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# HY-TEK Software Overview

## Introduction to NVSL Technology

2023

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# Outline

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## ➔ Introduction

- Resources
- Software overview
- Getting started
- Process overview
- Tips & tricks



# Outline

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- Introduction

## Resources

- Software overview
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# Navigating the NVSL Website

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- NVSL website: <http://mynvsl.com>
- The website provides
  - Basic league information
    - Points of contact, calendar, schedules, records and announcements
  - Meet results
    - Scores, times, searchable leaders function, meet results files (team reps) and standings
  - Important resources
    - Meet template files, meet event files, procedures, training materials, clinic handouts and bylaws
  - Team pages
    - Announcements, calendar, documents and records



# Navigating the NVSL website



2023 NVSL HANDBOOK with TOC links (pdf)

Have Questions? askNVSL@gmail.com

\*\*\*\*\*  
 ★ NVSL® HAPPY ADS ★  
 ★ A great way to support your swimmer and your team Available for inclusion in the All-Star Relay Program Individual All-Stars Program nvsishappyads@gmail.com ★  
 ★ Add print in black and white ★  
 ★ We love to print photos of your swimmers and your team ★  
 ★ SHARE YOUR PRIDE SHOW YOUR SPIRIT SUPPORT THE NVSL® ★  
 \*\*\*\*\*



**JOLYN**  
INTRODUCING YOUR REP, KRISTI!

@JOLYNMIDATLANTIC ON INSTAGRAM  
EMAIL: KRISTI@JOLYN.COM

WANT TO HOST A FUN-DRASER POP-UP FOR YOUR TEAM? JOLYN WILL KICK BACK 10% OF OUR SALES TO YOUR SQUAD FOR HAVING US AT YOUR MEET!

Click folder to open and view sub folders and documents inside. Click documents to download them.

Folders and documents for:

/NVSL

- ➔ 2023 Join a Pool with an NVSL Team Near You - Team Locations - On Line Map
- ➔ All-Stars (Individual) 2023 - Orange Hunt
- ➔ All-Stars (Relays) 2023 - Hamlet
- ➔ Bylaws - Rules - Code of Conduct
- ➔ Clinics - NVSL University - Workshops
- ➔ DC United, Kings Dominion, Wash Nationals, WNBA Mystics, and Arena Football
- ➔ Deck OFFICIALS and Deck Volunteers
- ➔ Forms
- ➔ Historical Documents
- ➔ Hy-Tek (A-Meets) ←
- ➔ Hy-Tek (B-Meet)
- ➔ Invitational Relays 2015 - 2016
- ➔ Merchandise
- ➔ Past All-Star Relays 2003 - 2022
- ➔ Past Individual All-Stars 2003 - 2022
- ➔ Safe Sport
- ➔ Scholarship Program
- ➔ Sponsors
- ➔ Team Rep Folder 2023

2022-2023

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# Computer Resources

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- *Team Manager* and *Meet Manager* Help files
- NVSL Website: <http://www.mynvsl.com>
  - Procedures for **A-Meets, Relay Carnival, Divisionals**
  - Procedures for B-Meets/Time Trials
  - Operations Manuals for Meet Manager and Team Manager
  - **Meet Events and Meet Backup files for A-Meets**
  - Meet Database templates and Events File templates for B-Meets
  - MS Word templates for “fill-in-the-blank” Ribbon Backs and Time Cards
  - **Meet Program Cover Sheet (MS Word template)**
- Practice exercises/files in [Hy-Tek \(A-Meets\)/Training/Practical Training Problem](#)
- This presentation in [Hy-Tek \(A-Meets\)/Training](#)



# Human Resources

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- Past data person
- Opponent's data person
- Division Data Coordinator
- Jen Guernsey [jenguernsey@gmail.com](mailto:jenguernsey@gmail.com)
- NVSL Technology Committee  
[NVSLTechnology@gmail.com](mailto:NVSLTechnology@gmail.com)



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# Hy-Tek Applications

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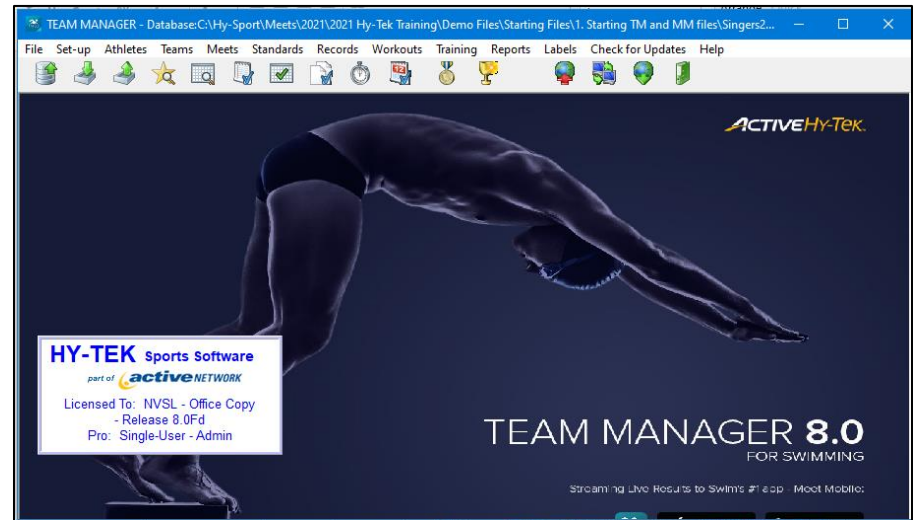
*One company: Hy-Tek*

*Two pieces of software:  
Team Manager and Meet Manager*



# Team Manager 8.0 (TM)

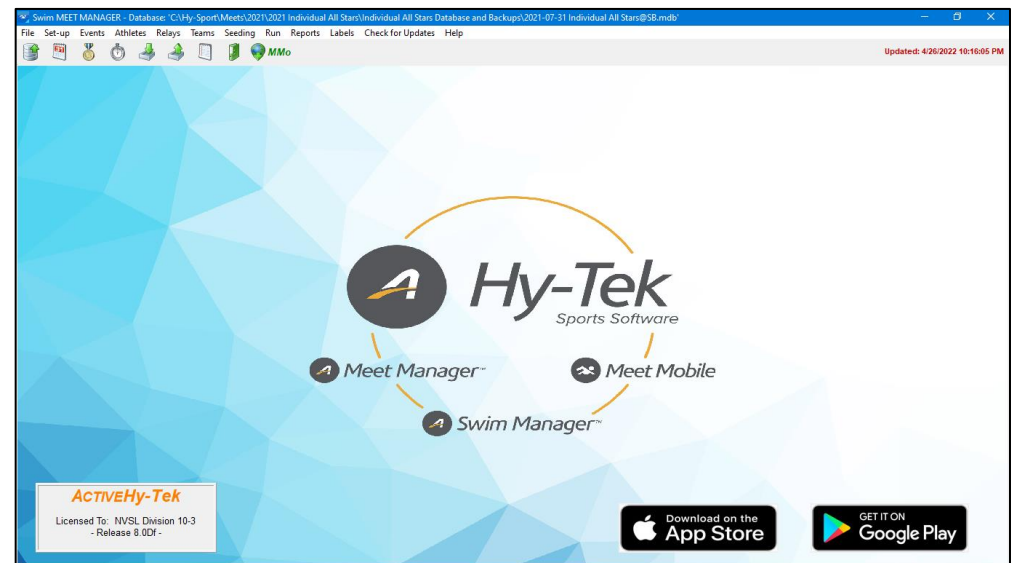
- “Filing cabinet”
- Store administrative info for swimmers
- Team registration (optional)
- Maintain team records
- Select swimmers for meets
- Store meet results
- Generate team level reports
- Track performance
- B meet functions:
  - Time cards
  - Awards
- One database (\*.MDB file) per NVSL team





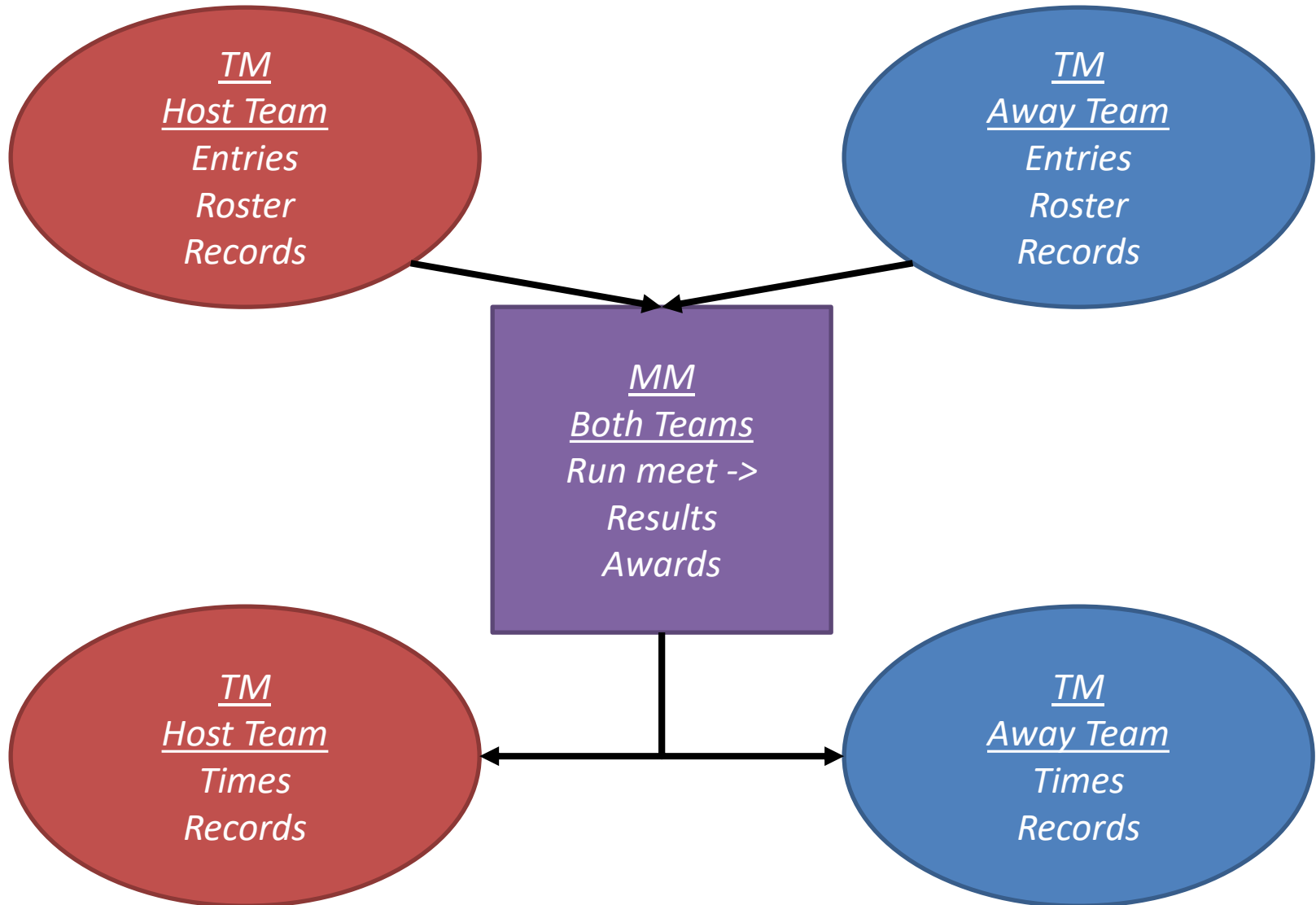
# Meet Manager 8.0 (MM)

- Merge meet entry files from multiple teams
- Seed swimmers into heats and lanes
- Print meet programs, time cards
- Record times/DQs and score meets
- Print meet results and ribbon labels
- One database (\*.MDB file) per NVSL meet





# How TM and MM Work Together





# High-level Data Flow

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## BOTH TEAMS

After last meet: Run reports (PB, ladders, etc.)

Mon/Tues: Import TM events (meet “skeleton”)

Wed: Create entries (swimmer selections)

Run reports to check your entries

Export entries ← *Your Firm*

Export roster and records *Entry List*

## HOST TEAM ONLY

Wed: Import MM events (meet “skeleton”)

Thu: Import entries/rosters/records

Thu: Seed meet

Thu: Send out meet sheets

Fri: Print time cards

Sat AM: Run meet

Sat PM: Generate meet reports

Sat PM: Export results, send to DDC

## BOTH TEAMS

Sat/Sun: Import results

Sat/Sun: Generate meet/team reports



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# Getting the Software

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- Need both TM 8.0 and MM 8.0 on PC laptop
- [info on who to contact/how to download/install software]
- Installation instructions on website in Documents at [Hy-Tek \(A-Meets\)/Procedures/Tips](#)



# Software Quirks

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- You can run the Olympics!
- (Nearly) All changes saved automatically
- Zip files/1001 clicks to open a file
- Collated printing doesn't work; save as PDF, then print
- B meet time card printing glitch





# TM System Age-Up Date

- Meet and System Age-Up settings controls how the software determines a swimmers age for reports and various information screens
- For the NVSL a swimmer's competition age is determined by his/her age on June 1st
  - Meet Age-up Date is used by default if not specified in meet events file
  - It is recommended that the System Age-Up setting be set to June 1st
  - You can always change the setting if a swimmer's true age is required

The screenshot shows the TEAM MANAGER software interface. The 'System Preferences' dialog box is open, displaying various settings. Two red boxes highlight the 'Meet Age-Up Date' and 'System Age-Up Date' sections. The 'Meet Age-Up Date' section has radio buttons for 'Meet Start Date', 'Meet End Date', and 'Jun 01, 2013' (which is selected), and a 'Not Applicable' option. The 'System Age-Up Date' section has a date dropdown set to 'Jun 01, 2013' and an 'Age-Up' button. Red arrows point from text labels at the bottom to these sections.

**Meet Age-Up Date**

**System Age-Up Date**



# Add/Modify Athletes in TM

- Click Athletes from the TM main menu

Add new Athletes

TEAM MANAGER - Database: C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Athletes]

Layout Add Edit View Delete Results Goals Recruit Registration Print Export to HTML Help

Show Inactive Swimmers  Only Dive Certified   
Show Only Inactive Swimmers  Only Not Dive Certified

Both  Male  Female  
Team SING Group WM Group Low Age   
School Yr Subgroup WM Subgroup High Age

Last Name	First Name	MI	Gen	Birth	Age	Reg	Gr	Gr Joined	Sub	Yr	WM	WM	Preferred Name	Team 1	Joined	ID	Dive Cert	Team 2	
Baez	Joan		F	01-Jul-97	14	K								SING				<input type="checkbox"/>	
Benatar	Pat		F	05-May-95	17	K								SING				<input type="checkbox"/>	
Bowie	David		M	10-Feb-02	10	K								SING				<input type="checkbox"/>	
Brown	James		M	01-Dec-98	13	K								SING				<input type="checkbox"/>	
Dylan	Bob		M	02-Apr-05	7	K								SING				<input type="checkbox"/>	
Estefan	Gloria		F	15-Feb-02	10	K								SING				<input type="checkbox"/>	
Franklin	Aretha		F	15-Jan-01	11	K								SING				<input type="checkbox"/>	
Gaye	Marvin		M	30-Oct-01	10	K								SING				<input type="checkbox"/>	
Gibb	Andy		M	23-Jun-03	8	K								SING				<input type="checkbox"/>	
Green	Al		M	16-Jan-98	14	K								SING				<input type="checkbox"/>	
Houston	Whitney		F	19-Mar-05	7	K								SING				<input type="checkbox"/>	
John	Elton		M	06-Jun-04	7	K								SING				<input type="checkbox"/>	
King	Carole		F	09-Sep-99	12	K								SING				<input type="checkbox"/>	
Lennon	John		M	13-Mar-00	12	K								SING				<input type="checkbox"/>	
Lennox	Annie		F	04-Apr-94	18	K								SING				<input type="checkbox"/>	
Marley	Bob		M	15-Apr-00	12	K								SING				<input type="checkbox"/>	
McCartney	Paul		M	26-Nov-98	13	K								SING				<input type="checkbox"/>	
Midler	Bette		F	22-Jul-00	11	K								SING				<input type="checkbox"/>	
Miller	Steve		M	04-May-94	18	K								SING				<input type="checkbox"/>	
Mitchell	Joni		F	11-Nov-98	13	K								SING				<input type="checkbox"/>	
Morissette	Alanis		F	22-Jun-03	8	K								SING				<input type="checkbox"/>	
Raitt	Bonnie		F	22-Aug-01	10	K								SING				<input type="checkbox"/>	
Segar	Robert		M	08-Aug-96	15	K								SING				<input type="checkbox"/>	
Simon	Carly		F	10-Oct-98	13	K								SING				<input type="checkbox"/>	
Smith	Pattie		F	07-Nov-00	11	K								SING				<input type="checkbox"/>	
Springsteen	Bruce		M	02-Feb-95	17	K								SING				<input type="checkbox"/>	
Stewart	Rod		M	27-Jul-99	12	K								SING				<input type="checkbox"/>	
Summers	Donna		F	01-Jun-02	10	K								SING				<input type="checkbox"/>	
Tuner	Tina		F	19-Dec-04	7	K								SING				<input type="checkbox"/>	
Warwick	Dionne		F	06-Jun-96	15	K								SING				<input type="checkbox"/>	
Wonder	Stevie		M	11-Sep-01	10	K								SING				<input type="checkbox"/>	
Young	Neil		M	01-May-04	8	K								SING				<input type="checkbox"/>	



# Add/Modify Athletes in TM

Absolutely Critical

Shows up when second athlete with same last name is entered

Logical deletion, but remains in system

Tabs

- Be sure to enter birthdates for all swimmers
- Can make all your swimmers inactive and then activate them as they register for the new season



# TM Duplicate Swimmer Names

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2017\Scratch\TM for Training\Singers17.MDB - [Athletes]

Layout Add Edit View Delete Results Goals Recruit Registration Print Export to HTML Help

Show Inactive Swimmers  Only Dive Certified  
 Show Only Inactive Swimmers  Only Not Dive Certified

Both Team: SING Group: WM Group: Low Age:   
 Male School Yr: Subgroup: WM Subgroup: High Age:   
 Female

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	Last Name	First Name	MI	Gen	Birth	Age	Reg	Gr	Gr Joined	Sub	Yr	WM Gr	WM Sub	Prefe											
	Andrews	LaVeme		F	30-Jun-02	14	K																		
	Andrews	Maxene		F	05-Apr-04	13	K																		
	Andrews	Patty		F	05-Jul-04	12	K																		
	Baez	Joannie		F	01-Jul-08	8	K																		
	Benatar	Patricia	P	F	05-May-09	8	K							Pat											
	Benatar	Patricia		F	05-May-09	8	K																		
	Bono	Cher		F	03-Aug-07	9	K																		
	Bowie	Dave		M	10-Feb-09	8	K																		
	Brown	James		M	01-Dec-98	18	K																		

- Check your TM database for duplicate swimmers
  - Most common issue is one with a middle initial and one without
- Drag swimmer to drop onto the other (the one to keep) or edit the athlete information of the one to drop



# TM No Swimmer Athletes

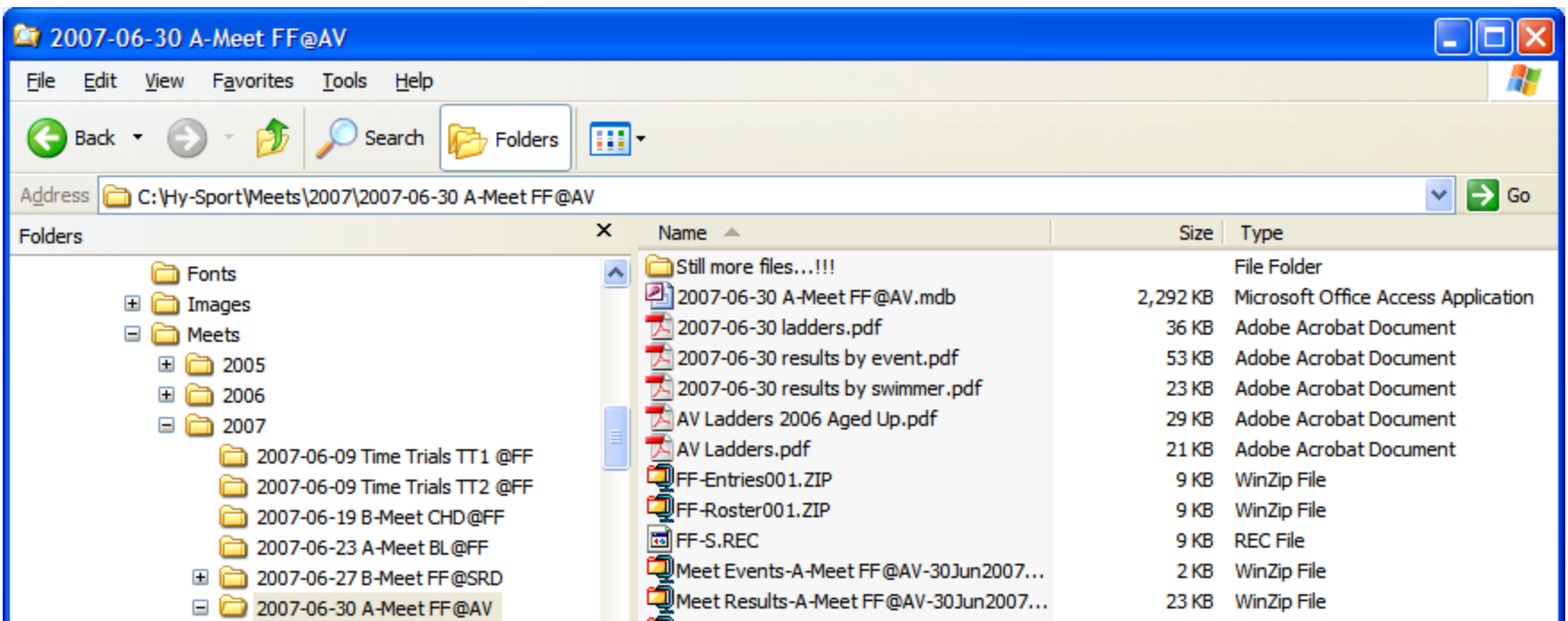
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- No Swimmers = Dummy swimmers to fill in empty lanes
- Need enough No Swimmers in your TM database to fill in all empty lanes with the same restrictions as real swimmers (age, gender, maximum entries)
- Samples:
  - Swimmer, No1 (No2, No3)
  - NoSwimmer, Boy1 (Boy2, Boy3)



# File Structure and Directories

- Organize your meet files by directories
  - Create a separate subdirectory for each meet
  - Put every file associated with a meet in its subdirectory
  - C:\Hy-Sport\Meets\YYYY\meet name
    - Example meet name: 2018-06-23 A-Meet DH@DT





# Naming Conventions

- Course naming conventions
  - 25 yard pool = SCY = Yards = Y ← Typical High School and College pools
  - 25 meter pool = SCM = Short Course = S ← Most common in NVSL
  - 50 meter pool = LCM = Long Course = L ← Olympic size pools
  - Y', S', etc. means converted time, used inconsistently
- NVSL meet name (internal meet name)
  - NVSL A-Meet HV@FMW
- NVSL meet database (filename)
  - 2019-06-22 NVSL A-Meet HV@FMW.mdb
- NVSL meet events file (filename)
  - Meet Events-NVSL A-Meet HV@FMW-22Jun2019-001.zip
- Record files (files containing team or league records, \*.rec file name)
  - Use team abbreviation for internal name, e.g., PT or DL
  - External \*.REC exported name will automatically become PT-S.REC or DL-Y.REC where “-S” indicates short course (meters) and “-Y” indicates yards



# Definitions

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- A meet consists of a collection of events (e.g. Boys 8&Under 25 Meter Freestyle) which may be grouped into sessions
- A session is a group of events, not typically used by NVSL
  - Typical example from Potomac Valley Swimming:
    - Morning session: 13 & Over Prelims
    - Afternoon session: 12 & Under Timed Finals
    - Evening session: 13 & Over Finals
  - Division Individual Championship has multiple sessions
- An event is swum with one or more heats
  - Division Individual Championship (Divisionals), All Star Relays, and Individual All Stars have multiple heats
- Hierarchy is Meet/Session/Event/Heat





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# *Team Manager*

## Both Teams – Pre-Meet Activities

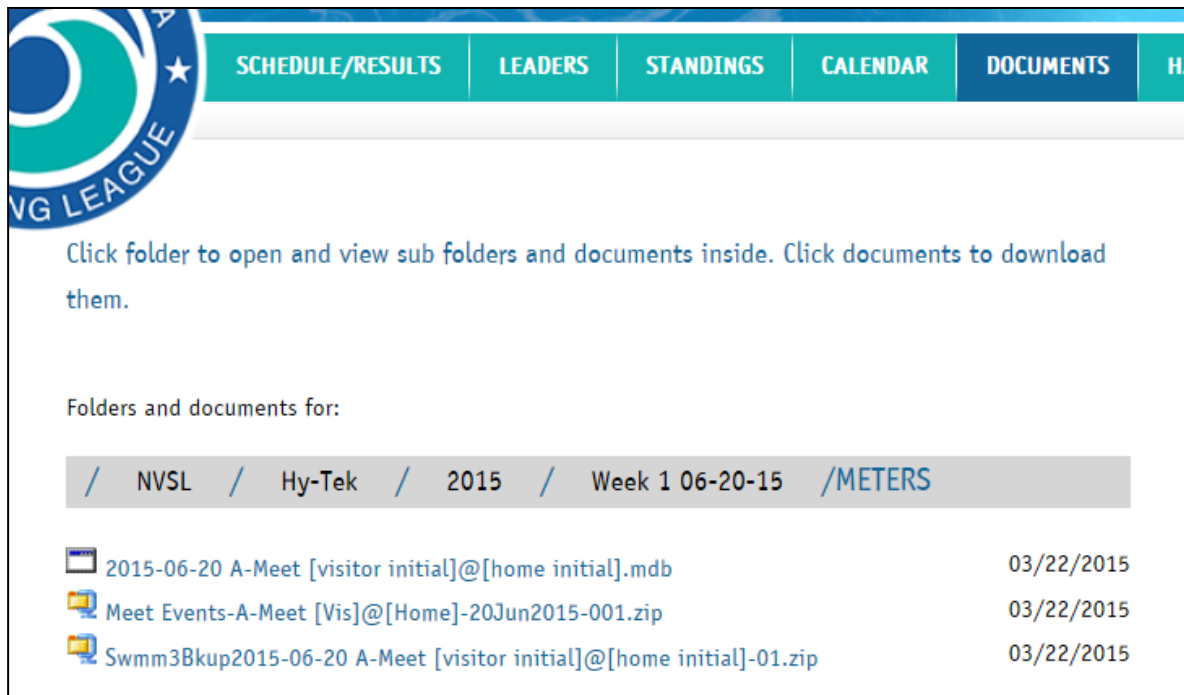
- Set up time/method for data exchange
- Download and import meet events (“skeleton”)
  - Select swimmers
- Export entries, roster and records



# Downloading Meet Events

Download generic meet events file from NVSL Website – [www.mynvsl.com](http://www.mynvsl.com)

- Documents tab
- Hy-Tek / 2019 / 2019-06-22 Week 1 / METERS or YARDS folder
- 2 files: Meet Events for TM and Meet Backup for MM



Save files to the folder setup for the meet

(C: > Hy-Sport > Meets > [Year] > [Meet])

- Visiting Team only needs the Meet Events file
- Host Team needs both the Meet Events and Meet Backup file



# Import Meet Events into TM

---

- File | Import | Meet Events
  - Meet events files are created by the NVSL for A-Meets and posted to the NVSL website. Each team should download the events file from the website.
  - [B-Meets] Someone (possibly you) will have provided you with an Events file template for B-Meets
    - Generally the templates are also posted to the NVSL website
  - Select the appropriate Events file or Events file template
  - After clicking OK, the new meet will appear on the Meets screen (scroll to the top if you don't see it!)
  - Open the meet (double click on the name), verify the information (teams, course, date, etc.), and (optional) change Meet Type to "A"



# Importing Meet Events

From Main Menu select File | Import | Meet Events – follow on screen directions  
From Main Menu select Meets and this screen will come up

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2015\Procedure Testing\Visiting Team Computer\Visiting Team - Copy.MDB - [Meet Browser]

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type:  Course:  Meets Since:   Use Since Date

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status
A-Meet [Vis]@[Home]	20-Jun-15	S	Collecting offline		

Meet Information

Name **A-Meet [Vis]@[Home]**  
Location Home Team  
Meet Type  
End Date Saturday, June 20, 2015  
Swimmers Entered 0 Relays Entered 0

Meet Setup

Meet Description | Entry Fees | Eligibility Rules

\*Meet Name:   
\*Facility Name:   
Street Address:   
Address Line 2:   
\*City:   
\*State / Province:   
\*Postal Code:   
Country:   
\*Course:   
Sanction Number:   
Internal Remarks:   
Instructions:   
250 characters maximum

Meet Dates

\*Start Date:   
End Date:   
\*Meet Host Entry Deadline:

Advanced Settings

Non-Conforming Course Factor   
Meet Type:  ← Masters Meet  
Altitude:  feet

**Edit Meet Description**

**(Optional) Set Meet Type to "A"**



# Entering Athletes in Meet

---

- On the Meets screen, highlight the meet for which you wish to create entries
- Entries | Swimmer Entry Status (Optional)
  - Pre-enter all swimmers, then clear anyone on your unavailable list for that meet
- Entries | Entry by Event
  - Set the Only Pre-Entered Athletes checkbox to mask unavailable swimmers
  - Swimmers will show up by their age on the day of the meet
  - Proceed through the events, one-by-one, entering swimmers
  - You can supply custom times to control lane assignments
  - A warning message will appear if you exceed an entry limit. The entry which caused the warning will be created, requiring a correction on your part.



# Pre-Entering Athletes in a Meet

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Meet Browser]

Menu: Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: [Dropdown] Co [Dropdown]

Meet Name: A-Meet ACT@SNG (29), A-Meet Actors@Singers (30), Singers@Actors (23), Time Trials (16)

Swimmer Entry Status (highlighted in red)

Meet Information: Name: A-Meet ACT@SNG, Location: Singers, Meet Type: [Dropdown], End Date: Saturday, June 29, 2013, Swimmers Entered: 0, Relays Entered: 0

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [PreEnter Athletes in Meet]

Print Help

First pre-enter all athletes

Clear All (highlighted in red)

Enter All (highlighted in red)

Male  Female  Both

Team: SING (dropdown)

Group: [Dropdown] WM Gr: [Dropdown] Low Age:  High Age:

School Yr: [Dropdown] Subgroup: [Dropdown] WM Sub: [Dropdown]

29-Jun-13 A-Meet ACT@SNG

Last Name	First Name	MI	Attending	Not Attending	No Response	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Baez	Joan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	01-Jul-97	15					SING		
Benatar	Pat		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	05-May-95	18					SING		
Bowie	David		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	10-Feb-02	11					SING		
Brown	James		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	01-Dec-98	14					SING		
Dylan	Bob		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	02-Apr-05	8					SING		
Estefan	Gloria		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	15-Feb-02	11					SING		
Franklin	Aretha		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	15-Jan-01	12					SING		
Gaye	Marvin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	30-Oct-81	11					SING		
Gibb	Andy		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	23-Jun-03	9					SING		
Green	Al		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	16-Jan-98	15					SING		
Houston	Whitney		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	19-Mar-05	8					SING		
John	Elton		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	06-Jun-04	8					SING		
King	Carole		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	09-Sep-99	13					SING		
Lennon	John		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	13-Mar-00	13					SING		
Lennox	Annie		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	04-Apr-94	19					SING		
Marley	Bob		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	15-Apr-00	13					SING		
McCartney	Paul		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	26-Nov-98	14					SING		
Midler	Bette		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Jul-00	12					SING		
Miller	Steve		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	04-May-94	19					SING		
Mitchell	Joni		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	11-Nov-98	14					SING		
Morissette	Alanis		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Jun-03	9					SING		
Raitt	Bonnie		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Aug-01	11					SING		
Seagar	Robert		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	08-Aug-96	16					SING		

Second, uncheck the athletes that will not be at the meet



# Entries by Event, Individual Events

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 1 Swim for Team: SING Session: Meet Division:

**29-Jun-13 A-Meet ACT@SNG**

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	M	25	Free	08&U	I						
1		2	F	25	Free	08&U	I						
1		3	M	50	Free	09-10	I						
1		4	F	50	Free	09-10	I						
1		5	M	50	Free	11-12	I						
1		6	F	50	Free	11-12	I						
1		7	M	50	Free	13-14	I						
1		8	F	50	Free	13-14	I						
1		9	M	50	Free	15-18	I						

Next Event

Show Swim-Up Athletes  
 Only Athletes Already in Meet  
 Only Pre-Entered Athletes  
 Only Pre-Entered with No Entries

Team: SING WM Gr: WM Sub: Cutoff Time Fudge Factor: % indicates a time (- fudge factor) make the cutoff. \* indicates a time did not make the cutoff. † = converted time

Event: (1) 08&U Male 25 Free

Last Name	First Name	M	Entro	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	IE	RE	CE	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Dylan	Bob		<input checked="" type="checkbox"/>	SING	20.843							1		1	M	8		02-Apr-05	23-Jun-12	Singers@Actors
John	Elton		<input type="checkbox"/>	SING	22.835										M	8		06-Jun-04	23-Jun-12	Singers@Actors

Click check box to select entries

Enter Custom Times to control lane assignment

Track entries  
 IE – individual entries  
 RE – relay entries  
 CE – cumulative entries

Age as of 1 June

## Grid View Basics

- Click on underlined column heading to sort by that column
- Click on letter to show swimmers with last name beginning with letter





# Entering Athletes in Meet, cont.

---

- To enter swimmers in a relay...
  - Set/clear the checkboxes at the left side of the screen as appropriate
  - Select your team from the Swim for Team and Team combo boxes
  - Create a relay by clicking New Relay
  - Add swimmers to your relay by double-clicking or dragging them
  - Remove swimmers by double-clicking them
  - Swap the legs of two swimmers by dragging one on top of the other
  - Find Best Relay only works for 8&Under and 15-18 age groups



# Entries by Event, Relay Events

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 46 Swim for Team: SING Session: Meet Division:

**29-Jun-13 A-Meet ACT@SNG**

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		39	M	50	Fly	15-18	I						
1		40	F	50	Fly	15-18	I						
1		41	M	100	Free	08&U	R						
1		42	F	100	Free	08&U	R						
1		43	M	100	Medley	09-10	R						
1		44	F	100	Medley	09-10	R						
1		45	M	100	Medley	11-12	R						
1		46	F	100	Medley	11-12	R						
1		47	M	100	Medley	13-14	R						

Show Swim-Up Athletes  
 Only Athletes Already in Meet  
 Only Athletes Already in Session  
 Only Pre-Entered Athletes  
 Only Pre-Entered with No Entries

Team: SING WM Gr: WM Sub: Standards: Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer  
Right Click to enter as Relay Only swimmer  
\* = converted time

**First, click New Relay**

Event: [46] 11-12 Female 100 Medley Relay

Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	IE	RE	CE	Gen	Age	Y
Estefan	Gloria		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>				F	11	
A Midler	Bette		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	12	
A Raitt	Bonnie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	11	
A Smith	Pattie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	12	
A Summers	Donna		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	11	

Best: Back

Swimmers	Age	Ent	Best	Custom	Ex	Ht	LN
1 Smith, Pattie	11	A	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		
2 Summers, Donna	10						
3 Midler, Bette	11						
4 Raitt, Bonnie	10						
5							
6							
7							
8							

Calculate Custom

**Next, double click or drag swimmers to fill relay**

- Select stroke to see times for that stroke
- Double click to remove swimmer from relay



# A-Meet Entry Reports

---

- After entries are completed, you should run some reports from the Reports | Meet Reports | Meet Entries dialog
  - Individual and Relays sorted by Meet Event Number
  - Individual and Relays sorted by Name



# Entries by Event

- Looking for
- No more than 3 swimmers per individual event
  - “No swimmer” entry if fewer than 3
  - Swimmers of proper ages
  - 4 swimmers for relays
  - Proper ages for mixed age relay
  - Right swimmers in the right events

Licensed To: Franklin Farm Froggers

Franklin Farm Froggers

## Individual Meet Entries Report

A-Meet ABF@FF 21-Jul-07 [Ageup: 6/15/2007] SC Meters

Franklin Farm Froggers [FF] Coach: Stacey Woods

<b># 40 Girls 15-18 50 Fly</b>			
McIntyre, Maria (18)	31.48S	2 Bracaglia, Katie (14)	
Fielding, Rebecca (15)	33.96S	3 McGrath, Caroline (14)	
Ream, Brooke (15)	34.99S	4 Young, Lisa (13)	
<b># 41 Boys 8 &amp; Under 100 Medley Relay A FF</b>			<b># 49 Boys 15-18 200 Medley Relay A FF</b>
1 Waldschmidt, Constantin (8)	1:41.22S	1 Fay, Stephen (16)	2:06.29S
2 Chapman, Bradley (8)		2 Fay, Chris (18)	
3 Turner, Justin (8)		3 Vestemark, Christian (15)	
4 Blackmon, Solomon (7)		4 Shebat, Mike (15)	
<b># 42 Girls 8 &amp; Under 100 Medley Relay A FF</b>			<b># 50 Girls 15-18 200 Medley Relay A FF</b>
1 Rosenblum, Lindsay (8)	1:36.69S	1 Bracaglia, Laurie (16)	2:16.48S
2 Bracaglia, Hill (8)		2 Ream, Brooke (15)	
3 Luttgies, Amy (8)		3 Fielding, Rebecca (15)	
		4 McIntyre, Maria (18)	





# Create entries

---



## ***HOT TIPS***

- Work with team rep for clear/accurate meet declaration process...your sanity depends on it!
- Double-check your entries...it's easy to hit the wrong checkbox
- Enter "No Swimmers" so you have full lanes in all events
- Watch for "too many entries" flags
- Run reports to check max events per swimmer/max swimmers per event
- Run reports by event (for coach review) and by swimmer (for parent review). Can toggle to include/omit times
- Be sure to include relays when exporting...check the box!
- Allow time for corrections before data exchange



# Export

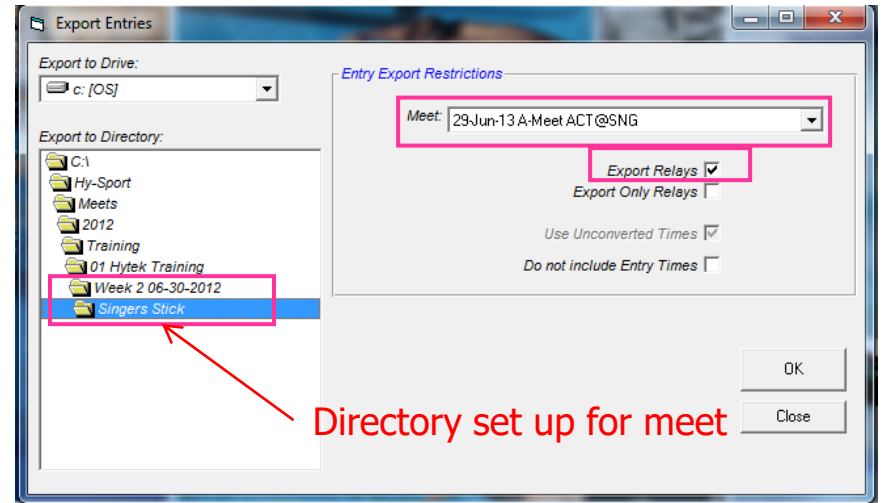
---

- Entries
- Roster
- Records
- PDF of entries → This is your FIRM ENTRY LIST
- Both teams send 4 files to each other as agreed

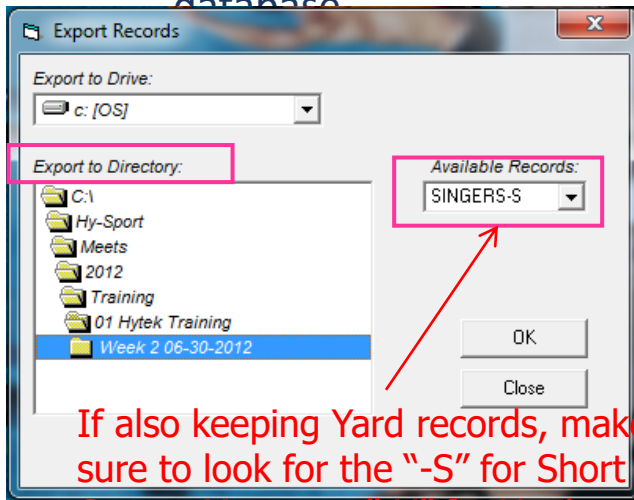


# Export Files

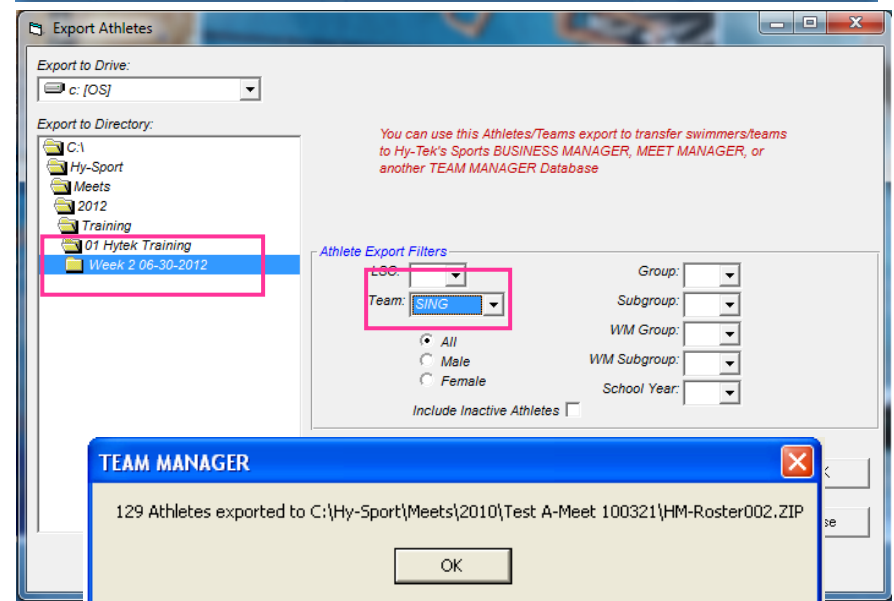
- Export Meet Entries
  - File | Export | Meet Entries
- Export Roster
  - File | Export | Athletes/Teams
- Export Records
  - Records | Export Records
    - For a given “record set”, this function creates a .REC file which can be imported into a MM meet database



Directory set up for meet



If also keeping Yard records, make sure to look for the “-S” for Short Course Meters or “-Y” for Yards

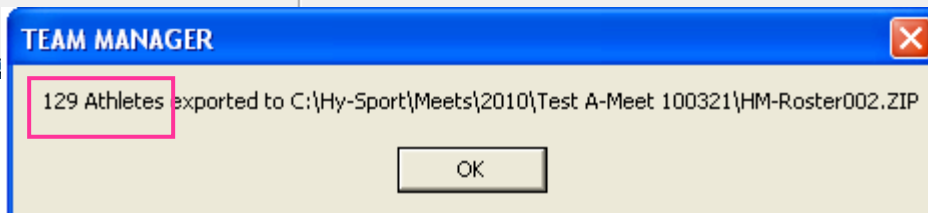
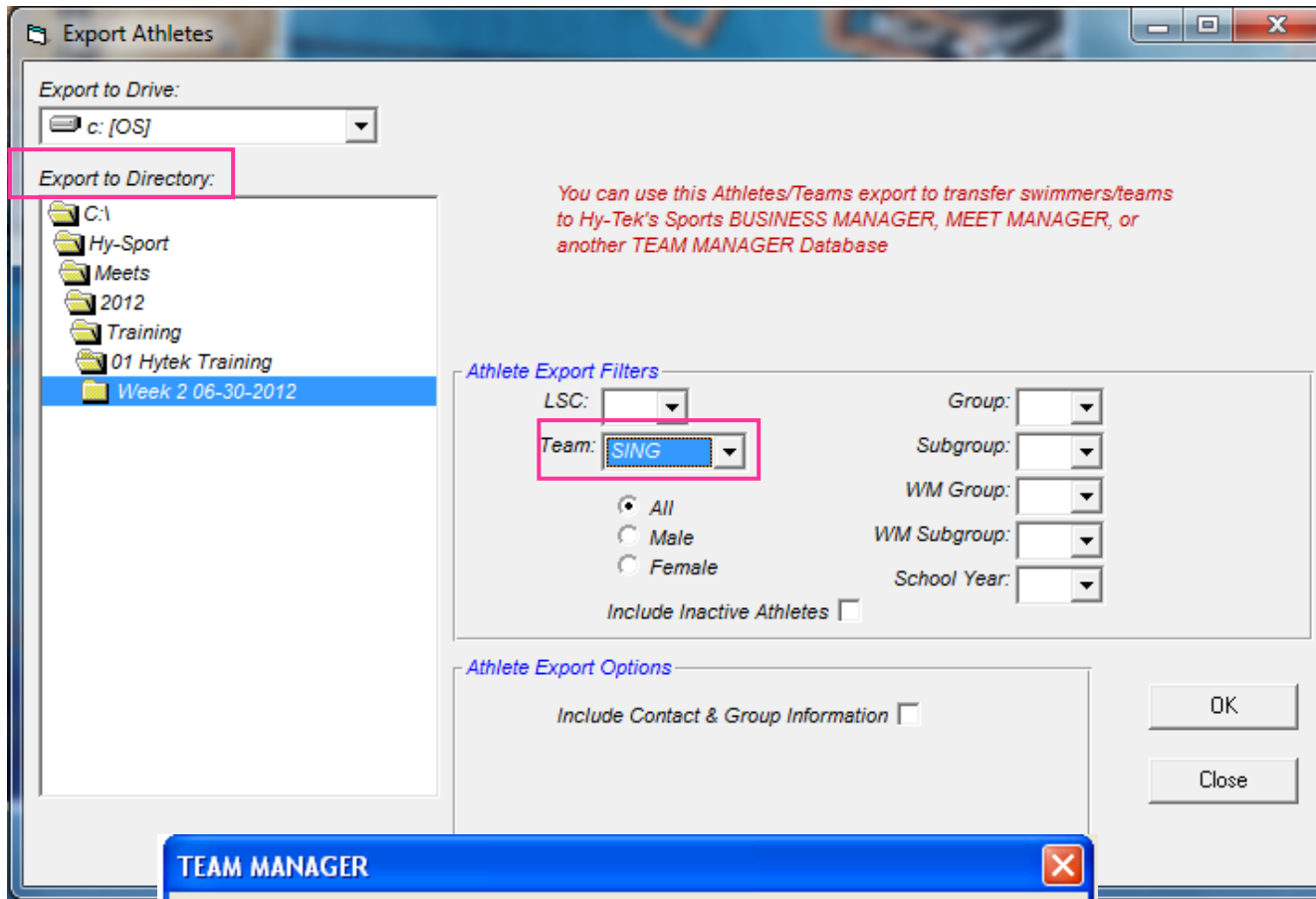






# Export Team Roster from TM

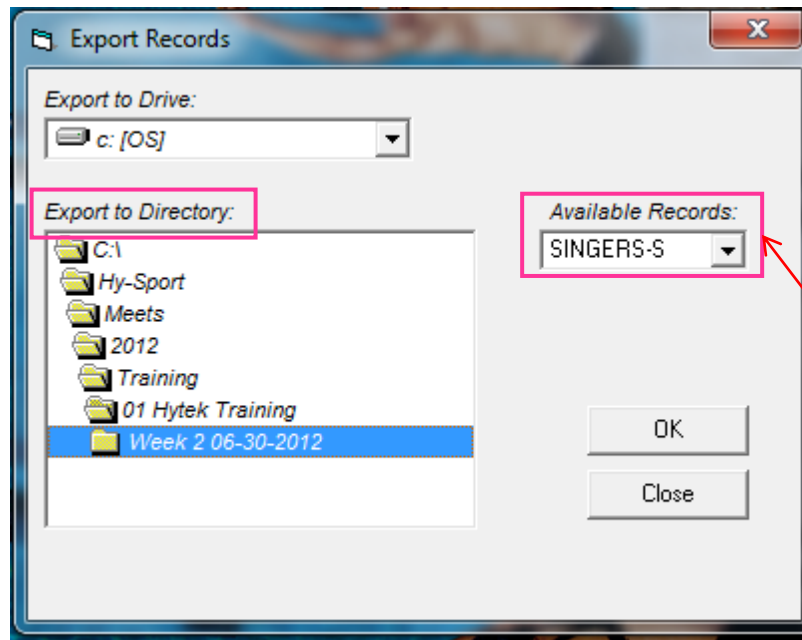
- File | Export | Athletes/Teams





# Export Team Records from TM

- Records | Export Records
  - For a given “record set”, this function creates a .REC file which can be imported into a MM meet database



If also keeping Yard records, make sure to look for the “-S” for Short Course Meters or “-Y” for Yards



---

# *Meet Manager*

## Host Team – Pre-Meet Activities (A-Meets)

Draft meet cover sheet

Download and prepare meet database

Import entries, rosters and records

Assign teams to proper lanes

Seed swimmers into heats

Print meet program

Print time cards




# Meet Cover Sheet

- Available from website Documents folder under [Hy-Tek \(A-Meets\)/Procedures/A Meets](#) or under [Forms](#)
- Names of officials
- Score + ref signature at end of meet
- Draft before meet (get names of officials from team reps)
- Finalize/print at meet
- ONE PAGE – reformat as needed

DATE: \_\_\_\_\_

**NVSL-MEET-COVER-SHEET**

<b>Home:</b> .....		<b>Visitor:</b> .....
<b>Score:</b> .....		<b>Score:</b> .....
<b>Home Team Lanes:</b> 1, 3, 5		<b>Visiting Team Lanes:</b> 2, 4, 6
<b>Pool Length:</b> 25 Meters/Yards		

<b>Referee</b> ☐		
<b>Starter</b> ☐		
<b>Place Recorder/Asst</b> ☐	☐	☐
<b>Chief Timer/Asst</b> ☐	☐	☐
<b>Data Entry/Asst</b> ☐	☐	☐
<b>Announcer</b> ☐		☐
<b>Stroke and Turn Judges</b> ☐	☐	☐
	☐	☐
<b>Relay Take-Off Judges</b> ☐	☐	☐
	☐	☐
<b>Clerk-Course/Asst</b> ☐	☐	☐
<b>Marshals</b> ☐	☐	☐
<b>Team Representatives</b> ☐	☐	☐
<b>Coaches</b> ☐	☐	☐

	Team / League	Event Number	Name(s)	Time
	☐	☐	☐	☐
RECORDS	☐	☐	☐	☐
	☐	☐	☐	☐

The Northern Virginia Swimming League was founded in 1956 to sponsor competitive swimming and diving events and activities among community swimming pools of Northern Virginia, and to develop in the children participating in this program –  
*A love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.*

**Referee:** ☐ **Date:** ☐



# Prepare Meet Database

---

- Download the Meet Backup file from the NVSL website
  - Save to the directory set up for the meet
- Open *Meet Manager* and from the main menu select
  - **File | Restore** to restore the database
    - Select “Unzip, copy database to a selected folder, and open this new database” option
  - **Set-up | Meet Set-up** to edit the meet information
    - Meet name and location information
    - Verify meet and age up dates
  - **File | Save As** and edit the file name with visiting and host team initials to properly identify meet
    - Delete to generic version once the specific one is created



# MM Import Entries and Rosters

---

- File | Import | Entries
  - Import the entries for both teams (any order)
  - Run Reports | Exceptions Report
    - Highlight Session 1
    - Click Exceed Maximum Entries per Athlete, set limits to 4/2/2
      - Create Report
    - Click Exceed Maximum Entries per Team per Event, set limit to 3
      - Create Report
  - No data is good, means there are no problems
- File | Import | Rosters Only
  - Import the rosters for both teams that are in the meet



# Import Records into MM, cont.

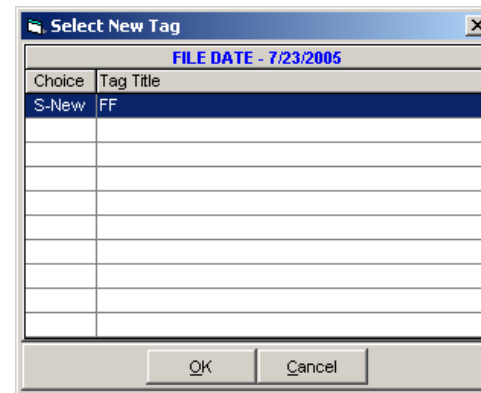
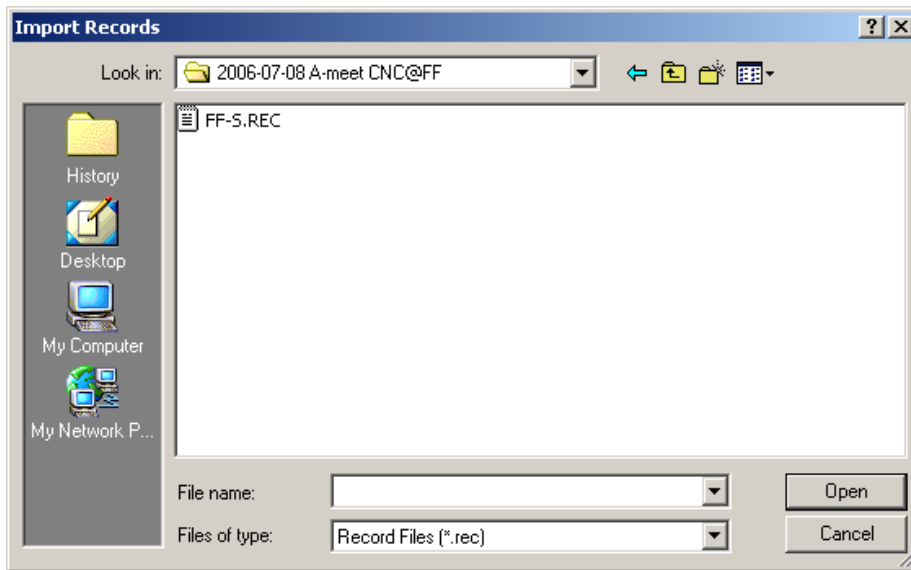
- This step should wait until after Entries and Rosters have been imported
- Meet database will have NVSL records and All Star time standards included
- Select each team's "record set", and use the edit dialog to
  - Identifying flags
  - Teams to which records apply

A screenshot of a software dialog box titled "Edit Record Tag Name". The dialog has a blue title bar with standard window controls. The main area is light beige and contains several input fields and checkboxes. The "Order" field is a text box containing "04". The "Tag Name" field is a text box containing "HM Swim Team". The "Flag" field is a text box containing "H", highlighted with a pink rectangular border. Below it, the "Record Only For" field is a dropdown menu with "HM" selected, also highlighted with a pink rectangular border. The "Record Only For LSC" field is a dropdown menu that is currently empty. At the bottom, there are two checkboxes: "Allow Exhibition athletes / relays to set records" and "Allow Foreigners to set records", both of which are unchecked. At the very bottom of the dialog are "OK" and "Cancel" buttons.



# Import Records into MM

- File | Import | Records | Import
  - Import records for both teams



- *Select each team's "record set", and use the edit dialog to set*
- *Identifying flag used on reports, and*
- *Team to which records apply*





# Assign Teams to Lanes in MM

- Set-up | Seeding Preferences => Dual Meets
  - Host team in lanes 1, 3 and 5
  - Double click or drag team name to appropriate lane

**Seeding Preferences**

**Basic** | **Standard Lanes** | **Dual Meets** | **Masters Meets**

Abbr	Team	Lane Assignments	
		Lane	Team
HM	Hollin Meadows Barracudas	1	Hollin Meadows Barracudas
PAR	Parliament Pool	2	Parliament Pool
		3	Hollin Meadows Barracudas
		4	Parliament Pool
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	

**Strict Assignment All Heats**  
 **Strict Assignment Fastest Heat Only**  
 **Use Lane Assignments Above**  
 **Alternate Use of Unassigned Lane (2 team dual)**

OK Cancel



# Seed A-Meet Events in MM

2 → Start Seeding Select All

1 → Gender

Age Range:  -

Hide:  Un-Seeded  Done  Prompt if a Re-Seed  
 Seeded  Zero Entries  Preview each Event

Session List					
Day	Start Time	Session #	Course	Session Title	
All		All	S	All Events	

EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
<input checked="" type="checkbox"/>	1	F	Un-Seeded	<input type="checkbox"/>	Boys 8 & Under 25 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	2	F	Un-Seeded	<input type="checkbox"/>	Girls 8 & Under 25 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	3	F	Un-Seeded	<input type="checkbox"/>	Boys 9-10 50 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	4	F	Un-Seeded	<input type="checkbox"/>	Girls 9-10 50 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	5	F	Un-Seeded	<input type="checkbox"/>	Boys 11-12 50 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	6	F	Un-Seeded	<input type="checkbox"/>	Girls 11-12 50 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	7	F	Un-Seeded	<input type="checkbox"/>	Boys 13-14 50 Freestyle	6	0	0	0
<input checked="" type="checkbox"/>	8	F	Un-Seeded	<input type="checkbox"/>	Girls 13-14 50 Freestyle	6	0	0	0



# Print the Meet Program

- Reports | Memorized Reports => 2 Column meet sheet for distribution => Run Report
  - Highlight All in the session list, select all of the seeded events, then click Create Report
  - Review with other team, make corrections if necessary
  - Print plenty of copies (Referee, Starter, Stroke & Turn Judges, Announcer, Clerks of Course, Coaches, Head Timer, etc.)

The screenshot shows the 'Meet Program' software interface. At the top, there are menu options: 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', and 'Create Report'. Below the menu is a toolbar with icons for home, search, print, and other functions. The interface is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Mixed', and 'Female'.
- Age Range:** Input fields for age and a 'Team' dropdown menu.
- Rounds:** Radio buttons for 'All Rounds', 'Prelims Only', 'Finals Only', and 'Round 1 Only'.
- Relays:** Radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'.

The main area contains two tables:

**Session List**

Day	Start Time	Session #	Course	Session Title
All		All	S	All Events

**EVENT LIST for Meet Program**

Evt #	Rnd	Status	Event Name	Heats
1	F	Seeded	Boys 8 & Under 25 SC Meter Freestyle	1
2	F	Seeded	Girls 8 & Under 25 SC Meter Freestyle	1
3	F	Seeded	Boys 9-10 50 SC Meter Freestyle	0
4	F	Seeded	Girls 9-10 50 SC Meter Freestyle	0
5	F	Seeded	Boys 11-12 50 SC Meter Freestyle	0
6	F	Seeded	Girls 11-12 50 SC Meter Freestyle	0
7	F	Seeded	Boys 13-14 50 SC Meter Freestyle	0
8	F	Seeded	Girls 13-14 50 SC Meter Freestyle	0
9	F	Seeded	Boys 15-18 50 SC Meter Freestyle	0
10	F	Seeded	Girls 15-18 50 SC Meter Freestyle	0
11	F	Seeded	Boys 8 & Under 25 SC Meter Backstroke	0
12	F	Seeded	Girls 8 & Under 25 SC Meter Backstroke	0
13	F	Seeded	Boys 9-10 50 SC Meter Backstroke	0
14	F	Seeded	Girls 9-10 50 SC Meter Backstroke	0
15	F	Seeded	Boys 11-12 50 SC Meter Backstroke	0
16	F	Seeded	Girls 11-12 50 SC Meter Backstroke	0
17	F	Seeded	Boys 13-14 50 SC Meter Backstroke	0
18	F	Seeded	Girls 13-14 50 SC Meter Backstroke	0
19	F	Seeded	Boys 15-18 50 SC Meter Backstroke	0

At the bottom, there are checkboxes for 'Columns / Format', 'Include in Meet Program', and 'Psych List - Sort Order'. The 'Include in Meet Program' section has several options checked, including 'Records', 'Time Standards', 'Line For Results', 'Events With No Entries', 'Heat Start Times', 'Empty Lanes', 'Separate A/B Finals', 'Event Comments', 'Qualifying Alternates', 'Logos in Footer', and 'Entry Times'. There is also a field for 'Relay Athlete Names (0-8):' with the value '4'.



# A-Meet Program

NVSL Championship Meet

HY-TEK's MEET MANAGER 3.0 - 6:04 PM 4/6/2013 Page 1

A-Meet HM@HP - 6/30/2012

Northern Virginia Swimming League

Meet Program

**Event 1 Boys 8 & Under 25 SC Meter Freestyle**

NVSL Meter: 15.10 1/1/1965 Roger McLeod  
 Hurricanes M: 16.36 8/1/1998 Eddie Stevens  
 HM Meters: 17.27 1/1/1990 Jonathan Vanderhyde  
 18.38 ALL\*

Lane Name	Age	Team	Seed Time
<b>Heat 1 of 1 Finals</b>			
1 Neaderland, Quentin	7	HP	---
2 Hartzell, Grant	7	HM	---
3 Lucio, Matthew	8	HP	---
4 Petretich, Aidan	7	HM	---
5 Tsipe, Jack	8	HP	---
6 McNutt, Connor	8	HM	---

**Event 2 Girls 8 & Under 25 SC Meter Freestyle**

NVSL Meter: 15.48 1/1/1985 Amy Rymiszewski  
 Hurricanes M: 16.75 6/23/2007 Amanda Peren  
 HM Meters: 17.88 1/1/1990 Margaret Chadbourn  
 18.48 ALL\*

Lane Name	Age	Team	Seed Time
<b>Heat 1 of 1 Finals</b>			
1 Tanner, Samara	7	HP	---
2 ...	8	HM	---

**Event 5 Boys 11-12 50 SC Meter Freestyle**

NVSL Meter: 26.44 7/14/2007 Cyrus Hashemi  
 Hurricanes M: 28.05 6/18/2011 Zander Abrams  
 HM Meters: 27.91 7/5/2008 Paul O'Hara  
 31.31 ALL\*

Lane Name	Age	Team	Seed Time
<b>Heat 1 of 1 Finals</b>			
1 Miranda, Dillon	11	HP	---
2 Hartzell, Cal	11	HM	---
3 Samuelson, Ian	11	HP	---
4 Newman, Cole	12	HM	---
5 Schulz, George	12	HP	---
6 Burns, Peyton	11	HM	---

**Event 6 Girls 11-12 50 SC Meter Freestyle**

NVSL Meter: 27.58 1/1/2002 Ashley Danner  
 Hurricanes M: 29.22 8/3/1995 Elizabeth Scholzen  
 HM Meters: 30.10 8/6/2005 Aubrey Kuester  
 31.33 ALL\*

Lane Name	Age	Team	Seed Time
<b>Heat 1 of 1 Finals</b>			
1 Bucholz, Piper	11	HP	---
2 ...	12	HM	---

Records and previous year All Star qualifying time

- Host team in lanes 1, 3 and 5
- No seed times
- Fastest swimmers in middle lanes or where desired
- Only 1 heat of 6 swimmers

## Record Flags and Standards

- All-star cuts and NVSL records are included in the meet database provided by the NVSL
  - '!' is reserved for NVSL records
  - All\* is used for projected All-star cuts (qualifying times)



# Print A-Meet Time Cards

- Reports | Memorized Reports => Cards sorted by lane => Run Report
  - Select All in the list of sessions
  - Select the events for which you need time cards – generally Select All
  - Create Labels
  - Be sure to maintain event/lane order

The screenshot shows the 'Entry Cards/Labels' software interface. At the top, there are menu options: Select All, De-Select, Preferences, Memorize, View, and Create Labels. Below the menu are several control panels:

- Gender:** Radio buttons for All, Male, Mixed, and Female. A 'Team' dropdown is set to 'Team'.
- Age Range:** Input fields for age range and a dropdown for 'Team'.
- Rounds:** Radio buttons for All Rounds, Prelims Only, Finals Only, and Round 1 Only.
- Print Options:** Radio buttons for Indiv + Relays, Indiv Only, and Relays Only.

The main area contains two tables:

**Session List**

Day	Start Time	Session #	Course	Session Title
All		All	S	All Events

**EVENT LIST**

Evt #	Rnd	Status	Format	Event Name	Heats
1	F	Seeded	Psych	Boys 8 & Under 25 SC Meter Freestyle	1
2	F	Seeded	Psych	Girls 8 & Under 25 SC Meter Freestyle	1
3	F	Seeded	Psych	Boys 9-10 50 SC Meter Freestyle	1
4	F	Seeded	Psych	Girls 9-10 50 SC Meter Freestyle	1
5	F	Seeded	Psych	Boys 11-12 50 SC Meter Freestyle	1
6	F	Seeded	Psych	Girls 11-12 50 SC Meter Freestyle	1
7	F	Seeded	Psych	Boys 13-14 50 SC Meter Freestyle	1
8	F	Seeded	Psych	Girls 13-14 50 SC Meter Freestyle	1
9	F	Seeded	Psych	Boys 15-18 50 SC Meter Freestyle	1
10	F	Seeded	Psych	Girls 15-18 50 SC Meter Freestyle	1
11	F	Seeded	Psych	Boys 8 & Under 25 SC Meter Backstroke	0
12	F	Seeded	Psych	Girls 8 & Under 25 SC Meter Backstroke	0
13	F	Seeded	Psych	Boys 9-10 50 SC Meter Backstroke	0
14	F	Seeded	Psych	Girls 9-10 50 SC Meter Backstroke	0
15	F	Seeded	Psych	Boys 11-12 50 SC Meter Backstroke	0
16	F	Seeded	Psych	Girls 11-12 50 SC Meter Backstroke	0

At the bottom, there are three panels for label configuration:

- Label Selection:** Radio buttons for Laser (selected) and Dot-Matrix. A dropdown shows '2 x 3' and another shows '1" x 3.5"'. A pink box highlights the '2 x 3' dropdown.
- Format:** Radio buttons for Heat/Lane Number (selected), Rank Order Fast-Slow, Rank Order Slow-Fast, and Session Choices (H/P). A checkbox for 'Include Entry Time' is present. A text field for 'Relay Athlete Names (0-8):' is set to '4'. A pink box highlights this field.
- Sort By:** Radio buttons for Event Number, Session Order (selected), Lane (highlighted with a pink box), Blank Individual, Blank Relay, and Team. A text field for '# Blanks:' is set to '10'.



# A-Meet Time Cards

## A-Meet PAR@HM - 6/26/2010

Event 1 Boys 8 & Under 25 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Malone, Aidan 8

Team: Hollin Meadows Barracudas ID#:

T1 \_\_:\_\_:\_\_ T2 \_\_:\_\_:\_\_ T3 \_\_:\_\_:\_\_

Official Time \_\_:\_\_:\_\_

## A-Meet PAR@HM - 6/26/2010

Event 2 Girls 8 & Under 25 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

McGuckin, Molly 7

Team: Hollin Meadows Barracudas ID#:

T1 \_\_:\_\_:\_\_ T2 \_\_:\_\_:\_\_ T3 \_\_:\_\_:\_\_

Official Time \_\_:\_\_:\_\_

## A-Meet PAR@HM - 6/26/2010

Event 3 Boys 9-10 50 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Newman, Cole 10

Team: Hollin Meadows Barracudas ID#:

T1 \_\_:\_\_:\_\_ T2 \_\_:\_\_:\_\_ T3 \_\_:\_\_:\_\_

Official Time \_\_:\_\_:\_\_

## A-Meet PAR@HM - 6/26/2010

Event 4 Girls 9-10 50 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Kadlec, Samantha Ann 10

Team: Hollin Meadows Barracudas ID#:

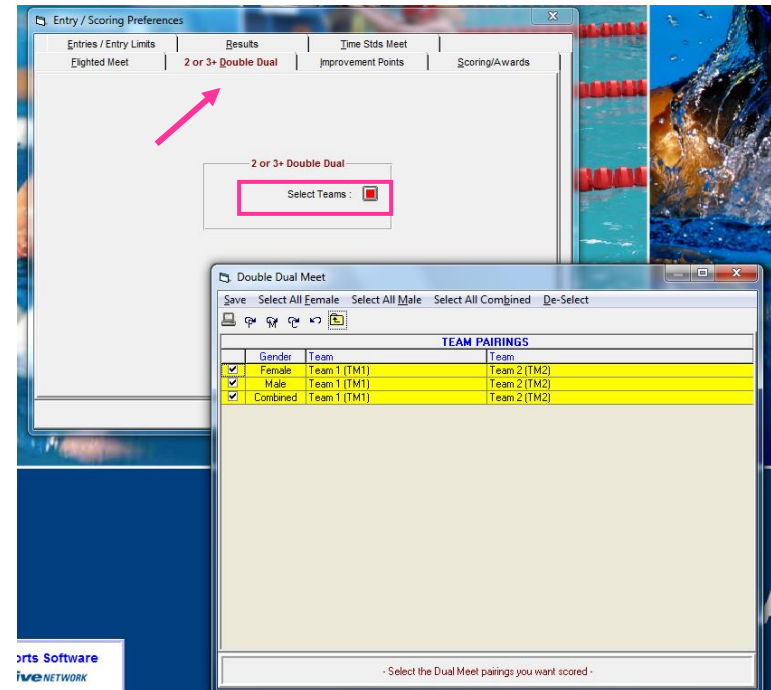
T1 \_\_:\_\_:\_\_ T2 \_\_:\_\_:\_\_ T3 \_\_:\_\_:\_\_

Official Time \_\_:\_\_:\_\_



# Verify Scoring Preferences

- Set-up | Entry / Scoring Preferences => 2 or 3+ Double Dual => Select Teams
  - Verify Female, Male and Combined are checked and both teams are listed
  - If you don't do this on Thursday, MM will generate a warning once the results of the first event are "Scored" on Saturday morning





---

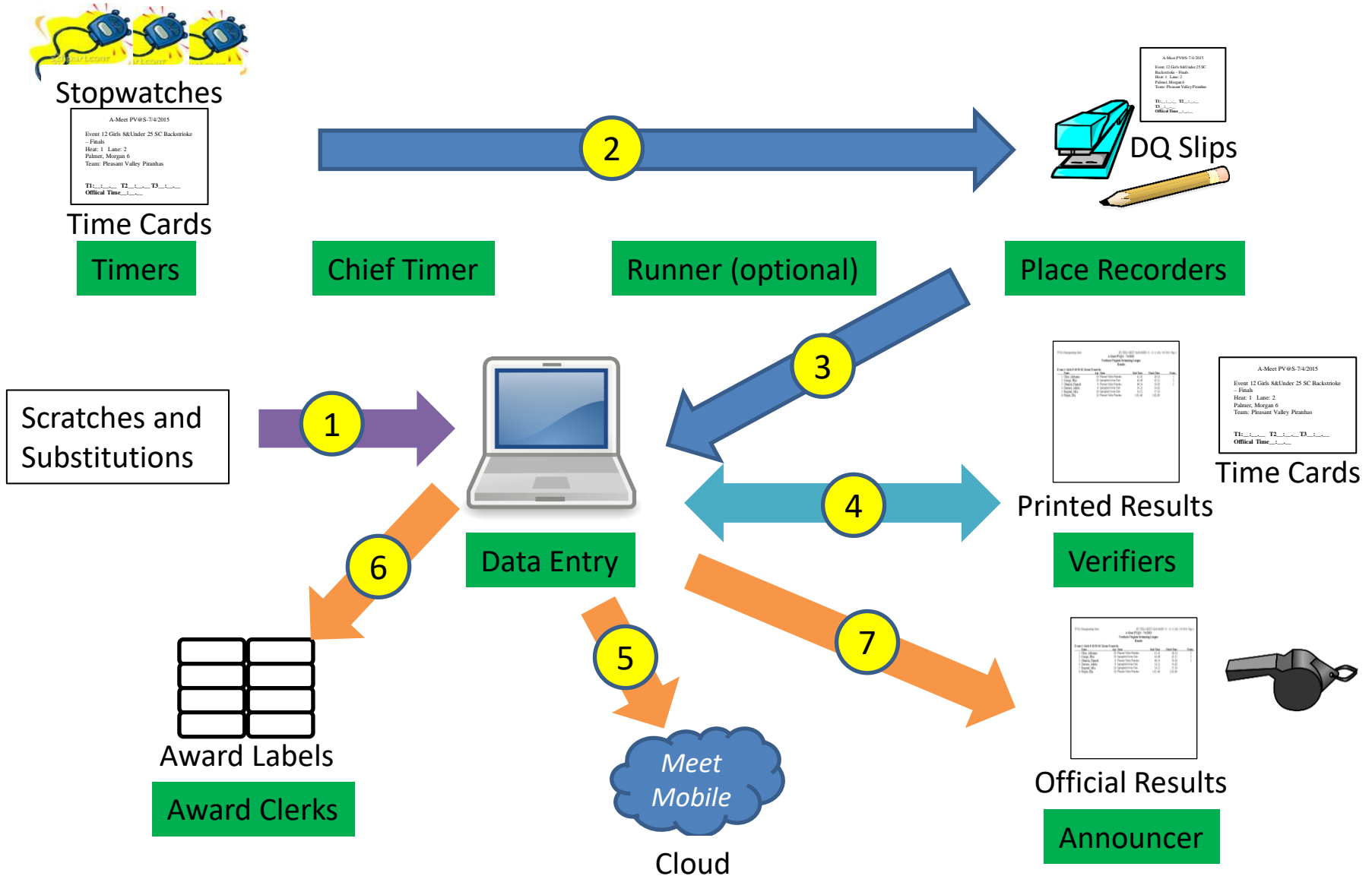
# Running the Meet

- Make pre-meet scratches and substitutions
- Enter results for each event
- Print event results for verifier and announcer
- Print award labels for ribbons
- Print final meet results
- Cover sheet/ref signature
- Backup database, send to DDC
- Export meet results for *Team Manager*





# Time Card and Data Flow at Meet





# How Times and Scores are Recorded

- Three stopwatches; middle time used
  - Timers verify their time on the timecard before clearing watch
  - Head Lane Timer writes down middle time on card
- Chief Timer quickly checks timecards before passing to Place Recorders
- Place Recorders verify correct official time, attach DQ slips, check for records and write down place on cards
- Data Entry enters watch times into HY-TEK and calls back times and places to Time Caller
  - Prints out event results for verifier
- Verifiers check results against timecards. When confirmed correct:
  - Passes printed event results to Announcer
  - Notifies Data Entry
    - Upload event results to Meet Mobile
    - Print out award labels for ribbons (after each stroke block is complete)
- At end of meet, Data Entry prints out official results
- Referee reviews results, noting correct DQs, and signs results



# Run an A-Meet

---

- Enter times; do not enter times for disqualified swimmers
  - No punctuation or mental arithmetic is required – 12345 will be translated to 1:23.45
  - Enter NS (no swim), DFS (declared false start), or DNF (did not finish) as appropriate
- Check DQ (disqualification) box if appropriate
- Event status will change values as you enter times and score events – Seeded, Done, Scored
- Record-breakers will be highlighted in the Records sub-window
- After an event is Done, you need to explicitly Score the event. Scores will appear in the Scores sub-window.
- When an event is scored, a results window comes up => print, pass to “Verifier” to check against time cards
- If you correct a time in a scored event, then you need to explicitly Re-Score the event



# Run an A-Meet in MM, cont.

---

- Run, continued
  - Use Adjust : F8 to change swimmers. If the swimmer is not in the meet, you will need to create the swimmer via Athletes. If you make up a birthday or use a nickname, you will have to reconcile this later in TM.
  - In the Adjust : F8 window, double-click a swimmer to remove her from a heat. Then set the Show Eligible Athletes radio button. Finally, drag the replacement swimmer to the lane that was emptied.
  - Use Rel Names : Ctrl-R to adjust relay swimmers. Double-click a swimmer to remove her from a relay. Drag an eligible athlete onto a relay to make her part of the relay. Drag one relay swimmer onto another to swap relay legs for the two swimmers.



# Run an A-Meet in MM, cont.

---

- Run, continued
  - DO NOT re-seed an event after changing swimmers, unless you want to re-print time cards and meet programs
  - If you replace a swimmer for a scored event, you will have to re-enter her time and re-score the event



# Run Screen

**Run the Meet**

Events Athletes Seeding Web Re-Score Combine Reports Labels Preferences Interfaces Help

HY-WIRE Disabled Hy - Tek 's MEET MANAGER Licensed to: Franklin Farm Froggers

EVENT LIST - All Events - SC Meters - (Session not selected)					
Evt #	Rnd	Status	Event Name	Heats	
6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1	
16	F	Scored	Girls 11-12 50 SC Meter Backstroke	1	
26	F	Seeded	Girls 11-12 50 SC Meter Breaststroke	1	
36	F	Seeded	Girls 11-12 50 SC Meter Butterfly	1	
46	F	Seeded	Girls 11-12 200 SC Meter Medley Relay	1	
58	F	Seeded	Girls 11-12 100 SC Meter IM	1	

Records				
Record	Time	Date	Record Holder	
CSL	32.19	7/8/2000	Jennifer Basel	
FF	35.31	7/10/2001	Maria McIntyre	
BAR	35.35	6/14/2005	Courtney Walsh	

Record breaker is highlighted

Team Scores thru Event 16			
Rank	Gender	Score	Team
1	Combined	12	Barrington Blue Fins
2	Combined	6	Franklin Farm Froggers
1	Female	12	Barrington Blue Fins
2	Female	6	Franklin Farm Froggers

After all the times are entered, you must score the event.

If you change any times or swimmers, you will need to re-score the event.

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5

**Heat 1 of 1 == Finals == Event 16 Girls 11-12 50 SC Meter Backstroke**

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts
1	McGrath, Caroline H	12	Franklin Farm Froggers	46.18	43.43	<input type="checkbox"/>	<input type="checkbox"/>		6	6	6
2	Haase, Elizabeth	12	Barrington Blue Fins	44.34	42.42	<input type="checkbox"/>	<input type="checkbox"/>		4	4	1
3	Chuday, Jenn M	12	Franklin Farm Froggers	42.85	41.41	<input type="checkbox"/>	<input type="checkbox"/>		3	3	3
4	Walsh, Courtney	12	Barrington Blue Fins	37.78	34.34	<input type="checkbox"/>	<input type="checkbox"/>		1	1	5
5	Young, Lisa M	11	Franklin Farm Froggers	43.87	39.39	<input type="checkbox"/>	<input type="checkbox"/>		2	2	2
6	Kastner, Julia	12	Barrington Blue Fins	45.55	42.43	<input type="checkbox"/>	<input type="checkbox"/>		5	5	6

Look closely and you'll see that the times and ranks for this event have changed, but the event has not been re-scored.



# Print Award Labels

- After every stroke block and results have been verified
- Reports | Memorized Reports => Award Labels All Places => Run Report
  - Note that labels for each team can be printed separately
- New for 2016 print labels for all individual and relay places

The screenshot shows the 'Award Labels' software interface. At the top, there are menu options: 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', and 'Create Labels'. Below the menu are several filter sections: 'Gender' (All, Male, Mixed, Female), 'Age Range' (with input fields and a 'Team' dropdown), and 'Rounds' (All Rounds, Prelims Only, Finals Only, Round 1 Only). There are also radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'. The main area contains two tables: 'Session List' and 'EVENT LIST'. The 'EVENT LIST' table has columns for 'Evt #', 'Rnd', 'Status', 'Event Name', 'Heat', and 'Printed'. It lists 17 events, with the first 10 freestyle events highlighted in yellow. At the bottom, there are three panels: 'Label Selection' (with 'Laser' selected and '3x10' size), 'Award Type' (with 'Standard Award Label' selected), and 'Sort By' (with 'Team/Event' selected). A pink box highlights the 'Individual Places' and 'Relay Places' fields in the 'Label Selection' panel, showing '1 - 6' and '1 - 2' respectively. Another pink box highlights the 'Team/Event' option in the 'Sort By' panel.

Day	Start Time	Session #	Course	Session Title
All		All	S	All Events

Evt #	Rnd	Status	Event Name	Heat	Printed
1	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	1	<input type="checkbox"/>
2	F	Scored	Girls 8 & Under 25 SC Meter Freestyle	1	<input type="checkbox"/>
3	F	Scored	Boys 9-10 50 SC Meter Freestyle	1	<input type="checkbox"/>
4	F	Scored	Girls 9-10 50 SC Meter Freestyle	1	<input type="checkbox"/>
5	F	Scored	Boys 11-12 50 SC Meter Freestyle	1	<input type="checkbox"/>
6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1	<input type="checkbox"/>
7	F	Scored	Boys 13-14 50 SC Meter Freestyle	1	<input type="checkbox"/>
8	F	Scored	Girls 13-14 50 SC Meter Freestyle	1	<input type="checkbox"/>
9	F	Scored	Boys 15-18 50 SC Meter Freestyle	1	<input type="checkbox"/>
10	F	Scored	Girls 15-18 50 SC Meter Freestyle	1	<input type="checkbox"/>
11	F	Scored	Boys 8 & Under 25 SC Meter Backstroke	1	<input type="checkbox"/>
12	F	Scored	Girls 8 & Under 25 SC Meter Backstroke	1	<input type="checkbox"/>
13	F	Scored	Boys 9-10 50 SC Meter Backstroke	1	<input type="checkbox"/>
14	F	Scored	Girls 9-10 50 SC Meter Backstroke	1	<input type="checkbox"/>
15	F	Scored	Boys 11-12 50 SC Meter Backstroke	1	<input type="checkbox"/>
16	F	Scored	Girls 11-12 50 SC Meter Backstroke	1	<input type="checkbox"/>
17	F	Scored	Boys 13-14 50 SC Meter Backstroke	1	<input type="checkbox"/>



# MM Meet Mobile

- Meet Manager 8 supports a smartphone application called Meet Mobile.
  - Users subscribe annually or monthly
  - Psych sheets, heat sheets, rosters, records and time standards can be available before the meet and results by event and swimmer, places and scores during meet (data entry computer must be connected to internet to enable near real-time results during the meet)
  - To charge for meet data team needs an Active.com account
- League policy
  - Publish psych sheets, meet programs, etc. at team discretion including charging a fee (may want to coordinate with Division)
  - Manually publish results only after verified at the table and if not under protest. Publish scores at the end of the meet.
- Meet Mobile operation (see User Guide and A-Meet Procedures)
  - Set-up | Meet Mobile Publishing to publish pre-meet information
  - Run | Meet Mobile to publish near real-time results
    - Uncheck **Activate the Meet Mobile System**
    - Ctrl-M from Run screen to publish results, Ctrl-O to publish scores





# Run an A meet

---



## **HOT TIPS**

- Cards should come to you in lane order
- To read or not to read cards? Personal preference
- Check place order on computer against cards
- Set up ***Preferences>Results for List and Score*** so you include league/team records and scores (for the announcer)
- Do not print labels until results have been verified
- Be sure to check printer contents (paper vs labels) before you print
- Double-check label size before printing
- Keep scratch forms, attach to results (take photo, provide to other teams as agreed)



# A-Meet Output

- Can print intermediate results if desired
- Reports | Memorized Reports => Finals Results Report => Run Report
  - Select All in the list of sessions
  - Select the events for which you need results
  - Create Report

The screenshot shows the 'Results' software interface. At the top, there is a menu bar with options: Select All, De-Select, Preferences, Memorize, View, and Create Report. Below the menu bar are several control panels:

- Gender:** Radio buttons for All, Male, Mixed, and Female.
- Age Range:** Input fields for age range and a dropdown for LSC.
- Rounds:** Radio buttons for All Rounds, Prelims Only, Finals Only, and Round 1 Only.
- Output Options:** Radio buttons for Indiv + Relays, Indiv Only, and Relays Only.

The main area contains two tables:

**Session List**

Day	Start Time	Session #	Course	Session Title
All		All	S	All Events

**EVENT LIST**

Evt #	Rnd	Status	Event Name	Heats
1	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	1
2	F	Scored	Girls 8 & Under 25 SC Meter Freestyle	1
3	F	Scored	Boys 9-10 50 SC Meter Freestyle	1
4	F	Scored	Girls 9-10 50 SC Meter Freestyle	1
5	F	Scored	Boys 11-12 50 SC Meter Freestyle	1
6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1
7	F	Scored	Boys 13-14 50 SC Meter Freestyle	1
8	F	Scored	Girls 13-14 50 SC Meter Freestyle	1
9	F	Scored	Boys 15-18 50 SC Meter Freestyle	1
10	F	Scored	Girls 15-18 50 SC Meter Freestyle	1
11	F	Seeded	Boys 8 & Under 25 SC Meter Backstroke	0
12	F	Seeded	Girls 8 & Under 25 SC Meter Backstroke	0
13	F	Seeded	Boys 9-10 50 SC Meter Backstroke	0
14	F	Seeded	Girls 9-10 50 SC Meter Backstroke	0
15	F	Seeded	Boys 11-12 50 SC Meter Backstroke	0
16	F	Seeded	Girls 11-12 50 SC Meter Backstroke	0
17	F	Seeded	Boys 13-14 50 SC Meter Backstroke	0
18	F	Seeded	Girls 13-14 50 SC Meter Backstroke	0

At the bottom, there are several configuration sections:

- Columns / Format:** Includes checkboxes for Records, Time Stds, Spec Pts, Entry Qualifying Time, Event Comments, and Prior Results (1 col only).
- Include in Results:** Includes checkboxes for Entry Times, Scratches, No Shows, DQ Codes, and Reaction Times.
- Spits / Sort Order / Selected Teams:** Includes checkboxes for Time Trial Events, Athlete / Relay Points, Button Backups 1 col, Splits with Prior Results, and Logos in Footer.
- Include Team Scores:** Includes checkboxes for Combined, Male, Female, and Combine Divisions.



# Award Labels

Place: 1 Time: 24.73  
#1 Boys 8 & Under 25 SC Meter Freestyle  
Peverall, Cole 7  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 3 Time: 25.73  
#2 Girls 8 & Under 25 SC Meter Freestyle  
Walsh, Fiona 8  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 3 Time: 49.37  
#3 Boys 9-10 50 SC Meter Freestyle  
Waite, Edgar 10  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 4 Time: 42.17  
#4 Girls 9-10 50 SC Meter Freestyle  
Kroeger, Lexie 10  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 4 Time: 38.59  
#5 Boys 11-12 50 SC Meter Freestyle  
Costigan, Peter 11  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 2 Time: 28.42  
#1 Boys 8 & Under 25 SC Meter Freestyle  
Malone, Aidan 8  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 4 Time: 26.35  
#2 Girls 8 & Under 25 SC Meter Freestyle  
McGuckin, Molly 7  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 5 Time: 53.08  
#3 Boys 9-10 50 SC Meter Freestyle  
Newman, Cole 10  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 6 Time: 46.20  
#4 Girls 9-10 50 SC Meter Freestyle  
Kadlec, Samantha Ann 10  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 5 Time: 39.89  
#5 Boys 11-12 50 SC Meter Freestyle  
Albrecht, Owen 12  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 1 Time: 19.55  
#2 Girls 8 & Under 25 SC Meter Freestyle  
Petretich, Olivia 8  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 1 Time: 43.19  
#3 Boys 9-10 50 SC Meter Freestyle  
Towne, Will 10  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 1 Time: 35.48  
#4 Girls 9-10 50 SC Meter Freestyle  
Perkins, Grace 10  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

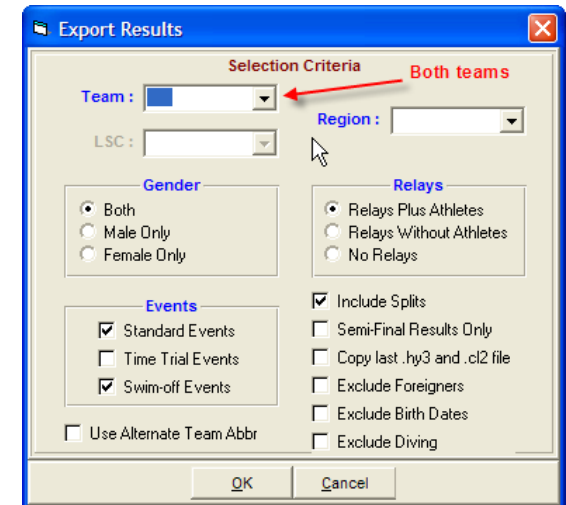
Place: 2 Time: 37.66  
#5 Boys 11-12 50 SC Meter Freestyle  
Pellegrino, Hayden 12  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM

Place: 4 Time: 37.38  
#6 Girls 11-12 50 SC Meter Freestyle  
Martin, Valerie 11  
Hollin Meadows Barracudas - 6/26/2010  
A-Meet PAR@HM



# Print Meet Results and Export

- Print final meet results and attach cover sheet to be signed by referee => Official results
  - Can print other reports to help referee such as Reports | Meet Summary and select DQ Summary or 1<sup>st</sup> Round Scratches
- File | Backup
  - Creates a ZIP file containing the meet MDB file
  - Copy to visiting team
  - Copy to Division Data Coordinator via email
  - Please send the backup, not the results
  - Do not Lock the meet backup
- File | Export | Meet Results for Team Manager or SWIMS or NCAA Database
  - Copies to both teams





# Results by Event

NVSL Championship Meet

HY-TEK's MEET MANAGER 3.0 - 10:20 PM 4/24/2010 Page 1

A-Meet PAR@HM - 6/26/2010

Northern Virginia Swimming League

Home: \_\_\_\_\_ Visitor: \_\_\_\_\_

## Results

### Event 1 Boys 8 & Under 25 SC Meter Freestyle

Score: 0.01 H: \_\_\_\_\_ / \_\_\_\_\_  
 NVSL Meter R: 15.10 ! 1/1/1965 Roger McLeod  
 HM Swim: 17.27 H 1/1/1990 Jonathan Vanderhyde  
 18.19 ALL\*

Name	Age Team	Finals Time
1 Peverall, Cole	7 HM	24.73 5
2 Malone, Aidan	8 HM	28.42 3
3 Gilbert, Phillip	7 PAR	34.75 1
--- Cohn, Matt	8 PAR	DQ
--- Costigan, Charlie	8 HM	DQ
--- Bailes, William	8 PAR	DQ

### Event 2 Girls 8 & Under 25 SC Meter Freestyle

Score: 0.01 H: \_\_\_\_\_ / \_\_\_\_\_  
 NVSL Meter R: 15.48 ! 1/1/1985 Amy Rymiszewski  
 HM Swim: 17.88 H 1/1/1990 Margaret Chadbourn  
 18.50 ALL\*

Name	Age Team	Finals Time
1 Petretich, Olivia	8 HM	19.55 5
2 Zdebski, Grace	8 PAR	21.87 3
3 Walsh, Fiona	8 HM	25.73 1
4 McGuckin, Molly	7 HM	26.35
5 Long, Morgan	7 PAR	26.66
6 Bloom, Carolyn	8 PAR	27.03

### Event 3 Boys 9-10 50 SC Meter Freestyle

Score: 0.01 H: \_\_\_\_\_ / \_\_\_\_\_  
 NVSL Meter R: 30.16 ! 6/21/2008 James Murphy  
 HM Swim: 33.82 H 7/10/2006 Paul O'Hara  
 35.43 ALL\*

Name	Age Team	Finals Time
1 Towne, Will	10 HM	43.19 5
2 Rudisill, Henry	10 PAR	43.96 3

### Event 5 Boys 11-12 50 SC Meter Freestyle

Score: 0.01 H: \_\_\_\_\_ / \_\_\_\_\_  
 NVSL Meter R: 26.44 ! 7/14/2007 Cyrus Hashemi  
 HM Swim: 27.91 H 7/5/2008 Paul O'Hara  
 31.34 ALL\*

Name	Age Team	Finals Time
1 Carpenter, Noah	12 PAR	35.27 5
2 Pellegrino, Hayden	12 HM	37.66 3
3 Morello, Luke	12 PAR	38.43 1
4 Costigan, Peter	11 HM	38.59
5 Albrecht, Owen	12 HM	39.89
6 Edwards, Ethan	12 PAR	41.11

### Event 6 Girls 11-12 50 SC Meter Freestyle

Score: 0.01 H: \_\_\_\_\_ / \_\_\_\_\_  
 NVSL Meter R: 27.58 ! 1/1/2002 Ashley Danner  
 HM Swim: 30.10 H 8/6/2005 Aubrey Kuester  
 31.35 ALL\*

Name	Age Team	Finals Time
1 Kolb, Karina	12 PAR	31.96 5
2 Baker, Mirella	11 PAR	34.80 3
3 Berlin, Jessie	11 PAR	37.27 1
4 Martin, Valerie	11 HM	37.38
5 Holman, Natalie	11 HM	37.58
6 Polo, Genny	12 HM	39.17

### Event 7 Boys 13-14 50 SC Meter Freestyle

Score: 0.01 H: \_\_\_\_\_ / \_\_\_\_\_  
 NVSL Meter R: 24.24 ! 7/28/2007 Cabell Perrot  
 HM Swim: 27.23 H 8/4/2007 Mark Mattis  
 27.94 ALL\*

Name	Age Team	Finals Time
1 O'Hara, Paul	14 HM	27.57 ALL*
2 Holman, Andrew	14 HM	30.31 3



# Results by Swimmer

Licensed To: Franklin Farm Froggers

4/11/2008 Page 1

## Franklin Farm Froggers

### Individual Meet Results

A-Meet ABF@FF 21-Jul-07 [Ageup: 6/15/2007] SC Meters

Location: Still Pond

Franklin Farm Froggers [FF] Coach: Stacey Woods

Time	F/P/S	Event	Place	Points	Improv
<b>Barrett, Connor (14) B</b>					
31.63S	F # 7	Boys 13-14 50 Free	4	---	0.45
35.56S AS	F # 17	Boys 13-14 50 Back	2	3	0.53
36.15S	F # 37	Boys 13-14 50 Fly	5	---	0.17
<b>Blackmon, Solomon (7) B</b>					
20.47S	F # 1	Boys 8 & Under 25 Free	1	5	-0.29
26.93S	F # 11	Boys 8 & Under 25 Back	3	1	-0.24
29.24S	F # 31	Boys 8 & Under 25 Fly	3	1	1.24
2:15.92S	F # 53	Boys 8 & Under 100 IM	2	---	6.42
<b>Bracaglia, Jill (8) G</b>					
29.90S	F # 22	Girls 8 & Under 25 Breast	2	3	2.14
29.93S	F # 32	Girls 8 & Under 25 Fly	4	---	3.18
<b>Bracaglia, Katie (14) G</b>					
33.20S	F # 8	Girls 13-14 50 Free	4	---	0.62
38.99S	F # 18	Girls 13-14 50 Back	5	---	0.90
44.60S	F # 28	Girls 13-14 50 Breast	1	5	0.95
1:21.33S AS	F # 60	Girls 13-14 100 IM	1	---	0.14
<b>Bracaglia, Laurie (16) G</b>					
35.39S DQ	F # 20	Girls 15-18 50 Back	---	---	---
44.13S	F # 30	Girls 15-18 50 Breast	4	---	1.38
1:19.41S	F # 62	Girls 15-18 100 IM	1	---	-0.06



---

# *Team Manager* Post-Meet Activities

Import Results  
Generate Reports



# Import Meet Results into TM

---

- After the meet is over, File | Import | Meet Results
  - Athletes and times from either or both teams can be brought into your team database
  - DDC will also provide files from other teams in your division





# TM Update Team Records

The screenshot shows the TEAM MANAGER software interface. The main window displays a table of records with columns: Gen, Low Age, High Age, Distance, Stroke, I/R, Time/Score, Date Set, and Set by. The 'Edit Record' button is highlighted with a red box and an arrow. The 'Add / Edit Record' dialog box is open, showing options for Age Range, Distance, Stroke, Gender, and Record Holder. The record holder is 'Cole Peverall' for the event '8 & Under Male 25 Back Individual'.

Gen	Low Age	High Age	Distance	Stroke	I/R	Time/Score	Date Set	Set by
F		8	25	Free	I	17.88	01-Jan-90	Margaret Chadbourn
M		8	25	Free	I	17.27	01-Jan-90	Jonathan Vanderhyde
F		8	100	Free	R	1:19.28	18-Jul-07	Hollin Meadows
M		8	100	Free	R	1:15.96	20-Jul-11	Hollin Meadows
F		8	25	Back	I	20.90	01-Jan-93	Kathleen Miller
M		8	25	Back	I	21.24	23-Jul-11	Cole Peverall
F		8	25	Breast	I	22.38	06-Aug-05	Zia Palmer
M		8	25	Breast	I	23.19	01-Jan-82	Keva Silversmith
F		8	25	Fly	I	19.33	01-Jan-90	Margaret Chadbourn
M		8	25	Fly	I	18.53	28-Jul-12	Aidan Petretich
F		8	100	Medley	R	1:36.81	11-Jul-12	Hollin Meadows
F		8	100	Medley	I	1:43.09	01-Jan-05	Zia Palmer
M		8	100	Medley	R	1:37.14	11-Jul-12	Hollin Meadows
M		8	100	Medley	I	1:45.46	05-Jul-11	Cole Peverall
F		10	100	Medley	I	1:26.41	04-Aug-07	Zia Palmer

## Notes about records

- Mixed Age 200 Freestyle Relay is seen by software same as 15-18 200 Freestyle Relay (Relay Carnival) so best not to let software automatically update records after Relay Carnival or at all
- If your team tracks 8&Under IM records you also need to make a 10&Under IM record for Divisionals – event name has to match
- 8&Under Medley Relay is now a true medley relay not a modified relay, to preserve modified medley relay record need to create a new event such as 200 Medley Relay



# Generate Reports in TM

---

- Reports | Meet Results
  - Display by event or by swimmer
  - Time improvement shown is against best time in system unless you specify otherwise
- Reports | Performance
  - Check for and update team records via Record Match
    - Be careful after Relay Carnival as the 15-18 200 Free Relay will update the Mixed Age 200 Free Relay record
    - Preview record breakers prior to checking Update Records checkbox
  - Generate team ladders via Top Times
  - Generate results reports via Meet Results
  - When you find a report you like, tell TM to memorize it



# Generate Ladder Reports in TM

- Reports | Performance | Top Times

The screenshot shows the 'Top Times Report' window with the following elements highlighted in red boxes:

- Team:** A dropdown menu set to 'HM'.
- Course Options:** The radio button for 'SO (Show SC Meters Only)' is selected.
- Use Times Since:** A date input field with a dropdown arrow.
- Sort by:** The radio button for 'Event (Current Age)' is selected.
- Top How Many?:** A numeric input field set to '0'.

A 'TEAM MANAGER' dialog box is overlaid in the center, asking 'Show only Fastest for Each Swimmer for each Event?' with 'Yes' and 'No' buttons.

Can use to show multiple teams

Can use to show only most recent times

If want times converted from yards



# Team Ladders

Licensed To: Franklin Farm Froggers

5/14/2007 Page 1

## Franklin Farm Froggers

### Individual Top Times

Times since: 09-Jun-06

Franklin Farm Froggers [FF] Coach: Matt Bell

Number of Top Times: 10 Show Short Course Only

	Time	P/F/S	Name	Age/Yr		
<b>Girls 8 &amp; Under 25 Free</b>						
1	19.21 S	AS	F	DeBellas, Brenna	8	7/29/2006 CSL Red Divisional Meet
2	19.50 S	AS	F	Wilson, Ellen	8	8/5/2006 CSL All-Star Meet
3	20.77 S		F	Green, Rachel	8	7/20/2006 B-Meet AF@FF
4	21.06 S		F	Peake, Jessica	8	7/20/2006 B-Meet AF@FF
5	21.65 S		F	Luttges, Amy	7	7/20/2006 B-Meet AF@FF
6	21.74 S		F	Marcey, Meredyth	8	6/10/2006 TimeTrials 1 @FF
7	24.03 S		F	Vestermark, Meggie	8	7/19/2006 B-Meet FF@HV
8	24.69 S		F	Rosenblum, Lindsay	7	7/19/2006 B-Meet FF@HV
9	25.15 S		F	Zhang, Edith	8	7/20/2006 B-Meet AF@FF
10	25.68 S		F	Bracaglia, Jill	7	7/20/2006 B-Meet AF@FF
<b>Girls 8 &amp; Under 25 Back</b>						
1	23.58 S	AS	F	Wilson, Ellen	8	7/29/2006 CSL Red Divisional Meet
2	24.74 S	AS	F	Peake, Jessica	8	7/19/2006 B-Meet FF@HV
3	25.37 S	AS	F	DeBellas, Brenna	8	7/5/2006 B-Meet FF@SF
4	26.18 S		F	Wood, Meghan	8	7/20/2006 B-Meet AF@FF
5	26.58 S		F	Marcey, Meredyth	8	7/5/2006 B-Meet FF@SF
6	26.76 S		F	Luttges, Amy	7	7/19/2006 B-Meet FF@HV
7	27.87 S		F	Vestermark, Meggie	8	6/17/2006 TimeTrials 2 @FF
8	29.60 S		F	Bracaglia, Jill	7	7/5/2006 B-Meet FF@SF



# Post-Meet Activities

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## ***HOT TIPS***

- Import data from DDC for ALL teams in your division, including your meet (because DDC performs checks)
- Run records check but do NOT auto-update records; update manually instead
- Generate dual ladders for next meet using Local Swim Club designator (Tip 07 in the [Tips folder](#))



# Final *HOT TIPS*

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- Don't struggle – ask for help
- Follow the instructions
- Backup, backup, backup: both team and meet
- Use recommended file name format/location
- Be sure you're accessing the right meet
- Be attentive to team abbreviations
- Run *\*all\** the verification reports