Hy-Tek Meet Manager

LISA OLACK

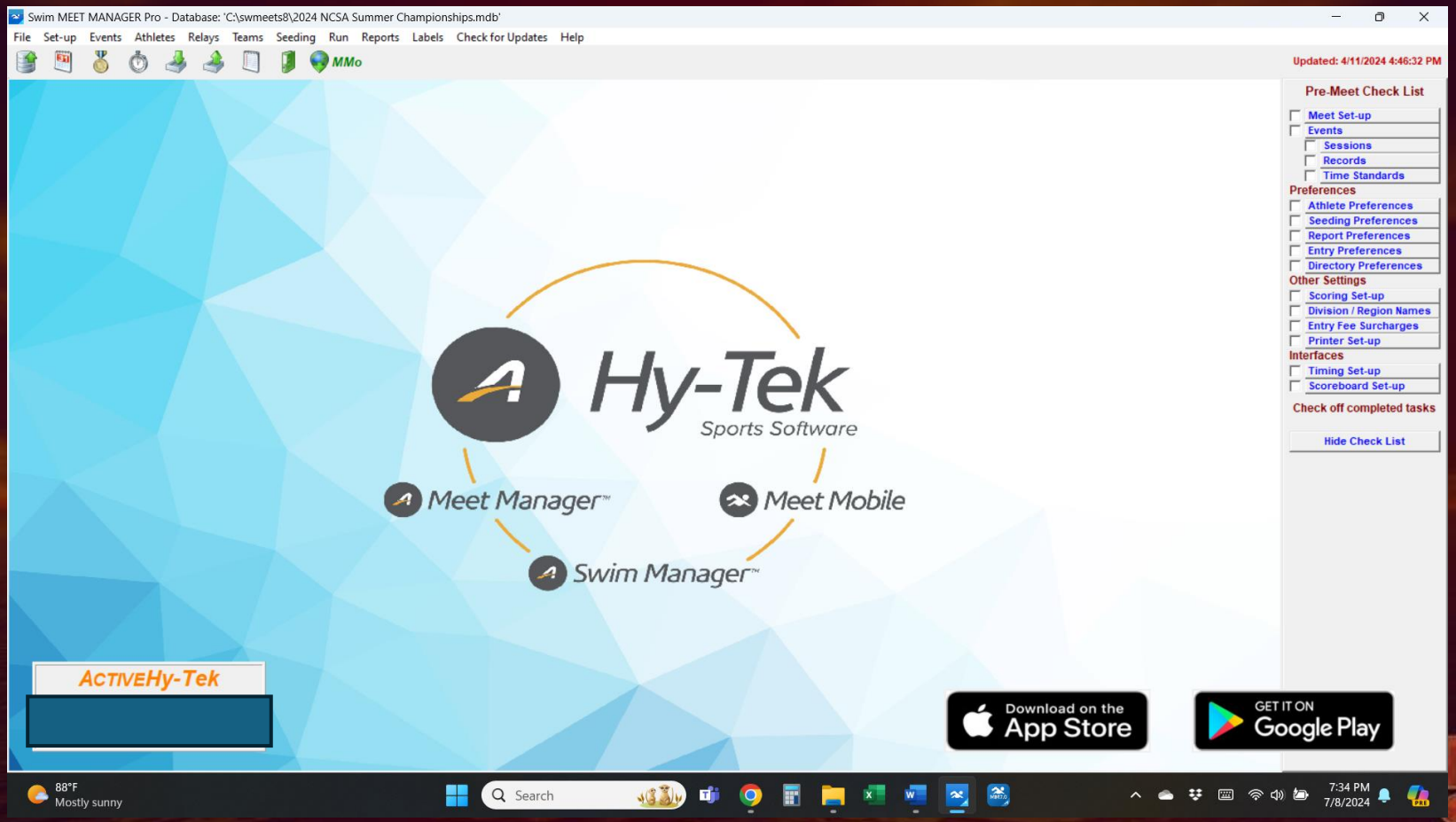
HOSTED BY

ANISSA KANZARI

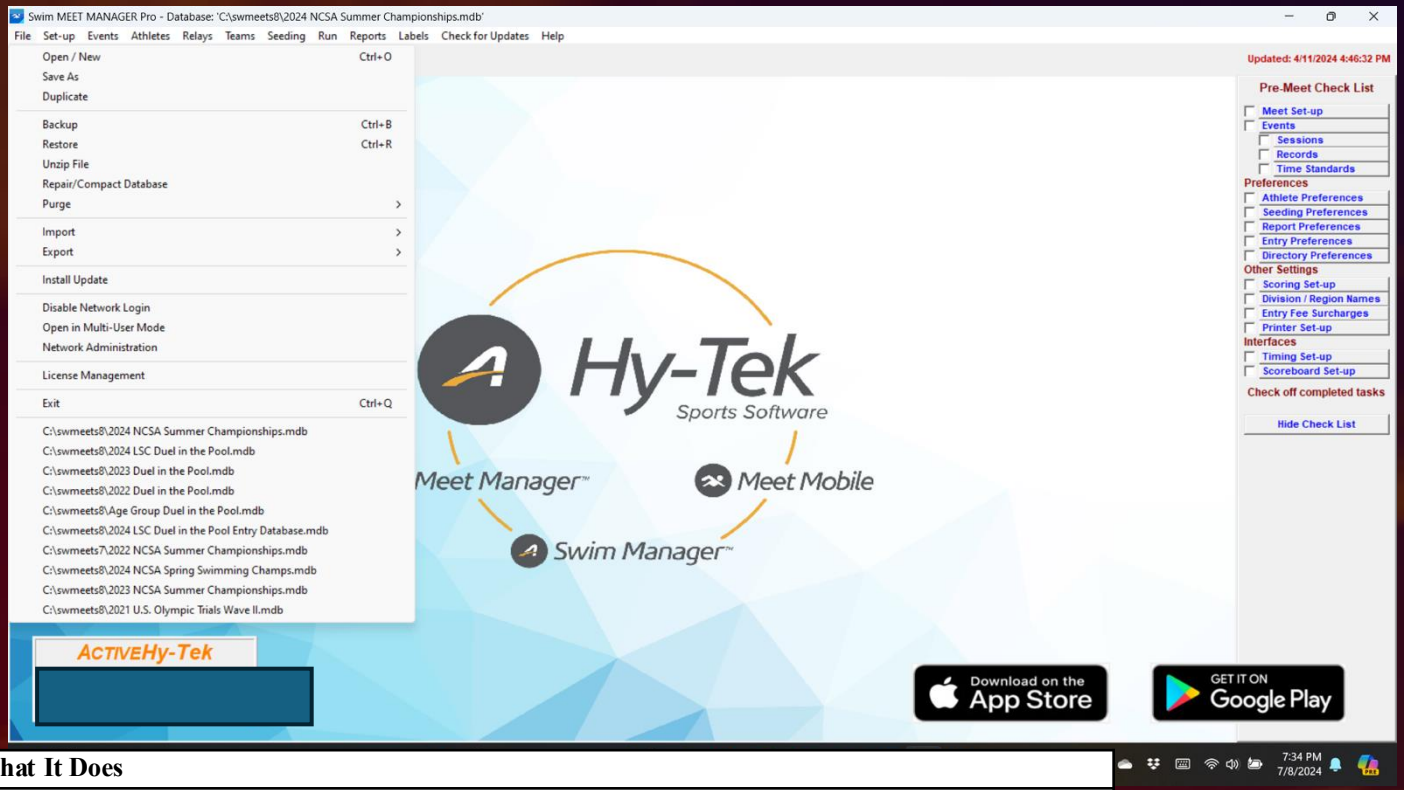
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MEET MANAGER HANDBOOK

MAIN MENU

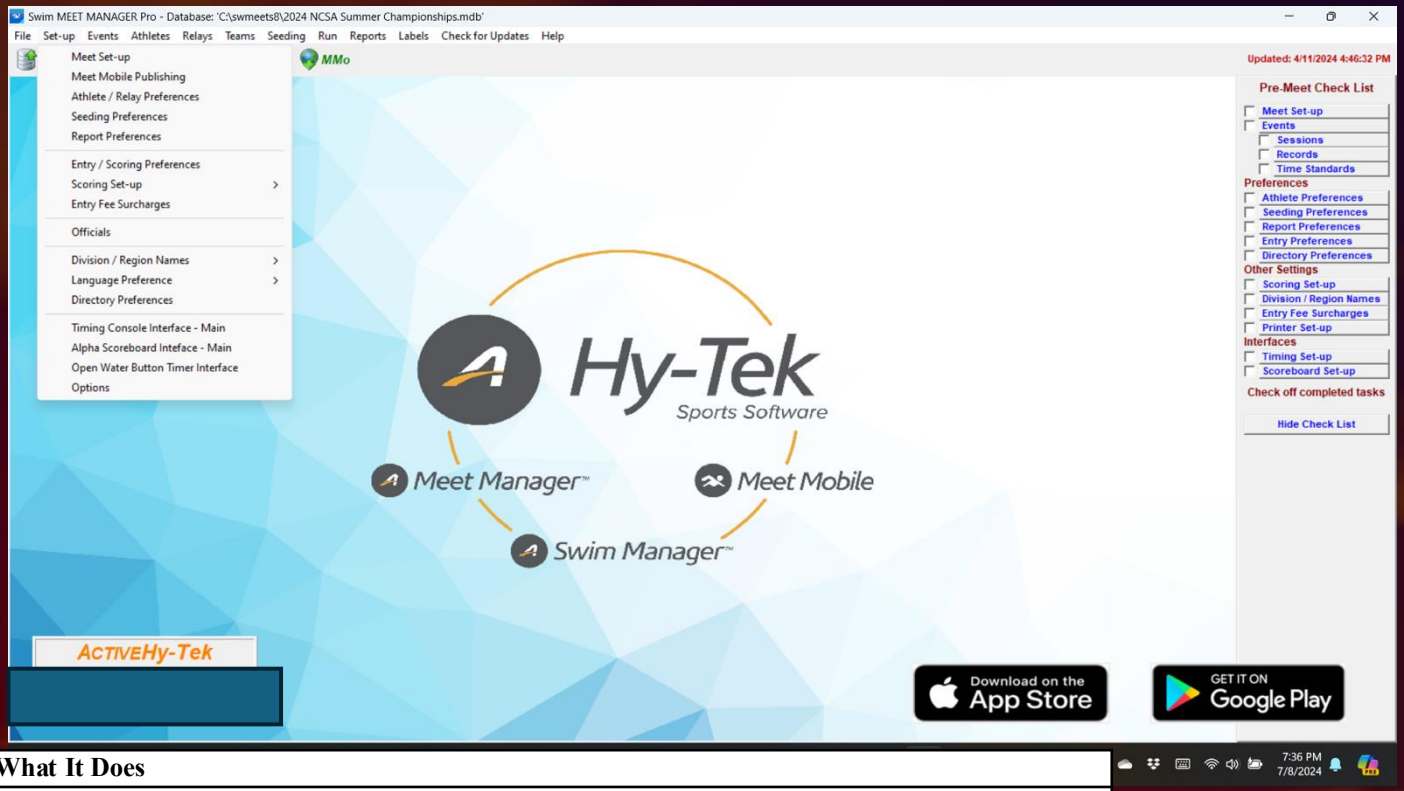


FILE MENU



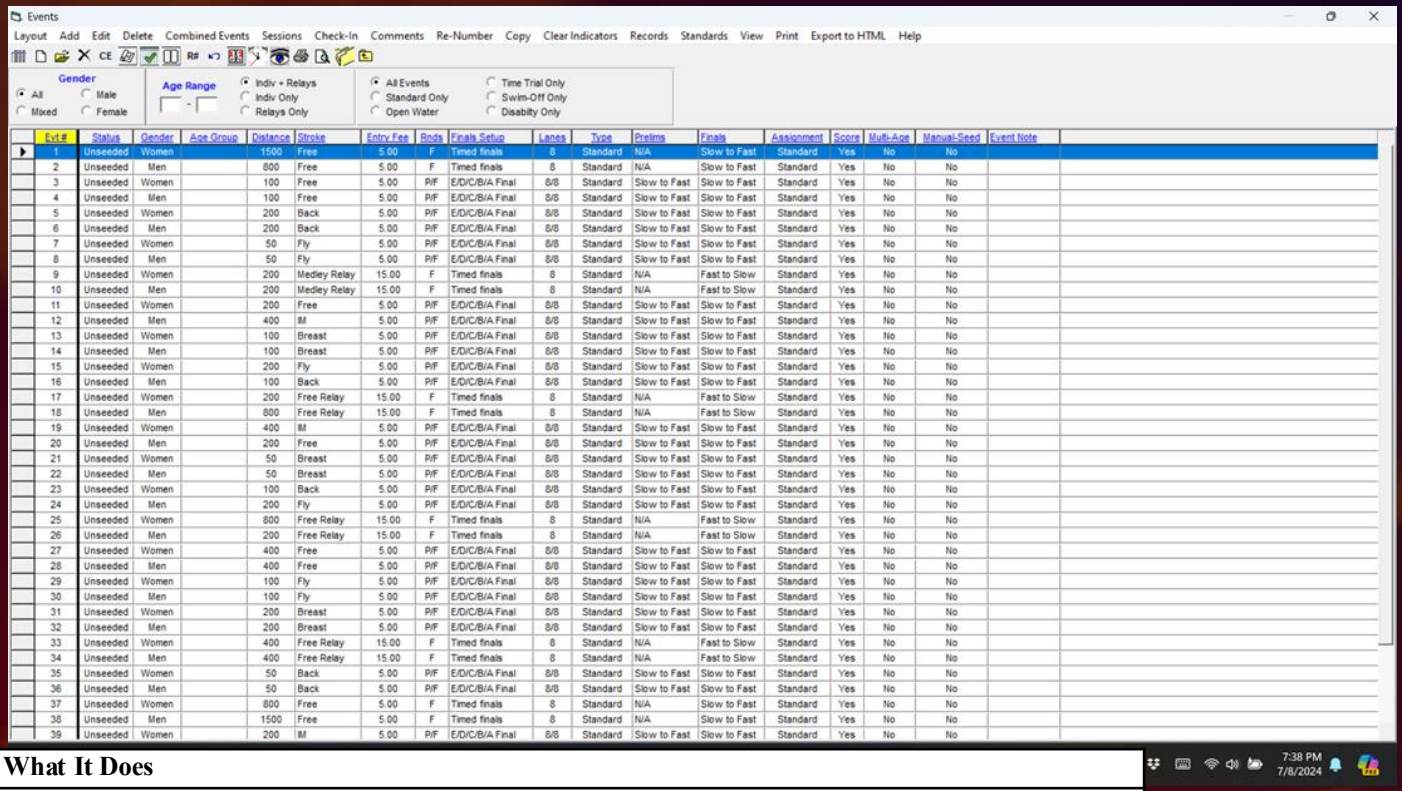
Feature	What It Does
Open/New	Creates a new meet or opens an existing meet
Save As	Saves a meet
Duplicate	Duplicates a meet
Backup	Backup a meet
Restore	Restores meet information
Unzip File	Unzips a file
Repair/Compact Database	Repairs a damaged database/removes data marked for deletion
Purge	Purges part or all of your database
Import	Imports info such as entries, rosters, results, etc.
Export	Exports info such as entries, rosters, results, etc.
Install Update	Installs updates from Hy-tek
Disable Network Login	For Pro versions only; enables and disables network functions
Open in Multi-User Mode	For Pro version only; allows more than one person access to the database
Network Administration	Setup for multi-user mode.
License Management	Allows for more than one meet manager license on a computer
Exit	Exit out of meet manager

SETUP MENU



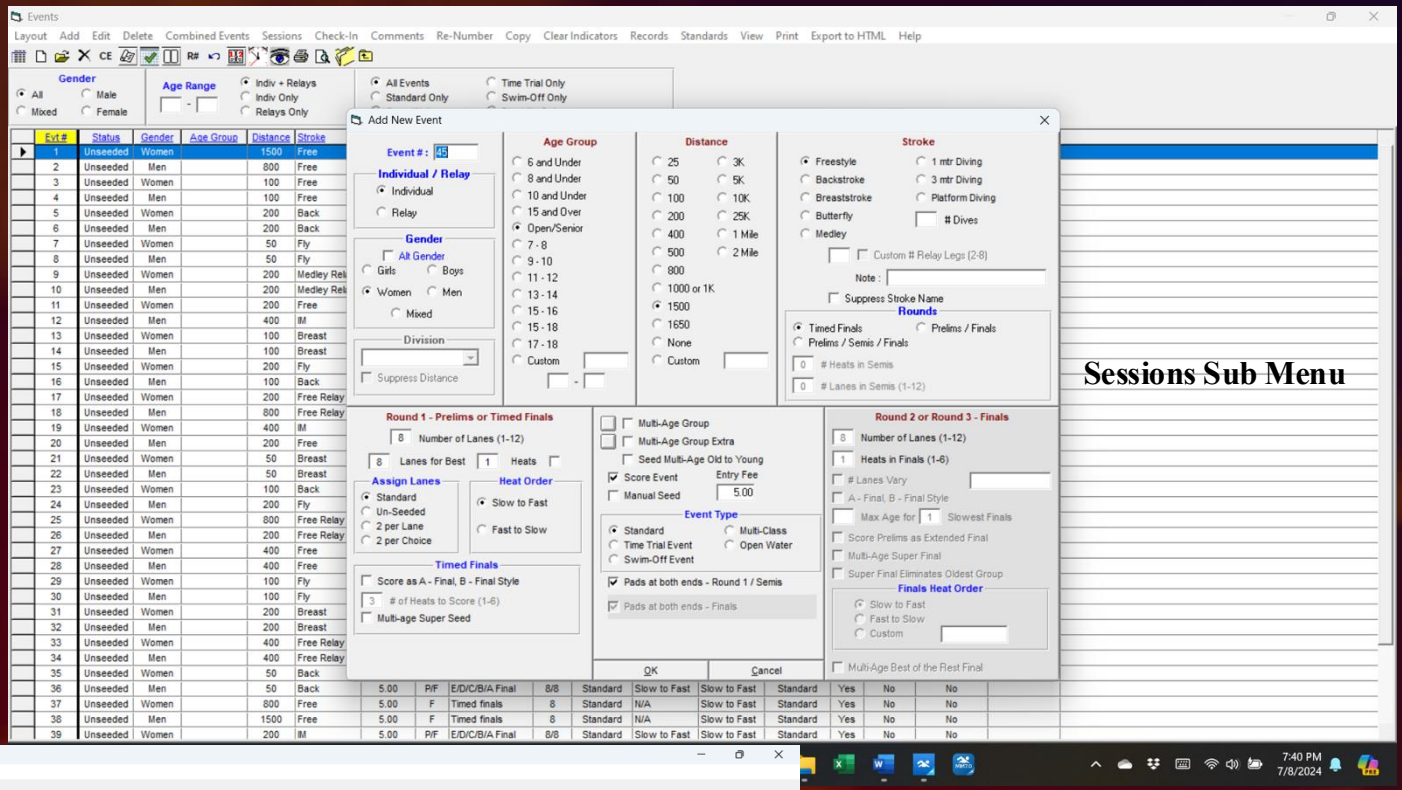
Feature	What It Does
Meet Setup	Information regarding the meet
Meet Mobile Publishing	App for Apple/Android that displays results/scores in real time.
Athlete/Relay Preferences	Check boxes for athlete and relay information
Seeding Preferences	Allows for various types of seeding depending on the meet
Report Preferences	Customize how reports will look; headers, report formats, printer setup
Entry/Scoring Preferences	Entry limits, places scored
Scoring Setup	Customize points assigned to each place in each event
Entry Fee Surcharge	Setup athlete, team, and facility surcharges for team entry and meet summary reports
Officials	Allows for adding official names to be used when recording DQs
Division/Region Names	For non-standard meets
Language Preference	English/Spanish
Directory Preferences	Allows for setting up directories
Timing Console Interface	Selects a timing system
Alpha Scoreboard Interface	Select a scoreboard if available
Open Water Button Timer Interface	Select open water timing method
Options	Setting for global parameters

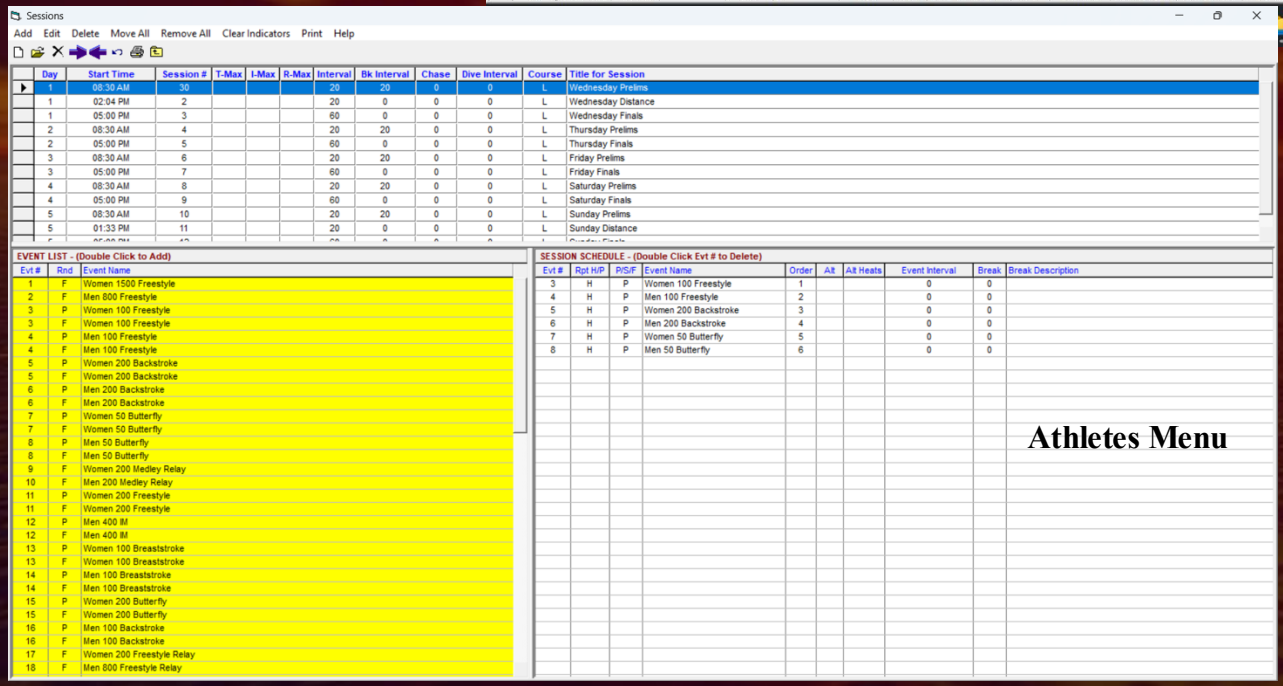
EVENTS MENU



Feature	What It Does
Layout	Grid on screen
Add	Add events
Edit	Edit events
Delete	Delete events
Combined Events	Combine events
Sessions	Setup sessions
Check-In	Check-in start/close for events requiring check-in; may be included in psych and heat sheets
Comments	Use for event sponsors
Re-Number	Re-numbers events
Copy	Copies events to a different set of events
Clear Indicators	Such as proof of time needed “*”
Records	Setup records
Standards	Setup time standards
View	Allows for filtering
Print	Prints an event report
Export to HTML	Export event file to a HTML file

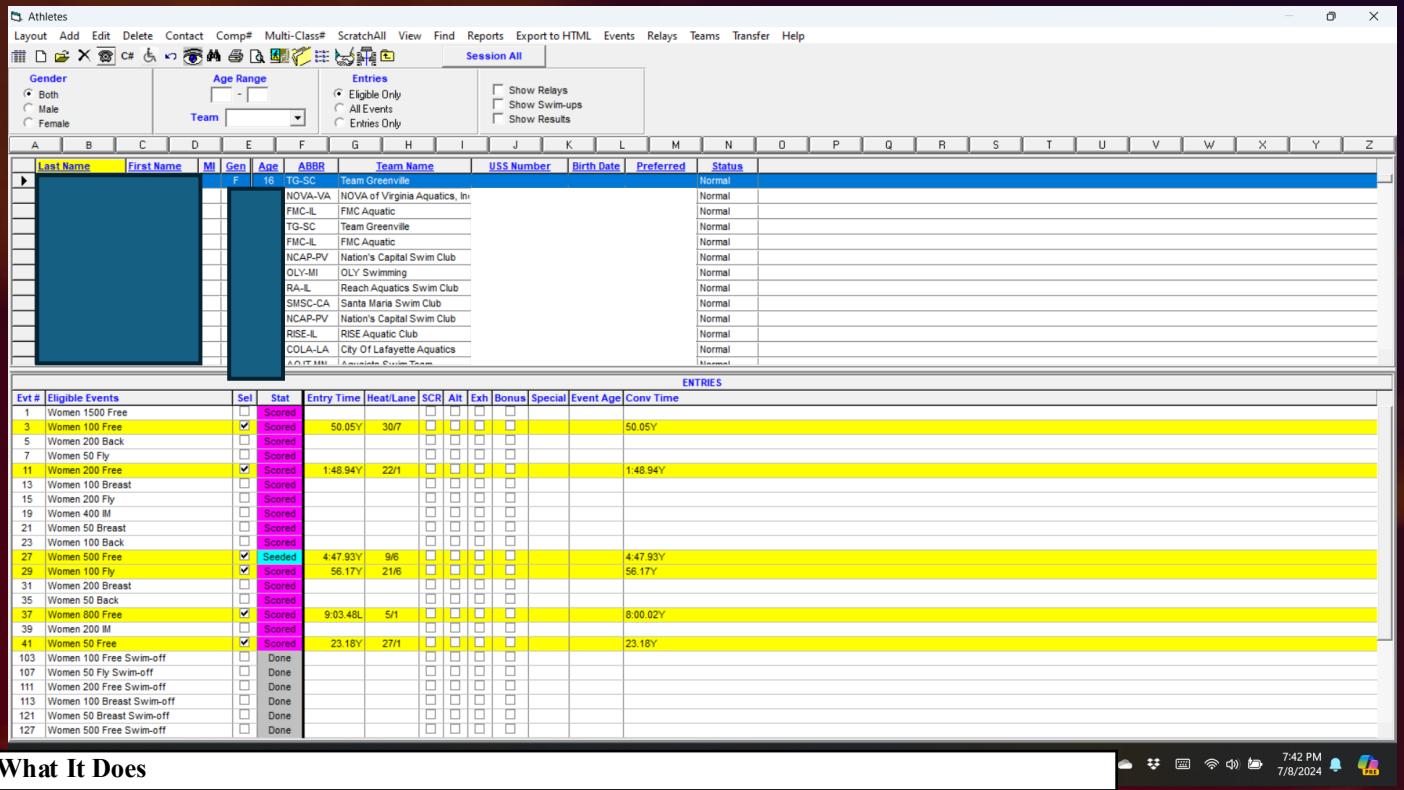
ADD NEW EVENT SUB MENU





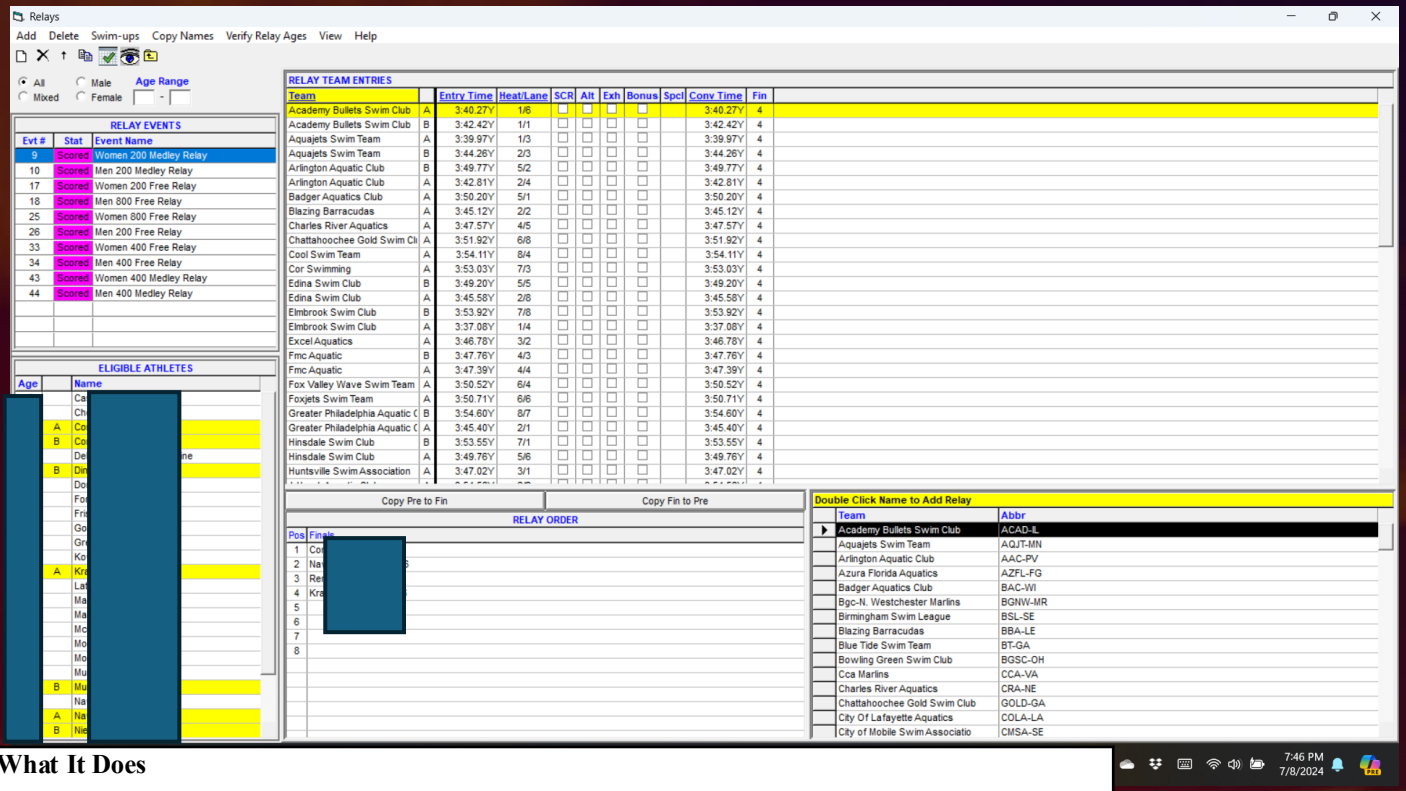
HOT SUMMER Nights

ATHLETES MENU



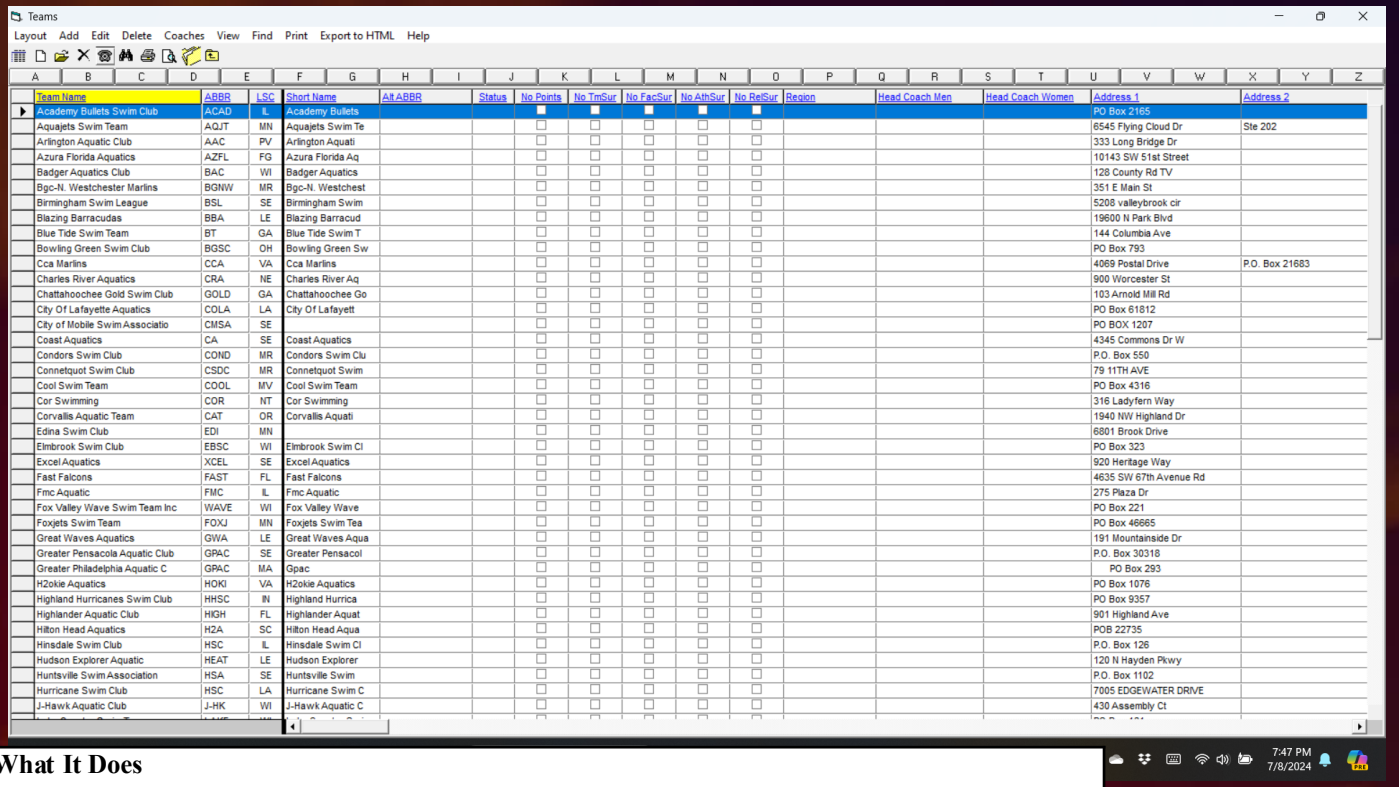
Feature	What It Does
Layout	Grid on screen
Add	Add athletes
Edit	Edit athletes
Delete	Delete athletes
Contact	Athlete contact info
Comp#	Assigns competitor numbers to athletes
Multi-Class#	For disability meets
Scratch All	Scratches events for the athlete highlighted
View	Allows for filtering
Find	Find an athlete
Print	Prints an athlete report
Export to HTML	Export event file to a HTML file
Events	Go to the event menu
Relays	Go to the relays menu
Teams/Schools	Go to the teams menu
Transfer	Batch transfer athletes from one team to another

RELAYS MENU



Feature	What It Does
Add	Add relay teams
Delete	Delete relay teams
Swims-up	Swim up in age for a relay
Copy Names	Copy athlete names from prelim to final
Verify Relay Ages	Checks athlete ages match the event
View	Allows for filtering

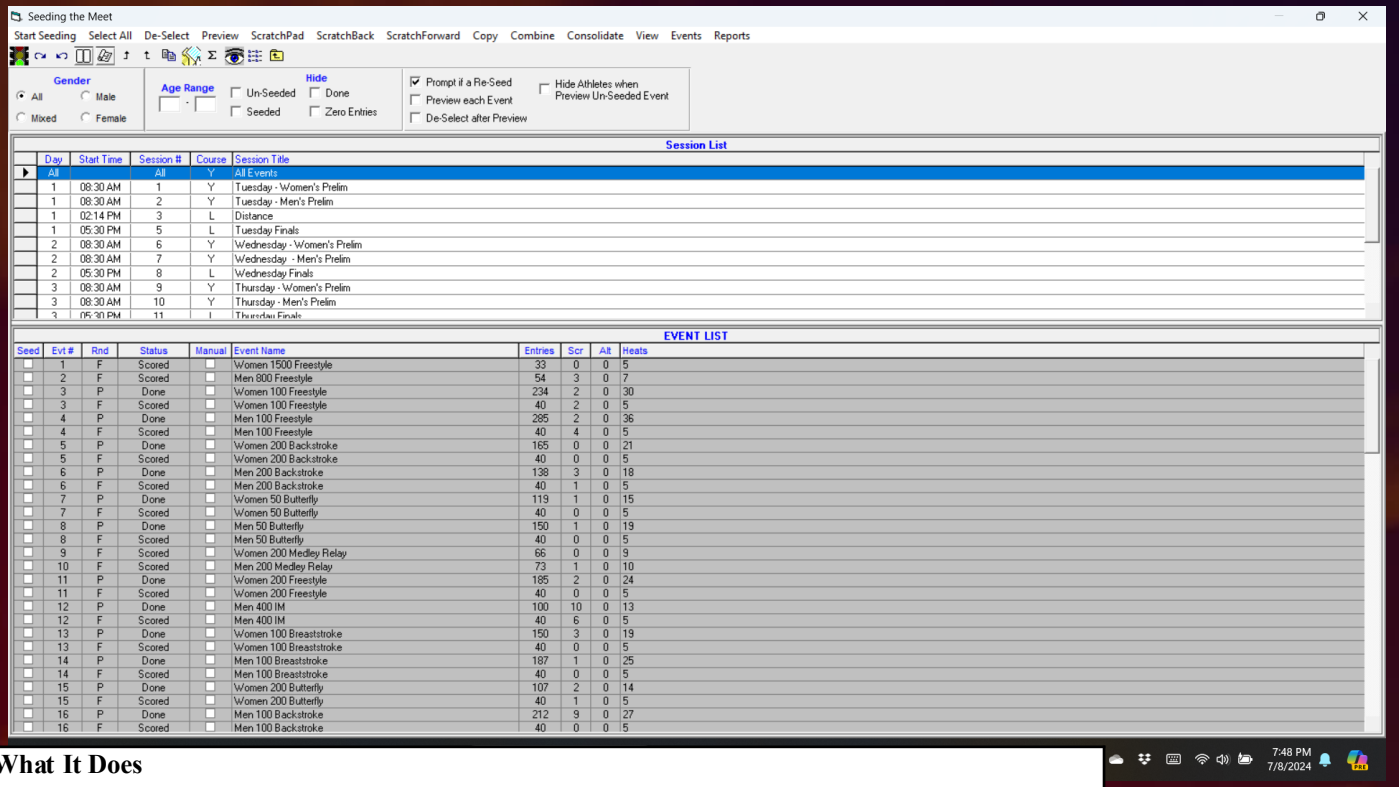
TEAMS MENU



Team Name	ABBR	LSC	Short Name	Alt ABBR	Status	No Points	No TmSur	No FacSur	No AthSur	No RelSur	Region	Head Coach Men	Head Coach Women	Address 1	Address 2
Academy Bullets Swim Club	ACAD	IL	Academy Bullets											PO Box 2165	
Aquajets Swim Team	AQJT	MN	Aquajets Swim Te											6545 Flying Cloud Dr	Ste 202
Arlington Aquatic Club	AAC	PV	Arlington Aquati											333 Long Bridge Dr	
Azura Florida Aquatics	AZFL	FG	Azura Florida Aq											10143 SW 51st Street	
Badger Aquatics Club	BAC	WI	Badger Aquatics											128 County Rd TV	
Bgc-N. Westchester Marlins	BGNW	MR	Bgc-N. Westchest											351 E Main St	
Birmingham Swim League	BSL	SE	Birmingham Swim											5208 valleybrook cir	
Blazing Barracudas	BBA	LE	Blazing Barracud											19600 N Park Blvd	
Blue Tide Swim Team	BT	GA	Blue Tide Swim T											144 Columbia Ave	
Bowling Green Swim Club	BGSC	OH	Bowling Green Sw											PO Box 793	
Cca Marlins	CCA	VA	Cca Marlins											4069 Postal Drive	P.O. Box 21683
Charles River Aquatics	CRA	NE	Charles River Aq											900 Worcester St	
Chattahoochee Gold Swim Club	GOLD	GA	Chattahoochee Go											103 Arnold Mill Rd	
City Of Lafayette Aquatics	COLA	LA	City Of Lafayett											PO Box 61812	
City of Mobile Swim Associatio	CMSA	SE												PO BOX 1207	
Coast Aquatics	CA	SE	Coast Aquatics											4345 Commons Dr W	
Condors Swim Club	COND	MR	Condors Swim Clu											P.O. Box 550	
Connetquot Swim Club	CSDC	MR	Connetquot Swim											79 11TH AVE	
Cool Swim Team	COOL	MV	Cool Swim Team											PO Box 4316	
Cor Swimming	COR	NT	Cor Swimming											316 Ladyfern Way	
Corvallis Aquatic Team	CAT	OR	Corvallis Aquati											1940 NW Highland Dr	
Edina Swim Club	EDI	MN												6801 Brook Drive	
Elmbrook Swim Club	EBSC	WI	Elmbrook Swim Cl											PO Box 323	
Excel Aquatics	XCEL	SE	Excel Aquatics											920 Heritage Way	
Fast Falcons	FAST	FL	Fast Falcons											4635 SW 67th Avenue Rd	
Fmc Aquatic	FMC	IL	Fmc Aquatic											275 Plaza Dr	
Fox Valley Wave Swim Team Inc	WAVE	WI	Fox Valley Wave											PO Box 221	
Foxjets Swim Team	FOXJ	MN	Foxjets Swim Tea											PO Box 46665	
Great Waves Aquatics	GWA	LE	Great Waves Aqua											191 Mountainside Dr	
Greater Pensacola Aquatic Club	GPAC	SE	Greater Pensacol											P.O. Box 30318	
Greater Philadelphia Aquatic C	GPAC	MA	Gpac											PO Box 293	
H2okie Aquatics	HOKI	VA	H2okie Aquatics											PO Box 1076	
Highland Hurricanes Swim Club	HHSC	IN	Highland Hurrica											PO Box 9357	
Highlander Aquatic Club	HIGH	FL	Highlander Aquat											901 Highland Ave	
Hilton Head Aquatics	H2A	SC	Hilton Head Aqua											POB 22735	
Hinsdale Swim Club	HSC	IL	Hinsdale Swim Cl											P.O. Box 126	
Hudson Explorer Aquatic	HEAT	LE	Hudson Explorer											120 N Hayden Pkwy	
Huntsville Swim Association	HSA	SE	Huntsville Swim											P.O. Box 1102	
Hurricane Swim Club	HSC	LA	Hurricane Swim C											7005 EDGEWATER DRIVE	
J-Hawk Aquatic Club	J-HK	WI	J-Hawk Aquatic C											430 Assembly Ct	

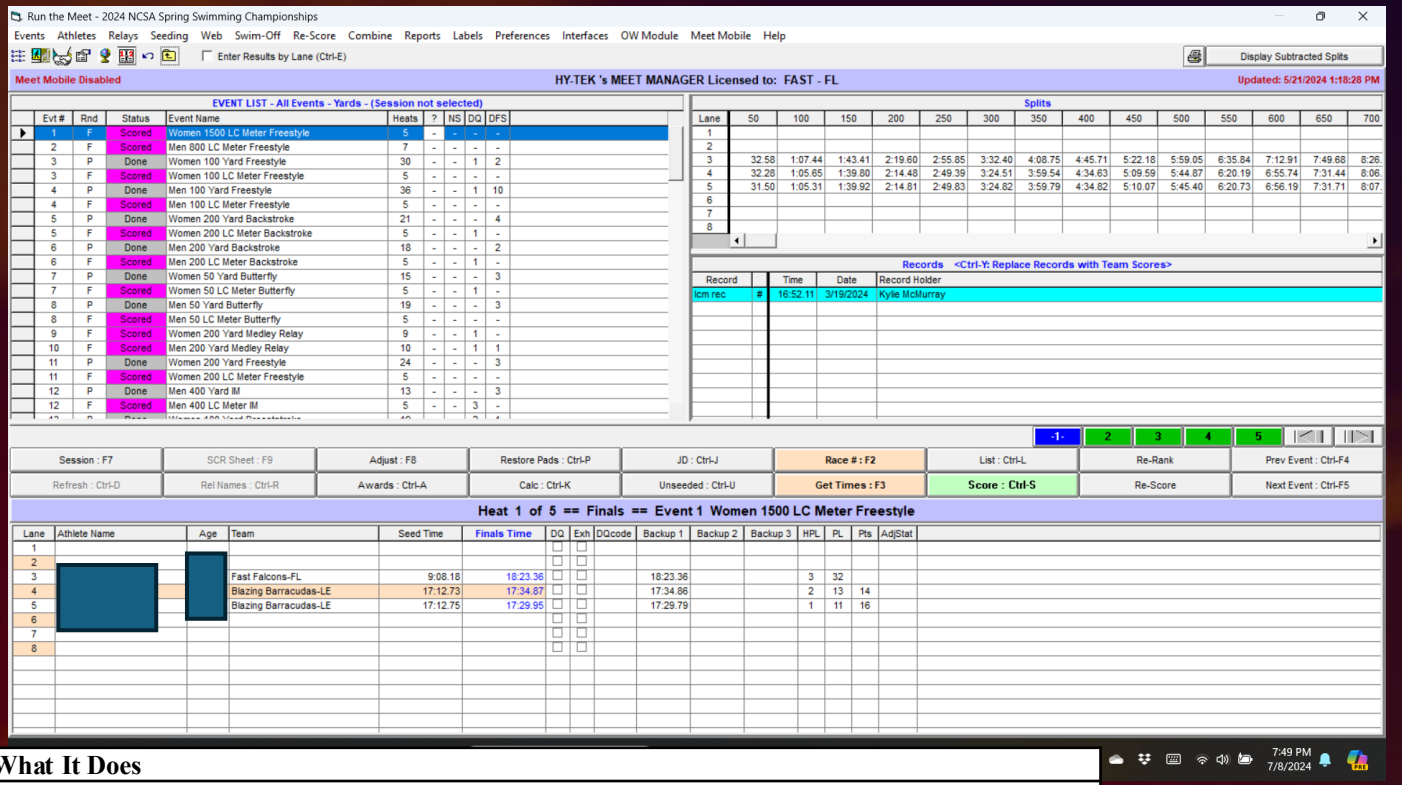
Feature	What It Does
Layout	Grid on screen
Add	Add a team
Edit	Edit a team
Delete	Delete a team
Coaches	Enter coach information
View	Last entered
Find	Find a team
Print	Prints an athlete report
Export to HTML	Export event file to a HTML file

SEEDING MENU



Feature	What It Does
Start Seeding	Seeds an event
Select All	Selects all events
De-select All	De-selects any event previously selected
Preview	Previews an event and allows for adjustments
Scratch Pad	Allows athletes to be scratched from an event
Scratch Back	Limits entries in an events
Scratch Forward	Allows the elimination of the top swimmers in an event to be seeded
Copy	Copies entries from one event to another
Combine	Combines events
Consolidate	Consolidates prelim/finals if for some reason finals does not run
View	Allows for filtering
Events	Go to the events menu
Reports	Psych Sheet, Meet Program, Meet Check-In, Lane Timer Sheets

RUN MENU



Feature	What It Does
Events	Go to the events menu
Athletes	Go to the athletes menu
Relays	Go to the relays menu
Seeding	Go to the seeding menu
Web	Results to a web site
Swim Off	Sets up swim off for highlighted event
Re-score	Re-scores events in the top left of the menu
Combine	Combines events
Reports	Memorized Reports, Administrative, Events, Teams/Schools, Athlete Rosters, Session, Records, Time Standards, Entry Lists, Split Sheets, Psych Sheets, Meet Program, Meet Check-in, Lane Timer Sheets, Warm up Sheets, Results, Scores, Meet Summary, Backup Button Statistics, Exceptions Report, Record/POP Forms, Point Systems, Results Conversions, Medal Count
Labels	Print labels if the purchase option is elected
Preferences	Award labels, backup times, report preferences, results for list & score, run screen, team scores on run menu, web real-time
Interfaces	Setup timer and scoreboard interfaces
OW Module	For open water meets
Meet Mobile	May be setup on or after the meet starts up to 7 days after completion of the meet; uploads results to meet mobile application on Apple and Android products

Run Meet: Getting Times from Timing Console, Scoring, and Printing Results

CLICK “Run” from the Main Menu
CLICK “Session” button in middle tool bar of page. A pop-up lists the meet’s sessions.
CLICK The session in which you are working. A list of session events appears in the “Event List” box in the run menu.

After heat is completed:
CLICK “Get Times”. This brings the times to HY-Tek from the Timing Console. This is the preferred and fastest way to bring times in.

-OR-

CLICK “Race#”.

This will bring the times from the Timing Console by specifying a particular race number. Every race has its own number independent of events, heats, etc. Hy-Tek operators may keep track of race numbers. It is a good idea for the timing system operator to do this on a heat sheet. Use this feature when “Get Times” fails. When you select “Race#” a pop-up screen appears. Fill in the appropriate race number from the console operator or the report from the timing system after the heat is complete. Race numbers will be sequential unless there is a problem.

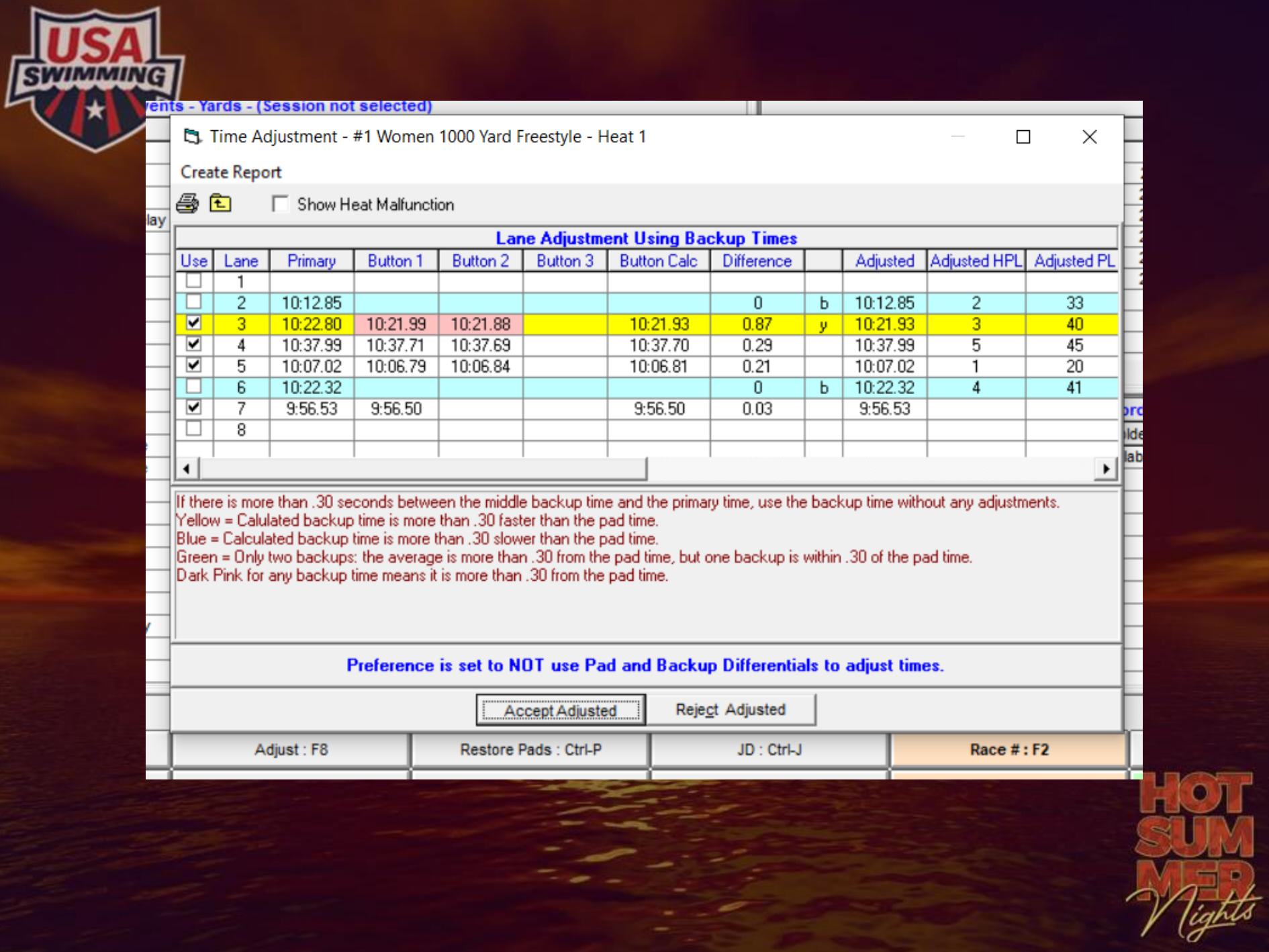
-OR-

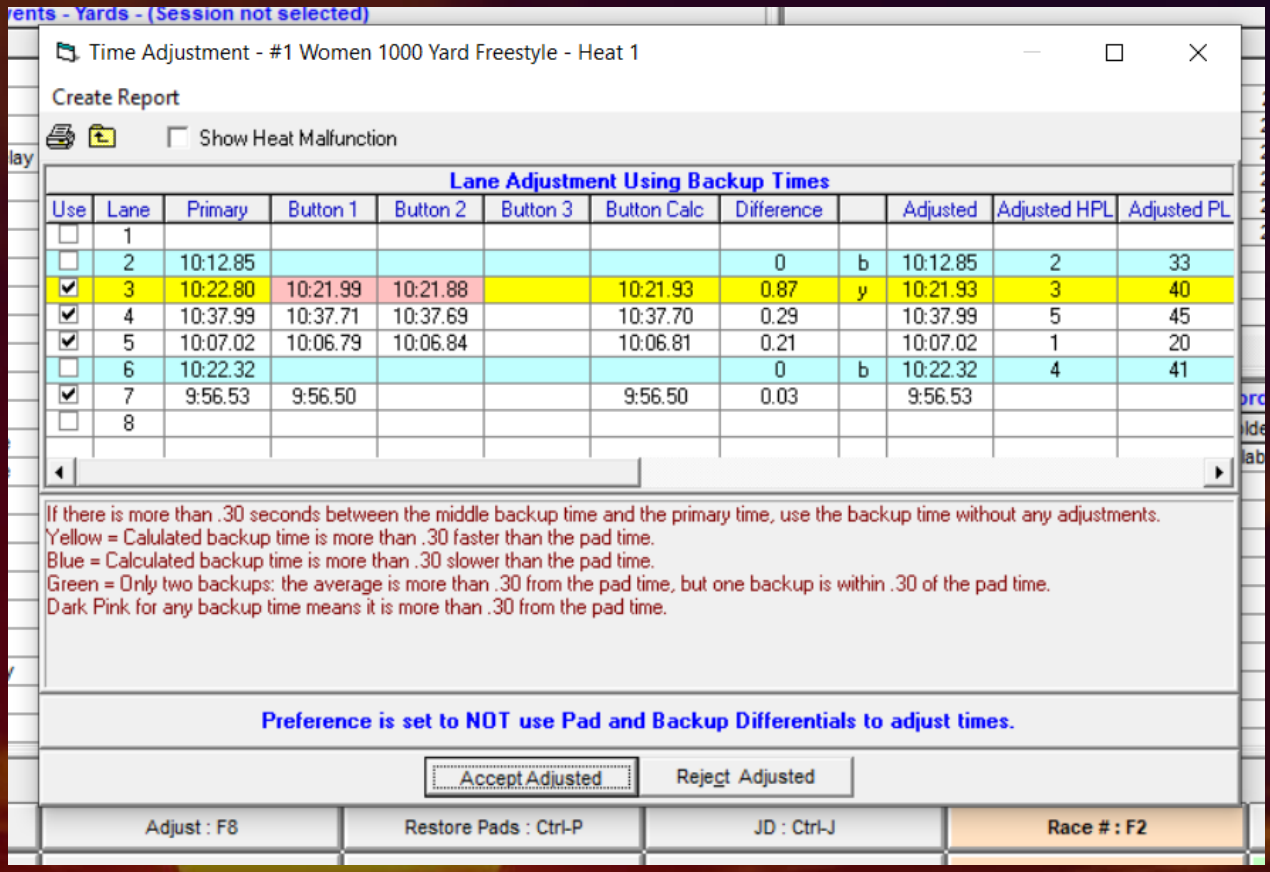
TYPE the times in the correct lanes from the Timing Console printout. Not recommended unless interface fails.

After you Get Times, there may be yellow, blue, or green highlights across the screen. When this happens, it means there is a timing error either with the pad or buttons. This happens when there is more than .30 seconds differential between the pad and button.

- Yellow - The buttons were faster than the pad.
- Blue - The pad was faster than the buttons.
- Green - When using 2 backup buttons, one is within .30 of the pad and one is not.

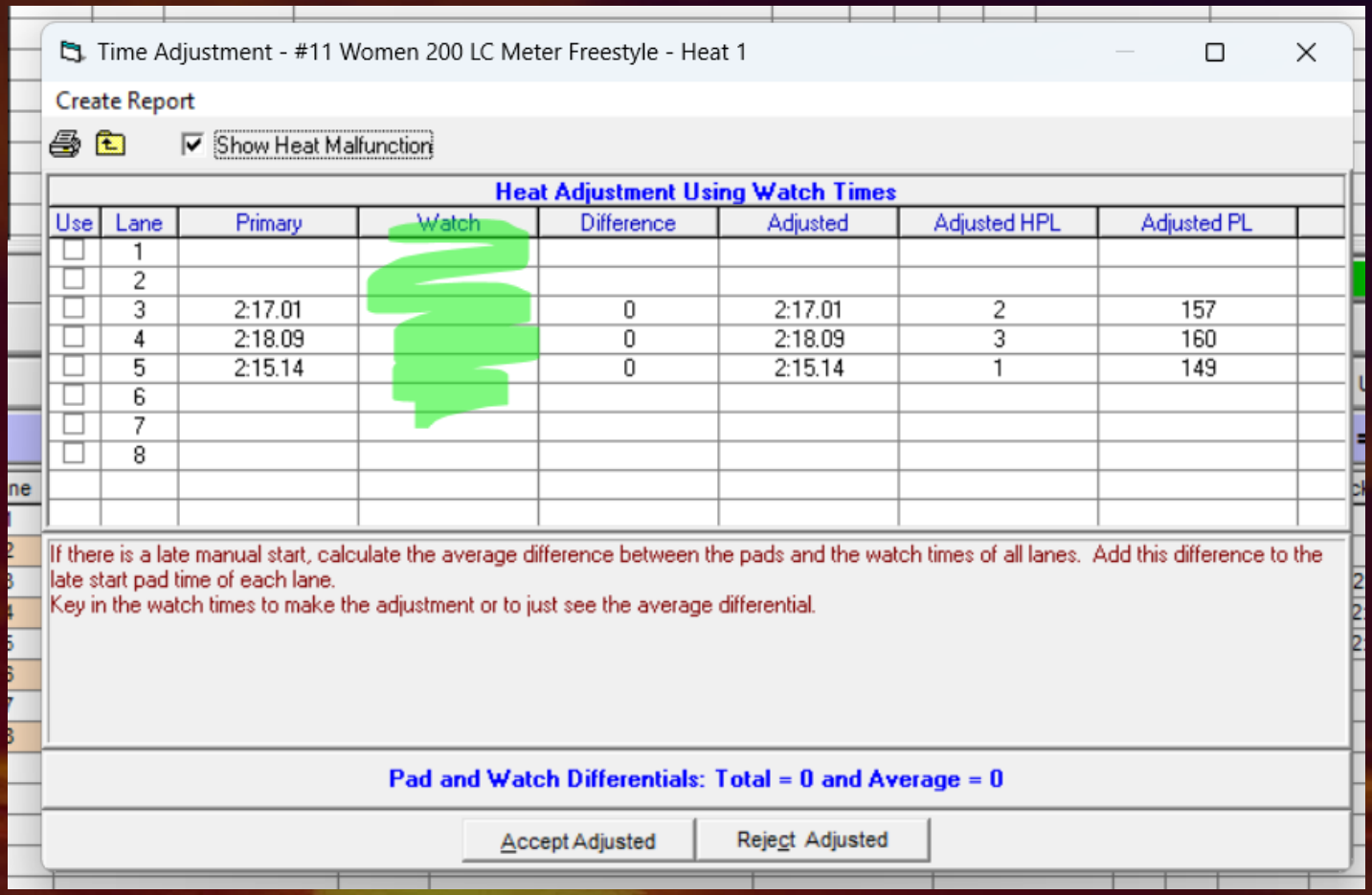
CLICK "Calc" button in middle of tool bar. A pop-up will appear:


USA SWIMMING
vents - Yards - (Session not selected)
Time Adjustment - #1 Women 1000 Yard Freestyle - Heat 1
Create Report
Show Heat Malfunction
Lane Adjustment Using Backup Times
Use | Lane | Primary | Button 1 | Button 2 | Button 3 | Button Calc | Difference | | Adjusted | Adjusted HPL | Adjusted PL
1
2 | 10:12.85 | | | | | 0 | b | 10:12.85 | 2 | 33
3 | 10:22.80 | 10:21.99 | 10:21.88 | | 10:21.93 | 0.87 | y | 10:21.93 | 3 | 40
4 | 10:37.99 | 10:37.71 | 10:37.69 | | 10:37.70 | 0.29 | | 10:37.99 | 5 | 45
5 | 10:07.02 | 10:06.79 | 10:06.84 | | 10:06.81 | 0.21 | | 10:07.02 | 1 | 20
6 | 10:22.32 | | | | | 0 | b | 10:22.32 | 4 | 41
7 | 9:56.53 | 9:56.50 | | | 9:56.50 | 0.03 | | 9:56.53 | |
8
If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
Yellow = Calulated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.
Preference is set to NOT use Pad and Backup Differentials to adjust times.
Accept Adjusted
Reject Adjusted
Adjust : F8
Restore Pads : Ctrl-P
JD : Ctrl-J
Race # : F2
HOT SUM MER Nights



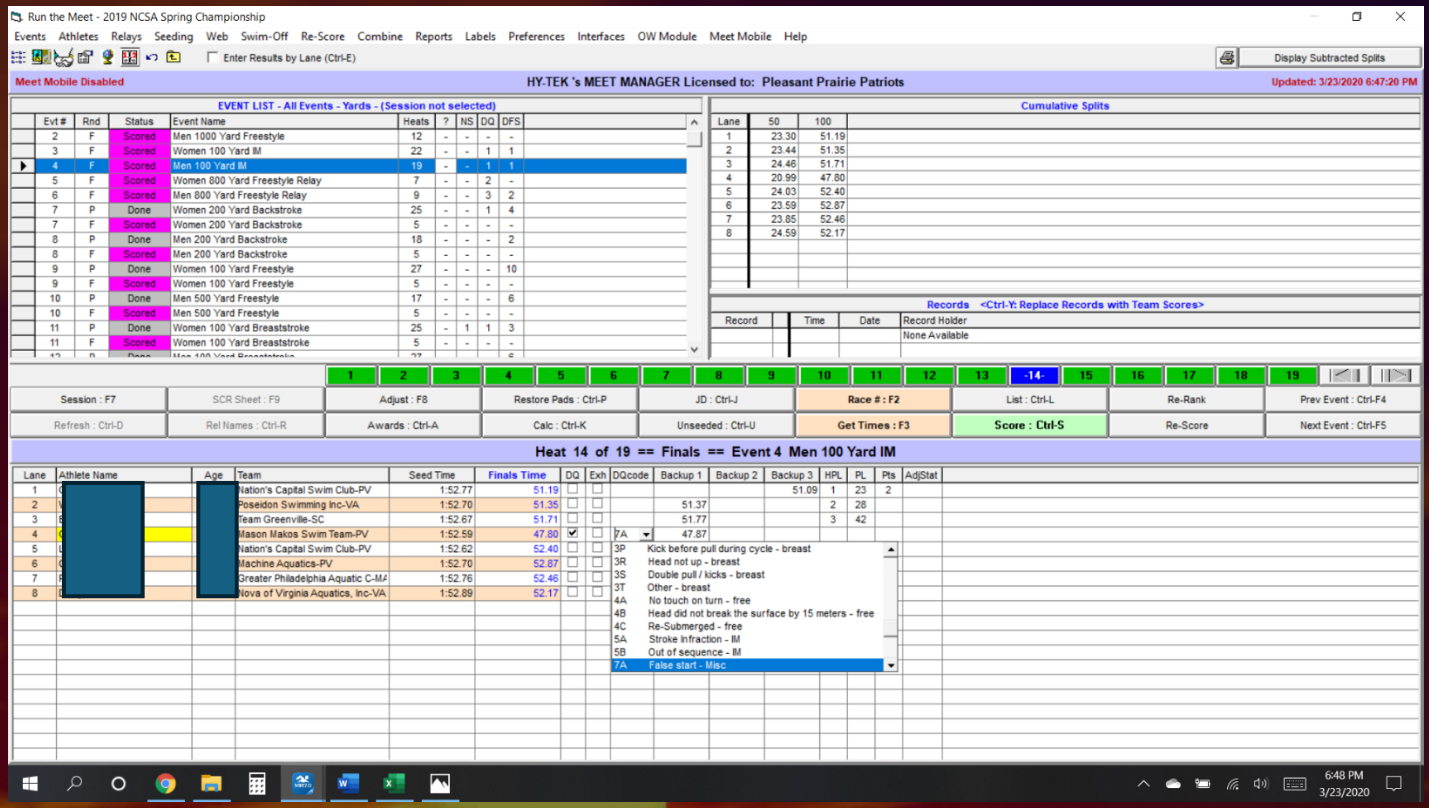
Meet Manager highlighted Lanes 2, 3, & 6 because the average of the backup buttons varied more than .30 seconds from the pad (Primary) time. After reviewing the watch times, the administrative official determines the watch times on Lane 3 support the buttons. He/she decides the swimmer did not activate the pad at the finish and the adjusted time is correct. In Lane 2 & 7, the administrative official investigates and the timers did not press the button but the watches supported the pad. When using this screen be careful of the boxes checked and unchecked when calculating any lane or heat malfunctions. Create report to show all calculations. This may then be printed.

CLICK "Accept Adjusted" after all discrepancies are resolved.



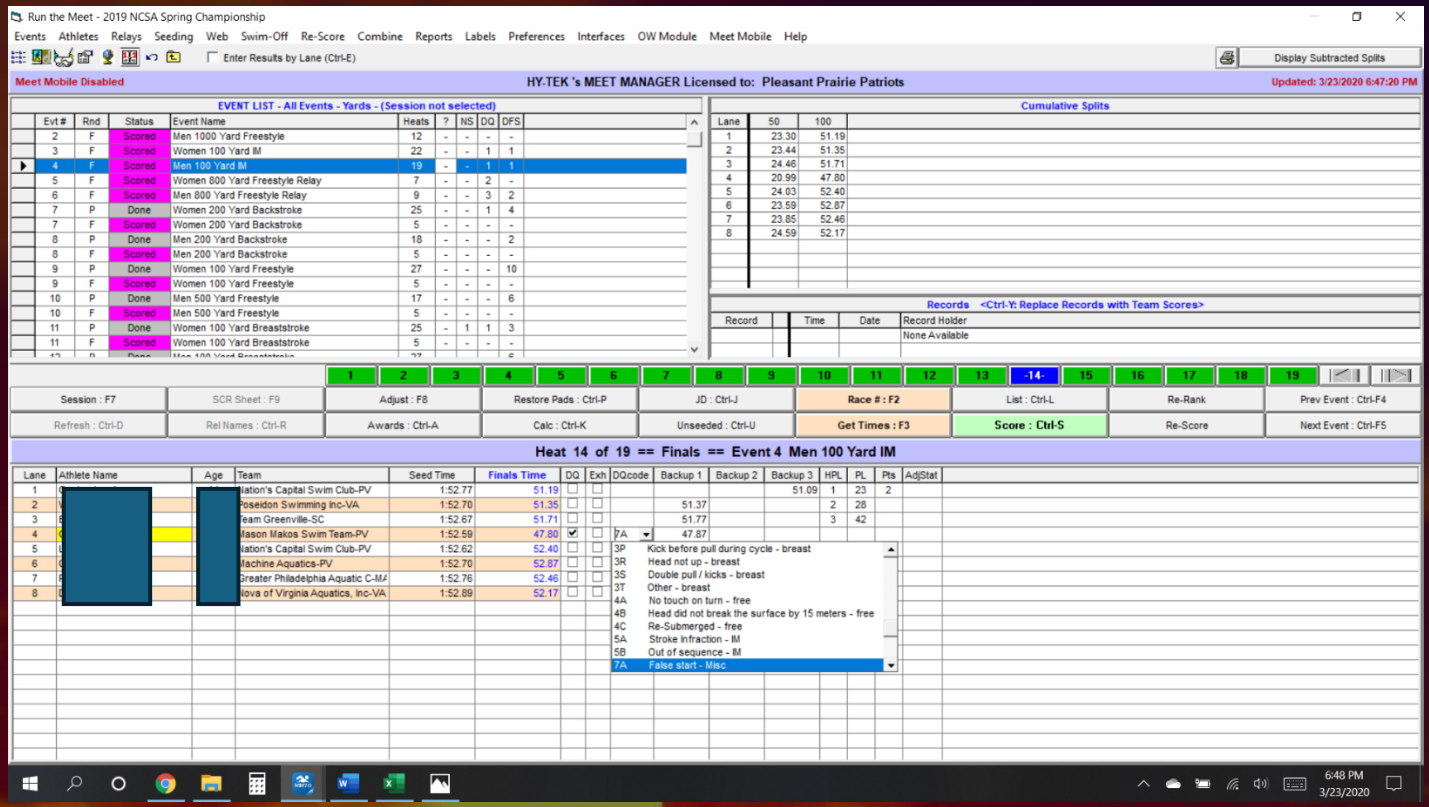
Heat Malfunction:

If there is an early or late start of the timing system and the times from the pads are equally incorrect for all the lanes in a heat the times of the primary system shall be adjusted. This adjustment is calculated by taking the average difference between the pad times and the watches and adding or subtracting the difference to the primary time of every lane in the heat. Enter average watch times to determine the average adjustment to be added or subtracted from the pad time. Once it is determined to be correct, “Accept Adjusted” and the splits along with the final time will be adjusted for the heat



If a DQ occurs (A disqualification slip is received):

CLICK within the "DQ" box column for the appropriate swimmer. A drop down list will appear. Scroll down to the appropriate disqualification. The number and letter code will appear in the DQ code box. These numbers may not match the DQ slip being used

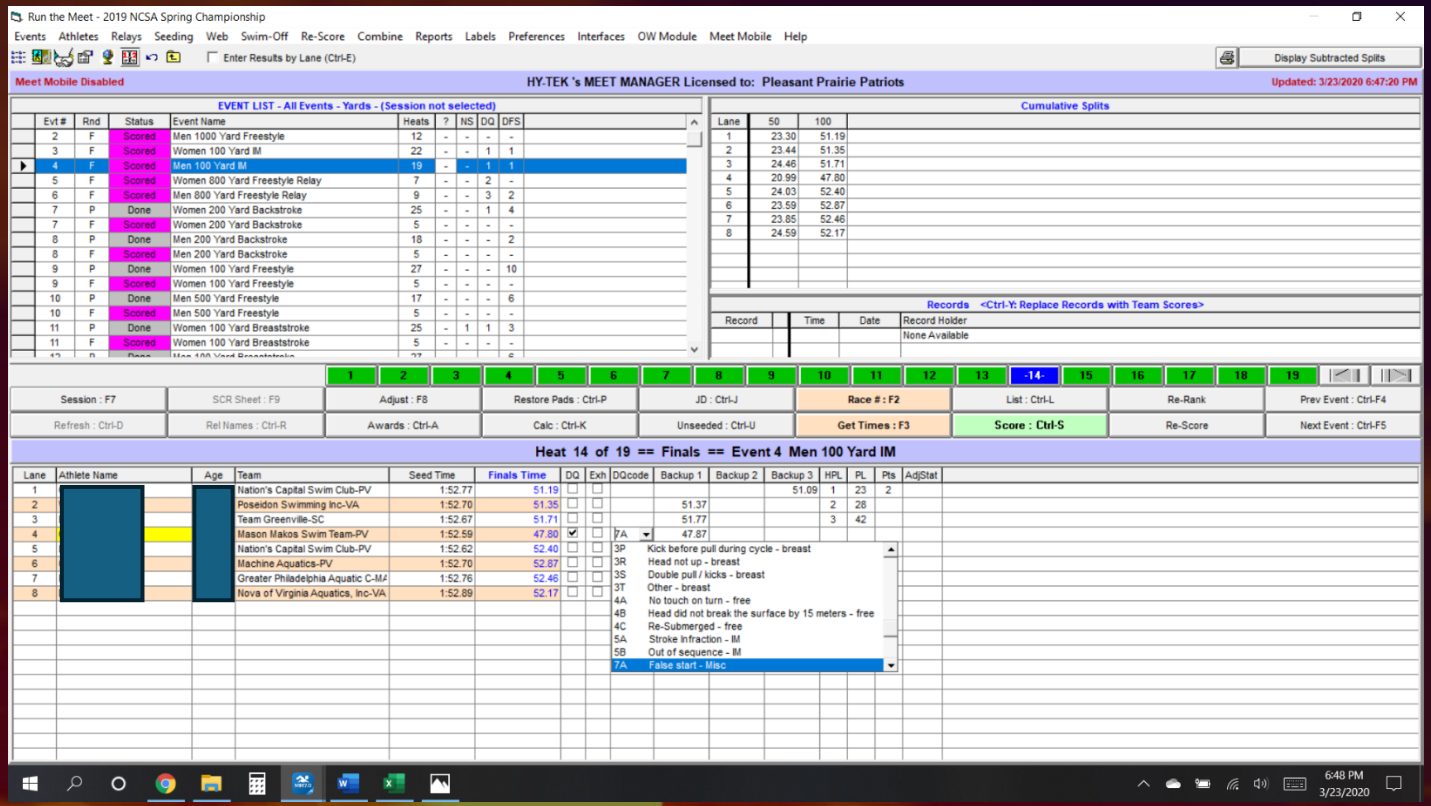


When a swimmer does not swim, a "NS" will appear in the Finals Time. It's good to check with Lane Timer sheet to see if the pad failed and there was indeed a swimmer.

After times are adjusted, if applicable, for the heat:
CLICK the subsequent heat number box OR right pointing arrow to move to next heat.
REPEAT above procedure until entire event is complete.

After event is done and all adjustments are made:
CLICK "Score" to show scored results of final heats of a Prelims/Finals meet or results of a Timed Finals meet. A preview of the scored event appears.
CLICK "Printer icon" to print.

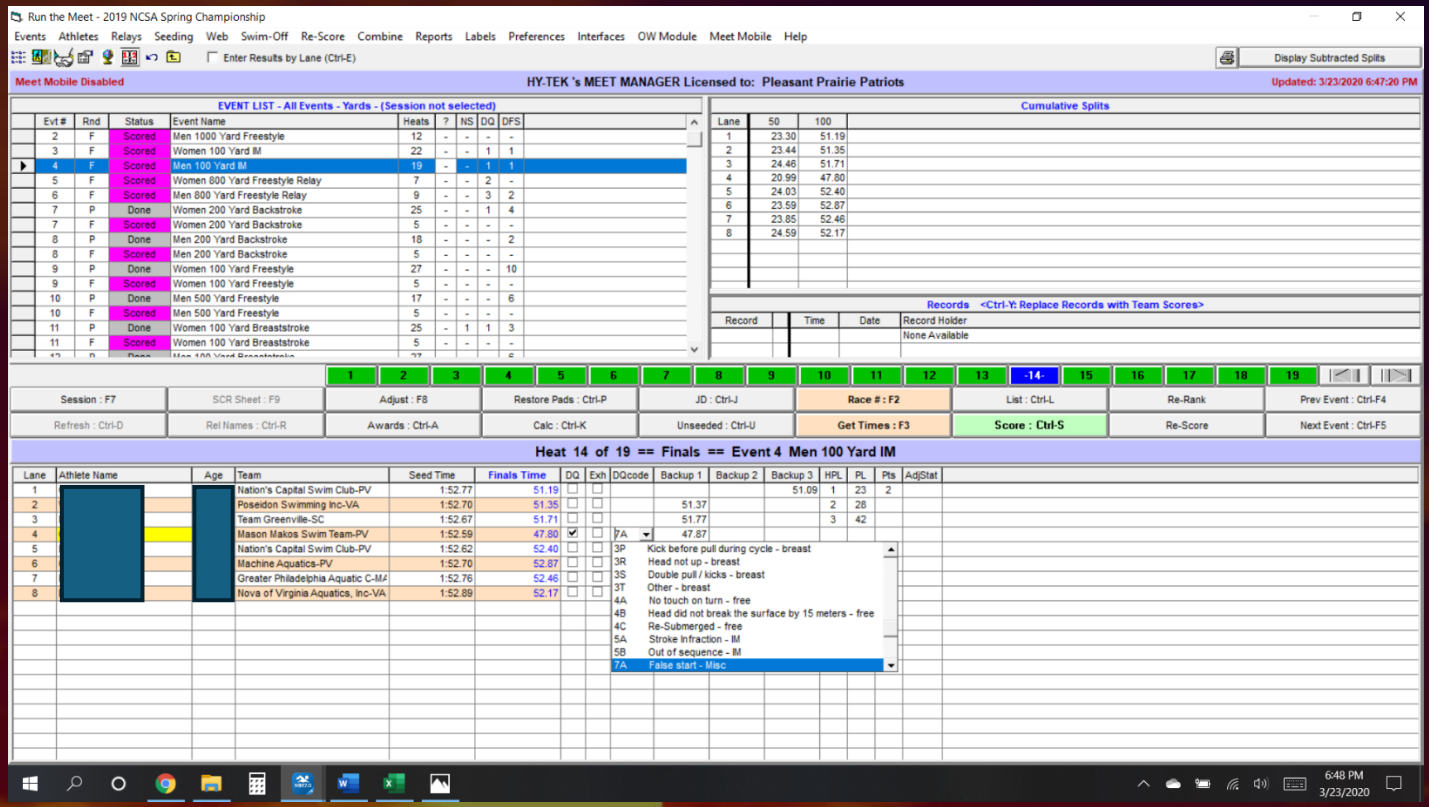
OR



Close out of preview screen,
CLICK "Reports" in Run Menu.
CLICK "Results". Highlight event you are working.

Tip: *Standard listings include single column format, 1 event per page, time standards, entry times, no shows, DQ codes (some referees and/or host clubs do not want to show codes just that the swimmer was DQ'd), and athlete/relay points. Ask ref/host club if they want to include splits. If using splits in results, "Cumulative" shows total time for each pad touch; "Subtracted" shows split times for each pad touch; "Legal Only" shows only the split for the first leg; "Cumulative/Subtracted" shows both the total time and split time for each pad touch.*

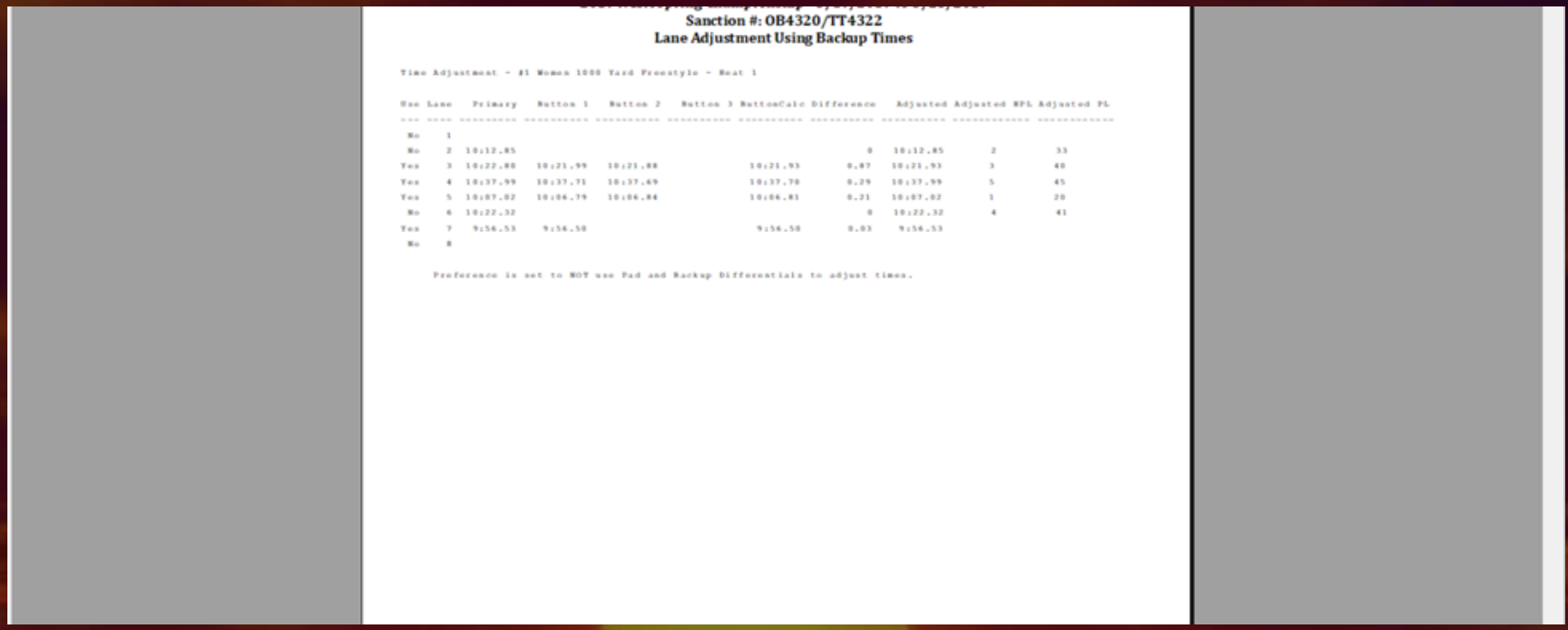
CLICK "Create Report". A preview will appear.



CLICK "Printer icon".

Tip: *Double check results. Check to make sure the DQ/NS appear. Also check for any unusual result. e.g. swimmer shows a 15.89 for a 50 free. Go back and check times.*

CLOSE to return to the Run screen.
CLICK "Next Event" or highlight next event in event list.
REPEAT above process until the session is finished.



Sanction #: OB4320/TT4322

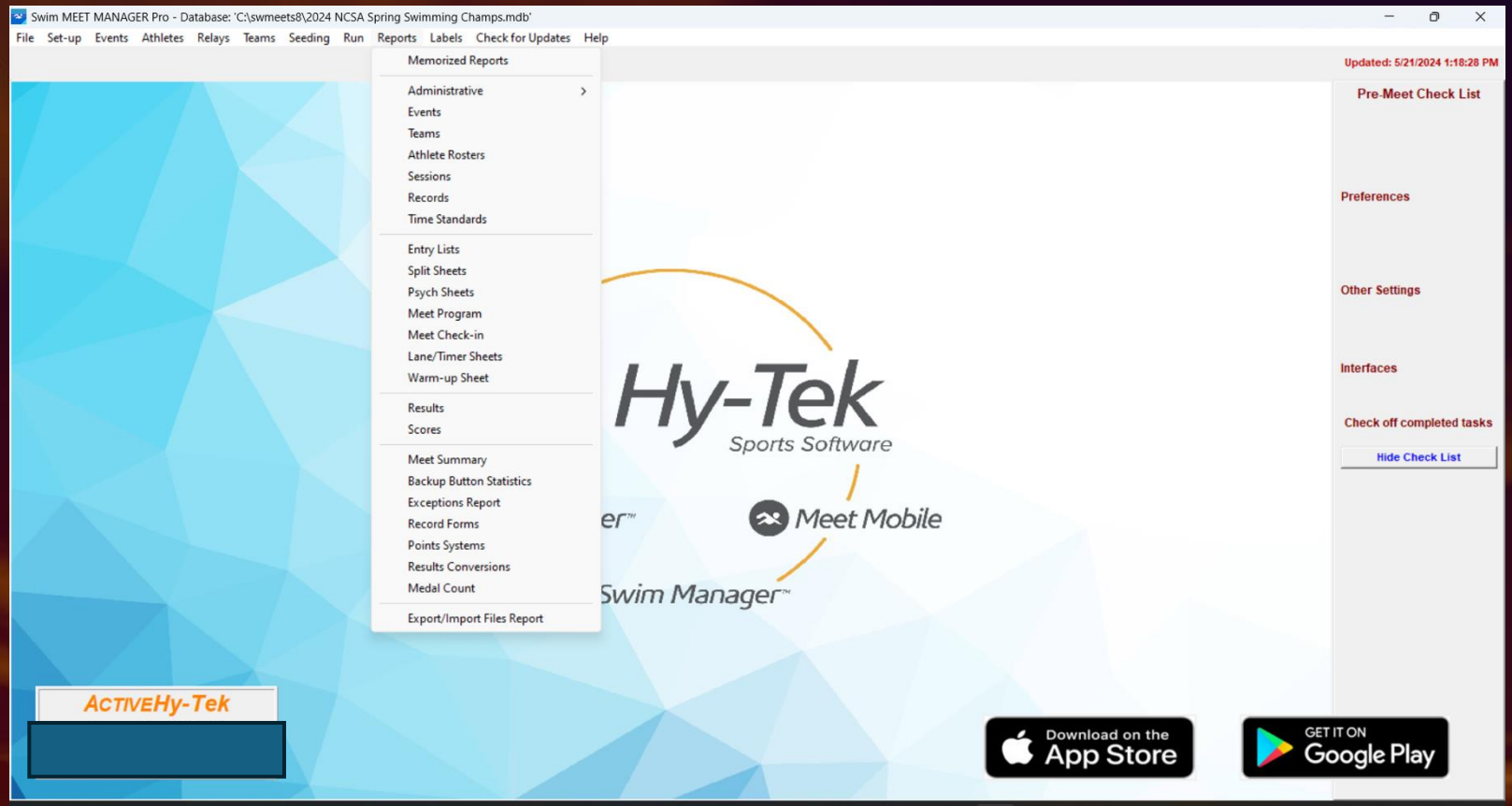
Lane Adjustment Using Backup Times

Time Adjustment - #1 Women 1000 Yard Freestyle - Heat 1

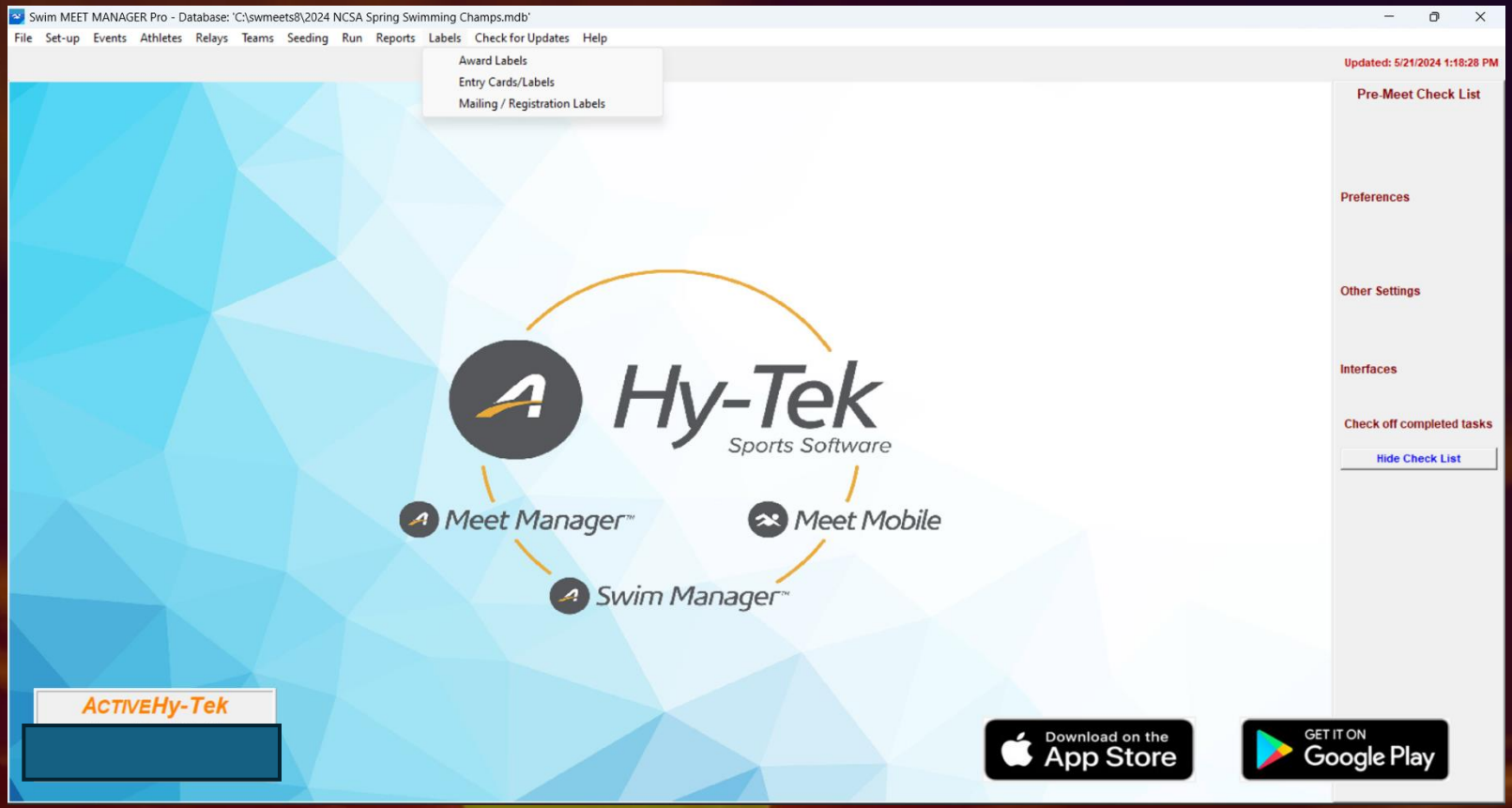
Use	Lane	Primary	Button 1	Button 2	Button 3	ButtonCalc	Difference	Adjusted	Adjusted RPL	Adjusted PL
No	1									
No	2	10:12.85					0	10:12.85	2	33
Yes	3	10:22.80	10:21.99	10:21.88		10:21.93	0.87	10:21.93	3	48
Yes	4	10:37.99	10:37.71	10:37.69		10:37.70	0.29	10:37.99	5	45
Yes	5	10:07.02	10:06.79	10:06.84		10:06.81	0.21	10:07.02	1	20
No	6	10:22.32					0	10:22.32	4	41
Yes	7	9:56.53	9:56.58			9:56.58	0.03	9:56.53		
No	8									

Preference is set to NOT use Pad and Backup Differentials to adjust times.

ADJUSTMENT REPORT



REPORTS MENU



LABELS MENU

A Word About Printers

Have a driver available for any printer that you might use at a meet. If you change printers or computers during a meet, you may need to load a driver on to the computer you are using to run the meet.


USA
SWIMMING
HOT
SUM
MER
Nights