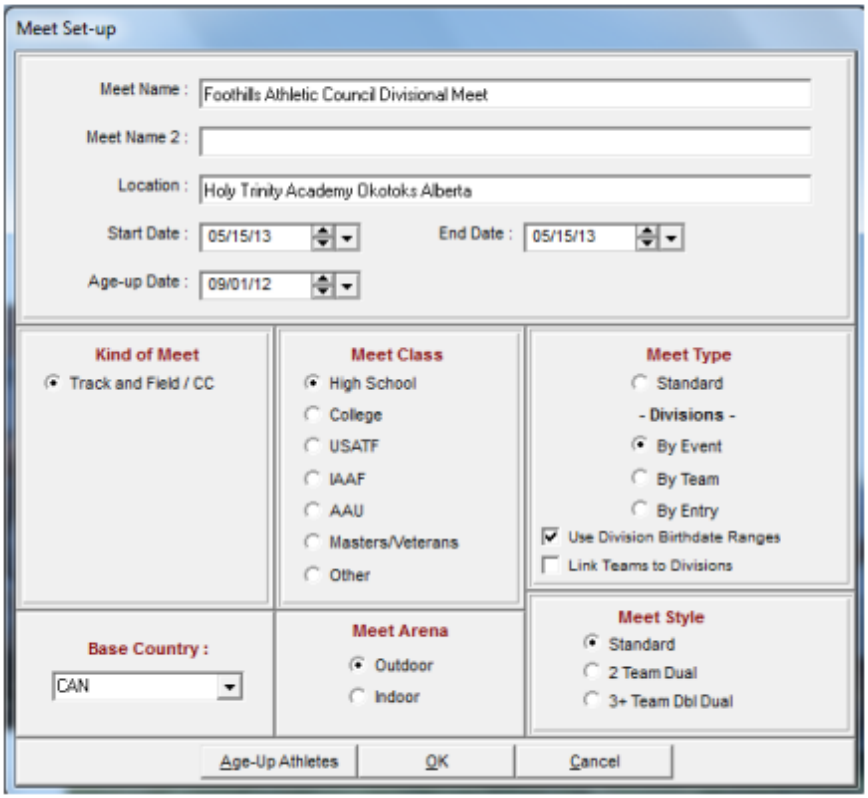
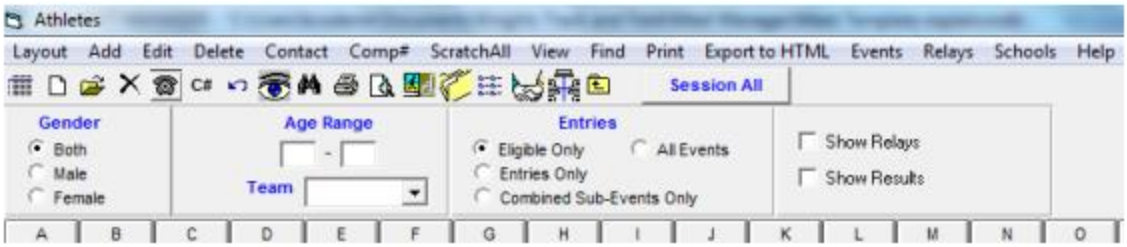
Instructions for Using Meet Manager

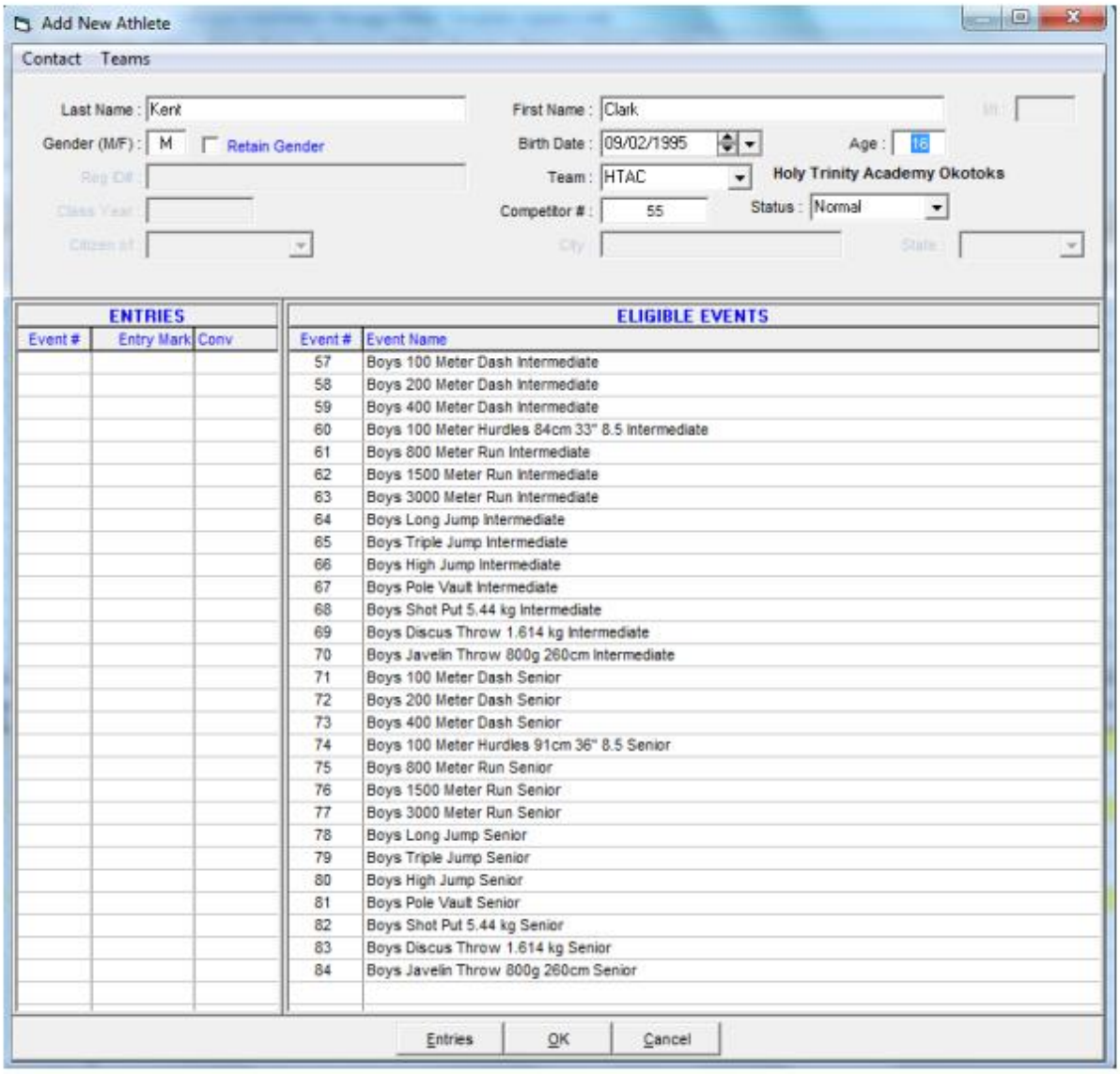
1. After installing the software go to the “File” menu and select “Open/New” and open the file I have sent you (Meet Template).
2. This file is all set-up, scoring, events and birthdates etc.
3. Go to the “Setup” Menu and click “Meet Setup” here you can change the name of the Meet to your meet name and date. DO NOT CHANGE THE AGE UP DATE. Leave all other settings as is. See picture below.



4. At this point I would save the file with the name of your meet (FAC District Meet or the like).
5. Now you can start adding athletes either manually or by importing the files you have received from other coaches who used Team Manager.
6. To add athletes manually, click on the “Athlete” tab. A new screen will appear like the one below, then click the “Add” tab.

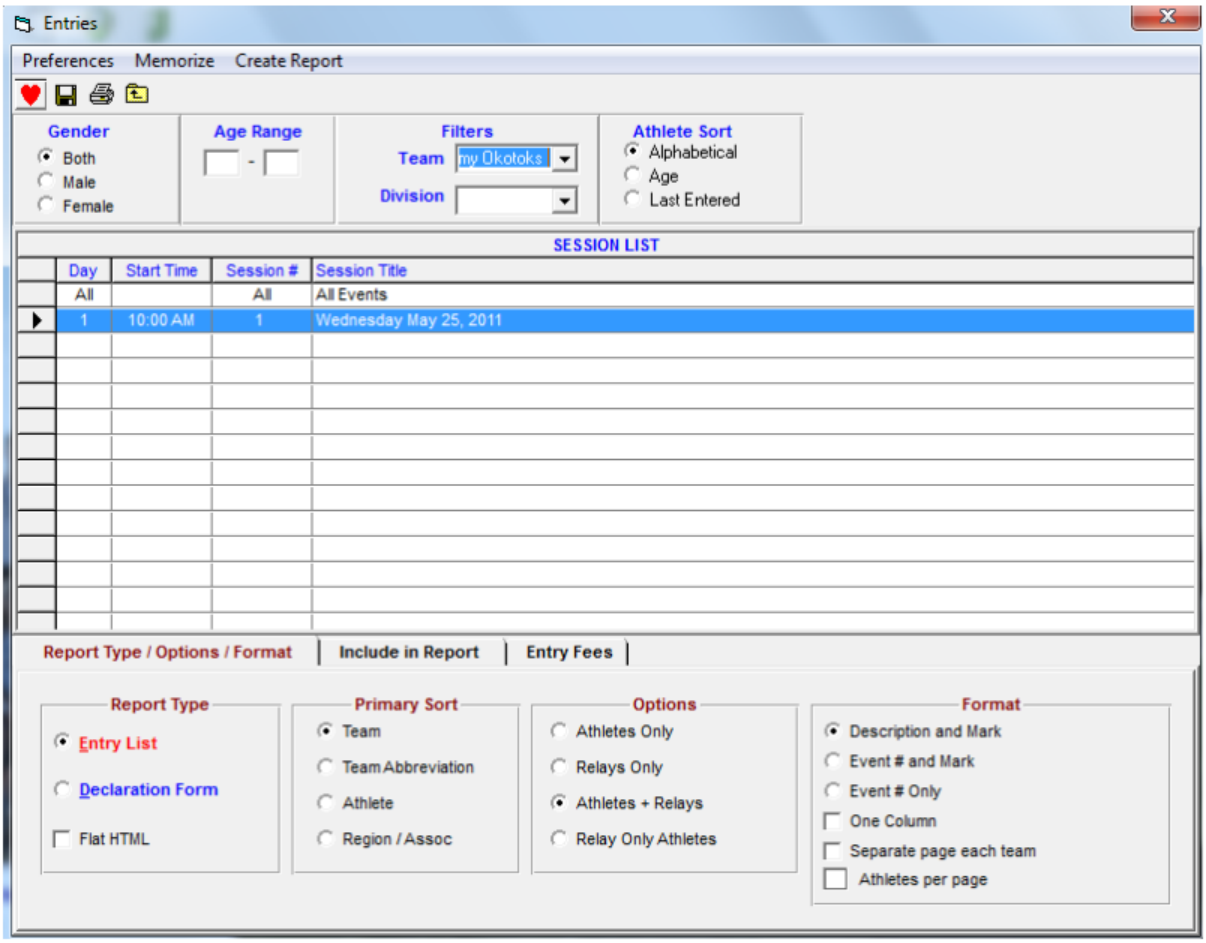


From here you will be able to enter all the pertinent information (names, birthdate and gender). Age is calculated automatically. In this screen you can also enter the athlete into their events by double clicking them. Only the events the athlete is eligible for will appear and you will be warned if you register them in more than four events. You will probably only do this for your own athletes. See picture below. NOTE: entering relay teams is done separately through the Relays menu on the main screen.



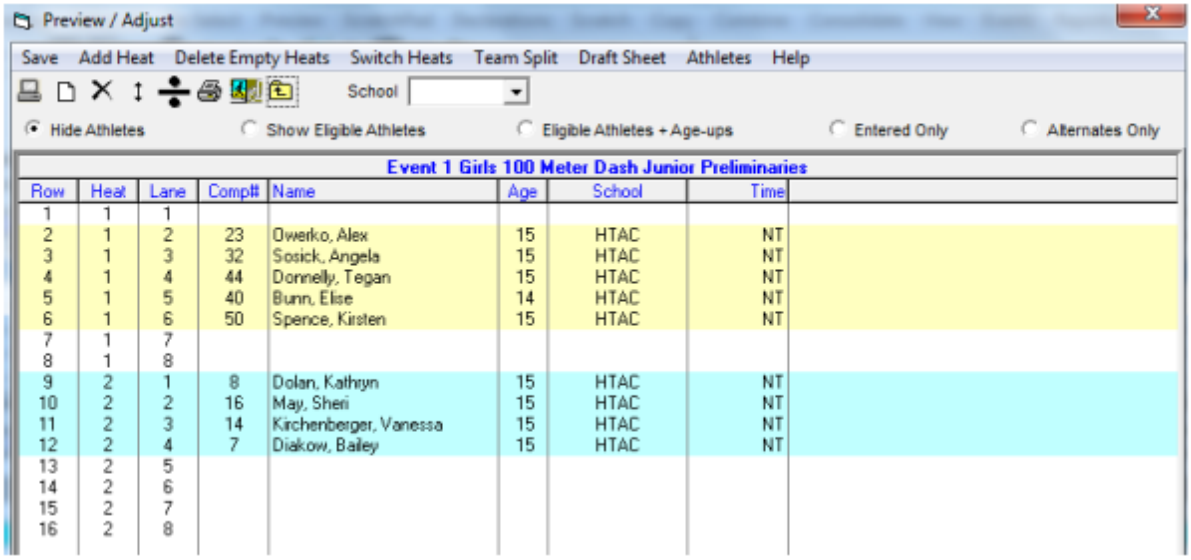
7. To import athletes from other teams from Team Manager files, go to “File” and then “Import” and then “Entries”. From here you will find the files sent to you by other coaches and select them.
8. A pop-up screen about TCL Files will come up just click OK.
9. Next an “Import Entries” screen will come up, just click OK on that one too.

10. At this point Meet Manager gets very picky and will be upset that the team name doesn't exactly match. This isn't a big deal, just click "Yes" to use the team name already in the database. After clicking yes you will get a progress screen that shows the number of athletes and entries that have been imported, just click OK.
11. At this point I always go to the "Reports" menu and select "Entry Lists". You get a screen like the one below, and you can select a team and then in the options list select "Athletes and Relays", and then click "Create Report" to make a PDF file of the entries for each team to send to the coaches for confirmation.

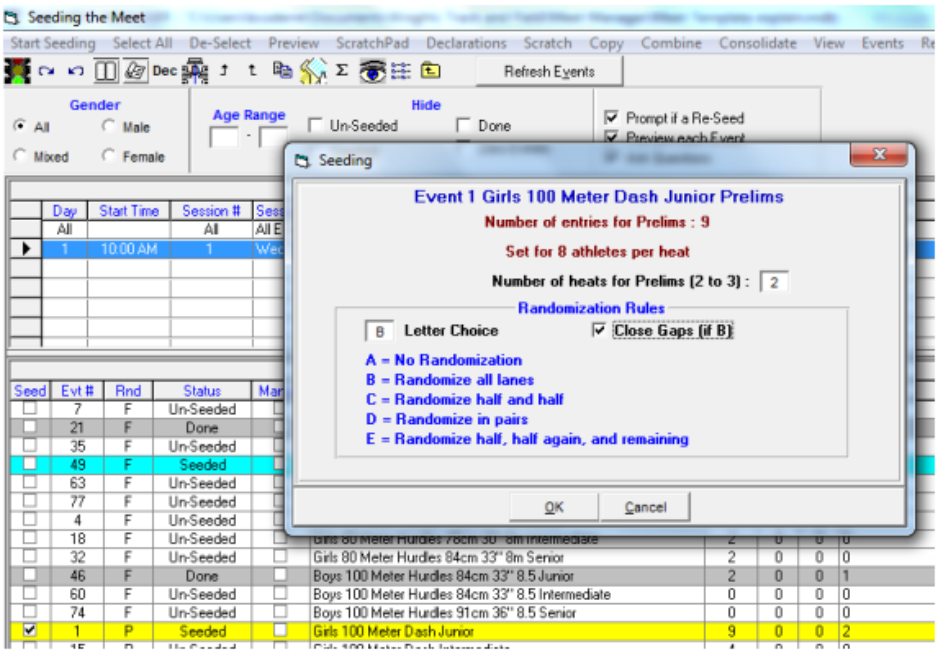


12. Once you have entered or imported (hopefully imported because it is WAAYY faster) all the athletes for your meet, you can start seeding the events (basically putting people in lanes etc.) To do this go to the "Seeding" Menu.
13. A whole new screen entitled "Seeding the Meet" will appear. Click "Select All" and all the events will turn yellow. Now click "Start Seeding".
14. You will often be prompted to "select break points" for events, just click NO whenever this comes up. After this a small "Seeding" screen comes up with the number of entrants, just click OK.

15. Now a “Preview/Adjust” screen like the one below comes up where you can see what lanes or positions competitors are placed in. I often adjust a little here to tighten up the gaps in a race or avoid overuse of lane 1 on a track, or in the case of hurdles always fill the same lanes so my hurdle crew isn’t always moving hurdles around on meet day. Most of the time you will just want to put all competitors side by side. When you are happy with the event, click “Save”. Do this for all 92 events (it really doesn’t take that long unless you are doing a lot of fudging).

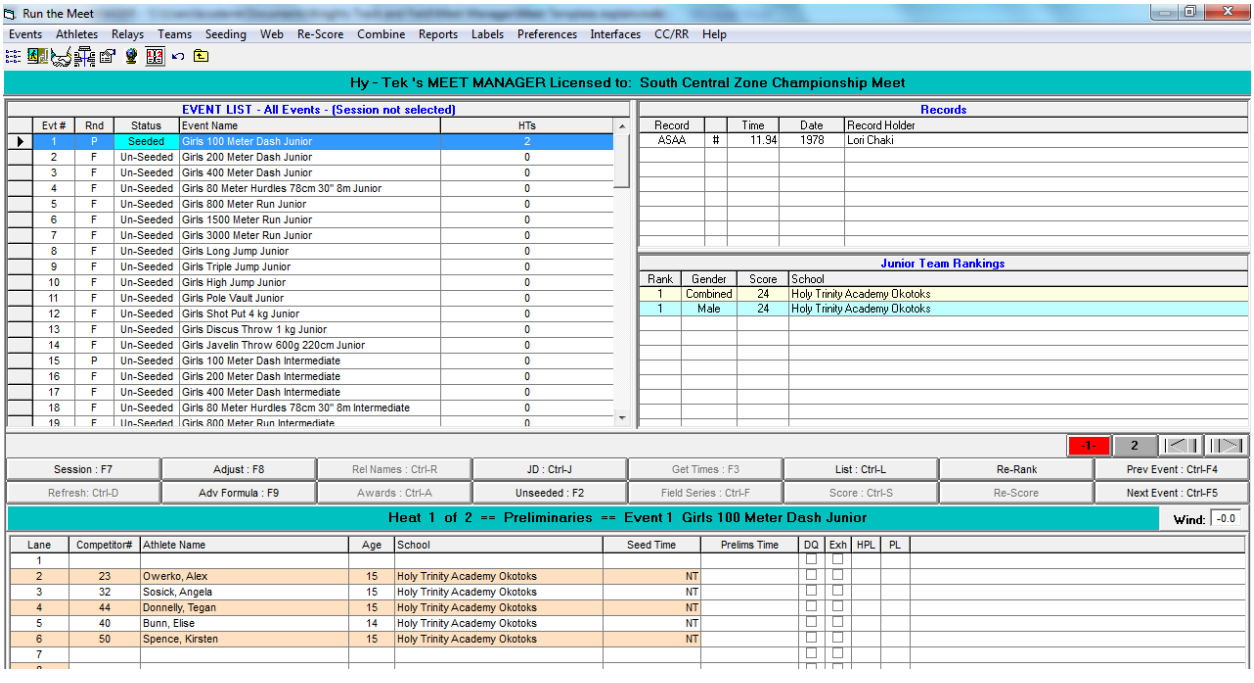


Special Cases include the sprints where you may have two heats, just choose randomize (Choice B) and click the box that asks “Close Gaps if B” to be fair (See picture below).

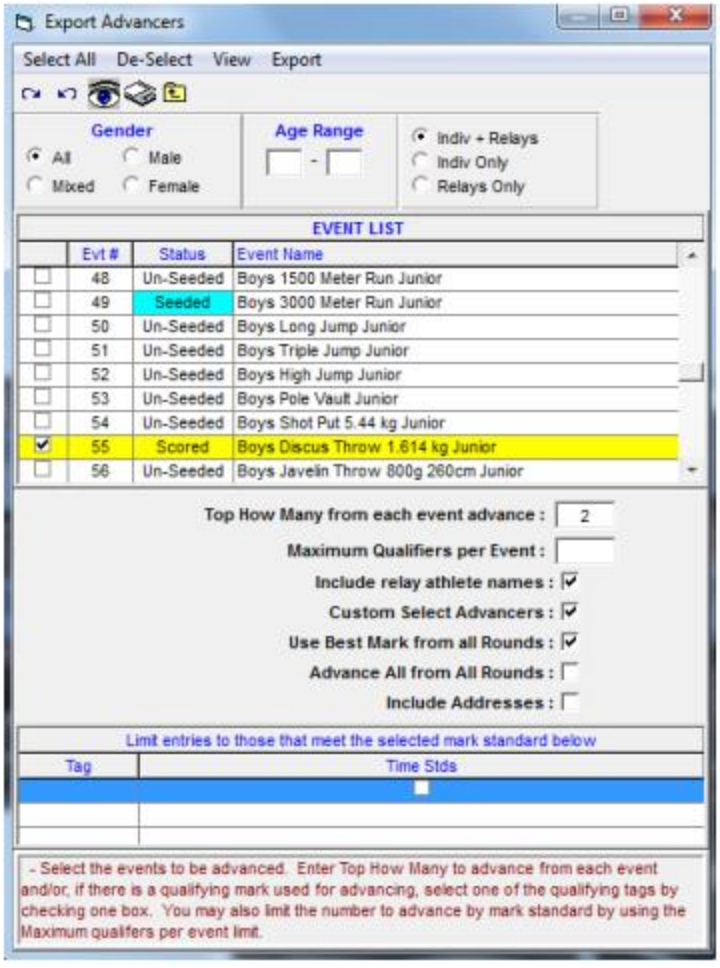


In events with an actual final and not a timed final (basically just the 100m) it will then ask about the Advancement formula. To stay true to ASAA policy, select Option 3 (top 2 and next 4 fastest). See picture below.

16. Now you will want to print out your event sheets. Click on the "Reports" menu and select "Finish Line Sheets" for all your track events (Probably want 2 copies here for start and finish line) and "Field event score sheets" for your throws and jumps. NOTE: for some reason you can't select all the field events at once because the program can't make vertical and horizontal reports at the same time, so do all your horizontal events first and then High jump and Pole vault last.
17. Once you have completed the seeding you are ready to RUN the meet. From the Main Screen select "Run" and a whole new "Run The Meet" screen will appear. All your events will appear in numerical order with a green "Seeded" box beside them. If there are changes on meet day, you can change in the "Entries" menu from the main screen and re-seed any changed events and reprint the sheets. See picture below.

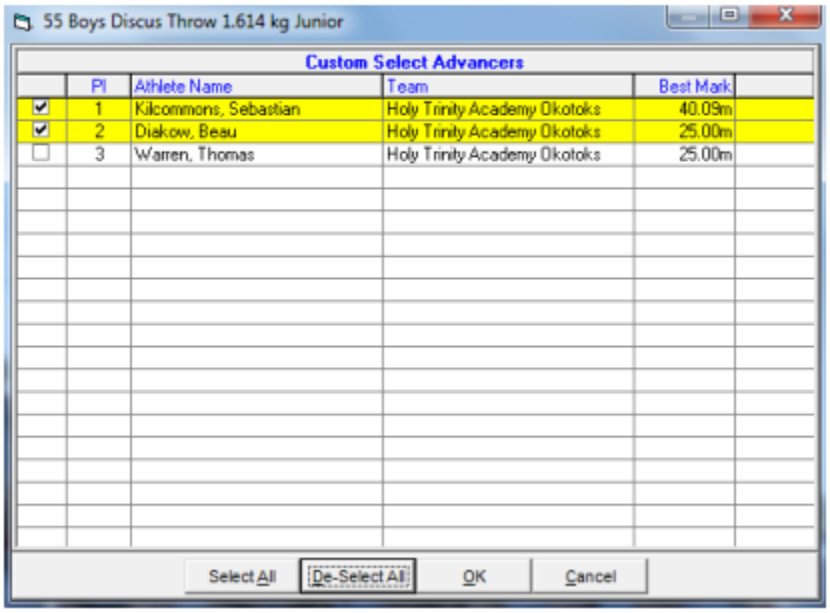


18. The “Run the Meet” screen is the most important screen. This is where you will enter all your results as the event sheets come back to you. This screen is really nice because you can enter the results and score the events as you go. Each time you score an event it will give you a preview of the results report that you can print and post on your results wall, so athletes and coaches can check results as the day goes on. NOTE: Once you score an event, you can no longer add any athletes to it. You can still change the registered athletes marks and break ties and rescore but you can’t add another athlete so as to prevent certain types of cheating. For events with heats and finals, after the heats have been scored, the finals will show up on your events list and you can seed them like the other events and print the sheets for your starter and finish line person.
19. Tie Breaking Procedure: In the event that two athletes have the same best mark in a field event, the next best throw or jump is used as a tie break. To break the tie, click the button labeled JD: Ctrl-J. In here you can manually place the athletes by putting their place in the first column.
20. Once the entire meet has been run you can go back to the main screen and click the “Reports” menu. Here you will want the “Results” option. Select all and Create report to make a PDF file of all the results from every event to export to all your coaches. You may also want the “Scores” report to show which school won the meet.
21. Once all your coaches have confirmed whether the athletes that have qualified are going to zones you will need to export your advancers to send to the zone meet Coordinator (Usually Doug Lamont). To do this go to the main screen and click “File” then down to the “Export” option and select “Advancers”. A screen like the one at right will come up. Select All and then fill in the other options as shown in the picture below. You will set the number of advancers from each event to 2. You will still want to select “Custom Select Advancers” because this will



allow you to check each event for those events where one of the qualifiers is not going to zones and you need to select the third or fourth place person.

22. After you have check each event (which again doesn't take that long because you will only have to change a couple of events for those not going on to zones) click OK and the export progress report will appear. Click OK and you will be asked where you want to save the file and what you want to title it. Save and then send this file to your zone meet coordinator.



23. Congratulations! You are all done (Until next year). The good news is that each year you get faster and faster at this!