

Q:ti.me

User Guide

Q:ti.me, which can be found at <https://qtime.myportal.im>, 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 on the meet database. The application takes care of time conversions and qualifying restrictions such as age groups, qualifying times window, course conditions and licence level restrictions to quickly show events the swimmer has qualifying times for, if not qualified then how far off they are and also if they have been cutoff for being too fast (either from individual events or whole meet depending upon meet conditions)

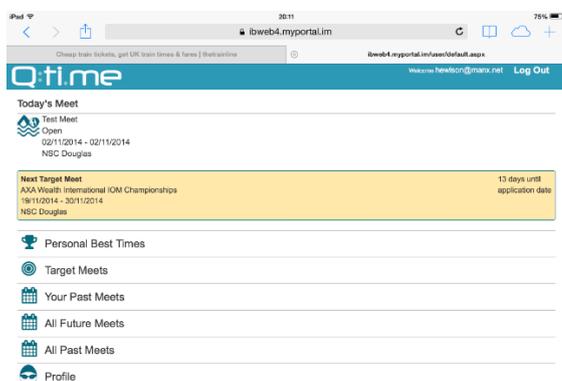
Times input into Q:ti.me by users, either initial input of PBs or times swum in meets are stored in the format of mm:ss.th . Minutes can be input as single or double digit as appropriate and times can be input without any punctuation or with punctuation in the format mm:ss.th . You should ensure you input the thousandths (2 decimal places) so input will be either 4,5 or 6 digits.

Q:ti.me categorises meets, based upon the ASA 1-4 guidelines with other countries licensing being equated as indicated in the app. The meet levels are summarised as below but actual meets within the database are preset:

- 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 qualify 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 many 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 not listed as target meets but Swim Input Meet available to record swims.

After registering and validating (via the e-mail received) use your username and password to log in for the first time and 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 targeted or Swim Input meets occurring on the day in question.

Selecting the **Q:ti.me** logo at any time will take you back to the Home Screen.

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. If you have more than one swimmer on your account the swimmers will be in a dropdown list on all screens and you can quickly swap between swimmers at almost any point in Q:ti.me. Within the profile a Home Region will be selected which will be the default region for the filter of Future & Past Meets. Profile screen is also where you can Add additional swimmers.

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 which is particularly useful to save time and get data onto Q:ti.me when a swimmer first starts using it although this does not prevent you subsequently inputting actual data into actual Past Meets to ensure more accurate results over a range of meets.

To input a time via the PB section you select the “Pen” 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 occurred. Then Save using “Disc” icon at top before returning to PB list.

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 a manually input PB.

The PBs on the PB list will automatically update as swims are input via meets.

All Future Meets

This option contains details of all upcoming meets held in the Q:ti.me system and can be filtered by ASA region/Country & Meet Level to reduce list size. The first screen lists the meets in the date order (earliest first) along with meet dates, venue, relevant age category for the swimmer and events targeted (blue) You can amend the region/country filter from either the front menu or within the meet list to see specific region/country or see All. Select region before selecting Meet level.

Selecting a meet on the list 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, if cut off.

Level 4 or Unlicensed meets will not normally be listed individually as Future/Target Meets but swims can be input through Swim Input Meets for the relevant meet level.

Age Groups shown for Meets are grouped based on qualifying/cutoff times for the meet in question and actual age groups for swims/awards at the meet may differ.

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.

Cut Off time will be shown if the meet has Upper Limits/Cutoffs (normally level 3 or equivalent) whereby if a swimmer is quicker they are unable to swim individual events or the meet as a whole as indicated.

To register an interest in a meet you can select Target Meet or select relevant individual events in the meet by ticking the Enter boxes and the meet will then be included in your swimmers Target Meets page.

On swims & events, Green indicates swimmer or swim satisfies qualifying criteria. Swims or events showing Red indicate these cannot be swum but this may be due to not being fast

enough, being too fast or exceeding meet cutoff limits in other events depending upon the meet conditions.

A yellow swim is of special interest and indicates a swim in an ineligible level meet or a swim prior to the qualifying window which may have been fast enough and which has been included to indicate swimmer maybe capable of achieving qualification times but hasn't either in the qualifying window or in the right level meet.

A selection of swims will be shown and these can include fastest swim and all swims since or just fastest & latest swims as selected by you on the " Show Fast & Swims Since"/"Show Fast & Last Swims" option. Ideally a swimmers last swim will also be their fastest but this is not always the case and the displaying of these additional swims gives an indication of recent performance.

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 otherwise will show green and list relevant swims within the window with colour coding if swims exist.

With regard to qualifying swims, the fastest qualifying swim for each event will be indicated with a star & a slightly darker green colour along, with conversion if applicable, to highlight swim to be used for entry purposes.

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

All Current/Past Meets

Selecting this option has list of all the current & past meets in the Q:ti.me system should you need to enter times swum in a meet that hadn't originally been targeted or maybe to look at prior years qualifying times etc. Those meets previously targeted can be found under the smaller list in "Your Current/Past Meets". Meets are listed most recent first and again has Region/Country and Meet Level filters to reduce size of list.

To allow recording of times actually swum in meets not held on the Q:ti.me there are a number of Swim Input meets set up for each weekend for the various meet levels e.g. "Swim Input SC ASA Level 2 SC / Ireland 1 A or B SC" under Swim Input Meets on the Regional filter drop down. You should input your times swum in the relevant Swim input 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 Current/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. The Target Meets list is not regionally filtered.

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 Current/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 qualifying for Future/Target Meets and PB's 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 Swim Input meets set up for each weekend for the various meet levels. You should input your times swum in the relevant meet level/pool for the unlisted meet you attended. There is a Swim Input Meets "region" in the drop down menu of All Current/Past Meets which contains the Swim Input Meets or you can select them from Today's Meet section on the Home Screen.

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.

If your club is hosting or targeting a meet that is not listed on Q:ti.me please forward the meet pack to meets@qtime.im and we will get it listed subject to meet level, closing date etc.

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

And make sure you like us on Facebook and/or follow Q_ti_me on Twitter for info on meets and some useful How To videos