HY-TEK
Meet Entry Instructions

CCSDA SWIMMING CHAMPIONSHIPS

Hosted by
ARMY NAVY COUNTRY CLUB
July 28-29, 2014

GENERAL INSTRUCTIONS

1. All CCSDA member Clubs will submit their entries for championships in HY-TEK TEAM MANAGER format. In order for the entry process to proceed smoothly, all Clubs **ARE REQUIRED** to use **HY-TEK TEAM MANAGER for WINDOWS.** If your Club has not updated its current software or has not purchased this software, you may order this software directly from HY-TEK by telephone: (252) 633-5111. HY-TEK also has a website at www.hy-tekltd.com.

2. Since we will be interchanging information with your TEAM MANAGER and the CCSDA MEET MANAGER (the software that will actually run the championship meet), we must use the same team abbreviations. CCSDA uses the following common two-letter names for each member Club:

Army Navy - AN	Argyle - AG	Belle Haven - BH
Avenel – AV	Chevy Chase – CH	Columbia - CO
Bethesda - BE	Edgemoor - ED	Kenwood - KE
Congressional- CG	Lakewood - LA	Manor - MA
Montgomery - MO	Norbeck – NO	Washington Golf – WG

SPECIFIC INSTRUCTIONS

FIRST, FOLLOW INSTRUCTIONS IN THE HY-TEK TEAM MANAGER FOR WINDOWS MANUAL

Step 1 – Import Team Manager MEET EVENT file provided by CCSDA. "**Meet Events–2014 CCSDA Swimming Championships–28JUL2014-001"**. *Contact **Rich Bettencourt*** at lainirich@gmail.com or 290-428-6266 if you have questions.

Step 2 - Enter the names of your two swimmers for each event, by event number. NOTE: Each team is limited to two entries in each individual event, and one team for each relay event. Each swimmer may be entered in two individual events and two relays. **YOU MUST also enter the names of your alternates on your entry file.**

Step 3 – Prepare and Print the following REPORTS:
1. Meet Entry Report BY EVENT
2. Meet Entry Report BY NAME
    Create these reports in Team Manager. **PDF** is the PREFERRED FORMAT!
    Save these files as well. They will need to be emailed with your entries.
    PLEASE DO NOT FORGET THIS STEP, IT IS IMPERATIVE THAT WE HAVE THE PROPER PAPERWORK WITH THE CORRECT SWIMMERS' NAMES.

Step 4 - In TEAM MANAGER, click on **File**, then **Export** from the Main Menu bar. Then click on **Meet Entries**. TEAM MANAGER will ask you to specify where you wish to store the Meet Entries export file. Please store to a zip drive or CD.

Step 5 - TEAM MANAGER will then ask you the meet name (**Meet Events–2014 CCSDA Swimming Championships–28JUL2014-001"** and course (S). You will then EXPORT the meet entries in the COMMLINK II/SDIF file format just as you have specified them. This can only be done if you have designated which swimmers will swim in each event of the meet. Your entry should now be complete.

Step 6 - After you EXPORT your Entry File, please EXPORT your *ENTIRE* Team Roster file.

Step 7 – Email your entries to ***Rich Bettencourt*** at lainirich@gmail.com ***no later than Thursday, July 24 at 5 p.m.***
Please use the following SUBJECT LINE when sending your entries – 2014 CCSDA Champs Entry – "YOUR CLUB NAME". The following items should be attached to your email:
1. Team Entry File
2. Team Roster File
3. Report BY NAME
4. Report BY EVENT

Entries will be accepted at the Scratch Meeting, but having the files ahead of time will allow for any necessary corrections to be made ahead of time and save time at the meeting. Any questions call Rich at 290-428-6266. In addition, please bring a back-up copy of your entries to the Scratch Meeting at Army Navy Country Club. Bring all paper reports (see below) to the Scratch Meeting. Be sure to include your ALTERNATES in the reports. The reports are imperative. They are very useful if problems arise and will shorten the duration of the Friday Scratch Meeting.

ADDITIONAL INSTRUCTIONS

1. As noted above, all entries shall be accompanied by a copy HY-TEK TEAM MANAGER Roster File, Meet Entry report BY NAME and a Meet Entry Report BY EVENT. These TEAM MANAGER inputs shall be used to generate the meet program, heat sheets and lane assignment/timer sheets. This MUST be done.

2. We will use MEET MANAGER to build the meet itself. Please proof read all your entries.

3. With your entry file, please provide **the names and telephone numbers of the Head Coach and available Team Representative.** A contact must be available during the period of July 24 through July 29 for any format or entry related questions.

4. Names of swimmers participating in relay events must be submitted to the Table Officials in hard copy format no later than 12:00 noon the day of the final meet Tuesday, July 29, 2014.

5. NOTE: SCRATCH/SUBSTITUTION POLICY - In accordance with CCSDA By-Laws, after the names of swimmers are submitted, no changes are permitted except that a Club may scratch a swimmer from an event and substitute that Club's alternate for that PRELIMINARY event. In Finals, scratched swimmers will be replaced from the 1st and 2nd alternates. The alternates do not move up to the Championship heat. If there is a scratch in the Championship heat, the 9th place swimmer moves up. Then the 1st place alternate moves up to the 16th place.

6. **These meet materials shall be delivered to CCSDA President Mary Wallack at the CCSDA Scratch Meeting, to be held at Army Navy Country Club on Friday, July 25, 2014 at 6:30 p.m. If you have any questions, please call or email CCSDA President Mary Wallack at wallackma57@yahoo.com or 202-669-9161 (cell).**

HY-TEK questions can be directed to*: Rich Bettencourt* at lainirich@gmail.com. Any questions call Rich at 290-428-6266