MEET MANAGER 2.0Fg

Open Sample Meet from MM training (you will be renaming this file later)

Set Up / Meet Set Up

Meet Name: **XXX @ ZZZ A-Meet**
(XXX = visiting team; ZZZ = home team)
Location: **Home team name**
Start Date/End Date: **Date of Meet**
Age-Up Date: **June 15, 20XX**
ID: **Other**
Class: **Age Group**
Meet Type: **Standard**
Meet Style: **2 Team Dual**
DQ Codes: **HyTek DQ Codes**

Set Up / Seeding Preferences

Basic – Perameters: **Allow Foreign athletes**…
Timed Finals: **Standard**
Standard Lanes: Default
Dual Meets: **Strict Assignment all Heats**
Home Team – Odd lanes
Away Team – Even lanes
(These settings can be changed after importing teams)

Set Up / Report Preferences

Make sure you choose the correct installed printer for both reports & Labels
All other preferences are optional as needed

Set Up / Entry/Scoring Preferences

Scoring/Awards: Max per team Ind = **2** Relay = **2**
Top how many for awards = **4**

Entries/Entry Limits: Max including relay = **4**
Max ind. per athlete = **3**
Max relay per athlete = **2**

Set Up / Scoring Set Up / Standard

Individual Points – 5, 3, 1

Relay Points – 8, 4, 2

Scoring Set-up

Standard Point System All Events

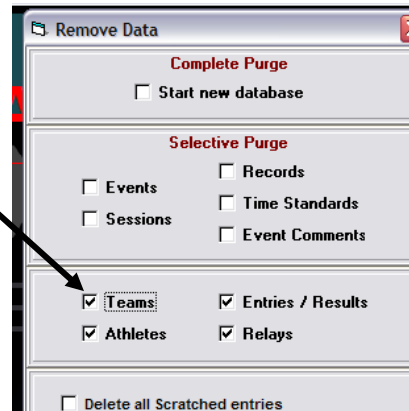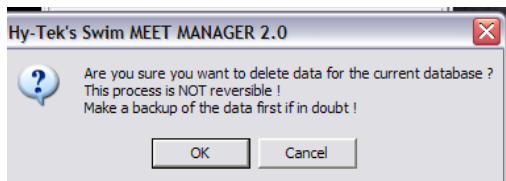| Place	Individual Pts	Relay Points	
1	5	8	
2	3	4	
3	1	2	
4	0	0	
5	0	0	
6	0	0	
7	0	0	
8	0	0	
9	0	0	

Events:

Records and Time Standards should already be entered.

At this point you should go to **File/Save As** and rename the file the name of your meet:

XXX @ ZZZ A-Meet (XXX = visiting team; ZZZ = home team)

As soon as this file is saved you should not have to reset any of the previous settings except for the Meet Name and Date for the remainder of your dual meets this season. You will be using this "template" for all subsequent meets by purging the data and renaming the file.

Go to **File / Purge/ Remove Data Selectively**

Check the box for Teams, all 4 boxes in that section will be selected

Click **OK** and the box below will appear.

Hy-Tek's Swim MEET MANAGER 2.0

? Are you sure you want to delete data for the current database ?
This process is NOT reversible !
Make a backup of the data first if in doubt !

OK   Cancel

Remove Data

Complete Purge

☐ Start new database

Selective Purge

☐ Events   ☐ Records
☐ Sessions   ☐ Time Standards
                   ☐ Event Comments

☑ Teams   ☑ Entries / Results
☑ Athletes   ☑ Relays

☐ Delete all Scratched entries

Select **OK** and then go to File/Save As and rename the file for the next meet.

AT THE MEET: Your e-mail address should have been sent to all coaches in your division in order to know where to send the roster and entry files.
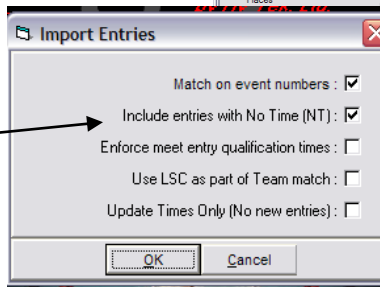
Go to **File / Import / Rosters**

Navigate to your Team Manager Roster File.
Double Click on the "roster" file
Click OK on the message regarding zip files.
Then select the .HY3 file.
Select OK to the HyTek Data Interchange message
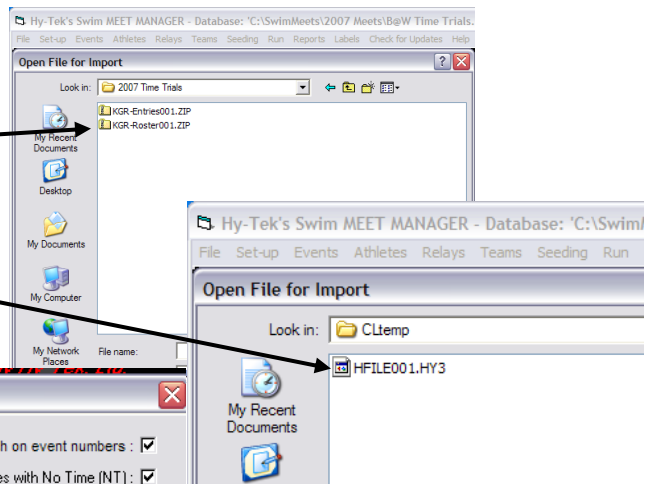
Go to **File / Import / Entries**

Navigate to your Team Manager Entries File.
Follow basically the same process except make sure you select "Include entries with No Time (NT)"

Hy-Tek's Swim MEET MANAGER - Database: 'C:\SwimMeets\2007 Meets\B@W Time Trials.
File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

Open File for Import

Look in: 2007 Time Trials

KGR-Entries001.ZIP
KGR-Roster001.ZIP

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name:

Hy-Tek's Swim MEET MANAGER - Database: 'C:\Swim/
File Set-up Events Athletes Relays Teams Seeding Run

Open File for Import

Look in: CLtemp

HFILE001.HY3

My Recent Documents

Import Entries

Match on event numbers : ☑
Include entries with No Time (NT) : ☑
Enforce meet entry qualification times : ☐
Use LSC as part of Team match : ☐
Update Times Only (No new entries) : ☐

OK   Cancel

Go through the same procedures for importing the files from the opposing team. It is a good idea to add your team first and look at "Run" to make sure everything looks OK before importing the visiting team information.

You should not have to "Seed the Meet" if the coaches have set it up with heat and lane assignments. If your coaches do not provide entries with these assignments, you will have to "Seed the Meet".

You can check a few of the entries by choosing the 'Run' menu option to see that both teams have been entered and it looks like they have been seeded properly.

Go to Reports.

- **Meet Program**: One for each Coach, Announcer, Starter, Clerk of Course, etc.
  - Select All
  - Columns/format –
    - Columns – Triple
    - Athlete ID – None
    - Time Stamp – Date & Time
  - Include in Meet Program
    - Time Standards
    - Entry Times
    - Round 1 Athletes
    - Relay Entry names '4'

- **Lane / Timer Sheets**:
  - Select All
  - Format – Continuous
    - # Events Break for Continuous – 4 to 6 depending on configuration
  - Parameters
    - Include Entry Time
    - Double Space
    - Relay Athlete Names – 4
    - Lanes 1 to 4
  - Sort By – Lane then Event

Depending on what your coaches request print other reports needed.
Optional:
    Event Reports – to give to the Starter
        Gender - Both
        Options - Include heat count
        Sort – Event #
    Check In or Meet Summary – Shows swimmers events, usually given to swimmers and parents.

Have Coaches look over the Meet Program and submit any changes. If possible make changes prior to the start of the meet. If changes are extensive try to reprint Meet Programs and Timer Sheets.

Go to Run. Enter Swimmers times. Make Adjustments as needed (Adjust : F8)

While scoring, after 10 or so events, pause and print labels.
- Go to **Labels/Create Labels**.
  - Select the events that have been scored (put check mark in box)
  - Award Type – Standard Award Label
    - Select Create Labels from menu
      - Labels will appear on screen. Try to print only full pages.
  - After printing, go back to Award Labels and again select the same events but now select "Exhibition Swims" and print exhibition labels. Make a note of which events have already been printed so there are no duplicates.

After all swimmers times have been entered Go to **Reports / Results.** Print results for each coach.
- Select all
- Gender – All
- Columns / Format
  - Report Type - Triple
  - Format - Relay Names – 4
- Include in Results
  - Records
  - Time Standards
  - Entry Times
  - DQ Codes
  - Athlete/relay points
- Include Team Scores
  - Combined

Each coach should provide you with a flash drive.
Create a backup of the meet for each coach.
- **File / Backup**
- Navigate to the flash drive and save

Some coaches may request other files listed under "Export".
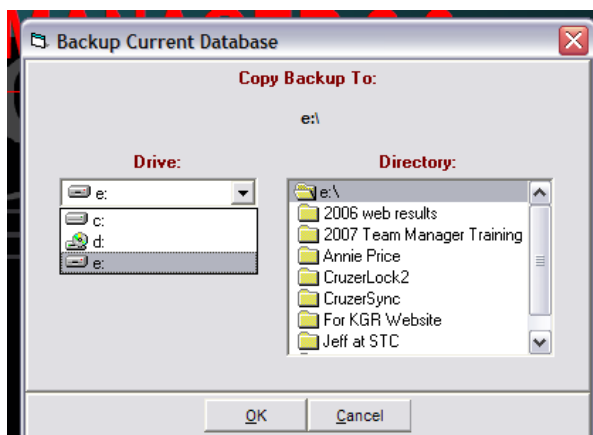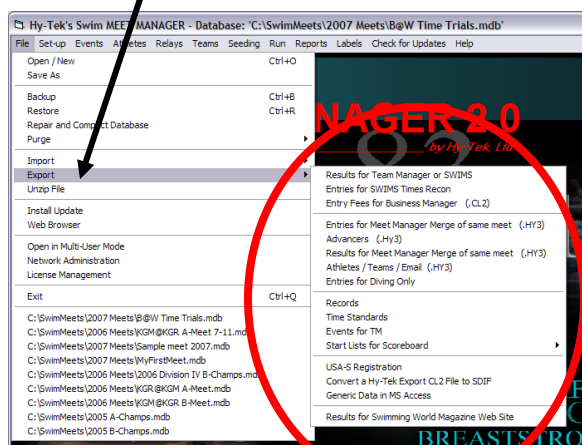
Finally, using procedures outlined by the League, submit the results to the Midlakes website, preferably by noon the day after the meet.