

Make sure you have the correct event and heat selected, confirm the race number with the timing console technician, and then once the times have been collected by the timing console, click F3 or the “Get Times” button. Confirm that the number of lanes and the times look right for the event, and then click Accept or Reject.

The two times from the timing console will show up in the “Finals Time” column and the “Back Up 1” column.

Ideally, you will accept the times from the timing console for every event. However, if the two times collected by the timing console are **more than .30 seconds apart, the discrepancy will be highlighted**, and you will need to get a third time from the stopwatch. Stopwatch times are recorded by the lane timers on the Lane/Timer Sheets.

In this case, click anywhere in the blank white space to the right of the “AdjStat” column. This will bring up the Time Adjustment Window.

Assuming that at least one of the times appearing in the time adjustment window is **within .30 seconds of the stopwatch time, use the time from the time adjustment window that is the closest to the stopwatch time** as the official time.

To use the time in the “Primary” column, unclick the box under the “use” column in the Time Adjustment Window. Ensure that the time that appears in the “Adjusted” column contains the time that you want to use. Click Accept Adjusted. The “Finals Time” in the Run window should now match the “Primary” column from the time adjustment window.

To use the time in the “Button 1” column, click the box under the “use” column in the Time Adjustment Window. Ensure that the time that appears in the “Adjusted” column contains the time that you want to use. Click Accept Adjusted. The “Finals Time” in the Run window should now match the “Button 1” column from the time adjustment window.

If all 3 times are more than .30 seconds off from each other, contact the meet referee to determine the official time to use. Be sure to keep documentation of all three times and an explanation of which time was used. You can hard code the final time to use in the “Finals Time” column, if needed.

Referees will bring you **DQ slips as they are confirmed**. To DQ a swimmer, go back to the event and heat they swam, and then check the DQ box next to the swimmer’s time. Do not overwrite the swimmer’s time. If the DQ is later overturned, then simply uncheck the DQ box for that swimmer, and their time is reinstated.

Once **all times in an event have been entered, click the Score button**. Then, print two copies of the score report (it should already default to two copies). One copy will be posted, once DQs or other issues have been taken care of, and the other will be part of the results package that will be delivered to the SAIL TCO.

After every ten events (or amount agreed upon with Meet Referee), print a Score report to be announced. Click Reports -> Scores, click Select All, click Create Report, and then print. Have someone take the printout to the Starter for announcement.

Backup regularly. After every few events, get out of the Run windows and backup using File -> Backup.