

Tasks for Meet of Champs Computer Volunteers

1. Pre-meet

- a. A meet setup will need to be created in Meet Manager.
 - i. Each event will be listed in the proper order
 - ii. Each event will list the length, gender and age group
 - iii. The scoring of the meet will be created. (i.e. the number of points for first, second, etc..)
 - iv. The format can be pulled from one of last year's MOC meets.
- b. All teams must send their meet entries to the coordinating team or individual via an export from meet manager.
- c. The coordinating team will import all of the entries and create the heat sheets for the MOC. (This is one of the base reports out of Meet Manager.)
- d. The coordinating team or individual will bring the heat sheets to Kinkos and have (?) sheets printed.

2. Running the meet

- a. Timer sheets will need to be printed for all lanes. Please only print 1 event per page. This will allow for the results to be picked up and processed for results. Or print two events per page and use the paper cutter to create half page single event timing sheets.
- b. After each event completes, the runner will pick up the timer sheets from each lane and bring to the Meet Manager desk
- c. Volunteers will need to circle the middle time or input all 3 times for each swimmer into Meet Manager. If the swimmer is DQ'ed, add the DQ. If all 3 times are entered, the program will select the middle time.
- d. Once the times for the event (all heats are complete for the gender and age group) are input into Meet Manager:
 - i. Results report can be printed and posted
 - ii. Labels for ribbons can be printed. (Be sure to buy labels.)

3. After the meet

- a. A report can be run to determine team points
- b. A report can be run for high point award per gender and age group.
- c. An extract of the meet results will be created and sent to the All Star Meet Coordinator

Tasks for All Star Meet Computer Volunteers

1. Pre-meet

- a. Send the results file from the 4 MOC's to mallingerj@gmail.com by immediately following the meet.
- b. John Mallinger and Scott Spencer will merge the 5 meets and select the following:
 - i. The top 2 swimmers from each MOC
 - ii. The next fastest 6 swimmers from all MOC's
- c. ASM Heat Sheet Team will have heat sheets printed for the meet
 - i. Send to all team coaches/Whale reps
 - ii. Bring to Kinkos for printing

2. Running the meet

- a. Pull the meet format from Meet Manager into the Colorado computer
- b. Install the touch pads as well as (2) plungers per lane. (1 plunger is OK, 2 is better.)
- c. At least 2 volunteers (at 1 time) will be needed to run the Colorado during the meet. The Colorado computer is connected to the touch pads.
- d. At least 2 volunteers (at 1 time) will be needed to run Meet Manager
- e. After each event is complete,
 - i. Have the runners pick up the lane sheets.
 - ii. Pull the times from the Colorado computer into Meet Manager
 - iii. Receive the timers sheets and review for DQ's
 - iv. If a swimmers time is flagged, the time between the touch pad and the plunger is too far off, review the timer sheets and adjust the time if needed.
- f. Results
 - i. Print a report
 - ii. Have the runners post
 - iii. Labels for ribbons can be printed. (Be sure to buy labels.)

4. After the meet

- a. A report can be run to determine team points
- b. A report can be run for high point award per gender and age group.