



Hytek Meet Manager Instructions for Entries and Results Chair - Winter Clubs

Meets are all different in that some may have a qualifying time as an entry point to get into the meet and others may not. Also some meets set up their age categories different than others. Example: some meet run as being senior seeded (by time and gender only) but produce results via age categories. Other meets run the meet via age categories.

If this document does not provide you with all the steps or answers, click on HELP from any screen in Hytek. **HELP is always found on the far right hand side at the top of the screen.**

1. Setting up Meet Manager Event File

MAKE SURE YOU HAVE THE MOST CURRENT VERSION OF THE MEET PACKAGE IN FRONT OF YOU; THIS SHOULD BE THE SANCTIONED VERSION.

MAKE SURE TO FOLLOW THE MEET PACKAGE WHEN YOU SET UP THE HYTEK FILE.

Go to tab titled: SETUP

Then go through ALL of the various lines/options (i.e. Meet Setup, Athlete Relay preferences, Scoring etc.) and fill in all the applicable boxes. The following are some of the necessary things that you need to ensure you do for some of the options:

- In the window for **Seeding Preferences**, click the tab titled: **Basic**
- Then in the section called Non Confirming Entry Times, in the last box it should indicate the course your meet is to be held as (i.e. SLY if it is A Short course meet or LSY for a Long Course meet).
- Still in **Seeding Preferences**, click on the tab titled: **Standard lanes** and then click on the Red diamond, then click on the number of lanes for your pool. For 8 lane pools the lane numbering is correct.
NOTE: When hosting in a 10 lane pool, you need to re-number the 1st to 10th place as follows:
4, 5, 3, 6, 2, 7, 1, 8, 0, 9
- Then click on OK

SETUP, then Report Preferences, then Report Headers:

- Insert the sanction number in the sanction number field
- Also tick the option titled: "include sanction number with header 1"
- No other options should be ticked or filled.

SETUP, then Entry/Scoring Preferences:

- Click on the tab titled: **Scoring/Awards.**
- If your meet has qualifying times, then click the box beside the option called: "Score points only if athlete equals or exceeds event qualifying time."
- If your meet does not have qualifying times, all boxes should be un-clicked.
- In the box beside "top how many for award labels for Age Group": insert the correct number as per what is written in your meet package for the awards (i.e. Medals 1st to 3rd and ribbons 4th to 8th) you would then insert 8 in the individual column and insert the correct number for the awards that you are giving for Relays.
- Click OK

SETUP, then Entry/Scoring Preferences:

- Click on tab titled: **Entries/Entry Limits**
- Most boxes can be left blank
- In the box titled: "Entries must have been preformed on or after" Insert the date that is used in the meet package. If the meet package does not say anything about when swimmers times can be used from leave blank

- Basically you will tick any appropriate boxes that pertain to your meet package.
- **Entry limits:**
 - Maximum entries per athlete including relay = refer to meet package. If individual entry limit is 7 and max number of relays a swimmer can be is 2 you would enter 9 in this box.
 - Maximum individual entries per athlete = refer to meet package (i.e. 7)
 - Maximum relay entries per athlete = refer to meet package (i.e. 2)
 - Box titled: "Warn if entry limits exceeded" put in a check mark
 - Do not put a check mark in the last box for count relay alternates
 - Click OK

SETUP, then Scoring Setup

- Click on **Standard**
- Enter the scoring as per Individual Events as listed in the meet package
- Enter the scoring as per the Relay scores as listed in the meet package
- If not scoring the meet, then don't worry about these, can just leave with the default
- Click on OK

SETUP, then Scoring Setup

- Click on **Alternative**
- Enter the scoring as per Individual events for High Point Awards (example 5,2,1) as per the meet package.
 - Most clubs do not do High Point awards so this would be blank
- Click on OK

SETUP, then Entry Fee Surcharge

- If your club is charging a flat fee to enter the meet (i.e. \$65) then in the field titled: "*Athlete Surcharge*" enter the flat fee that each swimmer pays as per the meet package
- Or if there is both a Flat fee (i.e. \$15) plus a fee per individual event you would enter the flat fee here.
- Click on OK

Go to tab titled: Events

You now add each of the events as per the Meet Package:

Fill in all the appropriate options:

Individual/relay

Gender (tick the option Alt Gender),

Age Group – the correct age for individual events as per meet package

If meet is being senior seeded, then you would click on Open/Senior

If an event is for something like 11 & under click on "Custom" then in the box below leave the first box empty and in the second box put 11

Distance – this is the overall distance of the event (i.e. click on 50 if the event is 50 Free)
if the event is a 4 x 50 Relay then you would click on 200

Stroke

Rounds (make sure to watch and click correct option for events that are
Timed Finals and those that have both a Prelim and a Final)

NOTE: Relays are usually always a Time Final

In the Column titled: Round 1 – Prelims or Timed Finals

- Everything is a default
- In the Heat Order box - for the 800 & 1500's the option Fast to Slow needs to be ticked.
 - All other events are Slow to Fast
- If you are running a meet that is Senior seeded but producing results via age categories, then you **MUST** tick on the **Multi-Age Group option**
 - NOTE: Relays are usually run via age categories so relays are not Multi aged; this just pertains to individual events.
 - After ticking on the Multi Age option, then click on the little square box to the left.
 - Then when the next box opens, you will add in the applicable age groups for the events as per the age group categories listed in the meet package for each gender
 - (i.e. low age = 0, high age = 11, low age 12, high age 12 etc. for Girls events and low age = 0, high age = 12, low age 13, high age 13 etc. for boys events.
 - NOTE: pay attention because the boys and girls don't always have the same age categories
 - If the meet is Prelims and Finals, then beside each age category in the column titled: # Final Heats it will have 1 Final
 - If the meet is a Time Final meet, then this column is not labelled; you will not see it

The screenshot displays the 'Event Edit - Boys 200 IM' dialog box with the following settings:

- Event #:** 2
- Individual / Relay:** Individual
- Gender:** All Gender (Girls, Boys, Women, Men, Mixed)
- Age Group:** 15 and Over
- Distance:** 200
- Stroke:** Medley
- Stroke Type:** Timed Finals
- Round 1 - Prelims or Timed Finals:**
 - Number of Lanes (1-12): 6
 - Lanes for Best: 6
 - Heats: 1
 - Heat Order: Fast to Slow
 - Event Type: Standard
- Multi-Age Groups:** Checked

The 'Multi-Age Groups' dialog box shows the following configuration:

- Standard A:** 6 lanes
- Standard B:** 6 lanes
- U.S. 5 Year:** 6 lanes
- FINA 5 Year:** 6 lanes
- AGE RANGE = 0 TO 109**
- Low Age / High Age:**

Age Group	Low Age	High Age
1		11
2	12	13
3	14	15
4	16	
5		
6		
7		
8		
9		
10		

Instructions for Multi-Age Groups:

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
- Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
- The highest age permitted is 109.
- If the event has prelims and finals, specify how many heats in finals for each Age Group.

In the Column titled: Round 1 – Prelims or Timed Finals continued:

- If the meet is to be scored, then you MUST tick on the box “**Score Event**”
- For the option titled: “**Entry Fee**”
 - If it is for a Relay event, then you will need to add the Relay Team Event Fee as per the Meet Package
 - If it is an Individual event you leave this at 0.00 if it is a flat fee such as \$65 to enter meet
 - If it is an Individual event then you would enter the dollar amount per event as stated in meet package (i.e \$7.00)

In the column titled: Round 2 or Round 3 – Finals:

- If the meet is a Time Final meet then options are not available for you to put anything in
- If the meet is Prelims and Finals then Fill in the number of lanes (8 or 10)
- In the box titled: “Heats in Finals” if you are running just an A final you will put in the number 1 and if running an A and B final then put in the number 2
- Tick the box: “A-Final, B – Final style”
- Tick the box: “Score Prelims as Extended Final”

In the column titled: Finals Heat Order: tick the Fast to Slow option
(NOTE: this option only becomes available for events that have 2 finals.)

If you are running a meet that has qualifying times, then you must Import the Time Standards File

YOU MUST IMPORT THE TIME STANDARDS FILE BEFORE UPLOADING “EVENTS FOR TM” FILE TO THE NATIONAL SITE.

After you have finished setting up all the events, if you are using the Saskatchewan A and AA time standards, then you can import the Hytek Time Standards Files. Contact Marj Walton at Swim Sask for these files.

NOTE: this file will only import if the events are set up with the same age categories as the time standards. (i.e. if you have an event called 11 & 12, there is no such time standard for this age category, therefore, nothing will import.

If you are creating your own Time Standard to enter the meet, then you will have to manually enter all of these time standards.

- To Import the time standards, from the main screen, go to “EVENTS”
- Then “Standards”
- Then “Import”
- Locate the time standard file on your computer or USB or Flash drive or ‘stick’
- After you import the time standards go to: “EVENTS”
- Then “standards”
- then in the 2nd box at the bottom of the screen make, click the box under “entry qual”

See picture on next page

Events

Layout Add Edit



Gender

- All
- Male
- Mixed
- Female

Evt #	Status
10	Unseeded
11	Unseeded
12	Unseeded
13	Unseeded
14	Unseeded
15	Unseeded
16	Unseeded
17	Unseeded
18	Unseeded
19	Unseeded
20	Unseeded
21	Unseeded
22	Unseeded
23	Unseeded
24	Unseeded
25	Unseeded
26	Unseeded
27	Unseeded
28	Unseeded
29	Unseeded
30	Unseeded
31	Unseeded
32	Unseeded
33	Unseeded
34	Unseeded
35	Unseeded
36	Unseeded
37	Unseeded
38	Unseeded
39	Unseeded
40	Unseeded
41	Unseeded
42	Unseeded
43	Unseeded
44	Unseeded
45	Unseeded
46	Unseeded
53	Unseeded
54	Unseeded
55	Unseeded

Time Standards

Import Export Custom Age Groups View Create Report



Gender

- All
- Male
- Mixed
- Female

Age Range

[] - []

- Indiv + Relays
- Indiv Only
- Relays Only

- LC Meters
- SC Meters
- SC Yards

Long Course Meters

Evt#	Event Name	AA
1	Girls 11&U 200 IM	3:14.87
1	Girls 12 200 IM	3:04.37
1	Girls 13 200 IM	2:57.12
1	Girls 14 200 IM	2:53.51
1	Girls 15&O 200 IM	2:48.00
2	Boys 12&U 200 IM	3:04.33
2	Boys 13 200 IM	2:53.79
2	Boys 14 200 IM	2:45.39
2	Boys 15 200 IM	2:41.92
2	Boys 16&O 200 IM	2:32.55
3	Girls 11&U 1500 Free	26:54.00
3	Girls 12 1500 Free	25:22.64
3	Girls 13 1500 Free	22:50.91
3	Girls 14 1500 Free	22:24.87
3	Girls 15&O 1500 Free	21:23.16
4	Boys 12&U 1500 Free	23:43.18
4	Boys 13 1500 Free	21:43.19
4	Boys 14 1500 Free	20:51.50
4	Boys 15 1500 Free	20:38.38
4	Boys 16&O 1500 Free	19:33.88
5	Girls 11&U 100 Fly	1:32.42
5	Girls 12 100 Fly	1:26.74
5	Girls 13 100 Fly	1:20.90
5	Girls 14 100 Fly	1:18.29
5	Girls 15&O 100 FM	1:15.34



Qual with 1 Tag : Equal to or faster

Slower than

Tag	Time Stds	Entry Qual	Scoring	Description
AA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1) TIME STANDARDS
 Sheets, and Re
 2) ENTRY QUAL
 read the Help f
 3) Tags for S
 is set-up as Div
 Scoring Prefer
 'slowest' categ

After you have finished setting up all events, while still in *EVENTS*, click on *SESSIONS*

- Then click on ADD
- Then put in session #, Session title (example: Sat April 27, 2013,) Day, and the start time as per the meet package. NOTE: not the warm-up start time, but the time that the first race will go
- Intervals – this should be 45; leave the backstroke interval at the default of 15
- Ignore or delete the diving time per dive
- Now you move the events on the left over to the session schedule on the right hand side.
 - To move an event over, double click on it.
- Once you have moved an event over it will be highlighted in yellow. MAKE SURE ALL EVENTS ARE HIGHLIGHTED.
- If you are running a 2-day meet, watch what you are doing; don't double click on all events and put them into session 1.

After you have finished setting up all the events, produce reports and physically look at them for completeness.

To produce reports, click "*REPORTS*" from the main screen

Then click on "*EVENTS*"

Under the event list tab, click on "*expand multi ages*"

Then click on "*Create Report*"

This gives you a report called "Event List – by Event Number"

- Make sure all age groups are accounted for
- Make sure that the event numbers and order match the meet package

From the main screen click on *REPORTS* again

Then click "*SESSIONS*"

Then click on "*SELECT ALL*"

Click on "*CREATE REPORT*"

This gives you a report called: Session Report (Note: some referee's call this a timeline report)

- Does it agree to the meet package Event List?


ONCE YOU HAVE FIXED ANY ERRORS THAT YOU FOUND BY REVIEWING THESE 2 REPORTS AND YOU ARE ABSOLUTLEY SURE THAT EVERYTHING IS CORRECT AND THAT THE TIME STANARDS ARE IN THE FILE (IF YOU ARE RUNNING A MEET WITH QUALIFYING TIMES) THEN YOU ARE NOW FINISHED WITH THE EVENT FILE AND YOU CAN EXPORT THE "EVENTS FOR TM" FILE AND UPLOAD IT TO THE NATIONAL SITE.

2. HOW TO EXPORT THE EVENT FILE FOR UPLOADING TO THE NATIONAL SITE:

- From the main screen click on "FILE"
- Then scroll the cursor down to "Export" then from the Export Drop Down Menu click on "EVENTS FOR TM"
- A window will pop up providing you with some information. READ THIS CAREFULLY and make sure all the various things it is telling you are correct. If it is correct, click on Yes.
- If there is information that is not correct then click on No and go back and fix it.
- Once you click Yes another window will open
- If it is a meet with qualifying times, click on the down arrow beside the option "multi-cut course order and select the correct order.
 - For a Short Course meet the correct order is: SLY
 - For a Long Course meet the correct order is: LSY
- If it is a meet with no qualifying times, this option is not available.

- In the box called CONVERSIONS. Read the meet package and see what it says if coaches are to convert SC times to LC if a long course meet or vice versa and click the appropriate box.
- Click on OK
- A new window will open that is basically asking you where you want to export the file to? Where on your hard drive or desktop or USB drive. You can export it to wherever you want, but just pay attention to the drive letter and director. I.e. C:\swmeets4
- A window will then pop up say meet event zipped successfully and gives you the name of the file and where it is located. Example Meet events-your meet name-date-001.zip
- Click on ok

3. HOW TO UPLOAD THE “EVENT FOR TM FILE” TO THE NATIONAL SITE:

- 1) Go to Swim Sask website and click on the link in the bottom right corner that is called: *SNC Registration and Meet Manager login*.
- 2) Login with your Meet Manager Username and password
- 3) Click on *MEET LIST*
- 4) If your club hosts more than 1 meet per year, locate the current meet
- 5) Under the column titled “Event File” click on the icon that is the picture of an upwards arrow 
- 6) Then click on Choose File
 - a. Then locate the file that you exported on the drive and directory that you saved it to. See item # 7 and 8 above
- 7) When you locate the event file, click on it and then click on “OPEN”
- 8) Once the name of the event file is shown in the box Upload File Name, click on the Upload File button

4. Downloading Entry Files from participating clubs from SNC National site and importing them into your Meet Manager database.

- DO NOT PANIC WHEN YOU DON'T START RECEIVING ENTRIES RIGHT AWAY.
- Most clubs/coaches only upload their entry file the day the entries are due; or even are late and upload the next day!
- The Entries person, will receive auto-generated emails from the national system every time a coach uploads an entry file
- You want to download the entry files as they are submitted.

To download entry files:

- Log into the national system with your Meet Manager login (if you don't have one contact your Club Registrar to set you up)
- Once logged in: Click on Meet List
- Locate your meet and in column titled: “View Entries”, Click on the magnifying glass on the same line as your meet
- It then lists all the CURRENT entry files that have been uploaded for your meet.
- In the column titled: Entry File, click on the file name.
- A Box will pop up and ask you where you want to export this entry file to. Export to USB/Flash Drive or Desktop or wherever you can find it later, or use the default.
- You now have to import this entry file into Hytek Meet Manager.

IMPORTING AN ENTRY FILE INTO HYTEK MEET MANAGER

- From the main screen, click on "File"
- Then "Import",
- Then "Entries"
- It will then look for the entry file. Once you locate it, double click on it and then a message will pop up, click on OK
- Ensure that the file is for your meet.

- When importing a window called "*Import Entries*" pops up; the first 2 boxes/options are defaulted with check marks; **Keep these check marks**. Then click on OK.

- A window then pops up that says: "*Import File Progress*". This tells you the number of athletes and entries. It should match what the national system says was in the entry file. Then click OK

- If your meet is a meet with qualifying times, you need to run an Exceptions Report.
- If your meet does not have qualifying times, then you don't need this report

- In Hytek go to "*REPORTS*", then scroll down to: "*Exceptions report*". When the exceptions report window pops up you then need to click on **all** of the following options starting at the top of the window:
 - o Click on "select all"
 - o If your meet is a meet with qualifying times, then click on the box titled: "Time Standards" beside either the A or AA.
 - o Click on "Each team on a separate page"
 - o Click on the tab titled: STDS/QUAL, and then click "Do not meet qualifying time"
 - o Click on "use entry time"
 - o Click on "sort by team"
 - o Then back up at the top of the screen click on "Create Report"

Once report is created, it will show on your screen, but you also NEED to print a hard copy of it.

This report tells you all of the swimmers who do not meet the qualifying time in any event.

You are looking for swimmers that are entered in more events that what the meet package says they can swim in as Bonus swims (i.e. if 1 QT then get to swim in 2 bonus swims for total of 3 swims). If someone on the report is in 4 swims. then there is something wrong and you need to investigate and tell coach that entries are not correct for this swimmer.

If your meet is a meet with qualifying times, you need to validate those times in the National System. If your meet does not have qualifying times, then don't worry about the Time Validation

Each time you receive an auto-generated email that a club/coach has uploaded entries go into the national system and Time Validate their entries. Below are the steps to do this:

- Log into the national system with your entries person login
- Click on the tab titled: "meet list"
- Locate the ManSask meet; and then click on the icon that is a picture of a magnifying glass in the column titled: view entries
- At the very top of the page, ensure to put in the Time Validation Date Range. You will find the correct dates to use from the meet package.
- Be sure to click on SAVE
- Now you are ready to Validate the entry times for this club. To do this click on "Time Validate" on the far right hand side of the screen on the row for that club.
- This produces an onscreen report.
- Any time that does not validate will say, "**Non Validated**" in red on the far right hand side of the screen. These are times that do not match any result that is in the national system. So this means that a coach has either used a split time as an entry time or has made up a time.



- If there is a swimmer whose times ALL say **Non Validated** then chances are that swimmer really has not qualified to be in the meet, and you need to contact that club/coach and ask to send proof of times for that swimmer.

Any time that they cannot prove; then that swimmer (s) must be scratched out of that event (s).

When the proof of time report comes in, you must also ensure that the time meets the minimum qualifying time. If not swimmer is scratched from that event.

- Don't worry about any Relay events that don't pass validation.

Approving entry file on the National System

- Once you are happy with all entries from a club (i.e. they imported into Meet Manager no problem, all the necessary times pass validation and every swimmer has at least 1 swim that meets a QT, and no swimmer is in more than the maximum number of events) then "Approve" the entry file on the national system.
- To Approve an entry file, click on the icon that is a picture of a pencil, 
- Then click on the down arrow beside the word pending and change it to the word approved.
- Then click on the icon that is a picture of a floppy disk. 
- This should then show the word approved in the status column. This then sends an auto-generated email back to the coach saying that their entries have been approved.

5. Seeding the meet

- When hosting a Short course meet, all entries need to be converted to Short Course and when hosting Long Course meet all entries must be converted to Long Course. To Convert entries go to: Under "SET UP", go down to "Report Preferences, then click on the tab titled: "Report Formats", and then under "Meet Program/Results", unclick the following option: "Always display actual entry time" and then click OK
- Once you have received all entries and are happy with them, produce a Psych sheet and check for reasonableness of times. (i.e. 50 Free shouldn't have anything faster than 24 seconds. 1500 Free should not have anything slower than 30 minutes. 50 Breast should not see 24 seconds, a 200 free should not see anything faster than 1:45)
- To produce a Psych Sheet go to REPORTS, then PSYCH SHEETS
- The Psych sheets are a list all of the swimmers via time in each event.
- Export the Psych Sheets and then email them to your Meet Referee to review.
- To Export, click on the icon above the word "Preview"
- Produce a Session Timeline Report and send it to the Referee as well.
- Once you and the Meet Referee have checked the Psych sheets and they look ok, **and you are absolutely sure that you are finished everything then you can SEED the meet and produce the "Meet Program"**
- **Once you produce the meet program do not do any more seeding**

To SEED the meet

- o From the main menu click on "SEEDING"
- o Go to the session list and click ALL
- o Then click on "START SEEDING" (top left corner)

TO PRODUCE THE MEET PROGRAM

- From the Main menu click on "REPORTS"
- Then click 'MEET PROGRAM'
- Go to SESSION LIST
- At the very top of the session list, select ALL
- This should then have all the events highlighted in yellow

Now you want to format the Meet Program

- Go down to the bottom of the screen and in the bottom left hand corner click on the tab titled: *Columns/Format*
- Click on Double
- Then Click on the tab titled: Include in Meet Program
- Then pick the options you want. NOTE: DO NOT SELECT THE OPTION 'HEAT START TIMES'
- Then go up to the top and click on 'CREATE REPORT'
- The meet program will then show on your screen, you want to print it and perhaps also export to a word or pdf document.
- Print by clicking on the icon that is a printer in the top left hand corner above the word Preview
- Export to a file by clicking on the icon that looks like 2 page right above the word Preview

At this point you may also want to run a report showing the Team Size and Entry Fee summary

- Main Menu click on Reports, then Teams
- On the tab titled: Entry Fee Summary
- Then Click on "Create Report"

6. Printing lane cards

If your meet is run via manual stop watches, you need to print lane cards for the timers to be able to write the swimmers times on.

If your meet is run via electronics and with plungers as backup you only need to print lane cards for the distance freestyle events (800 and 1500 Free) so that the timers can take splits.

If your meet is run via the Dolphin Electronic watches, you need to print lane cards to write down the swimmers time from the dolphin watch.

To print lane cards

- Main menu, go to REPORTS
- Then, LANE/TIMER SHEETS
- Click on the Events you wish to print lane cards for, if you are printing for all events then click on SELECT ALL from the top left hand corner.
- Then click on the various options at the bottom of the screen
 - Under FORMAT, click on 'ONE EVENT PER PAGE'
 - Under PARAMETERS, click on the appropriate options
 - Under SORT BY, click on LANE THEN EVENT
 - At the very bottom Click on ALL HEATS

You then print the Lane cards by clicking on the printer icon

After you have completed and produced all reports that the meet manager and meet referee have asked for, familiarize yourself with Hytek by looking around

Use the HELP button if you run into difficulties or email Hytek with your problem.

When running a meet with Heats and Finals

After morning Preliminary Session is finished

→ **NEED TO WAIT UNTIL AFTER THE SCRATCH DEADLINE BEFORE PRINTING HEAT SHEETS FOR FINALS**

→ A Provincials/Junior Cup scratch deadline is in the meet package and says:
The scratch deadline for all events to be swum in the Finals on Saturday night will be 30 minutes after the conclusion of the Saturday morning session.

To do scratches

→ Go to 'seeding'

→ Then you will use "Scratch pad" to do the scratches. **(NOTE: it is very important to use Scratch Pad)**

Example: If Susie is scratching from event #3,

Highlight Event #3,

Then click on Scratch pad

Find the swimmer that is to be scratched

Put a check mark for that swimmer in the column titled: SC

→ Once you have gone through all your scratches, you can then seed that session.

→ Create the heat sheets for the **Referee's APPROVAL BEFORE** they get photocopied for all the coaches and officials and parents etc.

→ The referee should take all the scratch forms and make sure none of those swimmers are in the final

When you print heat sheets for finals,

Make sure you also print the 1st and 2nd Alternate

To do this, go to:

Reports

Meet Program

Then click on the tab "Include in Meet Program"

Then click on "Qualifying Alternates"

or if that doesn't do it or look right then click on "Round 1 Alternates"

or if that doesn't do it, click on both (sorry, but it is hard to know when I don't have times from prelims)