Q:ti.me

User Guide

Q:ti.me is a web based application that allows you to record a swimmer's performance at meets and compare their performances to the qualifying/cut off times for various future meets. The application will take care of time conversions and qualifying restrictions such as age groups, qualifying times window, course conditions and licence level restrictions and show events the swimmer has qualifying times for or if not then how far off.

Times input into Q:ti.me, either initial input of PBs or times swum in meets should be input in the format of mm:ss.th . Minutes can be input as single or double digit as appropriate and times of 9:59.99 or under can be input without any punctuation.

Q:ti.me categorises meets, based upon the ASA 1-4 guidelines, which can be summarised as follows:

Level 1   Long Course, these meets are normally events such as Counties, Regionals, Nationals and above as well as the larger meets deemed suitable for entry into National competition

Level 2   Short Course equivalent of level 1

Level 3   can be SC or LC and are meets, generally Open, that are suitable for using to qualifying for County & Regional level.

Level 4   often restricted to single or group of clubs. Not suitable for qualification to Regional level although some counties may allow. As level 4 meets don't usually have qualification times they are not listed as meets to target on Q:ti.me but a Swim Input meet will be available for each weekend to input times actually swum at level 4 meets.

Unlicensed   not formally licensed and not suitable to use as qualification for most meets. Useful to record performances at such meets/time trials and Q:ti.me may show such swims if it makes sense to do so e.g. not qualified for an event but unlicensed swim would have qualified you. Are also not listed as target meets.

Q:ti.me is based at the following web address:

https://qtime.myportal.im

Using your username and password to log in for the first time you will be required to set up your swimmer/swimmers in the Profile Section. To input/amend Profile info click the Write icon top right, make changes then save.

Once setup or on subsequent logins you will be taken to a Home Screen similar to below:
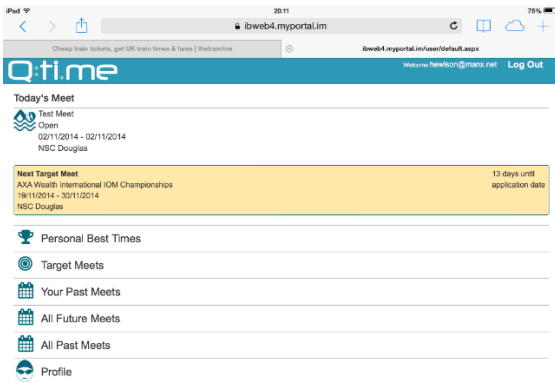
The Today's Meet section may not be visible if there is no meet occurring on the day in question.

Each of the Sections on the Home Screen serves a different purpose and the details of each are listed below:

Profile

Contains details of the swimmer/swimmers you have set up in Q:ti.me

Personal Best Times

Selecting this option takes you to a multi-purpose screen. The first purpose of the screen is to list the swimmers personal best times. The second is to allow the input of PBs swum at meets not listed within Q:ti.me. To input a time you select the "Write" icon to the left of the relevant event and on the subsequent screen input the swim time, date and select a license level for the swim/meet at which the swim occured. Then Save using disc icon at top before returning to PB list.

The ability to input PB's is particularly useful to save time when a swimmer first starts using Q:ti.me although this does not prevent you subsequently inputting actual data into Past meets to ensure more accurate results over a range of meets.

Both SC & LC PB's are shown with the relevant conversion to enable comparison between swum and converted PB's. Also shown is the date and meet level of the relevant PB swim. As a quick indicator an "(E)" next to the SC or LC heading indicates the PB is an entered meet swim whilst no (E) indicates it is an input PB.

All Future Meets

This option contains details of all upcoming meets held in the Q:ti.me system. The first screen lists the meets in date order (earliest first) along with meet dates, venue, relevant age category for the swimmer, events targeted (blue) and events qualified (green). Selecting a meet takes you into the detailed screen which has additional details such as entry closing date, qualifying window, meet licence level and any licence restrictions on

qualifying meets as well as listing the details of qualifying times, relevant swims and either qualified, amount outside time or, if applicable, outside cut off.

Level 4 meets will not normally be listed as Future/Target Meets.

With regard to the qualifying times shown for events the following applies:

Only one time shown – the time must be swum in the applicable pool and conversions are not allowed.

Two times showing and one is colour shaded – the qualifying time/course is shown unshaded but conversions are allowed hence the showing of the shaded converted equivalent.

Two times showing and no colour shading - the event has LC & SC qualifying times which must be achieved in the relevant pool. No conversions are allowed.

To register an interest in a meet you can select all or select relevant individual events in the meet and the meet will then be included in your swimmers Target Meets.

Green indicates swimmer or swim satisfies qualifying criteria whilst red indicates it doesn't. A similar colour scheme applies to the tick box next to the event to show if time has been achieved in a qualifying race/event or not. A yellow swim indicates an unlicensed meet which may be included for comparison purposes. A selection of swims will be shown and these may include swims which appear fast enough but did not occur within the qualifying window or correct meet level so will appear red.

For meets which have only cut off times but no qualification times, normally level 3 meets, the event will be listed if it is being swum at the meet and will colour red if cut off has been activated but will not show green as there is no time requirement to qualify for the event. The event can still be targeted and time swum recorded in the normal way.

The colour criteria above is followed throughout all the meet screens.

All Past Meets

Selecting this option has list of all the past meets in the Q:ti.me system should you need to enter times swum in a meet that hadn't originally been selected or maybe to look at prior years qualifying times etc. Meets are listed most recent first.

To allow recording of times actually swum in meets not held on the Q:ti.me there are a number of meets set up for each weekend for the various meet levels e.g. "Level 1 LC Swim Input". You should input your times swum in the relevant meet level/pool for the unlisted meet you attended.

Recording a time swum in a meet , either actual or a swim input meet, will update your times accordingly and add the relevant meet to Your Past Meets.

Target Meets

When a Future Meet or a swim/swims at it are selected the meet becomes a Target Meet and all your meets you are aiming for are listed under this option. The list, in upcoming order, allows you to keep track of your target meets separate from the full listing and information/colour criteria is same as All Future Meets.

You should not target any of the Swim Input meets as these do not have qualifying times or cut offs and are purely for recording swims.

Your Past Meets

Lists all of your targeted meets which have taken or are taking place. Selecting a meet and selecting the write icon on an event allows you to input the time swum by the swimmer. Once saved, the position with regard to Future/Target Meets will be updated with regard to the time swum if applicable. In a multi-day meet you should ensure the correct date for the swim is selected.

To allow recording of times actually swum in meets not held on the Q:ti.me there are a number of meets set up for each weekend for the various meet levels e.g. "Level 1 LC Swim Input". You should input your times swum in the relevant meet level/pool for the unlisted meet you attended.

In addition to the above sections the home screen shows "**Today's Meet**" (if a meet is scheduled for that date) and "**Next Target Meet**". Selecting either of these options will take you straight to the relevant meet, bypassing the relevant meet list.

We hope that Q:ti.me proves useful to you for many swim meets to come but if you do have any queries or issues please contact us via Facebook or e-mail admin@qtime.im