HY-TEK Software Overview
Introduction to NVSL Technology

2023

2023 Technology Committee

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Outline

- Introduction
- Time card data flow during the meet
- Software overview
- Selected topics
- Resources

What's New in 2023

- Upgraded to Team Manager 8.0 and Meet Manager 8.0
  - No new functionality used by the league
  - Version updates, online database potential, eLessons
- 2022 Rule Changes
  - Teams must submit entries and bid-ins (alternates) with entry times prior to Divisionals seeding meeting
  - Entry times for Divisionals can include NT (no time) if a current season time or time certified by the coach and team rep is not available
- From 2019 Season
  - Scratches for Divisionals
    - If a bid-in swimmer scratches at Divisionals, the replacement swimmer will come from the division bid-ins rather than the team of the scratched swimmer
    - Computer Operator, Clerk of Course, and Place Recorders need to check psych sheet to find next bid-in swimmer

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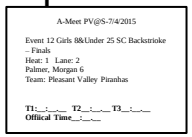
Time Card and Data Flow at Meet

Stopwatches



Time Cards

Timers

2

Chief Timer

Runner (optional)

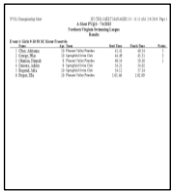
DQ Slips

Place Recorders

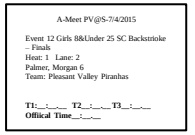
Scratches and Substitutions

1

3



Printed Results



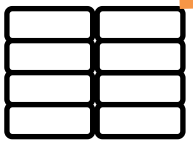
Time Cards

4

Verifiers

6

Data Entry



Award Labels

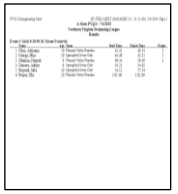
Award Clerks

5

Meet Mobile

Cloud

7



Official Results

Announcer

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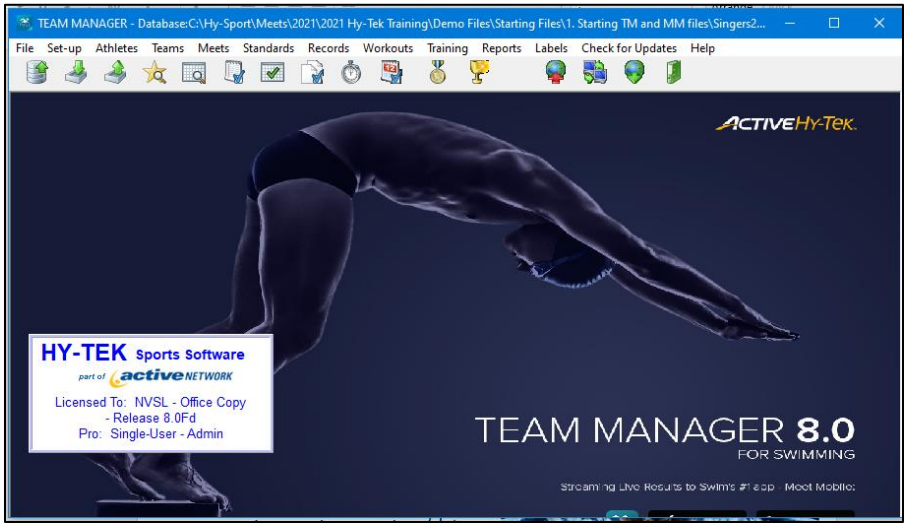
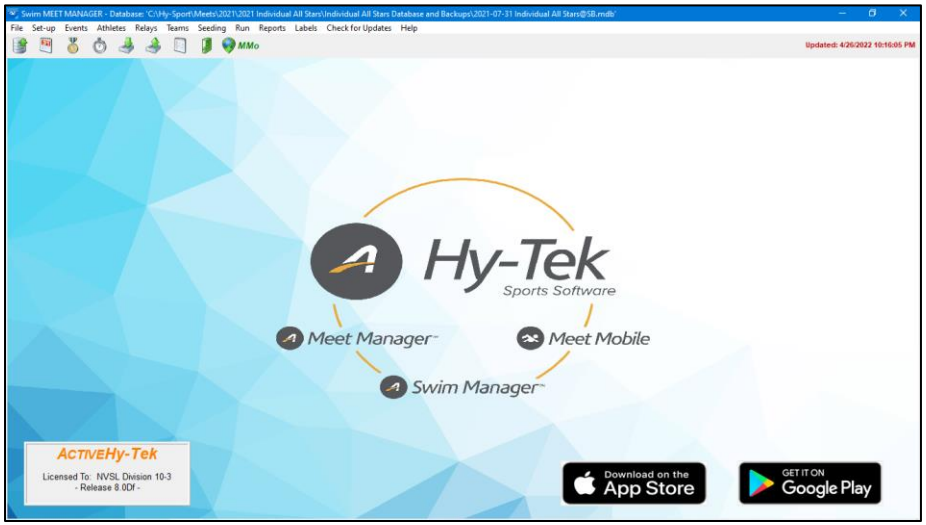
Hy-Tek Applications

- *Team Manager 8*.0 (TM)
  - Contains all team-level functionality
  - Used by coaches, team registrars, team computer operators and team reps
  - 1 database (file) = 1 team
  - May be supplemented by other applications for online registration or meet entry



- *Meet Manager 8*.0 (MM)
  - Contains all meet-level functionality
  - Used by meet directors and meet computer operators (data entry)
  - 1 database (file) = 1 meet (will have two or three for season)



Outline

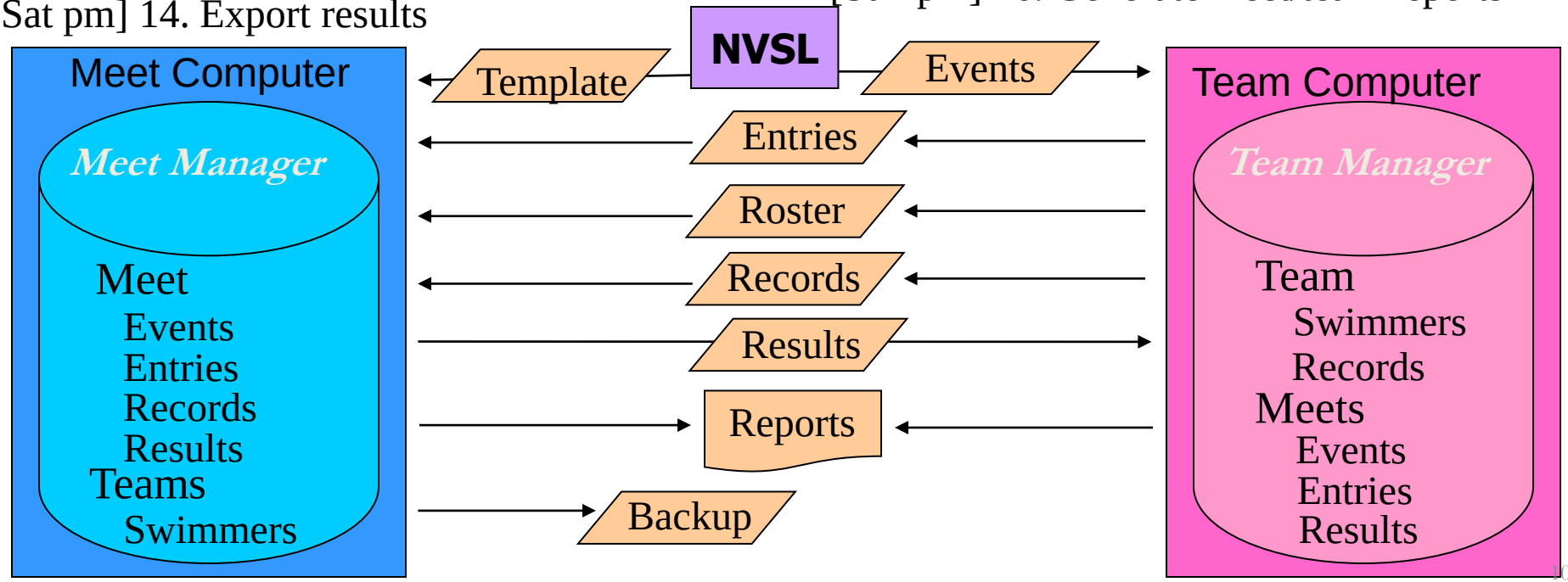
- Introduction
- Time card data flow at the meet
- Software overview
- Selected topics
  - Meet data flow
  - File structure
  - Swimmer competition age
  - Team records
  - Duplicate swimmer names
- Resources

HY-TEK Data Flow for Meets

High-level Data Flow

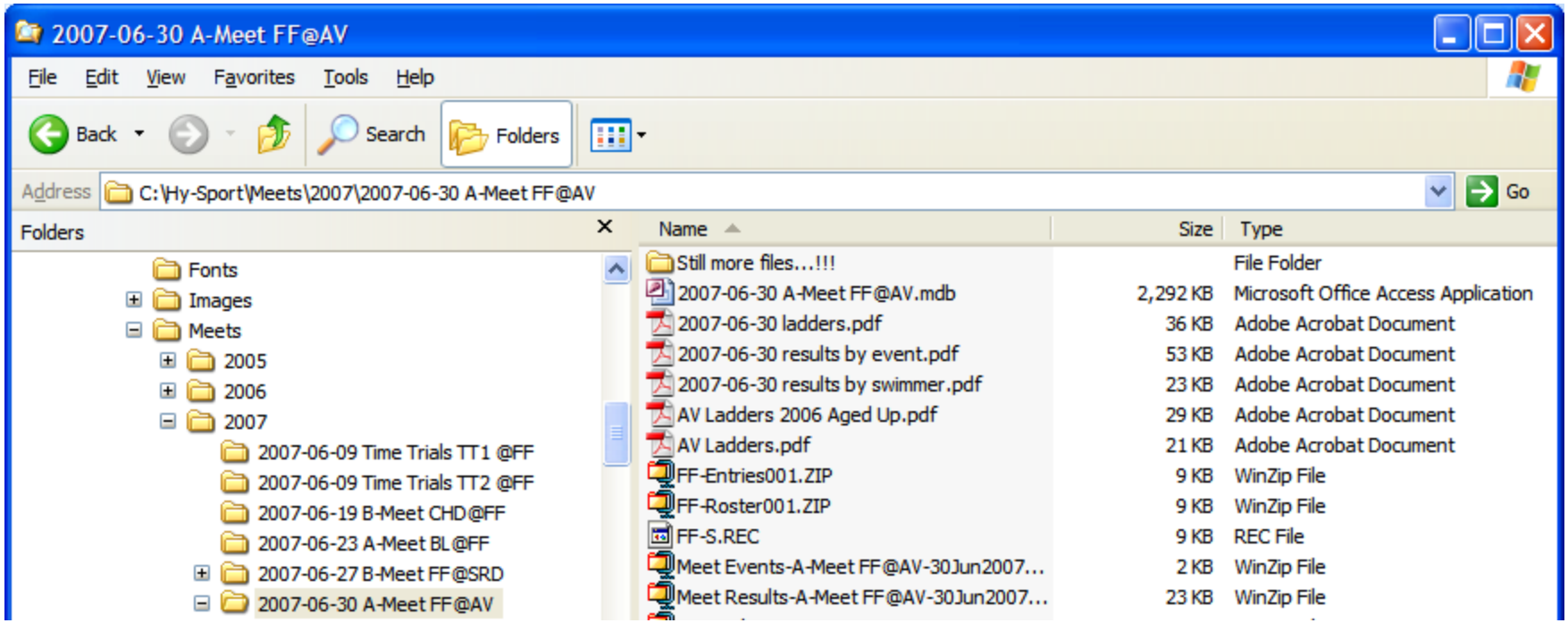
[Wed] 7. Host team download/build meet
[Thu] 8. Import entries/rosters/records
[Thu] 9. Seed meet
[Thu-Fri] 10. Print meet sheet & time cards [Fri]
[Sat am] 11. Run the meet
[Sat pm] 12. Backup meet database
[Sat pm] 13. Generate meet reports
[Sat pm] 14. Export results

[1/Season] 1. Build/update team database
[1/Meet] 2. Import events
[Wed] 3. Create entries (swimmer selections)
[Wed] 4. Export entries ← ***Your Firm Entry List***
[Wed] 5. Export roster
[Wed] 6. Export team records
[Sat-Sun] 15. Import results
[Sun pm] 16. Generate meet/team reports



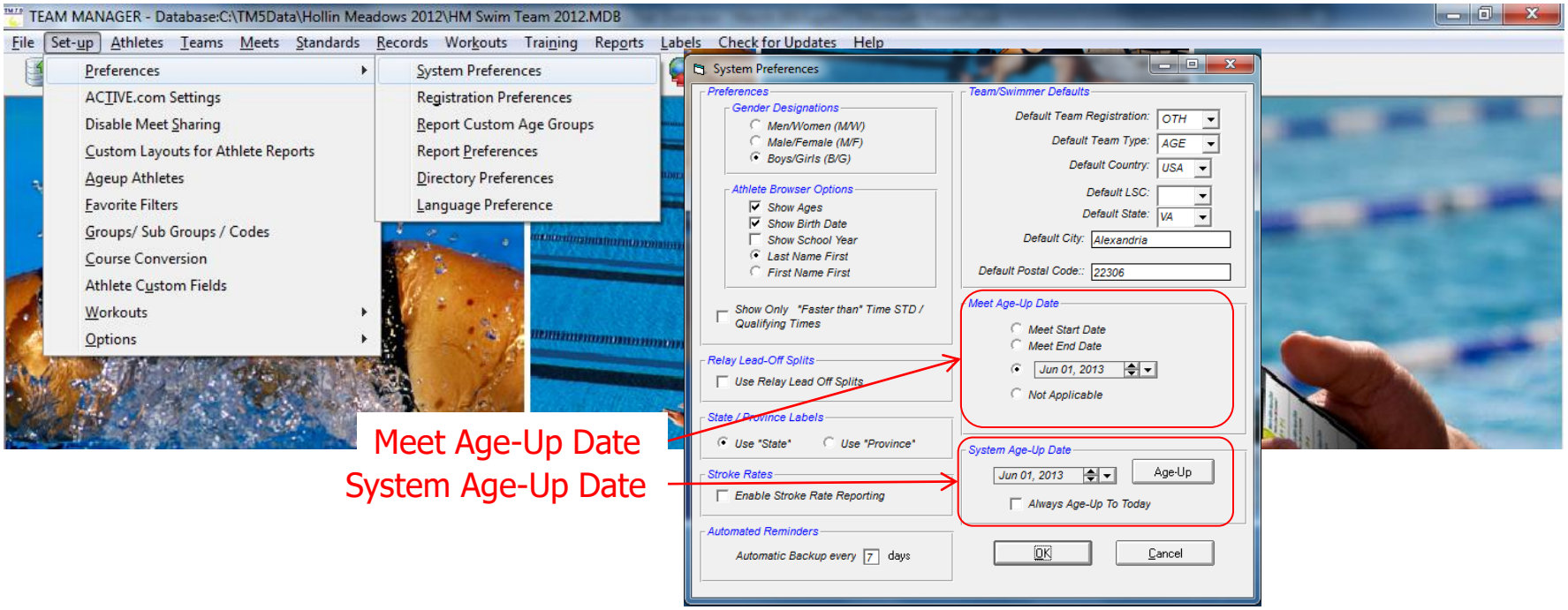
File Structure and Directories

- 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

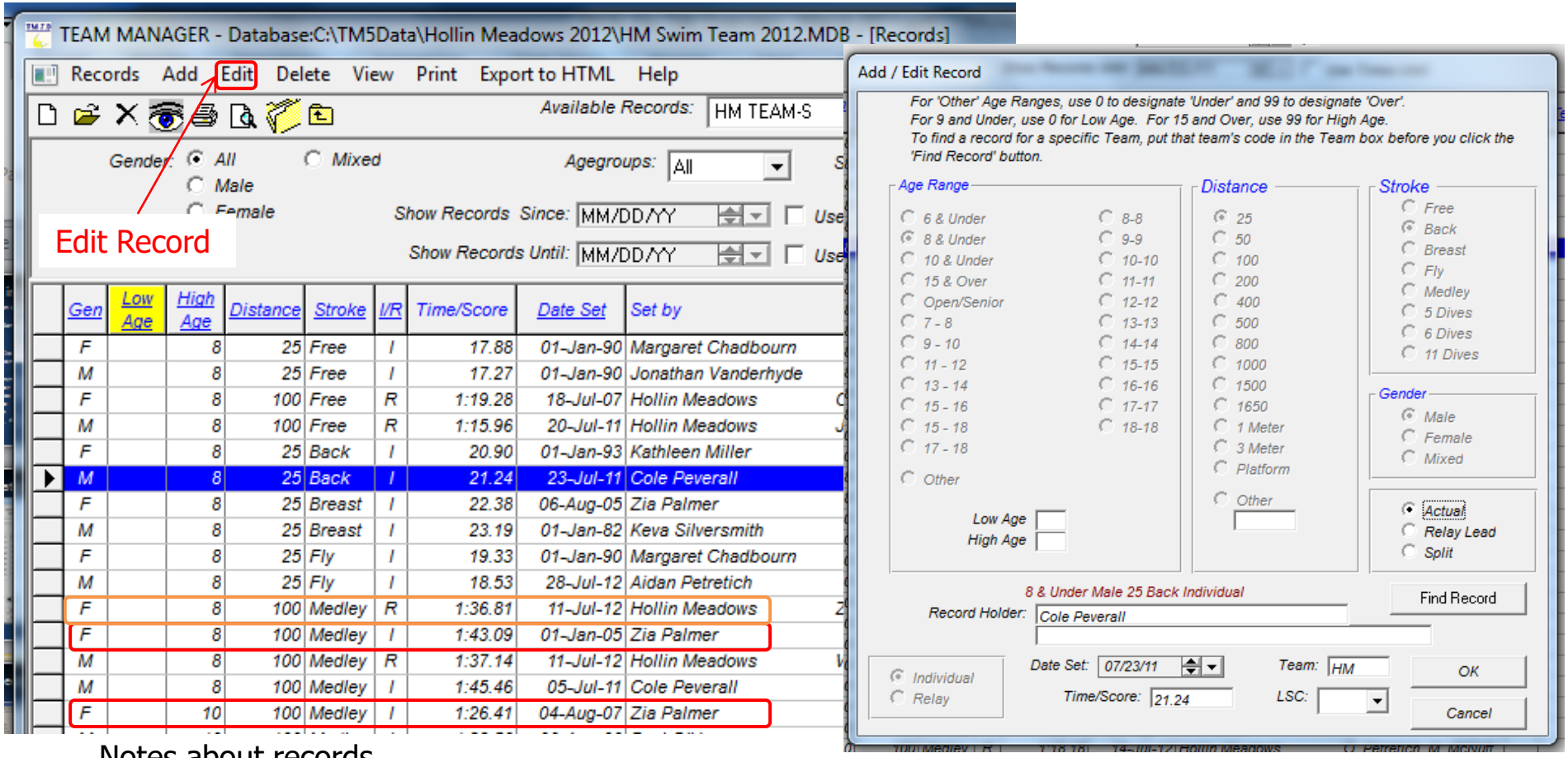


TM System Age-Up Date

- 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



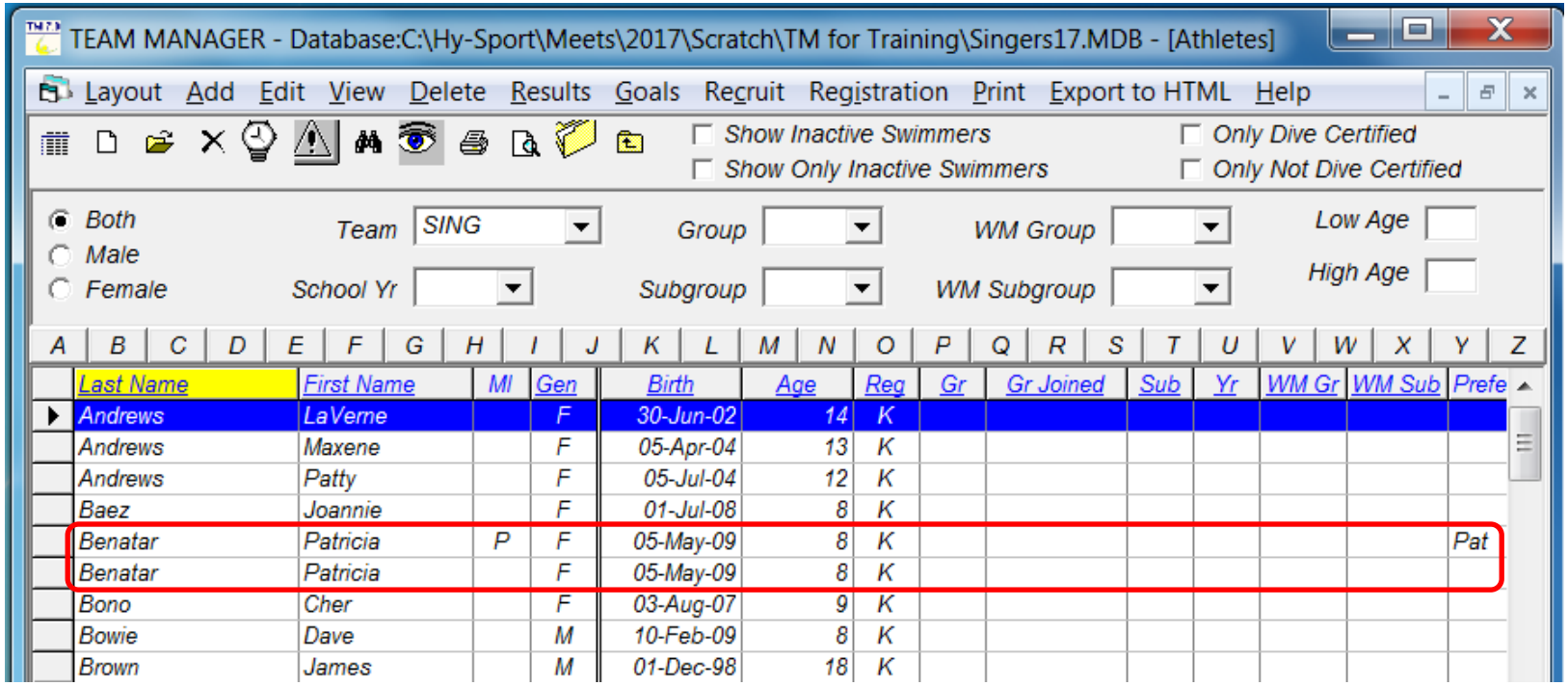
TM Update Team Records



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

TM Duplicate Swimmer Names



Last Name	First Name	MI	Gen	Birth	Age	Reg	Gr	Gr Joined	Sub	Yr	WM Gr	WM Sub	Prefe
Andrews	LaVerne		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
  - Preferred format is without a middle initial
- Drag swimmer to drop onto the other (the one to keep) or edit the athlete information of the one to drop

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Resources

- *Team Manager* and *Meet Manager* Help files
- NVSL Website: http://www.mynvsl.com
  - Meet Procedures
    - **A-Meets, Relay Carnival, Divisionals**
    - 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)**
- Division Data Coordinator
- NVSL Technology Committee

"That's
all
folks!"

Definitions

- 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

Virtual Meets

- A virtual meet is where two teams swim at their home pool and share results to determine winner
- Home team is still responsible for merging the results from both teams, determining a winner, printing award labels, and providing results to DDC
- Both teams are still responsible for providing meet entries to the other team (firm entry list) but entries are not merged
- Degree of integration between teams is up to team reps – can range from no integration until end to event by event video, results, and scoring
- Will include in league procedures if necessary

Virtual Meet Overview

- Both teams:
  - In Team Manager
    - Download meet events to TM, make swimmer selections, export entries, roster, and records. Share entry report with other team
  - In Meet Manager
    - Download MM backup file from website and restore
    - Import your entries, records, and roster
    - Seed your swimmers, print meet sheet
    - Run meet – enter times in Run screen, DO NOT SCORE, use List to print results for verification
- Visiting team
  - Export results (Results of Meet Manager Merge of same meet
- Home team
  - Renumber home team results as 101 – 152
  - Import visiting results (will come in as events 1 – 52)
  - Combine to merge events, e.g. Events 101 and 1
    - Generates two heats, home team in one heat and visiting team in other heat
  - Score meet
  - Export results and print out meet results

Maintaining Custody of Time Card Data

- Intent is to ensure swimmer's correct time is recorded in HY-TEK database
  - Rule 16a: "…electronically prepared meet results that have been previously verified against the time cards by Data Entry and a Verifier…shall be printed and marked as the Official Meet Results."
- Place and score are assumed to be computed correctly by HY-TEK
  - Place recorders mark place on timecards as additional confirmation of times
- Process is designed to minimize human error on data entry

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

Team Manager
Both Teams – Pre-Meet Activities

Download and import meet events

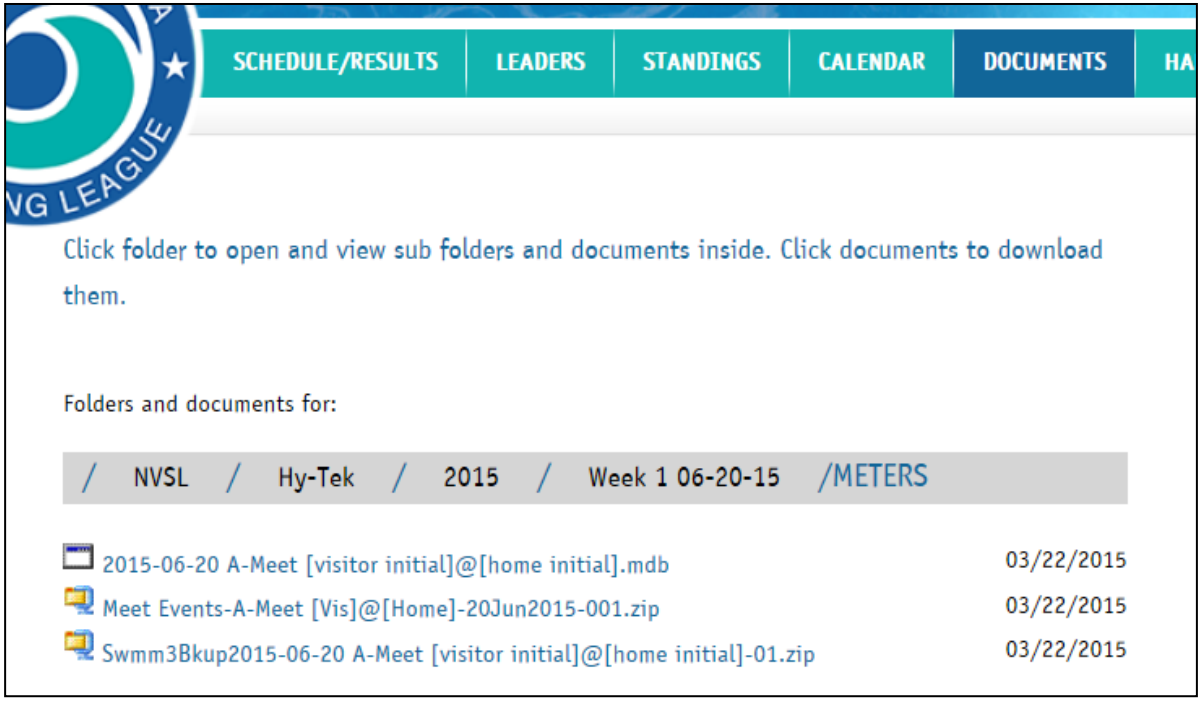
Select swimmers

Export entries, roster and records

Downloading Meet Events

Download generic meet events file from NVSL Website – 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



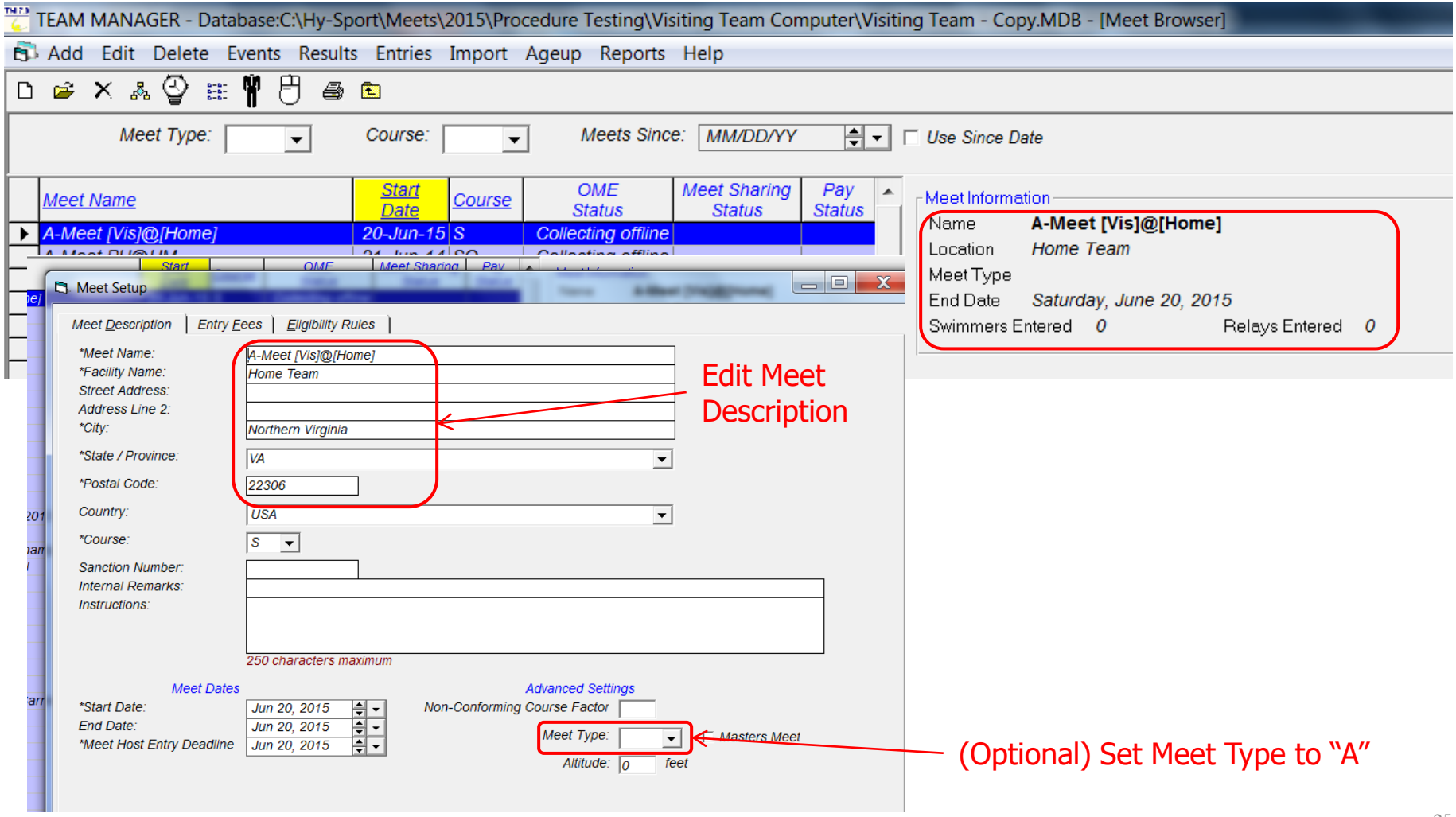
Save files to the folder setup for the meet

(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

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



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

Download and prepare meet database

Import entries, rosters and records

Assign teams to proper lanes

Seed swimmers into heats

Print meet program

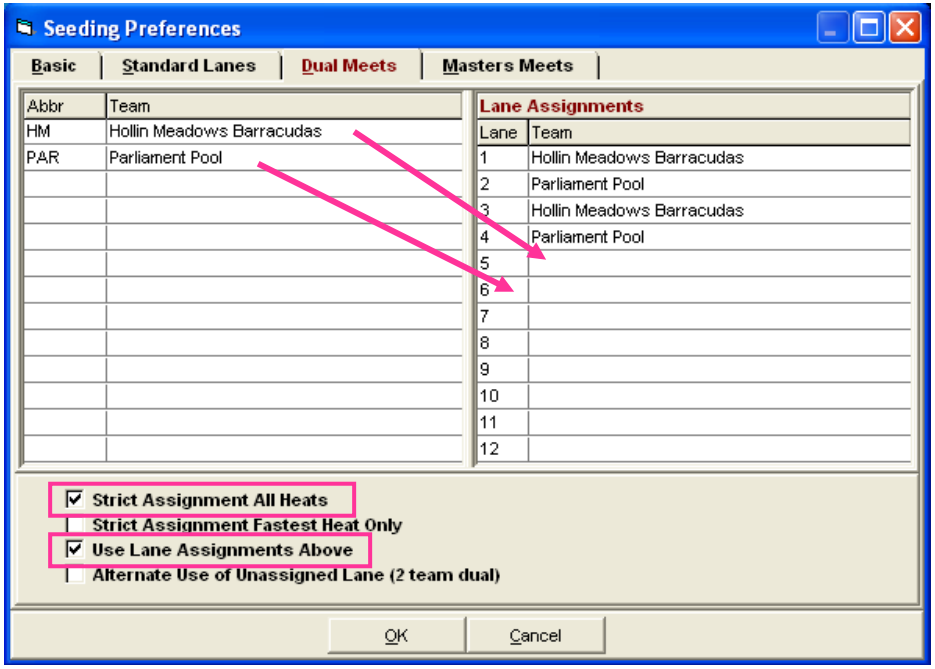
Print time cards

Prepare Meet Database

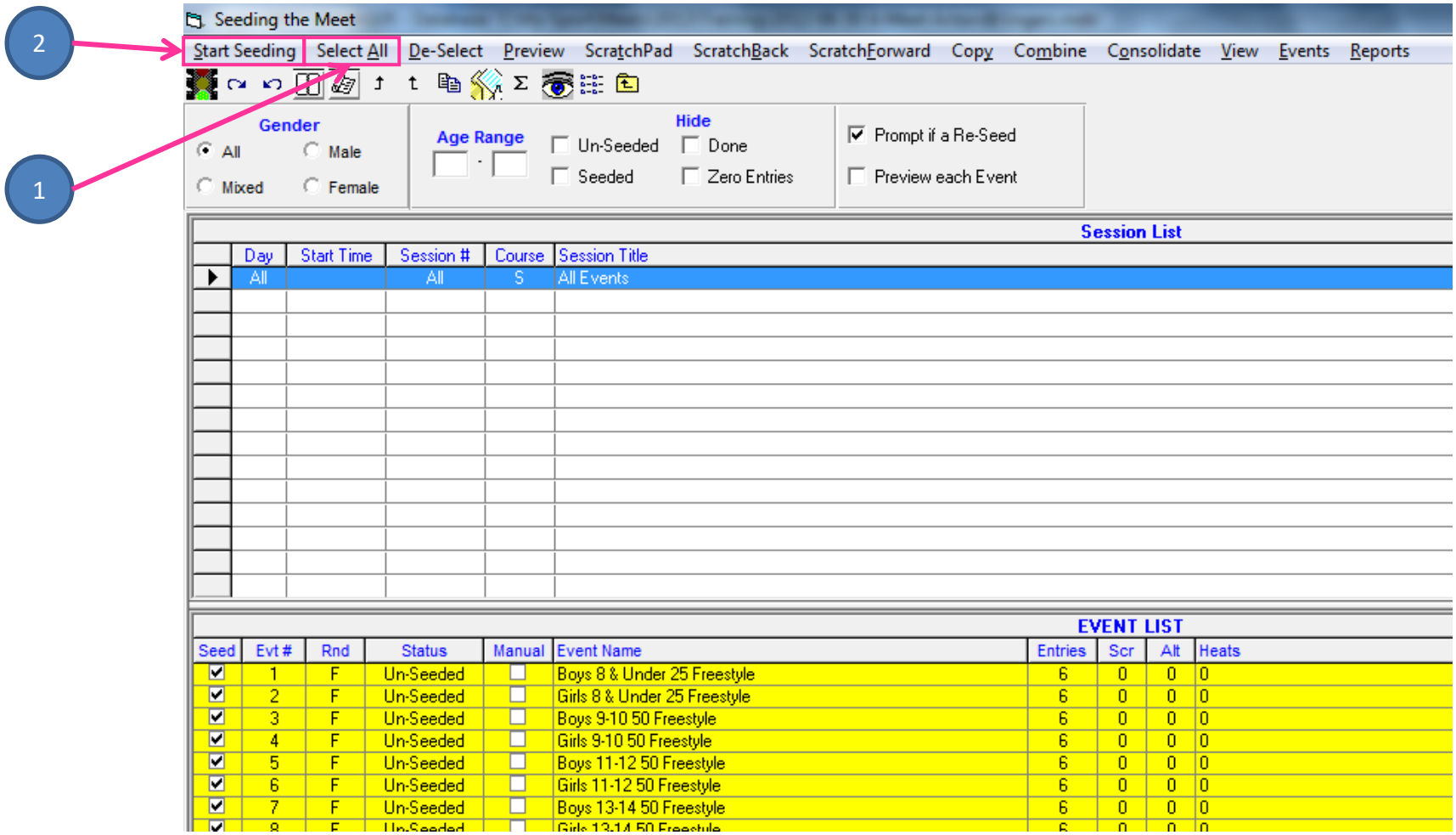
- Download the Meet Backup file from the NVSL website
  - Save to the directory set up for the meet
- Open *Meet Manager* and from the main menu select
  - **File | Restore** to restore the database
    - Select “Unzip, copy database to a selected folder, and open this new database” option
  - **Set-up | 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

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



Seed A-Meet Events in MM



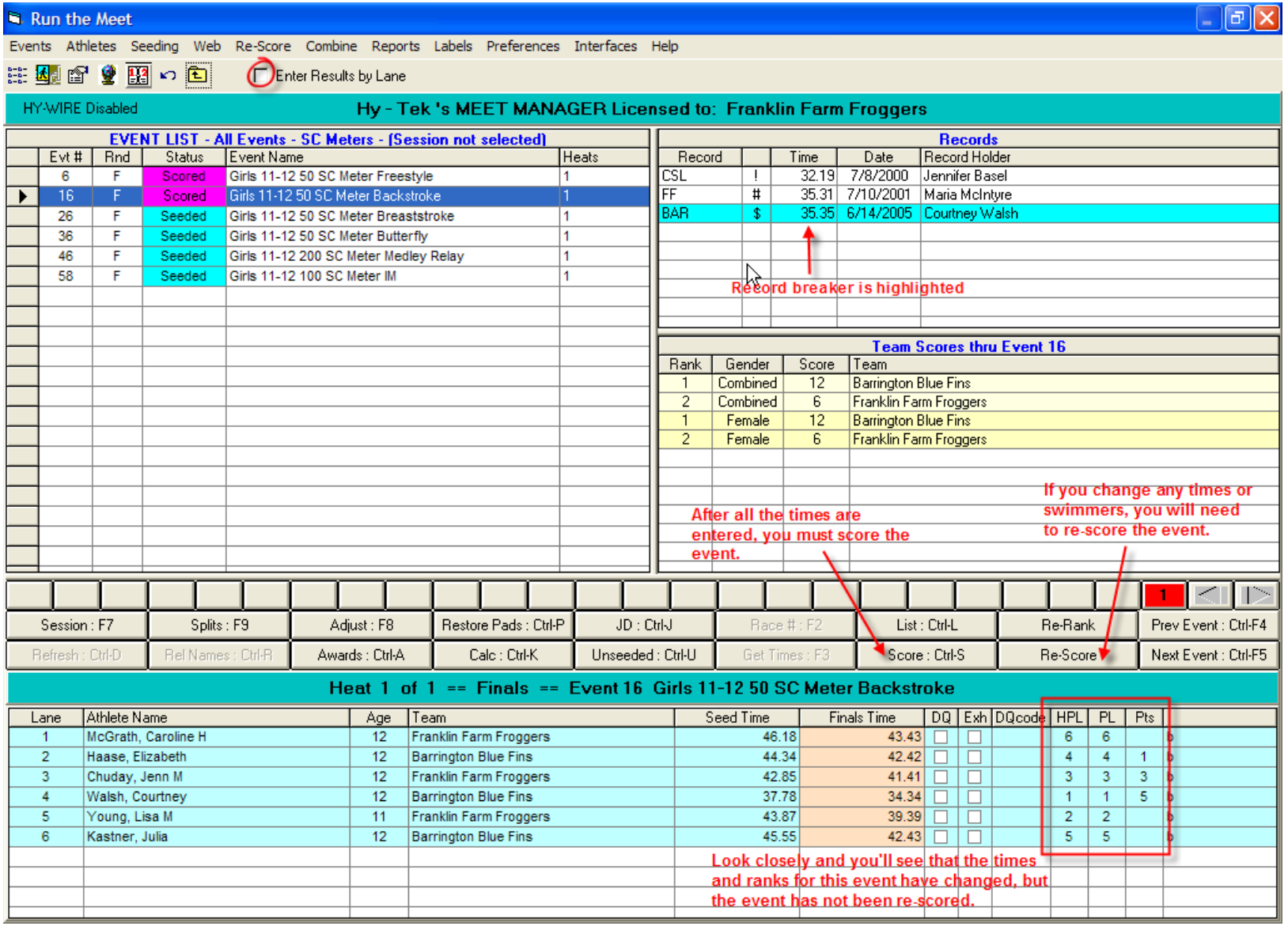
Running the Meet

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
Backup database
Export meet results for *Team Manager*

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 Screen

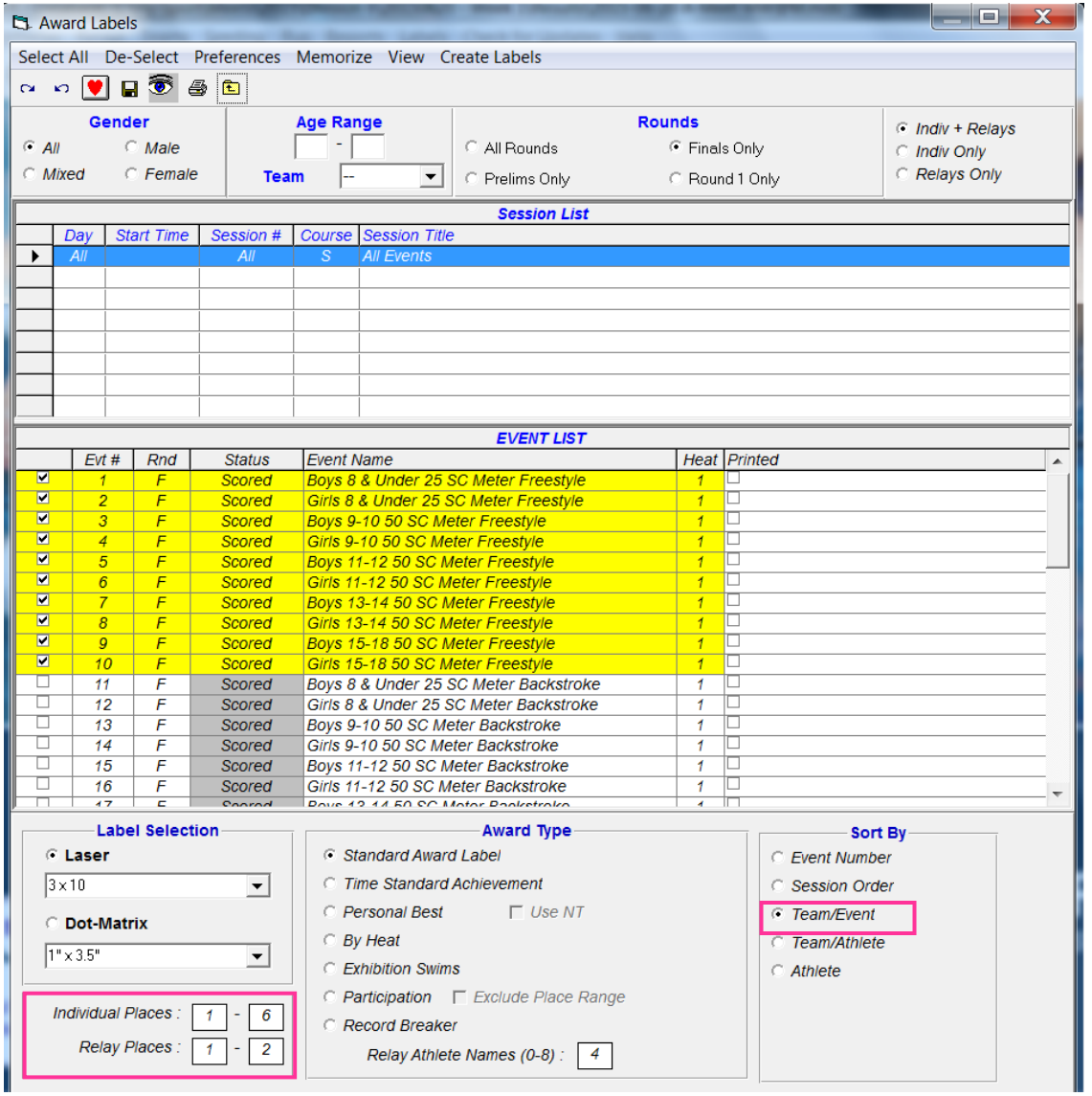

Run the Meet
Events Athletes Seeding Web Re-Score Combine Reports Labels Preferences Interfaces Help
Enter Results by Lane
HY-WIRE Disabled
Hy - Tek 's MEET MANAGER Licensed to: Franklin Farm Froggers
EVENT LIST - All Events - SC Meters - (Session not selected)
Evt # | Rnd | Status | Event Name | Heats
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 | | | | 6 | 6 |
2 | Haase, Elizabeth | 12 | Barrington Blue Fins | 44.34 | 42.42 | | | | 4 | 4 | 1
3 | Chuday, Jenn M | 12 | Franklin Farm Froggers | 42.85 | 41.41 | | | | 3 | 3 | 3
4 | Walsh, Courtney | 12 | Barrington Blue Fins | 37.78 | 34.34 | | | | 1 | 1 | 5
5 | Young, Lisa M | 11 | Franklin Farm Froggers | 43.87 | 39.39 | | | | 2 | 2 |
6 | Kastner, Julia | 12 | Barrington Blue Fins | 45.55 | 42.43 | | | | 5 | 5 |
Look closely and you'll see that the times and ranks for this event have changed, but the event has not been re-scored.

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

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



Team Manager
Post-Meet Activities

Import Results

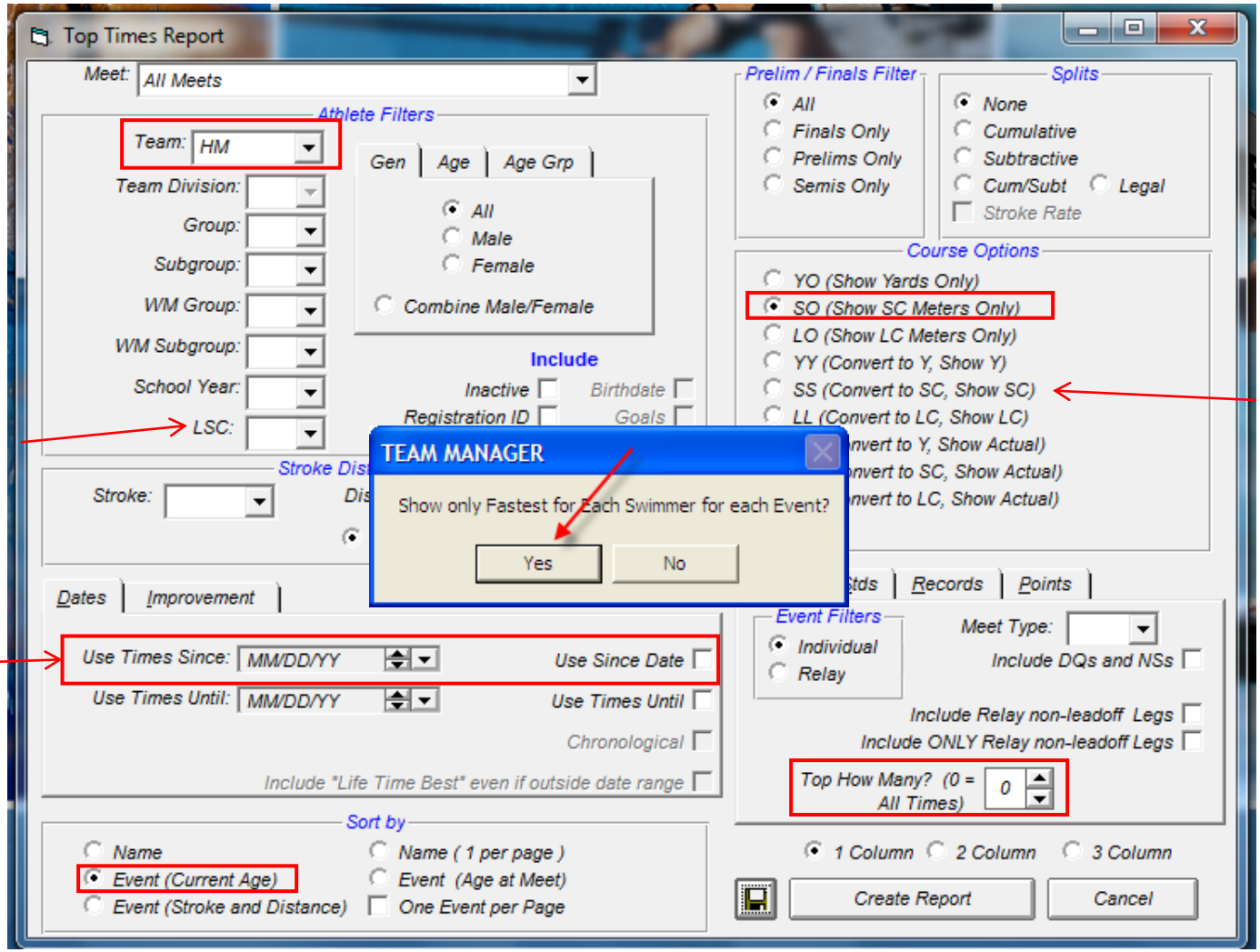
Generate Reports

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



Can use to show multiple teams

Can use to show only most recent times

If want times converted from yards

Team Manager 8.0 (TM)

- Store administrative info for swimmers
- Can be used to manage team registration
- Maintain team records
- Import meet events
- Select swimmers and export meet entries
- Import meet results
- Generate team level reports
- Track performance over a season or longer
- One database (*.MDB file) per NVSL team

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

NVSL Meets and Rules

- Three types of meets – Saturday dual meets, division relay carnivals and division individual championships
  - Dual meets and relay carnivals are scored
  - Developmental meets, B-Meets, Invitationals, etc. are not official NVSL meets but most follow the same set of rules
- Competition age is determined by swimmer's age on June 1st of season
- Use software to manage entries
  - Electronic exchange of meet entries
- Seeding, recording of times, and scoring is done by software from stopwatches and time cards
  - Electronic results are official – time cards are final source
  - Want to make sure computer accurately reflects what happened in the pool
- Software is used to generate reports and output files
  - Able to email results to other teams in division (reports/files)
  - NVSL website used to manage results

Dual Meets

- Also known as A-Meets, Saturday meets, NVSL meets or league meets
- Competition between two teams
  - Home team swims in odd lanes (1, 3 and 5) and visitors swim in even lanes (2, 4 and 6)
  - Fifty-two mandatory scored events (40 individual events – 2 genders, 4 strokes, 5 age groups and 12 relays – 2 genders, 5 age groups and mixed age)
  - One heat per event with six swimmers or two relays
  - League provides meet database and entries template
- Swimmer's times and disqualifications are entered into computer software
  - Results from computer are checked against time cards by third party
  - Times are not entered for disqualified swimmers
  - Winner is team with most combined (boys and girls) points

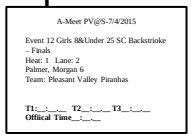
B-Meets

- Also known as developmental meets, any non-NVSL meet
  - Includes Time Trials, B-Meets, Invitationals, Individual Medley Carnivals or neighborhood meets
- Typically two teams, home and away but may be multiple or single teams
- Not scored
- Not sanctioned by NVSL but usually follow NVSL rules
- Events may vary from NVSL (e.g. 6 and under Freestyle)
- Very diverse with regard to ribbons, results, entries, number of swimmers, heats
- Event files and meet templates for your particular B-Meet league may be available
- You may be responsible for creating the meet events and database from the template
  - May also choose to manage meet manually, without software

Back to Intro

Time Card and Data Flow at Meet

Stopwatches



Time Cards

Q Slips

Timers

Chief Timer

Runner (optional)

Place Recorders

Scratches and Substitutions

Official Results

Data Entry

Verifiers

Award Clerks

Announcer

What's New with TM 8.0

- **Team Connect Online** is a remote server based subscription product and service that supports access to your ***TEAM MANAGER*** database from the web!
  - eLesson available (**Help | eLessons | Team Connect Online**)
  - To connect go to **File | Login to Team Connect Online**. First time you will need to set up login and rights.
  - Only works with latest version of software (TM 8)
  - One person on the team should be the Team Connect Administrator
    - This person manages who has access to Team Connect Online and what database permissions each user has.
  - Team Connect Online will keep your database in sync amongst all database users over the web.
- **Team Registration Online** (TRO) allows parents to register for team online and pay fees – replaced by Swim Manager
- **<u>Removed</u> Online Meet Entry (OME)**

Meet Manager 8.0 (MM)

- Develop meet description – pool location, age and meet dates, list of events
- Generate meet events file for use in TM
- 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
- Distribute meet results files
- One database (*.MDB file) per NVSL meet

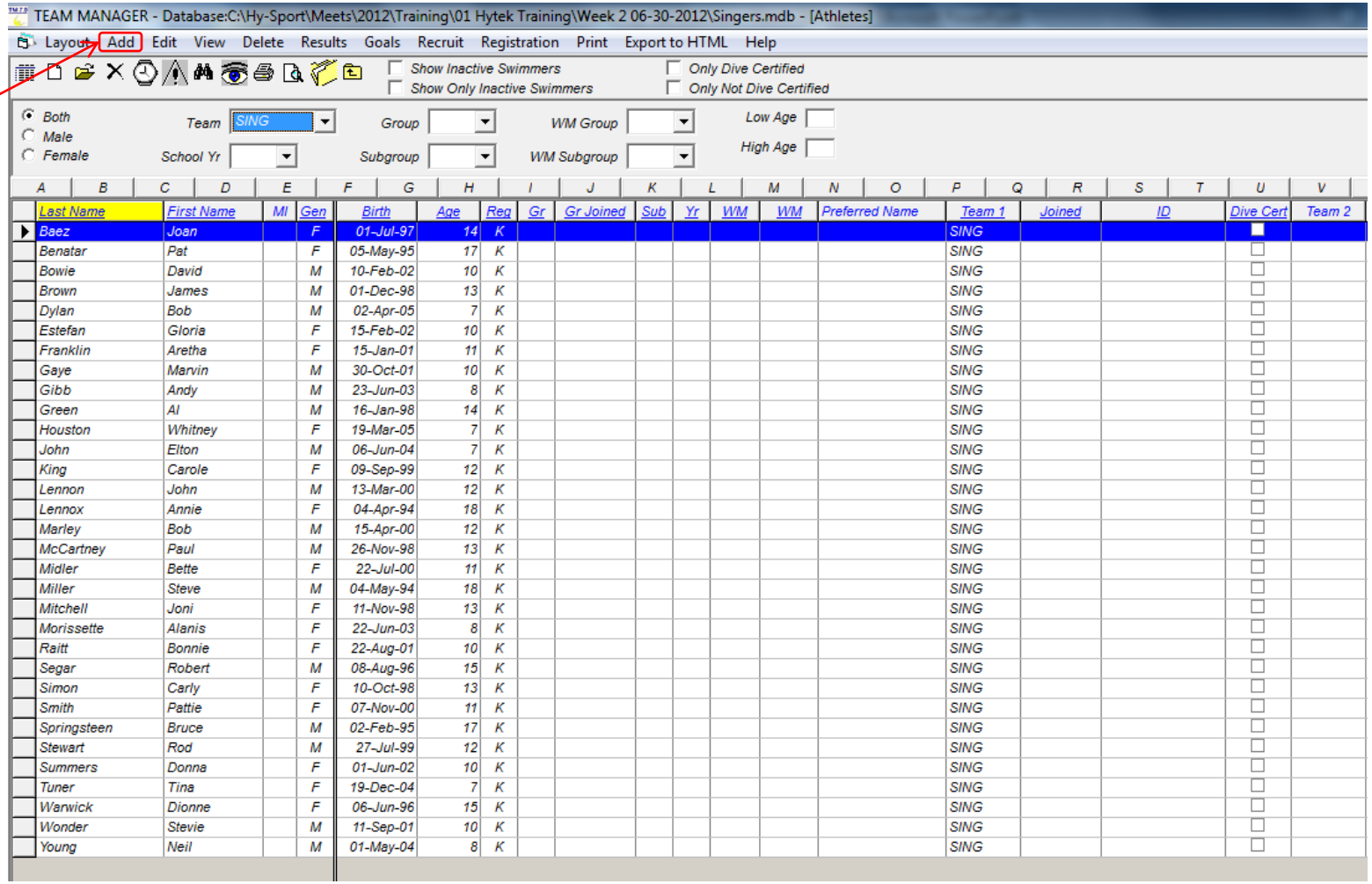
Computer Requirements

- Operating system
  - Windows XP/Vista/Windows 7/8/10/11
  - Macintosh computer using hardware or software emulation
- Hardware
  - Minimum: Any new computer
  - Recommended: Any new computer
  - Laptop strongly recommended for meets
- Up to date anti-virus protection
- USB Flash drive for data exchange – 512MB or larger
- Windows supported printer – Laser recommended
- USB Keypad (optional)

Add/Modify Athletes in TM

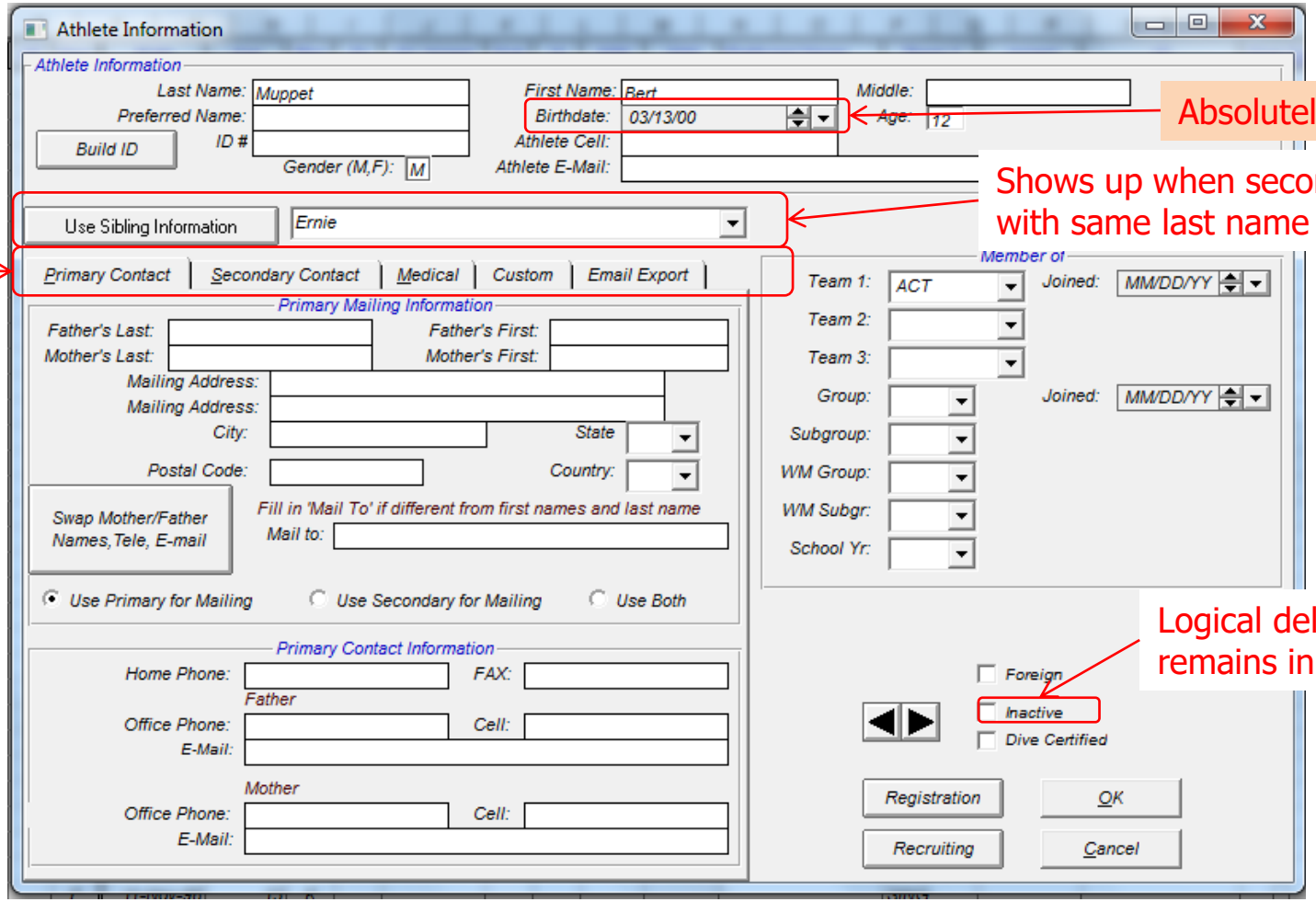
- Click Athletes from the TM main menu

Add new Athletes



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				
Benatar	Pat		F	05-May-95	17	K								SING				
Bowie	David		M	10-Feb-02	10	K								SING				
Brown	James		M	01-Dec-98	13	K								SING				
Dylan	Bob		M	02-Apr-05	7	K								SING				
Estefan	Gloria		F	15-Feb-02	10	K								SING				
Franklin	Aretha		F	15-Jan-01	11	K								SING				
Gaye	Marvin		M	30-Oct-01	10	K								SING				
Gibb	Andy		M	23-Jun-03	8	K								SING				
Green	Al		M	16-Jan-98	14	K								SING				
Houston	Whitney		F	19-Mar-05	7	K								SING				
John	Elton		M	06-Jun-04	7	K								SING				
King	Carole		F	09-Sep-99	12	K								SING				
Lennon	John		M	13-Mar-00	12	K								SING				
Lennox	Annie		F	04-Apr-94	18	K								SING				
Marley	Bob		M	15-Apr-00	12	K								SING				
McCartney	Paul		M	26-Nov-98	13	K								SING				
Midler	Bette		F	22-Jul-00	11	K								SING				
Miller	Steve		M	04-May-94	18	K								SING				
Mitchell	Joni		F	11-Nov-98	13	K								SING				
Morissette	Alanis		F	22-Jun-03	8	K								SING				
Raitt	Bonnie		F	22-Aug-01	10	K								SING				
Segar	Robert		M	08-Aug-96	15	K								SING				
Simon	Carly		F	10-Oct-98	13	K								SING				
Smith	Pattie		F	07-Nov-00	11	K								SING				
Springsteen	Bruce		M	02-Feb-95	17	K								SING				
Stewart	Rod		M	27-Jul-99	12	K								SING				
Summers	Donna		F	01-Jun-02	10	K								SING				
Tuner	Tina		F	19-Dec-04	7	K								SING				
Warwick	Dionne		F	06-Jun-96	15	K								SING				
Wonder	Stevie		M	11-Sep-01	10	K								SING				
Young	Neil		M	01-May-04	8	K								SING				

Add/Modify Athletes

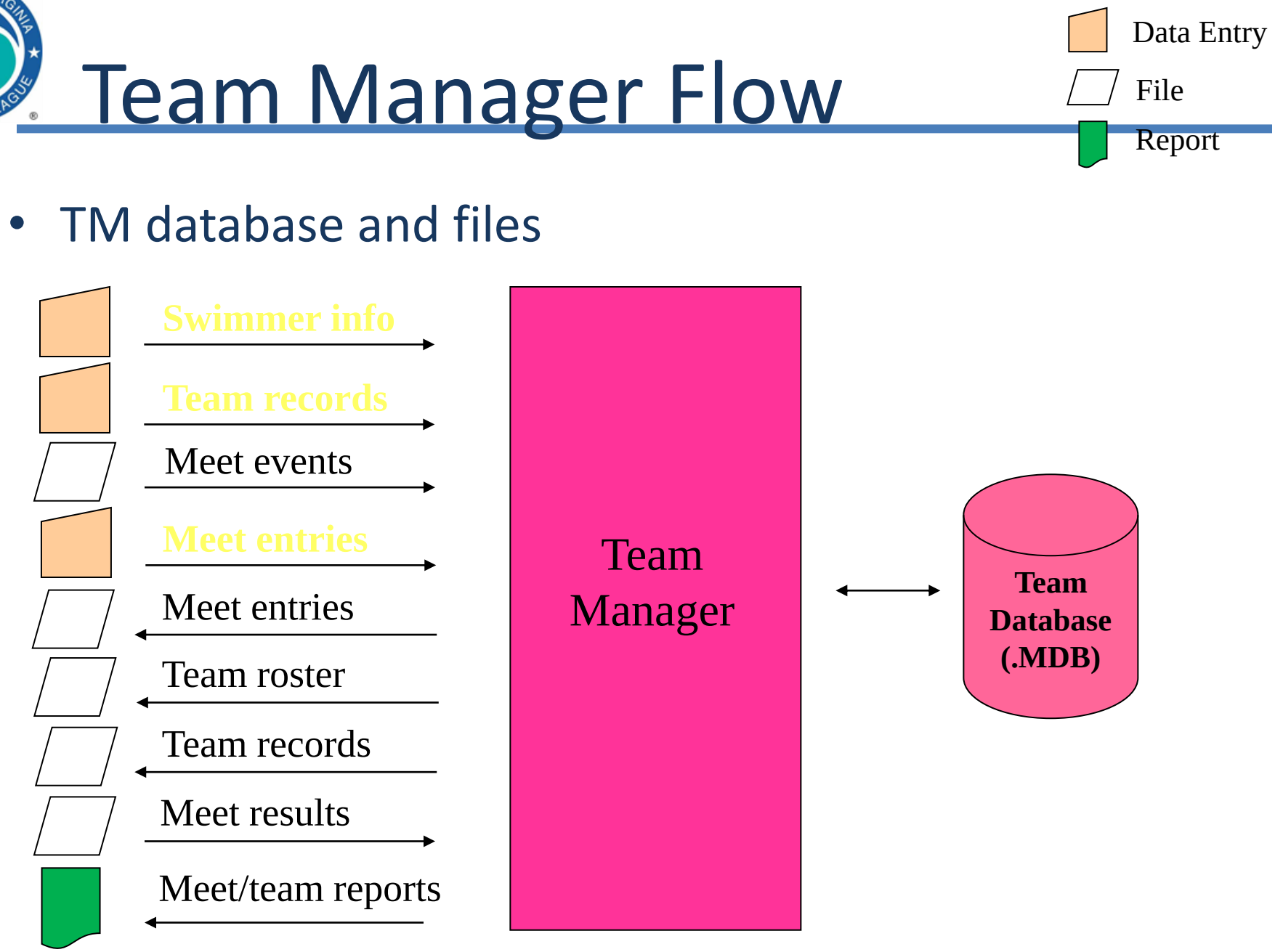


- Be sure to enter birthdates for all swimmers
- Can make all your swimmers inactive and then activate them as they register for the new season

High-level Data Flow

- The next slide shows you how data flows in the Hy-Tek software systems
- Notional dates a task will be performed precede the step, e.g.:
  - [Wed] = done on Wednesday
  - [1/Season] = done one time per season
  - [1/Meet] = done one time per meet
- Steps for an NVSL A-meet are shown (swimmer selections on Wed p.m., team rep data exchange on Thu p.m.)
- The same data flow will work for NVSL division relays, divisionals, all-star relays, individual all-stars and “B-Meets” using Meet Manager

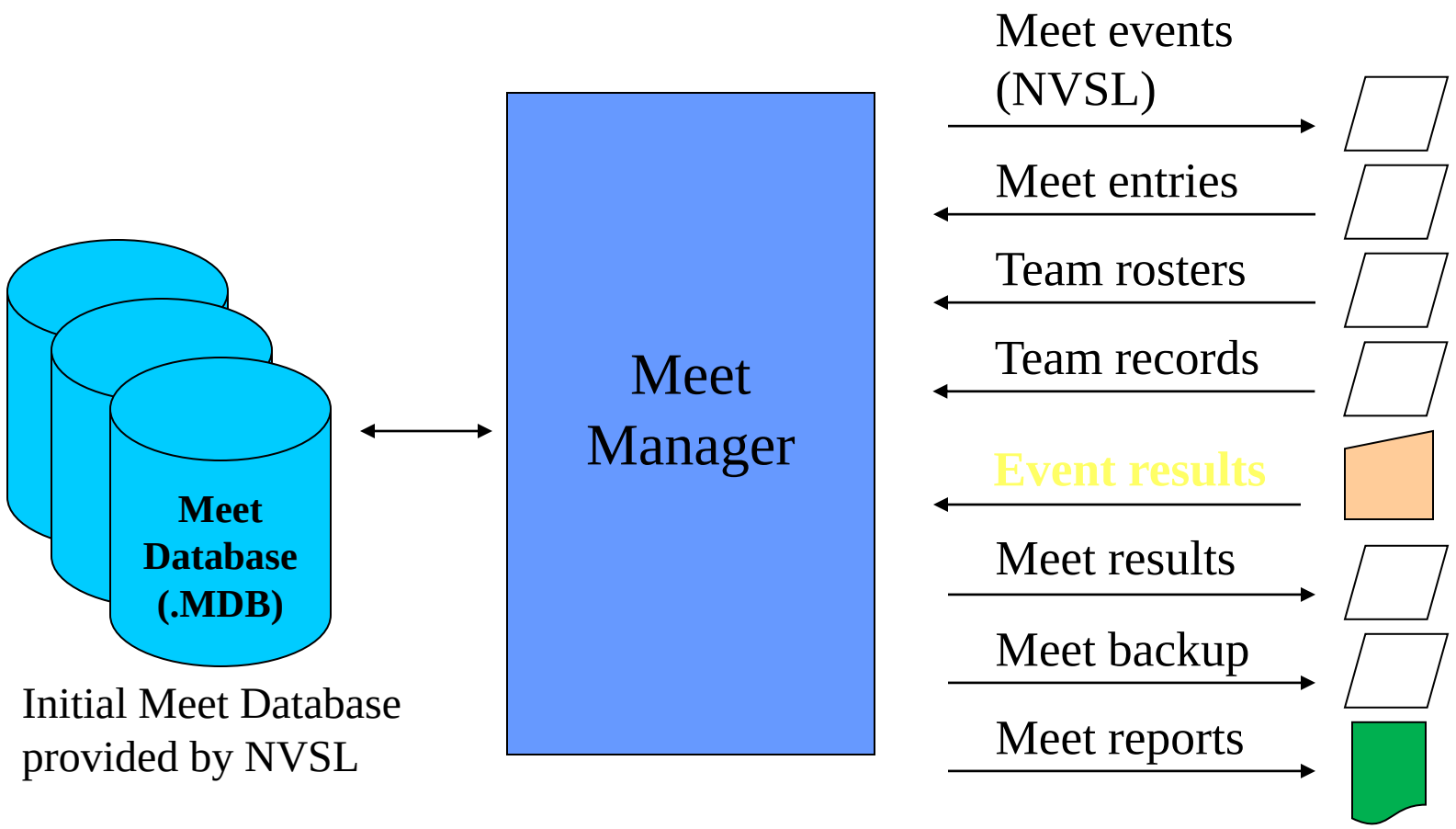
Team Manager Flow



- TM database and files

Meet Manager Flow (Host Team)

- MM databases and files



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"

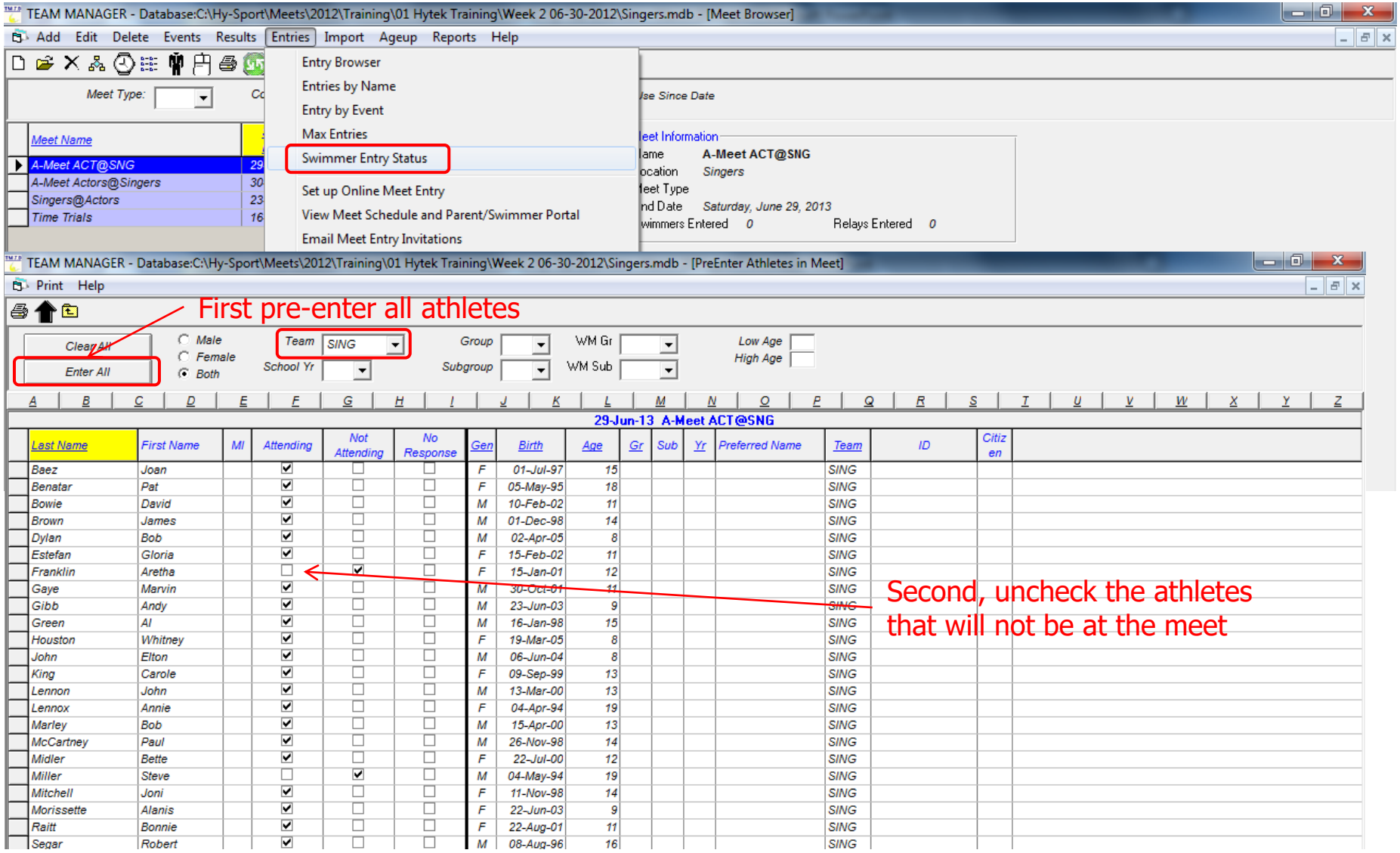
Entering Athletes in Meet

- On the Meets screen, highlight the meet for which you wish to create entries
- Entries | Swimmer Entry Status
  - 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.

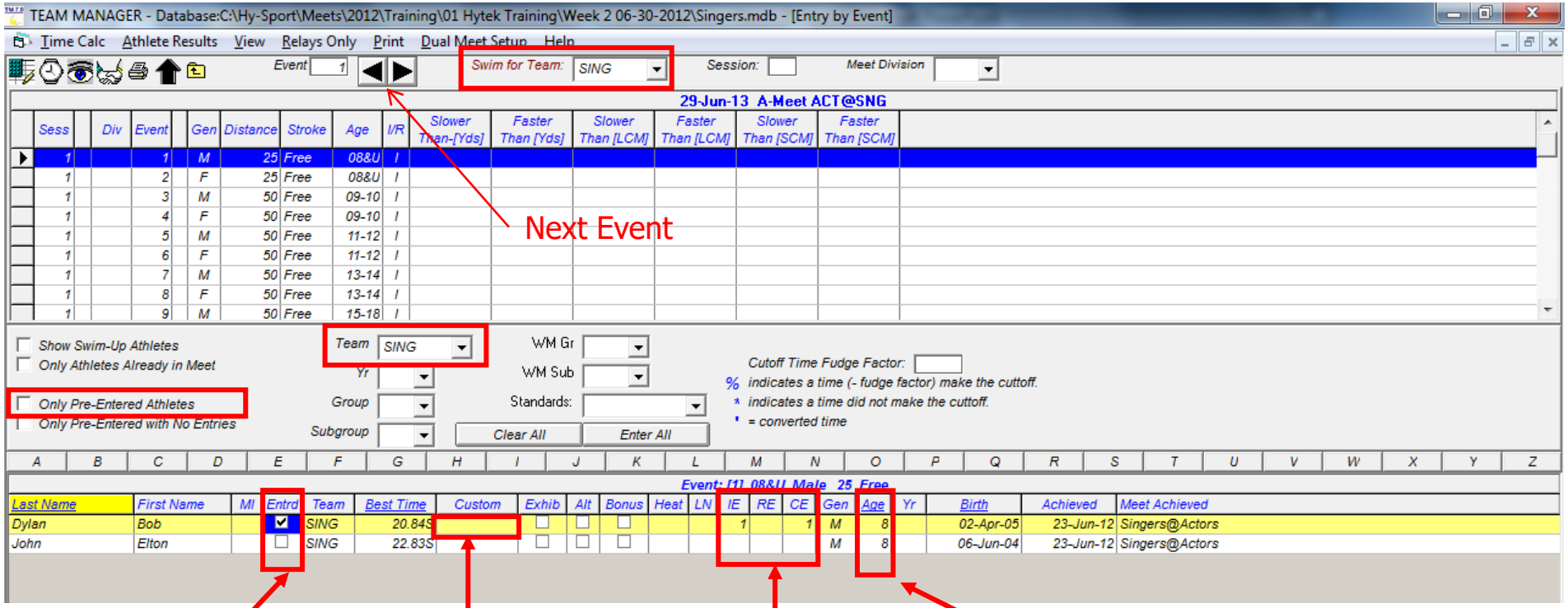
Entering Athletes in Meet, cont.

- 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

Pre-Entering Athletes in a Meet



Entries by Event, Individual Events



Click check box to select entries

Enter Custom Times to control lane assignment

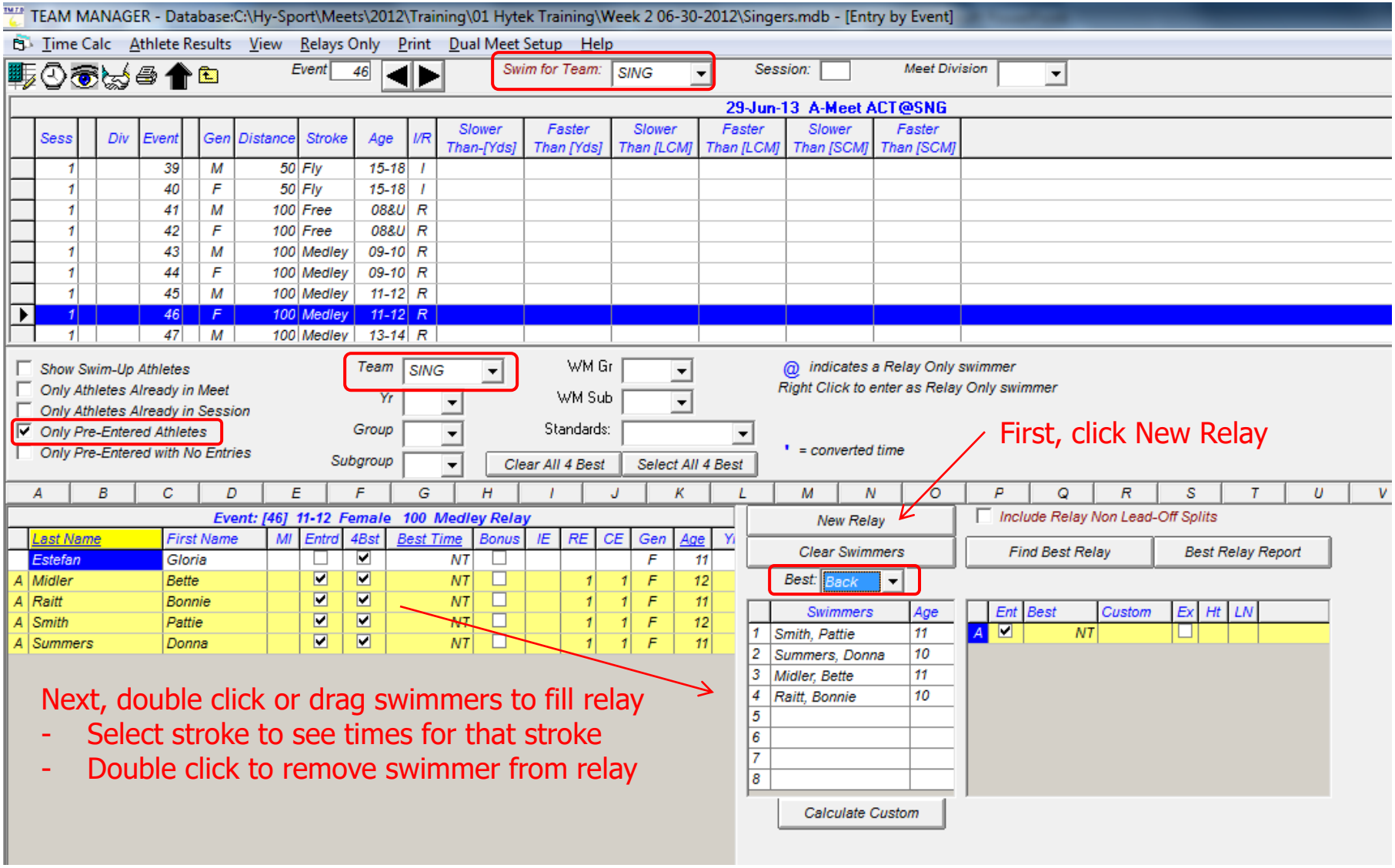
Track entries
IE – individual entries
RE – relay entries
CE – cumulative entries

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

Entries by Event, Relay Events



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

 # 40 Girls 15-18 50 Fly
McIntyre, Maria (18) 31.48S
Fielding, Rebecca (15) 33.96S
Ream, Brooke (15) 34.99S

 # 41 Boys 8 & Under 100 Medley Relay A FF 1:41.22S
1 Waldschmidt, Constantin (8)
2 Chapman, Bradley (8)
3 Turner, Justin (8)
4 Blackmon, Solomon (7)

 # 42 Girls 8 & Under 100 Medley Relay A FF 1:36.69S
1 Rosenblum, Lindsay (8)
2 Bracaglia, Jill (8)
3 Luttges, Amy (8)
2 Bracaglia, Katie (14)
3 McGrath, Caroline (14)
4 Young, Lisa (13)

 # 49 Boys 15-18 200 Medley Relay A FF 2:06.29S
1 Fay, Stephen (16)
2 Fay, Chris (18)
3 Vestermark, Christian (15)
4 Shebat, Mike (15)

 # 50 Girls 15-18 200 Medley Relay A FF 2:16.48S
1 Bracaglia, Laurie (16)
2 Ream, Brooke (15)
3 Fielding, Rebecca (15)
4 McIntyre, Maria (18)

Entries by Swimmer

Looking for

- No more than 2 Individual events and no more than 2 Relay events (Age group and mixed age)

Licensed To: Frankl Farm Froggers

Frank

Individual Meet Entries Report

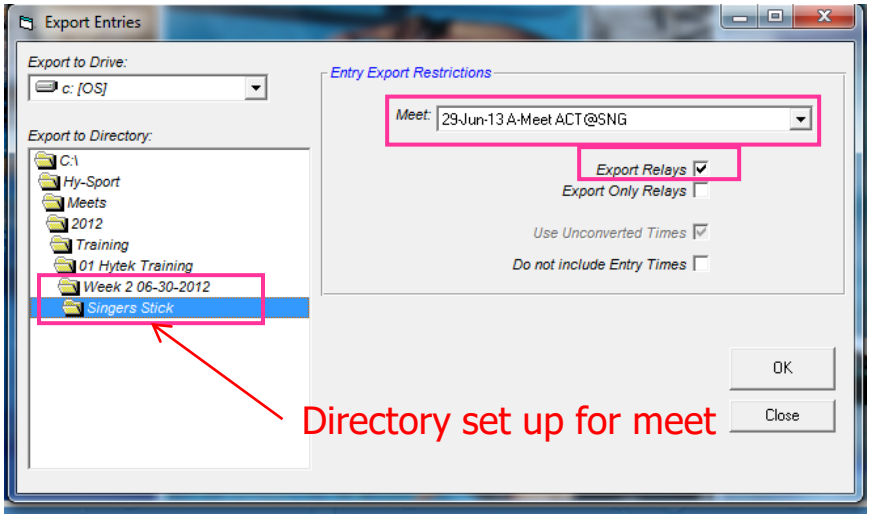
A-Meet ABF@FF 21-Jul-07 [Ageup: 6/15/2007] SC Meters

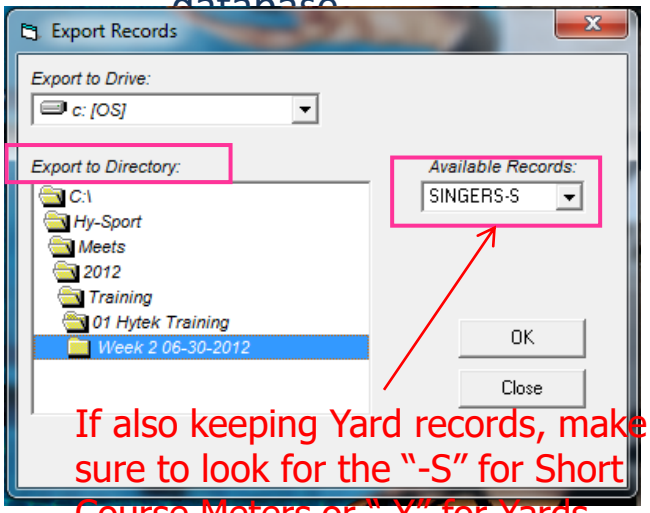
BOYS

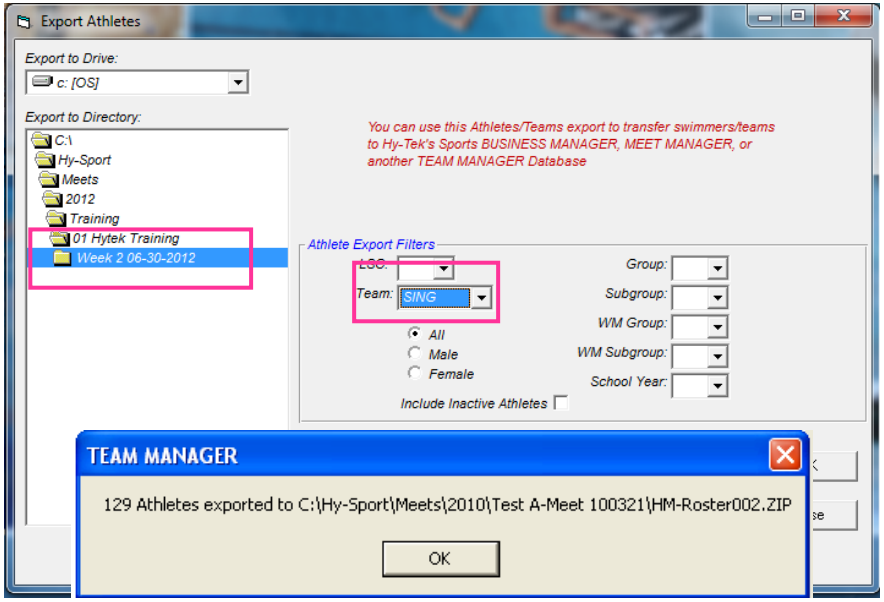
Barrett, Connor (14)		
# 7	Boys 13-14 50 Free	31.18S
# 17	Boys 13-14 50 Back	34.31S
# 47	Boys 13-14 200 Medley Relay A	Free
Blackmon, Solomon (7)		
# 1	Boys 8 & Under 25 Free	19.49S
# 31	Boys 8 & Under 25 Fly	28.00S
# 41	Boys 8 & Under 100 Medley Relay A	Free
Cardelli, Dylan (9)		
# 13	Boys 9-10 50 Back	46.44S
# 23	Boys 9-10 50 Breast	48.99S
# 43	Boys 9-10 100 Medley Relay A	Breast
Chapman, Bradley (8)		
# 1	Boys 8 & Under 25 Free	21.72S
# 21	Boys 8 & Under 25 Breast	27.58S
# 41	Boys 8 & Under 100 Medley Relay A	Breast
Emerick, Stephen (14)		
# 27	Boys 13-14 50 Breast	48.51S
Evans, Tommy (10)		
# 13	Boys 9-10 50 Back	44.55S
# 33	Boys 9-10 25 Fly	20.65S
# 43	Boys 9-10 100 Medley Relay A	Back
# 23	Boys 9-10 50 Breast	56.63S
Moynahan, Paddy (15)		
# 19	Boys 15-18 50 Back	34.40S
# 29	Boys 15-18 50 Breast	43.02S
Peake, Kevin (14)		
# 27	Boys 13-14 50 Breast	44.83S
Piller, Chris (12)		
# 5	Boys 11-12 50 Free	32.22S
# 25	Boys 11-12 50 Breast	41.75S
# 45	Boys 11-12 200 Medley Relay A	Breast
# 51	Boys 5-18 200 Free Relay A	1
Ransom, Eric (11)		
# 5	Boys 11-12 50 Free	38.10S
# 15	Boys 11-12 50 Back	43.45S
# 45	Boys 11-12 200 Medley Relay A	Free
Ransom, Nick (13)		
# 17	Boys 13-14 50 Back	35.17S
# 37	Boys 13-14 50 Fly	34.96S
# 47	Boys 13-14 200 Medley Relay A	Fly
Shebat, John (10)		
# 3	Boys 9-10 50 Free	31.59S
# 13	Boys 9-10 50 Back	35.46S

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

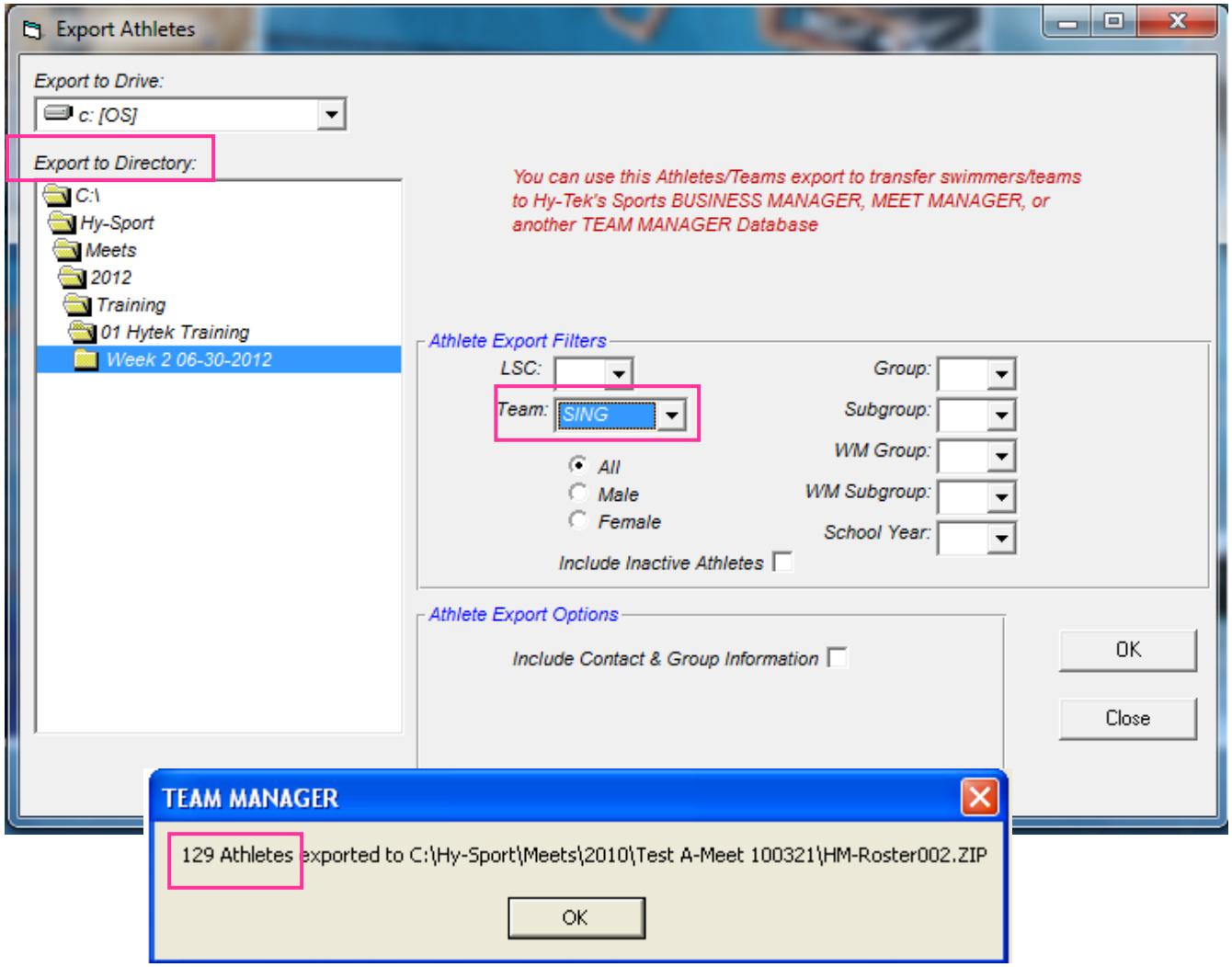






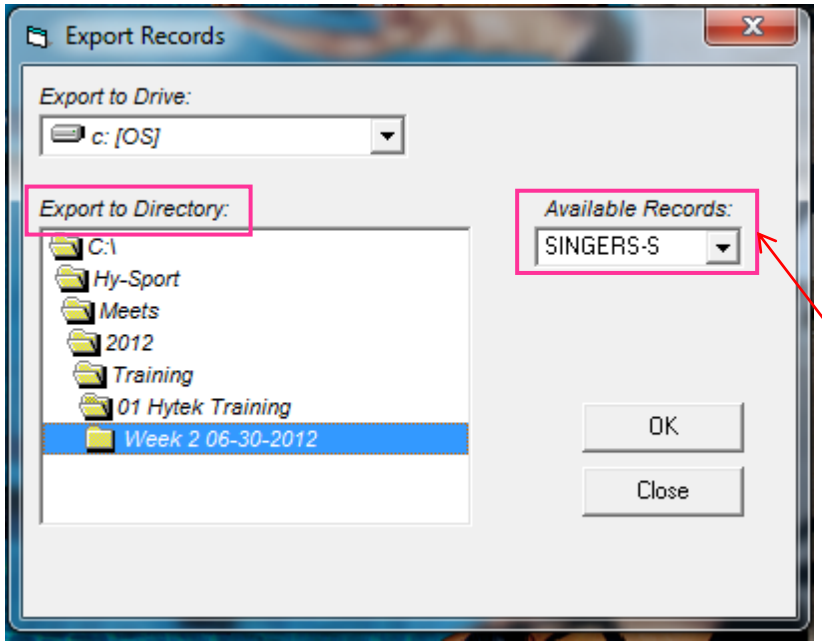
Export Team Roster from TM

- 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

MM Import Entries and Rosters

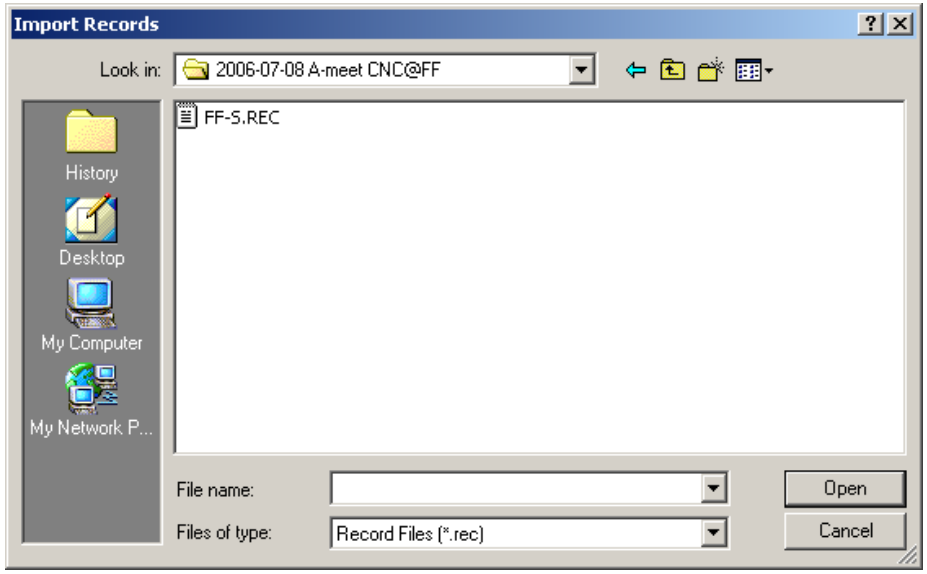
- File | Import | Entries
  - Import the entries for both teams (any order)
  - Run Reports | Exceptions Report
    - Highlight Session 1
    - Click Exceed Maximum Entries per Athlete, set limits to 4/2/2
      - Create Report
    - Click Exceed Maximum Entries per Team per Event, set limit to 3
      - 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

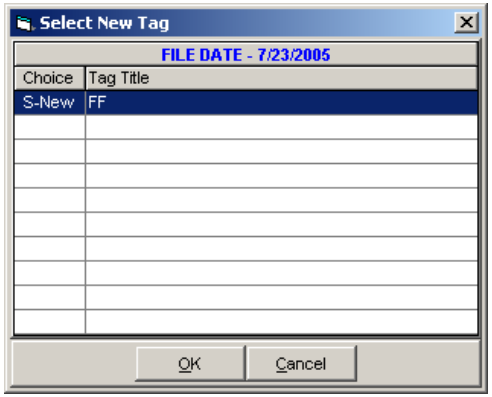
Import Records into MM, cont.

- 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

Import Records into MM

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

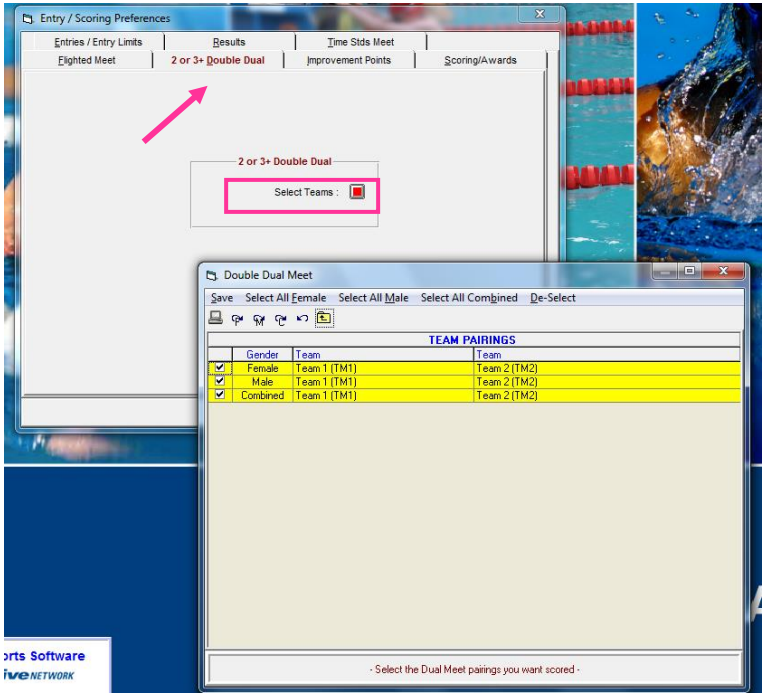




- *Select each team's "record set", and use the edit dialog to set*
- *Identifying flag used on reports, and*
- *Team to which records apply*

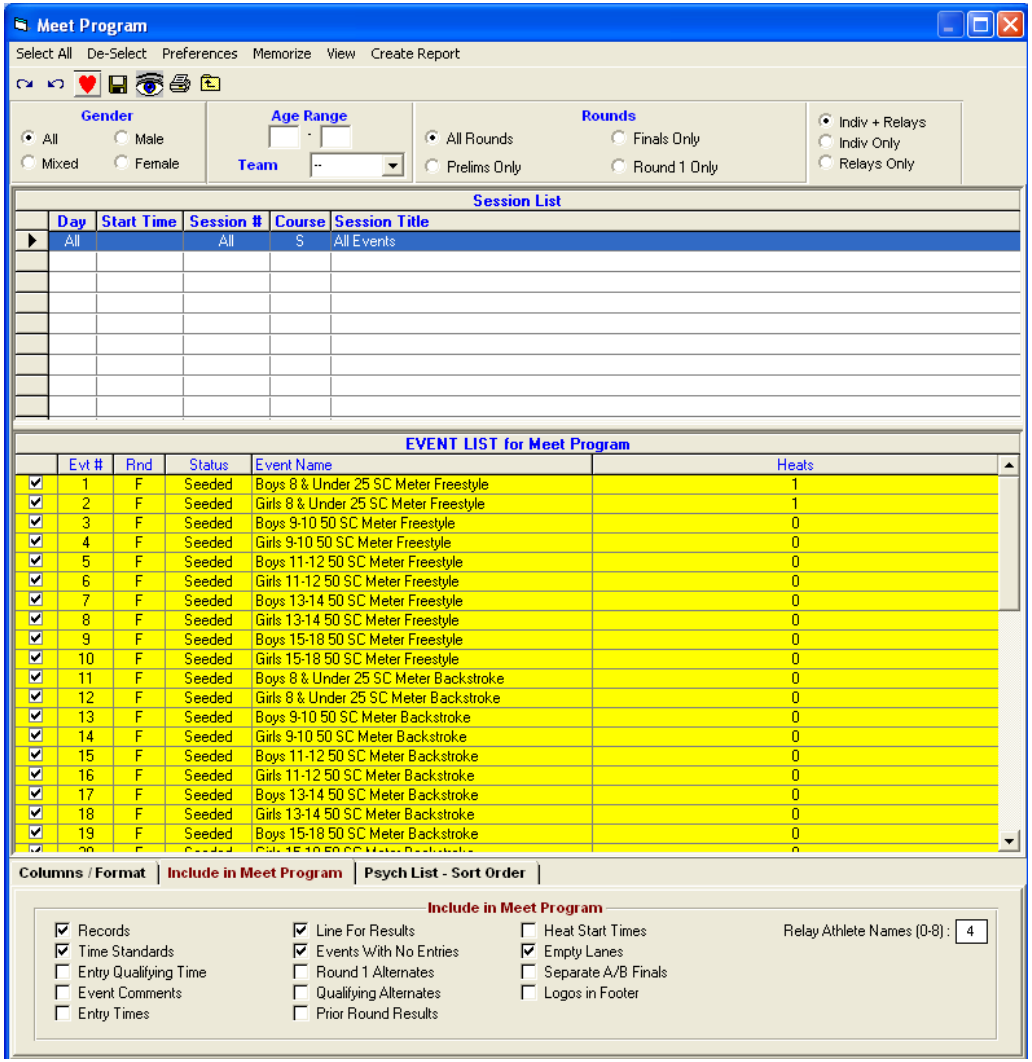
Verify Scoring Preferences

- 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



Print the Meet Program

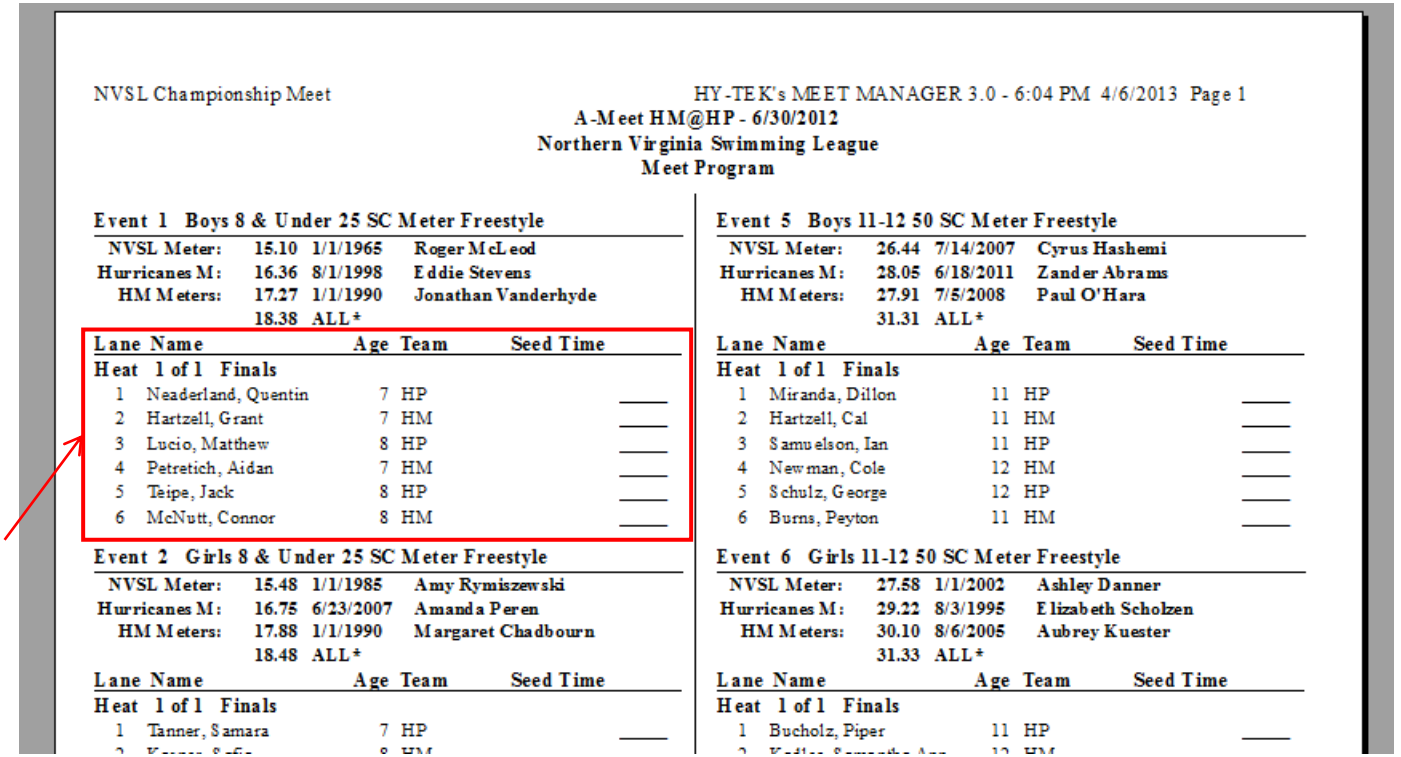
- Reports | Memorized Reports => 2 Column meet sheet for distribution => Run Report
  - Highlight All in the session list, select all of the seeded events, then click Create Report
  - Review with other team, make corrections if necessary
  - Print plenty of copies (Referee, Starter, Stroke & Turn Judges,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



A-Meet Program

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



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
Heat 1 of 1 Finals				
1	Neaderland, Quentin	7	HP	
2	Hartzell, Grant	7	HM	
3	Lucio, Matthew	8	HP	
4	Petretich, Aidan	7	HM	
5	Teipe, 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
Heat 1 of 1 Finals				
1	Tanner, Samara	7	HP	

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
Heat 1 of 1 Finals				
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

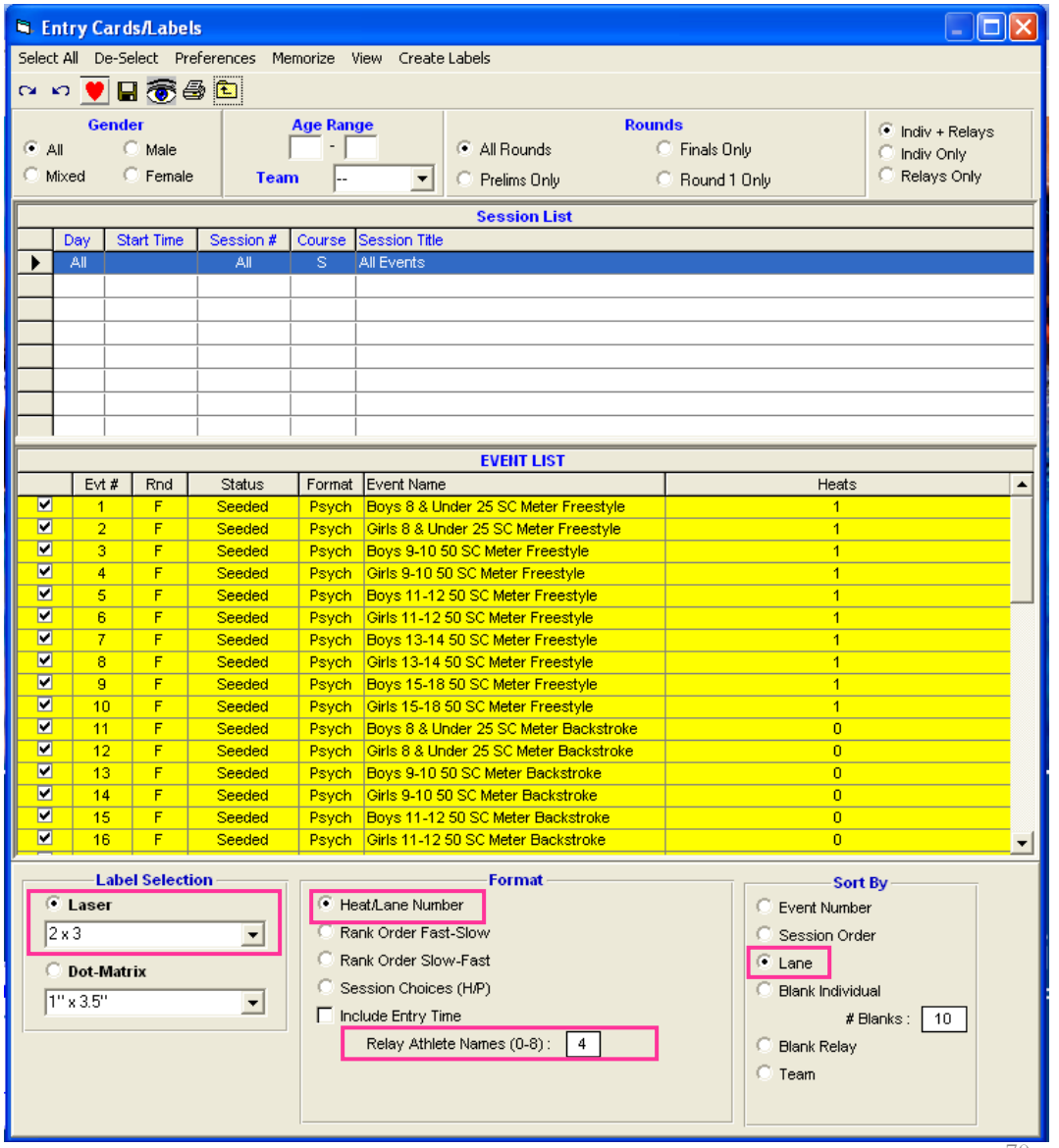
NVSL Meter:	27.58	1/1/2002	Ashley Danner
Hurricanes M:	29.22	8/3/1995	Elizabeth Scholzen
HM Meters:	30.10	8/6/2005	Aubrey Kuester
	31.33	ALL*	

Lane	Name	Age	Team	Seed Time
Heat 1 of 1 Finals				
1	Bucholz, Piper	11	HP	

- 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



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 __:__.__

Run an A-Meet in MM, cont.

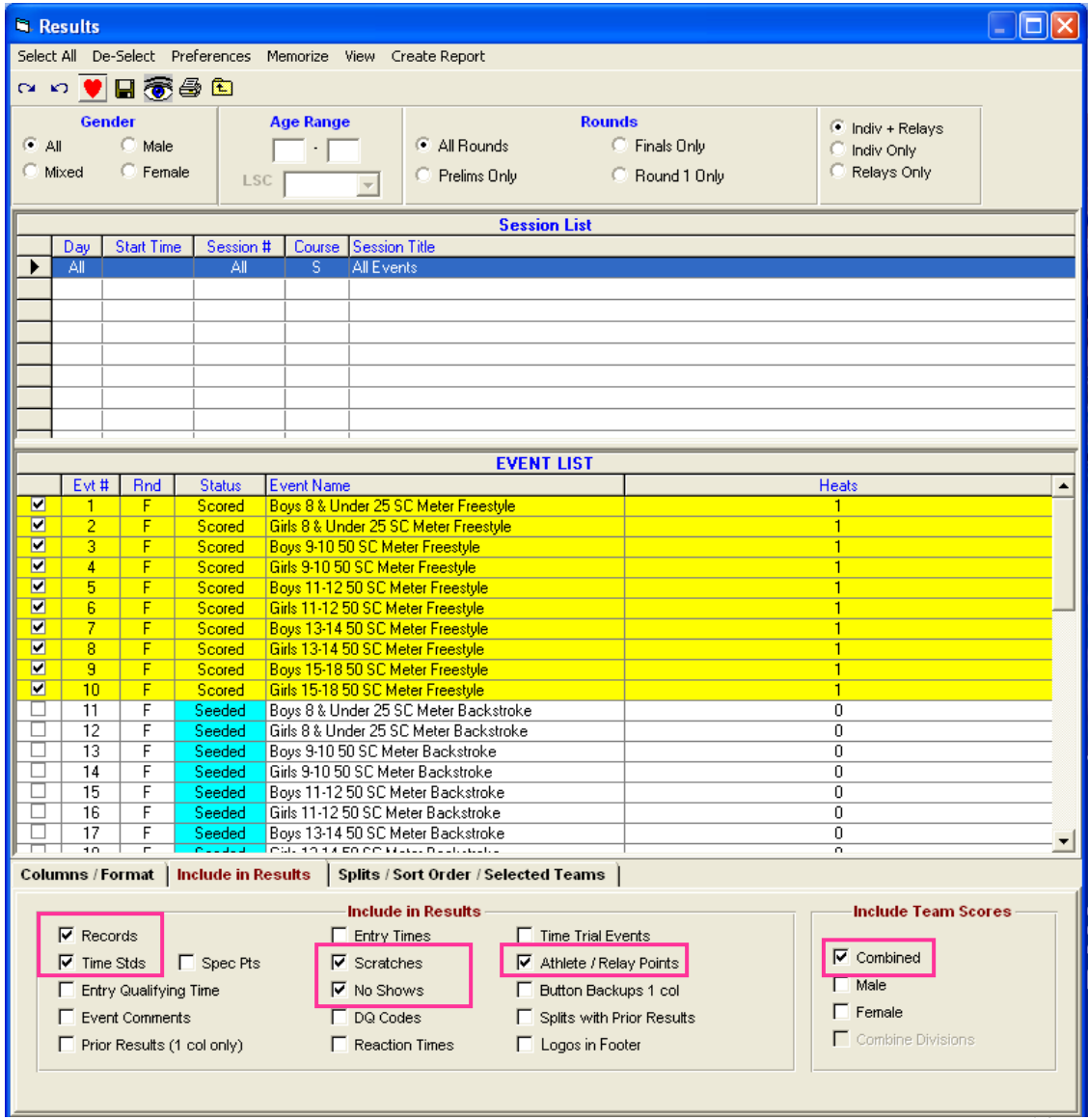
- Run, continued
  - Use Adjust : F8 to change swimmers. If the swimmer is not in the meet, you will need to create the swimmer via Athletes. If you make up a birthday or use a nickname, you will have to reconcile this later in TM.
  - In the Adjust : F8 window, double-click a swimmer to remove her from 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

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



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

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: 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: 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: 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: 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: 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: 3 Time: 49.37
#3 Boys 9-10 50 SC Meter Freestyle
Waitt, Edgar 10
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: 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: 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: 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: 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

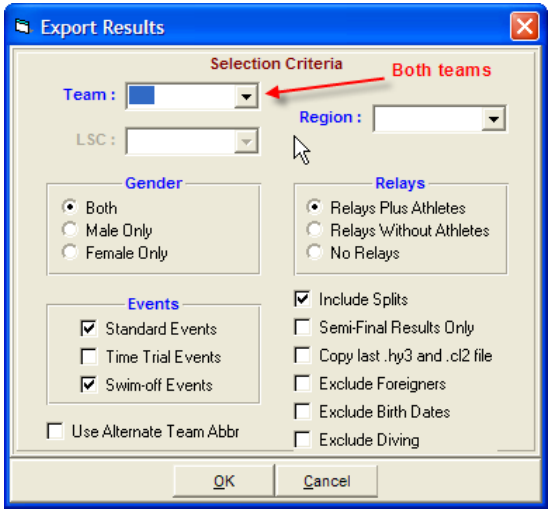
Place: 4 Time: 38.59
#5 Boys 11-12 50 SC Meter Freestyle
Costigan, Peter 11
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

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: 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 1st 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



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

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
Barrett, Connor (14) 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
Blackmon, Solomon (7) 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
Bracaglia, Jill (8) G					
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
Bracaglia, Katie (14) G					
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
Bracaglia, Laurie (16) G					
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 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		
Girls 8 & Under 25 Free							
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
Girls 8 & Under 25 Back							
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

Navigating NVSL Website

- New 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