2 **Overview** This exercise is designed to give team representatives, data coordinators, and coaches 3 hands-on experience with the Team Manager (TM) and Meet Manager (MM) software in completing tasks related to a developmental (B) meet.

4 5 6

7

Direct questions on this exercise to Dan Joyce at dojoyce@earthlink.net.

8 **Materials Needed**

- 9 • Computer with TM and MM loaded on it
- 10 • Printed copy of this exercise
- Printed (best) or soft copy of the B meet procedures (B-meet & Time Trial Procedures 11 12 **v1.pdf** - or most recent version)
- 13 • Exercise Files (from the NVSL Web Site, Memory Stick or CD), see "Preparation" below
- 14 • Ability to print reports is good, but not absolutely required (you can preview them on you 15 computer screen)
- 16

17 **The Situation**

- 18 In this exercise, you are the Team Rep for Commonwealth (CSC). The first two A-meets of
- 19 2008 have already taken place, and the CSC Team Rep and Coaches are preparing for the second
- 20 B-meet, on 30 June 2008 with Commonwealth (CSC) at Kings Ridge (KR). The CSC Team
- 21 Manager Database for this exercise has a fictitious group of 24 girl swimmers, all in the 9-10 age 22 group.
- 23

24 **Preparation – The Basics** 25

- a. Download files from the NVSL web site (or other removable media that may be provided in training). Note: The NVSL Web site is http://nvsl.nvblu.com
- 28 Click on the Information menu bar near the top of the screen, and Select Document Center.
- 29 Open the "NVSL" folder and navigate to the folders below.
- 30 31

26

27

32 Downloading Files from the NVSL Web Site

- b. A note on downloading files from the NVSL Web Site: When you click on the link to a 33
- 34 file (with extensions ending in .doc, .xls, .mdb),
- 35 you will see a window like the example at right.
- 36
- 37 **DO NOT** click on the Open button. Click on Save, and save the file in the folders as shown
- 38



File Down	load - Security Warning 🛛 🔀
Do you	want to open or save this file?
	Name: 2008GenericB-MeetMeter-V1.mdb Type: Microsoft Office Access Application From: nvsl.nvblu.com
1	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. <u>What's the risk?</u>

- 40 For Adobe PDF files (ending in .pdf), most browsers will open the PDF file in a new window
- 41 (you won't be asked if you want to save). Click the Save File Icon (looks like a diskette) to save42 the file to the appropriate folder.
- 43



- 46 <u>Note:</u> Through the season, there may be updates to some of these files (higher version number).
- 47 Always download the latest version.

Copy Files from this Folder	To this folder on your C: Drive
(on the NVSL Web site or other Media)	(if the folders don't exist, create them first)
Hy-Tek (B Meet)	C:\hy-sport\B-Meet Training
• B-meet_&_Time_Trial_Procedures-v3.pdf	• B-meet_&_Time_Trial_Procedures-v3.pdf
Hy-Tek (B Meet) \ 1 Generic Templates	C:\hy-sport\Templates
Generic_B-Meet_Meter-V3.mdb	Generic_B-Meet_Meter-V3.mdb
Or (pick the template for your meet)	Or (pick the template for your meet)
Generic_B-Meet_Yard-V3.mdb	Generic_B-Meet_Yard-V3.mdb
Hy-Tek (B Meet) \ 2 Cards-Labels-Rosters	C:\hy-sport\Cards-Labels-Rosters
Blank_B-Meet_Cards.doc	Blank_B-Meet_Cards.doc
• BMeet_eligbility_roster_V1.xls	• BMeet_eligbility_roster_V1.xls
• B-Meet_Ribbon_Label_Template_2x10.doc	• B-Meet_Ribbon_Label_Template_2x10.doc
Hy-Tek (B Meet) \ B-Meet Training	C:\hy-sport\B-Meet Training
• BT_CSC_Results_Event_4-V2.xls	• BT_CSC_Results_Event_4-V2.xls
• BT_CSC_Sign_Up_Roster.xls	• BT_CSC_Sign_Up_Roster.xls
• BT_MM_Award_Labels_CSC_Event_4-	• BT_MM_Award_Labels_CSC_Event_4-
V2.pdf	V2.pdf
• BT_MM_Blank_Time_Cards-V2.pdf	• BT_MM_Blank_Time_Cards-V2.pdf
• BT_MM_CSC_Time_Cards-V2.pdf	• BT_MM_CSC_Time_Cards-V2.pdf
• BT_TM_CSC_Team_db_roster.xls	• BT_TM_CSC_Team_db_roster.xls
• BT_TM_CSC_A-Meet_#2_Results-V2.pdf	• BT_TM_CSC_A-Meet_#2_Results-V2.pdf
• BT_TM_Meet_Entries_Report-V2.pdf	• BT_TM_Meet_Entries_Report-V2.pdf
• Hy-Tek_Practical_Exercise_for_B-Meets-	• Hy-Tek_Practical_Exercise_for_B-Meets-
v2.pdf (This Document)	v2.pdf (This Document)
• TM-BMeet-Training_V2.mdb	TM-BMeet-Training_V2.mdb
N/A	Create this folder (you will use it later)
	C:\hy-sport\Meets\2008\2008-06-30 B-Meet
	Training Exercise

Hy-Tek Practical Exercise for B-Meets

40	
48	
49	c. Ideally, you should read Section 1 and Section 2 of the
50	B-meet_&_Time_Trial_Procedures-v3.pdf (or latest version) document prior to starting this exercise,
51	to understand the high level concept of manual vs. automated approaches to the B-meet tasks.
52	
53	d. Open Team Manager, and open the B-Meet Training Team Database (File Open/New)
54	then navigate to C:\hy-sport\B-Meet Training and open the TM-BMeet-Training_V2.mdb file.
55	
56	e. Open Meet Manager and open the generic B-meet Events File Template
57	(File Open/New) then navigate to C:\hy-sport\Templates and open the
58	Generic_B-Meet_Meter-V3.mdb file.
59	
60	Immediately save this file in the folder:
61	C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise
62	with a file name of
63	2008-06-30 B-Meet Training.mdb
64	2000-00-50 D-Meet Training, mub
65	e. Still in Meet Manager, tailor the generic template for your meet.
66	• Select Setup Meet Setup; The [Meet Setup] window is displayed
67	• Set Meet Name = <u>B Training CSC@KR</u>
68	• Set Location = $\underline{\text{Kings Ridge}}$
69	• Set Start, End, and Age up date = $06/30/2008$
70	• Click on <u>OK</u> to close the window
71	• Select Setup Entry/Scoring Preferences; The [Entry / Scoring Preferences] window is
72	displayed
73	 Click on Entries/Entry Limits Tab
74	• Set max entries per athlete including relays = 3; max individual entries = 3;
75	Max Relay Entries $= 0$ (these are the FAST rules we will use for this exercise,
76	apply your own B-league rules later when you do this for real)
77	• Click on <u>OK</u> to close the window
78	• Select File Export Events for TM (over half way down the pop up menu), click Yes
79	on the confirmation screen
80	• Click OK on the Export Events to TM window
81	 Navigate to your Meet folder C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training
82	Exercise
83	Click OK on the confirmation screen
	• Click OK on the committation screen
84 85	f In TM imment the most second file database second to dim memory has absent
85	f. In TM, import the meet events file database completed in paragraph e. above
86	(File Import Meet Events) then navigate to the meets folder
87	C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise and select
88	Meet Events-B-Training CSC@KR-30Jun2008-001.zip (or the most current version)
89	• After selecting the file, Select <u>OK</u> on the next screen. Click OK on the next information
90	window.
91	• Zip file will be unzipped to another temporary directory. Select the file (with a name
92	like Meet Events-B-Training CSC@KR-30Jun2008-001.ev3 and click on OPEN.
	-

93 • Select OK on the [Import Events] window and then OK of the information window that 94 tells you total number of events imported. 95 • Now you have events for the upcoming B-meet and swimmers....your next goal is to 96 match swimmers with events. 97 98 99 **1.** Step 1 Select Eligible Swimmers 100 101 a. It is 2 p.m. on Sunday, and it is time to determine who is eligible for the upcoming B-102 meet on Monday night. Using the results of the first two A-meets, and applying your B-meet 103 league eligibility rules, your task is to develop a sign-up roster for swimmers. Ideally, this sign 104 up roster would indicate which stokes each of the swimmers is eligible to swim on Monday 105 night. 106 107 b. Run a report on A meet results from the most recent meet(s) (see section 4.1 of the Bmeet and Time Trials procedures). Okay, the 2nd A-meet of 2008 hasn't happened yet, so we 108 will use the CSC @ L (Langley) meet #2 from 2007 for this exercise. See the file 109 110 BT TM CSC A-Meet #2 Results-V2.pdf in the B-Meet Training folder for an example of the 111 report. 112 113 c. Produce a team roster in Excel (see section 4.1 of the B-meet and Time Trials procedures). 114 See **BT_TM_CSC_Team_db_roster.xls**, in the B-Meet Training folder for an example. 115 116 d. Using these two documents, produce a third document that contains results of A-meets 117 and indicators (in this case, an "X" in the stroke) for the strokes a swimmer is ineligible to swim, according to your B-league rules. In this exercise, a 1st-3rd in that stroke in an A meet makes the 118 119 swimmer ineligible. See **BT_CSC_Sign_Up_Roster.xls**, for an example 120 121 e. Finally, select swimmers for the strokes they will swim Monday night. By "select" we 122 mean writing a "yes" or a check mark by their name on the roster above. We haven't touched 123 any Hy-Tek software yet. 124 125 2M. Step 2M Produce Time Cards – Manual 126 127 a. It is Sunday Night to early Monday afternoon. You have to produce a time card for 128 every stroke the swimmers on your team will swim. You've decided to do this manually (hand written time cards). 129 130 131 b. Produce blank time cards by printing multiple pages of the time card template in the 132 C:\hy-sport\Cards-Labels-Rosters Directory. 133 134 c. Using your team sign up roster, write the swimmer name, event number, event name, age, 135 team, and (depending on league rules), entry or best time on the time card and take to the meet 136

Hy-Tek Practical Exercise for B-Meets

137	2A Step 2A Produce Time Cards – Automated
138	
139	a. It is Sunday Night to early Monday afternoon. You have to produce a time card for
140	every stroke the swimmers on your team will swim. You've decided to do this using Hy-Tek
141	software to produce printed time cards (understanding you will always need blank time cards for
142	deck entries in the B-meet)
143	
144	b. In Team Manager, select event entries for your swimmers. Many teams will use a sign
145	up roster sorted by last name, so it is usually easiest to make the entries by name.
146	• Select Meets from the main menu. The [Meet Browser] is displayed.
147	Select Entries Entries by Name
148	• Using your sign up roster, select the swimmers. You should try selecting more than the
149	maximum entries, to see the warning message.
150	 When you have all entries in, run an entries report to check your work (make sure they are in
150	the right events, no one is in more then 3 events, etc.)
151	 Select Report Performance Meet Entries, pick the meet and sort by last name
152	 Once the entries look good, export the entries to Meet Manager
155	 Select Export Meet Entries and save the results in your meet folder
155	 C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise
155	 Export your Team Roster
150	 Export you Team Records
157	• Export you Team Records
158	c. In Meet Manager, import the meet entries, rosters, and records you just exported above.
160	
161 162	• Navigate to the C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise folder and
	select the CSC-Enries-001.zip file created above.
163	•
164	1 Guillin Mart Manager mint time and
165	d. Still in Meet Manager, print time cards
166	Select Labels Entry Card Labels
167	• On the [Entry Card Labels] window, select Select All, then set
168	• Label Selection = <u>Laser</u> , 2×3
169	• Format = $\frac{\text{Rank Order Fast-Slow}}{\text{Rank Order Fast-Slow}}$
170	• Sort by = $\underline{Event Number}$
171	• Then select <u>Create Labels.</u>
172	• View the labels for accuracy, then load b-meet card stock in your printer and print
173	the cards.
174	0
175	
176	e. NOTE: You can also print blank time cards (for deck entries) from this screen as well.
177	Repeat step d above, but this time set
178	• Label Selection = <u>Laser</u> , 2×3
179	• Format = $\frac{\text{Rank Order Fast-Slow}}{\text{Rank Order Fast-Slow}}$
180	• Sort by = $\underline{Blank Individual}$
181	• $\#$ Blanks = 6
182	• Then select <u>Create Labels.</u>

183	• When the preview page comes up, review your blank labels.
184	• If they look good, put B-meet card stock in your printer, click on the print icon and set
185	Copies = number of pages of blank cards (6 to a page) you want.
186	
187	f. If you are going to use MM to enter times and produce ribbons, then you should seed the
188	meet:
189	• Select Seeding
190	• On the Seeding window, select Select All
191	 Select Start Seeding
192	• Select Start Secting
192	
194	3M. Step 3M Produce Ribbon Labels – Manual
195	<u>Step Ster Troutee Mindon Labers – Manual</u>
196	
197	a. It is Monday night, the first event is complete and the competitors' cards have been
198	ranked from 1^{st} to 6^{th} . Now it is time to produce ribbon labels for the swimmers awards. Prior
199	to the meet, you have printed enough of the generic labels.
200	to the meet, you have printed chough of the generic fabers.
200	b. Go to C:\hy-sport\Cards-Labels-Rosters and open B-
201	Meet_Ribbon_Label_Template_2x10.doc and print a sufficient number to cover the possible awards for
202	your meet. You cold tailor this template to the specifics of the meet (date, competing teams).
204	your meet. Tou conditation and template to the specifies of the meet (date, competing teams).
205	
206	3A. Step 3A Produce Ribbon Labels – Automated
207	
208	a. It is Monday night, the first event is complete and the competitors' cards have been
209	ranked from 1 st to 6 th . Now it is time to produces ribbon labels for the swimmers awards. In
210	order to do this task (using the basic Hy-Tek TM and MM capabilities), you have already entered
211	
212	times in MM (see step 4A-MM below).
	times in MM (see step 4A-MM below).
212	b. Select Labels Award Labels select the event(s) whose status = "Done" (all times
213	b. Select Labels Award Labels select the event(s) whose status = "Done" (all times
213 214	b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to
213 214 215	b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets
213 214 215 216	b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets • Label Selection = Laser, 2×3
213 214 215 216 217	b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets • Label Selection = <u>Laser</u> , <u>2 x 3</u> • Individual Places = <u>1</u> to <u>XX</u> , where XX = the places you want to print
213 214 215 216 217 218	 b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets Label Selection = Laser, 2 x 3 Individual Places = 1 to XX, where XX = the places you want to print Award Type = Standard Award Label
213 214 215 216 217 218 219	 b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets Label Selection = <u>Laser</u>, <u>2 x 3</u> Individual Places = <u>1</u> to <u>XX</u>, where XX = the places you want to print Award Type = <u>Standard Award Label</u> Sort by = <u>Event Number</u>
 213 214 215 216 217 218 219 220 221 222 	 b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets Label Selection = Laser, 2 x 3 Individual Places = 1 to XX, where XX = the places you want to print Award Type = Standard Award Label Sort by = Event Number Then select Create Labels.
 213 214 215 216 217 218 219 220 221 222 223 	 b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets Label Selection = Laser, 2 x 3 Individual Places = 1 to XX, where XX = the places you want to print Award Type = Standard Award Label Sort by = Event Number Then select Create Labels. An example of a completed label sheet is in the B-Meet Training folder
 213 214 215 216 217 218 219 220 221 222 	 b. Select Labels Award Labels select the event(s) whose status = "Done" (all times entered) that you want to print by clicking the check box before the event. Ideally, you want to get as close to 20 labels to be printed as possible, to avoid wasting labels on half sheets Label Selection = Laser, 2 x 3 Individual Places = 1 to XX, where XX = the places you want to print Award Type = Standard Award Label Sort by = Event Number Then select Create Labels. An example of a completed label sheet is in the B-Meet Training folder

<u> 4A-TM. Step 4A Enter Times – In Team Manager</u>

a. It is after all the time cards for an event are complete. By entering times in Team
Manager, you have most likely used a manual process for ribbon backs. Some time after the
event is done, open Team Manager

- Select Meets
- Select **Results**, then **Results by Event** (usually you will have the time cards grouped y event)
- Enter the time, place, and DQs in the Final Time and DQ columns
- 234 235

236
2374A-MM Step 4A Enter Times – In Meet Manager, then Export to TM

- a. It is Monday Night, and an event is now complete, the table workers have scored the
 cards and have separated the Commonwealth cards to pass to the data entry person.
- Select **Run** from the Main Menu (if you aren't already on this screen. Once you are on the
 [Run the Meet] window, you will stay there for the rest of the night.
- All of the swimmers will appear on one heat, so adjust the sub-windows on the run screen so you can see as many of the swimmers as possible. This will make data entry easier.
- The swimmers on this window are sorted by seed time, and then by a seemingly random ordering of swimmers with no seed time. See the screen below.
- For this exercise, print the file BT_CSC_Results_Event_4-V2.xls, and use this set of results for your "time cards." Pretend you are going through these results one card at a time, finding the name in the list of 21 on the [Run the Meet] window.
- You can attempt to have your table workers sort the cards for you, but this may well be a
 futile effort. Your best bet may be to have the workers sort the card by last name, so you can
 find swimmers in your stack of cards easier.
- 252 253

	ne Meet	0 F	ng Web Re-S						6											
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HY-WIRE	Disabled				Hy - Tek '	s MEET MAI	NAGE	R Lic	ensed	to: NVS	L Divisi	on 7-2								
	EVENT	LIST - All	Events - SC N	leters - (Se	ssion not se	elected)							Rec	ords						
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1A			Boys 6 & Unde				0													
2	F Un	n-Seeded	Girls 8 & Under	25 SC Meter	r Freestyle	0	0						1							
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6	F Un	n-Seeded	Girls 11-12 50	SC Meter Fre	estyle	C	0	-			-	-								
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Refresh : Ctrl-D Rel Names : Ctrl-R			Award	Awards : Ctrl-A Calc				Unseeded : CtrI-U			Score : Ctrl-S			Re-Score			Next Event : Ctrl-F5			
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1	Barker, Hann	e nah Vorgan	ames , cu ex	Heat 1 Age 10	of 1 === Team Common we	Finals ==	e Eve	ent 4	Girls	9-10 50 Seed Time	35.45		DQ				PL	Pts		-F5
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b. After you have entered all your times for the meet, you are ready to export the results back to Team Manager.

- Select File | Export | Results for Team Manager or Swims
- Team = CSC (your team), leave all other settings as pre-selected, and click OK
- (You will get a warning that there are events not entered, and these won't be exported. Normally, you would go back and fix this – enter all scores – then re-export. For now, we will assume there was only one event in the meet).
 - Navigate to the meet folder C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise, and save the results there.
 - c. Open Team Manager and import the results from the B-meet.
 - Select File | Import | Meet Results
 - Navigate to the current meet folder: C:\hy-sport\Meets\2008\2008-06-30 B-Meet Training Exercise, and import the results file:
 - Meet Results-B-Training CSC@KR-30Jun2008-001.zip
- Select the unzipped file, and click on open
- Click OK on the next screen
- When the import is done, Select Meets then highlight the "B-Training CSC@KR" meet
 then select **Results** | **Results Browser** to confirm the B-meet times are now in TM.
- 276 You are done! Go home and go to bed!

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