

Instructions for Imputing Times in Meet Manager

Open the Meet manager program.

Click File / Open in the upper left hand corner. Open the meet for the correct Division.

Click Run, the 5th button from the right on the menu at the top.

From the Run screen this is where the information will be entered (picture shown below). The events and names of the events are listed on the left hand side on the top portion of the screen. The event highlighted in blue is the selected event. In the bottom portion of the screen it will indicate the event highlighted and the heat selected. Underneath will be the swimmers names in their assigned lanes. The red 1 indicates the heat selected. On multiple heat events there will be a 2, 3, 4, etc next to the 1.

The seed time is listed as the time entered in the meet. **The Finals Time is the time to be entered by the computer person.** The information will automatically save. There is no need to hit a Save button. When all the times for the event have been entered and you are ready to go on to the next event the 'Status' will change from Seeded to Done. Click the next event and you are ready to start again entering times in the 'Final Time' column.

The screenshot shows the 'Run the Meet' window with the following data:

Evt #	Rnd	Status	Event Name	Heats
1	F	Seeded	Mixed 6 & Under 100 Yard Freestyle Relay	1
2	F	Seeded	Girls 7-8 100 Yard Freestyle Relay	1
3	F	Seeded	Boys 7-8 100 Yard Freestyle Relay	1
4	F	Seeded	Girls 9-10 100 Yard Freestyle Relay	1
5	F	Seeded	Boys 9-10 100 Yard Freestyle Relay	1
6	F	Seeded	Girls 11-12 100 Yard Freestyle Relay	1
7	F	Seeded	Boys 11-12 100 Yard Freestyle Relay	1
8	F	Seeded	Girls 13-14 100 Yard Freestyle Relay	1
9	F	Seeded	Boys 13-14 100 Yard Freestyle Relay	1
10	F	Seeded	Girls 15-18 100 Yard Freestyle Relay	1
11	F	Seeded	Boys 15-18 100 Yard Freestyle Relay	1
11A	F	Seeded	Mixed 15-18 100 Yard Freestyle Relay	1
12	F	Seeded	Girls 6 & Under 25 Yard Freestyle	4
13	F	Seeded	Boys 6 & Under 25 Yard Freestyle	4
14	F	Seeded	Girls 7-8 25 Yard Freestyle	6
15	F	Seeded	Boys 7-8 25 Yard Freestyle	5
16	F	Seeded	Girls 9-10 25 Yard Freestyle	6
17	F	Seeded	Boys 9-10 25 Yard Freestyle	5
18	F	Seeded	Girls 11-12 50 Yard Freestyle	6
19	F	Seeded	Boys 11-12 50 Yard Freestyle	5
20	F	Seeded	Girls 13-14 50 Yard Freestyle	5

Record	Time	Date	Record Holder
			None Available

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts
1					<input type="checkbox"/>	<input type="checkbox"/>				
2	Sherwood Oaks Swim Team	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
3	Tigers Swim Club-US	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
4	Memorial Parkway Swim Team	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
5	Pin Oak Swim Team	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
6	Cimarron Swordfish Swim Team	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
7	Creekstone Swim Team-US	A	NT		<input type="checkbox"/>	<input type="checkbox"/>				
8					<input type="checkbox"/>	<input type="checkbox"/>				