

## 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](mailto:tm@hy-tekltd.com) for a response. Once again, thank you for agreeing to submit your entries electronically, it is much appreciated.

**Alan Thurlow**  
[alan.thurlow@talktalk.net](mailto:alan.thurlow@talktalk.net)

## Table of Contents

1. Hytek Team Manager Users .....	1
2. Install the Hytek software .....	2
3. Importing last year's athlete roster (optional).....	2
4. Importing the Surrey meet information .....	2
5. Setting up a new database for your team .....	2
6. Add team info .....	3
7. Setting up the meet to enforce qualifying times .....	3
8. Add swimmer info .....	4
9. Add swimmers' meet entry times .....	5
10. Enter relay entries and times.....	6
11. Check meet entry info.....	7
12. Export entries ready for sending.....	7

## 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 your desktop. The web address is <http://www.hy-tekltd.com/downloads.html>. In the product table select **Lite** on the Team Manager 7.0 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.

**System Preferences**

**Preferences**

**Gender Designations**

☐ Men/Women (M/W)  
☐ Male/Female (M/F)  
☒ Boys/Girls (B/G)

**Athlete Browser Options**

☒ Show Ages  
☒ Show Birth Date  
☐ Show School Year  
☐ Last Name First  
☒ First Name First

☐ Show Only "Faster than" Time STD / Qualifying Times

**Relay Lead-Off Splits**

☒ Use Relay Lead Off Splits

**Stroke Rates**

☐ Enable Stroke Rate Reporting

**Automated Reminders**

Automatic Backup every  days  
Automatic Update Check every  days

**Team/Swimmer Defaults**

Default Team Registration:   
Default Team Type:   
Default Country:   
Default LSC:   
Default State:

**Meet Age-Up Date**

☐ Meet Start Date  
☒ Meet End Date  
  
☐ Not Applicable

**System Age-Up Date**

☒ Always Age-Up To Today

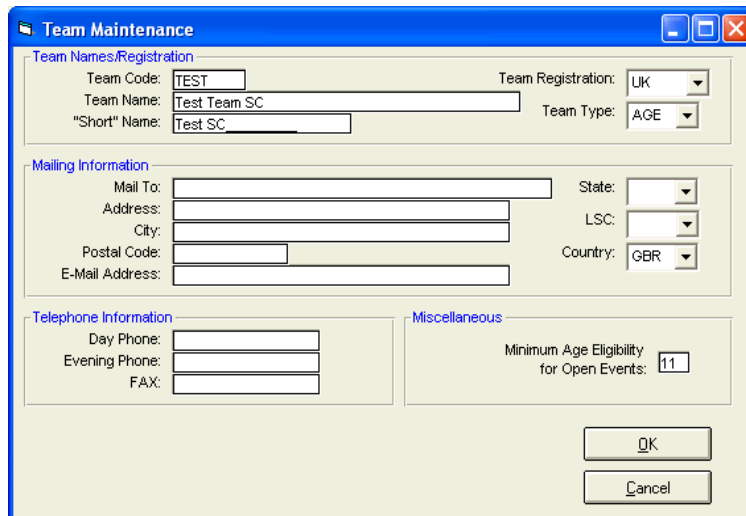
3. Click **OK** to return to the main screen.

## 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.*

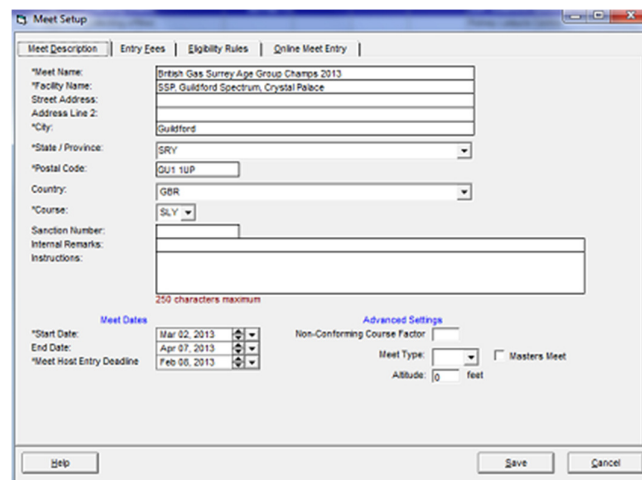
2. Click **Add**, the Team Maintenance window appears.



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 TM7, 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.



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

The screenshot shows the 'Meet Setup' dialog box with the 'Eligibility Rules' tab selected. The 'Age Eligibility' section includes fields for 'Age-up Date' (set to Mar 23, 2013), 'Minimum Age Eligibility / Filter for Open Events' (set to 0), and 'Minimum Age Eligibility / Filter for 10 & Under Events' (set to 0). The 'Qualifying Times' section has several checkboxes: 'Do NOT Allow No-Time Entries' (unchecked), 'Enforce Qualifying Times' (checked), 'Swimmer must meet Slower Than Q Time in All Courses' (unchecked), 'If Swimmer qualifies for Non-conforming course, enter at Minimum Q Time' (unchecked), 'Restrict Entry Best Times to same Meet Type' (unchecked), and 'Use Times Since' (checked, set to Mar 19, 2012). At the bottom are 'Help', 'Save', and 'Cancel' buttons.

- 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.**
- Select **Save**

## 8. Add swimmer info

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

The screenshot shows the 'Athlete Information' form. It has tabs for 'Primary Contact', 'Secondary Contact', 'Medical', and 'Custom'. The 'Primary Contact' tab is active. The form includes fields for 'Last Name', 'First Name', 'Middle', 'Birthdate' (DD/MM/YY), 'Age', 'ID #', 'Athlete Cell', and 'Athlete Email'. There are radio buttons for 'Male' and 'Female'. Below these are sections for 'Primary Mailing Information' (Last Name, First Names, Mailing Address, City, State, Postal Code, Country) and 'Primary Contact Information' (Home Phone, FAX, Office Phone, Cell, Email for Parent 1 and Parent 2). There is also a 'Member of' section with dropdowns for Team 1, Team 2, Team 3, Group, Subgroup, WM Group, WM Subgroup, and School Yr. At the bottom are buttons for 'Registration', 'OK', 'Recruiting', and 'Cancel'.

- 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 17<sup>th</sup> June 1986 just type “170686” and the date will be correctly formatted.
- Enter the ASA membership number in the field ‘ID#’.

- Click **OK** to enter the information into the database and progress to a blank Athlete Information screen ready for your next athlete.
- 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:\VTMIDData\Guildford City.mdb - [Athletes]

3 Add Edit View Delete Results Goals Regruit Registration Print Help

Show Inactive Swimmers

Filter by:

Team Group VM Group Low Age

Both Male Female School Yr Subgroup VM Subgrp High Age

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	Sub	VM Gr	VM Sub	Preferred Name	Team1	ID	Team											
	Caroline	Morrison		F	03-May-91	13						TEST	MORRCX00030591												
	Danny	Proud		M	27-Aug-89	15						TEST	PROUDX000270889												
	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	EDWAFX00020993												
	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	HORNFX00080391												
	Robert	Clarke	W	F	29-Jan-92	12						TEST	CLARRX00290192												
	Sian	vWilliams		F	09-Mar-91	13						TEST	vLLSX00090391												
	Simon	Furnidge		M	29-Aug-89	15						TEST	AYLJX00290889												

- 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.
- 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

- From the main screen click **Meets**. The screen shows the Surrey meet highlighted.
- 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 Development meet you will also see times in the **Slower than (SCM)** column.)

Hy-Tek's TEAM MANAGER - Database: C:\TMIDData\Guildford City.mdb - [Entries by Name]

Find Time Calc View Print Help

For this Meet, Swim for Team:

☒ Only Pre-Entered Athletes ☐ Male ☐ Female ☐ Both Team  Group  WM Gr  Low Age  High Age

Clear All Enter All School Yr  Subgroup  WM Sub

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	Sub	Preferred Name	Team	ID	Citizen														
Fiona	Brown		F	19-Jan-87	18				TEST	BROWFX00190187															
Robert	Clarke	W	F	29-Jan-92	13				TEST	CLARRW00290192															
Francesca	Edwards	S	F	02-Sep-95	9				TEST	EDWAFX00020993															
Simon	Furnidge	M	M	29-Aug-89	15				TEST	FURMSX00290889															
Philipa	Horne	F	F	08-Mar-91	13				TEST	HORNFX00080391															
Howard	Johnson	M	M	01-Apr-90	14				TEST	JOHNHX00010490															
Maddie	King	F	F	22-Feb-93	12				TEST	KINGMX00220293															
Jeanette	Marks	F	F	10-Oct-91	13				TEST	DILLHX00101091															
Caroline	Morrison	F	F	03-May-91	13				TEST	MORRFX00030591															

Show Relay Entries ☐ Current Entries 5 Relay Entries 0 Session:  Division:  Show Swim-Up Events ☐ \* = time did not make the cutoff.

05-Feb-05 Surrey County Age Group Championships

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than (Yds)	Faster Than (Yds)	Slower Than (LCM)	Faster Than (LCM)	Slower Than (SCM)	Faster Than (SCM)	Ach
0		2 A	F	50	Back	09-09	<input checked="" type="checkbox"/>		50.56S										51.57
0		4 A	F	50	Free	09-09	<input checked="" type="checkbox"/>		42.31S										44.88
0		12 A	F	50	Breast	09-09	<input checked="" type="checkbox"/>												58.33
0		14 A	F	50	Fly	09-09	<input checked="" type="checkbox"/>		49.87S										50.23
0		16 A	F	100	IM	09-09	<input checked="" type="checkbox"/>												1:54.22
0		19 A	F	200	IM	09-09	<input checked="" type="checkbox"/>												4:05.44
0		21 A	F	200	Fly	09-09	<input checked="" type="checkbox"/>		4:27.99S										4:30.14
0		23 A	F	200	Free	09-09	<input checked="" type="checkbox"/>												3:36.61
0		25 A	F	200	Back	09-09	<input checked="" type="checkbox"/>												4:03.63
0		27 A	F	200	Breast	09-09	<input checked="" type="checkbox"/>		4:31.95S										4:36.97
0		29 A	F	400	IM	09-09	<input checked="" type="checkbox"/>												8:21.89
0		35 A	F	400	Free	09-09	<input checked="" type="checkbox"/>												7:19.01

- 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.
- 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.
- 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.
- 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

- 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 top menu, select **Relays Only** and the relay events will be listed in the screen below.

TEAM MANAGER - Database: C:\TMIDData\BIC Tooling.mdb - Entry by Event

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 59 Swim for Team:  Session:  Meet Division:

82-Mar-13 British Gas Surrey Age Group Champs 2013

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than (Yds)	Faster Than (Yds)	Slower Than (LCM)	Faster Than (LCM)	Slower Than (SCM)	Faster Than (SCM)
15	59	M	400	Free	16-17	R							
15	60	F	400	Backley	18-20	R							
15	61	M	200	Free	12-13	R							
15	62	F	200	Backley	12-13	R							
15	63	M	800	Free	Open	R							
15	64	F	200	Free	09-11	R							
15	65	M	200	Backley	09-11	R							

Show Swim-Up Athletes ☐ Team  WM Gr  Indicates a Relay Only swimmer  
☐ Only Athletes Already in Meet ☐ Yr  WM Sub  Right Click to enter as Relay Only swimmer  
☐ Only Athletes Already in Session ☐ Group  Standard:   
☐ Only Pre-Entered Athletes ☐ Subgroup  Clear All & Best Select All & Best \* = converted time

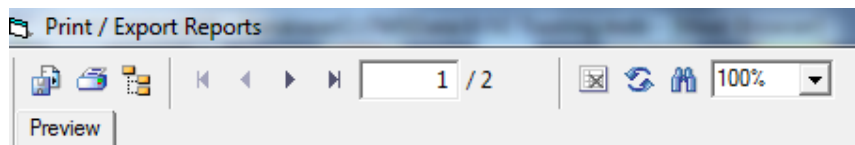
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Last Name	First Name	Mid	Enter	Relay	Team	Best Time	Gen	Age	Yr	Birth	Entered							
Challen	Gen		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	16		30-Sep-95								
Victor			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	16		14-Feb-97								
McDiarmid	Ro		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	16		30-Oct-96								
Woolley	Alex		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	20		21-Feb-93								
Morley	William		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	17		18-May-95								
Nicholls	Harry		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	16		18-Oct-96								
Williams	Michael		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	16		18-Apr-96								
Zwan	Hannah		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BATL		M	16		15-Oct-96								

New Relay  Include Relay Non Lead-Off Swims ☐  
 Clear Swimmers  Find Best Relay  Best Relay Report   
 Best Time:  Best Relay Order: 2-4-3-1  
 Swimmers:  Age:  Enter:  Best:  Custom:  Ex:  H:  L:  N:   
 Calculate Custom

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.
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

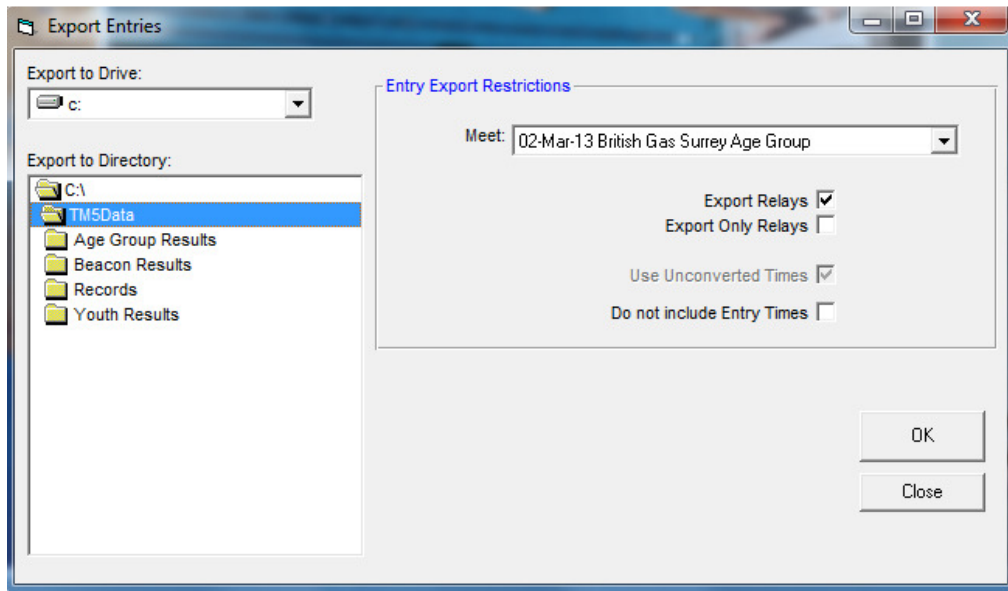
1. From the Meet Browser screen you can print out reports of entries to allow you to check the data you have entered, entry fee information and save the reports.
2. From the Meet Browser screen select the **Reports** menu. Choose from **Entry Report** to show details of the entries for the meet or **Entry 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.



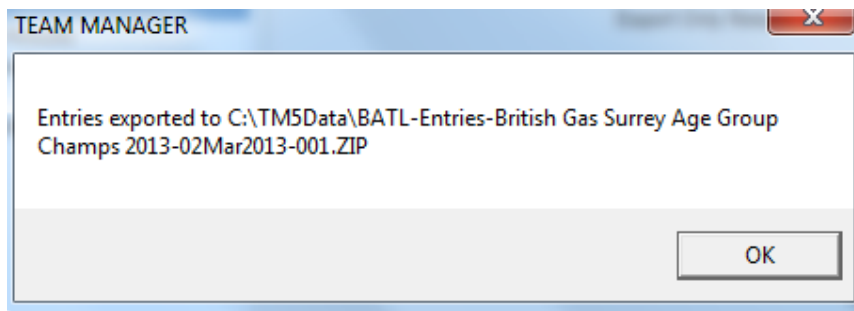
4. If you don't like the way the information has been sorted, close the report by clicking on the X at the left of the toolbar. If you want to print the report, click the **Print** icon, the second of the coloured icons. To save the report in a wide range of formats, click the **Save** icon the first 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!