

Woodson B-Meet League IM Carnival

Meet Set-up Check List

Due to the nature of the meet (seeded, athletes from 6 different teams, operated on one computer), it makes more sense for the meet to run via Meet Manager (like an A-Meet) than Team Manager (like a B-Meet). Depending on the number of deck entries, this can create challenges adding additional swimmers to unseeded heats, please work with the Team Reps and Data Coordinators to try to get as many athletes seeded as possible.

Download Meet Manager Backup

https://www.mynvsl.com/documents?folder_id=36097

*Event List (pdf) and Team Manager/ Meet Manager Event File are also co-located if other teams request those

Edit meet information (name, start/end date, etc.)

Meet Manager->Set-Up->Meet Set-Up

Check to see if data needs to be removed: Meet Manager->File->Purge

Import Rosters, Entries, and Records from each team

Meet Manager->File->Import

Team	Rosters	Entries	Records
Fairfax			
Rutherford			
Ilda			
Truro			
Canterbury Woods			
Long Branch			

Meet Set-up:

- Age-up Athletes: Meet Manager->Set-up->Meet Set-up
- Run Exceptions Report: Meet Manager->Reports->Exceptions Report
 - Ages that Are Not Correct
 - Event/Athlete Sex/Age Mismatch
- Verify that the Entries were Imported with Times: Meet Manager->Reports->Psych Sheet

Backup Meet

Meet Manager->File->Backup

Seed Meet

- Set Heats Fast to Slow: Meet Manager->Set-Up>Options
 - "Change all Prelim Rounds to Slow – Fast heat order" and "Change all Final Rounds to Slow – Fast heat order"
- Seed Meet: Meet Manager->Seeding (Select All, Start Seeding)
- Verify Correct Seeding: Meet Manager->Reports->Meet Program

Backup Meet

Meet Manager->File->Backup

Print Reports and Time Cards

- Email Meet Program (with and without times) to Other Teams: Meet Manager->Reports->Meet Program
 - Each team is responsible for printing Meet Programs for their Coaches and Team Reps
- Print Reports: Meet Manager->Reports->Meet Program
- Print Time Cards by Team: Meet Manager->Lables->Entry Cards/Labels

Woodson B-Meet League IM Carnival

Meet Check List

Enter times, score and print out results for verification against time cards

Meet Manager->Run->Score



Print Labels after Each Event

Meet Manager->Run->Labels->Award Labels



You will have to print labels multiple times, once for Places 1-12; and once (potentially by team) for Places 13+. This is because each team provides their own competitor ribbons. You may choose to print 13+ competitor ribbons 2-3 times per meet rather than each event depending on the number of competitors.

For 1-12: Print After Each Event (this will take up 12 of the *typically* 30 labels, so you can use the other side for the next Event)

For 13+ *Note: Sort By Team/Event, Exclude Place Range: Print after 11/12 and 15/18

Competitor Ribbon Tracking

Team	Competitor Ribbons
Fairfax	
Rutherford	
Ilda	
Truro	
Canterbury Woods	
Long Branch	

End of Meet

- Back-up Meet: *Meet Manager->File->Backup*
- Export Results: *Meet Manager->File->Export->Results for Swim Manager*
- Send Back-up and Results to Other Data Coordinators

