HY-TEK Software Overview
Introduction to NVSL Technology

2025

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Outline

➡ Introduction

- Resources

- Software overview

- Getting started

- Process overview

- Tips & tricks

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Navigating the NVSL Website

- 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

Computer Resources

- *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

Navigating the NVSL website

Human Resources

- Past data person
- Opponent's data person
- Division Data Coordinator
- Jen Guernsey jenguernsey@gmail.com
- NVSL Technology Committee NVSLTechnology@gmail.com

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Hy-Tek Applications

One company: Hy-Tek
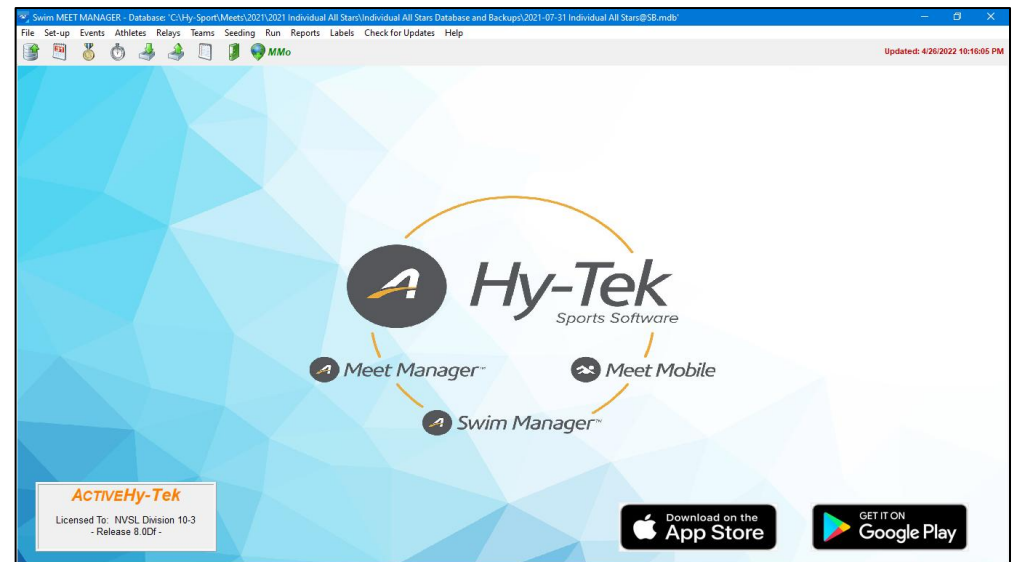
Two pieces of software:
Team Manager and Meet Manager

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
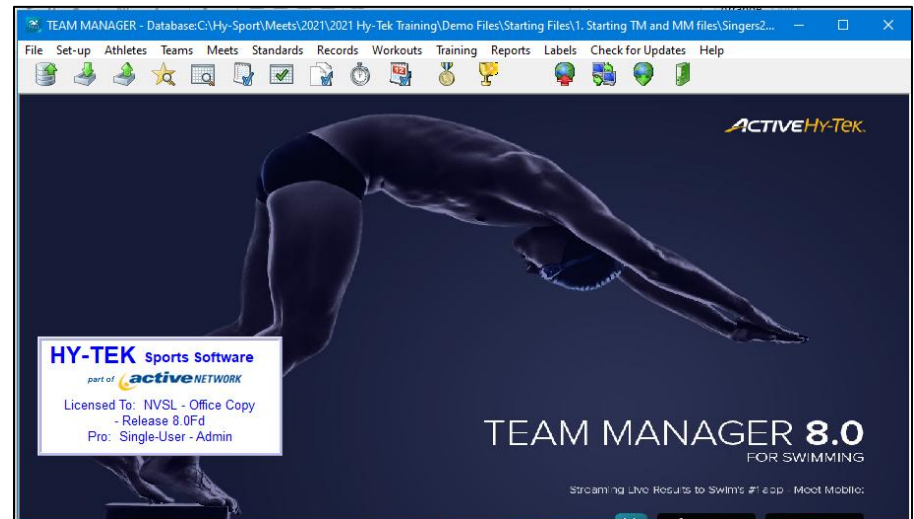
Meet Manager 8.0 (MM)

- 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

TM
Host Team
Entries
Roster
Records

TM
Away Team
Entries
Roster
Records

MM
Both Teams
Run meet ->
Results
Awards

TM
Host Team
Times
Records

TM
Away Team
Times
Records
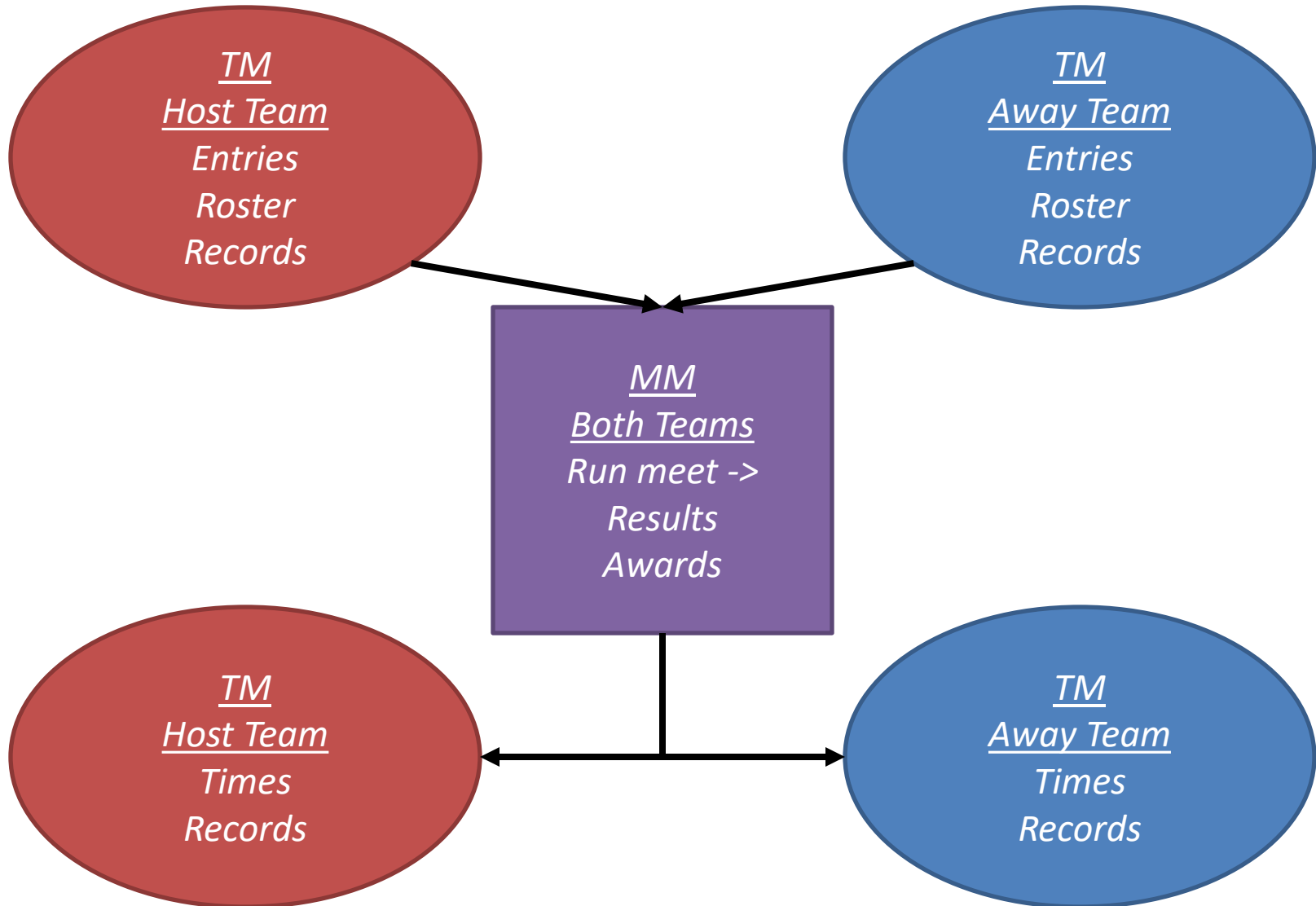
High-level Data Flow

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*
Entry List

Export roster and records

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

- Need both TM 8.0 and MM 8.0 on PC laptop
- Contact Michelle Hale at NVSLTechnology@gmail.com if you need to install TM &/or MM on a new laptop
- Installation instructions on website in Documents at Hy-Tek (A-Meets)/Procedures/Software Installation

Software Quirks

- 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
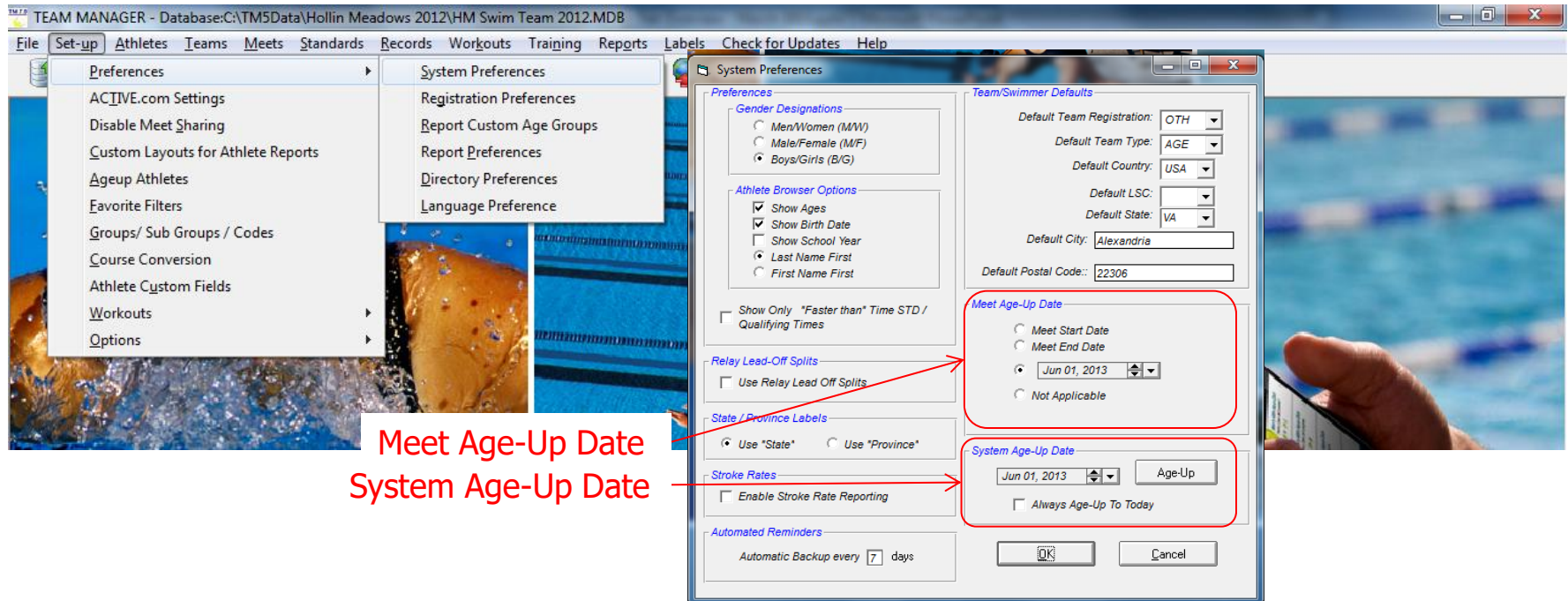
Add/Modify Athletes in TM

- Click Athletes from the TM main menu

Add new Athletes

Add/Modify Athletes in TM

- 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

- 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

- 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\2025\meet name
    - Example meet name: 2025-06-23 A-Meet DH@DT
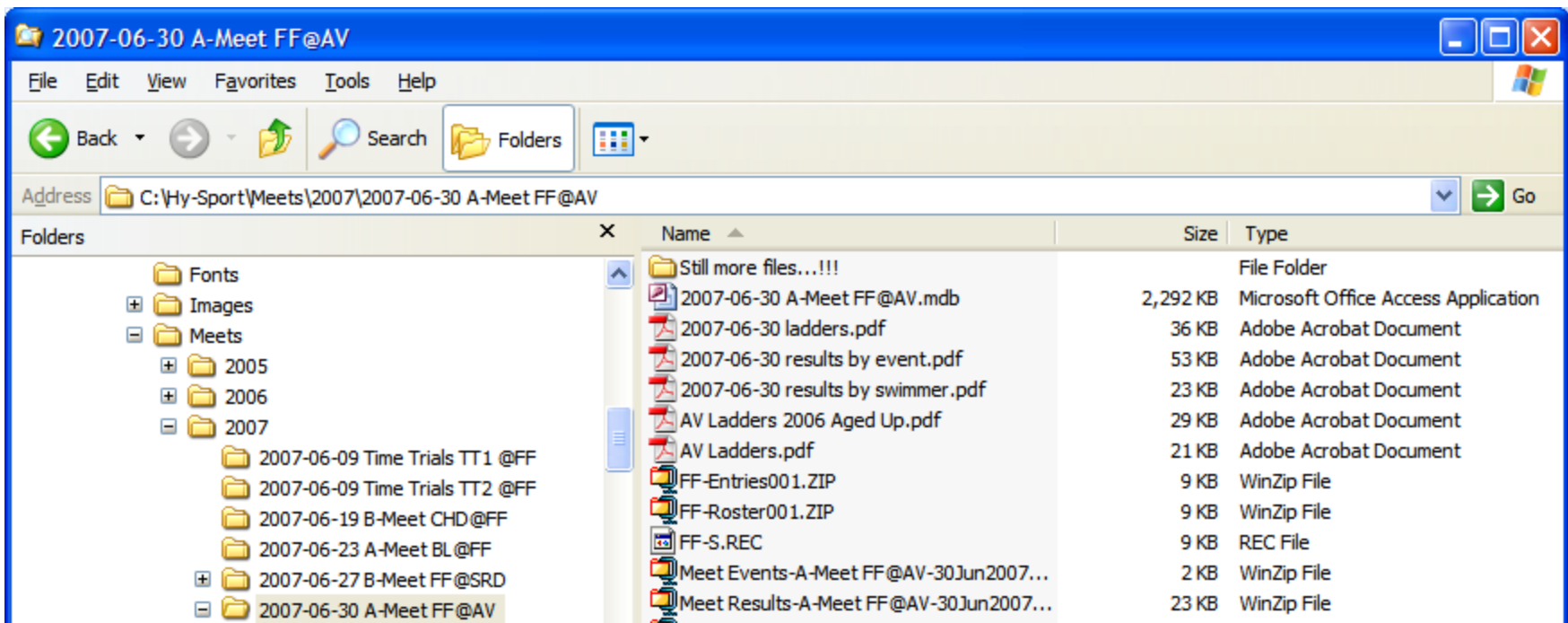
Naming Conventions

- 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)
  - 2025-06-14 NVSL A-Meet HV@FMW.mdb
- NVSL meet events file (filename)
  - Meet Events-NVSL A-Meet HV@FMW-14Jun2025-001.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

- A <u>meet</u> consists of a collection of <u>events</u> (e.g. Boys 8&Under 25 Meter Freestyle) which may be grouped into <u>sessions</u>
- A <u>session</u> is a group of <u>events</u>, 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 <u>event</u> is swum with one or more <u>heats</u>
  - 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
- Documents tab
- Hy-Tek (A-Meets) / 2025 / Week 1: June 14 / METERS or YARDS folder
- 2 files: Meet Events for TM and Meet Backup (Swmm8Bkup) for MM
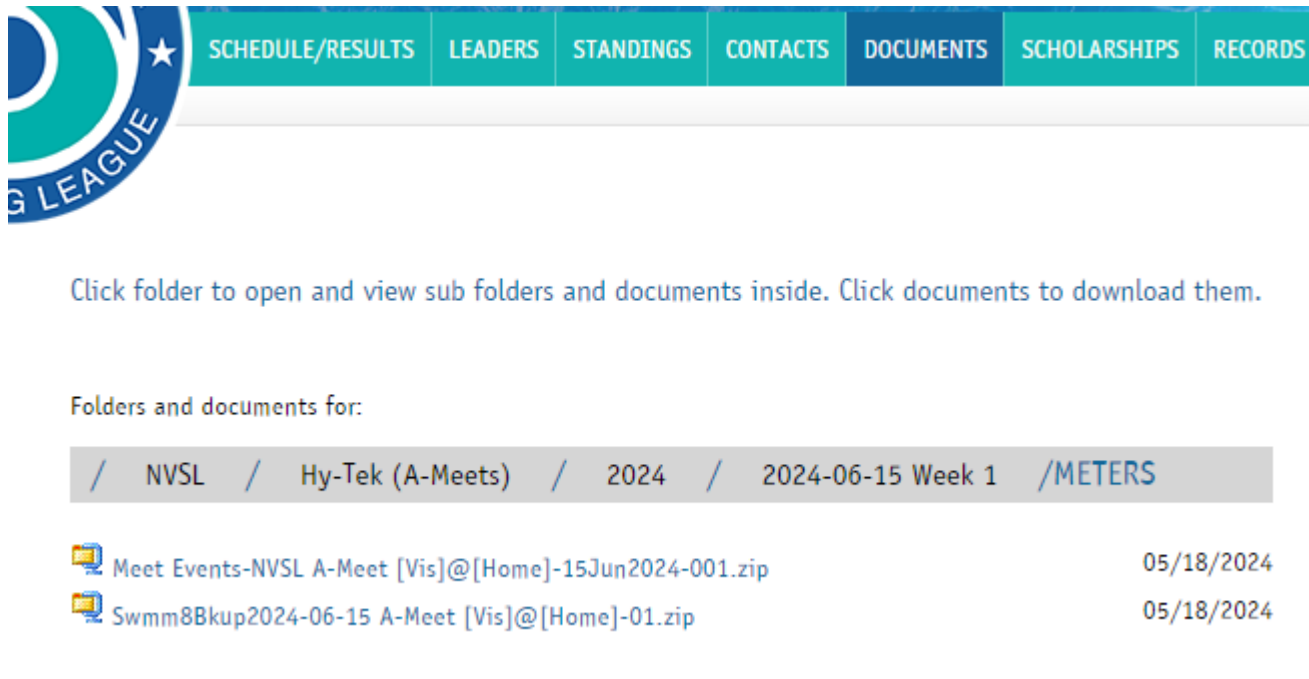
Save files to the folder setup for the meet
        (C: > Hy-Sport > Meets > [Year] > [Meet])
- Visiting Team only needs the Meet Events file
- Host Team needs both the Meet Events and Meet Backup file

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

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 (if you chose to pre-enter)
  - 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 nevertheless be created, requiring a correction on your part.

Pre-Entering Athletes in a Meet

Entries by Event, Individual Events

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

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

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

Entries by Name

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Frank[...]

Individual Meet Entries Report

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

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

BOYS

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

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
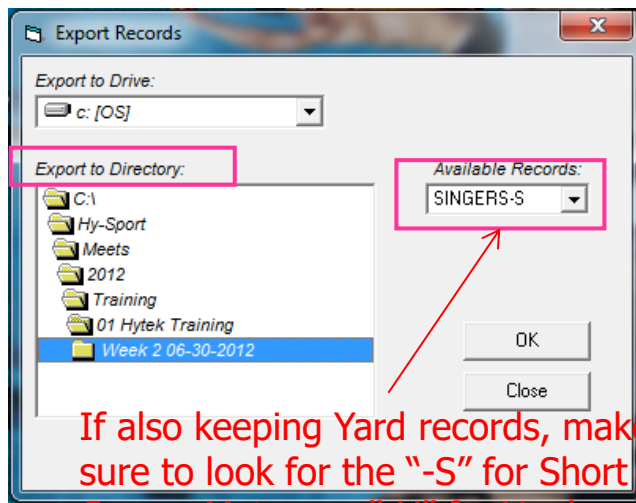
Directory set up for meet

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
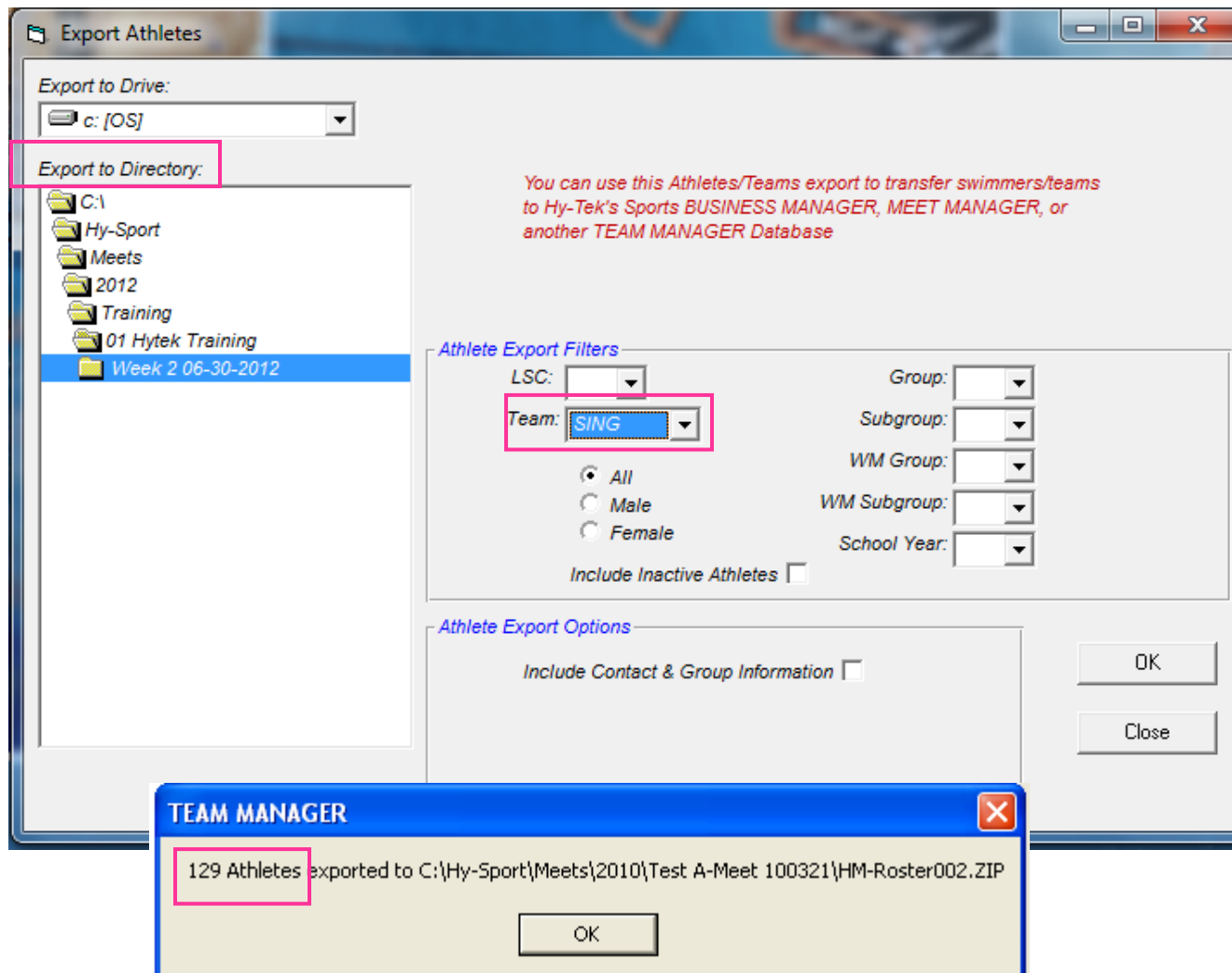
Export Team Records from TM

- Records | Export Records
  - For a given "record set", this function creates a .REC file which can be imported into a MM meet database
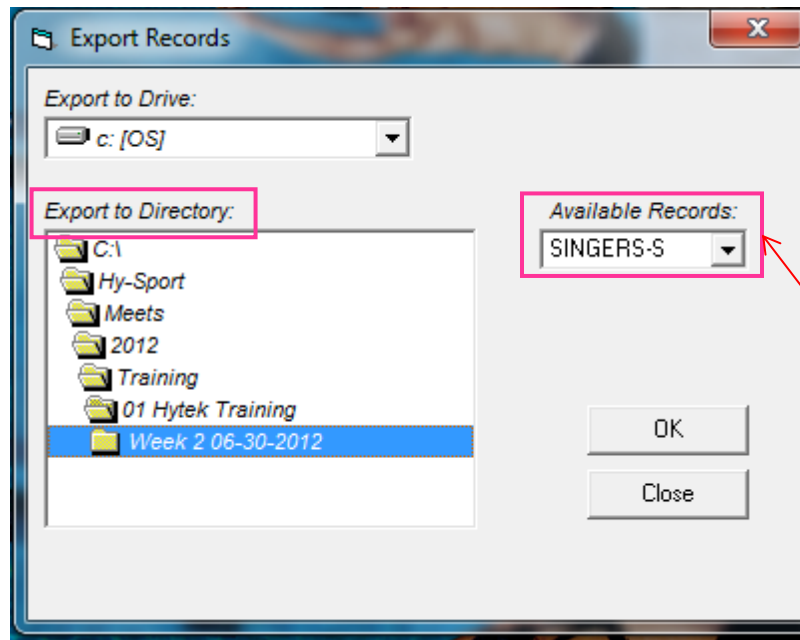
If also keeping Yard records, make sure to look for the "-S" for Short Course Meters or "-Y" for Yards

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

Draft meet cover sheet (in Word)

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

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 the 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 set:
  - Identifying flags
  - Teams to which records apply

Edit Record Tag Name

Order : 04

Tag Name : HM Swim Team

Flag : H

Record Only For : HM

Record Only For LSC :

☐ Allow Exhibition athletes / relays to set records

☐ Allow Foreigners to set records

OK   Cancel

Import Records into MM

- File | Import | Records | Import
  - Import records for both teams
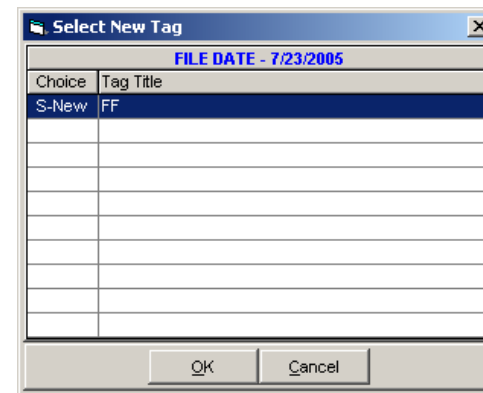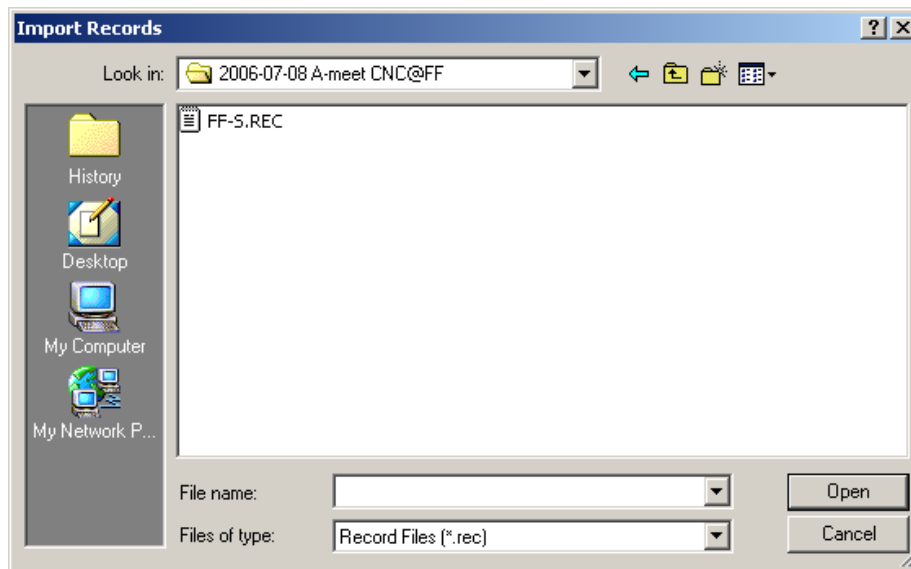
- *Select each team's "record set", and use the edit dialog to set*
  - *Identifying flag used on reports, and*
  - *Team to which records apply*

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

Seed A-Meet Events in MM

Create 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
  - Entry times vs no times
  - 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	____
2	Kenen, Sofie	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
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	____
2	Kotler, Samantha Ann	12	HM	

- ## 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 ___:___.___

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
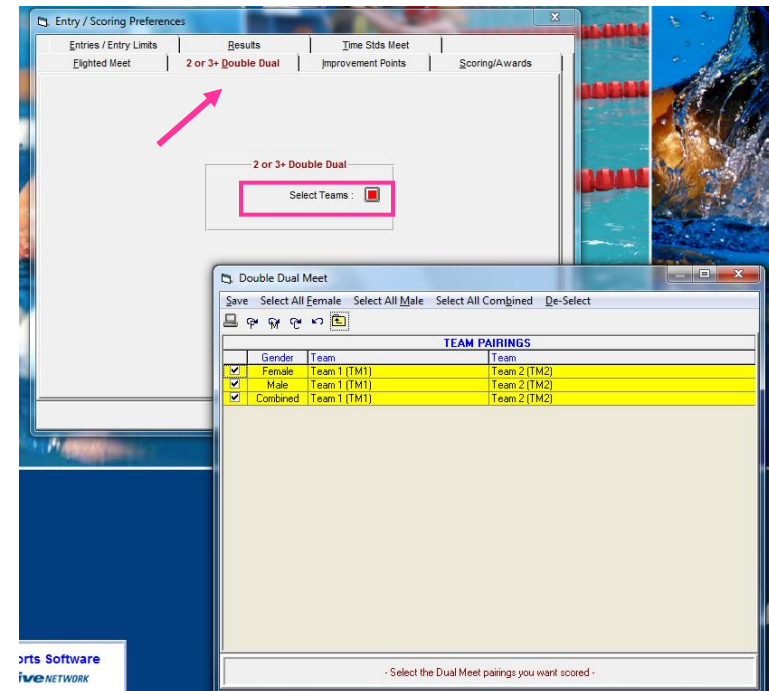
Running the Meet

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, scratch sheets

Backup database, send to DDC

Export meet results for *Team Manager*

Time Card and Data Flow at Meet

Stopwatches

Time Cards

Timers

Chief Timer

② **Runner (optional)**

DQ Slips

Place Recorders

Scratches and Substitutions

① ③

Time Cards

Data Entry

④ Printed Results

Verifiers

⑥

⑤ ⑦

Award Labels

Award Clerks

Meet Mobile

Cloud

Official Results

Announcer
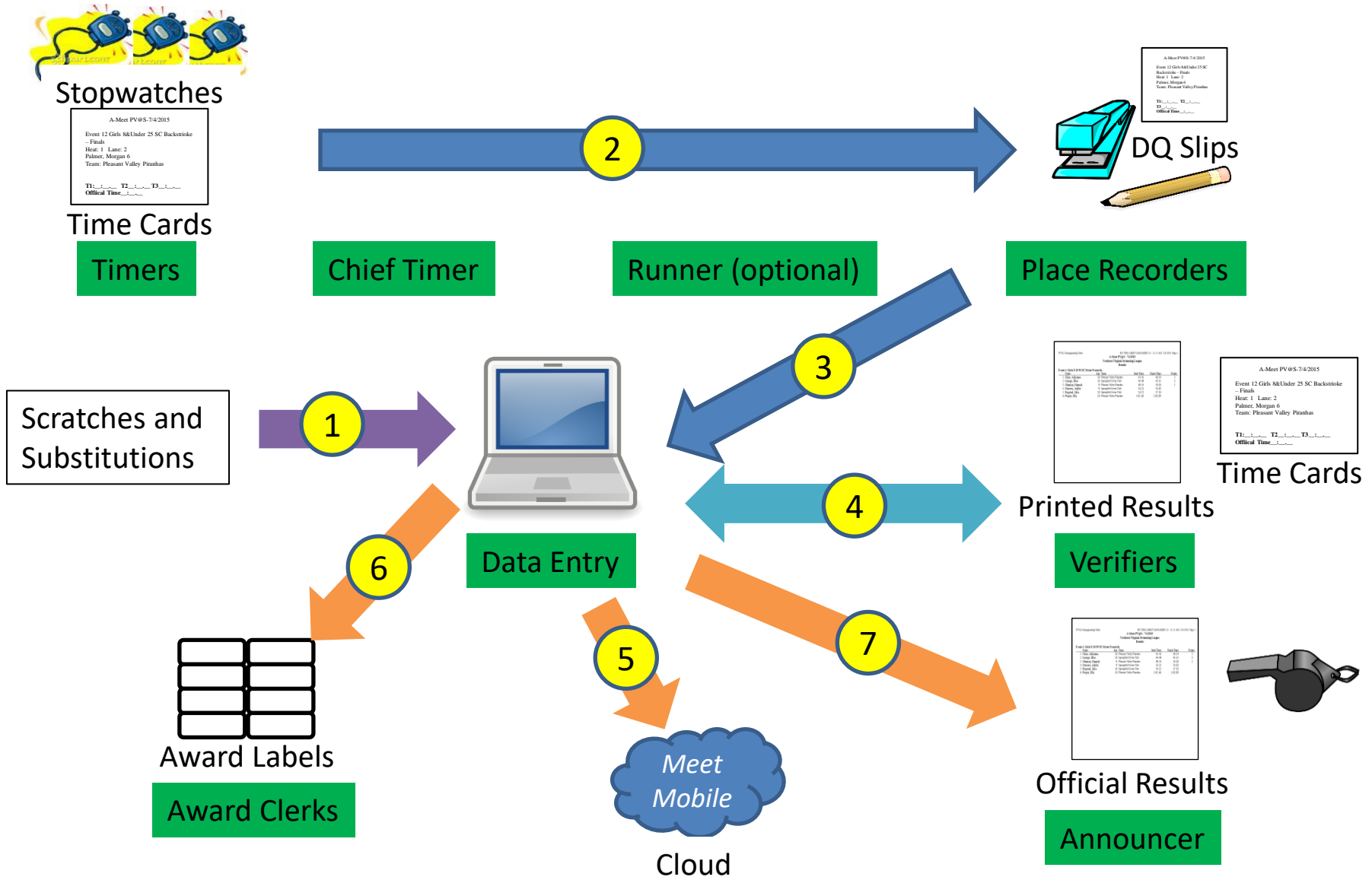
How Times and Scores are Recorded

- 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, 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

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

- Print labels for all individual and relay places

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

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
  - Your DDC will send these to everyone
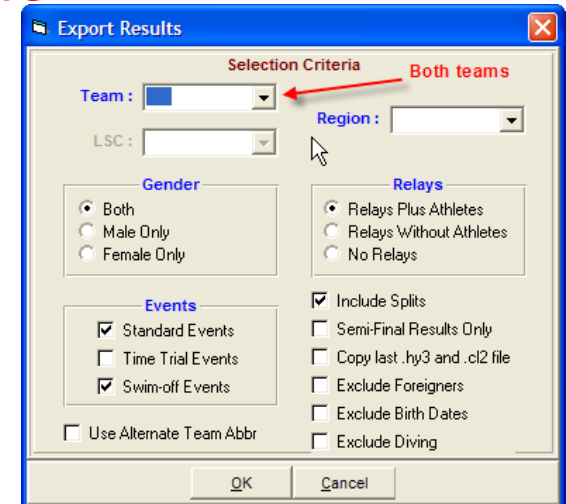
Results by Event

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	Hohman, 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	Hohman, Andrew	14 HM	30.31	3

Results by Swimmer

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

70

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

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

Can use to show multiple teams

Can use to show only most recent times

If want times converted from yards

Team Ladders

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

	Time			P/F/S	Name	Age/Yr	Date	Meet
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

	Time			P/F/S	Name	Age/Yr	Date	Meet
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

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*

- 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

Hy-Tek and Swimtopia

courtesy of Tim Althouse, LHP

- SwimTopia site has lots of good information about connecting the systems.

- IGNORE Meet Maestro – It's Swimtopia's version of Meet Manager. NVSL uses Meet Manager for all A Meets.

- Importing Athletes to Team Manager

  - You may get duplicate athletes if the swimmer was registered with a slightly different name (usually middle initial).

  - Always correct the athlete name in SwimTopia. This prevents duplicates showing up on the NVSL athlete time history.

- Importing Meet Events to Swimtopia

  - You can import meet templates provided by NVSL. Once you have done one A Meet and one B Meet, you can just copy from those to create the remaining meets.

  - Divisionals and Relay Carnival events are already available on the NVSL site.

  - You can also set up Meet Templates (A, B, IM, Relays, Divisionals, etc) in SwimTopia and re-use year to year.

- Help. The Help self-service and ability to email are your friend. SwimTopia email response is relatively quick and has always been helpful for me.

- Questions? Email: Tim Althouse, Little Hunting Park, at lhpswimdata@gmail.com