

# MSQ Recording 2024

## Reference Guide - Hosting a Meet



Masters Swimming Queensland invites your club to host an interclub swim meet. Please consider whether your club has access to the personnel and experience vital to hosting a quality and successful meet. MSQ prides itself on running quality meets with complete documentation, appropriate communications and results produced with a high level of integrity.

This Reference Guide will assist clubs with the sanctioning, planning, development, risk assessment processes and the set up and running of their Interclub Masters Swimming Queensland meet.

### Intended audience:

This guide will assist:

- Meet Planners
- Meet Directors
- Race Secretaries (previously known as Club Captains)
- Club/Meet Recorders

### Contacts:

- |                                   |                   |  |
|-----------------------------------|-------------------|--|
| • MSQ Business Manager            | Christina Scolaro | <a href="mailto:admin@mastersswimmingqld.org.au">admin@mastersswimmingqld.org.au</a>             |
| • MSQ Director of Recording       | Martin Banks      | <a href="mailto:recorder@mastersswimmingqld.org.au">recorder@mastersswimmingqld.org.au</a>       |
| • MSQ Director of Risk Management | Emma Maxwell      | <a href="mailto:riskmanager@mastersswimmingqld.org.au">riskmanager@mastersswimmingqld.org.au</a> |

### Reference documentation:

- MSQ Rules for Conducting a Sanctioned Swim Meet (SSM)
- Meet Guide template
- Risk Management Form

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## Hosting a meet - Checklist

	Performed by club	Performed by MSQ
<b>Eligibility to host a meet / Meet sanction</b>		
Work within club to determine if able to run a meet	✓	
Consult with MSQ Business Manager / MSQ Director Recording	✓	✓
Dates requested will determine MSQ mandatory attributes, i.e. course and events that may be required in preparation for upcoming championship meets	✓	✓
Apply for sanction	✓	
Process sanction applications and publish outcomes via Meet Calendar		✓
<b>Planning the meet</b>		
Develop meet program of events	✓	
Create Meet Guide specifying closing and notification dates, awards, costs, etc	✓	
Review and endorsement by MSQ Business Manager / MSQ Director Recording – copies of documents and files provided to MSQ		✓
<b>Setting up the meet in Meet Manager</b>		
Create meet in Meet Manager	✓	✓\$
<b>Setting up the meet in Swim Central</b>		
Ensure meet file and meet date and contact details are correct	✓	
Create meet in Swim Central and set the nominations open date for automatic opening	✓	✓\$
Approval required by meet organiser to confirm all is correct	✓	
Approval required by MSQ Director Recording		✓
Publication of final Meet Guide with correct details advertised		✓
Promotion	✓	✓
<b>Meet opens in Swim Central</b>		
Meet needs to be monitored daily for refund/withdrawal requests	✓	✓\$
Promotion	✓	✓
<b>Meet closes in Swim Central</b>		
Download entries from Swim Central	✓	✓\$
Load entries download into meet in Meet Manager	✓	✓\$
Develop draft Entry List and provide to MSQ for publication (entrants will know the date to find documents on the MSQ website)	✓	✓\$
Publication of draft Entry List		✓
Promotion	✓	✓
Receipt of change requests	✓	✓\$
Update entries Meet Manager file with appropriate changes	✓	✓\$
Update relays in Meet Manager file with appropriate changes	✓	✓\$
Close off changes and finalise Meet Manager file	✓	✓\$
Produce Timeline, Program, Entry List, Entry Stats, Marshal Sheets, Timekeeper Sheets	✓	✓\$
Produce final Meet Program document	✓	✓\$
Provide Timeline, Program, Entry List, Entry Stats to MSQ for publication	✓	
Approval required by MSQ Business Manager		✓
Publication of Timeline, Program, Entry List to MSQ event page		✓
Download records file and supply to Meet Recorder where appropriate		✓
Provide a Meet Manager Backup to MSQ Director Recording for checking and archive	✓	
<b>Post meet finalisation</b>		
Provide Record Breakers report, signed-off by the Meet Referee to the MSQ Director Recording	✓	
Provide finalised Meet Manager Backup file to the MSQ Director Recording	✓	
Upload results file to MSQ Results Portal and Swim Central		✓
Provide meet report (with photos) and awards documents to MSQ Business Manager	✓	
Archive meet artifacts		✓

✓\$ - clubs may optionally request these items to be performed by MSQ for an additional SSM fee – see below

## SSM Fee Structure

SSM Fee Structure	Fees Applied
Base Sanctioned Swim Meet (SSM) fee for all MSQ meets	\$150
MSQ optional involvement prior to the meet closing in Swim Central	\$200 <sup>1</sup>
MSQ optional involvement post <sup>2</sup> the meet closing in Swim Central	\$200 <sup>1</sup>
Post meet issues assistance, i.e. where club has not followed guidance	\$75/hour
<sup>1</sup> SSM fees may be adjusted at BMB discretion	
<sup>2</sup> Please note that post meet-close does not include running the meet at the venue on the day	

Examples:

- Total Sanction Fee for MSQ managing prior meet-close and post meet-close activities would be \$550.
- Total Sanction Fee for the club managing prior meet-close and post meet-close activities would be \$150.
- A customised fee for a combination of activities can be negotiated with MSQ.

## Eligibility to host a meet

MSQ and MSA have quality standards that are required to be followed by clubs when hosting a meet. It is a requirement of sanction that clubs follow all guidelines and document templates. In some cases, MSQ will prescribe approaches for clubs to consider in structuring and running their meet, based on supporting upcoming championship meets, and timing within the season. In cases where guidelines are not followed, clubs may have future sanction requests denied, or be charged additional fees after the meet. MSQ will be placing the set up of meets back into the hands of clubs.

The host club(s) must:

- be affiliated with MSQ
- have applied for a Sanctioned Swim Meet (SSM) – see Sanction section
- have Club Administrator access to Swim Central (club members only – you cannot allow members of other clubs access to your club's Administration pages)
- have access to a suitable pool (non-surveyed and short pools will be a non-official time trial meet):
  - pool must adhere to World Aquatics temperature standards at time of competition: between 25°C and 28°C
  - pool must adhere to MSA block and diving heights, pool depth standards (See [MSA Safety Policy](#))
  - Any pool regulations, e.g., watches, safety, unexpected events, etc
- have access to suitable equipment:
  - Meet Manager and portable computer (unless permanently located at pool)
  - Printer for changes, reports and results
  - Timing systems for official meets:
    - Must be functional and well maintained
    - Manual stopwatches – two per lane minimum. The Chief Timekeeper should have two watches. Both watch times need to be manually entered into Meet Manager with the slower of the two times entered as the Final time.
    - Dolphin and Wylas SAT systems - two per lane minimum
    - AOE with backup plungers, with a manual stopwatch in case of failures. An AOE meet can continue with timing pads only, however there is a risk that the timing pads may fail, and swimmers affected will receive no time
  - Timing systems for non-official meets – considered a time-trial:
    - Manual stopwatches – one per lane
    - Dolphin and Wylas SAT systems - one per lane
  - **Note:** MSA has standards which apply based on pool surveys, whether non-members are participating, and what timing systems/approaches are in use. Please see the MSA website – [Results and Records Q & A](#)
  - **Note:** there is no requirement that swimmers need to inform officials of a record attempt.

For a meet to be considered “Official”, two watches must always be on each lane in case someone is unaware they have the potential to break a record. This is a directive from the MSA National Recorder to allow equal opportunity to have records recognised. Clubs will be requested to remove any such statements.

- have access to suitable staff:
  - Recorder and assistant/runner, capable of running Meet Manager and the timing system and producing reports for results and awards. A knowledge of Excel spreadsheets is advisable for certain reports
  - Timekeepers (at least two timekeepers per lane for an official meet, or one per lane for a time trial meet)
  - Chief Timekeeper – must be suitably experienced
  - Officials will be supplied by MSQ
  - Starter – preferable for club to provide an adequately experienced starter – additional fee may be charged if not provided
  - Marshal(s) (and assistant where needed) – must be suitably experienced
  - Check Starter(s) (and assistant where needed)
  - Announcer
  - Lifeguard/medical staff.

## Meet Sanction

A Sanction is the authority to conduct a swim meet in accordance with Masters Swimming Australia or World Aquatics Masters Rules (please see MSA General Rules, Section 9). All swims listed in the National Results Portal must be sanctioned at club, branch, or national level. Please ensure these tasks are done as early as possible to prevent delays closer to the meet:

- Apply for Sanction with MSQ - usually around September/October each year in preparation for the following year
- Pay the sanction fee on request from MSQ
- Determine the inclusion of optional services provided by MSQ – see [Hosting a Meet Checklist](#)

MSQ can optionally perform some of the set up and processing tasks on behalf of the host club which may incur additional sanction fees.

## Planning and setting up the meet

The following represents the workflow required in planning and executing the meet through to the meet close date in Swim Central. Please ensure these tasks are done as early as possible to prevent delays closer to the meet:

- Once the meet date is approved, assemble a Meet Committee and Race Secretary – to plan and develop a meaningful and well laid out Program of Events that considers the aspects of swimming (sprint, distance, relays, preparation, exhibition, etc)
- Work with MSQ Business Manager to discuss:
  - Optional tasks to be performed by MSQ
  - What events will be run – sprint, middle, long, or a combination, including relays? If a meet includes events not often offered at local meets, more entrants may be attracted. Very few meets offer distance events in the pool, but they have proven to be very popular and are well supported – world top ten and records cannot be set with a postal.
  - If Postal swims are to be offered, they must be fully managed by the club
  - Program of events list, and order
  - Entry fee amount – be aware there will be a small administration fee applied to all payments
  - Entry fee type – pay per meet or pay per event, or combination
  - Publication dates for all documentation, and provision dates for recording files
  - Preparation of a Meet Guide adhering to the current MSQ template(s)
  - Preparation of a Meet Program cover page(s)
- Work with assigned Meet Referee to determine:

- Appropriate number of Technical Officials required
- Approach to DQs
- Method of payment of officials @\$75 each
- Provision of meals and refreshments for all Officials
- Meet Referee included on emails
- Were there any issues with that meet previously?
- Work with MSQ Director of Risk Management to discuss:
  - Complete MSQ Risk Assessment Form available on the MSQ website.
  - Return this to [admin@mastersswimmingqld.org.au](mailto:admin@mastersswimmingqld.org.au) and [riskmanager@mastersswimmingqld.org.au](mailto:riskmanager@mastersswimmingqld.org.au)
- Dates and timings to consider:
  - The dates you select for your meet will be determined mostly by MSQ standards. This is important as entrants will know when to visit the MSQ website event page to look for their entry information. MSQ and meet organisers will no longer send email to entrants directly in bulk – this is due to privacy issues caused by errors in broadcasting, sending and the access of private details provided by Swim Central. The expectation by entrants will be that the meet organisers will have the details available in the understood timeframe and location. MSQ will provide communications to support this.
  - Check for clashes - check other federation events, e.g., Swimming Queensland, School meets, other MSA meets, or major Open Water Swim (OWS) events
  - It is ideal to have the meet set up in Swim Central as early as possible so that it is advertised in the Events Calendar – this can be as early as 12 months in advance. Promotion can start well in advance of the meet if the above is well organised, and will not change
  - Entries open in Swim Central four (4) weeks prior to the closing date – this is scheduled and will happen automatically
  - All entries close two (2) Tuesdays prior to the meet date – late entries should be avoided after entries are exported from Swim Central
  - Relay entries (if offering relays) close at the same time as the individual closing date. Swim Central now allows the offset of a relay close date, but only club Meet Recorders with a high-level experience in Meet Manager should use this feature. Swim Central allows relays to be entered without all swimmers being individually entered in the meet. This removes the need to offset a relay entry closing date.
  - The Draft Entry List will be available for checking within two days of the meet closing date
  - Changes (errors – not change of mind) will be accepted by the Friday/Saturday following the closing date, unless a delay was experienced
  - Entries are final on the Saturday/Sunday one (1) week prior to the meet date
  - Timeline and Meet Program will be available by Tuesday before the meet date
  - Please send all Meet Program information to MSQ Business Manager by the Tuesday prior to the meet
- Create the meet file in Meet Manager in preparation for upload to Swim Central:
  - Please see detailed instructions for setting up the Meet Manager File further below in the [Creating the meet in Meet Manager](#) section
  - Send the Meet Manager meet file backup to MSQ Director of Recording for review prior to upload to Swim Central.
- Create the meet in Swim Central and set it to open for entry at the appropriate date (*Local Nomination Opening Date*)
  - Please see detailed instructions for setting up the meet in Swim Central further below in the [Creating the meet in Swim Central](#) section
  - The meet should be saved as draft to allow further checking and approval. From here the meet can be deleted, edited, or published. Once the meet is published, there is very limited opportunity to make changes. Ensure all your details are correct.
  - Once saved as draft, please advise MSQ for review
  - Once published, please advise MSQ for Branch-level approval in Swim Central
- Swim Central will automatically open for entry at the appropriate date (*Local Nomination Opening Date*).

- Host club must monitor Swim Central to ensure entries are lodging correctly, and to respond to queries and refund requests. Unfortunately, Swim Central does not send notifications for this, so it is important that the Meet Director monitors this every day in the lead up to meet closing, and more regularly in the final days.
- Swim Central will close individual and relay entries at the same time, on the entries closing date and time (*Local Nomination Closing Date*).

## Immediately prior to the meet

The following represents the workflow required after the meet has closed in preparation for executing the meet:

- Entry List (draft and final) and other documentation will no longer be emailed to individual entrants. All documents must be published to the MSQ website event pages. Entrants will be made aware of the dates that these documents will be available on the MSQ website event pages. Swim Central has the ability to produce detailed lists of entrants, however MSQ recommends not using these for emailing lists and promotion due to privacy reasons.
- Promotion - MSQ will assist with promotion via email to MSQ club contacts, social media posts and the MSQ website. The more information you can provide, the more effective promotion will be. You are encouraged to provide:
  - Photographs
  - Social media post text and graphics
  - Information re any points of difference to encourage swimmers to attend
  - Promote via your club Facebook Page, and tag MSQ for sharing purposes
- **Note:** Seed times cannot be changed in Swim Central. The entrants best time since the Meet Manager “Performed on or after date” will automatically be entered. If swimmers have a valid reason for varying greatly from these times, such as after time away from training, injury or sickness, please email preferred seed times to the Meet Director or the Director of Recording. Medical documentation should be requested. If accepted, the changes will be made manually in Meet Manager before producing the program.
- Once the meet entry closing date has passed:
  - Export all entries from Swim Central and import into the previously prepared Meet Manager file. Please see detailed instructions further below in the [Exporting the entries from Swim Central to import into Meet Manager](#) section
  - perform a check of the meet in Meet Manager to ensure entry times appear correct
  - create a Draft Entry List noting events entered and entry time(s) submitted, without heat/lane allocations
  - email Draft Entry List to the MSQ Business Manager and Director Recording for review and publishing on the MSQ website, and notification will be provided via the MSQ social media services
  - allow 1-3 days for entrants to notify of any errors. Requests due to change of mind are not to be accepted – this is against the spirit of competition
- The notification period will pass and entries will be final
- Create the final Entry List including heat/lane allocations
- Email Draft Entry List to MSQ Business Manager and Director Recording for review and publishing on the MSQ website
- MSQ will provide the current Queensland, Australian, and World (if applicable) Masters records files for both individual and relay events for loading into the meet
- Create of the remaining meet documents, and prepare to run the meet:
  - Estimated Timeline
  - Official’s Programs
  - Meet Program
  - Marshaling Sheets
  - Timekeeper Lane Sheets
  - Lists in preparation for meet awards
- **Be aware MSQ have published the final Entry List and changes should not be made that might affect swim order**

- Ensure the Meet Referee has been sent all the documentation to keep them well informed – meet programs, timelines, etc
- If MSQ are managing this process on behalf of the club, the final Meet Manager meet file with entries will be provided to the club at this point
- Club needs to thoroughly check the timing system before the meet to ensure it is running well
- Venue staff and Officials are to check that lane ropes and backstroke flags are correctly and safely installed, and well tightened
- Club needs to check that the PA system is functional

## During the meet

The following represents items to consider during execution of the meet:

- Enable Meet Mobile
- Provide ample time keeper and marshalling training prior to the start of the meet
- Marshal/Check Starter ticks those present, strikes those absent, and notes changes of lanes/heats, etc on the Marshal Sheets.
- Time keepers record all manual watch times (and chief timekeeper time - if applicable) against the competitor on the Lane Sheet.
- Check starter provides Marshal Sheets to the recorder after each heat is checked.
- Provide Lane Sheets to the Meet Recorder for checking or entry into Meet Manager:
  - If separate pages for each event - after each event has completed
  - If continuous pages for all events – after each session or after the meet has completed
- If manually entering times into Meet Manager, enter both watch times in Backup 1 and Backup 2, and the slower of the two time as Final time - not average or fastest.
- Keep Marshaling Sheets and Timekeeper Lane Sheets ordered and ready to be scanned or handed over at the end of the meet.

## After the meet

Immediately after the meet has completed is a crucial time for wrapping up all the details, results and finalising the event. This must be given the highest priority and care. There are sanction fee penalties applied if there are numerous issues or inaccuracies:

- The Meet Recorder's busiest time of the meet is the 30-60 minutes after the last race. They will have the Meet Director and Meet Referee watching over their shoulder, and in some cases the equipment operators and the pool will be giving them the hurry-up. They are fixing errors, checking all events are closed off correctly, then producing reports such as record breakers, points scores, and calculating club averages in multiple software packages for other awards extracts such as closest to time, etc. They will also be preparing the meet files for the Director Recording – typically the Meet Manager backup copy. This is all before they can even consider packing up. It is not acceptable for the Meet Referee to hassle them to be quicker, but it is expected that the Meet Referee will know what to expect and when to provide prompting at the appropriate moment(s).
- The Meet Recorder will ensure all events are finalised in Meet Manager. Please see detailed instructions further below in the [Awards](#), and [Other information](#) sections.
- Meet Recorder produce a “Meet Summary – Records Breaker” report and have the Meet Referee sign it – **this is highly important and must be done before Technical Officials pack and leave.** The Meet Referee is to check in with the Recorder to ensure they remember to print records for signing. The Meet Referee must not leave the pool until they have checked that all required record breakers have been printed and signed, and are in the hands of the MSQ Director of Recording (if present, or email scan/photo if not present) or given to the Meet Director.

- Meet Recorder will run the various Meet Manager reports to inform the meet awards, if required, based on previous advice supplied by the Meet Director.
- Meet Recorder will send the Meet Manager backup copy to the MSQ Director Recording with a scan/photo of the signed records report ASAP, preferably the same day or within 24 hours. Hand them over if the Director Recording is at the meet.
- Please keep the Lane Sheets and Marshal Sheets in case MSQ need to confirm any positions or times, etc. Best to keep the sheets sorted by event, heat, lane, etc. You should scan these and email to MSQ Director Recording when you get a chance – MSQ may need to view the sheets where there are discrepancies or a record has been broken.
- Send MSQ your awards sheets so they can be published, and allow the answering of queries.
- MSQ will use the Meet Manager Backup file to perform a final check of the meet results, upload it to Swim Central and the MSA National Results Portal, and process any records set.
- The MSQ Business Manager will publish results, awards, and statistics on the MSQ website event page.
- The Director of Recording will process any records set as soon as possible after the meet. MSQ will print Queensland records and send them to clubs for presentation.
- The Director of Recording will provide Swim Central meet verification once all is complete and confirmed.
- The Meet Director will provide a written meet summary with a selection of photos to the MSQ Business Manager for website publishing within one week.

## Other aspects to consider

Meet organising committees will need to decide whether to consider some of these aspects:

- **Eligibility - Non-members (Guests)**
  - Are non-members invited to swim at the meet? Having a non-member swimmer in a meet will make it a time trial meet where World Aquatics World Top Ten awards, and all records will not be recognised. Even if the meet pool has automatic timing equipment (AOE with touchpads), World Aquatics World Top Ten awards, and all records will be disallowed if the meet has non-members competing.
  - There will be an additional sanction fee due to the additional set-up and processing required by MSQ for non-members.
  - If a club wants to reach out to potential new members but do not want to run a time trial meet, they can make the most of their training sessions and club programs to prepare them for membership and competition.
- **Heat order**
  - All MSQ championship and Masters Games meets are run with the heat order from fastest to slowest.
  - Host clubs are strongly advised to run their meets similarly



## Creating the meet in Meet Manager

Other reference: <https://support.swimming.org.au/hc/en-us/articles/360002101276-How-to-Create-a-Meet-in-Swim-Central>

The following are instructions for creating the meet in Meet Manager by the club. All meet files created by clubs must be approved by MSQ. The following examples are taken from several previous MSQ meets. Clubs are advised to tailor these examples to their own meet requirements:

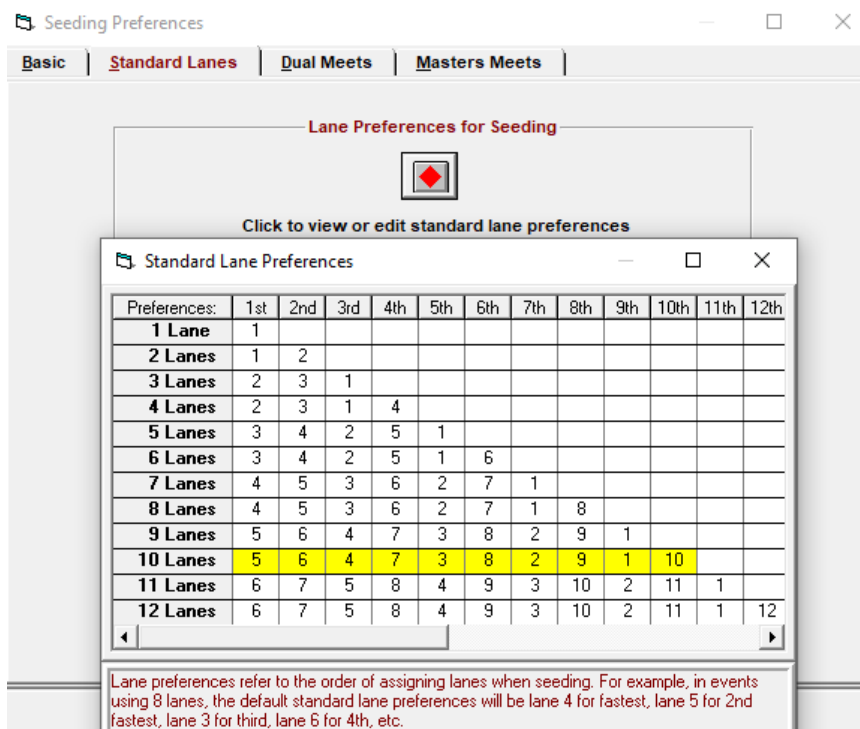
- Create the meet file in Meet Manager
  - Start each new meet completely from scratch – re-using an old meet can cause issues for Meet Manager when running the meet
  - Do not import an RE file or pre-populate Teams
  - Meet Manager – Set-Up – Meet Set-up:

Meet Set-up

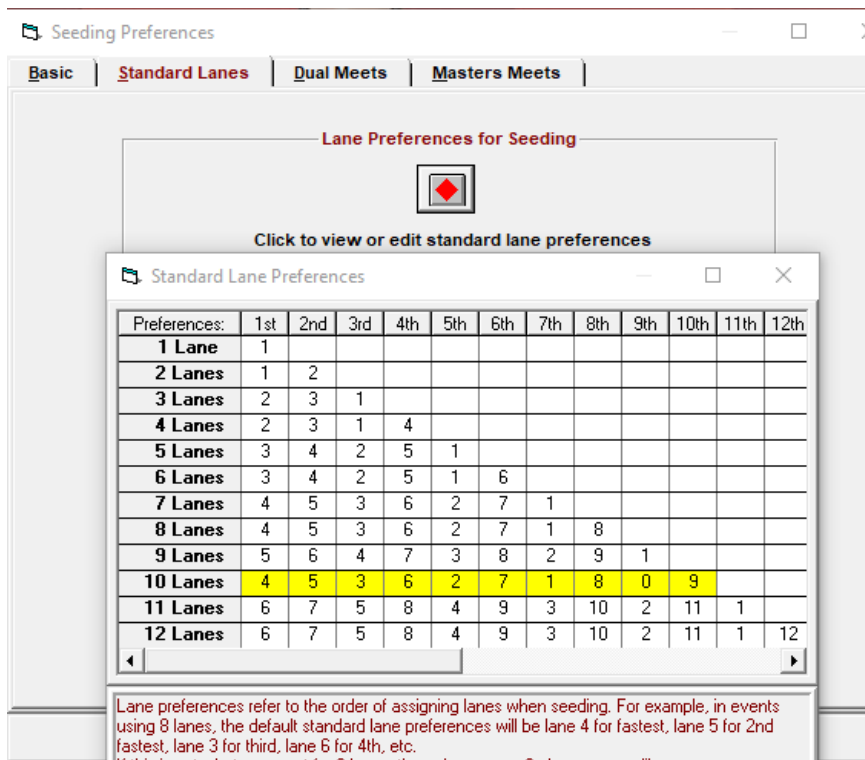
* Meet Name : UQ Masters SC Meet 2023 * Facility Name : Stuartholme School Pool Address : 365 Birdwood Terrace Address : * City : TODOWONG * State / Province : QLD * Country : AUS * Postal Code : 4066 Sanction # : Q2/23 Start Date : 05/03/23 End Date : 05/03/23 Age-Up Date : 31/12/23 Entry Open Date : 17/01/23 Entry Deadline : 21/02/23		<b>Meet Type</b> <input checked="" type="radio"/> Standard - Divisions - <input type="radio"/> By Event <input type="radio"/> By Team <input type="radio"/> By Entry <input type="radio"/> Flighted <input type="radio"/> Time Standards <input type="checkbox"/> Div by Time Std
<b>ID Format</b> <input type="radio"/> USAS - USA Swimming <input type="radio"/> SNZ - Swimming New Zealand <input type="radio"/> SSA - Swimming South Africa <input type="radio"/> AUS - Australian Swimming <input type="radio"/> BS - British Swimming <input type="radio"/> BCSSA - Canadian League <input type="radio"/> USMS - US Masters <input checked="" type="radio"/> Other * Host LSC :	<b>Class</b> <input type="radio"/> Age Group <input type="radio"/> Senior / Open <input type="radio"/> High School <input type="radio"/> College <input type="radio"/> YMCA <input checked="" type="radio"/> Masters <input type="radio"/> Para Swimming	<b>Meet Style</b> <input checked="" type="radio"/> Standard <input type="radio"/> 2 Team Dual <input type="radio"/> 3+ Team Dbl Dual
<b>Base Country</b> : AUS Altitude in Feet : Default Touch Pads at both ends : <input type="checkbox"/>	<b>Timers Connected to this Computer</b> <input checked="" type="radio"/> One timer <input type="radio"/> Two timers Timer 1 Name : Pool 1 Timer 2 Name : Pool 2	<b>* Course</b> <input type="radio"/> LC Meters <input checked="" type="radio"/> SC Meters <input type="radio"/> Yards <b>DQ Codes</b> FINA DQ Codes <b>Time Adjustment Method</b> <input checked="" type="radio"/> FINA rules <input type="radio"/> USA Swimming rules prior to 1 May 2016
Age-Up Athletes   OK   Cancel   Re-Convert Entries		

- Complete this screen as the example above
- Meet name format: CLUB NAME + COURSE + MEET + YYYY, e.g.
  - UQ Masters SC Meet 2023
  - Brisbane Southside Masters LC Meet 2024
- Only dual-sanctioned / Swimming Australia meets will start with the year
- The Sanction number must be added – ensure you have the correct number (See Calendar of Events on website)
- The Age-Up date is December 31 of the year of the meet

- Meet Manager – Set-Up – Seeding preferences – Standard Lanes:



- The example above would typically need to be edited to indicate lanes 0-9 (below), rather than 1-10



○ Report Preferences – Report Formats

**Report Preferences**

**Report Formats** | Report Headers | Punctuation | Footer | Printer Options

**Athletes / Relays**

- ☐ List athletes with last name first
- ☐ Show athlete middle initial
- ☐ Use first name instead of preferred name
- ☐ First name initial with full last name
- ☐ Full first name with last name initial
- ☐ Show athlete status with name
- ☐ Show birth year in place of age
- ☐ Suppress "A" relay designator

**Meet Program / Results**

- ☐ Always display actual entry time
- ☐ Suppress results small "x" for scorer limits
- ☐ Suppress the "J" for JD on results
- ☐ Suppress the Time Standard designator
- ☐ Suppress splits if result is an indiv DQ
- ☐ Suppress splits if result is a relay DQ
- ☐ Show both age and birth year (1 col only)
- ☐ Suppress results "q" for advancers
- ☐ Display NT for result times under 5 seconds

**Other Options**

- ☐ Use home town in place
- ☐ Show 2nd Club with pri
- ☐ Show country code with
- ☐ Suppress LSC team des
- ☐ Use Alternate Team Abb
- ☐ Sort team combo box by

**Miscellaneous**

- ☐ Flag Over-Achievers wi
- ☐ Flag Under-Achievers w
- ☐ 12 and Under as Under
- ☐ 13, 15, or 17 and Over a
- ☐ Display military time
- ☐ Relays as 4x100 and 4x
- ☐ Relays alt with 2 fastest

**Paper Size - I**

OK Cancel

- Uncheck "List athletes with last name first". Looks better in the Meet Program
- No need to show athlete middle name unless you need to

○ Meet Manager – Set-Up – Entry / Scoring Preferences – Entries / Entry Limits – Entries:

**Entry / Scoring Preferences**

Time Stds Meet | Flighted Meet | 2 or 3+ Double Dual | Improvement Points

Scoring/Awards | **Entries / Entry Limits** | Results | Para Meet

**Entries**

Warn if Times are out of range : ☒

Exclude No Time (NT) Entries when importing entries : ☐

Minimum age for Open Events :

Entries must have been performed on or after : 01/01/21

**Entry Limits**

Maximum entries per athlete including relays : 17

- "Entries must have been performed on or after" should be set to 01/Jan two years previous, or two years – depends how far back you want seed PBs to be considered
- Swim Central will use this period to find the entrants fastest time for that event over the period selected. The example above indicates that only time performed on or after 01/01/2021 will be retrieved for meet entry qualification/seeding purpose.

- A meet held on 21/06/2023 should have the date set to 01/01/2021, allowing a history of times performed 2-3 years prior to be considered. The shorter the period, the more NT times likely. The longer the period, the more likely older swimmers may not be able to perform the earlier times.
- Meet Manager – Set-Up – Entry / Scoring Preferences – Entries / Entry Limits – Entry Limits:

Entry / Scoring Preferences

Time Stds Meet	Flighted Meet	2 or 3+ Double Dual	Improvement Points
Scoring/Awards	<b>Entries / Entry Limits</b>	Results	Para Meet

**Entries**

Warn if Times are out of range : ☒

Exclude No Time (NT) Entries when importing entries : ☐

Minimum age for Open Events :

Entries must have been performed on or after : 01/01/22

**Entry Limits**

Maximum entries per athlete including relays :

Maximum individual entries per athlete :

Maximum relay entries per athlete :

Warn if entry limits exceeded : ☒

Count Relay Alternates (5-8) : ☐

Count Time Trial Events : ☐

OK Cancel

- Swim Central requires the limits for your meet's entry numbers
- If you allow a maximum of 6 individual events and 3 relay events, you will need to specify a total of 9 events possible, being made up of 6 individual and 3 relay events possible
- If you allow a maximum of 6 individual events and there are no relay events, you will need to specify a total of 6 events possible, being made up of 6 individual and 0 relay events possible
- If you need to restrict numbers for 200m/400m/800m/1500m, you will need to do this via Sessions or manually with instructions in your Meet Guide

- Meet Manager – Set-up – Scoring Set-up – Standard:

**Scoring Set-up**

**Standard Point System All Events**

Place	Individual Pts	Relay Points
1	10	20
2	9	18
3	8	16
4	7	14
5	6	12
6	5	10
7	4	8
8	3	6
9	2	4
10	1	2
11	1	2
12	1	2
13	1	2
14	1	2
15	1	2
16	1	2
17	1	2
18	1	2
19	1	2
20	1	2
21	1	2
22	1	2
23	1	2
24	1	2
25	1	2
26	0	0

Set-up your Standard point scores here. There can be a different set of points for male and female. There can also be a different set of points for each division if the meet is set-up to use Divisions. Use the Entry / Scoring Preferences Menu to set-up whether or not to use different point set-ups for each sex or division.

**Default** **OK** **Cancel**

- For MSQ meets, and most MSA meets, point scoring is set to:
  - Individual 10, 9, 8, 7... to 1 in 10<sup>th</sup> place and every place beyond
  - Relay 20, 18, 16, 14... to 2 in 10<sup>th</sup> place and every place beyond
- You normally only need to set points to approximately 15 places, but more will be needed for larger meets

- Meet Manager – Set-up – Entry Fee Surcharges:
  - Swim Central controls the meet fees, so please leave all values at 0.00
- Meet Manager – Events:

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:  -

☒ Indiv + Relays ☐ All Events ☐ Time Trial Only

☐ Indiv Only ☐ Standard Only ☐ Swim-Off Only

☐ Relays Only ☐ Open Water ☐ Disability Only

Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed	Event Note
1	Scored	Mixed		200	IM	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
2	Scored	Mixed		200	Fly	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
3	Scored	Mixed		200	Back	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
4	Scored	Mixed		200	Breast	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
5	Scored	Mixed		200	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
6	Scored	Mixed		100	Fly	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
7	Scored	Mixed		100	Back	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
8	Scored	Mixed		50	Breast	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
9	Scored	Mixed		50	Back	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
10	Scored	Mixed		400	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
11	Scored	Mixed		100	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
12	Scored	Mixed		100	Breast	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
13	Scored	Mixed		50	Fly	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
14	Scored	Mixed		50	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No	
15	Scored	Mixed		800	Free	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
16	Scored	Mixed		800	Back	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
17	Scored	Mixed		800	Breast	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
18	Scored	Mixed		800	Fly	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
19	Scored	Mixed		800	IM	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
20	Scored	Mixed		400	Free	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
21	Scored	Mixed		400	Back	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
22	Scored	Mixed		400	Breast	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
23	Scored	Mixed		400	Fly	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	
24	Scored	Mixed		400	IM	0.00	F	Timed finals	8	Time Trial	N/A	Slow to Fast	Un-Seeded	Yes	No	No	

Enter all your events to be held, in the correct order as per your Meet Guide, following some standard conventions:

- Gender is typically Mixed for individual events, unless your meet is running with Men and Women events programmed separately
- Gender for relays is either Women, Men, or Mixed
- Distance for relay events is specified as the total of all legs, i.e. 4x50m freestyle relay is specified as 200 Free Relay, and 4x100 medley relay is specified as 400 Medley Relay, etc.
- Entry Fee is typically set to 0.00 for meets that have a single meet fee, e.g. \$35 for five events. However, if your meet is “pay-per-event” then you will specify the Entry Fee per event here, e.g. a \$6 per event meet will have each individual event Entry Fee set to 6.00. Relays are always 0.00 for MSQ Interclub meets. In the very rare case where a relay will incur a cost, the Entry Fee is also set here.
- Type indicates whether an event is an official event or time-trial event. Time-trial events are typically a postal event (postal events in pool-based meets are becoming rare) or an exhibition event such as a Fins event or a Dash for Cash event, etc. These events, including postal events will not be uploaded to the MSA National Portal
- As noted above, postal events are not uploaded, but they are scored, so you would select Score for those meets. However, other exhibition events as described are not scored so you would unselect Score.
- Finals – this is the heat order for each event. MSQ’s standard is Fast to Slow – please discuss with MSQ if you are planning otherwise.
- Example: Specifying a 4x100m relay event:

Event Edit - Mixed 400 Freestyle Relay			
<b>Event #:</b> <input type="text" value="10"/> <b>Individual / Relay</b> <input type="radio"/> Individual <input checked="" type="radio"/> Relay  <b>Gender</b> <input checked="" type="checkbox"/> Alt Gender <input type="radio"/> Girls <input type="radio"/> Boys <input type="radio"/> Women <input type="radio"/> Men <input checked="" type="radio"/> Mixed  <b>Division</b> <input type="text" value=""/> <input type="checkbox"/> Suppress Distance	<b>Age Group</b> <input type="radio"/> 6 and Under <input type="radio"/> 8 and Under <input type="radio"/> 10 and Under <input type="radio"/> 15 and Over <input checked="" type="radio"/> Open/Senior <input type="radio"/> 7 - 8 <input type="radio"/> 9 - 10 <input type="radio"/> 11 - 12 <input type="radio"/> 13 - 14 <input type="radio"/> 15 - 16 <input type="radio"/> 15 - 18 <input type="radio"/> 17 - 18 <input type="radio"/> Custom <input type="text" value=""/> - <input type="text" value=""/>	<b>Distance</b> <input type="radio"/> 25 <input type="radio"/> 3K <input type="radio"/> 50 <input type="radio"/> 5K <input type="radio"/> 100 <input type="radio"/> 10K <input type="radio"/> 200 <input type="radio"/> 25K <input checked="" type="radio"/> 400 <input type="radio"/> 1 Mile <input type="radio"/> 500 <input type="radio"/> 2 Mile <input type="radio"/> 800 <input type="radio"/> 1000 or 1K <input type="radio"/> 1500 <input type="radio"/> 1650 <input type="radio"/> None <input type="radio"/> Custom <input type="text" value=""/>	<b>Stroke</b> <input checked="" type="radio"/> Freestyle <input type="radio"/> 1 mtr Diving <input type="radio"/> Backstroke <input type="radio"/> 3 mtr Diving <input type="radio"/> Breaststroke <input type="radio"/> Platform Diving <input type="radio"/> Butterfly <input type="text" value=""/> # Dives <input type="radio"/> Medley <input type="text" value="4"/> <input type="checkbox"/> Custom # Relay Legs (2-8) <b>Note:</b> <input type="text" value=""/> <input type="checkbox"/> Suppress Stroke Name
<b>Round 1 - Prelims or Timed Finals</b> <input type="text" value="8"/> Number of Lanes (1-12) <input type="text" value="8"/> Lanes for Best <input type="text" value="1"/> Heats <input type="checkbox"/> <b>Assign Lanes</b> <input checked="" type="radio"/> Standard <input type="radio"/> Un-Seeded <input type="radio"/> 2 per Lane <input type="radio"/> 2 per Choice  <b>Heat Order</b> <input type="radio"/> Slow to Fast <input checked="" type="radio"/> Fast to Slow  <b>Timed Finals</b> <input type="checkbox"/> Score as A - Final, B - Final Style <input type="text" value="1"/> # of Heats to Score (1-6) <input type="checkbox"/> Multi-age Super Seed		<b>Round 2 or Round 3 - Finals</b> <input type="text" value="8"/> Number of Lanes (1-12) <input type="text" value="1"/> Heats in Finals (1-6) <input type="checkbox"/> # Lanes Vary <input type="text" value=""/> <input type="checkbox"/> A - Final, B - Final Style <input type="text" value=""/> Max Age for <input type="text" value="1"/> Slowest Finals <input type="checkbox"/> Score Prelims as Extended Final <input type="checkbox"/> Multi-Age Super Final <input type="checkbox"/> Super Final Eliminates Oldest Group <b>Finals Heat Order</b> <input checked="" type="radio"/> Slow to Fast <input type="radio"/> Fast to Slow <input type="radio"/> Custom <input type="text" value=""/> <input type="checkbox"/> Multi-Age Best of the Rest Final	
<input type="checkbox"/> Multi-Age Group <input type="checkbox"/> Multi-Age Group Extra <input type="checkbox"/> Seed Multi-Age Old to Young <input checked="" type="checkbox"/> Score Event <input type="checkbox"/> Entry Fee <input type="checkbox"/> Manual Seed <input type="text" value="0.00"/>		<b>Event Type</b> <input checked="" type="radio"/> Standard <input type="radio"/> Multi-Class <input type="radio"/> Time Trial Event <input type="radio"/> Open Water <input type="radio"/> Swim-Off Event <input type="checkbox"/> Pads at both ends - Round 1 / Semis <input type="checkbox"/> Pads at both ends - Finals	

- Meet Manager – Events – Sessions:

All events in one session:

[illegible]

Events spread across multiple sessions:

[illegible]

- Determine if you will need multiple sessions in the run of the meet. Separate sessions are appropriate for grouping 200s/400s together for selection limits. This is best achieved if those events are grouped together in the meet program. Session groups are also used to separate out postal events, if offered.
- You must set up at least one session that contains all events offered. There are a number of approaches you can use to session a meet.
- The example above is the typical set up for a meet that restricts the 200m events to only one 200m event per entrant, restricts 100/50/relay events to maximums of 6 total / 5 individual / 1 relay per entrant, and restricts maximum 2 postal events per entrant
- Events are selected for each session
- Heat intervals are set for each session

SESSION SCHEDULE - (Double Click Evt # to Delete)									
Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Event Interval	Break	Break Description
6	H	F	Mixed 100 Butterfly	1			0	0	
7	H	F	Mixed 100 Backstroke	2			0	0	
8	H	F	Mixed 50 Breaststroke	3			0	0	
9	H	F	Mixed 50 Backstroke	4			0	0	
10	H	F	Mixed 400 Freestyle Relay	5			0	15	Lunch Break
11	H	F	Mixed 100 Freestyle	6			0	0	
12	H	F	Mixed 100 Breaststroke	7			0	0	
13	H	F	Mixed 50 Butterfly	8			0	0	
14	H	F	Mixed 50 Freestyle	9			0	0	

- If you will need a break in the program, you can specify where and how long this will be. The above example specifies a break at the end of Event 10 with a Duration of 15 minutes. This will then appear and be calculated in the Meet Timeline.



- Meet Manager – Events – Records:

Records

Import Export Update Custom Age Groups Refresh View Create Report

Age ☒ Show Records of Selected Tag Only

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Age Range:  -

Indiv + Relays ☒ Indiv Only ☐ Relays Only

LC Meters ☒ SC Meters ☐ SC Yards

Report Sort: ☒ By Event # ☐ By Age Group

Long Course Meters									
Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation
1	Women 18-24 200 IM	<input type="checkbox"/>	BRA	2:29.80	2022	11	9	ASHLEIGH ESKDALE	
1	Women 25-29 200 IM	<input type="checkbox"/>	BRA	2:26.51	2023	2	18	KADY IBELL	
1	Women 30-34 200 IM	<input type="checkbox"/>	BRA	2:33.24	2013	4	17	CAROLINE SAXBY	
1	Women 35-39 200 IM	<input type="checkbox"/>	BRA	2:32.98	2019	3	19	CAROLINE SAXBY	
1	Women 40-44 200 IM	<input type="checkbox"/>	BRA	2:38.41	2008	4	20	JULIE ROBINSON	
1	Women 45-49 200 IM	<input type="checkbox"/>	BRA	2:44.47	2019	8	15	KYLIE FLETCHER	
1	Women 50-54 200 IM	<input type="checkbox"/>	BRA	2:48.18	2019	3	19	NOLA MACAULAY	
1	Women 55-59 200 IM	<input type="checkbox"/>	BRA	2:53.57	2022	11	9	JENNIFER CAMPBELL	
1	Women 60-64 200 IM	<input type="checkbox"/>	BRA	3:09.50	2019	5	23	ELAINE SNG	
1	Women 65-69 200 IM	<input type="checkbox"/>	BRA	3:07.14	2023	5	27	ELAINE SNG	
1	Women 70-74 200 IM	<input type="checkbox"/>	BRA	3:34.27	2019	11	9	TRACY CLARKSON	
1	Women 75-79 200 IM	<input type="checkbox"/>	BRA	4:01.34	2019	4	11	LINDY SALTER	
1	Women 80-84 200 IM	<input type="checkbox"/>	BRA	4:11.81	2023	2	18	MARSHA REDDIE	
1	Women 85-89 200 IM	<input type="checkbox"/>	BRA	4:34.02	2020	3	7	DENISE ROBERTSON	
1	Women 90-94 200 IM	<input type="checkbox"/>	BRA						
1	Women 95-99 200 IM	<input type="checkbox"/>	BRA						
1	Women 100-104 200 IM	<input type="checkbox"/>	BRA						
1	Men 18-24 200 IM	<input type="checkbox"/>	BRA	2:17.80	1989	4	2	STEVE CLARK	
1	Men 25-29 200 IM	<input type="checkbox"/>	BRA	2:16.24	2018	11	11	EDUARDO JUNKES	
1	Men 30-34 200 IM	<input type="checkbox"/>	BRA	2:12.58	2017	8	17	CASEY FLOUCH	
1	Men 35-39 200 IM	<input type="checkbox"/>	BRA	2:12.58	2017	8	17	CASEY FLOUCH	
1	Men 40-44 200 IM	<input type="checkbox"/>	BRA	2:16.53	2015	8	13	MARCELLO TONELLI	
1	Men 45-49 200 IM	<input type="checkbox"/>	BRA	2:25.56	2005	3	29	LARRY FORSYTH	
1	Men 50-54 200 IM	<input type="checkbox"/>	BRA	2:27.56	2018	11	11	MARTIN BANKS	
1	Men 55-59 200 IM	<input type="checkbox"/>	BRA	2:29.05	2023	5	27	MARTIN BANKS	
1	Men 60-64 200 IM	<input type="checkbox"/>	BRA	2:52.38	2023	5	27	IAN ROBINSON	
1	Men 65-69 200 IM	<input type="checkbox"/>	BRA	3:02.49	2018	4	21	KEVIN JACKSON	
1	Men 70-74 200 IM	<input type="checkbox"/>	BRA	3:01.60	2005	2	26	JOHN CRISP	
1	Men 75-79 200 IM	<input type="checkbox"/>	BRA	3:17.45	2012	11	10	CHRISTIAN THIESS	
1	Men 80-84 200 IM	<input type="checkbox"/>	BRA	4:24.01	2016	3	12	RON RICHARDS	
1	Men 85-89 200 IM	<input type="checkbox"/>	BRA	4:40.15	1993	5	5	FRANK GRIFFITHS	

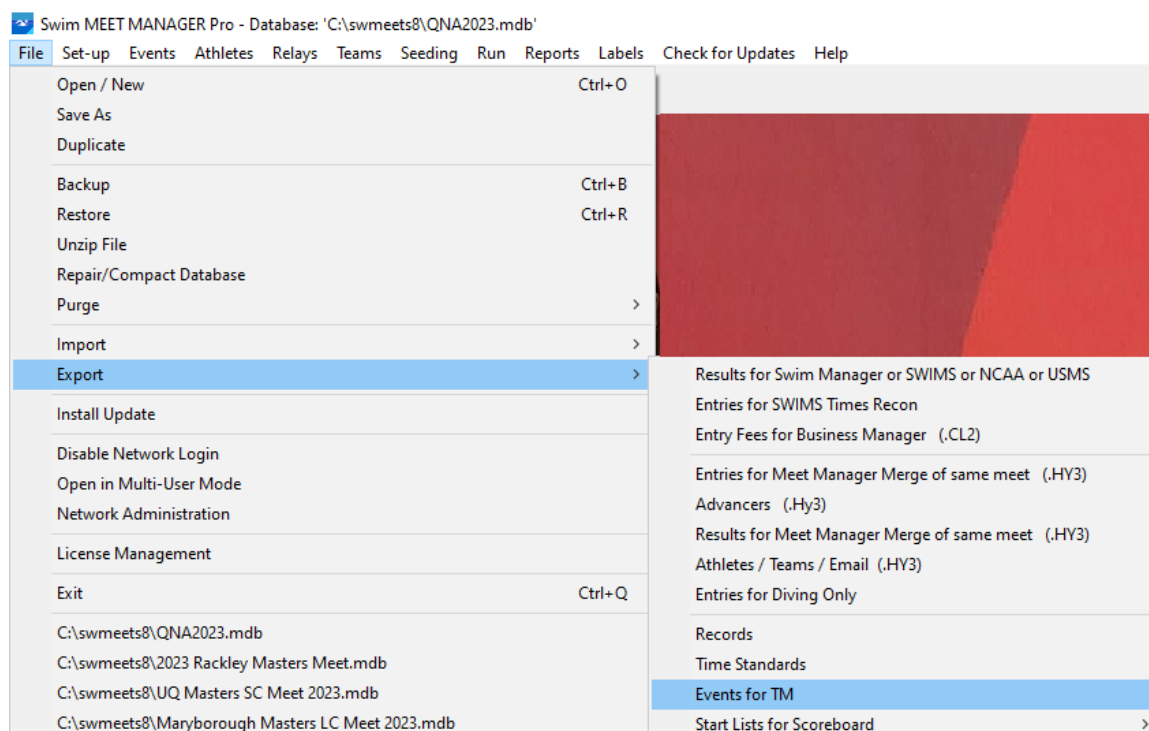
Flag Fastest Time Only

Order	Tag Name	Flag	Team Only	LMSC Only	ExhOk	ForeignOk
01	BRA	B	--		<input type="checkbox"/>	<input type="checkbox"/>
02	NATL	N	--		<input type="checkbox"/>	<input type="checkbox"/>

Records can be stored for all three courses. Use the "Order" to control sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'X' or 'X' and the record will be ignored on reports.

- When setting up the meet, you do not need to create any records or record types at this time. The MSA Results Portal record file will load the records and you will provide the types.
- MSQ will provide you with the latest record files in the week leading into the meet. You will specify each type, i.e. B = BRA = Branch, N = NATL = National, and W = WLD = World. Where applicable, World records may be loaded here as well. See section *Exporting the entries from Swim Central to import into Meet Manager* further below.
- You will need to load each record type, for each of Individual and Relay (if applicable).
- Send the meet file to MSQ for review:
  - File – Backup – then follow the prompts:
    - Create a backup of the meet
    - This is a backup for you and can be used to send to MSQ and eventually the Meet Recorder
    - The file is created into your Meet folder, e.g.:
      - C:\swmeets8\Swmm8BkupUQ Masters SC Meet 2023-01.zip
    - Email this to the MSQ Business Manager and Director of Recording for review. Once reviewed and given the ok, you will be able to export the meet and upload to Swim Central as part of the Swim Central meet creation process

- File – Export – then follow the prompts:



- The file is created into your Meet folder, e.g.:
  - C:\swmeets8\Meet Events-UQ Masters SC Meet 2023-05Mar2023-001.zip
- Retain this file and then upload to Swim Central when prompted as part of the Swim Central meet creation process.
- That is all that needs to be done in Meet Manager until you have the extract of entries from Swim Central after the meet has closed. You do not need to do anything in the meet file until then.

## Creating the meet in Swim Central

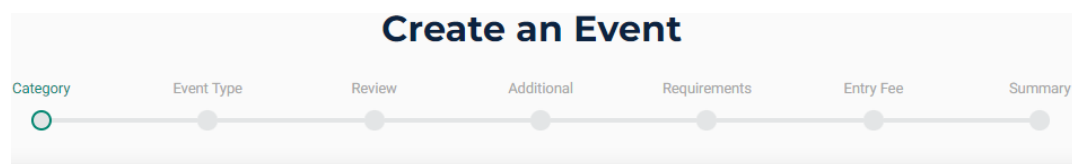
Other references provided by Swimming Australia Swim Central Support:

<https://support.swimming.org.au/hc/en-us/articles/360002101276-How-to-Create-a-Meet-in-Swim-Central>

Please note that Swim Central are continually providing enhancement updates to the product, so some of the following diagrams may not be accurate – please contact the MSQ Business Manager or MSQ Director Recording if you have issues.

The following are instructions for creating the meet in Swim Central by the club. All meet files created by clubs must be approved by MSQ prior to publishing:

- The meet is created in Swim Central and set it to automatically open for entry at the appropriate date (*Local Nomination Opening Date*)
  - Please note that many of the settings for your meet are passed into Swim Central via your Meet Manager Export – please see detailed instructions in the *Creating the meet in Meet Manager* section
  - In Swim Central, Administration, Admin Home, Events, Create Event

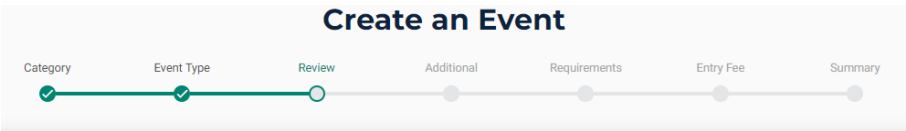


### What type of Event are you hosting?



- Choose “Meet Manager Event”
- Choose “Interclub Meet”. As you hover over the button it will inform you that you are uploading MM ZIP or EV3 file. Click this.
- Choose your MM Events file that you created from Meet Manager (referred to as MM)
- The button text will change to “MM file loaded”.
- Click “Next”

- Review the details that have been imported from your MM Events file.



### Meet Manager File Review

Please review the information below that has come in from Meet Manager. If there is incorrect data, please go back to MM, update and re-export your ZIP or EV3 file.

General Details

Approval Required

Verification Required

Event Name:	UQ Masters SC Meet 2023
Start Date:	9:30am - 5.3.2023
Finish Date:	11:59pm - 5.3.2023
Course Type:	Short Course
Open Event Min. Age:	-
Earliest Allowed Qualification:	1.1.2021
Age Up Date:	31.12.2023
Local Application Opening Date:	-
Local Application Closing Date:	-

Session Timetable: Day 1

Session 1 - 9:30am

					Qual time	Fee
1-1	Womens	100M	Med	Open	NQT	\$7.00
2-2	Mens	100M	Med	Open	NQT	\$7.00

- If all looks ok, click Next, otherwise click Delete, fix the issue, and start again
  - You will notice that this meet example has pay per event Meet Fees
- Complete the Additional Details

### Create an Event

Category

Event Type

Review

Additional

Requirements

Meet Entry

Summary

### Additional Details

#### Contact

Contact Name

Martin Banks

Contact Phone

0444 444 444

Contact Email

name@emailaccount.com

Event Website

https://www.website.com

#### Event Details

Venue \*

UQ Sport Aquatic Centre

☒ Allow Refunds

Local Nomination Opening Date \*

17/01/2023 9 : 30 am

Local Nomination Closing Date \*

21/02/2023 9 : 30 am

Local Relay Nom. Closing Date

12 : 00 am

Further Event Details

File Edit View Insert Format

↶ ↷ Paragraph B I

Meet description text - enter your text here. Don't go over the 1000 limit shown below to the right...

P POWERED BY TINY 109 of 1000

#### Timing

Event Timing Being Used \*

Semi-Electronic

#### Qualifications

[Learn about terminology](#)

Qualification Course Conformance

Allow Unconverted Nonconforming

Allowed Minimum Result Timing

Manual

☒ Allow More Accurate Timing Types

☐ Allow Event Host Results Only

☒ Allow Unapproved Event Results

☒ Allow Unverified Event Results

#### Event Constraints

Lanes Per Race

8

Seconds Between Heats

45

Limit swimmers per session

600

Max. Duration Per Session (Minutes)

480

#### Relay

Min No of Swimmers Required for Relay Team

4

☒ Export Pending Payment Relay Teams

☐ Allow Any MC Open Relay Composition

#### Seeding

Qualification Seeding

Use Unconverted Nonconforming Time

#### Visitors

Home Member Pinnacle Entry

Masters Swimming Australia

#### Positions

Local Application Opening Date

12 : 00 am

Local Application Closing Date

12 : 00 am

#### Physical Identification

☐ Enable Event Passes

#### Document Requirements

Document Category

Document Type

Any

Add

Back

Save Draft

Delete

Next

Masters Swimming Queensland

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- Contact – your Meet Director and contact details. The website is the MSQ event page URL for your meet
- Event Details (Local Nomination Opening Date – date and time you want the meet to open – typically 10:00AM on opening day, Local Nomination Closing Date – date and time you want the meet to close – typically 11:59PM on closing day).
- Swim Central now allows the offset of a relay close date which appears on this page, but only club Meet Recorders with a high-level experience in Meet Manager should use this feature. Swim Central allows relays to be entered without all swimmers being individually entered in the meet. This removes the need to offset a relay entry closing date.
- Further Event Details – any information you want to enter (a 1000 characters limit will apply).
- Timing (Manual for stopwatches / Semi-Electronic for Dolphin-Wylas / Electronic for AOE). Important: If your event is a time-trial, or has non-members in attendance, the Timing must be set to “Manual”, regardless of the equipment being used.
- Qualifications (choose “Allow Unconverted Nonconforming”, “Manual”, select “Allow More Accurate Timing Types”, “Allow Unapproved Event Results”, “Allow Unverified Event Results”).
- Event Constraints (enter Lanes Per Race, Seconds Between Heats (usually 45), Swimmers per session (how many can your meet handle), Max Duration (how many minutes will you allow your meet to run – 9AM start with a 3PM finish is 360 minutes)).
- Relay = 4
- Seeding = “Use Unconverted Nonconforming Time”.
- Visitors = “Masters Swimming Australia”, i.e. people outside of MSA are visitors. If this is not set correctly you may see names with the visitor symbol next to their entry, i.e. (V).
- Positions/Physical Identification/Document Requirements: not required for MSQ
- Click “Next”

○ Requirements

## Create an Event

### Requirements

Do you want to restrict entries to your event? Use the filter to choose which state, regions, clubs or memberships swimmers need to enter your event.

**FILTER** Filter by University of Queensland Masters ☐

National  
Masters Swimming Australia ▾ State ▾ Region ▾ Club ▾ Sub-Club ▾

#### Results

**RELATIONSHIP**

☒ Masters Swimming Australia

Select Descendants

#### Selected

**RELATIONSHIPS**

Masters Swimming Australia x

**MASTERS SWIMMING AUSTRALIA MEMBERSHIP**

☐ 2022 - Non MSA member event entry

☐ 2023 - 12 Month Swimmer

☐ 2023 - MSA Life Member

☐ 2023 - Non-MSA members (event entry ONLY)

☐ 2023 - Second Claim Member

☐ 2023 - Second Claim Member

[Back](#)

[Save Draft](#)

[Delete](#)

[Next](#)

- Results: Select Relationship = Masters Swimming Australia
  - If you feel you need more than just an MSA relationship – please contact MSQ as there are numbers of individual membership products that will need to be searched and selected
  - Click “Next”
- If your meet allows non-members to compete, please contact MSQ as this section will need to be completed differently by selecting all individual membership components that apply. You will also need MSQ to set up a non-member Product to allow them access to a MSA/MSQ meet.
- Create Meet Entry Fee (optional) – if you have a meet fee, e.g. \$40 then click “Create Fee” and enter your details. If you have a fee per event selected then you need to have set this up in Meet Manager for each event. You can also use a combination of both methods – e.g. \$10.00 meet fee plus \$5.00 per event entered. Click “Next”.
- Please be aware of the GST (10%) and Administration (3%) fees. GST will be calculated, or ignored based on your club’s GST status.

## Create Meet Entry Fee

[Remove Entry Fee](#)

Nomination Requirement

## Details

Name \*

Meet Entry Fee (plus transaction fees)

38 of 100

Description

Meet Entry Fee: \$35.00 (plus transaction fees) Includes presentation BBQ

72 of 100

Cost Price exGST

35

☐ Gst Payable

Quantity Available \*

600

☒ Is Refundable[Back](#)[Save Draft](#)[Delete](#)[Next](#)

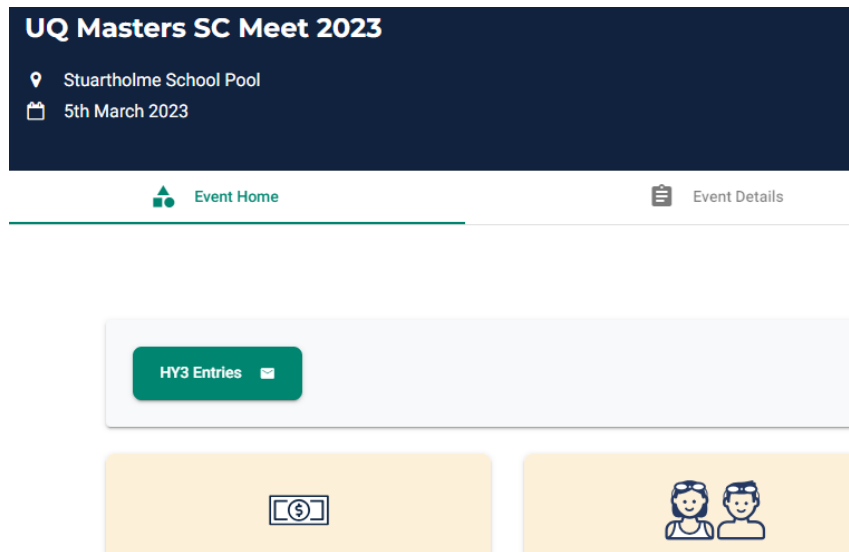
- Enter as above
- From this point you can save a draft, delete the meet, edit your details, or publish your meet
  - It is recommended you save as draft and request MSQ to review
  - Once checked and given the ok, you can publish
  - To now Publish the meet, use the “Complete Setup” button in the draft meet
  - Once you publish the meet, you will have very limited opportunities to make changes. Ensure all your details are correct prior.
- Once published, please advise MSQ to allow the start of promotion and to link the meet to MSQ and clubs.
- The club will then need to monitor Swim Central at least daily to ensure entries appear to be lodged correctly and respond to queries and refund/withdrawal requests.
- The entry system will close individual, on the entries closing date and time (Local Nomination Closing Date).



## Exporting the entries from Swim Central to import into Meet Manager

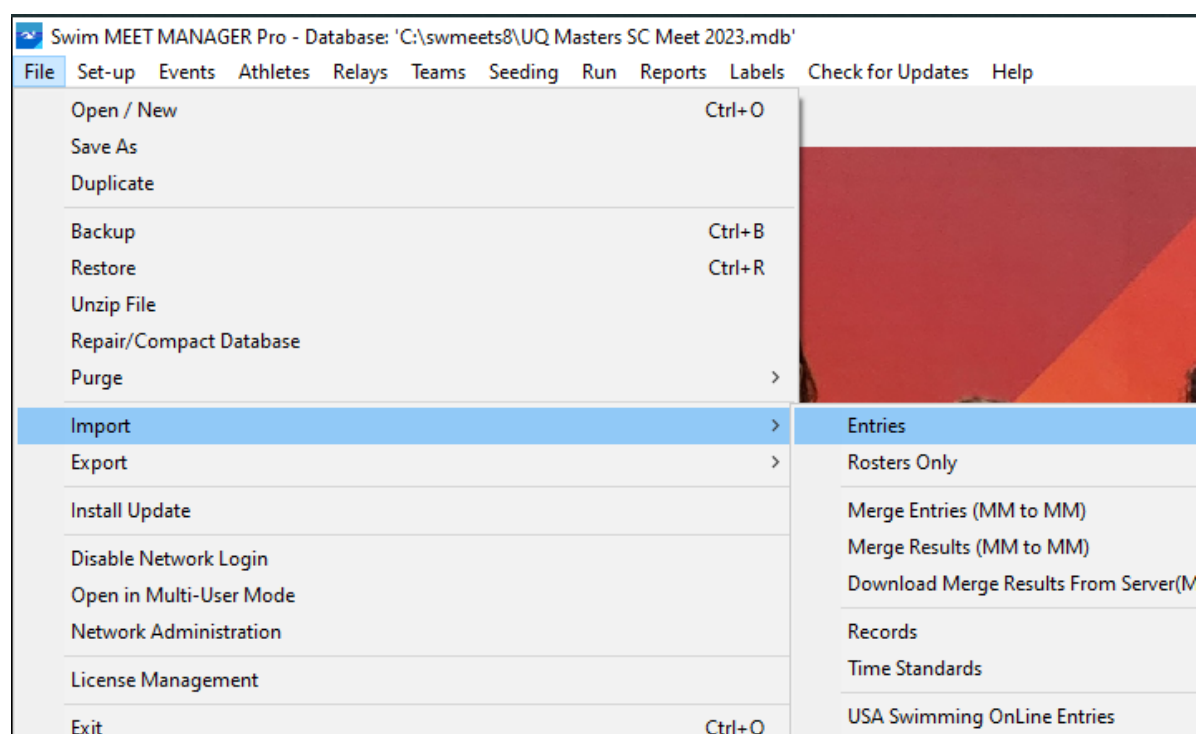
The following are instructions for exporting the meet entrants and entries from Swim Central once the meet has closed, and importing them into the Meet Manager file you created earlier. From there you will be able to prepare the meet, update entries if required (i.e. changing requested NTs to times), and to prepare files and documents. Times cannot be edited in Swim Central, so if an entrant requires a change, they can request it via the Meet Director and will need to be adjusted directly in Meet Manager if approved.

- The meet entries have been entered into Swim Central by entrants. The meet has closed and is ready for loading into Meet Manager:
  - In Swim Central, Administration, Admin Home, Events, and select the meet, to display the meet dashboard:



- Click the HY3 Entries button
- An email will be sent to the Administrator for the club with the HY3 file attached
- Once the email has been received from Swim Central, save the HY3 attachment in a convenient location where you can access it from Meet Manager to import the entries
- **Please carefully note:** for privacy considerations, please do not use the reports that contain the attendee email addresses and personal details for distribution or email sending. Please contact the MSQ Business Manager for more details or assistance.
- Your work is now complete in Swim Central.


- Go to Meet Manager and open the Meet you previously created and exported:



- File – Import – Entries and choose the HY3 file you received from Swim Central
- Click Open and follow the prompts
- You have now loaded all entries received by Swim Central
- You may now prepare your meet in Meet Manager – update entries, create documents and files, etc., and distribute where required.
  - Update entrant and relay details already sent
    - You can adjust entries based on requests for NT changes and time adjustments where medical reasons are provided – both individual and relay
  - Check the Athletes screen for entries that look incorrect, or break meet rules (e.g. multiple 400 events where a maximum of only one is allowed, no or incorrect team, no registration number, of date of birth)
  - Check relay teams have four members, a team letter, and an age group
  - Seed the meet – this simply orders the heats to allow a timeline to be produced. This is not the final seed of the meet:
    - Individual events – By Time
    - Relay events – By Age, then time

- Create draft Entry List

[illegible]

- Go to Reports..Entry Lists
  - Select All, unselect Include heat and lane, select Include registration ID. Ensure that the draft entry list never includes the entrants heats/lanes, as this will change a number of times before it is final.
  - Click Create Report and check the details appear correct
  - Click the export button in the toolbar: 
  - Select OK and save the report to your documents location. The PDF format is the default, but more advanced users of Meet Manager can select other formats if required
  - Send the saved report to MSQ Business Manager and MSQ Director Recording for checking and publishing to the MSQ Website as the Draft Entry List
- 
- Continue to update entrant and relay details as requests are received
  - Finalise the entries on the Saturday/Sunday prior to the meet
  - Seed the meet – this is the final seed of the meet, and changes can no longer be made (changes required from this point should be made on the day of the meet by the Meet Recorder in consultation with the Meet Director and Meet Referee)
  - Create final Entry List with the addition of Include heat and lane
  - Create a Timeline (Reports..Sessions report)
  - Club entrant/entry counts (Reports..Teams report)
  - Create final Meet Program pages (Reports..Meet Program)
  - Compile the full Meet Program with cover pages and meet information – check the templates and MSQ standards for guidance
  - The above documents just created, and a backup of the Meet Manager file is to be emailed, by the published availability date, to the MSQ Business Manager and MSQ Director Recording for checking and publishing to the MSQ Website. The following will be published to the MSQ Website:

- Final Entry List
  - Final Timeline
  - Final (full) Meet Program
- Create Check Starter sheets, and Timekeeper Lane sheets – Reports.. Lane / Timer Sheets:

**Lane / Timer Sheets**

Select All De-Select Preferences Memorize View Create Report

Gender: ☒ All ☐ Male ☐ Female ☐ Mixed

Age Range: [ ] - [ ] Team: [ ]

Rounds: ☒ All Rounds ☐ Prelims Only ☐ Finals Only ☐ Round 1 Only

Session Types: ☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only

Day	Start time	Session #	Course	Session Title
All		All	S	All Events

Evt #	Rnd	Status	Event Name	Heats
1	F	Scored	Women 100 SC Meter IM	5
2	F	Scored	Men 100 SC Meter IM	5
3	F	Scored	Women 400 SC Meter Butterfly	1
4	F	Scored	Men 400 SC Meter Butterfly	1
5	F	Scored	Women 200 SC Meter Freestyle	2
6	F	Scored	Men 200 SC Meter Freestyle	1

**Format**

☒ Continuous ☐ 2 Events or Lanes Per Page ☐ 1 Event Per Page Per Lane ☐ UK Judge's Placing Sheet

**Heats**

☒ All Heats ☐ Odd Heats Only ☐ Even Heats Only ☐ Half Heats Per Page

**Parameters**

Include Entry Time: ☒ Double Space: ☒ Using Touch Pads: ☒ Include Athlete ID: ☐

Relay Athlete Names (0-8): [4]

Lanes: [1] - [10]

☒ Include Splits

Split Distance: ☐ 25 ☒ 50 ☐ 100

☐ # Events Break for Continuous

**Sort By**

☒ Lane then Event ☐ Event then Lane ☐ Session Order

**Lanes**

☒ All Lanes ☐ Odd Lanes Only ☐ Even Lanes Only

**Distance**

☒ Only under 1500 distance ☐ Only 1500 & above distance

- Click All in the Sessions List
- Click Select All records
- Ensure your lane number range matches the Lanes value fields. You will need to change 1 – 10 to 0 – 9 for the typically numbered ten lane pools
- UK Judge's Placing Sheet – will produce the Check Starter sheets
- Continuous – will give you a continuous sheet(s) of events for the Timekeeper Lane Sheets
  - If you require one event per page and not continuous, then change Continuous to 1 Event Per Page Per Lane
- After you have made your option selection, click Create Report

- Load record files supplied by MSQ – usually supplied on the Tuesday/Wednesday prior to the meet

Records

Import Export Update Custom Age Groups Refresh View Create Report

☒ Show Records of Selected Tag Only

**Gender**  
☒ All ☐ Male ☐ Female  
☐ Mixed ☐ Female

**Age Range**  
 -

☒ Indiv + Relays  
☐ Indiv Only  
☐ Relays Only

**Report Sort**  
☒ LC Meters  
☒ SC Meters  
☐ SC Yards  
☒ By Event #  
☐ By Age Group

**Short Course Meters**

Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation
1	Women 18-24 100 IM	<input type="checkbox"/>	BRA	1:11.15	2022	8	27	K. PATTERSON-FAHY	
1	Women 25-29 100 IM	<input type="checkbox"/>	BRA	1:05.10	2021	6	19	KADY IBELL	
1	Women 30-34 100 IM	<input type="checkbox"/>	BRA	1:09.55	2014	7	12	CAROLINE SAXBY	
1	Women 35-39 100 IM	<input type="checkbox"/>	BRA	1:10.44	2010	3	13	LYNNE HAYES	
1	Women 40-44 100 IM	<input type="checkbox"/>	BRA	1:14.46	2022	3	26	JESS ANDERSON	
1	Women 45-49 100 IM	<input type="checkbox"/>	BRA	1:14.68	2022	8	27	GILLIAN O'MARA	
1	Women 50-54 100 IM	<input type="checkbox"/>	BRA	1:14.86	2022	5	20	NOLA MACAULAY	
1	Women 55-59 100 IM	<input type="checkbox"/>	BRA	1:22.13	1998	9	12	JEN THOMASSON	
1	Women 60-64 100 IM	<input type="checkbox"/>	BRA	1:22.23	2022	5	20	KIM MCKEON	
1	Women 65-69 100 IM	<input type="checkbox"/>	BRA	1:28.01	2009	3	28	JEN THOMASSON	
1	Women 70-74 100 IM	<input type="checkbox"/>	BRA	1:34.70	2019	3	9	TRACY CLARKSON	

☐ Flag Fastest Time Only

Order	Tag Name	Flag	Team Only	LMSC Only	ExhOk	ForeignOk
01	BRA	B	--		<input type="checkbox"/>	<input type="checkbox"/>
02	NATL	N	--		<input type="checkbox"/>	<input type="checkbox"/>
03	WORLD	W	--		<input type="checkbox"/>	<input type="checkbox"/>

Records can be stored for all three courses. Use the 'Order' to control the sequence the records will be listed on reports. The flag is the symbol used to show when a record is broken. To hide all records of a particular tag, make the flag an 'x' or 'X' and the record will be ignored on reports and not listed. To denote that a record tag can only be broken by one team, edit the tag and select the team for that tag. To denote that a record

- Events..Records
  - Use the Import menu item or button to insert each file
  - Ensure the Tags and Flags are configured correctly
  - This is a crucial step and can cause major issues if not done correctly – contact the MSQ Director Recording if unsure
- Ensure you regularly create and archive backups of your meet
- You are now ready to run your meet

## Awards

What awards should be offered to entrants, if any? MSQ can assist with determining a standard set of awards for your meet. There are a number of awards that are standard and easy to determine on the day. There are other awards that require more knowledge of computer systems and access to the National Portal requiring a higher level of qualified people to be present at the meet. Some meets offer more flexibility and less fuss with pay per event and do not offer awards. Some a combination of both.

- **Basic:**
  - Requires Meet Manager report and basic Microsoft Excel knowledge
  - Age/gender points champion - highest meet points total per swimmer in each age and gender [Meet Manager]
  - Champion club - highest club total meet points [Meet Manager]
  - Large club average - club total meet points per club entrant count [Meet Manager and Excel]
  - Small club average - club total meet points per club entrant count [Meet Manager and Excel]
  - Relay club average – club total relay points per club entrant count [Meet Manager and Excel]
- **Advanced:**
  - Requires direct administrator access to National Portal at the meet, the Points report, with intermediate Excel knowledge, some manual adjustments, and will take additional time to produce
  - Swimmer of the meet - men and women (World Aquatics points based) [Meet Manager, Excel, Portal Admin]
  - Closest to nominated time - variety of variations including % difference [Meet Manager and Excel formulas].

There are many other considerations, so get in touch with MSQ and have a chat. Clubs should allow plenty of time and speak with MSQ early. MSQ will do all that they can to help clubs host a great event and keep entrants happy.

For more information on hosting swim meets, please see additional documents on the [MSQ website](#).

## Other information

### How to produce a Record Breakers report in Meet Manager:

- Reports..Meet Summary
- Report Type = Record Breakers
- Format = By Event
- Options = Athletes + Relays
- More Options / Splits = Include birth date, and Include registration ID
- ***Print and have the meet referee sign it, scan and email to Director recording.***

### Age/gender points champion – highest points total per swimmer

- In Meet Manager
- Reports..Scores
- Gender = All
- Select Indiv Only
- Report Type = Individual
- Report Gender Choices = both Male and Female
- Athlete Criteria = Use athlete age
- Click Age Criteria button - if Masters age groups are not in place, click the "FINA 5 Year" button to populate them
- Points = Std Pts
- Select all the events you are including in the scoring calculation

- Click Create Report
- Print the Meet Manager report displayed

#### **Champion club - highest club total meet points**

- In Meet Manager
- Reports..Scores
- Gender = All
- Select Indiv Only (+ Relays if you have relays events)
- Report Type = Team
- Report Gender Choices = Combined
- Athlete Criteria = No age criteria
- Points = Std Pts
- Select all the events you are including in the scoring calculation
- Click Create Report
- Click the Export Report button up top left; Format = Microsoft Excel 97-2000 - Data only (XLS); OK; OK; save it where you can get to it later for club average calculations (default location is Documents)
- Print the Meet Manager report displayed

#### **Large (and Small) club average - club total meet points divided by entrant count**

- Meet Manager:
- Reports..Teams
- Team Rosters = Athlete / Entry Count
- Entry Fee Summary: nothing selected
- Click Create Report
- Click the Export Report button up top left; Format = Microsoft Excel 97-2000 - Data only (XLS); OK; OK; save it where you can get to it (default location is Documents)
- You are only interested in the Entrants column for the Teams Average Report
- Align Team, Athletes and the Team Points from the Teams Score saved earlier
- Sort the sheet so that you have your Large Club count separate to Small Club count
- In a new column calculate the average by dividing the Points by Athletes
- Print results once you have them looking the way you want
- Read out the top five in reverse order for each large and small

#### **Meet Mobile set up:**

Make sure you do this with the final MM file as MM and MMob are linked via an ID in the meet file you have set up. You cannot test a meet in MMob.

Go to Set-up .. Meet Mobile Publishing

#### **Settings Tab:**

- Select Full Meet data
- Tick Free Heat Sheets
- Click View Contract to Agree
- Enter your name and DOB
- Confirm - you may get a message about the free heat sheets - just acknowledge it and move on
- You don't need to do anything with Active.com set-up - only for the USA version. We do not make \$\$ from publishing meets here in Australia

#### **Publish Tab:**

- Team scoring option - Male, Female and Combined
- Display the event time line

- Then press the two publish buttons
- Done for the pre-meet
- You should now be able to see the meet in Meet Mobile - may have to wait a few minutes.

**At the meet:**

- Just before start, make sure you have internet access, go to the Run page, click Meet Mobile to start publishing. It should be automatic from there, but you can hit Ctrl-M to upload, but you shouldn't need it.

**More info can be found at:**

- Help files in Meet Manager
  - <http://www.myswimresults.com.au/Help/MSR%20Meet%20Manager%20Handbook.pdf>
  - There is a Meet Mobile appendix which is comprehensive.
-