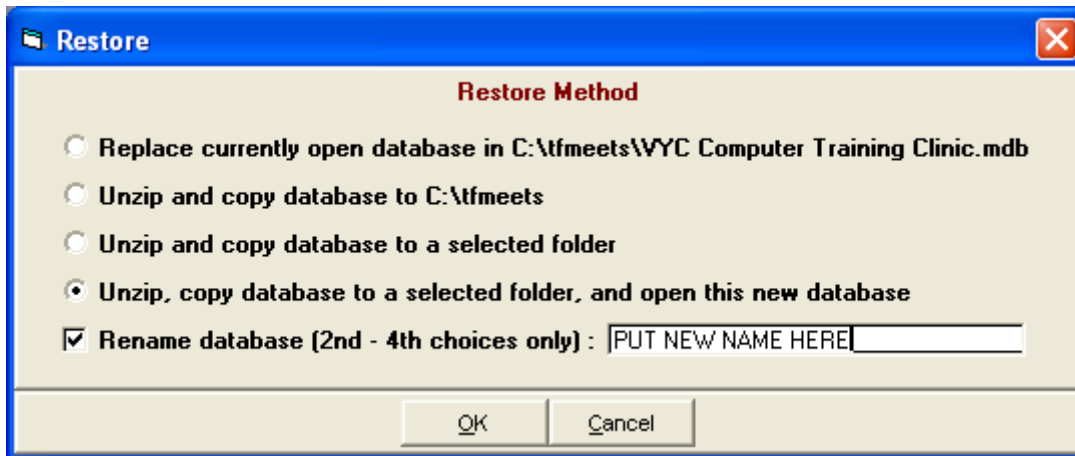


INSTRUCTIONS ON USING MEET MANAGER

Alan Bingham (661) 755-6197
Scott Corr-Robinett (818) 590-9569

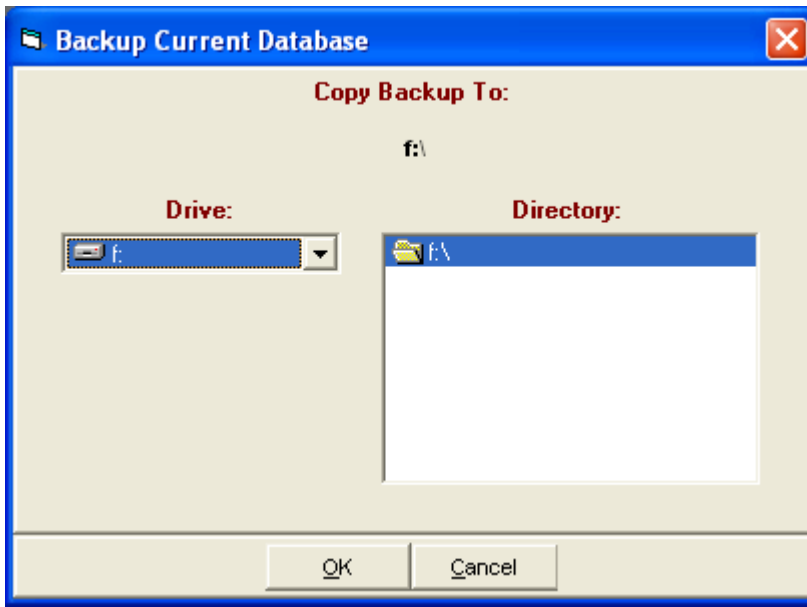
A. How to Restore Template (open .zip file)

- < Click 'FILE'
- < Click 'RESTORE'
- < Pick option 4 **and** Rename Database
*type in what you want to name this database whatever is easiest for you to remember (strongly recommended you use the numerical meet [VYC07- ____] per list to be received at beginning of season **or** your team 'vs' opponent)*
- < Find .zip file (downloaded from email sent to you) and double click
 - Select Restore to Folder box click <OK>
 - Unzip the Back-up File box click <OK>
- < Click <OK> on Single User (or whichever User if working in a network)

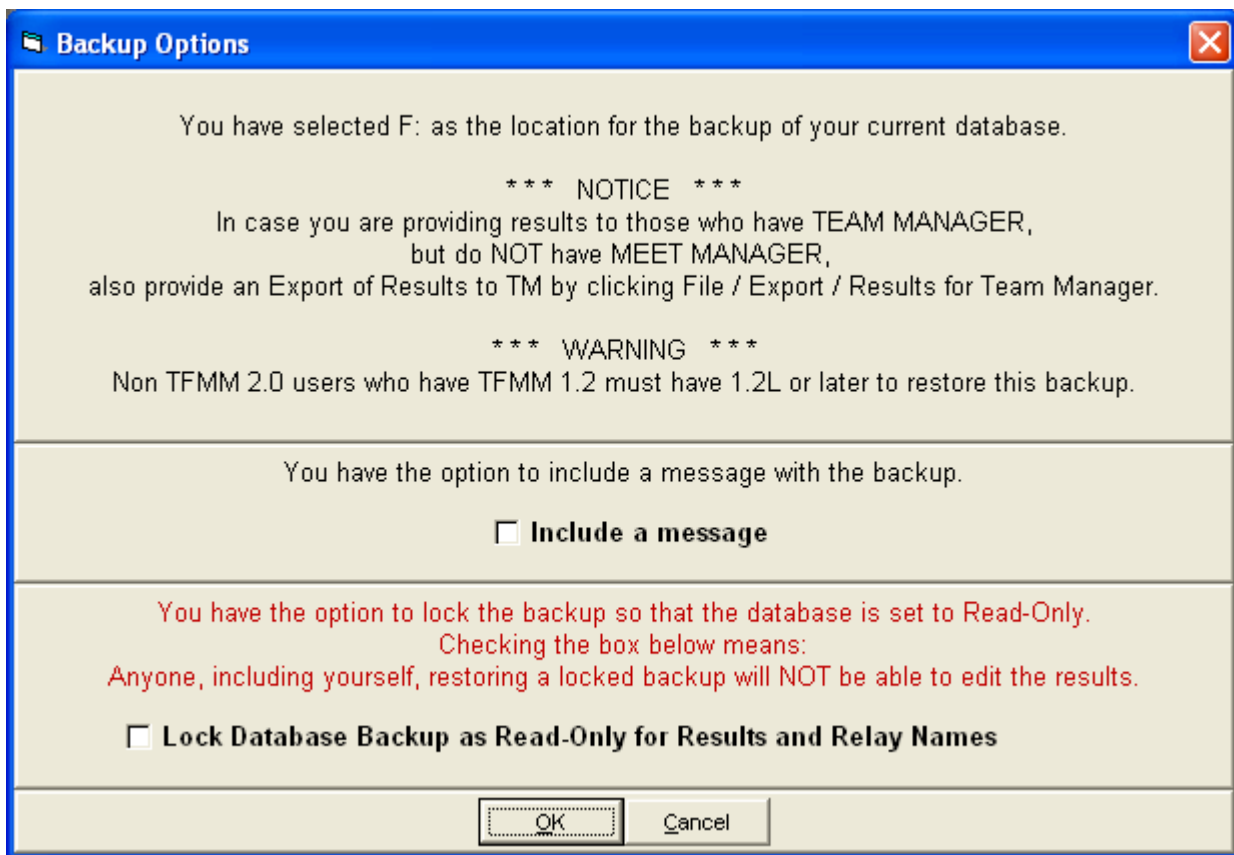


B. How to Create a Back-up

- < Click 'FILE'
- < Click 'BACK UP'



- Copy back-up to: [prompts C:\tfmeets] click <OK>
- Would you like to include a message? click <NO>
- Back-up Utility Completed = = **YOU'VE CREATED A .ZIP* FILE**
*.zip files are what you attach to the emails to the visiting team, Alan Bingham alanbingham@sctc-storm.org



Do NOT LOCK THE DATABASE!!!

C. How to Set-up Meet Title

- < Click 'SET-UP' on home page (picture of starters)
- < Click 'MEET SET-UP' and complete form as follows:
 - Meet Name: VYC08-01 (nn = the number of the meet) count number of meets on VYC Schedule to obtain nn
 - Meet Name 2: your team vs. opponent = = *sample: "SV vs SCTC"*
 - Location: name of school where meet is held = = *sample: "Royal High School"*
 - Start & End Date: date of meet = = *sample: 03/29/08*
 - LEAVE BALANCE OF FORM ALONE**
- < Click <OK>

It is strongly recommended that you perform tasks A and C the night (or days) before the actual meet. Now you are ready to run a meet (enter results).

Once you have entered all the results for your meet and ran an exception report, you should complete Task B and then email the .zip file to the appropriate people.

Enter Individual Event Results

1. Click 'RUN'
2. Select the event that you are going to enter results (top left box - all events are in order of VYC Meet Schedule)
3. Click on **Comp. #** of first line (Pos. 1) and enter the competition number on the first tag on the results page and hit <ENTER>
4. Repeat step #3 until all competition numbers are entered
5. Go back to top and click on 'FINAL TIMES' for first line (Pos. 1) and enter results for each competitor

sample: 10:35.40 → you type 103540

9:40:01 → you type 94001

****if using FINISH LYNX - Click 'GET TIMES' or press the F3 key**

(Note: that teams timing distance events with FINISH LYNX may not be able to use the get times feature for all age groups due to mixed running of athletes ages)

6. To add a Heat → keystroke Ctrl+H
The heat you are working in will be **red** (boxes across the middle of screen)
7. Repeat steps #3 through #6
8. Click 'LIST' - once report shows up click on printer icon if printing results; if not, close window.

REPEAT THIS PROCESS FOR EVERY INDIVIDUAL EVENT WITH PARTICIPANTS

Enter Relays

1. Select the relay you need to enter results on (GG 4x100) from event list
2. Click 'ADJUST'
3. Click 'SHOW TEAMS' (left side of screen)
4. Drag name of each **team** into the lane they ran in. Repeat this until all lanes in heat are entered
5. If more than one heat, click 'ADD HEAT' and repeat step #4
6. Click 'ACCEPT'
7. Click 'RELAY NAMES' – *First lane used will be highlighted in yellow*
8. Under 'Relay Order' click on first line and enter all comp #s for first team
9. Click on the next Lane (will highlight the team name)
10. Repeat step #8
11. Click 'CLOSE' once all athlete names are entered for all teams in race
12. Click on 'FINAL TIMES' for first line (Pos. 1) and enter results for each relay team
13. If more than one heat, go to heat numbers (middle of screen) and click on next heat and repeat step #12
14. Click 'LIST' - once report shows up click on printer icon if printing results; if not, close window

Helpful Hints for Entering Results for Field Events

Entering the results for field events this way is **EASIER** and will **SAVE TIME**

HIGH JUMP

- best mark is 4'11" → you type 41100
- best mark is 3'0" → you type 30000 or 3'
- best mark is 2'1" → you type 20100

SHOT PUT/ LONG JUMP

- best mark is 25'10¹/₄" → you type 251025
- best mark is 25'10¹/₂" → you type 251050
- best mark is 25'10³/₄" → you type 251075
- best mark is 25'11" → you type 251100
- best mark is 7' 1¹/₂" → you type 070050
- best mark is 14'1¹/₂" → you type 140150

Running an Exception report - *Performed after you have entered all results to make sure no athlete exceeded the maximum events per meet*

- < Click 'REPORTS'
- < Click 'EXCEPTION REPORTS' and complete as follows:

- max. entries including relays: 4 (3 for Gremlin)
- max. individual entries: 3 (same for Gremlin)
- max. relay entries: leave blank
- < Click <OK>
- < If exceptions occur - go back and verify on hard copies of results
- < if exceptions are correct, go back to events (under Run) and check [/] the DQ box for that particular athlete; then 'LIST'. Repeat for all events athlete participated in
- < **The only exceptions that are acceptable are INTERMEDIATE athletes - they can run four (4) individual events.**

Printing Labels for Ribbons

- < Click 'LABELS'
- < Click 'AWARD LABELS'
- < Chose Team (top left side of screen) - highlight your team
- < Click 'SELECT ALL' (close to bottom of screen - left side)
- < Under 'AWARD TYPE' (middle of screen) click 'BY HEAT'
- < Click 'CREATE LABEL' (under 'Select All')
- < Report will show up - click on printer icon to print labels

Create Athlete Roster in Meet Manager

- < Click 'ATHLETES' on home page (picture of runners)
- < Click on 'ADD ATHLETES' (top left corner of screen)
- < Fill in all open lines as follows:
 - type Last Name of athlete <TAB>
 - type First Name of athlete
 - click 'GENDER'
 - double click on your team name (from box on right side of screen)
 - click 'CONTACT INFO' (bottom middle of box) and fill in address, city, zip, phone number – once done click <OK>
 - Click <OK>
- < Repeat above process for every athlete on your team
- < Click 'CLOSE' once done

Running Athlete Roster

- < Click 'REPORTS'
- < Click '-ATHLETE ROSTER' – customize to what you want (i.e., just BG; just boys; whole team, etc.)
 - Find your Team (pull down menu bottom middle of screen)
 - Pick a Division (can choose ALL)
- < Click <OK>

< Click on printer icon to print report

YOU CAN MAKE CHANGES TO THIS REPORT TO FIT WHAT YOU WANT - I.E., DETAILED REPORT, JUST NAMES AND DOB; NAME, DOB AND COMP. #

Printing Athlete Competitor Labels

- < Click 'LABELS'
- < Click –COMPETITOR / MAILING / REGISTRATION LABELS' – customize to what you want (i.e., just BG; just boys; whole team, etc.)
- Find your Team (pull down menu top middle of screen)
- Pick a Division(age group) (you can choose ALL)
- Select the number of labels you want for each athlete, ex 3
- < Click <OK>
- < Click create labels

Competitor / Mailing / Registration Labels

Preferences Memorize Create Labels

Gender: All Male Female

Team: Santa Clarita Track Club

Division: G Gremlin

Age Range: [] to []

Competitor Labels | Mailing Labels | Registration Labels

Options

Include athletes with no competitor #

Number of copies of Comp# labels: [3]

Comp# range: [0] to [9010]

Label Selection

Laser
5160 1 x 2 5/8

Dot-Matrix 1 x 15/16 (1 col)

1st Sort

By Team
 By Athlete
 By Competitor #
 Region/Assoc/Team

2nd Sort

Alphabetical
 Competitor #
 Postal Code

FINISH
LANE
POSITION

SANTA CLARITA TRACK CLUB RUNNING EVENT FINISH SHEET

DATE: 4-21-2007

HEAT: 1 OF 1

Lane 1

Lane 2

Lane 3

Lane 4

2532
ERICA, FALK
CC MG

Lane 5

8052
JOEY HERNANDEZ
SCTC MG

Lane 6

Lane 7

2524
VANESSA CURTIN
CC MG

Lane 8

EVENT #	Division									
	Gremlin		Bantam		Midget		Youth		Interm.	
	G	B	G	B	G	B	G	B	G	B
					G	B				

Please circle Event #s for all divisions participating

3,000 M					10	20	30	40	50	60
Hurdles					70	80	90	100	110	120
4X100 M	130	140	150	160	170	180	190	200	210	220
1,500 M	230	240	250	260	270	280	290	300	310	320
400 M	330	340	350	360	370	380	390	400	410	420
100 M	430	440	450	460	470	480	490	500	510	520
800 M	530	540	550	560	570	580	590	600	610	620
200 M	630	640	650	660	670	680	690	700	710	720
4X400 M			730	740	750	760	770	780	790	800

All individual tags require the following:
 Competitor #, Name
 Team/affiliation
 Event #, Title, Division
 Mark (Personal Best Time) - for seeded heats

Relay Tag Information Needed:

Team _____	Event # _____	4X _____	Lane _____
C# _____	Name _____		Div _____
C# _____	Name _____		Div _____
C# _____	Name _____		Div _____
C# _____	Name _____		Div _____

If event is mixed, enter Division (ie, MB, etc.)

Lane 9

SANTA CLARITA TRACK CLUB RUNNING EVENT FINISH SHEET

FINISH
LANE
POSITION

11:00.11

Lane 1

7081
Kurt Lutz
STORM 4B

DATE: 4-21-2007

HEAT: 1 OF 1

12:16.87

Lane 2

8130
Jonathan Summer
SCTC MB

Division									
Gremlin		Bantam		Midget		Youth		Interm.	
G	B	G	B	G	B	G	B	G	B

EVENT #

Please circle Event #s for all divisions participating

3,000 M						10	20	30	40	50	60
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Hurdles						70	80	90	100	110	120
---------	--	--	--	--	--	----	----	----	-----	-----	-----

12:37.06

Lane 3

2634
Daniel Zatorski
CC MB

4X100 M	130	140	150	160	170	180	190	200	210	220
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1,500 M	230	240	250	260	270	280	290	300	310	320
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400 M	330	340	350	360	370	380	390	400	410	420
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13:10.60

Lane 4

8033
Gabriel Ellman
SCTC MB

100 M	430	440	450	460	470	480	490	500	510	520
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800 M	530	540	550	560	570	580	590	600	610	620
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200 M	630	640	650	660	670	680	690	700	710	720
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15:13.75

Lane 5

2507
Julia Anker
CC 4B

4X400 M			730	740	750	760	770	780	790	800
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All individual tags require the following:
Competitor #, Name
Team/affiliation
Event #, Title, Division
Mark (Personal Best Time) - for seeded heats

17:17.73

Lane 6

2574
John Lubran
CC MB

Relay Tag Information Needed:

Team	Event #	4X	Lane
C#	Name		Div
C#	Name		Div
C#	Name		Div
C#	Name		Div

If event is mixed, enter Division (ie, MB, etc.)

Lane 7

Lane 8

Lane 9

FINISH
LANE
POSITION

SANTA CLARITA TRACK CLUB RUNNING EVENT FINISH SHEET

DATE: 4-21-2007

HEAT: 1 OF 1

Lane 1

Lane 2

58.14

CC-A

2621	2545	
2599	2542	

Lane 3

Lane 4

58.09

SCTCA

8108	8006	
8146	8101	

Lane 5

Lane 6

Lane 7

Lane 8

Division									
Gremlin		Bantam		Midget		Youth		Interm.	
G	B	G	B	G	B	G	B	G	B

EVENT #

Please circle Event #s for all divisions participating

3,000 M						10	20	30	40	50	60
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Hurdles						70	80	90	100	110	120
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4X100 M	130	140	150	160	170	180	190	200	210	220
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1,500 M	230	240	250	260	270	280	290	300	310	320
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400 M	330	340	350	360	370	380	390	400	410	420
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100 M	430	440	450	460	470	480	490	500	510	520
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800 M	530	540	550	560	570	580	590	600	610	620
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200 M	630	640	650	660	670	680	690	700	710	720
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4X400 M			730	740	750	760	770	780	790	800
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All individual tags require the following:

Competitor #, Name

Team/affiliation

Event #, Title, Division

Mark (Personal Best Time) - for seeded heats

Relay Tag Information Needed:

Team _____	Event # _____	4X _____	Lane _____
C# _____	Name _____		Div _____
C# _____	Name _____		Div _____
C# _____	Name _____		Div _____
C# _____	Name _____		Div _____

If event is mixed, enter Division (ie, MB, etc.)

Lane 9

SANTA CLARITA TRACK CLUB RUNNING EVENT FINISH SHEET

FINISH
LANE
POSITION

DATE: _____

HEAT: 1 OF 2

Lane 1

Lane 2

15.11

2545

Samantha Garner

CCYG

Lane 3

14.76

8085

Brittney Massie

SCTCYG

Lane 4

14.16

2542

Laurie Galvan

CCYG

Lane 5

14.59

8101

Ciera Phelps

SCTCYG

Lane 6

14.62

8093

Jasmine Milton

SCTCYG

Lane 7

Lane 8

EVENT #	Division									
	Gremlin		Bantam		Midget		Youth		Interm.	
	G	B	G	B	G	B	G	B	G	B

Please circle Event #s for all divisions participating

3,000 M						10	20	30	40	50	60
---------	--	--	--	--	--	----	----	----	----	----	----

Hurdles						70	80	90	100	110	120
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4X100 M	130	140	150	160	170	180	190	200	210	220
---------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

1,500 M	230	240	250	260	270	280	290	300	310	320
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400 M	330	340	350	360	370	380	390	400	410	420
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100 M	430	440	450	460	470	480	490	500	510	520
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800 M	530	540	550	560	570	580	590	600	610	620
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200 M	630	640	650	660	670	680	690	700	710	720
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4X400 M			730	740	750	760	770	780	790	800
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All individual tags require the following:

- Competitor #, Name
- Team/affiliation
- Event #, Title, Division
- Mark (Personal Best Time) - for seeded heats

Relay Tag Information Needed:

Team _____	Event # _____	4X _____	Lane _____
C# _____	Name _____	Div _____	
C# _____	Name _____	Div _____	
C# _____	Name _____	Div _____	
C# _____	Name _____	Div _____	

If event is mixed, enter Division (ie, MB, etc.)

Lane 9

FINISH
LANE
POSITION

SANTA CLARITA TRACK CLUB RUNNING EVENT FINISH SHEET

DATE: 4-21-2007

HEAT: 2 OF 2

Lane 1

18.59

Lane 2

2547
melissa Gillette
CC YG

17.46

Lane 3

Carmen Adante
SCTC YG

17.02

Lane 4

2575
Destinee Lyons
CC YG

17.71

Lane 5

8133
Amanda Triana
SCTC YG

18.12

Lane 6

8140
marisa watkins
SCTC YG

Lane 7

Lane 8

EVENT #	Division									
	Gremlin		Bantam		Midget		Youth		Interm.	
	G	B	G	B	G	B	G	B	G	B

Please circle Event #s for all divisions participating

3,000 M						10	20	30	40	50	60
---------	--	--	--	--	--	----	----	----	----	----	----

Hurdles						70	80	90	100	110	120
---------	--	--	--	--	--	----	----	----	-----	-----	-----

4X100 M	130	140	150	160	170	180	190	200	210	220
---------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

1,500 M	230	240	250	260	270	280	290	300	310	320
---------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

400 M	330	340	350	360	370	380	390	400	410	420
-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

100 M	430	440	450	460	470	480	<u>490</u>	500	510	520
-------	-----	-----	-----	-----	-----	-----	------------	-----	-----	-----

800 M	530	540	550	560	570	580	590	600	610	620
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200 M	630	640	650	660	670	680	690	700	710	720
-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

4X400 M			730	740	750	760	770	780	790	800
---------	--	--	-----	-----	-----	-----	-----	-----	-----	-----

All individual tags require the following:

Competitor #, Name

Team/affiliation

Event #, Title, Division

Mark (Personal Best Time) - for seeded heats

Relay Tag Information Needed:

Team	Event #	4X	Lane
C#	Name		Div
C#	Name		Div
C#	Name		Div
C#	Name		Div

If event is mixed, enter Division (ie, MB, etc.)

Lane 9

SANTA CLARITA TRACK CLUB FIELD EVENT SHEET

DATE: 4-21-07

JUDGE: _____

HOME: _____

VISITOR#1: _____

VISITOR#2: _____

Division															
Gremlin				Bantam				Midget				Youth			
G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B

EVENT # Please circle Event #s for all divisions participating, and enter event # for each participant if mixed.

High Jump	805	810	815	820	825	830	835	840		
Long Jump	845	850	855	860	865	870	875	880	885	890
Shot Put	895	900	905	910	915	920	925	930		

Competitor Number	Name	Team	Bar Ht. Event #	Attempt #:												Best	Rank
				1			2			3			4				
				1	2	3	1	2	3	1	2	3	1	2	3		
12580	D. McKinney	SCTC	4'-0"	4'-2"	4'-4"	4'-6"	4'-8"										
22601	T. Pride	CC	0	0	XO	0	XXX										4'-6
38149	R. Yakub	SCTC	0	0	XXO	XXX											4'-4
48091	A. Miller	SCTC	0	0	0	0	XXX										4'-6
52631	T. White	CC	XO	XO	XXX												4'-2
68089	A. McEvoy	SCTC	0	0	0	XXX											4'-4
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	

SANTA CLARITA TRACK CLUB FIELD EVENT SHEET

Division											
Gremlin			Bantam			Midget			Youth		
C	B	G	G	B	G	G	B	G	C	B	G

EVENT # Please circle event #s for all divisions participating, and enter event # for each participant if mixed.

High Jump	845	850	855	860	865	870	875	880	885	890
Long Jump	845	850	855	860	865	870	875	880	885	890
Shot Put			895	900	905	910	915	920	925	930

DATE: 4-21-2007

JUDGE: _____

HOME: _____

VISITOR#1: _____

VISITOR#2: _____

Competitor Number	Name	Team	Attempt #:												Rank			
			1			2			3			4						
			1	2	3	1	2	3	1	2	3	1	2	3				
1	C. Gutierrez	CC																
2	A. Parrish	CC	4'-6"	5'-8"	6'-0"	5'-2"			4'-6"	5'-8"	6'-0"	5'-2"						
3	B. Guerra	SATC																
4	S. Tucker	SATC																
5	A. Galvan	CC																
6	M. Godinez	CC																
7	B. Pachba	CC																
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		

SANTA CLARITA TRACK CLUB FIELD EVENT SHEET

4-21-07

DATE: _____

JUDGE: _____

HOME _____

VISITOR#1 _____

VISITOR#2 _____

Division													
Gremlin			Bantam			Midget			Youth			Interm.	
G	B	B	G	B	B	G	B	B	G	B	B	G	B

EVENT # Please circle Event #s for all divisions participating, and enter event # for each participant if mixed.

High Jump	805	810	815	820	825	830	835	840		
Long Jump	845	850	855	860	865	870	875	880	885	890
Shot Put	895	900	905	910	915	920	925	930		

PUT COMPETITOR TAGS ON BACK OF THIS SHEET
LONG JUMP and SHOT PUT (Four attempts are allowed)
 Note: Show all distances to nearest 1/4 inch. F=Foul P=Pass

HIGH JUMP (Show Height)
 For each attempt, mark: O=Made X=Miss P=Pass

Competitor Number	Name	Team	Attempt #:			Attempt #:			Bar Ht.	Event #	Rank
			1	2	3	1	2	3			
1	C. Phelps										
2	J. Rodriguez										
3	M. Gillette										
4	M. Watkins										
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											