

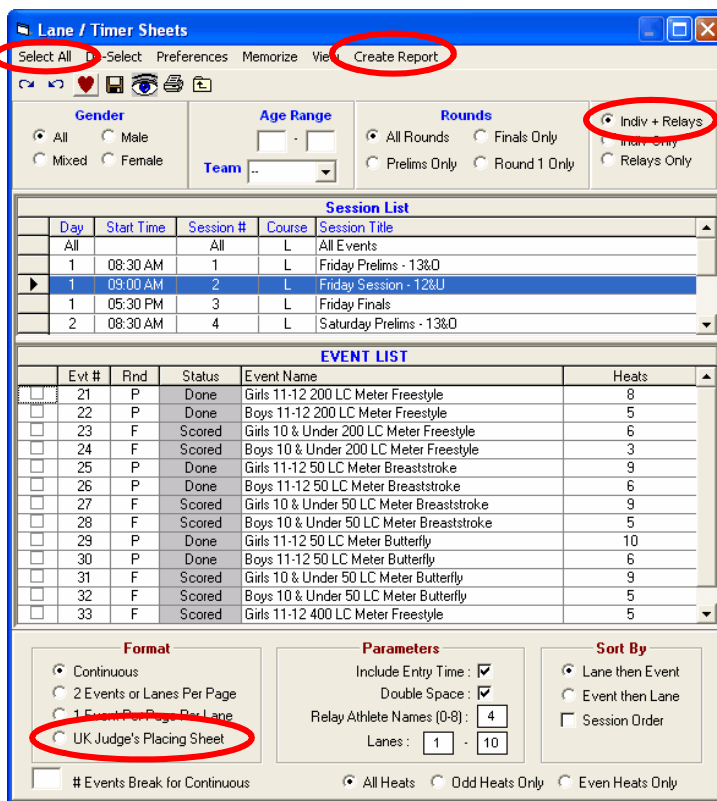
Before the meet, print heat sheets and meet programs

1. From the Main Menu go to Run>Reports>Lane timer sheets




2. Click “Select all” (in upper left corner), “UK judges” (lower left),”Indiv + Relays”

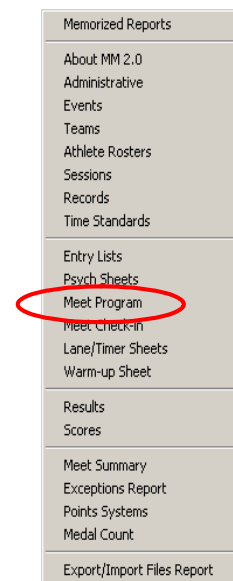
3. Click “Create Report” (top) – sample should show 2 heats per page



4. Click Print Setup icon (printer with yellow wrench)

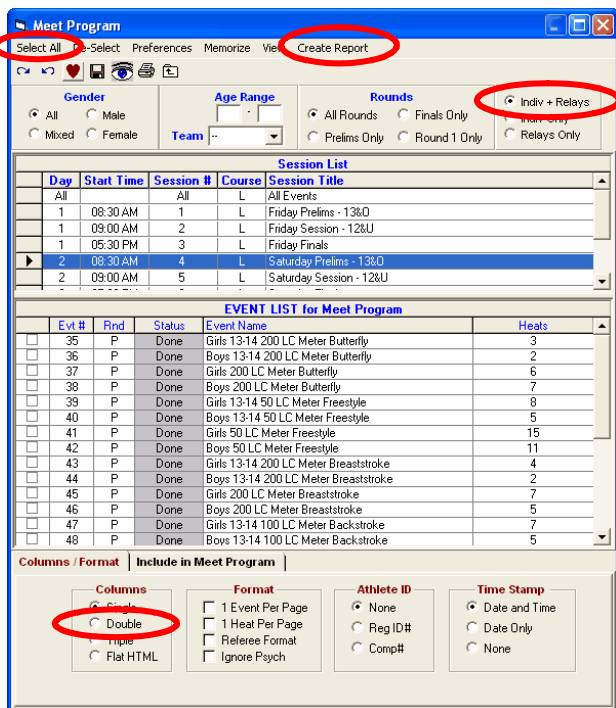
5. Select correct printer, click properties. Set Quality to “draft”, click OK, OK
6. Click Printer icon  , click OK (check paper supply)
7. While printing Programs (see below), cut sheets in half and put in order.

8. From Main Menu, go to Run>Reports>Meet Program




9. Click “Select All”, “Double” columns, “Indiv + Relays”

10. Click “Create Report”, review sample



11. Click Print Setup icon (printer with yellow wrench) 

12. Select correct printer, click properties. Set Quality to “Normal”, “Double sided” click OK, OK

13. Click Printer icon  , set number of copies, click OK (check paper supply)

For more information on Meet Manager, go to the Meet Manager Users Guide at

http://www.hy-tekLtd.com/User_Guides_HTML/SwMM2/HTML/index.html .