Section 1: Overview

1.1 Purpose:

This document provides guidance on how to set up and run developmental meets (B-meets) and Time Trials using manual procedures or the Hy-Tek Team Manager (**TM 7.0**) software. A Time Trial meet, for ***most*** teams, is a special form of a B-meet with the following exceptions:

- No awards are given
- All swimmers swim every stroke
- The "home" team is the only one at the "meet"

This document reflects options for Team Manager 7.0 (NVSL started using in 2013) and Meet Manager 6.0 (NVSL upgraded in 2017) There are a number of features in TM 7.0 that make B-meet operations easier, and the philosophy is for all teams to use TM 7.0 for all B-meet operations when possible. Procedures for seeding meets and entering times in Meet Manager have been eliminated to simplify these procedures. For the few teams that want to use Meet Manager for a seeded dual B-meet, contact Dan Joyce (section 1.6) for assistance. The added features in TM 7.0 are:

- Ability to print B-meet Time Cards directly from Team Manager, once the team has made swimmer selections for the B-meet. For most teams, this will eliminate the need to use Meet Manager for B-meet operations. There is an issues with missing slots to record timer entries, and many teams are still printing cards from Meet Manager.
- Ability to print B-meet Award Labels (Ribbon Backs) directly from Team Manager, once event results have been entered. This is now a standard feature in TM 7.0 and is available to all NVSL teams.

1.2 B-Meet Goals.

Although it might not be apparent through the Monday Night Mayhem, there is a fair amount of organization needed to make the meet run. The three primary goal of the meet are:

a. Provide all (mostly non "A-meet") swimmers the opportunity to compete and improve their skills in a fun, competitive environment. Teams must produce a time card for each event in which the swimmer will compete.

b. Some time after each event in the meet, produce awards for the swimmers in accordance with the rules of the team or B-meet league (e.g. 1^{st} – 6^{th} place per event or per team, competitor, heat winner, etc.)

c. Some time after each event in the meet, record the swimmer's result in the event (time or disqualification (DQ)) in a computer database (eventually getting the results to Hy-Tek Team Manager) so the coaches and team reps can focus their efforts to improve swimmers skills, run "top times" reports (also known as "ladders") and make selections for future events.

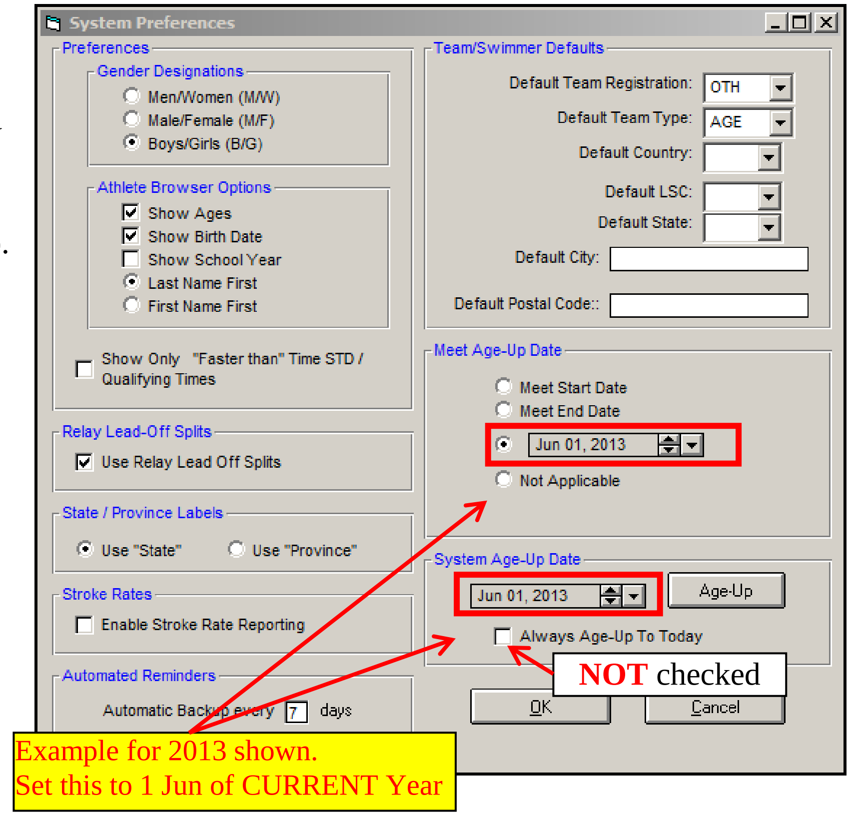
These three goals will serve as the road map for these procedures. The tasks required to support the goals occur in the chronological order described in section 2 below, between Saturday afternoon and Tuesday.

1.3 Assumptions and Key Concepts

This document assumes your Team has completed the one-time setup actions for your database for the season (including setting A meet and B meet codes), and have a working copy of Team manager 7.0 and Meet Manager 6.0. If you haven't completed these setup actions, consult with your team rep and team data coordinator, and complete the actions described in the NVSL training slides available on the **Documents** page of the **NEW** NVSL Web site http://www.mynvsl.com/documents in the Hy-Tek/ Training folder, file name **NVSL Hy-Tek Overview** (for the current year)
Hy-Tek

IMPORTANT: It is important that the **System Age-Up** date is set to June 1 of the **current year** in order to properly implement the NVSL age up rule (swimmers competitive age for the season is their age on June 1st). The **Meet Age-Up** date should also be set to June 1, of **current year** and the "**Always Age-Up Today**" box should **NOT** be checked.

From the Team Manager main menu, select **Set Up | Preferences | System Preferences** to make these changes



While the NVSL A-meet meet operations are uniform, the B-meet operations vary widely. At last count, there were 13 developmental "leagues" in which the teams in the NVSL participate, each with different "rules" on structure of events, eligibility, and awards.

a. *Eligibility Rules*: Each B-meet league has its own set of eligibility rules that govern which strokes a swimmer may swim in a B-meet based on past A-meet performance. The Hy-Tek software does not support user-defined criteria to determine eligibility for meets. Teams will have to use a manual process to determine swimmer's eligibility to compete in certain B-meet events.

b. *Manual or Computer Operations*? Many teams choose to use a manual (hand written) process to produce time cards and award ribbon backs. A team with 50-100 B-meet swimmers is more likely to choose manual operations than a team with 150-200 B-meet swimmers. The procedures in this document describe the manual and automated approaches for each task, so each team can tailor their own B-meet procedures to meet their needs.

1.4 Document Roadmap

This document is divided into the following sections

a. Section 1 (4 pages) gives an overview and introduces key concepts that each team has to consider as they implement their own B-meet procedures.

b. Section 2 (4 pages) gives an overview of the four major tasks. (1) selecting swimmers, (2) producing time cards, (3) entering times into the Team Manager database, and (4) producing labels for awards (ribbons). The reader should review (and use) the detailed procedures that are in section 4 once he or she understands high-level description of the manual and automated tasks in this section.

c. Section 3 (14 pages) contains the detailed procedures.

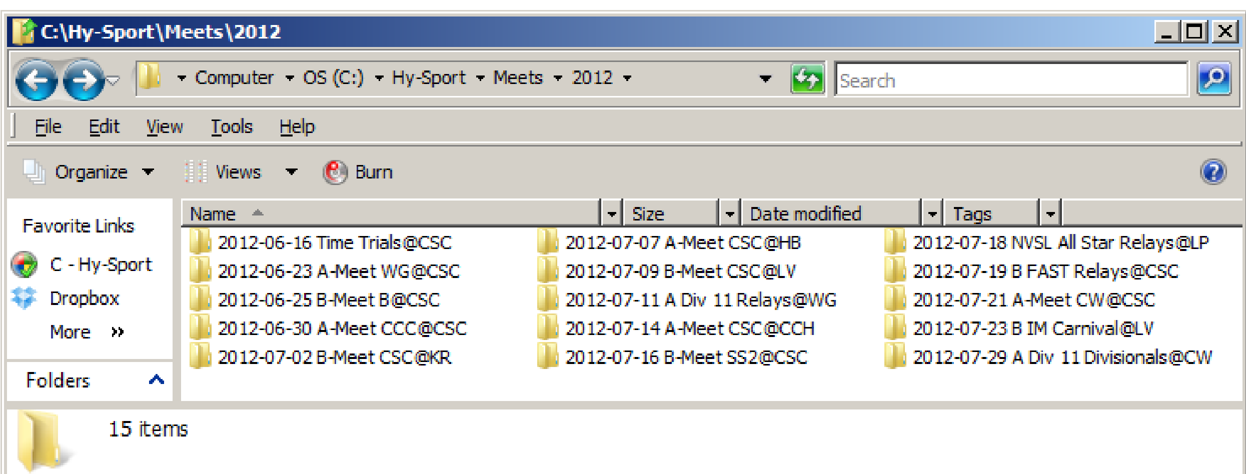
d. Section 4 (4 pages) has reports and screen display examples.

1.5 Directories for Files

These procedures assume you will set up the following folders for files:

Folder	Purpose
C:\Hy-Sport\Templates	Location to store meet events templates from the NVSL web site. As the team modifies the generic template for their specific meet, the modified meet events template will go in the meet specific folder (see below)
C:\Hy-Sport\Meets**9999**\\ **9999**-MM-DD X-Meet VVV@HHH Where **9999** = Current Year	Folder for Meets, with subfolders for each year (2012, 2013 etc.), using the file naming convention shown at left MM= Month, DD = Day, X= A or B, VVV=visitor, HHH= home initials.

Example of directory structure for Commonwealth (CSC) for the 2012 season is shown below



1.6 Contact for Comments

Please send comments on this document to Dan Joyce at dojgeg@verizon.net. If you would like to discuss this document or have a detailed question, contact Dan Joyce at home at **703 978-6907**. If you call or e-mail, please include your name, your team, and a phone number.

1.7 Other Documents Available to Assist You

There are many other resources available to you on the NVSL web site to assist you with your Hy-Tek operations, on the NVSL web site, at site http://www.mynvsl.com/documents from the **Documents** menu, on the NVSL documents page. These files may be updated throughout the season, so always select the latest version.

Folder / Subfolder	**Document(s)** As of 1 Jun 22017	**Description**
Hy-Tek / Procedures / A-Meets	2016 NVSL A_Meet Procedures.pdf	Procedures to run an A-meet
	2016_A_Meet_Cover_Sheet_Template.docx	Fill in cover page for A-Meet Sheets
Hy-Tek / Procedures / B-Meets	B-meet_&_Time_Trial_Procedures-2016.pdf B_Meets_Time_Trials_101-2016.pdf	The basics for manual and automated B-meet and Time Trial operations
Hy-Tek / Procedures / Divisional	2016 NVSL_Divisional_Procedures.pdf Divisionals Meet Cover Sheet.doc	Procedures and and Coversheet for divisionals
Hy-Tek / Procedures / Meet Manager and Team Manager	Hy-Tek user manual for Meet Manager (MM) and Team Manager (TM), NVSL Specific documentation on MM and TM	How to Customize and Use **TEAM** Manager for NVSL
Hy-Tek / Procedures / Relay Carnival	2016 Relay Carnival Procedures.pdf Relay Carnival Lane Display.xls 2016 Relay Carnvial Meet Results Cover Sheet	Procedures to run Relay Carnival, specify lanes for teams, and meet results cover sheet
Hy-Tek (B-Meet)	B-Meet_Time_Trial_Procedures_2016.pdf	This Document
	B-Meet_Event_Customization&Import-V6.pdf	How to customize and import B-meet databases and events files
	MM_Template_QC_Checklist-V4.doc	Check for common errors in template development
	Various other files in this folder you may find helpful….visit and read	

1.8 Table of Contents

Procedures

Section 2: Major Tasks

Note: The examples here are from the 2013 season, the concepts are timeless. No matter what year is used in the example, adjust your actual to the current year.

In this section, we will use Commonwealth (CSC) as the example team, the CSC Team Rep and Coaches are preparing for the first B-meet, on 24 June 2013 with Commonwealth (CSC) at Sully Station II (SS2).

2.1 Set up MM and TM Databases

If your team plans to produce time cards using Meet Manager you should run **Procedure 3-1: [MM] Download and Tailor Meet Database** on page 10 to set up the MM database.

If you feel the need to develop your own meet structure (using different event numbers than those templates on the NVSL web site), then you should read the **B-Meet_Event_Customization&Import-V6.pdf** document**.** Most teams should have a template they can download and use directly from the NVSL web site. Consider using an existing meet template from one of the B-meet leagues before you develop your own. Your B-meet event numbering scheme does NOT have to match those of A-meets, and can change from week to week (for B-meets).

All teams should run **Procedure 3-2: [TM] Download and Tailor Meet Events File** on page 12 to set up the meet events file in Team Manager, so you can print time cards and award labels (if you choose to) and to enter the results of the B-meet events. You should also run **Procedure 3-3: Determine and Record Printing Orientation** on page 13.

2.2 Select B-Meet Swimmers

Each B-meet "league" or ad-hoc pairing of teams may have a different set of rules for swimmer eligibility for B-meets. This section explains how teams can run Team Manager reports on A-meet results and import that information into a team eligibility roster to support team representatives and coaches in determining swimmer eligibility for B-meets. The steps are explained below.

2.2.1. Run Report on A-Meet Results

In this step, you can either use a copy of the completed A-meet meet sheet, or run a report from Hy-Tek on meet results. If you want to use the Hy-Tek Report, run **Procedure 3-4: [TM] Run A-Meet Results Report** on page 14.

2.2.2. Produce B-meet Event "Sign Up" Roster

Depending on your team's procedures, you may want to produce a sign up roster for the Coach or Team Rep to use. If you want to produce a sign-up roster in Microsoft Excel, run **Procedure 3-5: [TM] Produce Team Roster in Excel** on page 15. This assumes you have Microsoft Excel running on at least one computer, so you can modify the Excel file once it has been produced in Team Manager.

2.2.3. Update Signup Roster with Eligibility

Using the rosters produced according to the instructions above, the team rep or data coordinator should update the sign up roster by placing an "X" in the strokes that a swimmer is not eligible to swim in the upcoming B-meet.

The NVSL Data Automation committee has developed an Excel Spreadsheet that can be used to record all the results (1st through 6th and DQs from A-meets) that will assist Team Reps and Coaches in

- Implementing their B-meet league eligibility rules (based on A-meet performance) and
- producing a B-meet sign up roster that shows the strokes swimmers may swim (based on the rules above)

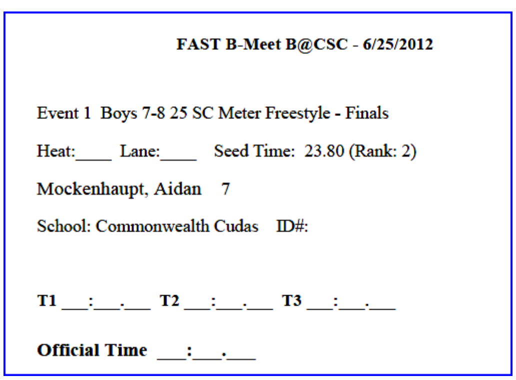
See the example at Figure 4-4 on page 25.

2.3 Produce Time Cards

In this step, the team representative or coach is assumed to have a list of strokes a swimmer will swim in the upcoming B meet. Teams with a smaller population of swimmers are more likely to use the manual procedures for a majority of their B-meet swimmers. No matter the method, all teams will need a supply of blank B-meet time cards (on yellow / tan card stock) to enter that last-minute swimmer who decided to swim in the B-meet at 6:05 p.m. on Monday.

Team Manager 7 (TM7) has the capability to print Entry Cards (Time Cards) once selections are made in TM7 (eliminating the need to export entries to Meet Manager and print cards from Meet Manager). Unfortunately, the current format of the TM7 time card (figure 2-2 below) does NOT include spaces for times to be recorded. The Meet Manager time card (figure 2-1) has the required spaces for times. The NVSL Data Automation Committee has contacted the TM7 software developer about correcting this with an update to TM 7, but it looks unlikely that the Active / Hy-Tek team will fix this error.

This document presents a simple work-around for this problem: run your time cards through your printer a second time to overprint the T1, T2, T3 and Official time spaces on your time cards (from a template available on the NVSL web site). The simple steps for printing the timer entry spaces are covered in **Procedure 3-7: [TM] Print Time Cards from TM.**



FAST B-Meet B@CSC - 6/25/2012

Event 1 Boys 7-8 25 SC Meter Freestyle - Finals

Heat:____ Lane:____ Seed Time: 23.80 (Rank: 2)

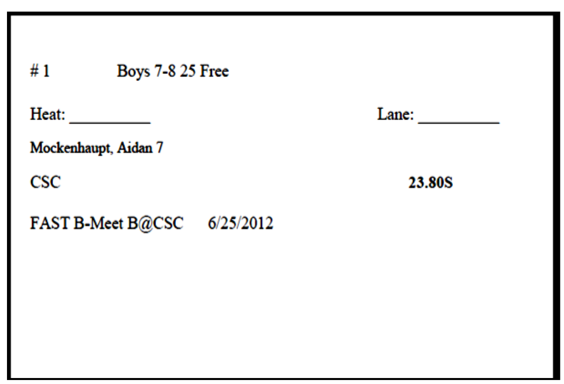
Mockenhaupt, Aidan 7

School: Commonwealth Cudas ID#:

T1 ___:___.___ **T2** ___:___.___ **T3** ___:___.___

Official Time ___:___.___

Figure 2-1: Meet Manager 6.0 Time Card



1 Boys 7-8 25 Free

Heat: _________ Lane: _________

Mockenhaupt, Aidan 7

CSC **23.80S**

FAST B-Meet B@CSC 6/25/2012

Figure 2-2: Team Manager 7.0 Time Card

2.3.1. Manual Procedures for Time Card

In this procedure the team rep or coach will hand-write time card for swimmers eligible for each stroke in the upcoming B-meet. The team should consider coaches' and swimmers' desires, and be careful not to violate B-meet league rules (e.g. a swimmer may swim no more than two individual strokes)

To produce single blank time cards, use either any remaining stock of "pre-cut" B-meet (on yellow/tan card stock) or print new blank B-meet cards using the six cards per page stock supplied by the NVSL. Use the Time Card Microsoft Word Template, available in the documents folder on the on **Documents** page of the NVSL Web site (site http://www.mynvsl.com/documents) to produce a time card that can be filled in manually.

Go to the **NVSL / Hy-Tek (B-Meet) / 2 Cards-Labels-Rosters** folder and download the document **Blank_B-Meet_Cards.doc.** Save this file (which will print one sheet of six "fill-in" time cards) and print enough cards to ensure your coaches and team reps have enough for the next two B-meets.

Using your sign up list above, write all the information required for each swimmer on a time card.

2.3.2. Automation Procedures for Time Cards with Team Manager

With the release of TM 7.0, all NVSL teams have the ability to print time cards and print ribbon backs (award labels) directly out of team manager. The TM 7.0 software developers have not given us a timeline for fixing there error (see section 2.2). We believe the work-around of running your time cards through your printer again to print the missing spaces to record times is simpler and preferable to exporting entries to Meet Manager and printing from Meet Manager. The procedures for both approaches are still in this document so each team can use the procedure that works best for them.

To produce Time Cards with Team Manager, run
Procedure 3-6: [TM] Select B-Meet Entries on page 16 then run
Procedure 3-7: [TM] Print Time Cards from TM on page 17.

2.3.3. Automation Procedures for Time Cards with Team Manager & Meet Manager

For the many teams, someone in your B-meet league will tailor generic Meet Manager meet databases to produce a meet database for Meet manager and associated meet event files for Team Manager your league. If you are using a generic template "as is", revisit he instructions in section 2.1 above. which explains how to download and tailor generic Meet Manager and Team Manager databases.

To produce Time Cards with Meet Manager, run

1. **Procedure 3-6: [TM] Select B-Meet Entries** on page 16 then
2. **Procedure 3-8: [TM] Export B-Meet Entries** on page 19, then
3. **Procedure 3-9: [MM] Import B-Meet Entries into Meet Manager** on page 19, and then
4. **Procedure 3-10: [MM] Print Time Cards from MM** on page 20

2.4 Enter Results in Hy-Tek

When it comes to entering the B-meet results you will record the results (time, place, DQ status) on the completed time card in Team Manager 7.0. Up to this point, a team could choose to select swimmers, produce time cards, and labels using manual processes. At this step, you have to get the time on the card into the team's Team Manager database so the Team Reps and

Coaches can use this information to run new ladders, track swimmer progress, and select swimmers for upcoming meets.

If you have chosen to run Team Manager at the B-meet (or afterward) to produce automated award labels as described in 2.5.2 below, then you will enter the times in Team Manager .

Run **Procedure 3-11: [TM] Enter Results** on page 21 to enter your times into Team Manager

2.5 Produce Labels for Awards (Ribbons)

If your team produces ribbon backs manually, then you will produce ribbon backs before entering results into as described in section 2.4 above. If your team produces automated ribbon labels, you will enter data first.

Depending on the size of the team (and therefore, number of "fill in" labels the table workers have to complete by hand) teams may decide to use manual procedures (using pre-printed labels) to complete awards. The ranking of all competitors in an event from 1st to final (last) place will continue to be done manually by sorting all the time cards from an event from fastest to slowest at the table. Following this ordering, the cards are separated by team and a team's cards are passed to the team's ribbon writers (in the manual process) or the team's data entry and ribbon label printing technician (in the automated process).

There is no need for both teams to use the same procedure (Manual or Automated) in the meet (unless you are seeding the meet and producing ribbons out of Meet Manager).

2.5.1. Manual Procedures

With a manual process, the 1st through (typically) 6th place cards, with the places annotated on the cards, are passed to the ribbon writers (for each team), who copy the event, swimmer's name, team, age, time, and place onto a label and stick the label to the appropriate ribbon. The time cards are then passed to a team data entry person, who may enter times at the meet (or later at home where there is more light, less noise, and a wider range of beverage choices). See Section 2.4

When using the manual procedures, a team should calculate how many "fill in labels" they would need for a meet, print (or buy) enough of the labels, and hand write the ribbon labels. A template for B-meet fill-in labels that uses the same 2 x 10 (Avery 5261) label stock as A-meet labels is available on the **Documents** page of the NVSL Web site site http://www.mynvsl.com/documents

Go to the **Hy-Tek (B-Meet) / 2 Cards-Labels-Rosters** folder and download the document **B-Meet_Ribbon_Label_Template_2x10-V2.doc** Save this file (which will print one sheet of six "fill-in" time cards) and tailor it to your meet (add team initials, meet date, etc). See Figure 4-7: B-Meet Fill In Ribbon Label Templates, on page 27, for an example to a tailored ribbon label template.

2.5.2. Automation Procedures

This section has been revised for the 2013 season and the release of Team Manager 7.0. Now all teams can enter times and print ribbon labels from Team Manager, so procedures for printing ribbon labels from Meet Manager have been eliminated. If your team needs procedures for B-meet labels from Meet Manager, contact Dan Joyce (see section 1.6).

Run **Procedure 3-12: [TM] Print Ribbon Labels** on page 23 to print your labels.

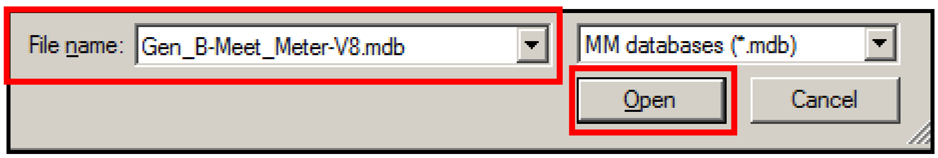
Section 3: Detailed Procedures / Checklists

3.1 Set up TM and MM Databases

		Procedure 3-1: [MM] Download and Tailor Meet Database
√	#	**Task**
	1	**Use this procedure ONLY if you need to use Meet Manager to print time cards. If you are going to do all data entry and TM and print Time Cards from TM, you don't need to do this.** a. If you haven't already done so, download your B-meet League's standard B-meet Events File Template on **Documents** page of the NVSL Web site site http://www.mynvsl.com/documents. b. Go to the **NVSL / Hy-Tek (B-Meet)** folder and then to the folder for your league. Find your template, or go to the **1 Generic Templates** folder and download the generic Meet Manager Database (file names below, or most recent version for the current year) for your situation (B-Meet or Time Trial, meters or yards) • **Gen_B-Meet_Meter-2017.mdb (for MM)** • **Gen_B-Meet_Yard-2017.mdb (for MM)** • **Time_Trial_Meter-2017.mdb (for MM)** • **Time_Trial_Yard-2017.mdb (for MM)** c. Save these generic files (do not open it from the Web site) where you keep all meet templates, e.g. **C:\hy-sport\Templates\B-Meets**
	2	Open Meet Manager and select **File | Open/New** and navigate to your **C:\hy-sport\Templates\B-Meets** folder and open the template

<table>
<tr><th colspan="3">Procedure 3-1: [MM] Download and Tailor Meet Database</th></tr>
<tr><th>√</th><th>#</th><th>Task</th></tr>
<tr><td></td><td>3</td><td>a. Immediately select File | Save As and navigate to your meet folder for this meet for the current year (e.g. for the Commonwealth B-Meet #1 in 2013 it was C:\hy-sport\meets\2013\2013-06-24 B-Meet CSC@SS2

b. In the [Save Current Database] window, change the file name from the generic meet name (Gen_B-meet_Meter-2014) to the meet name (e.g. 2013-06-24 B-Meet LV@CSC) as shown below and select <u>Open</u> (to save the database with a new name, and then Open this new database for use).



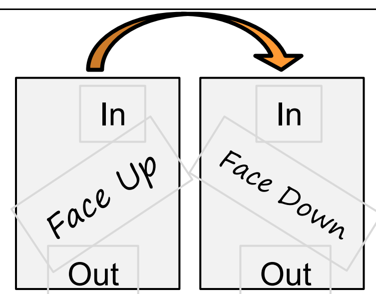
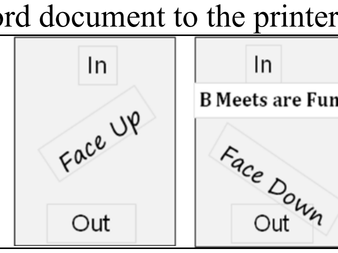

</td></tr>
<tr><td></td><td>4</td><td>From the MM Main menu, Select Setup | Meet Setup and make the following settings
a. Set Meet Name = Name of the meet, e.g. B-Meet CSC@SS2 or Time Trials@CSC
b. Facility Name = <u>Name of the Host Team</u>
c. If City, State, Country, or Zip Code are blank, enter them. All are mandatory entries, you can't save the meet without entering them.
d. Set Start, End, and Entry Deadline to the date of your meet
e. Set Age up Date to JUNE 1ST of the Current year.
f. Click <u>OK</u></td></tr>
<tr><td></td><td>5</td><td>Exit Meet Manager</td></tr>
</table>

<table>
<tr><th colspan="3">Procedure 3-2: [TM] Download and Tailor Meet Events File</th></tr>
<tr><th>√</th><th>#</th><th>Task</th></tr>
<tr><td></td><td>1</td><td>If you haven't already done so, download your B-meet League's standard B-meet Events File Template on Documents page of the NVSL Web site http://www.mynvsl.com/documents.

a. Go to the NVSL / Hy-Tek (B-Meet) folder and then to the folder for your league. Find your template, or go to the 1 Generic Templates folder and use the generic B-meet Events File template appropriate for the meet (file names below, or most recent version for the current year) for your situation (B-Meet or Time Trial, meters or yards) .
• Meet Events-B-Meet VIS@HOM-Meter-06Jun2017-001.zip
• Meet Events-B-Meet VIS@HOM-Yard-05Jun2017-001.zip
• Meet_Events-Time_Trials@HOM-Meter-04Jun2017-001.zip
• Meet_Events-Time_Trials@HOM-Yard-03Jun2017-001.zip

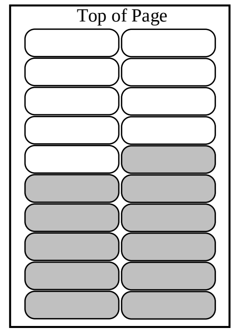
b. Save these generic files (do not open it from the Web site) where you keep all meet templates, e.g.
C:\hy-sport\Templates\B-Meets</td></tr>
<tr><td></td><td>2</td><td>From the main TM menu, select File | Import | Meet Events to import the events for your meet.</td></tr>
<tr><td></td><td>3</td><td>Navigate to the folder where you saved the generic meet events file for Team Manager (e.g.)
C:\hy-sport\Templates\B-meets</td></tr>
<tr><td></td><td>4</td><td>a. Select the Meet Events .zip file (example for CSC B-Meet is shown below) Meet Events-B-Meet VIS@HOM-Meter-06Jun2017-001.zip and select <u>Open</u>
b. You will get an informational window, read it and click OK
c. In the next window, select the file (the only one) ending in .ev3 and click <u>OPEN</u>.
d. You will get another information window about the Meet. Click <u>OK</u>
e. You will get another information window with the number of events imported. Click <u>OK</u>.
Note: If you get an error saying a meet with this date already exists, check to see if you have already imported the meet events. If you have a previous version already imported in TM, delete the previous version of the meet</td></tr>
</table>

		Procedure 3-2: [TM] Download and Tailor Meet Events File
√	**#**	**Task**
	5	You are now on the Meet Setup Window in the [Meet Events] Browser. On the **Meet Description** Tab, make the following changes or updates a. Set **Meet Name** = Name of the meet, e.g. **B-Meet CSC@SS2** or **Time Trials@CSC** b. **Facility Name** = <u>**Name of the Host Team**</u> c. If **City, State, Country**, or **Zip Code** are blank, enter them. All are mandatory entries; you can't save the meet without entering them. d. Set **Start**, **End**, and **Entry Deadline** to the date of your meet e. Set **Meet Type** = B (B Meet) f. Click on the Eligibility Rules Tab
	6	On the **Meet Description** Tab, make the following changes or updates a. Set **Age up Date** to **JUNE 1ST** of the **Current year**. b. Click <u>**SAVE**</u>
	7	Now you are ready to enter swimmers so you can generate time cards

		Procedure 3-3: Determine and Record Printing Orientation
√	**#**	**Task**
	1	Run this procedure ONCE for the life of your printer. This helps you determine which side of the paper (face up, face down) and direction (top of page pointing out or in) your printer will print on. This information should be documented and attached to your printer.
	2	Using a pen or pencil, mark a blank piece of paper on both sides (as shown at right), and place the page in the main paper tray in the printer so the "Face Down" side is face down, and oriented so the top of page is "In" (to the back of the printer) 
	3	Print a simple line of text ("**B Meets Are Fun**!") from a word document to the printer.
	4	Observe the result and how the paper should be oriented for printing (in this case, Face down, Top Of Page (head) IN (toward back of printer. 
	5	Record this information on a piece of paper and tape it to a prominent location on the printer. Example is shown below for the Brother HL-2070N printer, tail this information for your printer model.

Printing Labels with Brother HL-2070N Printer

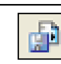
- The printing side of a page is the side that is **FACE DOWN**
- The top of the printed page is **HEAD OUT**

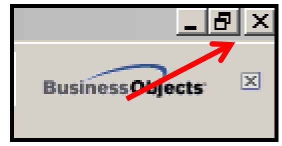


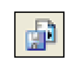
To Print a partial sheet of labels

- Say you have nine labels (in white) left on a page, and you need to print 8 labels)
- Put the sheet of labels in the printer with the labels **FACE DOWN**
- Top of page is **HEAD OUT** (nearest to the front of the printer tray)

3.2 Select B-Meet Swimmers

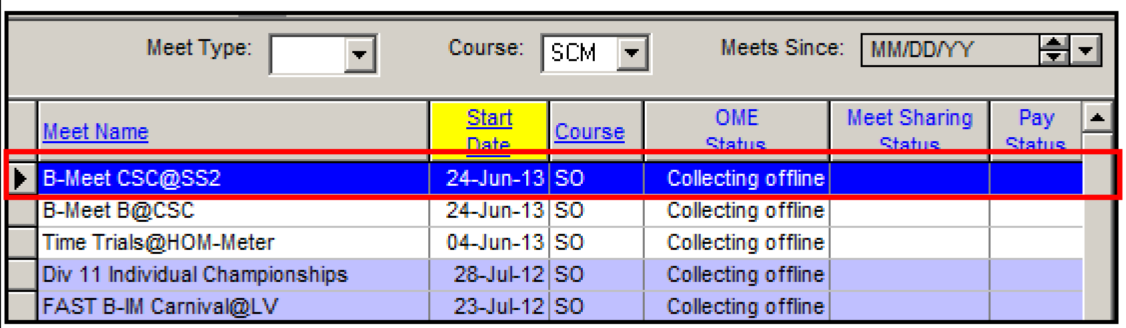
		Procedure 3-4: [TM] Run A-Meet Results Report
√	#	**Task**
	0	Start Team Manager.
	1	From the main menu, choose **Reports | Meet Reports | Meet Results**
	2	On the [Meet Results Dialog], Set a. Meet = Most recent A meet (from drop down list) b. Sort by = **Name** and c. Click **Create Report** button.
	3	The [Print / Export Results] preview is displayed. a. Review the report to ensure it is the right meet. b. If you want to save a copy to e-mail to other team personnel, proceed to steps 4-6 below; otherwise print a copy now by clicking on the printer icon.
	4	Click on the download icon in the upper left corner of the window (shown at right) 
	5	An [Export] dialog box will come up. Set a. Format = **Adobe Acrobat (PDF)** (first choice on the scroll list) b. Destination = **Disk File** c. Click **OK,** d. On the next window ensure Page Range = All e. Click **OK**

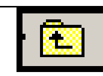
		Procedure 3-4: [TM] Run A-Meet Results Report
√	**#**	**Task**
	6	You will be prompted for a location to save your file. a. Give it a meaningful name (e.g. XXX A-Meet Results–22Jun2013.pdf. where XXX = your team initials) and navigate to a folder where you will find it again. b. Recommend you put it in your meet folder for that meet (see Section 1.5 Directories for Files).  c. Click **SAVE**, d. Close the [Print / Export Results] preview window by clicking on the X in the upper right corner of the window (shown at right) e. Click **CANCEL** on the [Meet Results] report options window.

		Procedure 3-5: [TM] Produce Team Roster in Excel
√	**#**	**Task**
	0	Start Team Manager.
	1	From the main menu, choose **Reports | Administrative Reports| Athletes**
	2	The [Athletes Reports] window is displayed. a. Select the **Athlete Rosters** tab, Set b. Team = your **Team initials** c. Gender = **Both** d. Sort by = **Name**, and e. Click on **Create Report** button.
	3	The [Print / Export Reports] preview is displayed. Review the report, and if it looks good, click on the Export Report icon in the upper left corner of the window (shown at right) 
	4	An [Export] dialog box will come up. Set a. Format = **Microsoft Excel 97-2000 Data Only (XLS)** b. Destination = **Disk File** and c. Click **OK**
	5	The [Excel Format Options] dialog box will come up. Set a. Excel Format = **Minimal** and b. Click **OK**
	6	The [Select Export File] dialog is displayed. You will be prompted for a location to save your file. a. Give it a meaningful name (e.g. XXX Team Roster – 26Jun2017.xls, where XXX = your team initials). b. Recommend you save the file in your meet folder for that meet (see Section 1.5 Directories for Files). c. Click **SAVE.**

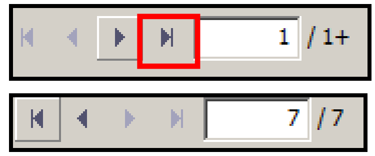
		Procedure 3-5: [TM] Produce Team Roster in Excel
√	**#**	**Task**
	7	If you are not comfortable with Excel, have your team's Excel Expert assist you with this. a. Open this Excel File created in step 6 above, and open the **BMeet_eligbility_roster_V1.xls** you downloaded from the NVSL web site (Hy-Tek (B-Meet)\2 Cards-Labels-Rosters folder). b. Copy the data in columns B-E from the team roster file you just created and paste them into the blank spaces for similar data in the BMeet_eligbility_roster_V1.xls), and c. Save this resulting file as your teams B-meet eligibility and sign up roster. See examples at Figure 4-2 and Figure 4-3 in Section 4: below. d. You should re-run these procedures after each A-meet (to add new swimmers or catch age ups).
	8	Use the results roster produced in procedure 4-3 above to update swimmers' results in the A-meet, then make corresponding entries for their eligibility for each stroke in the upcoming B-meet.

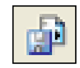
3.3 Produce Time Cards

		Procedure 3-6: [TM] Select B-Meet Entries
√	**#**	**Task**
	0	Start Team Manager 7.0
	1	From the main menu, select Meets. The [Meet Browser] window is displayed.
	2	Select the meet for which you want to enter swimmers by single clicking on the meet (if you double click on the meet, you will edit information about the meet). The selected meet will be highlighted in blue and have a black arrowhead in the far left column. 
	3	From the [Meet Browser] window, select **Entries | Entry by Name** Note: Most teams will have a signup or eligibility roster sorted by swimmer's last name, and select the 2 or 3 strokes (depending on B meet league rules) each swimmer will swim. The other option is to select **Entries | Entry by Event** to enter swimmers by event number.

		Procedure 3-6: [TM] Select B-Meet Entries
√	**#**	**Task**
	4	Using your team's eligibility or sign up roster, enter the athletes. Most teams will do this alphabetically by athlete. Remember the entry by name screen give you great flexibility for sorting or filtering by name, age, gender, etc.
	4a	**<u>Optional</u>**: After you've made all your selections, you may run a report to check your selections. While still in the [Entries by Name] screen, select **Print** from the menu bar
	4b	On the Meet Entry report selection screen, set: **Team** = Your Team Initials (in this example "CSC") **Gen** = All **Sort By** = Name and click on Create Report
	4c	Cross check the report with your sign up/ eligibility roster. Return to step 10 if you have to make corrections.
	5	Return to the main menu by clicking on the "***Get me outta here***" icon until you get back to the main menu 

		Procedure 3-7: [TM] Print Time Cards from TM
□	**#**	**Task**
	1	In Team Manager main menu, select **Labels | Entry Cards / Labels**
	2	The [Meet Entry Labels] window is displayed. Make the following settings a. Meet = **<u>The meet you want to print time cards for</u>** b. Sort by = **<u>Meet Event Number</u>** c. Other Options = **<u>All Boxes should NOT be checked</u>**. d. Label Types = **<u>2 x 3</u>** e. All other options should be left to their default settings. f. Click **<u>Create Report</u>**
	4	The [Print / Export Reports] window comes up with a preview of the time cards. a. You will notice there are no pre-printed spaces for the three timers to record their times and no space for the official time. b. We will fix this by printing your time cards, then loading the time cards in your printer again, and printing the spaces for timers to record their times from a template from the NVSL web site. c. If you find this work-around too risky or complicated, then you should stop this procedure and use the processes for printing time cards from Meet Manager (Procedure 3-8 to Procedure 3-10) d. If you are sticking with this approach (after you do it once, you'll find it is pretty easy) proceed to the next step. e. Ensure you have sufficient B-meet card stock (normally tan in color) in your printer. f. Click on the printer icon to print your time cards. See example of time cards at Figure 4-5: B-Meet Time Cards, on page 26

<table>
<tr><th></th><th></th><th>Procedure 3-7: [TM] Print Time Cards from TM</th></tr>
<tr><th>☐</th><th>#</th><th>Task</th></tr>
<tr><td></td><td>5</td><td>We are also going to save a PDF file of your time cards, in case you need to reprint a page. Before we export your file, we will find out how many pages of time cards you are printing.


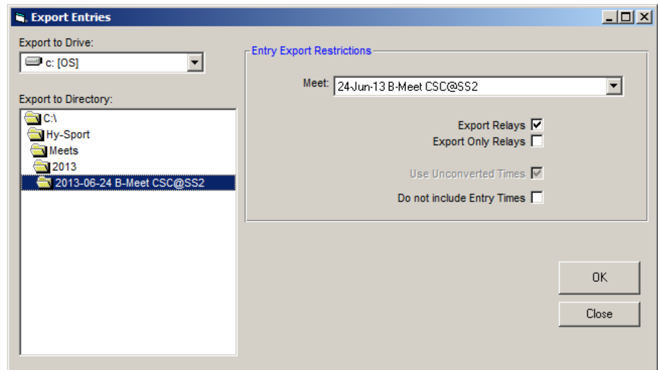
a. At the top of the screen you will see page navigation buttons and the current page count.
b. Click on the Last page button and the last page will be displayed (in my example, I have pages of time cards.
c. Write down how many pages of time cards you printed.</td></tr>
<tr><td></td><td>6</td><td>
Click on the Export Report button in the upper left corner of the screen. The Export window is displayed.
a. Set Format = <u>Adobe Acrobat (PDF)</u>
b. Destination = <u>Disk File</u>
c. Click <u>OK</u>
d. Click OK on the Export Options screen
e. On the [Choose Export File] screen, navigate to the folder for your meet, and save the PDF file with meaningful name like
B-Meet Time Cards CSC@SS2 24 Jun 13.pdf</td></tr>
<tr><td></td><td>7</td><td>Download the timer spaces template from the NVSL Web site.
site http://www.mynvsl.com/documents.

Go to the NVSL / Hy-Tek (B-Meet) / 2 Cards-Labels-Rosters folder and download the B-Meet_Time_Card_Timer_Entry_Template.pdf
Save this file in your meet folder.</td></tr>
<tr><td></td><td>8</td><td>Reload your Time cards in your printer, oriented so the template will print on the printed side of the time card. You figured this out by running Procedure 3-3: Determine and Record Printing Orientation on page 13 ONCE in the life of you printer, and permanently affixing a paper to the side of your printer telling you whether the printing side of your paper is
• Face down or face up
• Head (top of page) out or head in

a. Open the Timer Spaces template in Adobe PDF.
b. Print <u>ONE</u> page of the template on to <u>ONE</u> page of time cards.
c. Check the result – if the card is printed wrong, reorient the time cards in the printer. If your note affixed to your printer is wrong, correct it.
d. Print the Timer spaces <u>XX</u> times where <u>XX</u> = the number of remaining pages of time cards in your printer (remember you wrote the number of pages down in step 5)</td></tr>
</table>

Note: Procedure 3-8 through Procedure 3-10 are required ONLY if you want to print time cards using Meet Manager.

<table>
<tr><th></th><th></th><th>Procedure 3-8: [TM] Export B-Meet Entries</th></tr>
<tr><th>√</th><th>#</th><th>Task</th></tr>
<tr><td></td><td>0</td><td>Start Team Manager</td></tr>
<tr><td></td><td>1</td><td>From the Main Team Manager screen select
File | Export | Meet Entries</td></tr>
<tr><td></td><td>2</td><td>On the [Export Entries] window
a. Set Export to Director to your meet folder for the current year, in this exampel from 2013:
C:\hy-sport\meets\2013\2013-06-24 B-Meet CSC@SS2
b. Meet = name of your Meet, e.g 24-Jun-13 B Meet CSC@SS2
c. The “Do Not include Entry Times” box should <u>NOT</u> be checked (you do want entry times, so your clerk of course can properly seed the events)
d. Click <u>OK</u>



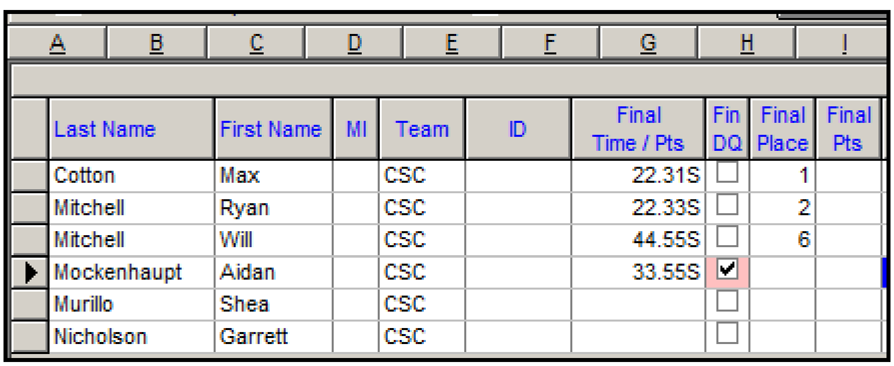
</td></tr>
<tr><td></td><td>3</td><td>You will get a confirmation box with a message that gives the path and file name of the entries export. Click <u>OK</u> to continue.</td></tr>
<tr><td></td><td>4</td><td>Click the <u>CLOSE</u> button on the Export Entries screen (still up on the screen from the last step)</td></tr>
<tr><td></td><td>5</td><td>Exit Team Manager (File | Exit)</td></tr>
</table>

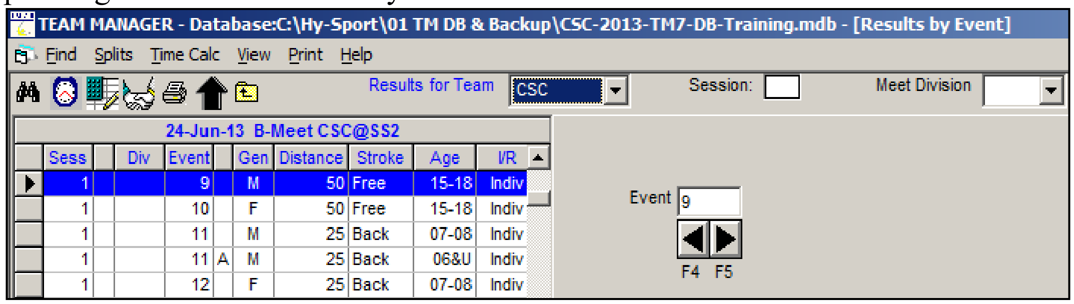
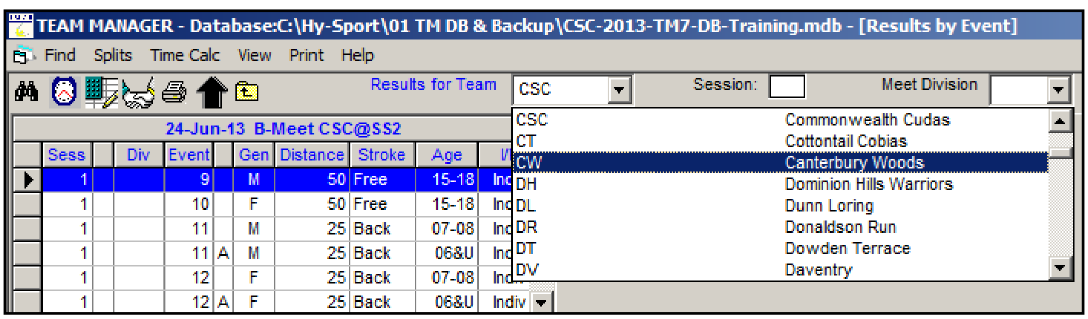
		Procedure 3-9: [MM] Import B-Meet Entries into Meet Manager
√	**#**	**Task**
	1	Start up Meet Manager
	2	Open the Meet Database template, tailored for a specific meet, in your meet folder (you saved this tailored meet database in Procedure 3-1: [MM] Download and Tailor Meet Database.
	3	Import the swimmer entries you produced in Team Manager. Select **File | Import | Entries**
	4	Navigate to the folder with all files for this meet, e.g. **C:\hy-sport\meets\2013\2013-06-24 B-Meet CSC@SS2**

		Procedure 3-9: [MM] Import B-Meet Entries into Meet Manager
√	**#**	**Task**
	5	a. Select the entries file. You should be looking for a file with a name like **CSC-Entries-B-Meet CSC@SS2-24Jun2013-001.ZIP** *Note: If the export function has been run more than once there may be multiple entry files. Choose the entry file with the most recent file creation date, which will generally be the file with the highest three digit number at the end of the file name (e.g.* **CSC-Entries-B-Meet CSC@SS2-24Jun2013-003.ZIP)** b. Click **OPEN**
	6	a. A window will be displayed telling you the files have to be unzipped and placed in a temporary folder b. Click **OK**
	7	a. The [Open File for Import] window will be displayed with the unzipped file. b. Double-Click on the only file (ending in.HY3) and c. and click **OPEN**. Information about the entries is displayed, d. Click on **OK** to import the entries
	8	The [Import Entries] window is displayed. Leave the first two boxes checked and Click **OK**
	9	The [Import File Progress] will display counts of teams, athletes, and entries. a. You should confirm that these seem "about right" (e.g. you should be worried if you have 75 swimmers planning to swim, but the swimmer count is 32. b. Check your selections in Team manager. c. Click **OK**

		Procedure 3-10: [MM] Print Time Cards from MM
√	**#**	**Task**
	1	In Meet Manager, select **Labels | Entry Cards / Labels**
	2	The [Entry Cards/Labels] window is displayed. a. Select **All** from the menu to select all events, and set the following: b. Label Selection = **Laser, 2 x 3** c. Format = **Rank Order Fast-Slow** d. Include Entry Time = **Checked** (**Very Important** – Clerk of Course personnel will need this information to properly seed the heats in each event so each heat is competitive) e. Sort By = **Event Number**
	3	Select **Create Labels**
	4	The Entry Card Labels window comes up. You can print the cards directly from this screen, or save the file and print the cards from that file See example of time cards at Figure 4-5: B-Meet Time Cards, on page 26

3.4 Enter Results in Team Manager 7.0

<table>
<tr><th></th><th></th><th>Procedure 3-11: [TM] Enter Results</th></tr>
<tr><th>√</th><th>#</th><th>Task</th></tr>
<tr><td></td><td>1</td><td>From the Team Manager main screen, Select Meets</td></tr>
<tr><td></td><td>2</td><td>a. In the Meets Browser, Select (single click) the line for the Meet (double check the meet name and date above the events …make sure you are on the right Meet!)
b. Then select Results | Results by Event</td></tr>
<tr><td></td><td>Note</td><td>Most teams enter results by event, as that is how the cards are normally grouped at the tables. You can also enter Results by Name, when you have cards in alphabetic order by swimmer.</td></tr>
<tr><td></td><td>3</td><td>a. If these are the very first results for this meet, you will get a warning message: "No Results Events have been setup for this meet.....There are already events setup for Entries. Do you want to copy them over?."
b. Click <u>YES</u>.</td></tr>
<tr><td></td><td>4</td><td>In the [Results by Event] browser the events are in a window on top and the eligible swimmers are listed below.</td></tr>
<tr><td></td><td>5</td><td>Enter times and DQs in the Final Times / Fin DQ columns.
You must also enter the proper places (order of finish) as shown below. If you don't enter places, no ribbons can be generated.

<table>
<tr><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th></tr>
<tr><th>Last Name</th><th>First Name</th><th>MI</th><th>Team</th><th>ID</th><th>Final Time / Pts</th><th>Fin DQ</th><th>Final Place</th><th>Final Pts</th></tr>
<tr><td>Cotton</td><td>Max</td><td></td><td>CSC</td><td></td><td>22.31S</td><td>☐</td><td>1</td><td></td></tr>
<tr><td>Mitchell</td><td>Ryan</td><td></td><td>CSC</td><td></td><td>22.33S</td><td>☐</td><td>2</td><td></td></tr>
<tr><td>Mitchell</td><td>Will</td><td></td><td>CSC</td><td></td><td>44.55S</td><td>☐</td><td>6</td><td></td></tr>
<tr><td>Mockenhaupt</td><td>Aidan</td><td></td><td>CSC</td><td></td><td>33.55S</td><td>☑</td><td></td><td></td></tr>
<tr><td>Murillo</td><td>Shea</td><td></td><td>CSC</td><td></td><td></td><td>☐</td><td></td><td></td></tr>
<tr><td>Nicholson</td><td>Garrett</td><td></td><td>CSC</td><td></td><td></td><td>☐</td><td></td><td></td></tr>
</table></td></tr>
</table>

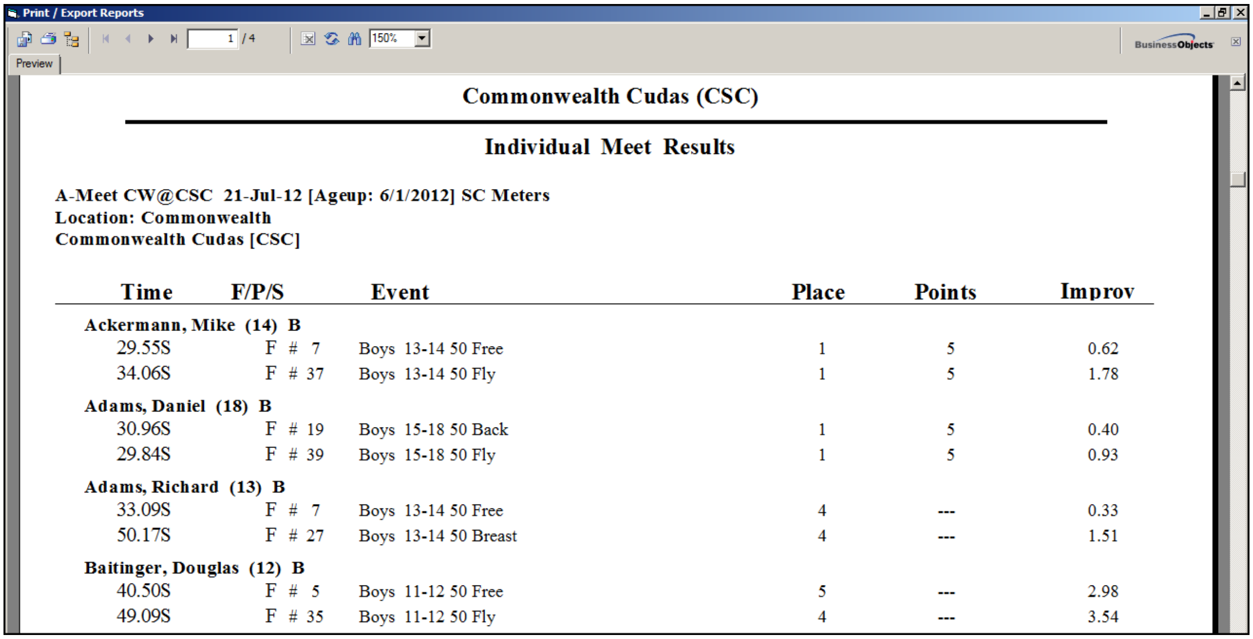
		Procedure 3-11: [TM] Enter Results
√	**#**	**Task**
	6	**CAUTION**: When entering times on this screen, **DO NOT** use arrow keys on your keyboard as this could cause a bad situation. When you enter the screen the input focus (i.e. the next key you press on the keyboard will change his area) is set to the team name. The TM data entry window looks like a spreadsheet, so some will try to “scroll down” the list of swimmer by pressing the “down” arrow key.  Once your press the down arrow once, you start moving down the list of teams, but you don’t notice because you are looking at the list of athletes below. When you see the down arrow isn’t working, you move your mouse and click on the athletes’ name to enter times. From here on out, all **CSC** swimmers times will be entered and their team affiliation will be changed to **CW** Canterbury woods. 
	7	For details on this problem, how to avoid it, and how to fix it when it happens, download the file **Tip04_BMeet_Results_Wrong_Team_V1.pdf** From the **NVSL / Hy-Tek / Procedures / Tips** folder in the Documents section of the NVSL web site.

3.5 Print Ribbon Labels

		Procedure 3-12: [TM] Print Ribbon Labels
√	**#**	**Task**
	0	From the TM main menu, select **Labels | Award Labels.** The Award Labels menu is displayed.
	1	The [Award Labels] Window is displayed. Make the following selections: a. From Event = First event number for labels to be printed b. To Event = Last Event for labels to be printed c. Awards up to Place = Number of places, usually 6th d. Sort By = **Meet Event Number** e. Label Types = **Laser Printer, 2 x 10**
	2	Once your selections are set, click on the **Create Report** button to preview your labels. *Note: This may be a trial and error process to find the right range of events that will come close to filling a sheet of 20 labels (or some multiple thereof*
	3	When they look right, make sure you have label stock in your printer, facing the right way, and press the **print icon** on the [Award Labels] preview. *Note: it is a good practice to put only the number of label sheets in the printer for the labels you are going to print (e.g. if you are going to print two pages of labels, only put two label sheets in your printer). Invariably someone will ask you to print some random report , and you will print the report on label stock if you put a stack of label stock in your printer.*
	4	You may also choose to print participation ribbons. Return to step 2, select start/end events, and click on the "Participation Award" check box and make the choices for your league rules on participant ribbons (all swimmers or only those swimmers that didn't place) Check the "One Label Per Swimmer" button and choose who is to get a participation ward (all swimmers / just those that didn't get an award
	Note	**Best Practice:** Keep a list of all events, and check off the events for which you have printed labels. Once your child has bothered you for $5 for a cheeseburger platter for the third time in 20 minutes, you are going to lose track of the events you've printed labels for.

Section 4: Example Reports and Screen Displays

Figure 4-1: A-Meet Results Report



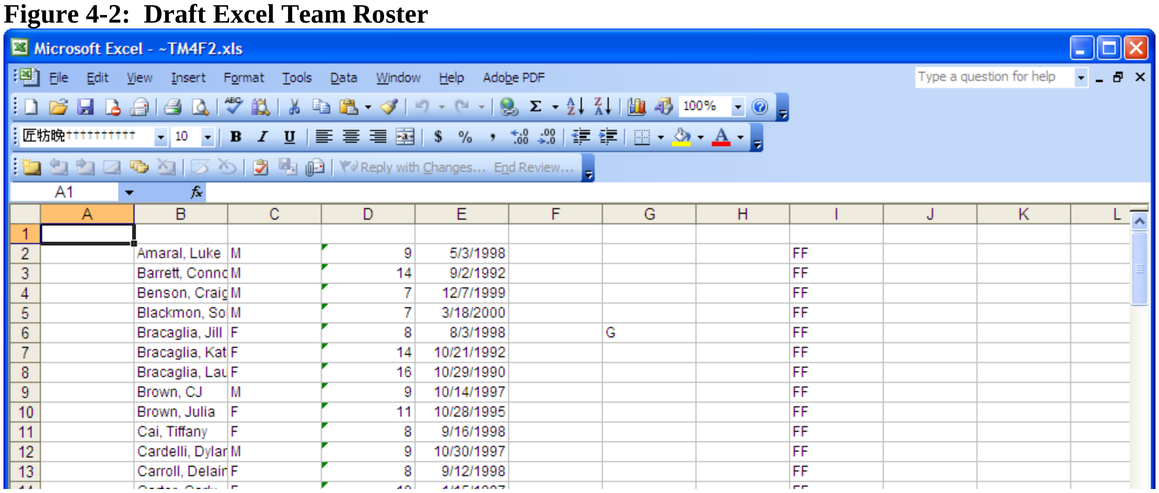
Commonwealth Cudas (CSC)

Individual Meet Results

A-Meet CW@CSC 21-Jul-12 [Ageup: 6/1/2012] SC Meters
Location: Commonwealth
Commonwealth Cudas [CSC]

Time	F/P/S	Event	Place	Points	Improv
Ackermann, Mike (14) B					
29.55S	F # 7	Boys 13-14 50 Free	1	5	0.62
34.06S	F # 37	Boys 13-14 50 Fly	1	5	1.78
Adams, Daniel (18) B					
30.96S	F # 19	Boys 15-18 50 Back	1	5	0.40
29.84S	F # 39	Boys 15-18 50 Fly	1	5	0.93
Adams, Richard (13) B					
33.09S	F # 7	Boys 13-14 50 Free	4	---	0.33
50.17S	F # 27	Boys 13-14 50 Breast	4	---	1.51
Baitinger, Douglas (12) B					
40.50S	F # 5	Boys 11-12 50 Free	5	---	2.98
49.09S	F # 35	Boys 11-12 50 Fly	4	---	3.54

Figure 4-2: Draft Excel Team Roster



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Amaral, Luke	M	9	5/3/1998				FF			
3		Barrett, Connc	M	14	9/2/1992				FF			
4		Benson, Craig	M	7	12/7/1999				FF			
5		Blackmon, So	M	7	3/18/2000				FF			
6		Bracaglia, Jill	F	8	8/3/1998		G		FF			
7		Bracaglia, Kat	F	14	10/21/1992				FF			
8		Bracaglia, Lau	F	16	10/29/1990				FF			
9		Brown, CJ	M	9	10/14/1997				FF			
10		Brown, Julia	F	11	10/28/1995				FF			
11		Cai, Tiffany	F	8	9/16/1998				FF			
12		Cardelli, Dylar	M	9	10/30/1997				FF			
13		Carroll, Delair	F	8	9/12/1998				FF			

Figure 4-3: Team Roster Converted to B-Meet Sign Up Sheet

	Free	Back	Breast	Fly	IM
Amaral, Luke					
Barrett, Connor					
Benson, Craig					
Blackmon, Solomon					
Bracaglia, Jill					
Bracaglia, Katie					
Bracaglia, Laurie					
Brown, CJ					
Brown, Julia					
Cai, Tiffany					
Cardelli, Dylan					

Figure 4-4: Team A-Meet Results and B-Meet Eligibility & Sign Up Roster

(Your Team Name) B-Meet Eligibility Roster													
				A Meet 1					B-Meet 99				
Name	Gender	Age	DOB	Fr	Bk	Br	Fl		Free	Back	Breast	Fly	IM
A1	M	10	1/24/1998	2			3		X			X	
A2	M	13	5/19/1994										
A3	M	9	7/7/1998										
A4	M	15	7/13/1992	3					X				
A5	M	9	6/18/1998										
A6	M	16	1/31/1992										
A7	M	13	11/3/1994										
A8	M	9	8/18/1998	6	1					X			
A9	M	11	6/19/1996										

This template is available on the NVSL web site at NVSL web site at http://www.mynvsl.com/documents Click on the **Documents** button from the menu bar near the top of the page.

Go to the **NVSL / Hy-Tek (B-Meet) / 2 Cards-Labels-Rosters** folder and download the file **BMeet_eligbility_roster_V1.xls** (or latest version).

After each A-meet, the Team Rep or coach would enter the places (1^{st} – 6^{th} and DQs) that each swimmer got at the A-meet. Then the team rep could manually apply the B-meet league rules to put an "X" in the sign up box for the strokes in which a swimmer is ineligible. In the Fairfax Area Swim Team League, swimmers placing 1^{st}-3^{rd} are ineligible to swim that stroke. Once the Team Rep or Coach has completed that task (no more than 10 minutes, with someone reading to you), then the roster can be printed (with or without the A-meet results) and used as a sign up roster.

This template uses Excel's "Auto Filter" feature, so you can narrow your list to just 13-14 Girls with two mouse clicks (making data entry much easier). In this example below, all places from A meet #1 have been entered. In this example, only 1^{st}-3^{rd} place finishes make an A meet swimmer ineligible for B-meet events.

Figure 4-5: B-Meet Time Cards
(2 cards on a sheet of six shown)

1 Boys 7-8 25 Free
Heat: __________ Lane: __________
Cotton, Max 7
CSC **20.70S**
FAST B-Meet B@CSC 6/25/2012

T1 ___:___.___ T2 ___:___.___ T3 ___:___.___

Official Time ___:___.___

1 Boys 7-8 25 Free
Heat: __________ Lane: __________
Mockenhaupt, Aidan 7
CSC **23.80S**
FAST B-Meet B@CSC 6/25/2012

T1 ___:___.___ T2 ___:___.___ T3 ___:___.___

Official Time ___:___.___

Figure 4-6: B-Meet Award (Ribbon) Labels in TM

Print / Export Reports
1 / 1 150%
Preview
BusinessObjects

1st Place **22.31S**
1 Boys 7-8 25 Free
Cotton, Max (8)
CSC
6/24/2013 B-Meet CSC@SS2

2nd Place **22.33S**
1 Boys 7-8 25 Free
Mitchell, Ryan (7)
CSC
6/24/2013 B-Meet CSC@SS2

6th Place **44.55S**
1 Boys 7-8 25 Free
Mitchell, Will (8)
CSC
6/24/2013 B-Meet CSC@SS2

1st Place **20.00S**
7 Boys 13-14 50 Free
Adams, Richard (14)
CSC
6/24/2013 B-Meet CSC@SS2

2nd Place **30.00S**
7 Boys 13-14 50 Free
Baitinger, Douglas (13)
CSC
6/24/2013 B-Meet CSC@SS2

3rd Place **40.00S**
7 Boys 13-14 50 Free
Brunk, Owen (13)
CSC
6/24/2013 B-Meet CSC@SS2

Figure 4-7: B-Meet Fill In Ribbon Label Templates

Prior to Tailoring for the teams and meet (2 x 10 Avery 5261, 20 per sheet)

B-Meet VVV @ HHH MMM DD, 2008 PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: AAA BBB CCC DDD EEE FFF GGG	**B-Meet VVV @ HHH MMM DD, 2008** PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: AAA BBB CCC DDD EEE FFF GGG
B-Meet VVV @ HHH MMM DD, 2008 PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: AAA BBB CCC DDD EEE FFF GGG	**B-Meet VVV @ HHH MMM DD, 2008** PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: AAA BBB CCC DDD EEE FFF GGG

When tailored for a B-meet

B-Meet CSC@KR June 30, 2008 PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: Commonwealth (CSC) King's Ridge (KR)	**B-Meet CSC@KR June 30, 2008** PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: Commonwealth (CSC) King's Ridge (KR)
B-Meet CSC@KR June 30, 2008 PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: Commonwealth (CSC) King's Ridge (KR)	**B-Meet CSC@KR June 30, 2008** PL___ Event _____ ______ Boy Girl 25M 50M 100M __________ Name ______________________________ Time __________ Team: Commonwealth (CSC) King's Ridge (KR)

When filled in at the meet

B-Meet CSC@KR June 30, 2008 PL_1__ Event _1_ _8 & U_ Boy Girl 25M 50M 100M _FREE_____ Name _ Billy Smith ______________ Time __38.14_____ Team: Commonwealth (CSC) King's Ridge (KR)	**B-Meet CSC@KR June 30, 2008** PL_2__ Event _1_ _8 & U_ Boy Girl 25M 50M 100M _FREE_____ Name _ Frankie Jones ___ _______ Time __39.34_____ Team: Commonwealth (CSC) King's Ridge (KR)