

## Midlakes Meet Manager Trainings Presentation Outline

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- Introduction: This workshop is geared for summer league coaches/volunteers that is familiar with MEET MANAGER. Please ask lots of questions and we will do our best to help.

### Workshop Plan

- 1) **Information and materials you will receive**
  - a) Sample Dual Meet
  - b) "B" Disqualification Times
  - c) Midlakes Records
- 2) **Software Update – Download latest version**
  - a) Periodic updates are available on the web at ([www.hy-tekLtd.com](http://www.hy-tekLtd.com)). Program should be updated to the latest version possible.
  - b) Meet Manager has an easy way to update if you are on the internet by just selecting the "check of updates" button
- 3) **A couple of items to remember**
  - a) File/Repair Database - If you are experiencing data problems try this.
    - i) You can also close the program and re-open.....often this will solve minor issues
  - b) Please be sure to back up your database while running a meet.

### **2019 Hy-Tek Meet Manager 7.0**

- A. Creating a New Meet –
- B. Other items for meet day
- C. Running a division champs
- D. Lessons on Hy-Tek website
- E. Updating program

#### Creating a New Meet Database – Multiple Options

- 1) Import Sample Dual Meet
  - a) File/New - Create a new meet.
  - b) Give a name and starting and ending dates.
  - c) Additional data is not necessary, you can RESTORE from the sample meet on the Midlakes website and it will give scoring info, events, time standards, etc.
  - d) File/Restore – find backup file and restore data from backup.
- 2) File/Save as - easy way to create a new meet from last week's meet.
  - a) Just rename the meet and purge/remove data selectively then make changes to the Meet Setup.
    - i) File/Purge/Remove Data Selectively – Selective Purge.
      - (1) Check Teams, Athletes Entries/Results, Relays.
      - (2) Leave all other boxes unchecked.
        - (a) This is important if you are not saving each meet, or setting up a new meet each week.
        - (b) It does not take long to set up a new meet each week in order to ensure the database has protection in case of error later.
    - ii) File/Duplicate
      - (1) **This is the best option if you are not creating each database individually. If you choose to create each year's meet by changing an existing database, this is the option to use.**
- 3) Making sure the meet is set-up correctly
  - a) Set-up/Meet Set-up –
    - i) Fill in the name (i.e. Team A vs. Team B) location and start date of the meet.
    - ii) **PLEASE USE THIS FORMAT: SS @ KGR A-Meet 6-15-19**

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- (1) Remember to change to short course meters if the pool you will be swimming in is meters, as the sample is in yards.
  - (2) Sample indicates 6 lanes, but change to appropriate number to reflect the pool in which you will be swimming current meet (either 4, 8, or 5).
    - (a) This is done in the EVENT list as well
  - (3) Set-up/Athlete/Relay Preference –
    - (a) Check - Enter Ages, Enter Birth Dates, **Date for computing ages (06/15/2019)**, Warn if Times are out of Range.
  - (4) Teams/Add Teams –
    - (a) You will not need to do this if you import the two teams' meet entries first as this information will be included with the entries
    - (b) Delete unattached team.
      - (i) If you input a team name that does not match the one when you import the entries you will add a team to the meet and not overwrite the name already in the data base.
      - (ii) **If this happens, delete the name that you put in and not the one from the import. If you are unsure, just delete both and re-import the entries.**
- b) Set-up/Seeding Preferences – Do this setup after you have imported the two team's entries.
- i) Go to dual meets and place teams into lanes.
    - (1) Check boxes: strict assignment all heats **AND** use lane assignments above.
      - (a) You can go back and manually change the seeding from the seeding/preview event
        - (i) **Note: Home - ODD - Away EVEN for scoring heat.**
        - (ii) For exhibition heats teams can choose to combine teams like the scoring heat **OR** single team for each heat. **COACHES must communicate with each other on what they want – this should NOT be decided by the TEAM REP.**
- c) Set-up/Set-up/Report Preferences
- i) List printers used, number of copies desired
- d) Set-up/Entry/Scoring Preferences - Set number of award labels desired.
- i) Maximum scorers for relays and individuals – 2
  - ii) Maximum entries per athlete including relays – 4
  - iii) Maximum individual entries per athlete – 3
  - iv) Maximum relay entries per athlete – 2
- e) Set-up/Scoring Set-up

4) Place	1	2	3	4	5	6
Individual	7	5	4	3	2	1
Relay	14	10	8	6	4	2

**Note:** A team may enter up to three (3) swimmers or relays per scoring heat in a 6-lane pool.  
A team may enter up to two (2) swimmers or relays per scoring heat in a 4 or 5-lane pool.

- a) Set up Events, Records and Time STDs
- i) Events/Records – Enter Midlakes **AND/OR** team records here.
    - (1) The Midlakes records are already in the Sample meet.
    - (2) If you want to add team records, or meet records, you must ADD TAG and fill in the information for each event.
      - (a) The information can also be imported from a TM file.
      - (b) **ONCE THIS INFORMATION IS IN YOUR MEET, IT WILL COME THROUGH WITH EACH MEET.**
        - (i) We can try this tonight if you would like....
    - (3) Events/Time Standards – 2019 Midlakes short course yard and meter time standards.
      - (a) **If you need to replace standards transfer the individual event time STDs using the file that you received tonight**
        - (i) You can also export/import these standards between Meet Manager and Team Manager
      - (b) Events/Time Standards/Import or export
- 5) Meet Entries
- a) Meet entries should be filled out in Team Manager 8.0
    - i) Export entries file and athletes file.

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- ii) These files will then be imported into Meet Manager.
  - b) **MIDLAKES LEAGUE STANDARD OPERATING PRACTICE:**
    - i) **Operating Plan F.6 (Dual Meets)**
      - (1) **Coaches must converse prior to each meet to communicate entry submission, along with how this standard (equality of competition) will be met during the competition.**
    - ii) Information should be sent no later than the day of the meet from the visiting team by 1pm.
    - iii) This allows the home team to produce paperwork for BOTH teams prior to warm up.
      - (1) The Team Manager program allows you to assign heat and lane information for the swimmers entered in a meet.
      - (2) If Heat and Lane have been included by both clubs you will not need to seed the meet as it will be seeded automatically.
      - (3) **IT IS RECOMMENDED TO LET MM SEED THE ENTIRE MEET**
  - c) Team athletes file needed to replace a swimmer who was not initially in the meet because of a no show
    - i) **WHEN YOU PLACE AN ALTERNATE** - You must be able to prove that the swimmer is part of your team
      - (1) If the swimmer is not in your Athlete roster export, they will not be eligible to swim. This is consistent with League By-Laws
    - ii) Import Home and Away Team's Entries and athletes
    - iii) File/Import/Entries – select file from appropriate drive. Select match on event number and include entries with no times
    - iv) File/Import/Rosters only – select file from appropriate drive
  - d) Seed Home and Away team's entries
  - e) Seeding/Select All/Start Seeding:
    - i) NOTE: you will not need to seed the meet if the entries you have imported from Team Manager include correct heat and lane information from both teams.
      - (1) Check this by selecting the run meet option and checking for names in events. If this is blank then you will need to seed the meet and let the coaches know
- 6) What to do prior to the meet.
- a) Pre-Meet Paperwork to do after you have both teams seeded for the meet.
    - i) Meet Program or Heat Sheet - **Reports/Meet Program/Select All**
      - (1) This will produce a heat sheet for coaches, officials and to post.
      - (2) Check these boxes before producing the report: Triple Column, Time Standards, Entry Times, and set Relay Athlete Names to 4.
      - (3) Have coaches check for any corrections **ie. a swimmer needs to be added or removed from the meet.**
    - ii) Timer Sheets - **Report/Lane/timer sheets**
      - (1) Select All or highlight events desired. (make sure you have checked the box to show Individual and relay events)
      - (2) Format: check one or two events per page
        - (a) Note: this is up to the host team and the amount of paper you want to use
        - (b) Check include entry times, Double space and set relay swimmer names to four.
          - (i) This will allow timers to check the relays for who swam and make sure the order is correct.
          - (ii) Set the lane range for the number of lanes that you have at your pool.
            - 1. Note: you can reprint just one lane if you need to make corrections to that lane
        - (iii) Set **SORT BY to Lane then Event** so that all of the sheets for one lane will print in order.
- 7) Run the Meet
- a) Run/Preferences/run screen- Select to show backup times column and show DQ codes column.
  - b) Enter Times by Heat or Lane:
    - i) NOTE: Normally this would be set by Heat but if you have multiple heats of one event, you can switch to by Lane and enter all the times from one lane from the timer sheets.
    - ii) Enter Times: Select the event that you need to enter times.
      - (1) PLEASE enter ALL the times you receive from the lanes – the program will calculate the times for you.
      - (2) You will need to have the backup time column showing (run/preferences/backup columns) so you can enter times in these columns
        - (a) Once you type in the times CHOOSE the CALC Option on the RUN Screen and follow the directions for the computer

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- c) Adjust/Show Eligible Athletes: Use this option on the Run Screen if you need to scratch a swimmer,
    - i) Double click on their name to scratch
    - ii) To substitute a swimmer - - Highlight the swimmer and drag to the open lane or to the swimmer that you are replacing
    - iii) Then click on Accept.
  - d) If the swimmer is not already in the meet and you have imported the ENTIRE Team Rosters – the athlete is ineligible to participate.
    - i) Note: If you did not import the team rosters – go back and complete this step.
  - e) If there is more than one heat in an event be sure to click on the next heat number.
    - i) Be sure each individual or relay exhibition swims are marked accordingly.
  - f) After the names and times are checked against the timer sheets then click - Score Event
    - i) Be sure to include ALL DQ's and name changes. Utilize the DQ code options as well before proceeding.
      - (1) These are a useful way to help coaches and swimmer know why someone was DQ during the meet.
      - (2) To print up the list of codes go to Reports/Administration select DQ code list and create the report.
      - (3) Only the DQ codes that are applicable to the event will come up when you select the pull down list in the DQ codes column.
  - g) Then proceed to Next Event, unless you are printing award labels.
  - h) Then proceed as directed below. Results of event will show on screen. If you wish to print, click on printer icon.
- 8) Print Award Labels
- a) Run/Labels/Award Labels - Make selections as needed.
    - i) Use standard award Label. - After each event is scored, labels may be printed. If you are using a laser printer for reports and labels you may want to print when you have enough labels to fill a whole sheet.

### 9) Score Meet

- a) Make sure you have done the Setup/scoring setup/standard

10) Place	1	2	3	4	5	6
Individual	7	5	4	3	2	1
Relay	14	10	8	6	4	2

**Note:** A team may enter up to three (3) swimmers or relays per scoring heat in a 6-lane pool.  
 A team may enter up to two (2) swimmers or relays per scoring heat in a 4 or 5-lane pool.

- i) You must also make sure that go to setup/entry/scoring preferences and set the maximum scorers per team to match the operating procedure.
  - (1) The program will score as you go by selecting score after entering all times – make sure exhibition swimmers have been checked so that they will not be eligible to be scored.
    - (a) If you need to make a correction in an event that has been scored, just make the correction and select Re-Score.

### 11) Print Results

- a) Reports/Results/Select All/Create Report - At the conclusion of the meet, print the results for distribution to teams.
  - i) **For Printed Report use these selections: Columns - Triple, Splits - None, Relay names 4,**
  - ii) **include in results: Time standards, Entry time, DQ Codes, Athlete/relay points, Combined score**
- b) Report for Website: To create the report for the Midlakes website.
  - i) After choosing the SAME ITEMS AS LISTED ABOVE - select **THE PDF OPTION**
    - (1) SAVE the meet using the following format **SS @ KGR A-Meet 6-15-19** and then email to the Midlakes Communications Director

### 12) Back-up Results for Visiting Team's

- a) File/Back-up: The away team should bring a flash drive for you to place a backup of the meet.
- b) You do not need to give an export of results, they can create this file on their own computer after they restore the backup
  - i) File/Export/Results – This is the file EACH TEAM CAN THEN CREATE ON THEIR OWN to import the meet results into Team Manager. Select the team you wish to export results, include relays.

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**You are now ready to run a great Midlakes Dual Meet!**

### **Other Items**

- 1) **Entering Splits for relays** - This can be done in the run menu by selecting splits. Then enter splits cumulatively. By doing this prior to exporting results to team manager, you will be able to track split times in team manager when running reports and creating best relay reports from Team Manager. You can also include splits on meet result reports for you team. THIS DOES NOT TAKE LONG IF SPLITS ARE ACCURATELY TAKEN DURING A MEET. THIS IS ALSO SOMETHING A COACH CAN DO **AFTER** A MEET IF THEY HAVE THEN COMPUTER.
- 2) If you have a timing console/touch pads, you will want to order the Timing Console INTERFACE option.
  - a) The Timing Console INTERFACE option is software built into MEET MANAGER which allows MEET MANAGER to connect directly to popular timing consoles

### **TWO OTHER IMPORTANT ITEMS**

- 1) **“B” DQ report INSTRUCTIONS** – This is information that comes from TM.....but is only as good as the information that comes from the weekly meet databases.....
- 2) **Midlakes Championship Meet. Entries** are due **via email** to **Jeff Lowell** on **Friday July 19th by 1:00 pm**. Send all files to [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com)

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**"B" DQ report Due Friday, July 12<sup>th</sup>**

1. The program does allow you to just export the swimmers and relays that have bettered the "B" DQ times.
  - a. **Note: This is an export. Do not create a report with this list as the report cannot be merged with all of the other times.**
  - b. **Please be sure to EXPORT JUST THOSE ATHLETES WHO BETTERED B DQ STANDARDS**
2. You will need to do one export, make sure you check export relays.
  - a. For those of you who have had a meet at a meter pool you will need to do two exports - one specifying yards and one SCM (short course meters)
3. Go to **File/Export/Best Times**
  - a. Export to folder on your hard drive
  - b. Check the use since date and make **that June 17, 2019**. Specify course as yards
  - c. **Minimum Standard Midlakes B DQ with a designator "B" DQ**
  - d. Select your team and uncheck: include swimmer with no results
  - e. Then hit ok
  - f. The file name created should be **"yourteam"- best001.zip**
4. **Please email this file to [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com) by 7 pm on Friday, July 12th. The merged times report will be emailed to the league communication director to post on the website Saturday July 13th.**

**PLEASE REMEMBER THE FOLLOWING OPERATING PLAN LANGUAGE:**

Each club is to provide a list of all "A" swimmers and their season best times in yards in each individual event, and best relay times using HyTek software. These shall be delivered through email to the address of the individual designated by the board to compile these times. All clubs will be able to view this information which will be posted on the league website. **Any club submitting times later than 1/2 hour beyond the specified time will be assessed a fine of \$100.00. Late clubs and "no shows" will be disqualified from championship meets until the fine is paid. The fine must be paid prior to the time that Championships take place.**

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### **Instructions for Entering the Midlakes League Championship Meet**

**ENTRIES & REGISTRATION:** You **MUST** submit **THESE ITEMS** by Friday, July 20, 2019 by 1pm

Your entries are complete **ONLY AFTER** submitting the following:

1. A Team Manager export of your meet entries
  - a. **Please use the League Champion event list so that event numbers match. (Events 1-90)**
  - b. When exporting from Team Manager, ENTER qualifying times for all athletes. Please use the CUSTOM TIME option in Team Manager to create a time for athletes who have not competed in an event this season
2. Two Team Manager printouts of your entries – please use the Team Entry Report from TM.  
**(Reports/Performance/Meet entries)**
  - a. Create a file for individual events – please send entries by NAME and include PROOF OF TIME in pdf format
  - b. Create a file for relay events – please send entries by RELAY (including all athletes and alternate names) and include PROOF OF TIME in pdf format
    - i. (Include alternates as well. Any alternate listed in a relay event can be moved to any relay team in that relay event. So if a swimmer is listed only on the B relay as an alternate, he or she can still swim on the A relay if needed.)
3. Please remember that you DO NOT need to have any entry fees for the League Championship this season. The fees were taken care of during the preseason
4. Please remember that the League Championships is ONE MEET – create ONE export file for your entries
5. **League Championship Entries are due on Friday, July 20, 2019 by 1pm. Send all files to [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com).**

### **PLEASE REMEMBER THE FOLLOWING OPERATING PLAN LANGUAGE:**

1. Entries and a master list for League Preliminaries and Div. Championships shall be submitted according to the schedule voted upon at the Fall meeting. All entries must be submitted with a League approved hard copy printout from HyTek software along with the associated entry file exported from TM. All entries must be submitted in yard times.
  - a. Complaints will be resolved by the Board of Governors prior to the start of the meet. Complaints must be in writing and submitted by the coach or official team representative only.
  - b. Changes will not be permitted after the psych sheet is sent to the Midlakes Communication Director for posting (defined by the time stamp at the top of the psych sheet) except for clerical errors (defined as a discrepancy between a team's hard copy of their TM entries and the team's electronic file from TM). Empty lanes resulting from insufficient entries will not be filled.
  - c. Any club showing up later than the specified time to enter the League Championships will be assessed a fine of \$250.00 in order to submit entries into the League Championships. Any club missing the entry deadline MUST submit entries prior to the posting of the psych sheet or NO athletes from that club will be able to compete in the League Championships. Late clubs and "no shows" must pay the fine prior to the beginning of the Championship meet. If the fine is not paid, athletes will be withheld from the meet.
2. Substitutions may be made in relays for injury or illness. When a substitution is made, the swimmer who is deleted may not swim in any events. The substitute swimmer must be listed as an alternate on the entry sheet. Regulation #3 under Championship Meets still applies to the new swimmer regarding number of events entered.