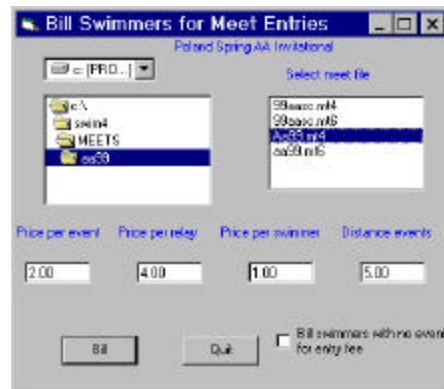


## 21. Billing Functions in SwimTeam 6.6

Billing functions in SwimTeam 6.6 Pro, allow you to bill swimmers for their meet entries and keep running accounts for swimmers. It will bill your swimmers for their actual entries based on the meet splash fees and swimmer entry fees. It also can bill relay fees by dividing the fee among the total number of swimmers in that age group who are entered in that meet. Unless you change your final entry file to reflect such additional entries, no on-deck entries will be charged.

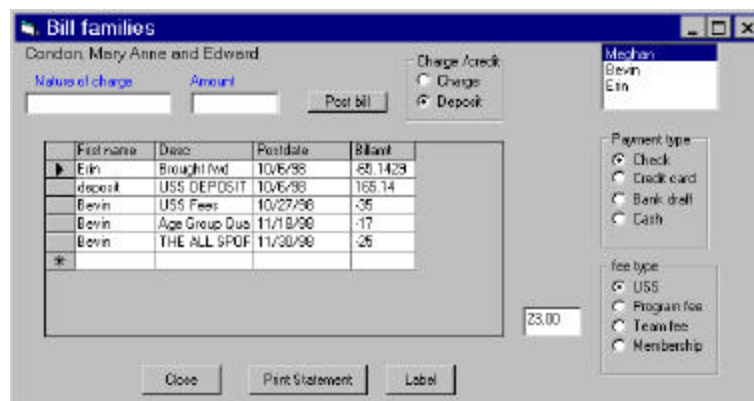
Choose **Bill | Meet entries**, then select the meet folder which must contain the final entry file ("meet".ENT) by selecting the folder under \swim4\meets



Select the mt4 or mt6 meet file and enter prices for each event (often termed splash fees), for each relay, and for each swimmer. Click on the **Bill** button and the swimmers will be billed for their events. Select “Bill swimmers with no events for entry fee” if relay-only swimmers are to be charged the Price per swimmer.

### Posting Bills and Deposits

You can enter bills and deposits manually by clicking on any family and then on the **Bill** button. This is equivalent to clicking on the **Bill | Receive funds** menu item. Billing accounts are kept by family, but each entry shows which child in the family incurred the charge: In the example shown here, there are 2 children in the family. To enter a charge or deposit, click on the child's name in the upper right box, type in the **Nature of charge** and an **Amount** at the top left.



For Charge/credit, select either **Charge** or **Deposit**, and click on the **Post bill button**. The new value should appear in the grid below. You can also correct any value in that grid by typing into the **Bill amt** column.

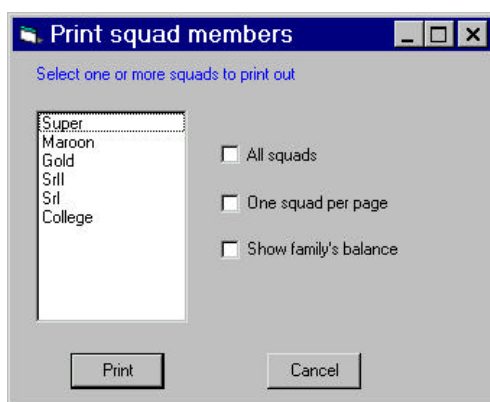
SwimTeam 6.6 allows you to keep 4 different accounts as shown in the lower group of **fee type** option buttons. You can enter and view values for any of these accounts by clicking on the radio buttons at the lower right.

## Billing Reports

LSA SwimTeam 6.6 provides a number of useful reports on billing status that you can select from the **Print** menu.

### *Squad Lists and Balances*

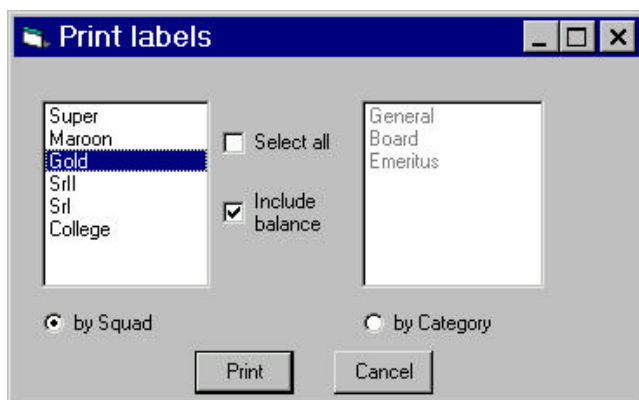
The menu command **Print | Squad lists** allows you to list the members of one or more squads:



If you click on **Show family's balance**, the balance for that family is displayed. Remember that this means that if there are several active swimmers in a family, the balance is shown for *all* of them added together, even though each swimmer may not be in the selected squad.

### *Mailing Labels*

If you select **Print | Labels | Address Labels**, you can print out mailing labels for some or all squads,



The family's balance will be displayed to the right of the label if you check the **Include balance** checkbox.

### ***Billing Statements***

Clicking on **Print | Bills** shows you a display where you can decide whether to print billing statements for all families or only for those having a particular balance or less.

In this context, a negative balance means that the families *owe* the team money.

### ***Delinquent Lists***

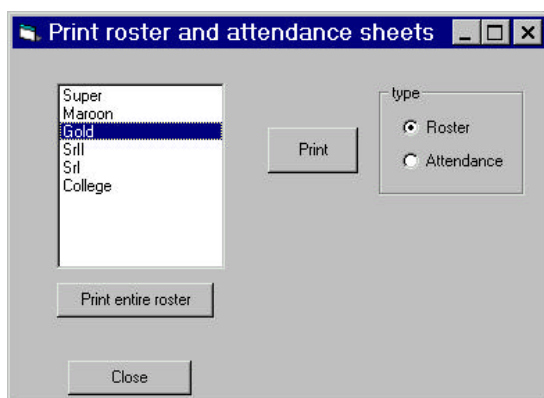
The menu item **Print | Family balance report** prints a list of all families whose balance is negative.

## 22. Printing Team Reports

In addition to the billing information described in the previous section, SwimTeam 6.6 Pro allows you to print a team roster, meet entries and lists of swimmer times.

### Team Roster

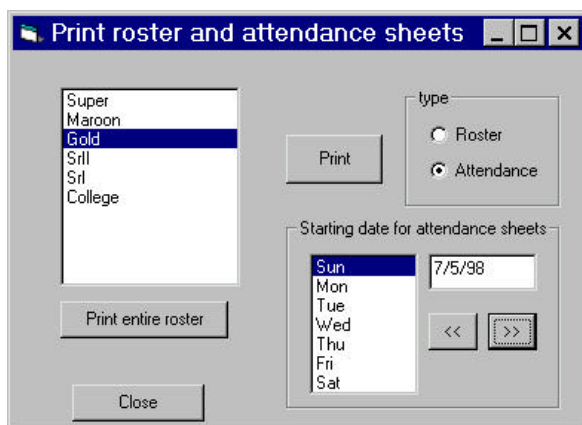
The command **Print |Roster** prints a roster by family. Children's names, birthdays and family address and phone number are included. Only families and swimmers who are currently active are printed.



If you select a single squad, you can print out a roster for just that squad to use as a phone list. You can also print the entire roster by selecting that button.

### Attendance Sheets

If you click on type: Attendance, you will be able to print out attendance sheets for the week you select for each squad.



The **Starting date for attendance sheets** section appears which allows you to use the ">>" and "<<" buttons to move to other weeks and the day of the week selection to select which day to start on.

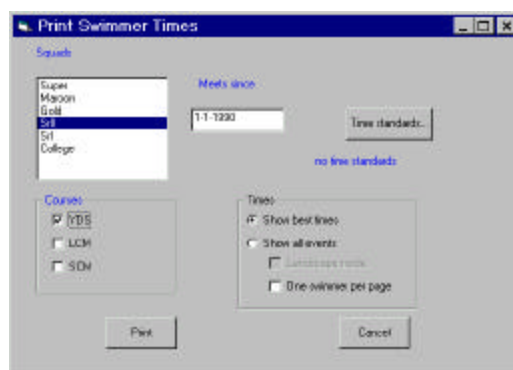
As an added convenience, the attendance sheets contain the name, age and birthday of any swimmer having a birthday during that week.

### ***Family Balances***

You can get a single list of all families and their USS fee balances by selecting **Family | Print active families**. You can also get a list of the balances for families that are currently inactive by clicking on **Family | Print inactive families**.

### **Swimmer Times**

You can print out best times or all times on record for a single swimmer by selecting **Swimmer | Print all times** or **Swimmer | Print swimmer times**. The times are divided by course. Meet information is shown by date and meet name.



If you want to print out all the times for an entire squad, select **Print | Reports | Print Swimmer Times** and select the radio button labelled “Show all events.”

### ***Viewing Swimmer Times***

You can also view and modify the times achieved by any swimmer by clicking on the Swimmers tab of the main screen and clicking on **Show meets**.



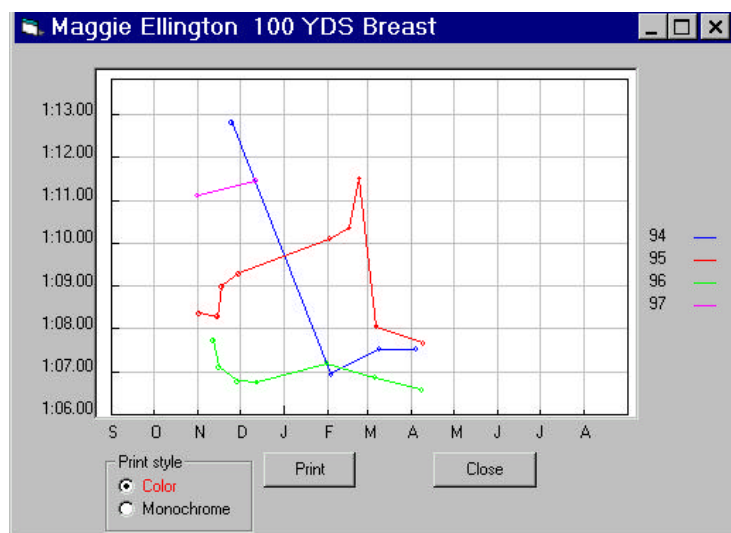
The meets shown at the left are all of the meets that the swimmer has swum in. Clicking on any meet shows the times that swimmer achieved in that meet. You can edit any swimmer time by clicking on it and typing in a new one. Further, you can add times to that meet by selecting a distance and stroke, typing in a time and clicking on the **Add time** button.

You can also print all times in all meets for this swimmer by choosing one or more of the **Print courses** to be shown and clicking the **Print all meets** button.

Click **Close** to return to the swimmer's best times display.

## Plotting Swimmer Times

By selecting any stroke from the panel of swimmer best times shown under the Swimmers tab, and then clicking on **Plot**, you can view a yearly progress chart for that stroke:



Each year is plotted in a different color. If you allow your mouse cursor to hover over any point on the curve, you will see a pop-up display of the time at that point. To print a copy of that progress chart, click on **Print**. If you have a color printer, the plots will be in color as shown on the screen. If you have a monochrome printer, the various years will be drawn with varying kinds of dots and dashes. Since not all printer drivers correctly identify themselves as not being color, you can select the Monochrome option button if your monochrome printer does not produce plots using dashed lines.

## Fastest Times on the Team

SwimTeam Pro can print out or display reports of the fastest times by age group for any or all strokes. To display these times, select **View | Fastest times**, select the age group, stroke and distance and click on **Show**. This brings up a display of these times

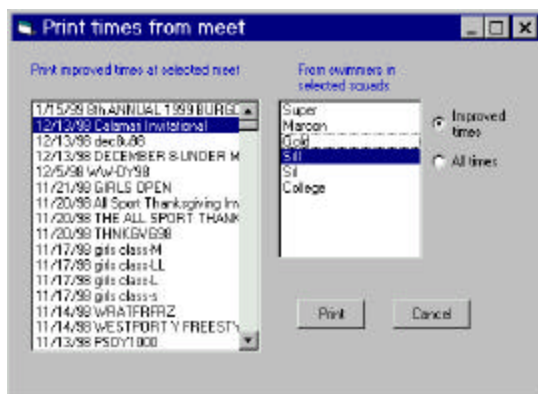
First	Last	Age	Time
Katherine	Dudley	12	58.64
Jessica	Bollinger	12	100.36
Sarah	Treichel	12	100.95
Lucy	Sheridan	12	103
Vivian	Brown	12	103.06
Erica	Fischer	12	104.24
Hayley	Wolfgruber	12	105.29
Tara	Schoen	11	105.93
Elizabeth	Rice	11	106.44
Caitlin	Gillen	12	107.05
Courtney	Dugan	12	108.1
Crystal	Rossi	12	108.8

To print out a report of the fastest times on the team select **Print | Report | Fastest swims**. This brings up a similar choice panel:

Select the age group (or deselect the “**by Age Group**” check box to get all ages) and click on **Print** for the report.

## Print Improved Times

To print a report of swimmers who improve their times at a given meet, select **Print | Reports | Times at one meet | Improved times**. This gives you the opportunity to select a meet and one or more squads:



Select the desired squads and click on **Print**.

## Database File Maintenance

Database files tend to grow quite quickly as you add swimmers and events. You can compress them fairly drastically to remove some of this “empty air” by selecting **File | Maintenance | Compress database**. This often reduces the size by nearly 50%. This is convenient if you want to make a backup copy onto a diskette, since you can then use programs like WinZip to compress the file even further and it will usually then fit on a single diskette.

### *Zero times and Duplicate Times*

It sometimes happens that when you import results from some meet, some zero times are accidentally imported. It also may happen that you inadvertently import the same meet results twice: perhaps once without splits and once with splits. To remove zero times or duplicate times, select **File | Maintenance | Remove zero times** or **Remove duplicate times**.

## Conclusion

In these chapters, we’ve taken you on a tour of LSA SwimTeam 6.6 Pro. This is the most advanced team management software in the world, and we want to keep it that way. If you have suggestions for improvements and additions, send them to us: we’ll be happy to implement as many as we can.

If you send us your Email address (to [support@labsoftware.com](mailto:support@labsoftware.com)), we’ll keep you posted on when free updates are available for downloading from the LSA web site <http://www.labsoftware.com>.

We also suggest checking the web site weekly for free downloadable upgrades.



## 23. Using Time Standards in Team 6.6

LSA SwimTeam Pro utilizes time standards files which provide for any number of levels of times and any number of age groups. The CD ROM contains the following time standards:

TimesABC.mdb	USS Top-16 based (AA, A, B,...) times
TimesQuad.mdb	USS Quadrennium time standards
TimesChamp.mdb	USS Championship based time standards

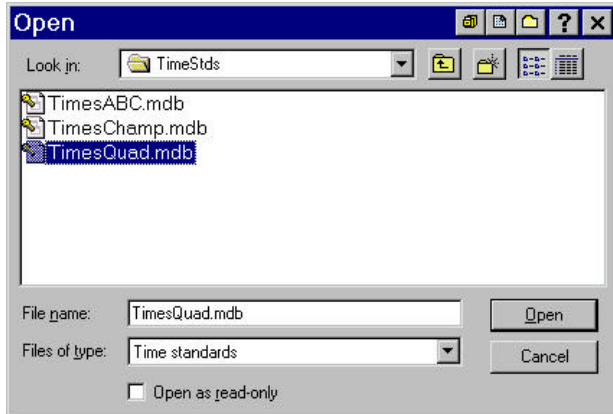
You can use these time standards files to label swimmer's best times and to compute a distribution of swimmers' times in your club. At times other time standard files or updates may be available on our web site <http://labsoftware.com>. Check regularly in the download section.

### *Installing the Time Standards*

Create a convenient folder , such as \swim4\TimeStds, for the time standard files, which have names of the form Times\*\*\*.mdb, and copy the files into the folder.

### Printing out Best Times

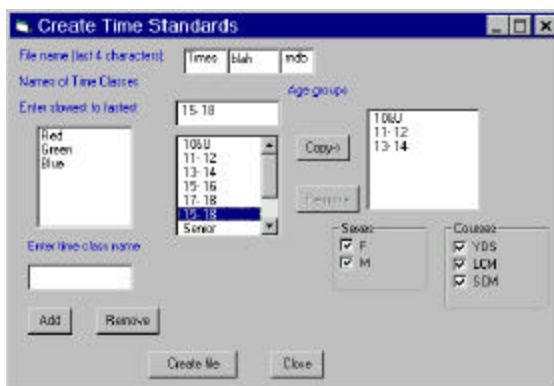
Select **Printer | Reports | Print swimmers times**. This brings up a list of squads. Click on the button labeled **Time Standards...** to select one of the tables to use:



If the folder where you stored the time standard files, does not immediately show up, find and select it. Then select one of the files and click on **Open**. Then click on one or more of the courses, select **Show best times** and click on **Print**. The swimmer's best times will be printed along with the category their times qualify as.

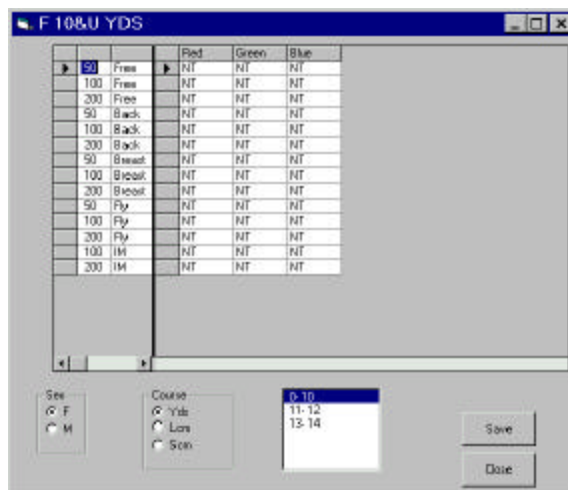
### Creating a New Time Standard File

Select **File | Time Standards | Create**. This brings up a box where you can select the age groups and courses for your time standards. All time standards files are named Timesxxxx.mdb. You must enter the final characters on this panel as well:



Click on **Create file** to save the template of the file.

To enter times, select **File | Time Standards | Edit time stds** and fill in the times for each age group, stroke and course:



## Computing a Time Standard Distribution for Your Team

You can also use Team 6.6 Pro to calculate a distribution of your team's times against any time standards file. You can then save this distribution in a file, paste it into a graphics program, or a spreadsheet program with graphics capabilities such as MS Excel, and plot the results.

To use this feature, select **Print | Reports | Time standard distribution**. Then click on the **Select time standards...** button, select a time standard as above, and then click on **Compute**. Depending on the size of your team and the number of meets you have stored, this calculation can take as long as 15 to 30 minutes! When the computation is completed, you will see a list of categories and the number of swims in each category in the list box. To save these in a file, click on **Save as...** and save the file under any name you choose.

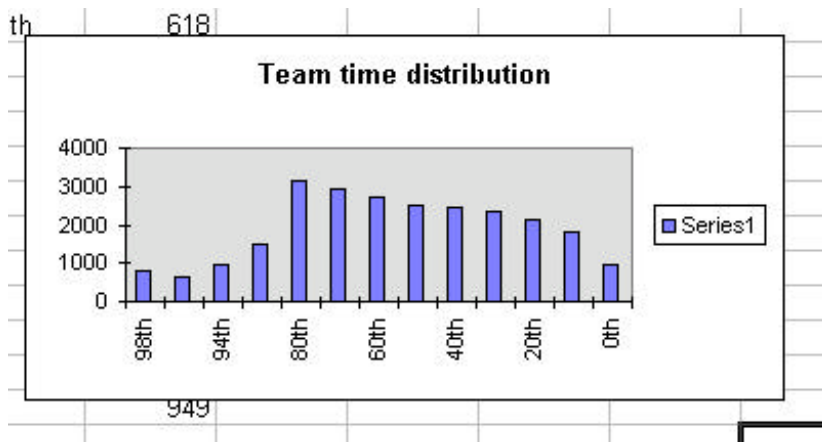
98th	777
96.5th	618
94th	978
90th	1467
80th	3149
70th	2939
60th	2706
50th	2507
40th	2437
30th	2328
20th	2155
10th	1792
0th	949

The time standard for each swim is computed based on the swimmer's age on the day of each meet, not on the swimmer's age on the day of the computation.

To plot these data, start Excel, and in WordPad open the data file you just saved. Select all the data and then paste them into two columns in Excel.

A	B	C
98th	777	
96.5th	618	
94th	978	
90th	1467	
80th	3149	
70th	2939	
60th	2706	
50th	2507	
40th	2437	
30th	2328	
20th	2155	
10th	1792	
0th	949	

Finally, select both columns and select the Chart tool to plot a bar chart of these data as shown below:



## 24. Converting Times Between Courses

You can specify how times are converted during an entry between YDS and LCM or SCM by selecting **Setup | Define conversion factors** . This brings up a window where you can enter the factors for each stroke, course, distance and sex.

Course	Sex	Distance	Stroke	Factor
LCM	F	50	Free	.880
LCM	F	100	Free	.880
LCM	F	200	Free	.885
LCM	F	400	Free	1.120
LCM	F	800	Free	.880
LCM	F	1500	Free	.980
LCM	F	50	Back	.880
LCM	F	100	Back	.885
LCM	F	200	Back	.885
LCM	F	50	Breast	.880
LCM	F	100	Breast	.880
LCM	F	200	Breast	.880
LCM	F	50	Fly	.880
LCM	F	100	Fly	.890
LCM	F	200	Fly	.890
LCM	F	200	IM	.880
LCM	F	400	IM	.880

Convert from:  LCM  SCM

Sex:  F  M

Show reciprocals

Read in file... Close

You can also start with the conversion factors defined by the NCAA or ones based on the common factor of 1.14 by clicking on **Read in file** and selecting the supplied files *Ncaa.cnv* or *Local.cnv*. Any values you change are saved when you close this screen.

To convert times during a meet entry, click on **Convert times From other courses** while running the Entry Wizard in Step 3. The program will use the conversion factors you selected above.

You can change the conversion file by clicking on the **Conv factors ..**

button.

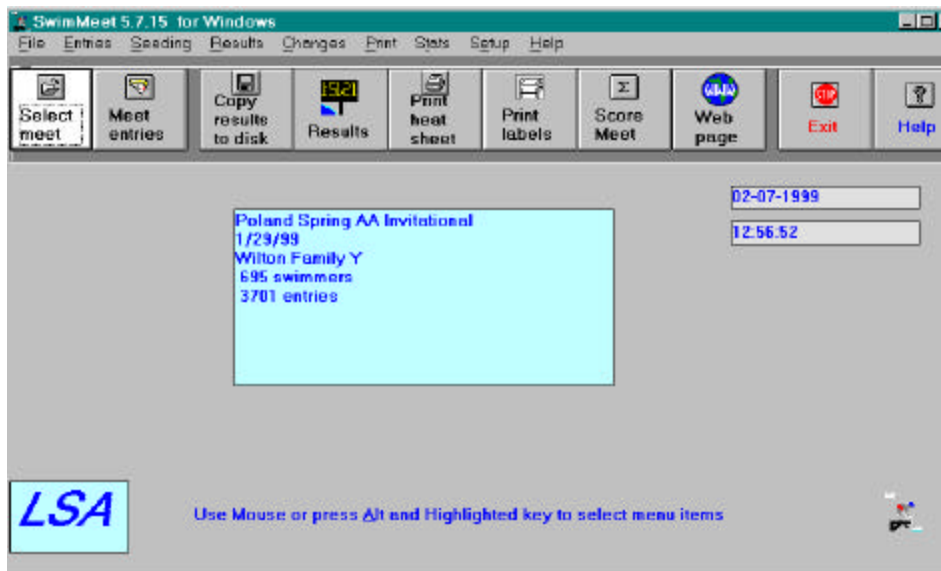
If entry times, from non-conforming courses, are allowed in a meet you can choose **No conversion**.

## 25. SwimMeet 5.7 for Windows

LSA SwimMeet 5.7 is the original Windows swim meet program used at thousands of meets all over the world. This program is now completed and no new features will be added. It is provided for historical purposes. To install Meet 5.7, simply go to your CDROM and open the Meet 5.7 directory. Then double click on setup to begin installing this program.

You can start SwimMeet 5.7 by double clicking on the Meet5.7 icon in the LSA Program Group. The main screen will appear, showing a series of pull-down menus, the time, date and the name of the current meet, if any.

SwimMeet features a button bar with colorful icons that you can select for your common tasks. The meaning of each icon appears on the button. You can use these button bar icons by just clicking on them.



If you instead get the message **A Copy of SwimMeet is Already Running**, you should close that copy before starting another. You may find it in the icon parking lot at the bottom of your screen (Windows 3.1) or the task bar (Windows 95). If it does not show in either place hold down the Ctrl key and press Escape (Win 3.1). Select the hidden copy of Meet5 and close it by selecting "end task." Under Windows 95, you can bring up the task list by pressing Ctrl/Alt/Del *once* and selecting the running program as above, and then clicking on "End task."

## How to Run a Swim Meet

There are really only a certain number of steps to running a swim meet:

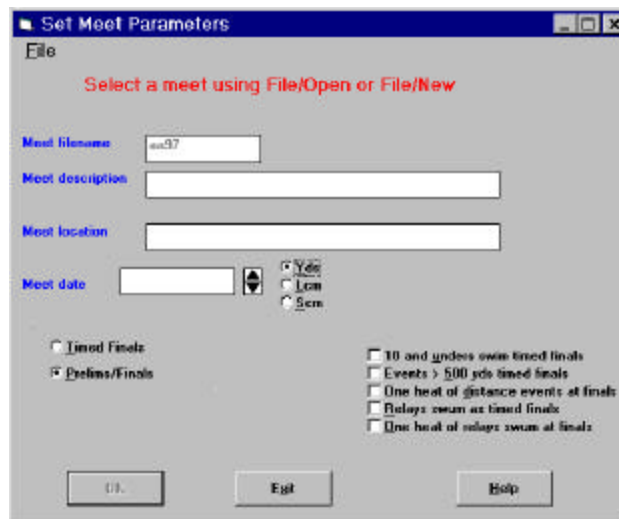
1. Define the meet name and event numbers, strokes, distances and cutoff times. Choose **File | Create Or Edit Meet Description**
2. Select this new meet as the current meet. Choose **File | Select Meet**
3. Setting up the meet parameters. Select **Setup | Meet parameters**
4. Select the printers you will be using. Select **Setup/printers**
5. Enter any meet records and event sponsors using **Entries | ...**
6. Type in each team's entry, or read in their diskette. Select **Entries | Enter Teams**
7. Combining all the entries into a set of record files. Select **File | Build Meet Database**
8. Printing out the meet program (psych or heat sheets). Select **Print | Heat sheet**
9. Post the heat sheet to the World Wide Web. Select **Stats | Web page**
10. Printing out labels for the seed cards. If needed, select **Print | Labels | Seed cards** . Many meets can be run without any seed cards, by just printing seeding on deck during warmups.
11. Print pre-seeded heat sheets, if being used, select **Seeding | Seed Prelims | Print**
12. Print out scratch sheets to give each team for each session. Select **Print | Scratch Sheets**
13. Put the scratch sheets in coaches packet labeled with labels you make with **Print | Labels/ | Team Name Labels** .
14. Entering the scratches before each session's events and add any extra entries. Select **Seeding | Scratch by Team**
15. Seed the entire session. Select **Seed | Prelims** and **print** out the seeding Print out lane timer's sheets if you are not using seed cards (highly recommended)
16. If you encounter entry errors on deck, change swimmer entries with **Changes | Swimmer**.
17. If you have a timing system interfaced to your computer, select **Setup/ | Timing System**
18. To enter results, select **Results/ | Prelims** .
19. Print out the result for each event when all heats have been swum. In event Results, select **Save | Yes | Print**
20. If there are finals, scratch the swimmers who have elected not to swim finals and print timers sheets. Select **Seeding | Scratch & Seed Finals**.
21. Print out the finals program. Select **Print | Finals Program**
22. Enter and print the results of finals. Select **Results | Finals**
23. Print out labels for awards. Select **Print | Labels | Awards**
24. If your are scoring, select **Stat | Scores**
25. Post the results to the World Wide Web. Select **Stats | Web page** or **Web page** button
26. Print out the final results, copy them, and send them to each team and the LSC office. Select **Print | Program (psych) sheets | Final Results** .
27. Print out custom meet results by team. Select **Print | Program (psych) sheets | Final Results by Team**
28. Copy meet results onto teams entry diskettes to return. Select **File | Backup meet database and File |Export | USS Date Interchange file** .

29. Then select **Print | Labels/ | Address labels** to print result mailing labels.
30. Print meet manager's report and surcharge report. Send copies of all results & disk to organization's office (LSC).  
Select **Stats | Meet managers report | Meet manager's report**  
and **Stats | Meet managers report | Surcharge report**
31. Finally pack all the paperwork away with a backup of the meet files on disk. Store for a year in case of questions.

## 26. Entering the Events for a Swim Meet

To begin running a swim meet, you must first create a meet (description) file which defines the number of events, their strokes, distances and cutoff times. To do this, Click on **File | Create or Edit Meet**

**Description.** The following panel appears



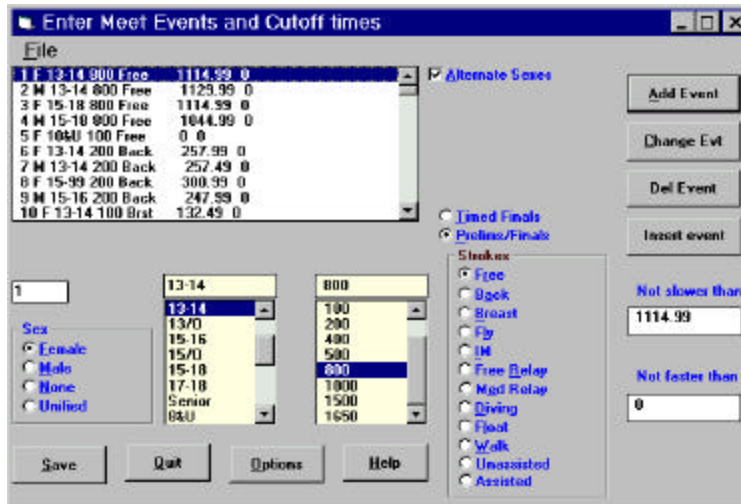
To work with an existing meet, select **File/ | Open** and pick the meet you wish to edit. If you want to start defining a new meet, select **File/ | New**. This will clear the current information in the text boxes. Then type in a 1-8 character meet name, and a meet description and location, and then select the date and course, SwimMeet 5.7 stores each meet in a separate directory. Meet files have 1-8 character filenames and the extension **.MT6**. (Previously versions used **.MT4**) The 5 questions regarding the timed finals versus prelims/finals on the above panel do not appear if you select the option button **Timed Finals** on the left side of this panel. Similar questions appear in **Setup|Meet parameters**.

Once you have outlined the meet parameters here, you should go on to define the events by clicking on **OK**. This will bring up the powerful meet definition screen, where you can completely enter all the meet events in just a minute or two.

Note that the meet definition functions in Team 6.6 Pro are more powerful, and include a number of additional ways to enter event cut-off times.

In the screen shown on the next page, you can enter the age group, distance, stroke, sex and even cut-off time using just the mouse.





When you first create a meet, the event list in the screen above will be empty. To define the first event as 10&U girls 200 Free Relay, click on Female, 10&U, 200 and Free Relay. If some events are **Timed Finals** and some **Prelims | Finals** you may have to click on these options as well. Then, just click on **[Add Event]** and the event will appear in the listbox.

### ***Both Sexes at Once***

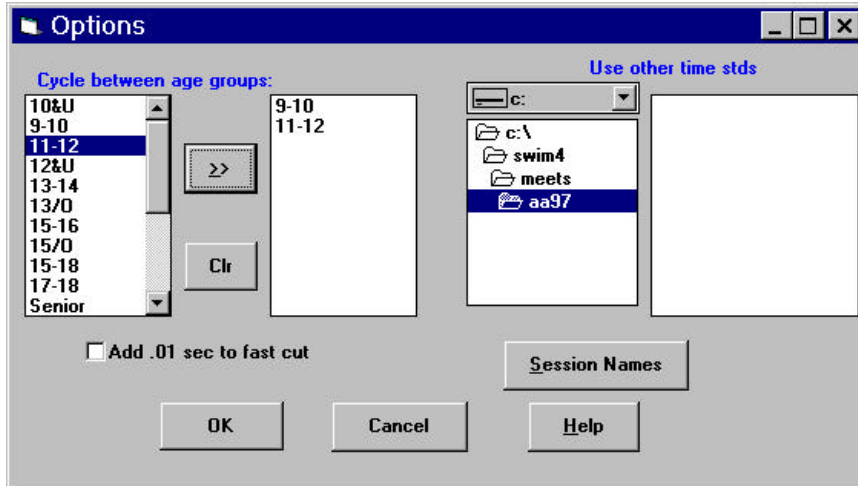
The check box labeled  **Alternate Sexes** allows you to add both sexes at once. An event of the sex checked will be added followed by an event of the opposite sex.

### ***Cut-Off Times***

You can enter cut-off times by typing them in the text boxes labelled **Not slower than** and **Not faster than** on the lower right of the panel. Meet 5.7 does not provide a way to enter cutoff times from times standard files. A number of sophisticated methods are provided in Team 6.6, which you can use at any time. The stroke names *Float*, *Walk* and *Unassisted* are provided for use in Special Olympics meets.

### ***Options for Cycling Through Age Groups***

The **[Options]** button allows you cycle through several specific age groups. If you click on this button the following panel will be displayed:



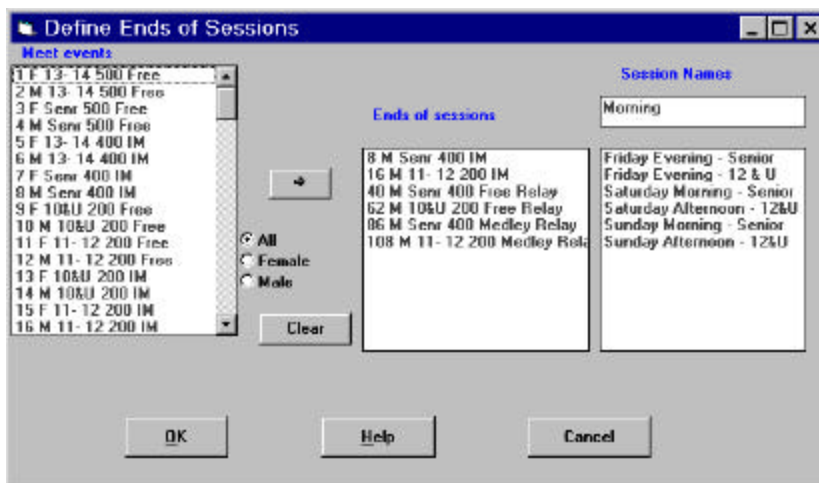
To select two or more age groups to cycle through, just click on them in the left-hand list box and then click on the button labeled [ >> ] to insert them in the box to the right. If you make a mistake, the [ Clr ] button clears the list box. Then, each time you add a 10 and under event, the ages for the next events automatically switches to 11-12 on the event entry screen.

When you have finished with one session, just go back to this panel by clicking on [ Options ], click on [ Clr ] and add the age groups in for the next session. Click on **OK** and you can begin adding events for the new session

When have added all the events, click on [ Save ] to save the meet.

## Session Names

SwimMeet 5.7 works best if you define various sessions for your meet. At a minimum you must have at least one session defined containing the number of the last event in the meet. You can do this after you have entered all your events or at any later time, but you will find it more convenient to split the meet up into tractable portions whose events fit on the screen at one time. To enter names for the sessions, click on [ Session Names ] on the **Options** screen to bring up a panel for entry.



Just select the last event in each session from the "Meet events" list box and click on the [ ➔ ] button to move it into the "Ends of sessions " list box. This will also make a temporary session name entry in the rightmost listbox, "Session *n*." After you have entered all of the sessions, you can change the names by

1. Clicking on the temporary session name in the list box
2. Pressing Shift/Tab to back-tab up to the **Session Names** edit box.
3. Typing in a new name
4. Pressing Tab to go back to the list box or clicking back on the temporary name.
5. Pressing Down-arrow to go on to the next session.

Of course, you can also move around these boxes using your mouse to click on them.

When you have completed entering the session names, just tab again to [OK] and press the **Enter** key to save these session names.

### ***Single Sex Sessions***

If your events are numbered alternately between boys and girls, but the sessions are single sex, you should select the last event for each sex's session and change the sex option button from  **All** to  **Female** or  **Male**, before pressing the [ >> ] button.

## **Printing Out the Events in a Swim Meet**

Once you have entered a meet and selected it as the current meet using **File | Select Meet**, you can print out the meet events using **Print | Meet Events**. This menu item has 4 options

1. All events to printer
2. Paired events to printer
3. Paired events to clipboard
4. Events by session

The first option gives you a single list of all events, and their slow and fast cutoffs. The second and third options pair the events assuming that all odd numbered events are of one sex and even numbered the other and prints them in two columns separated by the session names. The second option prints this paired list out directly. The third option allows you to then open a word processor and choose Edit paste (or right-mouse button and Paste) to import the list into another document for further editing, or interspersing advertising or other items. The fourth option shows a single column of the events split into the various sessions.

A portion of a pasted paired meet event list is shown below.

### ***Sunkist AA Invitational***

Wilton Family Y 02-03-95

**Friday Evening**

1	F	2:36.39	10&U	200	Free	2:31.89	M	2
3	F	2:20.19	11-12	200	Free	2:17.29	M	4
5	F	2:57.79	10&U	200	IM	2:55.29	M	6
7	F	2:39.99	11-12	200	IM	2:38.29	M	8
9	F	5:38.29	13-14	500	Free	5:26.99	M	10
11	F	5:35.39	Senior	500	Free	5:11.69	M	12
13	F	5:09.19	13-14	400	IM	4:51.59	M	14
15	F	5:03.79	Senior	400	IM	4:40.49	M	16

**Saturday Morning**

17	F	2:26.89	13-14	200	IM	2:16.69	M	18
19	F	2:24.09	Senior	200	IM	2:10.89	M	20
21	F	1:15.39	13-14	100	Breast	1:10.19	M	22
23	F	1:14.39	Senior	100	Breast	1:06.99	M	24
25	F	2:22.39	13-14	200	Fly	2:16.69	M	26
27	F	2:21.19	Senior	200	Fly	2:09.29	M	28

**Creating Meets from Downloaded Meet Files**

If you received the meet definition file on a diskette or downloaded it from a Web site, you should do the following.

1. Create a folder for your meet inside the \swim4\meets folder. In Explorer, click on the Meets folder name and choose **File | New | Folder**.
2. Click the temporary folder name "New Folder" and type the new folder name over it.
3. Copy the .mt4 file into this folder. Both the folder and the meet file name should be the same.

For example, if you receive a meet file called "wyw0130.mt4," you should create a folder called "wyw0130" inside the \swim4\meets folder, and then copy the meet file into that folder. Then you can begin entering swimmers using Meet 5.7 and selecting this ready-made meet without having to create a new meet file.

**Setting up Meet Parameters**

Once you have defined the meet events you wish to use, you should define the other important meet parameters by selecting **Setup | Meet Parameters**. This brings up the dialog:

Enter the **Title of meet** and **Program subtitle** to be printed on the program and other places.. If you want to print out sponsors of specific events on the meet heat sheets, check the **Use Sponsors for events** box and if you want to print out meet records with the events, check the **Print records with events** box. You will then have to type in the meet records and sponsors using the **Entries | Records** and **Entries | Sponsors** menu items. You can also select the **Number of lines on labels** and whether there are more than one column of labels on the label stock by checking the **Two columns of labels** box here, although you have an opportunity to modify this later when you print labels.

## Heat Names

Once you have completed the first panel, click on **OK**, and the **Prices and Heat Names** panel will be displayed. Enter the price per event as a decimal number (2.00 for \$2.00) and enter the number of lanes and the number of heats in finals. If you enter a number between 1 and 4 and then use the Tab key, then that many boxes will be displayed where you can enter the names of these heats.

Remember that the heats are named here in the order slowest to fastest, so the first heat of two would be Consolation and the second Championship as illustrated. USS Swimming allows the finals to be swum in the reverse order with the fastest heat first. In this case the second and fastest heat could be named "A" Final and the slower heat named "B" Final.

In both situations the Finals program would show, under the event heading, the seeded fastest heat followed by the slower heat.

You should enter a number in the **Price of individual events** and **Price of relay events** boxes. Meet 5.7 also supports separate pricing for long distance events. You *must* enter some value in this field

or all events longer than 500 yds will have no price. It can, of course, be the same as for other events. In the same manner, you must enter a **Price of timed final events** (such as 10&under events), even if it is the same price as the individual event.

Also enter any **Surcharge per swimmer** specified in the meet announcement. You can choose whether or not this will apply to Relay Only swimmers elsewhere in the program when saving team entries.

## Lane Seeding Order

SwimMeet 5.7 allows you to enter the order in which lanes will be used for seeding. If you enter the number of lanes and press the Tab key, the current (or default) seeding order will be displayed. You might choose a different seeding order if the pool has an unusual configuration or if you are only using the middle lanes of a wider pool (say 8 out of 10). In these cases, you enter the lanes *separated by commas* from fastest lane to slowest lane.

## Scoring

Then click on **OK**, and the final panel on **scoring** will be displayed:

Then click on **OK**, and the final panel on scoring will be displayed. If you click on **[Default]**, the standard USS scoring for 6 or 8 lanes, for a Prelims/Finals type of meet, is displayed. Remember that in a Timed Finals meet the number of places actually scored may be *half* that default number.

The screenshot shows a window titled "Scoring" with the following elements:

- Events:** "Enter Points:" field contains 16. Below it is a list of numbers from 16 down to 1.
- Relays:** "Enter Points:" field contains 12. Below it is a list of numbers from 12 down to 2.
- Instructions: "Use up and down arrows to move between score values".
- Buttons: "Save", "Default", "Dual NCAA default", "Dual HS default", and "Cancel".
- Checkbox: "Score only 2 relays (Dual Meet NCAA or Natl Fed)".

Clicking on the **Dual NCAA default** button will give the NCAA point scores for 5 places, (individual events) and places for 3 relays.

Clicking on the **Dual HS default** button will give the usual High School point scores for 3 places, (individual events) and first place only for relays. Many YMCA dual meets use the same point scoring setup.

The **Score only 2 relays (Dual Meet NCAA or Natl Fed)** option refers to a maximum of two relays per team being allowed to score even if three relays from a single team finish in a scoring place.

You can change any value by clicking on it in the list and then entering a new one in the edit box above and re-clicking the value to be changed.. You can move among the points shown for each scoring

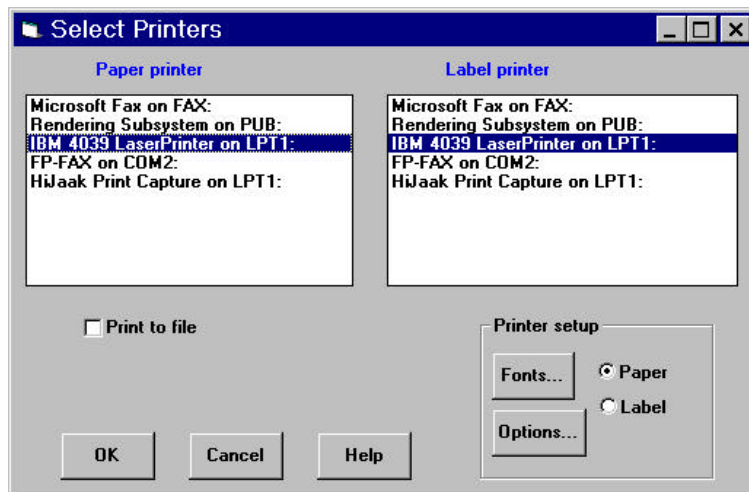
place using the up and down arrow keys. Note that the total number of places scored per event need not be the same for individual and relay events.

## Setting Up Windows Printers

SwimMeet (as well as SwimTeam) writes to the default printer for paper output. The programs all also allow you to select a second printer for printing labels, as well as to specify four different fonts: Header, Subhead, Page and Label. When you select a paper printer, it becomes the current default printer, just as if you had specified it using the Windows Control Panel.

*If you have not selected fonts for the paper printer, you may get an error when you begin to print.*

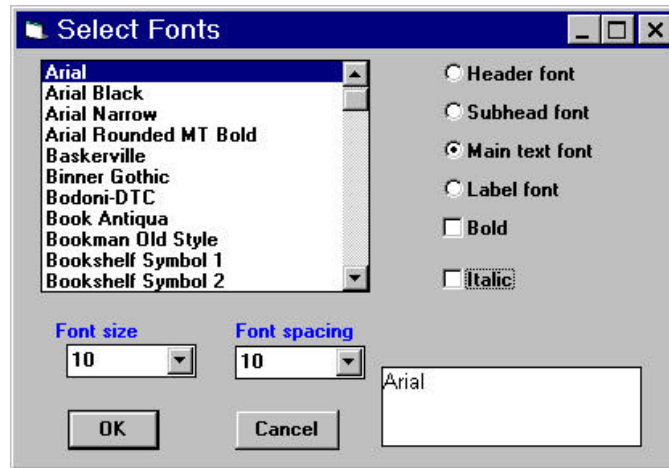
If you select **Setup | Printers** from any of the LSA Windows programs, the following dialog is shown:



Both printer lists show all currently installed printers. The currently selected **Paper printer** and **Label printer** is highlighted if you have already chosen one.

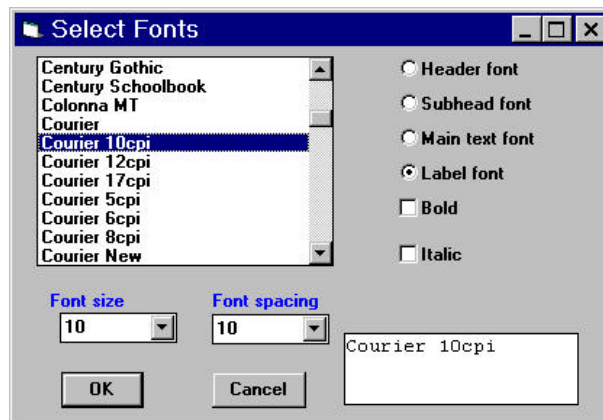
If you select the **Print to file** option, whenever you later choose a print button you will be presented with question asking for a name for the file. These files can then be viewed or edited by any word processor.

In addition to selecting printers, *you must also define the fonts you want to use*. Select the **Paper** option button and then click on **Fonts**. This will bring up a list of all fonts available for that printer:



For the paper printer, select the **Header font**, **subheadfont** and **main text font** and associated sizes. We recommend that you start by trying Header (Arial 14 pt Bold), Subhead (Arial 12 pt Bold Italic) and Main text ( Arial 9 pt with 10 pt font spacing).

Then click on **OK** and select the **Label** option button and bring up the **fonts** for that printer. If you select a dot matrix printer such as the IBM Proprinter or an equivalent, you should select its native fonts Courier 10cpi, Courier 12cpi or Courier 17cpi:

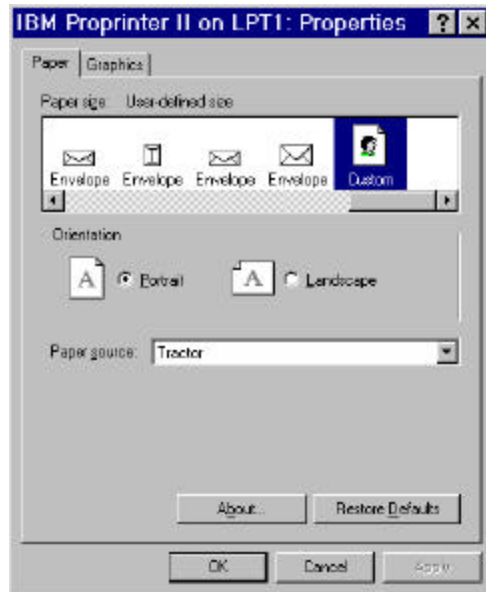


### ***Printer Options***

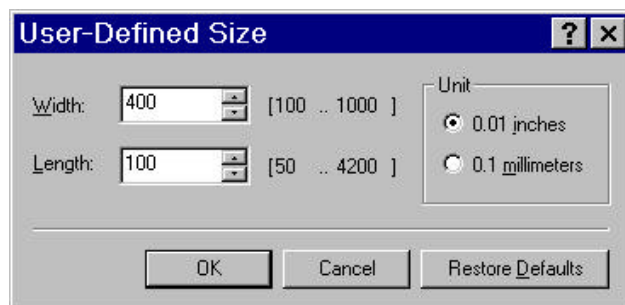
You ***must also adjust the printer options*** if you are using a pin feed dot matrix printer so that each page is ***only one label long***. This is usually ***1 inch*** for most common labels. This allows the printer to eject single labels and print any number without doing a page feed which would spoil the label alignment and waste many labels. Click on the **Label** option button and then on the **Options** command button. This brings up the standard Windows printer options panel, which varies with the actual printer device driver selected.

Shown here is one for the IBM Proprinter II.





To change the paper size, select **User Defined Size...** which brings up one more panel



where you should set the page width to 100 (the units are 1/100ths of an inch). If you do not initially see the **User-Defined Size** option, select another **Paper source** and then re-select **Tractor** as the Paper source.

We have discovered that for the IBM Proprinter driver (in Windows 3.1 only), if you select the Courier 17dpi font, you need to adjust the length to 106 rather than 100 to make up for an error in the device driver. Be sure to test this out before your meet.

Today, many teams either use two laser printers, or simply put a few sheets of labels into their laser printer to print labels from time to time rather than using a tractor-feed printer. LSA SwimMeet supports 10x 2 and 10x 3 sheets of labels, Avery 5161 and 5160, respectively. You can select them when you begin actually printing labels.

## 27. Entering Teams

---

### Selecting a Team

LSA SwimMeet 5.7 changes the way you enter teams in a significant way. Instead of using the ENTRY file (\*.ent), it now uses the standard USS SDIv3 files (which have an .sd3 extension) to create entries as well as to receive entries from other teams. SwimMeet 5.7 also provides ways to import any .ENT files which you receive as well as ways to import HyTek CommLink™ files.

To begin entering swimmer's names and events, select **Entries | Enter Teams**. The Enter Team Data screen appears.

Note that the **Team Initials** box is grayed out until you select **File** and one of the next options:

- **Create new team entry**.. This un-grays the team initials box so you can enter a new team name
- **open entry file** for an existing team entry,
- **Copy SDI entry file from diskette** to import an SDI entry,
- **import Meet5 ENT file**, to import a previous LSA program file
- **Exit** to abort the entry process.

These team entry files have the name LSTTTT.sd3, where LS is the LSC's 2 initials and TTTT is the team's 4 initials.

If you are entering a new team, select the USS **LSC Name** fill in the **team initials**, **Team name**, **Short team name**, **address** boxes, and **Contact** names and **phone** number, so that you can later generate a mailing list of teams to send results or new meet announcements to. This will also allow you to generate a list of participating clubs for your meet program and results. **The Mailing town** is used on address labels. The **Team Town** is used to generate a list of participating clubs with their home towns.

If you re-importing an entry from another source you can edit the information that will show in the text boxes by typing over it.

### *Selecting LSCs*

Normally the default LSC you selected during Setup will appear in the LSC box, but you can select a different LSC for each team from the drop-down list box by either typing it in, or by clicking on the down-arrow and selecting one the names in the list box. All of the current USS LSCs are included. This list is in the file **LSCLIST.DAT (in the C:\swim4 folder)**, which is a text file you can change for other types of meets.

### *Entering Swimmers*

Click on the **Edit events button** and the swimmer entry screen will appear. If you have imported an entry from a diskette the first page that will normally appear is a blank panel where you can enter an additional swimmer after the existing swimmers and relays. You can see the swimmers already entered by clicking the **Prev** button to scroll through the swimmer's panels. You can also see a list of all entered swimmers in the team by clicking on the **Find Swmr** button. Double clicking on any swimmer jumps you to that swimmer's entry panel. You can also move to the beginning and end of the list by pressing the "<<" and ">>" buttons or by pressing Ctrl/Home and Ctrl/End.

### *Entering Swimmer Names*

The swimmer panel allows you to enter the swimmer's nickname, last name and legal first name, age or birthday and initials, and attached status. For each new swimmer you can uncheck the **Attached** box, if they are not attached: the default is attached. You can either enter ages or Use USS Numbers depending on whether this box is checked. Then you can begin entering events as event numbers and times. You can also **Pick Events** from a list box if you don't know the event numbers.

Start entering swimmers by typing in their first and last names. You can optionally enter the initial, and legal first name. These are used in the construction of the entry records and results and can be valuable if the USS ID Number is not known. If you know the USS ID Number, you can type it in. You can select the sex by clicking on the push button labelled **'Sex'** to cause it to switch between **'F'** and **'M.'** If you enter the birthday, the age will be calculated automatically.

To enter events, enter an event number in the edit box below the Sex button, press **Enter** key, type in a time, and press **Enter** key again. This will add the event number and time to the list boxes below, and cause the stroke and distance to appear to the right. Alternatively you can use the Tab button to move between the two edit boxes and click the **Add Evt** button after typing the time in the second edit box.

If you wish to select an event from a list, without knowing its number, click on **Pick Event** and the complete list of events the swimmer is eligible for will appear in a list box. Click on all the ones you wish to select. The swimmer will be entered at the cut-off time if the event has one, or at NT if there is no cutoff time. You can change these default times by clicking on the event or time, changing the time in the edit box above the time list, and then clicking on the **Chg Evt** button.

### ***Nonconforming Times***

Nonconforming times are times swum in another pool length (course) than the one for the current meet. It is conventional in higher level meets to accept nonconforming entry times without conversion and seed them last but in their time order in that other course.

By clicking on the small grey buttons to the right of the time list box, you can indicate that a time is nonconforming, and it will be seeded last as described above. When you click on these buttons, they change from **"Y"** to **"M"** to **"S."** The meet program will print these times with a **"Y," "M"** or **"S"** after them.



### ***Ages in High School and College Meets***

If you enter the ages as 1, 2, 3, or 4, the psych sheets and result sheets will automatically print these ages as **"Fr," "So," "Jr,"** and **"Sr."**

### ***Bonus Events***

Bonus events are defined as events to be seeded after all conforming and non-conforming entry times which are faster than the specified cutoff times. You can enter them in any course and they will be seeded in order by course after the conforming times. To select a bonus event, click on the **bonus** check box. These times will print in the met program followed by the letter y,,l, or s.

### ***Changing an Event***

You change an already entered event, by clicking on the event number. This will cause the event number and time to appear in the edit boxes above the list boxes, where you can type over it. To store this edited time, click on **Chg Evt**

### ***Next and Previous Swimmers***

You can go on to the next swimmer or a new swimmer by clicking on [**Next**], pressing **Alt+N** or pressing the **PgDn** key. You can go back to a previous swimmer by clicking on [**Prev**], pressing **Alt+P** or pressing **PgUp**. You can go to the first swimmer by pressing **Ctrl+Home** and the last swimmer by pressing **Ctrl+End**. The cursor must be in the First Name box for this to work. You can move to any swimmer already entered by finding the swimmer in the list shown by clicking the **Find Swmr** button.

### ***Saving the Team***

You can save the team entries by clicking on [**save**] or pressing **Alt+S**. Choosing the Cancel button will exit the Entry routine and will not save any swimmers entered since the last time Save was selected.

## **Relays**

A relay team is a separate "swimmer" entry. Rather than entering individual swimmers (who often change) as part of a relay team, you create a team entry called, for example SQUID A. Then in that relay team you enter *all* of the A relay event entries (up to 15) for that team in all ages and both sexes. If the team has some B and C relays, you just make a new entry call SQUID B and put in that team's B relays, and so forth. In the next section, we'll see that you can easily select the relay swimmers from a list in the Results module when the event is swum. Relay teams must have a last name (A, B, etc.)

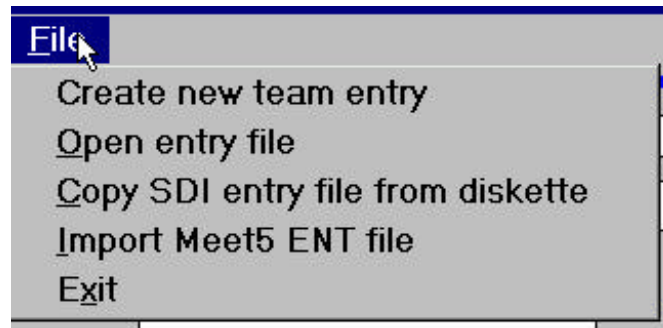
## **Importing Entries from Other Teams Using LSA SwimTeam**

United States Swimming has defined a Standard Data Interchange Format (SDIF) for exchanging meet and team data between software programs from various vendors. LSA SwimMeet and SwimTeam support the use of this format.

If a team submits a meet entry to your meet using an SDIF file, or a Hy-Tek™ entry file often called **cfile01.cl2**, you can import it and create a team entry file by selecting **File** from the team entry panel, and selecting **Copy SDI entry file from diskette**. This brings up a file selection box where you can select the filename, and select **OK**. It will then convert and create a team entry file. The file will be written to disk as an .sd3 file having a name of the form SSTTTT.SD3.

Teams using LSA SwimTeam may submit entry diskettes, saving you the annoyance of retyping their entries. To read in these entries, select **File** from the team entry panel, and selecting **Copy SDI Entry file from diskette**, or **Import Meet 5 ENT file** for entry files made with previous versions of LSA

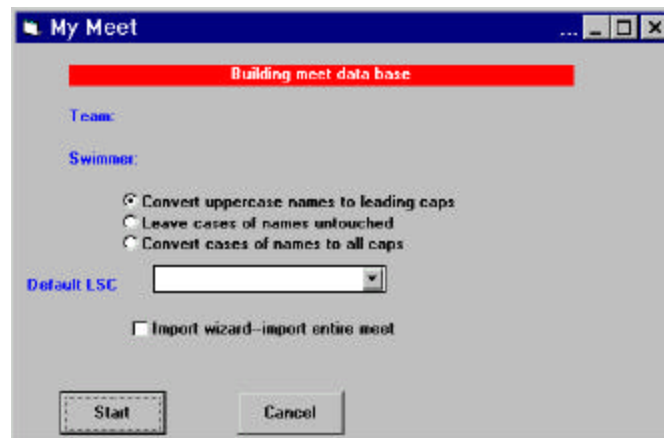
programs. This brings up a file selection box where you can select the filename from the diskette, and selecting **OK** converts the SD3 or ENT file and stores it in your meet directory.



## 28. Building the Meet Data Base

Once you have entered all of your team entry files using the Enter Team menu item, the **File | Build Meet Database** command takes all of the individual team's entry files which you have created and combines them into a set of files: a swimmer file, an entry file, and a USS ID file. These have the names xxxxSWMR.RC5, xxxxENTR.RC5, and xxxxEXTN.RC5 where "xxxx" is the first four characters of the meet filename. It also builds the Team Address File **teamlist.dat**.

During this process you can convert swimmer names from uppercase to mixed case or all to uppercase by checking the proper box.



You should fill in the default LSC so that all teams who have not provided their LSC in their entry file will have one associated with them for automated generation of SDI results files. A complete list is available by clicking on the down-arrow.

To build the database, click on "Start" and to quit without building the database, click on "Cancel." It will put up a warning message, asking if you really want to do this.

Once you have built this database you can go on to seed events and enter results. All of the seeding and result information is stored in these database files. If you rebuild the database, any seeding or result information is lost from the database.

While you are continuing to enter teams or add swimmers or events in the **Entries | Enter Teams** routine you can continue to re-build the database. However once you use any *other* option to change, add or delete data you must ***NOT*** rebuild the database. If you do this by accident, the following paragraph describes how to recover:

Each time you rebuild the database make a habit of backing up the database onto a floppy disk, using **File | Copy meet files to diskette | backup meet database**. Alternatively, copy the whole meet folder, including the individual entry files and any text files you made, onto a floppy in MS Explorer. The latter is particularly recommended if you are taking the meet data to a pool in a separate location or using a computer at the meet that is different from the one where entries were input.

## Recovering Meet Database Information

If you inadvertently delete the RC5 files which make up the database, you can rebuild them as described above. Any changes that were made to the data using any option except Entries | Enter Teams will be lost and need re-inputting. If you rebuild the database by accident after you have already entered swimmer's results, you can import the prelims results back into the database from the individual RBKUP files which are also written each time results are entered into the database. No splits will be recovered using this method. These RBKUP files have no other purpose: they are to be imported in case of error or in case you are running the meet in two separate pools and need to combine data from these sessions into a single database. The files written for Prelims are called RBKUP\*.SWM and those for Finals are called FINAL\*.SWM. If lost either or both sets can be imported back into the database. To import these Prelims result files, first rename them in the meet folder at the DOS prompt by typing

```
REN RBKUP*.SWM RESULT*.SWM (press enter key)
```

Then select **File | Import | Result Files**.

You can highlight all or individual event results for import

You can choose to import **Finals** also and those files will be already named FINAL\*.SWM

## Team Address File

This file is always called **TEAMLIST.DAT**. It contains the initials of each entered team. If you entered the team name, contact, coach, address and phone information when you entered each team, this is stored in the address file, too, and is used to print address and team information packet labels.

## Case Conversion

When some team entries are provided on diskette and you type some in yourself, you may have some swimmers with names in all caps, and some in mixed case. By selecting one of the options on this panel you can make

- no changes in the case of swimmer's names
- convert to all caps
- perform intelligent conversion to mixed case

Conversion to mixed case is performed as follows

1. The first letter of the first and last name are capitalized.
2. If the first name contains any spaces, like "Mary jane" the letter after the space is capitalized: "Mary Jane".
3. If the last name contains a hyphen (-) or an apostrophe ('), the letter that follows is capitalized.
4. Last names beginning in Mc, Mac and O' have the next character capitalized.
5. If the swimmer's last name is ALREADY in mixed case, it is not changed.



If a conversion to mixed case needs correcting, by typing over the original in **Entries**, using upper/lower case, it will be retained for the swimmer after any subsequent conversion during a meet database build.

Equally, once the database is built, if you are advised on any changes necessary you can simply type them over the original version, using upper/lower case, in **Changes | Swimmer**. Rebuilding the database after this will erase the correction (as well as any results you might have entered).

## **Import Wizard**

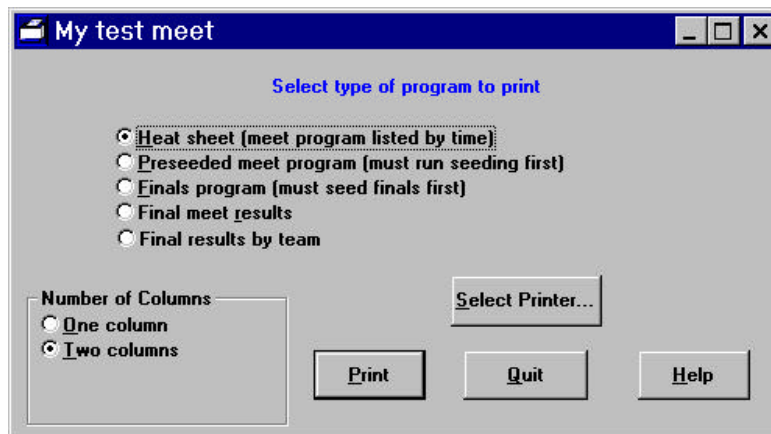
If you have the results of a meet supplied by disk in a SDIF file you can **choose File | Build meet database | Import wizard - import entire meet** to import the results and form a set of LSA database files, as if the meet had been run using Meet 5.7.

Once you have imported the data, you can print the meet using Meet5.7's powerful Windows **Print** options. You can also inspect individual event results or use any of the programs other functions by seeding the meet using **Seed | Prelims/Timed Finals**, and **Seed | Scratch and Seed Finals**. This is described more fully in a later chapter.

## 29. Printing the Heat Sheets

Printing in the Windows version launches a separate **Printitw** application which brings up the panel shown below. Once you have printed the data you want, clicking on **Close** does *not* close the printing program, but merely minimizes it as an icon at the bottom of the screen. You can bring it up at any time, either by clicking on the icon or from the main menu. To actually close the **Printitw** application, click on the left corner system box ☒ and click on the **Close** option or double click on this system box ☒ .

The heat sheet or "psych sheet" is an *unseeded* time-ordered list of the swimmers in each event. If you want to print the swimmers assigned to lanes, see below. To print out the heat sheet, select **Print | Program (psych sheet) |**, and the following display will appear:

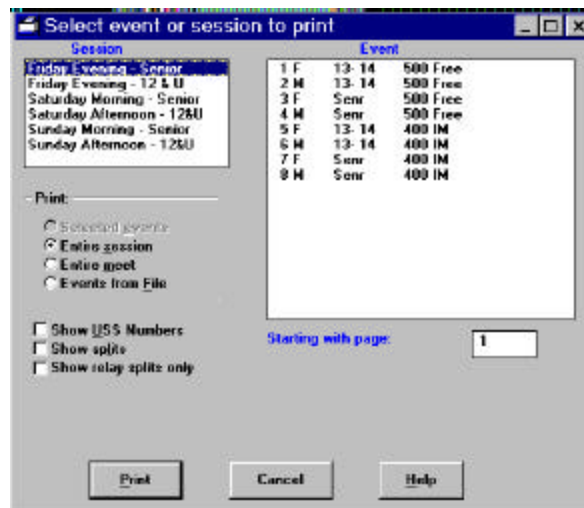


If you select **One column** of printing, you will be presented with the further choice of **One event per page**.

### *Preseeded Program --Swimmers Assigned to Lanes*

You can print out a heat sheet or a preseeded meet program from this panel. To print out a preseeded program you must first specifically seed all of the events using the **Seeding/Seed Prelims** menu item.

Once you have selected a printer and the type of program or printout you require, click on [**Print**]. This will bring up the event selection panel:



You can select a single session, the entire meet, or a single event. The ( )**selected events** button is inactive (grayed out) unless you click on an event in the event list box on the right. If swimmers are entered with both conforming and nonconforming times, the swimmers with nonconforming times are listed last by course in order by their entry times, as specified in USS rules.

You can select any number of events by clicking on them.. They will all stay highlighted.

You can also choose to print a list of events in a specific order, that you have already typed into a simple text file, by selecting **Events from File**.

If you select [**Show USS Numbers**], and you have entered them either manually or from diskette, they will be printed on the program.

To begin printing, click on [**Print**]. The page number count will change as the program prints each page.

## Printing out Results

Final results are printed in much the same way as Heat Sheets. Select **Print/Program (psych sheet)** and then select **Final meet results**. You can also select here if you prefer to print in one or two columns per sheet. Again you can select a single session, the entire meet, a single event or more, or Events from file.

If you select the **Entire Meet** another option will appear labelled **Rulebook order**. Selecting this option will group the event results by age group for each sex, starting each group on a new page and showing the name of each age group in the heading. The events within each age group will be listed in the order free, back, breast, fly, I.M. then free relay and medley relay. Within each stroke the events will be ordered by distance shortest to longest.

You can choose to **Show splits**, or just **Show relay splits only**, or not.

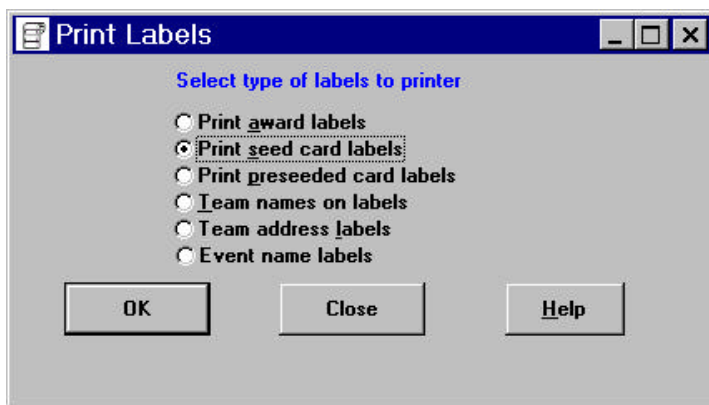
## Printing Out Individualized Results

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 grouped by swimmer to send to each club. These results are sorted by age and sex and printed in rulebook order, showing the swimmers name and age followed by a line for each event showing the event number, finishing place, event name, seed time, prelims time and final time. If a swimmer does a best time, this is marked as well. Then the splits are listed next to that.

## 30. Printing Labels

If you are using seed cards for your meet, you can print labels by selecting **Print/Labels**. This will display a secondary menu where you can choose the type of labels to print. Select **for Seed cards** and a further labels selection panel will display. As with the print module, the labels module remains loaded and active once you start it. If you select **Close**, it is minimized but not closed. You can keep this module open when you return to the Results module and continue to enter results. When you are ready to print labels you do not need to close the Results manual but can merely bring the Labels module screen to the fore by clicking on it or by clicking on the icon at the bottom on the screen. To terminate the labels module, click on the right corner system box ☒.

The labels selection panel appears as shown below:



Select (\*) **Print seed card labels** and the labels module will be loaded and the label event selection and alignment menu will be displayed.

### Aligning Labels

If your printer is a dot matrix continuous form printer such as the IBM Proprinter or a compatible printer, you will need to be sure the labels are aligned before you print them. You can do this by clicking on **[Test 1 Label]** and a line of numbers will be printed for each line on the label. Alternatively, you can test the alignment by choosing to print just one place of labels in an actual event. This feature does not apply to laser labels.

### Printing Labels

You can then print labels for all events in a session if **[X] All Events** is checked, or for any single event if it is not checked. If not checked, you can select a single event by clicking on it or you can click on several events numbers at once. The name of your current label printer will show on this screen. If the printer name does not show **Select printer** button will allow you to select it and the necessary fonts.

## Laser Printer Labels

If your label printer is a laser printer, you should select  **Two column laser labels**, and insert laser labels in the paper tray. Once you have selected **Two column laser labels**, you can choose between Avery 5161 (2 x 10) and Avery 5160 (3 x 10) labels.



## Printing Address Labels

Meet 5.7 will allow you to print out team mailing labels and team initial labels for coach's packets and award bags, and mailing results by selecting the option buttons:

**Team Names on Labels**

and the

**Team Address Labels**

These will begin printing directly without any event or alignment panel coming up so make sure your labels are aligned correctly before selecting this option.

## Printing Award Labels

After an event has been swum, you can print out award labels for that event by selecting **Print | Labels | for Awards | print award labels**. You can also print out award labels for several events at the same time. While the default is to print out award labels by time for the number of places you indicate, you can also select award labels by age group (for mixed age group and Masters meets) and by heat (for Special Olympic meets).

If you have a meet with **two levels** of scoring or a **two flight** meet, you can select to print the award labels to match. Printing will commence at the top of laser label sheets each time you print. It is, therefore, worth waiting until a few events have been swum so that those events' award labels can be printed together on one sheet so as not to waste sheets by only using a few labels per sheet.

## Event Name Labels

These labels are useful so that you can label a Manila folder with each event name and store all of the results, DQs and timer sheets together for each event. For Prelims/Finals meets, make 2 sets.

## Printing Canadian Swimming Seed Cards

The Labels module has been enhanced to print on the standard Swim Ontario continuous pin-feed seed cards. These cards are 3-1/2" x 7-1/2" and are printed when you select either

**Seed card labels**, or

**Preseeded cards**

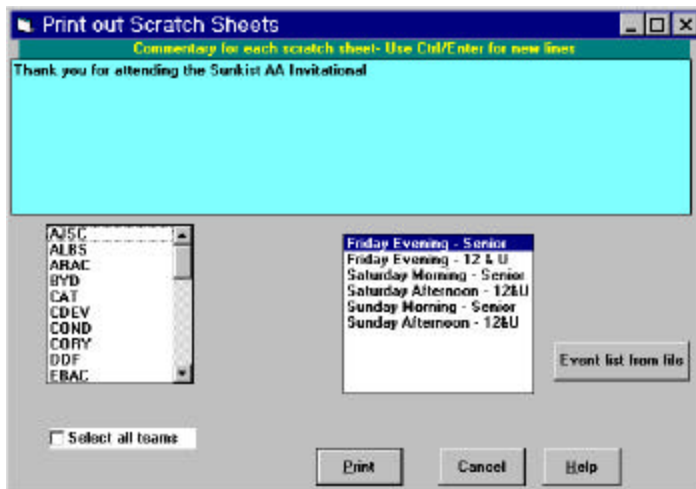
and select the check box  **"Canadian seed cards ."**

In order for these to print correctly, you must set the label printer to have a page size of 350 x 750 hundredths of an inch as illustrated previously for 1" dot-matrix printer labels.

In order to align the labels, set the print head to the top of a label and click on **Test one label** to see how the lines are printed. Seed cards will be printed for whatever events you select.

## 31. Printing Scratch Sheets

After you have entered all your swimmers and printed a trial heat sheet to look for mistakes and corrected them, you should print out scratch sheets for each team for each meet session. Scratch sheets show the events each swimmer is entered in for that session along with a listing of all that team's relays at the bottom of the sheet. It also provides you with a box in which you can enter up to 5 lines of comments to communicate a message to each coach at that session. Such messages might include *"Please be sure to turn in these Scratch Sheets before 8:30 am, even if you have no scratches."*



You can print out the scratch sheet for a single team, by clicking on it, or all teams by clicking on the (\*) **All Teams** option button and must select the session from the right hand list box before you can begin printing.

While the session name printed on the scratch sheet will be taken from the session as chosen, the events can be further selected by selecting **Event list from file**. Then you can choose a simple text file that you have already made continuing the required events.

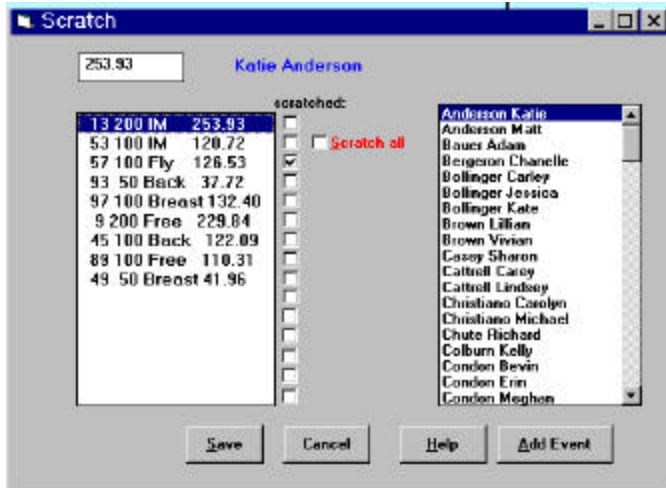
This can be useful if you wish separate scratch sheets for separate pools events within a session or if you have an event which you will seed later during the session. For example, a 1650 free run as the last event may be left to be seeded just a short while before being swum in the hope of minimising empty lanes.

### Scratching Swimmers

Once you have entered all of the teams and built the meet data base, you will probably want to scratch swimmers from events they are entered in but will not swim. *Note that once you have built the meet database, you should make all changes using the Seeding/Scratch command (or in the Changes section) **not** by changing the original Team Entries .*

To do this, select **Seeding/Scratch by Team**.

This will bring up a list of teams and an option to choose **Individual events** or **Relay events**. Double click on the team in which you wish to enter scratches, and this will bring up the team scratch panel:



You can scratch any single event by clicking on the check box  to the right of that event, or scratch all events, for the whole meet, by clicking on the  **scratch all** box. You can select any swimmer from the alphabetical team list at the right.

## Adding or Changing an Event

You can add an event to any swimmer by clicking on the **Add Event** button. This will bring up a list of eligible events: click on the one you wish to add. The seed time for such an event will initially be **NT**, but you can change any seed time by clicking on it and typing the new time in the text box above.

When you have finished entering scratches or adding events for any swimmer, choosing another swimmers name will save those actions, unless you later choose the Cancel button.

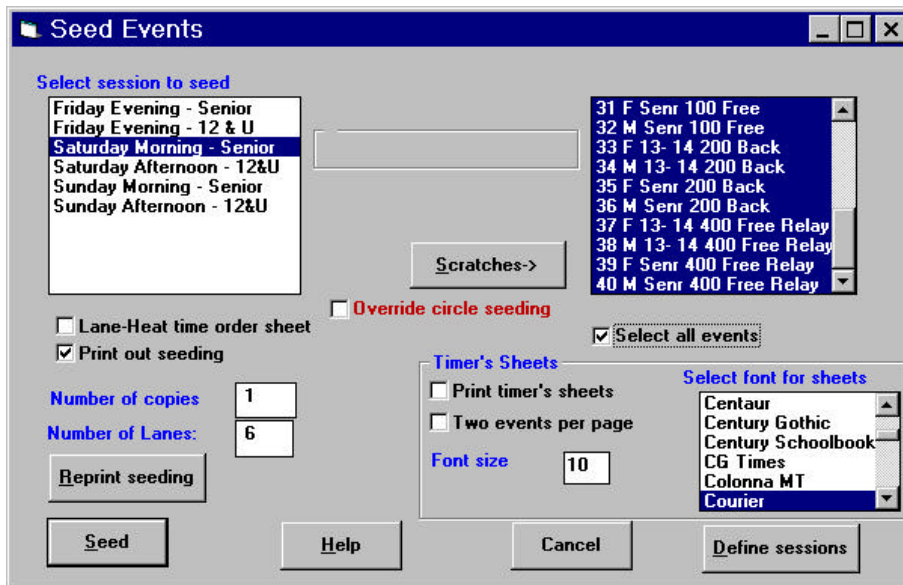
When you have finished entering scratches or adding events for all the swimmers in a team, exit the team by choosing the **Save** button. This will save all scratches and added events for all the swimmers you selected in this team.

If you exit a team by choosing the **Cancel** button, all scratches or additions in this team will be cancelled since you last chose this team, *not* just those for the current swimmer.



## 32. Seeding

Once you have entered all the teams, built the meet database file, and entered scratches by team, you are ready to begin seeding events. Select **Seeding | Seed Prelims/Timed finals** from the main menu. This brings up the dialog panel that looks like the one below:



First select the session containing the event to be seeded from the left hand list box and then select the event from the right hand list box. You can seed all of the events in a session or seed an individual event depending on whether the check box **Select all events** is selected.

If you are printing timer's sheets and you seed more than one event at a time, the timer's sheets will be printed last after all the copies of the seeded heat sheets, sorted into lane order by event.

If you are notified of a late scratch or a swimmer was scratched who has since shown up to swim you can make the change by selecting that single event and the Scratches button. A list of all swimmers in the event will show, including scratched swimmers. Swimmers can be selected and either the Scratch or Unscratch buttons selected. See also Scratches section below

You can re-seed the event after such changes by simply selecting the event and the **Seed** button.

Once you have distributed the seeding sheets and / or the timers sheets, *unless* there is an error or other change you should *not* re-seed the event. Seeding is random when swimmers' entry times are identical so re-seeding may not give the exact same seeding as the first time.

Further copies of heat sheets or timers sheets should be printed by selecting the event and the **Reprint seeding** button.

### *Keeping a Record of Deck Scratches*

As mentioned, you can do last minute scratches on an event by selecting it and clicking on the Scratches button. If you are scratching an overly full event down to a tractable or maximum number of heats at the last minute, this scratch procedure saves the name and team of each scratched swimmer in a file called

**scratches.txt** in your meet's directory. You can later read in and print out this file with Write (Windows 3.1) or Wordpad (Windows 95) to assist you in making refunds for these involuntary scratches.

### ***Printing the Seeding***

You can print out the seeding to post and for the use of the Starter and Referee by checking the  **Print Timer's sheets** box and can control the **Number of copies** and the **Number of Lanes** in the pool by changing the number of lanes in that edit box. You can also **Print (lane) timer's sheets** by checking that box. You can also print out the current seeding without changing it, in the event that you have changed the seeding by dragging swimmers into other lanes using the **Results** module or **Specseed**, by clicking on the **Reprint Seeding** button.

### **Turning off Circle Seeding**

Normally, if your meet has both trials(prelims) and finals, the top 3 preliminary heats are seeded so that the fastest swimmer is in the last heat, the second fastest in the next to last heat and the third fastest swimmer in the third to last heat. This continues for the top *3 heats lanes* swimmers and the rest of the heats are seeded by time order. This is referred to as *circle seeding* or *pyramid seeding*. For specific meets you may want to turn this feature off by clicking on the check box marked **Override circle seeding**.

### **Lane timer's sheets**

Lane timer's sheets are individual sheets for each lane, listing the swimmers in that lane, including the heat number and spaces to write in manual watch times. Many meets find it convenient to print out and post the seeding and then use these sheets instead of seed cards. You can print two events per sheet by clicking on that checkbox at the lower right. Some printers, notable the HP Deskjet, do not have the default **Courier** font that is often used for the lane timer sheets. In Meet 5.7, you can select the font you wish to use, specifically.

### **Scratches**

Clicking on this button, brings up a list box containing all the swimmers in the selected event. You can scratch or unscratch any swimmer EITHER by selecting the swimmer and

- clicking on the Scratch or Unscratch buttons
- Pressing "S" or "U"
- Pressing Alt/S or Alt/U

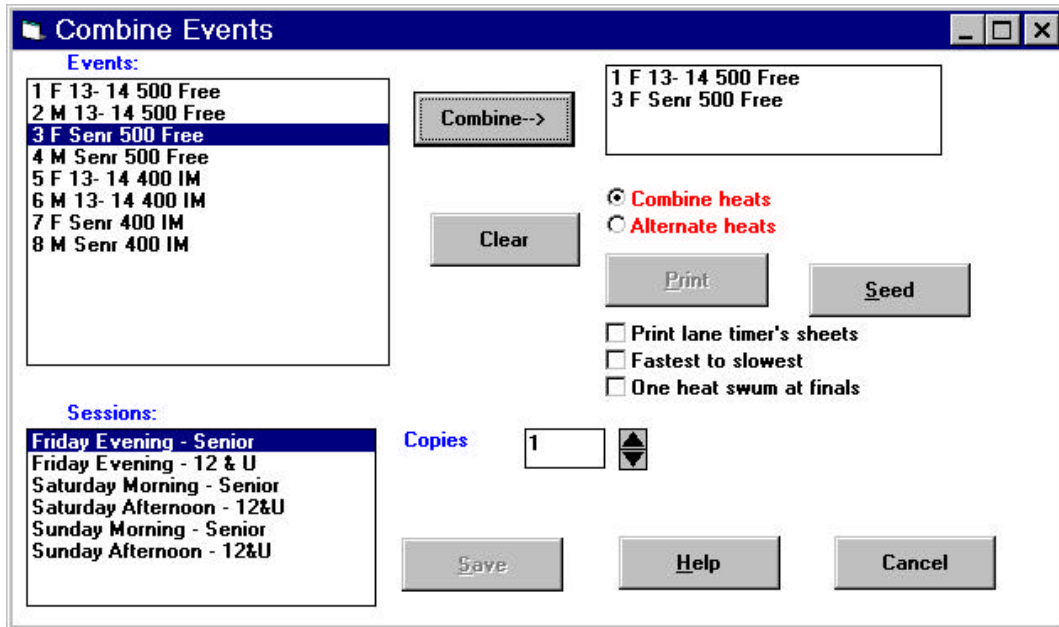
To save your scratches, click on OK, or to undo them, press Cancel. These are the scratches that are saved in the file **scratches.txt**

### **Sessions**

You are also offered another opportunity here to select Sessions to make any necessary changes to the session setup. If you do not see any sessions in the Select Session to seed listbox, or no events show up in the event list box, you have probably forgotten to set the sessions and need to do so now.

## Combining Events

To combine events for seeding, select **Combined Events** from the Seed Menu.



This brings up the dialog panel above, where you can select two or more events to combine by double clicking on them in the **Events** box or by clicking on them and then on the **Combine** button. You can combine any number of events so that the swimmers are mixed together. You can also combine two events so they swim in alternating heats.

First select the session containing the events as usual. Then select the events by double clicking on them or by clicking on them and the clicking on the **Combine** button. If you wish to undo your choices, click on the **Clear** button. The **Clear** button will also Unlink events that you previously combined.

You can combine the two events so that the swimmers are intermingled by clicking on **Combine Heats**, or you can have the heats swum alternately by clicking on **Alternate Heats**.

Heats are then seeded to alternate, as in women's and men's 1650s, or combined, as in 13-14 and Senior 400 free. The program does not leave empty lanes between swimmers from different events. However, you can easily drag swimmers into different lanes using the mouse in the combined heats display that follows.

You can also choose whether the heats are to be swum

**Fastest to slowest**

by checking this box. Otherwise they are seeded as slowest to fastest. If you click on

**One heat swum at finals**

then the fastest two heats are numbered as the last two heats to be swum, regardless of how many other heats are swum. Once you have selected the two events, click on the **Seed** button to actually seed them together.

### ***Seeding Fastest to Slowest, and One Heat Swum at Finals***

You can also use this module to seed *single* events (combining only *one* event) to seed fastest to slowest or to mark one heat to be swum at finals.

### **Viewing Combined Heats**

After you click on the **Seed** button you will be presented with the heat display panel, which shows the swimmers in the heats as seeded. You can view the other heats by clicking on the **Next** or **Prev** buttons. You can exit by pressing Escape or clicking on the **Cancel** button. You can move a swimmer into a new lane by dragging them there with the mouse in this screen.

### **Moving a Swimmer to a New Lane**

If you click on a swimmer with the left button and hold it down while moving the mouse up or down, you will be "dragging" this swimmer to the lane you select when you raise your finger from the mouse button. Then, the swimmer you have dragged appears in the lane you selected. If there was already a swimmer in that lane, he is swapped with the original swimmer. If not, the original lane position is now empty.

As an error check, the original lane numbers are displayed in case you want to drag the swimmer back. These numbers are replaced with the correct lane numbers if you move to another heat with the **Next** or **Prev** buttons and then go back to that heat.

### **Printing out Combined Seeding**

After you have clicked on the **Seed** button, the **Print** button will become active. You can select the number of **Copies** by typing a number in or by clicking on the up or down-arrow buttons to increment or decrement the copy number. If you have checked

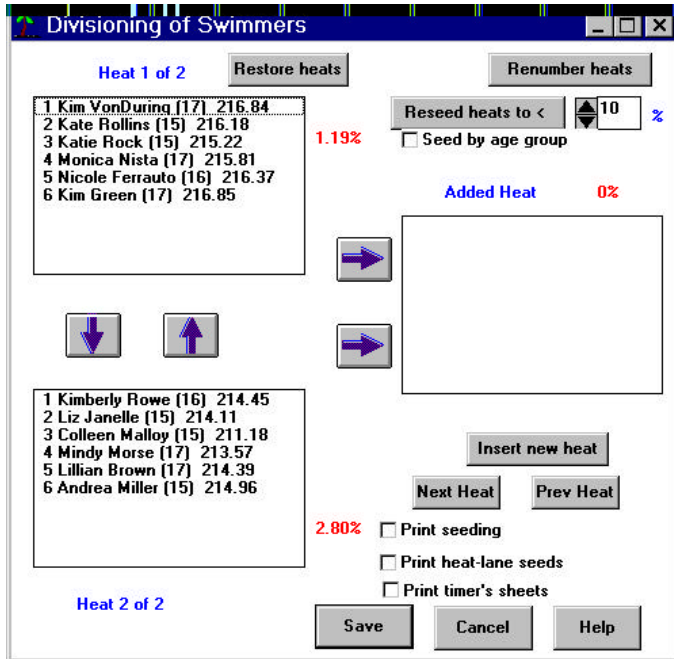
**Print lane timer's sheets**

these will be printed as well. Both the printed seeding and the lane timer's sheets indicate that the events are combined. Both events will be shown as seeded when printed.

### **Special Seeding Adjustments**

If you click on the Meet 5.7 menu item **Seeding | Special Seeding** or double click on the icon **Special Seeding** you will have the opportunity to select an event and adjust its seeding heat by heat. This is provided so you can place swimmers in particular lanes, combine or split heats, and adjust heats so that swimmer's times in any particular heat are less than a specified percentage spread, as required by Special Olympics Divisioning.

You will first be presented with the usual screen in which to select a session, an event and whether you are seeding Prelims or Finals, and then will have the following screen presented:



This screen has several purposes. It initially shows the swimmers seeded into heats after you have already seeded the event with the **Seeding | Seed Prelims** command. You can move swimmers to different lanes by holding down the left mouse button and dragging the swimmer to a new lane.

You can create a new intermediate heat by clicking on a swimmer and then on the right arrow to move that swimmer to a new heat.

To actually create that heat permanently and seed it, click on the **Insert New Heat** button.

If during the meet you need to add a new heat, you can select the Insert new heat button if the heats before and after the inserted heat, show on this screen. You also can seed the swimmer into this empty new heat in the event Results module.

To move swimmers up and down between heats click on them and then on the up or down arrows.

If you empty a heat, click on the **Renumber heats** button to renumber the heats to omit the now empty one. For Special Olympics or other specially seeded meets, you can group the swimmers so that each heat (except the last) has swimmers in a range specified by the percent different in the number box to the right of the **Reseed** button. This number can be varied with the up and down arrow spin buttons and by typing in a new value. Type in 100 to disable this divisioning process.

You can also seed the swimmers by age group within a single event by click on the **Seed by Age Group** box. The age group specifications must be contained in a text file called **agegrps.dat** which you must create using Notepad or another text editor.

Each line in that file must contain the lower and upper bound of each age group, separated by a comma:

#### Contents of Agegrps.dat

Special Olympics	Masters meets
8 , 11	19 , 24
12 , 15	25 , 29
16 , 21	30 , 34

22,29	35,39
30,100	etc.

Should you wish to revert to the original stored seeding, simply click on **Restore seeding**. You must save the seeding you have just created, by clicking on the **Save** button. **Otherwise** to abort without saving, click on the **Cancel** button.

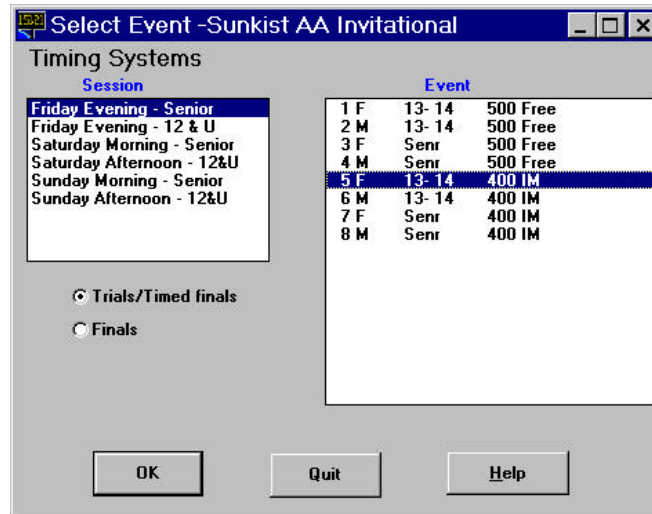
### ***Printing out Special Seeding***

You can print out copies of this seeding by checking the box marked **Print seeding**. This will change the **Save** button to read **Print**. It will also bring up a box where you can enter the number of copies to print. This prints out the traditional swimmer list by heat, listed in order by lane. You can also get a list of swimmers by time with the heats and lanes along side by clicking on the Print **Heat-lane seeds option** as well.

## 33. Entering Results

### Selecting a Session

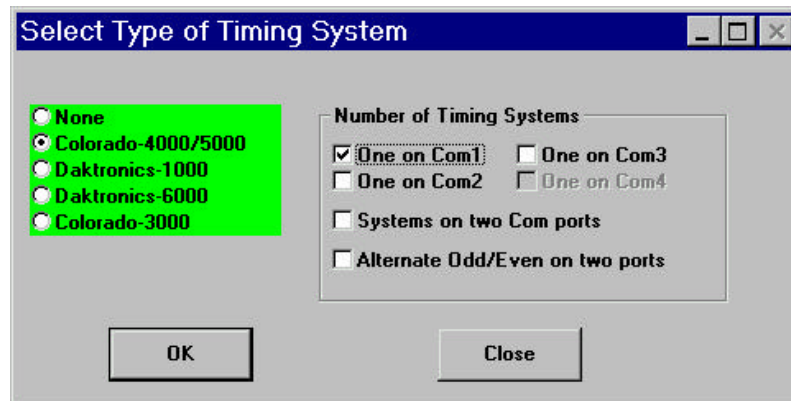
SwimMeet 5.7 allows you to enter results manually, or using a Colorado or DakTronics timing system to automate input. To enter results, select **Results | of Prelims/timed finals** from the menu. This brings up a menu where you can choose the event for which you are entering results



You can select between **Prelims (Trials)/timed finals** and **Finals** using the option buttons on the panel, and can select a **Timing System** if you have not yet set one up. Only events where separate, later finals are swum are shown under the Finals selection: Timed finals events are not displayed in the same Finals panel but are among the Prelims events.

### Selecting a Timing System

You can select a timing system from the **Timing System** menu on this panel or from the main SwimMeet 5.7 menu. From this panel, select the menu item **Timing System/Select Timing System Type**. In either case, you are presented with the following menu to select from:



Those COM ports which are available in your system are highlighted. You can only select two COM ports for two timing systems if you are using a Colorado 4000 or 5000 (Swimming IV or Swimming V) or a Daktonics-6000. If you are using a Colorado 3000 or Daktonics-1000, the Results module must be

running at all times during the meet to log data from the timing system. Simply start it from the main Meet 5.7 menu or from the program group.

Occasionally a timing system operator may erroneously setup the timing system console for far-end splits when no pads are present at the far end (turning end) of the pool. If this should happen you may remove those additional zero splits from the results by choosing **Timing system | Remove zero splits**. If you do not do this and if the meet is large, you may run out of space in the files for all the extra splits and find that further splits can be saved.

## Selecting an Event

To select an event, click on the correct session in the **Sessions** list box and on the correct event in the **Event** list box and click on the **OK button**. This is where session names come in handy. If you haven't yet named sessions for your meet and it is longer than one session, you should go back to **File/Create Meet**, and select **Edit Meet, Options, Session names** and enter them.

Once you have selected an event, a screen like the one below will appear. If no swimmers appear, and the label shows "**Heat 1 of 0**," you should make sure that you have already seeded this event or that there are swimmers actually entered in the event..

You can enter result times manually heat by heat on this screen by clicking on the lane for that swimmer in the column headed **Result** and typing in the time. Use the enter key or down arrow to move to the next lane after typing each time.

When you have finished entering times, click on the **Next Heat button** or press **Alt+N** to go on to the next heat. You can go back to the previous heat at any time by clicking on the **Prev Heat button** or press **Alt+P**. The heat number is always shown above the name list. The last heat is shown as "Last Heat." If you click on the **Next Heat button** while in the final heat, the first heat is again displayed.

## Disqualifications and Scratches

In previous versions of SwimMeet, you entered disqualifications by typing in "DQ" instead of a result time. In this version, you can obtain the time from the automatic timing system or type it in, and then select a DQ by simply clicking in the **DQ** column. If the swimmers' DQ is later overruled, you can remove it by simply unclicking the **DQ** box.

In a similar fashion, you can quickly indicate that a swimmer has not appeared for his event by clicking on the **Scr** column.

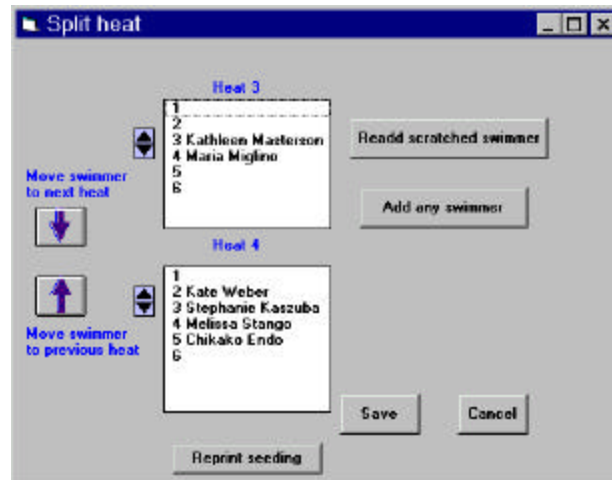
## Splitting or Adding a heat

If you need to add a swimmer on deck, you can split any heat without reseeding. While the screen shows the heat which is to be split, choose the **Split Heats** option at the top of the Results panel, then select **Split this heat**.



The program will re-seed the current heat into two heats.





You can move any swimmer between heats on this split-heat screen by selecting the swimmer and clicking on the large arrows to the left of the panel. You can move swimmers between lanes in the same heat by clicking on a swimmer and then on the small up and down arrow “spin buttons” to move that swimmer up or down.

You can use the “Readd scratched swimmer” button to bring up a list of swimmers who were entered in the event but who have been scratched. This allows you to restore a swimmer scratched by mistake. The “Add any swimmer” button allows you to bring up a list of all swimmers and select one to be added to the event who was never entered at all. (Even in this case, if the swimmer you select is just scratched, he is unscratched rather than having a new entry created.)

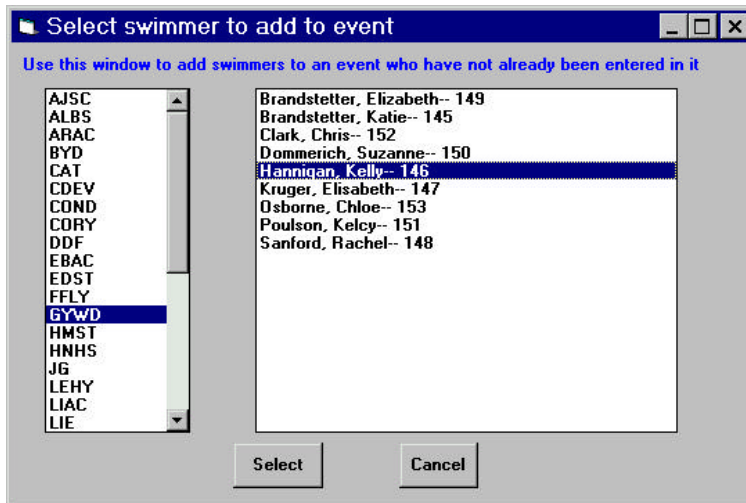
You can then print the new seeding by clicking on “Reprint seeding” to give to the Starter and Referee so that the meet can proceed.

### *Changing Swimmer Lanes*

You can change the swimmers in each lane in three ways. First, if the swimmers swim in the wrong lanes, you can drag the swimmer into the correct lane by highlighting the swimmer you want to move and holding down the left mouse button while moving them to a new lane. The swimmer list box will change color while you are doing this, and the cursor will change to an + -symbol. When you reach the lane the swimmer should be in, raise your finger from the mouse button, thus "dropping" the swimmer into this new lane. If this new lane had a swimmer in it already, the two swimmers are swapped.

If you need to put in a totally new swimmer, highlight the lane where the swimmer is to be inserted, and click on the **Change swimmer button**. This will bring up a list of all the swimmers in the event, including their heat and lane assignments. Click on the swimmer you wish to move into the lane you highlighted and press **OK**. This will insert that swimmer into the lane you selected. It will also remove that swimmer from their previous seeded lane, or unscratch them if they were scratched.

If you need to add a swimmer who was not previously entered in the event at all, use the **Select swimmers** option ( at the top of the results panel) and then **select to add to event**. This brings up a list of all teams and when you select a team, a list of all swimmers entered in the meet and eligible for the event.



Select a swimmer by clicking on the name and then on **Select**.

If the swimmer you wish to add to the event is not on the list they are not yet entered in the meet. In the main Meet5.7 menu choose **Changes | Add a swimmer** where you can both add the swimmer and the event. Return to the event in Results and use the **Change Swmr** button to find the swimmer and place him in the correct lane.

## Changing Split Times

If you are using an electronic timing system to automatically input times, as described in the next chapter, the splits are recorded with the swimmer at the time you click on the **SaveSplits** button. If you later want to edit or delete these split times, click on that swimmer and then on the **Edit Splits** button. This brings up a list box where you can change, add or delete splits. Do not use **Delete all** splits if you have already entered Finals times, instead Change splits to **0** (zero) one by one.

To change a split, highlight the split in the main list box. Type the revised split time in the edit box above and then click on the **Change split** button.

To add a missing split to the end of the list, type it in the edit box above and click on the **Add split** button.

To exit the screen click the **Save changes** button. To exit without saving the changes click the **Cancel** button.

