

WVSC Meet Manager Cheat Sheet

Get the Template:

1. Go to <http://barracudasswimteam.org/id4.html> and download Template File
2. save to your computer (recommend c:/swmeets)

Open MM

Navigating:

1. Menus
2. Up Arrow
3. Careful- all changes are automatic. No need to save.

Customize MM for your competition site:

1. File/ open/select file/ click open
2. Go to Set-up Menu/Meet Set-up
3. Fill in your team's info and click OK

Set up a new meet:

1. Open Template, the select File/Save As/Name new file/Click Open
2. Go to Set-up Menu/Meet Set-up
3. Fill in new meet info and click OK

Edit Events:

Events are set for you already, but starting at Meet #3 Events change slightly from meet to meet (see *WVSC Rules & Regs*, page 5).

1. Select Events Menu
2. Double click on the event you want to change, modify, and click OK.

Send Meet File to Opponent:

1. Go to File/Export/Events for TM
2. Double check preferences and click OK
3. Important- in Export Events to TM, make sure to select "...LCM and SCM entry times can be converted to yards" (second option). Click Yes.
4. Check directory to save file so you know where to find it (usually c:/swmeets)
5. Open email, compose, and find and attach this Meet Events file.
6. Also, import this file into your TM so you can do your entries.

Team Manager

1. Import Meet Events File
2. Create entries
3. Export
4. Email

Import Entries:

1. Save emailed Meet Entries file (from opponent)
2. In MM, Make sure correct meet is open

3. File/Import/ Entries.
4. Find file (from opponent) and click Open.
5. Repeat these steps for your entries

Seeding (step 1):

1. Set-up/Seeding Preferences/ select dual meet tab
2. Find teams on left and lanes on right.
3. Double click on team to assign lane (one team should be put in odds, the other team in evens)
4. Check bottom 2 boxes and click OK.

Seeding (step 2):

1. Go to Seeding Menu
2. Click select all/start seeding

Meet Program/Heat Sheets:

1. Go to Reports Menu/Meet Program
2. Select all
3. Select your preferences
4. Click Create Report
5. Need PDF? Export button on upper left

Export Results:

1. Go to File/Export/Results for Team Manager
2. Select Team then click OK.
3. Follow prompts to save file.
4. Open email, compose, Find Meet Results file, and attach.