



## MSQ-Records Procedure Help Guide

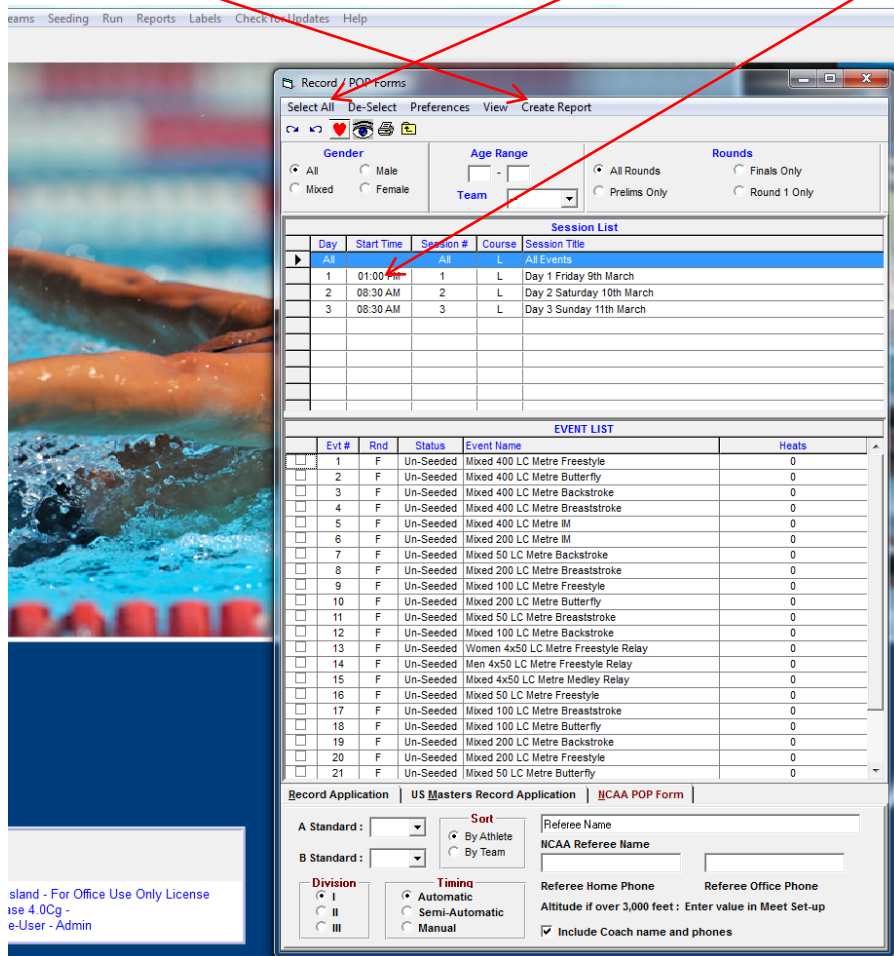
1. In Meet Manager select the **Events** tab from the top menu.
2. Select **Records** from the top menu
3. Make sure there are no records already existing in the database. If there are existing records, select the record and click: **X** (Delete)

The screenshot shows the Meet Manager software interface. The main window displays a list of events with columns for Evt#, Status, Gender, Age Group, Distance, Stroke, Entry Fee, Rnds, and Finals Setup. The Records window is open, showing a list of records with columns for Evt#, Event Name, Hide, Tag Name, Time, Year, Mon, Day, Record Holder, and Affiliation. A red arrow points from the 'X' delete button in the Records window to step 3 of the instructions.

Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup
1	Unseeded	Mixed		400	Free	0.00	F	Timed finals
2	Unseeded	Mixed		400	Fly	0.00	F	Timed finals
3	Unseeded	Mixed		400	Back	0.00	F	Timed finals
4	Unseeded	Mixed		400	Breast	0.00	F	Timed finals
5	Unseeded	Mixed		400	IM	0.00	F	Timed finals
6	Unseeded	Mixed		200	IM	0.00	F	Timed finals
7	Unseeded	Mixed		50	Back	0.00	F	Timed finals
8	Unseeded	Mixed		200	Breast	0.00	F	Timed finals
9	Unseeded	Mixed		100	Free	0.00	F	Timed finals
10	Unseeded	Mixed		200	Fly	0.00	F	Timed finals
11	Unseeded	Mixed		50	Breast	0.00	F	Timed finals
12	Unseeded	Mixed		100	Back	0.00	F	Timed finals
13	Unseeded	Women		200	Free Relay	12.00	F	Timed finals
14	Unseeded	Men		200	Free Relay	12.00	F	Timed finals
15	Unseeded	Mixed		200	Medley Relay	12.00	F	Timed finals
16	Unseeded	Mixed		50	Free	0.00	F	Timed finals
17	Unseeded	Mixed		100	Breast	0.00	F	Timed finals
18	Unseeded	Mixed		100	Fly	0.00	F	Timed finals
19	Unseeded	Mixed		200	Back	0.00	F	Timed finals
20	Unseeded	Mixed		200	Free	0.00	F	Timed finals
21	Unseeded	Mixed		50	Fly	0.00	F	Timed finals
22	Unseeded	Women		200	Medley Relay	12.00	F	Timed finals
23	Unseeded	Men		200	Medley Relay	12.00	F	Timed finals
24	Unseeded	Mixed		200	Free Relay	12.00	F	Timed finals

4. Select **Import** from the records screen and find the records file.
5. Continue **Step 4** until all required records files have been imported
6. Returning to the main Meet Manager screen, select **Reports>Record/POP Forms** from the top menu.
7. In the **NCAA POP Form** tab type the **Meet Referee's** name into the Report and select the correct timing equipment (Automatic, Semi-Automatic, Manual).
8. At the end of each session /day of the meet, a report needs to be created that lists all the records that were broken throughout the meet.

9. Return to **Reports>Record/POP Forms** at the end of each session and select **Select All** or click on a **single session** and select **Create Report**.



10. This report needs to be signed by the Meet Referee on the day of the meet and sent with the Meet Manager Backup (Select **File>Export>Backup**) The results file and signed records report must be sent to MSQ no later than 7 days after the conclusion of the meet for these results and records to be recognised in the Records, Rankings and Results Portal.