WELCOME TO IT TRAINING

2014 Season

Outline

- Software Requirements

- Setting Up Your Team Manager Database

- Preparing for Meets

- Running the Meet

- After the Meet

- All Star Procedures

- End of Season

Software Requirements

- Team Unify or Hy-Tek Team Manager
  - Manage Roster
  - Prepare and Export Meet Entries
  - Import Meet Results

Software Requirements

- Hy-Tek Meet Manager 5.0
  - Load MM Starter
  - Import Meet Entries
  - Seed Meets
  - Run Meets
    - Record Officials
    - Update Meet Mobile?
  - Export Meet Results
 - Backup Meet Manager Database for League

Meet Mobile

- Requires Meet Manager 4.0 or 5.0 (all teams should have)

- Requires internet access (WiFi or mobile hotspot)

- Distribute meet results in real time via a mobile application (Apple or Android)

- Name of the Meet Is Important:

  - Use the meet name in the starter file

  - Start with "FSSL"

- Tell coaches, parents & swimmers where they can download the app

Documenting Officials

- Officials Are Credited For Their FSSL Experience
  - We have to know who they are
  - The Referee Should Use a Sign-In Sheet (First, Last, E-Mail)
    - Download one from the web site
  - Enter Them Into Meet Manager Database
  - It is possible to attribute each DQ in MM5 to a specific official, but since we don't have DQ slips, we won't do that!
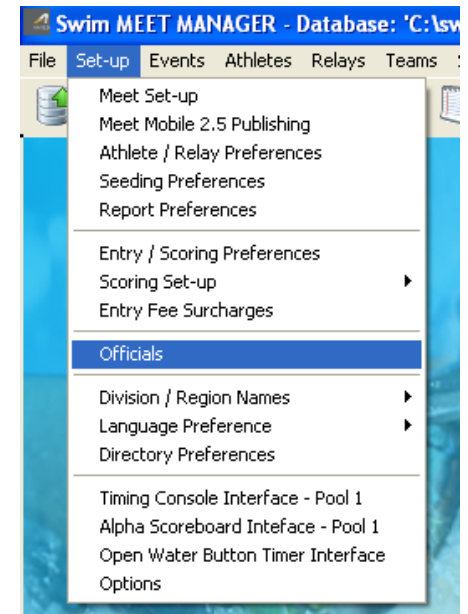
Setting Up Your Team Manager Database or Team Unify

- Register Athletes
  - Make sure Names are correct!
  - Make sure the Birth dates are correct!
- System Set Up
  - Age Up your Swimmers: June 1, 2014
  - Import/Enter 2014 All Star Time Standards
  - Import/Enter League Records (optional)
  - Establish Team Records (optional)

Team Manager/Team Unify vs Meet Manager

- Manage Your Roster
- Make Meet Entries
- Import Meet Results

- Import Meet Entries
- Run The Meet
- Score Meet
- Produce Ribbon Labels
- Return Back up to the League
- Export Meet Results

Information Flow

Athlete Information

Meet Information

Meet Entries

Meet Scores

Ribbon Labels

League Backup

Meet Results

The Swimfssl.Org Website

- Publically Available

- Updated Meet Results and Standings Each Week
  - As soon as I can process them
  - Top Individual Times
  - Top Relays
  - All Star Qualifiers
  - League Record Breakers

- Historical Results and Standings from Previous Seasons

The FSSL Web Site (IT Files)

- NO LOGIN REQUIRED

- Events Files Posted Before the Season

  - Events & Entry Limits Enforced

  - Qualifying Times Enforced for All Star Meet

- Meet Manager Starters Posted Each Week

  - All Star Qualifying Times Current

  - League Records Updated Each Week

  - Scoring Turned Off For Out of Division Meets

  - # of Lanes ?

Preparing for Meets: Part 1

- Set Up the Meet

- Import events file from web site

- Enter swimmers into events

  - Use sign up sheets or have coaches make entries

  - Check your entries (5 events, 4 individual per swimmer (should be enforced by events file)

FSSL

Preparing for Meets: Part 2

- E-Mail to host team IT contact
  - Exchange should happen by 8PM on Thursday before the meet
    - 8PM on Tuesday before a Thursday meet
  - If you are going to be late, contact the other teams IT Rep ASAP
  - Host teams should send entries as well

Preparing for Meets: Host Team

- Download latest Meet Manager Starter from web site
  - Latest starter has the latest league records
  - Pick the right meet
- Restore and use Set-up dialog
- Import entries from all teams
- Seed the Meet
- Send a backup of the seeded meet

Preparing for Meets: Host Team Part 2

- Prepare a Program
  - Cover Sheets
  - 2 columns or 3
- Print Timer Sheets
  - To cut or not to cut, your choice

Running the Meet

- Morning Checklist
  - Computer with software & MM Database
  - Printed copy of FSSL Rules
  - Clipboards & Pencils for timer sheets,
  - Printer & Paper (ink, toner, etc.), Scotch Tape
  - Labels for Ribbons
  - Extension Cords, Duct Tape and Outlet Strips
  - Thumb drive for MM backups
  - Internet access (if you are using Meet Mobile)

Running the Meet

- Morning Schedule
  - Arrive in plenty of time
  - Find one another and make yourself known
  - Host IT – "Take control" of the preliminaries
    - Find the Referee
      - Know who the referee is and make sure they know who you are
      - Refer disputes to the referee
      - Defer to the referee's decision
      - Document Your Officials in Meet Manager using the sign-in sheet
    - Meet with the Head Timer
      - Remind them to have the scribes write legibly and "don't circle"
    - Arrange "scratch" meeting
    - Recruit helpers (sheet runners, circlers and Verifiers)
    - Divide and conquer

Running the Meet

- During the Meet
  - Have enough space
  - Set up a "system" and stay organized
  - Make sure you control your "area"!
  - Make decisions and only defer to the referee
  - Don't forget ribbons (~10-20 events)
  - Don't let anyone miss their kids swims especially you!!

Timing Adjudication (Circling)

- Watch times are recorded to 2 decimal places (drop any other digits)
- If two of the three valid watch times agree, that time shall be the time
- If three valid watch times disagree, the time of the intermediate (i.e. middle) watch shall be the time
- If only two valid watch times are available, the time shall be the average of the two watch times (show your work!)

After the Meet

- Exchange MM backups with other teams

- Save your timer sheets and Officials programs, etc.

- Email your MM backup to the league IT by 8PM Sunday night! (it@swimfssl.org)

- Export/Import results for Team Manager

- Update your team records

All Star Procedures

- Get Events file from league web site
  - Events file will enforce entry time standards
  - Make entries and exchange on Tuesday before the meet (7/29/2014) to the league IT (it@swimfssl.org)
  - Try to help out the All Star Host IT, it's also a chance to meet other IT reps.
  - Get your backups and export/import results to your Team Manager database

End of Season

- Run "end of year" reports
  - Individual Times Reports
- Make a safe backup of your data
  - CD ROMS, Thumb Drives