SECTION 3

Appendix A: Use of Hy-Tek Team Manager and Meet Manager Software in the NSL

The Nashville Swim League provides each NSL team copies of Hy-Tek Team Manager and Meet Manager software for the purpose of managing the athletes of member teams and the running of swim meets. This appendix is meant to serve as a guideline for the use of these programs.

1. Team Manager: The purpose of Team Manager is to build an athlete data base and enter swimmers in events during the regular meet season and for the official city meet entry. It serves additionally for a team's benefit by building profiles that include addresses, email information, medical and workout information. The information returned to Team Manager after a swim meet, from Meet Manager, provides best time data and improvements for each swimmer. Software support for Team manager is provided to the NSL by calling 252-633-5177.
2. Meet Manager: The purpose of Meet Manager is to eliminate the need to hand score a meet and provide the opportunity for computerized seeding, event lists, timer sheets and results.

Suggested procedures for the use of Hy-Tek to set up the running and scoring of a dual/tri/quad meet (regular season).

1. Begin by building a database of team members on Team Manager. The minimum information required is name, team, gender and birth date. See Hy-Tek instruction manual for Team Manager page 12.
2. Create a meet and template of events (single or dual session as appropriate) as outlined in Hy-Tek instruction manual for Team Manager page 13.
3. For each meet, enter swimmers in appropriate events and relays.
4. Export entries to a disk, CD, or flash drive as required by your team computer and the computer being used to score the meet.
5. The host team should receive the export information from the visiting team no later than 2 hours prior to the warm up session of the meet. It is preferred to receive the export the late afternoon before the meet, to allow ample time for creating cards, heat sheets and to ensure that an exception report is run and there are no problems with entries. Coaches should not be the recipients of the export information. The person receiving the information for the meet must maintain exclusive confidentially. There may be no changes to the entries once they are in the hands of the operator. Note: The visiting team should be present when the export information is provided to the host team and the merge is processed.
6. The host team merges the 2 files of entries and reviews the exception report if one is produced and makes the necessary corrections with the visiting team.
7. The host team produces the following:

- **Event cards** for both teams.
- **Timer Sheets** for any race 25 yards in length**.** This eliminates the need to run cards to timers in short distance races. **In 25 yard/meter races, the cards exist only for placing swimmers on the blocks and should be collected from the swimmer at this point. The timers should verify that the name**

of the swimmer matches the timer sheet when the swimmer exits the pool. Note any corrections on the timer sheet.

- Produce a minimum of 11 **heat sheets** for distribution to the starter, referee, the 4 stroke and turn officials, the clerk of course, one for each coach, the meet director and the scorer's table. In dual session meets, the afternoon heat sheets are not to be distributed until the beginning of the afternoon session.

8. Scoring a meet using Meet Manager:

    - Timer sheets or cards from events are brought to the scorer's table. Timer sheets should not be brought until the conclusion of the event. There should be three noted times. The official time will be the middle time. In the event that there are only two times, the average of the two times will be used. If two of the three watches match, this is the official time used.

    - The scorer's table is a joint operation of both teams. Both teams must be equally represented in the review of times, entry of times into the system and the scoring of the meet as it progresses. No time may be changed by any member of the scorer's table without the authorization of the referee.

    - The scorer's table should periodically produce system-generated labels for ribbon distribution.

    - After the system scores the meet, Meet Manager is used to determine the high point winners by producing a special report.

    - Both coaches must review the final meet results and sign the official results form that is used for publication.

9. Post Meet Procedures: Following the meet, the home team should create an export file of the meet results for the visiting team. This information is then imported back to team manager for updating swimmer performance. Team Manager can use this data to provide coaches the following:

- Improvement
- Best time by age, gender, event
- Future analysis of relay swimmers
- A list of swimmers from the meet that can be exported to a spreadsheet for processing payment to the league treasurer (roster).

Additional Help on the features and functions of Meet Manager can be found in the following on line index.
http://www.hy-tekltd.com/User_Guides_HTML/SwMM2/HTML/index.html

Additional Help on the features and functions of Team Manager can be found in the following on line index.
http://www.hy-tekltd.com/User_Guides_HTML/SwTM4/HTML/index.html

Team Manager Basics

Getting Started

After you install TM 4.0 and then click on **File** / **Open**/**New**, pick the Database that you previously had opened and click on **Open** and TM 4.0 will convert it over to the new format. TM 4.0 will **automatically backup your TM II database BEFORE it is converted** so that you can restore that database back to TM II if the need arises. The backup will be an Archive backup and stored in the same directory as the Database, typically the **TMIIData** directory. The file name will be of type **SwtmArchive*.zip**.

Add a New Athlete

Click on **Athletes** from the Main Menu Bar and then click on **Add** from the Athlete Browser or click on the **Add New Athlete** icon.

If you are entering **age group** swimmers, it is important to enter the swimmer's **birth date**. TM will calculate the swimmer's **age** based on the birth date and the System Age-up-date that you entered in the System Preferences section.

You may also include:

- The athlete's **cell** telephone number and/or **Email** address.
- Two sets of **Mailing** and **Contact** Information - Primary and Secondary with each having telephone numbers and email addresses. Click on the appropriate tab to enter the information.
- Click on the **Medical** tab to enter medical information important to this swimmer.
- Click on the **Custom** tab and enter information for up to 3 Custom Field names. TM can store information for up to three Custom Fields for each Athlete. The custom fields may be named and then information can be entered for each field for any athlete. For example, you might want to keep track of parent volunteer information about each athlete - who has volunteered to time, to run the snack stand, to setup prior to a meet, etc.

  Click on **Set-up** then **Athlete Custom Fields** to Add or Edit up to three Custom field names for each Athlete. This section is designed for you to **Name the Custom** fields - for example, "Volunteers" or "Car Pool". Then when you add a new Athlete or edit athlete information, you may enter information for those three named fields.

Click on the **Use Sibling Information** button to duplicate the contact and mailing information from a previously entered member of the same family.

Click on the **Inactive** box to declare this athlete as "inactive" and he/she will not show on any of the Browsers or Reports unless you specifically request TM to "Show Inactive Athletes". You can get a list of all of your inactive athletes by running the Athletes Report and clicking on the "**Include Inactive Athletes ONLY**" button.

Edit an Athlete

To edit an athlete's information, click on **Athlete** from the TM Main Menu Bar and highlight the athlete in the Athlete Browser you wish to edit. Then either double click on the athlete's name or click on **Edit** or the **Edit icon**. Then make the changes as you wish and click on the **OK** button to save those changes in your TM Database.

Add or Import a New Meet

Click on **Meets** from the Main Menu Bar and then click on **Add** from the Meet Browser or click on the **Add New Meet** icon. Or, you can **Import** this information from Hy-Tek's **MEET MANAGER** software. Contact the meet host and ask for a Hy-Tek Meet Setup file.

Required Information You Must Include In Meet Set Up

Meet Name

This meet name together with the Course and Start Date will be displayed as Proof-of-Time information on many reports

Meet Course

You may enter any one of the course options in TM. These Meet Course options tell TM **how you want to determine a swimmer's entry time by using course conversions or not, or whether to check best times for a multi-course meet**. If you are **not** setting up meet entries and only want to key in meet results, then simply enter **Y** for Yards, **S** for SC Meters, or **L** for LC Meters based on the actual course of the pool in which the swimmers competed.

Here are a few examples of how to use this powerful feature for telling TM how to set up each swimmer's Best Time when declaring meet entries.

Example 1: Select "Y" and TM will look at a swimmer's best Yard, SCM, and LCM times and convert the Meter times to yards and then pick the fastest converted yard time for his/her entry time.

Example 2: If you choose "YO", TM will look ONLY at Yard times and pick the fastest yard time for his/her Entry time.

Start Date

This is the date that the meet begins

Import Meet Entries (Template)

Instead of manually setting up a meet and the events for that meet, you can easily import that information from Hy-Tek's **MEET MANAGER** software.
From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Events for TM**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import.

Meet Entries

The purpose of the Meet Entries Browser is to provide information about meet entries in a grid type display in which it is easy to sort and easy to find specific information. You can print a report of the entries for a specific meet using the **Meet Entries Report**. The Meet Entries Report is designed to produce a report of the meet entries of any meet in your Database.

Click on **Reports** then **Performance** and **Meet Entries** and select a specific meet from the meet list. This report will match the information in the [Meet Entries Browser](). This report is formatted as a **two-**

column report unless the Proof of Time information is requested. Click on **Meets** from the Main Menu Bar. Highlight the meet for which you want to show entries then click on **Entries** and then **Entries Browser**. TM will display a grid showing all the entries in the meet.

Do your entries for the week's meet, but do not assign heats and lanes. Allow the merge to do that for you.

Export your entries to a location on your computer or in in format acceptable by the home team's computer. NOTE! Not all teams have CD, not all have floppy, a jump or flash drive is a good investment and pretty universally accepted.

Merging a meet.

Follow the NSL guidelines, outlined in Appendix B of the NSL constitution. Both teams must agree to the merge method and the coach should not be involved in the merge process

To do the merge in MM:

File~ Import~ Entries~(find path to entries) ~Check boxes "entries with no time (NT)" and "Match on Event Numbers"

Import both teams' entries

Set Up Seeding Preferences: Set-Up~ Seeding Preferences~ Check Even/Odd Seeding~ (Odd/Even lanes to the proper team)~ OK

Begin Seeding

Make sure you have no exception report. If there is an exception report, work through the problem (usually gender or event match problems) BEFORE THE MEET BEGINS.

Home Team Creates Cards for Both Teams!

Labels~ Entry Cards/Labels~ Choose All Events~ Choose a label selection (3X10 will print 30 labels to a page for sticking on index cards, 3"X5" will print 3 entries on a piece of card stock that can be cut) ~format should be heat/lane number ~ sort by event number

Running a Meet on MM

Scoring Set Up

Assign Scoring Preferences

First, from the Main Menu Bar click **Set-up** / **Entry/Scoring Preferences** / **Scoring/Awards** and customize your scoring preferences. In that menu you may specify 1) whether Male and Female Athletes use a different point system or not and in the case of a Divisions meet, 2) whether each division uses a different point system or not. If you are using the same number of points for both Male and Female events and the same points for Divisions, then make sure these two check boxes are not checked.

To run meet, simply click on "Run"

At the top of the Run the Meet Menu, you will find a Menu Bar which allows you to go to other menus such as the Athletes Menu and to run special routines such as Re-Score all events.

Events: Click **Events,** press **Alt-E**, or click the **Events icon** to display the Events Menu. This is a fast and easy way to Add, Review, or Edit an event. Note that if you make changes to the event currently displayed on the Run screen, there are cases where the changes will not be reflected. To insure the changes are incorporated, change to a different event and come back to the current event.

Athletes: Click on **Athletes,** press **Alt-A**, or click the **Athletes icon** to display the Athletes Menu. This is an easy way to add a new athlete or to correct the spelling of an athlete's name.

Relays: Click on **Relays** or click the **Relays icon** to display the Relays Menu. This is an easy way to add a new relay to any event.

Seeding: Click on **Seeding,** press **Alt-S**, or click the **Seeding icon** to display the Seeding menu. Any seeding changes made will be immediately reflected in the Run screen.

Re-Score: Click on **Re-Score**, press **Alt-O**, or click the **Re-Score icon** to Re-Score. The Re-score selection gives you the option to re-score **every** event in the Event List window at the top left of the Run the Meet Menu.

Reports: Click on **Reports** or press **Alt-R** to display a Reports pull-down list. Use this to produce meet results. Scores ~ Select Events to Score ~ Report Type is Team ~ Create Report

A final score report should be created at meet's end to attach to your paperwork.

To produce the high point report, use Reports ~ Scores ~ Report Type Changes to INDIVIDUAL ~ list top how many as you like ~ be sure to enter the number 3 in the box labeled "Limit individual High Point to Best Scores in this many events" Look at the report for swimmers with 15 points, but verify that the points earned were all novice or all open. A high point winner cannot be combined.

Labels: Click on **Labels** or press **Alt-L** to go to the Labels pull-down menu list. Periodically throughout the meet you should produce labels for ribbons. Labels ~ Award Labels ~ Select Events to produce labels ~ choose laser 3 X 10

Note: Some teams choose to set the preference on places our to 99 so that a label will print for every swimmer when "Super Swims" are given. This will give you a label with the child's name, the meet and the time. It does however identify the place.