IRVINE SWIM LEAGUE

BEFORE THE MEET

PRE MEET - VISITING TEAM

- Thursday Noon – Entries done in Swim Office
- Thursday 7pm, Visiting team sends **SD3 Export file to Home Team (see pages 7-9 Stats Manual)**
- Friday Noon – Home team seeds the meet and sends Meet Backup File to Visiting team
- Visiting Team receives/imports file
  - Run Entry Reports (Page 12 Stats Manual)
  - Run Swimmer Card Labels (Page 12 Stats Manual)

PRE MEET - HOME TEAM

- Same as above except **HOME TEAM SYNCS ENTRIES to touchpad (Pages 5-6 Stats Training Guide)**
- Home team seeds meet and sends Meet Backup to Visiting Team by Noon Friday (Page 10 – lane assignments)
- **Be sure SCORING is set up (dual meets score through 6th place, Tri Meets score through 9th place)**
- Home team runs combined report for Announcer (1), Head Table Data Entry (1), Announcer (1), Meet Official (1), Ready Bench (1) – Page 12-13 Stats Manual **(might wait to run these on deck morning of meet after changes have been entered – see below).** Will need printer on deck if so.

VISITING TEAM REMINDERS:

- Have a copy of TEAM ROSTER, including ID numbers at meet
- Changes to entries (additions or deletions) need to be done on Home Team Computer morning of the meet

HOME TEAM REMINDERS:

- Have a copy of TEAM ROSTER, including ID numbers at meet
- Provide Computer for data entry
- Meet must be set up to score (Page 17 – Stats Training)
- Enter Changes to Entries before Visiting team takes computer 1st half

IRVINE SWIM LEAGUE

DURING THE MEET – Morning Of, Sorting, Results & Finishing the Meet

MEET DAY - MORNING:

HEAD TABLE VOLUNTEERS NEEDED: 1-2 Sorters (Home Team), Data Entry (both teams, visiting team 1st half, home team 2nd half), and 1 Sorter for each team both halves to sort cards between 2 teams and write down DQ's and Heat winners

- Home team makes corrections to swimmer entries, relays, adds/drops, heat/lane changes in HOME TEAM computer
- Visiting team does same as above IN HOME TEAM COMPUTER
- Adjustment to Swimmer Cards need to be made
- Home Team Runs Entry Reports as follows (NEED PRINTER ON DECK):
  Announcer (1) Meet Official (1) Head Table – Sorters (1)
  Data Entry Person (1) Ready Bench (1-2)

HOME TEAM – SORTER(S) - STEP 1 - DQ'S

- Runner drops cards (by heat) at head table
- Check against *Meet Entries Report* that all cards are present and/or
- Ensure number of swimmers indicated on Judge's Slip matches number of cards received (per heat)
- Transfer DQ info from *Judge's Slip* to Cards (keep Heats separate)
  - Use HDQ designation hard DQ, SDQ for soft DQ designation
    - Hard DQ is entered into results – NO RIBBON Awarded
    - Soft DQ is **NOT** entered into Results on computer
    - Soft DQ: Age 5-6 – First 4 meets
    - Soft DQ: Age 7-8 – First 2 meets
  - **WRITE DQ CODE DIRECTLY ON SWIMMER CARD**

STEP 2 - AUDIT CARDS / HW

- Check that median of the 3 recorded times is the one circled
- Identify *Heat Winners*
  - Mark on card "HW" for Heat Winner
  - Check Judges Slip to be sure finish order is accurate (finish order is determined by time unless judges slip indicates otherwise)
  - If Judges Slip indicates different finish than time order, keep Judges Slip with that specific heat (wrap around cards and clip)
- Heats are stacked into one pile for entire event and handed to Data Entry person

DURING THE MEET

STEP 3 – DATA ENTRY

DATA ENTRY 1ST HALF – VISITING TEAM
DATA ENTRY 2ND HALF – HOME TEAM

- Enter Results Tab - Select Event
- Enter times (just numbers) based on median time on card
- DQ's – Enter HARD DQ's
- **Judges Placement - Judge's decision prevails over times entered on swimmer cards (also used for a tie between 2 or more swimmers)**
    - To change results based on judges slip click FINISH ORDER in the Enter Results tab and put in the correct order

AFTER DATA ENTRY

- Cards are split between Home and Away team (by home team sorter)
- Each team CAN write out HW ribbons and/or DQ log

STEP 5 - FINISHING THE MEET

- HOME TEAM - SCORE THE MEET -Page 17 – Stats Manual – REQUIRED
- Home Team provides Meet Backup to Visiting team by Email at agreed upon time AFTER the meet, using FILE> Export Backup

QUESTIONS/HELP? SUPPORT@TEAMUNIFY.COM

IRVINE SWIM LEAGUE

AFTER THE MEET

HOME TEAM

- Home team reviews and makes corrections in team computer (IN TP)
- Home team can run labels, reports from team computer anytime
- **DO NOT RELEASE RESULTS UNTIL SURE NO ADDITIONAL CHANGES NEED TO BE MADE**
- HOME TEAM TO ***RELEASE/SYNC RESULTS***
  - In Touchpad> File>*Sync* Now to SwimOffice (this gets results from TP to SwimOffice site
  - SUPERUSER (Home Team) must MANUALLY release results from SwimOffice site
    - Log into Swim Office Site
    - Click on the Meet Name in Current/Upcoming Meets
    - Click **Release Touchpad Official Times** (SuperUser Only)
    - Type in YES and Release Results Now

MAKING CORRECTIONS AFTER THE MEET

- Home team - in Touchpad
  - Edit results/times in Enter Results tab
  - Re-sync to SwimOffice
- Visiting Team – if changes are made in TP to run results reports/labels, you will ALSO need to edit again in SwimOffice once results are released/synced
- In SwimOffice (either team can edit after the fact in SwimOffice)
  - Go to My Account > My Meet Results > Results By Meets
  - Click the desired meet
  - Search for a specific swimmer
  - Click the **Edit** link to the right of the time you want to change
- Make the desired changes and click **Submit**

Reporting – After the Meet

MEET RESULTS & HELPFUL REPORTS

Parents can view the meet meets results by doing the following:

- Login to SwimOffice site
- Go to My Account > My Meet Results
- Select the Member (swimmer) they want to view results for
- Select the time standard if they want to compare
- Set the other filters according to what they want to view
- Click the 'Search' Button

TOP TIMES REPORT AGAINST CHAMPS STANDARD TO SEE/TRACK WHO HAS QUALIFIED FOR CHAMPS

- ADMIN OR COACHES ONLY will be able to run this report
- Sign In
- Click on **My Meet Results** under the My Account menu
- From here click on the **Time Reports** tab
- This will take you to the Time Reports Menu select "**Top Times By Athletes**" Report
- Set your desired filters and parameters, in particular
    - Age Up
    - Standard
- You will also be able to select these display options:
    - Show ID #
    - Show Birthdate
    - Relay Lead-off leg on/off
- Once the correct parameters are selected click the **Report Now!** Button.

Once generated you can either Snapshot and overwrite a tab or Save the file as HTML

HELP/QUESTIONS?

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