



RECORDER WORKFLOW

The **Recorder** uses Hy-Tek software to process swimmer entries and results. During the course of their assignment, they work collaboratively with the Admin Desk and the Chief Recorder.

Prior to the Session Start

Support the work of the Admin Desk by processing scratches, deck entries, and other changes in Hy-Tek:

1. Open the Meet & Session

Open Hy-Tek and select the correct meet and session.

2. Enter Scratches

Go to the Athlete menu. Click the SCR checkbox for swimmers who scratched. ⚠

Do not remove the swimmers from the meet.

3. Enter Deck Entries

From the Athlete menu, deck entries can be added by selecting the swimmer and adding the Heat and Lane. Check the EXH checkbox to make all deck entries exhibition swims (not eligible for awards).

4. Create Companion Events for Official Splits

Only if instructed by the Referee. These events will house official split times.

5. Print Updated Heat Sheets

After scratches and deck entries are processed, print updated heat sheets in time for session start. Heat sheets must be provided to: Marshals, Referee, Starter, Chief Timer, Chief Recorder, Electronics Operator, Mentors & Evaluators. (*See Common Hy-Tek Reports for more information.*)

6. Push Event & Heat Data to Quantum Operator

Go to the Run Screen. Set the Data Location: Interfaces → QAQF → Set Data Location → Click Update Data Location → Select the folder on the network corresponding to the session. Select the Session: Press F7 → Session → Select the current session. Go to Interfaces → Download Schedule. Go to Scoreboard → Create Start List.

During the Session:

Go to the Results & Electronics table. Open Hy-Tek and select the correct meet and session.

- Chief Recorder provides a printout of results from Quantum after each heat.
- Transfer results from Quantum to Hy-Tek (**Get Times / F3**).
- Make changes to results if instructed by the Chief Recorder.
- If the heat is not “Green,” review and update as instructed by the Chief Recorder.
(CALC/CTRL C)
- Input DQs into Hy-Tek.
- Post event to **Meet Mobile (F5)**. Score event if required; see Meet Manager / meet package.
- Process DQs after each event.
- Once all DQs from an event are submitted to Chief Recorder and processed, print award labels and provide to the Admin Desk or Meet Manager (see Addendum: Common Reports).
 - For relay DQs after the first swimmer has swum, create a separate event and enter split time for the first swimmer. Ensure this swim is set to EXH in the Athlete screen. (*See Handling Relay DQs and Officials Splits.*)

After your Session:

- Ensure all heats are “Green.”
- Confirm uploading to Meet Mobile is complete.
- Run the DQ Report: Reports → Results → Select Session → Under Include in results, check DQs Only → Create Report → Print
- Provide Quantum results, DQ slips, and DQ report to Referee.
- Back up session results: File → Back up and provide a note (e.g., “S1 Results”).
- Provide paperwork to the Meet Manager.

Handling Relay DQs and Officials Splits:

- For relay DQs, ensure the first swimmer still receives an official time if they were not the swimmer who was disqualified.
- Create a companion event using the original event number + S (e.g., 412S). Replicate the original event, add only the swimmer(s) receiving the time, and copy over their official time.

- For official splits, create a companion event with the companion number and enter the split time.