



Automation Notes 2011-3

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 **Documents > Automation Notes > 2011** folder.

Times for Disqualified Swimmers

1. The league has recently clarified the interpretation of recording of times for disqualified swimmers. The times of disqualified swimmers will not be recorded on the manual score sheets but can be entered into the computer as long as the DQ box is checked. Entering the time in the computer is deemed similar to the time being written on the time cards and as long as the DQ box is checked the time will not be used for place finish or earning points.

NVSL Web Site

1. Meet results from dual meets are now available for team representatives to download and import into Team Manager to inform the swimmer selection process. Unfortunately the file download functionality is not working automatically. To download a results file, team reps first have to login to the website. Once logged on navigate to Schedules/Results and selected the week of interest. If logged on a link to the results file (e.g. CB0702.cl2) is displayed. To download the file right mouse click over the file name and select

Save target as... to open a dialog box. Navigate to the desired directory on your hard drive. Select All Files (*.*) from the **Save as type:** pull down box. Change the extension of the file name from **[file name].htm** to **[file name].cl2** and click on **Save**. The file can then be imported into Team Manager to generate best times reports (ladders) and other such reports.

DIVISIONAL RELAY CARNIVAL

1. Division Relay Carnivals are next week. Automation procedures are posted on the NVSL Website under **Documents > Hy-Tek > Documentation**. Divisions are encouraged to merge entries, seed the meet and print time cards well before getting to the pool to swim. Many divisions have been crunched for time trying to do it all at the pool. If divisions desire, those functions can be performed well in advance of going to the pool.
2. At the division planning meeting for relay carnival each team will be given a lane assignment for the first event. The lane assignments rotate one lane for each subsequent event. A useful spreadsheet for determining the lane assignments for each event is available in **Documents** on the NVSL website.
3. Each team will import the meet events file from the NVSL website into Team Manager and prepare its selections for the 22 events and generate:
 - Meet entries export file;
 - Team rosters export file; and optionally

- Team Relay records export file

Teams should manually enter the lane assignment for their relay teams when selecting swimmers in Team Manager. It is recommended that the teams email their files to the Division Data Coordinator (or designated individual) Tuesday evening.

4. The Division Data Coordinator (or designated individual) will import the files into Meet Manager. After verifying the lane assignments are proper, the Division Data Coordinator will 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 Representatives for distribution to the swimmers. The swimmers take the time cards with any changes or corrections to the clerk of course.
5. 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.
6. 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.
7. When the computer score is confirmed with the manual score and scratches are entered, you may print ribbon backings and results. To maximize the use of the labels sheets it is recommended that labels be printed 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.
8. 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.
9. 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.
 10. 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.