

CCAA Season Meet Lane Assignments for Seeding the Meet in Meet Manager

To use the Hy-Tek Meet manager (MM) program for seeding the meet the following procedure should be used:

1. Download the MM backup file from the CCAA website under “Hy-Tek Program Help”
2. Click on the link “MM setup file” to download the backup file. For Wharton there is a special file to be used with their meter pool.
3. Open MM
4. Go to “file / Restore”
5. Click on “ Unzip, copy database to a selected folder, and open this new database”
6. Also click on “Rename database”. Call database for example: meet1_RST_WTS_ALVIN
7. The new database will be created and open in your MM file.
8. Use the “Running a Meet with Meet Manager” instructions to setup the meet date, settings etc.
9. After the team entries have been imported you can then set the lane assignments.
10. Be sure the correct number of lanes for your pool is specified in the “Meet Setup”.
11. The “Meet Style” in “Meet Setup” should be “Standard”.
12. When finished click on “OK”
13. The meet can now be seeded. DO NOT seed the meet until you are sure you have all the entries and all the corrections made.
14. To seed the meet go to “Seeding” at the top of the main page.
15. Next “Select All”
16. Then “Start Seeding”
17. Close that page.
18. If for some reason you have added more entries or made some corrections you can reseed events as necessary. After the heat sheets have been printed do not reseed events, just manually make corrections.
19. You are now ready to run the meet. Don’t forget to print heat sheets for the coaches, officials, ready bench, and some for posting. The timers will need timing sheets for all the heats printed out by lane number.