HY-TEK Meet Manager

User Guide for BC Summer Swimming

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1. Introduction to Meet Manager

What does Meet Manager (MM) do?

- Setup a swim meet, add events, and define sessions;
- Export the meet events to Team Manager;
- Import swimmer meet entries from Team Manager;
- Seed and run a meet; send and receive electronic timing system data;
- Generate meet results and export them to Team Manager; and
- Track meet records.

What does Team Manager (TM) do?

- Register swimmers in your club;
- Enter swimmers in swim meets;
- Track best times for swimmers;
- Track results from all swim meets; and
- Track club records.

Note: You are able to setup a swim meet in TM, but you cannot export the meet events to other clubs or to Meet Manager. You must use MM to setup a swim meet if you want to export meet entries to TM.

MM operates differently from ASST in that MM is not used to enter swimmers into swim meet events and MM does not track the best times for swimmers. The meet entry and tracking of best times is done by TM.

2. How to get support for Meet Manager

- First, read the help and custom help in MM;
- Second, download and read the User Guides from Hy-Tek's website.
- Third, you can contact your regional Meet Manager focal point;
- Fourth, contact the BCSSA Provincial Office; and
- Finally, contact Hy-Tek Support directly by phone or email; see your MM help file for contact information.

3. Installing Meet Manager

- Read the instructions in the Getting Started Guide provided with MM;
- Put in the CD, follow the automatic installation prompts; and
- Installation is easy.

4. Updating Meet Manager

- Make sure than you have a high-speed connection to the internet;
- Then click *"Check for Updates"* and follow the instructions;
- Updates can also be distributed on media and installed by clicking on *"File"* then *"Install Update"*;
- Great ongoing product support and development from Hy-Tek.

5. **Display Version & License Options**

    - To view what options have been installed with MM select *"Help"* then *"About";*
    - Each club and region may have different options, which were purchased. If you require additional options the club is responsible for the expense.

MEET MANAGER
for Swimming

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Version 3.0Ea

Revision Date : 31 Jul 2011

This Product licensed for exclusive use by :
BCSSA Provincial Champ. Meet

License Options

☑ Award Labels   ☑ Timing Console Interface

☑ Entry/Deck Cards/Labels   ☐ CTS Dolphin Backup Mode

                                  ☑ Alpha Scoreboard Interface

☑ Pro Network/Internet   ☐ Button Finish Interface

Sales Office : 1.866.456.5111 - E-mail : sales@hy-tekltd.com
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Close

6. **Installing a Custom Background Picture**

    - First scan a high quality photograph or convert a digital photo into a bitmap type file and put it into the *c:/SwMM* subdirectory.
    - Next click on *"Setup"* then *"Options"* and then the *"Import Picture"* tab and then the *"Select Picture"* button. Choose your bitmap picture and click on *"Open"*.

7. Setting up a BCSSA Meet in Hy-Tek Meet Manager

- Click on "Set-up" then "Meet Set-up" and you will see the following:

- You must select the ID Format as BCSSA and the standard BCSSA Meet type is "Divisions by Event". If you want to run an Open / Multi-Division Meet select "Standard" for the Meet Type. Under Course select SC Meters, under Class select Age Group and under Meet Style select "Standard".

- If you want to setup an A/B type meet in which A and B swimmers compete together in the same swim meet, you must have separate events for A and B swimmers. For Divisions 1 to 4 the separate A & B events are illustrated below, as an example.

Event #	Event Name
1B	Girls Div 1 100 IM "B"
2B	Boys Div 1 100 IM "B"
3	Girls Div 1 100 IM
4	Boys Div 1 100 IM
5B	Girls Div 2 100 IM "B"
6B	Boys Div 2 100 IM "B"
7	Girls Div 2 100 IM
8	Boys Div 2 100 IM
9B	Girls Div 3 100 IM "B"
10B	Boys Div 3 100 IM "B"
11	Girls Div 3 100 IM
12	Boys Div 3 100 IM
13	Girls "O" Cat 1 100 IM
14	Boys "O" Cat 1 100 IM
15B	Girls Div 4 200 IM "B"
16B	Boys Div 4 200 IM "B"
17	Girls Div 4 200 IM
18	Boys Div 4 200 IM
19B	Girls Div 5 200 IM "B"
20B	Boys Div 5 200 IM "B"
21	Girls Div 5 200 IM

- Notice how both "B" events for boys and girls swim and then both genders in the "A" events.
- It is very important that the "A & B" swimmers be correctly entered into the appropriate "A or B" event. If entered into an "A" time event, a swimmer will be scored in that event. The "A & B" events are scored separately and a slow "A" swimmer will not scores points in the "B" event.
- The "B" letter designation appended to the event number clearly defines the respective A & B events for both Meet Manager and Team Manager. Note that the Division 5 to 8 and "O" Cat events do not have "A & B" events and their event numbers have not letters appended.
- NOTE: Meet Manager does not distinguish between A and B swimmers regardless of their entry times or results. It is up to the coach and meet-entry person to properly select the appropriate A or B even for the swimmer and they will be scored in the event in which they were entered.
- **REMEMBER: "B" swimmers may swim up and be entered in an "A" event; however "A" swimmers *may not* swim down and be entered in a "B" event.**
- The person receiving the entries and importing them into Meet Manager should print a "Meet Program" and double check that no "A" swimmers are entered into "B" events. This must be changed prior to the meet.

8. How to build a SWIM MEET

- You **MUST** use Meet Manager not Team Manager to create your swim meet if you wish to export the swim meet events into TM so that other clubs can enter swimmers in your meet.

- Click on *"File"* then *"Open/New"* and enter the name of your meet.

- You may also open an existing meet and then use the *"Save As"* option in order to copy the events into another meet

- For example, you could save last years meet under a new name in order to use it again for this years meet and then use the *"Purge"* option to empty the data from the meet in order to reuse it

- After you complete the Meet Set-up information screen for a new meet, the next step is to enter the events for the meet.

- But before entering the events, take a few minutes to plan how you will allocate your event numbers in order to make it easier to define your sessions later on.

- Breaking your meet into sessions will assist in handling the events and results as well as in downloading the events into your electronic timing system.

- A suggested strategy is to use 3 digit event numbers starting with event 101, 201 etc. in order to help identify various days or sessions of a meet. For example, the BCSSA Provincials use the first digit of the event number to identify the day of the meet. The meet is divided into 3 sessions for each of the 3 days for a total of 9 sessions as shown below in order to facilitate using two pools for prelims.

Day	Start Time	Session #	T-Max	Interval	Bk Interval	Course	Title for Session
1	08:30 AM	1		25	15	S	Friday Junior Pool Prelims
1	08:30 AM	2		25	15	S	Friday Senior Pool Prelims
1	02:30 PM	3		25	15	S	Friday Finals
2	08:00 AM	4		25	15	S	Saturday Junior Pool Prelims
2	08:00 AM	5		25	15	S	Saturday Senior Pool Prelims
2	02:00 PM	6		25	15	S	Saturday Finals
3	08:00 AM	8		25	15	S	Sunday Senio Saturday Finals
3	08:30 AM	7		25	15	S	Sunday Junior Pool Prelims
3	01:45 PM	9		25	15	S	Sunday Finals

- In setting up a two day meet like the NSWC Marlins meet, it would be setup in four sessions as illustrated below.

	Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Course	Title for Session
▶	1	08:00 AM	1				25	15	S	Day 1 - Prelims & Relays
	1	01:00 PM	2				25	15	S	Day 1 - Finals
	2	08:00 AM	3				25	15	S	Day 2 - Pelims & Relays
	2	01:00 PM	4				25	15	S	Day 2 - Finals

9. Entering Events

- Click on *"Events"* then *"Add"* and use the *"Add New Event"* screen to enter the events.

Add New Event

Event # : 237

Individual / Relay
- ◉ Individual
- ○ Relay

Gender
- ☑ Alt Gender
- ○ Girls   ◉ Boys
- ○ Women   ○ Men
- ○ Mixed

Division
S1 Div 1
☐ Suppress Distance

Age Group
- ○ 6 and Under
- ○ 8 and Under
- ◉ 10 and Under
- ○ 15 and Over
- ◉ Open/Senior
- ○ 7 - 8
- ○ 9 - 10
- ○ 11 - 12
- ○ 13 - 14
- ○ 15 - 16
- ○ 15 - 18
- ○ 17 - 18
- ○ Custom
☐ - ☐

Distance
- ○ 25   ○ 3K
- ○ 50   ○ 5K
- ◉ 100   ○ 10K
- ○ 200   ○ 25K
- ○ 400   ○ 1 Mile
- ○ 500   ○ 2 Mile
- ○ 800
- ○ 1000 or 1K
- ○ 1500
- ○ 1650
- ○ None
- ○ Custom

Stroke
- ○ Freestyle   ○ 1 mtr Diving
- ○ Backstroke   ○ 3 mtr Diving
- ○ Breaststroke   ○ Platform Diving
- ○ Butterfly   ☐ # Dives
- ◉ Medley
- ☐ Custom # Relay Legs (2-8)
- Note : "B"
- ☐ Suppress Stroke Name

Rounds
- ○ Timed Finals   ◉ Prelims / Finals
- ○ Prelims / Semis / Finals
- 0 # Heats in Semis

Round 1 - Prelims or Timed Finals
- 6 Number of Lanes (1-12)
- 6 Lanes for Best   1 Heats ☐

Assign Lanes
- ◉ Standard
- ○ Un-Seeded
- ○ 2 per Lane
- ○ 2 per Choice

Heat Order
- ◉ Slow to Fast
- ○ Fast to Slow

Timed Finals
- ☐ Score as A - Final, B - Final Style
- 1 # of Heats to Score (1-6)
- ☐ Multi-age Super Seed

- ☐ Multi-Age Group
- ☐ Multi-Age Group Extra
- ☐ Seed Multi-Age Old to Young
- ☑ Score Event   Entry Fee
- ☐ Manual Seed   8.00

Event Type
- ◉ Standard   ○ Multi-Class
- ○ Time Trial Event   ○ Open Water
- ○ Swim-Off Event

- ☐ Pads at both ends - Round 1 / Semis
- ☐ Pads at both ends - Finals

OK   Cancel

Round 2 or Round 3 - Finals
- 6 Number of Lanes (1-12)
- 1 Heats in Finals (1-6)
- ☐ # Lanes Vary
- ☐ A - Final, B - Final Style
- ☐ Score Prelims as Extended Final
- ☐ Multi-Age Super Final
- ☐ Super Final Eliminates Oldest Group

Finals Heat Order
- ◉ Slow to Fast
- ○ Fast to Slow
- ○ Custom

- **NOTE:** Only one Division can be assigned to each event if your Meet Type is "Division by Event". However, if you are planning to run an "Open / Multi-Division" meet and your Meet Type is "Standard", then do not select a Division and leave this blank.

- Remember to write a comment in the "Note" field if you are running an "Open" meet to inform coaches and meet-entry persons, which event is for which divisions (e.g.: Division 1-3, Division 4-6 or Division 7-8).

- When typing the event #, if it is a "B" event you can put the designator in with the event #. (e.g.: 101B)

- The selection between a Timed Finals and Prelims/Finals event is made in the Rounds selection box located underneath the Stroke selection list. You define the number of Rounds for each event individually and are therefore able to create an A/B meet format, in which the B events may be Timed Finals, but the A events are Prelims & Finals.

- The entry fee can also be entered and will be carried forward as your enter further events. However, if you prefer you can simply enter or change meet fees through a global change function found under *"Set-up"* then *"Options"* and then under the *"Global"* tab, select the global changes you wish to make.

10. Creating Sessions

- A session is a schedule of events and rounds that are swum in a specified order. For example, you might have "Day 1 Morning Session", in which all the Prelims are swum and then an afternoon session, in which the Finals are swum.

- Although setting up sessions is NOT REQUIRED by MEET MANAGER, the advantage in setting up Sessions is that when you go to print reports, seed, or run the meet, you can do it by Sessions rather than the whole meet. Another advantage in setting up Sessions is that you can time-line your sessions and your entire meet.

- After you have entered all your events, if you wish to setup sessions, click on *"Events"*, click on *"Sessions"*, and then click on *"Add"* to show the screen and fill out the information.

- After you click *"OK"* to add a new session, MM will display all of the events that you previously set up on the left side of the session screen. You can click and drag an event to the right panel to include in the new session or just position the cursor on an event and double click it to move it into the new session.

- Click on the "Move" button on the left hand panel to move all events into a session with one click. This can also be used to move all remaining events into the last session.

11. Time Standards

- You may choose to import time standards files to use in reports.
- Click on *"Standards"* and then *"Import Standards"*.
- A BCSSA PQT File will be available on the BCSSA website and can be imported for use in both TM and MM.
- Regional "A & B" times will have to be created for each region and then can be imported by each club in that region.

12. Meet Records

- You may also wish to enter meet records into your swim meet in order to have them displayed and tracked while you run the meet.
- Click on *"Events"* and then *"Records"* and then edit the Tag to read Meet Record and the record entry screen will be shown.
- You can transfer your Records File from last year's meet or if you are using the same meet file as last year, the records should still be there. If not, simply export them from last year's meet and re-import them into your current meet.

	Short Course Meters							
Evt#	Event Name	Hide	Tag Name	Time	Year	Mon	Day	Record Holder
1B	Girls Div 1 100 IM "B"	✔	Meet Record	NT				
2B	Boys Div 1 100 IM "B"	✔	Meet Record	NT				
3	Girls Div 1 100 IM	☐	Meet Record	1:35.25	2003			Jaclyn Mansfield
4	Boys Div 1 100 IM	☐	Meet Record	1:33.68	2002			Brendan Wootton
5B	Girls Div 2 100 IM "B"	✔	Meet Record	NT				
6B	Boys Div 2 100 IM "B"	✔	Meet Record	NT				
7	Girls Div 2 100 IM	☐	Meet Record	1:23.87	2007	6	9	May Li
8	Boys Div 2 100 IM	☐	Meet Record	1:23.93	2005			Justin Chan
9B	Girls Div 3 100 IM "B"	✔	Meet Record	NT				
10B	Boys Div 3 100 IM "B"	✔	Meet Record	NT				
11	Girls Div 3 100 IM	☐	Meet Record	1:14.40	2004			Jenny Shing
12	Boys Div 3 100 IM	☐	Meet Record	1:16.83	2010	7	24	Michael Milic
13	Girls "O" Cat 1 100 IM	✔	Meet Record	NT				
14	Boys "O" Cat 1 100 IM	✔	Meet Record	NT				
15B	Girls Div 4 200 IM "B"	✔	Meet Record	NT				

## 13. Backing up your Swim Meet

- After you have completed setting up your swim meet and at various points during the running of a swim meet, doing a backup of your data is a wise precaution.

- Backing up a database means taking the currently opened swim meet database file, zipping it so that the size of the file is reduced six fold or so, and then copying it to a diskette, CD, or your hard drive.

- Backing up your database is extremely important because it protects you from the loss of your data from accidents or from the malfunction of your computer.

- Backing up your data to a location other than to just the hard drive of your computer is preferable. If your hard disk goes bad, the only way you can recover your database is from a copy of it made to some external storage media such as a diskette or CD.

- When a Database backup is produced, Meet Manager offers a "No Edit" option to prevent the meet results contained in that database from being subsequently edited if this "No Edit" backup is restored.

- It's easy to backup your database and it only takes a minute or less. Just click on *"File"* and then *"Backup"* from the Main Menu Bar and follow the prompts.

14. Exporting swim meet events to Team Manager

- After you have completed setting up your swim meet you will need to send the event list to other clubs in order to get swimmers entered into the meet.

- It is also highly suggested that you email the event list to the BCSSA Provincial Office and they will post it on their website for clubs to obtain it from.

- Click on *"File"* then *"Export"* and then *"Events for TM"* and you will see the following dialogue box:
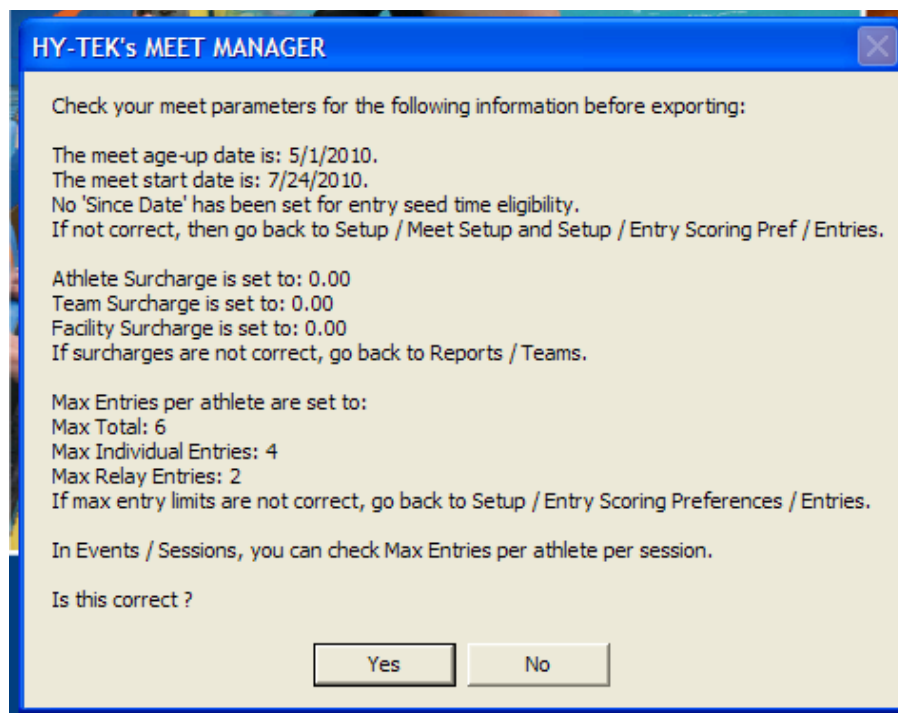
- Click on "Yes" and "OK" and then "OK" again to arrive at the following screen:
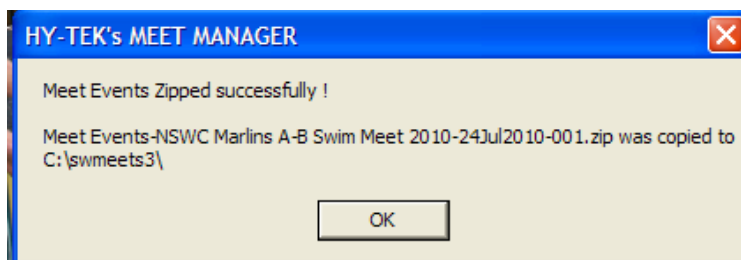
- You have created a Meet Events file that can be sent with by email or by copying to a CD to the clubs participating in your meet.

- NOTE: Other than deck entries, entering swimmers into the events in your meet is done using Team Manager.

- The importing of the meet events and entering swimmers using Team Manager is covered in the BCSSA Team Manager User Guide.

15. Importing Meet Entries

- Meet entry files consist of Individual and Relay entries for one particular meet, which are generated by Hy-Tek Team Manager or by Meet Manager itself in the case of Advancers from a Regional Championship to the Provincial Championship.
- The simplest way is to have the club provided them by email in the "zip" file.
- To import meet entries click on "File" then "Import" and then "Entries". Meet Manager will ask you to specify where the meet entries file resides, and will display the .HY3 file.
- These files are entries from Team Manager or Advancers from a Meet Manager database.

- After you have imported all of the meet entries from all of the clubs participating in your meet, you can view the athletes entered by clicking on *"Athletes"* from the Main Menu Bar. You are then able to generate reports concerning the athletes entered.

16. Seeding Athletes into Heats

- After you have imported all the meet entries, you are then ready to begin seeding the meet.
- Click on *"Seeding"* from the Main Menu Bar and you will be asked to select, which events to seed from your Event List.
- If you have defined sessions, you will be shown a Session List and will have the option of seeding individual sessions or all of the sessions at once.
- After selecting the events to be seeded, click on *"Start Seeding"*, this will cause Meet Manager to seed each of the selected yellowed events one after the other with no interruption unless you have checked the *"Preview each Event"* check box or the *"Prompt if a Re-Seed"* check box.
- After your selections have been seeded, you can manually "tweak" or adjust the lane assignments by clicking on the Preview icon and clicking and dragging Athletes or Relays from one heat/lane to another. When you subsequently print the Heat Sheet for that event, your changes will be reflected.
- If you check the Manual check box for any event, that event cannot be seeded or re-seeded by the computer. This is useful when you have seeded, but do not want anyone to mistakenly re-seed an event.

17. Deck Entries

- After the meet has been seeded and the programs are printed, you are still able to "Deck Enter" athletes into a swim meet.

- Click on *"Athletes"* then *"Add"* to get the Add New Athlete screen, which will allow you to enter a swimmer by providing their name, gender, date of birth, "S" or "O" status, BCSSA ID#, and club.

- As shown above, Meet Manager will automatically calculate the swimmer's Division and display the eligible events for that swimmer in the right pane.

- Do not select the events in this screen, as you don't know what lanes to put the swimmer in.

- You should go into the "Run" screen and select "Adjust". The eligible swimmers will appear and you can drag and drop the swimmer into the selected heat and lane in that event.

- Doing it this way, gives you more choice and power over entering the swimmer into a specific lane, plus it allows you to ensure that the swimmer was entered.

18. Deck Seeding

- As you have already specifically entered the swimmer into the event as we did above, they have already been seeded / added to that event.

- You should not do any re-seeding once the Meet Program has been printed as it can change. Most clubs enforce a "No Re-Seed" policy and only allow deck entries in events that have an empty lane in an available heat.

19. Scratches

- Meet Manager provides four ways to Scratch an Athlete or Relay from an event but again, only one method will be reviewed in this guide.

- The easiest way appears to be from the "Run" screen.

- In the "Run" screen, click on the event and heat that the swimmer/relay is entered into.

- Then by double clicking on the Athlete or Relay, a message will appear confirming that you would like to scratch the Athlete or Relay.

- Once you select yes, the Athlete/Relay will be removed from that event.

20. Configuring Electronic Timing Equipment

- NOTE: unless you have the purchased Timing Console Interface license option from Hy-Tek for your copy of Meet Manager, you will be forced to use stop watch timing and manually enter the results.

- If you have purchased the Timing Console Interface option you must configure your timing equipment by clicking *"Setup"* then *"Timing Console Interface"* and then selecting your timing equipment from the Timing Vendor list.

- The configuration and use of specific timing equipment is beyond the scope of this user guide.

- In Meet Manager version 6.0, additional support for Omega Ares 21 timing equipment has been provided. Meet Manager will automatically remove any letter appended to the three digit event number prior to sending the events list to the Ares Timing Software.

21. Running the Meet

- To run the meet simply click on *"Run"* from the Main Menu Bar to enter the Run the Meet screen. At the top of the Run Meet Menu, you will find a Menu Bar, which allows you to go to other menus such as the Athletes Menu and to run special routines such as Re-Score all events. The Run Meet screen has four windows. Each window can be resized by dragging one of the three divider bars.

    a. Event List Window

    - The Event List window is the upper left window of the Run screen and displays a set of events.
    - This list defaults to being the entire event list in numerical order.
    - If a session is selected, the list will contain the events setup for the session from Events / Sessions. The session order does not have to be in numerical order.
    - To select a session, click the Session button or press F7.
    - The event round is shown in the Round column.
    - The number of heats for each event is shown in the last column.
    - As results are entered, the status for each event is updated. The status can be Un-Seeded, Seeded, Done & Scored.

    b. Records Window

    - The records window is the upper right window of the Run screen and displays all records for the selected event.
    - If a result time is entered for a heat that is faster than a record in the list, the record is highlighted in turquoise.

    c. Team Scores Window

    - The Team Scores window is the window below the Records window of the Run screen and displays the team scores.
    - The team scores window is automatically updated whenever an event is scored from the Run screen.
    - This window can display three sets of scores: Combined, Male & Female.
    - The team scores will be the total of the scores up to and including the current event selected in the Run screen.
    - At the top of the Run screen, you can click *"Preferences"* then *"Team Scores"* to set your preferences for, which team scores to show.

    d. Heat Window

    - The Heat window is at the bottom of the Run screen.
    - Results are entered in the Finals Time column.

- DQ codes can be entered in the DQ code column. Press Ctrl-Q to show/hide the DQ codes column.
- If using an electronic timing system, the times, backup times and reaction times can be imported by clicking the Get Times button or pressing F3.

- Run the Meet Menu Bar – at the top of the Run screen, you will find a Menu Bar, which allows you to go to other menus such as the Events, Athletes, Relays & Seeding screens and to run special routines such as Re-Score all events.

22. **Exporting Meet Results**

- After your meet has been completed, the teams who participated will want to get their meet results electronically so they can import them into their Hy-Tek Team Manager database.

- You might also want to export all of the Meet Results to make it available on a website or to email it to Teams. The result of this export will be a standard Hy-Tek Zipped Results File that can be imported directly into Team Manager.

- From the Main Menu Bar click on *"File"* then *"Export"* and then *"Results for Team Manager or SWIMS"*.

- MM will display the Export Results screen for your to Customize and/or filter the Results as follows: