

Meet Processing with Master Swim version 3.02

This software is designed to enter meet results, track state records and compile top ten.


1) Installing the software

- a) Create a folder on your hard drive (c:) called "**swim**" (c:\swim)
- b) Download the software from your email to c:\swim
 - i) OR if you received the software via diskette, copy the software from your diskette (usually drive a:) to c:\swim
- c) Do ONE of the following:
 - i) From the **Start** button
 - (1) Click on **Run**
 - (2) Enter c:\swim\mastsw.exe
 - (3) Click on **OK** to run it
 - (4) After the notice of an unregistered Winzip, you'll see a window that has "Unzip to Folder" and should display "c:\swim". Click the **Unzip** button on the upper right.
 - (5) When it has successfully unzipped, click the **Close** button
 - ii) Or From **My Computer**
 - (1) Double click on your hard drive (c:)
 - (2) Then double click on the **swim** folder to open it
 - (3) Double click on mastsw.exe
 - (4) After the notice of an unregistered Winzip, you'll see a window that has "Unzip to Folder..." and should display "c:\swim". Click the **Unzip** button on the upper right
 - (5) When it has successfully unzipped, click the **Close** button

2) Create a shortcut for the desktop

- a) Do ONE of the following:
 - i) From **Windows Explorer**
 - (1) Go to c:\swim
 - (2) Highlight swmast.exe (make sure you have the correct .exe file). RIGHT click on it and you will get a little menu. Select **Create a Shortcut**. Then find the "shortcut" (it will usually appear at the bottom of the list of your files in the swim folder) and click and drag it to the desktop. Close **Windows Explorer**
 - ii) or From **My Computer**
 - (1) Double click on your hard drive (c:)
 - (2) Then double click on the **swim** Folder to open it
 - (3) Highlight swmast.exe (make sure you have the correct .exe). RIGHT click on it and you should get a little menu. Select Create a Shortcut. Then find the "shortcut" (it will usually appear at the bottom of the list of your files in the swim folder) and click and drag it to the desktop. You can close **My Computer**

3) Starting the Software

- a) Double-Click on the Shortcut (it will probably say "Shortcut to SWMAST.EXE") on your desktop
- b) There will be a list of menu items across the top of the screen

The screenshot shows a menu bar for the software. The title bar reads "MASTER SWIM - v 3.02". The menu items are: Meet Processing, Top Ten, Database, Records, Swimmer, Set Up, File, Edit, and Exit. Each item has a corresponding underlined letter for a keyboard shortcut.
- c) To select an item, click with your mouse on the item, or use shortcut keystrokes (i.e. Alt + letter that is underlined in the item. e.g. to Exit, press ALT + x)

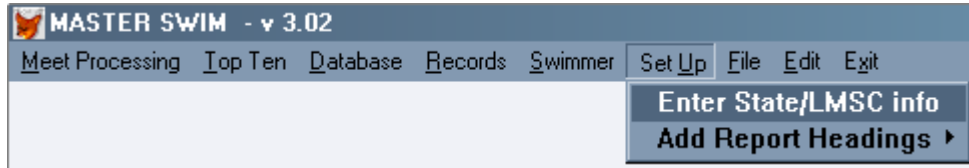
4) Program Notes

- a) CAUTION: Be sure to exit the software before turning off your computer. Otherwise open files could become corrupted.)

- b) For data entry, the mouse does not have to be used at all, if you wish. Use the TAB to skip to another field or Shift + Tab to skip backwards. Press the Enter or Return key to accept the contents of the field or to activate a button
- c) Sometimes when you get out of a screen, you'll see the screen clear and the menu is not accessible. DON'T PANIC! Click on the top menu. (This happens on some of the programs that have not been converted) The menu comes back.
- d) Sometimes when you're doing something on the screen, you'll note the top menu IS accessible. It shouldn't be, so don't try to do something from the top menu bar when a screen is also being used. Results could be unpredictable.
- e) Note that most of the time, if you really get stuck, you can press the <Esc> key.

5) Setting up the software for your LMSC

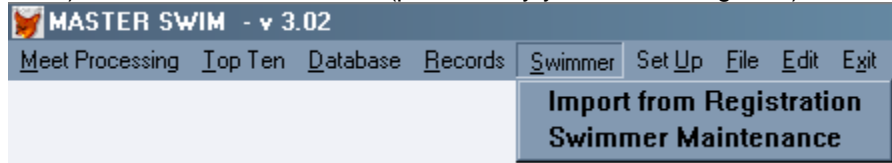
- a) Set up the name of your State (or LMSC), and the numeric code used for National Top Ten.



- i) From the main menu, click on **Set Up**
- ii) Click on **Enter State/LMSC info**
- iii) Enter the name such as "Minnesota" for Minnesota State Records or Minnesota Top Ten
- iv) Enter the 2 digit code for your LMSC
- v) Note that you only do this ONE time, when you first set up the software

- b) Import Registration File

- i) You should update this at least once per season (SCY, LCM, SCM season)
- ii) Save the local rsind.dbf (provided by your LMSC Registrar) to the c:\swim folder



- iii) From the main menu, click on **Swimmer**
- iv) Click on **Import from Registration**
- v) Verify the **Year of Registration**
- vi) Click on **Update**

- c) Set up records

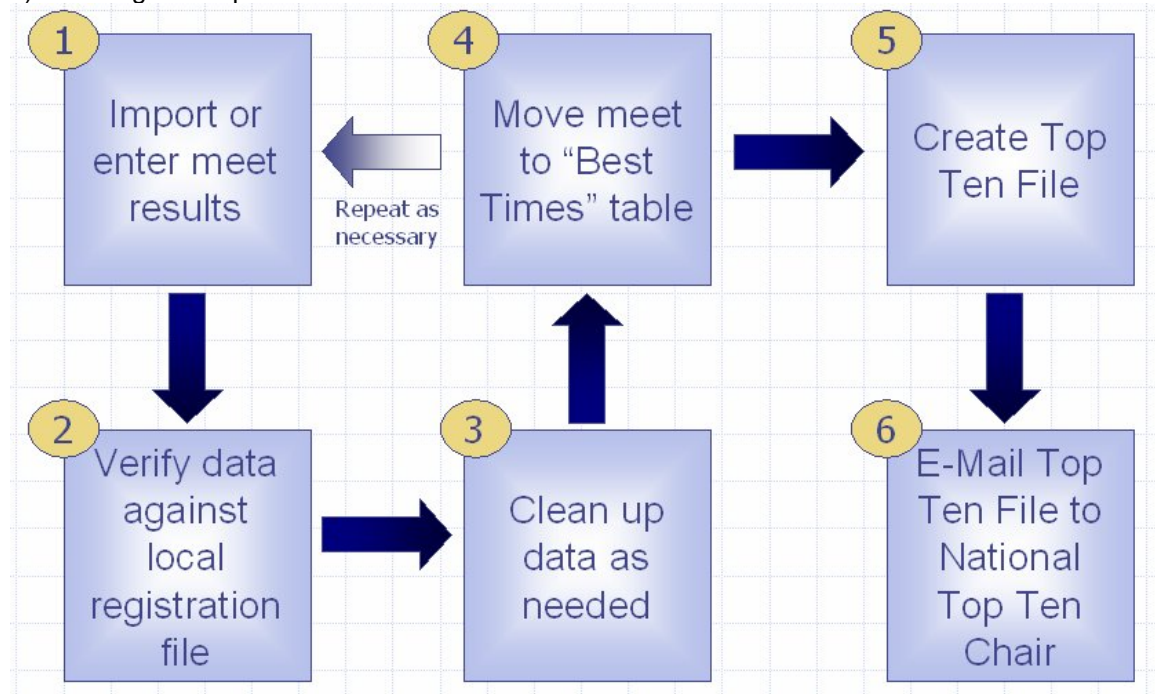
- i) If you have old records that you want to enter, they can be directly entered. Once they are there, then when entering meet results, it will check against these records and can update them automatically.



- ii) From the main menu, click on **Records**
- iii) Click on **Add State/National/World Recs**
- iv) See further information later in this document for details

6) Top Ten – High-Level Process Flow (details to follow)

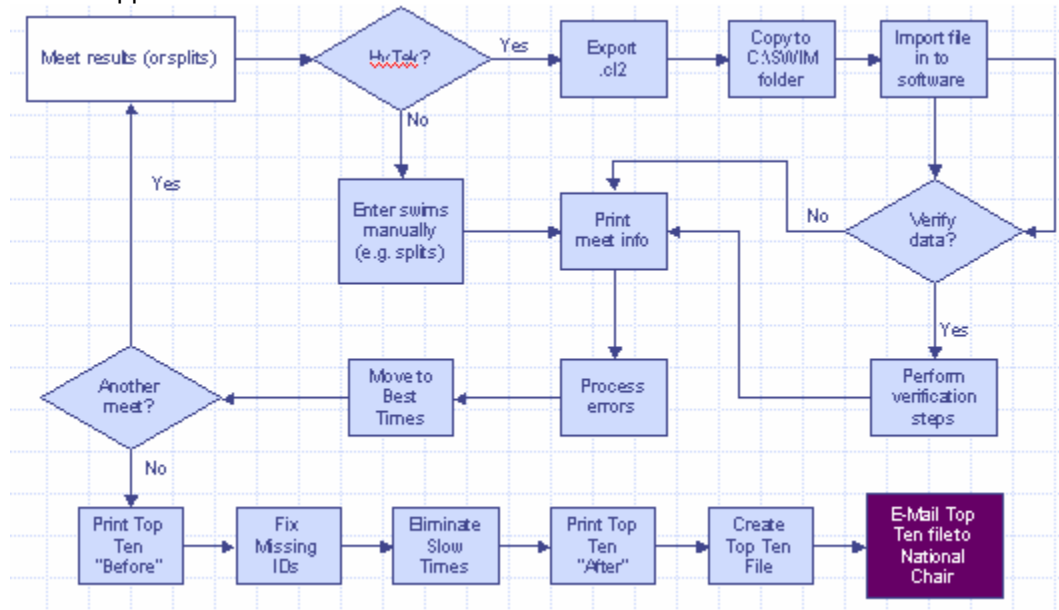
a) The high-level process flow is illustrated in the flow chart below.



- b) Import or enter meet results
 - i) Can import from HyTek (.cl2) or Easy Meet (.sd3)
 - ii) Can enter meet (or splits) manually
- c) During the meet entry process, registration information will be verified
- d) Individual and relay information should be "cleaned up"
- e) Move the meet results to the "Best Times" table (from which the Top Ten file will be generated).
- f) Repeat this process as necessary, for each meet
- g) Remove slow times (for a swimmer that has multiple swims in the same event)
- h) Create the top ten file for submission to the National Top Ten Chair

7) Top Ten – Detailed Flow

- a) This section is intended to describe the step-by-step process for the “basic” Top Ten file creation process. Refer to the “Menu Details” section for details on every menu item in the application.



b) Assumptions

- i) Software has been set up for your LMSC (see “Setting up software for your LMSC” section above)
- ii) Latest version of the local rsind.dbf registration file has been imported (see “Import Registration File” section above).
- iii) All meet results from HyTek (.cl2) or Easy Meet (.sd3) have been exported and saved to c:\swim folder (or subfolder)
- iv) Important information is gathered and available:
 - (1) All meet dates (or last day of multi-day meet)
 - (2) File names for all meet results that are to be processed for the current season
 - (3) Full meet results for meets not in electronic format
 - (4) Splits to be added are identified and split information (swimmer name, event, time, meet date) is available
- v) This procedure does not include maintenance of State records. Refer to “Menu Details” section for information on maintaining records.

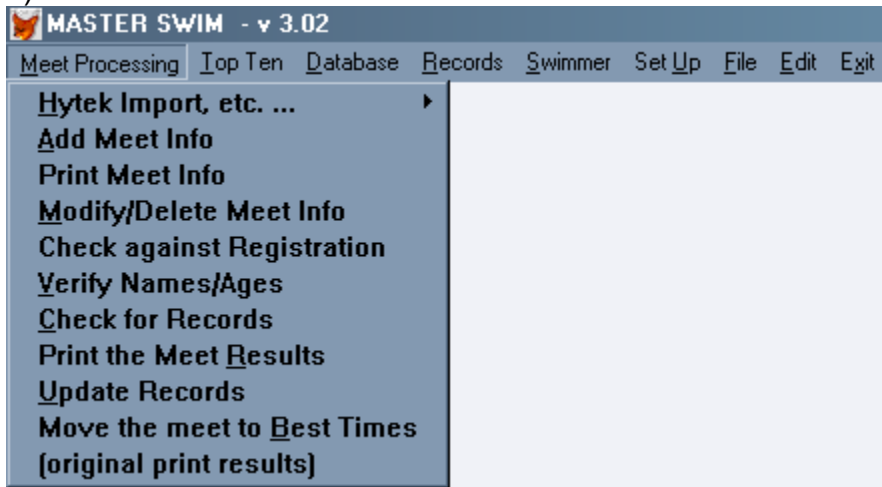
c) **Enter data for all meets.** For each meet, you will do the following:

- i) **Enter Meet Results and verify swimmer information**
 - (1) For electronic files (HyTek or Easy Meet)
 - (a) Click on **Meet Processing**
 - (b) Click on **HyTek Import, etc. ...**
 - (c) Click on **Move data to Meet**
 - (d) All of the swimmer information should be verified.
 - (i) Swimmer info that matches the swimmer table will not require any action
 - (ii) If there is a discrepancy between the swimmer information in the meet results and the swimmer table, the software will allow you to either accept the information from the registration file (recommended), or allow you to add the swimmer to the table.
 - (2) For splits or paper meet results
 - (a) Click on **Meet Processing**
 - (b) Click on **Add Meet Info**
- ii) **Process Errors (in particular relay clubs and names)**

- iii) **Save the meet results in the Best Times table**
 - (1) Click on **Meet Processing**
 - (2) Click on **Move the meet to Best Times**
- iv) **Repeat these steps for each meet**

- d) **Create Top Ten File.** When all meets have been moved to the Best Times table, the Top Ten File can be created. This is typically done once per season – SCY, SCM, and LCM. Individual swims are handled separately from relay swims, so do each step for individuals and then again for relays. All swimmer information, for swimmers in your LMSC, should have been verified when loading meet results (above).
 - i) **Eliminate slower times** for same individual swimmer, same event.
 - (1) Click on **Top Ten**
 - (2) Click on **Eliminate Slow Times**
 - (3) Enter “I” for **Individuals**
 - (4) Enter correct **Pool Size**
 - (5) Click on **OK**
 - (6) Verify the dates to be included (the correct dates for each season will default if you just press the **Tab** key).
 - (7) Create a file name (all file names must be 8 characters or less) for the deleted information
 - (8) Audit the results
 - (a) Click on **Top Ten**
 - (b) Click on **Print ‘after’ Report**
 - (9) Make adjustments if necessary
 - (a) Click on **Top Ten**
 - (b) Click on **Adjust relay rank, names, IDs**
 - (c) Click on desired search method
 - ii) **Eliminate slower times** for same relay, same event.
 - (1) Click on **Top Ten**
 - (2) Click on **Eliminate Slow Times**
 - (3) Enter “R” for **Relays**
 - (4) Enter correct **Pool Size**
 - (5) Click on **OK**
 - (6) Verify the dates to be included (the correct dates for each season will default if you just press the **Tab** key).
 - (7) Create a file name (all file names must be 8 characters or less) for the deleted information
 - (8) Audit the results
 - (a) Click on **Top Ten**
 - (b) Click on **Print ‘after’ Report**
 - (9) Make adjustments if necessary
 - (a) Click on **Top Ten**
 - (b) Click on **Adjust relay rank, names, IDs**
 - (c) Click on desired search method
 - iii) **Create Top Ten File**
 - (1) Click on **Top Ten**
 - (2) Click on **Create file for National Top Ten**
 - (a) **Maximum Ranking:** will default to 10
 - (b) Enter correct **Pool Size**
 - (c) **Print to Screen or File:** should be set to F (for File) so that the file can be e-mailed
 - (d) Create a file name (all file names must be 8 characters or less) for the top ten file to be e-mailed (remember the file name and the folder you have saved it to so that you can find it to e-mail!)
 - (e) E-mail the file to the National Top Ten Chair

8) Menu Details



a) Meet Processing

- i) Generally, following the submenu under **Meet Processing** will do what you need. However, certain things can only be done ONCE per meet such as updating state (LMSC) records. So the times marked as potential records should be reviewed before updating the records table. (You may have entered a ridiculously fast time!) To check them, print the meet results to the screen, reviewing those marked with "SR" on the right). If OK, go back and update records. (Refer to the **Check for Records** section below).
- ii) **Hytek Import, etc. ...**
 - (1) The Hytek Import is only used if you have results from a swim meet that is run using Hytek software or Easy Meet software. There are two options available under this menu item – **Move data to meet** and **Print HMEET records**. The meet information is moved to a holding table called "HMEET" before it is moved to the Meet table. The HMEET "records" refers to the rows of data in the HMEET table. It does not refer to record breaking swims.
 - (2) The import will take data from a Hytek Results file, which has names like cfile01.cl2, cfile02.cl2.cl2, etc. It will also take information from Easy Meet, which has a file name ending with .sd3
 - (3) All files (.cl2 or .sd3) should be copied to your c:\swim folder (or to a sub-folder in c:\swim)

(a) Move data to meet

- (i) When selecting **Move data to Meet** a window displays:
 1. **Name of file to convert:**
 - a. Enter the file name, including path, or press the **Browse** button to find the file. (this will take you to the c:\swim folder first)
 2. **Clear HMEET and bad report table?**
 - a. Y for Yes will automatically clear the HMEET table, etc. This is the default
 - b. Enter N for No if you do not wish to clear the table. In the "No" case, more data will be added to the existing data (which could duplicate data, depending on what is already in there.)
 3. **Include "NS" (No Show) and "SCR" (scratch) swims from Hytek?**
 - a. Enter Y for yes to include
 - b. Enter N for No, to exclude. This is the default
 4. **Include "DQ" swims from Hytek?**
 - a. Enter Y for yes to include
 - b. Enter N for No, to exclude. This is the default

5. **Include "DNF" (Did Not Finish) swims from Hytek?**
 - a. Enter Y for yes to include
 - b. Enter N for No, to exclude. This is the default
 6. Click on **Convert** to begin the import or press **Cancel** to stop the import and return to the menu.
 - a. If you select **Convert**, another screen displays with the option to either verify names with the Swimmer table or to just take the data as it came directly from the Hytek results. It is recommended to verify, since the Hytek file may contain inconsistent names, misspellings, and/or missing or bad IDs.
 - b. During the verification process, names and/or IDs that do not match will be displayed.
 - i. If the name is an exact match, but the ID does not match, you will be asked if you wish to use the ID from the swimmer table or if you wish to use the ID from the meet results.
 - ii. If the name is not an exact match, the name from the meet and the swimmer table (which should contain the latest registration information in it) will be displayed.
 - iii. If the name displayed is a nickname (Ed vs. Edward) or a misspelling and you wish to use the data from the swimmer table (to ensure consistency), click on the correct name in the swimmer table and press Enter. Often, the correct name is already highlighted in the swimmer table, since the last name often matches, and the meet information has a nickname.
 - iv. If the name displayed is not in the swimmer table at all, press Esc. You will then be asked if you wish to add this person to the swimmer table. If you type Y, you will be able to enter the swimmer information (you can also add the birthdate, and ID number - which will also give you the LMSC number). If you type N, you can just press Enter and move on to the next swimmer to be verified.
 - c. Once the process has been completed, the data will be in the Meet table, so the next menu option, **Add Meet Info** can be skipped, and go directly to either print or modify the info. If there were errors in the process, an error report will display and give you the opportunity to print. Usually there are problems with relays. These can be fixed using the **Modify/Delete Meet Info** menu option, which comes later.
- (b) **Print HMEET records**
- (i) This menu item is used to see what came out of the HyTek results file, prior to verifying names or moving directly to the meet table. This does not need to be printed unless there is a problem to track. For instance, if you accidentally select the wrong name from the swimmer table to replace one that came up as not found, you could look back to see who the original name was in the HyTek results by looking at the same record number in the HMeet table as in the Meet table. Then you could adjust the record in the Meet table.
- iii) **Add Meet Info**
- (1) This item is used to enter meet results manually. It can also be used to enter a split to a meet. If you have imported the electronic file of meet results from HyTek or Easy Meet, you would not use this, except to add splits.
 - (2) There are 2 screens
 - (a) The first asks general information about the meet
 - (i) **Meet Date:** (Masters use the last date of a multiple date meet.)
 - (ii) **Pool Size:** (Y=25 yards, M=50 meters, S=25 meters)

- (iii) **Entry Order:** Meet info can be entered by Name, Event or Random. Currently, it is set up best to enter by event. This means that the distance and stroke will remain the same and not have to be changed for each swimmer. If entering by Name, then the name will not change as you change events and time
- (iv) **Ask swim ID?** Defaults to Y.
- (b) The second screen is the detail for each swim in the meet.
 - (i) **Event** which refers to the event number, is not currently used anywhere so you can enter it or not
 - (ii) The **strokes** use 2 character abbreviations
 1. FR is freestyle
 2. BA is backstroke
 3. BR is breast stroke
 4. BU is butterfly
 5. IM is individual medley
 6. RF is Free Relay
 7. RM is Medley Relay
- (c) The **Split** field is only used if entering a split that the swimmer wants to count as a swim for Top Ten purposes. Enter "S" else leave it blank. When results are printed, all splits appear at the end of normal results. These times will be included with Top Ten and can also become records.
- (d) When entering meet results, try to keep the name of a person consistent, both by upper/lower case and by the actual name, such as Chuck or Charles. The program will allow you to enter it differently. Saving the swimmers will help with this task. Try not to change the name from year to year. If there is more than a year between swims, it will be less of a problem to make a change in the name. Consistency just makes Top Ten less complicated, as the swimmers' times will be under a single name.
- (e) When you are at the **Last name** field or **First name** field, you can press **F8** to see a list of swimmers. By entering the first couple letters of the last name, the list will highlight the closest name with those letters. If you select the highlighted name, the information will appear on your entry screen and skip over things such as the age and sex to go right to the time. On the other hand, if you do not see the name you want in the list, press **Esc** and no name will be selected. Then after entering the name and the rest of the information for the swim, and saving the information, you will be asked if that person should be added to the swimmer list. If you say Y for yes, the previously entered info will be there, such as sex, but you can still add the birthdate. If you don't know it, leave it blank. If you DO know it, you'll never have to enter the age again! I don't always add swimmers to the swimmer list/file. If they are out of our LMSC, I don't add them unless they come often
- (f) Usually if you enter someone that is not in the swimmer list, the screen asks if you want to enter them. That question comes up AFTER the swim itself has been entered. Note that if you are entering a relay, and one of the swimmers is not in the swimmer list, then the screen will NOT ask if you want to enter the new swimmer. I usually just wait until they have an individual event and they get added at that point. Maybe you're thinking, what if they don't HAVE an individual event. Yes, that has happened to me. In that case, you can add them through the menu by choosing Swimmer.
- (g) At any time you're in the first name or last name fields, and you have selected a swimmer from the list, you can make corrections to the swimmer such as sex or birthdate or year of registration, by pressing the **F6** key. This brings up a little window for entering any changes. That way, the next time the swimmer is selected from the list, the information will be current.
- (h) Note that the year in which the swimmer is registered is tracked, and will display if they are not current. I use this because on occasion someone

swims without registering and no one notices till I get the results. I also get the registration list, to check when someone has "bad year" show up. Our only recourse is to either get them to register, or exclude their results. Then I can delete them from the swim meet. Or I can update the registration year via the **F6** key.

- (i) When I created this system, I wanted to be able to enter results in any order, and sometimes we have swimmers from outside our LMSC and I don't want to add them to my swimmer file, since it may be only one meet of ours they swim in. So each swim is completely separate, which means their name or age or sex could be different for each of their swims. There are pros and cons to it. Just be aware of it. That means if you have entered their 1st through 3rd swim with sex as M, and realize you did it wrong on the 3rd swim, you need to change all 3 records. If you realize it on the 1st swim and have entered them in the swimmer list, fix the swimmer list, and then as you enter their 2nd and 3rd swims, they'll all be the same with correct info. There's a menu item later to help you check for consistency.
- (j) LMSC is the 2 character LMSC code used for top ten. Currently, if the code does NOT match your LMSC, then they will not be considered for State records.
- (k) Sex is M for male, F for female and X for mixed relay.
- (l) Also note that you can use the **F8** key on the relay names, besides on the individual swimmer's name.
- (m) To enter the time, the colon should NOT be entered, but the decimal should be. For a DQ, enter 9999.99, and for "Did not finish or DNF" enter 9999.88.
- (n) When a swim is completed, the cursor moves to the **Add Information** button. Press the **Enter** key to activate the button. This saves the information on the screen, then clears the fields and the cursor moves automatically to the Last name field. If you do NOT want to save it, either go back and change the fields or use the mouse to press the "Done Adding" button.

iv) **Print Meet Info**

- (1) This will print the information in the order it was entered, in order to double check your entries. This item can be skipped if you wish, but I always find something that needs fixing. It also provides the record number (shown on the right under Rec#) for making changes.
- (2) Most columns are self evident. The S column next to Age, is for Sex. X means it is a mixed relay. Grp is age group. Note that 19 year olds will display '20' as the agegroup. This is normal for the software. In the Dist column, Y is yards, M is LC meters and S is "short" course meters. The column "ST" is for stroke. BA is back, BR is breast, FL is fly, FR is free, RM is Medley Relay and RF is Free Relay. After the Time, the S column is for strokesort (used by the computer). The following R column will have an R if it's a relay. Rec# is the record number used by the Modify program to find the correct swim in a hurry. Rank was used once upon a time. LMSC is just that! If it's blank and something should be there, you can use the Modify program to enter it. To enter the time, the colon should NOT be entered, but the decimal should be. For a DQ, enter 9999.99, and for "Did not finish or DNF" enter 9999.88.
- (3) Be careful of the record number if you happen to print this report and there are multiple meets entered. If you clear one of the meets, it could affect record numbers and you may wish to reprint this report to get updated record numbers if using them for the Modify program. (It all depends on the timing!)

v) **Modify/Delete Meet Info**

- (1) This is used to make changes to a meet that has been entered, but not yet cleared

- (2) First you'll see a list of swims. All meets are displayed in the list of swims, that have been entered, but not cleared. (Clearing doesn't come until after the meet is completed, and there could be more than one meet being entered.)
- (3) Choose the swim to be modified or deleted. The record number displays in the list on the right. (That's where printing the report in the previous step is helpful). You can use the mouse to move quickly to the desired record number, or use the up or down arrows, or use the **Page Up** or **Page Down** keys. Once the record is highlighted, press **Enter** to select it, or press **Esc** to exit the screen
- (4) Assuming you selected your record, the details display in a window. You can make changes or cancel if no changes. If you press **Enter** on the Update button, that will save the info on the screen as you see it
- (5) To delete the swim information, press the **F3** key.
- (6) Remember that if you correct something in the swim displaying on this screen, it does NOT correct the same info on other swims for this person. (That can be a downside)

vi) Check against Registration

- (1) If you have access to the Registrar's table (you'll have to ask your local registrar for RSIND.dbf), this will check each individual swim (plus first person on a relay) for the matching swimmer in the registration table. If the name from the meet is not an exact match, a screen will display with a grid of the names in the Registration table, highlighted closest to matching. If you see the actual name, highlight it and press **Enter**. If they are not in the table, press the **Esc** key. Discrepancies in name (such as Steve vs. Steven) will be listed on a report.

vii) Verify Names/Ages

- (1) Because each swim is distinct, that is, it doesn't share information with other swims by the same person (so names could be spelled differently, for example such as Sue and Susan for the same person), this menu item is used to make sure that names, ages, sex and LMSC are consistent. If a person shows up more than once for individual swims, then they are not consistent, and you can check the record number to go make a change.
- (2) If a person shows up for an individual swim, AND again with X as the sex, they are probably also on a relay, and that's not a problem.
- (3) This will also total the # of swimmers, so it gives a quick count if you need it. I just subtract from the total, any swimmers that appear twice - once with M or F and once with X for a relay.

viii) Check for Records

- (1) This step can be skipped completely if you're not using this part of the software
- (2) Generally, checking for records is used once per meet
- (3) After I've checked, but before I update, I usually print the meet results to the screen, or to a file to look at on the screen, to check which swims are records. I've found mistakes that are data entry problems, such as a time unusually fast, or a male entered as a female so he gets the female record. It's easier to correct BEFORE updating records.
- (4) To clear a swim that's been flagged for a state record, use the **Modify/Delete Meet Info** menu item
 - (a) Select the swim
 - (b) It should display "State Record" or "New State Record"
 - (c) Press the **F5** key to clear this.
- (5) When you're sure the Records are accurate for the meet, you can **Update Records** (separate menu item). Note UPDATING CAN ONLY BE DONE ONCE! The previous record is saved so that if down the line you discover a problem, the previous record can be brought back! If you update more than once it won't mess up your records, but you'll overwrite the previous record.

ix) **Print the Meet Results**

- (1) The meet results can be printed to the screen, the printer, or to a file. The file is used when you want to e-mail someone an electronic copy of the meet results.

x) **Update Records**

- (1) Refer to **Check for Records** section above

xi) **Move the meet to Best Times**

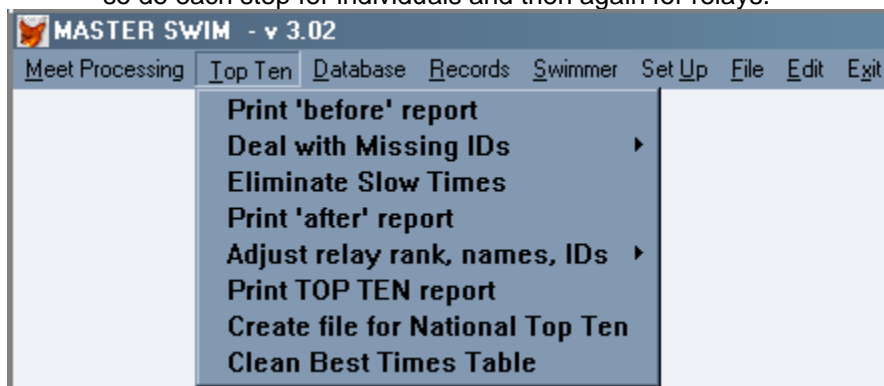
- (1) THIS IS ONLY DONE ONCE PER MEET. Once the meet has been entered, results printed, and records checked (if using the record tracking), the meet is done. The info needs to be kept for Top Ten, which is saved in a special table/file called "Besttm" for Best Times. This table/file keeps all the meets. When it is time for Top Ten, the best times are selected out of this table/file. Currently, all swims are kept here, not just the best times. Later, slower swims by the same individual can be deleted (**Eliminate Slow Times**)
- (2) Once this is complete, you can clear the meet information from the meet table/file (which is where you entered the meet info and printed from, etc.) See the **Database** menu item

xii) **(original print results)**

- (1) Do not use. This is for the programmer.

b) **Top Ten**

- i) This is typically done once per season - Short Course Yards, Short Course Meters and Long Course meters. Individual swims are handled separately from relay swims, so do each step for individuals and then again for relays.



ii) **Print 'before' report**

- (1) This is used to see all the swims for the season. It is used to compare against the "deletes" to make sure none are missed, and nothing that shouldn't be deleted ended up getting deleted
- (2) This needs to be done for individual swims and again for relays

iii) **Deal with Missing IDs**

(1) **Update Missing IDs**

- (a) Assuming that some swims have the proper IDs, and some don't and some are saved in the Swimmer table, this item will try to find an existing ID (either from the Swimmer table, or another swim) and update any missing IDs or partial IDs. This is run for a particular season (yards, long course, or short course meters). It will create two reports to audit what happened. The Bad ID report will show any IDs that were still blank or appear to be partial IDs, after the update. The Changed ID report will show all records in the Best Times table and in the Swimmer Table where any ID was changed.

- (b) If this item is re-run after making some ID changes manually, the reports will be different. So it's a good idea to print each for audit purposes.
 - (2) **Print Bad ID Report**
 - (a) This allows printing the Bad ID report mentioned in the previous menu item in case it wasn't printed previously
 - (3) **Print Changed ID Report**
 - (a) This allows printing the Changed ID report mentioned in the previous menu item in case it wasn't printed previously.
- iv) **Eliminate slow times**
- (1) This marks records for delete which are the same but slower swims for each individual
 - (2) This also creates a file/report that shows which swims got "deleted". It does this in two tries: first by comparing swims by name, then by ID. Since names aren't always consistent, it then compares swims by ID
 - (3) This needs to be done for individual swims and again for relays. Combine this step and the next step (Print 'after' report) for individual swims and then combine again for relay swims. So, after doing the "eliminate" for Individuals, print the 'after' report, BEFORE doing this step for Relays. Then, after doing the "eliminate" for Relays, print the 'after' report for relays.
- v) **Print 'after' report**
- (1) This is used to print the report created by the previous step. Once the report is printed for either individual or relay, it can be used to verify that swims were eliminated properly. If names are inconsistent, the computer might not recognize them as being the same person. So it's good to eyeball the original list with this to make sure you catch that. For relays, similar problems could exist if a name is inconsistent between relays
 - (2) Relays are verified separately, taking the fastest of relays that have a same member. To make a relay ineligible (because the same member is on two different relays for the same event and age group), use the next menu item (Adjust relay rank, names, IDs)
 - (3) Note that times such as 99:99.99 (DQ) or 99:99.88 (DNF) will automatically be excluded on the Top Ten list, even though they are not eliminated here
- vi) **Adjust relay rank, names, IDs**
- (1) This item has multiple uses. It is used to make a swim ineligible for Top Ten, or to update a relay name or IDs or names, or reinstate a record marked for deletion
 - (2) Marking a swim ineligible:
 - (a) Note that if a swim was DQd, they will automatically not be in Top Ten. One reason you may flag a relay is that one of the swimmers is in the same event and age group on more than one relay so only one of those relays is eligible. To flag as ineligible, I change the rank to 99. To find the relay or swim that should be ineligible, you can search via age group, stroke or via record number. (It is recommended to use the record number that is on the 'before' report)
 - (i) **Search via AgeGroup,Stroke**
 - (ii) **Search via Record Number**
 - (3) This menu item is also used to put in the relay club name
 - (4) If needed, names or IDs can be adjusted here by pressing the **Adjust Names/IDs** button on the screen. If names for a given swimmer were entered via the meets slightly differently from meet to meet, you may want to make the name consistent. This is where it would be done. If an ID needs to be added, or fixed it could also be done here. Note if there are several swims for the same individual, it may be easier to enter the ID through the Swimmer table, then run the **Deal with Missing IDs** again.

(5) If a swim gets eliminated incorrectly by the software, it will display **Marked for Deletion** on the screen. It can be restored so that it can be part of the Top Ten by pressing the "Remove mark for Deletion".

(6) To find a swim for adjustments do one of the following:

(a) **Search via AgeGroup,Stroke**

(i) This method displays a list that will have swims in the following order:

1. Pool Size (LCM, then SCM, then Yards)
2. Relays, then Individuals
3. Sex (F,M,X)
4. Age Group (not age of swimmer)
5. Stroke sort (Free, Back, Breast, Fly, IM)
6. Distance
7. Last Name
8. Time

(ii) Once you find the swim, highlight it and the swim info appears on a screen, where you can make club and rank adjustments, plus adjust names, or remove any marked for deletion.

(b) **Search via Record Number**

(i) This method requires putting in a record number. The record number can be found on the "before" report. Once you enter the number, and press OK, the swim info appears on a screen where you can make club and rank adjustments, plus adjust names, or remove any marked for deletion.

vii) **Print TOP TEN report**

(1) This item is used to print a report of the Top Ten swimmers for a given course, either individuals or relays. So it will need to be run once for individuals and again for relays.

viii) **Create file for National Top Ten**

(1) This item creates the file that is sent to the National Top Ten Chair. This is one step that you only need to do ONCE, since it includes BOTH INDIVIDUAL PLUS RELAYS, so be sure that you have individuals done and relays done. (For relays, you can check the printed TOP TEN report to see if there's any problem.)

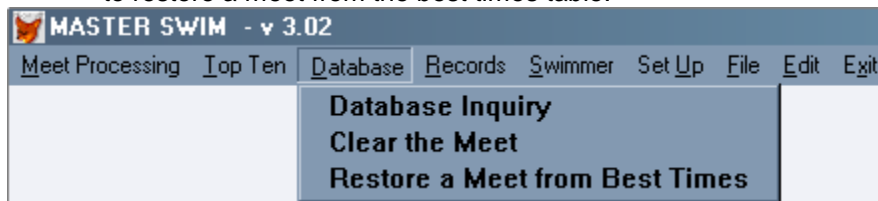
(2) The file should be emailed to the National Top Ten Chair. Type the name - up to 8 characters

ix) **Clean Best Times Table**

(1) This item will delete any swims, either those that were marked for deletion, or all swims for a course within a time range. The swims marked for deletion should be the ones that were printed on the **Print 'after' report** step. Once you delete, the swims cannot be retrieved

c) **Database**

i) This menu item is used to view all tables, to clear the contents of the meet table, and to restore a meet from the best times table.



ii) **Database Inquiry**

(1) This allows you to see the contents of each of the main tables:

- (a) **Meet** - where meet results are entered and kept until completed. Completed means results are printed, state recs are updated if appropriate and times are ready to be saved for top ten
 - (b) **Swimmers** - Where information about individual swimmers is kept
 - (c) **Current Records** - Where all state records are saved
 - (d) **Previous Records** - Where the previous state records are saved
 - (e) **Best Times** - Where the results of all meets end up and best times are chosen for top ten
 - (f) **Import Table** - Where the meet information goes directly from the Hytek import (or Easy Meet...) prior to going to the Meet table
 - (g) **Registration table** – Where the registration information is kept
- (2) To look at the data, select a table/database. Then choose the order the records in the table will be displayed
- (3) To exit the displayed database, press the **Esc** key.

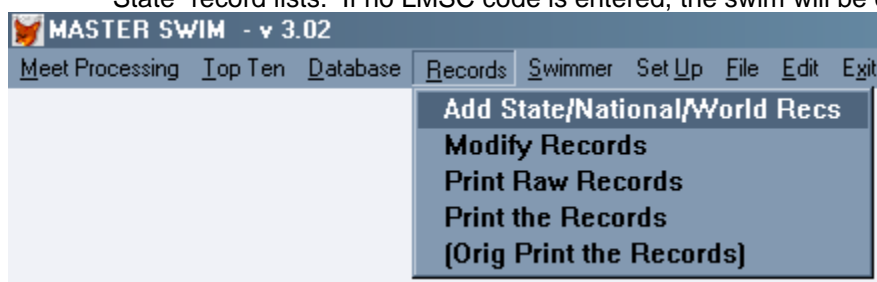
iii) **Clear the Meet**

- (1) This allows you to clear information out of the Meet file once the information has been processed. That way you won't have to wade through several meets when dealing with a specific one. Once this is chosen for a meet, the records cannot be brought back into this table/database without re-entering! If there are multiple meets in this table, and one is cleared, it could change the recorded numbers of the remaining meets.

iv) **Restore a Meet from Best Times**

d) **Records**

- i) This menu item deals with records. It allows adding, modifying, and printing them. To have records automatically updated, use the **Meet Processing** menu. To start, records can be added through this submenu, rather than doing meet entry (which does a date at a time). Normally records are NOT added, nor modified through this submenu, except when creating the first set of existing records.
- ii) Note that currently "State" records refer to records kept for people that are in the LMSC code that you entered when installing. An LMSC may encompass an entire state, or more than one state, or part of a state. so we refer to them as "State" records. Only swims from the "home" LMSC will be considered for inclusion in the "State" record lists. If no LMSC code is entered, the swim will be considered.

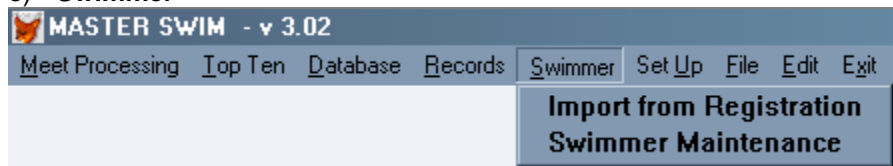


iii) **Add State/National/World Recs**

- (1) The first screen is for general information:
- (a) **Type of record:**
 - (i) S=State
 - (ii) N=National
 - (iii) W=World
 - (b) **Pool Size:**
 - (i) Y=SCY
 - (ii) M=LCM
 - (iii) S=SCM
 - (c) **Entry Order:**

- (i) N=name (name doesn't change until you clear it)
- (ii) E=event (event doesn't change)
- (iii) R=random (clears everything)
- (d) **Include Swim ID?** (not currently used)
- (e) **Include Club?** (not currently used)
- (2) The second screen is for the details of each record
 - (a) For **Stroke**, use FR for Free, BA for Back, BR for Breast, FL for Fly, IM for Individual Medley, RF for Free Relay and RM for Medley relay
 - (b) For the **Time**, only the decimal is needed for punctuation (colon won't work).
- iv) **Modify Records**
 - (1) This screen is used to edit a Record swim. NORMALLY THIS IS NOT USED, except to fix something after you've added it in the previous step and notice something wrong.
 - (2) The only other time you'd use this, is if you have to manually change a record because it was done through HyTek. However, I'd instead recommend adding the swim through the meet processing so that you can keep previous records. Also, that way you don't accidentally change the wrong one!
- v) **Print Raw Records**
 - (1) This allows printing the records in the order they were entered. It can be skipped, but gives you a printout for verifying what was entered if you need it.
- vi) **Print the Records**
 - (1) This creates a printout showing women's records on the left and men's on the right, with the events down the middle.
 - (2) The relays print differently. They print by age group, but sexes go vertically. The event is listed, then the women's relays, then the men's, and finally the mixed.
- vii) **(Orig Print the Records)**
 - (1) This is the original program from DOS, which compares to the updated Windows Print the Records version. For this screen, be sure to use the **Enter** key for each field, especially after the Pool Size, (or the **Tab** will recycle back to the top).

e) **Swimmer**

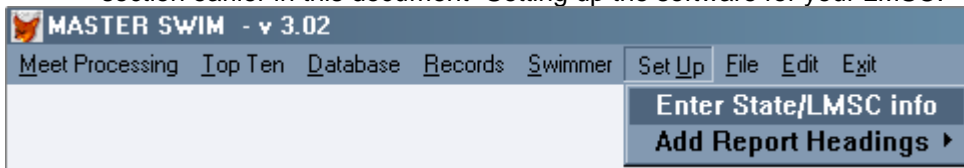


- i) **Import from Registration**
 - (1) You should update this at least once per season (SCY, LCM, SCM season)
 - (2) Save the local rsind.dbf (provided by your LMSC Registrar) to the c:\swim folder
 - (3) From the main menu, click on **Swimmer**
 - (4) Click on **Import from Registration**
 - (5) Verify the **Year of Registration**
 - (6) Click on **Update**
- ii) **Swimmer Maintenance**
 - (1) This item allows the maintenance of the swimmer table
 - (2) Normally a swimmer can be added as part of the **Add Meet Info** menu item (under **Meet Processing**)
 - (3) The buttons at the bottom of the screen give you your options
 - (a) The 4 buttons on the left allow you to see what swimmers already exist in the table/file

- (b) **Add** allows you to add a new swimmer
- (c) **Edit** allows you to make changes to the swimmer displayed currently
- (d) **Locate** lets you find a swimmer in order to: display, or make changes to, or just see who's in there
- (e) **Delete** will let you delete a swimmer. This may not be appropriate, if the swimmer has an existing swim. It is used to delete a swimmer who has been entered twice because the name was not spelled consistently

f) **Set Up**

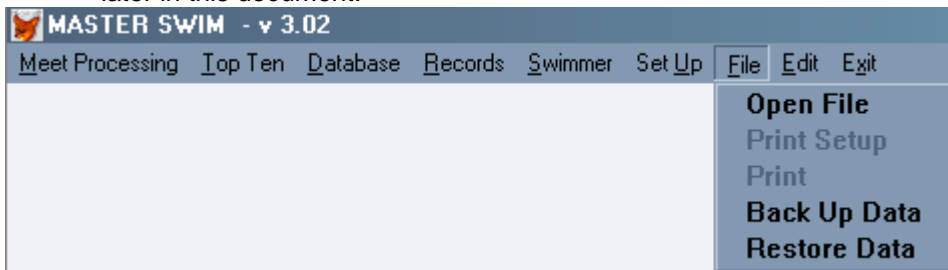
- i) This item is used to get started the first time only. (Unless your LMSC changes names or ID) This is used for information for printing some reports with the LMSC name and uses the LMSC code for top ten and for checking records. Refer to the section earlier in this document "Setting up the software for your LMSC."



- ii) **Enter State/LMSC info**
- iii) **Add Report Headings**
 - (1) **Maintain Stroke Names**
 - (2) **Maintain Age Group Titles**

g) **File**

- i) This item is only used for three things: to open a text file (a report created by this software), or to change a printer, or to print an opened text file/report. To see how to print a report that was created as a file, see the section "Printing Reports From a File" later in this document.



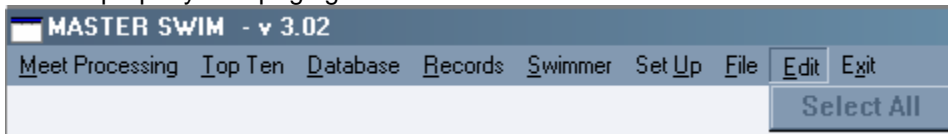
- ii) **Open File**
 - (1) Normally, when creating a file for a report, the report is created in the C:\swim folder. So any reports in that existing folder will be displayed. Highlight the one to be opened. Then either double click on the file or click on the **Open** button.
 - (2) If the file you want is NOT in c:\swim, you can select the folder by making sure the Drive and Folder are the correct ones first. If not, choose the correct drive, then highlight the correct folder by clicking with the mouse. The file should then appear in the scroll box. Once it is highlighted, either double click on the file or click on the **Open** button.
 - (3) If all else fails, one can press the **Cancel** button to return to the menu.
 - (4) To close a file once it is open, press the **Esc** key.
- iii) **Print Setup**
 - (1) This will only be accessible if there is an open file
 - (2) Use this to select the correct printer.
- iv) **Print**
 - (1) This will only be accessible if there is an open file

- (2) The file to be printed will be the open file. The name will be displayed or partially displayed
- (3) Click on the **Print** button to print.

- v) **Back Up Data**
- vi) **Restore Data**

h) **Edit**

- i) This is used to change the font size of a report/file so that it will hopefully print properly with paging.



ii) **Select All**

- (1) This will only be accessible if there is an open file. It will select the entire contents of the open file, in preparation for a font change.
- (2) An additional menu item, **Text**, will then appear, with a submenu. See the section "Printing Reports From a File" (below) on how this menu item fits in.
- (3) When done editing, press **Esc** to close the report/file.

i) **Exit (Alt + x)**

- i) This will exit the software and save any changes made

9) **Printing Reports From a File**

- a) Reports created as a file can be printed. The font can be changed so it will fit properly on the page. Once the report has been created, follow these steps to change the font and print it.
- b) Assuming you named the report "myreport.txt" where .txt is the standard extension given to the report or file, here are the steps:
 - i) From the menu, click on **File**, then on **Open File**. You will see a possible list of files on the left side. Highlight the one you want (such as "myreport.txt"). Click on **OK**. A window with the report will display. Careful what you type in the display - you can actually change it!
 - ii) From the menu, click on **Edit**, then on **Select All**.
 - iii) From the menu, click on **Text**, then on **Font**. A window will appear. On the left (**Font:**), click on the **Courier New** font. For **Font Style:**, click on **Regular**. For **Size:**, click on **11** (this may vary depending on your printer). Click on **OK**
 - iv) From the menu, click on **File**, then on **Print**. A window will appear with "myreport.txt" showing for the window. Click on **OK**. The report should print to your printer.
 - v) If you need to change printers, in step iv), first click on **File**, then **Print Setup** and adjust accordingly.
 - vi) Once your report is printed, press **Esc** to clear the window displaying your report.