

Time Drops Meet Checklist

Prior to the meet:

- ☐ Charge the controller (full charge from empty will take ~ 4hrs) and the tablet.
- ☐ Load the seeded meet onto your laptop and configure the Time Drops interface
- ☐ Install [MM-Link](#) on the meet management laptop. Enable the Firewall settings.
- ☐ Verify that you have the correct Meet Manager selected under Settings on the tablet
- ☐ Export the meet program to the tablet and configure Time Drops Live! if desired

At the meet

- ☐ Check that the Wi-Fi router is on and the password still valid
- ☐ Turn on the controller and verify that the Wi-Fi LED flashes twice - the controller will automatically reconnect to the last Wi-Fi it was connected to
- ☐ Turn on the tablet and start the Time Drops console app. Verify that the controller connects. Never run the Time Drops app on more than one tablet at a time.
- ☐ If there is no connection, double-check that the tablet is connected to the correct Wi-Fi. If there are multiple Wi-Fi's in range, 'forget' the ones which are not to be used. Perform "Connect Controller" to change the Wi-Fi network if necessary.
- ☐ Turn on the meet management laptop and make sure it is connected to the same Wi-Fi. Delete or 'Forget' any other Wi-Fi networks which may be in range
- ☐ Start the MM-Link app on the laptop. Verify that the connection with the tablet is established. Make sure that only one laptop has MM-Link running. Make sure that you select the correct folder in MM-Link. Should you encounter issues at these first steps, please consult <https://time-drops.com/troubleshooting.html>
- ☐ Start your meet management software and configure the timing system interface
Meet Maestro: Click the gear icon on top right, go to Timing Setup, then "Add timing system configuration", then "Time Drops". Make sure to select the correct folder (must be the same as selected in MM-Link), then click "Write Configuration File". Click "Change session number" and select the session with the correct date and meet/session number. Click "Save"
Meet Manager: From the Run screen, select Reports/Meet Program. Select 'Flat HTML' format. Save the MeetProg.htm file to the MM-Link folder. Wait for the tablet to load the program. Then select Interfaces/Set-up/Timing Console. Pick "Generic Network File Sharing". Then Interfaces/Timer/Select Data Set. Verify the folder path. Then "Update Data Set". Click "Previous Meet" until you see the data set with the correct date and meet number. Click Close.
- ☐ Turn on the start adapter - usually it will turn on automatically when plugged into the Infinity Starter. It may require one start trigger on the horn to turn on the start adapter
- ☐ Turn on the Time Drops buttons by pushing them once
- ☐ Verify on the tablet that the start adapter and the buttons are connected and that the batteries are not low
- ☐ Verify in the app under Meet... that the number of buttons per lane is set correctly
- ☐ Place the controller close to the pool, but still within Wi-Fi range. The best position for the controller is near the backstroke flags.
- ☐ Perform a test run (there is a special test mode before the first heat)
- ☐ Now is a good time to perform scratches and last-minute changes. Do not forget to update the meet program on the tablet afterwards.