

## FINAL RESULTS for SWIMS

**SWIMS** (Swimming Web-based Interactive Membership System) is a comprehensive and inclusive database of membership data, history, and a databank of all times swum for nearly every athlete over the past few year. The primary purpose of the Times module of SWIMS is to provide a database of all official times that conform with the requirements of Art. 102.16.4 & .5 in the USA Swimming Rules and Regulations.

After your meet has been completed, you are required to provide final results as outlined in the Southeastern Swimming Aquatics Guide. Final results must be submitted to the SWIMS Chair within ONE week of the last day of the meet.

Please examine the meet results and verify the basic information about your meet. Age up date must be correct in the meet file.

Click on Set-up / Meet Set-up to look at or revise the basic parameters for your meet such as the name, location, meet dates, the type of meet you are running, the course, timing system used, etc.

The correct format for naming meets is: YEAR, LSC, MEET NAME.

Example: 2005 SE Meet of Swimmers. Avoid using "Invite" as part of your meet name.

Location should be: CITY, STATE. Please do not use facility names, universities, aquatic centers, rec. centers.

When Time Trials are part of the meet, a separate meet results file with individual time trial events set up separately must be created, even though they may have been combined on deck to swim. When naming Time Trials, the correct format is: YEAR, LSC, TT, Meet Name. Example: 2005 SE TT Meet of Swimmers.

To **EXPORT** final results for loading into the national times database/SWIMS, the following format should be followed:

Click on **File** from the Main Menu Bar and then Export. Then pick Results for **TEAM MANAGER** or **SWIMS**.

· You should export event results that include Standard events and Swim-Off events or any combination. These event types are defined in the Event Set-up screen. If Time Trials are part of the meet, you should export a separate file with only Time Trials.

- You should include legal splits.

The result of this Export will be a standard Hy-Tek Zipped Results File that can be imported directly into USA Swimming SWIMS Database. The zipped file contains both the "old" CL2 file format and the current HY3 format.

After the meet, a BACKUP of Meet Manager should be emailed or mailed on a disc within two weeks of the last day of the meet to the SWIMS Chair also. The SWIMS Chair no longer requires paper/hard copies of results as long as a MM Backup is provided through email or on a disc.

It's easy to backup your database and it only takes a minute. Just click on File from the Main Menu Bar and then Backup, and specify your disk drive and directory. That's It! Your entire database will be copied onto that disk(s). Win-MM will always use the following File name convention for your backup:

SwmmBkupxxxxxxxxxxxxxxxxx.ZIP

where xxxxxxxxxxxxxxxx is the name of your Meet. For example:

SwmmBkup2005SEMeetofSwimmers-01.ZIP

Trish Mitchell  
SES SWIMS Chair  
SES NTV/Top 16 Chair  
[piscina@comcast.net](mailto:piscina@comcast.net)  
865-690-6909