

May 27th, 2015

MCSL Automation Training

The Automation Landscape

Team
Management
(Team Manager or
Team Unify)

Meet
Management
(Meet Manager)

MCSL Website
(Meet Results and
standings)

Team Management

- Keep track of swimmers (roster)
- Create entry files for upcoming meets
- Maintain a history of swimmer results (times and finishes)
- Keep track of team and pool records (optional)

Meet Management

- Used to run a single swim meet
 - Dual meets
 - Relay Carnival
 - Divisionals
- Tracks results for each meet
 - Import back into team manager software,
 - Upload to MCSL website

Swim Week (from Automation POV)

- 2+ days before the meet:
 - Initial meet entries are prepared by coach/assistants
 - Preliminary line-ups are printed and athletes (typically) commit to the meet and events
 - Meet entries are finalized by coach/assistants
- Day prior to the meet (visiting team):
 - Team roster and meet entries are exported and saved to flash drive
 - Roster and meet entry reports are printed
 - Coach/rep brings hard copy and flash drive to host pool

Swim Week cont'd

- Day prior to the meet (home team)
 - Meet manager is used to import rosters and entries for the two teams
 - The meet is seeded
 - (Optionally), team and pool records are imported
 - Meet program and lane timer card reports are printed

Swim Week cont'd

- Day of the meet
 - Two parents from each team support running the computer for the meet
 - Prior to meet start, any scratches are made to the meet setup
 - As each event is completed, results are input and verified. Event results are printed and posted
 - At the end of the meet, the home team automation person creates a backup of the full meet, exports results for each team (saved to flash drive)
 - The meet backup and exported results files are emailed to the division automation coordinator
- Division coordinator uploads results from the week's meet to the MCSL web site

Before Using the Software...

- Some things to be mindful of:
 - The files used by Team Manager and Meet Manager are Microsoft Access database files (password protected)
 - You will use and update one database file for Team Manager over the season and one file for each meet.
 - Changes made to the data are automatically written to the file (save actions are not required)
 - Meet files, rosters and entries are store in compressed (zip) files – this is why you will see messages telling you where files had been extracted (we'll discuss this as we go through the training.)