

NVSL 2023 – Hy-Tek “Cheat Sheet” for Team Data Coordinators

- Every team needs 2 different software programs (can be installed on multiple computers)
 - Hy-Tek Team Manager 8.0: uses a single .mdb file all season; you add (import) new times every week (same as 2022)
 - Hy-Tek Meet Manager 8.0: uses a new .mdb file for every meet (same as 2022)
- **#1 thing to do BEFORE season starts:** Set up data folders on team laptop for every meet by DATE:
 - 2023-06-17 LHP@LG; 2023-06-24 VW@LHP; 2023-06-28 Divisional Relays @LHP, etc
- **#2 thing to do BEFORE season starts:** Get familiar with NVSL website: <http://mynvsl.com/>
 - Documents / NVSL / Hy-Tek (A-Meets) / 2023: Find the meet events for TM and MM database for every “A” meet
 - Documents / NVSL / Hy-Tek (A-Meets) / Procedures: Step by step instructions for everything!
 - Documents / NVSL / Hy-Tek (A-Meets) / Training: All the briefing slides from NVSL training sessions
 - Sign in : Get username (email address) and password from your team rep
 - Schedules/Results: view schedules and results. Download 2022 results files (.cl2)
- Duties of **BOTH** teams before each “A” meet:
 - Download events file (Meet Events-NVSL A-Meet XXX.zip) from website. Import into Team Manager (TM), then select swimmers. Export swimmers, roster, and team records from TM. Exchange these + entries PDF with the other team.
- Additional duties for the **HOME** team before each “A” meet:
 - Download meet database (Swmm8Bkup2023-XX-XX A-Meet.zip) from website, restore in Meet Manager (MM).
 - Using MM, import swimmers, rosters, and records from both teams. Assign teams to lanes and seed meet. Print time cards, meet sheet. In Word, create and print meet cover sheet.
- At “A” Meets, use Meet Manager to enter times and score every event. Print award labels and results
- After every “A” meet:
 - **HOME** team must call in the final score to the Div Coordinator and email a Meet Manager BACKUP file (not the results file) to the Division Data Coordinator.
 - Import the results from all 3 “A” meets in your division into TM. Run “Record Match” in TM (under Reports/ Performance Reports) to check for new Team Records. Update records, with caution for Mixed Age Free Relay.
- **NOTE :** Hy-Tek creates many .zip files. Generally OK to accept default options for extracting files.

#1 TIP: Backup Often!

#2 TIP: Know Location of YOUR Data!