



Team Automation Functions

Beginning of year

1. Install or update *Team Manager* (TM) software. It's always important to make a back-up of your database before you make any software changes such as an upgrade. If you upgrade the software you may have to convert the *Team Manager* database to the new version. Open your team database in the new program and it will automatically make any necessary conversions.
2. Install or update *Meet Manager* software. Even if the *Meet Manager* software is not upgraded, it is a good idea to update the license for your copy of *Meet Manager*. Each year the Automation Committee will make the license file available upon request or your Division Data Coordinator may distribute the file to reflect any changes in seeding.
 - a. Copy the new license file (swmeet6.mem) to the **C:\Hy-Sport\SwMM6** directory. Open *Meet Manager* and under **File | License Management** select **Add License**. In the next window select **Specify Drive and Folder** and navigate to the **C:\Hy-Sport\SwMM6** folder. The new license will be added to the list of Available Licenses. Select the new license and then select **Change Active License**. *Meet Manager* will read the license file and rename the file and update the display.
3. Archive previous season *Team Manager* database
 - a. *Team Manager* can handle a large amount of data, but you may want to archive the previous season's data and begin the new season with a relatively clean database. First use Windows Explorer to make a copy of your database and save the copy to a different subdirectory. You can always come back to the old data. It's especially useful if you delete swimmers who move away or age out of the league. Rename the team database to the current year (e.g. Hollin Meadows 2010.mdb)
4. Delete old meets and teams that are no longer in your division
 - a. In the Meets window and Teams window delete the ones that are no longer needed.

5. Delete/Add families and swimmers
 - a. Mark all swimmers as inactive. Reactivate the swimmers (clear the Inactive checkbox) when they submit their registration materials for the new season.
 - b. Delete swimmers/families when necessary
 - i. If you're not sure, it may pay to wait. Make the swimmer inactive.
 - ii. If you delete a swimmer or family, you lose the history for that swimmer(s) unless you have made a back-up as advised in 1 above
 - iii. Consider deleting swimmers who have moved away or aged out of the league.
 - c. Enter new swimmers and families to the database. Use as many of the features of *Team Manager* as you can. There are lots of ways to enter data, and things can be done very efficiently.
 - d. If you really want to get fancy, print the Roster to a file, and merge into Word or Excel for your team sign-up activity.
 - e. TM 7.0 no longer supports online registration through Hy-Tek, but you may be able to use some third party products such as Team Unify or Swimtopia. Follow the instructions for those products for installation and use.
6. Enter B-Meets (any non-A-Meet is a B-Meet)
 - a. From the Meets window add your B-Meets unless you are part of a B-Meet league and expect to get a meet events file for the meet. You will download meet events files for all A-Meets from the NVSL so do not enter any of the A-Meets. If desired set the Meet Type to "B".
 - b. Once the B-Meets have been created you will need to copy the events from a previous B-Meet or enter new ones.
7. Attend training provided by the Automation Committee if new to automation process. Ask your team rep if any of the rules have changed that might impact on computer operations. Changes such competition age or events for meets might require changes to the software settings. The Automation Committee will generally issue guidance if changes are required.

Weekly activities

1. Saturday afternoon
 - a. Print Improvement report (One Meet) and post
 - i. Consider using the Use Since feature to restrict the improvement report to the current season
 - ii. Sort by % improved – copy to coaches/team rep
 - iii. Sort by name – swimmers will find their names easily
 - b. Print B-Meet Age Group report for B-Meet sign up
 - i. boys
 - ii. girls
 - iii. if you wait for Sunday for this, you may have to scramble to get cards done for your swimmers
2. Sunday afternoon

- a. Go to NVSL website (www.mynvsl.com) and download files for this week's A-Meet
 - i. From the NVSL home page, select Documents | Hy-Tek | [Current Year] | [Current week] and then METERS or YARDS depending on where you are swimming. Holmes Run Acres (HRA) and Kent Gardens (KG) are the two yard pools in the league.
 - ii. If you're the home team, you will need both the Meet Database Backup file and the Meet Events file.
 - iii. If you're visiting, you just need the Meet Events file for *Team Manager*
 - iv. Be sure to download the files appropriate for your meet.
 - v. Follow the A-Meet procedures to rename the files and edit the meet specifics for use.
 - b. While at the NVSL website download the current season results file for your opponents and import into *Team Manager*. You will need your team's user id and password to get access to the results files.
3. Monday evening
- a. Enter times for "B-Meet" into *Team Manager*
 - i. Validate entered times – since there's no on-deck cross-check, you'll need to do your own validation
 - b. Print "Top Times" report for Saturday
 - a. Do for your team and opponent for both boys and girls
 - b. By designating your team and your opponent with the same LSC (local swim committee) in the Teams function you can run an integrated top times report. Be sure to clear the LSC designator when finished.
 - c. Reports go to the person(s) selecting swimmers for the meet, usually the Team Rep or the Coach, or both
4. Wednesday evening (not later than)
- a. Receive meet selections from Team Rep/Coach
 - b. Enter swimmers
 - i. It's a good idea to have someone else validate this when it's done – you don't want to exchange entry data with the other team and find out you've made a mistake
 - ii. Don't forget that Hy-Tek will allow you to enter a swimmer in more events than NVSL allows – you will be flagged if you attempt to do so, but you can override it. If you do enter a swimmer in more events than they can swim, you can't scratch and sub – you have to have an empty lane for the third individual event.
 - iii. If you are going to put swimmers in lanes they don't seed into according to times, you need to do this here by entering custom times. Use custom times that are clearly custom such as 55.00, 56.00 and 57.00.

- iv. Don't forget that Hy-Tek won't automatically print a card for an empty lane; either put in a kid, or put in a dummy name (e.g. Swimmer, No A.), but **FILL THE LANES**
 - c. Make up your list of meet officials– Hy-Tek does not have a built-in function for this, so you'll need to use the template available on the NVSL website.
 - d. Print the list of swimmer entries by event and by name to provide the Team Reps/Coaches one last chance to validate entries and make changes; agree on a deadline for changes, at which point you will start to generate final information for the meet.
- 5. Thursday afternoon/evening
 - a. Export entries and team roster to flash drive. Export team records (optional).
 - b. Print meet entries by event and mark this "Official" or "Firm Entry List". Do not include seed times. Make a copy for yourself.
 - c. Exchange data (most likely via email) with meet opponent – the data coordinator should attend this meeting to determine:
 - i. The location of computers during the meet
 - ii. A back-up location in case of inclement weather dangerous to computers but not kids
 - iii. Agree with opponent whether to print ribbon backs on the fly (at the meet, which is easy to do in Hy-Tek) or in advance or afterward.
 - d. It was very useful in previous years to get all the teams from each division together in one location for the exchange in the first week. This was to make sure things went smoothly; this still seems like a good idea to me for the first week of each year but is up to the Division Coordinator.
 - e. Take your computer to the data exchange; it's good to load the data from your opponent to make sure you can read the files and that there is no problem, such as one team has loaded the wrong meet or some other issue. If the other team has their computer and you have yours, you can fix many problems on the spot. The home team must bring their computer and a printer to merge the team entries and seed the meet.
 - f. After you return home, print the final meet sheet – distribute to the Team Reps/Coaches – they'll want to know how they did seeding the meet and will call you at all kinds of late hours if you don't.
 - g. Hy-Tek can write reports to a file, so you can e-mail this as an attachment
- 6. Friday – home team
 - a. **PRINT THE TIME CARDS!!!** – if you do nothing else do this! It's embarrassing to have the Chief Timer ask you for the cards and to not be ready; it also tends to slow down the meet.
 - i. If you print all the events and sort the output in lane order, you end up with the card sheets in a set that you can separate by lanes, which works very well
 - ii. Verify that you have a time card for each lane for each event, if you don't insert a blank card and mark "No Swimmer" on it

- iii. Put a rubber band around the pack for each lane – the Chief Timer will appreciate that
 - b. Print ribbon backs if that's what you agreed to do (it shouldn't be). If your printer is unreliable or difficult to transport, you may need to do this now; really you ought to print ribbon backs at the meet
 - c. Complete the Word template for the meet cover sheet with the officials and team data from both teams
 - d. Print the Final Meet Sheet and make copies
 - i. Use the two column format. Include team records and All Star cut standards if desired. Do not include seed times. Make enough copies for all officials, coaches, team reps, table workers, etc.
 - ii. If your team sells meet sheets (and they should), use the two column format and agree to the number of copies with the Team Rep or Concessions Manager
 - e. Worry about what you've forgotten to do – check with the Team Rep and the Coaches
- 7. Friday – visitors
 - a. Relax
- 8. Saturday morning – preparation
 - a. Check the weather forecast – kids can swim in rain, computers can't
 - b. Arrive early to set up the area for the computer
 - i. Have you got enough power outlets for the computer and printer? Will any other equipment require power?
 - ii. Are all the outlets working? Finding out you have five minutes of battery power on the laptop with an hour to go in the meet creates unnecessary tension; plug a printer into each outlet to make sure you actually have power
 - c. Set up the computer and printer. Open the software and verify you can print
 - d. Do you have the TIME CARDS? Give them to the Chief Timer – no need to genuflect when doing so
 - e. Do you have the ribbon backs, either blank or preprinted? Give any pre-printed ones to the table workers; if you're going to print on the fly (is this clear yet?), set up the printer. There's no real need to check alignment if you're using a fairly recent laser printer, but feel free. I recommend a laser printer, not ink-jet, because the ink can run on the latter, but it will work if you keep everything dry
- 9. Saturday morning – execution
 - a. Enter any scratches/substitutions
 - b. Sing along with the National Anthem
 - c. Receive the time cards and enter times – make sure you identify any disqualifications (check DQ box) or swimmer changes. One person should read the times and another should enter in the computer and then the computer person should read back the times for comparison.

- d. After entering all the times for an event, Score the event and print the report (list) that comes up. This printout should be used by a third person to compare against the time cards.
 - e. Give the entered time cards and event result printout to the table workers for verification. Be sure to agree to the flow in advance
 - f. Provide the score to the announcer prior to the start of relays
 - g. End of meet:
 - i. Print a final results report for the referee to review. Attach a meet cover sheet for the referee to sign. Also print a list of DQs and a list of scratches (meet summary report – select DQ and Scratches separately) for the referee.
 - ii. Print a final results report for each team. Print an additional copy for the home team to post.
 - iii. Export the results for the other team to their thumb drive
 - iv. Call in the score to the Division Coordinator
10. Saturday immediately after the meet
- a. Provide the division data coordinator with a meet database backup file. The division data coordinator will post the results to the NVSL website and in most cases will provide electronic copies to the other teams in the division. Verify this with your Team Rep otherwise the home team is responsible for doing this.
 - b. Prepare reports for the division coordinator and other teams in the division
 - i. The division coordinator gets the hard copy of the results with the cover sheet signed by the referee and copies of the scratch and substitution sheets
 - ii. The other teams in the division get an electronic copy of the meet results report (save to file as pdf). This could be provided by the division data coordinator as discussed above. The other teams also need an electronic copy of the meet cover sheet and scratch and substitution sheets. You will have to scan or take a picture of those items and send by e-mail.
 - iii. If your division has a weekly meeting, hard copies can be exchange there
 - c. Have a drink
 - d. Start on next week's meet