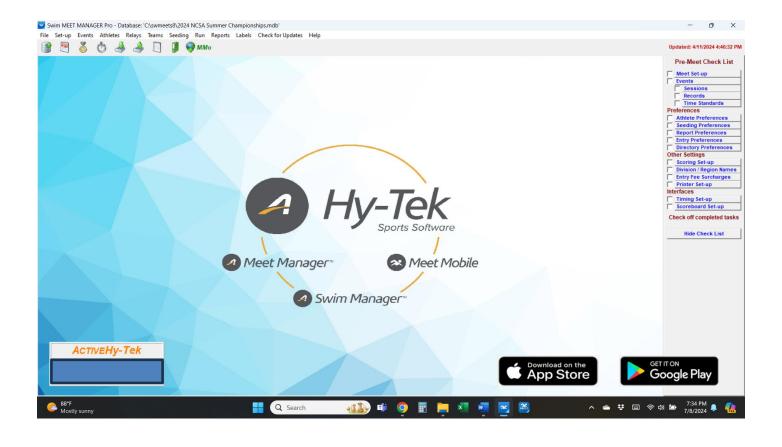
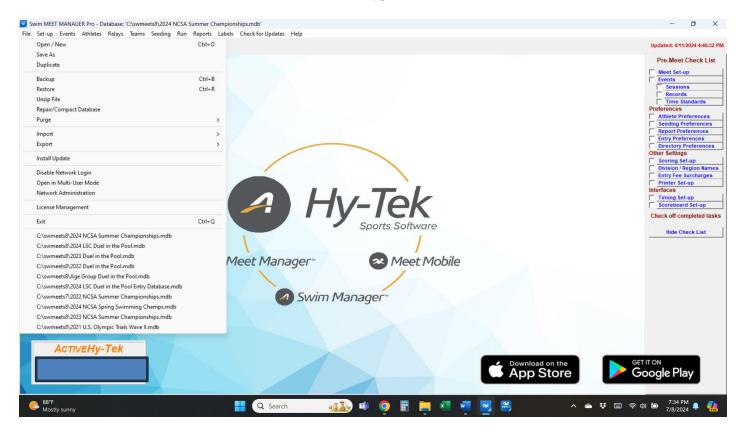
# MEET MANAGER HANDBOOK

# Main Menu

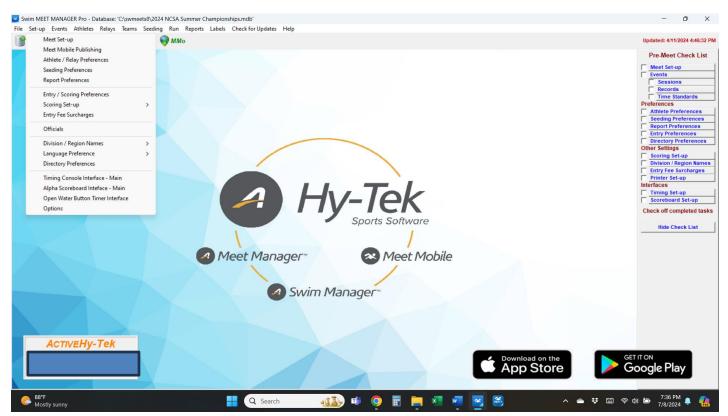


## **FILE MENU**



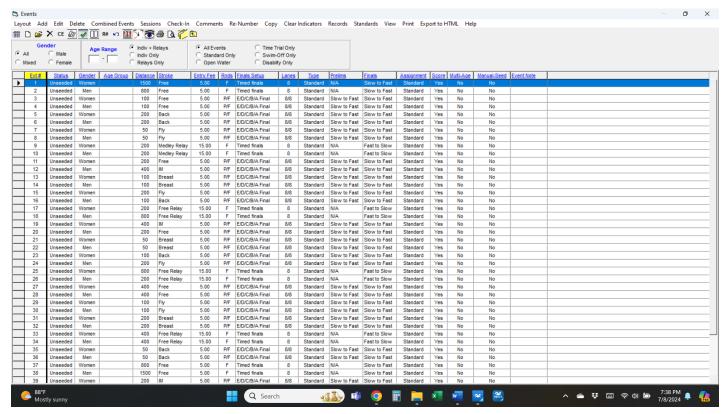
Feature	What It Does
Open/New	Creates a new meet or opens an existing meet
Save As	Saves a meet
Duplicate	Duplicates a meet
Backup	Backup a meet
Restore	Restores meet information
Unzip File	Unzips a file
Repair/Compact Database	Repairs a damaged database/removes data marked for deletion
Purge	Purges part or all of your database
Import	Imports info such as entries, rosters, results, etc.
Export	Exports info such as entries, rosters, results, etc.
Install Update	Installs updates from Hy-tek
Disable Network Login	For Pro versions only; enables and disables network functions
Open in Multi-User Mode	For Pro version only; allows more than one person access to the database
Network Administration	Setup for multi-user mode.
License Management	Allows for more than one meet manager license on a computer
Exit	Exit out of meet manager

# **SETUP MENU**

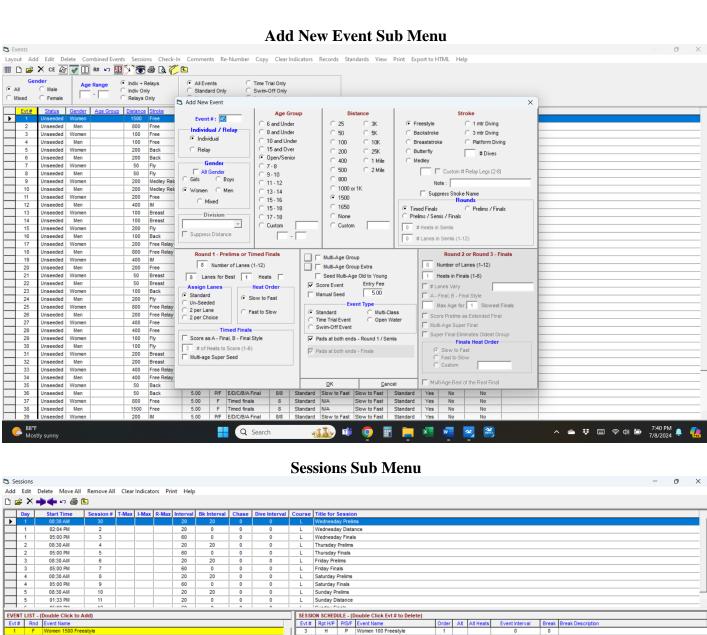


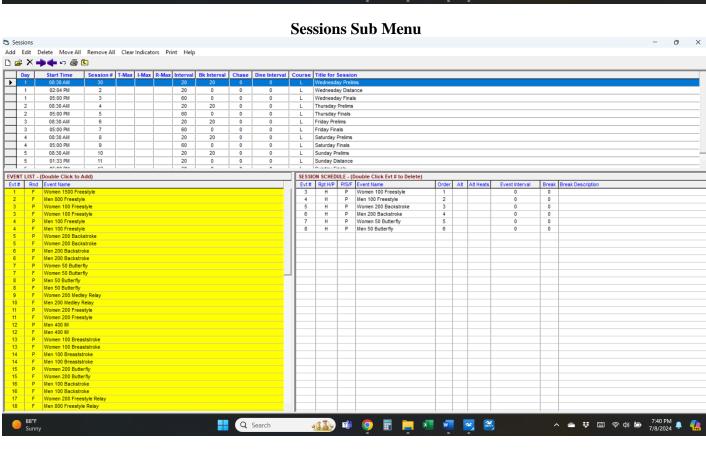
Feature	What It Does
Meet Setup	Information regarding the meet
Meet Mobile Publishing	App for Apple/Android that displays results/scores in real time.
Athlete/Relay Preferences	Check boxes for athlete and relay information
Seeding Preferences	Allows for various types of seeding depending on the meet
Report Preferences	Customize how reports will look; headers, report formats, printer setup
Entry/Scoring Preferences	Entry limits, places scored
Scoring Setup	Customize points assigned to each place in each event
Entry Fee Surcharge	Setup athlete, team, and facility surcharges for team entry and meet summary reports
Officials	Allows for adding official names to be used when recording DQs
Division/Region Names	For non-standard meets
Language Preference	English/Spanish
Directory Preferences	Allows for setting up directories
Timing Console Interface	Selects a timing system
Alpha Scoreboard Interface	Select a scoreboard if available
Open Water Button Timer	Select open water timing method
Interface	
Options	Setting for global parameters

#### **EVENTS MENU**

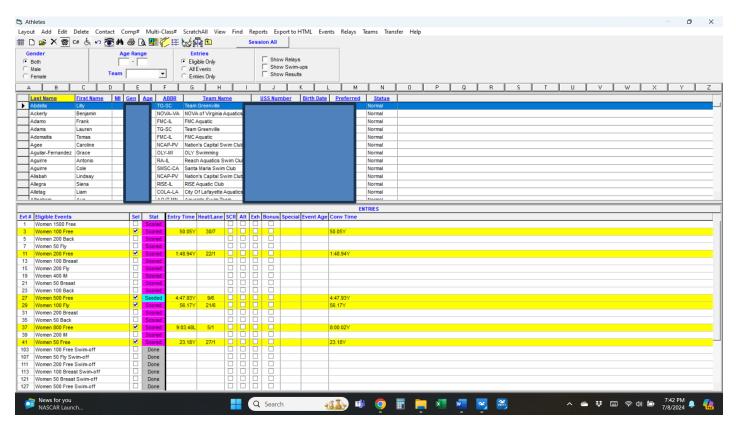


Feature	What It Does
Layout	Grid on screen
Add	Add events
Edit	Edit events
Delete	Delete events
Combined Events	Combine events
Sessions	Setup sessions
Check-In	Check-in start/close for events requiring check-in; may be included in psych and heat sheets
Comments	Use for event sponsors
Re-Number	Re-numbers events
Copy	Copies events to a different set of events
Clear Indicators	Such as proof of time needed "*"
Records	Setup records
Standards	Setup time standards
View	Allows for filtering
Print	Prints an event report
Export to HTML	Export event file to a HTML file



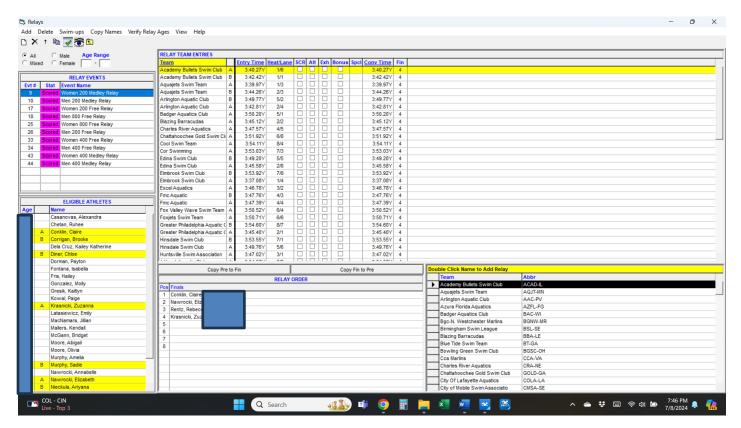


### **Athletes Menu**



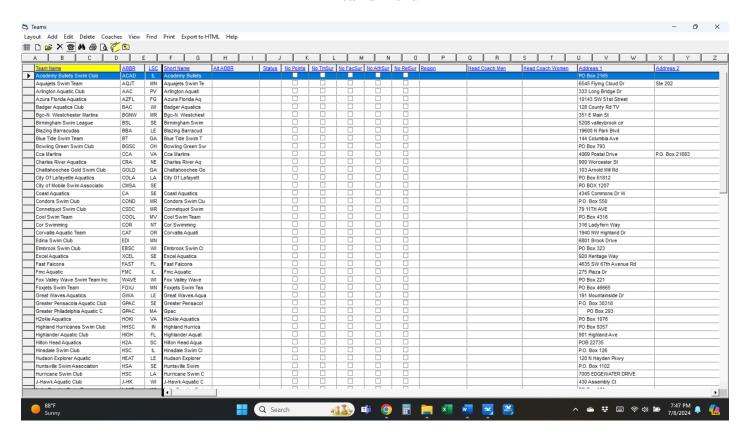
Feature	What It Does
Layout	Grid on screen
Add	Add athletes
Edit	Edit athletes
Delete	Delete athletes
Contact	Athlete contact info
Comp#	Assigns competitor numbers to athletes
Multi-Class#	For disability meets
Scratch All	Scratches events for the athlete highlighted
View	Allows for filtering
Find	Find an athlete
Print	Prints an athlete report
Export to HTML	Export event file to a HTML file
Events	Go to the event menu
Relays	Go to the relay's menu
Teams/Schools	Go to the team's menu
Transfer	Batch transfer athletes from one team to another

# Relays Menu



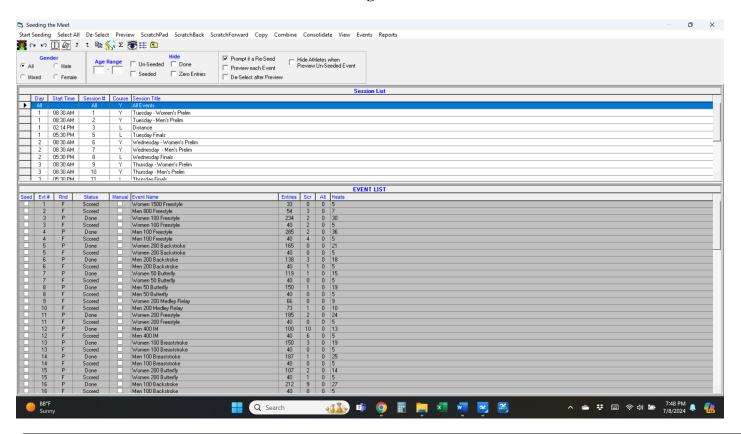
Feature	What It Does
Add	Add relay teams
Delete	Delete relay teams
Swims-up	Swim up in age for a relay
Copy Names	Copy athlete names from prelim to final
Verify Relay Ages	Checks athlete ages match the event
View	Allows for filtering

## **Teams Menu**



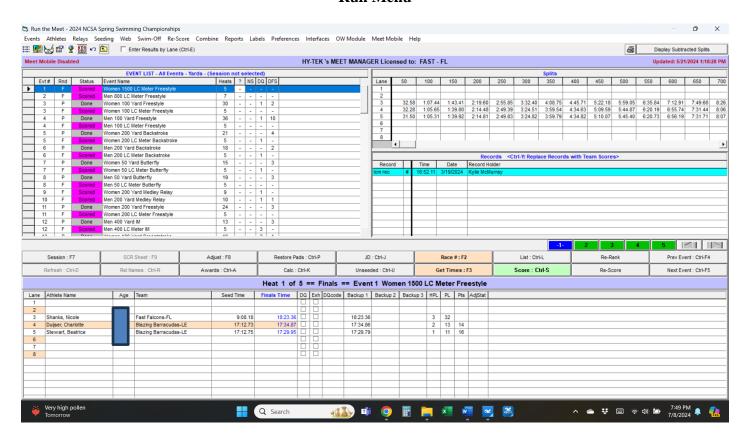
Feature	What It Does
Layout	Grid on screen
Add	Add a team
Edit	Edit a team
Delete	Delete a team
Coaches	Enter coach information
View	Last entered
Find	Find a team
Print	Prints an athlete report
Export to HTML	Export event file to a HTML file

# **Seeding Menu**



Feature	What It Does
Start Seeding	Seeds an event
Select All	Selects all events
De-select All	De-selects any event previously selected
Preview	Previews an event and allows for adjustments
Scratch Pad	Allows athletes to be scratched from an event
Scratch Back	Limits entries in an event
Scratch Forward	Allows the elimination of the top swimmers in an event to be seeded
Copy	Copies entries from one event to another
Combine	Combines events
Consolidate	Consolidates prelim/finals if for some reason finals does not run
View	Allows for filtering
Events	Go to the events menu
Reports	Psych Sheet, Meet Program, Meet Check-In, Lane Timer Sheets

### Run Menu



Feature	What It Does
Events	Go to the events menu
Athletes	Go to the athletes menu
Relays	Go to the relays menu
Seeding	Go to the seeding menu
Web	Results to a web site
Swim Off	Sets up swim off for highlighted event
Re-score	Re-scores events in the top left of the menu
Combine	Combines events
Reports	Memorized Reports, Administrative, Events, Teams/Schools, Athlete Rosters, Session, Records, Time Standards, Entry Lists, Split Sheets, Psych Sheets, Meet Program, Meet Check-in, Lane Timer Sheets, Warm up Sheets, Results, Scores, Meet Summary, Backup Button Statistics, Exceptions Report, Record/POP Forms, Point Systems, Results Conversions, Medal Count
Labels	Print labels if the purchase option is elected
Preferences	Award labels, backup times, report preferences, results for list & score, run screen, team scores on run menu, web real-time
Interfaces	Setup timer and scoreboard interfaces
OW Module	For open water meets
Meet Mobile	May be setup on or after the meet starts up to 7 days after completion of the meet; uploads results to meet mobile application on Apple and Android products

## Run Meet: Getting Times from Timing Console, Scoring, and Printing Results

CLICK "Run" from the Main Menu

**CLICK** "Session" button in middle tool bar of page. A pop-up lists the meet's sessions.

**CLICK** The session in which you are working. A list of session events appears in the "Event List" box in the run menu.

#### After heat is completed:

**CLICK** "Get Times". This brings the times to HY-Tek from the Timing Console. This is the preferred and fastest way to bring times in.

# -OR

**CLICK** "Race#". This will bring the times from the Timing Console by specifying a particular race number. Every race has its own number independent of events, heats, etc. Hy-Tek operators may keep track of race numbers. It is a good idea for the timing system operator to do this on a heat sheet. Use this feature when "Get Times" fails. When you select "Race#" a pop-up screen appears. Fill in the appropriate race number from the console operator or the report from the timing system after the heat is complete. Race numbers will be sequential unless there is a problem.

## -OR-

**TYPE** the times in the correct lanes from the Timing Console printout. Not recommended unless interface fails.

After you Get Times, there may be yellow, blue, or green highlights across the screen. When this happens, it means there is a timing error either with the pad or buttons. This happens when there is more than .30 seconds differential between the pad and button.

- Yellow The buttons were faster than the pad.
- Blue The pad was faster than the buttons.
- Green When using 2 backup buttons, one is within .30 of the pad and one is not.

**CLICK** "Calc" button in middle of tool bar. A pop-up will appear:

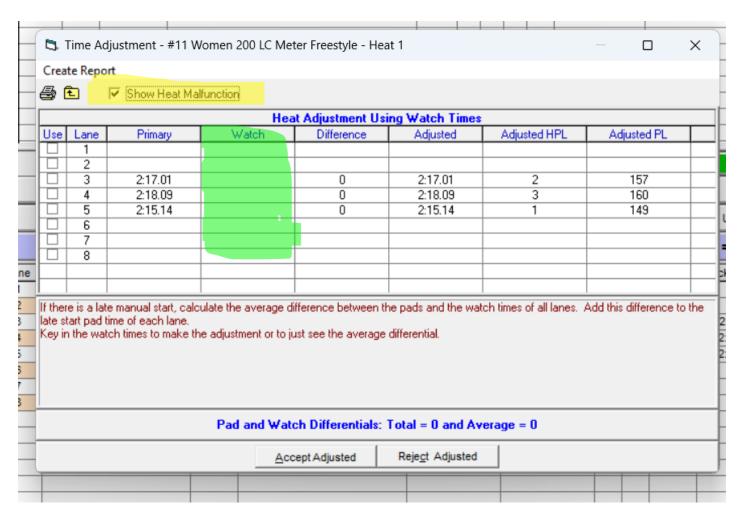


Meet Manager highlighted Lanes 2, 3, & 6 because the average of the backup buttons varied more than .30 seconds from the pad (Primary) time. After reviewing the watch times, the administrative official determines the watch times on Lane 3 support the buttons. He/she decides the swimmer did not activate the pad at the finish and the adjusted time is correct. In Lane 2 & 7, the administrative official investigates and the timers did not press the button but the watches supported the pad. When using this screen be careful of the boxes checked and unchecked when calculating any lane or heat malfunctions. Create report to show all calculations. This may then be printed.

**CLICK** "Accept Adjusted" after all discrepancies are resolved.

#### **Heat Malfunction:**

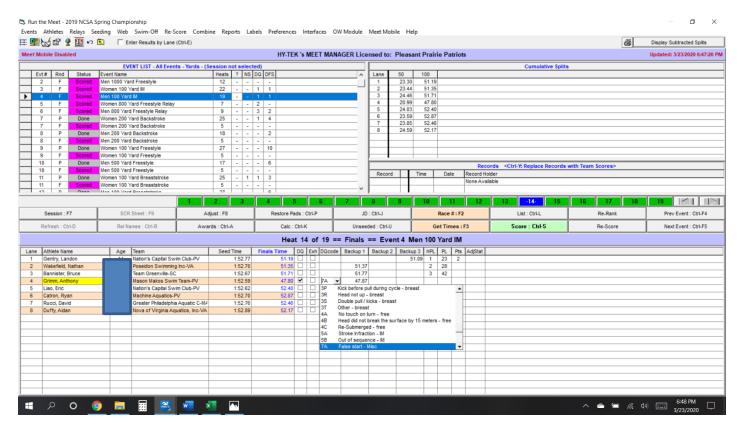
If there is an early or late start of the timing system and the times from the pads are equally incorrect for all the lanes in a heat the times of the primary system shall be adjusted. This adjustment is calculated by taking the average difference between the pad times and the watches and adding or subtracting the difference to the primary time of every lane in the heat.



Enter average watch times to determine the average adjustment to be added or subtracted from the pad time. Once it is determined to be correct, "Accept Adjusted" and the splits along with the final time will be adjusted for the heat.

#### If a DQ occurs (A disqualification slip is received):

**CLICK** within the "DQ" box column for the appropriate swimmer. A drop down list will appear. Scroll down to the appropriate disqualification. The number and letter code will appear in the DQ code box. These numbers may not match the DQ slip being used



When a swimmer does not swim, a "NS" will appear in the Finals Time. It's good to check with Lane Timer sheet to see if the pad failed and there was indeed a swimmer.

#### After times are adjusted, if applicable, for the heat:

**CLICK** the subsequent heat number box OR right pointing arrow to move to next heat.

**REPEAT** above procedure until entire event is complete.

#### After event is done and all adjustments are made:

**CLICK** "Score" to show scored results of final heats of a Prelims/Finals meet or results of a Timed Finals meet. A preview of the scored event appears.

**CLICK** "Printer icon" to print.

OR

Close out of preview screen,

**CLICK** "Reports" in Run Menu.

**CLICK** "Results". Highlight event you are working.

**Tip:** Standard listings include single column format, 1 event per page, time standards, entry times, no shows, DQ codes (some referees and/or host clubs do not want to show codes just that the swimmer was DQ'd), and athlete/relay points. Ask ref/host club if they want to include splits. If using splits in results, "Cumulative" shows total time for each pad touch; "Subtracted" shows split times for each pad touch; "Legal Only" shows only the split for the first leg; "Cumulative/Subtracted" shows both the total time and split time for each pad touch.

**CLICK** "Create Report". A preview will appear.

# CLICK "Printer icon".

*Tip:* Double check results. Check to make sure the DQ/NS appear. Also check for any unusual result. e.g. swimmer shows a 15.89 for a 50 free. Go back and check times.

**CLOSE** to return to the Run screen.

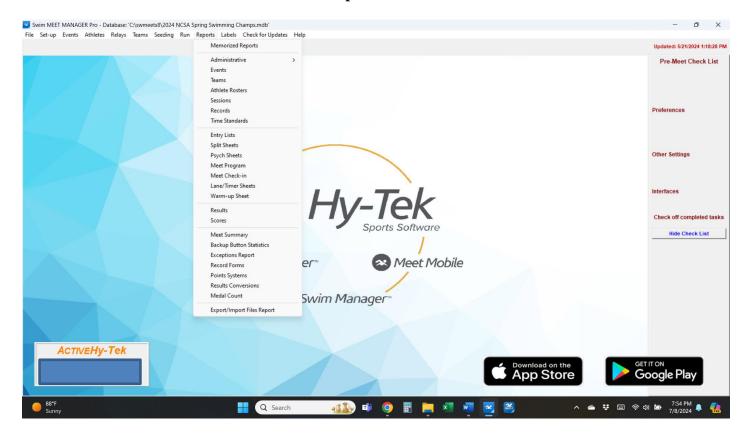
**CLICK** "Next Event" or highlight next event in event list.

**REPEAT** above process until the session is finished.

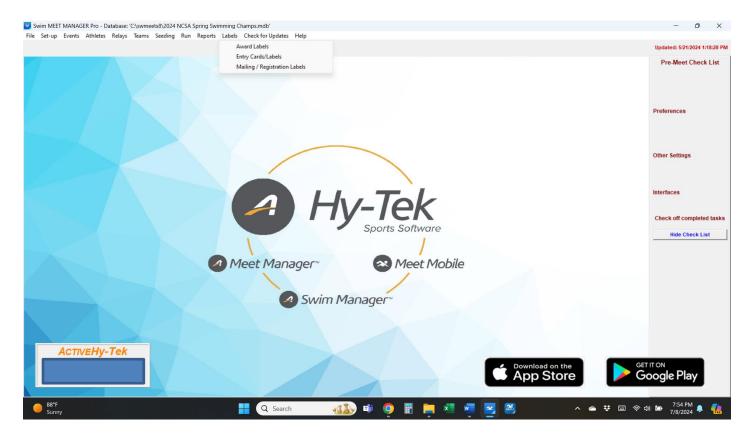
### ADJUSTMENT REPORT



# Reports Menu



# Labels Menu



### **A Word About Printers**

Have a driver available for any printer that you might use at a meet. If you change printers or computers during a meet, you may need to load a driver on to the computer you are using to run the meet.