Delco Swimming & Diving League

Running Meets with Meet Manager

Updated June 11, 2024

Before the Meet

1. Open New Database – Each meet is kept as a separate database. The home team is responsible for creating a new database for each meet that they host. a. Using Downloaded template
   - Go to delcoswimmingdivingleague.com and download the Meet Manager file that is appropriate for your home pool.
   - In MM, Go to FILE – OPEN/NEW. Select the downloaded file and open it.
   - Go to FILE – SAVE AS and rename it to describe the meet (ex. RTSC at RPSC2024.mdb).
   - Go to SET-UP – MEET SETUP. Enter in all the information that would describe the meet.
2. Importing Each Team's Line-Up – When each team's coach arrives to the meet, they will need to provide their Roster file and Entry file on a USB drive as well as a paper copy of their lineup.
   - Go to FILE – IMPORT – ROSTERS ONLY. Locate the roster file on the USB drive and follow the on-screen directions until MM tells you how many athletes have been imported.
   - Go to FILE – IMPORT – ENTRIES. Locate the entry file on the USB drive and follow the on-screen directions until MM tells you how many individuals and relays have been imported.
   - Repeat steps A & B for the second team.
   - Go to RUN. This completes the pre-meet procedures and will display all athletes entered into their appropriate events and lanes.

Running the Meet

1. Without Timing System – This can be done either during the actual running of the meet or done after the meet is completed.
    - Go to RUN. The current event is highlighted in the top left-hand window. b. Enter times under "Finals Time". Punctuation is not necessary as MM allows you to just type in the numbers of the time.
    - If there is a DQ, check the "DQ Box".
    - Click in the empty "DQCode" box, Click the Drop down menu, and select the infraction that was committed.
    - If a coach has a swimmer compete exhibition, check the "Exh" box next to the name.
    - If there are discrepancies between the places & times of the finishes:
    - Click "JD".
    - Enter the corrected places for ALL swimmers in the "JD PL" column. (On the far left)
    - Once all information has been entered, click SCORE.
    - For Diving events, be sure to enter the diver's score to two decimal places.

Making Changes to the Lineups

1. Changing Individual Events:

    - In the "Event List" Window, highlight the event where the change will happen.
    - Click "ADJUST" or press "F8".
    - Select the Team that is making a change.
    - Select "Show Eligible Athletes".
    - To change lanes, click the swimmer and drag them to the appropriate lane.
    - To remove a swimmer, double click, and click "YES".
    - To enter a swimmer, click and drag the swimmer to the appropriate lane. iii. When closing the Adjust menu, Click SAVE.

2. Changing Relay Events:

    - If the change is to the relay team as a whole, (scratching, changing lanes) this can be done like you have just done for an individual event.
    - Changing Relay Names within a Relay Team:
    - In the "Event List" Window, highlight the event where the change will happen.
    - Click "RELAY NAMES".
    - Select the Relay Team in the bottom right-hand window.
    - Remove a swimmer from the relay by double-clicking the name from the "Relay Order" window.
    - Replace the swimmer by double-clicking on the un-highlighted swimmer's name from the "Eligible Athletes" window.
    - To change the order of the relay, drag and drop the names into the proper order.
    - Close the window when finished.

After the Meet

1. Export the Results for the Coaches:

   - Be sure that all events in the RUN menu have been scored.
   - Close the RUN menu and go to FILE – EXPORT – RESULTS FOR TEAM MANAGER.
   - Select the Team which you want to export. Follow the on-screen directions to save the Results File to the appropriate coaches' USB drive.
   - Repeat for the second team.

2. Backup the Meet File for the League Website:
   - Go to FILE – BACKUP. Save the file to the home coach's USB drive.
   - DO NOT LOCK the database. This prevents any editing if there is an error.
   - The home Meet Administrator or Coach is responsible for emailing the MM Backup file, the TM export of results, and a PDF of the Results Report to the Eligibility Team at