



SYNCHRONISED  
SWIMMING



# SY Scoring Manager

Aquatics  
User Manual

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Edition Oct 2017

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## 1 OPENING

**Swiss Timing Ltd.**  
is proud to present our  
Synchro Meet Management Suite  
the  
SY Scoring Manager



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## 2 GENERAL CONCEPTS

A Competition is comprised of a collection of Events, defined in a Timetable.  
Swimmers and Coaches from clubs/nations participate in the Competition.  
Participating swimmers are assigned to competitive Groups (ex: Junior FINA).  
Participating swimmers register for Events.  
Teams are built for each Event.  
An electronic or manual draw is performed for each Event.  
Judges are assigned to each Event (optional).  
Reports are generated and distributed.  
Events are scored.

Results are generated and distributed.

Most functions are just a click away.

Navigate with the section headings on the left hand side or using the main menu.

If your cursor turns into a hand, you can double-click the object to make changes.

If there is an option for a “new” item, you can use the insert key.

Mouse over buttons for shortcut keys.

### 3 INSTALLATION

#### Main Installation Screen

Designed for the single Meet Management computer.

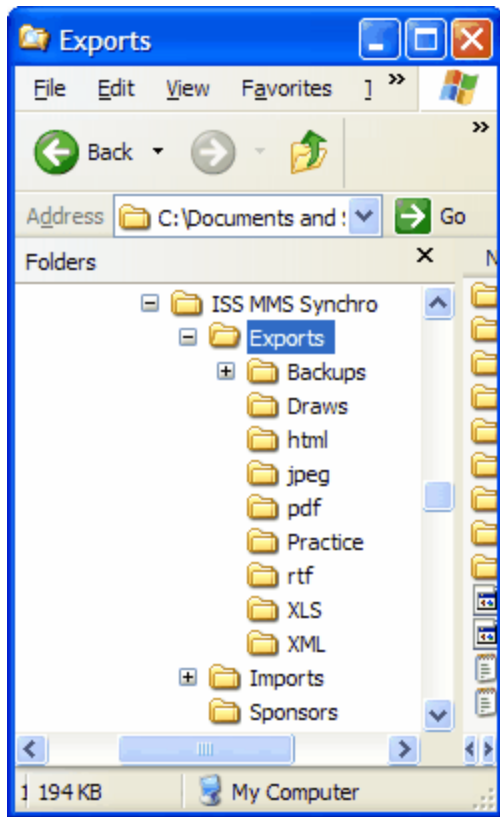


#### Installation Directory

Windows VISTA,7,8, 10 Default: C:\Documents and Settings\User\Local Settings\Application Data\Swiss Timing Ltd.\SY Scoring Manager

User is your user name.

#### Folder Structure



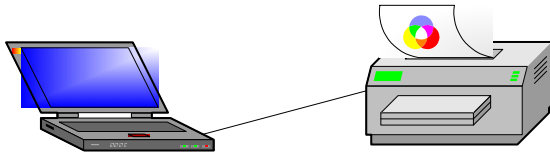
## 4 MODULES

visit [www.integratedsports.net](http://www.integratedsports.net) and download the free Display Results scoreboard interface. Contact [mmorris@integratedsports.net](mailto:mmorris@integratedsports.net) for information about our Figures Viewer & Video board interface.

## 5 FACILITY SETUP

### 5.1 Basic

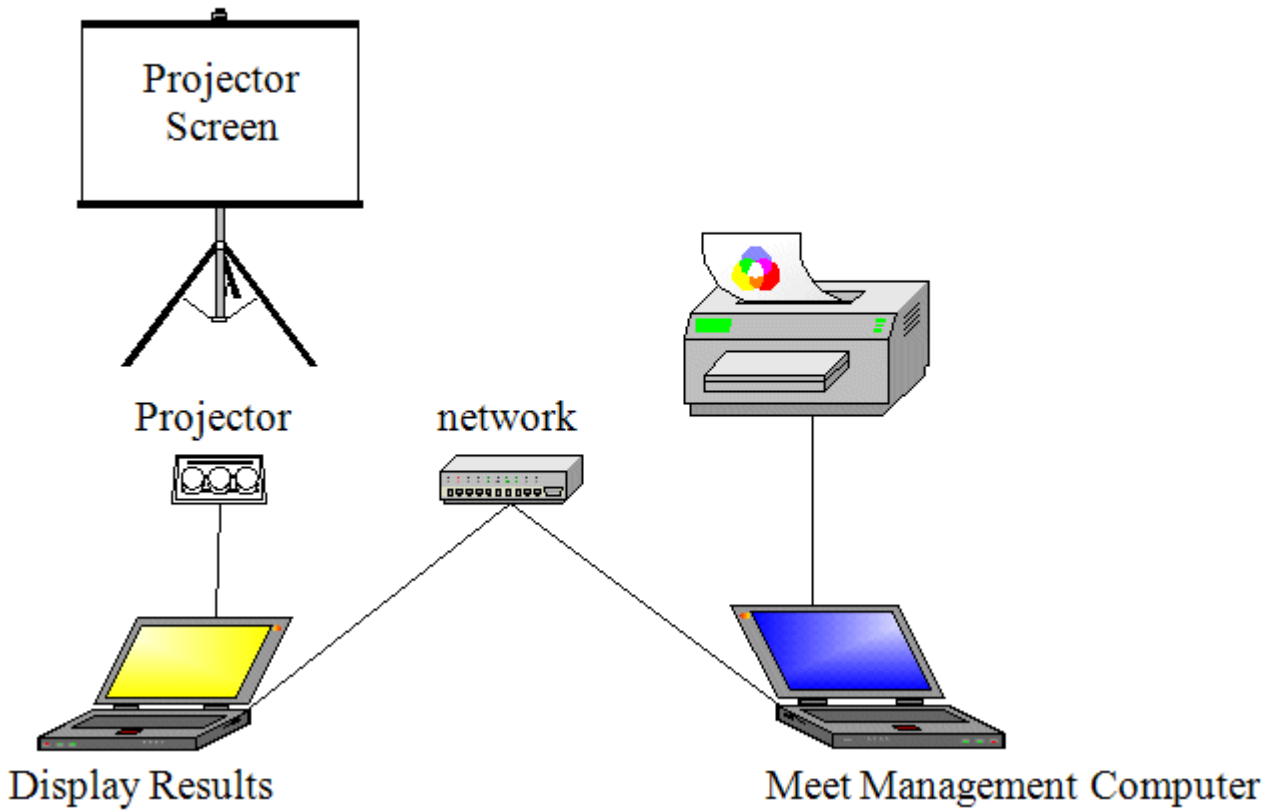
#### Basic Facility Setup



Meet Management Computer

## 5.2 Enhanced

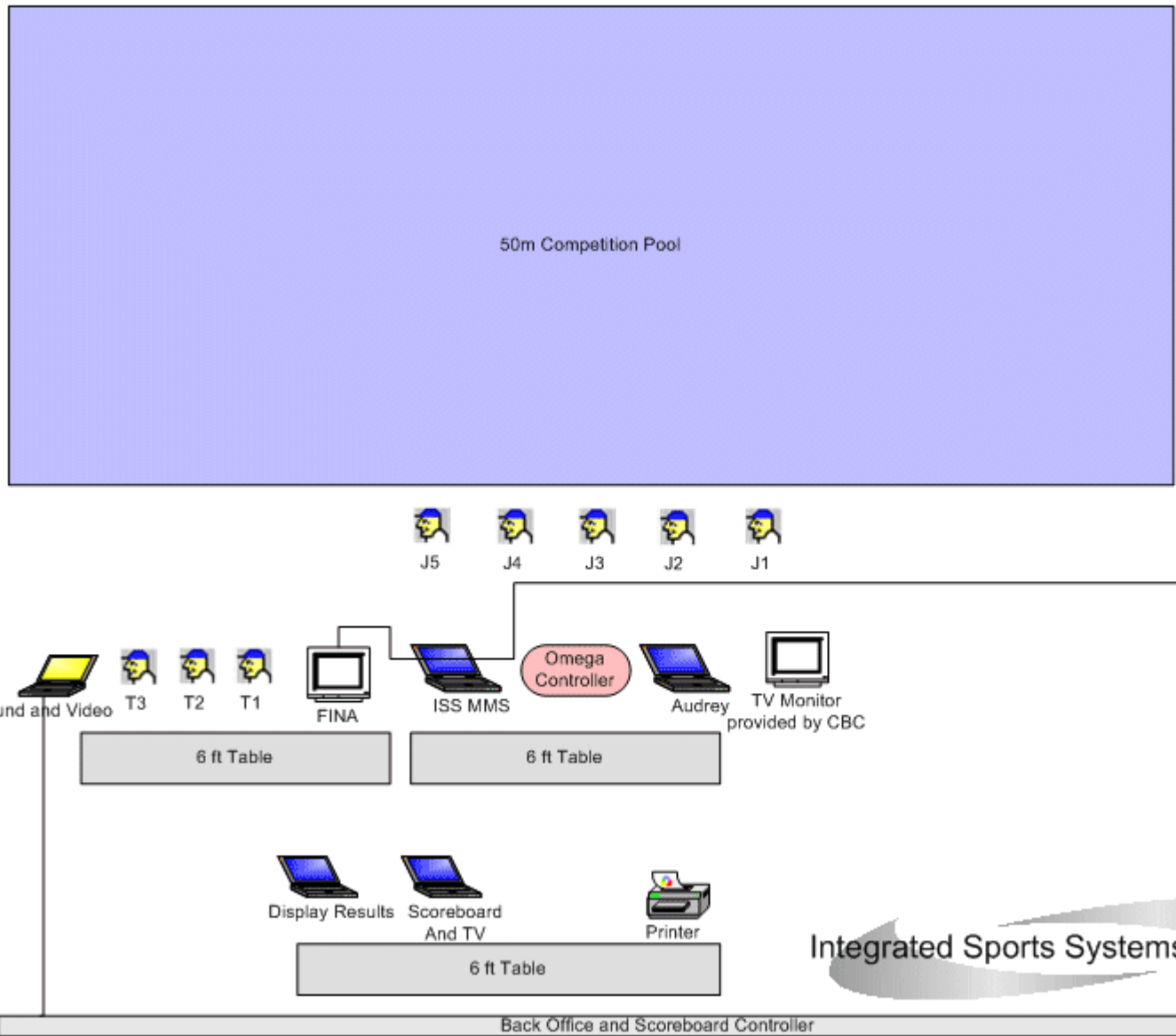
### Enhanced Facility Setup



### 5.3 Elaborate

December 5,

## FINA World Trophy – Olympic Pool, Montreal



This setup option is normally only provided by ISS.



## 6 GETTING READY

### 6.1 Competition Setup

1. Install Software
2. Launch Software
  - If already installed, Competition | New Competition
3. Set Competition Dates and Location (also found on the Checklist section)
4. Settings | Setup Competition (starts automatically).
5. Step through the Setup Competition Wizard (access this anytime from the Settings page).
6. Build Timetable. This is the most important part. Everything revolves around the timetable.

Time for a quick reminder....Your work is precious. Back up your work often.

1. Competition | Export | Export Entire Competition (easy way to archive and move a competition).
2. Competition | Safety Backup (you can restore this if you get into trouble). Safety backups are generated automatically every 15 minutes.
3. Competition | Save. This is a quick and easy way to save your work without exiting.
7. Settings | “Who’s Here”, select clubs, swimmers and coaches that are participating in the competition. Add any missing people and fix any incorrect group assignments. Group assignments are defined by the clubs and provinces/states and may not always be correct. “Who’s Here” is also accessible from the Competitors section.

### 6.2 Setup Competition

#### Language

Software language is currently available in English and French. French is a work in progress. Report Language is English, French or Bilingual.

Swimmers entered by.... If by Club, the software will display the club name, otherwise the Nation will be displayed. if Nation is selected ensure you also enter the reporting name (usually the country name).

#### Groups

There are many predefined groups (age categories). These categories are consistent with the registration categories in the National membership database and FINA. If you have custom categories, you can rename any category. Remember to assign swimmers to the new categories if you have chosen custom categories.

The software will only show selected groups.

There are many options when selecting groups

1. Canada. These are the standard age groups for Canada
2. Canada SK. This is an enhanced list placing swimmers in National and Provincial streams.
3. Masters. All FINA masters age groups.
4. Canada BC. As requested by British Columbia

5. Canada QC. French age groups.
6. FINA. International senior and junior groups.
7. United States. Custom age groups defined by USSS.

### **Events**

Choose which events are taking place. The software will only show selected event options. If all swimmers will do figures, we do not have to specify this manually for every registration. It can be automated by de-selecting "Select Figures Manually". This option can be changed anytime.

If reserve swimmers can medal, check the box otherwise they will not be considered in the medal count.

Assigning team penalties is normally a manual procedure. If you would like the software to count the swimmers on a team and penalize teams with fewer than 8 swimmers, check the box. Note: If you are using US Scoring Rules, 1/4 point will be deducted for teams fewer than 8 otherwise 1/2 point will be deducted.

Scoring Rules differ slightly by country.

### **Membership**

Not much here. Current membership statistics and the option to "Download Current Membership". You can download current membership anytime you like, but normally you should only do it once before setting up the competition. Downloading current membership will also download a list of clubs, coaches and judges. Downloading membership currently only applies to Canadian Synchro.

### **Reports**

Set your report margins. Normally 0.5 is correct unless you are using custom letterhead.

Reporting options are self-explanatory. You have choices when displaying information on reports.

Select between Letter and A4 paper.

### **Fees**

If you would like the software to manage registration fees, they can be setup here. There is a financial tab on the competitors section.

### **Figures**

Specify which figures will be performed by which age group. If you leave a figure blank, the system will default to no figure and no DD resulting in no score calculation.

Retrieve the FINA defined figures. Select the group, click "Get from FINA"

Use the copy and paste buttons to simplify the assignment of figures. If you change figures after figures have been performed, Score the figures event again to recalculate the totals. You can download an updated figures list from the Internet menu option.

### **Figures List**

The software using the current figures list. You may customize the list or create your own from the Lists menu.

## **6.3 Letterhead Builder**

You can design your own custom letterhead for all reports.

**Note:** Larger images will increase the print time and booklet size

**Option 1:** Three graphics

Specify which images to use in each of the three locations.

**Option 2:** Two graphics

Specify which images to use in each of the two locations. Takes up less space vertically than Option #1.

**Option 3:** No graphics

No images will be used. This is ideal for meets that require fast printing and reports that are printed on your own letterhead. You can set the page margins in Setup Competition.

**Image Sizes:**

Images must be the same ratio in pixels as described in the letterhead builder

Option 1: 192 x 116 or 238 x 44

Option 2: 192 x 72

You must create your own images in an image editor like Microsoft® Paint.

Images will be stretched/shrunk to fit in the defining region.

**Image Formats:**

JPG, BMP, GIF. If your images displays as black, and restarting the program does not resolve the problem, try using a BMP.

**Image Resolution:**

Image resolution is the number of dots the printer uses in a horizontal inch of printing (dpi).

Your computer screen is often set to 96 dpi whereas your printer often uses 300 to 600 dpi.

So what are we trying to say? If your image is 3 times the width and 3 times the height of the defining region it will print quite nice.

**Footer:**

Optionally include a footer 720x50 pixels. You can combine multiple sponsors onto one footer graphic.

## 6.4 Who's Here

Found on the Competitors section and the Competition Setup section.

The competitors list is synchronized with the “Who’s Here” section.

Change the red Xs to checkmarks for participating clubs.

Select a club and change the red X to a green checkmark for participating swimmers.

Select a club and change the red X to a green checkmark for participating coaches.

Double click or press the modify button to change information.

Place a checkmark in each event column (F: Figures, S: Solo, etc).

**Caution:** If you have already scored an event or already created the draw for an event, making changes to the “who’s here” section will have no effect on the event.

You must make the changes to the event manually. If you change an age group, you must manually remove the swimmer from the incorrect draw and manually insert the swimmer into the correct draw.

Note: We are only defining who is here. We will build the duets, teams, etc. and assign coaches in the Events section.

## 7 SECTIONS

### 7.1 Opening Screen-Checklist

Add / Modify and Delete Tasks to help keep your competition on schedule.

Setup your competition name and location. This title will appear on all reports and the name will be used as the default when backing up your competition.

Modify: Double click

Add: Insert key or double click <<new>>

Delete: Double click, select Delete, press OK

Press the Print button to preview/print the checklist.

Press the Export button to export the checklist to a variety of formats.

**Calendar:** Click on a task and jump the calendar date

Red calendar items = not completed tasks

Yellow calendar items = competition dates

Competition Name Line 1

Competition Name Line 2

Pool Name  Location

<< <
 March 2014
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Click here to access your local files and reports**

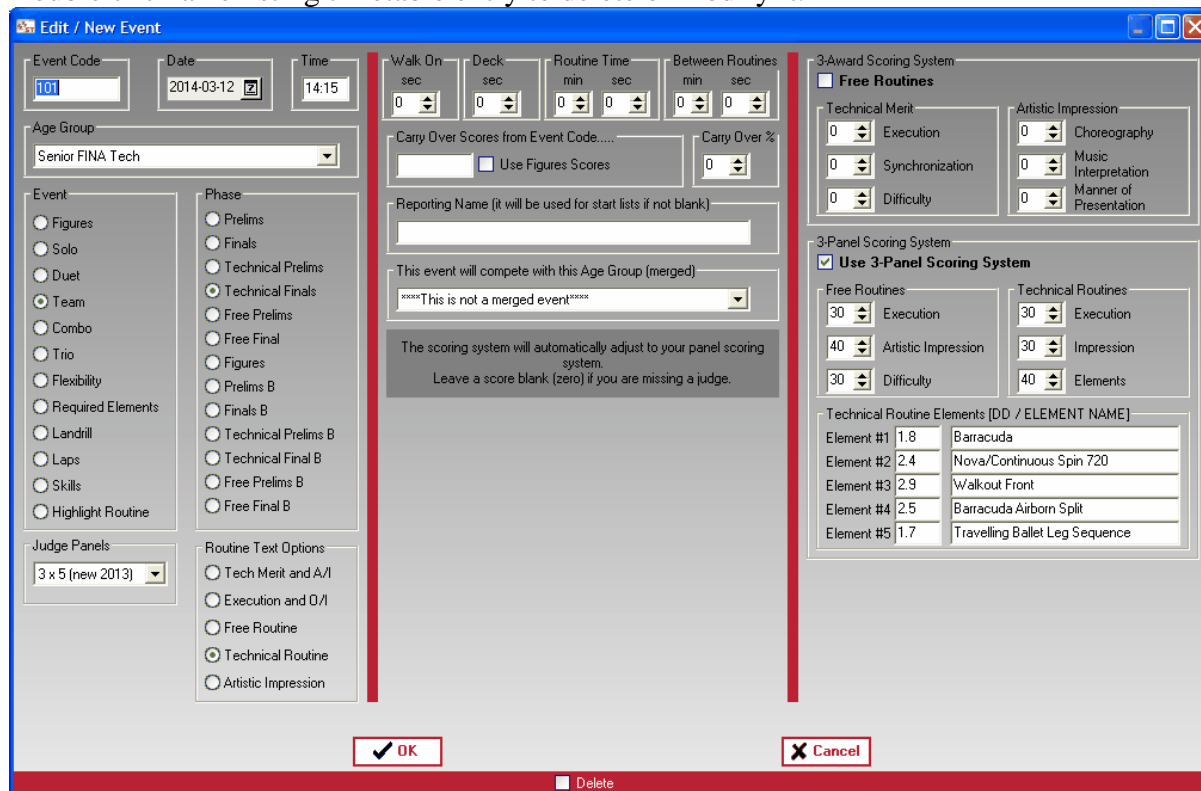
Move your cursor over a calendar date to see a list of tasks for that date.

To see your local files (all files created by the SY Scoring Manager) click the button at the bottom.

## 7.2 Timetable

Press the insert key or double-click “new” for a new entry into the timetable.

Double click an existing timetable entry to delete or modify it.



### Event Code

Specify an event code to override the automated event order. Normally we title an event with the day followed by the event on the day.

### Date/Time

No explanation necessary

### Age Group

Don't see your age group? Select it from the Settings section.

### Event/Phase

For Figures, select Figures/Figures. Otherwise select the event and the phase.

Note: Only medals are awarded for finals events.

### Judge Panels

Select the appropriate panel. If your option is not available, select the next highest and the system will automatically adjust for a missing judge.

### Routine Text

Select whether the routine contains Technical Merit and Artistic Impression or Execution and

Overall Impression.

Starting in the fall of 2013 when we use the 3-panel scoring system, we choose between Free Routine and Technical Routine. This is very important because only the Technical Routine allows for 5 scores from panel #3.

Artistic Merit is normally chosen for the World Trophy event.

#### **Times**

Select the times for each aspect of the routine. This will help when building a timeline but is not required.

#### **Carry Over Score from Event Code**

If you are carrying over scores for a championship score, specify the event code that contains the scores being carried over.

If you are carrying over scores from figures, check the box "Use Figures Scores".

Don't forget to set the Carry Over percentage otherwise nothing will carry over.

#### **Reporting Name**

This is handy particularly for merged events. If you don't like the report title generated by the system, change it here.

#### **Merged Events**

If you would like this event scored at the same time as another event, specify the other event here. Draws can be generated for the merge. Results will be generated for the individual events. Scoring is done for the merge automatically.

Note: You can merge multiple events.

#### **3-Award Scoring System**

For specified events, the 3-award scoring system is used permitting the judges to evaluate 3 aspects of the routine with a percentage of the total score determine by each aspect.

Put a check in the box if you are using the system.

Enter the percentages for each aspect of the routine, adding up to 100%.

Additional reports are available when entering 3 scores per judges.

#### **3-Panel Scoring System (new November 2013)**

For specified events, the 3-panel scoring system following the new FINA rules.

For Technical Routines, specify the element DDs and optionally enter the element name. If you leave the element name blank, then it will be displayed as "Element #" on the reports. The percentages for each panel are fixed but we built in some flexibility just in case.

## **7.3 Competitors**

Reorder the view by double clicking any column heading.

Modify a swimmers name, club group or entry by double clicking the swimmer.

You can add a new swimmer directly, but normally this is done from the "Who's Here" section.

Press any of the age group buttons at the top to refine the list to the specific age group.

Print the swimmers using the print button. Alternately print the swimmers from the reporting section.

Select the Financial tab on the right hand side to manage the finances.

Select the Medals tab on the right hand side to see the medal breakdown. Use the print button to print the medalists. After closing the report a medalist report will be generated by club.

Highlight any swimmer event to see the rankings and points.

The club/reporting name is used for reports. The country is used for international mode (by nation). Be sure to include the nation as the reporting name when using international mode.

**Caution:** If you have already scored an event or already created the draw for an event, making changes to the Competitors section will have no effect on the event.

You must make the changes to the event manually. If you change an age group, you must manually remove the swimmer from the incorrect draw and manually insert the swimmer into the correct draw.

Why? After a draw has been generated, it is your responsibility to determine if the swimmer is scratched or removed.

## 7.4 Judges

Select/Add any judges that are participating in the competition from the right hand side.

Specify the judges for each event by double clicking the event.

Chief Scorer, Chief Referee and Chief Judge only need to be entered once.

Jury of appeal only needs to be entered once.

If the correct number of judges/officials is entered the green checkmark will appear.

Double click a judge to assign them to the highlighted position.

Notice the copy/paste buttons at the bottom.

## 7.5 Events

We perform and manage the draws from the Events section.

Merged events appear in red. Events using the new 3-panel scoring rules will be in green.

Double click an event to manage the draw.

At any time, you can select a swimmer/team as a

- Pre-swimmer

- Exhibition

- Late Entry

- Visitor

- Scratch

Insert swimmers/teams into the draw with the Insert button.

Use the arrow buttons to reorder the swimmers/teams.

Press the randomize button to have the software generate a random draw. Press this as often as you like.

Delete swimmers/teams using the Delete button. This is not a scratch. It corrects an error.

### Figures

All swimmers in the age group selected to perform figures will automatically be added to the figures draw. Late entries will automatically be placed at the end.

### Solo/Duet/Team/Combo/Trio/Highlight/Mixed

Press the insert button to select a participating club.

Select the swimmer performing the solo by double clicking them.

Select the coach by double clicking them. Coaches will be listed in entry order.

Note: Only a list of solo swimmers in the corresponding age group will be displayed. If the swimmer is not displayed, change this in “Who’s here”.

To override the reporting display name, change it at the top right. If it is left blank, the system will determine the reporting name, otherwise whatever is typed will be displayed.

Note: If a swimmer is swimming up, you can select “all participating age groups”. There is no problem swimming in more than one age group and swimming up.

Note: If a routine is made up of swimmers from multiple clubs, the swimmers must be entered in the system an additional time representing the merged club. This can be done with the copy/paste button in the Member Editor window.

You can save and restore a draw.

Save multiple draws in the case that you will be asked to choose a draw at random.

Save the draw from prelims and restore the draw to finals to simplify the draw for finals.

Delete the teams that did not make the cut, re-order the remaining teams.

## 7.6 Reports

All reports should be available from the three reporting tabs.

When generating a championship report, if you do not see the figures scores, re-open the event to be scored once. The figures scores only get applied when the event is opened to be scored.

Reports can be automatically saved to PDF format by selecting “PDF”.

Summary and detailed reports can also be saved to Microsoft Excel.

To find your saved reports, press the “Exports folder” button.

### Custom Reports

If you need to make a change to a report, you can. This modification is temporary.

When the ISS MMS generates a report, the content of the report is automatically stored to a text file.

The text file can be modified and printed.

1. From the Reports menu, choose Edit Custom Report
2. Save the file after you have made the changes
3. Run report Custom Portrait from the Other reporting tab

This process can be repeated until you obtain the desired results.

### Auto generate XML results

Results can be saved automatically to an XML file.

The XML file follows the FINA standard.

The XML file is generating by closing a detailed results report of the event.

## 7.7 Scoring

### Scoring an event

Select an event to score.

All scoring math will be recalculated each time an event is opened to be scored.



Entering scores is easy.

Type in the score, without the decimal. Once two digits have been entered, the cursor will automatically move to the next score box.

Press enter anytime to advance to the next swimmer/team.

Click any swimmer/team to jump to the swimmer/team.

Scores are saved automatically whenever the enter key is pressed.

An event can be exported and imported. This allows for scoring of an event to be done on a separate computer that is running the same competition.

Figures can be exported in Excel, then scored in the excel document. Once scored, the scores can be imported back into the scoring window.

### **Announcer Screen**

Press “Announcer Screen” to have a second window display the most recent scores for the announcer.

### **Show Team**

Press “Show Team” to display the swimmers and reserves for the duet or team.

### **Show Officials**

Press “Show Officials” to display the officials for the event.

### **Enter Practice Scores**

Press “Enter Practice Scores” to optionally enter scores for practice judges. The practice judges will appear on the judge evaluation reports.

### **Clear All Scores**

After you are finished practicing, press “Clear All Scores” to erase all scores for the event.

### **Officials Screen**

Press "Officials Screen" to display a screen on a second monitor so an official can watch as the scores come in. The screen will automatically freeze for 2 minutes after the scores are validated.

### **Edit Score / Freeze Display**

If you are connected to Display Results or a scoreboard interface, you can freeze the creation of the data file while editing scores and navigating through the teams. Unfreeze the display to return to regular scoring.

### **MTE Keypads**

Connect your Omega MTE Keypads directly into SY Scoring Manager.

Your port configuration should be baud rate:19200, Data bits: 8, Stop bits: 1, Parity: none, Flow control: none (the default).

Keypads can be connected using the XBEE wireless connector.

Keypads can be connected with the cables and INT 131 converter provided by Swiss Timing Ltd.

Make sure you make the correct selection when connecting your keypads.

If your judges are on both sides of the pool, and you have a cabled installation it is important you use the Secondary Port Configuration.

### **Scoreboard interface**

Use Display Results to produce FINA results screens and the leaderboard.

Scoreboard menu: Control the scoreboard from within the ISS MMS (no display results

required). The scoreboard output file is called "main.txt" and can be used by 3rd party scoreboard data handling programs. Contact us for our video board interface.

**Caution:** If you do figures after the regular event the figures scores will not automatically appear in the Championship Report. Re-open the regular event and scroll through each swimmer/team to have the figures properly assigned.

**Carry Over Notes:** Carry over scores are based on the team name (except for figures). If you have more than one team from the same club, you must give them unique reporting names. The ISS MMS has no idea which scores to carry over otherwise.

Senior FINA Highlight Routine Free Prelims

#	Name	Rank	Jd 1	Jd 2	Jd 3	Jd 4	Jd 5	Total	Routine	Pen.	
1	CANADA	2	Execut	9.0	8.8	8.9	8.8	9.5	26.7000		0.0
			Artistic	9.0	9.0	8.8	8.4	8.9	35.6000	89.1000	0.0
			Difficul	8.9	8.9	9.1	9.0	8.9	26.8000		
2	UKRAINE	1	Execut	9.2	9.1	9.0	9.2	9.7	27.5000		0.0
			Artistic	9.2	9.2	9.0	9.1	9.2	36.6667	91.8667	0.0
			Difficul	9.3	9.2	9.3	9.1	9.2	27.7000		0.0
3	MEXICO	3	Execut	8.1	8.6	8.8	8.4	8.9	25.8000		0.0
			Artistic	8.4	7.9	8.7	8.6	8.7	34.2667	85.2667	0.0
			Difficul	8.4	8.3	8.3	8.5	8.6	25.2000		0.0

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Officials Screen

Senior FINA Highlight Routine Free  
Order: 1 CANADA

	Jd 1	Jd 2	Jd 3	Jd 4	Jd 5
Execution 30%	9.0	8.8	8.9	8.8	9.5
Aesthetic Impression 40%	9.0	9.0	8.8	8.4	8.9
Difficulty 30%	8.9	8.9	9.1	9.0	8.9

## 7.8 MTE Keypads

Omega MTE keypads can be connected wired or wireless.

Best practice for wireless communication:

- 1) When the swimmers are in the water, present the routine.
- 2) When the music is almost over, call the judges.
- 3) When all scores are in, validate the scores.

For technical routines we need to call the Elements judges 5 times.

After calling all the judges for the first time, validate and immediately present the request for the next score.

Wait 2 seconds before calling the judges to ensure proper communication.

Repeat this process for all 5 scores.

Wired communications is very reliable.

If your judges are on both sides of the pool, and you have a cabled installation it is important you use the Secondary Port Configuration.

## 8 POST-COMPETITION

1. Export your competition and save it in a safe place.
2. Thank everyone for a great job.

## 9 APPENDIX

### 9.1 Version History

Version	Date	Modifications since last version
---------	------	----------------------------------

1.0	24/04/14	Initial version
1.1	01/07/14	Inclusion of wired keypads
1.2	14/10/14	Enhancements to calling the judges with technical routines Addition of an Officials screen Addition of a letterhead footer for reports Scoreboard interface with Display Results Tricaster interface
1.3	15/01/15	Inclusion of 2 port wired keypads at 50m
1.4	17/05/15	Allow zero scores for figures routines Allow practice judges for figures
1.5	25/05/16	Judge Evaluation report PDF booklet for results
1.6	30/06/16	Major changes for international events
1.7	21/11/16	Report modifications for FINA standards Output files include penalties
1.8	18/03/17	Bug fix when sending international characters to the MTE
1.9	29/07/17	Bug fixes with international number settings Report enhancements
2.0	23/10/17	FINA 2017-2021 Figures



