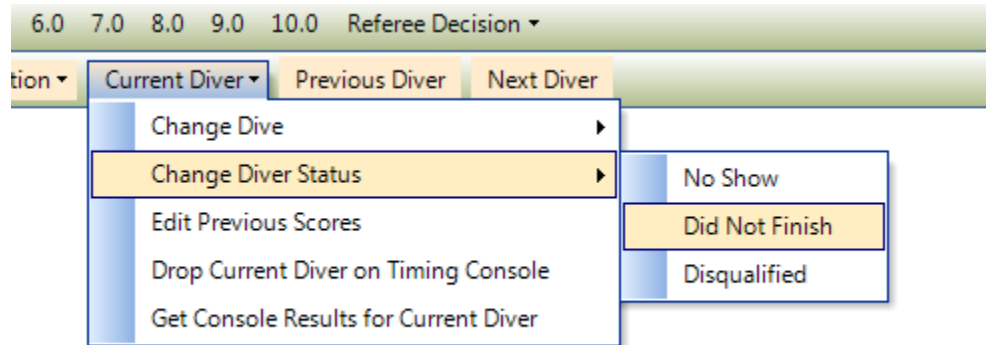


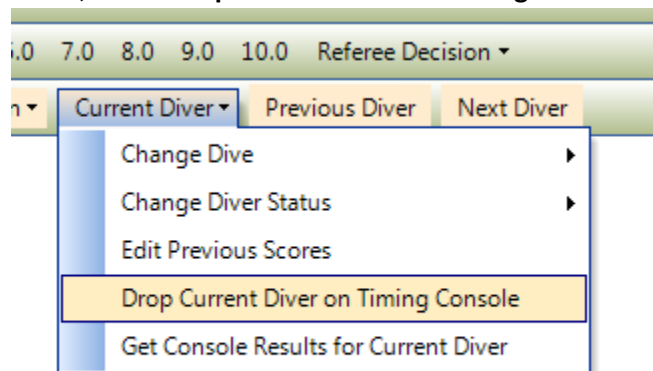
Running a Meet Cheat Sheet

How to Drop a Diver Mid-Meet (for ex. Due to injury)

1. In the Run Meet Center, when the diver is the “current” diver, from the Current Diver drop-down menu, select Change Diver Status, then Did Not Finish.

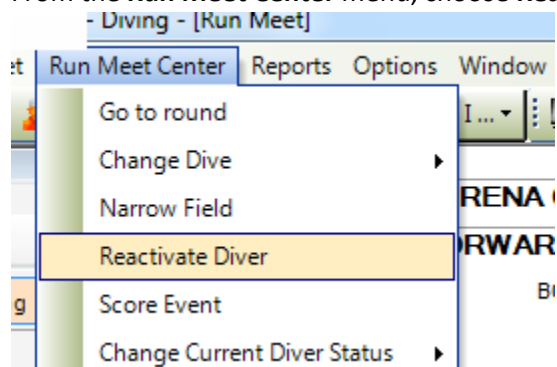


2. If you are using a Colorado CTS-6, when the diver is the “Current” diver, from the **Current Diver** drop-down menu, select **Drop Current Diver on Timing Console**.

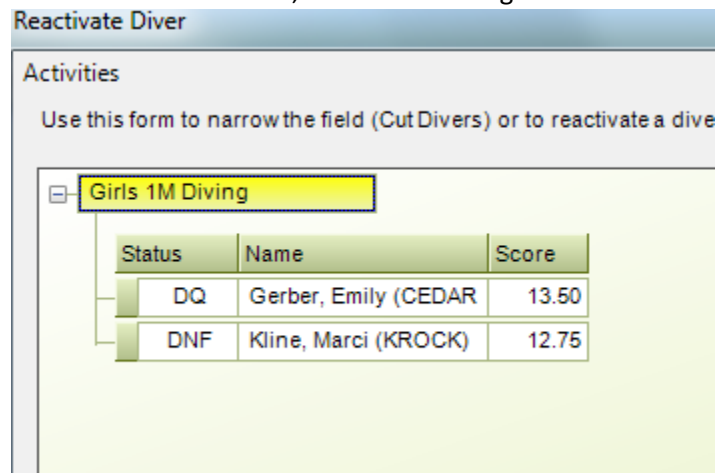


How to Reactivate a Diver (if you accidentally change diver status)

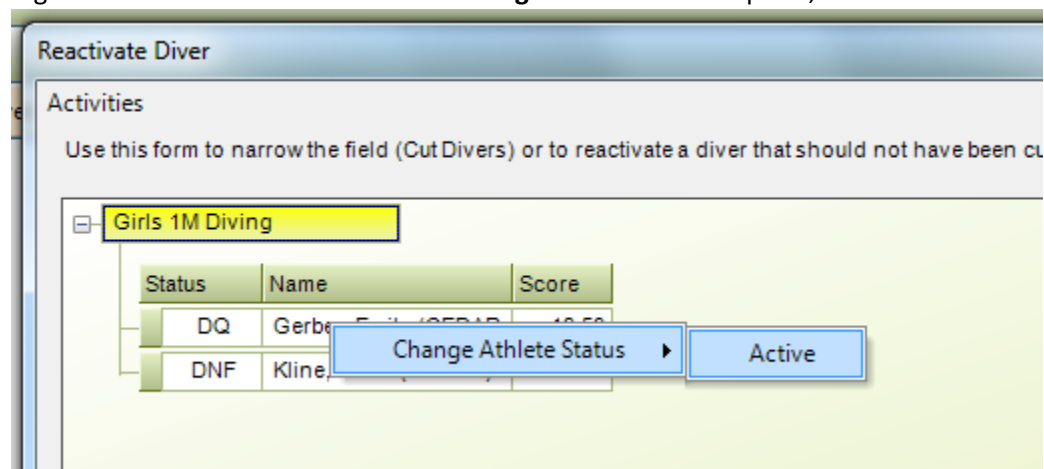
1. From the **Run Meet Center** menu, choose **Reactivate Diver**.



2. Find the diver in the list, and click on the green box to the left of the diver name to highlight the diver.



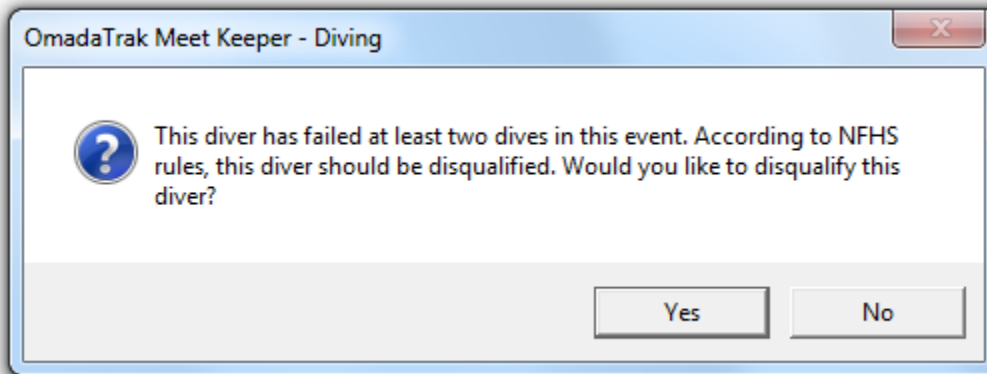
3. Right-click on the diver and from the **Change Athlete Status** option, choose **Active**.



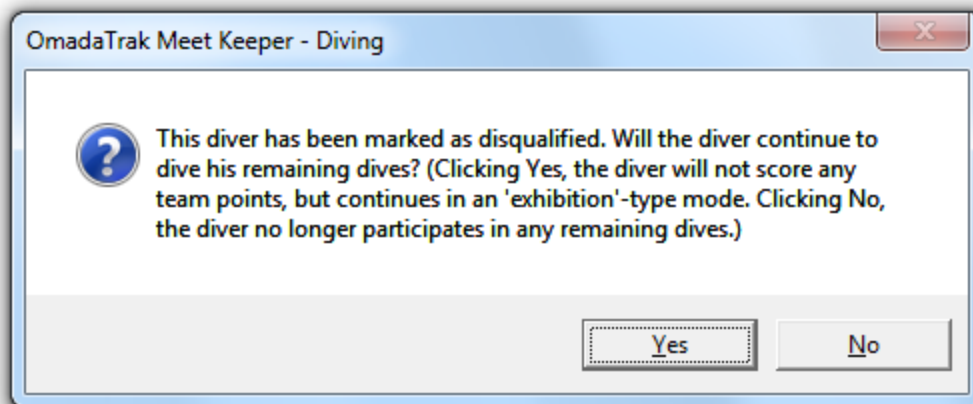
4. If you are using a timing console, you will need to manually (on the console) un-drop the diver if the diver had been dropped on the console.

How to Drop a Diver due to 2 Failed Dives in HS Mode

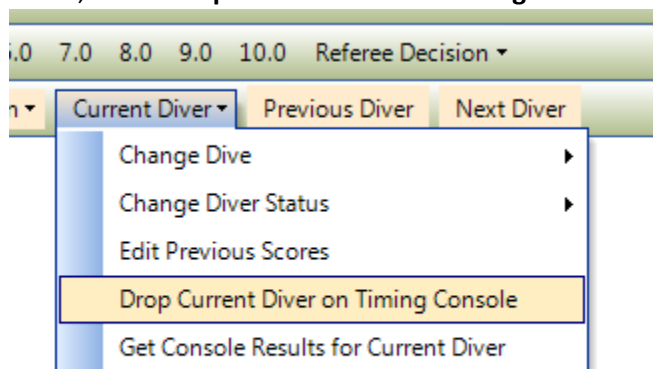
1. After recording a second failed dive, Meet Keeper will prompt the user to ask how they wish to continue. Selecting **Yes** will cause the diver's status to be set to Disqualified



2. Meet Keeper then gives you the option to allow the diver to continue in the competition (as an exhibition diver) keeping the status of Disqualified. Clicking **No** will remove the diver from the diving order in Meet Keeper.

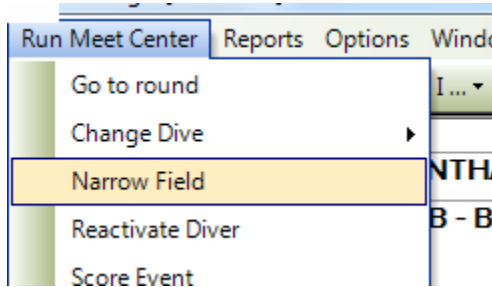


3. If you select No, you are then given the option to select a reason for the disqualification. If you desire to specify a reason, select **Yes** and then choose the appropriate reason.
4. If you are using a Colorado CTS-6, when the diver is still the "Current" diver, from the **Current Diver** drop-down menu, select **Drop Current Diver on Timing Console**.



How to Perform Cuts (Narrow the Field)

1. After completing a round, and moving to the first diver of the next round, from the **Run Meet Center** menu, choose **Narrow Field**.



2. Either use the “Automated Option” to cut to a certain number of divers, or manually unselect the divers. After removing the divers using either option, please make sure to note the Divers that were removed. These divers will have to be manually dropped from the timing console.

How to undo a Cut

1. While you are in the first round after the cut, from the **Run Meet Center** menu, choose **Narrow Field**.
2. From the list of divers, find the diver that you wish to add back into the dive order. Check the Active box for that diver. Press **Close**.

A screenshot of a timing console table. The table has five columns: a small icon column, a number column, a name column, a score column, and an 'Active' checkbox column. The data is as follows:

	22	22 - Bollibon, Debra (CED	53.10	<input type="checkbox"/>
	23	8 - Kaufman, Brenda (SCH	52.65	<input checked="" type="checkbox"/>
	24	7 - McGovern, Lindsay (S	49.95	<input type="checkbox"/>

3. If you already dropped that diver from the timing console, you will need to manually un-drop the diver on the console.