

John Hempenstall Memorial Gala (U10s)

Results Room

Reporting and printing results and scores

Printing:-

- Select the Epson SX420W Series (Copy 1) printer
- Set preferences to Draft – its legible and much faster
- Print 4 copies of all results –
 - 1 for pool wall
 - 1 for lobby wall
 - 1 for announcer
 - 1 for medals table

Entering results

All times are manually entered against each swimmer in Meet Manager. Select the RUN option from the main menu. You will now see 3 main windows on the screen:-

- Top left hand window is the Event listing. When you have entered a time against each swimmer the status moves from Seeded to DONE.
- Top right hand window is the Record for that event – when it was set and by whom. If a swimmer gets a faster time than the record then they have set a new record and the entry in this window goes Blue. Highlight the achievement to the Announcer
- Bottom pane is the heats for each event. If there are 4 heats there will be buttons 1 – 4 on the right hand side of the pane. Select these to move through the heats before selecting the next event from the top right hand window
- Enter times in a 1234 format – you don't need to select 12.34 – Meet Manager does that for you. 12345 would become 1.23.45 or 1 minute, 23 seconds and 45 hundreds of a second.
- **Swimmer doesn't compete:** You can't produce the results without a time for every swimmer. If someone doesn't swim you need to select their name in the bottom window and double click – you will be asked if you really want to 'scratch' the swimmer. Select yes.
- **DQ:** If a swimmer is Dq'd select the DQ box in the column to the right the entry time column. You can select the ASA DQ code from the listing in the next column.

Printing results:-

If there are no DQ's in an event then you simply select the LIST button – above the bottom pane. This will open up a .pdf file view – select the printer icon and the results will print off.

If there have been DQ's and you want to print the DQ reason you need to exit the RUN screen (using the small 'arrow up' icon on the top menu. Select Reports – Results – highlight the event – select the 'include in results' tab – select DQ codes and then the printer icon.

You will need to exit the reports screen and reopen the RUN screen to return to entering more times for the next event.

Scoring Events:

Either after each event or at the end of the Gala you will need to score the meet in order to see who has won the Boys and Girls overall trophies.

Once the event status is set to DONE (i.e. everyone has a score) you select the SCORE button above the bottom pane. This will take you out to a print screen and allocate points to the top 6 swimmers. Exit that screen to return to the RUN screen. The event status will now show as scored.

Once all event are Scored exit the RUN screen and open Reports – Scores. Use the 'Select all' option from the top menu to highlight all events and then select the printer icon. Meet Manager then adds up all the scores and produces a report that is given to the medals table to be used to present the overall winners trophy.

At the end of the meet:

- Exit out of Meet Manager and shut down the laptop.
- Disconnect the printer and pack away all cables, mouse, printer and laptop etc in the box.
- The scores will be exported into Team Manager to be available on line asap.

THANK YOU FOR HELPING OUT WITH PRODUCING RESULTS AT THE GALA – IT IS MUCH APPRECIATED