



## COMPUTER OPERATOR DUTIES

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- Be comfortable with computer software, knowledge of Meet Manager is a plus but not required
- Enter race results into the team computer as the data entry reader gives them to you
- Enter all DQs
- Adjust names on relays if there are changes
- Once results for an event are entered, you need to print the results. Be sure to print the results with **only one event on a page** and paper clip this results page to the 5 timer sheets for that event. Give this bundle to the scoring verifier.
- Once the event is verified and you are sure no more DQs will be coming in for that event, score the event, reprint results and post them.
- Print ribbon labels for each event using the **by team** sort. Select 3 events at a time to avoid wasting labels. **Keep track of which events you have printed labels for, so we don't duplicate ribbons.**
- At the end of the meet, export the final results file for visiting team and save to their thumb drive.