



## Automation Notes 2011-1a

### ***Automation Notes:***

These notes will be distributed to the Division Data Coordinators copy to Division Coordinators for further distribution to their respective teams in order to highlight automation related items. A copy will be maintained on the NVSL web site in the Information | Document Center | Automation Notes | 2011 folder of documents.

### ***Hy-Tek Training:***

Training on the Hy-Tek software will be given on Tuesday May 24<sup>th</sup> from 7:00 – 9:30 pm, location the Truro pool clubhouse; Saturday June 4<sup>th</sup> at NVSL University at Falls Church High School from 8:00 – 10:30 am; and Thursday June 9<sup>th</sup> from 7:00 – 9:30 pm, location also at Truro. All sessions will cover the same material.

### ***Hy-Tek Team Manager and Meet Manager:***

1. For the 2011 season we will be using Team Manager 5.0 and Meet Manager 3.0 software from Hy-Tek Sports Software (same as last year). Meet Manager 3.0 disks were given out to Division Coordinators for distribution to team reps at the seeding meeting in February. If any of your teams cannot find their disks they need to purchase a replacement disk from the Hy-Tek folks. The Team Manager disks are licensed to the teams and the Meet Manager disks are licensed to the division. Team Manager 5.0 is no longer available from Hy-Tek so teams will have to purchase a copy of 6.0 which the

league will use next season.

2. All teams should have a version of Meet Manager 3.0 from last season, but we ask that they re-install the program from the new disk to update the licenses to their new divisions. If re-installing the software on a computer that already has Meet Manager 3.0 installed, the teams should select Repair when prompted by the installation program to reload the program and update the license.
3. The NVSL documentation for both Team Manager and Meet Manager is available on the NVSL Website under Hy-Tek in the Document Center.
4. Meet events files for each dual meet of the season will be available for download from the NVSL website. These files are to be imported by both the home and visiting teams into Team Manager prior to selecting swimmers for the meet.
5. The meet database backup file for Meet Manager will be posted each week for the home team to download and restore.
6. If anyone notices an error in the meet templates, please notify Joe Mattis ([jtmattis@cox.net](mailto:jtmattis@cox.net)) and he will advise if a revised template will be uploaded to the website to replace the existing one.
7. All team Hy-Tek related issues and questions should first be reported to the Division Data Coordinators and Division Coordinators for resolution. If they are unable to resolve the problem A-Meet issues should be referred to Joe Mattis ([jtmattis@cox.net](mailto:jtmattis@cox.net)) and B-Meet issues should be referred to Dan Joyce ([dojgeg@verizon.net](mailto:dojgeg@verizon.net)).

## **NVSL Web Site**

1. All Division Data Coordinators and Division Coordinators will be getting passwords to the NVSL website before the season begins. These passwords will allow you to post scores and upload meet results. The posting of scores and uploading of results is a Division responsibility. The goal is to have the scores posted by 12:00 pm and the results uploaded by 4:00 pm the day of the meet. Like last year the NVSL will be working with [www.reachforthewall.com](http://www.reachforthewall.com) (a Washington Post website dedicated to area swimming) to post results from NVSL meets. NVSL results will be sent to Reach-For-The-Wall on Mondays.
2. Some of the divisions still need to identify Division Data Coordinators and as you do please contact Joe Mattis ([jtmattis@cox.net](mailto:jtmattis@cox.net)) to get a password.
3. All teams, even if they do not use the website, should make sure the pool address and directions are correct. Division Data Coordinators should also check the pools in your division. Many individuals use the site for directions to dual meets, clinics and special events such as Relay Carnival, Divisionals and All Stars.
4. Check your Division Schedule on the NVSL website for accuracy and report any issues to Joe Mattis.