



HY-TEK Software Overview

Introduction to NVSL Technology

2025

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Outline

➔ Introduction

- Resources
- Software overview
- Getting started
- Process overview
- Tips & tricks



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Navigating the NVSL Website

- NVSL website: <http://mynvsl.com>
- The website provides
 - Basic league information
 - Points of contact, calendar, schedules, records and announcements
 - Meet results
 - Scores, times, searchable leaders function, meet results files (team reps) and standings
 - Important resources
 - Meet template files, meet event files, procedures, training materials, clinic handouts and bylaws
 - Team pages
 - Announcements, calendar, documents and records



Computer Resources

- *Team Manager* and *Meet Manager* Help files
- NVSL Website: <http://www.mynvsl.com>
 - Procedures for **A-Meets, Relay Carnival, Divisionals**
 - Procedures for B-Meets/Time Trials
 - Operations Manuals for Meet Manager and Team Manager
 - **Meet Events and Meet Backup files for A-Meets**
 - Meet Database templates and Events File templates for B-Meets
 - MS Word templates for “fill-in-the-blank” Ribbon Backs and Time Cards
 - **Meet Program Cover Sheet (MS Word template)**
- Practice exercises/files in [Hy-Tek \(A-Meets\)/Training/Practical Training Problem](#)
- This presentation in [Hy-Tek \(A-Meets\)/Training](#)



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Human Resources

- Past data person
- Opponent's data person
- Division Data Coordinator
- Jen Guernsey jenguernsey@gmail.com
- NVSL Technology Committee
NVSLTechnology@gmail.com



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Hy-Tek Applications

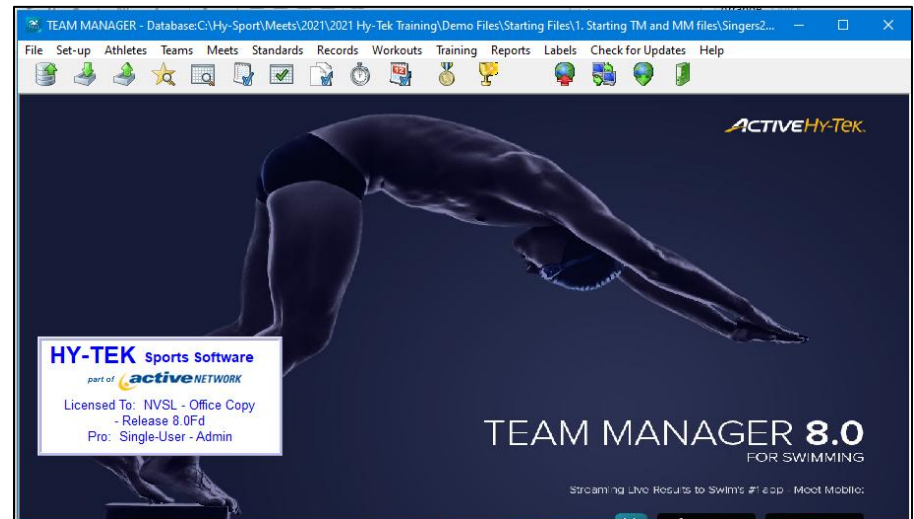
One company: Hy-Tek

*Two pieces of software:
Team Manager and Meet Manager*



Team Manager 8.0 (TM)

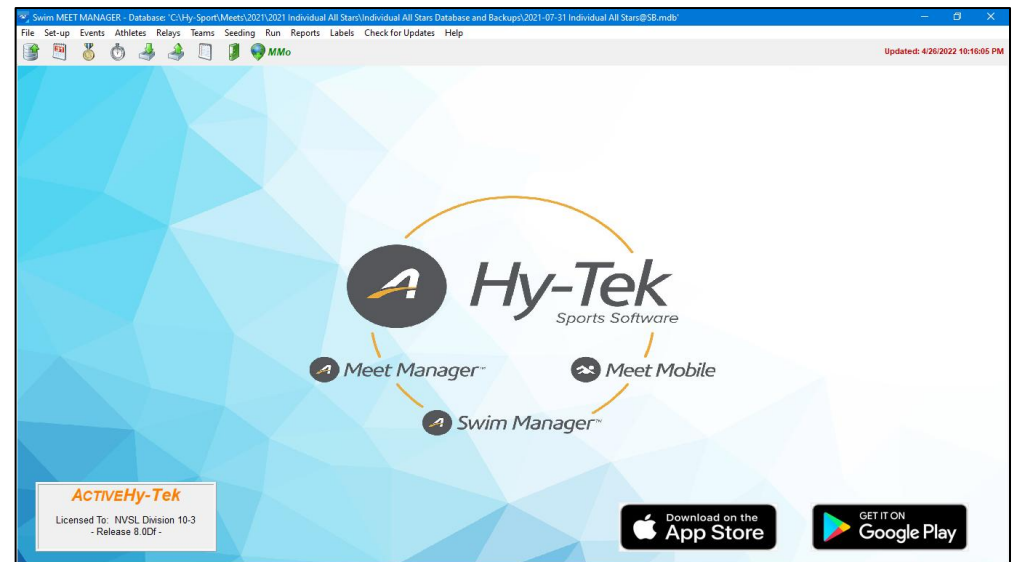
- “Filing cabinet”
- Store administrative info for swimmers
- Team registration (optional)
- Maintain team records
- Select swimmers for meets
- Store meet results
- Generate team level reports
- Track performance
- B meet functions:
 - Time cards
 - Awards
- One database (*.MDB file) per NVSL team





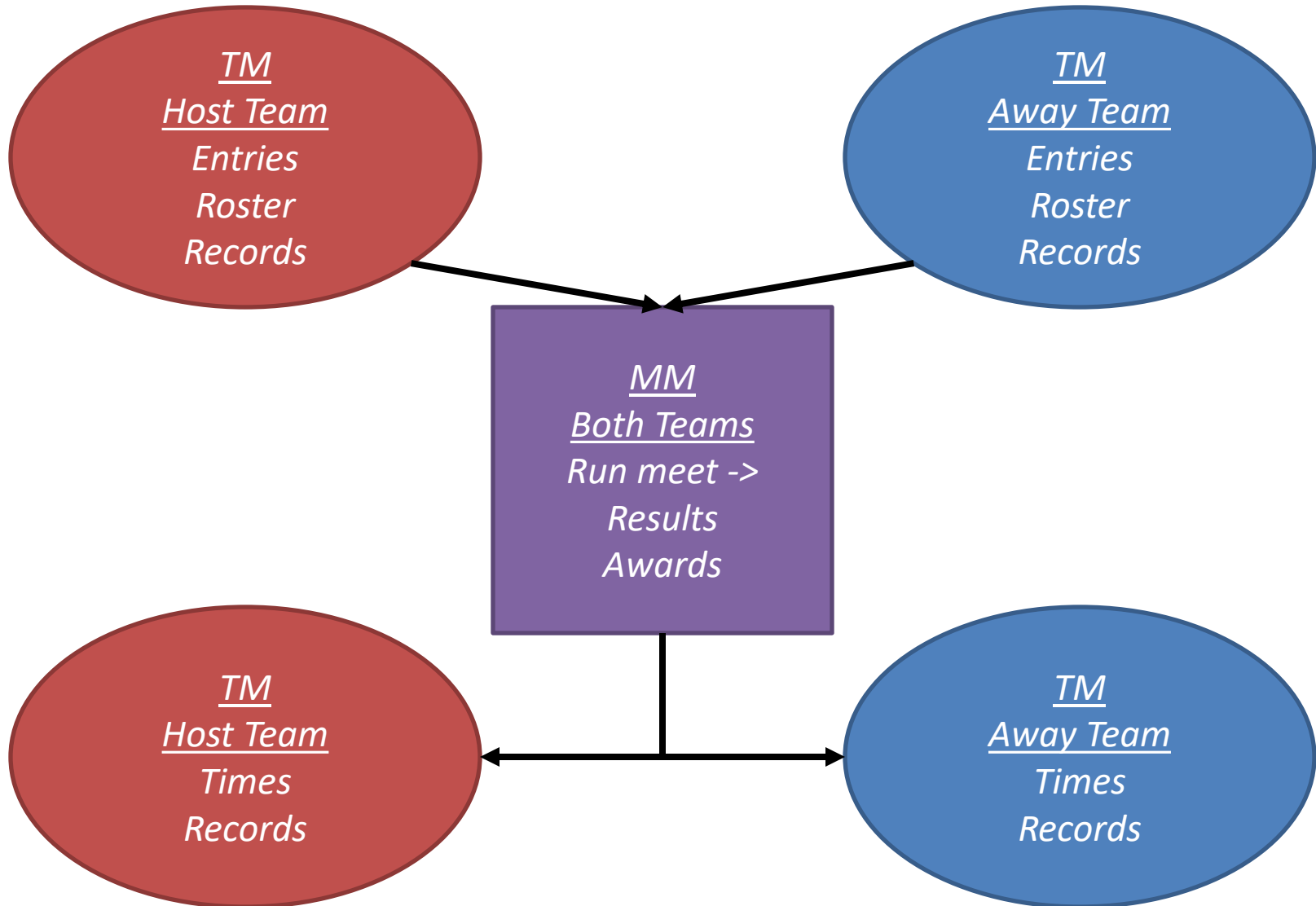
Meet Manager 8.0 (MM)

- Merge meet entry files from multiple teams
- Seed swimmers into heats and lanes
- Print meet programs, time cards
- Record times/DQs and score meets
- Print meet results and ribbon labels
- One database (*.MDB file) per NVSL meet





How TM and MM Work Together





High-level Data Flow

BOTH TEAMS

After last meet: Run reports (PB, ladders, etc.)

Mon/Tues: Import TM events (meet “skeleton”)

Wed: Create entries (swimmer selections)

Run reports to check your entries

Export entries ← *Your Firm*

Export roster and records *Entry List*

HOST TEAM ONLY

Wed: Import MM events (meet “skeleton”)

Thu: Import entries/rosters/records

Thu: Seed meet

Thu: Send out meet sheets

Fri: Print time cards

Sat AM: Run meet

Sat PM: Generate meet reports

Sat PM: Export results, send to DDC

BOTH TEAMS

Sat/Sun: Import results

Sat/Sun: Generate meet/team reports



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Getting the Software

- Need both TM 8.0 and MM 8.0 on PC laptop
- Contact Michelle Hale at NVSLTechnology@gmail.com if you need to install TM &/or MM on a new laptop
- Installation instructions on website in Documents at [Hy-Tek \(A-Meets\)/Procedures/Software Installation](#)



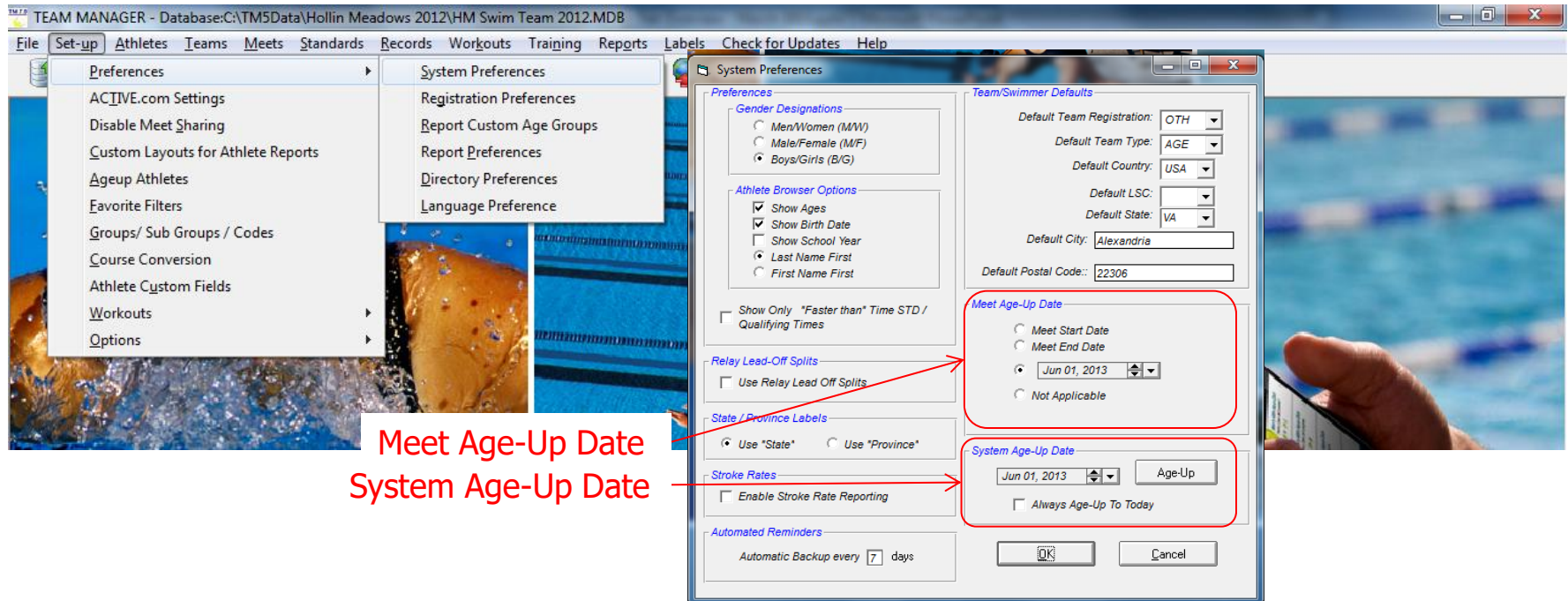
Software Quirks

- You can run the Olympics!
- (Nearly) All changes saved automatically
- Zip files/1001 clicks to open a file
- Collated printing doesn't work; save as PDF, then print
- B meet time card printing glitch



TM System Age-Up Date

- Meet and System Age-Up settings controls how the software determines a swimmers age for reports and various information screens
- For the NVSL a swimmer's competition age is determined by his/her age on June 1st
 - Meet Age-up Date is used by default if not specified in meet events file
 - It is recommended that the System Age-Up setting be set to June 1st
 - You can always change the setting if a swimmer's true age is required





Add/Modify Athletes in TM

- Click Athletes from the TM main menu

Add new Athletes

TEAM MANAGER - Database: C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Athletes]

Layout **Add** Edit View Delete Results Goals Recruit Registration Print Export to HTML Help

☐ Show Inactive Swimmers ☐ Only Dive Certified
☐ Show Only Inactive Swimmers ☐ Only Not Dive Certified

☒ Both Team **SING** Group WM Group Low Age
☐ Male School Yr Subgroup WM Subgroup High Age
☐ Female

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Last Name	First Name	MI	Gen	Birth	Age	Reg	Gr	Gr Joined	Sub	Yr	WM	WM	Preferred Name	Team 1	Joined	ID	Dive Cert	Team 2			
Baez	Joan		F	01-Jul-97	14	K								SING							
Benatar	Pat		F	05-May-95	17	K								SING							
Bowie	David		M	10-Feb-02	10	K								SING							
Brown	James		M	01-Dec-98	13	K								SING							
Dylan	Bob		M	02-Apr-05	7	K								SING							
Estefan	Gloria		F	15-Feb-02	10	K								SING							
Franklin	Aretha		F	15-Jan-01	11	K								SING							
Gaye	Marvin		M	30-Oct-01	10	K								SING							
Gibb	Andy		M	23-Jun-03	8	K								SING							
Green	Al		M	16-Jan-98	14	K								SING							
Houston	Whitney		F	19-Mar-05	7	K								SING							
John	Elton		M	06-Jun-04	7	K								SING							
King	Carole		F	09-Sep-99	12	K								SING							
Lennon	John		M	13-Mar-00	12	K								SING							
Lennox	Annie		F	04-Apr-94	18	K								SING							
Marley	Bob		M	15-Apr-00	12	K								SING							
McCartney	Paul		M	26-Nov-98	13	K								SING							
Midler	Bette		F	22-Jul-00	11	K								SING							
Miller	Steve		M	04-May-94	18	K								SING							
Mitchell	Joni		F	11-Nov-98	13	K								SING							
Morissette	Alanis		F	22-Jun-03	8	K								SING							
Raitt	Bonnie		F	22-Aug-01	10	K								SING							
Segar	Robert		M	08-Aug-96	15	K								SING							
Simon	Carly		F	10-Oct-98	13	K								SING							
Smith	Pattie		F	07-Nov-00	11	K								SING							
Springsteen	Bruce		M	02-Feb-95	17	K								SING							
Stewart	Rod		M	27-Jul-99	12	K								SING							
Summers	Donna		F	01-Jun-02	10	K								SING							
Tuner	Tina		F	19-Dec-04	7	K								SING							
Warwick	Dionne		F	06-Jun-96	15	K								SING							
Wonder	Stevie		M	11-Sep-01	10	K								SING							
Young	Neil		M	01-May-04	8	K								SING							



Add/Modify Athletes in TM

Athlete Information

Athlete Information

Last Name: Muppet First Name: Bert Middle: Birthdate: 03/13/00 Age: 12

Preferred Name: ID #: Gender (M,F): M Athlete Cell: Athlete E-Mail:

Build ID

Use Sibling Information: Ernie

Tabs → Primary Contact | Secondary Contact | Medical | Custom | Email Export

Primary Mailing Information

Father's Last: Father's First: Mother's Last: Mother's First:

Mailing Address: City: State: Postal Code: Country:

Swap Mother/Father Names, Tele, E-mail

Fill in 'Mail To' if different from first names and last name

Mail to:

Use Primary for Mailing Use Secondary for Mailing Use Both

Primary Contact Information

Home Phone: FAX: Father Office Phone: Cell: E-Mail: Mother Office Phone: Cell: E-Mail:

Member of

Team 1: ACT Joined: MM/DD/YY Team 2: Team 3: Group: Joined: MM/DD/YY Subgroup: WM Group: WM Subgr: School Yr:

Foreign Inactive Dive Certified

Registration OK Recruiting Cancel

Absolutely Critical

Shows up when second athlete with same last name is entered

Logical deletion, but remains in system

- Be sure to enter birthdates for all swimmers
- Can make all your swimmers inactive and then activate them as they register for the new season



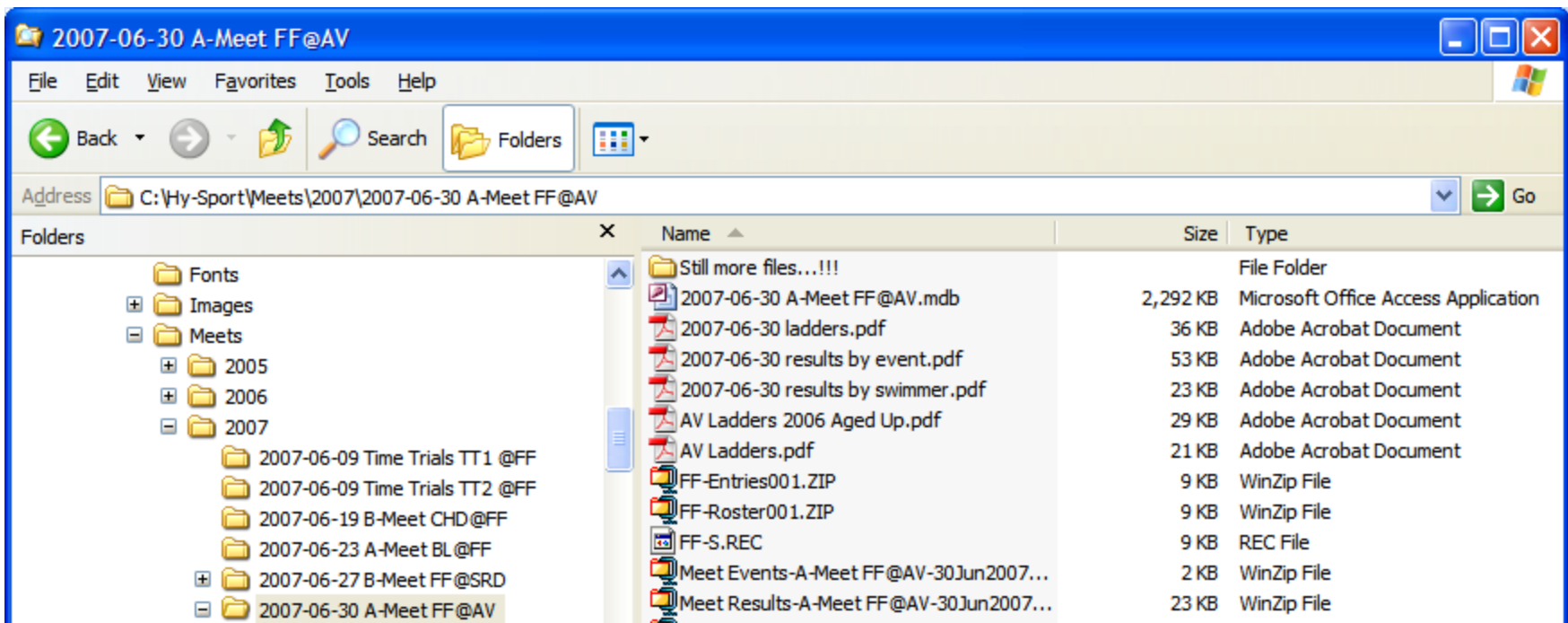
TM No Swimmer Athletes

- No Swimmers = Dummy swimmers to fill in empty lanes
- Need enough No Swimmers in your TM database to fill in all empty lanes with the same restrictions as real swimmers (age, gender, maximum entries)
- Samples:
 - Swimmer, No1 (No2, No3)
 - NoSwimmer, Boy1 (Boy2, Boy3)



File Structure and Directories

- Organize your meet files by directories
 - Create a separate subdirectory for each meet
 - Put every file associated with a meet in its subdirectory
 - C:\Hy-Sport\Meets\2025\meet name
 - Example meet name: 2025-06-23 A-Meet DH@DT





Naming Conventions

- Course naming conventions
 - 25 yard pool = SCY = Yards = Y ← Typical High School and College pools
 - 25 meter pool = SCM = Short Course = S ← Most common in NVSL
 - 50 meter pool = LCM = Long Course = L ← Olympic size pools
 - Y', S', etc. means converted time, used inconsistently
- NVSL meet name (internal meet name)
 - NVSL A-Meet HV@FMW
- NVSL meet database (filename)
 - 2025-06-14 NVSL A-Meet HV@FMW.mdb
- NVSL meet events file (filename)
 - Meet Events-NVSL A-Meet HV@FMW-14Jun2025-001.zip
- Record files (files containing team or league records, *.rec file name)
 - Use team abbreviation for internal name, e.g., PT or DL
 - External *.REC exported name will automatically become PT-S.REC or DL-Y.REC where "-S" indicates short course (meters) and "-Y" indicates yards



Definitions

- A meet consists of a collection of events (e.g. Boys 8&Under 25 Meter Freestyle) which may be grouped into sessions
- A session is a group of events, not typically used by NVSL
 - Typical example from Potomac Valley Swimming:
Morning session: 13 & Over Prelims
Afternoon session: 12 & Under Timed Finals
Evening session: 13 & Over Finals
 - Division Individual Championship has multiple sessions
- An event is swum with one or more heats
 - Division Individual Championship (Divisionals), All Star Relays, and Individual All Stars have multiple heats
- Hierarchy is Meet/Session/Event/Heat



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Team Manager

Both Teams – Pre-Meet Activities

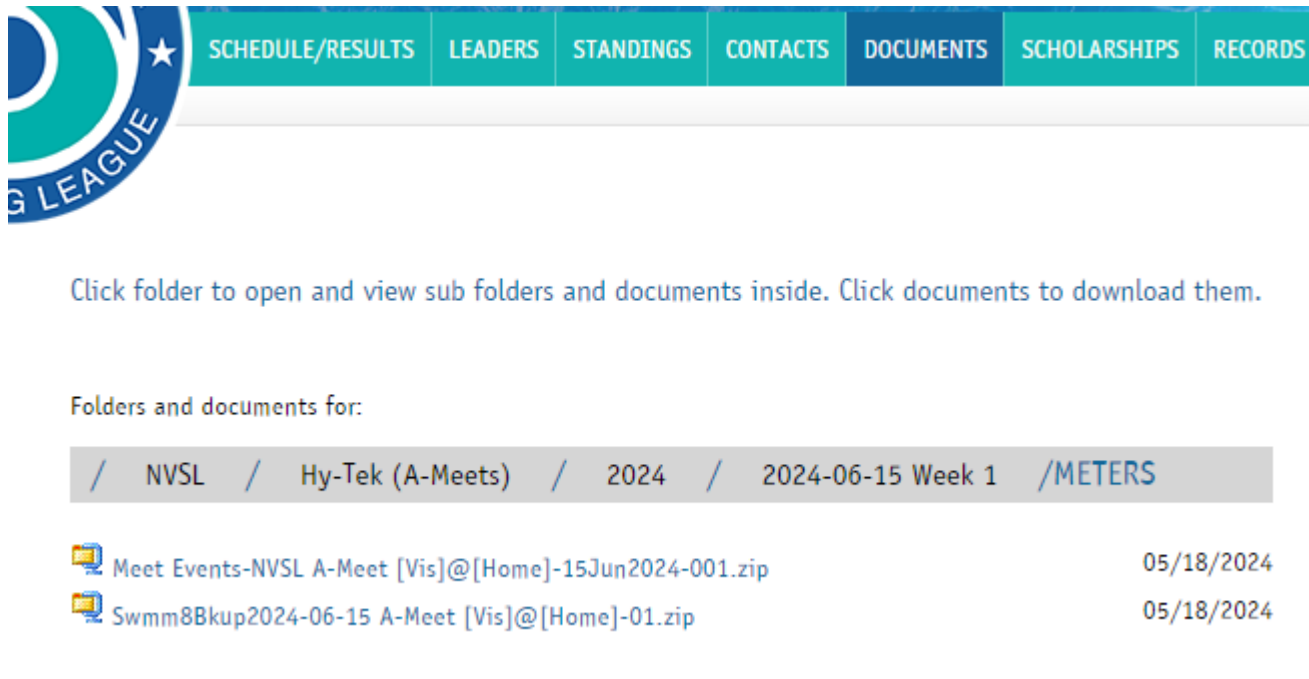
Set up time/method for data exchange
Download and import meet events (“skeleton”)
Select swimmers
Export entries, roster and records



Downloading Meet Events

Download generic meet events file from NVSL Website – www.mynvsl.com

- Documents tab
- Hy-Tek (A-Meets) / 2025 / Week 1: June 14 / METERS or YARDS folder
- 2 files: Meet Events for TM and Meet Backup (Swmm8Bkup) for MM



Save files to the folder setup for the meet

(C: > Hy-Sport > Meets > [Year] > [Meet])

- Visiting Team only needs the Meet Events file
- Host Team needs both the Meet Events and Meet Backup file



Import Meet Events into TM

- File | Import | Meet Events
 - Meet events files are created by the NVSL for A-Meets and posted to the NVSL website. Each team should download the events file from the website.
 - [B-Meets] Someone (possibly you) will have provided you with an Events file template for B-Meets
 - Generally the templates are also posted to the NVSL website
 - Select the appropriate Events file or Events file template
 - After clicking OK, the new meet will appear on the Meets screen (scroll to the top if you don't see it!)
 - Open the meet (double click on the name), verify the information (teams, course, date, etc.), and (optional) change Meet Type to "A"



Importing Meet Events

From Main Menu select File | Import | Meet Events – follow on screen directions
From Main Menu select Meets and this screen will come up

TEAM MANAGER - Database:C:\Hy-Sport\Meets\2015\Procedure Testing\Visiting Team Computer\Visiting Team - Copy.MDB - [Meet Browser]

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: Course: Meets Since: ☐ Use Since Date

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status
A-Meet [Vis]@[Home]	20-Jun-15	S	Collecting offline		

Meet Setup

Meet Description | Entry Fees | Eligibility Rules

*Meet Name: A-Meet [Vis]@[Home]
*Facility Name: Home Team
Street Address:
Address Line 2:
*City: Northern Virginia
*State / Province: VA
*Postal Code: 22306
Country: USA
*Course: S
Sanction Number:
Internal Remarks:
Instructions:
250 characters maximum

Meet Dates
*Start Date: Jun 20, 2015
End Date: Jun 20, 2015
*Meet Host Entry Deadline: Jun 20, 2015

Advanced Settings
Non-Conforming Course Factor:
Meet Type:
Altitude: 0 feet

Meet Information
Name: A-Meet [Vis]@[Home]
Location: Home Team
Meet Type:
End Date: Saturday, June 20, 2015
Swimmers Entered: 0
Relays Entered: 0

Edit Meet Description

(Optional) Set Meet Type to "A"



Entering Athletes in Meet

- On the Meets screen, highlight the meet for which you wish to create entries
- Entries | Swimmer Entry Status (Optional)
 - Pre-enter all swimmers, then clear anyone on your unavailable list for that meet
- Entries | Entry by Event
 - Set the Only Pre-Entered Athletes checkbox to mask unavailable swimmers (if you chose to pre-enter)
 - Swimmers will show up by their age on the day of the meet
 - Proceed through the events, one by one, entering swimmers
 - You can supply custom times to control lane assignments
 - A warning message will appear if you exceed an entry limit. The entry which caused the warning will nevertheless be created, requiring a correction on your part.



Pre-Entering Athletes in a Meet

TEAM MANAGER - Database: C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Meet Browser]

File Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: Co

Meet Name

- A-Meet ACT@SNG 29
- A-Meet Actors@Singers 30
- Singers@Actors 23
- Time Trials 16

Swimmer Entry Status

Set up Online Meet Entry

View Meet Schedule and Parent/Swimmer Portal

Email Meet Entry Invitations

Meet Information

Name A-Meet ACT@SNG

Location Singers

Meet Type

End Date Saturday, June 29, 2013

Swimmers Entered 0 Relays Entered 0

TEAM MANAGER - Database: C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [PreEnter Athletes in Meet]

Print Help

Clear All

Enter All

Male

Female

Both

Team SING

Group

WM Gr

Low Age

High Age

School Yr

Subgroup

WM Sub

29-Jun-13 A-Meet ACT@SNG

Last Name	First Name	MI	Attending	Not Attending	No Response	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Baez	Joan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	01-Jul-97	15					SING		
Benatar	Pat		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	05-May-95	18					SING		
Bowie	David		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	10-Feb-02	11					SING		
Brown	James		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	01-Dec-98	14					SING		
Dylan	Bob		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	02-Apr-05	8					SING		
Estefan	Gloria		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	15-Feb-02	11					SING		
Franklin	Aretha		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	15-Jan-01	12					SING		
Gaye	Marvin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	30-Oct-01	11					SING		
Gibb	Andy		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	23-Jun-03	9					SING		
Green	Al		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	16-Jan-98	15					SING		
Houston	Whitney		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	19-Mar-05	8					SING		
John	Elton		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	06-Jun-04	8					SING		
King	Carole		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	09-Sep-99	13					SING		
Lennon	John		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	13-Mar-00	13					SING		
Lennox	Annie		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	04-Apr-94	19					SING		
Marley	Bob		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	15-Apr-00	13					SING		
McCartney	Paul		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	26-Nov-98	14					SING		
Midler	Bette		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Jul-00	12					SING		
Miller	Steve		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	04-May-94	19					SING		
Mitchell	Joni		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	11-Nov-98	14					SING		
Morissette	Alanis		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Jun-03	9					SING		
Raitt	Bonnie		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Aug-01	11					SING		
Seagar	Robert		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	08-Aug-96	16					SING		

First pre-enter all athletes

Second, uncheck the athletes that will not be at the meet



Entries by Event, Individual Events

TEAM MANAGER - Database: C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Entry by Event]

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

Event: 1 Swim for Team: SING Session: Meet Division:

29-Jun-13 A-Meet ACT@SNG

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1	1	1	M	25	Free	08&U	I						
1		2	F	25	Free	08&U	I						
1		3	M	50	Free	09-10	I						
1		4	F	50	Free	09-10	I						
1		5	M	50	Free	11-12	I						
1		6	F	50	Free	11-12	I						
1		7	M	50	Free	13-14	I						
1		8	F	50	Free	13-14	I						
1		9	M	50	Free	15-18	I						

Next Event

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☐ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

Team: SING WM Gr: WM Sub: Cutoff Time Fudge Factor: %
 Yr: Standards: * indicates a time did not make the cutoff.
 Group: = converted time
 Subgroup: Clear All Enter All

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
Event: (1) 08&U Male 25 Free																									
Last Name	First Name	MI	Entro	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	IE	RE	CE	Gen	Age	Yr	Birth	Achieved	Meet Achieved					
Dylan	Bob		<input checked="" type="checkbox"/>	SING	20.843							1		1	M	8		02-Apr-05	23-Jun-12	Singers@Actors					
John	Elton		<input type="checkbox"/>	SING	22.835										M	8		06-Jun-04	23-Jun-12	Singers@Actors					

Click check box to select entries

Enter Custom Times to control lane assignment

Track entries
 IE – individual entries
 RE – relay entries
 CE – cumulative entries

Age as of 1 June

Grid View Basics

- Click on underlined column heading to sort by that column
- Click on letter to show swimmers with last name beginning with letter



Entering Athletes in Meet, cont.

- To enter swimmers in a relay...
 - Set/clear the checkboxes at the left side of the screen as appropriate
 - Select your team from the Swim for Team and Team combo boxes
 - Create a relay by clicking New Relay
 - Add swimmers to your relay by double-clicking or dragging them
 - Remove swimmers by double-clicking them
 - Swap the legs of two swimmers by dragging one on top of the other
 - Find Best Relay only works for 8&Under and 15-18 age groups



Entries by Event, Relay Events

TM 7.0 Database: C:\Hy-Sport\Meets\2012\Training\01 Hytek Training\Week 2 06-30-2012\Singers.mdb - [Entry by Event]

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

Event 46 Swim for Team: SING Session: Meet Division

29-Jun-13 A-Meet ACT@SNG

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		39	M	50	Fly	15-18	I						
1		40	F	50	Fly	15-18	I						
1		41	M	100	Free	08&U	R						
1		42	F	100	Free	08&U	R						
1		43	M	100	Medley	09-10	R						
1		44	F	100	Medley	09-10	R						
1		45	M	100	Medley	11-12	R						
1		46	F	100	Medley	11-12	R						
1		47	M	100	Medley	13-14	R						

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☐ Only Athletes Already in Session
☒ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

Team SING W/M Gr W/M Sub Standards: Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer
Right Click to enter as Relay Only swimmer
= converted time

First, click New Relay

Event: [46] 11-12 Female 100 Medley Relay

Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	IE	RE	CE	Gen	Age	Y
Estefan	Gloria		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>				F	11	
A Midler	Bette		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	12	
A Raitt	Bonnie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	11	
A Smith	Pattie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	12	
A Summers	Donna		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>		1	1	F	11	

New Relay
Clear Swimmers
Best: Back
Find Best Relay
Best Relay Report

Include Relay Non Lead-Off Splits

Swimmers	Age
1 Smith, Pattie	11
2 Summers, Donna	10
3 Midler, Bette	11
4 Raitt, Bonnie	10
5	
6	
7	
8	

Calculate Custom

Next, double click or drag swimmers to fill relay

- Select stroke to see times for that stroke
- Double click to remove swimmer from relay



A-Meet Entry Reports

- After entries are completed, you should run some reports from the Reports | Meet Reports | Meet Entries dialog
 - Individual and Relays sorted by Meet Event Number
 - Individual and Relays sorted by Name



Entries by Event

Looking for

- No more than 3 swimmers per individual event
- “No swimmer” entry if fewer than 3
- Swimmers of proper ages
- 4 swimmers for relays
- Proper ages for mixed age relay
- Right swimmers in the right events

Licensed To: Franklin Farm Froggers

Franklin Farm

Individual Meet Entries Report

A-Meet ABF@FF 21-Jul-07 [Ageup: 6/15/2007] SC Meters

Franklin Farm Froggers [FF] Coach: Stacey Woods

40 Girls 15-18 50 Fly

McIntyre, Maria (18)	31.48S
Fielding, Rebecca (15)	33.96S
Ream, Brooke (15)	34.99S

41 Boys 8 & Under 100 Medley Relay A FF

1 Waldschmidt, Constantin (8)	1:41.22S
2 Chapman, Bradley (8)	
3 Turner, Justin (8)	
4 Blackmon, Solomon (7)	

42 Girls 8 & Under 100 Medley Relay A FF

1 Rosenblum, Lindsay (8)	1:36.69S
2 Bracaglia, Jill (8)	
3 Luttgas, Amy (8)	

2 Bracaglia, Katie (14)

3 McGrath, Caroline (14)

4 Young, Lisa (13)

49 Boys 15-18 200 Medley Relay A FF

2:06.29S

1 Fay, Stephen (16)

2 Fay, Chris (18)

3 Vestermark, Christian (15)

4 Shebat, Mike (15)

50 Girls 15-18 200 Medley Relay A FF

2:16.48S

1 Bracaglia, Laurie (16)

2 Ream, Brooke (15)

3 Fielding, Rebecca (15)

4 McIntyre, Maria (18)



Entries by Name

Licensed To: Frank Farm Froggers

Frank

Looking for

- No more than 2 Individual events and no more than 2 Relay events (Age group and mixed age)

Individual Meet Entries Report

A-Meet ABF@FF 21-Jul-07 [Ageup: 6/15/2007] SC Meters

BOYS

Barrett, Connor (14)			# 23	Boys 9-10 50 Breast	56.63S
# 7	Boys 13-14 50 Free	31.18S	Moynahan, Paddy (15)		
# 17	Boys 13-14 50 Back	34.31S	# 19	Boys 15-18 50 Back	34.40S
# 47	Boys 13-14 200 Medley Relay A	Free	# 29	Boys 15-18 50 Breast	43.02S
Blackmon, Solomon (7)			Peake, Kevin (14)		
# 1	Boys 8 & Under 25 Free	19.49S	# 27	Boys 13-14 50 Breast	44.83S
# 31	Boys 8 & Under 25 Fly	28.00S	Piller, Chris (12)		
# 41	Boys 8 & Under 100 Medley Relay A	Free	# 5	Boys 11-12 50 Free	32.22S
Cardelli, Dylan (9)			# 25	Boys 11-12 50 Breast	41.75S
# 13	Boys 9-10 50 Back	46.44S	# 45	Boys 11-12 200 Medley Relay A	Breast
# 23	Boys 9-10 50 Breast	48.99S	# 51	Boys 5-18 200 Free Relay A	1
# 43	Boys 9-10 100 Medley Relay A	Breast	Ransom, Eric (11)		
Chapman, Bradley (8)			# 5	Boys 11-12 50 Free	38.10S
# 1	Boys 8 & Under 25 Free	21.72S	# 15	Boys 11-12 50 Back	43.45S
# 21	Boys 8 & Under 25 Breast	27.58S	# 45	Boys 11-12 200 Medley Relay A	Free
# 41	Boys 8 & Under 100 Medley Relay A	Breast	Ransom, Nick (13)		
Emerick, Stephen (14)			# 17	Boys 13-14 50 Back	35.17S
# 27	Boys 13-14 50 Breast	48.51S	# 37	Boys 13-14 50 Fly	34.96S
Evans, Tommy (10)			# 47	Boys 13-14 200 Medley Relay A	Fly
# 13	Boys 9-10 50 Back	44.55S	Shebat, John (10)		
# 33	Boys 9-10 25 Fly	20.65S	# 3	Boys 9-10 50 Free	31.59S
# 43	Boys 9-10 100 Medley Relay A	Back	# 13	Boys 9-10 50 Back	35.46S



Create entries



HOT TIPS

- Work with team rep for clear/accurate meet declaration process...your sanity depends on it!
- Double-check your entries...it's easy to hit the wrong checkbox
- Enter "No Swimmers" so you have full lanes in all events
- Watch for "too many entries" flags
- Run reports to check max events per swimmer/max swimmers per event
- Run reports by event (for coach review) and by swimmer (for parent review). Can toggle to include/omit times
- Be sure to include relays when exporting...check the box!
- Allow time for corrections before data exchange



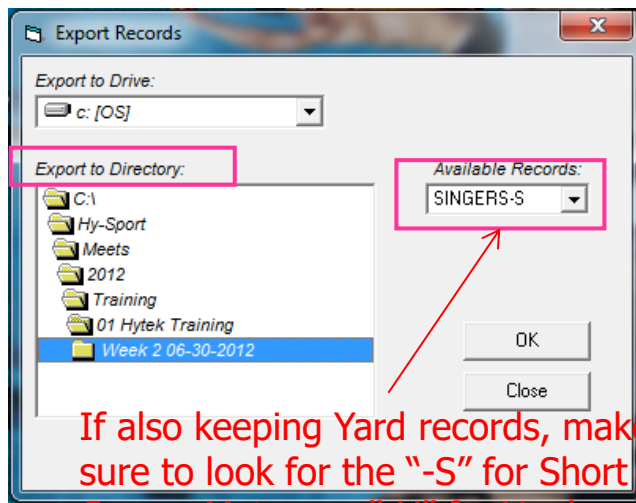
Export

- Entries
- Roster
- Records
- PDF of entries → This is your FIRM ENTRY LIST
- Both teams send 4 files to each other as agreed

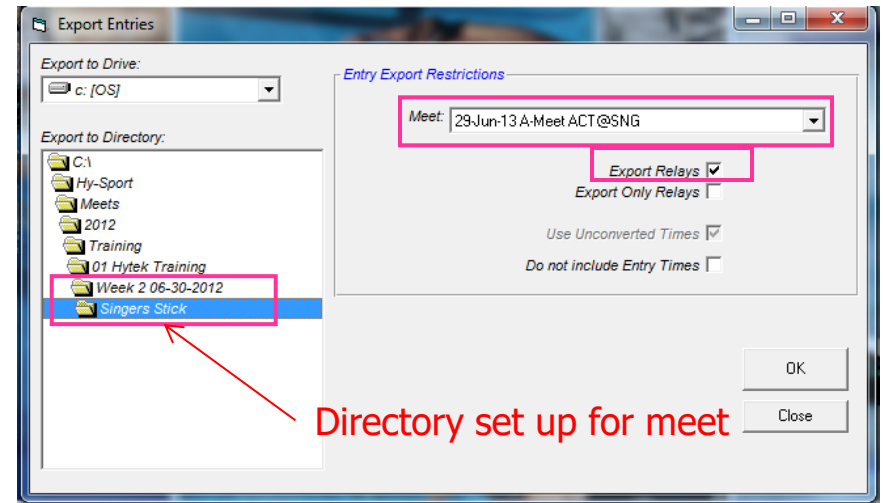


Export Files

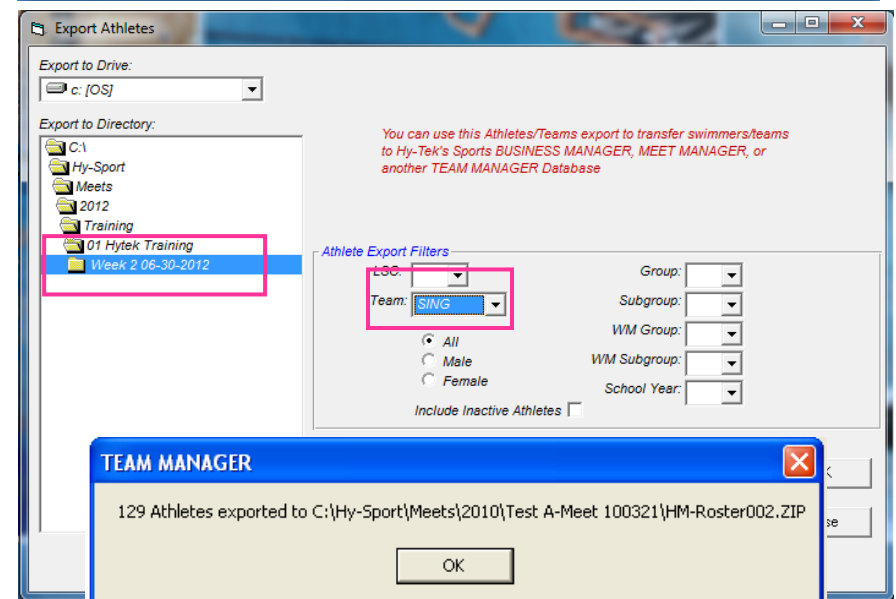
- Export Meet Entries
 - File | Export | Meet Entries
- Export Roster
 - File | Export | Athletes/Teams
- Export Records
 - Records | Export Records
 - For a given “record set”, this function creates a .REC file which can be imported into a MM meet database



If also keeping Yard records, make sure to look for the “-S” for Short Course Meters or “-Y” for Yards



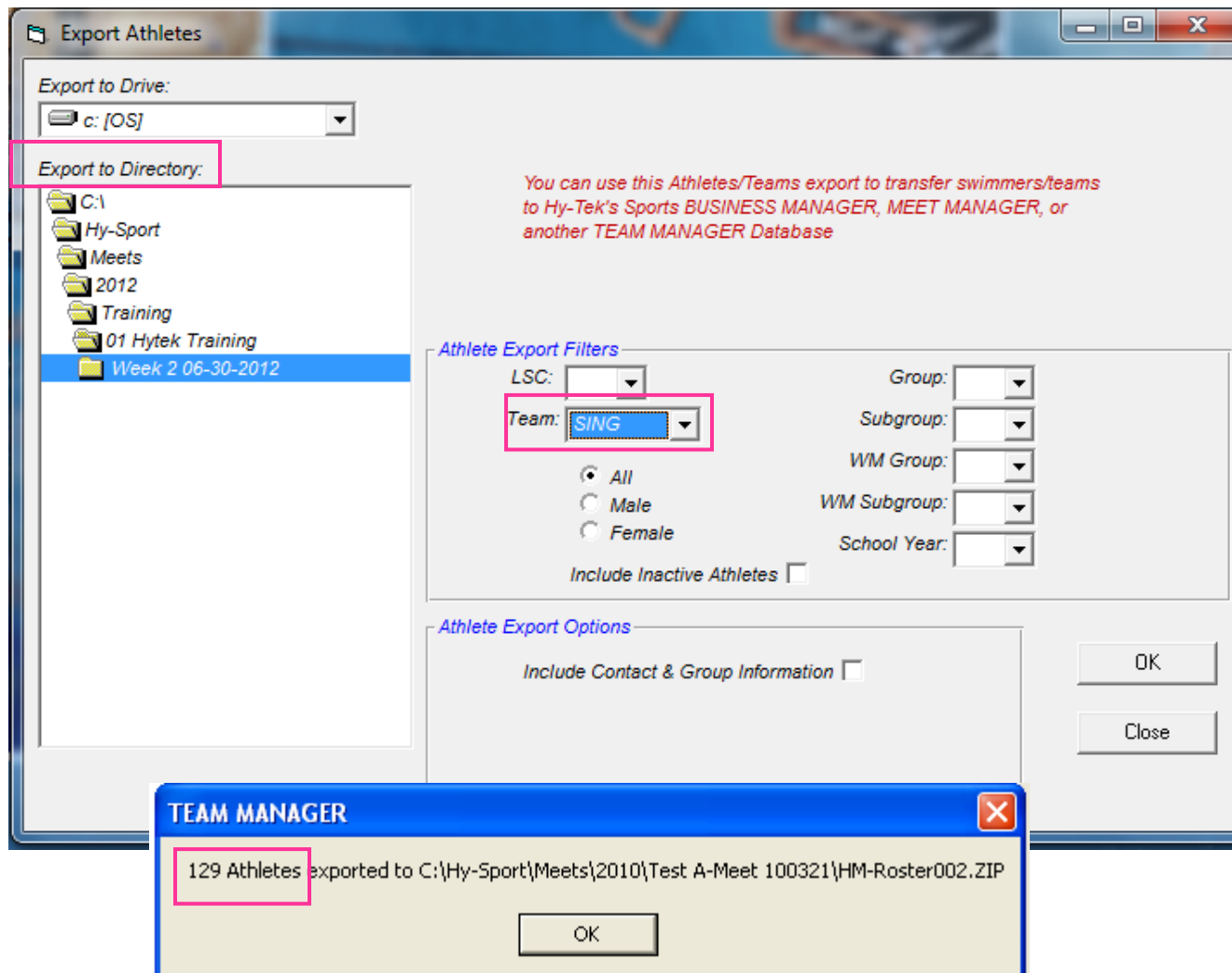
Directory set up for meet





Export Team Roster from TM

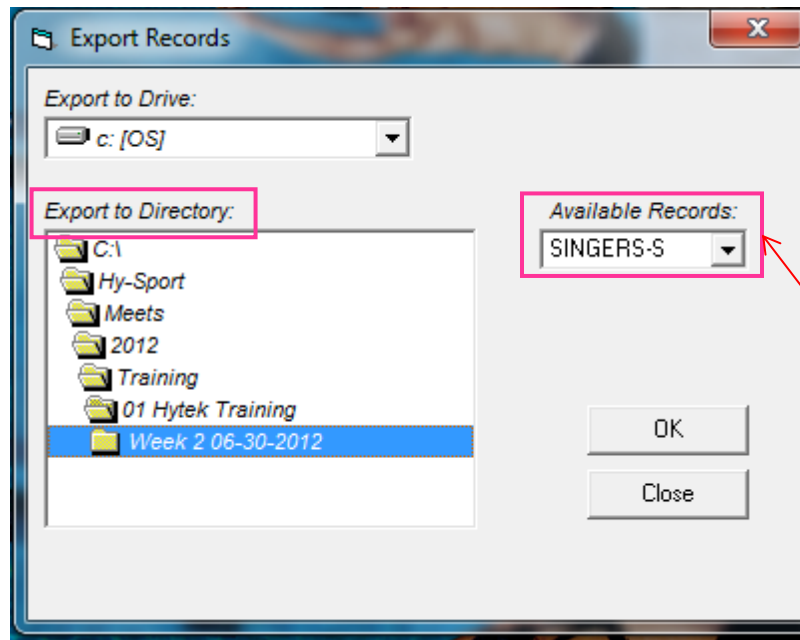
- File | Export | Athletes/Teams





Export Team Records from TM

- Records | Export Records
 - For a given “record set”, this function creates a .REC file which can be imported into a MM meet database



If also keeping Yard records, make sure to look for the "-S" for Short Course Meters or "-Y" for Yards



Meet Manager

Host Team – Pre-Meet Activities (A-Meets)

Draft meet cover sheet (in Word)

Download and prepare meet database

Import entries, rosters and records

Assign teams to proper lanes

Seed swimmers into heats

Print meet program

Print time cards




Meet Cover Sheet

- Available from website Documents folder under [Hy-Tek \(A-Meets\)/Procedures/A Meets](#) or under [Forms](#)
- Names of officials
- Score + ref signature at end of meet
- Draft before meet (get names of officials from team reps)
- Finalize/print at meet
- ONE PAGE – reformat as needed

DATE: _____

NVSL MEET COVER SHEET

	
Home:	Visitor:
Score:	Score:
Home Team Lanes: 1, 3, 5	Visiting Team Lanes: 2, 4, 6
Pool Length: 25 Meters/Yards	

Referee	
Starter	
Place Recorder/Asst	
Chief/Timer/Asst	
Data Entry/Asst	
Announcer	
Stroke and Turn Judges	
Relay Take-Off Judges	
Clerk/Course/Asst	
Marshals	
Team Representatives	
Coaches	

	Team League	Event Number	Name(s)	Time
RECORDS				

The Northern Virginia Swimming League was founded in 1956 to sponsor competitive swimming and diving events and activities among community swimming pools of Northern Virginia, and to develop in the children participating in this program –
A love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

Referee: _____ Date: _____



Prepare Meet Database

- Download the Meet Backup file from the NVSL website
 - Save to the directory set up for the meet
- Open *Meet Manager* and from the main menu select
 - **File | Restore** to restore the database
 - Select “Unzip, copy database to a selected folder, and open this new database” option
 - **Set-up | Meet Set-up** to edit the meet information
 - Meet name and location information
 - Verify meet and age up dates
 - **File | Save As** and edit the file name with visiting and host team initials to properly identify meet
 - Delete the generic version once the specific one is created



MM Import Entries and Rosters

- File | Import | Entries
 - Import the entries for both teams (any order)
 - Run Reports | Exceptions Report
 - Highlight Session 1
 - Click Exceed Maximum Entries per Athlete, set limits to 4/2/2
 - Create Report
 - Click Exceed Maximum Entries per Team per Event, set limit to 3
 - Create Report
 - No data is good, means there are no problems
- File | Import | Rosters Only
 - Import the rosters for both teams that are in the meet



Import Records into MM, cont.

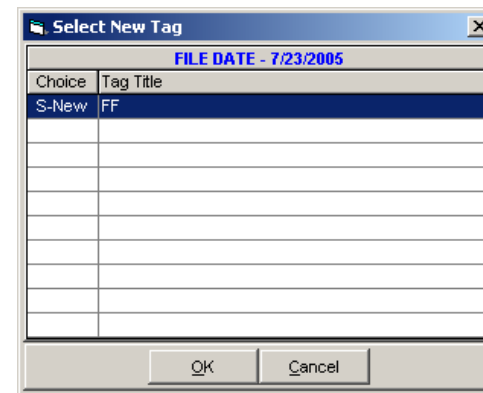
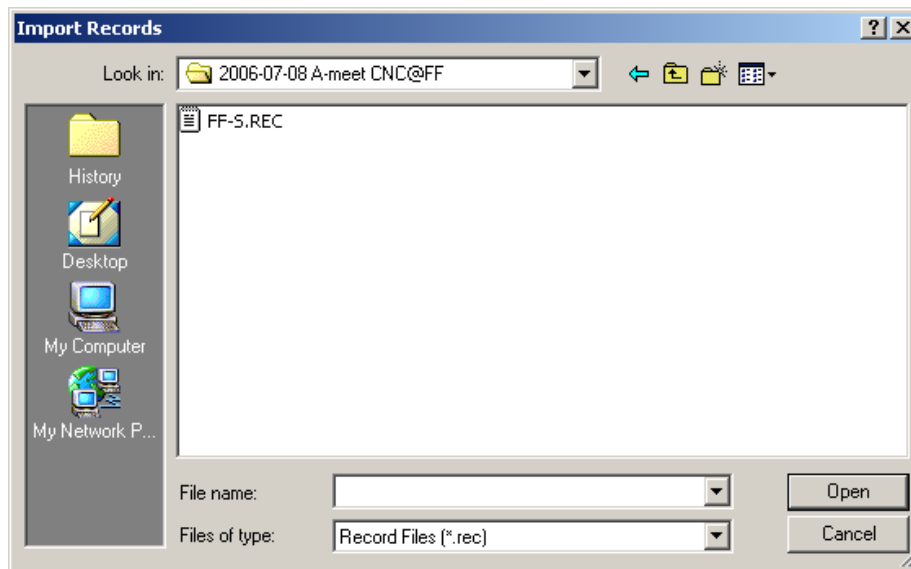
- This step should wait until after Entries and Rosters have been imported
- Meet database will have NVSL records and All Star time standards included
- Select each team's "record set", and use the edit dialog to set:
 - Identifying flags
 - Teams to which records apply

A screenshot of a software dialog box titled "Edit Record Tag Name". The dialog has a blue title bar with standard window controls. The main area is light beige. It contains several input fields: "Order" with the value "04", "Tag Name" with "HM Swim Team", "Flag" with "H", and "Record Only For" with a dropdown menu showing "HM". Below these is another dropdown for "Record Only For LSC". At the bottom, there are two checkboxes: "Allow Exhibition athletes / relays to set records" and "Allow Foreigners to set records", both of which are unchecked. At the very bottom are "OK" and "Cancel" buttons. A pink rectangular box highlights the "Flag" and "Record Only For" fields.



Import Records into MM

- File | Import | Records | Import
 - Import records for both teams



- Select each team's "record set", and use the edit dialog to set
 - Identifying flag used on reports, and
 - Team to which records apply





Assign Teams to Lanes in MM

- Set-up | Seeding Preferences => Dual Meets
 - Host team in lanes 1, 3 and 5
 - Double click or drag team name to appropriate lane

The image shows a screenshot of the "Seeding Preferences" dialog box, specifically the "Dual Meets" tab. The dialog has four tabs: "Basic", "Standard Lanes", "Dual Meets" (selected), and "Masters Meets".

Abbr	Team
HM	Hollin Meadows Barracudas
PAR	Parliament Pool

Lane Assignments	
Lane	Team
1	Hollin Meadows Barracudas
2	Parliament Pool
3	Hollin Meadows Barracudas
4	Parliament Pool
5	
6	
7	
8	
9	
10	
11	
12	

Below the tables, there are four checkboxes:

- ☒ Strict Assignment All Heats
- ☐ Strict Assignment Fastest Heat Only
- ☒ Use Lane Assignments Above
- ☐ Alternate Use of Unassigned Lane (2 team dual)

At the bottom are "OK" and "Cancel" buttons.

Two pink arrows point from the "Dual Meets" tab to the "Lane Assignments" table, indicating the process of assigning teams to lanes.



50



Create the Meet Program

- Reports | Memorized Reports => 2 Column meet sheet for distribution => Run Report
 - Highlight All in the session list, select all of the seeded events, then click Create Report
 - Entry times vs no times
 - Review with other team, make corrections if necessary
 - Print plenty of copies (Referee, Starter, Stroke & Turn Judges, Announcer, Clerks of Course, Coaches, Head Timer, etc.)

The screenshot shows the 'Meet Program' software interface. The top menu bar includes 'Select All', 'De-Select', 'Preferences', 'Memorize', 'View', and 'Create Report'. Below the menu is a toolbar with icons for file operations and viewing. The main area is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Female'.
- Age Range:** A dropdown menu for 'Team'.
- Rounds:** Radio buttons for 'All Rounds', 'Prelims Only', 'Finals Only', and 'Round 1 Only'.
- Indiv + Relays:** Radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'.

The **Session List** table has columns: Day, Start Time, Session #, Course, and Session Title. The first row is highlighted with 'All', 'All', 'S', and 'All Events'.

The **EVENT LIST for Meet Program** table has columns: Evt #, Rnd, Status, Event Name, and Heats. It lists 20 events, all marked as 'Seeded' and 'F' (Finals). The events are:

Evt #	Rnd	Status	Event Name	Heats
1	F	Seeded	Boys 8 & Under 25 SC Meter Freestyle	1
2	F	Seeded	Girls 8 & Under 25 SC Meter Freestyle	1
3	F	Seeded	Boys 9-10 50 SC Meter Freestyle	0
4	F	Seeded	Girls 9-10 50 SC Meter Freestyle	0
5	F	Seeded	Boys 11-12 50 SC Meter Freestyle	0
6	F	Seeded	Girls 11-12 50 SC Meter Freestyle	0
7	F	Seeded	Boys 13-14 50 SC Meter Freestyle	0
8	F	Seeded	Girls 13-14 50 SC Meter Freestyle	0
9	F	Seeded	Boys 15-18 50 SC Meter Freestyle	0
10	F	Seeded	Girls 15-18 50 SC Meter Freestyle	0
11	F	Seeded	Boys 8 & Under 25 SC Meter Backstroke	0
12	F	Seeded	Girls 8 & Under 25 SC Meter Backstroke	0
13	F	Seeded	Boys 9-10 50 SC Meter Backstroke	0
14	F	Seeded	Girls 9-10 50 SC Meter Backstroke	0
15	F	Seeded	Boys 11-12 50 SC Meter Backstroke	0
16	F	Seeded	Girls 11-12 50 SC Meter Backstroke	0
17	F	Seeded	Boys 13-14 50 SC Meter Backstroke	0
18	F	Seeded	Girls 13-14 50 SC Meter Backstroke	0
19	F	Seeded	Boys 15-18 50 SC Meter Backstroke	0
20	F	Seeded	Girls 15-18 50 SC Meter Backstroke	0

The bottom section is titled 'Columns / Format' and includes checkboxes for 'Include in Meet Program' and 'Psych List - Sort Order'. The 'Include in Meet Program' section has checkboxes for 'Records', 'Time Standards', 'Entry Qualifying Time', 'Event Comments', 'Entry Times', 'Line For Results', 'Events With No Entries', 'Round 1 Alternates', 'Qualifying Alternates', 'Prior Round Results', 'Heat Start Times', 'Empty Lanes', 'Separate A/B Finals', and 'Logos in Footer'. The 'Psych List - Sort Order' section has a dropdown for 'Relay Athlete Names (0-8):' set to '4'.



A-Meet Program

Records and
previous year
All Star
qualifying time

- Host team in lanes 1, 3 and 5
- No seed times
- Fastest swimmers in middle lanes or where desired
- Only 1 heat of 6 swimmers

NVSL Championship Meet

HY-TEK's MEET MANAGER 3.0 - 6:04 PM 4/6/2013 Page 1

A-Meet HM@HP - 6/30/2012

Northern Virginia Swimming League
Meet Program

Event 1 Boys 8 & Under 25 SC Meter Freestyle

NVSL Meter: 15.10 1/1/1965 Roger McLeod
Hurricanes M: 16.36 8/1/1998 Eddie Stevens
HM Meters: 17.27 1/1/1990 Jonathan Vanderhyde
18.38 ALL*

Lane Name	Age	Team	Seed Time
Heat 1 of 1 Finals			
1 Neaderland, Quentin	7	HP	_____
2 Hartzell, Grant	7	HM	_____
3 Lucio, Matthew	8	HP	_____
4 Petretich, Aidan	7	HM	_____
5 Tsipe, Jack	8	HP	_____
6 McNutt, Connor	8	HM	_____

Event 2 Girls 8 & Under 25 SC Meter Freestyle

NVSL Meter: 15.48 1/1/1985 Amy Rymiszewski
Hurricanes M: 16.75 6/23/2007 Amanda Peren
HM Meters: 17.88 1/1/1990 Margaret Chadbourn
18.48 ALL*

Lane Name	Age	Team	Seed Time
Heat 1 of 1 Finals			
1 Tanner, Samara	7	HP	_____
2 ...	8	HM	_____

Event 5 Boys 11-12 50 SC Meter Freestyle

NVSL Meter: 26.44 7/14/2007 Cyrus Hashemi
Hurricanes M: 28.05 6/18/2011 Zander Abrams
HM Meters: 27.91 7/5/2008 Paul O'Hara
31.31 ALL*

Lane Name	Age	Team	Seed Time
Heat 1 of 1 Finals			
1 Miranda, Dillon	11	HP	_____
2 Hartzell, Cal	11	HM	_____
3 Samuelson, Ian	11	HP	_____
4 Newman, Cole	12	HM	_____
5 Schulz, George	12	HP	_____
6 Burns, Peyton	11	HM	_____

Event 6 Girls 11-12 50 SC Meter Freestyle

NVSL Meter: 27.58 1/1/2002 Ashley Danner
Hurricanes M: 29.22 8/3/1995 Elizabeth Scholzen
HM Meters: 30.10 8/6/2005 Aubrey Kuester
31.33 ALL*

Lane Name	Age	Team	Seed Time
Heat 1 of 1 Finals			
1 Bucholz, Piper	11	HP	_____
2 ...	12	HM	_____

- Record Flags and Standards

- All-star cuts and NVSL records are included in the meet database provided by the NVSL
 - '!' is reserved for NVSL records
 - All* is used for projected All-star cuts (qualifying times)



A-Meet Time Cards

A-Meet PAR@HM - 6/26/2010

Event 1 Boys 8 & Under 25 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Malone, Aidan 8

Team: Hollin Meadows Barracudas ID#:

T1 __:__:__ T2 __:__:__ T3 __:__:__

Official Time __:__:__

A-Meet PAR@HM - 6/26/2010

Event 2 Girls 8 & Under 25 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

McGuckin, Molly 7

Team: Hollin Meadows Barracudas ID#:

T1 __:__:__ T2 __:__:__ T3 __:__:__

Official Time __:__:__

A-Meet PAR@HM - 6/26/2010

Event 3 Boys 9-10 50 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Newman, Cole 10

Team: Hollin Meadows Barracudas ID#:

T1 __:__:__ T2 __:__:__ T3 __:__:__

Official Time __:__:__

A-Meet PAR@HM - 6/26/2010

Event 4 Girls 9-10 50 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Kadlec, Samantha Ann 10

Team: Hollin Meadows Barracudas ID#:

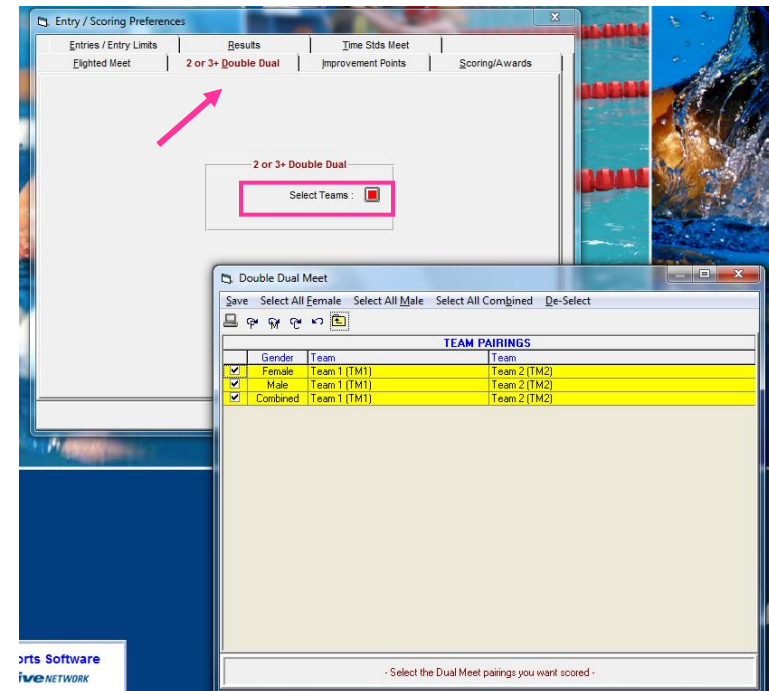
T1 __:__:__ T2 __:__:__ T3 __:__:__

Official Time __:__:__



Verify Scoring Preferences

- Set-up | Entry / Scoring Preferences => 2 or 3+ Double Dual => Select Teams
 - Verify Female, Male and Combined are checked and both teams are listed
 - If you don't do this on Thursday, MM will generate a warning once the results of the first event are "Scored" on Saturday morning



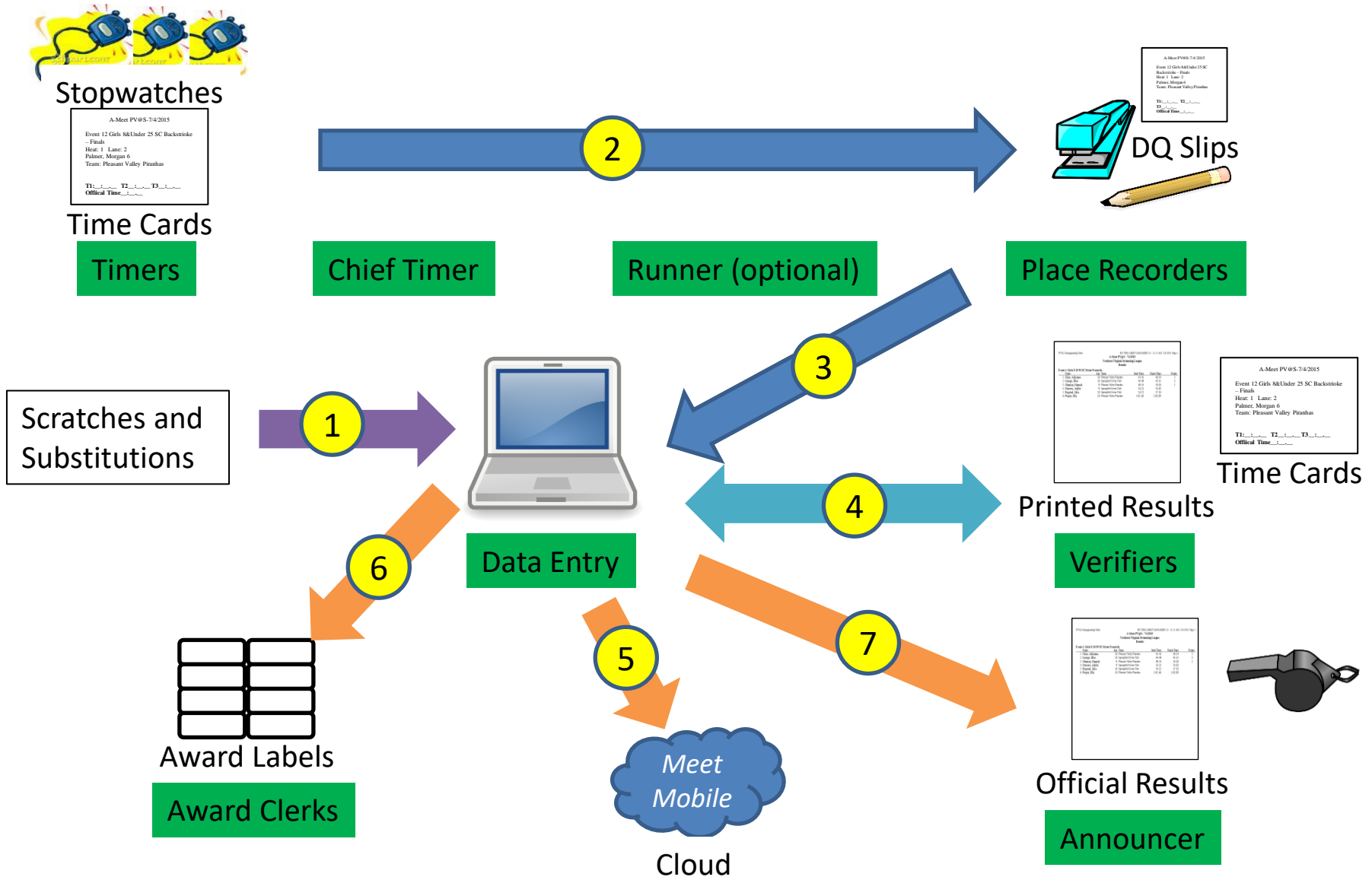


Running the Meet

- Make pre-meet scratches and substitutions
 - Enter results for each event
- Print event results for verifier and announcer
 - Print award labels for ribbons
 - Print final meet results
- Cover sheet/ref signature, scratch sheets
 - Backup database, send to DDC
- Export meet results for *Team Manager*



Time Card and Data Flow at Meet





How Times and Scores are Recorded

- Three stopwatches; middle time used
 - Timers verify their time on the timecard before clearing watch
 - Head Lane Timer writes down middle time on card
- Chief Timer quickly checks timecards before passing to Place Recorders
- Place Recorders verify correct official time, attach DQ slips, check for records and write down place on cards
- Data Entry enters watch times into HY-TEK and calls back times and places to Time Caller
 - Prints out event results for verifier
- Verifiers check results against timecards. When confirmed correct:
 - Passes printed event results to Announcer
 - Notifies Data Entry
 - Upload event results to Meet Mobile
 - Print out award labels for ribbons (after each stroke block is complete)
- At end of meet, Data Entry prints out official results
- Referee reviews results, noting correct DQs, and signs results



Run an A-Meet

- Enter times; do not enter times for disqualified swimmers
 - No punctuation or mental arithmetic is required – 12345 will be translated to 1:23.45
 - Enter NS (no swim), DFS (declared false start), or DNF (did not finish) as appropriate
- Check DQ (disqualification) box if appropriate
- Event status will change values as you enter times and score events – Seeded, Done, Scored
- Record-breakers will be highlighted in the Records sub-window
- After an event is Done, you need to explicitly Score the event. Scores will appear in the Scores sub-window.
- When an event is scored, a results window comes up => print, pass to “Verifier” to check against time cards
- If you correct a time in a scored event, then you need to explicitly Re-Score the event



Run an A-Meet in MM, cont.

- Run, continued
 - Use Adjust : F8 to change swimmers. If the swimmer is not in the meet, you will need to create the swimmer via Athletes. If you make up a birthday or use a nickname, you will have to reconcile this later in TM.
 - In the Adjust : F8 window, double-click a swimmer to remove her from a heat. Then set the Show Eligible Athletes radio button. Finally, drag the replacement swimmer to the lane that was emptied.
 - Use Rel Names : Ctrl-R to adjust relay swimmers. Double-click a swimmer to remove her from a relay. Drag an eligible athlete onto a relay to make her part of the relay. Drag one relay swimmer onto another to swap relay legs for the two swimmers.



Run an A-Meet in MM, cont.

- Run, continued
 - DO NOT re-seed an event after changing swimmers, unless you want to re-print time cards and meet programs
 - If you replace a swimmer for a scored event, you will have to re-enter her time and re-score the event



Run Screen

Run the Meet

Events Athletes Seeding Web Re-Score Combine Reports Labels Preferences Interfaces Help

HY-WIRE Disabled Hy - Tek 's MEET MANAGER Licensed to: Franklin Farm Froggers

EVENT LIST - All Events - SC Meters - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats
6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1
16	F	Scored	Girls 11-12 50 SC Meter Backstroke	1
26	F	Seeded	Girls 11-12 50 SC Meter Breaststroke	1
36	F	Seeded	Girls 11-12 50 SC Meter Butterfly	1
46	F	Seeded	Girls 11-12 200 SC Meter Medley Relay	1
58	F	Seeded	Girls 11-12 100 SC Meter IM	1

Records

Record	Time	Date	Record Holder
CSL	32.19	7/8/2000	Jennifer Basel
FF	35.31	7/10/2001	Maria McIntyre
BAR	35.35	6/14/2005	Courtney Walsh

Record breaker is highlighted

Team Scores thru Event 16

Rank	Gender	Score	Team
1	Combined	12	Barrington Blue Fins
2	Combined	6	Franklin Farm Froggers
1	Female	12	Barrington Blue Fins
2	Female	6	Franklin Farm Froggers

After all the times are entered, you must score the event.

If you change any times or swimmers, you will need to re-score the event.

Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 1 of 1 == Finals == Event 16 Girls 11-12 50 SC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL	Pts
1	McGrath, Caroline H	12	Franklin Farm Froggers	46.18	43.43				6	6	6
2	Haase, Elizabeth	12	Barrington Blue Fins	44.34	42.42				4	4	1
3	Chuday, Jenn M	12	Franklin Farm Froggers	42.85	41.41				3	3	3
4	Walsh, Courtney	12	Barrington Blue Fins	37.78	34.34				1	1	5
5	Young, Lisa M	11	Franklin Farm Froggers	43.87	39.39				2	2	6
6	Kastner, Julia	12	Barrington Blue Fins	45.55	42.43				5	5	6

Look closely and you'll see that the times and ranks for this event have changed, but the event has not been re-scored.



Print Award Labels

- After every stroke block and results have been verified
- Reports | Memorized Reports => Award Labels All Places => Run Report
 - Note that labels for each team can be printed separately
- Print labels for all individual and relay places

Award Labels

Select All De-Select Preferences Memorize View Create Labels

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Age Range: Team: --

Rounds: ☐ All Rounds ☐ Prelims Only ☒ Finals Only ☐ Round 1 Only

Indiv + Relays: ☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only

Day	Start Time	Session #	Course	Session Title
All		All	S	All Events

Evt #	Rnd	Status	Event Name	Heat	Printed
1	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	1	<input type="checkbox"/>
2	F	Scored	Girls 8 & Under 25 SC Meter Freestyle	1	<input type="checkbox"/>
3	F	Scored	Boys 9-10 50 SC Meter Freestyle	1	<input type="checkbox"/>
4	F	Scored	Girls 9-10 50 SC Meter Freestyle	1	<input type="checkbox"/>
5	F	Scored	Boys 11-12 50 SC Meter Freestyle	1	<input type="checkbox"/>
6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1	<input type="checkbox"/>
7	F	Scored	Boys 13-14 50 SC Meter Freestyle	1	<input type="checkbox"/>
8	F	Scored	Girls 13-14 50 SC Meter Freestyle	1	<input type="checkbox"/>
9	F	Scored	Boys 15-18 50 SC Meter Freestyle	1	<input type="checkbox"/>
10	F	Scored	Girls 15-18 50 SC Meter Freestyle	1	<input type="checkbox"/>
11	F	Scored	Boys 8 & Under 25 SC Meter Backstroke	1	<input type="checkbox"/>
12	F	Scored	Girls 8 & Under 25 SC Meter Backstroke	1	<input type="checkbox"/>
13	F	Scored	Boys 9-10 50 SC Meter Backstroke	1	<input type="checkbox"/>
14	F	Scored	Girls 9-10 50 SC Meter Backstroke	1	<input type="checkbox"/>
15	F	Scored	Boys 11-12 50 SC Meter Backstroke	1	<input type="checkbox"/>
16	F	Scored	Girls 11-12 50 SC Meter Backstroke	1	<input type="checkbox"/>
17	F	Scored	Boys 13-14 50 SC Meter Backstroke	1	<input type="checkbox"/>

Label Selection

☒ Laser 3x10

☐ Dot-Matrix 1"x3.5"

Individual Places: 1 - 6

Relay Places: 1 - 2

Award Type

☒ Standard Award Label

☐ Time Standard Achievement

☐ Personal Best ☐ Use NT

☐ By Heat

☐ Exhibition Swims

☐ Participation ☐ Exclude Place Range

☐ Record Breaker

Relay Athlete Names (0-8): 4

Sort By

☐ Event Number

☐ Session Order

☒ Team/Event

☐ Team/Athlete

☐ Athlete



MM Meet Mobile

- Meet Manager 8 supports a smartphone application called Meet Mobile.
 - Users subscribe annually or monthly
 - Psych sheets, heat sheets, rosters, records and time standards can be available before the meet and results by event and swimmer, places and scores during meet (data entry computer must be connected to internet to enable near real-time results during the meet)
 - To charge for meet data team needs an Active.com account
- League policy
 - Publish psych sheets, meet programs, etc. at team discretion including charging a fee (may want to coordinate with Division)
 - Manually publish results only after verified at the table and if not under protest. Publish scores at the end of the meet.
- Meet Mobile operation (see User Guide and A-Meet Procedures)
 - Set-up | Meet Mobile Publishing to publish pre-meet information
 - Run | Meet Mobile to publish near real-time results
 - Uncheck **Activate the Meet Mobile System**
 - Ctrl-M from Run screen to publish results, Ctrl-O to publish scores



Run an A meet



HOT TIPS

- Cards should come to you in lane order
- To read or not to read cards? Personal preference
- Check place order on computer against cards
- Set up ***Preferences>Results for List and Score*** so you include league/team records and scores (for the announcer)
- Do not print labels until results have been verified
- Be sure to check printer contents (paper vs labels) before you print
- Double-check label size before printing
- Keep scratch forms, attach to results (take photo, provide to other teams as agreed)



A-Meet Output

- Can print intermediate results if desired
- Reports | Memorized Reports => Finals Results Report => Run Report
 - Select All in the list of sessions
 - Select the events for which you need results
 - Create Report

Results

Select All De-Select Preferences Memorize View Create Report

Gender
☒ All ☐ Male ☐ Mixed ☐ Female

Age Range
[] - [] LSC []

Rounds
☒ All Rounds ☐ Finals Only ☐ Prelims Only ☐ Round 1 Only

☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only

Session List

	Day	Start Time	Session #	Course	Session Title
▶	All		All	S	All Events

EVENT LIST

	Evt #	Rnd	Status	Event Name	Heats
<input checked="" type="checkbox"/>	1	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	2	F	Scored	Girls 8 & Under 25 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	3	F	Scored	Boys 9-10 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	4	F	Scored	Girls 9-10 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	5	F	Scored	Boys 11-12 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	7	F	Scored	Boys 13-14 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	8	F	Scored	Girls 13-14 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	9	F	Scored	Boys 15-18 50 SC Meter Freestyle	1
<input checked="" type="checkbox"/>	10	F	Scored	Girls 15-18 50 SC Meter Freestyle	1
<input type="checkbox"/>	11	F	Seeded	Boys 8 & Under 25 SC Meter Backstroke	0
<input type="checkbox"/>	12	F	Seeded	Girls 8 & Under 25 SC Meter Backstroke	0
<input type="checkbox"/>	13	F	Seeded	Boys 9-10 50 SC Meter Backstroke	0
<input type="checkbox"/>	14	F	Seeded	Girls 9-10 50 SC Meter Backstroke	0
<input type="checkbox"/>	15	F	Seeded	Boys 11-12 50 SC Meter Backstroke	0
<input type="checkbox"/>	16	F	Seeded	Girls 11-12 50 SC Meter Backstroke	0
<input type="checkbox"/>	17	F	Seeded	Boys 13-14 50 SC Meter Backstroke	0
<input type="checkbox"/>	18	F	Seeded	Girls 13-14 50 SC Meter Backstroke	0

Columns / Format | **Include in Results** | **Splits / Sort Order / Selected Teams** |

Include in Results

☒ Records ☒ Time Stds ☐ Spec Pts
☐ Entry Qualifying Time
☐ Event Comments
☐ Prior Results (1 col only)

☐ Entry Times
☒ Scratches ☒ No Shows
☐ DQ Codes
☐ Reaction Times

☐ Time Trial Events
☒ Athlete / Relay Points
☐ Button Backups 1 col
☐ Splits with Prior Results
☐ Logos in Footer

Include Team Scores

☒ Combined
☐ Male
☐ Female
☐ Combine Divisions



Award Labels

Place: 1 Time: 24.73
#1 Boys 8 & Under 25 SC Meter Freestyle
Peverall, Cole 7
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 3 Time: 25.73
#2 Girls 8 & Under 25 SC Meter Freestyle
Walsh, Fiona 8
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 3 Time: 49.37
#3 Boys 9-10 50 SC Meter Freestyle
Waite, Edgar 10
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 4 Time: 42.17
#4 Girls 9-10 50 SC Meter Freestyle
Kroeger, Lexie 10
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 4 Time: 38.59
#5 Boys 11-12 50 SC Meter Freestyle
Costigan, Peter 11
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 2 Time: 28.42
#1 Boys 8 & Under 25 SC Meter Freestyle
Malone, Aidan 8
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 4 Time: 26.35
#2 Girls 8 & Under 25 SC Meter Freestyle
McGuckin, Molly 7
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 5 Time: 53.08
#3 Boys 9-10 50 SC Meter Freestyle
Newman, Cole 10
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 6 Time: 46.20
#4 Girls 9-10 50 SC Meter Freestyle
Kadlec, Samantha Ann 10
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 5 Time: 39.89
#5 Boys 11-12 50 SC Meter Freestyle
Albrecht, Owen 12
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 1 Time: 19.55
#2 Girls 8 & Under 25 SC Meter Freestyle
Petretich, Olivia 8
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 1 Time: 43.19
#3 Boys 9-10 50 SC Meter Freestyle
Towne, Will 10
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 1 Time: 35.48
#4 Girls 9-10 50 SC Meter Freestyle
Perkins, Grace 10
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

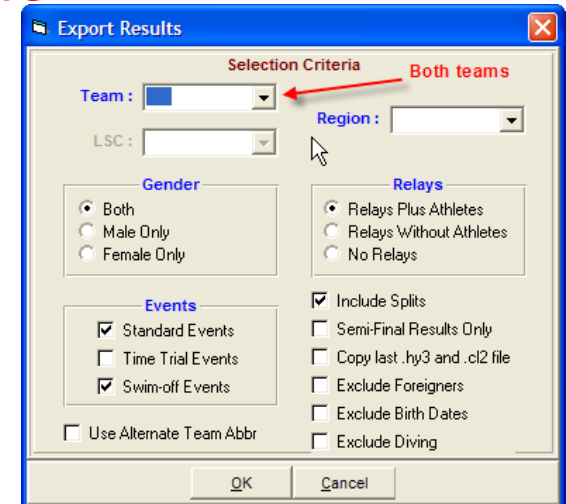
Place: 2 Time: 37.66
#5 Boys 11-12 50 SC Meter Freestyle
Pellegrino, Hayden 12
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM

Place: 4 Time: 37.38
#6 Girls 11-12 50 SC Meter Freestyle
Martin, Valerie 11
Hollin Meadows Barracudas - 6/26/2010
A-Meet PAR@HM



Print Meet Results and Export

- Print final meet results and attach cover sheet to be signed by referee => Official results
 - Can print other reports to help referee such as Reports | Meet Summary and select DQ Summary or 1st Round Scratches
- File | Backup
 - Creates a ZIP file containing the meet MDB file
 - Copy to visiting team
 - Copy to Division Data Coordinator via email
 - Please **SEND THE BACKUP, NOT THE RESULTS**
 - Do not Lock the meet backup
- File | Export | Meet Results for Team Manager or SWIMS or NCAA Database
 - Copies to both teams
 - Your DDC will send these to everyone





Results by Event

NVSL Championship Meet

HY-TEK's MEET MANAGER 3.0 - 10:20 PM 4/24/2010 Page 1

A-Meet PAR@HM - 6/26/2010

Northern Virginia Swimming League

Home: _____ Visitor: _____

Results

Event 1 Boys 8 & Under 25 SC Meter Freestyle

Score: 0.01 H: _____ / _____
 NVSL Meter R: 15.10 ! 1/1/1965 Roger McLeod
 HM Swim: 17.27 H 1/1/1990 Jonathan Vanderhyde
 18.19 ALL*

Name	Age Team	Finals Time
1 Peverall, Cole	7 HM	24.73 5
2 Malone, Aidan	8 HM	28.42 3
3 Gilbert, Phillip	7 PAR	34.75 1
--- Cohn, Matt	8 PAR	DQ
--- Costigan, Charlie	8 HM	DQ
--- Bailes, William	8 PAR	DQ

Event 2 Girls 8 & Under 25 SC Meter Freestyle

Score: 0.01 H: _____ / _____
 NVSL Meter R: 15.48 ! 1/1/1985 Amy Rymiszewski
 HM Swim: 17.88 H 1/1/1990 Margaret Chadbourn
 18.50 ALL*

Name	Age Team	Finals Time
1 Petretich, Olivia	8 HM	19.55 5
2 Zdebski, Grace	8 PAR	21.87 3
3 Walsh, Fiona	8 HM	25.73 1
4 McGuckin, Molly	7 HM	26.35
5 Long, Morgan	7 PAR	26.66
6 Bloom, Carolyn	8 PAR	27.03

Event 3 Boys 9-10 50 SC Meter Freestyle

Score: 0.01 H: _____ / _____
 NVSL Meter R: 30.16 ! 6/21/2008 James Murphy
 HM Swim: 33.82 H 7/10/2006 Paul O'Hara
 35.43 ALL*

Name	Age Team	Finals Time
1 Towne, Will	10 HM	43.19 5
2 Rudisill, Henry	10 PAR	43.96 3

Event 5 Boys 11-12 50 SC Meter Freestyle

Score: 0.01 H: _____ / _____
 NVSL Meter R: 26.44 ! 7/14/2007 Cyrus Hashemi
 HM Swim: 27.91 H 7/5/2008 Paul O'Hara
 31.34 ALL*

Name	Age Team	Finals Time
1 Carpenter, Noah	12 PAR	35.27 5
2 Pellegrino, Hayden	12 HM	37.66 3
3 Morello, Luke	12 PAR	38.43 1
4 Costigan, Peter	11 HM	38.59
5 Albrecht, Owen	12 HM	39.89
6 Edwards, Ethan	12 PAR	41.11

Event 6 Girls 11-12 50 SC Meter Freestyle

Score: 0.01 H: _____ / _____
 NVSL Meter R: 27.58 ! 1/1/2002 Ashley Danner
 HM Swim: 30.10 H 8/6/2005 Aubrey Kuester
 31.35 ALL*

Name	Age Team	Finals Time
1 Kolb, Karina	12 PAR	31.96 5
2 Baker, Mirella	11 PAR	34.80 3
3 Berlin, Jessie	11 PAR	37.27 1
4 Martin, Valerie	11 HM	37.38
5 Hohman, Natalie	11 HM	37.58
6 Polo, Genny	12 HM	39.17

Event 7 Boys 13-14 50 SC Meter Freestyle

Score: 0.01 H: _____ / _____
 NVSL Meter R: 24.24 ! 7/28/2007 Cabell Perrot
 HM Swim: 27.23 H 8/4/2007 Mark Mattis
 27.94 ALL*

Name	Age Team	Finals Time
1 O'Hara, Paul	14 HM	27.57 ALL*
2 Hohman, Andrew	14 HM	30.31 3



Results by Swimmer

Licensed To: Franklin Farm Froggers

4/11/2008 Page 1

Franklin Farm Froggers

Individual Meet Results

A-Meet ABF@FF 21-Jul-07 [Ageup: 6/15/2007] SC Meters

Location: Still Pond

Franklin Farm Froggers [FF] Coach: Stacey Woods

Time	F/P/S	Event	Place	Points	Improv
Barrett, Connor (14) B					
31.63S	F # 7	Boys 13-14 50 Free	4	---	0.45
35.56S AS	F # 17	Boys 13-14 50 Back	2	3	0.53
36.15S	F # 37	Boys 13-14 50 Fly	5	---	0.17
Blackmon, Solomon (7) B					
20.47S	F # 1	Boys 8 & Under 25 Free	1	5	-0.29
26.93S	F # 11	Boys 8 & Under 25 Back	3	1	-0.24
29.24S	F # 31	Boys 8 & Under 25 Fly	3	1	1.24
2:15.92S	F # 53	Boys 8 & Under 100 IM	2	---	6.42
Bracaglia, Jill (8) G					
29.90S	F # 22	Girls 8 & Under 25 Breast	2	3	2.14
29.93S	F # 32	Girls 8 & Under 25 Fly	4	---	3.18
Bracaglia, Katie (14) G					
33.20S	F # 8	Girls 13-14 50 Free	4	---	0.62
38.99S	F # 18	Girls 13-14 50 Back	5	---	0.90
44.60S	F # 28	Girls 13-14 50 Breast	1	5	0.95
1:21.33S AS	F # 60	Girls 13-14 100 IM	1	---	0.14
Bracaglia, Laurie (16) G					
35.39S DQ	F # 20	Girls 15-18 50 Back	---	---	---
44.13S	F # 30	Girls 15-18 50 Breast	4	---	1.38
1:19.41S	F # 62	Girls 15-18 100 IM	1	---	-0.06



Team Manager Post-Meet Activities

Import Results
Generate Reports



Import Meet Results into TM

- After the meet is over, File | Import | Meet Results
 - Athletes and times from either or both teams can be brought into your team database
 - DDC will also provide files from other teams in your division



TM Update Team Records

TEAM MANAGER - Database: C:\TM5Data\Hollin Meadows 2012\HM Swim Team 2012.MDB - [Records]

Records Add **Edit** Delete View Print Export to HTML Help

Available Records: HM TEAM-S

Gender: ☒ All ☐ Mixed
☐ Male ☐ Female

Agegroups: All

Show Records Since: MM/DD/YY Use
Show Records Until: MM/DD/YY Use

Edit Record

Gen	Low Age	High Age	Distance	Stroke	I/R	Time/Score	Date Set	Set by
F		8	25	Free	I	17.88	01-Jan-90	Margaret Chadbourn
M		8	25	Free	I	17.27	01-Jan-90	Jonathan Vanderhyde
F		8	100	Free	R	1:19.28	18-Jul-07	Hollin Meadows
M		8	100	Free	R	1:15.96	20-Jul-11	Hollin Meadows
F		8	25	Back	I	20.90	01-Jan-93	Kathleen Miller
M		8	25	Back	I	21.24	23-Jul-11	Cole Peverall
F		8	25	Breast	I	22.38	06-Aug-05	Zia Palmer
M		8	25	Breast	I	23.19	01-Jan-82	Keva Silversmith
F		8	25	Fly	I	19.33	01-Jan-90	Margaret Chadbourn
M		8	25	Fly	I	18.53	28-Jul-12	Aidan Petretich
F		8	100	Medley	R	1:36.81	11-Jul-12	Hollin Meadows
F		8	100	Medley	I	1:43.09	01-Jan-05	Zia Palmer
M		8	100	Medley	R	1:37.14	11-Jul-12	Hollin Meadows
M		8	100	Medley	I	1:45.46	05-Jul-11	Cole Peverall
F		10	100	Medley	I	1:26.41	04-Aug-07	Zia Palmer

Add / Edit Record

For 'Other' Age Ranges, use 0 to designate 'Under' and 99 to designate 'Over'.
For 9 and Under, use 0 for Low Age. For 15 and Over, use 99 for High Age.
To find a record for a specific Team, put that team's code in the Team box before you click the 'Find Record' button.

Age Range

☐ 6 & Under ☐ 8-8
☒ 8 & Under ☐ 9-9
☐ 10 & Under ☐ 10-10
☐ 15 & Over ☐ 11-11
☐ Open/Senior ☐ 12-12
☐ 7-8 ☐ 13-13
☐ 9-10 ☐ 14-14
☐ 11-12 ☐ 15-15
☐ 13-14 ☐ 16-16
☐ 15-16 ☐ 17-17
☐ 15-18 ☐ 18-18
☐ 17-18
☐ Other

Low Age
High Age

Distance

☒ 25 ☐ 50
☐ 100 ☐ 200
☐ 400 ☐ 500
☐ 800 ☐ 1000
☐ 1500 ☐ 1650
☐ 1 Meter ☐ 3 Meter
☐ Platform
☐ Other

Stroke

☐ Free
☒ Back
☐ Breast
☐ Fly
☐ Medley
☐ 5 Dives
☐ 6 Dives
☐ 11 Dives

Gender

☒ Male
☐ Female
☐ Mixed

☒ Actual
☐ Relay Lead
☐ Split

8 & Under Male 25 Back Individual

Record Holder: Cole Peverall

Individual ☒ Relay ☐

Date Set: 07/23/11
Time/Score: 21.24

Team: HM
LSC:

Find Record
OK
Cancel

Notes about records

- Mixed Age 200 Freestyle Relay is seen by software same as 15-18 200 Freestyle Relay (Relay Carnival) so best not to let software automatically update records after Relay Carnival or at all
- If your team tracks 8&Under IM records you also need to make a 10&Under IM record for Divisionals – event name has to match
- 8&Under Medley Relay is now a true medley relay not a modified relay, to preserve modified medley relay record need to create a new event such as 200 Medley Relay



Generate Reports in TM

- Reports | Meet Results
 - Display by event or by swimmer
 - Time improvement shown is against best time in system unless you specify otherwise
- Reports | Performance
 - Check for and update team records via Record Match
 - Be careful after Relay Carnival as the 15-18 200 Free Relay will update the Mixed Age 200 Free Relay record
 - Preview record breakers prior to checking Update Records checkbox
 - Generate team ladders via Top Times
 - Generate results reports via Meet Results
 - When you find a report you like, tell TM to memorize it



Generate Ladder Reports in TM

- Reports | Performance | Top Times

The screenshot shows the 'Top Times Report' window with the following settings:

- Meet:** All Meets
- Team:** HM (highlighted with a red box)
- Team Division:** (empty)
- Group:** (empty)
- Subgroup:** (empty)
- WM Group:** (empty)
- WM Subgroup:** (empty)
- School Year:** (empty)
- LSC:** (empty)
- Stroke:** (empty)
- Stroke Distance:** (empty)
- Include:** Inactive, Birthdate, Registration ID, Goals (all unchecked)
- Gen:** (empty)
- Age:** (empty)
- Age Grp:** (empty)
- Include:** All, Male, Female, Combine Male/Female (All selected)
- Prelim / Finals Filter:** All, Finals Only, Prelims Only, Semis Only (All selected)
- Splits:** None, Cumulative, Subtractive, Cum/Subt, Legal, Stroke Rate (None selected)
- Course Options:** YO (Show Yards Only), SO (Show SC Meters Only) (highlighted with a red box), LO (Show LC Meters Only), YY (Convert to Y, Show Y), SS (Convert to SC, Show SC), LL (Convert to LC, Show LC), Invert to Y, Show Actual, Invert to SC, Show Actual, Invert to LC, Show Actual (SO selected)
- TEAM MANAGER:** Show only Fastest for Each Swimmer for each Event? (Yes/No buttons)
- Use Times Since:** MM/DD/YY (empty), Use Since Date (unchecked)
- Use Times Until:** MM/DD/YY (empty), Use Times Until (unchecked)
- Chronological:** (unchecked)
- Include "Life Time Best" even if outside date range:** (unchecked)
- Sort by:** Name, Event (Current Age) (highlighted with a red box), Event (Age at Meet), Event (Stroke and Distance), Name (1 per page), Event (1 per page), One Event per Page (Name selected)
- Event Filters:** Individual, Relay (Individual selected)
- Meet Type:** (empty)
- Include DQs and NSs:** (unchecked)
- Include Relay non-leadoff Legs:** (unchecked)
- Include ONLY Relay non-leadoff Legs:** (unchecked)
- Top How Many?:** (0 = All Times) (0 selected, highlighted with a red box)
- 1 Column, 2 Column, 3 Column:** (1 Column selected)
- Create Report, Cancel:** (Create Report button highlighted)

Can use to show multiple teams

Can use to show only most recent times

If want times converted from yards



Team Ladders

Licensed To: Franklin Farm Froggers

5/14/2007 Page 1

Franklin Farm Froggers

Individual Top Times

Times since: 09-Jun-06

Franklin Farm Froggers [FF] Coach: Matt Bell

Number of Top Times: 10 Show Short Course Only

	Time	P/F/S	Name	Age/Yr		
Girls 8 & Under 25 Free						
1	19.21 S	AS	F	DeBellis, Brenna	8	7/29/2006 CSL Red Divisional Meet
2	19.50 S	AS	F	Wilson, Ellen	8	8/5/2006 CSL All-Star Meet
3	20.77 S		F	Green, Rachel	8	7/20/2006 B-Meet AF@FF
4	21.06 S		F	Peake, Jessica	8	7/20/2006 B-Meet AF@FF
5	21.65 S		F	Luttges, Amy	7	7/20/2006 B-Meet AF@FF
6	21.74 S		F	Marcey, Meredyth	8	6/10/2006 TimeTrials 1 @FF
7	24.03 S		F	Vestermark, Meggie	8	7/19/2006 B-Meet FF@HV
8	24.69 S		F	Rosenblum, Lindsay	7	7/19/2006 B-Meet FF@HV
9	25.15 S		F	Zhang, Edith	8	7/20/2006 B-Meet AF@FF
10	25.68 S		F	Bracaglia, Jill	7	7/20/2006 B-Meet AF@FF
Girls 8 & Under 25 Back						
1	23.58 S	AS	F	Wilson, Ellen	8	7/29/2006 CSL Red Divisional Meet
2	24.74 S	AS	F	Peake, Jessica	8	7/19/2006 B-Meet FF@HV
3	25.37 S	AS	F	DeBellis, Brenna	8	7/5/2006 B-Meet FF@SF
4	26.18 S		F	Wood, Meghan	8	7/20/2006 B-Meet AF@FF
5	26.58 S		F	Marcey, Meredyth	8	7/5/2006 B-Meet FF@SF
6	26.76 S		F	Luttges, Amy	7	7/19/2006 B-Meet FF@HV
7	27.87 S		F	Vestermark, Meggie	8	6/17/2006 TimeTrials 2 @FF
8	29.60 S		F	Bracaglia, Jill	7	7/5/2006 B-Meet FF@SF



Post-Meet Activities



HOT TIPS

- Import data from DDC for ALL teams in your division, including your meet (because DDC performs checks)
- Run records check but do NOT auto-update records; update manually instead
- Generate dual ladders for next meet using Local Swim Club designator (Tip 07 in the [Tips folder](#))



Final ***HOT TIPS***

- Don't struggle – ask for help
- Follow the instructions
- Backup, backup, backup: both team and meet
- Use recommended file name format/location
- Be sure you're accessing the right meet
- Be attentive to team abbreviations
- Run **all** the verification reports



Hy-Tek and Swimtopia

courtesy of Tim Althouse, LHP

- SwimTopia site has lots of good information about connecting the systems.
- IGNORE Meet Maestro – It's Swimtopia's version of Meet Manager. NVSL uses Meet Manager for all A Meets.
- Importing Athletes to Team Manager
 - You may get duplicate athletes if the swimmer was registered with a slightly different name (usually middle initial).
 - Always correct the athlete name in SwimTopia. This prevents duplicates showing up on the NVSL athlete time history.
- Importing Meet Events to Swimtopia
 - You can import meet templates provided by NVSL. Once you have done one A Meet and one B Meet, you can just copy from those to create the remaining meets.
 - Divisionals and Relay Carnival events are already available on the NVSL site.
 - You can also set up Meet Templates (A, B, IM, Relays, Divisionals, etc) in SwimTopia and re-use year to year.
- Help. The Help self-service and ability to email are your friend. SwimTopia email response is relatively quick and has always been helpful for me.
- Questions? Email: Tim Althouse, Little Hunting Park, at lhpswimdata@gmail.com