Hytek Meet Entry for Surrey County Relays

These instructions are for the update and submission of swimmer relay names and their swimming order. You will have already entered your teams by the meet closing date in your first meet entry file. You are not permitted to add any additional teams at this stage.

Please include the details of all swimmers from whom you are likely to select your final team as this will ensure that I have the swimmer data in the meet database. You may enter as many as eight swimmers per team. You must enter a swimmer in a team for the swimmer's data to be exported by HyTek.

At this stage you should place the swimmers that you are likely to use in swimming order in legs 1 to 4. This will limit the changes you need to make on the day. Please remember that FINA rules state that swimmers must swim in the order submitted.

Table of Contents

1.	Add swimmer info	1
2.	Enter relay names and times	2
3.	Export entries ready for sending	3

1. Add swimmer info

The first task is to enter the information about any additional swimmers you will be considering when selecting your relay teams.

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

Athlete Information	
Athlete Information	
Build ID ID # Athlete Cell Athlete Email	
Primary Contact Secondary Contact Medical Custom	Member of
Primary Mailing Information	Team 2
First Names	Team 3
Mailing Address	Group 📃 💌 Subgroup 📃
Fill in 'Mail To' if different from first names and last name Mail to	VVM Group
	School Yr
Primary Contact Information Home Phone FAX Parent 1	☐ Inactive
Email Cell	Registration <u>O</u> K
Office Phone Cell Cell	Recruiting

- 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.

];	Hy-Tek's TEAM MANAGER - Database:C:\TMIIData\Guildford City.mdb - [Athletes]														
3 - 1	🖟 Add Edit View Delete Results Goals Regruit Registration Print Help 📃 🖻 🗙														
ב) 🖆 🗙 🕗 🥂 🗛 🗑 🖨 🗈 👘 Show Inactive Swimmers														
Fi	Filter by: Team Group VM Group Low Age														
۰	Both C Female School Yr Subgroup WM Subgrp High Age														
А	A B C D E F G H I J K L M N O P Q R S T U V W X Y													Z	
	First Name	Last Name	Mid	Gen	Birth	Age	Gr	<u>Sub</u>	VM Gr	VM Sub	Preferre	d Name	Team1	D	Tea
	Caroline	Morrison		F	03-May-91	13							TEST	MORRCX00030591	
	Danny	Proud		M	27-Aug-89	Aug-89 15 TEST PRO								PROUDX00270889	
	Edward	Oswald	G	M	19-Apr-91	13							TEST	OSWAEG00190491	
	Fiona	Brown		F	19-Jan-87	17							TEST	BROWFX00190187	
►	Francesca	Edwards	S	F	02-Sep-93	11							TEST	EDWAFS00020993	
	Hayley	Smith		F	19-Sep-87	17							TEST	SMITHX00190987	
	Howard	Johnson		M	01-Apr-90	14							TEST	JOHNHX00010490	
	Jeanette	Marks		F	10-Oct-91	13							TEST	DILLHX00101091	
	John	Smith	F	M	17-Jun-86	18							TEST	SMITJF00170686	
	Maddie	King		F	22-Feb-93	11							TEST	KINGMX00220293	
	Philippa	Horne		F	08-Mar-91	13							TEST	HORNPX00080391	
	Robert	Clarke	W	F	29-Jan-92	12							TEST	CLARRW00290192	
	Sian	Williams		F	09-Mar-91	13							TEST	WILLSX00090391	
	Simon	Furmidge		М	29-Aug-89	15							TEST	AYLIJX00290889	
					•										Þ

- 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.

2. Enter relay names and times

The next step is to allocate your swimmers to your relay teams.

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. In the menu bar at the top of the screen, select "relays only" and the relay events will be shown in the events window.

410	TEAM	MANA	GER - Data	abase:	C:\TM5D	ata\MyT	eam.md	b - [Entry by Eve	ent]																		
6	Time	Calc	Athlete R	esults	View	Relays (Only P	rint	Dual Meet	t Setup H	elp																	
Ш,	0	.	i 🕈 🏠	£	I	vent	33 <		. Sv	wim for Tean	n: [▼ ^S	Sessio	on:		Meet Div	risio	n		•							
												()4-Feb-12	2 Bri	tish (aas Surre	ey Age G	ro	up C	ham	os 20'	12						
	Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Yards	LCM		SCM																
	14		33	М	400	Free	16-Ov	R																				
	14		34	F	400	Medley	16-Ov	R			_																	
	14		35	M	200	Free	12-13	R			_																	
	14	_	30	P M	200	Free	12-13	R			-																	
	14		38	F	200	Free	09-11	R		-	-																	
	1 44		20	h.	200	Modlay	00.44	n																				
	Show Only A Only A	Swim-I thletes thletes	Jp Athletes Already in Already in	Meet Sessio	on		Team Yr Group	_	-	WM WM S Standar	lGr Sub de I	•	_	(a Rig) indi iht Clic	cates a Re ck to enter	as Relay	swi On	mme ysw	r /imme	r							
Г	Only F	re-Ente	red with No	o Entrie	es	Sul	bgroup		• • •	lear All 4 Bes	st	Select All	4 Best	1	= cor	verted tim	e											
	A	В	C		D	E	F		G	H I		J	К		L	М	N		0		P		Q		R		S	·
					Event	: [33] 16	i-Ov Mal	le 4	00 Free Re	lay						New Re	lay	L	Г	Inclu	le Rela	iy N	on Lea	d-0	ff Splits			
	Last Na	ime	First	Name	M	Entrd	4Bst Te	am	Best Time	Bonus	Gen	Age Yr	Birth	1	-	Clear Swir	omers	1ı		Fin	1 Best	Rel	av	Т	Best	Rela	av Re	nort
																Best: Fre	e –	J		Be	st Rela	iy C	irder	2.4.3	3-1	TYC:	ay in	port
															1 2 3 4 5 6 7 8	Swim	mers		1	Ent	Best		Custor	m	Ex H	t L	N	

- 2. In the toolbar at the top of the screen select your team name from the drop-down list beside **Swim for Team.**
- Select each relay event in turn and the teams that you have already entered in your previous entry file will show in the bottom right hand window. You are not permitted to enter an additional team. If you wish to scratch a team please send an email to <u>alancthurlow@gmail.com</u> or tell me before the warm up starts for the relevant session.

- 4. To enter a swimmer into a relay team, select the team in the team window and double click on the swimmers name in the bottom left hand window. The swimmer is added to the next available relay leg. You can add up to 8 swimmers per team but you should now list your probable swimmers in legs 1 to 4 in the correct swimming order.
- 5. If you want to change the swimming order, drag the name of the swimmer to the leg you want them to swim. They will swap with the swimmer currently in that leg. Keep doing this until you have the correct swimmers in the top 4 legs.
- 6. We operate a withdrawal system for the Relays so you will not need to register your teams but you must let me know whether you are withdrawing a team before the start of the warm up.
- 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 swimmers into 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.

3. 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. Ensure the "Export Relays" box is checked. **DO NOT** check the "Export Only Relays" box. This will cause an error in the export file which HyTek are in the process of fixing.
- 3. 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 TEST.

TEAM MANAGER	X
Entries exported to C:\TMIIData\TEST-Entries002	.ZIP
OK	

4. Note where the .zip file has been saved to, and email the file to the meet administrator – and then you're done!