



## Automation Notes 2014-2 Division Relay Carnival

### **Automation Notes:**

These notes are distributed to the Division Data Coordinators with a copy to Division Coordinators for further distribution to their respective teams in order to highlight automation related items. A copy is maintained on the NVSL web site ([www.mynvsl.com](http://www.mynvsl.com)) in the Documents | Automation Notes | 2014 folder.

### **Division Relay Carnival**

1. Division Relay Carnivals are this week. Automation procedures are posted on the NVSL Website under the **Documents tab > Hy-Tek > Procedures > Relay Carnival**. 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. Here is a summary of the procedures.

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 also available in the Documents tab 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.

4. Teams should manually enter the lane assignment for their relay teams when selecting swimmers in *Team Manager*. The lane assignments are determined at the planning meeting. It is recommended that the teams email their files to the Division Data Coordinator (or designated individual) Tuesday evening.

5. The Division Data Coordinator (or designated individual) will import the files into the *Meet Manager* program. After having *Meet Manager* recompute the ages of the athletes and verifying the lane assignments are proper, the Division Data Coordinator will seed the meet and print the time cards. 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.

6. Teams should clearly identify any unofficial relays, including recording the entries on a different color time card if possible. Unofficial relays are relays where all the swimmers do not meet that age requirement for the relay. Unofficial relays are marked as Exhibition relays in *Meet Manager* and will have an "X" next to the time in the results. Unofficial relays are not allowed to score points and their times will not be processed by the NVSL website.

7. 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.

8. As with A-Meets the electronic results are the “official” results and a manual score is no longer required. Printed results from the computer should be independently verified against the time cards paying special attention to identify changes in swimmer names and any exhibition relays.

9. When the meet is complete and after completing all verification checks, re-score the meet from the Run screen menu bar.

- 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.

- Provide a Final Results printout and signed cover sheet 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 Paul Parry (nvslallstars@gmail.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.

10. The Division Data Coordinator or Division Coordinator is to have the meet scores posted on the NVSL website Wednesday evening. The meet results file should not be uploaded to the website but rather will be uploaded by the Automation Committee after seeding for All Star Relays is complete. That will provide teams representatives a chance to notify their swimmers of the outcome of the All-Star Relay seeding meeting.

11. Please call Joe Mattis (703-765-0570) of the Automation Committee if you have any questions.