Hytek Meet Entry for Surrey County Competitions

Thank you for inputting your entries electronically. This has a number of advantages for both the club and for the event admin people.

- It allows you to be certain that times you submit will be entered into the meet correctly.
- It allows you to check the amount of money due for each swimmer and for the club's entries.
- It speeds up the generation of the meet programme and the list of rejected swimmers (if any).

We have put together the following process flow and instructions which we hope you will find helpful. You can also use the TM Lite Help file which is very comprehensive, although it explains additional features that are not required when using it just for entries.

The screenshots in these instructions have been created using a dummy team with made-up swimmers, so do not expect to see them appearing in the meet programme!

Note for larger clubs: one limitation of Team Manager Lite, rather than the production version of Team Manager, is that you can only enter a maximum of 100 swimmers in a single team, so larger clubs will need to create two or more separate teams. You may divide these as you wish, by gender, squad, or some other division of your choosing.

Note for clubs with the Production version of Team Manager: Clubs that use Hytek's Team Manager to manage their swimmers' times will only need to complete steps 3, 6, 8, 9 and 10. Please note that at step H4, Hytek will have pre-populated your swimmers' personal best times in the "best times" column. You only need to check the "enter" column for those events that you would like your swimmer to enter from those for which they are eligible. You do not need to add any times in the "custom times" column, *unless you wish to enter long course times that are faster than the swimmers' short course times. Note that any Long Course times will be converted by the HyTek Meet Management software for seeding purposes.*

If you have any questions when following these instructions please feel free to contact me, or you can e-mail the makers of the software on tm@hy-tekltd.com for a response. Once again, thank you for agreeing to submit your entries electronically, it is much appreciated.

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1. Hytek Team Manager Users

There are some additional steps that you can perform on your own Team Manager database that will significantly reduce the amount of checking you need to do before submitting your entries. It is strongly recommended that you do this *before* you create any eligibility reports and entry files.

2. Install the Hytek software

1. Download the file **Swim TEAM_MANAGER_Lite.zip** from the Hytek download centre website and save it to you desktop. The web address is http://www.hy-tekltd.com/downloads.html. In the product table select **Lite** on the Team Manager 8.0 row.
2. Double-click the **Team Manager Lite** icon on your desktop to install the program on your computer. If you follow the on-screen instructions there will be a shortcut on your desktop.
3. Click **Check for Updates** in the main menu and follow the instructions to download the update required to install the latest version of the software.

3. Importing last year's athlete roster (optional)

1. If you used Hytek last year and you want to re-use the athlete roster from last year, select **File** and then **Open/New** from the main menu.
2. Select the folder **TM5Data** and highlight your last year's database.
3. Select **Open**.
4. This will save you having to set up your team and entering all the names again.
5. If you have more than 3 meets listed when you select **Meets** from the top menu, you will need to delete one of them before continuing to Step 4 below.

4. Importing the Surrey meet information

1. Download the file containing meet events for the Surrey meet from the Surrey website. The web address is http://www.surreyswimming.org and the file is clearly labelled, ending in **.zip**. Copy the file to your desktop.
2. Double-click the shortcut on your desktop to start up **Team Manager Lite**.
3. From the **File** menu, select **Import** and then **Meet Events**. Select the **.zip** file, which you copied in the previous step.

5. Setting up a new database for your team

1. *You do not need to do this step if you followed Step 3 above.*
2. From the **File** menu, select **Open/New**. Enter a name for your database – we suggest you just use your team name. You will be asked to set up some system preferences. We suggest you use the following as a guideline. Set the "system age-up date" to today by checking the box beneath it **Always age up to today**. The meet software will automatically put the swimmers into the correct age group for the meet.

3. Click **OK** to return to the main screen.

6. Add team info

1. From the main screen, click the **Teams** menu. The Teams screen appears.

If you followed Step 3 above, please amend any of the details that will be displayed from last year. If you didn't follow Step 3 above, please continue with the following steps.

2. Click **Add**, the Team Maintenance window appears.

3. Add your team's information. For **Team Code** please use the standard ASA 4-letter team abbreviations, e.g. CRAS for Cranleigh, CROL for Croydon Amphibians. In the **Mailing Information** section please add information for the person responsible for entries. Leave the **State** and **LSC** sections blank, these are only used for US swimming. When this screen is complete, click **OK** and then on **Cancel** to return to the **Team Browser** screen.
4. Close the Team Browser screen and return to the Main screen by clicking on the X in the top right corner, or on the small icon on the top left.

7. Setting up the meet to enforce qualifying times

1. After you have imported the Surrey Events file, the following screen will appear. If you are using the production version of TM8, you should select the Meet Type that you have set up to identify Licensed Meets within your database. This will ensure you do not submit times that are not on the ASA Rankings database.

2. Then select **Eligibility Rules** and the following screen will appear.

3. Check the box **"Enforce Qualifying Times".** This will prevent you from entering a time that does not qualify. If you do, you will receive a warning. **We will not be accepting any entries that do not meet the qualifying standard**.

4. Select **Save**

8. Add swimmer info

1. From the main screen click the **Athletes** menu. The Athletes screen appears.
2. Click **Add**. The Athlete information screen appears.

3. For Surrey entries you only need to complete the Last and First names, Middle initial, date of birth and gender, and in the **Member of** section, enter the short code for your team.
   Note: When entering date of birth you do not need to type the slashes, just the numbers, so for 17th June 1986 just type "170686" and the date will be correctly formatted.
4. Enter the ASA membership number in the field '**ID#**'.

5. Click **OK** to enter the information into the database and progress to a blank Athlete Information screen ready for your next athlete.
6. When you have entered all your swimmers, click **Cancel** to return to the Athletes screen. The Athletes screen then updates with the details of the swimmers you have entered.
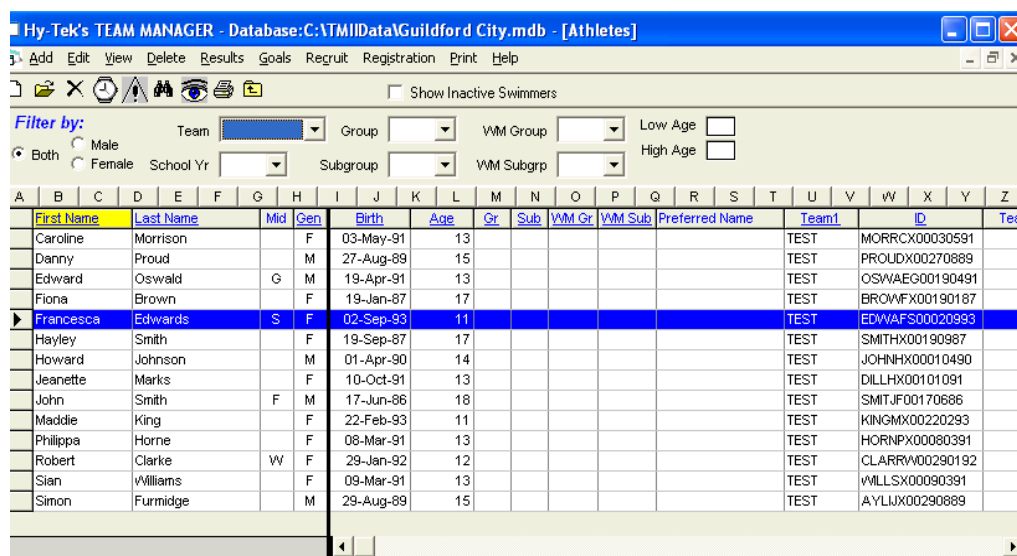
7. Check the details of your swimmers from this screen. Pay particular attention to gender, as you will not be able to enter swimmers in the correct events if their gender has been entered incorrectly. If you need to edit any of the swimmers' details, double-click their name to return to the Athlete Information screen and edit as required.
8. Close the Athletes screen and return to the Main screen by clicking on the X in the top right corner, or on the small icon on the top left.

9. Add swimmers' meet entry times

1. From the main screen click **Meets**. The screen shows the Surrey meet highlighted.
2. From the **Entries** menu, select **Entries by name**. The Entries screen appears, showing the list of swimmers in the top part of the screen with the first name in your list highlighted. The bottom part of the screen shows the events the swimmer is allowed to enter. Qualifying times are shown on the right-hand side of the screen in the **Faster than (SCM)** and **Faster than (LCM)** columns. (For the County B events you will also see times in the **Slower than (SCM or LCM)** column.)
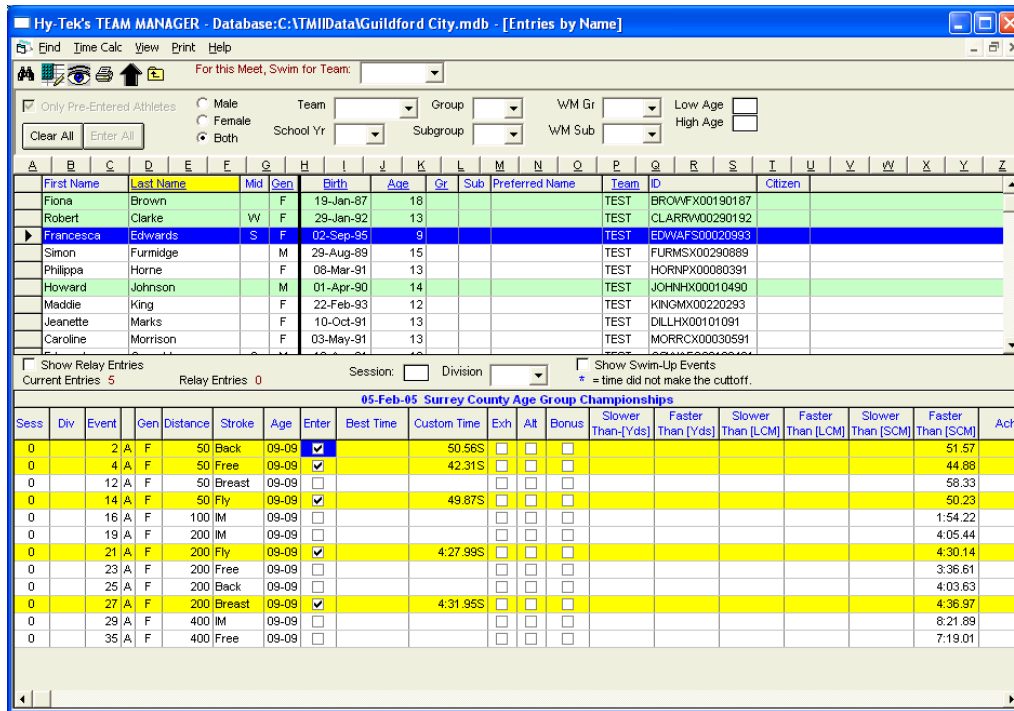
3. To enter a swimmer in an event, highlight their name in the top part of the screen. The bottom part of the screen shows events they may enter.
4. Key in their entry time for each event in the **Custom Time** column. When entering times you do not have to enter punctuation. So for a time of 4:31.67, just type "43167" and the time will be formatted correctly when you move out of the cell. To move between the Custom Time rows, use the up and down arrow keys or the mouse. When you have entered times for a swimmer, the line in the top part of the screen containing the swimmers' name is shaded blue.
5. HyTek will assume you are entering Short Course times unless you add an "L" after the time (it is not case sensitive). So an entry of "43167L" will be entered as LCM. In this case HyTek will enter a Long Course time and compare it to the LCM QTs.
6. When you have entered all your swimmers' entry times close the Entry screen and return to the Meet Browser screen by clicking on the X in the top right corner, or on the small icon on the top left.

10. Enter relay entries and times

1. From the Meet Browser screen click the **Entries** menu and select **Entry by Event**. The Entries screen appears, showing the list of events in the top part of the screen and the list of swimmers eligible to enter the event in the bottom part of the screen.
2. In the top menu, select **Relays Only** and the relay events will be listed in the screen below.
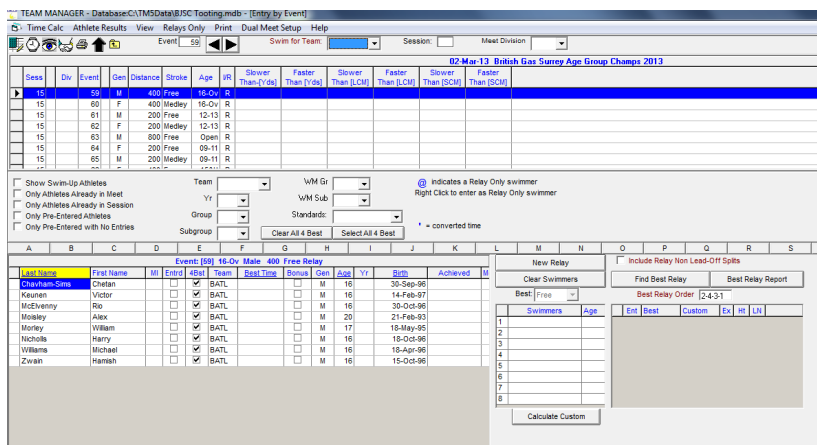
3. In the toolbar at the top of the screen select your team name from the drop-down list beside **Swim for Team.**
4. To enter a relay team in an event, highlight the event in the top part of the screen. Swimmers who are already in the meet are shown in the bottom left. For the Surrey County Championships this year, you will be asked to declare the names of your relay swimmers in the week prior to the Relay gala. If any of your relay swimmers have not been entered for an individual event, please enter their details as set out above in the section on **Add swimmer info.** This step will ensure their details are recorded in the meet database.
5. Click **New Relay** in the bottom part of the screen. A new relay team is added in the bottom right of the screen. Add a **maximum of two** teams per event.
6. Double click on the names of the swimmers in the team in the order in which they will be swimming. The names will appear in the window on the right in the appropriate relay leg.
7. In the **Custom column**, please enter an estimated entry time for the relay team. This will allow for seeding to take place, although there are no qualifying times for relay events.
8. When you have entered all your relay teams close the Entry screen and return to the Meet Browser screen by clicking on the X in the top right corner, or on the small icon on the top left.

11. Check meet entry info

1. From the Meet Browser screen you can print out reports of entries to allow you to check the data you have entered, entry fee information and save the reports.
2. From the Meet Browser screen select the **Reports** menu. Choose from **Entry Report** to show details of the entries for the meet or **Entry Fee report** to see details of all the fees required from individual swimmers.
3. Select how you want your report to be shown. You can choose to sort by swimmer, event number, gender, age, stroke and distance. When you have selected how you want the report to be generated, click **Create Report**. You will now be shown the first page of the report you have selected, with the following toolbar. This example shows that there are 2 pages to the report. Entry totals will be shown at the bottom of the final page.
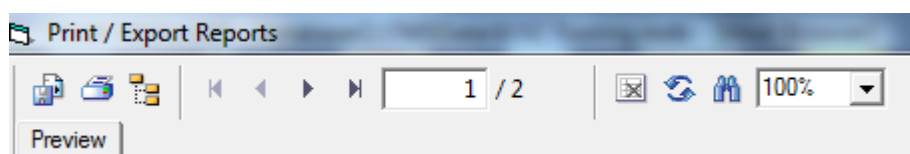

4. If you don't like the way the information has been sorted, close the report by clicking on the X at the left of the toolbar. If you want to print the report, click the **Print** icon, the second of the coloured icons. To save the report in a wide range of formats, click the **Save** icon the first of the coloured icons.
5. When you have finished looking at and printing reports, close the report and return to the Main screen.

12. Export entries ready for sending

1. From the Main screen, from the **File** menu, select **Export** and then **Meet Entries**. The following screen appears.
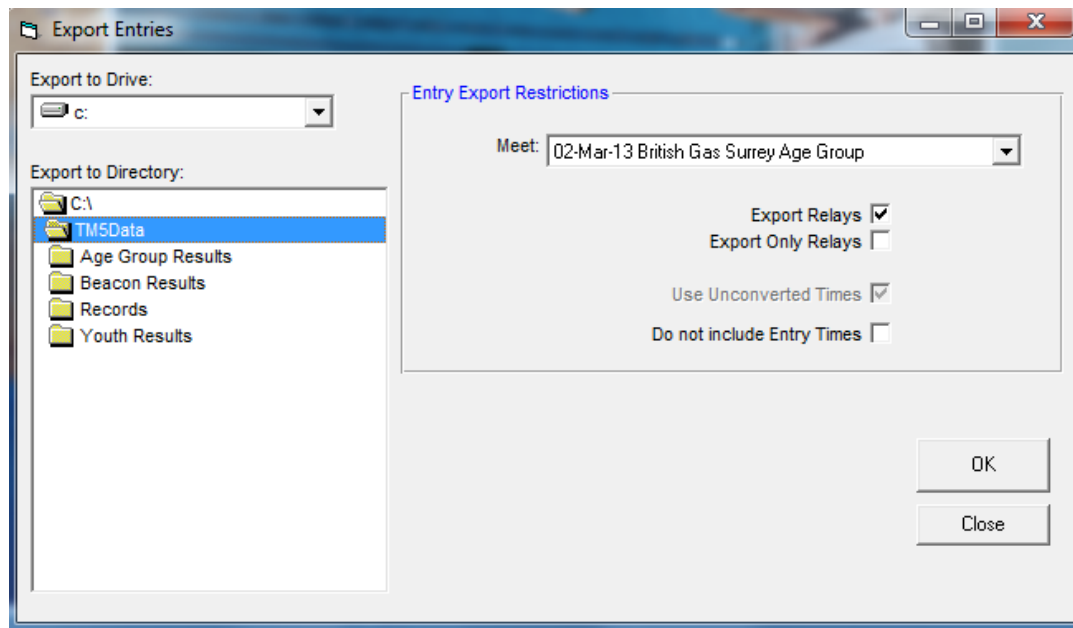
2. Save the file to your hard disk. A confirmation message appears, with the 4-letter short abbreviation for your team, "Entries" and a number. This number will be 001 the first time you export your entries, increasing by one each time. In the following example, the team abbreviation is BATL.
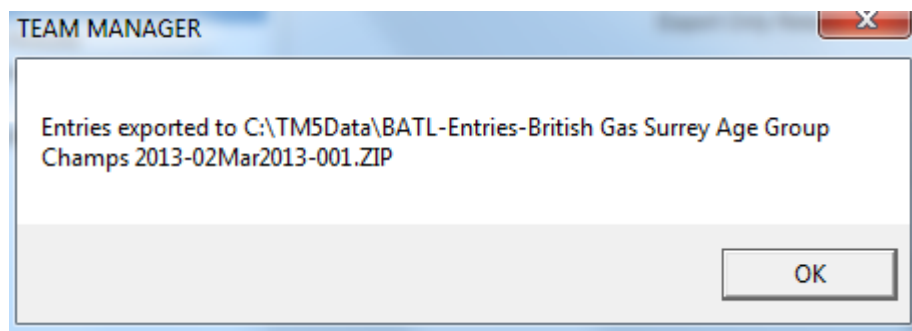
3. Note where the .zip file has been saved to, and email the file to the meet administrator – and then you're done!