

Getting Swimcloud Right: Best Practices for High School Coaches

Avoiding Common Data Errors and
Saving Everyone Time



Why This Stuff Matters

- ➔ **Data Accuracy - less work for everyone**
- ➔ **Errors delay meet result processing and swimmer recognition**
- ➔ **Saves YOU time, too**





Easiest Solution - Dump Hy-Tek, Go With Swimcloud Pro!

Why not just use Swimcloud Pro?

Run your team and meets on modern software designed to:

- Simple meet manager
- Saves you time and energy
- Eliminate errors
- Promote your team and swimmers




Meet Your New Meet Manager



The problems we see most often...

Hy-Tek Meet Manager - File Setup Mistakes

- **Incorrect State Abbreviations**
MA instead of MI
- **Incorrect Meet Dates**
Using old meet files without updating dates
- **Incorrect Meet Type**
College/Club/International instead of HS
-  **Swimcloud Hy-Tek Help Article**



Setup the Correct # Of Dives

Make sure you enter the correct number of dives in your Hy-Tek event list.



Submit Correct Result File

Do Not:

- 1) Use File - Export - Results to Swimcloud
- 2) Submit a .cl2 result file

Do:

Use File - Export - Results for Team Manager or SWIMS or NCAA or USMA



Here's How!



HY-TEK MEETS WITH DIVING EVENTS

The problems we see most often...

Hy-Tek Team Manager - Swimmer Mistakes

Avoid Duplicate Swimmers in Swimcloud

If using Hy-Tek Team Manager:

- Ensure your swimmer database matches Swimcloud exactly:
 - First Name | Middle Initial | Last Name | DOB
- Most club swimmers already have a Swimcloud profile.

Example of mismatch:

- Johnny Smith ≠ Jonathan B. Smith (12/1/2005)
- Mismatches can create duplicate athletes.



[Swimcloud Hy-Tek Help Article](#)



The problems we see most often...

Hy-Tek Team Manager - Team Mistakes

If using Hy-Tek Team Manager:

- Ensure your team's address (City, State, Zip) in Swimcloud matches what you are using in Team Manager
 - Fix your address in Swimcloud or Team Manager

Team Code:

- Make sure your Hy-Tek code in Swimcloud matches your team code in Team Manager.
 - Fix your team code in Swimcloud or Team Manager

Direct Result Processing

Swimcloud Result File Processing:

- If the meet doesn't exist → Swimcloud must create it.
- Sometimes this is automatic (if the file has enough info).
- Otherwise, it's manual → delays, especially on peak weekends (500+ meets).

Best Practice!

- Create the meet first
- If you are hosting, make sure you're the Meet Administrator
- Upload your result file directly to your meet and process it!



**Upload a Result File
Directly To Your Meet**



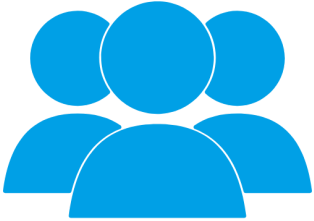
What Can Happen?

Here's what can happen if all of the Hy-Tek data isn't right, or the wrong files get submitted to Swimcloud?

- ➔ **Delays in Result Processing**
- ➔ **Duplicate Profiles in Swimcloud**
- ➔ **Extra Emails To Make Corrections**
- ➔ **Frustrated recruiters & athletes**



Wrapping Up...



Help us help you!

- Clean Data = Faster Results**
- Use Swimcloud Help Articles**
- Contact support@swimcloud.com**

