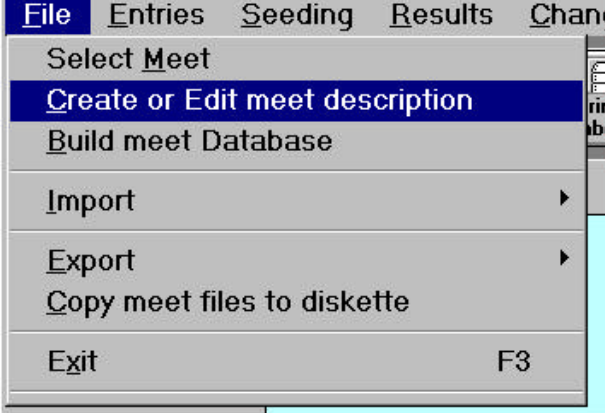# 1.   A Tutorial on LSA SwimMeet

Thank you for selecting LSA SwimMeet. This simple tutorial shows you how to use the program to run a swim meet. If you aren't familiar with LSA SwimMeet, you should run through this tutorial. It takes only about 30 minutes to complete and it will answer most of your startup questions by example. The tutorial will take you through all the steps of creating a meet, entering swimmers, printing out a program and entering results in just a few steps. Then you need consult the rest of the manual for only for more elaborate details: you'll be off and running.

We'll assume that you are the meet manager and entry chairman for a forthcoming meet and you don't have a lot of time to waste. So let's get going.

	Step 1. ***Start LSA SwimMeet*** If you are running Windows 95, click on the Start button and then on **Programs** and look for LSA Swim Programs. If you are running Windows 3.1, find the *LSA Swim Programs 5.7* program group window, and double click on the icon labeled "Meet 5.7." This should bring up the main LSA SwimMeet window:
	Step 2. Create a Description of the meet we are running.
	Click on **File** and on **Create or Edit Meet Description**

This will bring up a dialog where you can define the meet you are running.

Note that you must select **File/Open** or **File/New** before working with a meet. Until you do that you won't be able to type in any of the fields. We are going to create a new meet so we will select **File/New.**

This will allow you to type in a meet filename and description.

Type in a filename. This name must be 1-8 characters and may not contain spaces or dots. (If it is not a legal name, the program will tell you when you click OK.)

Type in any meet description you like, and any meet location you like. The meet date defaults to the current date, but you can change it to any date you like, either by typing in a date or incrementing the date a day at a time by clicking on the little up-arrow.

Select the course and whether events are timed finals or prelims/finals and click on OK.

If the filename is legal, the next screen will be shown. If not, type one in made up only of letters and numbers and try again.
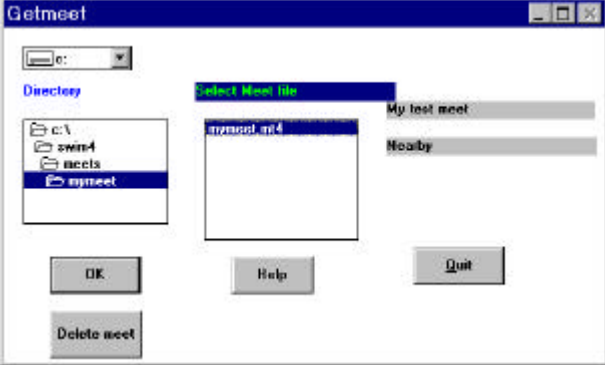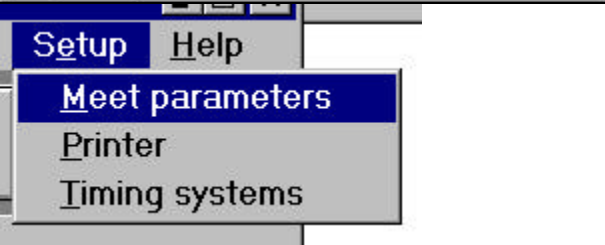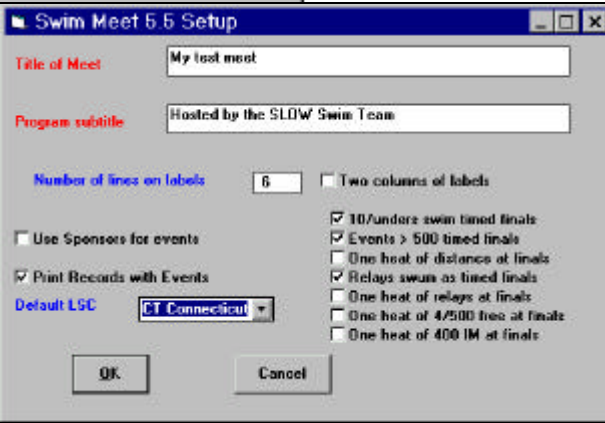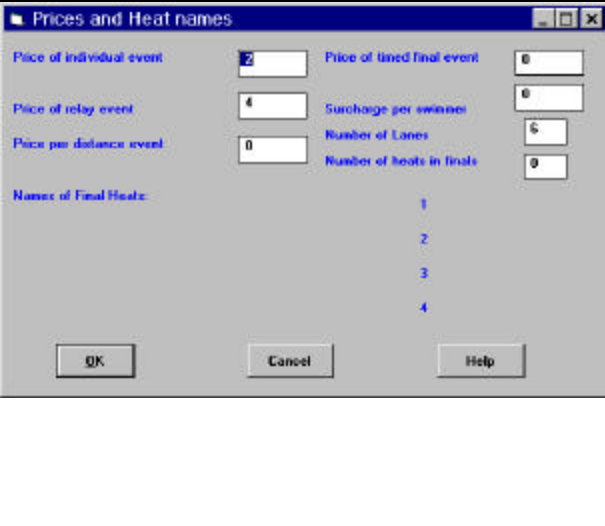
Step 3 - Enter the Meet Events

Each event has a sex, age range, distance, stroke and cutoff times. Most of the common age ranges appear in the list box, but you can type in any other age range you like as well.

Click on **12&U, 100, Free** and click on Add Event.

	Note that since **Alternate sexes** is checked, both a girls and a boys event was created. No cutoff times were used. Lets put in 3 more events, Senior 200 Free, 12&U 100 Breast and Senior 400 IM. The result should look like this:
	Lets put in 3 more events, Senior 200 Free, 12&U 100 Breast and Senior 400 IM. The result should look like this. Now lets save the meet by clicking on **Save.**
	This will bring up this dialog. Click on **Yes** and the meet will be saved. This will take you back to the *Set Meet Parameters* window. Click on **Exit** to close this window. Click on **Yes** in answer to the question, "Do you want to end Meet Definition Module?"
	Step 4. Select the Meet as the Current Meet You should now again see the main SwimMeet 5.7 window. Click on the button market "Select Meet."
	This will bring up a file dialog box where you can select the **mymeet** directory under the **\swim4\meets** directory. Double click on it to open it.

Getmeet c: Directory c:\ swim4 meets mymeet Select Meet file mymeet.mt4 My test meet Nearby OK Help Quit Delete meet	Then click on the filename **mymeet.mt4** in the middle box. The meet title and location should be displayed on the bars to the right. Click on OK to select the meet.
Setup Help Meet parameters Printer Timing systems	Step 5. Set up your meet parameters From the main SwimMeet 5.7 menu, select **Setup/Meet Parameters** This will bring up the first of 3 setup boxes.
Swim Meet 5.5 Setup Title of Meet My test meet Program subtitle Hosted by the SLOW Swim Team Number of lines on labels 6 ☐ Two columns of labels ☐ Use Sponsors for events ☑ 10/unders swim timed finals ☑ Events > 500 timed finals ☐ One heat of distance at finals ☑ Print Records with Events ☑ Relays swum as timed finals Default LSC CT Connecticut ▼ ☐ One heat of relays at finals ☐ One heat of 4/500 free at finals ☐ One heat of 400 IM at finals OK Cancel	In the first one, enter the title and subtitle for the heat (psych) sheets and meet results. You can always change this later so don't worry a lot about the exact wording. You can also enter the default LSC so every team will have their LSC set to this LSC unless you specifically change it. Click on OK.
Prices and Heat names Price of individual event 2 Price of timed final event 0 Price of relay event 4 Surcharge per swimmer 0 Price per distance event 0 Number of Lanes 6 Number of heats in finals 0 Names of Final Heats: 1 2 3 4 OK Cancel Help	This will bring up the second setup panel. Be sure that you enter the number of lanes in your pool here, since it is used later in seeding. You can enter the prices for individual events and relays as well. 10 & under events are priced separately to the right. Be sure to enter the same value there as well. If there is a per swimmer surcharge, enter that in the right hand column. If your meet has prelims and finals, indicate how many final heats there are and you will be able to enter their names in the center. Enter them in the order they are swum: Bonus, Consolation, Championship.

Scoring Events: Relays: 12 Places to score: 12 16 32 16 32 13 26 12 24 11 22 10 20 9 18 7 14 5 10 4 8 3 6 2 4 1 2 **Save** **Cancel** **Help** **Default** ☐ Score only 2 relays (Dual Meet NCAA or Natl Fed)	Click on OK to go on to the next screen. If your meet is scored, you enter the scoring here. For default USS scoring of 2 heats of finals, click on Default. If your meet is not scored, just click on Save.
Select Printers Paper printer Label printer Microsoft Fax on FAX: Microsoft Fax on FAX: Rendering Subsystem on PUB: Rendering Subsystem on PUB: IBM 4039 LaserPrinter on LPT1: IBM 4039 LaserPrinter on LPT1: FP-FAX on COM2: FP-FAX on COM2: HiJaak Print Capture on LPT1: HiJaak Print Capture on LPT1: ☐ Print to file Printer setup **Fonts...** ◉ Paper ○ Label **Options...** OK Cancel Help	**Step 6. Set up the printer and fonts** Click on Setup/Printer. This should bring up the display on the left. To set up the fonts for your printer, click on the Fonts button.
Select Fonts Algerian **Arial** Arial Black Arial Narrow Arial Rounded MT Bold Baskerville Binner Gothic Bodoni-DTC Book Antiqua Bookman Old Style Bookshelf Symbol 1 ○ Header font ○ Subhead font ◉ Main text font ○ Label font ☐ Bold ☐ Italic Font size Font spacing 10 10 Arial OK Cancel	1. Click on Header Font. Select Arial, 14 Bold. 2. Click on Subhead Font. Select Arial 12, Bold Italic. 3. Click on Main text font. Select Arial 10. 4. Click on OK. 5. Click on OK again. You can set up label fonts later, we won't need them now.
Enter Team Data File Team Initials (Use File/New) LSC Name Team Name Short team name Contact Coach Address Phone Address2 Team Town Mailing Town State Zip Edit Events Quit	***Step 7. Enter Teams into your meet.*** Click on the button marked **Meet Entries** on the main SwimMeet menu screen. This brings up the team entry screen shown here. Select **File	New** to start a new entry. Enter the team initials. Enter the team name and address. You can use this address later to print team mailing labels. Enter the LSC name if different than the default you chose above.

	Here we show a completed first screen for the well known DRIPS swim team. Click on **Edit Events**.
	This brings up a screen where you can enter all the events for each swimmer. 1. Type Sammy, Tab, M, Snerd, Tab, Samuel, Tab 2. Type M to change the sex to M 3. Press Tab and Enter an age of 12 4. Press the Tab key 3 times to get to the event number entry box. 5. Type 2, Enter, 123.44, Enter
	This should enter the event as the first one for this swimmer and return the cursor to the event number box to enter another.Type 6, Enter, 332.55, Enter
	This will display his second event. Click on Next to go on to the next swimmer.

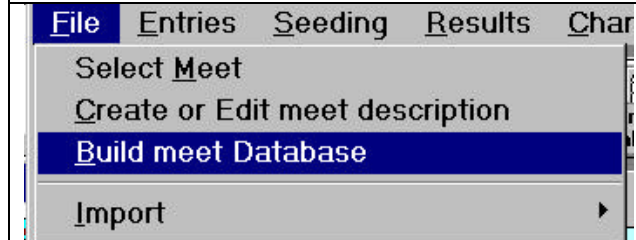|	
Enter Swimmers, Events and Times [screen] Preferred First name: Sheila Initial: J Last name: Snerd Legal first name: DRIPS 2 Sex: F Age: 15 Birthday: mm-dd-yyyy ID Number: ☑ Attached Chg Evt 3 222.11 Y ☐ F Senr 200 Free 7 553.44 Y ☐ F Senr 400 IM Add Evt FindSwmr Del Evt Pick Event Show Events Next Prev Save Cancel ○ Y ○ M ○ S	Enter Sheila, Tab, Snerd, Tab, Tab, 15 and put her in Event 3 at 222.11 and Event 7 at 534.44. Then click on Save. Answer Yes to "Do you want to save this team file now."
Team Summary [dialog] Do you want to print out the team's entries? IBM 4039 LaserPrinter ☐ Charge no-event swimmers as relay entrants Yes Select Printer No	If you want to print out the entries, click on Yes. Otherwise click on No.
	Now let's quickly enter two more swimmers on another team. You are now back at the main Enter Teams screen. Let's enter another team, our own SLOW team. Put in any address information you find entertaining and then click on Edit Events
Enter Swimmers, Events and Times [screen] Preferred First name: Igor Initial: B Last name: Farkle Legal first name SLOW 1 Sex: M Age: 12 Birthday: mm-dd-yyyy ID Number: ☑ Attached Chg Evt 2 134.33 Y ☐ M 12&U 100 Free 6 225.66 Y ☐ M 12&U 100 Breast Add Evt FindSwmr Del Evt Pick Event Show Events Next Prev Save Cancel ○ Y ○ M ○ S	Let's put in Igor Farkle as a 12 year old. Enter him in events 2 and 6.
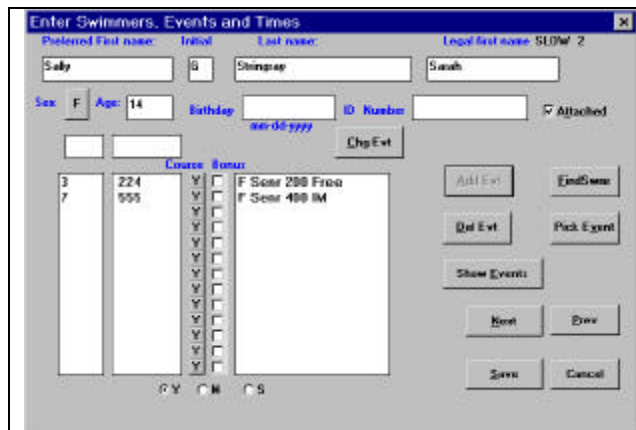
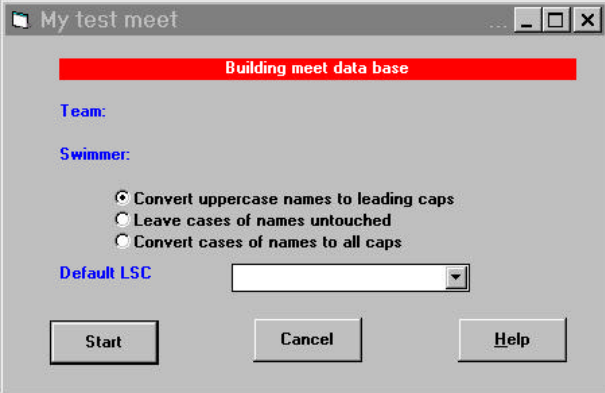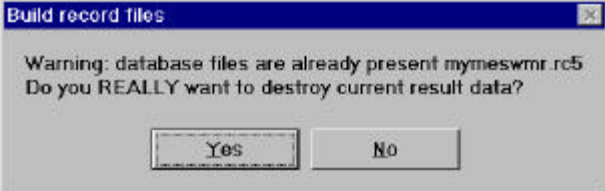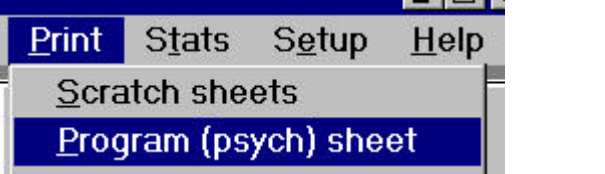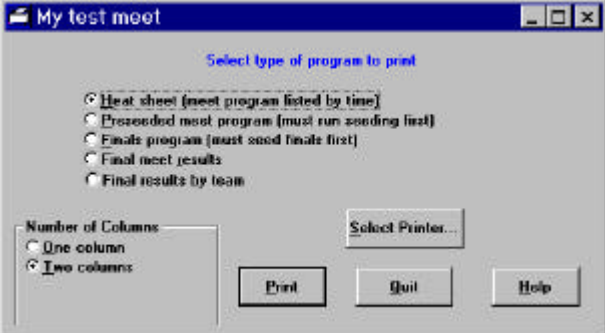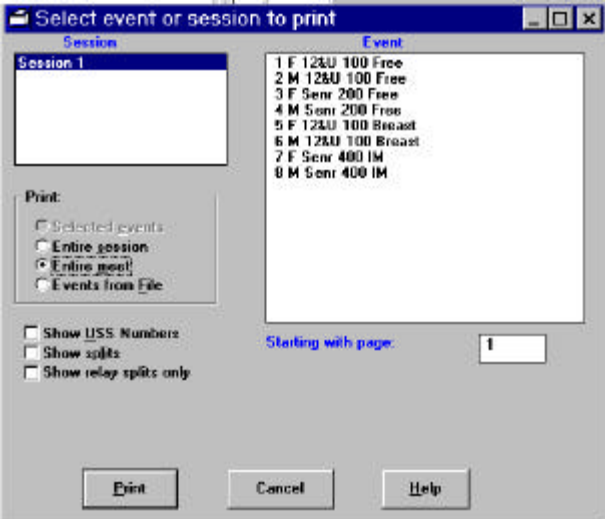|	
	and Sally Stingray as a 14 year old Enter her in events 3 and 7 If you can't remember or don't have the event numbers handy, you can click on Pick Event
	and a list of events for which that swimmer is eligible are displayed. You can select one and click on OK, or just Cancel.
	Click on Save to save this team's entry as well. Click on Yes, No to printing, and Exit to exit from the team entry module.
	8. Build the Meet Database Now we are ready to combine these separate entry files into the database we will use at the meet. On the main SwimMeet window, click on **File** and then **Build Meet Database**
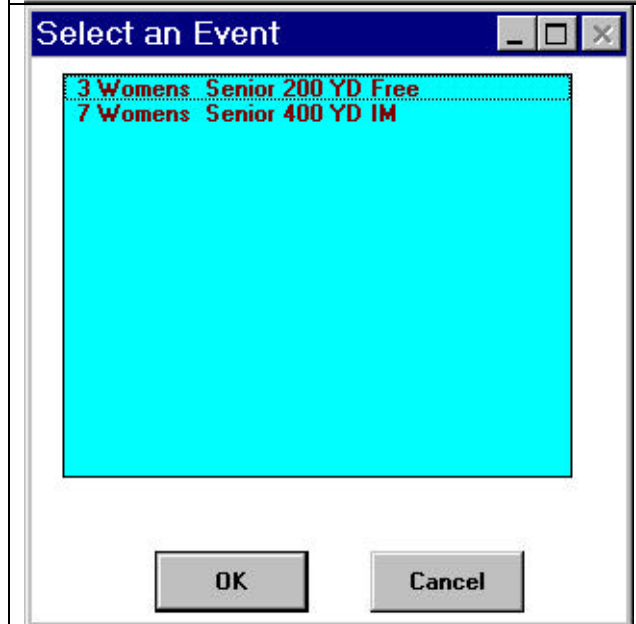
My test meet — **Building meet data base** Team: Swimmer: ◉ Convert uppercase names to leading caps ○ Leave cases of names untouched ○ Convert cases of names to all caps Default LSC [▾] [Start] [Cancel] [Help]	Click on Start to begin constructing the database
Build record files Warning: database files are already present mymeswmr.rc5 Do you REALLY want to destroy current result data? [Yes] [No]	This warning always appears. Click on Yes to build the database. This will complete in a fraction of a second.
Print Stats Setup Help Scratch sheets Program (psych) sheet	***Step 9. Print out the Heat Sheets*** Select **Print** and then **Program (psych) sheet**
My test meet Select type of program to print ◉ Heat sheet (meet program listed by time) ○ Preseeded meet program (must run seeding first) ○ Finals program (must seed finals first) ○ Final meet results ○ Final results by team Number of Columns ○ One column ◉ Two columns [Select Printer...] [Print] [Quit] [Help]	The printout module dialog will appear. Click on **Heat sheet (meet program listed by time)** and then on **Print**

Select event or session to print
Session   Event
Session 1   1 F 12&U 100 Free
   2 M 12&U 100 Free
   3 F Senr 200 Free
   4 M Senr 200 Free
   5 F 12&U 100 Breast
   6 M 12&U 100 Breast
   7 F Senr 400 IM
   8 M Senr 400 IM
 	
Print:
○ Selected events
○ Entire session
◉ Entire meet
○ Events from File
 	
☐ Show USS Numbers
☐ Show splits   Starting with page: [1]
☐ Show relay splits only
 	
[Print] [Cancel] [Help]
	Click on the button
	Entire Meet
	and then on
	Print

Get Header and Subhead for Each Page

Top header

My test meet

Subhead

Hosted by the SLOW Swim Team

OK   Cancel

Since we have already defined the header and subhead banners during setup, they show up here. Click on OK to begin printing.

The resulting printout should look something like this.

My test meet
Hosted by the SLOW Swim Team   *Page 3*

Event 2 - Boys 12 and Under 100 YD Free
Timed Finals

1   Sammy Seed   12 DRIPS   1:23.44_____
2   Bo Fable   12 SLOW   1:34.22_____

Event 2 - Womens Senior 200 YD Free
Timed Finals

1   Shela Sneed   15 DRIPS   2:22.11_____
2   Sally Stingray 14 SLOW   2:24.00_____

Event 6 - Boys 12 and Under 100 YD Breast
Timed Finals

1   Bo Fable   12 SLOW   2:25.88_____

Event 7 - Womens Senior 400 YD IM
Timed Finals

1   Shela Sneed   15 DRIPS   5:54.44_____
2   Sally Stingray 14 SLOW   5:55.00_____

LBA SwimMeet 5.5

Step 10. Print out scratch sheets
The next thing we need to do is to print out scratch sheets for each coach to submit at each session of the meet. Select **Print** and then **Scratch sheets**
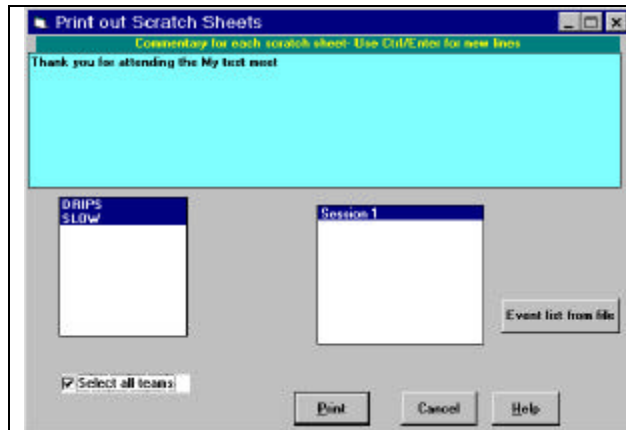
Click on **Select All Teams** and then on **Print**
The program will print out the scratch sheets for Session 1 (the whole meet) for all the entered teams (in this case 2)

Step 11. Scratching Swimmers before the meet.
About 45 minutes before the meet, you should require all coaches to turn in scratch sheets for that session even if they have no scratches. Then you know you have them call. Then to enter the scratches, select **Seeding** and then **Scratch by Team**
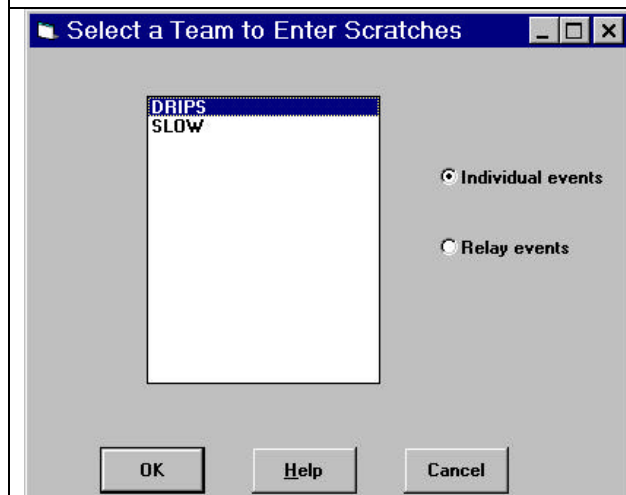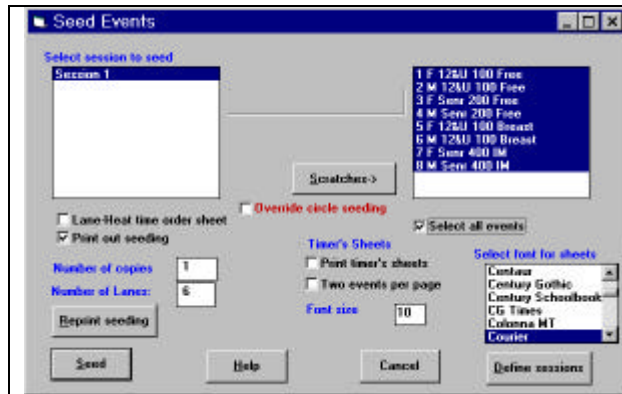

Select the DRIPS team and click on OK
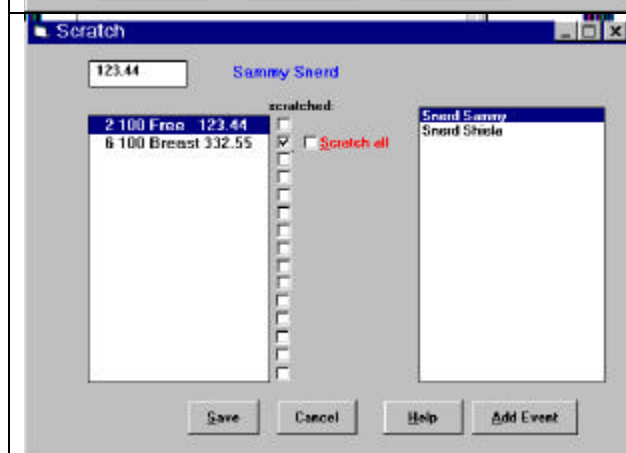
You can click on any swimmer and scratch any event just by clicking on it. Click on Snerd, Sammy and on Event 6 to scratch him from the 400 IM.
Click on Saveand then on Cancel

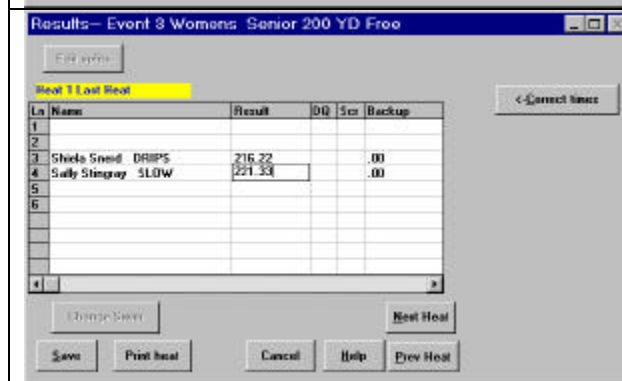|	
	Step 12. Seeding Swimmers into Events Click on **Seeding** and then **Seed prelims/timed finals.** On the seeding screen, click on Session 1 and then on Seed all events. To print out the seeding to post and give to the Starter and Referee, make sure that Print out seeding is checked. You can select how many copies you need. Click on **Seed** Answer **Yes** to "Ready to begin seeding?" When seeding is completed, all events will be unhighlighted. Click on **Cancel**
	Step 13. Enter meet results Click on the large button marked Results.
	This brings up the results module. You can select any event. In this case, select event 3 and click on OK.
	Using the mouse or the down-arrow key, highlight lane 3 where Sheila Snerd is swimming and type in her time, without any colon. Enter 216.22 Press the down-arrow or the Enter key to go to lane 4. Enter 221.33 Click on **Save** (since there is only one heat) Answer **Yes** to "Save entered times?"
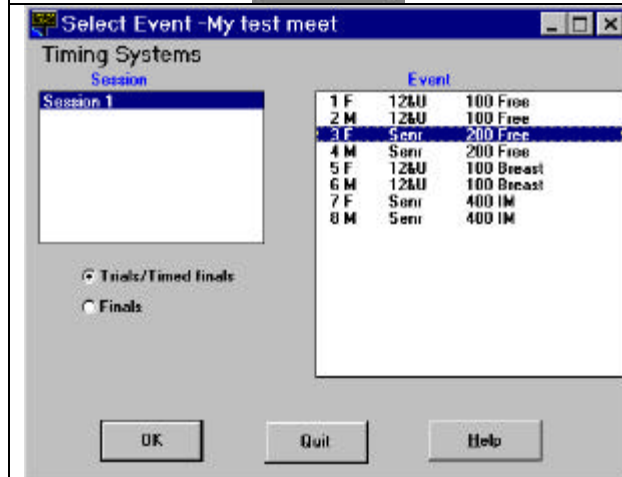
Click on **Print** to print out the results for posting.

Tutorial Over

Congratulations! you have created a meet, entered teams, printed heat sheets and scratch sheets, scratched swimmers and entered results. Once you have entered times for all events, you can print out final results just as you printed out the heat sheets.

Relays

Our simple example didn't cover relays. You can enter all the relay events for a team on just a few screens, because age and sex checking is ignored for relays. So, if there were two teams called "Drips A" in two different age groups, you just create one entry where the first name is "Drips" and the last name is "A" and enter the relay event numbers for the two age groups, along with seed times if available. You don't enter specific individual swimmers in relays in advance. Relay events allow you to select the relay names at the meet itself.

Now you are ready to run real meets. There are more options than we have covered in the simple tutorial, described in the remainder of the book. You can look them up as necessary as you begin to work on entering your swim meet. Good luck and thanks again for selecting LSA SwimMeet.