

Licensed To: INTERNATIONAL SPORTS TIMING

**1 BOY'S 200 MEDLEY RELAY**

RK	Team	Name	Finish
1	OHHS	LAGRAND, I.-10 Relay-A KACHMAN, S.-0	TETT, N.-0 LOWE, A.-0 2:01.30
2	GRU	SMITH, D.-SR Relay-A COOLEY, S.-SR	LE SATZ, C.-SR PARTANON, T.-SR 2:02.49
3	OHHS	GOODMAN, J.-0 Relay-B SHERMAN, N.-0	BELTMAN, G.-10 PAYNE, J.-0 2:35.74
4	GRU	REAMY, P.-SR Relay-B ESTRADA, A.-SR	GONZALEZ, J.-SR ZUNIGA, D.-SR 2:39.81

**2 BOY'S 200 FREE STYLE**

RK	Team	Name	Finish
1	OHHS	BELTMAN, GERRIT-SO	2:18.74
2	GRU	SMITH, DESMOND-JR	2:20.35
3	OHHS	LOWE, ANDREW-SO	2:37.96
4	GRU	FRENCH, JONATHAN-SR	2:54.08
5	OHHS	FLORES, EDGAR-SR	3:35.24
**	GRU	ORLAKOWSKI, ZACH-SR	DQ

**3 BOY'S 200 IM**

RK	Team	Name	Finish
1	OHHS	KACHMAN, SILAS-SR	1:02.52
2	GRU	COOLEY, SHAWN-SR	1:11.71

**4 BOY'S 50 FREE STYLE**

RK	Team	Name	Finish
1	OHHS	TETT, NURI-0	23.85
2	GRU	PARTANON, TYLER-SR	26.12
3	OHHS	SNEDEKER, BOWER-10	29.15
4	OHHS	WILSON, PIERCE-0	30.64
5	GRU	PETTERSON, ALEX-SR	32.21
6	GRU	MOLET, ALVONTE-SR	37.00
**	OHHS	PAYNE, JEREMY-FR	X 33.28
**	OHHS	AHO, ALEC-FR	X 38.60

**5 BOY'S 1 METER DIVING**

RK	Team	Name	Finish
1	GRU	SHAWN COOLEY-SR	151.25
2	OHHS	LUCAS BREUER-0	127.70

**6 BOY'S 100 BUTTERFLY**

RK	Team	Name	Finish
1	OHHS	KACHMAN, SILAS-SR	1:02.52
2	GRU	COOLEY, SHAWN-SR	1:11.71

**Dual Meet Report**



Date: 01/06/11

OTTAWA HILLS HIGH SCHOOL VS. GRAND RAPIDS UNION

Location:

Event	ln	OHHS (H)	pl	time	pt	score	pt	time	pl	GRU (V)	ln	
200	1	LAGRAND, I. TETT, N.	1	2:01.30	8.0	10.0	4.0	0.0	2:39.81	4	REAMY, P. GONZALEZ, G.	2
	2	KACHMAN, S. LOWE, A.									ESTRADA, E. ZUNIGA, Z.	
	3	GOODMAN, J. BELTMAN, G.	3	2:35.74	2.0			4.0	2:02.48	2	SMITH, D. LESATZ, L.	4
MEDELY		SHERMAN, N. PAYNE, J.				10.0	4.0				COOLEY, C. PARTANON, P.	
200	1	FLORES, EDGAR	5	3:35.24	1.0	10.0	6.0	2.0	2:54.08	4	FRENCH, JONATHAN	2
FREE	2	BELTMAN, GERRIT	1	2:18.74	6.0			4.0	2:20.35	2	SMITH, DESMOND	4
STYLE	3	LOWE, ANDREW	3	2:37.96	3.0	20.0	10.0		+ DQ +		ORLAKOWSKI, ZACH	6
200	1	KACHMAN, SILAS	2	2:25.40	4.0	7.0	9.0	1.0	4:05.22	5	ESTRADA, ANTHONY	2
	2	LAGRAND, ISAAC	3	2:48.59	3.0			6.0	2:23.34	1	LESATZ, CURTIS	4
	3					27.0	19.0	2.0	3:05.44	4	HITCHINGS, DUSTIN	6
MEDELY												
50	1	PAYNE, JEREMY	EX	33.28		11.0	5.0	1.0	32.21	5	PETTERSON, ALEX	2
	2	ARO, ALEC	EX	38.60				4.0	26.12	2	PARTANON, TYLER	4
	3	WILSON, PIERCE	4	30.64	2.0			0.0	37.08	6	MOLET, ALVONTE	6
	4	TETT, NURI	1	23.85	6.0							
	5	SNEDEKER, BOMER	3	29.15	3.0	38.0	24.0					
1	LUCAS BREUER	2	127.70	4.0	4.0	6.0	6.0	151.25	1	SHAWN COOLEY		
METER DIVING					42.0	30.0						
100	1	SHERMAN, NATHAN	5	1:49.45	1.0	10.0	6.0	2.0	1:21.42	4	SCHAUB, WALT	2
	2	KACHMAN, SILAS	1	1:02.52	6.0			4.0	1:11.71	2	WESCHE, LORENZO	4
	3	LAGRAND, ISAAC	3	1:18.26	3.0	52.0	36.0		+ DQ +		ESTRADA, ANTHONY	6
100	1	ARO, ALEC	EX	1:24.47		6.0	10.0		1:31.30	EX	ORLAKOWSKI, ZACH	4
FREE	2	PAYNE, JEREMY	5	1:22.49	1.0			4.0	1:08.21	2	ZUNIGA, DANNY	2
STYLE	3	WILSON, PIERCE	3	1:12.21	3.0			6.0	53.81	1	LESATZ, CURTIS	4
	4	GOODMAN, JAYLAN	4	1:14.85	2.0	58.0	46.0				GONZALEZ, JUAN	6

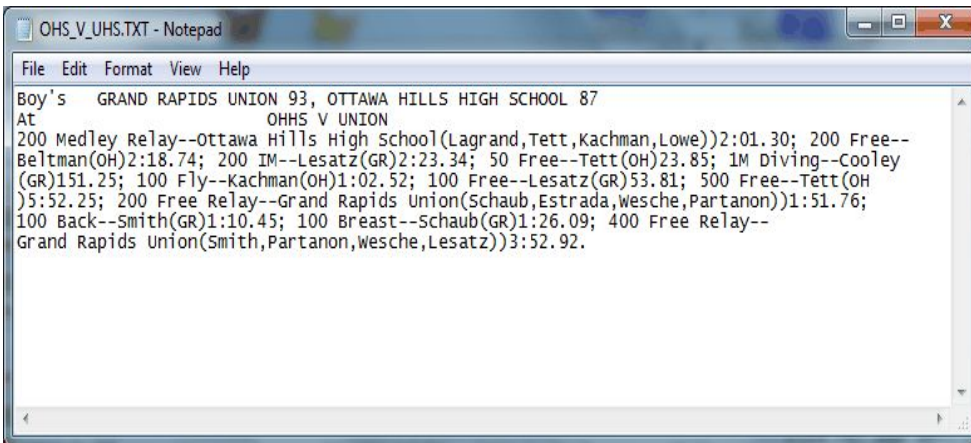
HITCHINGS, DUSTIN  
WESCHE, LORENZO  
GONZALEZ, JUAN

Prelim/Championship Report



PLACE	TEAM	NAME - CLASS	PRELIM	FINAL
	CC	OSBORNE, JACOB-	58.33	58.50
	DAN	HANEY, ZACK-	58.09	58.77
	AH	GLEASON, DANNY-	1:00.67	59.88
	DV	MARRERO, EVAN-	1:00.07	1:01.14
	WVW	HIMLIN, ALEX-	1:03.57	1:03.84
	VV	KRAYCER, PAUL-	1:05.75	1:07.84
	DAN	MARKS, TR-	1:30.17	
	WVW	ISMAIL, IBRAHIM-	1:11.85	
	HAZ	FARLEY, TYLER-	1:10.25	
	WVW	JACOBS, ROBERT-	1:13.85	
	DV	LETTIS, JONATHAN-	1:28.38	
	VV	FILIPSKI, P.-	1:11.85	
	BER	WITCHEY, MATT-	1:06.06	
	DV	TRUTT, PETER-	1:16.73	
	AH	SMERTZ, JOSH-	1:10.41	
	HAZ	SEAMON, MATTHEW-	1:08.12	
	DV	VAIVADA, KEITH-	1:08.16	
	WVW	TAREN, ALEC-	1:13.70	
	HAZ	PHIPPS, TYLER-	1:09.75	

## Newspaper



Newspaper report as it appears when opened with Windows Notepad software.

## Exiting Meet Results

When you have printed all of the reports you need, click on the EXIT button to return to the MAIN menu.

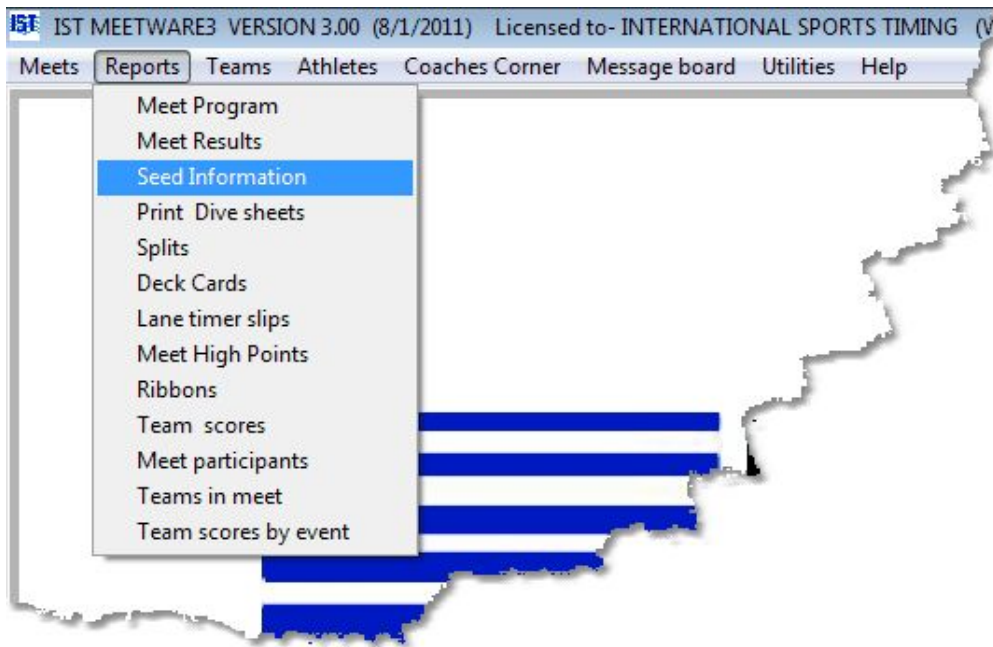
# SEED INFORMATION REPORT

[Top](#) [Previous](#) [Next](#)

## Seed Information Report

The seed information report allows you to print which swimmers are entered in each event and what their position or time is for each team. This is a good way to check that the correct swimmers were entered into the events. This report does not print heats and lanes. To get that information you need to print a [meet program](#).

From the MAIN menu select REPORTS and SEED INFORMATION:



You will then see a screen similar to the following:

\*\*\*\* Click on an item on the screen to be taken to it's description \*\*\*\*



IST Print Seed Data

**MEET** CHAMPIONSHIP MEET

**Select Team to print** All Teams

**Report type**

- By event
- Event Matrix
- By Swimmer
- By Swimmer + Relays\*
- Blank Split Sheet

*\*Relays print as a separate report*

**Filtering**

**Round**

- Prelim
- Semi
- Final
- All

**Print Events**

From 0

To 0

**Report Options**

- Print Relay Names
- Print Seed Times
- Print heat designations
- Print Records & standards

**Send Output To**

- Printer
- HTML
- PDF

**Copies**

1

Preview

**Print status** Meet selected

Print Exit

**MEET** Select the meet for which you want to print seed information.

**Select Team to Print** Select the team for which you want to print the seed information. If you select ALL, each team's report will preview and print separately.

**Report Type** determines the layout of the report

**By Event** prints each event and lists the swimmers and their times/positions for that event.

**Event Matrix** prints the event list across the top, swimmers down the left and their time, position or relay ID and leg in the appropriate grid space.

**By Swimmer** prints each swimmer's name and lists the events they are entered in with their seed times or positions.

**By Swimmer + Relays** prints the swimmer report and prints the list of relays entered in the relay events as a separate report.

**Blank Split Sheet** prints each event with the swimmers or relays and room to record their splits and finish times.

**Report Options** determines the format for some of the information on the report

**Print Relay Names** prints the names of the individuals in the relays. If this is unchecked, the relays will be listed as team code and relay ID only.

**Print Seed Times** prints the times or positions of the athletes on the reports.

**Print Heat Designations** will print the heat and lane designations on some reports. **NOTE: There will be no heat/lane designations on the matrix report.**

**Print Records and Standards** - will print the [records](#) and [standards](#) for the event at the beginning of each report. A [record group](#) must be [assigned to the meet](#).

**Filtering** filters the seed information on the reports

**Round** prints only the seed information for the selected round (Prelim, Semis, Finals).

**Print Events** prints only the seed information for the selected events.

**Send Output To** - allows you to select whether you want to print to a printer or create a PDF or HTML file of the report.

**Copies** - select the number of copies you want to print to the printer

**Print Preview** - determines whether the report previews on the screen before you print or save it.

**Print Status** - lets you know the status of the report you are printing.

To print the report from the preview, click on the [printer icon](#). To exit the report without printing it, click on the [open door icon](#).

## Report Examples

### By Event



Licensed To: INTERNATIONAL SPORTS TIMING

08/11/11

16:10:45

### Seed Information for: OHHS

Meet: OHHS V UNION

\*\*\* EVENT 1 BOY'S 200 MEDLEY RELAY (F)  
A LAGRAND, ISAAC - 10 TETT, NURI - 0  
KACHMAN, SILAS - 0 LOWE, ANDREW - 0  
Alternates: ; ; ;  
B GOODMAN, JAYLAN - 0 BELTMAN, GERRIT - 10  
SHERMAN, NATHAN - 0 PAYNE, JEREMY - 0  
Alternates: ; ; ;  
\*\*\* EVENT 2 BOY'S 200 FREESTYLE (F)  
BELTMAN, GERRIT - 10  
LOWE, ANDREW - 0  
FLORES, EDGAR - 0  
\*\*\* EVENT 3 BOY'S 200 IM (F)  
KACHMAN, SILAS - 0  
LAGRAND, ISAAC - 10  
\*\*\* EVENT 4 BOY'S 50 FREESTYLE (F)  
TETT, NURI - 0  
SNEDEKER, BOWER - 10  
WILSON, PIERCE - 0  
PAYNE, JEREMY - 0  
AHO, ALEC - 0  
\*\*\* EVENT 5 BOY'S 1 METER DIVING (F)

## Event Matrix



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08/11/11  
16:17:17

### Seed Data Matrix Report

TEAM: OHHS

MEET: OHHS V UNION

SWIMMER	Me200R	FR200	Me200	FR50	DI1	Bu100	FR100	FR500	FR200R	Ba100	Br100	FR400R
AHO, ALEC				5			4		B-1			
BELTMAN, GERRIT	B-2	1						2				A-2
BREUER, LUCAS									A-2		2	B-1
FLORES, EDGAR		3						3	B-4			
GOODMAN, JAYLAN	B-1						2		B-2	3		
KACHMAN, SILAS	A-3		1			1						A-1
LAGRAND, ISAAC	A-1		2			2						A-3
LOWE, ANDREW	A-4	2							A-4		1	
PAYNE, JEREMY	B-4			4			3		B-3			
SHERMAN, NATHAN	B-3					3				2		B-2
SNEDEKER, BOWER				2					A-1	1		B-4
TETT, NURI	A-2			1				1				A-4
WILSON, PIERCE				3			1		A-3			B-3

**By Name**



Licensed To: INTERNATIONAL SPORTS TIMING

08/11/11

16:17:33

### Seed Information by Swimmer for: OHHS

Meet: OHHS V UNION

#### Swimmer List

SWIMMER	SEX	GR.	NO.	EVENT	ID-Leg
AHO, ALEC	M	0	4	BOY'S 50 FREESTYLE (F)	
			7	BOY'S 100 FREESTYLE (F)	
			9	BOY'S 200 FREESTYLE RELAY (F)	B-1
BELTMAN, GERRIT	M	10	1	BOY'S 200 MEDLEY RELAY (F)	B-2
			2	BOY'S 200 FREESTYLE (F)	
			8	BOY'S 500 FREESTYLE (F)	
			12	BOY'S 400 FREESTYLE RELAY (F)	A-2
BREUER, LUCAS	M	0	5	BOY'S 1 METER DIVING (F)	
			9	BOY'S 200 FREESTYLE RELAY (F)	A-2
			11	BOY'S 100 BREASTSTROKE (F)	
			12	BOY'S 400 FREESTYLE RELAY (F)	B-1
FLORES, EDGAR	M	0	2	BOY'S 200 FREESTYLE (F)	
			8	BOY'S 500 FREESTYLE (F)	
			9	BOY'S 200 FREESTYLE RELAY (F)	B-4
COOMAN, JAVLAN	M	0	1	BOY'S 200 MET	B-1

## Relays



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08/11/11

16:17:48

**Seed Information by Swimmer for: OHHS**

Meet: OHHS V UNION

**Relay List**

NO.	EVENT	ID	TIME	NAME
1	BOY'S 200 MEDLEY RELAY (F)	A	1	LAGRAND, ISAAC
				TETT, NURI
				KACHMAN, SILAS
				LOWE, ANDREW
		B	2	GOODMAN, JAYLAN
				BELTMAN, GERRIT
				SHERMAN, NATHAN
				PAYNE, JEREMY
9	BOY'S 200 FREESTYLE RELAY (F)	A	1	SNEDEKER, BOWER
				BREUER, LUCAS
				WILSON, PIERCE
				LOWE, ANDREW
		B	2	AHO, ALEC
				GOODMAN, JAYLAN
				PAYNE, JEREMY
				FLORES, EDGAR

**Blank Split Sheet (with heat/lane)**



Licensed To: INTERNATIONAL SPORTS TIMING

08/11/11

16:18:20

### Split Sheet for: OHHS

Meet: OHHS V UNION

*** EVENT 1	BOY'S	200 MEDLEY RELAY (F)			
** Heat 1					
Lane					
3	LAGRAND, ISAAC	_____	TETT, NURI	_____	FINISH _____
A	KACHMAN, SILAS	_____	LOWE, ANDREW	_____	
5	GOODMAN, JAYLAN	_____	BELTMAN, GERRIT	_____	FINISH _____
B	SHERMAN, NATHAN	_____	PAYNE, JEREMY	_____	
*** EVENT 2 BOY'S 200 FREESTYLE (F)					
** Heat 1					
Lane					
3	BELTMAN, GERRIT	_____	_____	_____	FINISH _____
5	LOWE, ANDREW	_____	_____	_____	FINISH _____
1	FLORES, EDGAR	_____	_____	_____	FINISH _____
*** EVENT 3 BOY'S 200 IM (F)					
** Heat 1					
Lane					
3	KACHMAN, SILAS	_____	_____	_____	FINISH _____
5	LAGRAND, ISAAC	_____	_____	_____	FINISH _____
*** EVENT 4 BOY'S 50 FREESTYLE (F)					
** Heat 2					
Lane					
3	TETT, NURI	_____	_____	_____	FINISH _____

## Exiting Seed Information

When you have printed all of the reports you need, click on the EXIT button to return to the MAIN menu.

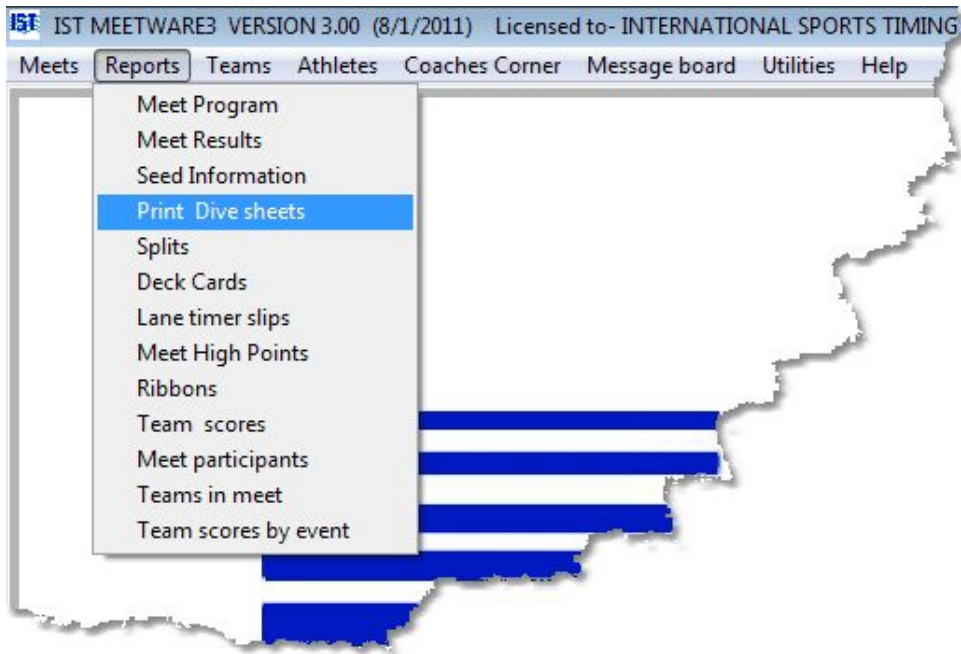


# PRINT DIVE SHEETS

[Top](#) [Previous](#) [Next](#)

## Print Dive Sheets

This report option allows you to print a variety of diving sheets, from blank ones that athletes and coaches can fill out, to completed sheets. The number of dives listed on the sheet will be determined by how [diving is set up](#). From the MAIN menu select REPORTS and PRINT DIVE SHEETS.



You will then see the following screen:

Print Dive sheets

Select a meet to print dive sheets for: OHHS V UNION

Select the diving event: 5 BOYS 1 METER DIVING

Report Type

- Blank Entry Form
- Announcer Copy
- Final copy

Print all events

Send output to

- Printer
- HTML File
- PDF File

Copies: 1

Preview

Print Exit

To print the diving sheets, select the meet from the [drop down list](#). If there are multiple diving events for the meet, you can select the event you want to print, or check the PRINT ALL EVENTS [check box](#).

Next select the report type. Blank entry forms have room for the divers to enter their information, dive numbers, descriptions and DD's, as well as signatures. Announcer copies will have the diver information and dive numbers, descriptions and DD's. **NOTE: In order to print the announcer copies with the dive information, you will need to [pre-enter the dives](#) in offline scoring.** Final copies have all of the same information as the other reports, with scoring for each dive, final totals and placing printed as well.

When printing Announcer and Final copies, you will have the option of selecting all of the divers to print, or just individual divers. When you select either Announcer or Final report options you will see:

Select a meet to print dive sheets for: OHHS V CC

Select the diving event: 5 BOYS 1 METER DIVING

Print all events

Report Type:

- Blank Entry Form
- Announcer Copy
- Final copy

Select Divers to Print:

Select	Team Code	Name
<input type="checkbox"/>	GRCC	TOMMY BERRY
<input type="checkbox"/>	GRCC	ALEX PAVEY
<input type="checkbox"/>	GRCC	BRAD PERSENBACHER
<input type="checkbox"/>	GRCC	STEVE CIMBALIK
<input type="checkbox"/>	GRCC	JON RADLINSKI

Select All

Send output to:

- Printer
- HTML File
- PDF File

Copies: 1

Preview

To select all of the divers in the list, click the SELECT ALL button. All of the dive sheets will preview in a single report with multiple pages. If you select one or more divers, their sheets will preview and print as separate reports for each diver selected.

Select the output for the report (printer, PDF or HTML), the number of copies for each report and whether or not you want to preview the report on the screen before you print it. Click the PRINT button to print the report.

## Report Examples

### Blank Sheet

**Dive Entry Form**

\_\_\_\_\_ Dive Order    Status= \_\_\_\_\_    **Final Place** \_\_\_\_\_

<b>Name</b>				<b>Location</b>				<b>No. Dives</b> 6	
<b>Team</b>				<b>Meet</b> OHHS AT CRESTON				<b>Date</b> 02/10/11	
<b>City</b>		<b>State</b>		<b>Zip</b>		<b>Event</b> BOYS 1 METER DIVING		<b>Event No.</b>	

**Position letters: A=Straight, B=Pike  
C=Tuck, D=Free**

Rnd	Dive No.	Dive Description	V	DD	Judges Scores										Net Total	Award			
					1	2	3	4	5	6	7	8	9	10		1	2	3	4
1																			
2																			
3																			
4																			
5																			
6																			
															<b>Total Points</b>				

Note: Requireds and Voluntaries are the same term.  
For a 6 dive event, the first dive is voluntary with a max DD of 1.8; the last 5 dives are optional.

**Announcer Copy**

Dive Order Status=OK

### Dive Entry Form

Final Place \_\_\_\_\_

<b>Name</b> MATTHEW MUELLER			<b>Location</b>		<b>No. Dives</b> 11
<b>Team</b> Thornapple Kellogg - Hastings			<b>Meet</b> OHHS INVITE		<b>Date</b> 02/05/11
<b>City</b> Hastings	<b>State</b> MI	<b>Zip</b> 49058	<b>Event</b> BOYS 1 METER DIVING		<b>Event No.</b> 5

Position letters: A=Straight, B=Pike  
C=Tuck, D=Free

Rnd	Dive No.	Dive Description	V	DD	Judges Scores					Net Total	Award				
					1	2	3	4	5						
1	401B	INWARD DIVE, PIKE													
2	402C	INWARD 1 SS TUCK													
3	201A	BACK DIVE STRAIGHT													
4	202B	BACK 1 SS PIKE													
5	302C Prelims	REVERSE 1 SS TUCK													
6	301C	REVERSE DIVE TUCK													
7	101B	FORWARD DIVE PIKE													

Final Copy

Dive Order Status=DQ

### Dive Entry Form

Final Place \_\_\_\_\_

<b>Name</b> TOMMY BERRY			<b>Location</b>		<b>No. Dives</b> 6
<b>Team</b> Grand Rapids Catholic Central (GRCC)			<b>Meet</b> OHHS V CC		<b>Date</b> 02/17/11
<b>City</b> Grand Rapids	<b>State</b> MI	<b>Zip</b> 49503	<b>Event</b> BOYS 1 METER DIVING		<b>Event No.</b> 5

Position letters: A=Straight, B=Pike  
C=Tuck, D=Free

Rnd	Dive No.	Dive Description	V	DD	Judges Scores					Net Total	Award				
					1	2	3								
1	101C	FORWARD DIVE TUCK		1.2	2-	3	4				11.40				
												1	1	4	0
2	102C	FORWARD 1 SS TUCK		1.4	0	0	0				0.00				
												1	1	4	0
3	5121D	FORWARD 1 SS, 1/2 TWIST FREE		1.7	3-	2-	3-				16.15				
												2	7	5	5
4	301C	REVERSE DIVE TUCK		1.6	0	0	0				0.00				
												2	7	5	5
5	201A	BACK DIVE STRAIGHT		1.7	4-	3-	4				20.40				
												4	7	9	5
6	401C	INWARD DIVE TUCK		1.4	3-	3-	3-				14.70				
												6	2	6	5
												6	2	6	5

Note: Requireds and Voluntaries are the same term.

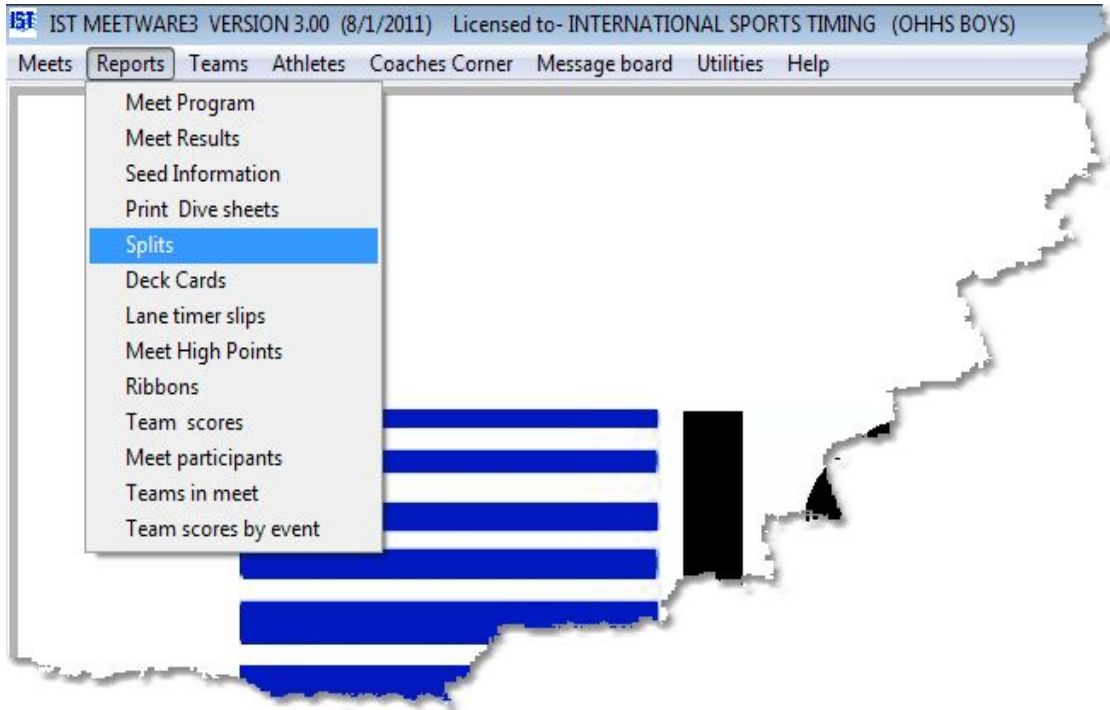
Points

# PRINTING SPLITS

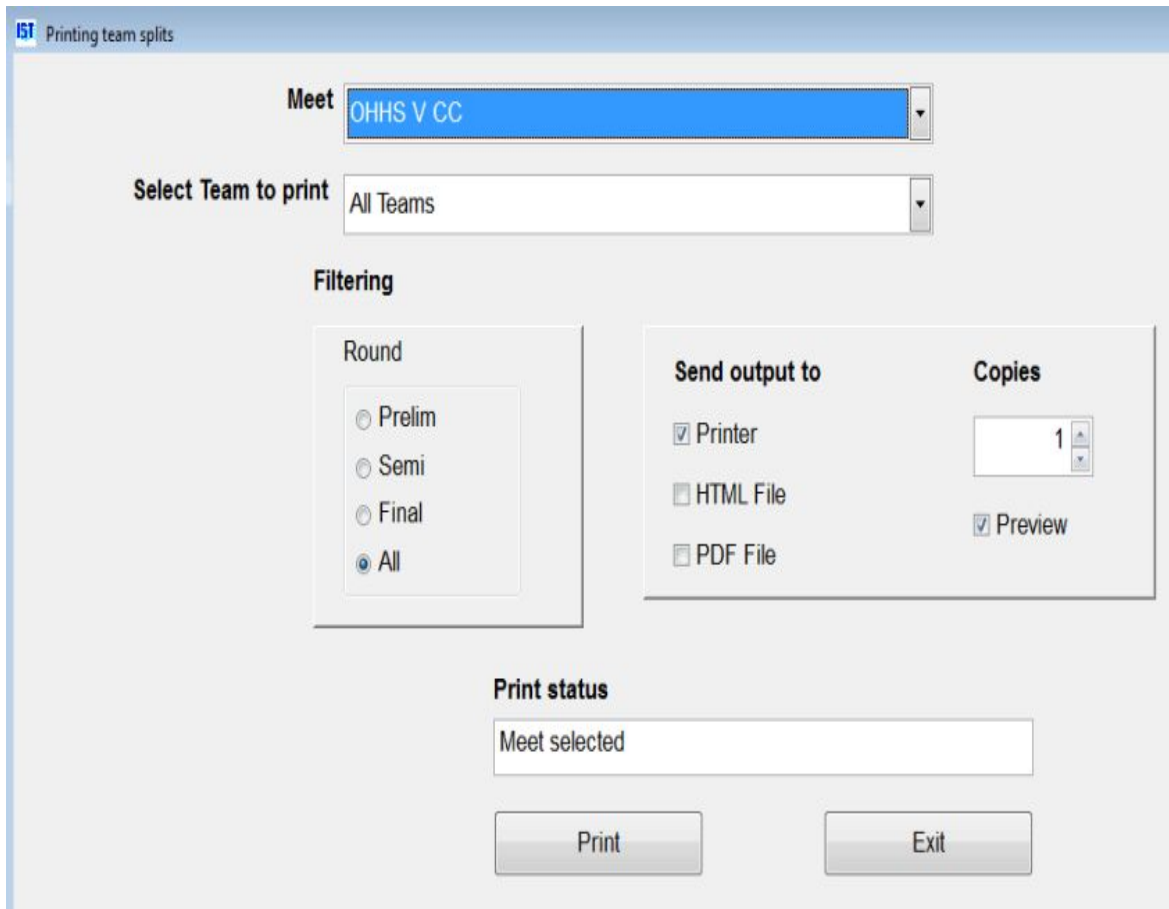
[Top](#) [Previous](#) [Next](#)

## Printing Splits

This report prints splits and final time by heat and lane for each event in the meet, for each team separately. From the MAIN menu select REPORTS and SPLITS.



You will then see the following screen:



Select the meet from the [drop down list](#). If you only want to print the splits for one team only, select that team from the list. If you want to print splits for all teams, select ALL TEAMS. Select the [rounds](#) you want to print, either Prelim, Semi, Final or All Rounds.

Select how you want the report to be printed, to the Windows Default printer (must be connected), a PDF file or an HTML (web) file.

Select the number of copies you want to print from the [spinner box](#). If you want to preview the report before you print it, make sure the PREVIEW box is checked. To print the report, click the PRINT button. The progress of the printing will be displayed in the PRINT STATUS box.

The report will then go to the print preview window, if preview is selected. Each team's split report will be previewed and printed individually.

The split report will look similar to:



**SPLITS FOR OHHS**

MEET: OHHS V CC ON 02/17/11

** EVENT NO. 1 - F - BOY'S 200 MEDLEY RELAY							
		50	100	150	200	PL	PT
		GOODMAN, JAYLAN TETT, NURI		SHERMAN, NATHAN BELTMAN, GERRIT			
HT	1 LN 3	39.98	30.67	35.11	26.31		
STATUS	OK	39.98	1:10.65	1:45.76	2:12.07	3	2.00
** EVENT NO. 2 - F - BOY'S 200 FREESTYLE							
		50	100	150	200	PL	PT
		FLORES, EDGAR					
HT	1 LN 1	41.22	50.94	56.17	54.60		
STATUS	OK	41.22	1:32.16	2:28.33	3:22.93	6	0.00
		SNEDEKER, BOWER					
HT	1 LN 3	33.77	40.32	40.90	38.48		
STATUS	OK	33.77	1:14.09	1:54.99	2:33.47	4	2.00
		GOODMAN, JAYLAN					
HT	1 LN 5	35.73	47.35	49.14	45.20		
STATUS	OK	35.73	1:23.08	2:12.22	2:57.42	5	1.00
** EVENT NO. 3 - F - BOY'S 200 IM							
		50	100	150	200	PL	PT
		LAGRAND, ISAAC					
HT	2 LN 3	32.61	43.65	45.15	34.80		
STATUS	OK	32.61	1:16.06	2:01.41	2:36.27	4	2.00

To print the split report, click the [printer icon](#) in the Print Preview menu. To close the report without printing, click the [open door and arrow](#) icon. This will return you to the PRINTING TEAM SPLITS menu.

### Exiting Splits

Once you have printed all the necessary reports, click on the EXIT button to return to the MAIN menu.

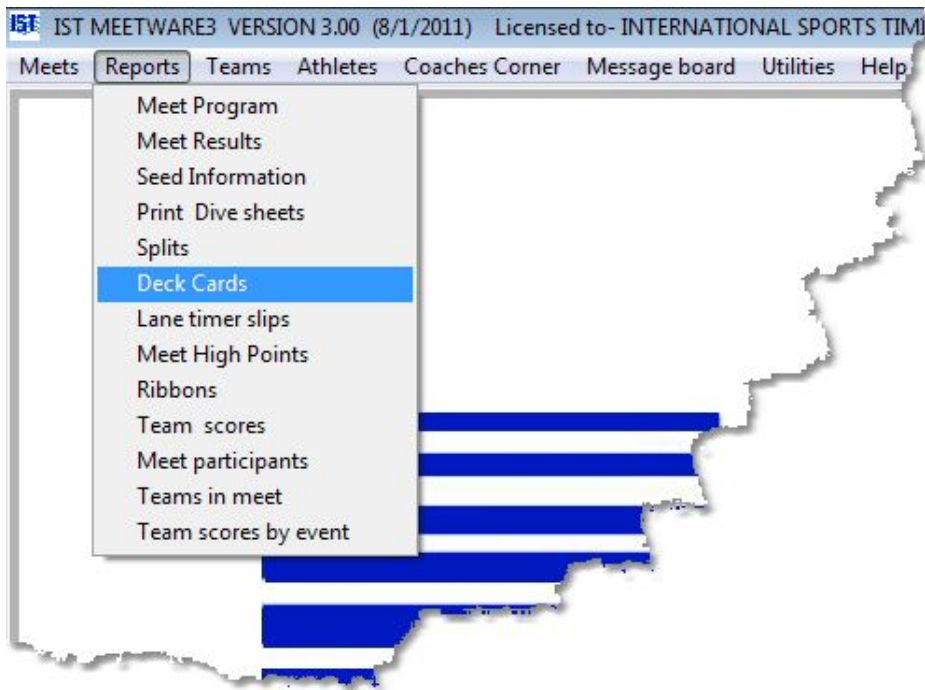
# DECK CARDS

[Top](#) [Previous](#) [Next](#)

## Deck Cards

Deck Cards are similar to Lane Timer Slips. They are 3x5 cards that print 3 to a page and give your timers a place to record watch and final times, as well as having information about the athletes assigned to the lane for each heat and event. Deck cards are useful for large meets where you do not want to take the time to adjust times. Have your timers record their times on the card and if necessary a runner can get them and bring them to the person running the [terminal](#) or [Meet Manager](#) computer to make adjustments while the meet continues.

From the MAIN Menu select REPORTS and DECK CARDS.



You will see a screen like the following:

**MEET** OHHS INVITE

**Report Options**

Cards  
 Labels

**Filtering**

**Round**

Prelim  
 Semi  
 Final  
 All

**Print Events**

From 1  
To 12

**Copies**

1  
 Preview

**Print status**

Meet selected

Print Exit

From the drop down menu select the MEET that you want to print deck cards for. The meet has to be [seeded](#) for the report to print. Choose whether you want to print CARDS (3x5 cards on regular paper) or LABELS (Avery 5120 Address Labels, 3 columns of 10 per sheet). You can also filter the events that you want to print the cards for, either by ROUND or by EVENT NUMBER. Choose the number of copies of the cards to print. If you select the PREVIEW check box, a preview of the cards will show on the screen before you print them.

Once you have selected all of the options, click the PRINT button. The reports will look similar to the following, with 3 cards per page. To print

the report from the preview, click on the [printer icon](#). To exit the report without printing it, click on the [open door icon](#).

## Deck Cards

EVENT NO. 1 BOY'S		200 MEDLEY RELAY - F	
heat 1 of 2		lane 1	
TEAM - OHHS-B		SEED 2:23.11	
NAME - SNEDEKER, BOWER-SO		BELTMAN, GERRIT-SO	
SHERMAN, NATHAN-SO		WILSON, PIERCE-10	
Alt. AHO, ALEC-FR		BREUER, LUCAS-12	
FLORES, EDGAR-SR		GOODMAN, JAYLAN-FR	
WATCH ___:___.	PAD ___:___.		
WATCH ___:___.	DQ	SCRATCH	
WATCH ___:___.	OFFICIAL ___:___.		

EVENT NO. 1 BOY'S		200 MEDLEY RELAY - F	
heat 1 of 2		lane 2	
TEAM - WC-B		SEED 2:03.60	
NAME - PAKALNIS, JOEY-SO		NOVAK, PHIL-JR	
KOKX, JON-JR		O ROURKE, STEVE-JR	
Alt.			
WATCH ___:___.	PAD ___:___.		
DQ			

## Deck Labels

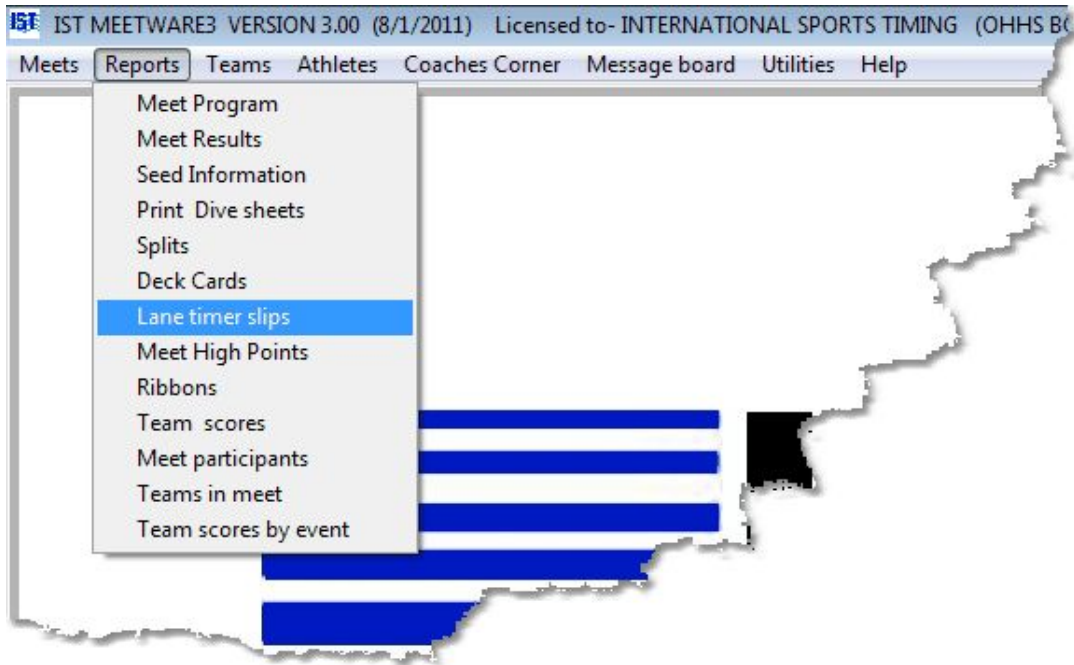
OHHS INVITE	02/05/11	OHHS INVITE	02/05/11	OHHS INVITE	02/05/11
#1 BOY'S	200 MEDLEY RELAY - F	#1 BOY'S	200 MEDLEY RELAY - F	#1 BOY'S	200 MEDLEY RELAY - F
OHHS	HT 1/ 2 LN 1 2:23.11	WC	HT 1/ 2 LN 2 2:03.60	TKH	HT 1/ 2 LN 3 1:54.91
SNEDEKER, BOWER-SO	BELTMAN, GERRIT-SO	PAKAINIS, JOEY-SO	NOVAK, PHIL-JR	ZWIERNIKOWSKI, ZAC	OSTERINK, KEVIN-JR
SHERMAN, NATHAN-SO	WILSON, PIERCE-10	KOKK, JON-JR	O ROURKE, STEVE-JR	MIX, DAEGAN-	WHITE, DALTEN-
OHHS INVITE	02/05/11	OHHS INVITE	02/05/11	OHHS INVITE	02/05/11
#1 BOY'S	200 MEDLEY RELAY - F	#1 BOY'S	200 MEDLEY RELAY - F	#1 BOY'S	200 MEDLEY RELAY - F
WAY	HT 1/ 2 LN 4 2:01.62	AHS	HT 1/ 2 LN 5 2:12.88	OHHS	HT 2/ 2 LN 1 1:59.78
ACKERMAN, TONY-	CARTER, IAN-	GONZALEZ, ERIC-	GRANGER, JOE-	LAGRAND, ISAAC-SO	TETT, NURI-SR
FREEZE, RON-	GONZALES, QUINC-	SWARTZ, MASON-	NGUYEN, MINH-	KACHMAN, SILAS-SR	LOWE, ANDREW-SO
OHHS INVITE	02/05/11	OHHS INVITE	02/05/11	OHHS INVITE	02/05/11
#1 BOY'S	200 MEDLEY RELAY - F	#1 BOY'S	200 MEDLEY RELAY - F	#1 BOY'S	200 MEDLEY RELAY - F
WC	HT 2/ 2 LN 2 1:54.20	TKH	HT 2/ 2 LN 3 1:49.02	WAY	HT 2/ 2 LN 4 1:53.82
LINCK, NICK-FR	KIRCHHOFF, MATT-JR	SPRAGUE, WILLIAM-	GAGNON, BRADLEY-	BISHOP, TROY-	FREIBERG, SCOTT-
CODDINGTON, CALL-J	NEMMERS, HUNTER-JR	APPLEGATE, SCOTT-	SWANSON, TYLER-JR	ANTEL, RAYMOND-	GIBSON, JACOB-
OHHS INVITE	02/05/11	OHHS INVITE	02/05/11	OHHS INVITE	02/05/11
#1 BOY'S	200 MEDLEY RELAY - F	#2 BOY'S	200 FREESTYLE - F	#2 BOY'S	200 FREESTYLE - F
AHS	HT 2/ 2 LN 5 1:54.44	AHS	HT 1/ 3 LN 1 22:09.55	WC	HT 1/ 3 LN 2 2:29.56
WALKER, ALEX-	KENNY, RYAN-	PEREZ, ALEX-		QUAM, NATE-FR	
COCHRAN, DJ-	WALLACE, BEN-				
OHHS INVITE	02/05/11	OHHS INVITE	02/05/11	OHHS INVITE	02/05/11
#2 BOY'S	200 FREESTYLE - F	#2 BOY'S	200 FREESTYLE - F	#2 BOY'S	200 FREESTYLE - F
TKH	HT 1/ 3 LN 3 2:09.02	WAY	HT 1/ 3 LN 4 2:13.41	OHHS	HT 1/ 3 LN 5 3:10.91
OLSEN, CARL-		DENNIS, JERROD-		PAYNE, JEREMY-FR	
OHHS INVITE	02/05/11	OHHS INVITE	02/05/11	OHHS INVITE	02/05/11
#2 BOY'S	200 FREESTYLE - F	#2 BOY'S	200 FREESTYLE - F	#2 BOY'S	200 FREESTYLE - F
WAY	HT 1/ 3 LN 6	OHHS	HT 2/ 3 LN 1 2:41.11	AHS	HT 2/ 3 LN 2 2:10.30
CARTER, IAN-		MARTINEZ, RAFAEL-S		WALLACE, BEN-	

## Exiting Deck Cards

Once you are finished printing the deck cards, click EXIT to return to the MAIN menu.

# Lane Timer Slips

Lane Timer Slips allow you to print sheets for your backup timers to record their watch times on. These are particularly useful for large meets with multiple backup timers per lane. To print the lane timer slips, select REPORTS and LANE TIMER SLIPS from the MAIN menu:



You will then see a screen similar to the following:



Select the meet for which you want to print the lane timer slips from the [drop down box](#). Select whether you want the slips printed in STACKED or SEQUENTIAL order. Stacked slips will print so that you can lay the pages on top of each other and cut them into 3rds and the events will be in order. Sequential prints the events down the page in the order of the event number. Select the number of heats that you want to print on each slip (usually this is the maximum number of heats in a given event). Next you can filter the information by selecting the round (prelim, semi, finals) that you want to print the slips for, select the events to print and which lanes you want to print.

You can choose to have the report sent to your Windows Default printer, an HTML file or a PDF file. Select the number of copies to print. If you have the PREVIEW box checked, the reports will preview on the screen before you print it. **NOTE: Each lane prints as a separate report. If you select multiple copies, you will get multiple copies of EACH LANE for as many lanes as you have selected.**





1 1 1 1 1 1 1 1 1 1 1 LANE 1 1 1 1 1 1 1 1 1 1 1										
SLIP # 1										
EVENT 1 BOY'S 200 MEDLEY RELAY - F										
HEAT	TEAM	BOY'S NAME	WATCH 1	WATCH 2	WATCH 3					
1	OHHS	- B,	_____	_____	_____					
2	OHHS	- A,	_____	_____	_____					

---

1 1 1 1 1 1 1 1 1 1 1 LANE 1 1 1 1 1 1 1 1 1 1 1										
SLIP # 2										
EVENT 2 BOY'S 200 FREESTYLE - F										
HEAT	TEAM	BOY'S NAME	WATCH 1	WATCH 2	WATCH 3					
1	AHS	PEREZ, ALEX	_____	_____	_____					
2	OHHS	MARTINEZ, RAFAEL	_____	_____	_____					
3	OHHS	BELTMAN, GERRIT	_____	_____	_____					

## Exiting Lane Timer Slips

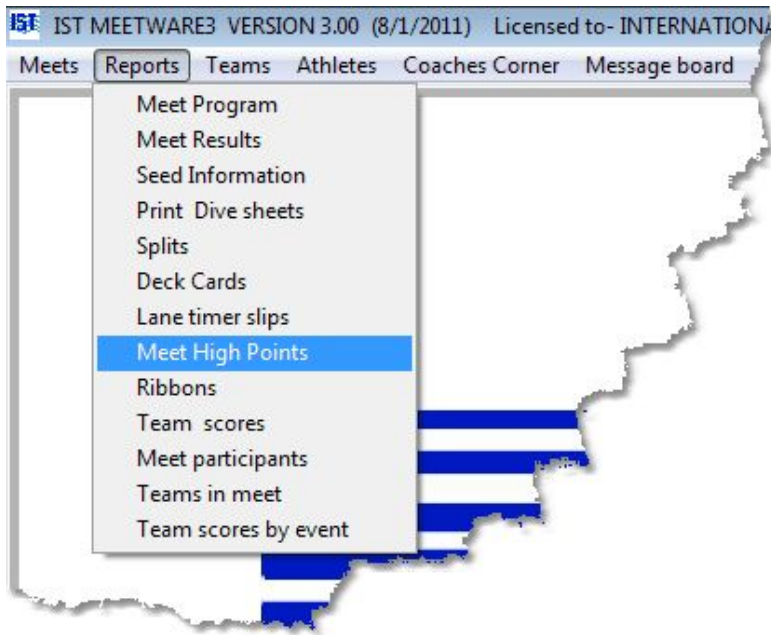
When you are finished printing the Lane Timer Slips, click EXIT to return to the MAIN menu.

# MEET HIGH POINTS REPORT

[Top](#) [Previous](#) [Next](#)

## Meet High Points Report

The Meet High Points report allows you to print the points earned by individual swimmers and divers during a single meet. To print the report, select REPORTS and MEET HIGH POINTS from the MAIN menu.



You will then see a screen similar to the following:

Meet High Points

MEET OHHS INVITE

Report Options

Use  
 Meet Points  
 NISCA Power Points

Diving  
 None  
 Included  
 Seperate

Relays  
 None  
 Included  
 Points / leg

Send output to  
 Printer  
 HTML File  
 PDF File

Copies  
1  
 Preview

Print status  
Meet selected

Print Exit

Select the meet that you want to print the report for from the [drop down box](#). You have several options for customizing the report.

**USE** which points do you want to use for the report

**MEET POINTS** are the points scored during the selected meet

**NISCA POWER POINTS** are the NISCA power points assigned to each swim in the meet. See the [NISCA website](#) for more explanation on power points and what you can do with them.

**DIVING** is how you deal with the points from the diving event

**NONE** does not use the points scored in diving for the calculations

**INCLUDED** includes any points scored in the diving event into the Individual point total for those athletes.

**SEPARATE** prints diving points as a separate list.

**RELAYS** is how you deal with the points scored by relays

**NONE** does not include the points from the relays in the calculation

**INCLUDED** adds all of the points from a relay that a swimmer competed in to their total. All of the points are assigned to each swimmer on the relay.

**POINTS/LEG** the total points earned by a relay are divided evenly between the swimmers that competed on the relay.

Once you have selected all of the options, click the PRINT button. The report will preview for each lane that will be printed. The reports will look similar to the following, with 3 slips per page. Each lane's slips will preview separately. To print the report from the preview, click on the [printer icon](#). To exit the report without printing it, click on the [open door icon](#).

**Meet Points, Divers separate, Relay points not included**



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08/15/11  
15:40:25

### Meet High Points Report

OHHS INVITE 02/05/11

#### DIVERS

1	PAXSON, BEN-JR	WC	7.00
1	HEMMINGSON, MORTEN-09	TKH	7.00
1	WHEELER, JOSHUA-	TKH	7.00
4	SELGO, DANNY-SR	WC	5.00
4	VANDECAPPELLE, COREY-	WAY	5.00
4	MUELLER, MATTHEW-	TKH	5.00
7	NEWTON, JACOB-	WAY	4.00
7	WALLACE, MICHAEL-	AHS	4.00
9	BOUMA, TRENTON-	WAY	3.00

#### SWIMMERS

1	NEMMERS, HUNTER-JR	WC	14.00
1	ACKERMAN, TONY-	WAY	14.00
1	APPLEGATE, SCOTT-	TKH	14.00
1	WALKER, ALEX-	AHS	14.00
1	COCHRAN, DJ-	AHS	14.00
6	FREIBERG, SCOTT-	WAY	12.00
6	CARTER, IAN-	WAY	12.00
6	SWANSON, TYLER-JR	TKH	12.00
6	ZWIERNIKOWSKI, ZACK-	TKH	12.00
6	WHITE, DALTEN-	TKH	12.00
6	SPRAGUE, WILLIAM-	TKH	12.00
6	RYFIAK, LEVI-	TKH	12.00

**Power Points, Diving Included, Relays Not Included**



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08/23/11  
14:31:55

### Meet High Points Report

OHHS AT CRESTON 02/10/11

#### SWIMMERS

1	TETT, NURI-SR	OHHS	188.00
2	CANNON, BEN-	CHS	137.00
3	KACHMAN, SILAS-SR	OHHS	124.00
4	VANCE, DILLON-	CHS	119.00
5	LUCAS, BREUER,-12	OHHS	83.00
6	JACK, KRASHAAR,-	CHS	79.00
7	BELTMAN, GERRIT-SO	OHHS	75.00
8	VANCE, LEVI-	CHS	73.00
9	LOWE, ANDREW-SO	OHHS	71.00
10	NORTHUP-SMITH, STEVEN-	CHS	52.00
11	MARESCO, SPENCER-	CHS	48.00
12	RAJAH, GEORGE-	CHS	38.00
13	LAGRAND, ISAAC-SO	OHHS	34.00
14	SNEDEKER, BOWER-SO	OHHS	33.00
15	MARCINIAK, MARK-	CHS	28.00
16	WILSON, PIERCE-10	OHHS	21.00
16	HERNANDEZ, KAMIL-	CHS	21.00

## Exiting Meet High Points

Once you are finished printing the reports, click EXIT to return to the MAIN menu.

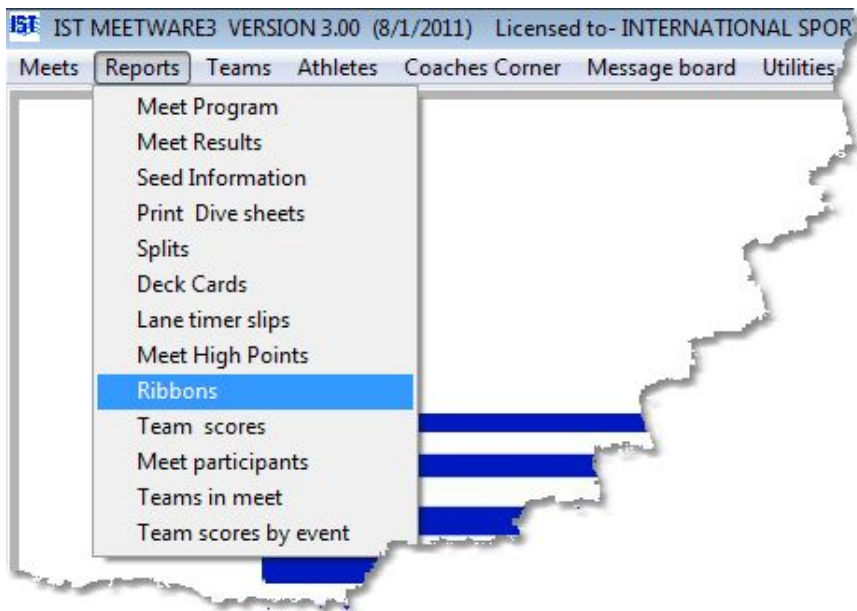
# RIBBONS

[Top](#) [Previous](#) [Next](#)

## Ribbons

This report allows you to print labels to put on the back of ribbons to hand out after a meet. The labels have the meet name and date, event number and name, swimmer's name, time, and place. The labels print onto Avery 5160 label stock (30 labels per sheet). You must [run the meet](#) before the labels will contain all of the information.

To print the labels, from the MAIN menu select REPORTS and RIBBONS.



You will then see the following screen.

From the MEET drop down list select the meet that you want to print the ribbon labels for. Select the TEAM to print labels for, or ALL TEAMS. Now select the options for the report.

**Round** select the round to print labels for, Prelim, Semi or Finals.

**Participation** allows you to print participation ribbon labels for those swimmers that did not score points in the meet.

**Print Events** allows you to limit the events that labels are printed for.

**Print Places** limits the places that ribbons are printed for.



**Order of Events** determines what order events are listed (by event number is currently the only option available).

**Print Ribbon Labels By** selects whether the ribbon labels are printed by finish place or by scoring place.

Once you have selected the options, choose how many copies of the ribbon labels you want to print, whether you want to preview the report before printing and then click the PRINT button. The report will look similar to the following:

1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL LAGRAND, ISAAC TIME=1:58.71 PLACE= 1	1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL TETT, NURI TIME=1:58.71 PLACE= 1	1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL KACHMAN, SILAS TIME=1:58.71 PLACE= 1
1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL LOWE, ANDREW TIME=1:58.71 PLACE= 1	1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL SNEDEKER, BOWER TIME=2:15.32 PLACE= 3	1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL BELTMAN, GERRIT TIME=2:15.32 PLACE= 3
1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL SHERMAN, NATHAN TIME=2:15.32 PLACE= 3	1 BOYS 200 MEDLEY RELAY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL WILSON, PIERCE TIME=2:15.32 PLACE= 3	2 BOYS 200 FREESTYLE 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL BELTMAN, GERRIT TIME=2:11.47 PLACE= 1
2 BOYS 200 FREESTYLE 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL MARTINEZ, RAFAEL TIME=2:36.43 PLACE= 4	3 BOYS 200 IM 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL KACHMAN, SILAS TIME=2:20.61 PLACE= 1	3 BOYS 200 IM 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL LAGRAND, ISAAC TIME=2:38.22 PLACE= 3
3 BOYS 200 IM 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL SHERMAN, NATHAN TIME=2:53.26 PLACE= 5	4 BOYS 50 FREESTYLE 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL TETT, NURI TIME=23.15 PLACE= 1	4 BOYS 50 FREESTYLE 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL WILSON, PIERCE TIME=29.76 PLACE= 5
5 BOYS 1 METER DIVING 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL BUEWER, LUCAS TIME=1:16.81	6 BOYS 100 BUTTERFLY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL KACHMAN, SILAS	6 BOYS 100 BUTTERFLY 02/10/11 OHHS AT CRESTON OHHS OTTAWA HILLS HIGH SCHOOL SHERMAN, NATHAN TIME=1:16.81

## **Exiting Ribbons**

When you have finished printing the labels, click EXIT to return to the MAIN menu.

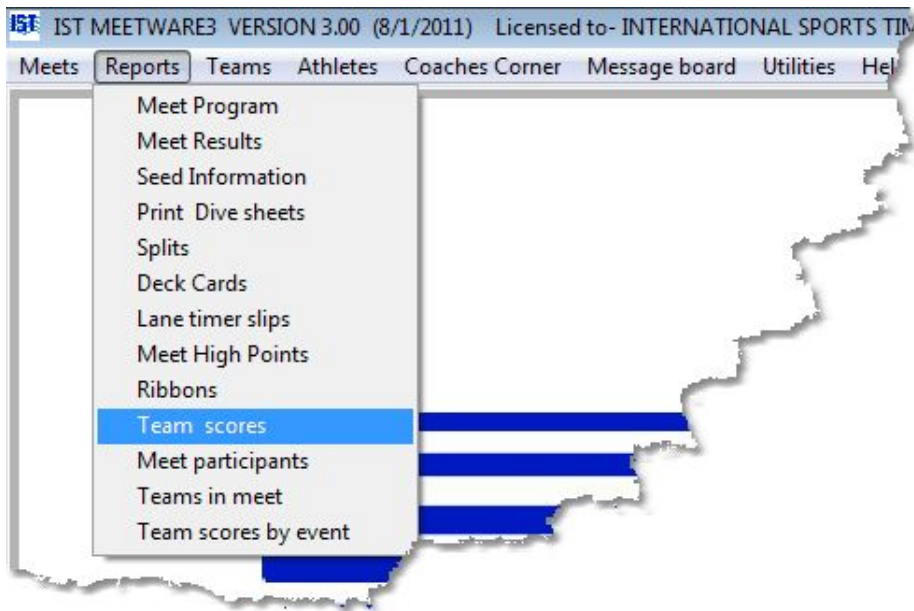
# TEAM SCORES

[Top](#) [Previous](#) [Next](#)

## Team Scores

Team scores can be viewed or printed at any time during a meet from the [timing screen](#). They can also be printed from the REPORTS menu. This is the same report that is printed with the TEAM SCORES option of the [MEET RESULTS](#) reports.

To print the team scores, from the MAIN menu select REPORTS and TEAM SCORES.



You will then see a screen similar to the following:





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08/15/11  
16:20:21

Meet: OHHS AT CRESTON

RESULTS AFTER EVENT NO. 12 BOY'S 400 FREESTYLE RELAY

---

PLACE	TEAM	NAME	POINTS
1	OHHS	OTTAWA HILLS HIGH SCHOOL.....	93.00
2	CHS	Creston High School.....	89.00


---

## Exiting Team Score

Once you are through printing the team score report, click EXIT to return to the MAIN menu.

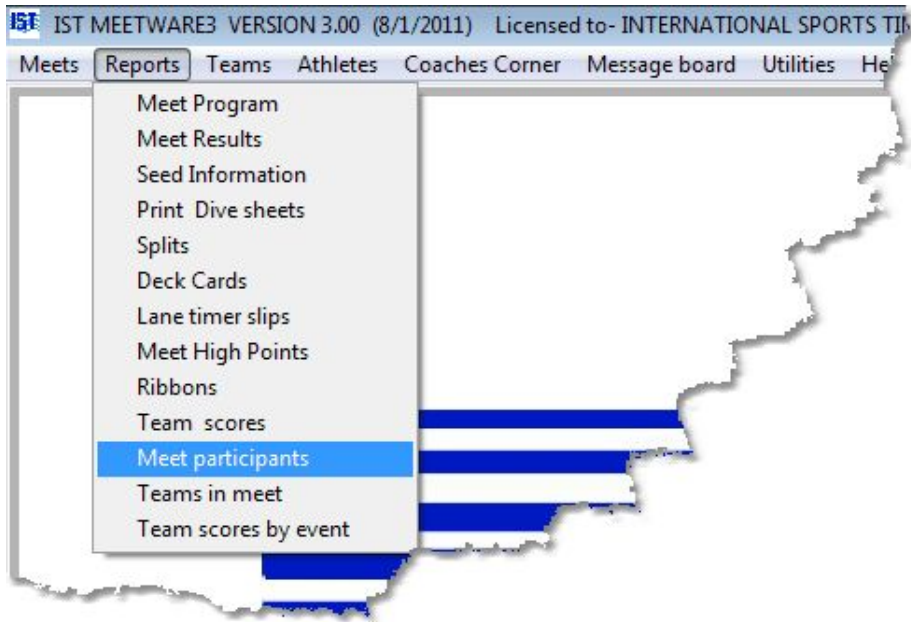
# MEET PARTICIPANTS

[Top](#) [Previous](#) [Next](#)

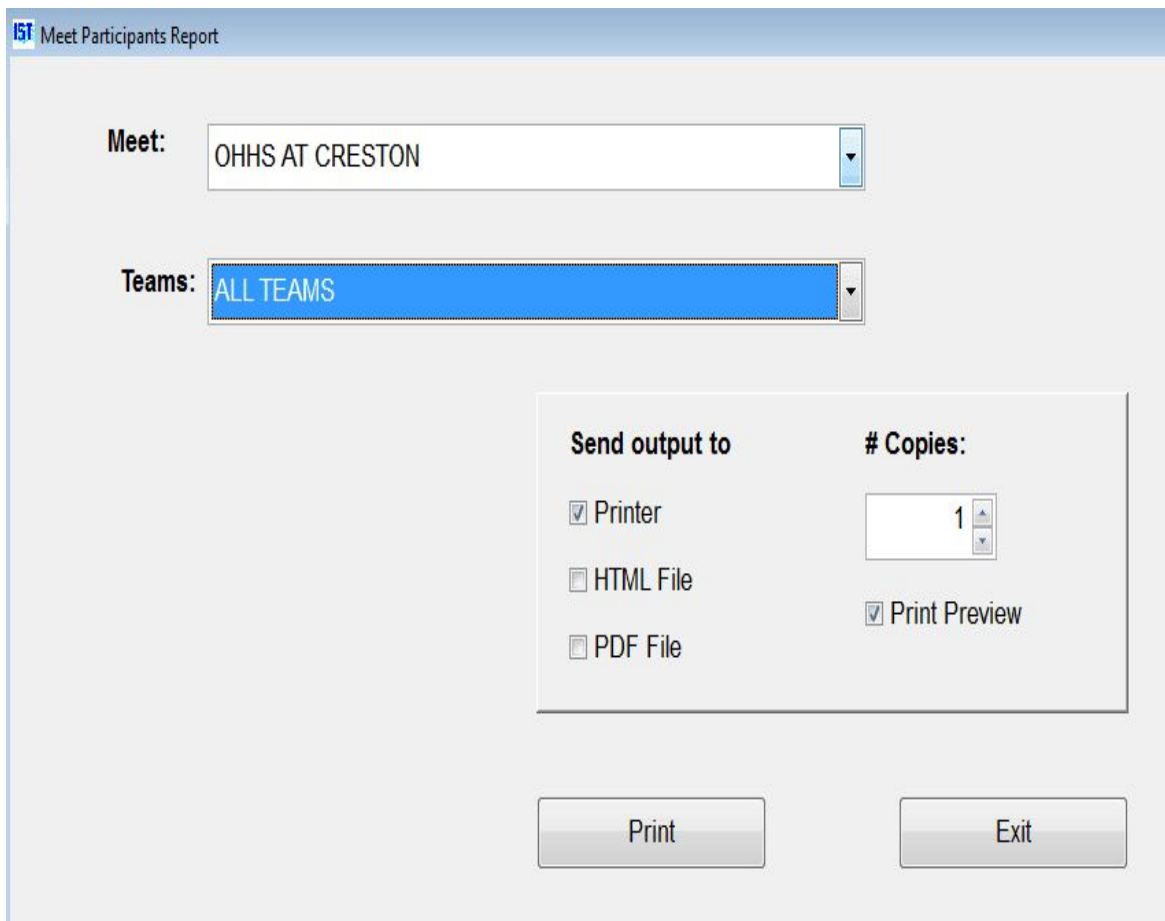
	Licensed To: INTERNATIONAL SPORTS TIMING	08/15/11 16:20:21	
<b>Meet: OHHS AT CRESTON</b>			
<b>RESULTS AFTER EVENT NO. 12 BOY'S 400 FREESTYLE RELAY</b>			
PLACE	TEAM	NAME	POINTS
1	OHHS	OTTAWA HILLS HIGH SCHOOL.....	93.00
2	CHS	Creston High School.....	89.00

## Meet Participants

The Meet Participants report lists all of the athletes scheduled to swim in a meet from a specific team. The meet must have [seed data](#) entered in order to run this report. To print the Meet Participants report, from the MAIN menu select REPORTS and MEET PARTICIPANTS.



You will then see the following screen:



From the MEETS [drop down list](#), select the meet that you want to print participates for. You can select a single team from the meet, or print the participants from all team. Each team will print as a separate report.

Select how you want the report to be printed, to the Windows Default printer (must be connected), a PDF file or an HTML (web) file.

Select the number of copies you want to print from the [spinner box](#). If you want to preview the report before you print it, make sure the PREVIEW box is checked. To print the report, click the PRINT button. The progress of the printing will be displayed in the PRINT STATUS box.

The report will then go to the print preview window, if preview is selected. Each team's meet participant report will be previewed and printed individually. Meet Participant reports look similar to the following:





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08/15/11  
16:26:57

### Meet Participants List

OHHS AT CRESTON, 02/10/11

#### Participants for OHHS

Name	Sex	Class
AHO, ALEC	M	FR
BELTMAN, GERRIT	M	SO
BREUER, LUCAS	M	12
CHRISTENSEN, MATTHEW	M	9
FLORES, EDGAR	M	SR
GOODMAN, JAYLAN	M	FR
KACHMAN, SILAS	M	SR
LAGRAND, ISAAC	M	SO
LOWE, ANDREW	M	SO
MARTINEZ, RAFAEL	M	SR
PAYNE, JEREMY	M	FR
SHERMAN, NATHAN	M	SO
SNEDEKER, BOWER	M	SO
TETT, NURI	M	SR
WILSON, PIERCE	M	10

## Exiting Meet Participants

When you have finished printing the report, click EXIT to return to the MAIN menu.

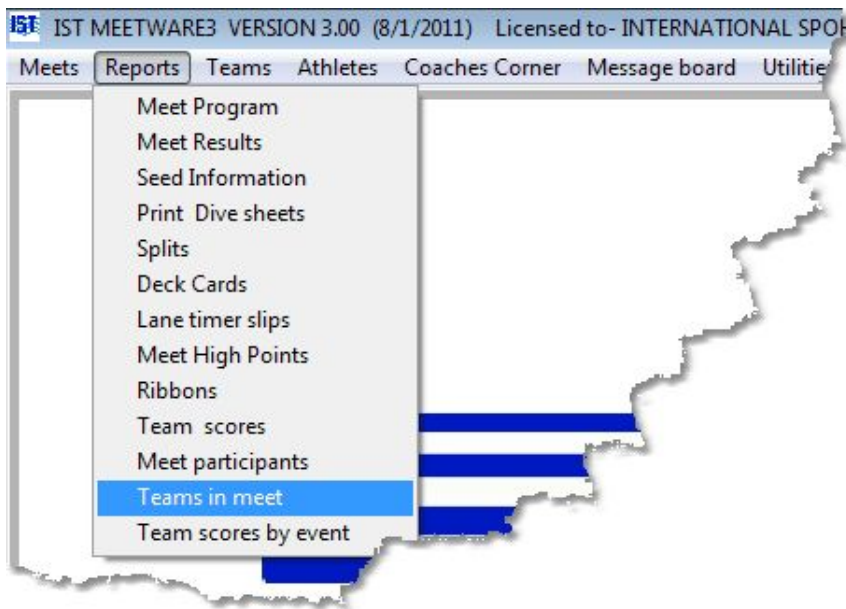
# TEAMS IN MEET

[Top](#) [Previous](#) [Next](#)

## Teams In Meet

The Teams In Meet report allows you to print a list of the teams participating in a selected meet, as well as their mascot and head coach's name. The information must be entered in [TEAM](#) before it can be printed. This can be used for a program, or to verify the participants in an invitational meet.

To print the Teams in Meet report, from the MAIN menu select REPORTS and TEAMS IN MEET.



You will then see a screen similar to the following:

IST Teams In Meet Report

Meet: OHHS AT CRESTON

Order By:

Team Code  
 Team Name

Send output to

Printer  
 HTML File  
 PDF File

# Copies: 1

Print Preview

Print Exit

From the [drop down list](#), select the meet that you want to print the report for. Choose whether the list of teams is ordered by the team code or team name.

Select how you want the report to be printed, to the Windows Default printer (must be connected), a PDF file or an HTML (web) file.

Select the number of copies you want to print from the [spinner box](#). If you want to preview the report before you print it, make sure the PREVIEW box is checked. To print the report, click the PRINT button.

The report will then go to the print preview window, if preview is selected.



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08/15/11

Teams In Meet

16:37:05

OHHS INVITE, 02/05/11

Team Code	Team Name	Mascot	Head Coach
AHS	Allegan High School		ANDREA MURPHY
MCC-	Muskegon Catholic Cent. Boys		MICK HOMAN
OHHS	OTTAWA HILLS HIGH SCHOOL		***No Name***
TKH	Thornapple Kellogg - Hastings		TYLER BULTEMA
WAY	Wayland		SETH BEAT
WC	WEST CATHOLIC		MURRAY MCGREADY

Total # Teams: 6

## Exiting Teams in Meet

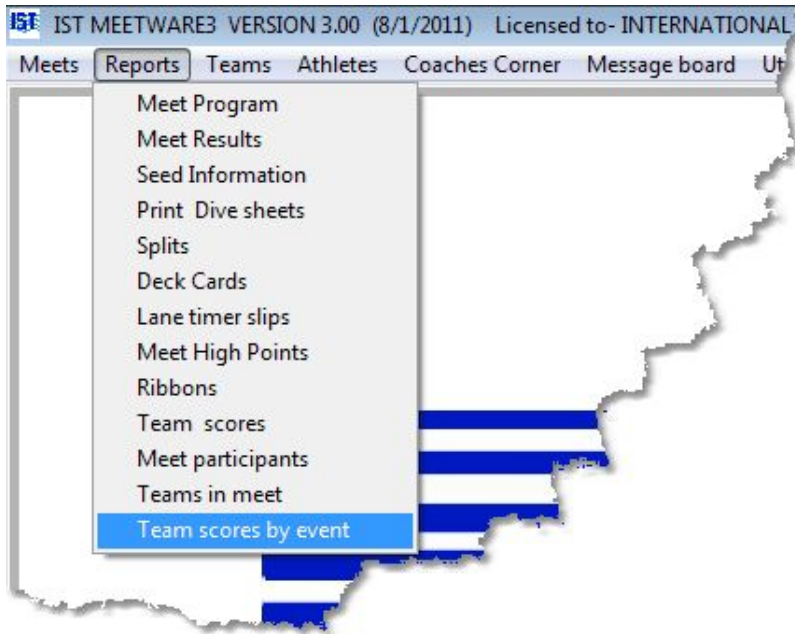
When you are finished printing the report, click the EXIT button to return to the MAIN menu.

# TEAM SCORES BY EVENT

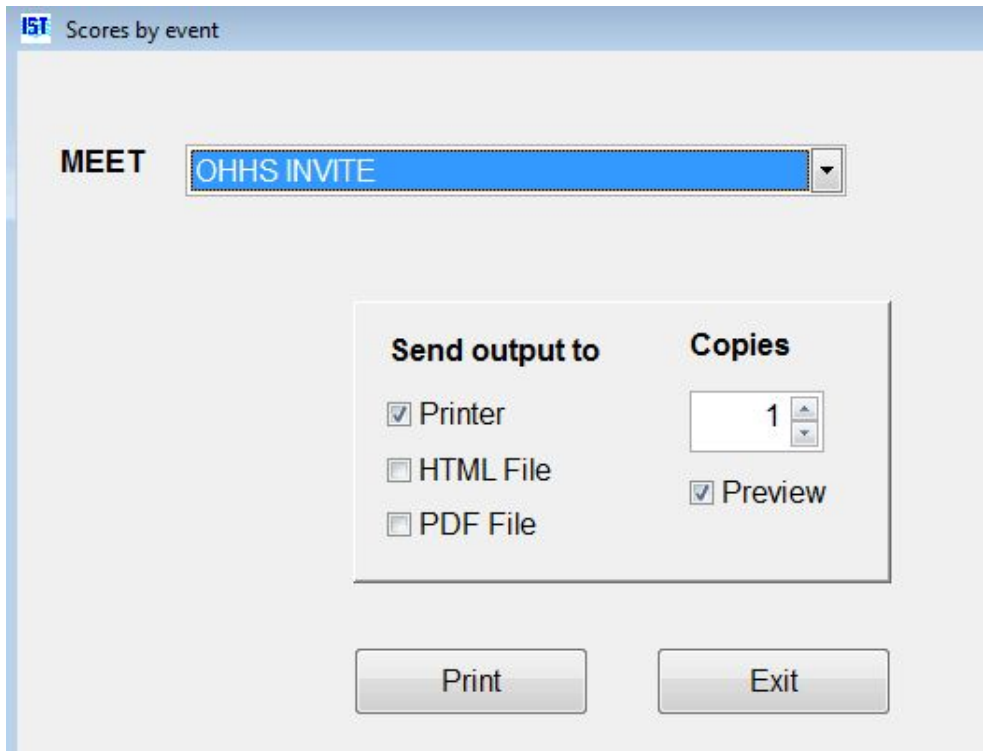
[Top](#) [Previous](#) [Next](#)

## Team Scores By Event

This report prints the points scored by each team in a meet for each event in a matrix format. It is useful for determining where a scoring issue might have happened during a meet. From the MAIN menu select REPORTS and TEAM SCORES BY EVENT.



You will then see a screen like the following:



From the MEETS [drop down list](#), select the meet for which you want to print scores by event. Select how you want the report to be printed, to the Windows Default printer (must be connected), a PDF file or an HTML (web) file.

Select the number of copies you want to print from the [spinner box](#). If you want to preview the report before you print it, make sure the PREVIEW box is checked. To print the report, click the PRINT button. The progress of the printing will be displayed in the PRINT STATUS box.

The report will then go to the print preview window, if preview is selected. Team Score By Event reports look similar to the following:

Date: 08/15/11

### Team Scores by Event

For meet: OHHS INVITE

Date: 02/05/11

EVENT NO.	OHHS	MCC-	TKH	WAY	WC	AHS
1	8.00	0.00	28.00	20.00	14.00	14.00
2	6.00	0.00	19.00	14.00	10.00	14.00
3	10.00	2.00	21.00	15.00	9.00	3.00
4	9.00	1.00	15.00	14.00	17.00	8.00
5	0.00	0.00	19.00	12.00	12.00	4.00
6	5.00	0.00	17.00	13.00	8.00	18.00
7	8.00	2.00	13.00	19.00	14.00	8.00
8	7.00	0.00	14.00	16.00	13.00	13.00
9	10.00	0.00	28.00	20.00	16.00	6.00
10	4.00	0.00	18.00	17.00	13.00	9.00
11	14.00	1.00	14.00	17.00	9.00	7.00
12	8.00	0.00	16.00	34.00	16.00	10.00
		6.00	222.00	211.00	151.00	114.00

## Exiting Teams in Meet

When you are finished printing the report, click EXIT to return to the MAIN menu.

# TEAM FUNCTIONS

[Top](#) [Previous](#) [Next](#)



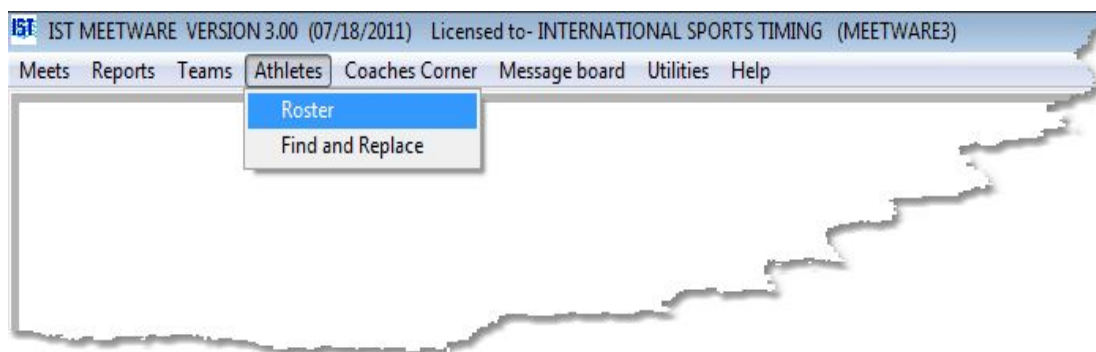
# ATHLETE FUNCTIONS

[Top](#) [Previous](#) [Next](#)

## Athlete Functions

Athlete functions are a way for coaches to keep track of their roster. It can be as simple as the name and grade of the athlete, or as complete as addresses for the athlete, as well as nick name and birth date. Athletes for each team can be [added](#), [edited](#), [deleted](#), and their information can be [printed](#) from the ROSTER ADMINISTRATOR screen.

To access the ROSTER functions, click on ATHLETES and ROSTER from the MAIN menu.



You will then see a screen similar to the following:

If you want to view only a portion of your roster, you can filter by Division (Fr., JV or Var.) or by gender using the FILTER BY options under the Roster Grid. This will show only those athletes in the roster that meet those criteria.

The INACTIVE check box under the selected athlete's DIVISION (right side of the screen) tells the system whether or not the athlete is currently active on the team. Checking this box will cause the athlete to not show up in the roster when you are seeding the meet or changing names in timing.

Notice the SHORT FORM [checkbox](#) above the athlete's information (right side of the screen). If this box is checked, only the required information fields will be active, the rest will be inactive. If it is not checked, all information fields will be active. If you are not interested in the athletes address information, it is easiest to have the SHORT FORM box checked.

## Adding an Athlete to the Roster

To add an athlete to a team, select the team from the [drop down list](#) at the top of the screen. If the team is not in the list you will need to [add](#) it through the TEAM ADMINISTRATOR screen. Next, click on the ADD button on the right of the ROSTER ADMINISTRATOR screen. Type the athletes last name into the LAST NAME field and press <ENTER>, or <TAB> to move to the next field. Fill in any information than you need for that athlete. Notice that where the ADD button was is now a CANCEL button. If you clicked ADD by accident and did not want to add an athlete, click CANCEL to clear the ADD command.

Regardless of whether the [SHORT FORM checkbox](#) is checked or not, some fields are required for every athlete. These fields are LAST NAME, FIRST NAME, and GENDER. You will not be allowed to leave that screen until those items are completed. If you have clicked the ADD button in error, you can click the CANCEL button.

When you have entered the information for the athlete, click OK to accept the information. You can now [edit](#), [delete](#) or [print](#) the athletes information.

## **Editing an Athletes Information**

To edit an athletes information, select the TEAM from the [drop down lists](#) at the top of the ROSTER ADMINISTRATOR screen, then click on the athlete in the Athlete Grid. Use the mouse to highlight any information you want to change on the right side of the screen, type in the changes and press <ENTER> or <TAB> to move to the next field. Changing the spelling in roster will change it anywhere the name is used in the system (meets, reports, etc.)

If you change the format of the grade for an athlete (i.e. from 9 to FR), you will be asked if you want to change the format for the whole team. If you answer yes, the grade for every athlete on the team will be converted from numeric to alpha or vice versa. This is helpful if you imported a team from another software package and their format does not match what you use.

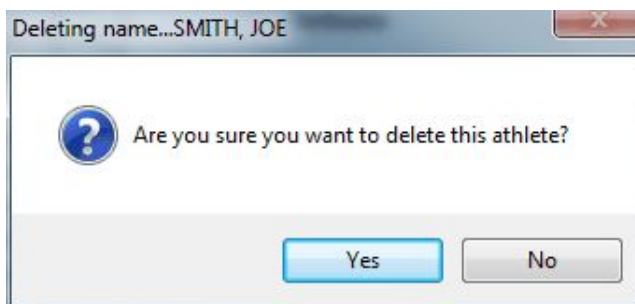
If you [imported](#) a meet, and there was a misspelling of an athlete's name on the other system, both versions of the name will be listed in your roster. You can do a [FIND AND REPLACE](#) to replace the

misspelled name with the correct spelling, and then delete the misspelled athlete name without losing the swimmer's data.

If the [SHORT FORM box](#) is checked you will not be able to enter address information. To enter address information for an athlete, click on the SHORT FORM checkbox to un-check it.

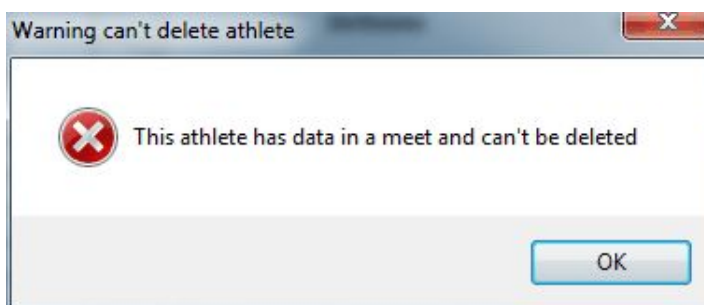
## Deleting an Athlete

To delete an athlete from the system, select the TEAM and ATHLETE from the [drop down lists](#) at the top of the ROSTER ADMINISTRATION screen. Then click on the DELETE button in the middle of the screen. You will then see a screen similar to the following:



If you did not want to delete the athlete, click NO and you will be returned to the ROSTER ADMINISTRATOR screen. If you are sure that you want to delete the athlete, click YES. The athletes information will be deleted and you will be returned to the ROSTER ADMINISTRATOR screen. **NOTE: Once an athlete has been deleted, the information can not be recovered and must be re-entered.**

If the athlete has been entered in a meet you can not delete them. In this case you will see the following:

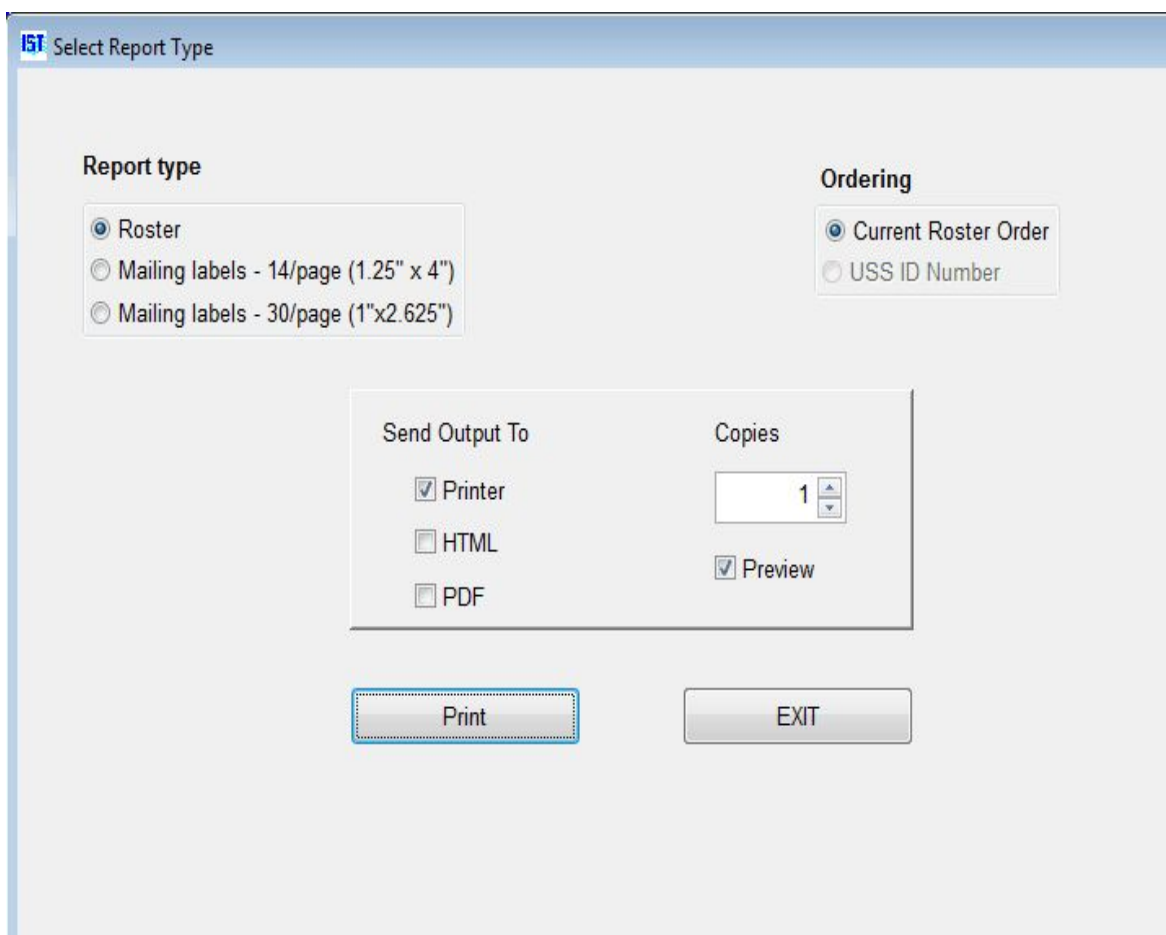


In order to delete an athlete that has been entered in a meet, you will have to [delete the meets](#) that they are in and then you can delete

them. If the athlete that you are trying to delete is a misspelling that came in on an [IMPORT](#), you can do a [FIND AND REPLACE](#) to replace them with the correct athlete from your roster, then you will be able to delete the misspelled athlete from the roster.

## Printing Athlete Information

To print the roster for a team, either to a printer, a PDF file or an HTML file, select the TEAM from the [drop down list](#) at the top of the ROSTER ADMINISTRATION screen. Next, click on the PRINT button in the center of the screen. You will then see the following screen



The screenshot shows a window titled "Select Report Type" with the IST logo in the top left corner. The window is divided into several sections:

- Report type:** Contains three radio button options: "Roster" (selected), "Mailing labels - 14/page (1.25\" x 4\")", and "Mailing labels - 30/page (1\" x 2.625\")".
- Ordering:** Contains two radio button options: "Current Roster Order" (selected) and "USS ID Number".
- Send Output To:** A section with three checkboxes: "Printer" (checked), "HTML", and "PDF".
- Copies:** A section with a numeric input field set to "1" and a "Preview" checkbox (checked).
- Buttons:** Two buttons at the bottom: "Print" and "EXIT".

Select the type of report you want to print, either a roster report or mailing labels, the click PRINT. The roster report will look similar to the following:



### TEAM ROSTER OTTAWA HILLS HIGH SCHOOL

TEAM CODE: OHHS

HEAD COACH: \*\*\*No Name\*\*\*

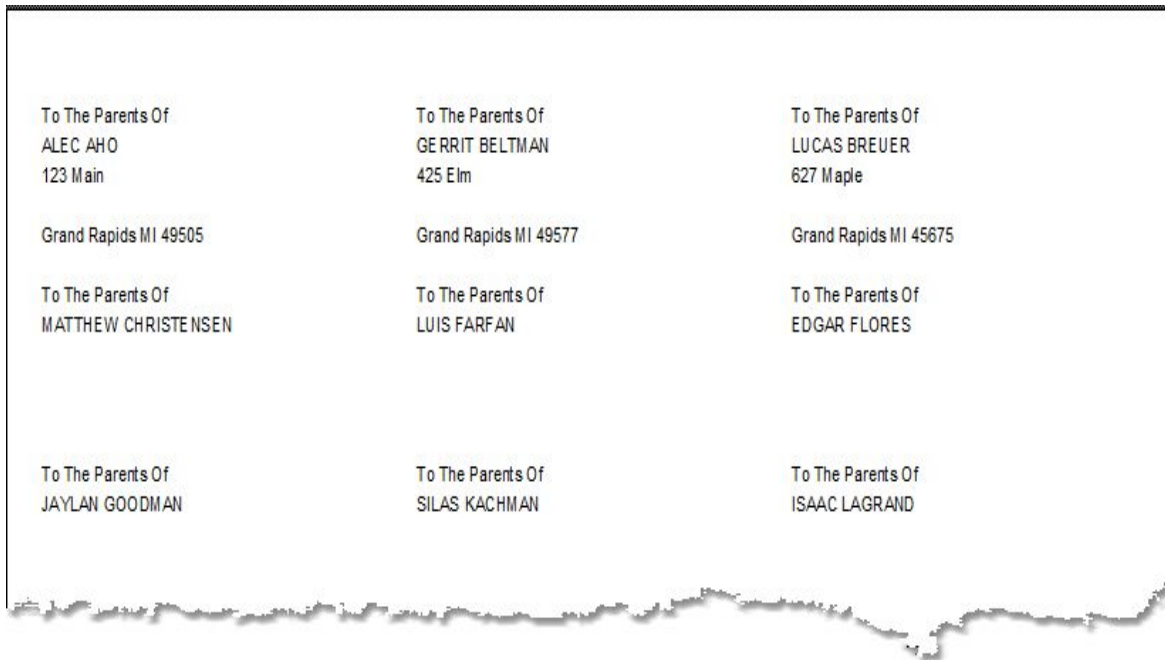
LSC:

NAME	MIDDLE	NICKNAME	CLASS	AGE	SEX	USS ID	DIV.	ACTIVE
AHO, ALEC			FR		M			YES
BELTMAN, GERRIT			SO		M			YES
BREUER, LUCAS			12		M			YES
CHRISTENSEN, MATT					M			YES
FARFAN, LUIS			12		M			NO
FLORES, EDGAR			SR		M			YES
GOODMAN, JAYLAN			FR		M			YES
KACHMAN, SILAS			SR		M			YES
LAGRAND, ISAAC			SO		M			YES
LOWE, ANDREW			SO		M			YES
MARTINEZ, RAFAEL			SR		M			YES
NAME, NO			9		M			NO
PAYNE, JEREMY			FR		M			YES
SHERMAN, NATHAN			SO		M			YES
SNEDEKER, BOWER			SO		M			YES
TETT, NURI			SR		M			YES

To exit the print preview without printing the roster, click on the [door icon](#) on the PRINT PREVIEW menu. To print the roster, click on [the print icon](#).

### Printing Mailing Labels

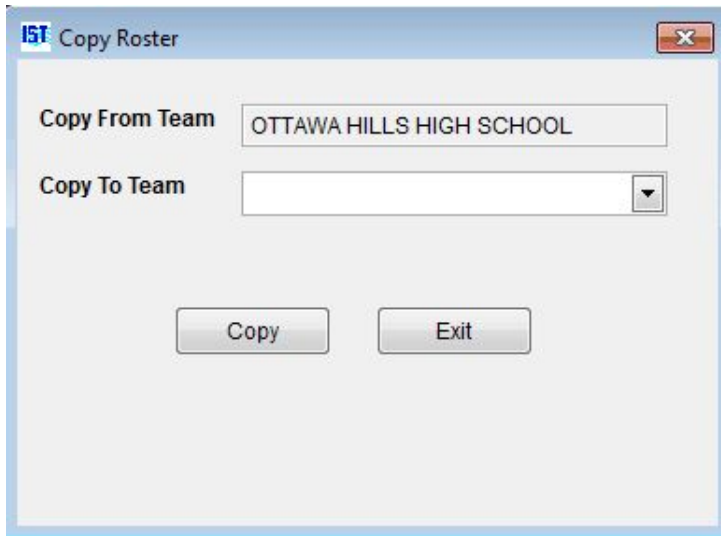
To print the mailing labels to label stock on a printer, click the PRINT button on the ROSTER ADMINISTRATOR screen, and then click MAILING LABELS. You will then see a preview window similar to the following:



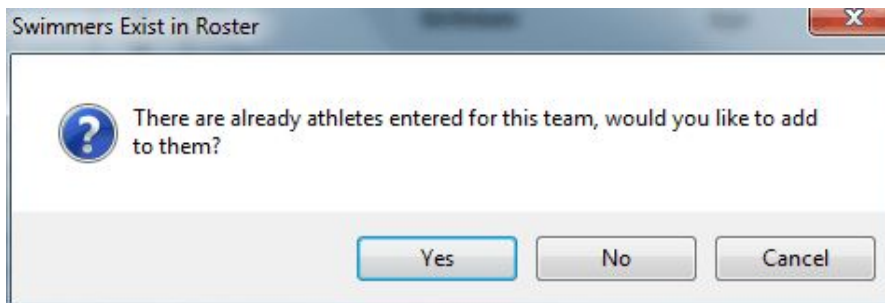
To exit the print preview without printing the mailing labels, click on the [door icon](#) on the PRINT PREVIEW menu. To print the mailing labels, click on [the print icon](#). Make sure you have the correct size labels in the printer. The report will print to your Windows default printer. Label reports can not be printed to PDF or HTML.

## Copying the Roster

This will allow you to copy a team's roster to another team. You must [create the new team](#) before you can copy the roster to it. This allows you to quickly create duplicate rosters for use in intersquad meets. To copy a roster, select the team's roster that you are going to copy and click the COPY button to the right of the TEAM [drop down box](#). You will then see a screen similar to the following:



Select the team that you want to copy the select roster into from the [drop down list](#). Note: You must have a team created before you can copy the roster into it. Once you have selected the team, click COPY. You may then see a message similar to the following:



This message may appear even if you have selected a new team because all teams are created with a swimmer called "No Name" in their roster. If you answer:

**YES** -Append. This will add the athletes from the selected roster to the athletes that already exist on the team that you are copying the roster to.

**NO** - Overwrite. This will overwrite any athletes that are on the team that you are copying the roster to with the athletes from the selected roster.

**CANCEL** - Cancel. This will not copy the selected roster to the new team.

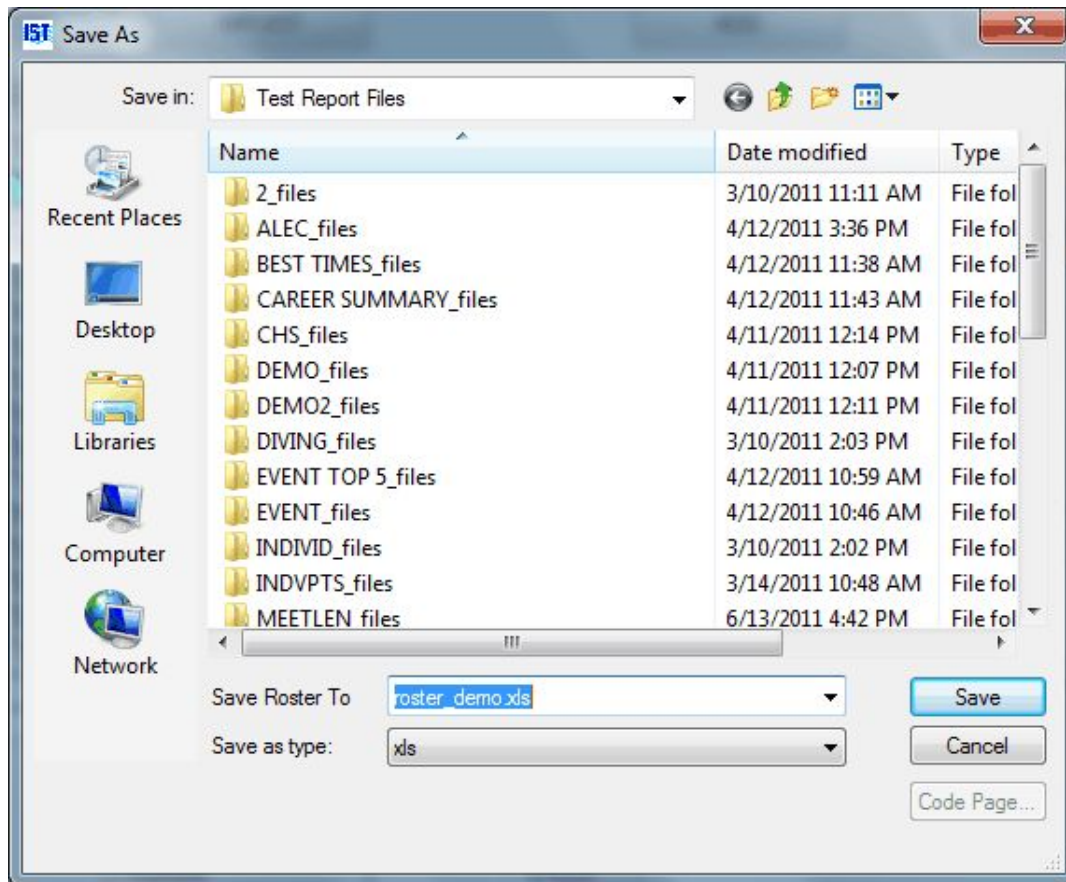


Once you have selected the appropriate option, the roster will be copied. Click the EXIT button to return to the ATHLETE ADMINISTRATOR screen.

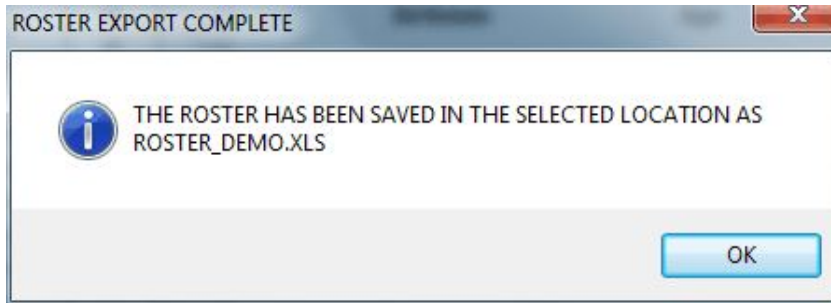
## Exporting Rosters

IST Rosters can be exported to a Microsoft Excel file format (.xls). You can then send the roster to the visiting team prior to your meet. You can also export an empty roster, send it to the visiting team to have them fill out, then [import](#) the roster back into your system.

To export a roster, select the team from the [drop down list](#) and click the EXPORT button. You will then see a screen similar to the following:



Select the location that you want to save the exported roster file, but do not change the name. Click SAVE to export the roster to the selected location. You will then see the following message:



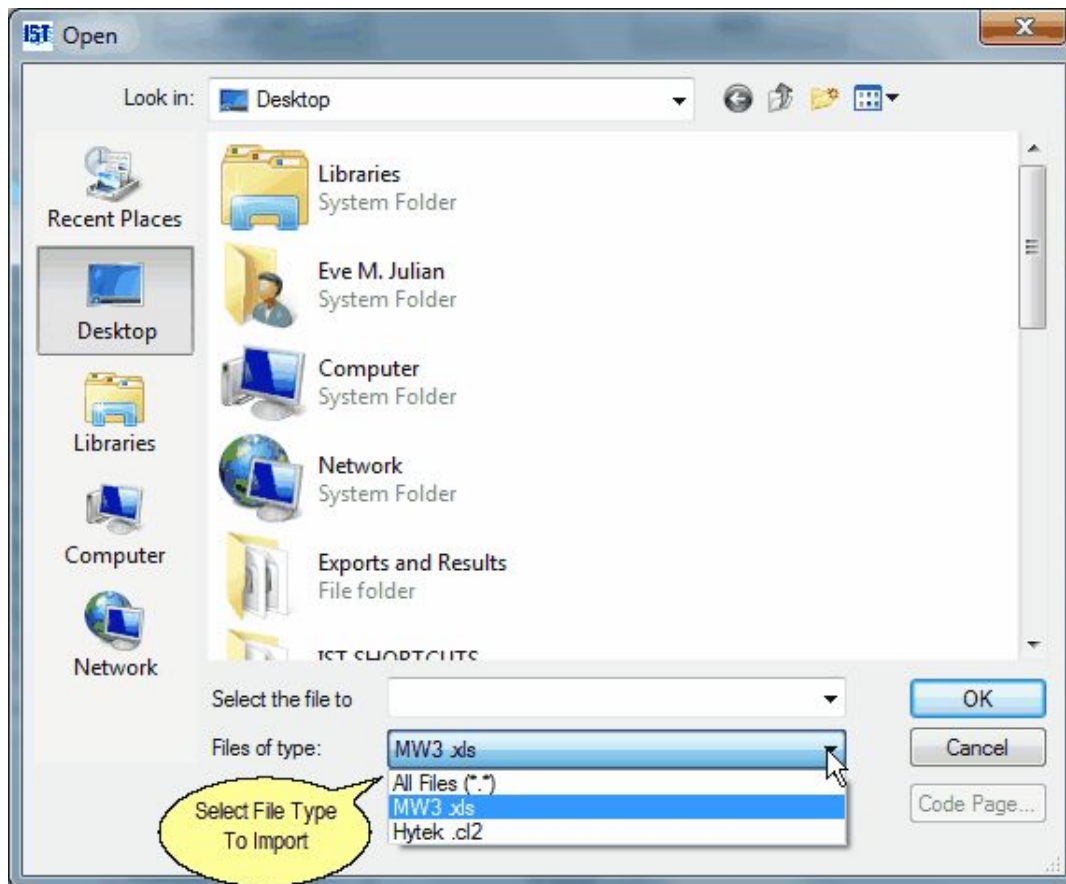
You can now edit the roster with Microsoft Excel or send it to another team.

## Importing Rosters

When importing meet entries, a roster for each imported team will be built. See [IMPORT](#) for more information.

You can also import rosters from another IST system (.xls) or from Hy-Tek (cl2). To import a roster, select the team from the [drop down list](#), then click the IMPORT button.

You will then see a screen similar to the following:



Click on the FILES OF TYPE drop down list to select the type of roster you are importing, then navigate to the file and click OK. The file will be checked to see if the team codes match and if it is the correct file type. If the team codes do not match you will be given the option to import the swimmers anyway. If there are already swimmers in the roster, you will be asked if you want to add the swimmers to the existing roster. Answer the questions and the roster will be imported. If there are errors, they will be reported in the error log, which you will have the option of printing.

## Exiting ATHLETE INFORMATION

To exit the ROSTER ADMINISTRATOR screen, click on the EXIT button. This will return you to the MAIN menu.

# ATHLETE FIND AND REPLACE

[Top](#) [Previous](#) [Next](#)

## Athlete Find and Replace

Occasionally when you import a meet from another system, a swimmers name will come in misspelled, and will end up being listed in the roster as a different swimmer. In order to consolidate the data for the swimmer and be allowed to delete the misspelling from the roster you can do a FIND AND REPLACE, which will find the incorrect spelling and replace it with the correct spelling in the meet data.

**NOTE: it is always a good idea to do a backup before you do a find and replace - just in case!**

From the MAIN menu select ATHLETE and FIND AND REPLACE:



You will then see the following screen:

**51 Athlete Find and Replace**

This utility allows you to replace an athlete that has been imported with a misspelled name with the athlete's correct spelling as it appears in your roster. You can then delete the misspelled athlete name in Roster Administrator

Team: **OTTAWA HILLS HIGH SCHOOL**

**Find Athlete**

Last Name	First Name	Class
AHO	ALEC	FR
BELTMAN	GERRIT	SO
BREUER	LUCAS	12
CHRISTENSEN	MATT	
CHRISTENSEN	MATTHEW	9
FARFAN	LUIS	12
FLORES	EDGAR	SR
GOODMAN	JAYLAN	FR
KACHMAN	SILAS	SR
LAGRAND	ISAAC	SO
LOWE	ANDREW	SO
MARTINEZ	RAFael	SR

**Replace with Athlete**

Last Name	First Name	Class
AHO	ALEC	FR
BELTMAN	GERRIT	SO
BREUER	LUCAS	12
CHRISTENSEN	MATT	
CHRISTENSEN	MATTHEW	9
FARFAN	LUIS	12
FLORES	EDGAR	SR
GOODMAN	JAYLAN	FR
KACHMAN	SILAS	SR
LAGRAND	ISAAC	SO
LOWE	ANDREW	SO
MARTINEZ	RAFael	SR

Find Athlete:  and replace them with:

Select the team from the [drop down list](#). The rosters will then appear in the grid below the team name. Click the name of the swimmer you want to FIND (i.e. incorrect spelling) on the left-hand grid, then click the name of the athlete that you want to replace them with (i.e. the correctly spelled athlete). The name that you have selected will appear in the text boxes below each grid.

**Find Athlete**

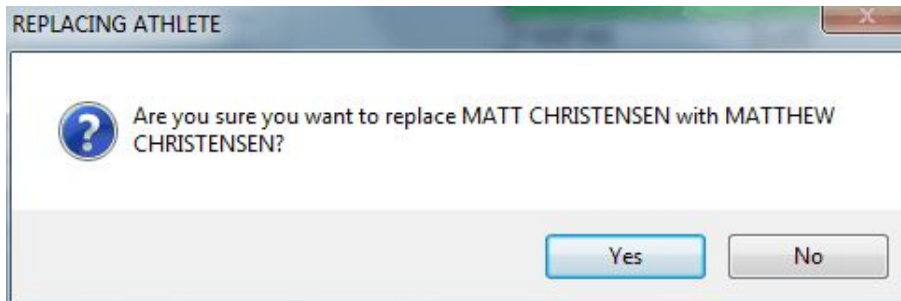
Last Name	First Name	Class
AHO	ALEC	FR
BELTMAN	GERRIT	SO
BREUER	LUCAS	12
CHRISTENSEN	MATT	
CHRISTENSEN	MATTHEW	9
FARFAN	LUIS	12
FLORES	EDGAR	SR
GOODMAN	JAYLAN	FR
KACHMAN	SILAS	SR
LAGRAND	ISAAC	SO
LOWE	ANDREW	SO
MARTINEZ	RAFael	SR

**Replace with Athlete**

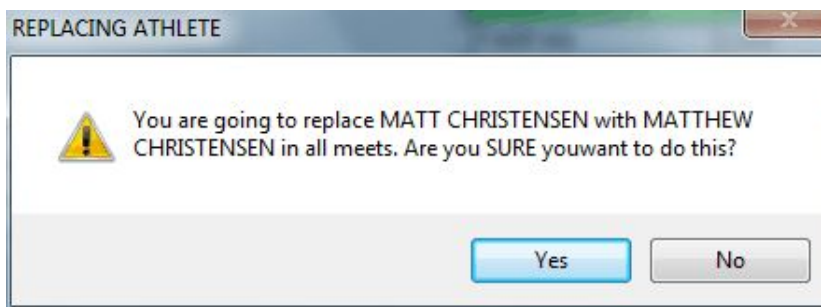
Last Name	First Name	Class
AHO	ALEC	FR
BELTMAN	GERRIT	SO
BREUER	LUCAS	12
CHRISTENSEN	MATT	
CHRISTENSEN	MATTHEW	9
FARFAN	LUIS	12
FLORES	EDGAR	SR
GOODMAN	JAYLAN	FR
KACHMAN	SILAS	SR
LAGRAND	ISAAC	SO
LOWE	ANDREW	SO
MARTINEZ	RAFael	SR

Find Athlete:  and replace them with:

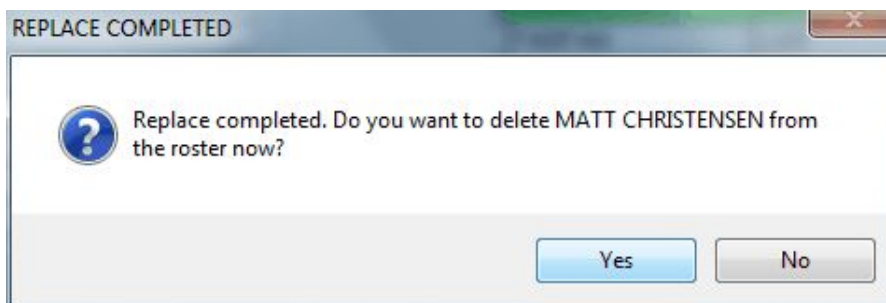
When you are sure you have selected the correct names, click the REPLACE button. You will then see the following message:



Check to make sure that these are correct. If you click YES you will then see the following message:



Double check that you are replacing the correct name, and click YES to continue. It will take a few moments, and then you will see the following message:



Clicking YES will delete the old name from the roster.

## Exiting Find and Replace

To exit Find and Replace and return to the MAIN menu, click the EXIT button.



# COACHES CORNER

[Top](#) [Previous](#) [Next](#)

## Coaches Corner

Coaches Corner contains reports to help coaches keep track of times and yards for their swimmers and divers. To access the reports in the Coaches Corner, click COACHES CORNER from the MAIN menu.



The reports available in Coaches Corner are:

[Top Times](#) - prints the fastest time swam by each swimmer on the team in each event. There are different layouts available.

[Individual Points](#) - prints the points earned by each member of a team for a selected group of meets.

[Season Summaries](#) - will summarize all of the times swum in each meet over the course of the season for each swimmer, or points scored in each meet over the course of the season for each diver individually.

[Power Points](#) - Allows auto or manual generation of the NISCA Power Points form for submission to NISCA or use in record keeping.

[Yards](#) - allows you to keep track of the number of yards the swimmers complete in practice over the course of the season. Not currently available.

[Team History](#) - A collection of times for each swimmer over their career.

NOTE: Some of these reports are not currently available. Please check [www.istime.com](http://www.istime.com) for updates or [contact us](#) for more information.



# TOP TIMES REPORT

[Top](#) [Previous](#) [Next](#)

## Top Times Reports

The Top Times report will list the fastest times for each of the swimmers on a team in each stroke that they've swum, or the fastest times recorded by any swimmer on the team for each event.

To access the Top Times Report, from the MAIN menu, click COACHES CORNER and TOP TIMES.



You will then see a screen similar to the following:

Select the team that you want to print the report for from the [drop-down list](#). Then select the options that you want for the report. Depending on which type of report you choose, your options may be limited or different than what you see here.

**Event Summary** - will print each event, and list the top times swum in that event by individuals on the team. The number of swimmers listed will depend on the number assigned to TOP SWIMMERS.

**Event Matrix** - will print the names of the swimmers down the left side and the events across the top, and each swimmer's best time for each event in the appropriate row and column. Choosing the Event Matrix will give you the option to choose between the NFHS event list or showing the events by stroke and Distance.

### Report Options:

**Show** (Choose one of the 3 options)

**Swimmers** - Report shows swimmers in individual events.

**Relays** - Report shows top relays in relay events

**Diving** - Report shows top divers

**Top # Swimmers/Relays/Divers** Depending on the report option, this determines how many of the top swimmers/divers/relays will be displayed on the report (up to 99).

**Use Times** (Choose multiple options where available)

**Individual Flat Start** - Will print times for swimmers individual events (flat start as opposed to relay or leadoff)

**Lead Off** - Will print relay times only for those swimmers who swam the first leg of any relay. On the INDIVIDUAL report the lead off relay times will be marked with a \*.

**Legs 2 to 4** - Will print relay times for all swimmers on a relay. On the INDIVIDUAL report, the relay leg times will be marked with a \*\*.

**Filtering** - Will filter the athletes on the report based on their grade, division or gender listed in the [Roster](#).

Once you have selected the report you want to print and the options, click PRINT. You can print any of the reports to the printer, a PDF file or an HTML file. If you have the PRINT PREVIEW checkbox marked, the report will preview on the screen first. Click the [Print Icon](#) to print the report, or the [Open Door](#) icon to close the report without printing.

## Top Times Reports Examples

**Individual Report, 2 Top Swimmers, Lead Off and Legs 2-4 selected:**



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07/19/11  
14:33:40

### Top Times for Individuals

50	Backstroke	Time	Event No.	Meet Date	Meet Name
*	TETT, NURI	31.53	1	01/11/11	OHHS V MCC
*	KACHMAN, SILAS	33.01	1	01/11/11	OHHS V MCC

50	Breaststroke	Time	Event No.	Meet Date	Meet Name
**	TETT, NURI	28.62	1	02/05/11	OHHS INVITE
**	BREUER, LUCAS	39.66	1	01/08/11	POLAR BEAR CLASSIC

50	Butterfly	Time	Event No.	Meet Date	Meet Name
**	KACHMAN, SILAS	26.44	1	01/27/11	OHHS V WC
**	LAGRAND, ISAAC	32.66	1	01/11/11	OHHS V MCC

50	Freestyle	Time	Event No.	Meet Date	Meet Name
**	KACHMAN, SILAS	25.02	9	02/17/11	OHHS V CC
**	LOWE, ANDREW	27.13	9	01/06/11	OHHS V UNION

100	Freestyle	Time	Event No.	Meet Date	Meet Name
*	PAYNE, JEREMY	36.01	12	02/05/11	OHHS INVITE
**	TETT, NURI	44.06	12	02/05/11	OHHS AT CRESTON

## Top Times Report - Top 2 Relays



Licensed To: NISCA

07/19/11

14:50:35

## Top Relay Times

---

### 100 Breaststroke Relay

---

A	LAGRAND, ISAAC (00:00.00)	BELTMAN, GERRIT (00:00.00)	3:22.34	RAIDER SPRINTS
	SHERMAN, NATHAN (00:00.00)	BREUER, LUCAS (00:00.00)		12/11/10

---

### 200 Backstroke Relay

---

A	SNEDEKER, BOWER (47.25)	BREUER, LUCAS (48.40)	3:33.36	RAIDER SPRINTS
	GOODMAN, JAYLAN (52.98)	MARTINEZ, RAFAE (1:04.73)		12/11/10

---

### 200 Freestyle Relay

---

A	LOWE, ANDREW (27.44)	SNEDEKER, BOWER (27.50)	1:43.59	OHHS V CC
	TETT, NURI (23.63)	KACHMAN, SILAS (25.02)		02/17/11
A	LOWE, ANDREW (28.45)	BREUER, LUCAS (27.35)	1:54.98	OHHS AT CRESTON
	LAGRAND, ISAAC (29.38)	SHERMAN, NATHAN (29.80)		02/10/11

---

### 200 Medley Relay

---

A	LAGRAND, ISAAC (34.66)	TETT, NURI (29.95)	1:58.71	OHHS AT CRESTON
	KACHMAN, SILAS (26.87)	LOWE, ANDREW (27.23)		02/10/11
A	LAGRAND, ISAAC (35.92)	TETT, NURI (28.62)	1:59.15	OHHS INVITE
	KACHMAN, SILAS (27.32)	LOWE, ANDREW (27.29)		02/05/11

## Matrix Report - NFHS Events



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07/19/11  
14:37:19

**TOP TIMES NFHS MATRIX REPORT**

SWIMMER	200 Medley Relay				200 FR	200 IM	50 FR	DIVING	100 FL	100 FR	500 FR	200 FR R		100 BA	100 BR	400
	BA	BR	FL	FR								Lead	Legs			
AHO, ALEC							34.90			1:22.26		28.38	28.38			1:3
BELTMAN, GERRIT	33.83	40.83	26.31		2:11.47	2:42.48	33.95	0.000	1:15.47		5:54.25	25.94	25.94		1:21.19	59.
BREUER, LUCAS		39.66					32.63	165.75		1:25.07		30.61	30.61		1:36.69	1:12
CHRISTENSEN, MATTHEW							52.42	0.000		1:53.44				2:21.58		
FLORES, EDGAR				36.33	3:22.93		37.44			1:27.62	10:34.7	40.64	40.64	1:34.41		1:21.1
GOODMAN, JAYLAN	39.98		49.55	32.21	2:57.42		31.00			1:14.85	7:44.52	30.17	30.17	1:33.98		1:18
KACHMAN, SILAS	33.01		26.44		2:17.74	2:20.61	26.10		1:00.97			25.02	25.02	1:09.61	1:17.94	
LAGRAND, ISAAC	34.66		32.66		2:32.75	2:36.21	31.50		1:18.36		6:13.50	28.68	28.68	1:24.57	1:21.1	
LOWE, ANDREW				27.23	2:37.96	2:45.06	31.23			1:00.44	6:47.07	27.44	27.44	1:26.32	1:19.09	
MARTINEZ, RAFAEL	48.99				2:36.43		34.36			1:28.54	6:57.83	32.65	32.65	1:39.15	2:03.74	1:18
PAYNE, JEREMY				32.17	3:01.72		31.40			1:17.80	8:28.42	33.33	33.33			36.01
SHERMAN, NATHAN			33.83	35.63	2:32.88	2:52.06	33.16		1:16.81	1:12.23	6:34.28	29.80	29.80	1:34.45	1:32.28	1:07.55
SNEDEKER, BOWER	33.83	52.85		27.94	2:33.47		28.55		1:18.76	1:02.01	7:03.92	29.56	29.56	1:20.08		1:10.99
TETT, NURI	31.53	28.62			2:00.87		22.87	0.000	1:05.90	53.68	5:52.25	23.63	23.63	1:07.15	1:06.04	44.06
WILSON, PIERCE				29.15	2:46.03		29.76			1:07.94		31.59	31.59			1:0

**Matrix Report - Stroke and Distance Option**





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07/19/11  
14:39:50

### Top Times Matrix Report

SWIMMER	BA50	BA100	BR50	BR100	BU50	BU100	DI1	FR50	FR100	FR200	FR500
AHO, ALEC	1:42.08							28.38	1:22.26		
BELTMAN, GERRIT	45.66		33.83	1:21.19	40.83	1:15.47	0.000	25.94	59.42	2:11.47	5:54.2
BREUER, LUCAS	45.00		39.66	1:36.69			121.000	27.35	1:12.10		
CHRISTENSEN,		2:21.58					0.000	52.42	1:53.44		
FLORES, EDGAR		1:34.41						30.89	59.94	3:22.93	10:34.7
GOODMAN, JAYLAN	39.98	1:33.98			49.55			30.17	1:14.85	2:57.42	7:44.5
KACHMAN, SILAS	33.01	1:09.61	38.43	1:17.94	26.44	1:00.97		25.02	58.58	2:17.74	
LAGRAND, ISAAC	34.66	1:24.57	38.85	1:21.13	32.66	1:18.36		27.94	1:02.63	2:32.75	6:
LOWE, ANDREW	48.47	1:26.32	57.58	1:19.09				27.13	1:00.44	2:37.96	6:47.07
MARTINEZ, RAFAEL	48.99	1:39.15		2:03.74				32.65	1:13.44	2:36.43	6:57.83
PAYNE, JEREMY	1:00.25							31.40	36.01	3:01.72	8:28.42
SHERMAN, NATHAN	59.50	1:34.45	1:09.07	1:32.28	33.83	1:16.81		29.80	1:07.55	2:32.88	6:34.28
SNEDEKER, BOWER	33.83	1:20.08	52.85			1:18.76		27.50	1:02.01	2:33.47	7:03.92
TETT, NURI	34.53	1:07.15	28.62	1:06.04	31.07	1:05.90	0.000	22.87	44.06	2:00.87	5:52.25
WILSON, PIERCE								26.86	1:07.94	2:46.03	

## Exiting Top Times

When you have finished printing reports, click EXIT to return to the MAIN menu.

# INDIVIDUAL POINTS REPORT

[Top](#) [Previous](#) [Next](#)

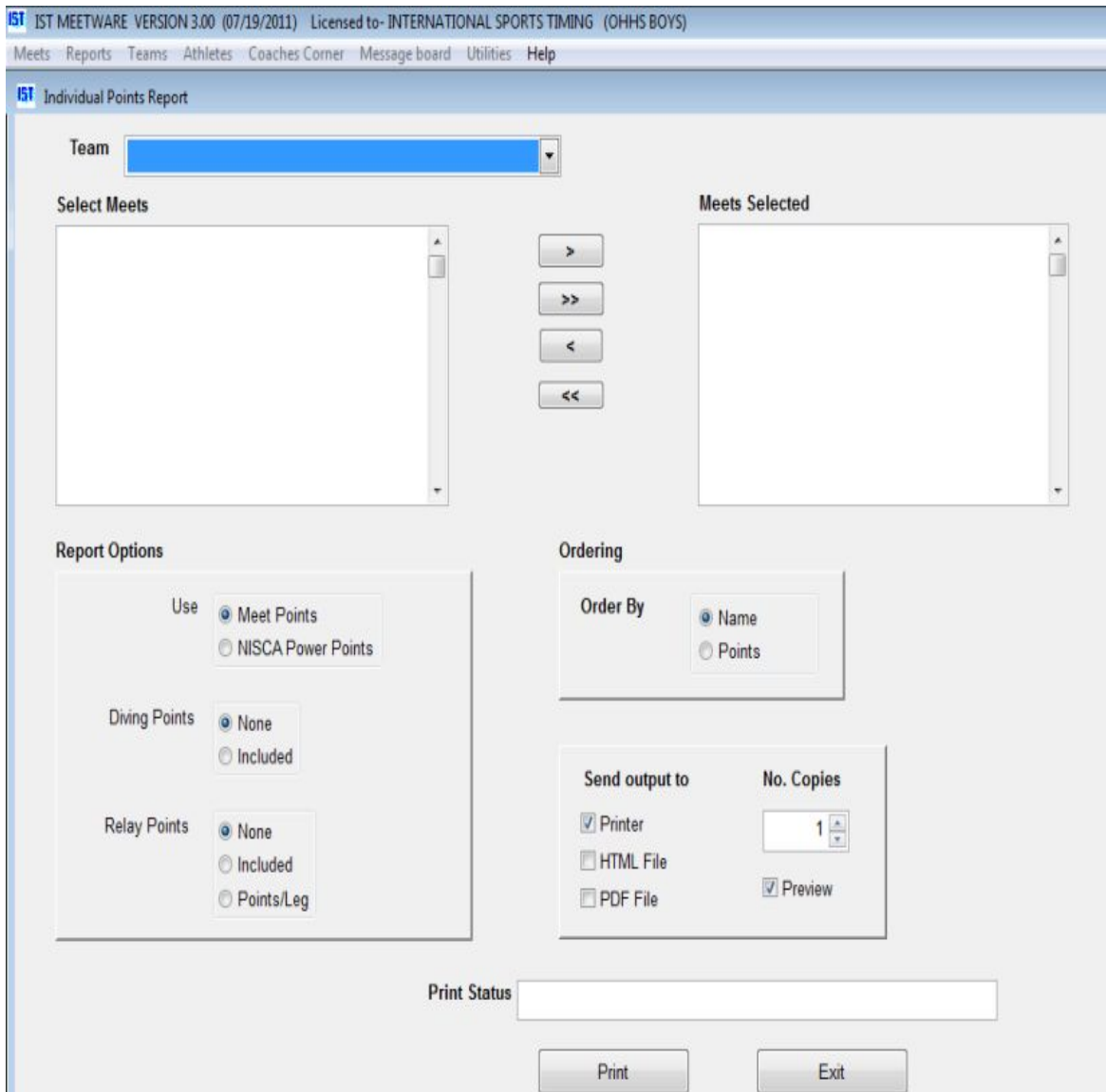
## Individual Points Report

The Individual Points report allows you to keep track of the points earned by each swimmer on a team for any number of meets. It can be used to track total points earned in a single meet or over a season. From the MAIN menu select COACHES CORNER and INDIVIDUAL POINTS:



You will then see a screen similar to the following:





Select the TEAM from the [drop down menu](#). On the left you will then see a list of meets that are in the system. Select the meets that you want to view points for by either clicking on the meet and then clicking the > button, or by double clicking on the meet. You can select all of the meets by clicking the >> button. Once the meets are selected (in the list on the right), you can de-select them by either double clicking on the meet or clicking on the meet and clicking on the < button. Clicking the << button will de-select all of the meets.

IST MEETWARE VERSION 3.00 (07/19/2011) Licensed to- INTERNATIONAL SPORTS TIMING (OHHS BOYS)

Meets Reports Teams Athletes Coaches Corner Message board Utilities Help

IST Individual Points Report

Team: OTTAWA HILLS HIGH SCHOOL

**Select Meets**

- TIME TRIAL
- RAIDER SPRINTS
- POLAR BEAR CLASSIC
- SCOUT MEET
- SCOUT MEET 2
- OHHS INVITE
- MISCA
- CHAMPIONSHIP MEET
- DUAL MEET
- DUAL 3

**Meets Selected**

- FREMONT
- OHHS AT MUSKEGON
- OHHS V UNION
- OHHS V MCC
- OHHS V TK HASTINGS
- OHHS V WC
- OH V FOREST HILLS
- OHHS AT CRESTON
- OHHS V CC

**Report Options**

Use:  Meet Points  NISCA Power Points

Diving Points:  None  Included

Relay Points:  None  Included  Points/Leg

**Ordering**

Order By:  Name  Points

Send output to:  Printer  HTML File  PDF File

No. Copies: 1

Preview

Print Status: \_\_\_\_\_

Print Exit

Once you have selected the meets, select the options for the report:

### Report Options:

**Use** - Choose whether you calculate the points using the points scored in the meet (Meet Points) or the [NISCA Power Points](#) assigned to each swim.

**Diving Points** - Whether points from diving events are included in the point totals (Included) or not (None)

**Relay Points** - How points from relays are distributed; no relay points are used (None), the total points for a relay is given to each

swimmer on the relay (Included), or the total points from a relay are divided between all the swimmers on the relay (Points/Leg).

**Order By** - How the final report is ordered, either by name or by points (descending order)

Finally, select the number of reports you want to print and if you want to preview the report before you print it. You can choose to print to a printer, a PDF file or an HTML file. When you have selected all of the options, click PRINT. The report will look similar to the following:

## Ordered by name, Diving Points Included, Relay Points per Leg



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07/19/11

### INDIVIDUAL POINTS REPORT

15:11:50

OTTAWA HILLS HIGH SCHOOL

Swimmer	Individual	Relay	Total Points
AHO, ALEC	7	5	12
BELTMAN, GERRIT	63	13	76
BREUER, LUCAS	23	5	28
CHRISTENSEN, MATTHEW	1	0	1
FARFAN, LUIS	0	0	0
FLORES, EDGAR	15	5	20
GOODMAN, JAYLAN	17	6	23
KACHMAN, SILAS	83	23	106
LAGRAND, ISAAC	52	21	73
LOWE, ANDREW	34	18	52
MARTINEZ, RAFAEL	13	4	17
NAME, NO	0	0	0
PAYNE, JEREMY	18	8	26
SHERMAN, NATHAN	33	9	42
SNEDEKER, BOWER	32	7	39
TETT, NURI	91	22	113

To print the report, click on the [printer icon](#). To exit the preview screen without printing, click the [door icon](#).

## **Exiting Individual Points**

When you are finished, click the EXIT button to return to the MAIN menu.

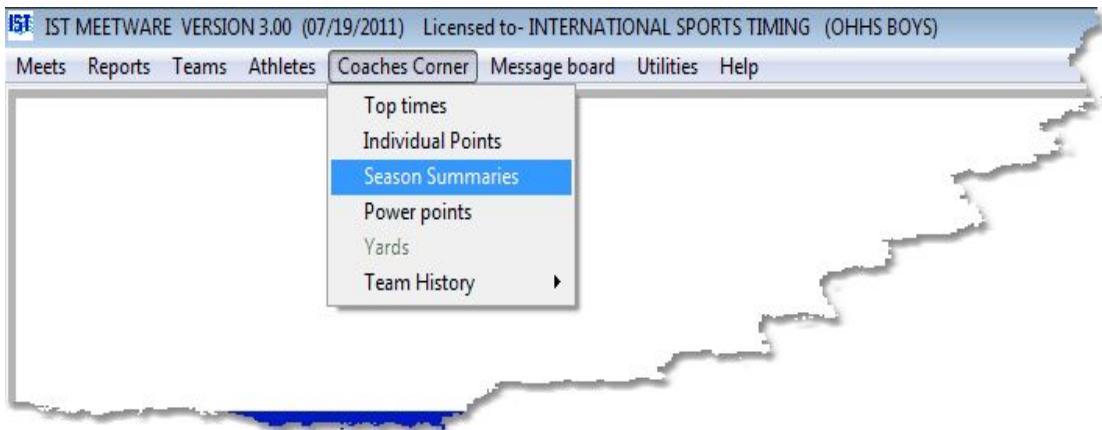
# SEASON SUMMARIES

[Top](#) [Previous](#) [Next](#)

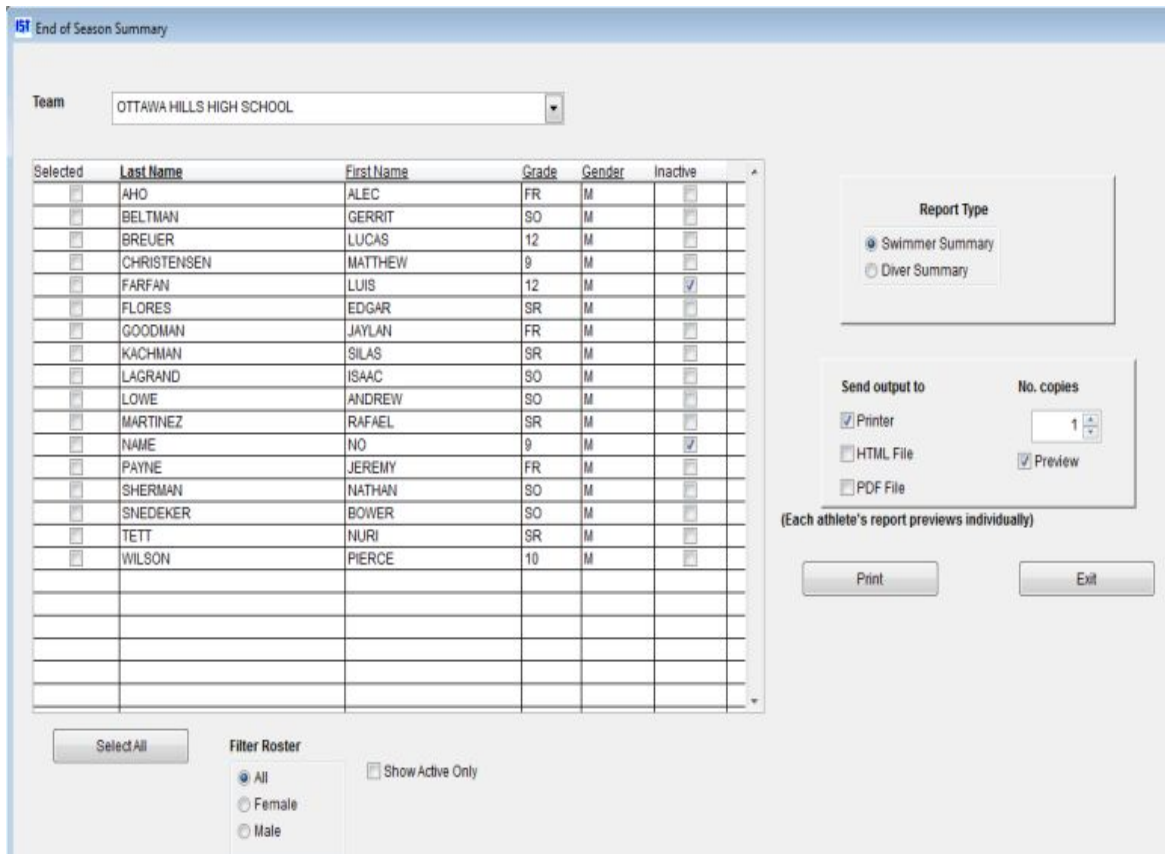
## Season Summaries

The season summary for swimmers shows all of the times swum during the course of a season for each swimmer, as well as the best time for each stroke/distance. The information is organized by stroke, distance, individual or relay and meet. The season summary for divers show the total points scored for each meet, as well as number of dives and place in the meet. These reports can be printed to a printer, a PDF file or an HTML file.

To print a season summary, from the MAIN menu select COACHES CORNER and SEASON SUMMARIES:



You will then see a screen similar to the following:



## Printing Swimmer Summaries:

Select the swimmers to print summaries for by clicking on the check box to the left of their name. To select all of the swimmers listed, click the SELECT ALL button below the roster grid. You can also filter the roster to show only the selected gender or only active swimmers.

To print the season summaries for the selected swimmers, select SWIMMER SUMMARY under REPORT TYPE. The PRINT PREVIEW option will allow you to preview each swimmer's report before you print it. Click PRINT to print the swimmer season summaries. Each swimmers summary will print on a separate report, and each will preview individually.

A swimmer summary report looks similar to the following:

OTTAWA HILLS HIGH SCHOOL

Season Summary For: GERRIT BELTMAN

MEET/	BACK	BREAST	FLY	FREE	IM
	50	50 100	50 100	50 100 200	500 200
TIME TRIAL (F)	45.66	50.67		33.95	
12/03/10 (RELAY)				34.69	
FREMONT (F)		1:35.79		2:37.12	
12/07/10 (RELAY)			29.62	1:09.35	
RAIDER SPRINTS (F)	45.67				
12/11/10 (RELAY)			32.27		
OHHS AT MUSKOGON (F)		1:30.70			
12/16/10 (RELAY)			40.82	425.94	
OHHS V UNION (F)				2:18.74	6:18.95
01/06/11 (RELAY)	37.79			1:01.95	
POLAR BEAR CLASSIC (F)		1:23.69			6:13.93
01/08/11 (RELAY)	37.55			459.42	
OHHS V MCC (F)				6:16.92	2:42.48
01/11/11 (RELAY)	39.04		28.42		
OHHS V TK HASTINGS (F)		1:25.02			6:08.53
01/13/11 (RELAY)			27.22		
OHHS V WC (F)				2:15.04	6:07.69
01/27/11 (RELAY)	36.42			1:02.47	
SCOUT MEET 2 (F)				2:15.04	6:07.69

## Printing Diver Summaries

To print the season summaries for all of the divers on the team, select DIVER SUMMARY as the REPORT TYPE. You will not be able to select individual athletes, only those who have information in diving events will be on the report. If you want to preview the reports, make sure that the PRINT PREVIEW option is checked. Diver summaries preview as a single report, with each diver listed on a new page. To see each individual diver's summary in the preview, click on the right arrow on the print preview tool bar to move to the next page. If you do not want to preview the reports, make sure that the PRINT PREVIEW option is unchecked. Click PRINT to print the summaries.

The diver season summary looks similar to the following:



Licensed To: INTERNATIONAL SPORTS TIMING

07/20/11

14:29:25

### Diver Summary

**BREUER, LUCAS**

Meet (Round)	Date	# Dives	Score	Place	Out Of
OHHS AT MUSKEGON (F)	12/16/10	6	146.10	1	3
OHHS AT CRESTON (F)	02/10/11	6	165.75	1	3
FREMONT (F)	12/07/10	6	121.00	2	4
OHHS V UNION (F)	01/06/11	6	127.70	2	3

## Exit Season Summary

When you are finished printing reports, click EXIT to return to the MAIN menu.



# POWER POINTS

[Top](#) [Previous](#) [Next](#)

## Power Points

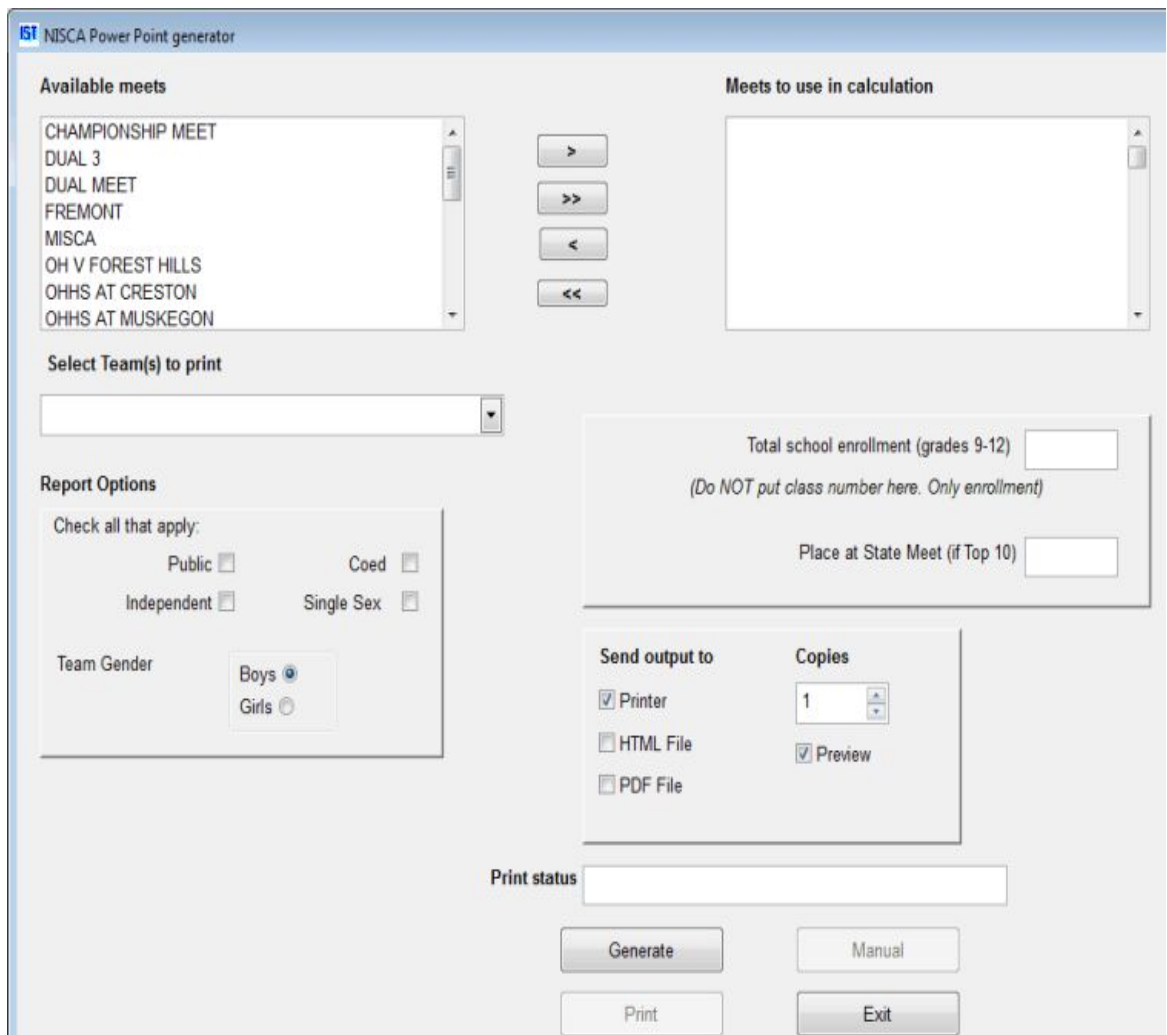
Power Points are assigned by NISCA (the National Interscholastic Swimming Coaches Association) for swimming a certain time for a particular stroke and distance. These points are based on tables published by [NISCA](#) on their website and journal publication and are used to rank teams and swimmers based on performance.

MEETWARE 3 can calculate the Power Points for a meet either [automatically](#) (the computer determines which swimmer is entered in which event to maximize the team points) or [manually](#) (the coach determines which swimmer is entered in which event).

To generate a Power Points report, select COACHES CORNER and POWER POINTS from the MAIN menu:



You will then see a screen similar to the following:



First, select the meets that you want to use to determine which swims get used in calculating the Power Points. Click on the meet in the left-hand list and click the >, or double click the meet to select it. To select all of the meets, click the >> button. To select some of the meets, hold down the CTRL key and click on each of the meets, then click the > button. To remove meets from the Meets To Use list, click to select it and click the < button, or click the << button to remove all the meets from the list.

Underneath the left-hand box is a [drop down list](#). Select the team that you want to use for power points from this list (only teams in the selected meets are listed), or select all teams.

Enter the total number of students (in grades 9-12) that are enrolled at your school. This is total enrollment, not just members of the swim team.

Check all the boxes that apply to your team (Public or independent, coed or single sex).

Select whether you are going to be entering girls or boys for this calculation.

Type the place that your school finished in your state meet (only if in the top 10, otherwise leave it blank).

To calculate the Power Points, click on the GENERATE button at the bottom of the screen. Now the MANUAL and PRINT buttons will become active. These will allow you either to [print](#) the Power Points entry form in a format that can be sent to NISCA for the National Dual Meet competition (printer, PDF or HTML) or [manually](#) adjust the entries on the Power Points form.

### **Printing Automatically Generated Power Points Entries**

To print the Power Points entry sheet (NISCA standard form), click the print button. You will then see a report preview similar to the following:

2010-2011  
 NATIONAL INTERSCHOLASTIC SWIMMING COACHES ASSOCIATION OF AMERICA

-Serving Interscholastic Swimming for Over 75 years

**NISCA-NATIONAL DUAL MEET TEAM RANKING ENTRY FORM**

School Information:

Name: OTTAWA HILLS HIGH SCHOOL  
 Street:  
 City:  
 State: Zip:  
 Phone:

Coach's Information:

Name: \*\*\*No Name\*\*\*  
 Street:  
 City:  
 State: Zip:  
 Phone: 0

Total school enrollment(grades 9-12) **860**

(Do NOT put class number here. Only Enrollment)

Entry Information:

Public  Independent Boys  Girls  
 Coed Single Sex

EVENT	NAMES		TIME	POINTS
200 MEDLEY RELAY	A	LAGRAND, I. -SO KACHMAN, S. -SR	TETT, N. -SR LOWE, A. -SO	1:58.71 8
	B	SNEDEKER, B. -SO SHERMAN, N. -SO	BELTMAN, G. -SO WILSON, P. -10	2:14.38 4
200 FREE		BELTMAN, GERRIT-SO	2:11.47	0
		LAGRAND, ISSAC-0	2:32.75	0
		SNEDEKER, BOWER-SO	2:33.47	0
200 I.M.		KACHMAN, SILAS-SR	2:20.61	0
		LOWE, ANDREW-SO	2:45.06	0
		SHERMAN, NATHAN-SO	2:52.06	0
50 FREE		AHO, ALEC-FR	00:00.00	0
		TETT, NURI-SR	22.87	0
		LOWE, ANDREW-SO	28.45	0
		BREUER, LUCAS-0 ( 6 DIVES)	127	0

TOP 10 PLACE IN  
STATE MEET



**ENTRY DEADLINE: MAY 31ST**

(Postmark date)

Mail to:

To print the report, click on the [print icon](#). To close the report without printing and return to the Power Points main screen, click the [open door](#) icon. This form can be mailed to NISCA at the address listed on the form to be entered in the National Dual Meet Rankings. See the NISCA website (<http://www.niscaonline.org>) to get more information about the National Dual Meet program.

### Manually Adjusting the Power Points Entries

To change the swimmer entries assigned by the computer, click the MANUAL button. You will then see a screen similar to the following:

Select power points manually

EVENTS		NAMES				TIMES	POINTS	
200 MEDLEY RELAY	A	LAGRAND, I.-SO	TETT, N.-SR	KACHMAN, S.-SR	LOWE, A.-SO	1:58.71	8	
	B	SNEDEKER, B.-SO	BELTMAN, G.-SO	SHERMAN, N.-SO	WILSON, P.-10	2:14.38	4	
200 FREE RELAY	A	LOWE, A.-SO	SNEDEKER, B.-SO	TETT, N.-SR	KACHMAN, S.-SR	1:43.59	4	
	B	WILSON, P.-10	SHERMAN, N.-SO	MARTINEZ, R.-SR	LAGRAND, I.-SO	2:05.00	4	
400 FREE RELAY	A	KACHMAN, S.-SR	BELTMAN, G.-SO	SNEDEKER, B.-SO	TETT, N.-SR	3:55.94	4	
	B	MARTINEZ, R.-SR	GOODMAN, J.-FR	FLORES, E.-SR	PAYNE, J.-FR	5:14.33	2	
200 FREE		BELTMAN, GERRIT-SO	2:11.47	0	100 FREE	PAYNE, JEREMY-FR	36.01	0
		LAGRAND, ISSAC-0	2:32.75	0		WILSON, PIERCE-10	1:07.94	0
		SNEDEKER, BOWER-SO	2:33.47	0		GOODMAN, JAYLAN-0	1:14.85	0
200 INDV. MEDLEY		KACHMAN, SILAS-SR	2:20.61	0	500 FREE	MARTINEZ, RAFAEL-SR	6:57.83	0
		LOWE, ANDREW-SO	2:45.06	0		GOODMAN, JAYLAN-FR	7:55.84	0
		SHERMAN, NATHAN-SO	2:52.06	0		PAYNE, JEREMY-FR	8:28.42	0
50 FREE		AHO, ALEC-FR	00:00.00	0	100 BACK	MARTINEZ, RAFAEL-SR	1:39.15	0
		TETT, NURI-SR	22.87	0		CHRISTENSEN, MAT-	2:21.58	0
		LOWE, ANDREW-SO	28.45	0		-		0
DIVING		BREUER, LUCAS-0 ( 6	127.70	0	100 BREAST	BREUER, LUCAS-0	1:36.69	0
		- ( 0 DIVES)	0.00	0		-		0
		- ( 0 DIVES)	0.00	0		-		0
100 FLY		-		0	Total		26	
		-		0		Print	Save	Exit
		-		0				

■ IN SAME RELAY   
 ■ IN TO MANY RELAYS   
 ■ IN TO MANY EVENTS   
 ■ NOT IN ROSTER

This is the automatic entry that the computer did. To change a swimmer entered in a relay, click on the relay letter (A or B). You will then see a list of all of the relay combinations that have competed in that event, along with their time and Power Points, ordered by time. To change the relay, click on the relay you would like entered in the meet.

To change a swimmer entered in an event, click on the swimmer that is currently entered. You will then see a [drop down list](#) of the swimmers that have competed in the event, their time and Power Points ordered by time. Select the swimmer you want entered in that event from the list.

If there is a problem with an entry, the background behind the swimmer's name will be a color other than green. An illegal entry might



look like the following (in the 200 Free, Beltman was replaced by Martinez, causing Martinez to have more than the maximum allowable entries).

Select power points manually

EVENTS	NAMES				TIMES	POINTS	
200 MEDLEY RELAY	A	LAGRAND, I.-SO	TETT, N.-SR	KACHMAN, S.-SR	LOWE, A.-SO	1:58.71	8
	B	SNEDEKER, B.-SO	BELTMAN, G.-SO	SHERMAN, N.-SO	WILSON, P.-10	2:14.38	4
200 FREE RELAY	A	LOWE, A.-SO	SNEDEKER, B.-SO	TETT, N.-SR	KACHMAN, S.-SR	1:43.59	4
	B	WILSON, P.-10	SHERMAN, N.-SO	MARTINEZ, R.-SR	LAGRAND, I.-SO	2:05.00	4
400 FREE RELAY	A	KACHMAN, S.-SR	BELTMAN, G.-SO	SNEDEKER, B.-SO	TETT, N.-SR	3:55.94	4
	B	MARTINEZ, R.-SR	GOODMAN, J.-FR	FLORES, E.-SR	PAYNE, J.-FR	5:14.33	2

200 FREE	MARTINEZ, RAFAEL-SR	2:36.43	0	100 FREE	PAYNE, JEREMY-FR	36.01	0	
	LAGRAND, ISSAC-0	2:32.75	0		WILSON, PIERCE-10	1:07.94	0	
	SNEDEKER, BOWER-SO	2:33.47	0		GOODMAN, JAYLAN-0	1:14.85	0	
200 INDV. MEDLEY	KACHMAN, SILAS-SR	2:20.61	0	500 FREE	MARTINEZ, RAFAEL-SR	6:57.83	0	
	LOWE, ANDREW-SO	2:45.06	0			GOODMAN, JAYLAN-FR	7:55.84	0
	SHERMAN, NATHAN-SO	2:52.06	0			PAYNE, JEREMY-FR	8:28.42	0
50 FREE	AHO, ALEC-FR	00:00.00	0	100 BACK	MARTINEZ, RAFAEL-SR	1:39.15	0	
	TETT, NURI-SR	22.87	0			CHRISTENSEN, MAT-	2:21.58	0
	LOWE, ANDREW-SO	28.45	0			-		0
DIVING	BREUER, LUCAS-0 ( 6	127.70	0	100 BREAST	BREUER, LUCAS-0	1:36.69	0	
	- ( 0 DIVES)	0.00	0			-		0
	- ( 0 DIVES)	0.00	0			-		0
100 FLY	-		0	Total				
	-		0	26	Print	Save	Exit	
	-		0					

■ IN SAME RELAY   
 ■ IN TO MANY RELAYS   
 ■ IN TO MANY EVENTS   
 ■ NOT IN ROSTER

Continue to select swimmers until all of the names are green. This indicates that the entry is legal. You can then [print the report](#) by clicking the PRINT button. This will print the same format as above, which can be sent to NISCA at the address listed on teh form. Clicking EXIT will return you to the main Power Point screen.

## Team History

Team History includes several reports that track the history of athletes on a team over several seasons. In order to use these reports you need to run the [NEW SEASON](#) function *every year*. This stores all of the season data for the [home team](#) in the system in an history database that the TEAM HISTORY reports use. If you have not run NEW SEASON, the data will not be available for the reports.

TEAM HISTORY has 3 report options:

- [Career Summary](#) - Similar to a [season summary](#) but spanning the entire career of a swimmer or diver. There are also options for other reports that summarized the career of the athletes over their career, such as points, best times, etc.
- [Event Summary](#) - Lists the top times in any event from any year.
- [Export History to XLS](#) - Allows you to export the entire History database (swimmers names, times, meets, dates, points, etc.) to a Microsoft Excel (.xls) file that you can then manipulate however you want.

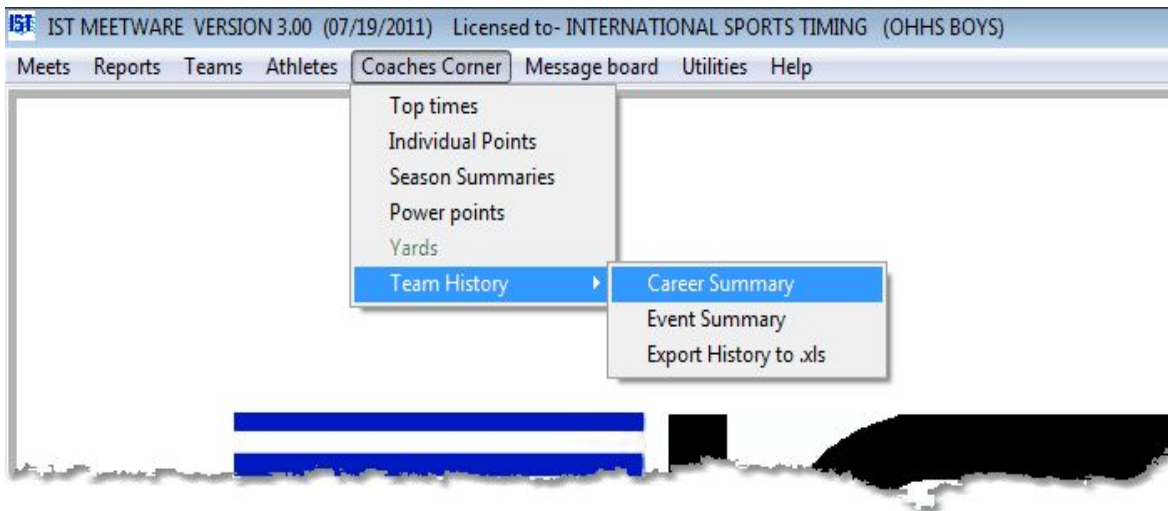
# CAREER SUMMARY REPORT

[Top](#) [Previous](#) [Next](#)

## Career Summary Report

The career summary report is similar to a [season summary](#), but it shows the entire career of a swimmer. You must run the [NEW SEASON](#) utility every year in order to have data available to display for this report.

From the MAIN menu select COACHES CORNER, TEAM HISTORY and CAREER SUMMARY.



You will then see a screen similar to the following:



Personal History Report

### Personal History for OHHS GIRLS

Select a Swimmer

Selected	Name	Sex	First Meet	Last Meet
<input type="checkbox"/>			10/14/04	10/04/08
<input type="checkbox"/>	ABAUNZA, SANDRA	F	08/28/08	10/08/08
<input type="checkbox"/>	AMODEO, HANNAH	F	08/28/07	10/08/08
<input type="checkbox"/>	HENSLEY, KATIE		08/26/06	08/26/06
<input type="checkbox"/>	HILL, JABRIA	F	08/22/08	10/02/08
<input type="checkbox"/>	HOWLAND, RACHELLE	F	08/25/06	09/11/07
<input type="checkbox"/>	JOHNSON, RAIN	F	08/28/07	10/08/08
<input type="checkbox"/>	JOSEPH, SUZETTE	F	09/16/08	09/25/08
<input type="checkbox"/>	KACHIMAN, MICHELLE	F	09/23/04	11/07/06
<input type="checkbox"/>	KACHIMAN, MICHELLE	F	09/11/07	09/11/07
<input type="checkbox"/>	KESSLER, MABEL	F	09/01/05	11/08/05
<input type="checkbox"/>	KESSLER, MABEL	F	08/26/06	11/07/06
<input type="checkbox"/>	KEY, JALISSA	F	08/25/06	11/07/06
<input type="checkbox"/>	KEY, JALISSA	F	09/11/07	08/28/08
<input type="checkbox"/>	KIBBEY, BRITTANY	F	09/08/09	11/06/09
<input type="checkbox"/>	LAPPINGA, KELLYN	F	09/23/04	11/07/06
<input type="checkbox"/>	LAPPINGA, KELLYN	F	09/11/07	09/11/07
<input type="checkbox"/>	MAYFIELD, NAKIAH	F	08/31/06	10/26/06
<input type="checkbox"/>	MCALISTER, JASMINE	F	08/28/07	08/28/07
<input type="checkbox"/>	MCSWAIN, SHANEE	F	09/29/05	09/29/05
<input type="checkbox"/>	MILLER, TENORA	F	08/25/06	09/11/07
<input type="checkbox"/>	MITCHELL, RASHONDA	F	09/08/09	09/26/09
<input type="checkbox"/>	NGIA, SOSO	F	09/23/04	11/09/04

These reports are a reflection of the data that was in the system at the time that NEW SEASON was run. This is for reference purposes only and may not be completely accurate.

Select A Report

Career Summary  
 Best Times Summary  
 Points Summary  
 Placing

Send output to      No. Copies

Printer        
 HTML File  
 PDF File       Preview

Select All      Filter Roster By:  
 Sex       Date

On the Roster grid you will see a list of all of the swimmers from the [home team](#) that are in the History database. You can filter the roster by gender and by a date range of competition by clicking on the appropriate check boxes underneath the roster. To select the swimmer(s) for whom you want to print the report, click the check box in front of their name or click the SELECT ALL button beneath the roster.

Select the report type that you want to print.

**Career Summary** - looks like the [Season Summary](#) report, but include all of the meets of the athlete's career.

**Best Times Summary** - lists the fastest time in each stroke and distance swum by the selected swimmer.

**Points Summary** - Prints the events swum, time, place and points for every meet in the career of the selected swimmer, and totals the points at the end of the report. You have the option of printing individual points, relay points (per leg), or both.

**Placing** - lists the places for every event in every meet, in order of place.

Once you have selected the report type and options, click PRINT. You can print to a printer, to a PDF file or to an HTML file.

## Report Examples

### Career Summary Report

IST International Sports Timing		Licensed To: INTERNATIONAL SPORTS TIMING				07/21/11 09:34:32	
ALUMNI							
Career Summary For: MICHELLE TOLODZIECKI				Dates: 09/23/04 - 11/08/05			
	BACK		FREE		IM		
MEET/	50	100	100	200	500	100	200
OHHS V. CRESTON/CENT (F)				2:34.33	6:58.32		
09/23/04 (RELAY)							
OHHS V. GRCHS (F)				2:32.76	6:52.01		
09/30/04 (RELAY)							
OHHS VS WEST CATHOLI (F)	1:24.24				6:44.57		
10/14/04 (RELAY)			1:10.60				
OHHS V. CATH CENT (F)	*1:20.82					*3:00.75	
11/04/04 (RELAY)							
CITY MEET (F)				*2:25.49	6:40.71		
11/09/04 (RELAY)							
OHHS V. WYOMING UNIT (F)					6:51.90	3:03.06	
09/01/05 (RELAY)							
LOY NORRHX INVITE (F)		1:22.39					
09/15/05 (RELAY)	39.84						
LOY NORRHX INVITE (F)		1:23.79					
09/15/05 (RELAY)	39.85						
CRESTON SCRIMMAGE (	39.44		1:10.09				
09/27/05 (RELAY)							
OHHS V. UNION (F)		1:23.39			6:36.17		
09/29/05 (RELAY)	37.79						

### Best Times Summary



Licensed To: INTERNATIONAL SPORTS TIMING

07/21/11  
09:34:52

ALUMNI

Career Best Times For: TOLODZIECKI, MICHELLE      Dates: 09/23/04 - 11/08/05

Event	Time	Meet	Date
50 Backstroke	39.44	CRESTON SCRIMMAGE	09/27/05
50 Backstroke(relay)	46.94	RAIDER SPRINTS	09/27/05
100 Backstroke	1:20.82	OHHS V. CATH CENT	11/04/04
50 Freestyle(relay)	28.41	CITY MEET	11/09/04
100 Freestyle	1:10.09	CRESTON SCRIMMAGE	09/27/05
100 Freestyle(relay)	1:03.09	CITY MEET	11/08/05
200 Freestyle	2:25.49	CITY MEET	11/09/04
500 Freestyle	6:20.30	CITY MEET	11/08/05
100 IM	1:37.33	RAIDER SPRINTS	09/27/05

**Points Summary (individual only)**



Licensed To: INTERNATIONAL SPORTS TIMING

07/21/11  
09:35:07

ALUMNI

Career Points Summary For: TOLODZIECKI, MICHELLE

(Date) Meet	Event	Time	Place	Points
(09/23/04)				
OHHS V. CRESTON/CENT (F)	200 Freestyle	2:34.33	2	4
	500 Freestyle	6:58.32	2	4
(09/30/04)				
OHHS V. GRCHS (F)	200 Freestyle	2:32.76	4	2
	500 Freestyle	6:52.01	4	2
(10/14/04)				
OHHS VS WEST CATHOLI (F)	100 Backstroke	1:24.24	5	1
	500 Freestyle	6:44.57	3	3
(11/04/04)				
OHHS V. CATH CENT (F)	100 Backstroke	1:20.82	3	3
	200 IM	3:00.75	4	2

CITY MEET (P)	500 Freestyle	6:20.30	0	4
CITY MEET (F)	500 Freestyle	6:25.32	0	4

Total Career Points For INDIVIDUAL Events: 89.00

Placing



ALUMNI

Career Placing Summary For: TOLODZIECKI, MICHELLE

Place	Meet (Date)	Event	Time
1	OHHS V. WEST CATHOLI (F) (10/06/05)	100 Backstroke	1:22.43
1	OHHS V. UNION (F) (09/29/05)	500 Freestyle	6:36.17
1	OHHS V. CRESTON/CENT (F) (10/27/05)	500 Freestyle	6:37.46
1	OHHS V. CRESTON/CENT (F) (10/27/05)	200 Medley (Relay)	2:11.43
1	OHHS V. UNION (F) (09/29/05)	200 Medley (Relay)	2:14.09
1	OHHS V. WEST CATHOLI (F) (10/06/05)	200 Medley (Relay)	2:14.41
2	OHHS V. UNION (F) (09/29/05)	100 Backstroke	1:23.39
2	OHHS V. CRESTON/CENT (F) (09/23/04)	200 Freestyle	2:34.33
2	OHHS V. WEST CATHOLI (F) (10/06/05)	500 Freestyle	6:37.30
2	OHHS V. WYOMING UNIT (F) (09/01/05)	500 Freestyle	6:51.90
2	OHHS V. CRESTON/CENT (F) (09/23/04)	500 Freestyle	6:58.32
2	OHHS V. CATHOLIC CEN (F) (10/20/05)	200 Medley (Relay)	2:13.40
2	OHHS VS WEST CATHOLI (F) (10/14/04)	400 Freestyle (Relay)	4:39.13

### Exiting Career Summary

To exit the Career Summary report screen and return to the MAIN menu, click EXIT.

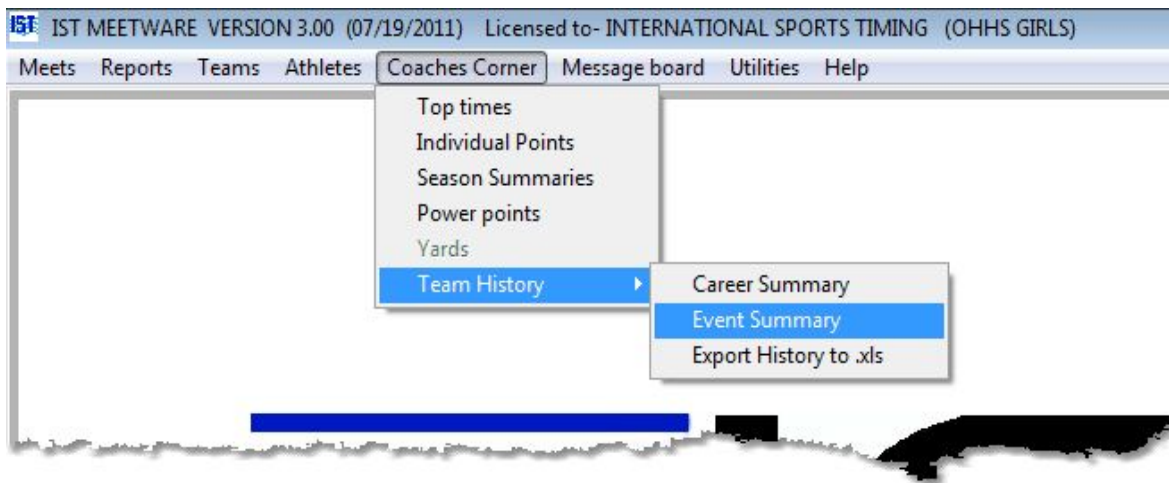
# EVENT SUMMARY

[Top](#) [Previous](#) [Next](#)

## Event Summary

The event summary report allows you to select events (stroke and distance) and print a list of the top times for that event swum by the [home team](#) as listed in the History database. You must run the [NEW SEASON](#) utility every year in order to have data available to display for this report.

From the MAIN menu select COACHES CORNER, TEAM HISTORY and EVENT SUMMARY.



You will then see a screen similar to the following:






Once you have selected all of the options, click PRINT to print the report. You can print to a printer, a PDF file or an HTML file.

## Report Example

### Event History - Top 10 Times, Relay legs NOT included, Best Time Per Swimmer

	Licensed To: INTERNATIONAL SPORTS TIMING	07/21/11 10:39:01	
<b>Team Event Summary</b>			
Top 10 Times			
Relay times are not included			
Best Time Per Swimmer			
<b>50 BACKSTROKE</b>			
37.78	KACHMAN, MICHELLE	CRESTON SCRIMMAGE	09/27/05
39.44	TOLODZIECKI, MICHELLE	CRESTON SCRIMMAGE	09/27/05
40.01	SCHEID, LIZ	ALUMNI MEET	08/26/06
41.25	KEY, JALISSA	CRESTON SCRIMMAGE	08/22/08
42.77	KESSLER, MABEL	CRESTON SCRIMMAGE	09/27/05
43.31	DUNN, YURIA	CRESTON SCRIMMAGE	08/22/08
46.88	TIEMEYER, KAYLA	CRESTON SCRIMMAGE	09/27/05
49.94	RODRIGUEZ, VERONICA	CRESTON SCRIMMAGE	08/26/09
56.01	ABAUNZA, SANDRA	RAIDER SPRINTS	09/16/08
1:00.98	HOWLAND, RACHELLE	CRESTON SCRIMMAGE	08/25/06
<b>50 BREASTSTROKE</b>			
40.03	LAPPINGA, KELLYN	CRESTON SCRIMMAGE	09/27/05
41.80	STEFFENS, MONIKA	CRESTON SCRIMMAGE	08/22/08
42.96	TAYLOR, FELICIA	CRESTON SCRIMMAGE	08/26/09
43.12	JOHNSON, RAIN	RAIDER SPRINTS	09/16/08

## Exiting Event Summary

When you have finished printing the Event Summary Report, click EXIT to return to the MAIN Menu.



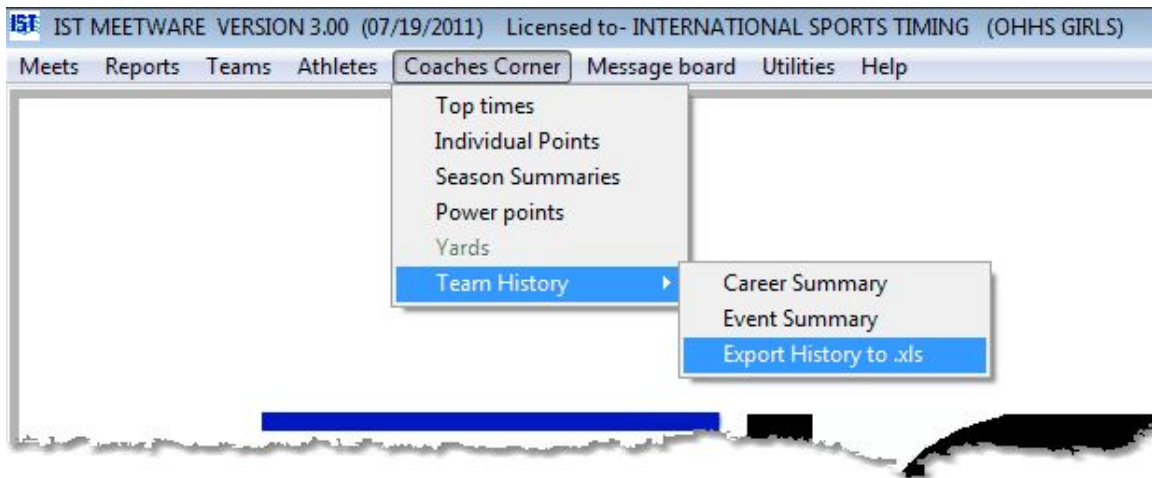
# EXPORT HISTORY TO XLS

[Top](#) [Previous](#) [Next](#)

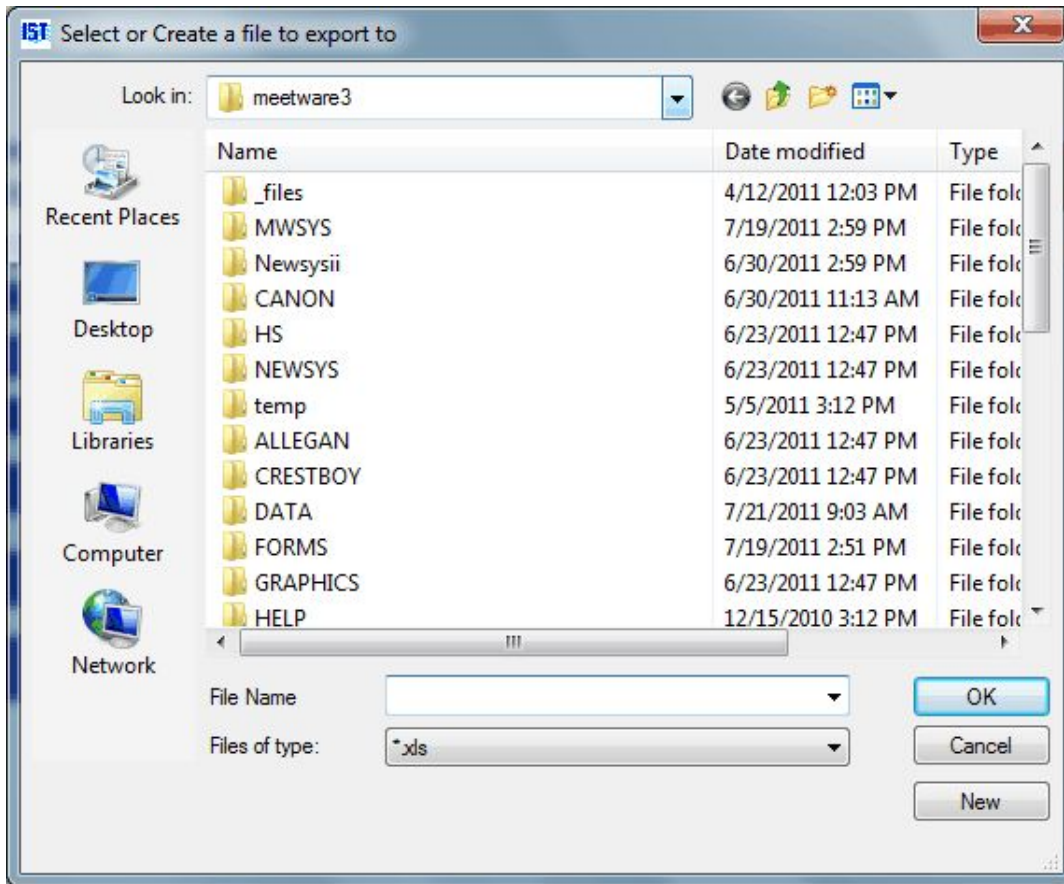
## Export History to XLS

The History database can be exported to a Microsoft Excel (.xls) file so that you can view the data any way that you want. You must run the [NEW SEASON](#) utility every year in order to have data available to export.

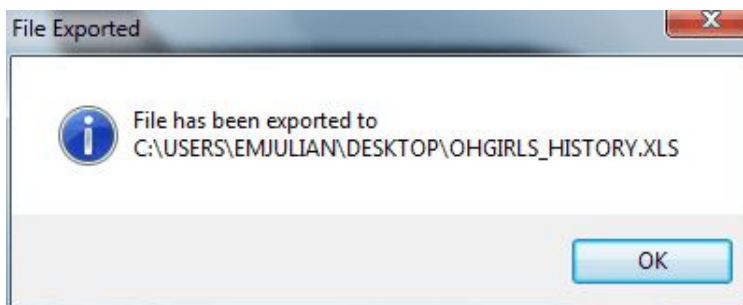
To export the data, from the MAIN menu select COACHES CORNER, TEAM HISTORY and EXPORT HISTORY TO XLS.



You will then be asked to select the file that you want to export to. Navigate to where you want to store the file (i.e. Desktop). Type in the file name that you want to save the file to in the FILE NAME box then click OK.



Once the file has been successfully exported you will see a message similar to the following:



You can then navigate to the saved file and open it using Microsoft Excel. The history report file will look similar to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF							
	meet_name	meet_date	teamcode	last_name	first_name	uss_id	swim	finish	st	dist	rs	cl	agr	leg	le	co	time	num	tim	seed	leg	time	ceve	sta	pl	point	sc	ra	age										
2	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	LAPPINGA	KELLYN	2454548	214	37.400	M	50	ff	1	0	50	BI	37.400	0		37.400	OK	0	0	0	0	0	0	0	0	0	0	0							
3	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	KACHMAN	MICHELLE	2454550	216	32.320	M	50	ff	1	0	50	BI	32.320	0		32.320	OK	0	0	0	0	0	0	0	0	0	0	0	0						
4	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	FOTIEO	ASHLEY	2453791	213	28.960	M	50	ff	1	0	50	FF	28.960	0		28.960	OK	0	0	0	0	0	0	0	0	0	0	0	0						
5	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	BOSZE	ALAINA	2454181	208	41.940	M	50	ff	1	0	50	BI	41.940	0		41.940	OK	0	0	0	0	0	0	0	0	0	0	0	0	0					
6	3	OHHS V. CRESTON/CEP	23-Sep-0	OHHS	ANTHON	KELSEY		222	39.550	M	50	ff	1	0	50	BI	39.550	0		39.550	OK	0	0	0	0	0	0	0	0	0	0	0	0	0					
7	3	OHHS V. CRESTON/CEP	23-Sep-0	OHHS	SHERMAN	HANNAH		227	34.900	M	50	ff	1	0	50	FF	34.900	0		34.900	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
8	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	FOTIEO	ASHLEY	2453791	213	28.710	FF	50	ff	1	0	50	FF	28.710	0		28.710	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
9	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	TOLODZIECKI	MICHELLE	2454188	215	31.080	FF	50	ff	1	0	50	FF	31.080	0		31.080	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
10	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	SCHAAP	ANNA	2454193	220	30.530	FF	50	ff	1	0	50	FF	30.530	0		30.530	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
11	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	BOSZE	ALAINA	2454181	208	32.630	FF	50	ff	1	0	50	FF	32.630	0		32.630	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
12	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	COLEMAN	TIERENE	2454925	226	41.090	FF	50	ff	1	0	50	FF	41.090	0		41.090	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
13	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	SCHEID	LIZ	2454551	217	38.440	FF	50	ff	1	0	50	FF	38.440	0		38.440	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
14	3	OHHS V. CRESTON/CEP	23-Sep-0	OHHS	SOMERS	ANNAFLOR		221	96.850	FF	100	ff	1	0	100	FF	96.850	0		96.850	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15	3	OHHS V. CRESTON/CEP	23-Sep-0	OHHS	NGIA	SOSO		224	114.090	FF	100	ff	1	0	100	FF	114.090	0		114.090	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	COLEMAN	TIERENE	2454925	226	115.430	FF	100	ff	1	0	100	FF	115.430	0		115.430	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	TOLODZIECKI	MICHELLE	2454188	215	81.680	FF	100	ff	1	0	100	FF	81.680	0		81.680	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	LAPPINGA	KELLYN	2454548	214	90.970	FF	100	ff	1	0	100	FF	90.970	0		90.970	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	FRY	TORI	2453780	202	59.280	FF	100	ff	1	0	100	FF	59.280	0		59.280	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	SCHEID	LIZ	2454551	217	84.680	FF	100	ff	1	0	100	FF	84.680	0		84.680	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	3	OHHS V. CRESTON/CEP	23-Sep-0	OHHS	ANTHON	KELSEY		222	82.530	FF	100	ff	1	0	100	FF	82.530	0		82.530	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	3	OHHS V. CRESTON/CEP	23-Sep-0	ALUMNI	FIELDS	CLAIRE	2454924	225	72.620	FF	100	ff	1	0	100	FF	72.620	0		72.620	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	4	OHHS V. GRCHS	30-Sep-0	ALUMNI	LAPPINGA	KELLYN	2454548	214	39.540	M	50	ff	1	0	50	BI	39.540	0		39.540	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
24	4	OHHS V. GRCHS	30-Sep-0	ALUMNI	KACHMAN	MICHELLE	2454550	216	32.810	M	50	ff	1	0	50	BI	32.810	0		32.810	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	4	OHHS V. GRCHS	30-Sep-0	ALUMNI	FOTIEO	ASHLEY	2453791	213	26.730	M	50	ff	1	0	50	FF	26.730	0		26.730	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	4	OHHS V. GRCHS	30-Sep-0	ALUMNI	BOSZE	ALAINA	2454181	208	47.270	M	50	ff	1	0	50	BI	47.270	0		47.270	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	4	OHHS V. GRCHS	30-Sep-0	OHHS	ANTHON	KELSEY		222	42.240	M	50	ff	1	0	50	BI	42.240	0		42.240	OK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

This data can now be manipulated however you see fit.

# MESSAGE BOARD

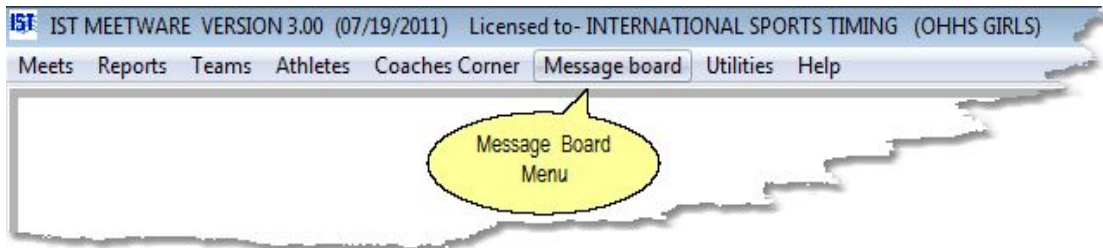
[Top](#) [Previous](#) [Next](#)

## Message Board

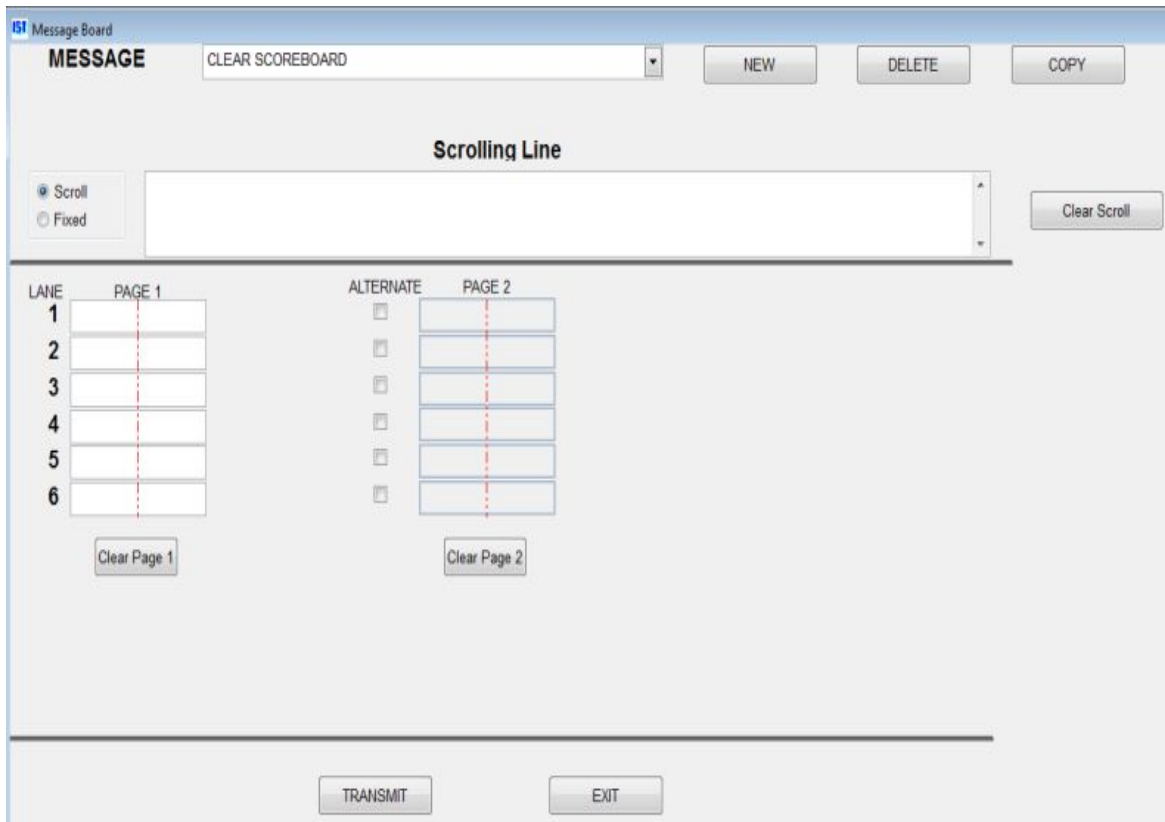
The MESSAGE BOARD option is only available if you have the scoreboard manufacturer set to IST and at least 1 scrolling line on a numeric scoreboard or if you have an alphanumeric scoreboard. The scoreboard settings can be found under [SYSTEM](#).

The MESSAGE BOARD function option allows you to create, delete, copy or transmit a message to display on your IST Alphanumeric Scoreboard before or after a meet, or during a break. You can use it any time you are not timing events. Messages transmitted to the scoreboard can also be left on the board even after the computer has been disconnected or shut down.

Select MESSAGE BOARD from the MAIN menu.



You will then see a screen similar to the following:



The software comes with a default message named CLEAR SCOREBOARD. The message contains no data. You can use it to clear all data from the scoreboard display by [transmitting](#) it to the scoreboard.

The other items on the screen are:

**Scrolling Line** shows the [text box](#) for the message that will scroll on the top line of the board, or on a one-line board. This contains up to 1000 characters (including spaces).

**Scroll / Fixed** [radio buttons](#) allow you to switch the Scrolling Line to a Fixed message or from Fixed to Scrolling.

**NOTE:** The following four items are only available if you have a multi-lane scoreboard from IST.

**Lane 1 - #** shows the lane number of the scoreboard where the message will appear.

**Page 1** shows the [text boxes](#) for messages that will appear on the lane lines. The red line indicates the center of the lane.



**Alternate** heads a row of [check boxes](#) that allow you to set each lane line to alternate between two messages on Page 1 and Page 2. If the box is not checked, only the Page 1 message will be displayed. Some or all boxes may be checked, depending on how you want your message displayed.

**Page 2** shows the [text boxes](#) for messages that will alternate on the lane lines with the message on Page 1 if the Alternate box is checked.

## Creating a New Message

To create a new message, click the NEW button to the right of the message name field. A new window will open.



Type the name of the new message in the [text box](#). **NOTE: the cursor must appear in the box before you begin typing.** The message name should be descriptive, unique and no longer than 30 characters. When the message name is complete, click OK. The new name will now be displayed in the MESSAGE text box.

## Entering a message on the scrolling line

To enter a message in the top (scrolling) line of the scoreboard, type the message in the [text box](#) labeled SCROLLING LINE. The message may be up to 1000 characters (including spaces) in length. **NOTE: the cursor must appear in the box before you begin typing.**

If you do not want the top message line to scroll, click on the [FIXED radio button](#). If the message is fixed you are limited to 16 characters (or 32 characters if you have a double-wide board), including spaces and punctuation.

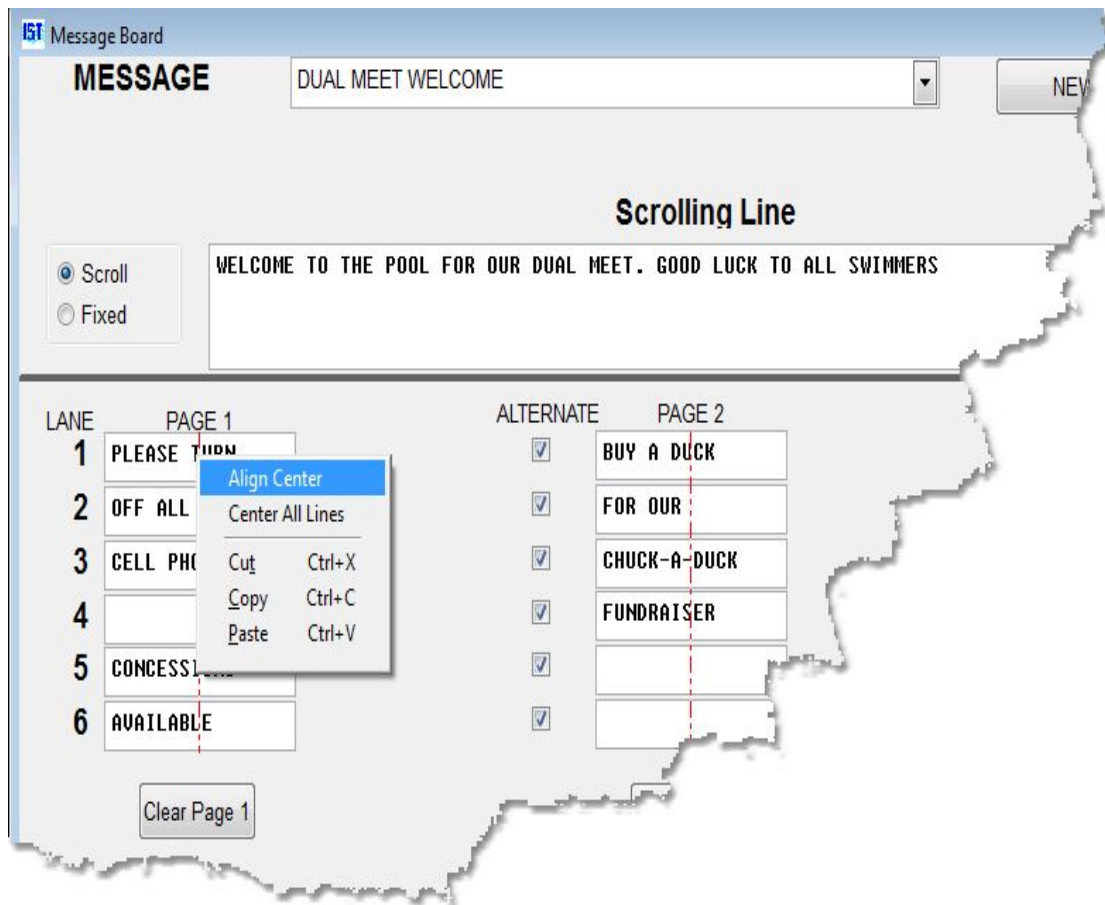
**NOTE:** The following two items are only available if you have a multi-lane scoreboard from IST.

**Entering messages in the lane lines** To enter messages in the lanes, click on the [text box](#) for that lane and type in the message. The red line indicates the center of the lane display. **NOTE:** the cursor must appear in the box before you begin typing.

**Alternating Lanes** If you want the message in a lane to alternate between two different messages every seven seconds, click on the ALTERNATE [check box](#) to the right of that lane. Click on the PAGE 2 box for that lane and type in the second message. **NOTE:** the cursor must appear in the box before you begin typing.

## Formatting Messages

You can format messages to center on the line, or to center all of the lines by right clicking on the line:



You can choose to either center the alignment on that lane, or on all of the lanes. You can also use the standard editing functions on the text in the message lines.

## Editing Messages

To edit a message, select the MESSAGE name from the [drop down menu](#) so that the message is displayed on the screen. Highlight the data want to change and type in the correct information.

## Deleting Messages

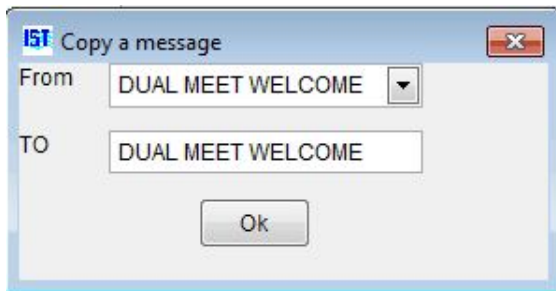
To delete a message, select the MESSAGE name from the [drop down menu](#) so the message is displayed on the screen. Click the DELETE button. A message will then pop up, "ARE YOU ARE SURE YOU WANT TO DELETE THE MESSAGE?" If you are sure you want to delete the message, click on YES. If you have made a mistake, click



NO. **NOTE:** once you have deleted the message it cannot be recovered and must be re-entered. Be sure that it is the message you want to delete before clicking YES.

## Copying messages

You may want to have a new message similar to an existing one, but want to save them both. You can copy a message to a new name and then make the necessary changes. To copy a message, select the MESSAGE name from the [drop down menu](#) so the message is displayed on the screen. Click the COPY button. You will see the following screen:



In the TO [text box](#), highlight the old message name and type in the name of the new message. Remember to make this name unique and less than 30 characters. Then click the OK button. The message now displayed on the screen is the new message, which you can change as needed

## Transmitting Messages to the Scoreboard

To transmit the current message so that it displays on the scoreboard, click on the TRANSMIT button. If you want to transmit the message, click on YES when asked, "DO YOU WANT TO TRANSMIT NOW?" If you click NO the message will not be sent to the scoreboard.

## Exiting the screen

When you are ready to leave the message screen, click on the CLOSE button. The message you sent to the scoreboard will continue to be displayed until another message is sent, timing is begun or the scoreboard is turned off.

## The Utilities Menu

The Utilities menu contains various different utilities for MEETWARE 3, including hardware and system setup. The UTILITIES menu includes the following:

- [BREAK TIMER](#) allows you display a countdown timer on the scoreboard. On Alphanumeric scoreboards a message can be displayed with the break timer clock.
- [TIME OF DAY](#) clock allows you to display the time of day (set on your computer) to the scoreboard.
- [BACKUP](#) functions including backup to a disk or other media, and restoring from a backup.
- [EVENT LISTS](#) allows you to create or edit an event list.
- [POINTS](#) allows you create or edit point systems for scoring meets
- [REINDEX](#) is a function that will fix indexes and databases in case of a software crash.
- [UPDATE](#) allows you to update to new versions of MEETWARE 3 or upgrade to [SWIMWARE Suite](#).
- [NEW SEASON](#) will archive your meet data and update your rosters to reflect the next season.
- [SYSTEM](#) allows you to customize the system to fit your pool and needs.
- [PAD SETUP](#) allows you to tell the software where the pads and other hardware are located.

➤ [SETUP HARDWARE](#) allows you to tell the computer which COM ports you are using for what purpose.

➤ CALCULATE AGES will update the ages of swimmers in the team rosters based on their date of birth. (This option is not yet available. [Contact us](#) for more information.)

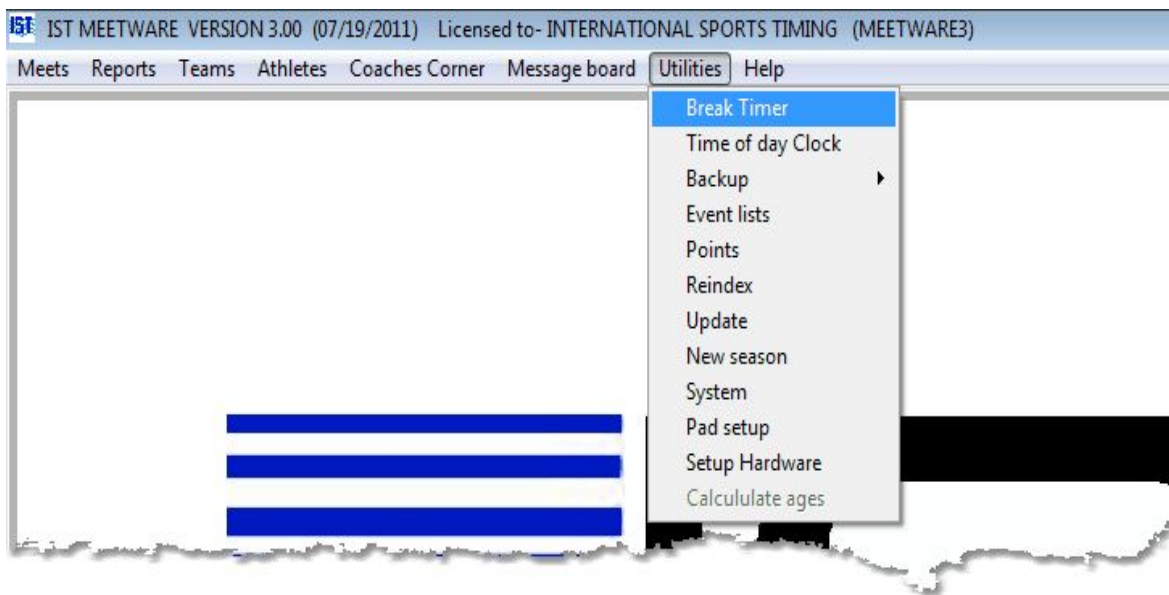
# BREAK TIMER

[Top](#) [Previous](#) [Next](#)

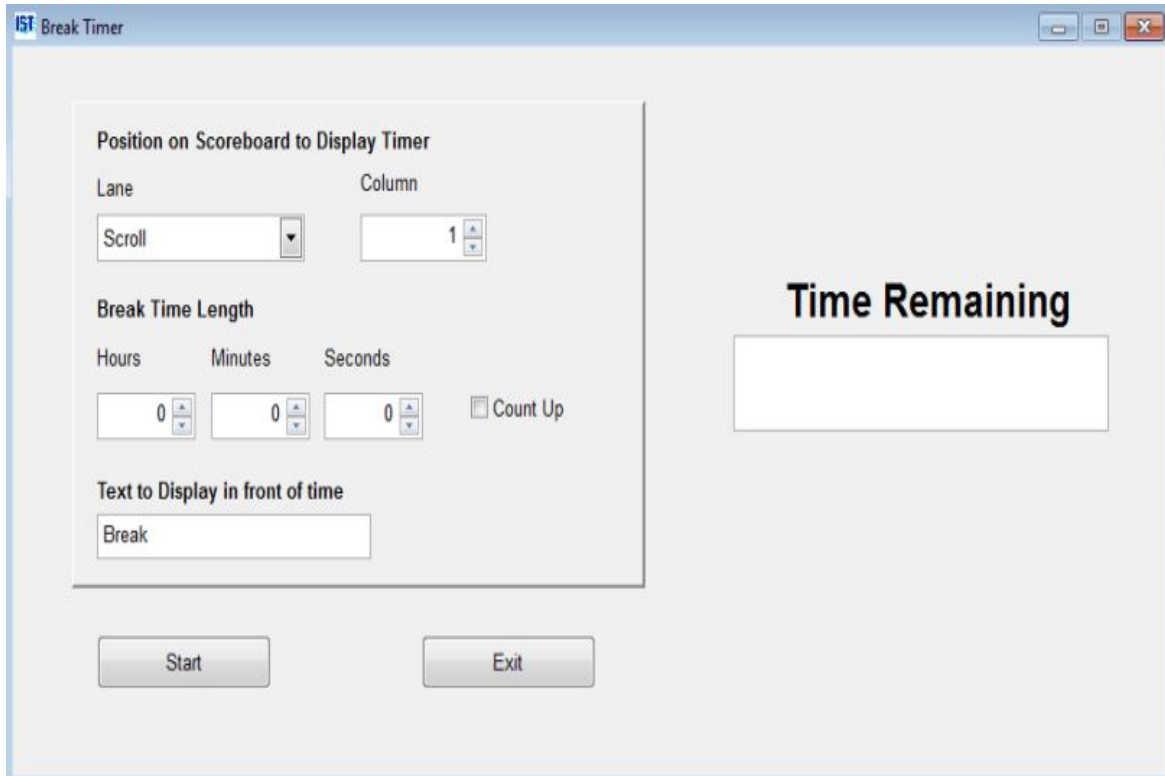
## Break Timer

The break timer allows you to display a countdown timer on your IST scoreboard. On Alphanumeric scoreboard you can also display a text message with the timer.

Break Timer can be accessed either from within TIMING MODE, or by selecting UTILITIES and BREAK TIMER from the MAIN menu.



You will then see a screen that looks similar to the following:



Select the options for the break timer:

**Lane and Column** Choose the Lane and Column you want the break timer to display on your scoreboard. The number of lanes will depend on how many lanes are on your scoreboard, which is set in [System Settings](#). The column option goes up to 9 on a 16 character wide board, leaving 7 characters for the time to display. 1 would be the leftmost column, 9 would be as far right as you can go.

**Break Time Length** Enter the number of hours, minutes and seconds that you want the break to last.

**Count Up** Allows you to have the timer count up from 0:00.00. The default is to count down.

**Text to Display in Front of Time** Enter the text you want to display on the scoreboard in front of the countdown clock. The default is "Break", or you could put in "Time Until Next Event". This option is only available if you have an IST Alphanumeric scoreboard and it is set up in [System Settings](#).

Once you have the time and message entered, click START to send the information to the scoreboard and begin the break timer. The timer will count the time remaining both on the screen and on the scoreboard. You can now exit the screen.

## **Exiting Break Timer**

To exit Break Timer click the EXIT button. The break timer will continue to run until the time is done or until you enter the [TIMING](#) screen or transmit another message from the [MESSAGE BOARD](#).

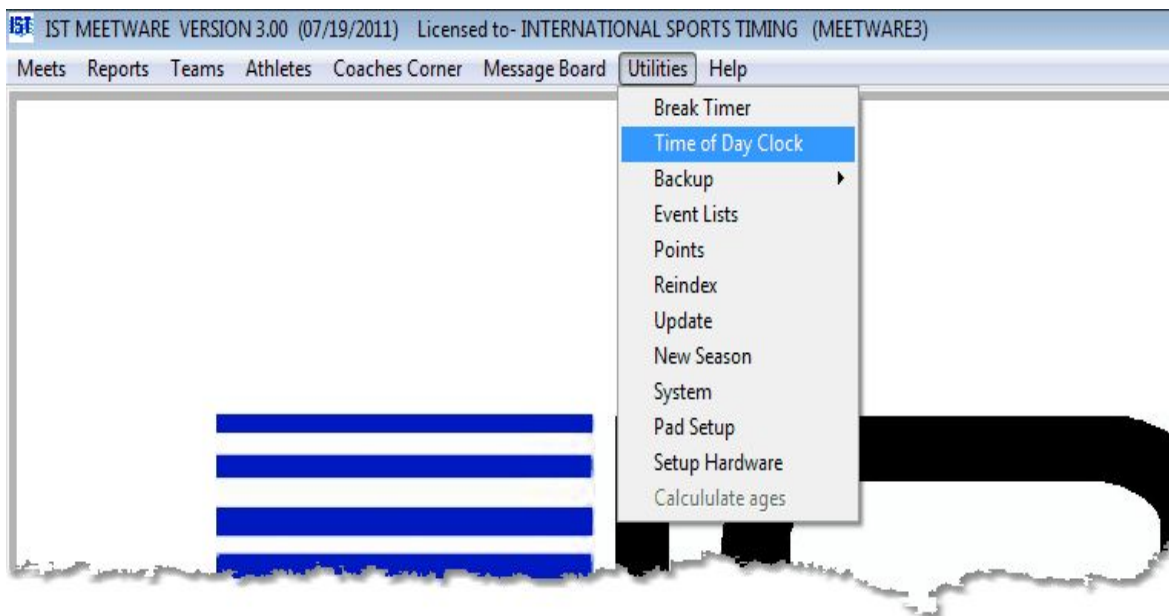
# TIME OF DAY CLOCK

[Top](#) [Previous](#) [Next](#)

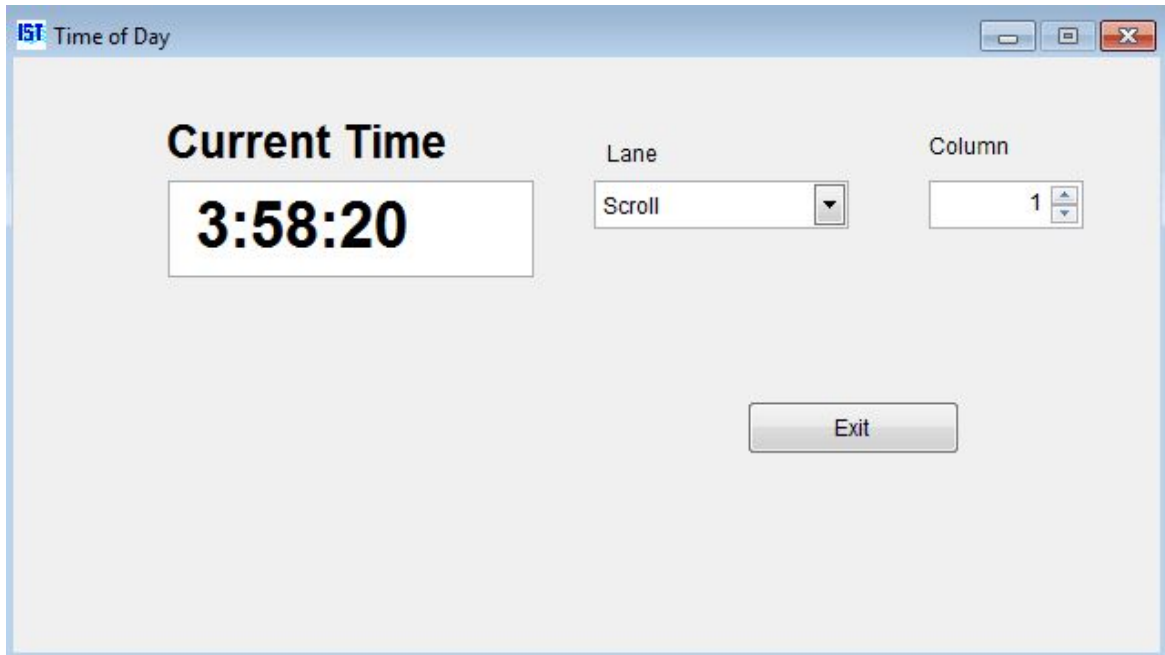
## Time Of Day Clock

The time of day clock (TOD clock) displays the time from the computer onto the scoreboard. The time will be displayed in the same place that the running clock appears when timing a meet.

To access the time of day clock, from the MAIN menu select UTILITIES and TIME OF DAY CLOCK:



You will then see a screen similar to the following:



You can use the LANE and COLUMN options to select where on the scoreboard you want the clock to be displayed. The options listed in the boxes will depend on your scoreboard settings in [System Settings](#).

This clock will be displayed on the scoreboard until you either close the Time of Day window, or use the scoreboard for something else (timing a meet or displaying a message). This window will not interfere with any of the other functions in MEETWARE 3.

## Displaying Clock with a Message

If you want to display a message on the scoreboard along with the time of day, [create your message](#) and [transmit](#) it to the scoreboard, then open the clock. The clock will be displayed wherever it has been assigned and will not overwrite any other part of the board.

## Setting the Clock

The Time of Day clock uses your computer's internal clock, normally located in the System Tray (lower right of the Windows Taskbar). See *Windows Help* for more information on how to set the clock.

## Exiting the Clock



To exit the time of day clock, click on the "X" or the EXIT button to close it. It will automatically close when you use the scoreboard for timing a meet or displaying a message.

# BACKUP FUNCTIONS

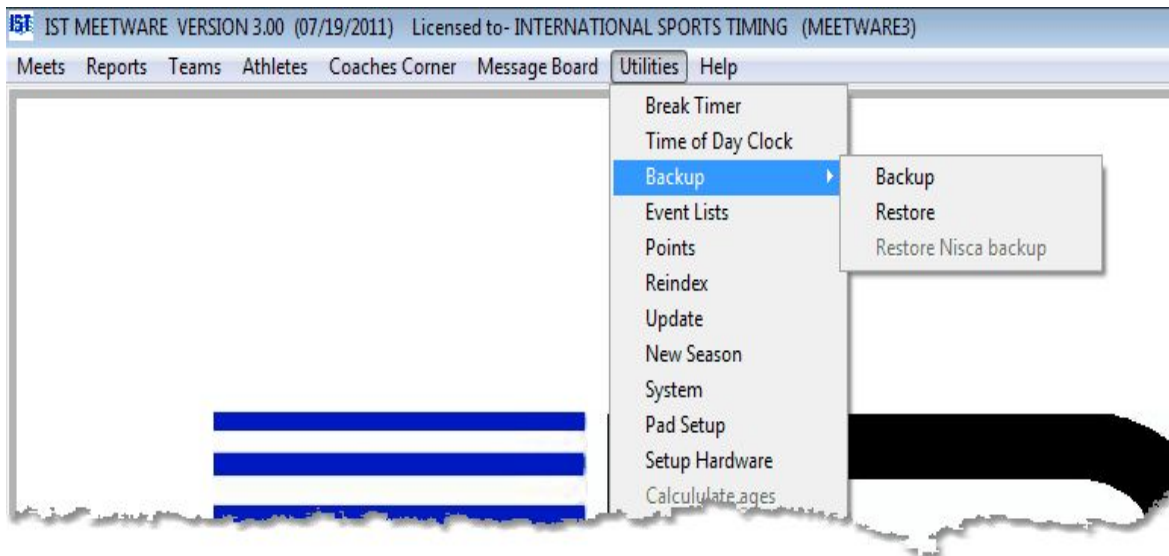
[Top](#) [Previous](#) [Next](#)

## Backup Functions

This item allows you to back up the system to a compressed .zip file, and to restore the system from that file in case of a problem. It is recommended that you back up after every meet, and after making any major changes, such as entering names for a meet or prior to [importing entries](#) from another team. You will also be prompted to back up the system every time you exit MEETWARE 3. **NOTE:** **Backing up the system often will save you a lot of time and trouble down the road.**

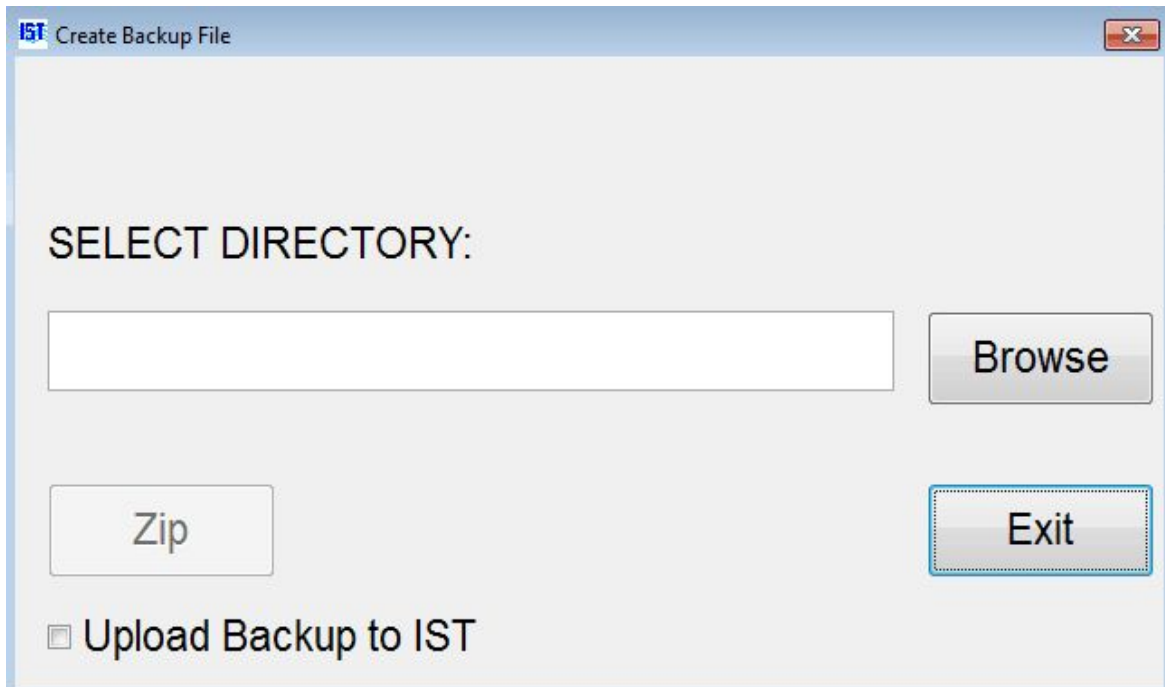
IST recommends having multiple places that you keep your backups and alternating between them so that if one backup media becomes corrupted you can get the data from the other. You may be a little behind with the data but at least you won't have to start over from scratch.

From the MAIN menu, select UTILITIES and BACKUP. You will then have two choices:

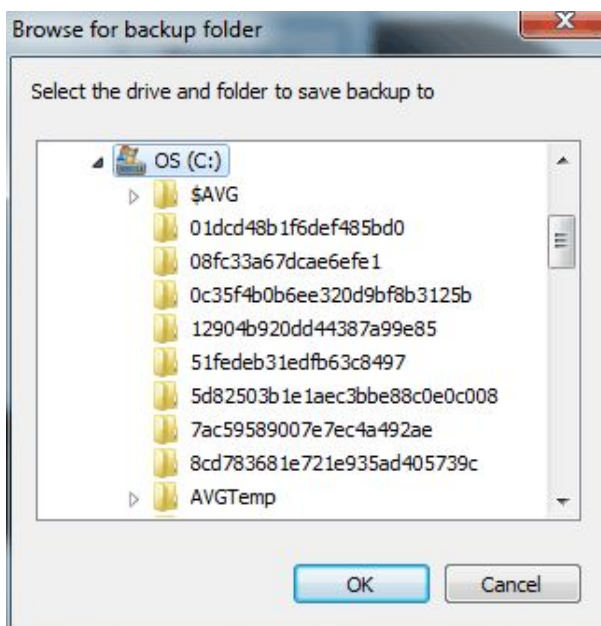


## Backing Up the System

Select BACKUP from the menu. You will then see the following screen:

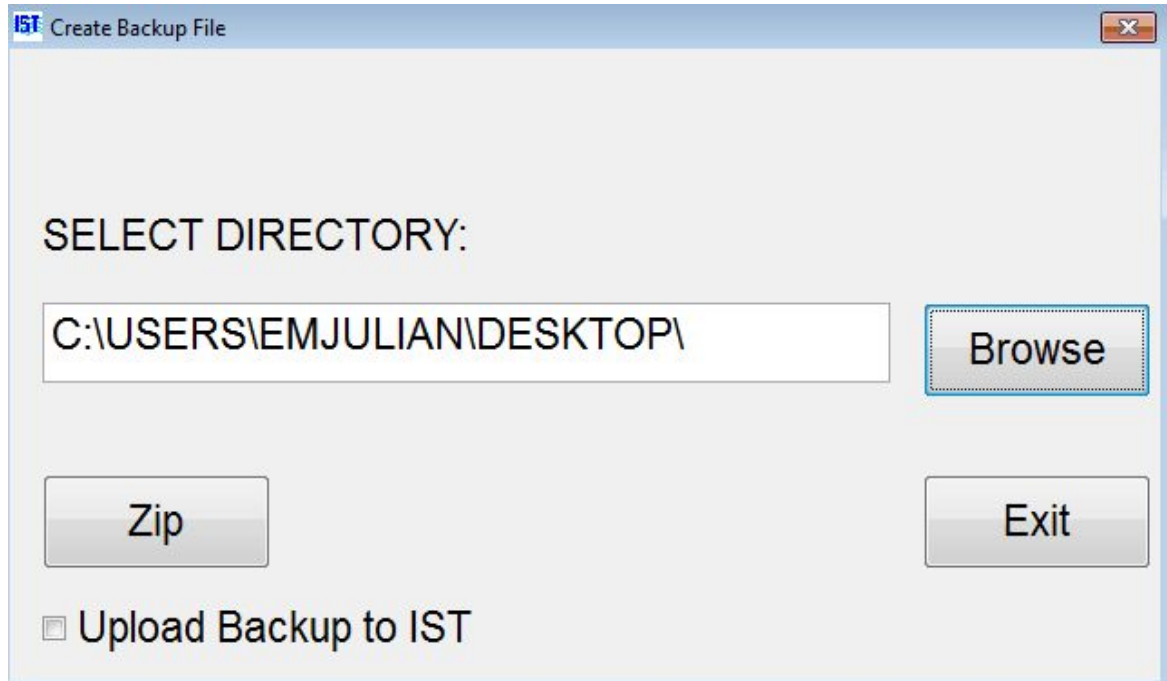


Select the location you want to back up the data to by clicking on the BROWSE button. **NOTE:** Do It is not recommended that you back up to the C: drive - you will lose both the backup and the original copy if the hard drive goes! Select a drive with removable media (thumb drive, SD card, etc.) or a network drive that is NOT your computer. You will then see a screen similar to the following:



Select the drive you wish to back up the data to and click the OK button.

Once you have selected the drive, you will see the following screen:

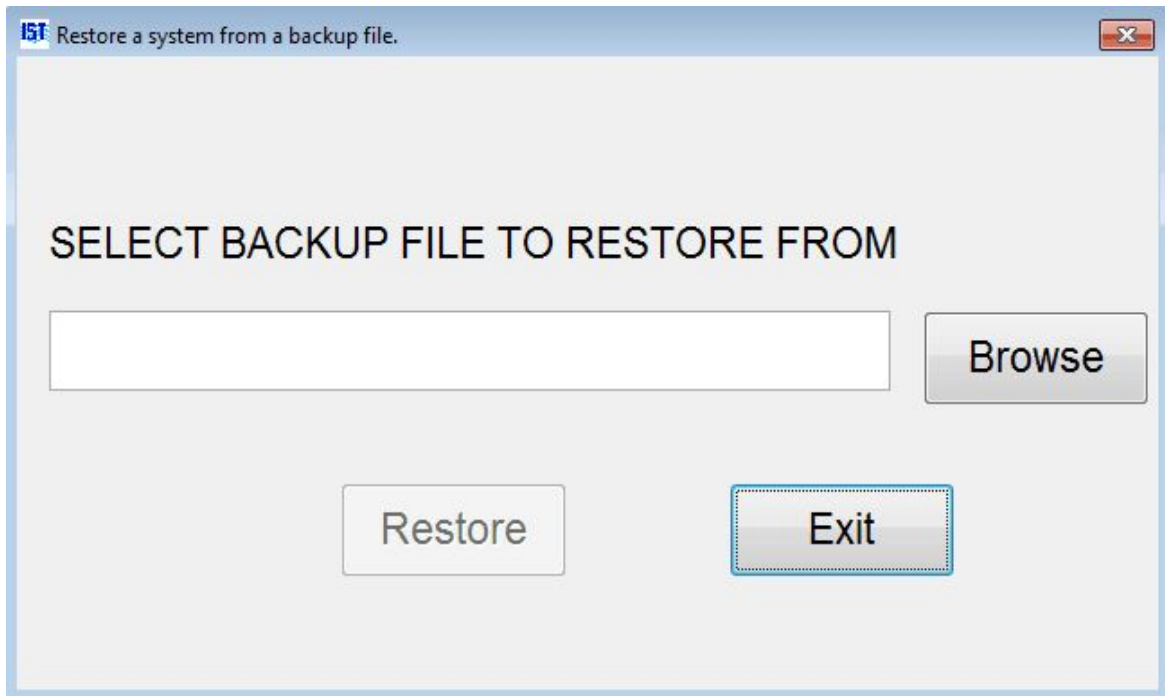


If you are connected to the internet when you are doing your backup, you can select the UPLOAD BACKUP TO IST check box. This will send a copy of your zipped backup file to an IST server where it can either be stored for you or accessed by our technicians if you have questions about the setup or had problems during the meet. **NOTE:** This requires an active internet connection. If you would like one of our technicians to look at your backup, please contact us at [support@istime.com](mailto:support@istime.com) or call 800-835-2611.

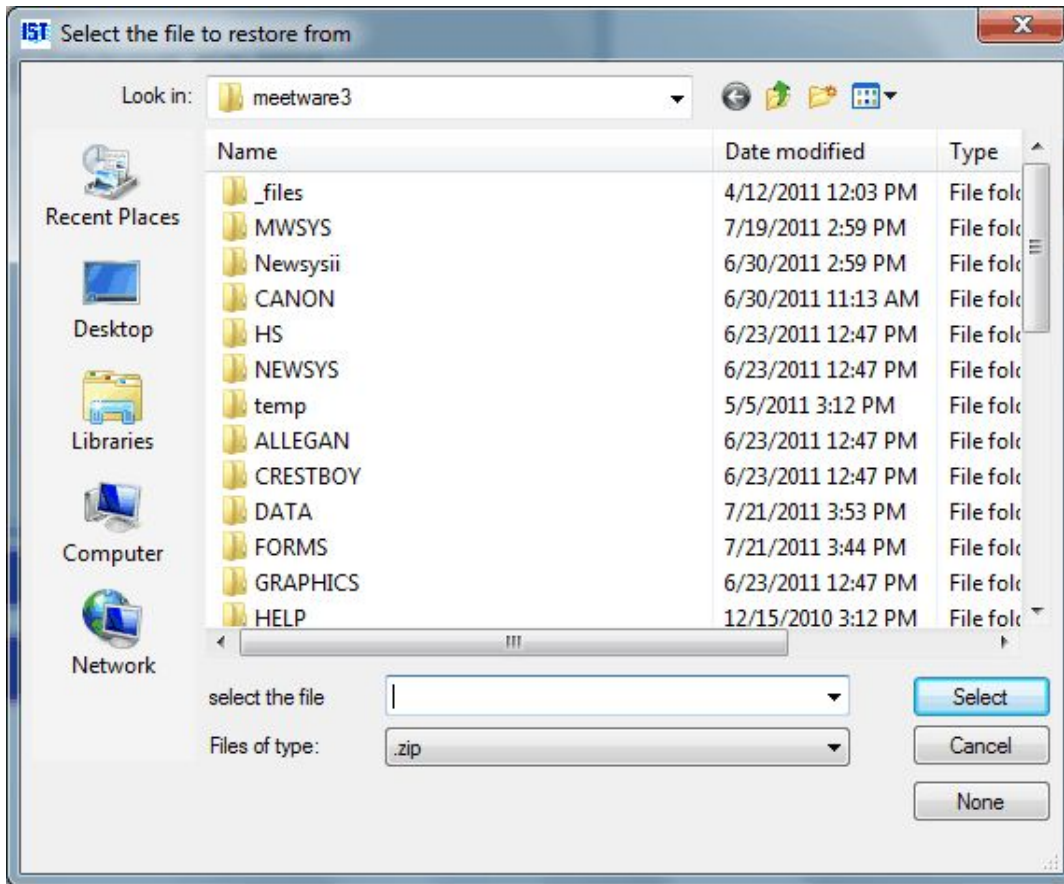
To backup the data for your system, click the ZIP button that has appeared. This will compress your backup files so that they are easier to store or send via e-mail. The backup will be stored in the directory that you selected and will be named "BACKUP\_*system\_directory*.zip", where *system\_directory* is the name of the directory that you specified for your system when you [set it up](#).

## Restoring From Backup

To restore the system from a backup location, select RESTORE from the BACKUP menu. You will see a screen similar to the following:

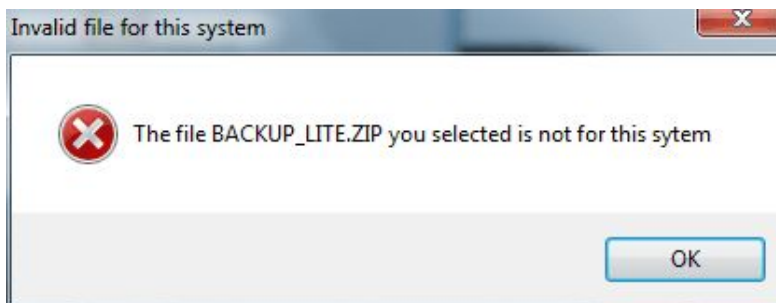


Click BROWSE and select the directory or drive that the backup for the [system](#) you are currently in is stored on from the following screen:



**NOTE:** You can only restore from a MEETWARE 3 .ZIP back up file. The file name will be *BACKUP\_system\_directory.zip*.

If you have selected a backup.zip file that is not the backup for the system that you are currently in, you will see the following message:



Click OK. If you selected the wrong backup file, you can reselect the correct file. If you are in the wrong system, EXIT the Restore screen, [select the correct system](#) and then run the RESTORE again.

Once the restore process is complete you will be returned to the MAIN menu.



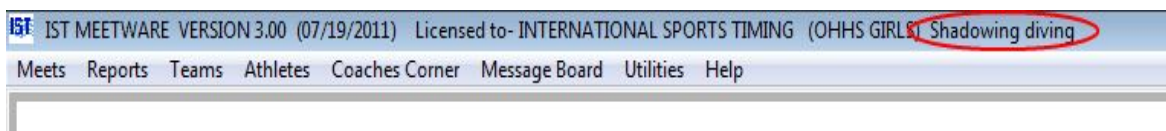
## Live Backup

For big meets (like a State Meet or Championship Meet) you might want to run a "live backup". This is a second computer that gets all of the same information that the primary computer gets (starts, finishes, etc.) and ensures that, should the primary computer crash or have a physical problem (i.e. hard drive failure), you will have a current backup that you can switch to with no loss of data.

In order to run a live backup you will need a second computer with the same version of MEETWARE 3 installed, along with a [current backup](#) of your system and a "Y" switch, available from IST (call 1-800-835-2611 or e-mail [support@istime.com](mailto:support@istime.com) for more information).

If you are running diving with your live backup, you will need to [log in to the system](#) on the backup computer using the password "SHADOW". If you do not have a password set for the system, you will need to set one in [system preferences](#) before you can log into the system using the SHADOW password.

You will then see "Shadowing Diving" on the top window, listed after the system name:



This allows you to run a live backup with diving.

**NOTE:** In order to run a live backup you must have someone sitting at the backup computer running the system (arming it for the start, entering hand times and DQ's, etc) so that all of the information matches what is happening on the main computer.

For more information about running a live backup, contact IST at 800-835-2611 or e-mail [info@istime.com](mailto:info@istime.com).



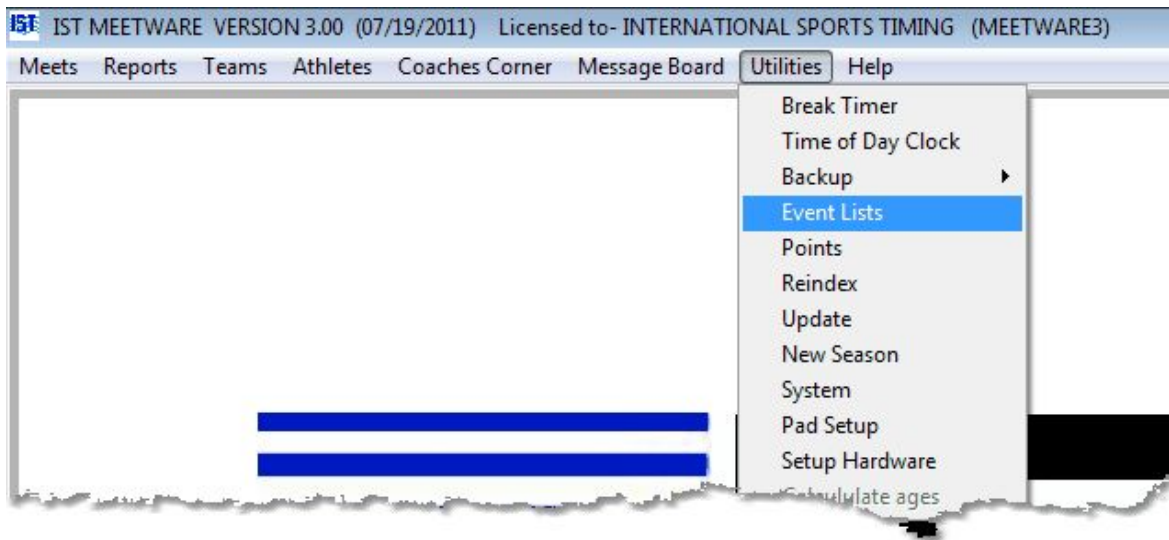
# EVENT LISTS

[Top](#) [Previous](#) [Next](#)

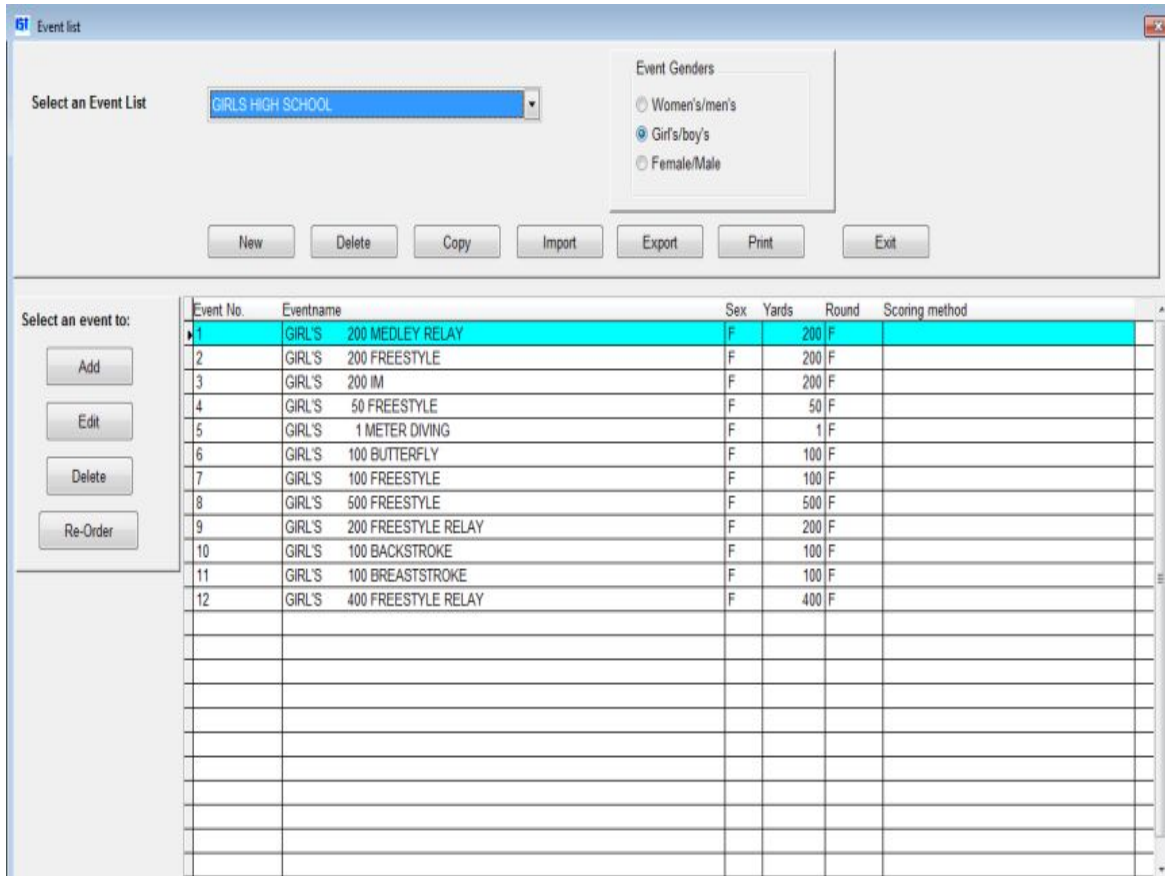
## Event Lists

Event lists are the order of events in a meet and it tells MEETWARE 3 what the stroke and distance of each event is, as well as the age group and sex for that event and whether the event is for one or more teams (i.e. Freshman, JV or Varsity).

To work with an event list, select UTILITIES and EVENT LISTS from the MAIN menu.



You will then see a screen that looks like the following



The NISCA High School event list for Girls and Boys is included with the software. Selecting one of the EVENT GENDER options for the selected event list will change how the genders are listed in each event name in that list (Women's/Men's, Girl's/Boy's, Female/Male). This does not effect the event at all, just how the gender is displayed in the event title.

The top portion of the screen deals with the entire event list. For each event list you have several options:

[Create a NEW](#) event list

[DELETE](#) an existing event list

[COPY](#) an event list to a new name

[IMPORT](#) an event list from another system

[EXPORT](#) the event list to a file

[PRINT](#) the event list

The bottom portion allows you to work with individual events from the list displayed. Within each event list you can:

[ADD](#) an event

[EDIT](#) or change an event

[DELETE](#) an event

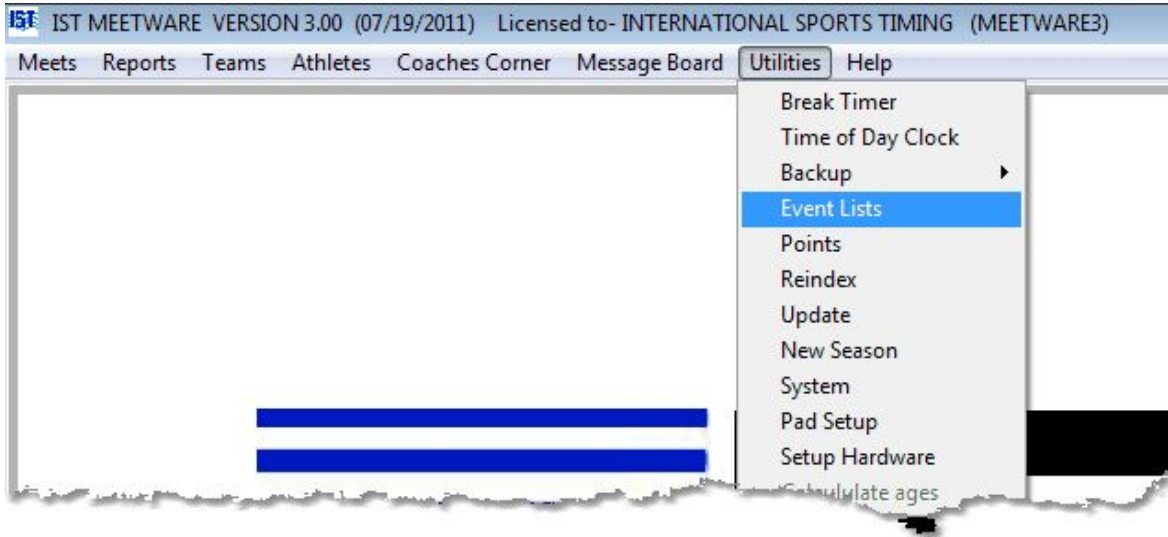
[REORDER](#) the event list

# CREATING A NEW EVENT LIST

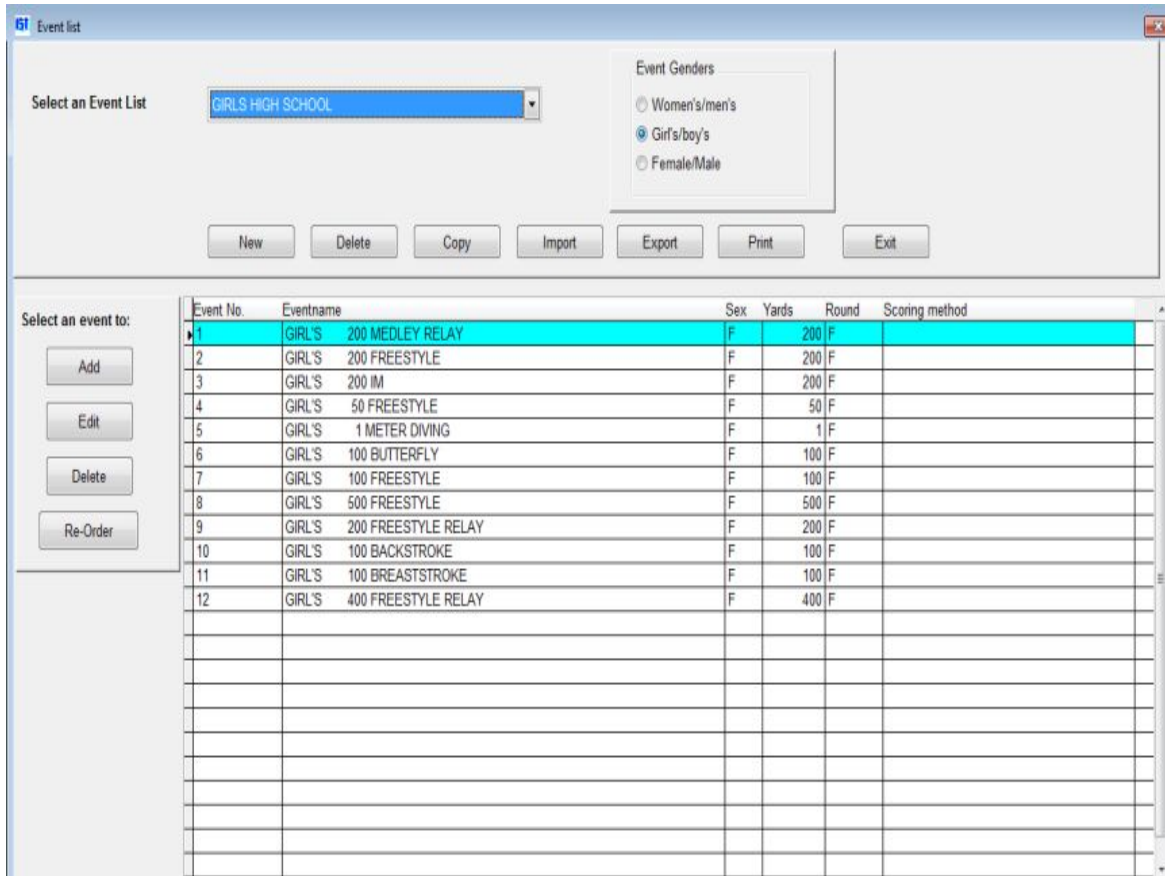
[Top](#) [Previous](#) [Next](#)

## Creating a New Event List

From the MAIN menu select UTILITIES and EVENT LISTS



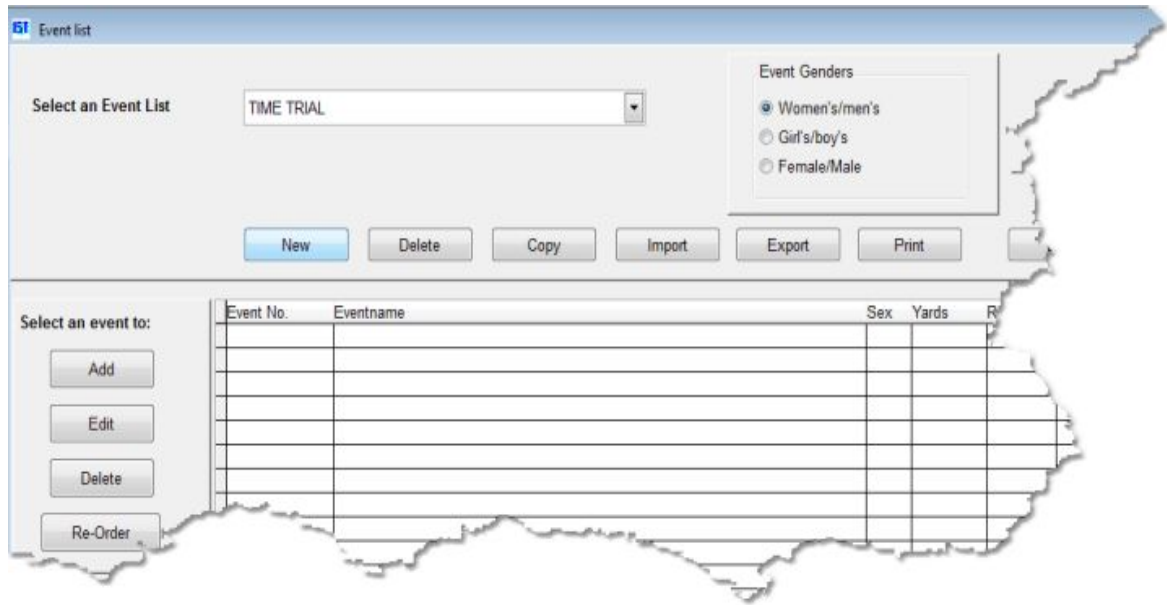
You will then see the following screen:



The NISCA High School event list for girls and boys is included with the software. The Event List grid shows the Event Number, Event Name, Sex, Yards, Round (Prelims or Finals) and Scoring Method for each event.

## Creating a New Event List

To create a new event list click the NEW button on the Event List window. Enter the name of your new event list into the [text box](#) and click OK (which is where the NEW button was). **Note: you should select a name that is unique and descriptive. It can up to 30 characters in length.** You will then see a screen similar to the following:



Next, select the Event Gender for the event list. Gender determines how the sex of the swimmers will be written for that event list: (Women's/Men's, Girl's/Boy's or Female/Male). This usually depends on the ages of the swimmers.

To add an event to the list, click the ADD button to the left of the event grid. You will then see the following screen:

**\*\*\*Click on an item or area on the graphic to link to it's description\*\*\***

EVENT # 1

Ind/relay  
 Individual  
 Relay

Sex  
 Female  
 Male  
 Mixed  
 Alternate

Team  
 None  
 Freshman  
 Jv  
 Varsity

Age range  
 6&UNDER  
 8&UNDER  
 10 & UNDER  
 15 & OVER  
 7 -8  
 9 -10  
 11-12  
 13-14  
 15-16  
 15-18  
 17-18  
 NONE  
 Other

Distance  
 25  
 50  
 100  
 200  
 400  
 500  
 800  
 1000  
 1500  
 1650  
 1 meter  
 3meter  
 platform  
 other

Stroke  
 Freestyle  
 Backstroke  
 Breaststroke  
 Butterfly  
 Medley  
 Crescendo  
 DIVING

Low time  
 OPEN  
 NOVICE  
 B  
 BB  
 A  
 AA  
 AAA  
 AAAA  
 JUNIOR  
 SENIOR  
 NONE

Hi time  
 OPEN  
 NOVICE  
 B  
 BB  
 A  
 AA  
 AAA  
 AAAA  
 JUNIOR  
 SENIOR  
 NONE

Define relay legs  
 2

LEG	LAPS	DIST.	STROKE
1	1	50	FREE
2	1	50	FREE

Rounds  
 Final  
 Prelims/finals

Round Scoring  
 Prelims  
 Finals

User name

Ok Done

**Event #** The software automatically starts numbering events at 1 and moves to the next number as you create new events. If you would like to assign a different number, highlight the 1 and type in the correct number. Each new event will be numbered sequentially beginning from that number.

If you select [Team](#), the first letter of the team (F, J or V) will follow the event number. You can also customize each event number by typing a letter or letters after it. **NOTE:** If you are using [Low/Hi Times](#), the time codes will be included in the event description.

**Ind/Relay** This option allows you to select whether the event is an individual event or a relay. Only relay events will show the [Define Relay Legs](#) option.

**Sex** This option identifies gender of the event you are creating, Female only, Male only or Mixed, with both males and females in the same heat. If your event list will include identical but separate events for both females and males, select the SEX of the odd numbered events and then check ALTERNATE. When you create event number 1 one sex (i.e., Girl's), the software will automatically make event number 2 identical but for the other sex (i.e., Boy's).

**Team** If the event list is for a multilevel high school meet, select the appropriate level (Freshman, JV or Varsity) for that event. The first letter of the team (F, J or V) will follow the event number. If the event list is for a single level, select NONE.

**Age range** For age group meets, select the appropriate age range for the event. If the age range you need is not one of the options, click OTHER and enter the age range in the FROM and TO boxes. If you are running high school or college meets and do not use ages, select NONE.

**Distance** Select the distance for the event. If it is a diving event, select 1 meter, 3 meter or platform. If the distance you need is not listed, select OTHER and supply the distance in the text box. The distance selected must be a multiple of the length of your pool. For example, in a 25-yard pool, you can create a 75-yard event, but not a 110-yard event.

**Stroke** Select the stroke for the event. MEDLEY is for either the Medley Relay event or the Individual Medley event, depending on whether the event is listed as an individual or relay event. A CRESCENDO is a relay in which each leg swims a greater distance than the leg before it. DIVING can only be selected if 1 meter, 3 meter or platform are selected under DISTANCE.

**Low time / Hi time** These are qualifying times or classes. They are used for age group and USS meets. Select the correct classes for the event. The class codes will be included in the event description. If you do not need these, click NONE.

**Define Relay Legs** Defines the number of legs in the relay, the number of laps, the distance and stroke for each leg. This is generally set for you based on the stroke and distance that you selected for the relay event, but you should check it to make sure it is correct and to assign the stroke for each leg. See [Setting up Special Relays](#) for more information on setting up 100 yard, 3 legged and crescendo relays.

**Rounds and Round Scoring** These options are used for a Prelim/Finals (Championship ) type meet. See [Setting up a Championship Event List](#) for more information.



**User Name** MEETWARE 3 names the events with the gender, age range (if used), distance and stroke. If you have a special name that you want to use for the event, click the USER NAME check box and enter the name you would like to use in the text box. The maximum number of characters for the event name (including spaces) is 30.

**OK** accepts the event and moves you to the next event. The last event entered will be listed at the very top of the window and the event number will be incremented.

**DONE** exits the screen and returns you to the event list.

Once you have selected all the options, click on OK to create the event. The event number will then automatically update to the next event number and you can create the next event. If you have selected [Alternate](#) to create events for each sex, the second event will be displayed. Simply click OK to accept it and move to the next pair.

## **Finishing the event list**

When you have created all the events, click DONE to save the event list and return to the EVENT LIST screen.

## **Other Options**

Once you have created the event list you can [edit the event list](#), [delete the event list](#), [copy the list](#) to a new name, [import an event list](#) from another system, [add an event](#), [edit an event](#), [delete an event](#) or [print the event list](#).

## **Exiting Event List**

To exit the event list screen and return to the MAIN menu, click on the EXIT button.

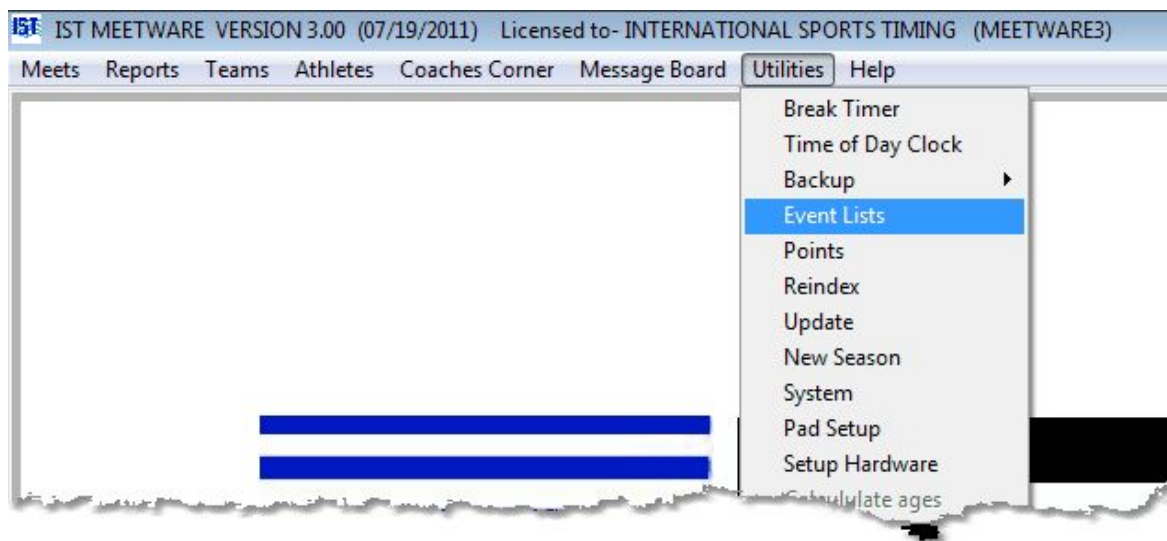
# ADDING AN EVENT TO AN EVENT LIST

[Top](#) [Previous](#)  
[Next](#)

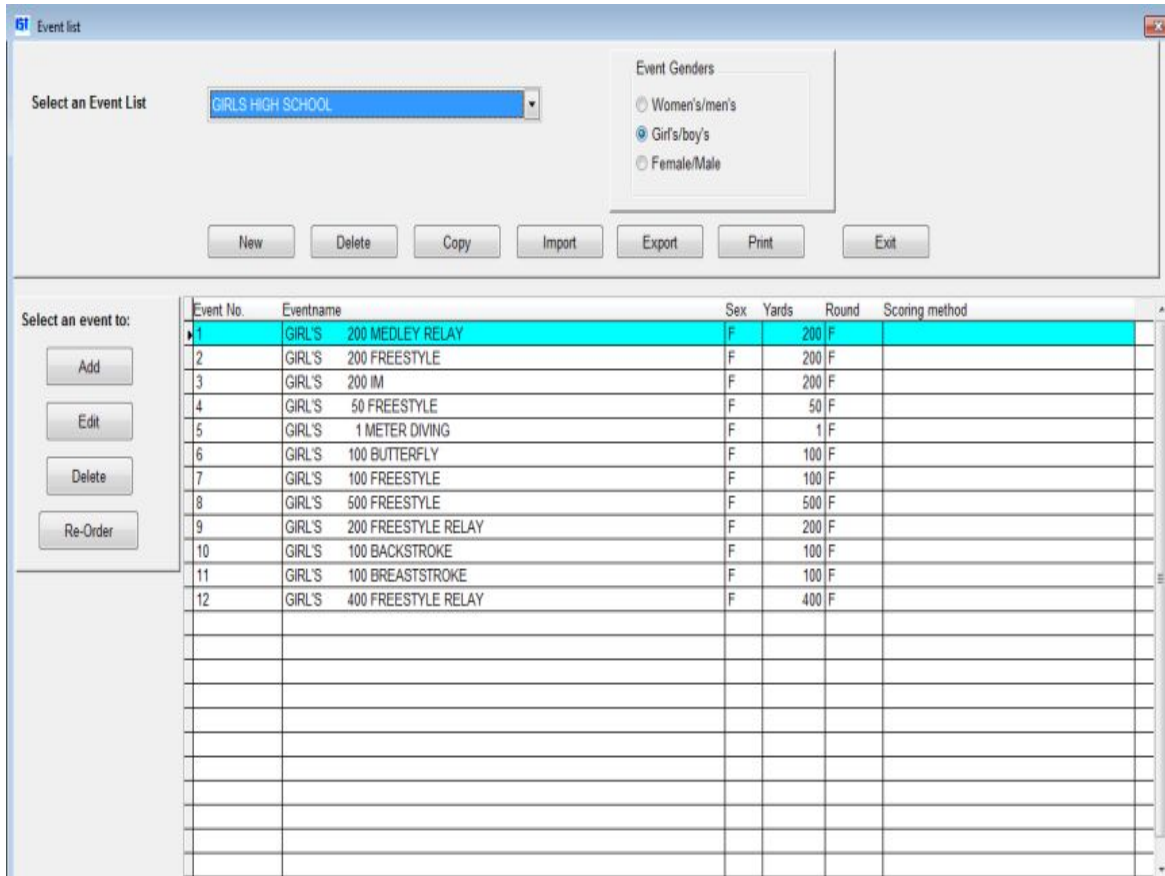
## Adding an Event to an Event List

**NOTE:** You should not add events to a list that has already been used in a meet. You can [copy the list](#) to a new name and make the addition there.

This option allows you to add an [event](#) into a new or existing [event list](#). From the MAIN menu select UTILITIES and EVENT LIST



You will then see the following screen:



## Adding an Event

Select the event list you want to work with from the [drop down list](#). To add an event to the list, click the ADD button to the left of the Event List grid. You will see a screen that looks exactly like the one you saw when you were [creating the event list](#). Notice that the event number is automatically set for the next available number. Create the event just as you did before and click OK to save it. Click DONE to return to the event list screen.

## Inserting an Event

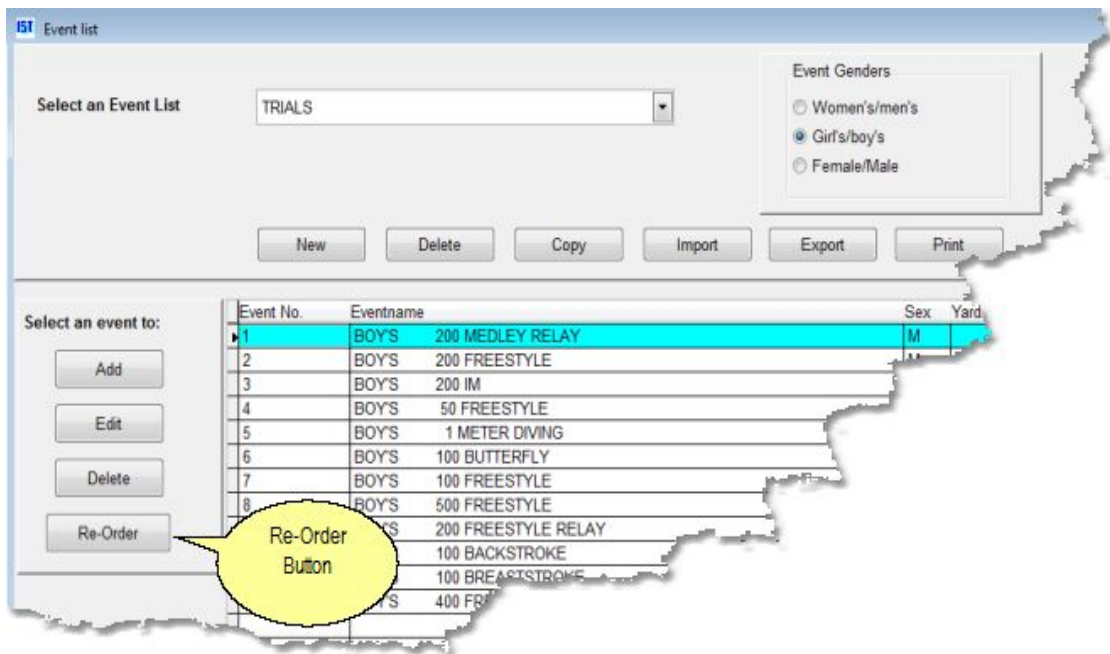
To insert an event into the event list, click ADD and create the event. Change the event number to the number you want the event to be, select the appropriate information for the event, then click OK.

You will now have duplicates of one event number. To fix this, [edit the events](#) and change their event numbers to the correct number. If you

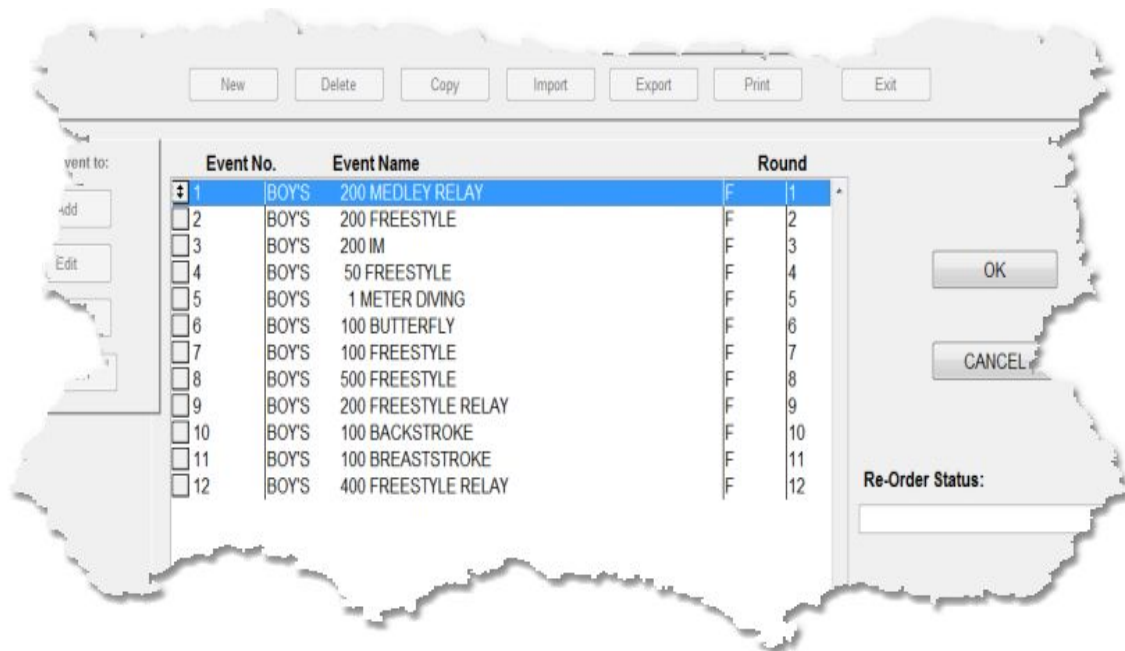
want to rearrange the events, you can [reorder](#) them and they will automatically be renumbered.

## Moving an event

To move an event, click on the RE-ORDER button on the main Event List Screen:



You will then see a screen similar to the following:



To change the order of the events and update the event numbers, click on the box to the left of the event and drag it to its correct location. Once you have finished moving the events around, click on OK to save the changes to the event list. Clicking CANCEL will cancel all of the changes and leave the event list the way it was.

## Other Options

Once you have added an event, you can [edit an event](#), [delete an event](#), create a new event list, [delete an event list](#), [copy an event list](#), [edit an existing event list](#), [import an event list](#), or [print the event list](#)

## Exiting Event List

To exit the event list screen, click on the EXIT button.

## Setting Up Special or Unusual Relays

The Event List allows you to set up several kinds of special relays - 100 yard relays (2 legs, 4 participants), crescendo relays, etc. In general, the system will set the number of legs for you, and all you have to do is define the number of laps and stroke for the leg. However there are some special relays that require a little different set up.

### 100 Yard, 4 leg relay

In a 25 yard pool with touchpads at one end, this is viewed as a 2 leg relay by the computer. When it is set up it will have 2 legs, 1 lap (50 yards) per leg. Each leg is swum by 2 swimmers doing 25 yards each, but only the lap split (their combined time) is recorded.

### 3 Legged relay

To run a 3 legged relay select the Distance and define the number of laps for legs 1-3. Leg 4 should have 0 laps (0 Yards). The computer will then stop timing after it reaches the end of the 3rd leg. **NOTE: It is critical that the number of laps assigned to a relay equals the total number of yards assigned to the relay by it's DISTANCE.**

### Crescendo Relay

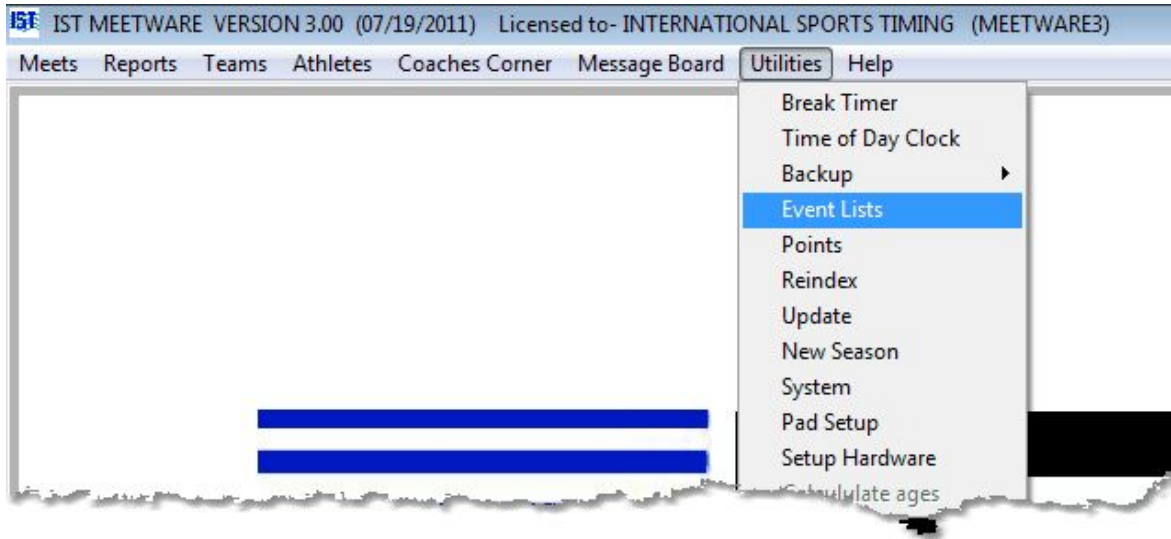
A crescendo relay is usually set up so that each relay participant swims farther than the last. Select the Distance and then select CRESCENDO as the stroke. Check the number of laps (yards) is correct and adds up to the total distance for the relay. CRES is assigned as the stroke, but that can be changed if desired.

# COPY AN EVENT LIST

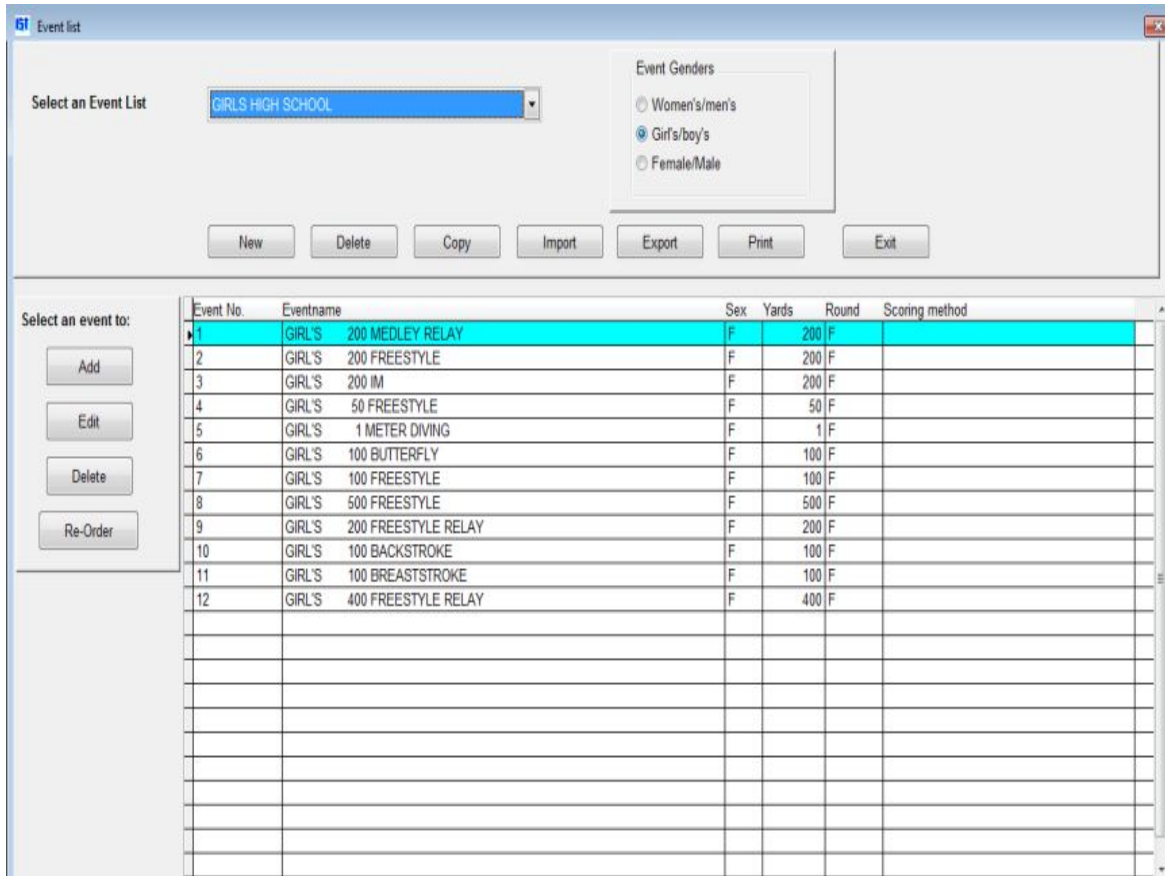
[Top](#) [Previous](#) [Next](#)

## Copy an Event List

This option allows you to copy an event list to a new name so that you can [edit](#) the event list and keep the original event list intact From the MAIN menu select UTILITIES and EVENT LISTS



You will then see the following screen



To copy an event list, select the list you want to copy from the [drop down list](#) and click COPY. Click in the COPY TO [text box](#) and type in the new name of the event list. This should be unique, descriptive and less than 30 characters. **NOTE: the cursor must appear in the text box before you begin typing.**

After you have entered the new name, click OK. The new event list will be selected in the [drop down list](#), and you can begin working on it.

## Other Options

Once you have copied the event list, you can [edit the list](#), [add an event](#), [edit an event](#), [delete an event](#), [print the event list](#), [create a new event list](#), [delete an event list](#), or [import an event list](#) from another system.

## Exiting Event List

To exit the event list screen and return to the MAIN menu, click on the EXIT button.





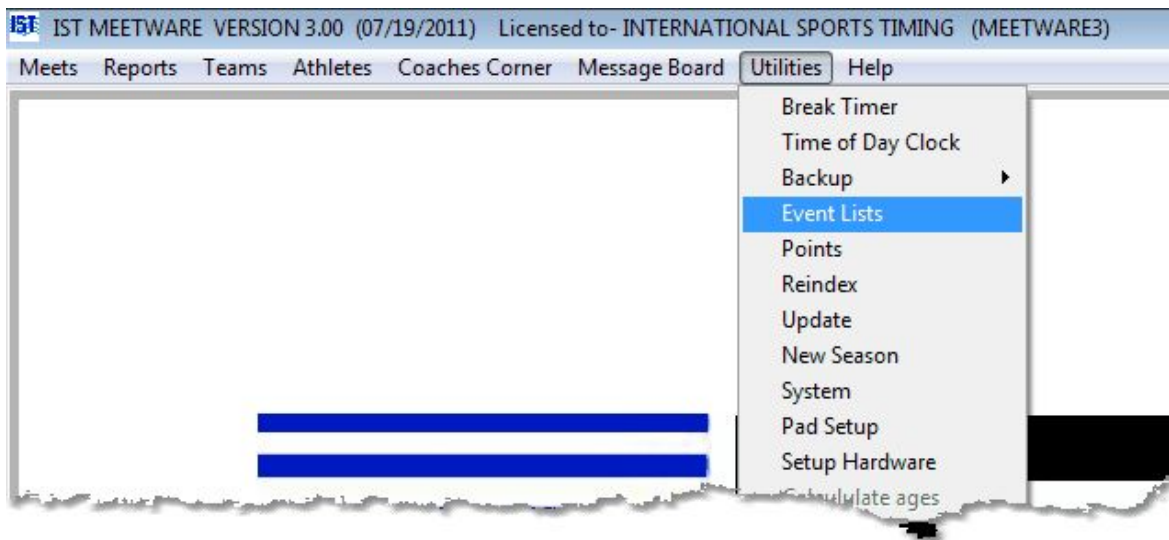
# EDITING EVENT LISTS

[Top](#) [Previous](#) [Next](#)

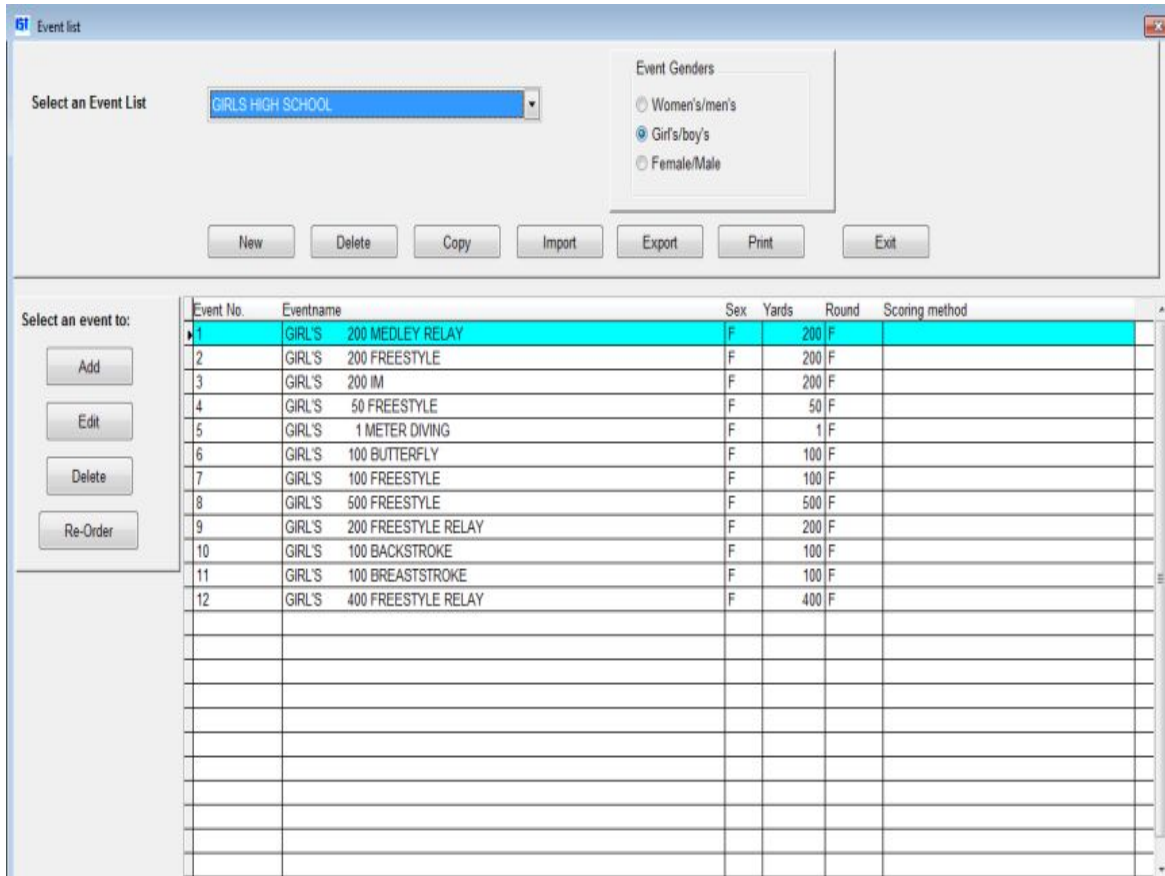
## Editing Event Lists

**NOTE:** You should not edit events in a list that has already been used in a meet. You can [copy the list](#) to a new name and make the changes there.

Editing an event list will allow you to make changes to an [event list](#). These changes are permanent, so if you want to keep a copy of the original list, [copy the event list](#) before making changes. From the MAIN menu, select UTILITIES and EVENT LISTS.



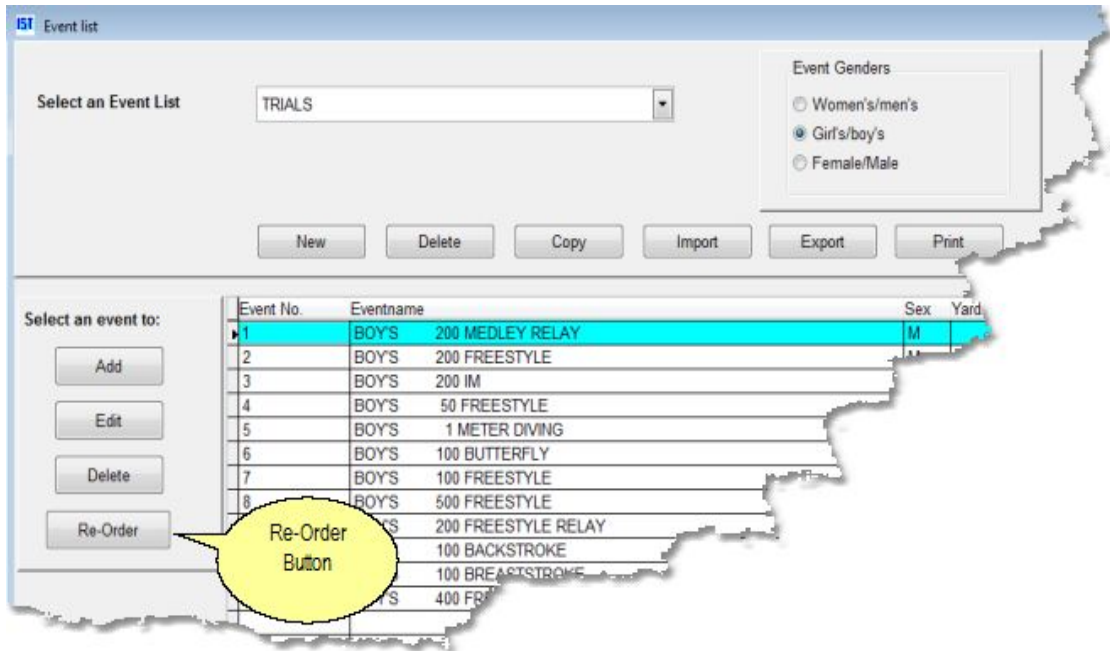
Choose the event list you want to work with from the [drop down list](#).



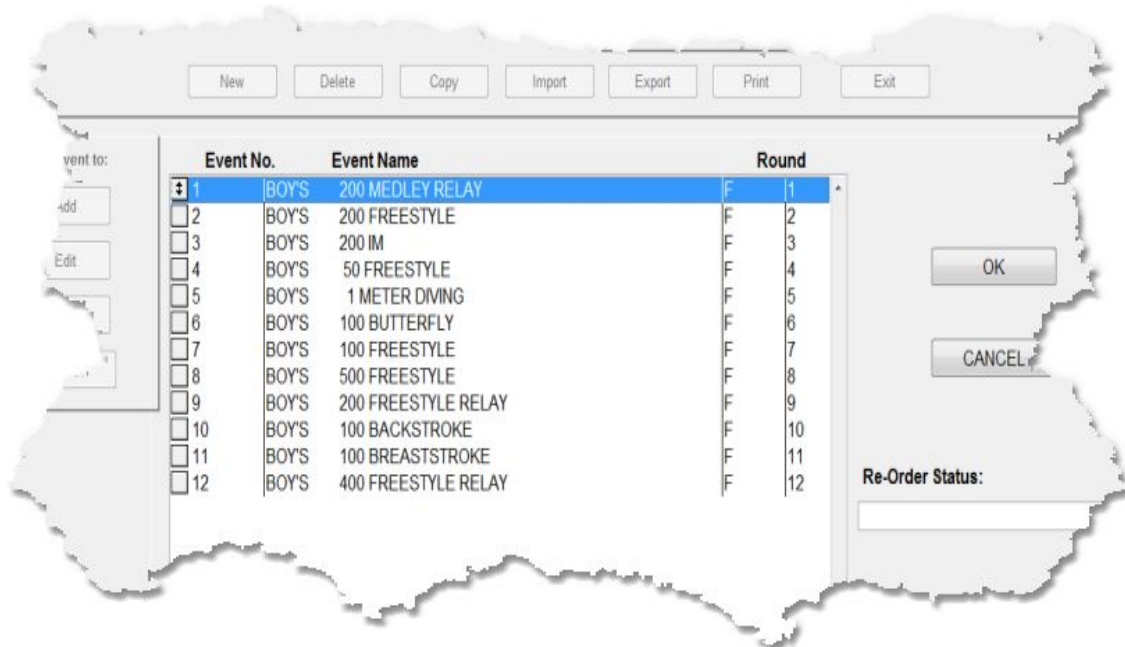
You can now [add](#), [delete](#) or [edit](#) events within the event list. You can also change the GENDER selection, which will change how the gender is displayed on all of the events.

## Moving an Event in the Event List

To move an event, click on the RE-ORDER button on the main Event List Screen:



You will then see a screen similar to the following:



To change the order of the events and update the event numbers, click on the box to the left of the event and drag it to its correct location. Once you have finished moving the events around, click on OK to save the changes to the event list. Clicking CANCEL will cancel all of the changes and leave the event list the way it was.

## **Exiting Edit**

When you have finished changing the event list, select EXIT to return to the MAIN menu.

# EDITING AN EVENT

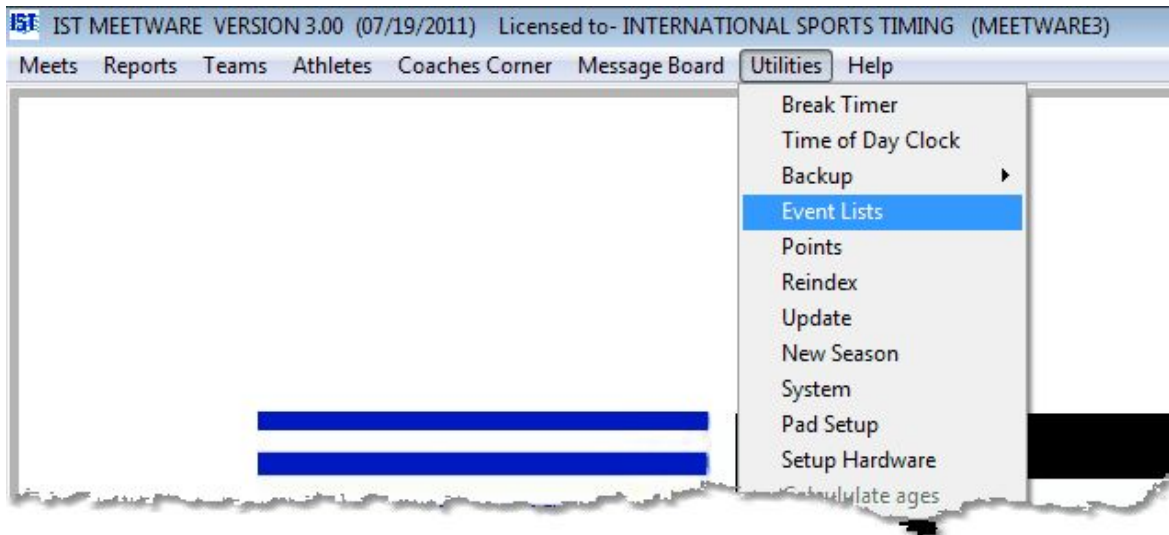
[Top](#) [Previous](#) [Next](#)

## Editing an Event

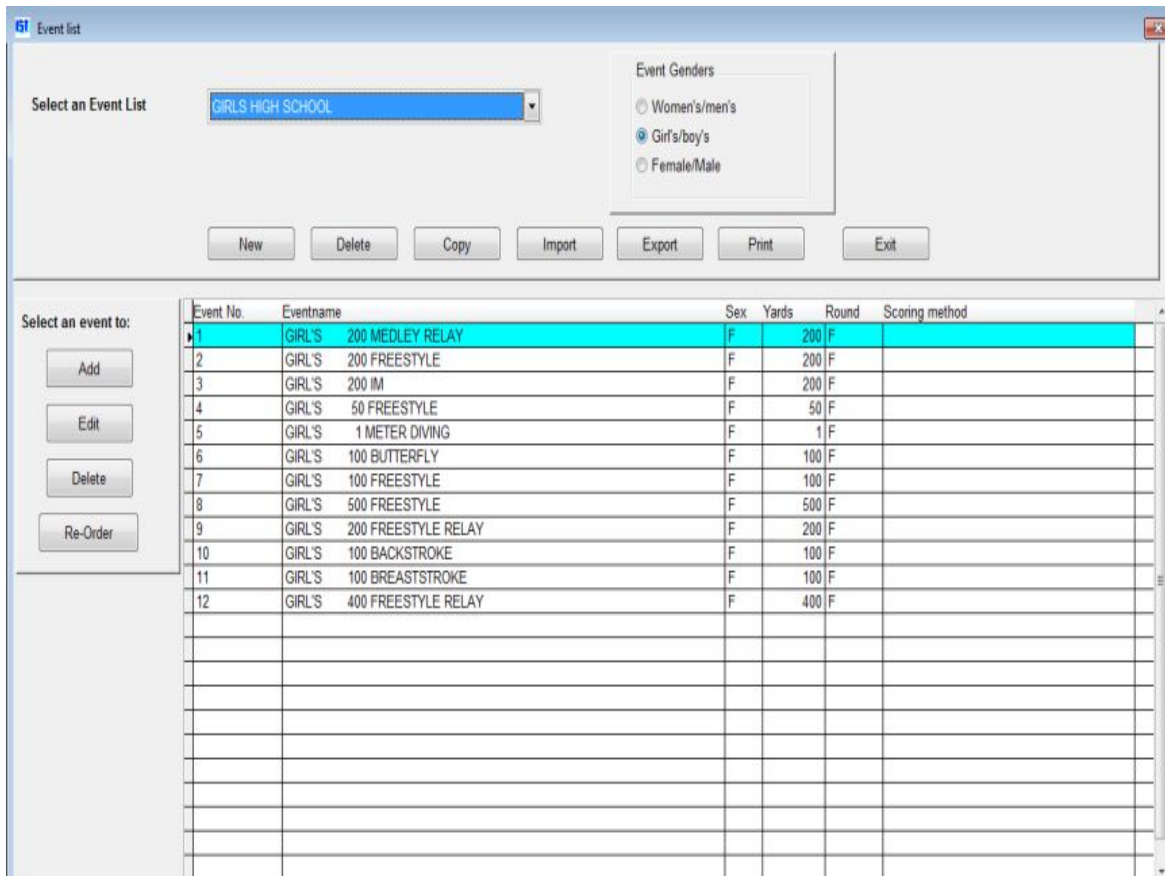
**NOTE:** You should not edit events in a list that has already been used in a meet. You can [copy the list](#) to a new name and make the changes there.

This option allows you to edit an event within an [existing event list](#). Editing an event will change that event permanently. If you want to keep the original event or event list intact, you should [copy the event list](#) to a new name and change the copied event or list.

From the MAIN menu select UTILITIES and EVENT LIST



You will then see the following screen



## Editing an Event

Select the event list you want to work with from the [drop down list](#). Click on the number or name of the event in the grid that you want to edit. You will see the same screen that you saw when you were [creating the events](#) in the event list. Anything on the screen can be changed. When you have finished making the changes, click OK once to save the changes. Clicking DONE will return you to the Event List screen.

## Inserting an Event

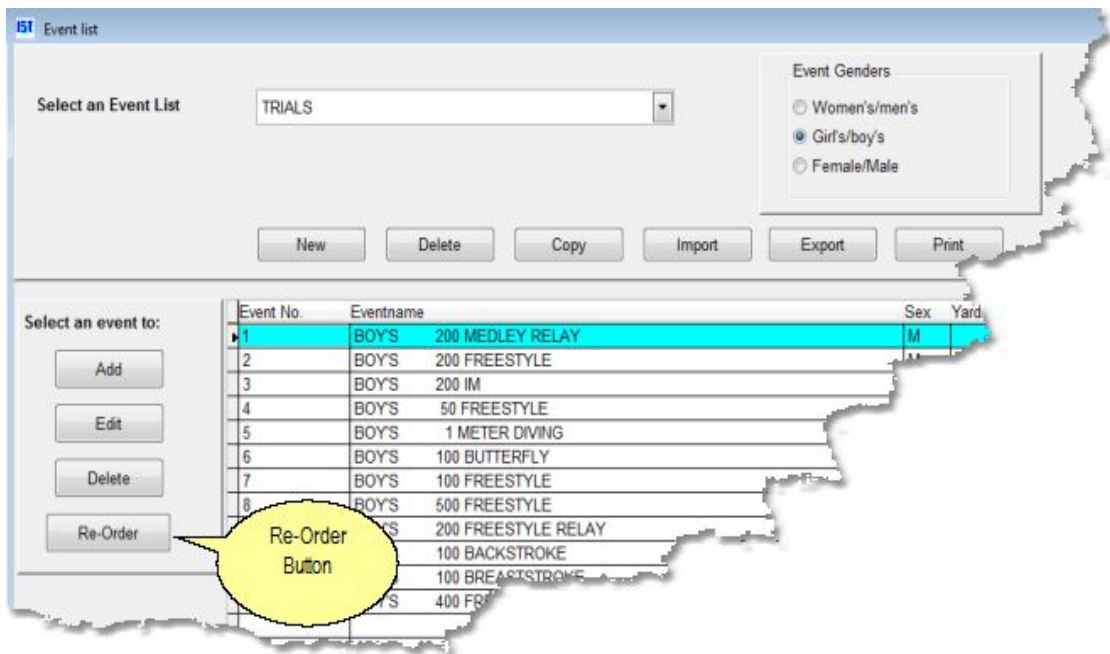
To insert an event into the event list, click [ADD](#) and create the event. Change the event number to the number you want the event to be, then click OK.

You will now have duplicates of one event number. To fix this, edit each event and change the event numbers to the correct number. You

can also use the Re-Order button to move the event to the proper place in the list.

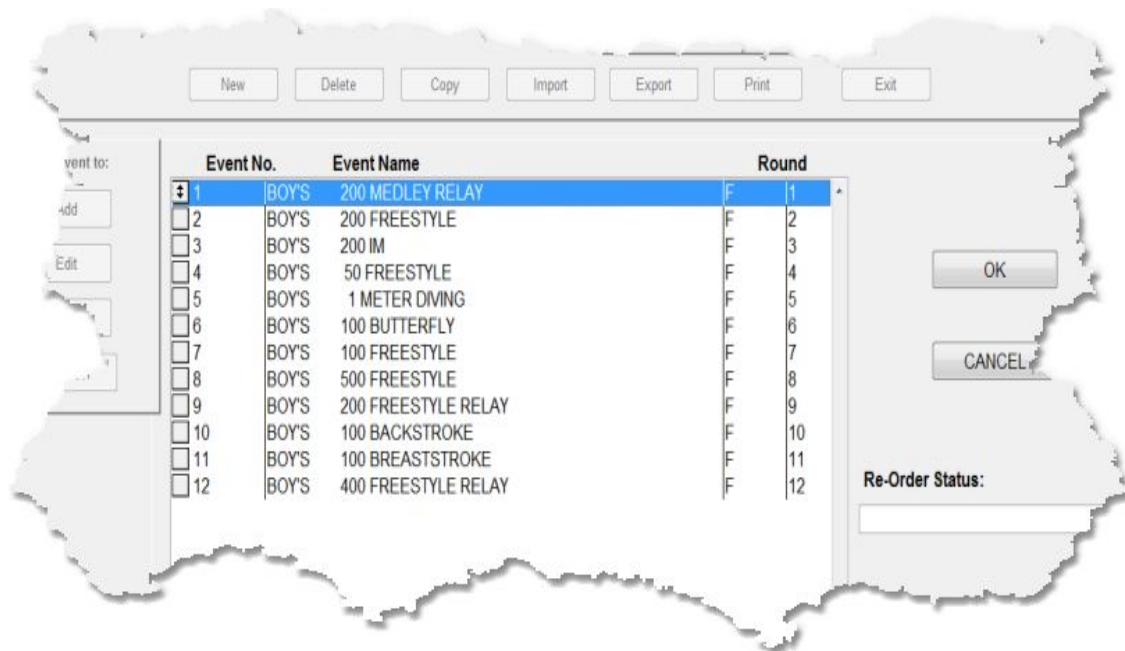
## Moving an event

To move an event, click on the RE-ORDER button on the main Event List Screen:



You will then see a screen similar to the following:





To change the order of the events and update the event numbers, click on the box to the left of the event and drag it to its correct location. Once you have finished moving the events around, click on OK to save the changes to the event list. Clicking CANCEL will cancel all of the changes and leave the event list the way it was.

## Other Options

Once you have edited an event, you can [add an event](#), [delete an event](#), [print the event list](#), [create a new event list](#), [delete an event list](#), [copy an event list](#) or [import an event list](#).

## Exiting Event List

To exit the event list screen click on the EXIT button.

# DELETING AN EVENT LIST

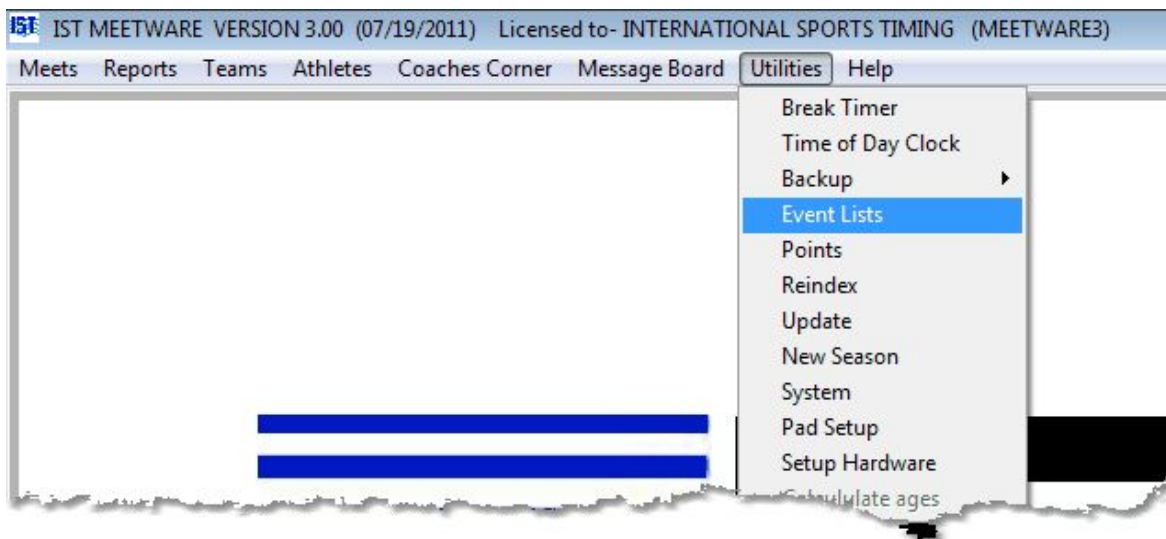
[Top](#) [Previous](#) [Next](#)

## Deleting an Event List

**NOTE:** DO NOT delete an event list that has already been used in a meet. If you no longer need the meet data, you can delete the meet and then delete the event list, but all meet data will be lost.

This option will allow you to delete an event list from the system, as long as it has not been used in a meet. Once the event list has been deleted, it can not be recovered. Be sure you want to delete the event list before you delete it.

To delete an event list select UTILITIES and EVENT LIST from the MAIN menu.



Select the event list you want to delete from the [drop down list](#) and click on the DELETE button underneath the event list name. If the event list is not used in a meet, you will be asked "Are you sure you want to delete the event list?" If you click on OK, the event list will be deleted. **NOTE:** Once the event list is deleted it can not be recovered. If you do not want to delete that event list click CANCEL.

## Other Options

Once you have deleted an event list, you can [create a new](#) event list, [copy an event list](#), [import an event list](#), [add an event](#) to an existing

event list, [edit an event](#) in an existing event list, [delete a single event](#) from an event list, or [print an event list](#).

## **Exiting Event Lists**

When you are finished with the event list, click on the EXIT button to return to the MAIN menu.

# DELETING AN EVENT

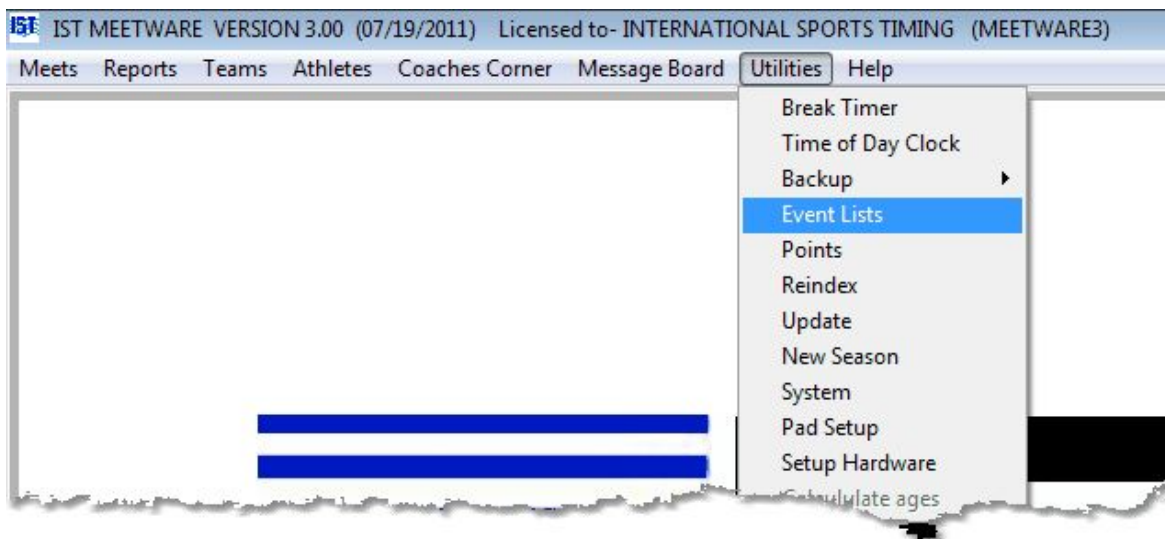
[Top](#) [Previous](#) [Next](#)

## Deleting an Event

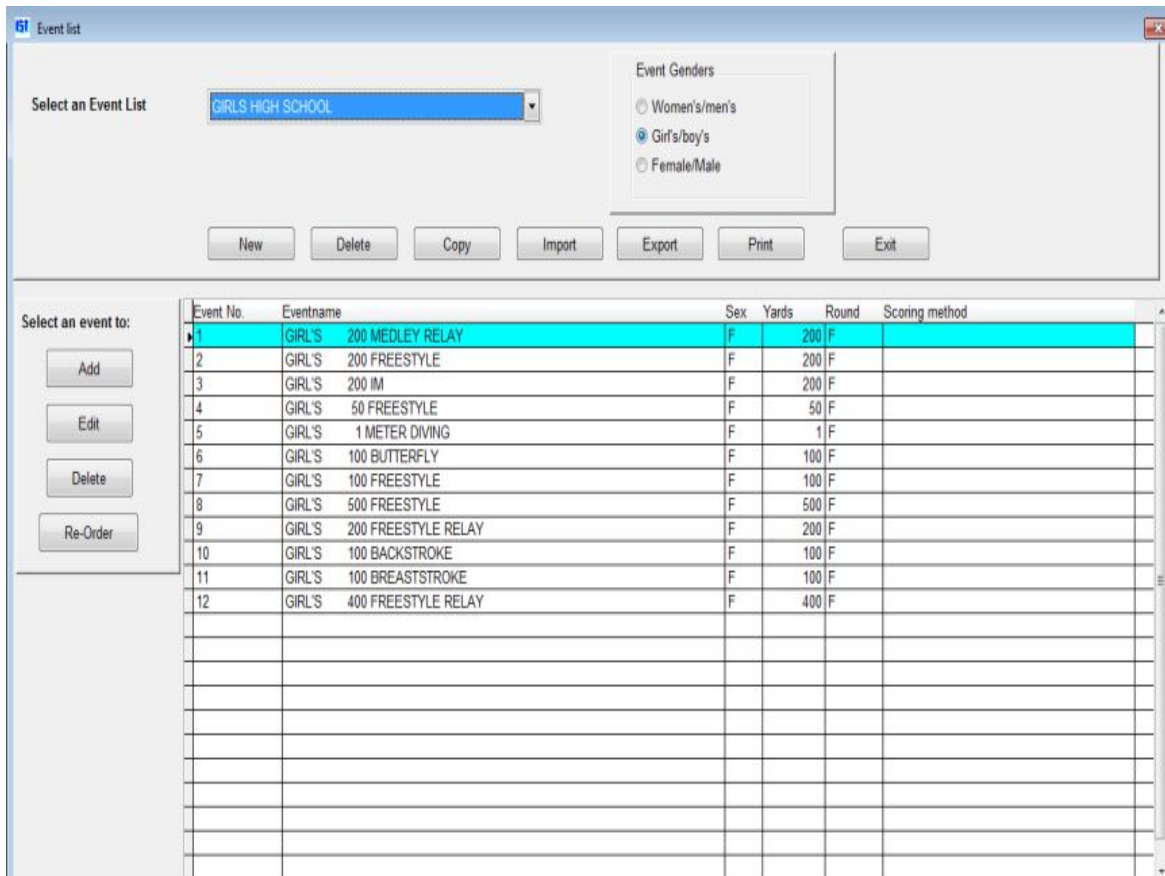
**NOTE:** You should not delete events from a list that has already been used in a meet. You can [copy the list](#) to a new name and make the deletions there.

This option allows you to delete an event from an event list. A delete is permanent and once deleted, an event can not be recovered and must be re-entered. Deleting an event from an event list that has been used in a meet will cause you to lose all data for that event in that meet. Be absolutely sure you want to delete the event before doing so.

From the MAIN menu select UTILITIES and EVENT LIST



You will then see the following screen



## Deleting an Event

Select the event list you want to work with from the [drop down list](#).

Select the event you want to delete by clicking to the left of the event number on the [grid](#). An arrow will point to the event number that you have chosen. Click on the DELETE button to the left of the grid.

**NOTE: Clicking on the DELETE button **above** the grid will delete the **WHOLE** event list.** You will be asked "Are you sure you want to delete this event?" Click OK to delete the event. Click CANCEL if you do not want to delete that event. **NOTE: Once an event has been deleted it can not be recovered, and all data for that event will also be deleted. Be absolutely sure this is the event you want to delete.**

## Changing the Event Numbers

After you have deleted an event, the numbers will skip the deleted event. You can either re-number the events by [editing](#) each event number, or by [re-ordering](#) the event list and clicking on the grey box to

the left of the incorrect event number and then clicking OK to accept the re-numbered list.

## **Other Options**

Once you have deleted an event, you can [add an event](#), [edit an event](#), [print the event list](#), [create a new event list](#), [delete an event list](#), [copy an event list](#) or [import an event list](#).

## **Exiting Event List**

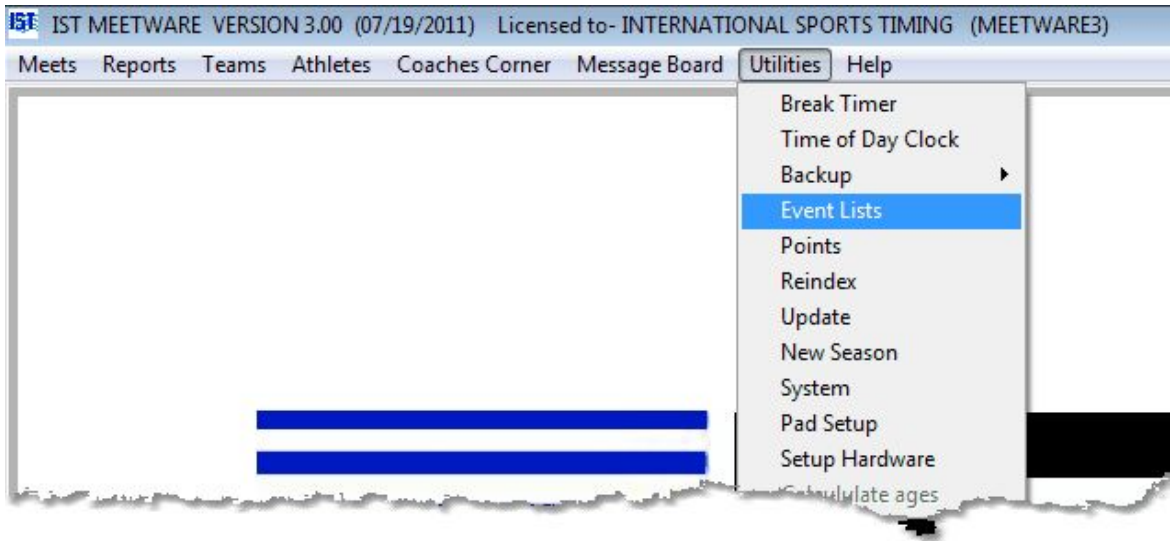
To exit the event list screen click on the EXIT button.

# IMPORTING AN EVENT LIST

[Top](#) [Previous](#) [Next](#)

## Importing an Event List

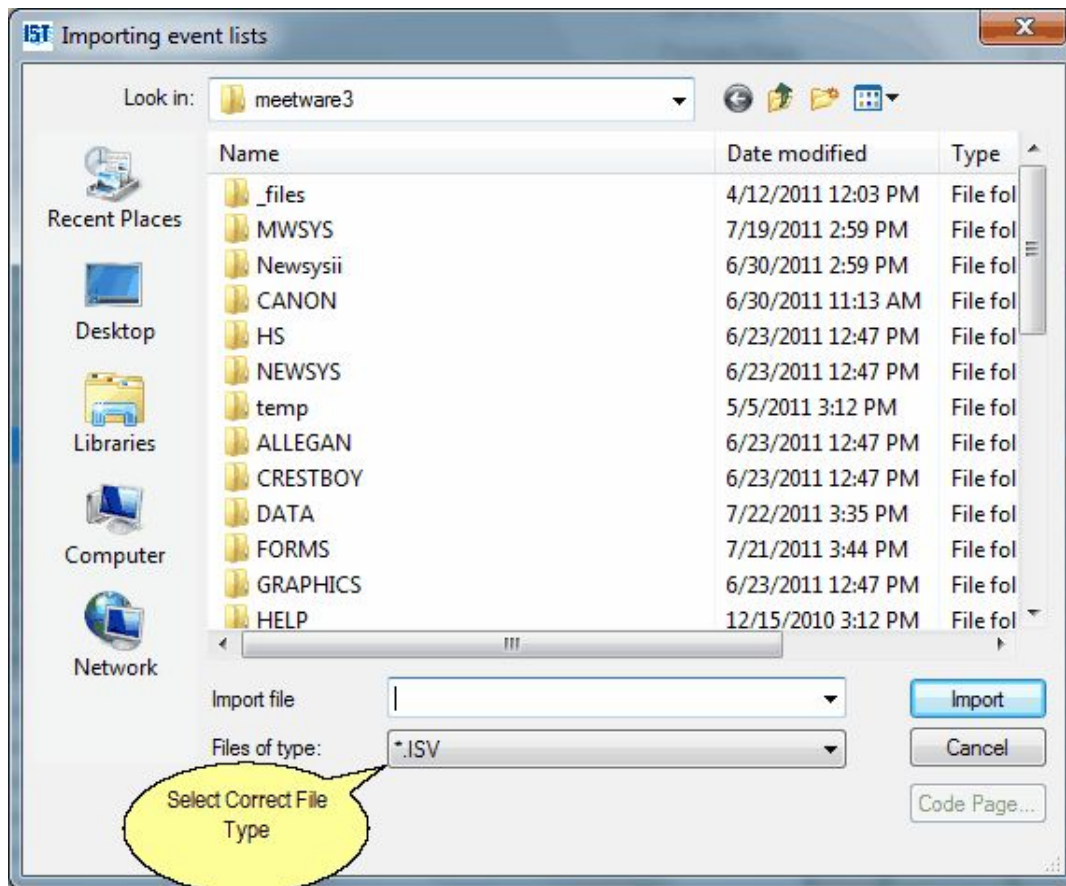
Import allows you to bring an [event list](#) in from another system. Currently supported systems are IST's SWIMWARE and Hy-Tek's Meet Manager. From the MAIN menu select UTILITIES and EVENT LIST



You will then see the following screen







Select the correct File Type and locate the event list file that you are going to import. When you have selected the file to import, click IMPORT. **NOTE:** IST event list files have an \*.ISV file extension, Hy-Tek event list files have an \*.HYV file extension. Make sure have the file type correct as you are looking for the file to import.

## Other Options

Once you have imported the event list you can [delete the event list](#), [copy the list](#) to a new name, [create a new event list](#), [edit an event list](#), [edit an event](#), [delete an event](#) or [print the event list](#).

## Exiting Event List

To exit the event list screen click on the EXIT button.

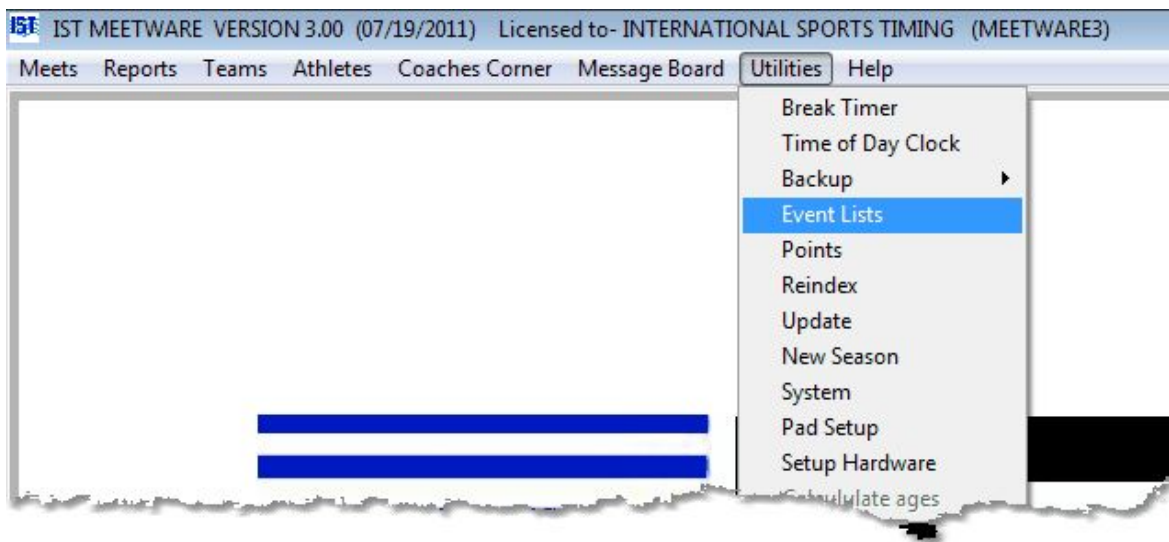
# EXPORT AN EVENT LIST

[Top](#) [Previous](#) [Next](#)

## Export an Event List

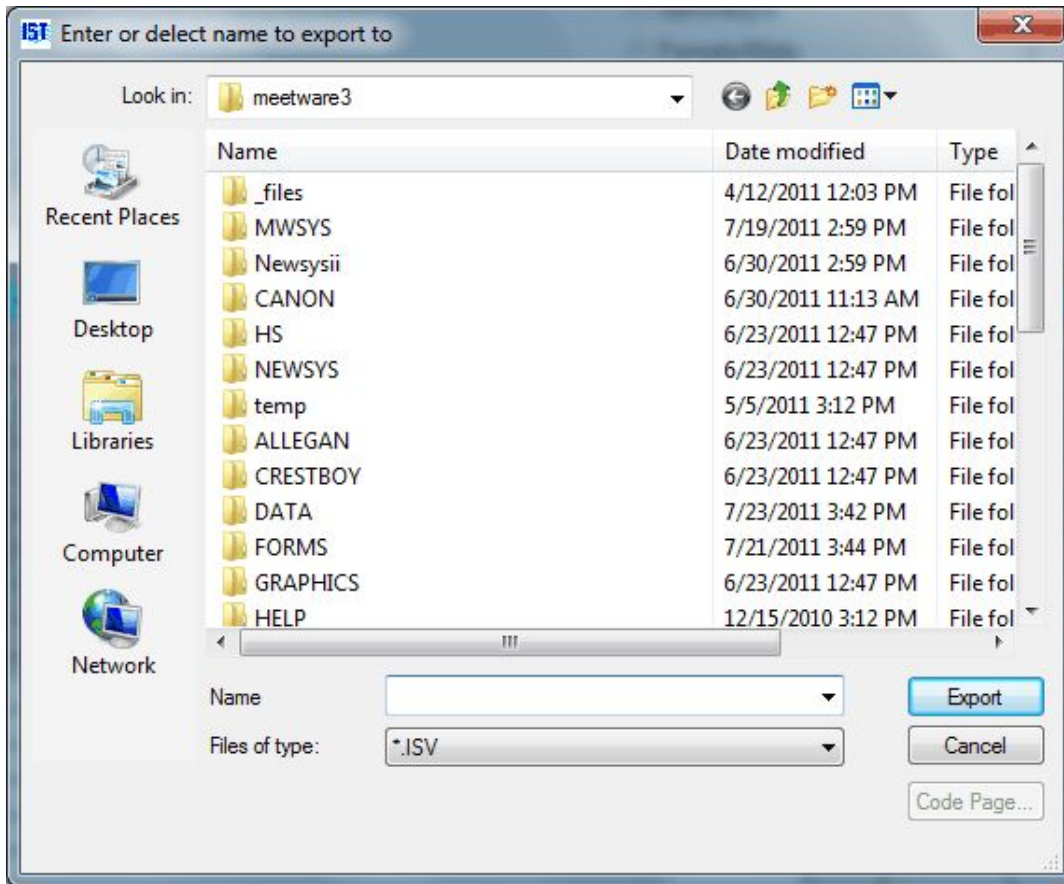
Event lists can be exported to an .ISV file that can be read into other IST systems. Hy-Tek's Meet Manager will not import .ISV files or any file that is not created by their software.

To export an event list select UTILITIES and EVENT LISTS from the MAIN menu.



You will then see a screen similar to the following:





Navigate to the location where you want to store your exported event list file and type in a descriptive name to save it as. Click the EXPORT button to export the event list. Once the list has been exported a message will pop up to let you know. Clicking OK will return you to the main Event List screen.

## Other Options

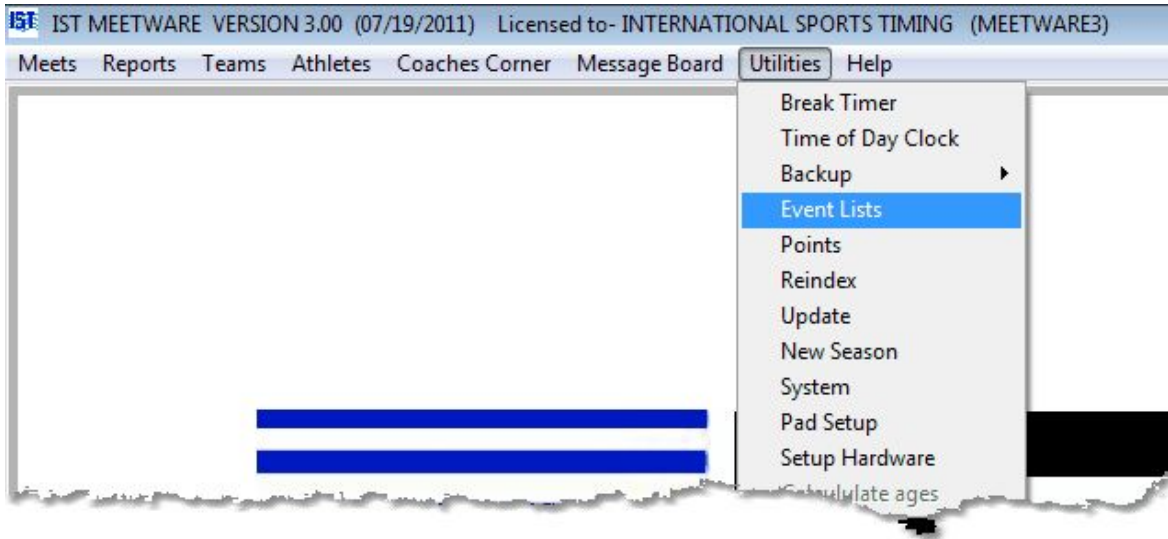
Once you have printed an event, you can [add an event](#), [delete an event](#), [edit an event](#), [create a new event list](#), [delete an event list](#), [copy an event list](#) or [import an event list](#).

# PRINT EVENT LIST

[Top](#) [Previous](#) [Next](#)

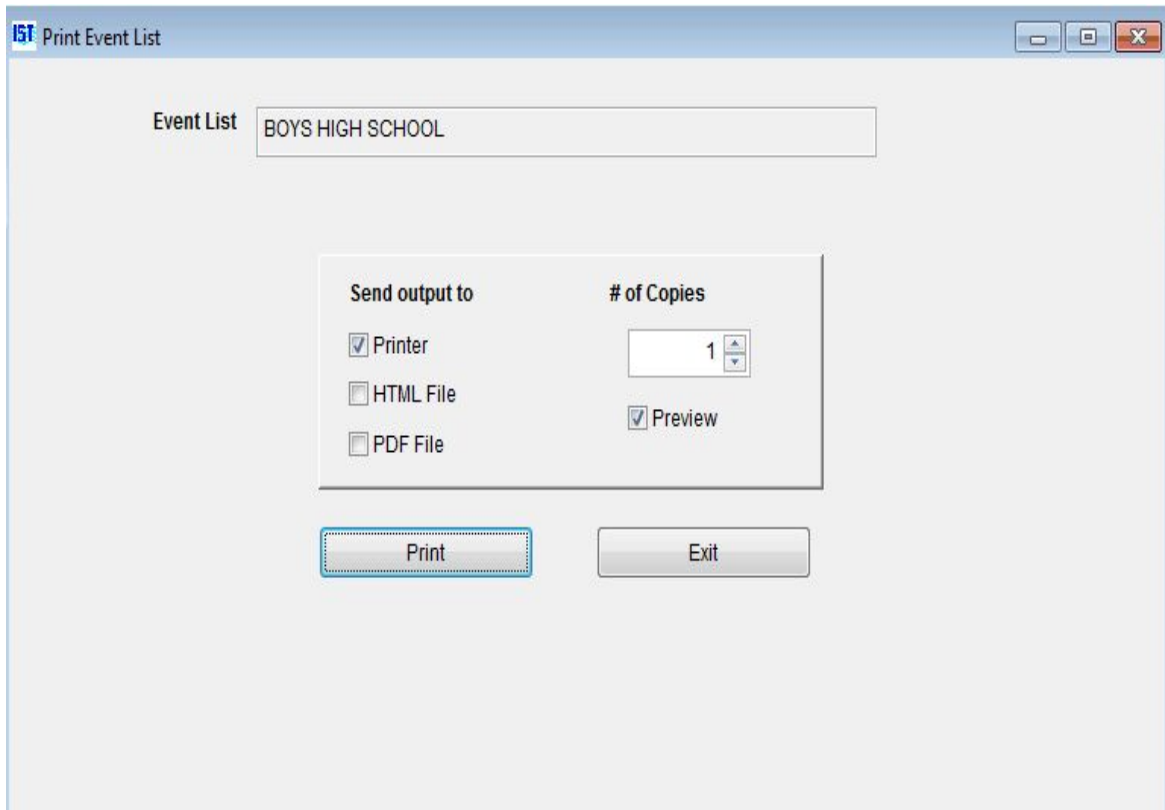
## Print Event List

This option allows you to print out a hard copy of an [event list](#), either to a printer, a PDF file or an HTML file. From the MAIN menu select UTILITIES and EVENT LIST



You will then see the following screen





Select the options for printing, and click PRINT. The event list report will look similar to the following:

## EVENT LIST BOYS HIGH SCHOOL

Event #	Event Name
1	BOYS 200 MEDLEY RELAY
2	BOYS 200 FREESTYLE
3	BOYS 200 IM
4	BOYS 50 FREESTYLE
5	BOYS 1 METER DIVING
6	BOYS 100 BUTTERFLY
7	BOYS 100 FREESTYLE
8	BOYS 500 FREESTYLE
9	BOYS 200 FREESTYLE RELAY
10	BOYS 100 BACKSTROKE
11	BOYS 100 BREASTSTROKE
12	BOYS 400 FREESTYLE RELAY

You can scroll down the page to see how long the printed report will be. If you want to print the event list as it appears, click on the [printer icon](#) in the PRINT PREVIEW menu. If you want to go back to the event list window, click on the [open door icon](#) on the PRINT PREVIEW menu,

### Other Options

Once you have printed an event, you can [add an event](#), [delete an event](#), [edit an event](#), [create a new event list](#), [delete an event list](#), [copy an event list](#) or [import an event list](#).

### Exiting Event List

To exit the event list screen and return to the MAIN menu, click on the EXIT button.





be unique. If that name already exists in the system, you will be prompted with a message box to enter a different name for that point system.

Once you have entered the name, choose the [scoring method](#) for the point system from the [drop-down list](#). Possible scoring methods are:

- [Dual](#) - scores a meet between 2 teams
- [Multiple Dual](#) - scores multiple dual meets between 3 or more teams (A v. B, B v. C, A v. C, etc).
- [Triangle](#) - scores 3 teams in order of final total points (1st, 2nd, 3rd)
- [Preliminaries](#) - Assigns top swimmers from preliminary heats in a championship format meet into the finals events. Typically no points are scored.
- [Finals](#) - Scores the final heats of a championship format meet.
- [Timed Finals](#) - scores the top swimmers by time from any number or teams or heats.
- [OHHS Invitational](#) - Scores each of 3 heats like a dual meet then lists top 6 overall times for medals.
- [Pentathlon](#) - Swimmer's times from 5 events are totaled and ranked.
- [Trevian Relays](#) - 2 entries from each team are totaled and ranked against all other teams.

Next, use the [spinner](#) to enter the NUMBER OF SCORING PLACES for both INDIVIDUAL events and RELAY events. This is the number of places that will be assigned points. Then enter the MAXIMUM NUMBER OF SCORING PLACES PER TEAM. This is the maximum number of scoring places any one team can earn.

**Example:** If there are 3 scoring relays, but one team can only score 2 of their relays, then the MAXIMUM NUMBER OF SCORING PLACES PER TEAM for the RELAY is 2. This way, if one teams relays come in

1st, 2nd, and 3rd they will only score the points for 1st and 2nd, while the 3rd place points will automatically go to the other team.

Next, select your scoring options. If you are running a meet with teams that have Freshman events or JV/Varsity events that are scored separately, check the appropriate box. **NOTE: if you do not use F/J/V events, DO NOT check these boxes as it will cause problems when you are trying to score your meet.**

When you have finished, click OK. A [grid](#) will then appear on the right side of the screen and you can enter the points for each place. You can enter a maximum of 99 places, and 99 points per place. If there are more places listed than score, you can leave the non-scoring places blank or put in 0.

## Other Options

Once you have finished adding point system you can [edit](#), [delete](#) or [print](#) an existing point system.

## Exiting Point Systems

When you are finished with point systems, click on EXIT to return to the main menu.



**Note:** If you change the [number of scoring places](#), the number of places shown on the [grid](#) will change to the highest number between the individual and relay [spinner boxes](#). Any places that will not score should be assigned 0 points.

If you make any changes to a point system that you are using in a meet that you plan on scoring or re-scoring, you will need to reselect the point system in [meet setup](#) for the changes to take effect for that meet.

## **Other Options**

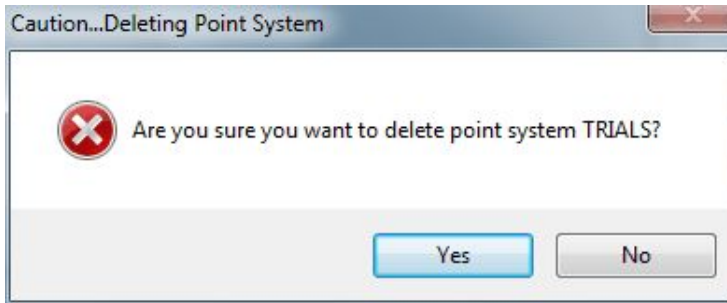
When you are finished you can select another point system or [add](#), [delete](#) or [print](#) a point system.

## **Exiting Points**

Click on the EXIT button to return to the MAIN menu.



will not be able to delete it until you change the point system for that meet or delete the meet. If it is not being used, a [message box](#) will pop up asking you if you want to delete that point system:



If you answer NO, you will be returned to the point system screen. If you answer YES, that point system will be permanently deleted and you will be returned to the main screen.

**Note:** Make absolutely sure you want to delete that point system. If you do and you later decide you didnt want to youll have to [add a new point system](#) and set it up all over again.

## Other Options

Once you have deleted a point system you can [create](#) a new one, [edit](#) an existing point system, or [print](#) a point system.

## Exiting Point Systems

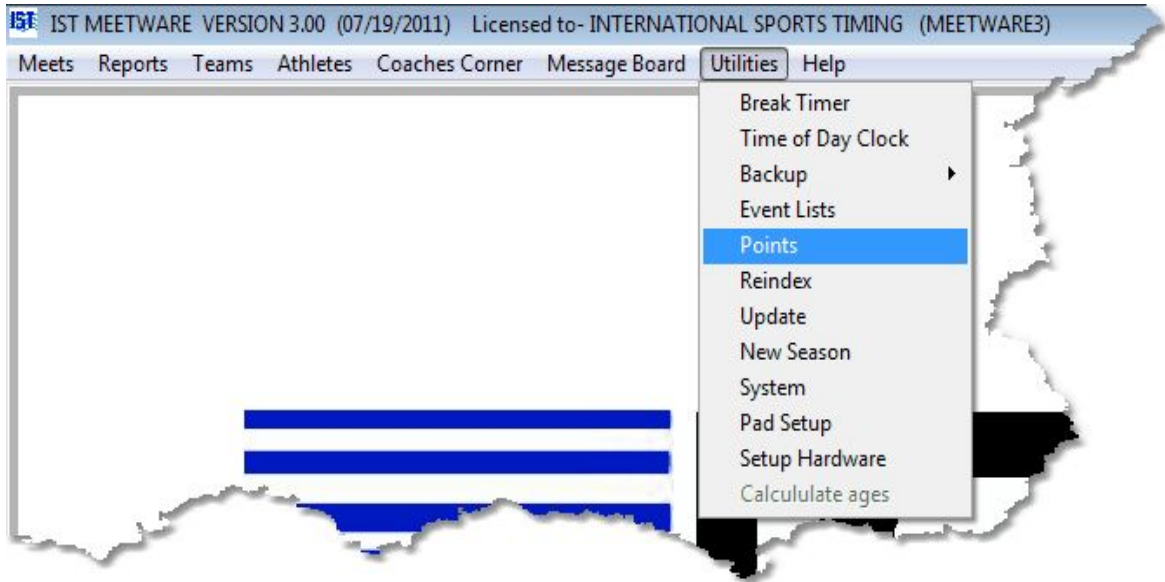
When you are finished with point systems you, click on EXIT to return to the MAIN menu.

# PRINTING A POINT SYSTEM

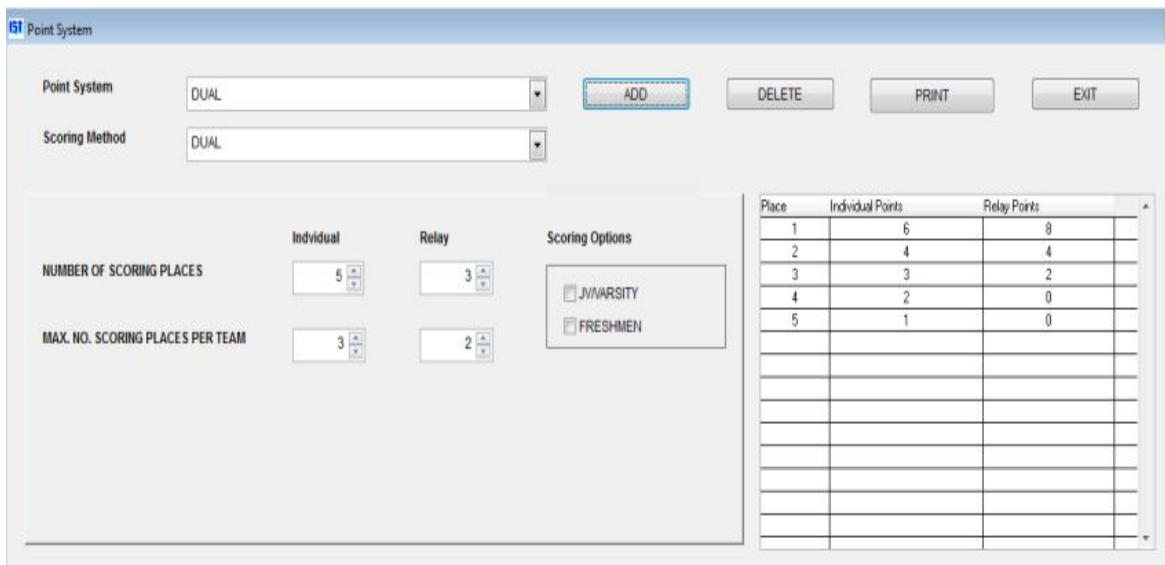
[Top](#) [Previous](#) [Next](#)

## Printing a Point System

To print a copy of the point system either to a printer, to a PDF file or to an HTML file, select UTILITIES and POINTS from the MAIN menu:

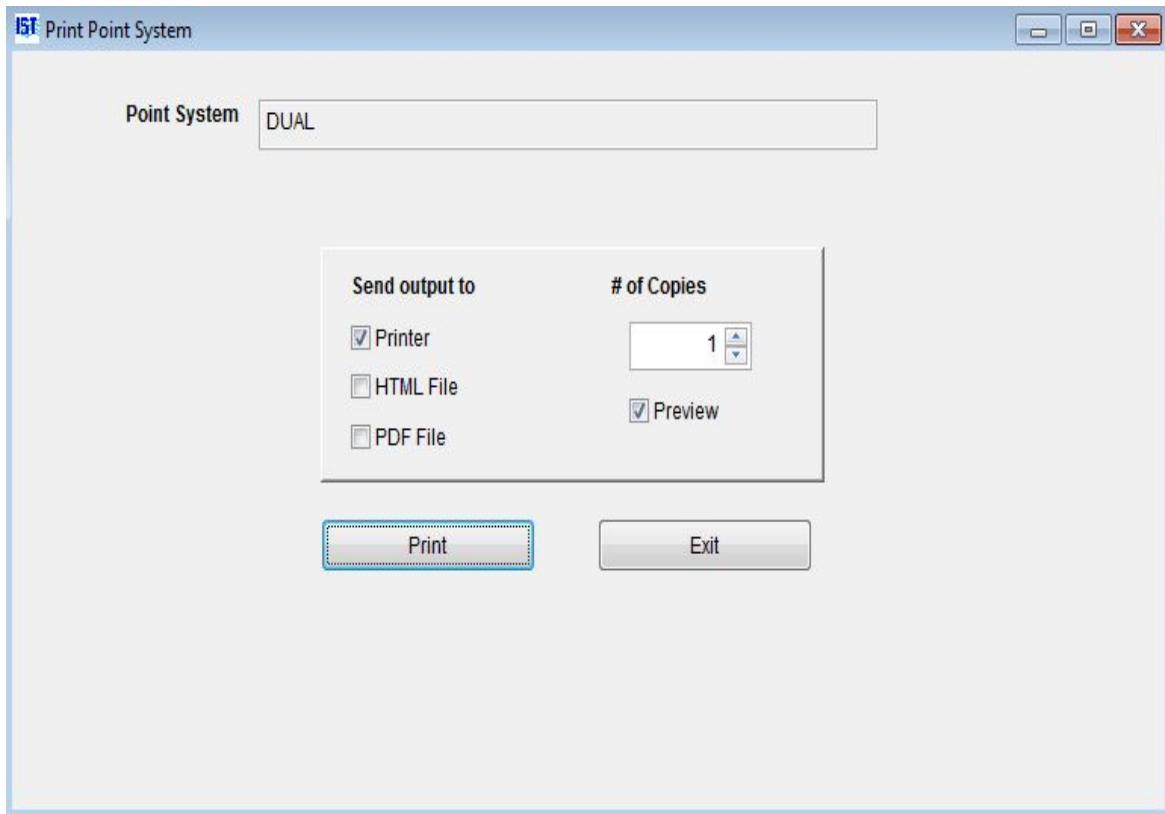


You will then see a screen similar to the following:



Select the point system you want to print from the [drop down list](#) and then click PRINT. You will then see a screen similar to:





Select the print options and then click the PRINT button. The report will look like the following:

## Point System DUAL

Scoring Method: DUAL

Scoring Places Allowed per Team per Event: 3 Individuals      2 Relays

Place	Individual	Relay
1	6	8
2	4	4
3	3	2
4	2	
5	1	

Click the [printer icon](#) to print the report, or the [door icon](#) to exit back to the print screen. Click EXIT to return to the main Points screen.

### Other Options

Once you have printed the point system you can [create](#) a new one, [edit](#) an existing point system, or [delete](#) a point system.

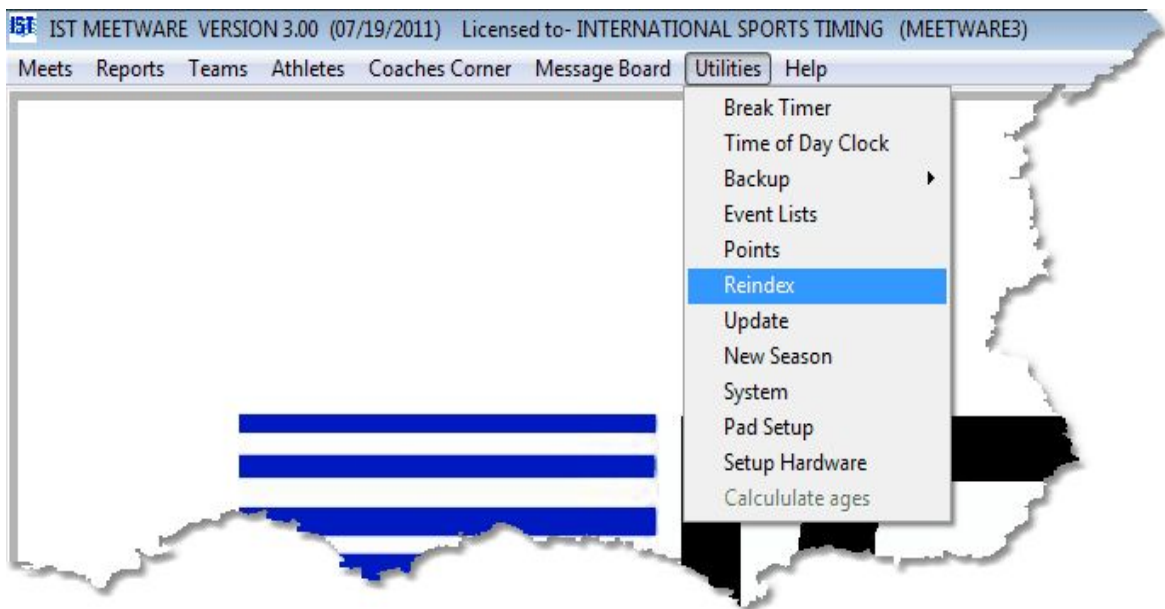
### Exiting Point Systems

When you are finished with point systems you, click on EXIT to return to the MAIN menu.

## Re-Indexing Files

Re-indexing files will fix problems that occur with any of the data files. If you have had a power failure, crashed while scoring an event or had to <CTRL><ALT><DELE> to get out of MEETWARE 3 it is a good idea to re-index. Also, if you notice that some of your data looks strange (people, heats or events in the wrong places for example), you should re-index. Re-indexing will not create any problems where there are none, but it can solve some problems that exist.

From the MAIN menu click on UTILITIES and REINDEX.



The files will be re-indexed and return you to the MAIN menu. Unless you have a very large amount of data, this will happen so quickly that you may not even see the message that states that the files are being re-indexed. If your problems persist please call IST at 1-800-835-2611 or e-mail [support@istime.com](mailto:support@istime.com) for assistance. Please have a [backup copy](#) of your system available.

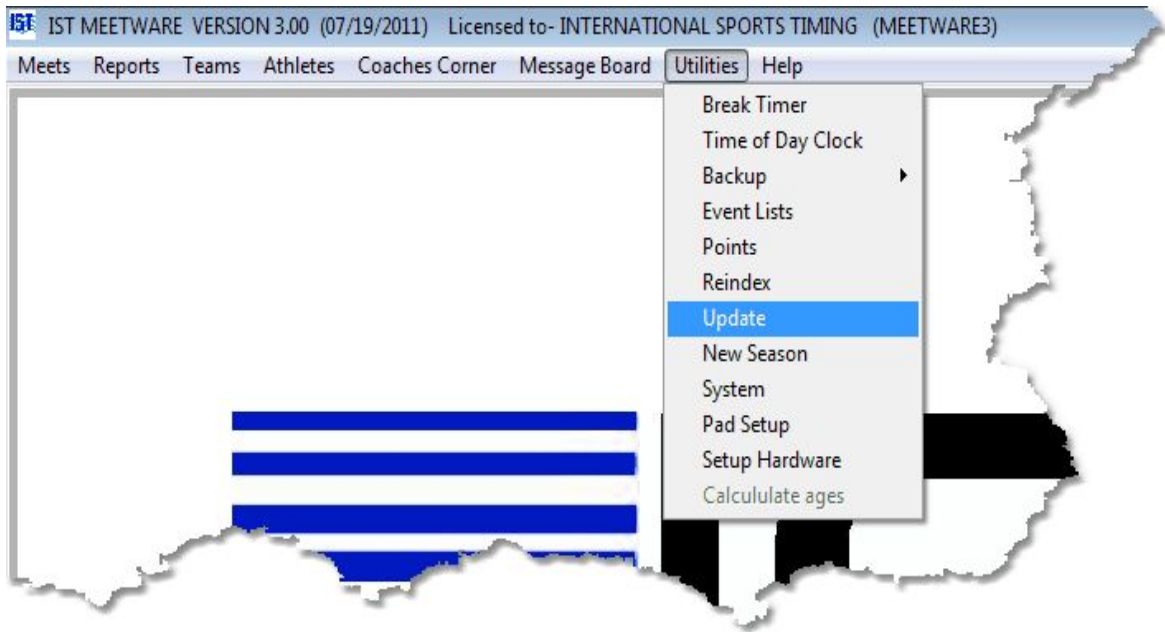
## Update

This option allows you to update MEETWARE 3 to the latest version. When a new update is available, MEETWARE 3 users will be notified by email with instructions to download the update from IST's web page. You can access the Update Center at <http://www.istime.com/istdnn/CustomerService/SoftwareUpdates.aspx>. Instructions for downloading the update files named "MW3UPDATE" will be on the Update Center page. You can download the MW3UPDATE file to a thumb drive, your Windows Desktop or other directory. **DO NOT unzip or extract the update file when you download it. It must be a .ZIP file to work.**

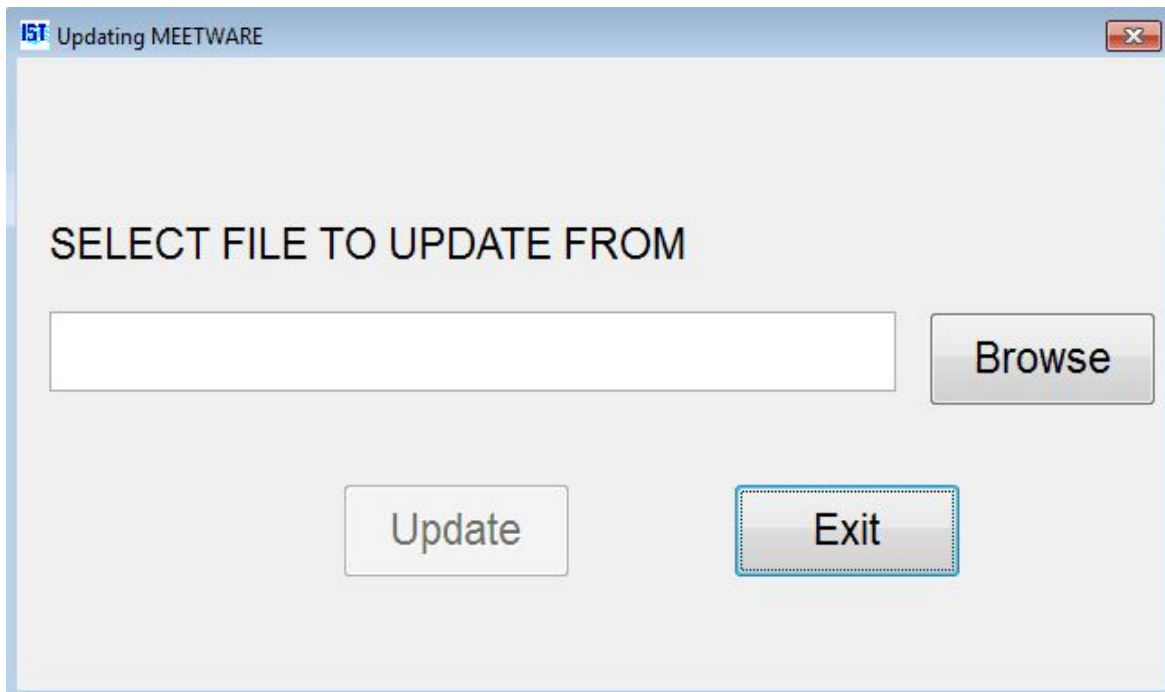
If the computer you are using for MEETWARE 3 does not have Internet access, you can go to the Update Center from any computer that does have Internet access and allows files to be downloaded to a drive. Download MW3UPDATE to a drive and transfer it to the MEETWARE 3 computer. **NOTE: It is a good idea to copy the MW3UPDATE file from any portable media onto the hard drive of the MEETWARE 3 computer before doing the update. This eliminates the possibility of a media failure causing problems with the update.**

Before installing the update, you may want to make a [backup](#) of your data files. Remember, when you have a backup available, you won't need it.

Once the MW3UPDATE file is available, from the MAIN menu, select UTILITIES and UPDATE:

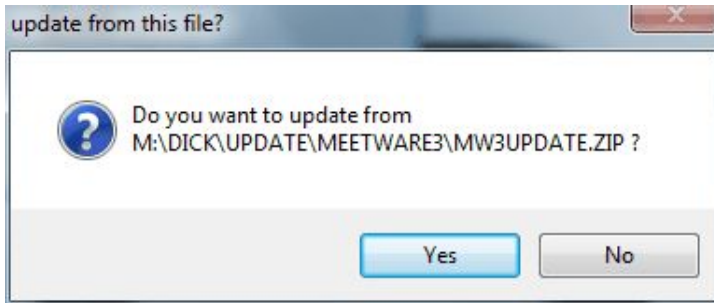


You will now see the following screen:

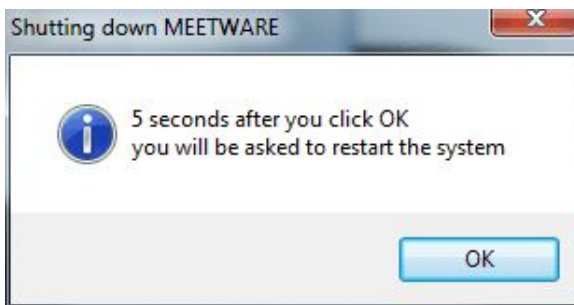


Click BROWSE, navigate to the location of your update file and select the file "MW3UPDATE.ZIP".

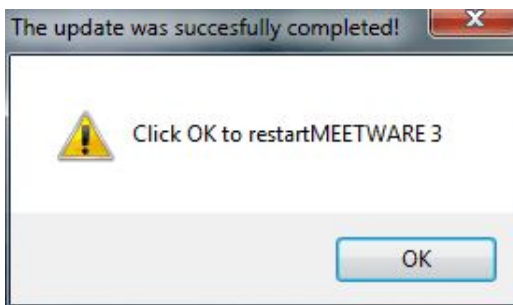
Click the UPDATE button. You will then be asked "DO YOU WANT TO UPDATE FROM *file name*". Click YES to update.



The system will be updated and re-indexed. This can be very quick, but will take longer if you have a lot of data or multiple systems. You will then see the following:



Click OK. MEETWARE 3 will minimize for a few moments and then you will see the following screen:



Click OK and log into the system. You will now see a new version number and date on the [Title Bar](#) of the Main Menu. Check these to verify that the update was correctly installed.



## Errors with Update

**"This file is not for this system"** - Double check to make sure that the update file is named MW3UPDATE.ZIP. If there are any other characters in the file name (i.e. MW3UPDATE(1).Zip), you will need to re-name the update file so that it will work properly.

**"Unable to Unzip All Files"** - try running the update again. You can also try re-downloading the update from the website and running it again. If you are running Windows 7, close MEETWARE, right click on the icon on your Desktop and then click RUN AS ADMINISTRATOR. You should then be able to run the update normally.

**The System Version Date did not update** - either you already had the latest update or the update was not successfully completed. Check the website for the version date and run the update again. Make sure that you do not unzip the file before running UPDATE in MEETWARE 3.

**The System Version did not update** - check the version number on the website. Some minor updates do not require version number changes, but the version date will change.

If you have any other problems with update please contact IST at 800-835-2611 or [support@istime.com](mailto:support@istime.com).

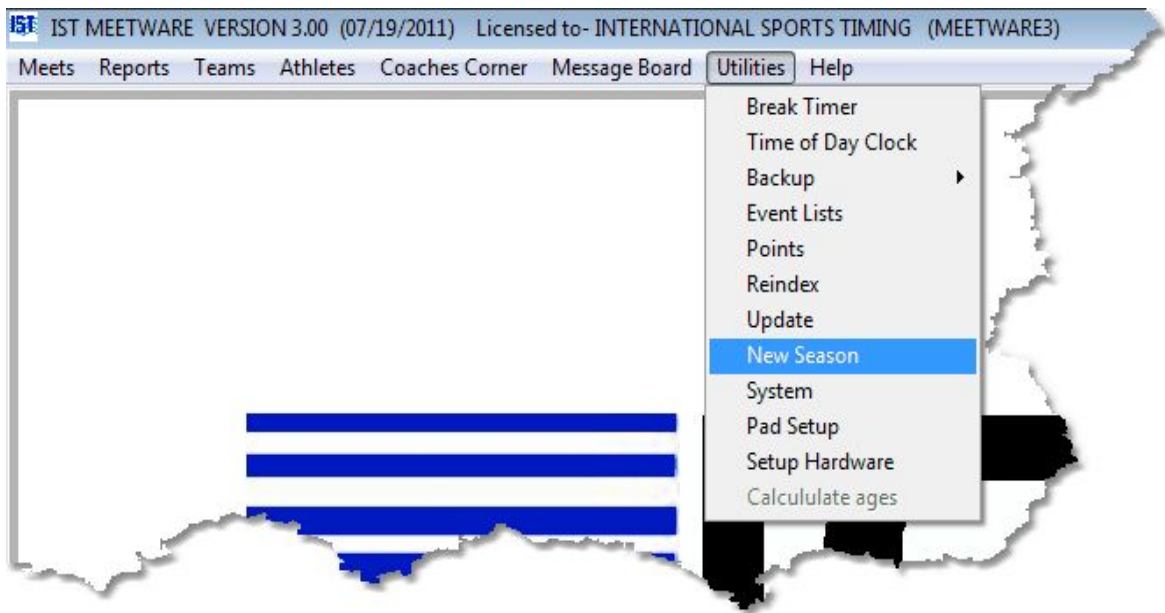
# NEW SEASON

[Top](#) [Previous](#) [Next](#)

## New Season

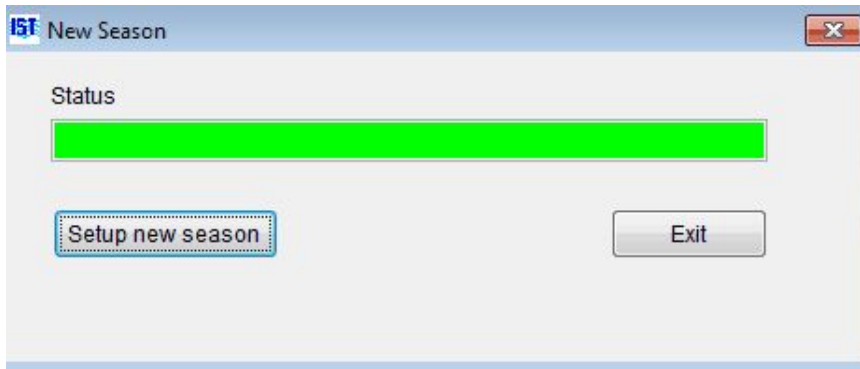
As you go through a season, MEETWARE 3 keeps all of the team, athlete and meet information in it's databases. When you are ready to begin a new season, you can clean up the databases and store the old meets to a file that can then be accessed by the [TEAM HISTORY](#) reports. This function will also update all of the rosters in the system by aging the athletes up one year (based on birthdate) or grade, removing graduated seniors and anyone who has been inactive on a roster for more than 2 years, and storing all of the home team's graduating seniors to the alumni roster.

To begin a new season, select UTILITIES and NEW SEASON from the MAIN menu.

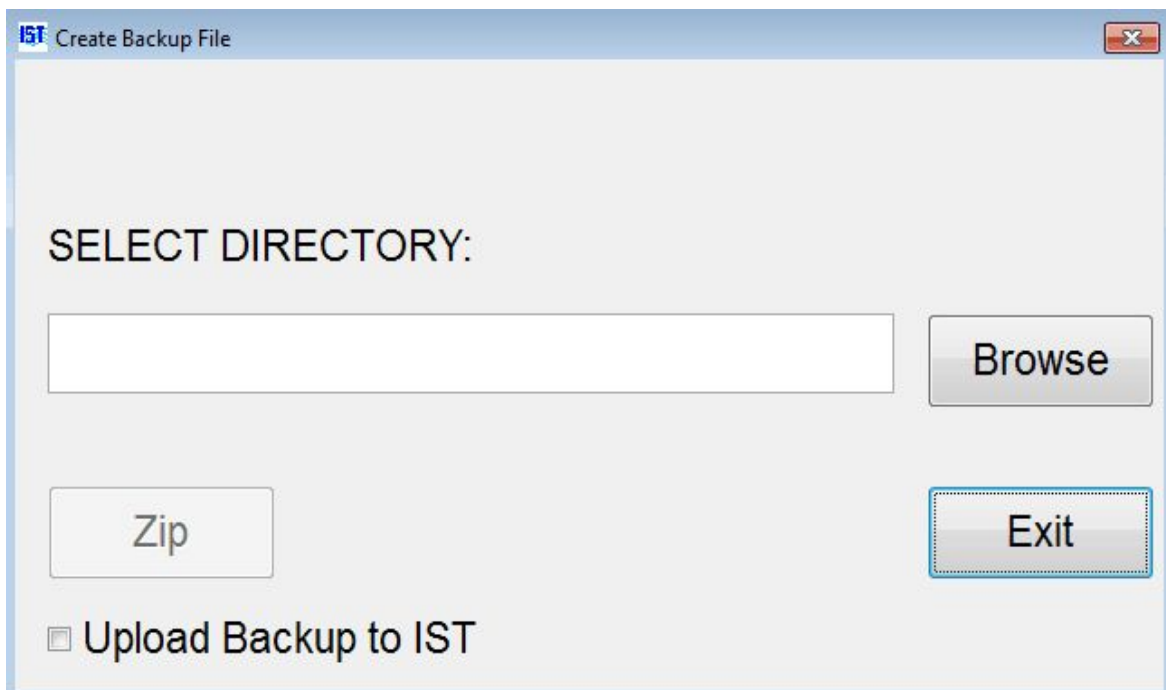


You will then see a screen similar to the following:





Click the SETUP NEW SEASON button to begin. You will then be asked to backup the system:



Click BROWSE to select the directory to save the backup to (in case you decide later that you didn't want to do a new season after all), then click ZIP. When the backup is complete click EXIT to return to the New Season window.

If there are any errors in the creation of a new season you will see a screen similar to the following:

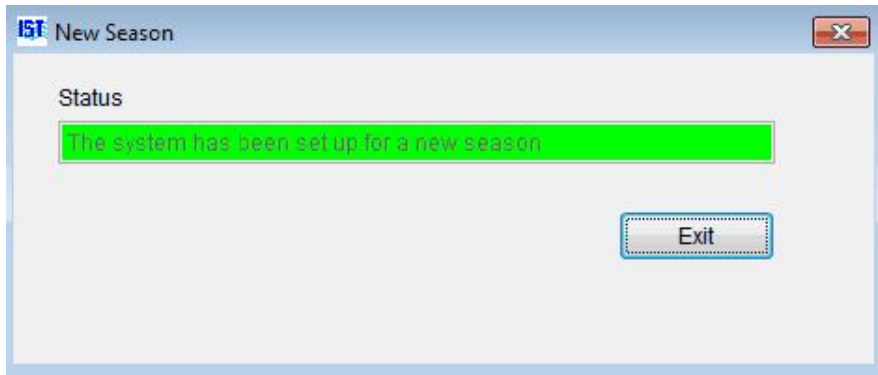


All errors must be corrected before you can run the NEW SEASON utility completely. To see what the error was, click the EXCEPTION LOG button. You will then see a report similar to the following:



Click EXIT to exit the New Season window and fix the error. **NOTE: YOU MUST CORRECT ANY ERRORS IN ORDER TO COMPLETE THE NEW SEASON FUNCTION.** Return to NEW SEASON and repeat the process.

Once you have successfully completed setting up a New Season you will see the following:



Click EXIT to return to the MAIN menu.

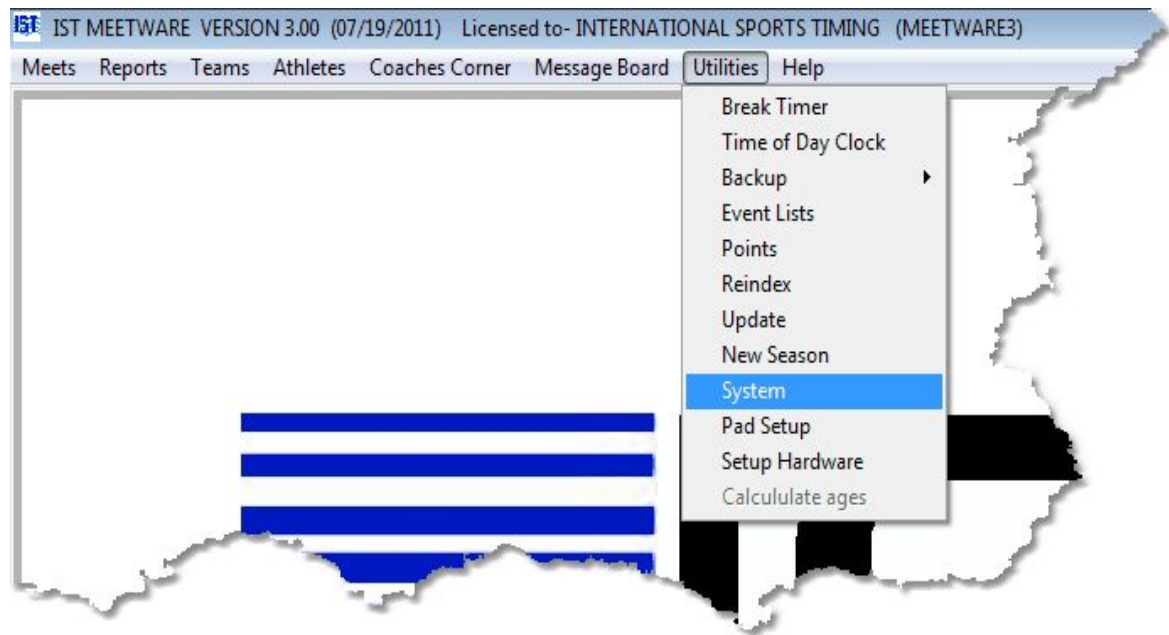
# SYSTEM PREFERENCES

[Top](#) [Previous](#) [Next](#)

## System Preferences

This option allows you to set up MEETWARE 3 so that it matches the physical aspects of your pool, scoreboard and timing equipment. This is also where you select whether you run in [demo mode](#).

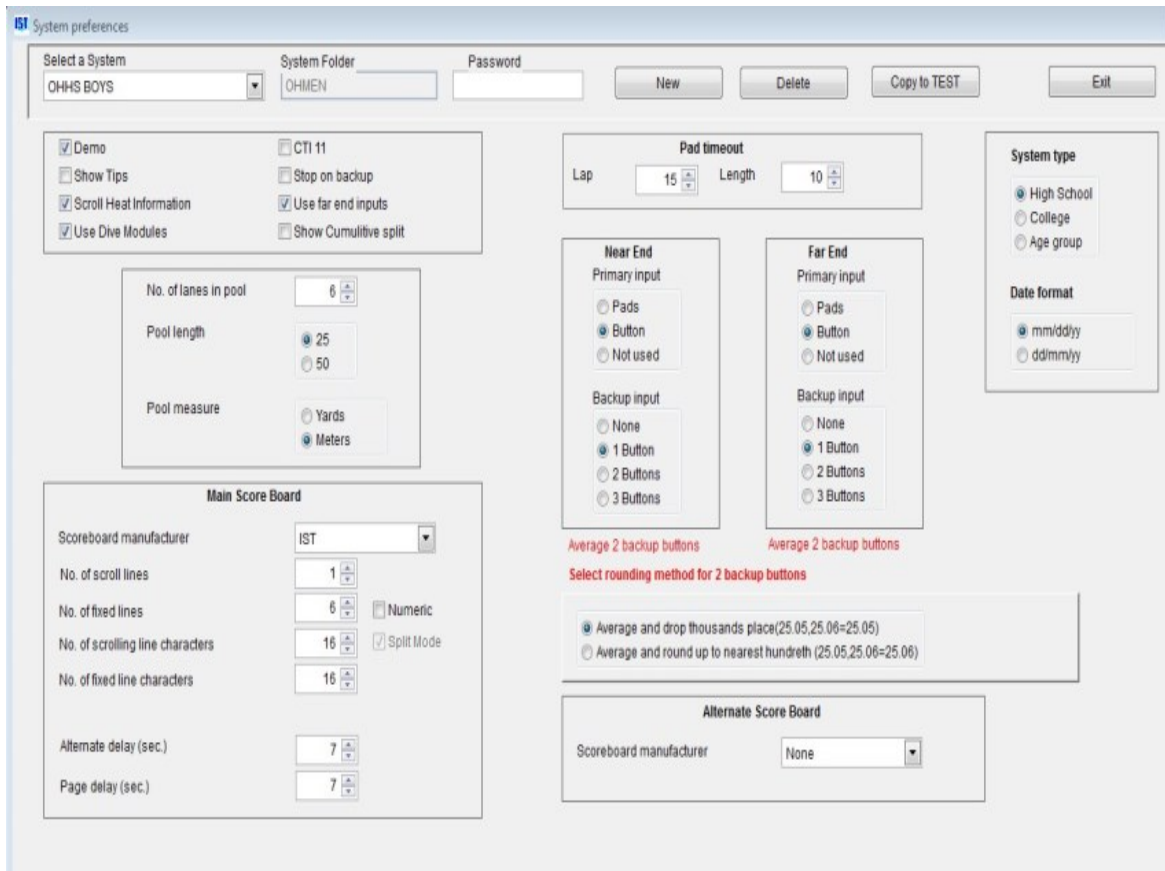
From the MAIN menu select UTILITIES and SYSTEM.



## Log Into a System

Select the system from the [drop down list](#). Enter the password for the system if there is one. **NOTE: The password is case sensitive and the CAPS LOCK gets turned off when you enter the password box.** If you can not remember the password for the system you can log in using **GOIST**. The screen will now look like the following:

\*\*\*Click on an item on the graphic to link to it's description\*\*\*



**Select a System** To select the system you want to use or change, select the system from the [drop down list](#).

**System Folder** When you create a new system you are asked to enter a name for the folder in which the system information will be stored. Once this has been entered it can not be changed. It can be viewed so that you know which folder the data for this system is stored in.

**Password** This is the password that allows access to each of the systems. Passwords are up to 10 characters and are case-sensitive. When entering a password, the CAPS LOCK is turned off (It is normally ON in MEETWARE 3). If you have lost or can't remember the password for the system, you can use GOIST as a temporary password. Once you have logged in to the system you can [change the password](#).

**NEW** Allows you to create a new system (more than 2 systems plus a Test system requires additional licenses).

**Delete** deletes the currently selected system. This removes ALL of the data associated with the system and can not be undone.

**Copy to Test** allows you to copy the entire system to a TEST system (not counted as a system for Licensing purposes). You can run test events with your current data here without changing your data. Remember to select the regular system when you are done testing or need to make changes for the meet.

**Demo Mode** If DEMO is checked, you will be running in [demo mode](#). In Demo Mode, a [Touchpad Simulator](#) will appear on the screen so you can time races without being connected to a deck cable. To run in regular mode, click on the [check box](#) so it is blank. If you are using a demo disk, the check box will be disabled, and you can only run in Demo Mode.

**Show Tips** If you want the TIPS screen to show each time you open MEETWARE 3 to this system, check this box. If you do not want to see the tips, make sure that the box is unchecked.

**Scroll Heat Information** Indicates whether the event and heat information is scrolled across the top line of the scoreboard before the event begins, or whether it is static on the top line. If the box is checked, before each event "Event # X Event Name Heat X of X" will scroll across the scrolling line. If it is not checked "E#H#" will be displayed on the top left of the scrolling line.

**Use Diving Modules** This options allows you to tell the system if you will be using [Dive Judging Consoles](#) to score diving. Dive Judging Consoles are available from IST. [Contact us](#) for more information.

**CTI11** This box needs to be checked if you are running the newest version of the CTI (purchased after January 2011) and you have a CTI with inputs for 2 deck cables (also known as a double-stack CTI). The CTI11 check box will become enabled once you have selected 1 pad and 3 buttons as your [NEAR END INPUTS](#), or if you have selected [USE FAR END INPUTS](#) (below). If you are not sure if you have a CTI11, contact IST at [support@istime.com](mailto:support@istime.com) or 1-800-835-2611.

**Stop on Backup** If you are in [semiautomatic](#) timing mode, using only backup buttons, you may wish to hit the buttons only at the end of the race. If this is the case, click the [check box](#) for Stop on Backup. All

races will now be stopped with one push of the primary and/or backup button. No splits will be recorded in reports. NOTE: Do not select Stop on Backup if you are using touchpads.

**Use Far End Inputs** Check this box if you are using touchpads or backup buttons at both ends of the pool. Once you check this box, [USE FAR END PADS](#) will be available as an option on the [timing screen](#). You have the option on the timing screen of not using the far end pads (if you are running a 25 or 50 from that end) or using them to get splits.

**Show Cumulative Split** Check this box if you want to see the cumulative time on each split rather than the subtracted split (default).

**Number of Lanes** Use the [spinner box](#) to enter the number of lanes you will use to run your meets (usually 6, 8, or 10).

**Pool Length** Use the [radio button](#) to select the length of your pool.

**Pool Measure** Use the [radio button](#) to select yards or meters for the measurement of the pool length.

**Scoreboard Manufacturer** Click on the drop down list to display the list of available manufacturers. Click on the manufacturer of your scoreboard, or click NONE if you do not have a scoreboard. NOTE: The operation of scoreboards other than IST's may require additional hardware or adapters. Please contact IST for details.

**Number of scrolling lines** Use the [spinner box](#) to enter the number of scrolling lines on your scoreboard.

**Number of Fixed lines** Use the [spinner box](#) to enter the number of fixed (non-scrolling) lines on your scoreboard.

**Numeric** Check this box if your board is a Numeric only scoreboard.

**Number of Scrolling Line Characters** Use the [spinner box](#) to enter the number of characters in the scrolling line (or one-line board). A single width board has 16; a double-wide board has 32 or 36.

**Split Mode** If you have a double-wide scoreboard, you can set it to split into 2 single wide (16 character) scoreboards and run separate

meets on each half. This requires 2 computers and a special Computer Timing Interface.

**Running in Split Mode** To do this, both computers need to be set to SPLIT MODE. When you check the SPLIT MODE checkbox, the number of fixed line characters will change to 16. To send the split mode instructions to the scoreboard you have to run [Diagnostics](#) on the scoreboard from both computers.

**Returning from Split Mode** If the scoreboard was in split mode and you want to return to double-wide operation, uncheck the SPLIT MODE check box, set the NUMBER OF FIXED LINE CHARACTERS to 32 or 36 depending on your scoreboard and run [Diagnostics](#) on your scoreboard.

**Number of fixed line characters** Use the [spinner box](#) to enter the number of characters in each "lane" line of the scoreboard. A single width board has 16; a double-wide board has 32.

**Cycle Time for 1 Line Board (sec.)** This line only appears if you have the No. OF SCOREBOARD LINES set to 1. Use the [spinner box](#) to enter the number of seconds you want information to display on the 1 line board before cycling to the next set of information. (Default is 2 seconds).

**Alternate Delay (sec)** Use the [spinner box](#) to set the number of seconds that information is shown on the scoreboard before it alternates to the next set of information. Alternate is set in the [Configuration](#) option of [Meet Setup](#).

**Page Delay (sec)** For operation as a [message board](#). Use the [spinner box](#) to set the number of seconds that each page of information is displayed on the scoreboard before alternating to the next page.

**Pad Timeout** This tells the computer how long (in seconds) the pads should be inactive after each start and hit (to reduce inadvertent hits as swimmers exit the pool). The LAP timeout is automatically defaulted to 15 seconds and is used when the race is equal to or greater than one lap of the pool. The LENGTH timeout automatically defaults to 10 seconds and is used when the race is equal to one [length of the pool](#).



**Primary input - Near End/Far End** This refers to the device you are using for your primary time input. If you use [touchpads](#), PADS should be selected. If you do not have touch pads and use a [button](#) to signal that a swimmer has touched the wall BUTTON should be selected. The device you choose will determine whether you are timing in [automatic](#) or [semiautomatic](#) timing mode. **NOTE: If you are using 3 backup buttons and no touchpads, the Primary Input should be set to NONE.**

If you have selected BUTTON as your primary input, you will see the following option on the screen:



The screenshot shows a dialog box titled "Select rounding method for 2 backup buttons". It contains two radio button options:

- Average and drop thousands place(25.05,25.06=25.05)
- Average and round up to nearest hundreth (25.05,25.06=25.06)

Select the option that you would like to use to average the two backup times by clicking on the appropriate [radio button](#).

**Backup input - Near End/Far End** This refers to the device that you use as for your [backup time](#) input. The option you choose will determine whether you are timing in [automatic](#) or [semiautomatic](#) timing mode.

**1 button** - Select this option if you are using touchpads as your primary input and a backup button as your secondary or backup input. This option will take the input from the touchpad as the splits and official final time, and the backup time will only be the official final time if no touchpad signal is received.

**2 button** - Select this option if you are using 2 backup buttons and no touchpads to signal the end of a race. This option will average the two backup button times to create the official finish time.

**3 button** - Select this option if you are using 1 touchpad as the primary input and 3 backup buttons for backup. This option will take any input from the touchpad as the splits and official final time, and the backup time will only be the official final time if no touchpad signal is received. **NOTE: This options requires 2 deck cables and a special Computer Interface Box ([Contact us](#) for more**

**information**). If you are using 3 backup buttons with no touchpad, plug the backup buttons into the BACKUP socket on DECKCABLE1 on the computer Timing Interface and the pad and backup on DECKCABLE2 on the computer timing interface.

**None** - Select this option if you are not using a backup timing input (no backup buttons at all, just one button or one touchpad as the primary input).

**Alternate Scoreboard** If you are using BOARDWARE as your scoreboard, or have a secondary scoreboard in your pool, this box must be checked. Select the brand of the scoreboard manufacturer

**System Type** This tells the computer which set of rules you will be using for this system. The three options are High School, College and Age Group. Items affected are roster (use USS ID or not) and diving (which dive table).

**Date Format** Select which type of date format you prefer to use.

## **Exiting system**

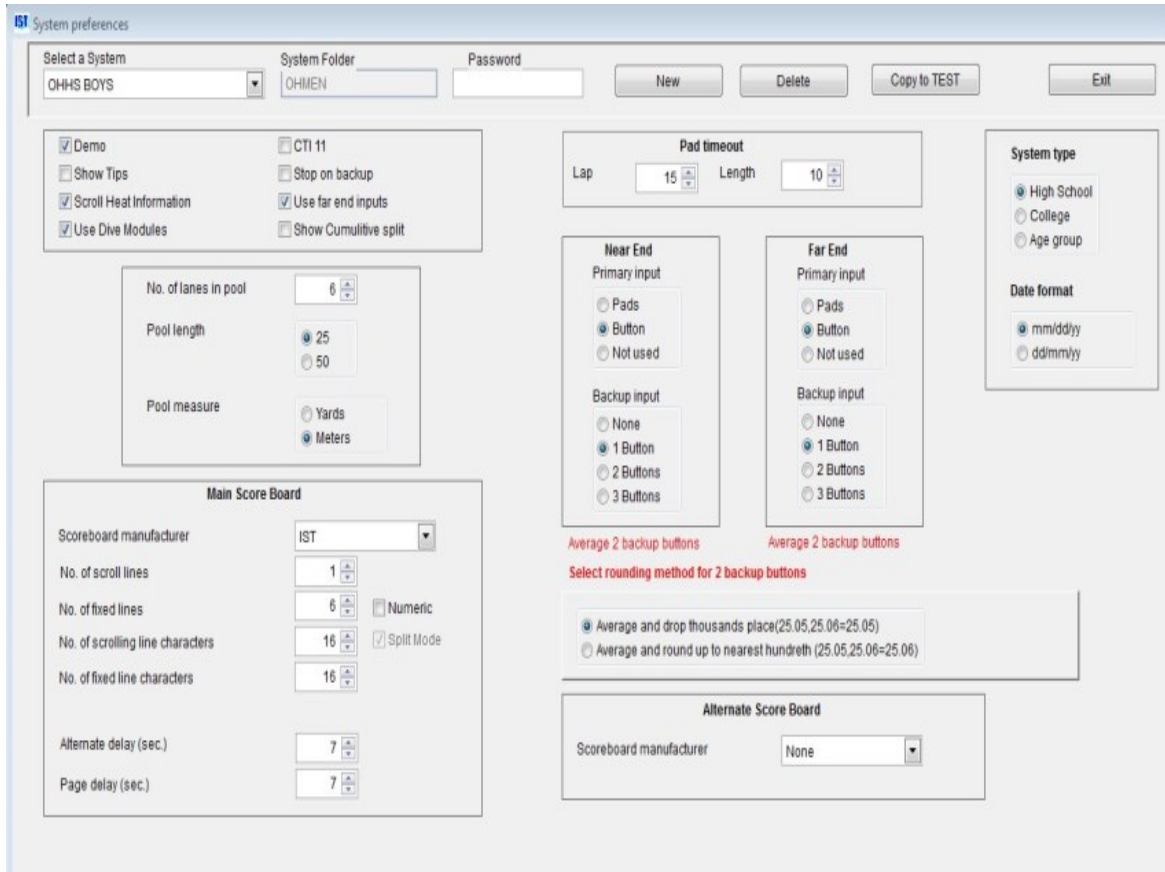
When you have finished setting up system preferences, click on the EXIT button to return to the MAIN menu.

## Working With Systems

Systems are used to keep one team's data separated from another. A standard MEETWARE 3 system comes with 2 available systems and the TEST system. One system can be used for the girl's team that swims in the fall, and the other for the boy's team that swims in the winter. If you need more systems (for a separate team who shares your pool to use or for a Jr. High team) you can purchase additional system licenses from IST for a small charge. Call 800-835-2611 or e-mail [support@istime.com](mailto:support@istime.com) for more information about additional system licenses.

### Log into a System

Select the system from the [drop down list](#). Enter the password for the system. **NOTE: The password is case sensitive and the CAPS LOCK gets turned off when you enter the password box.** If you can not remember the password for the system you can log in using GOIST. The screen will now look like the following:



## Creating a New System

To create a new [system](#), click on the NEW button. Type the name of the new system into the System Name box and press <ENTER>. Enter the name of the system folder in the text box. This should be descriptive but not too long (no more than 10 characters), and you can not use any spaces or punctuation. **NOTE: Type this carefully, once it has been entered you can not change it.** Press <ENTER> to accept the system folder name. Enter the new password into the password box. The password is case sensitive and can be up to 10 characters long. Press <ENTER> to accept the password. You can leave this blank if you do not want to use a password.

Once you have created a new system, that is the system that you will be logged in to. To determine which system you are using, look at the title bar on the main window (the very top of the screen). The system name will be in parenthesis after the license name.

## Delete a System

To delete a system, [log in](#) to that system. Click the DELETE button. You will be asked several times if you are sure you want to delete the system. **NOTE: Deleting a system PERMANENTLY removes ALL of the information associated with that system, including meets, teams, rosters, records and times. Please be sure that you want to delete the system before doing so.** If you do not want to delete the system, answer "NO" to "Are you sure you want to delete this system. Once the system is deleted, you will need to log in to another system.

## Copy a System to Test

If you want to practice running a meet, but you do not want to interfere with the seeded information, you can copy that system to the TEST system. This will allow you to make changes in the TEST system, and run a practice meet without disturbing the actual data in the original system. Don't forget to log out of the TEST system and into your regular system before running the actual meet! Also, any changes made in the TEST system are not applied to the original system.

To copy a system to TEST, log in to the system you want to copy and click COPY TO TEST. You will be asked if you are sure you want to copy that system to TEST. Click YES to copy, NO to return to the original system. If you have never created a TEST system before, you will be asked if you want to make one. Click YES to create the TEST system folder.

Once the system has been copied to TEST, you will be asked to log in to the TEST system. The password for the TEST system is the same as the password for the system that you copied into TEST. If you are not sure what the password is, you can use GOIST to log into the TEST system.

Each time you copy a system to TEST, the previous TEST system will be overwritten.

## Changing the Password

To change the password for a system, log into the system using the old password. Type the new password into the PASSWORD box and press <ENTER> to accept the new password. Passwords are case sensitive and can be up to 10 characters long.

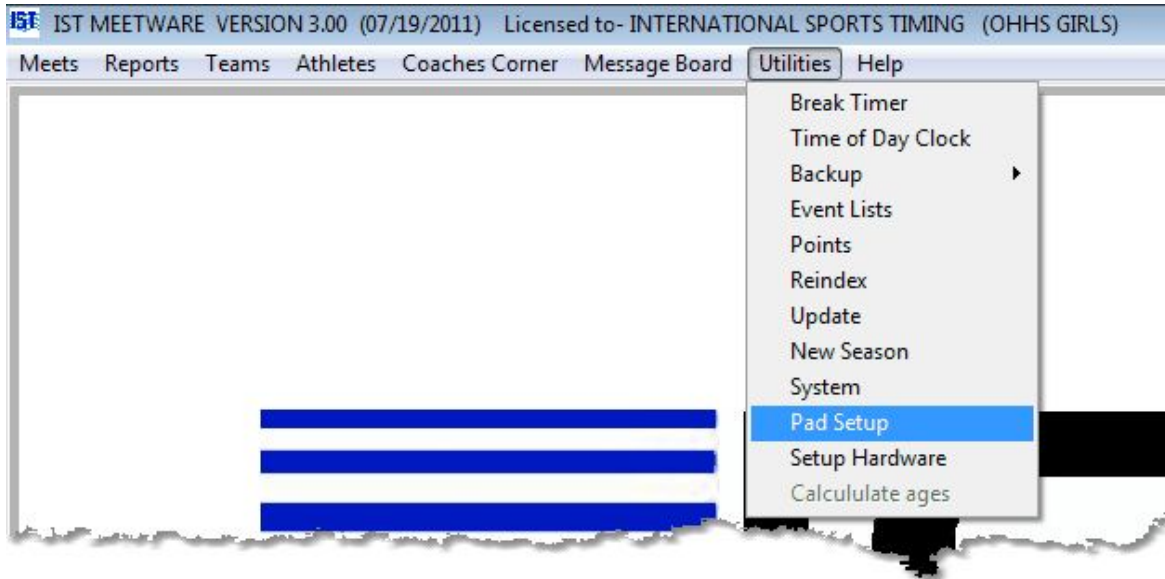


# PAD SETUP

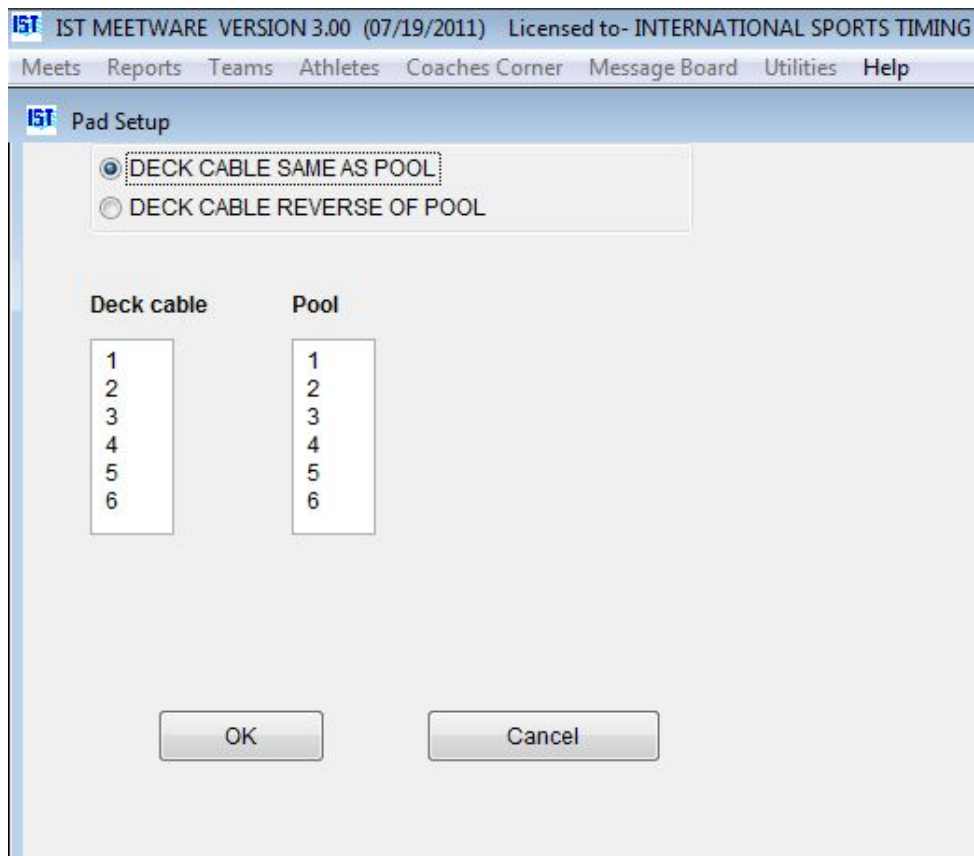
[Top](#) [Previous](#) [Next](#)

## Pad Setup

This option allows you to tell the computer which deck cable connection is assigned to which lane in the pool. From the MAIN menu, click UTILITIES and PAD SETUP.



You will then see the following screen:



You have 2 options for how your deck cable is laid out:

- [DECK CABLE](#) SAME AS THE POOL so that the first touchpad connection (closest to the [Computer Interface](#) box) is in the lowest numbered lane of the pool
- [DECK CABLE](#) REVERSE OF THE POOL so that the first touchpad connection (closest to the [Computer Interface](#) box) is in the highest numbered lane of the pool.

Select the option that fits your situation and click OK.

### Exiting Pad Setup

When you have finished setting up the pads, click on the EXIT button to return to the MAIN menu.

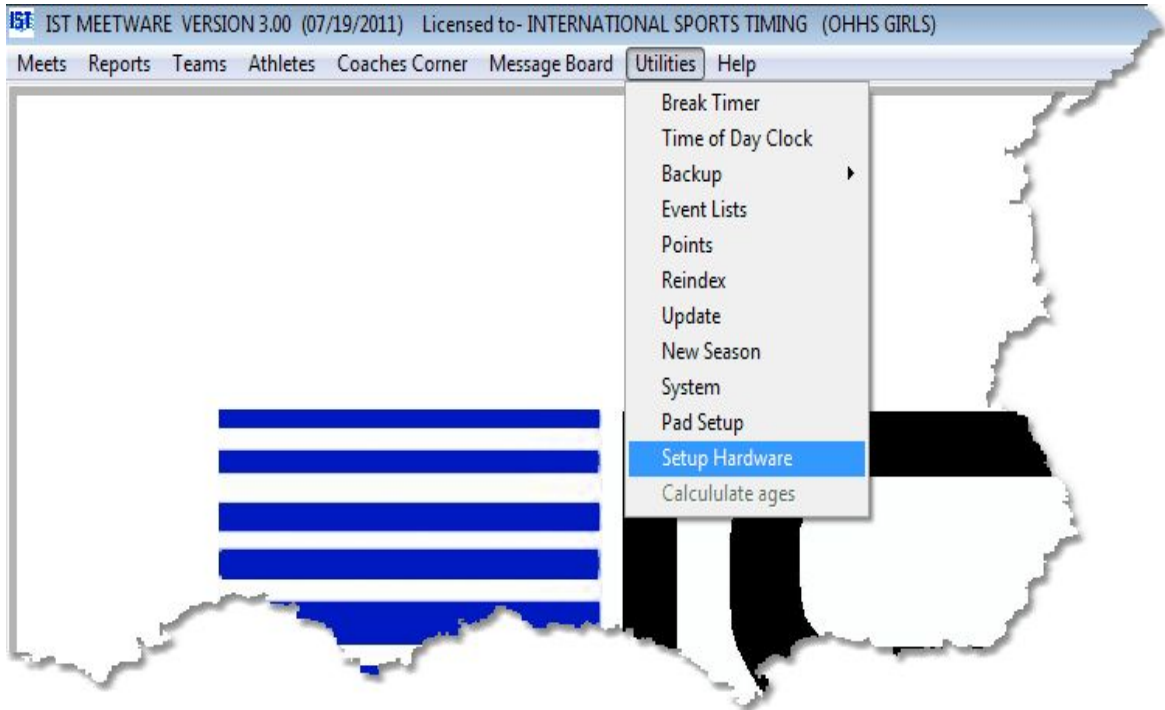


# SETUP HARDWARE

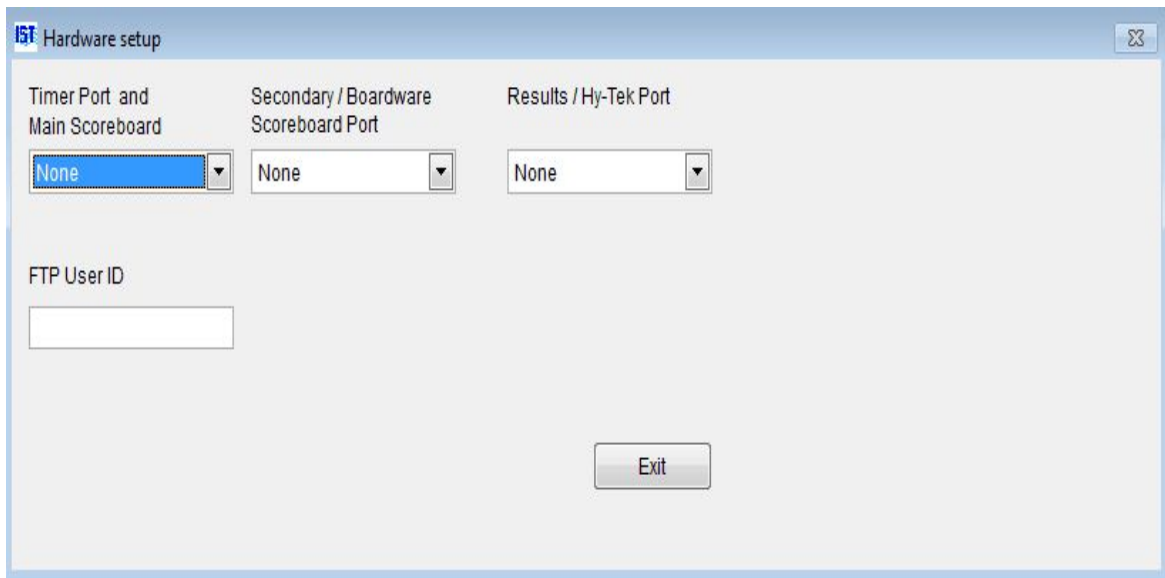
[Top](#) [Previous](#) [Next](#)

## Setup Hardware

This option allows you to set up your computer to communicate with the timing [hardware](#). From the MAIN menu select UTILITIES and SETUP HARDWARE.



You will then see the following screen:



## COM Ports

[COM Ports](#) (Communication ports) allow the computer to transmit information back and forth between other computers or hardware devices. Some computers have an actual 9-pin COM port built in, but many have only [USB ports](#).

When a piece of hardware ([converter cable](#) or [CTI](#) cable) is plugged into a USB port, it will assign a COM port number to that USB. Typically, the same number is assigned to that USB port when the hardware is plugged in again, but not always. *Windows* assigns the USB ports each time the hardware is plugged in.

MEETWARE 3 also makes use of [Virtual Serial Ports](#) when communicating with our virtual scoreboard software, BOARDWARE. The Virtual ports are installed with the BOARDWARE3 software. You will not have these if you do not have BOARDWARE3.

MEETWARE 3 will assign the correct ports to each of the following items if it can find the device that is supposed to be attached to the port. If it can not find the device, you can assign the ports manually by clicking on the drop down list and selecting the correct port. Only available ports will be listed in the drop down list.

**TIMER PORT** and **MAIN SCORE BOARD** is the COM port that the [Computer Timing Interface](#) is connected to.

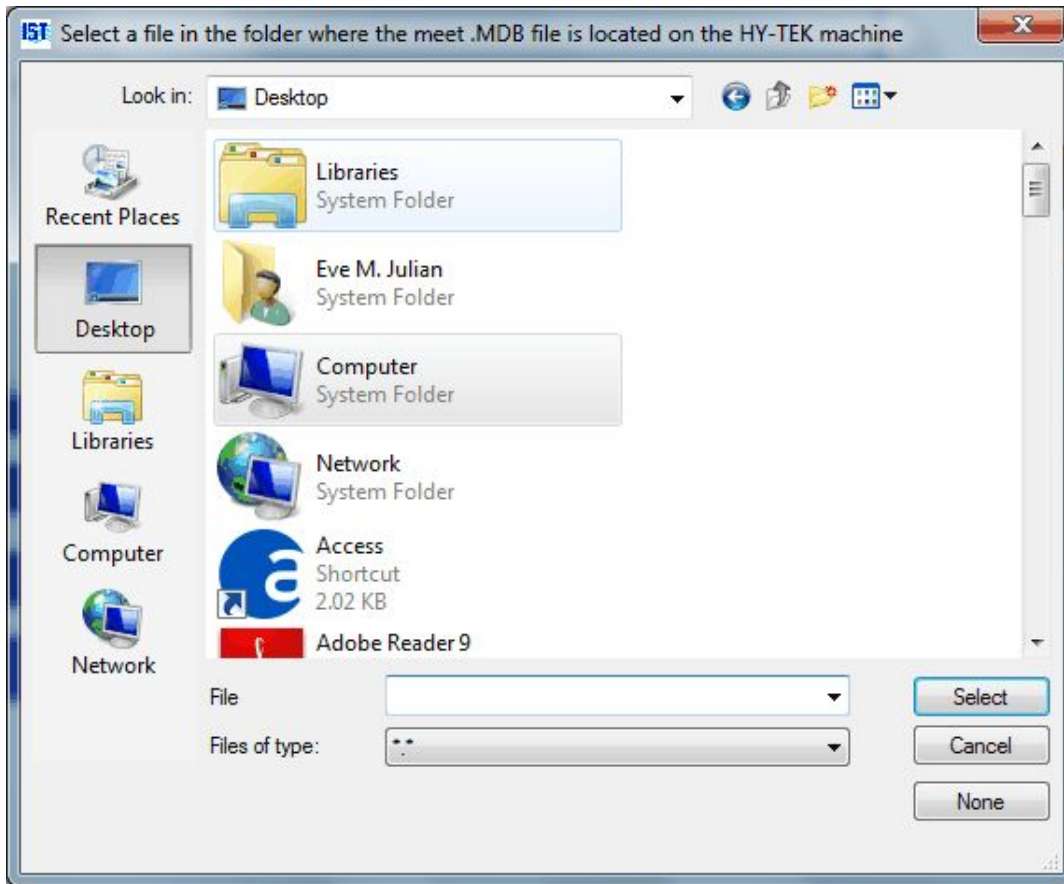
**SECONDARY/BOARDWARE SCOREBOARD PORT** is used to transfer data to second physical scoreboard, or to our BOARDWARE virtual scoreboad software. If you are not using either of these items then your results port should be set to NONE.

**NOTE:** Setting the secondary scoreboard port to a COM port when it is not needed can cause your primary scoreboard not to work.

**RESULTS/HY-TEK PORT** - If you are using a second, networked computer running Hy-Tek's Meet Manager Software for meet management, select [GNET](#) (Generic Network) as your Results Port. Consult your Hy-Tek manual for information on setting up Meet Manager. GNET may also be used to facilitate data transfer on diskette (see [GNET Path](#)). GNET is also used to transfer a Start List with team codes and swimmer names from Meet Manager to TIMEWARE3 or MEETWARE 3. This function requires the purchase of Hy-Tek's Alpha Scoreboard INTERFACE software.

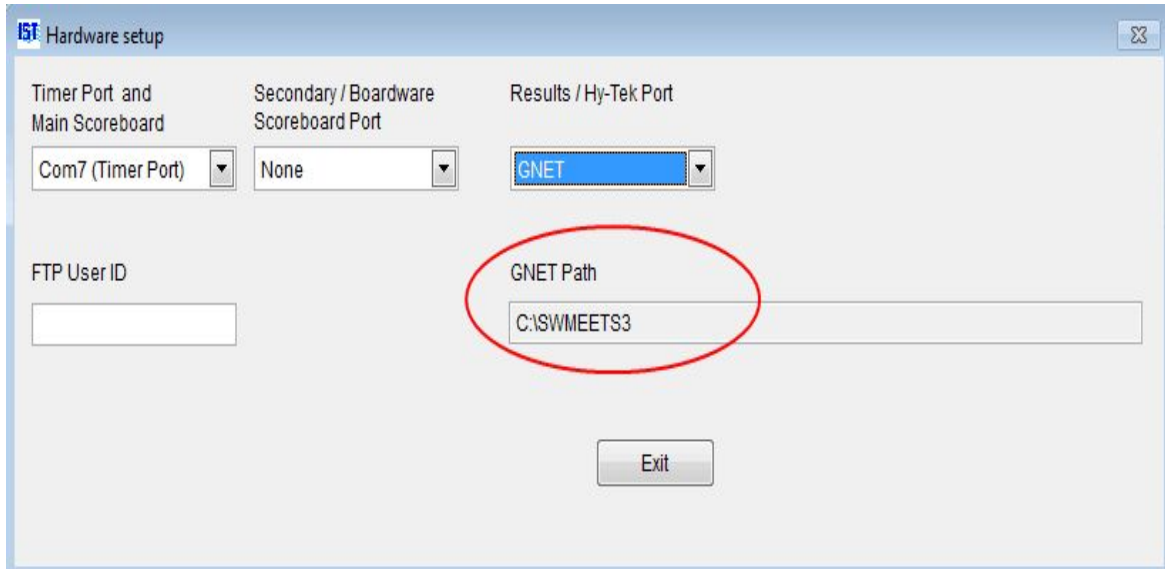
## **GNET Path**

If you select GNET for the Results Port, you will see a screen similar to the following:



If you are using a network connection to a computer running Hy-Tek's Meet Manager for Windows, you should select the path to the networked computer and the SWMEETS3 or SWMEETS3 directory used by Meet Manager. Click on any file within the SWMEETS3 directory to complete the path. See your Meet Manager manual and help files for additional information on setting up or locating the SWMEETS3 directory. **NOTE: Make sure that you have selected the proper computer and folder for the GNET path, it will only look in this location for the start list information.**

The GNET path, once selected should look similar to the following. **NOTE: If you do not see SWMEETS3 or SWMEETS3 in the path name then you have not completely selected the proper path.**



If you want to transfer files on thumb drive or external hard drive, you must have the USB drive attached to the computer with any readable file on it. From the screen above, select the path to the correct drive and select any file on the drive to complete the path. **Caution:** When transferring files on disk, you must take great care to be sure you have the current Start List on the disk in the computer running TIMEWARE and the current results disk in the computer running Meet Manager.

Results files are transferred in a file format similar to: 001-001-010001.gen, where:

- 001= meet number
- 001=event number
- 01 =heat number
- (space),P,S or F=meet type: (space)=timed final, P=prelim, S=Semi, F=Final
- 0001=race number
- .gen=file type

Start Lists for an entire meet will be in one file in the SWMEETS3 or SWMEETS3 directory called startlist.slx.

## FTP User ID

The [FTP User ID](#) allows you to [FTP your event results](#) to a website as each event is completed. Please call IST (800-835-2611 or e-mail [info@istime.com](mailto:info@istime.com)) to get more information and pricing for this feature.

## **Exiting setup**

When you have selected the ports, click on EXIT to return to the MAIN menu.

## Getting Additional Help

### If you purchased your system through IST:

To get additional help with ISTs MEETWARE 3, or to get more information regarding our other products, log on to our web site at <http://www.istime.com/>, e-mail us at [info@istime.com](mailto:info@istime.com), call 1-800-835-2611, or fax 616/247-0086. Our toll free number has a 24-hour answering service for messages or callback. If you have access to the internet with your MEETWARE 3 computer, we can also do on-line support. Call or e-mail us to schedule a session.

### If you purchased your system through Fair-Play, a Fair-Play Dealer or Representative:

For help, support or information about additional products call 1-800-747-5305, e-mail [Service@fair-play.com](mailto:Service@fair-play.com) or log on to the Fair-Play website at [www.fair-play.com](http://www.fair-play.com). You can also contact your local dealer or representative.

### If you need help with a third party product:

For help with **Hy-Tek's Meet Manager for Windows**, log on to their web site at <http://www.hy-tek ltd.com>, email them at [MM@hy-tek ltd.com](mailto:MM@hy-tek ltd.com), call 207/422-6243 or fax 207/422-6254.

For service on your **Colorado** equipment call 800-279-0111.

For service on your **Daktronics** equipment call 888-325-8766.

### To report a MEETWARE 3 error or bug

E-mail [support@istime.com](mailto:support@istime.com). Be sure to include your team name, a detailed description of what you were doing before and when the error occurred, what specifically the error said and what

occurred after you got the error. Please attach a backup of your system to the e-mail for faster support.



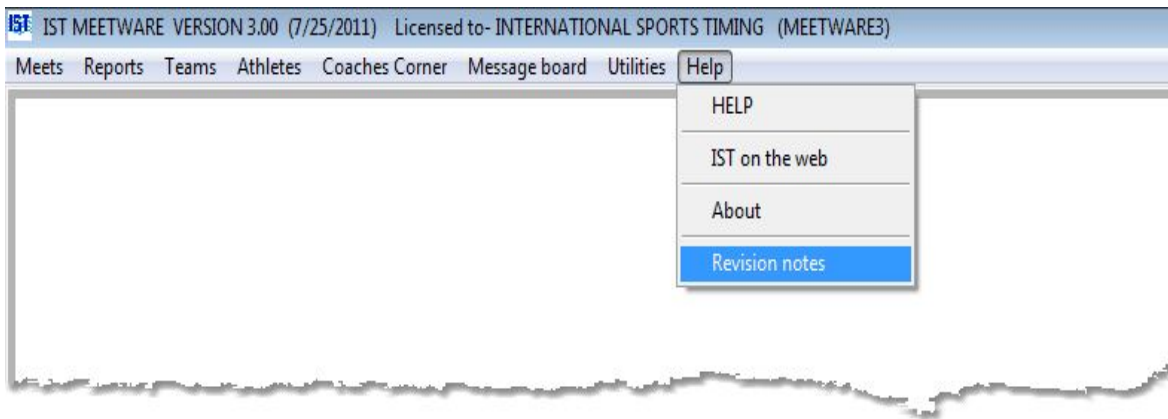
# REVISION NOTES

[Top](#) [Previous](#) [Next](#)

## Revision Notes

When updates are sent out, they often include changes to the software. Some of the changes are cosmetic, others are bug fixes. You can view these changes in the revision notes, which is part of the help file.

To access the revision notes, click on HELP from the MAIN MENU, and then click on the REVISION NOTES menu option.



Click on the version number that corresponds to the update that you want to look at. You will then see a text file in Microsoft NotePad that will look similar to the following:

```

UP221.TXT - Notepad
File Edit Format View Help

03/01/11          Meetware development
                  DEVELEOPEMENT SCHEDULE BY DATE
                  VERSION 2.21 COMPLETED

System  TypeDBF chg          Description
08/25/08
BASIC TIMING      698B      N      Crash in dive scoring if using colorado board
because the display diving results does not support
non IST boards. Does not call DIDIRES for non IST
boards.
08/28/08
DIAGNOSTIC        700E      N      Added the capability to show event/heat,scores and
records on a Fairplay board.
09/05/08
MEET PROGRAM      699B      N      The reports were printing the team/name headings in
the wrong place when records was selected.
OFFLINE           702B      N      going into diving under offline and having been in
timing or basic caused crashed because startlst was
released in timing and basic.
09/08/08
EVENT LIST        703B      N      If you selected the same point system for any event
it would put a blank name in and assign a non
existent scoring method.
10/06/08
PROGRAM           706B      N      Fixed to show empty lanes correctly.

```

**Column Designations:**

SYSTEM / SUB SYSTEM - contains information on the system or menu item that was changed

ITEM - contains the item number of the change (for IST use)

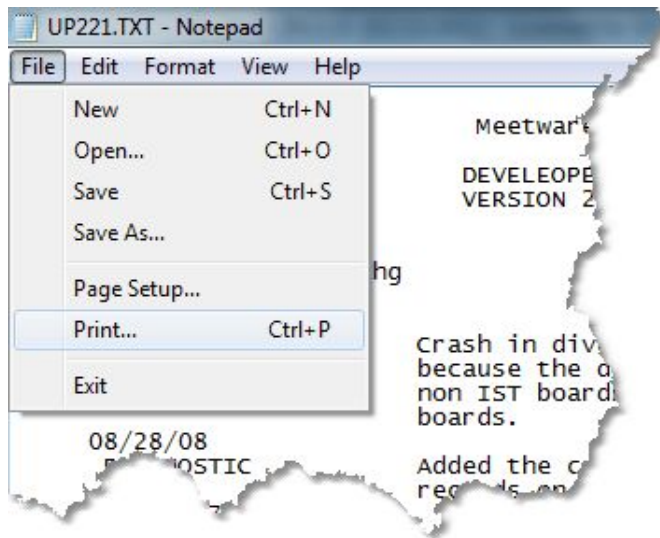
TYPE - indicates whether the change was a bug fix (B) or a software enhancement (E)

DBF CHANGE - indicates whether or not there was a change to a database or field

DESCRIPTION - The describes the problem or the change that was made

## Printing the Revision Notes:

To print the revision notes, click on FILE and PRINT in Notepad:



## Exiting Revision Notes:

To exit the revision notes, click on the "x" at the top right corner of the notepad window, or click FILE and EXIT to return to MEETWARE 3.

# TRANSFERRING DATA TO HY-TEK [Top](#) [Previous](#) [Next](#)

## Transferring Data to Hy-Tek

**Note:** This information is for using Hy-Tek's Meet Manager as your meet management software, while using MEETWARE 3 for timing only. Please refer to [Import](#) and [Export](#) to learn how to transfer entry and result information between MEETWARE 3 and Hy-Tek's software.

MEETWARE 3 offers options to enable an exchange of data with Hy-Tek's Meet Manager for Windows. These require the purchase of additional software from Hy-Tek, Ltd.(call 252/633-5111 or buy online at [www.hy-tek.com](http://www.hy-tek.com)), as described below:

**Timing Console INTERFACE** - Works with the MEETWARE 3 Results Interface. Results files are transferred in a file format similar to 001-001-01 0001.gen, where:

001= meet number  
-001=event number  
-01 =heat number  
(space),P,S or F=meet type: (space)=timed final, P=prelim,  
S=Semi, F=Final  
0001=race number  
.gen=file type

**Alpha Scoreboard INTERFACE** - Works with the MEETWARE 3 Scoreboard Interface. Start Lists for an entire meet will be in one file in the SWMEETS3 directory called startlist.slx.

All options require two computers--one running MEETWARE 3 and one running to Hy-Tek's Meet Manager for Windows.

### Transfer options

➤ [Transferring results over a network](#) allows you to send results from the MEETWARE 3 computer to the Meet Manager computer over a generic network.

➤ [Transferring Start Lists over a network](#) allows you to send the names and teams of swimmers entered in races from the Meet Manager computer to the MEETWARE 3 computer over a generic network.

➤ [Transferring results via disk](#) allows you to transfer results from the MEETWARE 3 computer to the Meet Manager computer with a disk.

➤ [Transferring Start Lists via disk](#) allows you to send the names and teams of swimmers entered in races from the Meet Manager computer to the MEETWARE 3 computer with a disk.

Consult your Meet Manager Manual and help files for further information.

IST offers a Network Support package that includes a list of recommended hardware and software and 8 hours of telephone support. Call IST at 800/835-2611 for further information.

# TIPS FOR USING MEETWARE 3 WITH HY-TEK'S MEET MANAGER 3

[Top](#)  
[Previous](#)  
[Next](#)

## Tips for Users of MEETWARE 3 and Hy-Tek's Meet Manager with GNET

**Note:** To the best of our knowledge, these instructions are accurate as of 8/23/11 with MEETWARE 3 Version 3.00 dated 8/22/11 and Meet Manager Release 3.0dH. Check the web sites [www.istime.com](http://www.istime.com) and [www.hy-tek.com](http://www.hy-tek.com) to be sure you are using current versions of both software packages. We are not responsible for discrepancies in these instructions due to changes in versions after the date above.

### 1. Networking your computers

The network protocol you use will be determined by the operating system and hardware on the two computers

The MEETWARE 3 computer must have permission to read from AND WRITE TO the swmeets directory on the Meet Manager computer

### 2. Set Up on Meet Manager (You must have Hy-Tek's Timing Console INTERFACE)

Select Set-up/Timing Console INTERFACE

Select Generic Network File Sharing for IST or Take Your Mark

If you are using a SWIMWARE Alphanumeric Scoreboard and have Hy-Tek's Alpha Scoreboard INTERFACE option, select Set-up/Alpha Scoreboard INTERFACE

Select Network File Sharing IST

### 3. Set Up on MEETWARE 3

Select Utilities/Hardware Setup

Set Results port to GNET

Set the Files of type: to All Files. Select any file in the swmeets folder on the Hy-Tek computer.

The GNET path displayed on the Hardware setup screen should end with swmeets

### 4. Export Event List from Meet Manager

Set up your meet, events and enter athletes

Be sure you are using the database for the correct meet by checking the database name at the top of the main Meet Manager screen

Select Run/Interfaces/Timer (GNET)/Download Events to GNET

This will create a file in the swmeets folder called generic.sch, and will overwrite any previous file of the same name

To avoid confusion, you may want to delete the generic.sch file from the swmeets folder using My Computer or Windows Explorer after you have imported it into MEETWARE 3 (see 5 below)

### 5. Import Event List into MEETWARE 3

Select Utilities/Event lists

Click Import

Enter a unique name for the event list and click OK

In the Importing event lists window, change the Files of type: to \*.sch

Look in the swmeets folder on the Hy-Tek computer

Select the file generic.sch and click Import.

Check the events to verify that you have imported the correct event list

To avoid confusion you may want to delete event lists from past meets that you do not expect to use in the future

## 6. Combining Events in Meet Manager

Select Events or Run/Events and select the event that you plan to time as a combined event

Select Edit Event and change the event to Mixed gender (if necessary) and make it multi-age group, entering the correct age ranges to cover both events

Go to the Seeding menu and copy entries from event you will not time to event you will time

**DELETE THE ENTRIES IN THE EVENT YOU WILL NOT TIME**

If you do not delete the entries from the event you will not time, the event will still be included in the startlist.slx

When you create the Start List it will only include the combined event--the event without entries will not appear

## 7. Create a Start List in Meet Manager (You must have Hy-Tek's Alpha Scoreboard INTERFACE)

From the top of the main Meet Manager screen, verify that you are using the database for the correct meet

Select Run/Interfaces/Timer/Select Data Set stored from GNET



Verify that the Current Meet #x shows the date and data for the correct meet. This number should also match the DATA SET number shown on the Basic Timing screen in MEETWARE 3. If not, select Previous Meet or Next Meet

Select Run/Interfaces/Scoreboard (Gennet)/Create Start List File.

This will create a file in the swmeets folder called startlist.slx and will overwrite any previous file of the same name

There is no confirmation that the file was created, but you can verify by using My Computer or Windows Explorer to look at the contents of the swmeets folder for startlist.slx

ANY TIME YOU MAKE A CHANGE TO ENTRIES YOU MUST CREATE A NEW START LIST

IF YOU MAKE A CHANGE TO A FUTURE HEAT OF AN EVENT THAT IS CURRENTLY BEING TIMED AND CREATE A NEW START LIST, YOU MUST ALERT THE MEETWARE 3 OPERATOR TO EXIT BASIC TIMING BETWEEN HEATS AND RE-ENTER SO THE UPDATED START LIST WILL BE SELECTED

To avoid confusion you may want to delete startlist.slx file from the swmeets folder using My Computer or Windows Explorer after you have finished timing the meet (see 8 below)

## 8. Using the Start List in MEETWARE 3

Once you have selected GNET as the Results port, MEETWARE 3 will automatically use any startlist.slx found in the swmeets folder for the next meet you run.

Select Meets/Meet Setup and create a meet, with the same date and Event List used in Meet Manager (see Export Event List and Import Event List above)

To avoid confusion, you may want to delete completed meets, after you are sure that all result data has been correctly transferred to Meet Manager

## 9. Timing meets in MEETWARE 3

Select Meets/Basic Timing. If MEETWARE 3 finds a Start List in the swmeets folder, it will use it

MEETWARE 3 checks for changes in the Start List each time it begins a new event

**IF THE Meet Manager OPERATOR CHANGES A FUTURE HEAT IN AN EVENT THAT IS CURRENTLY BEING TIMED, YOU MUST EXIT BASIC TIMING BETWEEN HEATS AND RE-ENTER SO THE UPDATED START LIST IS SELECTED**

If you get a warning that says Start list is not available in SWMEETS3, the startlist.slx does not exist, is not located in appropriate folder or MEETWARE 3 has been denied access to the folder

If the entries displayed on the Basic Timing screen do not match the current meet, repeat the steps in 6 above

Race No.'s are assigned to a heat when you select the heat for the first time in Basic Timing

If you look at a heat to verify entries before the meet begins, the Race No. will be assigned at that time

Race No.'s do not need to be sequential

Check the GNET STATUS on the Basic Timing screen to be sure it is READY

If the GNET STATUS is OFF, the network between the MEETWARE 3 and Meet Manager computers is not functioning

The DATA SET number should match the Current Meet #x selected in 7 above (this number cannot be changed in MEETWARE you must go to Meet Manager and select Run/Interfaces/Timer/Select Data Set stored from GNET)

As heats are timed, the results are automatically sent to the swmeets folder on the Meet Manager computer

If the network goes down (GNET STATUS is OFF) you can continue timing and send events later from Meets/Off Line scoring by clicking GNET Send for the appropriate heat

#### 10. Bringing Times into Meet Manager

THE RUN SCREEN SHOULD BE CLOSED WHILE TIMING THE FIRST HEAT IN MEETWARE 3

If the Run screen was open when the first heat was timed, exit and restart Meet Manager

From the top of the main Meet Manager screen, verify that you are using the database for the correct meet

Select Run/Interfaces/Timer/Select Data Set stored from GNET

Verify that the Current Meet #x shows the date and data for the correct meet. It must also match the DATA SET number from the MEETWARE 3 Basic Timing screen. If not, select Previous Meet or Next Meet

Click Get Times to bring in times from the swmeets folder

You can view result files in the swmeets folder using My Computer or Windows Explorer

Result files have a format of XXX\_XXX\_XXXXXXX.gen.

#### 11. Generating Team Scores in Meet Manager to Display on SWIMWARE Scoreboards (You must have Hy-Tek's Alpha

## Scoreboard INTERFACE)

Select Run/Preferences/Reports/Format and check the box to Show team scores after each event in Run

If this box is not checked, the scores.slx file will not be generated

When the event is scored, the scores.slx file will be created and sent to the swmeets folder

When the meet is over, delete the scores.slx file from the swmeets folder using My Computer or Windows Explorer to avoid having invalid scores displayed at your next meet

### 12. Displaying Team Scores on SWIMWARE Scoreboards

When setting up the meet, click the Show Team Scores box

When you enter Basic Timing, you will get a message that says The scores.slx file is missing. Just click OK and continue. If nothing has been scored, the file will not exist yet.

Time the first event normally.

When you go to the next event, MEETWARE 3 will check to see if there is a new scores.slx file in swmeets.

If a scores.slx file is found, MEETWARE 3 will display the scores on the scoreboard

The screen will display a box that asks Ready to time the next event?

When you click OK the next event will be displayed on the scoreboard.

If the scores.slx file has not changed when the next event is completed, no scores will be displayed.

### 13. Setting up Diving Events in Meet Manager when using Alpha Scoreboard INTERFACE

If there are more divers in the event than lanes in your pool, set up flights of divers equal to the number of lanes in your pool. Once you have seeded the diving event, you will need to go back in and manually seed it so that there are no blank rows between the divers. The divers should all be entered in rows 1 through the number of divers. This way when diving events are copied to the startlist.slx file, they will be in a format that Meet Manager can read back in when results are completed.

# TRANSFERRING RESULTS VIA NETWORK CONNECTION

[Top](#)  
[Previous](#)  
[Next](#)

## Transferring Results Via Network Connection

**Note:** This information is for using Hy-Tek's Meet Manager as your meet management software, while using MEETWARE 3 for timing only. Please refer to [Import](#) and [Export](#) to transfer information between MEETWARE 3 and Hy-Tek's software.

This option allows you to bring in a start list and send results from the MEETWARE 3 computer to a computer running Hy-Tek's Meet Manager for Windows over a generic network.

### Hardware requirements

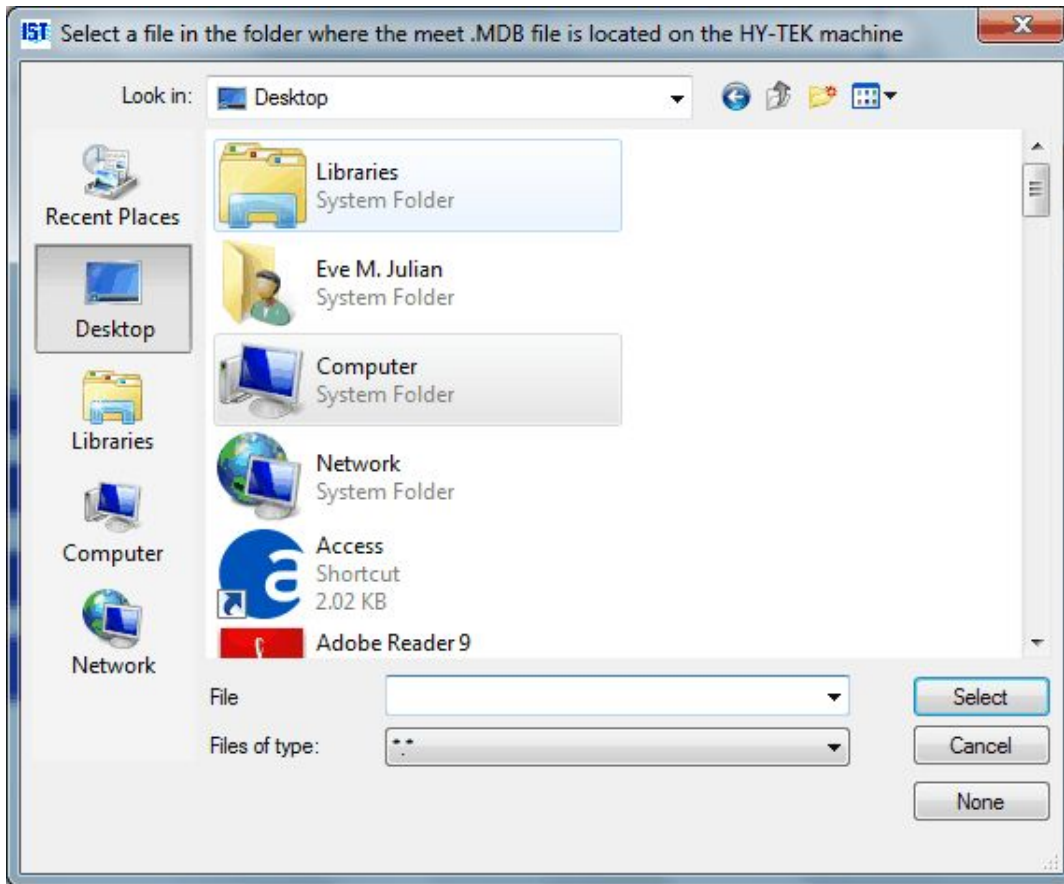
1. The computer running MEETWARE 3 must have the appropriate network hardware and software for the type of network you want to use.
2. The computer running Meet Manager must have the appropriate network hardware and software for the type of network you want to use.
3. The appropriate cable for connecting the two computers to the network.
4. The computers must be operating on the Windows network.

### Software requirements

1. IST's MEETWARE 3 software
2. Hy-Tek's Meet Manager with [Timing Console INTERFACE](#).

### Software setup

For MEETWARE 3, see [SETUP HARDWARE](#). Select GNET as the Results port. You will now see a window similar to the following:



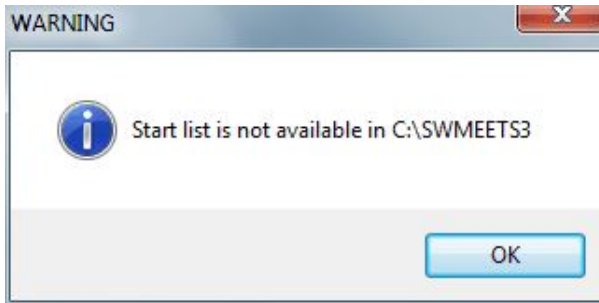
You must now select the path to the networked computer and the SWMEETS3 directory used by Meet Manager. You can select any file within the SWMEETS3 directory to complete the path. See your Meet Manager manual and help files for additional information on setting up the SWMEETS3 directory.

If you need to change the path after selecting GNET, select NONE on the RESULTS PORT and then reselect GNET.

For Hy-Tek's Meet Manager, under Set-up, Timing Console INTERFACE, select Generic Network File Sharing for IST. For further information, consult your Meet Manager manual and help files.

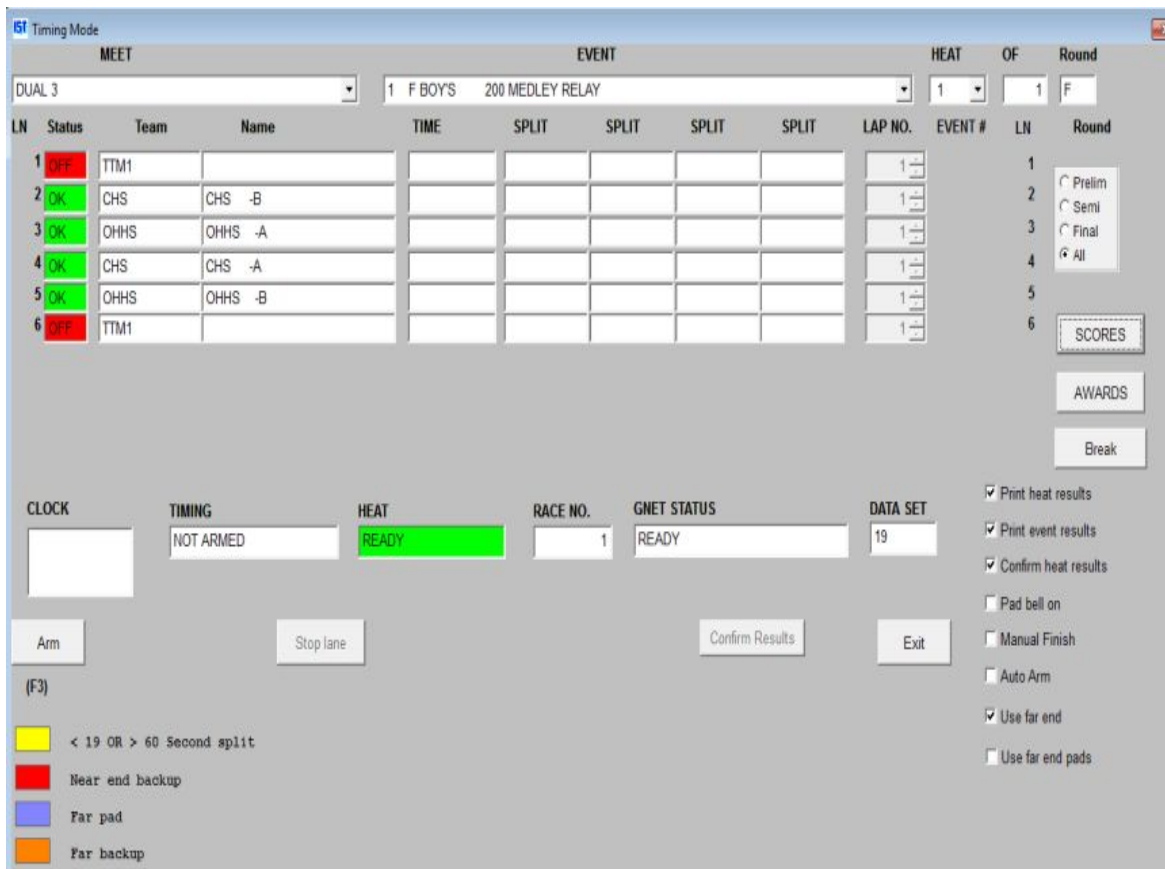
## Running meets

When your hardware connections and software setups are complete, go to [Timing](#). You may see the following screen:



MEETWARE 3 is looking for a Start List on the network and can't find it on the selected path. Check Meet Manager to be sure the path is correct and/or the Start List is completed and has been downloaded to the SWMEETS3 folder.

You will see a screen similar to the following:



From the [Timing](#) screen, select the meet you want to run.

[GNET STATUS](#) shows the status of the network connection.

READY indicates the network is connected and operating.



OFF indicates the network connection has been shut down.

TESTING CONNECTION may appear briefly when you start GNET.

CONNECTION means the test passed and the connection is complete.

NO CONNECTION means the test failed and the connection is broken.

SENDING indicates data is being sent.

SENT RACE NO. xxxx shows the number of the race for which results have been sent.

[GNET Stop/Start](#) allows you to stop using the generic network if a network failure makes it impossible for you to connect. You can continue timing races and send results from [Off-line Scoring](#) when the connection is regained.

You can now [time races](#) normally. As races are completed, the operator of Meet Manager can Get Times for each race. For further information, consult your Meet Manager manual and help files.

# TRANSFERRING RESULTS VIA USB DRIVE

[Top](#) [Previous](#)  
[Next](#)

## Transferring Results Via USB Drive

**Note:** This information is for using Hy-Tek's Meet Manager as your meet management software, while using MEETWARE 3 for timing only. Please refer to [Import](#) and [Export](#) to transfer information between MEETWARE 3 and Hy-Tek's software.

This option allows you to transfer results from the MEETWARE 3 computer to a computer running Hy-Tek's Meet Manager for Windows via disk.

### Hardware Requirements

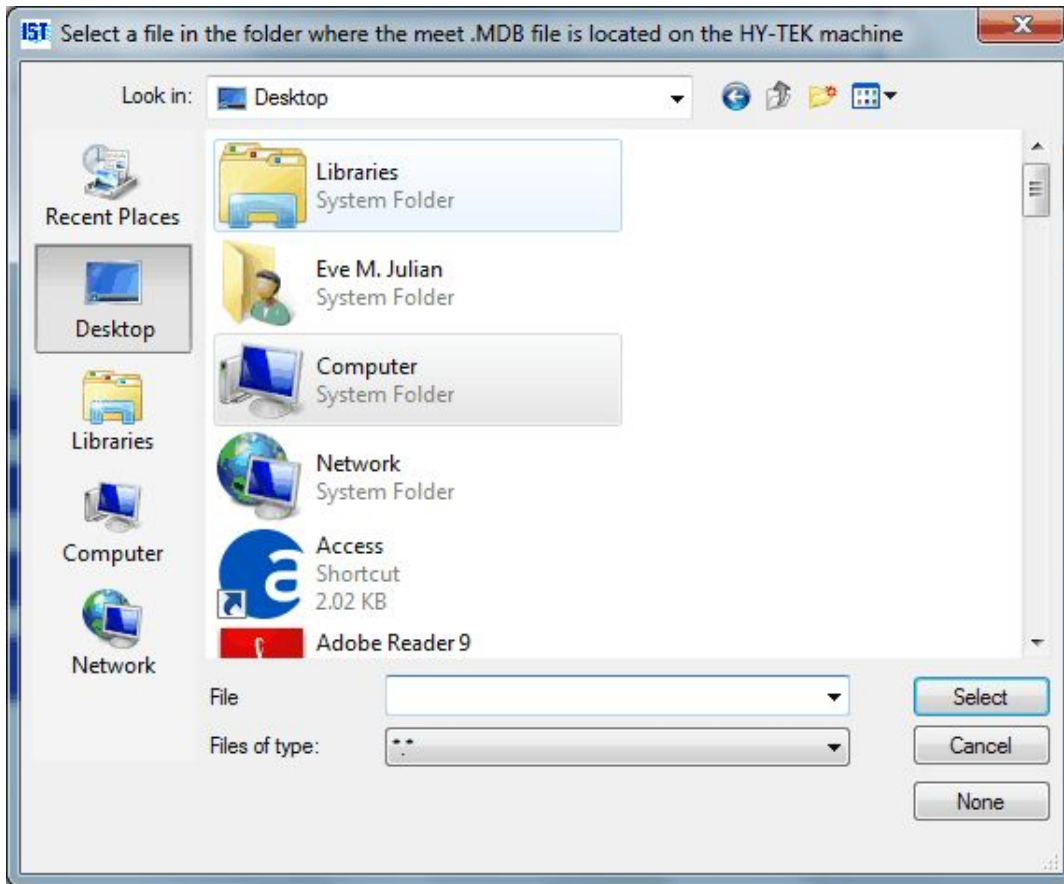
1. The computer running MEETWARE 3 must have a free USB port for a USB Drive.
2. The computer running Meet Manager must have a free USB port for a USB drive.
3. A USB thumb drive or external hard drive. 1G is sufficient for storing all the data in most cases.

### Software requirements

1. IST's MEETWARE 3
2. Hy-Tek's Meet Manager with [Timing Console INTERFACE](#).

### Software setup

For MEETWARE 3, see [SETUP HARDWARE](#). Select GNET as the Results port. You will now see a window similar to the following:



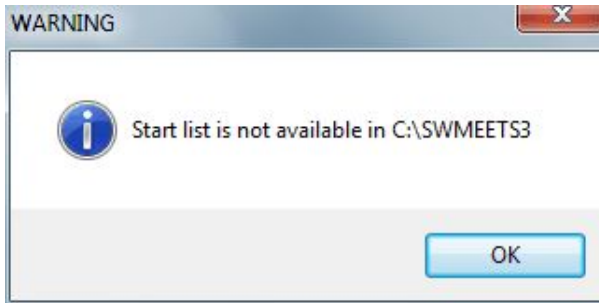
You must now select the path to the USB drive you will be using. Have the USB drive inserted into the computer. You can select any file on the disk to complete the path.

If you need to change the path after selecting GNET, click on NONE under the Results Port and then reselect GNET.

For Meet Manager, under Set-up, Timing Console INTERFACE select Generic Network File Sharing for IST. For further information, consult your Meet Manager manual and help files.

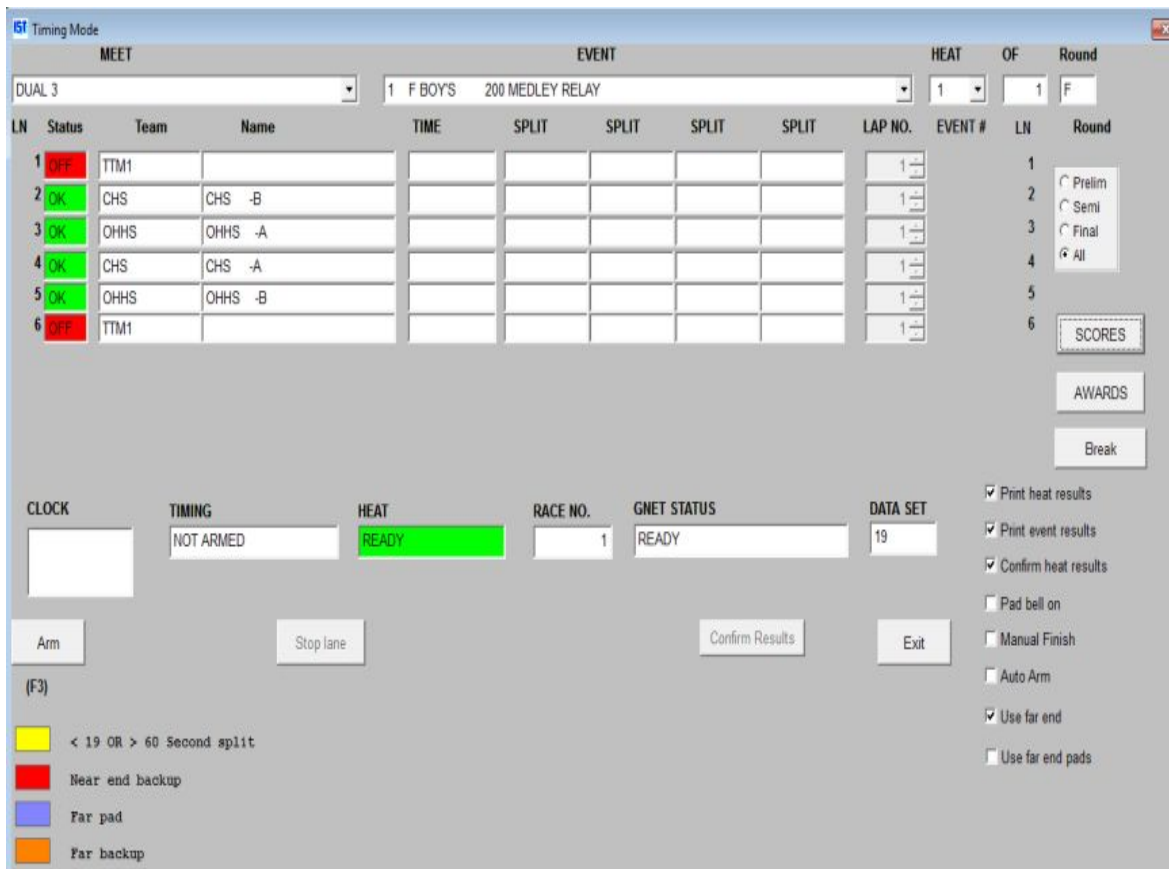
## Running Meets

When your hardware connections and software setups are complete, go to [Timing](#). You may see the following screen:



MEETWARE 3 is looking for a Start List on the drive and can't find it on the selected path. Check SETUP HARDWARE to make sure the GNET path is correct and/or check the disk to make sure the Start List is available.

You will see a screen similar to the following:



From the [Timing](#) screen, select the meet you want to run.

**GNET STATUS** shows the status of the network connection.

READY indicates the network is connected and operating.

OFF indicates the network connection has been shut down.

TESTING CONNECTION may appear briefly when you start GNET.

CONNECTED means the test passed and the connection is complete.

NO CONNECTION means the test failed and the connection is broken.

SENDING indicates data is being sent.

SENT RACE NO. XX shows the number of the race for which results have been sent.

[GNET Stop/Start](#) allows you to stop using the generic network if a network failure makes it impossible for you to connect. You can continue timing races and send results from [Off-line Scoring](#) when the connection is regained.

You can now [time races](#) normally. As races are completed, the data will be sent to the disk on the drive selected. After several races, you may want to exchange disks so that race results can be transferred to the Meet Manager computer. The data should be copied into the SWMEETS3 directory. (If you are using the Alpha Scoreboard INTERFACE, all disks must have the Start List.) Then the operator of Meet Manager can Get Times for each race. For further information, consult your Meet Manager manual and help files.

# TRANSFERRING START LISTS VIA DISK

[Top](#) [Previous](#)  
[Next](#)

## Transferring Start Lists Via USB Drive

**Note:** This information is for using Hy-Tek's Meet Manager as your meet management software, while using MEETWARE 3 for timing only. Please refer to [Import](#) and [Export](#) to transfer information between MEETWARE 3 and Hy-Tek's software.

This option allows you to transfer names and team codes from the Hy-Tek's Meet Manager for Windows computer to a computer running MEETWARE 3 with a USB Drive.

### Hardware Requirements

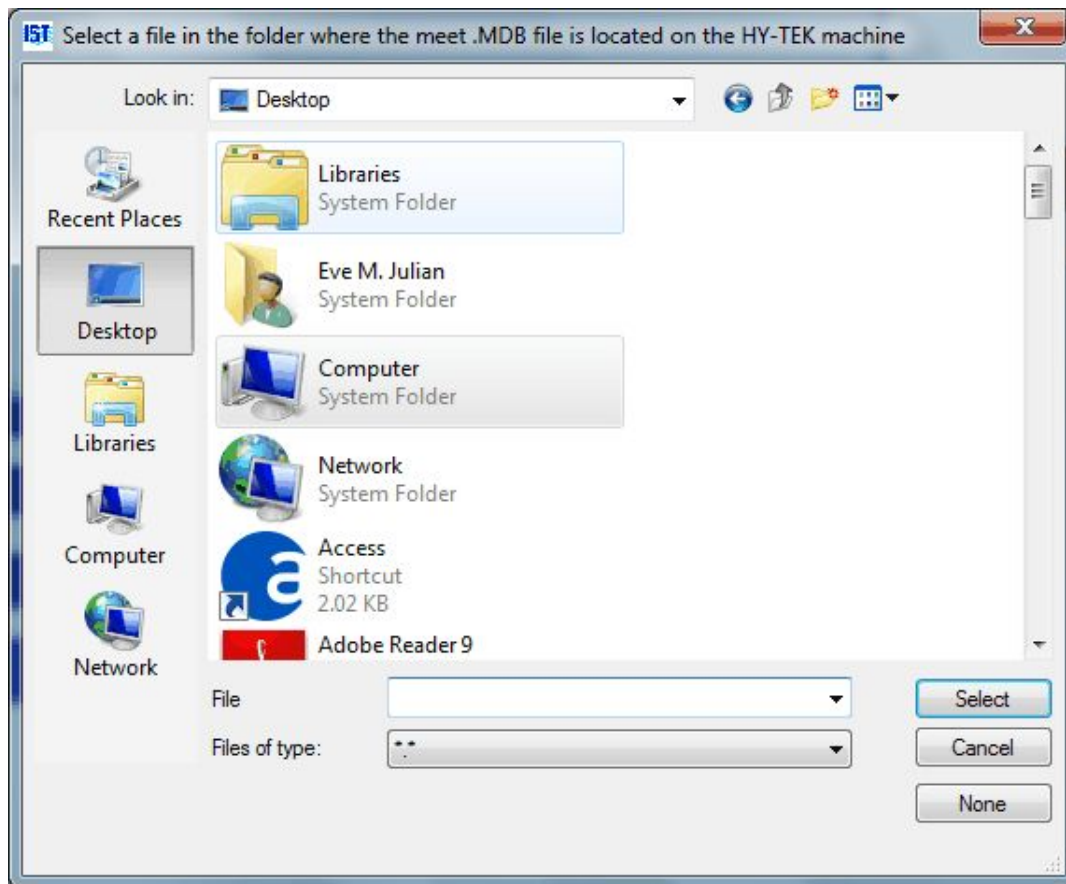
1. The computer running MEETWARE 3 must have a free USB drive.
2. The computer running Meet Manager must have a free USB drive.

### Software Requirements

1. IST's MEETWARE 3 software
2. Hy-Tek's [Alpha Scoreboard INTERFACE](#). (The Alpha Scoreboard INTERFACE can be used with the Timing Console INTERFACE to transfer results.)

### Software Setup

For MEETWARE 3, see [SETUP HARDWARE](#). Select GNET as the results port. You will now see a window similar to the following:



You must now select the path to the USB drive you will be using. Have a disk in the drive with any file on it. You can select any file on the disk to complete the path.

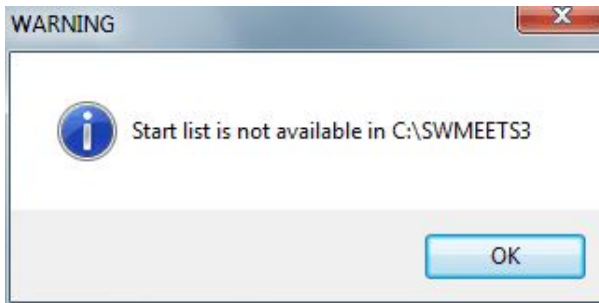
If you need to change the path after selecting GNET, click on NONE under the Results Port and then reselect GNET.

For Meet Manager, under Set-up, Alpha Scoreboard INTERFACE, select Network File Sharing IST. Create a Start List for the meet you want to run. Copy the contents of the SWMEETS3 directory onto a disk and take it to the MEETWARE 3 computer. You may want to create two disks, so you can exchange them during the meet. ALL disks must have the Start List.

For further information, consult your Meet Manager manual and help files.

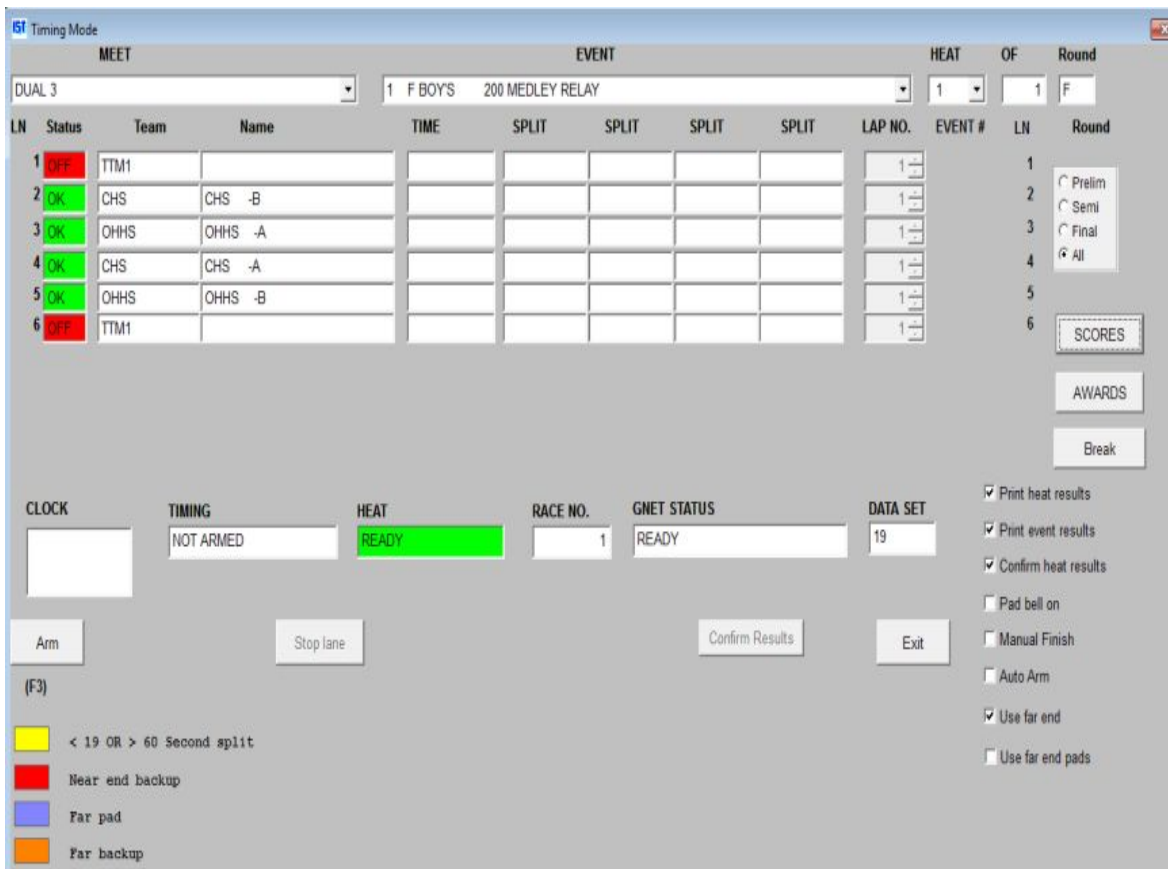
## Running Meets

When your hardware connections and software setups are complete, go to [Timing](#). You may see the following screen:



MEETWARE 3 is looking for a Start List on the drive and can't find it on the selected path. Check Setup Hardware to make sure the GNET path is correct, and check Meet Manager to be sure the Start List is completed and has been downloaded to the disk.

You will see a screen similar to the following:



From the [Timing](#) screen, select the meet you want to run.



[GNET STATUS](#) shows the status of the network connection.

READY indicates the network is connected and operating.

OFF indicates the network connection has been shut down.

TESTING CONNECTION may appear briefly when you start GNET.

CONNECTED means the test passed and the connection is complete.

NO CONNECTION means the test failed and the connection is broken.

SENDING indicates data is being sent.

SENT RACE NO. XX shows the number of the race for which results have been sent.

[GNET Stop/Start](#) allows you to stop using the generic network if a disk failure makes it impossible for you to continue. You can continue timing races and send results to disk from [Off-line Scoring](#) when the drive is repaired.

As you select an event, the team codes and names for the first heat will be displayed. You can now [time races](#) normally. MEETWARE 3 checks the Start List on the disk for the event and heat of each race. If no events are found on the Start List, the Team column on the Timing screen will display "N/A".

If changes are made to the entries, the operator of Meet Manager should create a new Start List, transfer it to disk and take it to the MEETWARE 3 computer. Be sure the new Start List is on all disks being used. For further information, consult your Meet Manager manual and help files.

# TRANSFERRING START LISTS VIA NETWORK CONNECTION

[Top](#)  
[Previous](#)  
[Next](#)

## Transferring Start Lists Via Network Connection

**Note:** This information is for using Hy-Tek's Meet Manager as your meet management software, while using MEETWARE 3 for timing only. Please refer to [Import](#) and [Export](#) to transfer information between MEETWARE 3 and Hy-Tek's software.

This option allows you to send names and team codes from the Hy-Tek's Meet Manager for Windows computer to a computer running MEETWARE 3 over a generic network.

### Hardware Requirements

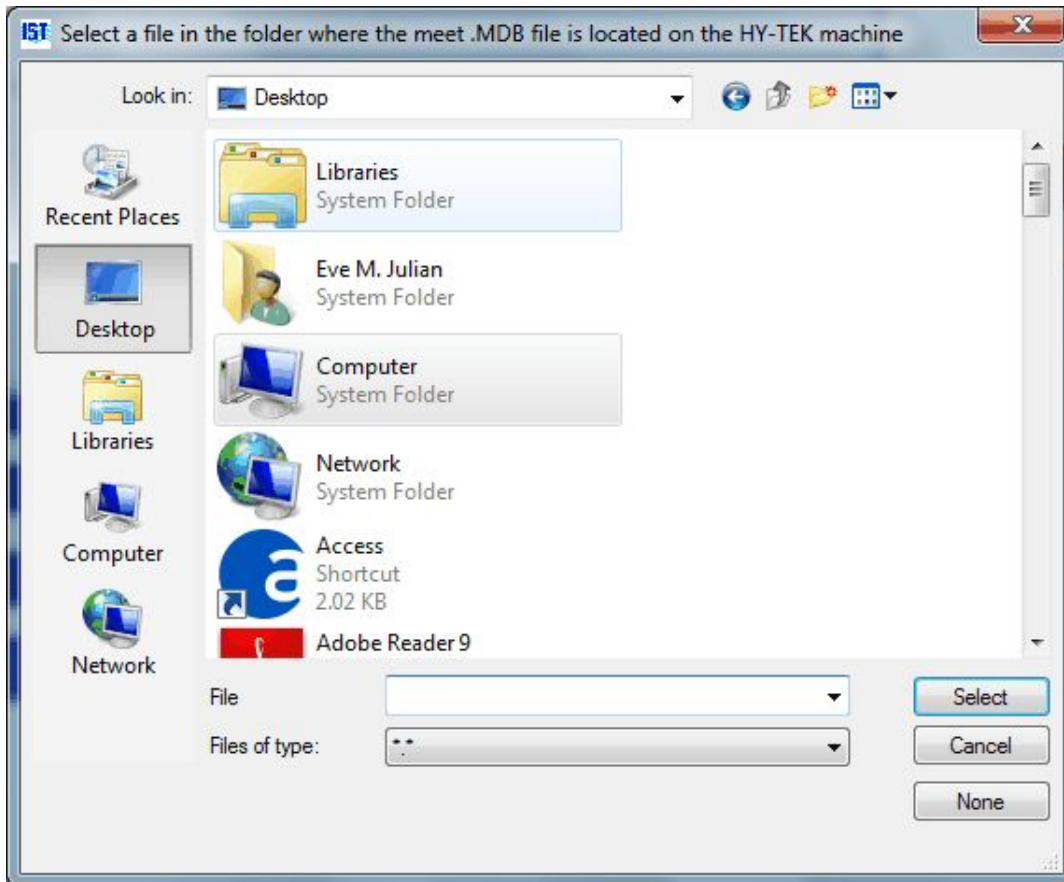
1. The computer running MEETWARE 3 must have the appropriate network hardware and software for the type of network you want to use.
2. The computer running Meet Manager must have the appropriate network hardware and software for the type of network you want to use.
3. The appropriate cable(s) for connecting the two computers to the network.
4. The computers must be operating on the *Windows* network.

### Software Requirements

1. IST's MEETWARE 3
2. Hy-Tek's [Alpha Scoreboard INTERFACE](#). (The Alpha Scoreboard INTERFACE can be used with the Timing Console INTERFACE to transfer results.)

### Software Setup

For MEETWARE 3, see [SETUP HARDWARE](#). Select GNET as the Results port. You will now see a window similar to the following:



You must now select the path to the networked computer and the SWMEETS3 directory used by Meet Manager. You can select any file within the SWMEETS3 directory to complete the path. See your Meet Manager manual and help files for additional information on setting up the SWMEETS3 directory.

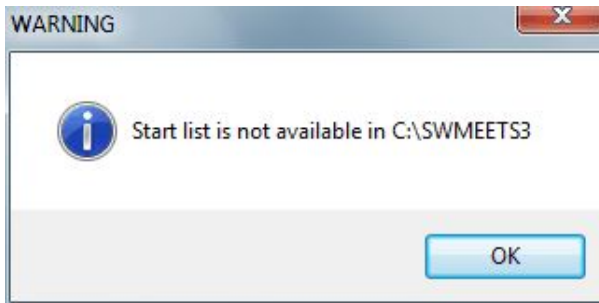
If you need to change the path after selecting GNET, click on NONE for Results Port and then reselect GNET.

For Meet Manager, under Set-up, Alpha Scoreboard INTERFACE, select Network File Sharing IST. Create a Start List. For further information, consult your Meet Manager manual and help files.

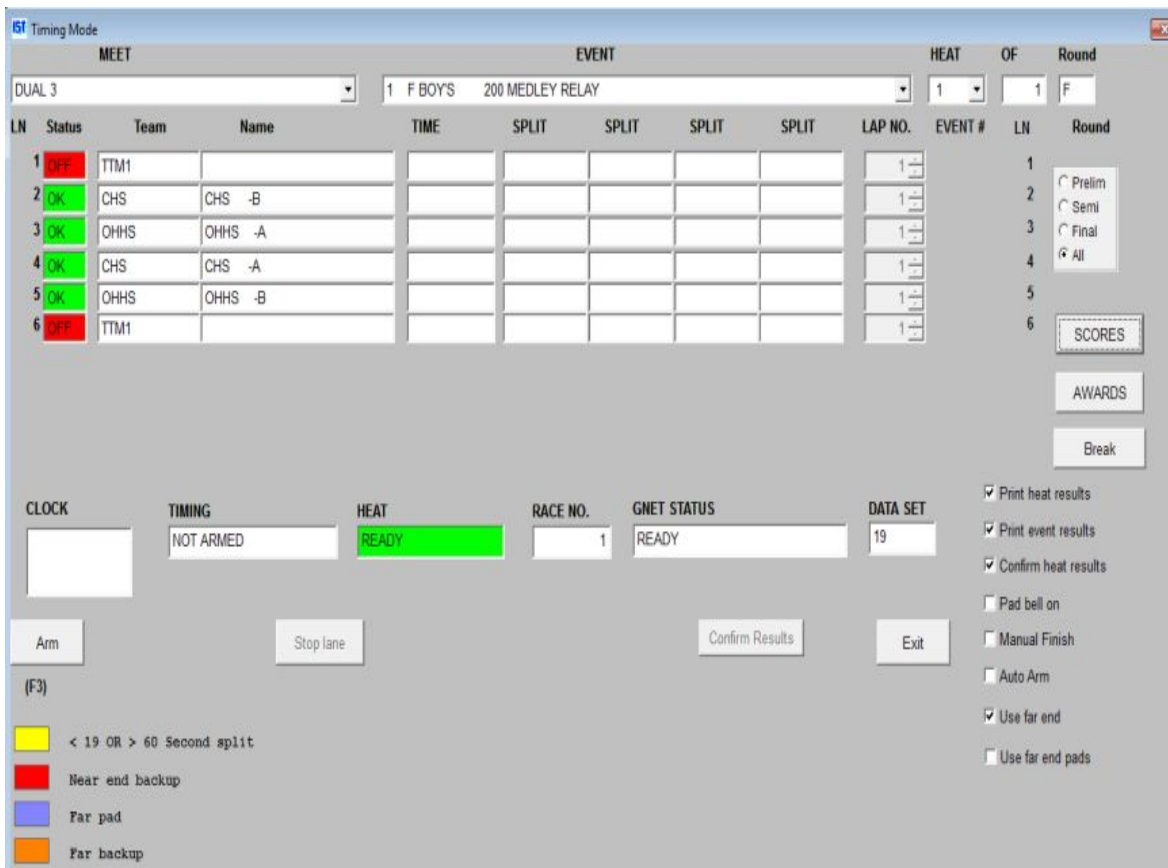
## Running Meets

When your hardware connections and software setups are complete, go to [Timing](#). You will see the following screen if you have not

generated a start list in Meet Manager or the connection is not available:



You will see a screen similar to the following:



From the [Timing](#) screen, select the meet you want to run.

[GNET STATUS](#) shows the status of the network connection.

READY indicates the network is connected and operating.

OFF indicates the network connection has been shut down.

TESTING CONNECTION may appear briefly when you start GNET.

CONNECTED means the test passed and the connection is complete.

NO CONNECTION means the test failed and the connection is broken.

SENDING indicates data is being sent.

SENT RACE NO. XX shows the number of the race for which results have been sent.

[GNET Stop/Start](#) allows you to stop using the generic network if a network failure makes it impossible for you to connect. You can continue timing races and send results from [Off-line Scoring](#) when the connection is regained.

As you select an event, the team codes and names for the first heat will be displayed. You can now [time races](#) normally. MEETWARE 3 checks the Start List for the event and heat of each race. If no events are found on the Start List, the Team column on the Timing screen will display "N/A".

As races are completed, the operator of Meet Manager can Get Times for each race. For further information, consult your Meet Manager manual and help files.

## Product Maintenance

Most IST products come with a 5 year warranty (2 years on batteries and cables), but to keep your equipment in good working condition for many years there are a few things to keep in mind.

During your season, all battery products (battery SWIMCOUNTS and SWIMCLOCKS, SWIMSTART) should be plugged in when not in use to maintain their charge. They can not be over charged, so there is no danger of ruining the battery. Deck cables and backup buttons should be removed from the deck and stored, preferably coiled, in a dry place.

At the completion of your season, or during a period when the equipment will not be used for longer than a month it should be put into storage. Clocks and starts should be fully charged and stored unplugged. Deck cables and backup buttons should be coiled and stored in a dry place. Any computers and the Computer Interface Box should be removed from the pool area if possible, or stored in a cool, dry place. Coiling cords loosely in large loops helps to prevent damage to the cable and connector.

Any connections can be cleaned with rubbing alcohol and a cotton swab (for external or male connections) or a wire-bristled pipe cleaner (for internal or female connections). IST sells a contact cleaning solution called RIDOX, and a electrical contact grease called Dielectric Grease for maintaining the metal-to-metal connections (banana plugs and deck cables). These items can be purchased by calling 800-835-2611 or buying them from our on-line store at [www.shopistime.com](http://www.shopistime.com).

# MAINTAINING YOUR DECK WIRING AND CABLES

[Top](#) [Previous](#)  
[Next](#)

## Maintaining Your Deck Wiring or Cables

The life of in-deck wiring or deck cables can be extended considerably by maintaining it properly. All connections in deck plates placed flat on the deck should be cleaned weekly to remove chemical residue. Deck plates that are perpendicular to the deck can be cleaned every two weeks. Deck cables can be cleaned as needed.

To clean the connectors, use 99% Isopropyl Rubbing Alcohol (available from any drug store) or an electrical contact cleaner that leaves no residue like Tech-Spray Contact Cleaner II (mfg. part number 1668-8S) available from Radio Shack (Radio Shack part number 910-0077). Apply the alcohol or contact cleaner to a Pipe Cleaner (the type available where tobacco products are sold that have wire bristles) and scrub the connectors thoroughly to remove any chemical build-up or corrosion. Wipe the face plate to remove water spots and chemical residue.

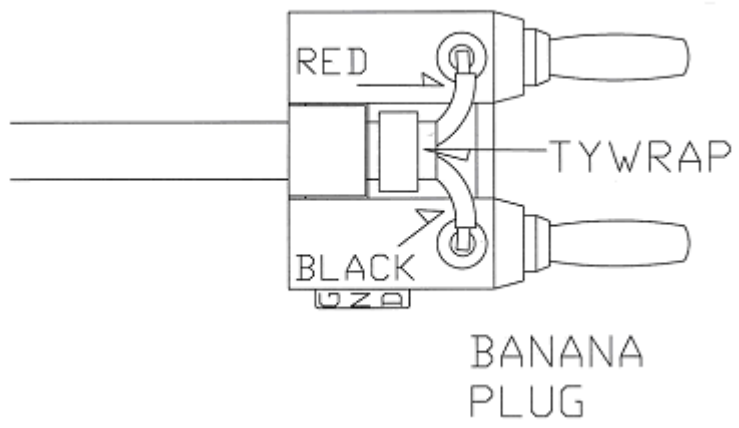
If you have any problems, [contact us](#) for assistance.

## Replacing Banana Plugs

Occasionally the banana plugs on your backup buttons may be damaged. Replacement plugs can be purchased from IST (800-835-2611 or [www.shopistime.com](http://www.shopistime.com)). To replace the plugs, follow the instructions below, referring to the drawing:

1. Cut off the old plug as close to the base of the plug as possible
2. Strip off the outer wire insulation 1 inch from the end.
3. Strip off the red and black wire insulation  $\frac{1}{4}$  inch from the end of each wire. (If possible, tin the ends of the exposed wire with solder.)
4. On the new plug, insert a small screw driver into a socket (opposite the plug prongs) and loosen the set screws just enough to insert the wire. Be careful not to lose the set screw. Slip the wire ends through the cable loop on the plug. (See drawing at bottom.) The outer insulation should extend  $\frac{1}{4}$  inch past the bottom of the loop.
5. Slip a tie-wrap around the outer cable insulation at the bottom of the loop. Tighten the tie-wrap firmly. You should not be able to pull the cable out of the loop once the tie-wrap is tight. Cut off the excess.
6. Place the bare tip of the black wire through the hole on the GND side of the plug. The end of the wire should be flush with the opposite side of the plug. Tighten the set screw firmly. Repeat for the red wire.
7. Test the new plug using Diagnostics on TIMEWARE3, MEETWARE 3 or POLOWARE.





Please [contact us](#) if you have any questions.

## Installing a Replacement LED Panel in Your IST Scoreboard

1. Run Diagnostics from your computer software to determine the location of the faulty panel in your scoreboard.

Disconnect the power cable from the board or turn off the breaker before beginning any repairs.

2. Remove the lens from the affected line by pushing it up and pulling out from the bottom. Please handle the lens with care if it is dropped, it could shatter and cause serious injury.

Set the lens aside

3. Locate the faulty panel in the line. Remove the white plastic pop rivet (if installed) from the center top of the panel by pulling the pin out with pliers or pushing it through to the back. The rest of the rivet should then pull out easily.

4. Remove the panel from the line by pushing it up and pulling out from the bottom. You will see an orange connector (or 1 orange and 1 gray connector if it is in a scrolling line).

Carefully remove the connector from the board. (Gray connectors on scrolling lines have latches on either side.

Push the latches open and slide the center of the connector off the board.)

5. On the back of the faulty panel you will see a small reddish device with 8 flat wires going across it, some of which may be cut. This is called a personality module and the pattern of wire cuts tell the panel where it is on the scoreboard. The personality module must be moved to the new panel. Before removing the module, note the orientation (top to bottom) of the cut wires. You may want to mark the module in some way, because it must be in the same orientation on the new panel. Slip a small screwdriver between the personality

module and the socket it plugs into. Gently pry the module out of the socket and set it aside.

6. Remove the grommet strips from the top and bottom edges of the board and set aside.

7. Your replacement panel should have all the all the connections on its face filled with LEDs. This type of panel is for scrolling lines, but can also be used in fixed lines until your faulty panel is repaired and returned to you. It may also have a personality module installed with none of the wires cut.

Remove this module and replace it with the one from the faulty board, making sure you have it in the same orientation as before.

8. Place the grommet strips on the new panel.

9. Install the new panel in the scoreboard by plugging in the connector(s) that you removed earlier from the faulty panel.

The connector(s) are keyed and will only connect properly in one direction.

10. Fit the panel in the upper groove in the scoreboard case and let it slide into the lower groove. If the other panels in the line have slid to the side, you may want to slide all the panels to the left so they fit tightly together. This is especially important in scrolling lines to get a smooth scrolling display.

11. It is not necessary to replace the pop rivet it is only there to hold the panels in place during shipping.

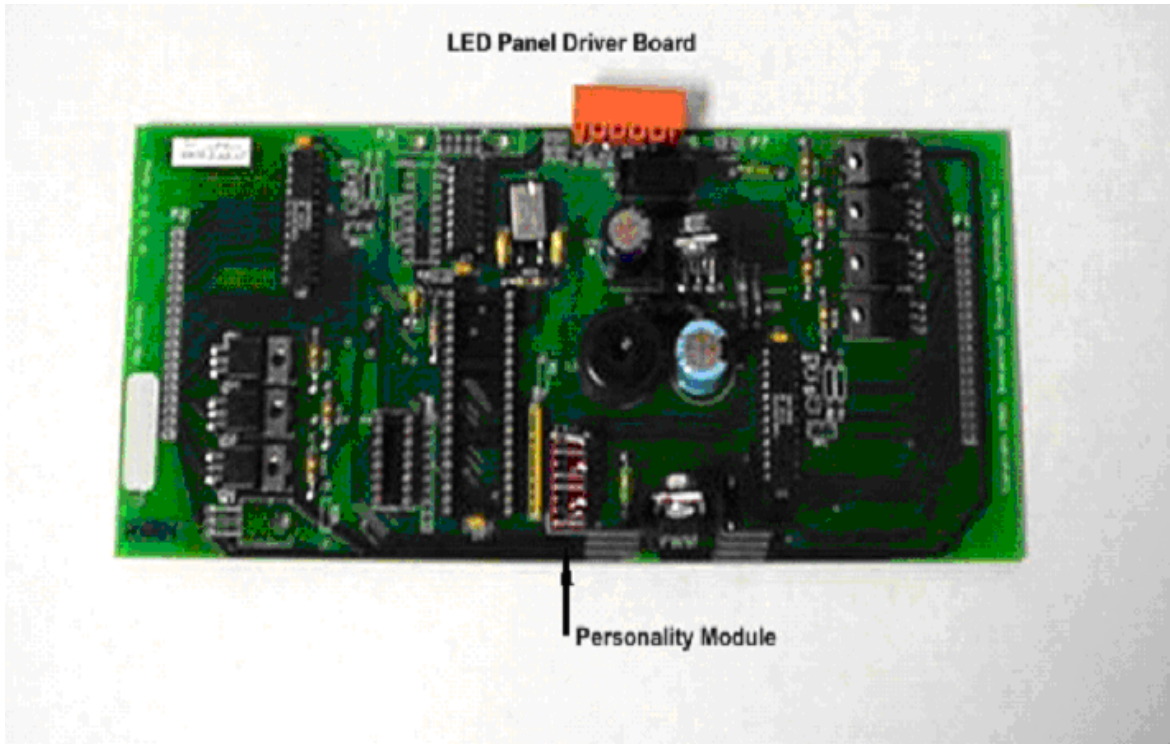
12. Replace the lens by fitting it in the upper groove in the scoreboard case and letting it slide into the lower groove.

13. Check diagnostics to be sure the board is now operating properly

If you have any problems, [contact us](#) for assistance.

# Installing a Replacement Personality Module in Your IST Scoreboard

Each LED panel in your scoreboard has a Driver Board mounted on the back. A Personality Module on this board identifies the LED panels location on the scoreboard (see photo below). If you should ever need to replace this module, please follow the instructions below:



1. Locate the reddish Personality Module on the Driver Board, and note the orientation of the device. The orange connector is at the top of the Driver Board. You may want to mark the top of the Personality Module with some White-Out.
2. Using a narrow blade screwdriver, gently pry the Personality Module up from the black socket it plugs into, and set it aside.
3. If you have been sent a new Personality Module, the top of the module should be marked with White-Out, or check the chart below to determine which bars should be cut and which should be solid. Check the orientation of the new Personality Module, relative to the top of the Driver Board. Plug the replacement Personality Module into the

socket, being careful to line up the pins in the socket holes before pressing it down tight.

4. If you are exchanging Personality Modules on 2 or more LED panels, refer to the chart below for the correct order of cut and solid bars for each location on the scoreboard.

### Personality Module Settings for Alphanumeric Scoreboards

6-lane boards use Rows 0-6, 8 lane boards use Rows 0-8

/ = cut and -- = solid

	Column 0	Column 1	Column 2	Column 3
Row 0	/	--	/	--
Scroll	/	/	--	--
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/
Row 1	/	--	/	--
Lane 1	/	/	--	--
	--	--	--	--
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/

	--	--	--	--
Row 2	/	--	/	--
Lane 2	/	/	--	--
	/	/	/	/
	--	--	--	--
	/	/	/	/
	/	/	/	/
	/	/	/	/
	--	--	--	--
Row 3	/	--	/	--
Lane 3	/	/	--	--
	--	--	--	--
	--	--	--	--
	/	/	/	/
	/	/	/	/
	/	/	/	/
	--	--	--	--
Row 4	/	--	/	--
Lane 4	/	/	--	--
	/	/	/	/
	/	/	/	/
	--	--	--	--
	/	/	/	/

	/	/	/	/
	--	--	--	--
Row 5	/	--	/	--
Lane 5	/	/	--	--
	--	--	--	--
	/	/	/	/
	--	--	--	--
	/	/	/	/
	/	/	/	/
	--	--	--	--
Row 6	/	--	/	--
Lane 6	/	/	--	--
	/	/	/	/
	--	--	--	--
	--	--	--	--
	/	/	/	/
	/	/	/	/
	--	--	--	--
Row 7	/	--	/	--
Lane 7	/	/	--	--
	--	--	--	--
	--	--	--	--
	--	--	--	--

	/	/	/	/
	/	/	/	/
	--	--	--	--
Row 8	/	--	/	--
Lane 8	/	/	--	--
	/	/	/	/
	/	/	/	/
	/	/	/	/
	--	--	--	--
	/	/	/	/
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Please [contact us](#) for further assistance.