



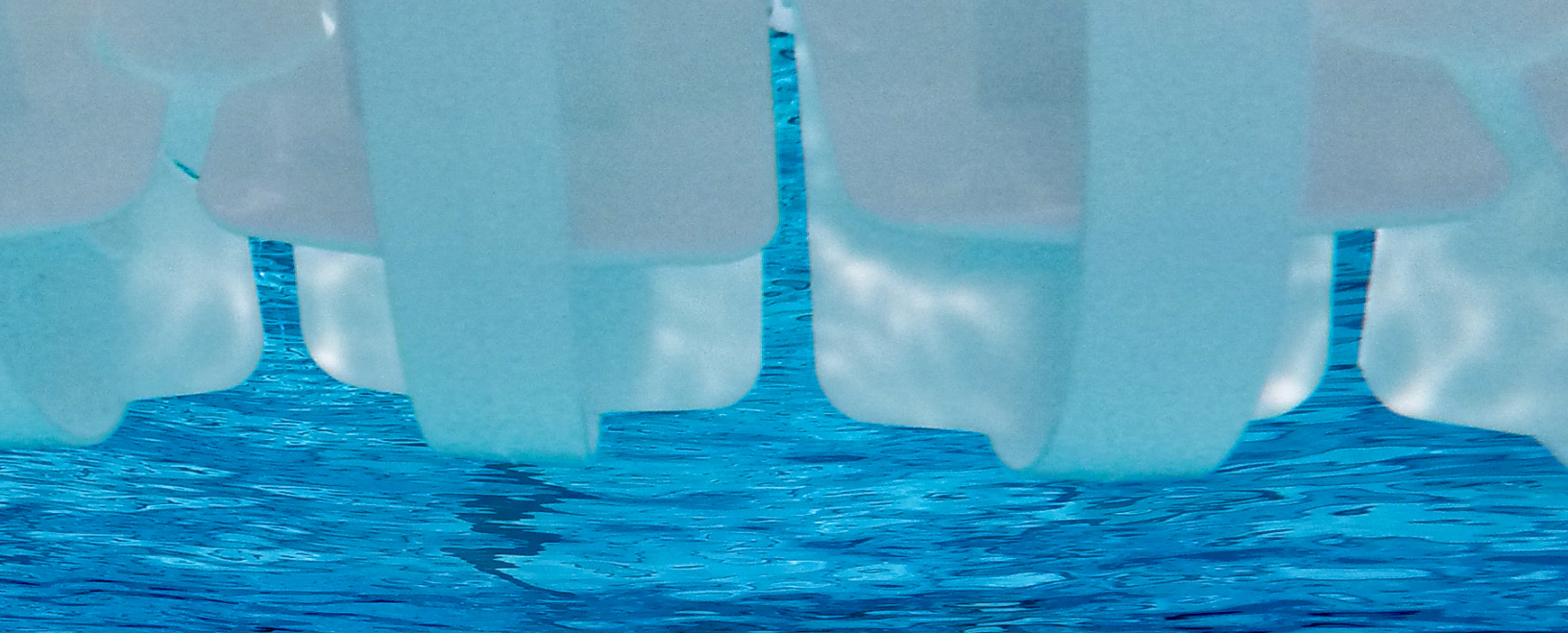
VIRTUAL MEETS





VIRTUAL MEETS ALLOW CLUB TEAMS TO COMPETE AGAINST EACH OTHER BUT SWIM LOCALLY WITHIN THEIR OWN LSC OR DIFFERENT LSCS.

1. Competition must be held as a single meet but may have multiple sessions.
2. A team may swim a virtual meet as an inter-squad competition at different sites, or USA Swimming club teams may compete against each other.
3. If running the virtual meet **within the same LSC**
 - a. For multiple club team competitions, it is recommended that a host team be determined with their responsibilities to include, but not limited to:
 - i. Development of meet announcement
 - ii. Order of events
 - iii. Fee structure, if applicable
 - iv. Application for sanction
 - v. Pre-meet registration recon submission according to LSC policy
 - vi. The merging of the meet for scoring and awards, if applicable
 - vii. Submission of any fees according to LSC policy
 - viii. Submit file for uploading to SWIMS after merging and scoring/placing
 - ix. For OTS, identify administrators from each site to enter official sessions
4. If running the virtual meet **in multiple LSCs**
 - a. Recommend that a host team be determined with their responsibilities to include, but not limited to:
 - i. Development of meet announcement
 - ii. Order of events
 - iii. Fee structure, if applicable
 - iv. The merging of the meet for scoring and awards, if applicable
 - v. Submit file for uploading to SWIMS after merging and scoring/placing
 - b. Each LSC site would be responsible for, including but not limited to:
 - i. Application for sanction
 - ii. Fee structure, if applicable
 - iii. Pre-meet registration recon submission according to LSC policy
 - iv. Submission of any fees according to LSC policy
 - v. For OTS, identify administrators from each site to enter official sessions



5. USA Swimming technical rules shall apply, to include Timing (102.24 in the USA Swimming Rulebook). Officials at each site shall conform to 102.10 In the Rulebook.
 - a. Each site **MUST** have an AO. It is suggested that there be a “lead” AO that performs the merge of the meet from all sites.
6. Swimmers may swim not more than three (3) events per day in a preliminaries and finals meet, or no more than six (6) events each day in a timed final meet, according to 102.2.2. and 3 in the Rulebook.
7. Meet Set-up Guidelines
 - a. Setup meets for all locations (meet names and dates do not have to be the same for each database); recommend that a meet is duplicated by one person and backups sent to each site including just that sites’ events
 - i. Number the events for master meet 1 to xx
 - ii. Number the events for site
 1. For example, site A, 101 to xxx; site B, 201 to xxx; site C, 301 to xxx, as applicable
 2. Master database must have each of the sites’ events for the import; imports are completed based on event number which is why master database must include each sites’ event numbers
 - iii. Use the same event info for age group, distance, and stroke for events you want to combine (recommend using the copy function)
 1. Event 1, 10U, 50 free
 2. Event 101, 10U, 50 free
 3. Event 201, 10U, 50 free



VIRTUAL MEETS

Events

Layout Add Edit Delete Combined Events Sessions Check-In Comments Re-Number Copy Clear Indicators Records Standards View Print Export to HTML Help

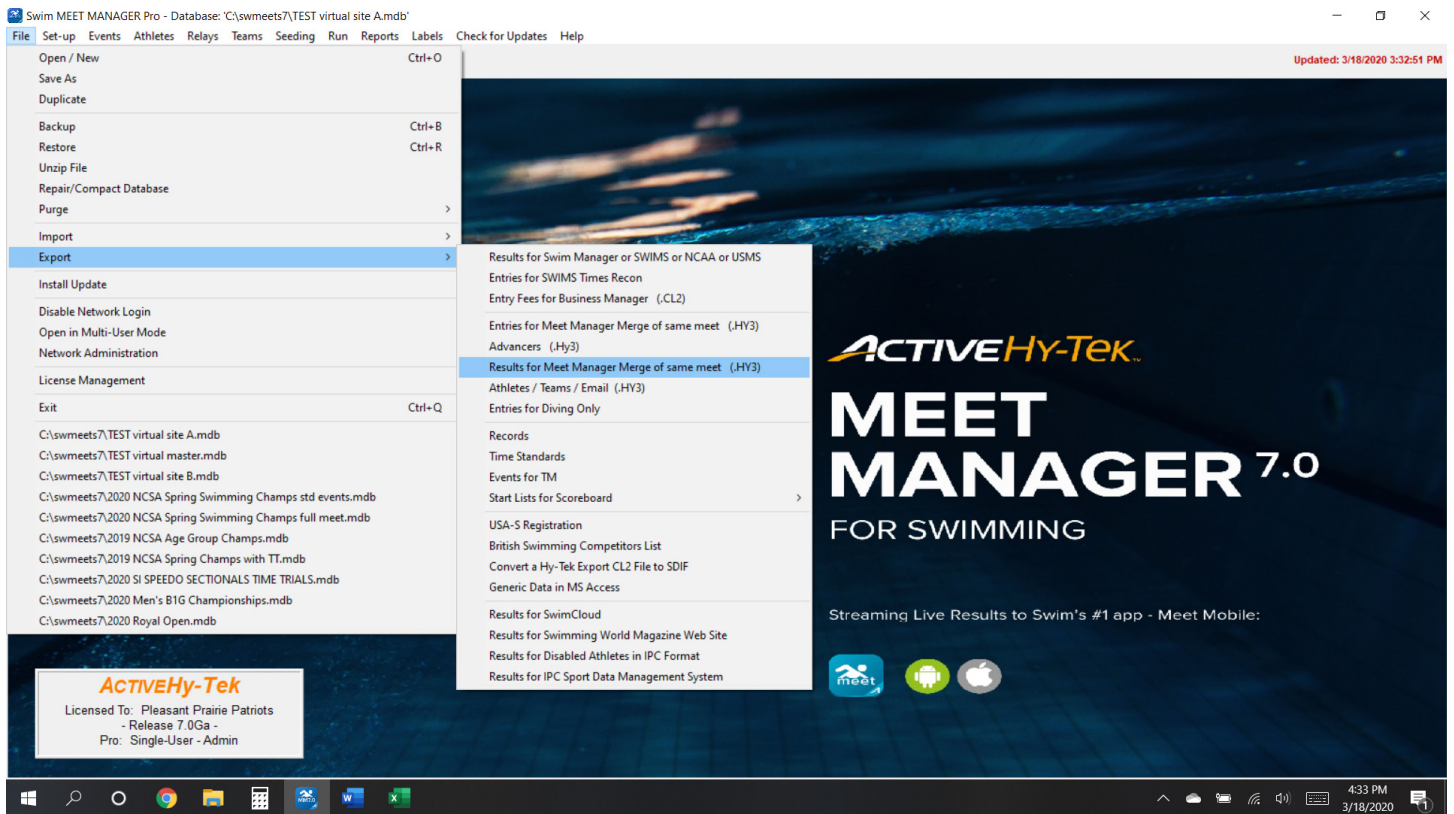
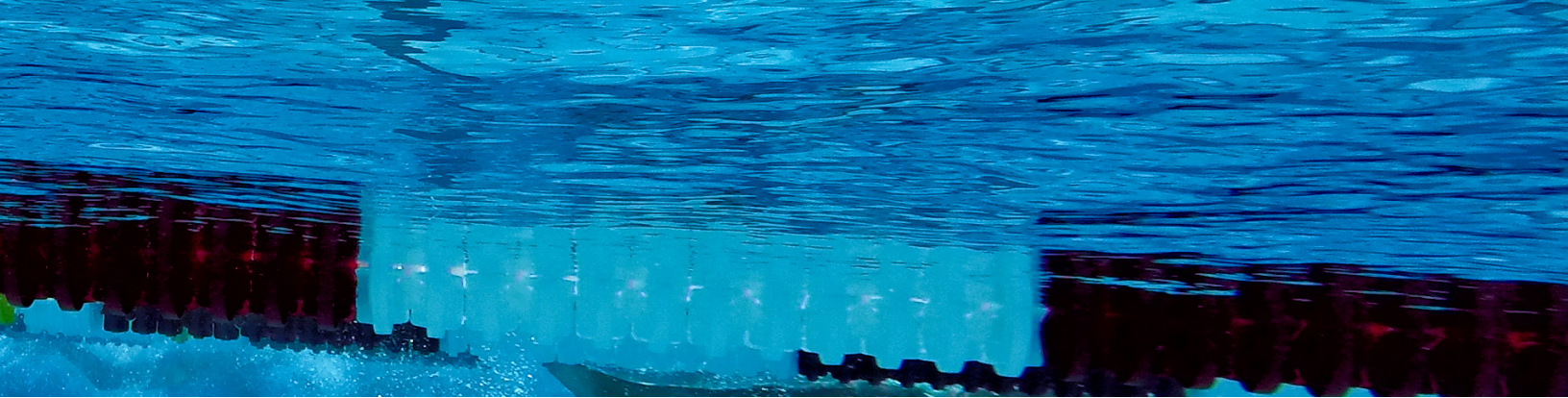
Gender: All Male Female

Age Range: -

All Events
 Standard Only
 Open Water
 Time Trial Only
 Swim-Off Only
 Disability Only

| Evt # | Status | Gender | Age Group | Distance | Stroke | Entry Fee | Root | Finals Setup | Lanes | Type | Prelims | Finals | Assignment | Score | Multi-Age | Manual Seed |
|-------|----------|--------|------------|----------|--------|-----------|------|--------------|-------|----------|---------|--------------|------------|-------|-----------|-------------|
| 1 | Scored | Girls | 10 & Under | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 2 | F - Done | Boys | 10 & Under | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 3 | F - Done | Girls | 11-12 | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 4 | F - Done | Boys | 11-12 | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 5 | F - Done | Girls | 10 & Under | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 6 | F - Done | Boys | 10 & Under | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 7 | F - Done | Girls | 11-12 | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 8 | F - Done | Boys | 11-12 | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 101 | Unseeded | Girls | 10 & Under | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 102 | F - Done | Boys | 10 & Under | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 103 | Unseeded | Girls | 11-12 | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 104 | Unseeded | Boys | 11-12 | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 105 | F - Done | Girls | 10 & Under | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 106 | F - Done | Boys | 10 & Under | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 107 | Unseeded | Girls | 11-12 | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 108 | Unseeded | Boys | 11-12 | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 201 | Unseeded | Girls | 10 & Under | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 202 | F - Done | Boys | 10 & Under | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 203 | Unseeded | Girls | 11-12 | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 204 | Unseeded | Boys | 11-12 | 50 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 205 | F - Done | Girls | 10 & Under | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 206 | F - Done | Boys | 10 & Under | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 207 | Unseeded | Girls | 11-12 | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |
| 208 | Unseeded | Boys | 11-12 | 100 | Free | 0.00 | F | Timed finals | 8 | Standard | N/A | Slow to Fast | Standard | Yes | No | No |

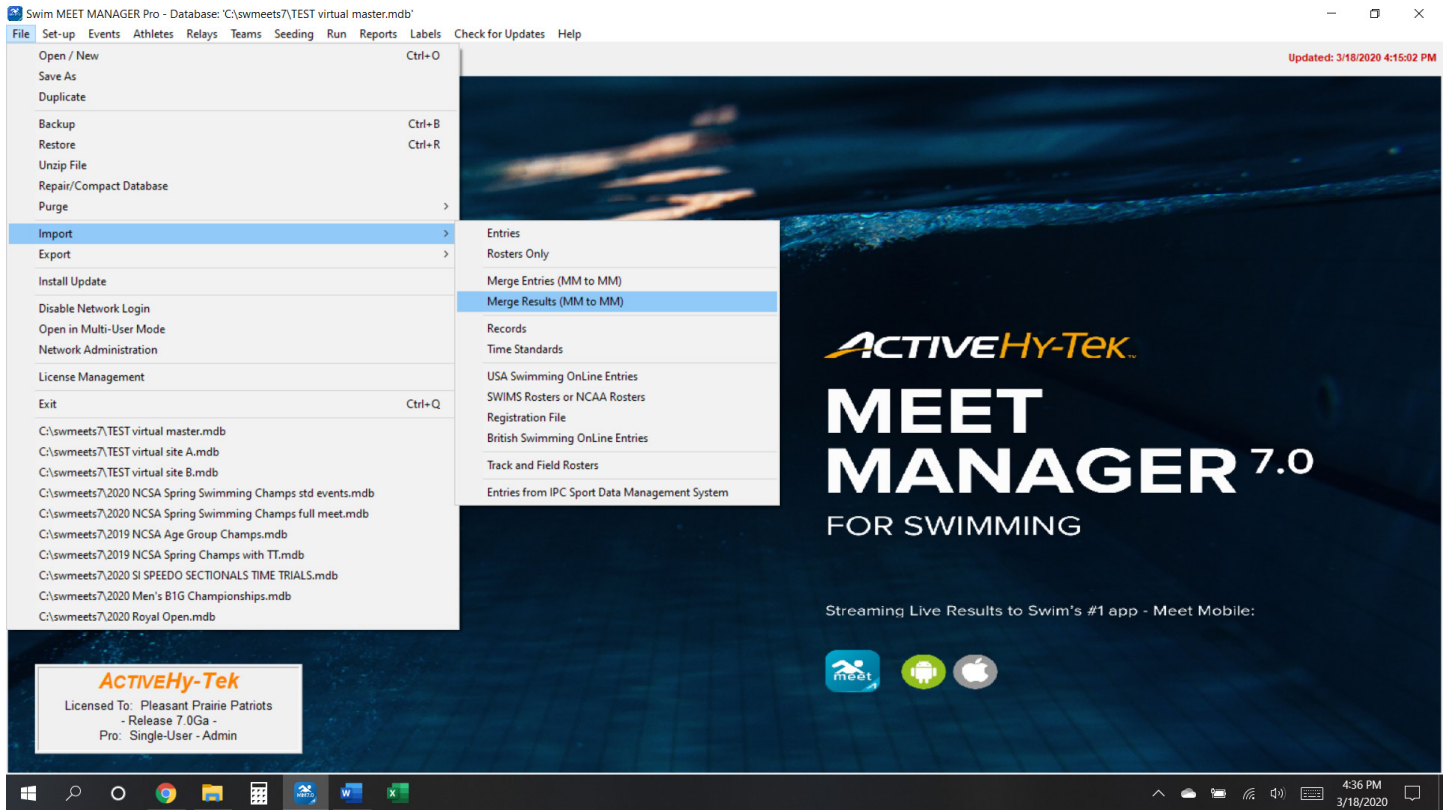
- b. Run meets at each site as usual
- c. At the end of the meet export results from each site (recommend only once at the end of the meet but, may do by session if desired),
 - i. Recommend that a backup be completed
 - ii. From main screen: File-Export-Results from Meet Manager Merge of same meet (.HY3)
 - iii. Send export file to the individual handling the import and merging results



- d. Import results from each site to master
 - i. Imports are done on event number which is why master database must include each sites' event numbers
 - ii. From main screen: File-Import-Merge Results (MM to MM)
 - iii. Recommend that a backup be completed after each import



// VIRTUAL MEETS



e. Combine Events

- i. Backup database before combining
- ii. From the Run screen, click Combine
 1. Source – from sites
 2. Target – master
 3. Select either radio button regarding the data from source
 - a. *Copy results to target event and delete results from source event* **OR** *Copy results to target event and leave source results unchanged*

If scoring, event will score automatically. Each site will add heats to the event in the target event in the master database.



Run the Meet - Test Virtual Meet

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E) Display Subtracted Splits

Meet Mobile Disabled HY-TEK 's MEET MANAGER Licensed to: Pleasant Prairie Patriots Updated: 3/18/2020 4:15:02 PM

EVENT LIST - All Events - Yards - (Session not selected)

| Evt # | Rnd | Status | Event Name | Heats | ? NS | DO | DFS | Lane | 50 | Cumulative Splits |
|-------|-----|-----------|-------------------------------------|-------|------|----|-----|------|----|-------------------|
| 1 | F | Scored | Girls 10 & Under 50 Yard Freestyle | 3 | - | - | - | 1 | | |
| 2 | F | Done | Boys 10 & Under 50 Yard Freestyle | 1 | - | - | - | 2 | | |
| 3 | F | Done | Girls 11-12 50 Yard Freestyle | | | | | | | |
| 4 | F | Done | Boys 11-12 50 Yard Freestyle | | | | | | | |
| 5 | F | Done | Girls 10 & Under 100 Yard Freestyle | | | | | | | |
| 6 | F | Done | Boys 10 & Under 100 Yard Freestyle | | | | | | | |
| 7 | F | Done | Girls 11-12 100 Yard Freestyle | | | | | | | |
| 8 | F | Done | Boys 11-12 100 Yard Freestyle | | | | | | | |
| 101 | F | Un-Seeded | Girls 10 & Under 50 Yard Freestyle | | | | | | | |
| 102 | F | Done | Boys 10 & Under 50 Yard Freestyle | | | | | | | |
| 103 | F | Un-Seeded | Girls 11-12 50 Yard Freestyle | | | | | | | |
| 104 | F | Un-Seeded | Boys 11-12 50 Yard Freestyle | | | | | | | |
| 105 | F | Done | Girls 10 & Under 100 Yard Freestyle | | | | | | | |
| 106 | F | Done | Boys 10 & Under 100 Yard Freestyle | | | | | | | |
| 107 | F | Un-Seeded | Girls 11-12 100 Yard Freestyle | 0 | | | | | | None Available |
| 108 | F | Un-Seeded | Boys 11-12 100 Yard Freestyle | 0 | | | | | | |
| 201 | F | Un-Seeded | Girls 10 & Under 50 Yard Freestyle | 0 | | | | | | |
| 202 | F | Done | Boys 10 & Under 50 Yard Freestyle | 1 | - | - | - | | | |
| 203 | F | Un-Seeded | Girls 11-12 50 Yard Freestyle | 0 | | | | | | |
| 204 | F | Un-Seeded | Boys 11-12 50 Yard Freestyle | 0 | | | | | | |
| 205 | F | Done | Girls 10 & Under 100 Yard Freestyle | 1 | - | - | - | | | |
| 206 | F | Done | Boys 10 & Under 100 Yard Freestyle | 1 | - | - | - | | | |
| 207 | F | Un-Seeded | Girls 11-12 100 Yard Freestyle | 0 | | | | | | |
| 208 | F | Un-Seeded | Boys 11-12 100 Yard Freestyle | 0 | | | | | | |

Combine Results

Source Event Number : 101 Target Event Number : 1

Method

Copy Results to Target Event and Delete Results from Source Event

Copy Results to Target Event and leave Source Results unchanged

OK Close

Replace Records with Team Scores>

Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 1 of 3 == Finals == Event 1 Girls 10 and Under 50 Yard Freestyle

| Lane | Athlete Name | Age | Team | Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | AdjStat |
|------|--------------|-----|-----------|-----------|-------------|----|-----|--------|----------|----------|----------|-----|----|-----|---------|
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | Smith, Abby | 10 | Team 1-NC | NT | 36.78 | | | | | | | 2 | 2 | 7 | |
| 5 | Alm, Emma | 6 | Team 1-NC | NT | 36.55 | | | | | | | 1 | 1 | 9 | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |

4:40 PM 3/18/2020

8. As noted above, Technical and Administrative Rules of Competition DO NOT change and must be followed by each site. These include but are not limited to:
 - a. All USA Swimming technical, administrative, and membership rules continue to be in force for all sanctioned and approved meets
 - b. MAAPP policy remains in effect for all activities and interactions.
 - c. Number/type of required certified officials remains the same.
 - d. Timing system requirements remain the same.
 - e. Membership requirements remain the same