



Automation Notes 2004-7a

Yourway Divisional Suggestions

The following are some suggestions for the use of the Yourway system in conducting the Divisional Seeding Meeting.

1. Make sure all teams select up to 3 alternates for each event to go on to their selection export disk. This will save time and will ensure that each swimmer has the necessary information for the website to use. It will also ensure that when times are posted and a backup disk prepared, all teams times will post to the "home computer".
2. Make sure each team generates a Firm Entry List report in League Format (***Divis. > Individual meet > Reports and timecards > Firm/alternate entry list > League Format***). This is to be submitted to the Division Coordinator at the beginning of the Divisional Seeding Meeting.
3. Make sure each team brings TWO selection disks to the seeding meeting (and a system backup disk in their pockets). The second selection disk is a backup in case the first one is bad. The system backup disk is to be used in creating a selection disk only if there is no working selection disk for the team.
4. Make sure that the "No triples" (participating in three events) report is run before printing the final meet sheet. There is a no triples edit on pulling in alternates, but a different edit on direct add may not catch an occurrence.
5. If there is a valid tie for 12th place in an event, the third heat report will need to be run for a cut and paste into the meet sheet.
6. Make sure everyone remembers that the system will REQUIRE that you lock lanes before it will allow you to print a final meet sheet or time cards. This is the safest way to avoid unpleasanties that a division would encounter if it printed the meet sheet and time cards with lanes unlocked and then did scratches and substitutions on Saturday morning. The system would reseed each such event so that the post times screens would not match the meet sheet or time cards.
7. Make sure everyone is clear on the two outputs that can be created after the divisional times are posted. One is the backup which are the files to give to each team that wishes so they do not need to key in times (Generate using menu options: ***Divis. > Seeding meeting > Backup/Restore (Intra-div.) > Backup***). The other is the "Home Page export" file which is for the Division Coordinator (and is used to upload divisional times to the website). Generate "Home Page export"

using menu options ***Divis. > Seeding Meeting > Home Page export***. The backup and export are not the same and will not work in each other's place. You will also need to provide the Division Coordinator with a printout of the meet results (Generate using menu options: ***Divis. > Seeding meeting >Post times > Results > Events 1 to 48***).

8. Remind all teams that it is a good idea to set up a directory called something like "swim04" and copy the files from swim (or wherever they are running the system from) so they will have a historical file of this season for future years. The total hard drive space required is about 2.5 MB for the largest teams.