



HY-TEK SOFTWARE OVERVIEW

Hy-Tek Swimming Software is divided into two components:

- *Meet Manager* (MM) – Tracks meets and is used by the Host Team to run the meet (and score)
- *Team Manager* (TM) – Tracks athletes for one team and is used to put together your meet entries

Team Manager Lite (TM) is available as a free download from Hy-Tek. Click on the “LITE” hyperlink at the following website to download the software: <https://hytek.active.com/downloads.html>.

Once the software is installed, use the step-by-step instructions on the following pages.

GENERAL LEAGUE MEET SET-UP

Per the DPS pre-season swimming meeting, the league has agreed to the following:

Standard Dual Meets (two teams in a six-lane pool)

- Athlete Entry Limits (Individual = 2, Relays = 3, Total = 4)
- Team Entries = Three individuals and three relays per event
 - Varsity Only = 12 events
 - JV-Varsity Meet = 24 events (Odd events are JV and even events are Varsity)
- Seeding = Visiting team's choice of odd or even lanes (six lane pool)
- Scoring = Individual events (6, 4, 3, 2, 1, 0)
 - Relays (8, 4, 2 with a maximum of two scoring relays)
 - JV and Varsity are scored as separate meets

Double Dual Meets (three teams in a six-lane pool)

- Athlete Entry Limits (Individual = 2, Relays = 3, Total = 4)
- Team Entries = Four individuals and four relays per event (3 scoring and 1 exhibition)
- Seeding = “Championship” seeding by time in two heats, slowest to fastest
 - A minimum of three competitors in each heat
- Scoring = Individual Events (6, 4, 3, 2, 1, 0)
 - Relays (8, 4, 2 with a maximum of two scoring relays)
 - Hy-Tek Meet Manager will accommodate the double-dual format

Triple Dual Meets (four teams in a six-lane pool)

- Athlete Entry Limits (Individual = 2, Relays = 3, Total = 4)
- Team Entries = Three individuals and three relays per event
- Seeding = “Championship” seeding by time in two heats, slowest to fastest
 - A minimum of three competitors in each heat
 - No exhibition swimming is allowed
- Scoring = Individual Events (6, 4, 3, 2, 1, 0)
 - Relays (8, 4, 2 with a maximum of two scoring relays)
 - Hy-Tek Meet Manager will accommodate the triple-dual format

HY-TEK TEAM MANAGER LITE

Team Manager Lite tracks athletes for only one team (paid version tracks multiple teams) and allows electronic meet entry. Most leagues and meet hosts require submission of meet entries via the Team Manager Entry File. The “Lite” version is typically used by teams with limited resources, and they only use the software for submitting meet entries.

Once *Team Manager Lite* is installed and before the first competition, launch the program, download and install any updates.

CREATE A TEAM

For convenience, each DPS Team’s basic database is attached to this e-mail.

FILE => OPEN/NEW => Open the database associated with your team (this will become your default team and open every time you launch the software)

System Preferences, Team Names, and Codes are already input, so you do not need to make any changes. Feel free to add additional information, but it is not necessary.

CREATE A TEAM ROSTER

Once the team has been opened, athletes need to be added.

ATHELETE => Add

The following items are required: Last, First, Date of Birth, Gender, and Team 1.

TM defaults to a USA-Swimming Registration Number, but it can be overridden.

The SCHOOL YEAR (drop box) is also a good one to include as it is helpful to CHSAA for meet information.

CREATE A MEET

There are two ways to create meets:

FILE => IMPORT EVENTS (many meet hosts will send out this file, like the DPS Relay Meet)

MEET => ADD (when the meet host does not provide an events file)

In the case of Option #1, it is only necessary to import the events, and the meet will be created automatically.

In Option #2, a new meet must be added. A basic High School Meet Template already exists on each database. This will be used as the template to create another meet and to “copy events.” A Varsity-JV Meet Template is also pre-loaded.

MEET => ADD

The following items are required: Name, Course (Y), Type (HS), and Dates.

Once the meet is added, events must be added, and this is where the meet templates come in handy in the Meet Browser window.

MEET => EVENTS => COPY EVENTS

Copy the events from the relevant template (varsity only or varsity/JV) into the new meet.

CREATE MEET ENTRY FILE

There are two options to create the Meet Entry File: *By Athlete* or *By Event* (relays must be created “By Event.” In the MEET BROWSER window and with the relevant meet highlighted:

ENTRIES => BY ATHLETE/EVENT

For relays, use the “BY EVENT” option. A “Swim for Team” must be selected in the drop-down box. Create a NEW RELAY by clicking on that box; click and drag swimmers into position. Entry times are input into the “Custom Time” box.

For individual events, use either option. **The system may default to No Time (NT), so in “Championship” seeding, those athletes are likely to end up in the slowest heat.** In the interest of a better meet, it would be helpful to enter a realistic time for your swimmers in the “Custom Time” box.

Print and review the entries before submitting them to the meet host.

EXPORT MEET ENTRY FILE

The last task in this process is to create an export file to e-mail to the meet host:

FILE => EXPORT => MEET ENTRIES

Select the desired meet and check the “Export Relays” box, and click OK. A zip file will be created, and it should be sent to the meet host. It would also be helpful to e-mail the meet host a .pdf copy of the entries.

HY-TEK MEET MANAGER

Meet Manager is used by meet hosts to seed, run, and score each meet. It is not good software to track team results (*Team Manager* is used for this purpose). Here is the basic process outline:

Create Meet => Import Entries => Seed => Make Changes => Run/Score => Export Results

CREATE THE MEET

Once MM is installed and launched:

FILE => Open

Along with the software, there are four pre-set meet templates: Standard Dual (two teams), Double Dual (three teams), Triple Dual (four teams), and Varsity/JV. Open the relevant template.

IMMEDIATELY “SAVE AS” AND RENAME THE FILE SO THE ORIGINAL TEMPLATE STAYS INTACT.

In the Set-up => Meet Set-Up, replace all fields with an asterisk (*), and choose the relevant “MEET STYLE” (Dual or 3+ Dual). The events are pre-loaded in the templates.

In Varsity only meets, there are 12 events. In Varsity-JV events there are 24 events with the odd numbers being JV and the even numbers being Varsity.

ADD SCHOOLS

SCHOOLS => Add (use the new CHSAA school codes)

SET SEEDING PREFERENCES

The next step is dependent upon whether the meet is a Standard Dual Meet, a Double Dual (three teams) or a Triple Dual (four teams). Essentially, proceed through the “SET UP.” These are the relevant issues: Seeding, Entry/Scoring Preferences, and Scoring Set-Up. These are pre-set in each template. In case you want to make some changes, here are the basics.

Seeding Standard Dual Meets:

SEEDING PREFERENCE => Dual Meets Tab (click and drag each team to its lane and Strict Assignments box should be checked.

For seeding Double- or Triple- Dual Meets, the system will default to “Championship” seeding by time.

Entry/Scoring Preferences:

ENTRY/SCORING PREFERENCES => 2 or 3+ Dual Meets Tab (click all the relevant combos)

ENTRY/SCORING PREFERENCES => Entry Limits (set athlete limits per league rules)

ENTRY/SCORING PREFERENCES => Scoring Limits (set scoring limits per league rules)

IMPORT ENTRIES

Now that the meet is set-up, the each team’s meet entries can be imported:

FILE => IMPORT => MEET ENTRIES (follow all the pop-up boxes and check for errors if there is an “exceptions” report)

SEED THE MEET

Once all of the entries have been imported, it’s time to seed the meet.

SEEDING => SELECT ALL => START SEEDING

Print a hard copy of the Meet Program (in reports) to check for errors: Make manual adjustments as necessary in the SEEDING window by highlighting an event and “PREVIEW” it. Click and drag for adjustments and SAVE before closing.

RUN THE MEET

Once the meet has been seeded and the meet program is good, the meet is ready to be RUN.

RUN=> Highlight Relevant Event => Highlight Relevant Heat

Running of the meet is dependent upon the timing system (automatic, semi-automatic, or manual). Results should ultimately go into the "FINAL TIME" box.

Once an event is complete, click the SCORE box to score the events. Each dual meet configuration should show up on the screen. If the team scores do not show up, go to the SCORING PREFERENCEs and make sure the correct teams are selected.

AFTER THE MEET

Create a meet back-up file:

FILE => Back-up (save to a disk)

It is also good to create a "Meet Results" file:

FILE => "EXPORT RESULTS FOR TEAM MANAGER (save to a disk)

Provide both files to the visiting teams for their records. The Results export can be filtered to only include one team. Make certain to provide the correct results to each visiting team.