

Hy Tek Tip 02 – Re-Use Time Trial Meet & Events From Previous Seasons

1. **Overview.** This document explains how to use the Time Trial Meet and Events in Team Manager from previous seasons to set up your Time Trial Meet for the current season. It is early in the season, you are still brushing up on your Hy-Tek skills, and you want something easy. This is it.

a. Most teams ran a “time trials” meet on the Saturday before the first A-meet last year. If you plan to use the same event structure as last year, you can simply make a “copy” of this meet for your current year time trials (for most teams, on still on the Saturday before the first A-meet). Whether you did (or will do) your time trials on different days than shown above, it does not matter. In this example we will reuse the 2009 meet for 2010.

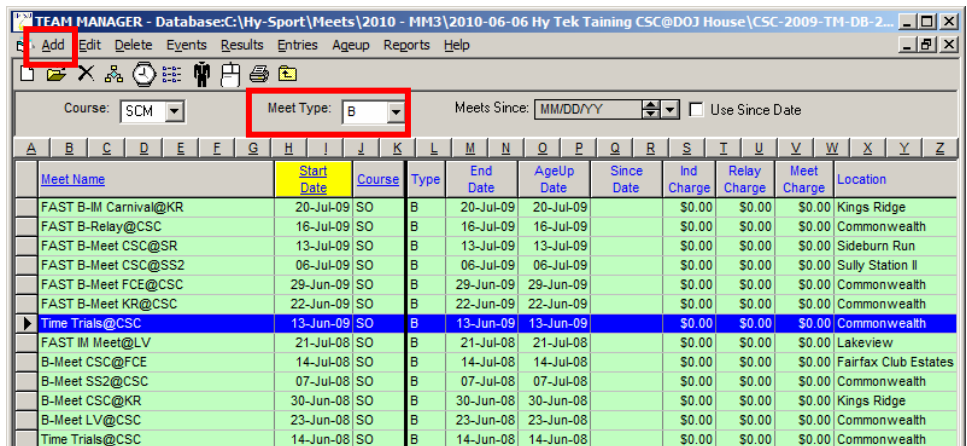
b. You will do all of these steps in Team Manger 5.0. To avoid any extra work, make sure you do this on the master “team database” (i.e. if the coach has a copy of TM 5.0 and the team database, and the team rep has one, decide which is the “latest and greatest” and make this change on that database).

c. This procedure assumes you are going to do your time trials meet solo (i.e. aren’t trying to run it as a dual meet with two teams, using Meet Manager), and will record times for your team in Team Manger 5.0.

2. Step by Step Procedures

a. Open Team Manager 5.0 and click on the “Meets” menu choice on the Menu bar. The [Meet Browser] screen like the one at right is displayed.

b. I’ve filtered my meet types to show the B-meets only, so my list of meets may be shorter than what you see.

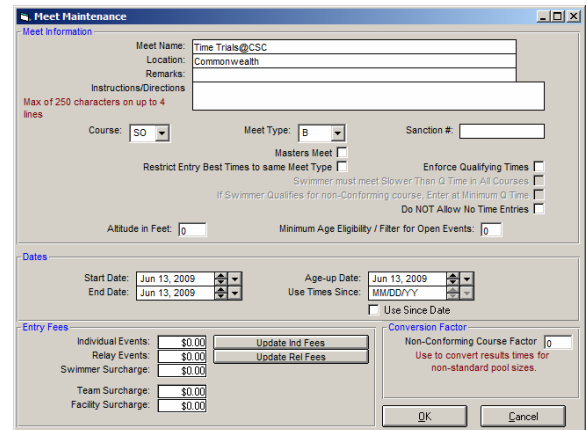


Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
FAST B-IM Carnival@KR	20-Jul-09	SO	B	20-Jul-09	20-Jul-09		\$0.00	\$0.00	\$0.00	Kings Ridge
FAST B-Relay@CSC	16-Jul-09	SO	B	16-Jul-09	16-Jul-09		\$0.00	\$0.00	\$0.00	Commonwealth
FAST B-Meet CSC@SR	13-Jul-09	SO	B	13-Jul-09	13-Jul-09		\$0.00	\$0.00	\$0.00	Sideburn Run
FAST B-Meet CSC@SS2	06-Jul-09	SO	B	06-Jul-09	06-Jul-09		\$0.00	\$0.00	\$0.00	Sully Station II
FAST B-Meet FCE@CSC	29-Jun-09	SO	B	29-Jun-09	29-Jun-09		\$0.00	\$0.00	\$0.00	Commonwealth
FAST B-Meet KR@CSC	22-Jun-09	SO	B	22-Jun-09	22-Jun-09		\$0.00	\$0.00	\$0.00	Commonwealth
Time Trials@CSC	13-Jun-09	SO	B	13-Jun-09	13-Jun-09		\$0.00	\$0.00	\$0.00	Commonwealth
FAST IM Meet@LV	21-Jul-08	SO	B	21-Jul-08	21-Jul-08		\$0.00	\$0.00	\$0.00	Lakeview
B-Meet CSC@FCE	14-Jul-08	SO	B	14-Jul-08	14-Jul-08		\$0.00	\$0.00	\$0.00	Fairfax Club Estates
B-Meet SS2@CSC	07-Jul-08	SO	B	07-Jul-08	07-Jul-08		\$0.00	\$0.00	\$0.00	Commonwealth
B-Meet CSC@KR	30-Jun-08	SO	B	30-Jun-08	30-Jun-08		\$0.00	\$0.00	\$0.00	Kings Ridge
B-Meet LV@CSC	23-Jun-08	SO	B	23-Jun-08	23-Jun-08		\$0.00	\$0.00	\$0.00	Commonwealth
Time Trials@CSC	14-Jun-08	SO	B	14-Jun-08	14-Jun-08		\$0.00	\$0.00	\$0.00	Commonwealth

c. Double click on one of your previous time Trials meets (mine is highlighted) so you can write down the settings for last year’s time trials (you will use these in the next step to set up your 2009 time trials meet. The result should look like the screen shot below. Click Cancel when you are done.

d. Click on the “Add” menu bar on the meet browser. This will bring up a blank Meet window, similar to the one you saw in the last step, but without any meet settings. Use the same Course (SO for Meter) and meet type (B), and set Start, End, and Age up Dates to your **current season** Time Trials Date(s). When you are done, click **OK** and then **Cancel**.

e. You should see your Time Trials meet for your current in your Meets list. This meet has a date and a location, but has not events associated with it. In the next step, we will copy the event structure from your 2009 time trials, but NOT the entries and results.



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f. Single Click on the current season time trials meet so it is highlighted (it should have a black triangle pointing at it).

g. Click on **Events** on the menu bar of the [Meet Browser]. The events browser is displayed.

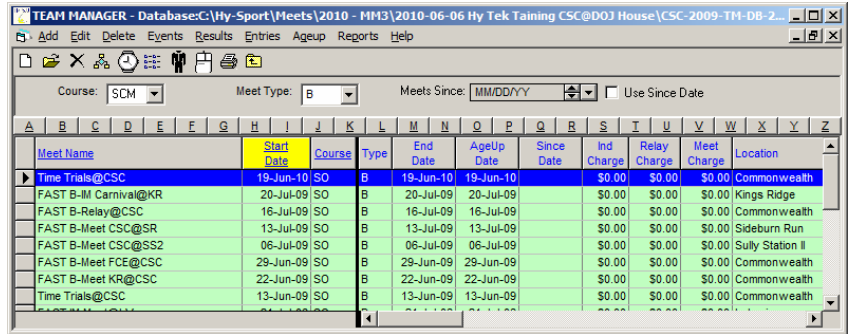
h. Click on the **Copy Events** choice on the menu bar of the [Events] browser. An entry window like the one at right is displayed.

i. In the “Meet” drop-down menu choice, select your time trials meet from 2008 to copy the events **from** (you might have to scroll down a ways). Make the two copy option selections as shown at right and click “OK”

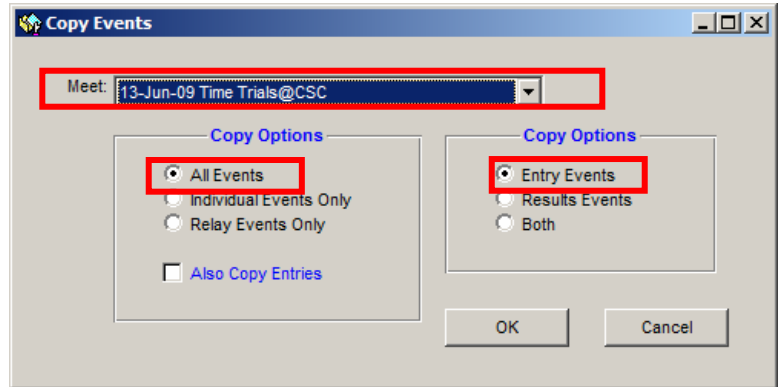
j. Team Manager will copy the events from last year’s meet and confirm it copied all the events you have in your Time Trials (Commonwealth has 50). Click on **Close**.

k. You will see the Events window, showing you all your events for your time trials are set up.

l. You can close this window (and Team Manager, if you have nothing more to do)



Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
Time Trials@CSC	19-Jun-10	SO	B	19-Jun-10	19-Jun-10		\$0.00	\$0.00	\$0.00	Commonwealth
FAST B-III Carniva@KR	20-Jul-09	SO	B	20-Jul-09	20-Jul-09		\$0.00	\$0.00	\$0.00	Kings Ridge
FAST B-Relay@CSC	16-Jul-09	SO	B	16-Jul-09	16-Jul-09		\$0.00	\$0.00	\$0.00	Commonwealth
FAST B-Meet CSC@SR	13-Jul-09	SO	B	13-Jul-09	13-Jul-09		\$0.00	\$0.00	\$0.00	Sideburn Run
FAST B-Meet CSC@SS2	06-Jul-09	SO	B	06-Jul-09	06-Jul-09		\$0.00	\$0.00	\$0.00	Sully Station II
FAST B-Meet FCE@CSC	29-Jun-09	SO	B	29-Jun-09	29-Jun-09		\$0.00	\$0.00	\$0.00	Commonwealth
FAST B-Meet KR@CSC	22-Jun-09	SO	B	22-Jun-09	22-Jun-09		\$0.00	\$0.00	\$0.00	Commonwealth
Time Trials@CSC	13-Jun-09	SO	B	13-Jun-09	13-Jun-09		\$0.00	\$0.00	\$0.00	Commonwealth



Meet: 13-Jun-09 Time Trials@CSC

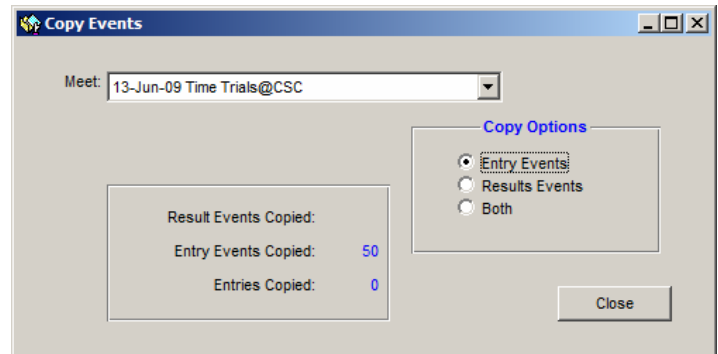
Copy Options

All Events
 Individual Events Only
 Relay Events Only
 Also Copy Entries

Copy Options

Entry Events
 Results Events
 Both

OK Cancel



Meet: 13-Jun-09 Time Trials@CSC

Copy Options

Entry Events
 Results Events
 Both

Result Events Copied:
Entry Events Copied: 50
Entries Copied: 0

Close

3. **Resources for Time Trials and B-meet Operations.** If you want to brush up on your Hy-Tek skills for B-meets and Time Trials (and Time Trials **ARE** a B-meet...you don’t want these times mixed in with seed times for Divisionals) then visit the NVSL web site. All the resources from previous seasons are still there.

On the NVSL web site, visit the **Information | Document Center**, select the Hy-Tek (B-Meet) folder and download the current B Meet and Time Trial procedures.