# Automation Notes
## 2011-2

## 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 Documents | Automation Notes | 2011 folder.

## Lessons Learned From Week 1

The first week is under our belt and in many cases there weren't any problems. However there were a few issues that if addressed will make things go even smoother this week

1.  Home teams need to send meet backup files to their Division Data Coordinators. In order to create a backup file at the end of the meet the computer operator should select **File > Backup** from the main menu. The file that is created will look like Swmm3Bkup2011-06-25 A-Meet FCE @ AF-01.zip. We ask for a backup file in order to re-score the meet and verify it matches with the manual score and it also allows the Division Data Coordinator to fix discrepancies if necessary.
2.  Teams need to verify their entries in accordance with the A-Meet Procedures provided by the Automation Committee. Page 4 and 5 of that document describes how teams can print out various reports to ensure they have not made any errors in selecting swimmers for events. Limited options exist for correcting entries the day of the meet or at the data exchange. Common problems include more than three swimmers in any individual event or empty lanes. We ask that empty lanes be filled with a dummy entry (typically

Swimmer, No X) so that a time card will be printed.
3.  We had at least two instances of teams entering a "B" relay. I suspect that happened by hitting the "New Relay" button twice while selecting swimmers. The Meet Manager templates will only score "A" relays by default. It is best if the error can be identified and fixed before the meet is seeded. Otherwise the default preference will have to be changed in Meet Manager at the meet. To do that from the main menu in Meet Manager go to **Set-up | Entry / Scoring Preferences** and uncheck the **Score "A" Relay Only** checkbox on the right hand side of the screen.

## Hy-Tek Team Manager and Meet Manager:

1.  Meet events files and meet database backup files for Week 2 are available for download from the NVSL website. The meet templates include the projected 2011 All Star cut times and NVSL records. The meet events file is to be imported by both the home and visiting teams into Team Manager prior to selecting swimmers for the meet. The meet database backup file is to be downloaded and restored in Meet Manger by the home team before the data exchange.
2.  NVSL records are not updated until the record is officially recognized by the league. Because the meet database backup files are posted at least a week prior to a meet the records will not be reflected in the database for a couple of weeks after being recognized by the

league. NVSL records will be as current as possible for the Individual Divisional Championships meet and the All Star meets. An updated NVSL record file will be posted to the NVSL website when changes occur and may be used to update the Meet Manager meet templates if desired by the home teams. The record file is in the Documents | Hy-Tek | 2011 | Records and Projected Cut Times folder

3. If anyone notices an error in the meet templates, please notify Joe Mattis (jtmattis@cox.net) and he will advise if a revised template will be uploaded to the website to replace the existing one.

4. Some teams received an unexpected warning when attempting to score the first event from the Run screen in Meet Manager. The warning said scoring could not be done until the scoring preferences were set-up for the meet. The solution requires the team to go back to the main menu and select **Set-up > Entry/Scoring Preferences > 2 or 3+ Dual Meet tab > Select Teams** button. You should see the two team names and checkboxes for Female, Male and Combined. Generally just opening the window solves the problem. If that does not work you might have to un-select a box and reselect. At a minimum the Combined box needs to be checked.

5. All team Hy-Tek related procedural 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) and B-Meet issues should be referred to Dan Joyce (dojgeg@verizon.net). Software problems should be worked through the Hy-Tek support process.

6. A number of teams have had issues with Team Manager 5.0 no longer being supported by Hy-Tek and updating the Meet Manager 3.0 license. The NVSL website (Documents | Hy-Tek | Documentation) contains two documents that address managing the associated license files. The documents, written by Dan Joyce, are Tip05 – Install MM License by Direct Copy and Tip06 – Copying TM5

Licenses.

7. The issue of seed times (entry times) continues to come up regularly. The Automation Committee recommendation (not an official league policy) is that seed times should not be listed on the meet sheets or time cards. Along the same lines if a team does not want B meet times to show up as a seed time in the meet database they must enter a manual time instead. The Automation Committee strongly recommends exporting your meet entries with seed times (custom or default). If the meet entries are exported without seed times the swimmers will be seeded into lanes randomly.

## NVSL Web Site

1. The NVSL website has a new look and improved functionality. Revised procedures reflecting the new tabs to navigate the website will be generated over time.

2. The functionality for team reps to download electronic meet results files has not been implemented yet. Teams should request the results files for meets in their division from their Division Data Coordinator. Access to results from previous years will not be available until the website is updated.

3. All Team Representatives, Division Coordinators and Division Data Coordinators should have received login ids (email address) and passwords to access the website. If you forget your password there is a link on the **Sign In** screen to reset your password. If you do not have access and should or do not have the right access, please notify Jack Schaeffer (jkschaeffer@hotmail.com) or Joe Mattis (jtmattis@cox.net).