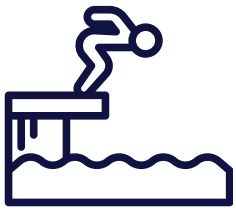


SCOREKEEPER

Cheat Sheet

SCOREKEEPER ROLE MUST BE USED ON AN IPAD

GETTING STARTED:



- ☐ Open the Swimmingly app
- ☐ Check the small grey numbers above the list of role options (next to the Swimmingly logo) to ensure you're running the most up to date version of the app.
- ☐ Select the Scorekeeper role and ensure your local network and location services are enabled. Enter your pool deck nickname and click "Ready to Huddle"
- ☐ Click Next and Enter your Club ID & Starter Key. Click "Login"
- ☐ When connected to internet, the iPad will sync with the Swimmingly Clubhouse during this step to ensure your swim meet schedule is up to date.
- ☐ Select your meet and confirm the teams, events, lanes, and course are all accurate. Click "Start Huddle."

THE HUDDLE:

- ☐ 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.
- ☐ If you're having issues, ensure volunteers are in a shaded area and using the Swimmingly app to scan the QR code.
- ☐ Set up your scoring for the meet and select Start The Meet.



ADDITIONAL NOTES:



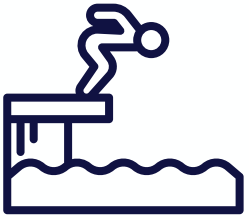
- ☐ After you complete an event, the times will automatically appear on the iPad.
- ☐ During the meet you should be monitoring the iPad for any warnings.
- ☐ You can always access the QR code to add new devices. Once in the meet, in the top left corner next to the "Actions" button you'll see a QR code. Click that to populate the QR code for your new volunteers to scan.

STARTER

Cheat Sheet

STARTER ROLE MUST HAVE AN IOS DEVICE

GETTING STARTED:



- ☐ Open the Swimmingly app
- ☐ Check the small grey numbers in the top left corner to ensure you're running the most up to date version of the app.
- ☐ Select the Starter role and ensure your local network and location services are enabled. Enter your pool deck nickname and click "Ready to Huddle"

THE HUDDLE:

- ☐ With the Swimmingly app open, scan the QR code shown on the Scorekeeper's iPad.
- ☐ If you're having issues scanning, ensure you are in a shaded area and using the Swimmingly app to scan the QR code.



ADDITIONAL NOTES:

- ☐ 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 by tapping the running clock screen > Tap "Reset For Next Heat"
 - If moving on to a new event tap the "event button" at the top of the screen. Tap desired event > Tap "Start Selected Event"
- ☐ 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
 - To return to a single event, tap the blue "event bar" > Tap "Single Event" (Top Right)



TIMER

Cheat Sheet

TIMER ROLE CAN HAVE EITHER AN IOS DEVICE OR AN ANDROID DEVICE

GETTING STARTED:



- ☐ Open the Swimmingly app
- ☐ Check the small grey numbers in the top left corner to ensure you're running the most up to date version of the app.
- ☐ Select the Timer role and ensure your local network and location services are enabled. Enter your pool deck nickname and click "Ready to Huddle"

THE HUDDLE:

- ☐ With the Swimmingly app open, scan the QR code shown on the Scorekeeper's iPad.
- ☐ If you're having issues scanning, ensure you are in a shaded area and using the Swimmingly app to scan the QR code.



ADDITIONAL NOTES:

- ☐ HOW DO I START A RACE?
 - There is nothing you need to do at the start of the race.
 - When the STARTER begins the race, this will automatically start the clock on your device.
- ☐ HOW DO I STOP THE CLOCK?
 - When the swimmer touches the wall at the end of the race, tap anywhere on the screen to STOP your clock.
 - 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!
- ☐ HOW DO I CHOOSE MY LANE?
 - 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.
 - If you change lanes, you can update this by clicking the Blue Bar again (when you're on the screen to enter a swimmer's ID).
- ☐ HOW DO I ENTER A SWIMMERS ID?
 - Enter the Swimmer's (3-Digit) ID # > Tap "Save and Continue". Times will automatically send to the Scorekeeper! If you don't know the swimmers ID, enter 000 and the scorekeeper can update this later.
- ☐ IF NO SWIMMER IS IN YOUR LANE, YOU HAVE TWO OPTIONS:
 - Don't do anything, the time will automatically reset when the next race begins.
 - Stop the clock > Do NOT enter ANY Swimmer ID > Tap "Save and Continue" > Tap "My Lane is Empty"



STROKE & TURN JUDGE

Cheat Sheet

STROKE & TURN JUDGE ROLE MUST HAVE AN IOS DEVICE

GETTING STARTED:



- ☐ Open the Swimmingly app
- ☐ Check the small grey numbers in the top left corner to ensure you're running the most up to date version of the app.
- ☐ Select the Stroke & Turn Judge role and ensure your local network and location services are enabled. Enter your pool deck nickname and click "Ready to Huddle"

THE HUDDLE:

- ☐ With the Swimmingly app open, scan the QR code shown on the Scorekeeper's iPad.
- ☐ If you're having issues scanning, ensure you are in a shaded area and using the Swimmingly app to scan the QR code.



ADDITIONAL NOTES:

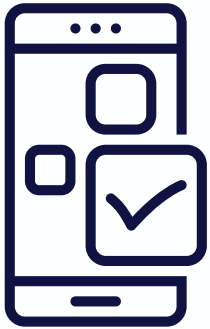
- ☐ INDIVIDUAL RACES:
 - Tap to make a DQ > You must select the lane > select the category of infraction of which it occurred (Start, Swim, Turn) > select the specific infraction(s) > Tap "Save & Continue".
 - IM (individual medley): Remember the order (Butterfly, Backstroke, Breaststroke, Freestyle) when scrolling to select the infraction(s)
- ☐ RELAY RACES:
 - 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".
- ☐ HOW DO I ENTER A DQ WHEN WE'VE COMBINED EVENTS?
 - You will need to select the appropriate event in which the infraction occurred, then proceed with the steps above.
- ☐ 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.
- ☐ REMINDER: You CAN select multiple infractions for a single DQ.



TROUBLESHOOTING

Cheat Sheet

HAVING TROUBLE? TRY THESE SUGGESTIONS:



- ☐ Are you on the most updated version of the Swimmingly 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.
- ☐ Confirm the Scorekeeper iPad is also on the most updated version of the Swimmingly app. The other devices won't connect if the iPad is not updated.
- ☐ Are you connected to local network via internet, cell service, or bluetooth?
- ☐ Confirm your Date & Time settings are correct on your device (General > Date & Time > Set Automatically)
- ☐ Confirm your Club ID and Starter Key are correct
- ☐ Confirm the Scorekeeper has connected to the internet recently to ensure the most updated version of your meet has been synced with the Clubhouse.
- ☐ Swipe out of the app completely and try again.
- ☐ CHECK OUT SWIMMINGLY'S SUPPORT RESOURCES:
 - [Help Center](#)
 - Live Chat feature on [our website](#)
 - Submit a [support ticket](#)
 - Email us directly team@swimmingly.app
 - Give us a call (866)377-7946

POOL SET UP

Cheat Sheet

INCLUDE EVERYONE IN THE ACTION:

- **STARTER:** Your Starter should be positioned close to the Timers between the start end and the backstroke flags.
- **SCOREKEEPER:** The Scorekeeper should sit next to the Starter to ensure efficient and effective communication. The Scorekeeper is no longer forced to sit in a room and unable to watch the action in the pool! Have them sit poolside and in a central area ideally under a tent/shade if outside.
- **STROKE AND TURN JUDGES:** The S&T Judges should be in the middle of the pool so they can see everything that is happening in the water.
- **TIMERS:** Timers should be directly behind their respective lanes.

