RUNNING A MEET WITH HY-TEK MEET MANAGER

SETTING UP THE MEET

1. A database setup for the current season can be found on the CCAA website **www.ccaaswim.org** this will have the events and other information for the meet setup already in place.
2. Go to file/Restore
3. In the Restore Method menu do the following:
   a. Check the second box that says "Unzip and copy database to c:\swmeets"
   b. Check the box "Rename database" and type in a name for the file. For example "meet1_FAST_6-7-10" where FAST is the host of the meet. A new database by that name will be created.
4. Go to "Setup" and a setup screen will appear. In this screen the following should be entered.(note: the restored file will already have some of this information, the highlighted information is unique to you pool / team):
   a. Meet name: Fast vs. Alvin
   b. Location: Freeport
   c. Start date: 06/06/02
   d. End date: 06/06/02
   e. ID Format: other
   f. Pool size: enter the number of lanes in your pool
   g. Class: age group
   h. Course: yards
   i. Meet type: standard
   j. Type: Blank
   k. Combined events: blank
   l. Meet style: standard
   m. Date for computing ages should be 06/01/current year
   n. Click OK
5. Next go to Set-up
   a. *Report Preferences*
      - Headers tab: Type in what you would like to see at the top of the results sheet. For example:
        - *Freeport vs. Alvin June 1, 2002*
        - *Freeport, Texas*
      - Format tab: default ok
      - Punctuation tab: default ok. Change if desired
      - Printer tab: you must pick a printer for reports and a printer for labels (if you purchased the label option). Also specify the number of copies to print each time.
      - Click OK
   b. *Entry / Scoring Preferences*
      - Scoring / Awards tab: Maximum score per team per event – 2 individual, 1 relay. Top how many for awards label is 3.
      - Entry Limits tab: Maximum entries per athlete including relays is 4, Maximum individual entries per athlete is 3.
      - No other tab entries required… Click OK
   c. *Scoring set-up / standard*
      - Enter the CCAA points for scoring events for individuals and relays depending on the type of meet as follows:
      - Dual meet: Individual 4-2-1-0 Relay 6-0

- Tri meet: Individual 6-4-3-2-1-0 Relay 12-6-0
- Quad meet: Individual 8-6-5-4-3-2-1-0 Relay 16-10-6-0
- Click OK

d. *Athlete/Relay Preferences*
- Check “Enter ages”
- Check “Enter birth dates
- Date for computing ages is June 1st of the current year

e. Set-up is finished

6. The EVENTS must be entered. NOTE: if you “restored” the MM file in the previous steps the event will be already entered.
7. The TEAMS must be entered.
   - *All the teams will be generating a TM meet entry file*. This file when imported will contain the team name and all the athletes swimming from their team. You enter the teams by going to File / Import / Entries. The import file can be found on the CCAA Website under “Team Entry Files”. The entry files are due by 6:00pm on Thursday before the meet
   - If a new entry file is sent, delete the previously entered team and then re-import the team’s entries.
8. The ATHLETES must be entered.
   - After doing step 7 all of the team entries will be electronically imported into your MM file.
   - If you need to add Athletes manually do the following:
     - <u>*Manually Adding Athletes*</u>
     - If you need to enter an athlete manually click on *Athletes* on the menu bar.
     - Then click on *Add Athletes*
     - Enter the athlete’s last name and first name. <u>Spelling is critical!!!</u> If you have problems finding an athlete it could be a spelling problem. Check to see if an athlete has already been entered by clicking on the first letter of the last name in the row of letters towards the top of the screen.
     - Choose the athletes Sex.
     - Double click on the team in the team menu in the upper right corner.
     - You must enter the athletes’ age and <u>*birth date*</u> for <u>ALL</u> athletes.
     - When finished click on *OK*.
9. The RELAYS should have been entered with the team entries. The team may have entered the relays without the names of the swimmers on the relay.
   - To enter the swimmers names on the relays use the RELAY tab on the main screen.
   - Choose an event
   - The relay entered will appear
   - Click on a relay
   - The eligible relay swimmers names will appear according to age group.
   - If you have a swimmer swimming up in an age group, click on the SWIMUPS button. Only one swimmer per relay is allowed to swim up.
   - After entering the swimmers for all the relays you can close that window.

<u>RUNNING THE MEET</u>

1. Go to the tool bar and click on *RUN*
   - You will see a list of events in the upper left hand window.
   - In the bottom window will be a list of entries for the event highlighted in the upper left.
   - There will not be any entries shown. We will need to SEED the entries in the events.

2. Seeding the meet automatically
   - Go to the instructions in the file labeled "*MM seeding preference lane assignments. pdf*"
   - The meet is now seeded and be checked by going to the *Run* button on the main tool bar and looking at the events. The lanes for an event should have names listed according to seed times and number of swimmers in the event. If there are more swimmers than lanes there will be multiple heats as seen by the numbers to the right. Click on a heat number to see entries in that heat.
3. Deck Seeding
   - To enter the swimmers/relays in an event after it has been seeded go to the *Adjust* button located in the middle left of the screen in the *Run* tool bar. Click on the button.
   - A list of eligible swimmers for this event will appear (you may need to click on Show Eligible Athletes). You can enter the swimmer/relay in the event by double clicking the swimmers/relays name. The entry will appear in the first available lane. You can change lanes by dragging the name to the lane desired.
   - If the athlete you are entering is not in the list you will need to enter the athlete in the roster list. This can be done by clicking on *Athlete Menu*.
     - Note reasons for not finding an athlete: age is wrong, name spelling wrong or different, or entered under the wrong team.
   - Then click on *Add Athletes* Follow instructions above for manually adding athletes.
   - When finished click on *Close* and this will take you back to the entry menu.
   - Enter the new athlete in the event.
   - When finished click on *Accept.* This will bring you back to the RUN menu.
   - If you have entered relays for a relay event you will now need to add the swimmers to the relay.
     - On the run screen click on *Relays* button.
     - Click on the relay team you want to add swimmers to
     - Add the swimmers to the top box labeled *Relay Order* by clicking on the swimmer and dragging their name to the box.
     - When finished close the box.
4. Entering Final Swim Times
   - *<u>Electronic Swim Times</u>*
   - If you are using electronic timing the times can be downloaded from the Swim Computer to your Hy-Tek software semi-automatically.
   - You must have purchased the "Timing Console Interface" option with your MM program to be able to use this feature.
   - There are two buttons you will see in the RUN screen options bar: GET TIMES or RACE #
     - GET TIMES will bring up the times for the current event/heat and display them in a box on your screen. If these times look ok, click OK, otherwise cancel. Be sure the correct Race # is displayed.
     - RACE # will bring up the times for any race that you are interested in by typing in the race number.
   - **NOTE**: The race number is a number generated by the timing console when a race has been completed and the print/save button has been pushed. Each time a race is run a new race number is generated. This number can be the same as but usually will not correspond with the event number. If there are multiple heats, or re-run races the race number keeps advancing. Therefore it is very important that the timing console operator write down the race number from the console corresponding to each event/heat swum.

- You can find a swim time for a swimmer who swam in the wrong heat or where combined heats were made by using the same race number for multiple heats and only using the times that are of interest.
- The times transferred will include the split times available from the console also. These times can be seen in the reports printed out from the reports menu.
- Back-up times are also available where one or more back-up buttons have been used. To display these times click on SHOW/HIDE BACKUPS button (control B)on the RUN screen options bar.
- If there is a problem with the electronic times and watch times need to be entered, see the next section below on Manually Entered Swim Times.
- *Manually Entered Swim Times*
    - Swim times can be entered manually.
    - If you have two or three watch times, you can enter them and have the program determine the final time.
    - Click on *Show Backups(Cntrl B)* A place for three backup times will appear in the grid.
    - Enter the watch times for all the entries.
    - Click on the "calculator" above the backup times in the bottom middle row of buttons. If everything looks ok click on Accept Adjusted and the times will appear in the finals time slot. If there is a problem Reject the Adjusted times and correct the entered times. Repeat the process.
    - If the times have already been averaged "correctly" then enter the time for the swimmer or relay where it says "Finals Time". There is no need to put colons or decimals. Just enter the numbers and the computer will do the rest. Be sure to enter as many zeros as is required.
- *Disqualifications*
- If you have any disqualifications click on the *DQ* box to put a check in the *DQ* box on the RUN screen. This is a better way to *DQ* than on the swim computer.
- A declared false start can be added in the same way as a DQ.
- *Ribbon Swimmers (Exhibition Swimmers)*
- Ribbon swimmers are seeded in with the other swimmers so nothing more needs to be done.

5. Scoring the Event
    - Once the swim times have been entered the event can be scored.
    - Click on Score Event and the event will be scored and a print screen will appear with the results. You can print the results for the event or cancel the screen.
6. Continue the meet
    - You can now move to the next event by clicking on the event in the list in the upper left or click on next event in the right of the middle menu bar.
    - Go back to Item 2. Deck Seeding and repeat the sequence.
7. Final Scoring of the meet
    - Once the meet is completed you can go back and re-score the entire meet to be sure everything is correct.
    - Click on *Re-Score* on the right in the top menu.
    - Close the RUN menu when finished.
8. Backing-up your file
    - Hy-Tek automatically saves the information you enter during the meet. If you have to close the program due to a problem and re-start. All the information you added should be there.

How ever it is always a good idea to back-up the meet occasionally in case something serious happens.

- Click on *File* then *Back-up*
- Follow the back-up instructions. The instructions will say something about a multi-volume set, however these files are small and will easily fit on any floppy disk, USB drive, or your harddrive. Be sure to note where the file is saved and the name of the file.
- The program will create a file with a name like "SwmmBkuptestingmeet-01.zip" In this case the file name for the meet was "testingmeet" which appears in the title. Each time you create another back-up file for this meet, the number at the end with increase. For example the second back-up file will be named "SwmmBkuptestingmeet-02.zip".
- This back-up file can be restored when needed and can be restored on to another computer. This is handy if you work on the meet and home and then bring the back-up file to use at the meet. You can change the name of the ZIP file carefully, for example "SwmmBkuptestingmeet-01.zip" can be changed to "SwmmBKupmeet2_fast_eglak_01.zip"
- After each meet a **back-up file** of the meet is to be sent to the League President at ccaaswim@ccaaswim.org for posting results on the Website.
- Also bring a copy of the backup and the timing sheets and DQ slip home with you to make any correction that arise before posting.

9. Printing The Meet Results
   - To print the meet results go to the *Reports* button on the main menu bar.
   - There are many kinds of reports that can be printed.
   - Results Report
   - Click on *Reports* then *Results*
   - Select the events you want to report or click on *Select All* to get all the scored events.
   - Choose Double Columns, No Splits, Relay Names, Event # Order Format.
   - Click on *Create Report* and a preview screen will appear.
   - Print the report. Be sure you have set-up your printer profile in the printer set-up menu.

10. Creating a results file for electronic import into TM.
    - You can create a file to import results to your Team Manager so that you do not have to manually enter the results.
    - Go to *File / Export / Results for Team Manager*
    - You can export results for your team only or for all the teams.
    - You will see an Export File Progress window. Check the items listed to see if all the results were exported.
    - Click OK on Export Finished.
    - The program will create file called "zfile001.zip" or "zfile001.cl2" This file name can be changed to be able to identify the meet it is for. For example "BCST vs ELCMP jun2003.zip" or "BCST vs ELCMP jun2003.cl2"
    - The results can then be imported into Team Manager.
    - An export file will be posted on the web for each meet so each team can import the total meet results or just their team results into their TM.