

LSA SwimPro 2001

LSA SwimTeam Pro 6.6

LSA SwimMeet 6.6

dBSwim 1.2



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## 1. Installing Your Software

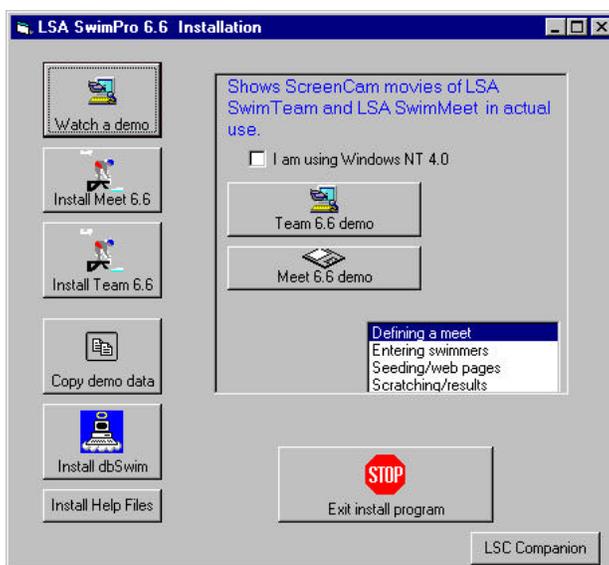
Welcome to LSA Swim Pro. This is the most advanced and the most easy to use swimming software available today. This short introduction should help you install your software on any Windows 9x, NT or 2000 system. The complete user manual is on the CDROM. See the paragraph at the end of this chapter on printing out the entire manual.

LSA Swim 2000 comes on a CD ROM with 4 different programs. You should install them in the order listed below.

1. LSA SwimMeet 6.6
2. LSA SwimTeam 6.6
3. LSA dbSwim 1.2
4. LSA Help files

For historical compatibility we continue to provide Meet 5.7, but it is now obsolete and will not be developed further.

When you insert the CD ROM in your drive, the setup program should start automatically. If it does not, start the **LSAsetup** program from the **setup** directory on the CD ROM. In either case, you should see a simple setup program window like the one below. If you do not see this window or if the setup program does not start, proceed as described in the following section (Installing from the CD ROM).



Start by installing Meet 6.6 and Team 6.6. Finally, if you like, install dSwim last. The “Watch a demo” button plays a ScreenCam movie showing you how SwimTeam Pro and SwimMeet can be used. ***On some systems you may receive an error message that a sound DLL cannot be loaded. This is an artifact of the ScreenCam program, these movies have no sound and you can safely ignore this message.***

## Watching the Movies

Click on **Watch a demo**. The display should now allow you to pick one of 2 movies: one on Team 6.6 and one Meet 6.6.

To watch the Team 6.6 movie: Click on the **Team 6.6 demo** button.

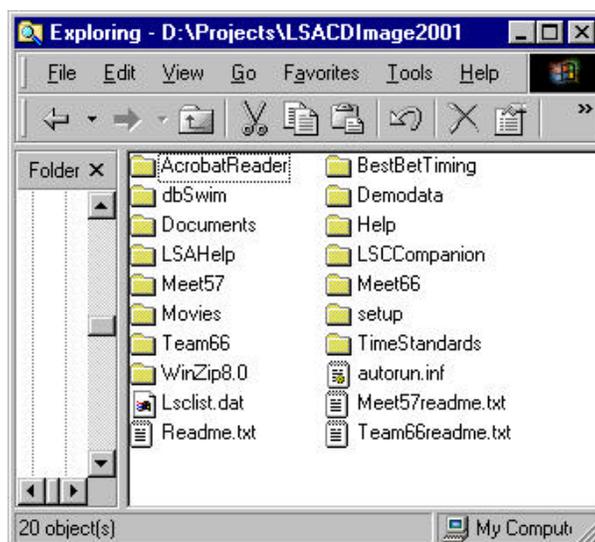
To watch the SwimMeet 6.6 movie, select the **Meet 6.6 demo** button.

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.

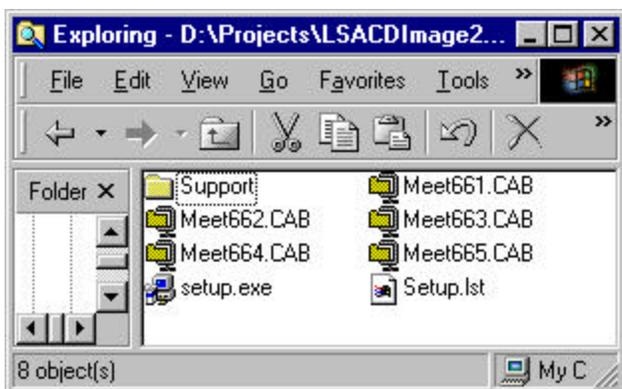
On a few systems, usually those with ScreenCam already installed, you may find that you get an error message from the ScreenCam player regarding a missing DLL for playing sound. These movies are silent: just click on Ignore and the movies will play as usual.

## Installing From the CD ROM

If you have an older Windows system, you may get an error message regarding an out of date DLL. If this occurs, you cannot install using the above setup program, but you can use the procedure in this section to install each program manually. Meet 6.6 and Team 6.6 are provided on a CD ROM disk along with copies of LSA SwimMeet 5.7, and dbSwim 1.2. You will also find a directory containing the help files for each program. If you open Windows 95 Explorer on your CDROM drive, you will see the following:



1. Open the Meet 6.6 folder and then double click on Setup to install it.



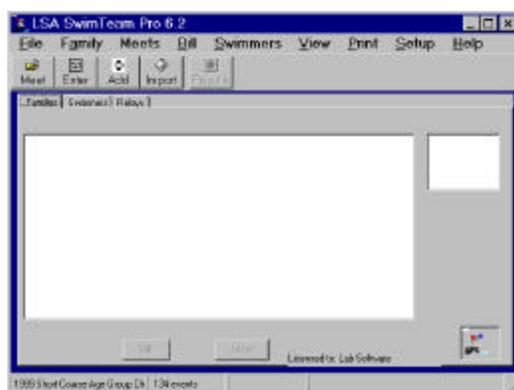
- 2.
3. Open the Meet 6.6 folder by double clicking on it and then double click on **Setup.exe** to begin installation.
4. Open the Team 6.6 folder by double clicking on it and then double click on **Setup.exe** to begin installation.

The setup program will start and will install the program by default in your **c:\swim4** folder. You can change this if you wish during installation. It will install itself as part of the LSA Swim Programs group on your start menu.

5. To install dbSwim (if you have ordered a license for it), open the **dbSwim** folder and double click on **Setup**.
6. The folder \LSAHelp on your CDROM contains the complete set of compressed help files. The installation process is described in the file HelpInstall.htm, which you can view with your web browser

You can also use the help files directly in the \Help folder on the CD-ROM or you can copy them directly from this folder to your hard drive into any folder you like.

Once SwimTeam 6.6 is installed, you can start it by clicking on Start, Programs, LSA Swim Programs and then on SwimTeam 6.6. The program will start and will initially show no parent or swimmer names.

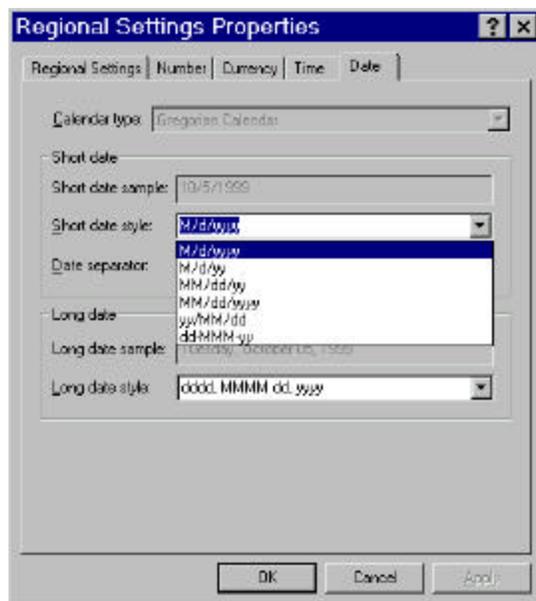


If you continue to have difficulties installing the programs from the CD try copying all the folders and files from the CD to your hard drive, putting them into a temporary folder you make in Explorer. Then try installing as above from this temporary folder. Once the files have been installed remember to delete the temporary folder from your hard drive.

## A Special Note on 4-Digit Years for Y2K Compliance

You can set Windows-95/98 or NT to display 4-digit years rather than 2-digit years by going to the Windows Control Panel by clicking on the Start button and then on Settings and Control Panel.

Select **Regional Settings** from the icons and double click on it to open this 4tabbed dialog. On the Date tab, click on the Short date style box and select “mm/dd/yyyy” for US style dates and other formats using 4 digit years for other countries. This will assure you that no programs mistake a 2 digit year for being in the wrong century.



## Making Diskettes from Your CD-ROM

If you have a laptop without a convenient CD-ROM drive included, you can make your own diskettes by simply copying the contents of the various folders onto separate diskettes. For SwimMeet 6.6, SwimTeam 6.6, and dbSwim 1.2, copy the files Setup.exe, Setup.lst and xxx651.cab to the first diskette, the files xxx65n.cab to the remaining diskettes. For SwimMeet 5.7, copy the contents of the Meet57 folder onto a single diskette.

## Entering Your License Number

Your CD should come with a sticker giving your license name and number. The first time you start SwimTeam, SwimMeet, or the Import Wizard, you will be asked for that name and number. Enter them *exactly* as shown on the license sheet. You should save this number in case you need to install the software on a different computer. Licensing of the LSA swim programs is per team, not per user or computer so you can copy it freely within your team. However, you should not give out your license information to others outside your team. If you have ordered dbSwim, you should receive a second license number for that product as well.

## Product Support

LSA SwimMeet and SwimTeam are provided at low cost as a donation to the sport of swimming by Lab Software Associates. We want to help you run the best meets possible and will be glad to try to answer your questions. For assistance, please feel free to contact any of our associates. *We encourage you to check our web site for the latest software update before you host a meet.*

Jim Cooper, President	203-762-9285	<a href="mailto:support@labssoftware.com">support@labssoftware.com</a> we return phonecalls after 6pm
Pat Griffis, Director of Customer Support	203-861-1579	<a href="mailto:cgriffis@ix.netcom.com">cgriffis@ix.netcom.com</a>
Nan Cooper	860-657-1167	<a href="mailto:Office@ctswim.org">Office@ctswim.org</a>
Roger Mooney	401-433-3545	<a href="mailto:Rmooney469@aol.com">Rmooney469@aol.com</a>
Tim Morse	860-868-1046	<a href="mailto:TMorseII@aol.com">TMorseII@aol.com</a>

Before calling, be sure that you know the exact version number of the program you are using. This will help us diagnose your problem. To obtain the version and revision number, from the SwimTeam 6.6 menu, select **Help/About**. A dialog box will appear with the version information in red print.

## Printing out the Manual

The complete 200-page user's manual is on your CDROM in Acrobat (PDF) format. It is called UserManual.pdf and is in the \Documents folder. To open and print it, just double click on this file. If you do not have Acrobat Reader already installed on your system, you can install a copy from the \Acrobat folder on the CDROM.

## Upgrades and Support Policy

We generally provide a new software version annually. If you find a problem, we will try to get you a new version free as soon as possible, and electronically if you have E-mail. We can not provide bug fixes or substantive support for previous year's versions.

We will post updates of this package on our web site: <http://www.labssoftware.com> on a regular basis. Send us your E-mail address if you want to be notified when they are posted.

## 2. LSA SwimMeet 6.6

---

LSA SwimMeet 6.6 is a completely new Windows 95/98/NT version of LSA's popular Windows SwimMeet software. It has a number of valuable new features as well as even greater ease of use. Some of these include:

1. Scoring 1,2, or 3 levels
2. Printing of check-in sheets as well as scratch sheets
3. Faster, simpler swimmer entry.
4. No "build database" step.
5. Multiple views of the meet,
  - By event
  - By team and swimmer
  - By meet result
6. Rapid on-screen editing of the results of any event in any view.
7. Generation of web pages of psych sheets and results, including choice of colors, logos and splits
8. Support for Omega timing systems and Colorado Mercury/Myriad scoreboard files.
9. Support for semifinals.
10. Printout of mixed events by age group and sex.

LSA SwimMeet 6.6 requires a display resolution of 800 x 600 or greater. If you find that your display shows only parts of some windows, go to **Windows Start | Settings | Control Panel** and select **Display**. On the **Settings** tab, make sure that the resolution slider is set to 800 x 600 or 1024 x 768.

### Update Notices

Since SwimMeet 6.6 is an entirely new program, we are continually adding useful new features. We post updates to this program at regular intervals on the LSA website at <http://labsoftware.com>. Please check for updates weekly. We will be pleased to notify you when updates are posted if you send us your E-mail address.

### Starting a New Meet

To begin using LSA SwimMeet 6.6, start it from the Windows Start bar (under LSA Swim Software). In SwimMeet 6.6, all of your data is kept in a single Access database file. Normally you put the file in its own folder under the Meets directory, but it can be located anywhere you like. You can begin a new meet and create this meet database either by

1. Create a meet database using an existing **.mt6** or **.hyx** meet file, or
2. Creating an empty meet database and inserting events.

The meet database file names will always have an **.mdb** extension.

### *Creating a new meet database from an MT6 or HYG file*

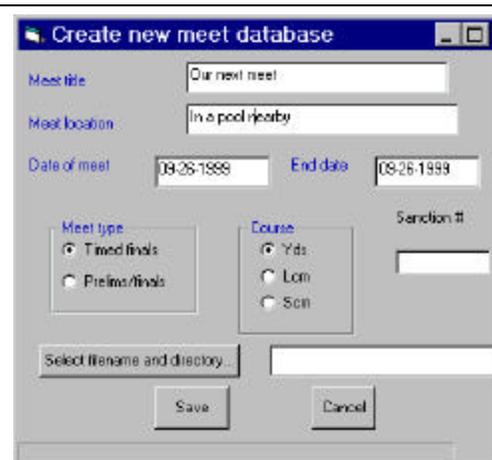
To create a database, you simply select either an LSA .mt6 file or a Hytek .hyx file and the program creates a complete meet database containing the events, ages, strokes, distances and cutoffs. Just select **File | Create database from LSA or htk meet file**, and find and select that meet file from the **Open** dialog that appears. The program creates the database in the same directory as the chosen meet file. The meet's name will appear in the status bar at the bottom of the main Meet 6.6 panel.

Once the database is created, the original meet files are not used nor referred to further. Next, you will want to define the sessions in this meet as we describe later (just after the discussion of creating a database directly.)

### *Creating a new meet database directly*

To create an empty meet database, just select **File | Create new database w/o events**. The program brings up a dialog where you can define the meet's parameters

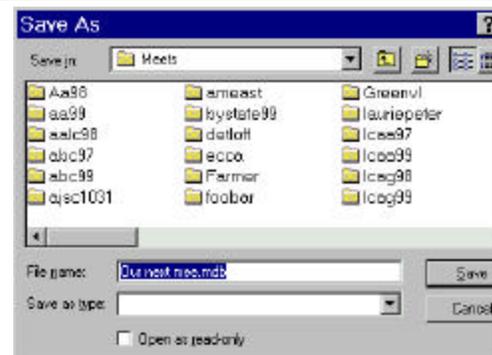
After you have typed in the Meet title (name), location, type, Course and dates, you must click on the **Select filename and directory** button.:



This will bring up another panel as shown:

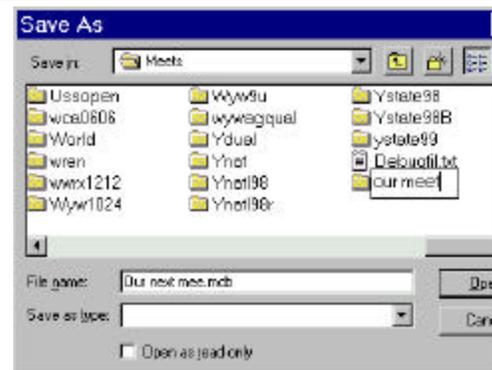
Then, create a new folder in which to store the database, using the **Create New Folder** button (the one with the folder and asterisk).

Type your meet name over the default **New Folder** name and press enter to rename the folder. The meet database name with the .mdb extension will already show in the **File name** textbox.



Then double click on the new folder to open it and click on the **Save** button to create and save the database in that new folder.

You will return to the "Create new meet database" screen which will now show the meet database name and folder name. Click on Save to exit the panel. The meet name will now show in the status bar at the bottom of the main panel.



## Adding Events to a New Meet

Adding events to this newly created meet is very simple. Just select **File | Add/Edit meet events**. This brings up the following screen:

Use File | Change Prelim/TF if there are already entries or results

#	Num	Sex	Minage	Maxage	Dist	Stroke	Slowcut	Fastcut	Pr/Final	TmTrl	Course	Scoring	NtHts
1	1	F	13	14	500	Free	538.29	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
2	2	M	13	14	500	Free	525.99	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
3	3	F	0	99	500	Free	535.39	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
4	4	M	0	99	500	Free	511.69	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
5	5	F	13	14	400	IM	506.79	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
6	6	M	13	14	400	IM	450.29	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
7	7	F	0	99	400	IM	500.99	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
8	8	M	0	99	400	IM	437.09	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
9	9	F	0	10	200	Free	236.39	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
10	10	M	0	10	200	Free	231.89	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
11	11	F	11	12	200	Free	220.19	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
12	12	M	11	12	200	Free	216.89	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
13	13	F	0	10	200	IM	255.99	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
14	14	M	0	10	200	IM	255.29	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
15	15	F	11	12	200	IM	238.89	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
16	16	M	11	12	200	IM	236.69	0	<input type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	0
17	17	F	13	14	200	IM	225.19	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YDS	<input checked="" type="checkbox"/>	2

10&J  
11-12  
13-14  
15-18  
Senior

Sex  
 F  
 M  
 N

Add both sexes

50  
25  
50  
100  
200  
400  
500  
800

Strokes  
 Free  
 Back  
 Breast  
 Fly  
 IM  
 Fr Relay  
 MedRelay  
 Diving

Event type  
 Timed final  
 Prelim/final  
 Time trial  
 Scoring event

Course  
 Yds  
 Lcm  
 Scm

Change all

Add Event

Close

Select the age group, Sex, distance Stroke, and Event type and click on the **Add Event** button. If the **Add both sexes** check box is checked, an event of each sex is created. Once you have added an event, you can edit any cell except the event key number (in the # column) by clicking on it. The Stroke, Sex and Course columns have drop-down choice lists and you can change any event from Timed Finals to Prelims/Finals by checking the **Final** box. If the event is a Time Trial being carried out during a meet, you can indicate that by checking the **TmTrl** box.

You can also type in cutoff times for any event in the columns provided. Remember that these times are entered *without* the colon between minutes and seconds. Fastcut means "not faster than" the cutoff time. Slowcut means "not slower than" the cutoff time.

You can specify the number of heats to be swum at night for final events if this is helpful, and the defaults are not going to be used. *Otherwise you must set the default number of heats either by typing them in to this box or by selecting Score/Edit score classes and number of final heats and clicking on the default button.*

If you accidentally specify a meet as YDS when it is LCM or vice-versa, you can use the ChangeAll button to change the course of all of the events at one time.

Any changes or additions you make in these events are reflected only within the database and do not change the events in any .mt6 (or .hvx) meet file you might have started with.

In addition, once you have created a meet and entered swimmers, changing the Prelim/Timed final status of an event will not affect these existing entries. To change the event *and the swimmers* use the **File | Change events—prelim vs timed final** menu item.

### *Selecting Scoring or Nonscoring Events*

All events are designated as scoring unless you uncheck the default **Scoring event** check box before adding the event. You can change the status of any added event by unchecking/checking the Scoring column at any time and rescore the meet. Usually Time Trials are designated as nonscoring.

### *Editing the Available Age Groups*

You can choose which age groups you want to have displayed in the Add and Edit Meet events panel by clicking in the very top left, on **File | Edit age group list**. This brings up a box where you can enter or remove an age range from the list:



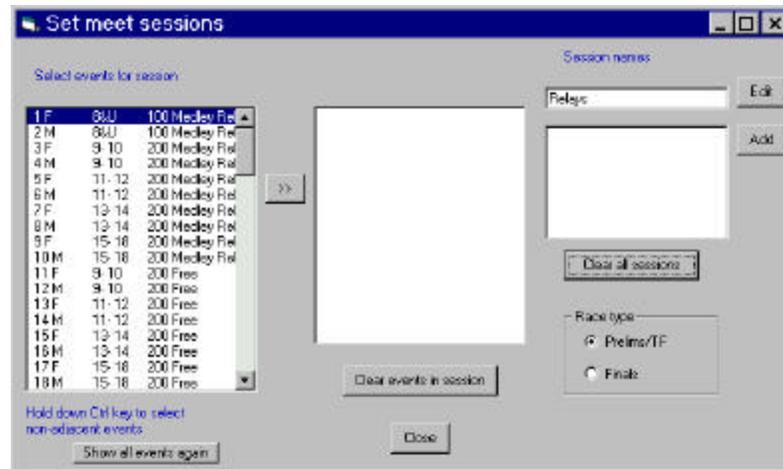
Enter ages such as **11-12** or **11,12**, **10/U**, **15/O** styles or **Senior**. Use of **Senior** will define the age range as 0 (MinAge) to 99 (MaxAge). You can also enter **Varsity** or **JV**, defined as (0 to 100) and (0 to 110). **Open** is (0 to 120)

### *Saving the event descriptions*

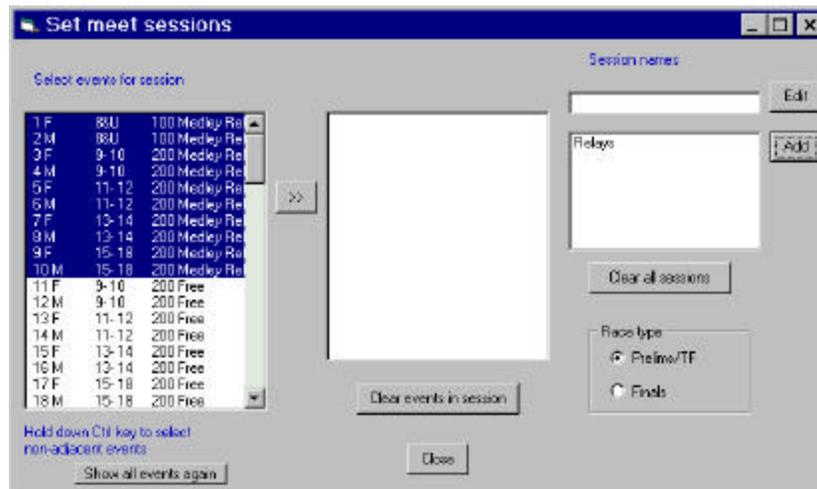
When you have finished adding all the events, exit by clicking the **Close** button. If needed, you can go back later to add more events or edit the existing events by selecting **File | Add/Edit meet events**. You can also save the event descriptions into a mt6 file which can be used with LSA SwimTeam 6.6 for entries. Select **File | Save as Mt6 meet file** to save the file in the meet folder.

## **Defining Sessions**

Now you need to define the sessions in which these events will be swum. Select **File | Define sessions**.



Type at least one session names (here we use “Relays”) in the text box on the upper right and then click on the **Add** button. Then select that session in the session list box below, and select the events for that session from those displayed in the list box at the far left.:



Click on the >>button to add selected events to the session. If you hold down the **Ctrl** key you can select more than one event at a time. If you want to select a single group of adjacent events select the first event then hold down the **Shift** key while selecting the last event to highlight all the events together.

Click on the >>button to add the selected, highlighted events to the session, and then click on **Close**. Your main LSA SwimMeet panel should now show the list of sessions you have defined. You can rename any session by clicking on it and then on **Edit**.

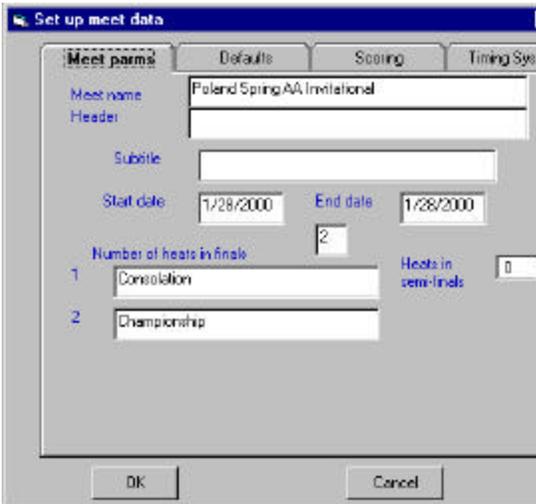
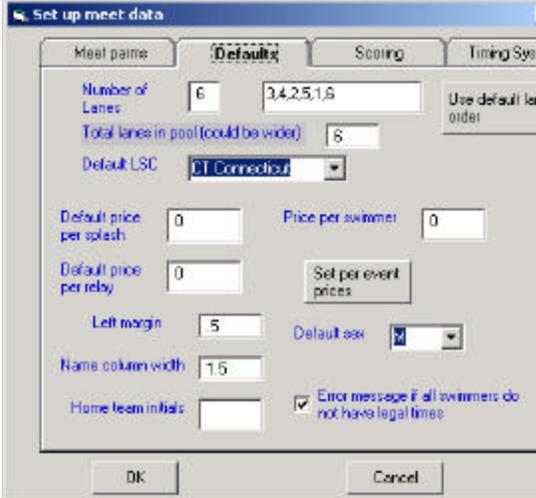
Events may appear in more than one session so that you can choose different session event lists for Prelims sessions than for Finals sessions. This also enables you to print time lines for different groupings of events in sessions to help compare the effects of splitting a group of events into two simultaneous pool sessions.

## **Printing a list of meet events**

You can print a list of meet events and cutoff times with **Print | Meet events | to paper**. You can also print the same event list to the clipboard with **Print | Meet events | to clipboard**, so that you can paste the list into your word processor.

### 3. Setting Up Meet Parameters

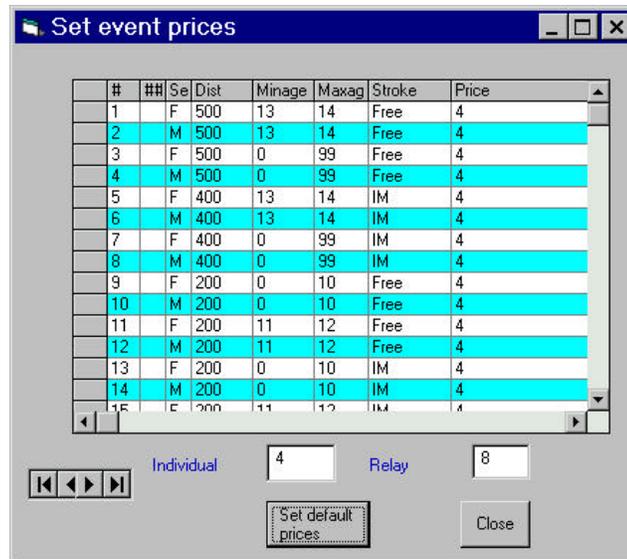
Select **Setup | Meet parameters**. This will bring up the 4-tabbed window below. These defaults are saved in the file Meet6.ini which is saved in the same folder as the meet's database file.

	<p>Under the Meet Parm's tab enter the Meet name, and printed program Header and Subtitle header as well as the meet dates.</p> <p>If you enter the <b>Number of heats for finals</b> (for a prelims/finals meet) text boxes appear below where you can enter the names of each heat. Enter the name of the slower heats first, ending with the fastest or championship heat.</p> <p>You can also enter the number of heats of semifinals in this box for meets where semiifnals are conducted.</p> <p>The second tab sets up some default values for the meet:</p>
	<p>Enter the number of lanes in the first box. Then, click on <b>Use default lane order</b>. The lanes appear from center to outside, in the fastest to slowest order. For unique pool configurations or the middle lanes of a large pool, type in your own lane order separated by commas.</p> <p>The <b>Default prices per splash</b> and <b>per relay</b> are used along with the <b>Set per event prices</b> menu item described below to select the default prices.</p> <p>You can select the correct LSC from the drop-down list. This list is loaded from the file <b>lsclist.dat</b> which is provided with the program.</p> <p>The <b>Left margin</b> is the distance in inches from the left edge. The <b>Name column width</b> is used in the printout of entry sheets.</p>

	<p>The <b>Scoring</b> tab allows you to enter or change the scoring for a meet. You can get the default USS scoring by selecting a number of heats and clicking on the <b>Default USS</b> button, and similarly for NCAA and US high school.</p> <p>To prevent a single team from sweeping all the places (usual in a dual meet) set the maximum number of individual event and relay places to that number greater than zero.</p> <p>The use of multiple scoring tables is discussed in the chapter on Scoring.</p>
	<p>You can use the <b>Timing Systems</b> tab to select one of the specified timing systems.</p> <p>When you have entered all these parameters, under each of the four tabs, click on the <b>OK</b> button to save them.</p> <p>For Omega timing systems only, you must also select the serial port you will be using, since the program immediately begins data logging from the timing system, whether you are ready to enter results or not.</p>

## Setting Event Prices

You can set a different entry fee for each event individually using **Entries | Event prices**.



This window will initially come up without prices for any event or relay. To set the prices, click on **Set default prices**. This will fill in all events according to the prices you entered on the second tab of the Setup window described above. Then you can change them by typing new prices into the right hand column. For example you might charge differently for distance events, or for timed finals events, for 10 & under events, or Time Trials.

## Entering Event Records

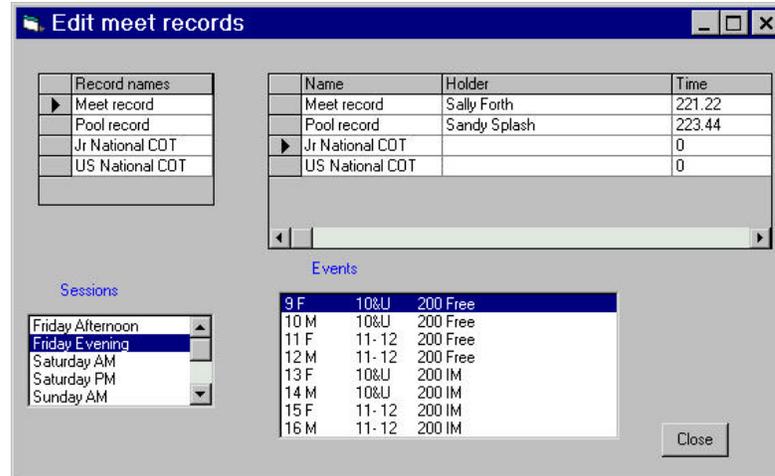
If you select **Setup | Records | Record names** you can enter names for as many record categories as you might need for this meet. Not all of them need apply to every event, because you will select which ones to enter for each event in the next section below.



Just type in the names in each row until you have entered all the possible record names.

If you plan on printing your programs or final results in two columns per page remember not to make the names too long to fit.

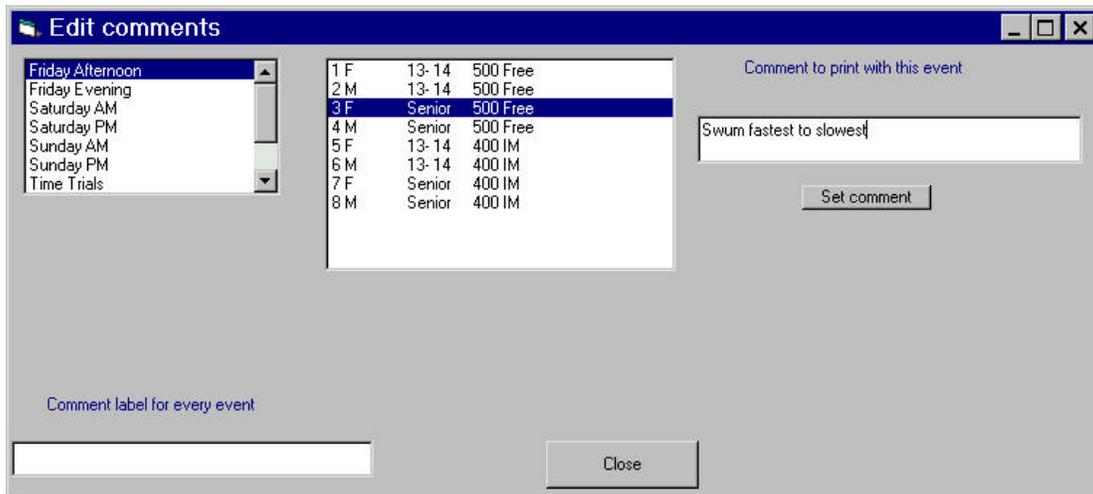
Then, select **Setup | Records | Meet records** to enter times for each event and record.



Note that for the above event, we did not enter Jr National and US National cutoff times because the swimmers in this event are only 10 years old. Only the non-zero records will be printed on the program with times flagged if a swimmer breaks them.

## Entering Event Comments

If you select **Setup | Comments** you have the opportunity to enter a one-line comment for each or every event in the meet. You can use these to note changes in the usual procedure or course for that event.



## 4. Creating Teams and Entering Swimmers

Every swimmer you enter in your meet must be associated with a team. If they have no team, create one called UN (for unattached) for them to be members of. Normally, you enter swimmers into your meet one team at a time. You need not enter all the swimmers on a team at once: if more come in it is easy to add them. However, you must begin by defining the team the swimmers compete for.

Select **Entries|Enter kids in meet**. On the blank entry screen that comes up, select the **New/Edit team info** button as shown below (between the two white text boxes on the left of the panel).

The screenshot shows the 'Enter kids in meet' application window. The 'Entering a new team' tab is active. A yellow message box at the top says: 'To enter a new team first click on "New Team" to enter that team.' Below this, there are several input fields and controls:

- Select team initials:** A list box containing team abbreviations: ALBS, BSC, CDEV (selected), CJAC, CMA, D2K, DELM, FFLY, GYWD, HMST, HNHS.
- Swimmer Information:**
  - Pref'd First Name: Julia
  - Init: K
  - Last name: Courtney
  - Legal first name: Julia
  - Age: 10
  - Birthday: 10/28/1990
  - ID Number: 102890JULKCOUR
  - Sex: F (selected)
  - Event type: Individual (selected)
- Swimmer List:** A table showing a list of swimmers with columns for Event number, Distance, Stroke, Time, Course, Bonus, Score, and Error. The selected swimmer is Julia Courtney 10.
- Options:**
  - Attached
  - Relay only
  - Calc age from Birthday
  - Assume legal = nickname
  - Swimming organization type: USS
- Buttons:** 'New/Edit team info', 'Delete', 'Change team', 'Save swimmer changes', 'Add this swmr', 'Enter', 'Delete event', 'New kid', 'Swim up' (Allow/Require), 'Show events', 'Close'.

This brings up the team entry screen:

Enter the team information. If this is a USS team, make sure to select one of the LSC's from the drop-down list. Then click on **Add team**. The new team's initials will appear in the list box on the right.

You can edit the details of any other team by clicking on it in the list box and changing the fields that are displayed. To save the changes to an existing team, click on **Save changes**. You can also delete a team and all its swimmers by selecting that team from the list box, and clicking on the **Delete team** button. When you have completed your team additions or changes, click on **Close**.

## Entering Swimmers

To add a swimmer to a meet, first click on the team initials and begin typing in a swimmer.

You can enter either the swimmer's age or the swimmer's birthday. If you select the **Calc age from birthday** Options checkbox, you can type in a birthday, and the swimmer's age will be calculated when you tab out of the Birthday box.

Only one of the two fields can be entered: the other is locked to entry depending on the state of the Options checkbox. If you have entered a **Birthdate** and a **Legal first name**, the program can compute the probable USS ID number for you. Just click on the **Calc USS ID** button.

All USS meets should include those USS Registration ID numbers in results that are submitted in USS SDIF v3 file format to the LSC.

When you have completed entering the swimmer's personal data, click on the **Add this kid** button. The swimmer's name will appear on the lower left-hand side list box and the events they are eligible for on the right:

### *Entering Events*

You can enter events for that swimmer by double clicking on them in the event list box on the right, or by entering the **Event number** and **Time** in the fields in the middle of the panel, just above the event grid. Click on **Enter** to transfer the swimmer's event in these two boxes to the grid below. You should enter the times without the colon. Enter 245.33 for 2:45.33.

Once you have entered an event, you will see it displayed in the central entry grid:

	Ev	Dist	Stroke	Time	Course	Bonus	Scr
	4	100	Brea	NT	yds	<input type="checkbox"/>	<input type="checkbox"/>

You can type an entry seed time directly into the fourth column (Time), and you can select the **Bonus** event status, as well as **Scratch** the event by checking those check boxes. You can also change the **Course** of the entry time by selecting from the drop down course list:

ok	Time	Course	Bonus	Scr
aa	NT	yds	<input type="checkbox"/>	<input type="checkbox"/>
		yds		
		lcm		
		scm		

When you are done with that swimmer, you can either **Close** the screen or click on **New kid** to start entering another swimmer for that team. You can go back to any other swimmer on that team and edit or change any event or swimmer personal information at any time by clicking on the swimmer's name in the list box. To save changes in swimmers' personal information, click on **Save kid changes** after entering any such changes.

### *Adding and Deleting Events*

You can add additional events at any time. You can remove events by clicking in the left margin of the grid, clicking again in the first column of the grid next to the event and then pressing the **Del** key on the keyboard.

### *Deleting Swimmers*

You can also delete entire swimmers by selecting them from the left-hand list box and clicking on the **Delete** button.

## Swimming Up

Swimming up is defined as having a swimmer swim in an age group higher than the one he belongs to. While a 10-year old could not normally swim in an 11-12 event, he would be allowed to swim in a 12&Under event. Choosing event descriptions that allow lower ages is one simple way to deal with swimming up, and the only one allowed by USA Swimming rules.

However, many recreational leagues do allow swimmers to swim up, particularly in dual meets, and SwimMeet 6.6 provides for this possibility by providing a menu item under **Options** on the meet entry screen.

Enter kids in meet

File Options

Allow swim up choices (non-USS) Entering swimmers Entering events

To enter a new team first click on "New Team" to enter that team.

Select team initials

Pref'd First Name Init Last name Legal first name Sex

Larry C Gloeckler Larry  F  M

Age Birthday ID Number

12 10/22/1988 102288LAACGLOE

Event number Time (mss.ss)

Enter

Save swimmer changes

Relay only

Event type

Individual  Relay

Add this swmr

Double click to add event

Ev	Dist	Strok	Time	Course	Bonu	Scr
12	200	Free	212.95	yds	<input type="checkbox"/>	<input type="checkbox"/>
16	200	IM	229.35	yds	<input type="checkbox"/>	<input type="checkbox"/>
44	50	Free	28.02	yds	<input type="checkbox"/>	<input type="checkbox"/>
48	100	Back	112.96	yds	<input type="checkbox"/>	<input type="checkbox"/>
52	50	Brea	36.99	yds	<input type="checkbox"/>	<input type="checkbox"/>
88	100	Free	59.78	yds	<input type="checkbox"/>	<input type="checkbox"/>
92	50	Back	33.35	yds	<input type="checkbox"/>	<input type="checkbox"/>
104	100	IM	109.94	yds	<input type="checkbox"/>	<input type="checkbox"/>

Options

Calc age from Birthday

Assume legal = nickname

Calc USS ID

Swimming organization type USS

Delete event

New kid

Swim up

Allow  Require

Show events

Close

Delete

Change team

Ashley Burns 10

Larry Gloeckler 12

Kristin Gloeckler 10

Martha Grady 11

Molly Howland 9

Katie O'Donnell 10

Jennifer Van Etten 12

New/Edit team info

If the **Allow swim up choices** menu item is selected, a check mark appears to the left of the menu option and the **Swim up** frame appears in the lower right section of the entry screen. For any swimmer, you can then select the **Allow** check box to allow that swimmer to swim up in the next higher age group. If you also select the **Require** checkbox, only events in higher age groups will appear when you click on **Show events**.

## Reading in Meet Entries from Diskette

Many teams now provide their swim meet entries on diskettes or by E-mail. These files usually have the filename extension ".SD3" or ".CL2". These files are virtually identical in format, except that the Htk cl2 files contain a proprietary checksum. To read them into your meet, select **Entries | Import entry file**. Find and select the entry file from the **Open file** dialog. It can either be on a diskette you inserted into your computer's diskette drive, or it can already be in the meet folder if you copied several outside the program. Beware of files from different teams having the same filenames (usually cfile01.cl2). Make sure you either copy them onto your hard drive using different names, or that you import them directly from the diskette.

### Saving Team Entries

Since you might want to recreate the database during the initial meet entry if you discover a missing event, for example, you might want to save each team entry outside the database. You can do this quickly by clicking on each team and them on **File | Save team as Sdi file**.

### Printing Team Entries

When you have finished entering all the swimmers or after entering a diskette entry, you can choose **File | Print team entry**. Verify that the printed fee totals match the total event fees sent with the entry.

### Viewing Swimmers and Events

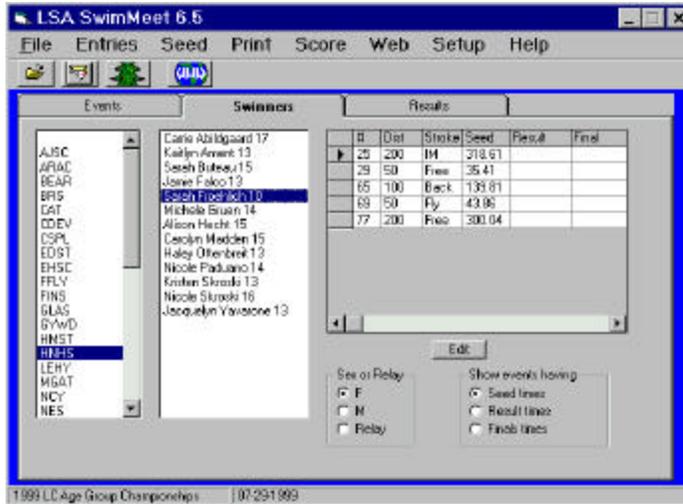
As soon as you enter swimmers and events in a team, you can view their events in the main menu. Just click on a session name and on an event to see a list of the entrants ordered by seed time. Once the events are seeded and results entered, you can also view any event by seeding or result times.

	<table border="1"> <tr><td>1</td><td>3</td><td>Brittany Hargis</td><td>VSYM</td><td>1:31.</td></tr> <tr><td>1</td><td>4</td><td>Caitlin Gillen</td><td>WYW</td><td>1:30.</td></tr> <tr><td>1</td><td>5</td><td>Jessica Mullen</td><td>WYW</td><td>1:31.</td></tr> <tr><td>2</td><td>2</td><td>Jessica Pizzo</td><td>WYW</td><td>1:30.</td></tr> <tr><td>2</td><td>3</td><td>Caitlin Crowley</td><td>WAC</td><td>1:29.</td></tr> <tr><td>2</td><td>4</td><td>Kelly Connor</td><td>CAT</td><td>1:29.</td></tr> <tr><td>2</td><td>5</td><td>Rachel Delaney</td><td>WWRX</td><td>1:29.</td></tr> <tr><td>2</td><td>6</td><td>Lindsey LaRocque</td><td>NES</td><td>1:30.</td></tr> <tr><td>2</td><td>7</td><td>Tara Toner</td><td>EDST</td><td>1:30.</td></tr> <tr><td>3</td><td>1</td><td>Nicole Chamberlain</td><td>CAT</td><td>1:28.</td></tr> <tr><td>3</td><td>2</td><td>Meaghan Odonnell</td><td>EDST</td><td>1:26.</td></tr> <tr><td>3</td><td>3</td><td>Karleen Danais</td><td>NES</td><td>1:25.</td></tr> <tr><td>3</td><td>4</td><td>Ashley Plosky</td><td>WWRX</td><td>1:20.</td></tr> <tr><td>3</td><td>5</td><td>Yvette Landwehr</td><td>WRAT</td><td>1:23.</td></tr> </table> <p>Select event view</p> <p> <input type="radio"/> Seed times      <input type="radio"/> Finals  <input type="radio"/> Prelim/TF      <input type="radio"/> Final seed  <input checked="" type="radio"/> Prelim/TF seeding      <input type="radio"/> Final seed     </p>	1	3	Brittany Hargis	VSYM	1:31.	1	4	Caitlin Gillen	WYW	1:30.	1	5	Jessica Mullen	WYW	1:31.	2	2	Jessica Pizzo	WYW	1:30.	2	3	Caitlin Crowley	WAC	1:29.	2	4	Kelly Connor	CAT	1:29.	2	5	Rachel Delaney	WWRX	1:29.	2	6	Lindsey LaRocque	NES	1:30.	2	7	Tara Toner	EDST	1:30.	3	1	Nicole Chamberlain	CAT	1:28.	3	2	Meaghan Odonnell	EDST	1:26.	3	3	Karleen Danais	NES	1:25.	3	4	Ashley Plosky	WWRX	1:20.	3	5	Yvette Landwehr	WRAT	1:23.	<table border="1"> <tr><td>1</td><td>Emma Zuidema</td><td>HMST</td><td>1:19</td></tr> <tr><td>2</td><td>Brianne Phillips</td><td>OAK</td><td>1:19</td></tr> <tr><td>3</td><td>Amanda McCarthy</td><td>WCA</td><td>1:20</td></tr> <tr><td>4</td><td>Ashley Plosky</td><td>WWRX</td><td>1:22</td></tr> <tr><td>5</td><td>Katherine McGovern</td><td>LEHY</td><td>1:22</td></tr> <tr><td>6</td><td>Yvette Landwehr</td><td>WRAT</td><td>1:23</td></tr> <tr><td>7</td><td>Erin Butler-Ricketts</td><td>OAK</td><td>1:24</td></tr> <tr><td>8</td><td>Maureen Quinn</td><td>CAT</td><td>1:24</td></tr> <tr><td>9</td><td>Alison Kriedel</td><td>NES</td><td>1:24</td></tr> <tr><td>10</td><td>Karleen Danais</td><td>NES</td><td>1:25</td></tr> <tr><td>11</td><td>Danielle Honrath</td><td>MGAT</td><td>1:25</td></tr> <tr><td>12</td><td>Stephanie Fiore</td><td>CDEV</td><td>1:26</td></tr> <tr><td>13</td><td>Rachele Testa</td><td>NES</td><td>1:26</td></tr> <tr><td>14</td><td>Bridgette McCormick</td><td>CDEV</td><td>1:27</td></tr> <tr><td>15</td><td>Natalie Kennedy</td><td>NES</td><td>1:27</td></tr> <tr><td>16</td><td>Leslie Looock</td><td>WAC</td><td>1:27</td></tr> </table> <p>Select event view</p> <p> <input type="radio"/> Seed times      <input type="radio"/> Finals  <input checked="" type="radio"/> Prelim/TF      <input type="radio"/> Final seed  <input type="radio"/> Prelim/TF seeding      <input type="radio"/> Final seed     </p>	1	Emma Zuidema	HMST	1:19	2	Brianne Phillips	OAK	1:19	3	Amanda McCarthy	WCA	1:20	4	Ashley Plosky	WWRX	1:22	5	Katherine McGovern	LEHY	1:22	6	Yvette Landwehr	WRAT	1:23	7	Erin Butler-Ricketts	OAK	1:24	8	Maureen Quinn	CAT	1:24	9	Alison Kriedel	NES	1:24	10	Karleen Danais	NES	1:25	11	Danielle Honrath	MGAT	1:25	12	Stephanie Fiore	CDEV	1:26	13	Rachele Testa	NES	1:26	14	Bridgette McCormick	CDEV	1:27	15	Natalie Kennedy	NES	1:27	16	Leslie Looock	WAC	1:27
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<p>Entry time order</p>	<p>Seeded by heat and lane</p>	<p>Result time order</p>																																																																																																																																						

Similarly, you can also see the results of Finals or Final seeding by choosing those options..

### Viewing Swimmers by Team

On the second tab of the SwimMeet window, you can view swimmers by team and examine and edit their events and results.



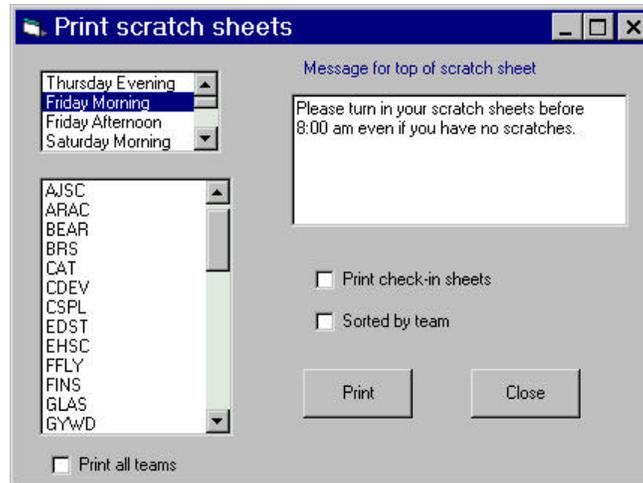
You can select any team and see the female or male swimmers, by clicking on the **F** or **M** option buttons at the bottom of the panel. Then, if you click on the swimmer, that swimmer’s times appear on the right. Normally all entered events appear along with their seed times. You may also view **Relays** by choosing that option instead.

<p>However, if you click on <b>Result times</b>, the events which were swum appear.</p>	<p>And those events which were swum in finals appear if you select the <b>Finals times</b> option.</p>	<p>You can also edit the seed times and results by clicking on the <b>Edit</b> button. The fields which you can edit are then colored yellow. To turn off editing, click on the same button again: it is now labeled <b>Lock</b>.</p>

These screens do not allow you to add or delete events, but you can do this by going back to the **Entries | Enter kids in meet** option described above.

### Printing Scratch Sheets

To print out scratch sheets for each session for each team, select **Print | Scratch sheets** and select the teams you want to print scratch sheets for. You can edit the Message text to tell coaches or swimmers how to indicate a scratch in an event.



Some swimming organizations prefer to use check-in sheets which list all the swimmers alphabetically (by sex). You can also print those by selecting the **Print check-in sheets** check box. In this case, the team box is disabled since all teams are printed together. By selecting the **Sorted by team** box as well, the check-in sheets are printed in team order, with swimmers alphabetically within each team.

## Making a USS Verification File

In order for your registration chairman to verify that all the swimmers in a meet are registered, you can make a USS verification file which exports the name and USS registration number of each swimmer. If you select **File | Export | USS Verification**, SwimMeet will generate an SD3 file of all of the entered swimmers. If you attach this file to an email we recommend "zipping" it first, using a file compression program such as WinZip

## Importing Meet Results

You can also import complete meets into LSA SwimMeet 6.6, thus converting SDI file meet results from a meet run using LSA SwimMeet, or any other vendor's software, into an Access database. This provides an easy way for you to generate more useful reports as well as elegant looking web result pages.

To create a new meet to import a result file, select **File | Create new meet database w/o events**, and select a folder in which the program will create the empty database. Then select **File | Import | SDI Result File** and select the results file. It can be in either SD3 or cl2 format: they are essentially identical. There is no official way to designate a time trial versus an actual event in the SD3 file format. Meet6.6 attempts this differentiation by looking for different event numbers in the optional event number field of each swimmer time (D0) record. When the data have been imported you will need to go to File|Edit events to select which events are actually time trials.

## Creating a Combined Meet

You can also import results from preliminary meets run in separate venues and create a new meet from these results by selecting **File | Import | SDI Results to Use as Entries**.

## Combined Age Group Events and Masters Meets

You can swim multiple ages and sexes together in a single event, as is frequently done in Masters meets, and then print out results by ages group and sex. Just define the event as Senior, so that all ages are accepted, and then select the “By age group” check box when printing out the results on deck, for award labels and for final results. You define the age groups to separate out in a file named “agegrps.dat” for individual events and “relagegrps.dat” for relay events. You can create these files using Notepad, Wordpad or any other program that creates pure text files. The files must be in the same directory as the meet database file.

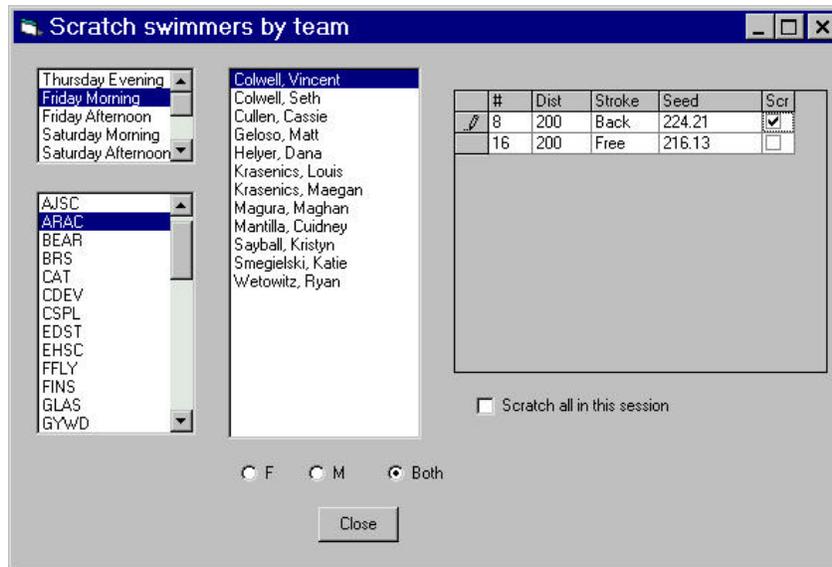
The files have one age group per line, with a *comma* separating the lower and upper ages. Here is the contents of a typical file for Masters events:

```
0,19
19,24
25,29
30,34
35,39
40,44
45,49
50,54
55,59
60,64
65,69
70,74
75,79
80,84
85,89
90,94
95,99
```

## 5. Scratching and Seeding Events

*Seeding* means to assign swimmers to particular lanes based on a set of rules. *Scratching* means indicating that a swimmer has elected not to swim a race. In this chapter we'll discuss several ways of scratching and seeding swimmers.

To scratch a swimmer from one or more events in a session, click on **Seed | Scratch from events by team**.

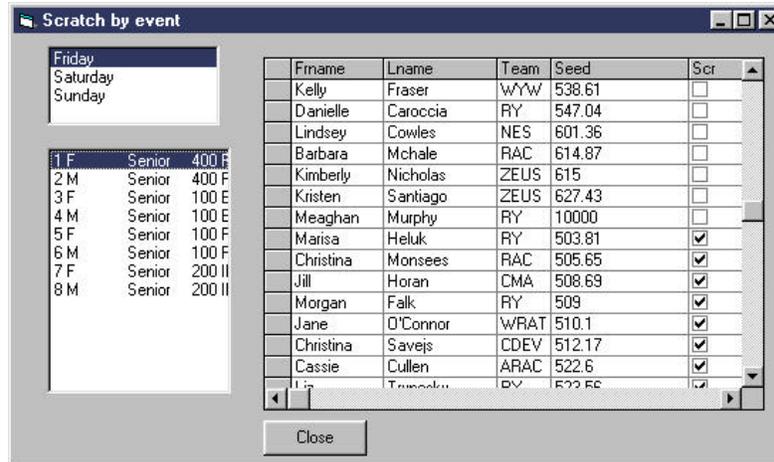


The above display shows each session, and clicking on a team shows the swimmers (choose either F, M, or Both) in that session. Clicking on any swimmer shows you their events for that session only. You can scratch any event for that swimmer by clicking on the **Scr** box. The first time you select the grid you will have to click twice: once to select the grid and once to change a check box. You can also scratch an entire session at once for that swimmer by clicking on the **Scratch all in this session** check box.

Further, you can change any swimmer's seed time by typing a new time in the **Seed** column. To add new events, use the **Entries | Enter kids in meet** menu item.

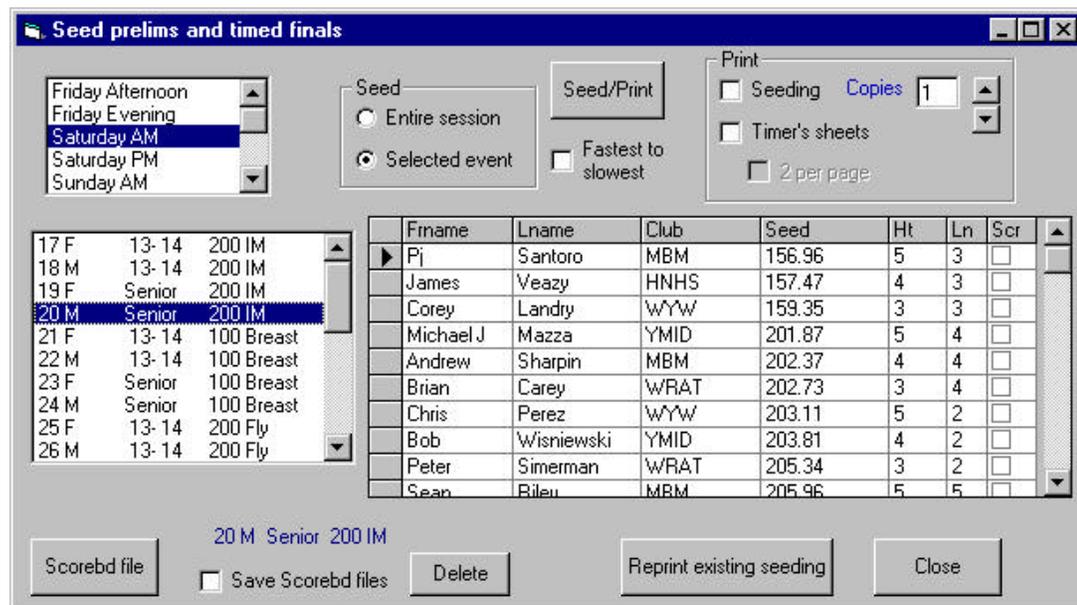
### Scratching by Event

You can also scratch swimmers by event. This gives you an easy way to reduce the number of entrants in an event to a predetermined number, such as for a maximum number of heats. Just select **Seed | Scratch by event** and select a session and event. The display of swimmers is in increasing time order:



## Seeding Swimmers into Preliminaries

To seed swimmers, select **Seed | Seed prelims and timed finals**.

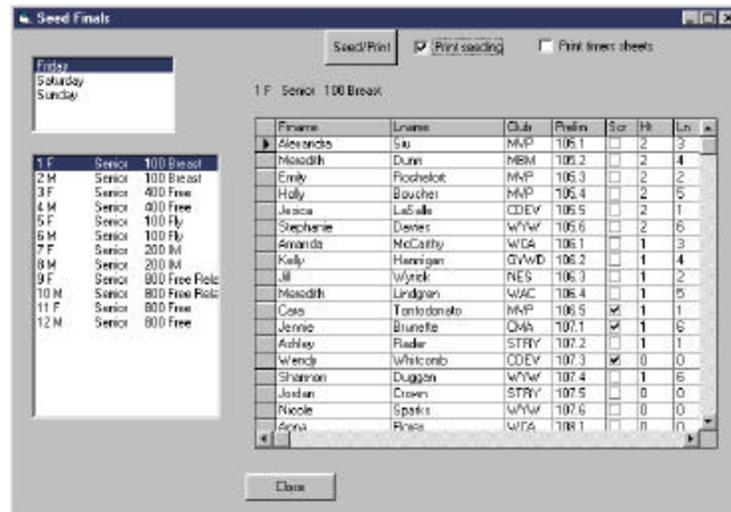


You can select sessions and events as in other screens and seed individual events or an entire session to seed at once. When you click on the **Seed/print** button, all the indicated events are seeded. In the Print section if you check the **Seeding** check box each event's seeding is printed out in two columns for posting and for the meet officials for the number of **Copies** you specify. If you have the **Timer's sheets** box checked a set of timer sheets is printed for each lane and event.

If you have altered the seeding heats and lanes, or if you need more copies of an already seeded event, you can **Reprint existing seeding** by clicking that button. You also use this button to print seeding for dual meets once events are seeded correctly. Click **Close** to exit the Seeding panel.

## Seeding and Entering Results for Finals

To scratch swimmers who will not be swimming Finals even if they qualified fast enough in Prelims, select **Seed | Scratch and Seed Finals**.

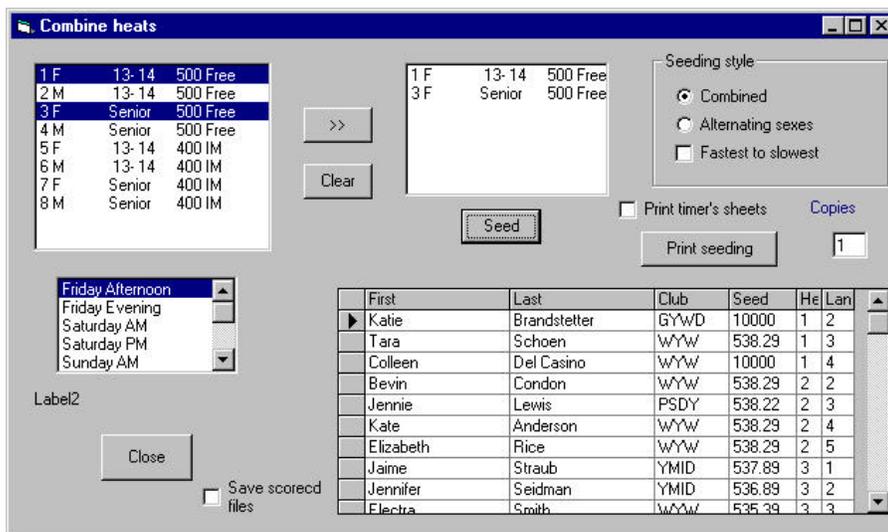


You can select any session and event and scratch the swimmers in that event. It is not necessary to scratch all swimmers beyond the number of heats that will swim finals. You only need to scratch those who indicate they will not be swimming the final.

You can **Print seeding** and **Print timers sheets** here. The seeding is also shown in the Finals program and can be given to deck officials and coaches instead.

## Seeding Combined Events

To combine several events so that they can be swum together, select **Seeding | Seed combined events**.



Select a session where you want to combine events, and highlight all the events you want to combine by clicking with your mouse. Then click on the >> button to select those events and click on the **Seed** button.

If **Combined** is selected, the events are intermingled. If **Alternating sexes** is selected, the swimmers are seeding into alternating heats each with a single sex.

Seeding may be from slowest to fastest (normal) or Fastest to slowest if that box is checked. You can view the seeded events in the grid in that window, or print them out by clicking on **Print seeding**.

Once events are combined, selecting any one of them under the Results tab will show all the combined heats for result entry. However, the results of each event are printed separately when you select each event in Results and click on **Save**.

## SemiFinals

SemiFinals are two or more heats swum using the top swimmers from preliminaries. Usually these are swum circle seeded. To seed them, select **Seed | Seed semifinals from prelims**. This brings up an entirely analogous seeding screen where you can seed any event into semi finals.

The screenshot shows the 'Seed Semifinals' window with the following components:

- Event Selection:** A dropdown menu on the left shows 'Friday Afternoon', 'Friday Evening', 'Saturday AM' (selected), 'Saturday PM', and 'Sunday AM'. Below it, another dropdown shows '17 F 13-14 200 IM' (selected), with other options like '18 M 13-14 200 IM', '19 F Senior 200 IM', etc.
- Buttons:** 'Seed/Print', 'Print seeding', and 'Print timers sheets'.
- Table:** A table listing swimmers with columns for Fname, Lname, Club, Prelim, Scr, Ht, and Ln.
 

Fname	Lname	Club	Prelim	Scr	Ht	Ln
Jessica	Bollinger	WYW	213.32	<input type="checkbox"/>	2	3
Jacky	Carey	HNHS	215.17	<input type="checkbox"/>	1	3
Amanda	McCarthy	WCA	215.66	<input type="checkbox"/>	2	4
Molly	Fenn	WRAT	217.05	<input type="checkbox"/>	1	4
Ashley	Coughlin	MBM	217.4	<input type="checkbox"/>	2	2
Jamie	Falco	HNHS	217.66	<input type="checkbox"/>	1	2
Kyle P	Walotsky	YMID	218.87	<input type="checkbox"/>	2	5
Megan	Crapster	LEHY	220.42	<input type="checkbox"/>	1	5
Courtney	Lyon	NDAC	221.02	<input type="checkbox"/>	2	1
Lauren	Evanosky	WRAT	221.11	<input type="checkbox"/>	1	1
Crissy E	Haley	YMID	221.51	<input type="checkbox"/>	2	6
Tressa	Dunn	MBM	221.52	<input type="checkbox"/>	1	6
Deidre	Devlin	MBM	222.16	<input type="checkbox"/>	2	Alt
Natalia	Fugate	NES	222.42	<input type="checkbox"/>	2	Alt
Erica	Fischer	WYW	222.67	<input type="checkbox"/>	2	Alt
Kaki	Dudley	WYW	222.76	<input type="checkbox"/>	2	Alt
Anna	Flores	WCA	222.92	<input type="checkbox"/>	2	Alt
Mprnan	Rullock	PSDY	223.06	<input type="checkbox"/>	0	0
- Bottom Buttons:** 'Scoreboard file...', 'Save scorebd files' (checkbox), and 'Close'.

You must have specified a non-zero number of heats in semifinals on the setup screen for this to seed any swimmers. You do not have to do anything special to indicate that an event will have semifinals. Any finals event can have semifinals.

After semifinals are swum, the command **Seed | Finals from semifinals** allows you to seed finals just as above.

## 6. Dual Meet Seeding

Dual meets are usually seeded with one team selecting the odd lanes and the other team the even lanes. Each team enters swimmers in their own lanes in one scoring heat. Additional heats may be run and are usually non-scoring.

You can enter your own team and seed them in advance, or you can seed both teams if their entry is provided in advance. You tell the program your home team initials in the **Setup | Defaults** panel:

The 'Set up meet data' dialog box, Defaults tab, contains the following fields and controls:

- Number of Lanes:** 6
- Order:** 3, 4, 2, 5, 1, 6
- Use default lane order:** (checkbox)
- Default LSC:** CT
- Default price per splash:** 3
- Price per swimmer:** 2
- Default price per relay:** 8
- Set per event prices:** (checkbox)
- Left margin:** .25
- Name column width:** 1.5
- Timer port:** 1
- Home team initials:** HOME

Then, select **Seed | Seed dual meets** to bring up the special dual meet seeding window:

The 'Dual meet seeding' dialog box shows the following details:

- Event:** 1 F Senior 100 Back
- Home team:** HOME
- Number of lanes:** 6
- Home lanes:**  Odd,  Even
- Buttons:** Seed, Close, Combine later heats

	Fname	Lname	Club	Seed	Ht	Ln	Scr	Unof
1 F	Vanessa	Vavoom	HOME	101	1	1	<input type="checkbox"/>	<input type="checkbox"/>
2 M	Freda	Freeloader	VISIT	102	1	2	<input type="checkbox"/>	<input type="checkbox"/>
3 F	Sandy	Schlunk	HOME	59	1	3	<input type="checkbox"/>	<input type="checkbox"/>
4 M	Barbara	Babbitt	VISIT	59.2	1	4	<input type="checkbox"/>	<input type="checkbox"/>
5 F	Sarah	Dingbat	HOME	59.1	1	5	<input type="checkbox"/>	<input type="checkbox"/>
6 M	Gina	Grusse	VISIT	104	1	6	<input type="checkbox"/>	<input type="checkbox"/>
7 F	Georgina	Halberd	HOME	111	2	1	<input type="checkbox"/>	<input type="checkbox"/>
8 M	Sally	Smith	HOME	101	2	3	<input type="checkbox"/>	<input type="checkbox"/>
9 F	Cara	Conrail	HOME	109	2	5	<input type="checkbox"/>	<input type="checkbox"/>
10 M								
11 F								
12 M								

You can select any event, and select Home team **Even** or **Odd** lanes and click on **Seed**. The fastest 3 swimmers (or 4 swimmers if in 8 lane pool) from each team will be seeded in the top heat, and the remaining heats seeded alternately in the same way.

## Combining Later Heats

If one team has many more swimmers than the other, there is no reason to swim them in half-full heats. You can click on the **Combine later heats** button and the seeding will be collapsed to fill the lanes in these heats.

Fname	Lname	Club	Seed	Ht		Fname	Lname	Club	Seed	Ht
Barbara	Babbitt	VISIT	59.2	1		Barbara	Babbitt	VISIT	59.2	1
Sarah	Dingbat	HOME	59.1	1		Sarah	Dingbat	HOME	59.1	1
Gina	Grusse	VISIT	104	1		Gina	Grusse	VISIT	104	1
Georgina	Halberd	HOME	111	2		Francy	Frost	HOME	112.2	2
Sally	Smith	HOME	101	2		Georgina	Halberd	HOME	111	2
Cara	Contrail	HOME	109	2		Sally	Smith	HOME	101	2
Dana	Everage	HOME	111	3		Cara	Contrail	HOME	109	2
Francy	Frost	HOME	112.2	3		Dana	Everage	HOME	111	2

In the above seeding, the left frame shows only HOME team swimmers in both heats 2 and 3. After clicking on **Combine later heats**, the seeding is as shown in the right panel.

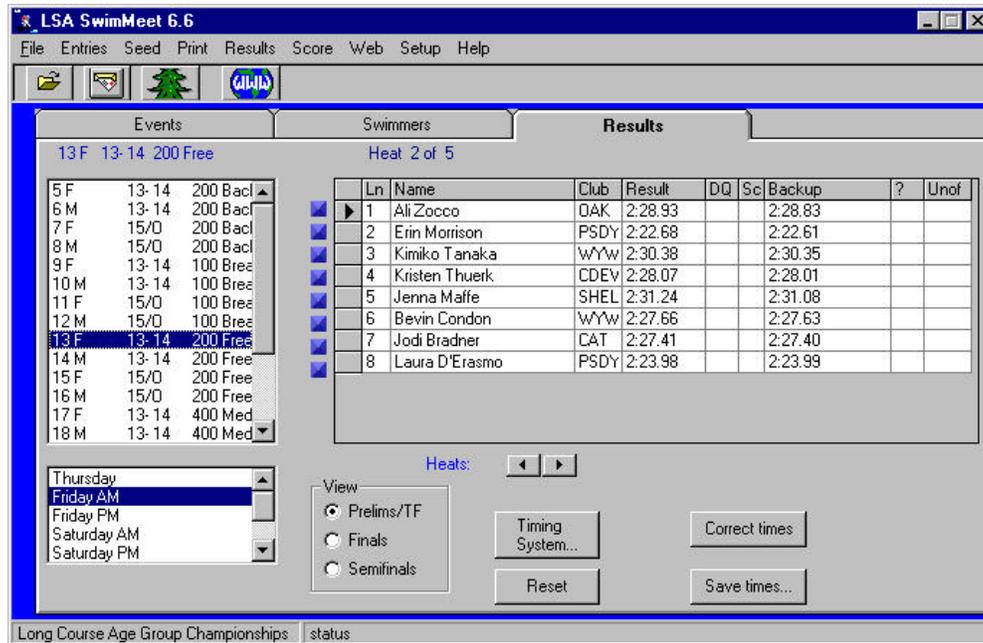
To print out this seeding, go to **Seeding| Seed Prelims and timed finals**, select the event and click on **Reprint existing seeding**.

## Unofficial Swims

You can prevent swimmers from later heats from scoring if you want to, by checking the Unofficial box shown on the Dual seeding screen. This allows results to be printed in time order, but prevents the swimmers from scoring. This same checkbox also is available on the Results panel.

## 7. Entering Results

To enter the results of a race, click on the **Results** tab of the main window. Then select a session and an event as before:



The left side shows the same meet sessions, and events in those sessions, as does the **Events** tab. When you click on an event, the swimmers in the first heat of that event are displayed. If you do not see any swimmers, the event has probably not been seeded yet.

You can enter times in the **Result** column and in the **Backup** column. You can click in the **DQ** column to disqualify a swimmer and in the **Sc** column to scratch a swimmer. To move on to the next heat click on the right arrow below the grid. The far right-hand column headed **Unof** is for designating a swimmer as non-scoring or Unofficial. If needed, just click in that box so that an **X** shows. Then, you can move through the heats using the ◀ ▶ spin buttons

Once you have begun entering times in a given event, the event selection list boxes at the left are disabled until you either save the event by clicking on **Save times...** or undo your entries by clicking on **Reset**.

### *Moving Swimmers Between Lanes*

You can drag the small blue buttons at the left of each lane to move swimmers between lanes. IF you move a swimmer to an already occupied lane, the swimmers are interchanged.

### Using a Timing System

If you click on the **Timing System** button, you will display a control panel for communicating with your timing system. The type of timing system is determined in the main **Setup** menu.

For more information on cables and how to link to the timing system see the following section - Using Electronic Timing Systems

A single timing system is normally connected to the **COM1** port of your computer. You must make sure that there are no conflicts on this port. Sometimes fax/modems are assigned to the same port as the physical COM1 connection and the port will not work. You may be able to determine whether there is such a conflict by opening the Windows Control Panel and opening the System menu. If not sure seek expert help well before your meet.

The **Event** and **Heat** numbers shown should normally be the same as those in the main results display. If you click on **Get race**, the times in that race should appear in the list box above. If the **Get race** button did not pull over the correct set of times, click on the small forward and back buttons (◀▶) beside the **Races** label to scroll through the races stored in the timing system, to find the correct race. You can also enter the actual timing system race number (which is printed on the timing system's printout) and click on **Get by race #**.

If the timing system was turned off/on during the session you may need to use the **M-** or **M+** buttons to access the correct meet session. To aid to scrolling through the sessions the **Date and time** of the race shown will appear in the box at the top of the yellow panel.

To assign those times (and their splits) to the actual race shown in the Results screen click on the <<**Save this race** button.

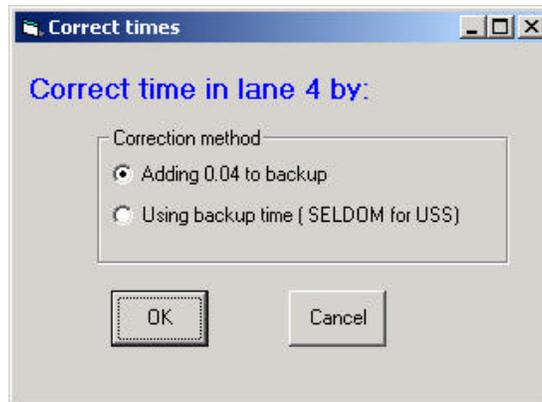
## Correcting Times

If the difference in time between the touch pad and the middle, average or only backup button is 0.30 seconds or more, a right hand grid column shows a red ?-mark:

	Ln	Name	Club	Result	DQ	Sc	Backup	?	Unof
▶	1	Philip S Walotsky	YMID	2:17.45			2:17.76	?	
	2	Peter Simerman	WRA	2:04.96			2:05.01		
	3	Corey Landry	WYw	2:04.25			2:04.24		
	4	Brian Carey	WRA	2:09.07			2:09.05		
	5	Robert Tartaglione	YMID	2:07.43			2:07.61		
	6	Jason Oberman	WRA	2:10.69			2:10.64		

To investigate a time having such a large difference, first use any available manual watch times to make sure that the touch pad time is wrong and that the backup time is correct. If you find that the watches confirm the pad time, you do not need to correct the time. If you find instead that the watches agree with the backup time, you can use the **Correct times** button to compute the correct pad time according to USS rules.

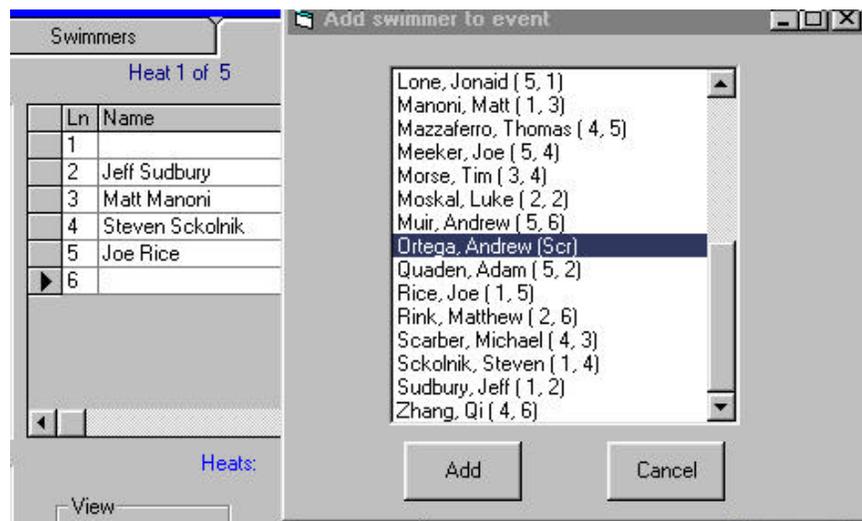
Then, if the pad time is in error, select that lane by clicking in the left margin, and then click on **Correct times**.



The window shown above pops up. You can either select the upper button (the correction value will vary with the actual race data) to conform with USA Swimming rules, or you can select the lower button, as required by National Federation rules.

## Adding Swimmers to an Event

First click on the lane where you wish the swimmer to be shown. Then you can add back a swimmer who had been entered into an event, but has been scratched by selecting **Results | Add existing swimmer to heat**. This brings up a list of all the swimmers in the event and their heat numbers. They are denoted as **(Scr)** if they are currently scratched, otherwise numbers denote their existing heat and lane.



In the above illustration, we are unscratching Andrew Ortega and adding him to lane 6. You can use this same process to move swimmers from different heats: if you select a swimmer who was seeded in another heat and lane, his seeding will be changed.

To add swimmers who are entered in other events but have not yet been entered in this one, use the **Results | Add unentered swimmer** menu item to enter them.

## Deck Entries

If you are presented with a swimmer who has not yet been entered in the meet at all, you must first create an entry for that swimmer using the **Enter |Enter kids in meet** menu command. The swimmer must be added to an existing team or make a new team. Enter them in the event in question. Then use

**Results | Add existing Swimmer to heat** to add the swimmer into the event into an open lane of the seeded event.

### *Splitting Heats*

You can split any full heat into two by select **Results|Split Heat into 2**. This will take the two outside swimmers and put them in the middle lanes of the current heat, putting the remaining swimmers in the middle lanes of the next heat., All the remaining heats will be renumbered. You can then add swimmers to the newly created empty lanes in both heats. This split heat function will not move any swimmers unless all lanes are already full, but will add an empty heat.

To restore the heats to the unsplit state just reseed the heat using **Seed| Seed prelims and timed finals**.

### *Saving the Results*

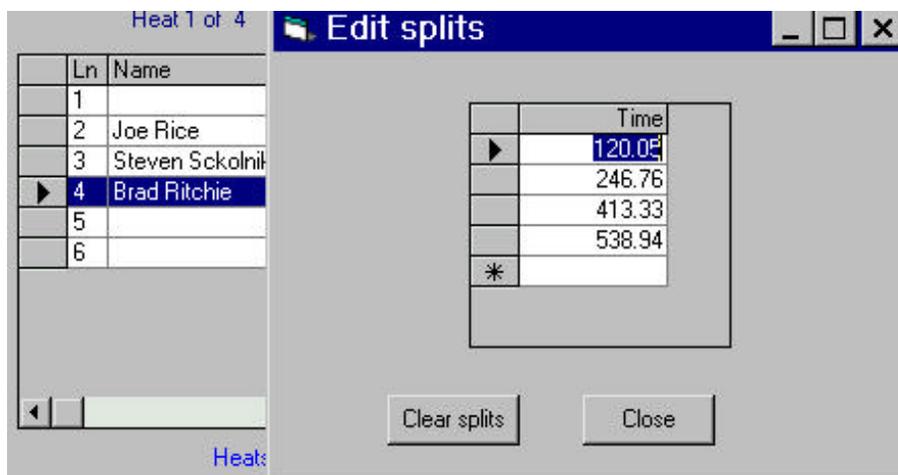
Once you have entered all the results for a given event, click on the **Save times** button, to save the data back to the database. [If not all the races were completed you can return to the event to add more results later.] This brings up a Print dialog where you can decide how many copies to print and whether to show the splits on this printout.

### **Inserting and Deleting Heats**

You can create (or remove) a completely empty heat using **Results | Insert heat** (or **Results | Delete heat**). Then you can move swimmers into that heat as we describe above. If you delete a heat which still contained swimmers, they remain entered in the event but not seeded in a heat.

### **Viewing Splits**

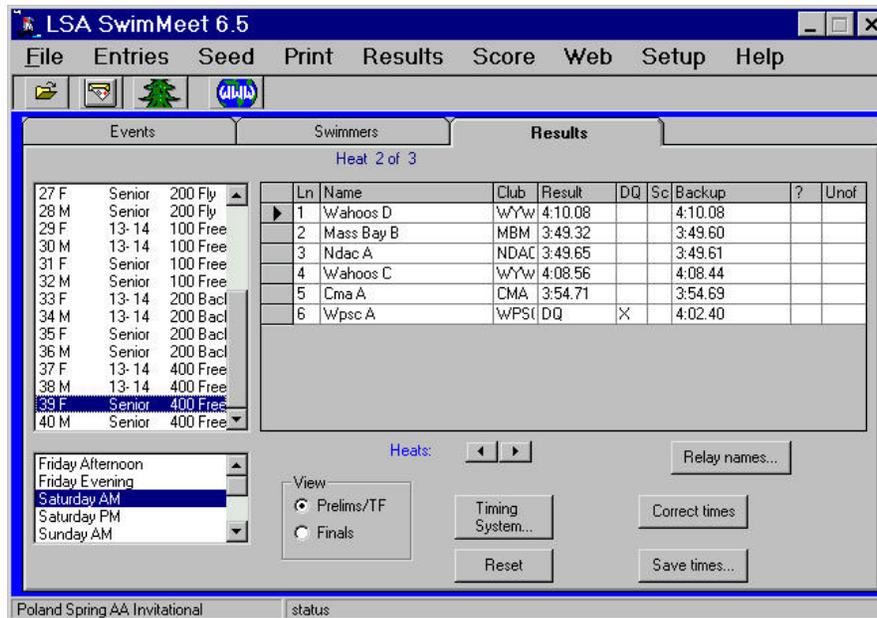
You can view or edit splits for any swimmer, by selecting that swimmer's line in the results grid and selecting **Results |Edit splits**



If the timing system was started late you should delete the splits for those swimmers as well as adjusting the result time. Use **Clear splits**

## Relay Names

When you are entering the results of a relay event, a button labeled **Relay names...** appears on the results tab:



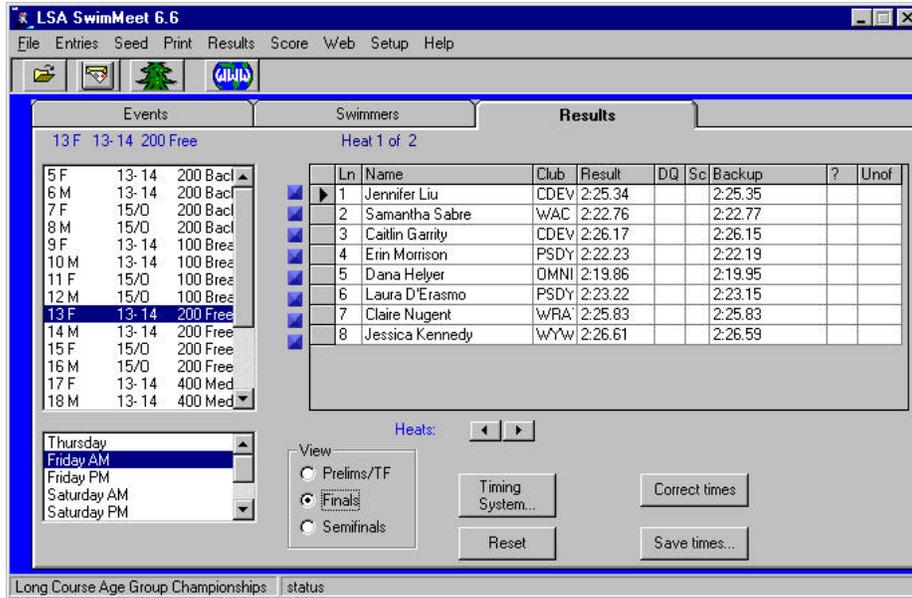
You can click it at any time, and can there choose the swimmers' names for all of the relays in that event:



When you click on any relay team, a list of the names of the eligible swimmers appears in the middle box and a list of the currently assigned swimmers in the right list box. To select swimmers for a relay, double click on them in succession, or click on each on and then on the >> button in the order in which they swam the relay legs. To remove a swimmer, click on the << button. You can also clear the list and start over by clicking on the **Clear** button. Exit by clicking on the **Close** button

## Entering Results of Finals and Semifinals

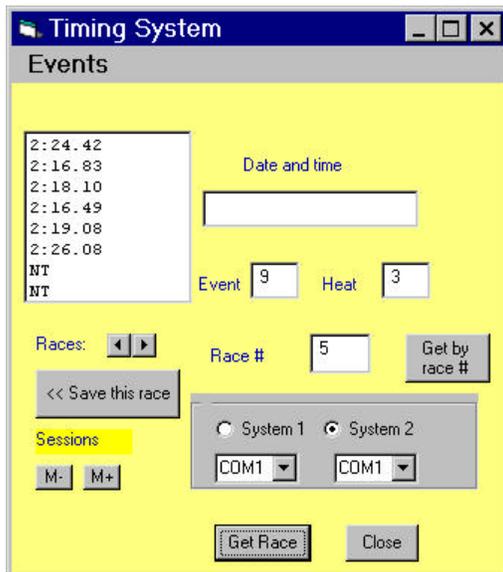
You enter the results of finals and semifinals just as you do prelims.



Just be sure that the **Finals** or **Semifinals** radio button is selected in the lower **View** area.

## 8. Using Electronic Timing Systems

In order to use one of the supported timing systems you must select it from the fifth tab of the **Setup | Meet parameters** dialog. Currently LSA SwimMeet supports Colorado Swimming IV and V, Daktronics 6000, Omega and BestBET timing systems.



### Colorado Timing Systems

You can connect to one or two Colorado timing systems using one or two serial ports on your computer. Make sure there are no conflicts on these computer serial ports (also known as COM ports.)

Each connection is to be made to the “Comm Port 1” connection on the timing system console. Do not use the “Comm Port 2” connection: it is for an external display. The cable connection from your computer to a Colorado Swimming IV or Swimming V console must be a 9-pin male to female serial port extension cable, which has all 9 pins connected without any being crossed or tied together. These cables are readily available at office supply and computer stores. Do not use a “null modem” or “lap link” cable.

### Establishing Communication

Make sure you are connected to the Colorado system by clicking on the Timing System button on the Results tab. Then click on the ◀ ▶ buttons to move through recent heats. The times for those heats should appear in the list box.