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.

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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.

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.
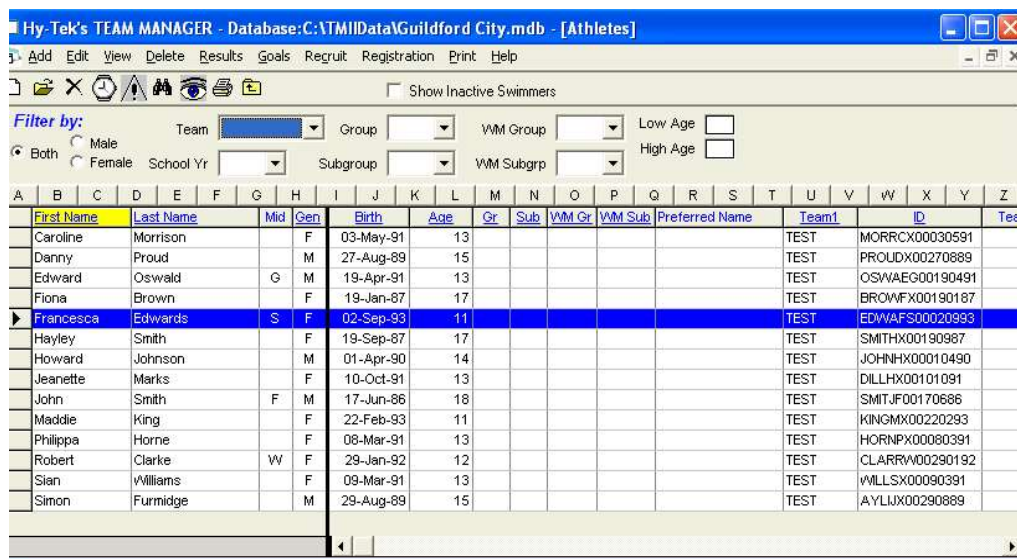

7. Check the details of your swimmers from this screen. Pay particular attention to gender, as you will not be able to enter swimmers in the correct events if their gender has been entered incorrectly. If you need to edit any of the swimmers' details, double-click their name to return to the Athlete 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.

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.
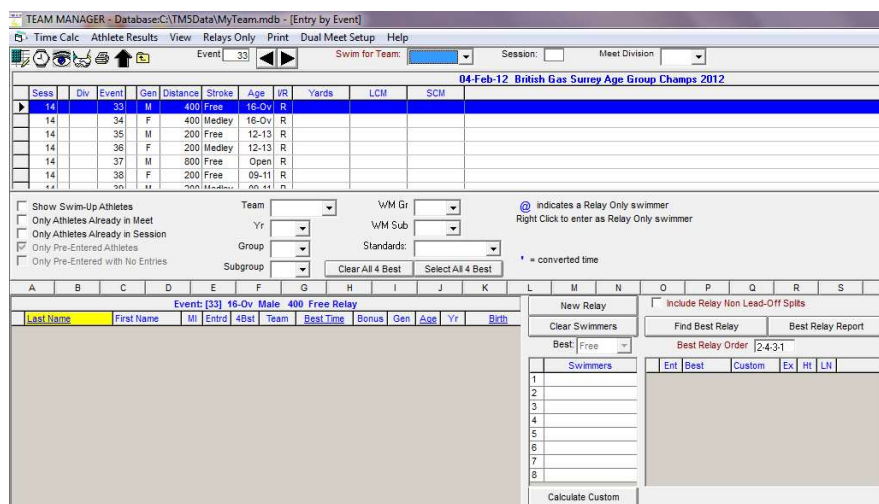

2. In the toolbar at the top of the screen select your team name from the drop-down list beside **Swim for Team.**
3. Select each relay event in turn and the teams that you have already entered in your previous entry file will show in the bottom right hand window. **You are not permitted to enter an additional team.** If you wish to scratch a team please send an email to alancthurlow@gmail.com 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.
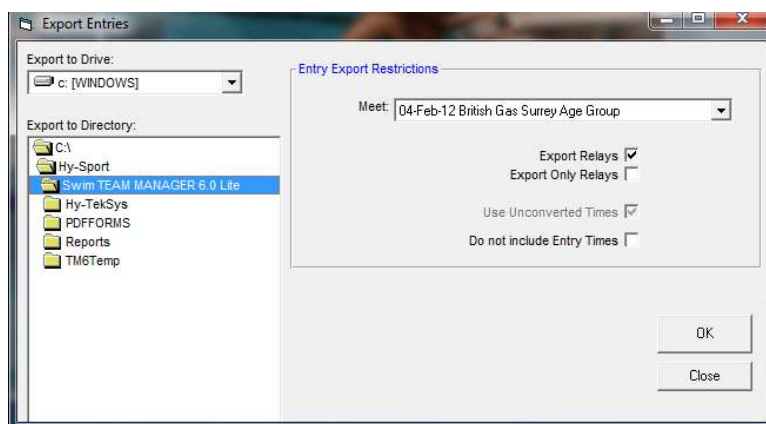
2. Ensure the "Export Relays" box is checked. **DO NOT** check the "Export Only Relays" box. This will cause an error in the export file which HyTek are in the process of fixing.
3. Save the file to your hard disk. A confirmation message appears, with the 4-letter short abbreviation for your team, "Entries" 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.
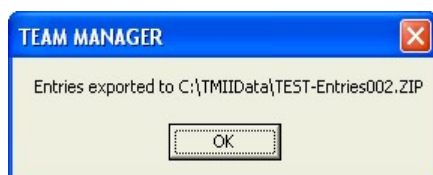
4. Note where the .zip file has been saved to, and email the file to the meet administrator – and then you're done!