<table>
<thead>
<tr>
<th>Schedule</th>
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<td>Post Meet - Reporting</td>
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MEET (DATA) WORKFLOW

- Phase I - Meet setup
  - Entries, scheduling, seeding, sheets
- Phase II - Running the meet
  - Track vs Field
- Phase III - Results/Reports
  - When, where, who
  - Athletics Canada, BC Athletics
BCA REQUIREMENTS REVIEW

- Sanctioning
  - Timeline, Forms, Costs
- Officials
  - Minimum requirements
- Reports
  - Forms submission
## MEETPRO VS HYTEK

### MEETPRO
- New, modern software
- Strong support for data sharing
- Unrestricted annual licensing
- Unlimited upgrades at $0
- Intuitive user interface
- Some reports customization
- Age Up is age group specific (mix Masters and Youth)

### HYTEK
- Old fragile software
- Weak on data sharing
- Upfront $$ + restrictive licenses
- Upgrades cost $$
- Nonintuitive user interface
- Non-customizable
- Age Up is system wide
MEET SETUP USING MEETPRO

• Perform the following tasks (15 minutes)
  • File > New > Create from template (use “WorkshopTemplateFeb042018.dab”)
  • Access TrackieReg.com (Maureen)
    • https://www.trackie.com/online-registration/manage/20313/
  • File > Import > Semi-colon delimited file (set Reg# = “CAN”)
  • Events (CTRL-E) > sort (hdr), Show, Entries
  • Teams (CTRL-T) – Search
  • Athletes (CTRL-A) – sort (hdr), Show, Search
• Homework – Events (CTRL-E) - “Sessions” (not req’d, nice to have so we will skip)
• Homework – check out the Meet menu items, these are for configuring MeetPro
**MEET SETUP**

- Perform the following tasks *(15 minutes)*
  - Meet > Meet Setup
  - Meet > Meet Information
  - Meet > Age Group Setup
    - Warning, Div 1 is reserved for combining age groups and printing separated ages (doesn’t work for award labels)
  - Homework – check out the remaining Meet menu items
SEEDING

• Let's review what's going on here (5-10 mins)
  • Events > Edit Event 7
    • 2 (or more) rounds (vs timed final)
    • heat assigned
      • Seed Time, Random, serpentine, left to right
    • lane assignment
      • Standard, random, custom
      • Advancement seed/time (vs time only)
  • Perform the following tasks (5 mins)
    • Seeding (CTRL-S) – Sel(ect) first event
    • “Seed Selected” > Enter > Enter > Enter – i.e. choose the defaults
    • Seed all remaining events
  • Seeding Discussion (5-10 mins)
EVENT SHEETS

• Perform the following tasks (15 minutes)
  • Reports > Reports Setup (turn off DA and TFRRS)
  • Reports > Score Sheets > Finish Line Sheets (select 100m JD13)
  • Reports > Score Sheets > Horizontal, Vertical (select HJ and SP respectively)
    • If you see warning “no pages” it means no entries and or not seeded.
      • Add an entry and then seed the event and try again
  • Reports > Score Sheets > Blank Finish, Horiz, Vert
RUNNING THE MEET - PRIOR

- **Days Prior** – *homework tasks*
  - Late entries process
    - Before/after seeding – once start lists published, do not reseed
  - Reports generation
    - Performance Lists, start lists, statistics
  - Schedule adjustment
    - See Events > Edit Sessions
  - Meet Packages
    - See Reports > Rosters
RUNNING THE MEET – DAY OF

• Discussion (10 mins)
  • Sign-in desk (packages)
    • Late entries process (do not reseed, add late entries manually)
    • Event Changes process (do not reseed, add late entries manually)
  • Start lists/field sheets (if not done day prior)
    • BC Officials expect event sheets on clipboards be ready 1 hour prior to event
  • Recording
    • data sharing (iPhone demo)
  • Results publishing
  • Awards
  • Finish Lynx
• Tasks (20 mins)
  • Late entry (add a late entry manually)
    • Add new athlete to JD 13 100m
  • Event Changes process (do not reseed, add late entries manually)
    • Change a JD 13 athlete to be 12, change their events
  • Finish Lynx
    • Interfaces > F.A.T Setup (Vendor, Directory, Auto-update, Timed Events Only etc.)
  • Print Results (select a 100m event e.g. JD13 Prelim)
    • Enter Results > List (once you input all entries results)
    • Enter Results > Complete
COOL FEATURES

• Input Results for Field Event on your phone
  • Interfaces > WebApp Server Setup > Write down your laptop's settings for IP and Port
  • Open safari and type in address for above e.g. http://192.168.1.70:5252
• Input Results for Field Event on your iPad or surface or other laptop
  • Same as above – if you see notice “you have unseeded events” you cannot use this interface.
• Web Results (trial version may not support this, see Ocean’s below)
  • Interfaces > Upload To Web > Setup > Save
  • http://results.tfmeetpro.com/Ocean_Athletics/Workshop/
RELAYS

Tasks (10 mins)
- Events > Add New Event > 400m Relay, Youth, JD13, in lanes
- Relays > Relay Events >
  - select 4 X 100m Relay
  - Double click any 2 teams and select Age Group to match the relay division
- Seeding > select above relay and seed
- Enter Results > select above relay and enter some times, click Done check box
- Publish to Web
POST MEET

• Meet reports
  • BC Athletics, Athletics Canada accepts MeetPro export.
  • File > Export > CSV or semi-colon

• Archiving and protecting your data
  • 100GB in dropbox is $99/year, iCloud, iDrive, OneDrive etc.
  • File > Save As

• Postmortem
  • File > Create Template
WORKFLOW RESOURCES

- Discussion
  - Opportunities to gain experience
    - Coordination
    - Mentorships
    - Follow-up