

Midlakes Team Manager Trainings

Presentation Outline

- **Midlakes HyTek Consultant**
 - **Jeff Lowell**
 - Contact Information
 - C: 425-495-5318
 - E: jefflowell9969@gmail.com
- Introduction: This workshop is geared for summer league **COACHES WHO ARE NEW TO TEAM MANAGER**. Please ask lots of questions and we will do our best to help.
- VERSION 8.0 is what the Midlakes League Operating Plan states should be utilized by ALL clubs.
 - You can upgrade your system through the HyTek website
- **Team Manager**
 - Team Manager was designed and released to help teams manage and track administrative and performance information
 - IS MOST USEFUL FOR YOUR COACHES, NOT YOUR TEAM REPS!
 - Makes entering a meet easy – and your coaches should be entering your athletes!
 - Specify a meet entry information about your athletes and TM will list all eligible swimmers and events right on the screen indicated with their best times.
 - You can even filter that list from a previously defined "Pre-Entered" list of swimmers so that only swimmers that have declared that they will be able to attend the meet will be on the list!
 - Just click on the events to be swum by each swimmer!
 - TM will also pick your Best Relay by evaluating eligible swimmers' times and actually putting together the relay for you - with one mouse click!
 - Award / Improvement Labels
 - TM can create Improvement Labels for each swimmer – and they are more accurate from TM than from MM. Just specify the amount of time for the improvement (smallest is .1 sec).
- Stay Current with product Releases
 - How to Get Help
 - Use the Product / Internet Help or User Guide
- TM upgrades: You automatically receive all options you have in your current HyTek Team Manager program you upgrade.

Workshop Plan

1. Creating your team
2. Creating a meet
3. Miscellaneous
4. E-lessons
5. Updating the Program

Creating your team – Found in SYSTEM PREFERENCES in the Set-Up Menu (found on the main screen toolbar)

- 1) System age-up date – **set to 6/15/2019**
 - a) **This is the age up date set by the league. Please ensure this is accurate – as it will place athletes in the correct age groups**
- 2) Entering athletes –
 - a) Creating custom fields
 - b) Activating/Inactivating Athletes
 - c) Universal moving of a set of athletes
 - i) Exporting a roster from old database
 - ii) Importing a roster into new database
 - iii) Saving an old database - renaming
- 3) Creating A/B teams
 - a) Important OPERATING PLAN information – important to have designators
 - i) Section F (Dual Meets)

Midlakes Team Manager Trainings

Presentation Outline

- (1) Coaches should strive for equality of competition, particularly when a stronger team is swimming against an obviously weaker team.
- (2) Each team is limited to a maximum number of 120 swimmers entered in any dual meet (A or B).
- ii) Section F (Dual Meets) Article 8
 - (1) In dual meets, once a swimmer has achieved a "B" disqualifying time in each stroke, they may not swim that same event (individual or as part of a relay) in a "B" dual meet. This shall not disallow swimming up an age group or penalize the swimmer first achieving their "B" disqualifying time at a "B" Dual Meet.
- 4) Creating a Team Records/BDQ/League Records files – import/export (both will be provided for you tonight)
 - a) Go to Records/Import Records
 - i) Choose your file – import
 - b) Go to Standards / Import Standards
 - i) Choose your file – import
- 5) Creating a meet
 - a) Dual/Division Champs/League Champs events
 - i) The number is different
 - ii) AGE GROUPS FOR ALL EVENTS HAVE BEEN MADE THE SAME
 - (1) The IM is now 9-10, not 10 and under for example
 - b) COPYING MEETS
 - c) CREATING A NEW MEET
 - i) Copy the meet numbers – use a past meet
 - d) Pre-entering swimmer in the meet
 - e) Entering swimmers by Name/Event
 - f) Selecting exhibition swimmers
 - g) Assignment of lanes/heats in team manager
 - h) Exporting entries to Meet Manager
- 6) Maximum entries
 - a) max for a dual meet is 4 swims,
 - i) 2 Relays / 2 Individual swims
 - ii) 1 Relay /3 Individual swims
 - b) max for a Championship meet is 3 swims **BETWEEN** Division and League Champs.
 - i) Division Champs
 - (1) 2 Relays /1 Individual swims
 - (2) 1 Relay /2 Individual swims
 - (3) 3 Individual swims
 - ii) League Champs
 - (1) 2 Relays /1 Individual swims
 - (2) 1 Relay /2 Individual swims
 - (3) 2 Individual swims**
 - c) **The only exception is 3 swims at Division Champs and One relay swim at League Champs.**
 - d) There is an easy to read chart in the Operating Plan ON PAGE 5 that clarifies this further

Notes

- 1) Meet results can be entered quickly without ever having to enter the swimmer's name.
 - a) Great way for Relay Splits to be recorded
 - b) This helps pick the most accurate relay combinations as meets are set up
 - c) Just select the event and TEAM MANAGER will display all eligible swimmers for that event.
 - i) Pick one using your mouse or keyboard and enter his/her swim time (optionally enter splits, stroke rate, place and points).
 - ii) Or select a swimmer's name from an alphabetical list and TM will display all his/her eligible events from which to choose.
- 2) E-Lessons – part of the program
- 3) Reports Menu

Midlakes Team Manager Trainings
Presentation Outline
Questions and Work session

Midlakes Team Manager Trainings

Presentation Outline

“B” DQ report Due Friday, July 12th

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 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 **“your team”- best001.zip**
4. **Please email this file to 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 14th.**

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.**

Midlakes Team Manager Trainings

Presentation Outline

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.**

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 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.