# 2019 NVSL A-Meet Procedures

This document provides a basic guide for running a two team A-Meet (aka Dual Meet or League Meet). Both teams must have already loaded their swimmers into *Team Manager*. The procedures are written in a chronological order and cover all activities for both home and visiting teams using both *Team Manager* and *Meet Manager* software.

**What's New for 2019**. Here is a summary of the recent significant changes.

- New for 2019
  - The league approved a rule change regarding substitutions for Division Individual Championship meets (i.e. Divisionals). If a bid-in swimmer cannot swim at the meet, substitutions will be selected from the entire division based on time just as bid-in swimmers are selected at the seeding meeting. Substitutions for bid-in entries can be filled from all teams in the division.
- Continuing from prior years.
  - The league approved a rule change regarding the entry times for Division Individual Championship meets (Divisionals). Teams no longer have to use A-Meet times for swimmer entry times if a faster time is available from another meet (B-Meet, Development Meet, Invitational, etc.). When importing meet events from the NVSL website or meet results from *Meet Manager*, users no longer have to specify the **Meet Type** as "A".
  - The league upgraded to *Meet Manager v6.0* for the 2017 season. The basic functionality of the software remains the same as previous versions but *Meet Manager v6.0* supports a smart phone application called *Meet Mobile* which allows the sharing of meet results during the meet. The use of *Meet Mobile* is optional and any results posted to it are unofficial. See Appendix C for more information.
- Software.
  - *Team Manager* v7.0 will be used for swim team management.
  - *Meet Manager* v6.0 will be used for meet management.

## Meet Procedures

1. **WEDNESDAY, BOTH TEAMS, *TEAM MANAGER* – Import meet events, select swimmers and export entries, roster and records**. The first set of tasks includes importing

the meet and its events into *Team Manager*, selecting swimmers for each event, exporting the entries, exporting your roster and if desired exporting your records.

a. Download and Import Meet Events

   i. Create a directory into which you will place all of the files for this meet. The suggested naming format is yyyy-mm-dd A-Meet [visitor initial]@[home initial]) within C:\Hy-Sport\Meets\[current year] directory, e.g. C:\Hy-Sport\Meets\2019\2019-06-22 A-Meet O@HS.

   ii. Download the weekly meet events file from the Hy-Tek folder on the Documents tab of the NVSL website ([www.mynvsl.com](http://www.mynvsl.com)), e.g. /NVSL/Hy-Tek/2019/2019-06-22 Week 1/METERS/Meet Events-NVSL A-Meet [Vis]@[Home]-22Jun2019-001.zip. Place the file in the directory you created for the meet documents.

      - If desired, you can download and import all the Meet Events files for the entire season, saving them in the appropriate weekly folder. This will allow use of online meet registration well in advance of each meet.
      - If your team is swimming at one of the two yard pools (Holmes Run Acres or Kent Gardens) be sure to download the YARD version of the meet events.

   iii. Import the meet events for the meet into *Team Manager* via **File | Import | Meet Events** and navigating to the directory created for the meet documents. This will create a meet in *Team Manager* so that you can enter swimmers.

   iv. Edit the meet parameters. Select **Meets** from the *Team Manager* main menu, to bring up the Meet Browser. Highlight the meet you are preparing to work on, and select **Edit**.

      - Edit the *Meet Name* filling in the initials of the visiting and home teams and other meet details such as facility (home team name), city, state and zip code. Verify the meet date and meet age-up date (i.e. June 1, 2019) are correct.
      - (Optional) Make the **Meet Type** "A" for A-Meet**.** If you do not see "A" as an option, refer to Appendix D for directions on how to create a Meet Type of "A". Select **Save**.

b. Identify Swimmer Availability

   i. You're now ready to begin entering swimmers into events. Select **Entries | Swimmer Entry Status**.

   ii. Set the value in the **Team** combo box to your team and then click **Enter All**. By doing this you are declaring that all of your swimmers are available for this meet. Marking swimmers as attending does not place them in any event - you'll do that soon enough.

   iii. Sift through your emails and notes regarding swimmers who can't be at this particular meet and update their status by removing the check in the "Attending" box or checking the "Not Attending" box. Doing this will allow you to mask those swimmers on the subsequent entry screens, so that you won't accidentally enter unavailable swimmers into the meet. Close the **Pre-Enter Athletes in Meet** window to return to the **Meet Browser** window.

c. Enter Individual Swimmers

i. Navigate to **Entries | Entry by Event**. Set the **Swim for Team** combo box value to your team and also set the **Team** combo box value to your team. If you'd like to filter out your unavailable swimmers (as declared on the **Pre-Enter Athletes in Meet** screen) then set the **Only Pre-Entered Athletes** checkbox.

ii. Highlight Event 1. All of your 8 & Under boys should appear in the grid in the bottom half of the screen. You can sort them by **Best Time** by clicking on that column header. Or you can consult your team top times report (ladder) to help you make decisions. Whatever the case, you should choose three swimmers for this event by clicking their **Entrd** checkboxes.

- IMPORTANT NOTE: If you try to enter more than the correct number of swimmers in the event, Hy-Tek will let you do it because Hy-Tek has no idea of the number of heats in NVSL A-Meets or the numbers of lanes in NVSL pools. You are responsible for entering the correct number of swimmers.
- It is best to detect mistakes of this nature at entries time. Otherwise, you might end up telling a swimmer on Thursday that they are in this Saturday's meet, only to have to tell them on Saturday morning at 7:30 AM that they are not in the meet after all.
- *Team Manager* has columns to count up Individual Entries (IE), Relay Entries (RE), and Combined Entries (CE) for each athlete. Keeping an eye on these columns will help you avoid violating entry rules.
- NOTE. *Meet Manager* will need a time for every swimmer to properly seed the swimmers such that the faster swimmers are in the middle lanes. If you don't want to export your swimmers' best times (which may not be from an A-Meet), you can enter a custom time for your three entries in that event that will place them in the proper lanes. You could use fictitious times that make it apparent these are made up times (like 51.00, 52.00, & 53.00). Swimmers without seed times will be randomly seeded among the lanes assigned to your team.
- Hy-Tek will not print a time card for a lane that does not have a swimmer assigned. This will mean that when you separate time cards, you will need to check each card printed for the lane assignment. An alternative is to create 8 & Under boys and 8 & Under girls with fictitious names, something like "Swimmer, No" or "No, Swimmer". These will print on the cards, and you will find separating the time cards and sorting them by lane for the timers will go much faster.

iii. Continue through the rest of the individual events in similar fashion. Note that for the older age groups, you can check the **Show Swim-Up Athletes** checkbox to find younger swimmers to help you fill lanes and increase participation.

- Although swimmers may "swim up", they may not repeat a stroke (e.g., you can't swim 11-12 breast and 13-14 breast) in the same meet. Again, *Hy-Tek won't stop you from doing this* - but there's a report of entries by swimmer which you can run to look for such problems.

- If you try to enter a swimmer in more than two individual events in different strokes, Hy-Tek will pop up a warning message box. However, after you close this message box, Hy-Tek will proceed to put the swimmer into that third event. It is up to you to clear the swimmer from this event, or from another event if you prefer.

d. Enter Relay Swimmers

   i. When you arrive at **Event 41**, the first relay event, you'll notice that the screen format changes. Eligible swimmers now appear at bottom left and a relay-builder area appears at bottom right.

   ii. For the first relay event, after ensuring that the **Swim for Team** and **Team** combo box values are set to your team, click **New Relay** to open an empty relay for this event.

   iii. The easiest way to fill the 8 & Under and 15-18 relays with swimmers is to simply click the **Find Best Relay** button. This will not only identify your fastest relay - as computed by Hy-Tek - but it will also add the swimmers to the relay in the best stroke order. **Find Best Relay** button will **not** work for the remaining relays since swimmers are not swimming 25 meter distance individual events used for legs of the 100 meter relays.

   - One way to take advantage of the **Find Best Relay** functionality is to create a set of 200 meter relay events in *Team Manager* as part of a separate meet and use those to find your best relay team using the 50 meter individual times for the 9-14 year old swimmers. This will not of course take into account the lack of a turn for swimmers, but ought to give you a reasonable estimate.

   iv. Having decided on your relay swimmers, you must now add them to the relay. You can drag swimmers from the eligible swimmer list and drop them onto the relay, or double-click a swimmer and they will be placed in the next available leg in the relay. Make sure that all relay teams are marked as "A" relays. Be sure to enter swimmers in the proper stroke order for medley relays as follows: back, breast, fly and free.

   - NVSL Rule 4.h specifies "Relay swimmers are not required to swim in the order in which they are listed."

   v. After the first relay is completed, repeat the process for the other relay events

   vi. You must manually select swimmers for the Mixed Age Freestyle relays, Events 51 and 52. If you let Hy-Tek do it for you it will do a poor job because it does not know that you need swimmers from 4 different age groups. It will choose the fastest relay it can without regard to age, which will almost certainly create an illegal relay. Be sure to enter the swimmers in the proper age group order as follows: 1$^{st}$ swimmer – 11-12; 2$^{nd}$ swimmer – 10 & Under; 3$^{rd}$ swimmer – 13-14; and 4$^{th}$ swimmer – 15-18.

   - NVSL Rule 12.e states "It shall be the responsibility of the swimmers in the mixed age freestyle relays to swim in the following order: 11-12 swimmer, 10 and Under swimmer, 13-14 swimmer and 15-18 swimmer."

e. Confirm Entries

   i. After you've completed creating entries, it's a good idea to return to the *Team Manager* main menu and select **Reports | Meet Reports | Meet Entries** and run some reports.

- Be sure the Meet selected is the proper meet and that your team is selected in the Team combo box.

ii. For the first report, set *Sort by* to "Meet Event Number" and *Event Filters* to "Individual and Relays". This allows you to see that you have the correct number of individual entries (3) or relays (1) in each event and the correct number of swimmers for each relay (4). For the Mixed Age Relays you can also verify the swimmers are in the correct order by age group. If you completely forgot to enter swimmers in an event, that event will be missing from the entries report, so you should also check for missing events.

- Check for "x" markings (exhibition swimmers) and correct if necessary
- Make sure all events are filled with the expected number of swimmers
- Verify mixed age swimmers are in correct age group order
- If you provided artificial times, verify the swimmers are in the desired order

iii. For the second report, set *Sort by* to "Name" and *Event Filters* to "Individual and Relays". This will allow you to check that you haven't overbooked a swimmer (e.g. three individual events) or incorrectly booked a swimmer (e.g. two medley relays), actions that Hy-Tek will allow.

- Verify each swimmer is in at most 2 individual events
- Verify each swimmer is in at most 2 relay events (age group and mixed age)
- Verify no swimmer is entered in the same stroke twice

iv. When you're done reviewing the entries, go back to the **Meets | Entries** screen and make any needed changes. If desired, print the reports again to be sure that you got it right.

f. Export Entries, Roster and Records. Print and Save Firm Entries List

i. Export your meet entries via **File | Export | Meet Entries** to the directory you created earlier. Be sure to export relays.

- Note: If you check the "Do Not Include Entry Times" box, then *Meet Manager* will seed your swimmers randomly in your three lanes. Your fastest swimmer will likely be in the outside lane 1/3 of the time. If you want to avoid this, see the note on custom times in step 1.c.ii.

ii. Export your roster via **File | Export | Athletes/Teams** to the directory you created earlier. Be sure your team is selected under *Team*.

- By sending your roster to *Meet Manager*, you will ensure that all your swimmers end up in the meet file, even those that aren't in your A-Meet lineup. Then if a swimmer does show up at the meet as a "6-AM-phone-call-because-so-and-so-is-sick-replacement", your replacement choices will already be in the meet database. This will save you the pain and tedium of creating a new athlete in *Meet Manager* while the meet is running on Saturday morning.

iii. Export your team records via **Records | Export Records**. Select the right set of records from the "Available Records" drop down list, and select OK.

iv. Print and save your meet entries report **Reports | Meet Reports | Meet Entries.** Select the proper meet from the *Meet* drop down list and select your team from the *Team* drop down list. Other selections include: "Do Not Show Entry Times" under *Other Options*; "Individual and Relays" under *Event Filters*; and "Meet Event Number" under *Sort by*. This will be your "Firm Entry List" under the NVSL rules. It is recommended that you mark it "Official Firm Entry List" or something to that effect on the top of the first page. Also save the report in pdf format in the directory created for the meet.

v. Using the **NVSL Cover Page template** from the NVSL website Documents tab, in the Hy-Tek | Documentation folder, enter the names of officials the team is required to provide. Save the file to the directory you created for the meet. Print the document and take to the Thursday evening exchange.

vi. Place your Hy-Tek *Team Manager* meet entries, roster and records files for the Thursday evening exchange on a flash/thumb drive or CD. Also include the pdf copy of your meet entries report and the NVSL Cover Page file with your officials listed. Communicate with the other team well in advance of the meet to ensure that your computers can read the electronic medium generated by each team.

vii. If you are the visiting team, it is a very good idea to bring duplicate infrastructure to the Thursday evening exchange and the meet – a computer with Hy-Tek *Meet Manager* and *Team Manager* installed and a printer with paper and toner – everything you'll need if disaster strikes.

2. **WEDNESDAY, HOME TEAM, *MEET MANAGER* – Download and restore meet database.** The next set of tasks will download and restore the meet database in *Meet Manager* in preparation for merging entries and seeding the meet.

a. Download and restore meet database

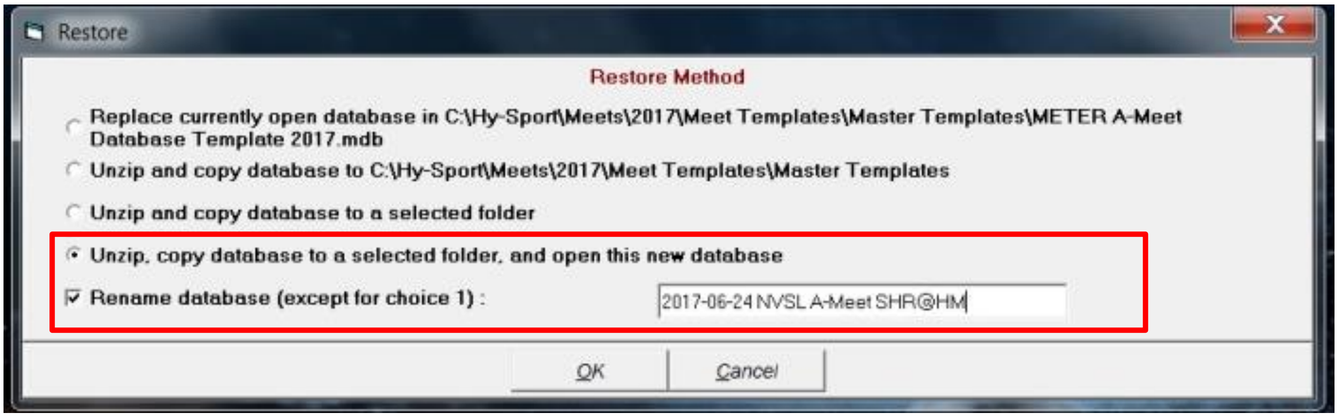
i. If you haven't already done so, create a directory into which you will place all of the files for this meet. The suggested naming format: yyyy-mm-dd A-Meet [visitor initial]@[home initial]) within C:\Hy-Sport\Meets\yyyy\ directory.

ii. Download the meet database backup file for the week from the Hy-Tek folder on the Documents tab of the NVSL website, e.g. Hy-Tek/2019/2019-06-22 Week 1/METERS/Swmm6Bkup2019-06-22 NVSL A-Meet [Vis]@[Home]-01.zip. Place the file in the directory you created for the meet documents.

- If Holmes Run Acres or Kent Gardens is hosting the meet, they should be sure to download the YARD version of the meet database.

iii. In *Meet Manager*, restore the meet database from the backup file via **File | Restore**

- On the Restore Method window, select – "Unzip, copy database to a selected folder, and open this new database", the fourth option on the list. On the same window, check the box on the next line down that says "Rename database (except for choice 1)" and enter the name of the meet database in the small text window, using the format Year-Month-Day NVSL A-Meet [visiting team initial]@[home team initial], e.g. **2019-06-22 NVSL A-Meet O@HS,** then select OK




- When prompted navigate to the directory the meet backup file is located using the same folder as in step 2.a.i above and select Open.
- When prompted navigate to the directory set up for the meet to store the meet database using the same folder as in step 2.a.i above and select OK
- A confirmation window will tell you the name of the meet database and the directory where it will be saved. Confirm this information is correct and select OK
- A final confirmation window will tell you the restore is complete, select OK.

iv. Perform basic setup for the meet via **Set-up | Meet Set-up**

- Edit the *Meet Name* by filling in the initials of the visiting and home teams and other meet information such as facility (home team name), city, state and zip code. *Meet Name* should be in the format of NVSL A-Meet [visiting initials]@[home initials], e.g. NVSL A-Meet O@HS
  - Having "NVSL" in the *Meet Name* will make it easier to find on the *Meet Mobile* application
- Verify the *Start Date* and *Age-Up Date* for the meet are correct. The *Age-Up Date* should be June 1st of the current year.
- Verify that the correct course is set for the meet (Short Course Meters (SCM) or Yards(Y)).

v. The A-Meet should contain 52 standard scored A-Meet events. These are mandatory and MUST NOT BE ALTERED. They feature the four individual stroke events in all five age groups ranging from 8 & Under through 15-18, plus relays in those same age groups, plus the two mixed age relays, for both boys and girls.

3. **THURSDAY/FRIDAY, HOME TEAM, *MEET MANAGER* – Merge entries, seed the meet and print out meet sheets and time cards.** The third set of tasks will import the entries and rosters (and records files if available) from both teams into *Meet Manager*, print time cards, and print meet sheets for the table workers and officials.

   Prerequisites: Both teams have created their entries in *Team Manager*; exported entries, rosters and team records; printed a meet entries report (official Firm Entry List) and provided officials for the NVSL Cover Page.

   - Note: Starting with the 2012 season, NVSL rules allow for an electronic exchange of meet entries provided it is simultaneous or conducted through a mutually agreed upon independent third party.

   a. Open *Meet Manager* and ensure that the correct meet is loaded by noting the database name in the title bar. If the correct meet is not loaded then open the meet via **File | Open/New** and navigate to the directory set up for the meet in Step 2.a.i (Download Meet Database) above and select Open. If the meet database is not available on the computer, refer to Step 2 above.

   b. Import entries, rosters and team records for both teams

      i. Copy the entries, rosters and team records files from both teams into the directory set up for the meet. If available, also copy any *.pdf reports (e.g. meet entries) and NVSL Cover Page templates supporting the meet.

      ii. Exchange printed meet entries reports (official Firm Entry List) and import the meet entries for both teams into *Meet Manager* via **File | Import | Entries.**

         - Note that this is a critical moment under the NVSL rules when the "Firm Entry Lists" are exchanged. According to NVSL rules the paper or electronic firm entry list is the official list for all purposes and each team is committed to follow the swimmers selected. If different, the computer entries need to be changed to match the official firm entry list.
         - On the Import Entries dialog box, ensure the "Match on event numbers" and "Include Entries with No Time" are checked.

      iii. Import the rosters for both teams into *Meet Manager* via **File | Import | Rosters Only.** It does not matter whether you give them competitor numbers. It does not matter if you use LSC as part of team match.

      iv. Import team records for both teams via **File | Import | Records**. Select **Import** on the Records browser top menu, then navigate to the meet folder and import the records files (ending in .REC), and select Open, then click OK on the next window. You will see your records appear in the lower window. Highlight the records just imported and click on the folder icon just above this list in the lower window to edit the record tag.

         - Change the tag name to something meaningful (like 'CSC Meter')
         - Chose a flag for your record (typically the first letter of the team name)
         - Set the "Record Only For" to the correct team. The two check boxes at the bottom should not be checked. Select OK.

   c. Age-up athletes. In order to ensure the athletes' ages are properly computed based on the meet age-up date, this step will have *Meet Manager* re-compute the ages of the athletes. This step has to be performed after the entries and rosters are imported to be effective. From the Main Menu select **Set-up** then select **Meet Set-up**. At the bottom of the Meet Set-up window select "Age-Up Athletes".

d. Check for meet entry irregularities

    i. Check athlete entries. Navigate to **Reports | Exceptions Report**, verify **Exceed Maximum Entries per Athlete** is checked, chose **Select All** from the top menu and then **Create Report**. If no problems exist you should see a message that there is "No data for the report with selected criteria", which is a good thing.

    ii. Check team entries. From the **Exceptions Report** window check the **Exceed Maximum Entries per Team per Event** box and set the value to 3. Chose **Select All** from the top menu and then **Create Report**. If no problems exist you should see the "No data for the report with selected criteria" message again.

    iii. Fix any meet irregularities prior to seeding. Select **Athletes** or **Relays** from the main menu and make the necessary corrections.

    - NVSL Rule 4.d states that obvious irregularities may be corrected by agreement of the competing Team Representatives
    - Any irregularities should be fixed before seeding the meet. Irregularities in individual events are typically addressed through the Athletes window from the main menu while adjustments to relay events are typically make in the Relays window.

e. Backup the meet database. After all the entries, rosters and records are imported it is a good idea to backup the database prior to seeding the meet. From the Main Menu select **File | Backup** and navigate to the directory set up for the meet and select OK.

f. Seed the meet

    i. Navigate to **Set-up | Seeding Preferences** and select the **Dual Meets** tab. Either double click teams or drag teams into lanes so that the host (home) team is in the odd numbered lanes (1, 3 and 5) and the visiting team is in the even numbered lanes (2, 4 and 6). You should set the **Use Lanes Assignments above** and **Strict Assignment all Heats** checkboxes to "checked".

    ii. Navigate to **Set-up | Entry / Scoring Preferences** and select the **2 or 3+ Double Dual** tab. Click on the **Select Teams** button and verify "Combined" is checked and that both teams are listed. Opening this window will stop a warning message from being displayed when the first event is scored at the meet on Saturday morning (see 4.c.v below).

    iii. Go to the **Seeding** screen. Verify there is no more than one heat shown for each event in the EVENT LIST. Highlight **"**All" in the *Session List* and choose **Select All** from the top menu. Click **Start Seeding** from the top menu**.**

    - In the **Seeding** window, verify only one heat is shown for each event. If problems are identified, select the desired event and then select **ScratchPad** from the menu. Work with the team representatives to identify entry mistakes and scratch extra swimmers by checking the ***SC*** box. Select **Save** from the menu to close the window.

- From the main **Seeding** screen select the desired event and select **Start Seeding** from the menu to re-seed the event.
- If one of the teams makes swimmer lane assignments instead of using a Custom Time, you will have to Manually Seed the Meet. Manual Seeding can be done using the Preview screen from the Seeding window or the Adjust window from the Run screen. You will need to use the firm entry list for the team without lane assignments to put those swimmers in the proper lanes. The fastest swimmer should be in the middle lanes (Lanes 3 or 4), the next fastest swimmer in Lanes 2 or 5, and the slowest swimmer in the outside lanes (Lanes 1 or 6). Save your lane assignments when satisfied.

g. Verify Seeding

   i. From the Main Menu select **Reports | Memorized Reports | 2 column meet sheet for distribution | Run Report | Select All | Create Report** and verify that both teams are imported and seeded correctly. Verify the report has heat and lane assignments, the home and visiting teams are in the correct lanes, there is only one heat for each event, no exhibition swimmers are listed and team records are included if imported. Also check that all relays are marked as "A" relays since only "A" relays will be scored.

   ii. It is useful to scan the entire meet sheet and to select a couple of events to check carefully. If a team has assigned lanes to specific swimmers, make sure those assignments came through, rather than allowing Hy-Tek to assign by time or randomly in the case of swimmers with no time. Spot check entries against the meet entries report.

   iii. If a printer is available, print out a copy of the meet program for each team. Save an electronic copy of the meet program in pdf format to the directory set up for the meet and to the visiting team's flash/thumb drive.

   iv. (Optional) Once both teams are satisfied with the meet line up, navigate to the **Seeding** screen and check the "Manual" box for each event. This will prevent accidental re-seeding of any event.

h. Backup meet database. Once both teams are satisfied the meet is properly seeded, backup the meet database. From the Main Menu select **File | Backup** and navigate to the directory set up for the meet and select OK. If desired copy the meet backup file to the visiting team's flash/thumb drive.

i. If desired, set-up **Meet Mobile** to publish pre-meet information. See **Appendix C** for more information.

j. Print out meet sheets, time cards and Meet Program Cover Page

   i. Meet sheet copies for officials, time cards and the Meet Program Cover Page may be printed or reproduced any time prior to the Saturday meet.

   ii. Using the NVSL Cover Page template enter all officials for the meet and print the Meet Program Cover Page which will be attached to the final meet results and signed by the

Meet Referee

iii. Next go to **Reports | Memorized Reports | 2 column meet sheet for distribution**. You will need a lot of these double-column format programs for the meet. The Starter, Referee, Clerk of Course, Table Workers, Coaches, Team Reps, and Stroke and Turn Judges all need a copy of the double-column format meet program. You may also want to make a sufficient number of copies of this format to give or sell to your fans.

iv. Print two copies of a single column meet sheet for the place recorders to mark up with scratches and substitutions. Go to **Reports | Memorized Reports | 2 column meet sheet for distribution** then under the **Columns / Format** tab select **Single**.

v. Print out time cards. Go to **Report | Memorized Reports | cards sorted by event** or **Report | Memorized Reports | cards sorted by lane**, select **Run Report**, then choose **Select All** from the top menu and then click **Create Labels**. Be sure to place the time card stock in the printer paper tray before printing. Separate the time cards and place them in event order by lane number for the timers to use. Add blank time cards or other placeholders for any lanes without a swimmer.

- Blank time cards can be printed from the **Entry Cards/Labels** report window by selecting *Blank Individual* in the Sort By section.

4. **SATURDAY, HOME TEAM, *MEET MANAGER* – Run the meet, backup the database and print out meet results.** On Saturday morning, the fourth set of tasks will run the meet, print results, print award labels, backup the meet database and export the meet results.

Prerequisites: Swimmers have been entered and the meet has been seeded.

a. Open *Meet Manager* and ensure that the correct meet database is loaded by noting the database name in the title bar.

b. Make any pre-meet scratches and substitutions.

i. To make changes to individual events, from the main menu select **Run** and then select the event to be modified, click **Adjust F8** which will display a new window. In the Adjust window, select the appropriate team from the pull down menu, click the **Show Eligible Athletes** or **Eligible Athletes + Swim-ups** radio button. Double-click the swimmer who is to be scratched from the event and then drag the new swimmer into the empty lane from the list of eligible swimmers. Save the changes by selecting **Save** from the menu bar.

- IMPORTANT NOTE: Hy-Tek will not tell you if the new swimmer is in more than two events. Close the Adjust window and then right click on the swimmer’s name in the lower portion of the **Run** screen to view the other events the swimmer is competing in to verify he/she is not entered into more than two individual events.
- Swimmers can also be scratched from events using the **Athletes** window
- Do not re-seed the event after making changes

ii. If the new swimmer does not appear as an eligible swimmer verify the name and age with the appropriate team representative. You may have to manually add the swimmer to the meet before you can add them to the event.

- From the **Adjust** window, navigate to **Athletes | Add** to create the swimmer. You must enter the correct birthday. Make sure you put the athlete on the correct team and enter the correct gender. Then return to the **Adjust** window and add them to the event as described above.

iii. To change the names of relay swimmers select **Rel Names: Ctrl-R** which will display a new window. In the Relay Names window, select the proper relay team in the lower right portion of the screen then double click the name of the swimmer to be removed in the upper right portion of the screen. Drag the new swimmer into the empty position. You can change the order of the swimmers by dragging them into the desired position.

iv. Annotate any changes made to the meet lineup in the computer on a copy of the meet sheet in order to easily identify the changes.

c. Entering Times for Individual Events

i. As time cards begin arriving, go to the **Run** screen and start entering times. Click on an event from the Event List in the upper left of the screen and enter times in the *Finals Time* box for each lane.

- No punctuation is necessary when entering times. Enter 3456 and it will appear as 34.56 when you hit <enter>. Enter 12345 and it will appear as 1:23.45. You must enter all digits, including trailing zeros (i.e. enter 3120 not 312 to enter 31.20) if you skip punctuation.
- For no-shows – i.e. no times for a swimmer on the time card, or no timecard – just enter NS as the time for the swimmer. Similarly Did Not Finish (DNF) and Declared False Start (DFS) are also acceptable entries, if appropriate.
- Record disqualifications by clicking on the DQ box next to the time field. *DQ Codes* can be entered if desired using the pull down menu in the *DQ Code* box. Do not enter the time for a disqualified swimmer.

ii. If the name on the time card does not match the name on the screen, you need to determine what is going on and resolve it. Discuss this with the Place Recorders, home Team Representative (Meet Director) or the meet Referee.

- NVSL Rule 5.b.(2) states that substitutions may be made only because of swimmers' sickness, injury or absence.
- To correct this in Hy-Tek, click **Adjust F8** to display the Adjust window. In the Adjust window, click the **Show Eligible Athletes** or **Eligible Athletes + Swim-ups** radio button. Double-click the swimmer that is to be scratched from the event then double-click or drag the new swimmer into the empty lane from the list of eligible swimmers. Save the changes by selecting **Save** from the menu.
- If the new swimmer does not appear as an eligible swimmer you may have to manually add the swimmer to the meet before you can add them to the event. See paragraph 5.b.ii about adding a swimmer.

iii. After the swimmer has been added to the event, exit the **Adjust** window and right click over the swimmer's name to verify he/she is not entered into more than two individual events. Then enter the swimmer's time on the **Run** screen along with the other times for the event.

iv. To ensure accurate recording of swimmer's times it is recommended that two people assist with the data entry – one reads the times and the other makes the computer entries. After each event, the computer entry person should read the times back to the reader.

v. *Meet Manager* does not auto-score events for you. You have to explicitly score each event by clicking the **Score: Ctrl-S** button or the **Re-Score** button.

- If you get a warning after trying to score the first event that says "Cannot create dual meet scores", don't worry - you did not break anything! Go back to the main menu and select **Set-up | Entry / Scoring Preferences** and select the **2 or 3+ Double Dual** tab. Click the red button that says **Select Teams**. You should verify the 'Combined' checkbox is checked and both teams are listed. Opening this window will eliminate the error message and allow you to go back to scoring the event.
- If you change a time for a swimmer, and the change alters the ranking of the swimmers in the event, Hy-Tek will not automatically update the scores for you. Again, you have to explicitly re-score the event.
- If you have already entered a time for a lane and subsequently change the swimmer in that lane via **Adjust: F8** then Hy-Tek will erase the original time and you'll have to re-enter it. And then you'll have to re-score the event.

vi. After an entry has been made for each swimmer in an event, the event status changes from **Seeded** to **Done**. After the event is scored the event status changes to **Scored**. Once the **Score: Ctrl-S** button is selected, a results report for that event is generated and previewed to the screen. Print out that report and provide the report with the time cards to the Verifier to check that the computer results match the time cards. The event results report can be used to announce results once verified against the time cards.

- The event results report can include league and team records, scratches, no shows and combined team scores through that event. If those items are not displayed, they can be selected from the Run screen by selecting **Preferences | Results for List and Score** and checking the appropriate boxes.

vii. Once the event results are verified, if you want to post them to **Meet Mobile**, select **Ctrl-M** on the keyboard. See **Appendix C** for additional information.

viii. Next print award labels (ribbon backs) for the first ten events via **Labels | Award Labels** and then give the labels to the awards people. Remember to put labels in the printer before hitting the print button and more importantly remember to remove the labels from the printer once label printing is complete.

- Beginning in 2016 award labels should be printed for all participants that properly complete the event including both relay teams. Most teams were already doing this for individual events, but not necessarily for both relay teams.

- Manually select the events to be printed by checking the box to the left of the event. *Label Selection* should normally be set to Laser and 3 x 10, *Individual Places* should be 1-6 and *Relay Places* should be 1-2.
- It is recommended that teams repeat this process after the end of each individual stroke block (after events 10, 20, 30 and 40) and after relays (event 52).

ix. Unless you've changed the default option, *Meet Manager* displays a print preview screen before letting you print. This is a nice feature, as it lets you verify that your options and selections are correct without using any paper.

d. Relay Events

i. For relay events watch for name changes on the time cards. As with individual events, you need to determine what is going on and resolve it. Discuss this with the Place Recorders, home Team Representative (Meet Director) or the meet Referee.

- To modify relay names, click **Rel Names: Ctrl-R** which will display the relay editor window. Highlight the team whose relay requires changes. Double-click swimmers who are in the relay to remove them from the relay. Drag swimmers from the Eligible Athletes list into a relay to add them. Switch the relay legs of two swimmers that are already in the relay by dragging one of them on the top of the other.

ii. Enter times, NS's and DQ's just as you did for the individual events. Be sure to score or re-score events if you make changes to either swimmers or times. Print out the event results report after scoring each relay event for independent comparison against the time cards and for use by the announcer if desired. Do not enter the time for a disqualified relay team.

iii. Once the event results are verified, if you want to post them to **Meet Mobile**, select **Ctrl-M** on the keyboard. See **Appendix C** for additional information.

iv. Print the final set of award labels and hand to the awards people.

e. End of Meet Activities. Completed once all the results for each event have been verified

i. Re-score the meet via **Run | Re-Score** from the top menu and provide the final score to the announcer.

ii. Print a final results report (**Reports | Memorized Reports | Final Results Report)** to be the official results of the meet. Attach a copy of the NVSL Meet Cover Sheet to the printout and have the referee review and sign.

- A couple of useful reports are available to help with this review. The first is a consolidated list of disqualifications. From the Main menu select **Reports | Meet Summary** and select **DQ Summary** under *Report Type*. The other report is a consolidated list of scratches. From the **Meet Summary** screen select **1st Round Scratches** under *Report Type*.

iii. If desired publish the final meet results and team scores to **Meet Mobile** by selecting **Ctrl-M** on the keyboard for results and **Ctrl-O** for scores.

iv. Print a final results report (**Reports | Memorized Reports | Final Results Report)** for both teams to post at their pools.

v. Export the meet results file for *Team Manager* to the directory set up for the meet and to both team's thumb/flash drives. Go to **File | Export | Results for Team Manager.** In the dialog box, leave Team field blank, Region blank, Gender is Both, Events Standard, and deselect Swim Off. Also, under Relays, click Relays Plus Athletes, and leave all other fields blank.

vi. Backup the meet database via **File | Backup** to the directory set up for the meet. Also if desired, provide a meet database backup to the visiting team by picking the drive and folder on the visitor's thumb drive. Repeat for the host team.

5. **SATURDAY, HOME TEAM**. This set of tasks provides the results to league officials

   a. Call or text the final score of the meet to the Division Coordinator by 12:30 pm.

   b. Provide the Division Data Coordinator with a meet <u>backup</u> file no later than 4:00 pm the day of the meet (normally Saturday).

   c. Provide other team representatives in the division with an electronic copy of the meet results, Scratch-Substitution Forms and the list of officials who worked the meet not later than the Tuesday following the meet.

      i. One method of providing an electronic copy of the original Scratch-Substitution Forms is to take a photo of the forms

   d. Provide the Division Coordinator with a printed copy of the meet results, marked "Official Meet Results" and signed by the Referee. Also attach the original Scratch-Substitution Forms and a list of officials who worked the meet.

6. **SATURDAY, BOTH TEAMS, *TEAM MANAGER***. This final set of tasks involves importing data from the meet into *Team Manager*, running reports as desired, and backing up the data.

   a. Copy the meet results file from your thumb/flash drive to the directory set up for the meet. In *Team Manager*, import the meet results via **File | Import | Meet Result**. If you added any athletes to the meet while in *Meet Manager*, you will want to set the **Add New Teams/Athletes** checkbox. This option will also bring in your opponent's times, which might help you prepare for Divisionals later.

   b. (Optional) Go to **Meets,** which will bring up the Meet Browser. Highlight the meet you just imported and if the meet type is not already listed as "A", select **Edit** and make the meet type "A" for A-Meet**.** Select OK to save.

   c. After importing the results, it's possible to have duplicate swimmer records in *Team Manager*. This can only occur if you typed in or edited swimmers while in *Meet Manager*. If you did, you may not have matched the exact name and birthday that were already in *Team Manager*.

      i. Refer to the list of swimmers that you hopefully jotted down earlier. Find them on the **Athletes** screen in *Team Manager* – sort by name. If you find duplicate names for a swimmer, then open up each entry one-at-time and examine the information to decide which entry you want to keep. Then drag the one you don't want to keep onto the one you do want to keep and Hy-Tek will merge the two entries into one, retaining all times from both entries.

d. Now that you're back in *Team Manager*, you also might want to run a few more reports – especially those that have no counterpart in *Meet Manager*, such as ladders, improvement reports, and personal best and record breaker ribbon labels. Also, use **Record Match** to check for and update any new team records.

    i. A good report to run is **Reports | Meet Reports | Meet Results**. Select meet, improvement start date, aggregate by name and click on Create Report. Note that the floppy disk icon next to Create Report can be clicked to save your settings for next week's report.

    ii. Ladders can only be run from *Team Manager*. Go to **Reports | Performance Reports | Top Times** for ladders report. Be sure to hit the floppy disk icon to remember your settings.

e. The final action is to back up you team database via **File | Backup**. It is recommended that the team backup file be copied to some independent media, such as a flash/thumb drive or CD to share with others on the team and in case of catastrophic failure of the team computer.

## Appendix A
## Dual Meet Entry Selection Using *Team Manager* v7.0 – Quick Checklist

1. Setup a subdirectory for meet ([DATE] A-Meet [TEAM]@[TEAM]) in C:\Hy-Sport\Meets\[YEAR] directory. ☐

2. Download events file and edit file name *(MeetEvents-A-MeetTEAM@TEAM-DATE-001.zip from www.mynvsl.com).* ☐

3. Import events file into *Team Manager* *(via File | Import | Meet Events).* ☐

4. Edit meet information (name, start/end date, etc.) and (Optional) designate meet as an "A" meet *(via Meets | Edit).* ☐

5. Identify and exclude swimmers unavailable for upcoming meet *(via Select Entries | Swimmer Entry Status).* ☐

6. Select individual swimmers for the meet (Events 1 to 40) (refer to Section 1.c of procedures for details):

| Stroke | Boys | Girls |
|---|---|---|
| Freestyle (Events 1 – 10) | | |
| Backstroke (Events 11 – 20) | | |
| Breaststroke (Events 21 – 30) | | |
| Butterfly (Events 31 – 40) | | |

7. Select relay swimmers for the meet (Events 41 to 52) (refer to Section 1.d of procedures for details):

| Relay | Boys | Girls |
|---|---|---|
| Age Group (Events 41 – 50) | | |
| Mixed Age (Events 51 – 52) | | |

8. Run Meet Entries Reports *(via Reports | Meet Reports):*
   (a) Verify correct number of individual (3) and relay entries (1) per event. ☐
   (b) Verify correct number of events per swimmer. ☐

9. Export *Team Manager* files to memory stick &/or subdirectory (if home) *(via File | Export)*:
   (a) Entries *(TEAM-Entries-A-MeetTEAM@TEAM-DATE-001.zip)* ☐
   (b) Team roster *(TEAM-Roster001.zip)* ☐
   (c) Team records *(TEAM-S.rec) (via Records | Export Records)* ☐

10. Print/save "Firm Entries" lists *(via Reports | Meet Reports | Meet Entries)*:
   (a) Print meet entry report (sorted by event, no entry times shown) ☐
   (b) Repeat (a) above, but export as .pdf file for electronic copy to stick or subdirectory. ☐

# Appendix A
# Dual Meet Database Set-Up Using *Meet Manager* v6.0 – Quick Checklist

1. Download meet database backup file
*(Swmm6BkupYYYY-DATE NVSL A-Meet TEAM@TEAM-01.zip from www.mynvsl.com).*

2. Restore meet database file into *Meet Manager* and rename
*(via File | Restore | Unzip, copy database to a selected folder, and open this new database AND Rename database (except for choice 1)).*

3. Edit meet information.
(a) Meet name, location and course
(b) Start, end, and age-up dates

4. Import meet files from USB drive &/or subdirectory
*(via File | Import | Entries):*

| Team | Entries | Roster | Records *(edit Tag and set For Team)* |
|---|---|---|---|
| Home | | | |
| Visitor | | | |

5. Age-up Athletes *(via Setup | Meet Set-up)*

6. Identify and fix any entry exceptions *(via Reports | Exceptions Report):*
(a) Individual entries
(b) Team entries

7. Backup meet database (prior to seeding) *(via File | Backup).*

8. Assign teams to lanes and verify scoring preferences
*(via Setup | Seeding Preferences and Setup | Entry & Scoring Preferences).*

9. Seed the meet *(via Seeding):*
(a) Select all events and seed by selecting "Start Seeding"
(b) Verify correct lane assignments (via sample meet program).
(c) Verify proper seeding by comparison to firm entries reports.
(d) Freeze seeding (via "Manual" checkboxes).

10. Print reports and timecards *(via Reports | Memorized Reports).*
(a) Two-column meet program for distribution (at least 10 copies)
(b) Single-column meet program for place recorders
(c) Time cards

11. Backup meet database *(via File | Backup)*:
(a) Copy for visitor (memory stick) if desired
(b) Copy for home (memory stick &/or the directory set up for the meet)

# Appendix A
# Run Dual Meet Using *Meet Manager* v6.0– Quick Checklist

1. Make pre-meet substitutions *(via Athletes and Relays or Run | Adjust: F8 and Rel Names: Ctrl-R).*
(a) Home team
(b) Visiting team

2. Enter times, score and print out results for each event for comparison against time cards *(via Run/Score).*

3. Print labels for each stroke block *(via Run | Labels | Award Labels).*

| Stroke (Event #) | Labels Printed |
|---|---|
| Freestyle (1-10) | |
| Backstroke (11-20) | |
| Breast (21-30) | |
| Butterfly (31-40) | |
| Relays (41-52) | |

4. End of Meet Activities
(a) Re-score Meet *(via Run | Re-Score):*
(b) Print Final Results Report and attach cover sheet
(at least 3 copies - Official, Home Team, Visiting Team)
*(via Reports | Memorized Reports | Final Results Report)*
(c) Backup Meet Database to subdirectory on computer set up for meet
(d) Backup Meet Database to visiting team (memory stick) if desired
(e) Backup Meet Database to home team (memory stick)
(f) Save Meet Results for *Team Manager* to subdirectory
(g) Save Meet Results for *Team Manager* to visiting team (memory stick)
(h) Save Meet Results for *Team Manager* to home team (memory stick)

5. Home Team Results Reporting
(a) Report meet score to Division Coordinator by 12:30 pm (phone or text)
(b) Email Meet Database backup file to Division Data Coordinator by 4:00 pm
(c) Provide an electronic copy of Final Results Report, Scratch-Substitution Forms and list of Officials who worked the meet (or Meet Cover Sheet) to other teams in division
(d) Provide a hard copy of the Final Results Report with cover sheet signed by Referee and original Scratch-Substitution Forms attached to Division Coordinator

# Appendix B
# NVSL Team Abbreviations

| Team Name | Abbr | | Team Name | Abbr | | Team Name | Abbr |
|---|---|---|---|---|---|---|---|
| Annandale | A | | Hollin Meadows | HM | | Poplar Heights | PH |
| Arlington Forest | AF | | High Point Pool | HPP | | Parklawn | PL |
| Brandywine | B | | Highland Park | HPP | | Poplar Tree | PT |
| Broyhill Crest | BC | | Holmes Run Acres | HRA | | Pleasant Valley | PV |
| Brookfield | BF | | Highlands Swim | HS | | Pinewood Lake | PW |
| Burke Station | BKS | | Hamlet | HSC | | Ravensworth | R |
| Chesterbrook | CB | | Hunter Mill | HTM | | Rolling Forest | RF |
| Camelot | CCC | | Hunt Valley | HV | | Rutherford | RFD |
| Country Club Hills | CCH | | Ilda Community | IC | | Riverside Gardens | RG |
| Cardinal Hill | CH | | Kent Gardens | KG | | Rolling Hills | RH |
| Crosspointe | CP | | Kings Ridge | KR | | Rolling Valley | RV |
| Commonwealth | CSC | | Langley | L | | Springfield | S |
| Cottontail | CT | | Lake Braddock | LB | | Springboard | SB |
| Canterbury Woods | CW | | Long Branch | LBR | | Sleepy Hollow Bath | SHB |
| Dominion Hills | DH | | Lakevale Estates | LE | | Sleepy Hollow Rec | SHR |
| Dunn Loring | DL | | Lee-Graham | LG | | Somerset-Olde Creek | SOC |
| Donaldson Run | DR | | Laurel Hill | LH | | South Run | SOR |
| Dowden Terrace | DT | | Little Hunting Park | LHP | | Sideburn Run | SR |
| Daventry | DV | | Lincolnia Park | LP | | Stratford | SRA |
| Edsall Park | EP | | Little Rocky Run | LRR | | Sully Station | SS |
| Fairfax Club Estates | FCE | | Lakeview | LV | | Sully Station 2 | SS2 |
| Forest Hollow | FH | | Mantua | M | | Shouse Village | SV |
| Fox Mill Estates | FME | | Mansion House | MHC | | Tuckahoe | T |
| Fox Mill Woods | FMW | | McLean | ML | | Truro | THA |
| Fair Oaks | FO | | Mount Vernon Park | MVP | | Village West | V |
| Fairfax | FO | | Mosby Woods | MW | | Villa Aquatic | VA |
| Fairfax Station | FS | | Newington Forest | NF | | Vienna Aquatic | VAC |
| Fox Hunt | FX | | North Springfield | NS | | Virginia Hills | VH |
| Great Falls | GF | | Overlee | O | | Virginia Run | VR |
| Greenbriar | GF | | Oakton | OAK | | Vienna Woods | VW |
| Herndon | H | | Orange Hunt | OH | | Woodley | W |
| Hiddenbrook | HB | | Old Keene Mill | OKM | | Wakefield Chapel | WC |
| Hayfield Farm | HF | | Parliament | PAR | | Walden Glen | WG |
| Hollin Hills | HH | | Pinecrest | PC | | Waynewood | WW |

# Appendix C
# Hy-Tek Meet Mobile

Meet Mobile A-Meet Procedure. This Appendix describes the Meet Mobile application and it can be used to provide meet information, meet results and meet scores to users.

## Overview

*Meet Mobile* is an Apple and Android application designed by **ACTIVE Network** which can be installed on the iPhone, the iPad, the iTouch, and Android phones and Android devices. Users can subscribe to receive results with a monthly or yearly subscription. The application displays meet results and team scores in near real time as *MEET MANAGER* receives data from the timer system and results are pushed by the data entry operator is in a manual mode. In addition, psych sheets, team rosters, records and time standards are available before the meet starts. **Heat sheets** can also be available for a fee or for free as described in the next section. *Meet Mobile* can display results by event or by swimmer including splits (if available) and places. Parents and coaches will be able to follow the meet from any location in the world.

NOTE: *Meet Mobile* only works if you have pushed your events into a Session. The NVSL A-Meet meet template provided by the league has already done this. If you want to use *Meet Mobile* for a B-Meet or other unofficial NVSL meet you may have to generate a Session.

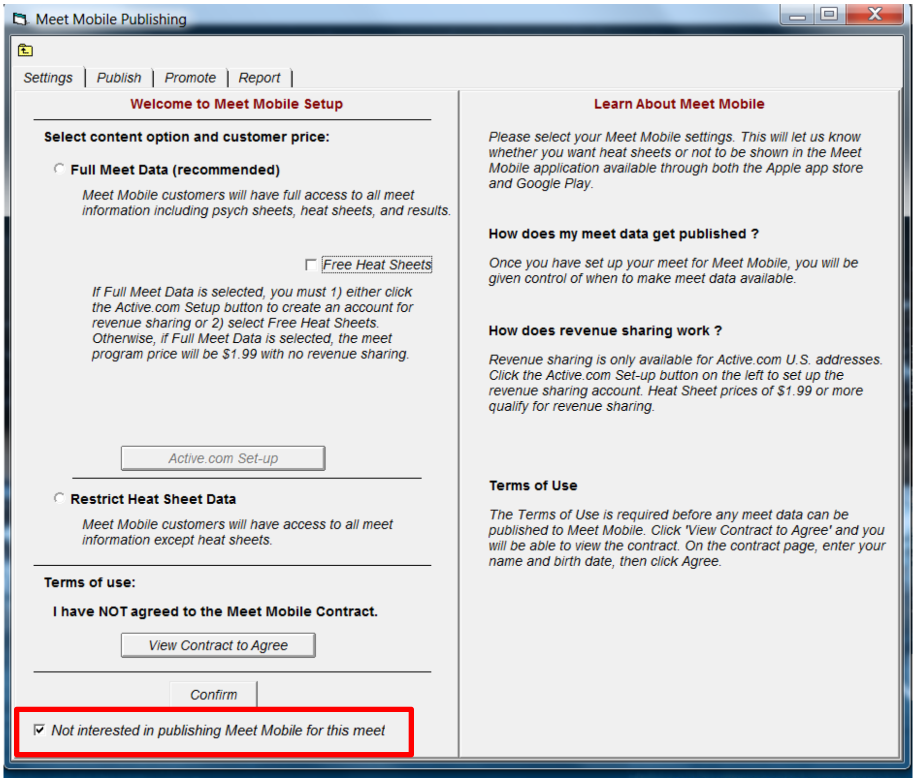
- From the main menu select **Events** and then **Sessions**.
- Select **Add** make a new Session. For a regular NVSL Saturday A-Meet the parameters to use would be: Session 1, 0900 start time, 4/2/2 (total / individual / relay) max entries. Make selections appropriate to your meet rules.
- After the Session is set up, select **Move All**, then **OK**.  You should now see all events in the SESSION SCHEDULE box.

## Publishing Settings

Well before a meet begins, the **General Meet Information** can be "published" to the *Meet Mobile* application so that coaches, athletes, parents and all other interested parties can view the meet schedule along with records and time standards.

To prepare for publishing the general meet information

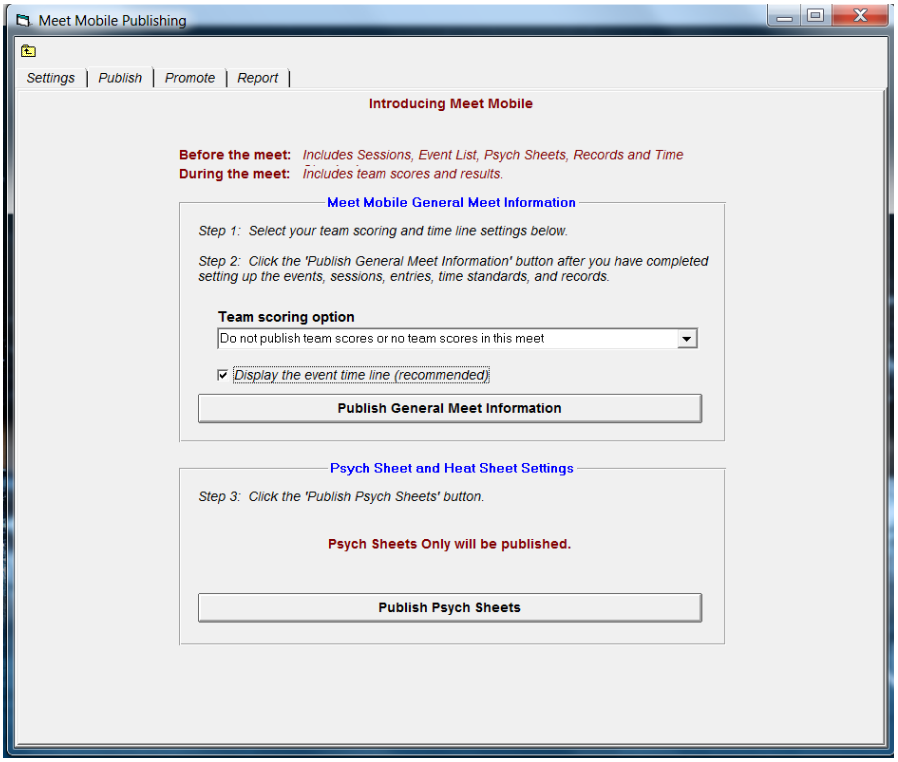
- From the main screen in *MEET MANAGER*, go to **Set-up / Meet Mobile Publishing** to display a window as shown below.
- Uncheck the ***Not interested in publishing Meet Mobile for this meet*** box at the bottom
- Under the **Settings** tab, select **Full Meet Data (recommended)** and check the **Free Meet Sheet** box so that access to your meet using *Meet Mobile* will be free and all you need to do is view the **Terms of Use** contract and click **Confirm**.
    - NOTE: You also need to include your name and birth date to record that you are of legal age.  We do not recommend that you put your real birthdate.
    - If you chose to charge for the meet information you will need to generate an Active.com account.




## Publish General Meet Information

After you have completed setting up the Publishing Settings, the next step is to publish the **General Meet Information**.

- From the main screen in *MEET MANAGER*, go to **Set-up / Meet Mobile Publishing / Publish** and the window below appears based on **Full Meet Program** being selected in the Settings tab. The General Meet Information will contain the meet event schedule along with records and time standards. If teams and rosters have been entered, they will also be included.




- Select the team scoring option. Select
  - For NVSL Saturday A-Meets and Relay Carnivals the league policy is not to publish team scores until the end of the meet and the results have been reviewed by the referee. Select **Do not publish team scores or no team scores in this meet** from the pull down menu.
  - For other meets the meet manager should decide whether to publish scores if available
- Check the **Display the event time line** box if you want *MEET MANAGER* to upload the estimated start times for each event.
- Click the **Publish General Meet Information** button when you have completed the event setup for events, sessions, time standards, and records.
- Click the **Publish Psych Sheets** button publishing of psych sheets (a listing of swimmers by event ranked by entry time) is desired

## Operation

From the **Run** window, *Meet Mobile* can be activated as long as the date of operation is on or after the start of the meet and within seven days of the end of the meet.

- If automatically activated, you can inactivate *Meet Mobile* from the **Meet Mobile** menu in the **Run** window by unchecking the **Activate the Meet Mobile System** check box at the bottom of the window.
  - NOTE NVSL rules require the times entered into *MEET MANAGER* to be verified before being announced or published. To ensure this process is followed, *Meet Mobile* should not be activated inside the **Run** window. If it is not active, a prompt should be displayed near the top of the **Run** screen saying **Meet Mobile**

  **Disabled**. If that is not present go to the **Meet Mobile** menu and uncheck the **Activate the Meet Mobile System** check box at the bottom of the window.
  - For other meets the meet manager should decide whether and when heat results can be published

When *Meet Mobile* is enabled, results are sent to an Active Network web server which serves the *Meet Mobile* applications that are running on various Apple and Android devices. As heat results are uploaded, the times are sorted in order in *Meet Mobile's* Event Results list, but official place rankings are not shown until all heats are completed within a round.

**<u>Publish Event Results and Scores to Meet Mobile</u>**

For NVSL meets to publish the results of each Event

- From the **Run** Screen, ensure **Meet Mobile Disabled** is displayed in the top left corner. You inactivate *Meet Mobile* from the **Meet Mobile** menu by unchecking the **Activate the Meet Mobile System** check box at the bottom of the window
- At the end of each event and after the results have been verified, publish the results manually by pressing Ctrl-M
  - NOTE For NVSL meets, by rule, you should only upload results after an event is complete and verified as official

For NVSL meets to publish the final meet results and team scores at the end of the meet

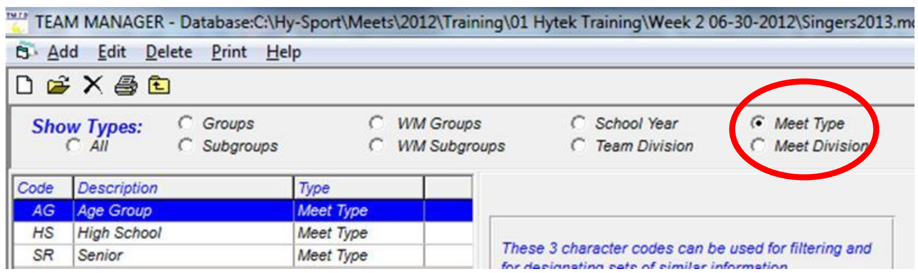
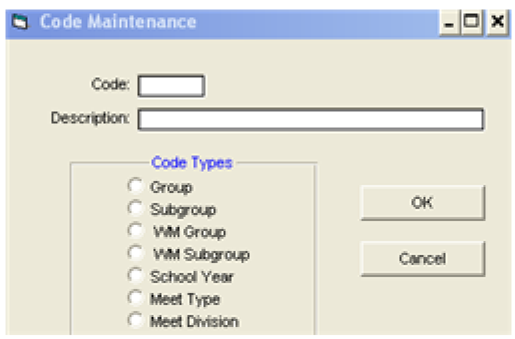
- From the Main Menu go to **Set-Up | Meet Mobile Publishing | Publish**
- Under **Meet Mobile General Meet Information** and **Team scoring options**, select **Male, Female and Combined** from the pull down menu
- Click on **Re-publish**. As long as Meet Mobile is disabled in the **Run** screen team scores will still not be published.
- Go to the **Run** screen and select **Meet Mobile** from the menu. In the next window check the **Activate the Meet Mobile System** check box at the bottom. Then select **Upload Session Results** from the menu. Alternatively to just post scores you can type Ctrl-O directly from the **Run** screen.

For other meets, the meet manager should decide whether and when to publish heat, event results and teams scores.

## Appendix D
## Setting Up Groups/Sub Groups/Codes in *Team Manager*

As of the 2018 season the league no longer requires entry times for the end of season Division Individual Championship (Divisionals) meet to come from A-meet times if available. Teams may still like to distinguish between “A” and “B” meets for record keeping or awards purposes. To do that we can use the Groups/Sub Groups/Codes feature to specify NVSL meet types. Time trials, B-meets, IM Invitationals, and other meets that are not NVSL sanctioned dual, division or league meets (e.g. A-Meets, Relay Carnivals, All Stars, etc.) may be characterized as **Meet Type** of “B” and Saturday dual meets may be characterized as **Meet Type** of “A”.

To set up appropriate meet type codes:

| | |
|---|---|
| From the Main Menu select Set-up and then Groups/ Sub Groups/ Codes<br><br>Check Meet Type |  |
| If missing A or B<br><br>Select Add from the menu<br><br>In Code box type A, for Description type A-Meet, and then check Meet Type<br><br>OK<br><br>Repeat for Code of B and Description of B-Meet<br><br>You may add other Meet Type codes for other Meets if desired<br><br>When finished adding<br><br> | <br><br> |