Quality Control Checklist for Meet Templates Developers for B-meets

Note: This document was updated for the 2012 NVLS season, to reflect he Age Up rule change (a swimmer's competitive age for the season is his age on June 1st). All B-meet templates have to have the Age up date set to **1 Jun 2012.**

Key Points for Developers

- When developing a new meet template for your B-meet team or league, you should **always** start from a template that is closest to the one you want, and change just a few things to make the revised template fit your needs.
- Starting from a blank template is **NOT** recommended (because you have many opportunities to make all the errors that have already been corrected in existing templates.
- Using an A-meet template as a starting point for a B-meet template is NOT recommended, because entry limits and seeding settings will be different.
- Open the closest (as far as event, numbers, etc.) B-meet Template from the NVSL web in **Meet Manager** and run through the steps below. The template used in this example is a Generic B-meet template.

Items to Check / Common Errors

1. **Setup | Meet Setup**. Make sure settings for meet setup are entered as shown.

    a. For Meet templates you are tailoring for a specific meet, enter the details for that meet (who is swimming, date, etc.)

    b. For generic templates, leave it as shown to the left (you can pick some other date on which no meets occur, so a generic meet events file generated from this template, when imported, won't over-write another meet)

    c. Make sure the course is right! Most will be Short Course (SC) Meters…

2. **Setup | Report Preferences**. Tailor report preferences, if desired.

3. **Setup | Entry / Scoring Preferences**. Click on the **Entries/Entry Limits** Tab. Here is where you will set the maximum individual and relay entries per athlete. In this template, there are no relays, so both are set to three.

a. Many leagues have rules that say swimmers can swim 2 events from free, back, breast, or fly and IM (three total). MM does not have that logic to check for that combination, so if you select a swimmer for free, back, and breast (3 events) you will get **no warning**.

b. Make sure the "Warn if entry limits exceeded box is checked"

4. Open the [Events] Browser. Do this step **ONLY** if you are changing the events in the meet.

a. Using a printed list of your events (if you had one to develop this tailored template), check to make sure all your events are there. Use the Gender and age filters to help you check for common errors like

- Duplicate or missing strokes in one age group or gender stoke missing in another
- Numbering of events for stroke/age/gender are wrong
- Right distance for age group

b. Filter by Male / Female to make sure all even numbers are odd or even within the gender (if your event numbers follow that pattern)

c. Check for Mixed Gender events (if you planned to have some, or if you hadn't and you now you do have one)

d. Filter by age to make sure each age group has appropriate stokes (free, back, breast, fly, IM as appropriate), and only one of each (look for missing/duplicate strokes)

e. Make sure the "Assign Lane" setting for each event is set to un-Seeded. This will keep all simmers in one event all together on one data entry screen for the person entering times. The default setting here is "standard", so if you create templates from scratch, they will all have standard seeding.

5. From the [Events] browser, click on **Sessions**

    a. Remember that a Meet is made up of sessions (at least one), and each session contains events. So you must put all your events in a "Session" container. If you created new events from an existing meet, they will NOT be in the session (you have to put them in a session).

    b. The picture below shows events 1A and 2A are not in the session.

    c. Scroll down the events list (on the left) and drag events to the proper place in the Session list on right). If you can't drag them to the right order you can click on the number in the "Order" column and give it a new order. It will take the place of the current holder of that position, and push all events down.

> Session Course should match the Events.
> **S** for Meters (Short Course Meter)
> **Y** for Yards

    d. Check the Session Course. Because a big meet could have a yard session and a meter session, these are set independently of the events. Make sure your course session matches the events sessions. This is **especially important for Yard Templates,** because the default setting for this session field is meters, and the session value will override the meet value, and you'll end up with **yard times disguised as meter times**.

    e. Final Check. Select the **Print** choice on the menu.

    f. Select the session on the Sessions Report window and select Create Report

    g   Save or print this report, and have someone else on your team or in your league check your work.

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6. **Down the Home Stretch**

    a. If you want to post your template on the NVSL web site, do the following:

        (1) In Meet Manger, create the Meet Events file for Team Manager (**File | Export | Events for TM**). This will generate a file ending in .ZIP

        (2) Make a copy of your meet database .MDB file and rename the copy something like .ABC or .XYZ so it will get past my e-mail checker. You could also Zip the file.

        (3) E-mail Dan Joyce your renamed/zipped meet database and the meet events (.ZIP) at (dojgeg@verizon.net)

    b. Dan Joyce will give it one final check and get it to Joe Matttis (NVSL Data Automation Chair) to post it on the NVSL web site in the folder for your league.

    c. If you want to produce meet databases and meet event files for all teams and all meets in your leagues (similar to what is being done for A-meets), please create subfolders for each B-meet as shown below, and put all MM Meet databases and TM Meet Event files for those meets in the folders. You should have no more then 5-6 folders.
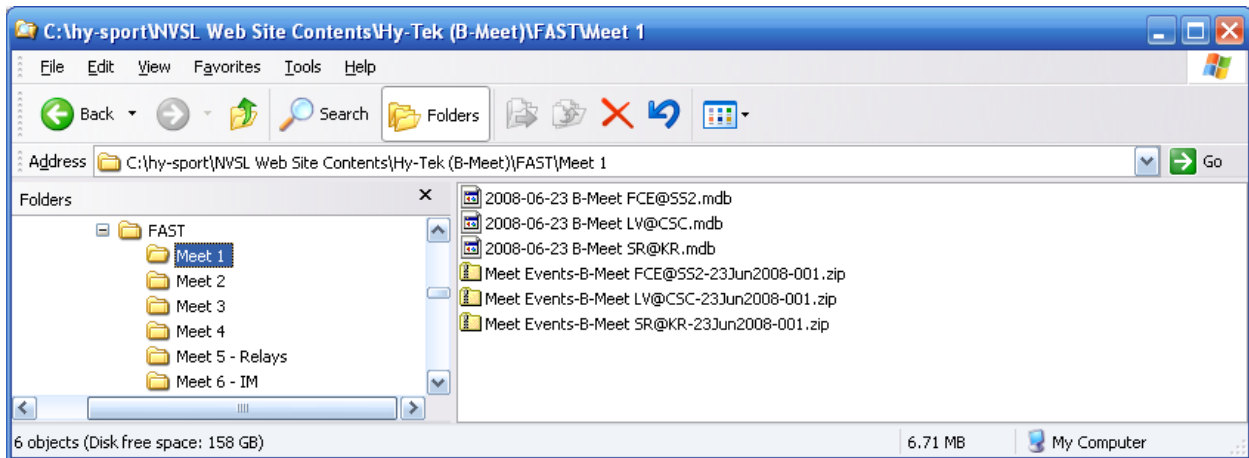

        (1). You will want to create meet events files for each of the meet databases tailored for each B-meet you have.

        (2) **IMPORTANT NOTE FOR ANY TEAMS SWIMMING IN A YARD POOL** (at Kent Gardens(KG) or at Holmes Run Acres (HRA)): When you do the export to create meet event files for Team Manager (in MM **File | Export | Events for TM**), you will get a confirmation screen with all your settings (meet dates, max events, etc). followed by the screen below. The bottom section has setting for yard to meter conversion , and the default setting it to **NOT** allow conversion of Short Course Meter (SCM) times to yards.

    You want to change this setting, so meter entry times **CAN** be converted to yards (as shown below), otherwise all swimmers will show up as "No Time" for entry (in the yard pool meet) which could make life more difficult for clerk of course and for data entry people.
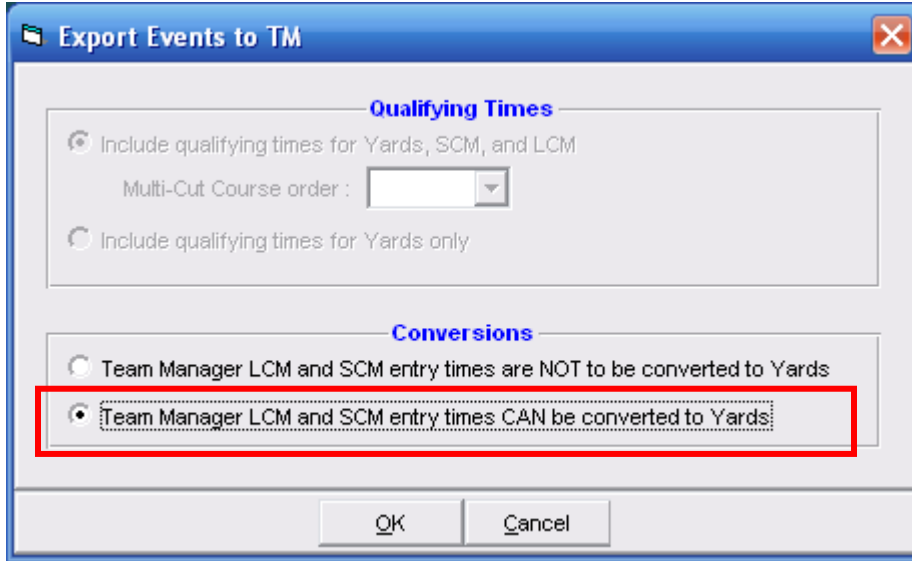
(1) Zip all the folders for your meets into one zip file and send them to Dan Joyce. In Windows XP, your can "Right click" on the parent Folder. See Screen shot below:
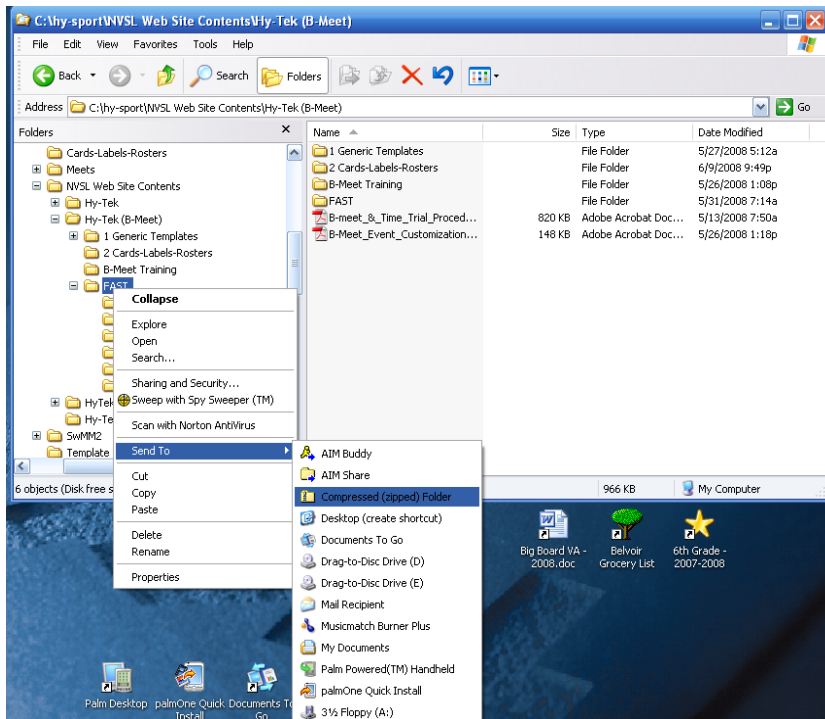
(2) When you are done zipping, a .ZIP file with the same name as the parent file should appear. E-mail this .ZIP file to Dan Joyce

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