

1) Creating the meet

- a) On the home screen, open up the MEETS tab
- b) Click ADD to add a new meet
- c) Enter the meet details and click save and the cancel – the meet should now appear in your list of meets
- d) Highlight the meet and click EVENTS
- e) Click ADD to add events – ***you only need to add each event once, and the order doesn't matter and all age groups can be put in together (under Age Range select Open/Senior)***
- f) Once all events are added click the small x in the top right to return to the meets screen

2) Entering the results

- a) With the competition highlight click RESULTS and select RESULTS BY NAME from the drop down menu – this is often the easier method if you only have one or two swimmers
- b) Select your team in the drop down box
- c) Starting with your first swimmer, enter their results the Prelims or Finals box as appropriate (times can just be keyed in as number – 12345 can be keyed for 1:23.45)
- d) If you wish to add splits (only necessary if a swimmer did a fastest time in the first portion of the race), right click on the time you have just entered and use the pop-up box to enter the splits
- e) Use the athlete list to navigate through the athletes adding in all results

OR

- f) With the competition highlight click RESULTS and select RESULTS BY EVENT from the drop down menu – this can be the easier method if you have lots of swimmers doing the same events
- g) Select your team in the drop down box
- h) Starting with your first event, enter the results of the swimmers that took part under the Prelims or Finals box as appropriate (times can just be keyed in as number – 12345 can be keyed for 1:23.45)
- i) If you wish to add splits (only necessary if a swimmer did a fastest time in the first portion of the race), right click on the time you have just entered and use the pop-up box to enter the splits
- j) Use the events list to navigate through the events adding in all the results

3) To send the results to Swim Ireland etc.

- a) Exit out to the main home screen
- b) Click file, and go to EXPORT, then MEET RESULTS
- c) Select your meet from the drop down menu
- d) Save the file to a folder where you can find it and click OK – the file will be named something like ***ALS-Results001.ZIP***
- e) Attach this file to an email and send to entries@swimireland.ie