

Meet Manager Set-Up for Dual Meets

Open Meet Manager 2.0

Go to **FILE**>Open/New>CKSC Dual Meet (SCY or SCM)

Click OPEN

Go to FILE>Save As>

Put in the name of the meet. Put HOME team vs AWAY team (i.e. HART vs DCC 07)

Click SAVE

SET-UP

1. Meet Set-Up

Check the following: Name, Location, Date, Age Up Date (6/1/08)

Course: SC Meter (all pools except GT)

Yards (GT)

2. Options

Change 'Number of Lanes for all Final Rounds to _____'

8 lanes (Sp, LCC, GT)

6 lanes (And, Arl, DCC, Hart, IHCC, Lans, WCC)

FILE>Import>Entries>Team-Entries####>highlight>Open>OK

HFILE001.HY3>Open>OK

Check the boxes for 'Match on event' and 'Include entries for NT'

Click OK>OK

Repeat with other team entries

TEAMS - verify that both teams are there

SET-UP

Seeding Preference>Dual Meets tab

Check 'Strict assignments all heats' and 'Use lane assignments above'

Drag 1st team to odd/even lanes

Drag 2nd team to odd/even lanes

Click on OK

SEEDING

Click 'All Events'

Click 'Select All'

Click 'Start Seeding' → Message 'Seeding completed! # of events seeded =60)

RUN

Click on Event 11 - 18 and make sure they only have one heat

Click on Event 19

Click on 'Adjust: F8'

Look for 1st empty lane not including Heat 1

Drag swimmers into empty lanes

After all heats are full - click 'Delete Empty Heats' at top and click 'OK'

Click 'Save' at top

REPEAT FOR EACH EVENT

When finished:

Click REPORTS>Meet Programs

Highlight 'All events' and make sure 'Columns' is marked as 'triple'

Click 'Create Report'

Review - if changes needed - go back to the Event # and repeat

To prepare for meet

LABELS for yellow cards

Labels>Entry cards>Select All (all events)

Following should be marked:

Laser labels: 3x10

Format: Heat/lane

Sort: Lane

Click on 'Create Label' - you will need 25-30 sheets/meet

MEET PROGRAM - see above