Meet Manager 11

How to start

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Meet Manager - Tutorial

1. Download and Installation

Download the *Meet Manager Installer* from helpdesk.geologix.ch/ProduktDetail/SW. You will need your personal username / password to login to this site. Launch the installer from your Download folder by double-clicking the install_Meet11.exe file. Click *Next* and read the *Software License Agreement* carefully. You can only install this software if you accept the licence. Click *Next* again and indicate the folder for the *Meet Manager* installation. The installation will need about 10MBs of disk space. Choose a startmenu folder and finish the installer.

If you downloaded the Demo Version *of Meet Manager 11* there will be an expiration date and the printing functions are restricted. To get a full version of the software, visit the *Order* section on the *Splash* website.

Image 1-1 : The Setup Wizard

When launching Splash Meet Manager for the first time, you will need your username / password again and you have to be connected to the internet in order to activate the application on your computer.

2. Create new Meet

2.1. Blank Meet

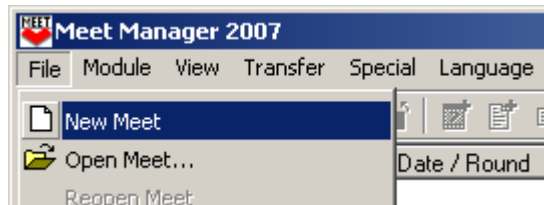To create a new blank meet, choose *File > New Meet*.

Image 2-1

In the *Create New Meet Wizard* select the *Create blank meet* option and press the *Next* button. Fill in all the fields on the following page:

Image 2-2 : The *Create New Meet Wizard*

- *Filename for Meet DB*: Just type in a filename to create the new file in the *Meet Manager* default directory. To choose an other directory press the ⬛ button on the right of the field. You can change the default directory for meet database files in the dialog *File > General Settings*.

- Enter *Meet name, Meet city, Meet nation*

- *Date of last Day*: Define the last day of your competition. To browse the calendar hit the [icon] button. To exit the calendar choose a date or press ESC.

- Enter *Course, Number of lanes, Timing*

All these values can be changed later as well, but is important to enter them for each meet.

Click the *Finish* button and a new blank meet will be created.

2.2. Using templates [1]

Meet Manager offers the possibility to create meets from templates. Templates are meet databases with already defined event structure, settings, report layouts, that will be reused for the new meet.

Templates are kept on the Splash web server and are retrieved from there, when you create a new meet. Federations with a global contract have the possibility to manage their own set of meet templates directly on the Splash web server.

To create a meet using a template, choose *File > New Meet* and then the option *Download a template file from the Internet*. Then enter all meet properties (see 2.1). When all data is entered, click the *Next* button. On the next page, choose a template for your new meet (It's possible to filter the list by choosing a nation from the *Filter* dropdown menu). Hit *Finish* to download the template file and complete the creation of a new meet.

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[1] Internet access required

3. Event structure

In the events module you can edit the sessions, events and agegroups. Choose the events module from the toolbar or from the mainmenu: *Modules > Events* (automatically selected after creating a new meet).

Image 3-1 : The Modules

To edit the general information for a meet choose the meet node from the events tree. On the right side you can edit all general information fields of your meet, like meet name, city, point table and swimming pool options.

To add a session to your meet, select *Edit -> Add Session* or right click in the events tree to get a popup menu with the same function. Enter the information for the session on the right side into the session edit panel.

To add an event for a session, select the session and go to *Edit > Add Event > Add Timed Final / Prelim Event* or select this point from the popup menu. For the created timed final / prelim event you can add the later events. Just select the timed final / prelim event node and add the desired event (semi final, final, fastest heat) from *Edit > Add Event*. Repeat this for the new event: E.g. add finals or swim-off events for semi-finals or add a medal ceremony for a final.
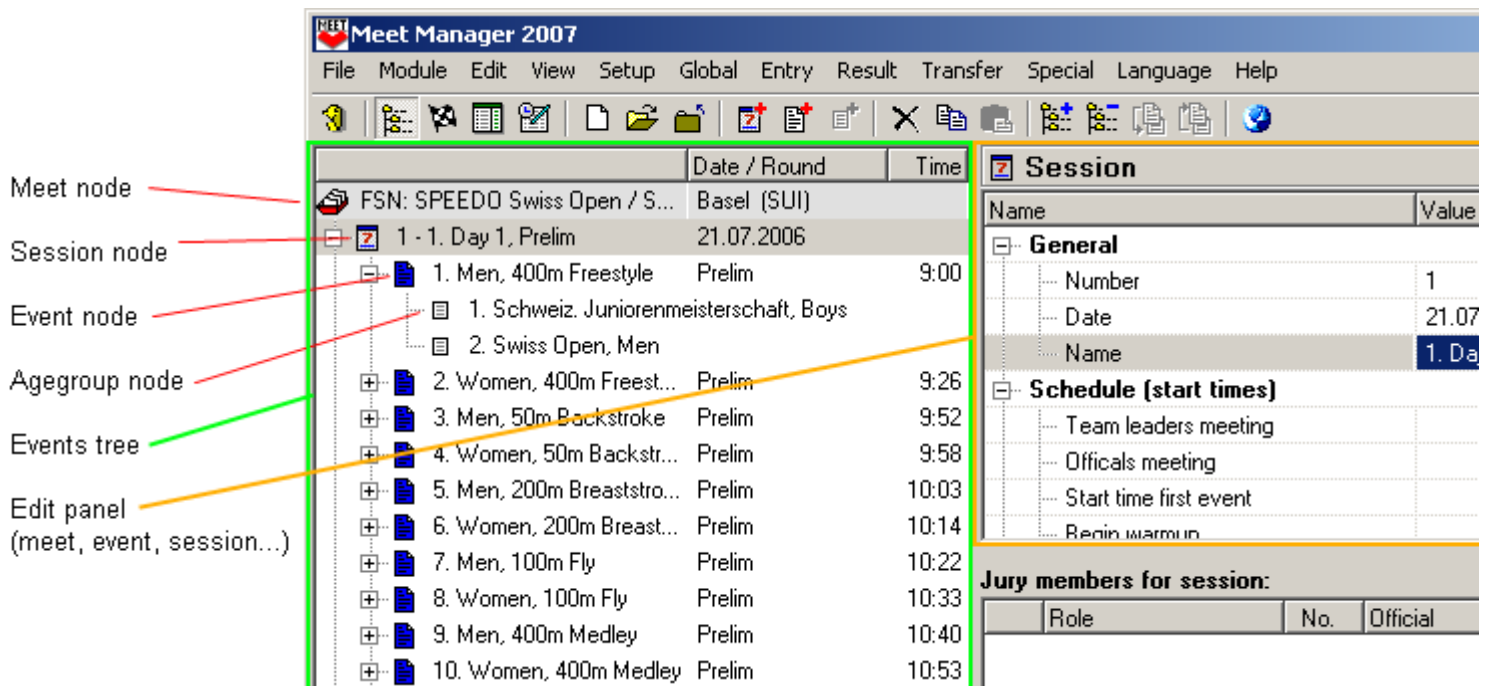

Image 3-2 : The Events Module

For each of those events, you can add agegroups by selecting the event and then *Edit > Add Agegroup.* Enter the data concerning each agegroup (age range, gender, scoring…).
Leave –1 in the *Age from* and *Age to* fields for an open agegroup (default value after creation).
To use default agegroups, see *Edit > Set Default Agegroups.*

Hints:

- When adding a new event, agegroups and record definitions are copied from the previous selected event.

- You can sort the events by dragging them on other events or into other sessions.

- Add breaks (*Edit > Add Break*)

- Add judges in the *Jury Members* panel. Officials can be edited in *File > Edit Officials*.

- Enter the *Start time first event* for each session and calculate the schedule later (after seeding) by selecting *Edit > Calculate Schedule…*

- Use the *Copy Agegroups* command from the contextmenu (or *Edit > Copy Agegroups*), to copy the agegroups from one event. Select another event which should have the same agegroups. With *Paste Agegroups*, the previously copied agegroups are inserted in the now selected event.

- You can copy/paste juries (between sessions) and records (events) too.

4. Entries

4.1. Individual entries

Select the entries module from *Modules > Entries* to edit the entries for your events. In the *Individual Entries* tab you can see the already added Athletes for this meet.

To add an athlete to your competition choose *Edit > Add Athlete…* or *Add Athlete…* from the popup menu in the athletes list. Enter the athlete's data in the *Edit Athlete* dialog.
You can set a club for the athlete by clicking in the value field for the club (or start typing a club name) and select a club from the *Club List* (to add a new club hit the Add button in the top left corner of the *Club List*). Close the dialogs when you finished.

Add an entry for an athlete by selecting the athlete in the athlete list and choosing *Edit > Add Entry* or click the ![button] button in the toolbar. The new entry is shown in the panel at the bottom. Enter event and entry time for this entry. You can select the event by entering the number or clicking the button ![button]. By default all prelim events where an athlete can be entered are shown. You can use <Ins> / <Del> in the list to add/delete an athlete for one event.
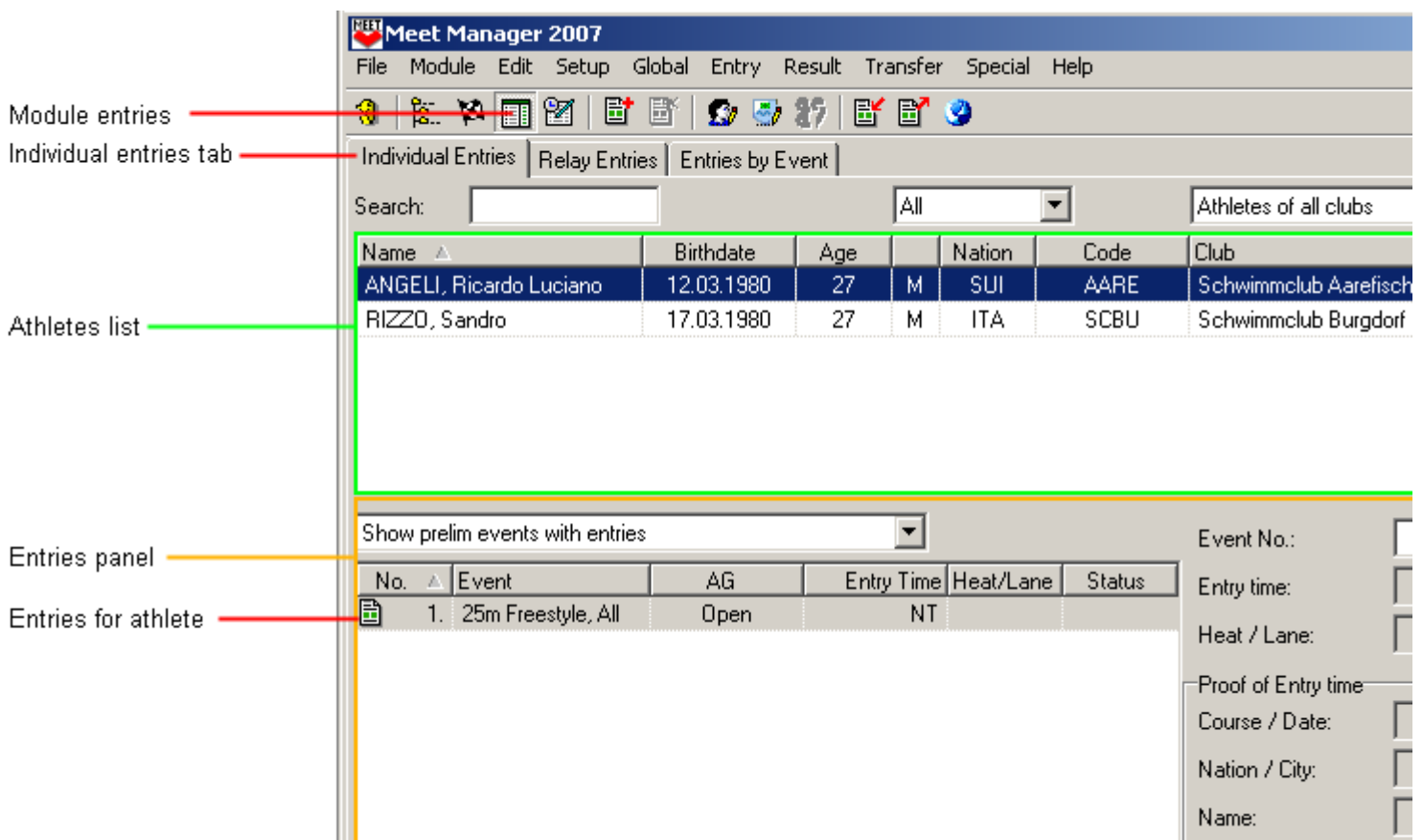

Image 4-1 : The Entries Module

Hints:

- Use shortcuts to add athletes (CTRL-N) or clubs (CTRL-N in the *Club List*).

- You can also add entries by using the popup menu in the entries list.

- Quick search an athlete by entering the first letters of the last name in the search field on top.

- Filter the athlete list by gender or by club using the comboboxes on top of the list.

- There are several reports and lists for printing available under *Entry*. Take a look!

4.2. Relay entries

Adding relay entries works similar as editing individual entries. Press the ▣ button to add a new relay entry. The properties of the selected entry are displayed at the right side of the window. There you can set the club, the gender, the number and the other properties of the relay team. To edit the composition of the relay team, double-click the entry in the list or select *Edit > Edit Relay Swimmers*. The *Edit Relay Swimmers* dialog opens.

To add an athlete to the relay team, click the *Athlete name* value field. Select an athlete for this team from the *Athlete List* (the list is filtered by default by club, gender and age). Do this for all the swimmers of the team. Press *Save* after you're done to save the team's composition.

Hints:

- Use CTRL-A to edit the relay swimmer list.

- Switch trough the teams by using the *Back* and *Forward* buttons in the lower right corner of the *Edit Relay Swimmers* dialog.

- Disable the athlete list filter by deselecting the checkbox in *Edit Relay Swimmers* dialog.

- Every relay gets a unique relaycode. This value is printed on the relay swimmer sheets and can be used to searc for relays by typing it in the "Jump to:" field and then pressing enter.

4.3. Seeding prelims

To seed the prelims, select *Edit > Seed prelims / direct finals*. Select the events to seed by entering the session / event codes or pressing the ▤ button. Choose the seeding type and the order of the heats. Press *Start* to seed the entries.

> **Entries with a result status of WDR, DNS or RJC are ignored for seeding. Entries with the same entry time are sorted randomly when seeding. So you have to be carfull when doing a reseed of an event!**

Seeded entries are shown with a green background color in the entries panel. Entries with results are shown with a blue background color.

You can modify the automatic seeding in the results module (see 5).

5. Results

5.1. Enter times manually

Select the results module (*Modules > Results*). There you can browse through all heats in the events tree. The entries of one heat are shown in the middle of the window. You may edit the seeding by right-clicking an entry and then selecting *Move to Heat > Heat X* or *Lane X*.

Enter at least the swim time of each swimmer in the *Swim Time* column of this list. You can also enter the reaction time of the swimmer (*RT*). At the bottom of the window you can enter additional details like the split times, disqualification reason, dsq time, info code and a comment.

After entering all swim times you can set the focused heat state to official by selecting *Edit > Heat State > Official* or by right-clicking the heat node *Heat State > Official*.

Image 5-1 : The Results Module

Hints:

- To print a result list select *Result > Result lists…* (see 6 for details)*.*

- You can press the ⟨button⟩ button or F11 to set the heat state to official.

5.2. Data from timing systems

To add a timing system push the ⏱ in the results module toolbar. Set the timing system options on the right-hand side of the window. Activate the connection and get the results by pushing the corresponding buttons.

The following systems are supported:

- Omega ARES 21, OSM 6, OSM 5, Powertime
- ALGE Swim2000, S4
- Colorado System 5
- Daktronics Ominsport 1000, 2000

For testing purposes there is a integrated test timing system, that allows you to simulate a race and to generate test times.

For some timing systems you can finde detailed documentations on our website:
http://www.splash-software.ch/index.php?nav=,supp,A2

6. Reports

Almost all reports can be send to the printer, previewed and exported as PDF or HTML document. Use the *Properties* button to change the details of the currently selected printer. With the *Options* button you can change the global page layout like margins, number of columns, custom footlines and images.
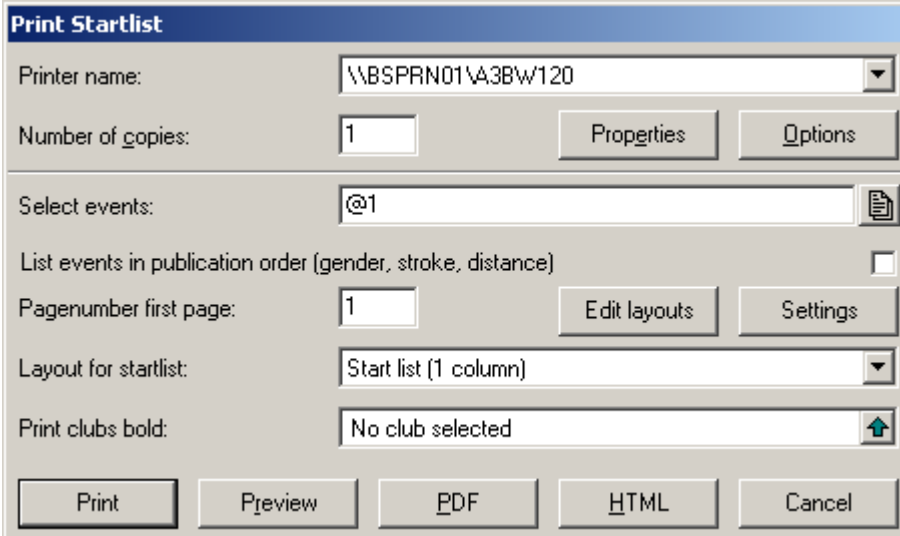
6.1. Entry Reports

All Entry reports are in the *Entry* menu. Most important reports here are:

- Entry Statistics by Club
- Entry List by Athlete
- Entry List by Event

6.2. Start List

Select *Entry > Start Lists…*. Choose the events by clicking [icon]. Go for *Edit layouts* to open the Layout Editor and edit the layouts (see 6.6). Push *Settings* to open the *Report Settings* dialog (see 0). To select an already designed layout, just select one from the *Layout for startlist* combobox.

Image 6-1 : The Start List Dialog

Hints:

- Print specific clubs bold by marking them under *Print clubs bold.*
- There are even more global print options under *Options.*

6.3. Result list

Go to *Result > Result Lists…*. A similar dialog to the *Print Startlist* dialog (see Image 6-1) appears. There are not as many options, but the functionality is the same (see 6.2). Select *Settings* and then *Results List* to set the result list options. Check for example the *Two Columns* checkbox to get the results printed in two columns. You can enable the output of splittimes or filter the agegroups too.

Select *Settings* and then *Layouts* to set the default layout for the result list.

6.4. Others

There are many other reports / outputs available in Meet Manager. Since reports never change your data, the easiest way to get an overview is just to try out with diffent options selected.

Entry reports:
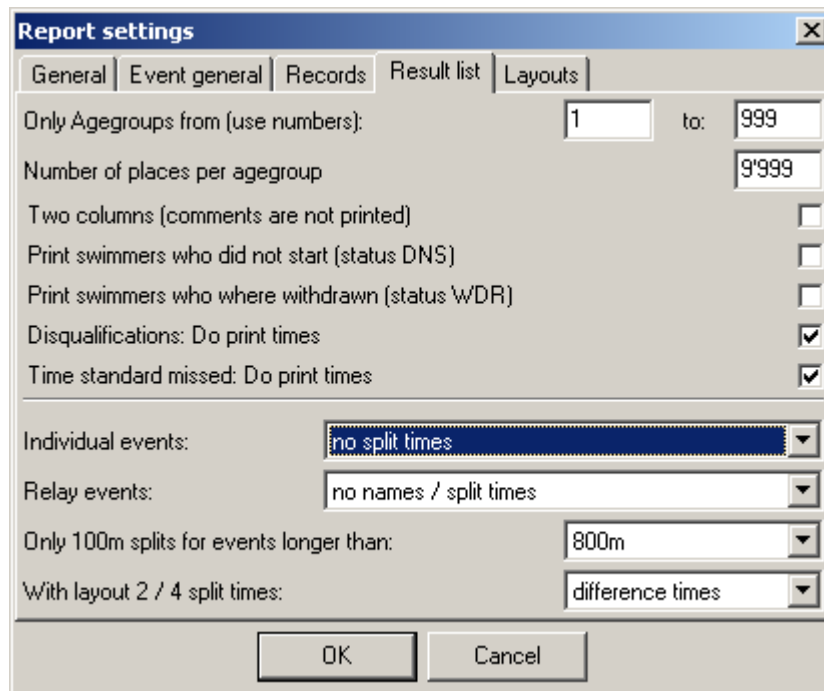
- Relay Swimmer Forms
- Startcards by Events
- Start List, one List per Lane
- Entry Fees by Clubs
- Entry Confirmation by Club
- Relay Swimmers by Club
- Meet Cards by Athlete

Result reports:

- Export as Html (flat file)
- Medal Statistics
- Medallists by Event
- Records broken by Event
- Fines by Club
- Best Performance by Points
- Certificates by Event or Athlete

6.5. Report Settings

Select *Setup > Edit Report Settings…* and customize the settings for general display (names, abbreviations), events (page breaks, titles…), record, start and result lists (layout of columns, rows, split times…). Select your favoured layout for entry, start and result lists under the *Layouts* tab.

Report settings

General | Event general | Records | Result list | Layouts

Only Agegroups from (use numbers):	1	to:	999
Number of places per agegroup			9'999
Two columns (comments are not printed)			☐
Print swimmers who did not start (status DNS)			☐
Print swimmers who where withdrawn (status WDR)			☐
Disqualifications: Do print times			☑
Time standard missed: Do print times			☑

Individual events:	no split times
Relay events:	no names / split times
Only 100m splits for events longer than:	800m
With layout 2 / 4 split times:	difference times

OK   Cancel

Image 6-2 : The Report Settings Dialog

All report settings are saved in the meet database. Values on the *General* and *Event* tab are the same values for each report.

You may import these settings from another meet in *Setup > Import Settings*.

6.6. Report Layouts

You can edit the layout of the most important reports with the *Report Layout Editor*. To start it, choose *Setup > Edit Report Layouts…*.

Choose a layout type you'd like to edit. You can edit several result report layouts, the entries list report layout and the start list report layout. Create a new layout instance for the current type by copying the current layout with the *Add* button (*Add > Layout*). Enter a name for the new layout in the *Name* field. Set additional options like font size, the offset of split times, the caption font size et cetera (Not all options are available for all layout types).
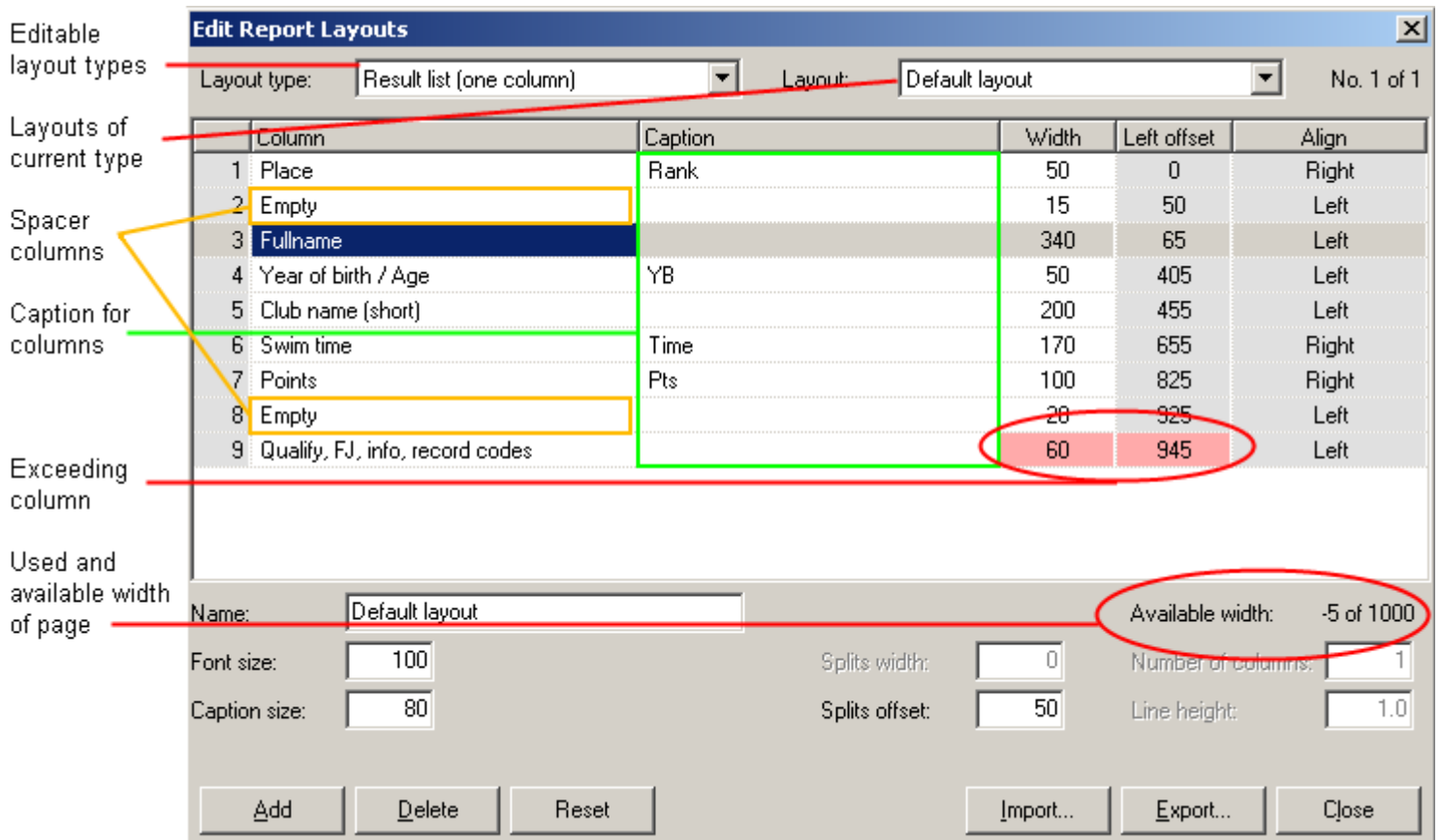
Image 6-3 : The Layout Editor

In the *Column List*, each row represents a column in your report. Edit the column types by choosing the type from the combobox in the *Column* column of the list. Enter captions and widths of the report column by filling the corresponding fields. The available page width is indicated below the list. If page width is 1000, a column width of 100 means the column in the report will be a tenth of the page width. To insert space between two columns, add a new column (*Add > Column* or Ctrl-A) and choose *Empty* as type of the column. To delete the highlighted report column, use the Delete button (*Delete > Column*) or press Ctrl-D.

If the *Width* column of the list turns red (see Image 6-3), your columns exceed the available page width and might not be printed properly. In this case, delete some columns from the report or reduce

the width of some columns. E.g. *Available width* shows *–5 of 1000*, your columns exceed the page width by 5. So reduce for example the width of an empty column by 5.

Set your layout as default layout for a specific report type by choosing it under *Setup > Report Settings… > Layouts*. To see the result of your layout editing, just make a preview of the report (e.g. a results list) with your new layout (e.g. *Result > Results List*).

Image 6-4 : A Result List with a customized Layout (see also Image 6-3)

Hints:

- The Left offset and Align columns are read only. They are calculated or depend on the chosen column type.
- You can export and import your layouts to reuse them in different meets.
- You can alter the order of the report columns by dragging them in the list.

7. Advanced functionality

7.1. Records

Select the records module (*Modules > Records*) to manage records. Records may be imported from files (Lenex format) or directly downloaded from the internet (swimrankings.net).

For each event you can define, what records should be shown in the event header and what marker / comment should be used, when a result is a broken record.

7.2. Combined events

A combined event is a scoring with 2-n results per athlete (or relay per club). Results can be combined by adding the swim time or the points per result.

Select the events module from the toolbar and go to *Edit > Define Combined Events…*. Click *Add* to create a new combined events definition and fill out all options. At the end, define all events which should be considered in the later calculation. Select *Result > Result List Combined Events…* to see and print the results.

7.3. Point scoring

Point scorings can be used to score results by team (club, region or nation). Points are calculated for places in result lists or by using a pointtable to convert swimtimes to points and then added together per club.

To create point scoring definitions, use *Setup > Edit Point Scores.* Click *Add* to create a new definition. Use Result > Scoring by Points to see and print the results.

8. Help and Support

8.1. Website

On the website you find additional information, updates, documentations and the contact names for support questions. If there is a specific contact person for your country, please always go through this person if you have any kind of question or problem. The website is
helpdesk.geologix.ch/ProduktDetail/SW

8.2. FAQ

Every update installs the file **FAQ.pdf** in the Meet Manager application directory. This file contains the latest details about the usage of Splash Meet Manager.

8.3. National contacts

The following federations have a global contract for Splash Meet Manager with GeoLogix. Normal user support is organized by these federations themselves, by people who speak the same language.

More complicate questions and errors are forwarded to GeoLogix by these contact persons.

- Netherlands (KNZB and NCS)   Marco van den Brink / Rico Derks
- Portugal   Eduardo Miranda
- Quebec (Canada)   Carole Thomas
- Serbia   Aca Rosic
- Slovenia   Marjan Mohar
- Switzerland   Rolf Sydler