

## Hytek Meet Entry for Surrey County Age Group Championships 2010

Thank you for inputting your entries electronically. This has a number of advantages for both the club and for the event admin people. Firstly it allows you to be certain that times you submit will be entered into the meet correctly. Secondly it allows you to check the amount of money due for each swimmer and for the club's entries. Thirdly it speeds up the generation of the meet programme and the list of rejected swimmers. So the more teams there are using this system to enter their swimmers, the sooner your swimmers will find out whether they have been accepted in the meet.

We have put together the following process flow and instructions which we hope you will find helpful. You can also use the TM Lite Help file which is very comprehensive, although it explains additional features that are not required when using it just for entries.

The screenshots in these instructions have been created using a dummy team with made-up swimmers, so do not expect to see them appearing in the meet programme!

**Note for larger clubs:** one limitation of Team Manager Lite, rather than the full program, is that you can only enter a maximum of 100 swimmers in a single team, so larger clubs will need to create two or more separate teams. You may divide these as you wish, by gender, squad, or some other division of your choosing.

**Note for clubs with the Production version of Team Manager:** Clubs that use Hytek's Team Manager to manage their swimmers' times will only need to complete steps C, F, H, I and J. Please note that at step H4, Hytek will have pre-populated your swimmers' personal best times in the "best times" column. You only need to check the "enter" column for those events that you would like your swimmer to enter from those for which they are eligible. You do not need to add any times in the "custom times" column, *unless you wish to enter long course times that are faster than the swimmers' short course times. Note that these times will not be converted.*

If you have any questions when following these instructions please feel free to contact me, or you can e-mail the makers of the software on [tm@hy-tek ltd.com](mailto:tm@hy-tek ltd.com) for a response. Once again, thank you for agreeing to submit your entries electronically, it is much appreciated.

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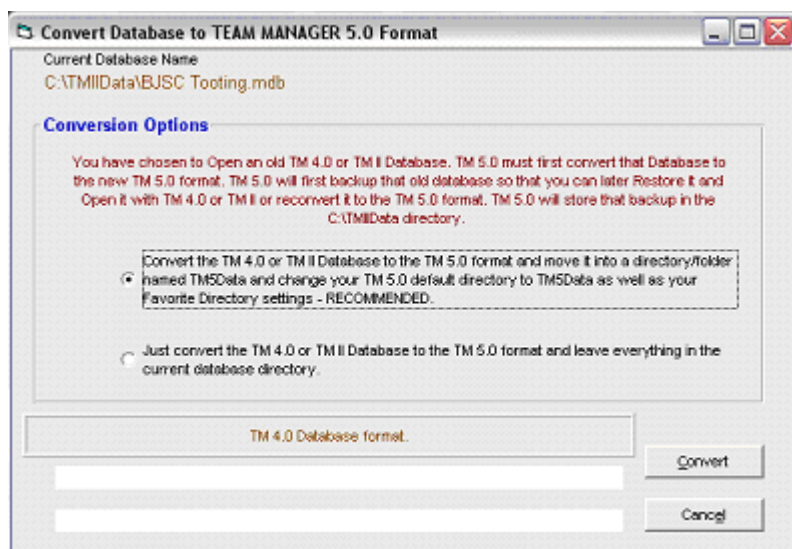
### A. Install the Hytek software

1. Download the file **Swim\_TEAM\_MANAGER\_Lite.zip** from the Hytek website and save it to you desktop. The web address is <http://www.hy-tek ltd.com>. Scroll down and select **Download Center** from the left-hand menu and then in the product table select **Lite** on the Team Manager 5.0 row.
2. Double-click on the **Team Manager Lite** icon on your desktop to install the program on your computer. If you follow the on-screen instructions there will be a shortcut on your desktop.

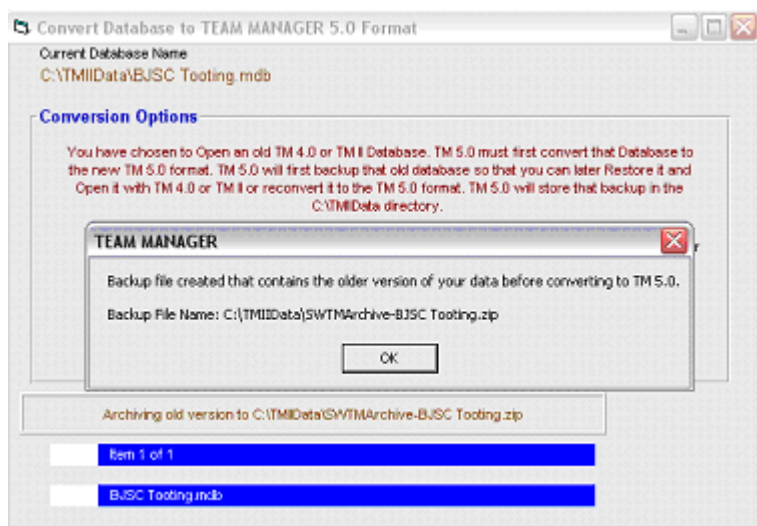
3. Click on **Check for Updates** in the main menu and follow the instructions to download the update required to install the latest version of the software.

## B. Importing last year's athlete roster

1. If you used Hytek last year and you want to import the athlete roster from last year, select **File** and then **Open/New** from the main menu.
2. Select the folder **TMIIIData** and highlight your last year's database.
3. Select **Open** and the following window will appear



4. Select **Convert** and the following screen will appear.



5. Select **OK** and then **Close**.
6. This will save you having to set up your team and entering all the names again.

## C. Importing the Surrey meet information

1. Download the file containing meet events for the Surrey Qualifier from the Surrey website The web address is <http://www.surreyswimming.org> and the filename is **Entry pack Surrey Champs 2010-20Feb2010-001.zip**. Unzip the file to your desktop.
2. Double-click on the shortcut on your desktop to start up **Team Manager Lite**.
3. From the **File** menu, select **Import** and then **Meet Events**. Select the file **Meet Events-Surrey County Age Group Championships 2010-20Feb2010-001.hyv**, which you unzipped in the previous section.

## D. Setting up a new database for your team

- From the **File** menu, select **Open/New**. Enter a name for your database – we suggest you just use your team name. You will be asked to set up some system preferences. We suggest you use the following as a guideline. Set the "system age-up date" to today by checking the box beneath it **Always age up to today**. This will give each swimmer the correct age in the Athletes Roster. As entry to the Championships is for age as at 28 March 2010, the meet software will automatically put the swimmers into the correct age group for the meet.

**System Preferences**

**Preferences**

**Gender Designations**

Men/Women (M/W)  
 Male/Female (M/F)  
 Boys/Girls (B/G)

**Athlete Browser Options**

Show Ages  
 Show Birth Date  
 Show School Year  
 Last Name First  
 First Name First

Show Only "Faster than" Time STD / Qualifying Times

**Relay Lead-Off Splits**

Use Relay Lead Off Splits

**Stroke Rates**

Enable Stroke Rate Reporting

**Automated Reminders**

Automatic Backup every  days  
 Automatic Update Check every  days

**Team/Swimmer Defaults**

Default Team Registration:   
 Default Team Type:   
 Default Country:   
 Default LSC:   
 Default State:

**Meet Age-Up Date**

Meet Start Date  
 Meet End Date  
  
 Not Applicable

**System Age-Up Date**

Always Age-Up To Today

- Click on **OK** to return to the main screen.

## E. Add team info

- From the main screen, click on the **Teams** menu. The Teams screen appears.
- Click on **Add**, the Team Maintenance window appears.

**Team Maintenance**

**Team Names/Registration**

Team Code:  Team Registration:   
 Team Name:  Team Type:   
 "Short" Name:

**Mailing Information**

Mail To:   
 Address:   
 City:   
 Postal Code:   
 E-Mail Address:

State:   
 LSC:   
 Country:

**Telephone Information**

Day Phone:   
 Evening Phone:   
 FAX:

**Miscellaneous**

Minimum Age Eligibility for Open Events:

- Add your team's information. For **Team Code** please use the standard ASA 4 letter team abbreviations, e.g. LEAS for Leatherhead, DORS for Dorking. In the **Mailing Information** section please add information for the person responsible for entries.

Leave the **State** and **LSC** sections blank, these are only used for US swimming.  
 When this screen is complete, click on **OK** and then on **Cancel** to return to the **Team Browser** screen.

4. Close the Team Browser screen and return to the Main screen by clicking on the X in the top right corner, or on the small icon on the top left.

## F. Setting up the Meet to Enforce Qualifying Times

After you have imported the Surrey Events file, select **Meets** from the main menu then **Edit**. In the screen below check the box **Enforce Qualifying Times**.

**Meet Maintenance**

**Meet Information**

Meet Name: Annual Junior Borough Championships  
 Location: Tooting Leisure Centre  
 Remarks:  
 Instructions/Directions:  
 Max of 250 characters on up to 4 lines

Course: S Meet Type: Sanction #:  
 Restrict Entry Best Times to same Meet Type:  **Enforce Qualifying Times:**   
 Swimmer must meet Slower Than Q Time in All Courses:   
 If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time:

Altitude in Feet: 0 Minimum Age Eligibility / Filter for Open Events: 0

**Dates**

Start Date: Nov 12, 2006 Age-up Date: Dec 31, 2006  
 End Date: Nov 12, 2006 Use Times Since: DD/MM/YY  
 Use Since Date

**Entry Fees**

Individual Events: £1.50 Update Ind Fees  
 Relay Events: £4.00 Update Rel Fees  
 Swimmer Surcharge: £0.00  
 Team Surcharge: £0.00  
 Facility Surcharge: £0.00

**Conversion Factor**

Non-Conforming Course Factor:   
 Use to convert results times for non-standard pool sizes.

OK Cancel

This will prevent you from entering a time that does not qualify. If you do, you will receive a warning.  
**We will not be accepting any entries that do not meet the qualifying standard.**

## G. Add swimmer info

1. From the main screen click on the **Athletes** menu. The Athletes screen appears.
2. Click on **Add**. The Athlete information screen appears.

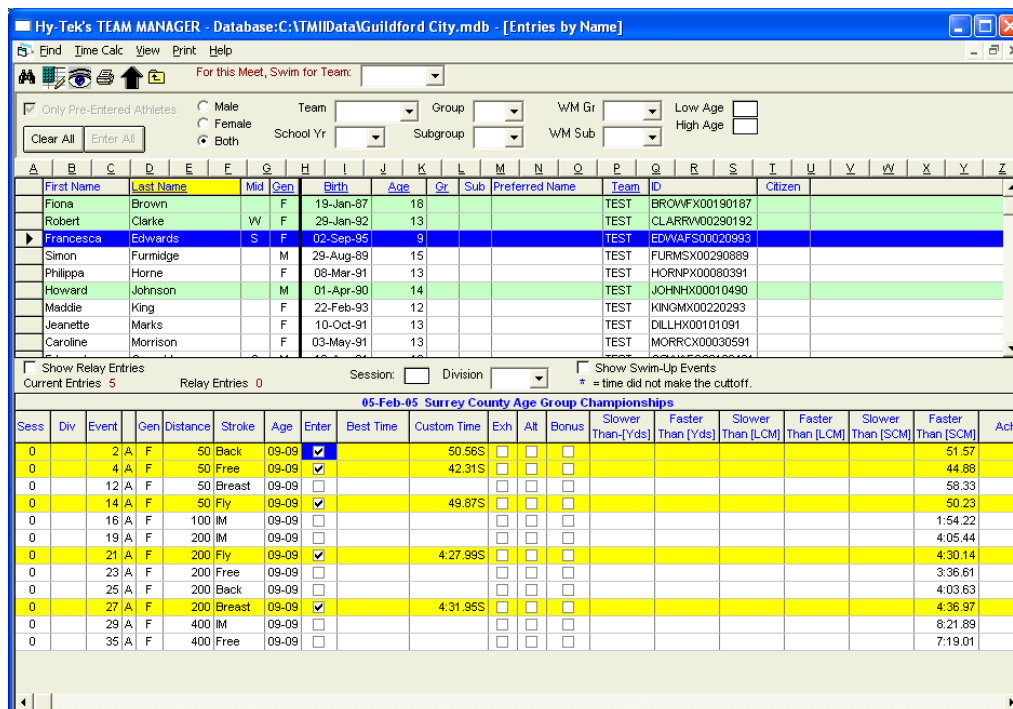
3. For Surrey entries you only need to complete the Last and First names, Middle initial, date of birth and gender, and in the **Member of** section, enter the short code for your team.  
**Note:** When entering date of birth you do not need to type the slashes, just the numbers, so for 17<sup>th</sup> June 1986 just type "170686" and the date will be correctly formatted.
4. Enter the ASA membership number in the field 'ID#'.
5. Click on **OK** to enter the information into the database and progress to a blank Athlete Information screen ready for your next athlete.
6. When you have entered all your swimmers, click on **Cancel** to return to the Athletes screen. The Athletes screen then updates with the details of the swimmers you have entered.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
First Name	Last Name	Mid	Gen	Birth	Age	Gr	Sub	VWM Gr	VWM Sub	Preferred Name	Team	ID	Tea												
Caroline	Morrison		F	03-May-91	13						TEST	MORRCX00030591													
Danny	Proud		M	27-Aug-89	15						TEST	PROUDX00270889													
Edward	Oswald	G	M	19-Apr-91	13						TEST	OSWAE00190491													
Fiona	Brown		F	19-Jan-87	17						TEST	BROWFX00190187													
Francesca	Edwards	S	F	02-Sep-93	11						TEST	EDWAFS00020993													
Hayley	Smith		F	19-Sep-87	17						TEST	SMTHX00190987													
Howard	Johnson		M	01-Apr-90	14						TEST	JOHNHX00010490													
Jeanette	Marks		F	10-Oct-91	13						TEST	DILLHX00101091													
John	Smith		F	17-Jun-86	18						TEST	SMTJF00170686													
Maddie	King		F	22-Feb-93	11						TEST	KINGMX00220293													
Philippa	Horne		F	08-Mar-91	13						TEST	HORNFX00080391													
Robert	Clarke	W	F	29-Jan-92	12						TEST	CLARRW00290192													
Sian	vWilliams		F	09-Mar-91	13						TEST	WILLSX00090391													
Simon	Furridge		M	29-Aug-89	15						TEST	AYLJX00290889													

7. Check the details of your swimmers from this screen. Pay particular attention to gender, as you will not be able to enter swimmers in the correct events if their gender has been entered incorrectly. If you need to edit any of the swimmers' details, double-click on their name to return to the Athlete Information screen and edit as required.
8. Close the Athletes screen and return to the Main screen by clicking on the X in the top right corner, or on the small icon on the top left.

## H. Add swimmers' meet entry times

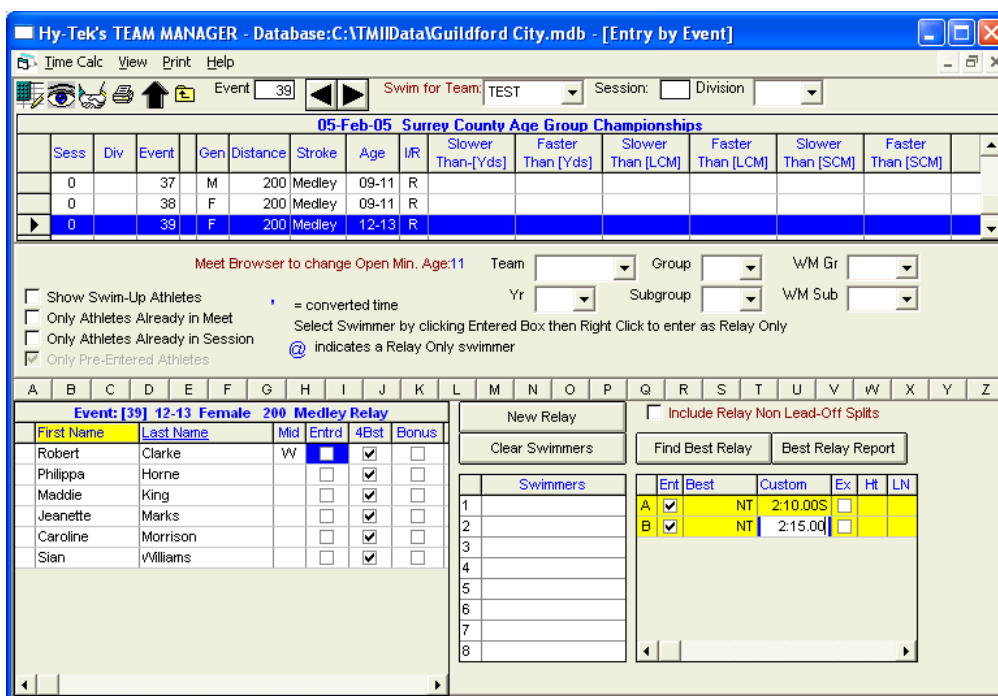
1. From the main screen click on **Meets**. The screen shows the Surrey meet highlighted.
2. From the **Entries** menu, select **Entries by name**. The Entries screen appears, showing the list of swimmers in the top part of the screen with the first name in your list highlighted. The bottom part of the screen shows the events the swimmer is allowed to enter. Qualifying times are shown on the right-hand side of the screen in the **Slower than (SCM)** column.



3. To enter a swimmer in an event, highlight their name in the top part of the screen. The bottom part of the screen shows events they may enter.
4. Key in their entry time for each event in the **Custom Time** column. When entering times you do not have to enter punctuation. So for a time of 4:31.67, just type "43167" and the time will be formatted correctly when you move out of the cell. To move between the Custom Time rows, use the up and down arrow keys or the mouse. When you have entered times for a swimmer, the line in the top part of the screen containing the swimmers' name is shaded blue.
5. When you have entered all your swimmers' entry times close the Entry screen and return to the Meet Browser screen by clicking on the X in the top right corner, or on the small icon on the top left.

## I. Enter relay entries and times

1. From the Meet Browser screen click on the **Entries** menu and select **Entry by Event**. The Entries screen appears, showing the list of events in the top part of the screen and the list of swimmers eligible to enter the event in the bottom part of the screen.



- In the toolbar at the top of the screen select your team name from the drop-down list beside **Swim for Team**.
- In the top part of the screen, scroll down until you get to the relay events.
- To enter a relay team in an event, highlight the event in the top part of the screen. Swimmers who are already in the meet are shown in the bottom left. For the Surrey County Championships this year, please declare the names of your relay swimmers at this stage if you know them. If any of your expected relay swimmers have not been entered for an individual event, please enter their details as set out above in the section on **Add swimmer info** and enter them into a relay team. This will ensure their details are recorded in the meet database.
- The entry pack also includes a **Relay Entry Form** which you are asked to complete for each event setting out the names of your swimmer in swimming order and hand it to the Meet Administrator by the end of the Warm-Up for the relevant session. You must register relay teams during the registration period in the usual way.
- Click on **New Relay** in the bottom part of the screen. A new relay team is added in the bottom right of the screen. Add a **maximum of two** teams per event.
- In the **Custom column**, please enter an estimated entry time for the relay team. This will allow for seeding to take place, although there are no qualifying times for relay events.
- When you have entered all your relay teams close the Entry screen and return to the Meet Browser screen by clicking on the X in the top right corner, or on the small icon on the top left.

## J. Check meet entry info

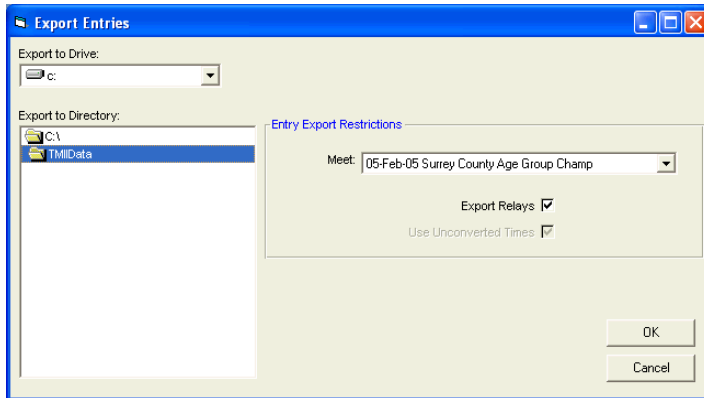
- From the Meet Browser screen you can print out reports of entries to allow you to check the data you have entered, entry fee information and save the reports.
- From the Meet Browser screen select the **Reports** menu. Choose from **Entry Report** to show details of the entries for the meet or **Entry Fee report** to see details of all the fees required from individual swimmers.
- Select how you want your report to be shown. You can choose to sort by swimmer, event number, gender, age, stroke and distance. When you have selected how you want the report to be generated, click on **Create Report**. You will now be shown the first page of the report you have selected, with the following toolbar. This example shows that there are 3 pages to the report and a total of 63 entries included.



4. If you don't like the way the information has been sorted, close the report by clicking on the X at the left of the toolbar. If you want to print the report, click on the **Print** icon, the first of the coloured icons. To save the report in a wide range of formats, click on the **Save** icon the third of the coloured icons.
5. When you have finished looking at and printing reports, close the report and return to the Main screen.

## K. Export entries ready for sending

1. From the Main screen, from the **File** menu, select **Export** and then **Meet Entries**. The following screen appears.



2. Save the file to your hard disk. A confirmation message appears, with the 4-letter short abbreviation for your team, "Entries" and a number. This number will be 001 the first time you export your entries, increasing by one each time. In the following example, the team abbreviation is TEST.

