MEET MANAGER 6.0

for Track and Field



- User Guide -

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Introduction

Welcome to **MEET MANAGER** ***for Track & Field***, the finest in meet management software designed to help you run the most successful Track & Field meet possible. This **Online Help** section provides simple to follow instructions on "**How to**" accomplish specific tasks that you will be performing during the meet process. The #1 goal of the design team was to make MM easy to use and **VERY INTUITIVE**!

New Features in MEET MANAGER 6.0

Click Here for a summary list of **NEW** and exciting features in **MEET MANAGER 6.0**

Installing MEET MANAGER

Click Here for specific information about how to install **MEET MANAGER**.

What To Do First

After you have installed MM, click Here to review an Overview of MEET MANAGER and How to Get Started.

Hardware Required to Run MM

MM is designed to run on any PC compatible computer with a minimum speed of 300 MHz and at least 64 MB of RAM. HY-TEK recommends using a **1 GHz PC or faster** with **128 MB of RAM** or more. If connecting to a timer that uses a serial port, a computer with a serial COM port is recommended. If the computer does not have a serial COM port, you will need a USB to serial adaptor.

Software Required to Run MM

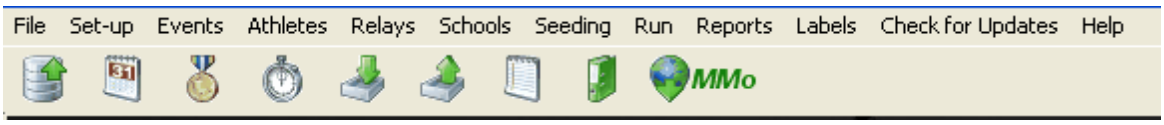
MEET MANAGER runs on any of the following Operating Systems - Windows 98, Windows NT, Windows 2000, Windows ME, Windows XP, and Windows Vista.

How To Get Help

There are a number of ways you can get answers to your questions and/or problems.

MM Product Help

The fastest and easiest way to get answers to your questions is to use the MM Help included with your product. The Help section provides simple to follow instructions on "How to" accomplish specific tasks that you will be performing as you use MEET MANAGER to set up your meet, declare the entries, seed your meet and then actually run your meet. Click on **Help** from the MM Main Menu Bar as shown below.



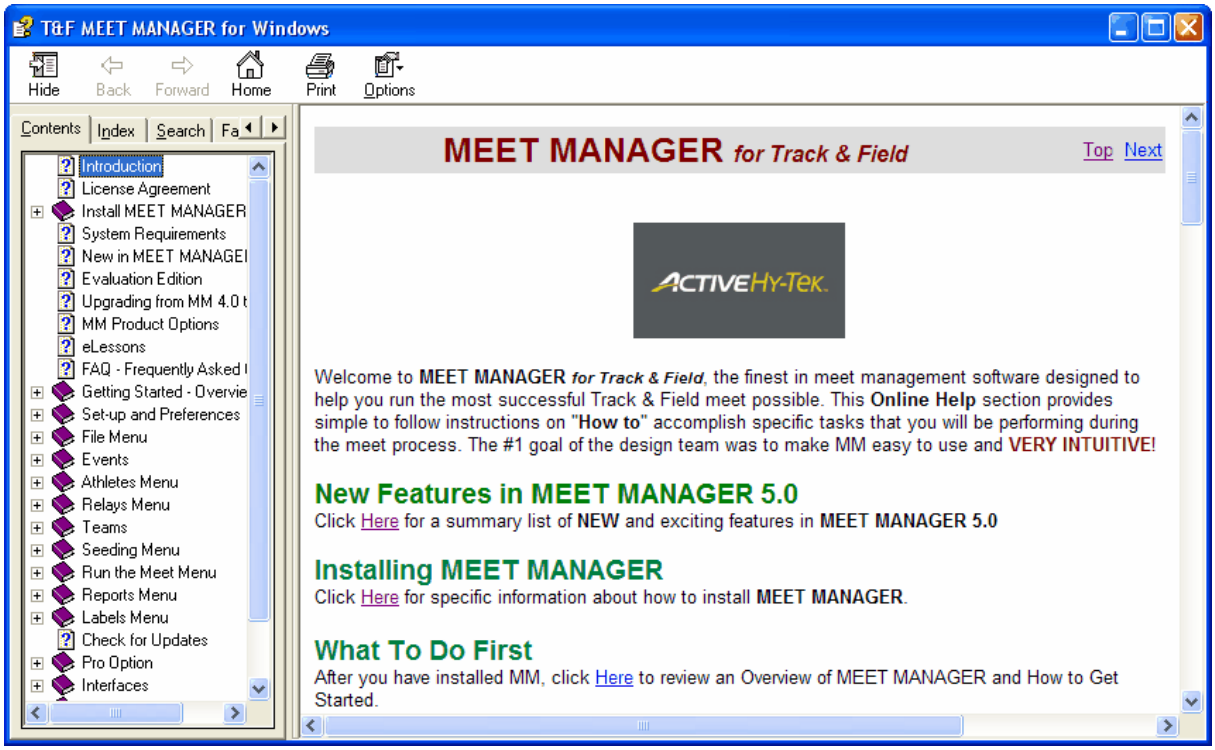
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When you click on **Help**, there will be a number of choices. Click on **Contents** to display the Help Introduction screen.



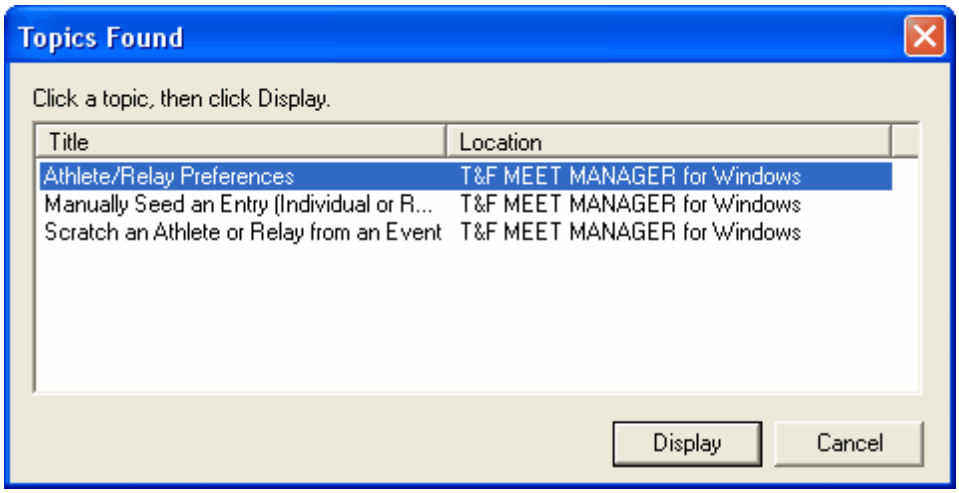
You can "**minimize**" this screen so that it will always be available on the your Windows Task bar and you can "**resize**" and "**position**" it on your desktop as you wish.

Now click on **Index** and enter a **key word** or **part of a key word** as shown below.



For example, suppose you wish to find out detail information about entering an athlete into your Database. Just enter "**Athlete**" as the key word and the MM Help will display all the topics about "Athletes". Click on the appropriate topic and the MM Help will display that particular help screen that discusses that topic.

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User Guide in Acrobat pdf Format

If you prefer to review the User Guide using Acrobat Reader instead of using the MM Help facility, you can do that either by going online at http://hytek.active.com/downloads.html and downloading and unzipping TFMeetManager6-UserGuide.zip or by using Acrobat Reader on your PC and accessing the Track and Field MEET MANAGER pdf file that was loaded in your installation directory when you installed **MEET MANAGER**. If you do not have a copy of Acrobat Reader, click Here to go to the Acrobat Reader web site to download a FREE copy.

Start up your Acrobat reader and click on File then Open and specify c:\hy-sport\TFMM6\TFMEETMANAGER6.pdf. You can find topics either by using the **Table of Contents** at the beginning of the User guide by using the **Bookmark** topics on the left panel of the screen or by clicking on the **Find** combo box down arrow on the Acrobat Reader tool bar.

Tech Support

Please click Here for information on how to contact Tech Support.

Sales Office

Please click Here for information on how to contact the Sales Office.

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    b. If the name of your Product is Team Manager Lite, then the Desktop Software is provided to you free and is to be used only as a demo or for entering your one club's roster, setting up a meet and declaring your entries, and then exporting those entries electronically to your Meet Host on diskette or directly to the web.Please refer to Team Manager Help to find out more about Team Manager Lite.
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2. Championship Meet License: This license only allows the Desktop Software to be used to run one specific championship meet each year. A typical use of this license option would be to run the state championship meet that is rotated among different high schools each

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year. If the Desktop Software is licensed to a league's championship meet, that Desktop Software may not be used to run the dual meets or divisionals for that league. Having a Championship Meet license requires you to submit via email the date that the meet will be held to HyTekSales@active.com each year. When this information is received, a web download will be emailed to you for that year. If a CD is needed, a product replacement should be purchased through our online store. When a license is being upgraded, a CD will be sent at no charge for that order.

3. Site License: This license is for a facility to use the Desktop Software for all meets that are run at the one facility (e.g., Age Group, Masters, High School, College, etc.). However, the Site License is not to be distributed to entering teams to facilitate their data entry. The Site License option requires an annual subscription fee.
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this requires five licenses unless one of the districts is also running the championship meet in which case four licenses would be required.

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structure, psych sheets, heat and lane assignments, event and swimmer results and team scoring.

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    b. Any notices required to be given under this Agreement shall be in writing sent to the address set forth below for Client or, in the case of Active, to the address set forth above to the attention of Chief Legal Officer. Notices will be deemed received the next day if sent via overnight mail or courier with confirmation of receipt, or three (3) days after deposited in the mail sent certified or registered.
    c. This Agreement shall be governed by the laws of the State of Delaware, without giving effect to the conflict of laws provisions thereof. Neither the United Nations Convention of Contracts for the International Sale of Goods nor the **Uniform Computer Information Transactions Act** shall apply to this Agreement. The parties irrevocably agree that any legal action or proceeding relating to this Agreement shall be instituted only in any state or federal court in Delaware.
    d. This Agreement contains the entire understanding of the parties regarding the subject matter hereof and can only be modified or amended by a subsequent written agreement executed by both parties.
    e. Sections 1, 4, 5, 6 and 7 of this Agreement and any fees owed by you shall survive any termination or expiration of this Agreement.
    f. If any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction for any reason whatsoever, (i) the validity, legality, and enforceability of the remaining provisions of this Agreement (including without limitation, all portions of any provisions containing any such unenforceable provision that are not themselves unenforceable) shall not in any way be affected or impaired thereby, and (ii) to the fullest extent possible, the unenforceable provision shall be deemed modified and replaced by a provision that approximates the intent and economic effect of the unenforceable provision and the Agreement shall be deemed amended accordingly.
    g. No waiver of any provision of this Agreement or any attachment shall be effective unless it is in writing and signed by the party against which it is sought to be enforced.
    h. Neither party will be deemed to be in default hereunder, or will be liable to the other, for delay or failure to perform any of its obligations under this Agreement to the extent that such delay or failure results from any event or circumstance beyond that party's

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Install MEET MANAGER

There are two ways to install **MEET MANAGER**.

- You can install using a HY-TEK CD that you receive in the mail.
- You can install electronically from the ACTIVE Network web site using HY-TEK's web delivery system.

Select the appropriate topic below for complete information about installing MEET MANAGER.

Installing MEET MANAGER from a CD
Installing MEET MANAGER using Web Delivery
How to Re-Install MEET MANAGER
How to Setup a Desktop Icon or Shortcut
How to Uninstall MEET MANAGER
Installing Users Under Administrator in XP SP2

Installing MEET MANAGER from a CD

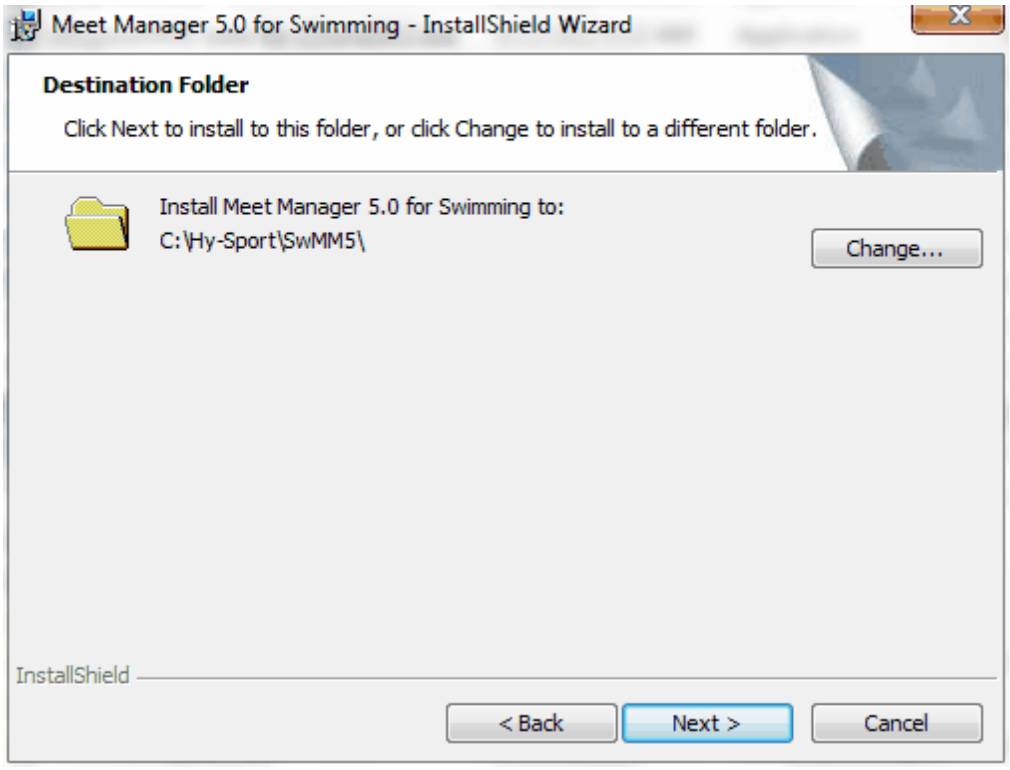
Installing MEET MANAGER using the HY-TEK CD

You install **MEET MANAGER** just as you would any Windows product using Windows Installer. From your Windows desktop, click on **Start** and then **Run** and key in the CD drive letter followed by **:Setup**. For example if your CD is Disk Drive D, enter **D:Setup**.

Note: If you have the Windows AutoRun turned on, Windows will automatically read the CD and begin the installation process and you will not have to type in D:Setup.

The HY-TEK MEET MANAGER Installation software will guide you through the installation process. When asked for a directory/folder name to use, HY-TEK recommends that you use the default installation folder/directory name of "**Hy-Sport\TFMM6**".

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After the Installation process is complete, you may be asked to restart Windows in order to register some Windows System files. DO NOT remove the CD. Now click **OK** to restart Windows.

Read the License File From the CD

After Windows has completed its restart, re-insert the CD (if you have removed it) and cancel at the first opportunity if it starts to install again. Click on the **MEET MANAGER** icon on your Windows desktop. The first thing that **MEET MANAGER** will do the very first time it is started is to read the License file from the CD. Once this is completed, the Main Menu will be displayed. Open an initial database by clicking **File / Open / New**, type in a database name and click **Open**. You may remove the CD and you will not need it again unless you need to re-install for some reason.

Installing MEET MANAGER using Web Delivery

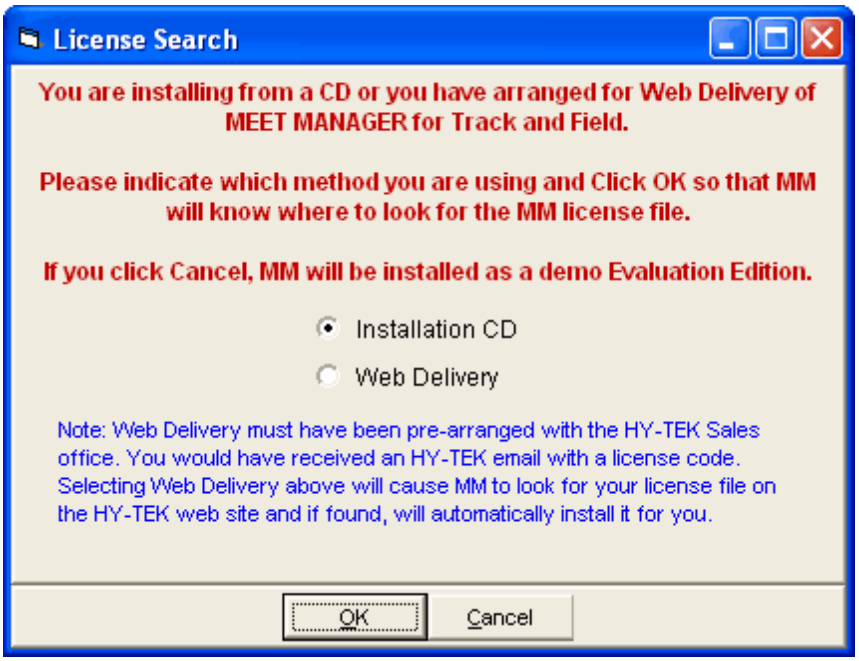
When ordering **HY-TEK's MEET MANAGER**, you can elect to have **Web Delivery** of the software. What this means is that you will download the setup.exe for installing MEET MANAGER from the **ACTIVE Network web site**. This is the same setup.exe that you would receive on a HY-TEK CD. You will receive an Email that details the steps to accomplish the installation.

If your license name was Tiger Track Team for example, you would receive an Email delineating the steps for the Web Delivery.

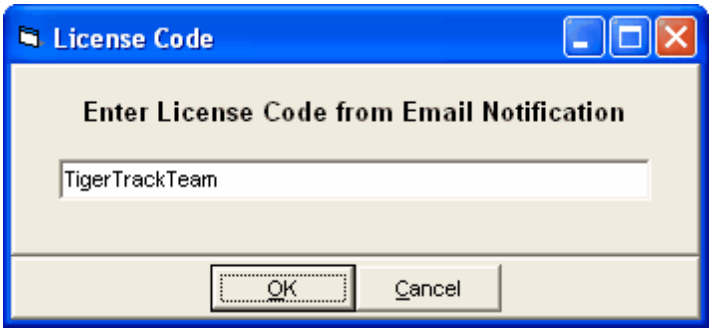
The Email would have a **link** that said click **Here** to download the required setup.exe. Then you would do the following:

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1. Upon clicking the link, you **Save** the exe to your DeskTop or other location where you can find it. **Note:** Should you have trouble downloading the setup.exe, you can type the following into your browser: http://hytek.active.com/WebDelivery/TFMM6/setup.exe.
2. After the setup.exe is downloaded, you **Open** the downloaded exe or double click the exe to start installation.
3. After the program is installed, you start MEET MANAGER and the program will bring up a window asking whether you are installing by CD or Web Delivery.



4. Select Web Delivery and another window will appear asking for a code.



5. In this example, the Email would tell you to enter this code: **TigerTrackTeam**, and click OK.

The HY-TEK web site would be searched for your license and if found will download and install it. At this point you would be ready to use MEET MANAGER.

Note: Should you have trouble connecting to the HY-TEK web site, you may need to turn off your firewall.

After installation is complete, you can click **Help / About** at the top of the Main Menu to verify your license and options.

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How to Re-Install MEET MANAGER

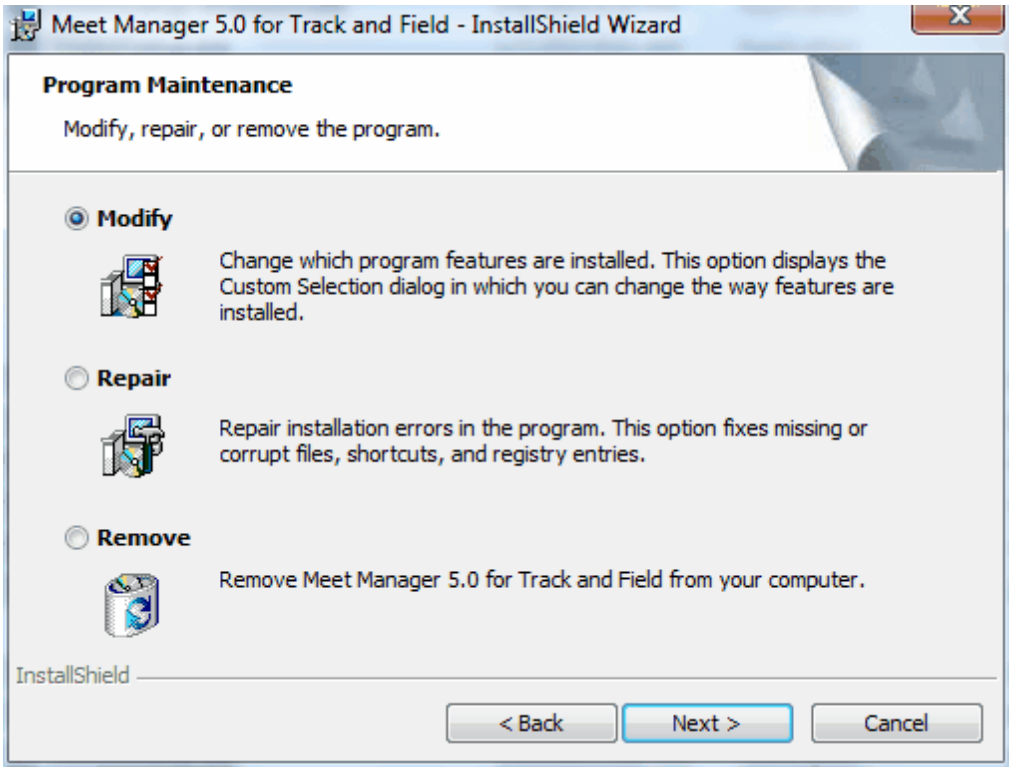
How to Re-Install MEET MANAGER

VERY IMPORTANT: If you receive a **new MM CD** or wish to re-install **MEET MANAGER** from your original CD, you first need to **Un-Install** or **Remove** your MM 6.0 software. Click here for how to uninstall from Windows Control Panel. Or you can continue as described below and choose **Remove** from the Program Maintenance screen.

After Windows has completed removing MM 6.0, place your MM 6.0 CD in your CD drive. From your Windows desktop, click on **Start** and then **Run** and key in the CD drive letter and then "setup". For example if your CD is Disk Drive D, enter **D:Setup**. Windows Installer will check to see if MEET MANAGER is already installed on your computer. If it is, the following screen will be will be displayed.

Choose the **Remove** option to first remove MM 6.0 from your computer. After Windows has completed removing MM 6.0, restart the installation process by going to your Windows desktop, click on **Start** and then **Run** and key in the CD drive letter and then "setup". For example if your CD is Disk Drive D, enter **D:Setup**.

NOTE: If you receive a 2nd CD with new options included that you ordered, those new options will NOT be installed unless you first go through the Remove MM 6.0 process described above. Or you can go to License Management and click Update License.



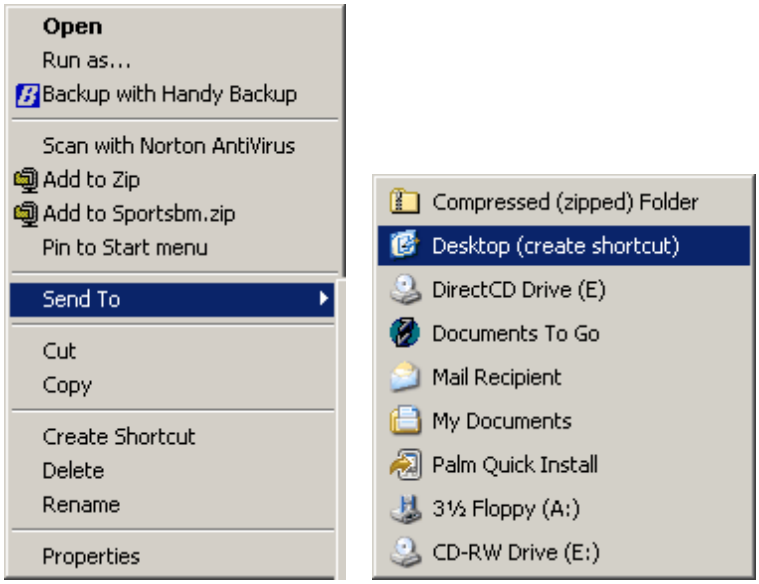
HY-TEK recommends you accept the defaults on this screen as well as the next Custom Setup screen to re-install MM from your CD.

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How to Setup a Desktop Icon or Shortcut

How to Setup a Desktop Icon or Shortcut

When you install MEET MANAGER, the installation process automatically sets up an MM 6.0 icon on your desktop as a shortcut. But if the installation process fails to set up an icon due to various Windows settings, you may want to set up a desktop icon shortcut yourself. To set up an MM 6.0 icon on your desktop, start **Windows Explorer**, pick the installation directory (the default is c:\Hy-Sport\TFMM6), find the **TrackMM6.exe** file and right mouse click on it and choose **Send To** and **Desktop (Create Shortcut)** as shown below. Then you can right mouse click on the desktop icon just created and choose **Rename** to name the shortcut anything you wish.



How to Uninstall MEET MANAGER

How to Uninstall MEET MANAGER

To **Uninstall** MEET MANAGER, please use the standard Windows **Add or Remove Programs** feature included with your Microsoft Windows product. For most Windows releases prior to Windows Vista, click on **Start**, **Control Panel**, and then click on **Add or Remove Programs**. Select MEET MANAGER 6.0 from the list and click **Remove**.
To uninstall from Windows 7, click on **Start**, **Control Panel**, select Meet Manager 6.0 for Track and Field, and then click **Uninstall**.

How to Give Permissions to Users

If you are the Administrator installing Users in XP SP3, you must give users permissions to use certain folders on the hard drive, otherwise the users will log-in and get permission denied errors when trying to run MM. Log-in as Administrator and using Windows Explorer or My Computer, right click on each folder listed below, click Security and give full control of the folder to any user on the users list.

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MM requires access to the following folders:

- Hy-Sport\TFMM6 (this is where MM is normally installed)
- tfmeets6 (and any other folder used for the database)
- realtime (used by real time results)

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System Requirements

Computer Hardware:

Minimum: Any modern day computer.

Recommended: Any modern day computer.

Any Macintosh computer that will run Microsoft's Windows NT, Windows 2000, Windows XP, Windows Vista, Windows 7, or Windows 8 using **Hardware** or **Software Emulation**. Click on Running HY-TEK on Your Mac for detail information.

Note: If you are running the **Pro Option** with the Network feature, then you will need a Network card in each computer as well as appropriate Fast Ethernet cabling among the computers being used. Or, you can setup a wireless router with the appropriate wireless card in each computer being used. HY-TEK recommends using the fastest computer for the computer that contains the MM Database.

Software: Microsoft's Windows XP, Vista, Windows 7, or Windows 8.

Printer: Any Windows supported printer. Dot-matrix printers are not recommended for reports.

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New in MEET MANAGER 6.0

This New Features List is based on **MEET MANAGER 6.0Ca** which is the first release version of the 6.0 release series.

Database Conversion

- If MM 6.0 attempts to open an MM 2.0 database, the database will be automatically converted to the MM 6.0 structure. MM 6.0 databases are interchangeable with MM 5.0, MM 4.0 and MM 3.0 databases, but when opening with MM 3.0 or MM 4.0, the features that come with MM 6.0 will of course not be available (you may also need to repair the database first).
- MM 2.0 versions will not be able to open an MM 6.0 database. The work around for MM 2.0 users is to install the Free MM 6.0 Demo and use the Demo to view the data, create reports, and create needed export files. The ACTIVE Network Demo for MM 6.0 can be downloaded from the HY-TEK web site at: http://hytek.active.com/downloads.html

New Features

Run Menu

- In Run > Preferences > Web Real-Time, you can now select to include Competitor Numbers in Web Real Time Results.
- In Run > Adjust > Eligible Athletes, you can see which athletes are alternates in the new Alt column, to help you determine which athletes are not eligible to progress into the next round.

Setup Menu

- In Set-up > Options, you can now batch convert field event results between Metric and English units.
- Youth USATF age divisions in Set-up > Division/Region Names > Divisions have been updated to conform with the most recent USATF age divisions.

Import / Export

- When importing entries from a semi-colon delimited file, you can now mark an athlete as an alternate entry to an event.
- Team scores are now included when exporting results to semi-colon delimited results files.
- Previously, after importing a roster file, head coaches failed to be listed on the team edit screen, and then would then be blanked on the team browser. This issue has been fixed in this release.
- You can now import a semi-colon delimited file to only update seed times without adding new athletes or entries.

Athlete Menu

- In Athletes > Add or Edit Athletes, you can now add a disability classification for disabled athletes.

Teams/Schools Menu

- In the Teams or Schools pages, you can now record the Team or School's association in the Association field.

Records

- You can now import Records from a manually-created, CSV-formatted Records file.

Reports

- In Report > Team Assignments Report (CC), you can now generate a Cross Country Team Assignments report.

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- The Meet Check-in report now displays full team names, instead of team abbreviations.
- You can now view the dates on which entries or scratches were entered by running the Entry/Scratch Date report in Reports > Entry Lists Report.
- You can now select to display full team names or team abbreviations in single-column-formatted Meet Program and Meet Result reports.
- If an athlete's contact information has a blank city, then you can now select to display the team's city in front of the team name in reports.
- You can now include sub-events when printing reports by ticking the Include sub-events checkbox.

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Evaluation Edition

If this **MEET MANAGER** product has been provided to you as an **Evaluation Edition (or Demo)**, all the functional capabilities of the production edition are available to you as follows:

When starting a new database, you are limited to the following constraints:

- You may enter up to 4 events numbered 1 through 4.
- You may enter an unlimited number of athletes or relays in each event.
- You may enter an unlimited number of teams.
- You may seed events numbered 1 through 4.
- You may enter results for events 1 through 4 if there are 25 or fewer athletes entered in an individual event or 8 or fewer relays in a relay event.
- Interfaces to photo finish systems and button timers are not permitted in the Evaluation Edition.
- Interfaces to score boards are not permitted in the Evaluation Edition.
- Reports may be previewed but not printed.

You may restore any completed database and view the contents of those databases, but printing of reports is not permitted. This can be very useful for Administrative officials to check the meet setup before the meet and to review the meet after the meet. Remember, entering results is limited to events 1 through 4 and this can be done only if there are 25 or fewer athletes or 8 or fewer relays in the event.

If you restore a database from a meet that was created by the production version of **MEET MANAGER**, you may add or edit athletes, relays, and entries for any event, but you will not be able to add new events to the database and you will not be able to enter results, except as listed above under the rules for starting a new database.

Please click Here for information about how to install **MEET MANAGER**. Set up a small meet and review all the reports available to you from HY-TEK's **MEET MANAGER** software. Your Evaluation Edition includes all the **MEET MANAGER** basic product options so that you can evaluate what options you may need when you place your order.

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Upgrading from MM 5.0 to MM 6.0

MM 6.0 will be able to open any 5.0, 4.0 or 3.0 database and MM 5.0, MM 4.0 and MM 3.0 versions will be able to open an MM 6.0 database, but minus the new features in MM 6.0.

MM 6.0 will be able to open any 2.0 database and automatically convert it as soon as it is opened.

- However, MM 2.0 versions will not be able to open an MM 6.0 database. The work around for MM 2.0 users is to install the Free MM 6.0 Demo and use the Demo to view the data, create reports, and create needed export files. The ACTIVE Network Demo for MM 6.0 can be downloaded from the HY-TEK web site at: http://hytek.active.com/downloads.html

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MM Product Options

MM is available in three Meet Packages: Bronze, Silver, and Gold.

- The **Bronze** includes the Startup module plus the Seeding Option.
- The **Silver** includes the Bronze + Cross Country / Road Race and Multi-Age Group Options.
- The **Gold** includes the Silver + 4 Standard Options: Combined Event Option, Administrative Labels Option, Award Label Option, and Age Grading Option.

There are four Interface modules which can be added to the above three packages: **Photo Finish Interfaces**, **Alphanumeric Scoreboard Interfaces**, **Field Lynx Interface,** and **Button Finish Interfaces.** A fifth module is the **Pro** option that provides two capabilities - **multi-user network capabilities** and **real-time results** to the web. Click Here for more information about the **Pro** option.

HY-TEK recommends the following packages based on the particular meet you are running.

High School, College, IAAF, or USATF Track Meet: *Bronze*; if there are Combined-Events such as Pentathlon, Heptathlon, etc., the *Gold* package is required. Other recommended options: *Photo Finish Interface.*

Masters/WMA Track Meet: *Silver*; if there are Combined-Events such as Pentathlon, Heptathlon, etc., the *Gold* package is required. If *Age Grading* or *Admin Labels* are needed, the *Gold* package is required. Other recommended options: *Photo Finish Interface.*

Cross Country Meets: *Silver*; If a button timer is being used, the *Button Finish Interface* is recommended.

Standard Options

Seeding Option

This option is included in all packages and is needed for most meets and allows the computer to create heats for running events, and flights for field events. It also allows computerized creation of heats for advancement to the next round. This option enables the printing of heat sheets, finish line sheets, and field event score sheets.

Combined-Event Option

This option totally computerizes the running of any combined-event, whether it be decathlon, heptathlon, pentathlon, triathlon, or weight pentathlon. No manual look-up of scoring tables! Every IAAF combined-event table is included in this option. Tables are also included for AAU Youth Athletics, USATF Youth Athletics, and Alberta Canadian Youth Events. The ability to do age-graded combined-events is also available **if the Age Grading Option is included**.

Multi-Age Group Option

This option is for Masters/Veterans age group meets and road races such as 10k's and marathons. It permits entering males and females in the same event, and lets the computer separate the results into up to 20 male and 20 female age groups!
Please Note: Youth Athletics using Divisions do not need this option.

Administrative Labels

This option permits the printing of 4 types of labels: mailing labels, competitor labels, registration labels, and tag labels. Mailing labels can be printed for teams or athletes. Competitor labels can be attached to

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a larger bib. Tag labels include one label for every individual entry and every relay. Tag labels are usually pulled at the finish line, and there is space on each tag label to write in the result. There are numerous label sizes available for mailing, competitor, and tag labels. Registration labels are printed on larger labels and include one for each athlete with his/her events listed and one label for each relay.

Award Label Option

This option allows for the printing of an award label for various kinds of criteria - each of the top finishers in an event, Standard breakers, top heat finishers, etc. This option allows the printing of an award label for each of the top finishers in an event while simultaneously printing results, assuming two printers are hooked up.

Age Grading Option

This feature is for Masters/Veterans meets and automatically displays an age graded mark and an age graded percentile for athletes 30 and over. The option uses the 1994 WAVA Age-Graded Tables and any revisions since.

Cross Country / Road Racing Scoring Option

This option will score any cross country meet by team, while taking into account displacers. The number of athletes per team and number of displacers can be customized. The Cross Country Option also provides "Dynamic Team Scoring". The Road Racing scoring is for Masters/Veterans meets in which teams are ranked by the cumulative team time of the best runners from each team (team size can be 2 to 6).

Modules

Photo Finish Interface:
This option allows the photo finish computer and the **MM** computer to exchange start lists and results. The primary mode of communication is via RS232 cable connecting the two computers through serial ports. Currently, HY-TEK interfaces with FinishLynx, Omega Hawk Eye, and MacFinish.

Scoreboard Interface:
This option allows the alphanumeric scoreboard computer to be driven by HY-TEK's **MM**. Currently HY-TEK interfaces with various Daktronics Venus fixed digit and full matrix scoreboards, Fairtron fixed digit and full matrix scoreboards, OLYMPEX full matrix scoreboards, Trans-Lux/ISE full matrix scoreboards, and IDS full matrix scoreboards, and Colorado Time Systems Matrix Scoreboard. HY-TEK has a generic scoreboard output which any scoreboard vendor can use. Call for an updated list of scoreboard vendors interfacing with Hy-Tek.

Button Finish Interface:
This option allows the after race downloading of Cross Country and Road Race times from the Time Machine, the Time Tech Sprint 8, the Chronomix 737, the Nielsen-Kellerman Interval 2000XC Watch, the Omega Power Time, and the Ultrak L10. In addition, Chip Device text files can be imported and FinishLynx result .lif files can be imported. **For track meets**, results for **in-lane races only** can be downloaded from the Time Machine, the Time Tech Sprint 8, the Omega Power Time, and the Ultrak L10.

Field Lynx Interface:
This option permits the Field Lynx hardware and the **MM** computer to exchange start lists and results. The mode of communication can via USB to serial or via network file sharing.

Bar code reading and printing is also included in the Button Finish Interface. The bar code reader should be the type that plugs into the keyboard port. These readers usually have a plug-in adaptor called a "wedge". Bar codes can be printed on various size labels and are Code 39 or Code 3 of 9 format.

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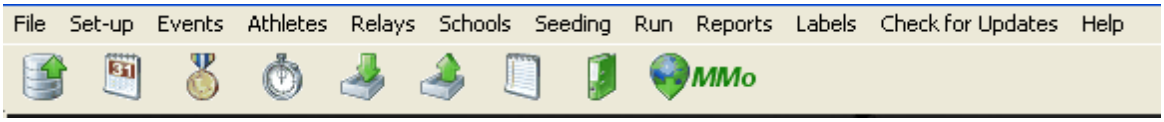
To find out what options are included in your MM release, click on **Help** / **About** and MM will display the options you currently have configured. If you need additional options, just call or Email the HY-TEK Sales Office or order Online at **hytek.active.com/store**

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eLessons

MEET MANAGER provides an extensive series of eLessons that are designed to provide **Online Training** for not only new users of MM, but also customers that have upgraded from MM 5.0 to MM 6.0.

Each eLesson typically lasts 20-30 minutes and is designed for a specific feature or task using MEET MANAGER.



To access MM eLessons Online, be sure your computer is connected to the Internet and from the Main Menu, click on the eLesson icon .

You will be routed to our eLesson web site for MM. Pick any one of the eLessons that interest you and you are on your way with our web based training tool.

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FAQ - Frequently Asked Questions

A. Installing

1. **My Admin person at my school installed MM for me. I am logged in as a non-Admin user and when I run MM, it gives me errors about not having permission to open certain files. What can I do ?**
   This means you do not have rights to alter files in certain folders that MM needs. The Admin user must give rights to you as a user to alter files in c:\hy-sport and all folders under c:\hy-sport. The Admin must also give you rights to the database folder c:\tfmeets6 and also c:\realtime if doing real-time results to the web. To give you rights, the Admin must log on, use Windows Explorer and right click on the folders mentioned and give the appropriate user rights to these folders.

B. Seeding

1. **I am on an 8 lane track and the seeding is assigning the entries to lanes 1 to 6. How do I get MM to seed the entries in 8 lanes ?**
   First go to File / Purge / Reset Event Results and Seeding. Select all events and click Reset. This will erase the seeding, but leave the entries intact. Now go to Setup / Options / Global and check the boxes next to "Change number of lanes for all in-lane Prelim Rounds to:" and "Change number of lanes for all in-lane Prelim Rounds to:". Enter 8 in both text boxes next to these statements and then click Ok. This will change all in-lane events to 8 lanes. You could also edit each event individually and change the lanes one at a time, but the global method is much faster.

C. Results

1. **How do I create results for just 2 teams out of a meet that has 10 teams competing ?**
   Go to **Reports / Results** and click the **Sort Order / Selected Teams** tab. Click the **Selected Teams** radio button and a list of all teams will be displayed. Select each team you want included, click Ok and then click Create Report.

D. Scoring

1. **A 14 team conference championship wants to score the meet as an overall 14 team meet (1-16th place) as well as a two seven team divisional meet (1-16th place). How do I do this ?**
   Run the meet as a normal 14 team meet with no divisions. After the meet is over or at the end of each day, use one of the two processes below to get the separate divisional scores:
   1) **Assign each of the teams to one of two regions and list their score totals using the actual points awarded during the meet with no changes to those points.** To do this, use Setup / Division/Region Names, pick Regions and enter a name for each division (edit the Northeast, etc to be just the two you want). Assign the correct Region Name to each team by editing each team from the Teams/Schools Menu. During or at the end of the meet, go to Reports / Scores and for Grouping, choose By Region. Select your events and create the scores. You will get the two sets of team scores.
   2) **Re-score the meet so that there are two sets of 1st thru 16th.** To do this, use Setup / Division/Region Names, pick Divisions and enter a name for each division (edit JV and Varsity to be just the two you want). Assign the correct Division to each team by editing each team from the Teams/Schools Menu. At the end of the meet or at the end of each session, print your normal scores. To get the Division scores, go to Setup / Meet Setup and change the Meet Type to Divisions by Teams. Go to the Run Menu and click Re-Score at the top of the

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Run to re-score the entire meet as Divisions by Teams. Go to Reports / Scores and for Grouping, choose By Division. Select your events and create the scores. You will get the two sets of team scores. To return the meet to standard scoring, go back to Setup / Meet Setup and change the Meet Type to Standard. Go to the Run Menu and click Re-Score at the top of the Run to re-score the entire meet back to the standard scoring.

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Getting Started - Overview

MEET MANAGER *for Track & Field* is designed to run simple "sign-up as you go" meets as well as very complex multi-day meets. MM will run:

- Track & Field Meets
- Cross Country Meets
- Road Races

MM has been created with the latest in Windows software technology to make the software powerful and flexible! The program is menu driven - select a menu option with your mouse or keyboard, and **MM** will route you to the appropriate data entry screen or report. All screens expand automatically to match your screen resolution, and there is extensive use of combo box drop downs and drag-and-drop features.

One person should be able to perform the bulk of the administrative tasks of running a meet, including entering events, teams, and athlete entries; producing the meet program using a wide range of report layout options; and entering results. To make your task even easier, **MM** supports the *import* of meet entries from either HY-TEK's **TEAM MANAGER** *for Track & Field* or HY-TEK's **TEAM MANAGER Lite** *for Track & Field*. In addition, using HY-TEK's Interface software during the meet, results for running events can be imported directly from your Photo Finish System and results for field events can be imported directly from FinishLynx's FieldLynx.

MM is designed to interface with all major Photo Finish Systems, Button Finish Timers, Alpha-numeric Scoreboards, and FieldLynx hand held devices. For example, at a track meet, one operator on the HY-TEK **MM** computer could be connected to a photo finish system and a scoreboard system via RS232 serial port cables (network not needed). Then, the HY-TEK operator could be entering field event results manually (or automatically if using FieldLynx) and be simultaneously and automatically receiving running event results in background! To actually read the results into the heats, the HY-TEK operator selects the running event and clicks the Get Times button or presses the F3 key to have the results instantly show up on screen. An additional mouse click or keystroke and the alpha-numeric scoreboard instantly displays the results. Click Here for detail information about the various **Interfaces**.

Another feature offered by MM is the **Pro Option** which provides **multi-user capabilities** and **real-time results** to the web. This permits up to nine computes to "share" one database and permits the instant upload of HTML pages to your website.

A very real scenario might be six computers set up as follows:

1. Track results computer at the photo finish area
2. Field events results computer in a nearby area.
3. Clerking and seeding computer at the far end of the stadium
4. Real-time web results computer in the photo finish area
5. Report and label printing computer in the photo copy room
6. Reports only computer in the media area

Click Here for more information about the **Pro** option.

Generic Steps in Setting Up Your Meet

HY-TEK's **MEET MANAGER *for Track & Field*** is designed to run any type of meet. But there are a few general set-up requirements that apply to all meets

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MM requires that you specify the general set up of the meet. This general set up includes specifying such things as the Kind of Meet (e.g. Track and Field), the Meet Class (e.g. Open), and Meet Type. It is very important that you review carefully what you have set up. If they are wrong, or things have changed since you first set them up, please go back and correct them. **MM** is designed to be **dynamic** (that is responding to changes) and **forgiving**.

If you make changes after the meet is in progress, these changes may not produce the results you expect. For example, if you change the points awarded to 2nd place in the Scoring Set-up and you are half way through the meet, you will have to go back and re-score the first set of events so that **MM** can re-allocate the new set of points.

Here is a set of the generic steps to help you get started setting up your meet.

1. Click on **File** from the Main Menu Bar then **Open/New** Database. Click Here for more specifics.
2. Click on **Set-up** from the Main menu Bar then click on **Meet Set-up** to customize major parameters for your meet . Click Here for more specifics.
3. Click on **Set-up** from the Main Menu Bar and then click on each of the items to further customize your particular meet.
   - Athlete / Relay Preferences
   - Seeding Preferences
   - Report Preferences
   - Entry / Scoring Preferences
   - Scoring Set-up
   - Division / Region Names
   - Language Preferences
   - Options
4. Click on **Events** from the Main Menu Bar to set up the events for your meet. Click Here for more specifics.
5. Click on the **Session** button in the Events Screen and set up the Sessions for your meet. Click Here for more specifics.
6. Click on the **Records** button in the Events Screen to enter the meet records from the keyboard or to Import them. Click Here for more specifics.
7. Click on **Athletes** from the Main Menu Bar to set up your Team and Athletes as well as their entries for the teams that **HAVE NOT** provided you entry disks. Click Here for more specifics on How to Add an Athlete and How to Add a Team.
8. Click on **Relays** from the Main Menu Bar to set up your Relay entries for the teams that **HAVE NOT** provided you entry disks. Click Here for more specifics.
9. Click on **File** from the Main Menu Bar and then click on **Import** then **Entries** to import team athlete and relay entries that have been provided to you on diskette. Click Here for more specifics.

At this point, you have set up your meet and put in most if not all of your Individual and Relay entries. It's time to look at a few of the Reports to check what you have done.

10. Click on **Reports** from the Main Menu Bar and then click on the following Reports to at least Preview and possibly Print.
    - Events
    - Teams
    - Rosters
    - Sessions
    - Entry Lists
    - Performance Lists

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11. Once you have checked your entries, you are ready to Seed the meet. Click on **Seeding** from the Main Menu Bar and Click Here for more specifics.
12. Click on **Reports** from the Main Menu Bar and then click on the following Reports to at least Preview and possibly Print.
    - Meet Program
    - Finish Line Heat Sheets
    - Field Event Score Sheets
13. Click on **Labels** from the Main Menu Bar to preview the label options. Click Here for more specifics.

At this point, you should have completed all of your pre-meet set-up, entry, and reports. You are now ready to Run the Meet! Click here for information on How To Run the Meet.

Meet Types - Helpful Tips

There are three major categories of meets that **MM** can run:

1. Track & Field
2. Cross Country
3. Road Races

Important Tips

If you are unsure about any aspect of MM, look in the index of this User Guide for a reference to your question before calling HY-TEK or use your MM Desk Top Help.

- Most of the time, you will set-up field events with one round.
- For example, in the Long Jump, the score sheets have 3 columns for preliminary attempts, and then 3 more columns for the finalists' attempts. The field officials will enter all marks for preliminaries on the score sheets, figure out who the finalists are, and continue on entering marks for the finalists. When you get the score sheets from the field officials, go to the **Run Menu** and enter only the best mark for each athlete and break any ties by clicking **JD** for Judges' Decision. Use the field series to enter all of the attempts.

As soon as you start the software, familiarize yourself with all parts of the Set-up Menu. Also be sure to check and understand the Standard Lane Preferences and the Randomization Rules found in the Seeding Preferences section of the Set-up Menu. HY-TEK suggests you first go through all sections of the **Set-up**, especially **Meet Set-up, Athlete Preferences, Entry/Scoring Preferences, Report Preferences,** and **Scoring Set-up**. Then follow this normal sequence of procedures.

- Enter events in the **Events Menu**.
- Use the **Athlete Menu** to add Athletes along with their entries and relays.
- Go to **Reports**, print Entry Lists by team; print Performance Lists for proofing the data entry.
- Seed the first round using the **Seeding Menu.** The Scratch Pad is handy for eliminating "No Shows".
- Go to **Reports Menu**, print Meet Program and Finish Line Heat Sheets. Print a Field Score Sheet for every flight._
- Enter results from the **Run Menu**, click List to list results, or Score Event to list results and score for team points. For events with more than one round, after entering results, go to the **Seeding Menu,** select the Event/Round and click Start Seeding. Click on Meet Program to print the start list for the next round.
- At the end of meet, print complete Meet Results from the Reports Menu, in single, double, or triple column, or AP format.

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Tips for High School or College Track & Field Meets

Select High School or College for Meet Class. In general, set-up your meet with a Meet Type of **Standard** and do not concern yourself with Divisions. You do NOT need Divisions to separate men from women. However, if you have separate Divisions for Varsity and Junior Varsity or 1A, 2A, 3A, etc., then you will need to go to the **Meet Set-up** and change the meet type to Divisions by Event and then set-up Division names. Do not check "Use Division Birth date Ranges." Note that Division names are attached to events only! They are not attached to schools or athletes. Also go to Seeding Preferences and enter your randomization rules which in many cases would be no randomization for all 3 choices.

Tips for Youth Athletics Track & Field Meets

Select USATF, IAAF, or AAU for Meet Class and select Divisions By Event for Meet Type. Check the "Use Division Birth date Ranges" check box. Go to the Divisions set-up in the **Set-up Menu** to enter the proper names and birth date ranges for each Division (such as Midget). These meets require a complete set of events for each of the 5 or 6 Divisions. Therefore, there may be well over 100 separate events required for boys and over 100 separate events required for girls. It is probably a good idea to group the events together. For example, make events 1 through 10 the 100 meter dash, 11 through 20 the 200 meter dash, etc. Then follow the running events with the field events. A sample of events 1 through 10 for 100 meter might be: 1 - Bantam Girls, 2 - Bantam Boys, 3 - Midget Girls, 4 - Midget Boys, 5 - Youth Girls, 6 - Youth Boys, 7 - Intermediate Girls, 8 - Intermediate Boys, 9 - Young Women's, 10 - Young Men's. Set-up your **Sessions** from the **Events Menu** to create a schedule order of events which is independent of the event number.

Tips for USATF/IAAF Open Track & Field Meets

Select USATF or IAAF for Meet Class and Standard for Meet Type. Ignore Divisions. Set-up one event number for each men's event and one event number for each women's event. List the women's events consecutively and the men's events consecutively or list them in the order they will perform. However, the Session Set-ups will permit you to create a schedule of events which is independent of the event number.

Tips for Masters/Veterans Track & Field Meets

Select Masters/Veterans for Meet Class and Standard for Meet Type. If you have the Age Grading Option and you want to display age graded results, go to **Report Preferences / Formats** and check "Show age-graded table conversions". How you set-up your events will depend on whether heats and flights can be seeded with mixed age groups. For example, in small meets, it is inefficient to have 14 separate men's events (one for each age group) for the 100 meter dash if there are only a few competitors in each age group. Instead, set-up one event named 100 meter dash for men using the multi-age group option (you must have the Multi-Age Group Option installed). Use the **Seeding Menu** to place all entered athletes in heats with no empty lanes, thus reducing the number of heats from 14 to maybe 8. After you enter the results, **MM** will separate the results into the proper 14 age groups! Age-graded results will be displayed only if this feature is checked in the **Report Preferences.** Age graded results must be entered in metric and mixed gender events cannot be age-graded.

Multi-Age Group Option:
Available in the Silver and Gold Package, this option is for Masters/Veterans age group meets and road races such as 10k's and marathons. It permits entering males and females in the same event, and lets the computer separate the results into up to 20 male and 20 female age groups!

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Age Grading Option:
Available only in the Gold Package. This feature is for Masters/Veterans meets and automatically displays an age graded mark and an age graded percentile for athletes 30 and over. The option uses the 1994 WAVA Age-Graded Tables and any revisions since.

Cross Country / Road Racing Scoring Option:
Available in the Silver and Gold Package, this option will score any cross country meet by team, while taking into account displacers. The number of athletes per team and number of displacers can be customized. The Cross Country Option also provides "Dynamic Team Scoring". The Road Racing scoring is for Masters/Veterans meets in which teams are ranked by the cumulative team time of the best runners from each team (team size can be 2 to 6).

Tips for Cross Country and Veterans Road Racing Meets

To create a Team Scored Cross Country Event or Team Scored Road Race Event, check the CC or RR check box in the **Edit Event** section. Be sure to enter your CC/RR rules in **Set-up / Entry/Scoring Preferences / CC/RR.** If Cross Country is checked, in addition to order of finish, you also get team scoring per Cross Country rules. If Road Racing is checked, you also get team scoring with aggregate team times.

Tips for Road Racing

A Road Race can be a regular event, or it can also be a team scored event if you check the RR check box for the event. If you are running a marathon or a 10K with results broken down into age groups, you will need the Silver or Gold Package. This will enable you to enter every competitor, male or female, in the same event number. After results are entered, they will be compiled into up to 20 age groups for men and 20 for women. If you also want to get an order of finish list without regard to age groups, go back to the **Events Menu** and uncheck multi-age groups. Then go back to the **Run Menu** and click **List** to list the results again.

Meet Administration

Here is a basic set of procedures for the physical running of your meet. Reports available in **MM** will not only save you money on paper and reproduction costs, but will also greatly facilitate pre-meet data correction. During the meet, reports can greatly speed-up the flow of results data, while reducing the chance for errors. After the meet, complete meet results can be compactly and efficiently produced for both the coaches and the news media either in print form or on diskette.

Paperwork Before the Meet

After entering athletes and relays, print Performance Lists to check the data entry. The Performance Lists and Entry List by Team/School should be provided to all coaches so that they can check their own entries. One set of Performance Lists should be posted at all pre-meet affairs for all to verify correctness. At some point, it will be time to seed the first round for each event with the **Seed Menu**. Enter late entries, do scratches, and seed the first day's events. After proofing the seeded heats and flights, print a meet heat sheet program in double column format using the Meet Program Report. This will reduce the whole meet into as compact a set of heat sheets as possible. This program can be sold to spectators, included in the team packets, and used by the clerk and the announcer for information. Next print a finish Line Heat Sheet for every race. These will be distributed to the finish line officials. Next print a Field Event Score Sheet for every flight. Distribute these sheets to the appropriate field event officials.

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Printer at the Meet

The speed with which the operator on the HY-TEK computer can enter results, distribute results, seed 2nd, 3rd, and 4th rounds, if any, and distribute those heat sheets will depend a lot on the speed of the printer. The best kind of printer is a laser with at least 2 megabytes of memory. With the memory in the printer, it can quickly receive your reports (most of which are 1 or 2 pages) and let you go on to entering more results while the printer is still printing. Don't forget to bring plenty of paper, extra printer ribbons or toner, the printer cable, an extension cord, and a surge protector with multiple outlets. Test the printer before going to the meet!

Computer at the Meet

The faster the computer and the more RAM it has, the better. Make backups of your data periodically by clicking **File / Backup**. An Uninterruptible Power Supply (UPS) is very important to protect the data in case of power failure or some other unknown circumstance. If your meet is real large you might consider having two computers, one for field events and one for running events. MM can then merge the results of one database into the other, or use the Multi-User **Pro** option to share one database.

Field Events

It is very important in meets that insist on field event results in English that the officials measuring the field events use a tape that has both Metric and English readings. Be sure that results entered on the score sheets you provide come back with metric results. **MM** is fully capable of accurately producing results with the proper conversions. Results entered in English are invalid for combined-events and often penalize the athlete when converted.

Personnel

Data entry and distribution of information is critical to the success of the meet. You should have at least two people on the **MM** computer. One person reads results to the other person who is typing. The reader also proof reads as the typist enters the data. You should have at least two or three runners at all times. The critical areas are:

- ☞Heat/Lane corrections to and from the clerk and to announce
- ☞Results from the finish line and field officials
- ☞Results to the announcer, the media, and the awards table
- ☞Results posting

However, if you have the Multi-User **Pro** option with the shared database Network feature, many of these critical area problems are reduced or eliminated.

Entries on Disk

For large meets, inputting entries can be time consuming. There are three things you can do to speed up this process:

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☞Input entries on several computers and then merge the entries into one database

☞Receive team entries on diskette

In order to merge entries between computers, use MM's export and import features. In order for teams to send you entries on diskette, the participating teams will have their own Licensed copy of HY-TEK's T**EAM MANAGER *for Track & Field*** or download a FREE copy of HY-TEK's **TEAM MANAGER Lite**, both of which can create an entries export file.

Use the Set-up from a Previous Meet

If you are ready to setup a **new meet** but have previously run that meet or a similar type meet, you may want to follow these instructions to minimize the amount of setup you will have to do for your new meet.

1. Start MM and open the previous meet.

2. Click on **File** then **Save As**. In the **File Name** text box, type in the name you want for the next meet and then click **Open**. A copy of the previous database will be made and renamed and opened. You will see the new database name at the top of the Main screen.

3. Now click on **File** then **Purge** then **Remove Data Selectively** and pick the items you wish to delete. Usually you would click on Teams to remove everything except the events. Please refer to the Purge section for details on what may be purged.

4. After purging, click on **Set-up** then **Meet Set-up** and change the name and dates for your meet as well as any other parameters that are different.

Using this procedure, you will always have your meets saved on your Hard Drive as well as on a diskette and you will minimize the amount of time and effort required to set up a new meet.

Monitor Size and Resolution

MEET MANAGER has been designed to accommodate most computer monitor screen sizes and resolutions. Whether you are using a 14 inch, 15 inch, 17 inch, or even a 21 inch monitor, MM will automatically and dynamically adjust the screens for optimum utilization of your monitor based on your monitor size and resolution.

An 800 x 600 monitor resolution or higher is required.

Please Note
If the Windows Task Bar at the edge of your screen is covering part of the MM screen, be sure that the Windows Task Bar is in "auto hide" mode. To put your Task Bar in auto-hide mode, right mouse click on the Task Bar and then click Auto-Hide.

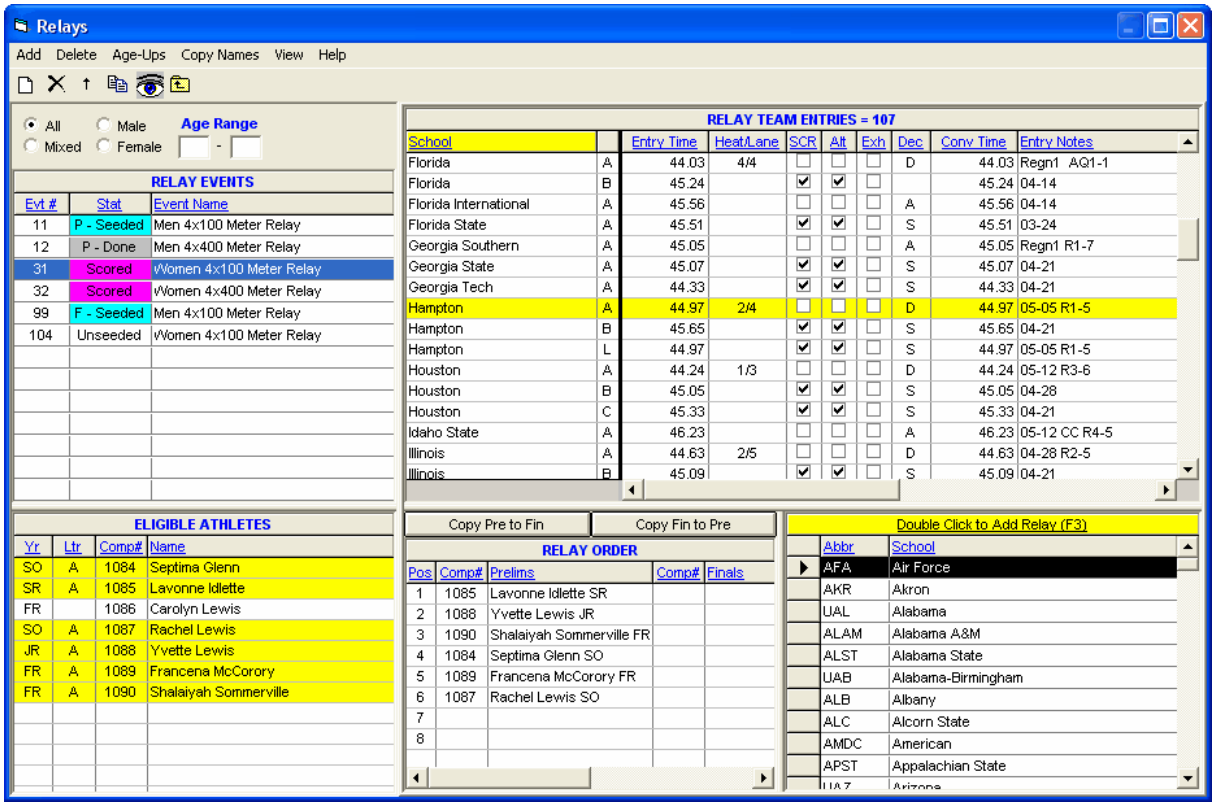
Re-sizing Menus

Many of the **MEET MANAGER** menus have re-sizable windows inside of the main window. For example, a re-sized Relays Menu is shown below. You can use the mouse to "grab" a divider bar and move it up or down or left to right to resize each smaller window.

There are 3 moveable divider bars in the example below.

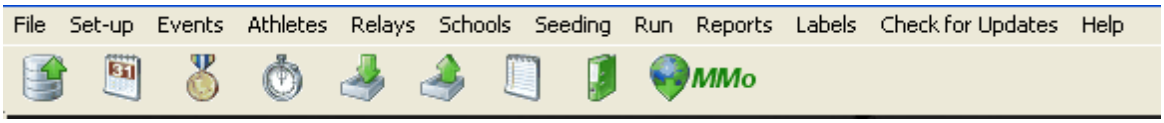
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- A horizontal bar between the Relay Events and the Eligible Athletes
- A vertical bar between the Relay Order and the Team list
- A horizontal bar between Relay Team Entries and the bottom pair of windows



Short-Cut Icons

From the Main Menu, there are several short-cut icons for quick selection of a task.



Icon	Description
	Backup the database
	Sessions Menu
	Records Menu
	Time / Mark Standards Menu
	Import Entries

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 Export Results for TM

 Memorized Reports

 eLessons



Meet Mobile

Icons

Many menus use icons for quick selection of a task. The following set of icons are used throughout MEET MANAGER.

Icon	Description
	Add
	Edit
	Delete
	Show/Hide Filters
	Print
	Exit Menu
	Select All
	Undo, De-Select All, Scratch All, Clear Indicators, Combine Results
	Preferences
	Memorize Report
	Find
	Save Grid Layout
	Print / Preview Grid
	Export to HTML
	Contact Information
	Create Export File
	Events Menu
	Athlete Menu
	Relays Menu
	Team Menu

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Seeding Menu


Records Menu or Re-Score All Events in Run Menu


Mark Standards Menu


Preview Menu or Event Comments


Sessions Menu or Scratch Pad


Show/Hide Age Ups


Copy Relay Names, Copy Entries


Scratch Back


Scratch Forward


Consolidate Meet


Combine Event Entries


Start Seeding


Save


Switch Heats


Team Split in Preview Menu


Web Real Time Results Setup


Reset Events in Purge Menus


Move All


Remove All

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Set-up and Preferences

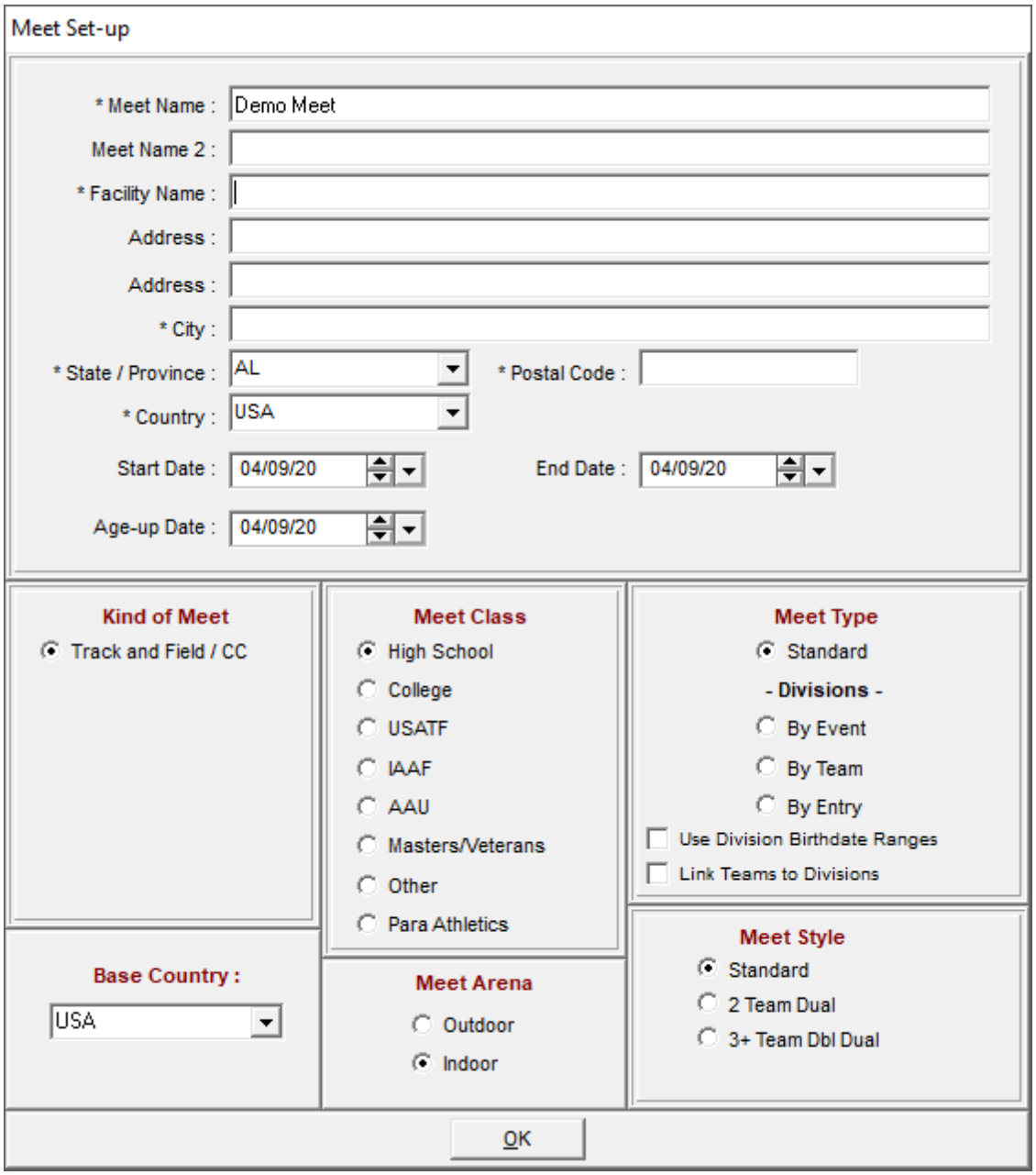
From the Main Menu Bar, click on **Set-up** to get a list of MM's set-up menus.



Meet Set-up

From the Main menu Bar, click on **Set-Up** then **Meet Set-up** to look at or revise the basic parameters for your meet such as the Meet Name, Facility Name and address, meet dates, the kind of meet you are running, the class, etc. The fields with an asterisk in the top section are required fields. The address is primarily used so that the Meet Mobile can provide directions to the meet and can tell Meet Mobile users what meets are within 100 miles of their current location.

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Kind of Meet: Track and Field is currently the only choice.

Base Country: Choose from USA, CAN, AUS or OTH. This is used by **MM** to customize your State/Province selections for mailing information.

Meet Class: The Meet Class will affect how some events are seeded and scored.

Meet Arena: Specify whether the meet is Outdoor or Indoor.

Meet Type Standard: Most meets will use Standard for the Meet Type. But if your meet requires multi-level Division scoring, you have three choices as described below.

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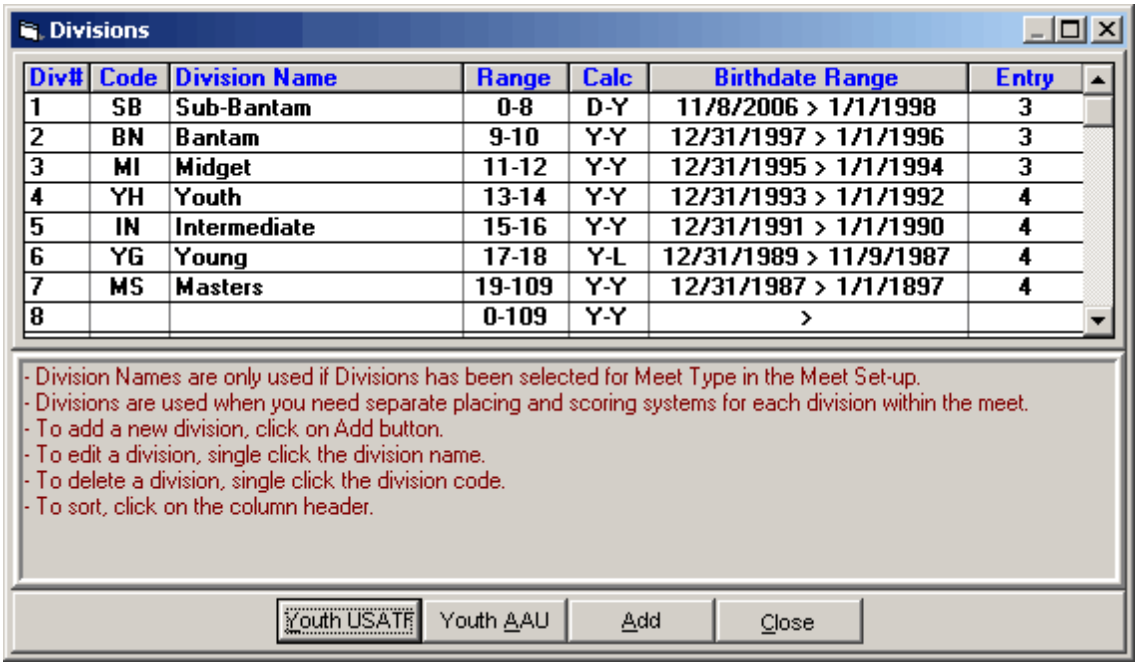
Meet Type Division By Event: This is used when you have more than one division competing in the same meet and the athletes in each division compete in separate events. This is typical of Youth Athletics which has a separate event for each youth division. High School might also use Division By Event. For example, there may be a separate 100 Dash for Varsity and a separate 100 Dash for JV. When you set up each event, pick from the list of Divisions so that each event will be associated with a division, and then you can get separate team scores for each division.

Meet Type Division By Team: This is rarely used, but you might have several teams from different divisions competing in the same event. For example, you might have High School AAA, AA, and A divisions, each with multiple teams. Each event would have three 1st places, three 2nd places. When you set up each Team, assign a Division to each. Athletes and relays will be seeded together based on time, but results will be separated by the Division of the athlete's team. In a **Prelim/Final** event, after finals are completed, **MM's** Seeding Menu will create a separate set of Finals for each Division.

Meet Type Division By Entry: This method is most often used in Para meets where there are many divisions/classifications and numerous first places in each event. For each Individual Entry in the Athlete entry browser, pick from the list of Divisions to assign the entry to a Division. Athletes will be seeded together based on time/mark, but results will be separated by the Division of the athlete's entry. In a **Prelim/Final** event, after finals are completed, **MM's** Seeding Menu will create a separate set of Finals for each Division.

Use Division Birth date Ranges: This option is primarily designed for Youth Athletics where the **Meet Type is Divisions by Event**. This option is not normally used for High School or College meets. If you choose to use birth date ranges, only athletes with a birth date that falls within the specified range will be permitted to enter the event assigned to the particular division (see following note). Using Divisions with birth date ranges requires that you enter a birth date for each athlete.

NOTE: While athlete age and birth date checking as just described does alert you when the age or birth date of the athlete does not fit the event, you will be given the option each time to enter the athlete anyway. This is especially helpful in situations where you are making a late entry, but do not have the age handy.



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NOTE: The **Calc** column in the above page specifies how the age **Range** is converted to a **Birthdate Range**. For the lower and upper age limits (in the order *lower-upper*), each letter denotes the following:

- **Y** calculates the birthdate limit by year.
- **D** calculates the birthdate limit based on the **Meet Start Date**.
- **L** allows you to enter the birthdate limit in a text box.

You may Customize your Division names by clicking on **Set-up** from the Main Menu Bar and then **Division / Region Names** then pick Division and follow the instructions on the screen. For automatic set up of either **Youth USATF** or **Youth AAU** divisions, click on the appropriate buttons.

Link Teams to Divisions: This option is primarily designed for High School and College meets and can only be used if the **Meet Type is Divisions by Event**. You assign each team to a division such as 1A, 2A, 3A, etc. and you create a separate set of events for each division assigning the appropriate division to each event. Then when entering athletes in events, the event list is filtered based on the athlete's team division.

Meet Style: If you are running a **Dual Meet** and you want **MM** to seed the two teams in odd/even lanes, click on the Team Dual radio button. If you are running a **Double Dual** meet in which each of the teams are to be scored based on competing against one another in a Dual meet format, click on **3+ Team Dual** radio button. Otherwise, click on the **Standard** radio button.

Track Meet Mobile Publishing

Overview

Track Meet Mobile is an Apple and Android application designed by **ACTIVE Network** which can be installed on the iPhone, the iPad, the iTouch, and Android phones and Android devices. Users can subscribe to receive results with a monthy or yearly subscription. The application displays meet results and team scores in real time as **MEET MANAGER** receives data from the timer or field event device. In addition, performance lists, team rosters, records and time standards are available before the meet starts. **Heat / Flight sheets** can also be available if the Meet Manager user allows heat / flight sheets. The upload of results from **MEET MANAGER** is performed automatically without user intervention as long as there is an Internet connection. Meet Mobile can display results by event or by swimmer. Parents and coaches will be able to follow the meet from any location in the world.

Heat Sheets

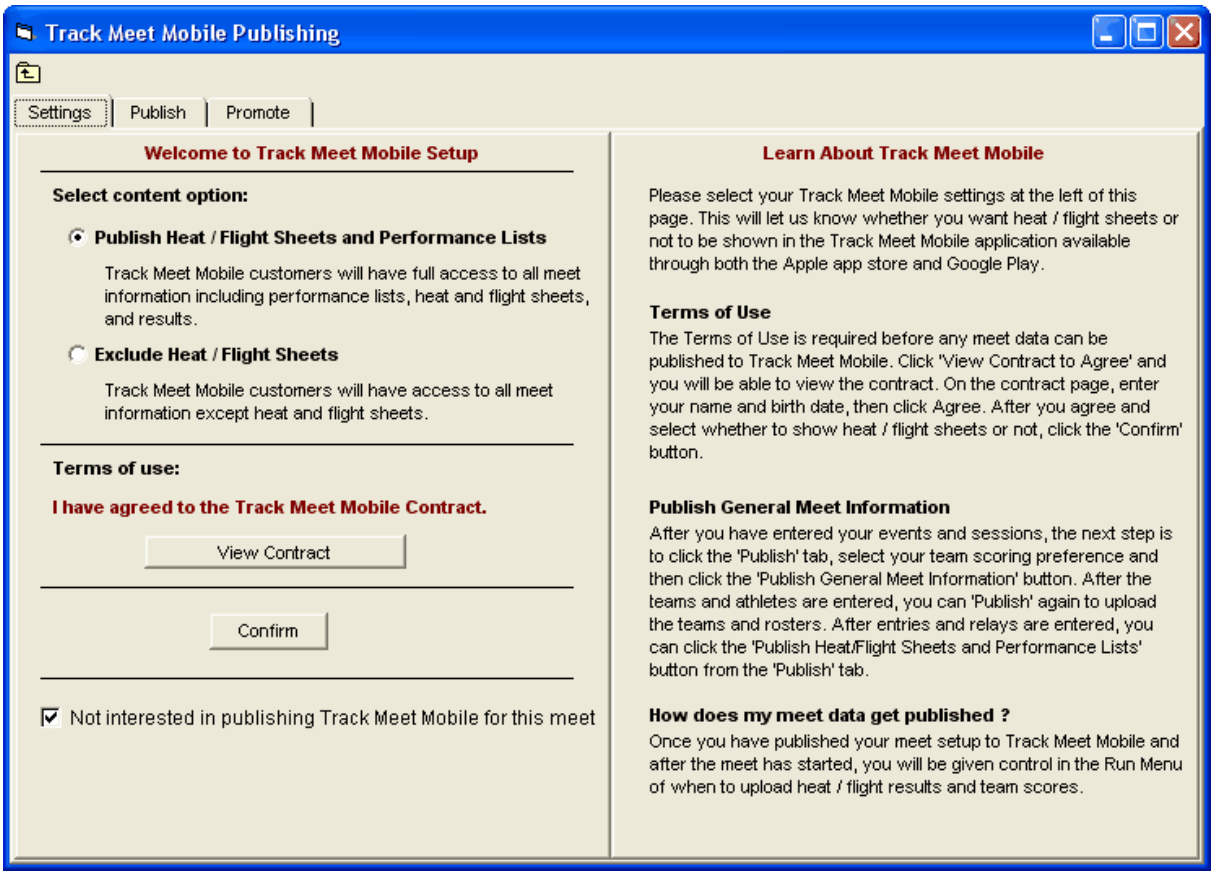
The meet host has the **option to publish or not publish heat / flight sheets** to the **Track Meet Mobile app.** If the meet host chooses *not* to publish heat sheets, the performance lists and the meet program (including real-time results) can be accessed through the Track Meet Mobile app at any time.

Publishing Settings

- Well before a meet begins, the **General Meet Information** can be "published" to the Mobile Application so that coaches, athletes, parents and all other interested parties can view the meet schedule along with records and time standards. After the entry deadline, the Performance Lists can be published.
- To prepare for publishing the general meet information, from the main screen in **MM**, go to **Set-up / Publish Track Meet Mobile** to display a window as shown below.
- Under the **Settings** tab, select whether you want to make heat / flight sheets available or not.
- If you select **Exclude Heat / Flight Sheets**, then only Performance Lists will be available to Track Meet Mobile.

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- The **Terms of Use** is required before any meet data can be published to Track Meet Mobile. Click **View Contract to Agree** and you will be able to view the contract. On the contract page, enter your name and birth date, then click **Agree**. After you agree and select whether to show heat / flight sheets or not, click the **Confirm** button.
- Anytime after you have confirmed whether to publish heat / flight sheets or not, you can change your choice and re-click **Confirm**.



Publish the Meet
Meet Mobile Operation
Promote the Meet

Publish the Meet

Publish General Meet Information

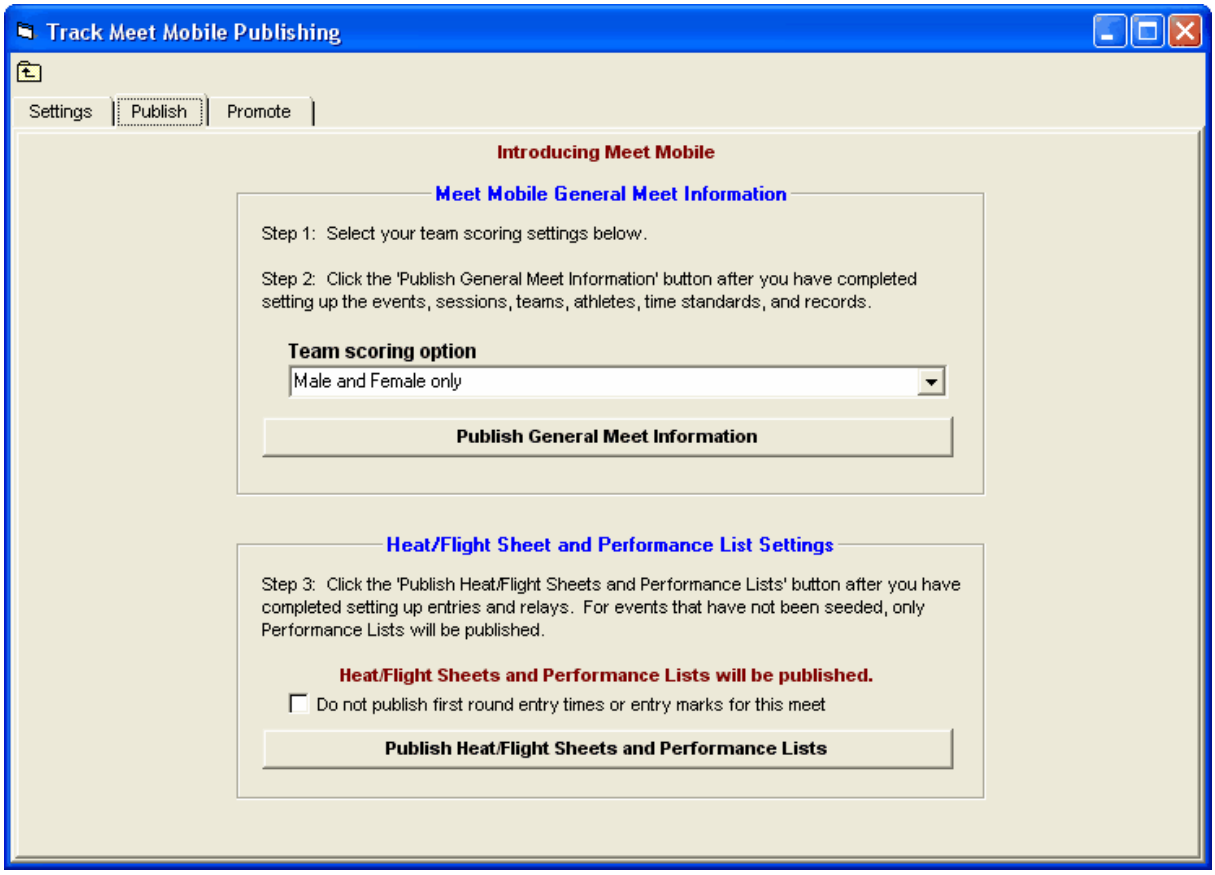
After you have completed your Publishing Settings, the next step is to publish the **General Meet Information**.

From the main screen in **MM**, go to **Set-up / Meet Mobile Publishing / Publish** and the window below appears based on **Publish Heat / Flight Sheets and Performance Lists** being selected in the Settings tab.

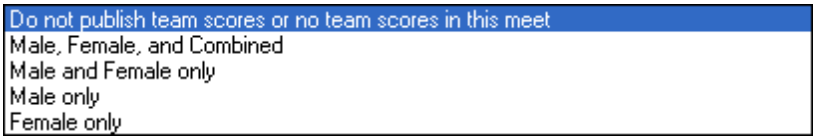
- The General Meet Information should be published well in advance of the meet and will contain the meet event schedule along with records and time standards. If teams and rosters have been entered, they will also be included.

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- Once the entry deadline has passed and entries are completed, the Performance Sheets can be published to the Meet Mobile app. After seeding, the Heat / Flight Sheets, if authorized, can be published to the Meet Mobile app.
- Scroll down for a list of steps for publishing the meet before it starts.



Steps to publish:
Step 1: Select the team scoring option. This tells Meet Manager whether you have team scores or not and if you do, how to handle Combined Team Scores. The choices for team scores are shown below.

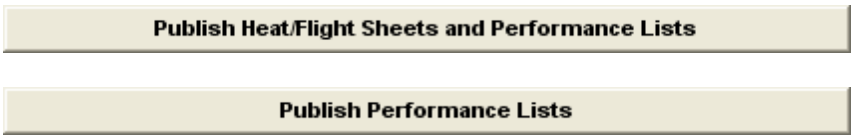


Step 2: Click the **Publish General Meet Information** button when you have completed the event setup for events, sessions, time standards, and records.



Step 3: Click the **Publish Heat / Flight Sheets and Performance Lists** button after entries are completed. You can "Re-Publish" the sheets at any time to update them with any new entries or seeding. Note that if you have not selected heat / flight sheets from the **Settings** tab, as shown in the second button below, the button will say **Publish Performance Lists** and no heat sheets will be transmitted to Meet Mobile.

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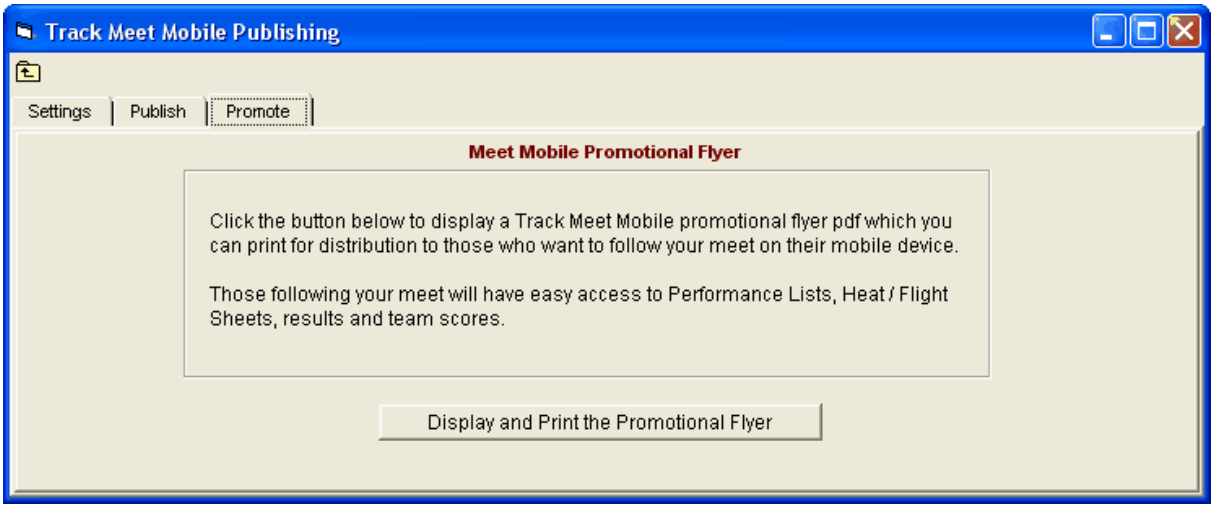


Meet Mobile Operation

Promote the Meet

PDF Flyer

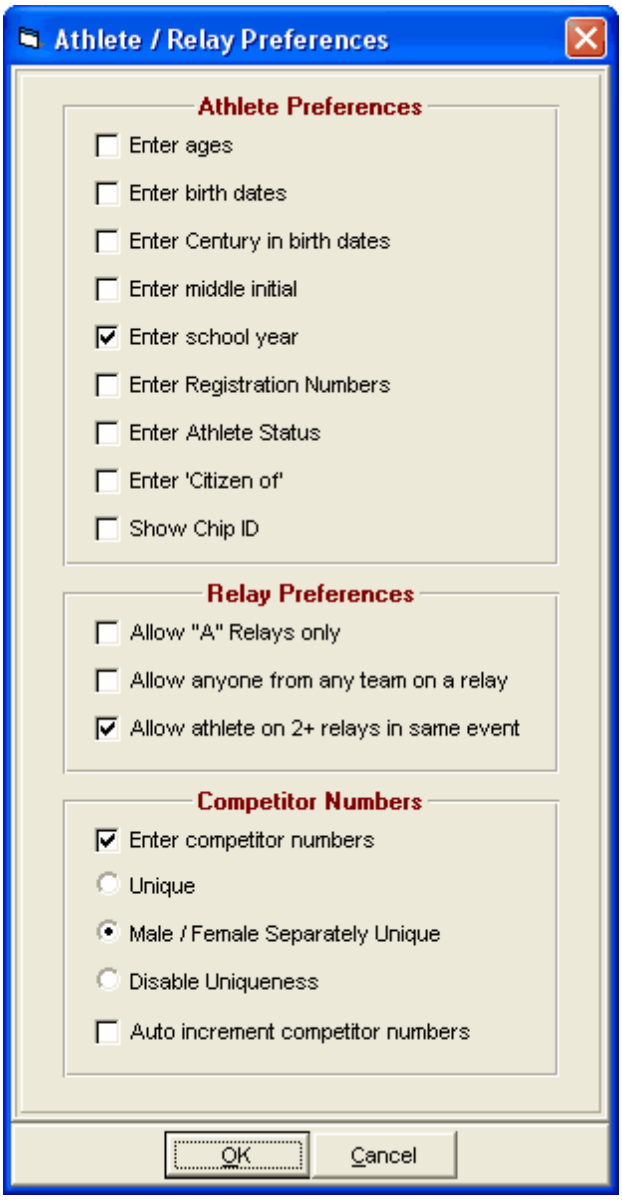
A pdf flyer to promote Meet Mobile can be printed or distributed to let people know they can view your meet with Meet Mobile. From the main screen in **MM**, go to **Set-up / Meet Mobile Publishing / Promote** and the window below appears.



Athlete/Relay Preferences

The Athlete/Relay Preferences Menu allows you to customize your Athlete Add/Edit Menu and to choose how you want to set up your Relays for your Meet. By choosing (or not choosing) the selected options you are able to customize the Athlete Add/Edit Screen by "graying out" the options that are not selected.

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Ages and Birth Dates: Ages are not required unless you have some events with specific age ranges, such as in Masters/WMA meets. Birth dates are not required unless you have setup the meet to use Divisions with Birth Date Ranges, such as in Youth Athletics. Whenever you Open a New Database, MM will ask you to specify the Age-Up-Date to use to calculate each Athlete's age. That way when you enter an Athlete's birth date, MM will automatically calculate the athlete's age. If you are not using ages, such as in a High School or College meet, then this date is not used. If later you find that you want to change the Age-Up-Date and have MM recalculate each Athlete's Age based on this new Age-Up-Date, MM will ask if you want the ages of the Athletes recomputed; change the Age-Up Date and click OK. Click the **Yes** button, and MM will compare the new Age-Up-Date with the birth date of all of the Athletes and store the new updated age in the Database. **Enter Century in birth dates** forces you to enter the 4 digit year for a birth date rather than just the 2 digit year. This is primarily needed for the older athletes in masters meets to speed up data entry to get the correct century for say an athlete born in 1925

Enter Registration Numbers

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This number can be any organizational registration number.

Enter Athlete Status

To enter a status of exhibition (**x**) or foreigner (*****) for a given athlete within the Athlete Menu, check "Enter Athlete Status". Depending on your Entry / Scoring Preference choices, exhibition and foreign athletes will or will not get awards, and foreigners will have an asterisk in front of their names on reports.

Relay Preferences

☞Allow "A" Relays Only means each team is limited to one relay entry per relay event.
☞Allow anyone from any team on a relay means any person from any team can be on a given relay such as in an all-star meet.
☞Allow athlete to compete on 2+ relays in the same event means an athlete could be listed on an A relay and a B relay, for example.

Competitor Numbers

Competitor numbers are optional in MM. You can have MM automatically assign this number as you add athletes or you can later use the Athlete Menu's Competitor Number button to automatically re-number all athletes starting with any number and one of the re-numbering choices will be to number alphabetically by team and alphabetically by name within each team. *There are four competitor numbering systems possible in* **MM**.

☞ Unique - If you check Unique, then **no two athletes** can have the same number.
☞ Male / Female Separately Unique - If you select this choice, then you can have two identical sets of numbers, one for females and one for males. Male and female athletes may have the same numbers, but all males must be unique to other males, and all females must be unique to other females.
☞ Disable Uniqueness - for special situations, you can disable competitor number checking and assign the same number to as many people as you wish! Note that by doing this, **MM** will not be able to properly search for an athlete by competitor number.
☞ Auto increment competitor numbers - As you add an athlete, the computer will automatically assign the next available number based upon your choice for uniqueness. For example, when you add the first athlete to the database, he/she will be assigned #1.

Seeding Preferences

MEET MANAGER ***for Track & Field*** Seeding Preferences provides many ways to customize how your events will be seeded depending on the type of meet you are running - Timed Finals, Dual, Masters/Veterans, Championship, etc. There are many different options to choose from to determine the seeding of your meet. It is very important to know which type of seeding you will be using for your meet and to understand the differences in the types of seeding prior to choosing these options. The seeding preferences are designed to accommodate special needs that your meet may have.

From the Main Menu bar, click **Set-up** / **Seeding Preferences** and click on one of the four Tabs as shown below.



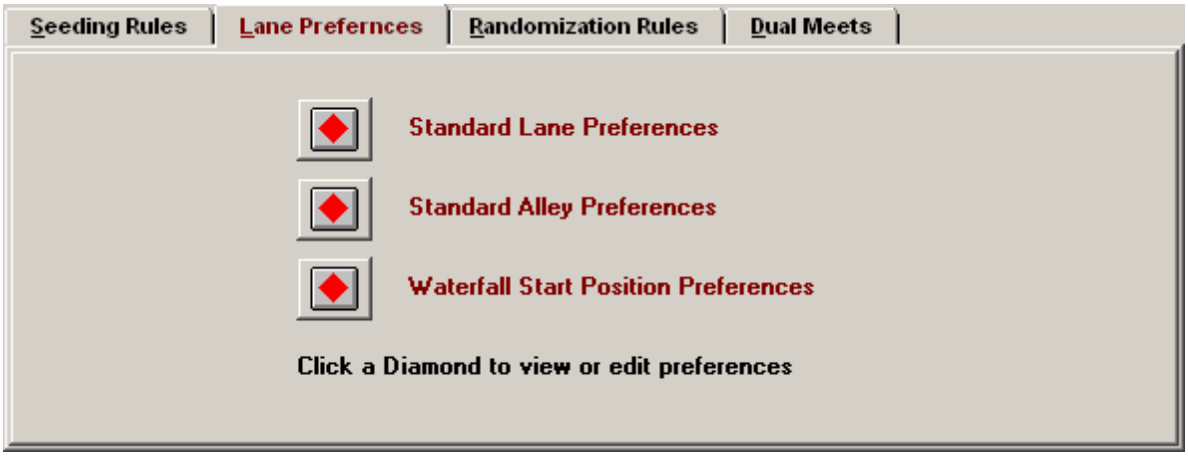
Seeding Rules
Lane Preferences
Randomization Rules for In-Lane Races

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Dual Meet Seeding

Lane Preferences

From the Main Menu bar, click **Set-up** / **Seeding Preferences** and click on **Lane Preferences**.



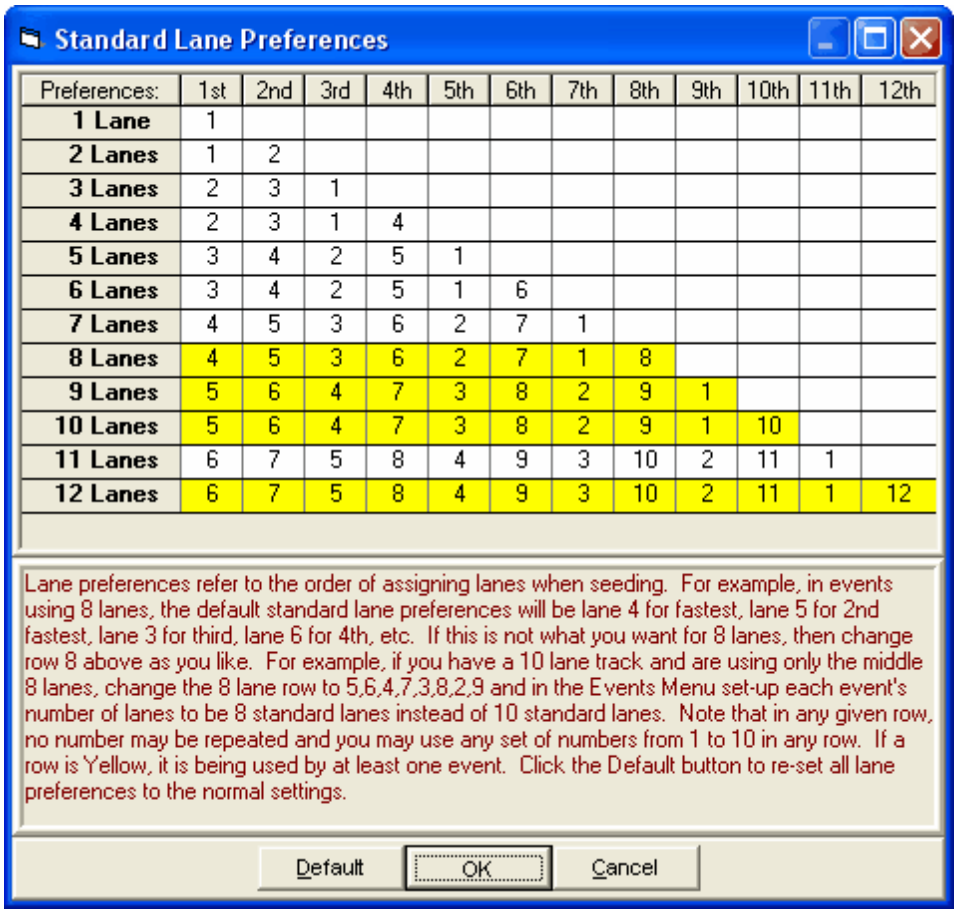
Each event allows you to select whether to use standard lane preferences, custom lane preferences, random lanes, alleys, or waterfall start.

Standard Lane Preferences
Standard Alley Preferences
Waterfall Start Position Preferences

Standard Lane Preferences are for track events run entirely in lanes and are used to assign preferred lanes. The standard lane preference screen has 10 columns where column one would be the fastest lane.

MM starts out with the standard lane preferences pre-set. For example, if you are seeding an 8 lane event, the fastest runner would go into lane 4, the 2nd fastest in lane 5, 3rd in 3, etc. The pre-set pattern is 4-5-3-6-2-7-1-8. If this is **not** what you want, you can easily and quickly change the pattern. Once the pattern is set, you do not have to concern yourself with it anymore. Note that in any given row, no number may be repeated and you may use any set of numbers from 0 to 10 in any row. If a row is highlighted in yellow, it is being used by at least one event. Click the default button to reset all lane preferences to the normal setting.

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Preferences:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1 Lane	1											
2 Lanes	1	2										
3 Lanes	2	3	1									
4 Lanes	2	3	1	4								
5 Lanes	3	4	2	5	1							
6 Lanes	3	4	2	5	1	6						
7 Lanes	4	5	3	6	2	7	1					
8 Lanes	4	5	3	6	2	7	1	8				
9 Lanes	5	6	4	7	3	8	2	9	1			
10 Lanes	5	6	4	7	3	8	2	9	1	10		
11 Lanes	6	7	5	8	4	9	3	10	2	11	1	
12 Lanes	6	7	5	8	4	9	3	10	2	11	1	12

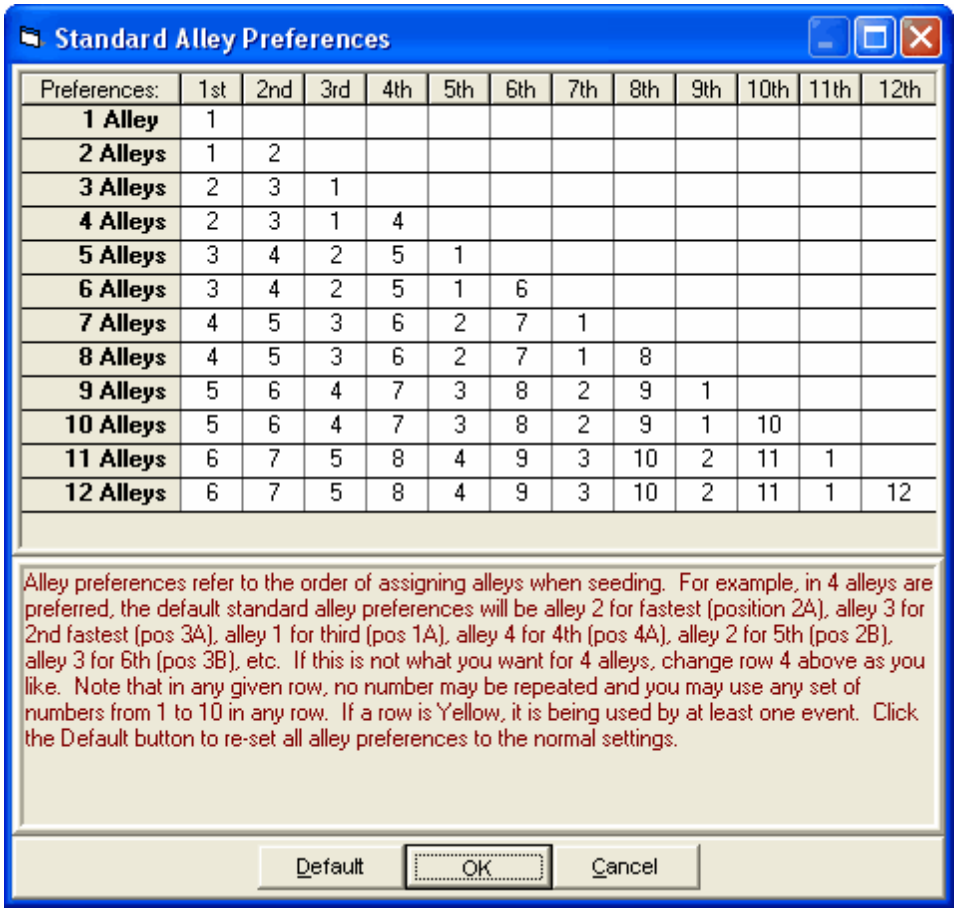
Enter the fastest lane in column 1, the second fastest lane in column 2, the third fastest lane in column 3, etc.

To change the preferences for any row, click any cell. Each row can contain numbers from 1 to 10 in any order, but the same number cannot be repeated in any row, as this would give two preferences to the same lane number. This flexibility gives you a variety of ways to assign lanes. For example, suppose you have inexperienced runners in the hurdles and have a nine lane track. You could set-up the event to allow only 5 runners per heat or section and then change the 5 lanes row above to 5-3-7-1-9. Each heat would have 5 runners spaced out in lanes 1-3-5-7-9.

The **Standard Alley Preferences** are for track events run partially in lanes and are used to assign boxed alleys (pairs of lanes) to your runners in distance events. Each individual event of 600 or longer and each relay event of 3200 or longer can select alleys for position assignment within heats or sections. If the alley is two lanes wide, then it is common for there to be three athletes abreast in the two lane alley. If the alley is three lanes wide, then there may be 4 athletes abreast in the alley. If a track has wide lanes, then one lane may be an alley with 2 athletes abreast. The standard alley assumes that each alley has the same number of athletes on the front row. **MM** starts out with the standard alley preferences pre-set, but you can easily change the pattern. For example, if you are seeding for an 8 lane track and are using 4 alleys (4 pairs of lanes) with 2-3-1-4 as the order of preference, the fastest runner would go in position 2A, the 2nd fastest in position 3A, then 1A, 4A, 2B, 3B, 1B, 4B, 2C, 3C, 1C, 4C,

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2D, 3D, 1D, 4D, 2E, 3E, 1E, 4E, 2F, etc. The pre-set pattern is 2-3-1-4. Once the pattern is set, you do not have to concern yourself with it anymore.



Preferences:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1 Alley	1											
2 Alleys	1	2										
3 Alleys	2	3	1									
4 Alleys	2	3	1	4								
5 Alleys	3	4	2	5	1							
6 Alleys	3	4	2	5	1	6						
7 Alleys	4	5	3	6	2	7	1					
8 Alleys	4	5	3	6	2	7	1	8				
9 Alleys	5	6	4	7	3	8	2	9	1			
10 Alleys	5	6	4	7	3	8	2	9	1	10		
11 Alleys	6	7	5	8	4	9	3	10	2	11	1	
12 Alleys	6	7	5	8	4	9	3	10	2	11	1	12

Enter the fastest alley in column 1, the second fastest alley in column 2, the third fastest alley in column 3, etc.

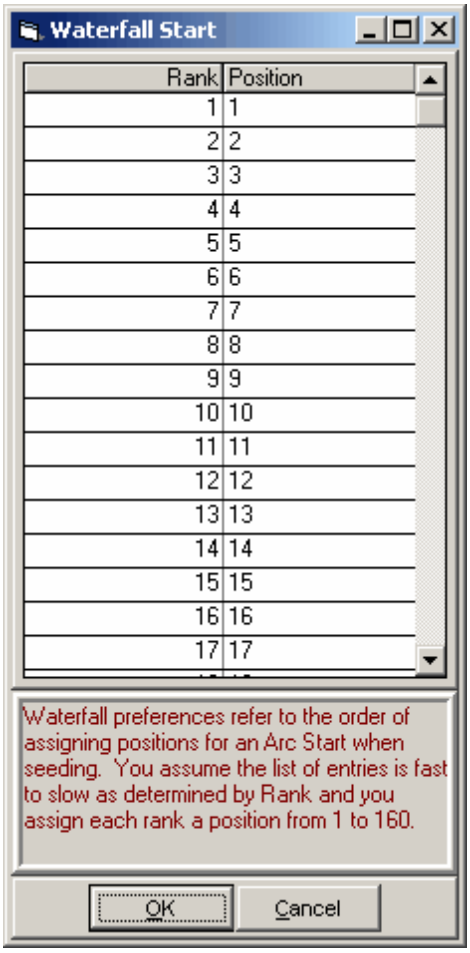
To change the preferences for any row, click any cell. The same alley number cannot be assigned two columns.

Note: After seeding an event with alleys, the only way to see the alphanumeric numbering is to list a start list from the Meet Program Report or the Finish Line Heat Sheet or the Draft Sheet from the Preview Menu.

The **waterfall start** is used in distance events and is also called the "arc start". This method assigns "positions" to the runners in a preferred order. The preferred order starts out with the fastest runner or relay assigned to position 1, 2nd fastest to position 2, etc. Use this routine to change the preferred position assignments. For example, you could change the preferred order to 5-6-1-2-3-4-7-8-9-10-11 etc. That would mean that the 5th fastest would be assigned position 1, the 6th position 2, the fastest position 3, 2nd fastest position 4, 3rd gets 5, 4th gets 6, 7th gets 7, etc.

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After selecting waterfall start, a scrolling two column list is displayed with the left column numbered from 1 to 100 for position numbers and the second column also numbered from 1 to 160. The second column represents athletes or relays in the order of the performance list from fastest to slowest. To change the position assignments, change the highlighted number in the second column to any number from 1 to 99. No number may be repeated.



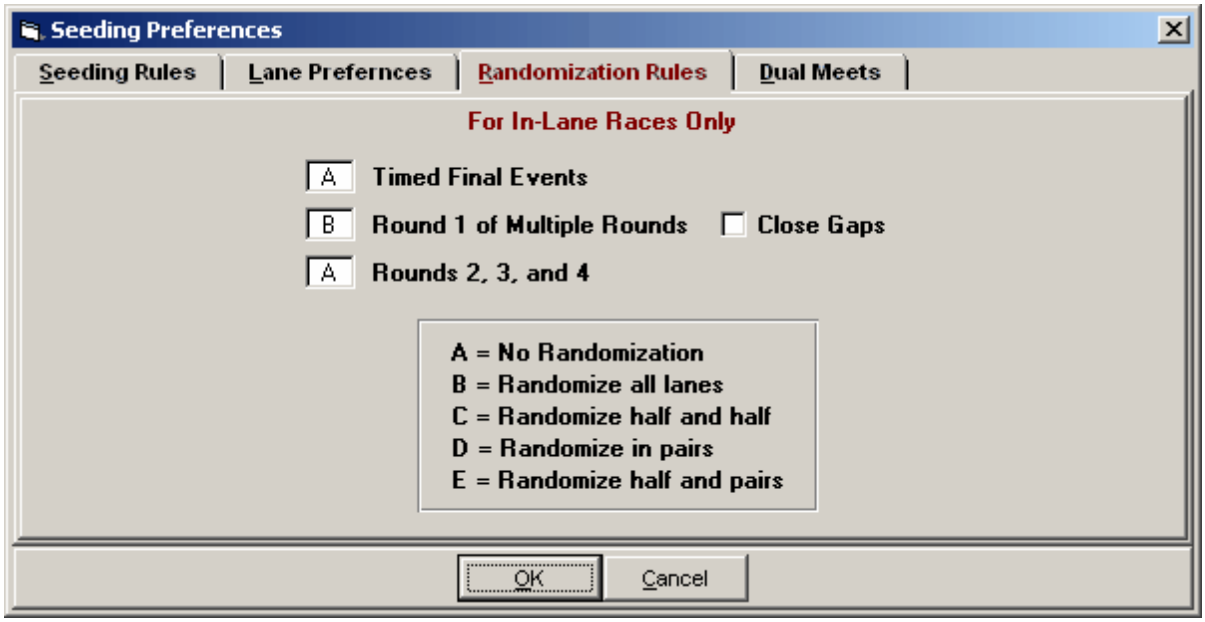
Custom alley preferences are used to accommodate those meets that use "**super alleys**" and other such unusual configurations. To enter your customized set of alpha-numeric labels for each position, select the Events Menu, select the event, and click **Custom Alleys** at the top. You then enter any label you want for up to the 1st 99 positions in a flight. Each distance event can have its own set of custom alleys. To make it easier for officials and timers to associate the alpha-numeric alley designator with the position, the position and alpha-number designator are both shown on heat sheets and finish line heat sheets (e.g. 3 1A for pos 3, spot 1A).

Note: After seeding an event with alleys, the only way to see the alphanumeric numbering is to list a start list from the Meet Program Report or the Finish Line Heat Sheet or the Draft Sheet from the Preview Menu.

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Randomization Rules

From the Main Menu bar, click **Set-up** / **Seeding Preferences** and click on **Randomization Rules**



The **randomization rules** are used during seeding of events and only apply to events which are **run entirely in lanes**.

> **The rules are only used when you select standard lanes or custom lanes as the method to assign lanes in a particular event. The lane preferences determine what lane each athlete gets, and then the rules determine what lanes get randomized (mixed) during each round of seeding.**

There are four randomization rules which apply to **3 types of rounds**. Assign them to according to your particular needs. The three types of rounds are:

1. **Timed Final** events.
2. **Round 1** of multiple rounds.
3. **All Successive Rounds** following the first round.

The four randomization rules, which only apply to running events of 800 meters or less and relays of 3200 meters or less, are:

A. No randomization.
B. Randomize all lanes (optionally close gaps).
C. Randomize half and half.
D. Randomize in pairs.
E. Randomize half, half again, and remaining.

E is a new choice effective with January, 1, 2008 IAFF rules. If there are an odd number of lanes, C, D and E will randomize the leftover lane with the last pair or second half. For example, in rule C, if the event is using 9 lanes and the lane preferences are 5-4-6-3-7-2-8-1-9, lanes 5-4-6-3 will be randomly mixed and then lanes 7-2-8-1-9 will be randomly mixed. Rule E will randomize as follows: if 5 lanes, then randomize the fastest 2 and then the remaining 3; if 6 lanes, then randomize the fastest 3, then the 4th fastest and

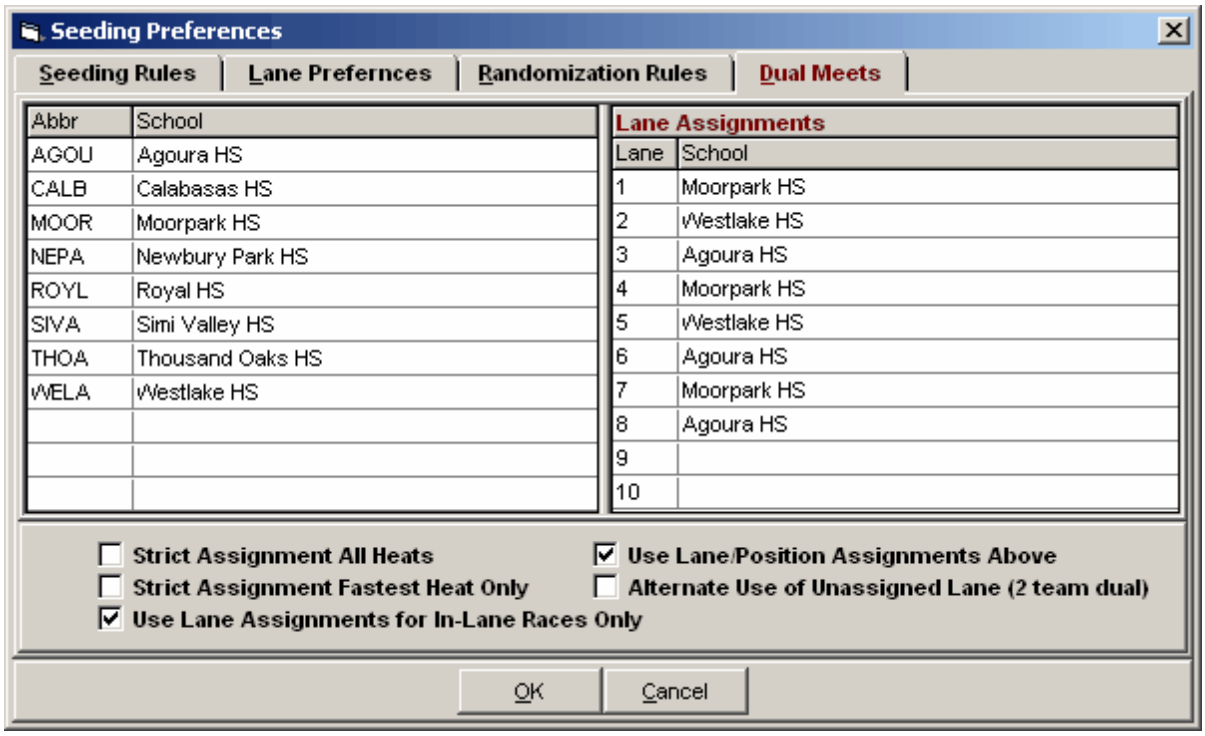
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then the remaining 2; if 7 lanes, then randomize the fastest 3, then the next two fastest and then the remaining 2; if 8 lanes, then randomize the fastest 4, then the next two fastest and then the remaining 2; if 9 lanes, then randomize the fastest 4, then the next two fastest and then the remaining 3; if 10 lanes, then randomize the fastest 5, then the next two fastest and then the remaining 3;

If randomize all lanes choice B is selected for the first round of multiple rounds, there will be a choice to close empty lane gaps or not. To explain what *close gaps* means, suppose there are 8 lanes, but only 7 runners in the heat. Randomizing all lanes would mean that the one empty lane could be any one of lanes 1 through 8. Let's say the empty lane happened to be lane 5. Depending on the meet committee's interpretation of the rules, the decision has to be made whether to move (close the gap) lanes 6, 7, and 8 into 5, 6, and 7 or to leave lane 5 open. In any case, **MM** can handle either interpretation of the rules automatically.

Dual Meet Seeding

From the Main Menu bar, click **Set-up** / **Seeding Preferences** and click on **Dual Meets** to display the panel below which allows you to assign teams to lanes.



For **Dual** and **3+ Dual** meets, you can assign lanes to up to 10 teams with any lane assignments desired. Just double click the team name on the left to move it to the next available lane on the right. Or drag the team from the left to the right and drop it into any empty lane. Once teams are assigned on the right, you can switch them by dragging one and dropping it on top of the other. These assignments are only used in the Seeding Menu if the **Meet Style** in Meet Set-up is Dual or 3+ Dual and if **Use Lane Assignments Above** is checked.

- **Strict Assignment All Heats:** If this is checked, teams are only seeded into their assigned lanes regardless of the number of entries from each team. If this is not checked, then there is an attempt to prevent there being empty lanes. For example, if the first team above has 3 athletes in an event, the second has 4, and the third has only 2, then the second team will use the third team's empty lane. With Strict Assignment, the second heat would have 1 athlete and the first would have 8.

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- **Strict Assignment Fastest Heat Only:** After the fastest heat has been assigned strictly, then there will be an attempt to prevent empty lanes in the heats that follow. When one team runs out of athletes for the event, other teams will be assigned to their lanes.
- **Use Lane Assignments for In-Lane Races Only:** If this is checked, the lane assignments will only be used for running events of 800 and below where the runners stay in their lanes throughout the race. The other events will be seeded in the normal fashion.
- **Use Lane Assignments Above:** If this is not checked, then the lane assignments are ignored when seeding.
- **Alternate Use of Unassigned Lane (2 team dual):** For 2 team duals **only** and in cases where there is no team assigned to a lane in the menu above, such as in a 5 or 7 lane track, the empty extra lane will alternate by event as to which team will fill it.

Report Preferences

MEET MANAGER's Report Preferences provides ways to customize your Reports. From the Main Menu bar, click **Set-up** / **Report Preferences** and click on one of the four Tabs as shown below.

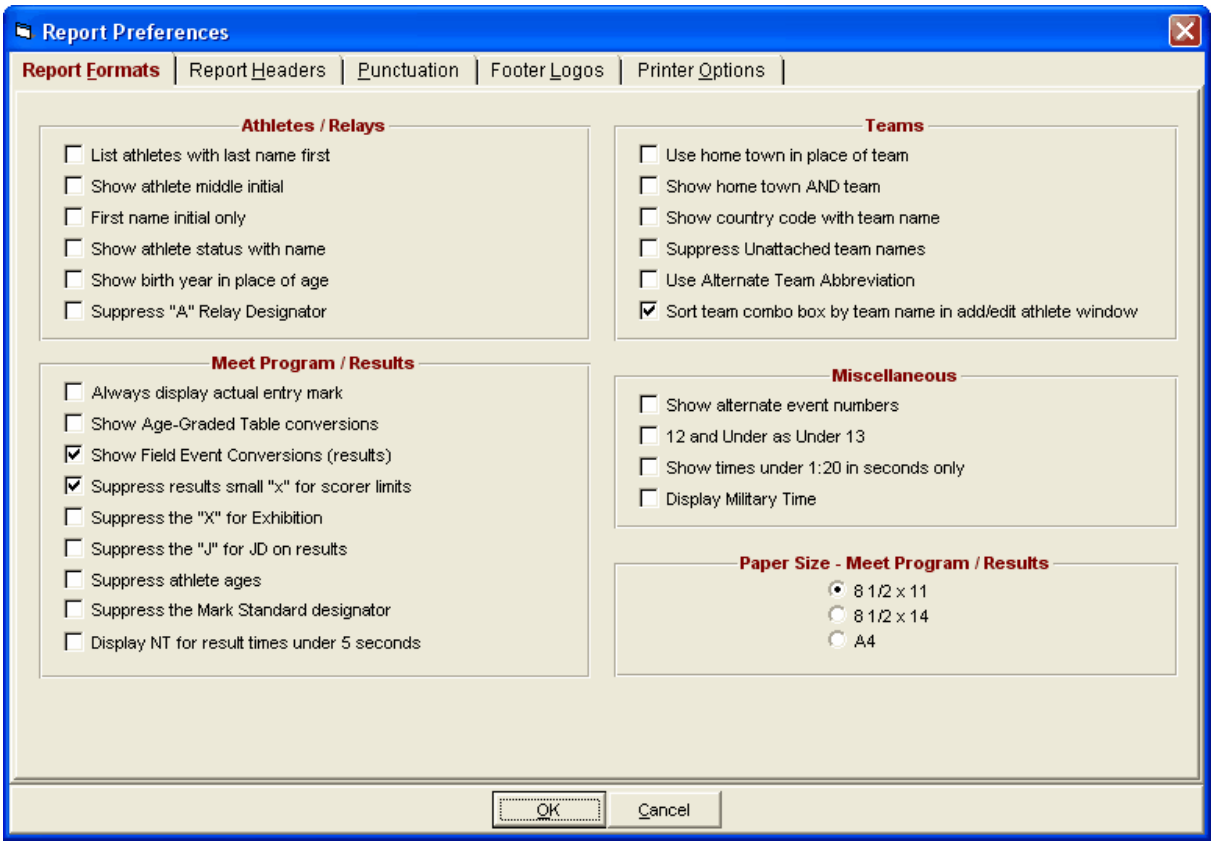


Report Formats
Report Headers
Punctuation
Footer Logos

Report Formats

From the Main Menu bar, click **Set-up** / **Report Preferences / Report Formats** to display the panel below.

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Use hometown in place of team/school: Whenever an athlete is listed in heat sheets, results, etc., the team or school will also be listed. If you enter athlete addresses, you can have the hometown city and state listed in place of the school or team and on the Roster by Athlete Report.

Show hometown AND team: Replace the athlete's team with the athlete's hometown and team in reports. If the athlete's city is blank, then use the team's city instead. If this is selected, then **Use hometown** in place of team cannot be selected.

Show country code with team name: For international meets, a country code can be included in front of the team/school name. This country code is included in the **Teams Menu**. Note that the country code will also be displayed even if you select to use hometown in place of schools.

Display Military Time: To show military 24 hour time instead of 12 hour time, check the box and 2:07 PM becomes 14:07 PM.

Show times under 1:20 in seconds only: To comply with IAAF rules, check the box so that times such as 1:03.76 are displayed as 63.76.

Show alternate event numbers: You can assign alternate event numbers to every round. This means the prelims of an event can be event number 8 and the finals can be event number 33. The alternate event numbers are for the public to see and do not replace the real event numbers for the computer operator. The alternate event numbers are entered in the Sessions Menu. Alternate event numbers are alpha-numeric 5 character fields with only the last character allowed to be alpha; there is no checking for duplicate alternate event numbers.

Additional Meet Format Choices:

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- You can choose to list athletes with last name first.
- You can choose to include middle initial.
- You can choose to show first name initial only (useful on 3 column reports.
- You also have the option to show the **athlete status with name** on all reports - for example, check this box and **MM** will put an asterisk in front of any **Foreign** athlete's name.
- You can optionally **suppress the "A" for A Relays** in Reports.
- You have the option to **suppress the small x**. This small x is normally inserted in front of a result time to show that the entry was ineligible to score either because the entry exceeded the maximum entries per team or the time was slower than the qualifying time.
- You can suppress **Age** on the Results/Meet Program.
- You can suppress the **J** for JD on results.

Show year of birth in place of age: This option is available only if Athlete Preferences has Enter Ages checked and if birth dates are entered. If the Meet Type is High School or College and Athlete Preferences has Enter School Year checked, this option does not apply.

12 and Under as Under 13: Some meets want to describe **12 and Under** events as **Under 13** - if so, check the box.

Show field event conversions: Check the box to display conversions Metric to English and English to Metric on results.

Show Age-Graded Table conversions: Age-graded tables are a series of age factors and age standards which can be used to compare performances at different ages in different athletic events. Age-graded factors are used for ages 35 and up in five year increments. The ***One year age-grading*** tables have been phased out as of 2014.

Besides being able to just display the comparison, this enables athletes at the upper end of their Age Groups to compete on an equal level with younger athletes which can make competition more interesting and exciting. The age-grading allows everyone to compete in one Age Group rather then having 5 or 10 year increments.

The age-graded tables were originally researched and compiled by the National Masters News and by the World Masters Association (WMA and formerly WAVA) in 1994-95. They were updated in 2006, 2010, and 2014. The tables included in **MM** are the new 2014 tables.These tables include factors for the standard track & field events as well as the long distance running event factors. To see the list of events with factors, click here.

*Age-Graded events must be set-up for results in **metric**!*

You can run mixed gender events and still perform Age-Grading if you desire. However, Combined-Events cannot not have mixed genders within the same event number.

Age-Grading produces two numbers for each athlete in each event:

1. The **age-graded mark** which uses age factors.
2. The **performance-level percentage** which uses age standards.

For example, suppose a 44 year old man runs the 100 meters in 12.22. His numbers would be:

Actual Time	12.22
5 Year Age-graded mark	11.67
5 Year Performance-level percentage	84.53%

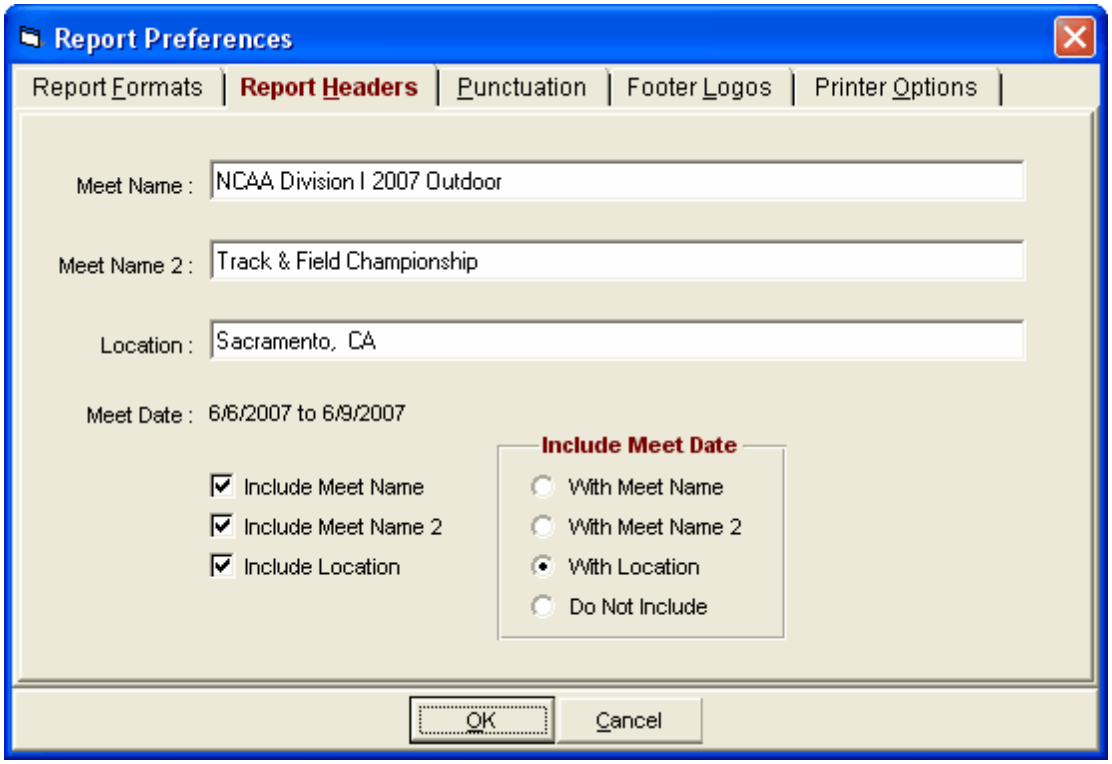
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11.67 was calculated by multiplying 12.22 by .9542, the M40 age factor.
84.53% was calculated by dividing 12.22 into the age standard of 10.33 and multiplying by 100.

If age-grading is used, you have the option in the Entry/Scoring Preferences Menu to rank results by the performance level percentage or the actual mark! However, ranking by performance level will only apply to the final round of an event.

Report Headers

From the Main Menu bar, click **Set-up** / **Report Preferences / Report Headers** to display the panel below.

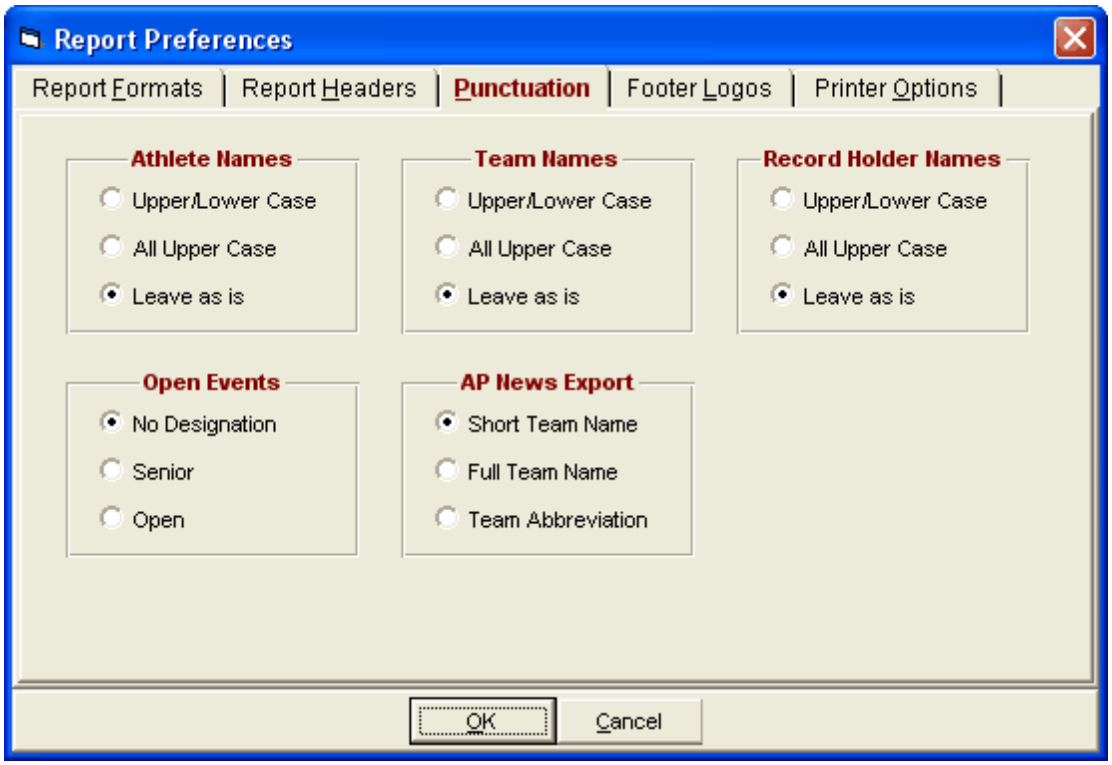


You have the option to include up to 3 lines of header information for reports. Just enter Meet Name, Meet Name 2, and Location. Then check the appropriate check boxes to customize how you want the headers to display.

Punctuation

From the Main Menu bar, click **Set-up** / **Report Preferences / Punctuation** to display the panel below.

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Punctuation is a real time saver and makes report presentation much cleaner. Suppose some names are entered as all upper case, some all lower case, and some mixed case. By choosing Upper/Lower Case or All Upper Case, reports will be consistent. Because upper case characters use more space than lower case characters, Upper/Lower Case is recommended so that longer names will fit on reports. When you enter athlete names, they will be stored as typed, but converted to proper uppercase and lowercase punctuation on reports if so selected.

To avoid punctuation of a name, make the 2nd letter lowercase or turn off punctuation in this menu. Note that if using upper/lower case punctuation, names beginning with MAC do not get punctuated because there is no right way to do it in all cases. So you have to edit the name yourself and put in the upper/lower case. One exception to this is that if the first four letters of a name is all lowercase, the 2nd letter lowercase rule is ignored and the entire word is punctuated.

You may also specify how you want your **Open Events** designated: "No Designation", "Senior", or "Open". You may customize your **AP News Export** choices for Short Team name (12 characters), Long Team name (30 characters), or just Team Abbreviation (4 characters).

Footer Logos

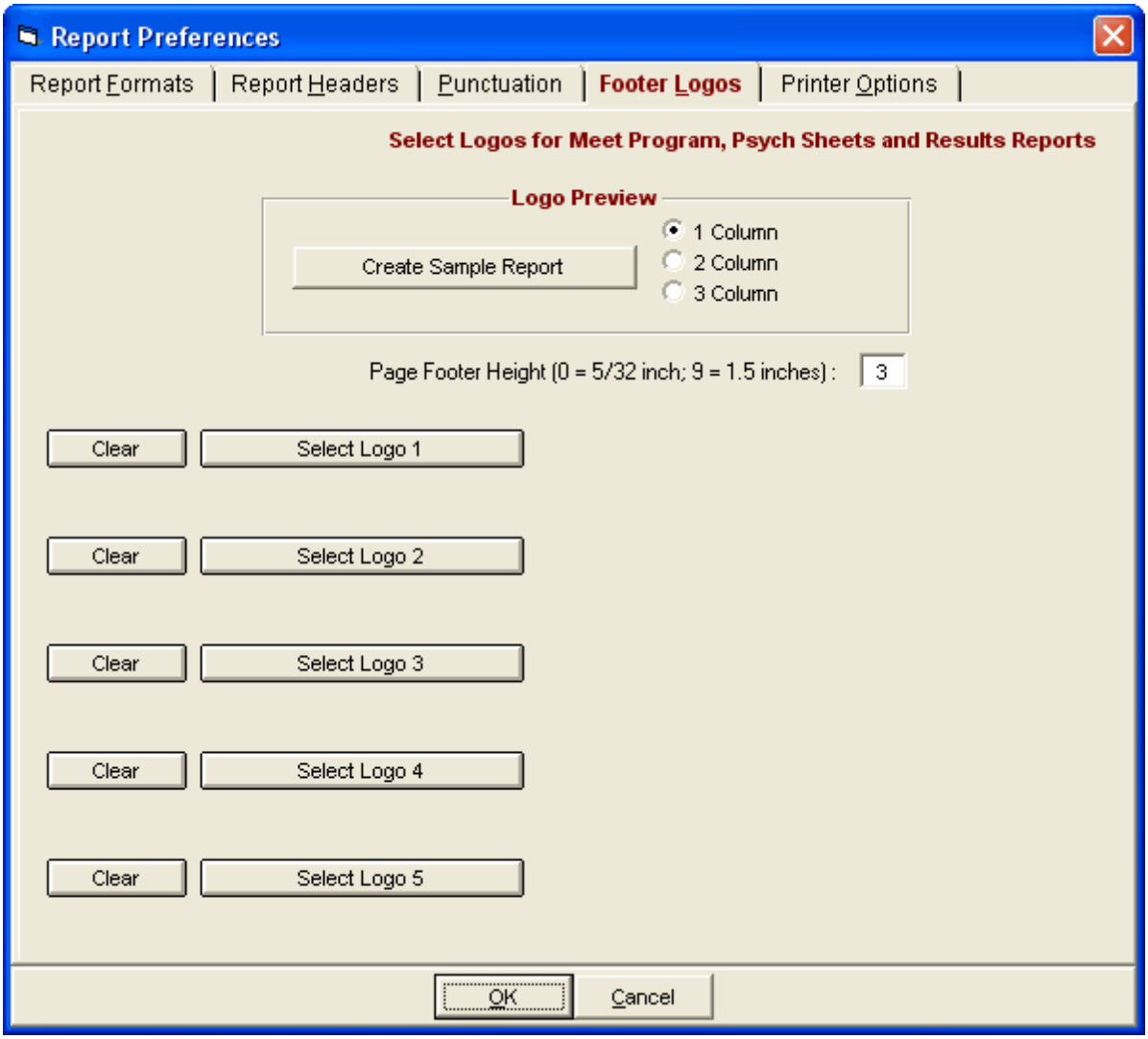
From the Main Menu bar, click **Set-up** / **Report Preferences / Footer Logos** to display the panel below. From this panel you can select up to five logos to be included in the footer of reports for the Meet Program, Psych Sheets, or Results. In order for the logos to appear within any of these reports, you must also check the **Include Logos** check box found in the **Include Tab** of each of the report menus.

The images that can be used for logos are .bmp files, .png files, .jpg files, and .jpeg files. After you have selected the images you want, click the **Create Sample Report** button to see how the logos will look. The images will be equally spaced across the bottom and automatically resized using the proper aspect ratio to fit within the footer. You can adjust the height of the footer from 5/32 inch to 1.5 inches by

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entering a number from 0 to 9 in the text box below. You can experiment with different settings to see what looks best.

We suggest that you store your logos image files in c:\hy-sport\tfmm3\logos for easy access.



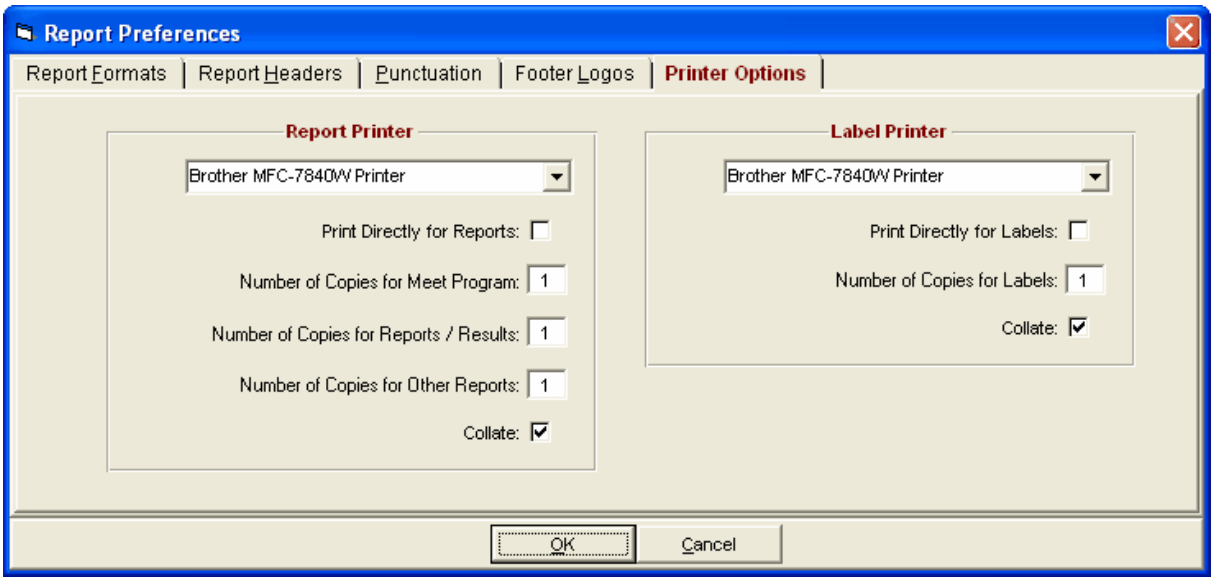
Printer Options

From the Main Menu bar, click **Set-up / Report Preferences / Printer Options** to display the panel below.

- **Printer Choices:** You can choose any printer for reports and any printer for labels. Previously this selection only worked when printing directly to the printer. Now it also works when Previewing a report.
- **Number of Copies:** You can separately enter a number of copies for the Meet Program, for Results, and then for all other reports.

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- **Collate:** If printing more than one copy, you can specify whether to collate or not.
- **Two Printer Choices when Report is Displayed:** When a report is displayed, there is a new second printer icon included which will print directly using the selected printer in Printer Setup. There also is a number of copies text box which defaults to your settings below, but can be changed on the fly during the preview. The previous printer icon in MM 6.0 remains and works the same as before using the default windows printer.



Entry / Scoring Preferences

MM offers powerful and flexible customization options for Entries and Scoring. From the Main Menu Bar, click on **File** / **Entry Scoring Preferences**. Then click on the appropriate Tab to customize how you want **MM** to handle very specific entry and scoring alternatives.

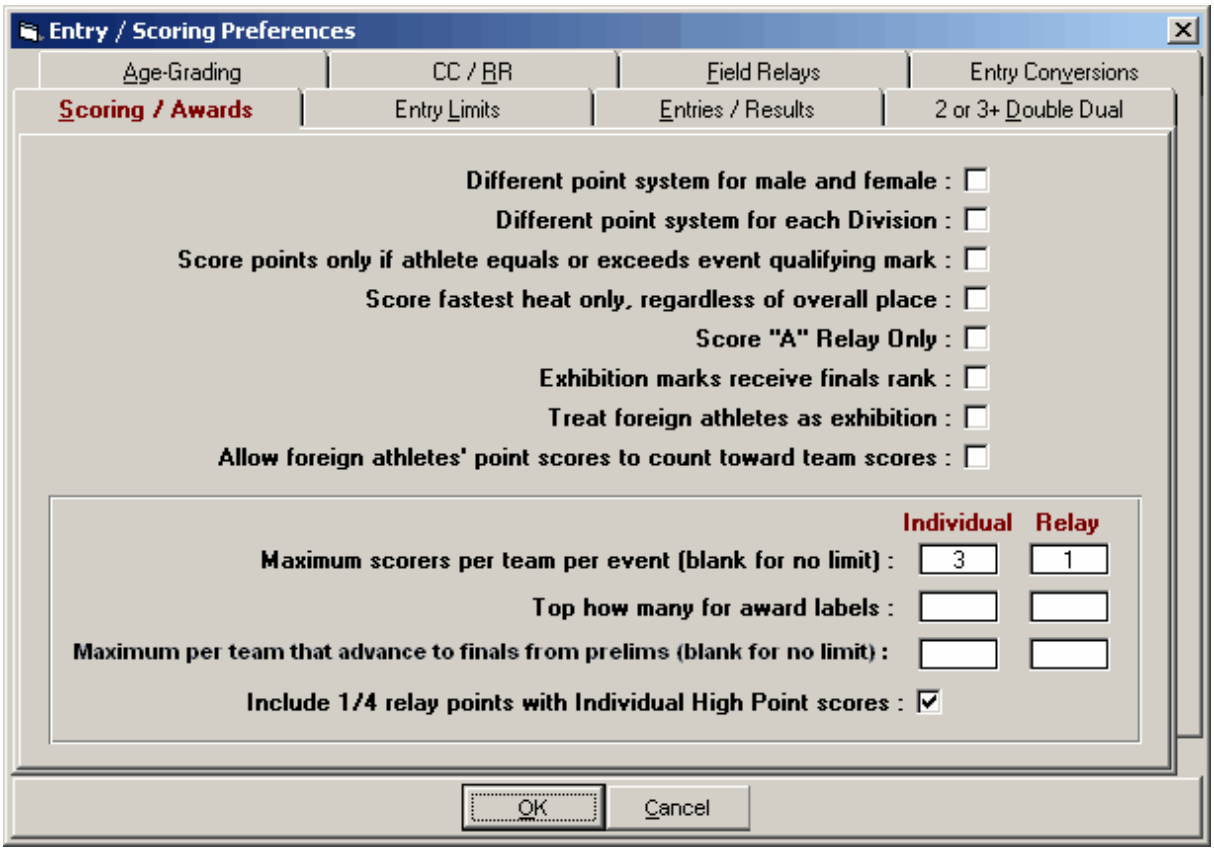


Scoring / Awards
Entry Limits
Entries / Results
2 or 3+ Double Dual
Age Grading
CC/RR
Field Relays
Entry Conversions

Scoring / Awards

From the Main Menu Bar, click on **File** / **Entry/Scoring Preferences / Scoring/Awards**.

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Different Point System for Male and Female

Click on this check box and **MM** will provide a totally independent set of place scoring points for the Male and Female events in your meet. For example, you may wish the Female events scoring to be 10-8-7-6-5-4 and the Male Scoring to be 7-5-4-3-2-1. Click Here to find out How To Set-up Point Scoring.

Different Point System for Each Division

Click on this check box and **MM** will provide a totally independent set of place score points for each Division that you have set up. For example, you might want 1st place for the Varsity events to be worth 10 points and for the JV events 8 points.

Score Points ONLY if Athlete equals or exceeds Event Qualifying Mark

Click on this check box and **MM** will check each Athlete's Result and allow him/her to be awarded points only if that time equals or exceeds the meet entry qualification time for that event. You may want to make this selection to penalize entries that do not meet the publicized entry qualification requirements to enter the meet. MM will print a small "x" beside these result times indicating that they are not eligible to score points - for example, "x 1:23.45".

Score fastest heat ONLY, Regardless of Overall Place

Click on this check box and **MM** will award points to Athletes and Relays that have been seeded in the Fastest Heat **ONLY**. For example, if an Athlete in the 3rd fastest heat runs the fastest time, he/she is not eligible for first place points or awards. This is used primary in Summer type recreation leagues.

Score "A" Relay Only

Click on this check box and **MM** will only allow "A" Relays to score points.

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Exhibition marks receive finals rank

There are several ways to declare a result as exhibition:

- Enter an **X** in front of the mark when entering results or click the exhibition check box next to the result.
- Go to **Athlete / Edit Athlete,** select **s**tatus and select exhibition for the athlete. This makes the athlete exhibition for all events.
- Go to **Team / Edit Team**, select status and select exhibition for the team of the athlete. This makes all athletes for this team exhibition for all events.

If you check "exhibition marks receive a finals rank", exhibition results will keep their order of finish place and will be eligible for awards, but **will not receive team points**. If you do not check "exhibition marks receive a finals rank", exhibition results will be moved to the bottom of the results list and will not have a finish place and will not receive awards or team points.

Treat foreign athletes as exhibition

If you have a meet where foreigners can compete, but are ineligible for points, check the box. Note that exhibition marks never receive team points. To declare that an athlete is a foreigner, go to **Athletes / Edit Athletes / Status.** The drop down menu offers three choices: Exhibition, Foreigner, and Normal. Highlight Foreigner. All reports and results will place an asterisk in front of the athlete name making it easy to know who is a foreigner unless you have not checked "Show athlete status with name" in Report Preferences.

Allow Foreign Athletes' Point Scores to Count Toward Team Scores

Click on this check box and **MM** will allow Foreign Athlete's Scores to be totaled for Team Points. Click here to find How To Declare Foreign Athletes.

Maximum Scorers per Team per Event

Enter the max number of scored places for Individual and Relay events you will permit a Team to place. This feature prevents the larger teams from totally dominating the scoring. Leave these two fields "blank" if you do not wish to restrict scoring in this way.

Top How Many for Award Labels

Enter the number of Place/Finish Award Labels you wish to print for Individual and Relay events. For example, enter 8 and **MM** will print an Award Label for the top 8 finishers in each event. The value you enter here will be the default value when you actually Print the Award labels. From the Award Labels Menu, you can adjust this to be a range of places, such as 4th through 7th only.

Maximum per Team that Advance from Prelims to Finals

Enter the max number of athletes and relays from each Team that can advance to finals. This feature prevents a team from totally dominating the scoring. Leave these two fields "blank" if you do not wish to restrict the advancement this way.

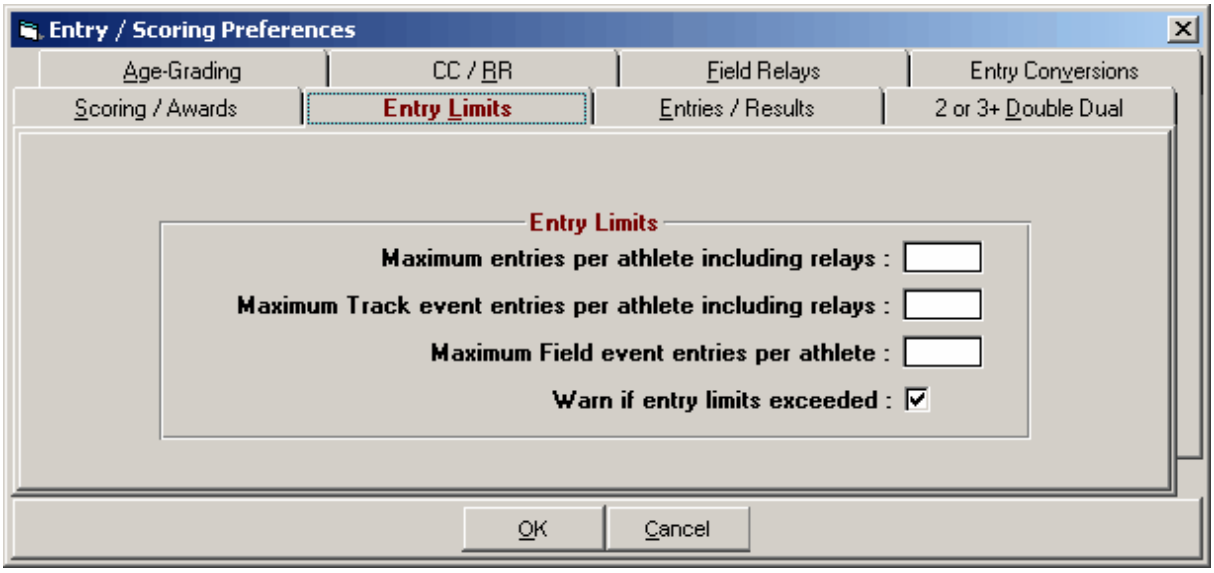
Include 1/4 Relay Points with Individual High Point scores

In addition to team scores, points scored by individuals can be added up using Reports / Scores. Each person's listing will show how many points were scored in field events and running events. You can also show what events points were scored in. At this point, you have the choice to include 1/4 of relay points in the individual scores.

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Entry Limits

From the Main Menu bar, click on **File** / **Entry/Scoring Preferences / Entry Limits**.



Entry Limits for the Entire Meet

Customize your meet entry limits (if any) for Individual and Relay events. For example, you might want to restrict each Athlete to a maximum of 4 entries including relays with a maximum of 2 field events and 2 track events including relays.

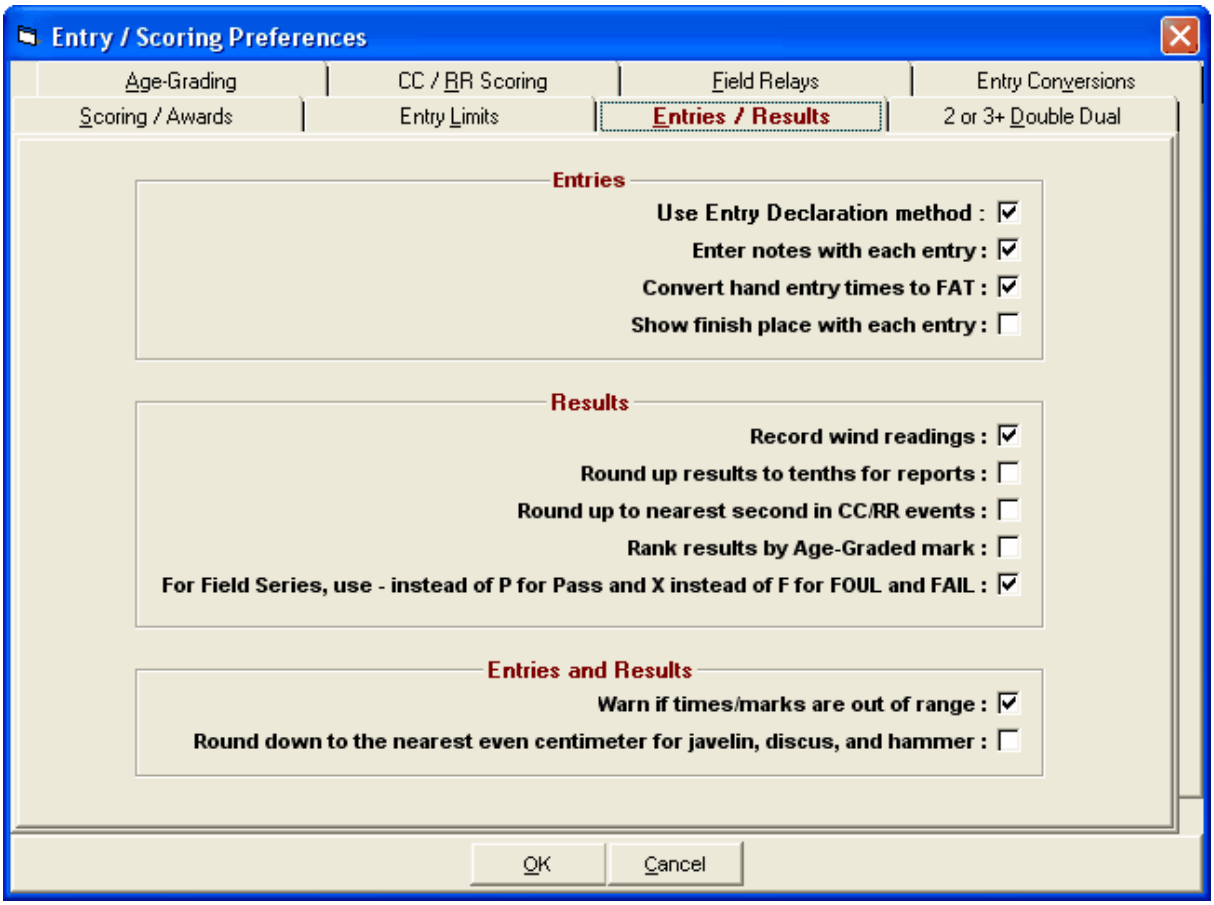
Warn if Entry Limits Exceeded

Click on the check box and **MM** will give you a warning when Entry limits are exceeded and give you an opportunity to override the limit.

Entries / Results

From the Main Menu bar, click on **File** / **Entry/Scoring Preferences / Entries/Results**.

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Entries

Use Entry Declaration method

There are two ways to handle entries for a given meet:

- Scratch method
- Declaration method (*Generally, the declaration method is only used in championship meets where entries are declared a day or two before the start of the meet.)*

The ***Scratch method*** assumes every entry is part of the meet unless scratched. The ***Declaration method*** assumes no one is in the meet until he/she is declared for his/her event. It is very important to understand the difference. Under the declaration method, you use the **Declaration Pad** or **Declarations by Team** to declare each entry as either declared, scratched, or alive. When seeding, only those who have been declared will be included in the seeded heats and flights. Under the scratch method, you use the **Scratch Pad** to scratch those who will not compete in a given event.

Enter notes with each entry

This is used in meets where you need to know how or when an athlete or relay team made an entry mark. Checking this box will allow you to add a 60 character comment to each athlete and relay entry. This is done in the **Athlete Menu** or in the **Relay Menu** by clicking into the Entry Notes cell to the far right of the entries grid. To list the notes, go to the **Reports Menu**, select Performance Lists and then select "converted and unconverted seeds".

Convert hand entry times to FAT

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To automatically convert manual entry times to fully automatic times (FAT),check the box. If you leave it unchecked, then no conversions will occur. *The conversion only applies to entry times entered in the **Athlete Menu**.* To signify a hand time, enter the time followed by the letter **h**. The conversion formula is to add .24 to dashes, runs, and hurdles which are less than or equal to 200 meters, and to add .14 to events of more than 200 meters and up to 400 meters. However, if your meet is an NCAA meet, .24 will be added to **all** running events regardless of distance.

Show finish place with each entry

If you wish to seed the **first** round by place and time, answer yes. This permits entering a place along with each seed time. Usually this place is the place from a previous meet which was used for advancing to the next level. You can enter the place manually in the Athlete and Relay Menus or you can import them if importing an advancer file from another meet.

Results

Record Wind Readings

If you want to record wind readings, check the box. Wind readings can be recorded for each race of 200 meters or less, and for each jump in the triple jump and long jump (including field event series). This includes events in Combined-Events such as the long jump in the decathlon.

Round up results to tenths for reports

If you want to round up results to the nearest tenth, check the box, and times entered with hundredths will be retained, but in reports the times will be rounded up to the nearest tenth of a second, such as 14.76 will show as 14.8.

Round up to nearest second in CC/RR events

If you want to round up results to the nearest second for events set as Cross Country or Road Race, check the box, and times entered with tenths or hundredths will be retained, but in reports the times will be rounded up to the nearest second, such as 16:46.48 or 16:46.1 will show as 16:47.

Rank results by Age-Graded mark

Age-graded tables are a series of age factors and age standards which can be used to compare performances at different ages in different athletic events. Age-graded factors are generally used for ages 30 and up. There are two sets of tables for Age-Grading:

- ***One year age-grading***
- ***Five year age-grading***.

Normally, you specify one year tables for individual events and five year tables for Combined-Events. Besides being able to just display the comparison, this enables athletes at the upper end of their Age Groups to compete on an equal level with younger athletes which can make competition more interesting and exciting. The age-grading allows everyone to compete in one Age Group rather then having 5 or 10 year increments.

Age-Graded events must be set-up for results in metric!.

Field Series

If you want to use the IAAF method for entering results for the field series, check the **For Field Series, use - instead of P for Pass and X instead of F for FOUL and FAIL** check box.

Entries and Results

Warn if times/marks are out of range

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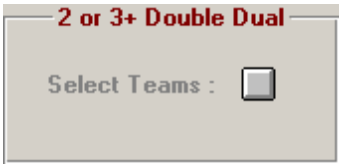
Whenever a time or mark is entered anywhere in the program, it is checked to see if it is reasonable for the event. For example, a shot put throw of 200 meters is unreasonable. But if you want to be able to enter anything, reasonable or unreasonable, do not check the box, and there will be no "sanity" check.

Round down to the nearest centimeter for javelin, discuss, and hammer

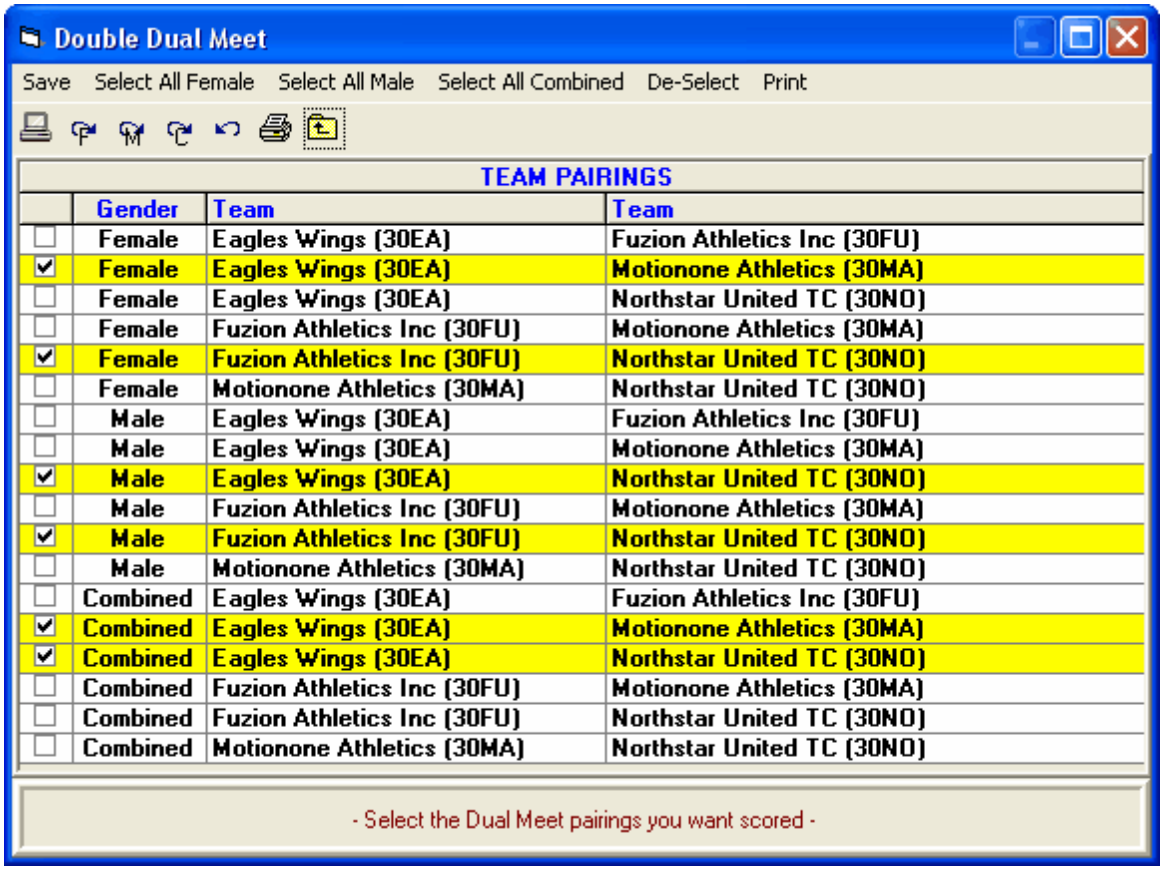
On November 1, 1997, the IAAF changed the rule for measuring the javelin, discus, and hammer. The former rule required rounding down to the nearest **even** centimeter. The new rule changed to rounding down to the nearest centimeter just like in the other throwing events. To use the old rule, check the box. The default is to use the new rule.

2 or 3+ Double Dual

From the Main Menu bar, click on **File** / **Entry/Scoring Preferences / 2 or 3+ Double Dual**.



Click the button next to Select Teams and a screen like the following appears:



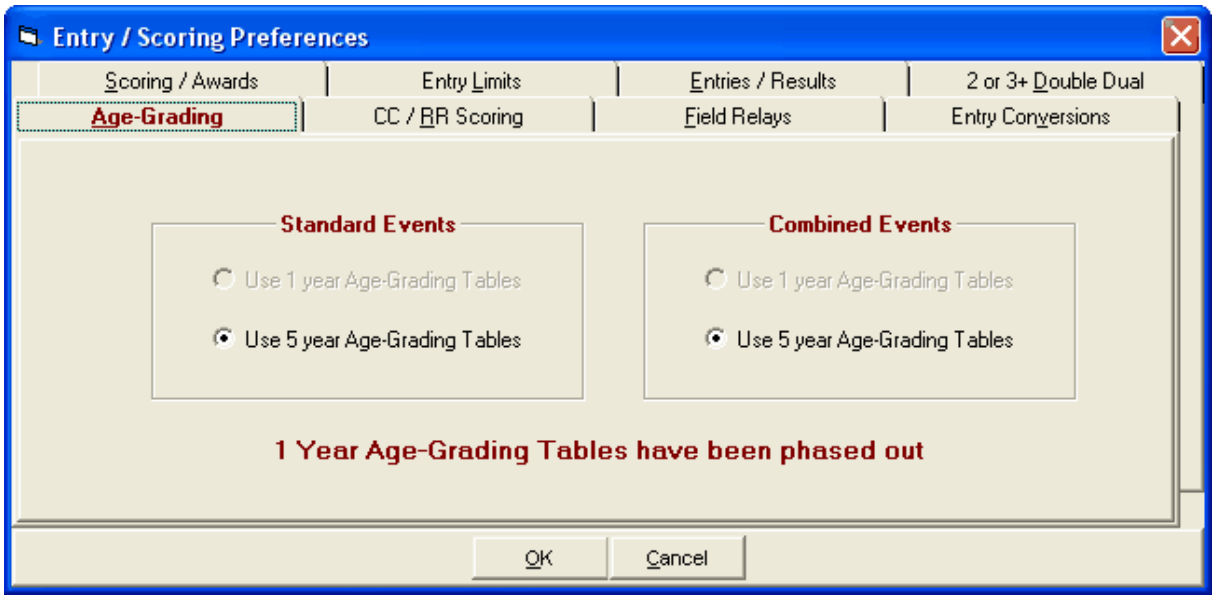
- The Double Dual Meet window shows all combinations of possible dual meets with the teams that are entered in the database. In the case above, there are 3 teams and there are 9 possible separate dual

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meet scoring options. Select the ones you want and these scores will be computed during the meet. They will be displayed on the Run screen and you can have them listed at the end of each result.
- If you use the Dual Meet Format report in the Results Report Menu, you can have a separate result page for each dual meet.
- If you need a report of the dual meet team pairings, click the Printer icon at the top of the menu.

Age Grading

From the Main Menu bar, click on **File** / **Entry/Scoring Preferences / Age-Grading**.
Note that 1 year age grading is no longer supported. Only 5 year Age Grading is available for 35 year olds and up.



To have reports show Age Grading, click on Setup / **Report Preferences / Report Formats** and check the box **Show Age-Graded Conversion Tables**. You have the option to include or not include them in results reports using the 1 column courier format only. If you have the Age-grading Option, these calculations are automatically calculated as you enter results regardless of whether you are showing age-grading or not.

The 2014 WMA (formerly WAVA) Age Grading Tables are available if you have the **Age Grading Option**.

The age-graded tables were researched and compiled by the National Masters News and by the World Masters Association (WMA and formerly WAVA) back prior to 1994. In 2006, a completely new set of tables were added with many new events included. In 2014 these tables were updated again with changes mostly to the throwing events for 65 and older due to changes in implements used.

2014 WMA Age Grading Tables

The following events have 5 year age grading factors starting at age 35:

Track Runs

50, 55, 60, 100, 200, 300, 400, 500, 600, 800, 1000, 1500, 1 Mile, 2k, 3k, 2 Mile, 4k, 3 Mile, 5k, 6k, 4 Mile, 8k, 5 Mile, 10k

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Road Runs
5000, 6000, 4 Mile, 8000, 5 Mile, 10k, 12k, 15k, 10 Mile, 20k, Half Marathon, 25k, 30k, 40k, Marathon, 50k, 50 Mile, 100k, 150k, 100 Mile, 200k

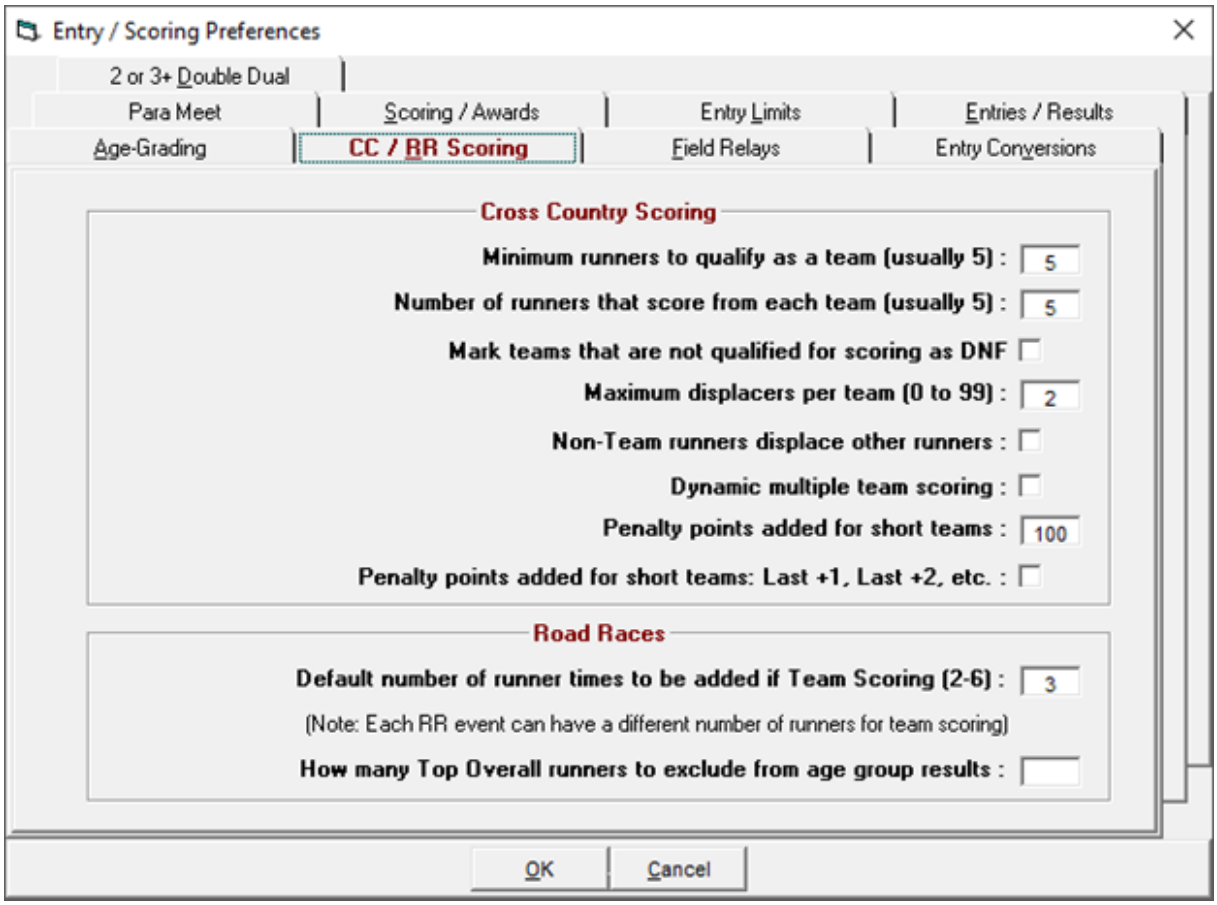
Hurdles
50, 55, 60, 80, 100, 110, 300, 400,

Steeplechase
2000, 3000

Field Events
High Jump, Pole Vault, Long Jump, Triple Jump, Shot Put, Hammer Throw, Discus Throw, Javelin Throw, Weight Throw

Race Walks
1500, 1 Mile, 3k, 5k, 8k, 10k, 15k, 20k, Half Marathon, 25k, 30k, 40k, Marathon, 50k

CC / RR
From the Main Menu bar, click on **File** / **Entry/Scoring Preferences / CC/RR**.



Cross Country - See How to Run a Cross Country Meet

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Minimum runners to qualify as a team
Enter a number from two to nine (usually 5).

Number of runners that score from each team
Enter a number from two to nine (usually 5). Scoring is computed by adding up the finish places of the runners taking into account displacers.

Mark teams that are not qualified for scoring as DNF
If fewer than 5 runners in a team (usually 5 to 7 runners) finish a cross-country race, then mark the team's cross-country score as DNF.

Maximum displacers per team
This can be from 0 to 99. Usually it will be two or three. If dynamic scoring, then enter 99.

Non-Team runners displace other runners
Non-Team runners, also known as non-scoring runners, are considered those that belong to a team abbreviation that has the first 3 characters of the Team Abbreviation as "UN-". These are also runners who belong to teams that do not have enough runners to score as a team.

Dynamic multiple team scoring
Dynamic team scoring means that one team/school is really comprised of multiple teams. For example, suppose one team has 15 runners competing and the team size is 5. After results are entered, this school will be dynamically put into an A, B, and C teams with the best 5 finishers on the A team, the next best 5 on the B team, and the last 5 on the C team.

Penalty points to add to each team short of scoring runners
This is only used if you have set the minimum number of runners needed to score at less than the normal number. You can add a penalty score for each athlete that the team is short. Enter a penalty from 0 to 999. For example, if 5 runners are to score for each team, but teams are allowed to score with 4 runners, then add the penalty score for the missing runner.

Road Race Team Scoring

Default number of runner times to be added for team scoring
Enter a number from two to six. Usually this is five. Scoring is computed by adding up the finish times of the runners. Note, however, that each event has its own setting for the number of runners to use.

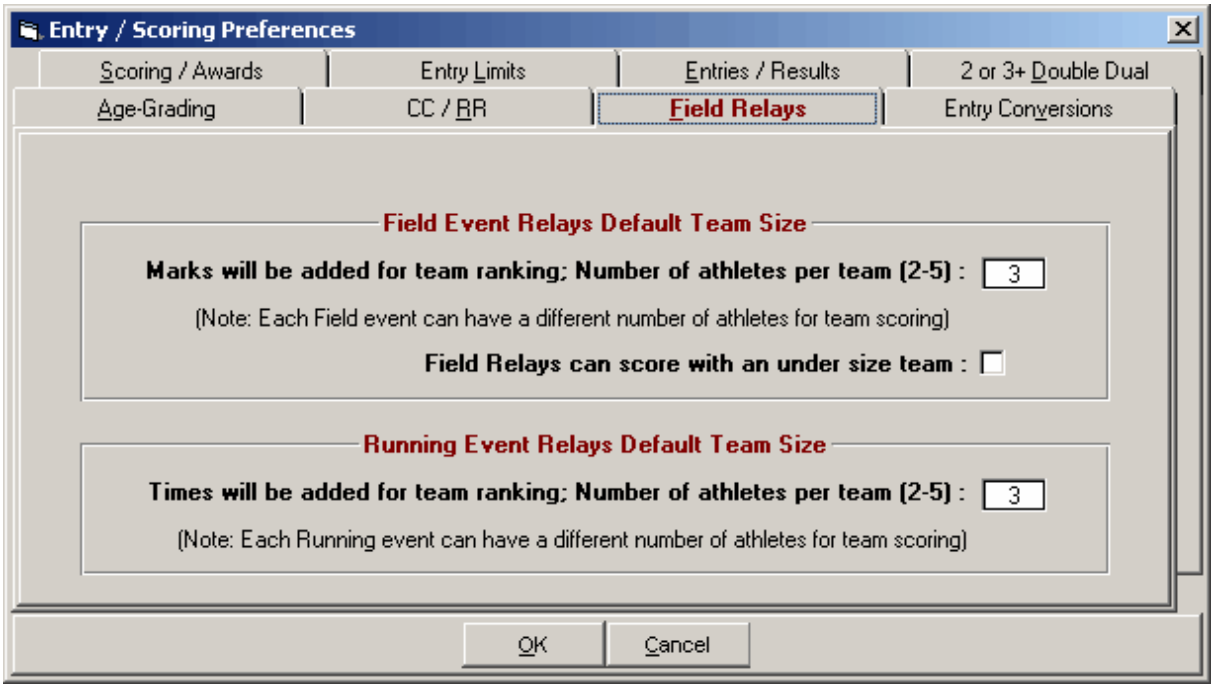
Note: If your class of meet is Masters/Veterans, then you decide how many runners are required per team (2 to 6). Assuming you choose three (3) as the team size, the team scoring rules for cross country and road racing would be as follows:

- Teams must consist of 3 people. Teams with less than 3 runners will not be scored. If a team has more than 3 runners in an Age Group, then the best 3 will be scored.
- Team scores are computed by adding the times of the top three runners for each team.
- Teams are ranked by their total team time.

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Field Relays

From the Main Menu bar, click on **Setup** / **Entry/Scoring Preferences / Field Relays**.



Field Event Relays

Field Event Relays use a normal field event, say the shot put, and adds up the marks for each of from 2 to 5 athletes per team. The team with the largest result places first and these total team marks are listed at the end of the normal result when listed from the Run Menu. To set up an event to be a Field Relay, edit the event from the Events Menu and check the box labeled "Field/Run Relay". Then enter how many athletes it takes for a team in the # of Runners box if that number is different from the default number entered in the sample screen shot above. If a field event team is eligible to score with less than the set number of athletes for a team, then check the box **Field Relays can score with an under size team**.

Running Event Relays

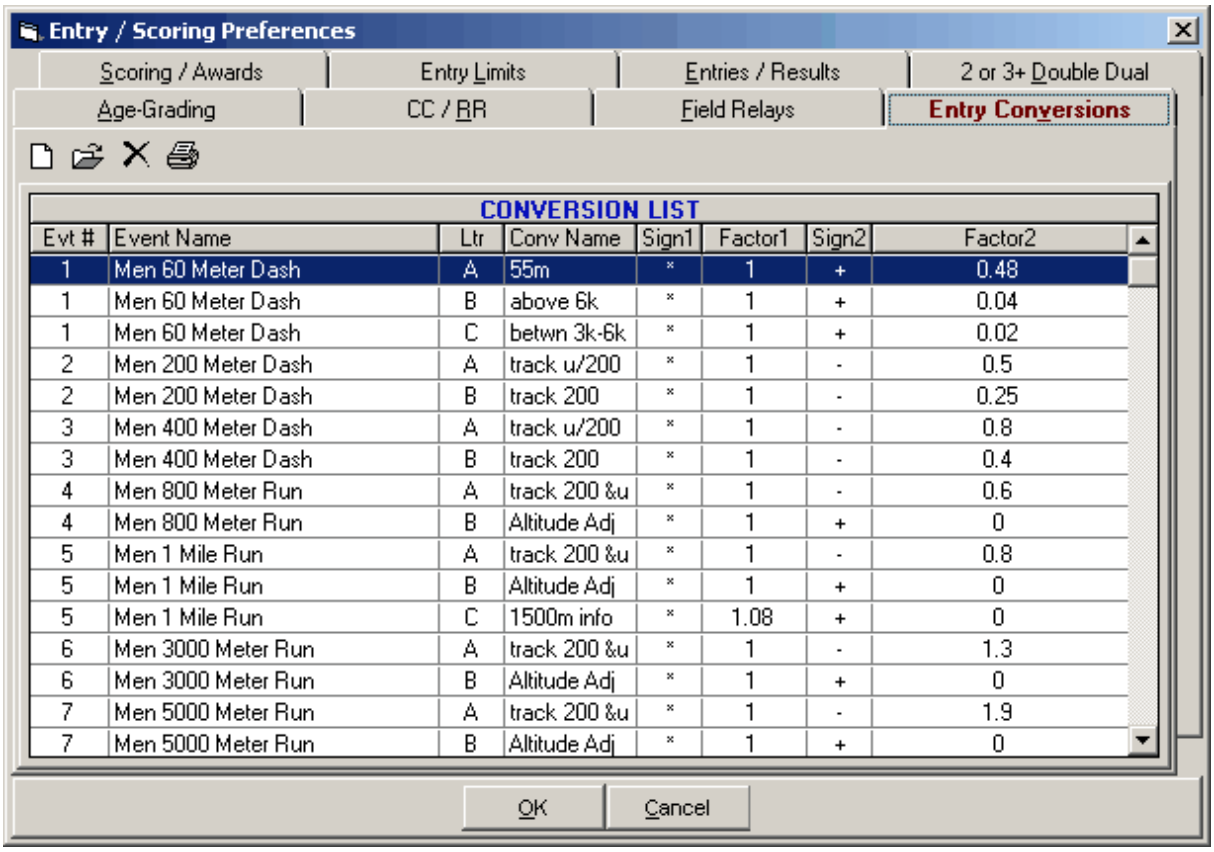
Running Event Relays use a normal running event, say the 100, and adds up the times for each of from 2 to 5 athletes per team. The team with the fastest total time places first and these total team times are listed at the end of the normal result when listed from the Run Menu. To set up an event to be a Running Event Relay, edit the event from the Events Menu and check the box labeled "Field/Run Relay". Then enter how many athletes it takes for a team in the # of Runners box if that number is different from the default number entered in the sample screen shot above.

Note: Relays setup here are not really relays in that you do not set them up in the Relays Menu where normally there would be a 4x100 relay. These Field and Running Event Relays are created on the fly in real time as an event is scored and simply adds the marks and times together. There is no baton being handed off. The results for a given event simply takes the best performers from each team and adds them together.

Entry Conversions

From the Main Menu bar, click on **File** / **Entry/Scoring Preferences / Entry Conversions**.

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The **conversion formulas** are used to convert non-conforming entry marks to compatible seed marks. You can create custom conversion formulas for any running or field event. For example, suppose a contested event is the 200 meter dash and qualifying entry times are acceptable from the following: 200 meter outdoor, 300 yard indoor, or 300 meter indoor. You can set-up a formula for each non-conforming entry to automatically convert the entry time to a compatible seed time. MM does not start out with any conversions in the systems. Performance lists can optionally list the unconverted entry time **and** the converted seed time.

Each formula can have three parts. For running events, the first part is to convert the non-conforming time to an automatic time if it is a hand time. The second is to apply a factor to the time. The third is to optionally apply another factor. For example, convert a 300 meter hand time of 34.1 to a 200 meter indoor FAT time: 1) add .14 to get 34.24, 2) multiply result by .62 to get 21.23, 3) no further factor used.

Each running event or field event can have up to 26 conversion formulas lettered A to Z (but you will probably never need more than 6). To set up your formulas, pick an event number and set up each non-conforming event. The name of the non-conforming event can be anything you choose, but is limited o 15 characters. The sign can be * for multiply, + for add, - for subtract, or / for divide. The factor can be any number up to four decimal places.

When entering athlete entries in the **Athlete Menu**, type an **A** in front of the entry time for the given event: **A11.23**. The seed time will then appear as 12.92.

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Declare Maximum Entries for an Athlete

You can restrict the number of entries for an Athlete in two ways - by Session or for the entire Meet.

1. **By Session**
   When you set up a Session , specify the maximum number of Individual entries allowed in that Session. For example, if you are allowed 3 entries for Session 3 and you try to enter Jack in a 4th event for that Session, **MM** will warn you that the athlete has exceeded the entry limit.

2. **For the Entire Meet**
   Click on **Set-Up** then click on **Entry / Scoring Preferences** and then the **Entry Limits** tab to setup:
   - Max entries for an Athlete including Relays
   - Max Individual entries per Athlete
   - Max Relay entries per Athlete

Please note that you can also create an Exception Report to list athletes that have exceeded Max Individual or Relay entries by Session, any group of Sessions, or for the entire meet.

Scoring Set-up

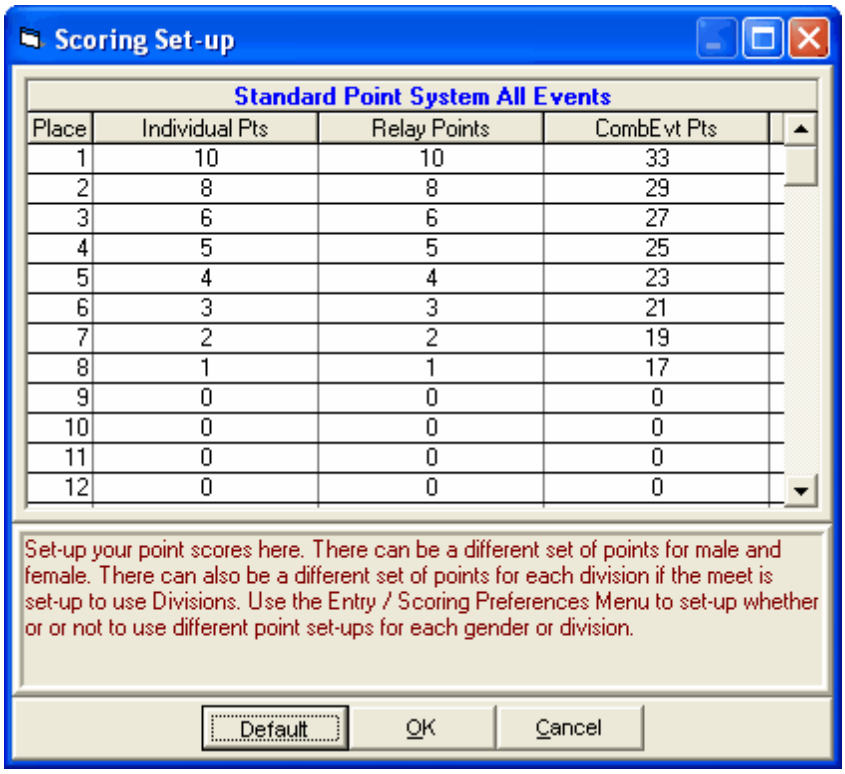
For meets that are "scored", that is, points are assigned to 1st place, 2nd place, etc for each event, MM provides an easy way for you to customize how many points should be assigned for each place in each event. The points can then be totaled to provide Individual High point by gender, age group, and Division as well as a Team Score by gender and optionally by Division or Region.

First, customize your scoring preferences by clicking on **Set-up** from the Main Menu Bar and then **Entry/Scoring Preferences**. You may optionally specify that a different point system be used for Male and Female Athletes as well as a separate point system for each Division (if you are running a multi-level scoring event by Division). If you are using the same number of points for both Male and Female events and you are not doing multi-level scoring (that is, multiple 1st, 2nd, 3rd, etc places in each event), then make sure these two check boxes are not checked.

To customize the point assignments, click on **Set-up** from the Main Menu Bar and then **Scoring Set-up**. MM will initially default to a standard point scoring system. If you ever wish to return to that standard system, click on the "Default" button at the bottom of the panel.

Now customize your particular meet's point system with the number of points for each **Individual**, **Relay**, and **Combined Events** place. If you have chosen to have a separate point system for each Division, select each Division one at a time from the drop down box at the lower left of the Scoring Set-up screen.

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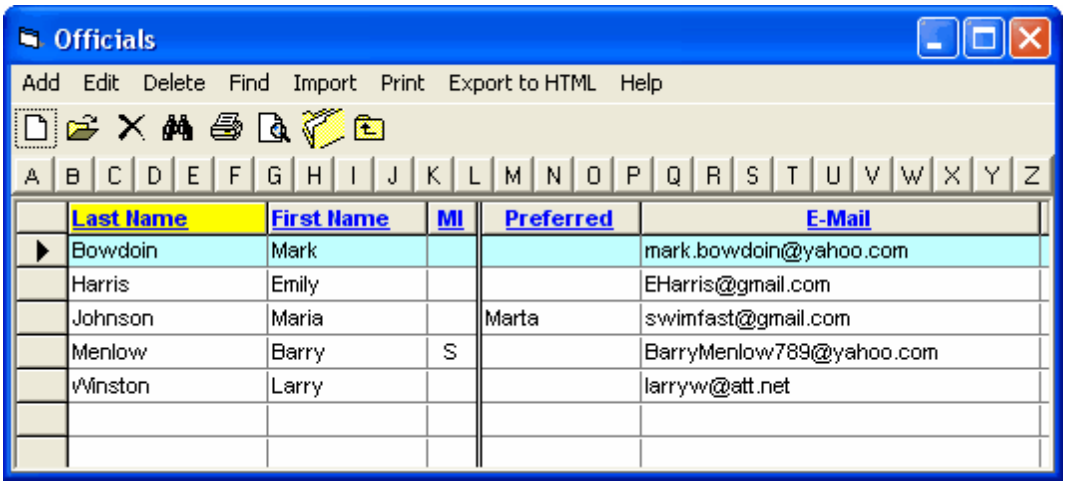


Officials

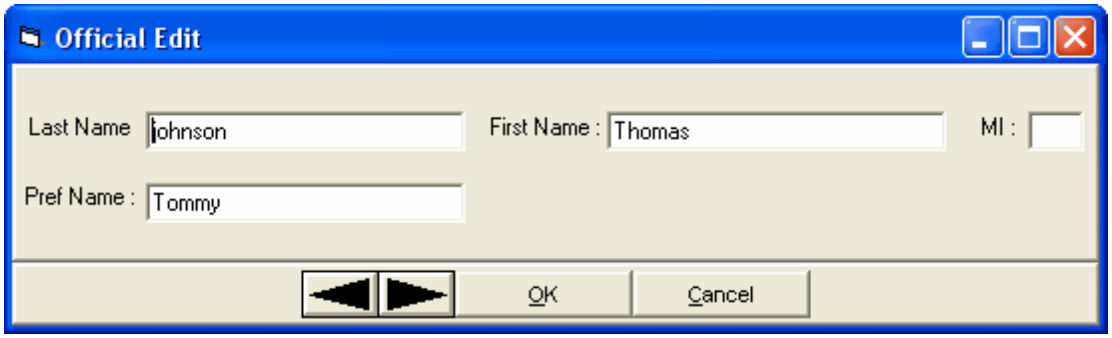
From the Main Menu Bar click **Set-up / Officials** and the screen below will be displayed.

- The Officials Menu allows you to add the names of the officials for your meet.
- The usual Add, Edit and Delete icons are available to add, edit, or delete an official from the list.
- After officials have been added and during the meet, in the Run Menu, right clicking on a DQ code in the heats section will allow you to pick the name of the official making the call.
- Officials names and email can be **imported** into the Official's Menu using a csv file exported from USA Swimming's Officials software. Obtain the csv file and then click Import at the top of the Officials Menu and select the csv file. The header in the file for last name must be titled "last_name", first name must be "first_name", and the email column must be titled "email". Only these 3 items will be imported and do not have to be in any particular order. Preferred name and initial are not imported.
- When creating a DQ Summary report from the Meet Summary Reports Menu, the official's name is included with the DQ.
- A new report named DQ by Official has been added to the Meet Summary Report. This report lists each official alphabetically and after each official's name is a list of entries disqualified by the official.
- To quickly jump to an official in a long list, click on the **alphabet bar** at the top to scroll to the beginning of the first letter of the official's last name.
- To print a list of Officials, click the **Printer icon** or click Print.
- To print or preview the officials grid, click the  icon.
- To export the grid to HTML, click the  icon.

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The Add/Edit screen shot follows. Note the previous and next arrow buttons to quickly scroll through the official's list.



Setup Divisions/Region Names

Divisions or Regions are used to "group" different classifications together as described below. Customize your Division or Region names by clicking on **Set-up / Division/Region Names**. Then specify the code and name for the Division or Region. The codes that you setup will now be available in the Add/Edit Event and Add/Edit Team screens.

Divisions

Divisions are classifications for Events, Teams, or Entries.

- **Events**
  This classification is used to group events for the purpose of Team Scoring. EX: you might have a Varsity Division set of Events and a JV Division set of events. When you go to the Score Report and print Team Scores, MM will total each Division's events separately.

- **Team**
  This classification is used to group Team Divisions for multi-level scoring within one event. For example, you might set up two Divisions for a High School meet as AAA and AA. MM will then group and rank Teams from the same Division together so that there is a 1st place for the AAA

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Teams and a separate 1st place for the AA Division Teams - all grouped and ranked in the same event.

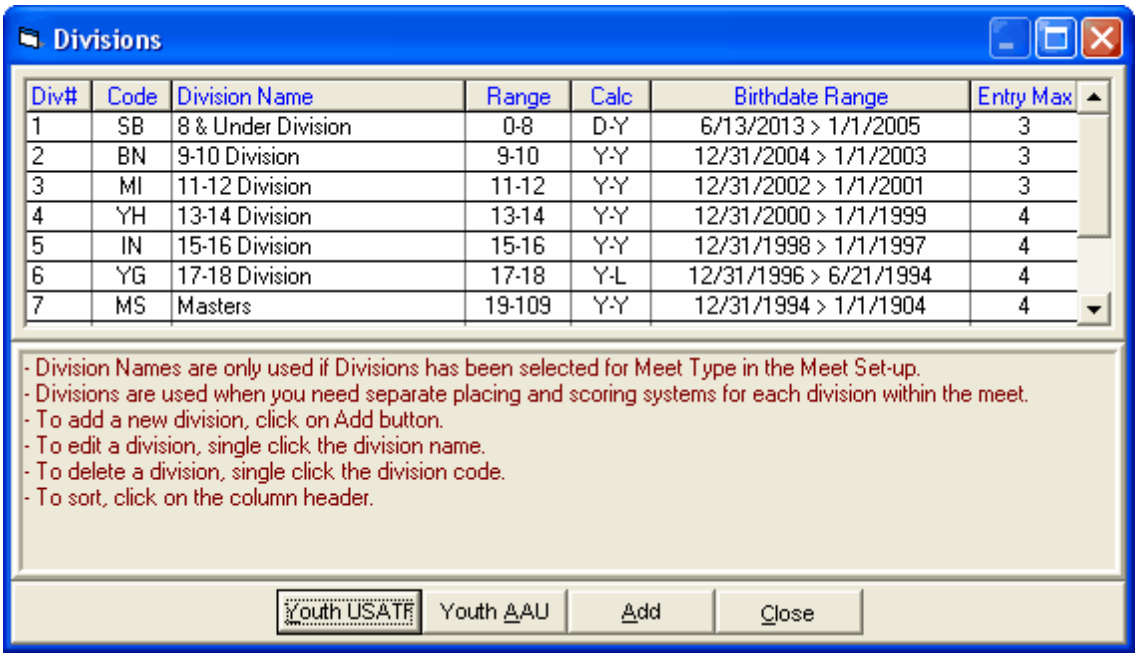
- **Entries**
  This classification is used to group Entries with the same Division declaration for multi-level scoring within one event. This would typically be used in a wheelchair meet where there are many Para classifications competing in the same event.

Regions

Region names are classifications for Teams only and allow you to group teams together for the purposes of Team Scores. When you go to the **Score Report**, click on **the Group by Region** radio button and **MM** will then group and rank teams based on the region that has been defined for each Team.

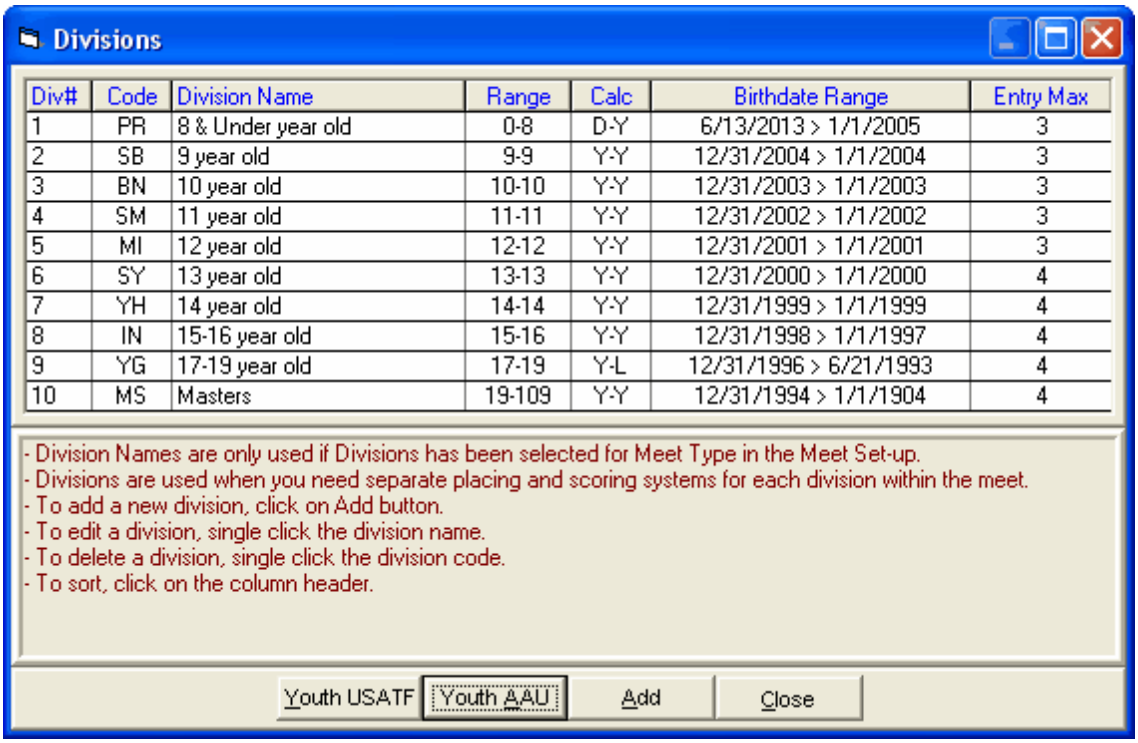
To Setup Divisions or Regions, go to the Set-up Menu and choose **Division/Region Names**. You can then specify the code and name for the division or region. The codes that you setup will now be available for you to use in the Add/Edit Event Screen.

Youth USATF Divisions



Youth AAU Divisions

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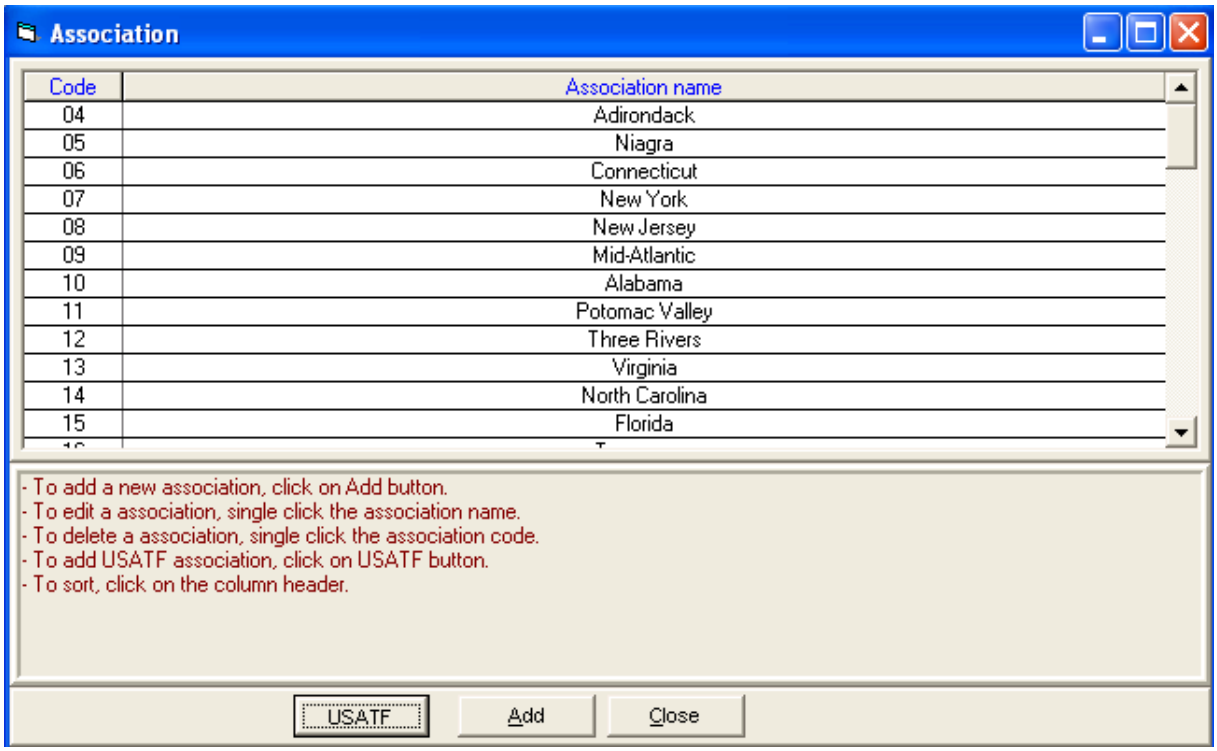
NOTE: The **Calc** column in the above pages specifies how the age **Range** is converted to a **Birthdate Range**. For the lower and upper age limits (in the order *lower-upper*), each letter denotes the following:

- **Y** calculates the birthdate limit by year.
- **D** calculates the birthdate limit based on the **Meet Start Date**.
- **L** allows you to enter the birthdate limit in a text box.

Associations

You can configure your Associations on this page:

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- To sort the Assocations, click the column header.
- To add a new Association, click the **Add** button.
- To edit an Association, single-click the Association name.
- To delete an Association, single-click the Association Code.
- To add a USATF association, click the **USATF** button.

Language Preferences

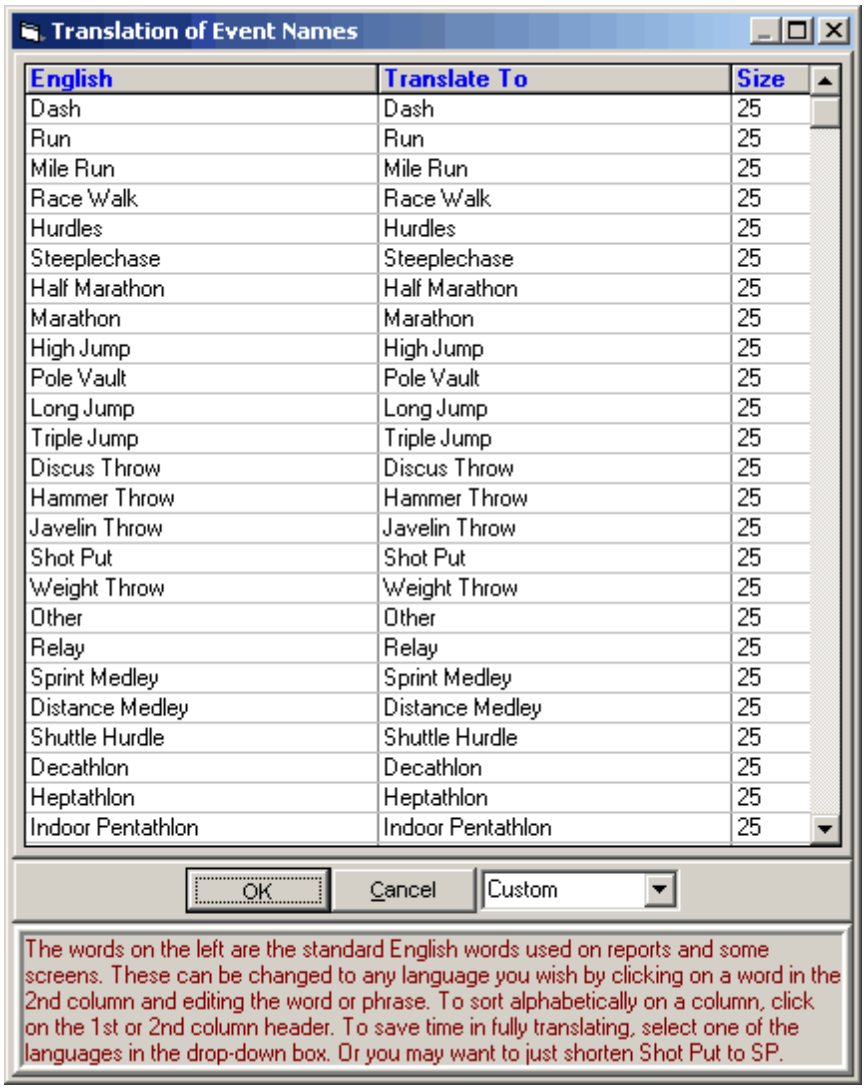
MEET MANAGER ***for Track & Field*** gives you the flexibility to "translate" every word on every report. This could be used as a language translation from English to French or a way to change the phrase "Discus Throw" to just "Discus". From the Main Menu Bar, click on **Set-up / Language Preferences** / **Keywords** or **Phrases** or **Event Names**. An example of a Keyword you might want to change would be "Meter" to "Metre". An example of a Phrase you might want to change would be "Results Report" to just "Results". An example of an Event Name you might want to change is "Pole Vault" to "PV".

You may change any of the English phrases or words to the language of your choice. English, Spanish, French, and German key words and phrases are planned to be an automatic selection, but may not be available in your version. If not, then you can still edit each word or phrase as you wish. To change any word or phrase, click on the word in the "Translate To" column and edit the word. Because there are space limitations on many of the reports, each word or phrase has a limit on the number of characters it can be. This character limit is listed in the "Size" column to the right of each word in the Language Browser.

The language changes you make are saved in the directory where MM is installed.

Please Note: This revised "language set" is not included in the backup of the database if you are transferring the meet to another computer.

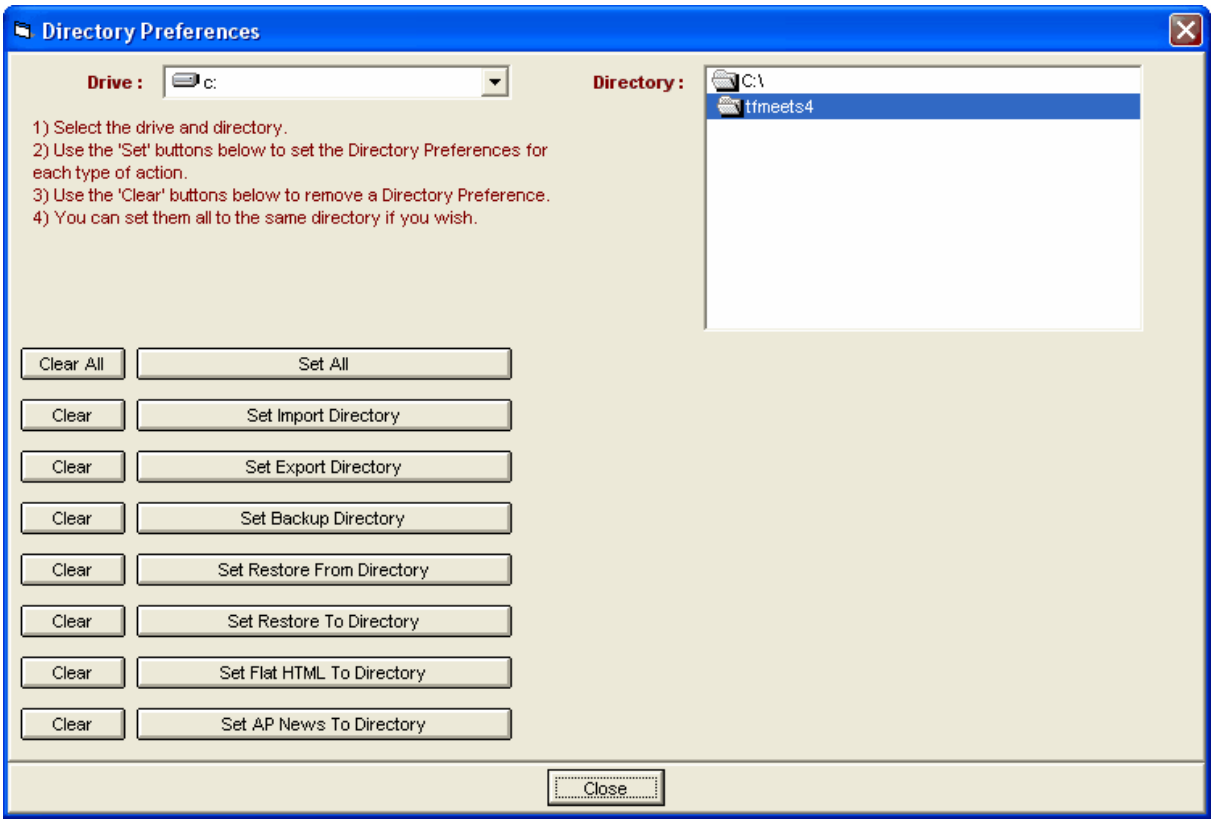
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Directory Preferences

From the Main Menu bar, click **Set-up** / **Directory Preferences** and a window like the one below will appear. To set directory preferences, pick the directory at the upper right first. In this case c:\tfmeets6 is selected. To pick a different directory, double click the C:\ and that will display all directories on the C drive where you can pick any one of them. After the upper right is selected, click any or all of the 7 Set button at the lower left. To quickly clear all selections, click the **Clear All** button. To quickly set all to the same directory, click the **Set All** button. These directory preferences will be saved with the computer and not the database so that they remain the same no matter what database is opened.

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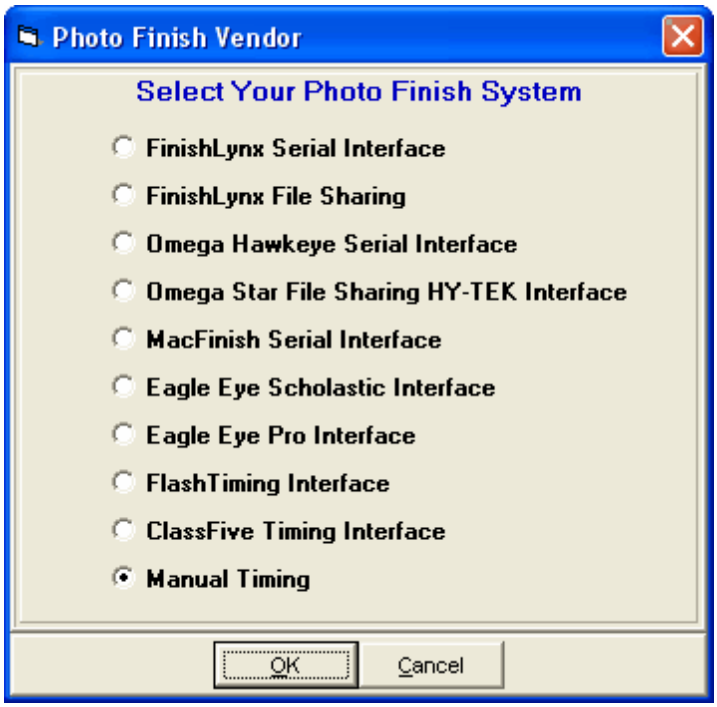


Setup PhotoFinish Interface

HY-TEK's MM offers the option to Interface with the primary Photo Finish systems that might be used to run your meet. The software module that actually handles the communication with your particular Photo Finish system is called the Photo Finish INTERFACE software. Please click Here for more information on the INTERFACE software.

To specify which Photo Finish INTERFACE software you wish to use for your meet, click on **Set-up** from the Main Menu Bar and then click on **Photo Finish INTERFACE**. Next, click on the particular Photo Finish system that will be used for the meet.

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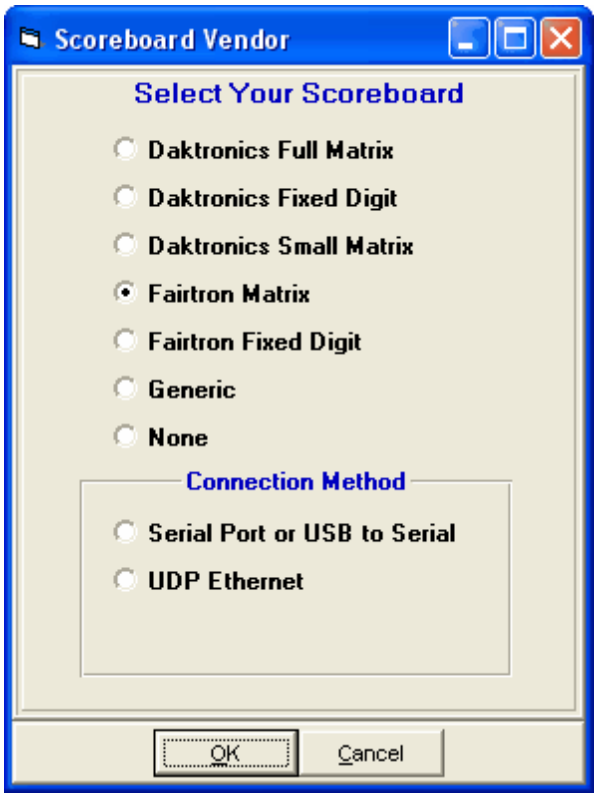


If you are not using a Photo Finish system for your meet, click on **Manual Timing**.

Setup Alpha Scoreboard Interface

An Alpha Scoreboard is a scoreboard with a computer that can display athletes' names and team affiliations on the scoreboard. If your facility has an Alpha Scoreboard and you have purchased the Alpha Scoreboard INTERFACE option from Hy-Tek, click on **Set-up** from the Main Menu Bar and then **Alpha Scoreboard INTERFACE.** Then pick the particular vendor scoreboard that you will be using – either Daktronics, Fairtron, Generic, or None.

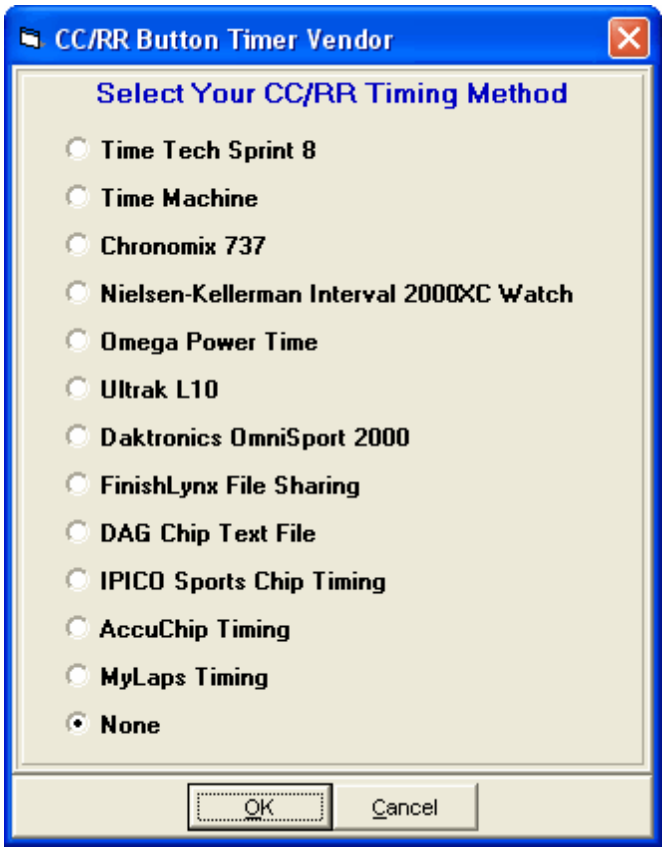
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CC/RR Button Finish Interface

HY-TEK's Button Finish **INTERFACE** software is designed to support button timers for Cross Country, Road Races and in-lane races for track meets. The CC/RR **INTERFACE** permits downloading of result times after a cross country or road race is completed. Click on **Set-up** from the Main Menu Bar and then **CC/RR Button Finish INTERFACE.**

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Track Button Finish Interface

HY-TEK's Button Finish **INTERFACE** software is designed to support button timers for Cross Country, Road Races and in-lane races for track meets. The Track **INTERFACE** permits downloading of result times during in-lane track races, generally 800 and down in length. Click on **Set-up** from the Main Menu Bar and then **Track Button Finish INTERFACE.**



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Field Event Interface

In order for HY-TEK to interface with the FieldLynx system or the Swiss Track & Field Package, the HY-TEK **Field Event Interface Option** is required.



Options Menu

Click on **Set-up** then **Options** and MM will display additional ways for you to further customize your settings.

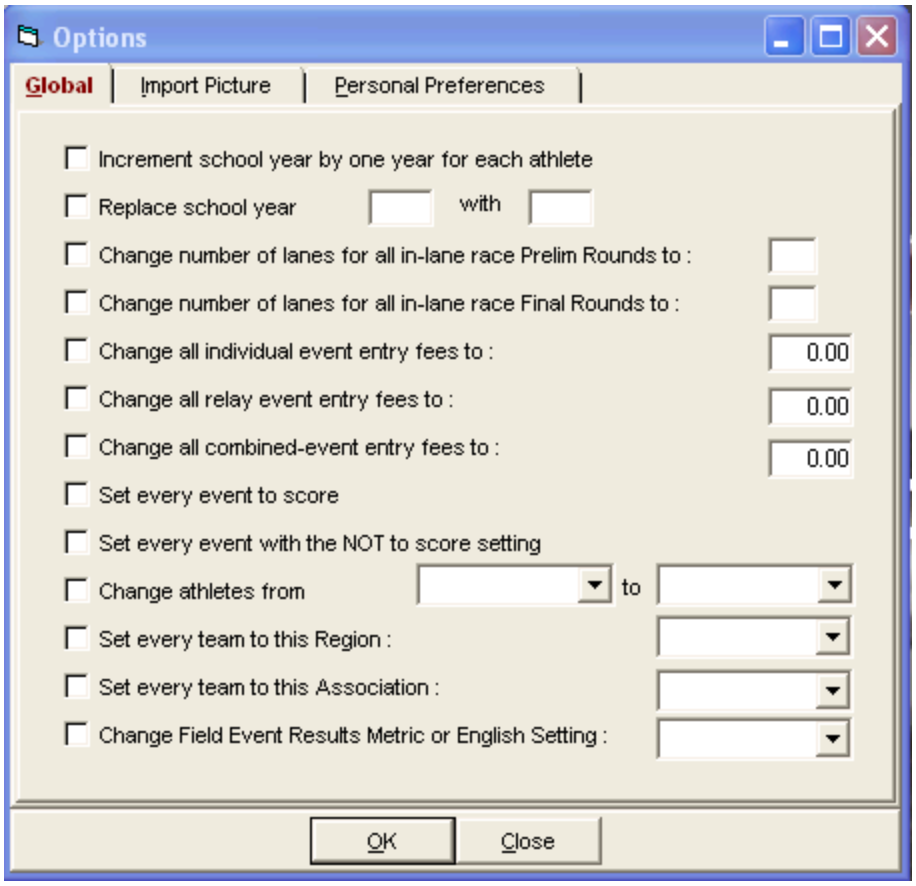


Global
Import Picture
Personal Preferences

Global

From the **Main Menu Bar**, click on **Set-up** then **Options** then **Global Changes** to display as list of "global" utility functions that will automatically make Database type changes.

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Increment School Year
Choose this function and **MM** will look at every Athlete in your Database and add "1" to the School Year field. This is a great feature when you are running the same meet as you did last year and do not want to go through and manually change the school year for each Athlete. For example, this feature will change the school year for an Athlete from "9" to "10".

Replace School Year
Choose this function and **MM** will look at every Athlete in your Database and you can change JR to SR or 11 to 12.

Change Number of Lanes for All In-Lane Race Prelim Rounds
Choose this function and **MM** will change the number of lanes for all of your Prelim events. This is a great feature quickly change the number of lanes you have set up for all of your in-lane Prelim events. After you enter the number of lanes, you will have to option to pick all sessions or one session.

Change Number of Lanes for All In-Lane Race Final Rounds
Choose this function and **MM** will change the number of lanes for all of your Final events that are run in-lanes. After you enter the number of lanes, you will have to option to pick all sessions or one session. This is a great feature quickly change the number of lanes you have set up for all of your Final events of say 800 and down.

Change All Individual Event Entry Fees
Choose this function and **MM** will change all of the Individual Event Entry Fees to the amount that you enter.

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Change All Relay Event Entry Fees
Choose this function and **MM** will change all of the Relay Event Entry Fees to the amount that you enter.

Change All Combined-Event Entry Fees
Choose this function and **MM** will change all of the Combined-Event Entry Fees to the amount that you enter.

Set Every Standard Event to Score
If you choose this function, **MM** will set every Standard event to be scored instead of Not scored.

Set Every Standard Event to be Not Scored
If you choose this function, **MM** will set every Standard event to be **Not** scored instead of scored.

Change Athletes from one team to another team
Choose this function and **MM** will change every athlete the team you select to another team you select.

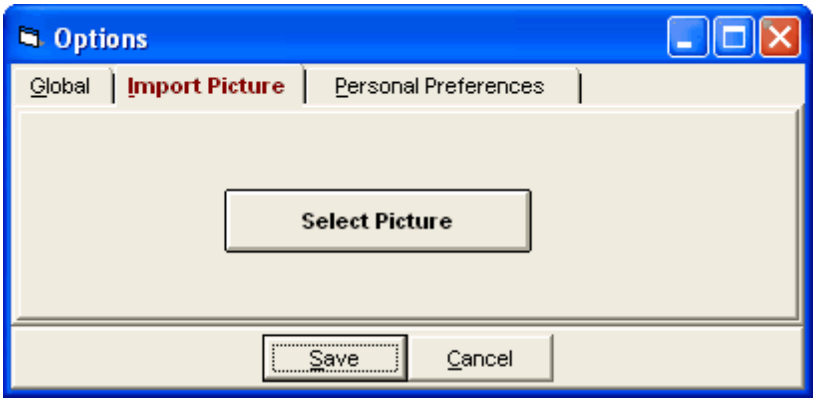
Set every team to a Selected Region
Choose this function and **MM** will change every team you select to a Region you select.

Set every team to a Selected Association
Choose this function and **MM** will change every team you select to an Association you select. This is only possible for meets that are set to Division by Event and use division birth date ranges and where the meet class is USATF.

Change Field Event Results Metric or English Setting
Choose this function and **MM** will convert the units for all field event results between **Metric** or **English** units.

Customize the Background Picture

The **Import Picture** option allows you to choose any Bitmap Picture that you want to use for a Background Picture. A Bitmap Picture file has the file extension "BMP" or "JPG". Once you click on **Set-up** / **Options** / **Import Picture**, **MM** will ask you to choose the Drive and Directory where the Picture file is located. Click on **OK** and **MM** will import that file and use it as background for your MM Desktop.

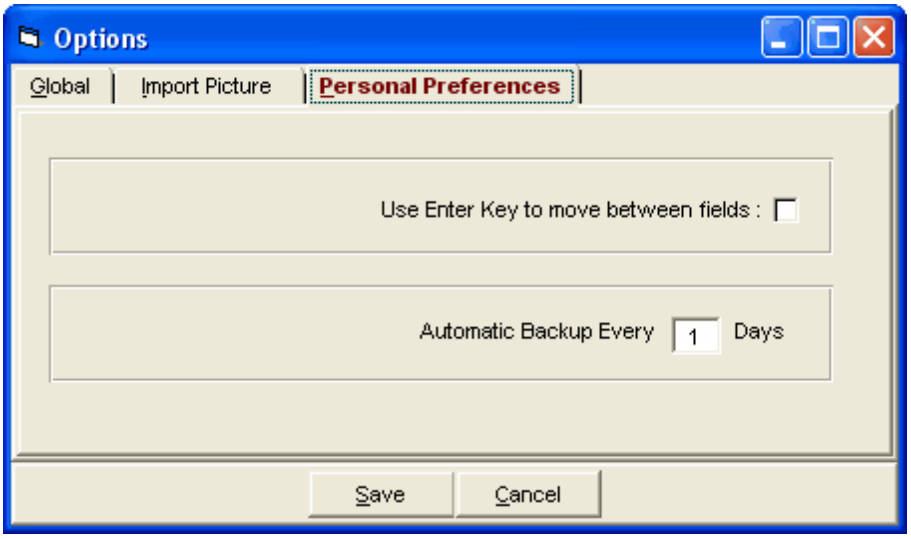


Note: If the imported picture causes an error, use Windows Explorer to delete the file named **tfmeet.jpg** from the directory where MM is installed (usually C:\hy-sport\TFMM3) and then start **MM** again.

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Personal Preferences

From the **Main Menu Bar**, click on **Setup / Options / Personal Preferences**.



Enter Key

- **MM** makes it easy for you to use your keyboard instead of your mouse when keying in data. Check the box next to **Use Enter key to move between fields** and you can use your **Enter key**, in addition to the traditional **tab key**, to move between fields. If the box is not checked, then the Enter key functions as the Windows standard which causes the **OK** button to be clicked if there is an OK button on the screen.

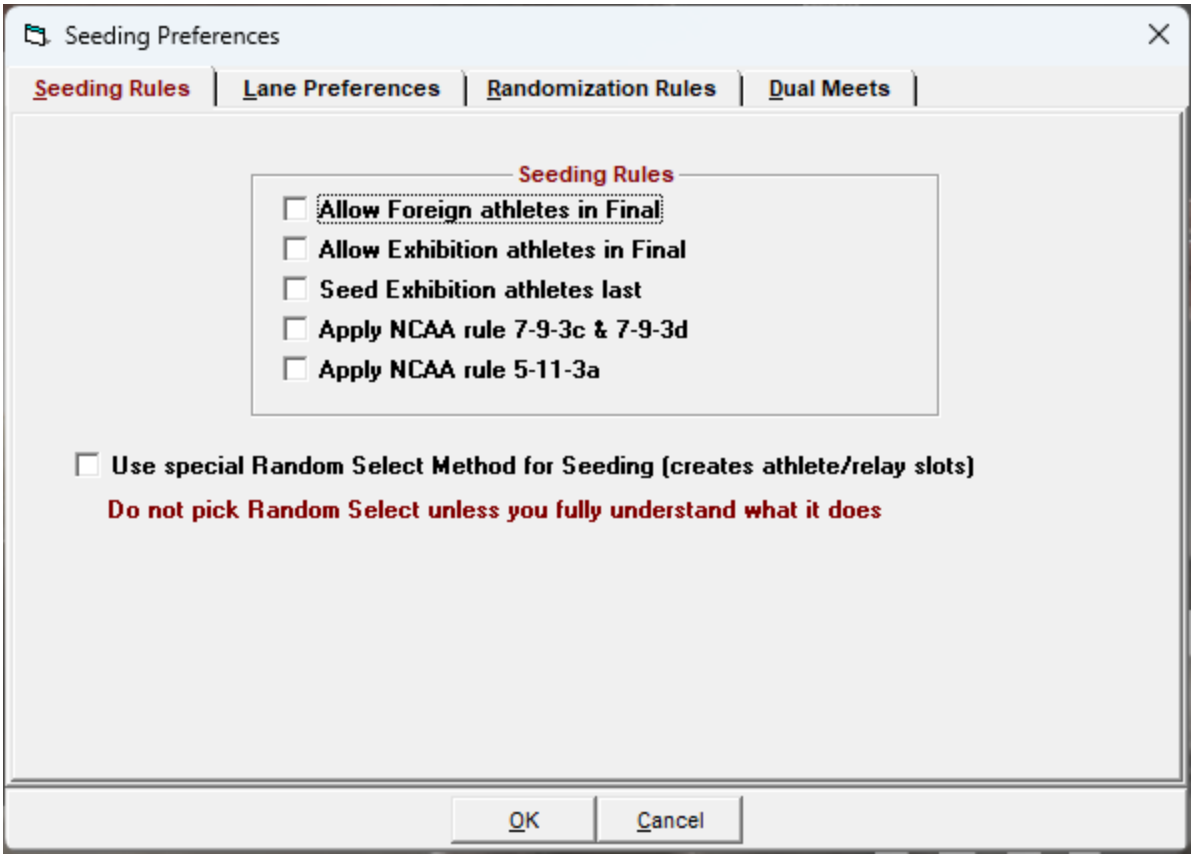
Automatic Backup

- MM offers the ability for you to specify how often (and if at all) you want to automatically backup the database. You can set **MM** to automatically create a backup every "x" days.

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Seeding Rules

From the Main Menu bar, click **Set-up** / **Seeding Preferences** and click on **Seeding Rules**.



Allow Foreign athletes in Final - Check this box if you wish Foreign athletes to compete in the finals; otherwise, Foreign Athletes will be treated as Exhibition and **will not** advance to Finals and **will not** receive awards. All reports and results will place an asterisk in front of the athlete name, making it easy to know who is a foreigner.

Allow Exhibition athletes in Final - Check this box if you wish Exhibition athletes to compete in the finals; otherwise, these Athletes will be treated as Exhibition and will not advance to Finals and will not receive awards. All reports and results will place an x in front of the athlete name, making it easy to know who is exhibition.

Seed Exhibition athletes last - Check this box if you wish to seed Exhibition Athletes last regardless of entry time/mark.

Note: Exhibition athletes are denoted by entering an **X** in front of their mark in final round events. *This will keep the results intact, but will prevent the exhibition athlete from getting a score if team points are being awarded.* If a given athlete's status is exhibition as designated by his/her status as entered in the **Athlete Menu**, he /she will automatically have an **X** placed in front of the results mark in final round events.

Apply NCAA rule 7-9-3c and 7-9-3d - If the meet is set-up as an NCAA meet, then you can apply NCAA rule 7-9-3c and 7-9-3d: A final round, contested as a result of Rule 7-9.5d (eight competitors

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advancing when the facility has fewer than eight usable lanes), shall be contested in two sections formed by seeding competitors from the ranked advancement list, using the following heat assignments and using lanes three through six:

Section 1	Section 2
3	1
4	2
6	5
8	7

A final round in the 55 Meters, 60 Meters, 55 Hurdles and 60 Hurdles, where eight competitors qualify to a final when the venue has fewer than eight lanes, shall be contested as a two-section final against time and the sections formed by seeding competitors from the ranked performance mark list from the previous round of competition using the following section assignments.

Section 1	Section 2
5	1
6	2
7	3
8	4

Apply NCAA rule 5-11-3a - If the meet is set-up as an NCAA meet, then you can apply NCAA rule 5-11-3a: A preliminary round that has advancement to the final based on time only shall be formed by seeding competitors from the performance list, left to right only throughout the heats. Draw heat order by lot:

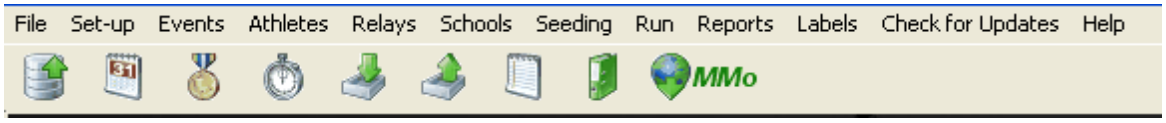
Heat 1	Heat 2	Heat 3
1	2	3
4	5	6
7	8	9
10	11	12

Use special Random Select Method for Seeding (creates athlete/relay slots) - Checking this box makes the meet a Random Select meet whereby each team is given a certain number of entries for each event and those entries are randomly seeded in each event. **Caution is advised** because seeding with this method deletes all existing entries and replaces them with the computer generated entries.

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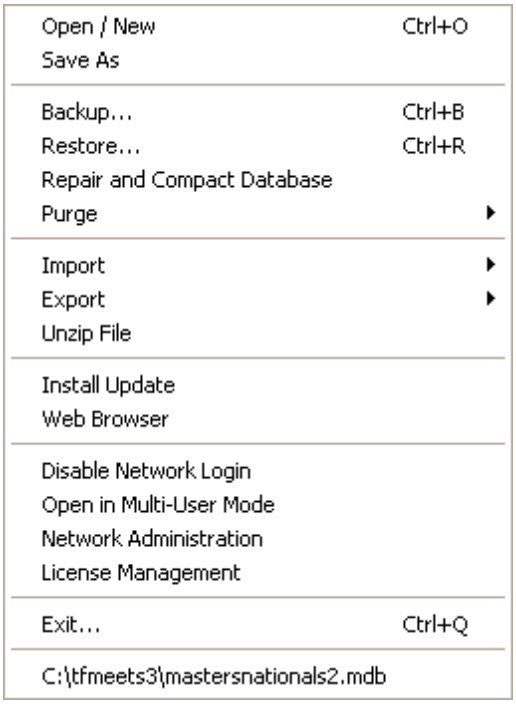
File Menu

At the top of the Main screen for MEET MANAGER, you have the Main Menu bar:



Click Here for the description of the large shortcut icons above.

From the Main Menu Bar, click on **File** to get a list of MM's file management and utility features. Each of these functions is important in managing the database and making use of various utility features that will make your job easier.



Open a Database
Save As to Create a New Meet from and Existing Database
Backup a Database
Restore a Database
Repair a Database
Purge a Database
Import Data
Export Data
Unzip a Zip File
Install Update
Web Browser
Open in Multi-User Mode
Network Administration

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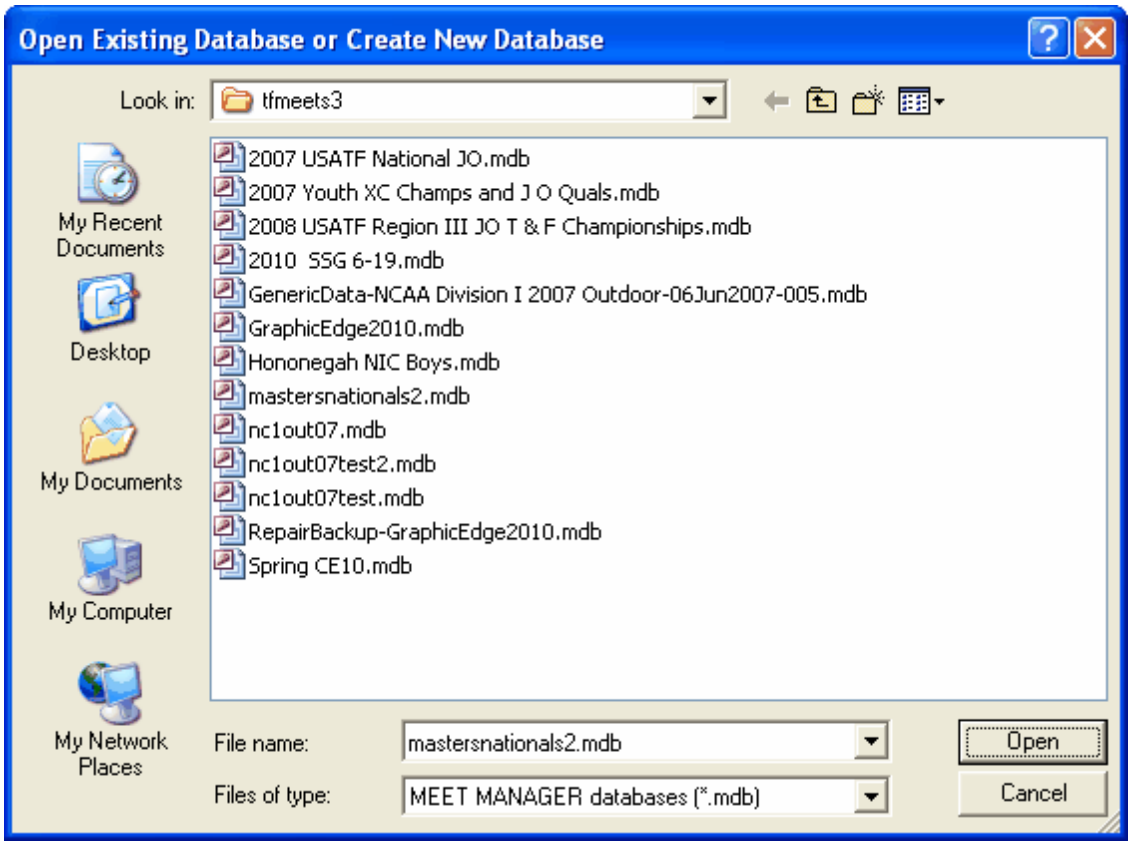
Utilities

Open a Database

When you start MM from your Windows desktop, **MM** will automatically Open the **last database** that you used. But if you click on **File** from the Main Menu Bar, **MM** will display, just below the word Exit, a list of the 10 most recent Databases that you have used. As a shortcut, just click on the one that you want and **MM** will Open it for you.

If you do not see the Database that you want to open on MM's "most recent" list, click on **Open/New** and MM will display the standard Windows file directory dialog window. **MM** will default to the **TFMEETS6** directory/folder and list any Databases that it recognizes. If you still do not see the one you are looking for, pick another directory/folder and **MM** will display the list of databases that it finds in that particular directory/folder. Once found, double click the database name and MM will open it.

If you wish to **create a New Database**, click on **Open/New**, select the "Look in" folder (it will default to tfmeets6) and enter a new Database file name in the "File name" text box. **MM** will create a new database with the file name and take you through the initial Meet Set-Up menu. For readability and recognisability, use upper and lower case and give meaning to the database name such as "ClassicInvitational09Oct2010". Do not use "/" in the name.



Save As to Create a New Meet from an Existing Meet

If you are ready to setup a new meet but have previously run that meet or a similar type meet, you may want to follow these instructions to minimize the amount of setup you will have to do for your new meet.

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1. Start **MM** and open the previous meet.

2. Click on **File** then **Save As**. In the File Name text box, type in the name you want for the next meet and then click **Open**. A copy of the previous database will be made and renamed and opened. You will see the new database name at the top of the Main screen.

3. Now click on **File** then **Purge** then **Remove Data Selectively** and pick the items you wish to delete. Usually you would click on Teams to remove everything except the events. Please refer to the Purge section for details on what may be purged.

4. After purging, click on **Set-up** then **Meet Set-up** and change the name and dates for your meet as well as any other parameters that are different.

Using this procedure, you will always have your meets saved on your Hard Drive as well as on a diskette and you will minimize the amount of time and effort required to set up a new meet.

This is a great way for setting up dual meets for your College or High School season.

Backup a Database

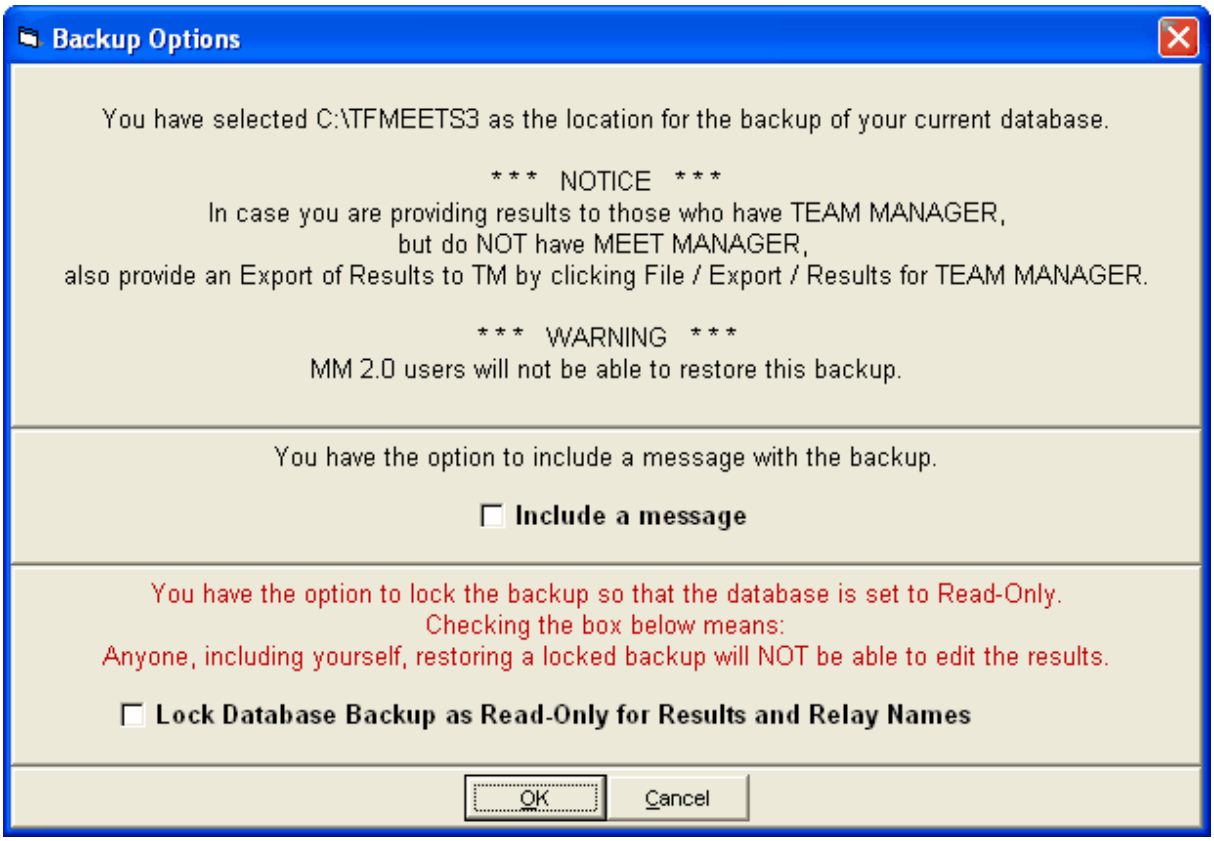
Backing up a database means taking the currently opened .mdb database file, zipping it so that the size of the file can be shrunk six fold or so, and then copying to a diskette, CD, zip drive, or your hard drive. Backing up your database **is extremely important** because it protects you from the loss of your data from accidental cause or from the malfunction of your hardware. I*f your hard disk goes bad, the only way you can recover your database is from a copy of it made to some external storage media such as a diskette. Or if the database gets corrupted for some reason, you will need to go back to a backup you made on the hard drive or to some external storage media. Note that a* Backup only copies data and does not copy anything that relates to the program itself.

Note: If you are using a CD-RW for Backup, the CD must first be formatted using your CD-RW software.

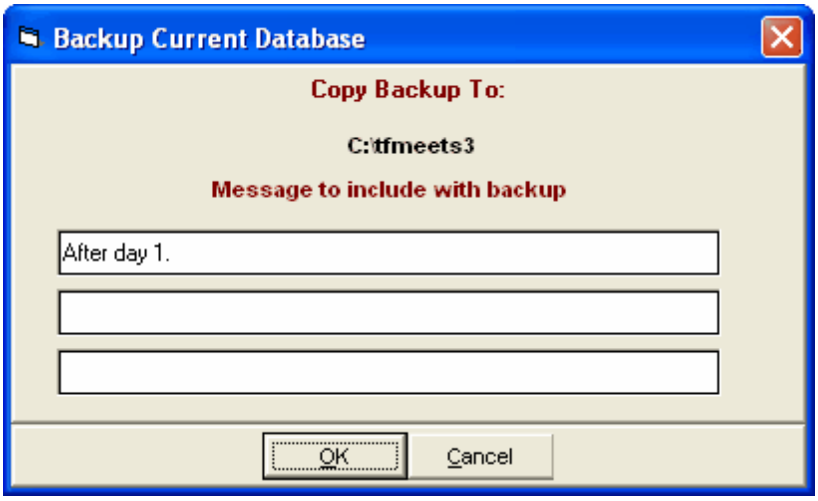
It's easy to backup your database and it only takes a minute or less. Just click on **File / Backup** from the Main Menu Bar. After you select the folder location for the backup, you get a screen like the one below that gives you two options:

- **Include a message:** The message with the backup that will be re-displayed when the backup is Restored.
- **Lock Database Backup as Read-Only:** Check this box if you want to provide backups to others by placing the backup on the web for download, but want to guarantee that no one can alter the result times, splits, or relay names. ***Do NOT lock the database backup if this is backup is being used as protection during the meet!***

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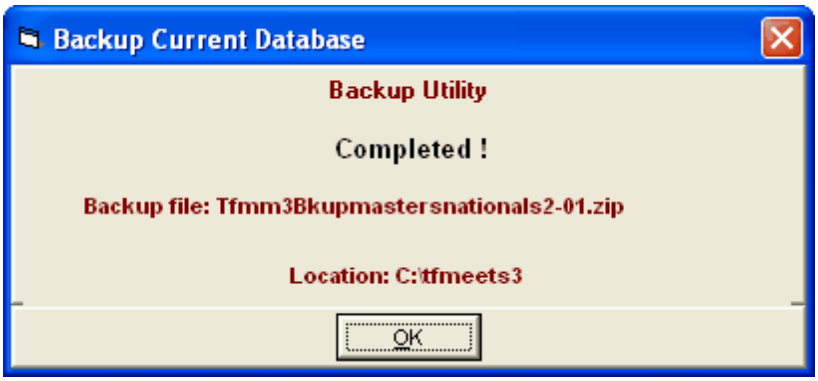


If you check the box to Include a message, you can provide some meaningful information about the backup as shown below.



After the message, your entire database will be copied to whatever media you have chosen.

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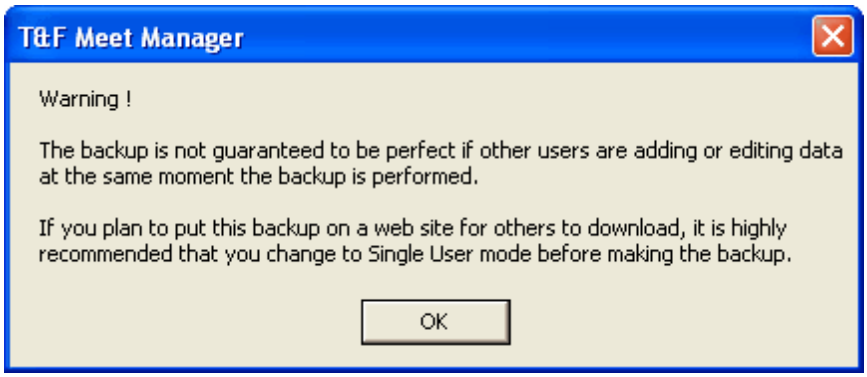


If you ever need to, just "Restore" back to your hard drive or to a hard drive on another computer. MM will always use the following File name convention for your backup: Tfmm3Bkupxxxxxxxxxxxxxxx-XX.ZIP where xxxxxxxxxxxxxxx is the name of your Meet and XX is a number from 01 to 99. An example name is shown above.

HY-TEK recommends that you perform the extremely important backup function periodically to both the hard drive and an external media such as a flash drive or diskette. If you are using floppy diskettes, then two sets of backups should be maintained and alternated - label them Backup A and Backup B. Also, make a set of backups once a week and store them in a different location from your computer.

Backups in Multi-User Mode

If you have the Pro option and are running in **Multi-User mode**, you can perform a backup if you are **not** logged in as a Report Only user. However, it is important to note that you will get the following warning when in Multi-User mode.



Suppose you have setup and entered all the meet entries for your upcoming meet on your home computer and you wish to take the Database and put it on the computer at the track that will be running the meet - Here's How.

1. **Backup up the Database**
   A. Put a formatted CD, zip disk, or thumb drive into the appropriate device.

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B. Click on File from the **Main Menu Bar** and then click on Backup, follow the menu prompts, and backup to the removable media.

2. **Install MEET MANAGER on your Meet Computer**
   A. Follow the install instructions on your **MM** Installation CD to install the software on the Meet computer.

3. **Restore the Backup You Created in Step 1**
   A. Place the media created in Step 1 into the appropriate device.
   B. Click on File from the Main Menu Bar and then click on Restore and follow the menu prompts.

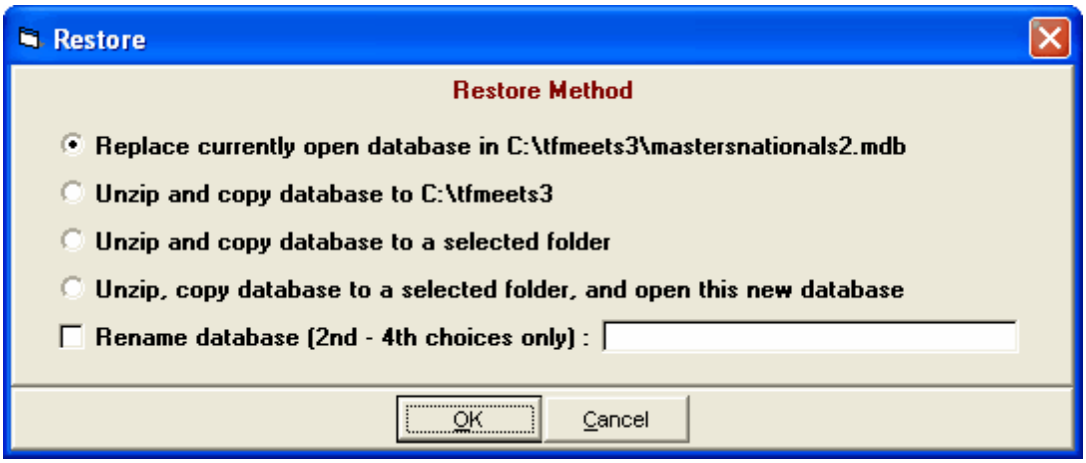
After the Restore has been completed, the Meet computer has exactly the same Database as you have on your home computer.

Restore a Database

Restoring a database means to copy your database from a backup disk(s) onto your hard drive. You may want to restore your database from a previously created backup because:

- You want to have an identical copy of your meet database on another computer.
- Your hard drive was bad and you sent it out to be repaired. When it was returned to you, the hard drive did not contain your **MEET MANAGER** database and now you want to put back your database to continue your work.
- During a meet your database was corrupted and you need to use a backup that was before the corruption occurred.

Just click on **File** / **Restore** and **MM** will offer you four options. HY-TEK recommends that, when in doubt, select choice four, check the rename check box and provide a new unique name for the database. This way you are unlikely to overwrite another database and you are able to give a better name for the database.



The backup zip file will be unzipped and based on your selection above will perform the following:

1. Overlays and replaces the current Database that is opened and re-opens it. The currently open database is lost.
2. Copies the backup database to the current directory using the **name** of the database that was backed up. If the name is the same as a database already in the database folder, you will be warned that it will overwrite the database of the same name.

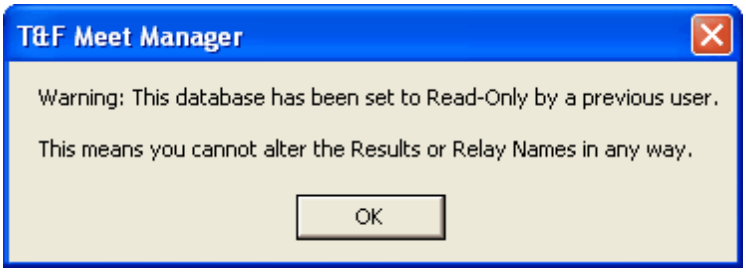
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3. Copies the backup database to a directory/folder that you will select.
4. Copies the backup database to a directory/folder that you will select and then Opens this new Database.

Note: For choices 2, 3 and 4 above, MM offers the option to **rename** the database name before it is copied to the hard drive.

Read-Only Databases

If the backup you are restoring was created as a Read-Only database, you will be given the following warning message after the backup is restored:

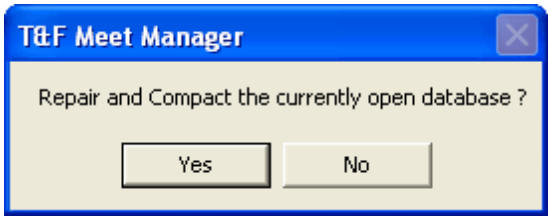


If you need to be able to edit the data, then you must contact the person that created the backup. See Backup for information on Locking a Database to be Read-Only.

Repair a Database

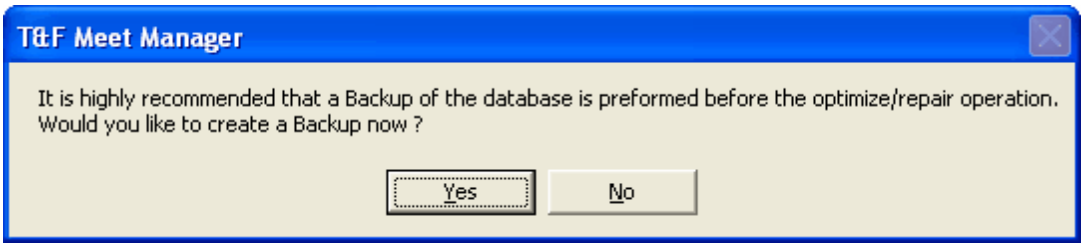
There may be situations in which your **MM** Database gets damaged because of a hardware problem or power outage. In those cases, you could **Restore** your latest backup. The problem here is that you will lose any changes or additions you have made since the last time you backed up your Database. You still may have to resort to this but first, try HY-TEK's Repair and Compact Database utility. This utility is also handy for "shrinking" the database because the Compact Database removes data that has been marked for deletion.

Click on **File** from the Main menu Bar and then **Repair and Compact Database** and **MM** will offer the following:



- Click **Yes** to Repair and Compact the currently open Database, but first you will be asked to make a backup, so click Yes to the question below.

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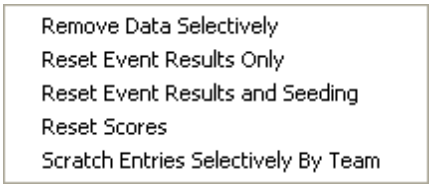
Regardless of the answer to the backup question, MM will ask for confirmation and then check to make sure you have enough temporary disk space on your Hard Drive to perform the repair operation. Then **MM** will go through the actions for repairing and compacting your Database.

After **MM** has completed the repair, go back and check the integrity of the Database - check your Athletes and Events and run a few reports. If there are still problems, click Here to find out How To Restore a Database.

Purge a Database

You may want to **Purge** all or part of your Database for the following situations:

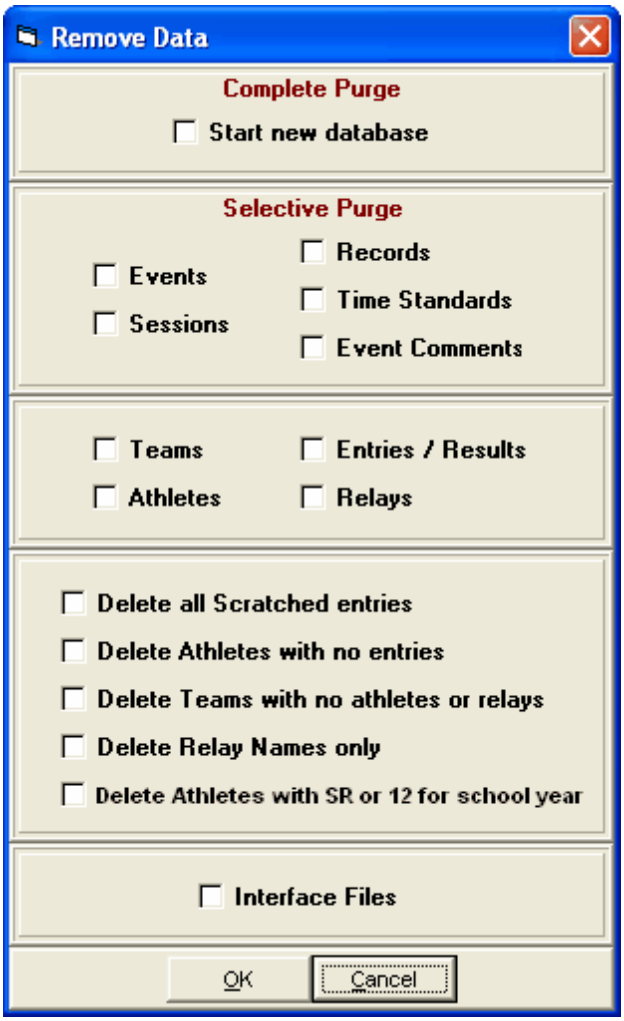
1. This year's meet is exactly like last year's meet including most of the athletes and teams. So you might want to purge last year's Entries/Results ONLY and change the meet name and meet date.
2. You want to Purge your old "records" and Import in your new ones.
3. You want to purge the Athletes but keep the events and teams from a previous Database.
4. Your meet has been completed, and you want to purge the Interface Files that have been stored on your hard drive from Photo Finish Interface.
5. Suppose you were "learning" how to use MM and actually ran some events and put in some results. You may want to "reset" those events before you actually run the meet.
6. A team competes in the preliminaries in the morning, but the whole team has to catch a flight and will miss the finals. In this case you may want to scratch the whole team from finals before seeding.



Please Note: These operations are NOT reversible so HY-TEK recommends you make a backup of your current Database before you begin any purge process.

From the Main Menu Bar, click on **File** / **Purge** / **Remove Data Selectively**. **MEET MANAGER** will display a panel of Purge options. Click on the **Start new database** option to purge all the Data or click on the appropriate items that you want to purge including:

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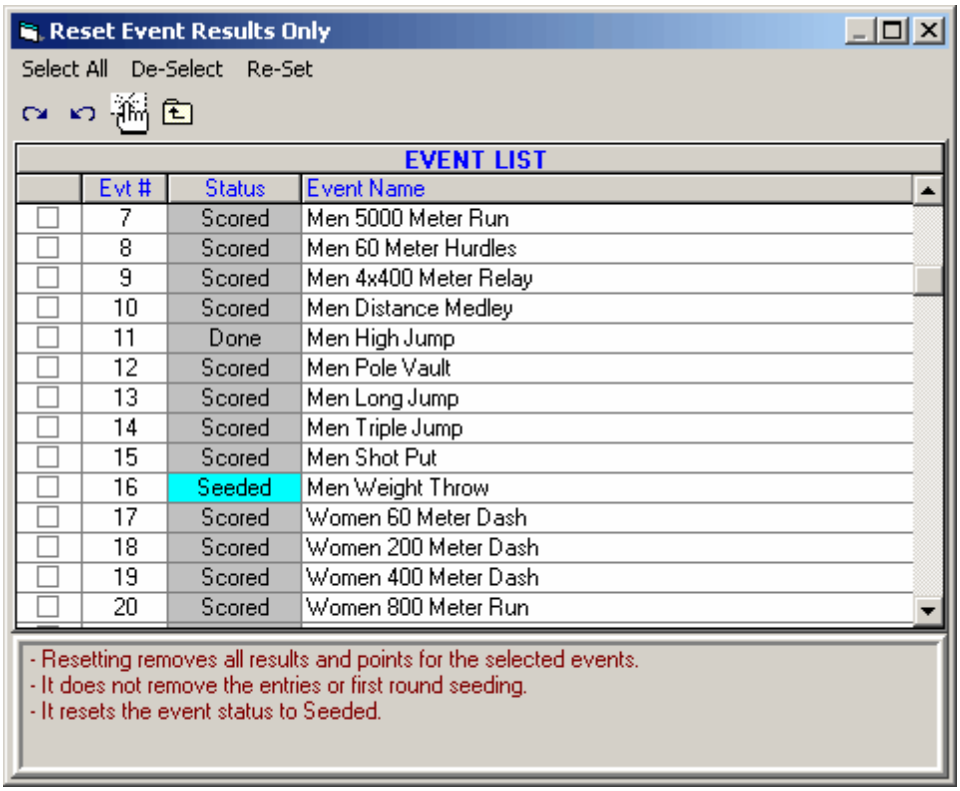


To quickly purge a database and only leave the events sections, click Teams and then OK.

You may want to reset one or more event results from a Database in which some events were run. By "reset" we mean remove any Result information for all rounds of a selected event. If you have "accidentally" run an event(s), this is a great way to reset those events for the meet.

From the Main menu Bar, click on **File / Purge / Reset Event Results Only**. From the event list, select the events you want to reset and **MM** will remove all results and scores for those selected events and reset the event to **Seeded**. **This will not remove the entries nor will it remove the first round seeding**.

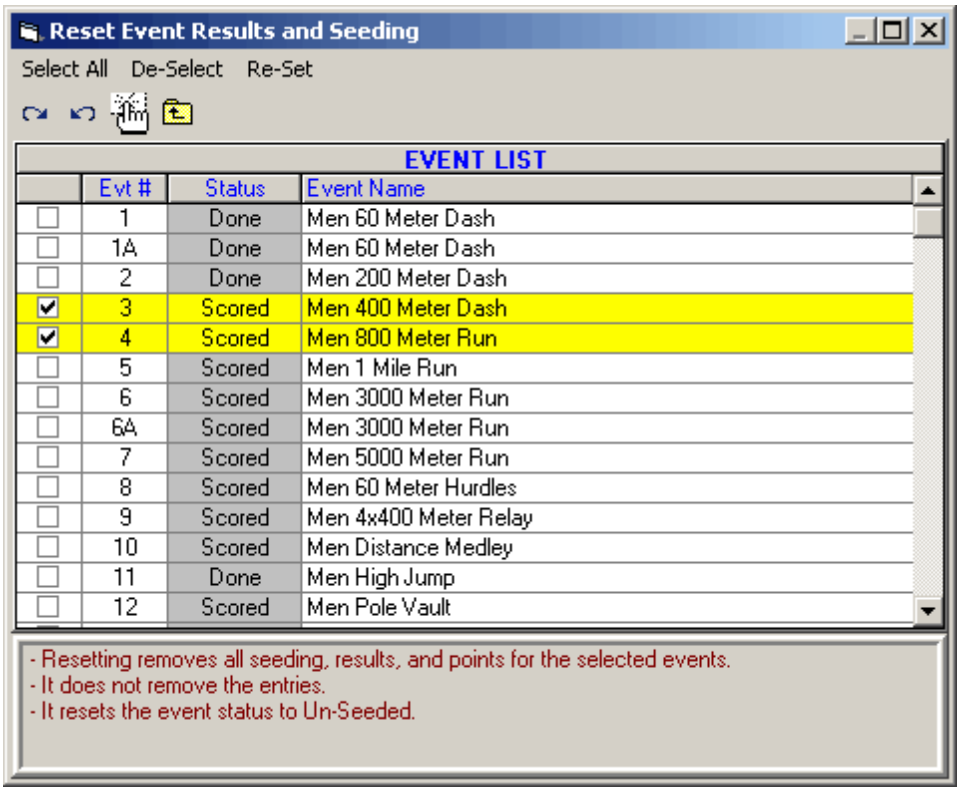
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You may want to reset one or more event results from a Database in which some events were seeded or run. By "reset" we mean remove any Seeding or Result information for all rounds of a selected event. If you have "accidentally" seeded or run an event(s), this is a great way to reset those events for the meet.

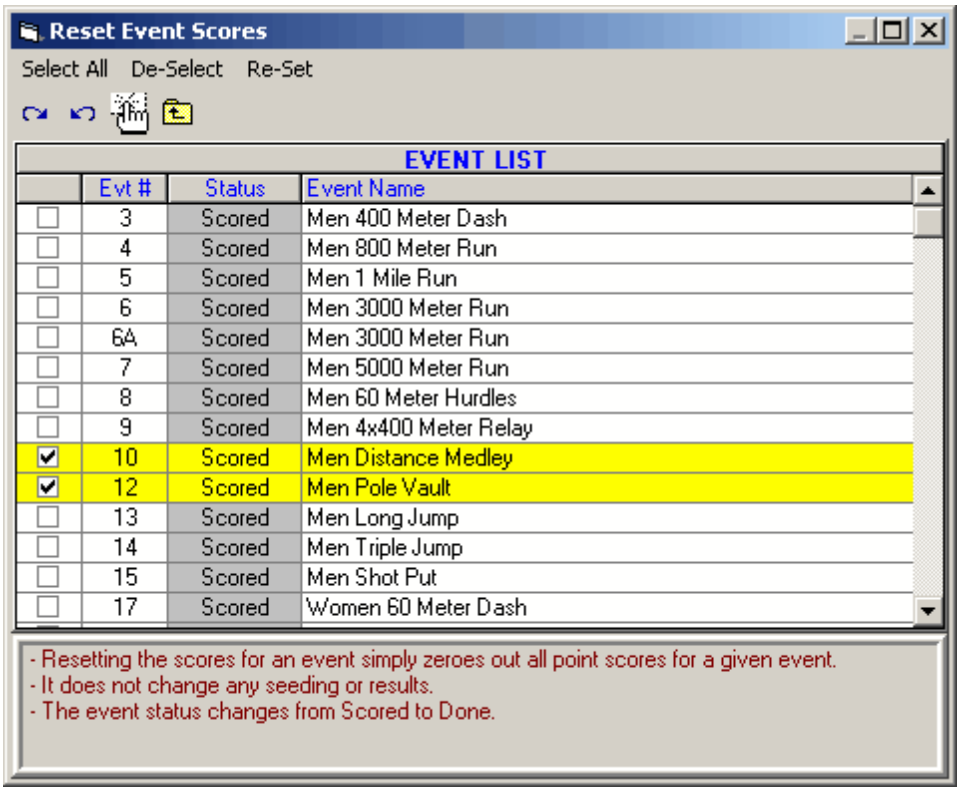
From the Main menu Bar, click on **File / Purge / Reset Event Seeding and Results**. Choose from the Event List and **MM** will reset the status of those events to Un-Seeded and will remove the seeding and results data. **This will not remove the entries**.

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If you have inadvertently scored an Event that you did not wish to score, from the Main Menu Bar, click on **File / Purge** / **Reset Scores** and **MM** will erase the point scores for the events you select. This choice does NOT affect result times or result places.

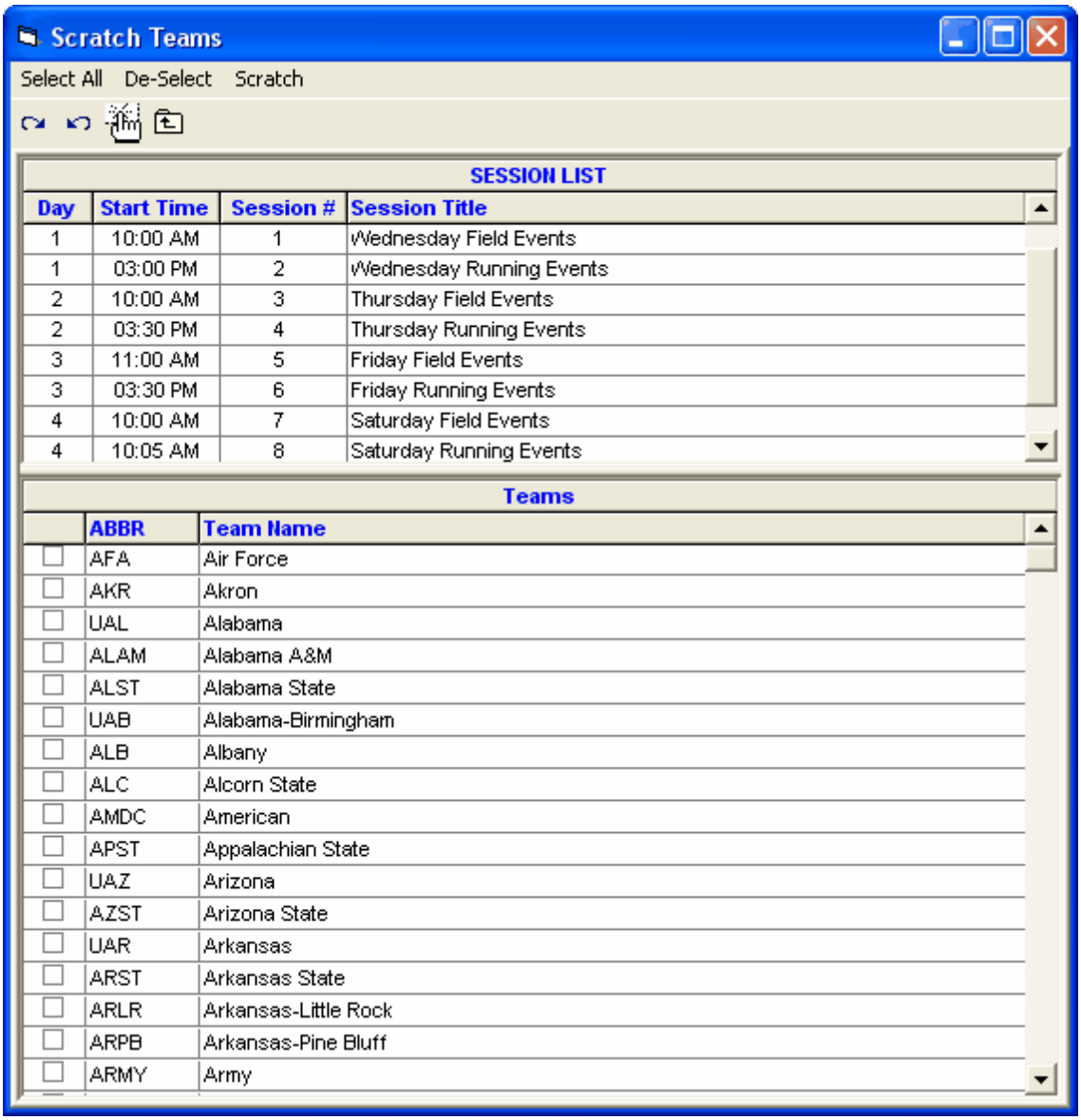
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A team competes in the preliminaries in the morning, but the whole team has to catch a flight and will miss the finals. In this case you may want to scratch the whole team from finals before seeding
This purge selection can be a real time saver. There are two main situations where you would use this selection.

- One is where you have a team that has entered and notifies you the day before the meet that they cannot attend. You can use this selection to scratch the entire team from the meet.
- Another common situation is where a team is flying home after the prelims on the last day of a prelim / final meet. You can select the finals session for say Sunday night and select the team or teams leaving early and scratch them all from finals. In this case, **do not perform the scratching until after the prelims are completed for that day**.

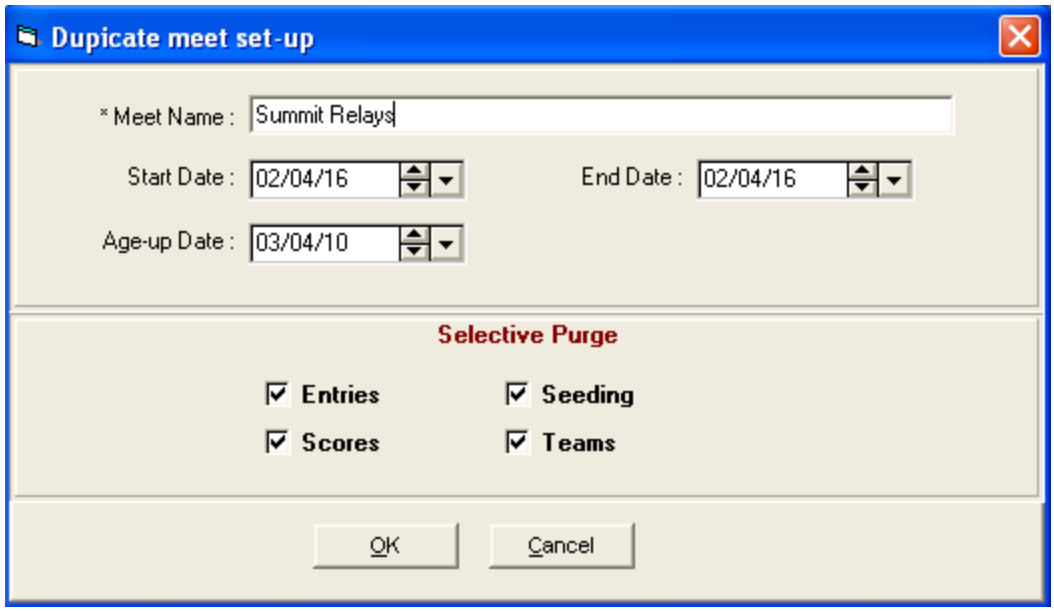
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Duplicate Meet

If you wish to create a new meet by duplicating an existing meet, click **File** > **Duplicate**:

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In **Meet Name**, enter the name of the new meet.

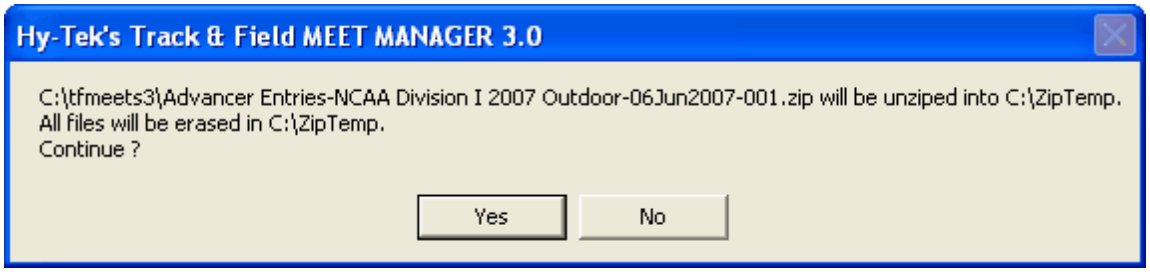
Edit the **Start Date**, **End Date** and **Age-up Date** for the new meet.

In the **Selective Purge** section, tick the data to clear from the new meet.

Unzip File

There may be a circumstance where you want to unzip a file that has been sent to you or that you created with MM. If you do not have a ZIP/Unzip utility on your computer, this feature may help you. A ZIP file can contain really anything. Zipping is a way of compressing any file or set of files into a much smaller "zip" file. "Unzip" just decompresses it to its original form.

From the Main Menu bar, click on **File** / **Unzip File**. Select the disk drive and directory that contains the file you want to unzip. Now highlight the Zip file and click **OK**.

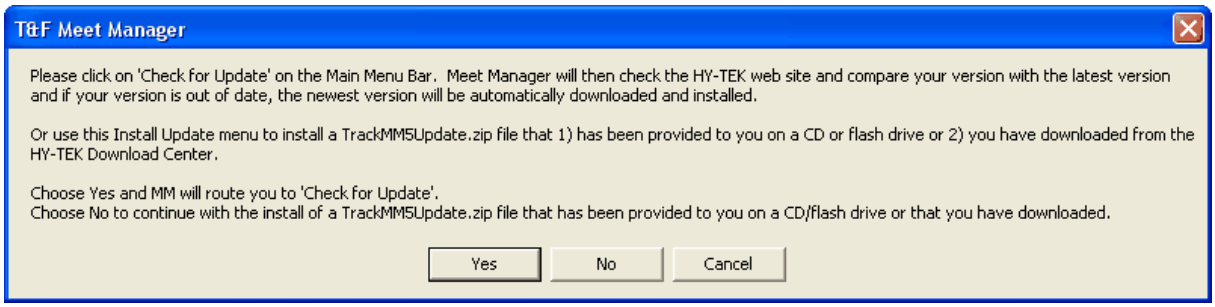


MM will unzip the selected file and store the contents of the ZIP file in a directory named **ZipTemp** under your root directory.

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Install Update

Periodically, HY-TEK provides what are called **Service Pack Updates** that contain corrections to reported problems. These Service Pack Updates are FREE if they are for the same "major release" of MM and are always provided on HY-TEK's web site at **hytek.active.com**. If you select **File / Install Update**, you will receive this message.



As stated in the above message, the preferred method for updating is to use the Check for Updates selection from the main menu bar.

Alternative Method for Installing a Service Pack Update

Besides the preferred Check for Updates method, there are two other ways to Download and Install a Service Pack Update.

1. The easiest way is to use the **Web Browser** which is reached by clicking **File / Web Browser**. For more on the Web Browser, click here for details.
2. Or, go to the HY-TEK web site using your internet browser and download and then install the update yourself. Connect to the HY-TEK web site at **hytek.active.com** using your Internet browser. Then click on the **Download Center**, and select the **Track & Field MEET MANAGER 6.0 Update**. If your browser gives you the choice to "Open" or "Save to Disk", you must choose "Save to Disk". After the "Save to Disk" is selected, your Browser asks you where to save the Service Pack Download File (the name of the file is **TrackMM6Update.zip**). Specify any directory or folder on the Hard Drive such as C:\Hy-Sport. **DO NOT** save the download to a floppy diskette drive because the file will not fit on one diskette. When the download has been completed, open MM and click on **File** then **Install Update** as described above and select the same directory/folder you chose for the download (such as C:\Hy-sport) and double click on the downloaded file and MM will install the Service Pack Update and start the new version.

After the update has been installed, the version number shown on the Main screen at the bottom left should be the new version. If it is not, the update did not succeed and you will need to try installing the update again. This time wait several seconds before clicking any OK buttons that the install update provides.

Installing The Update On Other Computers

If you do not have access to the Internet, then you have two ways of updating your computer with the latest MM software from Hy-Tek.

1. Obtain a copy of the TrackMM6Update.zip file you have downloaded and copy that file to a ZIP disk or a writeable CD and take that ZIP disk or CD to your computer that does not have Internet access. Now start **MM** and click on **File** / **Install Update** and pick your ZIP disk or CD. Note: On an MM computer that has Internet access and where you used the Check for Updates option, you will find

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the last TrackMM6Update.zip file that was downloaded in a directory named Download in the installation directory - typically c:\hy-sport\TFMM6\Download.

2. Order a replacement CD from the HY-TEK Sales Office. When you receive the new MM Installation CD, follow the normal instructions for installing MM. Click Here for information about how to do that.

Web Browser

Click on **File / Web Browser** and MM will automatically route you to the HY-TEK web site. The Web Browser offers the standard Back, Forward, Stop, Reload, and Print web page functions as well as the following Menu selections.

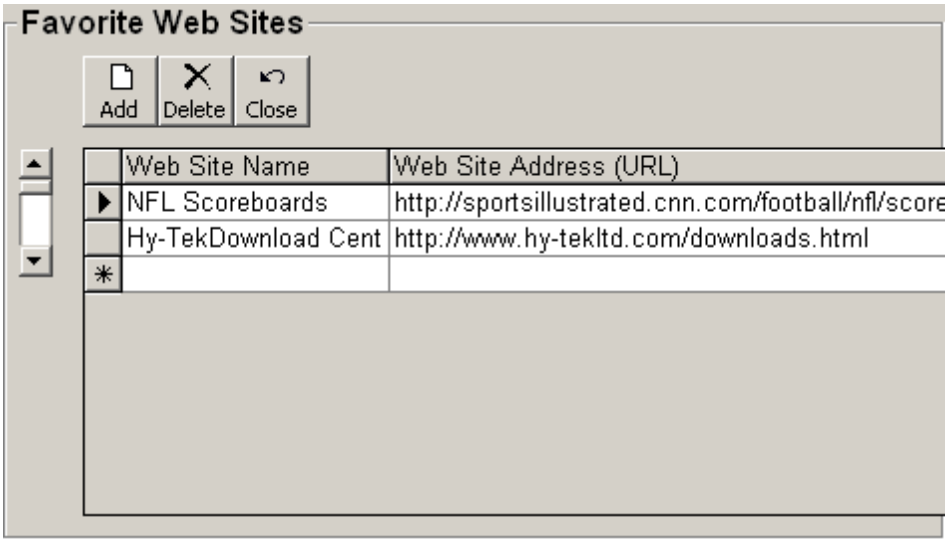


At this point you can browse the Internet and go to any site. If you want to store a list of Favorite web sites, click **Favorites**.

Favorites

Once the Web Browser is connected to the Internet and you have a web page that you commonly access, you can click the Favorites icon, and you have the option to add the currently opened site to your Favorites list. Just click **Add**. Additionally, once you are in the Favorite Web Sites screen, you can **Edit** or **Delete** a Favorite web site from the list. This is a great feature for keeping track of track web sites that you frequently access such as your own club's web site.

To select a site from your list, simply click on one of the names and then click **Close**.



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Enable / Disable Network Login

The **Enable Network Login** or **Disable Network Login** toggle selection applies to the Network feature available ONLY if **MM** has the **Pro** option. Click Here for more information about the **Pro** option.

This feature is designed for Customers with the Network Pro option that are using MEET MANAGER in a stand-alone environment and are not connected to the network. With the Disable Network Login selected, the Login screen is bypassed and there is no need to click on the Login **OK** button every time **MM** is started.

Open in Multi-User Mode

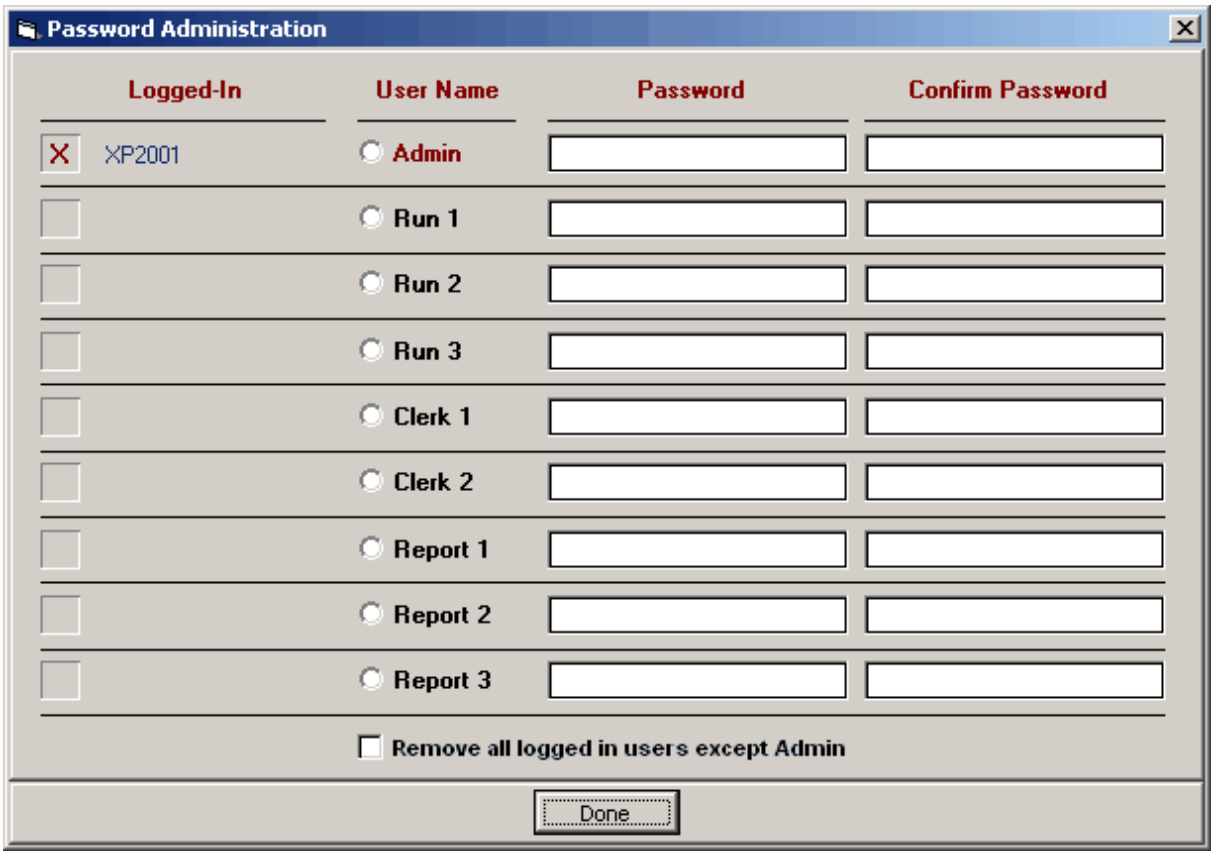
The **Open in Multi-User** or **Single User Mode** toggle selection applies when you have the **Pro** option Network feature. Please click Here for more information on **MM** with the **Pro** option.

Network Administration

This **File** menu selection is available ONLY in **MM** with the **Pro** option. Make this selection and **MM** will display a list of the nine User Names with the name of the computer associated with each logged-on User Name.

This File menu selection applies when you have the **Pro** option Network feature. Make this selection and **MM** will display a list of the nine User Names with the name of the computer associated with each logged-on User Name. Please click Here for more information on **MM** with the **Pro** option or click Here for details on setting up passwords.

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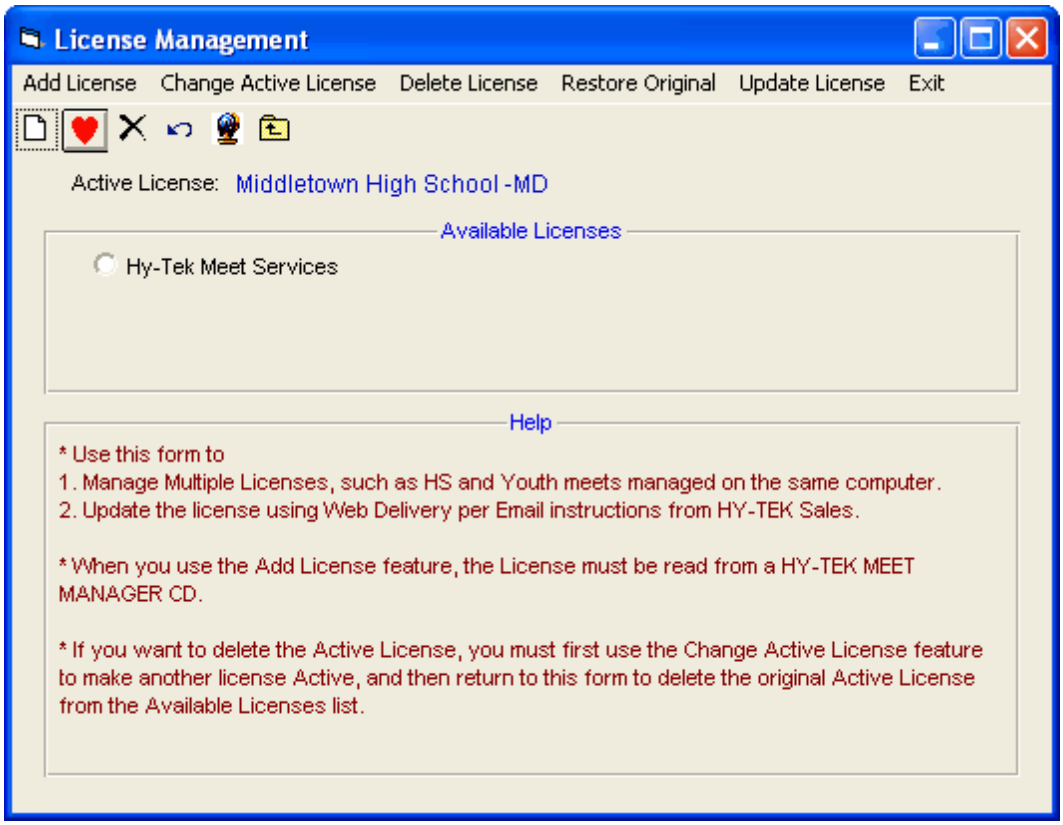
License Management

This feature is designed specifically for Customers who want to use more than one MEET MANAGER License on their one computer.

Suppose you may be a volunteer parent who is good at using MEET MANAGER and several teams use you to run their meets. For purposes of this example, let's say there are two teams you work with - Geneva High School and Geneva Track Club. Since Windows Installer will not permit you to install any software in two different places, only ONE COPY of MEET MANAGER can be installed on a single computer. But from a legal/copyright point of view, we cannot use the Geneva Track Club license to run a meet for Geneva High School. Therefore the volunteer needs to have both licenses, either one each on separate computers or in this case both licenses on the same computer which is much more convenient.

Click **File / License Management** from the MEET MANAGER Main Menu bar and MM will offer the following features **to manage up to eleven (11) additional Licenses**. Of course, MM always displays the Active License name on all reports and on the front page of the MM screen.

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Add License

To add a license to your **Available Licenses** list, insert into your CD-ROM drive a HY-TEK MM CD that has the license you want to add. Now click **Add License** or click the **Add icon**  and MM will copy the HY-TEK MEET MANAGER License from the CD into your License Management system. **Note:** You can also use this feature to update your current MM License when you order additional features and options.

Change Active License

To change the current Active License (the one you are currently using) to another one on the Available Licenses list, just select the radio button in front of the license you want to make active, and click on **Change Active License** or click on the **Heart icon** .

Delete License

To delete a license, select the radio button in front of the license you want to delete, and click **Delete License** or click the **Delete icon** . If you want to delete the Active License, you must use the Change Active License feature first to activate another license, and then delete the previously active license from the list.

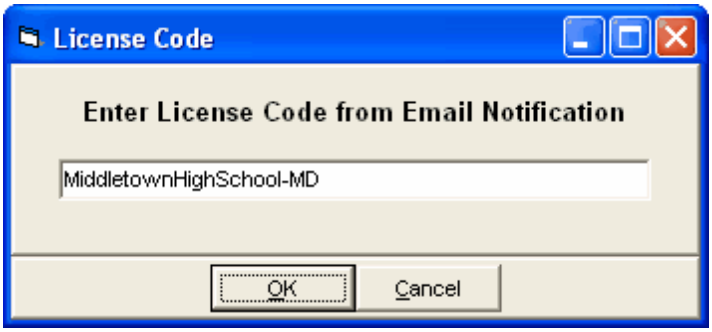
Restore Original

Click on this option to restore your original license. When you do this, all added licenses will be deleted from the license management list. If you want to add licenses again, you will need the original HY-TEK MEET MANAGER CDs for those licenses before using the Add License feature.

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Update License

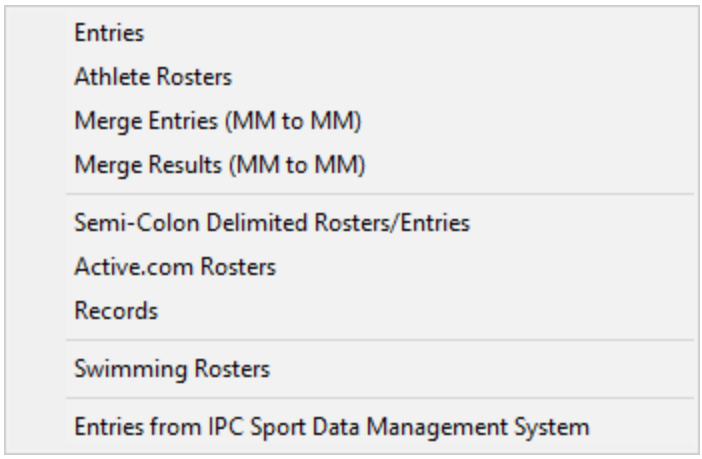
Click on this option if you have arranged with HY-TEK Sales to receive an updated license via Web Delivery. This allows you to update your license immediately rather than wait for a CD to be shipped. The license to be updated must be the Active License. You would receive an Email from HY-TEK Sales with a **License Code** which you enter into the following window which appears after clicking **Update License**. In this example, the License Code is MiddletownHighSchool-MD which matches the Active License in the example above.



After you click OK, MM will search the HY-TEK web site for your license and will download and replace the Active License with the downloaded license. After the license is replaced, you can go to Help / About to verify the new license. You would do this to add an option or maybe update your Site License which may be due to expire.

Import Menu

MM offers a powerful set of import choices to help minimize your data entry tasks. Click on **File** / **Import** and pick from the following list of Import options.



How MM Matches on Athlete Names

When Athlete information is imported, to prevent duplication, MM matches on last name, first name, gender, and team. In some cases, you may wish to match on just last name, first name and gender, and this option is always provided. **MM** adds the Athlete to the Database if there is no match.

When importing information entry information, if **MM** cannot find an Athlete's event, the athlete is added, but the event entry is added to an **Import Exception List**. The exception list is then printed at the

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completion of the Import so that you can find out why an entry was not added and possibly decide to manually enter the information.

Import files created by HY-TEK Track & Field products have the following file name format: **TCLxx-01.TCL** where "xx" is a sequential number beginning with"01".

Import Meet Entries
Import Athlete Rosters
Merge Entries
Merge Results
Import Entries from a Semi-Colon Delimited File
Import Active.com Rosters
Import Records
Import Swimming Rosters
Import Entries from IPC Sport Data Management System

Import Meet Entries

For large meets, inputting entries can be time consuming. There are three things you can do to speed up this process:

- Input entries on several computers and then merge the entries into one database
- Receive team entries on diskette or via Email

Import Entries: Meet Entries are made up of Individual and Relay declarations for one particular meet. They can be provided on diskette or e-mailed over the Internet (**if e-mailed, it is highly desired that the file be zipped to insure integrity**). Meet Entries can be imported from:

- HY-TEK's TEAM MANAGER *for Track & Field*
- Advancers from either a MM Database
- Merge entries for same meet from MM

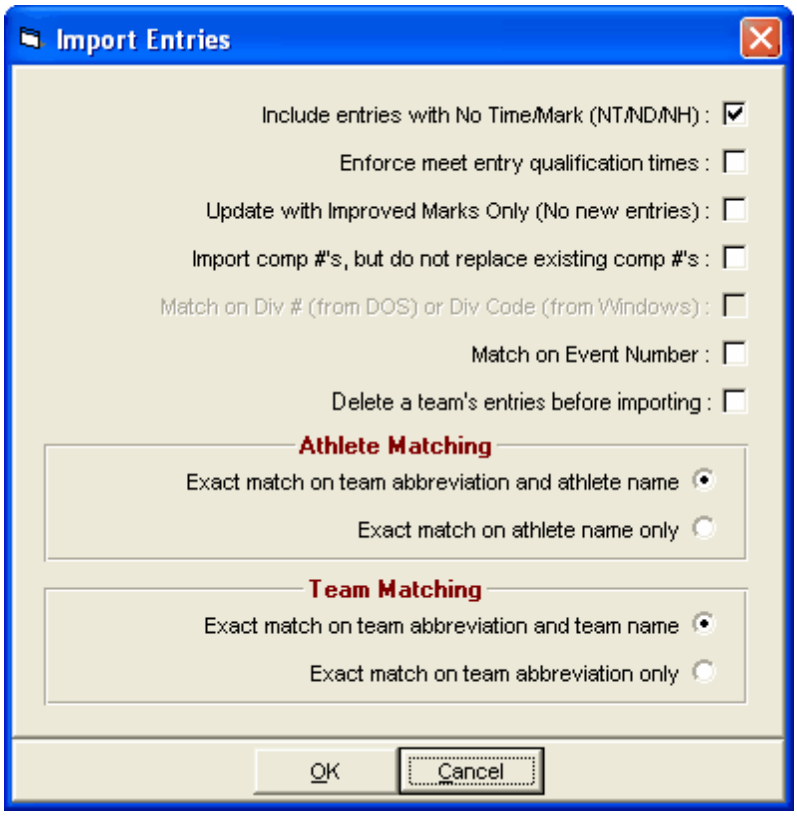
To Import Meet entries, click on **File** from the Main Menu Bar and then click on **Entries**. **MM** will ask you to specify where the entry file resides - on diskette or a folder/directory on your Hard Drive. MM will then display files that match the following file type:

.TCL files - These are files exported by TEAM MANAGER or created by MM.

You can also click on the **Files of Type** button and pick **ZIP** files which may contain entries that have been zipped and e-mailed to you. Just click on the ZIP file that you want and **MM** will unzip the file to a directory and ask you to choose which file to Import.

After selecting the file for import and after the file has been checked by MM for integrity, the following screen will appear:

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Specifying **Match on Event Number** is a nice feature when you have multiple events for the same gender/age/distance: such as High School/College JV and Varsity meets. Otherwise, **MM** will match on the event description of gender, age range, distance, and optionally the division number. The match on division number is only available if the meet is setup for divisions by event.

Once an Import has been completed, you might want to run the **Entries Report** by Team. If **MM** is not able to Import an entry into the Database, an **Exception Report** will be displayed and optionally printed. This Report will indicate which entries were **NOT Imported and why**. For example, if a Team provides an Entry Disk that declares an Athlete in a High Jump and there is no High Jump Event in the Database, that entry information will be included in the Exception Report with the seed mark.

TEAM MANAGER Lite is a free software product from HY-TEK which allows teams and schools to setup their entries and email them to you the meet host for import into MM. TM Lite can be downloaded from HY-TEK's Download Center. There are some limitations to TM Lite such as a limit of 100 athletes in the TM Lite database.

Procedures

Meet Host

1. The meet host sets up the meet name and meet events in MM.
2. In MM, the meet host clicks File / Export / Events for TM and e-mails this Meet Events file to all teams/schools entering.

TM Users

1. Each team/school imports the Meet Events file into TM Lite or TEAM MANAGER using File / Import / Meet Events. Note that upon first use of TM Lite or TEAM MANAGER and before

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importing, the TM user must click File / Open and type in a database name to create a TM database.
2. If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to Meets / Add and enter the appropriate information. Then go to Events, click the radio button for Entry Events, then add the events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.
3. The TM user adds their team abbreviation and team name using the Teams Menu. Then the TM person enters their rosters using the Athletes Menu.
4. The TM user then clicks Meets, selects the meet and clicks Entries and selects By Event or By Name to place athletes into events and to add relays. For each entry, the team puts in a custom entry time. Relays can only be added By Event.
5. The TM user then clicks Reports / Performance / Meet Entries to create a report of the meet entries to verify that all entries are complete and correct.
6. Upon verification, the TM user clicks File / Export / Meet Entries. This will create a zipped file that is to be e-mailed to the meet host

Meet Host

1. The meet host runs MM, clicks File / Import / Entries, and selects the zipped entry file received from the TM or TM Lite user. A menu will appear with various options and it is important to check the box that says to "match on event number". This way the entries from each team are guaranteed to come in perfectly with the correct event.
2. The meet host then creates a Flat HTML report for each team using Reports / Performance Lists. This Flat HTML file is then e-mailed back to the team/school for verification that the entries are correct.

Import Rosters

Choose this option when you are importing just athlete names and schools/clubs that will be competing in your meet. This type of Import contains no entry times/marks - just names, teams, ages, school year, gender, etc. This type of Import is typically used for Dual Meets when the specific entries are not declared until the event begins. The file containing the Rosters can come from a TEAM MANAGER Database as a TCL file or from another MM Database.

To Import Rosters from a file provided to you, follow the steps outlined below:

1. From the Main Menu, choose **File**.
2. Choose **Import** and then **Rosters Only**
3. Choose the Drive and Folder you are importing from and then the File Name.

MEET MANAGER will check the File Integrity and then Import the file and add the Teams and Athletes to your Database.

Import Merge Entries File

Select this Import option to import a HY-TEK HY3 entries file that was exported from another computer running **MM 6.0**. The export file contains meet entries from another MM 6.0 Database that are to be "merged" with your Master Database.

The typical scenario for this type of situation would be having two or more volunteers doing the entries for a large meet on different computers. One computer would be designated the Master, and after the events and sessions were set up on that one computer, a Backup of that Master Database would be loaded into each of the other computers doing the entries. After the entries were completed, each of the computers

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doing the entries would export those entries to diskette. Then each of those entry diskettes would be imported into the Master database.

Another scenario - you may want to merge entries from two MM Databases that have been prepared by each team for a Dual meet. The Export will offer you the option of including the Heat and Lane assignments set up by either or both teams so the heat and lane will be included when imported.

From the Main Menu Bar, click on **File** / **Import** / **Merge Entries (MM To MM)**. MM will then import the entries that were exported from another MM Database. MM will match on Event Number since these entries would be merged based on the same meet setup. If event numbers in the exported database do not match the event numbers in the import database, then do not use Merge Entries, but rather use the standard Import Entries.

Import Merge Results File

Select this Import option to import a HY-TEK Results file that was exported from another computer running MM. The export file contains meet results from another MM Database that are to be "merged" with your Master Database.

The typical scenario for this type of situation would be entering running event results on one computer and field event results on another computer. One computer would be designated the Master and before each session, a backup from the Master Database would be loaded onto the other computer. After the session has been completed, each computer other than the Master would export results for events that are completed and then the Master computer would Import each of these sets of results into the Master database. Only rounds that have been completed, seeded, or partially completed are merged into the Master Database.

The ability to Merge Results from one computer to another has been implemented. For example, if a field event is run on computer B, those results can be exported to a diskette and then imported and merged into computer A. This property is available for all events including combined-events. A new feature is the ability to seed an event on computer B and then export that seeding for import into computer A. And as a third feature, you could do the odd heats on computer A and the even heats on computer B, export the even heats from computer B and import those partial results into computer A.

From the Main Menu Bar, click on **File** / **Import** / **Merge Results (MM To MM)**. MM will then import the results that were exported from another MM Database. **MM** will match on Event Number since these results would be merged based on the same meet setup. If there was a field series entered, the field series will be merged too.

Please keep in mind that when merging results from the source computer to a target computer, the events in the **source Database must be a higher status than those in the target Database**. For example, if event 9 is one round and computer A has results completed, but not scored, the round is "done". If the computer B has the same event with results done and scored, B cannot be merged into A. The final round "done" and the final round "scored" are considered the same level. The only way computer Be's data for event 9 can be merged is if in computer A event 9 is either un-seeded or round 1 seeded. If event 10 is prelim/final, then finals done/scored is higher than finals seeded, prelims done, prelims seeded, and un-seeded.

Note: A special feature for the Import of Results is that of a "silent/automatic backup": which is created just before import a Merge file. If you need to find the "silent/automatic backup", it is saved in your database directory with the following address: "merge-xx (where xx=01 to 09) -name of your database directory".

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Please refer to the Network Pro Option for a much better alternative to running a meet with more than one computer.

Import Entries from a Semi-Colon Delimited File

A semi-colon delimited format is available for importing entries, relays, rosters, and addresses. Semi-Colon Delimited Import was created as a courtesy to our users for importing entry/roster data into MM in a plain text file.

If you wish to use this feature, please note that HY-TEK does not support semi-colon delimited import other than the guidance provided below.

To import, click File / Import / Semi-Colon Delimited Rosters/Entries File. When importing using the semi-colon delimited format, if a mark is out of range and you answer "No" to use the mark, the athlete, team, and mark will be listed on the Exception Report. If an athlete's first name is missing, this too will be listed on the exception report. And thirdly, when importing, the last directory used for the import file will become the default directory for the next import.

There are five file types:

I = Information Record (25 fields separated by semi-colons)
D = Individual Entry Record (20 fields separated by semi-colons)
E = Individual Entry Record (15 fields separated by semi-colons)
Q = Relay Entry Record (15 or more fields separated by semi-colons)
R = Relay Entry Record (10 or more fields separated by semi-colons)

It is preferred that the D file type be used instead of the E file type and that the Q file type be used instead of the R file type. These newer D and Q file types contain more information.

Rules

1. If no information for a given field, leave it blank, but include the semi-colon.
2. Each record must be followed by a carriage return & line feed.
3. If at any point in a record, all remaining fields in the record are blank, it can be ended with a carriage return without all the extra semi-colons.
4. For each athlete there can be one information record. You create one E record or D record for each individual entry. The 2nd thru 10th fields of both the **I**, **D** and **E** record types are identical. One relay per relay entry record with up to 8 relay runner names.
5. The order of each record makes no difference.
6. For each **I, D** or **E** record for the same athlete, fields 2 through 8 must be the same.
7. The **I** record is optional and thus not required.

Data	Max		Notes for the I Record
1	I	1	Information Record
2	Last Name	20	(Required)
3	First Name	20	(Required)
4	Initial	1	
5	Gender	1	M = Male, F = Female (Required)
6	Birth Date	10	MM/DD/YYYY (Optional)
7	Team Code	4	4 character max; use UNA if unknown (Required)
8	Team Name	30	Use Unattached if unknown (Required)
9	Age	3	Optional if birth date provided
10	School Year	2	(Optional)
11	Address line 1	30	

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12	Addr 2 / Province	30	
13	City	30	
14	State	3	state code for USA, Canada, Australia, etc.
15	Zip	10	
16	Country	3	use country code, such as USA, GER, AUS
17	Citizen Country	3	use country code, such as FRA, CAN, BRA
18	Home Phone	20	
19	Office Phone	20	
20	Fax #	20	
21	Shirt size	4	S, M, L, XL, etc.
22	Registration #	15	
23	Competitor #	5	
24	E-mail	30	
25	Disabled classification	20	If using two disabled classifications, then separate each code with a space, e.g. F20 T20

Example: I; Doe; John; P; M; 09/07/1947; USA; United States; ; ;3395 West Street; Suite 101; Sullivan; ME; 04664; USA; USA; 207-422-6243; ; ; XL; 49-345-6789;296;mm@active.com [Carriage Return]

	Data	**Max**	**Notes for the D Record**
1	D	1	Individual Entry Record
2	Last Name	20	(Required)
3	First Name	20	(Required)
4	Initial	1	(Optional)
5	Athlete Gender	1	M = Male, F = Female (Required)
6	Birth Date	10	MM/DD/YYYY (Optional)
7	Team Code	4	4 characters max; use UNA if unknown (Required)
8	Team Name	30	Use Unattached if unknown (Required)
9	Age	3	Age is optional if birth date provided
10	School Year	2	(Optional)
11	Event Code	10	Examples: 100, 5000S, 10000W, SP, HJ, DEC
12	Entry Mark	11	Time: hh:mm:ss.tt (1:23.44.55, 1:19.14, 58.83, 13.4h) Field Metric: 12.33, 1233; English: 12-10.25", 12', 121025 Combined-event: 3020 (points)
13	Event measure	1	M for Metric, E for English (Required)
14	Event Division	2	A Division number; Optional; For JV, Varsity, Bantam, etc.
15	Competitor #	5	Optional
16	Finish Place	2	Place from prior round if an advancer (optional)
17	Declaration Status	1	D = Declared, S = Scratched, A = Alive, blank = Undeclared (optional)
18	Entry Note	60	(Optional)
19	Not in use	1	Leave blank
20	Alternate	1	(Optional) Y=Is Alternate

Example: D;Smith;Bob;;M;;PT;Park Tudor;;;800;2:05.0;M;;;;D;;;Y;

	Data	**Max**	**Notes for the E Record**
1	E	1	Individual Entry Record
2	Last Name	20	(Required)
3	First Name	20	(Required)
4	Initial	1	(Optional)
5	Athlete Gender	1	M = Male, F = Female (Required)
6	Birth Date	10	MM/DD/YYYY (Optional)
7	Team Code	4	4 characters max; use UNA if unknown (Required)
8	Team Name	30	Use Unattached if unknown (Required)

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9	Age or Comp #	5	Age is optional if birth date provided; or enter comp#
10	School Year	2	(Optional)
11	Event Code	10	Examples: 100, 5000S, 10000W, SP, HJ, DEC
12	Entry Mark	11	Time: hh:mm:ss.tt (1:23.44.55, 1:19.14, 58.83, 13.4h) Field: Metric: 12.33, 1233; English: 12-10.25", 12', 121025 Combined-event: 3020 (points)
13	Event measure	1	M for Metric, E for English (Required)
14	Event Div **or**	2	A Division number; Optional; For JV, Varsity, Bantam, etc. Finish Place or can be the finish place from prior round of advancers
15	Alternate	1	Optional Y=Is Alternate

Example: E;Doe;John;P;M;09/07/1947;HURR;Hurricane High School;;;SP;21.23;M;[CRLF]

Notes for Individual Events:

1. One D or E record per individual entry; 4 entries for same athlete requires 4 D or E records.
2. For Open meets, birth date and age are not required.
3. For division meets with birth date ranges, birth date is required, but if division number is used, birth date is not required.
4. For division meets without birth date ranges, division number is required.
5. For age group meets, the age is required. However, if the birth date is entered, the age is not required.
6. For meets that are not division meets and where the entries are advancers going to the next higher level meet, the division slot in the E record can be used for the place finish in the prior round.
7. The competitor number can be entered in the I record or it can be included in the E record in place of the Age (this assumes you are not entering an age). The D record has a separate field for the comp#.

Event Codes

Running Events:	Distance without commas, such as 100, 800, 3200, 10000, 1MILE, 2MILE, HMAR half marathon, MAR **Note:** For the 800 and longer, **MM** must have these events setup as Runs. If they are setup as Dashes, they will not be imported.
Hurdle Events:	Distance plus H, such as 80H, 400H.
Steeplechase Events:	Distance plus S, such as 2000S, 3000S.
Race Walk Events:	Distance plus W, such as 5000W, 20000W.
Field Events:	HJ High Jump, PV Pole Vault, LJ Long Jump, TJ Triple Jump, SP Shot Put, DT Discus HT Hammer, JT Javelin, WT Weight Throw, SWT Super Weight Throw
Combined-Events:	DEC Decathlon, HEP Heptathlon, IPENT Indoor Pentathlon, OPENT Outdoor Pentathlon, TRI Triathlon, WPENT Weight Pentathlon, BI Biathlon, TET Tetrathlon, OCT Octathlon

	Data	Max	Note for the Q Record
1	Q	1	Relay Entry Record
2	Team Code	4	4 characters max; use UNA if unknown (Required)
3	Team Name	30	Use Unattached if unknown (Required)
4	Relay Letter	1	A, B, C, etc.
5	Relay Gender	1	M = Male, F = Female, X = Mixed (Required)
6	Relay Age	3	Required for age group meets
7	Event Code	10	Examples: 400, 1600S, 3200D
8	Entry Time	10	Time: hh:mm:ss.tt (44.55, 4:19.14)
9	Event meas.	1	M for Metric, E for English (Required)
10	Event Division	2	A Division number; Optional; For JV, Varsity, Bantam, etc.

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11	Finish Place	2	Place from prior round if an advancer (optional)
12	Declaration Status	1	D = Declared, S = Scratched, A = Alive, blank = Undeclared (optional)
13	Entry Note	60	Optional
14	Spare	For future use	
15	Spare	For future use	
		== Runner number 1 ==	
16	R1 Last Name	20	
17	R1 First Name	20	
18	R1 Initial	1	
19	Athlete Gender	1	M = Male, F = Female (Required)
20	Birth Date	10	MM/DD/YYYY (Optional)
21	Age	5	Age is optional if birth date provided
22	School Year	2	Optional
23	Competitor #	5	Optional
		== Runner number 2 ==	
24	R2 Last Name	20	
25	R2 First Name	20	
26	R2 Initial	1	
27	Athlete Gender	1	M = Male, F = Female (Required)
28	Birth Date	10	MM/DD/YYYY (Optional)
29	Age	5	Age is optional if birth date provided
30	School Year	2	Optional
31	Competitor #	5	Optional
		== Runner end==	
	Alternate	1	Optional Y=Is Alternate

== Continue same pattern for runners 3 through 8 ==

Example:
Q;HURR;Hurricanes;A;M;;1600;4:01.44;M;;;D;Altitude;;;
Doe;John;P;M;09/07/1977;;SR;189;Jackson;Jim;;M;;;JR;186;
Avery;Mark;A;M;10/20/1979;;SO;190;Lathrop;Terry;T;M;01/08/1980;;SR;199[CRLF]

	Data	**Max**	**Note for the R Record**
1	R	1	Relay Entry Record
2	Team Code	4	4 characters max; use UNA if unknown (Required)
3	Team Name	30	Use Unattached if unknown (Required)
4	Relay Letter	1	A, B, C, etc.
5	Relay Gender	1	M = Male, F = Female, X = Mixed (Required)
6	Relay Age	3	Required for age group meets
7	Event Code	10	Examples: 400, 1600S, 3200D
8	Entry Time	10	Time: hh:mm:ss.tt (44.55, 4:19.14)
9	Event meas.	1	M for Metric, E for English (Required)
10	Event Div **or**	2	A Division number; Optional; For JV, Varsity, Bantam, etc. Finish Place or can be the finish place from prior round of advancers
		== Runner number 1 ==	
11	R1 Last Name	20	
12	R1 First Name	20	
13	R1 Initial	1	
14	Athlete Gender	1	M = Male, F = Female (Required)
15	Birth Date	10	MM/DD/YYYY (Optional)
16	Age or Comp#	5	Age is optional if birth date provided; or enter competitor#
17	School Year	2	(Optional)
		== Runner number 2 ==	
18	R2 Last Name	20	
19	R2 First Name	20	

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20	R2 Initial	1	
21	Athlete Gender	1	M = Male, F = Female (Required)
22	Birth Date	10	MM/DD/YYYY (Optional)
23	Age or Comp#	5	Age is optional if birth date provided; or enter competitor#
24	School Year	2	(Optional)
		== Runner end==	
	Alternate	1	Optional Y=Is Alternate

== Continue same pattern for runners 3 through 8 ==

Example:
R;HURR;Hurricanes;A;M;;1600;4:01.44;M;;Doe;John;P;M;09/07/1977;;SR;
Jackson;Jim;;M;;;JR;Avery;Mark;A;M;10/20/1979;;SO;Lathrop;Terry;T;M;01/08/1980;;SR[CRLF]

Notes for Relays:
1. For Open meets, relay age is not required.
2. For division meets, event division is required.
3. For age group meets, the age is required.
4. The competitor number can be entered in the I record or it can be included in the R record in place of the Age for each runner (this assumes you are not entering an age). The Q record has separate fields for the comp#'s.

Relay Event Codes

Regular relays:	Just the distance without commas, such as 400 for 4x100, 1600 for 4x400, 4 for 4Mile relay.
Sprint Medley relay:	Distance plus S, such as 1600S.
Distance Medley relays:	Distance plus D, such as 3200D.
Shuttle Hurdle relay:	Distance plus H, such as 240H.

Import Active.com Rosters

Choose this option when you are importing just names and countries/states of athletes that will be competing in your meet. This type of import contains no entry times – only names, registration IDs, emails, ages, genders, day phones, addresses, cities, etc., and allows you to import athlete information from a semicolon-separated file.

To import athlete information from a semicolon-separated file:

1. In the Main Menu, select **File**.
2. Select **Import Active.com Rosters**.
3. Select the drive and folder you are importing from and then the file name.

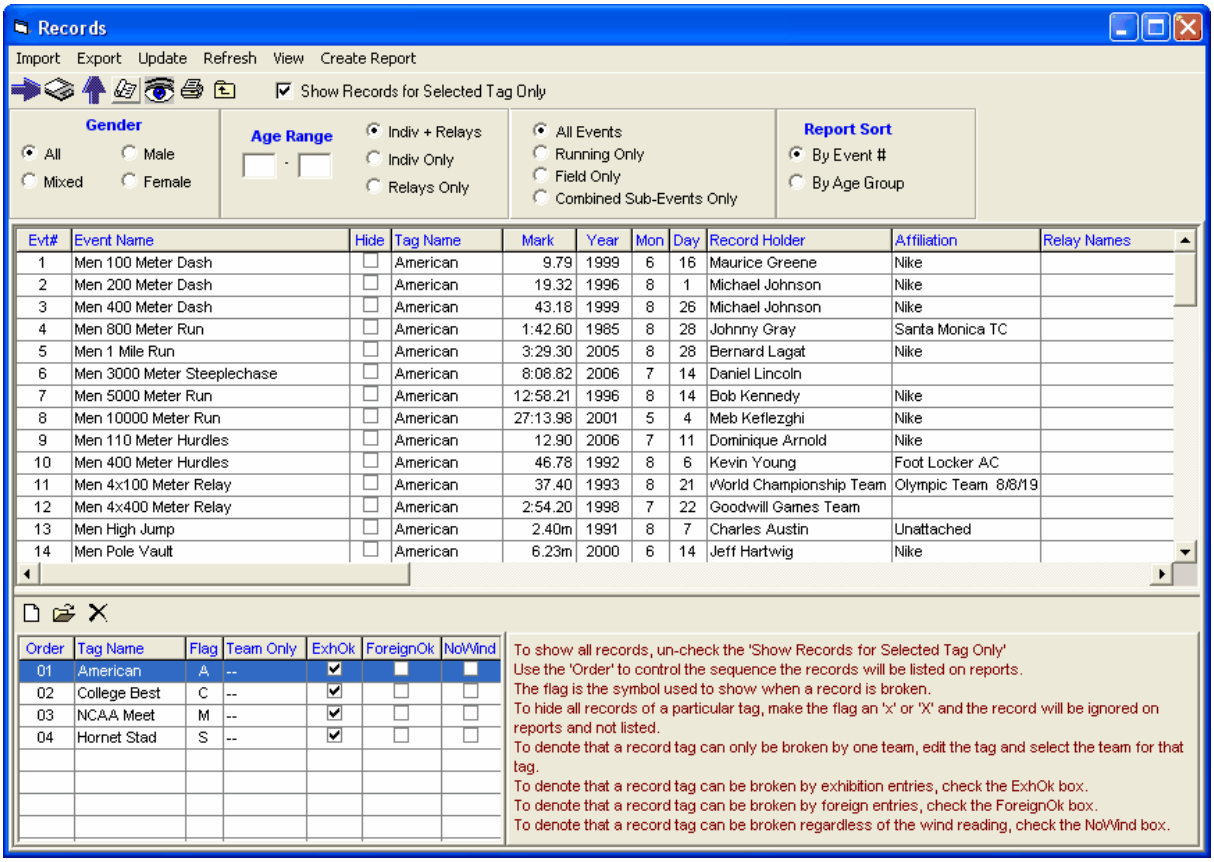
MEET MANAGER will check the integrity of the file and then import and add the athletes to your database.

Import Records

How to Setup Records
How to Export Records
How to Update Records

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To import a records file, click **Events / Records** and then click **Import** at the top of the Records Menu. You may import a HY-TEK Record file that has been created by HY-TEK's **MEET MANAGER *for Track & Field*** or by HY-TEK's **TEAM MANAGER *for Track & Field***. The HY-TEK Record file always has the file extension ".TCL". You may also import from a .CSV file formatted as below.



CSV File Format

Event No&Event Letter(eg:12A),low_age(0-99),high_Age(0-109),Record_month(1-12),Record_day(1-31),Record_year(1700-2400),Record_Holder(Max length 39),Record_Affiliation(Max length 24),Relay_Names(Max length 50),Record_Time(number or float),Record_Measurement(E/M)E=english M=Metric,Event_gender(F/M),Division_Code

Example customer CSV file content:

```
Event No&Event Letter(eg:12A),low_age(0-99),high_Age(0-109),Record_month(1-12),Record_day(1-31),Record_year(1700-2400),Record_Holder(Max length 39),Record_Affiliation(Max length 24),Relay_Names(Max length 50),Record_Time(number or float),Record_Measurement(E/M)E=english M=Metric,Event_gender(F/M),Division_Code
147, 0, 109, 3, 5, 2010, Aaron Rouge-Serret, Athletics Essendon, , 10.17, M, M, IN
```

Note: The first row of the CSV file must be a header row as shown in the example. All column fields must match the target event, for example the Division_Code must same as the target event's Division Code. Content rows must not be blank (or have an event number but no other content) or contain any single-quote (') characters. After importing a CSV file, a new tag is created to include all imported records.

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Note: For fields in the Record_Time(number or float) column, all times must be in seconds only (for example, a record time of 2 minutes and 11.6 seconds must be stored as 131.6).

Note: The import records function does not support display of feet and inches when using English measurements and can only display measurements in metric.

Import Swimming Rosters

Choose this option when you are importing rosters from **HY-TEK's Swimming TEAM MANAGER** or **HY-TEK's Swimming MEET MANAGER**. This type of Import contains no entry times – just names, teams, ages, school year, gender, etc. The file extension will be **hy3** if coming from HY-TEK's Swimming products.

To Import Rosters from a file you have received, follow the steps outlined below:

1. From the Main Menu, choose **File**.
2. Choose Import and then **Swimming Rosters**
3. Choose the Drive you are importing from and then the File Name.

MEET MANAGER will check the File Integrity and then Import the file and add the Teams and Athletes to your Database.

Import Entries from IPC Sport Data Management System

Choose this option to import athlete names, schools/clubs and entries that will be competing in your meet from an XML file provided by International Paralympic Committee. This import contains entry times/marks, names, teams, ages, school year, gender, etc.

To import rosters from a file provided to you:

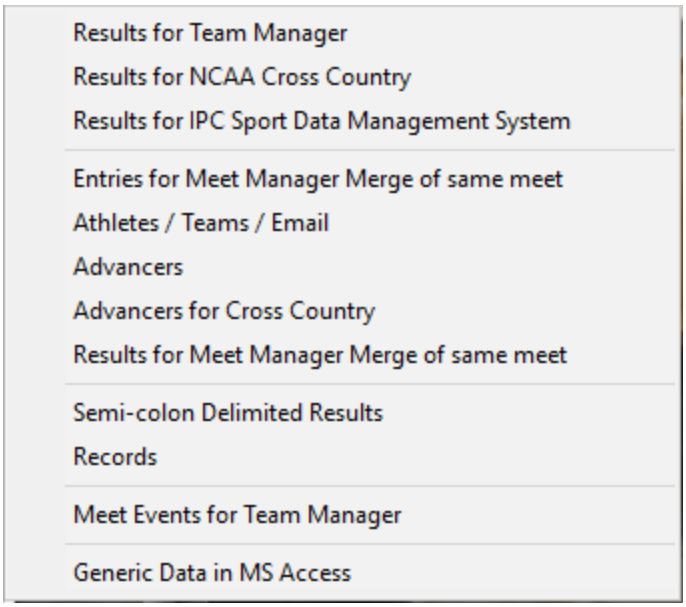
1. On the main menu bar, click **File** > **Import** > **Entries from IPC Sport Data Management System**.
2. Select the drive and folder where the import file is located and then select the file name.

Meet Manager will check the integrity of the file, import the file's contents and then add the teams and athletes to your database.

Export Menu

The Export Menu is used to create files to move entries, relays, rosters, and results between HY-TEK's Team Manager, and MM. This transfer can be performed *locally* between data bases on a single computer, or remotely using diskettes or the Internet. Click on **File** / **Export** and pick from the following list.

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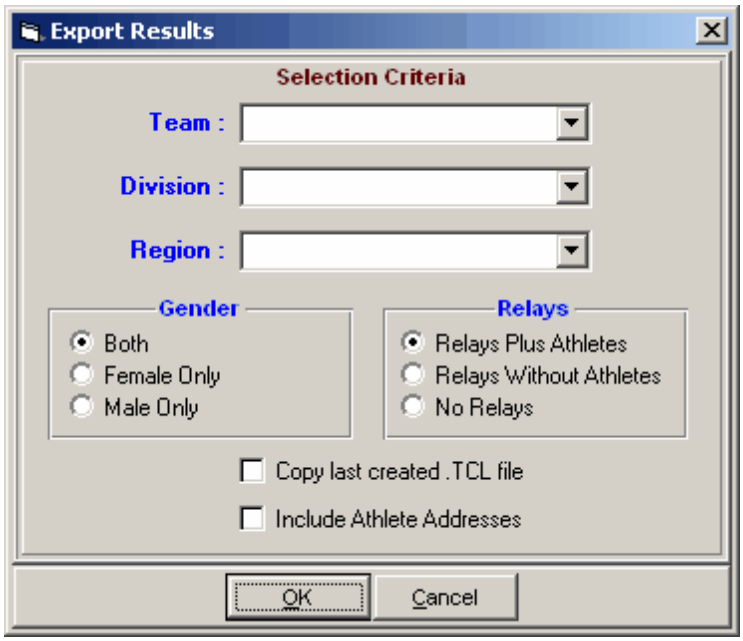
Note: A special feature for the Export and Import of Results is that of a "silent/automatic backup: which is created just before import a Merge file. If you need to find the "silent/automatic backup", it is saved in your database directory with the following address: "merge-xx (where xx=01 to 09) -name of your database directory".

Export Results to TEAM MANAGER

After your meet has been completed, there will probably be many teams who want to get their meet results in a file so that they can Import results into their HY-TEK **TEAM MANAGER** Database. You might also want to Export all of the Meet Results and then zip the file to make it available on a Web Site or to e-mail it to Teams.

Click on **File** from the Main Menu Bar and then **Export**. Then pick **Results for Team Manager**. **MM** will display the Export Results screen for you to Customize and/or filter the Results as follows.

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- You may filter this export to include only results from a particular **Team**, **Division**, or **Region**.
- You may filter this export by **gender** to include Males Only, Females Only, or Both.
- You may include **Relays** with or without their Athletes or just No Relays.
- You may click the check box for **Copy last created .TCL File** and **MM** will copy the last export you made out to diskette or a directory on your hard drive.
- You may click the **Zip the File** check box and **MM** will compress the .TCL file in the standard PKZIP format to make it easy to e-mail or post on a web site.
- You may click the **Include Addresses** check box if you wish to include athlete addresses with the result file.

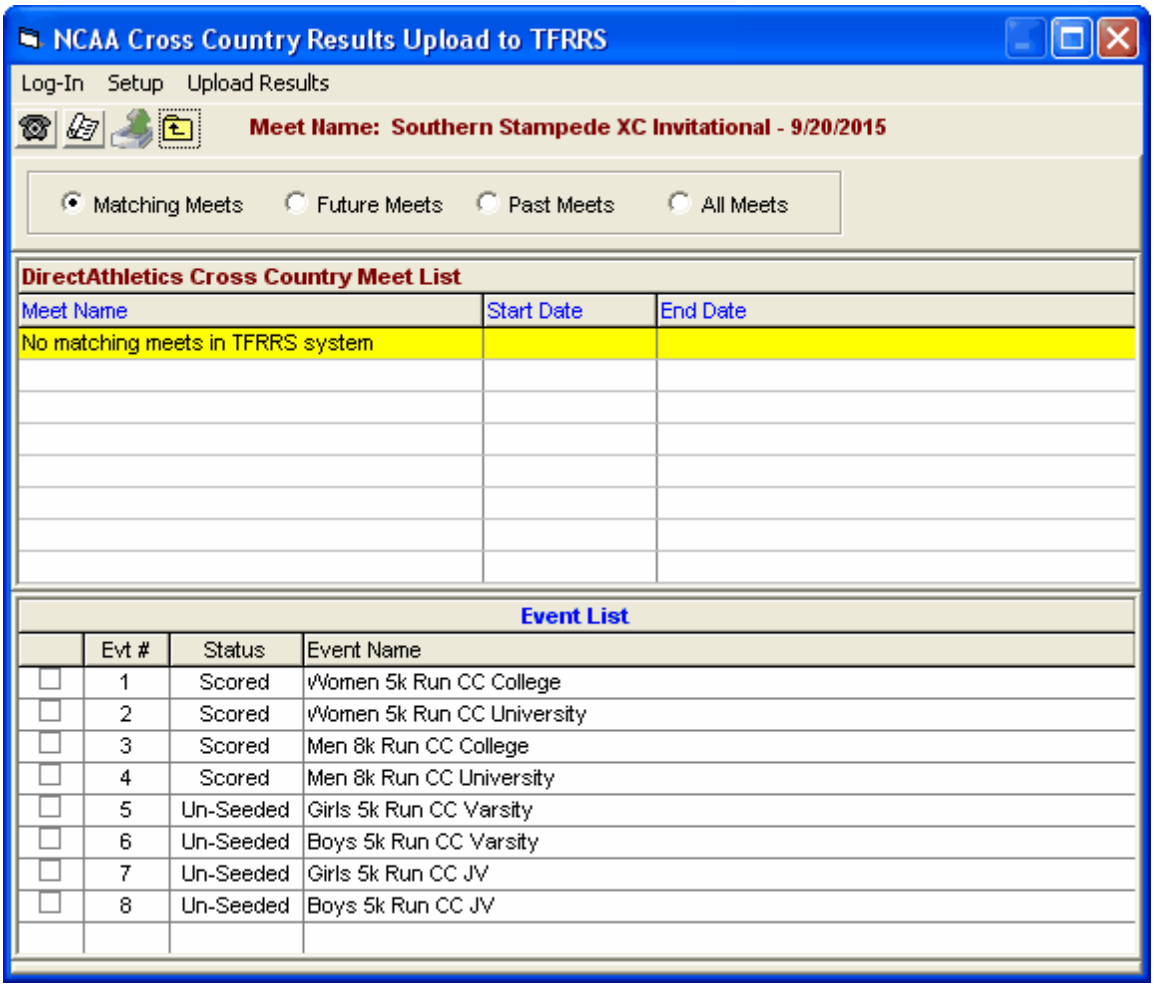
The result of this Export will be a standard HY-TEK .TCL Results File that can be imported directly into a HY-TEK's **TEAM MANAGER** ***for Track & Field***. If the export is for just one team, the team name will be included in the exported file name.

Export Results for NCAA Cross Country

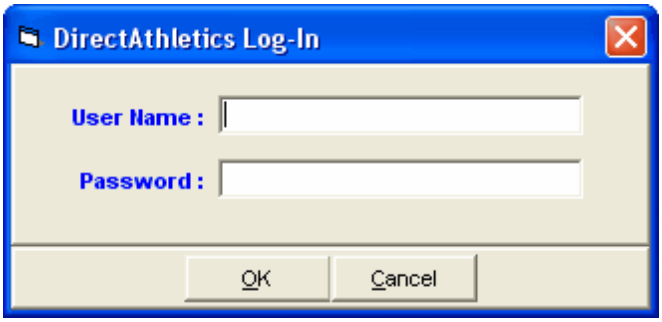
Starting with the August 1, 2015 season, the NCAA has required that Cross Country results for NCAA meets must be exported directly to the TFRRS site in a specific format. The following describes the steps required to accomplish this task.

Step 1: Click on **File** from the Main Menu Bar and then click **Export** / **Results for NCAA Cross Country**.
MM will display a window as follows for you to log-in to your TFRRS account. The Cross Country events for the Meet Manager database will be displayed at the bottom.

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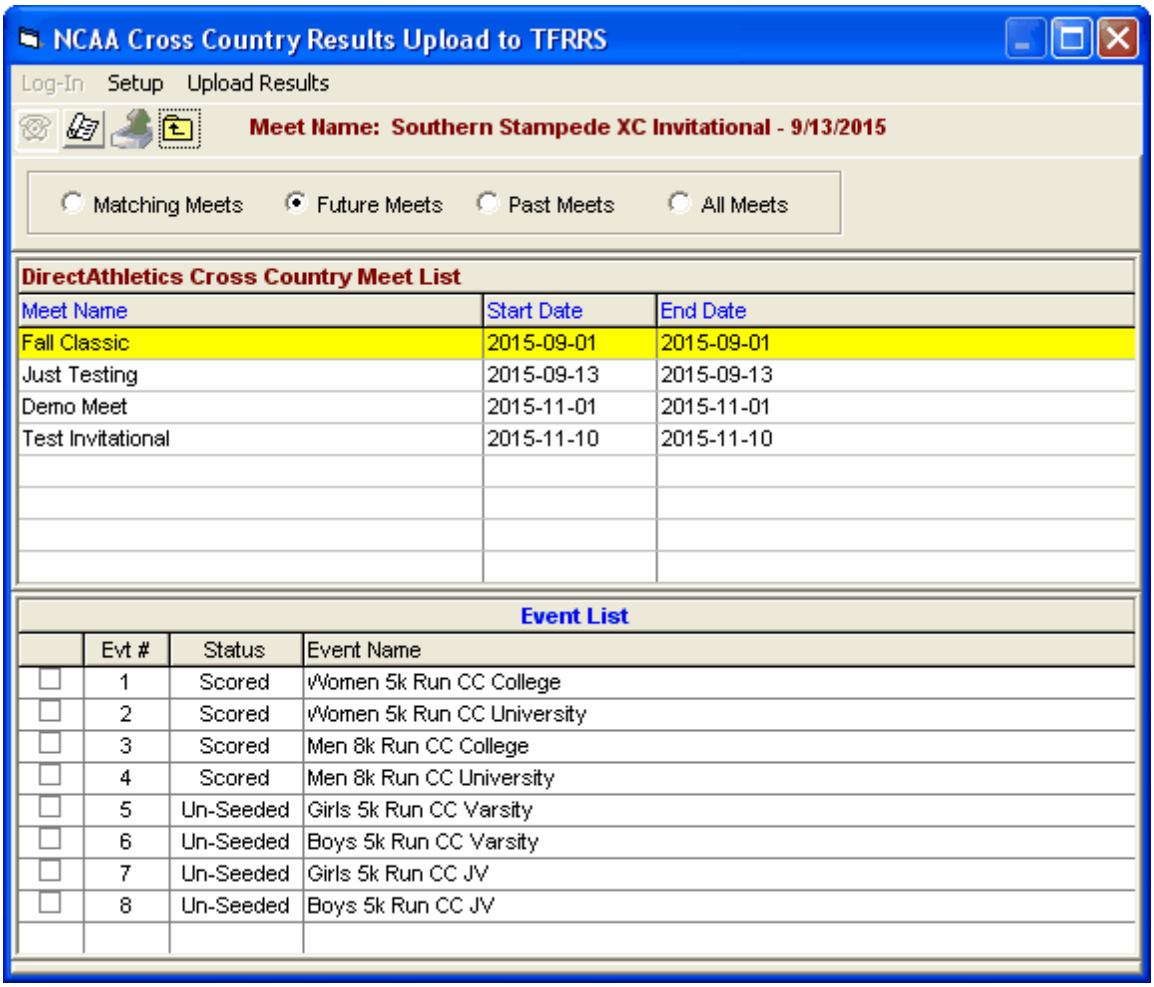


Step 2: Click Log-In to enter your TFRRS Username and Password.



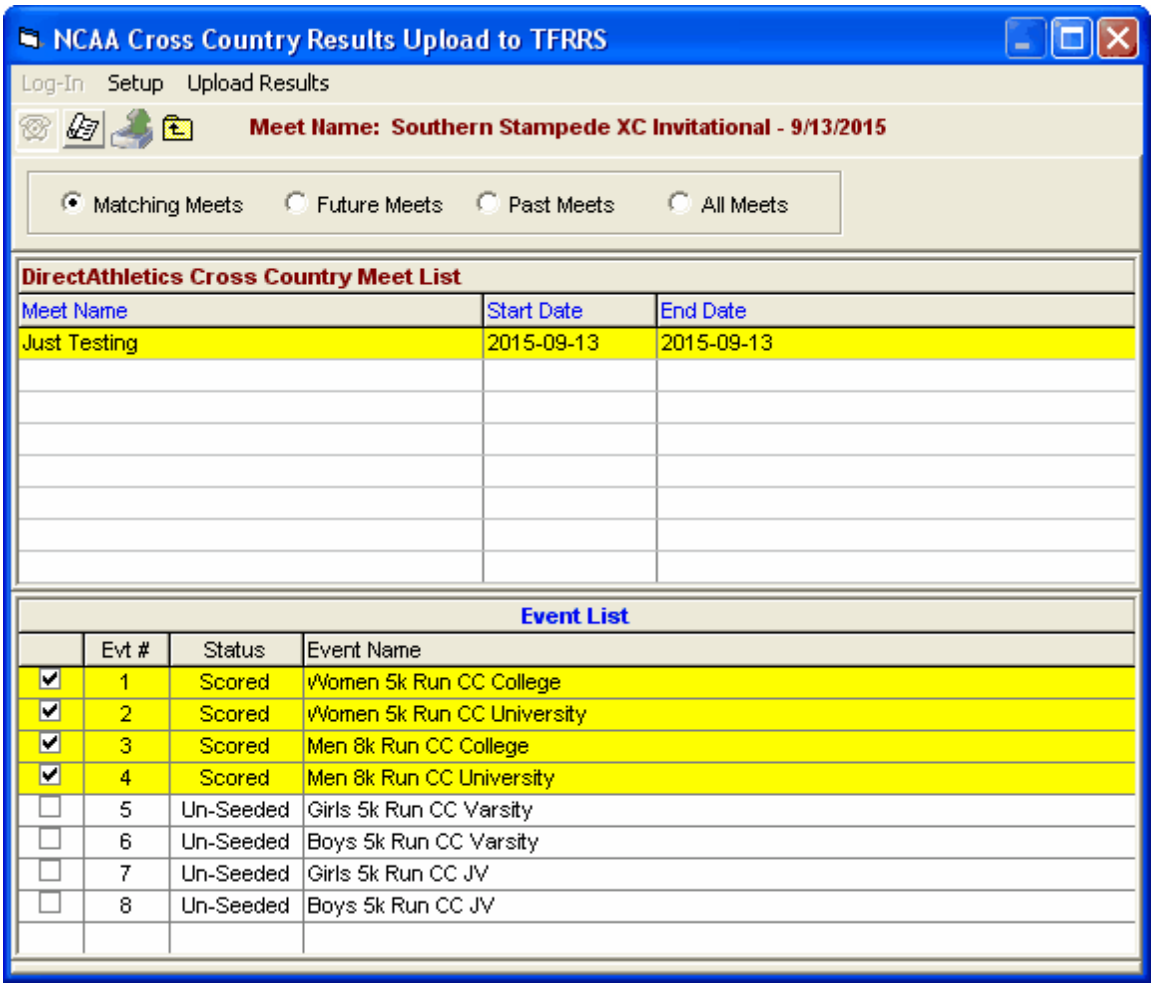
Step 3: After a successful log-in, the meets you have registered in the TFRRS system will be displayed.

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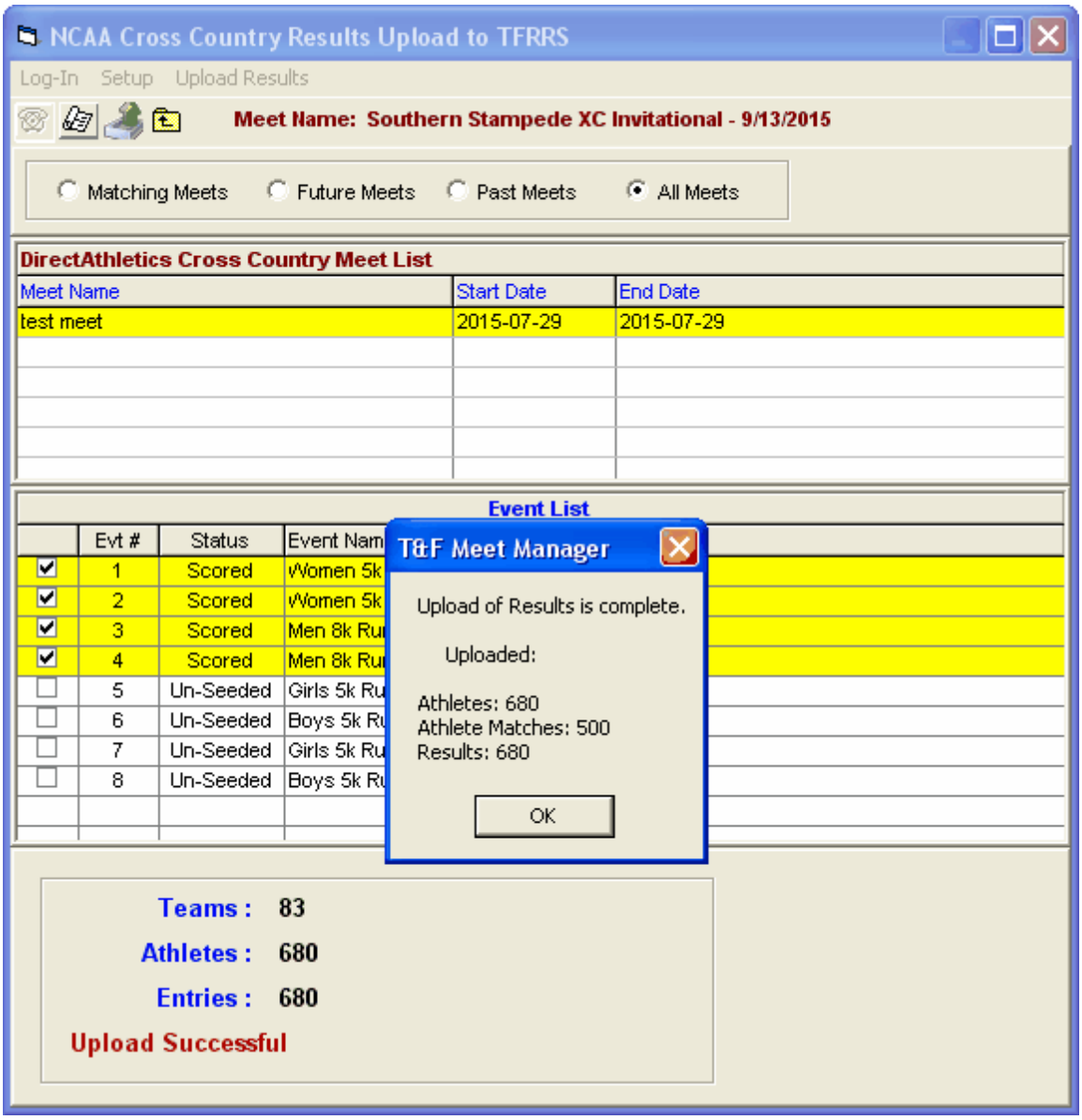
Step 4: Select the meet that matches the meet in the Meet Manager database. To see only meets that match, select the **Matching Meets** radio button. Then select the events you wish to export.

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Step 5: Click Upload Results to upload to the TFRRS site. A progress window will appear for you to follow what stage the upload is in. After completion you are done and you should be able to see the results on the TFRRS web site within a few minutes.

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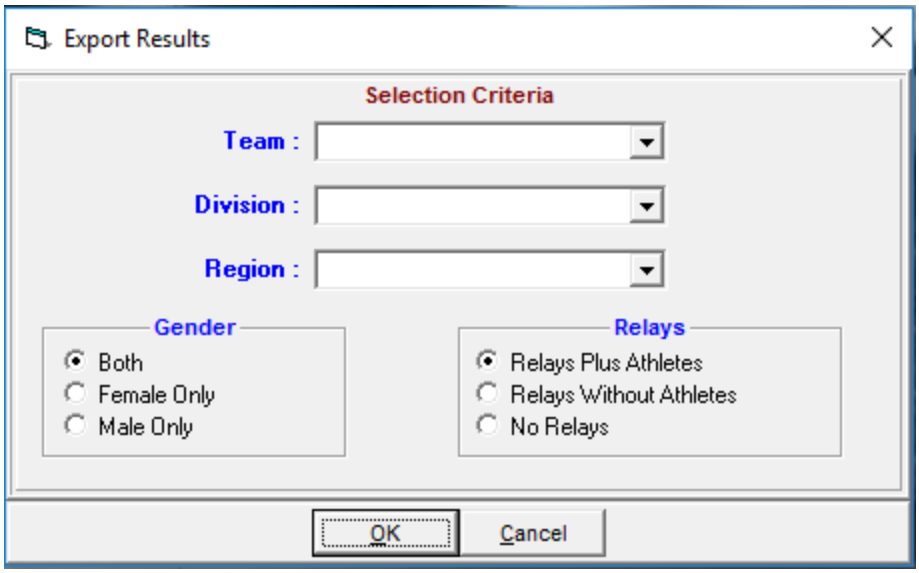


Export Results for IPC Sport Data Management System

After your meet is complete, teams may wish to receive the meet results in an IPC Sport Data format file. You can export all of the meet results and then zip the file to make it compatible with the IPC Sport Data format.

1. On the main menu bar, click **File** > **Export** > **Results for IPC Sport Data Management System**.
2. Meet Manager displays the the **Export Results** screen on which you can customize or filter the results:

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3. In the **Selection Criteria** drop-down menus, select to include only results for a specific **Team**, **Division** or **Region** in the export.
4. In the **Gender** section, select to include **Both**, **Female Only** or **Male Only** results in the export.
5. In the **Relay** section, select to include **Relays Plus Athletes**, **Relays Without Athletes** or **No Relays** in the export.

Export Entries for Meet Manager Merge of Same Meet

Click **File / Export / Entries for Meet Manager Merge of Same Meet** to export entries to be imported by another MM Database. You would use this option **if more than one computer** was being used for data entry for your upcoming meet. Computer B and computer C would export their entries to a diskette and take those diskettes to the Master computer A for an import merge.

The merge entries technique is also handy for Dual meets where both teams have MM and the other team can pre-assign heat/flight positions. The export allows for including the heat and lane/position.

The Export Menu has the following options:

- You may filter this export to include only results from a particular **Team**, **Division**, or **Region**.
- You may filter this export by **gender** to include Males Only, Females Only, or Both.
- You may include **Relays** with or without their Athletes or just No Relays.
- You may click the **Include Heat and Lane** check box if you are assigning heat/flight positions for a dual meet.
- You may click the **Include Notes** check box to have entry notes included in the merge file.
- You may click the **Include Addresses** check box if you wish to include athlete addresses with the result file.

The result of this Export will be a standard HY-TEK .TCL Entries File. If the export is for just one team, the team name will be included in the exported file name.

Export Athletes / Teams / Email

Choose this option to Export 5 different types of files:

- Athletes names, ages, gender, etc with their team

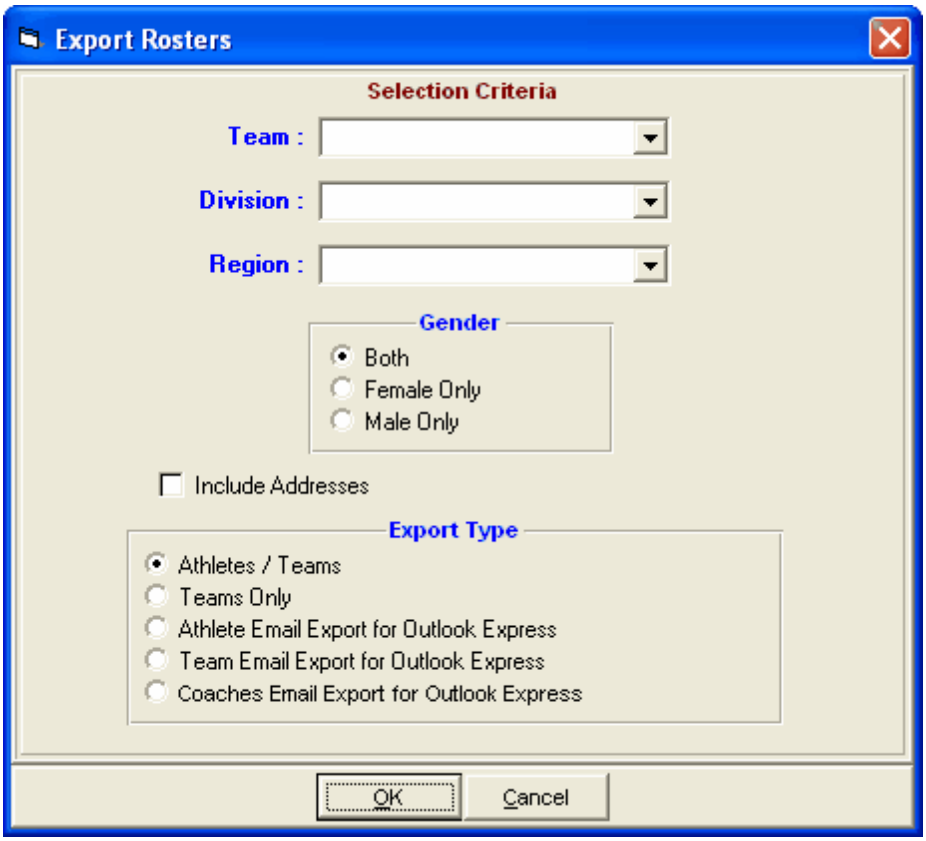
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- Team information only
- Email export files of Athlete emails designed for Outlook Express
- Email export files of Team emails designed for Outlook Express
- Email export files of Coach emails designed for Outlook Express

You might use the athlete export to move athletes' names from a meet that has been already completed to a new MM Database for an upcoming meet, assuming that most of the same athletes and teams are competing in the upcoming meet.

Click on **File** from the **Main Menu Bar** and then **Export** then **Athletes / Teams / Email**. You may filter the export by Team, Division, Region, and gender and choose to include addresses or not. Then Import this file into another MM Database to add these athletes to that database's roster list. The Athlete or Team file may be imported by HY-TEK's **TEAM MANAGER *for Track & Field***. If the export is for just one team, the team name will be included in the exported file name.

Export Athletes/Teams/Email: Choose this option to Export only your Athletes' names, ages, gender, etc., from an existing MM Database. You might use this feature to move athletes' names from a meet that has already been completed to a new MM Database for an upcoming meet, assuming that most of the same athletes and teams are competing in the upcoming meet. You also have the choice to export teams/schools only by selecting the radio button **Teams Only**.



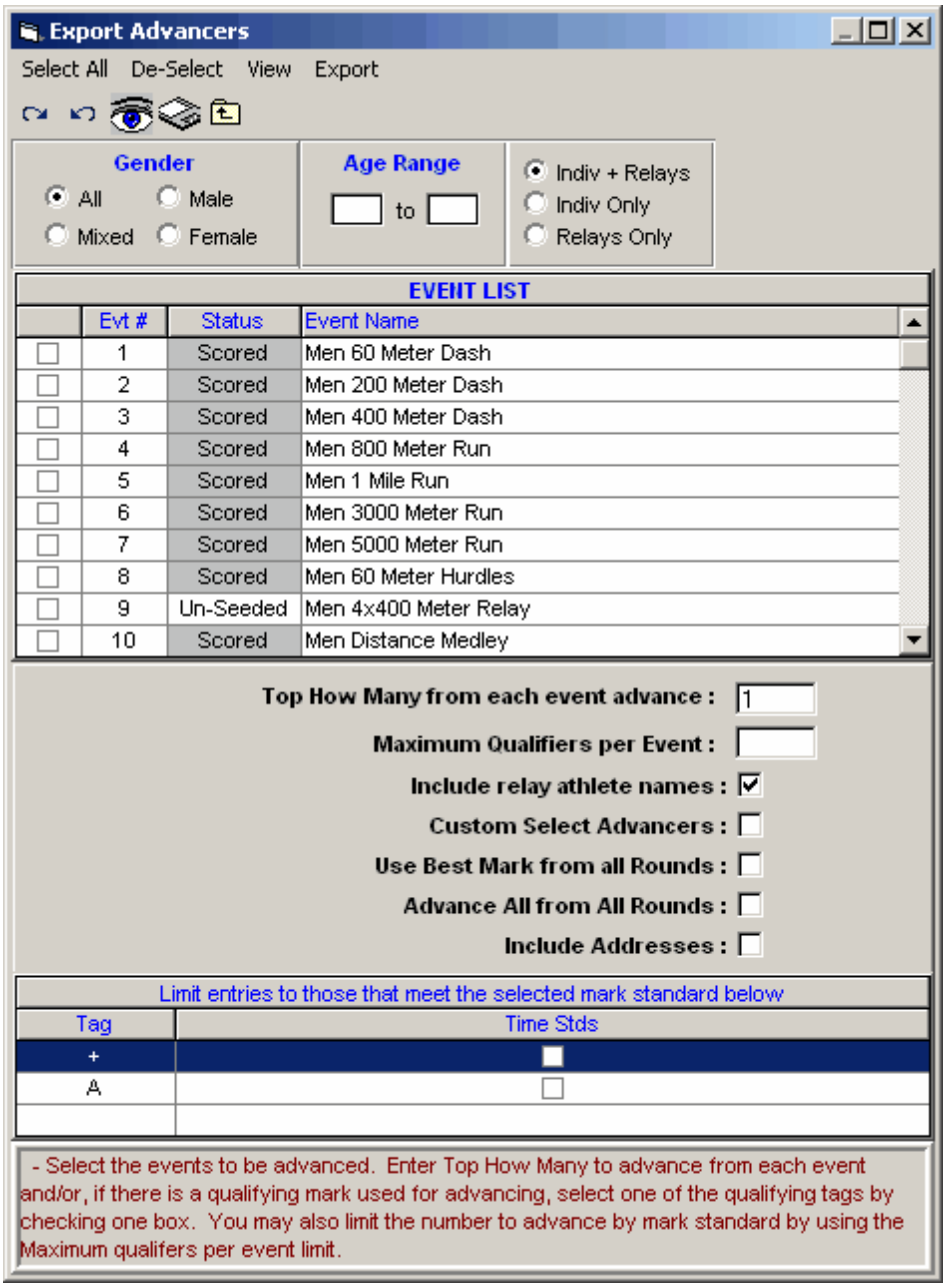
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Export Advancers

Export Advancers for Cross Country

Choose this option to export **advancers** to be imported into another **MM** Database. Advancers are results from one meet converted into entries for the next level meet, such as "advancing" athletes and relays from a High School Regional Meet to the State meet. If the meet is **Cross Country**, use the Export Advancers for Cross Country selection.

From the **Main Menu Bar**, click on **File** / **Export** / **Advancers**. Then follow these steps to complete the export.



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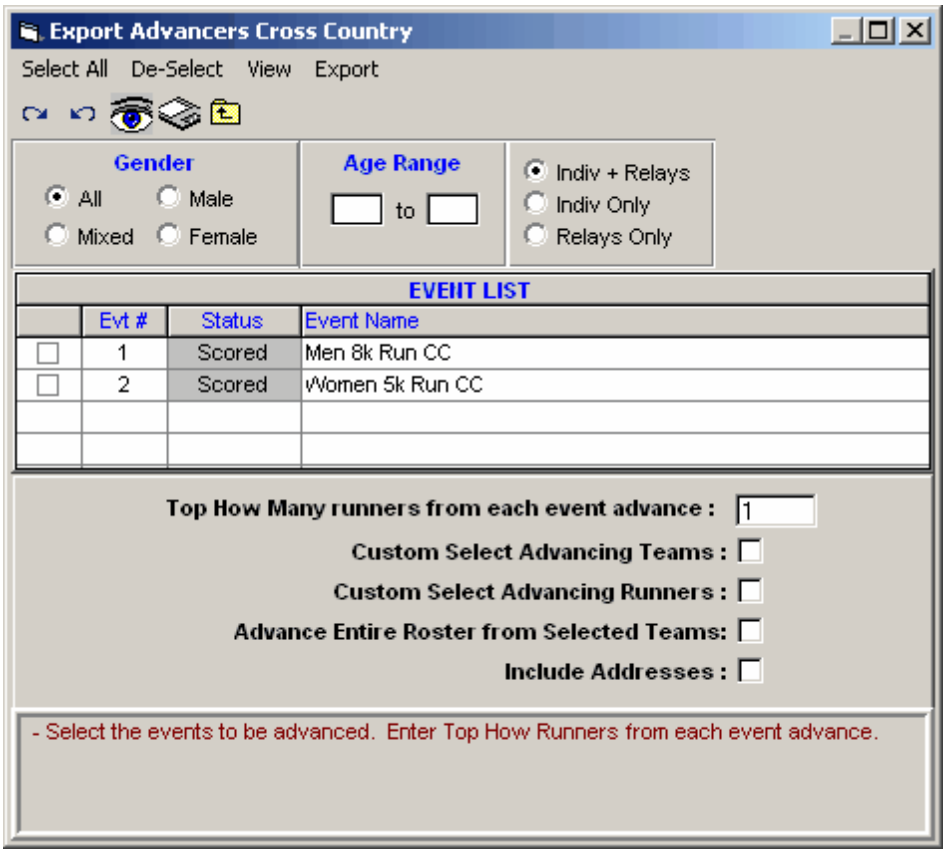
1. Select which **events** you wish to use for the advancement or click **Select All** to choose all the events in your meet.
2. Specify the **Top How Many** to export for each event. For example, you might want to export the top 3 finishers in each event.
3. Specify the **Maximum** Qualifiers for each event or leave this entry blank for no maximum.
4. Indicate if you wish to export **Relay Athlete names** for relay events.
5. For each event, you have the option to **Custom Select** which athletes you want to advance.
6. For each advancer, you can choose to **Use Best Mark from all Rounds** rather than just the best mark from the finals.
7. You may choose to **Advance All** valid results from **All Rounds**.
8. You have the option to **Include Addresses** or not.
9. You may choose to include Results that meet the **Qualifying Standards** listed by selecting a **Time Std Tag** from the list of Time Stds. For example, you might want to advance the top 2 finishers plus anyone else that met the State Qualifying Time/Mark.

Click on the **Create Export** icon, and **MM** will export those advancers based on the criteria you specified. You would then e-mail or mail that file to the meet host running the next level meet to import into their MM Database - no keying errors or mistakes.

Export Advancers for Cross Country

Export Advancers for Track & Field

From the Main Menu Bar, click on **File / Export / Advancers for Cross Country**. Then follow these steps to complete the export.



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1. Select which **Events** you wish to use for the advancement or click on the **Select All** button to choose all the events in your meet.
2. Specify the **Top How Many** to export for each event. For example, you might want to export the top 3 finishers in each event.
3. For each event, you may **Custom Select** which individual **Teams** you want to advance.
4. For each event, you may **Custom Select** which individual **Athletes** you want to advance.
5. You may advance an **Entire Roster** from the selected teams, not just the ones that ran in the race.
6. You may check the box to include addresses for each advancing athlete.

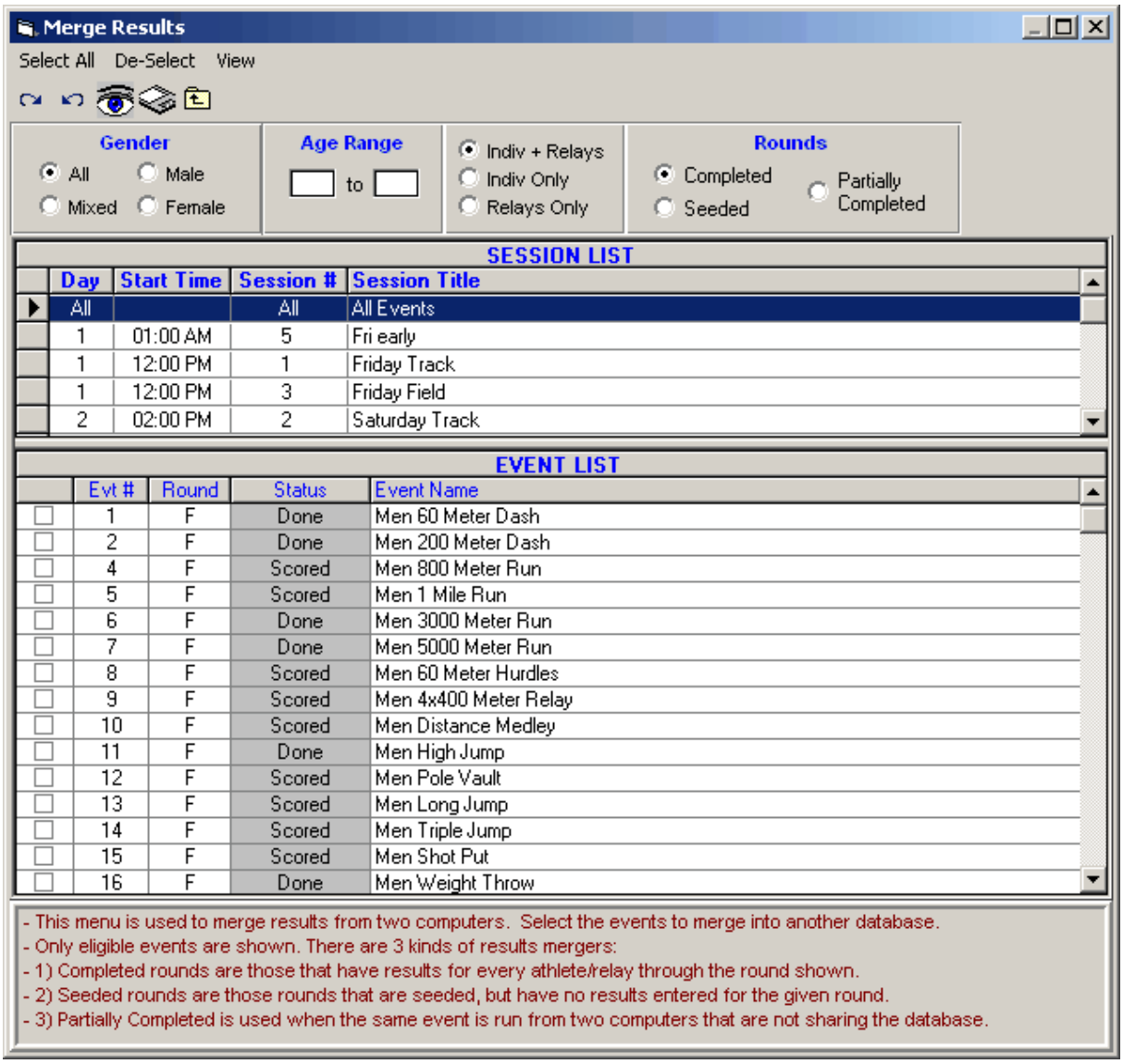
Click on the **Create Export** button and **MM** will export those advancers based on the criteria you specified. You would then e-mail or mail that file to the meet host running the next level meet to import into their MM Database - no keying errors or mistakes.

Export Results for Meet Manager Merge of Same Meet

If the meet is being run at two or more facilities or you have one computer for running events and one computer for field events, choose this option to export results after each event or session has been concluded. Then Import those results into the Master Database. A much more efficient way of handling this type of meet is to use **HY-TEK's Pro** Version with the **Network** option. Click Here to find out more information about this feature.

Click on **File** from the Main Menu Bar and then **Export**. Then pick **Results for MEET MANAGER Merge of the Same Meet**.

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The result of this Export will be a HY-TEK .TCL file that can ONLY be used to Import (merge results) into another MM Database. The file name for this Results export is always in the format:

tclxx-01.TCL

where "xx" is a sequential number beginning with"01".

Filter the Export by **Session** and/or **Gender** and **MM** will display the a complete list of events from which you can choose to export results. You may also select the type of events you which to export from the following list:

1. Completed rounds including Multi-Events.
2. Seeded Rounds with no results, which allows seeding to be done elsewhere. Multi-Events are excluded.
3. Partially completed rounds. Combined-Events are excluded.

Pick the particular filter from the above list and typically select all the events that match that criteria and then click on **Create Export** and **MM** will create a TCL file that contains the results from all of the

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events/rounds that you have selected. Typically you would export this file to a diskette and then take it to another computer to Import.

Please keep in mind that when merging results from the source computer to a target computer, the events in the **source Database must be a higher status than the one in the target Database**. For example, if event 9 is finals only and computer A has results completed, but not scored, the round is "done". If the computer B has the same event with results done and scored, B cannot be merged into A. The final round "done" and the final round "scored" are considered the same level. The only way computer Be's data for event 9 can be merged is if in computer A event 9 is either unseeded or round 1 seeded. If event 10 is prelim/final, then finals done/scored is higher than finals seeded, prelims done, prelims seeded, and unseeded.

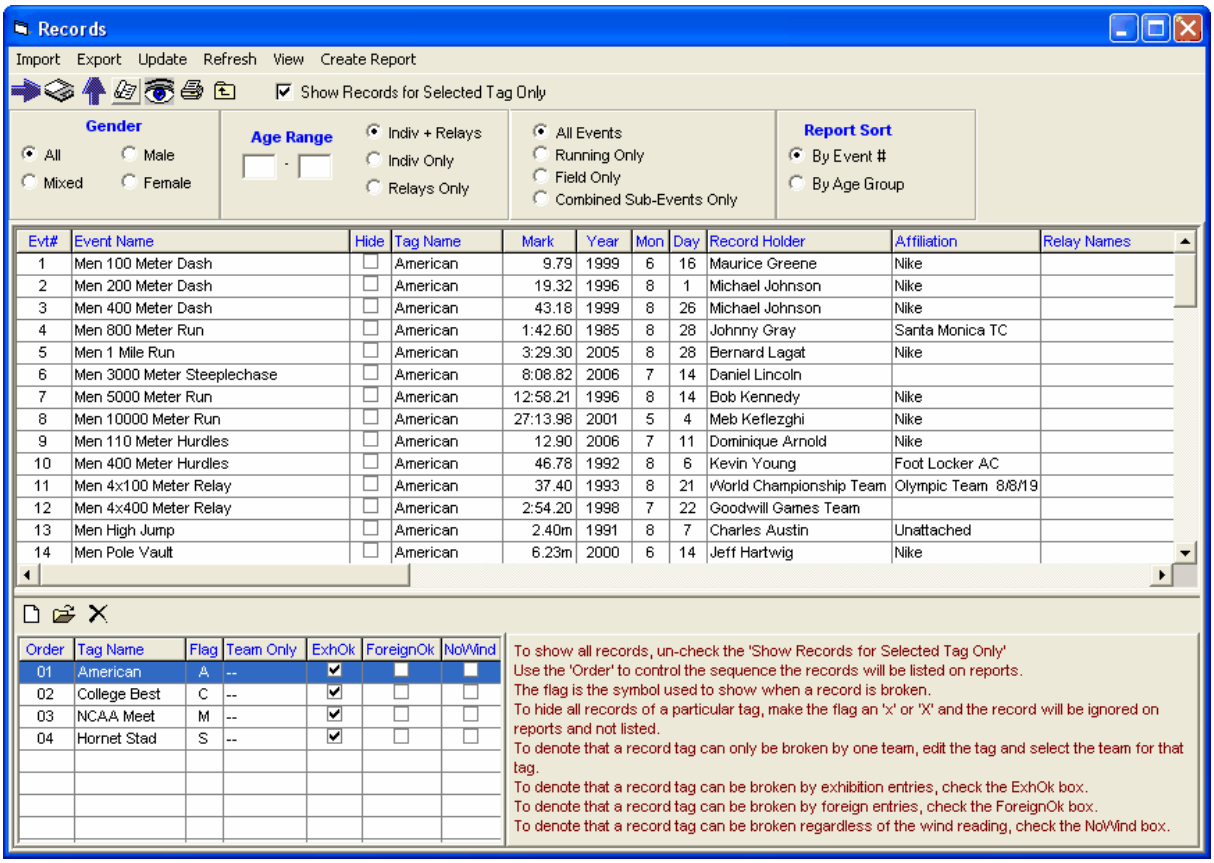
A **special feature** for the Export and Import of Results for merging is that a "silent backup" is created just before importing a Merge File. This backup file will be stored in the same location as the database and will be named the same as the database, but with "Merge-x-" in front of the file name where x is a number from 1 to 9.

Export Records

From the Main Menu Bar, click on **Events** / **Records**. Highlight the Record Tag Name at the bottom that you wish to export and then click on the **Export** at the top of the Records screen. **MM** will ask for confirmation - click **OK** and **MM** will export the records file and ask you to specify the destination drive and file name.

If you are setting up a new meet, you might want to move records that were set up in a previous meet to your new MM Database so that you do not have to re-key them. When exporting, you choose one record tag at a time and it creates a .tcl file which can be copied to your Hard Drive or to a flash drive to be imported later into your upcoming meet's Database or into TEAM MANAGER.

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Export Meet Events for TEAM MANAGER

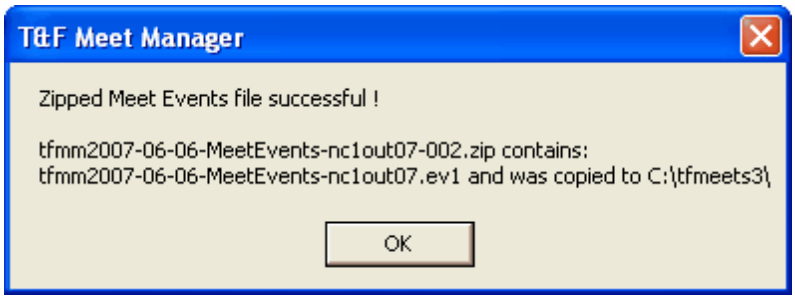
Once you have set up the Events for your meet and specified any Entry Qualification times, you will want to Export your Meet Setup to Teams that are coming to your meet. This will greatly benefit teams who use HY-TEK's **TEAM MANAGER *for Track & Field*** or HY-TEK's free **TEAM MANAGER Lite *for Track & Field*** because they will be able to Import these setups rather then having to key them in to their own TM Database. This also minimizes keying errors since now the teams will have the "correct" meet setups and events just as you have specified them in your **MM** Database.

From the Main Menu Bar, click on **File / Export / Events for TM**.

Please Note: The event export is designed specifically to export events to TEAM MANAGER, not to MM. If you want to use events from a previous MM Database, the best method is to use the Save As feature. Then purge what you do not want using the MM Purge function and then change the meet name, meet date and age-up date to reflect the new meet.

After the export is completed, a message like the one below will appear:

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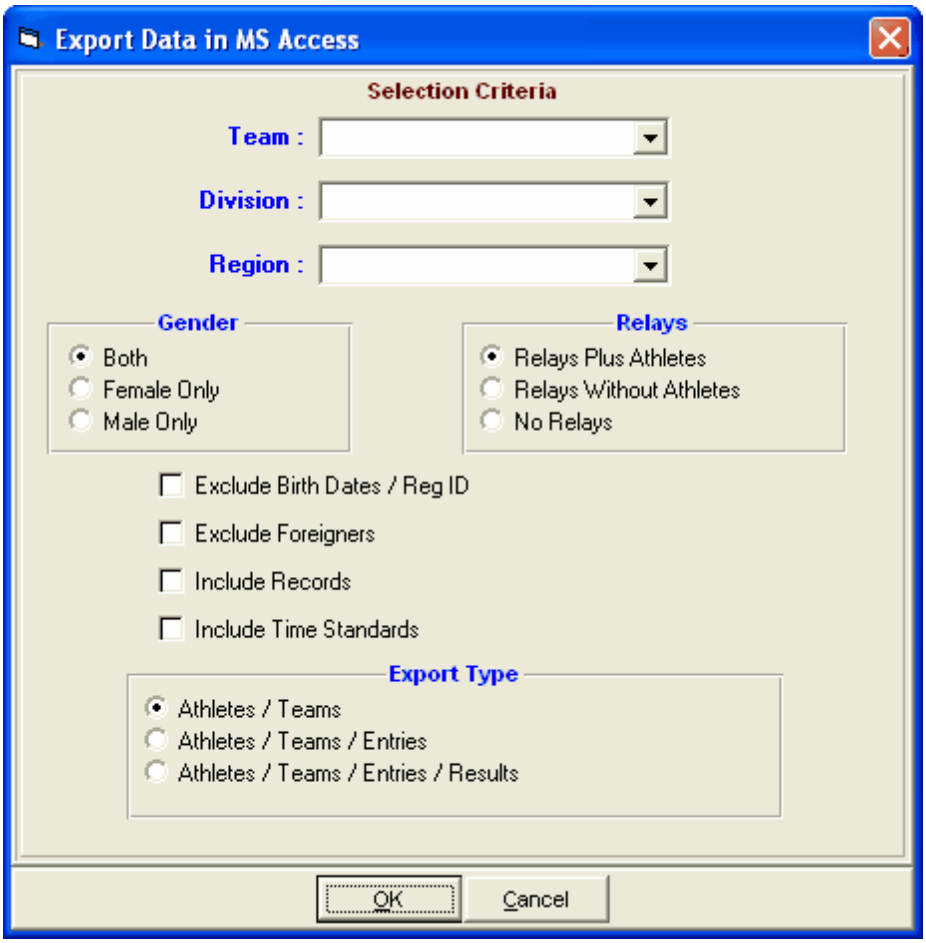
TEAM MANAGER for Track & Field
TEAM MANAGER Lite

Export Generic Data in MS Access

The MM 6.0 Access database is password protected so that changes cannot be made to the data outside of MM. If it is desired to manipulate the data for statistical purposes using MS Access, Excel or some other tool that can import or convert an Access database, you can export the data to an MS Access database that is not password protected. You have several options for the export as detailed in the screen shot below.

- If the Export Type is Athletes / Teams, the exported database will have a Meet table, a Teams table and an Athlete table.
- If the Export Type is Athletes / Teams / Entries, the exported database will also have an Entries table.
- If the Export Type is Athletes / Teams / Entries / Results, the exported database will also have an Results table.
- In all cases, you have the option to include records or not, include time / mark standards or not, include foreigners or not and include birth dates and registration ID or not.

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Export Results in Hy-Tek's Semicolon Delimited Format

Results Formats

Results for the meet can be exported in a semi-colon delimited file format as described below. To export results, click on **Main Menu / File / Import / Semi-Colon Delimited Rosters/Entries File / Export Results**. The export results file will have up to 3 types of detailed records within the file.

H = Header Information Record - there will only be one of these and it will always be the first record
E = Individual Event Result Record - one for each round
R = Relay Event Result Record - one for each round

Note: If an athlete runs the 100 in prelims, semis, and finals, there will be 3 E records for that result.

Results Export Record - Header Record

	Data	Max	Notes for H Record
1	H	1	Header Record
2	Meet Name	45	
3	Meet Start Date	10	MM/DD/YYYY
4	Meet End Date	10	MM/DD/YYYY
5	File Created By	50	HY-TEK version
6	Date File Created	10	

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7	Comment	100	Optional

Results Export Record - Individual Event

	Data	Max	Notes for E Record
1	E	1	Individual Event Result Record
2	T, F, M, TM, or FM	2	T=Running event; F=Field Event; M=overall combined-event; TM=Multi Running Event; FM=Multi Field Event
3	Event Number	4	
4	Alternate Event #	4	
5	Event Code	10	Examples: 100, 5000S, 10000W, SP, HJ, DEC
6	Event Gender	1	M = Male, F = Female, X = Mixed
7	Event Age Range	5	blank if Open; 11-12; 30-34; 30&over; 19&under
8	Event Division	2	blank or 1 to 99
9	Division Name	15	blank or JV; Varsity; Bantam
10	Round	1	P=Prelims, Q=Quarter-Finals S = Semi-Finals, F = Finals
11	Result Mark	10	Time: hh:mm:ss.tt (1:23.44.55, 1:19.14, 58.83, 13.4h) Field: Metric: 12.33 (enter 12.33 instead of 12.33m); English: 12'10.25, 14'10, 11' Combined-event: 5586 (points)
12	Event meas.	1	M for Metric, E for English
13	Wind Reading	4	0.3, -1.2 if applicable
14	overall Place	3	
15	Heat Place	3	
16	Heat Number	2	
17	Exhibition	1	X = exhibition; blank if not exhibition
18	Team Points	3	
19	Pts if Multi-Evt	5	Points scored for this one individual combined-event
20	Sub-Event #	2	1 thru 10 if combined-event; if zero, then this record is overall total ranking for combined-event and Result Mark will be total pts
21	Age Graded	10	Age Graded Mark for Veterans
22	Age Graded %	6	
23	Last Name	20	
24	First Name	20	
25	Initial	1	
26	Athlete Gender	1	M = Male, F = Female
27	Birth Date	10	MM/DD/YYYY
28	Team Code	4	limited to 4 characters
29	Team Name	25	
30	Age	3	
31	School Year	2	
32	Competitor #	5	
33	Registration #	12	

Note: When entering Result Marks in meters, do NOT append an 'm' unit, i.e. enter 12.33, do NOT enter 12.33m.

Results Export Record - Relay Event

Data	Max	Notes for R Record

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1	R	1	Relay Event Results Record
2	Team Name	25	example: Hurricanes A, Strikers B
3	Event Number	4	
4	Alternate Event #	4	
5	Event Code	10	Examples: 400, 1600S, 3200D (see page S-8)
6	Event Gender	1	M = Male, F = Female, X = Mixed
7	Event Age Range	5	blank if Open; 11-12; 30-34; 30&over; 19&under
8	Event Division	2	blank or 1 to 99
9	Division Name	15	blank or JV; Varsity; Bantam
10	Round	1	P = Prelims, Q = Quarter-Finals S = Semi-Finals, F = Finals
11	Result Mark	10	Time: hh:mm:ss.tt (1:19.14, 58.83)
12	Event meas.	1	M for Metric, E for English
13	Team Abbrev.	4	
14	Overall Place	3	
15	Heat Place	3	
16	Heat Number	2	
17	Exhibition	1	X = exhibition; blank if not exhibition
18	Team Points	3	
19	R1 Last Name	20	
20	R1 First Name	20	
21	R1 Initial	1	
22	Athlete Gender	1	M = Male, F = Female
23	Birth Date	10	MM/DD/YYYY
24	Age	3	
25	School Year	2	
26	Competitor #	5	
27	Registration #	12	

== Same pattern for runners 2 through 8 (Fields 28-90) ==

Results Export Team Score

	Data	Notes for T Record
1	T	Team Score Record
2	Event Type	Examples: C = Cross-country, R = Road-race, Blank = Combined team score record
3	Event Number and Event Letter	0 = Combined team score record
4	Team Number	
5	Team Name	
6	Team Score	
7	;	Semicolon

Examples:
T;C;6;729;Aurora;1395;
T; ;0;583;Pittsburg State;10;591;Rogers State;8;596;Southern Arkansas;5;598;Bacone College;8;738;Columbus;10;757;Frontenac;6;

Note: The export of results in semi-colon delimited format includes JD places.

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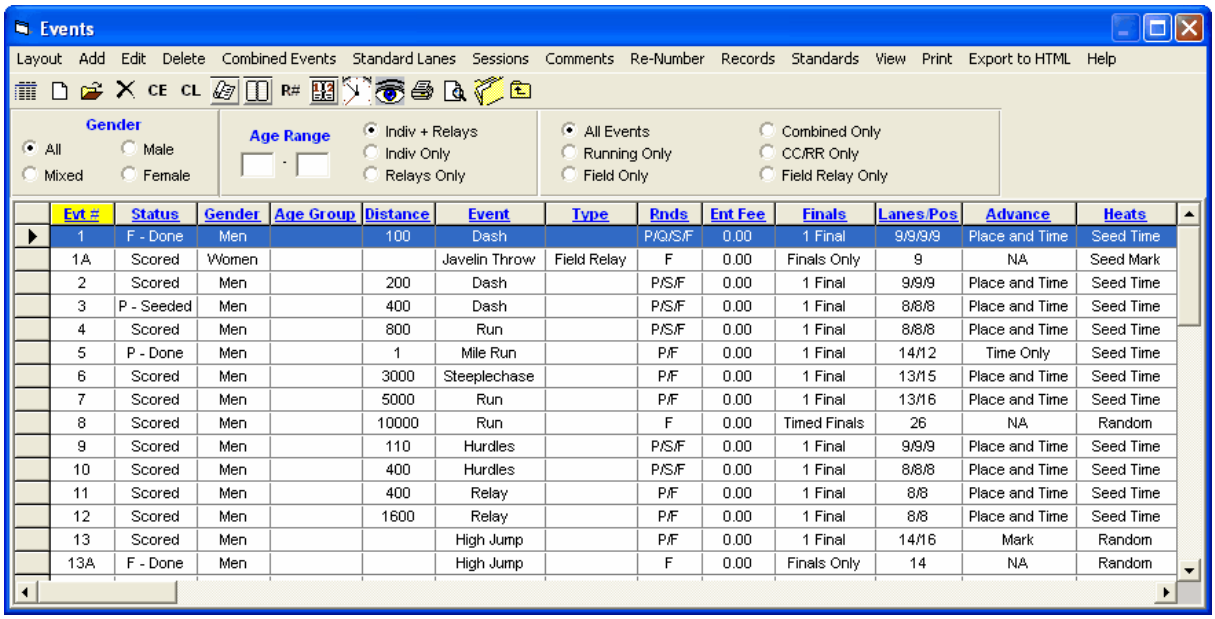
Events

From the Main Menu Bar, click on **Events** to display the Events Menu which contains the Events Browser shown below. From this menu, you add and edit your events and add your Combined Events if any. From this menu, you also can setup Sessions, Records, and Mark Standards.

- You can sort the event list by clicking on any column header.
- The event list can be filtered by gender, age range, individual versus relay events, and type of event.
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- To create Event Reports, click the **Printer icon** or click **Print**.
- You can move the columns of the grid to a different order by clicking on the header of a column, releasing the mouse, and then dragging the header to another location and dropping it.
- To save the current layout of the grid, click the  icon and you have the following choices:



- To print or preview the grid, click the  icon.
- To export the grid to HTML, click the  icon.

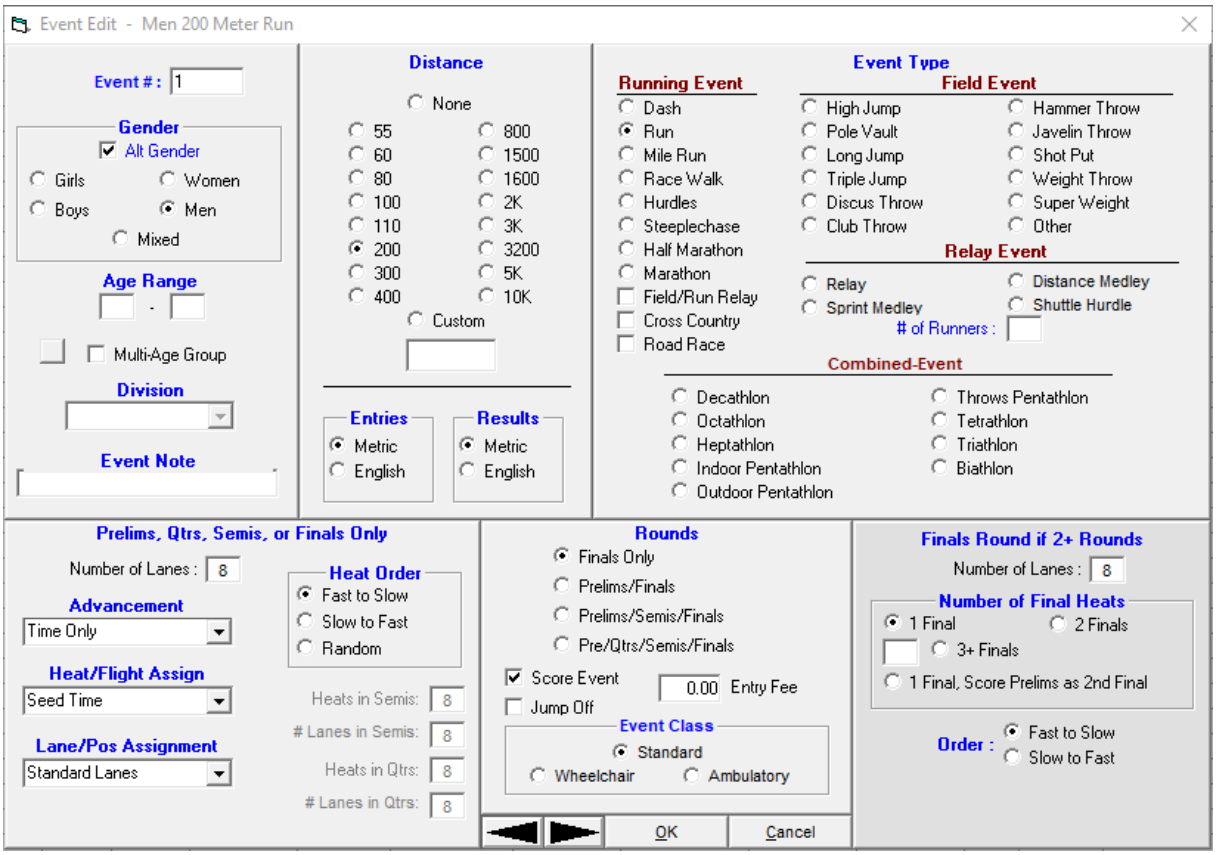


Evt #	Status	Gender	Age Group	Distance	Event	Type	Rnds	Ent Fee	Finals	Lanes/Pos	Advance	Heats
1	F - Done	Men		100	Dash		P/Q/S/F	0.00	1 Final	9/9/9/9	Place and Time	Seed Time
1A	Scored	Women			Javelin Throw	Field Relay	F	0.00	Finals Only	9	NA	Seed Mark
2	Scored	Men		200	Dash		P/S/F	0.00	1 Final	9/9/9	Place and Time	Seed Time
3	P - Seeded	Men		400	Dash		P/S/F	0.00	1 Final	8/8/8	Place and Time	Seed Time
4	Scored	Men		800	Run		P/S/F	0.00	1 Final	8/8/8	Place and Time	Seed Time
5	P - Done	Men		1	Mile Run		P/F	0.00	1 Final	14/12	Time Only	Seed Time
6	Scored	Men		3000	Steeplechase		P/F	0.00	1 Final	13/15	Place and Time	Seed Time
7	Scored	Men		5000	Run		P/F	0.00	1 Final	13/16	Place and Time	Seed Time
8	Scored	Men		10000	Run		F	0.00	Timed Finals	26	NA	Random
9	Scored	Men		110	Hurdles		P/S/F	0.00	1 Final	9/9/9	Place and Time	Seed Time
10	Scored	Men		400	Hurdles		P/S/F	0.00	1 Final	8/8/8	Place and Time	Seed Time
11	Scored	Men		400	Relay		P/F	0.00	1 Final	8/8	Place and Time	Seed Time
12	Scored	Men		1600	Relay		P/F	0.00	1 Final	8/8	Place and Time	Seed Time
13	Scored	Men			High Jump		P/F	0.00	1 Final	14/16	Mark	Random
13A	F - Done	Men			High Jump		F	0.00	Finals Only	14	NA	Random

Add or Edit Events

Normally you would add events right after completing your meet set-up. To add events, click the **Add icon** , click **Add**, or press the **F3** key. To edit an existing event, click the **Edit icon** , click **Edit**, or **double click** an event in the browser list. A sample of the Edit Event Menu is shown below. Note the black left and right arrows at the bottom which allow you to go to the previous or next event and stay in edit mode. To add events, click the **Add Event** button on the left side of the Events Browser or press the **F3** key.

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Start with the event number and enter any alphanumeric number where the event number can range from 1 to 999, optionally followed by a single letter. Before using Alphanumeric event numbers when using a Photo Finish Interface, test the Interface first to verify that your Photo Finish system will accept alphanumeric event numbers

Select the **Gender** of the event: Girls, Women, Boys, Men, or Mixed. If you want **MM** to automatically alternate the gender of the event, click on the **Alt Gender** check box. For example, when you enter the parameters for event 1 girls, then click **OK,** the girls' event is added and the screen is re-displayed exactly as before except that the gender has been switched to boys. Simply click **OK** again and the boys' event will be added. Thus, setting up 60 events only requires setting up 30 events.

Distance
This pertains only to track events and is the distance to be run whether it is meters or yards. Click the appropriate distance. You have the option to create a Custom event distance as well.

For Entries and For Results
Both of these questions are for determining the measurement being used, either Metric or English. If the event is a running event, then only the "For Results" matters as this will determine the name of the event as to whether the word meters or yards is used. In field events, both are important. "**For Results**" pertains to what method of measurement will be used by the officials on the field. For example, click "Metric" for results if the event will be measured in metric. Note that **MM** will also optionally list results with the converted mark next to the actual measured mark. "**For entries**" determines the primary measurement for accepting entries in field events. For example, if most of your entries for the shot put will be received in feet and inches, choose "English" for entries in the shot put event. Note that entries received in metric will automatically be converted to feet and inches for purposes of seed marks. If later

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on you decide that you want the seed marks displayed in metric, just change the "Entries" to "Metric", and all seed marks will be instantly converted!

Event Type
In this section, check the box pertaining to the event: Running, Field, Relay, or Combined-Event. If you select one of the 4 Relay Event choices, you must designate the number of runners. (For example, if you set-up 400 Relay and enter 4 runners, the event will be a 4x100 relay.)

CC / RR
If you select a Running Event, you can check the **CC** (Cross Country) or **RR** (Road Race) check box, meaning the event will be team scored as a Cross Country or Road Race. If the event is a Road Race, enter a number from 2 to 6 for the number of runners that constitute a team for scoring, but enter zero if there is no team scoring. For Cross Country, the number of runners and displacers is entered in the Entry / Scoring Preferences Menu.

Field Event Relays
By checking the **Field/Run Relay** check box, this field event becomes a relay. When listing results for this field event, the normal individual results will be listed and will be followed by team rankings which add up the marks from the team members. Team points are awarded based on total mark and on the points entered in the scoring set-up for relays. Enter the number of athletes from 2 to 5 that constitute a team in the **# of Runners** text box.

Running Event Relays
By checking the **Field/Run Relay** check box, this running event becomes a relay. When listing results for this running event, the normal individual results will be listed and will be followed by team rankings which add up the times from the team members. Team points are awarded based on total time and on the points entered in the scoring set-up for relays. Enter the number of athletes from 2 to 5 that constitute a team in the **# of Runners** text box.

Age Range
Enter the Age Group information, if any, by entering a low age and a high age. Leaving ages blank means the event is an Open event and ages are not used. The age range is 0 to 109. So if an event 13-14, enter 13 and 14; if an event is 19 & over, enter 19 and 109 or 19 and blank.

Re-Numbering Events
You can re-number any set of events into any unused range of numbers. Go to the **Events** page and click on **Re-Number** and make the desired changes.

Multi-Age Group

Division
This selection is only available if your Meet Type if one of the three Divisions choices. If you are using Divisions (primarily Youth Athletics and High School), then a drop-down table listing all the Divisions will appear to help you select the proper Division.

Event Note
The "Event Note" data field lets you add up to 12 characters to an event description. This is helpful for events such as the shot put and hurdles. For example, entering "16 lb" for a shot put event will cause all listings of the event to be Shot Put 16 lb. Entering 33" for the hurdles will indicate the hurdle height in the event name.

Jump Off

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The "Jump Off" check box only applies to High Jump and Pole Vault and is only used when there is a tie for a place that requires a Jump Off. The Jump Off event is not designed to be scored and JD cannot be used.

Setup Multiple Age Groups Within an Event

Add or Edit Events

Click **Events** and then click **Edit Event** or **Add Even**t. In the middle left panel, click on the **Multi-Age Group** check box if you want results divided by more than one age group within the same event. For example, for a Girls 13-18 5k, to have the 13-14, and 15-18 groups separated for rankings, click on the Multi-Age Group check box, click the button to the right of the check box, and enter the two age groupings: 13-14, 15-18. In this example, if 12 year olds or 19 year olds are entered into this event, MM will score them with the "last" age group that you have specified - the 15-18 age group. If the event is set-up as mixed genders, then the male and female athletes will also be separated. Be sure that when entering the age ranges for the event, no gaps are left from the lowest age to the highest age.

Field Events

When setting up field events, they should be setup as one round, regardless of the event. In the non-vertical events, the Field Score sheets have columns for three prelim jumps/throws and three columns for finals jumps/throws. The field officials normally enter the results of the prelim throws and then use the same score sheets to enter the results of the 8 or 9 finalists. When the sheets are returned to the Meet Manager operator, the entire series can be entered and the best mark automatically calculated. Or the operator can enter just the best mark.

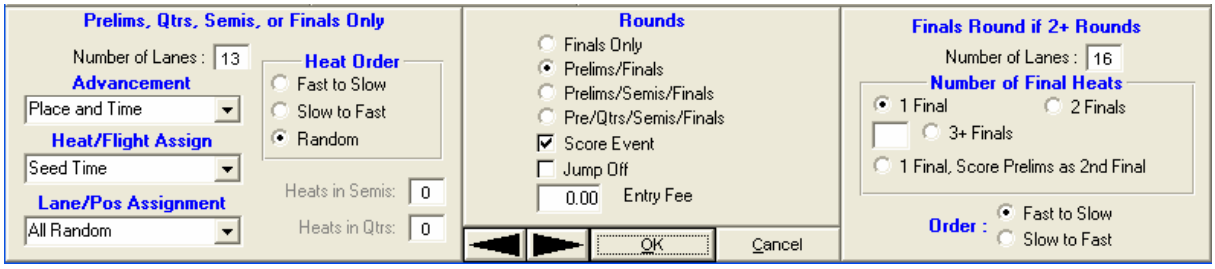
In the high jump and pole vault, there may be many ties. Use the JD button in the Run Menu to break the ties by entering the actual place in the first column. Only places that are different need to be entered. So if three athletes are tied for third, change one of them to 4th and one of them to 5th (or both to 4th).

Setup Meet Entry Fees

Click on **Events** and then **Add** or **Edit** an Event. Enter the Entry Fee amount for this event in the lower/middle of the screen in the field marked as "Entry Fee". For example, enter "$3.00" to indicate that each entry for this event will be charged $3.00.

You can assign an entry fee amount to each event. This amount is used to calculate a total entry fee for each team. In the Teams Report and the Entries Report, you can also assign an Athlete Surcharge and a Team Surcharge.

Setup Seeding Choices for Each Event



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Rounds and Heat/Flight Order

Number of Lanes / Positions

Advancement Rules

Heat, Section, or Flight Assignment

Lane or Position Assignment

Number of Heats for Finals

This only applies to running events in which you may have more than one final. It is also handy for 4 lane tracks where it is desired to run 2 heats of finals so that 8 can run.

In the center bottom panel, click on the **Score Event** check box if you want points assigned to each result based on the point system setup in the Scoring Setup. If there are **Entry Fees**, enter an amount and you can get a Entry Fee Report from the Teams Report Menu or the Entries by Team report.

Number of Final Heats

There are four choices for setting up finals in an event with more than one round. The examples below assume 8 lanes for finals.

- **1 Final** means create one heat with the 8 fastest qualifiers.
- **2 Finals** means create two heats for finals with the fastest 8 in one heat and the second fastest 8 in the other heat. When results are complied, the results are ranked regardless of the heat which means the 16th qualifier can finish first.
- **1 Final, Score Prelims as 2nd Final** means create one heat with the 8 fastest qualifiers. When results are complied, the 8 in finals are ranked 1st through 8th regardless of time and points are also awarded to the 9th place on from either prelims or semis. Points are awarded as far down as there are points in the Scoring Set-up.
- **3+** means create 3 or more (enter #) and score as timed final.

Click **Events** from the Main Menu Bar and click **Add** or **Edit Event**.

Each event has its own setting for the number of lanes/positions for prelims, qtrs, semis, and one round events (lower left panel of add/edit screen) and for the number of lanes/positions for finals if 2+ rounds (lower right panel of add/edit screen). For events run entirely in lanes (such as the 100) and when using Standard Lanes or Custom lanes, the number of lanes is limited to 1 to 10. For all other running events, set the number of lanes to the maximum number you want in a flight, typically 12 to 24. For field events, set the number to what you think is the largest size flight that can be handled by the officials. The actual flight size can be changed when you seed and see how many entries are actually in the event. Typically for the high jump and pole vault there is only one flight so you can set that size to 30 or so depending how many entries you expect.

Global Change of Lanes/Positions

If you find out that you or someone else has specified the wrong number of lanes/positions for a round, you can quickly correct them by clicking on **Set-up** from the **Main Menu Bar** and then **Options**, then Global and enter the correct number of lanes for the Prelim or Final round. **MM** will then change the number of lanes for all event.

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Advancement rules determine how an athlete or relay **advances** from one round to the next round if there is more than one round:

Field Events	Running Events	Combined-Events
Mark	Time only	Not Applicable
	Place and Time	

If you choose Place and Time for a running event, then a formula must be determined as to how many will advance by place and how many will advance by time. This formula depends on how many people are in the event, how many lanes are being used, and the guidelines set by your rule book. **The formula will be set by you when the actual seeding is done from the Seeding Menu**. Just before seeding a particular event, you will be shown how many entries are to be seeded. Then you will answer how many heats will be in the next round. This will determine how many advance. Then a list of all possible advancement formulas will be displayed and you select the appropriate one per your rule book. For example, suppose there are 70 athletes entered in the 100 meters on a 9 lane track. This creates 8 heats. If there are to be 3 heats in the semifinal round, 27 will advance and all the possible advancement formulas are:

1 Top 3 and next 3 best times
2 Top 2 and next 11 best times
3 Top 1 and next 19 best times
4 Top 0 and next 27 best times

IAAF rules would call for selecting choice 1.

This determines how athletes and relays are distributed amongst heats, sections, or flights. The actual lane or position within a heat, section, or flight is determined by the next section concerning Lane or Position Placement.

Field Event Flight Assignment Choices

- Seed Mark
- Random

By choosing seed mark, the best group of athletes will be in one flight, the 2nd best group of athletes in another flight, etc. To distribute athletes amongst flights regardless of entry mark, choose random.

Running Event Heat Assignment Choices

- Seed Time
- Random
- Seed Prelims as Timed Finals
- Seed Timed Finals as Prelims

If the event is **one round** and you choose Seed Time, the best group of athletes will be in one section, the 2nd best group of athletes in another section, etc. To distribute athletes amongst sections regardless of entry time, choose Random.

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Running events with more than one round will use the serpentine method of seeding if you select Seed Time, but will seed the first round like time finals if you select Seed Prelims as Timed Finals.

Serpentine refers to the method of making a list of athletes and assigning heats based on the order of the list, working alternately from left to right and right to left. **This does not assign positions or lanes, but simply places athletes in heats**. If you select Seed Time, the order of the list will be fastest to slowest, with **no time / no mark** entries (NT, ND, NH) being randomly placed at the end of the list. If you select Random, the order of the list will be random for round 1 and all successive rounds regardless of qualifying time.

Click **Events** from the Main Menu Bar and click **Add** or **Edit Event**.

Once heats, sections, or flights have been assigned, then the placement of athletes or relays in lanes or positions must be determined.

Field Events Choices

- Best to Worst
- Worst to Best
- Random
- Alphabetical
- Competitor #

Position assignments within flights have the five choices listed above. All athletes with no entry marks will be placed at the beginning of the flight if **Worst to Best** is chosen, and at the end of the flight if **Best to Worst** is chosen. By choosing **Random**, all position placements will be random.

Running Event Position Assignment Choices

- Standard Lanes
- Custom Lanes
- All Random
- Standard Alleys
- Custom Alleys
- Waterfall Start

This is the most difficult and complex part of seeding track events because there are so many ways to assign lanes or, in the case of distance events, assign positions or alleys.

MM assumes the following rules:

1. All individual events **less than 600 meters** and relay events **3200 meters or less** must be run entirely in lanes or start in lanes, and so the lane range choices are 2 to 10 only. Lane assignments can use standard lanes or custom lanes (Standard Lanes or Custom Lanes) only. (See randomization rules in the following paragraphs).
2. 600 and 800 meter individual events may be run either entirely in lanes or partially in lanes. If Standard Lanes or Custom Lanes above is selected, then it is assumed they are run entirely in lanes and the lane range choices are 2 to 10. If "All Random", "Standard Alleys", or "Waterfall Start" above is chosen, it is assumed they are run partially in lanes and the number of athletes per heat or section can be any number you wish (up to 160).600 and 800 meter individual events may be run either entirely in lanes or partially in lanes. If Standard Lanes or Custom Lanes above is selected, then it is assumed they are run entirely in lanes and the lane range choices

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are 2 to 10. If "All Random", "Standard Alleys", or "Waterfall Start" above is chosen, it is assumed they are run partially in lanes and the number of athletes per heat or section can be any number you wish (up to 160).

3. All individual events **longer than 800 meters** and all relays **of over 3200 meters** are assumed to run partially in lanes. The only choices for position assignments are "All Random", "Standard Alleys", or "Waterfall Start", and the number of athletes per heat or section can be any number you wish (up to 160).
4. In lane races use the Randomization Rules found in the Seeding Preferences Section of the **Set-up Menu**.

Standard Lanes and Custom Lanes

- Standard lanes means use the standard lane preference pattern set-up in the Seeding Preferences.
- Custom lanes means use a custom lane preference pattern for use by one event only.

Note the following about standard lanes and custom lanes:

- Both use **randomization rules** established in **Seeding Preferences.**
- Both are only for events run in lanes.
- Both have a 1 to 10 lane range.
- Custom lane preferences are set when the event is set-up.

There are **four randomization rules** , one of which must be applied to each of the following 3 types of events:

Types of Events

- Timed finals
- Round 1 of several rounds
- All rounds following round 1

The Four Randomization Rules

A - No randomization
B - Randomize all lanes
C - Randomize half and half
D - Randomize in pairs

To clearly understand this part, assume a heat has 8 athletes assigned to it and the lane preference pattern is fastest in lane 4, 2nd fastest in lane 5, 3rd fastest in lane 3, 4th in 6, 5th in 2, 6th in 7, 7th in 1, and 8th in 8 (4-5-3-6-2-7-1-8). If the randomizing rule for the round is no randomization (rule A), then there is no change to the lane assignments. However, if all lanes are to be randomized (rule B), then the lane preferences are of no consequence in the given round and all athletes in lanes 1 to 8 will be mixed within lanes 1 to 8. If the rules call for randomizing the fastest 4 athletes and then the next fastest 4 as two distinct groups (rule C), then the four athletes in lanes 3-4-5-6 will be mixed randomly within lanes 3 to 6, and the four athletes in lanes 1-2-7-8 will be mixed randomly within lanes 1-2-7-8. If the rules call for randomizing the 8 athletes in pairs (rule D), then lanes 4-5 will be mixed, 3-6 will be mixed, 2-7 will be mixed, and 1-8 will be mixed.

Random Position Placement

Random position assignments can be used for any track event of 600 meters or more and all relays of over 3200 meters. It means to mix all athletes within a heat or section and to place them randomly in positions.

Standard Alleys

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Custom Alleys

Waterfall Start
Also known as the "arc start", athletes and relays are assigned positions based on a position preference list set-up in the Seeding Preferences Section of the Set-up Menu.

Depending on how an event is to be handled, it will have from 1 to 4 rounds. If the event is finals only, then there will be one round. If the event is to have qualifying rounds, then there can be from 2 to 4 rounds, depending on the type of event.

Click **Events** from the Main Menu Bar and click **Add** or **Edit Event**. Now click one of the "**rounds**" choices at the middle bottom of the screen. If you select **Finals Only**, then the lower right panel becomes disabled. If you pick **Prelims/Finals**, **Prelims/Semis/Finals**, or **Pre/Qtrs/Semis/Finals**, the lower right panel will apply to the final round. If you pick 3 rounds, then you will need to enter the number of heats desired for semi-finals and the lower left panel will apply to both prelims and semis. If you pick 4 rounds, then you will need to enter the number of heats desired for semi-finals and quarter finals and the lower left panel will apply to both prelims, quarters, and semis. Note there is a **Heat Order** for the initial rounds at the lower left and are defined as follows:

- **Fast to Slow** means seed the event with the fastest entry time in Heat 1 and thus the fastest heat is the first heat.
- **Slow to Fast** means seed the event with the slowest entry time in Heat 1 and thus the fastest heat is the last heat.
- **Random** means randomize the heat order.

There is a **separate Heat Order for the Final Round of a 2+ rounds** event and that is at the bottom right of the screen, but the choices are only Fast to Slow and Slow to Fast. Note: If the event is a field event, it will say **Best to Worst** and **Worst to Best**.

Field Events: If the event is a field event, then it is limited to 2 rounds, but **99% of the time you should select Finals Only for field events** because field event score sheets have room for the officials to enter all results for prelims and finals on one sheet. If the event is a combined-event, then it is limited to 1 round.

Delete an Event

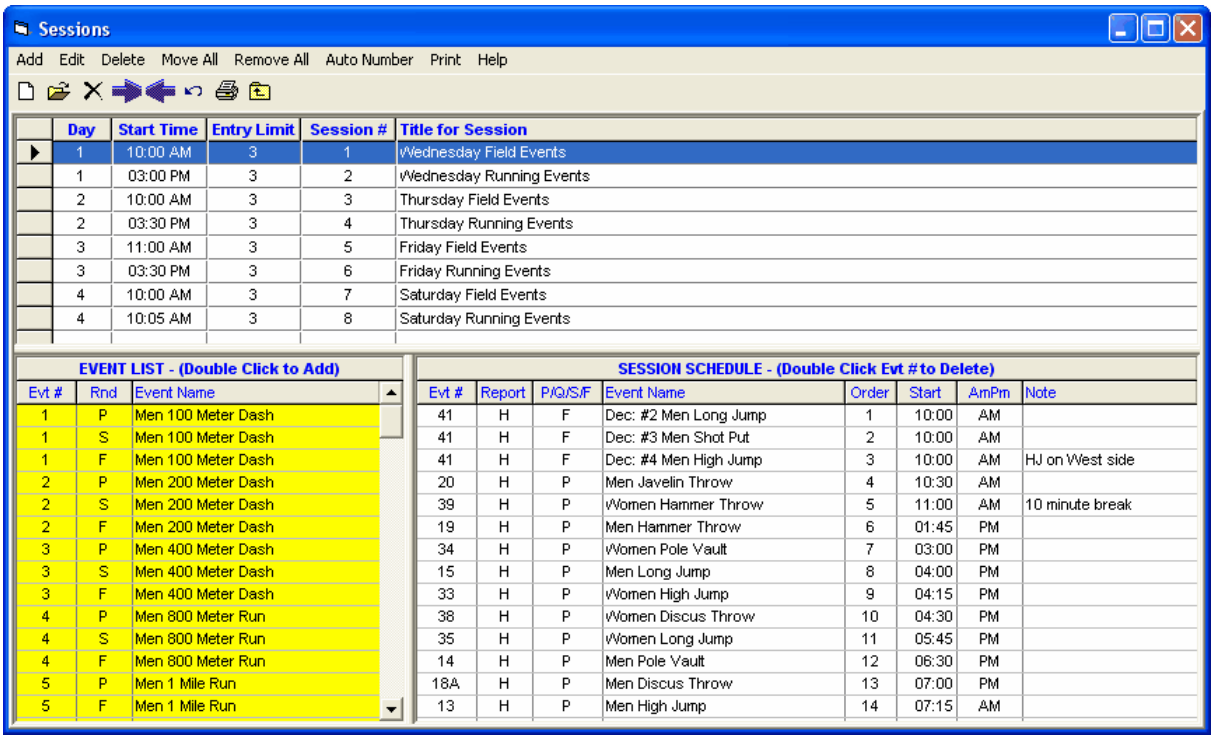
Click on **Events** from the Main Menu Bar and highlight the event you wish to delete. Then click on the **Delete** button and MM will ask you to confirm your request. If you confirm your request, MM will delete that event plus all entries and results associated with the event.

Please Note:
This action is NOT reversible!

Setup Sessions

A **Session** is simply a **schedule of events** and there can be several sessions. For example, you might have a Day 1 Morning Session in which qualifying rounds are held and then an afternoon Session in which the Finals are held. Although setting up a Session is not REQUIRED by MM, ***except for Combined-Event Sub-Events***, the advantage in setting up a Session is that when you go to print reports, seed, or run the meet, you don't have to think and remember "what events and rounds are being held this afternoon". When setting up events for a session, it makes no difference what the event numbers are. You just drag and drop the events in the order you desire.

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Day	Start Time	Entry Limit	Session #	Title for Session
1	10:00 AM	3	1	Wednesday Field Events
1	03:00 PM	3	2	Wednesday Running Events
2	10:00 AM	3	3	Thursday Field Events
2	03:30 PM	3	4	Thursday Running Events
3	11:00 AM	3	5	Friday Field Events
3	03:30 PM	3	6	Friday Running Events
4	10:00 AM	3	7	Saturday Field Events
4	10:05 AM	3	8	Saturday Running Events

Evt #	Rnd	Event Name
1	P	Men 100 Meter Dash
1	S	Men 100 Meter Dash
1	F	Men 100 Meter Dash
2	P	Men 200 Meter Dash
2	S	Men 200 Meter Dash
2	F	Men 200 Meter Dash
3	P	Men 400 Meter Dash
3	S	Men 400 Meter Dash
3	F	Men 400 Meter Dash
4	P	Men 800 Meter Run
4	S	Men 800 Meter Run
4	F	Men 800 Meter Run
5	P	Men 1 Mile Run
5	F	Men 1 Mile Run

Evt #	Report	P/Q/S/F	Event Name	Order	Start	AmPm	Note
41	H	F	Dec: #2 Men Long Jump	1	10:00	AM	
41	H	F	Dec: #3 Men Shot Put	2	10:00	AM	
41	H	F	Dec: #4 Men High Jump	3	10:00	AM	HJ on West side
20	H	P	Men Javelin Throw	4	10:30	AM	
39	H	P	Women Hammer Throw	5	11:00	AM	10 minute break
19	H	P	Men Hammer Throw	6	01:45	PM	
34	H	P	Women Pole Vault	7	03:00	PM	
15	H	P	Men Long Jump	8	04:00	PM	
33	H	P	Women High Jump	9	04:15	PM	
38	H	P	Women Discus Throw	10	04:30	PM	
35	H	P	Women Long Jump	11	05:45	PM	
14	H	P	Men Pole Vault	12	06:30	PM	
18A	H	P	Men Discus Throw	13	07:00	PM	
13	H	P	Men High Jump	14	07:15	AM	

To set up a Session, click on **Events** from the Main Menu Bar and then click on the **Sessions** at the top. Now click on the **Add Session** icon and fill out the information including the Session number - a number followed by an optional letter (for example, Session 4, Session 8B), a Title that will be printed as a header for the Session, the Day of the meet this Session is being held, the Start Time of the Session, and the Entry limit for each athlete - such as 3 events for this Session.

After you click **OK** to Add a new Session, **MM** will display every event and round on the left side of the Session screen. You can click and drag an event from the left to the right panel to include in the new Session or just position the cursor on an event and double click it to move it into the new Session. Once the events are entered in the right half panel, you can drag and drop those events to move them up or down in the list. If the list is long, you can move the 40th event up to position 23 by simply clicking the 40 in the "order" column and change it to 23.

If you wish to hold the fastest section of the mile run with the Afternoon Session, enter that event into the Morning Session AND also into the Afternoon Session. When you move this event for the Afternoon Session, MM will note that you have entered this event into a second Session and ask you if you wish to include the fastest section in this second Session. Answer accordingly and then when you print the Meet Program for the Afternoon Session, MM will include only the fastest section as you specified.

You can add up to a 50 character note at any point in the session to describe special information such as a 10 minute break. Enter a note in the cell to the right with the title of **Note** and the note will be listed in the Session Report in front of the event it is assigned to.

If later you find out that you want to change a Session, just pick it from the Session list at the top and click on the **Edit Session** icon and make the changes that you wish. If you wish to delete a session, click on the **Delete Session** icon and **MM** will ask for confirmation and then delete the entire session. This will not delete any events or results.

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Click on the **Move All** icon to move all events **INTO** a session with one click. This can also be used to move all remaining events into the last session.

Click on the **Remove All** icon to remove all events **FROM** a session with one click.

Alternate Event Numbers: Click on **Auto Number** at the top to renumber all events in that session with optional alternate event numbers. This allows you to number each and every round of an event. The computer operator would still use the original event numbers, but for the Meet Program and other reports you have the option to use the alternate numbers. But to use alternate event numbers, first check the box for alternate event numbers in Set-up / Report Preferences.

Performance Lists in the Meet Program: Note the column titled Report in the Session Schedule. Any **H** in this column can be edited to be a **P** if you want the Meet Program for a given event to **print a Performance List instead of a Heat Sheet**.

Alternate Event Numbers

Alternate Event Numbers can be assigned to each and every round if you wish. This means a prelim/final event could be event number 15 as far as the computer operator is concerned, but might be event 20 for prelims and event 40 for finals as far alternate numbers are concerned.

To set-up alternate event numbers, click **Events / Sessions** and click on **Auto Number** to automatically renumber all events in a given session with optional alternate event numbers. Or you can edit the alternate event number column and put in anything you want from 1A to 9999Z. The computer operator would still use the original event numbers, but for the Meet Program and other reports you have the option to use the alternate numbers. But to use alternate event numbers, first check the box for alternate event numbers in Set-up / Report Preferences.

Setup Combined-Events

MM can handle all types of combined-events. Valid combined-events types are:

- Decathlon
- Octathlon
- Heptathlon
- Indoor Pentathlon
- Outdoor Pentathlon
- Weight Pentathlon
- Tetrathlon
- Triathlon
- Biathlon

Combined-Event Scoring Tables are available if you have the **Combined-Event Option**. When results are entered for combined-events, the points scored are computed and match the numbers found in these tables.

Combined-Event Tables
The scoring tables for every IAAF individual event within a combined-event can be displayed on screen or printed. All of the tables start at 1500 points and go down to 1. The following 42 tables are available:

Men and Women Combined-Event Tables

50, 60, 100, 150, 200, 400, and 800 meter dash/run
50, 55, 60, 80, 100 meter hurdles
high jump, long jump, triple jump, shot put, discus, javelin, and hammer

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Men Only Combined-Event Tables

1000 and 1500 meter run
110 meter hurdles

Special tables are also available for USATF and AAU Midget 80 meter hurdles and for the NCAA 55 meter hurdles.

To set-up a combined-event, you must first set-up the overall header event from the **Events Menu**. In the Events Menu, click **Add Event** and select a combined-event from the set of combined-event choices under Event Type. Then set-up the sub-events by clicking the **Multi Sub-Events** button on the left side of the Events Menu. The sub-events can be set up automatically or you can create your own set of sub-events in any order.

Click here for information on How to Setup Sub-Events in Combined-Events.

Important Note: In order to seed the Sub-Events from the Seeding Menu, the Sub-Events must be added to a Session.

Combined-Event Seeding Parameters

Number of lanes/positions: The number of athletes permitted per section in running events under 600 meters is 1 to 10. For running events of 600 meters or more and field events, the limit per flight is 1 to 160.

Section/Flight Assignment Combined-Events

Random
Previous Event
Best Points

The choice of "Random" assignment to sections or flights is generally used for all running events except the last running event, and the first field event, unless the first field event is the high jump. After the first field event, the flights usually stay together (except high jump). For those field events that stay together, use the choice of "Previous Event" to keep flights together. For the high jump, use random to assign the flights, but then adjust the flights to put the best high jumpers together. This adjustment is done in the **Seeding Menu** when you preview the seeding. For the last event which is usually a distance running event, use the choice to assign sections based on "Best Points" scored to date.

Lane/Position Assignment Combined-Events

Random

All lanes and positions within sections and flights are assigned randomly.

Section/Flight Order Combined-Events

Random
High to Low Points
Low to High Points

All sections and flights should use the random order except the last running event. The "Previous Event" and "Best Points" choices cannot be used for the first event. In some cases, the last event may be

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seeded by the clerk as athletes become available from previous events. Note that if you use "Previous Event" and "Best Points" choices for the last event, it cannot be seeded properly until all results for all previous events have been entered into the computer.

Auto Set-up: When you use the Auto Set-up button, the multi sub-events can be automatically set-up for you and will use the standard events as shown below:

Men:

	Decathlon	Octathlon	Heptathlon	Indoor Pentathlon	Outdoor Pentathlon
1	100	100	60	60 Hurdles	Long Jump
2	Long Jump	Long Jump	Long Jump	Long Jump	Javelin
3	Shot Put	Shot Put	Shot Put	Shot Put	200
4	High Jump	400	High Jump	High Jump	Discus
5	400	110 Hurdles	60 Hurdles	1000	1500
6	110 Hurdles	High Jump	Pole Vault		
7	Discus	Javelin	1000		
8	Pole Vault	1000			
9	Javelin				
10	1500				

Women:

	Decathlon	Octathlon	Heptathlon	Indoor Pentathlon	Outdoor Pentathlon
1	100	100	100	60 Hurdles	100 Hurdles
2	Long Jump	Long Jump	High Jump	High Jump	High Jump
3	Shot Put	Shot Put	Shot Put	Shot Put	Shot Put
4	High Jump	400	200	Long Jump	Long Jump
5	400	100 Hurdles	Long Jump	800	800
6	100 Hurdles	High Jump	Javelin		
7	Discus	Javelin	800		
8	Pole Vault	1000			
9	Javelin				
10	1500				

For **Youth Athletics**, the order of events can be set-up automatically, but this order will differ from the IAAF Standard Events depending on whether you have selected USATF, AAU, or some other meet class in Meet Set-up.

The **Weight Pentathlon** for Masters/Veterans can also be set-up automatically as follows: Hammer Throw, Shot Put, Discuss Throw, Javelin Throw, Weight Throw.

Setup Sub-Events in Combined-Events

How to Setup Combined-Events

To set up Combined-Event sub-events, click the Combined Sub-Events button in the Events Menu to display a Menu.

There are two ways to add the sub-events. One way is to edit each of the individual sub-events and create any set of events you wish. The second method is to click the Auto Set-up button and the entire set of sub-events will be created for you using the standard set of events for the particular type of combined-event. You can still edit the sub-events after using Auto Set-up.

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To edit a sub-event, click the Edit Event button in the Combined-Event Sub-Event Menu.

The Edit Menu for a sub-event allows you to pick an event, a scoring table, and to set up the seeding parameters.

The choices for the combined-event scoring tables are:

Scoring Tables

IAAF automatic
IAAF hand
Manual
Alberta Youth
Alberta Hand

The IAAF tables are the 1985 IAAF tables, and every table is available including hand times tables, special tables for High School/College 55 meter hurdle tables, and special tables for Youth Athletics Midget 60 meter hurdle tables.

> **In the case where a table is not available, you can resort to manually entering the scores for a given event**.

The Alberta Youth tables are specially designed to have a maximum of 500 points per event and are designed for young athletes. Boys and girls use the same tables.

Important Note: In order to seed the Sub-Events from the Seeding Menu, the Sub-Events must be added to a Session**.**

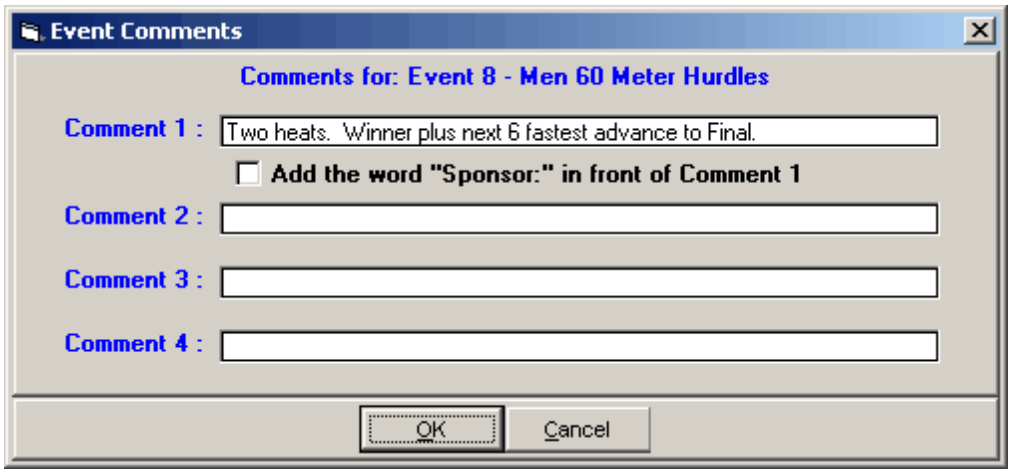
Event Comments / Sponsors

Use **event comments** to place notes about the event to be included in the Meet Program or the Results Reports. You many want to solicit sponsors for your meet to help offset some of the costs associated with running the meet. You can use event comment line one to display the sponsor information as headers for each event. For example:

Sponsor: Bill's Sub Shop
Heats will be drawn after check-in

To enter the event comments, click on **Events** from the Main Menu Bar and then pick an event and click on the **Event Comments** button on the left panel. MM will display 4 lines of comments for you to use for your information for that particular event. To add or edit comments for Combined-Event sub-events click **Events / Combined-Events / Comments** and you can enter two lines for comments. Whatever you enter for Comments Line 1 will be prefixed by the word "Sponsor:" unless you check the **Suppress Sponsor Prefix** check box. Information for Comments Lines 2-4 will always be printed as is.

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Note: Each comment line is limited to 63 characters and all will fit on a single column report, most will fit on a double column report, but **not all** 63 characters will fit on a triple column report. When you print your **Meet Program** or **Meet Results** reports, you may optionally choose to print the Sponsor and/or Event Comment information for each event by checking the Event Comments check box.

Setup and Use Records

Records are used by **MM** in four ways:

- To be listed as part of the Event Header for the Meet Program and Results Reports. There is a limit of 7 records that can be listed for each event.
- To "Flag" any record breakers in the Results Report and in the Run Menu screen.
- To list the record breakers on the Exceptions Report.
- To update the records list itself based on performances during the meet.

There are two ways of getting records into your MM database.

- Keying them
- Importing them

Records can be entered for all events including Combined Event sub-events such as the 100 meter dash in the Decathlon.

Keying Records

Setting up Records is a two step process.

- Create the Tag Names, such as World, along with the "Flag" symbol and the order for listing the records on reports.
- Enter the record information for each event in the meet - the record time, who holds the record, when the record was set, etc.

Click on **Events** from the **Main Menu Bar** and then click on the **Records icon**. Add a Tag Name by clicking the **Add icon** in the Tag Names area at the lower left of the Records Menu.

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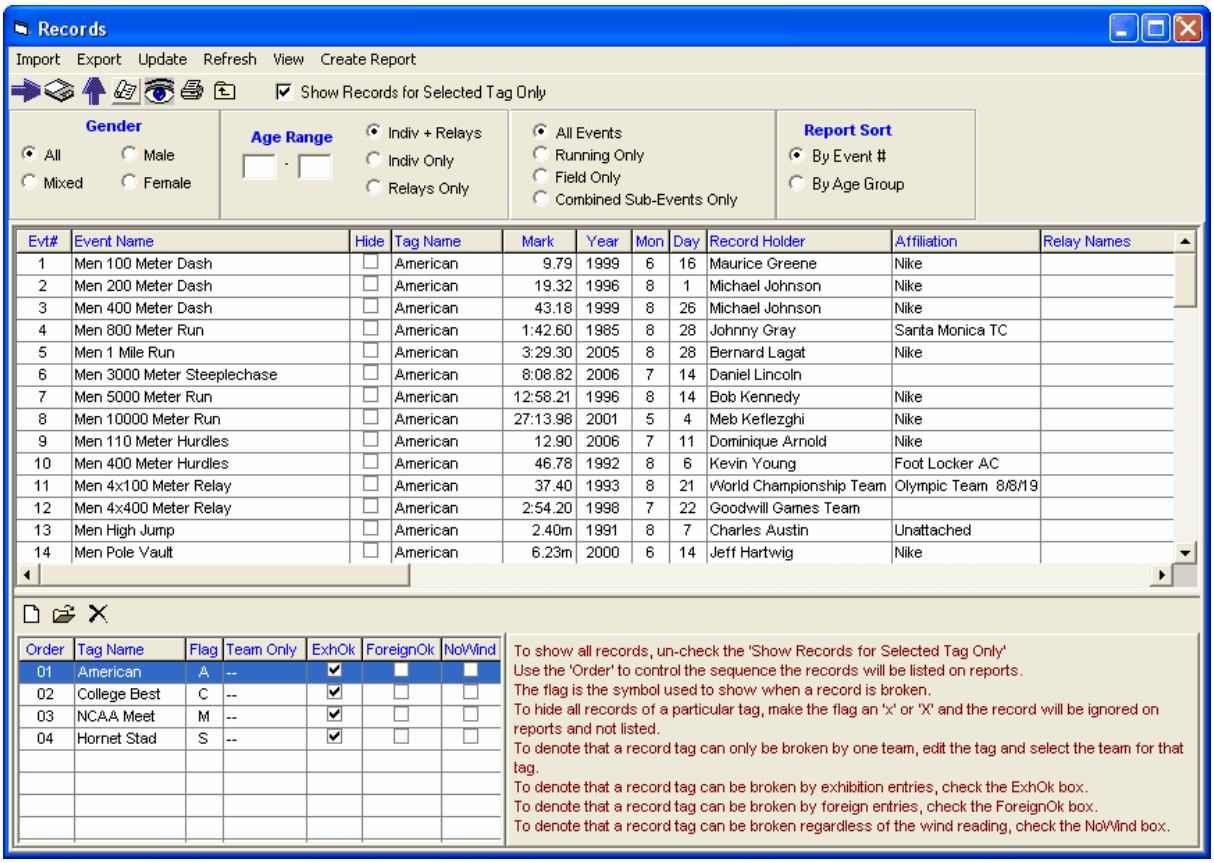
- **Order:** This number determines the order that the records are printed on the Meet program and Results reports.
- **Tag Name:** The tag name is the name of the record such as "National", "State", "World", and "Meet".
- **Flag:** The flag symbol is a one character field that will be displayed on the Results Report next to any Time that ties or breaks a record. Enter an "x" to tell **MM** not to display this record on reports. Examples of flags are "!", "N", and "#" - **1:23.45!** or **1:23.45N**.
- **Record Only For:** If the record is a team record such as might be the case in a dual meet, select the team that the record tag is for and only members of that team will be flagged if one or more breaks the record.
- **Allow Exhibition or Foreigners:** Depending on the record, exhibition or foreign athletes may or may not be eligible to break the record. Use the check boxes to indicate your preference for the particular tag.
- **Ignore Wind Readings:** In some cases, you may want to ignore high wind readings when determining whether the mark is eligible to break a give record not.

After you have added several tags for a meet, the tag names might be like this:

Order	Tag Name	Flag	Team Only	ExhOk	ForeignOk	NoWind
01	American	A	--	☑	☐	☐
02	College Best	C	--	☑	☐	☐
03	NCAA Meet	M	--	☑	☐	☐
04	Hornet Stad	S	--	☑	☐	☐

The full Records Menu might look like this:

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In the Records Menu above, you can filter the list of events in a couple ways.

- To only show records of one tag, select the tag and then click the "Show Records of Selected Tag Only" check box at the top.
- To filter the events to one gender select the gender and then click the **Apply Filters icon** or click Apply Filters.
- You can also filter by event age range or individual or relays, but you must use the Apply Filters icon.
- If there are some event records that you like to not show on reports, click the **Hide** check box for those events.

Enter Data for a Record

To enter data for a record, edit the grid directly and type into the grid. Enter the following:

- Record Time
- Year, Month, Day the record was set
- Record Holder - if this is a Relay Event, enter the names of the 4 Athletes in the Relay Names column
- Affiliation - Enter the Team affiliated with the Athlete or Relay that holds the record
- If you do not want **MM** to check a Record for a particular event, click on the **Hide** check box for that event.

Ties

If you have any records where two individuals or relays are **tied** for a record, create a second identical Tag Name. Enter only the tied individuals or relays in the second tag. MM does not display a tag for a given event if there is no data for that event and tag.

Importing Records

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Please click Here for detail information about Importing Records into your MM database.

Exporting Records

Please click Here for detail information about Exporting Records to a file that can be imported by another MM database or a TEAM MANAGER database.

Updating Records

Please click Here for detail information about Exporting Records

Update Records

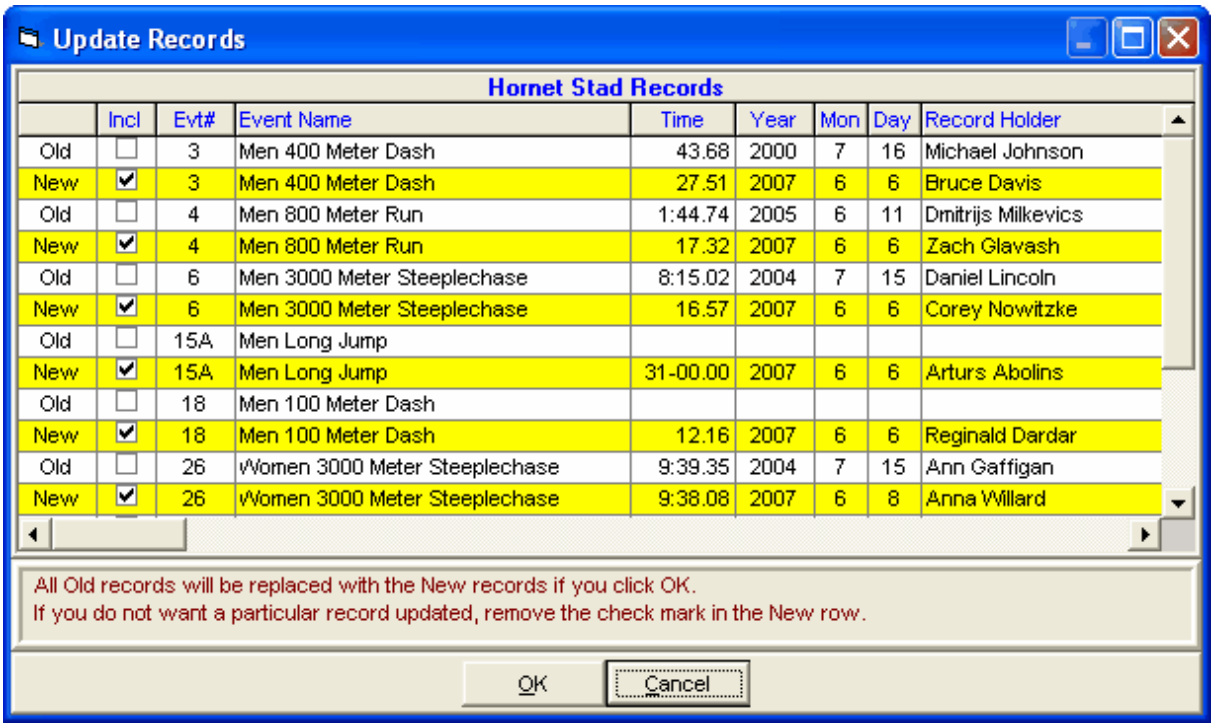
During the meet or after the Meet has been completed, you might want to go back and **Update your Records** with any new ones that have been broken.

To update records, highlight the Record Tag you wish to update and click on the **Update** icon at the top of the Records screen. **MM** will check all the events/rounds that have been completed and display a check box list of any Records that have been broken together with the "old" record time and record holder and date information. **MM** will default to all boxes checked so that when you click **OK**, **MM** will move the information for those you have checked into the Records section. If you do not want **MM** to update a particular record, just remove the check box for that event.

Here are ways that you might want to use this feature:

- If records have been broken in the Prelim Session, update them and then they will now show up in the Meet Program for Finals!
- Update all your Records after the meet has been completed and then Export them to \tfmeets6 or to a flash drive for another meet or to Import into TEAM MANAGER.
- You might also want to run the Meet Summary report to print a report of all Record Breakers. However, *this should be done before updating records*.
- If there is a tie, the tied record will be shown in the list of record breakers in pink instead of yellow. When you select to update the records, the updating will create a second identical tag name for the record and add the record to this new tag, thus allowing you to store both record holders.
- Records will not be broken by times or marks aided by a wind reading greater than 2.0 meters per second.

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Setup and Use Time/Mark Standards

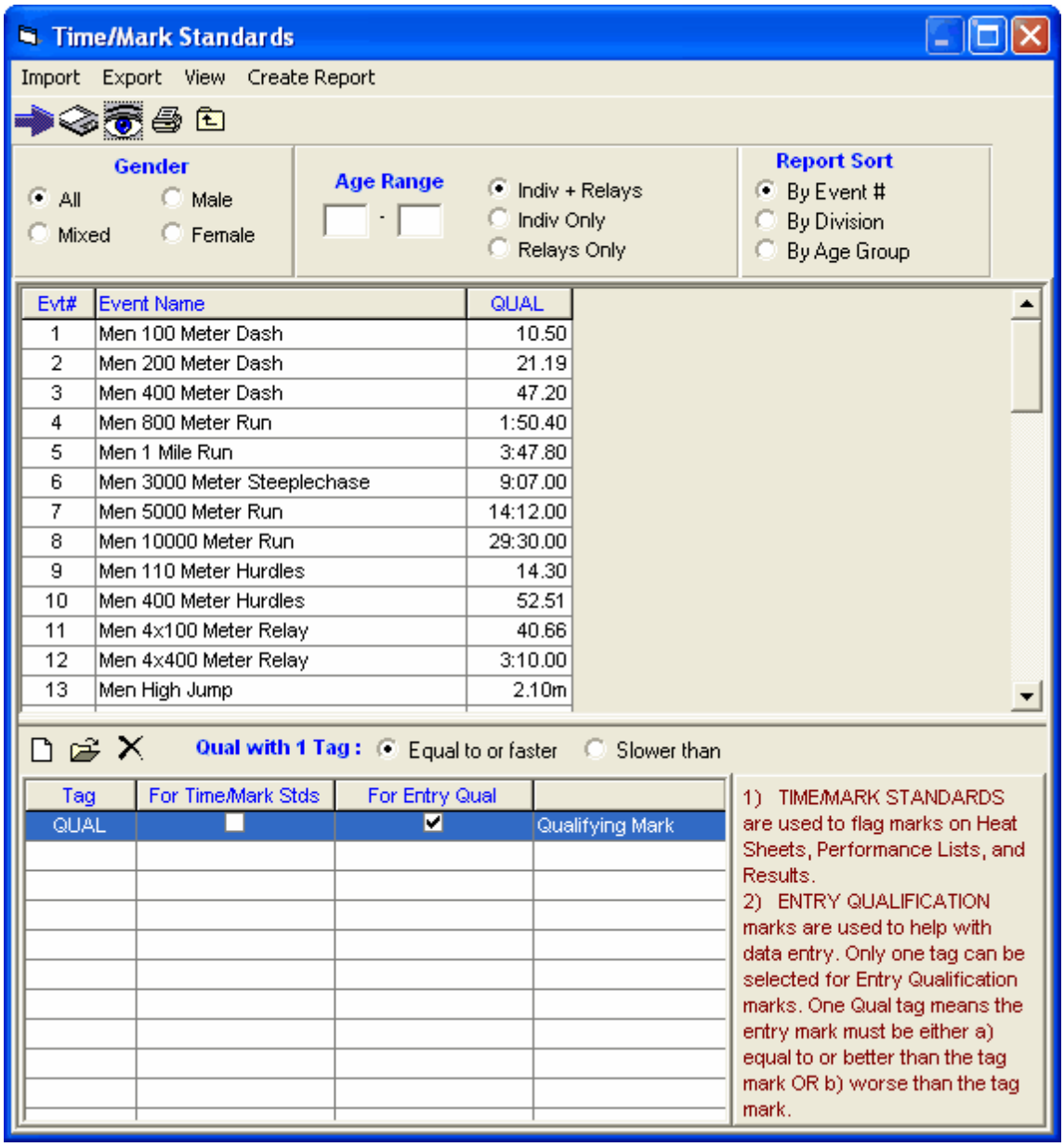
Time/Mark Standards are 1 to 4 character classifications for athletes' performances. You can set up Time/Mark Standards by keying them in or by importing them.
Time/Mark Standards are used by **MM** in two ways:

1. To print as part of the Event Header for the Meet Program and Results Reports.
2. To "Flag" Athletes or Relays that achieve a particular Time/Mark Standard with the 1 to 4 character Time/Mark standard tag.

Setting up Time/Mark Standards is a two step process. First you would set up the administrative information about the Time/Mark Standard - the tag name and the purpose of the Time/Mark Standard. Then you would enter the actual Time/Mark Standard for each event.

From the Main Menu Bar, click **Events** and then click the T**ime/Mark Standard** button.

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For each Standard you wish displayed and checked, enter the following information:

- Tag Name - That's the name that will be displayed next to the Time/Mark that meets that Standard criteria. The tag can be up to four characters long - "AA", "QUAL", and "STAR" are all examples of Tag names. Each Tag Name can have a 20 character description which will be displayed along with the Tags on the Meet Program and Results.
- Now Specify how you want MM to use the Time/Mark Standard by checking one or more of the 3 types of check boxes:

    1. **For Time/Mark Stds** - MM will check the entry or result Time/Mark and if it equals or betters the Time/Mark, it will display the corresponding tag next to the Time/Mark - for example, 1:23.45 AA.
    2. **For Entry Qual** - MM will use this Time/Mark as the meet entry qualification Time/Mark for the meet and will provide enforcement for keyboard and imported entry marks. You may click the

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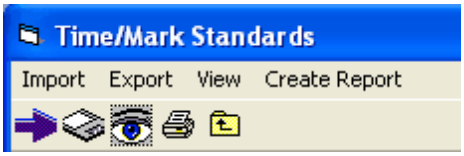
"Equal To or Better" OR the "Worse Than" radio buttons to tell MM how to check the particular Standard. Note that it is NOT currently possible to have two qualifying Time/Mark methods, such as some events as better than and other events as worse than.

3. You may also click on the **Age Groups Custom** button to specify that the Time/Mark Standards for an age group be used for another age group in your meet. For example, you could use the 17-18 Time/Mark Standard for the 15-18 age group.

Tag	For Time/Mark Stds	For Entry Qual	
A	☑	☐	A Standard
QUAL	☐	☑	Qualifying Mark

Once the global Time/Mark Standard administrative information has been set up, pick an event from the Events browser and key in a Time/Mark for each of the Time/Mark Standard tags listed in columns next to the event.

Exporting or Importing Time/Mark Standards: You may export and import a HY-TEK Time/Mark Standard file. To import a Time/Mark standards file, from the Main Menu Bar, click on **Events / Time/Mark Standards** icon. Now click the **Import** tab at the top of the Time/Mark Standards screen; follow the screen prompts to find and import the file.



Note for Reports such as Performance Lists, Meet Program, and Results:

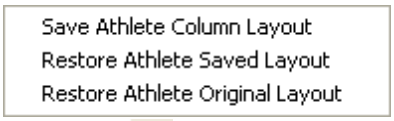
- If you include **Mark Standards**, there is a limit of 3 standards that can be listed for each event.
- If you include **Entry Qualifying Marks**, there is a limit of 2 qualifying marks that can be listed for each event.

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Athletes Menu

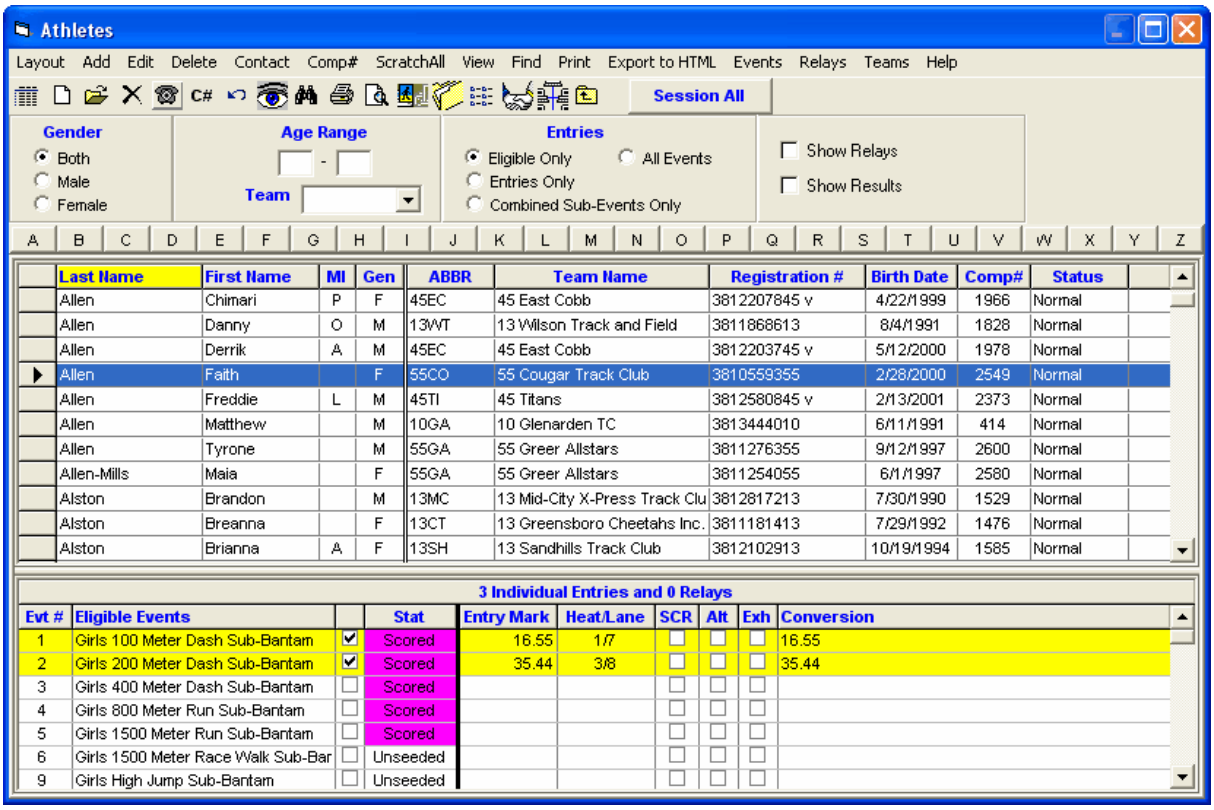
From the Main Menu Bar, click on **Athletes** to display the Athletes Menu which contains the Athlete Browser shown below.

- You can sort the athlete list by clicking on any column header.
- To quickly jump to an athlete in a long list, click on the **alphabet bar** at the top to scroll to the beginning of the first letter of the athlete's last name.
- Press **F6** or click **Find** or click the **Find icon** and start typing the last name and the browser instantly scrolls to the nearest matching name. If the sort is by team, the search is by team. If the sort is by competitor number, the search is by competitor number.
- The athlete list can be filtered by gender, age range, and team.
- The entries list can be filtered by Eligible Events only, All Events, or Entered Events only.
- The entries list can also show relay events if you check the **Show Relays** check box.
- The entries list can be filtered to only show events from one session by click the **Session button** to the right of the icons.
- If results have already been entered, clicking the **Show Results** check box will include all result times along with the entries.
- To make room to show more athletes in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- You can move the columns of the grid to a different order by clicking on the header of a column, releasing the mouse, and then dragging the header to another location and dropping it.
- To save the current layout of the grid, click the  icon and you have the following choices:



- To print or preview the athlete grid, click the  icon.
- To print or preview the entries grid, click the  icon.
- To export the grid to HTML, click the  icon.
- To create Athlete Reports, click the **Printer icon** or click Print.
- You can resize the bottom and top grids by grabbing the divider bar with the mouse and moving it up or down.
- If you click Help / Shortcuts at the top of the Athlete Browser, there will be a list of keyboard shortcuts.
- The number of individual and relay entries for a given athlete is shown in the caption for the entries grid.

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Add or Edit Athletes
Delete an Athlete
Add or Edit Entries from the Athlete Browser
Delete an Entry
Athlete Contact Information

Athlete Menu Shortcut Keys

The following keyboard Function keys may be used instead of the mouse for navigation and functional purposes in the Athlete Menu of MEET MANAGER.

F1 Help
F3 Add an athlete
F4 Edit the currently selected athlete
F6 Search for an athlete either by last name, comp#, or by team depending on the sort column

Ctrl-F3 Add an athlete, but do not display the eligible event list
Ctrl-F4 Edit an athlete and start with the cursor on the first event rather than the last name

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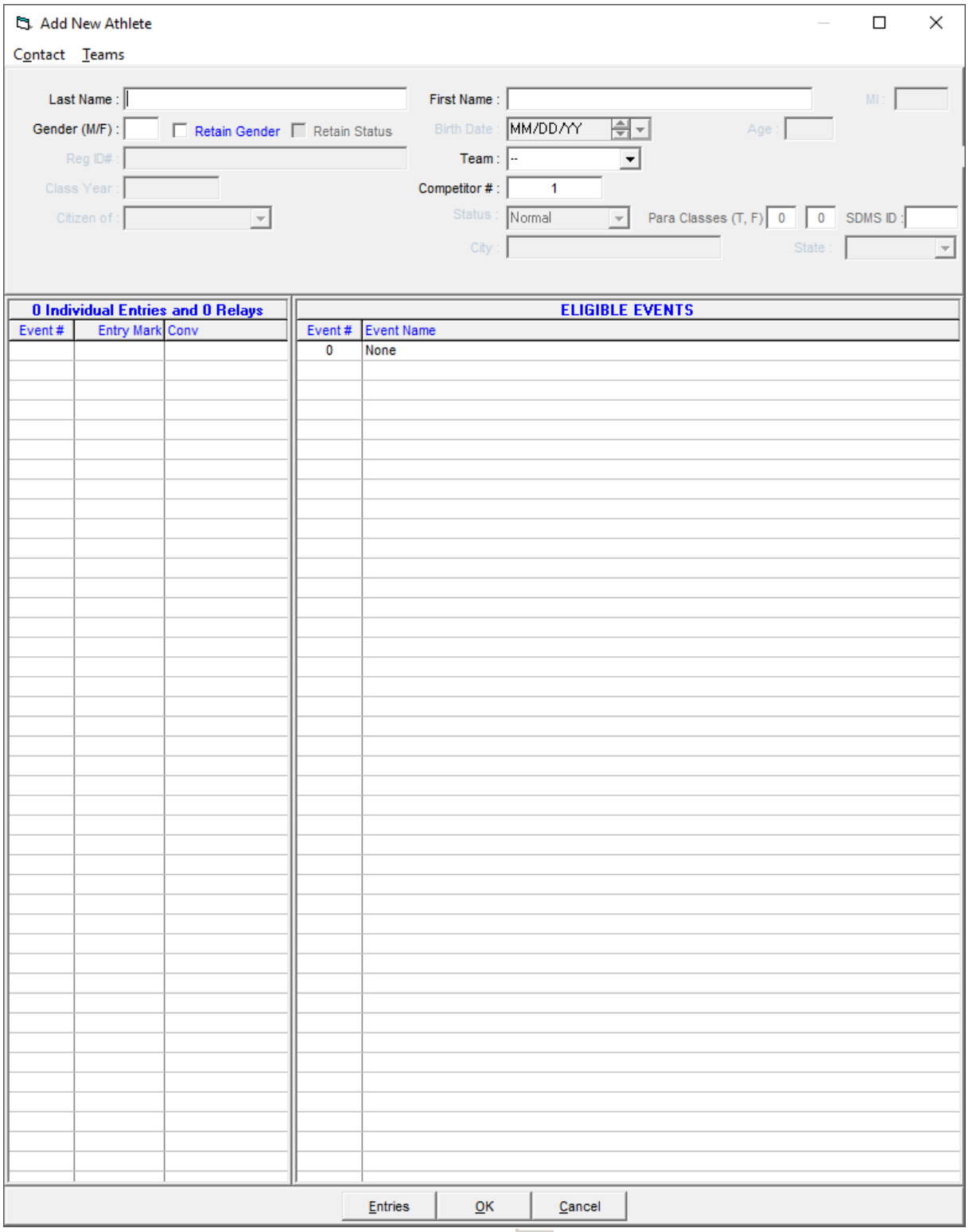
Add or Edit Athletes

There are three ways to enter athletes in your database:

- Manually when you Add an Athlete
- By Importing Meet Entries from a HY-TEK TM or MM Export File
- By Importing Rosters Only from a HY-TEK TM or MM Export File

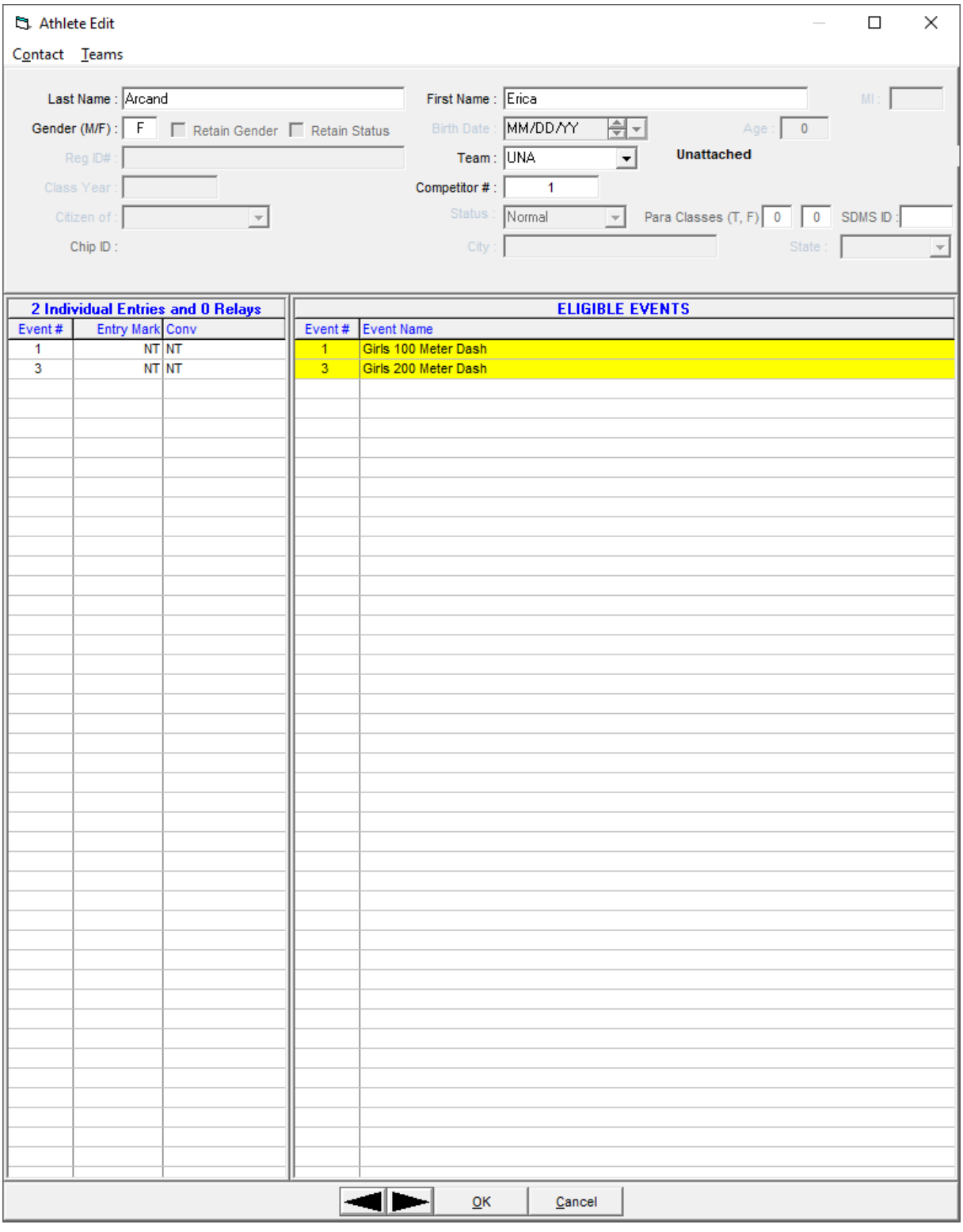
To add athletes, click the **Add icon**  at the top of the Athletes Browser or press the **F3** key.

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To edit a previously entered athlete, click the **Edit icon**  at the top of the Athletes Browser or double click an athlete name in the browser list. A sample of the Athlete Edit Menu is shown below. If in edit mode, you can use the left and right arrow at the bottom to move to the previous or next athlete.

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Note: Most reports will not be able to handle a long athlete name of 40 characters.

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Click here to see How to Customize Your Athlete/Relay Preferences to enable or disable the various athlete data fields in the Athlete Add/Edit menus so that you don't have to key through data fields you are not using.

How to Enter Data Into the Add/Edit Athlete Menu

1. Key in the information about each Athlete including name, gender, birth date, age, registration ID (if any), competitor #, citizen information, status and Class/YR.
2. When entering birth dates before 1930, pick off the drop-down calendar.
3. To choose the Athlete's Team, Double Click a Team name from the Team browser on the right side of the screen or type in the team abbreviation. If a team has not been added yet, click the Add Teams button at the bottom of the screen. An **Unattached athlete** is one that is assigned to an unattached Team. An unattached athlete's points will not be accumulated toward Team Scores. An **Unattached** Team is any Team that has the first 3 characters of the Team Abbreviation as **UNA**.
4. You may declare an athlete as **Exhibition** or **Foreign** by clicking on the **Status** window on the Add/Edit Athlete screen. The status of an athlete defaults to "Normal" unless you check the Retain Status check box which will keep the athlete status setting such as "exhibition" instead of resetting it to "Normal". This is useful when you are adding a series of exhibition, foreign, or impaired athletes. When an athlete's **Status** is set to **Impaired**, you can enter the Para Classes codes in the **Para Classes (T, F)** fields, where **T** is for Track and **F** is for field.
5. **Competitor Numbers** are optional and you can enter any number you wish from 1 to 99999. If you do not wish to bother adding the competitor number ahead of time, later you can click the Comp # button on the left panel of the Athlete Browser and use several methods to re-number, one of which is to select a starting number and re-assign every athlete alphabetically by team and alphabetically by name within each team. This competitor number can be used to Manually enter an athlete into an empty lane/position while entering results in the Run Menu. The competitor number can also be used to enter athletes into Relays from the Relay Menu or the Run Menu's Relay Names button.
6. The **eligible events** (based on age or division and gender) are listed on the bottom half of the Add/Edit screen. To select an event for an entry, click an event name and the event number will be entered on the left side, or simply type in the event number in the Entries Event # column. Key in the entry time with or without a colon or period - "12345" or "1:23.45". If the event is a field event, you can enter a Metric mark or an English mark, but if the event is set for English, you must add an "m" to the end of the mark to indicate metric (6.72m); if set for Metric, you must include the foot mark (7'3). If you have set up **Conversion Formulas**, enter the letter of the formula in front of the mark. Note that if you put in some entries and then change the athlete's age or gender, the entries will disappear and they are not retrievable unless the entries had been previously saved.
7. Along with the entry mark, you can also enter A) a seed place from a prior meet, B) a declaration status if in Declaration mode, or C) a note. To have any of these columns appear, click Set-up, then Entry / Scoring Preferences, then Entries / Results and refer to the Entry / Scoring Preferences Menu where you can check a box for each of these 3 items as to whether to use them or not. In the example below, the PL column is the seed place from a prior meet and it is blank in this example. One event has been declared a Scratch and one has been declared officially entered with the D. There is a note for each entry and the 60 meter entry used a Conversion Formula (note the B in front of the time) and the B formula added .04 to the time to account for altitude. Also note that to display the conversion formulas for a given event, hold the mouse over the event name and you can see the three formulas set-up for event 17. The converted time is shown in the "Conv" column.

Delete an Athlete

To delete an existing athlete, click on **Athletes** from the Main Menu Bar, highlight the Athlete in the Athlete Browser and click on the **Delete icon** . MM will ask for confirmation and then delete that

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athlete and all of his/her entries from your Database. Relays will not be deleted, but this athlete's name will be removed if listed on a relay.

Please note, once an athlete is deleted, it is NOT reversible without re-keying the information !

Add or Edit Entries

Using the Browser to Enter Individual Events and Relays

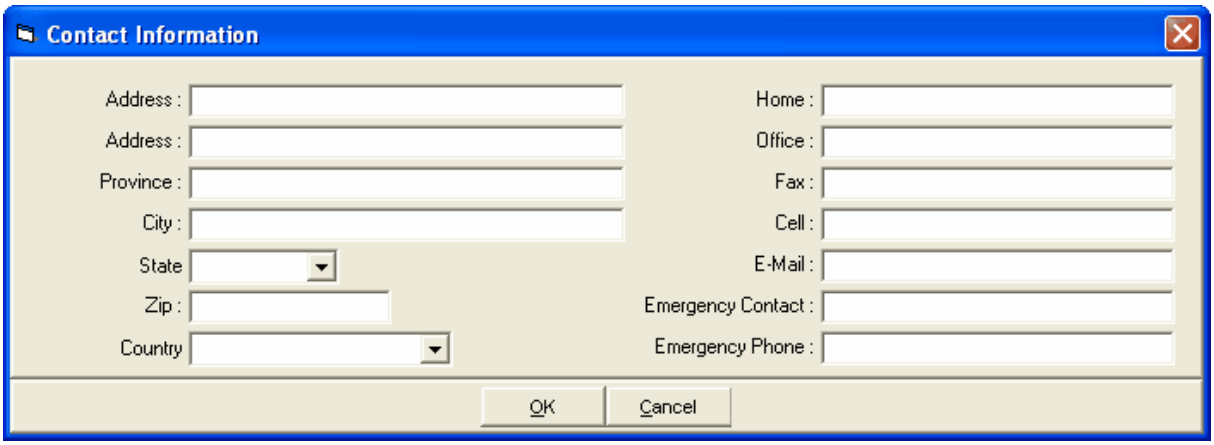
1. All eligible events for the highlighted athlete are shown on the bottom half of the screen. To enter an event, simply click the event name and the cursor will jump to the Entry Mark column where you can key in the seed mark (if any). For running events, you may enter the time as either 20499, 2:04.99, or **NT** for No Time. For field events, you may enter an English mark as either 61000, 6-10, 6'10, or **ND** or **NH**; a Metric mark as 1245, 12.45, or 12.45m. If you have **Conversion Formulas**, enter the letter of the formula in front of the mark. See How to Enter Marks.
2. To show relay events, click the **Show Relays** check box at the top. This adds 3 more columns to the event list for relay information where the Relay column means the relay letter such as A, B, or C relay; where the P-Pos and F-Pos mean the relay position (1-8) for the athlete in Prelims or Finals. To hide relay events, uncheck the **Show Relays** check box.
3. To alter the displayed **Eligible Events**, there are four choices at the top: Eligible Only, Entries Only, All Events, or Combined Events Only. The **Eligible Only** is the default. **All Events** displays every event regardless of age, division, or gender. This is useful for deleting an athlete that is entered in an event that does not match his/her age, division, or gender. **Entries Only** displays only the events the athlete is entered in and is very useful as an easy read to check entries.
4. Another way to alter the displayed eligible events is to click the **Session All** button at the top which allows you to select a session and filter the **Eligible Events** to only the events in the session.
5. To **remove an entry**, click an event name and you will be prompted to confirm deletion. If results are already entered for this entry, you will be warned.
6. If you are manually seeding and know the **heat and lane/position** the athlete or relay will be in, key that into the Heat/Lane column. An example would be 2/5 for heat 2 lane 5. If that heat and lane/position is already assigned, MM will warn you and not permit a duplicate heat and lane/position assignment.
7. Use the SCR, ALT, and EXH check boxes to **scratch** the entry, declare the entry as an **alternate**, or declare the entry as **exhibition.**
8. The **Scratch All** is at the top and will allow you to quickly scratch an athlete from all events in the case where he/she did not show up for the meet. This does not scratch relays. The Athlete WILL NOT be scratched from rounds that have been completed.

Contact Information for Athletes

To enter contact information, such as address and phone, highlight the Athlete in the Athlete Browser and click on the **Contact Info** button on the Athlete Tool Bar. Or you can click the Contact Info button at the bottom of the Add/Edit Athlete Menu.

Enter the information based upon what you really need. For example, if you are planning on mailing Meet Results to everyone in the meet, you might want to enter each athlete's address and then use MM's Mailing Label feature to print the mailing labels. The State drop down will be customized depending on what you selected in the Meet Set-up for **Base Country**.

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Setup and Use Competitor Numbers

Competitor Numbers are numbers that can be assigned to Athletes and used as a "shortcut" way of referencing an Athlete. To automatically re-number all or some **Competitor Numbers**, click the **Comp#** button on the Athlete Tool Bar.

- You can re-number female athletes only, male athletes only,or both. You can start with any number up to 99,000.
- You can reassign 1) alphabetically by team and alphabetically by name within each team or 2) alphabetically by athlete.
- You can also select one team only for re-numbering, or numbering female only or male only.
- You also have the option to skip numbering athletes that are not entered in any event.
- You also have the option to only assign numbers to athletes who do not have a competitor number. For this option, athletes with a number already assigned will not be re-assigned and the athletes without a number will be assigned the first available number
- In case you want to start over, you can zero out all competitor numbers or just one team's numbers.

To enable the use of Competitor Numbers for Athletes, click on **Set-up** from the Main Menu Bar and then **Athlete/Relay Preferences** and check the box labeled "Enter Competitor Numbers".

There are two other ways to assign Competitor numbers:

1. As you Add/Edit the Athlete, enter a number into the Competitor # field on the Screen.
2. Click on **Setup** from the Main Menu Bar and then **Athlete/Relay Preferences** and check the box labeled "Auto Increment Competitor numbers". This should be done before you start Adding your Athletes. As you Add an Athlete, **MM** will automatically assign the next sequential Competitor number beginning with "1". As you Import meet entries, **MM** will also assign sequential Competitor Numbers.

The competitor number can be used to Manually Seed Athletes from the Run Menu or to enter them into Relays from the Run Menu's **Relay Names** button or from the **Relay Menu**. For example, if you are Manually Seeding Athletes into an event, you might want to use competitor numbers rather than use the Adjust feature to click and drag athletes into a heat and lane. In this case, you would click on the Competitor # field next to an open lane on the Run Screen and enter the Athletes Competitor # right there. MM will look up that Competitor Number and enter the corresponding Athlete into the lane.

A separate Male and Female numbering system is available whereby a male and a female can have the same competitor numbering. In addition, you have the option to disable competitor uniqueness all together and that means every athlete could have the same number if desired.

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Please Note: Whenever you Import Athletes into your Database, MM will automatically assign competitor numbers in case you need them at a later time.

For Masters meets, you have the option to have **5 digit number**s assigned to each athlete where the first two numbers are the low age of the athlete's 5 year age group and the last three digits are uniquely assigned; to use this option, just check the box "5 digit number; 1st 2 digits = age". Or you can number strictly by age group.



Enter Athletes in a Meet

There are three ways to enter athletes in a meet:

- Manually when you Add an Athlete
- Manually from the Athlete Browser
- By Importing from a Disk (click here to see How to Import Meet Entries from a Disk)

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When you Add or Edit a Particular Athlete

Click on the **Add Athlete** button or highlight a particular Athlete from the Browser and click on the **Edit Athlete** button on the Athletes Tool Bar. You may declare the events the Athlete will be competing in directly from this screen either by clicking on the event, or by keying in the event number in the event # field. Then key in the entry time with or without a colon or period - "12345" or 1:23.45".

From the Athlete Browser

1. From the Main Menu, Click on **Athletes**.
2. Highlight the Athlete (or click on the alphabet bar to get to the beginning of the first letter of the athlete's last name) and the events in which they are eligible to compete will be listed in the Entries section below. If the Athlete is not listed, you must enter the Athlete in the Database. (Click here to see How to Add Athletes to your Database).

You can reduce the number of athletes showing on your Browse Screen by clicking on the Filter button on the left side of your screen. Here, you can choose to filter by gender, Age, or Team. Only those athletes that fit the criteria you have selected will be shown on the browse screen.

3. You can filter the events shown for this athlete by clicking on the button on the side panel of the Athlete menu under the Show/Hide Age-Ups button. That button has 3 states:
   * Show Eligible Events only
   * Show All events regardless of Age or gender
   * Show Only events that have been entered
4. Click with your mouse on the events you want to enter athlete in. To remove the Entry, click with your mouse on the event again.
5. Key in their seed time/mark (if any). Seed marks vary according to event type and whether the measurement is English or Metric. For example in a running event, you may enter the time as either 12345, 1:23.45 or NT (No Time). In a horizontal field event, you may enter the distance as 1955, 19.55, or ND (No Distance) **if Metric** or 60550, 6-05.50 or ND (No Distance) **if English.** In a vertical field event, you may enter the height as 238, 2.38, NH (No Height) **if Metric** or 60550, 6-05.50, NH (No Height) **if English**.
6. If you are deck seeding and know the heat and lane the athlete will be in, key that in now - for example enter "**2/5**" for Heat 2 lane 5. If that heat/lane is already assigned to someone else, **MEET MANAGER** ***for Track & Field*** won't let you assign that heat/flight and lane.
7. You can **scratch** an athlete, declare the athlete as an alternate, or declare the athlete as an exhibition athlete by clicking with your mouse on the SCR, ALT, EXH boxes.

Using the Browser to Enter Individual Events and Relays

1. All eligible events for the highlighted athlete are shown on the bottom half of the screen. To enter an event, simply click the event name and the cursor will jump to the Entry Mark column where you can key in the seed mark (if any). For running events, you may enter the time as either 20499, 2:04.99, or **NT** for No Time. For field events, you may enter an English mark as either 61000, 6-10, 6'10, or **ND** or **NH**; a Metric mark as 1245, 12.45, or 12.45m. If you have **Conversion Formulas**, enter the letter of the formula in front of the mark. See How to Enter Marks.
2. To show relay events, click the **Show Relays** button to the left of the Browser. This adds 3 more columns to the event list for relay information where the Relay column means the relay letter such as A, B, or C relay; where the P-Pos and F-Pos mean the relay position (1-8) for the athlete in Prelims or Finals. To hide relay events, click **Hide Relays**.
3. To alter the displayed **Eligible Events**, there are several choices. The **Eligible Only** button has **four** states: Eligible Only, All Events, All Events Same gender, and Entries Only. The **Eligible Only** is the default. **All Events** displays every event regardless of age, division, or gender. This is useful for

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deleting an athlete that is entered in an event that does not match his/her age, division, or gender. **All Events Same gender** displays every event regardless of age or division. **Entries Only** displays only the events the athlete is entered in and is very useful as an easy read to check entries.

4. Another way to alter the displayed eligible events is to click the **Session All** button at the top which allows you to select a session and filter the **Eligible Events** to only the events in the session.
5. To **remove an entry**, click an event name and you will be prompted to confirm deletion. If results are already entered for this entry, you will be warned.
6. If you are manually seeding and know the **heat and lane/position** the athlete or relay will be in, key that into the Heat/Lane column. An example would be 2/5 for heat 2 lane 5. If that heat and lane/position is already assigned, MM will warn you and not permit a duplicate heat and lane/position assignment.
7. Use the SCR, ALT, and EXH check boxes to **scratch** the entry, declare the entry as an **alternate**, or declare the entry as **exhibition.**
8. The **Scratch All** button to the left of the Browser will allow you to quickly scratch an athlete from all events in the case where he/she did not show up for the meet. This does not scratch relays. The Athlete WILL NOT be scratched from rounds that have been completed.

Delete an Entry

Click on **Athletes** from the Main Menu Bar and then from the Athletes Browser, click on the Athlete that has the Entry you wish to delete. Now **click** on the event name of the entry and **MM** will ask you if you wish to Delete that specific Athlete's entry for that event. Click **OK** to confirm.

Please note, once an entry is deleted, it is NOT reversible without re-keying the information !

Scratch an Athlete or Relay from an Event

Athlete Menu
Relays Menu

There are 4 ways to Scratch an Athlete or Relay from an Event:

1. **From the Athlete or Relay Entry Screens**
   When you choose this method, you may only scratch entries from the 1st round - that is Prelims in a multi-round event or Finals for a Timed Final event.
   Athletes
   - Click on Athletes then pick the Athlete to scratch. Now click on the SCR box under the Entries column in the appropriate row for the event. Or, click on the **Scratch All** button on the **Athletes Tool Bar** to scratch the athlete from all events that have not been completed.

   Relays
   - Click on Relays then pick the Relay Event then the Relay Team Entry to scratch. Now click on the SCR box under the Entries column in the appropriate row.

2. **From the Seed Menu or Seeding Scratch Pad**
   This option is only available if you wish to scratch an entry from the next Round. For example, if Prelims have been completed, you can scratch entries from Finals in a 2 round event or from Semis in a 3 round event.
   - Click on **Seeding** from the Main menu Bar and then pick an Event, and then click on the **Scratch Pad** Button. **MM** will display all the Individual or Relay Entries for that event. Then click on the Scratch Box next to the Athlete or Relay that you want to Scratch.

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- You have the option of clicking on the **Clear Scratches** button if you want to clear all the scratches from the selected event.
- You have the option of clicking on the **Scratch Back** button on the **Scratch Pad Menu** to scratch all the athletes in the selected event after a certain place. For example, you may want to scratch back to 24th place in an 8 lane track giving 3 heats to seed and race and include 2 Alternates. This is usually done when **advancing athletes** from Regionals or Sectionals for a High School State meet.

3. **From the Run Screen**
   Double click on any Athlete or Relay name and confirm that you wish to Scratch this entry.

4. **From the Adjust menu in the Run Screen**
   Click on the **Adjust** Button or press the F8 key from the Run Screen and double click any entry on the list and confirm that you wish to Scratch that entry.

Declare Alternates

When you declare an Athlete or Relay as an Alternate, you are saying that the Athlete or Relay will be printed on the Meet Program as an Alternate but will not be seeded.

Athletes:
Click on **Athletes** then pick the Athlete that you wish to compete as an Alternate. Now click on the **ALT** box under the Entries column in the appropriate row for the event.

Relays:
Click on **Relays** then pick the Relay Event then the Relay Team Entry that you wish to compete as an Alternate. Now click on the **ALT** box under the Entries column in the appropriate row

Please Note
In Multi-Round Events (those with Prelims and then Semis/Finals), two alternates are automatically assigned by MM and printed in the Meet Program report.

Declare Foreign Athletes

Click on **Athletes** from the Main Menu Bar and then the **Add Athlete** or **Edit Athlete** button. Click on the **Status** pull down arrow and click on "Foreign" to declare that Athlete as a Foreign Athlete. The status for that athlete will allow you to restrict Team Scoring or Seeding in the A-Finals of a Championship meet. Click here to see how to Restrict Team Scoring from the Entry/Scoring Preferences menu**.**

When you Export Results at the completion of the meet, you also have the option to "exclude" foreign athletes.

Declare Unattached Athletes

An unattached athlete is one that has no affiliation with a Team. An unattached athlete's points will not be accumulated towards Team Score.

When you Add or Edit an Athlete, **MM** allows you to assign that athlete to an "unattached" team. An unattached Team is any Team that has the first 3 characters of the Team Abbreviation as "UNA" or has a four character abbreviation where the first two characters are digits followed by "UN".

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Automatically Age-Up Athletes

Whenever you Open a New Database, **MM** will ask you to specify the Age-Up-Date to use to calculate each Athlete's age. That way when you enter an Athlete's birth date, **MM** will automatically calculate his/her age. If you are not entering birth dates, then it makes no difference what date you enter for the Age-Up-Date.

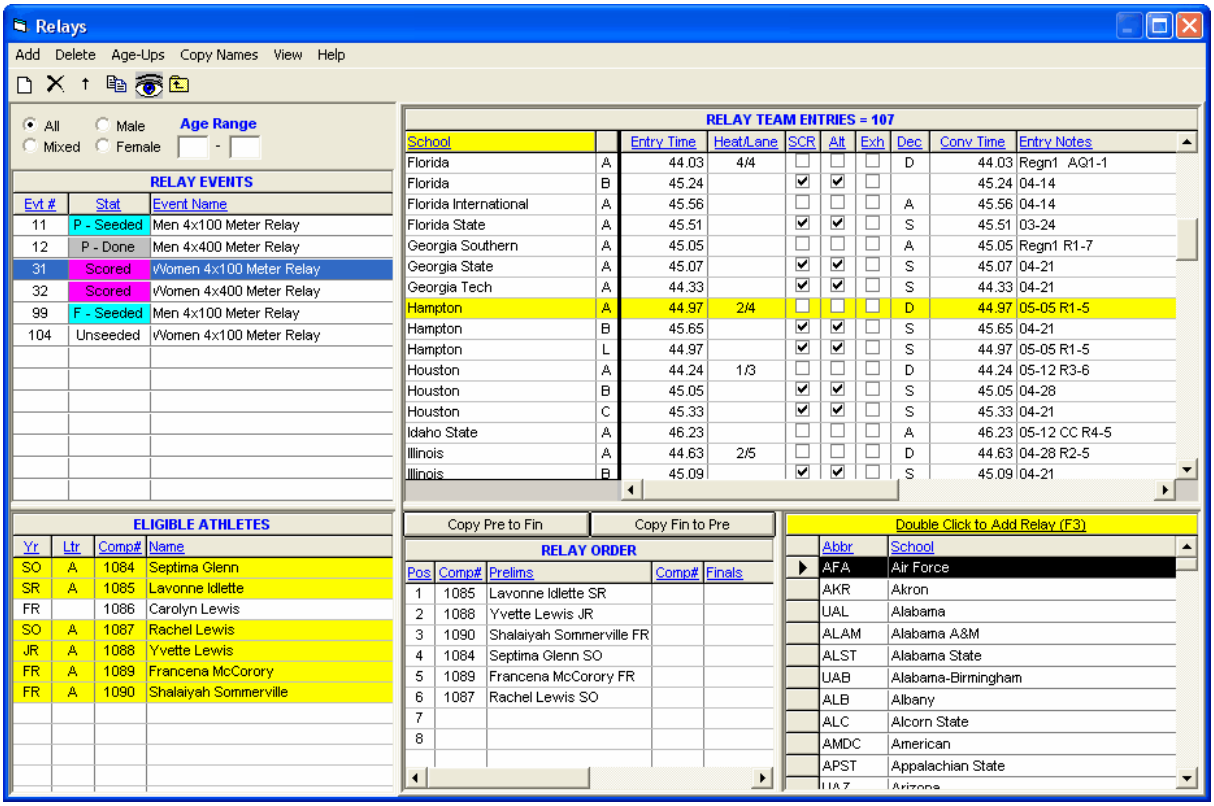
If later you find that you want to change the Age-Up-Date and have **MM** recalculate each Athlete's Age based on this new Age-Up-Date, from the Main Menu Bar click on **Set-up** and then **Athlete/Relay Preferences**. Now you may change the Age-Up-Date (Date for computing ages) on the screen. **MM** will ask if you want the ages of the Athletes recomputed. Click the **Yes** button and **MM** will compare the new Age-Up-Date with the birth date of all of the Athletes and store the new updated age in the Database.

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Relays Menu

Click on **Relays** from the Main Menu Bar to display the Relays Menu as shown below.

- You can sort the Relay Team Entries list by clicking on Team header, the Entry Time header, or the Heat/Lane header.
- To make room to show more Relay Events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- The Relay Event list can be filtered by gender or age range.
- Each window can be resized by dragging one of the divider bars.



Add a Relay

There are three ways to enter relays into your database:

- Manually from the Relays Menu
- Manually from the Athletes Menu
- By Importing Meet Entries from a HY-TEK Meet Entry File

To add relays, click on **Relays** from the Main Menu Bar or on **Relays** at the top of the Athletes Menu. In the Relays Menu at the upper left, select the relay event desired. You can 1) click the **Add icon** and select a team or 2) double click the team name at the lower right. **MM** will ask you what Relay "letter" you wish to assign to that Relay. The first Relay Team for an event will be the "A" Relay, the 2nd the "B" Relay and so on. You can later edit the relay letter by clicking on the Letter column in the **Relay Team Entry** grid and make the change.

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If the event is set-up as a **Multi-Age Group** event, you will also be asked to enter the Relay Age which can be any number in the range of the age group, such as 12 in the 11-12 age group. If the event is a mixed event, you will need to enter the Relay Gender. You can later edit the relay age or the relay gender by clicking on appropriate column in the **Relay Team Entry** grid.

After the relay is added, it will appear in the upper right window and you can enter a seed time by editing the grid directly.

Click here for how to enter relay names. Relay names can be added at any time, before, during, or after the meet.

At this point, you may add additional Relay Teams to the Meet or you might want to declare what Athletes are actually running for each Relay Team. This declaration does not have to be done now, or even at all. If, or when, you do want to declare what Athletes are running for what Relay teams, highlight the particular Relay Team in the Relay Team Entries Browser on this screen. **MM** will show you a list of all eligible Athletes for that Relay Team based on the Gender and Age of the event. You may click on the Show Age-ups button to show any Younger Athletes that might qualify for the Relay Team. For example, for a Girls 13-14 4x100 Relay, you might also like to look at younger athletes that you might want to put on one of the Relay Teams for this event.

Once you have added the Relay Team, **MM** will show that team in the Entry Browser. Highlight the new Relay and key an **Entry Time**, and/or click on the **Scratch**, **Alternate**, or **Exhibition** check boxes as appropriate.

Delete a Relay

To delete an existing relay, click on **Relays** from the Main Menu Bar, and double click the relay name or click the **Delete icon** . MM will ask for confirmation and then delete that relay and all relay names attached to that relay.

Please note, once a relay is deleted, it is NOT reversible without re-keying the information !

Enter Relay Names

You have three ways to assign an Athlete to a position on a Relay Team:

1. Click and drag an athlete from the Eligible Athletes list to the Relay Order list.
2. Double-Click on an eligible Athlete and **MM** will automatically assign him/her to the next available slot for the Relay.
3. Type in the competitor number in the Relay Order list.

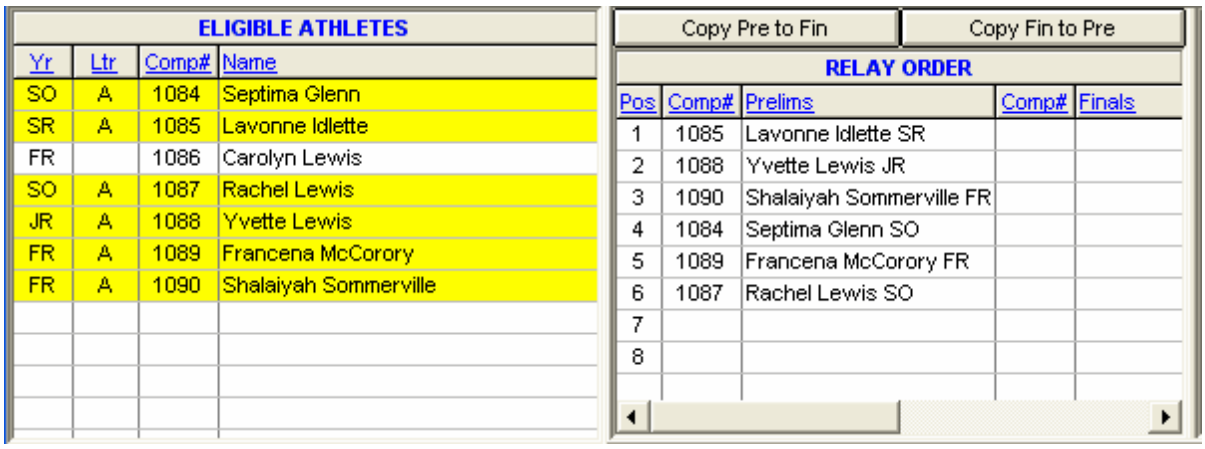
There is room for up to 8 Athletes on each Relay Team to accommodate the 4 primary athletes and up to 4 alternates. If a relay has prelims and finals, there are two sets of 8 slots, one for each round.

Relay Names can be entered from the **Relays Menu** as shown below.

- If names are entered for Prelims, you can click the **Copy Pre to Fin** button to copy the names from left to right.
- If you want to copy relay names from Prelims to Finals for **every relay** in a given event, click the **Copy Names icon** at the top of the Relays Menu.

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- If athletes younger than 15 are eligible for the 15-18 relay in the example below, then click the **Age-ups icon** at the top of the Relays Menu and all athletes 18 and under will be displayed.



ELIGIBLE ATHLETES

Yr	Ltr	Comp#	Name
SO	A	1084	Septima Glenn
SR	A	1085	Lavonne Idlette
FR		1086	Carolyn Lewis
SO	A	1087	Rachel Lewis
JR	A	1088	Yvette Lewis
FR	A	1089	Francena McCorory
FR	A	1090	Shalaiyah Sommerville

Copy Pre to Fin | Copy Fin to Pre

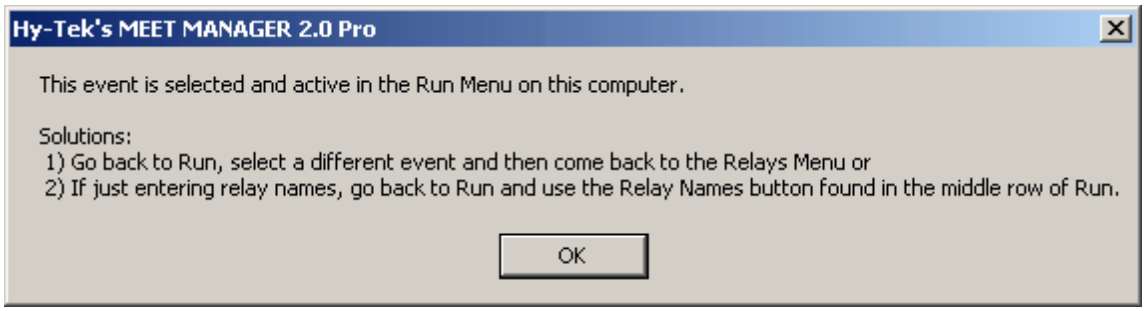
RELAY ORDER

Pos	Comp#	Prelims	Comp#	Finals
1	1085	Lavonne Idlette SR		
2	1088	Yvette Lewis JR		
3	1090	Shalaiyah Sommerville FR		
4	1084	Septima Glenn SO		
5	1089	Francena McCorory FR		
6	1087	Rachel Lewis SO		
7				
8				

Or **Relay Names** can be entered from the Relay Names Menu found in the Run the Meet Menu. From this menu, an entire heat of relay names can be entered.

Entering Relay Names in Multi-User Mode

It is important to know that when an event is selected in the Run Menu while in multi-user mode, the event is locked from the Relay Menu for editing. Even when exiting the Run Menu, the last event selected is still active and locked. If you select an event in the Relay Menu that is locked by the Run Menu on your computer, you will get the following message:



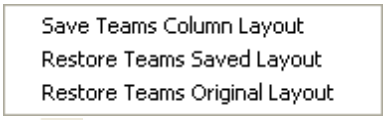
The best solution is to go back to the Run Menu and select an individual event, thus guaranteeing that no relay events will be locked. However, if another computer's Run Menu has a relay event locked, then you will not be able to make changes to the one relay event that is locked by the Run Menu.

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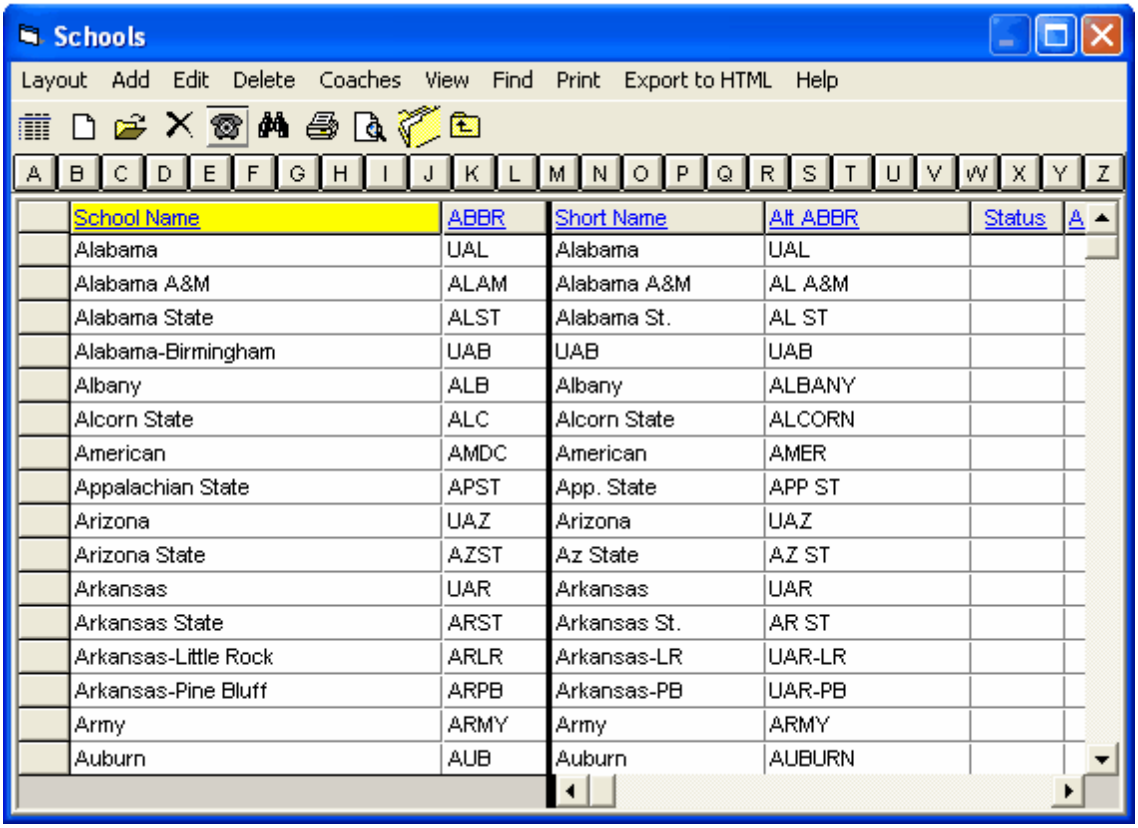
Teams

Click on **Teams** or **Schools** from the Main Menu Bar to display the Teams Menu as shown below.

- If the meet is setup as High School or College, then this menu is called the Schools Menu. Otherwise it is called the Teams Menu.
- You can sort the team list by clicking on any column header.
- To quickly jump to a team in a long list, click on the **alphabet bar** at the top to scroll to the beginning of the first letter of the team name.
- Click **Find** or click the **Find icon**  and start typing the team name and the browser instantly scrolls to the nearest matching team name. The sort must be by team name for this to work.
- You can move the columns of the grid to a different order by clicking on the header of a column, releasing the mouse, and then dragging the header to another location and dropping it.
- To save the current layout of the grid, click the  icon and you have the following choices:



- To print or preview the grid, click the  icon.
- To export the grid to HTML, click the  icon.



School Name	ABBR	Short Name	Alt ABBR	Status	A
Alabama	UAL	Alabama	UAL		
Alabama A&M	ALAM	Alabama A&M	AL A&M		
Alabama State	ALST	Alabama St.	AL ST		
Alabama-Birmingham	UAB	UAB	UAB		
Albany	ALB	Albany	ALBANY		
Alcorn State	ALC	Alcorn State	ALCORN		
American	AMDC	American	AMER		
Appalachian State	APST	App. State	APP ST		
Arizona	UAZ	Arizona	UAZ		
Arizona State	AZST	Az State	AZ ST		
Arkansas	UAR	Arkansas	UAR		
Arkansas State	ARST	Arkansas St.	AR ST		
Arkansas-Little Rock	ARLR	Arkansas-LR	UAR-LR		
Arkansas-Pine Bluff	ARPB	Arkansas-PB	UAR-PB		
Army	ARMY	Army	ARMY		
Auburn	AUB	Auburn	AUBURN		

How to Add or Edit a Team

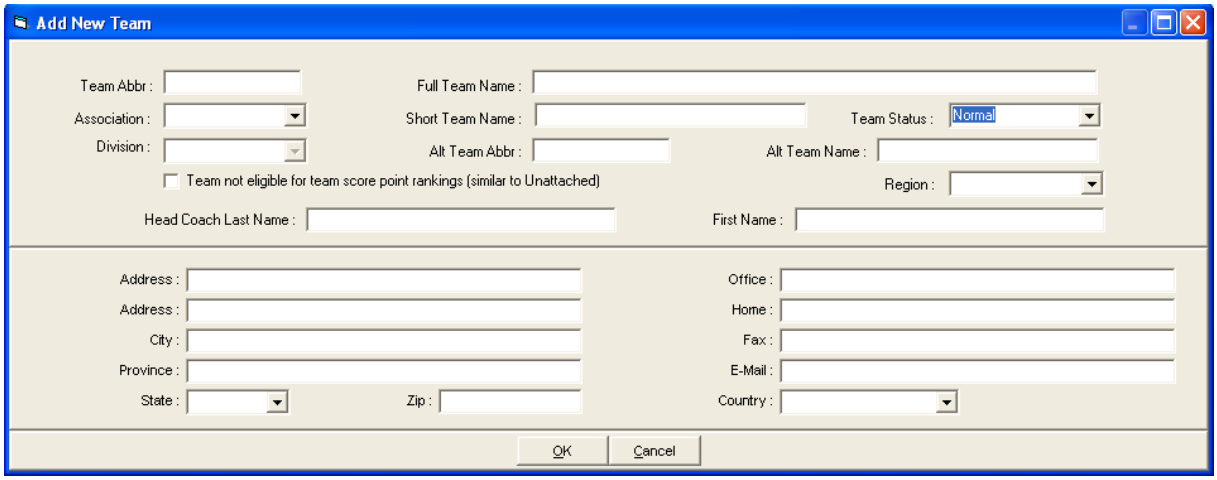
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How to Delete a Team
How to Enter Coaches' Names for a Team

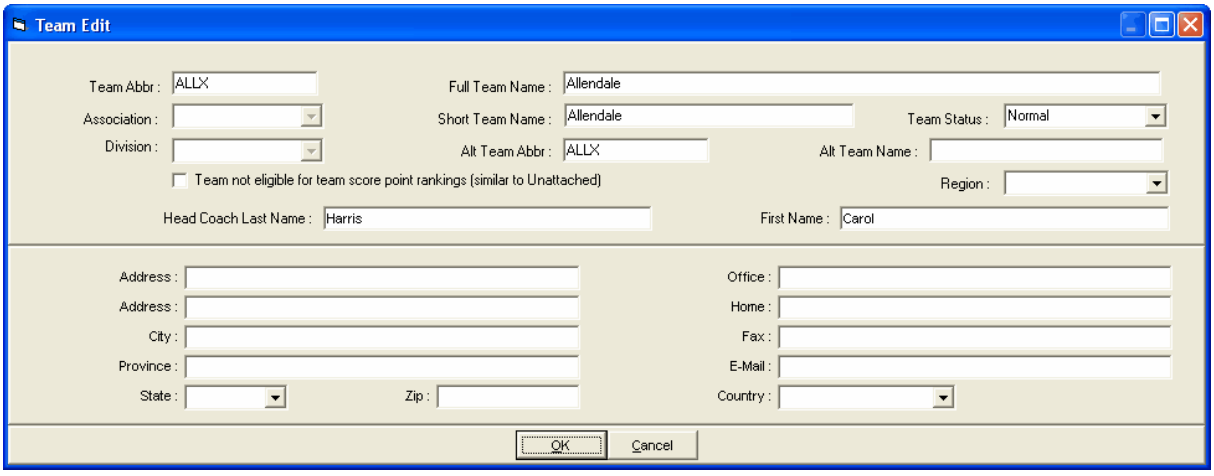
Add or Edit a Team

To add teams, click the **Add icon** at the top of the Teams Browser or press the **F3** key.

To edit a previously entered team, click the **Edit icon** at the top of the Teams Browser or double click a team name in the browser list. A sample of the Add New Team window is shown below.



The Edit Team window looks the same, but with data:



Enter the Team Abbreviation which may consist of up to 4 alpha-numeric characters. **FAST**, **SSTA**, and **EXAC** are examples of Team Abbreviations. This Team Abbreviation will be printed on most Reports next to the name of the Athlete or Relay. You also have the option to specify an **Alternate Team abbreviation** of 6 characters or less. In **Setup / Report Preferences**, there is a check box to specify whether to use the Regular Team abbreviation or the Alternate Team abbreviation on reports. The Alternate Team abbreviation is perfect for use in Intra squad meets where the team is divided in half into Red and White teams. for example - you make the Alternate Team Abbreviation be the real team

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abbreviation and the Regular Team abbreviation be Red and White. Then when you export back to Team Manager, you can use the Alternate Team Abbreviation.

Enter the **Full Team Name** of up to 30 characters and a **Short Team Name** of up to 16 characters which will be used on various reports depending on the space available for the team name. The full team name will be used where possible with the short team name being the 2nd choice. The Team Abbreviation is only used in reports when space is very limited.

You can optionally declare all of the athletes and relays on a given team to be **Exhibition** from the **Edit Team/School Menu** by clicking on the Team Status pull-down arrow and selecting Exhibition.

In the Meet Set-up, if you have declared the Meet Type as **Divisions by Team** or **Divisions by Event** and have checked **Link Teams to Divisions**, you may optionally assign this Team to a **Division**. Refer to Divisions for information on how to set-up **Division** names. If you wish to group teams for the purpose of Team Scoring and have set up Region names, click on the Region pull-down arrow to assign this Team to a region. The **Association** assignment is only available if you have **Divisions by Event** and have checked **Use Division Birth date Ranges**. To configure the Associations available in the **Association** drop down, see Associations.

You may optionally set up **contact and mailing information** for a given Team to be printed on the Team Report and Mailing Labels. You may also set-up as many as 10 coaches and/or managers for the team by clicking on the **Coaches** button on the bottom of the Add/Edit screen or by clicking on the **Coaches** button on the Tool Bar to the left of the Team Browser screen.

An **unattached** athlete is one that has no affiliation with a specific Team and is assigned to an unattached Team.

- Unattached athletes receive points for placing high just like any other athlete, but an unattached athlete's points will NOT be accumulated towards **Team Score**.
- An **unattached** Team is any Team that has the first 3 characters of the Team Abbreviation as "**UNA**". For example, "UNA4", "UNAT", and "UNA" would be unattached Team Abbreviations.
- Any athlete on these unattached teams would be classified as "unattached" and would accumulate individual points, but not team points.
- You can also designate any regular team to have Unattached status. To do this, check the box in the Add/Edit window shown above where it says **Team not eligible for team score point rankings (similar to Unattached)**. This will cause the team to behave exactly like an Unattached team in that points will accumulate for each athlete on that team, but the team will not be listed in any Team Score reports or on the Run screen where team scores are displayed.

Delete a Team

Click on **Teams** from the Main Menu Bar and then from the Team Browser, select the Team that you wish to Delete. Now click on the **Delete icon**  at the top and **MM** will ask you to confirm that you wish to delete that Team and all of its Athletes, Entries, Relays, and Results. Click **OK** to confirm.

Please note, once a team is deleted, it is NOT reversible without re-keying the information !

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Enter Coach Names for a Team

Click on **Teams** from the Main Menu Bar and then pick a Team from the Team Browser list. Now click on the **Coaches icon**  at the top. You may enter up to 10 coaches and trainers that can optionally be printed on the Teams Report and on the Registration Label Report.

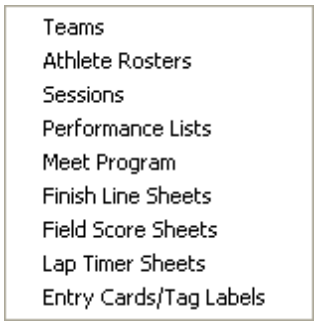


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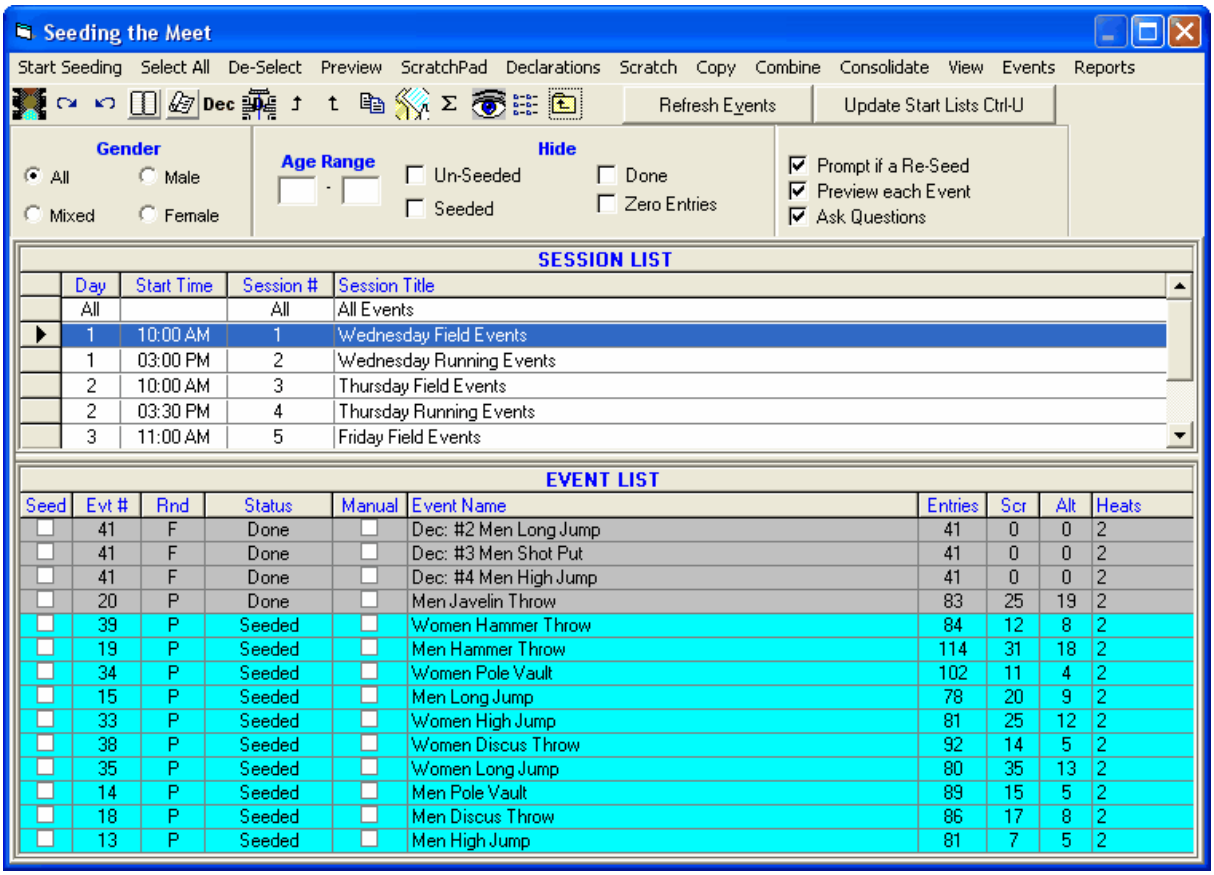
Seeding Menu

This Section describes the procedures for Seeding Events. Seeding is the computerized assignment of athletes and relays into heats/flights and lanes/positions. From the Main Menu Bar, click on **Seeding** to display the **Seeding Menu** below.

- The Session List Browser at the top of the Seeding Menu allows you to work with one session's events or All Events. When a session is selected, only the **event rounds** for that session are shown in the Event List. If an event has not been seeded yet, the status will be **Un-Seeded**. If and event has been seeded, but does not have full results, the status will be **Seeded**. If a round has been completed, the status will be **Done**. If a round is the final round and the event has been completed and scored, the status will be **Scored**.
- Use the Gender and Age Range fields to reduce the event list to one gender or one age group. For example, click on Male and enter 11 and 12 for the Age Range and **MM** will show only the Male 11-12 events in the Event List Browser.
- To make room to show more events in the event list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- Use the **Hide Un-Seeded** check box to hide the rounds that are un-seeded.
- Use the **Hide Seeded** check box to hide the rounds that are seeded.
- Use the **Hide Done** check box to hide the rounds that are done or scored.
- Use the **Zero Entries** check box to hide rounds with no entries.
- The check box **Prompt if a Re-Seed** warns you if you attempt to re-seed an already seeded event. This is used as a precaution to prevent you from accidentally re-seeding an event when you did not mean to.
- The check box **Preview each Event** allows you to preview the seeding for each event after each event is seeded. If you have selected several events to be seeded simultaneously, the preview will appear before the next event is seeded. This preview is equivalent to clicking the Preview icon and gives you a chance to adjust the seeding if you want to.
- Check the **"Ask Questions"** check box if you want to be prompted for the advancement formula, to change the randomization rule or not, to pick break points, or to change the number of athletes per flight in a field event or distance event. If you elect not to check the **"Ask Questions"** box, MM will make its best guess at what you want. Normally, it would be better to check "Ask Questions."
- From the Reports selection at the top, you can access the following reports:



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The Seeding Process

The seeding process is started by clicking the **Start Seeding** button. This will cause MM to seed each of the *selected* events one after the other with no interruption unless you have checked either the "Prompt if a Re-Seed" check box, the "Preview each Event" check box, or the "Ask Questions"check box. To select an event, click the event name or check the seed box at the beginning of each row. To select all events, click the **Select All** button. To un-select all events, click the **De-Select All** button. Use the Manual check box to prevent accidentally seeding or re-seeding an event you don't want seeded or re-seeded.

> ***Please note that MM will seed ONLY those events/rounds that you have selected either by clicking on the event/round itself or by clicking on the Select ALL button on the Seed Tool Bar. Any event with the Manual check box checked will not be selected and therefore will not be seeded.***

If no events have been seeded, the only event rounds that will appear in the Event List browser are the Prelim rounds and Final rounds of one round events. If an event has 3 rounds, the semi-final round will not appear in the Event List browser until Prelims are "Done". Thus a prior round must be complete before the next round can be seeded.

Advancement formulas appear on Draft Heat Sheets created from the Seeding Preview.

Seeding Basics

Seeding is the computerized placing of athletes and relays into heats and sections. It also includes the computerized placing of athletes into field event flights.

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Automatic seeding is not available without the Seeding Option. In other words, the Start Seeding button in the Seeding Menu is activated only with the Seeding Option. All other buttons discussed in this Section, such as the Scratch Pad, Preview, and Copy Entries, are useable without the Seeding Option.

An event can have from **one to four rounds**. A Final Only event has one round. A Prelim/Final event has two rounds. If an event has Semi-Finals in addition to Preliminaries and Finals, then it has 3 rounds. Some events may have 4 rounds in which case there will also be quarter-finals. You specify the number of rounds for an event when you add the event to the database.

The seeding of track and field events can be a complex process. Between the various track organizations, such as IAAF, USATF, AAU, NCAA, each State High School Association, and Masters/Veterans, the variance of rules and methods for assigning heats and flights causes the number of ways to place athletes in heats and flights to number in the hundreds. **MM** accommodates this vast array of seeding methods through a four step process.

4 Step Seeding Process

1. How do athletes/relays advance from one round to another?
2. How are athletes/relays assigned to heats/sections/flights?
3. How are lanes/positions chosen within heats/sections/flights?
4. In what order do the heats/sections/flights compete?

In **MM**, each and every event is individually seeded according to how the previous four questions are answered for each event. This Section is designed to help you understand how to get the most out of **MM**'s flexible method of using the four steps.

Along with the 4 step seeding process, 4 other factors must be known in order to complete the seeding process:

1. What are the randomization rules for mixing the lanes in a heat or section in an in lanes race?
2. What is the maximum number of athletes/relays to be in any heat, section, or flight?
3. How many athletes/relays qualify for the next round?
4. How many heats in finals of events with more than 1 round?

Seeding Tips

1. **Manual Seeding** is the **manual process** of assigning Athletes and Relays to heats and lanes. How To Run an Un-Seeded Meet describes 4 ways to manually seed.
2. Before seeding, use the **Scratch Pad** to scratch athletes, relays, and alternates from the seeding process.
3. If several or all athletes are seeded with no time, no distance, or no height, they will automatically be seeded randomly. This is also true for those entries entered with the same seed mark. If an event is re-seeded, the entries with the same mark will be randomized again, so **it is important NOT to re-seed after the Start Lists have been printed**.
4. Just before seeding an event, you will be shown how many entries are in the event after scratches, and you will be able to make some changes to the way the event will be seeded without going back to the Events Menu. For example, you can change the number of athletes per flight for field events, change the randomization rule for any round leading up to finals, or change the number of heats in

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prelims so as to force extra open lanes. In High School or IAAF kind of meets, you can change the seeding of the next round to be by time only even if the runners advanced by place and time.

5. If an event is a one round event and is a distance event or a field event, you can "**Pick Break Points**." This provides you a ranked list of athletes to be seeded and allows you to pick where you want the flights to break.
6. To seed the first round by **place and time**, go to Set-up Menu / Entry/Scoring Preferences and check the box for "Show finish place with each entry". Normally this place is the finish place from a lower level qualifying meet. When you seed the first round of a given event, *you will have the option to specify how many places to use to seed by place before using time only*.
7. Just before seeding has been completed for an event, the heats, sections, or flights can be previewed. This preview allows you to switch athletes, move them to empty positions, perform auto team split, and to insert new entries into open lanes.
8. When previewing seeding of events seeded using standard alleys, the preview does not show the 1A, 2A, 3A, etc. alphanumeric alley assignments. The alphanumeric assignments will appear on heat sheets printed from the Meet Program, but do not appear when entering results in the **Run Menu**.
9. When previewing, click the Auto Team Split button to automatically move athletes from the same team in the same heat to a different heat.
10. Use the Preview/Adjust Seeding selection anytime after seeding. Adjustments can also be made in the Run Menu by clicking Adjust and in the Seeding Menu by clicking Preview or Adjust.

Notes on Re-Seeding

1. You may **Re-Seed** the **current** round of an event as many times as you wish. Once a round is completed, that round cannot be re-seeded. For example if the Prelims for a Prelims/Finals event have been completed, you cannot re-seed Prelims. You can only seed round 2 - the Finals.
2. Re-seeding does not erase any results previously entered.
3. If athletes have been scratched, those scratched athletes will **not** be included in the re-seed.
4. To make changes to a prior round, you must use the **Run Menu** to make the changes, however, caution is advised.
5. To change an **advancement formula** after seeding, go to the **Run Menu** and click Advancement Formula.
6. To start an event over, go to File / Purge and **select Reset Event Results and Seeding** or select just **Event Results**.
7. If a few new entries are received after seeding, consider using the Preview/Adjust Menu to drag and drop new entries into open lanes, to switch lanes for two entries, or to move an entry from one lane into another open lane.
8. In a **"Random Select**" meet, re-seeding the first round will delete all entries for the event being re-seeded and then *re-create* the computer generated athlete entries based on how many entries each team gets for the event.

Seeding Process

The seeding process is started by clicking the **Start Seeding icon** . This will cause MM to seed each of the *selected* yellowed events one after the other with no interruption unless you have checked the "Preview each Event" check box or the "Prompt if a Re-Seed" check box. To select an event, click the event name or the check box at the beginning of each row. To select all events, click the **Select All icon** . To un-select all events, click the **De-Select icon** .

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EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
☑	33	F	Un-Seeded	☐	Hept: #1 Men 60 Meter Dash	31	0	0	0
☑	20	P	Un-Seeded	☐	Women 800 Meter Run	35	4	0	0
☑	4	P	Un-Seeded	☐	Men 800 Meter Run	28	3	0	0
☑	24	P	Un-Seeded	☐	Women 60 Meter Hurdles	37	6	0	0
☑	8	P	Un-Seeded	☐	Men 60 Meter Hurdles	41	2	0	0
☑	19	P	Un-Seeded	☐	Women 400 Meter Dash	36	6	0	0
☐	3	P	Un-Seeded	☐	Men 400 Meter Dash	33	12	0	0
☐	17	P	Un-Seeded	☐	Women 60 Meter Dash	33	5	0	0
☐	1	P	Un-Seeded	☐	Men 60 Meter Dash	20	15	0	0
☐	21	P	Un-Seeded	☐	Women 1 Mile Run	21	13	0	0
☐	5	P	Un-Seeded	☐	Men 1 Mile Run	35	18	0	0
☐	18	P	Un-Seeded	☐	Women 200 Meter Dash	34	11	0	0
☐	2	P	Un-Seeded	☐	Men 200 Meter Dash	24	10	0	0
☐	23	F	Un-Seeded	☐	Women 5000 Meter Run	42	8	0	0
☐	7	F	Un-Seeded	☐	Men 5000 Meter Run	52	6	0	0
☐	26	F	Un-Seeded	☐	Women Distance Medley	14	2	0	0

Please note that **MM** will **seed ONLY** those events/rounds that you have **selected**. Any event with Manual Seed checked cannot be selected and therefore will not be seeded.
After your selections have been seeded, you can manually "tweak" or adjust the lane assignments by clicking on the **Preview icon**  and clicking and dragging Athletes or Relays from one heat/lane to another. When you subsequently print the Heat Sheet for that event, your changes will be reflected. Click Here to find out more information about the **Adjust Seeding** feature.

After seeding the above six events, the same window would look like the one below. Note that the **Heats** column now tells you how many heats were created.

EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
☐	33	F	Seeded	☐	Hept: #1 Men 60 Meter Dash	31	0	0	2
☐	20	P	Seeded	☐	Women 800 Meter Run	35	4	0	2
☐	4	P	Seeded	☐	Men 800 Meter Run	28	3	0	2
☐	24	P	Seeded	☐	Women 60 Meter Hurdles	37	6	0	2
☐	8	P	Seeded	☐	Men 60 Meter Hurdles	41	2	0	2
☐	19	P	Seeded	☐	Women 400 Meter Dash	36	6	0	4
☐	3	P	Un-Seeded	☐	Men 400 Meter Dash	33	12	0	0
☐	17	P	Un-Seeded	☐	Women 60 Meter Dash	33	5	0	0
☐	1	P	Un-Seeded	☐	Men 60 Meter Dash	20	15	0	0
☐	21	P	Un-Seeded	☐	Women 1 Mile Run	21	13	0	0
☐	5	P	Un-Seeded	☐	Men 1 Mile Run	35	18	0	0
☐	18	P	Un-Seeded	☐	Women 200 Meter Dash	34	11	0	0
☐	2	P	Un-Seeded	☐	Men 200 Meter Dash	24	10	0	0
☐	23	F	Un-Seeded	☐	Women 5000 Meter Run	42	8	0	0
☐	7	F	Un-Seeded	☐	Men 5000 Meter Run	52	6	0	0
☐	26	F	Un-Seeded	☐	Women Distance Medley	14	2	0	0

If you check the Manual check box for any event, that event cannot be seeded or re-seeded by the computer. This is useful when you have seeded, but do not want anyone to mistakenly re-seed an event.

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Preview / Adjust Seeding

From the **Seeding Menu**, select an event and click the **Preview icon** .

- Heats alternate in color with odd heats in light yellow and even heats in light blue as shown below.
- To show or hide athletes at the bottom of the list, click one of the five radio button choices.
    1. If the event is a relay, the Eligible list at the bottom will be the list of teams entered in the database.
    2. The "+ **Age-Ups**" is used to include Athletes in the Athlete List who could "compete up" for this event - for example all the 12 and unders who might be eligible for a 13 and over 400 meter run.
    3. The **Entered Only** filters the Eligible list to only those actually entered in the event whether in a lane already or not.
    4. The **Alternates Only** filters the Eligible list a) to only those who are first round alternates if the event is the first round or b) if a second round, to only the five fastest who swam prelims, but did not qualify for finals.
    5. The athlete or relay lists can be sorted by clicking on the column header.
    6. The seed marks from the previous round are shown for the athlete list if the event is in the 2nd, 3rd, or 4th round.
    7. Alternate athletes are indicated by a tick in the **Alt** column (to edit the **Alt** column check boxes, ensure that the **Entered Only** filter is selected).

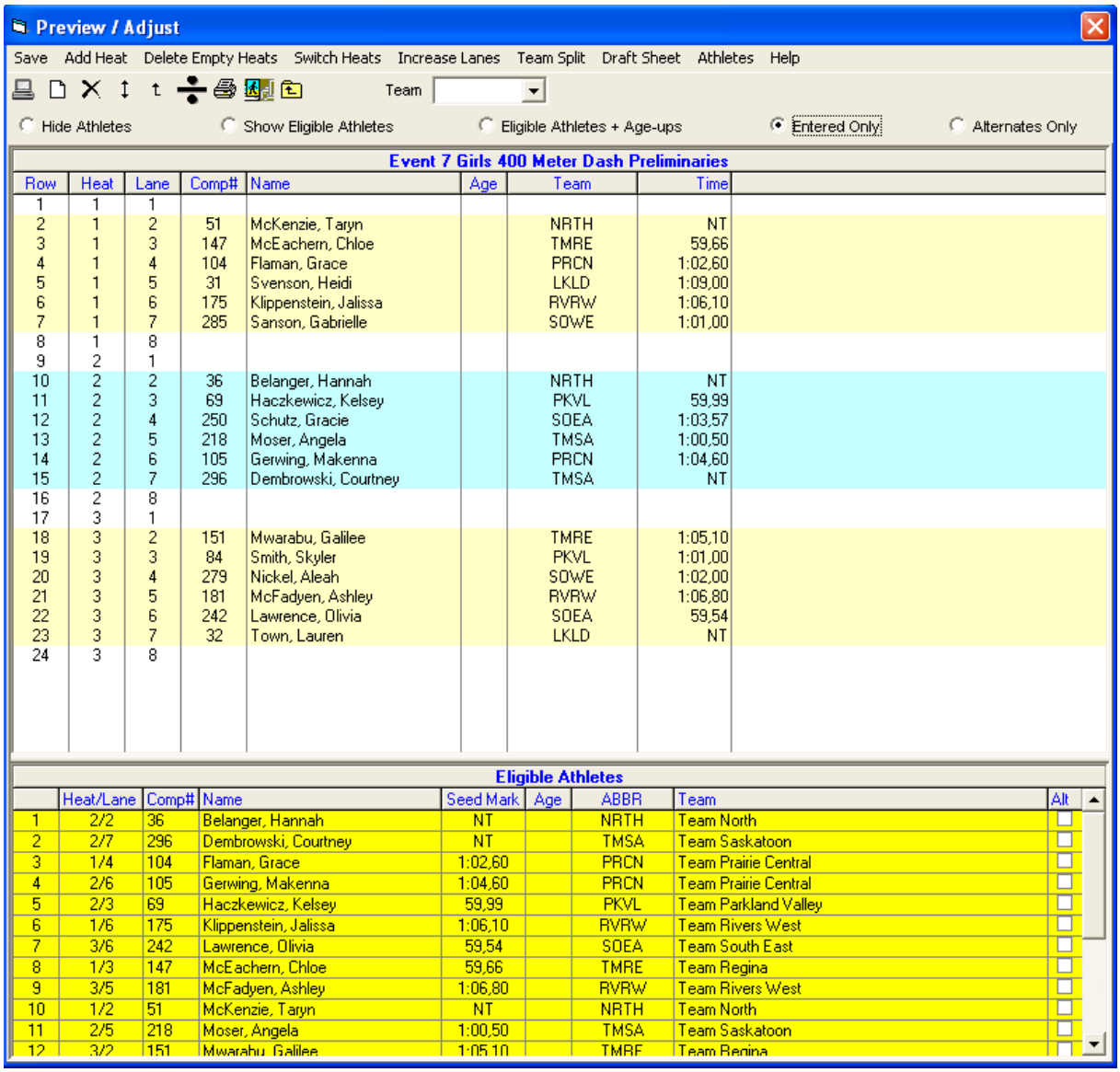
- To move an athlete into a lane:
    1. Click and **drag** the athlete from one lane to another lane in any heat. If you **drop** the athlete onto another athlete, they will be switched.
    2. Double click on an empty lane and then pick an athlete name from the combo box list of athlete names and click OK. If the athlete selected is already in another lane, the athlete will be removed from that lane and inserted into the new lane.
    3. **Drag** an athlete from the Eligible Athletes list up and **drop** into an empty lane.
    4. Double click an athlete in the Eligible list and the athlete or relay team will be moved to the first available lane.

- To scratch or remove an Athlete or Relay from a lane, double click on the Athlete or Relay name in the lane.
- To add a new empty heat, click on the **Add Heat icon** . The empty heat will be added at the end.
- To delete any empty heats, click on the **Delete Empty Heats icon** . If there are five heats and heat three is empty, heats four and five will be moved down one and heat five will disappear.
- If you wish to swap heats, click on the **Switch Heats icon**  and specify which heats you wish to "swap" and MM will move everyone from say heat 5 into heat 6 and everyone that was in heat 6 into heat 5.
- To increase or decrease the number of lanes / positions, click on **Increase Lanes** or the **Increase Lanes icon** . This works the same as pressing **Ctrl-I** from the Run Menu. You can increase the number of lanes to whatever the limitations are for the event. You can only decrease lanes to whatever will still include existing athlete lane / positions.
- To automatically switch athletes or relays from the same team that are in the same heat, click the **Team Split icon** . Many rule books require that if two runners from the same team fall within the same heat, the slower person should be moved to another heat to eliminate the conflict. The interchange should be with another runner of nearest and lesser position in the ranked list used for the seeding of the event. This routine performs this interchange automatically and instantly. Note that any

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athlete that is Unattached (UNA as team abbreviation) will not be switched with other Unattached athletes.

- You create a draft heat sheet by clicking the **DraftSheet icon** . This will simply show the lanes, entries, and seed times without anything else and is used if you needed to make changes and get a quick report out. Note that if you made changes to the heats, printed the draft, and then exited without saving the changes, the draft will not match the seeding in MM.
- After you have completed the adjustment of an event, click on the **Save icon**  and **MM** will save your changes to the database. If you do not Save the changes, the changes will be discarded.



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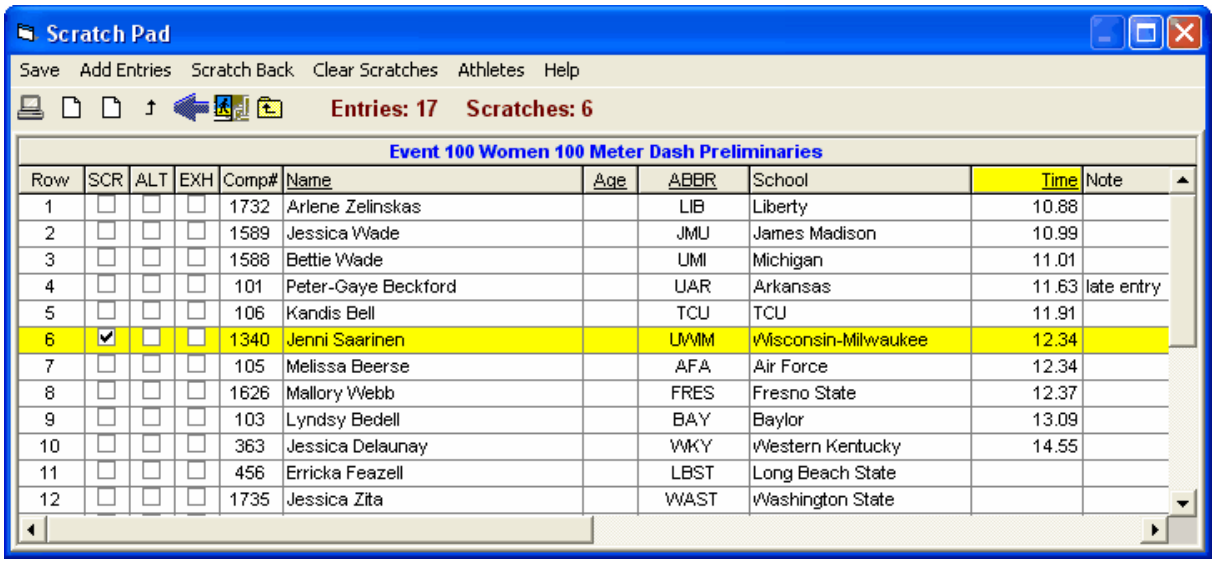
Scratch Pad

The **Scratch Pad** allows you to easily see the entries for a given event to make last minute changes before seeding. It is usually used in conjunction with the Check-in Sheet to remove from seeding those who did not check in for a particular event.

Highlight the event on the Event List and click the **ScratchPad icon**  to display the **Scratch Pad Browser** such as the one shown below. After making changes in the Scratch Pad, one would normally proceed to Start Seeding.

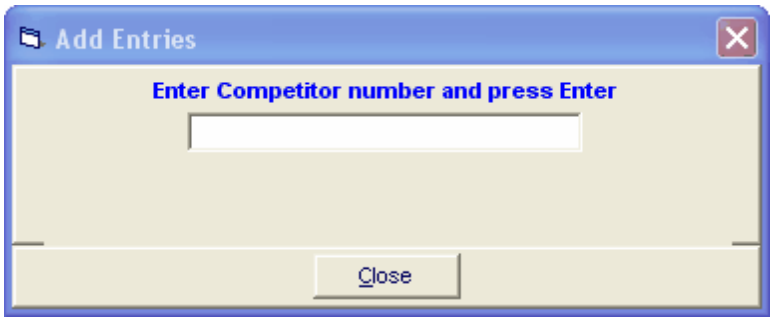
- You can sort the list by clicking any of the column headers that are underlined, such as Name, Age/Yr, ABBR, Time, or Gender.
- To **scratch** or un-scratch an entry, click the box in the **SCR** column. **Scratched entries will not be seeded**.
- To mark an entry as an **alternate** or to remove the alternate status, click on the box in the **ALT** column. **Alternates will not be seeded**.
- To mark or un-mark an entry for **exhibition**, click on the box in the **EXH** column. **Exhibition entries will be seeded**.
- To add entries for individual events, click **Add Entries** at the top or click one of the **Add Entries icons** . There are two choices for adding entries, one **by Competitor Number** and one **by Name**. To add Relays, you would need to use the **Preview Menu** instead of the Scratch Pad or go to the **Relays Menu**. See below for more details on adding individual event entries from the Scratch Pad.
- **MM** also offers you the option to **Scratch Back** to a certain number of entries for the one event. For example, if you want the event to only seed the top 8 and leave 2 alternates, click **Scratch Back** at the top or click on the **Scratch Back icon** , enter 8 for the number to leave un-scratched, and enter 2 for the number of alternates. See also the Scratch Back Section where you can perform this task on many events at one time.
- To clear all scratches for the event, click **Clear Scratches** at the top or click on the **Clear Scratches icon**  and all check marks in the SCR column will be removed.
- To **edit a seed mark**, click on the Mark within the grid and enter a time if a running event, a distance in Metric or English if a field event, and a points total if a Combined Event.
- The **Entry Notes** are displayed in the grid at the far right. You can add or edit any of the Entry Notes by clicking the cell and typing.
- After you have made changes, click **Save** at the top or click on the **Save icon**  and **MM** will save your changes to the database. If you do not Save the changes, the changes will be discarded.

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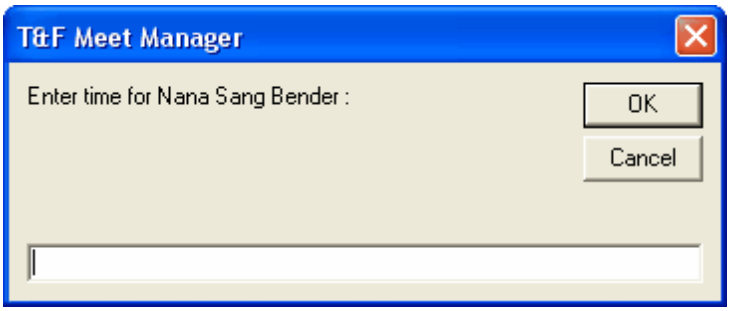


Adding Entries by Competitor Number or by Name

As noted above, clicking Add Entries allows you to add individual events entries either **by Competitor Number** or **by Name**. The first Add icon is for competitor number and the second is for by name. If you click by Competitor Number a window like the one below will appear.

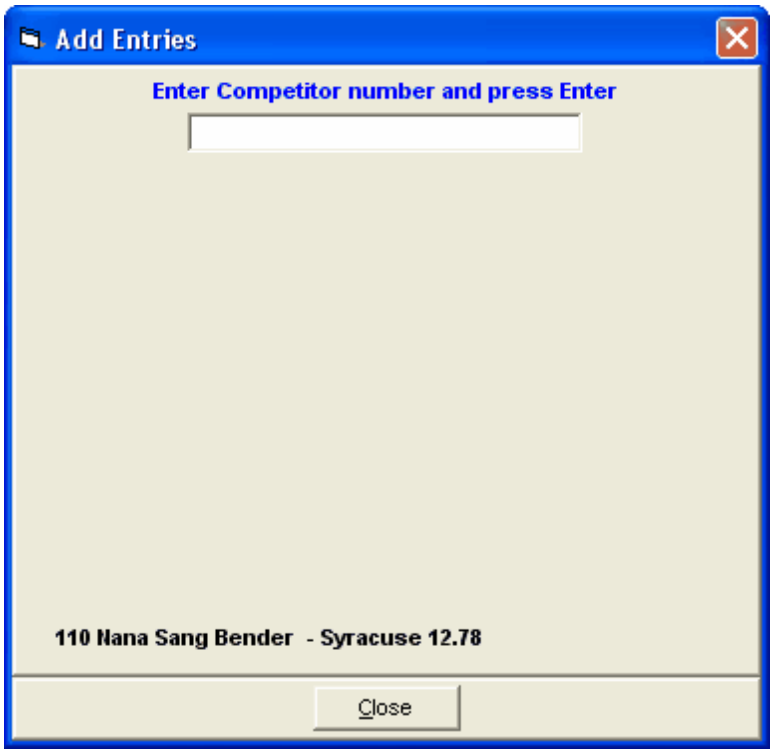


If you enter a competitor number and it is a valid competitor number for an athlete that is not already in the event, you can enter an entry mark:



After entering a time, the window will show the added entry as follows and is ready to enter the next competitor number:

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If Add Entries by Name is chosen, a window such as the following will appear after the down arrow for the combo box is clicked. Upon starting to type the last name the athlete list will scroll and you can click on the name you want. After that, the procedure is the same as listed above for By Competitor Number.



Declaration Pad

There are two methods for handling how entries are selected for seeding:

- The Scratch Method
- The Declaration Method

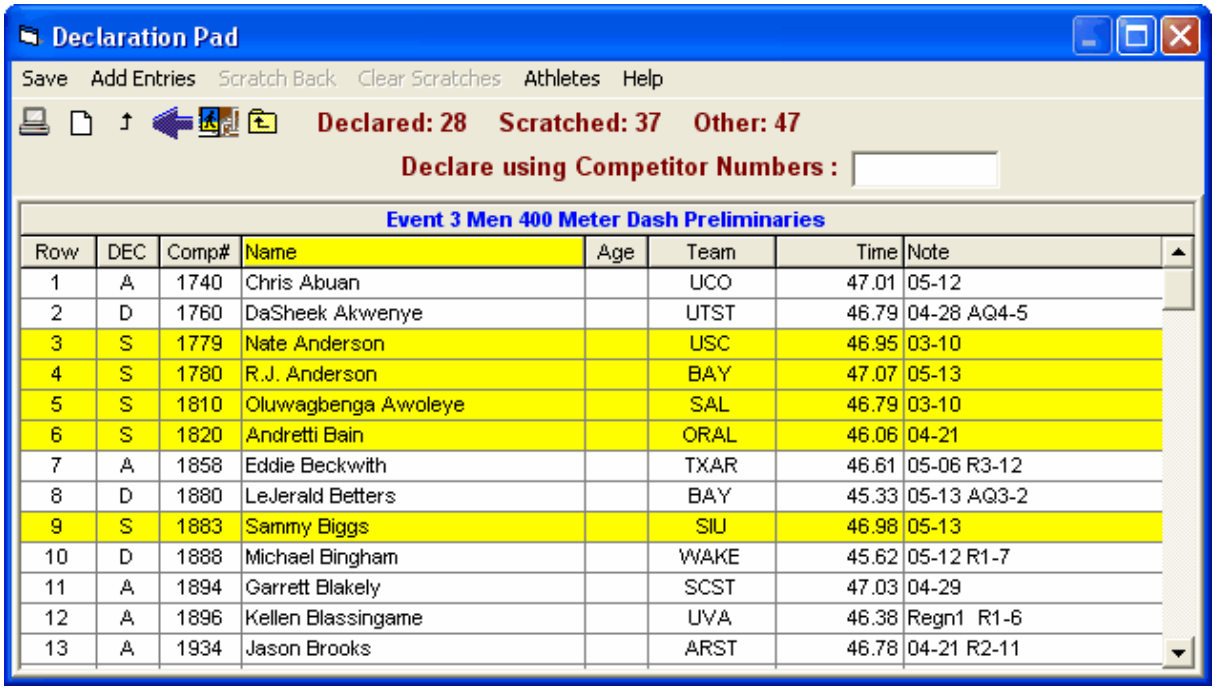
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The Scratch Method assumes every entry is part of the meet unless *scratched.* The Declaration Method assumes no one is in the meet until he or she is *declared* for his or her event. It is very important to understand the difference. Under the declaration method, you use the **Declaration Pad** or **Declarations by Team** to declare each entry as either **declared** (D), **scratched** (S), **alive** (A), or **undetermined** (blank). When seeding using the Declaration mode, only those who have been declared will be included in the seeded heats and flights. You can use the A to mean anything you want. Under the scratch method, all entries are included for seeding except those that have been scratched, regardless of whether they have been declared or not. You use the **Scratch Pad** to scratch those individuals and relays that will not compete in a given event. You can also use the **Declaration Pad** to scratch athletes and relays under both the scratch method and the declaration method. However, if you are using the declaration method, and use the **Scratch Pad** to scratch a declared athlete, he or she will still have a declared status for the particular event, but will not be included in the seeding.

Changing from the Scratch Method to the Declaration Method: From the Main Menu, go to the Set-Up Menu, then to Entry/Scoring Preferences, then to Entries/Results, and then check the box "**Use Entry Declaration Method**."

There are several methods for Declaring entries:

- From the Seeding Menu, select one event and click the **Declarations** / **Declaration Pad** or **Declarations by Team**. All entries will be listed and you can enter **D**, **S**, **A**, or a space for each entry.
- Note: To edit a seed mark, click on the Mark and enter a time if a running event, a distance in metric or English if a field event, and a points total if a Combined Event.
- Note: To edit an entry Note, click on the appropriate row in the Note column and type in a note such as "Altitude Time".
- To quickly Declare entries, you can click on the **Declare using Competitor Numbers** text box and use a bar code reader to read competitor numbers from bar codes. You can also type the competitor number into the text box.



Row	DEC	Comp#	Name	Age	Team	Time	Note
1	A	1740	Chris Abuan		UCO	47.01	05-12
2	D	1760	DaSheek Akwenye		UTST	46.79	04-28 AQ4-5
3	S	1779	Nate Anderson		USC	46.95	03-10
4	S	1780	R.J. Anderson		BAY	47.07	05-13
5	S	1810	Oluwagbenga Awoleye		SAL	46.79	03-10
6	S	1820	Andretti Bain		ORAL	46.06	04-21
7	A	1858	Eddie Beckwith		TXAR	46.61	05-06 R3-12
8	D	1880	LeJerald Betters		BAY	45.33	05-13 AQ3-2
9	S	1883	Sammy Biggs		SIU	46.98	05-13
10	D	1888	Michael Bingham		WAKE	45.62	05-12 R1-7
11	A	1894	Garrett Blakely		SCST	47.03	04-29
12	A	1896	Kellen Blassingame		UVA	46.38	Regn1 R1-6
13	A	1934	Jason Brooks		ARST	46.78	04-21 R2-11

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Scratch Back

The **Scratch Back** feature is available in two places:

1. From the **Preview Menu** to Scratch Back one event at a time.
2. From the **Seeding Menu** to Scratch Back more than one event at a time.

The Scratch Back feature is usually used when you have a limit on how many entries can be in an event. For example, you might have **advanced** all athletes and relays from your four State High School Sectional meets and to reduce the 50 or so entries in each event to only the best 24. Just click on the **Scratch Back icon**  and enter "24" for the number to leave un-scratched. You may also indicate the number of Alternates to include, usually 2. If there are 65 entries in an event, the 25th and 26th entry will have the ALT box checked and 27th through 65th will have the SCR box checked. When this event is seeded, only 24 will be seeded and the 3 heats/flights will appear on the Meet Program with the 2 alternates listed. To delete all scratches from the database, select **File / Purge / Remove Data Selectively**.

When using the Scratch Back feature, it will only apply to the events selected (highlighted in yellow) in the Seeding Menu or to the one event selected in the Scratch Pad. In addition, the Scratch Back from the Seeding Menu will only be applied to Un-Seeded Events and those events that have been seeded will be skipped over.



Scratch Forward

The **Scratch Forward** feature is available only from the **Seeding Menu**.
The Scratch Forward feature might be used to eliminate the top 3 from seeding. Just click on the **Scratch Forward icon**  and enter "3" for the number to scratch up to. Regardless of the number of entries in an event, if 3 is chosen, the top three will be scratched.

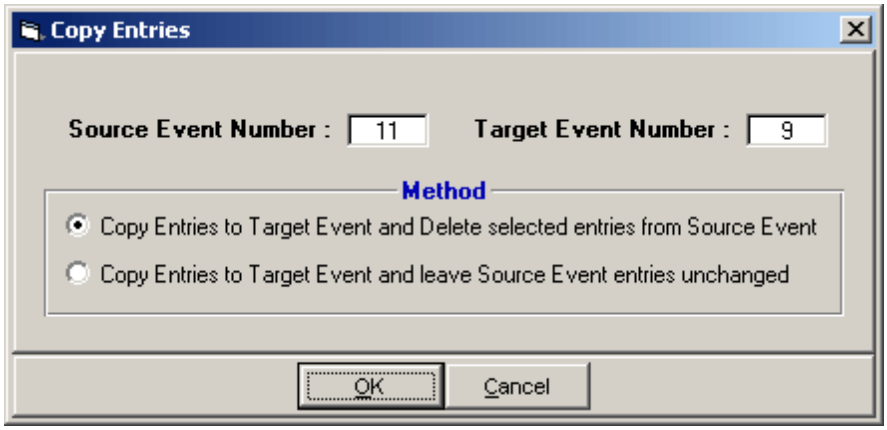
When using the Scratch Forward feature, it will only apply to the events selected (highlighted in yellow) in the Seeding Menu. The Scratch Forward from the Seeding Menu will only be applied to Un-Seeded Events and those events that have been seeded will be skipped over.

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Copy Entries

MM offers a great feature for copying entries from one event (the Source) to another event (the Target). From the Source event, you can copy all entries or any selected set of entries. Just click on the **Copy icon**  from the Seeding Menu to start the process.



Method

There are two methods:

- Copy the selected entries to the target event and **Delete** the entries from the source event
- Copy the selected entries to the target event without deleting the entries from the source event.

Note that if both the source and target event match as far as gender, distance and event type, the entry marks will also be copied. *Otherwise, just the entries with no entry marks will be copied.*

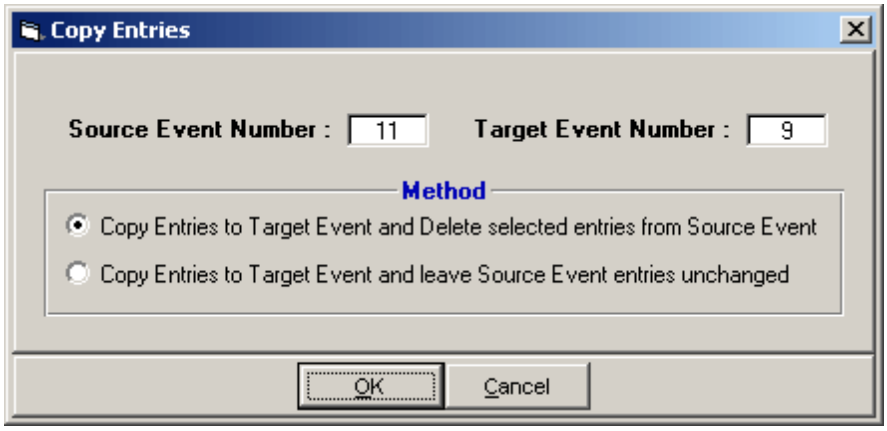
Combine Entries Between Two Events

If you have two events with very few entries in each, you can have **MM** combine these two events and make all the changes to the event itself so that it will still score correctly. For example, assume the target event is event 9:

- Suppose there are 2 entries in event 9 100 meter for 11-12 girls and there are 3 entries in event 11 100 meter for 13-14 girls. The Combine Entries routine will change event 9's age group to 11-14, make it multi-age group with 11-12 and 13-14 as the multi-age groups, and copy the entries from 11 to 9 just like the Copy Entries feature would.
- Suppose there are 2 entries in event 9 100 meter 11-12 girls and there are 3 entries in event 10 100 meter 11-12 boys. The Combine Entries routine will change event 9's gender choice to **Mixed**, make it multi-age group with 11-12 as the only multi-age group, and copy the entries from 10 to 9 just like the Copy Entries feature would.

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From the **Seeding Menu**, click the **Combine icon** and you will see a screen like the one below.



Method

There are two methods:

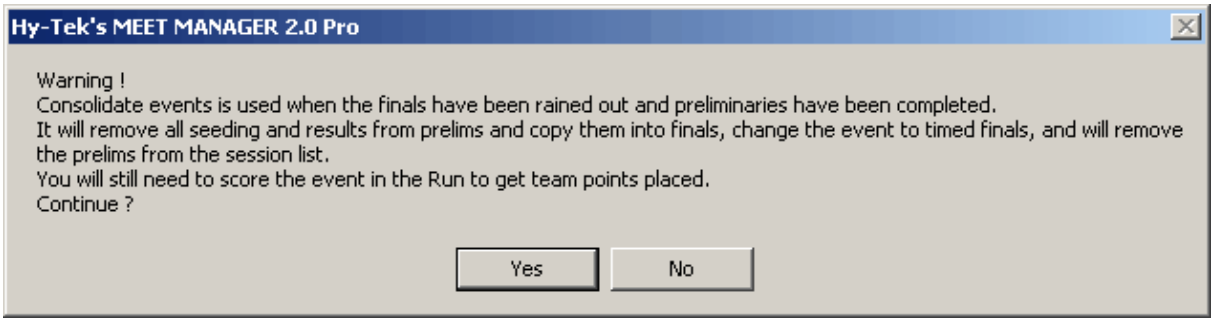
- Copy the selected entries to the target event and **Delete** the entries from the source event
- Copy the selected entries to the target event without deleting the entries from the source event.

Consolidate a Meet

The **Consolidate Meet** feature applies to multi-round events (like Prelims/Finals) in which Prelims have been completed and it has been decided, maybe because of inclement weather, to not complete the Finals. **MM** would move the Prelim results to Finals so that you could go to the Run screen and score the events and print results and scores.

How to Consolidate

1. From the Main Menu Bar, click on **Seeding**.
2. Select the Session which contains the Final round events which would follow the completed Prelim round events.
3. From the list of Final round events, select the events to consolidate.
4. Click the **Consolidate icon** Σ and **MM** will display the following message:



5. If you click Yes, MM will move the Prelim results into Finals and change the event to Timed Finals and remove the Prelims from the Session list for all of the events chosen.

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6. After the Consolidate a Meet has been completed, go to the Run screen, score the consolidated events, print Results, and print Individual and/or Team Scores.

Seeding How To's

Seeding Prelims and One Round Events

The seeding procedure for seeding round one will vary for each event depending on the type of event and how it was set-up. For running events the methods will vary depending on whether the event is run entirely in lanes or not and whether the event is one round or not. In all cases, before seeding an event, you can use the **Scratch Pad** to quickly scratch no shows and alternates. Then, just before actual seeding and if you have checked the "Ask Questions" check box, you can make a few last second changes to how the event will be seeded based on the actual number of entries in the event.

If you have "Ask Questions" checked, depending on the event to be seeded, the following may be asked right before seeding:

1. How many heats/flights for the next round?
2. What advancement formula should be used?
3. Seed 1st round by Place and Time or Time only?
4. Change the Randomization Rule?

In one round events only, you will have the option to pick break points. This means you can pick where you want flights and heats to be divided. Immediately after seeding an event, you can preview the heats, sections, or flights and make adjustments by switching athlete/relay lanes/positions or by moving them to open lanes/positions. You can click **Team Split** to keep athletes from the same team/school from being in the same heat. You use **Meet Program** in the **Reports Menu** to print program heat sheets and **Finish Line Sheets** to print the finish line heat sheets; and **Field Event Score Sheets** to print the field event score sheets. Note that at any time after seeding, you can manually adjust the seeding by using the Preview or Adjust button in the **Seeding Menu** or by clicking **Adjust** while in the **Run Menu**.

Seeding the 2nd, 3rd, or 4th Round

The second round of an event cannot be seeded until results for every athlete or relay have been entered for the first round **and** results have been listed by clicking **List (Ctrl L)** in the **Run Menu**! However, if the event says **Done**, there is no need to press **Ctrl-L**. The same is true for the third and fourth rounds, if any. That is, the prior round must be completed and the status must say **Done** before the next round can be seeded.

Note: Normally, field events should be setup as one round Finals Only.

The seeding procedure for the next round after round 1, 2, or 3 varies depending on the event and the advancement method. Use the **Scratch Pad** to prevent qualified athletes from advancing if they have been eliminated because of injury, because they are **exhibition,** or because **foreigners** are not eligible to advance. In all cases, before seeding is completed, you will have a chance to preview the seeding and make manual changes. To seed the finals of a prelims/finals event, select the finals round. If you do not see the finals round, click All Events at the top of the Session List.

Round 2 of a 2 round event: This is a simple procedure as the advancement was defined when round 1 was seeded. The number of athletes or relays per final heat and the number of heats in the final are defined in the **Events Menu**._

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Round 2 of a 3 round event: The number of heats in this semi-final round was determined when round 1 was seeded. If the advancement is by place and time, then you will be able to select an advancement formula for semis to finals.

Round 2 of a 4 round event: The number of heats in this quarter-final round was determined when round 1 was seeded. If the advancement is by place and time, then you will be able to select an advancement formula for quarters to semis. Regardless of the advancement method, you will also be able to indicate how many heats are to advance from quarter-finals to semi-finals.

Round 3 of a 4 round event: The number of heats in this semi-final round was determined when round 2 was seeded. If the advancement is by place and time, then you will be able to select an advancement formula for semis to finals.

Round 3 of a 3 round event or round 4 of a 4 round event: This is a simple procedure as the advancement was defined when the previous round was seeded. The number of athletes or relays per final heat and the number of heats in the final are defined in the Events Menu.

Seeding Combined-Events

Seeding Combined-Events requires the Combined-Event Option. The Combined-Event Option is probably the most powerful feature within **MM** as events can be seeded exactly as per the rule books and can be scored instantly with automatic lookup of every IAAF scoring table.

Important Note: In order to seed the Sub-Events from the Seeding Menu, the Sub-Events must be added to a Session.

If you need to have the runs seeded randomly, the flights seeded randomly, the high jump separated into flights by ability, and the last run seeded by cumulative points, then the seeding procedure will be very helpful. The method of seeding will be determined by how the event has been set-up in the **Combined-Event Sub-Events Menu**. The actual seeding is very straight-forward and allows you to preview the seeding and switch and move athletes before continuing on to the next event. In addition, for field events and distance running events, you can alter the number of athletes in each section or flight at any time.

The procedure for seeding a combined-event is no different than seeding a one round running event or a normal field event. To print heat sheets and score sheets for combined-events, choose **Meet Program, Field Events Score Sheets,** or **Finish Line Sheets** from the **Reports Menu**.

Seeding a Random Select Meet

A **Random Select meet** is one where each team is given a certain number of entries for each event and those entries are randomly seeded in each event. There are no rosters or names entered ahead of time, just the team names. When creating heats and flights from the **Seed Menu**, "phantom" athlete names for each team will be created. For example, in female event 12, if each team gets 3 entries, the HURR team will have 3 athlete names created as follows: F1 012-HURR, F2 012-HURR, and F3 012-HURR. At any time those "phantom" names can be replaced with real names. If the event is a relay and there are 2 relays per team, HURR "A" and HURR "B" will be added to the event when it is seeded. **"Random Select" requires that you enter teams and that you do not use the "Declaration Method" for entries.**

When running a **"Random Select**" meet, there are no athletes in the database to start out. Only the teams/schools are entered. For each event, each team is permitted a certain number of entries. You set this number for each event by entering a number from 2 to 8 in the "# of Runners" text box found in the Edit Event Menu. To convert to a **Random Select** meet, go to **Set-up / Seeding Preferences**. Check "Use special Random Select Method for Seeding".

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Use the Seeding Menu to automatically create fictitious names for athletes and to seed the event. If you have entered 3 for number of runners (entries) in a particular event, and there are 6 teams, 18 entries will be created and they will be randomly seeded just like in any other event. If you do not want more than one entry from the same team/school in the same heat, in the **Seeding Menu,** click **Preview / Adjust**, then click **Auto Team Split** for an automatic team split. Because there are no athletes or relays in the database when you start out, the seeding creates unique athlete names such as F1 012-HURR which means female athlete 1 for the HURR team in event 12. At any time, the "created" name can be replaced with the real name by editing the fictitious name from the Athlete Menu. Meet programs can be printed and the coaches send whomever they wish to fill their team's allocated lanes or positions.

Seed Exhibition Athletes Last

If you wish to make sure that Exhibition Athletes are seeded last, click on **Set-up** from the Main Menu Bar and then click on **Seeding Preferences**. Now click on the **Seed Exhibition Athletes Last** check box.

When you seed event(s), **MM** will make sure that no matter what the entry time/mark is for Exhibition entries, they are always seeded last.

Manually Seed an Entry (Individual or Relay)

MM offers you four ways to manually Seed or **Manually Seed** an Entry:

1. **From the Athlete Menu or the Relay Menu**
   When you choose this method, you may Manually Seed entries for the 1st round ONLY; that is Prelims in a multi-round event or Finals for a Timed Final event.

   Athletes
   Click on **Athletes** from the Main Menu then pick the Athlete and position the cursor on the Heat/Lane column under Entries in the appropriate row for the event. Now enter the Heat/Flight and Lane in which this Athlete is assigned to compete in the format Heat/Lane - for example, enter "4/5" for Heat 4 Lane 5.

   Relays
   Click on **Relays** from the Main Menu. Next pick the Relay Event and then the Relay Team Entry to Manually Seed. Now position the cursor on the Heat/Lane column under Relay Team Entries in the appropriate row. Now enter the Heat/Flight and Lane in which this Relay is assigned to compete in the format Heat/Lane - for example, enter "3/1" for Heat 3 Lane 1.

2. **From the Seeding menu**
   Click on **Seeding** then pick an Event then click on the Adjust/Preview Button. **MM** will display all heats/flights as currently configured. If there are no entries in any lanes/positions, then there will be one empty heat. If the event is an individual event and the eligible athletes are not showing at the bottom of the screen, click the "Show Eligible Athletes" button at the left. If the event is a relay event and the eligible teams/schools are not showing at the bottom of the screen, click the "Show Teams" button at the left. Click on an athlete or team name at the bottom of the screen and "drag" that Entry into any open lane/position. If the heats/flights are full, you can click on the **Add Heat** button to add another heat/flight. If the event is an individual event, you can also **double click the empty lane** and a pop-up window will appear where you pick from a list or start typing the last name and the list will scroll automatically to the best fit for the name.

3. **From the Adjust Menu in the Run Screen**

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Click on the **Adjust** Button, or press the **F8** key, from the Run Screen. This takes you to the Adjust/Preview Menu as described in 2. above.

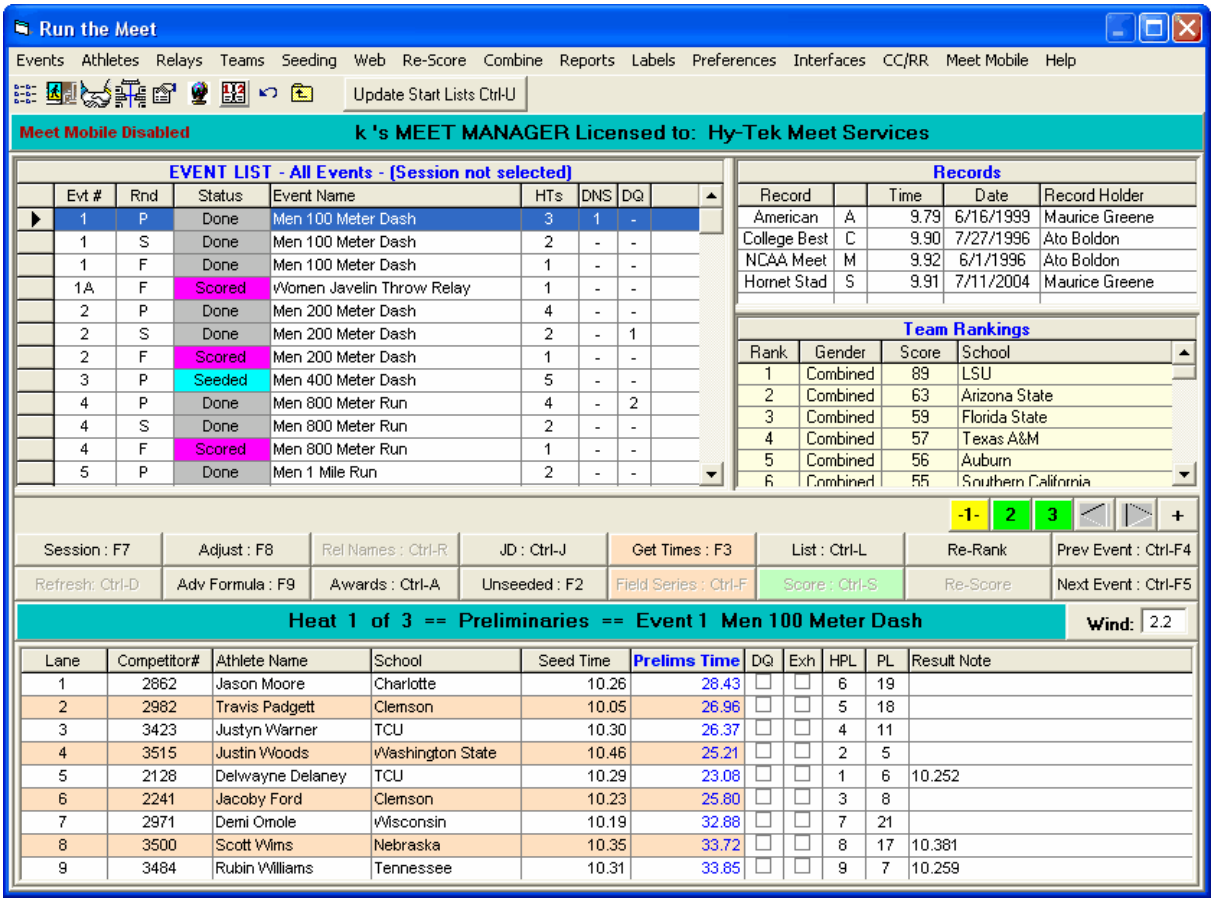
4. **Using the Competitor # from the Run Screen**
From the Run Screen, position your cursor in the field under the Competitor # column for the lane that you wish to Manually Seed the Athlete. Enter a competitor # that was previously setup for the Athletes. **MM** will Manually Seed this Athlete in the lane that you selected. You may navigate through the competitor numbers in this column using the Tab or Enter keys. If the Comp# column is not showing, go to Setup / Athlete Preferences and check "Enter Competitor Numbers". If the athletes do not have competitor numbers, go to the Athletes Menu and click the Comp# button at the left to automatically number all athletes.

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Run the Meet Menu

This Section describes how to enter results and run a meet. From the Main Menu Bar, click on **Run** to display the **Run the Meet Menu** below. The Run the Meet Menu forms the Operations Center for MM.

- The event list is displayed in the upper left window and the event list can be reduced by selecting a Session using the **Session** button or pressing **F7**. You select one event at a time which then displays one heat at a time in the bottom window. Note that the event list grid keeps a running total of the number of No Shows and DQs for each event.
- The Records and running Team scores are displayed in upper right windows.
- The bottom window displays one heat at a time and allows you to enter results.
- The Interfaces choice at the top is where you manage your interfaces with Photo Finish Timers, Alpha-numeric Scoreboards, FieldLynx, and Track Button Finish Timers. If a serial port must be opened to communicate with one or more of these devices, then this is where you select the COM Port.
- Each window can be resized by dragging one of the three divider bars.



About the Run the Meet Screen

The **Run the Meet Menu** has four windows, many icons and many buttons. The following links describe the function of each of these parts.

Event List Window
Records Window

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Team Scores Window
Heat Window
Run the Meet Menu Bar
Run Screen Options Bar
Run Menu Shortcut Keys

Event List Window

The **Event List** window is the upper left window of the Run the Meet Menu and displays a set of events.

- This list defaults to being the entire event list in numerical order.
- If a session is selected, the list will contain the events setup for the session from Events / Sessions. The session order does not have to be in numerical order. In the example below, Session 7 has been selected. To select a session, click the **Sessions button** or press **F7**.
- The event round is shown in the Rnd column.
- The number of heats/flights for each event is shown in the HTs column.
- As results are entered, the status for each event is updated. The status can be Un-Seeded, Seeded, Done, or Scored.
- The event list grid keeps a running total of the number of No Shows and DQs for each event.

EVENT LIST - All Events - (Session not selected)

Evt #	Rnd	Status	Event Name	HTs	DQ	DNS	DNF
1	P	Done	Men 100 Meter Dash	3	-	1	-
1	S	Done	Men 100 Meter Dash	2	-	-	-
1	F	Done	Men 100 Meter Dash	1	1	-	-
2	P	Seeded	Men 200 Meter Dash	0	-	-	-
3	P	Seeded	Men 400 Meter Dash	0	-	-	-
4	P	Done	Men 800 Meter Run	4	2	-	-
4	S	Done	Men 800 Meter Run	2	-	-	-
4	F	Scored	Men 800 Meter Run	1	-	-	-
5	P	Done	Men 1 Mile Run	2	-	-	1
5	F	Un-Seeded	Men 1 Mile Run	0			
6	P	Done	Men 3000 Meter Steeplechase	2	1	-	-
6	F	Scored	Men 3000 Meter Steeplechase	1	-	-	-

Records Window

The **Records** window is the upper right window of the Run the Meet Menu and displays all records for the selected event.

- If a result is entered for a heat that is faster than a record in the list, the record is highlighted in turquoise. In the example below for the Women's High Jump, the Tyson Meet record is broken.
- If the event is a sub-event for a Combined Event, records for that sub-event are shown.

Records

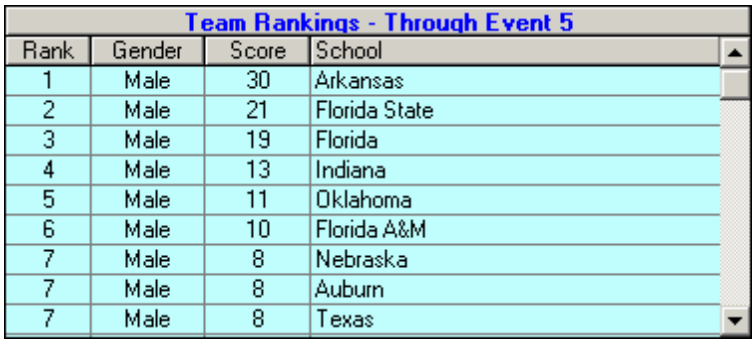
Record		Time	Date	Record Holder
American	A	2.01m	2/28/1998	Tisha Walker
Collegiate	C	1.97m	2/14/1998	Bernhagen / Acuff / Aldrich / Gyorff
NCAA Meet	N	1.97m	3/11/1995	Amy Acuff
Tyson	T	1.94m	3/11/2000	Dora Gyorffy

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Team Scores Window

The **Team Scores** window is the window below the Records window of the Run the Meet Menu and displays the team scores.

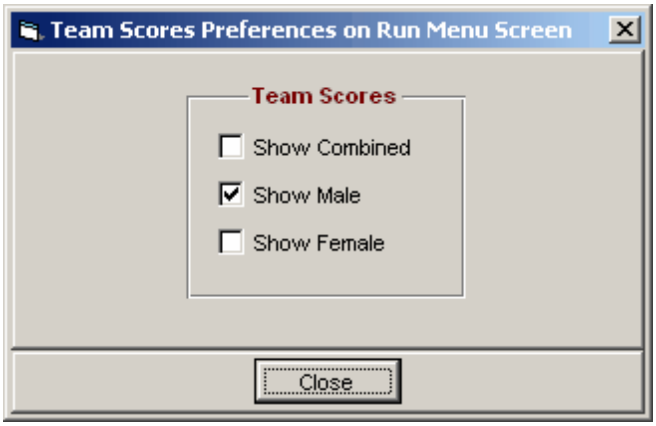
- The team scores window is automatically updated whenever an event is scored from the Run the Meet Menu.
- This window can display three sets of scores: Combined, Male, and Female.
- The team scores can be either 1) the total of the scores **up to and including the current event selected** in the Run the Meet Menu or 2) the **total score of all events** that have been scored regardless of the event selected in the Run. See the Run Menu Preferences for Results for List and Score to set what events to score. In the example below, the scores include events 1 through 5 for Male Team Scores only.



Team Rankings - Through Event 5

Rank	Gender	Score	School
1	Male	30	Arkansas
2	Male	21	Florida State
3	Male	19	Florida
4	Male	13	Indiana
5	Male	11	Oklahoma
6	Male	10	Florida A&M
7	Male	8	Nebraska
7	Male	8	Auburn
7	Male	8	Texas

- At the top of the Run the Meet Menu, you can click **Preferences / Team Scores in Run Menu** to set your preferences for which team scores to show.



Heat Window

The **Heat** window is at the bottom of the Run the Meet Menu. The example below is for an individual event.

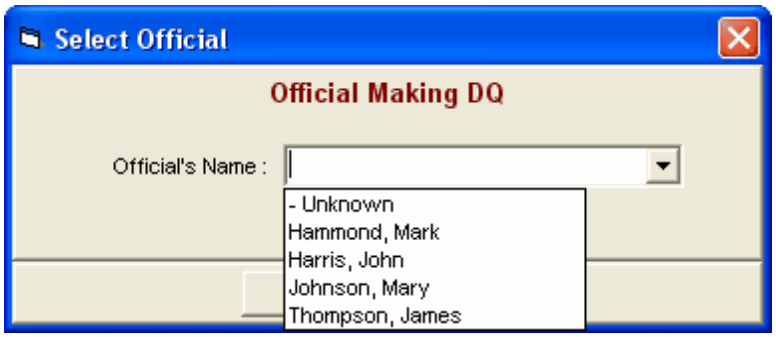
- Results are entered in the **Prelims Time** column.
- If using Photo Finish or a Track Button Timer, the times can be imported for running events. If using FieldLynx, then the marks for field events can be imported.
- If there is an empty lane/position, you can enter athlete's competitor number into the Competitor # column and this will move the athlete into the heat/flight. If the athlete is in another heat/flight, you will receive a message so saying and you will have the option to move the athlete or not.

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- To move an athlete or relay to an open lane in the same heat/flight, you can **drag** the athlete name or the relay name and **drop** it into the empty lane/position. To switch two athletes or relays within the same heat/flight, **drag and drop** it onto another.
- A result note can be added by right clicking any place in a row except the athlete name cell and the DQ cell. Below there are two Result Notes which show the time to the hundredths because it was used to break a tie from another heat.

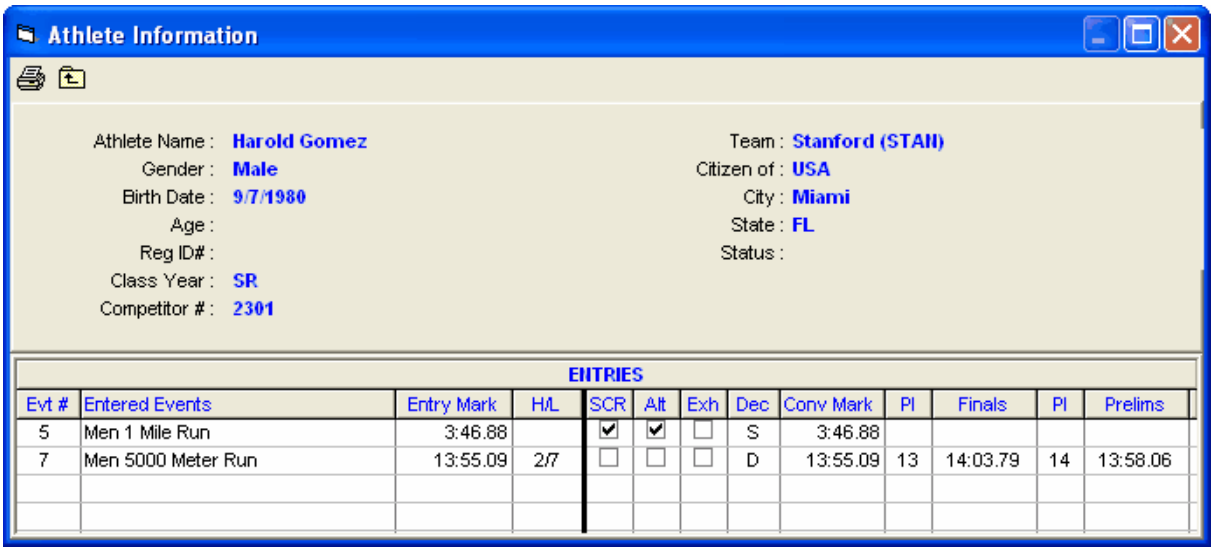
Lane	Competitor#	Athlete Name	School	Seed Time	Prelims Time	DQ	Exh	HPL	PL	Result Note
1	2694	DeWayne Lewis	Southern Utah	10.45	10.66	☐	☐	9	17	
2	1900	Greg Bolden	Florida State	10.21	10.20	☐	☐	5	13	
3	2680	Michael LeBlanc	Syracuse	10.26	10.16	☐	☐	3	7	
4	2796	Raphael McFarlane	Sacramento State	10.43	10.47	☐	☐	8	16	
5	2276	Michael Ray Garvin	Florida State	10.21	10.10	☐	☐	2	4	10.091
6	3253	DJ Smith	Utah State	10.31	10.45	☐	☐	7	15	
7	2151	Walter Dix	Florida State	10.05	10.05	☐	☐	1	1	
8	3352	Richard Thompson	LSU	10.31	10.17	☐	☐	4	10	
9	3073	Marcus Pugh	Oklahoma	10.28	10.39	☐	☐	6	18	10.387

- Right clicking on the DQ checkbox in the heats section will allow you to pick the name of the official making the DQ call. In order to enter an official, the check box must be checked first. A sample selection window is shown below. Officials names must be entered first from Setup / Officials.



- Right clicking on an athlete name brings up a window like the one below with basic information about the athlete and includes a list of all entries and relays for the athlete. The status and results for each entry are also displayed. By clicking the print icon, you can print the entry and results information.

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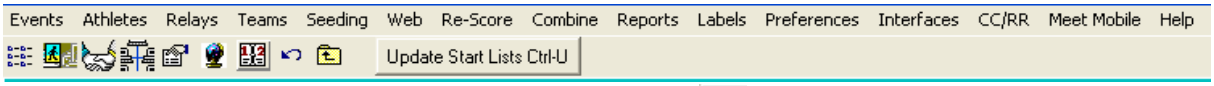


- If the event is a relay, an example of the heat window is shown below.

Pos	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	HPL	PL	Pts
1	Virginia	A	9:36.21	9:42.43	☐	☐	9	9	
2	Brigham Young	A	9:33.70	9:37.09	☐	☐	7	7	2
3	Missouri	A	9:35.25	9:39.43	☐	☐	8	8	1
4	Washington	A	9:36.20	9:36.40	☐	☐	5	5	4
5	Arkansas	A	9:29.25	9:30.79	☑	☐			
6	Notre Dame	A	9:35.12	9:36.67	☐	☐	6	6	3
7	Michigan	A	9:28.12	9:30.82	☐	☐	1	1	10
8	Wisconsin	A	9:36.20	9:34.80	☐	☐	3	3	6
9	UCLA	A	9:35.45	9:33.60	☐	☐	2	2	8
10	Stanford	A	9:33.49	9:35.55	☐	☐	4	4	5

Run the Meet Menu Bar

At the top of the Run the Meet Menu, you will find a Menu Bar which allows you to go to other menus such as the Athletes Menu and to run special routines such as Re-Score all events.



Events: Click **Events,** press **Alt-E**, or click the **Events icon** to display the Events Menu. This is a fast and easy way to Add, Review, or Edit an event. Note that if you make changes to the event currently displayed on the Run screen, there are cases where the changes will not be reflected on the Run Screen. To insure the changes are incorporated, change to a different event and come back to the current event. Click Here to view the Events Menu.

Athletes: Click on **Athletes,** press **Alt-A**, or click the **Athletes icon** to display the Athletes Menu. This is an easy way to add a new athlete or to correct the spelling of an athlete's name. Click Here to view the Athletes Menu.

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Relays: Click on **Relays** or click the **Relays icon**  to display the Relays Menu. This is an easy way to add a new relay to any event. Click Here to view the Relays Menu.

Teams: Click on **Teams**, press **Alt-T**, or click the **Teams Icon**  to display the Teams Menu. This is an easy way to add new teams or to look something about a team, Click Here to view the Teams Menu.

Seeding: Click on **Seeding,** press **Alt-S**, or click the **Seeding icon**  to display the Seeding menu. Any seeding changes made will be immediately reflected in the Run screen. Click Here to view the Seeding Menu.

Web: Click on **Web**, press **Alt-W**, or click the **Web icon**  to display the set-up menu for Real Time Results to a web site. This selection requires the Network **Pro** version of MM. Click Here to view the Web Real Time Results Setup Menu.

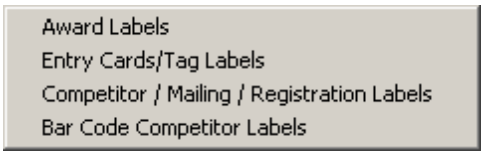
Re-Score: Click on **Re-Score**, press **Alt-O**, or click the **Re-Score icon**  to Re-Score. The Re-score selection gives you the option to re-score **every** event in the Event List window at the top left of the Run the Meet Menu. Click Here to see how to re-score events.

Combine: Click on **Combine**, press **Alt-B**, or click the **Combine icon**  to Combine Results from two events. Both events must be in the first round and must be the same distance and gender. Click Here to see how to combine results.

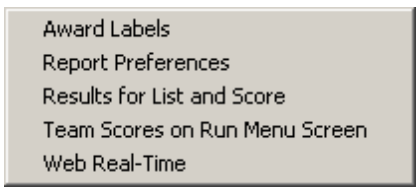
Reports: Click on **Reports** or press **Alt-R** to display a Reports pull-down list.



Labels: Click on **Labels** or press **Alt-L** to go to the Labels pull-down menu list.



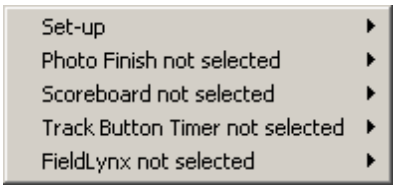
Preferences: Click on **Preferences** or press **Alt-P** to display the pull-down list of customizing menus that apply only to the Run the Meet Menu.



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Award Labels Preferences
Report Preferences
Results Preferences
Team Scores in Run Menu Preferences
Web Real-Time Preferences

Interfaces: The Interfaces Menu has the following choices:



The Set-up selection allows you to pick the vendor for each of the 4 types of Interfaces: Photo Finish, Scoreboard, Track Button Timer, and FieldLynx.

Photo Finish Interface
Scoreboard Interface
Track Button Timer Interface
FieldLynx Interface

CC/RR: This menu item takes you to the CC/RR Module. This method is used if you have results in competitor finish order without times, or are downloading times from a button finish timer, or are using more than one finish line chute, or are using a bar code reader. If your race is over 500 runners, it is recommended that you use this method.

Meet Mobile: Click on **Meet Mobile** or press **Alt-M** to display the Meet Mobile Menu where you can turn on or off the Meet Mobile uploads and where you can upload all completed results by session to Meet Mobile..

Help: Click on the **Help** selection from the Run Menu Bar and pick either **Contents** or **Shortcuts**. The Shortcuts selection will display the **Keyboard shortcuts** available from the Run Menu. You can also press the **F1** function key and MM will display the Help Contents Menu. You can search for "**key words**" or for various "**How To**" Topics to find the answer to your questions. Click Here for details about this feature.

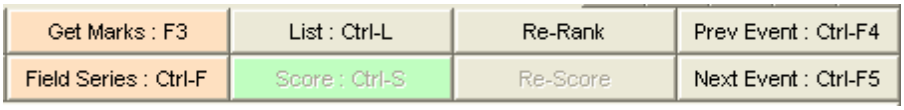
Close: Click on the Exit icon  or press **Alt-C** to go back to the Main Menu. When you return to the Run, all settings including event and heat selection will be refreshed.

Run Screen Options Bar

The Run Screen Options Bar provides a great deal of flexibility over running the meet. The following two sets of 8 buttons each would actually be in one row left to right in the middle of the screen just above the listed heat. The Get Times/Marks and Score buttons have been shaded with a color for better visibility since these three buttons are used so often. To see the buttons as they would appear in the Run the Meet Menu, click Here.

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The third set of buttons above is the **Heat Buttons** row which is just above the Options Bar button and indicates how many heats are in the event and allows you to jump from one heat to any other heat very quickly by simply clicking one of the heat numbered buttons. To get to the next heat, click the right arrow or press **F5**. To get to the previous heat, click the left arrow or press **F4**. The heat buttons have color system. **Gray** means the heat has entries without results; **Green** means the heat has results for every lane/position; **Red** means the heat is the selected heat and has entries without results; **Yellow** means the heat is the selected heat and all entries in the heat have results. There are dashes added to the heat number for the currently selected heat button to help with seeing what the current heat number is. In the example above, heats 1 and 2 are completed, heats 3 and 4 are not completed and the current heat is heat 3. In the buttons below, the same event heat buttons are shown with heat 2 selected. Because heat 2 is completed and is the current heat shown in the Run Menu, it is yellow.



To add a new empty heat or flight, you can click the **+** button to the right or press Ctrl-H. In the above example, clicking the **+** button will add a heat 5.

Session F7 Selection
Refresh Ctrl-D Selection
Adjust F8 Selection
Advancement Formula F9 Selection
Relay Names Ctrl-R Selection
Awards Ctrl-A Selection
JD Ctrl-J Selection
Unseeded F2 Selection
Get Times/Marks F3 Selection
Field Series Ctrl-F Selection
List Ctrl-L Selection
Score Ctrl-S Selection
Re-Rank Selection
Re-Score Selection
Previous Event Ctrl-F4 Selection
Next Event Ctrl-F5 Selection



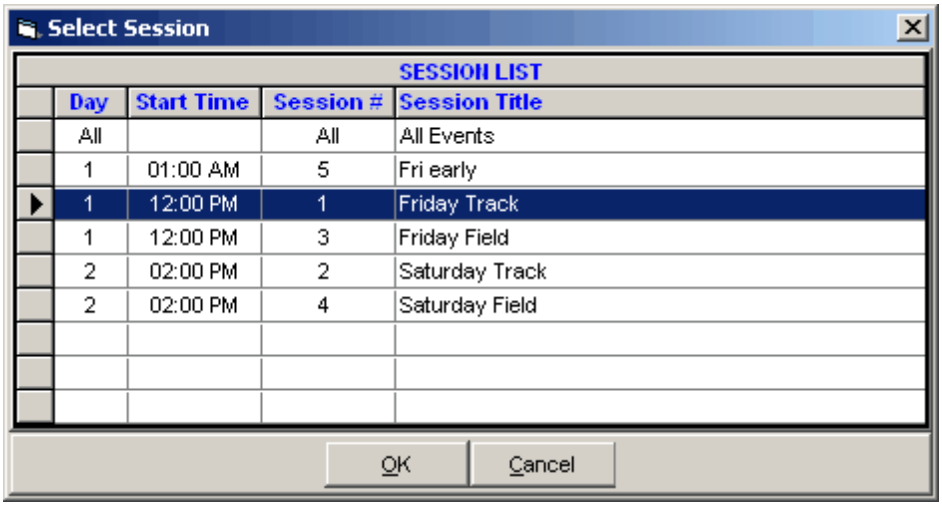
To customize the event selection in the Event List window, click the **Session** button or press the **F7** key.

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- The first time you select the Run Menu, no session will be selected and all events will be shown.

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- Pick a session and click **OK** and **MM** will refresh the Event List window to display only those events and rounds that have been set up for the particular Session chosen.





When a database is open in Multi-User mode with the Pro Network option and when two users are working on the same event in the Run at the same time, the **Refresh** button is used to update the heat information. .

- For example, one computer may be entering results for odd heats and the other computer entering results for even heats. To refresh the current event, click the Refresh button or press **Ctrl-D**.
- The Refresh button is also used to refresh the status of the event list.



From the **Run Screen**, click on the **Adjust** button or press **F8** to display the Preview/Adjust Menu. From this menu you can make many adjustments to the heat assignments, such as:

- You can move entries from lane to lane and heat to heat.
- You can add heats.
- You can insert athletes or relays into lanes.
- You can remove athletes or relays from lanes.
- You can remove empty heats.
- You can swap heats.



In the Run Menu, if an event selected is a qualifying round for an in-lanes race where it has been set-up to advance runners by Place and Time, the **Advance Formula** button will be active. You can then alter the advancement formula in case the wrong one has been selected or the number of heats has changed

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and a new formula is required. Click the **Advance Formula** button or press **F9**, and you will be able to change three items:

1. The number of heats to be advanced to the next round
2. The number from each heat that advance by place
3. The remaining number that advance by time to fill the advancing heat

Advancement formulas appear on Draft Heat Sheets created from the Seeding Preview.

See How to Advance Athletes by Time and Place.

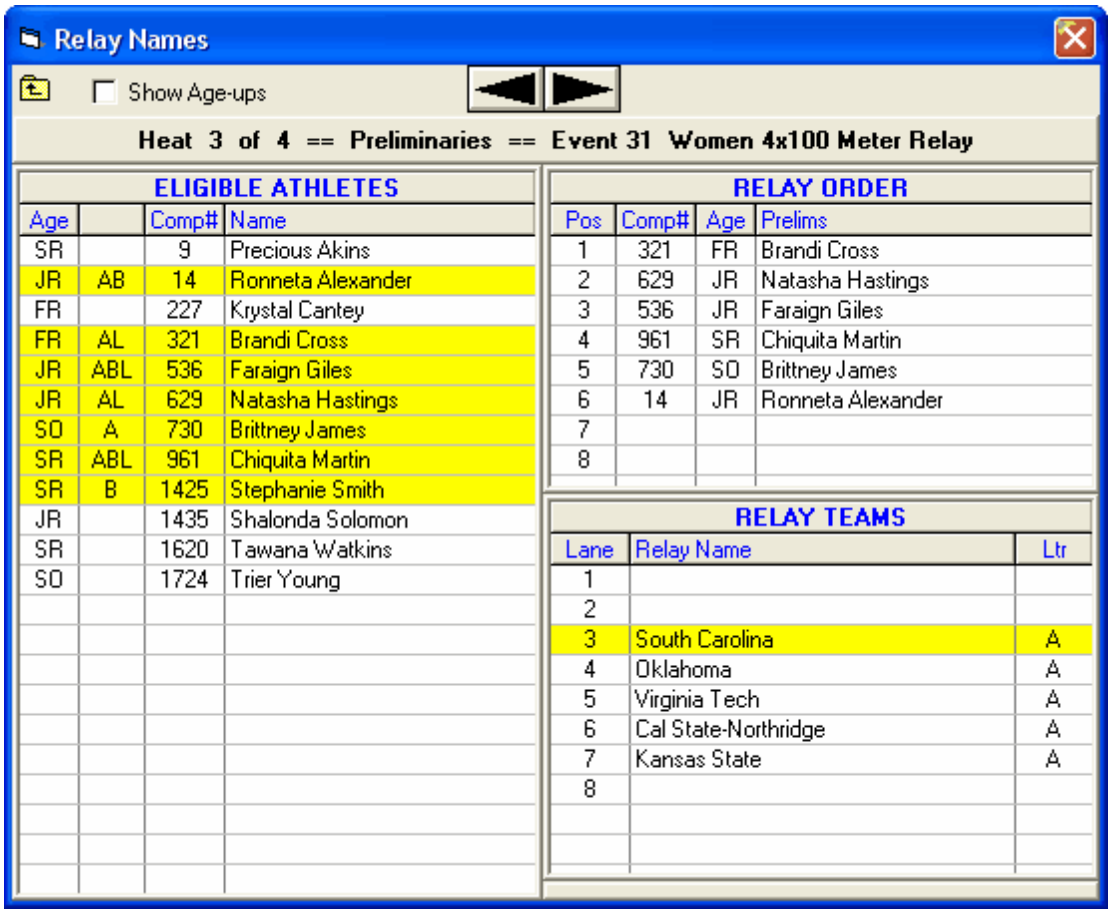
See How to Export Advancers.



From the **Run Screen**, click on the **Relay Names** button or press **Ctrl-R** to display the screen shown below.

- From this menu, an entire heat of relay names can be entered. Just select a relay from the Relay Teams list and put in the relay names in the Relay Order list.
- Use the top left and right arrow buttons to move back and forth between heats.
- If the event is an age group event, say 11-12, the Eligible Athletes list will only contain 11 and 12 year olds. If athletes younger than 11 are eligible, then check the **Show Age-ups** check box and all athletes 12 and under will be displayed.
- You have three ways to assign an Athlete to a position on a Relay Team:
  1. Click and drag an athlete from the Eligible Athletes list and **drop** into the Relay Order list.
  2. Double-Click on an eligible Athlete and **MM** will automatically assign him/her to the next available slot for the Relay.
  3. Type in the competitor number in the Relay Order list.
- When done, click **Exit icon**  at the top left.

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The Awards button in the Run the Meet Menu is designed for **one-click** printing of award labels. This is a real time saver over using the Award Labels Menu.

- You can have the award labels print directly to the printer immediately, print directly to the printer when a page is full, or preview to the screen first. Click Here for how to setup the Award Label Preferences for the Awards button.
- Award Labels are designed to be printed on standard one inch Avery labels for easy placement on plaques, ribbons, certificates, etc. The information on these Award Labels reflect a specific performance by an athlete or relay in a particular event.
- You have two ways to select who gets and award label:
  1. **Standard** - Select this preference when you wish to print Award Labels for each event's top finishers.
  2. **By Heat** - Select this Preference when you wish to print Award Labels for Each Heat.

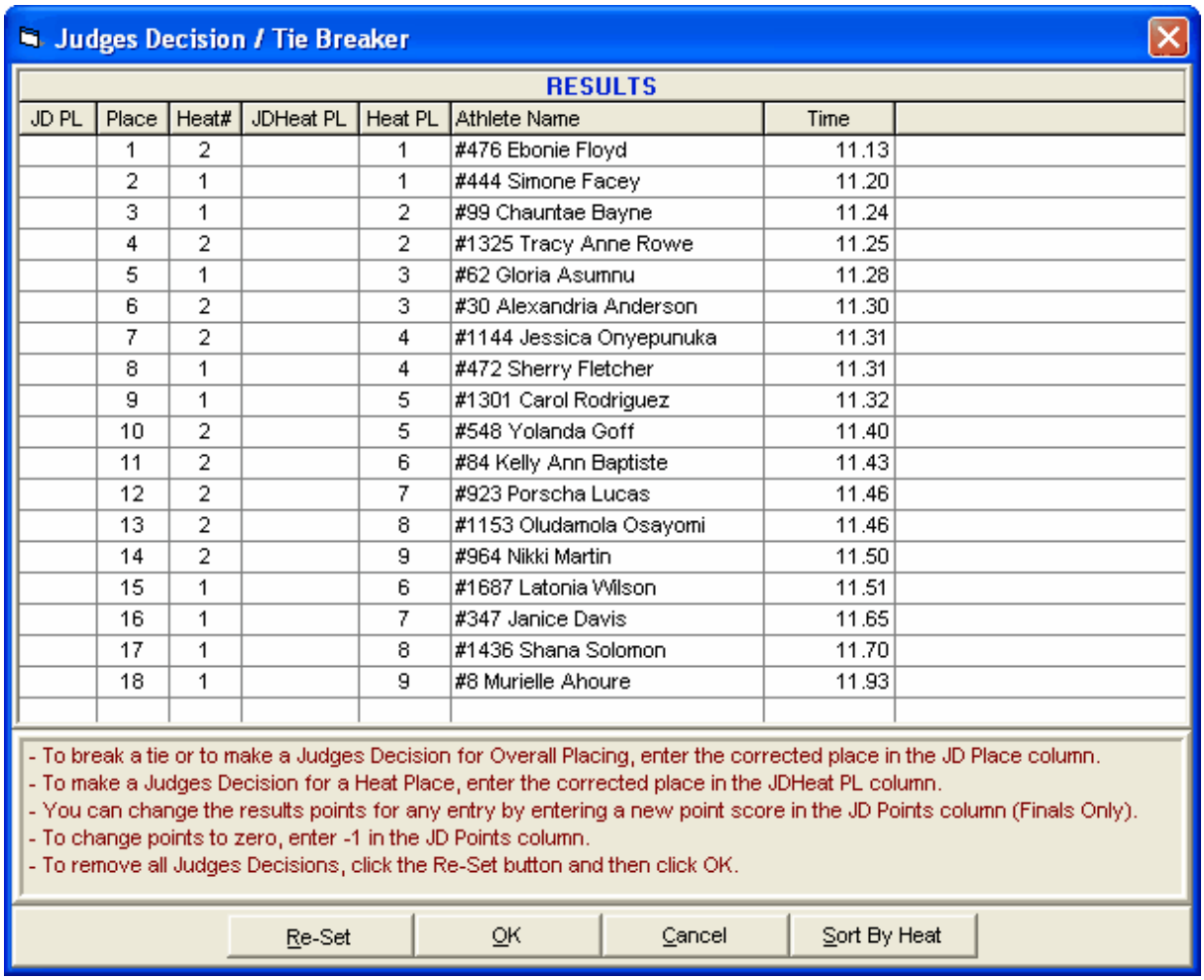


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From the **Run** Screen, click on the **JD** button or press **Ctrl-J** and **MM** will display the finished results of all heats/flights sorted by overall place.

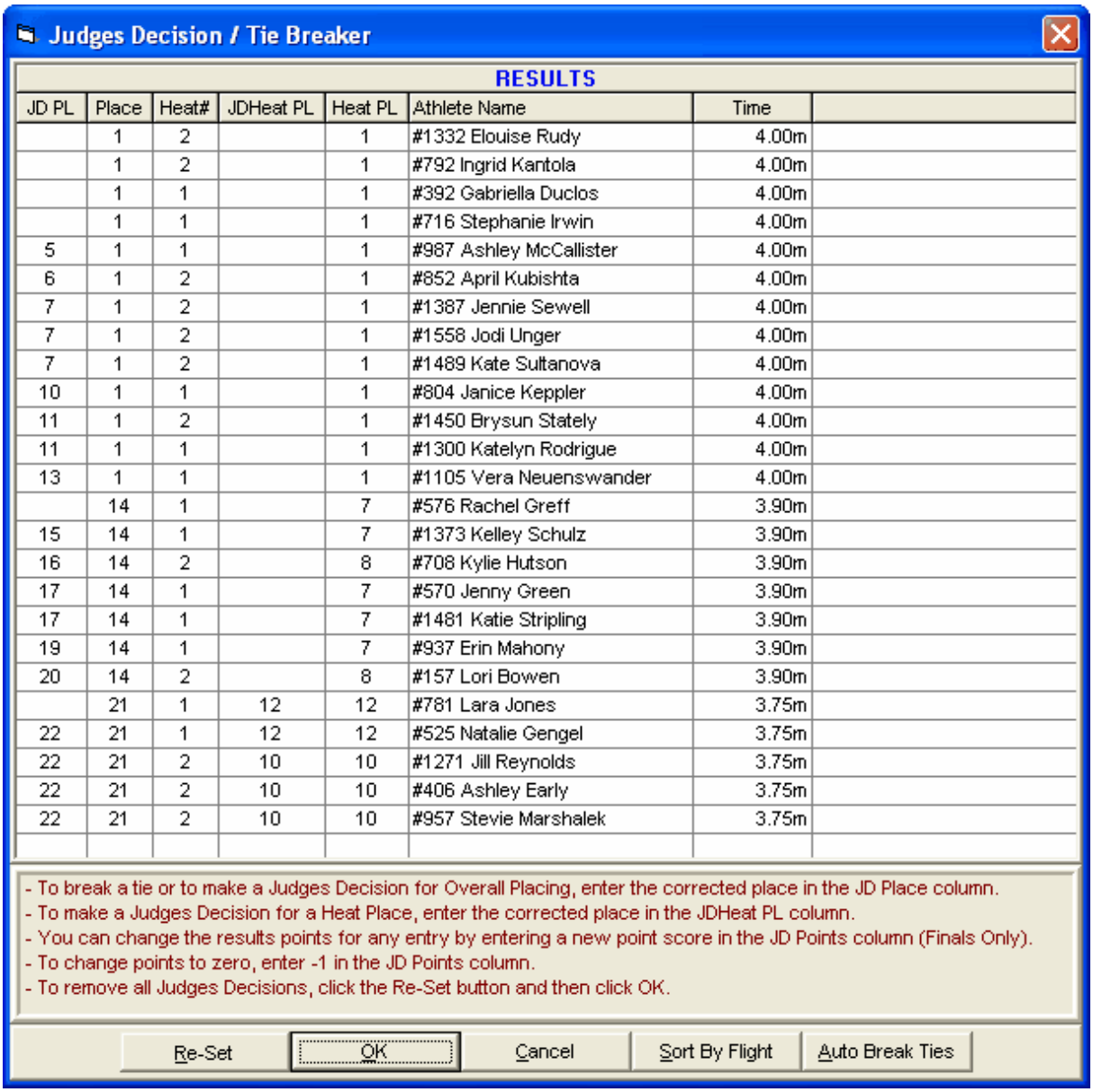
- A **Judges Decision** Menu is used at the end of an event primarily to break ties in the high jump and pole vault. Enter the actual place in the JD PL column for only those that are different from the Place column. The JD Menu is also use to "manually" edit the Heat Places, and Points for a given result.. For example, suppose the watch times indicated that Billy finished in 1st place and George in 2nd place. If the Place/Finish Judge saw it otherwise, you might still want to enter the watch times but edit the Place and Points for those two Athletes to reflect what the Place/Finish Judge actually saw.
- Below is a display of finished results for prelims of 4 heats for the 200 sorted by time and place. You use your mouse to 1) edit the Overall Place in the JD PL column (note the tie for 6th and 7th has been adjusted) or 2) to edit the Points using the JD Heat PL column. If the event was in the final round, a JD Points column would appear. To change an entry's points to "zero points", enter "-1" in the JD Points column. Click the **Reset** button to clear the JD PL, JD Heat PL and JD Points column. After making changes, click **OK**.
- If the field series has been entered for a given field event, ties can be automatically broken from the JD window. In the second screen shot below, a pole vault event is shown with two flights and the JD PL was calculated using he Auto Break Ties button. Note that with so many ties, manually figuring this out would take a lot of time.
- **Note:** The JD window can only be displayed if the round is completed. However, if the event is a one round event, the JD window can be displayed before all heats/flights are completed, but you will only be able to edit the JD Heat PL column.
- **Note:** A Group column appears only if the event is set up as multi age group.

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An example of tie breaking using the Auto Break Ties button for the Pole Vault:

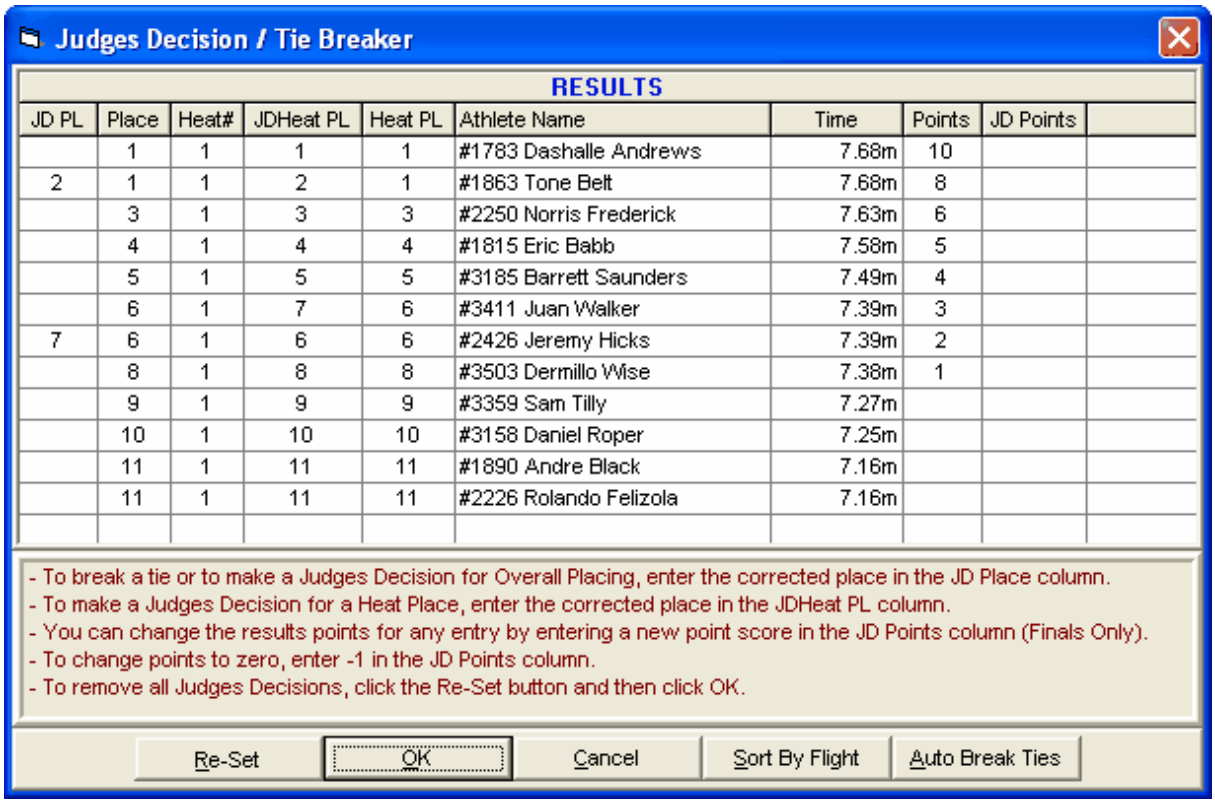
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JD PL	Place	Heat#	JDHeat PL	Heat PL	Athlete Name	Time
	1	2		1	#1332 Elouise Rudy	4.00m
	1	2		1	#792 Ingrid Kantola	4.00m
	1	1		1	#392 Gabriella Duclos	4.00m
	1	1		1	#716 Stephanie Irwin	4.00m
5	1	1		1	#987 Ashley McCallister	4.00m
6	1	2		1	#852 April Kubishta	4.00m
7	1	2		1	#1387 Jennie Sewell	4.00m
7	1	2		1	#1558 Jodi Unger	4.00m
7	1	2		1	#1489 Kate Sultanova	4.00m
10	1	1		1	#804 Janice Keppler	4.00m
11	1	2		1	#1450 Brysun Stately	4.00m
11	1	1		1	#1300 Katelyn Rodrigue	4.00m
13	1	1		1	#1105 Vera Neuenswander	4.00m
	14	1		7	#576 Rachel Greff	3.90m
15	14	1		7	#1373 Kelley Schulz	3.90m
16	14	2		8	#708 Kylie Hutson	3.90m
17	14	1		7	#570 Jenny Green	3.90m
17	14	1		7	#1481 Katie Stripling	3.90m
19	14	1		7	#937 Erin Mahony	3.90m
20	14	2		8	#157 Lori Bowen	3.90m
	21	1	12	12	#781 Lara Jones	3.75m
22	21	1	12	12	#525 Natalie Gengel	3.75m
22	21	2	10	10	#1271 Jill Reynolds	3.75m
22	21	2	10	10	#406 Ashley Early	3.75m
22	21	2	10	10	#957 Stevie Marshalek	3.75m

An example of tie breaking using the Auto Break Ties button for the Long Jump:

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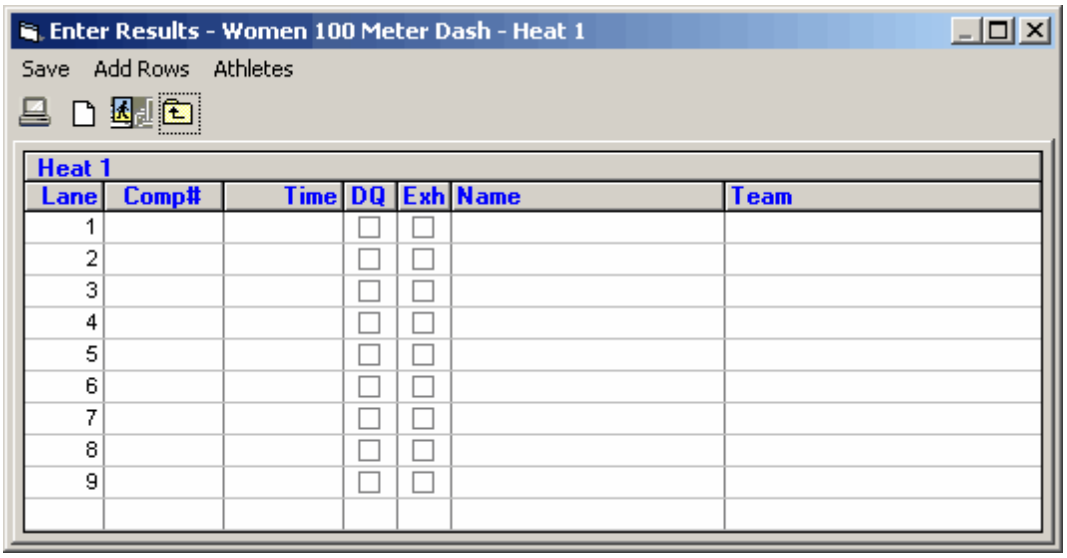


From the **Run** Screen, click on the **Unseeded** button or press **F2**. **MM** will display the Unseeded module for entering results.

- This module is only for Timed Final individual events that are unseeded and is very useful for meets such as league meets and dual meets.
- The module allows you to enter competitor #, time, competitor #, time, etc. in rapid succession. This is a very quick way to enter results when heats/flights are created on the fly by the clerk of course.
- To increase the size of a heat/flight, use Ctrl-I before clicking the Unseeded button or click the Add Rows icon in the Unseeded Menu and you can increase the number of lanes/positions assigned to the event. It does not matter if the event is already seeded or not, but for in lanes races, the limit is 10 per heat.
- To remove an athlete from the results, replace the competitor number with zero.

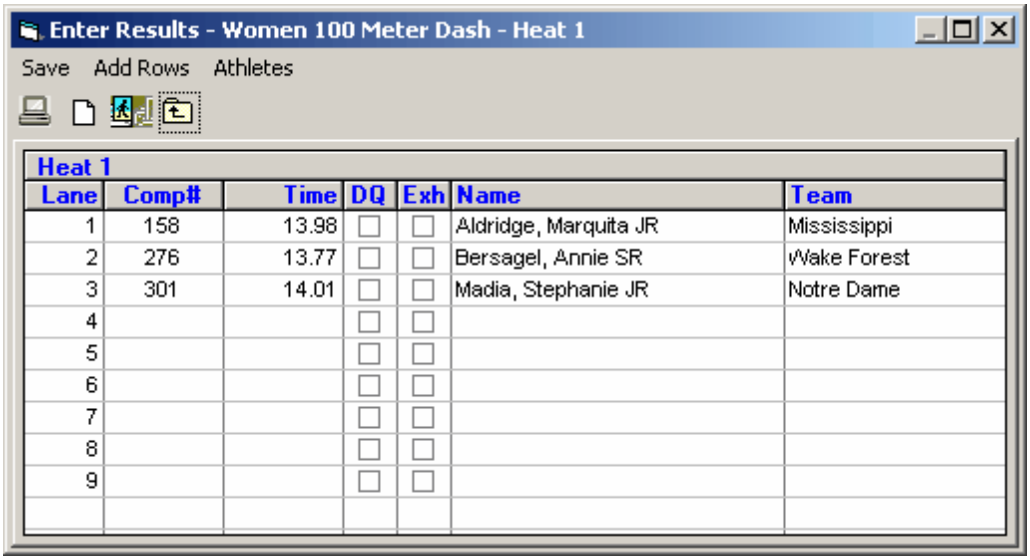
Below is an example of heat 1 for the 100 set to 9 lanes with no results entered.

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After entering a few results, the screen might look like the following.

- Click the DQ or Exh box where appropriate.
- Enter as many results as needed noting that the Lane order does not matter unless you want the results to match the actual lane used. The results will be sorted by time.
- If there are more than 9 in the event, you can increase the rows by clicking Add Rows or clicking the Add icon. Fro this particular event, you will be limited to increasing to 10 lanes since this is an in lanes race.





The **Get Times** (**Get Marks** if a field event) button is for retrieving times from a Photo Finish system, a Track Button Timer, or FieldLynx.

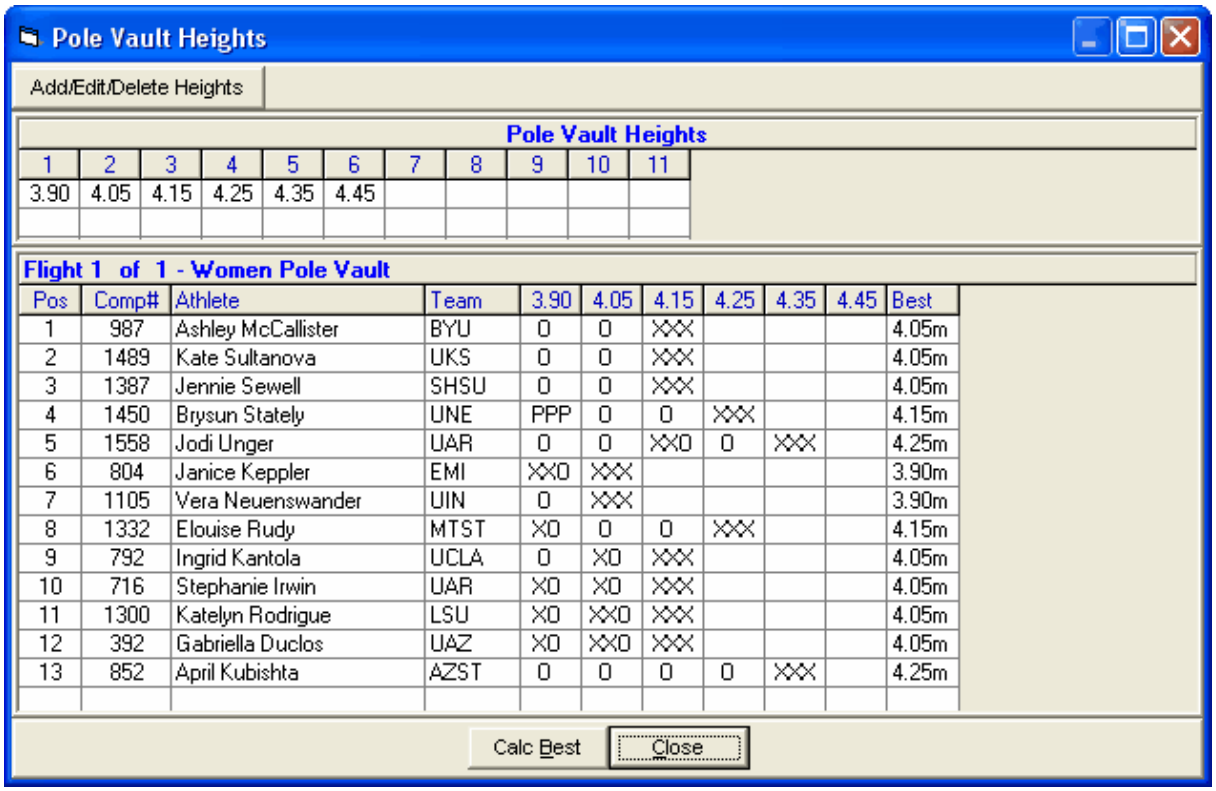
- The shortcut key for Get Times is **F3**.

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- Get Times sends a command to the timer to return the results of a specific event number and heat number which would be the active event and heat in the Run the Meet Menu.
- When receiving times from a timer, lanes that have no times because the athlete or relay scratched or missed the race are automatically entered in the Heat List with an **NS** for No Show.
- Get Times is the preferred method for retrieving data as it assumes the timing operator is entering the proper event and heat number for each race.
- After the results are received from the Timer, the data is compared with the active event and heat number, the number of athletes or relays in the race, and the lanes used in the race. If any of these do not match, you will be so notified and will have the opportunity to either **Accept** or **Reject** the data.
- A special feature for FinishLynx in file sharing mode and FieldLynx in either file sharing or serial mode is that for Un-Seeded events, the heats/flights can be created within Lynx. In MM you click Ctrl-H to add a new heat/flight and then click Get Times/Marks to read the heat/flight results and MM will create the heat/flight for you. This assumes the competitors are already entered in MM and have unique competitor numbers. If the event is a relay and the event is Un-Seeded, the Lynx operator must enter the MM relay team abbreviation in the ID field. If you are using a button timer for a CC or a RR event, use the CC/RR selection at the top of Run. Please refer to Photo Finish Interfaces for more information on this feature.

To enter or view the Field Series for an event, go to the **Run Menu** and click the **Field Series button** or press **Ctrl-F** to display a window which will allow you to enter the full series of throws or jumps for every competitor. If the data has been imported from Field Lynx or the Swiss Track and Field Package, you will be able to review the complete series. The display will look similar to your field score sheet. If the event is the long jump or triple jump, you can record a wind reading for each jump. If the event is the high jump or pole vault, you can enter up to 40 attempted heights across the top of the spreadsheet for each flight. To add, edit or delete heights for vertical events, click the **Add/Edit/Delete Heights** button. For the long jump, triple jump, and all throws, you can record up to 6 attempts for each athlete. If the field event is part of a combined-event, you can enter only 3 jumps or throws per athlete, except for vertical jumps. After entering the result data, click the **Calc Best** button to automatically pick the best mark. The field series can be included with regular results if the **single column courier format** is used.

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Pole Vault Heights

Add/Edit/Delete Heights

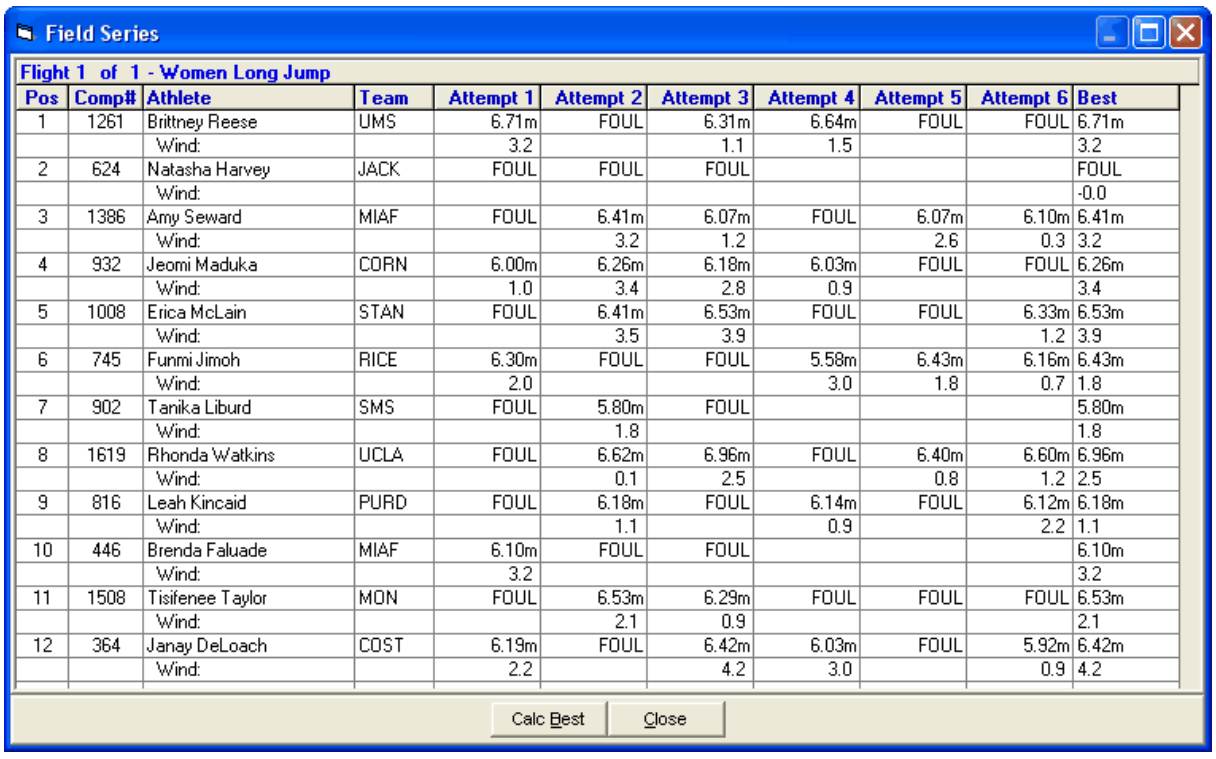
Pole Vault Heights

1	2	3	4	5	6	7	8	9	10	11
3.90	4.05	4.15	4.25	4.35	4.45					

Flight 1 of 1 - Women Pole Vault

Pos	Comp#	Athlete	Team	3.90	4.05	4.15	4.25	4.35	4.45	Best
1	987	Ashley McCallister	BYU	O	O	XXX				4.05m
2	1489	Kate Sultanova	UKS	O	O	XXX				4.05m
3	1387	Jennie Sewell	SHSU	O	O	XXX				4.05m
4	1450	Brysun Stately	UNE	PPP	O	O	XXX			4.15m
5	1558	Jodi Unger	UAR	O	O	XXO	O	XXX		4.25m
6	804	Janice Keppler	EMI	XXO	XXX					3.90m
7	1105	Vera Neuenswander	UIN	O	XXX					3.90m
8	1332	Elouise Rudy	MTST	XO	O	O	XXX			4.15m
9	792	Ingrid Kantola	UCLA	O	XO	XXX				4.05m
10	716	Stephanie Irwin	UAR	XO	XO	XXX				4.05m
11	1300	Katelyn Rodrigue	LSU	XO	XXO	XXX				4.05m
12	392	Gabriella Duclos	UAZ	XO	XXO	XXX				4.05m
13	852	April Kubishta	AZST	O	O	O	O	XXX		4.25m

Calc Best | Close



Field Series

Flight 1 of 1 - Women Long Jump

Pos	Comp#	Athlete	Team	Attempt 1	Attempt 2	Attempt 3	Attempt 4	Attempt 5	Attempt 6	Best
1	1261	Brittney Reese	UMS	6.71m	FOUL	6.31m	6.64m	FOUL	FOUL	6.71m
		Wind:		3.2		1.1	1.5			3.2
2	624	Natasha Harvey	JACK	FOUL	FOUL	FOUL				FOUL
		Wind:								-0.0
3	1386	Amy Seward	MIAF	FOUL	6.41m	6.07m	FOUL	6.07m	6.10m	6.41m
		Wind:			3.2	1.2		2.6	0.3	3.2
4	932	Jeomi Maduka	CORN	6.00m	6.26m	6.18m	6.03m	FOUL	FOUL	6.26m
		Wind:		1.0	3.4	2.8	0.9			3.4
5	1008	Erica McLain	STAN	FOUL	6.41m	6.53m	FOUL	FOUL	6.33m	6.53m
		Wind:			3.5	3.9			1.2	3.9
6	745	Funmi Jimoh	RICE	6.30m	FOUL	FOUL	5.58m	6.43m	6.16m	6.43m
		Wind:		2.0			3.0	1.8	0.7	1.8
7	902	Tanika Liburd	SMS	FOUL	5.80m	FOUL				5.80m
		Wind:			1.8					1.8
8	1619	Rhonda Watkins	UCLA	FOUL	6.62m	6.96m	FOUL	6.40m	6.60m	6.96m
		Wind:			0.1	2.5		0.8	1.2	2.5
9	816	Leah Kincaid	PURD	FOUL	6.18m	FOUL	6.14m	FOUL	6.12m	6.18m
		Wind:			1.1		0.9		2.2	1.1
10	446	Brenda Faluade	MIAF	6.10m	FOUL	FOUL				6.10m
		Wind:		3.2						3.2
11	1508	Tisifenee Taylor	MON	FOUL	6.53m	6.29m	FOUL	FOUL	FOUL	6.53m
		Wind:			2.1	0.9				2.1
12	364	Janay DeLoach	COST	6.19m	FOUL	6.42m	6.03m	FOUL	5.92m	6.42m
		Wind:		2.2		4.2	3.0		0.9	4.2

Calc Best | Close

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To include the field series on results, click **Run / Preferences / Results** and select **Include Field Series**. Do the same from the **Reports / Results** Menu. In order for the field series to be included, you must also select Single Column Courier for the report column selection.



The List and Score buttons re-rank and/or re-score the event which is active in the Run the Meet Menu and creates a report.

- The shortcut key for List is **Ctrl-L** and for Score is **Ctrl-S**.
- If the event is a finals round with scoring, the Team Scores window is refreshed with the scores through the current event.
- If the round is prelims, quarter finals, or semi-finals, the Score button is inactive.

See also Re-Score Events.



The **Re-Rank** and **Re-Score** buttons are special buttons for Re-Ranking or Re-Scoring *the one event which is active in the Run the Meet Menu*. It is a quick way to re-rank or re-score **without creating a report**.

- If the event is a finals round with scoring, the Team Scores window is refreshed with the scores through the current event.
- If an event has more than 20 heats, then the Re-Rank is a good way to update the rankings because when there are more than 20 heats, rankings are not automatically updated as each result is entered.
- If the round is prelims, quarter finals, or semi-finals, the Score button is inactive.

See also Re-Score Events.



From the Run the Meet Menu, pressing the **Previous Event** button or pressing **Ctrl-F4** causes the previous event in the Event List window to be selected, while pressing the **Next Event** button or pressing **Ctrl-F5** causes the next event in the Event List window to be selected.

Run Menu Shortcut Keys

Click on **ShortCuts** from the Run Screen Main Menu bar to display the following Short Cut options.

Function Keys

The following keyboard Function keys may be used for navigation and functional purposes in the **Run Module** of MM.

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F1	Help
F2	Use Unseeded Menu to enter results by comp# and time
F3	Get Results from Photo Finish, FieldLynx, or Button Timer
F4	Previous heat/flight
F5	Next heat/flight
F6	Place results column in edit mode
F7	Session selection
F8	Adjust heats/flights
F9	Edit Advancement Formula
F10	Export spreadsheet results of the current combined-event to the Web or Export CC team scores of the current event to the Web
F11	Export the current Heat/Flight to the Web (Pro Version only)
F12	Export the current Event to the Web (Pro Version only)
Ctrl-F1	Pop-up window to send start list or result to scoreboard
Ctrl-F3	Display the actual data in a photo finish result file
Ctrl-F4	Previous event
Ctrl-F5	Next event
Ctrl-F6	Insert athlete into open lane/position using competitor #'s
Ctrl-F7	Scratch a lane/position
Ctrl-F10	Send Start list to scoreboard
Ctrl-F11	Send Heat result to scoreboard
Ctrl-F12	Send Event results to scoreboard
Ctrl-A	**A**wards button to add awards labels to queue or to print award labels based on Run Menu Preferences for Awards
Ctrl-D	Refresh the Run Screen **D**ata if Pro Network Version
Ctrl-E	Jump to an event number in the Run Menu's event list
Ctrl-F	Display **F**ield Event Series for data entry of current flight
Ctrl-H	Add an Empty **H**eat/Flight
Ctrl-I	**I**ncrease lanes/positions
Ctrl-J	**J**udges decision menu
Ctrl-K	Upload the current event results to Meet Mobile even if Meet Mobile is not activated in the Run Menu
Ctrl-L	Compute placings and create results report based on Run Menu Preferences for Results (no points listed)
Ctrl-M	Creates a **Flat HTML** file of a list of results with scores; if a combined-event, creates the Spreadsheet
Ctrl-N	Creates a **Flat HTML** file of a list of results
Ctrl-O	Upload most current Team Scores to Meet Mobile even if Meet Mobile is not activated in the Run Menu
Ctrl-P	Print the current heat displayed at the bottom of the Run Menu
Ctrl-Q	Flush and print any remaining award labels in the **Q**ueue
Ctrl-R	**R**elay names menu for the current heat/section
Ctrl-S	Computes team **S**cores and creates results report based on Run Menu Preferences for Results
Ctrl-T	Automatically enter a note with the time to the thousandths for each tie found within the event where the tie can be broken to the thousandths
Ctrl-U	**U**pdates Photo Finish & FieldLynx start lists if either are active
Ctrl-W	Enter **W**ind Reading
Alt-F4	Close Report or Menu

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Alt-A	Open **A**thlete Menu
Alt-B	Com**b**ine Results from Two Events
Alt-C	**C**lose Menu
Alt-E	Open **E**vents Menu
Alt-H	Open **H**elp
Alt-I	Open **I**nterfaces Menus
Alt-L	Open **L**abels Menu
Alt-O	Re-Sc**o**re All Events
Alt-P	Open Run Menu Results, Awards, and Web **P**references
Alt-R	Open **R**eports Menu
Alt-S	Open **S**eeding Menu
Alt-T	Open **T**eams Menu
Alt-W	Open **W**eb Menu for RealTime Results (Pro Version only)
Alt-Y	Open Rela**y**s Menu

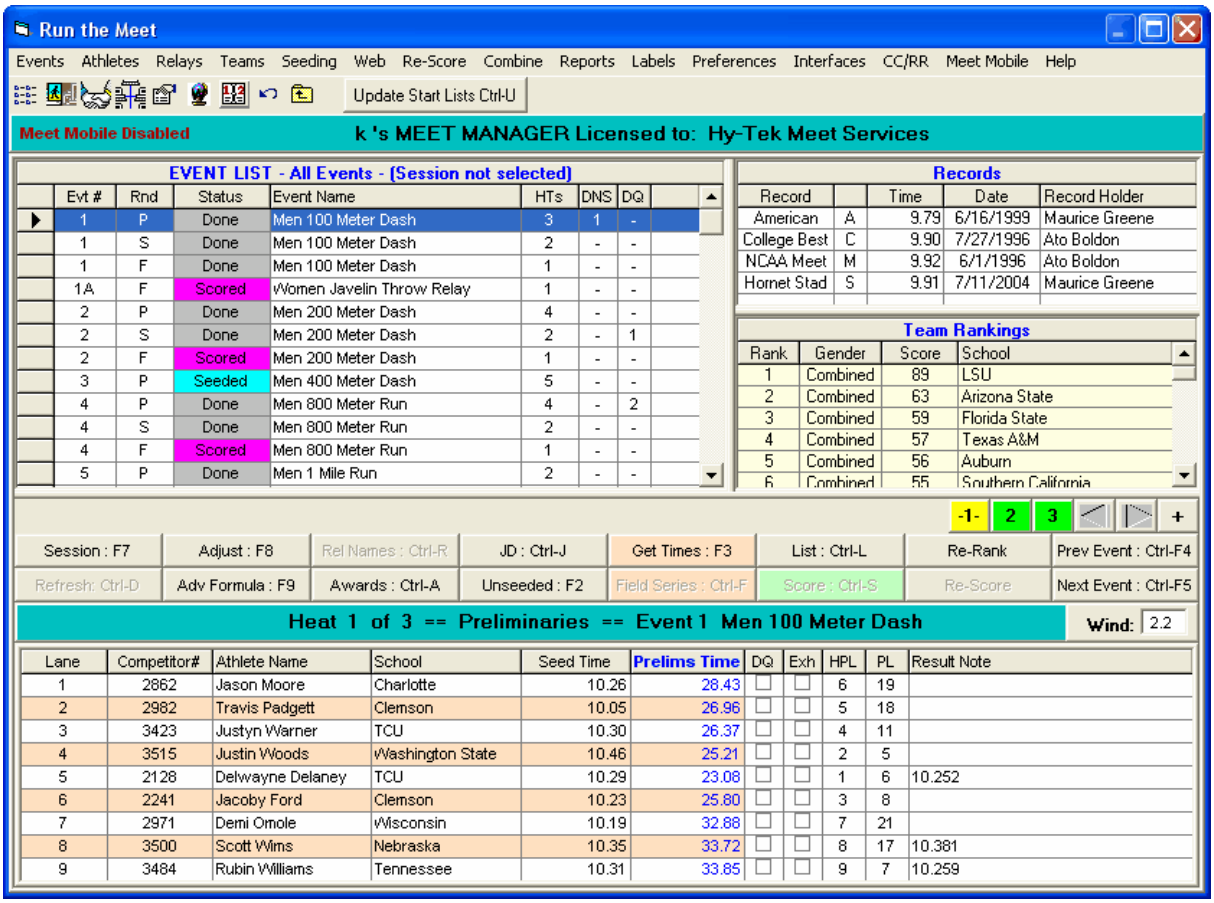
Enter Results for the Meet

There are two ways to enter results for your meet:

- **Manually from the keyboard**
- **Automatically from a Photo Finish Timing System**
- **Automatically from a Button Timer (Cross Country & Road Race ONLY)**

To enter results from your computer's keyboard or to edit a previously entered result, click on **Run** from the **Main Menu Bar**. Select the event you wish to run from the Event List at the top of the screen. **MEET MANAGER** ***for Track & Field*** will display the first Heat for that event as shown below. Click on the Heat number or the arrows in the middle right of the screen to change heats for this event. If any results have been entered previously, **MM** will display them.

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Entering results from the keyboard is fast and easy to do. If the cursor is not in "**edit mode**", press **F6** and the cursor will be automatically positioned to the first non-empty lane. You can also click any row in the result column to put that lane in edit mode. Note that the first lane with an athlete or relay goes into edit mode automatically unless the serial port to a timer is not open or the database is opened in multi-user mode.

You can press the **Tab** key or **Enter** key after you have entered the time. You may use the **Tab and Shift Tab** keys or the **Up and Down Arrow** keys to navigate from one lane's result to another. The result may be entered in any of the following ways.

- 12345 or 123.45 or 1:23.45 for times
- 1298 or 12.98 for Metric mark
- 60150 or 6-0150 or 6'01.50 for English mark

- **S** or **DNS** for **Did Not Show**
- **R** or **SCR** for **Scratch**
- **D** or **DNF** for **Did Not Finish**
- **Q** or **DQ** for **Disqualified** or you can click on the DQ check box and still enter a time for the Athlete or Relay
- **N** or **NT** for **No Time**
- **N** or **ND** for **No Distance** if horizontal field event
- **N** or **NH** for **No Height** if vertical field event
- **F** or **FS** for **False Start**

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- **F** or **FOUL** for horizontal jump
- **F** or **FAIL** for vertical jump

You may also click on the **DQ check box** and still enter a time as a Result. That way, the coach knows what the time is even though the Athlete or Relay was disqualified. However, the Meet Results Report will show only "**DQ**".

You may also declare an Athlete or Relay as **Exhibition** by clicking on the **EXH** box. Exhibition means that the Athlete/Relay is not eligible for Points or Place Awards.

You can **Scratch** an Athlete or Relay by double clicking on any Athlete or Relay name and confirm that you wish to Scratch the entry.

You can enter a **Competitor #** in the 2nd column to **Late Enter** an Athlete into an empty lane assuming you have the **Enter Competitor Number** check box indicated in the Athlete Preferences Set-up section.

You can also use your mouse and position it over the Athlete or Relay name and **drag** that Athlete/Relay to an empty lane. Or you can move that Athlete/Relay to an occupied lane and MM will **Switch Lanes** with that Athlete/Relay.

As you enter results for each Heat/Flight and Lane, **MM** will automatically calculate the Heat/Flight and overall Event Place finish and display that information on the right side of the Run screen.

Click on the Heat numbered buttons or arrow keys in the middle right of the Run Screen to change heats. When you have finished entering results for all of the heats, click on the **List** button or press the **Ctrl-L** key to get a list of the Place/Finish results without point scores. This list will rank the finishers but **WILL NOT** assign points. HY-TEK suggests using this feature ONLY if you wish to see the top finishers in an event **BEFORE** all of the heats have been completed or for printing **Prelim Results**. Clicking the **Ctrl-L** button with the mouse causes placing update to occur but **no Report** will be generated. When using the List button, you can set the Run Preferences for Results to **exclude athletes with "No Data"** from being listed on the report. This would be used in cases where half the heats/flights are run in the morning session and half are run in the evening session.

Use the **Score Event** button to actually score the event and print a completed Results Report.

Click on the **Score Event** button or press the **Ctrl-S** key and MM will evaluate all of the results for this event and place and score each one. A **Results Report** will be displayed and optionally printed with the Preferences options that were specified from the Run Menu Bar. Clicking on the **Ctrl-S** button with the mouse causes the place and score assignments to be made but **no report** will be generated. This is a nice feature to use when you want to score each event but then print the Results Report after every 5 or 6 events.

Click Here for information about how to **Re-Score** one or more events.

You can also print **Individual High Points** or **Team Scores** at any time by clicking on Reports at the Top of the Run Screen and then selecting **Scores**.

After you have completed all of the heats for an event and printed the results, **MM** makes it easy for you to navigate to the next event you wish to run. You can click on the **NextEvent** button or press **Ctrl-F5** to advance to the Next Event or click on the **PrevEvent** button or press **Ctrl F4** to go back to the Previous Event. You can also click on any of the events from the Events List at the top of the run Screen.

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▸ To declare or edit which Athletes are competing on a Relay during the running of a Relay event, click on the **RelNames** button or Ctrl-R from the Run Screen. **MM** will display the eligible Athletes for the Relay Teams in that heat. Either click and drag, double-click from the Eligible List, or enter a Competitor # to make your Relay Athlete assignments.

▸ You can press the **List** button at any time and print current Place/Finish Results, even if the event has not been completed.

▸ **MM** will automatically check each result as it is entered or imported to see if it **breaks any of the records** displayed in the top right of the Run screen. If a record is broken, the time will be highlighted right on the run menu.

Add an Additional Heat/Flight

If your meet has already been seeded and you do not want to reseed to add a new entry, then click Here to find out your Late Entry options. If all of the lanes/positions are full, then you can add an additional heat/flight by clicking the Adjust button in the Run Menu or the Preview or Adjust button in the Seeding Menu. Once in the Adjust Seeding Menu, click on **Add Heat/Flight**.

Or, from the **Run Menu**, just press **Ctrl-H** and **MM** will add an empty Heat/Flight to the event you have selected. You can also click the **+** button to the right of the heat buttons as shown below.



Add Late Entries

If you have already seeded the meet and printed the Meet Program, you do not want to make the late entries and then reseed as then the Meet Program will **NOT** be correct for those events that have new entries. Your only choice then is to Deck Seed those entries. Click Here to find out your Late Entry options**.**

If you have **NOT** printed the Meet Program then you can proceed normally to enter the new Athletes and their declared events and then reseed the meet before printing the Meet Program.

Delete an Empty Heat/Flight

Adjust Seeding

From the **Seeding** or **Run** menus, click on the **Adjust** or **Preview** button for the Event you have selected. Make the changes that you want to make and if you end up with an empty heat, click on the **Delete Empty Heat** button on the left side of the screen. **MM** will ask for confirmation and then delete all empty heats.

For example, you may have started with 5 heats but because of scratches and by combining heats, you may end up with heat 3 being empty. Just click on the **Delete Empty Heat** button and **MM** will adjust the heats so that you end up with 4 heats numbered 1 through 4.

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Declare an Exhibition Result (Individual or Relay)

When you declare a result as "Exhibition" or "Unofficial", you are saying that the Athlete or Relay is competing for time and is not eligible for Points or Awards.

There are 4 ways to declare a result as Exhibition:

1. **From the Athlete Screen**
   Click on Athletes then the Add Athlete or Edit Athlete button. Click on the Status pull down arrow and click on Exhibition to declare that Athlete as Exhibition for All his/her events.

2. **From the Athlete or Relay Entry Screens**
   When you choose this method, you will declare Exhibition status for **ALL** Rounds.
   Athletes
   Click on Athletes then pick the Athlete that you wish to score as Exhibition. Now click on the EXH box under the Entries column in the appropriate row for the event.
   Relays
   Click on Relays then pick the Relay Event then the Relay Team Entry that you wish to score as Exhibition. Now click on the EXH box under the Entries column in the appropriate row.

3. **From the Run Screen**
   Click on the EXH box next to the Athlete or Relay that you wish to score as Exhibition for this Event and round.

4. **From the Add/Edit Team Screen**
   Click on the Team Status button and select Exhibition and **MM** will set up every entry for the Athletes on this Team as Exhibition.

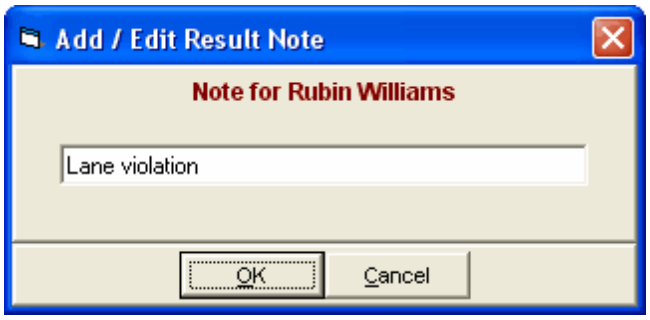
Enter Wind Readings

The recording of wind readings is "turned on" if the event is the triple jump, long jump, or a race of 200 meters or less **and** the Record Wind Readings is checked in the **Entry/Scoring Preferences under Entries/Results**. To record the wind reading for a running event, click the Wind text box at the far right or press **Ctrl-W** and enter a reading for the heat/section. If the event is the long jump or triple jump, click a cell in the Wind column or press **Ctrl-W.** Readings are normally in meters per second, such as tail wind of **0.8** or headwind of **-1.2**. All wind readings default to -0.0. To record a zero wind reading, enter +0.0. If the wind reading is -0.0, it is assumed there was no reading and reports will show NWI for no wind information. Wind readings should be rounded to the next higher tenth of a meter per second. For example, 1.36 is 1.4 and -1.36 is -1.3.

Result Notes

To enter a short note for any result, in the heat grid at the bottom of the Rum Menu, **right click** any cell except the athlete name and DQ cell in the heat/flight list. Below is an example window that appears after right clicking.

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A note can be from 1 to 20 characters, but it is best to limit it to no more than 10 to 12, otherwise the note may not fully print on the results. The note is only displayed on results printed with single column courier. The result note is also shown in the Run Menu's heat grid such as shown below.

Lane	Competitor#	Athlete Name	School	Semi Time	Finals Time	DQ	Exh	HPL	PL	Pts	Result Note
1	2276	Michael Ray Garvin	Florida State	10.24	10.30	☐	☐	6	6		10.293
2	1900	Greg Bolden	Florida State	10.22	10.30	☐	☐	6	6		10.296
3	3101	Orlando Reid	Middle Tennessee State	10.19	10.32	☐	☐	8	8		
4	2680	Michael LeBlanc	Syracuse	10.17	10.22	☐	☐	4	4		
5	2451	Trindon Holliday	LSU	10.02	10.06	☐	☐	2	2		
6	2151	Walter Dix	Florida State	10.13	9.93	☐	☐	1	1		
7	3352	Richard Thompson	LSU	10.23	10.24	☐	☐	5	5		
8	3484	Rubin Williams	Tennessee	10.27	10.39	☑	☐				Lane violation
9	2982	Travis Padgett	Clemson	10.27	10.09	☐	☐	3	3		

Combine Heats/Flights Within an Event

Suppose you are running a pre-seeded competition, and because of athletes not making it to the meet or getting sick, there are 3 Athletes in the last heat and 5 in the previous heat. You may wish to combine those last two heats to save some time - here's how to do it.

- **Option 1 From the Seeding Screen**
  Click on **Seeding** from the Main Menu Bar and then pick the event that you are combining heats for. Now click on the **Adjust/Preview** Button and scroll down so both heat 4 and 5 are on the screen. Click on each of the 3 athletes in heat 5 (one at a time) and drag them to an open lane in heat 4 - that's it! Now return to the Run screen to run Heat 4 with the 8 Athletes.

- **Option 2 From the Adjust Menu in the Run Screen**
  Click on the **Adjust** Button or press the F8 key from the Run Screen. Scroll down so both heat 4 and 5 are on the screen. Now click on each of the 3 athletes in heat 5 (one at a time) and drag them to an open lane in heat 4.

Click the **Accept** button and **MM** will update the Database with the changes you made.

Re-Score Events

You may want to make a change to a result or even change the Scoring setup and want to go back and re-score one or more events. Here's how.

How to Re-Score One Event

Click on **Run** from the Main Menu Bar and then pick the event that you wish to re-score. Now click on the **Score Event** button and **MM** will re-score the event and print a new Results Report. If you only wish to re-score the event but **not print Results**, click on or press **Ctrl-S**.

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How to Re-Score Multiple Events

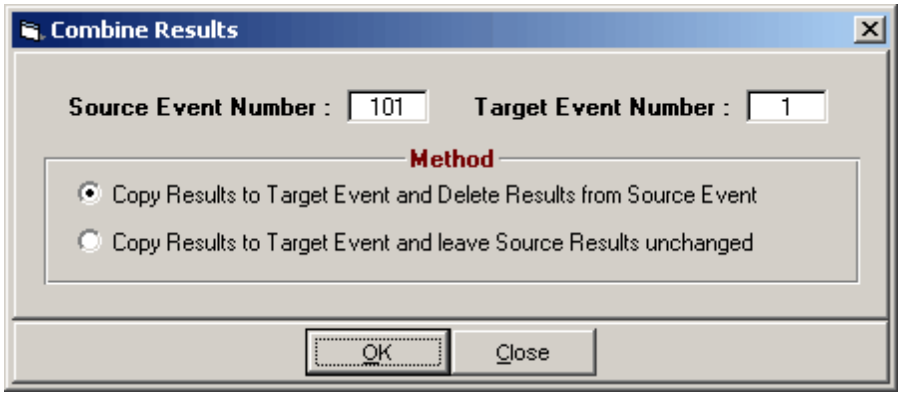
Click on **Run** from the Main Menu Bar and then click on the **Sessions** button and either select All Sessions or any one Session. Now click on **Re-Score** on the Run Menu Bar and **MM** will ask you to confirm if you wish to re-score the session(s) you selected. Select **Yes** and **MM** will go through and re-score each event in the session(s) you selected.

Combine Results from Two Events

From the Run Menu, click on **Combine**, press **Alt-B**, or click the **Combine icon** to Combine Results from two events. Both events must be in the first round and must be the same distance and gender. This could be used in meets where the best 6 heats are run in say event 1 in the morning and the remaining 7 heats in the afternoon in event 101. The results of event 101 could then be combined into event 1 where the heats from event 101 are changed to heats 7-13 in event 1. When the events are combined in this example, event 1 is re-ranked and if a one round final, re-scored. If the event is a Prelim round, then the combined event could be seeded for finals or semis, or quarters.

Combining is only permitted for events that have the first round completed. This could be prelims for a multi-round event or the finals of a one round event.

After clicking the **Combine icon**, enter the Source event number and the Target event number and then choose whether or not you want MM to delete the results of the Source event.



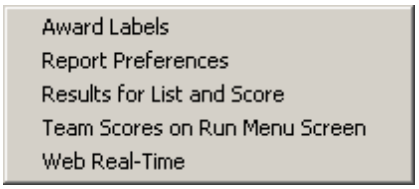
Note that you have the choice to delete or not delete the results from the Source event after combining the results.

Another use of the Combine Results is to combine two Divisions to see what the result would be. One event might be a AAA event and the other a AAAA event. Often times in Cross Country this is desired.

Run Menu Preferences

The Run the Meet Menu has a Preferences Menu which allows you to set preferences for how the Run Menu operates. Click on **Preferences** or press **Alt-P** to display the pull-down list of customizing menus that apply only to the Run the Meet Menu.

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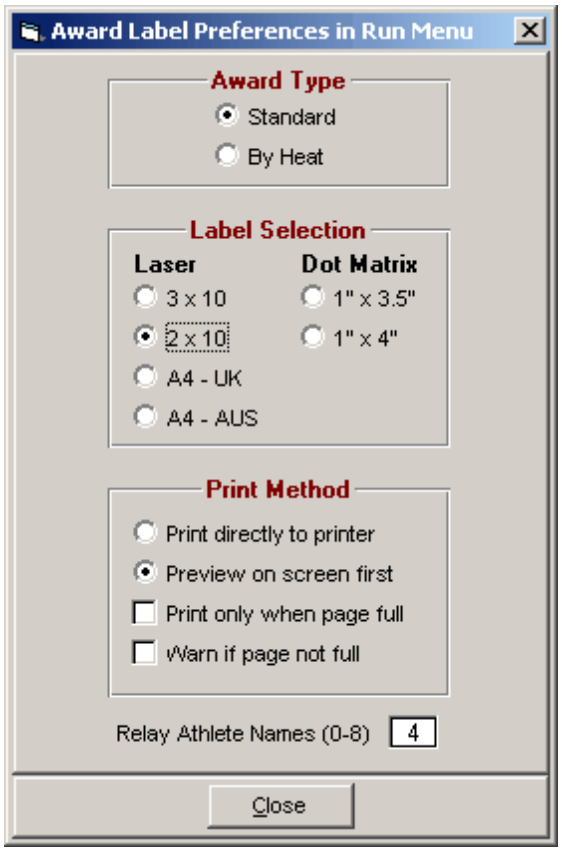
Award Labels Preferences
Report Preferences
Results for List and Score Preferences
Team Scores on Run Menu Screen Preferences
Web Real-Time Preferences

Award Labels Preferences

From the Run the Meet Menu Bar, click on **Preferences** / **Award Labels** to customize how and when Award labels are printed from the **Run Screen**.

- You have two ways to select who gets and award label:
  1. **Standard** - Select this preference when you wish to print Award Labels for each event's top finishers.
  2. **By Heat** - Select this Preference when you wish to print Award Labels for Each Heat.
- You can select from several label types within the Laser / Ink Jet or Dot Matrix choices. The 3x10 Laser is a 5160 Avery number (30 labels per page) while 5161 would be for the 2x10 Laser choice (20 labels per page).
- There are two Print Methods you can setup:
  1. **Preview to the screen first:** Each time the Award button is pressed in Run, the labels to be printed will be previewed on screen whether there is one label to print or a 100. This is a wasteful way to print if using laser or ink jet labels.
  2. **Print directly to the printer:** This method can be very efficient when the **Print only when page full** is activated. MM will accumulate labels to be printed and when there are enough to fill a page, it will print that page and keep any remainder labels for the next time the Awards button is pressed. If you want to know each time how may labels are in the queue, check the **Warn if page not full** check box. If you are at the end of a session and want to print the remaining labels left in the queue, press **Ctrl-F**.
- You can Indicate how many **Relay Athletes** on each relay that you want to get an award. Generally this would be four and four labels would be printed for each relay.

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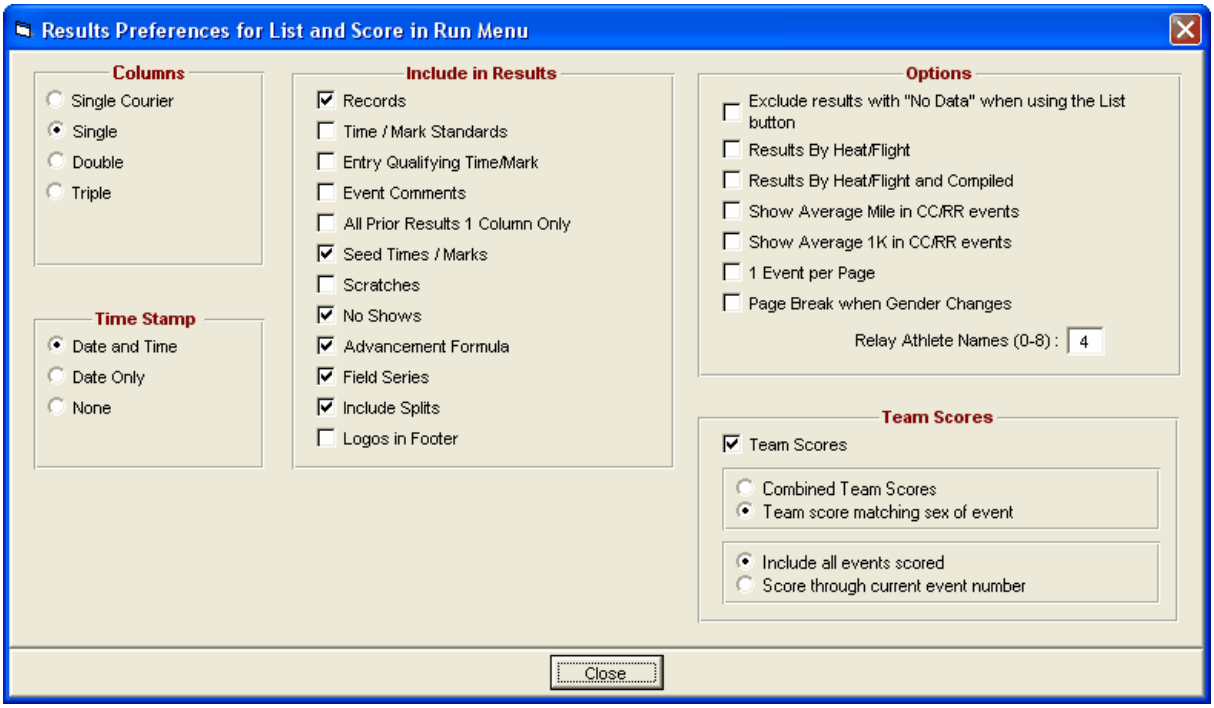
- You also have the following choices about how and when you want the labels printed.
- **Print Directly to the Printer**
- If you choose this option, **MM** will **not** display the print preview screen. You may specify if you want **MM** to wait until the label page is full before printing Award Labels. For example, you may have scored Event #1 and are ready to print but the page may have only 6 labels of the 20 labels per page actually printed. In order not to "waste" blank labels, click on the box for "Print Only When page Full" and **MM** will wait until you have 20 labels to actually print the page. You can choose to turn on or off the Page Not Full Warning message.
- **Preview Screen First**
- Check this option and **MM** will show the print Preview Screen each time. Indicate the number of **Relay Runners** for which you want Award Labels printed.
-
- In order to tell **MM** to Print or Preview the Award labels for a specific event that you have just run, click on the **Awards button** in the middle of the Run Screen or press the **Ctrl-A** key.
-

Results for List and Score Preferences

From the Run the Meet Menu Bar, click on **Preferences** / **Results for List and Score** to customize Results Reports when **List** or **Score Event** is clicked from the Run Screen Options Bar.

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- *These options are independent of the ones offered in Reports / Results*.
- Even though these preferences only apply to one event at a time, the 1 Event per Page and Page Break when Gender Changes **also** apply to Multi-Age Group events where each separate age group and gender is considered a separate event.



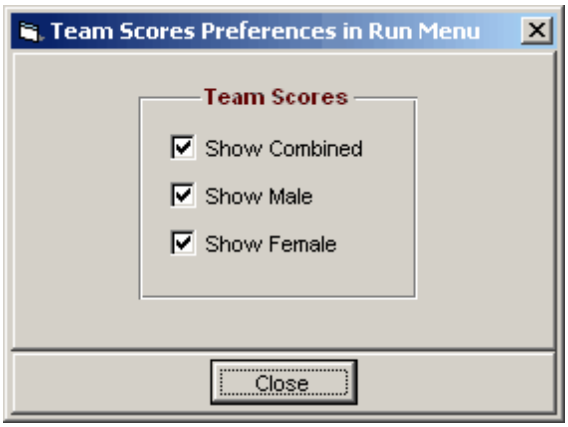
Team Scores

- **Show team scores after each event:** When clicking Score Event in the Run the Meet Menu to create a results report for a given event, you have the option to show the running team scores at the end of the results report for the given event. These scores can be **Combined Team Scores** or the **Team Score matching the gender of the event**. If the meet is setup as Divisions by Event, the team score will be for the division of the event being scored. This score is the total through the current event that is active in the Run the Meet Menu. You also have the option to show scores for all events scored or just those through the current event number on the Run screen.

Team Scores on Run Menu Preferences

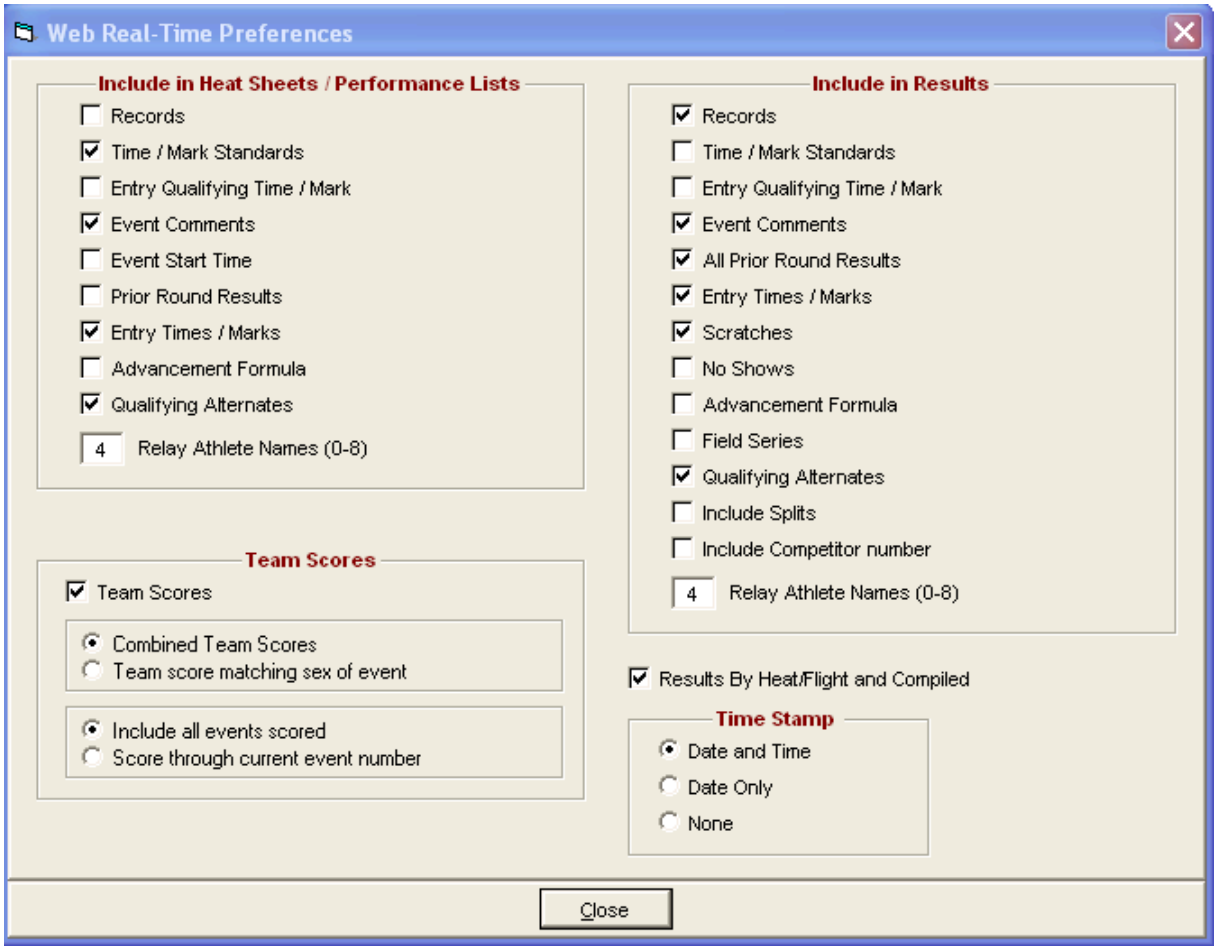
From the Run the Meet Menu Bar, click on **Preferences** / **Team Scores on Run Menu** to customize which team scores to display in the Team Scores window in the Run the Meet Menu.

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Web Real-Time Preferences

From the Run the Meet Menu Bar, click on **Preferences** / **Web Real-Time** to configure the format of the Real Time Results html files. These result files are uploaded using the Network Pro option's Real-Time Results feature. When set-up, pressing F12 uploads the current event's result. For information on how to setup Real-Time Results, click Here.



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Team Scores

- **Show team scores after each event in the real-time result file:** When clicking Score Event in the Run to create a results report for a given event, you have the option to show the running team scores at the end of the results report for the given event. These scores can be **Combined Team Scores** or the **Team Score matching the gender of the event**. If the meet is setup as Divisions by Event, the team score will be for the division of the event being scored. If the meet is setup as Divisions by Event, the team score will be for the division of the event being scored. You also have the option to show scores for all events scored or just those through the current event number on the Run screen.

Track Meet Mobile Operation

From the Run Menu, **Track Meet Mobile** can be activated as long as the date of operation is on or after the start of the meet and within seven days of the end of the meet. Meet Mobile is automatically activated if today's date falls within the dates of the meet.

When **Track Meet Mobile** is enabled, results are sent to an Active Network web server which serves the Meet Mobile applications that are running on various Apple and Android devices. As heat results are uploaded, the times are sorted in order in Track Meet Mobile's Event Results list, but official place rankings are not shown until all heats are completed within a round.

Results are uploaded during the following operations, but only if there was a change to a result:

- The current heat/flight is uploaded when changing to another heat/flight using the **Heat buttons**, the **Next Heat button**, the **Previous Heat button**, or moving to another event. If entering results for the current heat/flight causes the round to be Done, then moving from the current heat causes all the heats to be re-uploaded along with the overall rankings.
- Clicking **List**, **Score**, or **Re-Rank** causes every heat/flight result to be uploaded if the round is Done. If the round is not Done, only the current heat is uploaded and only if there was a change in the results for the current heat.
- Clicking **Score** or **Re-Score** causes the team scores to be uploaded.
- To manually upload a heat result, press **Ctrl-K** at any time regardless of whether Meet Mobile is Activated or not (except before the meet starts and more than seven days after the meet is over). **Ctrl-K** is handy in the following situation. Suppose you only want to upload results after an event is complete and verified as official. You Inactivate Meet Mobile from the Meet Mobile Menu by unchecking the **Activate the Track Meet Mobile System** check box and then use **Ctrl-K** to upload when you are satisfied the results are good. At any time you can re-enable automatic Meet Mobile uploads by checking the **Activate the Track Meet Mobile System** check box.
- To manually upload team scores, press **Ctrl-O** at any time regardless of whether Meet Mobile is Activated or not (except before the meet starts and more than seven days after the meet is over).
- Results uploaded include the entry mark, the result mark, wind readings, and the field series if there is a series available.
- For **Combined Events** such as Decathlon, point totals are uploaded as the event is ongoing showing total points and rankings after the third sub-event out of ten for example.
- For **Cross Country** meets, besides individual rankings, team scores are uploaded.
- For **Field Event Relays**, team totals and rankings are uploaded.
- For **Veterans and Masters** meets, age grading is uploaded.

Uploading All Results by Session

At any time you can upload an entire session's results from the Run Menu by clicking **Meet Mobile** at the top of the Run Menu. Be sure the Meet Mobile check box is checked and select one or more

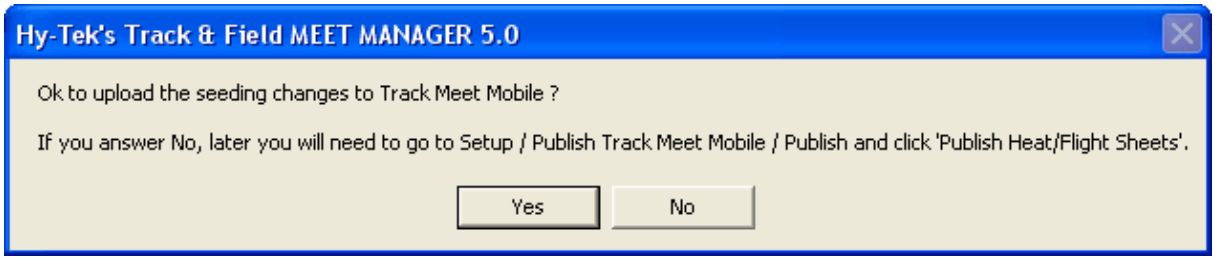
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sessions. Click **Upload Session Results** and all completed rounds within the session will be uploaded along with field series if any. This is especially useful to upload the previous day's results if there was no Internet connection the previous day.



Uploading Heat/Flight Sheets for Newly Seeded Events

If your Track Meet Mobile Settings include Heat/Flight Sheets, anytime you seed or reseed an event from the Seeding Menu, the newly seeded events will be uploaded to Track Meet Mobile when you exit the Seeding Menu (assuming Track Meet Mobile is Activated). Because you may not want to upload the seeding yet, you will be able to confirm whether you want the newly seeded events transmitted or not as shown in the message below.



Meet Mobile Publishing

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How To Run Meets

Run a Finals Only Meet

A Timed Final meet is one in which every event has just 1 round - that is, everyone entered in the Boys 11-12 50 yard DASH runs once and the athlete with the fastest time wins.

As you set up each event, click on the Finals Only radio button under the "Rounds" heading. Then when you seed that event, **MM** will assign the heats/flights and lanes appropriately for the Finals Only seeding - that is the fastest athletes are assigned lanes in the middle next to one another and then subsequent entries fan out to the sides - the slowest being assigned lanes 1 and the other outside lane.

Run a Cross Country or Road Race Meet

Cross County Scoring Set-up

Here is a **short summary** of what to do to run a Cross Country Meet.

1. Create the meet and add one event for each physical race. Check the CC box in the event add/edit menu.
2. Before the meet begins, enter teams and athletes and assign competitor numbers. No need to enter athletes into events.
3. On meet day, click **Run** and select **CC/RR** at the top.
4. Select **Event**, click **Ranks** and enter the order of finish by competitor number. After saving that, you can click **Score** and it will score the event without the times.
5. Click **Times** and enter the times from the tape or read the times from a file that was downloaded from a timer. Save this and exit Times.
6. Click **Match** and that will bring the two lists together. Save and exit.
7. Click **Score** again and you get the results with times.

Cross Country Scoring

There are two basic methods for entering results for CC or RR events from the Run Menu. One method is to enter results just like the race was a regular Track event, and the other is to use the CC/RR module found by clicking CC/RR at the top of the Run Menu. There are three setup scenarios:

- **Meet Type Standard :** All runners score together or are separated by age groups
- **Meet Type Divisions by Team:** You have groups of teams belonging to separate divisions, regions, or large/small schools and each of these groups is scored separately. Simply create the Divisions and assign each team to a division.
- **Meet Type Standard and Meet Style 3+ Dual:** You have 3 or more teams competing in the same race and you want to score each team against every other team as if there were multiple dual meets. The CC/RR Module must be used in this situation and you pick your dual meet pairs from the main screen using Setup / Entry Scoring Preferences / 3+ Dual.

Use the Run Menu if:

- you are receiving results in a list of competitor numbers with their times already matched and your race is relatively small,
- you are using photo finish to time the race (best if 400 or fewer runners per race)

Use the CC/RR Module if:

- you are receiving results with a separate list of the order of finish and a separate list of times,
- or you will be downloading times from a button finish timer,
- or you are using a bar code reader,

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- or you are using more than one finish chute,
- or your race has over 400 runners.
- or your Meet Style is set to 3+ dual meets

Your **most important step** in preparing for a cross country meet or road race is to get the rosters of athletes in the database ahead of time and assign the competitor numbers so that all runners have pre assigned competitor numbers. There is **no need** to enter anyone in an event ahead of time unless you really need to have a list of the entries in each race. As runners are entered into the results menu with the competitor number, they are automatically entered into the event.

Note: From the CC/RR module, you can click on **Athletes** at the top to add athletes instead of exiting the module to add athletes.

Using the Run Menu to Enter Results for CC and RR

You will enter the results in lists of 10 or more. It is easiest to set the number of positions for each list to 10 by setting the event's "lanes" to 10. In "heat" 1, enter the first 10 finisher competitor numbers in the 2nd column titled "Comp#". Then enter the first 10 finisher times in the "Finals" column. Next press Ctrl-H to add a second "heat". Enter the 11th through 20th finishers' competitor numbers and then the 11th through 20th finisher times. Repeat this until all results are entered. After results are entered, clicking List will produce a ranked list of finishers. Clicking Score Event for a Cross Country event will produce the list of finishers along with the team scoring which takes into account the displacer rules in Entry/Scoring Preferences. If the event is a Road Race event, the Score Event will produce team scoring using the aggregate time of the team members. For Road Race scoring, the number of runners for a team is specified in the each event's set-up by placing a number in the "# of runners" check box. The Team Scores are only displayed if **Single Column Courier** is selected from the Run / Preferences / Results. The team scoring for CC uses the rules found in Set-up / Entry Scoring Preferences / CC/RR.

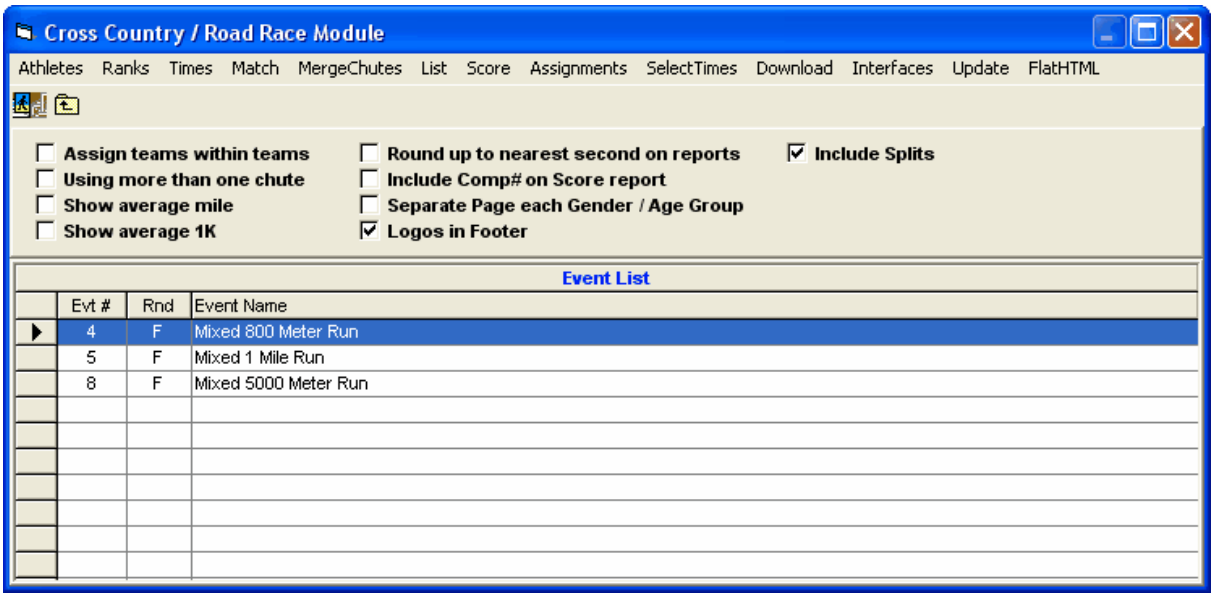
Note: When you click Score Event, you get team scores for those results that have been entered so far, regardless of whether all results are in or not. This means you can enter the first 50 out of 200 and find out quickly who the top three teams are for awards, assuming the top runners for the first three teams have finished. Then you complete entering the results and get the final complete team scoring list.

Using the CC/RR Module to Enter Results

With this module you can enter the order of finish separately from the times and you can get team scores without entering the times.

Note: The CC/RR module uses a separate database from the track database and thus the reports from the regular track main menu cannot access the CC/RR data. There is an **Update feature** within the CC/RR Module that copies completed results from the CC/RR database over to the track database for use in the various track reports.

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CC/RR Enter Ranks / Read Bar Codes

1. This method allows you to enter the order of finish by competitor number for a given chute. If you have only one chute, then it is assumed to be chute 1. You can have up to 10 chutes. If using more than one chute, check the "Using more than one chute" check box . You can only enter the order of finish for one chute at a time. When you first click on **Ranks**, there will be no competitors in the list. To enter results by competitor number, click on the cell in row 1 under Comp# and type in the competitor numbers in the order in which they finished. If using a bar code reader, click on the **Read Bar Codes** button and start reading with the bar code reader. If a bar code can't be read by the reader, type in the number. In fact you can use this module to manually type in all the numbers. The list starts out with 160 empty rows. If your list gets filled, click the **Increase Rows** button to increase the number of rows. Click **Save** to save your list.
2. To change to a different chute while in **Ranks**, **Times**, or **Match**, click the upper left button for the Chute Number and enter a chute number from 1 to 10.
3. **Correcting Errors:** You have several options available for manipulating the rank order in case you make an error in entering the rank order. To delete someone from the list, select the row of the competitor and click the **Delete** button. To insert someone in the list, select a row, click the **Insert** button and enter the competitor number. To move any competitor from one row to another, edit the Rank number and change it to the row to be moved to.
4. **Unknown Runners:** In some cases, there may be a finisher that is temporarily missing his/her competitor number. Enter a competitor number of -9 to indicate "Unknown" runner, and this place will be reserved for you to later enter the correct competitor number.
5. If an invalid competitor number is entered, -9 is automatically entered to mark an unknown runner. This feature enables you to proceed to enter the next competitor number in rapid succession.
6. To list the rankings of the chute being worked on, click List and a list in rank order will be provided.
7. **Reverse Ranks:** In some cases, ranks may be entered in the wrong. Click on Reverse, and a pop up box will give you the option to choose a series of ranks to Reverse or "switch".

CC/RR Enter Times / Read Download

1. Click on **Times** to enter the list of result times for a given chute. To manually enter the times, click on box under Times in row 1, and add them. If you enter times out of order, they will be sorted by time. This permits you to enter the times consecutively until you chose to stop; at any time click **Save** to save your work. If you have downloaded times from a button finish timer, you can click

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Read Times to open a **Select Download File** dialog box. Highlight the file you want and click OK. The times will be read from the file and automatically entered for you. If times have already been entered for the given chute, the times will be over-written by the downloaded times being read in. These times will be used to match with the corresponding chute's order of finish.

2. If a time is incorrect, you can change it by highlighting the time and typing in the revised time. Click **Increase** to add more rows to the list and click **Delete** to remove a time from the list. You must click **Save** to resort the list. To **Insert** a time, simply add the time to the end of the list and the list will be resorted when you click Save.

CC/RR Match Ranks and Times

1. Click on **Match** to match up the separate ranks and separate times lists. In order for this to happen, you must have already entered the ranks and times. The two lists are lined up sided by side. This is to be performed for each chute of using more than one chute in a given race.
2. You can manipulate the lists in several ways. You can add a runner anywhere in the list by highlighting a row and clicking **Insert**. This act will move all runners below the insertion point down one. You enter the competitor number and the time from the previous runner will be used. You can delete a runner by highlighting the runner / row, and clicking **Delete**. This removes the runner / row and the time, and moves all runners below up one. To list the rankings of the chute being worked on, click List, and a list in rank order will be created. If the event has male and female, the ranking will include the ranks by gender as well as the overall rank.

CC/RR Merge All Chutes

1. You only merge chute results if you have more than one finish chute. **Note:** It is very important to understand that most changes made to **individual** chutes (either through enter Ranks or enter Times) AFTER merging will not be included in the merged files unless you merge all the chutes **again**. The only change to individual chutes that will affect a merged file are replacements of runners with another runner. Inserting, switching, or reversing runners in an individual chute will not affect the merged file unless you go back to Merge Chutes again. Modifying the Time order of an individual chute will also not affect the merged list unless you go back to Merge Chutes again.
2. Once all chutes have been merged, you can refine your final results within the Merge Chutes Menu. However, the intention is to get each individual chute results correctly matched first before merging. From the merged list, you can insert a runner or replace a runner. However, if you insert a runner, he/she will be given the same time as the runner in front of where the insertion occurs. The inserted runner will be placed in chute 10. To see the complete results of the merged list, click List.

CC/RR Select Times

Click on Select Times and you can manually enter a select time and the runner that goes with the time, or you can click Read Select Times to read a file that has already been downloaded from a button finish timer. These times are used to help verify or correct data that has been previously entered for a given chute. After entering select times, list and print them to see how they compare to the actual results. Select Times are NOT used for the actual results.

CC/RR Download Times

Click on **Download** and follow the instructions.
Chronomix 737 Timer
Nielsen-Kellerman Interval 2000XC Watch
Omega Power Time
Time Machine
Time Tech Sprint 8

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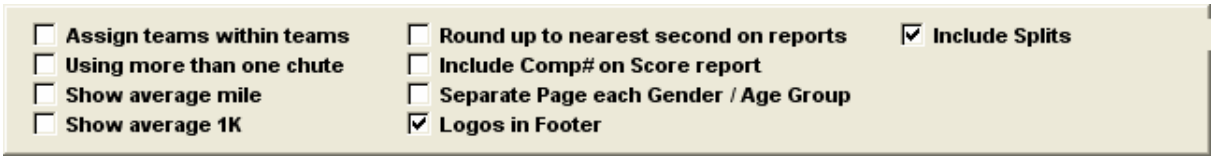
ULTrak L10
FinishLynx File Sharing
DAG Chip Text File

CC/RR List Order of Finish

Click on List to list the order of finish for posting results. If you are using only one chute, you can get immediate results after you have entered any part of the order of finish in the Ranks module. You can later enter the times and match them with the finish order. If you have more than one chute, you cannot properly use this selection until all chutes have been merged.

CC/RR Score Event

Click on Score to score your meet from the CC/RR module. You have the choice of:
1) List and show Scores or
2) Team Scores Only.
If you have set-up the event with multi-age groups and it is a road race, the results will be separated by gender and age group. If the event is Cross Country, then the results will be separated by gender if the event is set-up as mixed genders. If the event is NOT Cross Country or Road Race and if you have set-up the event with multi-age groups, the results will be separated by gender and age group, but there will be no team scores. Once your ranks and times have been matched, you can get team scores. Teams will only be scored if the number of runners meets the minimum number of runners you set up in the Entry/Scoring Preferences (usually 5). If your meet is Cross Country and you have only one finish chute, you can get immediate team scores by just entering the order of finish in the Ranks module !
Options for the Results printout are:



If Assign teams within teams is checked, you can assign athletes to more than one team within a team. Like you would for relays, you assign athletes to A, B, C, etc teams. Each team will be scored separately. Splits are only available if FinishLynx File Sharing was used for the Button Finish Interface.

CC/RR Update for Reports Menu

Click **Update to** copy completed results from the CC/RR database over to the track database for use in the various track reports. The data will be copied over in flights of 10 for viewing in the regular part of the Run Menu. If there are over 400 runners in one race, this is not recommended, since the Run Menu will take to long to refresh the screen with 40 flights of 10 results or more. The update cannot be performed if any runners have been entered with -9 for unknown.

CC/RR Flat HTML

From within the CC/RR Module, you can create a plain and easy to read HTML file with the order of finish only, the order of finish and team scores, or just the team scores.

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Run an Invitational Meet

A typical Invitational Meet is a meet that has more than one round. For example, a typical Invitational meet will have 2 to 3 rounds for most short races, 1 or 2 rounds for longer races, and 1 round for field events.

Setting up an Invitational meet is very straightforward using MM. As you set up each event from the **Events Menu**, declare the number of rounds that will be held and how many heats/flight you will be running in subsequent round(s).

When you are running an Invitational meet, it is important to set up **Sessions** so that you may group what events and what round for each event are being held. For example, Session 1 may be held in the morning with Prelim events and then Session 2 for Finals are held in the late afternoon or evening. By setting up Sessions, you will be able to include start times for each event. It will also give you an opportunity to simplify the seeding and running of the meet. For example, after Session 1 has been completed and you do any scratches for Finals, then go to the Seeding screen, click on Session 2, select all events, and then click on Seeding. Then print the Meet Program for Session 2. That way, you do not have to "remember" which events are being held when. They are already "set up" before the meet starts.

After you complete Prelims and seed for Semis or Finals, you can include the Prelim Results with your Meet Program for the next round. Just click on the check box marked "**Prior Round Results**".

After the meet has been completed, you can print Meet results for a Session or all Sessions, any round or all rounds **in Publication Order** or **Event Number Order**. MM will take care of grouping each round's results together. Click on the **"Prior Round Results**" check box for Single column format to include all rounds for each athlete that competed in multiple rounds.

Run a Combined-Event Meet

You must have the **Combined-Events Option** run events such as the Decathlon, Heptathlon, Pentathlon, and Weight Pentathlon. Set up your combined-event in the Events Menu and then click the Multi sub-events button to configure the set of sub-events. After athletes are entered in their respective multi events, seed each of the sub-events using the Seed Menu. After seeding, you can enter results from the Run Menu just like you would for any other event.

> ***Important Note:*** *In order to seed the Sub-Events from the Seeding Menu, the Sub-Events must be added to a Session.*

As you enter results, the points scored for each mark are **automatically and instantly displayed**. All result listings include the point scores. These scores are identical to those found in the accepted IAAF tables. Click List to display results for the event and click Score Event to display a spreadsheet with all sub-events included. Note that field events in combined-events must be entered in metric. Be sure the field event official knows this!

Note: When creating a spreadsheet for results in the Run Menu for combined-events, the Competitor # has been removed to make more room for the athlete name.

If you are set-up to use age-grading tables **(Main Menu Bar / Set-up / Report Preferences / Format / "Show Age-Graded Table Conversions")** , then the points assigned to each event will be the points equivalent to the age-graded mark and **not** the actual mark!

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Run a Dual Meet

A Dual Meet is a One Round Meet in which only two teams compete. There are basically two ways to seed a Dual Meet - let **MM** seed one team into the even numbered lanes and the other team into the odd numbered lanes, or manually Seed the meet. But for College or High School dual meets, many times the coach does not declare who is competing in an event until right before the event begins. In this case, you would want to manually Seed the event.

Here is a list of steps for you to follow to setup a Dual Meet.

1. Click on **Set-up** from the Main Menu Bar and then **Meet Set-up** and click on the **2 Team Dual** radio bar under the Meet Style Heading - then click **OK**.

2. If you plan on letting MM do an even/odd lane seeding, click on **Set-up** from the Main Menu Bar and **then Seeding Preferences** under the 2 Team Dual Meets Heading and optionally select either Even/Odd Seeding or Strict Even/Odd Assignment. The difference in the "Strict Even/Odd" selection being that MM will not "break" the Even/Odd criteria assignment to combine heats. For example, one Team has 12 athletes and the other has 3.

3. If you have selected Even/Odd Lane Seeding, now enter which Team will be assigned the Even lanes and which Team will be assigned the Odd Lanes.

   Please Note
   If you plan to Manually Seed your meet, or you do not want Even/Odd Lane Seeding, then do not click on either of the Even/Odd check boxes.

Run a Double Dual Meet

A Double Dual Meet is a One Round Meet in which three or more teams compete, each competing against the other in multiple dual meet pairings.
For example, if there are 3 teams in the meet, Team scores would be computed as if there were 3 dual meets for each gender.

Men Team 1 versus Team 2	Women Team 1 versus Team 2
Men Team 1 versus Team 3	Women Team 1 versus Team 3
Men Team 2 versus Team 3	Women Team 2 versus Team 3

To set up a Double Dual meet, select **3+ Team Dual** as the **Meet Style** from the **Meet Set-up** menu. Then, when you go to **Set-up** and select **Entry/Scoring Preferences**, click on the "Pick Teams" button on the bottom right of the screen and select the team pairings for the meet. If there are 3 teams in the meet, then there are 3 possible Men's pairings and 3 possible Women's pairings.

While you are running the meet from the Run Screen, **MM** will display these pairings on the screen. When you click on the **Ctrl-S** button, **MM** will update the team scores for each of these pairings right on the screen!

You can print Team Scores for all pairing combinations right from the **Scores Report**. Please keep in mind that the Double Dual Team Scoring will not include events that have been specified to **NOT Score**. Whether to score an event is specified in the Events Screen.

For Cross Country: Double dual meets for Cross Country and Road Races must be scored from the CC/RR module. Regular CC/RR races can be scored from the Run Menu, but double duals cannot. The CC/RR module will use the team pairs you select from **Set-up / Entry/Scoring Preferences**.

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Run an Un-Seeded Meet (All Comers)

An Un-Seeded Meet is one in which you **DO NOT** want the computer to seed the event. You will manually enter athletes and relays into lanes and positions. EX: This kind of meet might be a High School or College Dual Meet in which the coach does not disclose his/her lineup until an event actually begins. Within the Seeding Menu, you can click on the column labeled **Manual** so that you will not be able to mistakenly seed that event.

Click Here for a description of the four ways to **Manually Seed an Event**.

Run a Para Meet

Generally, a Para Meet has numerous classifications for different types and levels of disability. Each event result is sorted by the classification and so there are multiple first and second places in each event. In **MEET MANAGER *for Track & Field***, we call this "classification" a **Division**. You can assign a different division to each entry in order to handle the fact that one person may be in several different para classifications, depending on the event.

Here is a list of steps for you to follow to setup a Disability Meet.

1. Click **Set-up** from the Main Menu Bar and then **Meet Set-up.** Under **Meet Type**, click the **by Entry** radio button under Divisions and under **Class**, click the **Other** radio button. Click **OK** to close the Meet Set-up Menu.

2. Click **Set-up** from the Main Menu Bar, click **Divisions/Region Names,** and click **Divisions**. You can set-up any number of Divisions with a two-character abbreviation and up to 20 characters for the description. For example, you might make the abbreviation for one disability be **10** and the description be **S10**.

3. From the **Events Menu**, create the events as Open events.

4. In order to assign a disability Division to an entry, use the **Athletes Menu** after the athlete is entered in events. At the bottom of the **Athlete Menu**, the events are listed and those events in yellow are entered events. Click under the column labeled **Div** and a drop down list with the Divisions will appear for you to pick from.

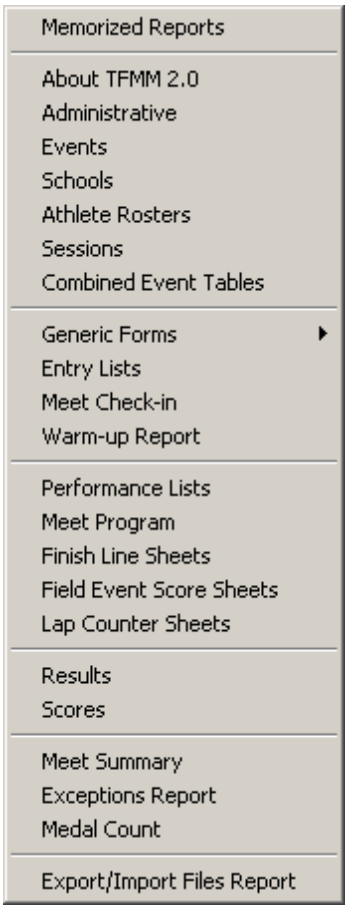
5. In order to assign a disability Division to a relay, use the **Relays Menu**. At the bottom of the **Relay Menu**, double click any team to enter a relay for that team. After a relay is entered, click under the column labeled **Div** and a drop down list with the Divisions will appear for you to pick from.

That's it! Now when you Run and Score the Meet, MM will automatically break out Place/Finish Scoring based on the disability Divisions you have specified for each entry.

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Reports Menu

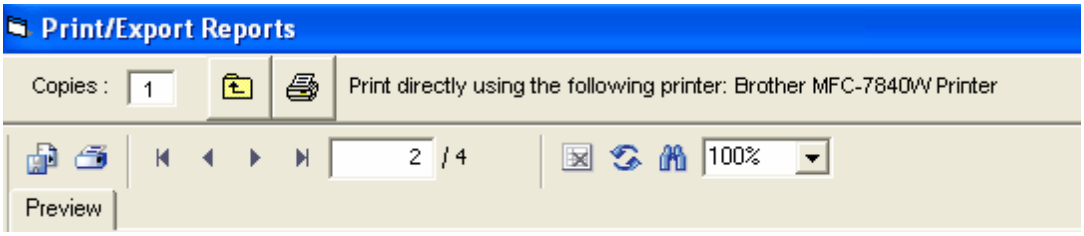
From the Main Menu Bar, click on **Reports** to display the Reports Menu List as shown below. You may want to review **Report Preferences** from the Set-up screen to custom various report setup options.



When your report is displayed on screen you will see a tool bar like the one below where you can print, change the printer setup, or export to various formats:

Preview Screen Tool Bar

The Preview Screen Tool Bar is displayed on the top of each report's Preview Window.





Click on the "X" on the left side of the Tool Bar to close the Preview Window.

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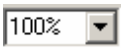
 The left and right arrows allow you to move one page to the left or one page to the right.

 These left and right icons allow you to move to either the first page or the last page.

 Click on the Printer icon to actually start printing the report. You will be given the option to print the current page or a specific set of pages for each report - for example, print only pages 11-14.

 Click on the Printer Setup icon to select the printer that you wish to use for this report. HY-TEK suggests you set up your printer defaults using Printer Preferences.

 Click on the Export Report icon to export your report to various formats such as Microsoft's Word.
Click Here for details on how to export to pdf, Word, and other formats.



Click on the Preview Sizing arrow to resize the Preview Window based on a percentage.

It is highly recommended that you NOT use **Dot-Matrix** printers for reports because the true type fonts will cause the printer to print very slowly. Using a Dot-Matrix for entry cards and labels should print quickly as there are specific choices for dot-matrix printers. **If you are using a Dot-Matrix printer to print Entry cards, please set up that printer as your default printer in Windows.** To do this, click on the Windows **Start** button, then **Settings** then **Printers**. Now double click on the Dot-Matrix printer and then click on the **Printer** pull-down and click on **Set Default**.

If you have problems printing on the Dot-Matrix printer, please go to your printer vendor's web site and download the latest printer driver. Please note that Windows NT does not have drivers for many of the older Dot-Matrix printers.

Export Results

Any of the above report formats can be exported to products like Microsoft Word, Excel or in a standard comma delimited format.

MM also provides you the option of exporting Results in other formats as described below.

AP News

Click on this Radio button and **MM** will export the results in the official AP News format, great for providing results to Newspapers.

Flat HTML

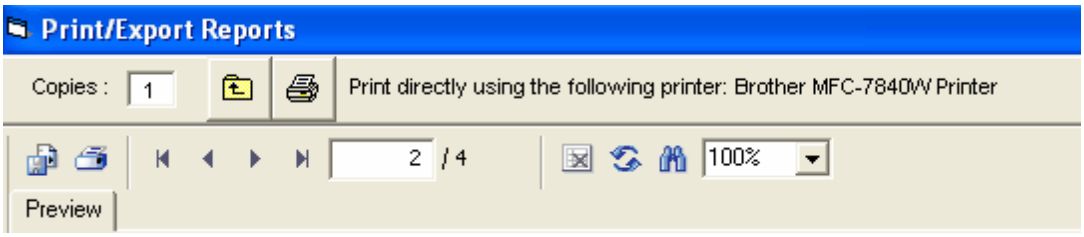
Click on this Radio button and **MM** will export the results in a standard Single Column Flat HTML format for posting on the **Internet**. This is the preferred HTML format.

Preview Reports

Preview Screen Tool Bar

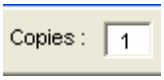
The Preview Screen Tool Bar is displayed on the top of each report's Preview Window.

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Click on the "X" on the upper right side of the window or click on the Exit Menu icon  to close the Preview Window.



The top panel allows you to print directly to the printer selected in the Printer Setup and change the number of copies to whatever is desired.



Click the Printer icon to print directly to the printer named to the right of the icon. This printer icon will use the printer selected in Print Options and print the number of copies shown to the left of the printer icon.



The left and right arrows allow you to move one page to the left or one page to the right.



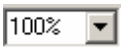
These left and right icons allow you to move to either the first page or the last page.



Click on the Printer icon in the second panel to bring up the standard printer dialog. You will be given the option to print the current page or a specific set of pages for each report - for example, print only pages 3-4. You can change the number of copies here too, but the number in this dialog always defaults to 1.



Click on the Export Report icon to export your report to various formats such as Adobe Acrobat pdf and Microsoft Word doc files.
Click Here for details on how to export to pdf, Word, and other formats.



Click on the Preview Sizing arrow to resize the Preview Window based on a percentage.

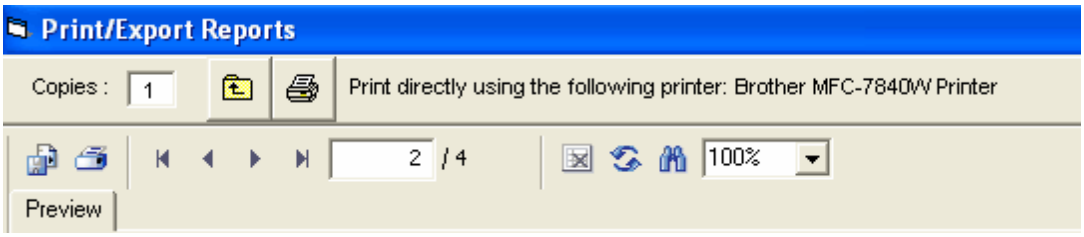
It is highly recommended that you NOT use **Dot-Matrix** printers for reports because the true type fonts will cause the printer to print very slowly. Using a Dot-Matrix for entry cards and labels should print quickly as there are specific choices for dot-matrix printers. **If you are using a Dot-Matrix printer to print Entry cards, please set up that printer as your default printer in Windows.** To do this, click on the Windows **Start** button, then **Settings** then **Printers**. Now double click on the Dot-Matrix printer and then click on the **Printer** pull-down and click on **Set Default**.

If you have problems printing on the Dot-Matrix printer, please go to your printer vendor's web site and download the latest printer driver. Please note that Windows NT does not have drivers for many of the older Dot-Matrix printers.

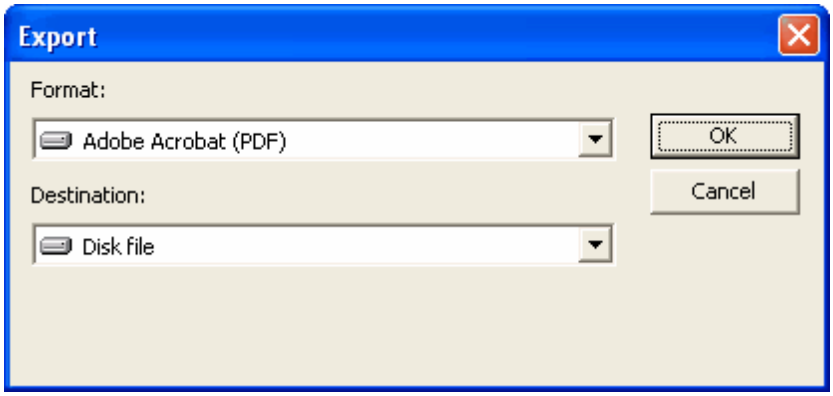
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Report Exports

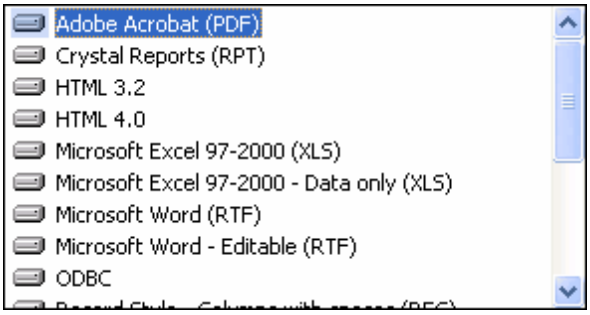
After a report is displayed on screen, you have options for exporting the report to various formats. The **PDF** export works really well and gives you an exact replica of the report. If desiring to export a report to Microsoft Word for purposes of editing, select **Microsoft Word - Editable (RTF)**. You will not be able to edit in MS Word if you use any of the other exports as the formatting will be unusable. When desiring to edit a **Meet Program** report, there is a special **RTF Export check box** which must be used which creates a specially formatted report which exports nearly perfectly when selecting the **Microsoft Word - Editable (RTF)** format.



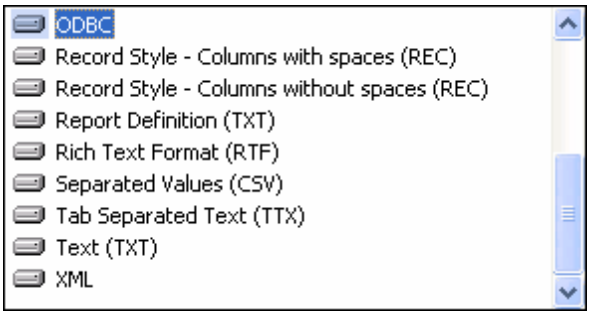
You can click on the Export Report icon  which looks like two pages. This brings up the following window:



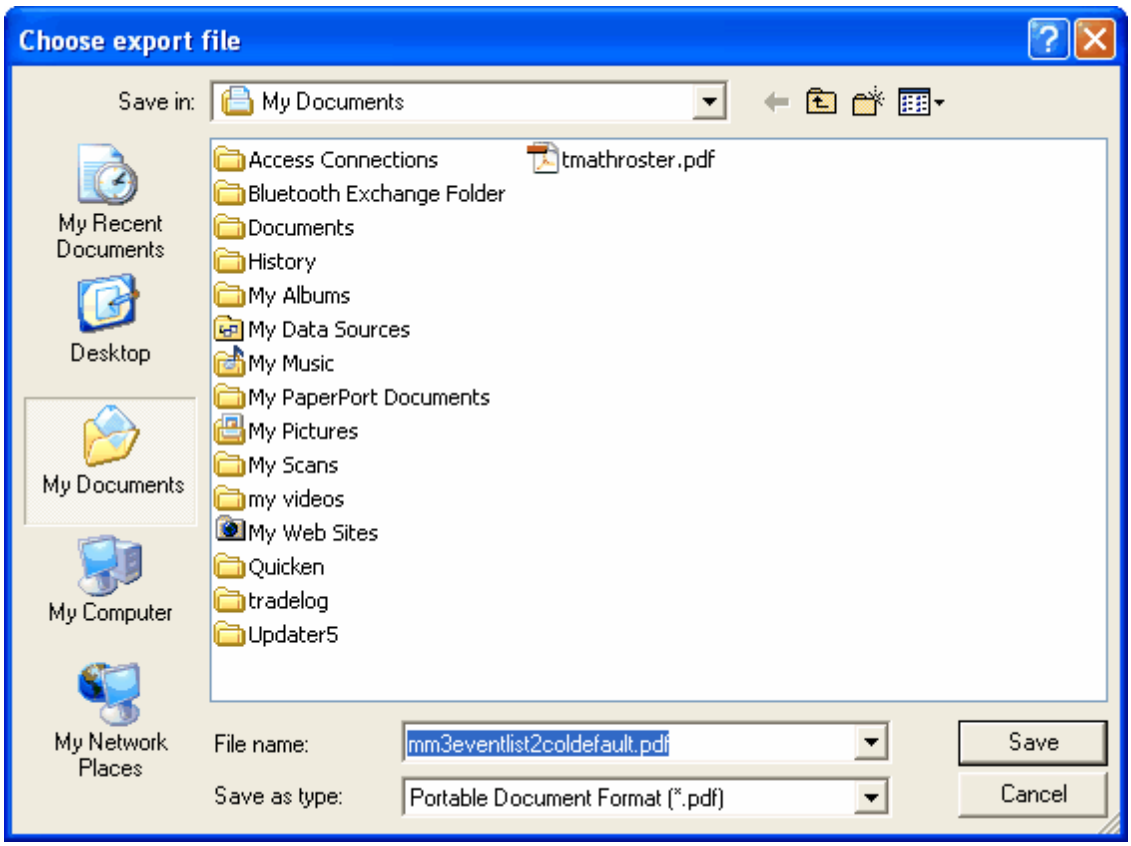
Leave the Destination as Disk File. When you click on the Format combo box, the following options are available:



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Select the format and then click Ok on the Export window shown above. You then are directed to pick a directory/folder for the file to be copied to. The save to folder will always be My Documents. A sample window is shown below where you can rename the file. In this case it is a pdf from the Events Report.



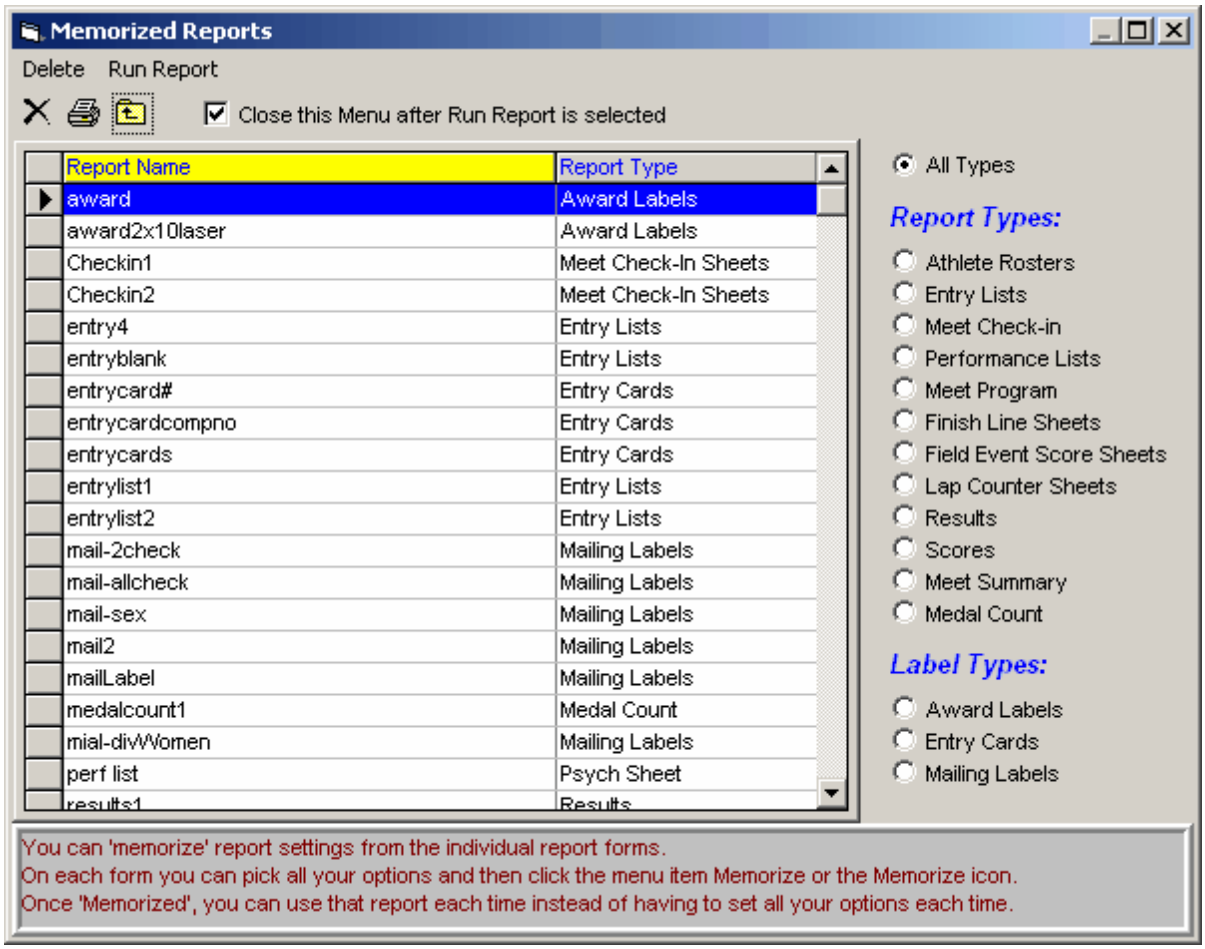
Memorized Reports

From the Main Menu Bar, click on **Reports** / **Memorized** and **MM** will display the Memorized Reports menu screen.

- To add a report to the Memorized Reports List, you click **Memorize** at the top of any of the eligible Report Types or Label Types listed below. At the top of any of these report or label types, you can also click the Memorize Report icon .

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- Select a report Name and click the Run Report icon .
- To filter the Report Names list, select any one of the Report Types or Label Types at the right.
- To permanently delete a report from the list, select the report and click the delete icon .

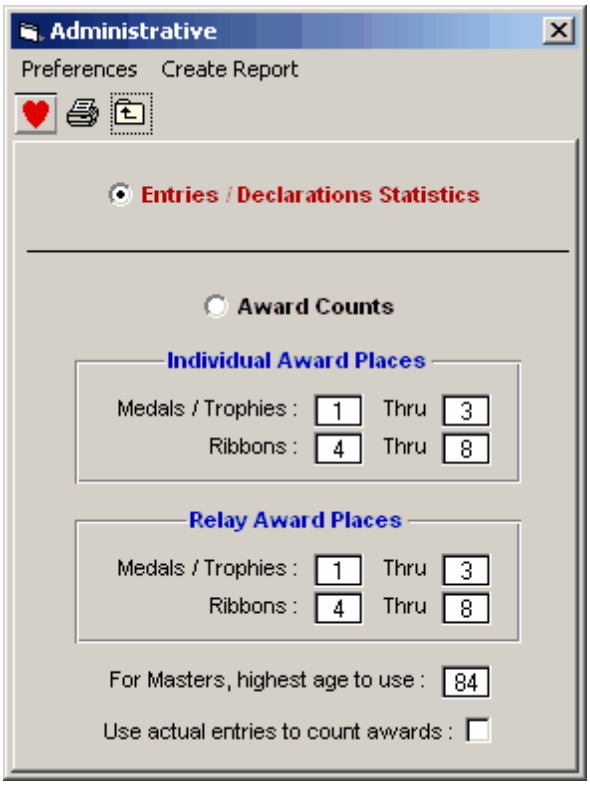


Administrative Report

From the Main Menu Bar, click on **Reports** / **Administrative** and **MM** will display the Administrative Reports menu screen.

- The **Entries / Declarations Statistics** report details the number of entries in each event, the number that were not scratched (or if in Declaration mode, the number declared) and the number who actually competed. It also provides statistics on how many athletes were in 1 event, 2 events, 3 events, etc.
- The **Award Counts** report can help you in determining how many awards to order for the meet. For relays, it figures that you will need 4 awards per relay. The report will indicate whether the maximum number of awards is listed or whether it is using the actual entries to count the awards.

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Entries / Declarations Statistics

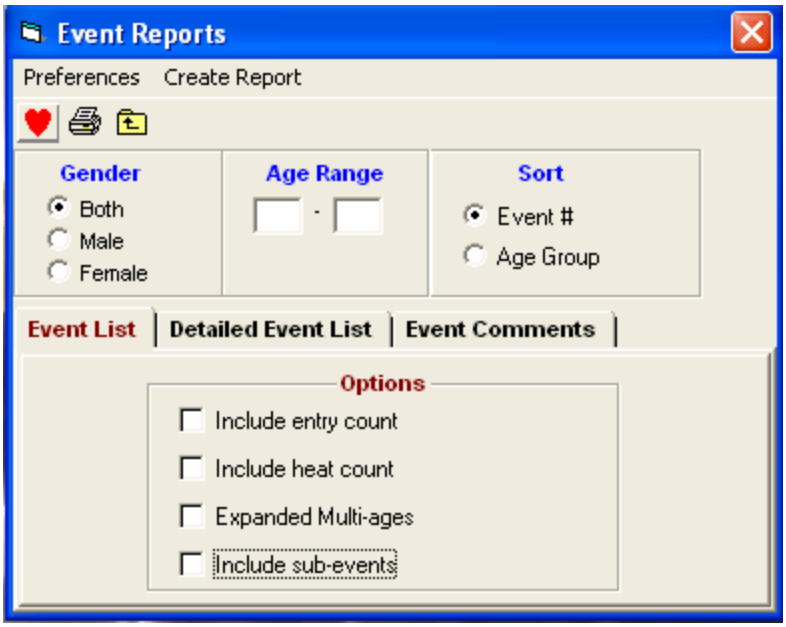
This report details the number of entries in each event, the number that were not scratched (or if in Declaration mode, the number declared) and the number who actually competed. It also provides statistics on how many athletes were in 1 event, 2 events, 3 events, etc.

Events Report

From the Main Menu Bar, click on **Reports** / **Events** and **MM** will display a window like the one shown here.

- You can filter the reports by Gender and by Age. For example, you could print a list of all the Boys 11-12 events.
- All three report types can be sorted by Event Number or by Age Group.

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Event List

- The Event List is a 2 Column Event List. Select the required **Options** check boxes to **Include entry count**, **Include heat count** (also includes flight count), show **Expanded Multi-ages** and **Include sub-events** in the report.
- The Expanded Multi-ages is a great feature for **Masters/Veterans Meets** to get an estimated Medal count.

Detailed Event List

The Detailed Event List is a single column report with more information about each event including Entry Fees, Event Status, and how finals are setup.

Event Comments

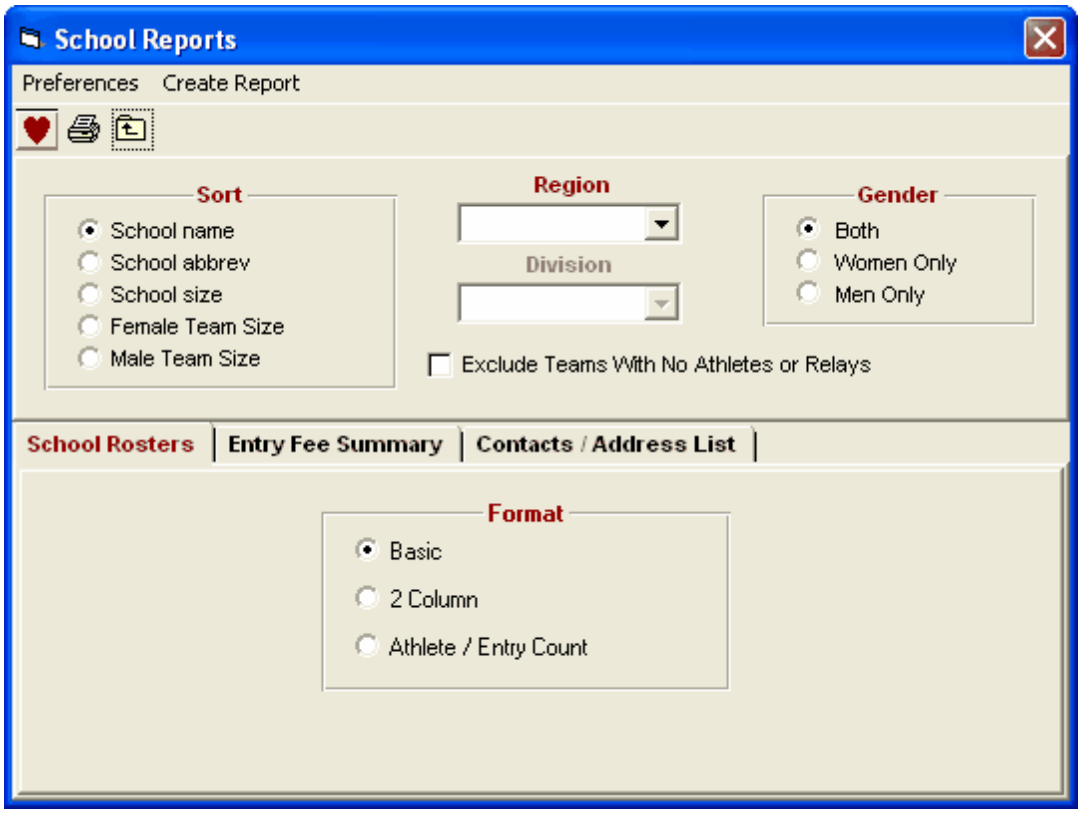
The Event Comments report provides a list of the Event Comments / Sponsors that you have entered in the Events Menu.

Teams Report

From the Main Menu Bar, click on **Reports** / **Teams** and **MM** will display a window like the one shown here.

- For each report you have various filters and sort options.
- Use the **Exclude Teams With No Athletes** to shorten your list of teams.

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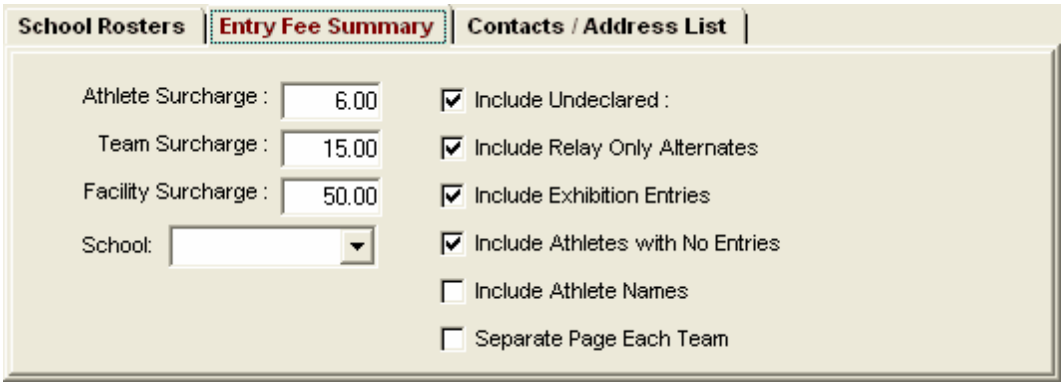
Team Rosters

- **Basic:** This is a basic single column report that displays the team abbreviation, the full team name, and the short team name.
- **Column:** This is a two column report that displays the team abbreviation and the full team name only.
- **Athlete / Entry Count by Team:** This is a statistics report that displays in columns the team abbreviation, the full team name, the number of female athletes, the number of male athletes, the total number of athletes, the number of individual entries, the number of relay entries, and the total number of entries for each team.
- **Athlete / Entry Count by Country:** This is the same statistics report format as the one computed by team, but instead looks at the "Citizen of" country for each athlete for the athlete count and the number of individual entries and looks at the country code for each relay team's team to get the relay entries count. The report is listed by country instead of by team and can be sorted by country or by number of athletes per country. The By Country check box is not available for the Basic or 2 Column Format.

Entry Fee Summary

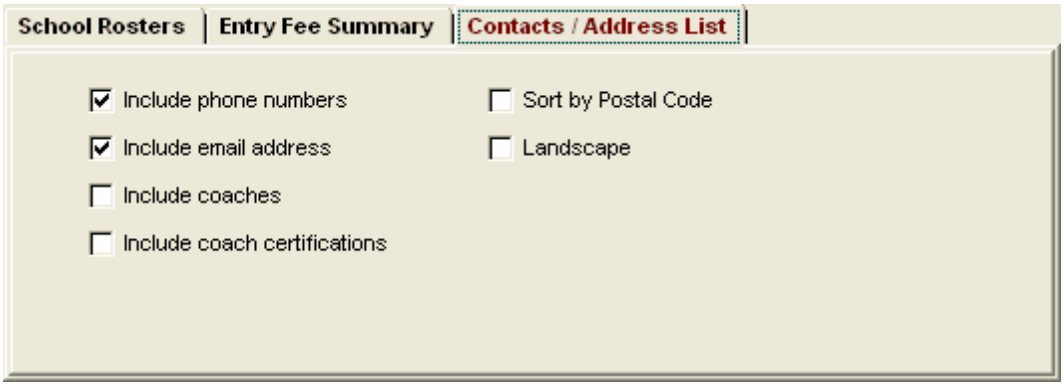
- The Entry Fee Summary provides a simple report of what each team owes or what each athlete owes.
- You can specify an Athlete Surcharge, a Team Surcharge, and a Facility Surcharge. **MM** will use the surcharges and the meet entry fees you set up for each event and provide a Meet Entry Summary Report for each Team.
- There are several other options that will change how the entry fees are calculated. You can include or exclude Scratches (or undeclared if using Declaration Method), Relay Only Alternates (5th through 8th slots), and Exhibition entries.
- You can even include each athlete's detailed fee summary by clicking on the **Include Athlete Names** check box.

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Contacts / Address List

- For the Contacts and Address List, you a number of choices as to what to include as illustrated below.



Filters and Sorts

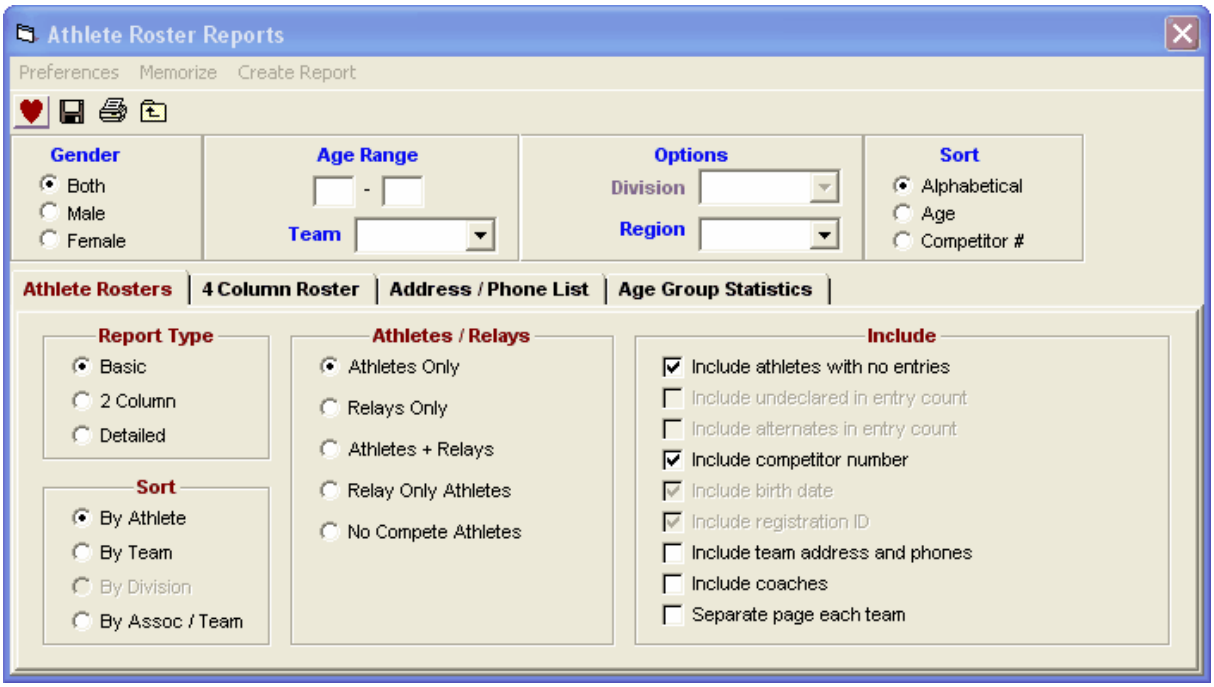
- You may filter the report by Region or Division. You declare a Team's Region and Division when you first Setup a Team.
- The sort is by team name, team abbreviation, or by team size.

Athlete Roster Report

From the Main Menu Bar, click on **Reports** / **Athlete Roster** and **MM** will display a window like the one shown here.

- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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Athlete Rosters

- **Basic:** This is a single column report with athlete name, team, gender, and age. Competitor number is optional.
- **2 Column:** This is a two column report using a smaller font and contains the same information as the Basic Report Type.
- **Detailed:** The detailed report is a single column report that provides more detail on each athlete such as birth date, registration ID, and entry counts.
- You may customize any of the above three formats further to include items like Scratched/Undeclared or Alternates in Entry Counts and the Competitor #.
- Click on the **Relay Only Athletes** radio button to get a list of athletes that are either not entered in an Individual event or are on a Relay.
- Click on the **No Compete Athletes** to get a list of athletes who did not compete either in an Individual event or in a Relay event. The No Compete Athletes report would be created at the end of a meet. It includes athletes who were not entered in any events at all or who were entered, but Scratched or No Showed for all individual events and did not run any legs in a relay event (note, the athlete may be listed as an alternate (5th-8th relay slot), but this does not count as a Compete classification. See also the Exceptions Report choice for listing No Performance Athletes.

4 Column Roster

- Compact **4 column** format with just athletes' Names and Ages and optionally the competitor number.

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Address / Phone List

- **Address List** format can be sorted by Full Team Name or Postal Code.
- Other report options are to list phones and email only or to list the emergency contact only.



Age Group Statistics

- The **Age Group Statistics** report breaks down by gender how many athletes are in each age group, how many entries are in each age group and how many relay only athletes there are.
- The age groups can be either the actual age groups used in events or single year age groups.



Filters and Sorts

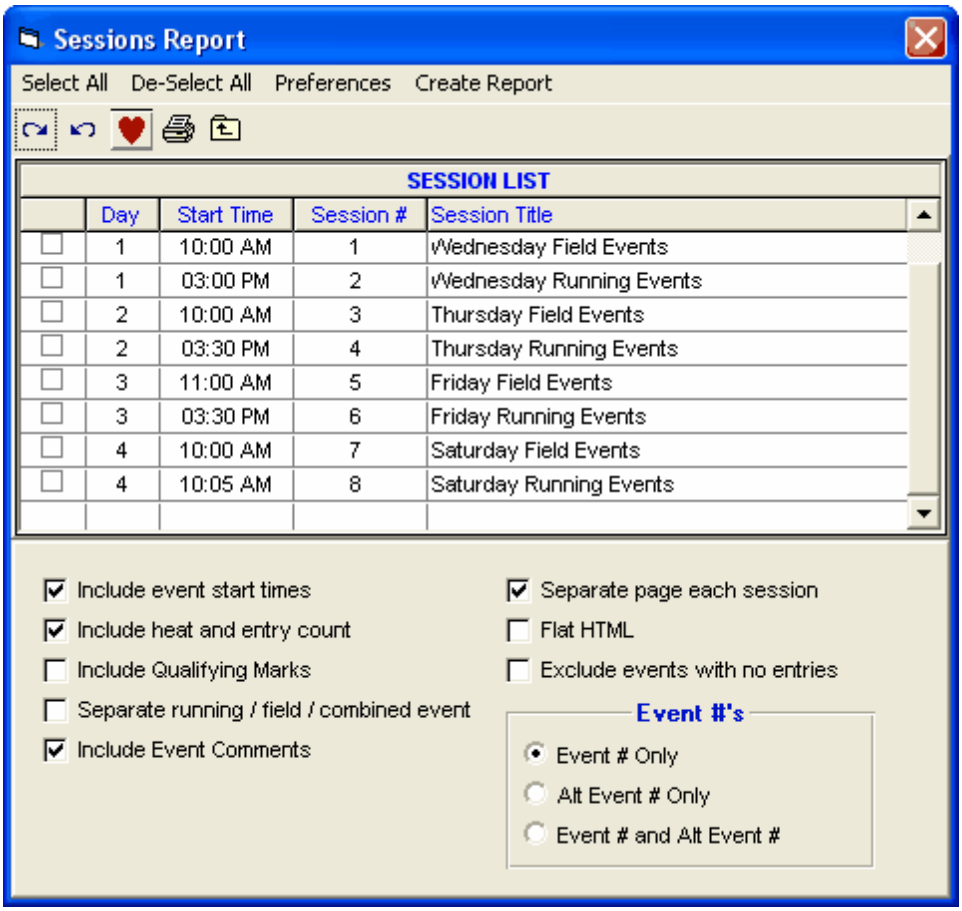
- You may filter the report by gender, athlete age range, Division, or pick one team. For example, you could provide the coach for the FAST Track Team a Roster List of all of the girls, or the coaches in the Southeast Division a list of all of their Athletes.
- The sort is by athlete last name or by athlete age.

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Sessions Report

From the Main Menu Bar, click on **Reports** / **Sessions** and **MM** will display a window like the one shown here.

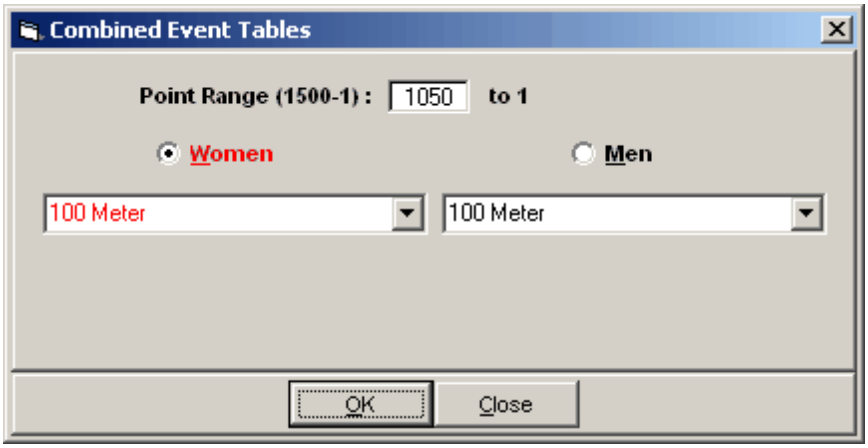
- After you have set up your Sessions and set up your schedule of events within each session, you will want to print a list of the information about each Session so that you can post it with or without a **Time-Line**. Click Here to find out How To Set up a Session schedule.
- Pick one or more sessions from the Session List by clicking the first column check box.
- Customize your report by checking the appropriate items below.
- If you are printing multiple sessions, you may want to select **Separate page each session**.
- If you are combining events, you may also want to **Exclude events with no entries**.
- You have the option to separate each session into running, field event, and combined event sections.
- To include the meet qualifying marks with each event, check the **Include Qualifying Marks** check box. If an event is multi-age group, it will split the event to show the qualifying times for each age group.
- To include Event Comments, check the **Include Event Comments** check box.
- The **Flat HTML** choice creates an HTML file instead of a report. This format is a very clean and simple style that is easy to read and to upload to a web site.
- The Session Report also shows **projected heat/flight count** for events that are unseeded. These unseeded counts are indicated with a "**u**" after the number of heats - for example **4u** for 4 heats/flights.



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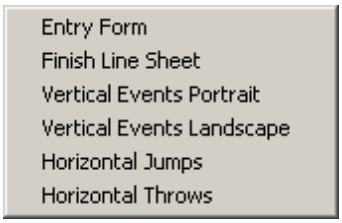
Combined-Event Tables

From the Main Menu, click on **Reports**, then **Combined-Event Tables**. You have the option to create a point scoring table for any valid combined-event with a range for the table from 1 point up to 1500 points. The special USATF and AAU tables for Midget 80 meter hurdles can also be printed.



Generic Reports

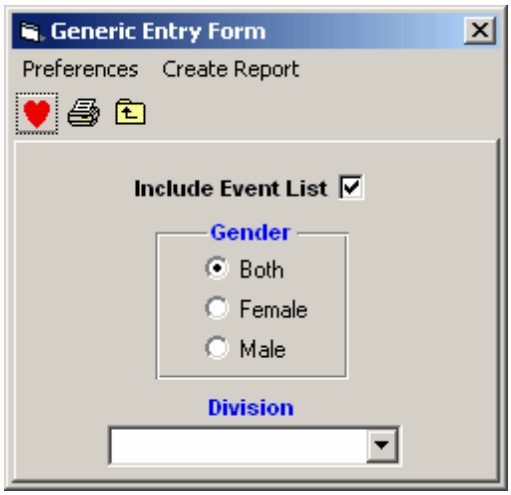
From the Main Menu Bar, click on **Reports** / **Generic Reports**. You have the option to create any of the following generic forms.



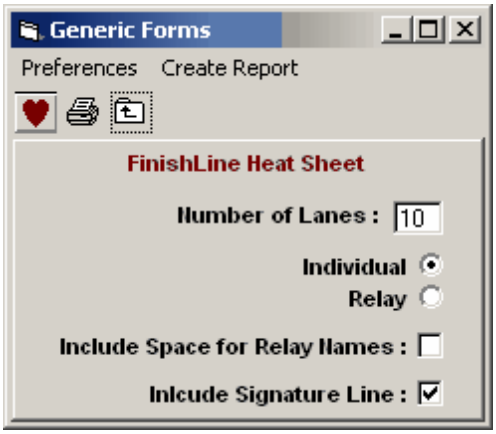
The choices for Vertical and Horizontal Jumps and Throws creates a report directly. In Vertical Events Portrait, there will be 7 columns for heights, but in Vertical Events Landscape, there will be 12 columns for heights.

If you select Entry Form, you get the screen below and you have the option to include the event list at the top of the form if you have entered the events into the database.

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If you select Finish Line Sheet, you have the options shown below.



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Records Report

Records can be entered by **keyboard** or can be **imported** - click on Setup and Use Records to see how to do either.

In order to print a report of records that you have entered, click on **Events** from the Main Menu Bar and then click on the **Records icon**. **MM** will then proceed to load up the Records browser with the records that you have previously keyed or imported.

You have the option to **filter** the Records Report as follows:

- Filter by Event Gender - Male/Female/Both
- Filter by Age Range - For example, print the records for the 11-12 year olds.
- Print the Records for ALL tags or highlight a specific record name. For example, you may have set up records for the Meet, Regional, and State but only want to print the Sate records.

You also have the option to **Sort** the report by **Event Number** or by **Age Group** and then Event and Distance within that Age Group. Click on the **Create Report** button to begin formatting and printing the report.

Time/Mark Standards Report

Time/Mark Standards can be entered by **keyboard** or can be **imported** (importing is not available in this release) - please click Here to see how to do either.

In order to print a report of Time/Mark Standards that you have entered, click on **Events** from the **Main Menu Bar** and then click on the **Time/Mark Standard** button on the left side of the Screen. **MM** will then proceed to load up the Time/Mark Standard browser with the Time/Mark Standards that you have previously keyed or imported.

You have the option to **Sort** the report by **Event Number** or by **Age Group** and then Event and Distance within that Age Group. Click on the **Create Report** button to begin formatting and printing the report.

Entry Lists Report

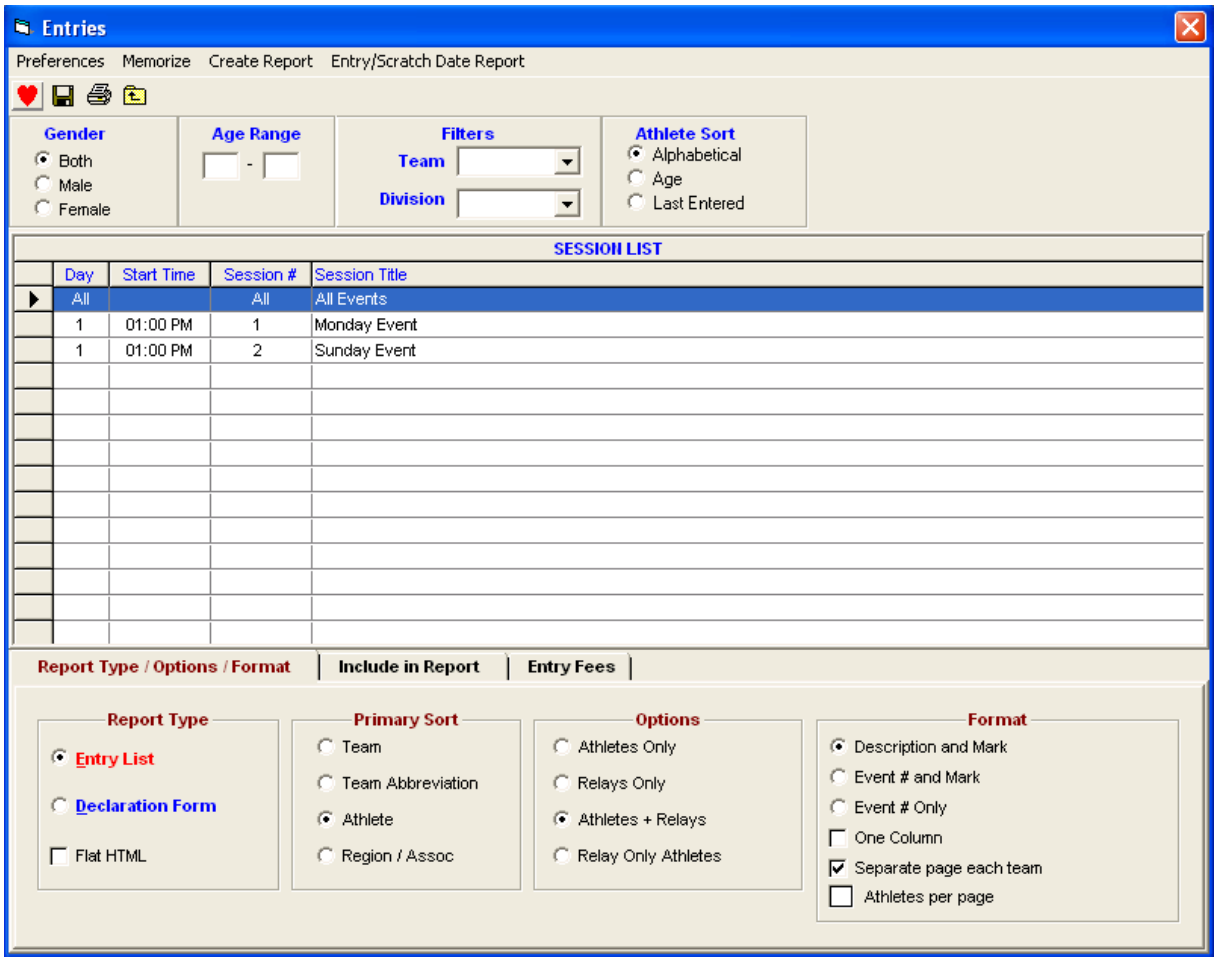
From the Main Menu Bar, click on **Reports** / **Entry Lists** and **MM** will display a window like the one shown here.

- The Entry List Report includes a list of events each Athlete and Relay is competing in.
- The report can contain Entry Marks or just event numbers for a more compact report.
- There are four Report types which are really methods of sorting.
    1. **By Team:** The report is sorted by Full Team Name with each team's athletes sorted according to one of the three sort choices of alphabetical, by age, or by last entered. If relays are included, they follow at the end of each athlete list.
    2. **By Abbr:** This the same report as By Team, except that it is sorted by the team abbreviation.
    3. **By Athlete:** This report is sorted by athlete according to the Sort choice regardless of team and if relays are included, all relays for all teams are listed at the end of the athlete list.
    4. **By Region:** The region is the region assigned to each team.
- If **By Athlete** is selected for **Primary Sort**, you can enter a number for Athletes per page.
    1. Enter "1" to list one Athlete per page.
    2. Enter "2" to list two Athletes per page.
    3. Enter "3" to list three Athletes per page with the format of **three 3x5 cards**.

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- You can filter what is included in the report by Team, Division, Gender, and Age Group. For example, the coach for the FAST Track Team may want to see the entries for the 11-12 Girls only.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize icon , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.
- To show the Entry/Scratch Dates report, click **Entry/Scratch Date**. This report shows the last change to Entry/Scratch dates and times. Entry times are NOT displayed the first time MM 5.0 or older databases are opened, but entry dates may still be displayed.

Click on **Reports** from the Main Menu Bar and then **Entry List** and **MM** will display a window like the one shown here. Pick what Session that you wish to print (or All Events).



- You can customize the items you want included in the report. For example, you may want to include Undeclared and alternates, but only include Athletes and no relays. You may want to include or exclude the **heat/lane**, each athlete's **birth date**, and/or each athlete's Registration ID.

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You also have the option to include Entry Fees in the report if the report is by Team.



Meet Check-In Report

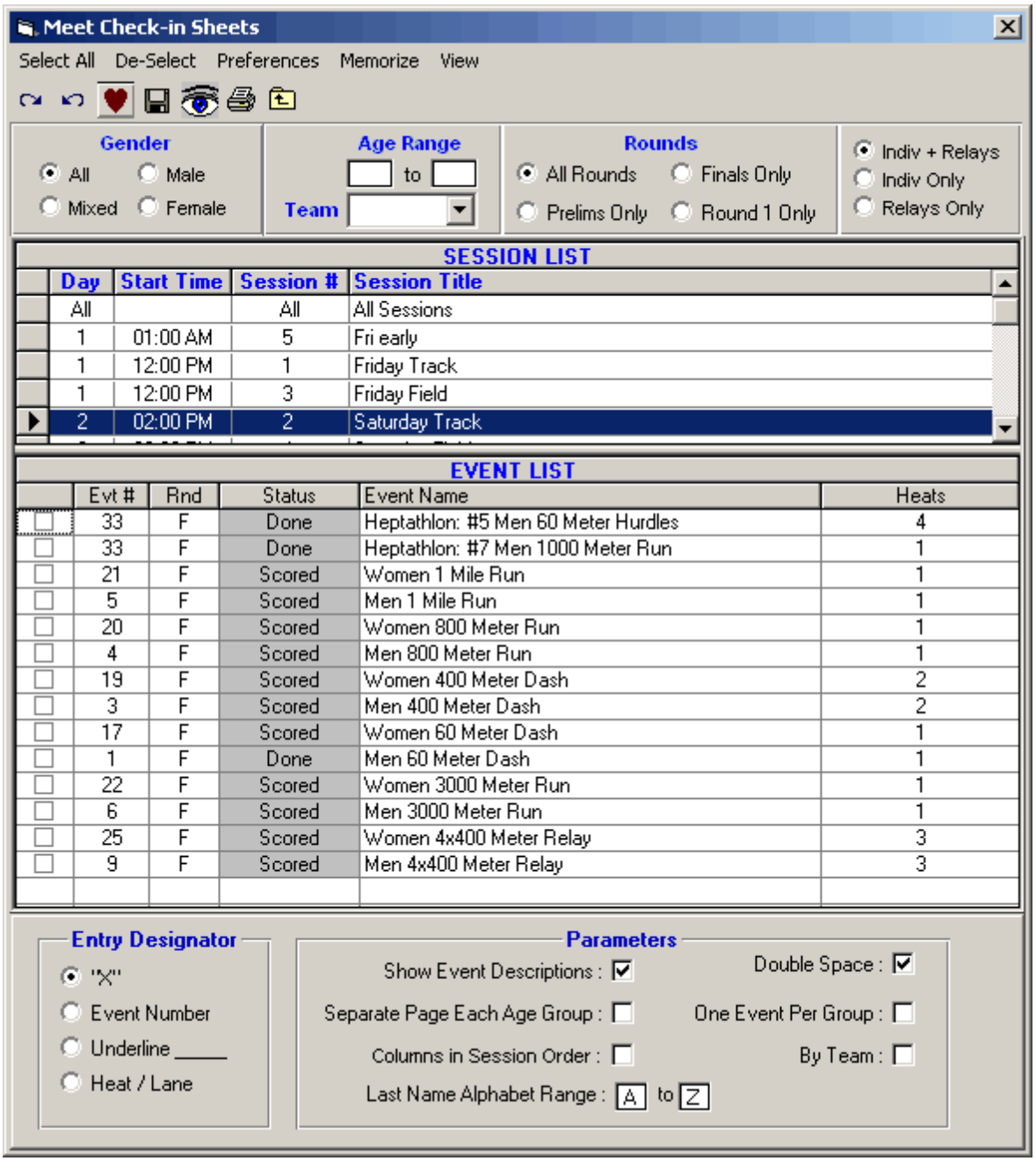
From the Main Menu Bar, click on **Reports** / **Meet Check-In** and **MM** will display the screen like the one shown here.

- The Check-In Report is an alphabetic list of all athletes in a particular gender and age group with an indication of what events they are competing in. The Check-In Report is used generally for meets in which a **positive check-in** is required. For example, it may be required that each athlete "check in" at least 30 minutes before an event is scheduled to start. This positive check-in requirement assures the fewest open lanes/positions from No Shows. After Check-In closes for an event, the computer operator scratches the athletes that did not check in and then seeds the event and prints the Heat/Flight Sheet.
- Relays are included, but only if an athlete is listed in a relay in positions 1 thru 4. In addition, relays are only included if you have Sessions setup that include the relay events.
- The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events. For example, you might want to look at only the 13-14 Female Events for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- Choose how you want the athlete to "check in", that is by writing his/her initials on a line or circling an "X", event number, or Heat/Lane under the appropriate Event column.
- You can customize the report by requesting that the full event descriptions be printed at the top of each page, the report be double spaced, or each Age Group be printed on a separate page.

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- You can select **One Event per Page** or **One Team per Page** format.
- The Check-in Report can also be created with spreadsheet lists **By Team** with each team on a separate page. The columns of the spreadsheet that will be created will be in event number order unless you check the box **Columns in Session Order** and then the columns will be in the actual order of the session.
- If you have a large meet and have check in tables set up by last name range, such as A-G, H-N, and O-Z, then use the **Last Name Alphabet Range** to filter the report to a given alphabet range. You would create three reports for each check-in report by changing the alphabet range at the bottom of the menu.
- You may also want to use the **Performance List** Report sorted alphabetically to post as a Check-In Report for one specific event.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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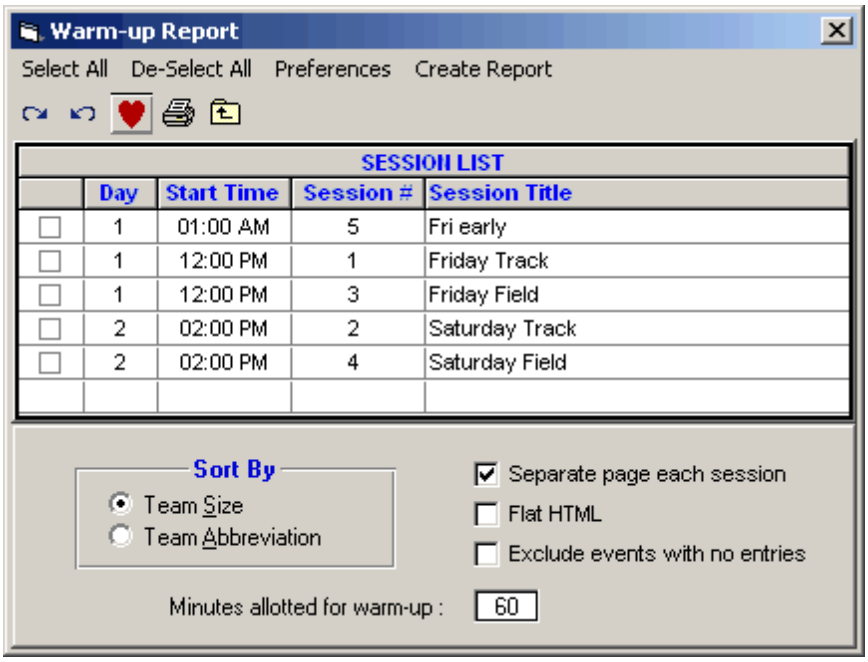
Warm-Up Report

From the Main Menu Bar, click on **Reports** / **Warm-up Sheet** and **MM** will display a window like the one shown here.

- After you have set up your Sessions and set up your schedule of events within each session, you may want this report to list the warm-up schedule for each session. Click Here to find out How To Set up a Session schedule.
- Pick one or more sessions from the Session List by clicking the first column check box.
- Customize your report by checking the appropriate items above.

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- Enter the number of minutes for the warm-up - this information will be displayed at the top of the Warm-up Sheet.
- If you are printing multiple sessions, you may want to select **Separate page each session**.
- Use the **Exclude events with no entries** to create a more compact report.
- The **Flat HTML** choice creates an HTML file instead of a report. This format is a very clean and simple style that is easy to read and to upload to a web site.

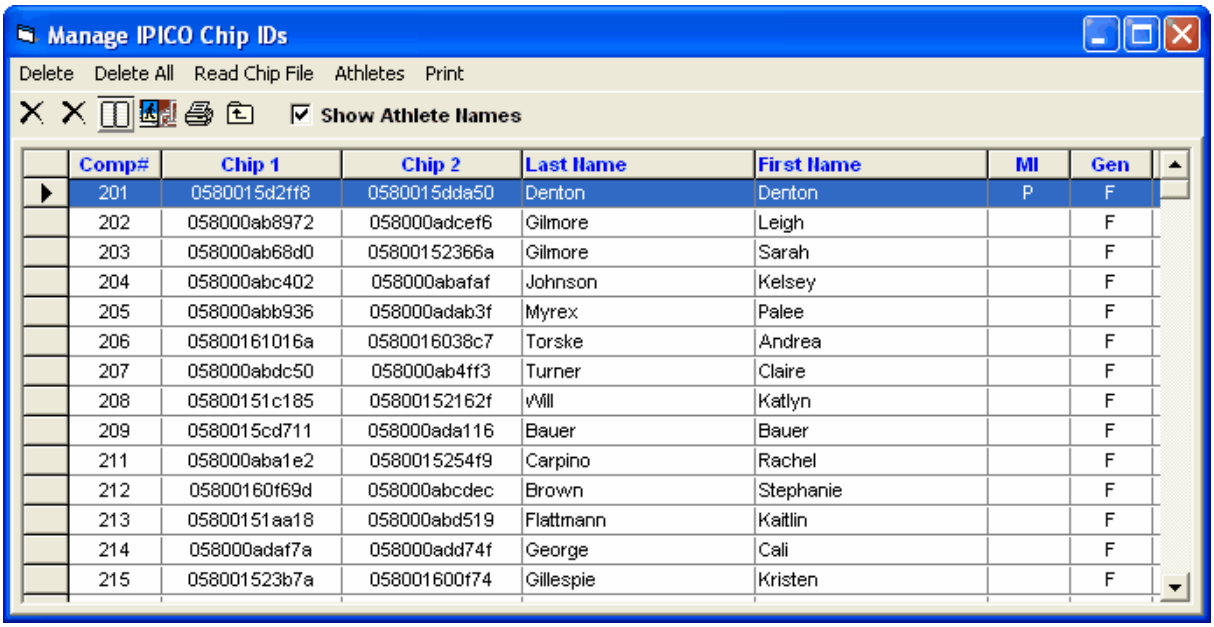


Team Assignments Report(CC)

To generate this report, click the **Print** menu.

For further information, see IPICO Sports Chip Timing.

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Comp#	Chip 1	Chip 2	Last Name	First Name	MI	Gen
201	0580015d2ff8	0580015dda50	Denton	Denton	P	F
202	058000ab8972	058000adcef6	Gilmore	Leigh		F
203	058000ab68d0	0580152366a	Gilmore	Sarah		F
204	058000abc402	058000abafaf	Johnson	Kelsey		F
205	058000abb936	058000adab3f	Myrex	Palee		F
206	05800161016a	0580016038c7	Torske	Andrea		F
207	058000abdc50	058000ab4ff3	Turner	Claire		F
208	05800151c185	05800152162f	Will	Katlyn		F
209	0580015cd711	058000ada116	Bauer	Bauer		F
211	058000aba1e2	0580015254f9	Carpino	Rachel		F
212	05800160f69d	058000abcdec	Brown	Stephanie		F
213	05800151aa18	058000abd519	Flattmann	Kaitlin		F
214	058000adaf7a	058000add74f	George	Cali		F
215	058001523b7a	05800160f74	Gillespie	Kristen		F

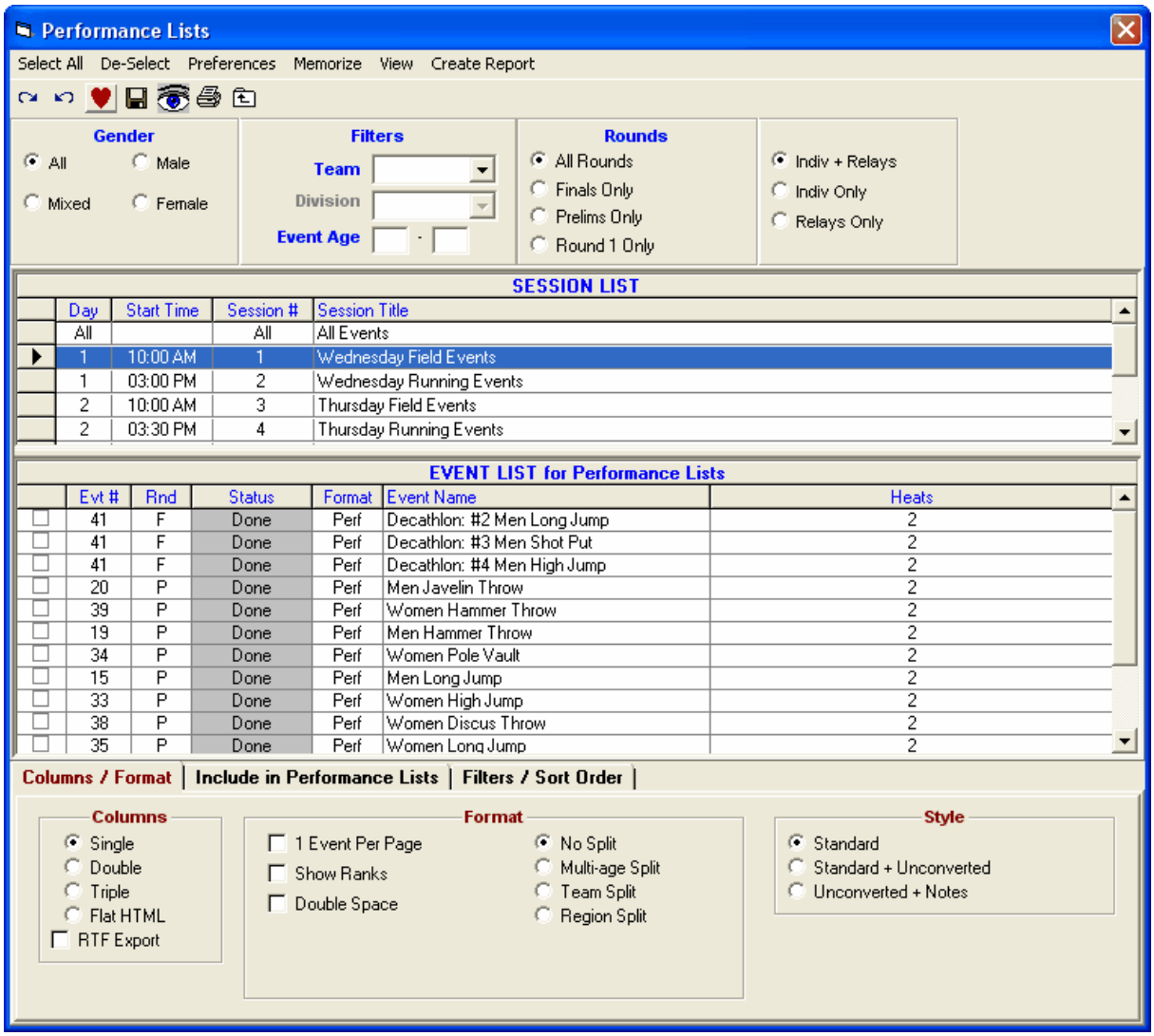
Performance List

From the Main Menu Bar, click on **Reports** / **Performance Lists** and **MM** will display a window like the one shown here..

- A **Performance List Report** is simply a list by event of entries or relays that have been entered in each event, sorted Best to Worst, Worst to Best, Alphabetically, or by Competitor number. The alphabetical sort is useful as a **Check-In** report for a specific event.
- The Event List can be filtered by gender, event age range, one team or all teams, division, round, and individual versus relay events. For example, you might want to look at only the Male Events for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.
- The **Flat HTML** choice under columns creates an HTML file instead of a report. This format is a very clean and simple style that is easy to read and to upload to a web site.
- The **RTF Export** choice under columns is used when you want to export the **Meet Program** or **Performance Sheets** to **MS Word** for editing. **RTF** means **Rich text Format**. The procedure is to select Single, Double or Triple Column, check the RTF Export box and create the report on screen. Next you click the **Export icon** at the top of the report and select '**Microsoft Word - Editable (RTF)**'. If you have selected double or triple column, the report will be displayed in single column with the proper column width and thus the export in RTF format will be single column. The RTF Export takes into account the paper size and thus adjusts the column width depending on whether letter, A4 or legal is selected in MM's Report Preferences. When you open the RTF with MS Word, edit the single column to clean up anything that looks incorrect. Then change the MS report Format to two or three column as appropriate and adjust the space between columns as well as the margins for better appearance. If simply printing a Performance List, do not check the **RTF Export**.
- Click **1 Event Per Page** to start each event list on a new page.
- Click **Double Space** to add a blank space under each entry listed.
- Click **Show Ranks** to show the actual rank within the event if slow to fast or fast to slow is selected for Sort Order. Show Ranks will show tied entries such as two athletes with the 8th fastest time both being listed 8th and the next athlete being 10th.

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- Click **Multi-age Split** if you want the list separated by age groups for events that are setup with Multi-Age Groups. If Show Ranks is also selected, an entry might be ninth in the overall event list, but ranked first in athlete's age group.
- When the report is created, the total entry count for a given event is listed at the top of the report in parenthesis with the event name. This is most useful if Team Split, Multi-Age Split or Show Ranks has been checked.



Include in Performance List

- Regardless of whether you choose the 1, 2, or 3 column layout or the Flat HTML, there are number choices for what to include or not include as shown in the panel below.
- If you include **Records**, there is a limit of 7 records that can be listed for each event.
- If you include **Mark Standards**, there is a limit of 3 standards that can be listed for each event.
- If you include **Entry Qualifying Marks**, there is a limit of 2 qualifying marks that can be listed for each event.

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Filters / Sort Order

- The Filters choices are handy for getting specific counts on different types of entries. You might want to know how many alternates or how many exhibition entries there are in each event.
- The Sort Order for listing entries gives you three choices. If Alphabetical is chosen, Show Ranks is ignored if also selected. **Publication Order** means sort the events by gender first. Within gender, they are sorted by age group and then by event type with track events first, followed by field events, followed by relays.
- If you select By Team below, the report creation time will be very long if there are more than a couple teams since the report must go through the database for every team.



Meet Program Report

From the Main Menu Bar, click on **Reports** / **Meet Program** and **MM** will display a window like the one shown here.

- A **Meet Program Report** is a heat and flight sheet that generally is printed by session in the order of the session schedule independent of the event number.
- The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events. For example, you might want to look at only the 11-12 Male Events for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- The **Flat HTML** choice under columns creates an HTML file instead of a report. This format is a very clean and simple style that is easy to read and to upload to a web site. When creating a Flat HTML file one event at a time, each file is given a default name which matches the file named used by the Real-Time Results (part of the Pro option). This means you can create a set of default files for the Real-Time results to be either Performance Lists or Heat sheets. You would have to upload these files manually - please refer to the Pro Option. However, Real-Time Results has a feature whereby you can upload all the Heat Sheets and Performance Lists with one mouse click.
- The **RTF Export** choice under columns is used when you want to export the **Meet Program** or **Performance Sheets** to **MS Word** for editing. **RTF** means **Rich text Format**. The procedure is to select Single, Double or Triple Column, check the RTF Export box and create the report on screen. Next you click the **Export icon** at the top of the report and select '**Microsoft Word - Editable (RTF)**'. If you have selected double or triple column, the report will be displayed in single column with the

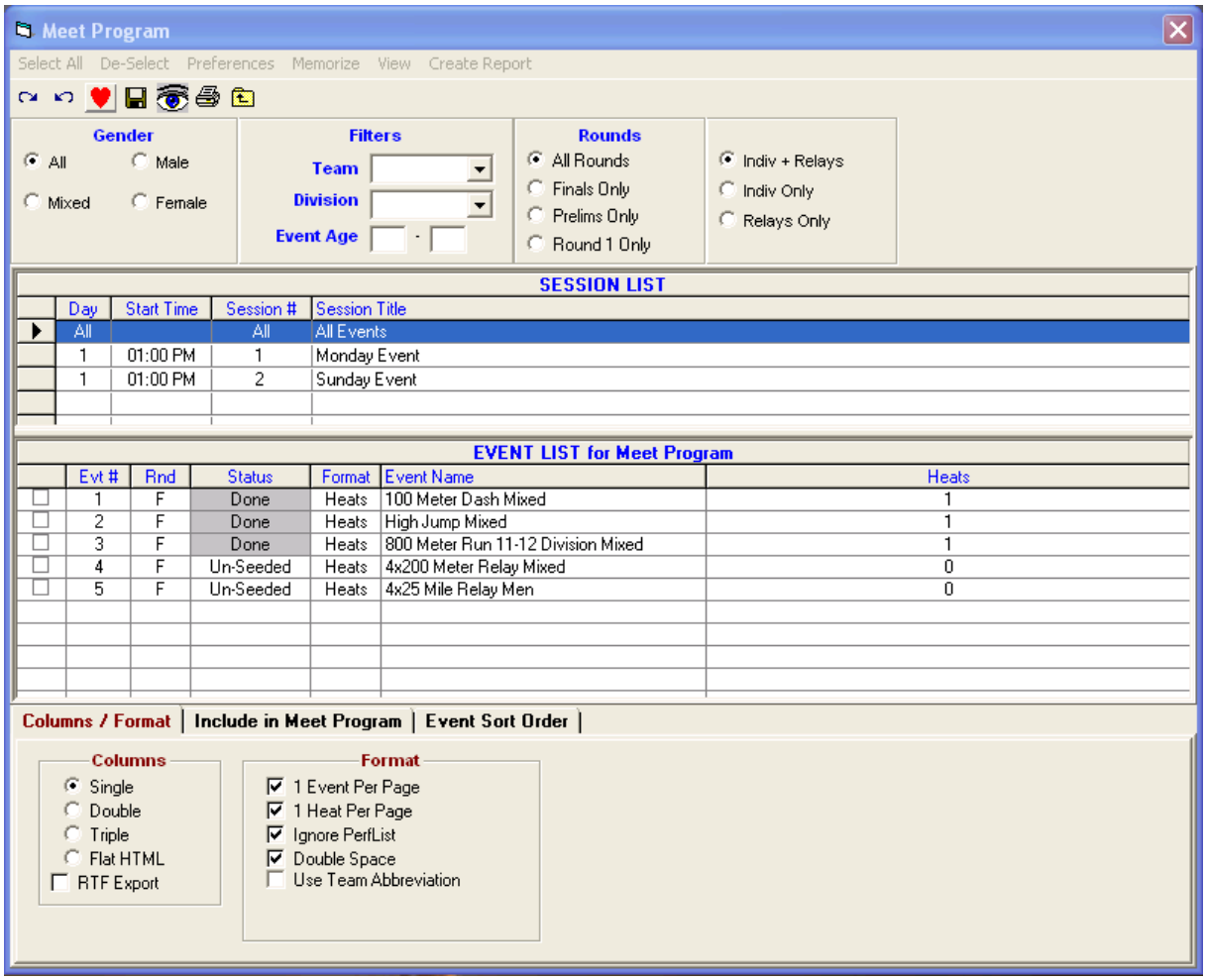
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proper column width and thus the export in RTF format will be single column. The RTF Export takes into account the paper size and thus adjusts the column width depending on whether letter, A4 or legal is selected in MM's Report Preferences. When you open the RTF with MS Word, edit the single column to clean up anything that looks incorrect. Then change the MS report Format to two or three column as appropriate and adjust the space between columns as well as the margins for better appearance. If simply printing a Meet Program, do not check the **RTF Export**.

- The **Ignore PerfList** check box is used to ignore the Performance List designation defined in the Session Setup. After seeding an event, this enables you to avoid having to go back to the Session Menu to change the Report choice from P (Performance) to H (Heat) so that the heats will be printed instead of the performance list.
- Depending on whether you pick 1, 2, or 3 columns, the team name used will vary. For example, on 3 column reports, the Team Abbreviation is usually used. If you select the 2 column Report format and no Mark STDs, **MM** will use the **Short Team Name** instead of the Team Abbreviation. If no Short Team Name was entered when your Team was set up, **MM** will use the Team Abbreviation.
- If the meet is setup as a special **Random Select** meet, the single column Meet Program report without competitor numbers leaves plenty of room next to each lane/position to write in the actual athlete for that lane/position.

- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.
- To mimic the Finish Line Heat Sheets, check the **Double Space** check box.
- To force the display of Team Abbreviations when **Single** or **Double Columns** are selected, check the **Use Team Abbreviation** check box.

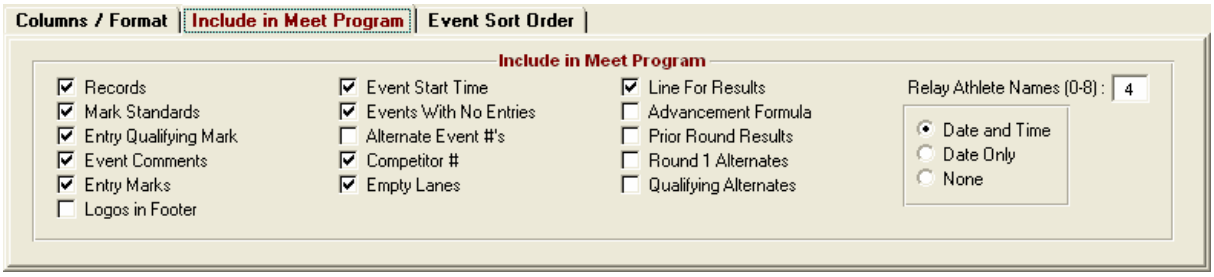
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Include in Meet Program

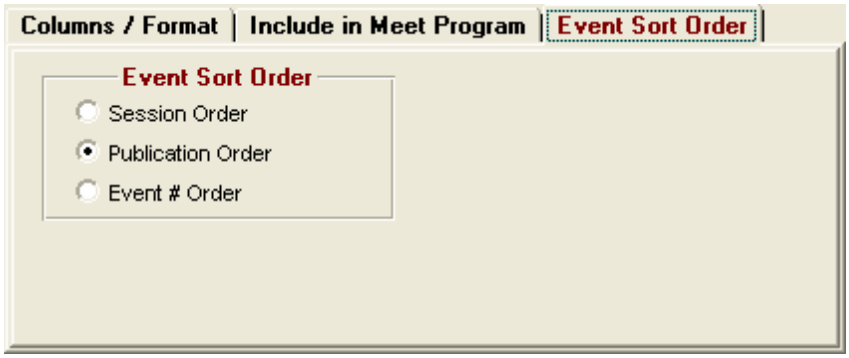
- Regardless of whether you choose the 1, 2, or 3 column layout or the Flat HTML, there are number choices for what to include or not include as shown in the panel below.
- If you choose the double column format and then pick time STDs and a **Line for Results** after the Seed time, MM will display the Time STDs above each event but will print the line after the Seed time, and will not print the Time STD designator.
- **Round 1 Alternates** are those designated as an alternate for the event, but are not seeded in the first round whether it be Timed Finals or Prelims of a Prelim/Final event.
- **Qualifying Alternates** are those that are alternates for the second or third round, usually the next two fastest entries advancing to semis or finals.
- If you include **Records**, there is a limit of 7 records that can be listed for each event.
- If you include **Mark Standards**, there is a limit of 3 standards that can be listed for each event.
- If you include **Entry Qualifying Marks**, there is a limit of 2 qualifying marks that can be listed for each event.

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Event Sort Order

- The Meet Program can be sorted three ways. **Publication Order** means sort the events by gender first. Within gender, they are sorted by age group and then by event type with track events first, followed by field events, followed by relays.

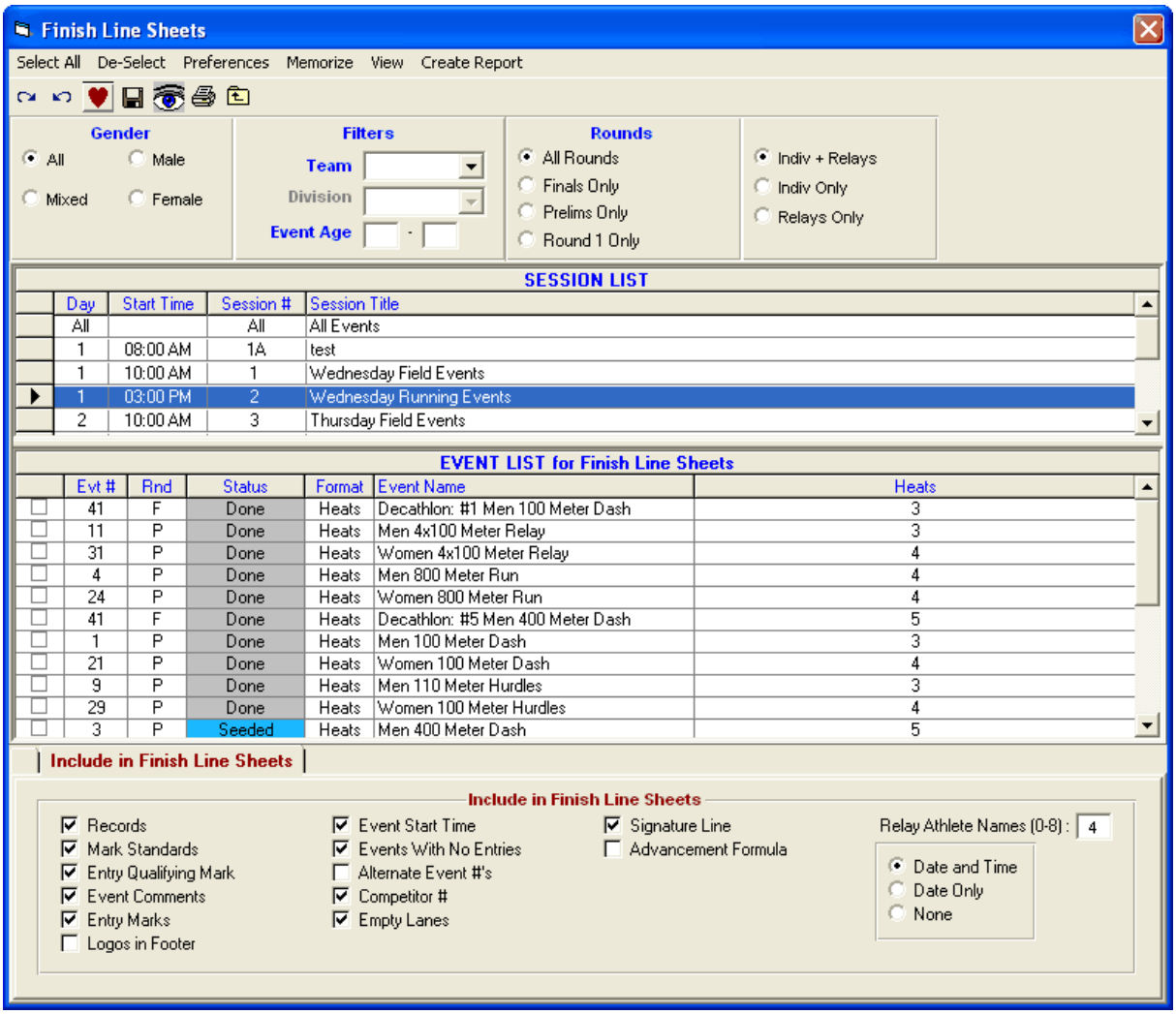


Finish Line Sheets

From the Main Menu Bar, click on **Reports** / **Finish Line Sheets** and **MM** will display a window like the one shown here.

- **Finish Line Sheets** are for use by those recording times at the finish line. There is one sheet per heat, and each has room for official's signatures and wind readings when necessary. These finish line sheets will be used to enter the results into the **MM** computer.
- Note that finish line heat sheets do not print flight sheets for field events.
- Use the Field Score Sheet report for field events.
- Also you can use Lap Counter Sheets for individual running events over 800 to count laps or record lap times.
- The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events. For example, you might want to look at only the 11-12 Male Events for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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Field Event Score Sheets

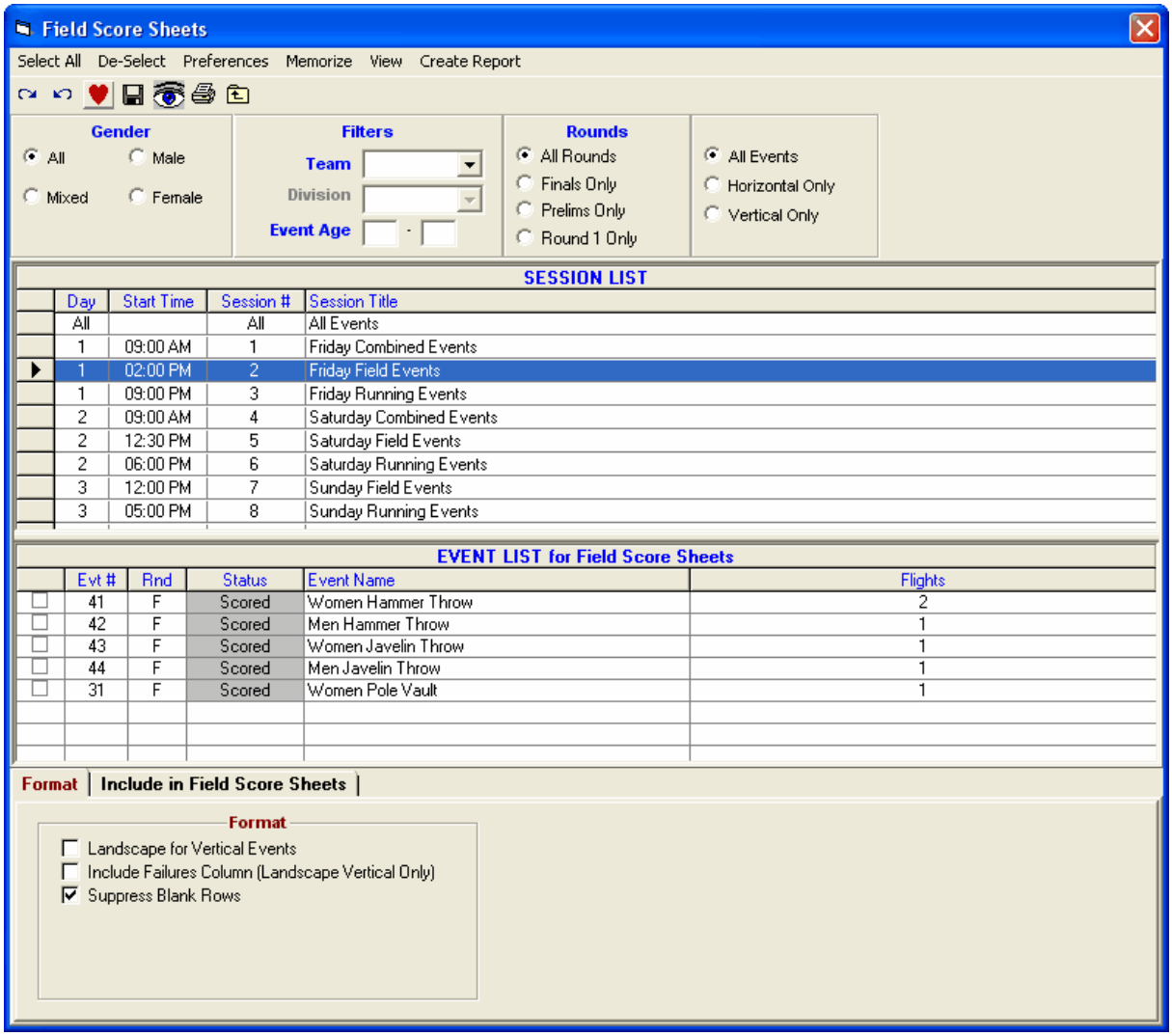
From the Main Menu Bar, click on **Reports** / **Field Score Sheets** and **MM** will display a window like the one shown here.

- **Field Score Sheets** are for use by the field officials to enter the results of every jump and throw. After the officials have circled the best mark for each athlete and have broken ties for you, use the sheet to enter the results into the **MM** computer.
- The Field Score Sheets are custom designed for each event and there are three types of score sheet formats: 1) High jump and pole vault, 2) Long jump and triple jump, and 3) Discus, hammer, javelin, shot put, and weight throw.
- There is plenty of space for recording wind readings on the long jump and triple jump sheets.
- For each report, **you must select only horizontal events or only vertical events**. The quick way to do that is to use the Horizontal Only or Veritical Only combo box at the top. If you select vertical only, the landscape check box is automatically checked. If you select horizontal only, the landscape check box is automatically un-checked.
- If you check Landscape, you can only select vertical events (high jump and pole vault). In Non-Landscape format, there will be 7 columns for heights, but i**n Landscape format, there will be 12 columns for heights**. If you also select **Include Failures Column** for vertical landscape, there will be

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only 11 columns for heights and the far right will have the IAAF Failures column to enter the height last cleared and the total failures up to and including the height last cleared.

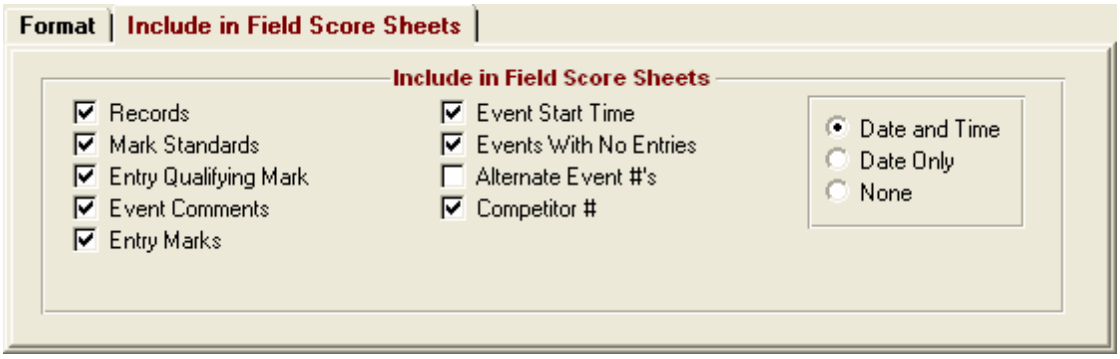
- The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events. For example, you might want to look at only the 11-12 Male Events for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.



Include in Field Score Sheets

There are number choices for what to include or not include as shown in the panel below.

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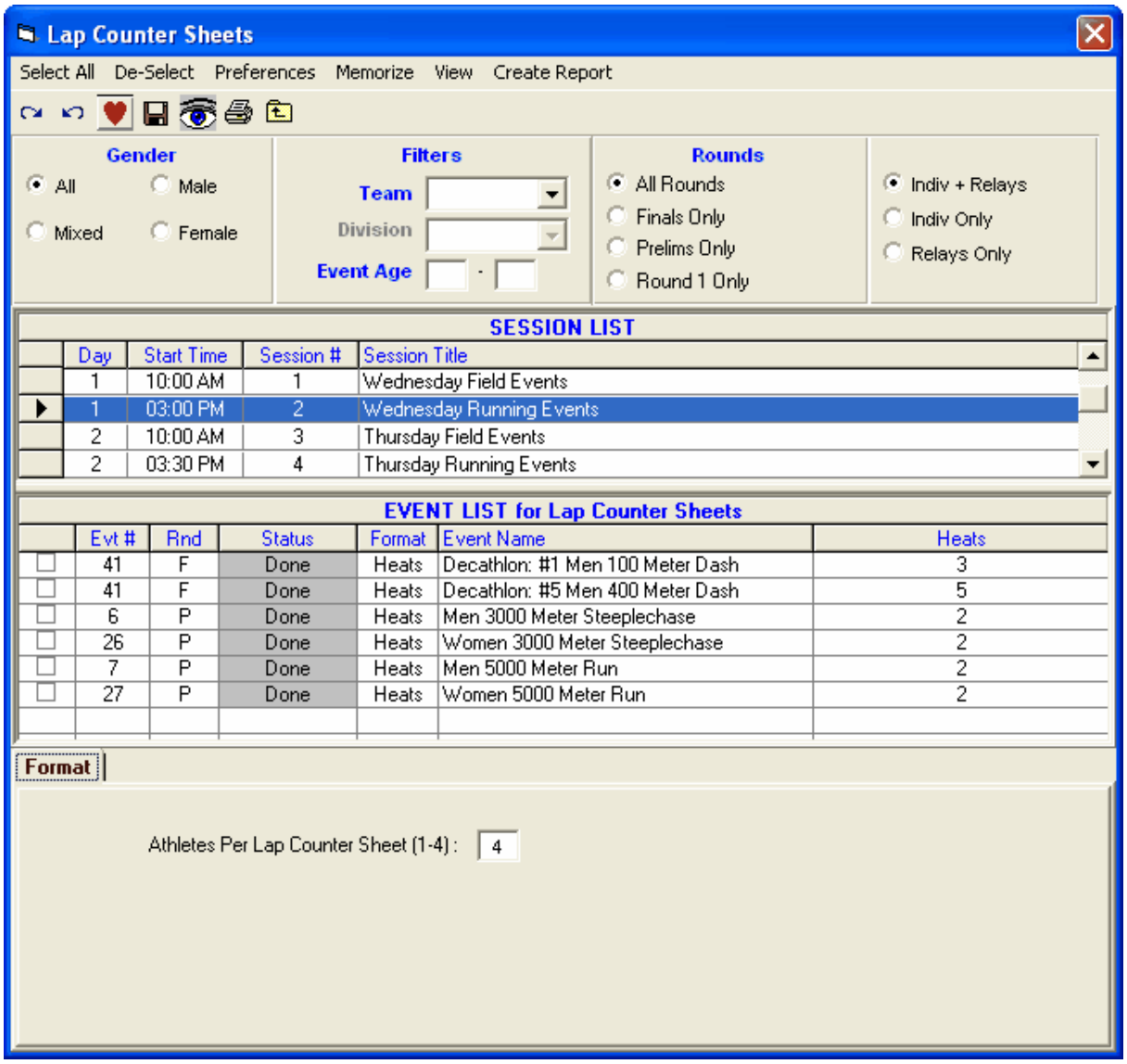


Lap Counter Sheets

From the Main Menu Bar, click on **Reports** / **Lap Counter Sheets** and **MM** will display a window like the one shown here.

- **Lap Counter Sheets** are for relay and individual running events over 800 and are used to count laps or record lap times. You can customize each sheet to include columns for 1 to 4 athletes or relays. The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events.
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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Results Report

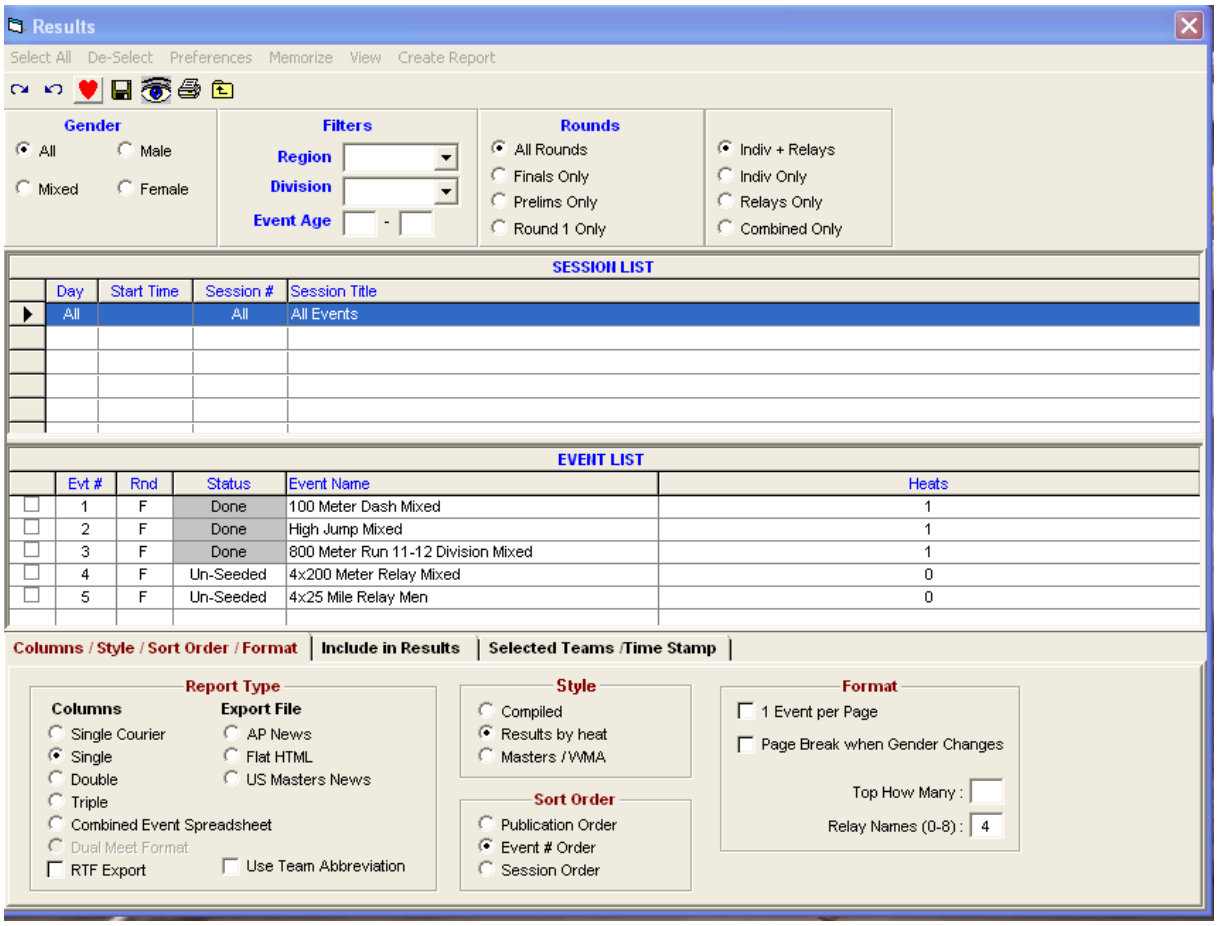
From the Main Menu Bar, click on **Reports** / **Results** and **MM** will display a window like the one shown here.

- Results can be printed from this menu or from the Run Screen when you use List or Score Event.
- The Event List can be filtered by gender, event age range, one team or all teams, Division, round, and individual versus relay events versus Combined Events like the Decathlon. For example, you might want to look at only the Intermediate Boys for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- The **Flat HTML** choice under Report Type creates an HTML file instead of a report. This format is a very clean and simple style that is easy to read and to upload to a web site. Team Scores are included if desired.

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- Under **Columns** there are several choices besides one, two, and three column. The Combined Event Spread Sheet choice only prints Combined events and contains the entire set of 7 events for say the Heptathlon. With this selection, you can print every Combined Event spreadsheet, whereas from the Run Menu, only one at a time can be printed.
- The **Dual Meet Format** is only available when the Meet Style in Meet Setup is set to either to 2 Team Dual or 3+ Team Double Dual. For each **dual meet pairing** selected in Setup / Entry/Scoring Preferences / 2 or 3+ Dual, the results will be printed with one team on the left and one team on the right and mimics the result sheet used by most High Schools and Colleges where there is a running team score. If there is a 3 team double dual with men and women, 6 sets of results can be printed instantly, one for each dual meet.
- The **AP News** report type is a standard semi-colon delimited AP News format which is great for providing results to Newspapers. Team Scores are included if desired. There are two formats available.
- The **Results by Heat** format groups results by Heat and the Place within each heat. Note that when selecting Results by Heat, the report uses JD Heat Places instead of Overall JD Place. This is important because users sometimes only enter the overall JD places and do not enter the JD Heat Places. This is very noticeable in the vertical events where there are usually many tie breakers required.
- There are 3 **Sort choices** for the events:
  - **Publication Order** is sorted by gender, age group, event type with track first, followed by field events and then relays. This format makes for easily finding complete results for say bantam girls.
  - **Event Number Order** - Example, events 1, 2, 3, and 4.
  - **Session Order** - Using the events and rounds schedule set up in Sessions
- Depending on whether you pick 1, 2, or 3 columns, the team name used will vary. For example, on 3 column reports, the Team Abbreviation is usually used. If you select the 2 column Report format and no Time STDs, **MM** will use the **Short Team Name** instead of the Team Abbreviation. If no Short Team Name was entered when your Team was set up, **MM** will use the Team Abbreviation. Check the **Use Team Abbreviation** checkbox to force the use of Team Abbreviations when **Single** or **Double Columns** is selected.
- **MM** will print Results Indicators J, X, or x in front of result times to indicate a Judges Decision, an Exhibition result, or a result that is not eligible for scoring.
- **Important Note:** If **Top How Many** has been set to a number, *the results will never include DQ's or No Shows*. To show DQ's and No Shows, the Top How Many box must be blank.
- When listing event results that are not complete, entries with "**No Data**" are sorted by seed mark.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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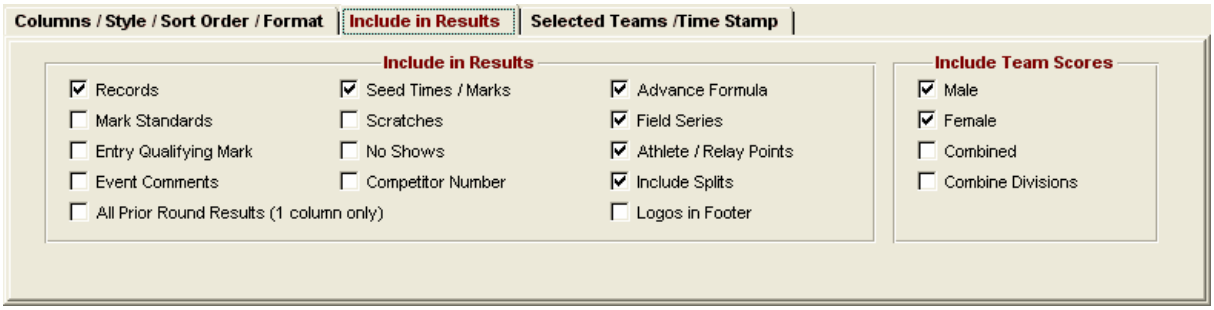


Include in Results

- Regardless of whether you choose the 1, 2, or 3 column layout or the Flat HTML, there are number choices for what to include or not include as shown in the panel below.
- If you choose the double column format and then pick time Mark Standards and a **Line for Results** after the Entry mark, MM will display the Mark Standards above each event but will print the line, not the Standard designator, after the Entry Mark.
- The **Entry Marks** check box applies to seed marks if first round; prelim times if semis of 3 rounds, finals of 2 rounds, or quarters of 4 rounds; semis if 3rd round of 3 rounds or 4th round of 4 rounds.
- Check the "Prior Results (1 col only) check box to include prior round results for each athlete or relay that did NOT participate in Finals. This is important for showing the points scored from a prior round when an event is setup to **score prelims as a second final**.
- **The Athlete / Relay Points** check box is for the points scored by a given individual or relay and if checked will display next to the time.
- **Team scores** can be displayed in one, two, and three column results reports as well as in exports in Flat HTML or AP News format. There are usually three choices for team scores on what to include: **Male**, **Female, and/or Combined** scores. These scores will be the total through the highest event number selected in the list of events for creating the results report. If only event 10 is selected for creating a report, the scores will be the total through event 10. If the meet is Divisions by Event, you have the option to combine all division's team scores by checking **Combine Divisions**. Otherwise a set of scores will be listed for each division.
- If you include **Records**, there is a limit of 7 records that can be listed for each event.
- If you include **Mark Standards**, there is a limit of 3 standards that can be listed for each event.

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- If you include **Entry Qualifying Marks**, there is a limit of 2 qualifying marks that can be listed for each event.



Selected Teams / Time Stamp

- There is an option to select only a specific set of teams for results. Click the **Selected Teams** radio button and a list of all teams in the database will appear and you can check the ones you want included in the results. So if you have 20 teams and three of those teams are out of town, you could create a set of results with only those three teams and conversely a set of results with 17 teams excluding the 3 out of town teams.



Results Indicators

On results reports, **MM** will print the following prefixes in front of each result time as appropriate:

- "J" - indicates a Judge's Decision where the place has been changed or the points awarded has been changed using the JD button from the Run Menu. An example would be J2:35.61.
- "X" - indicates the result is an Exhibition Time either because the athlete has been designated as an exhibition athlete, the team of the athlete or relay has been designated as an exhibition team, or the user checked the exhibition check box next to the result in the Run Menu or next to the entry time in the Athlete Menu. An example would be X2:35.61.
- "x" - indicates that 1) the result time did not meet the Qualifying Entry time for the event or 2) the entry or relay exceeded the maximum number permitted from one team to score. An example would be x2:35.61.

Export Results in AP News Format

Click on **Reports** from the Main Menu Bar then click on **Results**. Select the Session and Event/Rounds you wish to export then click on the **AP News** radio button at the bottom of the screen. Click on the **Create Report** button and **MM** will ask you for a directory or diskette to use for the exported results.

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You have a choice of two separate styles of the semi-colon delimited AP News format. This is a widely accepted format to provide to Newspapers for publishing your results.

Export Results in Flat HTML Format

Click on **Reports** from the Main Menu Bar then click on **Results**. Select the Session and Event/Rounds you wish to export then click on the **Flat HTML** radio button at the bottom of the screen. Customize the report by choosing various options like Record/Time STD Headers, etc. Click on the **Create Report** button and **MM** will default to the "HTML" folder under the directory that was used to install MM but you can specify any folder on your hard drive or export directly to a diskette. The file that is exported is a standard Internet based HTML file with no special characters or fonts that can be referenced directly from your Web Browser (like Explorer, Netscape, AOL, etc).

Here are the exact steps to create Flat HTML result files from MM.

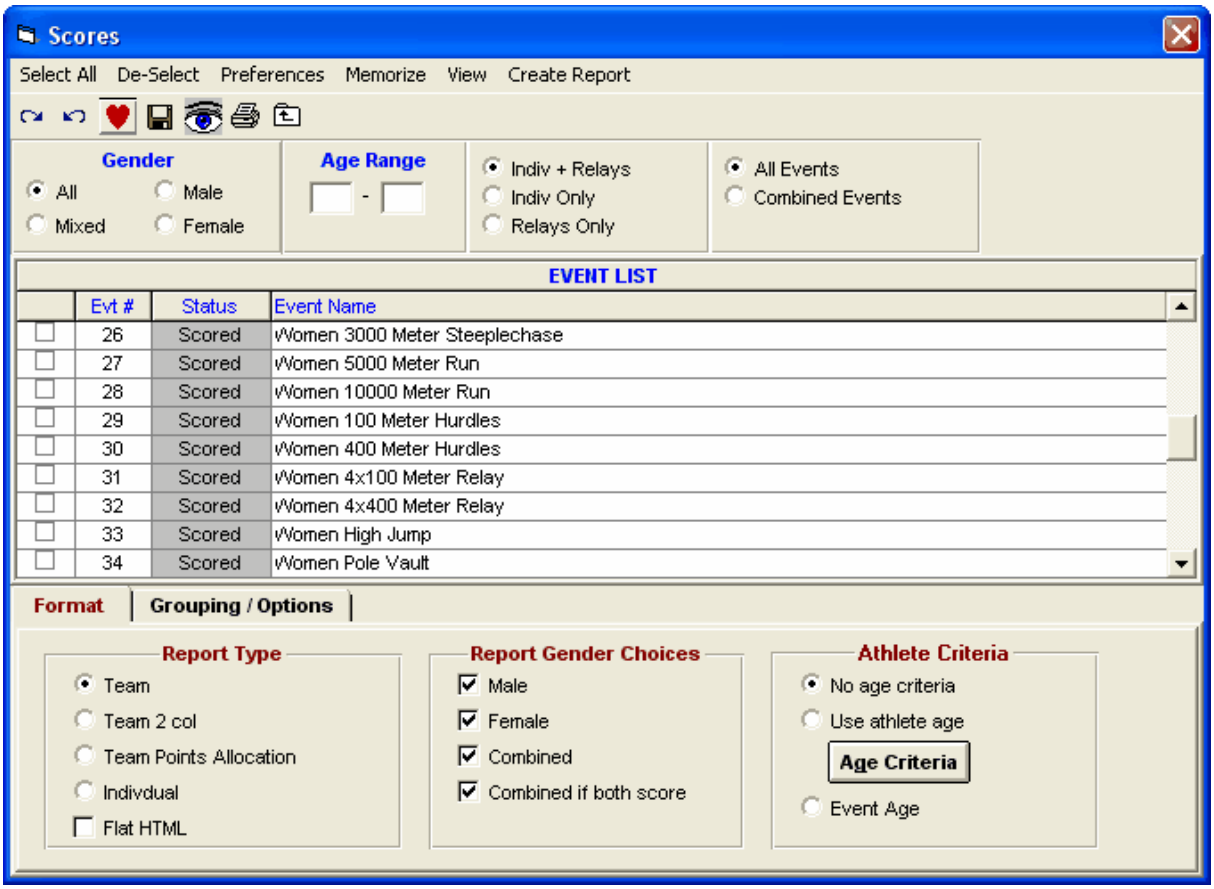
1. Click **Reports / Results**
2. At the top, select "**All Events**" or one particular session. Click "Select All" using the button on the left.
3. At the bottom under Export File, select "**Flat HTML**". Check any items to be included such as records, time standards, event comments, etc.
4. Click the Sort order tab, in most cases, select "**Publication**" rather than "event" for sort order.
5. Click **Create Report** and when it is done, you can give the just created file a name and a location to copy to. Make the name of the file something meaningful.
6. E-mail this newly created file as an attachment.

Scores Report

From the Main Menu Bar, click on **Reports** / **Scores** and **MM** will display a window like the one shown here.

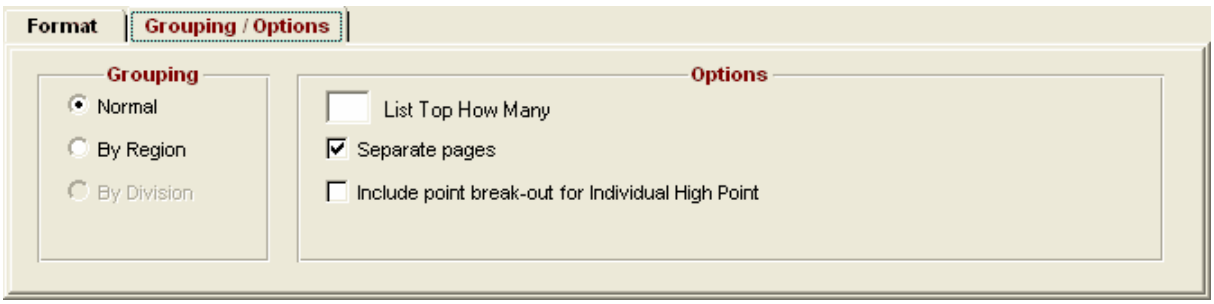
- This report is designed to print **Team Scores** or **Individual High Point** Scores. To get a Team Score report with a breakdown of what type of events a team scored in, select **Team Points Allocation** and a spreadsheet type report will be created with point columns for total points, sprint points, distance points, hurdles points, relay points, field event points, and Combined Event points. **Note:** Cross Country team scores are not available from this menu. Use the Run Menu or the CC/RR Menu to print Cross Country team scores.
- In order for MM to print any totals from the Reports / Scores menu, the only eligible events are those that have been scored and have the status of "Scored". Just "Done" events are not included.
- Customize your report by choosing from the **Gender Choices** list. For Team Scores, click on **Combined if Both Score** for meets in which a Team is eligible to score Combined Team Points ONLY if they have scored points in BOTH gender events. Also see the **Grouping / Options panel** at the bottom of this page.
- Click on the **Use Athletes Age** radio button and then click on the **Age Criteria** button to request that **MM** group Individual High Point Scores according to age groups.
- If in the Meet Set-up, you declared the Meet Style as **3+ Double Dual**, MM will print Team Scores based on the team pairings you specified in the **Entry/Scoring Preferences** section.
- The **Flat HTML** choice creates an HTML file instead of a report. This format is a very clean and simple style that is easy to read and to upload to a web site.
- If only one event is selected, the report puts the event name at the top of the report.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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Grouping / Options

- You may also limit this report to show only the Top 10 Individuals or Teams by entering a number in the **List Top How Many** selection. .
- If you want MM to group Team or Individual High Point Scores by **Team Regions**, click on the **By Region** radio button under the Grouping panel and MM will total scores and group and rank them within each Region. You declare what Region a Team is in when you originally setup the Team.
- If you want MM to group Team or Individual High Point Scores by **Team Divisions**, click on the **By Division** radio button under the Grouping panel and MM will total scores and group and rank them within each Division. You declare what Division a Team is in when you originally setup the Team.
- To get a more detailed report for Individual High Point, check the Include point break-out check box and each event used to calculate an athlete's total point will be listed with the points allocated from each event.



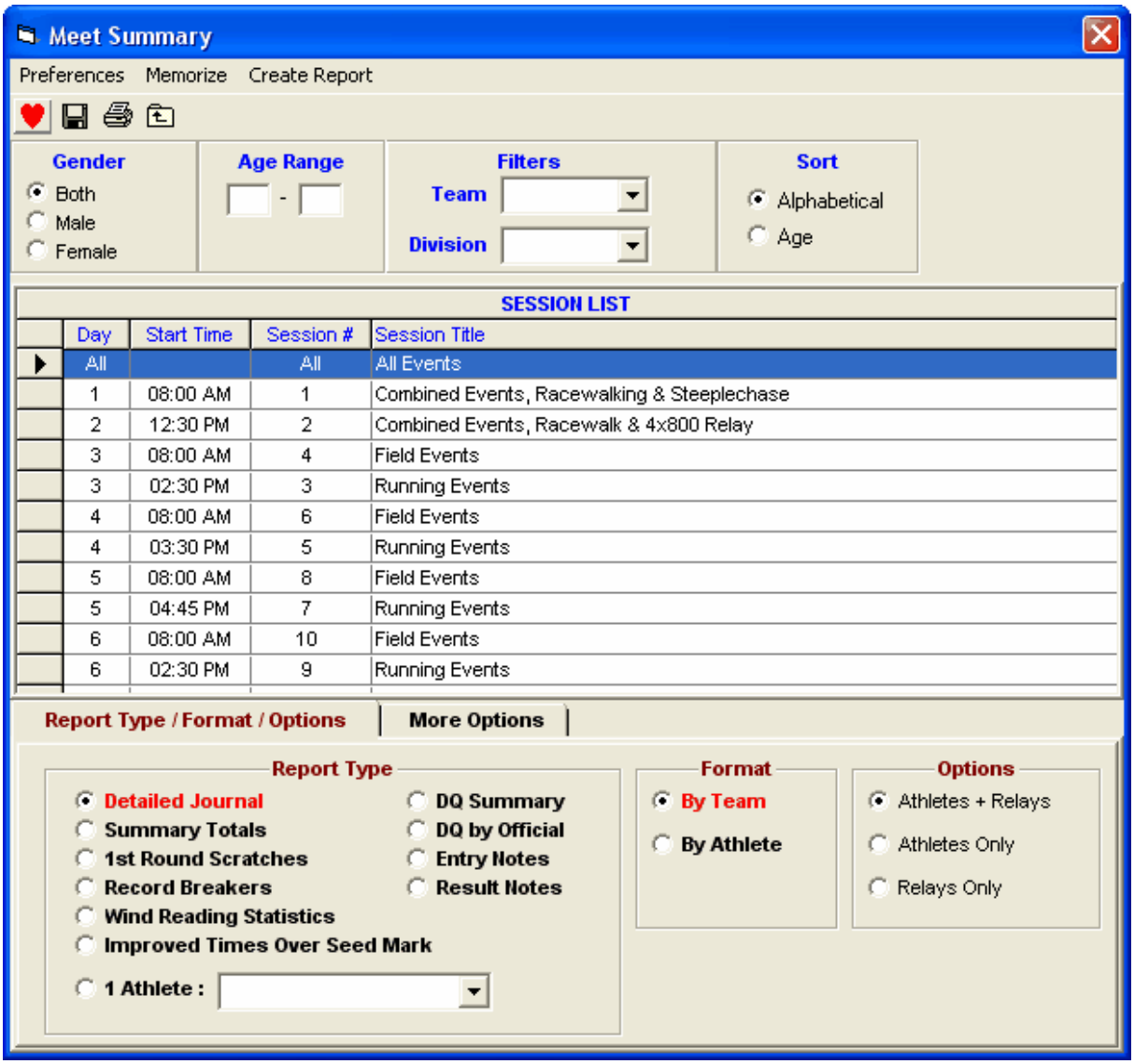
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Meet Summary Report

From the Main Menu Bar, click on **Reports** / **Meet Summary** and **MM** will display a window like the one shown here.

- This report is normally printed after the meet has been completed to provide meet results for each team in a format that it is easy to find each Athlete's results.
- The Meet Summary can also be used to produce statistics for the teams, the meet host, and the track organization.
- Pick one Session or All Events. Customize how you want the report grouped - **by Team** with each team's athletes included under their Team or **by Athlete** with all of the Athletes listed. You can specify how you wish the Athletes sorted - alphabetically or by age and you can filter the report by gender, age group, team, and division.
- The Athlete Count can be customized to include or not include **Athletes with no entries**.
- You also have the option of printing a one page Meet Summary Sheet for **one specific Athlete**. Just select the 1 Athlete radio button for Report Type and then click on the **Pick 1 Athlete** tab and pick the Athlete you want. This is a great report for parents of young athletes for posting their meet results on their refrigerator. Some meet hosts even provide a separate computer and printer and offer this report as a **source of revenue** - for example, $3.00 per Athlete!
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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Detailed Journal

Click on the radio button to display every athlete with their performance listed including entry mark and up to four rounds of performances - Prelims, Quarters, Semis, and Finals. An ***** will be shown beside the Final Time if the athlete improved over his/her Entry Mark. Wind readings, if any, are also included.

Summary Totals

Click on this radio button to provide Summary Totals including number of men and women competing in the meet, number and percentage of improved times, number of Scratches and No Shows, and number of Record Breakers. If you select the **by Team** format, **MM** will provide these Summary totals for each Team. If you select **by Athletes** format, **MM** will show these totals for the entire meet.

1st Round Scratches

Select this format to display only the athletes or totals for the Scratches that were made in the "1st round" of the meet.

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Record Breakers

Select this format and **MM** will display a list of Athletes that broke any of the Records setup in the records section. If you pick **by Athlete**, this report will be **sorted by Event**. If you pick **by Team**, this report will be **sorted by Team and then alphabetically be athlete name**. This report also lists the Heat & Lane (or flight & position) of the athlete that broke the record.

Wind Reading Statistics

Select this option to obtain a wind readings statistics report which shows the wind reading range, the average wind, and how many wind readings were missed for each event. For LJ and TJ, there is a separate set of statistics for each flight.

Improved Times Over Seed Mark

Select this option to list all of the Athletes that performed better in the meet when compared with their seed mark.

DQ Summary

This selection creates a list of all DQ's from a particular session or from all events.

DQ By Official

This selection creates a list of all DQ's from a particular session or from all events.

Entry Notes

This selection creates a list of all entry notes for each event which were added to entries from within the Athlete Menu or the Scratch Pad.

Result Notes

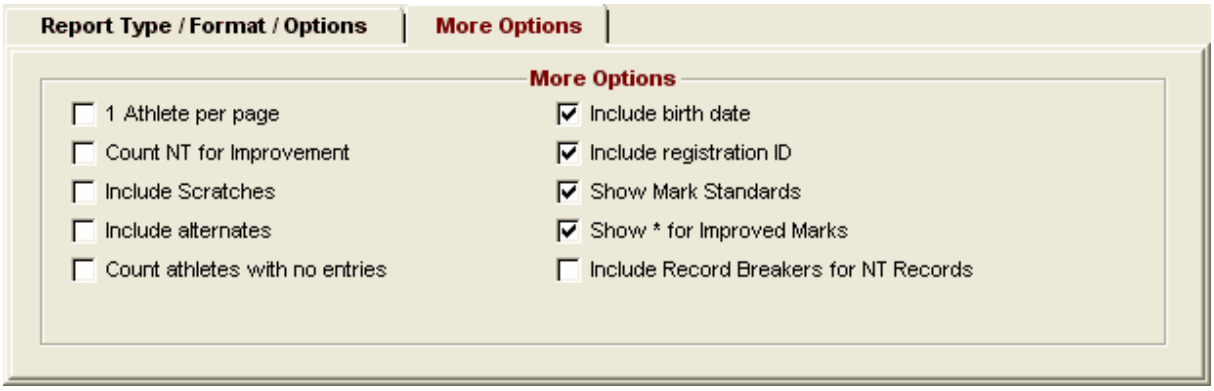
This selection creates a list of all result notes for each event which were added to entries from within the Run Menu.

1 Athlete

If **1 Athlete** is selected from **Report Type**, then pick an athlete from the combo box next to the 1 Athlete radio button. This gives you a summary for the one athlete selected and is in a special format.

More Options

You can customize the Meet Summary reports with the options displayed below. The **1 Athlete per page** check box will cause every athlete to be listed on a separate page just as if you had selected the 1 Athlete radio button and picked one athlete from the combo box.

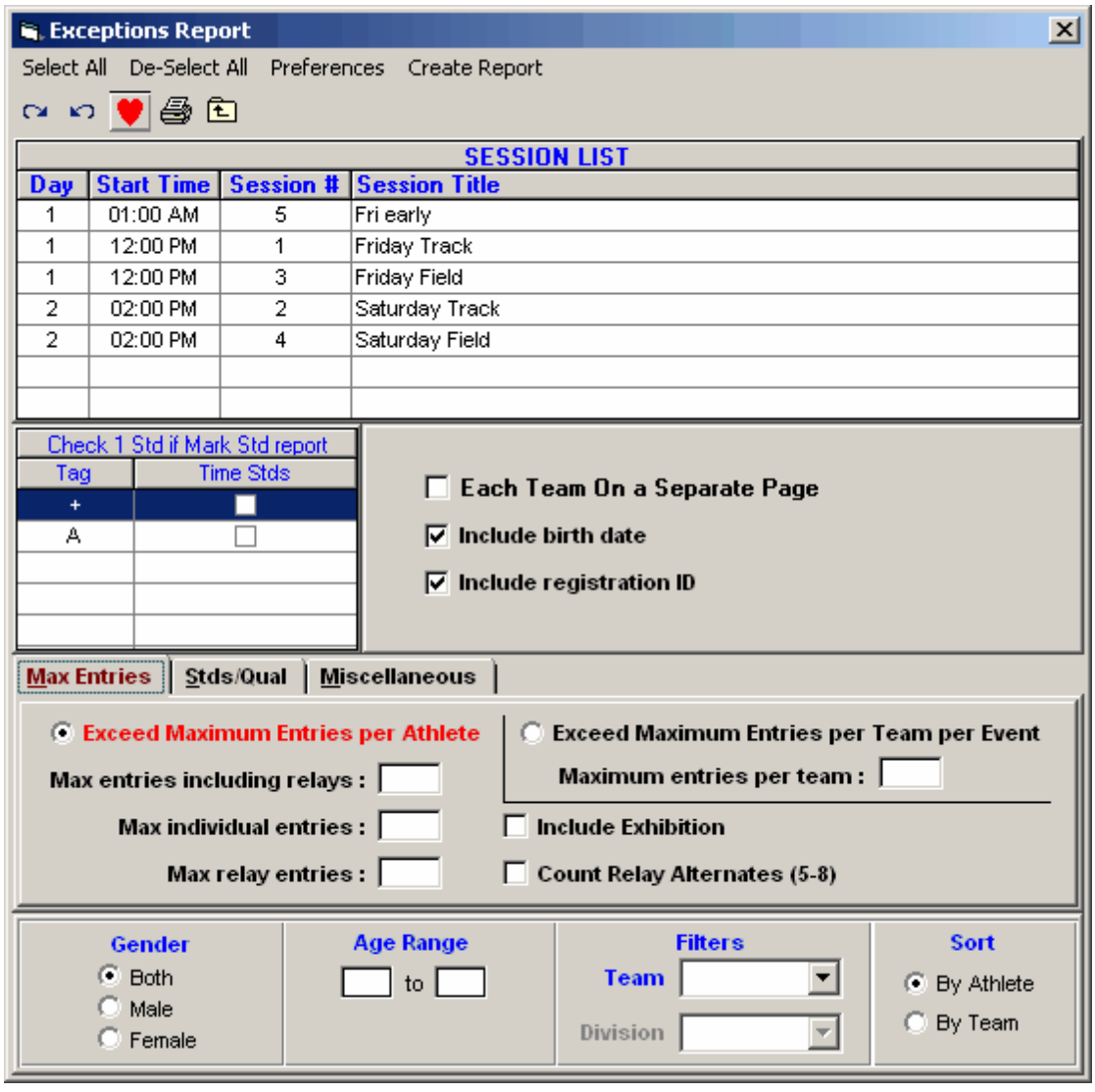


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Exceptions Report

From the Main Menu Bar, click on **Reports** / **Exceptions** and **MM** will display a window like the one shown here.

- This report may be printed before the meet, during the meet, or after the meet has been completed to provide valuable information about "exception" type conditions.
- You may customize how you want the report grouped - by Team with each team's athletes included under their Team or just by Athlete with all of the Athletes listed.
- You can specify how you wish the Athletes sorted - alphabetically or by age and you can filter the report by gender and/or age.
- There is a check box to list each Team's exceptions on a separate page.
- The Exception Report is really many different reports as described below. Just click on the appropriate tab to select from the many choices.
- The include birth date or registration ID applies to Max Entries, Stds/Qual, and Miscellaneous reports.



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Max Entries

Exceed Maximum Entries per Athlete:
Specify what you want **MM** to check:

- Max Entries including Relays
- Max Individual Entries ONLY
- Max Relay Entries ONLY

MM will then compare each athlete's entry count with the maximums you specified and include those athletes in the report who exceed those maximums. This is a great Report to run before each session's scratch deadline to alert the coach of a possible max entry infraction. You can also decide whether to include **Exhibitions** when checking for Max Entries.

Exceed Maximum Entries per Team per Event:
Specify how many entries are allowed per team in each event and **MM** will create a report listed by team and lists each event and the relay or individual entries for each event that has more than the number entered in the Maximum entries per team text box.

Stds/Qual

Worse Than Mark Standard:

- First, select which Mark Standard you wish to use by checking a box in the Mark Standard table in the Exceptions Report menu. Then choose whether you want **MM** to use each athlete's **Entry mark** or the actual **Result mark** in the actual comparison with the Mark Standard. Then click on this radio button and **MM** will check the session you specified to see if the entry or result mark is **Worse** than the specified Mark Standard.

Better Than or Equal to the Mark Standard:

- First, select which Mark Standard you wish to use by checking a box in the Mark Standard table in the Exceptions Report menu. Then choose whether you want **MM** to use each athlete's **Entry Mark** or the actual **Result Mark** in the actual comparison with the Mark Standard. Then click on this radio button and **MM** will check the session you specified to see if the entry or result Mark is **Better than or Equa**l to the specified Mark Standard.

Do Not Meet Qualifying Mark:

- Click on this radio button and **MM** will check the session you specified to see if the athlete's entry or result mark is Worse than the meet entry qualification Mark. This is a helpful report to list all the athletes that did not make the Entry Qualification for the purposes of asking for proof of Mark for those results.

Within Qualifying Mark:

- Click on this radio button and **MM** will check the session you specified to see if the result mark is within the meet entry qualification mark that was specified for each event. This is a helpful report to list all the athletes that did make the Entry Qualification of the meet.

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Miscellaneous

Event/Athlete Gender/Age Mismatch:

- Make this selection and **MM** will list all of the athletes whose gender and age do not meet the event **gender and age** criteria for a given event.

Check Relay Ages:

- Make this selection and **MM** will check each athletes age and gender with the particular relay that they are on to make sure that they have been assigned to the proper relay age group. This is particularly important for Masters meets. For Division by Event meets using birth date ranges, each athlete assigned to a relay will check to verify that the birth date falls within the birth date range of the relay event's division.

Ages That Are Not Correct:

- Make this selection and **MM** will check each athlete's age with their computed age calculated from the Meet Age-Up-Date and their birth date.

No Performance Athletes:

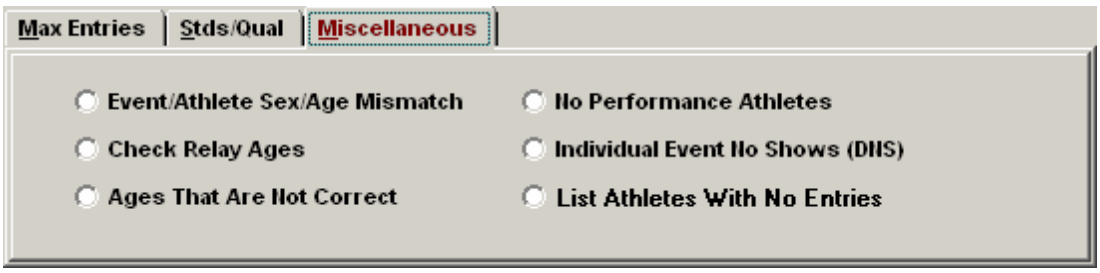
- Make this selection and **MM** will list all athletes who did not compete in any event. If an athlete was entered in one or more events and either **No Showed** or **Scratched** all events, the athlete will be listed as a No Performance Athlete with how many individual events were No Showed and how many were Scratched. No Show means the athlete was assigned a heat and lane, but did not show up for the race. A DQ for false start does count as a No Performance.

Individual Event No Shows (DNS):

- Make this selection and **MM** will list all athletes who **No Showed** for one or more individual events. No Show means the athlete was assigned a heat and lane/position, but did not show up for the event. The no show could be for prelims, quarter-finals, semi-finals, or finals. This report is useful in meets where there is a penalty for not showing up for a race in which the athlete was seeded.

List Athletes With No Entries:

Make this selection and **MM** will list all athletes who **a**re not entered in any individual events and are not listed with any relays..

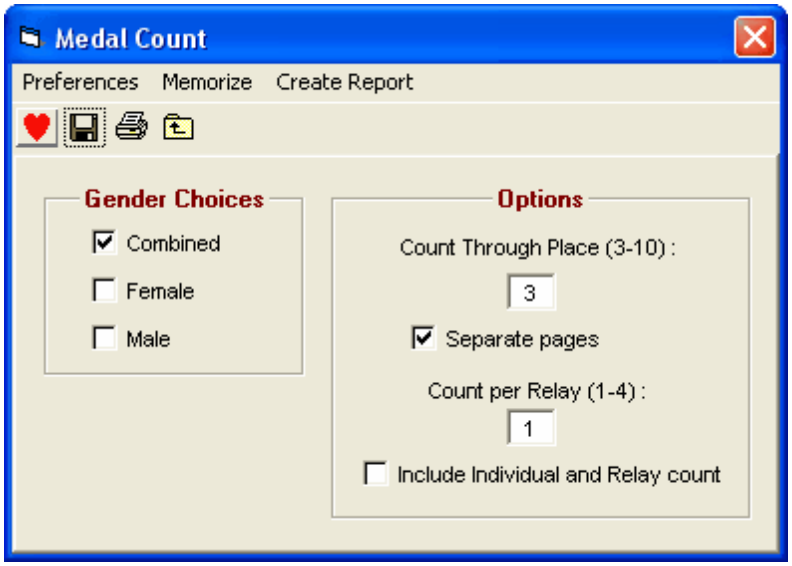


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Medal Count Report

From the Main Menu Bar, click on **Reports** / **Medal Count** and **MM** will display a window like the one shown here.

- This report should be printed after the meet or during the meet to provide a total medal count for each team.
- You have the option of filtering this report by Combined, Men, or Women and/or a separate report for each.
- The report will contain a list of teams with the number of Gold (1st place), Silver (2nd place), Bronze (3rd place) winners, and so on up to 10th place.
- If you want to use this report for counting award medals, enter the number of medals to be awarded for each relay team from 1 to 4.
- You have the option to breakdown the count by individual events versus relay events.
- The report is sorted by the Team winning the most Gold Medals.
- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.



Export / Import Files Report

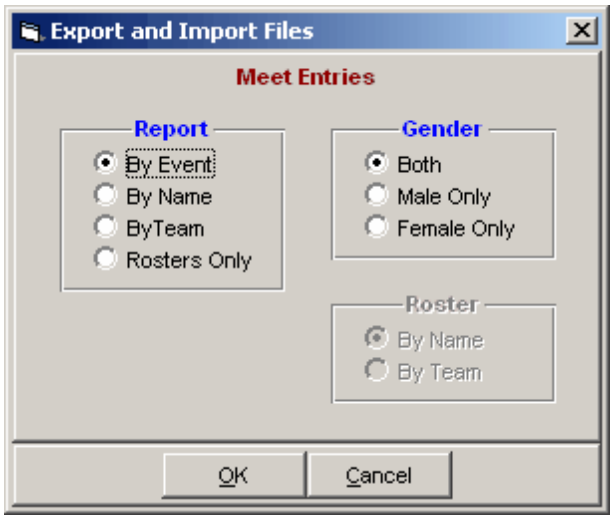
From the Main Menu Bar, click on **Reports** / **Export/Import Files Report** and **MM** will display a window where you select a HY-TEK .tcl file.

Notes:

- Only rosters and meet entries are reported.
- If the file is a results file, only a roster or meet entries report can be created.

After selecting a file, you choose how you want the file reported using the window below.

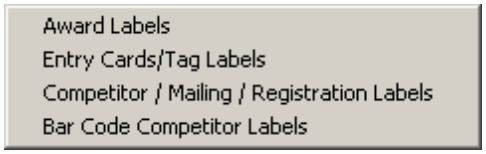
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Labels Menu

From the Main Menu Bar, click on **Labels** to display the Labels Menu:



- Award Labels
- Entry Cards / Tag Labels
- Competitor / Mailing / Registration Labels
- Bar Code Competitor Labels

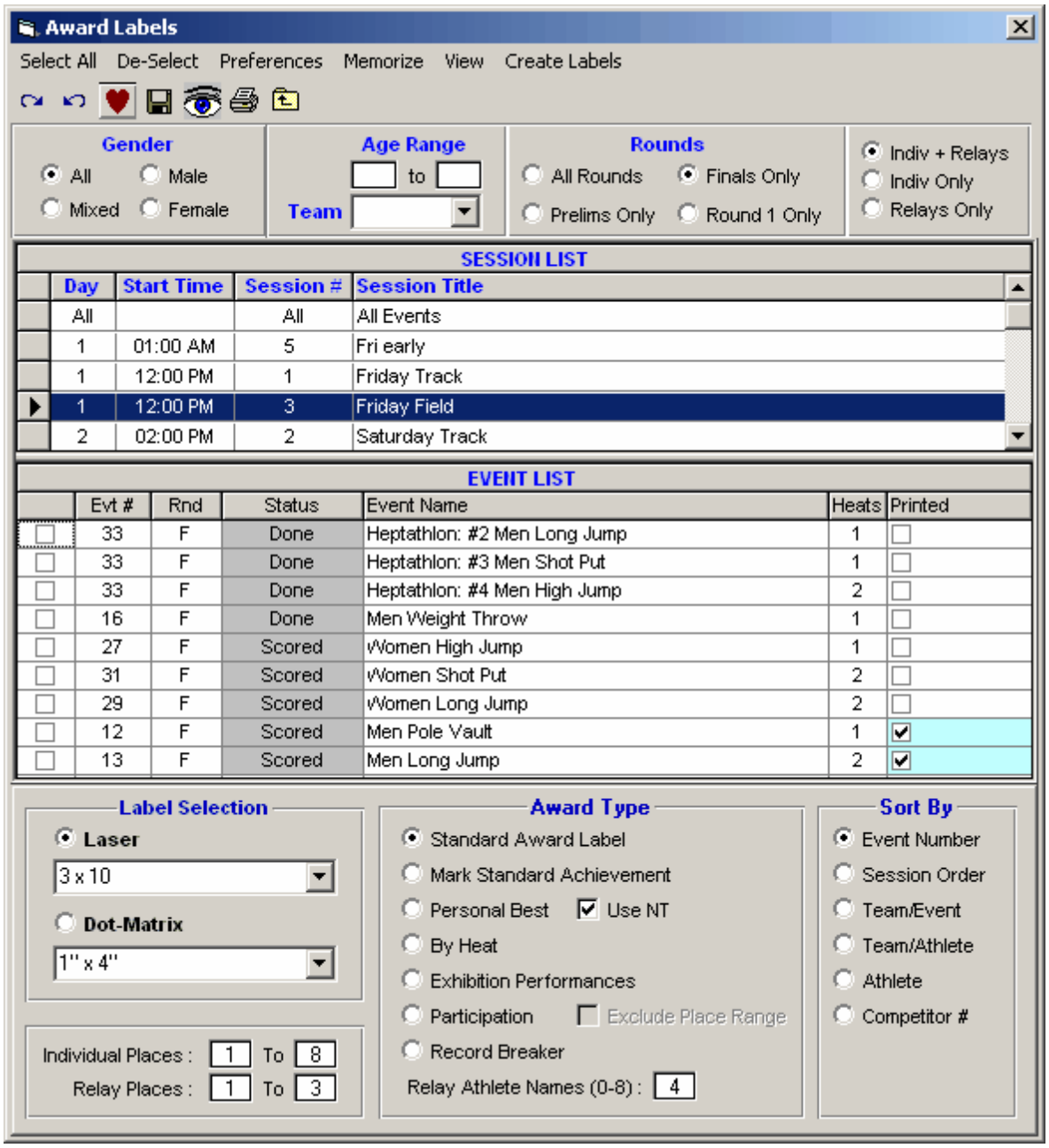
Bar Code Competitor Labels are only available if you have the **Button Timer Interface Option**. Bar code competitor number labels are only designed for the Cross Country or Road Race module.

Award Labels

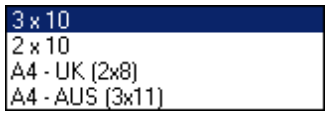
From the Main Menu Bar, click on **Labels / Award Labels** and **MM** will display a window like the one shown here.

- Award Labels are designed to be printed on standard one inch Avery labels to be stuck on plaques, ribbons, certificates, etc. The information on these Award Labels reflects a specific performance by an athlete or relay in a particular event.
- There are **two ways** to Setup and print Award Labels
  1. From the Award **Labels Menu** as displayed below.
  2. From the Run the Meet Screen while you are running the Meet. There is one click Awards button choice or a hot key Ctrl-A that prints awards with one click.
- The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events. For example, you might want to look at only the 13-14 Female Events for the first round (Prelims or Timed Finals).
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- You can easily keep track of which events have had awards printed by clicking the check box in the Printed column at the right of each event. Those checked will also be highlighted in light blue.
- To Memorize a given set of label settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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At the bottom of the menu you have the following laser label choices:



The Dot-Matrix choices are:



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All of the label selections are the 1 inch Avery labels on an 81/2 x 11 inch page except for the A4 sizes. The **A4** size labels are formatted differently for the UK and Australia - the user can pick either format. Note the various sort options available in the **Sort By** panel.

Pick the Award Type from this list:

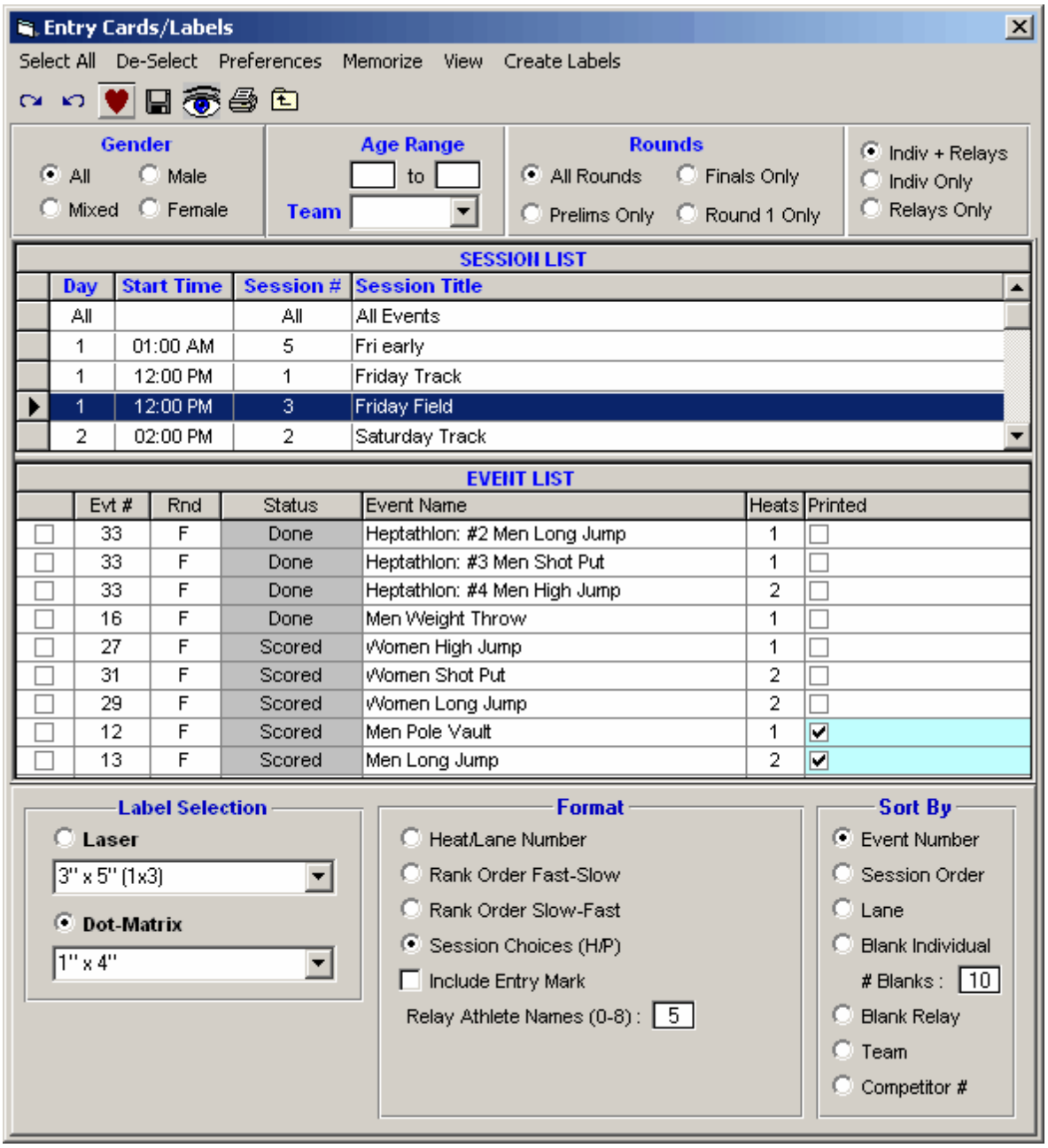
- **Standard Award Label: MM** will print an Award Label for the top "x" place finishers in each event. You specify the "default" number of places in the Entry/Scoring Preferences Section from Setup on the Main Menu bar. You can change the number and range of Award places printed right in this Award Label Screen by keying in that number or range - for example, print Award Labels for places 9-16.
- **Mark Standard Achievement: MM** will print an Award Label for every athlete that achieved a higher Mark Standard in his/her performance than the one that he/she had when they entered the meet. These are also called Over-Achievers. For example, Billy would get a Mark Standard Achievement Award printed if he entered the meet with a BB Time Standard in the Boys 11-12 100 meter but ran an A Standard for the Boys 11-12 100 meter. You can optionally create Mark Standard Improvement labels for all those athletes with an **NT** for their entry time by checking the **Use NT** check box.
- **Personal Best: MM** will print an Award Label for every Entry in which the Athlete performed better than his entry mark. You can optionally create Personal Best labels for all those athletes with an **NT** for their entry time.
- **By Heat: MM** will print. an Award Label for the Top How Many in each heat/flight. The label will contain the place finish of the athlete in their particular heat/flight.
- **Exhibition Performances: MM** will print an Award Label for every Exhibition Performance in the meet.
- **Participation: MM** will print a label for every athlete or relay in the events selected. You can have **MM** exclude those who are already getting regular awards by checking the **Exclude Place Range** choice (it is greyed out in the screen shot above).
- **Record Breaker: MM** will print a label for every record broken by athletes or relays in the events selected.

Entry Card / Tag Labels

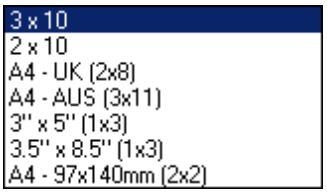
From the Main Menu Bar, click on **Labels / Entry Cards / Tag Labels** and **MM** will display a window like the one shown here.

- Entry Cards reflect a specific entry for the meet - an Athlete or Relay and his/her entry mark for a particular event. An **Entry Label** is a 3 step process - print the label, then stick the label on something (usually a blank card), and then hand them out to the Athletes and Relays.
- An **Entry Card** is a 2 step process - print the cards and hand them out.
- **Tag labels** are really event entry labels. These tag labels can be used for **lap counter cards**, as pull-offs at the end of a race, or for check-in purposes. One can be printed for every individual entry and every relay or be printed **one event at a time**. If you select **by event** and a particular event is seeded, you can pick which round to use if there is more than 1 round and the label will include the heat/flight number and the lane/position number.
- The Event List can be filtered by gender, event age range, one team or all teams, round, and individual versus relay events.
- To make room to show more events in the list, you can hide the filter choices by clicking the **View icon** or by clicking View / Show/Hide Filters.
- To Memorize a given set of label settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.

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At the bottom of the menu you have the following laser label choices:



The Dot-Matrix choices are:

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All of the Laser/Ink Jet label selections are the 1 inch Avery labels on an 81/2 x 11 inch page except for the A4 size. The **A4** size labels are formatted differently for the UK and Australia - the user can pick either format. You can also **filter the event list** to include only relay events or only individual events.

For those customers in Australia and those that can obtain **Avery laser postcard stock #L7421**, there is also a choice for cards using this postcard stock. The cards have 4 to a page (A4 page size) and are approximately 3.8" x 5.5". Please set up your printer in Landscape mode to print these cards.

The option of printing cards for 3 1/2" by 8 1/2" is available for both Laser/Ink Jet (3 cards per page) and Dot Matrix printers using tractor feed cards. You can also choose a 6 labels per sheet option, 2 across and 3 down centered on an 8 1/2 x 11 page.

The option of printing cards for 3 1/2" by 8 1/2" is available for both Laser/Ink Jet (3 cards per page) and Dot Matrix printers using tractor feed cards. You can also choose a 6 labels per sheet option, 2 across and 3 down centered on an 8 1/2 x 11 page.

Pick the Entry Card/Label Format that you want for your meet:

- **Heat/lane Number**
  This format assumes the event is Seeded and will print a Label or Card with the entry's seeded heat and lane number.
- **Rank Order Fast-Slow**
  This format is typically used for On Track Seeded Events. The entries for an event are sorted by mark and then printed in mark order with the best entry printed first. Each Entry's Rank is also included.
- **Rank Order Slow-Fast**
  This format is typically used for On Track Seeded Events. The entries for an event are sorted by mark and then printed in mark order with the worst entry printed first. Each Entry's Rank is also included.
- **Session Choices (H/P)**
  This format reflects a combination of seeded and unseeded events based on whether you specified a Heat Sheet in the Session Setup for an event, or a Performance List.

You can **sort** these labels/cards by Event Number, by Session order of events, by Lane, or by Team. **Sorting by Team is great for handing out Relay cards to the team coaches**.

You many also ask **MM** to print "blank" Entry cards or Labels for hand entry at the meet. This is great for filling in entry information for Late Entries. MM defaults to 10 blanks Cards/Labels but you can change that value to whatever you need.

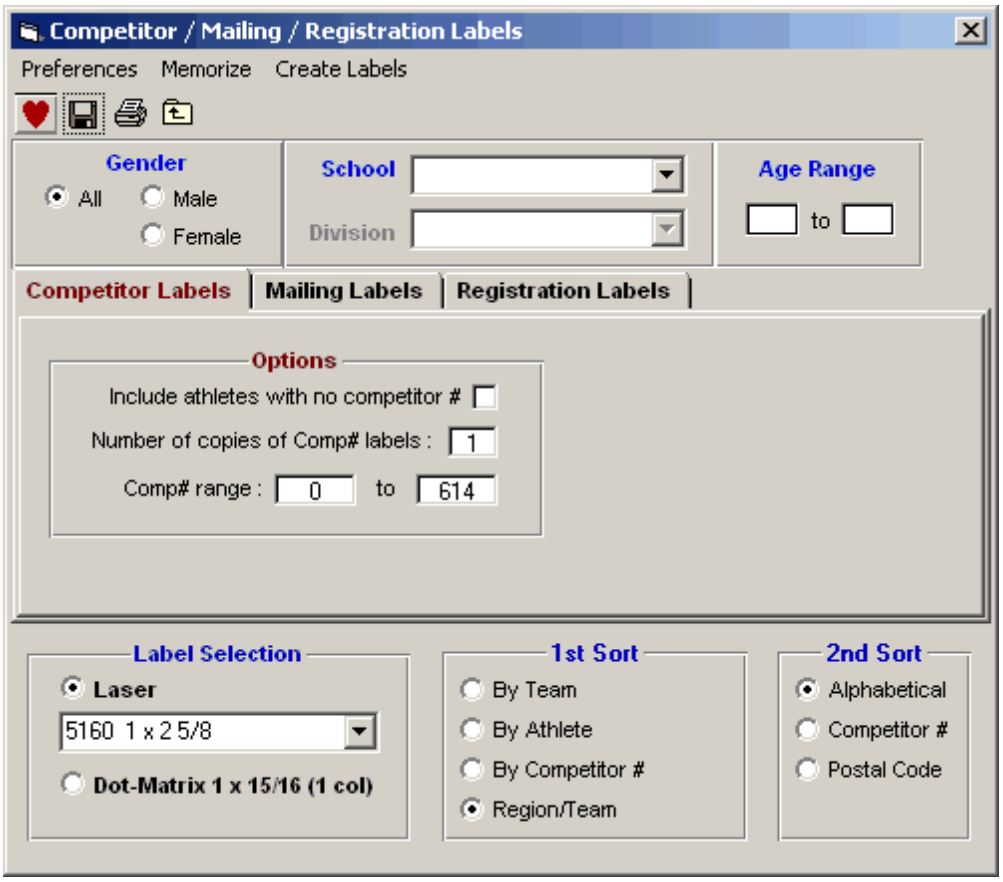
Please note that all formats of the Entry Cards/Labels show the **Relay Athletes** if they have been declared for the Relay.

Competitor or Mailing or Registration Labels

From the Main Menu Bar, click on **Labels / Competitor/Mailing/Registration Labels** and **MM** will display a window like the one shown here.

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- To Memorize a given set of report settings, click **Memorize** or click the Memorize con , provide a name for the memorized report, and the settings will be saved to the Memorized Reports Menu.



Competitor Labels

Click the Competitor Labels radio button to print regular competitor labels. The competitor number labels can be placed on your competitor cards to be worn by each athlete. If you wish to include athletes with no competitor numbers, mark the check box indicating this or indicate a range of numbers. To print multiple copies of each, enter a number from 1 to 99.

Competitor labels can be sorted in 2 steps: The first sort Alphabetically by Team, or Alphabetically by Athlete, or Numerically by Comp#. You then can do a second sort Alphabetically, or Numerically by Competitor Number, or by Postal Code. For example, you could sort by Team and then Postal Code, or Alphabetically then by Competitor Number. You can choose to filter the labels to male only, female only, or both.

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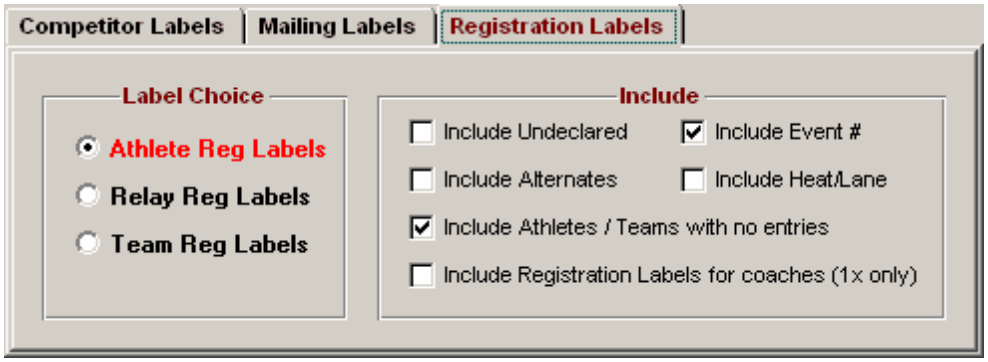


Team Mailing Labels

These types of mailing labels are usually generated when you want to mail your meet results to the Teams. The mailing address information for Teams may be entered in the Team Browser. You have the choice to include a label for teams that have no address.

Athlete Mailing Labels

These types of mailing labels are usually generated when you want to mail your meet results to the individual Athletes - like for a Masters meet. The mailing address information for each Athlete may be entered in the Athlete Browser. The label also contains the Team Abbreviation of the Athlete's Team affiliation. You have the choice to include a label for athletes that have no address.



Registration Label

The Registration Labels menu can be filtered by gender, Age Range, and Team. You may also sort the labels by Team or Athlete and then Alphabetical or by postal code. You may customize your labels using the choices as displayed on the Label Menu, such as whether to include heat and lane or not. You may exclude athletes with no entries.

The purpose of these labels is for registration packets to be distributed at check-in before the meet begins. **The best size labels for this feature are 1 1/3 x 4, 2 x 4, or 3 1/3 x 4, two column across**. There are two types of labels that can be printed, one for each athlete and one for each relay.

The athlete labels contain the competitor number, the athlete name, the school, and a list of events that the athlete is entered in. The 1 1/3 inch label can show up 4 events, the 2 inch label can show up to 7 events, and the 3 1/3 can show up to 16 events.

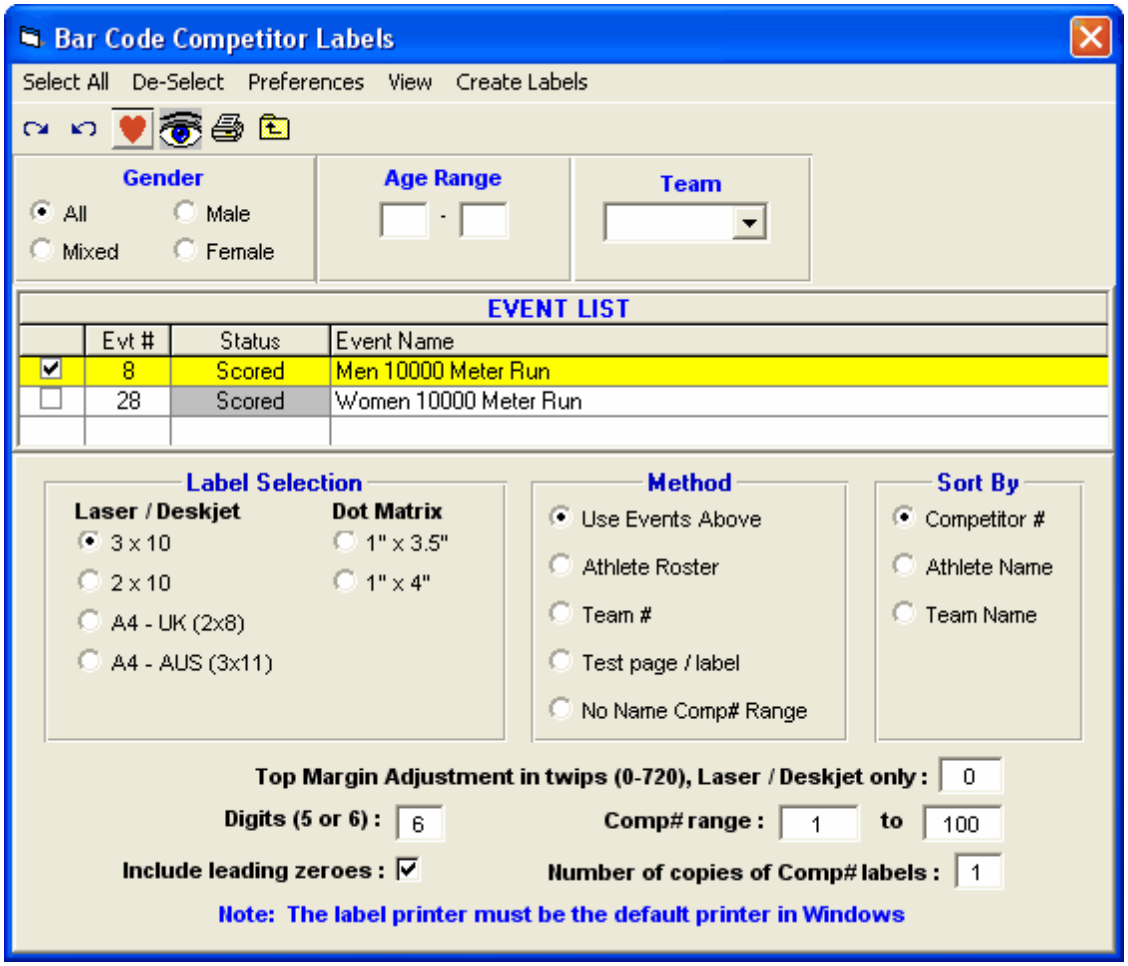
The relay label contains the name of the team/school and all competitors and alternates listed with the relay.

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Bar Code Competitor Label

Click on **Labels** from the Main menu Bar and then click on **Bar Code Competitor Labels**, and MM will display the bar code menu where you pick the events you want labels for or simply print bar codes from the roster.

- Bar Code Competitor Labels are available only if you have the **Button Finish Interface option**. The bar codes will be the standard code39 (sometimes called 3 of 9) format. Bar codes may be printed on any printer, though laser or desk jet is recommended.
- *Bar code competitor number labels are only designed for the Cross Country or Road Race module.*
- When creating the bar code labels, **they are printed immediately** as bar codes cannot be previewed on screen first.



When you print bar code labels:

- You can choose female only, male only, mixed or all**.**
- You can choose to print the bar code labels by event, athlete roster, or Team Competitor Number.
- You can select **No Name Comp# Range**, enter a range of numbers and print competitor number labels without names for say 1 through 100.
- You can sort the bar code labels by Competitor Number, Athlete Name, or Team Name.
- You can print 5 or 6 digit codes.
- There is an option to print a **test page / test label**.
- You can limit the numbers to a certain range.

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- You can print generic competitor bar codes for any range of competitor numbers. Just select **No Name Comp# Range**, enter a **Comp# range** and the labels will have blanks for where the athlete and team name would be.

Note: For USATF and AAU Cross Country meets, the birth year is included on the bar code labels.

Error Message When Accessing the Bar Code Label Menu

Run-Time error 339.
Component TALBARCD.OCX or one of its dependencies not correctly registered: a file is missing or invalid.

If you get an error message like the one above, then you will need to perform the following:

In Windows, click Start / Run.
Enter the following command depending on your operating system:

Windows XP or Windows 7:
c:\windows\system32\regsvr32.exe c:\hy-sport\MM\hy-teksys\talbarcd.ocx

Windows 2000 or Windows NT:
c:\winnt\system32\regsvr32.exe c:\hy-sport\MM\hy-teksys\talbarcd.ocx

Windows 95, Windows 98, or Windows ME:
c:\windows\system\regsvr32.exe c:\hy-sport\MM\hy-teksys\talbarcd.ocx

After entering this command, you should get a message that says the operation "succeeded".
Now you should be immediately able to print bar codes if you have the Button Finish Interface option.

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Check for Updates

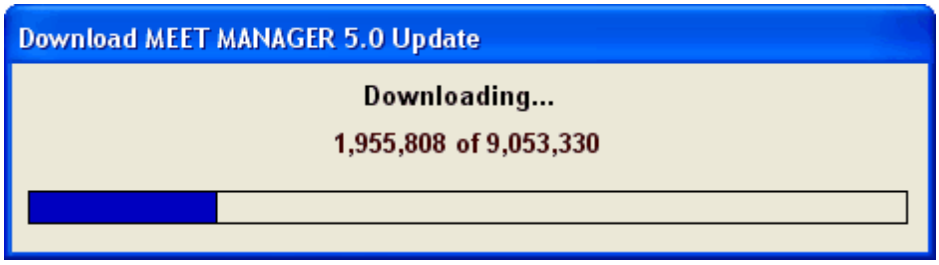
Periodically, HY-TEK provides **Service Pack Updates** that include corrections to reported problems. Whenever you start MM, the version is automatically checked to see if you are current and if not will provide the following message.



When you click OK, you will receive a window similar to the following.



If you click Yes, MM will download the latest update for you and show a download progress bar.



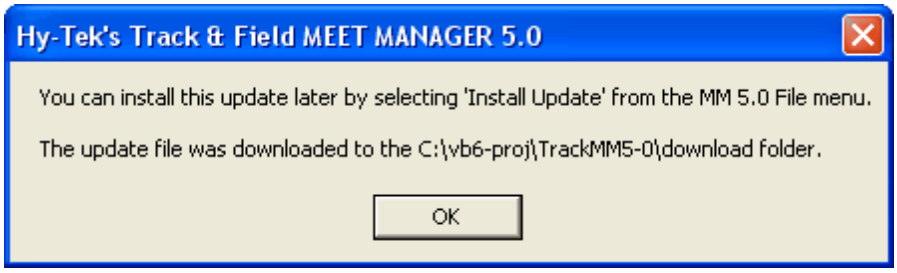
After the download has been completed, MM will ask if you want to install it now.



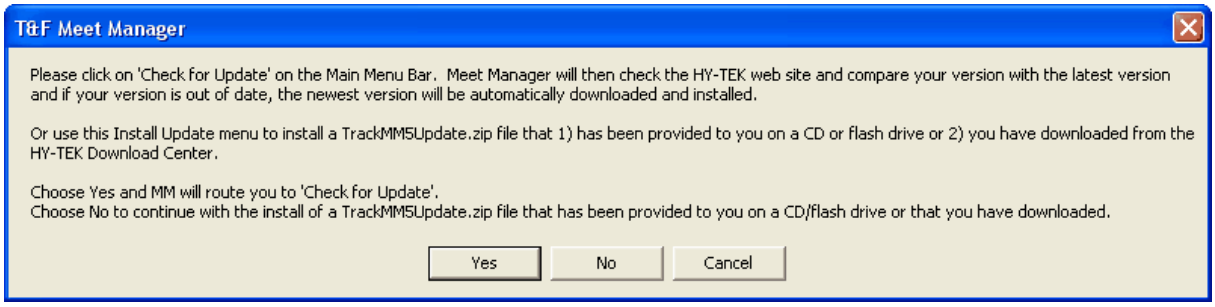
If you click **Yes** to the above message, MM will install the update, will close MM, and then will restart MM for you. After MM has restarted, click on **Help / Release Notes** to check out the new features that have been included in the update.

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If you click on the **No** button above, you will see the following message and nothing will be installed and you can try the **Check for Updates** again later.



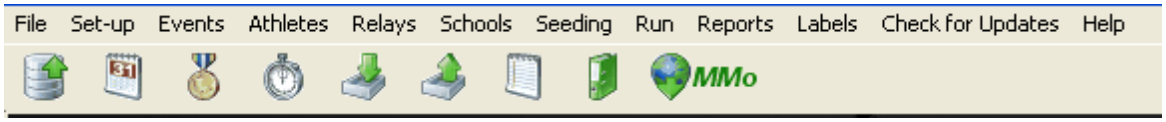
Since the update file has already been downloaded to your computer at this point, you can install the update by clicking on **File / Install Update** and you will get the message shown below. The update file is named **TrackMM6Update.zip** and is stored in the Download folder under your installation directory - *probably c:\hy-sport\TFMM6\Download*. Click No in the message shown below will then allow you to open the TrackMM6Update.zip file which will then install the update the same way **Check for Updates** would install the update.



NOTE: Installing an update will not harm your database.

NOTE: If you have Firewall software on the computer you are using to **Check for Updates**, you may have to turn the Firewall software off until you have completed the Check for Updates procedure and then turn the Firewall software back on. If you are unable to get MM to connect to the HY-TEK web site, you can update to the latest version by ordering a **Product Replacement CD**, **Web Delivery**, or both from the HY-TEK Online Store.

An alternate way to download and install the current MM Service Pack Update is to click on **Check for Updates** from the Main Menu Bar.



The **Check for Updates** feature connects to the HY-TEK web site to determine if there is a newer update available and performs the same functions as described above.

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Pro Option

The **Pro Option** provides two features - **multi-user capabilities** and **real-time results** to the web. This permits up to nine computes to "share" one database and permits the instant upload of HTML pages to your website.

A very real scenario might be six computers set up as follows:

1. Track results computer at the photo finish area
2. Field events results computer in a nearby area.
3. Clerking and seeding computer at the far end of the stadium
4. Real-time web results computer in the photo finish area
5. Report and label printing computer in the photo copy room
6. Reports only computer in the media area

Multi-User Network Option

In this type of network configuration, each computer is connected to a central device called a "hub". The shared MM Database is loaded on **one** of the computers (which we will call the server) so that any of the other computers can access the data directly from the server. For example, suppose we have 4 computers connected to a hub. For the purposes of this discussion, let's name these computers, A, B, C, and D and let's load the MM Database on Computer A. The HY-TEK MM product software would be installed on each of the 4 computers on their local hard drive C. The B, C, and D computers would be "mapped" to be able to "see" the database on computer A.

The first step is to setup the hardware and software for your Network.

How to Setup a Network

Operational Requirements

When using **MM Pro**, you can logon as the **Admin** and optionally set up passwords for all four Levels of access as shown below. Only the logged on User Name of **Admin** can perform Network Administration and setup or change the passwords for the Database that is currently opened.

Level	User Name	Permissions
1	Administrator	No restrictions at all.
2	Run1, Run2, Run3	This level can do everything except Network Administration and Single User Mode functions.
3	Clerk 1, Clerk 2	This level can do everything Level 2 can do, except Run the meet.
4	Report 1, 2, & 3	Level 4 can print Reports/Labels ONLY

How to Setup Network Administration

How to Logon the Network

Network Operation

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Export Real-Time Results to the Web

Along with the Network option, the Real-Time Results to the Web optional feature is part of the HY-TEK **MM** with the **Pro** option. This export feature is very powerful and complete and provides the capability to send an index page, initial default result pages for each event, actual result pages, the last heat completed, and the last event completed to a web site during the meet as the meet progresses.

How To Export Real-Time Results to the Web

Logon the Network

How to Setup a Network
How to Setup Network Administration

If you are using **MEET MANAGER *for Track & Field* Pro Network Option**, whenever you Open a Database, **MM** will prompt you to logon with one of the 9 User Names shown below.

Level	User Name	Permissions
1	Administrator	No restrictions at all.
2	Run1, Run2, Run3	This level can do everything except Network Administration and Single User Mode functions.
3	Clerk 1, Clerk 2	This level can do everything Level 2 can do, except Run the meet.
4	Report 1, 2, & 3	Level 4 can print Reports/Labels ONLY

Please note that the logon applies to a **specific Database**. For example, you could logon to Database 1 as "Run" to edit the results of a previous meet and later logon to Database 2 as "Clerk 2" to reseed an upcoming meet.

In order to logon, you must first pick from the above list of User Names and then enter an optional password for that User Name. Only the **Administrator** User Name has the ability to assign a **Password** to one or more of the User Names - please click Here to find out how to set up passwords. . Please note that an Administrator may set up a set of passwords for one Database and no passwords for another Database - the **set of User Name passwords are associated with each Database, NOT with the global system**. Passwords consists of from 6 to 16 numbers and letters and can be left blank if no password is desired. When you logon, **MM** will display all nine User Names and indicate which ones are available to use (that is, currently NOT logged on).

If you logon as **Administrator**, you have the option to Open the Database in **Single User Mode** or **Multi-User Mode**. Click Here for more information about logging on as **Administrator** for Network Administration. If you logon as any of the other 8 User Names, the Database will automatically be opened in Multi-User mode - that is, more than one User can access the database at one time.

The only way to **log off** and free up your User Name is to exit from **MM** properly.

If you are connected with several users and one of the users gets knocked off the system and is unable to log-off properly, the other users will still "see" the knocked off user as still logged on. To correct that, you must get the user back on line, log that user on as the same user as before and then log-off properly. This will clear that User Name from the network administrator file.

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Setup a Network

How to Setup Network Administration
How to Logon the Network

MEET MANAGER ***for Track & Field*** with the **Pro** Network option allows you to access a shared database from multiple computers. The **Pro** option includes the **Network** feature as well as the capability to **Export Real-Time Results** to a web site.

MM Pro supports the standard Windows **peer-to-peer network** configuration. In this type of network configuration, each computer is connected to a central device called a "hub". The shared MM Database is loaded on one of the computers so that any of the other computers can access it directly.

For example, suppose we have 4 computers connected to a hub. For the purposes of this discussion, let's name these computers A, B, C, and D and let's load the MM Database on Computer A.

- The HY-TEK MM product software would be installed on all 4 computers on the hard drive C.
- *The folder on the A computer where the database is located must be given full read/write permissions.* To give a folder full read/write permission, use My Computer or Windows Explorer to right click on the database folder (usually c:\tfmeets6) and then click Sharing. In the Sharing Menu, check the box to **Share this folder on the network** and check the box that says **Allow network users to change my files**. You may also give a **Share Name** to the folder which defaults to the actual folder name. Rather than just share the database folder, you can also share the entire C Drive by right clicking on Local Disk (C:).

The first step is to actually setup the hardware and software for your Network.

Hardware that you will need

Example of network component vendors are 3Com, Kingston, and D-Link. Internet sites that you can order from are **www.buy.com** and **www.pcconnection.com**.

- 100 Base TX Hub. The cost for a 5 Port Hub would be about $49.00.
- Most desktop computers come with a network card built in. But if yours does not, you can purchase a 10/100 Base computer network card for each desktop computer - Cost about $25.00.
- Most notebook computers come with a network card built in. But if yours does not, you can purchase a 10/100 PCMCIA Card for each notebook computer - Cost about $49.00.
- 10/100 Base TX cable from each computer to the hub. The cables will connect to an RJ-45 connector in the hub and into each computer's network card. The cost is about $10.00 for 25 feet of cable. Or, you can use a **wireless** setup with the appropriate Network cards and hub.

So for a 4 computer system network, the **hardware cost would be under $200.00**.

Software Required

The peer-to-peer network software is included with your Windows 95, 98, 2000, NT, or XP Operating System. Please follow the appropriate instructions for setting up your particular network system as well as the software drivers included with the network card installed on each computer.

Continuing with our example, let's assume that the hard drive on Computer A is the one that is shared. On Computer A, you would start **MM** and click on **File** / **Open**, select your local Drive C, and select the database which is probably in c:\tfmeets6. Now the MM Log-in window appears and you select one of the nine user levels such as Administrator and click Multi-User at the bottom. When you start up MM on Computer B, click on **File** / **Open**, select the mapped drive from computer A (let's assume computer B sees computer A's hard drive as the F Drive) and open the database found in f:\tfmeets6. The Log-in

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screen now appears and it shows you that the Admin user is logged-on. You select a user level such as Run 1 and click Ok. Now computers A and B are accessing the **SAME INFORMATION** contained on the hard drive on Computer A. Do the same for computers C and D.

Please note that under the Windows peer-to-peer network configuration, devices like **Printers** may also be shared. In the example above, for **best performance**, HY-TEK recommends running the meet from Computer A and then printing Results and other information from one of the other computers in the network that is not interfacing with photo finish or scoreboard. This reduces the load on the CPU and operator on computer A.

MM with the **Pro** option provides a complete suite of **Network Administration** features. Please click Here to find out how to setup the Logon/User ID choices, optional passwords, and permission levels for your system.

Setup Network Administration

How to Logon the Network
How to Setup a Network

If you are using **MEET MANAGER** ***for Track & Field*** with the **Pro** Network option, you can logon as the **Admin** and optionally set up passwords for all four Levels of access as shown below.

Note: Only the logged on User Name of **Admin** can perform Network Administration and setup or change the passwords for the Database that is currently opened.

MM Pro provides 4 levels of access with up to 9 users accessing the same Database as shown below.

Level	User Name	Permissions
1	Administrator	No restrictions at all.
2	Run1, Run2, Run3	This level can do everything except Network Administration and Single User Mode functions.
3	Clerk 1, Clerk 2	This level can do everything Level 2 can do, except Run the meet.
4	Report 1, 2, & 3	Level 4 can print Reports/Labels ONLY

After you have logged on as the **Administrator**, click on **File** then **Network Administration** and **MM** will display the nine User Names as shown above and indicate what User Names are currently logged on and if so, what computer name is associated with that logon. As the Administrator, you can optionally assign a password to one or more of the nine User Names. Please note that the **set of User Name passwords are associated with each Database, NOT with the global system**. In other words, you can assign passwords for all User Names for Database A but then assign no passwords for access to Database B. Passwords can consists of from 6 to 16 numbers and letters and can be left blank if no password is desired. Only the Admin can logon in Single-User mode. All other users must logon in Multi-User mode.

To enter a password, the Admin enters the password twice. To delete a password, the Admin simply enters blank for both the password and the confirmation password.

If you are connected with several users and one of the users gets knocked off the system and is unable to log-off properly, the other users will still "see" the knocked off user as still logged on. To correct that,

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you must get the user back on line, log that user on as the same user as before and then log-off properly. This will clear that User Name from the network administrator file.

When you logon as **Administrator**, you have the option to Open the Database in **Single User Mode** or **Multi-User Mode**. You also have the option to switch between Single and Multi-User Mode. To switch from one mode to the other, just click on **File** then **Switch to Single/Multi-User Mode**. If you try to switch to Single User Mode and there is already a user logged on, **MM** will not let you switch until all other Users are logged off. **Single User Mode** prevents any new users from logging on to the system as long as the Administrator is logged on. There are several file maintenance utilities that require Single User Mode: Restore a Database, Purge a Database, Repair a Database, Import Entries, Delete Athletes and Teams, Install Update, or Create Update.

Trouble-Shooting Tips:

1. If one or more of the users gets disconnected from the network, the log-on file does not get updated and the Admin cannot log-on in Single User mode. In that case, the Admin can Click File / Network Administration and check the box to "Remove all logged in users except Admin".
2. If the database cannot be opened for some reason, the Admin can select File / Repair Database and repair the unopened database file.
3. If the initial log-on screen prevents one from getting to the Main Menu, use Alt-Ctrl-Delete to End Task and then delete tfmeetdb.mem from c:\hy-sport\MM. Then trying starting MM again.

Network Operation

Here is an example of how you might setup the computers and printers on the network to run a typical meet.

Administrator Computer - This would be set up as the main computer that would be used to key in the marks/times or accept them from the Photo Finish Interface just as one would normally do. You might want to set up a local printer for this computer. **The Database would be loaded on this computer**.

Run 1 Computer - This computer would enter field event results.

Clerk 1 Computer - This computer would be set up in the clerking area to do any scratches or re seeding depending on how your particular meet is run. It could also be used to print various reports.

Report 1 Computer - This computer could be used as the main Report computer for results, heat sheets, award labels, etc.

Report 2 Computer - This computer might be in the media area so that the media could generate whatever reports they might need.

Database Refresh

When running In Multi-User mode, there are two places in MM where you must be concerned with "refreshing" your data with the latest changes made by another user. Those two places are the Run Menu and the Seeding Menu. **Your concern in the Run Menu** is when two or more users are working on the same event at the same time. If you have heat 2 of event 9 on your screen and another user enters results for heat 2 of event 9, you will NOT see the data until you click the **Database Refresh** button located at the far right of the middle row of buttons. The entire event also gets refreshed if you go to another event and come back to the original event. Your concern in the Seeding Menu is mainly when two users are clerking at the same time. Before making changes to a given event, you must use the

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Database Refresh button located at the top left to refresh the status of the event list. The **Database Refresh** in the Run Menu refreshes the status for all events shown on the Run screen, not just the active event.

Trouble-Shooting Tips

1. If one or more of the users gets disconnected from the network, the log-on file does not get updated and the Admin cannot log-on in Single User mode. In that case, the Admin can Click File / Network Administration and check the box to "Remove all logged in users except Admin".
2. If the database cannot be opened for some reason, the Admin can select File / Repair Database and repair the unopened database file.
3. If the initial log-on screen prevents one from getting to the Main Menu, use Alt-Ctrl-Delete to End Task and then delete tfmeetdb.mem from c:\hy-sport\MM. Then trying starting MM again.

Run a Meet using a Network

How to Logon the Network
How to Setup a Network
How to Setup Network Administration

If you are using **MEET MANAGER *for Track & Field*** with the **Pro Network Option**, please click on the topics above to learn about how to Logon and Setup the Hardware and Software for a peer-to-peer Network system.

As mentioned in the How to Logon the Network section, **MM** provides 4 levels of access with up to 9 users accessing the same Database as shown below.

Level	User Name	Permissions
1	Administrator	No restrictions at all.
2	Run1, Run 2, Run 3	This level can do everything except Network Administration and Single User Mode functions.
3	Clerk 1, Clerk 2, Clerk 3	This level can do everything Level 2 can do except Run the meet and Single user Mode functions.
4	Report 1, Report 2	Level 4 can print Reports/Labels ONLY

Here are **two examples** of how you might setup the computers and printers on the network to run a meet.

1. Single Facility Meet

Administrator Computer - This would be set up as the main computer that would be used to key in the times/marks or accept them from the Photo Finish system just as one would normally do. You might want to set up a local printer for this computer. **The Database would be loaded on this computer**.

Clerk 1 Computer - This computer would be set up to do any scratches or re seeding depending on how your particular meet is run. It could also be used to print various reports.

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Report 1 Computer - This computer could be used as the main Report computer for results, heat sheets, award labels, etc.

Printer 1 - HY-TEK recommends the printer be physically connected to the Printer 1 computer and be set up in your peer-to-peer network as **shared**. That way, any of the 3 computers can print directly to it. It also might be nice to have this printer and the Report 1 computer located closer to where the spectators, athletes, and coaches would normally pick up their awards and reports.

2. Multiple Facility Meet

In this type of meet, one is using more than one facility to run a competition.

Administrator Computer - This would be set up as the main computer that would be used to run one facility - to key in the times/marks or accept them from the Photo Finish system just as one would normally do. The Database would be loaded on this computer.

Run Computer - This would be set up as the main computer that would be used to run another facility - to key in the times/marks or accept them from the Photo Finish system just as one would normally do.

Clerk 1 Computer - This computer would be set up to do any scratches or re seeding depending on how your particular meet is run. It could also be used to print various reports.

Report 1 Computer - This computer could be used as the main Report computer for results, heat sheets, award labels, etc.

Printer 1 - HY-TEK recommends the printer be physically connected to the Printer 1 computer and be set up in your peer-to-peer network as shared. That way, any of the 4 computers can print directly to it. It also might be nice to have this printer and the Report 1 computer located closer to where the spectators, athletes, and coaches would normally pick up their awards and reports.

Report 2 Computer - This computer could be set out in an area that is accessible for spectators and used to print the Meet Summary Report for Teams and Individual Athletes. Both of these reports can be sold and used a revenue source for the host club.

There are many variations on these two examples but the main idea here is to be able to set up your people and computer resources optimally for the particular type of meet you are running and for the particular space constraints that you have.

Real-Time Results Setup

Along with the Network option, the Real-Time Results to the Web optional feature is part of the HY-TEK **MM Pro** option. This export feature is very powerful and complete and provides the capability to send an index page, initial default meet program pages (heat sheet or psych sheet) for each event, actual result pages, the last heat completed, and the last event completed to a web site during the meet as the meet progresses.

Web Site Set-up

In order to use this feature, you must first establish a web site either on a Unix server or Windows NT sever. You might want to link to this web site from your club's or your track organization's main web site so that anyone can access the meet results as the meet is progressing. You must also set up what is called an **ftp account that IS NOT Anonymous** so that **MM Pro** can export the real-time results of your

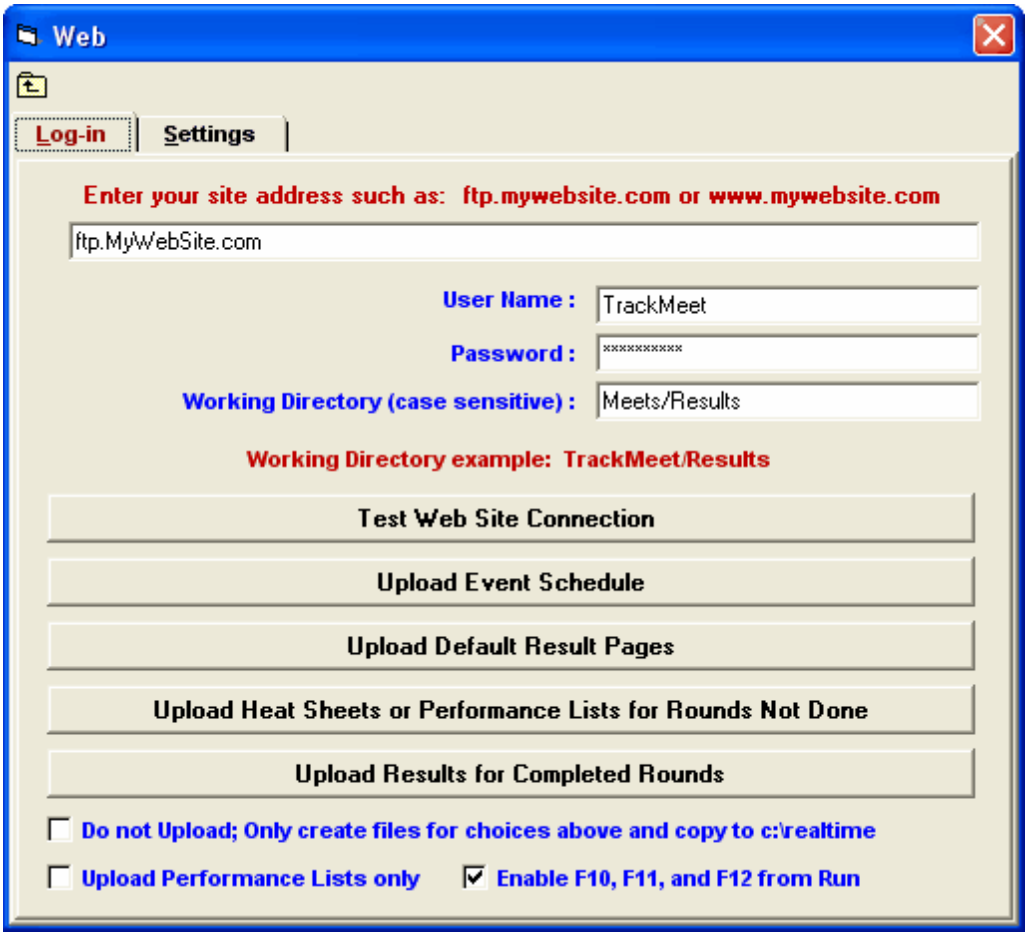
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meet directly to this ftp working directory that you would establish. An example of an ftp site name is **ftp.mywebsite.com**.

Log-In Menu
Settings Menu
Click Here for **How To Export Real-Time Results to the Web During the Meet**.

Log-In Menu

Click on **Run** from the Main Menu Bar and then click the **Web icon** to display the Web Log-In and Settings window.



Log-In

- Enter your ftp site address, such as **ftp.mywebsite.com** or **www.mywebsite.com**. The address usually must begin with **ftp.** in order to connect correctly. However it is possible www.mywebsite.com could be the address to use. You will need to check with your web site administrator to find out what they recommend or you can experiment with the address and use the Test Web Site Connection button to see what works and what does not work.
- The web site **must NOT be anonymous** which means the site must have a **User Name** and **Password** which you enter in the Web window.
- Enter the name of the **Working Directory** that has been set up on the web site you are using. An example of this directory name would be **Meets/Results** where the slash is a forward slash. This web

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server working directory name will be used by **MM Pro** as the location to ftp and store the Real-Time Meet Results files.

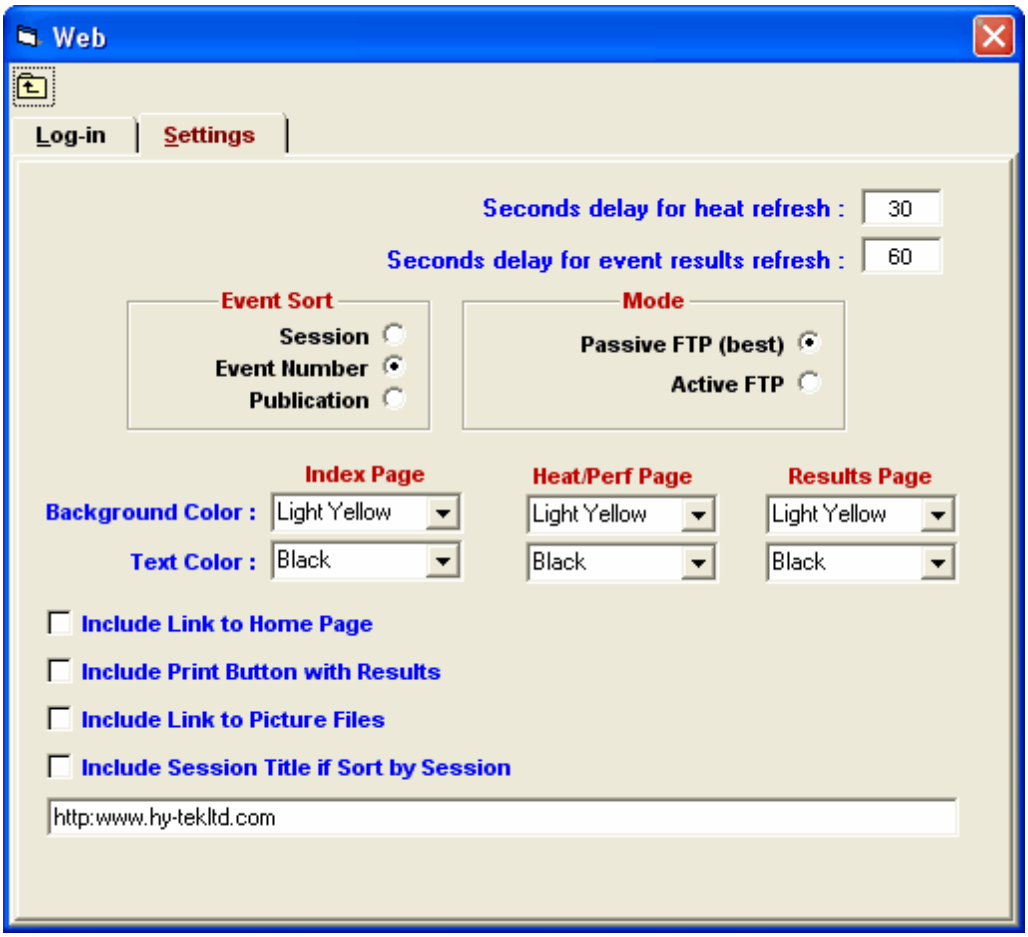
1. ***The Working Directory must already be created on the web site before uploading. MM Pro will not create folders.***
2. ***The Working Directory cannot have any spaces in it.***
3. ***The Working Directory cannot be blank.***
4. ***The Working Directory is case sensitive as is the User Name and Password.***
5. ***The Working Directory should never have a slash as the first character and only forward slashes should be used to separate folders.***

- Clicking **Test Web Site Connection** simply tests to see if MM can connect to the web site with the given address, user name and password. As soon as the connection is made you get a message box saying successfully connected or not. Right after that, the connection is closed. In fact, after each session of uploading files, the connection is closed to prevent time-outs and other potential connection issues.
- **Upload Event Schedule** means upload the Main html page and the Event Index containing every event in your meet based on your choices in the Settings tab.
- To upload default pages for each event, click **Upload Default Result Pages**. You should do this for sure the first time you load the event index, otherwise users will click on an event and get a "Page cannot be displayed" message.
- You only have to upload the Event Schedule one time. But if for some reason that list changes, you can upload the new event list as many times as you wish. However, many users upload the event schedule ahead of time and alter it to include a team logo or other information. If this is the case, do not re-upload the event schedule as it will overwrite the pages with the logo.
- After uploading the Default Result Pages, you could use **Upload Heat Sheets or Performance Lists for Rounds Not Done**. When this is done, a Heat Sheet page is uploaded for each event that is seeded, but not done. If the event is not seeded or the round is not seeded, it will upload the Psych Sheet instead. When making this selection, you will be given the option to pick one session or all sessions. If you only want Psych Sheets uploaded, check the box for **Upload Performance Lists Only** and psych sheets will upload for events where a heat sheet would have been uploaded.
- If you get behind or want to be sure you have uploaded all results, you can use the **Upload Results for Completed Rounds**. When making this selection, you will be given the option to pick one session or all sessions.
- If you want to create the html files for Default Result pages, Heat Sheets and Performance Lists, or Completed Results and NOT upload them, check the **Do not Upload; Only create files for choices above and copy to c:\realtime** check box. The html files will be copied to your c:\realtime hard drive folder. Maybe you want to ftp the files later using your own ftp software and this allows you to do that.
- The layout of the heat sheet and result pages is determined by the Web Preferences in Run / Preferences / Web.
- Click the **Enable F10, F11, and F12 from Run** check box so that when you press F10, F11 or F12 from the Run Menu, Real-Time results will be uploaded to your web site. If this check box is not checked, MM will store the heat/flight and meet result files in the **c:\realtime** folder on your computer and will not upload the files to the web site. Note that this has no effect on the check box on the Log-in panel for **Do not Upload; Only create files for choices above and copy to c:\realtime**.

Settings Menu

Click on **Run** from the Main Menu Bar and then click the **Web icon**  to display the Web Log-In and Settings window.

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Settings

- The Real Time Results page on the web is made up of a split frame:The left side contains a list of the events in your meet sorted by session, sex/event type/distance, or by event number. The right side contains the actual **meet results** for the event that is selected from the left side frame and optionally **team scores** if you made that choice from Run / Preferences / Web Real Time.
- For **Mode**, it is highly recommended that you leave the default mode as **Passive FTP**. Passive FTP bypasses firewall issues on your own PC and uploads faster than **Active FTP**.
- Enter the refresh rate in total seconds for both the Last Heat results and the Last Event results. For example, if you enter 30 seconds for the Heat refresh rate, each person that links to your web site will have their Last Heat results automatically refreshed every 30 seconds. That way, they can watch the meet progress through each heat/flight.
- Select how you wish the Events sorted for the left side of the web page – by **Session**, by **Event Number**, or by **Publication** (event type/distance order).
- You may customize the **Index Page** and the **Results Page color** for background and for text.
- Click on the **Include Print button with Results** check box and MM will include a Print button in each real-time results screen so that people viewing the meet results can print the results page that is on the right side of the screen.
- **Include Link to Home Page** will put a link on the left side of the web page with the word HOME so that users can easily get back to the original site where the real time results was opened.
- Click on the **Include Link to Picture Files** check box and MM will include a set of Heat Buttons at the top of each real-time results screen so that people viewing the meet results can look at the Photo Finish picture for a given heat/flight.

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- **Include Session Title if Sort by Session** applies to the left side of the web index page. So instead of just saying Results Session 1, it will say Session 1 - Field Events if the session title for session 1 is "Field Events".

How To Export Real-Time Results During the Meet

The Real-Time Results feature allows you to easily upload results to a web site as a meet progresses.

- The first step is to Setup your Web Result Preferences from **Run / Preferences / Web Real-Time**.
- The second step is to Setup your Log-In Parameters.
    1. Setup the address, user name, password and working directory.
    2. Test the web site connection.
    3. Upload the Event Schedule.
    4. Upload the default pages.
    5. Upload the Seeded Heat/Flight Sheets or the Performance Lists.
    6. If the meet is already in progress and you are behind getting results up, Upload the Results for any or all sessions.
- The third step is to enter your Settings preferences.

As you are running your meet from the **MM Pro** Run the Meet screen, you will use the F10, F11, and F12 keys to upload complete results.

- Press the **F10** key to upload the spreadsheet results of the current combined-event. If the current event is a CC event, it uploads the team scores only.
- Press the **F11** key to upload the active **heat/flight** on the Run screen to your Real-Time Results web site.
- Press the **F12** key to upload the active Run screen **event** complete results to your Real-Time Results web site. If the event is a CC event, it uploads finish order and team scores.
- You can re-export event results as many times as you wish.
- If a set of event results has already been exported, the new results for that event will overlay the "old" results for that event.
- Remember, you must have checked the **Enable F10, F11, and F12** check box from the **Log-in** panel of the **Web Menu** so that Real-Time results will be uploaded to your web site instead of just being stored in the **c:\realtime** directory.
- At any time you can go back to the **Web Menu** and upload Heat Sheets and/or Performance Lists for future events that may have not been seeded at the beginning of the meet. Such would be the case for the finals of a prelim/final or a prelim/semi/final event or the semi-finals of a three round event. So after prelims or semis are over and finals are seeded, you can upload the heat sheets for the finals session.

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Interfaces

This Section describes the various Interfaces available in MM. The Photo Finish INTERFACE, Alpha Scoreboard INTERFACE, FieldLynx INTERFACE, and the Button Finish INTERFACE are software product options that are integrated into HY-TEK's MM software product. However, each of these options must be purchased separately. The **INTERFACE** software enables MM to communicate with your photo finish, video system, scoreboard, FieldLynx, or button timing hardware. This communication usually occurs through a serial cable connected between the HY-TEK computer and your hardware. Some hardware is capable of communicating via file sharing.

- For **photo finish**, start lists and results are exchanged.
- For **scoreboards**, a single keystroke from within MM can display start lists and results instantly on the scoreboard and information is automatically "cycled" through when there is more information to display than can be displayed at one time.
- For **FieldLynx**, start lists and results are exchanged.
- For **button finish timing**, result times can be quickly downloaded after a cross country or road race into MM CC / RR module. Some of the button timers can be used for in-lane track races.

To specify which Photo Finish INTERFACE software you wish to use for your meet, click on **Set-up** from the Main Menu Bar and then click on **Photo Finish INTERFACE**. Next, click on the particular Photo Finish System that will be used for the meet.

To specify which Alpha Scoreboard INTERFACE software you wish to use for your meet, click on **Set-up** from the Main Menu Bar and then click on **Alpha Scoreboard INTERFACE**. Next, click on the particular Alpha Scoreboard that will be used for the meet.

To specify the FieldLynx Interface configuration to use for your meet, click on **Set-up** from the Main Menu Bar and then click on **FieldLynx INTERFACE**. Next, click on the particular FieldLynx Interface configuration that will be used for the meet.

To specify which Button Finish INTERFACE software you wish to use for your meet, click on **Set-up** from the Main Menu Bar and then click on **Button Finish INTERFACE**. Next, click on the particular Button Timer that will be used for the meet.

Software Installation

The **INTERFACE** software is integrated into your MM installation disk. When you install your MM software, the **INTERFACE** is automatically loaded onto your computer's hard disk. No further software installation is required. To verify installation, start MM, click Help / About. All options which are configured in your software package will be displayed. **The Photo Finish INTERFACE**, the **Scoreboard INTERFACE**, the **FieldLynx INTERFACE** and the **Button Finish INTERFACE** are all separate options, and you may have all four.

Hardware Installation

In almost all cases, the HY-TEK computer is connected to your photo finish, scoreboard, or button timing hardware with an RS232 serial cable. The cable is plugged into a serial COM port found in the back of the computer. Most computers do not come with a serial COM port, you will need to add a serial port to the computer with a USB to Serial Adaptor. For FieldLynx, the Palm Pilot's serial cable is used. In the case of button timing, the serial port cable connection is found on the side of the machine. In the case of the FinishLynx photo finish and the FieldLynx, the communication can be through a network instead of a serial cable.

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Each photo finish system, each scoreboard system, each FieldLynx system, and each button timing system will have particular requirements for connecting hardware.

Serial Communication

Serial communication using the RS232 standard is a simple way to connect two computers, or a computer and a Palm Pilot, or a computer and a timer so that they can exchange data. The data exchange may be one way. The basic RS232 connection consists of a serial cable with 3 wires in it. At each end of the cable is a 9 pin connector (or 25 pin). The connectors are plugged into an available serial port (or COM port) on each computer. These serial ports can be either COM1, COM2, COM3, COM4, COM5, COM6, COM7, or COM8. However, before plugging in one of the computers, you must add a null modem adapter to the cable if the cable is not already a null modem cable. The null modem adapter crosses the transmit and receive wires and is very inexpensive.

> *Please note that this null modem adaptor has nothing to do with modems that you use to connect to the Internet*.

Most computer stores have 6 or 12 foot RS232-C cables with 9 pin connectors on both ends and have null modem adapters. If you need to have a longer cable, you may need someone to make it for you. Generally, you can go up to 150 feet of RS232 cable without the need for a line booster. For long distances of up to 4,000 feet, you will need a pair of RS422 line boosters and 422 cable to connect to your RS232 cable. See the next 3 sections for a description of each serial communication alternative.

Standard RS232

If the distance between your **MM** computer and either your Photo Finish or Scoreboard computer is less than 150 feet, then standard RS232 cable with a null modem should be all you need. If you need to go up to 400 feet, then an RS232 in-line booster will be needed.

RS422

For distances up to 4,000 feet between computers, you will need the following:

1. Two short RS232 cables to connect computer to booster.
2. Two RS232 to RS422 line boosters with 12 volt DC transformers.
3. 422 twisted pair telephone cable with 25 pin connectors on both ends.

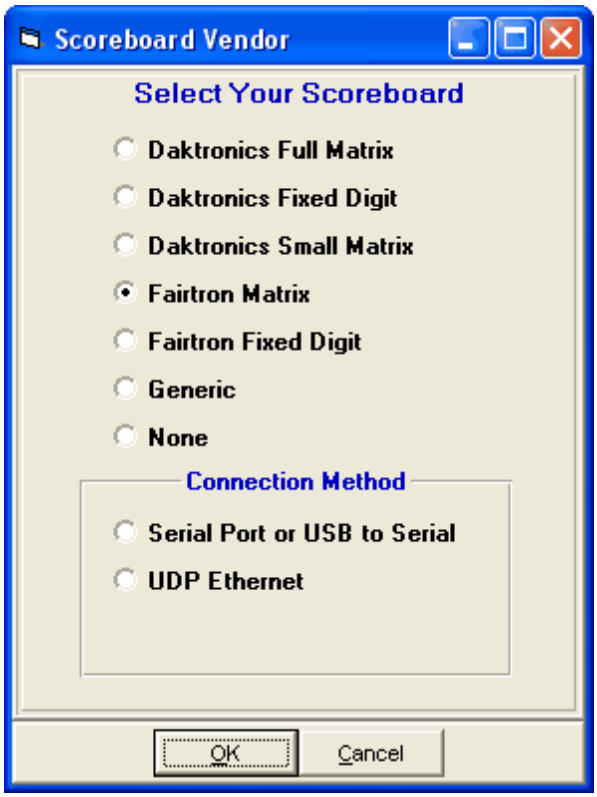
The amount of 422 cable depends on the distance between computers. The recommended 422 cable is number 24 AWG copper. A null modem is not required because the 422 cable takes care of that part.

Alpha Scoreboard Interface

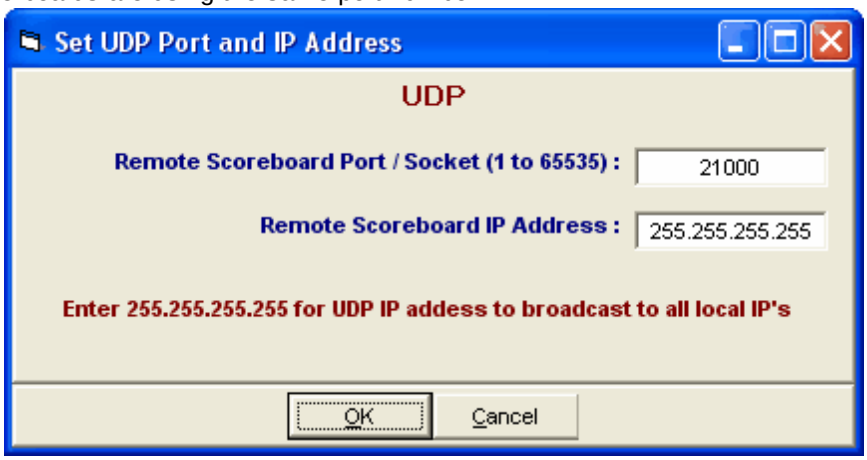
An Alpha Scoreboard is a scoreboard with a computer that can display athletes' names and team affiliations on the scoreboard. If your facility has an Alpha Scoreboard **and** you have purchased the Alpha Scoreboard INTERFACE option from Hy-Tek, click on **Set-up** from the Main Menu Bar and then **Alpha Scoreboard INTERFACE.** Then pick the particular vendor scoreboard that you will be using – either Daktronics, Fairtron, Generic, or None. If connecting to **ResulTV™ by Lynx Developers**, select Daktronics Fixed Digit.

If the scoreboard has a UDP port, you can select UDP Ethernet instead of Serial Port or USB to Serial.

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If UDP is selected, in the Run Menu under Interfaces / Scoreboard, you enter the IP address and port number for the scoreboard and the data will be broadcast to that IP and port. If you use 255.255.255.255 for the IP address, the data will be broadcast to the entire network and multiple boards can receive the same data if the boards are using the same port number.



Daktronics Scoreboard Interface

HY-TEK's Scoreboard **INTERFACE** software is designed to support Daktronics scoreboards controlled by a Venus 4600, Venus 5000, Venus 6000, Venus 6500, or Venus 7000 computer.

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In order for HY-TEK to interface with Daktronics, the HY-TEK Scoreboard Interface Option is required.

HY-TEK outputs three types of formats for use by the Daktronics computer which puts the display on the scoreboard:

1. Full Matrix Alpha-numeric
2. Fixed Digit
3. Small Matrix Alpha-numeric (Message Board)

Full matrix and small matrix boards operate identically, but for HY-TEK's purposes, a board that shows less than 16 characters across is considered a small matrix board. A board that can show 16 or more characters across can be considered a full matrix even if it only has one line for display. The fixed digit output from HY-TEK can be used for a fixed digit scoreboard or for a matrix scoreboard. This fixed digit output requires more work in creating the displays from within the Daktronics computer.

Alpha-numeric Boards

Depending on the size of the scoreboard, the amount of information that can be displayed at one time will vary. The following types of information can be displayed with full athlete last name and team abbreviation:

1. Start lists by heat or section for running events and flights for field events.
2. Results by heat, section, or flight.
3. Complete results for any event and round.
4. Women's or men's team scores.
5. Award winners for award ceremonies.
6. Messages.

Fixed Digit

This format is required if you have a Fixed Digit scoreboard and may require DakTrak software to be installed on the scoreboard Venus computer. Usually a fixed board has fixed lanes which can display only place, competitor number, and result.

The fixed digit output from HY-TEK to Daktronics can also be used for matrix boards, but requires knowledge of how to select "items" from the fixed digit output for custom display on the matrix board.

The following types of information can be displayed using the fixed digit output:

1. Start lists by heat or section for running events and flights for field events.
2. Results by heat, section, or flight.
3. Complete results for any event and round.
4. Women's or men's team scores.
5. Award winners for award ceremonies.

If using FinishLynx's ResultTV, you would use the Fixed digit choice to send data to ResultTV.

Cycle Screen Displays: A special and unique feature of HY-TEK's scoreboard INTERFACE is that if the amount of information needed to be displayed exceeds what one full scoreboard screen can display, HY-TEK's scoreboard INTERFACE software can cycle the "pages" through automatically or display any one "selected page". For example, suppose your matrix or fixed digit scoreboard can display 8 lines of information and there are 12 athletes starting in the mile. In the automatic method, the first 8 would be displayed and then, after a delay of 2 to 60 seconds (you select the delay time), the remaining 4 would

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be displayed. These two displays would be continuously rotated using the delay time until a new heat or result was sent to the scoreboard. This rotating method is especially useful for displaying complete results for an event with say 9 heats of 8, thus enabling everyone to see the order of finish for all 72 competitors as the results cycle through. In the "hold page" method, the start list or results can be paged as the announcer reads them.

Hardware Requirements and Hookup using Serial Ports and USB to Serial Adaptors

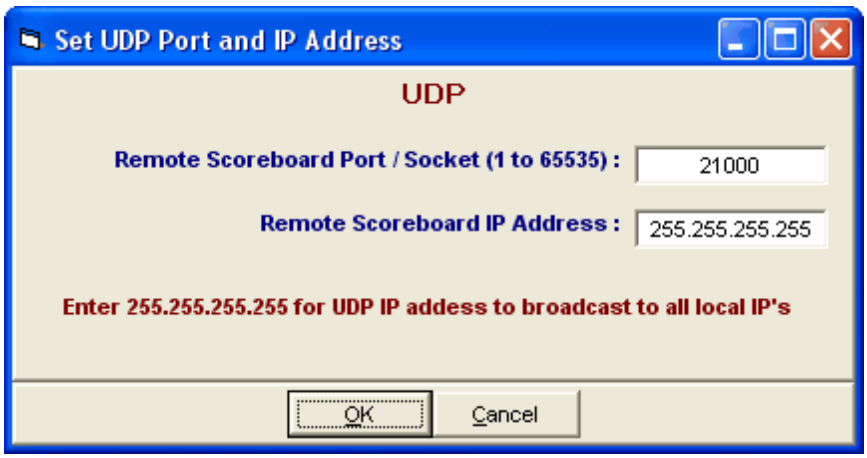
There are two serial port methods for connecting the HY-TEK **MM** computer to the Daktronics Venus computer via serial COM ports:

1. RS232 cable
2. RS232 to RS422 cable

The cable needs to be as long as the distance between the **MM** computer and the Daktronics scoreboard computer. For RS232, a booster will be needed for distances over 150 feet (45 meters). For RS232 to RS422, a booster/converter is required at both ends and this enables reliable transmission for up to 4,000 feet (1200 meters). Regardless of the means for transmitting data, connect one end of the RS232 system into any COM port on the **MM** computer and the other end into any available COM port on the Daktronics scoreboard computer.

Hardware Requirements using UDP

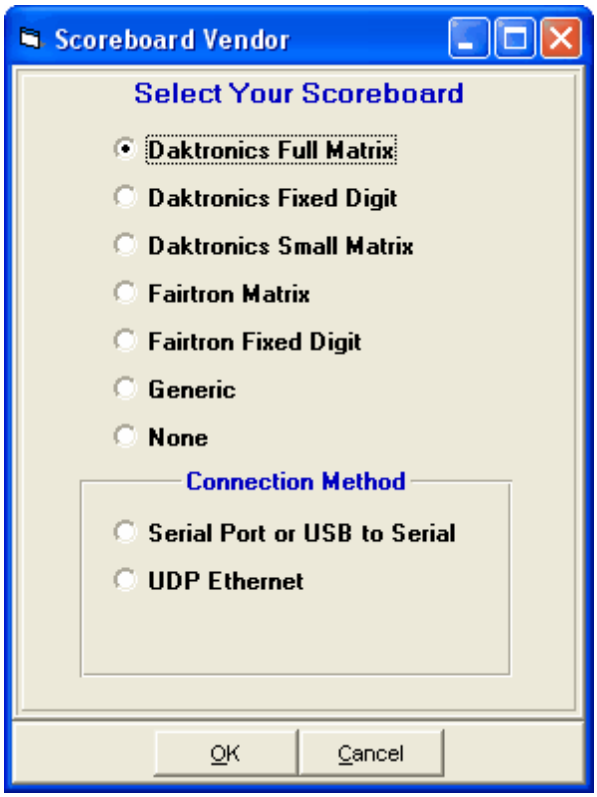
If UDP is the method for communicating with the scoreboard, then you simply need a wireless or LAN network. Enter the port number and the IP address of the scoreboard. To broadcast to all devices on the network, enter 255.255.255.255 for the IP Address.



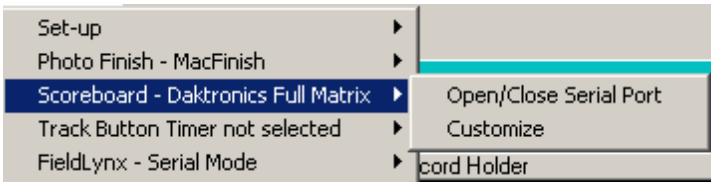
Software Set-up within Hy-Tek

Click **Set-up / Alpha Scoreboard Interface** and select either **Full Matrix**, **Fixed Digit**, or **Small Matrix**.

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Next go to the Run Menu and click **Interfaces** at the top.



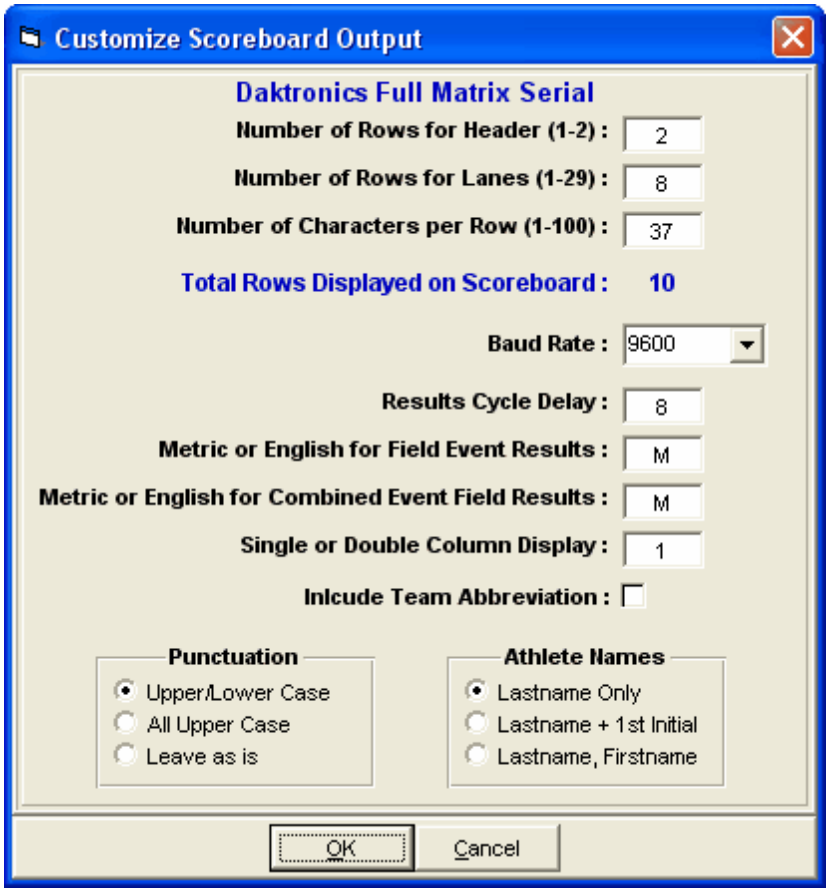
Click **Open/Close Serial Port** and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.
Note: If you select **UDP** for the **Connection Method**, the **Open/Close Serial Port** will not be necessary or available.

> **If you are not actually connected to the scoreboard, enter 0 for the COM port to inactivate the opening of the COM port.**

After selecting the Serial COM port, then click Interfaces again and choose Customize. Depending on your choice for the type of Daktronics Interface, there will be different sets of questions which allow you to customize how your scoreboard display will operate.

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Customizing the Full Matrix Set-up



Number of Rows for Header: The top lines of the board will contain the header information such as Men 100 Meter Dash Heat 1 Preliminaries. If you select two headers, MEET MANAGER will put the event name in row 1 and the Heat information in row 2. If one header is selected, MM will do its best to abbreviate and fit the information in one row.

Number of Rows for Lanes: The number of header rows plus the number of lanes is the total number of rows your board is setup to display, so for the number of lanes, enter the number of display rows your board can handle less the number of header rows.

Number of Characters per Row: Enter the maximum number of characters your board can display across one row.

Baud Rate: This is the rate in bits per second that the scoreboard information travels between computers through the RS232 connection. This rate must match the rate selected when you configure your sign driver in the Daktronics software. Generally, 9600 is the best choice. Your choices are 1200, 2400, 9600, and 19200. Note that if you select **UDP** for the **Connection Method**, the Baud Rate will not be necessary and will not be shown in the window above.

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Results Cycle Delay: Enter the number of seconds that a screen is displayed before the next screen in a series of screens is displayed. If all of the information to be displayed fits on one screen, then the one screen will remain until another start list or result is selected by the operator for display.

Metric or English for Field Event Results: When displaying field event results on the scoreboard, you can have results displayed in Metric or English, regardless of the actual recorded measurement.

Metric or English for Combined Event Field Results: When displaying field event results for combined-events such as the Decathlon, you can have results displayed in Metric or English, regardless of how measured.

Single or Double Column Display: If you have a wide scoreboard with 275 or more columns of bulbs, you can have twice as much information displayed by selecting double column. You can experiment with this to get your best display.

Include Team Abbreviation: If you answer yes, the four letter team abbreviation for the athlete will be displayed along with the athlete's last name. This only works well in cases where the four letters are meaningful, such as USA, TENN, or FLA, and where you have a wide enough board to show all the information.

Full Matrix Software Set-up in Venus

The software set-up requires some understanding of how the Daktronics Venus 4600 / 6000 / 6500 / 7000 software works. The Venus software handles the actual display of "Frames" on the scoreboard. You must create two "RTD Frames" for use by **MM**. The first frame is for start lists and results and the second frame is for messages.

Setting Up the RTD COM Port: Your "Sign" should already be configured. To verify the COM port settings, enter the following: From the **Main Menu** of the Venus software, select "System", then "Exit". This should put you in the Venus Shell Menu. Select "Configure Devices", and choose "Communication Ports". Use the arrow keys to highlight "RTD-1" and press enter. Select the COM port that is being used to connect to the HY-TEK computer. Select the baud rate, usually 9600, to match the **MM** set-up. Then select "None" for parity, "8" for data bits, "1" for stop bits, "Disable FIFO" for FIFO level, "3000" for RTD buffer size, and "Standard" for RTD Protocol. After checking the configuration, press **Esc** several times to get back to the Shell Options. Select option #3, "Turn Sign Driver On". After completing this, the upper right corner of the Shell Menu should say (Sign Driver: ON). Enter back into the Venus Main Program by selecting option #1, "Display/Edit/Util".

Creating an RTD Frame: From the Main Menu of the Venus software, select "Edit", "Sequence", and "Name". Enter a name for your frame. After entering a name, and selecting "OK", click on the RTD name and press ENTER. Now select "Frame" from the menu at the top, select "Insert", and select "Real Time Data". It should now say at the bottom left: "RTD Frame: 2 of 2". Press F11 so that it says "GRP Frame: 1 of 2". Select "Frame" from the top menu and "Delete" to delete the GRP frame. Now it should say "RTD Frame: 1 of 1" at bottom left. It should also say at the bottom: "Entry:Change Hold:Steady 10.0 Exit:Stay". If it does not, then make the changes by selecting appropriately from the menu at the top. You are now ready to configure RTD-1.

Formatting the RTD Frame for Use by Hy-Tek: Press **F11** so that the bottom left says "1 of 2". You are now ready to format frame 1 of 2. Select "Frame" from the top menu and select "Parameters". You will now set-up the frame to receive as many lines of data as determined by the scoreboard size and font height. To calculate the number of lines, divide the scoreboard bulb height by the font height plus the number of bulbs desired between lines. For example, if your scoreboard has 80 rows of bulbs, you have selected the 7 x 5 font, and you have chosen 2 bulbs between lines, divide (80+2) by (7+2), and the scoreboard can hold 9 lines of information. The number of characters per line is computed by dividing the

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width of the board plus 1 by the font width plus 1. For example, if your scoreboard is 128 bulbs wide, divide (128+1) by (5+1), and your scoreboard can handle 21 characters per line.

Using an example scoreboard of 80x128, a font of 7x5, and 2 bulbs between lines, there are 9 lines (each 9 bulbs high) with 21 characters possible per line. This is important to know for formatting frame 1 of 2. Press F11 until it says "Field: 1 of 128" at the bottom. Now follow these steps:

Press **R** for Row, and enter 1
Press **C** for Column, and enter 1
Press **F** for Font, and enter 1
Press **I** for Item, and enter 101
Press **L** for Length, and enter 21
Press **P** for Port, and enter the RTD port number connected to Hy-Tek, such as 1

That completes line 1 of the 9 lines. Press **F12** to get to the next line which should now say "Field: 2 of 128". To do the next 8 lines, enter as follows, noting that C for Column will always be 1 and F for Font will always be 1 (assuming your font #1 is 7x5), R for Row increments by 9 (the line height), I for Item increments by 100, L for Length is always 58, and in this case P for Port is always 1:

R =10	I =201	L = 21	P =1,	press F12
R =19	I =301	L = 21	P =1	press F12
R =28	I =401	L = 21	P =1	press F12
R =37	I =501	L = 21	P =1	press F12
R =46	I =601	L = 21	P =1	press F12
R =55	I =701	L = 21	P =1	press F12
R =64	I =801	L = 21	P =1	press F12
R =73	I =901	L = 21	P =1	press F12

Now that Frame 1 of 1 is finished, press **Esc**, select "**Seq**" at top left, and select "**Update/Quit**".

Your sign and one frame are now configured. To put the Venus software into actual operation, select "Sign(Direct)" from the **Main Menu** at the top of the screen, select "Sequence", select the frame name, and select "Sel Frame". The Venus 4600 / 6000 / 6500 / 7000 software is now ready to accept data from **Hy-Tek**.

Fixed Digit Set-up

Number of Lanes on Board: This is the physical number of lanes that your board can show at one time. This can be from 1 to 10.

Results in Lane or Finish Order: If you have a fixed digit board with lanes painted in place, you should select lane order. However, complete results for a given event will always be in finish order.

The Fixed Digit Set-up also needs to know four other items discussed in the Full Matrix Set-up: Results Cycle Delay, the Baud Rate, and how to show field event and combined-event results.

Fixed Digit Software Set-up in Venus

When the HY-TEK software is set-up for the fixed digit operation, HY-TEK sends data to the Venus computer in a standard format designed by Daktronics. To create the RTD frames needed to properly "extract" the "item" data, you may need to consult with Daktronics. Please note that the fixed digit

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operation from within HY-TEK can be used to send data to both Daktronics Fixed Digit boards and Daktronics Matrix boards.

For reference and for advanced users who can create RTD frame items, the fixed digit output stream is as follows for start lists (RTD 1), results (RTD 2), and awards (RTD 5):

Field	Description	Length	Item
1	Line 1 Lane	2	1
2	Line 1 Name	10	3
3	Line 1 Affiliation	5	13
4	Line 1 Competitor #	4	18
5	Line 1 Mark	10	22
6	Line 1 Place	2	32
7	Line 2 Lane	2	34
8	Line 2 Name	10	36
9	Line 2 Affiliation	5	46
10	Line 2 Competitor #	4	51
11	Line 2 Mark	10	55
12	Line 2 Place	2	65
13	Line 3 Lane	2	67
14	Line 3 Name	10	69
15	Line 3 Affiliation	5	79
16	Line 3 Competitor #	4	84
17	Line 3 Mark	10	88
18	Line 3 Place	2	98
19	Line 4 Lane	2	100
20	Line 4 Name	10	102
21	Line 4 Affiliation	5	112
22	Line 4 Competitor #	4	117
23	Line 4 Mark	10	121
24	Line 4 Place	2	131
25	Line 5 Lane	2	133
26	Line 5 Name	10	135
27	Line 5 Affiliation	5	145
28	Line 5 Competitor #	4	150
29	Line 5 Mark	10	154
30	Line 5 Place	2	164
31	Line 6 Lane	2	166
32	Line 6 Name	10	168
33	Line 6 Affiliation	5	178

Field	Description	Length	Item
34	Line 6 Competitor #	4	183
35	Line 6 Mark	10	187
36	Line 6 Place	2	197
37	Line 7 Lane	2	199
38	Line 7 Name	10	201
39	Line 7 Affiliation	5	211
40	Line 7 Competitor #	4	216
41	Line 7 Mark	10	220
42	Line 7 Place	2	230
43	Line 8 Lane	2	232
44	Line 8 Name	10	234

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45	Line 8 Affiliation	5	244
46	Line 8 Competitor #	4	249
47	Line 8 Mark	10	253
48	Line 8 Place	2	263
49	Line 9 Lane	2	265
50	Line 9 Name	10	267
51	Line 9 Affiliation	5	277
52	Line 9 Competitor #	4	282
53	Line 9 Mark	10	286
54	Line 9 Place	2	296
55	Line 10 Lane	2	298
56	Line 10 Name	10	300
57	Line 10 Affiliation	5	310
58	Line 10 Competitor #	4	315
59	Line 10 Mark	10	319
60	Line 10 Place	2	329
61	Event Name	20	331
62	Round Name	10	351
63	Heat Number	2	361
64	Record #1 Name	10	363
65	Record #1 Mark	10	373
66	Record #2 Name	10	383
67	Record #2 Mark	10	393
68	Record #3 Name	10	403
69	Record #3 Mark	10	413
70	Record #4 Name	10	423
71	Record #4 Mark	10	433
72	Record #1 Holder	40	473
73	Record #2 Holder	40	513
74	Record #3 Holder	40	553
75	Record #4 Holder	40	593

For team scores, the fixed digit output stream is as follows (RTD 3 for women's scores and RTD 4 for men's scores):

Field	Description	Length	Item
1	Title	20	1
2	Division Name (if any)	15	21
3	Line 1 Team Place	2	36
4	Line 1 Team Name (short)	12	38
5	Line 1 Team Abbreviation	4	50
6	Line 1 Team Score	6	54
7	Line 2 Team Place	2	60
8	Line 2 Team Name (short)	12	62
9	Line 2 Team Abbreviation	4	74
10	Line 2 Team Score	6	78
11	Line 3 Team Place	2	84
12	Line 3 Team Name (short)	12	86
13	Line 3 Team Abbreviation	4	98
14	Line 3 Team Score	6	102
15	Line 4 Team Place	2	108
16	Line 4 Team Name (short)	12	110
17	Line 4 Team Abbreviation	4	122

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18	Line 4 Team Score	6	126
19	Line 5 Team Place	2	132
20	Line 5 Team Name (short)	12	134
21	Line 5 Team Abbreviation	4	146
22	Line 5 Team Score	6	150
23	Line 6 Team Place	2	156
24	Line 6 Team Name (short)	12	158
25	Line 6 Team Abbreviation	4	170
26	Line 6 Team Score	6	174
27	Line 7 Team Place	2	180
28	Line 7 Team Name (short)	12	182
29	Line 7 Team Abbreviation	4	194
30	Line 7 Team Score	6	198
31	Line 8 Team Place	2	204
32	Line 8 Team Name (short)	12	206
33	Line 8 Team Abbreviation	4	218
34	Line 8 Team Score	6	222
35	Line 9 Team Place	2	228
36	Line 9 Team Name (short)	12	230
37	Line 9 Team Abbreviation	4	242
38	Line 9 Team Score	6	246
39	Line 10 Team Place	2	252
40	Line 10 Team Name (short)	12	254
41	Line 10 Team Abbreviation	4	266
42	Line 10 Team Score	6	270

Small Matrix Set-up

Small matrix boards are those that are too narrow to adequately display results on one line (i.e. less than 16 characters wide), but have room for at least three lines of data. *HY-TEK's small matrix software will always display 3 lines of data only, so results will be cycled using 3 lines to display each result.* The set-up for small matrix is exactly the same as for full matrix, except that the double column and showing team abbreviations do not apply. A board that is 24 x 64 would be capable of 3 lines, (24+1)/(7+1) =3, and 10 characters across, (64+1)/(5+1) =10. A sample result display might be:

Linehan
So Bronx
11:23.89

Small Matrix Software Set-up in Venus

As previously described here, the small matrix set-up is used when your Daktronics matrix board is too narrow to properly display one competitor's results on one line (i.e. less than 16 characters across).

Create RTD frame number 1 as described in the full matrix section and begin the formatting process also as described there. However, the layout will be different. As an example, if your board is 24x64, uses a font of 7x5, and 1 bulb between lines, there are 3 lines (each 8 bulbs high) with 10 characters possible per line. This is important to know for formatting frame 1. Press **F11** until it says "Field: 1 of 128" at the bottom. Now follow these steps:

Press **R** for Row, and enter 1
Press **C** for Column, and enter 1

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Press **F** for Font, and enter 1
Press **I** for Item, and enter 101
Press **L** for Length, and enter 10
Press **P** for Port, and enter the RTD port number connected to Hy-Tek, such as 1

That completes line 1 of the 3 lines. Press F12 to get to the next line which should now say "Field: 2 of 128". To do the next 2 lines, enter as follows, noting that C for Column will always be 1 and F for Font will always be 1 (assuming your font #1 is 7x5), R for Row increments by 8 (the line height), I for Item increments by 100, L for Length is always 10, and in this case P for Port is always 1:

R =9	I =201	L = 10	P =1	press F12
R =17	I =301	L = 10	P =1	press F12

Now that Frame 1 of 1 is finished for the small board, press **Esc**, select "**Seq**" at top left, select "**Update/Quit**". This single frame will be used by HY-TEK for start lists, results, team scores, and messages from Hy-Tek.

Your sign and frame is now configured. To put the Venus software into actual operation, select "Sign(Direct)" from the **Main Menu** at the top of the screen, select "Sequence", select the frame name, and select "Sel Frame". The Venus 4600 / 6000 / 6500 / 7000 software is now ready to accept data from **MM**.

Operation

The following information describes how to send information to the Daktronics scoreboard. Start lists and results can be sent to the scoreboard two ways. They can be sent from the HY-TEK computer by the HY-TEK operator directly to the Venus computer or the Venus operator can use a TSR provided by Daktronics to send a computer request into the HY-TEK computer to send back a particular start list or result.

Daktronics Track TSR: Daktronics has a TSR (memory resident program) that enables the Venus operator to send a request to the HY-TEK computer to display start lists, results, etc. If Daktronics has provided you with the TSR program named TRACK.EXE, it should be copied into your V6000 directory (or V4600 or V6500 or V7000) on the Venus computer. You must also insert the following line into the AUTOEXEC.BAT just before the line that says C:\V6000\runv6:

C:\v6000\track.exe 1

The number 1 stands for the RTD port number you are using on the Venus computer to connect to **Hy-Tek**. After inserting this line, you must re-start the Venus computer for the TSR to be loaded.

Operation from Within Hy-Tek: The usual method for operation from the **Run Menu** within HY-TEK's **MM** software is as follows:

1. Get heat on screen and press **Ctrl-F10** to display start list.
2. Enter results for a heat, section, or flight.
3. Press **Ctrl-F11** to instantly display these results.
4. Press **F5** for next heat and repeat steps 1, 2, and 3.
5. After the results for the last heat, section, or flight are entered, press **Ctrl-F12** to display compiled results for entire round.

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At any time from the Run Menu, you can display any start list, result, or team score by pressing **Ctrl-F1**. When you press **Ctrl-F1**, a selection box will pop-up on your screen as shown below.



Request Choices

Start Lists and Results: If you want a start list or result, enter the desired round, event, and heat (or section or flight) and enter your request for start lists or results. If you enter 99 for heat and 2 for request, it will mean complete results for the selected round and event.

Combined-events: If you need to display a combined-event, also enter the combined-event sub-event number. To display combined-event total scores for all sub-events, enter 99 for heat and 0 for multi.

Team Scores: Use request 3 and 4 for team scores. If you have separate team scores for divisions, enter the division number in the heat number slot. For example, suppose you are scoring class A (division 1) and class AA (division 2) in the same meet, enter request =3 and heat =2 to get girls team scores for the AA division; request =4 and heat =1 to get boys team scores for the A division. If an event is a Cross Country event, be sure to include the event number so that MM will put the CC team scores.

Award Ceremonies: If you have award ceremonies, enter 5 for request, enter the event number, and the award winners will be displayed for the event based on what you put in the HY-TEK Meet Set-up Part B for number getting awards. If the event is set-up as multi age group, the awards for each age group will be displayed on a rotational basis.

Paging: If a particular request has more than one screen full of information, the "pages" are cycled. A request page of zero means cycle all pages normally. To "hold" a particular page, enter the page number in the page field of the **Ctrl-F1** call. This can be useful when an announcer is calling out the entrants in say the 16 person mile.

Operation from Within Daktronics Venus Computer: Please note that operation of the scoreboard can be done from two locations. If Daktronics has provided its special "Track TSR" software, an operator can be at the Daktronics computer requesting information for the scoreboard by pressing **Ctrl-F1** and

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entering a request just as described previously for the **HY-TEK** operator. This means that control can come from the scoreboard operator or the **HY-TEK** operator or both at the same time. If both are operating, then there may need to be some sort of communication by phone link between the two operators so that one does not overwrite the request of the other.

No harm can occur by both operators requesting at the same time. Whichever one gets there first will get priority. The "Track TSR" is not required for the HY-TEK operator to control the scoreboard.

Fairtron Scoreboard Interface

HY-TEK's Scoreboard **INTERFACE** software is designed to support a Fairtron Matrix Scoreboard capable of displaying alpha-numeric characters and to support a Fairtron Fixed Digit Scoreboard.

In order for HY-TEK to interface with Fairtron, the HY-TEK Scoreboard Interface Option is required.

Depending on the size of the scoreboard, the amount of information that can be displayed at one time will vary. The following types of information can be displayed:

1. Start lists by heat or section for running events and flights for field events (matrix board only).
2. Results by heat, section, or flight.
3. Complete results for a given event and round.
4. Messages (matrix board only).
5. Awards winners for award ceremony.

Cycle Screen Displays: A special and unique feature of HY-TEK's scoreboard **INTERFACE** is that if the amount of information needed to be displayed exceeds what one full scoreboard screen can display, HY-TEK's scoreboard **INTERFACE** software cycles the information through automatically. For example, suppose your matrix or fixed digit scoreboard can display 8 lines of information and there are 12 athletes starting in the mile. The first 8 would be displayed and then, after a delay of 2 to 60 seconds (you select the delay time), the remaining 4 would be displayed. These two displays would be continuously rotated using the delay time until a new heat or result was sent to the scoreboard. This rotating method is especially useful for displaying complete results for an event with say 9 heats of 8, thus enabling everyone to see the order of finish for all 72 competitors as the results cycle.

Hardware Requirements and Hookup

There are two basic methods for connecting the HY-TEK **MM** computer to the Fairtron Pro-Line computer system via serial COM ports:

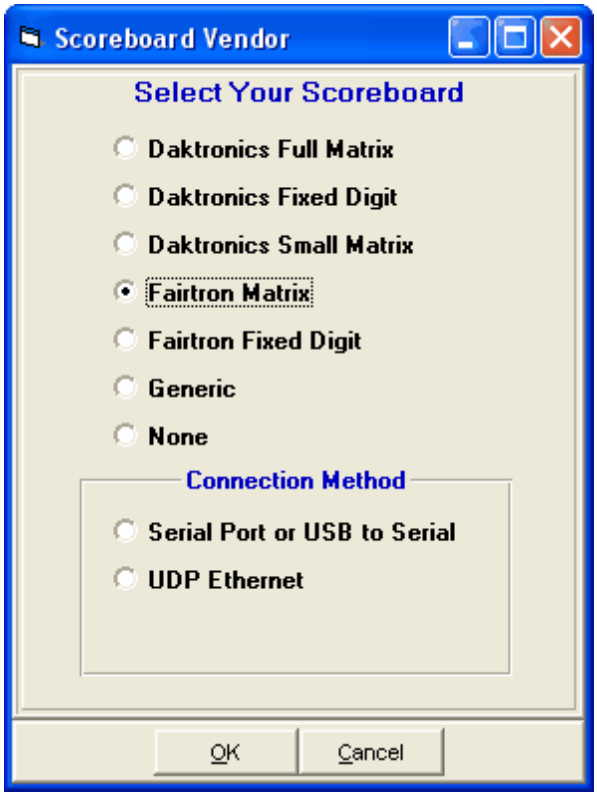
1. RS232 cable with null modem adapter
2. RS232 to RS422 cable

The RS232 cable needs to be as long as the distance between the **HY-TEK** computer and the Fair Play scoreboard computer. For RS232, a booster will be needed for distances over 150 feet (45 meters). For RS232 to RS422, a booster/converter is required at both ends and this enables reliable transmission for up to 4,000 feet (1200 meters). Regardless of the means for transmitting data, connect one end of the RS232 system into any COM port on the **HY-TEK** computer and the other end into any available COM port on the Fair Play scoreboard computer.

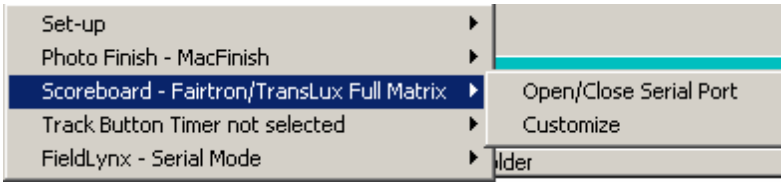
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Software Set-up within Hy-Tek

Click **Set-up / Alpha Scoreboard Interface** and select either **Matrix** or **Fixed Digit**.



Next go to the Run Menu and click **Interfaces** at the top.



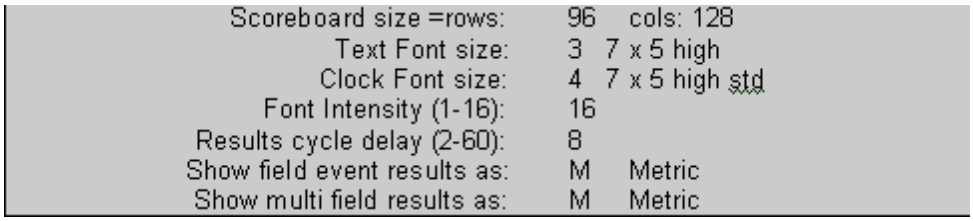
Click Open/Close Serial Port and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.

> **If you are not actually connected to the scoreboard, enter 0 for the COM port to inactivate the opening of the COM port.**

After selecting the Serial COM port, then click Interfaces again and choose Customize. Depending on your choice for the type of Fairtron Interface, there will be different sets of questions which allow you to customize how your scoreboard display will operate.

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Full Matrix Board



Full Matrix Board Set-up

Scoreboard Size: Enter the actual size of your scoreboard. Rows are how many bulbs high and cols are how many bulbs wide.

Text Font Size: Select a font for the text from the following list:

1. 5 x 5
2. 6 x 5
3. 7 x 5 high
4. 7 x 5 high standard
5. 8 x 5 narrow
6. 9 x 5 narrow

The number of rows to be displayed is determined by height of your board and the font selected. The larger the font, the fewer the number of rows that can be displayed.

Clock Font Size: If you have a photo finish system that is providing running time to the scoreboard, you control the font size of the running time by selecting one of the text font sizes or one of the following:

7. 10 x 8 high narrow
8. 11 x 7 high narrow
9. 14 x 8

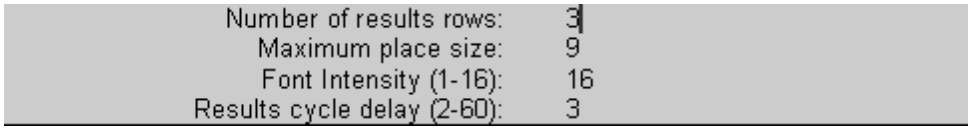
The running time will be displayed on the upper right of the scoreboard.

Font Intensity: To adjust the font intensity, enter a number from 1 to 16. The higher the number, the higher the intensity.

Cycle Delay for Matrix Board: Enter the number of seconds that a screen is displayed before the next screen in a series of screens is displayed. If all of the information to be displayed fits on one screen, then the one screen will remain until another heat is selected by the operator for display.

Show Field Event Results As: When displaying field event results on the scoreboard, you can have it displayed in Metric or English, regardless of the actual recorded measurement.

Fixed Digit Board



Fixed Digit Scoreboard Set-up

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Number of Results Rows: Fixed digit boards can display from 3 to 9 places at a time.

Maximum Place Size: Enter the largest number that can be displayed in the "place" column of your fixed digit board.

Font Intensity: To adjust the font intensity, enter a number from 1 to 16. The higher the number, the higher the intensity.

Cycle Delay for Fixed Digit: Enter the number of seconds that a result list is displayed before the next set of results in a series of results is displayed. If your fixed digit board displays 3 results at a time and has a limit of 9th place that can be displayed, the first three will be displayed right away, then 4th through 6th will be displayed after the delay time, then 7th through 9th will be displayed after the delay time, and then 1st through 3rd again, and so on.

Fairtron Pro-Line® Software Set-up

Upon boot-up of the Fairtron computer, a start-up menu titled "Track Manager" will appear. Press **Alt-T** to bring up the Fairtron / HY-TEK Interface program.

HY-TEK and Fairtron will communicate through its serial ports without any operator at the Fairtron computer. However, the running clock on the Fairtron matrix board can be controlled by an operator at the Fairtron computer.

For the HY-TEK / FinishLynx version, four controls are available:

Arm Photo Eye . . . . . Alt-A, Alt-F4, or F4
Trip Photo Eye . . . . . Alt-T, Alt-F5, or F5
Clear Stopped Clock . . . . . .Alt-X or Esc

Arming the Photo Eye prepares the system to stop the running clock on the scoreboard the next time a "Trip Photo Eye" signal is received. This "Trip Photo Eye" can come from an actual photo eye system hooked up to the FinishLynx system or can be simulated with the "Trip Photo Eye" command. "Trip Photo Eye" will stop the clock on the scoreboard provided the photo eye was previously armed with the "Arm Photo Eye" command. "Clear Stopped Clock" provides a way to remove the clock from the scoreboard once it has been stopped.

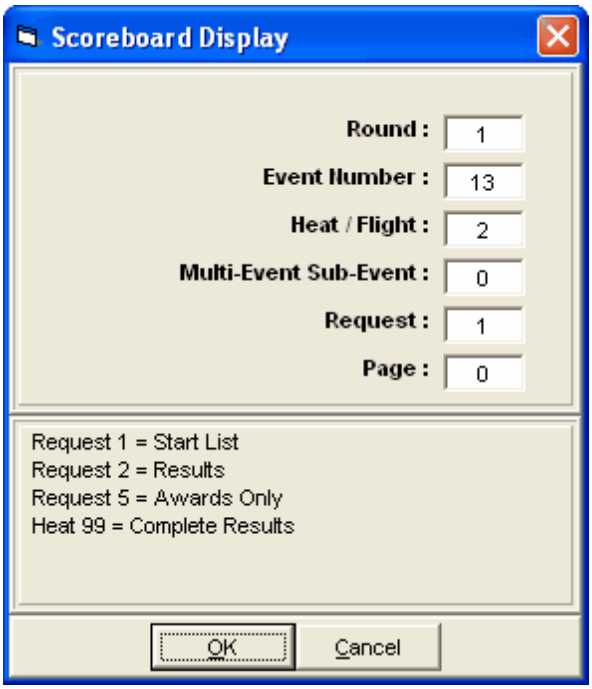
Operation

The following information describes how to send information to the Fairtron scoreboard from within **MM**:

1. Enter results for a heat or flight from the **Run Menu**.
2. Press **Ctrl-F11** to instantly display these results.
3. Press **F5** for next heat and repeat steps 1 and 2.
4. After the results for the last heat, section, or flight are entered, press **Ctrl-F12** to display compiled results for entire round.

At any time from the Run Menu, you can display the start lists or results for any event by pressing **Ctrl-F1**. When you press **Ctrl-F1**, a selection box will pop-up on your screen as follows:

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Request Choices

Start Lists and Results: If you want a start list or result, enter the desired round, event, and heat (or section or flight) and enter your request for start lists or results. If you enter 99 for heat and 2 for request, it will mean complete results for the selected round and event.

Combined-events: If you need to display a combined-event, also enter the combined-event sub-event number. To display combined-event total scores for all sub-events, enter 99 for heat and 0 for multi.

Award Ceremonies: If you have award ceremonies, enter 9 for round, enter the event number, and the award winners will be displayed for the event based on what you put in the HY-TEK Meet Set-up Part B for number getting awards. If the event is set-up as multi age group, the awards for each age group will be displayed on a rotational basis.

Generic Scoreboard Interface

HY-TEK's Generic Scoreboard **INTERFACE** software generates a standard ascii format developed by HY-TEK which is transmitted out a serial port. The scoreboard must have a scoreboard computer capable of receiving a serial data and translating it for display on the scoreboard. There are several vendors capable of handling HY-TEK's generic scoreboard format:

- Colorado Time Systems
- OLYMPEX
- White Way
- IDS

The information can be sent to the scoreboard computer by the HY-TEK operator ***or*** information can be "requested" from the scoreboard computer using a request protocol.

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In order for HY-TEK to supply the serial generic scoreboard output, the HY-TEK Scoreboard Interface Option is required.

Scoreboard vendors who wish to connect with HY-TEK's **MM** may call HY-TEK for information on the serial output format and protocols.

The following types of information is available in the generic scoreboard output:

1. Start lists by heat or section for running events and flights for field events.
2. Results by heat, section, or flight.
3. Complete results for any event and round.
5. Award winners for award ceremonies

The output through the serial port is sent at a baud rate of 9600,n,8,1.

Cycle Screen Displays: A special and unique feature of HY-TEK's scoreboard **INTERFACE** is that if the amount of information needed to be displayed exceeds what one full scoreboard screen can display, HY-TEK's scoreboard **INTERFACE** software can cycle the "pages" through automatically. For example, suppose your matrix or fixed digit scoreboard can display 8 lines of information and there are 12 athletes starting in the mile. In the automatic method, the first 8 would be displayed and then, after a delay of 2 to 60 seconds (you select the delay time), the remaining 4 would be displayed. These two displays would be continuously rotated using the delay time until a new heat or result was sent to the scoreboard. This rotating method is especially useful for displaying complete results for an event with say 9 heats of 8, thus enabling everyone to see the order of finish for all 72 competitors as the results cycle through.

Hardware Requirements and Hookup

There are two basic methods for connecting the **HY-TEK** computer to your scoreboard computer via serial COM ports:

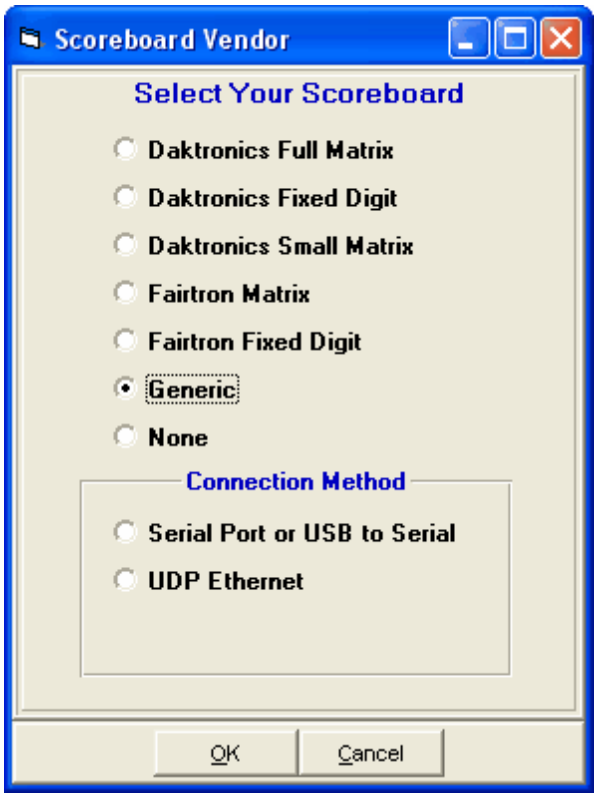
1. RS232 cable
2. RS232 to RS422 cable

The cable needs to be as long as the distance between the **HY-TEK** computer and the scoreboard computer. For RS232, a booster will be needed for distances over 150 feet (45 meters). For RS232 to RS422, a booster/converter is required at both ends and this enables reliable transmission for up to 4,000 feet (1200 meters). Regardless of the means for transmitting data, connect one end of the RS232 system into any COM port on the **HY-TEK** computer and the other end into any available COM port on the scoreboard computer.

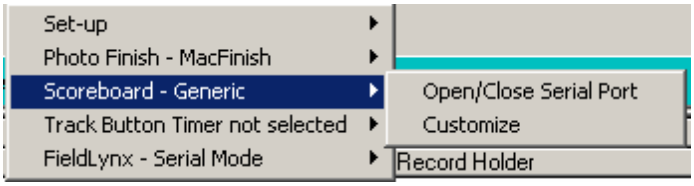
Software Set-up within Hy-Tek

Click **Set-up / Alpha Scoreboard Interface** and **Generic**.

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Next go to the Run Menu and click **Interfaces** at the top.



Click **Open/Close Serial Port** and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.

> **If you are not actually connected to the scoreboard, enter 0 for the COM port to inactivate the opening of the COM port.**

After selecting the Serial COM port, then click Interfaces again and choose Customize.

After selecting the COM port, customize the following:

Scoreboard size =rows:	96	cols: 128
Text Font size:	3	7 x 5
Clock Font size:	4	7 x 7
Font Intensity (1-16):	16	
Results cycle delay (2-60):	8	
Show field event results as:	M	Metric
Show multi field results as:	M	Metric
Combine multiple screens (Y/N):	N	

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Generic Scoreboard Set-up

Scoreboard Size: Enter the actual size of your scoreboard. Rows are how many bulbs high and cols are how many bulbs wide. Rows of bulbs can be from 8 to 200 and columns of bulbs can be from 8 to 312. The number of characters that can be displayed across one line of the board is determined by the font size and the number of bulb columns. For example, if you have 96 bulbs across and choose a 7x5 font, the number of characters for one line is calculated to be 16: (96+1)/(5+1) =16.

Text Font Size: Select a font for the text from the following list:

1. 5 x 5
2. 6 x 5
3. 7 x 5
4. 7 x 7
5. 8 x 5
6. 9 x 5

The number of rows to be displayed is determined by height of your board and the font selected. The larger the font, the fewer the number of rows that can be displayed.

Clock Font Size: If you have a photo finish system that is providing running time to the scoreboard, you can control the font size of the running time by selecting one of the text font sizes above plus the following choices:

7. 10 x 8
8. 11 x 7
9. 14 x 8

The running time will be displayed on the upper right of the scoreboard.

Font Intensity: If your board has a font intensity control, you can adjust the font intensity by entering a number from 1 to 16. The higher the number, the higher the intensity.

Cycle Delay: Enter the number of seconds that a screen is displayed before the next screen in a series of screens is displayed. If all of the information to be displayed fits on one screen, then the one screen will remain until another start list or result is selected by the operator for display.

Show Field Event Results As: When displaying field event results on the scoreboard, you can have results displayed in Metric or English, regardless of the actual recorded measurement.

Show Multi Field Results As: When displaying field event results for combined-events such as the Decathlon, you can have results displayed in Metric or English, regardless of how measured.

Combine Multiple Screens: If you want to prevent HY-TEK from cycling information, answer yes. This will cause all information for the request to be sent at once, regardless of how many lanes or results there are for the request.

Operation

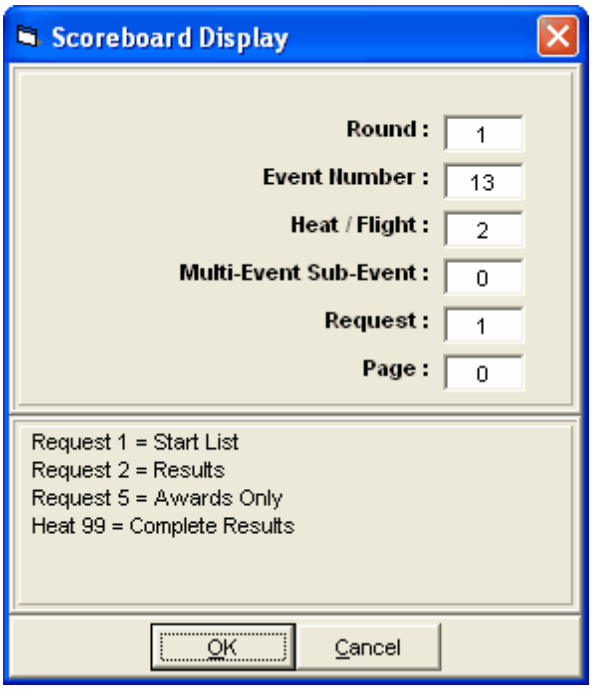
The following information describes how to send information to a scoreboard that is using HY-TEK's generic scoreboard output. Start lists and results can be sent to the scoreboard two ways. They can be sent from the HY-TEK computer by the HY-TEK operator directly to scoreboard computer or the scoreboard operator can send a serial request into the HY-TEK computer to send back a particular start list or result.

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Operation from Within Hy-Tek: The usual method for operation from the **Run Menu** within HY-TEK's **MM** software is as follows:

1. Get heat on screen and press **Ctrl-F10** to display start list.
2. Enter results for a heat, section, or flight.
3. Press **Ctrl-F11** to instantly display these results.
4. Press **F5** for next heat and repeat steps 1, 2, and 3.
5. After the results for the last heat, section, or flight are entered, press **Ctrl-F12** to display compiled results for entire round.

At any time from the Run Menu, you can display any start list or result by pressing **Ctrl-F1**. When you press **Ctrl-F1**, a selection box will pop-up on your screen as follows:



Request Choices

Start Lists and Results: If you want a start list or result, enter the desired round, event, and heat (or section or flight) and enter your request for start lists or results. If you enter 99 for heat and 2 for request, it will mean complete results for the selected round and event.

Combined-events: If you need to display a combined-event, also enter the combined-event sub-event number. To display combined-event total scores for all sub-events, enter 99 for heat and 0 for multi.

Award Ceremonies: If you have award ceremonies, enter 5 for request, enter the event number, and the award winners will be displayed for the event based on what you put in the HY-TEK Meet Set-up Part B for number getting awards. If the event is set-up as multi age group, the awards for each age group will be displayed on a rotational basis.

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ResulTV from Lynx Developers

ResulTV™ by Lynx Developers is a user configurable Windows data display program that can accept data from MEET MANAGER's Scoreboard Interface and convert the data to be shown on any type video board such as Diamond Vision, on a TV, or for use by a projection system. It can be used as a means of producing graphics for television without the need for a Chyron graphics generator.

Setup

Data is exchanged between the HY-TEK computer and the **ResulTV™** computer thru a serial cable connected to the COM ports on each computer. The ResultTV software has scripts built in to accept the Daktronics Fixed Digit format for data. So, in MM, click on **Set-up** from the Main Menu Bar, then click on **Alpha Scoreboard Interface** and select **Daktronics Fixed Digit**. Next go to the **Run Menu** and click on **Interfaces / Scoreboard Daktonics Fixed Digit / Open/Close Serial Port** and enter the COM port number that the serial cable is connected to on the MM computer. For information on how to send data from MM using the Fixed Digit format, see the section on the Daktronics Fixed Digit format. For information on how to select the scripts within ResultTV, consult the ResultTV manual.

Button Finish Interfaces

There are numerous button timers on the market that can be used for Track meets or Cross Country meets, or Road Races. Not all of the timers can handle both track and cross country. HY-TEK's Button Finish **INTERFACE** software is designed to support the following timing systems for Track meets and for Cross Country and Road Races:

CC/RR

- Time Tech Sprint 8
- Time Machine
- Chronomix 737
- Nielsen-Kellerman Interval 2000XC Watch
- Omega Power Time
- Ultrak L10
- FinishLynx File Sharing
- DAG Chip System
- Daktronics OmniSport 2000
- IPICO
- AccuChip Timing
- MyLaps Chip Timing

Track

- Time Tech Sprint 8
- Time Machine
- Omega Power Time
- Ultrak L10
- Daktronics OmniSport 2000

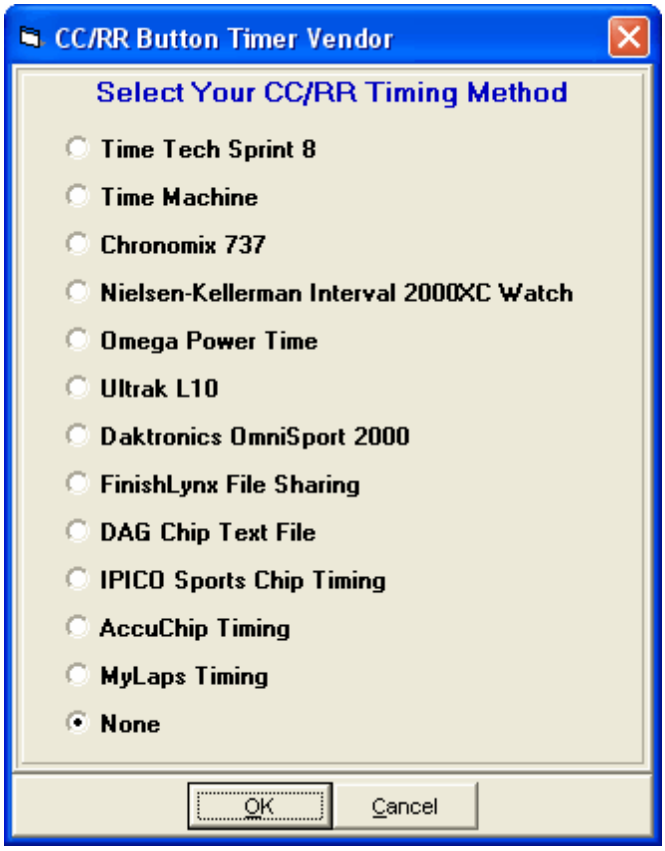
Bar Code Readers

If you have the **Button Finish INTERFACE** you can use **bar code readers** to read in bar codes in the order of finish for Cross Country and Road Races.

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CC/RR Button Interface

HY-TEK's Button Finish **INTERFACE** software is designed to support the following button timers for Cross Country and Road Races:



Click **Set-up / CC/RR Button Finish Interface** and select one of the choices above. There are two types of timers. The first seven timers above use a serial port and transfer data through a serial port and the Interface creates a text file of the result data. The last three timing methods do not use a serial port, but create text result files directly. Please note that this **INTERFACE** permits downloading of result times or importing result text files after a cross country or road race is completed. The downloading or importing of results takes place in the CC/RR Module found in the Run Menu.

To delete Button Finish Interface files, go to the Main Menu, click on **File / Purge / Remove Data Selectively**. At the bottom of the box, check **Interface Files**, and click **OK**.

Bar Code Readers

If you have the **Button Finish INTERFACE** you can use **bar code readers** to read in bar codes in the order of finish. This only applies to CC/RR races and does not apply to Track meets.

The bar code reader can be of two types:

1. One that plugs into the keyboard port. These keyboard readers usually have a plug-in adaptor called a "wedge".
2. One that plugs into COM Port also known as a serial port.

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Bar codes can be printed on five different size labels and are Code 39 or Code 3 of 9 format. For some keyboard type bar code readers, the **Num Lock key** on the key board must be **off** in order for the bar codes to read properly.

Operation of CC/RR Timers Utilizing a Serial Port
Operation of CC/RR Timers Utilizing File Sharing

Operation of Timers Utilizing a Serial Port

- **Time Tech Sprint 8**
- **Time Machine**
- **Chronomix 737**
- **Nielsen-Kellerman Interval 2000XC Watch**
- **Omega Power Time**
- **Ultrak L10**
- **Daktronics OmniSport 2000**

Be sure the RS232 cable provided with the button machine is plugged into the button machine and one of your serial COM ports or USB to serial adaptors on the **HY-TEK** computer. Go to the **Run Menu** and click **CC/RR** to go to the CC/RR Module. Click **Interfaces / CC/RR Button Timer** and select **Open/Close Serial Port**. You can specify a COM serial port number from 1 to 16.



After selecting the serial port, click **Download** to bring up the Download Menu for all timers except for the OmniSport 2000. Note that the download of times is performed **after the race is over.** Therefore as finishers cross the line, begin entering the competitor's numbers in the order they finished in the Comp # column of the Ranks Menu in the CC/RR Module. After entering the order of finish, download the times from your button timer machine using the instructions that follow for your particular timer. Note: The Daktronics OmniSport 2000 does not use the Download function. Read below to see how to download times from the OmniSport 2000.

Sprint 8

Prepare the Sprint 8 by turning it off and then on and then press 2 for Road Running. The method for transmitting will depend on the model Sprint 8 you have and you may have to try both methods as follows.

If you have an older Sprint 8, on the HY-TEK computer, click the **Start Download** button from within the CC/RR Module to move into the mode where it can receive data. Next press 2 on the Sprint 8 for TRANSMIT.

If you have a newer Sprint 8, first press 2 on the Sprint 8 for TRANSMIT, then on the HY-TEK computer, click the **Start Download** button from within the CC/RR Module to move into the mode where it can receive data.

If transmission does not start, then click the **Start Download** button again. Data will be transmitted and received by HY-TEK and the number of transmissions will be displayed. See the next section on Reading the Downloaded File

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Time Machine

Prepare the Time Machine by pressing the Setup key until the display says [RS232 PORT] and then press ENTER. Press Setup again until the display says [RE-XMIT DATA]. On the HY-TEK computer, click the **Start Download** button from within the CC/RR Module to move into the mode where it can receive data. Now press the ENTER key on the Time Machine and the data will be transmitted and received by Hy-Tek. **Note:** Be sure the [HANDSHAKE-LINE] is off in the Time Machine. See the next section on Reading the Downloaded File.

Chronomix 737

To download times from the Chronomix 737, you must be in the CC/RR module. To select the CC/RR module, click **Run / CC/RR**, select an event, and then click **Download** at the top. Then click the **Start Download** button from within the Download window to move into the mode where it can receive data. On the Chronomix 737, press B for Baud rate, and press 1 to check the baud rate. It should say 9600. If it does not, press 1 to select 9600, and then press B again. Now press 3 for Memory and press 1 for send data to computer only. After transmission is completed, press B again to place the Chronomix back in its normal timing mode. Then click **Close** in MEET MANAGER to exit the Download Menu. See the next section on Reading the Downloaded File.

Nielsen-Kellerman Interval 2000XC Watch

Time the race with the watch and stop the watch after the race is over. Place the watch on the Nielsen-Kellerman Interface Module. Then click the **Start Download** button from within the CC/RR Module to move into the mode where it can receive data. If transmission does not start within 10 seconds, click **Start Download** again. See the next section on Reading the Downloaded File.

Omega Power Time

To download from the Omega Power Time, you must be in the CC/RR module. To select the CC/RR module, click **Run / CC/RR**, select an event, and then click **Download** at the top.

Time the race with the Power Time timer. On the Power Time, press Esc, then press send results and then select PC. Next click the **Start Download** button from within the CC/RR Module to move into the mode where it can receive data. Now press Enter on the Power Time and it will download the times into HY-TEK's MEET MANAGER. See the next section on Reading the Downloaded File.

Ultrak L10

To download from the Ultrak L10, you must be in the CC/RR module. To select the CC/RR module, click **Run / CC/RR**, select an event, and then click **Download** at the top.

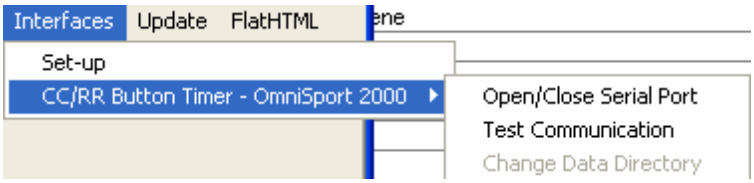
Time the race with the Ultrak L10 timer. On the timer, press the Mode button to select either 1: Track or 2: Road. Press 2 for Road and the press Enter to select 1 Wave. You can time in either Single chute mode or Multi chute mode. Skip the Test on the timer and you are ready to time the race. After the race is over, press the STOP/RESET button. Next click the **Start Download** button from within the CC/RR Module to move into the mode where it can receive data. Now press the SET/RESULT button on the Ultrak L10 and HY-TEK's MEET MANAGER will capture the times coming through the serial report and save the data in a result file that has the extension .ul2. See the next section on Reading the Downloaded File.

Daktronics OmniSport 2000

The OmniSport 2000 must be in Track mode. This mode is selected after you enter the date and time into the OmniSport upon starting the timer.

- After opening the serial port, you can click Interfaces / CC/RR Button Timer / Test Communication to verify that the OmniSport is communicating properly. If communications are working properly, the version of the OmniSport software will be displayed. You must be using version 9.3 or later.

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- The OmniSport 2000 has 3 modes of operation: **Lane Mode, Place Mode**, and **Non-Lane Mode**. You should use **Non-Lane Mode** for Cross Country and Road Races. Only button number 1 is used and it is pushed each time a competitor crosses the finish line. In the Non-Lane Mode, the timer can hold up to 660 times for a given race.
- As the buttons are pressed, the times are being saved in the Timer and are not being sent to MM. To download the times, click on **Times** at the top of the CC/RR Module and then click **Read Times**. This brings up the **Get Times** window where you have the option to request results by **Event** or by **Race Number**. It is very helpful to enter the correct event number into the OmniSport 2000 timer before pressing Store / Print on the timer. The heat number should always be 1. If the incorrect event and heat has been saved in the timer with the results, you can use race number which is a unique number saved with each race in the timer and is shown on the print-out from the timer.
- You can Read Times from the timer as often as you wish since the times are stored in the memory of the timer.

Reading the Downloaded File

Except for the **OmniSport 2000**, all machines used to transmit and download data save the data in a file in your data directory where the database is located. Every time you download a file, it is saved as a separate file and previously downloaded files are not erased. The downloaded files are given a unique file name with a file extension that indicates which timer was used. The extensions are .sp8 for the Sprint 8, .tm2 for the Time Machine, .ch7 for the Chronomix 737, .pw2 for the Power Time, .ul2 for the Ultrak L10, and .nk2 for the Nielsen-Kellerman watch. Each file will have a unique naming system. For example, some files will have the event number as the first three characters of the file name followed by "-01-" and then followed by a four digit Race number. In all cases, the first downloaded file will have a 4 digit race number of "0001", the 2nd will have "0002", and so on.

To read the transmitted data file into the database, go to the **CC/RR Module**, select your event from the list, click **Times** at the top, and then click **Read Times**. This will bring up a list of the downloaded data files with the most recently downloaded file at the top. You will be able to select any one of the downloaded files and the list of times will be read in and displayed in a scrolling list that you can edit if necessary.

Operation of Timers Utilizing File Sharing

- **FinishLynx File Sharing**
- **DAG Chip System**
- **IPICO Sports Chip Timing**
- **AccuChip Timing**
- **MyLaps Chip Timing**

FinishLynx

FinishLynx creates result text files with the extension **.lif**. In the **CC/RR Module**, click **Times** and then click **Read Times** and you will be able to select any **.lif** file. The results will be imported into both the

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Times module and the **Ranks** module. If **splits** are in the result file, they will be imported, but only if there are competitor numbers included in the file. Next you click **Match** and then click **Save** to finalize the matching of competitor ranks to the times. After matching, go to **Scores / List and Scores** to get the results. If using multiple chutes, a heat is the same as a chute, but after importing more than one chute, you will have to use the Merge Chutes choice to merge the chutes together. To include splits, if any, in the result reports, check the **Include Splits** check box found at the top of the CC/RR Module.

In the **FinishLynx File Sharing** mode, you have the option to only import the times if you use the Lynx system to simply record times. MEET MANAGER will recognize that only times exist in the .lif file and will warn you of such. If **splits** are in the result file, they will be imported, but only if there are competitor numbers included in the file.

To specify the location for MEET MANAGER to look for the .lif files, click **Interfaces / CC/RR Button Timer - FinishLynx** and click **Change Data Directory**. The default directory is c:\tfmeets6.



DAG Chip System

The DAG Chip system can create **.dag** files which can be imported using the Read Times selection in the Times menu. The results will be imported into both the **Times** module and the **Ranks** module. Next you click **Match** and then click **Save** to finalize the matching of competitor ranks to the times. After matching, go to **Scores / List and Scores** to get the results.

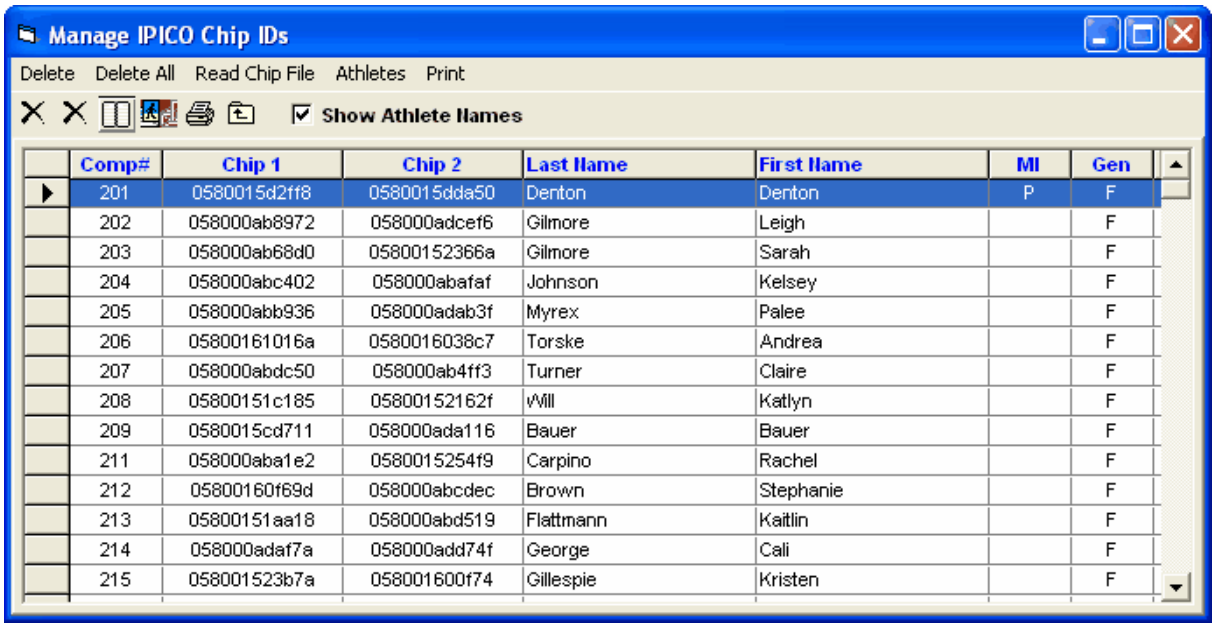
To specify the location for MEET MANAGER to look for the .**dag** files, click **Interfaces / CC/RR Button Timer - DAG Chip System** and click **Change Data Directory**. The default directory is c:\tfmeets6.



IPICO Sports Chip Timing

IPICO creates result text files with the extension **.log**. Before importing the .log files, first the bib-tag chip IDs must be imported. To do this, in the **CC/RR Module**, click **Assignments / Manage IPICO Chip IDs** and then click **Read Chip File**. Locate the bib-tag text file and select the file. The tags associated with the competitor numbers will be imported into the database as in the sample window below. Notice that two tags can be imported for each competitor number. The format of the bib-tag text file is comp#, tag and a sample with three tags is shown further down. When importing bib-tag files, if there is no tag for a given competitor number, it is imported as Chip 1. If there already exists a Chip 1 tag, then the tag is imported into Chip 2. If both Chip 1 and Chip 2 are already imported and a 3rd different tag is imported, it is ignored.

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Comp#	Chip 1	Chip 2	Last Name	First Name	MI	Gen
201	0580015d2ff8	0580015dda50	Denton	Denton	P	F
202	058000ab8972	058000adcef6	Gilmore	Leigh		F
203	058000ab68d0	0580152366a	Gilmore	Sarah		F
204	058000abc402	058000abafaf	Johnson	Kelsey		F
205	058000abb936	058000adab3f	Myrex	Palee		F
206	05800161016a	0580016038c7	Torske	Andrea		F
207	058000abdc50	058000ab4ff3	Turner	Claire		F
208	05800151c185	05800152162f	Will	Katlyn		F
209	0580015cd711	058000ada116	Bauer	Bauer		F
211	058000aba1e2	058001525 4f9	Carpino	Rachel		F
212	05800160f69d	058000abcdec	Brown	Stephanie		F
213	05800151aa18	058000abd519	Flattmann	Kaitlin		F
214	058000adaf7a	058000add74f	George	Cali		F
215	058001523b7a	058001600f74	Gillespie	Kristen		F

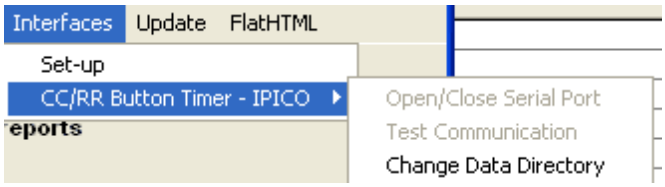
To read in the results, in the **CC/RR Module**, click **Times** and then click **Read Times** and you will be able to select any .log file in the folder as specified by the data directory selected under Interfaces (see next paragraph). Next enter the date and start time of day of the race to the thousandths place. See the window below for a sample time of day. the sample is 40.17 seconds after 10:01 AM. The format must be in military time, so 28.55 seconds after 3:15 PM would be 15:15:28.55.



After the race start time is entered, the results will be imported into both the **Times** module and the **Ranks** module. Next you click **Match** and then click **Save** to finalize the matching of competitor ranks to the times. After matching, go to **Scores / List and Scores** to get the results.

To specify the location for MEET MANAGER to look for the **.log** files, click **Interfaces / CC/RR Button Timer - IPICO** and click **Change Data Directory**. The default directory is c:\tfmeets6.

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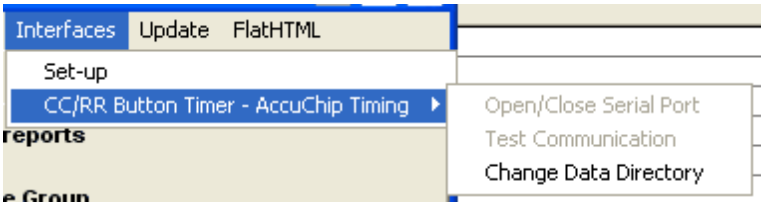


Sample format for bib-tag text file.
Num,Tag
201,0580015d2ff8
202,058000ab8972
203,058000ab68d0

AccuChip Timing

The AccuChip system can create **.txt** files which can be imported using the Read Times selection in the Times menu. The results will be imported into both the **Times** module and the **Ranks** module. Next you click **Match** and then click **Save** to finalize the matching of competitor ranks to the times. After matching, go to **Scores / List and Scores** to get the results.

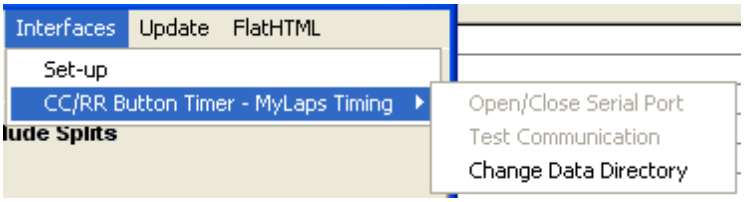
To specify the location for MEET MANAGER to look for the .**txt** files, click **Interfaces / CC/RR Button Timer - AccuChip Timing** and click **Change Data Directory**. The default directory is c:\tfmeets6.



MyLaps Timing

The MyLaps system can create **.txt** files which can be imported using the Read Times selection in the Times menu. The results will be imported into both the **Times** module and the **Ranks** module. Next you click **Match** and then click **Save** to finalize the matching of competitor ranks to the times. After matching, go to **Scores / List and Scores** to get the results.

To specify the location for MEET MANAGER to look for the .**txt** files, click **Interfaces / CC/RR Button Timer - MyLaps Timing** and click **Change Data Directory**. The default directory is c:\tfmeets6.



Track Button Interface

HY-TEK's Button Finish **INTERFACE** software is designed to support the following button timers for Track meets:

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Click **Set-up / Track Button Finish Interface** and select one of the choices above. The **INTERFACE** allows for real time results collection during the race or immediately after the race. Each timer operates slightly differently. Usually result times can be downloaded later from the memory of the timer. Note the check box option to **record the imported times as hand times**. This is the recommended mode since button timers are really like stop watches and are not FAT times.

Operation of the Timers

Be sure the RS232 cable provided with the button machine is plugged into the button machine and one of your serial COM ports on the **HY-TEK** computer. Go to the **Run Menu**, click **Interfaces** / **Track Button Timer** and select **Open Serial Port**. After you have selected the serial port, you are ready to receive data from the button timer.

Time Tech Sprint 8

- The Sprint 8 has two modes for track: 1 - **Non-Lane** and 2 - **Lane Finish**. You use the Lane Finish mode for In-Lane races of 800 or less and you use the Non-Lane mode for 800 and above where the runners or relays do not finish in lanes. For each race in the Sprint 8, you have to select Non-Lane or Lane Finish and you have to enter an event distance. You cannot enter event numbers or heat numbers into the Sprint 8, so use the 4 digit event distance to help indicate which event you are timing. One method would be to enter 1001 for an event that is heat 1 of the 100. 2003 would mean heat 3 of the 200. This works if there are less than 10 heats in an event. For the events over 800, you would have to use 1501 for the 1500 heat 1. This numbering scheme is not required, but will be helpful so that MM can give the result files a meaningful name.
- For **In-Lane races**, use the **Lane Finish mode**. You can have up 8 buttons connected to time 8 lanes. During the race, you can enter bib numbers for each lane by entering the lane number, the 3 digit bib number, and press Enter. Bib numbers are not required, however, if you enter the Bib numbers for each athlete in the race and if the heat is empty on the MM Run screen, MM will create the heat/flight with the athlete names and pull in the times.
- For **Non-Lane races**, use the **Non-Lane mode**. ***It is best to use only one button in this mode***. During the race, you can enter bib numbers by typing in the 3 digit bib numbers in order of finish during or after the race. Bib numbers are not required, but if you do enter them, it is important to either enter all of them or none of them. ***If you use more than one button in the Non-Lane mode, you must enter one bib number of zero***. This zero bib tells MM that the data is not a Lane Finish type race. If you do not enter any bib numbers, then the flight on screen in MM must have the athletes already

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listed in finish order. If you enter all Bib numbers for the race, then the flight on screen in MM can be empty or can have all athletes in it in any order.

- As the buttons are pressed, MM is building the results in memory. MM does not know when the race is over unless you start a new event (really a new race). As soon as a new race is setup in the Sprint 8, MM will gather the results it has collected and save it to a file in the MM data directory. These files will have the extension .s8t. To read a Sprint 8 file into the MM database, click **Get Times** (or press **F3**) from the Run Menu with a heat on the screen. MM will provide you a list of the files that have been saved with the newest one at the top. You pick the file that matches the heat on the screen. This is where the naming comes in handy to help you know which file is which.
- The Sprint 8 has the ability to re-transmit results. So if you have 5 races saved, you can have the Sprint 8 re-transmit all 5 of them by using the # key to move back to the Menu where the choices are 1 - Time, 2 - Transmit, 3 - Reprint. Selecting 2 for transmit causes the Sprint 8 to send the results data and MM will receive the data and create 5 files, one for each race. However, because of a design error in the Sprint 8, it sends 15 races. It sends all five, then sends 2 thru 5 again, and then 3 thru 5, and then 4 thru 5, and then 5. So you will have 5 new copies of the 5th race. Therefore it is recommended that you start a new meet in the Sprint 8 after each event if you are using the Transmit function. Note: If you use the Sprint 8's delete a time function because someone pressed a lane button twice, you must re-transmit in order for MM to get the corrected results.
- In the Run Menu of MM, if you press **Ctrl-F3**, you can pick any of the saved files and the contents will be displayed.
- To delete the .s8t Sprint 8 Interface files, go to the Main Menu, click on **File / Purge / Remove Data Selectively**. At the bottom of the box, check **Interface Files**, and click **OK**.

Time Machine

- The Time Machine has a **Track Meet Mode** and a **Cross Country Mode**. You use the Track Meet mode for In-Lane races of 800 or less and you use the Cross Country mode for 800 and above where the runners or relays do not finish in lanes. For each race, you can enter an event number and a heat number. It is very important that these event numbers and heat numbers match MM's event and heat number, otherwise you will not be able to get the results from the Time Machine into MM.
- When timing with the Time Machine in Track Meet mode, you can have up 10 buttons connected to time 10 lanes. You cannot enter bib numbers in this mode, so the heats must be pre-seeded in MM to match the lanes being timed. For non-lane races where you use the Cross Country mode, you can enter bib numbers into the Time Machine during and after the race.
- As the buttons are pressed, MM is not saving the data real time. When you click **Get Times** (or press **F3**) from the Run Menu with a heat on the screen, MM requests from the Time Machine the results for the event and heat on the MM screen.
- The Time Machine has the ability to re-transmit results, but MM will not accept those re-transmitted results. As long as the results are still in the Time Machine, the Get Times feature will be able to get the times from the Time Machine.
- In order to get results for a second round of the same event, such as the finals of event 10 where prelims have already been timed, you will need to clear memory in the Time Machine for event 10. This is because if there is already an event 10, heat 1 result in the Time Machine, it will not be able to correctly save the data for a second event 10 heat 1 since the Time Machine does not keep track of what round it is.

Omega Power Time

- The Omega Power Time must be loaded with Omega's Top-8 software, version 3.0. This software cannot be version 2.0. If you have version 2.0, download a later version from the Omega web site at http://www.omega-electronics.ch/sports/powertime.shtml.
- The Power Time has Time Keeping choices of **Lane Mode** and **Non Lane Mode**. You use the Lane Mode for In-Lane races of 800 or less and you use the Non Lane Mode for 800 and above where the runners or relays do not finish in lanes. For each race, you can enter an event number and a heat

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number. It is very important that these event numbers and heat numbers match MM's event and heat number, otherwise it will be more difficult to get the results from the Power Time into MM.

- When timing with the Power Time in Lane mode, you can have up 10 buttons connected to time 10 lanes. You cannot enter bib numbers in the Lane Mode, so the heats must be pre-seeded in MM to match the lanes being timed. For non-lane races where you use the Non Lane mode, you also cannot enter bib numbers into the Power Time. You must enter the athletes or relays in order of finish so that the flight positions match the order of finish.
- MM can only receive the data from the Power Time after a race is over. At the end of the race, press the Start Stop key and then press the ESC key on the Power Time. Now select "send results", press Enter, select PC and press Enter. This will send the results to MM and MM will save the data in a file with the file extension of .pw3. Now in MM, you click **Get Times** (or press **F3**) from the Run Menu with a heat/flight on the screen, and MM scans the files saved from Power Time for a file that matches the event and heat. If found the results are brought directly into the heat.
- If the same event and heat result was saved more than once, a list of files for the matching event and heat are displayed and you pick from the files. This will be necessary when going from one round of the same event to another round. For example, if there were prelims for event 10, there will be a result file for event 10 heat 1. When you run finals for event 10, another result for event 10 heat 1 will be created. The Get Times button in MM will list both files on screen in newest to oldest order and for finals you would simply select the top one which would be the newest result file.
- In the Run Menu of MM, if you press **Ctrl-F3**, you can pick any of the saved files and the contents will be displayed.
- To delete the .pw3 Power Time Interface files, go to the Main Menu, click on **File / Purge / Remove Data Selectively**. At the bottom of the box, check **Interface Files**, and click **OK**.

Ultrak L10

- The Ultrak L10 has a **Track Mode** and a **Road Mode**. You use the Track mode for In-Lane races of 800 or less and you use the Road mode for 800 and above where the runners or relays do not finish in lanes. You cannot enter an event number or a heat number in the Ultrak L10.
- When timing with the Ultrak L10 in Track mode, you can have up 10 buttons connected to time 10 lanes. You can enter bib numbers in the Track mode before or during or after the race. If you enter the bib numbers, MM will be able to create heats for events that are not seeded ahead of time. For non-lane races where you use the Road mode, you can enter bib numbers into the Ultrak L10 during the race, but MM will not be able to use these bib numbers.
- As the buttons are pressed, MM saves the data real time in its memory. At the end of the race when **STOP/RESET** is pressed, MM will save the data in a file with the extension .ul3. To read any one of these files into the MM database, click **Get Times** (or press **F3**) from the Run Menu with a heat on the screen. MM will provide you a list of the files that have been saved with the newest one at the top. You pick the file that matches the heat on the screen.
- The Ultrak L10 has the ability to re-transmit results for the current race or any prior races and MM will save the data in a new unique file. To re-send results from the Ultrak L10, press the Mode button until the Ultrak L10 screen shows a race at the top (such as TRACK-0003). After finding the correct race, press the **SET/RESULT** button and the complete race will be re-transmitted to MM and saved as a new file for you to read using MM's **Get Times** button.
- In the Run Menu of MM, if you press **Ctrl-F3**, you can pick any of the saved files and the contents will be displayed.
- To delete the .ul3 Ultrak L10 Interface files, go to the Main Menu, click on **File / Purge / Remove Data Selectively**. At the bottom of the box, check **Interface Files**, and click **OK**.

Daktronics OmniSport 2000

The OmniSport 2000 must be in Track mode. This mode is selected after you enter the date and time into the OmniSport upon starting the timer.

- After opening the serial port, you can click Interfaces / Track Button Timer / Test Communication to verify that the OmniSport is connecting communicating properly. If communications are working

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properly, the version of the OmniSport software will be displayed. You must be using version 9.3 or later.



- The OmniSport 2000 has 3 modes of operation for up to 10 buttons. The **Lane Mode** is for in-lane races where the heats are pre-seeded. The **Place Mode** is for races up to 10 entries where button 1 is assigned to the first place finisher, button 2 is assigned to the second place finisher, etc. The **Non-Lane Mode** is for non-lane races with more than 10 entries in a flight. Only button number 1 is used and it is pushed each time a competitor crosses the finish line.
- In **Lane Mode**, you can have up 10 buttons connected to time 10 lanes. You cannot enter bib numbers in this mode or any other mode, so the heats must be pre-seeded in MM to match the lanes being timed. For all races, the entries must be entered in the lanes/positions before getting the times from the timer. In **Place Mode** and in **Non-Lane Mode**, the entries must be listed on the Run Screen in the finish order. You do this by using the Adjust Menu or by entering the competitor numbers directly into the Competitor number column for the heat/flight at the bottom of the Run Screen.
- As the buttons are pressed, the times are being saved in the Timer and are not being sent to MM. When you click **Get Times** (or press **F3**) from the Run Menu with a heat on the screen, you have the option to request results by **Event and Heat** or by **Race Number**. It is very helpful to enter the correct event and heat number into the OmniSport 2000 timer before pressing Store / Print on the timer. If the incorrect event and heat has been saved in the timer with the results, you can use race number which is a unique number saved with each race in the timer and is shown on the print-out from the timer.



- You can Get Times from the timer as often as you wish since the times are stored in the memory of the timer.
- In order to get results for a second round of the same event, such as the finals of event 10 where prelims have already been timed, you can use Event and Heat to get the results, but if you need to get the first round times again, you will need to use Race Number since there will be two sets of results for the same event and heat. The timer always sends the last saved result for a given event and heat.

Field Event Interface

In order for HY-TEK to interface with the **FieldLynx system** or the **Swiss Track & Field Package**, the HY-TEK **Field Event Interface Option** is required.

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FieldLynx Interface
Swiss Track & Field Package

FieldLynx Interface

The FieldLynx system is available from Lynx System Developers, Inc., of Woburn, Massachusetts. **In order for HY-TEK to interface with the FieldLynx system, the HY-TEK Field Event Interface Option is required**.

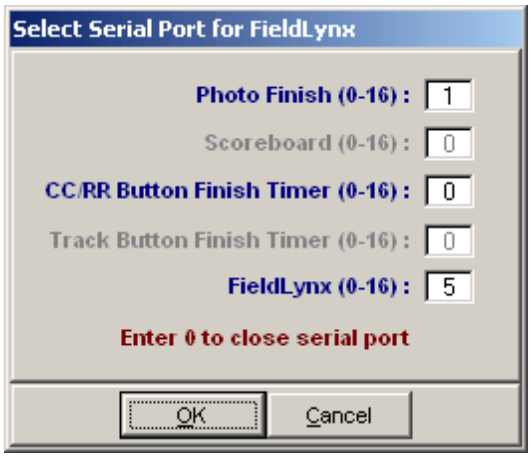
Software Set-up within MEET MANAGER

Click **Set-up / Field Event Interface** and select either **FieldLynx Serial Interface** or **FieldLynx File Sharing**.



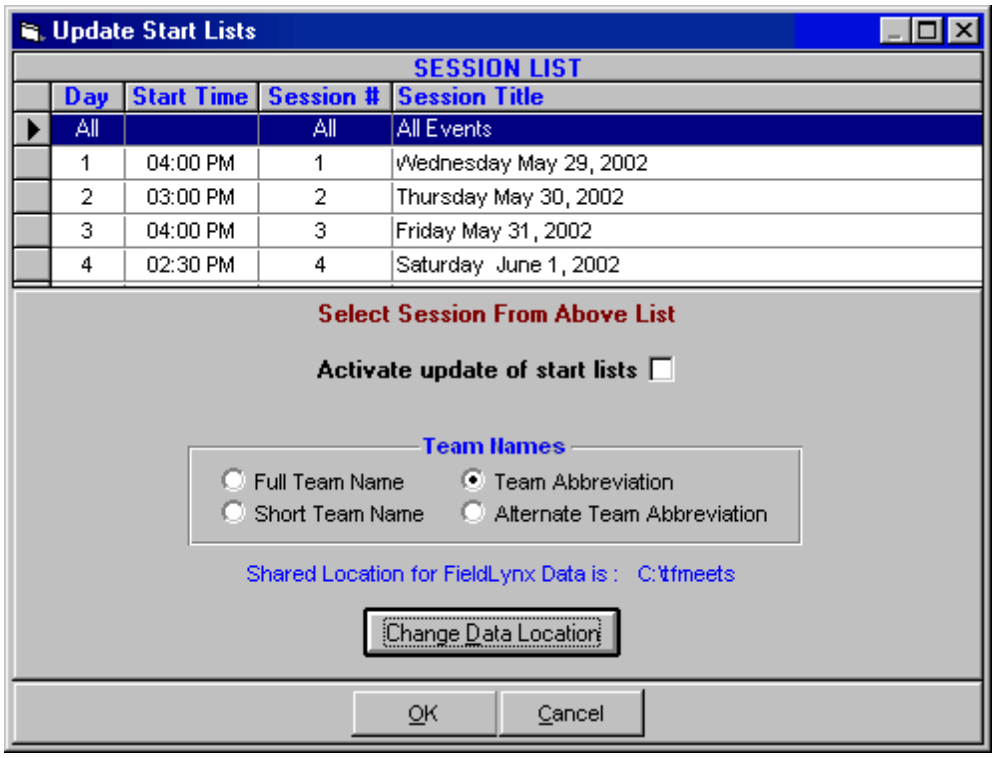
Next go to the **Run Menu** and click **Interfaces** at the top. If **FieldLynx Serial Mode** is selected, click **Open/Close Serial Port** and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.

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After clicking **OK**, an Update Start Lists Menu will be displayed. From this Session List, you pick All Events or one particular session. The session is used so that HY-TEK knows how to create the schedule for creating start lists.

If **FieldLynx File Sharing** is selected, click on **Update Start Lists**, and the Update Start Lists Menu is displayed as shown below.



Select a session from the Session List. Then click the **Change Data Location** to enter the folder where HY-TEK and FieldLynx will share start lists and result files. If you check the "Activate update of start lists" and click OK, MM will create all the necessary files needed by FieldLynx and copy them to the shared data location. If you check the activate start list box, the start lists will be updated whenever you seed or re-seed an event and whenever you press Ctrl-U from the Run Menu.

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- **If using the serial mode, make sure that the Palm Pilot Hot Sync program is disabled on the HY-TEK computer.**
- **Before uploading flights for a given event into FieldLynx, the field event must be seeded.**
- **Field event series results for vertical jumps can only be downloaded into HY-TEK if the results are in metric.**

Operation Using Serial Mode

Uploading Start Lists into FieldLynx

- Power down the FieldLynx Palm Pilot and place it into the serial cable cradle connected to the HY-TEK computer.
- Power up the Palm Pilot and start FieldLynx if it is not already running.
- Click on the **Get** button.
- Use the *Graffiti* screen to enter Event, Round, and Flight number into the appropriate fields. To get all flights for the event, set the **All** check box with a check mark.
- Click the **Ok** button.
- When you see *Transferring*: **Finished**, or **Transferring: Ok**, appear, the data transfer is complete.

Downloading Results from FieldLynx

- Power down the FieldLynx Palm Pilot and place it into the serial cable cradle connected to the HY-TEK computer.
- Power up the Palm Pilot and start FieldLynx if it is not already running.
- Select the Event, Round, and Flight you wish to transmit.
- Click on the **Send** button.
- Click the **Ok** button.
- If there is more than one flight of results, you will be prompted to send the remaining flights or not.
- When you see **Transferring**: **Ok**, appear, the data transfer is complete.

Operation Using File Sharing Mode

In file sharing mode, the FieldLynx is usually operating on a wireless network. FieldLynx obtains its start list from a shared folder where HY-TEK has placed a start list file. When FieldLynx downloads results through the wireless network, it creates results files and stores them in the shared folder so that HY-TEK can read them.

Results from FieldLynx

In the Run Menu, you select an event, round, and heat so that it is displayed on the screen. Then you click **Get Marks** or press **F3** to have results instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, such as adding an extra competitor to the flight, click **Get Marks** again. Then click the next heat button or press **F5** and then click **Get Marks** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the FieldLynx results file will be displayed.

If you are in the network file sharing mode and make changes to a flight by switching two athletes, be sure to press **Ctrl-U** in the Run Menu to update the start lists. If you seed or re-seed an event the **Ctrl-U** function is not necessary because exiting the Seeding Menu automatically updates the start lists that FieldLynx needs. The entire series will be entered into the database.

Trouble Shooting

Network File Sharing: The most common problem is that the two programs are not sharing the same data folder or that the shared drive has not been mapped properly. Assuming that the data folder name

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is C:\LynxData on the FieldLynx computer, the HY-TEK computer should be set to share F:\LynxData assuming the HY-TEK computer has mapped the FieldLynx C drive to be the F drive.

Swiss Track & Field Package

In order for HY-TEK to interface with the Swiss Track & Field Package, the HY-TEK Field Event Interface Option is required.

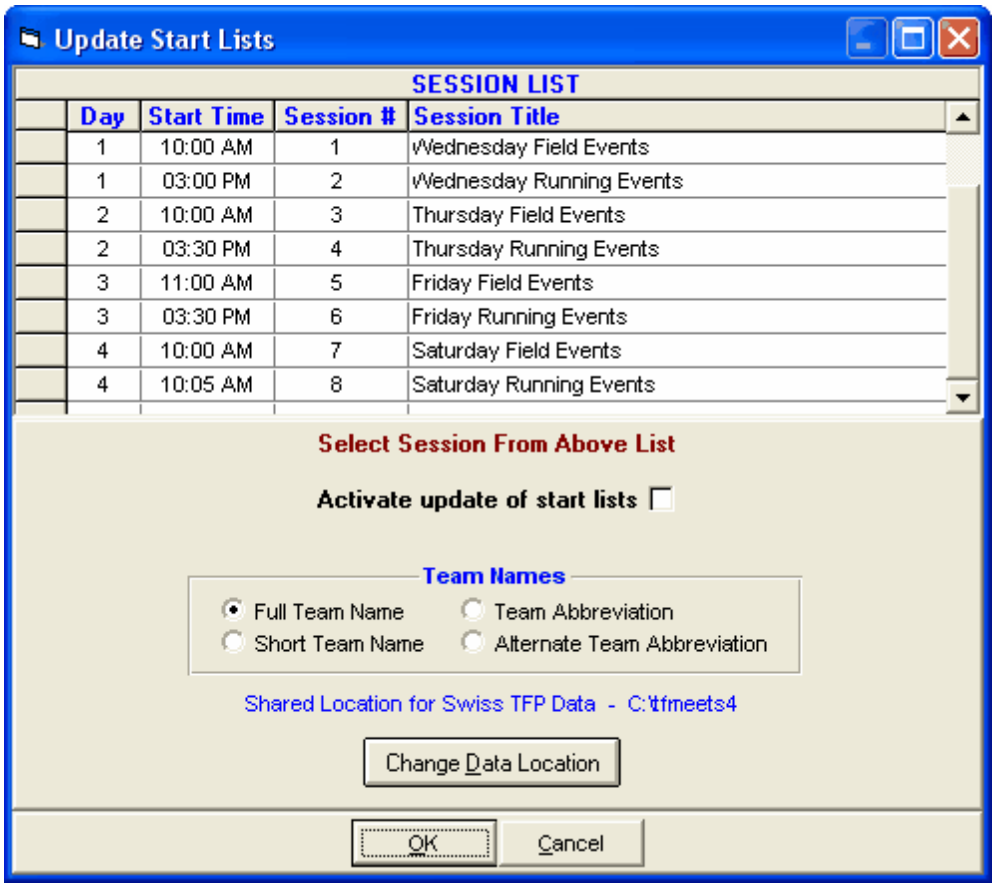
Software Set-up within MEET MANAGER

Click **Set-up / Field Event Interface** and select **Swiss TFP File Sharing**.



Next go to the **Run Menu** and click **Interfaces** at the top and then click on **Update Start Lists**, and the Update Start Lists Menu is displayed as shown below.

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Select a session from the Session List. Then click the **Change Data Location** to enter the folder where HY-TEK and Swiss TFP will share start lists and result files. If you check the "Activate update of start lists" and click OK, MM will create all the necessary files needed by Swiss TFP and copy them to the shared data location. If you check the activate start list box, the start lists will be updated whenever you seed or re-seed an event and whenever you press Ctrl-U from the Run Menu.

- **Before creating flights for a given event for Swiss TFP, the field event must be seeded.**
- **Field event series results for vertical jumps can only be downloaded into HY-TEK if the results are in metric.**

Operation Using File Sharing Mode

In file sharing mode, the Swiss TFP system is usually operating on a wireless network. The Swiss TFP obtains its start list from a shared folder where HY-TEK has placed a start list file. When Swiss TFP downloads results through the wireless network, it creates results files and stores them in the shared folder so that HY-TEK can read them.

Results from Swiss TFP

In the Run Menu, you select an event, round, and heat so that it is displayed on the screen. Then you click **Get Marks** or press **F3** to have results instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, such as adding an extra competitor to the flight, click **Get Marks** again. Then click the next heat button or press **F5** and then click **Get Marks** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the Swiss TFP results file will be displayed.

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If you are in the network file sharing mode and make changes to a flight by switching two athletes, be sure to press **Ctrl-U** in the Run Menu to update the start lists. If you seed or re-seed an event the **Ctrl-U** function is not necessary because exiting the Seeding Menu automatically updates the start lists that FieldLynx needs. The entire series will be entered into the database.

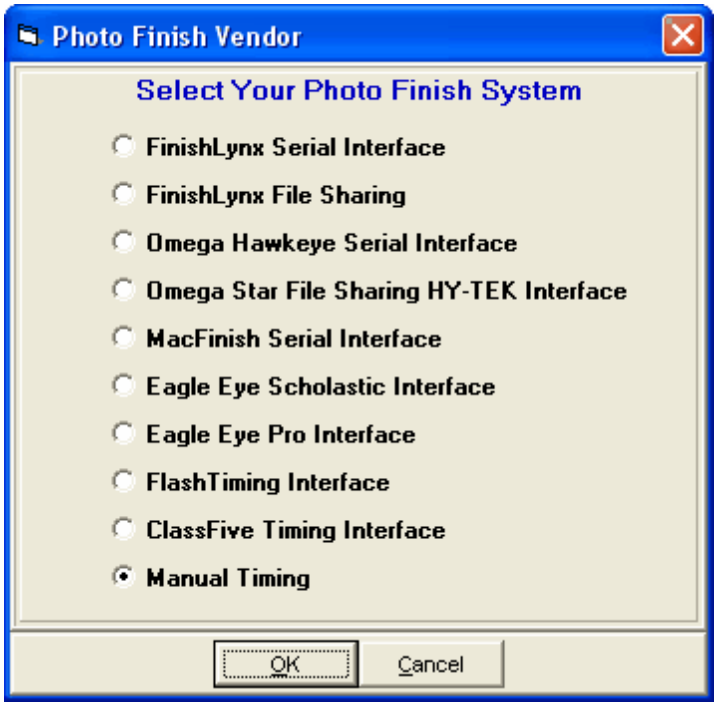
Trouble Shooting

Network File Sharing: The most common problem is that the two programs are not sharing the same data folder or that the shared drive has not been mapped properly. Assuming that the data folder name is C:\TFPData on the Swiss TFP computer, the HY-TEK computer should be set to share F:\TFPData assuming the HY-TEK computer has mapped the Swiss TFP C drive to be the F drive.

Photo Finish Interfaces

HY-TEK's MM offers the option to Interface with the primary Photo Finish systems that might be used to run your meet. The software module that actually handles the communication with your particular Photo Finish system is called the Photo Finish INTERFACE software. Please click Here for more information on the INTERFACE software.

To specify which Photo Finish INTERFACE software you wish to use for your meet, click on **Set-up** from the Main Menu Bar and then click on **Photo Finish INTERFACE**. Next, click on the particular Photo Finish system that will be used for the meet.



FinishLynx Serial Interface
FinishLynx File Sharing
Omega Hawkeye Serial Interface
Omega Scan-O-Vision
MacFinish Serial Interface

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Eagle Eye Interface
Flash Timing Interface

FinishLynx Interface

Hardware Requirements and Hookup

The FinishLynx Photo Finish system is available from Lynx System Developers, Inc., of Woburn, Massachusetts.

In order for HY-TEK to interface with the FinishLynx system, the HY-TEK Photo Finish Interface Option is required and MM must have the seeding option.

There are two modes of operation for HY-TEK's **INTERFACE** with the FinishLynx system and both modes work equally well:

RS232 serial hookup between HY-TEK and FinishLynx.
File Sharing using a Network connection between HY-TEK and FinishLynx.

Getting Results from FinishLynx

RS232 Serial Hookup between MEET MANAGER and FinishLynx

There are two cable configurations for connecting the serial ports of the HY-TEK computer and the FinishLynx Read Computer:

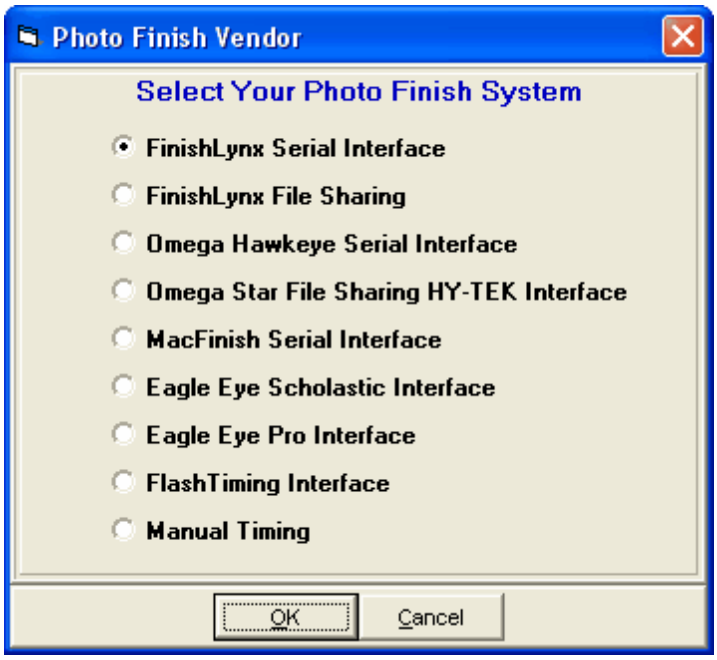
1. RS232 null modem cable
2. RS232 to RS422 cable

The cable needs to be as long as the distance between the **HY-TEK** computer and the FinishLynx Read computer. Connect one end of the RS232 system into any COM port on the **HY-TEK** computer and the other end into any available COM port on the FinishLynx **read computer**. Remember that the FinishLynx computer may be using one of its COM ports for a serial mouse.

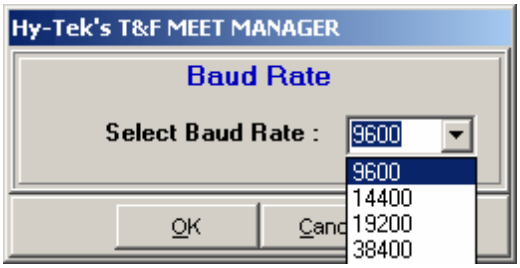
Software Set-up Within MEET MANAGER

Click **Set-up / Photo Finish Interface** and select **FinishLynx Serial Interface**.

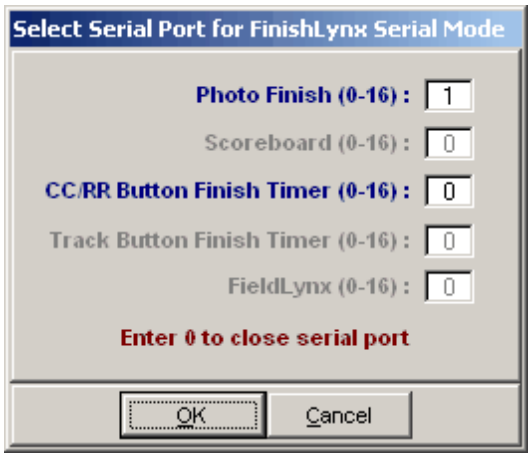
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Next go to the **Run Menu** and at the top click **Interfaces / Photo Finish - FinishLynx Serial Mode / Set Baud Rate** to check the baud rate for the serial port. The default setting is 9600, but you can select up to 115,200. **Be sure the selection within FinishLynx matches this baud rate**.

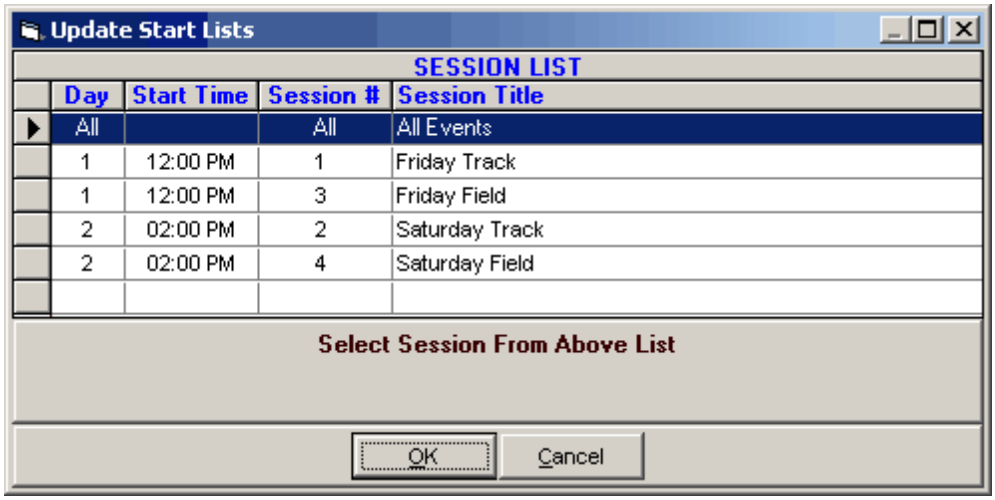


Now from the **Run Menu,** click **Interfaces / Photo Finish - FinishLynx Serial Mode / Open/Close Serial Port** and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.



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After clicking **OK**, an Update Start Lists Menu will be displayed as shown below.



From this Session List above, you pick All Events or one particular session. The session is used so that HY-TEK knows how to create the schedule for creating start lists.

Software Set-up Within FinishLynx

FinishLynx Windows Version: Start FinishLynx and click **File / Options / Database** to bring up the database options panel. To configure **serial mode**, click **Serial Port** for Data Source, select the **Com** port, select the **Baud** rate to match HY-TEK's baud rate, and for Serial Version, check **2 (Checksum)**. **Data Bits** should be 8, **Parity** should be None, and **Stop Bits** should be 1.

FinishLynx Dos Version: Start FinishLynx and click on the "Other Settings" box. To configure the **serial** mode, click on the arrow keys to move up and down the menu. For **ResultsMode** enter 3, for **WriteLIF** enter YES, and for **DBComPort** enter the Com port number where the serial cable is connected to the FinishLynx Read Computer. After making changes to the above three items, click on the "Close" box.

FinishLynx on a Mac: To configure FinishLynx on a Mac using the **serial** hookup, start FinishLynx and click on File and then Options and then Database. Select database "On" and select "Modem".

Trouble Shooting

Serial Connection: The most common problem is making sure the RS232 connection is working. Possible problems could be that one of the COM ports is bad or that you did not place a null modem adapter in line with the RS232 serial cable. The easiest way to test the hookup is to have the two computers sitting side by side and use a short RS232 cable with null modem (say 6 feet). Load a basic communications package like PROCOMM on both computers and put both communications software programs in "Chat Mode" after verifying the COM port number and baud rate set-up in PROCOMM. Once you verify that communication is occurring back and forth, start **MM** on one computer and FinishLynx on the other computer. Make sure the COM port settings match in both programs. From within FinishLynx, request the start list for a particular event and round. The start list should instantly appear on the screen. If it does not, then re-check the configuration settings in FinishLynx and **MM**.

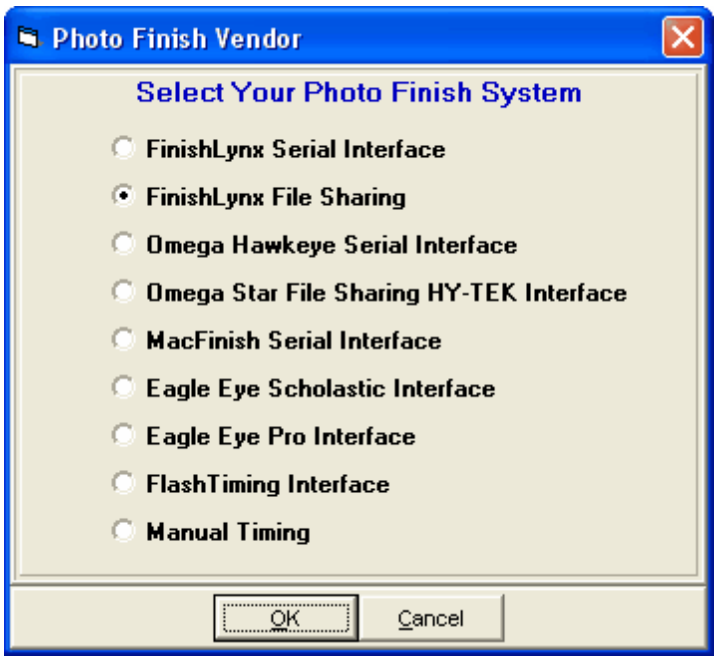
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File Sharing Network Connection between HY-TEK and FinishLynx

The HY-TEK and FinishLynx computers need to be networked in a way that one of the computers can share the drive of the other computer. For example, if the MM computer sets the shared folder to be c:\tfmeets6 on the MM computer, FinishLynx must be "mapped" to see this folder and it might be e:\tfmeets6 or f:\tfmeets6 when looking from the FinishLynx computer. Or if you assume that the data folder name is C:\LynxData on the FinishLynx computer, the HY-TEK computer should be set to share F:\LynxData assuming the HY-TEK computer has mapped the FinishLynx C drive to be the F drive.

Software Set-up Within MEET MANAGER

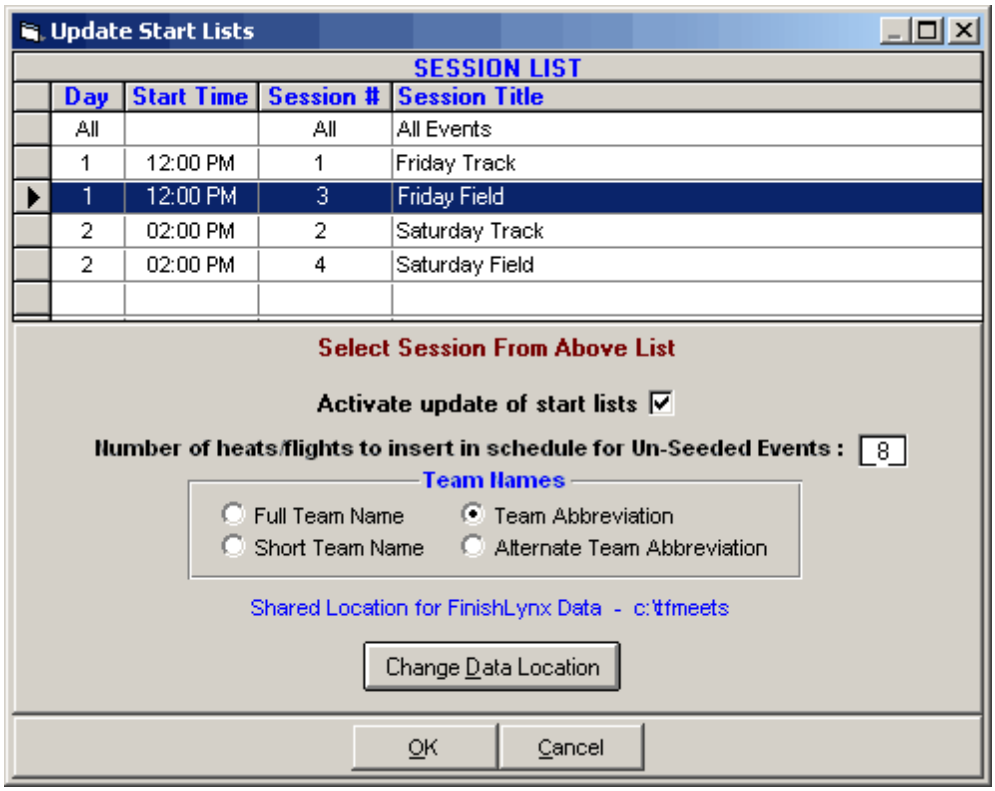
Click **Set-up / Photo Finish Interface** and select **FinishLynx File Sharing**.



Next go to the **Run Menu** and at the top click **Interfaces / Photo Finish - FinishLynx File Sharing Mode / Update Start Lists** and a menu like the one below will be displayed.

- Select a session from the Session List and click **Change Data Location** to enter the folder where HY-TEK and FinishLynx will share start lists and result files.
- If you check **Activate update of start lists** and click **OK**, MM will create the necessary files needed by FinishLynx and copy them to the shared data location. With start lists activated, the start lists will be updated whenever you seed or re-seed an event and whenever you press **Ctrl-U** from the Run Menu or the Seeding Menu.
- If there are events **Un-Seeded**, you can enter how many heats/flights you want created for the FinishLynx schedule in case you want to create the heats within FinishLynx. Then in MM you click **Ctrl-H** in the Run Menu to add a new heat and then click Get Times to import the heat results and MM will create the heat for you. This assumes the competitors are already entered in MM and have unique competitor numbers. If the event is a relay and the event is **Un-Seeded**, the Lynx operator must enter the MM **4 letter team abbreviation** in the ID field.

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Software Set-up Within FinishLynx

FinishLynx Windows Version: Start FinishLynx and click **File / Options / Database** to bring up the database options panel. To configure **network file sharing**, click **Files** for Data Source and enter the file sharing folder in the **Input and Output Directory** text box. This must be the same physical folder that MM is using for Shared Data Location as described above.

FinishLynx Dos Version: Start FinishLynx and click on the "Other Settings" box. To configure network file sharing, enter the file sharing folder in **DataDir**, (and this must match the shared folder specified in MM), enter 2 for **ResultsMode**, and enter YES for **WriteLIF**. After making changes, click on the "Close" box.

FinishLynx on a Mac: To configure FinishLynx on a Mac using the **file sharing mode**, select database "On" and select "File". Pull down the "Schedule" menu, click on DataDir and select the Data Directory where HY-TEK and FinishLynx will share information.

Trouble Shooting

Network File Sharing: The most common problem is that the two programs are not sharing the same data folder or that the shared drive has not been mapped properly. Assuming that the data folder name is C:\LynxData on the FinishLynx computer, the HY-TEK computer should be set to share F:\LynxData assuming the HY-TEK computer has mapped the FinishLynx C drive to be the F drive.

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Operation

The following information describes how to receive race results from the FinishLynx system. Regardless of the method chosen for HY-TEK and FinishLynx to communicate, the operation is basically the same.

In the serial mode, results are received from FinishLynx and saved as a result file by **MM** regardless of the menu displayed on the **MM** screen. You can be entering field event results and it will not matter what FinishLynx is doing because the results will be saved by **MM** in "background". However, if you are in RS232 mode, and you exit from **MM**, the results sent by FinishLynx during that time will not be captured and you will have to tell the FinishLynx operator to re-send (not re-read the picture) the results for those races that occurred while you were out of **MM**. In the network file sharing mode, MM does not even have to be running because FinishLynx is creating the result files and saving them in the shared data folder. However, for start lists to be updated, MM would have to be running.

Results from FinishLynx

In the Run Menu, you select an event, round, and heat so that it is displayed on the screen. Then you click **Get Times** or press **F3** to have results instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, like adding an extra competitor to the heat, click **Get Times** again. Then click the next heat button (**F5)** and then click **Get Times** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the FinishLynx results file will be displayed.

> **If FinishLynx is set to send thousandths, MM will store the thousandths and use them to automatically break ties**.

If you are in the network file sharing mode and make changes to a heat by switching two runners, be sure to press **Ctrl-U** in the Run Menu to update the start lists. If you seed or re-seed an event, the **Ctrl-U** function can be pressed in the Seeding Menu, but is not necessary if you exit the Seeding Menu because the start lists are automatically updated.

If splits are contained in the FinishLynx .lif result files, the splits will b read into the database. For results reports and the real time results to the web, there is an option to include the splits or not.

Omega Hawk Eye Interface

Hardware Requirements and Hookup

The OMEGA Scan-O-Vision Hawk Eye Photo Finish system is available from your local OMEGA dealer.

In order for HY-TEK to interface with the Hawk Eye system, the HY-TEK Photo Finish Interface Option is required and MM must have the seeding option.

The mode of operation for HY-TEK's **INTERFACE** with the Hawk Eye system is RS232 serial hookup between the HY-TEK computer and Hawk Eye read computer.

RS232 Hookup between HY-TEK and Hawk Eye

There are two methods for connecting the HY-TEK **MM** computer to the Hawk Eye read Computer via serial COM ports:

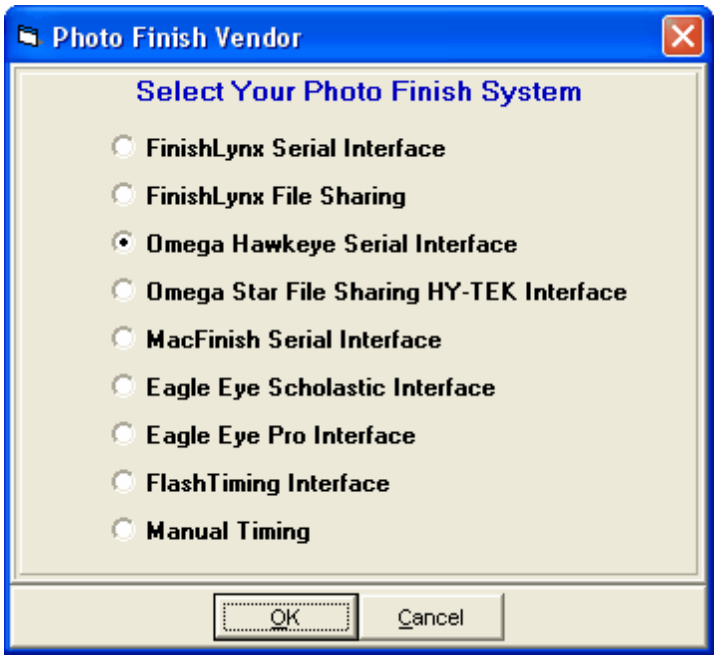
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1. RS232 null modem cable
2. RS232 to RS422 cable

The cable has to be as long as the distance between the **HY-TEK** computer and the Hawk Eye read computer. Connect one end of the RS232 system into any COM port on the **HY-TEK** computer and the other end into any available COM port on the Hawk Eye **read computer**. Remember that the Hawk Eye computer may be using one of its COM ports for the mouse.

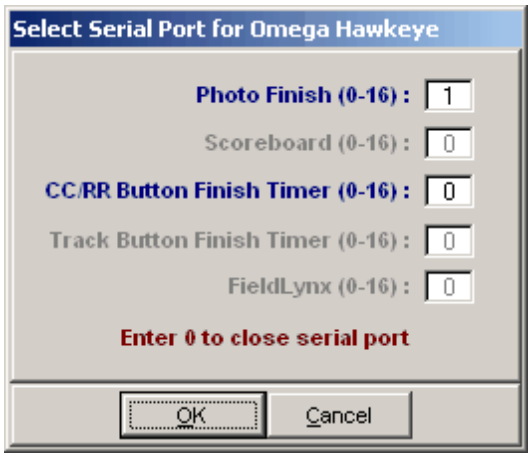
Software Set-up within Hy-Tek

Click **Set-up / Photo Finish Interface** and select either **Omega Hawkeye Serial Interface** or **Omega Scan-O-Vision Sharing**.



Next go to the **Run Menu** and click **Interfaces** at the top and then **Photo Finish - Omega HawkEye**. If **Omega Hawkeye Serial Mode** is selected, click **Open/Close Serial Port** and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.

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After clicking **OK**, an Update Start Lists Menu will be displayed. From this Session List, you pick All Events or one particular session. The session is used so that **MEET MANAGER** knows how to create the schedule for creating start lists.

Software Set-up within Hawk Eye

The Set-up for Hawk Eye is reached by clicking on the "DH" (Data Handling) Menu found at the top of the Hawk Eye screen. Then select "Parameters". Select the following from the Parameters Box:

Transmission Protocol	Hy-Tek
Com Port	1, 2, 3, or 4
Speed	9600
Data Bits	8
Stop Bits	1
Parity	None

The Com Port number should indicate the COM port that goes to the RS232 connection. COM1 may be connected to the mouse. After making changes to the above items, click the **OK** button.

Operation

The following information describes how to receive race results from the Omega Hawkeye system. The results are received from Omega Hawkeye and saved as a result file by **MM** regardless of the menu displayed on the **MM** screen. You can be entering field event results and it will not matter what Omega Hawkeye is doing because the results will be saved by **MM** in "background". However, if you are in RS232 mode, and you exit from **MM**, the results sent by Omega Hawkeye during that time will not be captured and you will have to tell the Omega Hawkeye operator to re-send (not re-read the picture) the results for those races that occurred while you were out of **MM**.

Operation in Hawk Eye: For Hawk Eye to request and receive the race schedule from **Hy-Tek**, click on the "Options" Menu at the top of the Hawk Eye screen. Then click successively on "Edit", "Race Parameters", and "Program". The order of races should instantly appear in the program list box. To receive a start list, highlight a race in the program list box and click on "Load".

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For Hawk Eye to send results to **MEET MANAGER**, read the captured picture and after all results have been read with the mouse, press **Ctrl-F10** or click on the "DH" Menu and click on "Classification". Every time you click on "Classification", complete results for the displayed race will be sent to HY-TEK and it will overwrite any previous information sent for the displayed race. However, **HY-TEK's** database is not changed unless you also click the Get Times button from the Run Menu in Hy-Tek.

Results from Hawk Eye

In the Run Menu, you select an event, round, and heat so that it is displayed on the screen. Then you click **Get Times** or press **F3** to have results instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, such as adding an extra competitor to the heat, click **Get Times** again. Then click the next heat button or press **F5** and then click **Get Times** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the Omega Hawk Eye results file will be displayed.

Trouble Shooting

The most common problem is making sure the RS232 connection is working. Possible problems could be that one of the COM ports is bad or that you did not place a null modem adapter in line with the RS232 serial cable. The easiest way to test the hookup is to have the two computers sitting side by side and use a short RS232 cable with null modem (say 6 feet). Load a basic communications package like PROCOMM on both computers. Verify the COM port number and baud rate set-up in both PROCOMMs and put both communications software programs in "Chat Mode". Once you verify that communication is occurring back and forth, start **MM** on one computer and Hawk Eye on the other computer. Make sure the COM port settings match what the two PROCOMMs were using. From within Hawk Eye, request the program list by clicking on Options, then Edit, then Race Parameters, and then Program. The Race Program list should instantly appear on the screen. If it does not, then re-check the configuration settings in Hawk Eye and **MM**. Be sure **MM**'s Hawk Eye schedule is set for a day that has seeded events.

Omega Star File Sharing

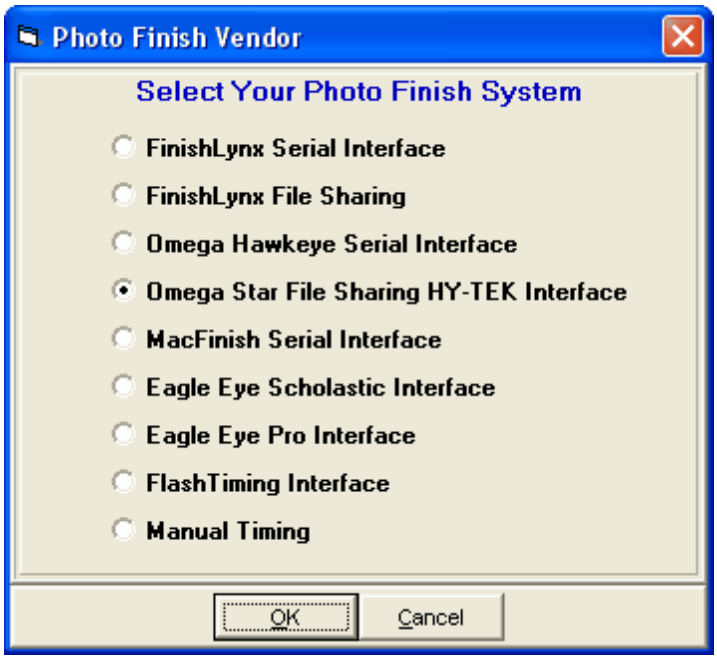
File Sharing Network Connection between HY-TEK and Omega Star

The HY-TEK and Omega Star computers need to be networked in a way that one of the computers can share the drive of the other computer. For example, if the MM computer sets the shared folder to be c:\tfmeets6 on the MM computer, Omega Star must be "mapped" to see this folder and it might be e:\tfmeets6 or f:\tfmeets6 when looking from the Omega Star computer. Or if you assume that the data folder name is C:\OSVStar on the Omega Star computer, the HY-TEK computer should be set to share F:\LynxData assuming the HY-TEK computer has mapped the Omega Star C drive to be the F drive.

Software Set-up Within MEET MANAGER

Click **Set-up / Photo Finish Interface** and select **Omega Star File Sharing HY-TEK Interface**.

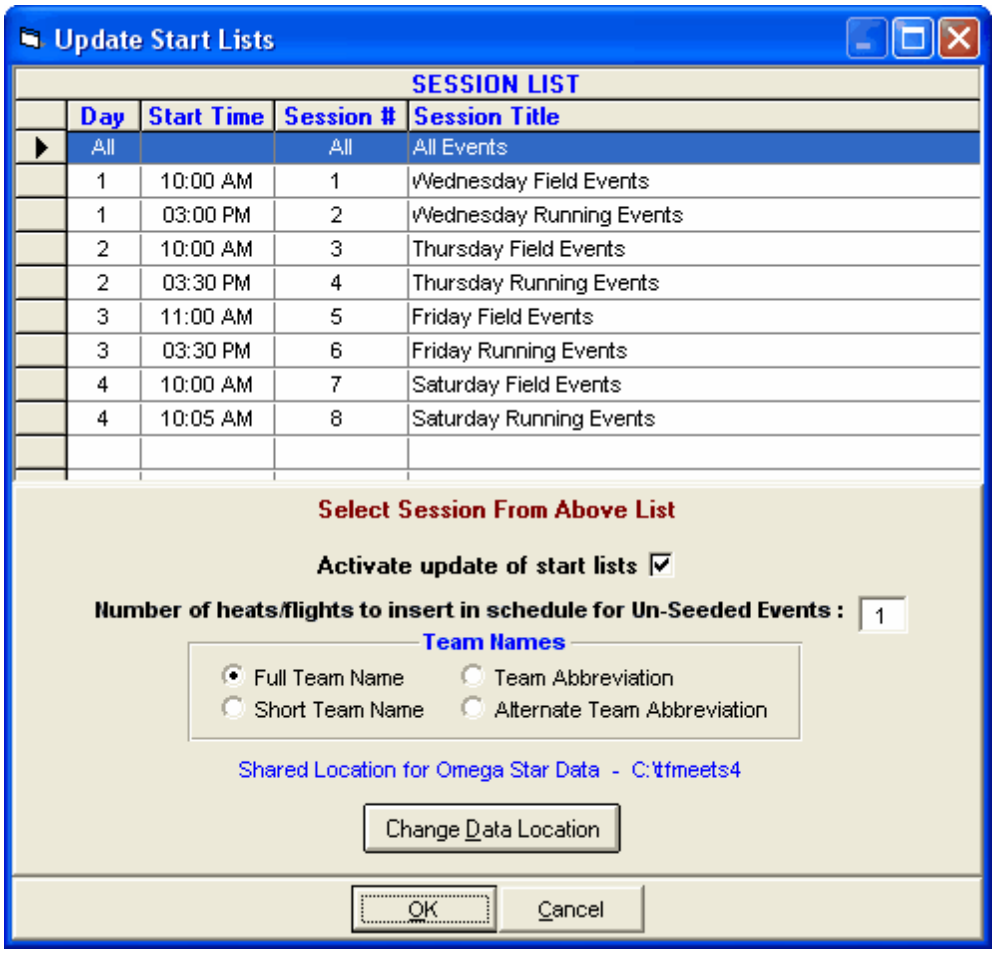
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Next go to the **Run Menu** and at the top click **Interfaces / Photo Finish - Omega Star / Update Start Lists** and a menu like the one below will be displayed.

- Select All Events or select a specific session from the Session List and click **Change Data Location** to enter the folder where HY-TEK and Omega Star will share start lists and result files.
- If you check **Activate update of start lists** and click **OK**, MM will create the necessary files (startlist.csv and concat.txt) needed by Omega Star and copy them to the shared data location. With start lists activated, the start lists will be updated whenever you seed or re-seed an event and whenever you press **Ctrl-U** from the Run Menu or the Seeding Menu.
- If there are events **Un-Seeded**, you can enter how many heats/flights you want created for the Omega Star schedule in case you want to create the heats within Omega Star. Then in MM you click **Ctrl-H** in the Run Menu to add a new heat and then click Get Times to import the heat results and MM will create the heat for you. This assumes the competitors are already entered in MM and have unique competitor numbers. If the event is a relay and the event is **Un-Seeded**, the Omega operator must enter the MM **4 letter team abbreviation** in the ID field.

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Software Set-up Within Omega Star

- In the Omega OSV-Star software, select IO Settings.
- Select DH and Files [HYTEK] for the type.
- Select the folder where the HY-TEK startlist.csv file is located. If it is on the HY-TEK computer in say c:\tfmeets6, map a drive to that location.
- Select this same folder for where to write the HY-TEK .hw7 result files.
- Validate the settings by clicking the Apply button.

Trouble Shooting

Network File Sharing: The most common problem is that the two programs are not sharing the same data folder or that the shared drive has not been mapped properly. Assuming that the data folder name is C:\OSVStar on the Omega Star computer, the HY-TEK computer should be set to share F:\OSVStar assuming the HY-TEK computer has mapped the Omega Star C drive to be the F drive.

MacFinish Interface

Hardware Requirements and Hookup

The MacFinish Photo Finish system is available from Intersoft Electronics, Belgium.

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The mode of operation for HY-TEK's **INTERFACE** with the MacFinish system is RS232 / RS422 serial hookup between the HY-TEK computer and the MacFinish read computer.

RS232 / RS422 Hookup between HY-TEK and MacFinish

Depending on the type of serial ports on your computers, the serial cable wiring will differ. There are two basic methods for connecting two computers via serial COM ports:

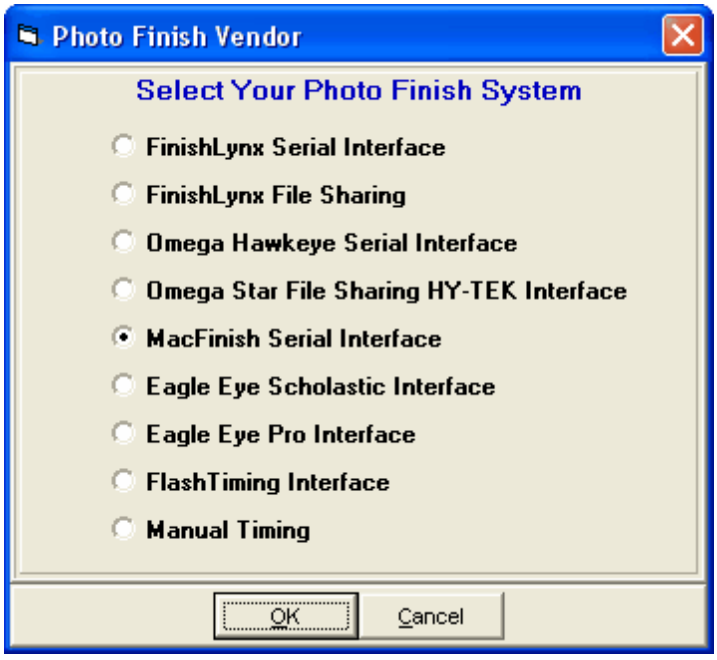
1. RS232 cable with null modem adapter
2. RS232 on one end and RS422 on the other end.

The standard RS232 connection uses three wires: Pin 1 for ground, Pin 2 for transmit, Pin 3 for receive. The Macintosh uses a DIN8 for RS422 connection with Pin 1 for ground, Pin 3 for transmit, and Pin 5 for receive.

The cable needs to be as long as the distance between the **HY-TEK** computer and the MacFinish read computer. If this distance exceeds 150 feet (45 meters), the cable may require a signal booster. Connect one end of the cable system into any COM port on the **HY-TEK** computer and the other end into any available COM port on the MacFinish read computer. Remember that the MacFinish computer may be using one of its COM ports for the mouse.

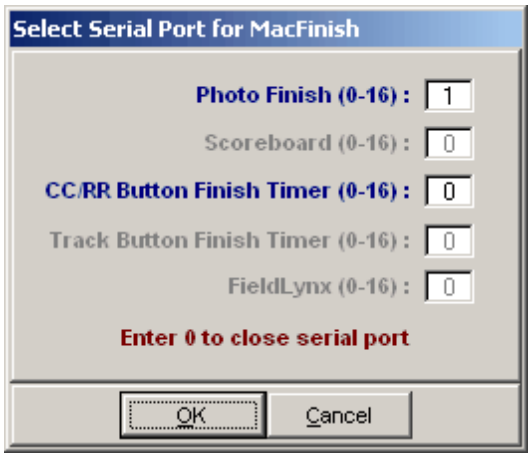
Software Set-up within MEET MANAGER

Click **Set-up / Photo Finish Interface** and select **MacFinish Serial Interface**.



Next go to the **Run Menu** and click **Interfaces** at the top. Click **Open/Close Serial Port** and enter the serial port number where the serial cable is connected to the HY-TEK computer. MM will open the serial port.

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After clicking OK, an Update Start Lists Menu will be displayed. From this Session List above, you pick All Events or one particular session. The session is used so that HY-TEK knows how to create the schedule for creating start lists.

Software Set-up within MacFinish

The Set-up for MacFinish is reached by selecting Preferences in the Windows Menu. Double click on the MM Icon and select Hy-Tek. Next you select the HY-TEK Serial Port. The Port settings are automatically configured at 9600 baud.

Operation within MEET MANAGER

The following information describes how **MM** receives race results from the MacFinish system.

Results are received from MacFinish and saved as a result file by **MM** regardless of the menu displayed on the **MM** screen. You can be entering field event results and it will not matter what MacFinish is doing because the results will be saved by **MM** in "background". However you exit from **MM**, the results sent by MacFinish during that time will not be captured and you will have to tell the MacFinish operator to re-send (not re-read the picture) the results for those races that occurred while you were out of **MM**.

Results from MacFinish

In the Run Menu, you select an event, round, and heat so that it is displayed on the screen. Then you click **Get Times** or press **F3** to have results instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, such as adding an extra competitor to the heat, click **Get Times** again. Then click the next heat button or press **F5** and then click **Get Times** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the MacFinish results file will be displayed.

Operation within MacFinish

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Use the Import Menu to request from **HY-TEK** an up to date schedule of races for the day. To display a start list, highlight the desired event and click on "Select". For MacFinish to send a race result to **Hy-Tek**, select "Export" from the Finish Menu and all results for the active document will be transmitted.

Trouble Shooting

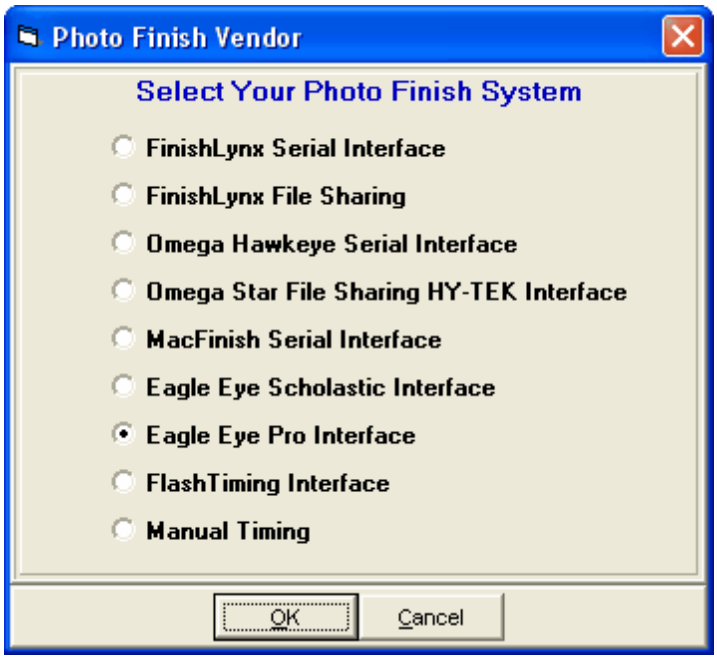
The most common problem is making sure the RS232 / RS422 connection is working. Possible problems could be that one of the COM ports is bad or that you did not place a null modem adapter in line with the RS232 serial cable (only for RS232 to RS232). The easiest way to test the hookup is to have the two computers sitting side by side and use a short cable (say 6 feet). Load a basic communications package like PROCOMM on both computers. Verify the COM port number and baud rate set-up in both PROCOMMs and put both communications software programs in "Chat Mode". Once you verify that communication is occurring back and forth, start **HY-TEK** on one computer and MacFinish on the other computer. Make sure the COM port settings match what the two PROCOMMs were using.

Eagle Eye Interface

Eagle Eye is a video system for timing track meets. The system has software that translates the video into text files that HY-TEK's Eagle Eye Interface can read. The Eagle Eye software can be run on either the HY-TEK computer or a second computer. If a second computer is used, the two computers must be networked for file sharing. The Eagle Eye software creates and writes result files to the hard drive. This data folder is usually c:\tfmeets6 on the HY-TEK computer, but really can be any folder on any drive. Consult the Eagle Eye software manual for how to set the Eagle Eye to write to the MM data folder or any other folder and see below for how to tell MM what folder to use.

Software Set-up Within MEET MANAGER

Click **Set-up / Photo Finish Interface** and select **Eagle Eye Scholastic or Eagle Eye Pro Interface**.



Operation

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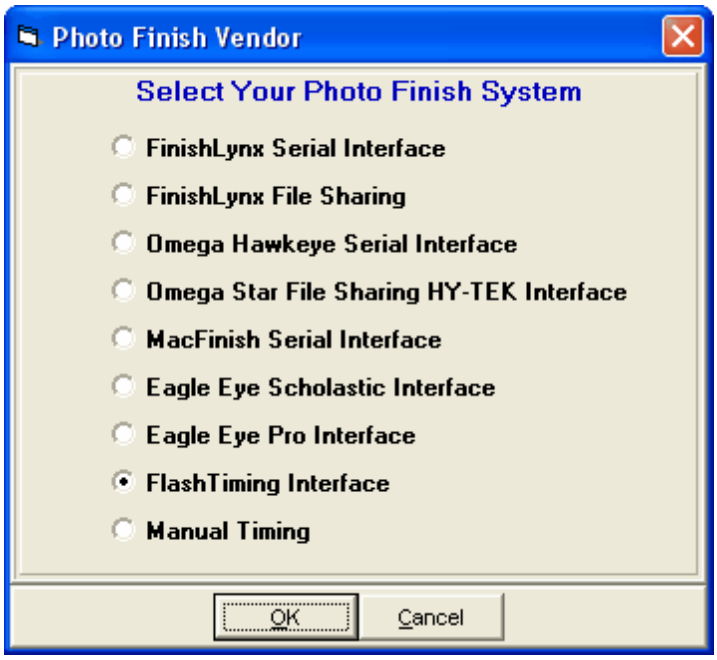
- After selecting one of the Eagle Eye options as the photo finish system, go to the **Run Menu** and at the top click **Interfaces / Photo Finish - Eagle Eye / Change Data Location**. Pick the location where Eagle Eye will create and store the result files. Normally this would be c:\tfmeets6, but it can be any folder on any drive. With **Eagle Eye Pro** you can also create start lists for the Pro version to read.
- In the **Run Menu**, you select an event, round, and heat so that it is displayed on the screen. Click **Get Times** or press **F3** to have MM search the result files created by the **Eagle Eye** system. If a file is found that matches the event, heat and round, the results are read and instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, like adding an extra competitor to the heat, click **Get Times** again.
- After you are finished with a heat, click the Next Heat button (**F5)** and then click **Get Times** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the Eagle Eye results file will be displayed.
- If there are events **Un-Seeded**, you click **Ctrl-H** in the Run Menu to add a new heat and then click Get Times to import the heat results and MM will create the heat for you. This assumes the competitors are already entered in MM and have unique competitor numbers. If the event is a relay and the event is **Un-Seeded**, the Eagle Eye system must enter the MM **4 letter team abbreviation** in the ID field.

Flash Timing Interface

Flash Timing is a video system for timing track meets. The system has software that translates the video into text files that HY-TEK's Flash Timing Interface can read. The Flash Timing software can be run on either the HY-TEK computer or a second computer. If a second computer is used, the two computers must be networked for file sharing. The Flash Timing software creates and writes result files to the hard drive. This data folder is usually c:\tfmeets6 on the HY-TEK computer, but really can be any folder on any drive. Consult the Flash Timing software manual for how to set the Flash Timing to write to the MM data folder or any other folder and see below for how to tell MM what folder to use.

Software Set-up Within MEET MANAGER

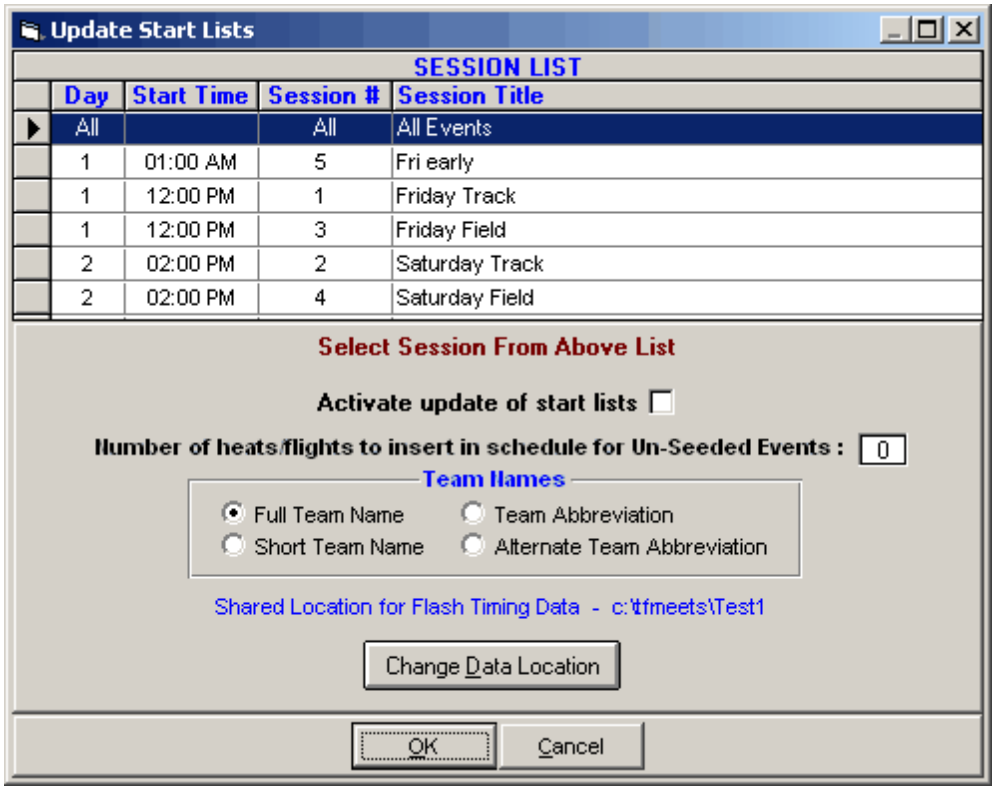
Click **Set-up / Photo Finish Interface** and select **Flash Timing Interface**.



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Operation

- After selecting Flash Timing as the photo finish system, go to the **Run Menu** and at the top click **Interfaces / Photo Finish - Flash Timing / Update Start Lists**. Click **Change Data Location** to enter the folder where Flash Timing will create and store the result files. Normally this would be c:\tfmeets6, but it can be any folder on any drive.
- Select a session from the Session List from the session list for the start lists you want created.
- If you check **Activate update of start lists** and click **OK**, MM will create the start lists than can be used by Flash Timing and copy them to the shared data location. With start lists activated, the start lists will be updated whenever you seed or re-seed an event and whenever you press **Ctrl-U** from the Run Menu or the Seeding Menu.
- In the Run Menu, you select an event, round, and heat so that it is displayed on the screen. Click **Get Times** or press **F3** to have MM search the result files created by the Flash Timing system. If a file is found that matches the event, heat and round, the results are read and instantly entered on screen and into the database. If there are discrepancies between the results file and what **MM** expects, you will be immediately notified of all discrepancies and given the opportunity to make corrections. After making corrections, like adding an extra competitor to the heat, click **Get Times** again.
- After you are finished with a heat, click the Next Heat button (**F5)** and then click **Get Times** to get the next heat's results. If you press **Ctrl-F3**, the actual contents of the Flash Timing results file will be displayed.
- If there are events **Un-Seeded**, you click **Ctrl-H** in the Run Menu to add a new heat and then click Get Times to import the heat results and MM will create the heat for you. This assumes the competitors are already entered in MM and have unique competitor numbers. If the event is a relay and the event is **Un-Seeded**, the Flash Timing system must enter the MM **4 letter team abbreviation** in the ID field.



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Cables

Cables are used to connect the HY-TEK computer's serial COM port to Timers and other computers running alpha-numeric scoreboards. Most computers do not come with a serial COM port, but usually have several USB ports. The best way to add a serial port to a computer is to install a USB to Serial Adaptor.

Serial Cables

When using HY-TEK with various **Photo Finish Systems**, **Button Timers** and **Alpha-numeric Scoreboard computers**, the two systems are connected with a cable which is either a serial cable or a null modem cable. This cable plugs into a 9 pin male Serial COM port on the HY-TEK computer. Most systems will have either a 9 pin male port connector. Most computers these days do not come with a serial COM port, so you will have to install a USB to Serial Adaptor.

The serial and null modem cables have nine wires in them, but normally only the 2 and the 3 wires connected to the 2 and 3 pins are used. The difference between a straight thru RS232 serial cable and a null modem cable is that the null modem cable makes the 2 and the 3 wires cross (the 2 pin on one end connects to the 3 pin on the other end). Some timing console devices use straight serial cables and some use null modem cables. Computer to computer, such as HY-TEK connecting directly to another computer running an alpha-numeric scoreboard or a photo finish system, always uses null modem cables. If you make your own cable, we recommend wiring pins 2 for send, 3 for receive, and 5 for ground. These cables are generally available at most computer and electronics stores.

See also USB to Serial Adaptor.

USB to Serial Adaptor

Most computers these days do not come with a serial COM port, but usually have several USB ports. Most timers and scoreboards depend on the serial port for communicating with Hy-Tek. The best way to add a serial port to a computer is to install a **USB to Serial Adaptor**. This adaptor plugs into a USB port on the computer and has a cable attached with a 9 pin male connector on the other end.

Go to Google and type in "USB to Serial Adapter" to find a site that sells these adaptors or simply go to your local computer store. **Keyspan** makes and sells very reliable USB to Serial Adaptors. A CD-ROM comes with these adaptors that installs the device driver. *You MUST install the device driver*. During the installation process it should tell you the number of the serial port, such as COM5. This number will almost never be 1 and will have nothing to do with the port number on the timer.

How to Find the COM Port Number on your Computer

If you do not know the COM port number, then do the following:

- In Windows XP go to Start / Settings / Control Panel. Look for the System icon. If you do not see it, you are probably in Category View. Go to the upper left and select Classic View and then System. Click on Hardware / Device Manager / Ports. Click the + next to Ports.
- In Windows 98, click Start / Settings / Control Panel / System / Device Manager. Click the + next to Ports.

Under Ports, you should see something like: Keyspan USB Serial Port (COM5). If you do not see any COM port listed, then the USB to Serial Adaptor is not installed properly.

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Appendix

Sales Office

You have a number of options for contacting the HY-TEK Sales Office either to order new products, new options for your MM software, to order a Replacement CD, or to order **Web Delivery** of the MM software.

Web Site Shop Online

Visit our Web Site at **hytek.active.com** and click on the **Shop Online** Button! Simply fill in the required fields and submit your order. You will receive an e-mail back as confirmation of receipt of your order.

Telephone

Call the Sales Office Toll Free at **866.456.5111** and speak to a Sales Associate from 9:00 AM to 5:00 PM Eastern Time Monday through Friday (except holidays).

E-Mail

E-mail your order to our Sales office at **HyTekSales@active.com.**

Fax

Fax your order to us Toll Free at **866.471.7847** using the HY-TEK Product Order Form.

Tech Support

Click the this link http://hytek.active.com/support.html for information about **HY-TEK's Technical Support options**.

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Hy-Tek Products

TEAM MANAGER Lite

TM Lite has two functions:

1. As a **Demo** for a prospective Customer to be able to evaluate TFWin-TM as a product and to experience its functionality and ease-of-use.
2. As a Free **Product** for helping a team **entering a meet** to key in their meet entries and then to export those entries by disk or e-mail to the Meet Host.

TM Lite is FREE to download from the HY-TEK web site's **Download Center** found at **hytek.active.com**. TFWin-TM Lite is basically the TFWin-TM production version with **all six Standard Options enabled**, but with the **following restrictions**:

- Only the Export of Meet Entries and the Export of Athletes/Teams are operational. All other Exports are not available.
- Only the Import of Meet Events, Mark Standards, and Records are operational. All other Imports are not available.
- The Database conversion from DOS TM to TFWin-TM is not available.
- Any Report may be Previewed on the screen, but **only the Meet Entries Report may be printed**.
- A maximum of 3 Meets may be added.
- Unlimited number of Entry Events per meet, but a maximum of 10 Result Events per meet.
- Maximum of 3 meet results for each athlete for each stroke/distance combination.
- Maximum of two Teams may be entered.
- Maximum of 100 Athletes may be entered.
- Maximum of two Journal Entries may be entered.

FREE Tech Support is available by e-mail at **HyTekSupport@active.com**. **No Telephone Tech Support is offered for TM Lite**.

How to Use TM Lite

After Installing TFWin-TM Lite, please follow these steps for **completing your entries to send to the meet host**.

1. The meet host sets up the meet name and meet events in HY-TEK's **MEET MANAGER** ***for Track & Field***.
2. In MEET MANAGER, the meet host clicks File / Export / Meet Events for Team Manager and e-mails this Meet Events file to all teams/schools entering.
3. Each team imports this Meet Events file into TM Lite or TEAM MANAGER using File / Import / Meet Events. **Note:** Upon first use of TM Lite or TEAM MANAGER and **before** importing, the TM person must click File / Open and type in a database name to create a TM database.
4. If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to Meets / Add and enter the appropriate information. Then go to Events, click the radio button for Entry Events, then add the events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.
5. The TM person adds their team abbreviation and team name using the Teams Menu and enters their rosters using the Athletes Menu.

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6. The TM person then clicks Meets, selects the meet and clicks Entries and selects By Event or By Name to place athletes into events and to add relays. For each entry, the team puts in a custom entry mark. Relays can only be added By Event.
7. The team clicks Reports / Performance / Meet Entries to create a report of the meet entries to verify that all entries are complete and correct.
8. Upon verification, the TM person clicks File / Export / Meet Entries. This will create a zipped file that is to be e-mailed to the meet host.
9. The meet host runs MEET MANAGER, clicks File / Import / Entries, and selects the zipped entry file. A menu will appear with various options and it is important to check the box that says to "match on event number". This way the entries from each team are guaranteed to come in perfectly with the correct event.
10. The meet host then creates a Flat HTML report for each team using Reports / Performance List. This Flat HTML file is then e-mailed back to the team/school for verification that the entries are correct.

Please note that if you had the basic **T & F TEAM MANAGER**, this entry process would be **much easier** as TFWin-TM would use each athlete's Best Mark as the entry mark for the meet - no need to enter a Custom Entry Mark for each entry and each meet. Or you can order T & F TEAM MANAGER right on the web at **hytek.active.com/store**.

TEAM MANAGER for Track & Field

TEAM MANAGER ***for Track & Field*** is designed to help you manage your team. As you know, keeping track of your athlete's performances from every meet becomes a statistics nightmare. **TEAM MANAGER** can greatly lessen this headache and at the same time put the statistics to work for you. Not only that, but **TEAM MANAGER** is also designed to be simple to use! No prior computer experience is needed! The software is menu driven, which means that all information required to perform a particular task is on the computer screen in front of you.

Major Features

- Store meet results from hundreds of meets.
- Export entries for HY-TEK's **MEET MANAGER** ***for Track & Field*** and then import results from HY-TEK's **MEET MANAGER**.
- Generate performance graphs.
- Maintain team rosters, attendance lists, mailing and e-mail lists
- List top performance reports in many ways.
- Maintain your team's event records and update them automatically.
- Handy journal for notes, newsletters, and newspaper articles.
- Produce mailing labels, award labels, competitor labels, and event tag labels articles.
- Generate season top point scorer lists.
- Record splits for all events.
- Export any report to Excel, Word, HTML (web), comma delimited, etc.

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Glossary of Terms

About

Selecting **Help** / **About** from the Main Menu displays certain information about your product (i.e. Product Version and Date, etc.).

Advancers

A set of Athletes and Entry times from a meet that have qualified for the next level meet. For example, the fastest 3 athletes for each event in the 4 State Regional meets advance forward to the State High School Championships. WIN-TFMM can Export Advancers as well as Import those entries into a Database.

See Advancement Rules.

See Advance Formula Button.

See How to Export Advancers.

Age Grading

Age-graded tables are a series of age factors and age standards which can be used to compare performances at different ages in different athletic events. Age-graded factors are generally used for ages 35 and up. All tables for Age-Grading are in five year increments up to age 100.

See Age Grading Tables.

Backup

To save copies of files for safekeeping. You can back up files as you work on them to protect your work in case of a power failure or machine problem.

Browser

A grid of data that can be scrolled left to right, up and down.

Back Button

A Help button you can use to return to the last topic you opened.

Browse Buttons

Buttons which display the previous (<<) or next (>>) topic in a series of grouped or associated topics. When you reach the first or last topic in the series, the corresponding previous or next button is dimmed.

Cancel

Clicking the Cancel button will cancel any of the actions you have chosen on the current screen and take you back to the previous Menu of **MEET MANAGER** ***for Track & Field*****.**

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Check Box

A small box next to an option in a dialog box. Clicking an empty check box selects the option; checking a marked check box de-selects the option.

Contents Button

A Help button you can use to return to the main Contents screen which helps you quickly navigate through specific areas of Help.

Conversion Formula

A formula used to convert non-conforming entry marks to compatible seed marks.

Database

A collection of data related to a particular topic or purpose. For **MM,** it's all of the information (athletes, entries, events, etc) for one specific meet and all of it is contained in one .mdb file.

Default

A program's predetermined setting or action that takes effect unless specifically changed.

Directory

An index of filenames and subdirectories. A directory, sometimes called a "folder" can be divided into subdirectories. A root directory is the main directory of a disk. All other directories branch from the root.

Displacers

A displacer is a Cross Country runner who occupies a place and does not score team points, but who can affect the scores of runners finishing later by displacing the place of the later runners and causing the later runner's team have a higher score.

DQ

Disqualified. An athlete may be DQ'd for a number of reasons - lane violation, dropped baton, false start, etc.

Drop Down List

A list of options that appears to "drop down" from an option when you click a button in a dialog box. Drop down lists are marked by downward pointing arrows.

Dual Meet

A meet (usually High School or College) in which two teams compete and are assigned even or odd lanes in running events. A **Double Dual** meet is one that three or more teams compete but are scored as if they are competing against one another in multiple dual meets.

Dynamic Scoring

Dynamic Cross Country team scoring means that one team/school is really comprised of multiple teams. For example, suppose one team has 15 runners competing and the team size is 5. After results

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are entered, this school will be dynamically put into an A, B, and C teams with the best 5 finishers on the A team, the next best 5 on the B team, and the last 5 on the C team. If this same scenario was scored **without dynamic team scoring**, then only the top 5 finishers would score as one team and the remaining 10 would simply be displacers or non-scorers.

Event

Any race, series of races, field event or series of field events in a given distance or color.

Exhibition

A declaration for an athlete or relay that specifies that they are competing for time or mark, but are not eligible for awards or points.

FAQ's

Frequently **A**sked **Q**uestions.

Field Events

Field Events include high jump, long jump, triple jump, pole vault, discuss throw, and javelin throw. Normally field events will be seeded as 1 round with score sheets permitting 3 preliminary throws/jumps and 3 more throws/jumps for the finalists. Field events would be set up as 2 rounds in cases where there was a pre-meet qualifying round.

Flights

Each group of athletes competing in the same field event is called a flight. Normally, high jump and pole vault will only have 1 flight.

Heats/Flights

When a running event is "timed finals" only, each race in the series of races is called a section. When a running event has 2 or more rounds, each race in the series of races is called a heat, but during the final round, the races are called sections. Multiple heats/flights make up an event.

Interfaces

The **INTERFACE** software enables **MM** to communicate with your photo finish, scoreboard, or button timing hardware. This communication usually occurs through a serial cable connected between the HY-TEK computer and your hardware. Please click Here for more information about the various Interfaces supported by MM.

Leg

The part of the relay event that is completed by a single team member.

List Box

A box that displays a list of choices. When a list is too long to display all choices, it will have a scroll bar so that you can view additional items.

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Main Menu Bar

The Main Menu bar is displayed whenever you start **MEET MANAGER** ***for track & Field***.



The Main Menu bar at the top of the screen is your gateway to the **MEET MANAGER** ***for Track & Field*** program. You can select any of these items, or any item from a pull-down list by:

Positioning your mouse and clicking on your choice

- OR -

Using your keyboard by pressing Alt+ the underlined letter of the menu you wish to open.

For example, click **Setup** and then click **Scoring** - OR - Press **Alt+U** to pull down the Setup menu and then press **S** for Scoring. Some of the menu commands will take you directly into that feature.

For example, choose **Athlete** from the Main Menu Bar, and you will be taken directly to the **MEET MANAGER** ***for Track & Field*** Athlete Browser Screen where you will have a host of other commands from which to choose.

To close a menu box, press the escape key (ESC) or click on the **Close** button. Take time to experiment with these features and observe how these commands work.

Masters

Those athletes who are at least 19 years old for the USA and 25 years old for all other countries. These athletes compete in five year groups - for example, 25-29, 30-34, 35-39, 40-44, etc.

Measurement Method

Metric method (measured in meters) or English method (measured in feet and inches)

Meet Entry

The declaration of an athlete or relay in a specific event and entry time/mark. The entry time is usually the athlete's best time/mark that has previously been achieved in that event.

Meet Program

The order of events listed by class of competition, gender, age range, distance, and event as set forth in meet announcement.

Pop Up

A graphic or dot-underlined, colored word that you can click to display a definition or explanation.

Preliminary Heats

Competition in which a number of heats are held to qualify the fastest athletes for the finals where final placing for the event will be determined.

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Race

Any single track & field competition; i.e., Preliminary, Semi, Final, Timed Final.

Radio Button

Items preceded by circles are called Radio Buttons. A radio button allows you to select one function from among a group of functions arranged together inside a group box. These functions are mutually exclusive - you can select only one button at a time. The radio button you select will be switched on, while all the other radio buttons will be switched off.

Record

A Record is a best time/mark for a particular event at a particular place. Examples of Records are Stadium Records, State Records, and National Age Group Records.

Release Notes

Release Notes contain a list of New Features as well as Corrections for a particular MM release. From the Main Menu Bar, you would click on **Help** then **Release Notes** to display the release Notes for the particular MM Release you are running.

Restore

Restore means to copy your database from a backup disk(s) onto your hard drive. The Restore utility will overlay your currently selected database with the database on the diskette.

Rounds

Depending on how an event is to be handled, it will have from 1 to 4 rounds. If the event is finals only, then there will be one round. If the event is to have qualifying rounds, then there can be from 2 to 4 rounds, depending on the type of event.

Running Events

For track events, there are several possible scenarios for rounds. For events which are not run entirely in lanes (usually individual events over 800 meters or 880 yards), there are normally 1 or 2 rounds depending on the number of entries. If there are 2 rounds, then the first is called the preliminary round and the second is called the final round. For running events which are run entirely in lanes, there may be from 1 to 4 rounds. One round means timed finals only, 2 rounds means preliminaries and finals, 3 rounds means preliminaries, semi-finals, and finals, and 4 rounds means preliminaries, quarter finals, semi-finals, and finals.

Scoreboard

Software that connects **MEET MANAGER** ***for Track & Field*** directly to most alphanumeric scoreboard systems.

Scratch

The process in which an athlete officially removes himself or herself from a specific event before it has begun.

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Scroll Bars

The bars on the right side and bottom of the window that let you move vertically and horizontally through a list or graphic by clicking on the scroll arrows.

Sections

When a running event is "timed finals" only, each race in the series of races is called a section. When a running event has 2 or more rounds, each race in the series of races is called a heat, but during the final round, the races are called sections.

Search Button

A Help button you can use to search for Help topics by typing keywords.

Seeding

The process of assigning athletes or relays to heats/flights and lanes.

Session

Any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning and afternoon or evening; Senior and Age Group, etc.

Serpentine

Serpentine refers to the method of making a list of athletes and assigning heats based on the order of the list, working alternately from left to right and right to left.

Timed Final Heats

Competition in which only heats/flights are held, and final placings are determined by the times performed in the heats/flights.

Time/Mark Standard or Cut

A Time/Mark Standard is simply a set of times and marks that have been established to represent a certain level of competition. For example, an "A" time has a certain value for every age and distance. Sometimes these Time Standards or "cuts" are specified as criteria for entering a meet. For example, an "A Meet" may require that only those athletes who have previously achieved an A time can enter the meet.

Unattached

An athlete member who competes but is not affiliated with a specific club/team. Unattached athletes do not accrue Team points when they score points for themselves.

Venue

The location of the meet - usually city/state or city/province.

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Version

The version of the installed software can be found in three places. On the bottom left of the screen "Release :" The version and revision date can be found in the "About" box accessed under Help on the Main Menu. The version, revision date, and installed options of the software that is on your computer can be found in the "About MM" report accessed under Report on the Main Menu.

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