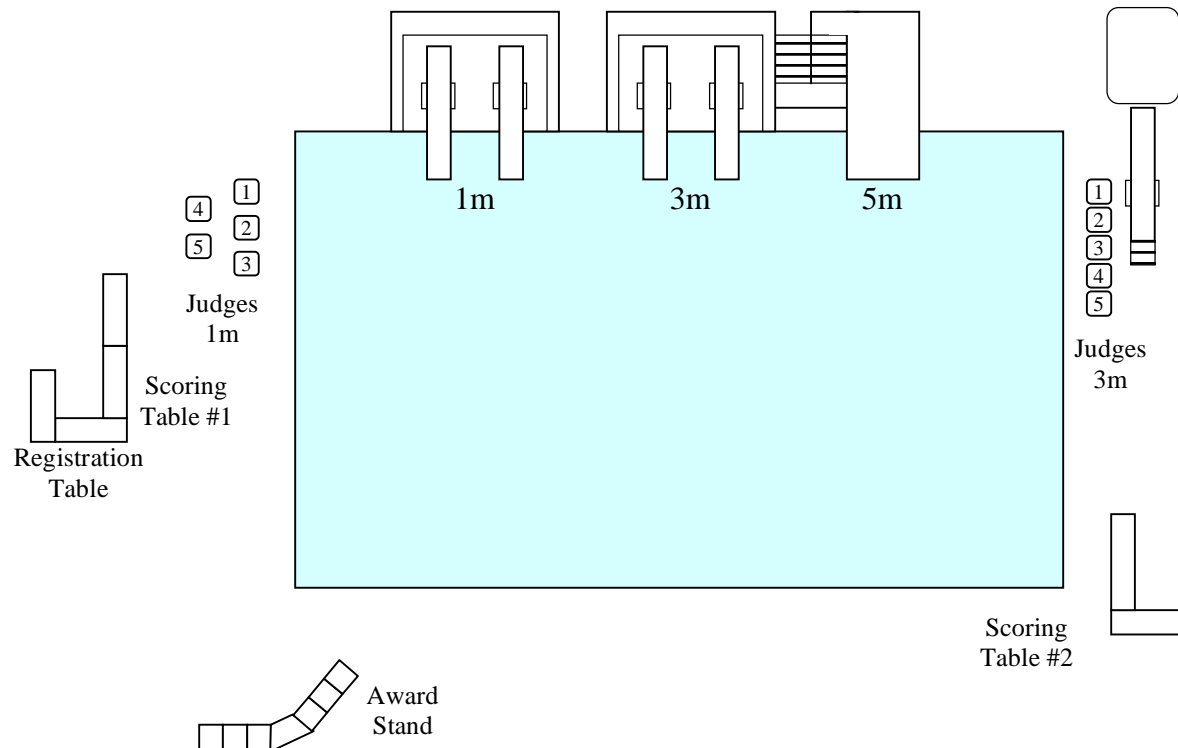# DIVE MEET SCORING INSTRUCTIONS

Day before meet

Physical set up

Set up registration/scoring table #1 on 1 meter side and scoring table #2 on 3 meter side of diving well, judges chairs, and award stand as shown:

1m   3m   5m

Judges
1m

Scoring
Table #1

Registration
Table

Judges
3m

Scoring
Table #2

Award
Stand

Equipment list:

2 Colorado Systems panels	10 Scoring pads
2 Judges Interface boxes	10 Audio cables (~10 feet long)
2 Cables, 5-pin (~50 feet long)	2 power supplies (Colorado Systems)
2 Heavy duty extension cords (50 ft.)	3 power strips
2 computers (Windows)	2 USB to Serial (DE-9) cables
2 extra monitors	2 printers (MUST be fast)

People:

2 Announcers	2 Colorado/computer operators
2 Scorekeepers	10 Judges
2 Referees (can be judges)	1 Floater (should be most experienced)
4 Backup scorers (for manual calculations if necessary)	

Set up Scoring Table #1 as shown, with Scoring Table #2 as a mirror image:
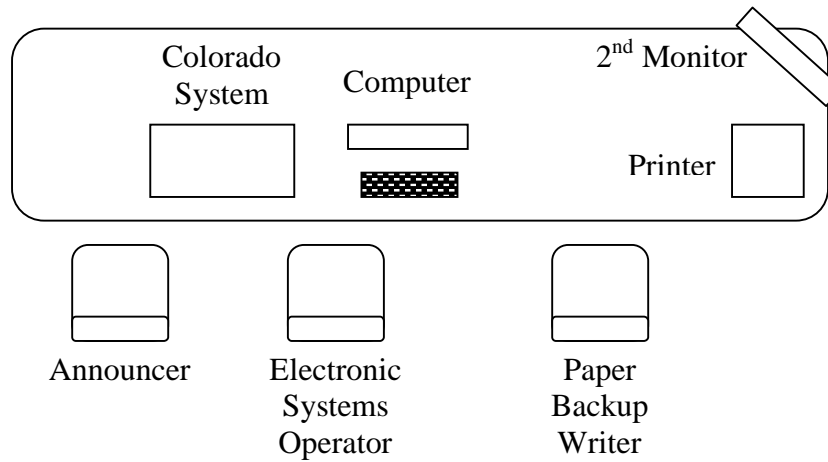
Place Colorado System scoring pads on each chair and connect to Judges Interface box by audio cables; 5 on each side of pool. Be sure the Judges Interface box is off the floor in a dry location.

Judge Interface Box Front

Place Colorado System console on end of table closer to judges. Connect Judges Interface box to Colorado Systems console by 50 foot 5-pin cable. Connect power supply to power strip.

5-pin Cable

Judge Interface Box Back

Connect power strip(s) to heavy-duty extension cord. The power outlet for Table #1 is inside scoreboard booth next to Life Guard office (or in the entry hall). There is a hole in the top of the booth that the extension cord can be fed down into. The power outlet for Table #2 is up the ladder on the walkway above the windows alongside the swimming pool.

Power up the Colorado Systems console and check to see that each scoring pad shows 'Clr.' Push the 'Clear' button on each scoring pad and the judge number should come up. Finally, move all scoring pads and the Judges Interface box to the wall, off the floor, and protected from divers and water.

Set up the first computer in middle of Table #1. Place printer and 2nd monitor on end of table away from boards and connect to computer. Plug everything in to power strip(s).

On this day you will not need to set up the computer on Table #2, but do set up all the other components. Keep the computer for Table #2 at the Registration Table, as it will be needed for software loading and synchronization at the end of the day.

Software set up

Using an Internet connected computer (the Master computer), go to divemeets.com. On the right hand side of the page is a link 'Meet Directors Enter Here'. Click on the link.

On the next page a red box is labeled 'Click To Download Newest DiveMeets Meet Control Software'.
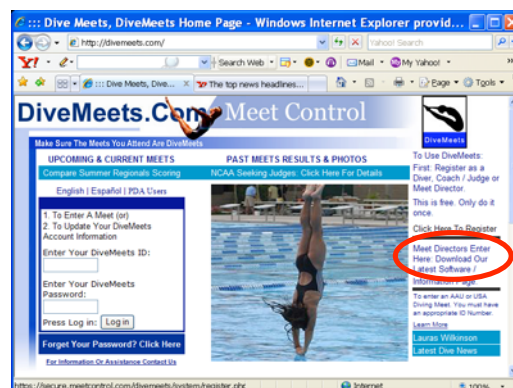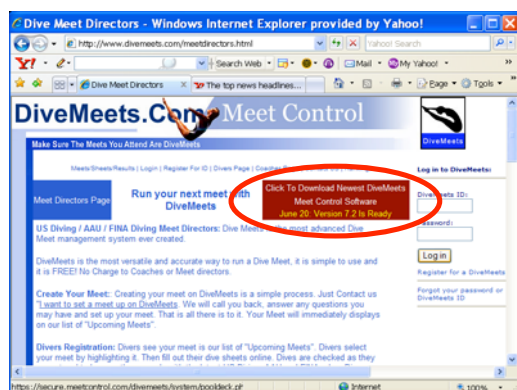
Click and you will be asked for your password (diverpass), and where to save. Save the meetcontrol.exe file to the Desktop. A zip file labeled 'meetcontrol 0_0' will be on the Desktop (the numbers after meetcontrol are the version number and will change).

Click on the zip file and install into computer as directed. When the 'Choose Setup Type' window appears, select 'Typical'. Three shortcuts will be installed on the Desktop, 'MeetControl', 'Copy DB to Jump Drive', and 'Copy DB to Computer'. Move them to the right side of the desktop or an open area for easy access.
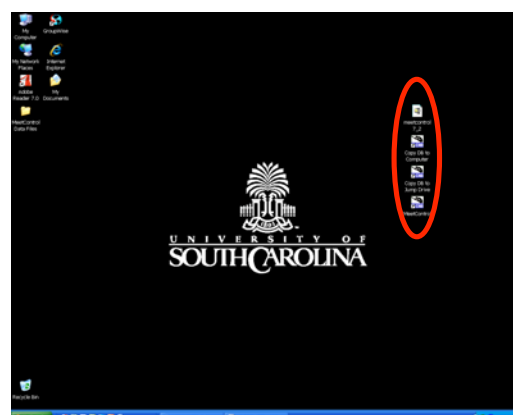
Next, start the MeetControl application by clicking on the 'MeetControl' shortcut.

(A window labeled 'Browse For Folder' may come up. If so, look in the 'Program Files' folder for a folder labeled 'MeetControl', click on it, and click on OK.)

The DiveMeets.com Main window will appear. It may or may not have meets loaded in the window. Go to the bottom of the window to the button labeled 'Data Management' and click.
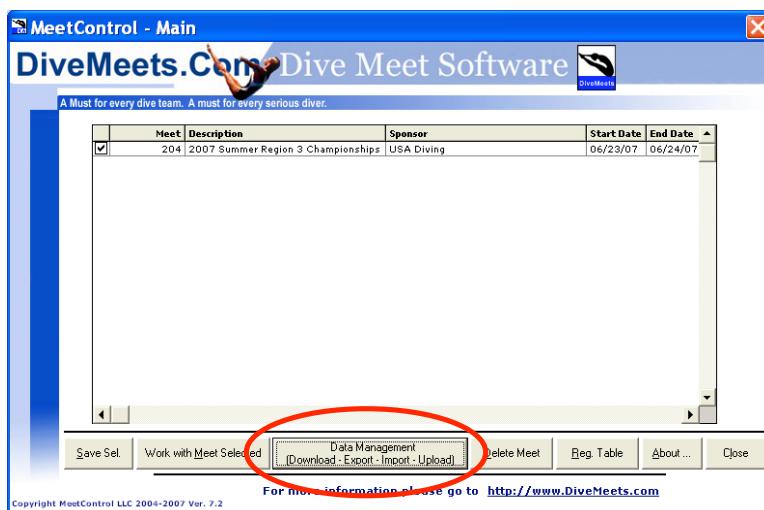
A new window 'MeetControl – Data Management' will appear. In the bottom section, the top button is labeled 'DOWNLOAD your Meet'.
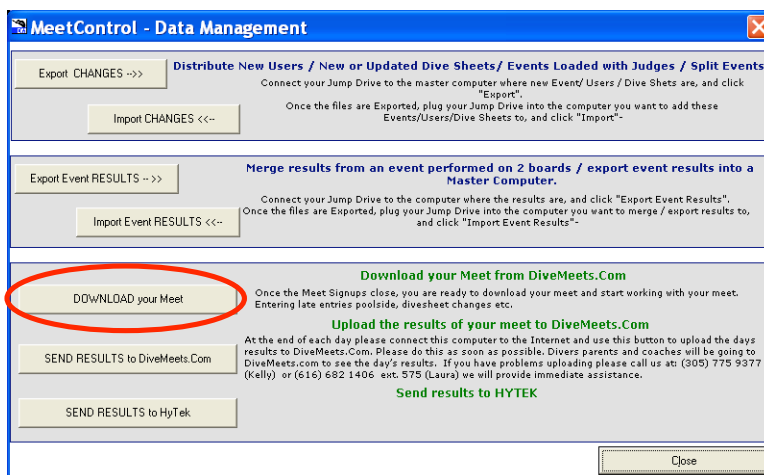
Click on it and you will be asked for your Meet Director Number, Password, and Meet Number. These should be available from Todd or from Kelly Jackman at Divemeets.com, 305-378-0405 (office), 305-775-9377 (cell). Enter these, click on 'Download' and wait. (If a window saying 'User not Authorized…' appears you need to call Divemeets.com.) When the download is complete close the Data Management window (Close button is at bottom right) to return to the Main window.
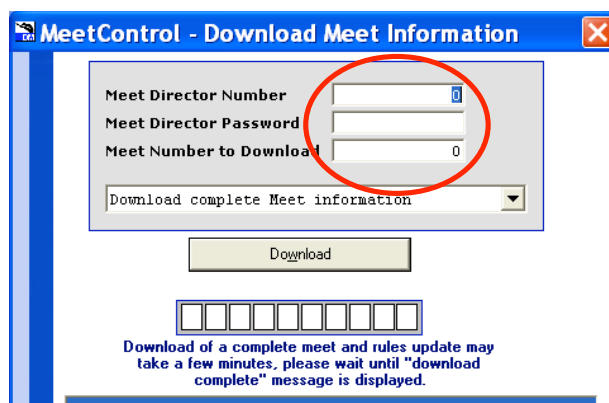
The current meet should be on the list. Click on the box at the left side of the window next to the correct meet, and then click on the second-from-the-left button at the bottom 'Work with Meet Selected', to get to the 'Meet Setup' window.
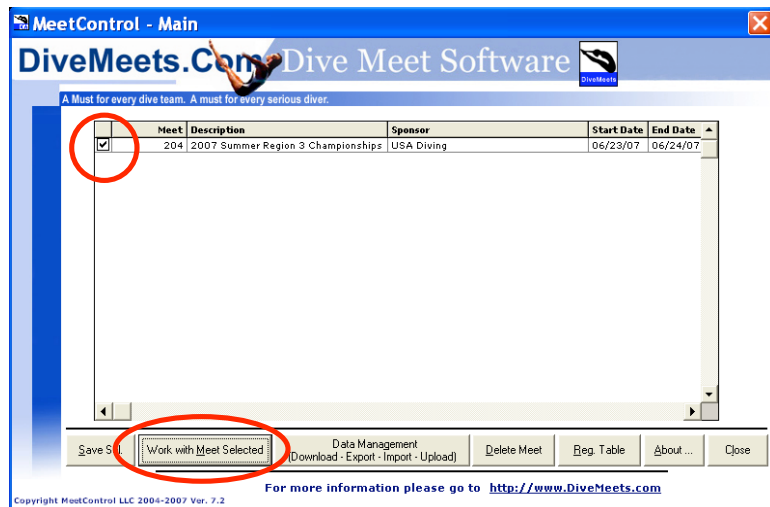
Go to the little drop down menu at the right upper side and select 'Master'. Close the Meet Setup window, and exit the MeetControl application.
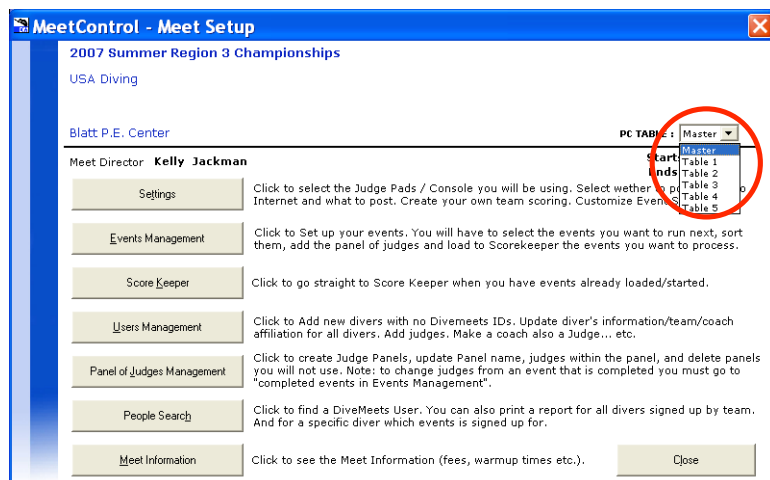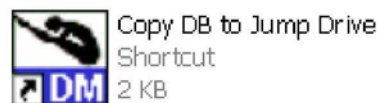
Next, to install the MeetControl application to the computers on the scoring tables you need to copy the zip file 'meetcontrol 0_0'

to a USB thumb drive.

Also, click on the 'Copy DB to Jump Drive' shortcut,

and select the drive to copy to.

Go to each of the score table computers and copy the zip file to the desktop. Install the MeetControl software as you did on the Master Computer, and then click on the 'Copy DB to Computer' shortcut.

Select the drive to copy from.

Then start the MeetControl application and check for the current meet in the main window. Click on the current meet, click on the 'Work with Meet Selected' button at the bottom, and select the appropriate Table number on the little drop down menu on the right.

Registration

Go to divemeets.com and select 'Upcoming & Current Meets' and our meet to download the Meet Memo. Open it up in Adobe Reader, so you can print out the last page, a blank doping control form, as needed. About 1/3 of the divers forget to bring it.

Go back to the Table #1 computer, which will be your Registration computer. Open the Meet Setup window (from 'Work with Meet Selected' button on main window—get used to this, you will do it a lot). Click on the 2nd button from the top, 'Events Management'.

This window will show all the events planned. Select the 'Reports' button (2nd from right, near the bottom—again get used to this button).

Go to 'Prior to Event Reports' and click.

Select 'To Printer' from the menu at the top, 'All Divers' from the next menu down, and 'Continuous' from the menu to the right. Click on 'Divers Sign Off sheet' to print out all the divers' lists in alphabetical order. You will use this to register the divers.

Other lists can be printed as needed. Select 'Return to Events Management', and 'Close' that window and the Meet Setup window.
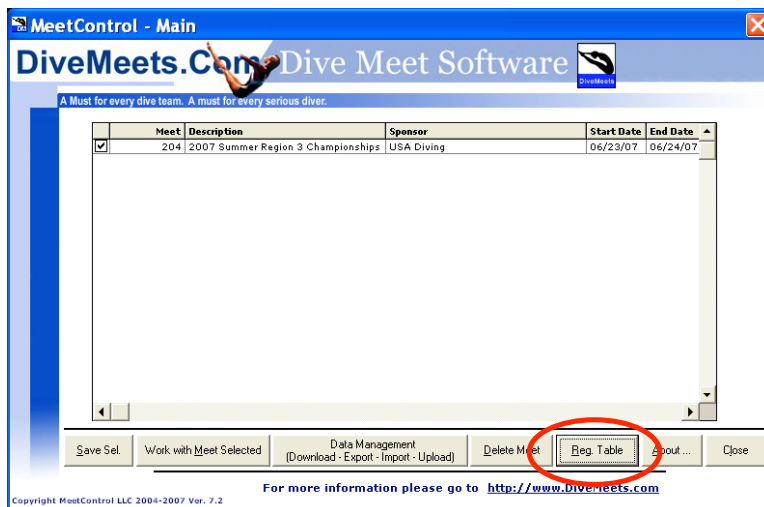
At the main window, select the button at the bottom, 3rd from the right, 'Reg. Table'.

As divers come in, find their name in the Registration Table Check window and take the doping form. Do not continue if they do not have a doping form, but print out a blank and send them to complete it. Some divers will promise to "come back with the form", but will often forget. Once the doping form is collected, use the Divers Sign Off sheet to review their dive list with them.
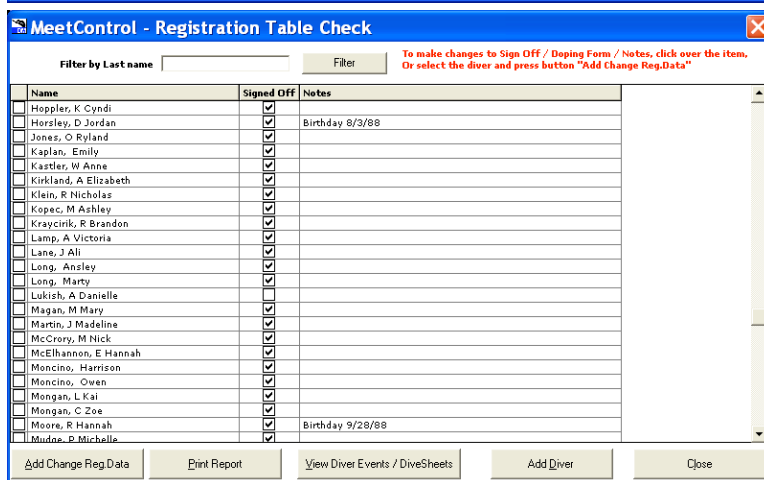
If there are no changes, have them initial the box to the left of their dive list, click on the 'Signed Off' box to the right of their name on the computer, ch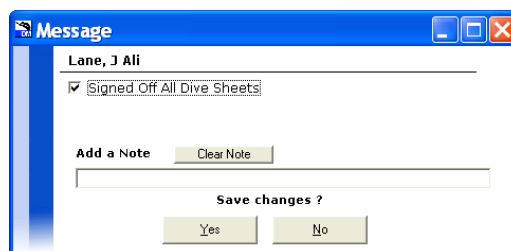eck the name, click the box next to 'Signed Off All Dive Sheets', use the space provided for any notes (e.g, birthdate for 19 year olds, etc.) and save.

Changing a dive

If the diver wants to change a dive, have them write the dive number under the dive to be changed. If it is less than 24 hours before the event, they must pay $15 for the change fee. Write the amount ($0 or $15) in the space provided, date and time. Go back to the Registration window, select the diver's name, and click the 'View Diver Events / DiveSheets' button.
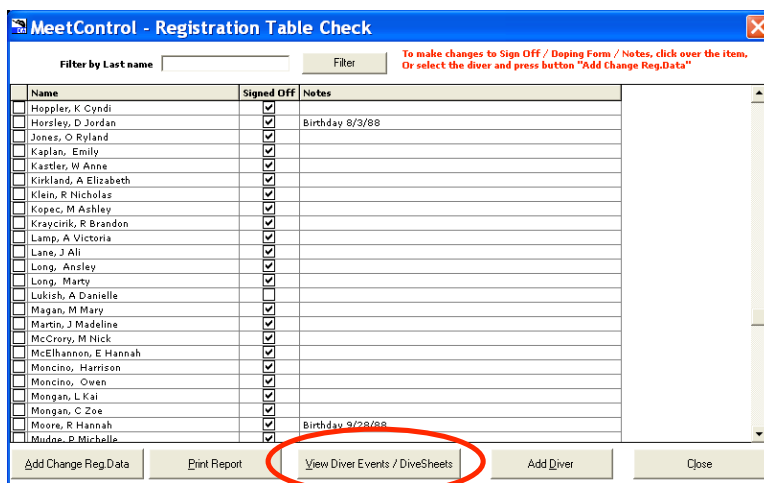
A new window will list the diver events. Select the event to be changed and click 'Show Dive Sheet for Event Selected'.

The Dive Sheet will be shown, then select 'Update DiveSheet'.

On the 'Update Dive Sheet' window, make the changes requested, click 'Check Dive Sheet' (near the bottom right), and have the diver review the new list.

When OK, click 'Save Dive Sheet', click 'Yes', and then 'Close' the 'View Diver Events/Sheets' window. Have the diver initial the Divers Sign Off sheet, and put your initials in the space for 'Meet Official Initials'. [NOTE: Do not initial the changes until they are made; it is easy to forget to change the dive sheet and that can mess up the running of the event.]

Unregistered divers

If a diver is not in the registration list, they need to fill out a paper copy of the meet registration form and pay the required fees. After collecting the registration form, the doping form, and the fees, go to the Events Management window (from the 'Work with Meet Selected' button on the main window, followed by the 'Events Management' button). First click the event the diver wished to enter, then click 'Dive Sheets Late Entry/Scratch/Switch' button at the bottom near the right.

A list of divers in that event will result and you need to click on the 2nd button from the top on the right, 'Add Diver Late Entry'.

Select the diver's name, click the box to the left of the organization name in the middle section, and click 'Sign Up Diver/s' at the bottom.

You may then type in the dive list requested. Repeat for additional events. Print out a single page for that diver's Sign Off, and have the diver initial the boxes.

Judge Panel Selection

Todd will ask the coaches for volunteers for judging and will give you a list by event.

To enter the judges in the panels, go from the main window to the Meet Setup window. Select the button 3rd from the bottom, 'Panel of Judges Management'.
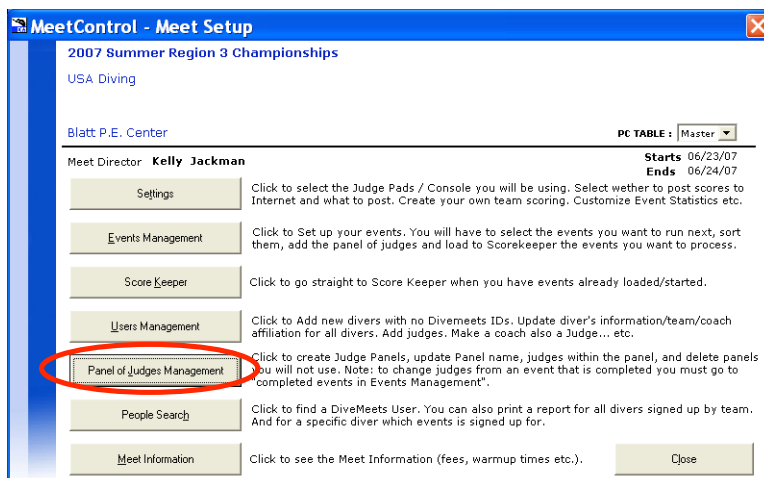
Click on 'Create a Panel' near the bottom on the left.

Name the panel (usually the day and name of the event, e.g., Saturday--11&U Girls 3m), leave the 'Panel A' button selected, click 'Confirm'.
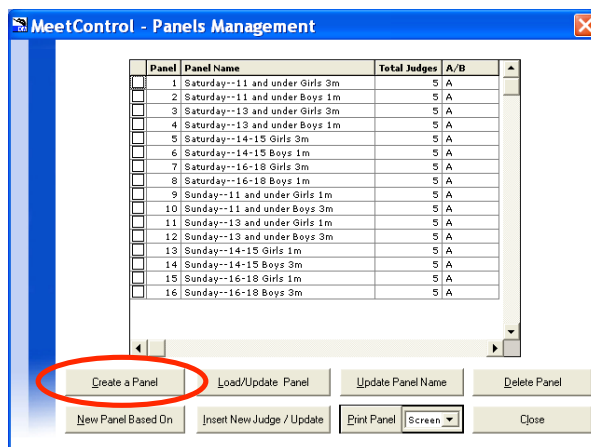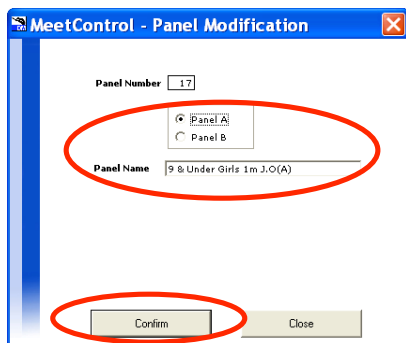
Click 'Continue' on the reminder window that pops up.
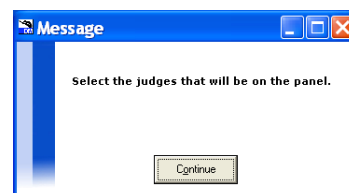
A list of judges will come up in the 'Judges in Panel' window. Click on the 'Show Judges @ Pool' checkbox at the top left to filter the list. Select the first judge's name, click 'Add Judge' button at the top middle. Continue adding judges to complete the panel. Click 'Continue' to finish that panel. [Note that you can save the panel as long as you have at least one judge named, and come back later to edit and/or add judges.]
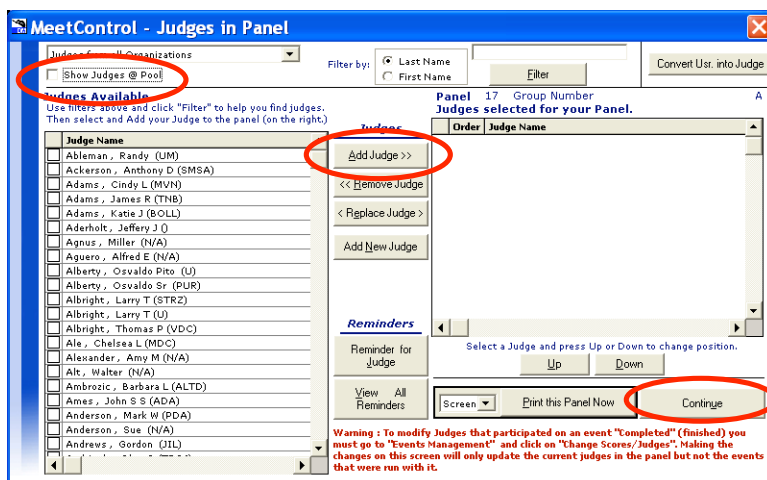
When the panels are complete, print the judge list by clicking the 'Print Panel' button (all will print if NO panel boxes are checked).

Review the judge list with Todd.
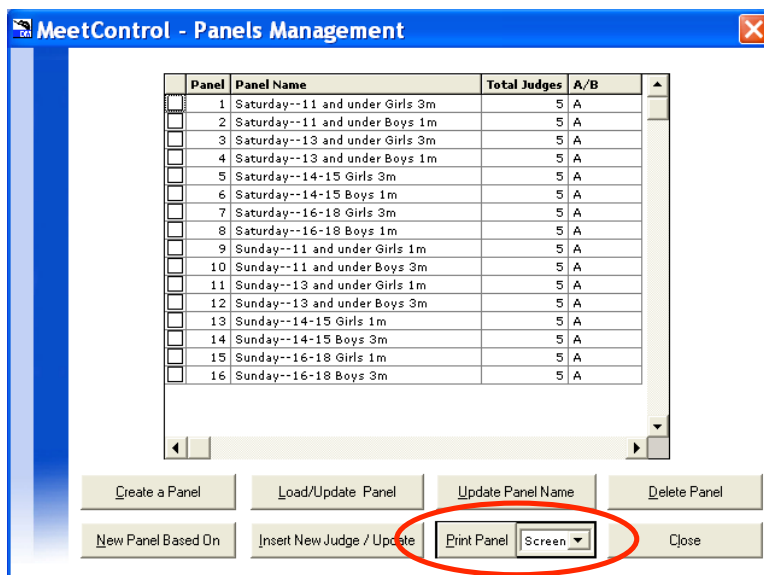
End of Registration Activities

After the Registration Table closes for the day, go to the Registration Table window and check for missing information, i.e., divers who have not registered, not signed off their lists, need birthdays, etc. Review the Diver Sign Off sheets, including those of the late entries, to make sure all changes have been entered.

If divers have not signed in, check with their coaches to see if they are coming. For those who are definitely not coming to the meet add the note "Scratch all events, not coming" to their registration note. For those whose status is unknown, add the note "Unknown Status" to their registration note. Go to the 'Print Report' button to print a list of all problem registrations.
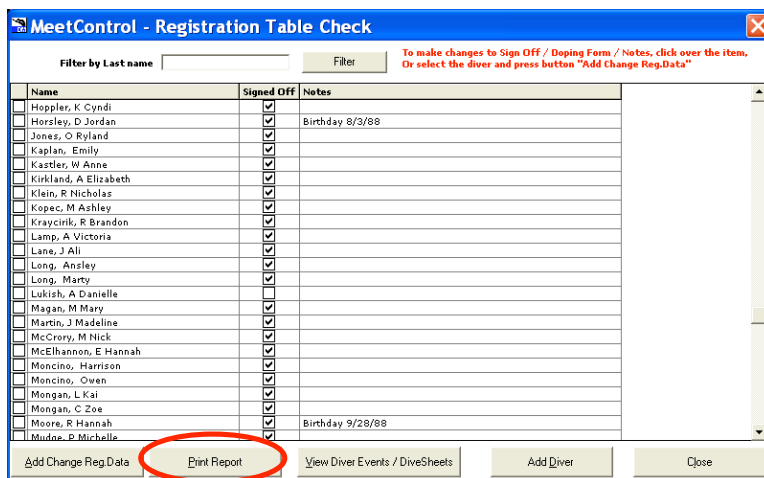
Close the Registration Table window and go to the Events Management window. Filter the events using the drop down menu at the top right to select the next day's events. Use the 'Select All' button at the bottom left to select the events.

Click on the 'Dive Sheets Late Entry/Scratch/Switch' button at the bottom near the right.
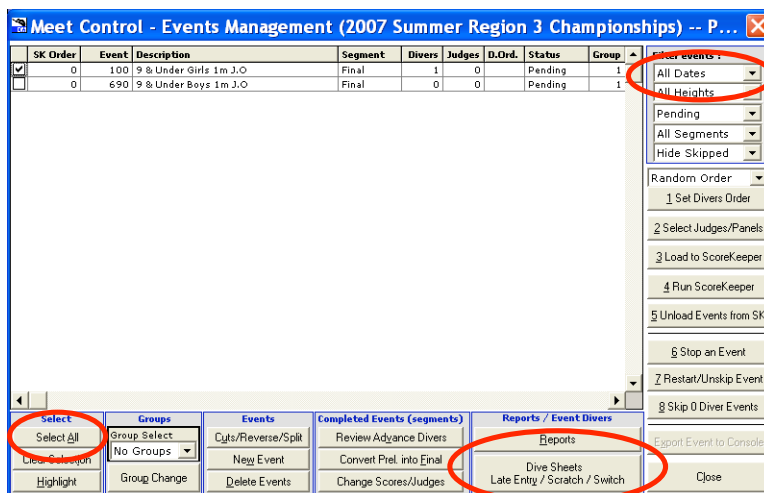
From each event click the box on the left side to select each diver that has not reported in, or is confirmed scratched, and click 'Scratch Diver' on the middle of the right side. A 'Yes' will show in the column 'Scratch'. You can unscratch a diver by selecting the diver and clicking on the 'Un-Scratch Diver' button.

When you have completed scratching divers, go to the Events Management window, to the first button on the right, select 'Random Order' from the drop down menu, and click 'Set Divers Order'.

(Note that the events you have randomized divers' order show 'RND' in the column 'D.Ord.')

Next, click on 'Select Judges/Panels'.

You will see a warning message, select 'Continue'.
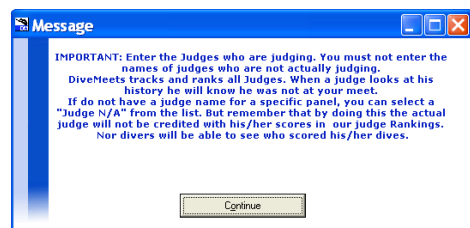
Use the 'Panel Selection' window to assign each event the corresponding judge panel. Select the event with the drop down menu at the top right, click on the box next to the appropriate judge panel in the list on the upper left, and click on the 'Add Selected Panel' button in the middle.
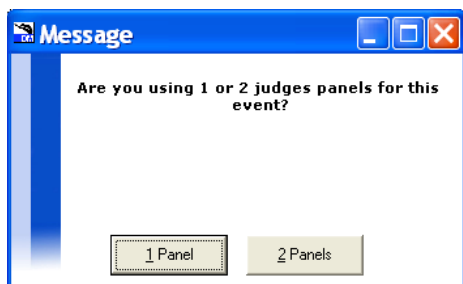
You will be asked if you are using 1 or 2 judge panels, select '1 Panel'.

Finally, click on the 'Load to ScoreKeeper' button.

A message window will pop up:
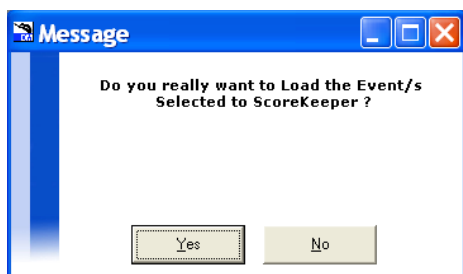
Click 'Yes' and you will see another message:

Click on 'Continue to Reports Printing page' and then select 'Prior to Event Reports' in the next window.
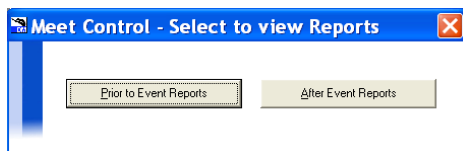
In the 'Prior to event reports' window click on 'Diver Order' about halfway down on the left.

A sheet with the divers, in order, with their dive lists, will be generated. Print 6 copies of each event's Diver Order sheet. Using a thick marker, label one copy 'Announcer', one copy 'Referee', one copy 'Table', and 3 copies with the event (e.g., 11&U, Girls, 3m). Post one copy on the wall in the hallway near the Registration Table, one copy on the wall between the dry board and Table #2, and one copy behind the boards or on the stairway to the 3m board. Click on 'Return to Events Management' and the computer will ask if you want to run Scorekeeper. Select 'No' and it will return to the Events Management window.
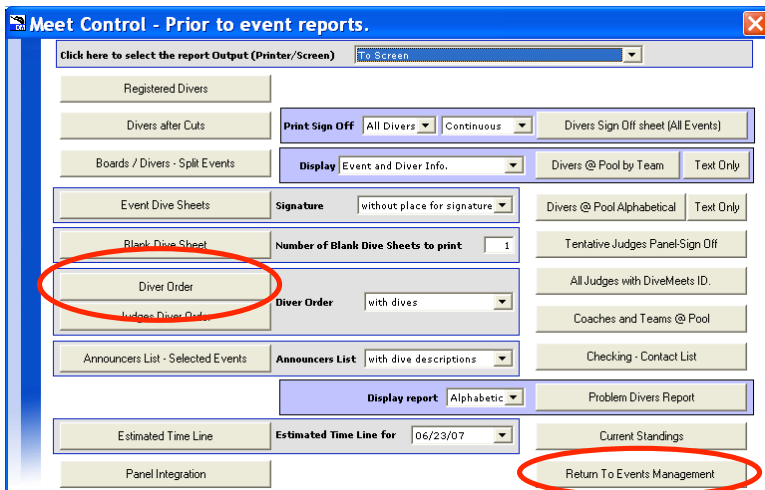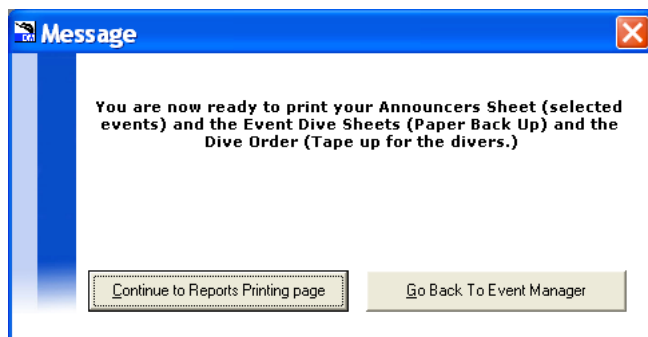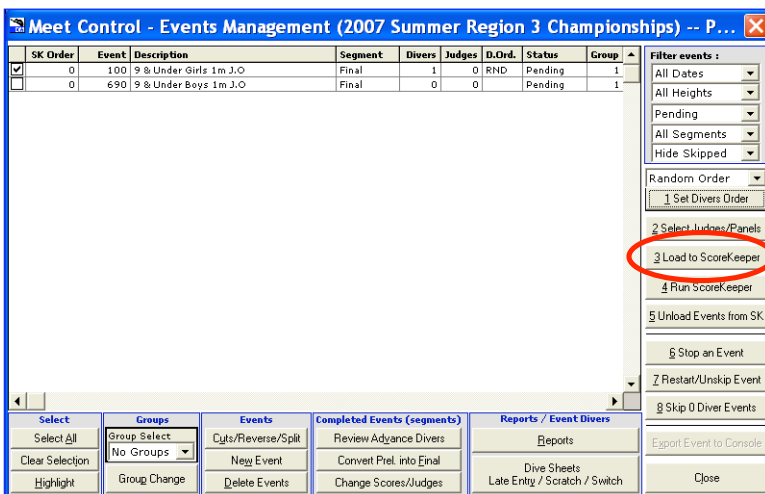
Synchronizing computers

All three computers need to be updated to assure they have the same information in their databases. First, go to the main window on the Registration (Table #1) computer and click on the button in the bottom middle labeled 'Data Management [Download-Export-Import-Upload]'. At the top of the next window, 'Data Management', click on the 'Export CHANGES' button.

After selecting the drive as before:

You will need to select 'Click to Export to Jump/Flash Drive' in the following window:

Take the USB drive to the Master computer, connect it, and open MeetControl. Go from the Main window to the Data Management window, and then click on the second button from the top, 'Import CHANGES' to upload the changes from the USB drive.

You will be asked to select the drive and 'Click to Import from Jump/Flash Drive' like before.
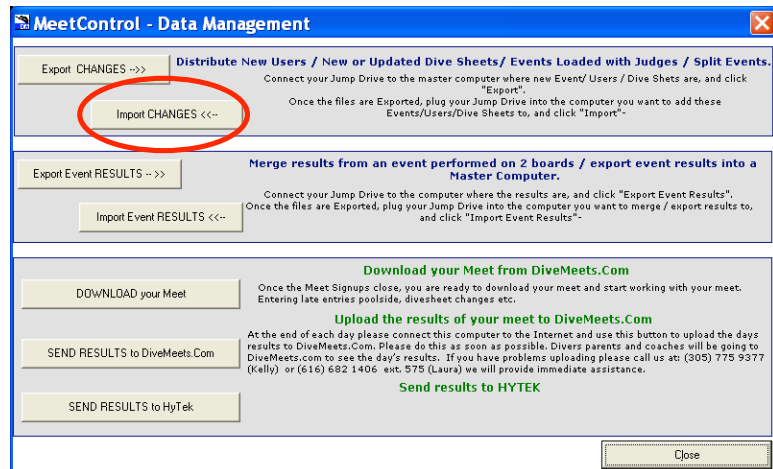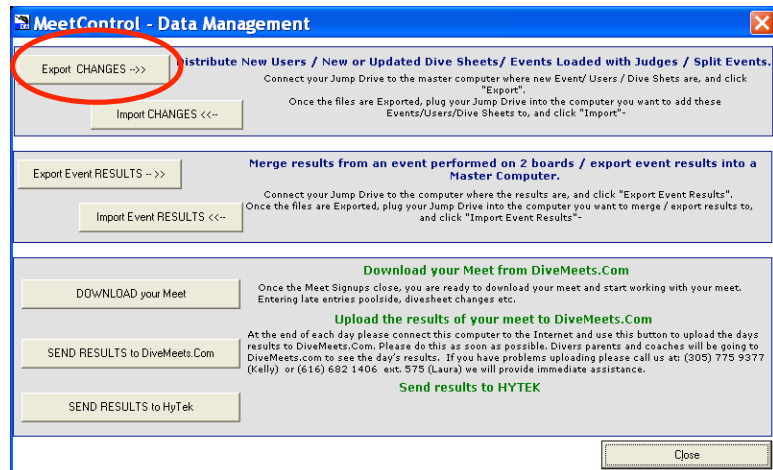
Now take the USB drive to Table #2 and upload the changes into that computer using the same method.

Once the computers are synchronized, close out of the MeetControl software, shut the computers down, and store them in Todd's office for safe-keeping. Shut down and power down the Colorado Systems panel, printers, and monitors.

First day of meet

Hardware Setup

[Note: If you are unfamiliar with the operation of the Colorado Systems and MeetControl software, you may want to practice this section on the day before the meet.]

Begin in the morning by taking the computers out of Todd's office and setting them up on the scoring tables. Connect USB to serial cable to USB port on computer, and serial end to Colorado System COM1 port. Reconnect all cables to printers, monitors, etc. Turn on all equipment.

Start the MeetControl software and click on the top button, 'Settings', in the Meet Setup window.
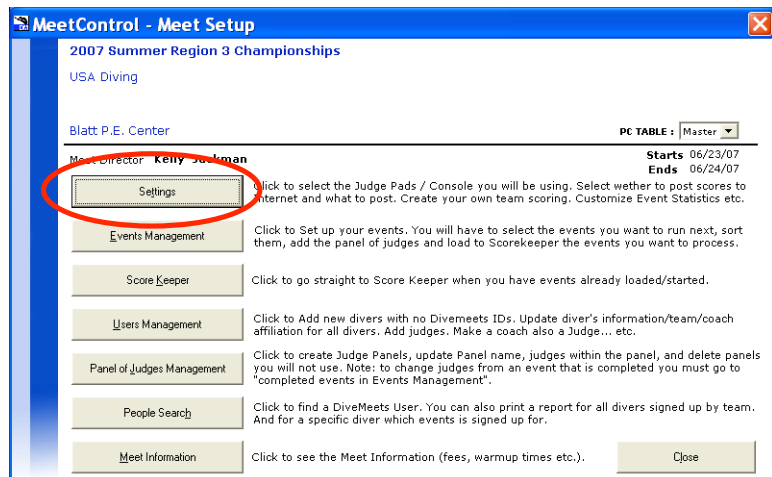
Click on the top left button, 'Judge Pads / Console / Manual Entry'.
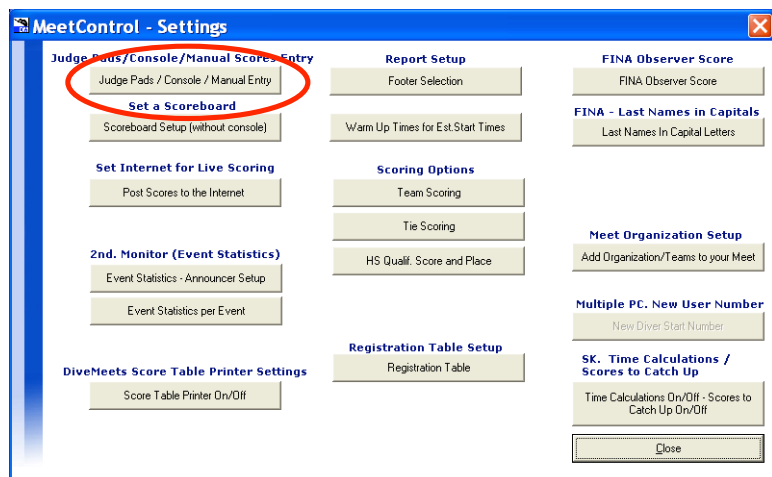
Select 'Colorado Systems 5/6 +
Leader Board' from the top drop
down menu. Select the Com Port
the Colorado Systems is connected
to in the next menu, and select 'No
Port Selected-LeaderBoard
Disabled' in the menu to the right.
Click on the 'Test Console' button
at the bottom, and if the test is
successful, 'Save' and 'Close'.
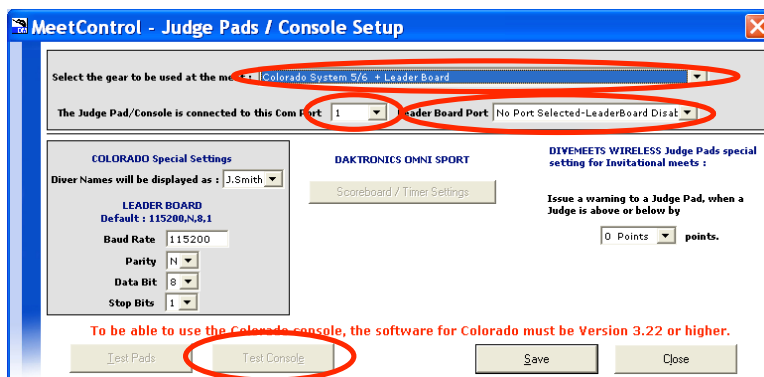
Back at the 'Settings' window
click on the 'Score Table Printer
On/Off' button at the bottom left,
select 'A Score Table Printer will
be used', and 'Test Printer'. Then
'Save' and 'Close'. Close the
Settings window.

Right click on the desktop and
select 'Graphics Properties' from
the menu. In the following window
select the 'Double Monitor' option,
with the computer screen as
primary and the extra monitor as
secondary. Click 'OK' and close.

Event Preparation

[NOTE: Any and all changes to divers, dive lists, etc., should only be done on the computer
which is hosting that particular event this day. All changes for the next day should be done on
the Registration/Table #1 computer. No changes are permitted less than 3 hours before the event,
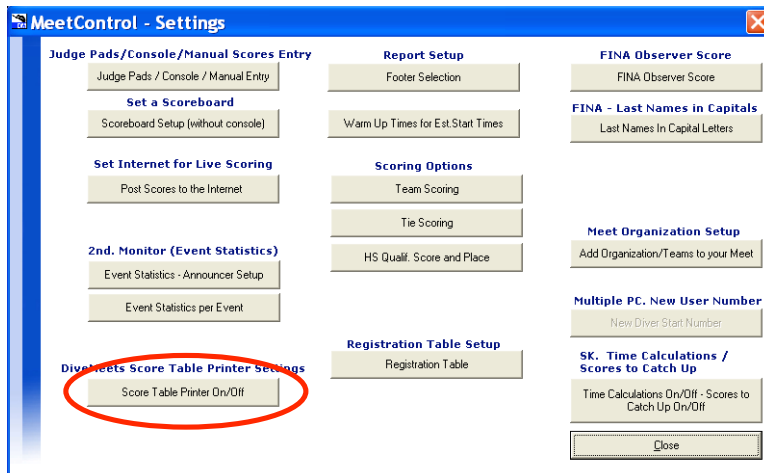and a $15 charge is applied for changes less than 24 hours before the event. See the section on
'Changing a dive' for instructions.]

Finalize the dive list for the next event, making changes as previously shown. As before, go to
the Event Management window, select the event, click on the 'Load to SK' button, and select

'Yes' when asked if you want to
load the event to the Scorekeeper.
The computer will ask if you want
to print reports, select 'Yes' and
'Prior to Event Reports'. If
changes have been made to any
Dive List reprint the Dive Order
sheets (6 copies) and re-post. Next,
click on the 'Event Dive Sheets'
button (in dive order) and print out
one copy of the dive sheets for the
Scorekeeper to manually enter the
judges' scores for backup. Finally,
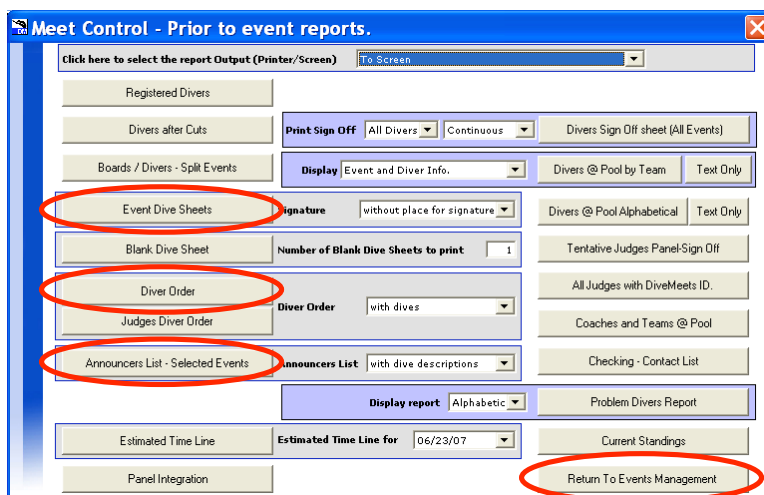
click on the 'Announcers List – Selected Events' and staple it under the announcer's copy of the latest Dive Order sheet. Click on 'Continue' and the computer will ask if you want to run Scorekeeper. Select 'No' and it will return to the Events Management window.

Loading the dive order to the Colorado System

Turn on the Colorado System (power switch is in the back on the right). It will load to a screen with a swimmer and a list of options on the right side.

Note that the Colorado System does not use a touch screen. The buttons to the right of the screen are used to select the options listed on the screen.

Use the button to the right of 'Diving' to load the diving option.
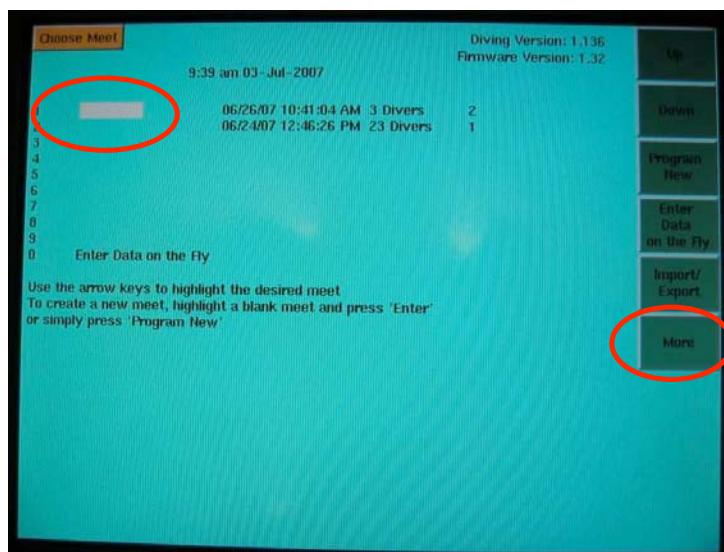
Select 'Change Meet' and if there are any meets showing delete all of them by moving the white rectangle up to each meet, pushing the 'More' button next to the bottom of the screen, pushing the third button, 'Delete Highlighted Meet', and confirming your intent.
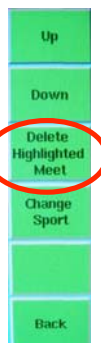
Once there are no meets showing, push 'Quit' and then select 'Import/Export', followed by 'Import Event', and then the type of event (1m springboard, 3m springboard, etc.). The computer will display 'Waiting for data'.
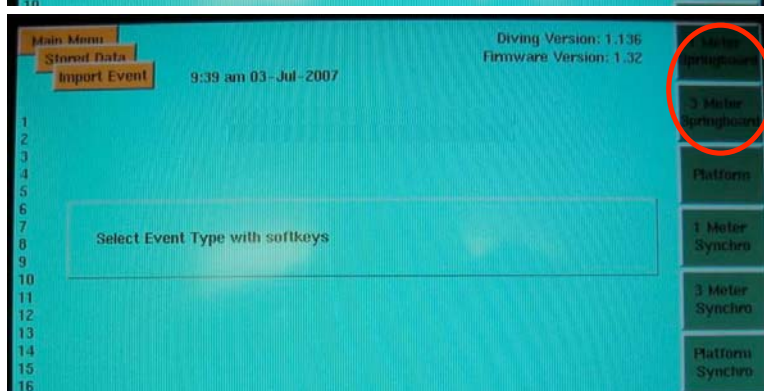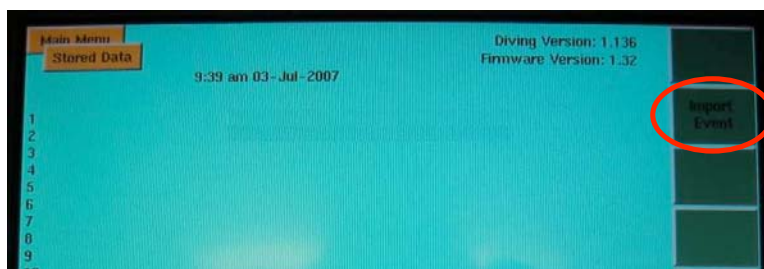
Go back to the computer and click on 'Load to Colorado' near the bottom on the right of the Events Management window. The dialog box will ask if you really want to load, select 'Yes' and the Colorado Systems panel will display 'Loading from PC'. The MeetControl software will pop up a box with 'Loading complete', and you can close both boxes to return to the Events Management window.

On the Colorado Systems panel, the screen will be blank. Select 'Edit Event', the 4th button from the top. Change the event number in the white rectangle from 1 to the appropriate number. Push the 'Right' button near the top. Change the board if necessary, and push 'Right' again. If the event is for Boys, push 2 on the numeric keypad, then move right again. Change the number of rounds (the number of dives for each diver) to 6 for 11&under, 7 for 12-13 or 13&under, 8 for Girls 14-15, and 9 for Boys 14-15 and Girls 16-18 and 10 for Boys 16-18.
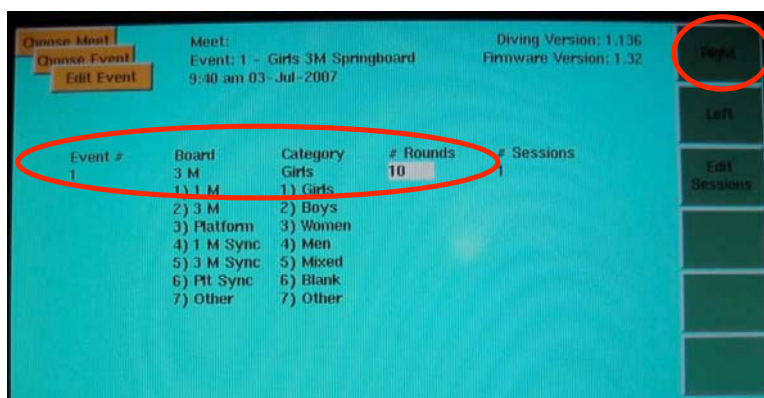
Next, select 'Edit Session', the 3rd button from the top. The white rectangle should reflect the number of dives you just selected. Move it to the right, and change the number of judges to 5.
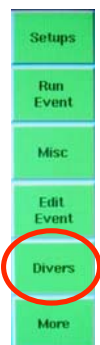
'Quit' out of Edit Sessions and Edit Event, and select the 'Divers' button (5th from the top). Compare the list of divers to the Dive Order sheet previously printed. If there are more than 16 divers, you will need to move the cursor down (by repeatedly pushing the 'Down' button) until the screen changes to show the divers numbered 17 and higher. Pay close attention to the end of the list, because any scratched divers will show up as a blank name followed by a preliminary score of 0.00. This can knock the Colorado out of sequence with the MeetControl software, so be sure to delete all of these 'invisible' divers by selecting them with the white rectangle and hitting the 'Delete Diver' button and confirming with the 'Yes' button.

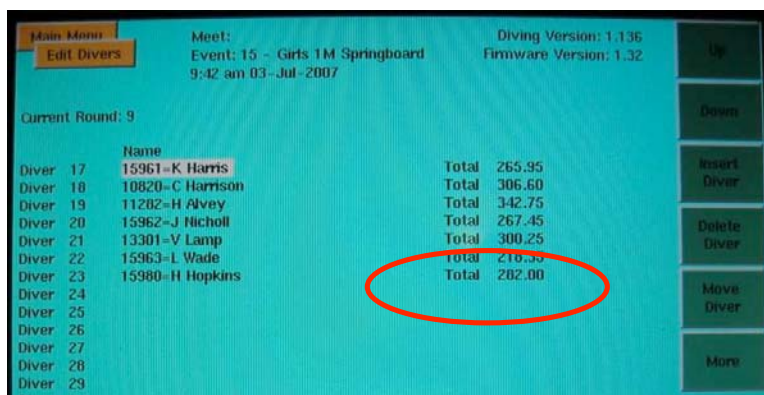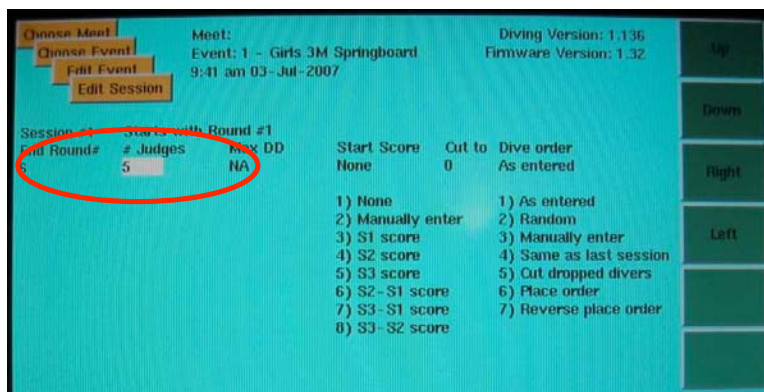'Quit' out of the Diver list and hit 'Run Event' (the 2nd button from the top). The Colorado System panel should display the first diver's name, dive, etc., and 5 judges at the bottom, with a white rectangle at the left-most judge.
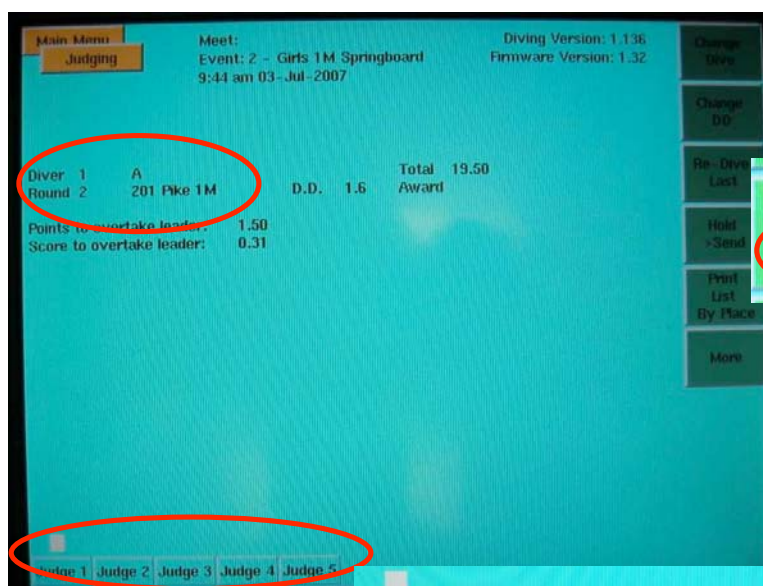
Finally, make sure the Hold/Send softkey has a caret in front of the Send (i.e., Hold/ >Send). If not, hit the button to change it so.

Running the Event

Once the Colorado System is waiting for the first dive, return to the MeetControl software, Events Management window, and select 'Run Scorekeeper' at the midpoint on the right.

After confirming, the application will ask if you want to use two monitors.
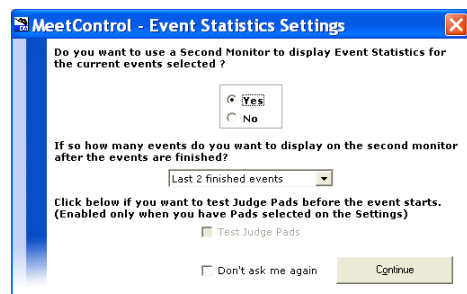
Return to the 'ScoreKeeper' window and click on the green bar at the top left to start the event. A smaller window with the first diver's name and dive, and five boxes for scores, will appear. The announcer can now announce the first diver and dive and call for scores.

When the judges enter a score, it appears in the appropriate spot at the bottom of the Colorado Systems screen.

As soon as all five scores have been received, the Colorado System automatically sends it to the MeetControl application, which enters it into the 5 boxes in the small window, which closes immediately and enters the scores in the appropriate boxes near the bottom left of the Scorekeeper window.
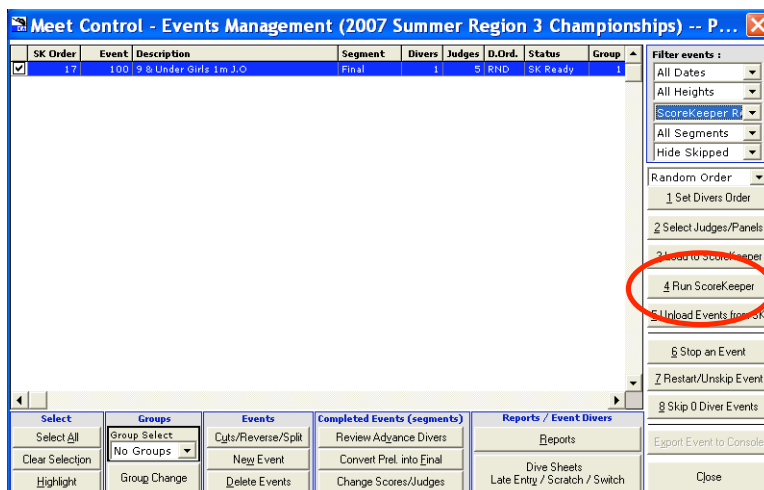
Click 'Yes' and after the event summary window comes up, move it to the second monitor for divers and coaches to see.
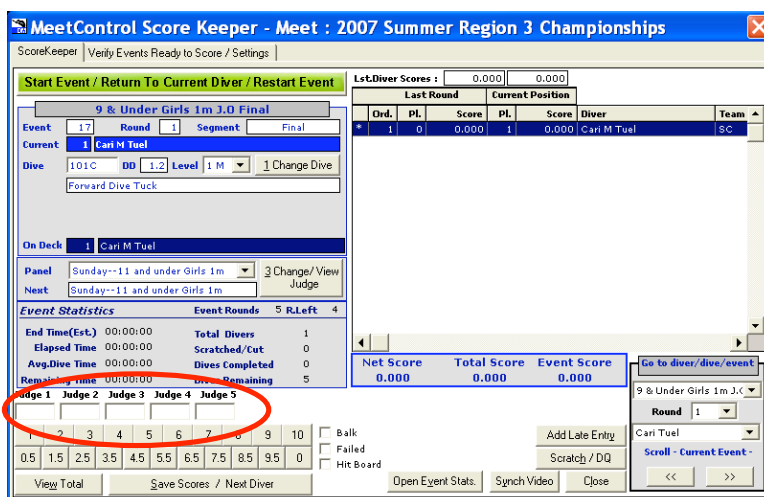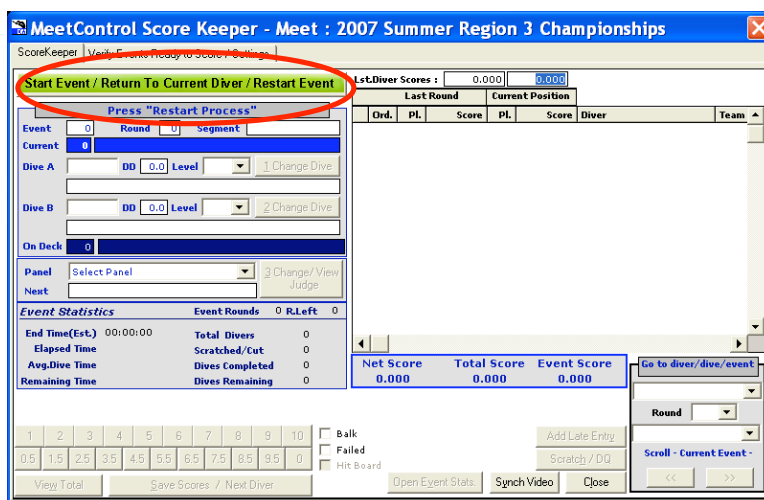
The announcer should read the scores in order from the Colorado Systems screen. The Colorado Systems/computer operator should listen to the scores while reading from the Scorekeeper screen and confirm they are identical. The scorekeeper should listen to the announcer and write down the scores on the appropriate paper Dive Sheet (she/he can look at the Scorekeeper window also as an aide). No addition or calculations are necessary, the hard copy of the scores is kept as a backup only unless the electronic system goes down during the event.

Once the Colorado Systems/computer operator confirms the scores in the computer are accurate, she/he should select the 'Save Scores / Next Diver' button just below the scores on the bottom left of the window. The smaller window will reappear with the next diver's information.
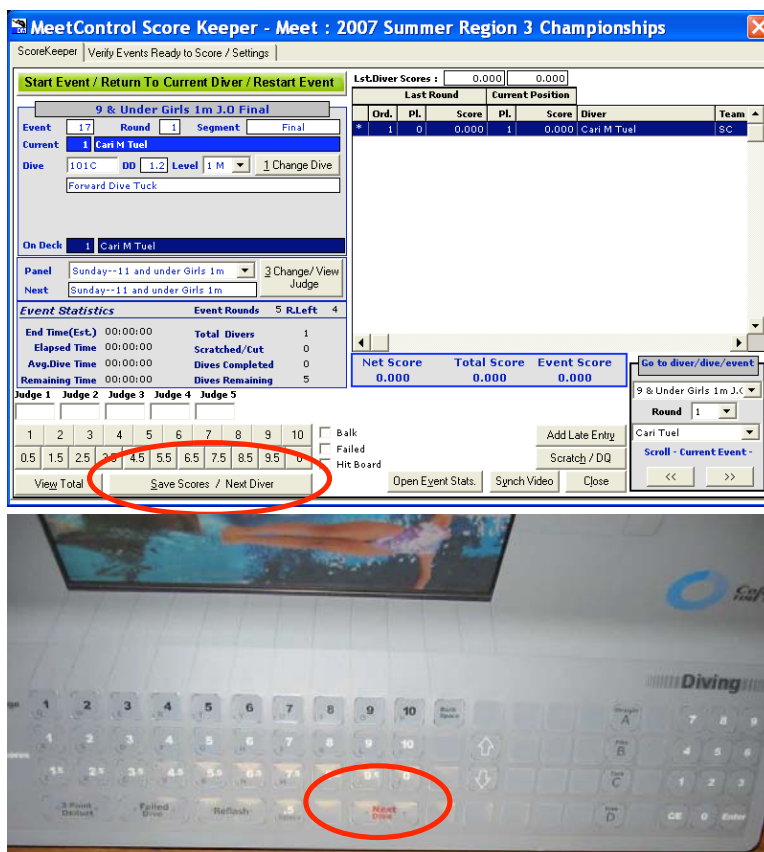

The operator should then push both of the 'Next Dive' buttons on the Colorado Systems panel *simultaneously*. This can take some practice as the buttons are finicky. Once they are pushed, the next diver's information appears, and the judges scores are removed, ready for the next set of scores.

The next diver's information is announced, and the cycle repeats.

Potential problems

The Colorado System will randomly add a letter to the dive number, e.g., instead of sending 301B it will send 301PB. The MeetControl software will raise an alert, saying that there is a mismatch between the dive it received and the dive it expected. Just close out the alert and things will go fine.

If you forget to clear out the 'invisible' divers, the Colorado system will be off sequence on the divers. The key here is to watch the divers names at the end of the first round. If no name shows up when 'Next Dive' is pushed, and the judges scores are cleared and ready for the next diver, you need to quickly hit 'Failed Dive', which sends all zeros, then 'Next Dive' to reset the Colorado. This will allow the judges scores to register for the correct diver on the Colorado. You may need to ask the announcer to pause a minute as you reset the Scorekeeper on the computer also. Scorekeeper will alert that the diver name is different. You need to skip these scores and reset the Scorekeeper to accept the next set of scores for the first diver. This will happen at the end of every round, so be sure to clear out the 'invisible divers.'

The judges will sometimes accidentally hit 'Send' on their scoring pad before selecting a score. This will send a zero. If this is caught before all 5 scores are sent you can change it on the

Colorado, but usually the scores are sent to the computer Scorekeeper before it is seen. In this case just go to the zero score on the Scorekeeper, have the announcer ask the judge what score she/he wanted, and enter it in place of the zero. Save the scores as usual and continue.

Occasionally a changed dive will slip through with the original dive number in the system. The diver may notice it when the Dive Order sheets are posted, or during the event. In either case, verify that the dive was supposed to be changed by referring back to the Diver Sign Off sheets, notify the referee and the announcer what the dive is supposed to be, and continue with the event as usual. The dive number will come up wrong on both the Colorado and the Scorekeeper, but no one needs to know. You just need to mark on the Table copy of the Diver Order sheet which dive was actually performed, then go back after the event and edit the dive number before leaving the Scorekeeper.

Finishing the Event

After the last dive the Colorado will go blank, and the Scorekeeper will send an alert 'Congratulations…'. It will ask if you want to close Scorekeeper or go back and 'Change Scores'. Always immediately select 'Change Scores', then review the event to see if there are any errors that need correcting.
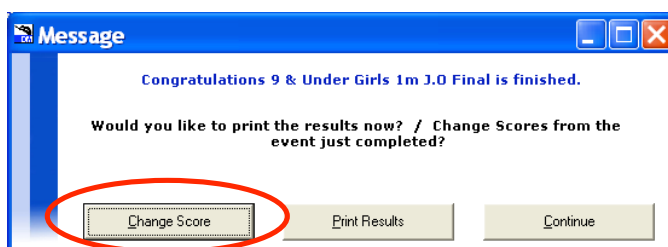
In the Change Scores window you can select the diver and round, and the scores for that dive will be displayed. You can change the scores, or change the dive, and save the scores, as much as you want. Once the application leaves Scorekeeper (e.g., by selecting the 'Continue' button) it is much harder to make changes because the software considers the event complete.
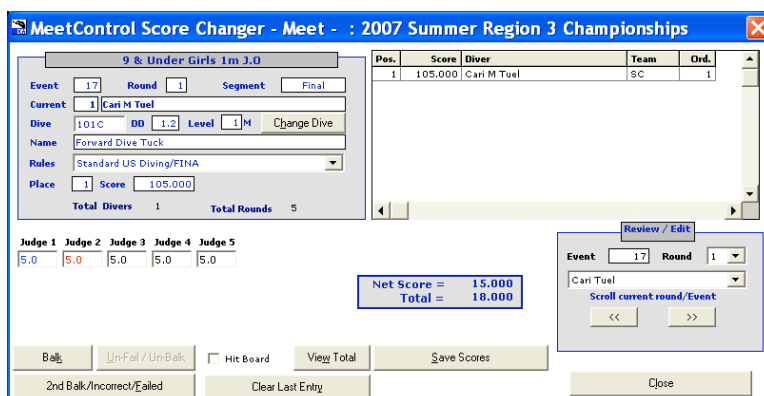
Once all changes are made, select 'Continue' and you will be asked if you want to print reports. Select 'Yes' and on the Reports window, select 'To Printer' from the top menu, select 'Place' in the menu next to the 'Dive Sheets with Scores' button, and select 'Normal Report' in the menu next to the 'Event Detailed Results' button. Then click on the 'End of Event Printouts' button at the top right.
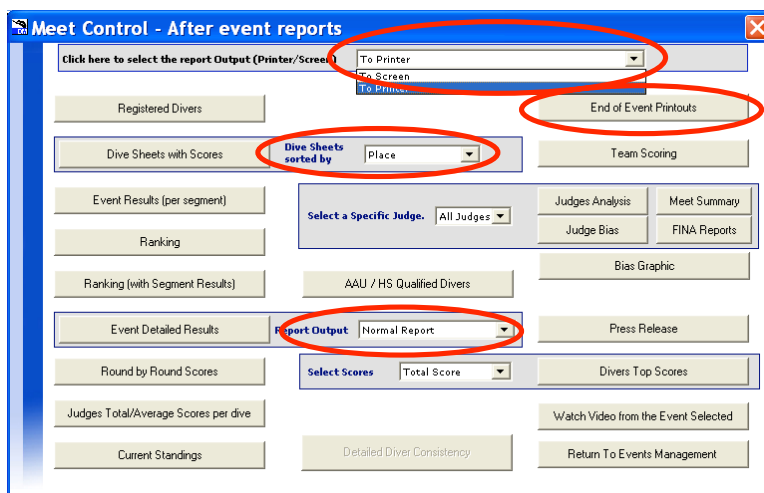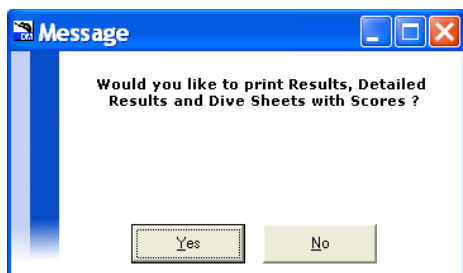
When the message window pops up, select 'Yes' and print out one copy of each of the reports. The announcer gets the Event Results page, and the Detailed Results page should be posted in a public area for viewing.
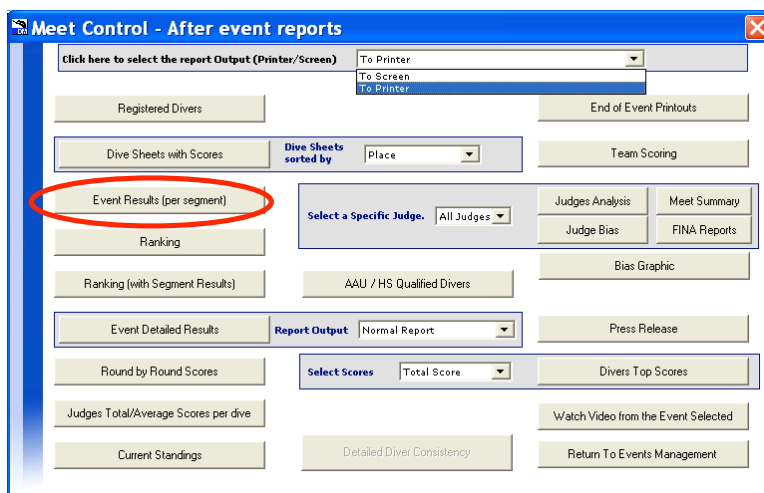
Next, go back to the 'After event reports' window and select the 'Event Results (per segment)' button. Print out one Event Results page for each team at the meet.

You are now ready to run the next event using the same procedure starting with Event Preparation above.

End of Day Activities

After all the events are done you still have a bit to go! Delegate someone to prepare results packages for each team. The package should include a copy of each Event's Results plus the scored Dive Sheet for each diver from that team that competed. If it is a two-day event, you need to prepare for the next day's events as described above starting at page 11, End of Registration Activities. Scratch divers, print diver order sheets, and synchronize computers through page 14. [Note: Don't put away the computers just yet.]

Next, you need to export the results from each of the table computers to the Master Computer. Select the third button from the top on the Data Management window, 'Export Event RESULTS'.

A window with all the completed events will appear. [Note: this list will differ on the two table
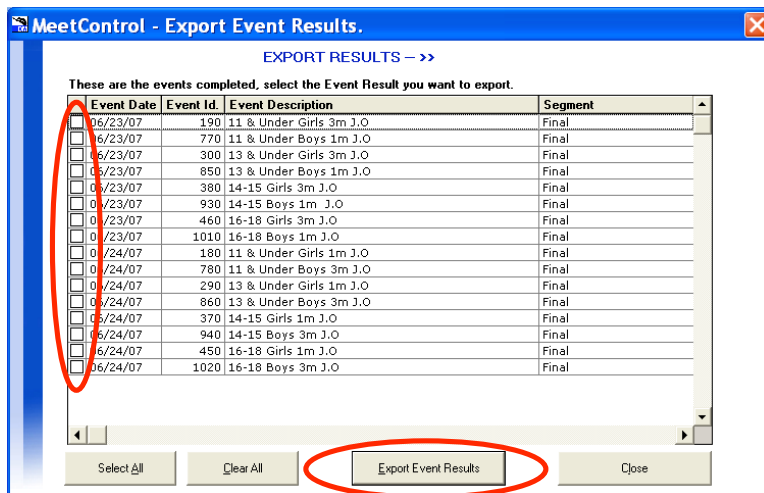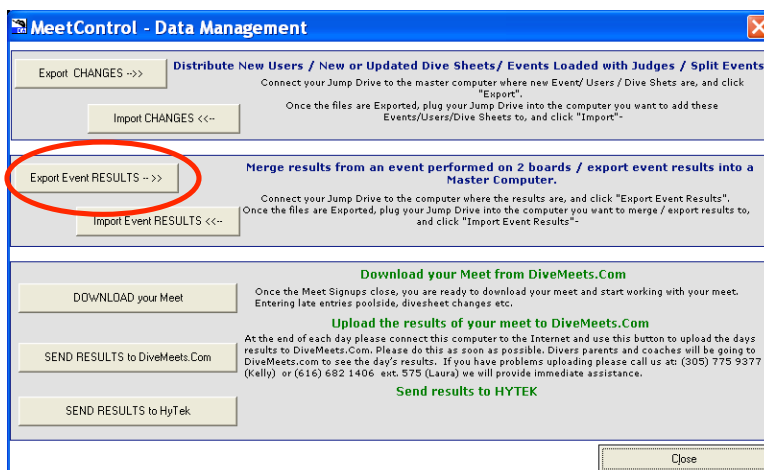
computers because each will list only the events completed at that table.] Use the check boxes on the left to select the events to export and click the 'Export Event Results' button at the bottom.

The rest of the process is similar to exporting and importing changes. Take the USB drive to the Master computer and use the 'Import Event RESULTS' button on the Data Management window. Repeat for the results from the Table 2 computer.

Finally, you need to upload the day's event results to Divemeets.com. Go to the Data Management window and select the next to last button, 'SEND RESULTS to Divemeets.Com'.

A message window will pop up:
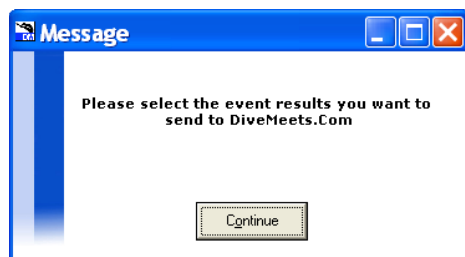
Select the events to be uploaded in the same way as on the 'Export Event Results' window above. Two message windows will pop up, and then you will be asked for the meet director number and password and meet number. Enter the information and click on 'Verify Password'.

The greyed-out buttons will become active, and select 'Upload to Divemeets.Com'.

Once the upload is complete, you are done for the day!

Second day of meet

Each subsequent day of the meet will run the same as the first day. The only additional task at the end of the last day is to complete and hand out the team results packages to each coach, and take down the tables and equipment.

Congratulations!