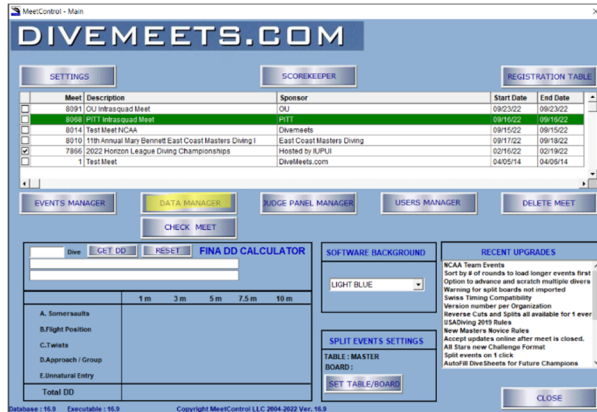
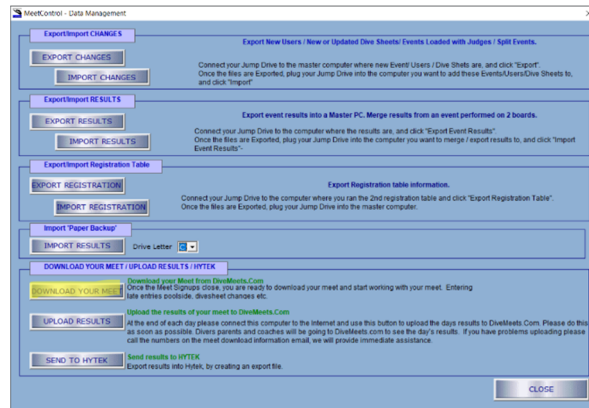


Meet Set Up

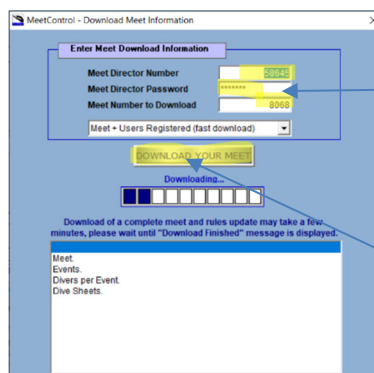
When your meet closes for online registration, you will receive an email indicating your meet has closed online. It will include the meet director name, DM ID and meet number. Open the DiveMeets software, from the main menu (below) click on Data Manager.



Click Data Manager, then click download your meet



Enter the meet director DMID and password, enter the meet number which you can get from the download email.

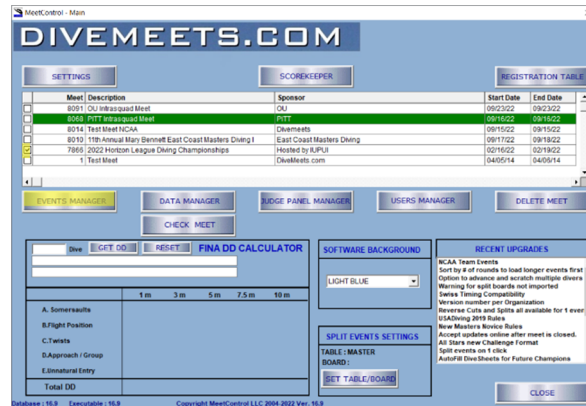


Enter Meet Director DMID & Password Along with Meet Number

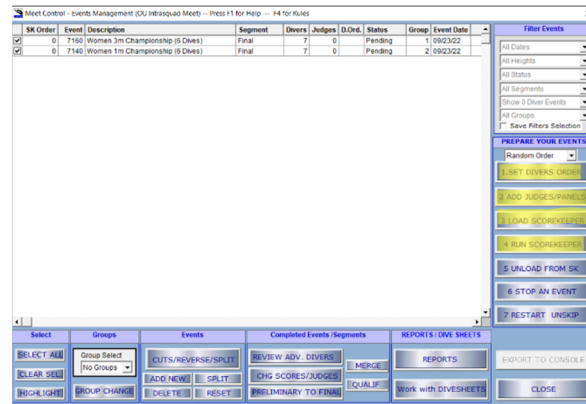
From the drop click Fast Download (most used) and click Download Your Meet

Meet Set Up

Close out of the Data Manger returning to the main menu, check the name of the meet click on Event Manager. **If you are running a timing system, click on Settings then judge pads and choose your timing system and communication port**



From this page you will set up your events using the buttons on the right side, most used buttons are the Set Dive Order, Add Judge Panels, Load to Scorekeeper and Run Scorekeeper

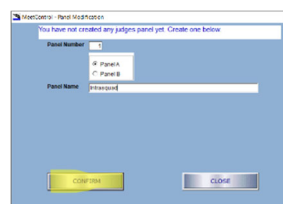


Set Dive Order

Select event(s) you wish to give a dive order and click the button

Add Judge Panel

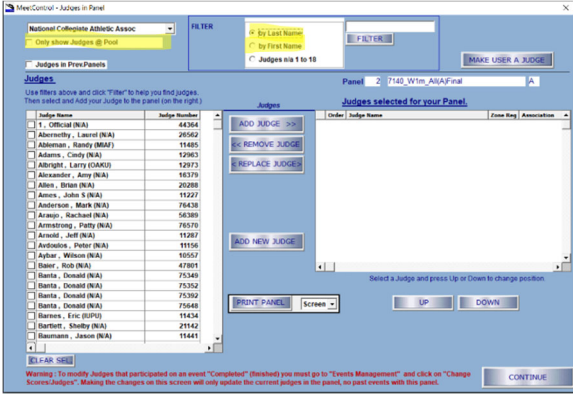
Select event(s) you wish to add create and add a judge panel to, if you are using the same judge panel for all your events click all the event.



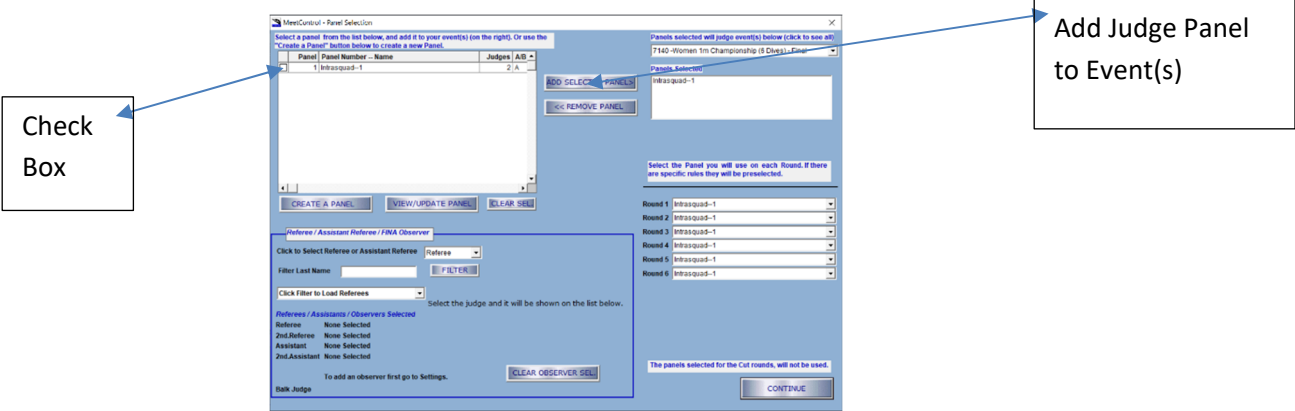
If you wish to change the name of the panel, for instance, if you are using the same panel for all your

Meet Set Up

events, give it the meet name and click confirm. On the below page you will select the judges for the panel, there are a few filters you can use last name, first name, only show judges at pool (these are the coaches of the divers). Once the judges are added, click continue



Add the created judge panel to the event(s) then click continue



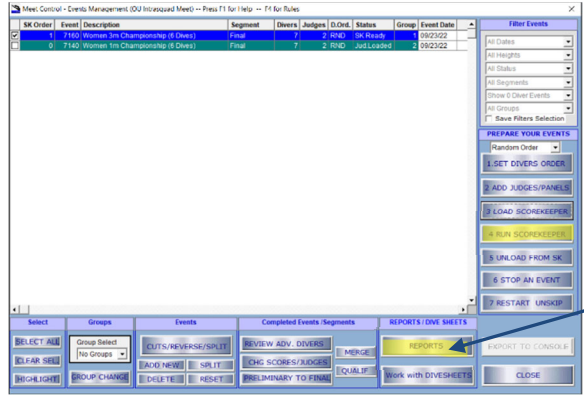
Clicking continue brings you back to the Event Manager page.

Loading to Scorekeeper (SK)

When you "load to sk" you tell the software that your event is ready to be processed. If you load more than 1 event to SK you are telling the software you are running those events combined. If you want the events to rotate in a specific order, load them one by one in the order you wish them to be processed.

Once loaded to scorekeeper you will be prompted to go to the report page or back to the Event Manager page, there is Report button on the lower right of the Event Manager page. When ready to start your event, click on run scorekeeper

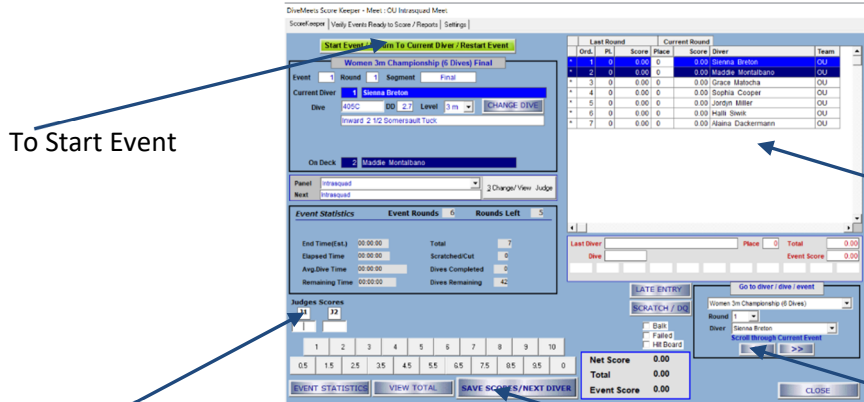
Meet Set Up



Takes you to the Report Page

Running Event

Click on green bar to start your event, if running with a timing system a reading pane window will open to the top left and scores will come through the reading pane and drop down to the judge scores, click save score/next diver



To Start Event

Leaderboard

Click to Enter Scores

Save Scores & Advance to Next Diver

Scroll to Previous Divers will only scroll back to divers who have already dove

Completed Event

Once the event has concluded, return to Event Manager Page and click on Reports to print out the results