



# PRINTING REPORTS

EZMeet 3.1 Tutorial (Revised 2/19/06)

The switch to this report system creates more efficient installation for the program and allows us to continue to support the windows 98 format and provide export to PDF/TEXT and HTML

## Existing quick report options.

Printing a snapshot of the registered divers and their current sheet status.

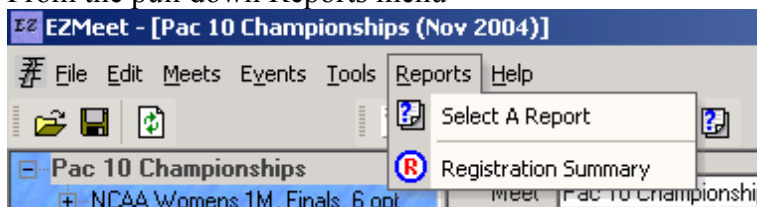
While on the Edit Meet screen, **CTRL P** will provide a pop up window to print with the current diver status for each event. This information can be displayed in various forms by sorting the divers or by sorting the event, clubs or status depending on the report you wish to prepare. To sort click on the top column box.

Sample:

Diver Name ▲	Name of Event	Synchro Part...	Coach	Dive Sheet Status	Club	Balance D...	Ex
Bingham, Brant	NCAA Mens 1M, 6 opt		Bradshaw, Mark	▲ OK	ASU	\$0.00	<input type="checkbox"/>
Bingham, Brant	NCAA Mens 3M, 6 opt		Bradshaw, Mark	▲ OK	ASU	\$0.00	<input type="checkbox"/>
Bowling, Sara	NCAA Womens 1M, 6 opt		Schavone, Rick	▲ OK	ST...	\$0.00	<input type="checkbox"/>
Bowling, Sara	NCAA Womens 3M, 6 opt		Schavone, Rick	▲ OK	ST...	\$0.00	<input type="checkbox"/>
Bowling, Sara	NCAA Womens Platform, ...		Schavone, Rick	▲ OK	ST...	\$0.00	<input type="checkbox"/>
Capsuto, Tara	NCAA Womens 1M, 6 opt		Kontura, Ron...	▲ OK	CAL	\$0.00	<input type="checkbox"/>
Capsuto, Tara	NCAA Womens 3M, 6 opt		Kontura, Ron...	▲ OK	CAL	\$0.00	<input type="checkbox"/>
Capsuto, Tara	NCAA Womens Platform, ...		Kontura, Ron...	▲ OK	CAL	\$0.00	<input type="checkbox"/>
Clark, Sara	NCAA Womens 3M, 6 opt		Stebbins, Tom	▲ OK	UC...	\$0.00	<input type="checkbox"/>
Clark, Sara	NCAA Womens Platform, ...		Stebbins, Tom	▲ OK	UC...	\$0.00	<input type="checkbox"/>
Clark, Sara	NCAA Womens 1M, 6 opt		Stebbins, Tom	▲ OK	UC...	\$0.00	<input type="checkbox"/>
Collier, John	NCAA Mens 1M, 6 opt		Mitchell, Mich...	▲ OK	UOA	\$0.00	<input type="checkbox"/>
Collier, John	NCAA Mens 3M, 6 opt		Mitchell, Mich...	▲ OK	UOA	\$0.00	<input type="checkbox"/>
Draper, Lindsay	NCAA Womens 1M, 6 opt		Li, Hongping	▲ OK	USC	\$0.00	<input type="checkbox"/>
Draper, Lindsay	NCAA Womens Platform, ...		Li, Hongping	▲ OK	USC	\$0.00	<input type="checkbox"/>
Draper, Lindsay	NCAA Womens 3M, 6 opt		Li, Hongping	▲ OK	USC	\$0.00	<input type="checkbox"/>
Dumais, Dwight	NCAA Mens 1M, 6 opt		Schavone, Rick	▲ OK	ST...	\$0.00	<input type="checkbox"/>
Dumais, Dwight	NCAA Mens Platform, 6 opt		Schavone, Rick	▲ OK	ST...	\$0.00	<input type="checkbox"/>

## REGISTRATION SUMMARY

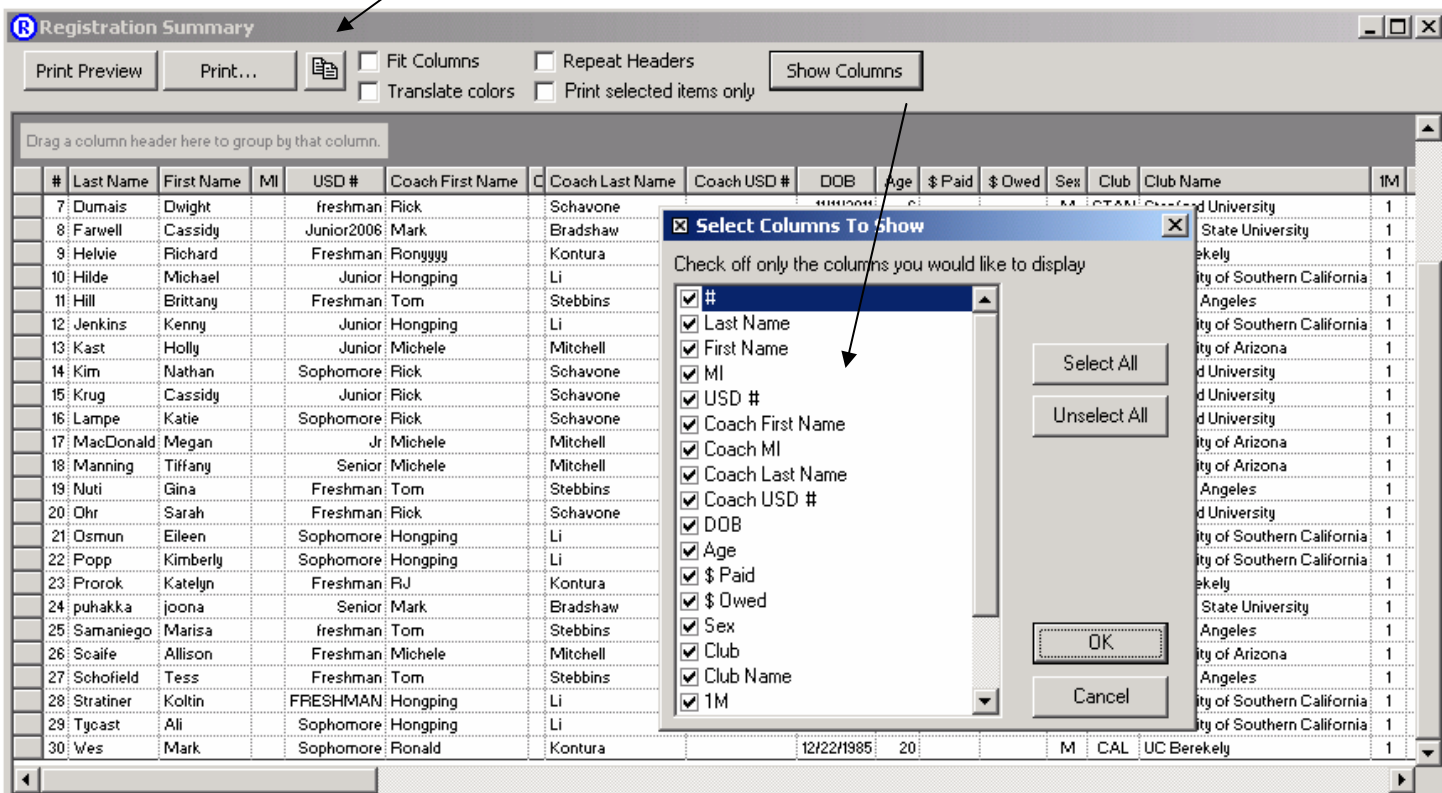
From the pull down Reports menu



Select Registration Summary. This report will give you information on the divers that can be exported to Excel or arranged to print as needed.

**The following options in the registration summary.**

If you wish to export to excel use this button to capture the information and paste it into an excel spread sheet.



**NOTE: For College and High School meets you can use the USD# column to record the School year for each diver...This will print on the dive sheet in the registration number space.**

The fees indicated are not recorded in this form, however the boxes are marked to indicate how many events have been entered. This form can be used by registration to print or export as a balance sheet to track payment.

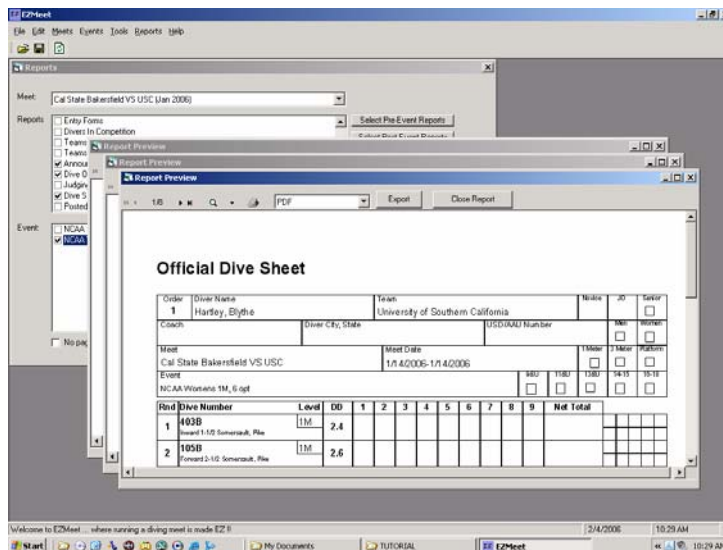
**NEW IMPROVED REPORTS**

The new report feature allows for creating and printing more than one report at a time.

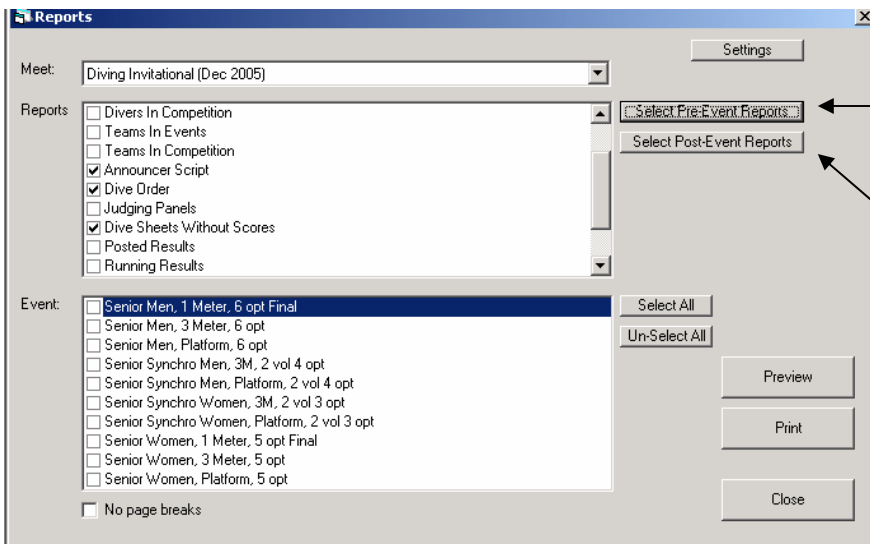
**Note: Reports will be layered,** however easily seen separately if you switch to a windows view instead of full screen.

Each report will have generated comments/questions if there is an issue with printing.

PRINT will Print all reports at once....PREVIEW will give you the opportunity to print each separately or print individual pages by selecting the page selected or a range of pages to print in the printer menu.



You can select the meet, then the report.

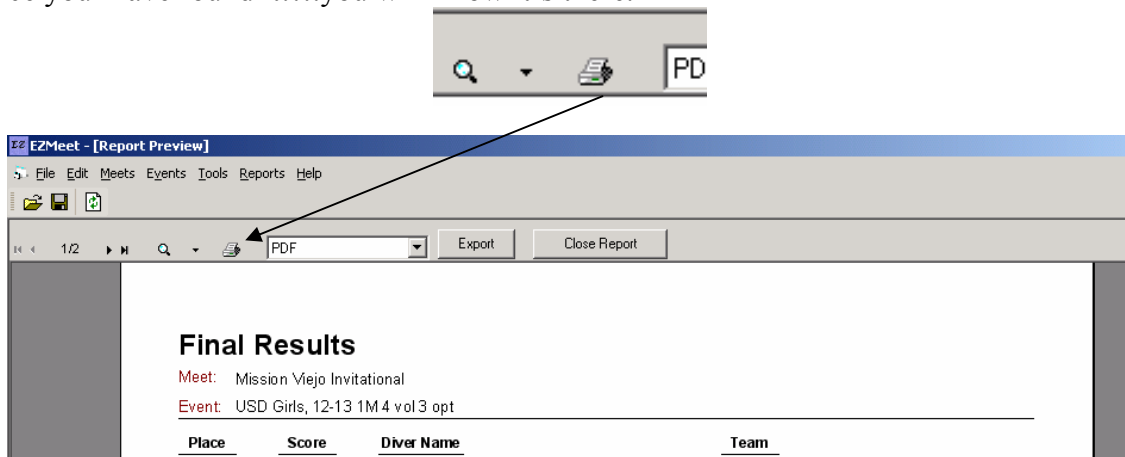


OR  
Select the Pre-Event Reports for a full set of reports usually created before each event.

After the event, select the Post Event reports to get results and dive sheets.

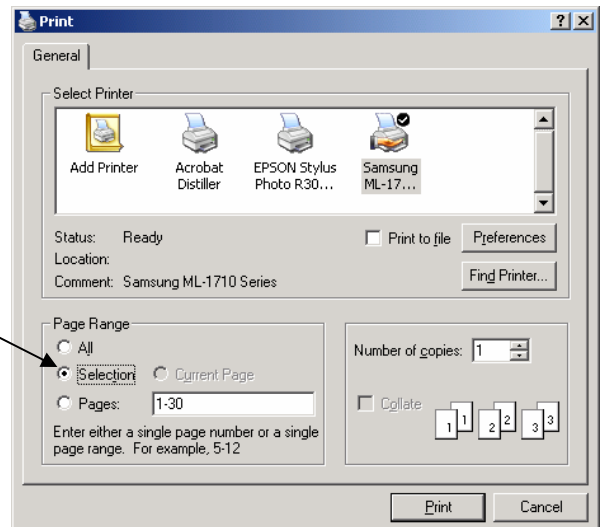
## PRINTING REPORTS:

Reports can be Printed directly by selecting the Print button (1 copy will be printed of each report selected)  
OR you can select Preview and view and print the reports using the Printer icon at the top of the page. Yes it's small but once your have found it....you will know it's there.



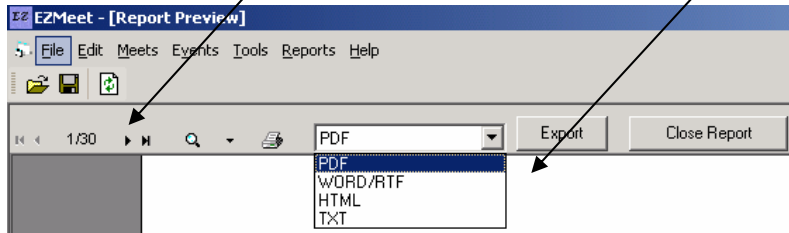
Selecting the Printer Icon will take you to printer set-up and allow you to select the printer and number of copies you wish to print.

If Selection is selected it will print only the page showing....other wise it will print the pages listed in a range specified...or print all by default.



To scroll to a specific page to print or view each page in the report.

If you wish to EXPORT the file you are previewing to a PDF, Word Document, HTML or Text file use the pull down menu to select the file type.



write over the previous file.

Select EXPORT to send the file to the EZMeet REPORTS folder in the EZMeet Program Files. This file will be labeled EXPORT as a default file name. To export multiple files, be sure to rename each file after exported so you do not

PDF files provide a non-editable file that can be emailed or linked to webpages on the internet to allow others to store and archive final results from meets. (Highly recommended for each meet)

Word and Text files can be created to edit and add additional information or graphics to the document.

HTML files are internet ready for posting on websites.

## NEW REPORTS AVAILABLE:

### Meet Schedule -- Prints all events

To use this report ALL the dives must be entered in the competition...Missing dives are not counted and will create inaccurate data. If necessary, you can simply enter a bad dive (100a) in any blank spots this will create an error message so the divers name will still show up on the ERROR Report. The dive can be corrected at Check-in by the diver since it will show up on the ENTRY FORM.

Events can be identified by DAY and

EVENT for a more accurate daily report. The report can be exported to create a timeline using this information.

The dives are calculated at 30 sec per dive.

### Meet Schedule

Meet: Pac 10 Championships

Day - Event

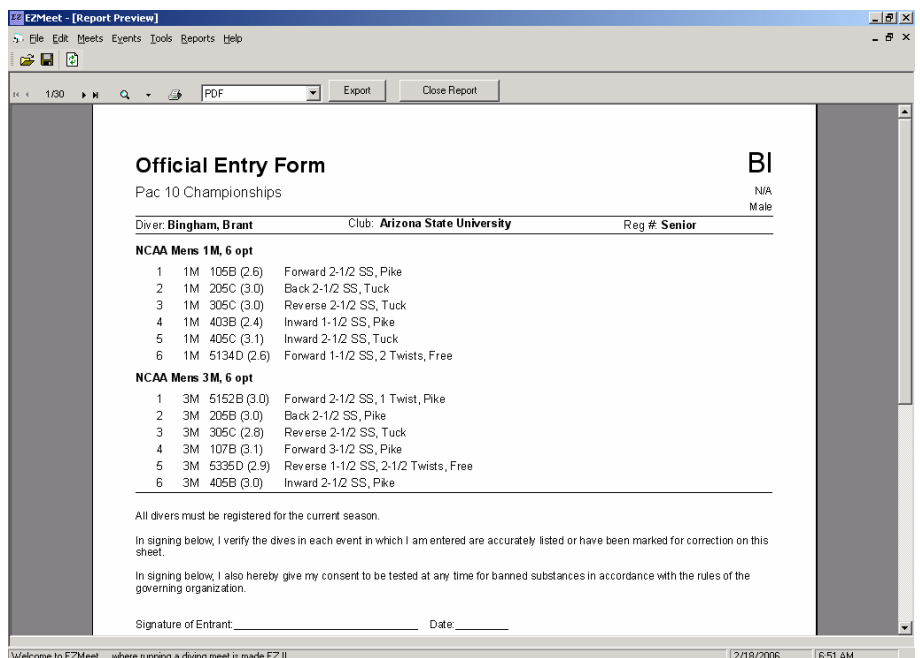
Event	# Of Divers	# Of Dives	# Of Minutes
NCAA Mens 1M, Finals, 6 opt		0	0
NCAA Mens 3M, 6 opt	10	60	30
NCAA Mens 3M, Finals, 6 opt		0	0
NCAA Mens Platform, 6 opt	7	42	21
NCAA Mens Platform, Finals, 6 opt		0	0
NCAA Womens 1M, 6 opt	20	120	60
NCAA Womens 1M, Finals, 6 opt		0	0
NCAA Womens 3M, 6 opt	20	120	60
NCAA Womens 3M, Finals, 6 opt		0	0
NCAA Womens Platform, 5 opt	14	70	35
NCAA Womens Platform, Finals, 5 opt		0	0
NCAA Mens 1M, 6 opt	10	60	30

### Entry Forms showing all dives --

**Prints all events.** can now be printed for divers to use to confirm their official list of dives or identify changes that need to be made before the event begins.

Selecting this report prints an entire set of Entry Forms for each diver that lists each event registered in, and information to be confirmed by the diver at check in.

These should be place in a notebook for easy reference to track dive changes. Dive sheets only need to be printed before the event as master score sheets or after for final sheets when qualifying event signatures are required by officials.



The Text listed at the bottom of the entry form can be changed by editing the waiver.txt file in the EZMeet program file folder. The EZMEET WEBSITE has text files you can download to modify this wording for USD official waivers for regional and national competitions or AAU waivers. The existing waiver is intended to be used for general meets or for HS or NCAA

**Teams in Competition (ALL EVENTS)** can be printed to assist in selecting judges...providing a list of teams represented.

*Note: Teams in EventReport is not working yet...but would be more specific for that event.*

**Error reports (ALL EVENTS)** will identify all divers showing errors in the whole meet. A quick flag for check in...these Entry Forms should be flagged with stickies ...to help indicate divers with problem sheets.

**Divers in Competition (ALL EVENTS)** allows a quick method of printing a text file of the just divers names for T-Shirts or to a document that can be used for nametags or labels as needed.

**Announcer Script (SELECT EVENT)** shows full team name list of dives and detailed description of dive including board level.

**Dive Order: (SELECT EVENT)** Includes dives

**Judging Panels (SELECT EVENT)**

To use this report you must create judging panels by identifying the judges...to do this all judges must be entered in the program as coaches to select from.

**Dive Sheets Without Scores (SELECT EVENT) Used for Master scoring so that loose sheets can be passed to computer operator when a score is missed.**

**Posted Results (SELECT EVENT or All EVENTS)**

**Running Results --Not functioning at this point** will provide opportunity to print results at any round during the contest, without posting the event first.

**Dive Sheets with Scores (SELECT EVENT)**

Team Points Summary		
Meet:	Senior Zone D Los Angeles	
As Of:	2/19/2006 5:07:13 PM	
Place	Team Points	Club
1	50	Mission Viejo Nadadores
2	44	UCLA diving
3	43	Clavadistas del Sol
4	42	Trojan Dive Club
5	31	Mountain West Dive Club
6	25	Tucson Diving Team
7	24	Mad City Divers
8	18	Pacific Diving Academy
9	16	Tropic Lightning

**“NEW” Team Points Summary (ALL EVENTS)**

Note: Currently this report prints for all events, both Men’s and Women’s...Until this report is fixed, you will need to remove the team scoring from the Men’s or the Women’s event to create this final report.

**“ NEW” Team Points Detail (ALL EVENTS)**

**Posted Results by Team (ALL EVENTS)**

PREVIOUS REPORTS REGARDING FINANCIAL SUMMARIES HAVE BEEN REMOVED.

At this point in time it is still recommended that the finances be monitored separately to maintain records of divers entering the contest and paying, but not competing. Currently if a diver is deleted from the competition, all records of payments are deleted also this does not provide a fool proof method of accounting and is not recommended at this time. Recording this information takes too much time away from running the competition. It is recommended that you track the fees paid by diver on the ENTRY FORMS and have your registration chair account for funds received.

		Total Points:	13
<b>Mile High Dive Club</b>			
Moore, Sean	Senior Men, 1 Meter, 6 opt Final	7	15
		<b>Total Points:</b>	<b>15</b>
<b>Mission Viejo Nadadores</b>			
Starks, Derek	Senior Men, 1 Meter, 6 opt Final	2	20
Morris, Ronald	Senior Men, 1 Meter, 6 opt Final	5	17
Starks, Steven	Senior Men, 1 Meter, 6 opt Final	12	10
Duhr, Taylor	Senior Men, 1 Meter, 6 opt	15	2
Kolar, Brandon	Senior Men, 1 Meter, 6 opt	16	1
		<b>Total Points:</b>	<b>50</b>
<b>Morningside Diving Association</b>			
Altman-Kurotsaki, Linus	Senior Men, 1 Meter, 6 opt Final	10	12
		<b>Total Points:</b>	<b>12</b>
<b>Mountain West Dive Club</b>			
Watson, Brandon	Senior Men, 1 Meter, 6 opt Final	8	14
Day, Travis	Senior Men, 1 Meter, 6 opt Final	9	13
Carter, Chris	Senior Men, 1 Meter, 6 opt	12	4
		<b>Total Points:</b>	<b>31</b>
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