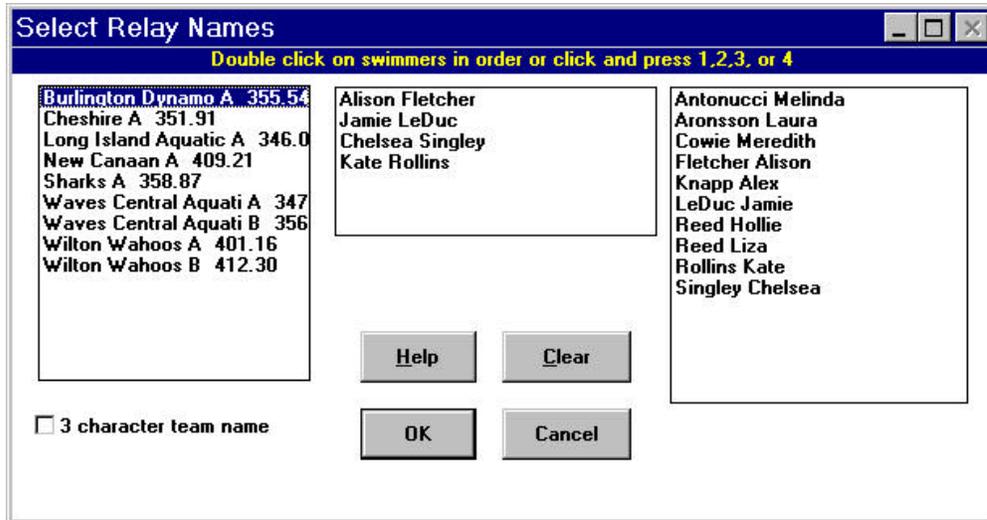


Entering Relay Names

If the event is a relay event, an additional push-button will appear on the Results panel, labeled **Relay Names**. When you click on this button, a new panel will appear, listing all the relay teams in the event. Clicking on any relay team shows all the eligible swimmers for relay event:



Select each swimmer who swam in the relay either by

- Double clicking on that swimmer
- Pressing the keys "1", "2", "3" or "4" while the appropriate swimmer is highlighted.

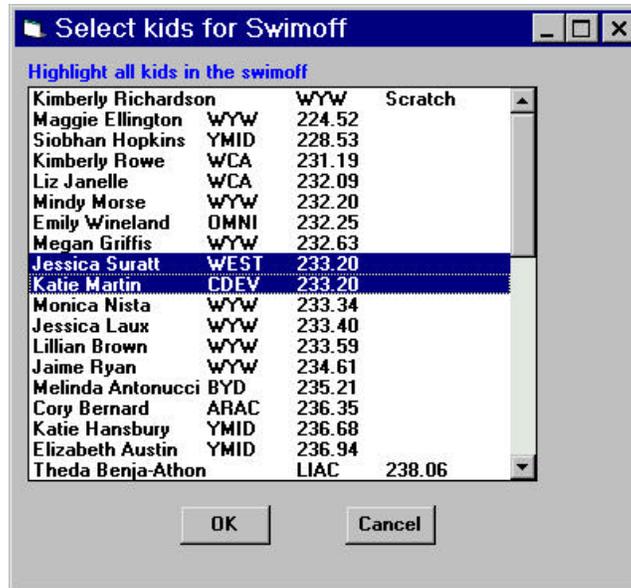
You do not have to select the swimmers in the order in which they swam as long as the correct number for their leg is pressed. To replace a swimmer, simply highlight the correct one and press the number of that swimmer's relay leg (1-4). When you have finished with that relay team, go on to the next one. To save the names, after entering all the relay names, click on the **OK** button.

Printing Out a Single Heat

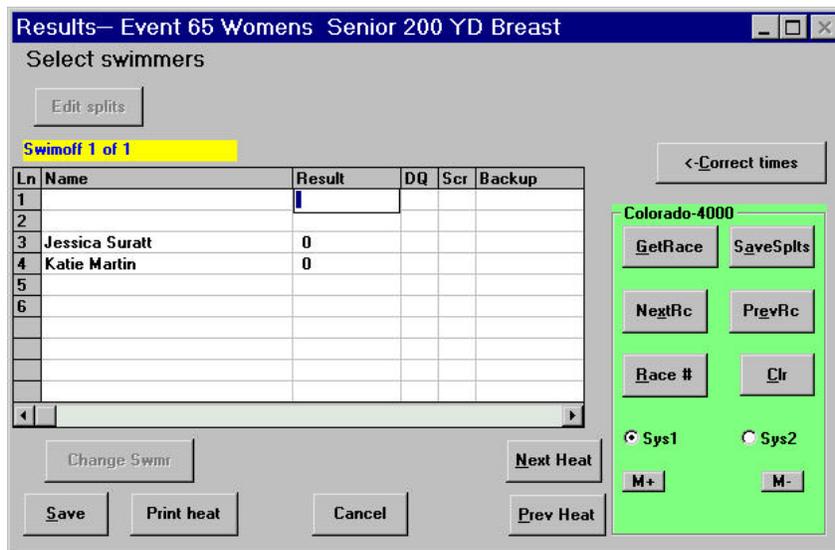
You can print out results of each heat as soon as it is completed by clicking on the **Print Heat** button. This is valuable where each heat is awarded separately (such as in Special Olympics events) or dual meets, where only the first heat scores, but several unofficial heats follow. Or when the event distance is long (such as a 1650 free).

Swimoffs

If two swimmers qualify for the last place in a final or consolation heat having the same time, a swimoff is usually required. You will see these swimmers marked on the results of prelims with the phrase "Possible swimoff." To create a swimoff heat, bring up the Results module and select the event in which the swimoff will occur. Display any heat of the results. Then from the Results screen, select the menu item **Select Swimmers** (in the top left corner) and click on **for Swimoff**. This will bring up a menu of all of the swimmers in the event. Select the two (or more) tied swimmers,



and click on **OK**. This results display inserts the swimmers you select in the center lanes of a new swimoff heat:



Then you can run the swimoff and store the times. If the swimmers swim in different lanes, you can drag them into the right ones in the panel, as usual. The results of swimoffs are printed in the results. The winner of the swimoff is automatically seeded into the faster heat. This is done by adding .001 to the times of the losing swimmers. If you need to adjust the final places manually, you can do it in this fashion.

Time Trials

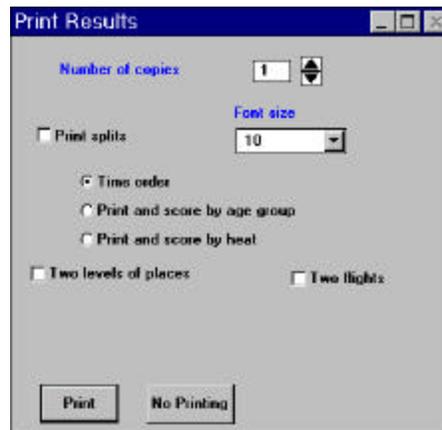
You can handle time trials in an analogous fashion to swimoffs. First add the events into the meet definition file. Define a session called “Time Trials” containing these new events. Then save the meet and restart SwimMeet 5.7 to have it read in these new events.

If when you select the meet you cannot see the extra time trial events, check that the name of the meet file matches the name of the meet folder. If not, the revised meet file will have been saved into another folder. If so, you can drag it into the correct folder in Explorer.

Go to Results for the first one of these new events, highlight a lane and use the **Select swimmer | for time trials** menu to pick the swimmer who will be swimming in that lane., This adds the swimmer to the selected lane on the screen and adds an event for each swimmer you select.

Printing out Results

Once you have completed entering results for an event, click on the **Save** button to save the event data back into the meet data file. This will bring up the following dialog:



For ordinary USS swim meets, you would print out the results for posting in **Time order**. However, if you have a single event in which several age groups are swimming seeded together but are to be scored separately, click on **Time and Score by age group**. This is typical of Master's meets. In this case, you can use the Wordpad or Notepad program that comes with Windows to make a file of the age groups called **AgeGrps.dat**, and stored it in the meet directory.

This file contains one age group per line, with the minimum and maximum ages separated by commas. If you have 11-12 and 13-14 swimmers swimming together, your file should contain

11, 12

13, 14

You can usually make a single file containing all age groups, even if only some of them appear in a given event.

Make sure that after typing the last event number in the last line that you do not use the Enter key but immediately choose File | Save As and save the file as a simple text file.

If the meet is to be scored and medals awarded by heat, click on **Print and score by heat**. This arrangement is common in Special Olympics meets.

Two Levels of Placing in Meets

It is common in certain types of developmental meets to issue awards for two levels of achievement, those whose seed time was slower than some cut and those whose seed time was faster than that cut. If you click on **Two Levels of Places** you will be able to enter names for these two levels:

The screenshot shows a 'Print Results' dialog box with the following settings:

- Number of copies: 1
- Font size: 10
- Print splits
- Time order
- Print and score by age group
- Print and score by heat
- Two levels of places
- Two flights
- Label for Faster group: Class A
- Label for Slower group: Class B
- Buttons: Print, No Printing

Swimmers whose seed time was slower than the Fastest time cut are grouped for placement in the Slower group and those whose seed time is faster than this fast cut are grouped as the Faster group. Separate places are printed out. A similar feature also is provided for printing two levels of ribbons.

Two Flight Scoring

Two-flight scoring is used to give the lower half of the swimmers in any race a chance to score for their team.

The screenshot shows a 'Print Results' dialog box with the following settings:

- Number of copies: 1
- Font size: 10
- Print splits
- Time order
- Print and score by age group
- Print and score by heat
- Two levels of places
- Two flights
- Label for Faster group: Gold flight
- Label for Slower group: Silver flight
- Buttons: Print, No Printing

If you check **Two flight scoring** the swimmers are divided in half by their *seed time* and the top number of swimmers equal to one heat are given the top n points, (usually 6 or 8). Then, if there are more than 10 swimmers in the race, the 2nd n swimmers are given points starting with that swimmer half-way down the list of seed times. This means that the swimmers in this second flight may actually be scattered in the final places, since their positions are obtained from their seed times.

34. Using the Colorado Swimming IV and V Timing Systems

The Results panel also allows you to obtain times from Colorado-4000 (Swimming IV) and Colorado-5000 (Swimming V) timing systems connected as described in the following section. If the timing system operator is keeping the event and heat numbers correct in the timing system, you can simply click on the **Get Race** button to get the times for the race, once it is completed and the operator has pressed **Store/Print** on the timing system console.

A set of times will appear in the primary and backup times columns. If any of these times differ by more than 0.30 seconds, a bar will appear alongside the backup times column with a colored double arrow pointing to the lane(s) in error. You can, in most cases, correct these errors in the following way:

1. Check to see if the manual watch times confirm the touchpad or the backup button time.
2. If they confirm the touchpad time, it is correct, and the backup time should be disregarded (102.17.5D).
3. If the watches confirm the backup time, indicating that the touchpad is in error, the final time can be adjusted by computing the average difference between the valid primary and backup times in the other lanes (102.17.5E) and adding this time to the backup time in the lane where the error occurred. You can do this in Meet 5.7 by highlighting this invalid pad time and clicking on the **Correct times** button.
4. If neither the button nor the pad is confirmed, the Referee should rule, but you can suggest using the middle watch time as the most reliable time as a backup time. If you use the middle watch time as the back up time, you can type the middle watch times in each lane into the backup column then select the invalid pad time and click on the **Correct times** button to calculate an adjusted time. This adjusted time will appear in the results column if you answer Yes to "Correct the time?"

Saving the Timing System Times

Once you have brought times over from the Colorado timing system, you must tell Meet 5.7 that you have the right ones and want to save them, by clicking on the **saveSplt** button in the timing system control part of the Results panel. *Until you save or clear these times, you cannot go on to another heat.* This is to prevent you from paging through the times on an already stored race and accidentally overwriting them. It also keeps the split times correct, since they are stored when you click on **saveSplt**.

Getting Times from Other Heats

If clicking on the [**GetRace**] button does not bring up the correct result times, you should simply click on the [**NextRc**] or [**PrevRc**] buttons to bring over times from other heats until you find the correct race. Once you find the correct race then click on the **SaveSplt** button.

Getting times by Race Number

The Colorado-4 and 5000 systems assigns each race a sequential number, w/hich it prints out on the top of the results for that heat. If the Colorado operator has not used the correct event and heat numbers for a race, after unsuccessfully trying to get the correct race by using the Get Race button, you can obtain these results by clicking on [**Race #**] and entering that race number.

Multiple Timing Systems

Meet 5.7 supports two simultaneous timing systems connected to COM port 1 and 2. To switch between them, click on the option buttons **⊙ Sys 1** and **⊙ Sys 2**.

Multiple Meet Sessions

Each time you turn the Colorado system off and on again, a new meet session is started. If you attempt to increment and decrement through races using the **NextRc** and **PrevRc** buttons, you will only move among the events in the current session. If you use the Get Race button and that event and heat is not in the current session you will get an error message stating that race cannot be found. To switch to a previous, click on the **<M->** button or to switch back to a subsequent session click on the **<M+>** button.

Connecting the Colorado-4000 Timing System

This results module features direct connection to one or two Colorado timing systems, on any two COM ports. You must provide a cable specially wired to connect to the C-4000 (Swimming IV).

In order to obtain the times after each race, you must connect your PC to the timing console. You do this by connecting a cable between the COM ports of your PC and the "Computer 1" port of the Colorado system. The COM1 port on your PC may be either a 25-pin *male* connector or it may be a 9-pin male connector.

Be careful, many PC's have 25-pin **female** connectors for the printer port and 9-pin female connectors for the computer display.

The simplest cable arrangement occurs if you have a 9-pin serial port: you need a 6-foot cable with a 9-pin male connector on one end and a 9-pin female connector on the other. Be sure the cable has all 9 pins wired and that they are wired "straight through" without any wires crossing between pins.

Such cables are sold in computer stores as monitor extension cables or as 9-pin M-F serial cables.

Connect the female end to the PC COM1 port and the male end to the "Computer 1" port on the Colorado console.

If you have a second system, attach another similar cable from the second Colorado systems COM1 port to the COM2 port on your PC.

The cabling arrangement for a 25-pin COM port is somewhat more complex. The only data lines that the Colorado system uses are



2	transmit
3	receive
5	ground

However, in order for the PC to recognize the handshaking correctly, the pins 1, 4, and 6 (DCD, DTR, DSR) are connected inside the Colorado system and pins 7 and 8 (RTS and CTS) are connected. These signals are on different pins of the 25-pin connector and you must have a cable with these lines tied together on the PC side or connected to the correct 9-pin lines on the Colorado side.

One such cable is:

9-pin male	25-pin female	signal name
2	2	TD
3	3	RD
5	7	GND
	4-5	RTS-CTS
	6-8-20	DCD-DTR-DSR

The other type of cable that may be used has all 9 pins connected to their analogs in the 25-pin connector:

9-pin male	25-pin female	signal name
2	3	TD
3	2	RD
4	20	DTR
5	7	GND
6	6	DSR
7	4	RTS
8	5	CTS
9	22	RI

Such cables may also be ordered from computer suppliers. In addition, small patch cable connector boxes are available so you can wire your own without soldering.

Troubleshooting the Timing System Connection

If you have trouble getting the timing system to deliver result times when you click on the **Get Race button**, you can usually clear this lock-up by the following steps

1. Disconnect the cable from the Colorado System, but leave it connected to the computer (PC).
2. Turn the Colorado timing system off and on again.
3. Reconnect the cable.

The Timing System Operator

The timing system operator is in charge of seeing that the timing system, starting system, touch pads, backup buttons, scoreboard and speakers are connected and working properly. He is also in charge of being sure that the timing console is set to the correct number of lengths of the pool for each race so that the system stops at the correct number of touches. In the event that a swimmer misses the pad during a turn or touches too many times during a relay exchange, the operator must correct for this during the race. Once the race is completed, the operator should press **Store/Print** and **Reset** on the console to prepare for the next race.

The Colorado-4000 console recognizes timing discrepancies when the pad time and the backup button time differ by 0.3 seconds or more and pops up a warning message to the timing system operator. It is **very important** that the operator be instructed to simply press **Save** and **not** attempt to correct for this

discrepancy by using the backup time. The method SwimMeet 5.7 uses to correct for these discrepancies, conforms to USS Rules and the revised NCAA rules and is discussed below. However, the operator must understand that the program will make these corrections and that he should not attempt to do so.

Your responsibility as computer operator is to receive the times from the timing system after each race is swum, check for and correct timing discrepancies, check for DQs and be sure that swimmers swim in their assigned lanes. You also are responsible for printing out the results and any needed award labels after each race is completed.

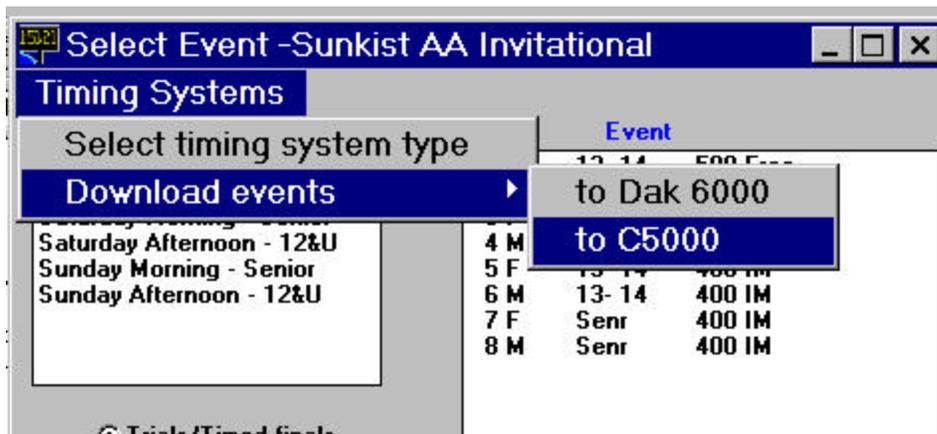
Programming Event Lists in the Colorado Swimming 5

You can enter a complete meet event list using the Download feature provided with LSA SwimMeet 5.7. In order to program meet events, the system must be:

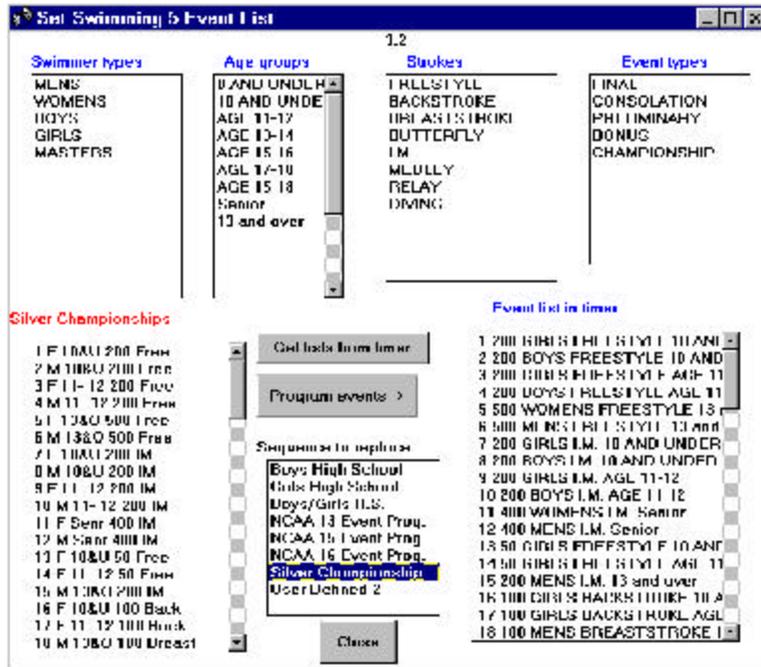
- Turned on and in Swimming Events mode
- Have **Setup/Hardware** option 3 set to **Allow Remote Setup**
- Not be showing a setup screen.

To use the program to download the events:

1. first create a meet event list within SwimMeet 5.7 as usual, and make it the current meet, by selecting it.
2. Then select the Results/Prelims to bring up the results module:



3. Select **Timing Systems/Download events/ to C5000**. This will bring up the following window:



4. Click on the button labeled **Get lists from timer**. The program will read in the description lists one-by-one and show them in the top 4 list boxes, and show the list of possible meets in the center lower listbox.

Event Lists

The Swimming 5 system can hold 8 different meet descriptions at once. The top 6 are preprogrammed (although you can change them) and can each hold 100 events. The bottom two entries can hold up to 500 events each. Select one of these meet descriptions by clicking on it and the program will one by one display the current events for that meet in the lower right listbox: "Event list in timer."

Age Groups

The timing system comes with 8 preprogrammed age groups, but can hold up to 19 simultaneous age group descriptions. Before programming the event list, you should make sure that all of the age groups in your meet are represented in the age group list above. To add a new age group, simply click on the first empty line in the age group list box and type in an age group description.

In order for the program to recognize the age groups accurately, you must type them in either as the Colorado system would represent them:

12 AND UNDER
13 AND OVER
AGE 11-12

or as LSA SwimMeet would represent them:

12&U

13/O

11-12

SENIOR

The case of the entries is not important.

Adding Additional Stroke Names

In the same way, you can add additional stroke names for unusual meets by clicking on any empty space in the stroke list and entering new names in the popup listbox. This list can hold up to 9 simultaneous entries. Note that “Medley” and “Relay” are stored on separate lines and event descriptions are constructed using both entries.

How the Colorado Swimming V Constructs Event Descriptions

All event descriptions must be constructed using the names in these top 4 list boxes. Further, you should not change or delete existing age group names if there are still stored events in the system from previous meets that you might want to access in the future, since the descriptions of these previously held events would then change as well. (This is actually seldom a problem, since the data are stored in the PC after a race is completed.)

Programming the Timing System

Once you have entered any new age groups you need, simply click on the button labeled **Program events** -> and the event names will be constructed, written to the timer’s memory and displayed, one-by-one. The event description, these events and any new age groups are stored in the timing system’s memory, but are not saved so that they remain after the timing system’s power is turned off. To save them permanently, go to the timing console and select **Setups/Record Setups**.

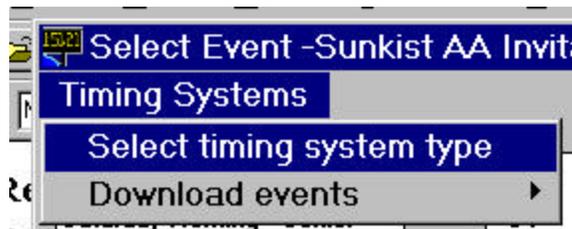
You can enter a new event list at any time using the above procedure. Changing the list during the meet will not affect the descriptions of individual events that have already been swum, unless you change the order or contents of the entries in the age group or stroke lists.

35. Using the Daktronics-6000 Timing System

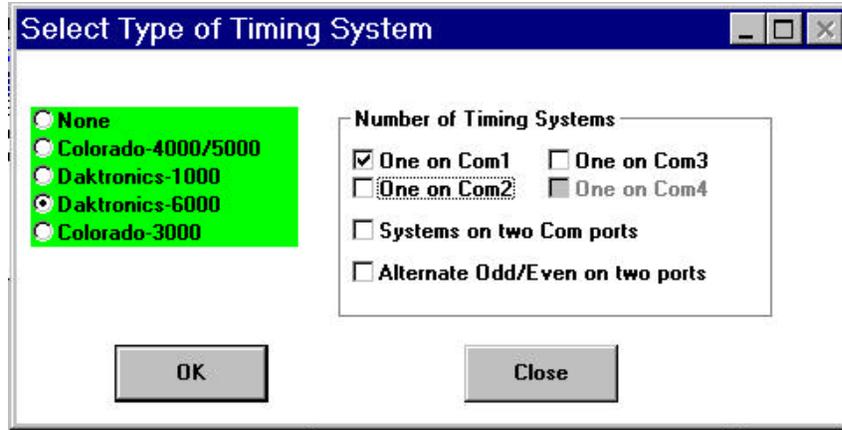
The Daktronics OmniSport 6000 timing system provides a simple interface to allow you to acquire data from your timing system console heat by heat as your meet progresses. In order for your Daktronics system to work correctly with any meet management software package, you must install the latest Daktronics-provided software into your system. As this manual is written, the shipping version is 3.0.

When you start your system press **Utilities** and then **Version**. If the version is not at least 3.0, press Clear and then select Exit to go back to the main Daktronics Omni6000 Shell display and select Update Swim and Dive. Place the Daktronics program update diskette into the drive on the side of your console and follow the instructions.

To use LSA SwimMeet 5.7 with the Daktronics OmniSport 6000, select Daktronics-6000 as the timing system type. You can either do this from the main SwimMeet 5.7 menu by selecting **Setup/Timing Systems** or from the Results module by selecting the menu item **Timing Systems/Select Timing System Type**



Then, you can select the Daktronics-6000 from the pop-up menu:



You can connect two such timing systems to your PC on two separate COM ports if you are running races in two courses, such as two 25-yard courses in a 50-meter pool.

Connecting your PC to the Daktronics Console

If your PC has the usual 9-pin COM1 port, you need a cable which is the equivalent of a female-to-female 9-pin "null modem" connector. This is most easily constructed out of 3 or 4 components which are readily available at stores such as Radio Shack, Staples or most computer stores. It is available at CompUSA as a PC-to-PC Direct Data Transfer cable or LapLink cable.

9-pin M -F cable	9-pin null modem adapter (M/F)	9-pin F/F gender changer connector
------------------	--------------------------------	------------------------------------

OR

9-pin female to 25-pin male cable	25-pin null modem F/M	25-pin F/F gender changer	9-pin F to 25-pin M cable
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Connect the COM1 or COM2 port of your PC to the 9-pin male jack in the second row of connectors at the rear of your timing console. These are unlabelled on the console, but the plug is referred to as "J9" in Section 2 of the Daktronics Operators Manual.

Downloading the Event Order to Your Timing System

Once you have defined your meet event order, you can download it to your timing system console so that the timing system printouts will contain the event name. To do this, on your timing console, press the button labeled **Edit** and then the button labeled **Event Order**. This brings up a screen with 12 possible event orders which you can program. Scroll the cursor down to "User Defined 1" and press the button labeled **Select**. Then press the button labeled **Download**. This brings up the question:

```
Download order for User Defined 1 ? [N] [Y]
```

Select [Y] and press Enter. The screen will display "Downloading." Then, on your PC, select **Results/prelims** from the main Meet 5.7 menu. Select **Timing Systems/ Download events/to Dak 6000**. The console should show "Downloading" and then "Download completed" in about 2-3 seconds.

Meet Results Using the Daktronics OmniSport 6000

When you bring up the meet results module and select an event, you are presented with the following style of display:

If your operator is keeping the events and heats correct as they are swum, you can obtain the results of the event and heat by simply clicking on **GetRace**. If the operator has gotten behind and the wrong results show up, try clicking on **NextRc** and **PrevRc** buttons until the correct times for that heat show up. The backup times are also displayed automatically.

If there is a difference between the backup button time and the touchpad time of 0.3 seconds or more, you can correct for this according to USS and NCAA rules by clicking on that lane and then on the **Correct Times** button. This will take the average difference between the pad and button times in all the other lanes (less than 0.3 sec difference) and add the difference to the backup time to produce the corrected pad time. The adjusted pad will show in the Result column in that lane.

Storing the Results

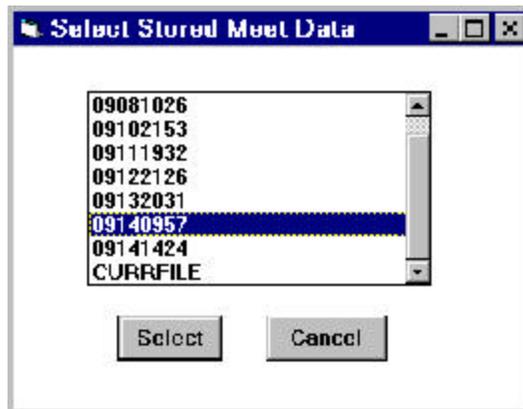
Since you can scan through any number of heats using **NextRc** and **PrevRc**, as well as by **GetRace**, you must tell the program which times you want to associate with the swimmers in that particular heat. You do this by clicking on the **SaveSplt** button. This also saves the splits for that heat. After you have fetched a race from the console, you cannot move to another heat of swimmers until you click either on **SaveSplt** or on the **Clr** button.

Once you have stored the results or cleared them, you can move on to the next event using the **Next Heat** or **PrevHeat** button.

To exit the event and save the data from that race, click on the **Save** button. To exit without saving any times, click on the **Cancel** button.

Results of Previous Meet Sessions

If you have turned off your timing system between sessions or days of your meet, the results are stored in files on the internal disk drive of your Daktronics console. You can access these old results to print them out again by clicking on the button labeled **M-** and selecting the meet you wish to recall from the list.



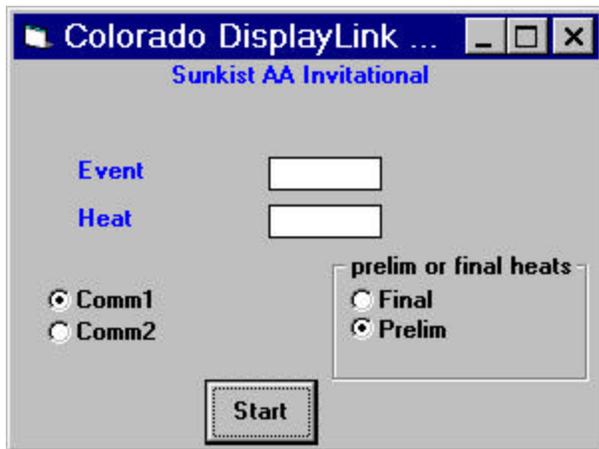
The results panel shows a label "**Select Stored Meet Data**" followed by the meet filename. These filenames consist of the month and day in the first four characters and the time of day in the last four characters.

To return to the current meet, select **CURRFILE**.

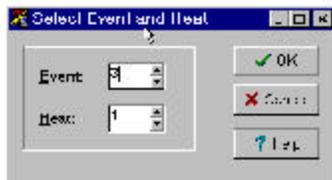
36. Using the Colorado Mercury Scoreboard

The Colorado Timing Systems Mercury scoreboard is design to be controlled by a PC which connects to your meet management PC using a serial cable. In addition to running SwimMeet 5.7 on your system, you must also be running the **CGET** program which provides a visual interface to the activities taking place on the scoreboard computer.

This CGET program is shipped on the LSA CD ROM and can also be downloaded from our web site (<http://labsoftware.com>). After starting SwimMeet 5.7, go to a DOS prompt and type CGET to start the scoreboard communications program. The following display will appear:



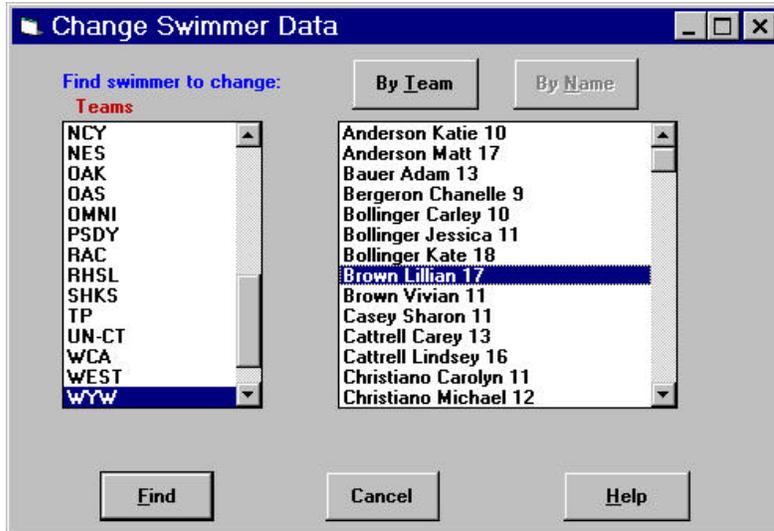
Connect the scoreboard PC to COM port #2 of your meet management PC using a null modem cable and click on the Start button. Meanwhile, the scoreboard operator can select and display data by requesting that data by event and heat using the Colorado-supplied scoreboard operations program shown below:



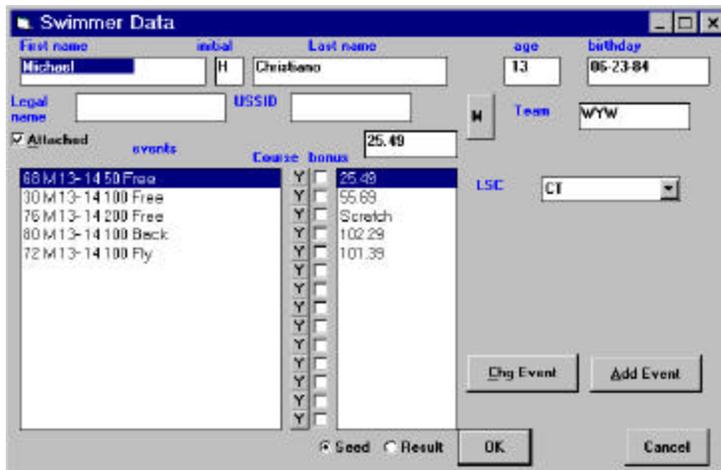
When the scoreboard operator clicks on OK the scoreboard PC sends a request to the meet management PC for data to be displayed on the scoreboard. The local CGET program receives the requests and reads the stored meet database for the results. These are sent back for display.

37. Changing and Adding Swimmers

To change the events a swimmer is entered in, select **Change/Swimmer**. This will bring up a dialog box where you can select [**By Team**] or [**By Name**]. It will be considerably faster to select the swimmer to change **By team**, if you know their team, since otherwise all the swimmers in the meet are alphabetized and loaded into the swimmer dialog box. Selecting the **By Swimmer** option takes some time to load and there may be several blank lines before the first name appears in the box. Just scroll down until you see the names.



Selecting [**By Team**] causes the left hand dialog box to be filled with teams. Clicking on a team, causes the right hand dialog box to be filled with the swimmers on that team. To alter any of those swimmer's entries (events or times) click on that swimmer and click on the **Find** button or double click on that swimmer. This will bring up the change panel below.



You can change the age or birthday, initials, name spelling, sex or attached status in the usual way. To change a seed time, click on it in the list box. Then type in a new time in the edit box above and press Tab to confirm it and store it in the list below, or click the incorrect time to change it to the new one.. You can change the team name or LSC on this panel as well. You can also view and change a swimmer's result times by clicking on the **Result** button.

As with the original entry panels, you can change the seed course between M, S and Y and can indicate whether that swim is a “bonus” entry to be seeded last.

Adding an Event

To add an event, click on [**Add Event**]. This will bring up a list of eligible events for that swimmer. Click on the event to add and press OK, or doubleclick the event. New events will be added with No Time. To change to an actual seed time, click on that NT and type in a seed time in the edit box above. To save your changes, click on [**OK**].

Changing an Event

To change an event, click on it and then click on [**Chg Event**]. This will bring up a list of eligible events as above. Double click on the event you wish to change.

Changing Events Using Drag and Drop

You can also add an event by dragging the event box over the event list and dropping it. If you drop it over an empty spot, the event is added. If you drop it on an existing event, that event is changed to this new one.

Changing Relays

Relays are changed just as swimmers are. Select **Changes/Relays** to bring up the dialog where you can select [**By Team**]. Then click on the relay you wish to change and edit it on the following panel as above.

Adding a Swimmer

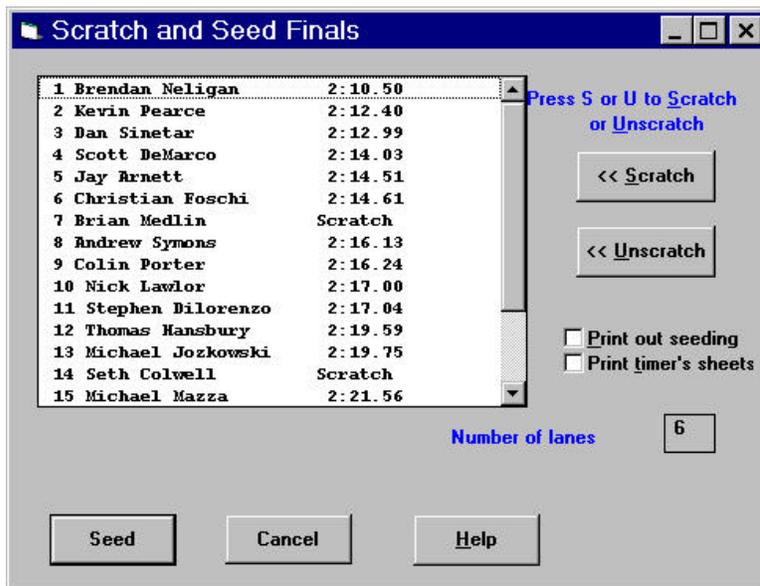
Adding a swimmer works exactly like changing a swimmer. Click on **Changes/Add a Swimmer**. This brings up the swimmer panel directly. Be sure to enter the team's initials and LSC as well as the swimmer's name and events and age.

You can use this option to add a swimmer or to add a relay. If the first event added is a relay event the program recognises that a relay has been added and not an individual swimmer.

38. Scratching Prelim Swimmers and Entering Finals

If your meet consists of both trials (prelims) and finals, you will have to establish a procedure to find out if any swimmers who have qualified for finals are going to scratch. The rules for this are specified in YMCA and NCAA swimming, but in USS swimming the procedure is left to each LSC to determine. Therefore, be sure you establish and announce the procedure you will be using.

Generally, you should accumulate scratches on a copy of the results sheets for each event and then enter them all at once to prepare the program for finals. To enter finals scratches, select **Seeding/Scratch and Seed Finals**. This will bring up the usual event choice box. Double click on the event you wish to seed. *You must select each event in that session in order to actually seed the event, whether or not there are any scratches.*



For each swimmer that is scratched, click on the swimmer and either

- Press "S," or
- Click on the << **Scratch** button.

You can unscratch any swimmer by clicking on them and then

- Pressing "U," or
- Clicking on << **Unscratch**

When you have entered all scratches, click on **Seed**. If you want to print out the seeding, be sure the Print box is selected. You can also **print timer's sheets** for each lane if that box is selected. Then click on **Print**.

Printing the Finals Program

When you have entered all scratches for that sessions' finals, select **Print/Finals Program** and select the session of finals to print. When there are only a few events in finals, as in Senior meets, you might consider printing out the program in a single column rather in two columns so that the program does not seem so short.

Any event that was coded in the Meet Parameters as having a final heat at night (ie at finals) will have the heat included in the finals program. The results of the earlier heats of that event will be printed in the achieved times order below. If the printing of such an event makes the program page spacing undesirable, you can chose to print one or more events at a time instead of the whole session in order to choose to start specific events on a new page.

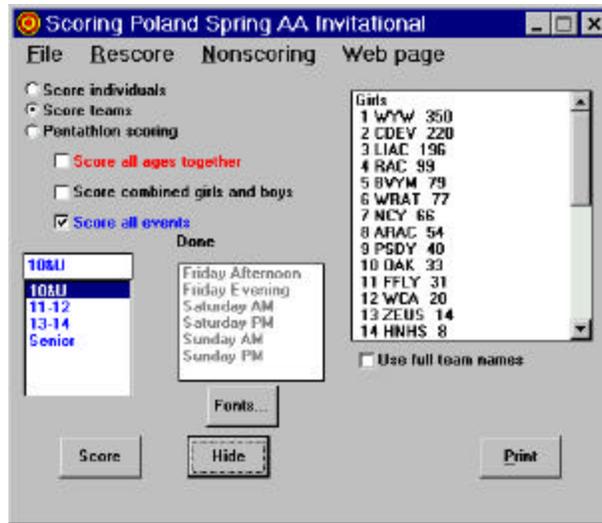
Note that for finals in small Senior meets, it is sometimes helpful to print them out one column wide, with the full team names used instead of the initials. Select "One column" from the Print screen and "Long team names" from the event screen.

39. Statistics and Scoring

The **Stats** menu item allows you to score the meet to date, as well as to print out the number of swimmers per team and the time line per session.

Scoring

If you select **Stat/Scores** the scoring panel will come up without the final scores in the right hand list box.



To begin scoring, select either () **Score Individuals** or () **Score teams**. If all ages are scored as a single unit, click on [X] **Score all ages together**. If this box is not checked, you must select the age group you wish to score from the list box on the left. This box contains all the age groups for the meet events. Then, select either [X] **Score all events**, or select the session you wish to score. Click on [**score**] and scoring will begin. When it is completed, it will show in the list box to the right.. You can then print this by clicking on [**Print**].

Rescoring

The scoring module simply sums together the scores computed for each swimmer and stored with each event's results. If you discover that you have used the wrong scoring point values and wish to rescore the entire meet using new values, simply click on the menu item **Rescore** . This will rescore the entire meet using the scoring point values currently entered. As before, you enter these values from the main SwimMeet 5.7 menu using **Setup | Meet Parameters** . This rescoring is only for entire events: scoring by heat or age group can only be done by re-entering and reprinting the event.

Scoring Divisions

If teams in your meet are divided into several divisions, such as "Large teams" and "Small teams," you can score them separately. In this scoring mode, the points for places in final results are recalculated assuming that only the teams in that division attended the meet. To create these divisions, use the Notepad or Wordpad to create a text file with one team's initials per line, and save it in your meet's directory using the ".txt" extension. For example, you might create a file called `large.txt` containing the lines

AXY

DEEP

SLOW

FAST

and another file called `small.txt` containing the lines

XYZ

SPLASH

PLOP

and so forth.

Then to select each division for scoring, bring up the scoring module window as above and select File/Open from its menu bar. You will be able to select one of these text files to specify the teams to score. Then select Rescore/Rescore entire meet. Once you have used the scoring module in this way, you cannot go back to score everyone without closing and restarting it.

Web Page Scores

You can generate a web page of all the team and individual scores in your meet, by simply clicking on **Web Page | Make Web Page Scores**. This generates two files, called `teamscore.htm` and `indscore.htm` which you can link to and post on your web site.

Pentathlon Scoring

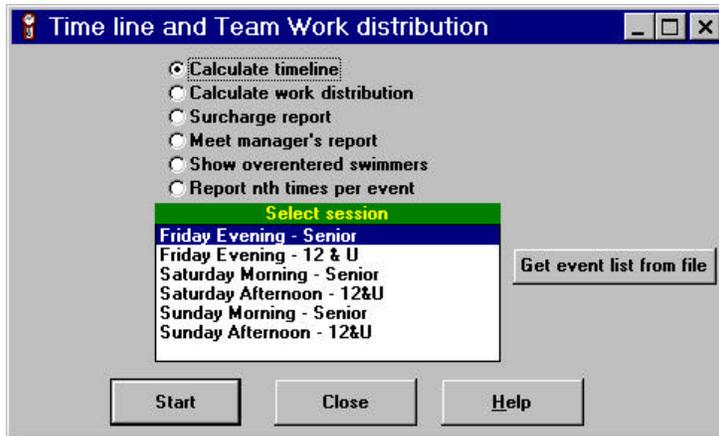
A *Pentathlon* swim meet is one in which each swimmer swims 5 events, usually one of each stroke plus the individual medley. The winner in a Pentathlon is the swimmer the sum of whose total finish times is the smallest. To score a meet as a pentathlon, click on the **Pentathlon Scoring** option button.

This will produce a table of the 5 events for each swimmer, followed by the sum of their times, sorted into increasing time order. If the swimmer swam less than 5 events, a 5 minutes is added in to the final score so that these swimmers do not appear to be ranked first by sum of times.

If you wish to score a quadrathlon, the program will add 5 minutes to each swimmer's times as if a fifth event was present but scratched. This does not affect the places.

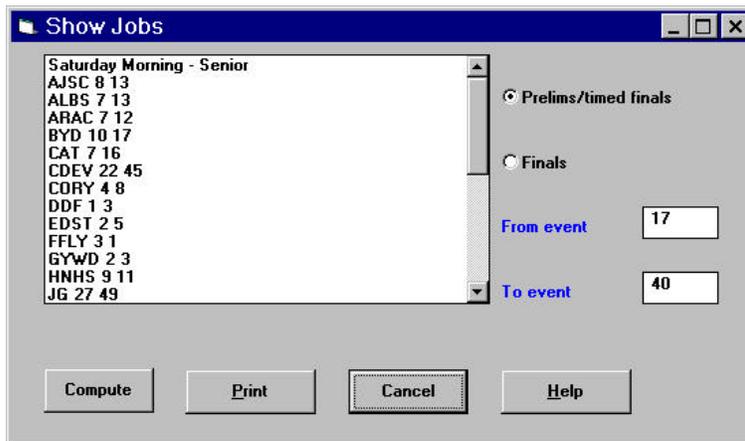
Team Statistics

To find out how many swimmers from each team are entered in a session, to distribute work assignments, select **Stats/Swimmers per Team**. This will bring up the following panel:



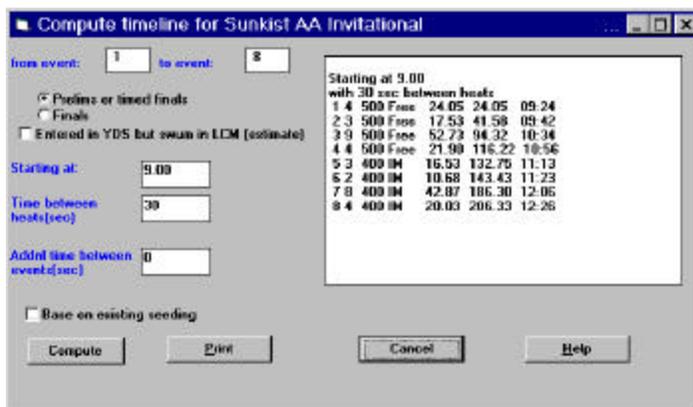
Select the session and click on [Start].

Then, select (*)Prelims/Timed Finals or ()Finals and then click on [Compute]. The number of swimmers and swims per team will be displayed in the list box. To print out a copy, click on [Print].



Timeline

You can compute the time line of any session by selecting the ()Compute Timeline option from the listbox above, or by select **Stats | Timeline** from the menu. Select the session and click on [OK]. This will bring up the time line box:



Enter the starting time as a decimal number *without a colon* and the time between heats in seconds. If there are warmdowns or other delays between events, enter that as well in the next text box. Click on [Compute] and the timeline will be computed and displayed in the listbox to the right. To print out a copy, click on [Print].

When there are whole heats of swimmers having NT seed times, the program picks the middle time of those swimmers who do have a time as their approximate seed time. You should bear in mind that these NT swimmers may swim much slower than this.

To create a time line for a session which does not consist of consecutive events, you should create a file with a .txt extension containing those event numbers: one event per line, and click on **Get Event list from File** to select it.

Meet Manager's Report

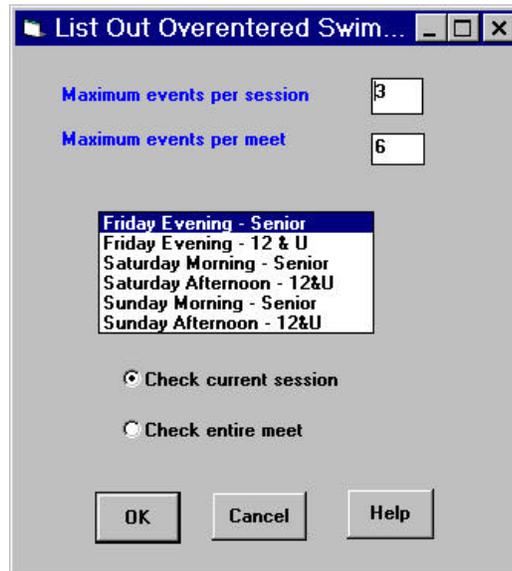
The Meet Manager's report prints out the total number of swimmers, entered, the number swum, the number over cut and the number achieving each USS time standard.

Surcharge Report

This function calculates the total fees received from your team and from other teams for both individual events and relays. It allows you to specify an LSC surcharge for each category so that you can compute how much money you must pay to your LSC out of your meet income. It also allows you to ignore the home team income when computing the LSC surcharge where this is appropriate.

Overentered Swimmers

By selecting **Stats/List Overentered Swimmers** you can obtain a list of swimmers entered in more events than your meet permits.



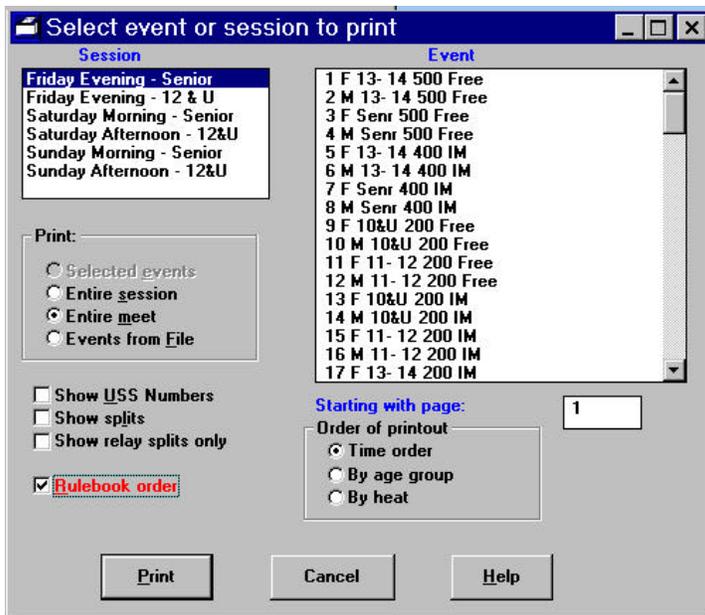
Check each session once after you have done scratches. Check the whole meet after scratching the last session.

40. Printing Final Results

Once you have completed your meet, it is important that you print out complete final results, and send them to each participating club. You can use the **Print/Finals** menu selection to select the final result printout. As before you will get the main panel of the printout module:



Select (*) **Final meet results** and click on the **Print** button. This will bring up the final results selection panel:



To print out in rulebook order (Free, Back, Breast, Fly, IM, Relays) for each age group and sex, click on the **Rulebook order** check box. This box shows up only when you have selected **Entire Meet**.

Customized Results

You can print out separate results by team to send to each team by clicking on the **Final results by teams** option button. If you select **Final results by Team**, the program will bring up a list of all teams. you can select any or all of the teams and print out individualized results by swimmer to send to each club. These results are sorted by age and sex and printed in rulebook order, showing the event number, place, name,

seed time, trial time and final time. If a swimmer does a best time, this is marked as well. Any splits are also printed to the right of the final times.

Distributing Results on Diskette

You can distribute results on diskette for all teams that submitted entries on diskette. To make a master results diskette, select **File | Copy meet files to diskette**. This copies the four *.RC5 files and the MT4 file needed to reconstruct the meet as well as TEAMLIST.DAT and MEET5.ini. *Do not copy the files names RBKUPn.SWM. These are only used for disaster recovery and are not sufficient for your teams' use.* For teams that have submitted entries in SDI (Standard Data Interchange) format you can also put the meet results in SDI format on your results diskette by **File | Export | USS Data Interchg file**.

Once you have made one copy of this diskette, you can use the DISKCOPY function to make extra copies quickly. From a DOS prompt, type

```
DISKCOPY A: A:
```

and the diskette's contents will be read into memory, where you can make as many copies as you like. If your meet is very large, you may need to compress the SDI file using a zip program such as WinZip before putting it on the diskette. You can also copy disks from Windows Explorer.

Zipping Your Final Results

You can also make a single zip file of your entire results by selecting **File | Make Zip File**. The command brings up a file dialog where you can select the destination and name of the zip file. Frequently it is best to copy this to a diskette. This feature makes having a program like WinZip unnecessary, as it is now included in LSA SwimMeet. The zipped file includes the .RC5 files, the meet5.ini file, teamlist.dat and the meet file.

41. Meet Utility Functions

Importing and Exporting Files

The terms *import* and *export* in computer terminology mean to convert a file from one format to another. LSA SwimMeet 5.7 provides a number of useful file conversion and output routines.

Saving a USS Meet Verification File

If you select **File | Export | USS Athlete Verification**, the program asks you for the meet contact name and phone number to store at the head of this file and then stores each team's swimmer's successively in the subset of the standard USS meet format file used for athlete verification. These files have the filename *Meetname.USS*, where *Meetname* is the meet filename. Writing this file takes only 1-2 seconds and the menu then again becomes active.

Exporting a USS Meet Interchange (SDI) File

United States Swimming has redefined the complete results file and entry standard for interchanging data between various vendor's programs. It is often referred to as SDIFv3 for short. You can write these files for the entire meet or for any given team by selecting either a team name or **[X] All Teams** from the dialog box. The output files have the name *Meetname.sd3* for all teams or *Teamname.sd3* for individual teams.

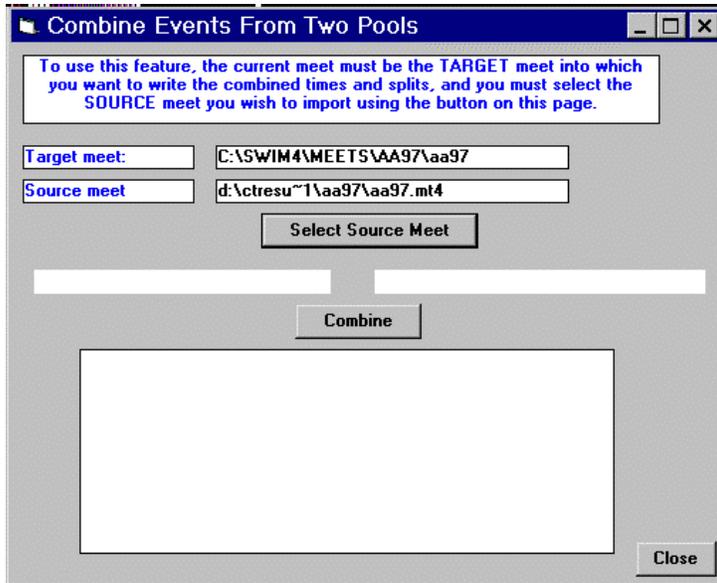
Importing Individual Result Files

When a meet is run at two different facilities, the command **File | Import | Result Files** allows you to read in individual result files from a diskette. The prelims files are saved as RBKUP#.SWM files in the meet folder and must be renamed as RESULT#.SWM before import. Finals files are saved and imported as FINAL#.SWM. These are then merged into the meet database. Any unmatched swimmers are printed out and must be entered manually. This particularly applies to relays which may not be matched. Relay names must always be entered at the final site.

Combining Results from Two Pools with Splits

This works best when the receiving meet files have first been updated by any changes made to swimmer data from the incoming meet files. Otherwise, check after import to make sure that any swimmer or event added to the database at the incoming meet's location, is present correctly in the combined files.

Select **File** and then **Import** and then **Combine Two Pools**. This will bring up a panel where you can select the destination and source meet files:



Click on **Combine** and then on **Close**.

Copying Files to a Diskette

The command **File | Copy meet files to diskette** brings up a panel where you can decide whether to copy the RBKUP files used in the import function above, or whether you want to back up the actual meet database files onto diskette. You should always back up the meet database files in any event.

Changing the Meet Event Order

When it is necessary to change the order in which events are swum, usually because an age group is moved from one session to another, it may be convenient to renumber the events to keep the meet events consecutive in number and in the correct session. You can do this with the command **Entries | Change Event Order**. [If you are instead leaving the event numbers the same you will need to make a text file to match the actual session event order.]

This command brings up a dialog box with two list boxes. The left-hand listbox contains the meet events in the original order. The right hand box is empty. To select events for the new event order, simply double click on each event to move it to the new event order list on the right. You have moved all the events, click on OK to store the meet file.

Once you have changed the meet event order, you will have to redefine the meet sessions, using either **File/Create New Meet** and selecting [**Edit Meet**].

Printing the Team List

You can print out the list of participating clubs, initials and hometowns using the

Print | Participating Clubs command. You have the choice of

- to printer
- to file

- **to clipboard**

The latter two choices are for importing the information into your word processor to print neatly for inclusion with the meet psych sheet and program.

Printing a List of Swimmers

You can print a list of all swimmers in the meet

- Alphabetically **by team**
- **Alphabetically** by swimmer name

by simply clicking on **Print | Swimmers** and selecting one of those two options. Such lists are useful for the Clerk of Course and to include in the printed meet program.

Printing Meet Events

You can print out a list of meet events

- All events to printer
- Paired events to the printer
- Paired events to the clipboard
- Events by session

Just select **Print | Meet events** and select one of the above options. *Paired* means that the meet events alternate by sex, so that one stroke name applies to two successive meet events. Printing them to the clipboard allows you to paste them into your word processor to include a session list in your meet program.

42. Using the Dual Meet Module

The Dual Meet module is designed to work on conjunction with the SwimMeet 5.7 Results module and can now be accessed from within the Results module.. You can enter swimmer's names and ages (or class or grade) for each of two teams. It then allows you to enter swimmers into events as they are swum by sending the swimmer name you select to the specified lane of the results module.

To use DUAL, you must first run Meet 5.7, define the meet events, and select that meet as the current meet.

Specifying Team Names, Initials and Lanes

Select **Teams/Set Initials** from the menu. You can enter the home team name and initials and the visiting team and initials. The home team is recorded for all meets and the visiting team name is recorded only in the directory where that meet is stored. You must do this before you begin entering swimmers, since the team initials are stored with the swimmers.

You can also select the Lane choice for the home team: either even or odd. When you enter a swimmer, the lane number for the home team starts in the first odd (or even) lane and is incremented by two. The complementary lanes are then used by the visiting team and incremented in the same way.

Entering Swimmer Names

To add swimmer names to the home or visiting team list, simply type in the name in the order firstname lastname press Tab and type in the age, grade or class year (this must be an integer) click on **Male**, **Female** or **Relay**, and click on **Add Home** or **Add Visitor**.

The swimmer's name will be added to the home or visitor team list. You can enter the swimmers in any order and can enter them from either team. When you select an event, only those eligible to swim will be displayed and in alphabetical order. If you make a mistake, see Editing Swimmers below.

Editing Swimmers

To edit any swimmer's name, class, sex or team, click on that swimmer's name and then on the **Edit** button. A dialog box will be displayed where you can change any of these attributes. The team initials are in a dropdown listbox which allows you only to select one of the two teams in the dual meet.

Selecting Events

You select events in the Results module by selecting the meet session from the left hand list box and the meet event from the right hand list box. You can either double click on the event or click on it and on the OK button. Then select the dual meet module by choosing **Results | Dual meet**.

The Results module sends a message to the dual meet module so that only those swimmers eligible for that event (by sex and age) are displayed. You can override this when more than one kind of swimmers is in the same heat by changing the **Age** or **Sex**.

Changing the Age or Sex of Swimmers Displayed

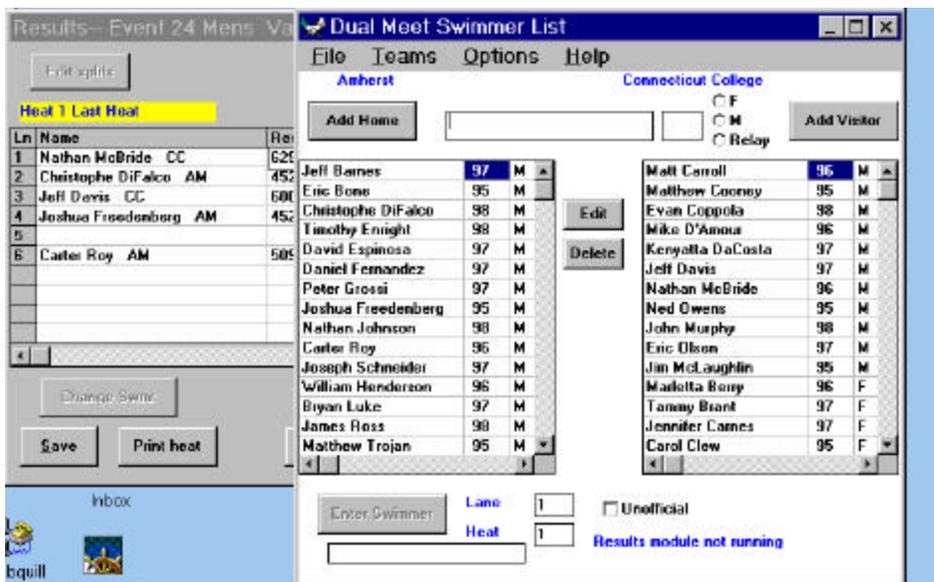
In the event that a heat contains swimmers from both sexes or several age groups, you can change the swimmers who are displayed by selecting **Options/Change Sex** or **Options/Ages**. Clicking on a different **sex** changes the listing to those swimmers. Clicking on **Ages** allows you to enter the age range you wish to display.

Entering Swimmers in Events

This function works by using the Dual Meet module and the Results module at once, so both must be running.

To enter swimmers in a dual meet event, first select that event in the Results module, and display the first heat. This will normally come up blank, showing no swimmers. Then click the Meet 5.7 in the text bar if it is minimised and choose Results | Dual Meet to show the dual meet panel. You should be able to arrange the dual meet panel and event results panel to be open and visible together although they may overlap.

Selecting a new event will cause the list of swimmers in the Dual Meet module to change to those eligible to swim in that event.



Then, on the **Dual Meet** screen, first for one team and then for the other, click on each swimmer who is to be entered. That swimmer's name will appear in the name box at the bottom of the window. Then, be sure that the correct lane is displayed and click on **Enter Swimmer**. The swimmers will be entered in the lanes indicated, and will appear on the Results module screen. The lane numbers will be incremented by 2 so that swimmers will be entered in the odd lanes for one team and in even lanes for the other. If no Results module is running or if the actual heat is not being displayed, an error message will be displayed by the dual meet module.

Unofficial Swimmers

Swimmers who complete in an event for time or exhibition only, but not to score are termed *unofficial swimmers*. These swimmers are listed on final results by time, but do not receive any points for that event. To enter a swimmer unofficially, just click on the **Unofficial** check box *before* clicking on the **Enter Swimmer** button. You can change a swimmer's official/unofficial status, after entering them, by clicking on that swimmer's name in the Results Module and then on the **Change Swmr** button. The list box that pops up in event Results allows you to change the swimmer's unofficial status by clicking on the **Unofficial** check box there. Swimmers entered in heats after heat 1 are always set to unofficial and you must uncheck that box in those heats in Results if you have more than one official heat in an event.

Two Swimmers in the Same Lane

If you accidentally enter two swimmers in the same lane, only the last one will be displayed in the Results module. Click on an empty lane and then on the **Change Swmr** button to bring up the list of all swimmers entered in the event. The missing swimmer will be one of those shown. Click on that swimmer and on OK to move them to the lane you selected. You can also move swimmers between lanes by dragging them.

Creating the Home Team File

While it is reasonable that you enter all the visiting team's names on deck before the meet, it would be helpful if all the home team entries were already typed in. You can create an entry file using the **Team 5.7** program and selecting the current meet. Enter all swimmers, allowing No Times so that everyone is entered. Save the entry files as usual.

Then, create the entry file by **Entries/Make Diskette**. Click on the **Names only** check box so names are stored but without events. Make sure that you keep the destination drive the hard disk drive rather than a diskette drive. Click on OK. This will produce the file **TEAM.ent** where TEAM is the initials for your team.

Run the Meet program and click on **File/Build Meet Database** This will create an entry file with your home team swimmers, but no events associated with them yet. Then, you only need to enter the visiting team names using the **Add Swimmer** button.

Entering Relay Names

When you enter a swimmer, you can select a sex of either Female, Male, or Relay. If you select Relay you should enter a team name, such as **Amherst A**. Assign a different name to each relay on the same team, such as **Amherst B**, etc. You can use the same names for relays of different sexes or age groups: you do not need to create different team names for men and women or different ages.

Moving Swimmers to New Lanes

If you inadvertently enter a swimmer in the wrong lane, but need them in the correct lane in order to receive their time from an automatic timing system, simply click on that swimmer's name and hold down the left mouse button. Then drag that swimmer to the correct lane. If that lane is empty the swimmer's lane will be changed automatically. If that line is occupied, the swimmers will be switched.

43. Getting Connected to the Internet

New PC systems come equipped with Windows 95 or 98, a web browser and a built-in fax-modem. These are the three items you need to connect your computer (and your team) to the Internet.

Windows

Today, all PCs ship with Windows 95, the 1995, or Windows 98 the 1998, 32-bit versions of Windows. (Windows 95 and 98 are essentially the same program. Windows 98 just has more bug fixes.) If you are still using Windows 3.1, there are a number of advantages in upgrading, particularly in the area of printing and newer easier-to-use application programs. Windows 95 will run on a PC with 8 megabytes of RAM (memory) but realistically, for reasonable performance, you should take advantage of falling memory prices and equip your computer with at least 16-32 megabytes of memory. Windows 3.1 also has Y2K problems and Microsoft is not supporting that program for the future..

Web Browsers

The two leading web browsers are Netscape Navigator and Microsoft Internet Explorer. They are both very solid products and very inexpensive to acquire and use. Microsoft allows you to download Explorer 4.0, or later versions, from its Internet web site for free. Netscape Navigator is now also free and is available in computer stores as well as being downloadable for Netscape's web site. Most new computer systems will come with one or the other installed or some other web browser which will allow you to connect to the Internet to download one of these browsers. If you want to use the more powerful features of the web, be sure to obtain one of these and do not be satisfied with the imitators. Newer versions of AOL subscriptions contain the Microsoft Internet Explorer program with an AOL interface overlaid. This AOL interface can cause some problems when downloading large files from the Internet. We strongly recommend using Netscape Navigator.

Modems

While most PCs these days come with a built-in fax-modem, yours may not be that new. If it is not at least a Pentium-90 with 16 Mbytes of memory, consider buying a whole new computer system rather than trying expensive upgrades of what you have. You can buy internal fax modems such as the US Robotics Sportster for about \$150 as an internal card and about \$225 as an external box which you connect to your computer's serial port. The internal card is obviously preferable.

We refer to this as a "fax modem" because it also can send and receive faxes from word processors and into computer files as well as communicating with the Internet. Obviously it can't scan plain paper copies, but if you have written a letter with a word processor, you can fax it with this equipment.

Cable Modems

In some parts of the US and Canada, cable TV companies are now offering inexpensive, fast, Internet connections for a modest fee of \$30-40/month. Typically, the transfer rates are 5-50 times faster, depending on congestion on your cable trunk line, and there is no phone to dial up: you are always connected.

Connecting to the Internet

Many people install a second telephone line for their computer so that you don't tie up your home (or team office's) only telephone line. You should be able to connect your computer modem to the telephone line using standard phone cables that are provided with the modem. They also provide a connection from the modem to a telephone as well.

There are two kinds of internet service that you will need:

- an Internet service provider to dial into, and
- a provider that provides a place to store (host) your team's web page.

While these may be the same service in some cases, they usually are not.

Internet Service Providers

An *Internet Service Provider* is a business that provides you with a telephone number (and it must be a local call) that you can dial with your modem and connect to the Internet. This means that you can run your web browser and view web pages anywhere in the world. They usually also provide you with an E-mail address so you can send and receive electronic mail. The commercial services such as America Online provide these services as part of their package, but they have often proved to be slow and unreliable. Typically, Internet service providers are companies which give you unlimited connection to the Internet for a flat fee, currently the going rate is \$19.95 a month. Many of the companies in this business are local concerns, and you would do well to check for local providers, since they will certainly have toll-free local phone numbers. Some of the larger companies in this business include AT&T Worldnet and (in Connecticut) SNET, Netcom and IBM Internet Connection. Netcom is in the process of being acquired by Mindspring, Inc. another large provider. Be sure to find out exactly what services they are providing and not providing. You want to make sure that unlimited hours and both Internet access and E-mail are included. Ideally, they should provide you with a place for your team's web page as well. However, few of these companies provide this service for free, and some of their charges are geared more towards commercial businesses than local non-profit groups like swim teams.

Web Page Hosts

A company that hosts web pages is providing you with disk space for the files that make up your teams web page(s) and an internet address like

`http://www.turkey.net.com/ourteam`

where anyone can access your web page. Sometime, if there is such a provider in your home town, you may be able to convince them that a nonprofit organization like yours should get a free account. More likely, there will be a cost involved. There are now an increasing number of services that will provide a free web page in return for cluttering your page with advertising. You have to decide your pain threshold on these.

You can find advertisements in the back of any computer magazine. Costs for a web site (which need *not* be located locally) are \$20-\$30 a month. Be sure to find out what their maximum amount of data to be transferred per month includes, and whether Front Page extensions are included. Make sure that you find out how busy their site is by checking it during prime home user time: 8-10 pm.

Microsoft Front Page

One of the most popular tools for creating web pages is Microsoft Front Page. In addition to allowing you to create pages visually and insert hyperlinks between pages, it keeps track of these links when you move pages between folders, so that they remain correct. This is a very powerful features.

Putting Your Page on the Web

In order to give others access to your web pages, you must put them “on the web.” This means that you must make some arrangement with an Internet provider who make space available on his servers for your web page(s). This may or may not be the same provider that you use for your Internet access. For example, you might be dialing in to a provider such as Netcom or Worldnet to get your mail and access to the Internet, but using a different provider to host your web pages.

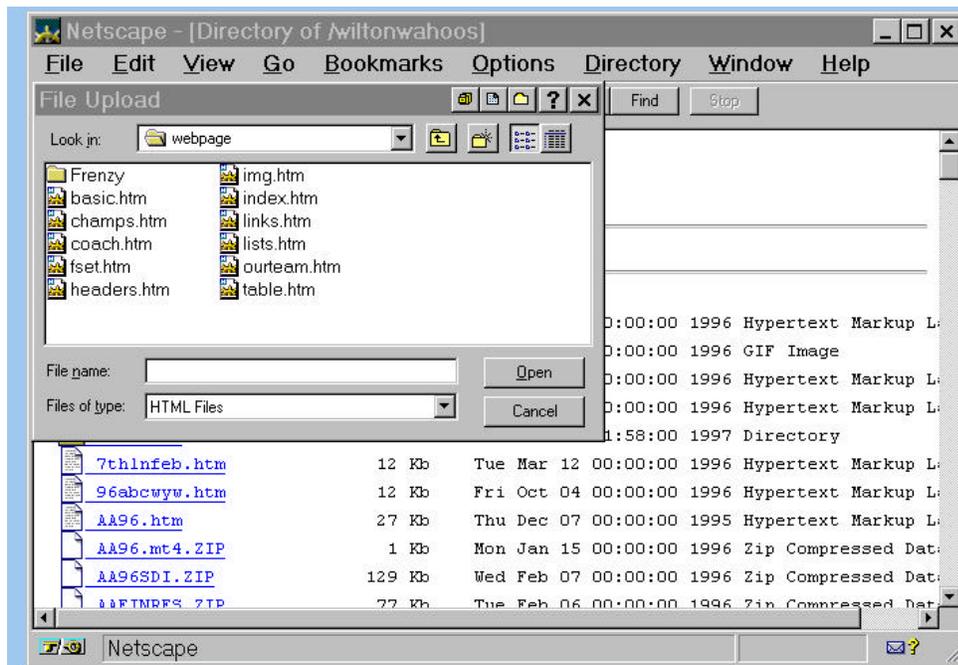
The web server provider will give you the filename and internet address where you can put your web page. Typically, your home page is named default.html and if the provider is named “turkeynet.com” then your web page address might be something like

`http://www.turkeynet.com/ourteam/`

You can transfer the page to that address by signing on to your internet provider and accessing the address your provider gave you using the ftp command or the ftp feature of your browser. For example in Netscape Navigator, if you type in the address:

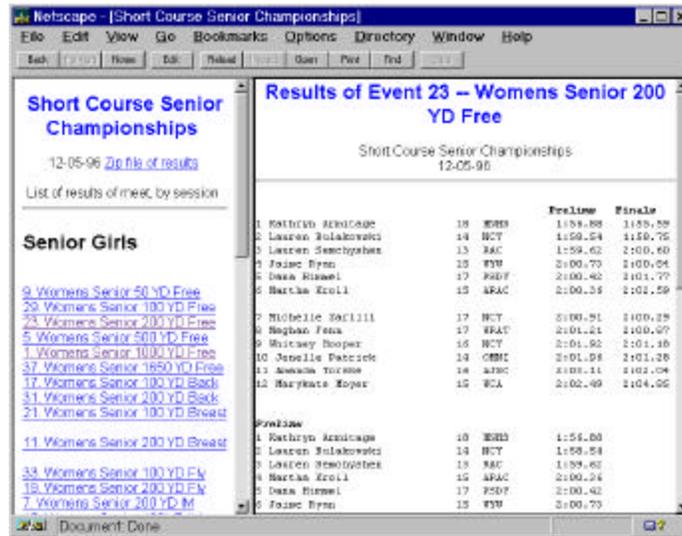
`ftp://userid.password@ftp.turkeynet.com/ourteam`

you can use the File/Upload menu item to transfer your web page to the webpage server. This is illustrated below:

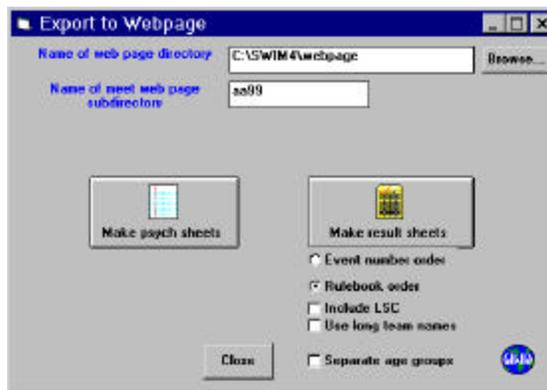


44. Putting Meet Entries and Results on Your Web Site

LSA SwimMeet 5.7 can automatically generate web pages of team entries and results of any swim meet you run. In addition, it can import data in SDI format from other vendor's meets and create web page results of that as well. A typical web page result is show below:



These results consist of a web page named **fset.htm** which is a small document describing the two documents inside the two frames. To generate a web page of the current meet, click on the **Webpage** button on the Meet5.7 screen or choose **Stats | Web page**. A panel describing the pages will appear:



The upper text field is the location of your current master web page folder, usually **c:\swim4\webpage**. This process will create a new folder in that webpage folder containing little web pages for each of the events in the meet, and a master index web page containing links to them, which is shown in the left frame above. The name of the folder where these files are to be created is indicated in the second text field, and is usually the same as the meet filename.

You can create either the heat sheet to post for teams before the meet, or the final results to post after the meet by clicking on the **Make psych sheets** button or the **Make result sheets** button. This generates the complete set of event file pages of events or results in the directory you specify. Then you can add a link to these results on your team's web page and upload the entire set of results to an equivalent web page directory on your server.

In the example page above, we show the results for a meet called "aa96." You should create a line on your team's home page which says something like

View results of the aa99 Meet

Then, in your word processor or web page builder, sweep over that line of text with the mouse to highlight it and then click on the web link button (usually a pair of chain links). Type in the filename **aa99/fset.htm** for the heat sheets, or **aa99/frset.htm** for the results, into the link dialog box that pops up, or find and link to that **fset.htm** or **frset.htm** file using the Browse button.

A good way to represent these data on your web page is in a table

Meet Invitation	Meet entry file	Psych sheets	Results
AA99 Invitational	aa99.mt4	Heat sheets	Results

actual links:

(aa99inv.htm)	(aa99.mt4)	(aa99/fset.htm)	(aa99/frset.htm)
---------------	------------	-----------------	------------------

Web Browsers that do not Support Frames

Some older 16-bit web browsers, including the default browser provided by AOL do not support frames like those shown above. Newer browsers including AOL's do support these frame pages. SwimMeet also generates plain index files that simply list the events on a plain web page. To use these, link to **index.htm** for the heat sheets and **rindex.htm** for the results.

Putting Scores on Your Web Site

If you bring up the Scoring module, by selecting **Stats | Scores**, you can select the menu item **Web page | Make webpage scores**. This will generate files called **teamscore.htm** and **indivscore.htm** containing the table-formatted scores for each age group and sex in your meet. You might even find that these files provide a convenient way to print all scores on one page to include in your printed final results. Normally each score is printed on a separate page by Meet 5.7.

Uploading Files to Your Web Server

While you probably will keep most of your main team information all in a single folder on your web server, you *should* keep your meet entries and results in separate directories under that directory. This is particularly important, because the results files all have the same names: **results1.htm...results126.htm**, for example. Unfortunately, some versions of Netscape do not allow you to *create* new directories on your server. It does allow you to draw an entire set of files from the Windows Explorer onto the Netscape screen and upload them all at once.

We recommend obtaining a copy of WS_FTP, an inexpensive program for transferring files to your web site, creating directories and the like. You will find a complete description at

http://www.ipswitch.com/Products/WS_FTP/index.html

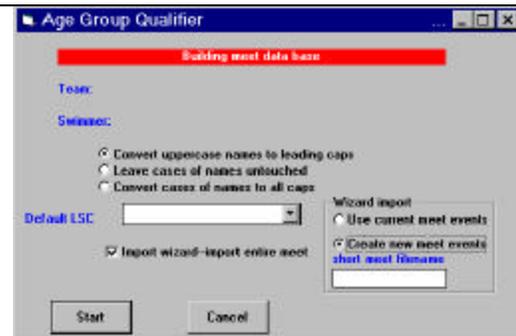
45. Using the SDI File Import Wizard

The SDI File Import Wizard is a simple program function that allows you to import a Standard Data Interchange (SDI) file into LSA SwimMeet format, so you can use its elegant Windows printing and web page features. You can import a meet entry SDI file to print out better meet psych sheets and you can import results SDI files into the program to print out elegant, professional-looking results. You can even take your meet results (and entries) and put them on a web site for your attending teams to view.

The Import Wizard is now part of LSA SwimMeet 5.7 and is simpler than ever to use.

1. Using that other swim software, create an export file in SDI format. For H*T*k users, use Commlink© to generate this file, which is usually named *cfile01.cl2*

2. To start importing an SDI file, start SwimMeet 5.7 and select **File | Build meet database**.
3. Click on the **Import wizard-import entire meet** checkbox.
4. Enter a short meet name (preferably 8 letters or less). This will also be the name of the folder in **c:\swim4\meets** where the new meet files the program generates, will be saved.
5. The CommLink file should also be stored in that directory before importing it.



Importing Using Defined Event Order

If the meet you are importing has event numbers (not all meet programs use such numbers), then they will be assigned automatically. However, to assure that the events are in the order they were originally swum,

1. Create a meet with the correct event order (cut-off times are not required.)
2. Copy the SDI or CL2 file into the same folder as the meet file.
3. Select that meet in Meet 5.7
4. Begin importing by selecting **File | Build meet database | Import wizard**. This will use the meet event numbers you assigned for each meet event.

Once Imported

You can now: Make web page results, Print elegant final results or custom results for just your team, and Print heat sheets.

By making text files, you can even score various categories of the meet to help analyse the data.

46. DBSwim Version 1.2

Introduction

LSA dbSwim is a Windows-95 program that allows you to build a complete database of all the swimmers, meets and results in an entire league such as a USA Swimming Local Swimming Committee (LSC) or a high school or college league. You start by importing the USS LSC registration database and update it from time to time, as new swimmers are registered. If you do not have access to such a database, or if your swimming organization is not part of United States Swimming, you can also configure dbSwim to add new swimmers from meet results or manually.

You can then use dbSwim to

- Import meet results in SDI, HyTek CommLink or LSA SwimMeet format.
- Check for unregistered swimmers
- Print out the top times in any event and age group
- Create "Top 25" web pages for any combination of swimmer events.
- Create web pages of the current team names and the swimmers they currently have currently registered.

Since the database is a standard Microsoft Access-95 database, you can also use Access or Crystal Reports to create any kind of custom reports you like.

DbSwim Documentation

DbSwim is provided free of charge on the LSA Millenium CD. The complete documentation is on the CDROM in the \documents directory as a PDF file, which you can read and print with Adobe Acrobat.

47. File Formats

Times and Dates

All times are stored in the form minutes x 100 plus seconds, so 123.45 means 1:23.45. Dates in Meet 5.7 are stored in the form **yymmdd**, where July 8, 1975 is stored as 750708. Dates in Team 6.6 are stored as a 32-bit MS Variant Date format.

MT4 files for Meet 5.x

The meet description file contains the meet name, date, course and a list of events with cutoff times. The total number of events is determined by simply counting the events as they are read in until an end-of-file is detected. The file header consists of eight lines

```
Swim 4.0
meet name
meet location
meet date
course (YDS, LCM or SCM)
Sessions: n (n is the number of session)
Session1 name
Last event number in session (space) (N,F,M)
```

Then each successive event is listed in the form

```
event number
sex (M or F)
miniumum age (0 for '& under')
maximum age (25 max and 0 min means seniors, 10 min and 25 max means 10& over)
stroke (uppercase FREE FLY BREAST BACK IM RELAY or MED. RELAY)
slowest cutoff
fastest cutoff
```

MT6 files Used by Team 6.6 and Meet 5.7

This is a text file in standard Windows ini-file format. It consists of the following records at present:

```
[Meet]
Name=Poland Spring AA Invitational
Date=01-30-1998
Location=Wilton Family Y
SeedCourse=YDS
EventCount= 108
MeetType=AgeGroup
Numsessions= 6
```

```

[Event 1]
Sex=F
Distance= 500
Stroke=Free
Minage= 13
Maxage= 14
Finals=false
Name=1
AgeClass=AgeGroup
SlowCut YDS= 538.29
FastCut YDS= 0
SlowCut LCM= 0
FastCut LCM= 0
SlowCut SCM= 0
FastCut SCM= 0

```

Standard Data Interchange Files (SDI)

The latest version of SDI, version 3, is defined on the USS web site. A copy of this definition is included on your CD-ROM. Basically, this is a text file where each line is 160 characters plus a cr (carriage return) and lf, and the first two characters of each line define the record type. The main types are:

- A0 - starting record
- B1 - meet record
- C1 - Team ID record
- C2 - Team entry record
- D0 - Swimmer entry and result record (one per event)
- D3 - Record with new USS ID and Preferred name.
- D1 - Swimmer address
- D2 - Parents address info
- E0- Relay events
- F0 - Relay names
- G0 - Splits - up to 10 per record
- Z0 - Last record (must only be one Z0 record per file)

.TXT files

These ASCII files can be made using a simple word processor, even the EDIT file command in DOS. They can also be produced in most more sophisticated word processors such as MS Word as long as when complete it you use Save As and choose Simple Text file for the format.

They are used in Meet5.x

Sample text file contents for Time Lines

Perhaps your event number list does not coincide with the actual order in which events will be swum because the age groups have been split into two sessions.

Such a file would contain only those event numbers (one number per line) which would appear in one of those sessions and could be accessed to determine a time line for that session.

1
2
5
6
9
10
13
14

Do ***not*** type the Enter Key after the last number, but select **Save As** to name and save as a simple text file ending in **.txt**

Sample file contents: team divisions scoring

This file can be used for scoring by team division.

ANCD
BCST
ABST
WEST
DEST
ASC

Again do ***not*** type the Enter Key after the last team name, but select **Save As** to name and save as a simple text file ending in **.txt**

AGEGRPS.DAT

A simple text file used to print results (with scoring) in age groupings when the Events are coded as Senior. This can be for the usual USS age groups or any groupings you choose, or for Masters age groups up to any age

0,8,
9,10,
11,12
13,14
15,16
17,18

Important -Do ***not*** type an Enter key after the last age, simply choose **Save As** and give the file any name you wish of no more than 8 letters or numbers, ending in **.txt**

Such a file can be used to print results in age groups when events are for Senior categories.

The Team 6.6 Database

Team 6.6 consists of an Access-95 database. You can read it and modify and save it with either Access 95 or 97. However, if you save it with Access97 , it may not be readable with Access 95. Team 6.6 will read it correctly in any case.

Team 6.6 consists of tables including Parents, Kids, Meets, SwimEvents and relations between them. You can generate your own queries using Access's Query By Example interface.

The Team6.6 Time Standard Databases

The database files are standard Access-95 database files comprising tables of time standards. The file names all start with the letters "Times" and end ".mdb"

48. Trouble Shooting - FAQ's

Before you call us, take a look at these common problems and solutions. If you haven't run through the tutorials, why not try that as well? An updated list of Q&A is provided on our web site: <http://www.labsoftware.com>

General FAQ's

I get the message "Can't copy file..." while trying to install the program.

This probably means your disk is full. LSA SwimMeet and SwimTeam occupy about 1 megabyte of disk space, in the c:\swim4 directory and installs another 500 Kb of files in the c:\windows\system directory.

This could also mean that there is a file of that name already and that it is write protected. Use Windows File Manager/Explorer to find and remove it. If it is write protected you may need to amend the existing file's properties first (Left click on the file name in Explorer to access the Properties)

Location of Databases and Folders

Databases (swimteam.mdb) can be in any folder you choose, in any hard drives. Meet folders can be on the D:\ drive for use in Team 6.6 BUT for Meet 5.7 the meet folders need to be in C:\ drive.

MT4 or MT6?

Starting in the year 2000, you must use MT6 meet files to represent the new century correctly.

How Are the Different Files Used?

The .mt4 and .mt6 files just define the events. The preliminary entries are stored in files called squadname.ini. The final entries are stored in an .sd3 file. Each team entry in Meet5.7 has a separate .SD3 file named as the two letter LSC followed by the team initials. If you have a problem with a specific team entry, as a last resort, you can delete their .sd3 file and redo the entry (plus rebuild the database) without effecting the other team entries.

What does the message "...you have a sharing violation..." mean?

If you try to copy or zip files that are already in use by another program (including Meet5.7) the files will be held so that you cannot access them. Check the Windows tasklist and close all modules associated with Meet5.7 such as Printouts, Results, Awards, Timeline. Then try to copy or zip again.

What size laser Printing Labels can I use?

Avery 5160 (3X10) labels can now be used in both Team 6.6 and Meet 5.7. If you set up 6 lines/label the program assumes there are 10 labels per column. Remember to print relays separately from individual events because they are usually awarded to less places. If names are put into the relays, awards will print with one relay team member's name per label.

Swim Meet FAQ's

I get the error message "Invalid Property Array value"

In Meet 5.x, this usually comes from your not having set the font names and sizes correctly for your printer before printing. You should run **Setup/Printers** and select the **Fonts** button. Be sure that you have selected a font for each of the Header, Subhead and Page fonts. Then exit from setup. Re-enter this setup to select a label printer and label font type.

If you are sure you have selected fonts, try selecting them again: there may still be vestigial program problems related to selecting a command that normally prints out data, but clears the fonts if you say no to printing.

What does the message "A copy of SwimMeet is already running" mean?

There may be a copy running minimized. If you are running Windows 3.1, click on Ctrl/Esc to bring up the task list to see. If there is one, you should be able to click on it to bring it to the surface. If this does not work, bring up the task list again, and click on "Close" to end the process. Then you can start a new copy. If you are running Windows 95, you should find SwimMeet running on the task bar. If you don't, press **Ctrl-Alt-Del** all together (but only *once*) and the task list will come up. You can terminate the hidden version of SwimMeet by clicking on it and clicking on "End Task."

*How do I import meet entry files from H*T*k software?*

These files must have been exported using their CommLink® software into a Standard Data Interchange (SDI) format. While the latest version of CommLink® will make an SDIF version 3 file called `uss-hy.sd3` many operators neglect to go this extra step. The files can be renamed, but most operators simply accept the default filename: `cfile01.cl2`. Place the diskette containing this entry in your **a:** diskette drive, and from the **Meet Entries | Enter Team Data** screen, select the **File** menu item and select **Import USS SDI file**. This brings up a file menu where you can select a file on any drive or directory. Select the **a** drive and the file names `cfile01.cl2`. (or `uss-hy.sd3`) This will import the file and make a standard team entry file from it("lsc"team".sd3).. You can then select that team from the **File** menu and examine, edit and print it out as usual.

The team contact data is usually not shown correctly in their file and so you must amend it after importing. Select that team in the **Meet Entries/Enter Team Data/File/existing team entry** menu and type the required information in the form, then choose **Edit Events**, and then you may **Save** the team file.

Print a copy of the entry to make sure that the team submitted the correct entry fees. You can also copy this file directly into your meet directory and convert it there. Be careful not to overwrite one file with one from another team, since many teams do not bother to rename the files to have unique names.

If any events were incorrectly specified in their program (for example: age 18/under instead of age 15-18) a simple text file called `ERROR.LOG` will be produced showing the swimmers name, events and time. You may print or read that file in a word processor by finding it in your meet folder in `C:\swim4\meets`. Any such events will need to be manually added to the affected swimmers. You should look for this file after each import as successive imports will overwrite it.

What if a swimmer swims in a different lane?

You can just drag their name to the new lane with the mouse. If they swim in the wrong heat, you can select the empty lane in that heat and click on **Change Swimmer** to move them to the new lane.

Note: In USS rules, the swimmer is not penalized for this mistake, it is the *Head Timer's* responsibility to see that a swimmer is in the correct heat and lane.

How do I distribute results on disk?

Select **File | Copy meet files to diskette** and insert a blank/formatted diskette in a:drive . This will copy the RC5 files, the MT4.6 files, the Teamlist.dat file and the Meet5.ini file.

Select **File | Export | USS Data Interchange File** and fill in the team address information, and click on **OK**. This will create the file *meetname.sdf*, of one name *cfile01.cl2*, in the meet directory of your hard disk. Copy this file onto the disk as well.

This disk then contains all the files necessary for the user of any software package to import the data into their team records.

If you are distributing the results data by email attachment or through the Internet we suggest “zipping” the files together for convenience. You can do this with **File | Make zip file**.

How do I put my meet results on the World Wide Web?

Just click on the **Web Page** button. This creates a complete set of web pages for each event, an index and a frameset document. You can then upload these to your team's web site as described in the manual.

How do I correct for missed pads when electronic timing is used?

In the results module, select any lane marked with a < mark to the right of the times. This means that there is a difference of 0.3 seconds or more between the button and pad times. If, after consulting the watch times, you are sure that the pad time is incorrect but the button time is confirmed, highlight the incorrect pad time and click on **Correct Times**. This will suggest the correction based on the average of the differences in the other lanes, and conforming to USA Swimming and NCAA rules. ***This feature is unique to LSA SwimMeet.***

If, after inspection, you determine that both the pad time and button time are incorrect you can type the middle, or average, watch time for each lane into the backup time column. You may then highlight the incorrect pad time and click on **Correct Times** to suggest the correction based on the average difference, conforming to USS rules. See also the **Help** html file **Practical Considerations** for a fuller explanation. If the automatic timing system starts late and a whole heat's times are all (equally) wrong, you can also use the **heatmalf.exe** program supplied with our help files to calculate the times, adjusted per USA Swimming Rules.

How do I include nonscoring events

In the scoring module, you can select the **Nonscoring** option and select any events that are not to score. They will not be added into the team or individual scores.

Timeline

You DO NOT have to seed the events to get a timeline. You can use a text file to seed a portion of a session in that event order. See file formats for the file should be setup.

I am worried that problems at the meet will delay my getting out the seeding sheets.

A lot of people pre-seed the first two events (girls and boys) just to give more time to get things done. If the meet has time to print the seeding in good time, they are not used, but if there are delays then they are used. Depends on the number of entries in the first events how many events to pre-seed. Generally estimate about 15 - 20 minutes worth of swimming to pre-seed, just in case of problems. Don't seed and print too many events at once because the program prints the seeding sheets first and then prints out all the timer sheets. You can't get any more seeding out until the timer's sheets are all printed, which can take a while.

How do I get Webpage Results

To get webpage results choose **rulebook order** or **event order**. The option "**Separate Age Groups**" feature is for masters meets and others where several ages swim together but score/place separately. It depends on there being a file called **agegrps.dat** in your meet directory with the ages you want listed: minage,maxage one pair per line.

In Special Seeding, why does the seeding come up with empty heats?

Make sure you have selected the correct category of either "Timed Finals" or "Finals/Prelims" for the event you want to seed.

Scratches

When scratching **by Team**, you need to be careful not to scratch swimmers from events with results already in them. The events show up in the order entered which isn't necessarily the same as the order of events. It is a good idea to have someone double check as you scratch swimmers.

How do I know what I have already Seeded

The number of the last seeded event shows up in the small box between the session and events boxes. If you seed in order, this will help you to know what has been seeded.

How do I Print Out Timing Sheets?

You MUST print seeding in order to print timing sheets. Once you have seeded, you only want to Reprint the seeding. When you print several events at a time, the timer sheets are collated by lane but don't do too many events at once because it may take too long to get all the lanes printed out and you're stuck waiting for those last lanes to print out.

I can't see any names in the listbox in Changes

When using **Changes|Swimmer** you have to double click on the team name (not the team and then Find) to see the list of swimmers for the team. Then when you highlight a swimmer, **Find** will display the swimmer details. If you go to **Changes/Swimmer** and select "**By Name**" the list box may look blank. You have to scroll down it to see the list of swimmers.

When I type a time in the Results Module it does not stay

You should always use tab, enter key, or an arrow to leave a square. These can all fix the entered time in a lane. If you change a time in a lane and then mouse click on a different lane, the time reverts back to the original time.

How do I Handle a Swimmer swimming in the Wrong Event

This can happen when a swimmer misses her event and is allowed to swim with a later event or if the Referee combines an event into another "on-the-run". You can still get the Colorado times and splits into your results.

There are two ways to handle this:

1. Enter the swimmer into the event number that he will actually be swimming with, using **Changes | Swimmers**. If the kid's **age** or **sex** is wrong for that event, just change it so that it will match the "wrong" event so that you can add the swimmer.

Exit **Changes** (don't leave it open). Go to the event the swimmer swam in. Choose the heat and highlight the lane for that swimmer, use the **Change Swmr** button to input the swimmer that was added. **Save** the event, then go back to **Changes | Swimmer** and change the sex or age if needed, then change the event number to the right one!

Finally print out results for that event and the kid's time will print out correctly in with the rest of the swimmers in the event.

2. In Results, choose **Split heat** in the heat or event that the swimmer should have swum in.

Using the **Change Swmr** buttons or by mouse-dragging, ensure that the other swimmers in the "split" heat are in the correct lanes and heat. In the now empty extra heat, highlight the lane the swimmer swam in, and use the **Change Swmr** button to enter the swimmer in that lane.

Pull the timing system times over by clicking **GetRc** and then **Race #** and entering the timing system's race number. Click **SaveSplits** and ignore any extra times in other lanes. They will disappear. If the swimmer you need to enter times for, is already alone in an event, you can simply make sure that they are located in the right lane before getting the race from the timing system

How do I add a swimmer to a heat after getting the race?

If you add a swimmer to a heat after getting the race, you have to get the race again from the timing system to make the **Next Heat /Prev Heat** buttons available. **Correct** for any missed pads before DQ's and Scratches. This is because the correction calculation uses all available lanes for the differential calculation and will overwrite the DQ's.

How do I print scores all on one page?

When you print the combined score, it will print on one page for each category (age or sex). One way around this is to print the scores to web pages. They end up on a single page. Then print that web page.

Another way is to set your printer to print to file. Then go to your word processor (eg Microsoft Word) and Import the files in order into that page. You will probably find that each file has an End of Page break but you can replace these as column breaks instead and then by choosing the right number of

columns the scores will line up nicely on a page. This gives you the opportunity to change any headings you don't like too.

How do I handle Diving Events?

When making the meet description files **.MT4,6** choose **Diving** in the stroke box. You can type in the Distance edit box a **1** (one) or a **3** (three) and the event will print out as **1M** or **3M** diving, ie, as a one meter or three meter diving event.

You still need to **seed** both prelims (and finals) before typing in any diving scores or the divers names will not appear in the event.

You must also make sure that the scoring points have been entered in **Setup | meet parameters** or else the results of Diving Finals will not print out.

Results of diving in both "prelims" and "finals" are printed in largest to smallest order, so that the diver who has the highest score is in first place.

Swim Team 6.6 Pro FAQ's

How do I make sure that the entry fee total includes only those swimmers who actually competed?

You have two alternatives: either include all swimmers with no events in each team's entry file as "relay only," or include none of them. You can select one of these options when you print out the entry sheet.

Can I make an entry disk that users of H*T*k software can read?

Yes, this is done automatically by the Team program when you click on the **make entry disk** button. LSA format, USS SDI, and Hytek CommLink® format entry files are produced. Other meet programs should be able to read either the pseudo Commlink entry file we make or the USS sdif v3 entry file, or both. The latter .SD3 file may be the better bet, but Team6.6 puts both files and the older LSA entry format file "team".ENT on a floppy disk by choosing **Finalize entry... | make entry disk**.

Tell other teams using HyTek that to import the sdif v3 file (*.sd3) they need to go to Commlink / **I**(import) /(type the drive path for the file to import eg a:)/**F2**(for SDIF file) and the file should show up in the box.

The routine goes thru' some arcane HyTek verification routine and unfortunately does not usually say what, if anything, is wrong should there be a problem when importing. It could be as simple as the name is not what is expected. If it does not satisfy that routine then they should try importing the cfile01.cl2 file.

What is the difference between USS SDIF files and Commlink CL2 files?

The major difference in the two files is that the **.sd3** file contains a D3 record (ie an extra line per swimmer) which contains the new USA Swimming registration number (14 digit) defined from September 1998. The cfile01.cl2 does not contain the D3 record but does still contain the date of birth. Those teams using HyTek who do not have the latest version of Commlink must have the cfile01.cl2 to be able to import the entries or results in their old Commlink program.

My three meet entry files won't fit on a single floppy

If the entry files are very large you can zip them together (make it self-extracting as HyTek users generally only have pkzip which is a 16 digit DOS program and not compatible with winzip) and give each HyTek user that self-extracting zip. Even though it is an extra step the zipping saves time because it is then a much smaller file and will fit on one disk. The three entry files are saved in your meet folder on your hard drive, as well as on the floppy when you make an entry disk.

How do I enter relay-only swimmers?

This is done during entries using the Entry Wizard. When you get to the relay page, you can select any swimmer who has no events and designate them as "relay only." If you do not, they will not be entered or charged for their entry.

How do I make sure that swimmers are not billed for meets as "relay only" where they did not compete.

When you bill the swimmers you can select "bill swimmers with no events as relay only" or not.

I removed a meet folder using Explorer and now I can't open my program.

Delete the file Bills6.ini in your Swim4 directory. This is where the previously opened file is remembered.

I get an error message "Run-time error 76"

This error usually refers to a path statement that is no longer valid, usually as a result of files being moved around in Explorer. Delete the file Bills6.ini in your Swim4 directory. This is where the previously opened file is remembered.

When I use Create or Edit meets, my changes do not "stick", what am I doing wrong?

When working with meets, use this order: Select the database. Select **Meets/Create or Edit File/Open** meet and go on from there. If you do not select the meet every time you work on the meet, the edited file may be saved in the main Windows folders instead of the meet folder. Then when you go back to the meet later, none of the changes you made seem to be there. Since the meet info may stay in the memory and show up on the screen, be sure to select the meet even if the one that you want appears on the screen.

If you think you made changes and don't see them, go to **Windows Explorer/ Tools/ Find/ Files or folders** and search for ***.mt4** and /or ***. mt6** on your hard drives. If there are **.mt4** or **.mt6** files under the Windows folder or any other incorrect folder, it is because you are NOT selecting the meet every time.

What does Kidname = family mean?

This is used when the swimmer is the responsible family member (e.g. College or Masters swimmers), not when the swimmer just has the same last name.

In entry Step 4, the swimmer list box is blank.

When you first go into the entry screen on step 4, the swimmer list box may be blank. You then have to click "**show all squad members**" to see any swimmers for a squad.

My entry disk did not contain all my squads.

Make sure you select ALL squads with any entries in it when making the final entry disk. When the entry "lsc""team".sd3 or cfile01.cl2 file is created, only the selected squads will be included, even if another squad.ini file was created earlier.

How can I find out if I have entered a swimmer in too many events?

You cannot check your entries for maximum events in Team 6.6. However you can select the meet in Meet 5.7 with just your team's entries, build the database and check for entries over the limit within Meet 5.7 by using: Stats | List Over-entered Swimmers. You can also just count them on the entry sheet printout

