

Before the Meet

1. Select “**File** → **Open / New**”, then navigate to and open the template file
2. Once open select “**File** → **Save As**”, then rename and store the new file wherever you'd like.
3. Meet Manager will probably ask you to update the meet information. If it doesn't then select “**Set-up** → **Meet Set-up**”. The only things you need to update here are the **Meet Name** and all the dates. The dates can be all set to the day of the meet. Click “OK” when done. If it asks you if you want to “age up” the swimmers or something like that you can just ignore or skip it
4. Because we started with a template the events *should* be set to go but double check just to be sure. Click on “**Events**” at the top and make sure all the events you need are there.

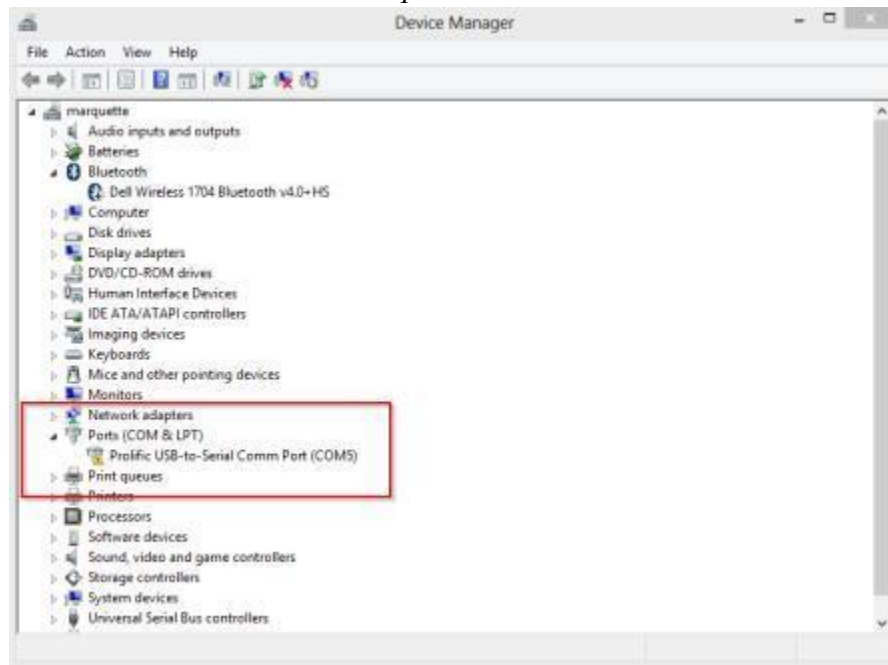
Make sure the events are in the correct order and that there are 2 of everything

Click the icon that looks like a folder with an up-arrow to exit.

- Odd events should be listed as “Junior Varsity” in the division column
 - Even events should be listed as “Varsity” in the division column
 - All events should list “Girls” as the gender
5. To import entries select “**File** → **Import** → **Entries**”, then navigate to the team's file and click “Open”. If it was a .zip file Meet Manager will “unzip it”, you'll just need to select the file it shows you. This needs to be done for each team
 - If there are any exceptions it is typically an issue with event numbering or lane assignments.
 - Double check that all the events are correct (order/distance)
 - A team may also have incorrect event numbering
 - A team may have lanes assignments already that may conflict with any existing entries
 6. Select “**Set-up** → **Entry / Scoring Preferences**”, then under the “**2 or 3+ Double Dual**” tab click the button next to “**Select Teams**”. Only “Female” needs to be selected. Click save when you're done and close the windows.
 7. Select “**Relays**” from the top and ensure that all the relays have heat/lane assignments (and that they make sense). Again, click the icon that looks like a folder with an up-arrow to exit.
 1. Easiest way to create a new relay is to double click the school name in the bottom right. Meet Manager will auto-suggest a letter assignment. Click and drag swimmer names into position and assign a heat and lane.
 2. To remove a swimmer from the relay, double click their name.
 8. Now select “**Run**” from the top menu. This will be your main screen for a while.
 1. Go through each race and make sure of the following:
 1. The number of heats is correct.
 2. The lane assignments are correct.
 3. (At the Bottom) Anyone in lanes 1 or 8 are checked as “**Exh**” (Exhibition) as well as any other exhibition swimmers
 4. For diving events, just make sure all the divers are listed – order doesn't really matter
 2. If any corrections are needed, with the race selected click on “**Adjust**” button. You can click and drag swimmers around and from the list.
 1. Click “Save” when you're done to keep the changes.

9. Once everything is correct, along with any updates you or the other coach ~~may~~ will have, select **“Reports → Meet Program”**.
 1. Select all the events (option at top).
 2. Bottom Settings:
 - **Columns / Format:**
 - Columns: Double
 - Format: (none)
 - Athlete ID: None
 - Time Stamp: None
 - **Include in Meet Program:**
 - Line For Results, Relay Athlete Names = 4
 - **Ignore Psych List – Sort Order**
 3. Click “Create Report” at the top. Look over the preview and make sure it is correct. Use the buttons at the top to print however many copies you need (i.e. Officials, Coaches/Managers, Head Table people)
10. From the “Run” screen select **“Reports → Lane/Timer Sheets”**.
 1. Select all the events (option at top).
 2. Bottom Settings:
 - Format: Continuous
 - Heats: All Heats
 - Parameters:
 - Include Entry Time
 - Double Space
 - Using Touch pads
 - Relay Athlete Names = 4
 - Lanes 1- 10
 - Sort By: Lane then Event
 - Lanes: All Lanes
 - (blank) # Events Break for Continuous
 3. Click “Create Report” at the top. Look over the preview and make sure it is correct. Use the buttons at the top to print, should only need one.
11. From the Main Meet Manager Screen (close Run) select **“File → Export → Start Lists for Scoreboards → Start Lists for CTS”**. Navigate to a desired folder and click “OK”. These are now your files for the Scoreboard App.

12. Open up your Windows Device Manager by opening the Start Menu and typing “Device Manager”, click the top icon. If the computer is properly connected to the Colorado you should see a “Ports (COM & LPT)” category and a “Prolific” device with a (COMX) designation. Note the number in the 'X' location. *The example below would be 5*



13. Back in Meet Manager, from the **Run** screen, select “**Interfaces → Timing Consol Interface – Pool 1**”. Select “Colorado Time Systems 6” then click “OK”
14. From the **Run** screen again select “**Interfaces → Timer (CTS6) Pool 1 → Open/Close Serial Port for CTS6**”. In the “Serial Com Port for CTS6 Pool 1 (0-60)” field enter the number from step 11 then click “OK”.
15. Now select “**Interfaces → Timer (CTS6) Pool 1 → Download Events to CTS6**”. Pick a slot that can be overwritten and click “OK” or whatever you need to. **I can't actually see this part without being connected to the colorado**

The Colorado should only need to be reset back to event 1 heat 1 to be back in sync for events.

During Meet

- **When Each Race is Done**

- Once the Colorado operator has pressed “Store Print” and **with the desired event selected**
 - **If this is the first race** click “Race #” and enter the Race Number displayed on the Colorado's screen, click “OK”. Then make sure the results look correct then accept them. If they are not correct you may reject them and double check your race number.
 - *This method may be used at any time if something is going wrong with the next method*
 - **For other races**, if the above method was successful last time, you can click on “Get Times” to automatically pull the event data.
- If there are any backups needed enter them in the next available Backup column.
 - If the line is yellow, click the 'y' character at the far right of the line.
 - If the allowing the computer to auto-adjust the time will change finish position check with officials on ruling, otherwise accept the adjustment.

- **After Each Event is Done**

- After all times have been collected and adjusted as needed click the “Score” button to have Meet Manager assign points.
 - If there are questions about scoring (i.e. between Officials) you can click on “Re-Score” to re-calculate the event's scoring. This does not re-caluculate all the events, just the selected one. If you need to get a final re-calculated score you may need to re-score multiple events.

After Meet

1. From the Main Meet Manager Screen (close Run) select “**File → Backup**”, navigate to a desired folder and click “OK”. **Email this file to me. I can get anything else from this if needed.**
2. Back from the Run screen select “**Reports → Results**” **This is for End of Meet Results**
 1. Select all the events (option at top).
 2. Bottom Settings:
 - **Columns / Format:**
 - Report Type: Columns - Double
 - Format: (none)
 - Athlete ID: None
 - Time Stamp: Date/Time
 - Top How Many: (blank)
 - Relay Names: 4
 - **Include in Results**
 - Include in Results
 - Records
 - Time Stds
 - Athlete / Relay Points
 - Include Team Scores
 - Female
 - **Splits / Sort Order / Selected Teams**
 - Splits: Subtractive
 - Sort Order: Event # Order
 - Selected Teams : All Teams

3. Click “Create Report” at the top.
4. Click this  icon to save the report as a .pdf. Click “OK” twice then navigate and save to your location.
 1. It is a good idea to save this in the same place as the Backup.
 2. This file can be emailed to coaches
 3. Use the other buttons to print copies as needed.
3. From the Run screen select “**Reports → Scores**”. **This is for the Officials to sign.**
 1. Select all the events (option at top).
 2. Bottom Settings:
 1. **Format:**
 1. Report Type: Team
 2. Report Gender Choices: Female
 3. Athlete Criteria: No age criteria
 4. Points: Std Pts
 2. **Grouping / Options:**
 1. Grouping: By Division
 2. Options: (just ignore)
 3. **High Point and Team Award Labels:**
 1. (ignore)
 3. Click “Create Report” at the top.
 4. Print copies as needed