

Scorekeepers:

- Scorekeepers should watch [Scorekeeper Training video](#) and [Swim Meet Help Guide](#) prior to their first meet
 - Recommend having parent volunteers interested in scorekeeping help run the scorekeeping app at a mock or intersquad meet prior to their first dual meet
 - Need help during the meet? Call the helpline: 866-377-7946
- Teams should still have a scorers table just as they have in past years. Head scorekeeper (host club parent) and scorekeeper (visiting club parent) should have a table (just as in paper/pencil days) with 1 iPad for running the meet..
 - iPad can be host clubs, visiting clubs, personal, kids, spectators, coaches, or if you absolutely can not get one, FCSL will loan you one. Note: Once you start a meet the same iPad must be used for the duration of the meet.
- Prior to the start of the meet, on iPad (where you have wifi with internet) go to the Swimmingly app, select “Scorekeeper” and input your club ID and Starter key to download latest meet info.
- Official lineup:
 - Hard copy (from Swimmingly lineup, Hy-Tek, TeamUnify or handwritten in traditional format) from EACH team to be provided by Coach to the score table 15 min before the start of the meet as per FCSL rules. These will serve as the official document for entered swimmers. Note: If both teams in-putting digital lineups via Clubhouse you can print one official merged meet lineup.
 - Note: Any changes to the meet lineup after submitting must still adhere to FCSL Swimming rule ([IV.M.6.a](#)) and noted on Hard copy line up(s) at scoretable.
 - Have a print out of each team’s roster with assigned #s at the scoretable. (Accessible through Swimmingly Clubhouse)
- At the Official’s “Huddle” meeting:
 - Connect to the Swimmingly network
 - Log into the Swimmingly app
 - Choose the number of total lanes being used for races and course (e.g SCM)
 - Click “join swim meet” to access the meet ID.
- During the Meet:
 - While scorekeepers will not need to worry about collecting paper timer sheets or transcribing times, one scorekeeper should monitor the screen to confirm results are loading properly and the other checks that the swimmer names correlate to the official meet lineups.
 - If the incorrect swimmer swam in an event, the scorekeeper should alert the referee and DQ the swimmer in the scorekeeper app.
 - If a child is listed on the hard copy but did not swim in the event, leave as is or add manually to iPad (note adherence to 4 event rule).
 - If you choose, print ribbon labels for finished races.
- At the end of the meet:
 - Review digital results along with Referee
 - Once satisfactory, sign the official scoresheet, attach official line-ups (host team should save for season) and publish results to Swimmingly “Clubhouse”. Remember to switch to internet connected wifi to publish.
 - Print/send remaining ribbon labels as needed