

## MCSL Automation Coordinator

- Serves as a contact between the League Automation Team and the 6 (or so) teams in their division.
- Acts as a resource person for initial triage of questions regarding automation.
- Collects the meet results from each of the 3 'A' meets for the 5 weeks of the season, the divisional relays and divisionals.
  - It is the responsibility of the home team for each meet to get the results to the automation coordinator, NOT vice versa. We recommend that this be done via E-mail, but may be done using a floppy disk.
    - The results should include:
      - A backup zip of the meet
      - A commlink file of the meet: (File|Export|Meet results for TM)
      - The score
      - Any records, protests, etc.
      - It is helpful to set up a process for the teams to contact you to do this prior to the start of the season. Keeping a listing of the team reps and automation people in your division is very helpful.
    - Usually this is done as an email with the score, and the two files as attachments.
    - The home team keeps paper copies of results for the duration of the season, after which they may be discarded. The exception to this is a meet, which is protested, where the paper copies must be brought physically to the automation coordinator (serving as a "neutral") by 2 p.m. of the day of the meet.
    - The division automation coordinator must receive results by 2 pm.
    - The results are verified (to include both teams, that the files haven't been corrupted, etc.), and the automation coordinator sends them to the league using the automation link. The procedures for uploading results is explained below. This must be done by 5 pm of the day of the meet (exceptions may be made by individual arrangement with the league automation people, except for week 3 and the divisional championship meet).
    - If the results are invalid, spoiled, or corrupted, contacts the appropriate home team reps for new copies.
- Maintains a separate database for the teams in their division – this is a simple matter of importing the results that are sent into a separate divisional database under TM II. (optional)
- It is the responsibility of each team and team rep to check the all star times and qualifying swimmers for their teams.
- Some automation coordinators serve to pass meet results to the various teams in their divisions, but this is an extra, rather than required responsibility. Additionally, the division automation coordinator can often be quite helpful in setting up and running divisionals and the divisional relay meets.

## Uploading Results to the League

The division automation coordinators upload the results from the three dual meets in their division via an upload website ([www.mcsl.org/res\\_upload.html](http://www.mcsl.org/res_upload.html)) . When you go to this webpage, you will see a link to click on that will take you to the real upload site. The address of the upload site might change during the summer, so by using the link from the mcsl.org website, you will always be able to get to the upload site. The files that you will upload to the website are the commlink results files that are created in Windows Meet manager by selecting the 'File|Export|Meet results for TM' menu item. You will do this for each of the dual meets in your division. If you only received the commlink results files (each team **should** be sending the meet

database backup) from the home team, then these are the files that you should upload. When you go to the website, there will be three boxes where you can enter the names of the commlink files that you wish to upload. If you click the 'Browse' button next to the box, you will be able to browse your computer to select the appropriate file. After you have entered the filenames that you wish to upload, then click the 'Upload Results' button and the upload process will begin. After the files have been uploaded to the website, the files will be scanned and a meet score will be calculated for each of the uploaded files which is then displayed. This serves as a confirmation that the correct meet results file was uploaded and it was not corrupted in the process. If the meet score matches the meet score that you received from the home team, then you are finished with the upload process for that dual meet. If the scores do not match, then verify using the meet database sent to you by the home team that the reported score is the same as the one as reported by meet manager using the 'Report|scores' and selecting both male & female events and choosing the team score option. If there is a discrepancy, then you need to contact the rep/automation person for the home team and resolve the discrepancy. If there isn't a discrepancy between the meet manager scoring and the score reported by the team, then email the meet database and commlink file to [automation@mcsl.org](mailto:automation@mcsl.org) and give Bob Hincke a call at (301) 948-6540 to let him know that a scoring problem occurred and that the meet has been emailed.

**A couple of points:**

- You can upload from 1 – 3 files at a time. You do not have to wait until you have all three files before uploading. You can upload them one at a time as you receive them if you want.
- Each time you upload a file for a particular meet (team AA & team BB), if results had been uploaded already for that meet. They will be overwritten. What this means is the if you discover a problem with the meet after you uploaded the meet, you can correct the meet results and then upload the meet again and the corrected meet results will overwrite the old meet results. If you do upload meet results more than once and the subsequent meet differs from the originally upload meet results, then send an email to [automation@mcsl.org](mailto:automation@mcsl.org) with the score of the corrected meet so that we can make sure we use the correct results in we had previously copied the old uploaded file from the upload site.
- You will also use this site to upload the results of the divisional relays and the divisional meet.