

IHSAA Track & Field Sectional Hosts



Performance lists are due for your sectional prior to 12:00 p.m. noon, **Saturday, May 14, 2022** for the Girls and **Tuesday, May 17, 2022 4pm** for the Boys. You will need to e-mail the performance list to the Athletic Directors of the schools participating in your sectional. Or if you prefer, you can post the performance lists to a website and provide link to the information. Additionally, please e-mail the .pdf to michelle.nolley@gmail.com and to blewis@ihssa.org.

Your meet can be seeded and sent to participating schools the day prior to your sectional. You should follow the same communication procedure as you did when sending out performance lists.

Reports/Performance Lists

To create the .pdf for distribution to sectional participants select **Reports/Performance** - Single Column, 1 Event Per Page, Team Split, Standard, then select Create Report. Once the report is created select the icon above the preview button this will bring a dialog box up, put Adobe in top box and disk file in the bottom then click ok. Save the report to a place of your choosing.

Hy-Tek Pre-Meet Instructions

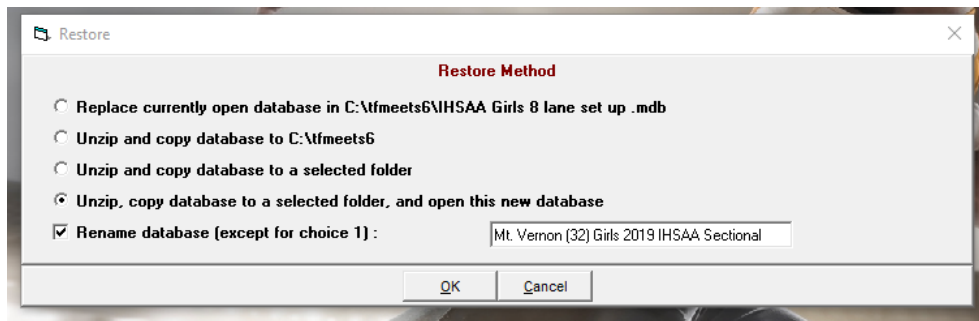
You may use last year's meet and purge the entry information or download a new meet setup file from <http://www.alphatiming.net/downloads> If you use last year's meet you *must be sure* that the host school name appears in the title of the backup. Ex: MtVernonGirlsSectional.

New Setup with Downloaded File

Go to File: Restore: & 4th radio button, "Unzip, copy database to selected folder & open.

Check mark the box underneath to rename using the following format:

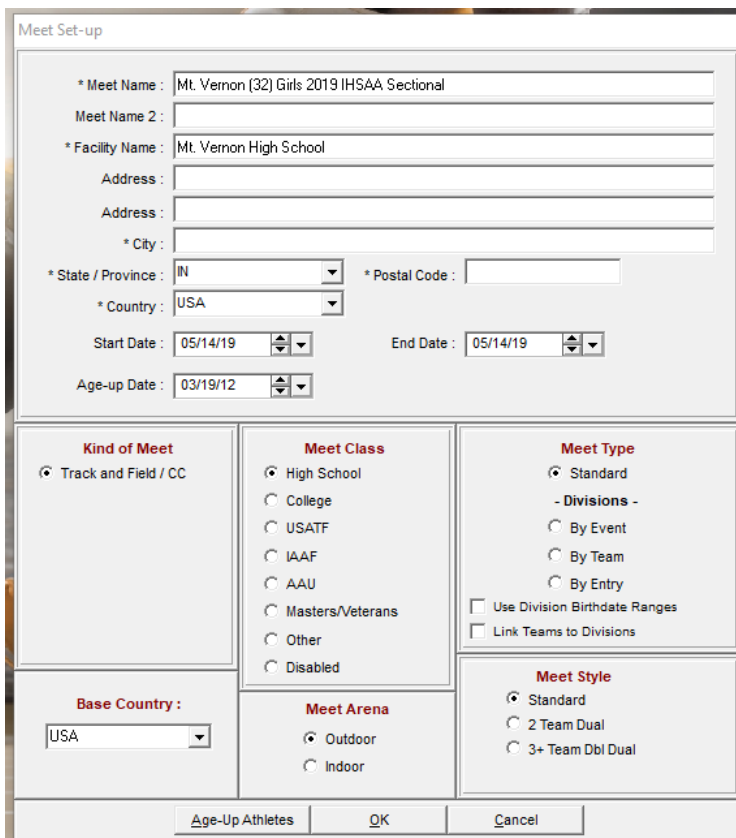
Host School Name I.e. **Mt. Vernon (32) Girls 2021 IHSAA Sectional**



Select the downloaded file

Set-up/Meet Set-up: Meet Name: should read, I.e. **Mt. Vernon (32) Girls 2021 IHSAA Sectional**

List Meet Name, Start and End Dates, Kind of Meet, Meet Class, Meet Type, Base Country, Meet Arena, and Meet Style.



Events/Records: Existing Sectional records should be entered if you are using a new download meet file.

Records

Import Export Update Refresh View Create Report

☒ Show Records for Selected Tag Only

Gender: ☒ All ☐ Male ☐ Female

Age Range: -

Indiv + Relays ☒ Indiv Only ☐ Relays Only

All Events ☒ Running Only ☐ Field Only ☐ Combined Sub-Events Only

Report Sort: ☒ By Event # ☐ By Age Group

| Evt# | Event Name | Hide | Tag Name | Mark | Year | Mon | Day | Record Holder | Affiliat |
|------|-------------------------|--------------------------|-----------|------|------|-----|-----|---------------|----------|
| 1 | Girls 4x800 Meter Relay | <input type="checkbox"/> | Sectional | | | | | | |
| 2 | Girls 100 Meter Dash | <input type="checkbox"/> | Sectional | | | | | | |
| 3 | Girls 100 Meter Hurdles | <input type="checkbox"/> | Sectional | | | | | | |
| 4 | Girls 200 Meter Dash | <input type="checkbox"/> | Sectional | | | | | | |
| 5 | Girls 1600 Meter Run | <input type="checkbox"/> | Sectional | | | | | | |
| 6 | Girls 4x100 Meter Relay | <input type="checkbox"/> | Sectional | | | | | | |
| 7 | Girls 400 Meter Dash | <input type="checkbox"/> | Sectional | | | | | | |
| 8 | Girls 300 Meter Hurdles | <input type="checkbox"/> | Sectional | | | | | | |
| 9 | Girls 800 Meter Run | <input type="checkbox"/> | Sectional | | | | | | |
| 10 | Girls 3200 Meter Run | <input type="checkbox"/> | Sectional | | | | | | |
| 11 | Girls 4x400 Meter Relay | <input type="checkbox"/> | Sectional | | | | | | |
| 12 | Girls Long Jump | <input type="checkbox"/> | Sectional | | | | | | |
| 13 | Girls High Jump | <input type="checkbox"/> | Sectional | | | | | | |
| 14 | Girls Discus Throw | <input type="checkbox"/> | Sectional | | | | | | |
| 15 | Girls Shot Put | <input type="checkbox"/> | Sectional | | | | | | |
| 16 | Girls Pole Vault | <input type="checkbox"/> | Sectional | | | | | | |

Events/Standards: Enter the 3-participant standard as in the 2022 IHSA Spring Bulletin or myIHSA.net (Resource Library). An import file for Hy-Tek is also available at myIHSA.net / Resource Library or on www.alphatiming.net/downloads

Time/Mark Standards

Import Export View Create Report

Gender: ☒ All ☐ Male ☐ Female

Age Range: -

Indiv + Relays ☒ Indiv Only ☐ Relays Only

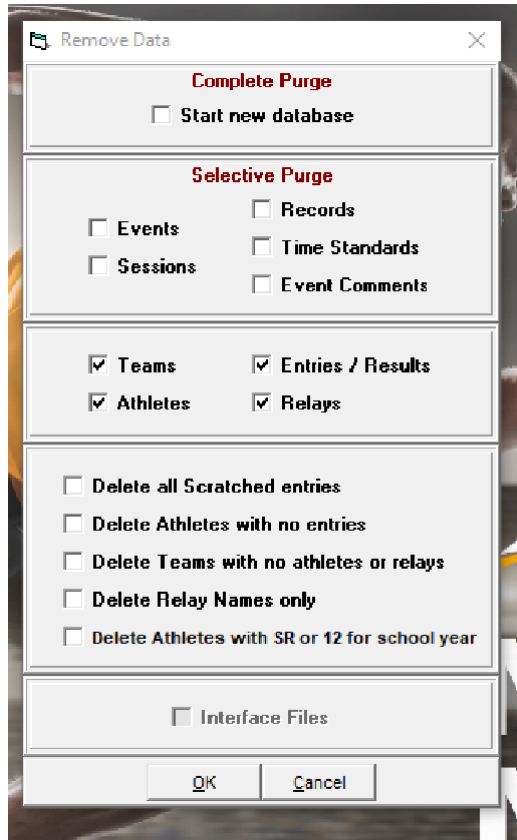
Report Sort: ☒ By Event # ☐ By Division ☐ By Age Group

| Evt# | Event Name | STAN |
|------|-------------------------|----------|
| 1 | Girls 4x800 Meter Relay | 9:30.31 |
| 2 | Girls 100 Meter Dash | 12.43 |
| 3 | Girls 100 Meter Hurdles | 15.09 |
| 4 | Girls 200 Meter Dash | 25.53 |
| 5 | Girls 1600 Meter Run | 5:06.68 |
| 6 | Girls 4x100 Meter Relay | 48.75 |
| 7 | Girls 400 Meter Dash | 57.67 |
| 8 | Girls 300 Meter Hurdles | 45.63 |
| 9 | Girls 800 Meter Run | 2:17.38 |
| 10 | Girls 3200 Meter Run | 11:20.71 |
| 11 | Girls 4x400 Meter Relay | 3:58.82 |
| 12 | Girls Long Jump | 17-03.25 |
| 13 | Girls High Jump | 5-04.25 |
| 14 | Girls Discus Throw | 127-06 |
| 15 | Girls Shot Put | 40-05 |
| 16 | Girls Pole Vault | 11-02 |

Past Sectional Hosts

You will need to change dates, update records, update 3- participant standards and purge last year's participants and schools. Your meet setup up is identical to last year. **Please be sure your site name is in your title** across the top of the banner I.e. **Mt. Vernon (32) Girls 2021 IHSAA Sectional**

File/Purge/Remove Data



Remove Data

Complete Purge

☐ Start new database

Selective Purge

☐ Events ☐ Records

☐ Sessions ☐ Time Standards

☐ Event Comments

☒ Teams ☒ Entries / Results

☒ Athletes ☒ Relays

☐ Delete all Scratched entries

☐ Delete Athletes with no entries

☐ Delete Teams with no athletes or relays

☐ Delete Relay Names only

☐ Delete Athletes with SR or 12 for school year

☐ Interface Files

OK Cancel

Seed the meet and run as you have in the past. Seeding information can be found in the 2021 IHSAA Spring Bulletin.

<http://www.ihsaa.org/Portals/0/ihsaa/documents/quick%20resources/Spring%20Bulletin.pdf>

Exceptions Report

Hy-Tek Operators **must** run an Exceptions Report indicating those athletes who potentially could participate in more than the permitted number of events.

The screenshot shows the 'Exceptions Report' window. At the top, there are buttons for 'Select All', 'De-Select All', 'Preferences', and 'Create Report'. Below these are icons for undo, redo, a heart, a printer, and a folder. The main section is titled 'SESSION LIST' and contains a table with columns: Day, Start Time, Session #, and Session Title. The first row is highlighted in yellow and contains the values '1', '01:00 PM', '1', and 'meet'. Below the table, there is a section for 'Check 1 Std if Mark Std report' with a table for 'Tag' and 'Time Stds'. The 'Tag' column has the value 'STAN'. To the right of this table are checkboxes for 'Each Team On a Separate Page', 'Include birth date', and 'Include registration ID'. Below this is a section for 'Max Entries', 'Stds/Qual', and 'Miscellaneous'. The 'Max Entries' section has two radio buttons: 'Exceed Maximum Entries per Athlete' (selected) and 'Exceed Maximum Entries per Team per Event'. The 'Exceed Maximum Entries per Athlete' section has a text box for 'Max entries including relays' with the value '4', and two more text boxes for 'Max individual entries' and 'Max relay entries'. The 'Exceed Maximum Entries per Team per Event' section has a text box for 'Maximum entries per team'. There are also checkboxes for 'Include Exhibition' and 'Count Relay Alternates (5-8)'. At the bottom, there are sections for 'Gender' (radio buttons for 'Both', 'Male', 'Female'), 'Age Range' (text boxes for 'Age' and 'Range'), 'Filters' (dropdowns for 'Team' and 'Division'), and 'Sort' (radio buttons for 'By Athlete' and 'By Team').

| Day | Start Time | Session # | Session Title |
|-----|------------|-----------|---------------|
| 1 | 01:00 PM | 1 | meet |
| | | | |
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| | | | |
| | | | |

| Tag | Time Stds |
|------|-----------|
| STAN | |
| | |
| | |
| | |

☐ Each Team On a Separate Page
☒ Include birth date
☒ Include registration ID

Max Entries | **Stds/Qual** | **Miscellaneous**

☒ Exceed Maximum Entries per Athlete
Max entries including relays : 4
Max individual entries :
Max relay entries :

☐ Exceed Maximum Entries per Team per Event
Maximum entries per team :
☐ Include Exhibition
☒ Count Relay Alternates (5-8)

Gender
☒ Both
☐ Male
☐ Female

Age Range
Age : Range :

Filters
Team :
Division :

Sort
☒ By Athlete
☐ By Team

Reports/Exceptions Reports. The setup for the Exceptions Report should be, 4 max entries and relay alternates should be checked then select Create Report. If any names are listed on the Exceptions Report, the coach should be notified that he/she has entered the participant in too many events.

Your clerk will need to know this information when checking in athletes.

Best practice will be to go over the exception reports with coaches prior to the beginning of the meet. If you are notified an athlete will not be participating in a relay DO NOT remove the name from the relay, have the clerk cross it off the heat sheet as not available for the relay.

At the end of the meet you will to run the following Report, **Report/Meet Summary**, choose 1 of the participants from your original exception list and make sure there is not more than 4 events listed with results for the participant. (You will need to do this for each discipline listed on the original exception report.) If you find a participant with more than 4 events with a result should notify the starter immediately and contact Brian Lewis at (81)630-2736. You should also put this in the notes of your email when you send to all entities at the end of the night.

Conclusion of the Meet

Do a backup of your meet. **File/Backup** Save the backup created to a location of your choice. It is suggested you back your meet up to a removable media device (thumb drive).

Go to **Reports/Results**, click “Select All”, Select the highlighted areas as shown below. Then click “create report” and save the file to the same location as your backup. Again, a PDF of the results is preferred. Follow the instructions as above to obtain this.

Results

Select All De-Select Preferences Memorize View Create Report

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Filters: Region Division Event Age -

Rounds: ☒ All Rounds ☐ Finals Only ☐ Prelims Only ☐ Round 1 Only

Indiv + Relays: ☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only ☐ Combined Only

| SESSION LIST | | | |
|--------------|------------|-----------|---------------|
| Day | Start Time | Session # | Session Title |
| All | | All | All Events |
| 1 | 01:00 PM | 1 | meet |

| EVENT LIST | | | | |
|------------|-----|-----------|-------------------------|-------|
| Evt # | Rnd | Status | Event Name | Heats |
| 1 | F | Un-Seeded | Girls 4x800 Meter Relay | 0 |
| 2 | P | Un-Seeded | Girls 100 Meter Dash | 0 |
| 3 | P | Un-Seeded | Girls 100 Meter Hurdles | 0 |
| 4 | P | Un-Seeded | Girls 200 Meter Dash | 0 |
| 5 | F | Un-Seeded | Girls 1600 Meter Run | 0 |
| 6 | F | Un-Seeded | Girls 4x100 Meter Relay | 0 |
| 7 | F | Un-Seeded | Girls 400 Meter Dash | 0 |
| 8 | F | Un-Seeded | Girls 300 Meter Hurdles | 0 |
| 9 | F | Un-Seeded | Girls 800 Meter Run | 0 |
| 10 | F | Un-Seeded | Girls 3200 Meter Run | 0 |
| 11 | F | Un-Seeded | Girls 4x400 Meter Relay | 0 |
| 12 | F | Un-Seeded | Girls Long Jump | 0 |
| 13 | F | Un-Seeded | Girls High Jump | 0 |
| 14 | F | Un-Seeded | Girls Discus Throw | 0 |
| 15 | F | Un-Seeded | Girls Shot Put | 0 |
| 16 | F | Un-Seeded | Girls Pole Vault | 0 |

Columns / Style / Sort Order / Format | Include in Results | Selected Teams / Time Stamp

Report Type: Columns ☒ Single Courier ☐ AP News ☐ Flat HTML ☐ Double ☐ Triple ☐ Combined Event Spreadsheet ☐ Dual Meet Format ☐ RTF Export ☐ Use Team Abbreviation

Style: ☒ Compiled ☐ Results by heat ☐ Masters / WMA

Sort Order: ☒ Publication Order ☐ Event # Order ☐ Session Order

Format: ☒ 1 Event per Page ☐ Page Break when Gender Changes Top How Many: Relay Names (0-8):

Columns / Style / Sort Order / Format | Include in Results | Selected Teams / Time Stamp

Include in Results: ☒ Records ☒ Spec Pts ☒ Seed Times / Marks ☐ Advance Formula ☐ Field Series ☐ Entry Qualifying Mark ☐ Scratches ☐ No Shows ☒ Athlete / Relay Points ☐ Include Splits ☐ Logos in Footer ☐ Event Comments ☐ Competitor Number ☐ All Prior Round Results (1 column only)

Include Team Scores: ☐ Male ☒ Female ☐ Combined ☐ Combine Divisions

Print/Export Reports

Copies: 1 Print directly using the following printer: \\VM-HSAA-WSUS1\sharp mx-m565n by

1 / 1+ 100%

Preview

Following the meet please contact the coach and/or athletic director of the participant(s) who is advancing due to a participant being scratch from an event and try to obtain the decision of if the next in line will accept or not.

It is suggested that you use a sign in sheet to have all coaches give their cell numbers so you can contact them that night regarding CALL-BACKS (these are the athletes who will take the place of a scratched athlete from the 30 minute scratch period) It is most helpful to the IHSAA to have the Call-backs confirmed the night of the meet.

Send an e-mail to michelle.nolley@gmail.com, blewis@ihsaa.org, and results@ihsaa.org. In the subject line of the e-mail list your sectional I.e. **Mt. Vernon (32) Girls 2021 IHSAA Sectional**. In the body of the e-mail include any items we should know about I.e. Scratches and who the replacement is and if they've accepted or not, 3-participant standards hit, odd happenings during the meet, anyone who competed in more than 4 events and finally attach the Backup and .pdf of results in a 1 column format with field series and team scores.

It is important that all backups with all the information listed above be sent the night of the meet as requested. Take your backup with you in case we have to call you at 11pm to have you send it again. We try to respond that we have received your information as soon as we can or to let you know that we are missing X, Y or X. We have tight deadlines for advancement so it's important to get items to us as accurately and quickly as possible. Should you have any corrections to your meet please let us know asap and then correct and send all the same information sent originally with the subject line of the site name and corrected meet.

Should you have any questions, please call Brian Lewis (812)630-2736 or Michelle Nolley at (317)403-8594