



Automation Note 2013-1

Automation Notes:

These notes are distributed to the Division Data Coordinators with a 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 | 2013 folder.

New for 2013

Rule Changes from 2012 remain in effect

- Age-up date. The league wide age-up date for this year is June 1, 2013.
- 8 & Under Butterfly.
- 8 & Under Medley Relay
- Electronic meet entry exchanges.
- Electronic results are the official results.

New Rules for 2013

- Elimination of Manual Scoring. The requirement to maintain a manual score was eliminated. In order to ensure the electronic (computer) results are accurate, the Table Administration procedures have been updated to add an independent verification of computer entries against the time cards.
- Distribution of results. The requirement for the home team to mail a copy of the meet results to other teams in the division was modified to allow for email distribution provided electronic copies (scan or picture) of scratch and substitution forms and a list of officials is included.
- The rules on Seeding for Division Individual Championships (Divisionals) were updated to reflect current practices. This is a point of emphasis this year for the Automation

Committee since most divisions had at least one team with problems last year. The Automation Committee is recommending that Divisions emphasize the need to follow the posted procedures and that teams submit their entries at least a day in advance of the seeding meeting to allow time for review and corrections.

New Software for 2013

- The league will be using Team Manager v7.0 for 2013

Updated documentation for A-Meet Procedures and Table Administration will be available soon on the NVSL Website.

Hy-Tek Training:

Training on the Hy-Tek software has been expanded to include hands-on, practical sessions as well as the traditional PowerPoint presentation. The hands-on training assumes some familiarity with the automation software (from past experience or PowerPoint training). Both the practical training and PowerPoint files are available on the NVSL website in the Documents | Hy-Tek | Training folder.

Hy-Tek training will be offered one more time this season at the NVSL University on June 1st at Falls Church High School.

- 8:00 am – Introduction to Hy-Tek PowerPoint presentation
- 9:45 am – Hy-Tek Genius Bar
- 10:30 am – Hy-Tek for B-Meets PowerPoint presentation
- 10:30 am – Hy-Tek Training for Team Reps

Hy-Tek Team Manager (TM) and Meet Manager (MM):

For 2013, the league purchased copies of *Team Manager* v7.0 for teams in the league. *Team Manager* v7.0 added online functionality for database management, team registration and meet entry. The league will continue to use *Meet Manager* v3.0 software (same as last year) for meet management. *TM* and *MM* disks were given out to Division Coordinators for distribution to team reps at the seeding meeting in February. The Automation Committee can provide backup installation disks for both *TM* and *MM* if needed.

All teams should have a copy of *MM* v3.0, but we ask that they update the license to their new division. To update the license insert the *MM* v3.0 disk in the CD drive, open *MM* and go to File | License Management. Select Add License and the new license should show up in the Available Licenses block. Select the appropriate license and then select Change Active License. Teams should also update *MM* to the latest version which is 3.0Ec through the Check for Updates option on the Main Menu.

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 *TM* prior to selecting swimmers for the meet.

The meet database backup file for *MM* will also be posted each week for the home team to download and restore.

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.

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) and B-Meet issues should be referred to Dan Joyce (dojgeg@verizon.net).

Coordinators should have login IDs and passwords to the NVSL website. 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 (a Washington Post website dedicated to area swimming) to post results from NVSL meets. NVSL results will be available to Reach-For-The-Wall on Mondays.

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.

Check your Division Schedule on the NVSL website for accuracy and report any issues to Joe Mattis.

NVSL Web Site

All Division Data Coordinators and Division