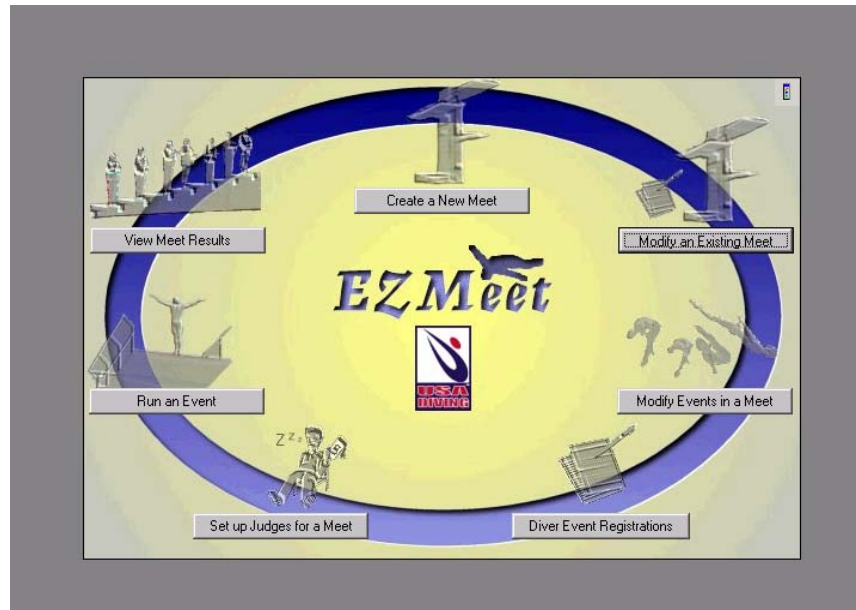*EZMeet*

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

**Steps covered in this getting started tutorial**
1. Selecting a database as you open the program
2. Creating a meet
3. Adding Clubs/Teams
4. Adding Divers
5. Adding Coaches



The following will guide you through an understanding of the screens you will have available and suggestions towards a quick set-up for your competitions. The screen shown above indicates the various steps that take place to run a competition…clicking on any of these in the program will take you directly to these steps from this page when displayed. The same options appear in the pull down menu at the top of each screen.

# SELECTING A DATABASE: When the program opens, you will be prompted to open a
database to use. The program will come with a database:BlankEZMeet06.mdb. You must use this version of the database to have access to the new rules. You can rename it to any name, but start with this 06 version of the database. Older versions will not work properly and not connect to any new rules. You can create several databases to use by making a copy of the original and renaming the copies as you like.
ERROR: If you are not provided with the ability to select at database you have an old divemasterdb.mdb from a previous install of the original program….Go to C:\Program Files\EZmeet and delete that file….If it has data you want to keep rename it as OLD and any other name to identify it.

You can then select from these for each type of meet you wish to run. It is recommended that you make a copy of the database you wish to use and rename it with your meet name to quickly identify it.
*See File Transfer Tutorial for more information to find out how to Transfer your 2005 data to the 2006 databases..*
DATABASES INCLUDED:
BlankEZMeet06.mdb – blank with sample team& sample diver
When the program opens there will not be any meets in the database so the first step is to create one.

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# Select CREATE A NEW MEET

From here you enter the name of the meet and the dates that apply. If there are to be several meets created in the database, the meet with the most current date will always be listed at the top of the list to select from.

**Create a Meet Based on Meet Type**
Quick set-up: Use **Load a default set of events for your meet type**



Confirm the Events you want are selected in the Meet Type**.** In the pull down menu under EDIT, DEFAULT EVENTS, Scroll to the type of meet you are hosting. The events that will be added for this type of meet have been selected You can modify this in advance before selecting any type of meet indicated and it will be saved in the database you are using for future use.

For most meet types, a general selection has been set up for you in this database to choose from. Using this feature automatically sets the judging panels to 5 judges, however they can easily be modified by event later as needed.

If you require an additional event for a semi-final or Final that has not been provided in the listing, you may simply add the same event manually after the meet has been created, you will be prompted to edit the name of any event to add Final or Semifinal as needed if it is a duplicate event in the competition.

TO BE SURE YOU HAVE THE CORRECT RULES FOR 2006 EVENTS, it is recommended that you set up the events you want as default events and create your new meets from these selections.

**Selecting Load the events manually** will provide you with a meet with no events….chose the EVENTS pull down to Add events or Delete events as needed. These events will be added without a specified judging scheme (J) will be shown to remind you that a judging scheme needs to be selected before the event can be run.

For option "Create a meet based on an Existing Meet" requires that an existing meet exist in the database to choose from.
If 2005 rules were used from an old database, it will use those same rule sets, but not be able to validate them any longer for the contest.



Select Meet Type Required

Load events manually

Load events using Default events

Create a meet based on existing meet.

Additional details about the meet are set up under the Meet pull down menu, Edit Meet. Here you can add and include as much information as you wish, however no additional information is required or will be printed anywhere.

# CHANGES MADE with MULTIPLE SCREENS OPEN….will require you to REFRESH the screen using the icon with the arrows, before the changes show up on the screen.

**CHANGING THE NAME OF THE MEET**:  Go to the Edit Meet Screen.  The meet name is included in reports.
**SETTING EVENT FEES**:  All events will be assigned this fee.  You can edit the fees and remove the fees per event by going to the Edit Event screen for that event.   IMPORTANT: It is not recommended that Fees be tracked through the program.  You can create an excel sheet from the meet data found on the REGISTRATION SUMMARY, REPORTS pull down menu.  This data can all be exported to Excel to create a spread sheet to provide to your registration chairman…to use to monitor the information.  It is also recommended that the ENTRY FORM for each diver at check in, be used to monitor the payment as the divers check in.  Spending time changing divers from not paid to paid in the program during the meet check-in takes too much valuable time when more important details need to be handled.

**CHANGING THE MEET DATE**: If there is more than one meet created in the database, the meet with the most current date will be listed first.  To avoid confusion during a competition, always make sure the current meet has the most current date.
From the EDIT MEET screen you can quickly edit an event by clicking on the event name.



If your events were added by default they will appear on the left column as shown above.  If not once you add your events they will appear here.  You will have to REFRESH the screen (double arrow icon) to show information that has changed while this screen was opened.

**TO CHANGE OR SET JUDGES:** Click on the + sign, then click on the word judges to show the Judges information for that event. AFTER YOU SET THIS…you will need to REFRESH the screen using the Green Arrow Icon to update the information on the screen.

The number of judges will be set to 5 if you have used default events. They can be adjusted at anytime before the event from this screen. During the event if the judging needs to change, there is a change judging icon that will walk you through the process and ask if the dives should be recalculated or continue from that point.
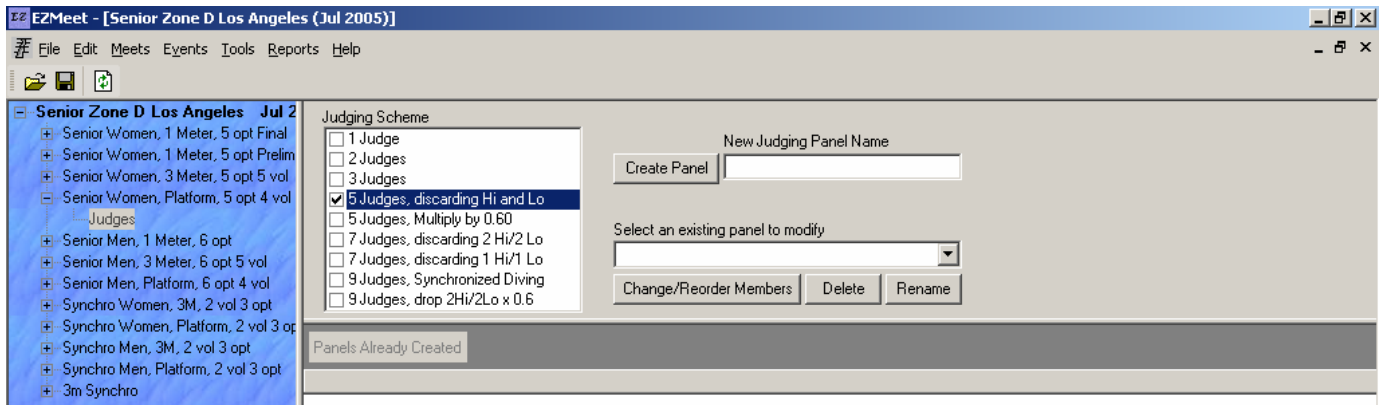


**Setting JUDGING PANELS is optional. You would CREATE PANEL and then select the judges from the list displayed in the computer.** SEE ENTER COACHES later in this document.

All the coaches/judges must be entered in the program to be able to set the panels.

Why would you do this:

1) To track the judges for judging analysis assigning judges by number.

2) To have a record of who participated.

If you are using the NCAA database, there are already coaches included for some universities

For most meets this is not a necessary step before the contest. It is recommended that a list of who judged and what judge number was assigned be recorded on paper and entered after the event. Most last minute changes to judging assignments are easier to record after, than trying to update before the competition begins.

# 3. ADDING CLUBS/TEAMS

To add a team you need the **team name** you want printed in the results and an **abbreviation** that represents that team. All other information is optional.

If you are using the USAD database a full listing of registered USAD clubs for 2005 has already been included to select from. **TO ADD A TEAM:** Go to the EDIT Pull down menu: SELECT CREATE NEW
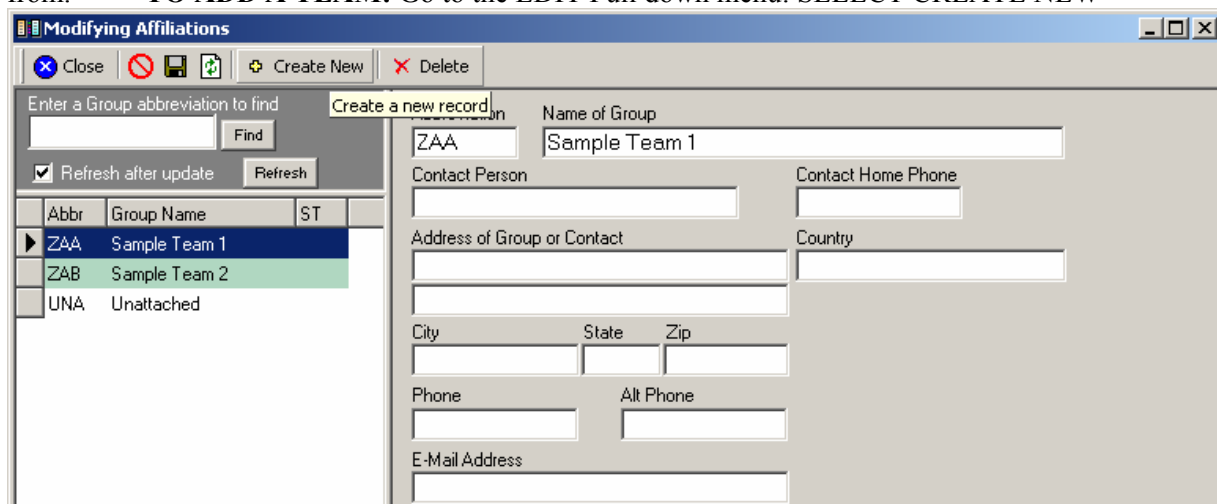


This will provide you with a blank record to enter into. Simply enter the team Abbreviation, Full TEAM NAME and enter the CITY, STATE if running meets outside of your area. Other information is optional.
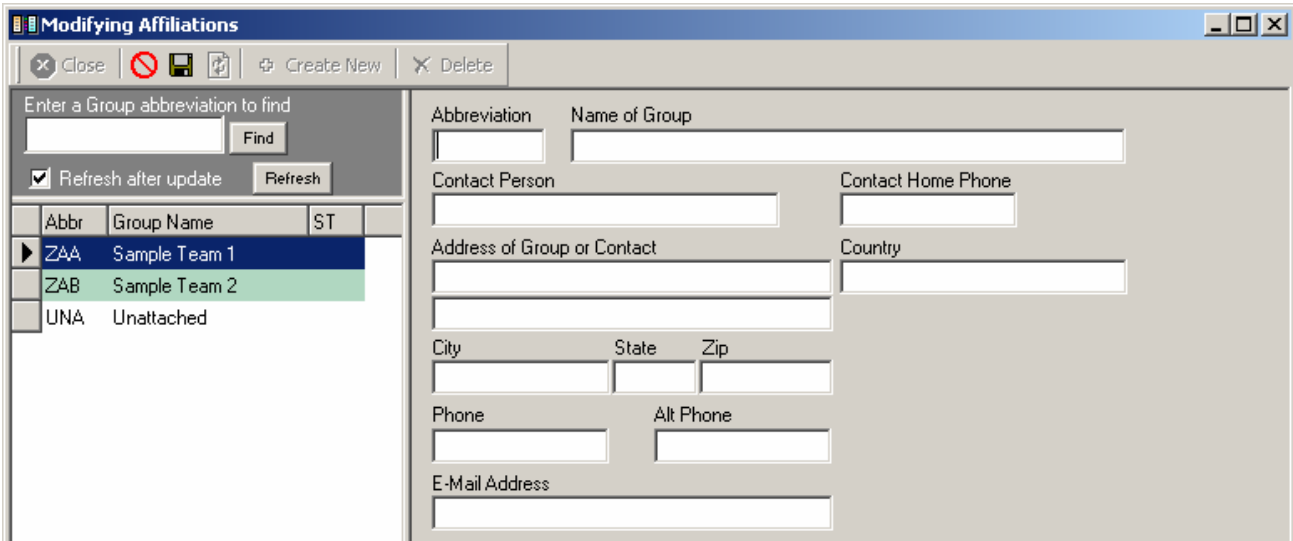
The **Full Team Name will be included the RESULTS.**
The rest of the Team information available to store here is not printed on any reports at this time, but can be collected and stored here as needed.
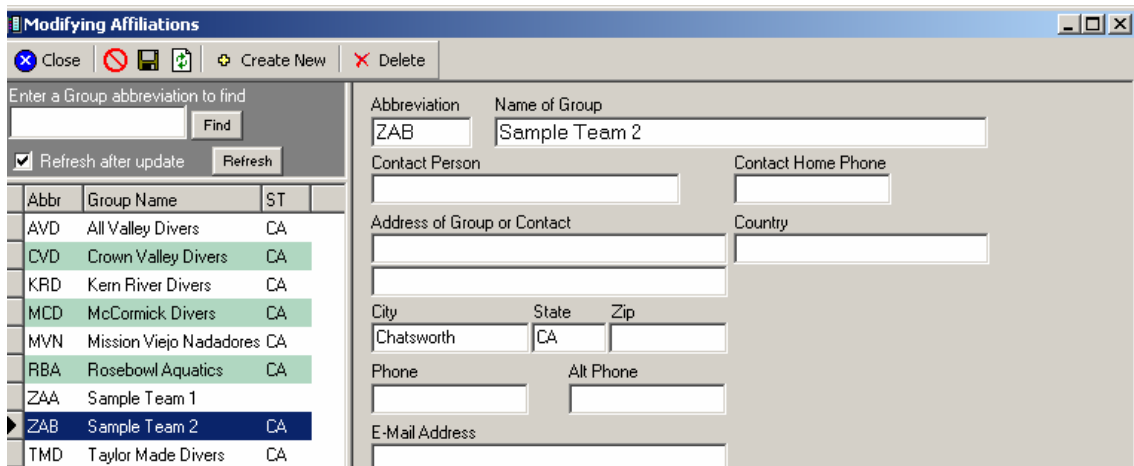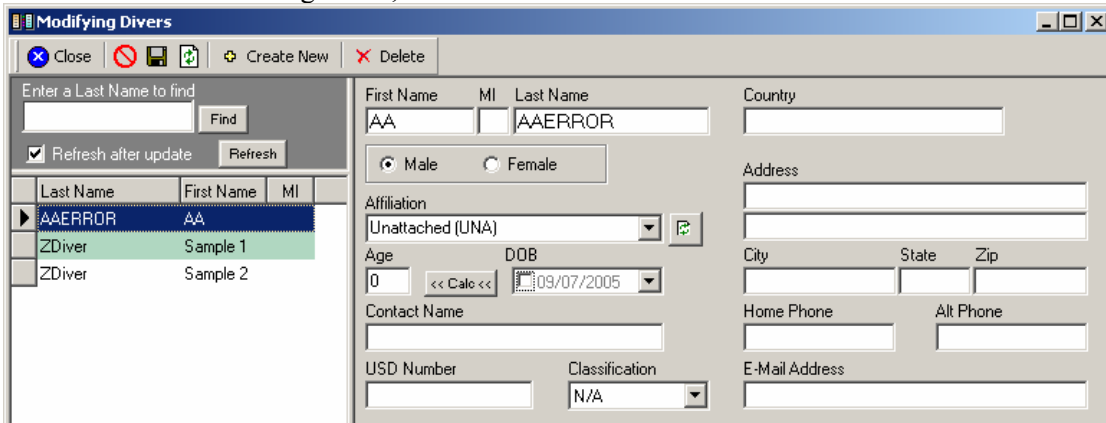


Changes to team affiliations can be made at any time by highlighting the team name and modifying the text.
NOTE: Full lists of teams collected can be imported to a new database when needed.

# ADDING DIVERS:
Adding divers is done the same a adding teams, select EDIT/DIVERS.



The AA AAERROR diver has been added to help identify any mistake entries caused by not selecting the diver before selecting the event. If this diver appears in your meet, you know there is a diver that has not been entered correctly.

To add divers, select **CREATE NEW**. This will provide a blank form to enter information into. If you are typing over existing information, you are changing the data for the highlighted diver and not creating a new diver.

**DATA REQUIRED**: **First Name, Last Name, Male/Female**
**Team Affiliation** – This information will be printed with each report.. A specific team or Unattached must be selected for each diver. It is recommended that you stop an create the team before creating the new diver, so the diver can be assigned when entered. Divers can only be assigned to a team at this location.

**Date of Birth** – If not entered the default will be the current date. When entered and the box is checked, selecting CALCULATE will compute the divers age show it in the AGE box. Typing an age into the AGE box, will over-ride the calculate age feature and the age will not be update automatically.
When the age has been calculated, the age will show up in the register diver screen next to the divers name so that the appropriate age group can be confirmed.

**REGISTRATION NUMBER**: (not required) The reference number is printed on the dive sheet when entered. This location is to reference the membership number for the organization you are running the meet for. For most types of competitions a reference number can be placed in this location. The diver would provide this information, but the meet director is responsible for confirming that each diver has a valid registration id number with the parent organization. BY USING SEPARATE DATABASE for each type of competition, USD, AAU, NCAA, HS, then the diver information can be collected throughout the season that applies for the specific type of meet. For USD meets, the Classification can be used to identify Novice/JO/Senior etc.
 - For High school Meets, the reference to Freshman, Sophomore, Junior or Senior can be entered in the Registration number field. This will be printed on each dive sheet.
 - To print a sheet to identify missing Registration numbers, the "Meet Summary" sheet found under REPORTS/ pull down menu will show where missing information is needed.
**City, State for the diver** is printed on the DIVE SHEET for the announcer to use as additional information

ADDING COACHES: (not required)
This process is the same as adding diver to the database. The location is the EDIT/COACHES pull down menu.
This step is not required to run a competition.
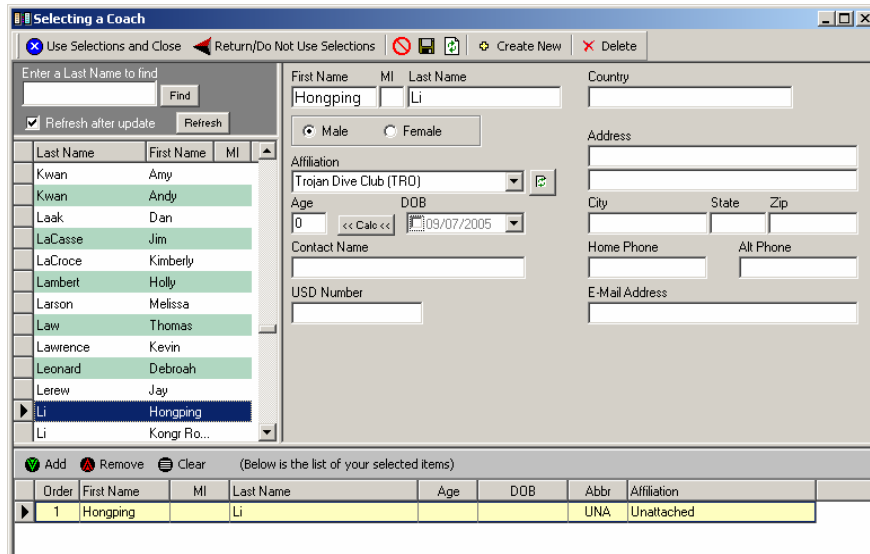


Coaches entered can be selected on the Register diver screen as the coach representing that diver and their name will be printed on the dive sheet. Selecting coaches is done in the following manner.

Double clicking or selecting the Coaches name adds them to the bottom of the screen. Once listed at the bottom of the screen, the "USE SELECTIONS AND CLOSE" button will attach them to the diver.

To enter dive sheets GO TO THE REGISTER DIVER SCREEN found under EVENTS
Also See **Tutorial – 2 Dive Sheets & Running Events**

**IF USING EZEntry, this data is all fed directly to the database as the divers enter the meet online.**

_EZMeet_