



## HY-TEK MEET MANAGER INSTRUCTIONS

Listed below are instructions pertaining to the use of the Hy-Tek Meet Manager program. Please be aware that all swimming sectional sites **must use the Hy-Tek Windows Meet Manager for Swimming software Version 4.0, 5.0, 6.0, or 7.0.**

### I. Contact Information

The Hy-Tek operator must email his/her name, phone number, and email address to the IHSAA Office ([krosati@ihxaa.org](mailto:krosati@ihxaa.org)) prior to the sectional meet. This information will be used only in the event of a technical failure. Please make sure that this person can be contacted by phone on Saturday evening and Sunday morning following the sectional meet.

### II. Meet Set-up

Each site will receive the meet set-up via email, which will include team names and appropriate abbreviations. Email this file or save this file onto a flash drive, and follow the directions below. These directions are written for the novice Hy-Tek Meet Manager operator. Experienced Meet Manager operators may have different operational preferences. Variances from the following directions are acceptable as long as the following requirements are met.

- A. Create a new folder on your "C" drive called "sectional boys" or sectional girls" followed by the year of the sectional.
- B. Setting up the Meet in Hy-Tek Meet Manager for Windows
  1. Open MM and click on "FILE"
  2. Place flash drive in appropriate port
  4. Click on "RESTORE", then click on third choice: unzip and copy to the above listed folder in "C" drive
  5. Highlight meet and click "OPEN", and click "OK" again
  6. The meet has now been installed on your computer in a specific folder.
  7. To open the meet go to "FILE", "OPEN/NEW". This should take you to the directory where the meet is stored; highlight the name of sectional, then open.
- C. Selecting the Printer
  1. Go to "MEET SET-UP"
  2. Go to "REPORT PREFERENCES"
  3. Click on "PRINTER" – select the printer that will be used during the meet, then click "OK"
  4. Do not change any other fields
- D. It is extremely important to have all names of both the participants and alternates entered in each relay. The swimmers should be listed in the order that they swam the relay in the finals.
  1. The order of names can be adjusted by dragging names to correct box
  2. Name order may need be adjusted at each session. Prior to making final backup of copy of results the relay names must be in the order that was swam in the finals.

### III. Importing the Sectional Entry Lists

- A. Tournament directors will receive a link containing two files for each school participating in your sectional. One is a .csv file that can be opened with Excel and can be used for program information and to identify alternates. The second file is an .sd3 file that can be used to import into Hy-Tek's Meet Manager. For both file types, you can either right click on each of the files and 'Save Target As' to a location of your choice or left click each file and choose the 'Save' Option.
- B. After the files have been saved to your desktop, open Meet Manager. Click on "FILE", "IMPORT", "ENTRIES". Then double click on each sd3 file located on your desktop to import entries to the meet. As the meet entries are being imported, **make sure that the check box stating "MATCH ON EVENT NUMBERS" is unchecked.**
- C. Once the entries are imported, the alternates for the individual events must be identified. Refer to the .csv file for each school to determine the alternates for individual events only. Open the .csv file for a school. To identify the alternates in Meet Manager, go to "ATHLETES". Click on "SCHOOL" to sort alphabetically. Highlight the student athlete's name. Mark the "Alternate" check box for each athlete who is an alternate in an individual event.
- D. **No time changes will be accepted after the sectional entry deadline date. Any additional changes or additions may be made if approved and submitted to each site by the IHSAA Office.**

#### IV. Heat Sheet – Seeding Deadline

A heat sheet should be prepared and sent to participating schools for corrections. To seed the heat, go to “SEEDING” and select highlight Session 1. Then select “START SEEDING”. Go to “REPORTS” and “MEET PROGRAM”:

- A. Session List: Session 1, 5:30pm
- B. Select All
- C. Column format:
  - Column: Double
  - Athletic ID: None
  - Time Stamp: Date and Time
- D. Include in Meet Program:
  - Records
  - Entry times
  - Line for Results
  - Round 1 Alternates
  - Relay Athlete Names “0”

#### V. Thursday Preliminaries

- A. Print the heat sheet to be published for Thursday’s preliminary events. Use the same format as provided in Section IV. This is given to the Athletic Office.
- B. Print relay cards for Thursday and Saturdays events. (Reports>Entry Lists)
  - 1. Session List: Session 1 5:30pm
  - 2. Report Type: By Team
  - 3. Options: Relays Only
  - 4. Format: Event Description and Time & Separate Page for TeamFor each school, place a relay card in the coach’s packet, one on Thursday and again one on Saturday.
- C. Print lane timer sheets for prelims and place on clipboards. (Reports>Lane timer sheets)
  - 1. Session List: Session 1 5:30 pm
  - 2. Format: 2 events per page
  - 3. Parameters: Include Entry time
    - Double space
    - Relay Athlete names 8
    - Lanes 1-8
  - 4. Sort by: Event
  - 5. All heats
- D. After scratch meeting, drag relay participants in the correct order.
- E. **Run an Exceptions Report**
- F. Run revised heat sheet with relay names for Announcer, Officials, Clerk of Course. Use the same format as in section IV, except modify Relay Athlete names to “4”.
- G. If there is a reseed, print reseeded events on colored paper and distribute to coaches. Also, print new lane/timer sheets and replace old ones with these on the timer’s clipboards.
- H. Run meet and record times. (Run menu) Always check what session you are running.
  - 1. Adjudicate times using NFHS swimming rules. In run menu list (do not score) for results per event.
  - 2. Remember the mission is to use the pad time whenever possible without adjustment.
  - 3. Print event results for announcer, for coach’s packets, and post for spectators.
- I. Print event results for announcer, for coach’s packets, and post for spectators.
- J. At the end of the meet, seed Finals and print heat sheet.
  - 1. Seed Finals
    - Select Session 4 - 1:00PM
    - Select all
    - Start seeding
  - 2. Heat Sheet – Swimming (Report>Meet Program)
    - Top 16 advance 1-8 to Finals and 9-16 to Consolations
    - Session List: Session 4 - 1:00pm
  - 3. Select All
  - 4. Column format:
    - Column: Double
    - Athletic ID: None
    - Time Stamp: Date and Time

5. Include in Meet Program:
  - Records
  - Round 1 Results
  - Line for Results
  - Relay Athlete Names "0"
6. Heat Sheet - Diving
  - Session List: Session 2, 9:00pm
  - Select All
7. Column format:
  - Column: Double
  - Athletic ID: None
  - Time Stamp: Date and Time
8. Include in Meet Program:
  - Records
  - Entry times
  - Line for Results
  - Relay Athlete Names "0"
9. Results - (Reports>results)
  - a. Select Session 1 5:30 pm
  - b. Rounds – Prelims only
  - c. Column/Format – Double
    - Relay names "4"
    - Time/Date Stamp
    - Athletic ID – None
  - d. Include in Results – Entry Times
  - e. Splits/Sort Order/Teams
    - Splits – subtracted
  - f. Sort order – Event Order
  - g. Selected Teams – All teams

#### VI. Saturday – Diving Preliminaries

- A. After 5 dives, run scores by diver order and place. Enter scores into Hy-tek Session 2 - 9:00am diving prelims in run menu. Save results in timing console. 20 divers advance to round two (dives 8-8).
  - a. In the timing console, delete divers greater than 20th place. To maintain the integrity of the diving order, delete divers from the bottom of the list and work up. This way you will retain the same diver number through the process. Mark on your original diving order sheet the new diving order number of each participant. Also add the new number to the dive sheets so you can properly keep track. **Check the timing console with the scores to ensure that the correct divers have advanced. If incorrect redo using the saved results from line 5 above.** Hytek will automatically advance the top 16 divers.
- B. Seed Session 3 in Hytek - 10:30am.
- C. Run diving for rounds 8-8.
- D. After 8 dives, run scores by diver order and place. Enter scores into Hy-tek session 3 10:30am diving semis in run menu. Print and post results (near diving area and upstairs). Save results in timing console. 16 divers advance to finals (dives 9-11). Cut all divers greater than 16<sup>th</sup> place. Seed Session for finals, and the Hytek program will automatically advance 16 divers. Use the same procedure in the timing console as in 4.a to delete, renumber and track divers. Save results for finals. **Check the timing console with the scores to ensure that the correct divers have advanced. If incorrect redo using the saved results from prelims.**
- E. Print individual diver scoring from the timing console for all divers cut and attach them to their dive sheets. These will be distributed to the schools later.

#### VII. Saturday – Swimming and Diving Finals

- A. Repeat steps B - G in Section V.
- B. Diving finals:
  1. In the timing console, load saved file after 8 dives.
  2. After the 11 dives, print results by diver and place. Record points in Hytek finals, score, print results and post as before.
  3. Print individual diver scoring from the timing console for divers in finals and attach them to their dive sheets.
- C. Official Results for IHSAA.
  1. Print Scores and Results - Reports>Results. This report will include scores at the end of the report.

2. Session List: Session 4: 1:00pm Rounds:
3. Select All
4. Columns: Double
5. Format: Relay names "8"  
Date Stamp  
Athlete ID: None
6. Include in Results: Nothing should be checked.
7. Include team Teams scores: Check male or female
8. Splits/Sort Order:  
Splits: Subtractive  
Sort Order: Event Order
9. Have the Official sign the meet results.
10. Copy for AD, computer operator.
11. AD to fax these results to IHSAA per instructions.
12. Email a backup of the meet to IHSAA per instructions.  
Backup Procedure: (File>Backup) (See Hytek Meet Manager Instructions)  
Select drive and directory  
OK  
OK

**D. Results for Coaches.**

1. Print Scores and Results. (Reports>Results). This report will include scores at the end of the report.  
Session List: Session 4: 1:00pm Rounds:  
Select All  
Column/Format – Triple  
Relay names "4"  
Time/Date Stamp  
Athletic ID – None  
Include in Results – Records  
Splits/Sort Order/Teams  
Splits – subtracted  
Sort order – Event Order
2. Selected Teams – All teams  
Include team Teams scores: Check male or female.

**VIII. Reporting Results To the IHSAA**

- A. Emailing Results** - Each sectional site must email the results as a meet manager backup file. This file should be sent as soon as possible on **Thursday and Saturday** evenings after the completion of the competition. The results of both the preliminaries and finals will be posted on the [www.ihsaa.org](http://www.ihsaa.org) web site.
1. After completion of the meet insert a flash drive in the appropriate port.
  2. In the "MAIN MENU" select the "FILE MENU", then select "BACKUP".
  3. A window will appear that allows you to select where you want to save the "BACKUP" file. Select your Flash drive port and click "OK".
  4. Another window will open with the following directions: You have selected drive as the selection for the backup of you current database. Would you like to include a message with the backup? Select "YES".
  5. Another window will appear and on the top line type in the name of your sectional site.
  6. Another window will appear that directs you to put in first drive of a multi-volume set. You will only need one drive. Click "OK".
  7. Another window will appear that tells you that the data has been copied to your flash drive. Click "OK".
  8. You now have a zipped .cl2 file that contains all of your meet results.
  9. Go to a computer were you have internet access. The subject line should contain the sectional site. The message should contain any pertinent information, such as Sectional Coach of the Year award winners. Attach the "Hybackup" file to the email and send it to [krosati@ihsaa.org](mailto:krosati@ihsaa.org)
  - 10. After e-mailing the results to the IHSAA, make sure that you obtain confirmation of receipt. The IHSAA will notify schools once their results have been received successfully.**