

MSQ Recording 2025

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:

- | | | |
|-----------------------------------|-------------------|--|
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Reference documentation:

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

Contents

Hosting a Meet - Checklist	2
Meet Sanction.....	3
SSM Fee Structure	3
Eligibility to Host a Meet	3
Communications with Individuals and Clubs.....	5
Planning and Meet set up.....	5
Other aspects to consider.....	7
Creating the Meet in Meet Manager.....	8
Creating the Meet in Swim Central	18
Meet is open in Swim Central.....	25
Meet has closed in Swim Central	26
Exporting the entries from Swim Central to import into Meet Manager	27
Finalise the Meet Manager file.....	32
Full Meet Program preparation.....	35
During the Meet	35
After Meet Completion	36
Awards	37
Other Information	38

Hosting a Meet - Checklist

	Performed by club	Performed by MSQ
Eligibility to host a meet / Meet sanction		
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		✓
Planning the meet		
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		✓
Setting up the meet in Meet Manager		
Create meet in Meet Manager	✓	✓\$
Forward backup to MSQ Director Recording for review	✓	✓
Setting up the meet in Swim Central		
Ensure Meet Manager file details are correct and file has been approved by MSQ	✓	
Create draft meet in Swim Central setting nominations open date for 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 (can happen earlier)		✓
Promotion	✓	✓
Meet opens in Swim Central		
Ensure meet is monitored daily for refund/withdrawal requests, club or relay issues	✓	✓\$
Promotion	✓	✓
Meet closes in Swim Central		
Download entries from Swim Central	✓	✓\$
Load entries download into meet in Meet Manager, check and tidy data, incl. teams	✓	✓\$
Develop draft Entry List and provide to MSQ for publication (entrants will know the date to find documents on the MSQ website – no bulk emailing)	✓	✓\$
Publication of draft Entry List to MSQ event page		✓
Promotion	✓	✓
Receipt of change requests	✓	✓\$
Update entries in 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	✓	
Post meet finalisation		
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 National 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

MSQ has worked for several years in developing standards to ensure Queensland based meets will be produced and delivered with high levels of quality, consistency, and integrity where meet entrants and the wider Masters community are fully informed with the provision of the best level of information possible.

If the club chooses to run the full process themselves, they must follow the above checklist in detail, or discuss possible changes with MSQ early in the process. There are mandatory steps in the process that MSQ requires adherence to, including steps where items are to be submitted, and approvals required. The host club will have plenty of opportunity to apply their own style to the meet design around those mandatory steps. Non-compliance to this will be taken into consideration in future sanction requests to MSQ.

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 MSA National Results Portal must be sanctioned at club, branch, or national level. Sanction will be granted on successful completion of the following activities:

- Application for Sanction with MSQ for a date not exceeding 12 months in advance, including the provision of meet program and approach
- Request of the optional services to be 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
- Payment of the Base Sanctioned Swim Meet (SSM) fee on request from MSQ.

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 ¹
MSQ optional involvement post ² the meet closing in Swim Central	\$200 ¹
Issues assistance/remediation required where club has not followed guidance or the checklist	\$75/hour
Large Swim Meet Surcharge (180+ entrants)	\$200
¹ SSM fees may be adjusted at BMB discretion	
² 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.

Please notify MSQ of your intended approach on application.

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 provides the opportunity to allow clubs to perform much of the meet setup and execution.

MSQ 12 month meet calendar:

- From 2025 MSQ operates a 12 month “rolling” calendar

- Clubs may apply for a meet sanction any date that is available in the next 12 months from the date of application
- Applications are to be made on the “*MSQ SSM Nomination Form*”, located on the MSQ website. Incomplete forms will not be accepted.
- A club that has recently run a meet has a period of two (2) weeks only from the meet date to apply for sanction for the same date in 12 months. After the two weeks has expired, the date is open to application from any club
- Upon application MSQ will assess based on the rules and guideline for meet sanction, program offering to support upcoming major meets, and other meets around the same period
- Meet dates are not approved until the requirements, as specified by MSQ, have been met and the SSM fee received
- Order of preference will be based on the club who has satisfactorily completed all requirements
- On initial approval, the **non-refundable** base Sanctioned Swim Meet (SSM) fee (see [SSM Fee Structure](#) above) will be due. If this fee is not paid within 14 days of approval notification, the application will lapse and be deleted.

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 to access 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. If the club is performing the setup and is hiring an external Recorder, you will most likely need them to perform some of the tasks during setup phase, and not just operating at the meet.
 - 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 (please note: clubs are not to approach individual technical officials directly)
- 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) – must be suitably experienced
- Announcer
- Lifeguard/medical staff.

Communications with Individuals and Clubs

There are a number of steps in the entire workflow of a meet where host clubs and MSQ will need to provide information to entrants and clubs. In the past MSQ would email information directly to entrants. However, due to privacy concerns MSQ is minimising the requirement for clubs to use private member data, i.e., direct contact details.

This is now the approach meet organisers are to take:

- The definitive source for all meet information is the MSQ event website
- All meet entry is completed in Swim Central (exception: Masters Games meets such as PPMG and GBRMG). There are calendars and meet lists within Swim Central to help locate them.
- MSQ publish to social media and send email to clubs informing where the meet is located in Swim Central via a QR code
- The Meet Guide and Swim Central both provide advice regarding the dates that different information and documentation will be made available on the MSQ website event page. Every person who enters a meet must ensure that they are aware of all the dates, and where to find them.
- MSQ has developed a pattern of dates for all meets to adhere to, e.g.:
 - each meet closes two Tuesdays prior to the meet
 - each meet opens 5 weeks prior to meet closing
 - the draft Entry List released two days after meet closing
 - Program and timeline released by the Tuesday prior to the meet
- most clubs will have their own communication channels and will use them to direct people to the MSQ website for meet information and documentation, and Swim Central for meet entry
- based on the requests from the host club, MSQ will further promote the meet on Facebook
- If the host club feels it necessary to contact entrants via email should arrange this via MSQ

Every member should know that the MSQ website is the place to go for all meet information rather than MSQ and host clubs having to feed them constantly – this will save time and remove the need for accessing personal information.

For very rare circumstances, such as Championship meets, MSQ as custodians of member data may inform all clubs/entrant via the MSQ email list.

Planning and Meet set up

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 planned and started 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 for championship/major meets, 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) – see [Full Meet Program preparation](#) further below
- MSQ on behalf of the club will work with the assigned Meet Referee to determine:
 - Appropriate number of Technical Officials required
 - Approach to DQs
 - Method of payment of officials (typically \$75-\$100 each, at time of writing this document)
 - Provision of meals and refreshments for all Officials
 - Clubs are to ensure that the Meet Referee is included on emails
 - Were there any issues with that meet previously that need to be taken into account this time?
- 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 and 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 five (5) 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
 - Estimate Timeline (Meet Manager Sessions Report) and Meet Program will be available by Tuesday prior to the meet date
 - Please send all Meet Program information and cover pages to the 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 is to be saved as draft to allow further review and approval by MSQ.
 - Once reviewed and published, please advise MSQ for Branch-level Swim Central approval
- Swim Central will automatically open for entry at the appropriate date (*Local Nomination Opening Date*).
 - The host club must monitor Swim Central during this phase – see further below in the [Meet is open in Swim Central](#) section.
 - The host club needs to check that all relay teams have been correctly nominated and completed
- Swim Central will automatically close the entries at the chosen closing date and time (*Local Nomination Closing Date*) – see further below in the [Meet has closed in Swim Central](#) section.
- From this point you will be preparing the entries, meet file, meet documents, and preparing to run the meet - please see further below:
 - [Exporting the entries from Swim Central to import into Meet Manager](#)
 - [Finalise the Meet Manager file](#)
 - [Full Meet Program preparation](#)
 - [After meet completion](#)

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 may be an additional sanction fee due to the additional set-up and processing in Swim Central 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. They can also run their own non-sanctioned meets, e.g. 3-Way Come'n'Try Carnival
- **Heat order and gender specific events**
 - 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
 - You can explore running separate men's and women's for some or all events, or run all events as mixed.

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 – all details are to be finalised prior to this step:
 - 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 : TOOWONG * State / Province : QLD * Postal Code : 4066 * Country : AUS 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	Meet Type ☒ Standard - Divisions - ☐ By Event ☐ By Team ☐ By Entry ☐ Flighted ☐ Time Standards ☐ Div by Time Std
ID Format ☐ USAS - USA Swimming ☐ SNZ - Swimming New Zealand ☐ SSA - Swimming South Africa ☐ AUS - Australian Swimming ☐ BS - British Swimming ☐ BCSSA - Canadian League ☐ USMS - US Masters ☒ Other * Host LSC :	Class ☐ Age Group ☐ Senior / Open ☐ High School ☐ College ☐ YMCA ☒ Masters ☐ Para Swimming
Base Country AUS Altitude in Feet : Default Touch Pads at both ends : ☐	Timers Connected to this Computer ☒ One timer ☐ Two timers Timer 1 Name Pool 1 Timer 2 Name Pool 2
Meet Style ☒ Standard ☐ 2 Team Dual ☐ 3+ Team Dbl Dual	
* Course ☐ LC Meters ☒ SC Meters ☐ Yards	
DQ Codes FINA DQ Codes	
Time Adjustment Method ☒ FINA rules ☐ 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, i.e. the athletes age at the end of the year is the age they compete as

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

Seeding Preferences

Basic | **Standard Lanes** | Dual Meets | Masters Meets

Lane Preferences for Seeding

Click to view or edit standard lane preferences

Standard Lane Preferences

Preferences:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1 Lane	1											
2 Lanes	1	2										
3 Lanes	2	3	1									
4 Lanes	2	3	1	4								
5 Lanes	3	4	2	5	1							
6 Lanes	3	4	2	5	1	6						
7 Lanes	4	5	3	6	2	7	1					
8 Lanes	4	5	3	6	2	7	1	8				
9 Lanes	5	6	4	7	3	8	2	9	1			
10 Lanes	5	6	4	7	3	8	2	9	1	10		
11 Lanes	6	7	5	8	4	9	3	10	2	11	1	
12 Lanes	6	7	5	8	4	9	3	10	2	11	1	12

Lane preferences refer to the order of assigning lanes when seeding. For example, in events using 8 lanes, the default standard lane preferences will be lane 4 for fastest, lane 5 for 2nd fastest, lane 3 for third, lane 6 for 4th, etc.

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

Seeding Preferences

Basic | **Standard Lanes** | Dual Meets | Masters Meets

Lane Preferences for Seeding

Click to view or edit standard lane preferences

Standard Lane Preferences

Preferences:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1 Lane	1											
2 Lanes	1	2										
3 Lanes	2	3	1									
4 Lanes	2	3	1	4								
5 Lanes	3	4	2	5	1							
6 Lanes	3	4	2	5	1	6						
7 Lanes	4	5	3	6	2	7	1					
8 Lanes	4	5	3	6	2	7	1	8				
9 Lanes	5	6	4	7	3	8	2	9	1			
10 Lanes	4	5	3	6	2	7	1	8	0	9		
11 Lanes	6	7	5	8	4	9	3	10	2	11	1	
12 Lanes	6	7	5	8	4	9	3	10	2	11	1	12

Lane preferences refer to the order of assigning lanes when seeding. For example, in events using 8 lanes, the default standard lane preferences will be lane 4 for fastest, lane 5 for 2nd fastest, lane 3 for third, lane 6 for 4th, etc.

○ 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

Report Preferences

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

Athlete Names

- ☒ Upper/Lower Case
- ☐ All Upper Case
- ☐ Leave as is

Team Names

- ☐ Upper/Lower Case
- ☐ All Upper Case
- ☒ Leave as is

Record Holder Names

- ☐ Upper/Lower Case
- ☐ All Upper Case
- ☒ Leave as is

Open Events

- ☒ No Designation
- ☐ Senior
- ☐ Open

AP News Export

- ☒ Short Team Name
- ☐ Full Team Name
- ☐ Team Abbreviation

- Check "Leave as is" for Team Names. Keeps NSW as all uppercase, otherwise it will be set to Nsw.
- Can do the same for Athlete Names as well

- 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 to be provided by Swim Central. The longer the period, the more likely older swimmers may not be able to perform their earlier time standards.
- 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	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 : 01/01/22

Entry Limits

Maximum entries per athlete including relays : 9

Maximum individual entries per athlete : 6

Maximum relay entries per athlete : 3

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.

- For MSQ meets, and most MSA meets, point scoring is set to:
 - Individual 10, 9, 8, 7... to 1 in 10th place and every place beyond
 - Relay 20, 18, 16, 14... to 2 in 10th 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 (i.e. Championship and Masters Games meets), 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 less common) 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 Results Portal.
- As noted above, postal events, and maybe fins events are not uploaded, but they can be scored, so you would select Score for those meets, if required. 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.

Event Edit - Mixed 400 Freestyle Relay			
Event # : 10			
Individual / Relay ☐ Individual ☒ Relay			
Gender ☒ Alt Gender ☐ Girls ☐ Boys ☐ Women ☐ Men ☒ Mixed			
Division ☐ Suppress Distance			
Age Group ☐ 6 and Under ☐ 8 and Under ☐ 10 and Under ☐ 15 and Over ☒ Open/Senior ☐ 7 - 8 ☐ 9 - 10 ☐ 11 - 12 ☐ 13 - 14 ☐ 15 - 16 ☐ 15 - 18 ☐ 17 - 18 ☐ Custom -		Distance ☐ 25 ☐ 3K ☐ 50 ☐ 5K ☐ 100 ☐ 10K ☐ 200 ☐ 25K ☒ 400 ☐ 1 Mile ☐ 500 ☐ 2 Mile ☐ 800 ☐ 1000 or 1K ☐ 1500 ☐ 1650 ☐ None ☐ Custom	
		Stroke ☒ Freestyle ☐ 1 mtr Diving ☐ Backstroke ☐ 3 mtr Diving ☐ Breaststroke ☐ Platform Diving ☐ Butterfly # Dives ☐ Medley 4 ☐ Custom # Relay Legs (2-8) Note : ☐ Suppress Stroke Name	
		Rounds ☒ Timed Finals ☐ Prelims / Finals ☐ Prelims / Semis / Finals 0 # Heats in Semis 0 # Lanes in Semis (1-12)	
Round 1 - Prelims or Timed Finals 8 Number of Lanes (1-12) 8 Lanes for Best 1 Heats ☐		Round 2 or Round 3 - Finals 8 Number of Lanes (1-12) 1 Heats in Finals (1-6) ☐ # Lanes Vary ☐ A - Final, B - Final Style Max Age for 1 Slowest Finals ☐ Score Prelims as Extended Final ☐ Multi-Age Super Final ☐ Super Final Eliminates Oldest Group	
Assign Lanes ☒ Standard ☐ Un-Seeded ☐ 2 per Lane ☐ 2 per Choice		☐ Multi-Age Group ☐ Multi-Age Group Extra ☐ Seed Multi-Age Old to Young ☒ Score Event Entry Fee 0.00 ☐ Manual Seed	
Heat Order ☐ Slow to Fast ☒ Fast to Slow		Event Type ☒ Standard ☐ Multi-Class ☐ Time Trial Event ☐ Open Water ☐ Swim-Off Event	
Timed Finals ☐ Score as A - Final, B - Final Style 1 # of Heats to Score (1-6) ☐ Multi-age Super Seed		☐ Pads at both ends - Round 1 / Semis ☐ Pads at both ends - Finals	
		Finals Heat Order ☒ Slow to Fast ☐ Fast to Slow ☐ Custom ☐ Multi-Age Best of the Rest Final	

- Example: specifying a Mixed 4x100m Freestyle relay event:

Other distances include:

- $4 \times 25 = \text{Distance } 100$
- $4 \times 50 = \text{Distance } 200$
- $4 \times 200 = \text{Distance } 800$

- Meet Manager – Events – Sessions:

All events in one session:

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
- Set heat intervals – typical interval is 30-45 seconds with an additional 15 for the extra backstroke interval
- Ensure the max entries are correctly specified for each session

Session #:

Session Title:

Day:

Start Time: ☒ AM ☐ PM

Interval: Extra Backstroke Interval:

Chase Starts Interval: Diving Time per Dive:

Course: ☐ LC Meters ☒ SC Meters ☐ Yards

Max Entries for Meet Events Export to TM

Max entries including relays:

Max individual entries:

Max relay entries:

- 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 (to be imported once meet is closed and finalised):

Records

Import Export Update Custom Age Groups Refresh View Create Report

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

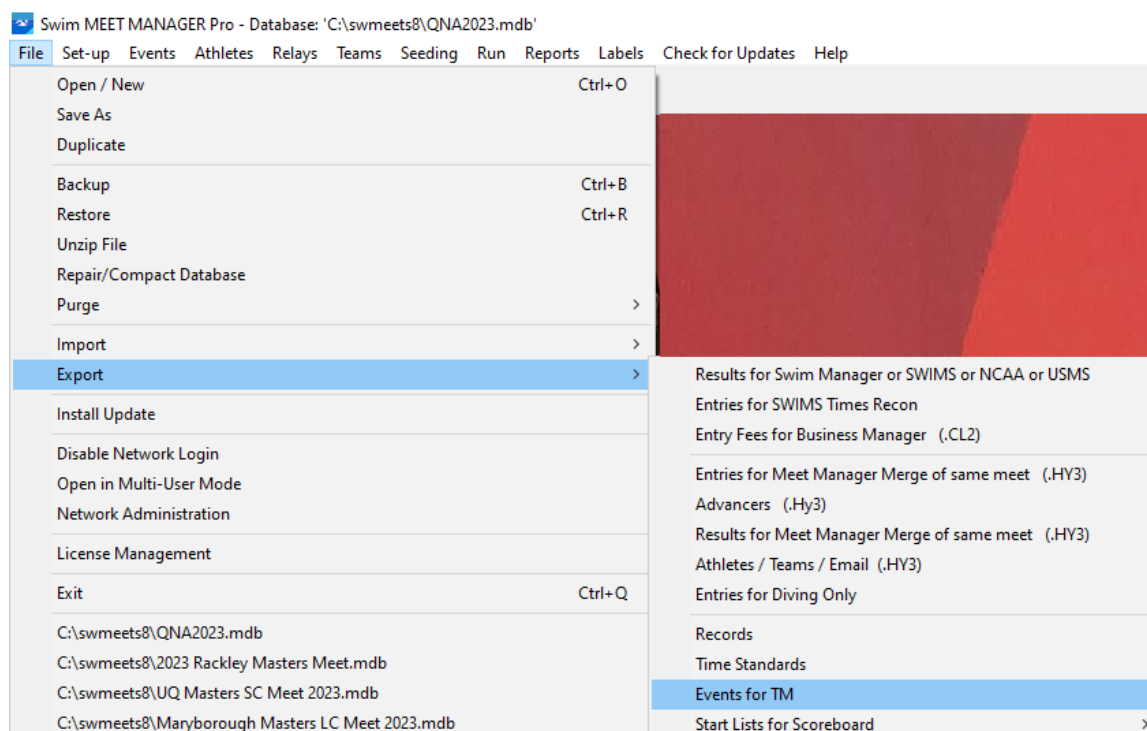
☐ Flag Fastest Time Only

Order	Tag Name	Flag	Team Only	LMSC Only	ExhOk	ForeignOk
01	BRA	B	--		☐	☐
02	NATL	N	--		☐	☐

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 'Y' 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 National 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).

- 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.
- Send the meet file to MSQ for mandatory 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

- 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

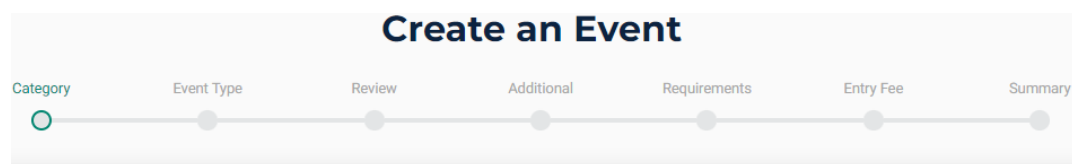
Other references provided by Swimming Australia Swim Central Support:

<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

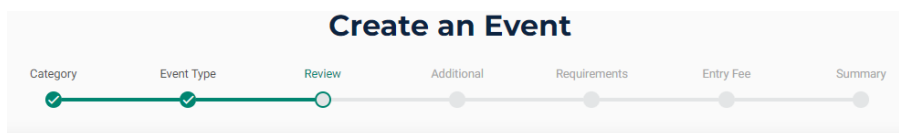


What type of Event are you hosting?



- 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. Swim Central will refer to Meet Manager as MM in certain places.
- Choose your MM Meet Events zip file that you created from Meet Manager (not the Backup file)
- 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

12 of 100

Contact Phone

0444 444 444

12 of 100

Contact Email

name@emailaccount.com

21 of 100

Event Website

https://www.website.com

23 of 400

Event Details

Venue *

Brisbane Aquatic Centre

Allow Refunds

Local Nomination Opening Date *

18/06/2024

10 : 00 am

Local Nomination Closing Date *

23/07/2024

10 : 00 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. Don't go over the 100 character limit shown below to the right..

POWERED BY TINY

113 of 1000

Timing

Event Timing Being Used *

Semi-Electronic

Qualifications

Learn about terminology

Qualification Course Conformance

Allow Converted 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.)

960

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 Converted Nonconforming Time

Visitors

Home Member Pinnacle Entity

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

Any

Document Type

Any

Add

Back

Save Draft

Delete

Next

Masters Swimming Queensland

Page | 20

- 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 Converted 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 Converted 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”
- Qualification and Seeding times – explanations for above:
- Swim Central and Meet Manager use seed times to position entrants correctly into heats
 - Swim Central uses its database of results history for each entrant to provide the best time for the event, that had been performed in the required meet course, back as far as the meet specifies
 - MSQ has determined that, at this time, Swim Central will be set to search back no further than the previous two-to-three years of results history for that entrant, i.e., all 2025 meets will search back as far as January 2023. This date is configured in the Meet Manager file and transferred through to Swim Central
 - Qualification Course Conformance: This field sets whether a non-conforming time (i.e., LC for SC meet or SC for LC meet) can be used and how it is handled.
 - Allow conforming only – Entrants can only use a time swum in a conforming course (i.e., SC only for SC meet or LC only for LC meet)
 - Allow converted non-conforming – Entrants can use a converted non-conforming time if they do not have a conforming time (i.e., SC time +2% for LC meet or LC time -2% for SC meets)
 - Allow unconverted nonconforming – Entrants can use an unconverted nonconforming time if they do not have a confirming time (i.e., LC time can be used for SC meet or SC time can be used for LC meet)
 - MSQ supports “Allow Converted Nonconforming” and will convert previous times if there is not a time available in that period for the correct course
 - Swim Central will always look for a conforming time, and only if a conforming time cannot be found will it consider and use a non-conforming time, and apply a conversion if specified.
 - More details available at: <https://support.swimming.org.au/hc/en-us/articles/360002103135-Create-An-Event-Terminology>

○ 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 Brisbane Northside Masters Swimming Club ☐

National
Masters Swimming Australia ▼

State ▼ Region ▼ Club ▼ Sub-Club ▼

Results

RELATIONSHIP

☐ Masters Swimming Australia

Select Descendants

MASTERS SWIMMING AUSTRALIA MEMBERSHIP

☐ 2022 - Non MSA member event entry

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

☒ 2024 - 16 Month Swimmer

☐ 2024 - Non-MSA members (event entry ONLY)

☐ 2024 - Second Claim Member

☒ 2024 Masters Swimming Australia - 6 month membership

☒ 2024 Masters Swimming Australia - Life Membership

☒ 2024 Masters Swimming Australia Membership

Selected

MEMBERSHIPS

2024 - 16 Month Swimmer ×
 Masters Swimming Australia

2024 Masters Swimming Australia Membership ×
 Masters Swimming Australia

2024 Masters Swimming Australia - Life Membership ×
 Masters Swimming Australia

2024 Masters Swimming Australia - 6 month membership ×
 Masters Swimming Australia

[Back](#)

[Save Draft](#)

[Delete](#)

[Next](#)

- The above diagram is an example at a point in time – please follow the instructions below to ensure you select the correct combination for the year of the meet.
- Results: Select Relationship = Masters Swimming Australia – leave unselected.
- Masters Swimming Australia Memberships:
 - for a standard Interclub meet with no non-members attending, only select current standard and current Life Membership membership products. Do not choose previous year, any Second Claim Member memberships, or Non-MSA members (event entry ONLY) memberships.
 - for a non-standard Interclub meet with non-members attending, only select current standard, current Life Membership, and the state-based Non-MSA members (event entry ONLY) memberships products. **Please note:** this will require MSQ assistance and searching additional filters – please discuss with MSQ. Do not choose previous year, or any Second Claim Member memberships.
- **Please note:** MSQ does not allow entrants to nominate under their Second Claim club membership – only their first club membership.
- If you feel you need more than just the MSA memberships listed, please contact MSQ
- 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, as described above. You will also need MSQ to set up a non-member Product to allow them access to an 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. You must always indicate where an additional fee/percentage will be added at checkout. Please use the same standard wording as used in the diagram below, with additional text added as required:

Create Meet Entry Fee

Nomination Requirement

[Remove Entry Fee](#)

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 details for meet costs as above, relevant to your meet

Details

Name *
 Meet Entry Fee (plus transaction fees) 38 of 100

Description
 Meet Entry Fee: \$10.00 (plus transaction fees) (individual event fees are additional)

- For a multi-layered fee structure, i.e., fee for meet and fee per event, use the above text.
- From this point you can save a draft, delete the meet, edit your details, or publish your meet
 - Please save as draft
 - It is at this point that you can edit event names:
 - Go to Event Home, Event Session, Races section, click on the 3 dots for the event name you want to change:

Races • Session 1 @ 10:00am

Search				
#	Sub.	Name	Ages	
1	1-1	Mixed 400M Freestyle Fnl	<109	⋮
2	1-2	Mixed 200M Medley Fnl	<109	⋮
3	1-3	Mixed 200M Butterfly Fnl	<109	⋮
4	1-4	Mixed 100M Freestyle Fnl	<109	⋮
5	1-5	Mixed 200M Breaststroke Fnl	<109	⋮
6	1-6	Mixed 50M Backstroke Fnl	<109	⋮
7	1-7	Time Trial Womens 50M Freestyle Fnl	<109	⋮
8	1-8	Time Trial Mens 50M Freestyle Fnl	<109	⋮
9	1-9	Mixed 200M Medley Relay Fnl	<109	⋮
10	1-10	Womens 200M Medley Relay Fnl	<109	⋮

I< < 1 - 10 of 25 >

- Select Edit Race Name, adjust the text, and click Update to save and return

#	Sub.	Name	Ages
1			<109
2			<109
3			<109
4			<109
5			<109
6			<109
7	1-7	Time Trial Womens 50M Freestyle Fnl	<109

Edit Race Name ✕

Provide an alternative name for the Session Race.

Womens 50M **FINS** Freestyle TT Fnl

32 of 100

Cancel Update

- Please use care – you cannot change this once you have published the meet
- Save as draft
 - Please contact the MSQ Business Manager or Director of Recording to review the meet prior to publishing
 - Once the draft meet is checked and given the ok by MSQ, you can publish:
 - Once you publish the meet, you will have very limited opportunities to make changes. Ensure all your details are correct prior.
 - To now Publish the meet, use the “Complete Setup” button in the draft meet and step through all the sections in the workflow and finally select Publish.
 - Once published, please advise MSQ to allow the start of promotion and to link the meet to MSQ and clubs.

Meet is open in Swim Central

The meet is now open in Swim Central. Once the Local Nomination Opening Date has been reached, the meet will automatically change to an open state and allow entrants to nominate and clubs to create relay teams.

There are a number of tasks that Meet Hosts will be required to undertake during this period. The host club will need to monitor Swim Central at least daily to check for:

- Refund requests and approvals:
 - if people are asking for a full refund to pull out of the meet, and you are ok with it, you may need to instruct them to click Request Refund on each event they entered, and then Request Refund on the total entry. You will then need to approve each event requested and then the total entry.
- Relays team nominations, and correct club selection:
 - If an entrant has an additional Swimming Australia membership or an MSA second claim membership and the member does not set their Masters membership to Primary, they will enter under an incorrect club. Please contact MSQ immediately to have rectified with Swimming Australia
 - Relay only entries:



This comes about from a club who has entered a person in a relay team, but that person has not yet submitted an individual entry. It is usually ok as we'd expect that the entry will come, but you may need to follow up with the club to make sure they get that person entered. MSQ/MSA generally do not allow relay-only entries; they must enter an individual event to participate.

- All relay teams should have "Entry Completed" shown in a green box
 - There is a very detailed help page at:
 - <https://support.swimming.org.au/hc/en-us/articles/360004234255-How-To-Enter-A-Relay-Team>
 - The person who started entering a team must be the person who completes the team nomination. Once the relay has been converted to a purchase order, any current club administrator can then complete the purchase.
- Main things to consider for each team's Race Secretary if assistance is required:
 - When adding a new relay team, Swim Central will automatically create what it thinks is the "fastest" default team. They can delete and add members and change their positions, etc.
 - Medley - ensure you pick the correct stroke before adding a person to the team
 - Mixed Medley - ensure you pick the correct stroke and correct gender before adding a person to the team
 - If a team member has an individual NT for that stroke, the whole team will have an NT
 - Once happy with the team, click Nominate
 - From here you can click on the "3 dots button" to Edit the team, Add the team to the Cart (club cart - not personal cart), or Delete the team, or, you can add another team
 - Once all teams are nominated, teams not added to the cart should now be added to the cart
 - Once all are done, go to the "Club Cart", not your own personal cart
 - Pay for them as instructed and finalise the process:
 - a meet where relays are free will still require a \$0 transaction to complete the relay entry process – the relay will not be nominated if this step is missed
- The entry system will close individual entries on the entries closing date and time (Local Nomination Closing Date).
 - You are now ready to export the entries from Swim Central and load them to your Meet Manager meet
 - You may also need to extend the meet entries by editing the Local Nomination Closing Date to when you need to remain open until – please discuss this with MSQ before changing

Meet has closed in Swim Central

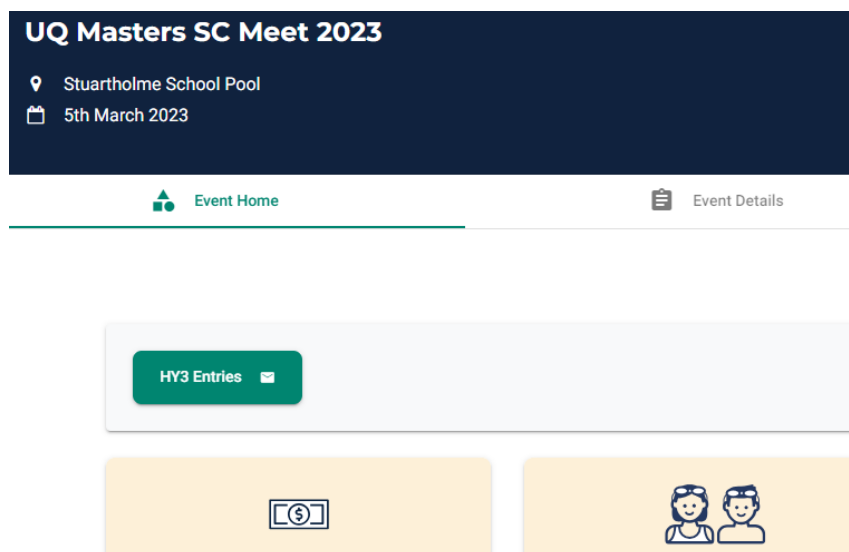
The following represents the workflow required after the meet has closed in preparation for executing the meet:

- 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.
- **Note:** Seed times cannot be changed in Swim Central. The entrants best time since the Meet Manager “Performed on or after date” will be automatically assigned. 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 and relays teams appear correct
 - update entries where requested changes have already been supplied, or any manual entries provided
 - complete a tidy of the Meet Manager Teams – names transferred from Swim Central can be of poor format
 - 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
 - Final 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**
- Prepare Final Meet Program with cover pages, Final Entry List, and Timeline
- Email all Meet Program information to the Meet Referee and MSQ to add to the website
- 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
- The host 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 and everyone will be able to clearly hear the announcer

Exporting the entries from Swim Central to import into Meet Manager

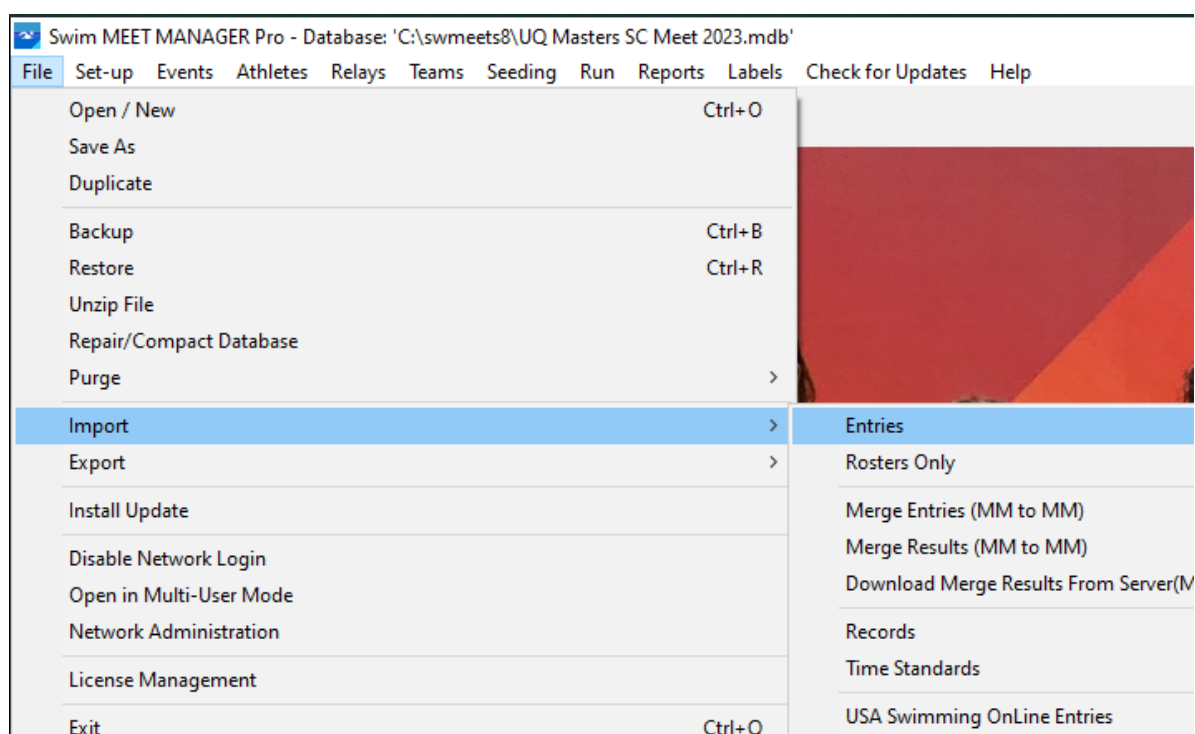
The following are instructions for exporting the meet entrants and entries from Swim Central once the meet has closed, and importing them into the Meet Manager file you created earlier. From there you will be able to prepare the meet, update entries if required (i.e. changing requested NTs to times), 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. The next step is to load the meet in Meet Manager for entry checking, data fixing, and the creation of the draft Entry List.

- Go to Meet Manager and open the Meet you previously created and exported. Import the entries file:



- File – Import – Entries and choose the HY3 file you received from Swim Central
 - Click Open and follow the prompts
 - If there are no errors shown, 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:
 - Tidy the Team names and codes – this example shows what is produced from Swim Central:

Somerset Masters Swim Club	QSS	Somerset
Southport Masters	QPB	Southport
Sunshine Coast Masters Swimmin	QSC	Sunshine Coast
Toowoomba Masters Swimming Clu	QTW	Toowoomba
Tsa Masters Inc	QSW	Tsa Masters
Tuggeranong Masters Swimming A	NTN	
Unattached	UNAT	Unattached
University of Queensland Maste	QUQ	UQ Masters
Yeronga Park Yabbies Masters S	QYP	Yeronga Yabbies

- In this case some names are too long and are truncated. Most clubs will simply be named with main name then Masters. Examples are “Somerset Masters Swim Club” should be changed to “Somerset Masters”, “University of Queensland Maste” should be changed to “UQ Masters”, etc.
- Check that all clubs listed are Masters clubs. If not, then they may be a Swimming Queensland/Australia entered by a person with their primary membership incorrectly selected. You will need to have this corrected by manually entering the Meet Manager details, and by informing MSQ to correct them in Swim Central.
- Below is an example of a tidied meet – this meet included interstate and international clubs. Please be aware that due to limitations in Meet Manager, certain codes will not be produced in reports and screens as all uppercase, even though you have entered them that way and that they display in the edit screen that way – reports where this is important will need to be edited:

Team Name	ABBR	LMSC	Short Name
Albany Creek Masters	QAC		Albany Creek
Aqualicious Masters	QAL		Aqualicious
Barbarians Masters	QBR		Barbarians
Beerwah Masters	QBE		Beerwah
Belgravia Masters	QCD		Belgravia
Blacktown City Masters (Nsw)	NBT		Blacktown City
Brisbane Northside Masters	QBN		Northside
Brisbane Southside Masters	QSM		Southside
Brunswick Belugas Masters(VIC)	VBS		Brunswick Beluga
Bunna-barra Masters	QBM		Bunna-barra
Bush Rangers Masters (Nsw)	NBR		Bush Rangers
Club Tribe (Usms)	1693		Club Tribe Usms
Coffs Harbour Masters (Nsw)	NCX		Coffs Harbour
Cotton Tree Masters	QCT		Cotton Tree
Element Swimming Masters	QES		Element Swimming
Genesis Aquatics Masters	QGA		Genesis Aquatics
Goulburn Valley Masters (Vic)	VGW		Goulburn Valley
Gympie Gold Fins Masters	QGF		Gympie Gold Fins
Hervey Bay Masters	QHB		Hervey Bay
Hobart Dolphins (Tas)	THB		Hobart Dolphins
Ipswich City Masters	QIP		Ipswich City
Ipswich Grammar Masters	QIG		Ipswich Grammar
Lowood District Masters	QLW		Lowood Masters
Malvern Marlins (Vic)	VMV		Malvern Marlins
Manly Masters (Nsw)	NML		Manly Masters
Marion Masters (Sa)	SMR		Marion Masters
Maryborough Masters	QMB		Maryborough
Miami Masters	QMM		Miami Masters
Mossman Meteors Masters	QMF		Mossman Meteors
Noosa Masters	QNA		Noosa Masters
North Mackay Sinkers Masters	QNS		North Mackay
North Sydney Masters (Nsw)	NNS		North Sydney
Nudgee College Masters	QNB		Nudgee College
Penrith Aussie Masters (Nsw)	NPN		Penrith Masters
Pimpama Masters	QPS		Pimpama Masters
Powerpoints (Vic)	VPP		Powerpoints
Rackley Masters	QRL		Rackley Masters
Rats of Tobruk Masters	QRT		Rats Of Tobruk
Redlands Bayside Masters	QRB		Redlands Bayside
River City Masters	QRC		River City
Rum City Masters	QBB		Rum City
Sunshine Coast Masters	QSC		Sunshine Coast
Sutherland Sandbern (Nsw)	NSA		Sutherland
Toowoomba Masters	QTW		Toowoomba
Townsville Aquaholics Masters	QTA		Aquaholics
Tsa Masters	QSW		Tsa Masters
Tuggeranong Masters (Act)	NTN		Tuggeranong
Twin Towns Masters	QTT		Twin Towns
UQ Masters	QUQ		UQ Masters
Wett Ones (Nsw)	NWO		Wett Ones
Whitford Masters (Wa)	WWF		Whitford Masters
Yeronga Park Yabbies Masters	QYP		Yeronga Yabbies

- Update entrant and relay details already sent by entrants for changing:
 - 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:
 - multiple 400 events where a maximum of only one is allowed,
 - no or incorrect team,
 - no or incorrect registration number (must be in the format of 6 digits with no letters), or
 - no date of birth, etc
- Check relay teams have four members, a team letter, and an age group
- Seed the meet (DRAFT) – this simply orders the heats to allow a timeline and the draft Entry List to be produced. This is not the final seed of the meet:
 - Click Select All events for seeding
 - select seed order for individual events – By Time
 - select seed order for relay events – By Age, then time
 - relay generally do not need to be seeded before the meet is undergoing final seeding
 - click Start Seeding

Seeding the Meet

Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View Events Reports

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Age Range: - ☐ Un-Seeded ☐ Seeded ☐ Done ☐ Zero Entries

Hide: ☐ Prompt if a Re-Seed ☐ Preview each Event ☐ De-Select after Preview ☐ Hide Athletes when Preview Un-Seeded Event

Masters Seeding: ☒ By Time ☐ By Age, then by Time Residual Heats: 2

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	S	All Events
1	01:00 PM	1	S	Pool Session

EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
☒	1	F	Un-Seeded	☐	Mixed 200 Butterfly Time Trial	0	0	0	0
☐	2	F	Seeded	☐	Mixed 25 Backstroke Time Trial	9	0	0	2

- Create draft Entry List

Entry Lists

Preferences Memorize Create Report

Gender: ☒ Both ☐ Male ☐ Female

Age Range: -

Filters: Team Division

Sort: ☒ Alphabetical ☐ Age ☐ Last Entered

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	S	All Events
1	09:30 AM	1	S	UQ Masters SC Meet 2023

Report Type / Options / Format | Include in Report

Include in Report

☐ Include heat and lane

☒ Entry Times

☐ Include birth date

☒ Include registration ID

☐ Include athletes with no entries

☐ Include scratches

☐ Include 1st round alternates

☐ Include team address if by Team

☒ Show Check-in Req

- 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 entrant’s heats/lanes, as this will change a number of times before it is final, and brings temptation to change events due to seeing their competition, etc
 - Click Create Report and check the details appear correct
 - Click the export button in the toolbar: 
 - Select OK and save the report to your document’s location. The PDF format is the default, but more advanced users of Meet Manager can select other formats if editing/formatting is required
 - Send the saved report to the 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
 - List of Meet Manager reports required prior to the meet date:
 - Teams for team/events/gender counts - XLS Data Only and format
 - Estimate Timeline (Sessions) - RTF, remove headers, change font Calibri and up size by 1 click
 - Entry List - RTF, remove headers, change font Calibri and up size by 2 clicks
 - Meet Program - RTF, remove headers, change font Calibri and up size by 1 click
 - Lane/Timer Sheets - Continuous - PDF
 - UK Judge's Placing Sheets - Continuous - RTF, remove "Judge's Placing"

Finalise the Meet Manager file

All entrant details and changes are in and you are now ready to finalise the Meet Manager file:

- Finalise the entries on the Saturday/Sunday prior to the meet
- Seed the meet (FINAL) – this is the final seed of the meet - changes can no longer be made, otherwise the published Meet Program and meet run sheets will be inconsistent. If changes are required from this point, they should be made on the day of the meet by the Meet Recorder in consultation with the Meet Director and Meet Referee, using spare lanes, and should not involve a re-seed.
 - Seed the meet (FINAL) – this is the final ordering of the heats to allow a final timeline, Meet Program and the Entry List to be produced. The steps required to perform the final seed are they same as the draft seed, but relay seeding will be required:
 - Click Select All events, but exclude the relay events for seeding by unselecting each
 - select seed order for individual events – By Time
 - click Start Seeding
 - select all the relay events for seeding, but ensure all individual events are not selected
 - select seed order for relay events – By Age, then time. This groups relays into age groups.
 - click Start Seeding
 - advanced option: click “Preview each Event” to view and alter seeding event by event
- Create final Entry List with the addition of “Include heat and lane” selected.
- Create an Estimate Timeline (Reports..Sessions report)
- Club entrant/entry counts (Reports..Teams report)
- Create final Meet Program pages (Reports..Meet Program) – this will be used to compile the full meet program document, and be printed as Officials Programs
- 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

Seeding the Meet

Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View Events Reports

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Age Range: - Hide: ☐ Un-Seeded ☐ Done ☐ Seeded ☐ Zero Entries

☐ Prompt if a Re-Seed ☐ Preview each Event ☐ De-Select after Preview

☐ Hide Athletes when Preview Un-Seeded Event

Masters Seeding: ☒ By Time ☐ By Age, then by Time Residual Heats: 2

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	S	All Events
1	01:00 PM	1	S	Pool Session

EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
☒	1	F	Un-Seeded	☐	Mixed 200 Butterfly Time Trial	0	0	0	0
☐	2	F	Seeded	☐	Mixed 25 Backstroke Time Trial	9	0	0	2

- 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

☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only

Session List

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

EVENT LIST

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 10 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

Age Range
 -

☒ Indiv + Relays
☐ Indiv Only
☐ Relays Only

Report Sort
☒ By Event #
☐ By Age Group

LC Meters
☒ SC Meters
☐ SC Yards

Short Course Meters

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

☐ Flag Fastest Time Only

Order	Tag Name	Flag	Team Only	LMS Only	ExhOk	ForeignOk
01	BRA	B	--		☐	☐
02	NATL	N	--		☐	☐
03	WORLD	W	--		☐	☐

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
 - Send a Meet Manager backup to the MSQ Director of Recording – this is for checking, archive (in the case you lose or corrupt yours), and for loading results to Swim Central and the MSA National Results Portal.
 - Ensure your Meet Recorder has the same backup file ready to run at the meet
- You are now ready to run your meet

Full Meet Program preparation

You are now ready to compile the full Meet Program document:

- Prepare your program cover pages. This may be copied from the Meet Guide to include an attractive cover page, with extra pages to include all relevant information for competitors at your meet. This may include details of parking, raffles, presentation functions etc. MSQ will include an approximate timeline and a club/competitor list. These pages will then be merged with the Meet Manager program of events once created.
- Please send the final program to MSQ to be added to the MSQ website by the Tuesday prior to the swim meet.
- 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

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 Meet Completion

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 – these have far-reaching impacts to swimmer's results and state/national/world rankings, and may bring reputation damage to MSQ:

- 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 requiring their time, and in some cases the equipment operators and the pool will be needing the venue cleared. 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. The Meet Referee should 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.

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 requires administrator access to the MSA National Results 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 implement 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 the MSA National Results 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].

Defining Small and Large club numbers:

- This calculation is usually up to the Meet host to set
- The general approach is to remove those clubs with numbers too small to involve in an average calculation
- Small clubs generally start at 4 members with the upper limit around half-way through the rest of the clubs
- If there are many clubs in the 4-8 range and only three in the 9 and above range, then it is ok to have two uneven groups representing small and large

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.