

**Integrated Sports Systems (ISS) Inc.
Meet Management Suite**



**www.integratedsports.net
FINA 2022-2025**

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1 Opening

Integrated Sports Systems (ISS) Inc.
is proud to present our
Artistic Swimming Meet Management Suite
the
[ISS Meet Management Suite](#)



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2 General Concepts

A Competition is comprised of a collection of Events, defined in a Timetable.
Swimmers and Coaches from clubs/nations participate in the Competition.
Participating swimmers are assigned to competitive Groups (ex: Junior FINA).
Participating swimmers register for Events.
Teams are built for each Event.
An electronic or manual draw is performed for each Event.
Judges are assigned to each Event (optional).
Reports are generated and distributed.

Events are scored.
Results are generated and distributed.

Most functions are just a click away.
Navigate with the section headings on the left hand side or using the main menu.
If your cursor turns into a hand, you can double-click the object to make changes.
If there is an option for a “new” item, you can use the insert key.
Mouse over buttons for shortcut keys.

3 Installation

If you are running Windows VISTA Windows 7 or 8, you may need to install the software with administrator rights.

1. Login as Administrator
2. Right click on the installation folder and choose “Run as Administrator”

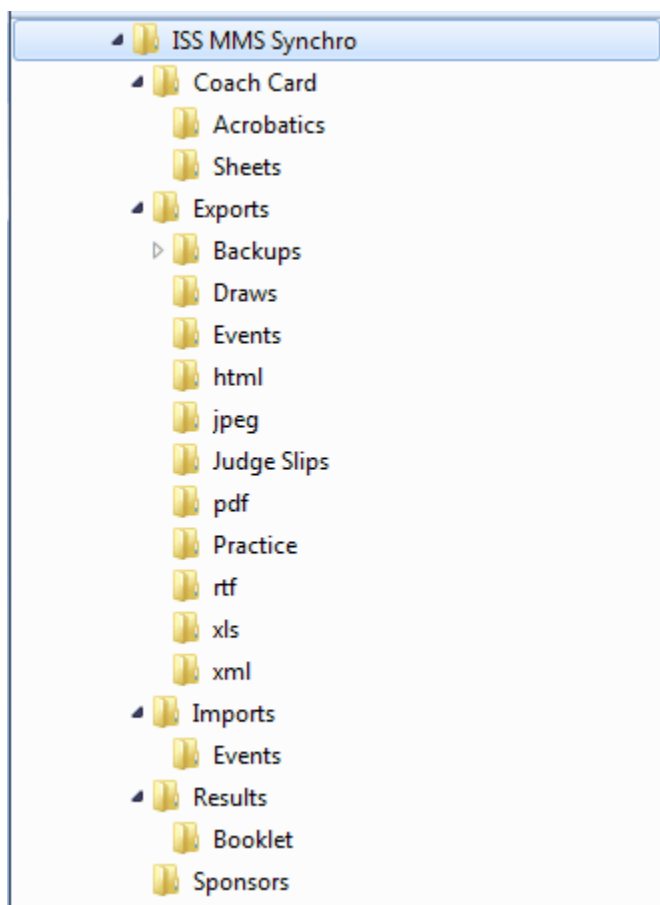
Installation Directory

Default = <Program Files>\Integrated Sports Systems (ISS) Inc\ISS MMS Synchro

Data Directory

Default = <Application Data>\Program Files\ISS Inc\ISS MMS Synchro

Folder Structure



Other Installations (available at www.integratedsports.net)

- Coach Card. An essential part of the new 2022 rules. Coach Card is also installed with the ISS MMS.
- i-Judge. Scoring interface for judges and referee.
- Display Results.
Display Results is an application that monitors an event as it is scored. Display the leader board on a TV or video screen.
- Scoreboard Display. Control a video scoreboard from the ISS MMS Scoring window.

4 Getting Ready

4.1 Competition Setup

1. Install Software
2. Launch Software
If already installed, File | New Competition
3. Set Competition Dates and Location (also found on the Checklist section)
4. Settings | Setup Competition (starts automatically).
5. Step through the Setup Competition Wizard (access this anytime from the Settings)

page).

6. Build Timetable. This is the most important part. Everything revolves around the timetable.

Hint: If you have already run a similar competition, you can export the timetable from your previous competition and import the timetable into the current competition. This is done from the Import Current and Export Current buttons at the top.

Time for a quick reminder.....Your work is precious. Back up your work often.

1. Competition | Export / Save | Export Entire Competition (easy way to archive and share a competition).
2. Competition | Safety Backup (you can restore this if you get into trouble). A safety backup is performed automatically every 15 minutes.
3. Competition | Save. This is a quick and easy way to save your work without exiting.
7. Settings | “Who’s Here”, select clubs, swimmers and coaches that are participating in the competition. Add any missing people and fix any incorrect group assignments. “Who’s Here” is also accessible from the Competitors section.

4.2 Importing Registration

Registration can be imported from an Excel entry file or by using our XML template.

The easiest way to manage your registration pre-event is to use an Excel entry file.

To create the Excel template,

1. Enter any swimmer in the competitors section.
2. From the Competition menu, Export / Save | Export Entries to Excel. Use the resulting file to manage your registration.
3. Once registration is complete, you can import the registration from the Competition menu, Import / Open | Import Entries from the Clipboard (Excel). If registration already exists, the new registration will be added.

Note: Officials and Coaches can also be imported and exported.

Caution: If you do not spell the age groups exactly as they are displayed in the competition setup, the registration will not import properly.

Registration can be imported using our XML template

If you are interested in our XML template, Contact mmorris@integratedsports.net for a sample.

4.3 Setup Competition

Language

Software language is currently available in English and French.

Report Language is English, French or Bilingual.

Swimmers entered by.... If by Club, the software will display the club name, otherwise the Nation will be displayed.

Groups

There are many predefined groups (age categories). These categories are consistent with the registration categories in the National membership database and FINA. If you have custom categories, you can rename any category. Remember to assign swimmers to the new categories if you have chosen custom categories.

The software will only show selected groups. Tick the groups that are participating.

There are many options when selecting groups

1. Canada. These are the standard age groups for Canada
2. Masters. All FINA masters age groups.
3. Australia.
4. Canada QC. French age groups.
5. FINA. International senior and junior groups.
6. USA. Custom age groups defined by USAS.
7. Masters/USA. All masters age groups defined by USAS.

Events

Choose which events are taking place. The software will only show selected event options.

If all swimmers will do figures, we do not have to specify this manually for every registration. It can be automated by de-selecting "Select Figures Manually". This option can be changed anytime.

If reserve swimmers can medal, check the box otherwise they will not be considered in the medal count.

Assigning team penalties is normally a manual procedure. If you would like the software to count the swimmers on a team and penalize teams with fewer than 8 swimmers, check the box. Note: If you are using US Scoring Rules, 1/4 point will be deducted for teams fewer than 8 otherwise 1/2 point will be deducted.

Scoring Rules differ slightly by country. Scoring is the same for all.

Canada

Learn to Train option in the timetable.

Use "Asst. Judge" not "Tech Monitor".

Jamaica

We no longer have different scoring for Jamaica.

United States

Suppress team and swimmer name in i-Judge interface.

Displays [H] for honorary instead of [V] for visitor.

Team deduction is 1/4 point deduction instead of 1/2 point.

FINA

Practice Judge evaluations are only accurate if there is one entry per federation.

FINA use team representation, not individual representation.

Show federation names in judge evaluations.

Membership

Not much here. Current membership statistics.

Reports

Set your report margins. Normally 0.5 is correct unless you are using custom letterhead.

Reporting options are self-explanatory. You have choices when displaying information on reports.

Select between Letter and A4 paper.

Fees

If you would like the software to manage registration fees, they can be setup here. There is a financial tab on the competitors section.

Figures

Specify which figures will be performed by which age group. If you leave a figure blank, the system will default to no figure and no DD resulting in no score calculation.

Retrieve the FINA defined figures. Select the group, click "Get from FINA"

Use the copy and paste buttons to simplify the assignment of figures. If you change figures after figures have been performed, Score the figures event again to recalculate the totals. You can download an updated figures list from the Internet menu option.

Figures List

The software using the current figures list. You may customize the list or create your own from the Lists menu.

4.4 Letterhead Builder

You can design your own custom letterhead for all [reports](#).

Note: Larger images will increase the print time and booklet size

Option 1: Three graphics

Specify which images to use in each of the three locations.

Option 2: Two graphics

Specify which images to use in each of the two locations. Takes up less space vertically than Option #1.

Option 3: No graphics

No images will be used. This is ideal for meets that require fast printing and reports that are printed on your own letterhead. You can set the page margins in [Setup Competition](#).

Image Sizes:

Images must be the same ratio in pixels as described in the letterhead builder

Option 1: 192 x 116 or 238 x 44

Option 2: 192 x 72

You must create your own images in an image editor like Microsoft® Paint.

Images will be stretched/shrunk to fit in the defining region.

Image Formats:

Only BMP files are currently supported.

Image Resolution:

Image resolution is the number of dots the printer uses in a horizontal inch of printing (dpi).

Your computer screen is often set to 96 dpi whereas your printer often uses 300 to 600 dpi.

So what are we trying to say? If your image is 3 times the width and 3 times the height of the

defining region it will print quite nice.

If you encounter black squares in place of your images, restarting the program will remedy the problem. Using smaller images will also help.

Footer:

Optionally include a footer 720x50 pixels. You can combine multiple sponsors onto one footer graphic.

4.5 Who's Here

Found on the Competitors section and the Competition Setup section.

The competitors list is synchronized with the “Who’s Here” section.

Change the red Xs to checkmarks for participating clubs.

Select a club and change the red X to a green checkmark for participating swimmers.

Select a club and change the red X to a green checkmark for participating coaches.

Double click or press the modify button to change information.

Place a checkmark in each event column (F: Figures, S: Solo, etc).

Caution: If you have already scored an event or already created the draw for an event, making changes to the “who’s here” section will have no effect on the event.

You must make the changes to the event manually. If you change an age group, you must manually remove the swimmer from the incorrect draw and manually insert the swimmer into the correct draw.

Note: We are only defining who is here. We will build the duets, teams, etc. and assign coaches in the Events section.

5 Sections

5.1 Opening Screen - Checklist

Add / Modify and Delete Tasks to help keep your competition on schedule.

Setup your competition name and location. This title will appear on all reports and the name will be used as the default when backing up your competition.

Modify: Double click

Add: Insert key or double click <<new>>

Delete: Double click, select Delete, press OK

Press the Print button to preview/print the checklist.

Press the Export button to export the checklist to a variety of formats.

Calendar: Click on a task and jump the calendar date

Red calendar items = not completed tasks

Yellow calendar items = competition dates

Competition Name Line 1
2014 NATIONAL QUALIFIER CHAMPIONSHIPS March 5


Competition Name Line 2
CHAMPIONNAT DE QUALIFICATION 2014

Pool Name
Complex Sportif Claude-Robill

Location
Montreal, Quebec

<< < March 2014 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 [Click here to access your local files and reports](#)

Move your cursor over a calendar date to see a list of tasks for that date.

To see your local files (all files created by the SY Scoring Manager) click the button at the bottom.

5.2 Timetable

Press the insert key or double-click “new” for a new entry into the timetable.

Double click an existing timetable entry to delete or modify it.

Select all days or refine the list to a specific day.

Event Code

Specify an event code to override the automated event order. Normally we title an event with the day followed by the event on the day.

Date/Time

No explanation necessary

Age Group

Don't see your age group? Select it from the Settings section.

Event/Phase

For Figures, select Figures/Figures. Otherwise select the event and the phase.

Note: Only medals are awarded for finals events.

Judge Panels

Select the appropriate panel. If you have uneven panels, they can be set (ex: 5,5,4).

All figures events have 4 panels of judges even if the same panel judges more than one figure.

Routine Text

Routine text is only used with the old scoring system.

Select whether the routine contains Technical Merit and Artistic Impression or Execution and Overall Impression.

Starting in the fall of 2013 when we use the 3-panel scoring system, we choose between Free Routine and Technical Routine. This is very important because only the Technical Routine allows for 5 scores from panel #3.

Artistic Merit is normally chosen for the World Trophy event.

Times

Select the times for each aspect of the routine. This will help when building a timeline but is not required.

Carry Over Score from Event Code

If you are carrying over scores for a championship score, specify the event code that contains the scores being carried over.

If you are carrying over scores from figures, check the box “Use Figures Scores”.

Don’t forget to set the Carry Over percentage otherwise nothing will carry over.

Reporting Name

This is handy particularly for merged events. If you don’t like the report title generated by the system, change it here.

Merged Events

If you would like this event scored at the same time as another event, specify the other event here. Draws can be generated for the merge. Results will be generated for the individual events. Scoring is done for the merge automatically.

Note: You can merge multiple events.

New Scoring System (2022-2025)

Put a check in the box if you are using the system.

Enter the number of required elements, hybrids and acrobatics for the event.

3-Panel Scoring System (2017-2021)

For specified events, the 3-panel scoring system following the new FINA rules.

For Technical Routines, specify the element DDs and optionally enter the element name. If you leave the element name blank, then it will be displayed as "Element #" on the reports. The percentages for each panel are fixed but we built in some flexibility just in case.

Technical Routine Elements

Technical elements is only used with the old scoring system.

Technical routines have technical elements. Enter the DD and the name of the elements to be performed.

5.3 Competitors

Reorder the view by double clicking any column heading.

Modify a swimmers name, club group or entry by double clicking the swimmer.

You can add a new swimmer directly. Double click "new" or press the insert key. New swimmers can also be added from the “Who’s Here” section.

Press any of the age group buttons at the top to refine the list to the specific age group.

Print the swimmers using the print button. Alternately print the swimmers from the reporting section.

Select the Financial tab on the right hand side to manage the finances.

Select the Medals tab on the right hand side to see the medal breakdown. Use the print button to print the medalists. After closing the report a medalist report will be generated by club.

Highlight any swimmer event to see the rankings and points.

The club/reporting name is used for reports. The country is used for international mode (by nation). Be sure to include the nation as the reporting name when using international mode.

Swimmers can swim in any event regardless of their age group. A swimmer only needs to be entered in the competition twice if they are performing figures for more than one age group. There is a copy/paste button to help with the duplication. If a swimmer has results for more than one set of figures and they are competing in the team event, you will be prompted which

figures scores to use.

Caution: If you have already scored an event or already created the draw for an event, making changes to the Competitors section will have no effect on the event.

You must make the changes to the event manually. If you change an age group, you must manually remove the swimmer from the incorrect draw and manually insert the swimmer into the correct draw.

Why? After a draw has been generated, it is your responsibility to determine if the swimmer is scratched or removed.

5.4 Officials

Select/Add any officials that are participating in the competition from the right hand side.

Specify the judges for each event by double clicking the event.

Chief Scorer, Chief Referee and Chief Judge only need to be entered once.

Jury of appeal only needs to be entered once.

If the correct number of judges/officials is entered the green checkmark will appear.

Double click a judge to assign them to the highlighted position.

Notice the copy/paste buttons at the bottom. You can copy a panel of judges from one event to another.

5.5 Events

We perform and manage the draws from the Events section.

Merged events appear in red. Events using the new scoring rules will be in green.

Double click an event to manage the draw.

At any time, you can select a swimmer/team as a

Pre-swimmer

Exhibition

Late Entry

Visitor

Scratch

Disqualified

Virtual

Insert swimmers/teams into the draw with the Insert button.

Use the arrow buttons to reorder the swimmers/teams.

Press the Draw button to open the draw screen. You can save a draw or multiple draws and restore it if needed.

Delete swimmers/teams using the Delete button. This is not a scratch. It corrects an error.

Figures

All swimmers in the age group selected to perform figures will automatically be added to the figures draw. Late entries will automatically be placed at the end.

Solo/Duet/Team/Combo/Trio/Highlight/Mixed/Acrobatic

Press the insert button to select a participating club.

Select the swimmer performing the solo by double clicking them.

Select the coach by double clicking them. Coaches will be listed in entry order.

Note: Only a list of solo swimmers in the corresponding age group will be displayed. If the swimmer is not displayed, change this in “Who’s here”.

To override the reporting display name, change it at the top right. If it is left blank, the system will determine the reporting name, otherwise whatever is typed will be displayed.

Note: If a swimmer is swimming up, you can select “all participating age groups”. There is no problem swimming in more than one age group and swimming up.

Note: If a routine is made up of swimmers from multiple clubs, the swimmers must be entered in the system an additional time representing the merged club. This can be done with the copy/paste button in the Member Editor window.

You can save and restore a draw.

Save multiple draws in the case that you will be asked to choose a draw at random.

Save the draw from prelims and restore the draw to finals to simplify the draw for finals.

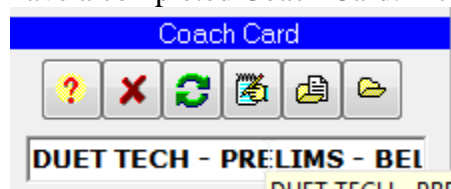
Delete the teams that did not make the cut, re-order the remaining teams.

Coach Cards

Drag and drop a Coach Card onto the Team Builder window to assign the Coach Card to the routine.

A check mark will appear to the right of the routine name if a Coach Card has been assigned. Once a Coach Card is assigned, it is stored in the program.

If a Coach Card does not have the proper number of required elements, hybrids and acrobatics as defined in the timetable, you will receive a warning message. Swimmers are not required to have a completed Coach Card. Incomplete Coach Cards will show the element as failed.



Get help on where the Coach Cards are stored.

Remove the Coach Card assignment from the routine.

Reload the Coach Card. Required if you make changes to the original Coach Card.

Edit the assigned Coach Card

Load a Coach Card from any location on your computer. It will be copied to the \Coach Card\Sheets folder.

Open the folder containing the Coach Cards.

Finals

To make cuts for finals,

1. Open the preliminary event from the Events section.
2. Press the Advance button.
3. Select which event is the finals event.
4. Press OK.
5. Select how many swimmers/teams advance to finals.
6. Determine the order of finalists.

7. Press Accept.
8. Open the new event and re-order the swimmers/teams based on the draw.

5.6 Reports

Most reports are available from the three reporting tabs.

We can also generate reports from the Competition menu | Export Save menu and the Generate PDF documents.

When you are scoring an event, additional reports are available from the Scoring menu.

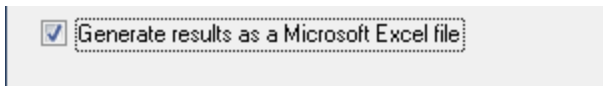
When generating a championship report, if you do not see the figures scores, re-open the event to be scored once. The figures scores only get applied when the event is opened to be scored.

Reports can be automatically saved to PDF format by selecting “PDF”.

Summary and detailed reports can also be saved to Microsoft Excel.

To find your saved reports, press the “Exports folder” button.

Many reports can be saved as Microsoft Excel files. Tick the box before previewing the report to create the Excel file.



Custom Reports

If you need to make a change to a report, you can. This modification is temporary.

When the ISS MMS generates a report, the content of the report is automatically stored to a text file.

The text file can be modified and printed.

1. From the Reports menu, choose Edit Custom Report
2. Save the file after you have made the changes
3. Run report Custom Portrait from the Other reporting tab

This process can be repeated until you obtain the desired results.

Auto generate XML results

Results can be saved automatically to an XML file.

The XML file follows the FINA standard.

The XML file is generating by closing a detailed results report of the event.

5.7 Scoring Old System (2017-2021)

Scoring an event

Select an event to score.

All scoring math will be recalculated each time an event is opened to be scored.

Entering scores is easy.

Type in the score, without the decimal. Once two digits have been entered, the cursor will automatically move to the next score box.

Press enter anytime to advance to the next swimmer/team.

Click any swimmer/team to jump to the swimmer/team.

Scores are saved automatically whenever the enter key is pressed.

An event can be exported and imported. This allows for scoring of an event to be done on a separate computer that is running the same competition.

Figures can be exported in Excel, then scored in the excel document. Once scored, the scores can be imported back into the scoring window.

Announcer Screen

Press “Announcer Screen” to have a second window display the most recent scores for the announcer.

Show Team

Press “Show Team” to display the swimmers and reserves for the duet or team.

Show Officials

Press “Show Officials” to display the officials for the event.

Enter Practice Scores

Press “Enter Practice Scores” to optionally enter scores for practice judges. The practice judges will appear on the judge evaluation reports.

Clear All Scores

After you are finished practicing, press “Clear All Scores” from the Scoring menu to erase all scores for the event.

Edit Score / Freeze Display

If you are connected to Display Results or a scoreboard interface, you can freeze the creation of the data file while editing scores and navigating through the teams. Unfreeze the display to return to regular scoring.

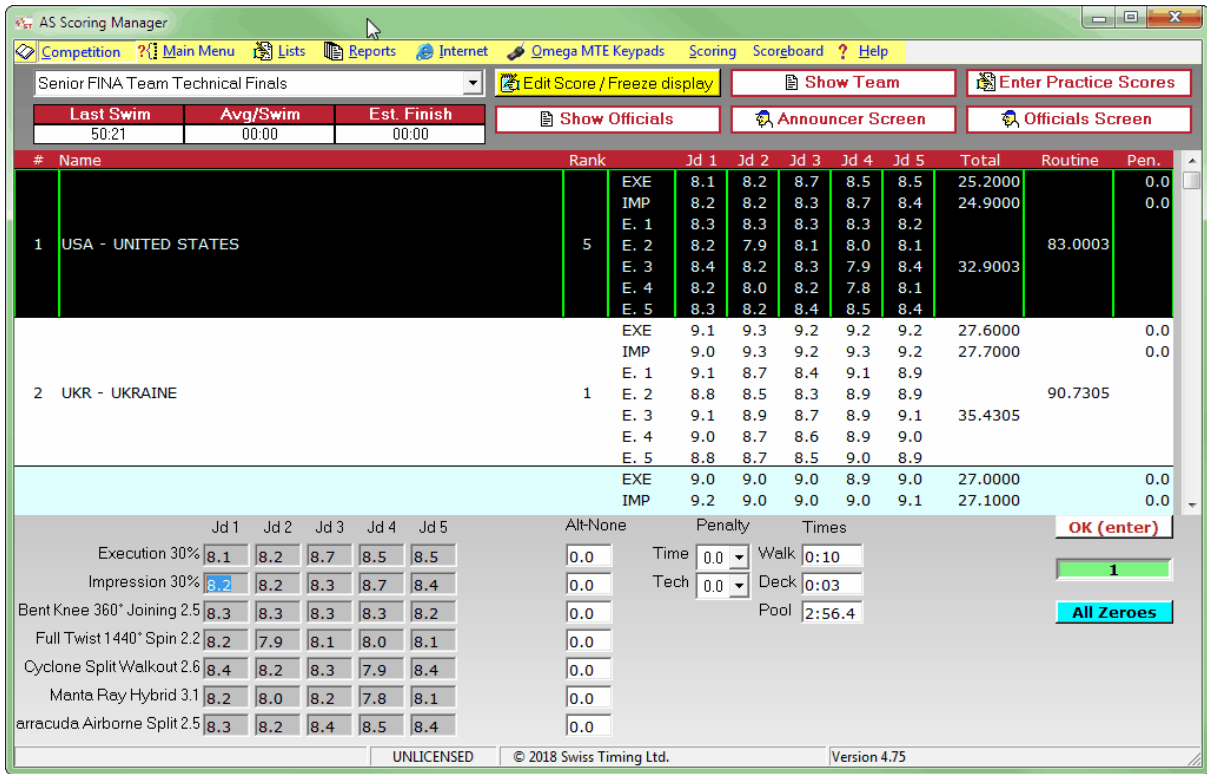
Scoreboard interface

Use Display Results to produce FINA results screens and the leaderboard.

Scoreboard menu: Control the scoreboard from within the ISS MMS (no display results required). The scoreboard output file is called "main.txt" and can be used by 3rd party scoreboard data handling programs. Contact us for our video board interface.

Caution: If you do figures after the regular event the figures scores will not automatically appear in the Championship Report. Re-open the regular event and scroll through each swimmer/team to have the figures properly assigned.

Carry Over Notes: Carry over scores are based on the team name (except for figures). If you have more than one team from the same club, you must give them unique reporting names. The ISS MMS has no idea which scores to carry over otherwise.



5.8 Scoring New System (2022-2025)

See Scoring Old System for an explanation of the buttons.

The Scoring menu has quick links to the reports associated with the current event.
Judge Slips.

Exporting and Importing for manual scoring.

Change how I enter scores manually. You can choose Judge by Judge or Element by Element.

Data Entry Tips

Press Esc to clear a score.

No need to enter a decimal.

All scores require only 2 keystrokes. After 2 keystrokes the system will automatically advance to the next box.

Press the first number of the score then (0,2,5,7) which represent (.00, .25, .50, .75)

If you have a numeric keypad there are additional shortcuts

/ = .00

* = .25

- = .50

+ = .75

Once all scores are entered, click OK or press the enter key to calculate the total and move to the next routine.

Failed Element

If an element is failed, do not enter zeroes for all the judges.

Double click the value in the BM column to have it replace the DD. If the BM does not contain the correct value, highlight the DD, press Esc to clear it and then type in the desired DD.

Once you change the DD of an element, both the original DD and the new DD will be shown on the detailed results report. If you want to revert back to the original DD list, you can Reset the DD list from the Scoring menu.

DTC and DATC decisions

Optionally, you can enter the decisions of the DTC and DATC. It does not affect the scoring but can be useful in judge evaluations.

Click on the box to toggle between

- No call (blank)
- P (Green) = Passed
- F (Red) = Failed
- R (yellow) Review

i-Judge

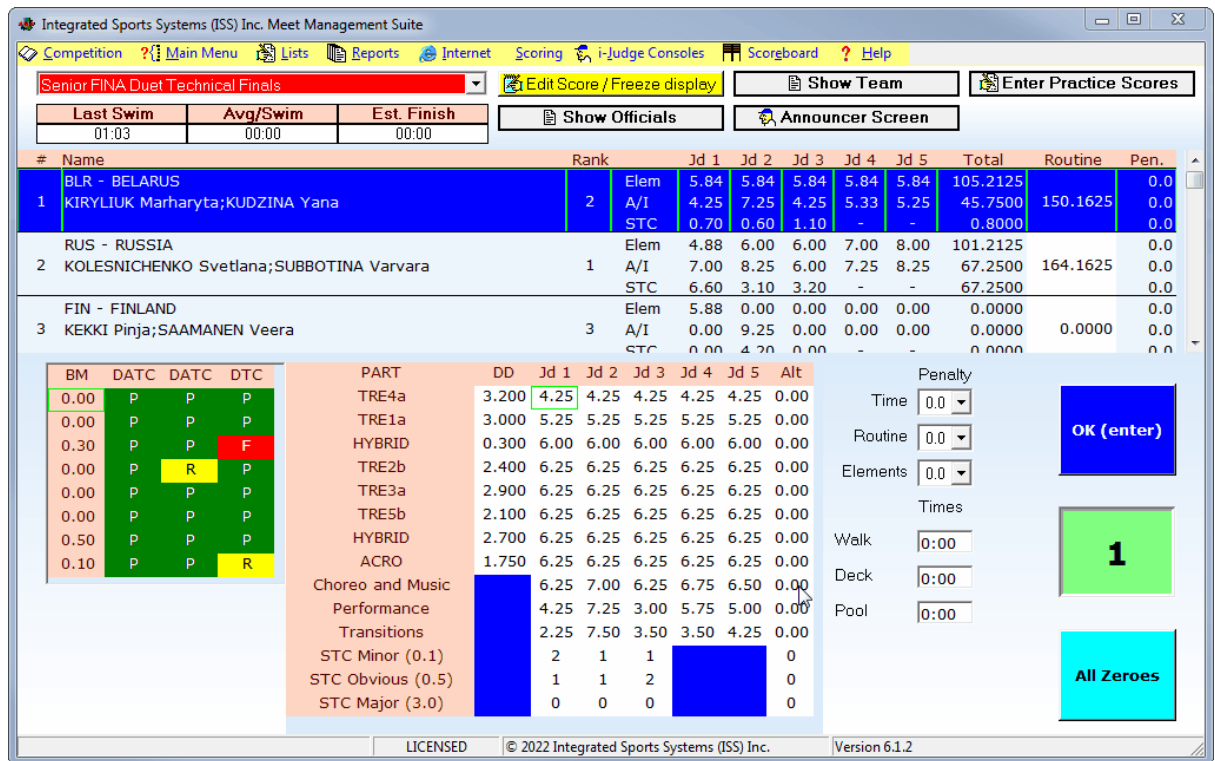
The event can be scored using Windows Tablets. Any windows based tablet can be used as long as they are on the same network as the scoring computer.

From the i-Judge Consoles menu, connect the Consoles.

From each Windows tablet, select the IP address of the scoring computer then choose the judge assignment and Connect.

Elements, Artistic Impression, Synchronization errors, DATC, DTC, Timer and Referee.

i-Judge is a separate download.



5.9 Scoreboard Controller

The Scoreboard interface creates a live data file that can be used with your video scoreboard software.

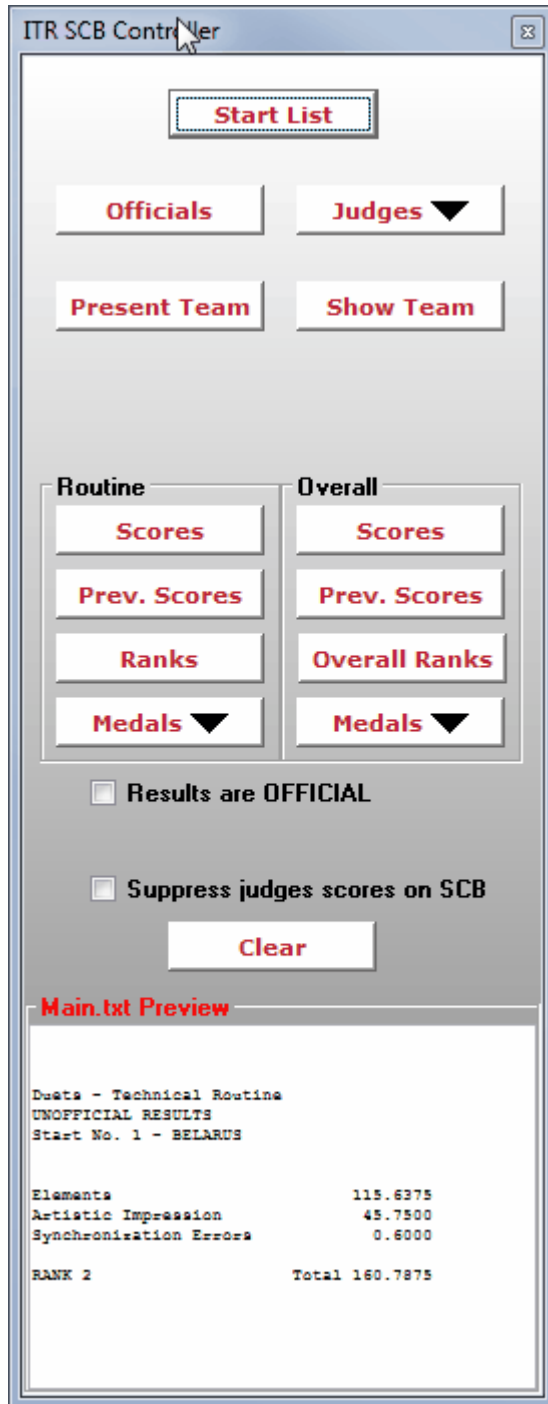
To use the Scoreboard interface,

1. Turn on "main.txt" generation from the Scoreboard menu. This will automatically update file main.txt with the scoreboard information.
2. Show the Controller window. The Controller window allows the scorer to control the text on the

scoreboard.

The file is located in the data folder (from the Scoreboard menu, click "Open File Location of main.txt")

There is a separate download for the ISS MMS Scoreboard Interface. Use it if your video board supplier is unable to interface with main.txt.



5.10 Web Production and Video Board Interface

An XML file (Standings.xml) is generated every time scores are accepted. The file is located in the data folder (from the Timetable section, click to see my local files)

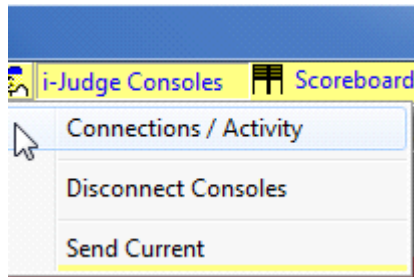
Here is a small sample of the file.

```
<?xml version="1.0" encoding="windows-1252" ?>
<data>
<last_updated>13/09/2018 12:59:14</last_updated>
<Synchro_CompetitionTitle1>FINA Artistic Swimming World Series 2018</Synchro_CompetitionTitle1>
<Synchro_CompetitionTitle2>SURREY, BC (CAN)</Synchro_CompetitionTitle2>
<Synchro_CompetitionPool>Surrey Sport and Leisure Centre</Synchro_CompetitionPool>
<Synchro_CompetitionLocation></Synchro_CompetitionLocation>
<Element1>Thrust Bent Knee 360° Joining</Element1>
<Element2>Full Twist 1440° Spin</Element2>
<Element3>Cyclone Split Walkout</Element3>
<Element4>Manta Ray Hybrid</Element4>
<Element5>Barracuda Airborne Split</Element5>
<Synchro_Style>Team</Synchro_Style>
<Synchro_Judges>5</Synchro_Judges>
<Synchro_EventType1>Senior FINA</Synchro_EventType1>
<Synchro_EventType2>Team Technical Finals</Synchro_EventType2>
```

Most production studio solution providers can read from the XML file.

5.11 i-Judge Consoles

1. Install the latest version of i-Judge software on your Windows based computers or tablets.
2. Connect your ISS MMS scoring computer to a network.
3. Connect your i-Judge consoles to the network. One i-Judge console for each judge.
4. Open an event for scoring in ISS MMS.
5. From the i-Judge menu, choose **Connections Activity**.

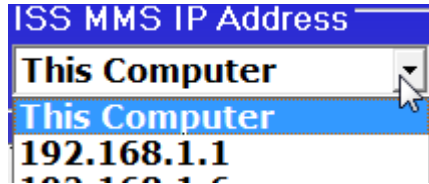


6. From the Console Connections/Activity window, make a note of the IP Address.
7. Connect Consoles. You will see that ISS MMS is connected right away. This is the ISS MMS.

Troubleshooting: If Connect Consoles fails, try another network. Something is blocking

the TCP Port 8963.

8. From each console, run the i-Judge program.
9. Choose the IP address that corresponds to the ISS MMS scoring computer.



*Note: If you are just testing, you can run i-Judge on the same computer as ISS MMS. To connect, choose **This Computer**.*

10. Select the judge assignment for the i-judge console.
11. Press Connect.
12. From the scoring window, click on any routine. The information will display on all i-Judge consoles. Technical judges will automatically get boxes for 5 scores.
13. Enter the score(s) for the routine from the i-Judge console.
14. Press **Send** followed by the **Accept / Send** buttons.
15. When all scores are received, press OK(enter) from Scoring to accept the scores.

Additional Information:

- If a console gets disconnected from the network, it will automatically try to reconnect when a score is sent.
- The Connections/Activity window shows the status of all consoles including their power meter.
- You can disconnect an i-Judge from the Connections/Activity window.
- The i-Judge console displays the power meter at the top right.

6 Post-Competition

1. Export your competition and save it in a safe place.
2. Thank everyone for a great job.

7 Support

Your best support option is via email to mmorris@integratedsports.net.

Get setup early and report any problems as soon as they are recognized.

Need support during an event? Give us a heads up and we'll make sure someone is available.