

## WVSSL SCORING MANUAL

### Meet Scoring Preparation & Procedure, Draft 3

#### Abbreviations:

ET = Easyware Easy Team Manager

EM = Easyware Easy Meet Manager II

Both these programs have excellent built in help files you can access anytime by pressing F1. Note also the *Pre Meet Check List* on the *File* menu and *Enter Results* screen. The escape key always closes the active window. EM commands are in italic type. Not every EM screen applies to our league. However they teach a lot to those who take time to look at them. I have an email into EM's creator about printing ribbon labels for multiple divisions.

See *WVSSL Policies and Procedures for general scoring guidelines*

#### Scoring Procedures:

##### I. Division of Labor

- A. Provide office supplies, equipment and setup (1 person)
  - 1. Keep as much as possible at the pool during the swim season, or keep boxed and taped at home.
- B. Receive meet entries, seed the meet, review seeding, print heat sheet master
- C. At the meet
  - 1. Organize race results (1 person)
  - 2. Enter data, score, print results (2 people)
    - a) Delay printing results until proofed by labeling
  - 3. Proof labels and general assist. (2 people)
    - a) Compare ribbon labels with place slips and lane sheets
    - b) Help keep scoring area free of garbage
    - c) Pack up

##### II. Time trials (optional)

Swimmers perform each stroke to establish a base time for seeding the first meet and to track season improvement. Choose one of the following

- A. Make entries like a regular meet printing cards out of *MM*. Enter times into *MM* and export to *TM* as in a regular meet.
- B. Do four-ups on 8 ½" x 11" paper with blanks for swimmer name, age, times of all individual strokes (I.M., back, breast, free and fly) and heat lane designations. Timers use one form per swimmer per event. It's easy to misplace paper slips. Timers have to do a lot of writing unless someone's a wizard with print merge.
- C. Do four-ups on 8 ½" x 11" card stock with blanks the same as above. Write-in or use labels for swimmer name and age. Use one form per swimmer recording all events on the one card. Cards must be recycled through for each stroke. Easy to enter times directly into *TM*.

### **III. Supplies & Equipment**

- A.** Test procedures and equipment down to the last cord.
- B.** Furniture: tables, chairs, lamps or flashlights for late finishes, lightbulbs
- C.** Hardware
  - 1.** Notebook or desktop computer, getting less expensive all the time.
  - 2.** Second optional notebook to print labels and reports.
  - 3.** Printers
    - a)** Dot matrix: cheaper labels, easier to affix, mail order cartridges, may print award labels by event
    - b)** Laser jet: more expensive labels, more waste, cartridges available locally, print award labels in groups of events
    - c)** Printer with copy function
- D.** Peripherals
  - 1.** Extension cords, power strips, plan location keeping safety in mind
  - 2.** Thumb drive (travel drive)
  - 3.** Keyboard with nine key, mouse
- E.** Paper
  - 1.** Labels
  - 2.** Paper to print results and reports
- F.** Miscellaneous supplies
  - 1.** Pencils, pens, highlighters, permanent markers (Sharpies), scissors
  - 2.** Ink cartridges
  - 3.** Stapler and staples, staple remover
  - 4.** Large and small paper clips, rubber bands, scotch tape
  - 5.** Calculator
  - 6.** Small post-it notes
  - 7.** Upright dividers to hold incoming data
  - 8.** Ribbon holder for each team's winnings
  - 9.** CD and floppy disks for writing
  - 10.** Award ribbons
  - 11.** Packing tape to post results
  - 12.** Frozen packs and towels to chill computer in hot weather. Fan platforms aren't enough in very hot weather.
  - 13.** Large box cut to shield computer from bright light.
  - 14.** Canopy

#### IV. Meet Set Up

- A. Records (meet backups to transfer to another computer, if necessary)
- B. Follow EM program menus left to right
- C. Day before the meet
  - 1. Set up and connect all hardware, install drivers, print test page
  - 2. Run *MM*
    - a) Allow the program to search for and install updates.
    - b) Designate network choice if necessary.
    - c) Do not activate Spartan Summer Swim League.
  - 3. Go to *File*. Choose *Start A New Meet*.
    - a) At *Meet Name*, name meet as XWY @ ABC.
    - b) At *Print Headline 1* enter meet location, ABC Municipal Pool.
  - 4. Setup Tri-Meets
    - a) Import all entries and seed the meet
    - b) Go to *Score/Multiple Division Scoring*. Choose Setup Scoring Divisions
    - c) Select *Active Division* beside *Division #1*. Double click two of the three participating teams. Select *Active Division* beside *Division #2* and double click a different pair of teams. Repeat to form *Division #3*.
    - d) Choose OK. All reports now show scores for each division, between each pair of teams.
  - 5. Create or import your event list. Both dual and champ event lists are available on-line.
    - a) Name the file containing regular meet events EVRS.em2. Name the file containing championship meet events EVCH.em2.
    - b) Store both files in the *Program Files\Easy Meet Manager II* folder. Also store in your backup location.
    - c) Go to *Events/Records*. Choose *Enter/Edit/Print Event List*. Choose *Import* and locate the .em2 file just saved in the *Program Files\Easy Meet Manager II* folder
  - 6. Go to *Score*. Choose *Set Point Values*. Enter 1<sup>st</sup>-7, 2<sup>nd</sup>-5, 3<sup>rd</sup>-4, 4<sup>th</sup>-3, 5<sup>th</sup>-2, 6<sup>th</sup>-1 for individual events. Choose *Double the Individual event points for Relays*. Click OK.
  - 7. Gather and pack supplies

#### V. Meet day

- A. Deadline recommended is 5:00 a.m. on meet day, earlier to accommodate work schedules. Be firm. Again, be firm.
- B. Import entries (see file naming on page 6). Store entries received from other teams on your hard drive in a *convenient, habitual location*.
  - 1. Choose *File/Import SD3, CL2, HY3 Meet Entries/Results/Entries Program Data*. SD3 is US Swimming SDIF format.
  - 2. Choose import type, probably SD3/CL2.
  - 3. Find and click the file for import (.SD3). Choose import. Use the *View Data* option for reassurance/confirmation.

4. Record program's confirmation of what was imported. This information can be helpful for problem solving.
  5. Go to *Entries* to verify import.
  6. Use the *Entries* screen to make late entries received before seeding.
  7. Edit team data, merge teams from the *Entries* screen.
- C. Entries reports: Go to *Entries*. Choose *Print/Preview*.
1. For team rosters choose *Names + Codes, Sort by Team and Include Relay Teams*. Print a copy including all teams for scoring table. Choose *new page for each team* to print an exclusive roster for each coach.
  2. If time allows, e-mail entries report to coaches to verify entries. Choose *Events and Times, Sort by Age, Print One Team and Include Relay Teams*.
- D. Go to *Seed* and seed the meet.
1. Seeding places fastest swimmers in the center lanes.
    - a) If there are enough swimmers for two heats the second heat has the fastest swimmers.
    - b) The fastest swimmers in the first heat may be faster than the slowest swimmers in the second heat.
  2. Choose normal seeding and seed by time.
  3. Seed all events at once.
    - a) Events may be individually seeded if change in heat/lane assignment occurs before printing of heat sheet and reports.
    - b) Go to Enter Results and scroll through events to verify meet is correctly seeded.
      - (1) Adjust heat lane assignments by dragging swimmer names to assure a minimum of three swimmers in each heat.
      - (2) Observe seeding conventions stated above.
  4. If seeding pattern is incorrect go to *File, Meet Setup*, and reset the seeding pattern.
- E. Go to Heat Sheets \*\*heat sheet summary, heat sheets
- (1) Print heat sheets master
    - (a) Choose: *Heat Sheets, Prelims/Times Finals, Two (or Three) Columns, Seed Times, Individual Relay Names, Capitalize Team Names, Records, Age, Gender, Team Initials, Even and Odd order of events*. Start with Event #1 and finish with the final event.  
Some of these are discretionary.
    - (b) Html format uses same settings except prints in one column.
  - (2) Print each team's relay names for coaches. Choose *Relay Name Sheets* and use the default settings. You may choose to print girls and boys separately. This report is formatted differently than the same in ET. Compare them.
  - (3) Check report options carefully. Always use Print Preview.
  - (4) Use as few options as possible to maintain a clean, easy to read layout.
  - (5) Sticky note each master with copy instructions (how many and for whom). Send to the 'copy' volunteer.

- F. Print lane cards or lane sheets at *Heat Sheets*
  - (1) Cards: for those without timing/starting equipment
    - (a) order and distribute cards, print or paste labels, tear feed off, group, hand out, pick up every race, attach dq slip
  - (2) Sheets: for those with timing/starting systems
    - (a) print in five minutes, use multiple colors paper, easily revise at last moment, print one color per lane, print every 10 events, take out and return by runners, dq code on sheet, staple place slips to sheet
- G. Back meet up onto a flash drive.

VI. **During the meet**

- A. Distribute heat sheets, rosters and other reports.
- B. Assemble hardware in a location out of the sun where you can see the monitor screen
- C. Set up three stations.
  - 1. Process incoming data
  - 2. Data entry
  - 3. Ribbons
- D. Runners collect place slips and DQ slips at each heat. Runners staple dq slips to cards
- E. Sorters mark dq's on lane sheets, circle middle time (unless using *Average Watch Times*).
- F. Enter times/print labels
  - 1. Go to *Enter Results*, designate report printers and electronic timer (if appropriate).
  - 2. If your pool is not 25 yards check *Convert times as entered*. Enter a conversion factor.
  - 3. Note the excellent *Pre Meet Check List*
  - 4. Enter times into the software
    - a) You may choose to average up to 5 watch times by checking the box in the upper right corner. Hit enter twice to average.
    - b) Use the 'insert' buttons to add swimmers to the event.
    - c) Drag names to rearrange
    - d) After entering all times into an event choose *Finish Order* and compare with place slips.
    - e) Enter a judge's decision in the last column.
  - 5. Choose *Print Results*.
  - 6. Choose *Print/Set Up Award Labels*. Set parameters to suit your hardware. Set *Places for Individuals* at 6. Do the same for relays. Choose *Labels for The Top Finishers*.
    - a) Note this is the only location where you can print a test label.
    - b) See table below to print high point labels
- G. Awards workers paste labels onto ribbons and sort ribbons into the correct team basket.

VII. **Reports and Scores**

- A. Make hard copies for coaches and team administrators. Send html and backup files to web master at rumann@wildblue.net.

**B. Scores**

1. Select desired parameters for each score. Choose *Score*, then *Score/Preview/Print*.
  - a) Use printer icon to print out of *Print Preview*.
  - b) Choose blue envelope icon in top left corner to create web files.
    - (1) Select *HTML 4*.
    - (2) Save at a convenient secure location on your hard drive.

**C. Results**

1. Go to *Meet Results*. Set parameters as for heat sheets
2. Print complete results.
3. Print in html format. Name the file as **DDmeet**

<b>Report</b>	<b>Unadjusted Score</b>	<b>Adjusted Score</b>	<b>High Point</b>	<b>High Point Labels</b>
<i>Score Type</i>	Combined	Combined	Male scores Female scores	Male scores Female scores
<i>Team/Individual</i>	Teams	Teams	Individuals	Individuals
<i>Breakdown</i>	No age groups	No age groups	Use event ages	Use event ages
<i>Restrictions</i>	No restriction	No restriction	No restriction	No restriction
<i>Order</i>	Numeric order	Numeric order	Numeric order	Numeric order
<i>Teams?</i>	All	All	All	All
<i>Individual?</i>	All	All	One	One
<i>High Point</i>	No	No	No	Yes
<i>Quality point</i>	No	Yes	No	No
<i>Events</i>	All	All	All	All
<b>Dual meet</b>				
<i>Divisions</i>	No multiple divisions	No multiple divisions	No multiple divisions	No multiple divisions
<b>Tri meet</b>				
	Multiple division scoring	Multiple division scoring	Multiple division scoring	Multiple division scoring
<i>Save HTML as</i>	<b>MDDteam</b>	<b>MDDadjusted</b>	<b>MDDhp</b>	
	<b>M is the month and DD is the numerical day of the month</b>			

**VIII. Scoring**

**A. Dual meets**

1. Go to *Score*. Set the range of events for scoring, usually all events in the meet. Choose *All Teams* and *All Swimmers*.

- a) If results don't score, *Set Point Values*, as above. Go to *Enter Results*, and migrate to the first un-scored event. Scroll through all un-scored events by selecting *Next Event* with the mouse or using the keyboard shortcut.
- b) Point values must be set for scores to record as the meet progresses from one event to the next.

**B.** Tri meets

**IX.** **Meet backups**

**1.** Back up a meet

- a) Choose *File/Backup Current Meet*. Name the backup MDD followed by host team initials. Easyteam assigns the prefix EMII to this name.
- b) Transfer to a thumb drive for transfer to another computer if necessary. Store in a convenient secure location on your hard drive.
- c) E-mail the backup to participating coaches and scorers.

**2.** Restore a meet

- a) Choose *File/Restore Current Meet*. Locate and select the meet backup file named *EMIIMDDhostteaminitials*. Choose restore as a new meet or choose a meet to overwrite.
- b) Coaches and scorers use the restored meet to personalize reports to their team and
- c) To export team results to Easyteam.

**X.** **Export meet results**

- A. Choose *File, Export, Export SD3 Meet Results/Entries*.
- B. All windows labeled = must be completed and correct. Export may fail otherwise.
- C. Choose *Export Data*.
- D. Name file MDDteaminitialsR.

**XI.** **Reconstruct meets from results and import data from previous versions of meet manager**

- A. Create a new meet to match the results data. Set up point values. Import events list.
- B. Go to *File/Import SDIF Meet Entries/Results* and locate the results file (\*.SD3) to import. If desired choose *View Data* to verify contents.
- C. Import and repeat with additional results files as needed.
- D. Scroll through each *Enter Results* screen to set points for individual events.

**XII.** **Name Files**

- A. Make a 'swimming' folder. Create a '200X' folder inside the 'swimming' folder.
- B. Create subfolders in the 2006 folder named 'MDD' for each meet day of the season. Place the month first to locate files in *My Computer* more easily.
- C. Name files:
  - 1. SD3 files and backups: entries (*MDDteaminitialsE.SD3*), results files (*MDDteaminitialsR.SD3*) and meet backups (*EMIIMDDhostteaminitials.zip*)
  - 2. Html: and web format files (*see below.html*).