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why settle for a low tech solution?

Lab Software Associates

January 27, 1999

Dear New LSA Customer:

Thank you for requesting our demonstration CD-ROM. We are confident that you will find this program the easiest to use swimming software you've ever encountered. The demo disk contains complete sample data for a team and a meet so you can see how the programs are actually used. It also contains several ScreenCam movies showing the programs in action.

As you know, US Swimming will be switching to a 14-character ID number beginning this fall. Our software supports this new format and the SDIv3 export file format. We will begin shipping that version in early September.

When you order your LSA software, you will receive our highly-praised 175-page User's Guide as well as being eligible for free telephone support from our friendly associates. We also are glad to hear your suggestions for future software enhancements: many of our best features have come from suggestions from user like you.

Again, thank you for considering Lab Software Associates' swimming software.

Sincerely,

James W. Cooper
President

*Software designed by
Swimming Officials*



Welcome to LSA Swim Software

Welcome to the world's most popular Windows swim software package. LSA SwimMeet and LSA SwimTeam Pro are in use all across the US, Canada and many other parts of the world by people who prefer a modern, easy-to-use user interface. LSA software is also easy to learn. Lots of people find they can pick up the fundamentals in a few minutes, even while a swim meet is going on. We hope that you'll take the time to watch the movie clips, try out the demos and convince yourself that this is the software your organization should be using.

LSA SwimTeam 6.2 and SwimMeet 5.7 now support the 1999 14-character USS ID numbers and can print out USS registration forms for your LSC registration process. LSA is also noted for its courteous and thorough support policies. If you have any questions about any feature your team might need, feel free to contact us by E-mail at support@labsoftware.com. We'll respond as quickly as possible.

Installing the Demo Disk

Place the CD-ROM in your CD-ROM drive. It should start the setup program immediately. If it does not, simply go to the setup folder on the CD-ROM in Windows Explorer and double click on the setup.exe program. You should see the following program display:



This setup program allows you to install each of the components. You can also see a movie of the SwimMeet and SwimTeam programs in action.

Watching the Movies

Click on **Watch a demo**. The display should now allow you to pick one of 5 movies: one on Team 6.2 and four on Meet 5.7. To watch the Team 6.1 movie. Click on the **Team 6.1 demo** button. To watch the SwimMeet 5.7 movies, select one from the list box and click on the **Meet 5.7 demo** button.



Each one should start the Lotus ScreenCam player for Windows 95 and launch the respective movie. If you are watching these movies on Windows NT, we also include a Windows NT player. Just click on the “I am using Windows NT 4.0” checkbox before starting the movies. If you want to stop the movie for a moment, just press the space bar. Use the space bar again to resume the movie.

On a few systems, usually those with ScreenCam already installed, you may find that you get an error message from the ScreenCam player regarding a missing DLL for playing sound. *These movies are silent:* just click on Ignore and the movies will play as usual.

Notes on Reading Our CD-ROM

Some older CDROM drives may have trouble reading the CDROMs written by our CD-writer. If you have trouble, you can download the movies and LSA SwimMeet update files from the LSA website (<http://www.labssoftware.com>) and install them directly.

Installing Software

Install the programs in the order indicated by the remaining pushbuttons:

1. First install Meet 5.7. Allow it to select the default c:\swim4 directory for installation.
2. Then install Team 6.2.
3. Then copy the demonstration data.

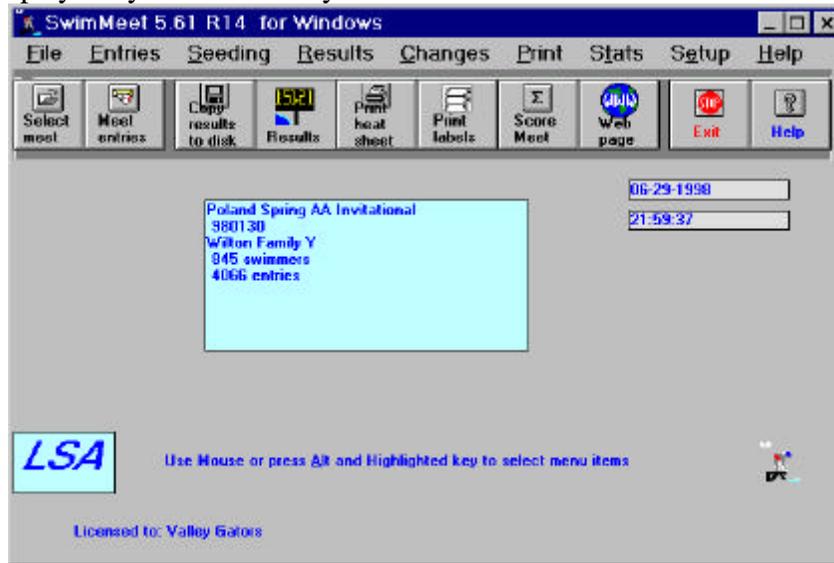
This demo document does not describe the dbSwim program, although you are welcome to install it if you like.

All of these software packages expire 30 days after you install them. To continue using them, contact Lab Software Associates to obtain a licensed copy. You can reach us by Email at support@labssoftware.com.

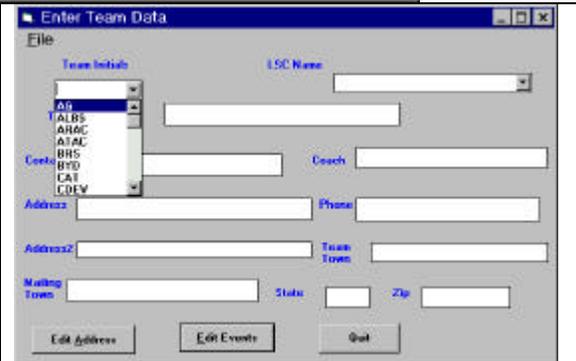
Trying Out LSA SwimMeet

After you install the demo data, you should be able to start Meet 5.7 from your Start menu. We have provided all the entries and results for a complete prelims-finals swim

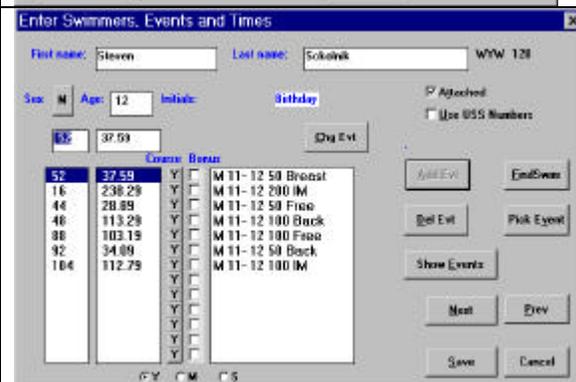
meet, the Poland Spring 1998 AA Invitational, run in Wilton, CT. The data for this meet should be displayed by default when you start LSA SwimMeet:



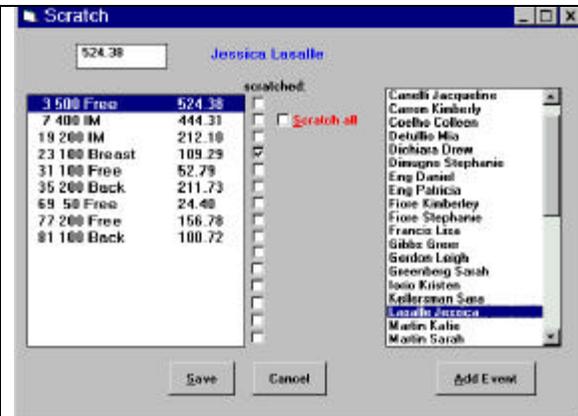
To see how meet entries are carried out, you can click on Meet Entries. Click on the dropdown combo box. Select a team and click on Edit Events.



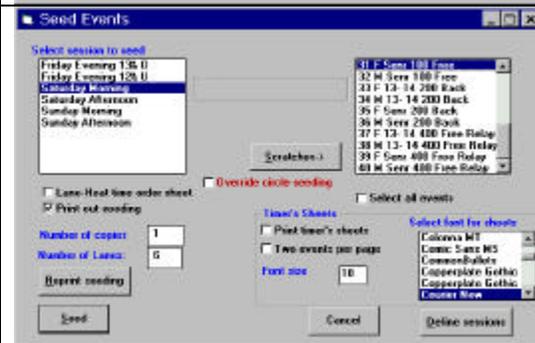
This brings up a screen where you can enter swimmers events by number and seed time. Since it shows a new screen at the end of that team's swimmers, click on **Prev** to step back through the entries.



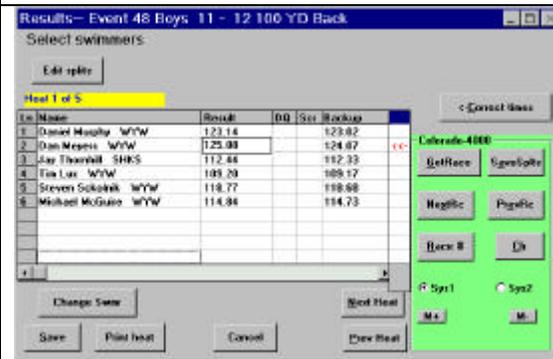
To see how scratches work, click on the menu item **Seeding | Scratch by Team**. Double click on any team to view the scratch screen for that team:



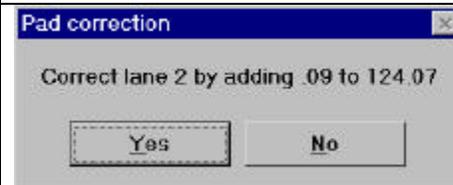
To see how seeding works, click on **Seeding | Seed prelims or timed finals**. Select a meet session. Click on **Seed** to print out the seeding to post for the swimmers and hand to the Referee and Starter. Note that this is so fast and efficient that it is not unusual to accept deck scratches up until 30 minutes before the meet, and then seed and print in time to start the meet on time.



To see how simple it is to enter results, click on the large **Results** button and double click on an event number to bring up the results. You can time in times or connect to a Colorado or Daktronics timing system to read times in automatically. In event 48, Heat 1 – Lane 2, shown here, the red arrows mark a lane where the middle button time is ≥ 0.30 sec from the pad time.



To show how automatic time correction works, click on the pad time column in Lane 2 and click on **Correct times**. This proposes a correction based on the average pad-button differences in the remaining lanes.



Printing

LSA SwimMeet prints out some of the most elegant meet programs (psych sheets) and final results you have ever seen. To try them, click on **Print | Program(Psych sheet)** select a session and click on **Print**.

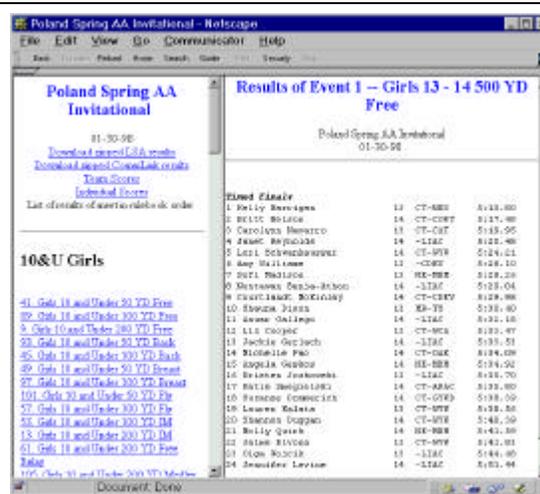


Likewise, to print final result, just select the **Final meet results** option in the above panel.

Click on Entire meet and on Rulebook order, with or without splits to see the style of printout.



Similarly, you can create a set of elegant, Frame-indexed Web pages of your meet results by just clicking on the large Web Page button on the main SwimMeet screen.



The SwimMeet Tutorial Manual Chapter

The file swimtutor.doc on your CD-ROM is a complete step-by step tutorial in Word-95 format excerpted from our popular User's Guide. We encourage you to print it out to learn even more about using LSA SwimMeet.

Using SwimTeam 6.0 Pro

When you install SwimTeam Pro 6.0 on your computer, it should make an entry on your Start bar menu which you can use to start the program. When you start it, the screen may

be blank, since it looks for a default database in your c:\swim4\bills directory. The test database is copied to your c:\swim4 directory to avoid deleting an existing database.

To select this test database, which contains 3 years of swimming times for a 200-swimmer team, select File | Database | Open database. Select SwimTeam.mdb from the c:\swim4 directory.



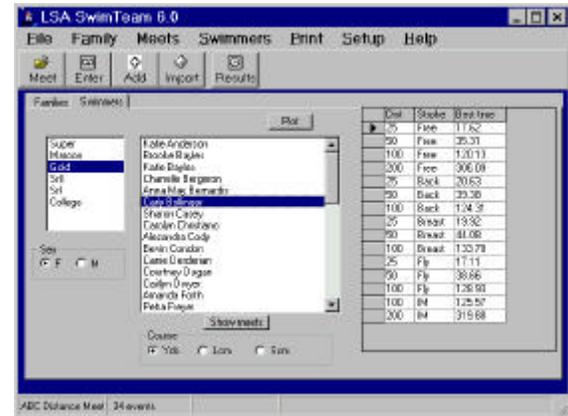
This should bring up the following display. This is an “anonymized” version of the Wilton Y Wahoos team records for the last 3 years.



LSA SwimTeam 6.0 Pro is a powerful new Team management package from Lab Software Associates, the number one provider of Windows swimming software. It provides a simple, easy-to-use program built on a standard relational database. Further, since SwimTeam 6.0 is built on the Microsoft Access database program, you can use Access or any of a number of report-generating programs (such as Crystal Reports) to make other kinds of reports for your team. This Pro version of LSA SwimTeam allows you to view your team either by family or by swimming squad:



View by family



View by squad

You can switch back and forth between the views by clicking on the tabs on the left of the window marked **Family** and **Swimmers** just under the button bar.

The Family View

In the family display, you see a list of families in alphabetical order by last name. Normally, only those families who are active are displayed. However, to show the inactive families, you can select **Family | View all families** from the menu bar.

If you double click on any family, you can edit it and add or change the kid's ages and other properties:

Family edit screen

Kids edit screen

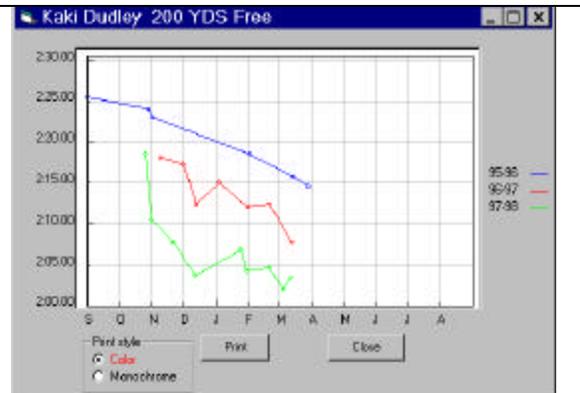
You also use this view to add new families and to add kids to those families. By clicking on **Kid details** you can edit the information on any of that family's swimmers.

The Swimmers View

In the Swimmers view, you are shown a list of swimmer squads on the left. Clicking on any squad shows you the members of that squad for the selected sex (F or M). If you click on any swimmer, the right hand grid shows that swimmer's best times for the selected course.

Course	Sex	Best time
25	Free	27.1
100	Free	35.07
200	Free	52.07
50	Back	23.03
100	Back	1:04.29
200	Back	2:24.05
50	Breast	38.05
100	Breast	1:22.17
50	Fly	23.02
100	Fly	1:07.37
50	IM	32.59
100	IM	1:07.22
200	IM	2:18.12
50	IM	1:04.11

You can also plot a swimmer's progress by clicking on a stroke and then on Plot.



You can see a complete list of all the swimmer's meets by clicking on **Show Meets** as shown to the right. You can also use this view to enter meet results manually, swimmer by swimmer.

Meet	Stroke	Time	Split	
meets1000 (1-18-1998)	200	Free	2:10.0	split
meets000 (2-24-1998)	200	Free	2:05.00	split
meets000 (2-24-1998)	50	Back	33.00	split
meets000 (2-24-1998)	100	Back	1:07.0	split
meets000 (2-24-1998)	50	Fl	30.25	split
meets000 (2-24-1998)	100	Fl	1:05.27	split
meets000 (2-24-1998)	200	Fl	2:07.2	split

We encourage you to explore the dozens of other powerful features of LSA SwimTeam 6.0 Pro using these test data. You will also find comprehensive help files you can view with your web browser in the \help directory of the CDROM. Be sure to note the latest features we have added include

- Attendance sheets by week, with swimmers birthdays shown.
- Ability to import files from LSA SwimMeet and HyTek meets and create meet entries for both products.
- Ability to create swim meets with cutoff times for all 3 courses using the USS Time Standards files.
- Ability to convert times between courses using any desired conversion factors (such as NCAA) **per stroke**.

Once you have reviewed these powerful packages, we are confident you will want to order copies for your entire association at our very reasonable prices.

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The Hy-Tek® Switch Kit

This chapter describes how to convert your Hy-Tek Team manager data for LSA SwimTeam pro 6.0. You export two files from your HT Team manager records using the CommLink program and import them into SwimTeam. The first of these files contains the swimmers names, and may contain the parents names, address and phone number if you have entered this information under Mailing/Contact Info in Team Manager. (Don't worry, if it doesn't, it's easy to enter it in SwimTeam Pro 6.0).

The second of these files contains all of the swimmer's best times (in all courses). You will import this to create the data you'll need to keep swimmer records.

Export the Swimmer and Contact information

1. Start the Hy-Tek CommLink program from a DOS prompt by typing CL.
2. Press Enter, and select **B** to Build a data file for export.
3. Press **V** to generate a file containing the team Roster and Addresses.
4. Type in the directory where your Team manager data are stored, and type in a directory for the CommLink export file. (These can be the same directory). Leave Team name blank, and press Enter and then **Y**.
5. When the program finishes exporting, it will tell you the name of the file it has written. It may be cfile01.cl2, or a higher number if you have exported data into this directory before. Make a note of this filename. Press ESCape to exit from this screen.

Export the Swimmer's Best Times

1. Select **S** to build a report of best times.
2. Enter the team directory and export directory as in **3** above if they are not already filled in.
3. Leave the team abbreviation blank, the "from what meets" line blank, and select **A** for all times, **1** to exclude relays, and **N** to exclude splits. Be careful *not* to select **Y**, **M** or **S** instead of **A** for times, or CommLink will attempt to "convert" times to a single course. You do not want to do that. Press Enter and then **Y**.
4. When the file export is completed, CommLink will tell you the name of the file it has created, such as cfile02.cl2. Make a note of this filename as well.
5. Press Escape, Escape, X and Q to exit from CommLink.

Import Swimmer Names into Team 6.0

1. Start Team 6.0 and select File | Database | Create database. Select a directory where you want to store your team database and click on **Save**.
2. Select Setup | Program parameters. While you don't have to fill out everything now, you *Must* enter the team name *and initials*, since these are used to find the team during import.
3. Switch to the Squad names tab of this same setup panel, and enter at least one squad name. If you do not divide your team into squads (practice groups by age or ability) just enter "all." Click on **OK** to save your changes.
4. Select File | Import | Import SDI Contact files. Select the first file you just created using CommLink (probably cfile01.cl2). Click on Open. When all the names have been read in, they should be displayed in the listbox in the center of the screen.
5. Select File | Maintenance | Convert names to mixed case. This makes names much more readable. In rare instances, you may have to edit these names after converting them to get the proper capitalization of unusual names. If your original Team Manager file had parent's names under Contact Info, the main screen should now show parents names. Kid's names for each parent are displayed in the upper right corner list box when you click on any parent name. If no parent names are provided, the display will show the kids names in both places. You can modify these entries to include parents' names where this is appropriate, by double clicking on each name and filling out the list box which appears.
6. Select Meets | Import Meet Results. Fill in the meet date as the current date and fill in the meet description as "Best times." Click on OK. SwimTeam Pro will import all the times in all courses. (If you discover that no times have been imported, it is probably because the team initials in the CommLink file do not match the ones you entered in Setup above.)

Combine Family Members

Team 6.0 does not try to combine kids into families, since this may not suit your needs. However, you can combine them quite easily by clicking on one of the swimmers and then selecting

1. Swimmers | Move to other family.
2. This brings up a list box which shows the select swimmer (with an asterisk) and allows you to select another family to move the swimmer to. Select that family and click on Move. Click on Close.

3. Then select the family without any swimmers and select Family | Delete family to remove it. This will not delete any times associated with any of the swimmers now moved to other families.

Exporting and Importing Individual Meets

If you want to take the time, you can export meets from HT Team manager individually, and save them as separate CommLink files. This allows you to keep records of the meets at which times were achieved.

1. To do this, run your HT Team Manager program and print out a list of the meet results it has stored. Select **T**, **L** and then **Y** to print this report. You can then use these meet names or ID numbers to specify the meets you would like to have CommLink export.
2. Then exit from Team Manager (Esc, Esc, Esc, X, Q) and run CommLink (by typing CL at the DOS command line prompt.)
1. 3. In CommLink select **B** (Build report) and **S** (export Best times). On the export screen type in the meet ID number in the space "From what meets." The meet name should appear when you press Enter. Then proceed as above to export the times.
4. Repeat step 3 for each meet you wish to export.
5. Using Team 6.0, import each cfilenn.cl2 file separately as described above.

Congratulations. You are now ready to use a modern Windows program to manage your team information.

Swimming Tech News

Volume 1, Issue 3

Spring 1998

The Newsletter of Lab Software Associates

Now LSA Programs Export in Commlink Format

Imports and exports both CommLink and SDI Files

Lab Software Associates is pleased to announce that LSA SwimMeet and LSA SwimTeam Pro are now 100% compatible with all other swimming software. We were one of the first adopters of the USS-promulgated data interchange file standard, but not all other vendors have followed suit. Thus we now completely support the funky Hytek CommLink format as well as the USS defined SDI format.

- No more reasons to hang on to that clunky DOS program.
- Now you can easily move to a proven Windows program!

LSA Runs Patriot League Championships



The Patriot Collegiate League, consisting of Colgate, Bucknell, Holy Cross, Army, Navy and Lehigh ran their conference championships at Colgate University in February, 1998. Lab Software was there. We received the entries, printed the psych sheets, posted them to our web site, ran the meet and posted the results to the web each night. You can look at the results at <http://www.labsoftware.com/Patriot>

Why not consider LSA for your next Championship?

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2	Understanding USS Time Standards

Vermont Summer Swimming

A Summer League Automates

by Chuck Underhill

Summer swimming in Vermont features a six-week season, 28 recreational teams from municipal and club pools, part-time coaches, 3 regional championships, and a statewide championship meet with over 1,200 swimmers entered. In the past, we used a cobbled up software program to run the state championship and the individual teams were on their own. We needed

- an affordable software package that would fit into the budgets of summer recreational programs.
- an easy to use software package that would be supportable across the state.
- an integrated software package that would support all of the functions which coaches and meet requirements demanded.
- a package that would be supported into the future.
- a package that winter teams (yes, we chop holes in the ice at 25 yard intervals-it's great for hypoxic training) could use as well.

Enter LSA SwimMeet and SwimTeam

Two years ago, we began a focused and intensive program to make the LSA software the default software in Vermont for summer swimming. We started by requiring the Vermont Swim Association Championship Meet entries to be submitted in electronic format by each team. We put together a package to provide field demonstrations and technical support for the coaching staffs or parent volunteers that would be using the software to prepare their team entries.

This focused and intensive program has paid off. The LSA software is now integrated into Vermont's summer swimming program in a way that we believe will be self-sustaining well into the future.

The road however, has not been completely smooth and lacking of potholes or detours. In some instances, team politics that we had no control over meant that there was limited access to computers or computer literate operators willing to invest the time necessary to learn and operate the software as well as maintain the team database.

We found that coaches and parents appreciated the ease and flexibility that the software offers.

Initially, there were three of us who bootstrapped ourselves on the program by building a sample database and trying out the program functions until we were conversant with the program. We began by putting together a road show, which included the three of us, to install and demonstrate the software at our training meetings. We offered the training sessions and asked participants to bring their own computers, if possible, so that we could install and set up the software for them. Our training sessions were quite straightforward and helped overcome some of the reluctance that we sensed on the part of parents and coaches. We stepped through the entire process in SwimTeam that each team would be exposed to or required to use, pointing out the features of the program that made it simple and quick to use.

We also selected some of the more capable people that came to the meetings to train for operating the software at the regional and championship meets. They received additional training in SwimMeet and worked the computers at the championship meet with our three initial “core” managers, and they are now fully conversant in the software and capable of running their own training clinics and meets. We believe that this is the foundation of a sustainable process for operating and maintaining the LSA software in Vermont.

We found that coaches and parents appreciated the ease and flexibility that the software offers. Those with some computer literacy find the program to be fairly intuitive in how it sets up tasks and maintains swimmer data. The people running the software at the championship meet love the timing system interface. Those of us putting together the entries from the 28 entry disks appreciate some of the editing features embedded in the program.

We particularly appreciated the support of the LSA staff.

Vermont’s Championship Meet has featured some scoring quirks for which LSA wrote a special module with a 3 day turnaround so that the entire meet can be operated within a

single piece of software. Previously, we had to extract the results of each event and processed them with another software program for meet scoring. An integrated package such as LSA is much smoother and faster and less prone to error.

Each year, we continue to offer software training for coaches and parents due to the high degree of turnover that we see in summer swimming. However, we believe that the process is now self-sustaining and the software improvements will only make our lives that much easier. I do know that without an integrated software package and computer process, we would be victims of our own success. For the past two years, we have used the LSA software and we have had the final results of the Championship Meet available 10 minutes after the final swimmer left the water. We could not process 1,200 swimmers and 4,000 entries in 2 days any other way.

Understanding USS Time Standards

Many of you have probably noticed the time standards published in the USS Rulebook and frequently used for determining meet entry cut-off times. Here we’ll try to explain how they’re determined and what they are for.

Top 16 Based Times (AAAA-C)

For many years, US Swimming has published a set of Age Group time standards, termed National Motivational Times, which are based each year on the 16th fastest time achieved in that age group. Since the Top 16 times themselves are only updated when someone swims faster than one of those 16 times (for each age group, stroke, distance and sex), these motivational times only become faster -- they never become slower. For example, for the 11-12 Boys 100 yd freestyle, these times this year are:

AAA	AAA	AA	A	BB	B
A					
55.29	57.8	1:00.5	1:03.1	1:08.4	1:13.6
	9	9	9	9	9

These times are computed using the 16th fastest time in that event as follows

AAAA	105% of 16 th fastest time
AAA	110% of 16 th fastest time
AA	115% of 16 th fastest time
A	120% of 16 th fastest time
BB	130% of 16 th fastest time

C 140% of 16th fastest time

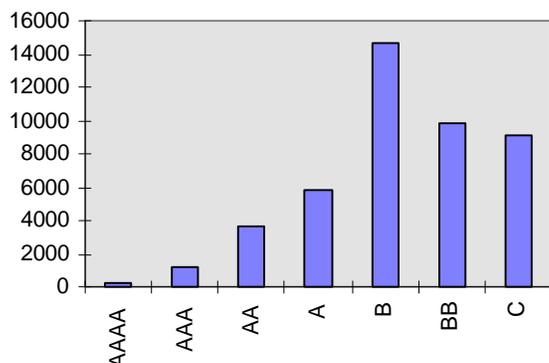
As you can see, these time multipliers are completely arbitrary and have nothing whatever to do with the times swimmers actually achieve as they develop. Further, there is nothing in these standards that is useful in helping a swimmer see how he fits into the overall competitive arena.

We decided to use dbSwim to show the distributions of times in the Connecticut LSC

To try and make these time more understandable, we decided to take a snapshot of all of the times achieved in Connecticut Swimming in the Short Course 1997-98 season. Lab Software Associates maintains these times in a dbSwim database for CT Swimming.

A plot of this distribution is shown below:

Top 16 Based Time Standards



Clearly, swimmers' times are not smoothly distributed among these categories and using them for meet entry cut-offs is of limited utility.

Quadrennium Motivational Times

US Swimming developed the Quadrennium time standards to address these problems. Unlike the percentage based Top-16 time standards, these standards are based on the times swimmers in several LSCs actually swam. The time standards committee collected over 500,000 times and computed a percentile distribution of these times. Then, they proposed new time standards based on them. Finally, they divided the swimmers into 12 categories according to the percentile these times fell into.

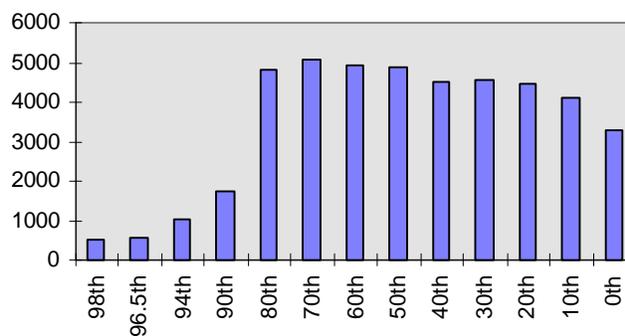
Initially, these new times were named NNNN, NNN, NN, N and then AAAA, AAA, etc. However this naming convention ran into some opposition since it was

confusingly similar to the comfortable old Top-16 based times, but the times themselves were rather different. Instead, at the 1997 USS Convention, the names were changed to represent the percentiles in which swimmers actually swam. These percentile categories are illustrated below for 11-12 Boys 100 Yd Freestyle.

98th	96.5th	94th	90th	80th	70th
53.19	53.79	54.49	55.19	56.59	57.59
60th	50th	40th	30th	20th	10th
58.49	59.69	1:00.89	1:02.09	1:03.99	1:07.89

You can see in the figure below that they are closer together and the transition between percentiles is more natural. Further, they represent a better representation of how swimmers actually swim. The same mid-season snapshot of times in CT Swimming illustrates this distribution quite clearly:

Quadrennium Time Standards



We anticipate that these Quadrennium time standards will eventually replace the less valid Top-16 based times and that they will only need to be revised every 4 years or so to represent changes in overall swimming performances. Thus, in the near future expect to see these times referred to by swimmers and coaches more frequently. (Mom, my 50 Fly is in the 80th percentile!).

In short, you will find these times of great interest as you watch your swimmers develop. Complete tables of these standards are available in the US Swimming Rulebook, and at the US Swimming Web Site:

<http://www.usswim.org/times/index.html>

An expanded version of this article is available on the Lab Software web site: <http://www.labsoftware.com> We have converted all of these USS time standards into Access database files.

Lab Software Associates – Windows Swimming Software

Easy to use software for coaches, officials and volunteers

Lab Software Associates has been providing Swimming Software for 17 years. All of our associates are working swimming officials and meet managers. We know how swimming people work. We also provide friendly telephone support evenings and weekends as well as during the day. There's never been a better time for you to move to an easy-to-use package -- designed to work the way you do.

- LSA SwimMeet 5.7 is the leading Windows swim meet program in the world. It interfaces to both Colorado and Daktronics timing systems and provides an easy-to-use interface for running USS, NCAA and league meets. You can receive entry diskettes from LSA SwimTeam, HT Team Manager and any other package supporting the USS SDI file format. SwimMeet also produces result files that these programs can read. You can also generate World Wide Web heat sheets and meet results.
- LSA SwimTeam 5.7 is a Windows program for keeping all of your swimmers' times and creating entry disks for LSA SwimMeet. It also supports SDI format import and export.
- LSA Billing keeps your teams roster, and performs billing of USS entry fees automatically,
- LSA SwimTeam Pro 6.0 is a Windows-95 program which keeps team records in an Access database *and* automatically keeps USS meet entry fee records and bills meet entries against these accounts. It prints rosters, sends bills, prints best times and complete time records, and enters swimmers in meets. It prints any number of useful reports and plots swimmer's performances over time.
- The LSA File Import Wizard can import any SDI or CommLink file into LSA SwimMeet and then allows you to post those results on the World Wide Web.
- LSA dbSwim is a program for LSCs and swimming leagues to use to keep records for an entire group of teams. It can import results from most meet software packages and can import your entire LSC's roster from your LSC registration data.

Windows-95 Software	
LSA SwimTeam Pro 6.2, LSA SwimMeet 5.7 And File Import Wizard, Including 175-page manual	\$79.00 (new), \$69.00 (upgrade from 5.6)
LSA dbSwim 1.1	\$79.00
LSA Pro Package- Includes dbSwim, SwimTeam Pro and File Import Wizard	\$139.00

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