COMMON HY-TEK REPORTS

Report Name/ Color	Timeline	Instructions
Scratch/ Entry Lists 🟧 YELLOW PAPER	Printed prior to the start of warm up	- Reports → Entry List - Select Session - Filters → Select Team - Click Create Report - Print one report for each team
Relay Name Cards ⬜ WHITE CARDSTOCK	Printed prior to the start of warm up	- Labels → Entry Cards / Labels - Set radio button to Relays Only - Label Selection: *Laser* - Label Size: *3.5 × 8.5 (1 × 3)* - Relay Athlete Names: 4 - Select Session (or All) - Click Select All Events - Click Create Labels - Print
Heat Sheets (Updated) 🟦 BLUE PAPER	Printed after the Scratch Deadline - Prior to the Session Start	- Reports → Meet Program - Select Session - Click Select All - Relay Names = 0 - Heat Sheets should include relay teams, but not names - Click Create Report - Print

Relay Heat Sheets (Updated Names) 🟪 PURPLE PAPER	Printed During the session, but prior to the start of the relay events	● Reports → Meet Program ● Select Session ● Select Relays Only ● Click Select All ● Click Create Report ● Print

Award Labels
 	
 🏷️ LABEL PAPER
	Before printing – confirm ALL of the following:
	 ✓ Recorder has processed all DQs
	 ✓ Referee confirms no further DQs
	 ✓ Minimum 15 minutes has passed since the end of the event
		● Labels → Award Labels
		 ● Select Session
		 ● Select Event(s)
		 ● Age Group Selection:
		   ○ 12+ swimmers: 1–3
		   ○ 11U swimmers: 1–6
		 ● Click Create Labels
		
		 ● Print ➡ After printing: Click "Printed" so other users know labels are complete.

Disqualification Report ⬜ WHITE PAPER	Printed after the session is complete and all results are finalized	● Reports → Results ● Select Session ● Include in Report: DQs Only. ● Create Report ● Print