

MEET MANAGER SETUP

It is suggested that you download and install the updates for Meet Manager from the Hy-tek website: www.hy-tek.com.

You should have already downloaded the SAL Meet Manager Templates from the website and handy to set up the meets. The templates include the dual meet setup, scoring set-up and league records. To use the template to create a new meet:

Create a new MM database by clicking “File”, “Open/New” from the main screen. Type in name of meet (“home team vs. away team”). Click OPEN. Go through the process of creating a database for the meet. (On the Meet setup screen, insert meet name, date, course (yards) and age-up date. Click OK. You will then return to the main screen.

From the main screen, click “File”, “Restore”. The restore method: Replace currently open database. Click OK. Select the file “SwmmBkupSALdualgirls.zip” or “SwmmBkupSALdualboys.zip” file. Follow the instructions to replace what you have created as a new meet. Click “Set Up”, then “Meet Set Up”.

Insert the following information:

Meet Name: “Home team vs. Away team” (Be sure to change name)

Location: Host club

Start Date: – (Be sure to change date)

End Date: –

Pool Size: Number of Lanes in Pool: 6

Touch Pads at both ends (only if you have them)

Course: Yards

Meet Types: Standard

Meet Style: 2 Team Dual Click OK

You will also need to go to Set Up, then Timing Console to choose the timing console you are using. Manual timing is the default in the SAL template. You can also import your own team and pool record files if you keep them in MM format.

Go to Set Up, Athlete/Relay Preferences. Make sure that the “Date for Computing Age” is set to the correct year. The date should be 10/31 of the current year.

All other information needed for the meet, including number of events and scoring are already set up in the template.

You are now ready to host a meet. At the meet, import team roster from disk. Click “File”, “Import” ==> “Rosters Only”. Highlight the roster file, click OPEN. This will ask you to unzip file to a temporary file. Click OK. Highlight the *.hy3 file and click OPEN. Follow the instructions. When import is finished, click OK. (Having the rosters will make things easier to make any deck entries/changes during the meet.)

Import team entries: Click “File”, “Import” ==> “Entries”. Locate the zip file and highlight, click OPEN. This will ask you to unzip file to a temporary file. Click OK. Highlight the *.hy3 file and click OPEN. Follow the instructions. On the “Import Entries” screen, make sure to “Include entries with NT” is checked. Then click OK. When import is finished, click OK. The meet entries should include Heat and Lane assignments. Repeat these steps to import the other team’s entries and roster.

You are now ready to run the meet, print runner sheets, print a meet sheet, etc.

At the conclusion of the meet, print out the results for the visiting team and then export the results onto the visiting team’s disk. When printing the results, also print out the “Score Report”.

To export the results, go to the main screen, click “File”, “Export” ==> “Results for Team Manager or OVC or Top 16” – follow directions on screen. Then create a backup of the meet for the visiting team. Click “File”, “Backup” – follow directions on screen.

SUBMISSION OF RESULTS TO THE LEAGUE

The home team is required to send the results into the boy’s or girl’s registrar (whichever is appropriate), the diving registrar and the webmaster.

The same 2 files that you created for the visiting team are the files to be forwarded to the registrars. The 2 files are the Team Manager results file and the Meet Manager backup. After you put these files onto a disk, rename the files so that the registrar can distinguish which meet it is. Name the file according to the following format: *dategendervisitingteammometeam.zip* (e.g. *0219boyssacrac.zip* - for the results of Feb. 19 boys SAC vs. RAC) Be sure to include the team names and the final score on the

email to the registrar. The 2 files are to be sent as attachments to the email (not in the body of the email).

Send the files to the registrars:

Girls <Girlsregistrar@suburbanaquatic.org> or

Boys - <Boysregistrar@suburbanaquatic.org>. and

Diving – divingregistrar@suburbanaquatic.org

You will need to send an “html” file to the webmaster. From main screen, choose Reports ==> Results. On the Results screen, choose “Flat html”. Under “Splits”, choose None. Check the “Team Points” box. Click the “Select All” button, then click the “Create Report” button. You will be prompted to save the resulting html format Results Report. You can now rename the file in the format above.

Send this file attached to an email to: <webmaster@suburbanaquatic.org>.