



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
- 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

* Meet Name: NISDC Summer Dual Meet - Wednesday
* Facility Name: Home Team
Address:
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

Meet Type
 Standard
- Divisions -
 By Event
 By Team
 By Entry
 Flighted
 Time Standards
 Div by Time Std

Meet Style
 Standard
 2 Team Dual
 3+ Team Dbl Dual

* Course
 LC Meters
 SC Meters
 Yards

DQ Codes
Custom DQ Codes

Time Adjustment Method
 FNA rules
 USA Swimming rules prior to 1 May 2016

ID Format
 USAS - USA Swimming
 SNZ - Swimming New Zealand
 SSA - Swimming South Africa
 AUS - Australian Swimming
 BS - British Swimming
 BCSSA - Canadian League
 USMS - US Masters
 Other

Class
 Age Group
 Senior / Open
 High School
 College
 YMCA
 Masters
 Disabled

Timers Connected to this Computer
 One timer Two timers
Timer 1 Name
Pool 1
Timer 2 Name
Pool 2

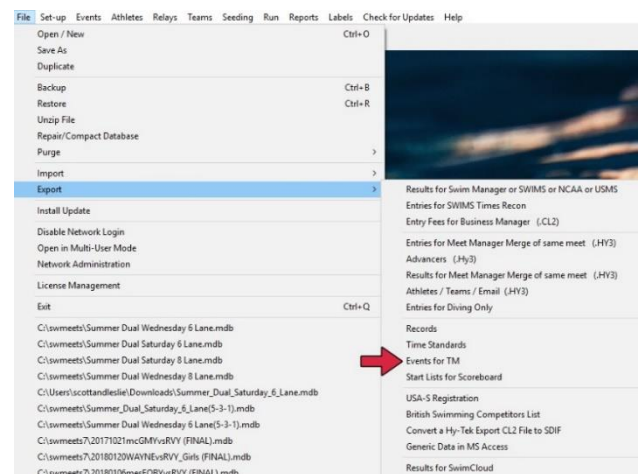
Base Country: USA
Altitude in Feet:
Default Touch Pads at both ends:

Host LGC: NJ

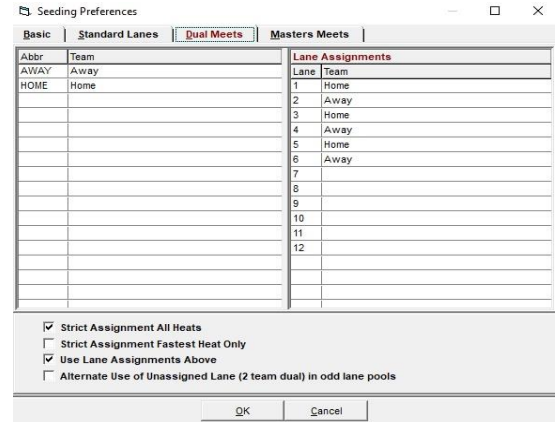
Buttons: Age-Up Athletes, OK, Cancel, Be-Convert Entries

- 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 (in 2nd heats and unofficial lanes) are marked as unofficial/exhibition (EXH).

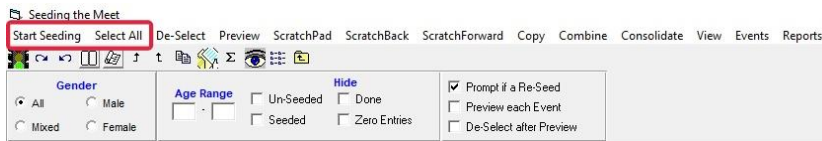
Visiting team can pre-seed their entries into the appropriate heats and lanes in their team management software prior to sending their entries (or allow meet to be seeded via seed times – in this case, host team should ensure all unofficial swimmers are seeded in unofficial lanes or 2nd heats).



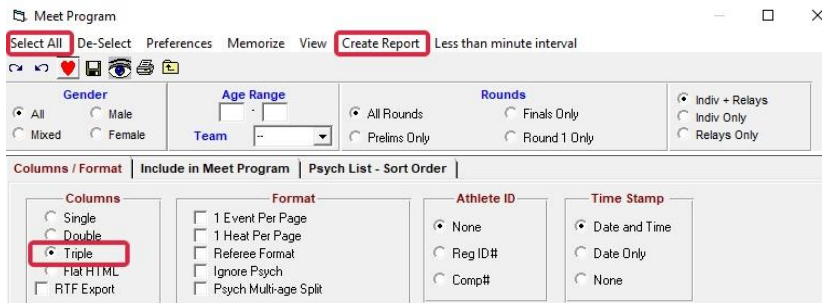
- **Import entries from both teams and assign lanes 1-3-5 to the home team and 2-4-6 to the visiting team (under Set-up/Seeding Preferences/Dual Meets). Make certain that scoring is set up for boys, girls and combined. (under Set Up/Entry – Scoring Preferences/ 2 or 3+ Double Dual/Select Teams. Check all - Female, Male & Combined, then choose Save.**



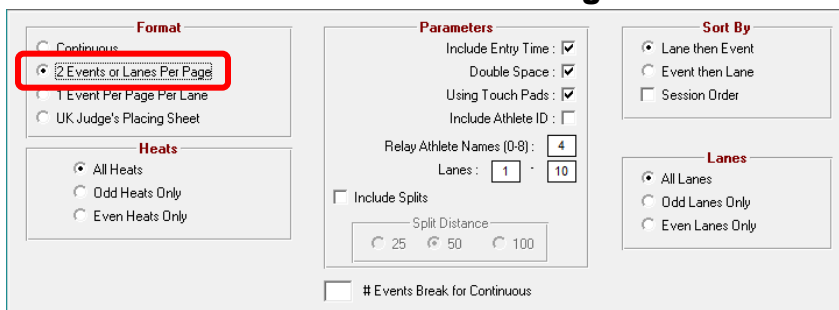
- **Next, if not manually pre-seeded, seed the meet by going to Seeding screen and choose “Select All” & “Start Seeding” (do not seed entire meet if one team pre-seeded their entries). Once seeded, heat and lane assignments can be reviewed and adjusted in “Preview” screen, if necessary.**



- **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 the start of warm-up for the meet, confirm there are no additional scratches/changes with both teams’ coaches. If any additional changes are made, be sure any swimmers changed to official or unofficial are marked accordingly. Once confirmed, print triple column program sheets for officials and announcer. Then print report for “Lane/Time Sheets” (choose one copy, two events per page) and distribute to timers for recording manual times.**



- **At the end of each even numbered race, runners collect timer sheets, judges place sheets and DQ sheets and deliver to scorers' table. Scorers will average times and give each event's results (with judge sheets and DQ sheets) to Meet Manager operator to input times & DQs. If judge place sheets match and require places that differ from recorded times, use "JD" judge's decision option in Meet Manager to change the places.**
- **Once all times, places and DQs for all heats are complete, click "Score" for that event, then close the results report (or print if required for ribbons or any other reason).**
- **At end of meet, print copies of results in "Double" column format (Reports/Results/Select All/Create Report), with "Results by Heat" checked, and combined score included in results (check box under tab for "include in results". Receive all required official & coaches signatures on results copies. Send electronic results to visiting team and send copies of printed meet results report with scores to your league coordinators, per normal NJSDC process.**

The screenshot shows the 'Results' window in Meet Manager. The 'Create Report' button is highlighted in red. Below it, the 'Columns / Format' tab is selected. In the 'Report Type' section, 'Double' is selected and highlighted with a red box. In the 'Format' section, 'Results by Heat' is checked and highlighted with a red box. Other options include 'Single', 'Triple', 'Dual Meet Format', and 'RTF Export' for report types; 'AP News', 'Flat HTML', and 'British Ranking' for export files; and 'None', 'Reg ID#', and 'Comp#' for athlete ID. The 'Time Stamp' section has 'Date/Time' selected. The 'Top How Many' field is set to 4 and 'Relay Names (0-5)' is set to 4.