



Automation Notes 2010-4

Automation Notes:

These notes are distributed to the Division Data Coordinators and Division Coordinators in order to highlight automation related items.

A copy is maintained on the NVSL web site in the **Information > Document Center > Automation Notes > 2010** folder.

NVSL Web Site

1. The records functionality of the website has recently been upgraded. You might want to encourage your teams to check it out.

DIVISIONAL RELAY CARNIVAL

1. Updated Relay Carnival procedures have been posted to the NVSL Website and are attached. The most significant change was to encourage divisions to merge entries and seed the meet well before getting to the pool to swim. Many divisions have been crunched for time trying to merge the entries, seed the meet and print time cards at the pool. If divisions desire, those functions can be performed well in advance of going to the pool and may reduce anxiety for Division Data Coordinators.
2. Divisional Relays are easy. Each team will prepare its selections for the 22 events in Team Manager and generate:
 - Team rosters export file;
 - Meet entries export file; and optionally
 - Team Relay records export file

It is recommended that the teams email their files to the Division Data Coordinator (or designated individual) Tuesday night or Wednesday morning.

3. The Division Data Coordinator will import the files. After verifying lane assignments agree with those assigned at the coordination meeting, seed the meet, and print the time cards using "All Teams" and "Sort By" Team options. The meet will be seeded and the time cards printed in team order. The printed cards will be given to the Team Representative.
4. It is recommended that a backup computer and printer be available at the meet in case of problems with the primary computer. The backup computer need not be set up.
5. Once the meet begins and timecards come in, have someone keep a list of the scratch/replacements on the cards and to ensure entry into the computer. It is recommended that one person reads the results and another person enters the data. Then the person entering the data reads the information back. Every 2-3 events check the computer score and times with the manual "official" meet sheet to ensure accuracy for both scoring mechanisms.
6. When the computer score is confirmed with the manual score and scratches are entered, you may print ribbon backings and results. To maximize use of the labels pages recommend printing the labels after every 5 events. Print the meet results (options are 1 or 2 column format and with or without swimmer names) and post at a

convenient location, usually near the concessions.

7. When the meet is complete and after completing all verification checks, re-score the meet from the Run screen task line.
 - Export a meet results file for each participating team to a flash drive if provided or email it to them. They can import the results into Team Manager and run their team reports.
 - Print a Results report for the Division Coordinator to take to the All-Star Relay Carnival seeding meeting. Include the swimmers names in this report.
 - **Finally, make a meet backup and email it to Doug Firman (firmand@aol.com) and Joe Mattis (jtmattis@cox.net) Wednesday evening.** This will be used to prepare for the All-Star Relay seeding meeting the next evening and to post to the NVSL website.
8. The Division Data Coordinator is to have the meet scores posted on the NVSL website **Wednesday evening**. The meet results file is **not** to be uploaded to the website but will be uploaded by the Automation Committee once the teams have had a chance to notify their swimmers on the outcome of the All-Star Relay seeding meeting.
9. A copy of the NVSL Divisional Relay Carnival procedures using Hy-Tek is available on the NVSL web site under Information | Documentation Center in the folder Hy-Tek | Documentation. Please give a call to Doug Firman, (703-569-0427) or Joe Mattis (703-765-0570) of the Automation Committee if you have any questions.