



B-Meets and Time Trials 101

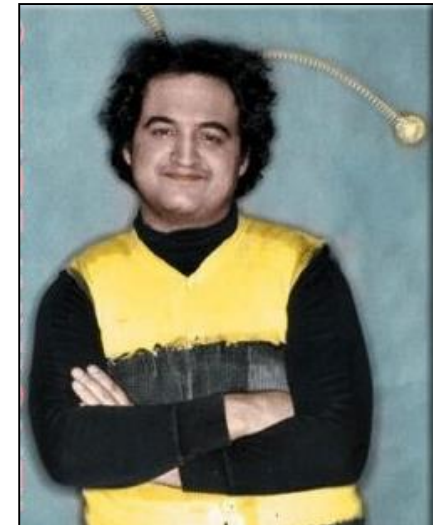
Run the Whole Show With Team Manager 7.0
(With Update for OME Work-Arounds)

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This document can be found at

<http://www.mynvsl.com/documents>

File in: Hy-Tek / Training

B-Meets_Time_Trials_101_v2017.pdf

(or most recent version for current year)

How to: Hy-Tek (B-Meet)

B-meet_&_Time_Trial_Procedures-2017.pdf

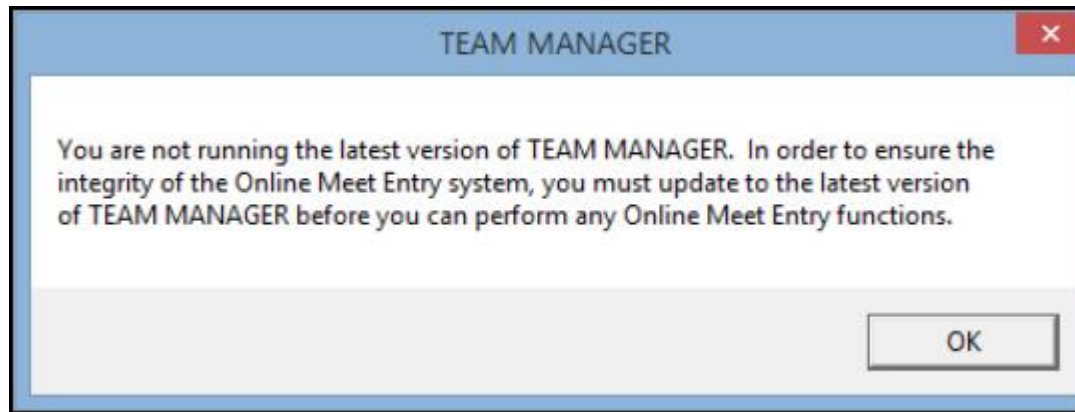
(Or most recent version for current year)

Overview

- Active Network / Hy-Tek Changes: They have **Discontinued** Support for Online Meet Entry (OME) in Team Manager
 - *Active Network / Hy-Tek plans for Swim Manager*
 - OME works in their new Swim Manager product
 - Swim Manager does NOT support direct entry of B-meet times
 - Swim Manager is a web-based application (no software installed on your computer....so would be a problem without an internet connection)
- Hy-Tek requires upgrade to Team Manager 8.0 (we are on 7.0) to renew Team Connect Online subscription (allows team personnel to share a team database in the cloud)
- B-Meet Operations with Hy-Tek Team Manager 7.0 (and Meet Manager 6.0 – New Software this year)

On Line Meet Entry (OME) Status

- Active – Hy-Tek has discontinued OME Support for Team Manager 7.0
 - *It appears it still works (in TM version 7.0e and earlier), you can set up OME, but when you go to Synch your Team Manager Software with the on-line meet entries, you will be prompted to upgrade to latest version (7.0f), prompt shown below.*




- *Once you upgrade to latest version, (TM 7.0f) the OME capability is **removed** from the TM7 software.*

On Line Meet Entry (OME) Work Around

- Use Google Drive (Formerly Google Docs) to put a team sign-up spreadsheet on a team Google Drive site
 - *Similar to the Swimmer eligibility spreadsheet shown later in this presentation*
 - *Each family/team members could indicate what events they want to swim at the upcoming B meet (by putting an “S” in the event they want to swim*
- There is no direct import from this file into Team Manager
 - *Someone would download the final sign up roster from Google Drive and make B-meet selections in Team Manager*
- Read more about how to get started with Google Drive at <https://support.google.com/drive/topic/14940?hl=en>

B-Meet Goals

- 
- A. Provide all (mostly non “A-meet”) swimmers the opportunity to compete and improve their skills in a fun, competitive environment.
 1. *Determine Eligibility for each swimmer*
 2. *Produce a time card for each swimmer/event*
 - B. Enter the swimmer’s result in the event (time, DQ) in the **Team Manager 7.0** database **after*** each event
 - *Coaches can then run “best times” reports to determine swimmers for next A-met*
 - C. Produce awards (ribbon label + ribbon = award) **after*** each event
 - *Using League/Team rules (e.g. 1st – 6th place per event or per team, competitor, heat winner, etc.)*

* “**After**” determined by each team...it could be 10 minutes, it could be 18 hours

Automated vs. Manual Operations

- A B-meet can be run without **ANY** data automation
 - *Hand written time cards and ribbon labels*
 - *Times entered in Team Manager after the meet*
- “Big” Teams will want to do more of their processes with automation support
 - *Hand writing 750-1000 time cards and ribbon labels is not my idea of “fun”...but*
 - *Running computer to print 12 ribbon labels is overkill*
- Automation is there to make the Team’s life easier
- If an **automated** process takes longer to complete a task then consider using a **manual process**
 - *Which process can produce 12 ribbon labels for the 8&Under freestyle swimmers faster? How about 120?*

“Big” is defined as teams with 137 or more swimmers {U.S. Code, title 10, Section 203.6 (I made this up)}

Team Manager 7.0 (TM7)

- In 2013 the NVSL upgraded to Team Manager 7.0, which gave teams two important capabilities:
 - *Print Time Cards (with an issue for time entry slots)*
 - *Print Award Labels (Ribbon Backs)*
- Before TM7, you needed Meet Manager to print Time Cards and Award Labels
- Teams can now do all automated functions from Team Manager, making your B-meet life easier
 - *Dan Joyce will assist teams that want to do seeded B-meets using Meet Manager (like A-meets) with those tasks, by request*
 - *The templates support seeding the meet, or producing psych sheets for a 90% seeding solution before the meet, allowing easier handling of deck entries.*

High-level Data Flow (A-Meets)

This material will be on the Final Exam

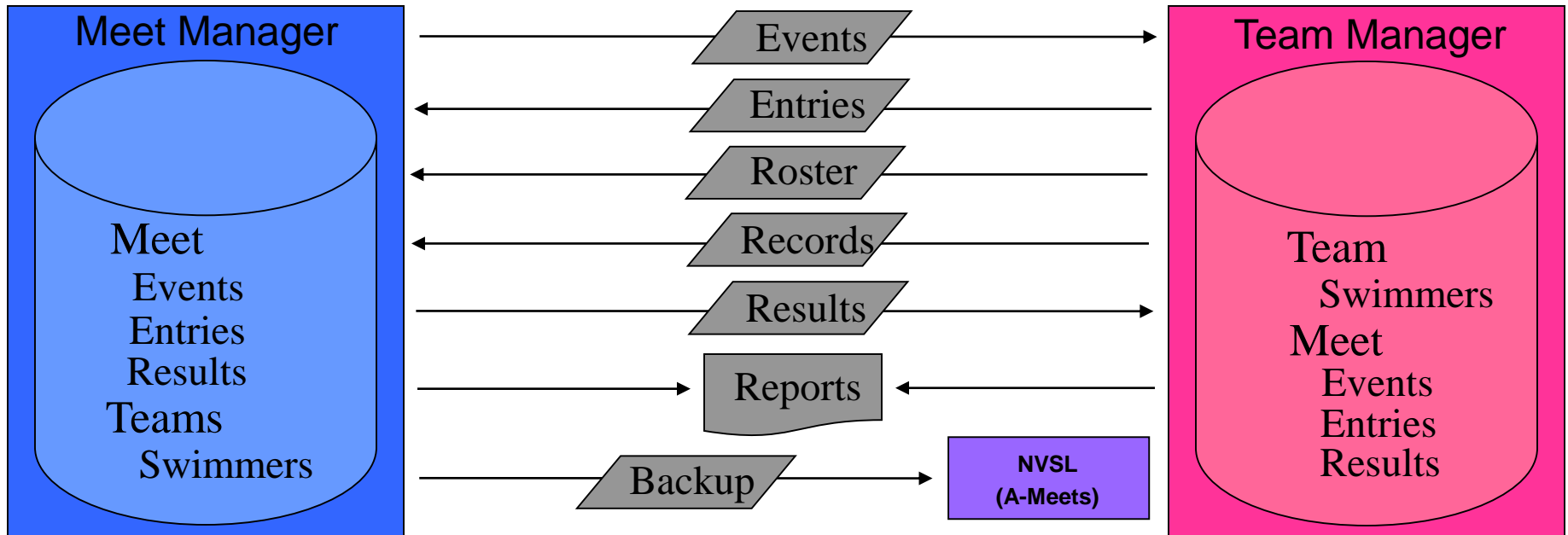
2. Create meet database
3. Export events

7. Import entries/rosters/records
- 8. Run the meet**
9. Backup meet database
10. Generate meet reports
11. Export results

1. Build/update team database

4. Import events
- 5. Create entries**
6. Export entries/roster/records

12. Import results
13. Generate meet/team reports



High-level Data Flow – B-meets (2008-2012)

1. Build/update team database

- 2. Create meet database
- 3. Export events

Generic versions already done, on NVSL Web site
Some B-Leagues are customizing their own

- 4. Import events

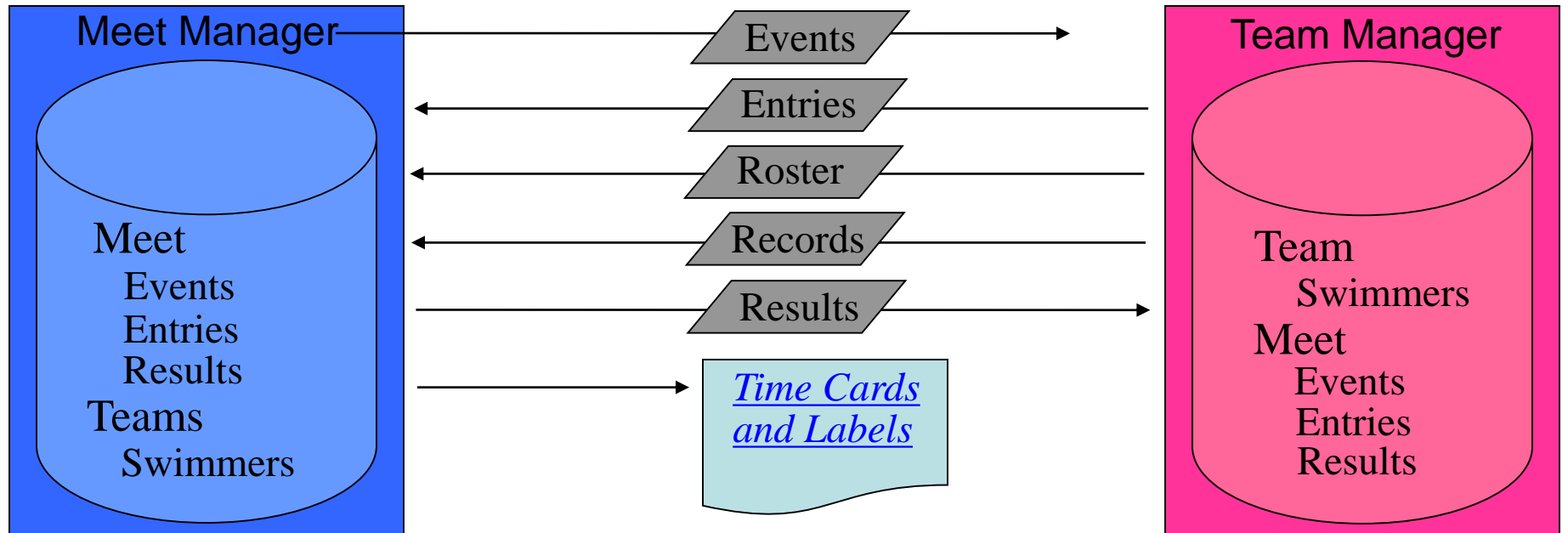
If the generic templates are okay for you, then you can set up Time Trials and B-meets now

- 5. Create entries
- 6. Export entries/roster/records

Do these steps for B-meets ONLY if you want to produce MM Time Cards and Ribbon labels

- 7. Import entries/rosters/records *and produce "automated" Time Cards*
- 8. Run the meet
- 9. Backup meet database
- 10. Generate meet reports (*Ribbon Labels*)
- 11. Export results

- 12. Import results
- 13. Generate meet/team reports



High-level Data Flow – B-meets (2013 and beyond)

1. Build/update team database

- 2. Create meet database
- 3. Export events

Generic versions already done, on NVSL Web site
Some B-Leagues are customizing their own

- 4. Import events

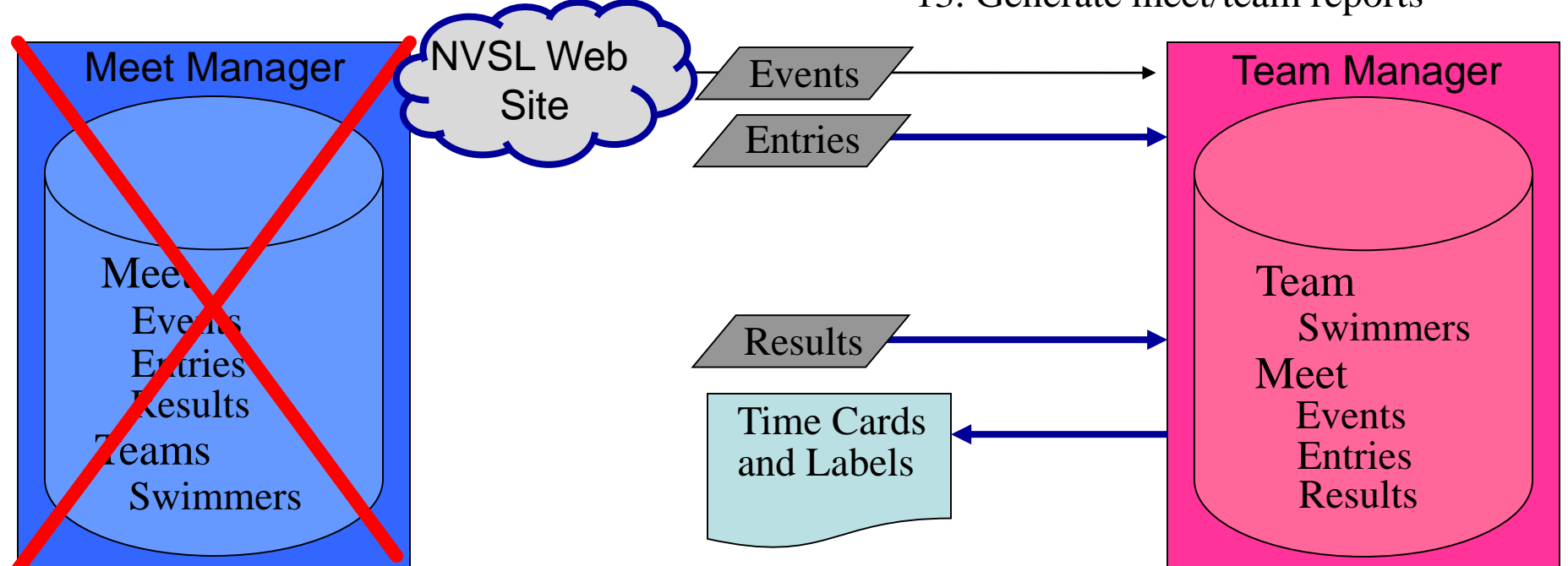
If the generic templates are okay for you, then you can set up Time Trials and B-meets now

- 5. Create entries
- 6. Export entries/roster/records

- ~~7. Import entries/rosters/records and produce "automated" Time Cards~~
- ~~8. Run the meet~~
- ~~9. Backup meet database~~
- ~~10. Generate meet reports (Ribbon Labels)~~
- ~~11. Export results~~

8a. Enter Results

- ~~12. Import results~~
- 13. Generate meet/team reports



Where Is it? How Do I Do It?

- The following slides will explain how to do the manual & automated functions for B-meets
- Resources are available on the NVSL web site <http://www.mynvsl.com> (examples follow)
- This presentation has the step-by-step instructions, some additional detailed steps are covered on slides with boxes at the bottom of the screen like the examples below
 - *Left (yellow) box tells you **Where** the resource is*
 - *Right (green) box tells you **How** to use it*
- Remember your Book Group/College Motto:
 - ***“It is only a lot of reading if you do it!”***

File in: Hy-Tek (B-Meet)\1 Generic Templates
GEN_B-Meet_Meter-2016.mdb

How to: Hy-Tek (B-Meet)
B-meet_&_Time_Trial_Procedures-v2016.pdf
Section 2

http://www.mynvsl.com

NVSL



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SWIMMING DIVING **SCHEDULE/RESULTS** LEADERS STANDINGS CALENDAR **DOCUMENTS** HALL OF FAME RECORDS TEAMS

UPCOMING EVENTS

Full Calendar →

- NVSL University**
Sat, May 30, 2015 8:00AM - 1:00PM
- Coaches Clinic at Lee Graham**
Sun, May 31, 2015 8:00AM - 12:00PM
- Stroke and Turn Clinics**
Sat, June 06, 2015 8:00AM - 9:30AM
- Deck Worker Clinics**
Sat, June 06, 2015 8:00AM - 9:00AM
- New Referee Clinic**

TAKE NOTE

More Info →

- Have Questions? askNVSL@gmail.com**
Fri, 4-10-2015
- Need a New Coach? email pparry@cox.net to post an ad**
Fri, 1-9-2015
- Firefox Issues with Website**
Sun, 6-15-2014



Welcome to NVSL Swimming!

The Northern Virginia Swimming League was founded in 1956 to sponsor competitive swimming and diving in and among the community swimming pools in that area of Northern Virginia contiguous to the District of Columbia, and to develop in the children participating in this program **a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.**











NVSL SWIM NEWS & INFORMATION

Up-coming Clinics

Tue, 5-26-2015 | Kelly Parry

Now Ref Clinic this Thursday (May 28th) at Lee Graham Pool at 7:00 pm. Do not be late

- 1 Generic Templates
- 2 Cards-Labels-Rosters
- B-Meet Training
- Braddock Dev League
- Evening Stars
- Fairfax Dev League
- FAST
- Independents
- McLean Area League
- No Name 2 League
- No Name 3 League
- NW Fairfax Dev League
- PALS
- Springfield-Burke Dev League
- Vienna Area Dev League
- Western Fairfax Dev League
- Woodson

 B-meet_&_Time_Trial_Procedures-v9.pdf	06/12/2014
 B-Meet_Event_Customization&Import-V6.pdf	06/13/2012
 B-Meet_Time_Card_Timer_Entry_Template.pdf	05/07/2013
 B-Meets_Time_Trials_101_V9.pdf	06/12/2014
 Generic_B-Meet_Meet_Sheet_V6.doc	07/06/2010
 Generic_B-Meet_S&T_Event_Checkoff_v6.doc	07/06/2010
 Generic_Time_Trial_Meet_Sheet_V6.doc	07/06/2010
 Generic_Time_Trial_S&T_Event_Checkoff_v6.doc	07/06/2010
 MM_Template_GC_Checklist-V4.pdf	06/13/2012
 Tip04_BMeet_Results_Wrong_Team_V1.pdf	07/04/2010

A – Setup the Meet & Make Time Cards

Automation Process Overview (High Level)

1. Download meet event file from NVSL Web Site(s)
2. Import meet event file(s)
3. Tailor the database(s) to your meet
*[Change generic information to the name of your meet
“CSC @ SS2” (Commonwealth @ Sully Station II)
and date of meet]*
4. Determine swimmer eligibility for events (according to the rules for your B-meet “league”)
5. Create entries by selecting swimmers for events
6. Produce time cards for all entries

Step A1 – Download Meet Databases

- **Everyone** will have to import Meet Events Files in Team Manager (TM), to give your B-meets a structure of events (.ZIP files) (*Column B below*)
- The Meet Manager database (*column A below*) is shown for those advanced users who may want to tailor their own meets.
- **Generic Template (Yard and Meters) have been updated for 2015**
(1 Jun 15 Age Up Set, location set -- MM requires all meets to have city, state, zip, and country)
- There area also PDF documents in this folder with the listing of events for each Meet Events file (anyone can read without starting Team Manager)

**Files in: Hy-Tek (B-Meet)\
1 Generic Templates**

Files in Column B below

(Note: use these or latest version available)

How to: Hy-Tek (B-Meet)

B-Meet_Event_
Customization&Import-V4.doc
Section 3

Column A		Column B
This Meet Manager Database		Generated This Team Manager Events File
Time_Trial_Yard-2017.mdb	➔	Meet Events-Time Trials@HOM-Yard-03Jun2017-001.zip
Time_Trial_Meter-2017.mdb	➔	Meet Events-Time Trials@HOM-Meter-04Jun2017-001.zip
Gen_B-Meet_Yard-2017.mdb	➔	Meet Events-B-Meet VIS@HOM-Yard-05Jun2017-001.zip
Gen_B-Meet_Meter-2017.mdb	➔	Meet Events-B-Meet VIS@HOM-Meter-06Jun2017-001.zip

Step A1 – Generic Meet Structure

Time Trial Generic Template

#	Event	#	Event
1	Boys 8 & Under 25 Freestyle	31	Boys 8 & Under 25 Butterfly
2	Girls 8 & Under 25 Freestyle	32	Girls 8 & Under 25 Butterfly
3	Boys 9-10 50 Freestyle	33	Boys 9-10 25 Butterfly
4	Girls 9-10 50 Freestyle	34	Girls 9-10 25 Butterfly
5	Boys 11-12 50 Freestyle	35	Boys 11-12 50 Butterfly
6	Girls 11-12 50 Freestyle	36	Girls 11-12 50 Butterfly
7	Boys 13-14 50 Freestyle	37	Boys 13-14 50 Butterfly
8	Girls 13-14 50 Freestyle	38	Girls 13-14 50 Butterfly
9	Boys 15-18 50 Freestyle	39	Boys 15-18 50 Butterfly
10	Girls 15-18 50 Freestyle	40	Girls 15-18 50 Butterfly
11	Boys 8 & Under 25 Backstroke	41A	Boys 8 & Under 100 IM
12	Girls 8 & Under 25 Backstroke	42A	Girls 8 & Under 100 IM
13	Boys 9-10 50 Backstroke	41	Boys 9-10 100 IM
14	Girls 9-10 50 Backstroke	42	Girls 9-10 100 IM
15	Boys 11-12 50 Backstroke	43	Boys 11-12 100 IM
16	Girls 11-12 50 Backstroke	44	Girls 11-12 100 IM
17	Boys 13-14 50 Backstroke	45	Boys 13-14 100 IM
18	Girls 13-14 50 Backstroke	46	Girls 13-14 100 IM
19	Boys 15-18 50 Backstroke	47	Boys 15-18 100 IM
20	Girls 15-18 50 Backstroke	48	Girls 15-18 100 IM
21	Boys 8 & Under 25 Breaststroke		
22	Girls 8 & Under 25 Breaststroke		
23	Boys 9-10 50 Breaststroke		
24	Girls 9-10 50 Breaststroke		
25	Boys 11-12 50 Breaststroke		
26	Girls 11-12 50 Breaststroke		
27	Boys 13-14 50 Breaststroke		
28	Girls 13-14 50 Breaststroke		
29	Boys 15-18 50 Breaststroke		
30	Girls 15-18 50 Breaststroke		

B-Meet Generic Template

#	Event	#	Event
1A	Boys 6 & Under 25 Freestyle	31A	Boys 6 & Under 25 Butterfly
2A	Girls 6 & Under 25 Freestyle	32A	Girls 6 & Under 25 Butterfly
1	Boys 7-8 25 Freestyle	31	Boys 7-8 25 Butterfly
2	Girls 7-8 25 Freestyle	32	Girls 7-8 25 Butterfly
3	Boys 9-10 50 Freestyle	33	Boys 9-10 25 Butterfly
4	Girls 9-10 50 Freestyle	34	Girls 9-10 25 Butterfly
5	Boys 11-12 50 Freestyle	35	Boys 11-12 50 Butterfly
6	Girls 11-12 50 Freestyle	36	Girls 11-12 50 Butterfly
7	Boys 13-14 50 Freestyle	37	Boys 13-14 50 Butterfly
8	Girls 13-14 50 Freestyle	38	Girls 13-14 50 Butterfly
9	Boys 15-18 50 Freestyle	39	Boys 15-18 50 Butterfly
10	Girls 15-18 50 Freestyle	40	Girls 15-18 50 Butterfly
11A	Boys 6 & Under 25 Backstroke	41	Boys 8 & Under 100 IM
12A	Girls 6 & Under 25 Backstroke	42	Girls 8 & Under 100 IM
11	Boys 7-8 25 Backstroke	43	Boys 9-10 100 IM
12	Girls 7-8 25 Backstroke	44	Girls 9-10 100 IM
13	Boys 9-10 50 Backstroke	45	Boys 11-12 100 IM
14	Girls 9-10 50 Backstroke	46	Girls 11-12 100 IM
15	Boys 11-12 50 Backstroke	47	Boys 13-14 100 IM
16	Girls 11-12 50 Backstroke	48	Girls 13-14 100 IM
17	Boys 13-14 50 Backstroke	49	Boys 15-18 100 IM
18	Girls 13-14 50 Backstroke	50	Girls 15-18 100 IM
19	Boys 15-18 50 Backstroke		
20	Girls 15-18 50 Backstroke		
21A	Boys 6 & Under 25 Breaststroke		
22A	Girls 6 & Under 25 Breaststroke		
21	Boys 7-8 25 Breaststroke		
22	Girls 7-8 25 Breaststroke		
23	Boys 9-10 50 Breaststroke		
24	Girls 9-10 50 Breaststroke		
25	Boys 11-12 50 Breaststroke		
26	Girls 11-12 50 Breaststroke		
27	Boys 13-14 50 Breaststroke		
28	Girls 13-14 50 Breaststroke		
29	Boys 15-18 50 Breaststroke		
30	Girls 15-18 50 Breaststroke		

Make these events work for your team. Developing your own events may be more work than you want.

If there is an event your team doesn't swim (e.g. you don't do an 8&U IM) the solution is simple: don't select any swimmers for Event 41 or 42

Step A1: Download Meet Event File

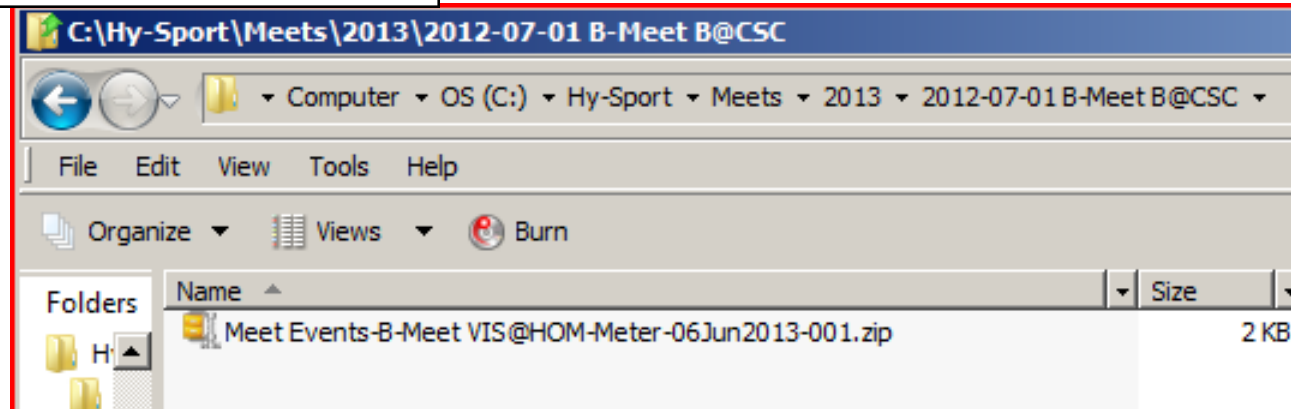
Note: File Names shown for 2013 and all examples are from 2013. Use the appropriately named files for the **current year** and save them in your folder for the **current year**.

Example: Set up Brandywine (B) and Commonwealth (CSC) 1 July 13 B-meet

1. Go to NVSL web site and download B-meet VIS@HOM Meet template (zip file)
2. Save the file in your meet event folder for that meet.

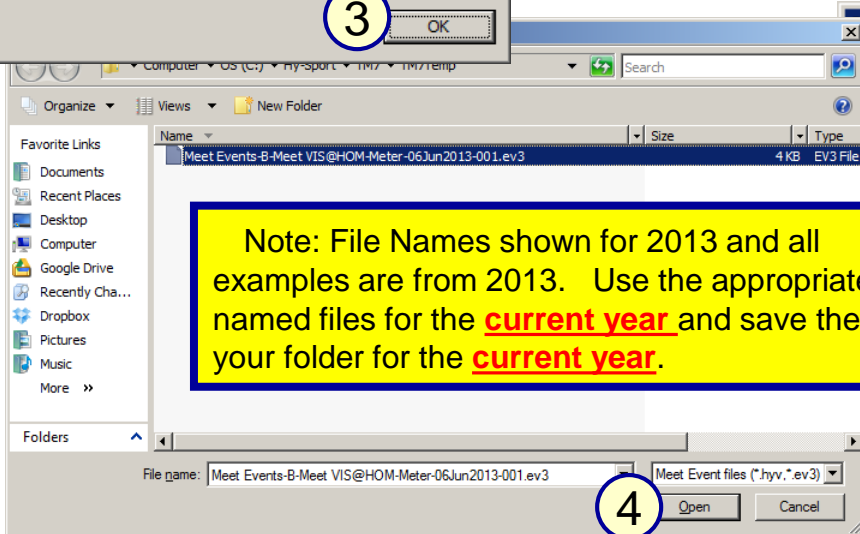
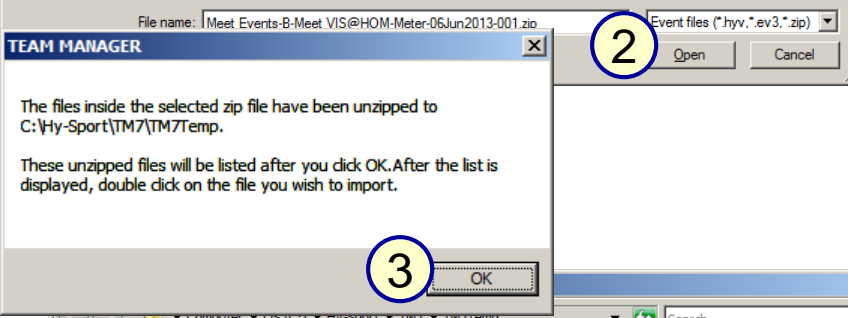
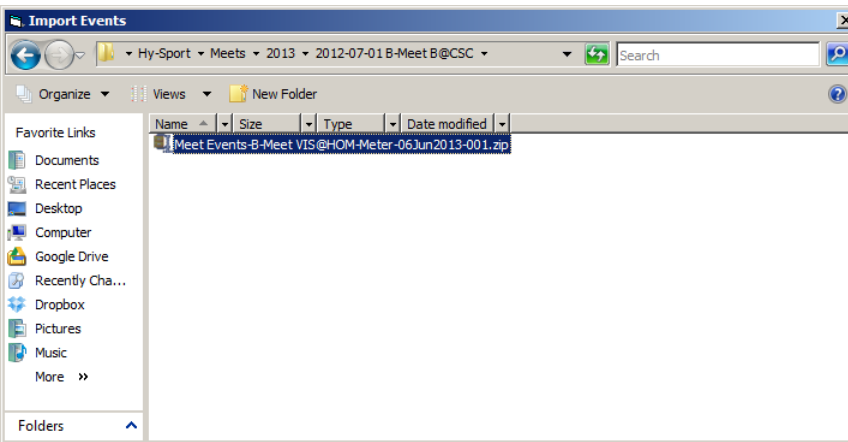
**C:\Hy-Sport\Meets\
2013-07-01 B-Meet B@CSC**

/ NVSL / Hy-Tek (B-Meet) / 1 GENERIC TEMPLATES	
event_list_gen_b-meet_meter-2015.pdf	05/29/2015
event_list_gen_b-meet_yard-2015.pdf	05/29/2015
event_list_time_trial_meter_2015.pdf	05/29/2015
event_list_time_trial_yard_2015.pdf	05/29/2015
Gen_B-Meet_Meter-2015.mdb	05/29/2015
Gen_B-Meet_Yard-2015.mdb	05/29/2015
Meet Events-B-Meet VIS@HOM-Meter-23Jun2015-001.zip	05/29/2015
Meet Events-B-Meet VIS@HOM-Yard-05Jun2015-001.zip	05/29/2015
Meet Events-Time Trials@HOM-Meter-04Jun2015-001.zip	05/29/2015
Meet Events-Time Trials@HOM-Yard-03Jun2015-001.zip	05/29/2015
Time_Trial_Meter-2015.mdb	05/29/2015
Time_Trial_Yard-2015.mdb	05/29/2015

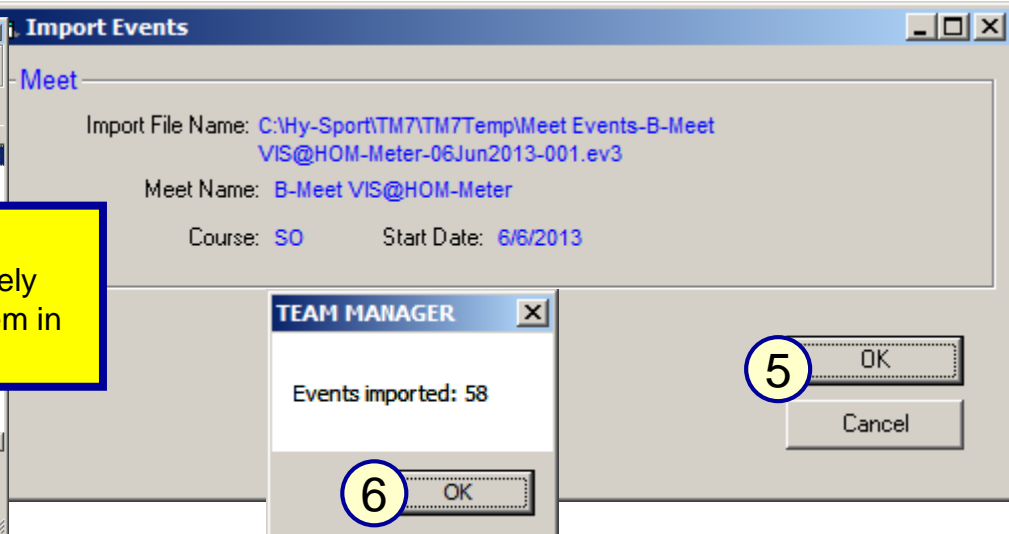


Step A2: Import Meet Event File

1. From the TM Main Menu select **File / Import / Meet Events**
 2. On the Import Events window, Select the .zip file and click **Open**
 3. Click **OK** on the “The files are unzipped”
 4. Import Events window (again), select the only file and click **Open**.
 5. Click **OK** on the next window
 6. Click **OK** on the next pop up)
 7. You will be on the Meet Setup window on the Meet Browser page. (Next slide)
- [Wasn't that fun?]**



Note: File Names shown for 2013 and all examples are from 2013. Use the appropriately named files for the **current year** and save them in your folder for the **current year**.



A3: Tailor the Meet - 1

Meet Setup

Meet Description | Entry Fees | Eligibility Rules | Online Meet Entry

*Meet Name: B-Meet VIS@HOM-Meter
*Facility Name: Home Pool Name
Street Address:
Address Line 2:
*City: Fairfax
*State / Province: VA
*Postal Code: 22032
Country: USA
*Course: SO
Sanction Number:
Internal Remarks:
Instructions:
250 characters maximum

Meet Dates: *Start Date: Jun 06, 2014; End Date: Jun 06, 2014; *Meet Host Entry Deadline: Jun 06, 2014
Advanced Settings: Non-Conforming Course Factor; Meet Type; Altitude: 0 feet

Meet Setup

Meet Description | Entry Fees | Eligibility Rules | Online Meet Entry

*Meet Name: B-Meet B@CSC Commonwealth
*Facility Name: Commonwealth
Street Address:
Address Line 2:
*City: Fairfax
*State / Province: VA
*Postal Code: 22032
Country: USA
*Course: SO
Sanction Number:
Internal Remarks:
Instructions:
250 characters maximum

Meet Dates: *Start Date: Jul 01, 2014; End Date: Jul 01, 2014; *Meet Host Entry Deadline: Jul 01, 2014
Advanced Settings: Non-Conforming Course Factor; Meet Type: B; Altitude: 0 feet

Meet Setup

Meet Description | Entry Fees | Eligibility Rules | Online Meet Entry

Age Eligibility
Age-up Date: Jun 01, 2014
Minimum Age Eligibility / Filter for Open Events: 0
Minimum Age Eligibility / Filter for 10 & Under Events: 0

Qualifying Times
 Do NOT Allow No-Time Entries
 Enforce Qualifying Times
 Swimmer must meet Slower Than C
 If Swimmer qualifies for Non-conforming course, enter at Minimum Q Time
 Restrict Entry Best Times to same Meet Type
 Use Times Since MM/DD/YY

2014 Example shown here
Set this to 1 Jun of the
current year

- Meet Setup / Meet Description**
[Note: Examples from 2014 shown here...use current year dates]
1. Change Meet Name: **"B Meet B@CSC"**
 2. Set Meet Start, End, & Deadline Dates: **1 July 2014**
 3. Set meet Type: **B**
 4. Eligibility Rules: Age up Date: **1 June 9999**
(where 9999 = current year)
 5. Click **Save**

A3: Tailor the Meet - 2

The screenshot shows the TEAM MANAGER software interface. At the top, the title bar reads "TEAM MANAGER - Database:C:\Hy-Sport\01 TM DB & Backup\CSC-2013-TM7-DB-Training.mdb - [Meet Browser]". Below the title bar is a menu bar with options: Add, Edit, Delete, Events, Results, Entries, Import, Aqueup, Reports, Help. A toolbar contains various icons for file operations and data management. Below the toolbar, there are filters for "Meet Type:", "Course:" (set to SCM), and "Meets Since:" (set to 06/30/12). A "Use Single Date" checkbox is also present.

The main area is a table of meets. The first row is highlighted in blue and has a red box around it. A red arrow points from a yellow callout box "The meet you Just tailored" to this row. The table columns are: Meet Name, Start Date, Course, OME Status, Meet Sharing Status, and Pay Status. The highlighted row is "B-Meet B@CSC" with Start Date "01-Jul-13", Course "SO", and OME Status "Collecting offline".

To the right of the table is a "Meet Information" panel, also with a red box around it. It displays details for the selected meet: Name "B-Meet B@CSC", Location "Commonwealth", Meet Type "B", End Date "Monday, July 01, 2013", Swimmers Entered "0", and Relays Entered "0". Below this is an "OME Entry Status" panel showing OME Status "Collecting offline", Last Sync, Swimmers Invited "0", Entry Deadline "Monday, July 01, 2013", and Billing Date. An "Enable Online Meet Entry" button is at the bottom of this panel.

A red arrow points from a yellow callout box "Other meets in Your Database" to the other rows in the table.

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status
B-Meet B@CSC	01-Jul-13	SO	Collecting offline		
Div 11 Individual Championships	28-Jul-12	SO	Collecting offline		
FAST B-IM Carnival@LV	23-Jul-12	SO	Collecting offline		
A-Meet CW@CSC	21-Jul-12	SO	Collecting offline		
FAST B-Relay@CSC	19-Jul-12	SO	Collecting offline		
FAST B-Meet SS2@CSC	16-Jul-12	SO	Collecting offline		
A-Meet CSC@CCH	14-Jul-12	SO	Collecting offline		
A-Meet CW@WG	14-Jul-12	S	Collecting offline		
A-Meet CCC@HB	14-Jul-12	S	Collecting offline		
Division 11 Relay Carnival	11-Jul-12	SO	Collecting offline		
FAST B-Meet CSC@LV	08-Jul-12	SO	Collecting offline		
A-Meet WG@CCC	07-Jul-12	S	Collecting offline		
A-Meet CW@CCH	07-Jul-12	S	Collecting offline		
A-Meet CSC@HB	07-Jul-12	SO	Collecting offline		
A-Meet CCC@CSC	05-Jul-12	SO	Collecting offline		
FAST B-Meet CSC@KR	02-Jul-12	SO	Collecting offline		
A-Meet HB@CW	30-Jun-12	S	Collecting offline		
A-Meet CCH@WG	30-Jun-12	S	Collecting offline		

- Your B-meet “League” may have someone who updates Meet Event Templates for all teams, so you may not need to do this step.
- You and your B-meet “opponent” need to agree on a meet event template, then each of you can tailor it individually. You are making sure you have the same event numbering so the clerk of course, referee, and timers can have the right swimmers in the right events.
- Repeat this process for Time Trials (really a B-meet) and all B-meets.

Step A4: Swimmer Eligibility – Manual with Automation Support

- Run automated results reports / ladders for previous meet(s) from Team Manager
- Apply your league rules
 - *“1st-3rd in A-meet event, can’t swim that stroke in B”*
- Develop Customized Eligibility/Event Sign Up Roster
- Post Roster at Pool, Coaches discuss with swimmers,
- At Last, a “Final” (*Ha!*) list of who is swimming in Monday Night events
 - *In most cases, you won’t have a “final” list of who will swim on Monday night until the meet is over*
 - *Almost all teams will need to produce hand-written time cards for those deck entries*

File in: Hy-Tek (B-Meet)\2 cards-labels-rosters
Bmeet_eligibility_roster.xls

How to: Hy-Tek (B-Meet)
B-meet_&_Time_Trial_Procedures-2016.pdf
Section 2.2

A4: Swimmer Eligibility - 1

Folders and documents for:
/ NVSL / Hy-Tek (B-Meet) / 2 Cards-Labels-Rosters

Documents found in the selected folder:

- BMeet_eligibility_roster_V1.xls
- Blank_B-Meet_Cards.doc
- B-Meet_Ribbon_Label_Template_2x10-V2.doc

Athlete Reports

Mailing Labels Registration ID Exception

Custom Layout Contact / Mailing / Medical / Recruiting

Athlete Rosters Attendance

Month of Birth

Use for list of birthdays in selected month.

Don't Show Age/School Yr Show Birthdate Only Dive Certified

Show Team Joined Date Show Registration ID Only Not Dive Certified

Group Filters **Sort by** **Athlete Status**

Team: CSC

Group: Name Include Inactive

Subgroup: Team 1 Inactive Athletes Only

School Year: Age Descending

WM Group: Age Ascending

WM Subgroup: Athlete ID Number

LSC: **Gender** **Age**

Male Both Low Age

Female High Age

In this step, we are going to make an excel spreadsheet with your current team roster, and then identify eligibility for B-meet events

1. Go to the NVSL Web site and navigate to the **Hy-Tek (B-Meet) / 2 Cards-Labels-Rosters**
2. Download B-meet eligibility roster excel file to your current meet folder
3. From the Team Manager main menu select **Reports | Administrative | Athletes**
4. On the **Athlete Rosters** Tab, make selections as shown at left (make sure your own Team initials are in Team section)
5. Click **Create Report**

(Next Slide)

A4: Swimmer Eligibility - 2

1

Preview

Licensed To: NVSL - Training Only HY-TEK

Commonwealth Cudas (CSC)

Athlete Roster

Commonwealth Cudas [CSC]

Name	Gender	Age	Birthdate	ID#	Group
Ackermann, Mike	M	14			
Adams, Daniel	M	18			
Adams, Richard	M	13			
Baitinger, Douglas	M	12			
Baitinger, Laura	F	7			
Baitinger, Will	M	14			

Export your Team Roster to Excel

1. On the print preview screen click on the export button (upper left corner of screen)
2. On the Export window, set format to **MS Excel 97-2000 – Data Only**
3. Click **OK**
4. On the next window, Set Excel Format = **Minimal**
5. Click **OK**
6. In the Save Export File window select a file name (**CSC B Meet Roster – 30 Jun 13**) and save it in the appropriate Meet Folder,
7. Click **Save**.

Microsoft Excel 97-2000 - Data only (XLS)

Microsoft Excel 97-2000 - Data only (XLS)

Destination: Disk file

OK

Cancel

Excel Format Options

Excel Format:

- Typical: Data is exported with default options applied.
- Minimal: Data is exported with no formatting applied.
- Custom: Data is exported according to selected options.

Options:

Column width:

- Column width based on objects in the : Details
- Constant column width (in points) : 36.0

- Export object formatting
- Export images
- Use worksheet functions for summaries
- Maintain relative object position
- Maintain column alignment
- Export page header and page footer
- Simplify page headers

OK

Cancel

Options <<<

A4: Swimmer Eligibility - 3

Put your Team Roster into the Eligibility File

1. Open both of the Excel Files you just downloaded / created in your current meet folder
2. Have your Team Excel Geek help you with this if you need help:
3. Copy the Name, Gender, and Age data from the Team Roster (column B, C, D) and paste them into columns A,B, C in the B-meet eligibility Roster.
4. Put your Team name and meet number in the header (if you wish)

1

A	B	C	D
	Ackermann, Mike	M	14
	Adams, Daniel	M	18
	Adams, Richard	M	13
	Baitinger, Douglas	M	12
	Baitinger, Laura	F	7
	Baitinger, Will	M	14
	Baker, Hannah	F	14

1

(Your Team Name) B-Meet Eligibility Roster

2

				A Meet 1				B-Meet 99				
Name	Gender	Age	DOB	Fr	Bk	Br	Fl	Free	Back	Breast	Fly	IM
A1												
5 A2												
6 A3												
7 A4												
8 A5												
9 A6												
10 A7												

2

4

CSC B-Meet Eligibility Roster

2

				A Meet 1				B-Meet 1				
Name	Gender	Age	DOB	Fr	Bk	Br	Fl	Free	Back	Breast	Fly	IM
4 Ackermann, Mike	M	14										
5 Adams, Daniel	M	18										
6 Adams, Richard	M	13										
7 Baitinger, Douglas	M	12										
8 Baitinger, Laura	F	7										
9 Baitinger, Will	M	14										
10 Baker, Hannah	F	14										
11 A8												

A4: Swimmer Eligibility - 4

Determine Who is Eligible based on Last A-meet Results

1. From the **TM** main menu, run **Reports | Meet Reports | Meet Results**. Sort this report by Name (because that is how your signup report is sorted).
2. Print this report and record A-meet Results for your team, and apply your B-meet legibility Rules (have a volunteer family member read the results as you enter them in excel).
3. The template will put an "X" (ineligible) for any swimmer earning a 1-3 place in the A-meet
4. Feel free to modify the formulas in the Excel template to implement your own B-meet rules

Time	F/P/S	Event	Place
Ackermann, Mike (14) B			
44.22S	F # 27	Boys 13-14 50 Breast	3
32.28S	F # 37	Boys 13-14 50 Fly	1
Adams, Daniel (18) B			
30.64S	F # 19	Boys 15-18 50 Back	1
30.07S	F # 39	Boys 15-18 50 Fly	1
Baitinger, Douglas (12) B			
38.78S	F # 5	Boys 11-12 50 Free	1
53.19S	F # 35	Boys 11-12 50 Fly	1
Baitinger, Laura (7) G			
36.69S	F # 12	Girls 8 & Under 25 Back	4
48.51S	F # 22	Girls 8 & Under 25 Breast	5

Meet Results Report

B Meet Eligibility Report

2	Name	Gender	Age	DOB	A Meet 1					B-Meet 1				IM
					Fr	Bk	Br	Fl		Free	Back	Breast	Fly	
3														
4	Ackermann, Mike	M	14				3	1			X	X	X	
5	Adams, Daniel	M	18			1		1		X		X		
6	Adams, Richard	M	13											
7	Baitinger, Douglas	M	12		1			1		X			X	
8	Baitinger, Laura	F	7			4	5							
9	Baitinger, Will	M	14											

A5: Select Swimmers (Entries) - 1

1. With your trusty B-meet sign up roster at your side, make selections. This is typically the job you hired your **coaches** to do.
2. From the Team Manager main menu, Select **Meets**.
3. On the Meet Browser, select the meet (the black arrow/triangle below shows the current meet selected and the select **Entries | Entry by Event**

(Next Slide)

TEAM MANAGER - Database:C:\Hy-Sport\01 TM DB & Backup\CSC-2013-TM7-DB

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: Course: SCM Meets Since: MM/DD

	<u>Meet Name</u>	<u>Start Date</u>	<u>Course</u>	<u>OME Status</u>	<u>Meet Sh Statu</u>
▶	B-Meet B@CSC	01-Jul-13	SO	Collecting offline	
	B-Meet VIS@HOM-Meter	06-Jun-13	SO	Collecting offline	
	Time Trials@HOM-Meter	04-Jun-13	SO	Collecting offline	
	Div 11 Individual Championships	28-Jul-12	SO	Collecting offline	
	FAST B-IM Carnival@LV	23-Jul-12	SO	Collecting offline	

A5: Select Swimmers (Entries) - 2

1. With your trusty B-meet sign up roster at your side, make selections.
This is typically the job you hired your coaches to do.
2. From the Team Manager main menu, Select Meets.
3. On the meet Browser, select the meet (the black arrow below shows he current meet selected) and the select **Entries | Entry by Event**
4. Click in the **“Entrd”** field to enter the swimmer.

The screenshot shows the TEAM MANAGER software interface. The title bar reads "TEAM MANAGER - Database:C:\Hy-Sport\01 TM DB & Backup\CSC-2013-TM7-DB-Training.mdb - [Entry by Event]". The menu bar includes "Time Calc", "Athlete Results", "View", "Relays Only", "Print", "Dual Meet Setup", and "Help". The toolbar contains various icons for navigation and actions. The header area shows "Event: 1" with left and right arrows, "Swim for Team: CSC", "Session: []", and "Meet Division: []". The main table displays swimmer information for "01-Jul-13 B-Meet B@CSC". A red box highlights the "Event" column, and a red arrow points to the navigation arrows. A yellow callout box contains the text: "Use forward and back arrows to move to next/previous Event" and "Scroll to move to 'far' events quickly". The bottom table shows the "Event: [1] 07-08 Male 25 Free" with columns for "Last Name", "First Name", "MI", "Entrd", "Team", "Best Time", "Custom", "Exhib", "Alt", "Bonus", "Heat", "LN", "IE", "RE", "CE", "Gen", "Age", "Yr", "Birth", "Achieved", and "Meet Achieved". A red box highlights the "Entrd" column.

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	IE	RE	CE	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Cotton	Max		<input checked="" type="checkbox"/>	CSC	20.70S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1		1	M	8		29-Oct-04	02-Jul-12	FAST B-Meet CSC@KR
Mitchell	Ryan		<input type="checkbox"/>	CSC	27.79S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						M	7		23-Feb-06	23-Jun-12	A-Meet WG@CSC
Mitchell	Will		<input checked="" type="checkbox"/>	CSC	27.49S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1		1	M	8		01-Aug-04	16-Jul-12	FAST B-Meet SS2@CSC
Mockenhaupt	Aidan		<input checked="" type="checkbox"/>	CSC	23.80S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1		1	M	8		22-Nov-04	21-Jul-12	A-Meet CW@CSC
Murillo	Shea		<input checked="" type="checkbox"/>	CSC	39.34S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1		1	M	7		17-May-06	16-Jul-12	FAST B-Meet SS2@CSC
Nicholson	Garrett		<input type="checkbox"/>	CSC	24.96S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						M	7		14-Jun-05	16-Jul-12	FAST B-Meet SS2@CSC

Step A6 – Produce Time Cards (Manual Process)

- Open the Blank Time Card Template in MS Word
- Put lots of Yellow/ Chestertown Buff B-meet time card stock in your printer
- Print N pages for 6 x N cards (6 cards per page)
- Using your roster of who is swimming, **HAND WRITE** the following on each card

- *Swimmer Name* (Smith, Troy)
- *Gender* (M)
- *Age* (8&U)
- *Team* (CSC)
- *Event Number* (1)
- *Event Name* (25 Free)
- *Seed time* ?

File in: Hy-Tek (B-Meet)\2 cards-labels-rosters
Blank_B-Meet_Cards.doc

How to: Hy-Tek (B-Meet)
B-meet_&_Time_Trial_Procedures-2016.pdf
Section 2.3.1

Step A6 – Produce Time Cards (Manual Process)

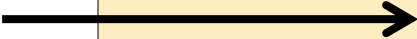
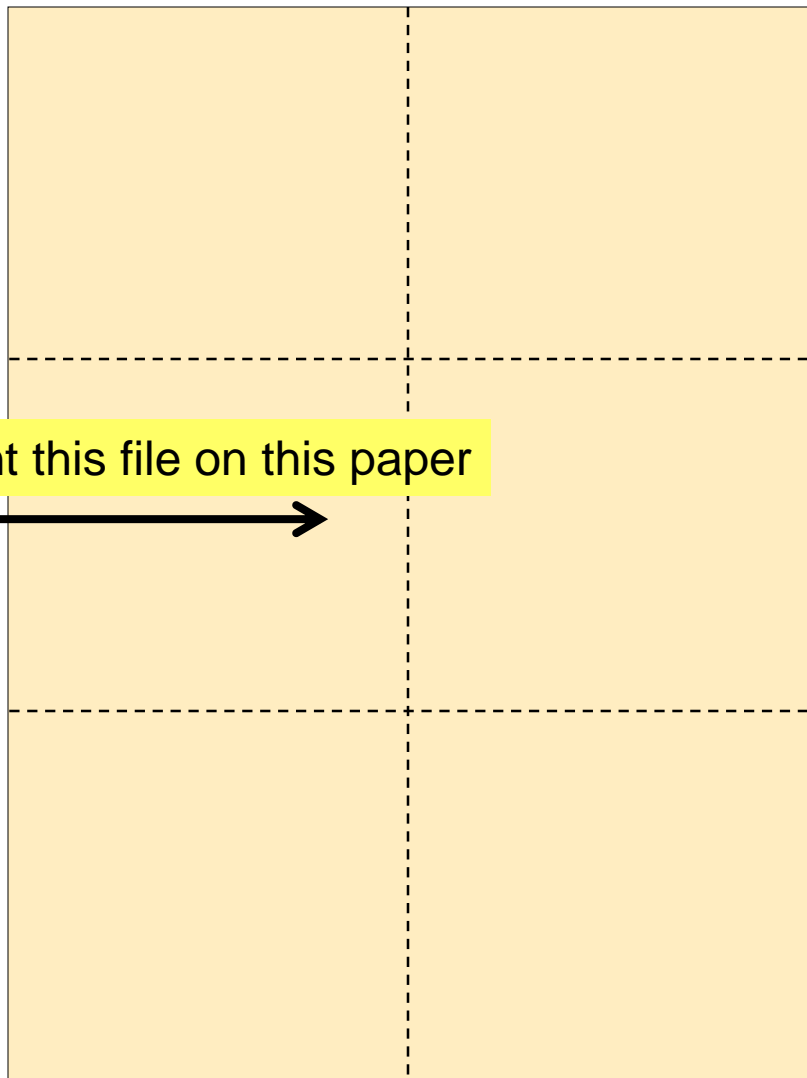
Stroke:			
Name :			
Event	Lane	Heat	Team
Timer 1	: : : _	Relays	
Timer 2	: : : _		
Timer 3	: : : _	: : : : _	

Stroke:			
Name :			
Event	Lane	Heat	Team
Timer 1	: : : _	Relays	
Timer 2	: : : _		
Timer 3	: : : _	: : : : _	

Stroke:			
Name :			
Event	Lane	Heat	Team
Timer 1	: : : _	Relays	
Timer 2	: : : _		
Timer 3	: : : _	: : : : _	

Stroke:			
Name :			
Event	Lane	Heat	Team
Timer 1	: : : _	Relays	
Timer 2	: : : _		
Timer 3	: : : _	: : : : _	

Print this file on this paper

File in: Hy-Tek (B-Meet)\2 Cards-Labels-Rosters
Blank_B-Meet_Cards.doc

How to: Self Explanatory

Automated Process: Step A6-Produce Time Cards - 1

The screenshot shows the 'Meet Entry Labels' window with the following settings highlighted:

- Meet:** 01-Jul-13 B-Meet B@CSC (2)
- Filters:** Team: CSC, Gen: All, Age: (blank), Sess / Div: (blank) (2)
- Other Options:** Do Not Show Entry Times (2)
- Label Types:** Laser Printer: 2 x 3 (2)
- Event Filters:** Individual (2)
- Label Options:** Show Birth Date (2)
- Sort by:** Meet Event Number (2)
- Standards:** None (2)
- Buttons:** Create Report (3)

1. From TM main menu select **Labels | Entry Card Labels**

2. Make the selections shown ("Show birth date" and "Do NOT show Entry times" should **NOT** be checked)
[Don't you not dislike double negative questions?]

3. Click **Create Report**

(Next Slide)

Automated Process: Step A6-Produce Time Cards - 2

The screenshot shows a software interface for printing time cards. The interface is titled "Print / Export Reports" and includes a toolbar with navigation buttons (1). The main area displays a preview of a time card for a swimmer named Lizzy 17 Watkins. The time card includes the swimmer's name, lane, heat, and time (1:25.60S). A red dashed box (3) highlights the area where the time card is printed. A red box (2) highlights the time field (1:25.60S). A red box (4) highlights the print icon, and a red box (5) highlights the export icon. The interface also shows a "Preview" window with a "Print / Export Reports" title bar and a toolbar with navigation buttons (4, 5).

1. On the time card print preview screen, click on the “last page” button to see how many pages you have. **Write this number down.**
 2. Make sure Seed Time is on the card.
 3. Notice the slots for entering times are missing. We are going to fix this next.
 4. Export your time cards and save as PDF (save them in your meet events folder) You can print them later, or re-print select pages if you have a printer issue.
 5. If you are ready now, print your time cards
- (Next Slide)**

Hy-Tek Bizzaro Answer Interlude

- Note the 2 x 3 time card format (6 per page) in TM 7 is missing timer spaces (curiously, the 3" x 5" format has all the timer entry spaces)
- In 2013 Hy-Tek told me this “improvement” will have to wait until TM 8
 - *With shift to Swim Manager, TM8 Release now looks unlikely*
- We have a solution that is still easier than Printing time cards in Meet Manager (next slide)
- Printing cards out of Meet Manger still works, many teams prefer it

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 __:__.__

MM6 – 2x3: 6 per page

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 __:__.__

TM7 – 2x3: 6 per page

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

1 Boys 7-8 25 Free

Heat: _____ Lane: _____ 20.70S

Cotton, Max 7

CSC

T1 __:__.__ T2 __:__.__ T3 __:__.__

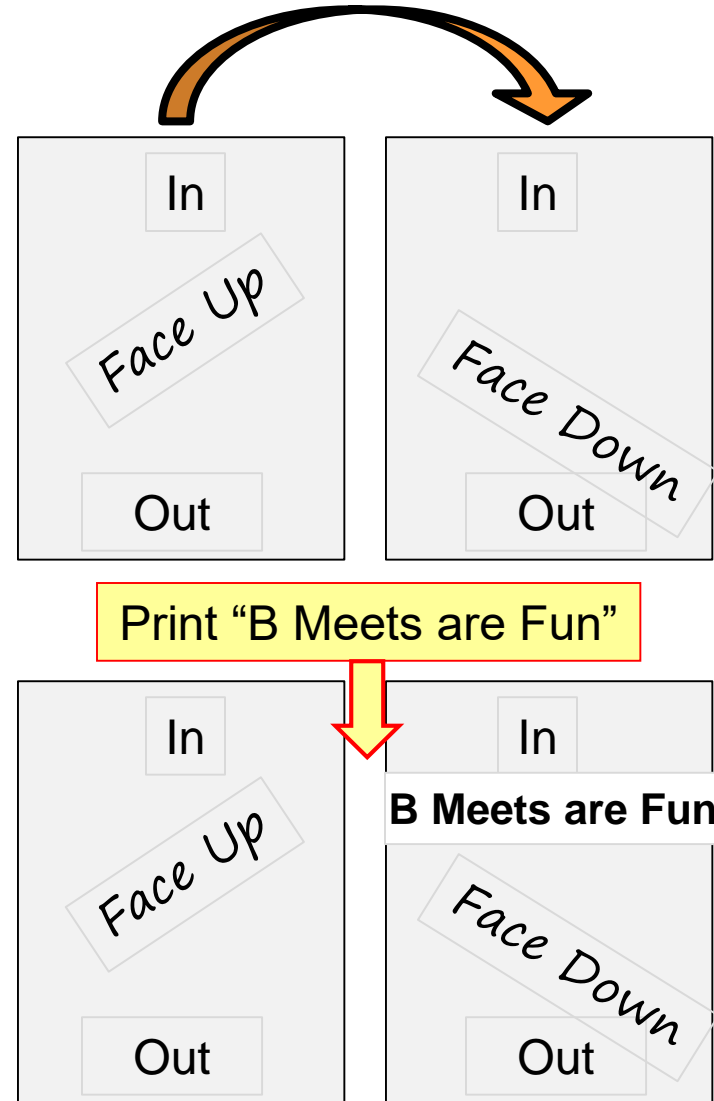
Official Time __:__.__

TM7 – 3 x 5: 3 per page

Step A6 – Record Printing Orientation for your printer



1. Using a pen or pencil, mark a blank piece of paper on both sides, and place the page 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)
2. Print a simple line of text (“**B Meets Are Fun!**”) from a word document to the printer.
3. 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
4. Record this information on a piece of paper and tape it to a prominent location on the printer.



Automated Process: Step A6-Produce Time Cards - 3

1. Download **B-Meet_Time_Card_Timer_Entry_Template.pdf** from the NVSL web site documents folder (**Hy-Tek (B-Meet) / 2 Cards-Labels-Roster**)
2. After you print your time cards, count the number of pages (example: 28 pages).
3. Put your printed time cards back in your printer with the printing side (down/up) and the top of page (in / out) oriented properly.
4. Print 28 pages **B-Meet_Time_Card_Timer_Entry_Template.pdf** onto your cards

<p>#1 Boys 7-8 25 Free Heat: _____ Lane: _____ Cotton, Max 7 CSC FAST B-Meet B@CSC 6/25/2012</p> <p>#1 Boys 7-8 25 Free Heat: _____ Lane: _____ Mockenhaupt, Aidan 7 CSC FAST B-Meet B@CSC 6/25/2012</p>	<p>T1 _____ T2 _____ T3 _____ T1 _____ T2 _____ T3 _____ Official Time _____ Official Time _____</p>	<p>#1 Boys 7-8 25 Free Heat: _____ Lane: _____ Cotton, Max 7 CSC FAST B-Meet B@CSC 6/25/2012</p> <p>#1 Boys 7-8 25 Free Heat: _____ Lane: _____ Mockenhaupt, Aidan 7 CSC FAST B-Meet B@CSC 6/25/2012</p>
<p>#1 Boys 7-8 25 Free Heat: _____ Lane: _____ Mitchell, Will 7 CSC FAST B-Meet B@CSC 6/25/2012</p> <p>#1A Boys 6 & U 25 Free Heat: _____ Lane: _____ Mitchell, Ryan 6 CSC FAST B-Meet B@CSC 6/25/2012</p>	<p>T1 _____ T2 _____ T3 _____ T1 _____ T2 _____ T3 _____ Official Time _____ Official Time _____</p>	<p>#1 Boys 7-8 25 Free Heat: _____ Lane: _____ Mitchell, Will 7 CSC FAST B-Meet B@CSC 6/25/2012</p> <p>#1A Boys 6 & U 25 Free Heat: _____ Lane: _____ Mitchell, Ryan 6 CSC FAST B-Meet B@CSC 6/25/2012</p>
<p>#1A Boys 6 & U 25 Free Heat: _____ Lane: _____ Munro, Shea 6 CSC FAST B-Meet B@CSC 6/25/2012</p> <p>#2 Girls 7-8 25 Free Heat: _____ Lane: _____ Hajper, Kate 7 CSC FAST B-Meet B@CSC 6/25/2012</p>	<p>T1 _____ T2 _____ T3 _____ T1 _____ T2 _____ T3 _____ Official Time _____ Official Time _____</p>	<p>#1A Boys 6 & U 25 Free Heat: _____ Lane: _____ Munro, Shea 6 CSC FAST B-Meet B@CSC 6/25/2012</p> <p>#2 Girls 7-8 25 Free Heat: _____ Lane: _____ Hajper, Kate 7 CSC FAST B-Meet B@CSC 6/25/2012</p>

Draft Time Cards (28 pages)

+

Template (28 pages)

=

Final Time Cards (28 pages)

Automated Process: Step A6-Produce Time Cards - 4

- **You: “Whoa Dan! That looks Scary.** I’m sure this will cause my computer to crash or house to burn down!”
- Me: There is a less “scary” option
 - *If, after you practice this once with printer paper and 4-5 pages of practice “time card” output, you are **still** worried, then*
 - *Follow existing procedures for printing time cards from meet manager (covered in B-meet procedures document):*
 - Set up MM Database
 - You already made TM Selections (entries)
 - Export entries from TM
 - Import entries to MM
 - Print time cards from MM
- You will have to figure out how your team printer prints eventually...ribbon labels have an “up” and “down” side,

Step B – Enter Results - 1

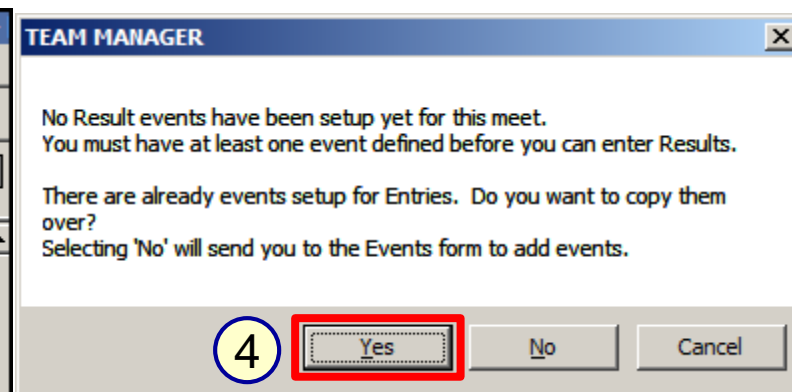
- B-meets are not scored meets (rare exceptions)
- Table workers will collect all cards after an event, rank them by time and write order of finish on the card
- Cards are separated by team and given to team computer operator or ribbon writer(s) depending on team desires
- A data entry person will enter the results directly into team manager
- Data Entry errors more likely, **double check your work**
 - *Often entering times in the low light or the dark*
 - *No one reading scores to data entry person, no one comparing printed results to time cards (like A-meet)*
 - *Possible result: B-swimmer with time of 53.32 entered as 35.32*
 - May be seeded in lane 3 at next A meet, and will finish **last**

Step B – Enter Results - 2

1. From the Team Manager main menu select **Meets**. The Meet Browser is displayed.
2. Select (single click) the meet for which you will enter results.
3. Select **Results | Results by Event**
4. You will get a warning box shown below. Normally, Team Manager expects results to be imported from Meet Manager. This warning is normal, click **Yes** to continue.

(Next Slide)

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status
B-Meet B@CSC	01-Jul-13	SO	Collecting offline		
B-Meet VIS@HOM-Meter	06-Jun-13	SO	Collecting offline		
Time Trials@HOM-Meter	04-Jun-13	SO	Collecting offline		
Div 11 Individual Championships	28-Jul-12	SO	Collecting offline		
FAST B-IM Carnival@LV	23-Jul-12	SO	Collecting offline		
A-Meet CW@CSC	21-Jul-12	SO	Collecting offline		



Step B – Enter Results - 3

1. Results will come to data entry person by event.
2. Using your mouse, navigate to the event, and enter results for swimmers in the **Final Time** column, and enter their place (as recorded on the card) in the **Final Place** column.
3. If they swimmer DQs, enter all time and check the DQ box.
4. If a swimmer in the event isn't in the list, click the show Swim-Ups (coaches might age up a younger swimmer to prepare for an upcoming A-meet swim).
5. When done with the event, click the next event button (or press F5)

(Next Slide)

The screenshot shows the TEAM MANAGER software interface. At the top, the title bar reads "TEAM MANAGER - Database:C:\Hy-Sport\01 TM DB & Backup\CSC-2013-TM7-DB-Training.mdb - [Results by Event]". The main window displays "Results for Team CSC" and "01-Jul-13 B-Meet B@CSC". A table lists events with columns for Sess, Div, Event, Gen, Distance, Stroke, Age, and VR. A red box highlights the "Event 1" selection area with left and right arrow buttons and "F4" and "F5" labels, with a circled "5" next to it. Below this, there are filters for Team (CSC), Group, WM Gr, School Yr, Subgroup, WM Sub, and radio buttons for "All Eligible", "Existing Results", and "Existing Entries". A red box highlights the "Show Swim-Up Athletes" checkbox with a circled "4". At the bottom, a table shows swimmer results for "1: 07-08 Male 25 Free". The table has columns for Last Name, First Name, MI, Team, ID, Final Time / Pts, Fin DO, Final Place, Final Pts, Prelim Time / Pts, Pre DQ, Prelim Place, and Prelim Pts. A red box highlights the "Final Time / Pts" and "Final Place" columns for the swimmer "Cotton, Max" (ID 2), with a circled "2" next to it. Another red box highlights the "Final Time / Pts" and "Final Place" columns for the swimmer "Mitchell, Will" (ID 3), with a circled "3" next to it. The "Final Time / Pts" for Will Mitchell is "00:32.33" and the "Final Place" is "2".

Sess	Div	Event	Gen	Distance	Stroke	Age	VR
1		1	M	25	Free	07-08	Indiv
1	A	1	M	25	Free	06&U	Indiv
1	F	2	F	25	Free	07-08	Indiv
1	A	2	F	25	Free	06&U	Indiv

Last Name	First Name	MI	Team	ID	Final Time / Pts	Fin DO	Final Place	Final Pts	Prelim Time / Pts	Pre DQ	Prelim Place	Prelim Pts
Cotton	Max		CSC	2	28.35S	<input type="checkbox"/>	2			<input type="checkbox"/>		
Mitchell	Ryan		CSC							<input type="checkbox"/>		
Mitchell	Will		CSC	3	00:32.33	<input checked="" type="checkbox"/>				<input type="checkbox"/>		
Mockenhaupt	Aidan		CSC		35.84S	<input type="checkbox"/>	5			<input type="checkbox"/>		

Manual Process: Step C – Produce Ribbon Labels - 1

- Download this template from NVSL web site (see below). MS Word Document.
- Open template (only 3 of 10 rows shown), edit it for your meet, and print plenty of copies (2 x 10 label stock, same as A-meet labels)

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

**File in: Hy-Tek (B-Meet)\2 Cards-Labels-Rosters
B-Meet_Ribbon_Label_Template_2x10-V2.doc**

How to: Self Explanatory

Manual Process: Step C – Produce Ribbon Labels - 2

Tailored Template for CSC at KR meet (2 x 10 Avery 5261, 20 per sheet)

<p>B-Meet CSC@KR June 30, 2008 PL__</p> <p>Event ____ ____ Boy Girl 25M 50M 100M ____</p> <p>Name _____ Time _____</p> <p>Team: Commonwealth (CSC) King's Ridge (KR)</p>	<p>B-Meet CSC@KR June 30, 2008 PL__</p> <p>Event ____ ____ Boy Girl 25M 50M 100M ____</p> <p>Name _____ Time _____</p> <p>Team: Commonwealth (CSC) King's Ridge (KR)</p>
<p>B-Meet CSC@KR June 30, 2008 PL__</p> <p>Event ____ ____ Boy Girl 25M 50M 100M ____</p> <p>Name _____ Time _____</p> <p>Team: Commonwealth (CSC) King's Ridge (KR)</p>	<p>B-Meet CSC@KR June 30, 2008 PL__</p> <p>Event ____ ____ Boy Girl 25M 50M 100M ____</p> <p>Name _____ Time _____</p> <p>Team: Commonwealth (CSC) King's Ridge (KR)</p>

Tailored Template for CSC at KR, Hand written

<p>B-Meet CSC@KR June 30, 2008 PL <u>1</u></p> <p>Event <u>1</u> <u>8 & U</u> <u>Boy</u> Girl <u>25M</u> 50M 100M <u>FREE</u></p> <p>Name <u>Billy Smith</u> Time <u>38.14</u></p> <p>Team: <u>Commonwealth (CSC)</u> King's Ridge (KR)</p>	<p>B-Meet CSC@KR June 30, 2008 PL <u>2</u></p> <p>Event <u>1</u> <u>8 & U</u> <u>Boy</u> Girl <u>25M</u> 50M 100M <u>FREE</u></p> <p>Name <u>Frankie Jones</u> Time <u>39.34</u></p> <p>Team: Commonwealth (CSC) <u>King's Ridge (KR)</u></p>
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Each team can write their own labels, but both teams can use the same template

Automated: Step C – Print Ribbon Labels - 1

The screenshot shows the 'Award Labels' software interface. The 'Meet' dropdown is set to '01-Jul-13 B-Meet B@CSC'. The 'Filters' section shows 'Team: CSC' and 'Gen' set to 'All'. The 'Label Types' section has 'Laser Printer' selected, with '2 x 10' chosen. The 'Event Filters' section has 'Individual' selected. The 'Label Options' section has 'Awards up to Place' set to '6', 'From Event' set to '1', and 'To Event' set to '2'. The 'Standards' section has 'None' selected. The 'Sort by' section has 'Meet Event Number' selected. The 'Create Report' button is highlighted.

1. When the ribbon writers get bored, they will ask data entry person to print ribbons
2. The data entry person should keep a checklist of events for which ribbons have been printed.
3. From the Team Manager Main menu, select **Labels | Award Labels**
4. On the Award Label selection screen, make sure you have the current meet, Label type (2x 10), number of places (most teams do 1-6 place) and limit to those events you have printed labels for yet.
5. Click on **Create Report (Next Slide)**

Automated: Step C – Print Ribbon Labels - 2

1. Preview the labels, see how many pages of labels you need
2. **Best Practice:** Put only that number of label sheets in your printer. If you fill the entire tray with labels, you are more likely to print a report (Coach / Team rep asks for a best times / ladder report) on expensive label stock
3. Make sure you have the labels oriented properly for your printer (face up or down?)
(Next Slide)

Print / Export Reports

1 / 1 95%

BusinessObjects

Preview

2nd Place # 1 Boys 7-8 25 Free Cotton, Max (8) CSC 7/1/2013 B-Meet B@CSC	28.35S	5th Place # 1 Boys 7-8 25 Free Mockenhaupt, Aidan (8) CSC 7/1/2013 B-Meet B@CSC	35.84S
6th Place # 1 Boys 7-8 25 Free Nicholson, Garrett (7) CSC 7/1/2013 B-Meet B@CSC	49.80S	2nd Place # 2 Girls 7-8 25 Free Baitinger, Laura (8) CSC 7/1/2013 B-Meet B@CSC	33.33S
3rd Place # 2 Girls 7-8 25 Free Beck, Sophia (8) CSC 7/1/2013 B-Meet B@CSC	33.45S	4th Place # 2 Girls 7-8 25 Free Brunk, Molly (8) CSC 7/1/2013 B-Meet B@CSC	45.33S

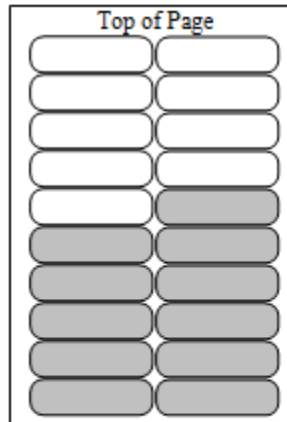
Additional B-Meet Resources - 1

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 the **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)



1. Make a cheat sheet like this one for your printer.
2. Whoever is running the computer / printer will likely guess wrong.
3. Figure out the settings for your printer.
4. Once you do that, write it down and attach it to your printer.

Additional B-Meet Resources - 2

Generic B-Meet Meet Sheet / Events Tracker

Boys	Heats	Freestyle		Girls	Heats
1A	1 2 3 4	6 & U	25M	2A	1 2 3 4
1	1 2 3 4	7-8	25M	2	1 2 3 4
3	1 2 3 4	9-10	50M	4	1 2 3 4
5	1 2 3 4	11-12	50M	6	1 2 3 4
7	1 2 3 4	13-14	50M	8	1 2 3 4
9	1 2 3 4	15-18	50M	10	1 2 3 4
Boys	Heats	Backstroke		Girls	Heats
11A	1 2 3 4	6 & U	25M	12A	1 2 3 4
11	1 2 3 4	7-8	25M	12	1 2 3 4
13	1 2 3 4	9-10	50M	14	1 2 3 4
15	1 2 3 4	11-12	50M	16	1 2 3 4
17	1 2 3 4	13-14	50M	18	1 2 3 4
19	1 2 3 4	15-18	50M	20	1 2 3 4
Boys	Heats	Breaststroke		Girls	Heats
21A	1 2 3 4	6 & U	25M	22A	1 2 3 4
21	1 2 3 4	7-8	25M	22	1 2 3 4
23	1 2 3 4	9-10	50M	24	1 2 3 4
25	1 2 3 4	11-12	50M	26	1 2 3 4
27	1 2 3 4	13-14	50M	28	1 2 3 4
29	1 2 3 4	15-18	50M	30	1 2 3 4
Boys	Heats	Butterfly		Girls	Heats
31A	1 2 3 4	6 & U	25M	32A	1 2 3 4
31	1 2 3 4	7-8	25M	32	1 2 3 4
33	1 2 3 4	9-10	25M	34	1 2 3 4
35	1 2 3 4	11-12	50M	36	1 2 3 4
37	1 2 3 4	13-14	50M	38	1 2 3 4
39	1 2 3 4	15-18	50M	40	1 2 3 4
Boys	Heats	IM		Girls	Heats
41	1 2 3 4	10 & U	100M	42	1 2 3 4
43	1 2 3 4	11-12	100M	44	1 2 3 4
45	1 2 3 4	13-14	100M	46	1 2 3 4
47	1 2 3 4	15-18	100M	48	1 2 3 4

Turning End					
Q3	Q4				
6	5	4	3	2	1
Q2			Q1		

Starting End					
Boys	Heats	Q:	Freestyle	Girls	Heats
1A	1 2 3 4	6 & U	25M	2A	1 2 3 4
1	1 2 3 4	7-8	25M	2	1 2 3 4
3	1 2 3 4	9-10	50M	4	1 2 3 4
5	1 2 3 4	11-12	50M	6	1 2 3 4
7	1 2 3 4	13-14	50M	8	1 2 3 4
9	1 2 3 4	15-18	50M	10	1 2 3 4
Boys	Heats	Q:	Backstroke	Girls	Heats
11A	1 2 3 4	6 & U	25M	12A	1 2 3 4
11	1 2 3 4	7-8	5M	12	1 2 3 4
13	1 2 3 4	9-10	50M	14	1 2 3 4
15	1 2 3 4	11-12	50M	16	1 2 3 4
17	1 2 3 4	13-14	50M	18	1 2 3 4
19	1 2 3 4	15-18	50M	20	1 2 3 4
Boys	Heats	Q:	Breaststroke	Girls	Heats
21A	1 2 3 4	6 & U	25M	22A	1 2 3 4
21	1 2 3 4	7-8	25M	22	1 2 3 4
23	1 2 3 4	9-10	50M	24	1 2 3 4
25	1 2 3 4	11-12	50M	26	1 2 3 4
27	1 2 3 4	13-14	50M	28	1 2 3 4
29	1 2 3 4	15-18	50M	30	1 2 3 4

===== Fold Here =====

Turning End					
Q3	Q4				
6	5	4	3	2	1
Q2			Q1		

Starting End					
Boys	Heats	Q:	Butterfly	Girls	Heats
31A	1 2 3 4	6 & U	25M	32A	1 2 3 4
31	1 2 3 4	7-8	25M	32	1 2 3 4
33	1 2 3 4	9-10	25M	34	1 2 3 4
35	1 2 3 4	11-12	50M	36	1 2 3 4
37	1 2 3 4	13-14	50M	38	1 2 3 4
39	1 2 3 4	15-18	50M	40	1 2 3 4
Boys	Heats	Q:	IM	Girls	Heats
41	1 2 3 4	10 & U	100M	42	1 2 3 4
43	1 2 3 4	11-12	100M	44	1 2 3 4
45	1 2 3 4	13-14	100M	46	1 2 3 4
47	1 2 3 4	15-18	100M	48	1 2 3 4

IM: Fly / Back / Breast / Free (Finishing Rules on Turns)

Generic_B-Meet_S&T_Event_Checkoff_V6.Doc As of: 7/1/10

1. NVSL Web Site **Hy-Tek (B-Meet)** Folder (main folder, no sub folder).
2. Generic "meet sheet" for Table Workers and Announcer (left) and Ref / Starter / Stroke & Turn check-off list (right) so all are on the same page. If a S&T gets the wrong heat on the DQ slip, the wrong swimmer is DQ'd
3. Timer Trial Versions in the same folder.

Trust me! This Stuff is Easy!



What, me worry?

1. If you have general Hy-Sport question, call your Division Data Coordinator **First** (may be something unique to your division), 6:1 ratio of teams to data coordinators.
2. If the problem is unique to B-meets, call me (102:1 ratio)
3. If you e-mail, **ALWAYS** tell me
 - a. Your Name (hard to tell from **winky-poo@hotmail.com**)
 - b. Your Team Name and your role (team rep, data)
 - c. Your phone number (most problems are solved quickly in a 5 minute phone call. 2-3 days of e-mail exchange will frustrate both of us.)

Consulting Fee Schedule:



Easy Problems



Hard Problems

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B-Meet Czar

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