

BDSC COMPUTER OPERATOR

RUNNING THE MEET

Setup

COMPUTER SYSTEM

- 1) Plug in the laptop, monitor, and printer to power. Connect the monitor to the monitor port on the laptop (VGA cable from monitor). Connect the printer and Dolphin computer module to separate USB ports on laptop.
- 2) Open Meet Manager and load the current database for today's meet. The title bar of Meet Manager will display the file name and its path to confirm you are in the correct one.

CTS DOLPHIN TIMING SYSTEM

- 1) The Dolphin Starter uses a quarter inch connector to plug into the Starter Output jack the Infinity Starter.
- 2) Hold reset on Dolphin Starter to turn on.
- 3) Confirm the channel Dolphin Starter is using by holding both the Reset and Start/Stop buttons to enter the menu. The display will show "TRIG". Press Reset one more time to see "CHAN" setting. It should be Channel 7. This channel needs to match CTSD stop watches and Dolphin Software on laptop.
- 4) Once the Dolphin Starter and Scoreboard with dolphin receiver are setup and turned on, in Meet Manager, go to Interfaces > Timer (CTSD) > Dolphin.exe.
- 5) Once the Dolphin window loads.
 - a) Channel: 7
 - b) Check Logging enabled
 - c) Scoreboard settings
 - i) Check Enable scoreboard
 - Lane then Place
 - 2 lane scoreboard
 - 8 lane pool
 - 1.5 second display.
 - ii) Uncheck start with zero
 - d) Drag the Dolphin display to the second monitor.
 - e) Do a few tests with the Timers for dolphin to start building a new race file
 - f) Go to Interfaces > Timer (CTSD) > Select Data Set Stored from CTSD
 - i) Press Update Data Set? and confirm it is displaying proper meet and date. Use the next and previous arrows to select today's date.

- 6) If scoreboard is not cycling, set quantity of lanes to 6 (something not 8) and save. Then set it back to 8 lanes. Cycling power of scoreboard also might work.

START UP MEET MOBILE

Meet Mobile is an online publishing company that parents can follow along with the meet from their internet devices. When setup is complete, the phrase Meet Mobile enabled appears in green in the upper left of the Run window.

1. Go to setup > Meet Mobile
 - a. Under first tab, select publish without heat info and confirm you have read terms and conditions.
 - b. Under second tab, select publish with combined score of both boys and girls? And publish meet. Then press ok
2. Go to Run, then Meet Mobile
 - a. Activate meet mobile?
 - b. Ok

Making adjustments

ADD A SWIMMER

- a. Select Athletes/Add
- b. Enter Name, DOB, Team, Gender.
- c. Build ID

MOVING OR DELETING A SWIMMER

- a. Select Run
- b. Highlight the event to update
- c. Choose the Adjust button
- d. Click on "Show Eligible Athletes"
- e. Double click on an athlete's name to scratch him
- f. Drag new athlete to the correct heat and lane
- g. If this is a relay event, use the Adjust button to move relay teams to different lanes
- h. If this is a relay event, use the "Relay Names" button to update names. Double click to delete a name, drag new athlete to add
- i. Save

FINAL PRE-MEET PRINTOUTS

Up to date Meet Program for Officials and Coaches

Session guide for keeping track of race numbers.

Running the Meet

Press Run.

PROCESSING AN EVENT

- a. Check the printed packet for race number, handwritten names, No Swims, DQ's
- b. Fix any changed names or combined heats by using the Adjust button
- c. Determine the correct race number (trial and error), using the Race Number button
- d. Select the Get Times button
- e. Mark any DQ's by checking the DQ box for that swimmer.
- f. Repeat steps 6c through 6e for each heat in this event
- g. Select the Score button and print out the results page (2 copies if posting)
- h. Staple to front of packet and file in box
- i. Repeat steps 6a through 6h for every event (#1 through #82)

PRINTING LABELS

There are four types of labels; standard, heat winner, participation, records. After each stroke, print labels (e.g. for all medley relay events, or for all breaststroke events)

1) Labels > Award Labels:

- a) Gender: all
- b) Rounds: finals, Indiv + Relays
- c) Age Group

2) Award Type: Standard 12 & under

- a) Age Range: 0-12
 - i) Age Group: Indiv: 1-8, relay 1-2
- b) Create Labels / Print
- c) Label "Standard" on top edge

3) Award Type: Standard 12 & under

- a) Age Range: 13 & over
 - i) Age Group: Indiv: 1-3, relay 1-2
- b) Create Labels / Print
- c) Label "Standard" on top edge

Award Type: Heat Winner

All Heats (to be handed out immediately by Head Timer or printed by computer team)

- i) Age Range: 0-12
- ii) Age Group: Indiv: 1-1
- b) Create Labels / Print
- c) Label "Heat Winner" on top

Award Type: Participant

- i) Check Exclude Place Range
- ii) Age Range: 0-8
- iii) Age Group: Indiv: 1-6
- d) Create Labels / Print
- e) Label "Participant" on top

Record

If you notice a record broken (time highlighted in blue at the top right side of the "Run" screen), you can do this step any time. It should be done again after all individual events are completed. We do not keep records for relays.

- a. Select Meet Manager/Run/Labels/Award Labels
- b. Choose "Record Breaker" button
- c. Select all individual events, Create Labels, Print

AT END OF MEET

a. Process Records (see step 8) to make sure you didn't miss any (generate labels for all individual events for record times only, might have to do separately for pool can team)

b. If any records were broken, update the records file and export to Google Drive/[*current season*]/[*Current Meet*]/Post Meet Printouts

b. Back up Meet Manager to Google Drive/[*current season*]/[*Current Meet*]/Backup

c. Email this backup file to visiting team

d. Unplug silver timing system cord and return to DSC laptop bag. White cord goes to timing system case.

e. Unplug laptop, monitor, and printer and pack them up. These need to go to whoever is doing the Post-Meet Printouts.

f. Return filing box to the storage closet shelves.