

Old Dominion Swim League

Computer Operator Manual



Updated April 2011

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OVERVIEW

Software Used by ODSL

- Hy-Tek Team Manager (TM) a **single** database. TM is used to manage swimmer and team information, to create meets, to assign swimmers to their events, to export meet entries and roster for use in Meet Manager, and to create team reports.
- Team Unify (TU) an on-line database that is preferred in place of TM. Online abilities include: registration, entries for meets, signups for volunteer jobs, document posting, calendar events, sponsors, invoicing system, and more depending on the package your team purchases.
<http://www.teamunify.com/corp/contact.htm>
- Hy-Tek Meet Manager (MM) a **separate** database for **each meet**. MM is used to import TU/TM files (entries and rosters) from both teams to create the meet and run the meet.
- Old Dominion Swim League (ODSL) Team Unify Website:
<http://www.teamunify.com/Home.jsp?team=recodslva>

Entry Rules for ODSL

<http://www.teamunify.com/recodslva/doc/943924ODSL%20Rules%202010%20Approved%204-8-10.pdf>

EVENTS - INDIVIDUAL:

4.8 Events. Official League events and the order in which they shall run for regular season meets are listed in Appendix 4. The order of events shall not be changed.

4.8.1 Swimmers may enter up to three of the following individual events: freestyle, backstroke, breaststroke, butterfly, IM. In addition to the individual events, each swimmer may also enter one age group relay event and the mixed age free relay.

4.8.2 Swimmers may only compete in their own age group, up to one higher age group for individual events, up to two higher age groups for age group relays, and any higher age group for the mixed age relay.

4.8.2.1 Swim-ups are permitted, but only when there are no other eligible swimmers for that particular event.

EVENTS - RELAY:

8.6.3 The Mixed Age Freestyle Relay consists of four (4) swimmers with one swimmer from each of the following age groups: 10& under, 11-12, 13-14, and 15-18, swimming 50 meters each.

HEATS:

4.9 Number of **Heats**. In the interest of completing the meets in a timely fashion, all teams shall adhere to the following limitations on the number of heats and swimmers per team:

4.9.1 Freestyle: unlimited per team per age group and gender.

4.9.2 Backstroke: unlimited per team per age group and gender.

4.9.3 Breaststroke: 5 heats/15(20 for 8 lane pools) swimmers per team per age group and gender.

4.9.4 Butterfly: 5 heats/15 (20 for 8 lane pools) swimmers per team per age group and gender.

4.9.5 IM: 3 heats/9 (12 for 8 lane pools) swimmers per team per age group and gender.

4.9.6 Relays: 1 heat with a maximum of 3 relays per team (4 for 8 lane pools) per age group and gender.

LANES:

4.10 **Lane Assignments**. In dual meets, the host team shall use the odd numbered lanes and the visiting team shall use the even numbered lanes. In triangular meets, lanes shall be decided by lots in the combination of lanes 1 and 4, lanes 2 and 5, and lanes 3 and 6.

SEEDING:

4.11 **Seeding**. Heats will be seeded fastest to slowest. Within each heat, the fastest swimmer shall be placed in Lane 3 or 4, the next fastest in Lane 2 or 5, and the next fastest in Lane 1 or 6; and in the same manner for 8 lane pools beginning with Lanes 4 and 5.

CLERK of COURSE:

4.12 **Clerk of Course**. All swimmers shall report to the Clerk of Course prior to their events.

4.12.1 Any swimmer who does not report to the Clerk of Course prior to their event may be recorded as a No Swim.

4.12.2 The Clerk of Course may combine heats and/or events whenever feasible if doing so will expedite the meet. Any changes shall be reported to the Starter, Referee and Computer Operator as soon as possible.

RIBBONS:

9.4 Place **ribbons** for first through sixth place and Heat Winner ribbons are the home team's responsibility to provide at each meet. All other ribbons are optional and must be purchased separately by the individual teams.

TEAM UNIFY – Database

Getting Started

- Download the TU databases from the ODSL website. Log on to ODSL go to the Computer Operators tab to see the files – need Site Admin privileges to logon.
- Save files to **C: > swmeets3**.
 - YEAR – Meet Events for ODSL Time Trials.ev3
 - YEAR – Meet Events for ODSL Dual Meets-ev3
 - YEAR – Meet Events for ODSL Divisional Meets-ev3
 - YEAR – Meet Events for ODSL All Stars Meet-ev3

Open the Database

Open your TU Database.

Super User Admin – you need this level of access to set up meets in TU.

- **Meets and Events > New Event**
 - *Event Title* = **the name of your meet**
 - *Start, End and Registration deadline* = **dates of your meet**
 - *Event Category* = **Meet**
 - *Home Page Tab* = **Swim Meet**
- **STEPS 2-11** are dependent on the TU package your team has purchased.
- Save changes.

Entries

- Athletes entered by Team Rep or Coaches
- Entries done online by team members or coaches

Exporting Entries & Roster

- **Meet > Committed Athletes > Update Best Times > Generate Entry Files > Save Standard SD3 File** to create an entry file.
- **Team Admin > Member Admin > Members > SDIF** to create a roster file.
- If you're the away team, upload a copy of both export files in the ODSL Computer Drop Box of the home team.
- If you are the home team, you will use the entry file and the roster file in MM.

TEAM MANAGER - Database

Getting Started

- Download the TU databases from the ODSL website. Log on to ODSL go to the Computer Operators tab to see the files – need Site Admin privileges to logon.
- Save files to **C: > swmeets3**.
 - YEAR – Meet Events for ODSL Time Trials-zip
 - YEAR – Meet Events for ODSL Dual Meets-zip
 - YEAR – Meet Events for ODSL Divisional Meets-zip
 - YEAR – Meet Events for ODSL All Stars Meet-zip

Open the Database

- In **TM File > Open/New** and type “*your team name*” in the File Name box. It will save this database in **C: > TM5Data**. This is the only database you will work with during the season in TM.

Set-up

- **System Preferences** will appear. (or go to **Main Menu: Set-up > Preferences**)
 - Preferences:
 - *Gender Designations* = **Male/Female (M/F)**
 - *Athlete Browser Option* – select **show ages ,show Birth Date, Last Name First**
 - Team/Swimmer Defaults
 - *Default Team Registration* = **OTHER**
 - *Default Team Type* = **AGE**
 - *Default Country* = **USA**
 - *Default State* = **VA**
 - *Meet Age-Up Date*: Click circle by the date box and enter **06/15/current year**
 - *System Age-Up Date* = **Jun,15, current year**
 - Click on *Age-Up Box* then **Yes**
 - Unclick *Relay Lead-Off Splits*
 - Keep *State/Province*: **Use “State”**
 - Automated Reminders: **7**
- **Main Menu: Set-up > Preferences > Report Preferences**
 - *List athletes with last name first*

- **Main Menu: Set-up > Preferences > Directory Preferences**

Defaults to TM5Data.

- *Import Directory = C: > swmeets3*
- *Export Directory = C: > TM5Data*
- *Backup/Restore Directory = C: > your choice**
- *Report Export Directory = C: > your choice**

*You may want to create sub folders to organize your files. For example create a file called Backup to store the backup files...

Creating the Team

- **Main Menu: Teams > Add**

- *Team Abbr –your ODSL abbreviation*
- *Team Name – your ODSL team name*
- *“Short” Name – same as Team Abbr*
- *Team Registration = OTHER*
- *Team Type = AGE*
- *State = VA*
- *Country = USA*

- Fill in Mailing and Telephone Information if desired.
 - **OK** to save, **Cancel** to exit

Athlete Information

- **Main Menu: Athletes > Add,**

- **Last Name, First Name, Middle Initial**
- **Birth date** (Age is automatically calculated)
- **Gender**
- *Team 1= your team name*

- To Edit an existing athlete: Double-click the athlete, make the desired changes.
- To make a swimmers Inactive: Double click the athlete and check *Inactive box (above the OK)*. This will preserve their information.
- To view the inactive: *Show Inactive Swimmers* box in Athletes
- To Delete an athlete: Highlight the athlete and **delete**. All information and times will be deleted.

TEAM MANAGER – Meet

Import the TM Files

- **Main Menu: File > Import > Meet Events.** Found in Computer > C: > swmeets3
 - Import:

YEAR – Meet Events for ODSL Time Trials.ev3	52 events
YEAR – Meet Events for ODSL Dual Meets.ev3	64 events
YEAR – Meet Events for ODSL Divisional Meets.ev3	64 events
YEAR – Meet Events for ODSL All Stars Meet.ev3	64 events
 - **Main Menu: Meets >** double click each meet (**C: > swmeets3**) to unzip (saves unzipped file in **Hy-Sport > TM6 > TM6Temp**).
 - Set up your meets for the whole season according to the ODSL schedule. For example if you have 7 meets this season, import the Dual Meet 7 times renaming each meet according to your ODSL schedule.
 - *Start Date/End Date:* **Date of each meet**
 - *Age update:* **Jun, 15 of current year.**
 - *Use Times Since:* Your Team's Time Trial Date.
 - **Main Menu: Meets > Events > *for each meet.*** It asks if you want the events you imported to be the results events. **YES**
 - **Main Menu: Meets > Entries > Max Entries***
 - *Max Individual= 3*
 - *Max Relay = 2*
 - *Max Combined = 5*
- Repeat this process to set up a meet for each Dual Meet on your ODSL schedule.

*Time Trials 4/0/4 for Max

Enter Swimmers into Individual Events:

- **Main Menu: Meet > Entries > Entries by Name***. (Be sure to select the meet you want.)
 - *For this Meet, Swim for Team = Your Team Name*
 - Highlight a swimmer; check the **Enter** checkbox for each event in which that athlete will swim.
 - Repeat this step for the remaining swimmers.

*Entries can also be done by event.

Enter Swimmers into Relay Events

- **Main Menu: Meet > Entries > Entry by Event.**
 - *Swim for Team = your team name*
 - Select a relay (events 55-64). *Eligible swimmers will then be listed.*
 - Click the **New Relay** button. *The A relay is created.*
 - Double-click or drag the swimmers to enter them in this relay. Add more as needed.

Entries & Athletes for Meet Manager

- **Main Menu: File > Export > Meet Entries** to TM5Data.
 - Select *Meet* from the drop down box.
 - Check **Export Relay**
 - **File > Export > Athletes/Teams**, select your team
 - If you're the away team, upload a copy of both export files in the ODSL Computer Drop Box of the home team.

MEET MANAGER

Getting Started

- Download the MM databases from the ODSL website. Log on to ODSL go to the Computer Operators tab to see the files – need Site Admin privileges to logon.
- Save files to **C: > swmeets3**.
 - YEAR – ODSL Time Trials Meet Manager Database.mdb
 - YEAR – ODSL Dual Meets Meet Manager Database.mdb
(Includes All Star cuts and league records)
- If hosting a Divisional Meet, download this .mdb also.

Database Set Up

- Import the Time Trial Database
 - Open **MM**
 - **Main Menu: File > Open/New > in C: > swmeets3**
 - YEAR – ODSL Time Trials Meet Manager Database.mdb
- **Meet Setup** Menu will appear
 - *Meet Name* = **Date Team @/vs Team**
 - *Facility name* = **Home Pool**
 - *City* = **Your City**
 - *State* = **VA**
 - *Country* = **USA**
 - *Start Date* = **Date of Meet**
 - *End Date* = **Date of Meet**
 - *Age-Up Date* = *already set* **6/15/YR**
 - *Entry Deadline* = *varies by team*
 - *Meet Type* = **Standard**
 - *Meet style* = **2 Team Dual (if Tri-meet 3+ Team Dbl Dual)**
 - *Course* = **SC Meters (or Yards if a yard pool)**
 - *ID Format* = **OTHER**
 - *Class* = **Age Group**
 - *Base Country* = **USA**
 - *DQ Codes* = **Custom DQ Codes**

- **Main Menu: File > Save As = date Team @/vs Team.** This will create a unique name for each database.
- **Main Menu: Set-up > Athlete/ Relay Preferences**
Select boxes: Enter ages, Enter birth dates, Enter Athlete Status and Auto increment competitor numbers
- **Main Menu: Set-up > Seeding preferences** Done In Meet Setup - SKIP FOR NOW
- **Main Menu: Set-up > Report Preferences**
 - Report Formats - Select: List athletes with last name first, Show athlete middle initial.
 - Report Headers – as desired

 - Punctuation – Athlete and Team Names – Select: Upper/Lower Case
Record Holder: Leave as is
Open Events: No Designation
AP New: Short Team Name
- **Main Menu: Set-up > Entry/Scoring Preferences** Done In Meet Setup - SKIP FOR NOW
- **Main Menu: Set-up > Scoring Set Up > Standard** (Ind 6/4/3/2/1) Relay (6/4/2)
- **Main Menu: Set-up > Directory Preferences**
Defaults to swmeets3. You may want to create sub folders to organize your files. For example create a file called Backup to store the backup files. Once you have the directories as wanted, Set Directory for all 4 categories.
- Import the Dual Meet Database
 - **Main Menu: File > Open/New > in C: > swmeets3**
 - YEAR – ODSL Dual Meets Meet Manager Database.mdb

Repeat the meet setup process for each **HOME** Dual meet you have according to the ODSL meet schedule.

Importing the Meet File

Home Team only: import the files for your team and the away team.

- Import the meet entries
 - **Main Menu: File > Import > Entries.**
 - Find in **C: TM5Data**, unzip the Entries file and import the HY3 file.
- If an exception report is created, there are errors in those entries. Send this report to the appropriate team to correct.
 - To Run an Exception Report at any time: **Reports > Exception Report > click Session; Set Max Entries 5/3/2; Create Report.** If no data is reported, there are no exceptions.
- Import the team roster
 - **Main Menu: File > Import > Rosters Only.**
 - Find in **C: TM5Data**, unzip the Entries file and import the HY3 file.

Meet Setup

- **Main Menu: Setup > Seeding preferences**
 - Drag the Home Team to Lanes 1, 3 and 5; away to 2, 4 and 6.
 - **Check Use Lane Assignments Above** and **Alternate Use of Unassigned Lane**
- **Main Menu: Setup > Entry/Scoring Preferences**
 - 2 or 3 Dual Meet
 - Select Teams
 - **Male/Female/Combined** boxes selected, **Save.**
- **Main Menu: Events > Sessions > double click the session called Day 1**
 - *Session = 1*
 - *Session Title = Meet Name*
 - *Day = 1*
 - *Start Time = time of meet*
 - *Interval = 15*
 - *Extra Backstroke Interval = 45*
 - *Course = SC Meter* (or Yards for some teams)
 - *Max Entries = Entries including Relays 5/Ind:3/Relays: 2*

Seeding the Meet

- **Main Menu: Seeding > Select All > Start Seeding > OK.**

Adjusting the Meet

- **Main Menu: Run**, preview each Event using the **Adjust** function
 - Consolidate Heats by dragging swimmers into empty lanes – each heat must have a minimum of 2 swimmers. Fastest swimmers are in heat 1 and fastest lanes are in the middle of the pool. Keep that in mind when consolidating.
 - Combine Events as needed. If the 13-14 boys fly has 2 swimmers and the 13-14 girls fly has 3 swimmers, put the boys in lanes 1 and 2 and girls in 4, 5 and 6. Try to keep an empty lane between the boys and girls.
- **To Add a Swimmer**
 - **Run > highlight event > Adjust > Show Eligible Athletes.** Drag the swimmer into an empty lane, **Save.**
- **To Remove a Swimmer**
 - **Run > highlight event > Adjust.** Double-click the swimmer to remove, **Save.**

Printing for the Meet

- Session Report:
 - **Main Menu: Run > Reports > Sessions > Select *your session* > Create Report**

LOOK AT THIS REPORT TO SEE WHEN THE MEET ENDS. IF THE MEET IS TOO LONG, WORK WITH THE OTHER TEAM VIA THE TEAM REPRESENTATIVES, TO SHORTEN THE MEET. OPTIONS ARE TO NOT DO IM's, RELAYS, ELIMINATE HEATS... DO NOT PROCEED UNTIL THE LENGTH OF THE MEET IS RESOLVED. WHEN THIS IS DONE NOW – BEFORE THE MEET – THE MEET WILL RUN SMOOTHER AND END ON TIME.

- Meet Program:
 - **Main Menu: Reports > Meet Program**
 - *Column/Format* = columns triple
 - *Include in Meet:*
 - *Record* (if your team has this file .rec)
 - *Time Standards* (on ODSL .std)
 - *Entry Times*
 - *Heat start time*
 - **Select All > Create Report.**
- Only print a few (5-6) Meet Programs at this time. (Give to coaches as they arrive at the meet and ask them to give you any last minute changes ASAP).
- Lane/Timers' Sheets: Print these before arriving at the meet but ONLY when all issues with the meet are reconciled (exception report, length of meet, last minute changes).
 - **Main Menu: Reports > Lane/Timer Sheets.**
 - *Gender* = **All**
 - *Rounds* = **All**
 - **Ind + Relays**
 - *Format* = **2 Events per page**
 - *Parameters* = **Include Entry Time**
 - *Relay/Athlete Names* = **4**
 - *Lanes* = **1-6** (depending on your pool)
 - *Sort By* = **Lane then Event**
 - *Remove: double space*
 - *Remove: using touch pads*
 - **Select All > Create Report**
 - Cut these papers in half and order by Lane then Event. These will be put on clip boards (by Lane) for the Timers to use to record the swimmers times.

Before the Meet

- **CHANGES will happen. Give the meet programs to the coaches and ask the coaches to give you last minute changes ASAP.**
- To Make changes **Main Menu: Run > select event > Adjust**
 - To Delete: Double click athlete to delete the entry
 - To add: **Show Eligible Swimmers**, find the swimmer you want to add and drag them to an open lane.
 - Run an Exception Report.
- Keep the timer/lane sheets in your possession so that the changes can be made on these sheets before the meet.
- Print meet programs as needed for coaches/Team Reps...
- **Only print the final meet program (4 copies) for the ref, starter, clerk of course, and computer operator just before the meet begins. These should be accurate!**

During the Meet

- Communication during the meet is paramount. When there are changes during the meet the clerk of course/ref/computer operator/timer NEED to be informed.
- Having the computer operator table within hearing distance of the Referee/Starter and Clerk of Course greatly helps with this communication.
- Most changes come from combining heats to fill empty lanes. It is the **clerk of courses'** responsibility to adjust the timer/lane sheets and to inform the **referee and computer operator** of the change.
- Changes also come from the **referee** (swimmer misses an event, wrong lane...). The referee must inform the **computer operator and clerk of course** who makes the changes on the time/lane sheets.

Running the Meet

- **Main Menu: Run**
- As runners bring over the timer's sheets, enter the times for each swimmer in the Finals Time box per the ODSL Rules:
 - 7.4.3 If the times from two watches agree, that time shall be the official time.

- 7.4.4 If all three watches disagree, the middle time of the three times is the official time.
- DQs: If a swimmer receives a DQ > type **DQ** in the Finals Time box.
- NS: If a swimmer is a No Show > type **NS** in the Finals Time box.
- If the event is a relay, verify/adjust the swimmer names.
 - **Main Menu: Run > Relays > select relay and edit**
- After each event is completed > **Score > Print** (results for the event) and *POST - Hang results in an area that is accessible to parents and swimmers.*
- Result reports can also be created **Main Menu: > Run > Reports > Results > select events > Create Report > Print**

Printing Labels

- **Main Menu: Run > Labels > Award Labels**
 - Select Events and print labels for 1st – 6th for both teams.
 - Provide ribbons for both teams for these 1st-6th place labels.
 - Participation ribbons (7th – last place) are each teams individual responsibility.
 - Labels for these ribbons are each team's responsibility.

End of Meet

- The away team gets a copy of the meet.
 - **Main Menu: File > Backup > save to their flash drive (or email)**
 - They will use **Main Menu: File > Restore** to open this meet on their computer.

AFTER THE MEET

Update TM

- In **MM, Main Menu: File > Export > Results for Team Manager or SWIMS or NCAA Database.**
 - Select **your team** and export the results for TM import.
 - In **TM, Main Menu: File > Import > Meet Results.**
 - Select the *Meet Results* file unzip and import the HY3 file.
- **Meet Results** print reports as needed

Import Meet Results into ODSL Web

- After each meet, the home team will need to import the meet results to the ODSL web site.
 - In **MM, Main Menu: File > Export > Results for Team Manager or SWIMS or NCAA Database.**
 - Select **All Teams** and export the results.
 - Log into the ODSL web site at www.SwimODSL.com.
 - **Results by Meet > Import Meet Results > select the file > Upload file new.**