



## Automation Notes 2010-5

### **Automation Notes:**

These notes are distributed to the Division Data Coordinators and Division Coordinators in order to highlight automation related items.

A copy is maintained on the NVSL web site in the **Information > Document Center > Automation Notes > 2010 folder**.

### **Divisionals:**

The following are some suggestions in preparing for and conducting the Divisional seeding meeting and running the meet.

1. Each team is to make all official NVSL meets type "A" in Team Manager. All other meets (B-Meets, Time Trials, etc) can be anything but meet type of "A".
2. In preparing for the seeding meeting review the NVSL Rules with special attention to rule 3b and all sections of rule 6. Also review the "NVSL Divisional Procedures Using Hy-Tek" document found on the NVSL website.
3. When selecting swimmers if the selected swimmer does not have a current year A-Meet time in the event the Team should enter a current time certified by the coach or Team Representative in the Custom field. This will apply to most 8&Under Butterfly and all Individual Medley swimmers at a minimum.
4. Each team should **select alternates**. Check the "Alt" box to designate a swimmer as an alternate. A swimmer may be listed as an alternate for as many events as desired.
5. Each team should bring a Team Roster export, a Meet Entries export and optionally a Team Meter Records export on a thumb disk to the seeding meeting. A thumb disk with a backup of the Team database from Team Manager is also recommended or the team can bring the team computer. The backup/team computer is to be used in creating a new selection file if the one provided is not working properly.
6. Each team is to bring a paper copy of meet entries by event with seed times (firm entry list), meet entries by swimmer, and Prior A-meet Best Times report.
7. The team rosters and meet entries are imported into Meet Manager for each team in the Division. In events with less than 12 firm entries alternates should be selected.
8. When everyone agrees on the final entries, seed the meet and print a copy of the meet sheet for each team. Print the time cards (96 sheets). Provide each team with a meet database backup file.
9. After the Divisional Meet each team should receive a Divisional Meet Backup and an export of Meet Results for import into Team Manager. The Division Coordinator should also get a Divisional Meet Backup file and a results report to take to the All Star seeding meeting later

that night. **Finally, the Division Data Coordinator should email a backup of the meet database to Joe Mattis ([jtmattis@cox.net](mailto:jtmattis@cox.net)) and Doug Firman ([firmand@aol.com](mailto:firmand@aol.com))** as soon as possible for use at the evening All Star seeding meeting. The meet results file is **not** to be uploaded to the website but will be uploaded by the Automation Committee once the teams have had a chance to notify their swimmers on the outcome of the Individual All-Star seeding meeting.

A copy of the NVSL Divisional procedures using Hy-Tek is available on the NVSL website under Information | Documentation Center in the folder Hy-Tek | Documentation. Please call Doug Firman, (703-569-0427) or Joe Mattis (703-765-0570) of the Automation Committee if you have any questions.