



# PROCESS TO RUN YOUR DUAL MEET IN MEET MANAGER

- Home team should inquire with visiting team and agree to do entries electronically.
- Go to [www.njsdc.org](http://www.njsdc.org)
- Download Meet Manager template for your pool size & league (templates score 6-4-3-2-1 except for those listed with 5-3-1 in the name). Templates are listed in the Quick Links section or under Dual Meets.

### Meet Manager Templates

(Download & Open in MM)

[Meet Mgr Saturday 6 Lane](#)

[Meet Mgr Wednesday 6 Lane](#)

[Meet Mgr Saturday 8 Lane](#)

[Meet Mgr Wednesday 8 Lane](#)

[Meet Mgr Sat 6 Lane \(5-3-1\)](#)

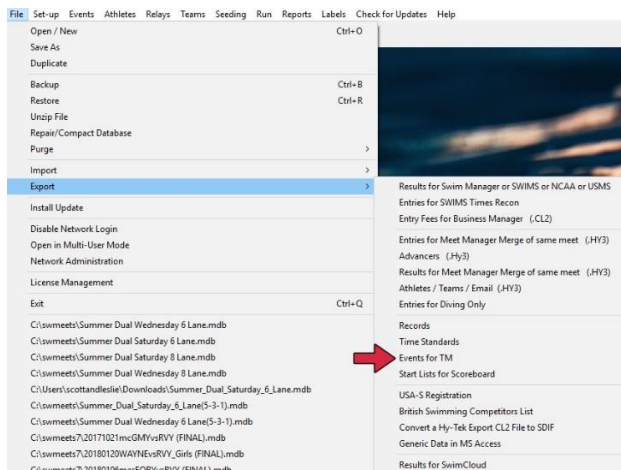
[Meet Mgr Wed 6 Lane \(5-3-1\)](#)

- Save template as your new meet and update “Set-up/Meet Set-up” fields for your meet.

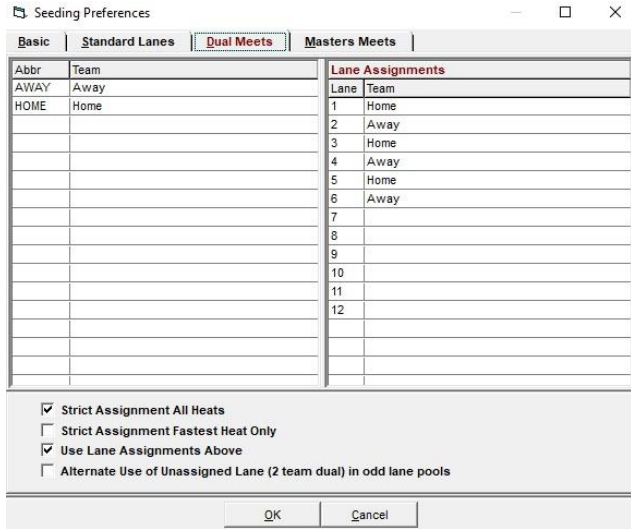
Meet Set-up

<input type="text"/> * Meet Name : NJSDC Summer Dual Meet - Wednesday <input type="text"/> * Facility Name : Home Team Address : <input type="text"/> <input type="text"/> * City : Home City * State / Province : NJ * Postal Code : 00000 * Country : USA Sanction # : Start Date : 06/26/18 End Date : 06/26/18 Age-Up Date : 06/30/18 Entry Open Date : 06/18/18 Entry Deadline : 06/26/18		<b>Meet Type</b> <input checked="" type="radio"/> Standard - Divisions - <input type="radio"/> By Event <input type="radio"/> By Team <input type="radio"/> By Entry <input type="radio"/> Flighted <input type="radio"/> Time Standards <input type="checkbox"/> Div by Time Std
<b>ID Format</b> <input checked="" type="radio"/> USAS - USA Swimming <input type="radio"/> SNZ - Swimming New Zealand <input type="radio"/> SSA - Swimming South Africa <input type="radio"/> AUS - Australian Swimming <input type="radio"/> BS - British Swimming <input type="radio"/> BCSSA - Canadian League <input type="radio"/> USMS - US Masters <input type="radio"/> Other * Host LSC : NJ	<b>Class</b> <input checked="" type="radio"/> Age Group <input type="radio"/> Senior / Open <input type="radio"/> High School <input type="radio"/> College <input type="radio"/> YMCA <input type="radio"/> Masters <input type="radio"/> Disabled	<b>Meet Style</b> <input checked="" type="radio"/> Standard <input checked="" type="radio"/> 2 Team Dual <input type="radio"/> 3+ Team Dbl Dual * Course <input type="radio"/> LC Meters <input type="radio"/> SC Meters <input checked="" type="radio"/> Yards
<b>Base Country</b> : USA Altitude in Feet : Default Touch Pads at both ends : <input type="checkbox"/>	<b>Timers Connected to this Computer</b> <input checked="" type="radio"/> One timer <input type="radio"/> Two timers Timer 1 Name : Pool 1 Timer 2 Name : Pool 2	<b>DQ Codes</b> Custom DQ Codes : <b>Time Adjustment Method</b> <input checked="" type="radio"/> FINA rules <input type="radio"/> USA Swimming rules prior to 1 May 2016
<input type="button"/> Age-Up Athletes <input type="button"/> OK <input type="button"/> Cancel <input type="button"/> Be-Convert Entries		

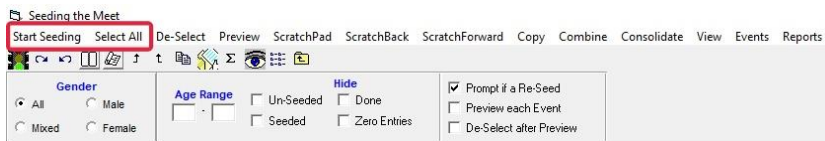
- Export meet events file and send to visiting team at least three days prior to meet and should be due back to host team the day before the meet. Make sure all unofficial swimmers are marked as unofficial/exhibition (EXH)



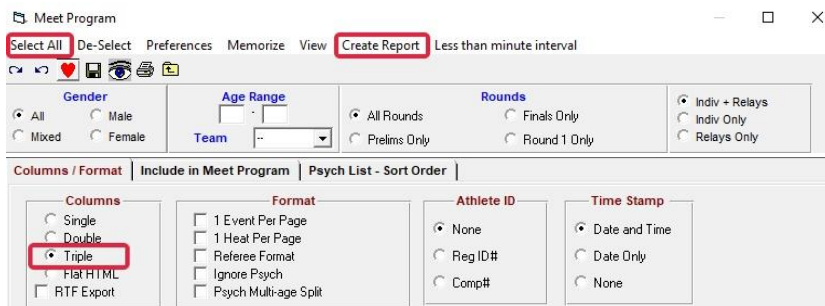
- **Import entries from both teams and assign lanes 1-3-5 to the home team and 2-4-6 to the visiting team (under Set-up/Seeding Preferences/Dual Meets).**



- **Next, seed the meet by going to Seeding screen and choose “Select All” & “Start Seeding”. Once seeded, heat and land assignments can be reviewed and adjusted in “Preview” screen, if necessary.**



- **Create Meet Program (Reports/Meet Program/Select All/Create Report), export to pdf and send to visiting team for review (create in triple column format). Entries should **NOT** be changed by either team due to seeing other team’s meet line-up.**



- **At end of meet, print copies of results in “Dual Meet Format” (Reports/Results/Select All/Create Report), and receive all required official & coaches signatures. Send electronic results to visiting team and send copies of official meet sheet in dual meet format to your league coordinators, per normal NJSDC process.**

