

1  
2 **Overview** This exercise is designed to give team representatives, data coordinators, and coaches  
3 hands-on experience with the Team Manager (TM) and Meet Manager (MM) software in  
4 completing tasks related to a developmental (B) meet.

5  
6 Direct questions on this exercise to Dan Joyce at [dojoyce@earthlink.net](mailto:dojoyce@earthlink.net).

### 7 **Materials Needed**

- 8 • Computer with TM and MM loaded on it
- 9 • Printed copy of this exercise
- 10 • Printed (best) or soft copy of the B meet procedures (**B-meet & Time Trial Procedures**
- 11 **v1.pdf** - or most recent version)
- 12 • Exercise Files (from the NVSL Web Site, Memory Stick or CD), see “Preparation” below
- 13 • Ability to print reports is good, but not absolutely required (you can preview them on you
- 14 computer screen)
- 15

### 16 **The Situation**

17 In this exercise, you are the Team Rep for Commonwealth (CSC). The first two A-meets of  
18 2008 have already taken place, and the CSC Team Rep and Coaches are preparing for the second  
19 B-meet, on 30 June 2008 with Commonwealth (CSC) at Kings Ridge (KR). The CSC Team  
20 Manager Database for this exercise has a fictitious group of 24 girl swimmers, all in the 9-10 age  
21 group.

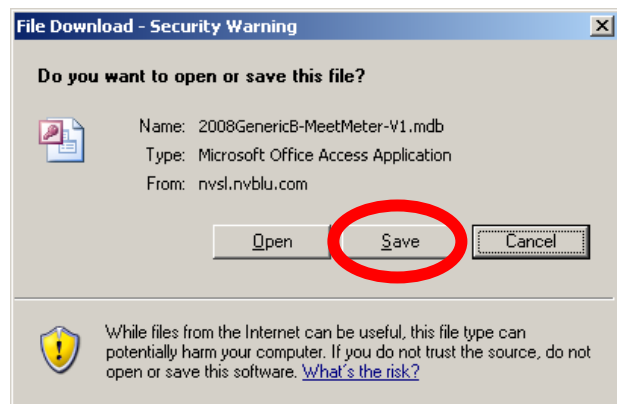
### 22 **Preparation – The Basics**

23  
24 a. Download files from the NVSL web site (or other removable media that may be provided  
25 in training). Note: The NVSL Web site is <http://nvsl.nvblu.com>  
26 Click on the Information menu bar near the top of the screen, and Select Document Center.  
27 Open the “NVSL” folder and navigate to the folders below.

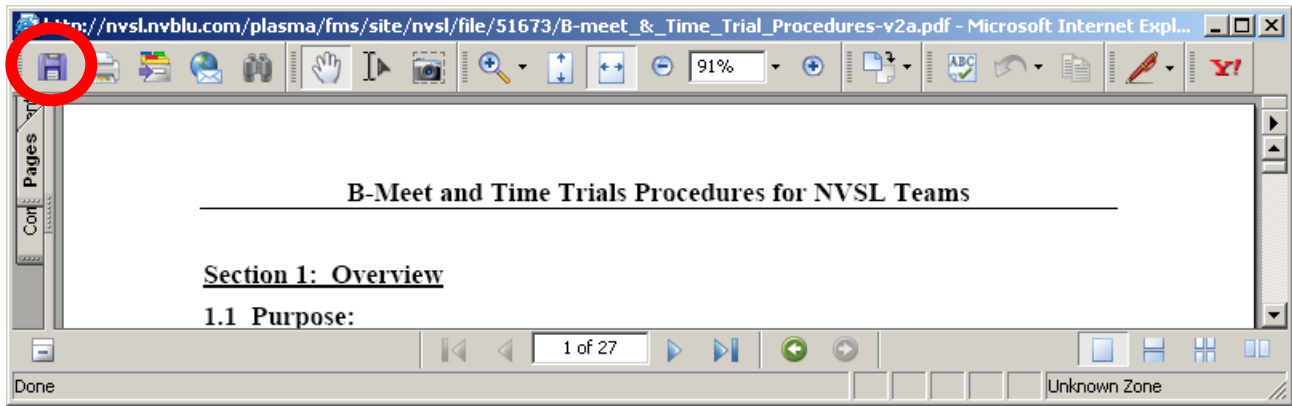
### 28 **Downloading Files from the NVSL Web Site**

29 b. A note on downloading files from the NVSL Web Site: When you click on the link to a  
30 file (with extensions ending in .doc, .xls, .mdb),  
31 you will see a window like the example at right.

32 **DO NOT** click on the Open button. Click on  
33 **Save**, and save the file in the folders as shown  
34 below.



40 For Adobe PDF files (ending in .pdf), most browsers will open the PDF file in a new window  
 41 (you won't be asked if you want to save). Click the Save File Icon (looks like a diskette) to save  
 42 the file to the appropriate folder.  
 43



44  
 45  
 46 **Note:** Through the season, there may be updates to some of these files (higher version number).  
 47 Always download the latest version.

Copy Files from this Folder (on the NVSL Web site or other Media)	To this folder on your C: Drive (if the folders don't exist, create them first)
<b>Hy-Tek (B Meet)</b> <ul style="list-style-type: none"> <li>B-meet_&amp;_Time_Trial_Procedures-v3.pdf</li> </ul>	<b>C:\hy-sport\B-Meet Training</b> <ul style="list-style-type: none"> <li>B-meet_&amp;_Time_Trial_Procedures-v3.pdf</li> </ul>
<b>Hy-Tek (B Meet) \ 1 Generic Templates</b> <ul style="list-style-type: none"> <li>Generic_B-Meet_Meter-V3.mdb</li> </ul> Or (pick the template for your meet) <ul style="list-style-type: none"> <li>Generic_B-Meet_Yard-V3.mdb</li> </ul>	<b>C:\hy-sport\Templates</b> <ul style="list-style-type: none"> <li>Generic_B-Meet_Meter-V3.mdb</li> </ul> Or (pick the template for your meet) <ul style="list-style-type: none"> <li>Generic_B-Meet_Yard-V3.mdb</li> </ul>
<b>Hy-Tek (B Meet) \ 2 Cards-Labels-Rosters</b> <ul style="list-style-type: none"> <li>Blank_B-Meet_Cards.doc</li> <li>BMeet_eligibility_roster_V1.xls</li> <li>B-Meet_Ribbon_Label_Template_2x10.doc</li> </ul>	<b>C:\hy-sport\Cards-Labels-Rosters</b> <ul style="list-style-type: none"> <li>Blank_B-Meet_Cards.doc</li> <li>BMeet_eligibility_roster_V1.xls</li> <li>B-Meet_Ribbon_Label_Template_2x10.doc</li> </ul>
<b>Hy-Tek (B Meet) \ B-Meet Training</b> <ul style="list-style-type: none"> <li>BT_CSC_Results_Event_4-V2.xls</li> <li>BT_CSC_Sign_Up_Roster.xls</li> <li>BT_MM_Award_Labels_CSC_Event_4-V2.pdf</li> <li>BT_MM_Blank_Time_Cards-V2.pdf</li> <li>BT_MM_CSC_Time_Cards-V2.pdf</li> <li>BT_TM_CSC_Team_db_roster.xls</li> <li>BT_TM_CSC_A-Meet_#2_Results-V2.pdf</li> <li>BT_TM_Meet_Entries_Report-V2.pdf</li> <li>Hy-Tek_Practical_Exercise_for_B-Meets-v2.pdf (This Document)</li> <li>TM-BMeet-Training_V2.mdb</li> </ul>	<b>C:\hy-sport\B-Meet Training</b> <ul style="list-style-type: none"> <li>BT_CSC_Results_Event_4-V2.xls</li> <li>BT_CSC_Sign_Up_Roster.xls</li> <li>BT_MM_Award_Labels_CSC_Event_4-V2.pdf</li> <li>BT_MM_Blank_Time_Cards-V2.pdf</li> <li>BT_MM_CSC_Time_Cards-V2.pdf</li> <li>BT_TM_CSC_Team_db_roster.xls</li> <li>BT_TM_CSC_A-Meet_#2_Results-V2.pdf</li> <li>BT_TM_Meet_Entries_Report-V2.pdf</li> <li>Hy-Tek_Practical_Exercise_for_B-Meets-v2.pdf (This Document)</li> <li>TM-BMeet-Training_V2.mdb</li> </ul>
N/A	Create this folder (you will use it later) <b>C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise</b>

48  
49 c. Ideally, you should read Section 1 and Section 2 of the  
50 **B-meet\_&\_Time\_Trial\_Procedures-v3.pdf** (or latest version) document prior to starting this exercise,  
51 to understand the high level concept of manual vs. automated approaches to the B-meet tasks.  
52

53 d. Open Team Manager, and open the B-Meet Training Team Database (**File | Open/New**)  
54 then navigate to **C:\hy-sport\B-Meet Training** and open the **TM-BMeet-Training\_V2.mdb** file.  
55

56 e. Open Meet Manager and open the generic B-meet Events File Template  
57 (**File | Open/New**) then navigate to **C:\hy-sport\Templates** and open the  
58 **Generic\_B-Meet\_Meter-V3.mdb** file.  
59

60 Immediately save this file in the folder:

61 **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise**  
62 with a file name of  
63 **2008-06-30 B-Meet Training.mdb**  
64

65 e. Still in Meet Manager, tailor the generic template for your meet.

- 66 • Select **Setup | Meet Setup**; The [Meet Setup] window is displayed
  - 67 ○ Set Meet Name = **B Training CSC@KR**
  - 68 ○ Set Location = **Kings Ridge**
  - 69 ○ Set Start, End, and Age up date = **06/30/2008**
  - 70 ○ Click on **OK** to close the window
- 71 • Select **Setup | Entry/Scoring Preferences**; The [Entry / Scoring Preferences] window is  
72 displayed
  - 73 ○ Click on Entries/Entry Limits Tab
  - 74 ○ Set max entries per athlete including relays = 3; max individual entries = 3;  
75 Max Relay Entries = 0 (these are the FAST rules we will use for this exercise,  
76 apply your own B-league rules later when you do this for real)
  - 77 ○ Click on **OK** to close the window
- 78 • Select **File | Export | Events for TM** (over half way down the pop up menu), click Yes  
79 on the confirmation screen
- 80 • Click OK on the Export Events to TM window
- 81 • Navigate to your Meet folder **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training**  
82 **Exercise**
- 83 • Click OK on the confirmation screen

84  
85 f. In TM, import the meet events file database completed in paragraph e. above  
86 (**File | Import | Meet Events**) then navigate to the meets folder

- 87 **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise** and select  
88 **Meet Events-B-Training CSC@KR-30Jun2008-001.zip** (or the most current version)
- 89 • After selecting the file, Select **OK** on the next screen. Click OK on the next information  
90 window.
  - 91 • Zip file will be unzipped to another temporary directory. Select the file (with a name  
92 like **Meet Events-B-Training CSC@KR-30Jun2008-001.ev3** and click on OPEN.

- 93
- Select OK on the [Import Events] window and then OK of the information window that tells you total number of events imported.
  - Now you have events for the upcoming B-meet and swimmers....your next goal is to match swimmers with events.
- 94  
95  
96  
97  
98

### 99 **1. Step 1 Select Eligible Swimmers**

100

101 a. It is 2 p.m. on Sunday, and it is time to determine who is eligible for the upcoming B-meet on Monday night. Using the results of the first two A-meets, and applying your B-meet league eligibility rules, your task is to develop a sign-up roster for swimmers. Ideally, this sign up roster would indicate which strokes each of the swimmers is eligible to swim on Monday night.

102  
103  
104  
105  
106

107 b. Run a report on A meet results from the most recent meet(s) (see section 4.1 of the B-meet and Time Trials procedures). Okay, the 2<sup>nd</sup> A-meet of 2008 hasn't happened yet, so we will use the CSC @ L (Langley) meet #2 from 2007 for this exercise. See the file **BT\_TM\_CSC\_A-Meet\_#2\_Results-V2.pdf** in the B-Meet Training folder for an example of the report.

108  
109  
110  
111  
112

113 c. Produce a team roster in Excel (see section 4.1 of the B-meet and Time Trials procedures). See **BT\_TM\_CSC\_Team\_db\_roster.xls**, in the B-Meet Training folder for an example.

114  
115

116 d. Using these two documents, produce a third document that contains results of A-meets and indicators (in this case, an "X" in the stroke) for the strokes a swimmer is ineligible to swim, according to your B-league rules. In this exercise, a 1<sup>st</sup>-3<sup>rd</sup> in that stroke in an A meet makes the swimmer ineligible. See **BT\_CSC\_Sign\_Up\_Roster.xls**, for an example

117  
118  
119  
120

121 e. Finally, select swimmers for the strokes they will swim Monday night. By "select" we mean writing a "yes" or a check mark by their name on the roster above. We haven't touched any Hy-Tek software yet.

122  
123  
124

### 125 **2M. Step 2M Produce Time Cards – Manual**

126

127 a. It is Sunday Night to early Monday afternoon. You have to produce a time card for every stroke the swimmers on your team will swim. You've decided to do this manually (hand written time cards).

128  
129  
130

131 b. Produce blank time cards by printing multiple pages of the time card template in the **C:\hy-sport\Cards-Labels-Rosters** Directory.

132  
133

134 c. Using your team sign up roster, write the swimmer name, event number, event name, age, team, and (depending on league rules), entry or best time on the time card and take to the meet

135  
136

**2A Step 2A Produce Time Cards – Automated**

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

a. It is Sunday Night to early Monday afternoon. You have to produce a time card for every stroke the swimmers on your team will swim. You've decided to do this using Hy-Tek software to produce printed time cards (understanding you will always need blank time cards for deck entries in the B-meet)

b. In Team Manager, select event entries for your swimmers. Many teams will use a sign up roster sorted by last name, so it is usually easiest to make the entries by name.

- Select **Meets** from the main menu. The [Meet Browser] is displayed.
- Select **Entries | Entries by Name**
- Using your sign up roster, select the swimmers. You should try selecting more than the maximum entries, to see the warning message.
- When you have all entries in, run an entries report to check your work (make sure they are in the right events, no one is in more than 3 events, etc.)
  - Select **Report | Performance | Meet Entries**, pick the meet and sort by last name
- Once the entries look good, export the entries to Meet Manager
  - Select **Export | Meet Entries** and save the results in your meet folder
  - **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise**
- Export your Team Roster
- Export you Team Records

c. In Meet Manager, import the meet entries, rosters, and records you just exported above.

- Select **File | Import Entries**
- Navigate to the **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise** folder and select the **CSC-Enries-001.zip** file created above.
- 

d. Still in Meet Manager, print time cards

- Select **Labels | Entry Card Labels**
- On the [Entry Card Labels] window, select **Select All**, then set
  - Label Selection = **Laser, 2 x 3**
  - Format = **Rank Order Fast-Slow**
  - Sort by = **Event Number**
  - Then select **Create Labels.**
  - View the labels for accuracy, then load b-meet card stock in your printer and print the cards.
  -

e. NOTE: You can also print blank time cards (for deck entries) from this screen as well. Repeat step d above, but this time set

- Label Selection = **Laser, 2 x 3**
- Format = **Rank Order Fast-Slow**
- Sort by = **Blank Individual**
  - # Blanks = 6
- Then select **Create Labels.**

- 183
- When the preview page comes up, review your blank labels.
  - 184 • If they look good, put B-meet card stock in your printer, click on the print icon and set
  - 185 Copies = number of pages of blank cards (6 to a page) you want.
  - 186
  - 187 f. If you are going to use MM to enter times and produce ribbons, then you should seed the
  - 188 meet:
  - 189 • Select **Seeding**
  - 190 • On the Seeding window, select **Select All**
  - 191 • Select **Start Seeding**
  - 192
  - 193

### 194 **3M. Step 3M Produce Ribbon Labels – Manual**

195

196

197 a. It is Monday night, the first event is complete and the competitors' cards have been

198 ranked from 1<sup>st</sup> to 6<sup>th</sup>. Now it is time to produce ribbon labels for the swimmers awards. Prior

199 to the meet, you have printed enough of the generic labels.

200

201 b. Go to C:\hy-sport\Cards-Labels-Rosters and open **B-**

202 **Meet\_Ribbon\_Label\_Template\_2x10.doc** and print a sufficient number to cover the possible awards for

203 your meet. You could tailor this template to the specifics of the meet (date, competing teams).

204

205

### 206 **3A. Step 3A Produce Ribbon Labels – Automated**

207

208 a. It is Monday night, the first event is complete and the competitors' cards have been

209 ranked from 1<sup>st</sup> to 6<sup>th</sup>. Now it is time to produce ribbon labels for the swimmers awards. In

210 order to do this task (using the basic Hy-Tek TM and MM capabilities), you have already entered

211 times in MM (see step 4A-MM below).

212

213 b. Select Labels | Award Labels select the event(s) whose status = "Done" (all times

214 entered) that you want to print by clicking the check box before the event. Ideally, you want to

215 get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets

- 216 ○ Label Selection = **Laser, 2 x 3**
- 217 ○ Individual Places = **1** to **XX**, where XX = the places you want to print
- 218 ○ Award Type = **Standard Award Label**
- 219 ○ Sort by = **Event Number**
- 220 ○ Then select **Create Labels.**

221 An example of a completed label sheet is in the B-Meet Training folder

222 (**BT\_MM\_Award\_Labels\_CSC\_Event\_4-V2.pdf**). I set number of places = 12.

223

224

225

**4A-TM. Step 4A Enter Times – In Team Manager**

226

227

228

229

230

231

232

233

234

235

236

237

a. It is after all the time cards for an event are complete. By entering times in Team Manager, you have most likely used a manual process for ribbon backs. Some time after the event is done, open Team Manager

- Select **Meets**
- Select **Results**, then **Results by Event** (usually you will have the time cards grouped by event)
- Enter the time, place, and DQs in the Final Time and DQ columns

**4A-MM Step 4A Enter Times – In Meet Manager, then Export to TM**

237

238

239

240

241

242

243

244

245

246

247

248

249

250

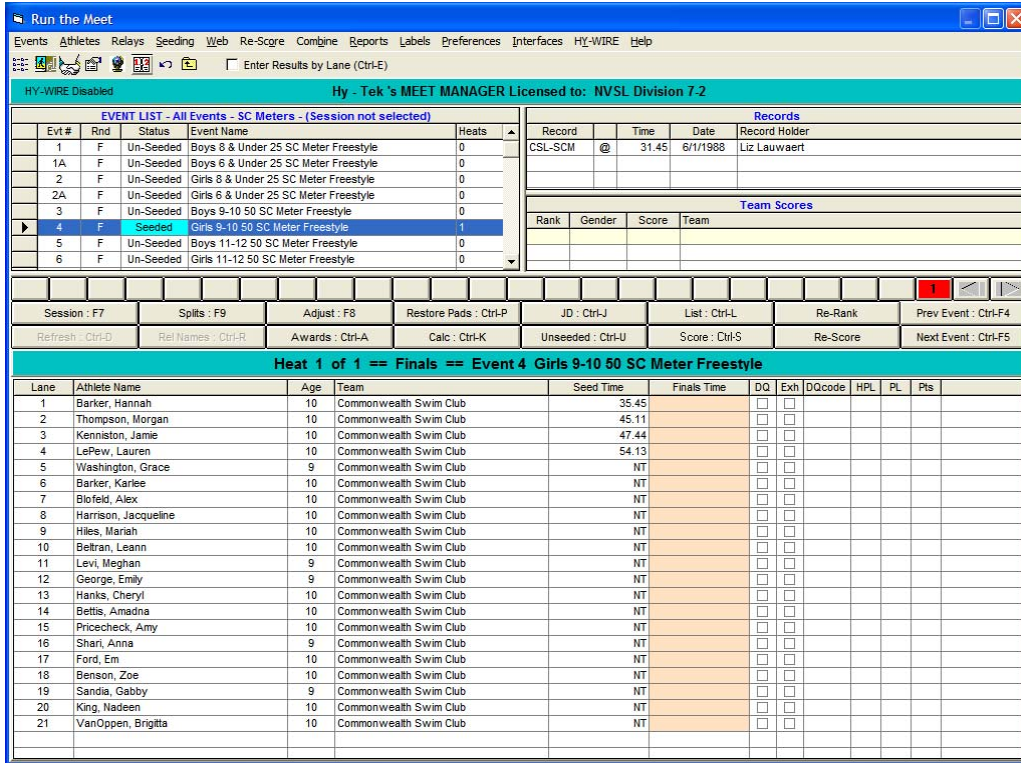
251

252

253

a. It is Monday Night, and an event is now complete, the table workers have scored the cards and have separated the Commonwealth cards to pass to the data entry person.

- Select **Run** from the Main Menu (if you aren't already on this screen. Once you are on the [Run the Meet] window, you will stay there for the rest of the night.
- All of the swimmers will appear on one heat, so adjust the sub-windows on the run screen so you can see as many of the swimmers as possible. This will make data entry easier.
- The swimmers on this window are sorted by seed time, and then by a seemingly random ordering of swimmers with no seed time. See the screen below.
- For this exercise, print the file **BT\_CSC\_Results\_Event\_4-V2.xls**, and use this set of results for your "time cards." Pretend you are going through these results one card at a time, finding the name in the list of 21 on the [Run the Meet] window.
- You can attempt to have your table workers sort the cards for you, but this may well be a futile effort. Your best bet may be to have the workers sort the card by last name, so you can find swimmers in your stack of cards easier.



254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277

b. After you have entered all your times for the meet, you are ready to export the results back to Team Manager.

- Select File | Export | Results for Team Manager or Swims
- Team = CSC (your team), leave all other settings as pre-selected, and click OK\
- (You will get a warning that there are events not entered, and these won't be exported. Normally, you would go back and fix this – enter all scores – then re-export. For now, we will assume there was only one event in the meet).
- Navigate to the meet folder **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise**, and save the results there.

c. Open Team Manager and import the results from the B-meet.

- Select File | Import | Meet Results
- Navigate to the current meet folder: **C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise**, and import the results file:  
**Meet Results-B-Training CSC@KR-30Jun2008-001.zip**
- Select the unzipped file, and click on open
- Click OK on the next screen
- When the import is done, Select Meets then highlight the “B-Training CSC@KR” meet then select **Results | Results Browser** to confirm the B-meet times are now in TM.

You are done! Go home and go to bed!