

# Meet Manager Training

Tri-County Swim League

# Part I : First things first

- Install the program (obvious)
- Season checklist
- Update Meet Manager to the latest patch
- Download the Standard Meet
- Create your meets for the season

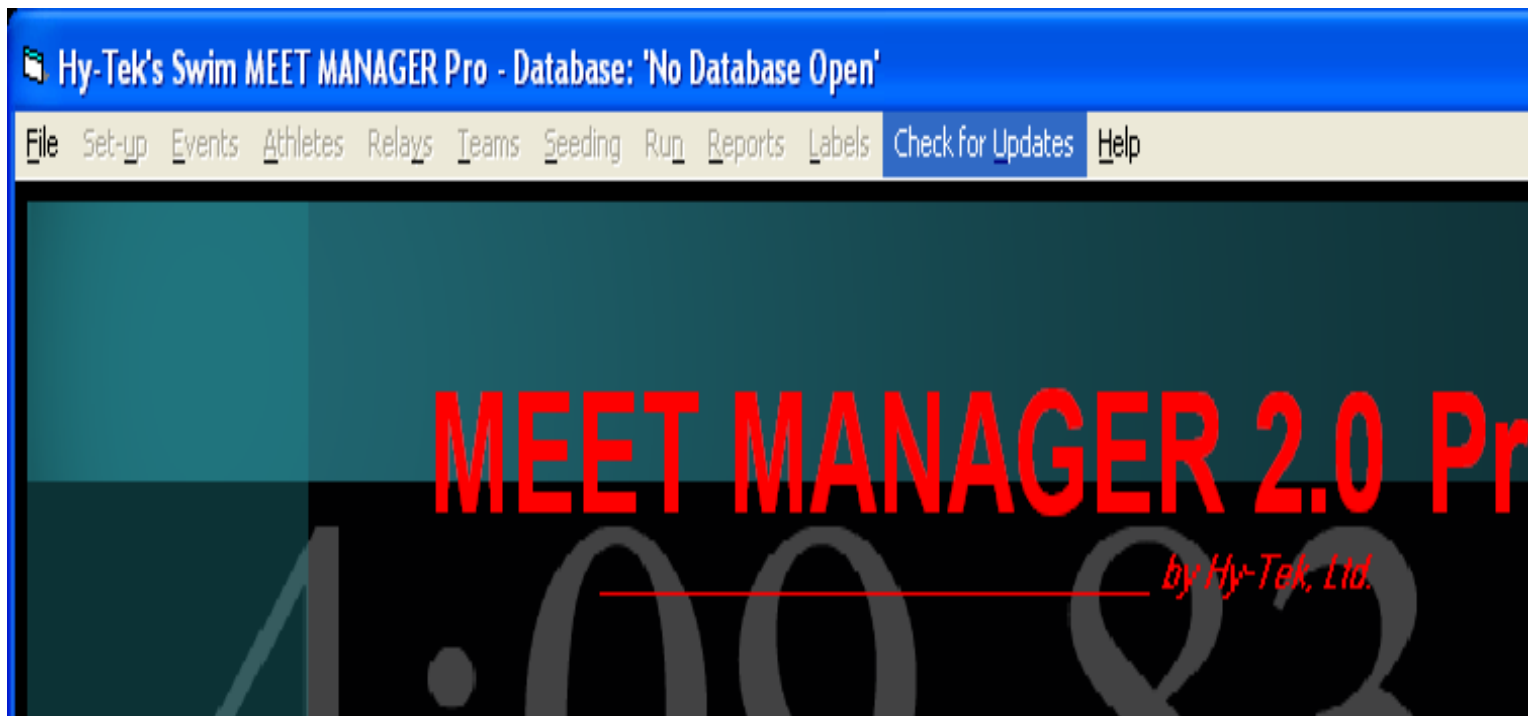
# Season Checklist

- A laptop is suggested
- Printer (s)
  - Laser Printers work best
  - 2 are suggested if you will be printing reports and labels at the same time
- Labels (Standard address labels)
- Cables
- Flash Drive

# Update Meet Manager

Once the program is opened, click “Check for Updates”. This will automatically download and install the latest Hy-Tek update.

You will receive a few dialog boxes, just answer appropriately.



# Download the Standard Meet

- Many of the options have already been set
- All events have been added
- Double check settings...more to follow

# Create & Customize your meet

- Open the standard meet
- Choose set-up
  - Meet Set-up
  - Seeding Preferences
  - Report Preferences
  - Entry/Scoring Preferences
  - Scoring Set-up

# Meet Set-up: Items to update

- Name your meet
- Date of the meet
- Age-up date should be June 1 of the current season!
- Course is SC Meters!!!!!!
- All other items can be as is

*See the following slide*

## Meet Set-up

Meet Name :

Location :

Start Date :

End Date :

Age-Up Date :

Altitude in Feet :

### ID Format

- USS - United States Swimming
- SNZ - Swimming New Zealand
- SSA - Swimming South Africa
- AUS - Australian Swimming
- UK - United Kingdom ASA
- BCSSA - Canadian League
- Other

### Class

- Age Group
- Senior / Open
- High School
- College
- YMCA
- Masters
- Disabled

Base Country  ▼

Default Touch Pads at both ends :

### DQ Codes

- Hy-Tek DQ Codes
- FINA DQ Codes

### Meet Type

- Standard
- Divisions -
- By Event
- By Team
- By Entry
- Flighted
- Time Standards

Div by Time Std :

### Meet Style

- Standard
- 2 Team Dual
- 3+ Team Dbl Dual

### Course

- LC Meters
- SC Meters
- Yards

# Seeding Preferences

- Choose the Dual meet tab
- Drag and drop appropriate teams to their assigned lanes

*See the following slide*

# Seeding Preferences



Basic

Standard Lanes

Dual Meets

Masters Meets

Abbr	Team
	No Teams Setup

Lane Assignments	
Lane	Team
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

- Strict Assignment All Heats
- Strict Assignment Fastest Heat Only
- Use Lane Assignments Above
- Alternate Use of Unassigned Lane (2 team dual)

# Report Preferences

- Choose Report Headers to add a custom message for all reports
- Choose Printer Set-up to set your printers
  - If there are two printers, choose print directly to printer to save time
  - Set default number of report copies to print

**Report Preferences** [X]

Report Formats | **Report Headers** | Punctuation | Printer Set-Up |

Header 1 :

Header 2 :

Sanction # :

Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up

Include Sanction # with Header 1

OK Cancel

## Report Preferences

Report Formats

Report Headers

Punctuation

**Printer Set-Up**

### Report Printer

- Preview to screen first  
 Print directly to printer

### Paper Size

- 8 1/2 x 11  
 8 1/2 x 14  
 A4

### Label Printer

# of copies to printer :

OK

Cancel

# Entry Scoring Preferences

- All correct options are listed on the next two slides

# Entry / Scoring Preferences



Eligited Meet

2 or 3+ Double Dual

Improvement Points

**Scoring/Awards**

Entries / Entry Limits

Results

Time Stds Meet

Different point system for male and female :

Different point system for each Division :

Score points only if athlete equals or exceeds event qualifying time :

Score fastest heat only, regardless of overall place :

Allow foreign athletes' point scores to count toward team scores :

Score "A" Relay Only :

Penalty Points awarded if No Show (NS) :

	<b>Individual</b>	<b>Relay</b>
Maximum scorers per team per event (blank for no limit) :	<input type="text" value="2"/>	<input type="text"/>
Top how many for award labels :	<input type="text" value="3"/>	<input type="text" value="1"/>
Maximum per team that advance to finals from prelims (blank for no limit) :	<input type="text"/>	<input type="text"/>

### Masters Team Scoring

Team Sizes :

### Special Point System

NISCA Points (yards only)

Show decimals if Hy-Tek Points

OK

Cancel

## Entry / Scoring Preferences



Flighted Meet

2 or 3+ Double Dual

Improvement Points

Scoring/Awards

**Entries / Entry Limits**

Results

Time Stds Meet

### Entries

Warn if Times are out of range :

Minimum age for Open Events :

Entries must have been performed on or after :

### Entry Limits

Maximum entries per athlete including relays :

Maximum individual entries per athlete :

Maximum relay entries per athlete :

Warn if entry limits exceeded :

Count Relay Alternates (5-8) :

OK

Cancel

# Scoring Set-up

- Choose Standard
- Individual points should be 5,3,1
- Relay points should be 7

**Scoring Set-up**

**Standard Point System All Events**

Place	Individual Pts	Relay Points
1	5	7
2	3	0
3	1	0
4	0	0
5	0	0
6	0	0
7	0	0
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0
13	0	0
14	0	0
15	0	0
16	0	0
17	0	0
18	0	0
19	0	0
20	0	0
21	0	0
22	0	0
23	0	0
24	0	0
25	0	0
26	0	0
27	0	0
28	0	0
29	0	0

Set-up your Standard point scores here. There can be a different set of points for male and female. There can also be a different set of points for each division if the meet is set-up to use Divisions. Use the Entry / Scoring Preferences Menu to set-up whether or not to use different point set-ups for each sex or division.

Default OK Cancel

# Import Entries

- Choose File
- Choose Import
- Choose Entries
- Choose the file that was sent to you
- Import the file. If everything went well, it should tell you that XX entries were imported correctly.

# Other options

- Events menu is already filled out from the Standard Meet
- Athletes and Teams will be filled
- Relays will also be filled in

# Relay Menu

- “Drag and Drop” swimmers to appropriate relay
- “Double Click” swimmer to remove from relays
- “Double Click” team to add a relay
  - You must manually enter a Heat and Lane when adding an additional relay in order for the relay to show in the “Run” screen

# Seeding

\*\*\*\*Important\*\*\*\*

- Please make sure that it is agreed by both teams that the meet will be seeded
- Make sure that the Seeding Preferences are set before seeding a dual meet
- Please remember to send the heat sheet to the opposing team promptly!

# Seeding

- Choose Seeding
- Select “All Events”
- Choose “Select All” on the top Menu
- Choose Start Seeding

*See next Slide*

# Seeding the Meet

Start Seeding Select All De-Select Preview ScratchPad ScratchBack ScratchForward Copy Combine Consolidate View Events Reports



### Gender

- All     Male  
 Mixed     Female

### Age Range

to

### Hide

- Un-Seeded     Prompt if a Re-Seed  
 Seeded     Preview each Event  
 Done

## SESSION LIST

	Day	Start Time	Session #	Course	Session Title	
▶	All		All	Y	All Events	0
	1	08:00 AM	1	Y	Saturday Morning	0
	1	02:00 PM	2	Y	Saturday Afternoon	0
	2	08:00 AM	3	Y	Sunday Morning	0
	2	02:00 PM	4	Y	Sunday Afternoon	0

## EVENT LIST

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
<input checked="" type="checkbox"/>	1	F	Un-Seeded	<input type="checkbox"/>	Girls 11-12 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	2	F	Un-Seeded	<input type="checkbox"/>	Boys 11-12 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	3	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	4	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	5	F	Un-Seeded	<input type="checkbox"/>	Girls 15 & Over 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	6	F	Un-Seeded	<input type="checkbox"/>	Boys 15 & Over 200 Medley Relay	0	0	0	0
<input checked="" type="checkbox"/>	7	F	Un-Seeded	<input type="checkbox"/>	Girls 11-12 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	8	F	Un-Seeded	<input type="checkbox"/>	Boys 11-12 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	9	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	10	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	11	F	Un-Seeded	<input type="checkbox"/>	Girls 15 & Over 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	12	F	Un-Seeded	<input type="checkbox"/>	Boys 15 & Over 50 Freestyle	0	0	0	0
<input checked="" type="checkbox"/>	13	F	Un-Seeded	<input type="checkbox"/>	Girls 11-12 50 Butterfly	0	0	0	0
<input checked="" type="checkbox"/>	14	F	Un-Seeded	<input type="checkbox"/>	Boys 11-12 50 Butterfly	0	0	0	0

# Reports

- Most are self explanatory
- Entry Lists- Print “relay cards” and list what kids are entered in
- Meet Program- heat sheet
- Lane/Timer Sheets- Suggested for timers rather than heat sheets
  
- Best thing is to play with the reports. Many of them give some neat information

# Run the meet

- The run screen is where you will spend most of your time during the meet
- If the meet is seeded or manually entered by heat and lane, the swimmers and relays should be listed as they are on the heat sheet
- Some additional options are located under Preferences



# Preferences for the “Run Screen”

- Award Labels- Make sure the appropriate labels are selected
- Report Preferences- Same as on the main screen
- Results for List and Score- Check for appropriate settings
- Run Screen- Make sure DQ Codes are selected so that the DQ reasons can be entered

# Running the Meet

- As long as there is a swimmer with a time, the lane for a dual meet does not matter within Meet Manager
  - Unless automatic timing is used, see below
- For our league, the “Finals Time” will be the middle of the three watch times
- For Automatic Timing, please see the USA Rule book for the Automatic Timing protocol

# The middle tool bar

- Adjust- will not be used unless Automatic timing is being used. This allows to changes to swimmers heats/lanes by dragging and dropping.
- List- Will list the results without scoring the event

- To quickly change relay names on the event/heat you are working on, choose “relay names” on the middle menu bar
- Awards- will automatically print award labels with one click
- Score- score the event

# Award Labels

- Print labels in batch
  - Will be used when you only have one printer
- Choose Labels from top menu
- Choose Award labels
- Highlight events to print
- Select Appropriate Award Type
- Select events that have been printed to keep your place

# Troubleshooting

- Errors when importing- check the Exception Report to find the error
  - Most errors are because the event numbers and/or event names are incorrect between the two teams

# Suggestions

- Please send your suggestions or additions to this slide show training to [bburns@burnsweb.org](mailto:bburns@burnsweb.org)