

# SCOREKEEPER

## Cheat Sheet

**SCOREKEEPER must be an iPad. Open the Swimmingly® app. Check the grey numbers on the right side next to the Swimmingly logo. It MUST have the latest version. The app will not work properly if this is not up to date.**

**1**

Make sure you've connected to the internet recently so the most updated version of your meet is available.

**2**

Enter your Club ID & Starter Key.

**3**

The iPad will sync with the Swimmingly Clubhouse to ensure your swim meet schedule is up to date.

**4**

Select your meet and confirm the teams, events, lanes, and course are all accurate. Click "Start Huddle."

**5**

Allow your volunteers to scan the QR code. You'll be able to see how many volunteers have connected with the counts along the right hand side. Once all volunteers are in, select Start The Meet.

**6**

Set up your scoring for the meet and select Start The Meet.

**7**

After you complete an event, the times will automatically appear on the iPad.

### **Additional Volunteers/Devices**

You can always access the QR code to add new devices. Once in the meet, in the top left corner next to the "Actions" button you'll see a QR code. Click that to populate the QR code for your new volunteers to scan.

# THE HUDDLE

## Cheat Sheet

**PLEASE download the app before arriving to the swim meet.**

**TIMERS can have both ANDROID and iOS.**

**STARTER & STROKE/TURN JUDGES must have an iOS device.**

**1**

Open the Swimmingly® app. Check the grey numbers in the top left corner. It **MUST** have the latest version. The app will not work properly if this is not up to date. This may require you to update your iOS version first.

**2**

On the pool deck, select your role in the app and ensure that your location services and local network are enabled. If not, enable them now by clicking on the red bar.

**3**

Type in your first name where it says "Pool Deck Nickname" and tap "Ready To Huddle"

**4**

While in the app, scan the QR code that is on the scorekeeper iPad.

# STARTER

## Cheat Sheet

**STARTER must have an iOS device. Open the Swimmingly® app. Check the grey numbers in the top left corner. It MUST have the latest version. The app will not work properly if this is not up to date.**

### HOW DO I CHOOSE THE EVENT?

- To select an event, tap the "event button" at the top of the screen > Tap desired event > Tap "Start Selected Event" Pro Tip: Run a test event before the meet begins to allow your volunteers to practice their role.

### HOW DO I START A RACE?

- Tap on the clock screen to start the heat:
- When the last swimmer in that heat touches the wall, proceed to the next heat within that event!
  - Tap the running clock screen > Tap "Reset For Next Heat"

### WHAT HAPPENS IF THERE IS A FALSE START?

- Once the race has started, you have 5 SECONDS to tap the "False Start" button on the bottom left side of the screen > Tap "False Start" > Tap "Recall Heat"
- You can always recall a heat after the 5 second window by tapping anywhere on running clock screen to bring up option, "Recall Race".

### HOW DO I COMBINE EVENTS?

- Tap the blue "event bar" > Tap "Combine Events" (Top Right)
- "Are you sure you want to choose multiple events?" > Tap "Yes"
- Tap to select each event you would like to combine
- Tap "Start All Selected Events"
- Tap anywhere on the clock screen to start the heat

### HOW DO I RETURN TO A "SINGLE EVENT"?

- Tap the blue "event bar" > Tap "Single Event" (Top Right)
- "Are you sure you want to choose a single event?" > Tap "Yes"
- Tap to select desired event
- Tap "Start Selected Event"
- Tap anywhere on the clock screen to start the heat

# TIMER

## Cheat Sheet

**TIMER can have an iOS OR Android device. Open the Swimmingly® app. Check the grey numbers in the top left corner. It MUST have the latest version. The app will not work properly if this is not up to date.**

**1**

When the STARTER begins the race, this will AUTOMATICALLY START THE CLOCK ON YOUR DEVICE!

**2**

When the swimmer touches the wall at the end of the race, tap anywhere on the screen to STOP your clock.

**3**

Then tap the BLUE BAR to enter your lane (You only have to do this ONCE per meet) Pro Tip: select your lane during a test event before the meet starts.

**4**

ENTER THE SWIMMER'S (3-Digit) ID # > Tap "Save and Continue". Times will automatically send to the Scorekeeper!

**5**

If you accidentally stop your clock at the wrong time, DO NOT PANIC! Tap the back button on your device (iOS: On screen upper-left hand corner. ANDROID: Actual "back" button on the device). You will be taken right back to the running clock!

**If you encounter any issues, please raise your hand!**

### BACK UP TIMERS/FLOATERS

Unless you need to step into help capture a time, simply let your clock reset with each new race.

### IF NO SWIMMER IS IN YOUR LANE:

Don't do anything, the time will automatically reset when the next race begins!

**OR**

Stop Clock > Do NOT enter ANY Swimmer ID > Tap "Save and Continue" > Tap "My Lane is Empty"

# STROKE & TURN JUDGE

## Cheat Sheet

**STROKE AND TURN JUDGES must have an iOS device. Open the Swimmingly® app. Check the grey numbers in the top left corner. It MUST have the latest version. The app will not work properly if this is not up to date.**

Watch your lane(s) that you are assigned to. If you witness an infraction, tap the screen to make a DQ.

### INDIVIDUAL:

- Tap to make a DQ > You must select the lane > select the category of infraction of which it occurred (Start, Swim, Turn) > select the specific infraction(s) > Tap "Save & Continue".

### INDIVIDUAL MEDLEY:

- Remember the order (Butterfly, Backstroke, Breaststroke, Freestyle) when scrolling to select the infraction(s)

### RELAY:

- Tap to make a DQ > You must select the lane > select the swimmer (1, 2, 3, 4) > select the category of infraction of which it occurred (Start, Swimming, Turn) > select the specific infraction(s) > Tap "Save & Continue".

### COMBINED EVENTS:

- You will need to select the appropriate event in which the infraction occurred, then proceed with the steps above.

**Reminder: You CAN select multiple infractions for a single DQ.**

### Have a Head Official? Here's Some Suggestions:

Option 1: Raise your hand, await the head official's verification, proceed, or simply tap 'back' if the call is overturned.

Option 2: Head Official can review DQs at the Scorekeeper table, and reverse calls if necessary on Scorekeeper's iPad.

Option 3: Stroke & Turn Judges carry out duties as normal and head official inputs the DQs on the Swimmingly® app directly.

# TROUBLESHOOTING

## Cheat Sheet

1

Are you on the most updated version of the Swimmingley app? Check the [device compatibility page](#) on our website for confirmation. If you're on an old version, you may need to update your iOS version before you can download the latest version of the app. The app will not work properly if this is not up to date.

2

Are you connected to local network via internet, cell service, or bluetooth?

3

Confirm the Scorekeeper iPad is also on the most updated version of the Swimmingley app. The other devices won't connect if the iPad is not updated.

4

Confirm your Date & Time settings are correct on your device (General > Date & Time > Set Automatically)

5

Swipe out of the app completely and try again.

6

Reach out to us for additional troubleshooting support:

- Try the AI chat bot feature on our website
- Email us directly [team@swimingley.app](mailto:team@swimingley.app)
- Give us a call (866)377-7946