



Dive Sheets & Running Events

Meet Management Software Tutorial for EZMeet Version 3.1 – revised 2/4/2006

Once you have events created in your meet you are ready to enter dive sheets and run your event. INCLUDED HERE:

1. Registering Divers
2. Entering Dive Sheets
3. Setting Diving Orders
4. Running Events (making changes on deck)
5. Recording Scores

1. REGISTERING DIVERS: Once divers and teams are entered in the program database, they can be registered for an event in the meet. Methods for quick entry:

1. Enter diver's names and information first into database using the EDIT/DIVER pull down menu.
2. Go to the REGISTER DIVER screen from the pull down menu and search to find out if the diver is already in the database. If so, the events and dive sheets can be entered at this point, if not you can select NEW and you will automatically be taken to the Edit Diver screen to add the diver. After adding a diver and returning to the open register diver screen, you will need to REFRESH the screen to allow the new diver added to appear in the list of available divers. The event can be selected and the dive sheet can be added at this point.

The screenshot shows the EZMeet software interface for 'Diver Event Registrations for Trojan Dive Invite <Nov 2005>'. The window title bar includes the EZMeet logo and standard window controls. The menu bar contains 'File', 'Edit', 'Meets', 'Events', 'Tools', 'Reports', and 'Help'. The toolbar includes icons for file operations and printing.

On the left side, there is a search area with the text 'Enter last name of diver to find' and a 'Find' button. Below this, the name 'Bisordi, Matthew' is entered. A list of divers is displayed with columns for 'First Name', 'Last Name', and 'Age'. The list includes names like Becca Barras, Matthew Bisordi, Sara Bowling, etc.

On the right side, a table lists events with columns for 'Event Name', 'Dive Sheet Status', 'Synchro Partner', 'Bal. Due', and 'Ex'. The selected event is 'NCAA Mens 3M, Prelim 6 opt', which has a 'Missing' status and a balance due of '\$0.00'. Other events include 'NCAA Womens 1M, Prelim 6 opt', 'NCAA Mens 1M, Prelim 6 opt', etc.

At the bottom, there are two sections: 'Event Fees' and 'Meet Fees'. The 'Event Fees' section shows 'Event Registration Fee \$0.00', 'Event Late Fee \$0.00', and 'Balance Due \$0.00'. The 'Meet Fees' section shows 'Amount Owed for All Registered Events \$0.00', 'Additional Meet Fees \$0.00', and 'Total Amount Due \$0.00'. A 'Print Entry Form' button is located at the bottom right.

The status bar at the bottom of the window displays 'Diver Event Registrations for Trojan Dive Invite <Nov 2005>', 'Past Registration Date | 12/14/2005', and '8:21 AM'.

Once you have located the diver in the column on the left, you must select them and their name will appear at the top of the column. If you search for a diver, you can simply type in the first few letters of their last name.

NOTICE:

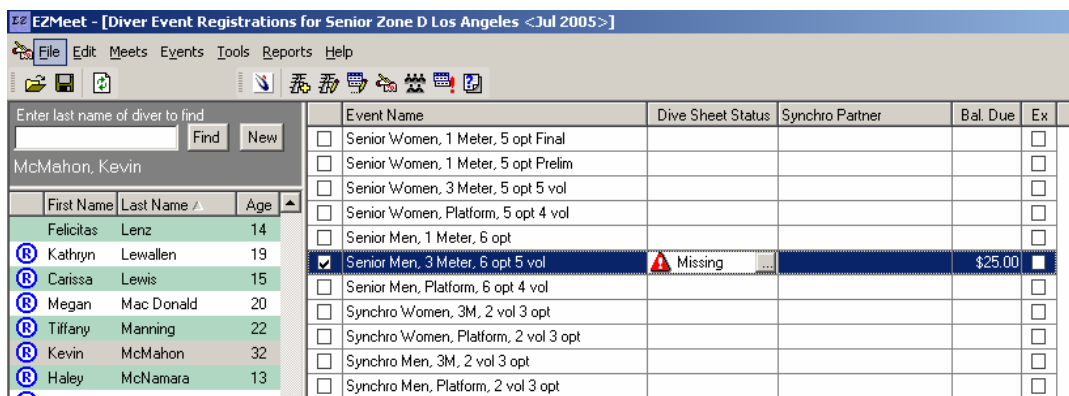
- 1) **Divers age** is shown in the right side of the diver list when Birthdates have been entered and calculated.
- 2) **Amount Owed:** This information is listed because the Meet and Event information has been edited to indicate the cost per event, otherwise the default is \$0.00. EZMeet is not fully able to handle all meet fees at this time. A method for tracking payment should be used with the printed “Entry Form” Report.
- 3) **Coach:** This is the only place a coach can be attached to a diver. An attached coach will be printed on the dive sheet.

NOTE: The team affiliation is no longer available on this screen. To make changes to the team affiliation you must go to EDIT/DIVER in the pull down menu.

TRACKING FEES IN EZMEET: At this point in time, the program will allow you to indicate that fees have been paid, but using this method is not recommended. This feature still has situations that will keep the accounting from being complete. At this point Divers who are deleted from the event no longer have a record of having paid. Keeping this information up-to-date while trying to change dives and prepare events, is not easy for the staff running the events.....The “NEW” ENTRY FORM CHECK-IN sheet allows for manual tracking of event fees per diver.

RECOMMENDATION: Have a registration chairman that will track payment separately. The process of preparing for events, changing dives and other meet preparation should be independent to allow flexibility. Keeping these activities separate allows a checks and balance system for the meet and the ability to track late fees and refunds correctly.

NEW FEATURE: “ENTRY FORM” button is located at the bottom of the screen. This new feature allows you to print a sign-in sheet for divers to verify that the dives in all their events are entered correctly. It was designed for USA Diving meets and can include the standard Waivers required to be signed by divers who participate OR a generic sign-in waiver to indicate that all dives are correct or corrected as shown. Individual Entry Form sheets can be printed from this screen when a diver registers on deck, however a full set of Entry Form can be printed for all divers entered in advance for check-in.



To register a diver, click on all the events they will participate in. If you have selected the wrong event, you can remove the check mark and the record for that event will be deleted. If you have entered dive lists, those will also be deleted. Although there is a feature that allows transferring dive sheets to other events...it is actually easier to simply re-enter the data in the new event for one or two divers.

The MISSING Flag shows up for the event because the dive sheet has not yet been entered. By clicking on the Status Bar for that event, a Button shown to the right of the status appears.

Clicking on this button, you are taken directly to the dive sheet for that event to fill out. When you close and save the dive sheet, you return to this screen to fill out the next sheet for the diver, or register another diver.

2. Filling out dive sheets and verify rules

Rnd	Dive Num	Type	Lvl	Dive Descriptions	Judges Awards									Adj Total	DD	Status	Cut
					1	2	3	4	5	6	7	8	9				
1		Opt	3M											0.0	0.00	NA	<input type="checkbox"/>
2		Opt	3M											0.0	0.00	NA	<input type="checkbox"/>
3		Opt	3M											0.0	0.00	NA	<input type="checkbox"/>
4		Opt	3M											0.0	0.00	NA	<input type="checkbox"/>
5		Opt	3M											0.0	0.00	NA	<input type="checkbox"/>
6		Opt	3M											0.0	0.00	NA	<input type="checkbox"/>
7		Vol	3M											0.0	0.00	NA	<input type="checkbox"/>
8		Vol	3M											0.0	0.00	NA	<input type="checkbox"/>
9		Vol	3M											0.0	0.00	NA	<input type="checkbox"/>
10		Vol	3M											0.0	0.00	NA	<input type="checkbox"/>
11		Vol	3M											0.0	0.00	NA	<input type="checkbox"/>
Total Score													0.00				

ERROR: If the event does not show the colored boxes...then you are not using a current year rule set for the program. You may be using a old database and it may not be a copy of the BlanKEZMeet06.mdb that was installed with this program.

Items to notice:

EVENT NAME: Shown at the top center

ORDER OF DIVES: The event selected indicates that Optional (yellow) are entered first.

DD MAX: listed at the top under EVENT DD REQUIREMENTS shows the Max DD of 9.5 for the voluntary dives.

EVENT RULES: can be listed by selecting VIEW RULES on the tool bar.

YOUR LIST: information totals DD's for Optionals, Others (Voluntaries) and a total DD for the list.

DIVING ORDER: Can be set manually here, but should be set for all divers under EVENT/SET DIVING ORDER

STARTING SCORE: Can be entered manually for events continuing from previous preliminaries, However will be transferred with dives when using the TRANSFER DIVE Feature from the TOOLS pull down menu.

STATUS during running event, dives can be marked during competition as a record.

CUT during running events, the rounds the diver is cut from are marked.

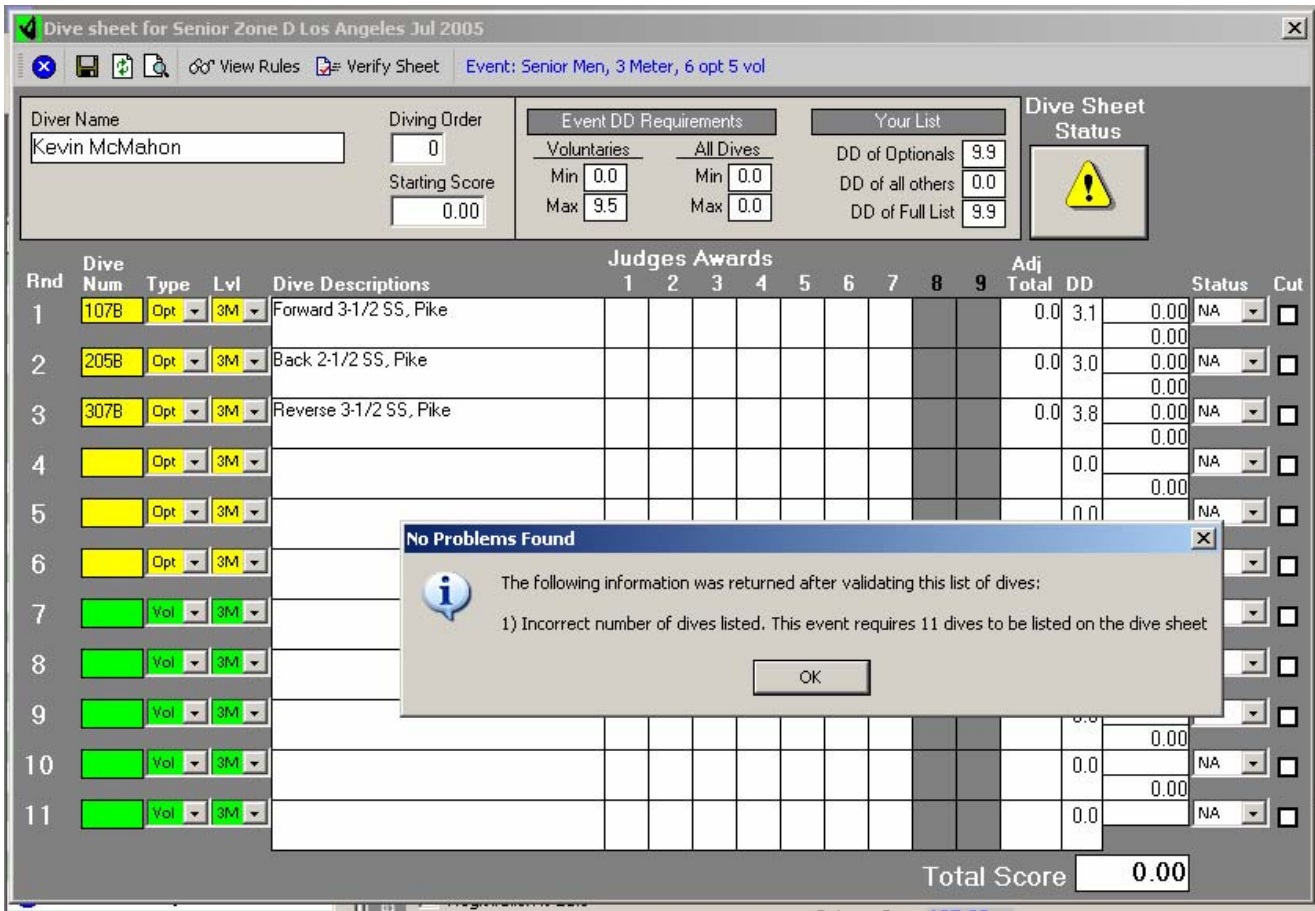
IF YOU USE A KEY PAD TO ENTER DIVES....use the / key for A, * key for B, - key for C and + key for D

MODIFYING AN EVENT:

Although the rules for the event are checked for this selected event, you may still make modification for an event and run it even though errors may show if you wish.

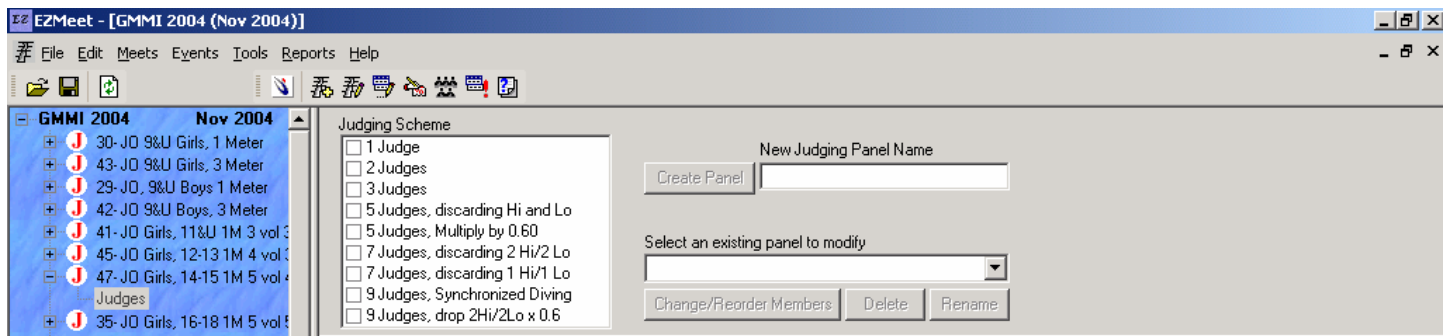
Changes you can make: Change the DD for dives. DD's are calculated and entered based on formula, but you can override them if you wish to modify the event. Changing the dive number, board height, or OPT/VOL setting will reset the official DD according to formula or rules.

Changes to board height. Changing the board height will force the correct DD for the new board level.



As dives are added the Dive Sheet Status is adjusted...errors can be shown by clicking on the icon.

SETTING JUDGING SCHEME



The J indicates that the Judging scheme has NOT been set. The event can not be run without this set. Select one of the options for calculating the scores based on the number of judges available.

A judging panel IS NOT REQUIRED to run an Event.
but you MUST select the number of judges.

Consult the rules for your organization to know which type of scoring to select.

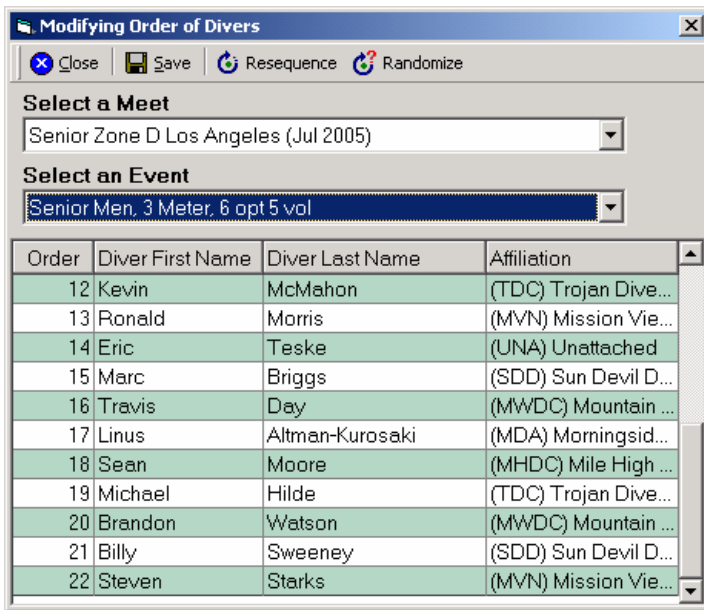
1 judge multiplies the score to get an equivalent of three judges from one score.

2 judges creates an average of the two to include as the third score to get the equivalent of three judges.

If Events are COMBINED....both Events MUST have the SAME Judging Scheme.

Based on the settings made here, the correct number of judges boxes will appear on the Run Event screen.

3. SETTING DIVING ORDER



Once the dive sheets are entered, you can set the diving order. The diving order can be set randomly or specifically and adjusted if new divers are added.

- Step 1. Select the meet
- Step 2. Select the event
- Step 3. OPTION Randomize the event (Usual order)

This will scramble/randomize the divers so the order is not predictable and divers have no specific advantage of placement. Policy, if the policy of the meet is to not have divers with the same team placed side by side, then a general rule to modify the RANDOM order would be to move the second diver down 5 places until this situation no longer occurs. This still provides a placement not based on the diver's interest.

- Step 3. OPTION Order the event as needed.

For college dual meets, divers are placed in a specific order requested by the coach. Divers alternate

from team to team. To set this up, the diving order can be typed in. Divers can be sorted on this screen by team, by clicking on the header of the Affiliation Column to make the assignments by team quickly. Then sorted by ORDER by clicking on the header for Order. Once the divers have been arranged in the required order, the event can be saved.

Step 4 RE-SEQUENCE: This would be used before running an event where the order has already been set, but a diver has dropped out or been added creating a missing number or unassigned diver. Because this often happens between setting diving orders and running events, the Re-sequence step is suggested before running any event, just to be sure there are no last minute holes in the order.

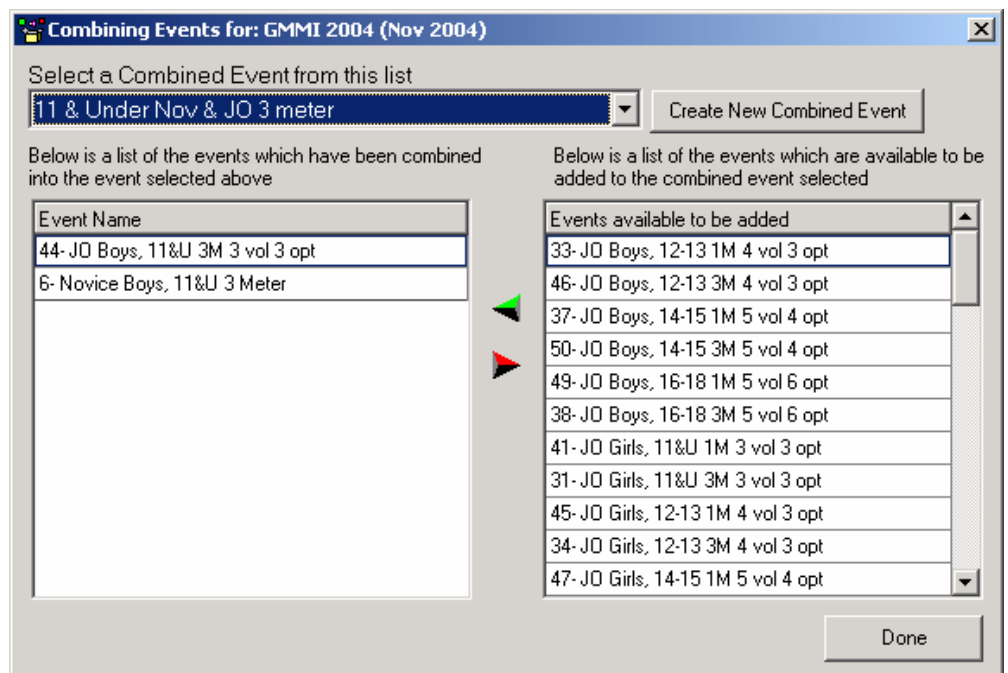
COMBINED EVENTS:

Events are combined under EVENTS pull down COMBINE EVENTS

1. You must create a new name for the combined event.
2. You select the events that will be combined.
3. All events must have a set judging scheme to be selected.

Setting the order for combined events can be simplified.

Once the combined event has been created and all sheets are in.



Open the COMBINED EVENT and randomize all the divers

The screenshot shows the 'Modifying Order of Divers' window with the following settings:

- Select a Meet: GMMI 2004 (Nov 2004)
- Select an Event: 11 & Under Nov & JO 3 meter

The table below shows the randomized order of divers:

Order	Event Name	Diver First Name	Diver Last Name	Affiliation
0	6- Novice Boys, 11&U 3 Meter	William	Yingling	(MVN) Mission Viejo Nadadores
0	6- Novice Boys, 11&U 3 Meter	Owen	Foster	(MCOR) McCormick Divers
0	44- JO Boys, 11&U 3M 3 vol 3 opt	Nyko	Bodnar	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Deon	Reid	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Timothy	Littman	(MVN) Mission Viejo Nadadores
0	44- JO Boys, 11&U 3M 3 vol 3 opt	Dane	Rogowsky	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Tyler	Dolacki	(KRD) Kern River Divers
0	6- Novice Boys, 11&U 3 Meter	Andrew	Foster	(MCOR) McCormick Divers

The divers are mixed from each event, but in random order.

Now, click and hold EVENT NAME and pull it up to the bar above the columns.

The screenshot shows the 'Modifying Order of Divers' window with the following settings:

- Select a Meet: GMMI 2004 (Nov 2004)
- Select an Event: 11 & Under Nov & JO 3 meter

The 'Event Name' column header is being dragged to the top bar above the columns. The table below shows the current order of divers:

Order	Event Name	Diver First Name	Diver Last Name	Affiliation
0	44- JO Boys, 11&U 3M 3 vol 3 opt	Nyko	Bodnar	(MCOR) McCormick Divers
0	44- JO Boys, 11&U 3M 3 vol 3 opt	Dane	Rogowsky	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Andrew	Foster	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Tyler	Dolacki	(KRD) Kern River Divers
0	6- Novice Boys, 11&U 3 Meter	Timothy	Littman	(MVN) Mission Viejo Nadadores
0	6- Novice Boys, 11&U 3 Meter	William	Yingling	(MVN) Mission Viejo Nadadores
0	6- Novice Boys, 11&U 3 Meter	Owen	Foster	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Deon	Reid	(MCOR) McCormick Divers

The event is now sorted by type of event.

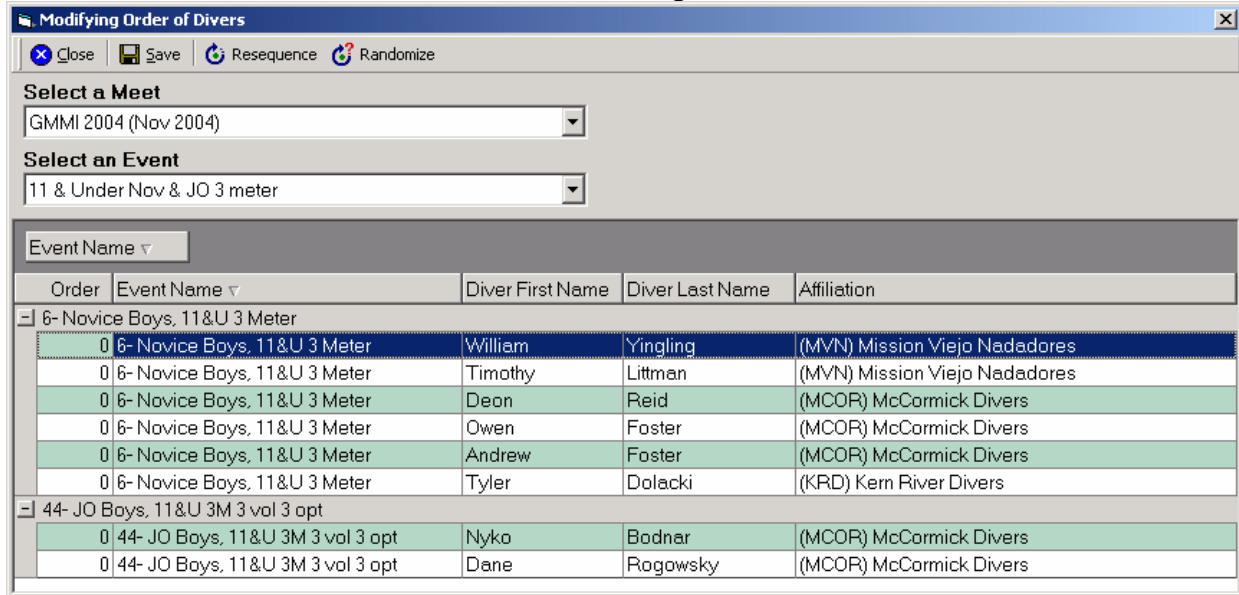
The screenshot shows the 'Modifying Order of Divers' window with the following settings:

- Select a Meet: GMMI 2004 (Nov 2004)
- Select an Event: 11 & Under Nov & JO 3 meter

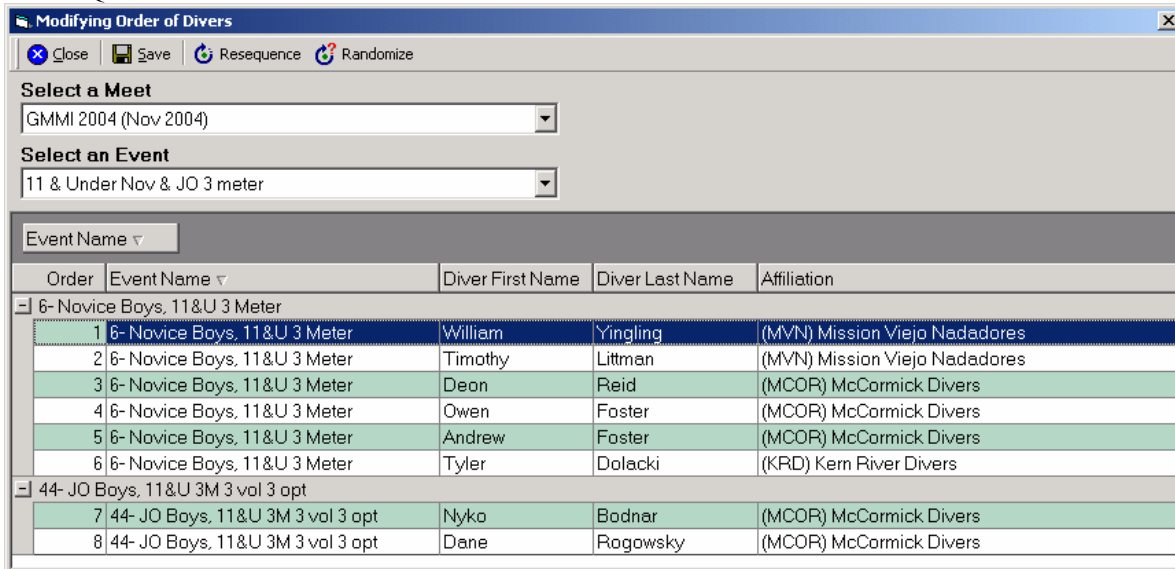
The 'Event Name' column header is now at the top of the table. The table below shows the divers sorted by event name:

Order	Event Name	Diver First Name	Diver Last Name	Affiliation
0	44- JO Boys, 11&U 3M 3 vol 3 opt	Nyko	Bodnar	(MCOR) McCormick Divers
0	44- JO Boys, 11&U 3M 3 vol 3 opt	Dane	Rogowsky	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Andrew	Foster	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Tyler	Dolacki	(KRD) Kern River Divers
0	6- Novice Boys, 11&U 3 Meter	Timothy	Littman	(MVN) Mission Viejo Nadadores
0	6- Novice Boys, 11&U 3 Meter	William	Yingling	(MVN) Mission Viejo Nadadores
0	6- Novice Boys, 11&U 3 Meter	Owen	Foster	(MCOR) McCormick Divers
0	6- Novice Boys, 11&U 3 Meter	Deon	Reid	(MCOR) McCormick Divers

To place the NOVICE DIVER FIRST click on EVENT NAME again to sort the list in the reverse order of events.



Now apply RESEQUENCE to set this official order as listed for all the events at once and save.



If you wish to produce a list in alphabetical order, you can simply sort by Last Name, and Resequence. To set a new order after that step, it is recommended to sort by first name save and then RANDOMIZE to force a good random order.

PRE-EVENTS REPORTS FEATURE has been added in the REPORTS Section.

You will want to Print the pre-event reports and any others that you might want additional copies of DIVING ORDER (showing the dive lists) to post for

1. Divers to refer to.
2. Referee's Copy
3. For platform print a second Referee's copy.
4. Press Copy to help newspaper reporters or photographers track the divers.

DIVE SHEETS

Select the combined event to get all the dive sheets in that event.

The Announcer can read from the dive sheets or chose the Announcer sheet. (Reading from the dive sheets helps keep the sheets in order...two people confirm each round that they are looking at the right sheet before scores are manually recorded on them by the Master scorer).

4. RUNNING EVENTS:

CHANGE DIVE

Setting for connecting to additional equipment

STATISTICS

Can be selected to show Points needed for divers to advance. (Designed for TV Commentation)

DATA BACK-UP

Allows you to create a back-up database on the run event computer. It is fed information in addition to the active database while running the event. This will be available on the designated drive if needed.

SETTINGS (shown above): Allows you to connect to Colorado Timer, EZPads, and an external printer for printing a back-up hard copy of scores each round.

Quick methods for identifying Balk, Cutting divers, marking incorrect dives and two point Deductions are available.

5. RECORDING SCORES: The large boxes for scores will show the number of judges selected for this event. If not correct, change them now. If you are using only three judges...entering only three scores in five boxes, will not calculate correctly. Scores are to be entered by the use of a Mouse, a key pad can be used where 77 will give you 7.5 for quick entry. As soon as all the scores are entered, the totals will be shown for the award, dive total and New score. Save and Advance will take you to the next diver.

Changing a dive on deck is easily done by using the new CHANGE DIVE button shown under the current score in the lower left of the screen.

Use the mouse to select the new dive number or position. The new DD will appear to provide to the announcer to confirm that the dive has been changed and the new DD has been determined. OK will make the change and the program is ready to receive the award when announced.

WHEN THE EVENT IS COMPLETED you will be prompted to:

1. Post results for that event.
2. PRINT Results and two copies will be instantly printed for use at the table to read or post.
3. EXPORT Results. These files will be placed in the EXPORT DATA file folder and can be transferred to another computer to move import all results to one database.

Additional copies of the Results and Dive sheets can be printed with scores and totals to distribute to the divers and coaches.