

Country Club Swim & Dive Association Automation Handbook

Automation Resources

	Complete Hy-tek Manual, including how to access e-lessons http://pvswim.org/official/training/Hy-Tek_MM3_Manual_2010-02-23.pdf	CCSDA Website www.countryclubswimanddive.org
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IMPORTANT NOTES:

- Meet Manager & Team Manager are capable of performing many more functions than described in this Handbook. This Handbook only includes basic information on the tasks needed to automate a team/meet. Additional information can be found in the manual referenced above.
- Screen shots used in this Handbook are from earlier versions of Meet Manager/Team Manager and therefore may appear slightly different than what is viewed in the most recent versions of the software.
- While care was taken to provide 100% accurate information in this handbook, there is likely to be a mistake or two or three or four. If you find information that needs to be corrected, please accept the author's apologies and forward the information to rjfox@verizon.net. Thank you for your understanding.

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CHAPTER 1

1-1. Before Starting the Season

- ⚠ Make sure that Team Manager and Meet Manager are installed on the computer you'll be using. Most recent versions are Team Manager 6.0 and Meet Manager 3.0.
- ⚠ If automatic updates don't occur when you log on to software for the first time this year, be sure to download Maintenance Updates for each program from the Hy-tek website (hy-tek.com). Note that only the most recent versions of Team Manager and Meet Manager are supported by Hy-tek.
- ⚠ Check all equipment prior to first meet to make sure everything's working properly and make sure you have all supplies on hand.

Computer and Accessories	Printer	Supplies
▪ Computer ▪ Power Cord ▪ Mouse ▪ Keyboard or Number Keypad ▪ Power Strip ▪ USB Hub or other adapter(s) ▪ Heavy Duty Extension Cord ▪ Flash drive with Roster & Meet Entry files ▪ Extra flash drives	▪ Printer(s) ▪ Power Cord(s) ▪ Cable(s) ▪ Printer Paper ▪ Labels (Avery 5160 or equivalent with 30 labels/page) ▪ Extra Printer Cartridges	▪ Stapler ▪ Scissors ▪ Scotch Tape ▪ Pens & Pencils ▪ Box, Container, or Envelope for printed results

1-1.a1 Computer

Set up the computer together with printer(s), mice, and keyboards before your first meet and test to make sure everything works together (printer drivers are installed, etc.).

- Since most new laptop computers do not have floppy drives you will need a flash drive or a CD to import and export meet files.
- Mouse and keypad often make it easier.

1-1.a2 Printer Issues

- Check the connections of your laptop to make sure you have enough compatible ports to use for the mouse, keyboard and printer.
- Drivers must be installed for each printer that you will use. Most drivers and installation instructions can be downloaded from manufacturers' websites.

1-2. Understanding Team Manager and Meet Manager

Hy-Tek's Team Manager and Meet Manager are both necessary for team operations. You will have one Team Manager database for the 2010 season that will hold all athlete information and the results of each meet. You will have a Meet Manager database for each meet of the season. Information is moved between Team Manager and Meet Manager by a process of exporting and importing as shown below.

Use Team Manager to:

- Maintain team & athlete roster data,
- Create entries for each meet,
- Maintain times for your team's athletes,
- Print top times report

Use Meet Manager to:

- Import rosters and entries from all teams competing in a meet.
- Print meet programs & lane timer sheets
- Run the meet & enter times,
- Print award labels

1-3. Using Team Manager

1-3.a1 CCSDA Team Abbreviation Codes

Please use the abbreviations below for the team codes needed to set up your database. (See section 2-2a6.)

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

1-3.a2 Set-Up 2011 Database

You can use the 2010 database to create a Team Manager file for 2011(if using Team Manager for first time, skip to Step 2-2a3)

1-3.a3 Open 2010 Database

File→Open→New.
 Highlight 2010 Team Manager database.

File Name OR Open
 You'll be taken back to Main Menu. The path to and name of the database that you just opened will be displayed at the top of the screen.

1-3.a4 Back-up 2010 Database

File → Backup.
 Browse to the drive and folder where you want to store the backup.
 OK.
 Yes to confirm.
 OK when you see "Backup Completed Successfully..." to return to Main Menu.

Tip You can set default directories for imports, exports, and back-ups from the Main Menu.
Set-up → Preferences → Directory Preferences to reach the "Favorite Directories" screen.

1-3.a5 Create 2011 Database

File → Open/New from Main Menu. Name the 2011 database.
 Open.

The new database will appear in the top bar and the "System Preferences" menu will appear.

Cancel and ignore the pop-up message.



In the next step, you will restore your 2010 database into the 2011 database you just created. If this is your first database, skip to Step 2-4.

1-3.a6 Load 2010 Data to Create 2011 Season Start

File→Restore from the Main Menu.

Highlight the 2010 backup file you created in 1-3b.

on the file OR Open

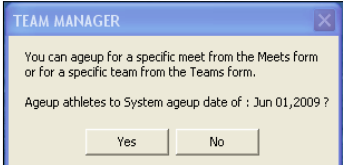
- ☞ “Replace currently opened database” in the “Restore” screen.
- ☞ OK.
- ☞ OK to confirm that you want to replace the new file with the 2010 database.
- ☞ OK to acknowledge that the restore is complete.

When the restore is completed the information from your 2010 database will be in the 2011 database.

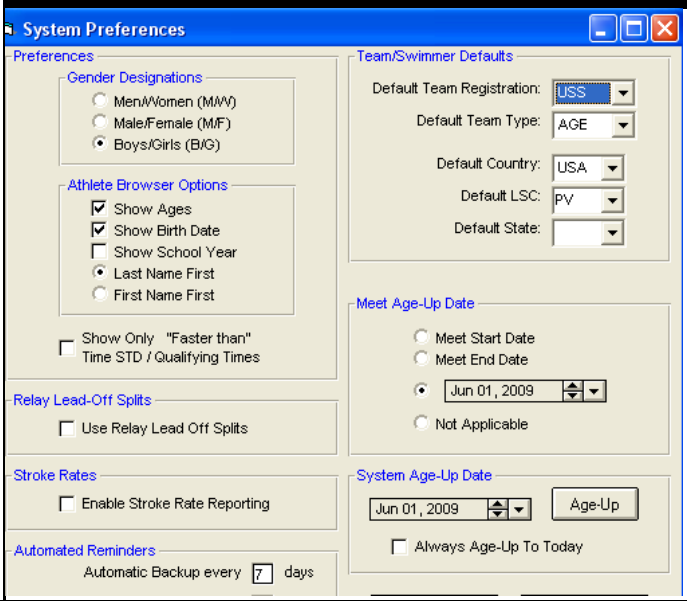
Now you will do edits and deletions to make the database ready to use for the 2011 season or enter new information if creating a 2010 database from scratch.

1-3.a7 Check System Preferences

- ☞ File→Set-up→Preferences→System Preferences.
- Check “Team/Swimmer Defaults.” Change as shown on the right if necessary.
- Change “Meet Age-up Date” to June 1 of **current year (June 1, 2011)**
- Change “System Age-Up Date” to June 1 of **current year (June 1, 2011).**
- ☞ Yes when this box appears.



- ☞ OK to close System Preferences.
- ☞  in top-right corner to return to the Main Menu.

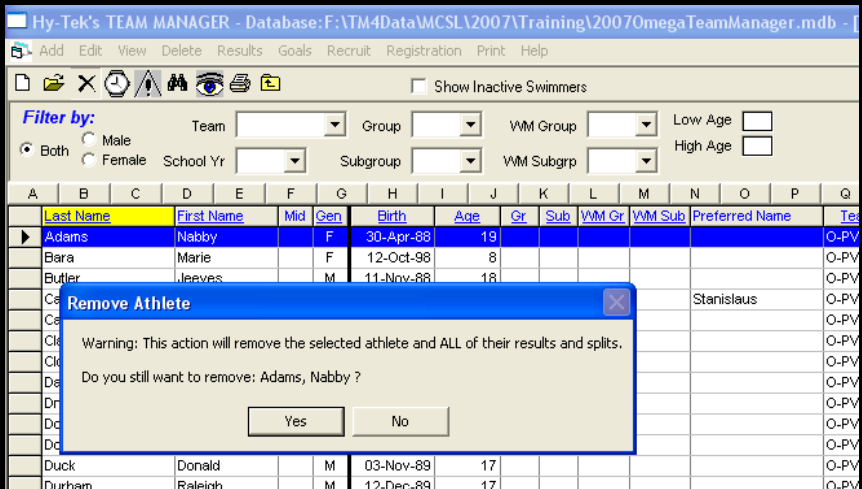


1-3.a8 Check Team Information

- ☞ Teams from the Main Menu OR ☞☞ to highlight Team Name.
- Check that Team Code and Name match abbreviation and name assigned by CCSDA (code list in Section 2-1).
- ☞ OK to close Team Maintenance, then  to return to the Main Menu.

1-3.a9 Delete 19-Year Olds/Swimmers Who Have Moved, etc.

- ☞ “Athletes” from the Main Menu.
- ☞ “Age” column to sort by age. One click places the 19-year olds at the bottom of the list. A second click sends them to the top.
- Highlight Athlete to be deleted.
- ☞ “X” located left of the little stopwatch.
- ☞ “Yes” or “No.”
- You can delete only one athlete at a time.
- ☞  to return to the Main Menu.



1-3.a10 Mark Non-Returning Athletes as inactive

If there's a chance swimmers will return to your team next season, you can mark them inactive rather than deleting their information entirely. To do this, Click Athletes → Choose the Athlete you wish to mark inactive → in bottom right, check the "inactive" box. To re-add this athlete at a later date, simply uncheck the inactive box.

1-3.a11 Add Athletes to Team Database

While in your team's 2011 database, Click on "Athletes" → "Add" → and enter the requested information. Be sure to focus on the following:

- ☐ Swimmers' names spelled correctly
- ☐ Birthdates
- ☐ Gender

This information is required for each athlete. You may enter other information to build a team directory if you would like, but it is not necessary to complete team entries, etc.

1-3.a12 Delete 2010 Meets

☞ "Meets" from the Main Menu.

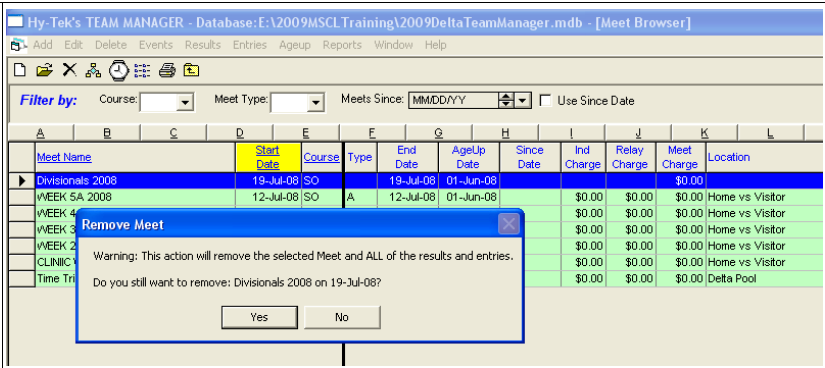
Highlight Meet to be deleted; Clinic 3 in this example.

☞ "X" located to the right of the .

☞ "Yes" or "No."

You can delete only one meet at a time.

☞ ☐ to return to the Main Menu.



1-4. Load 2011 CCSDA Meet Event File

You can use a meet entry file from last year, or download a Meet Entry File Template from the Automation page of the CCSDA website. If using the Entry File Template:

1-4.a1 Import Files to Team Manager

☞ File → Import → Meet Events from the Main Menu.

Browse to location where you stored these files.

☞ the meet you want to import plus Open, OR ☞☞ on the file name.

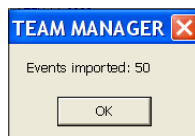
☞ OK

Highlight the file in the "Import Events" screen

☞ OK → Open OR ☞☞ on the file name. It will have an .ev3 extension.

☞ OK in the bottom-right corner of the "Import Events" box.

☞ OK when you see the box displayed below.



You will need to either copy a previous meet or import and rename a copy of the Entry template for each meet your team will participate in this season.

MEET ENTRIES

1-5. Prepare Meet Entries with Team Manager

1-5.a1 Individual Swimmer Entries

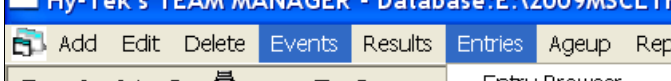
☞ Meets from the Main Menu

Highlight The meet on which you want to work. In this example, Week 5A 2009 is highlighted.

☞ Entries on the top bar.

Select Entry by Event.

You can enter swimmers by name. The process is similar.



The screenshot shows the 'Hy-Tek's TEAM MANAGER' interface. The top bar has tabs for 'Add', 'Edit', 'Delete', 'Events' (selected), 'Results', 'Entries', 'Ageup', 'Reports', and 'Window'. Below the top bar is a toolbar with icons for file operations and a 'Filter by:' dropdown set to 'Course'. A list of meets is displayed with columns: Meet Name, Start Date, Course, Type, End Date, and Ageup Date. The 'WEEK 5A 2009' entry is highlighted in blue. A context menu is open over the 'Entries' tab, showing options: 'Entry Browser', 'Entries by Name', 'Entry by Event' (highlighted), 'Pre-Enter Athletes in Meet', and 'Max Entries'.

Meet Name	Start Date	Course	Type	End Date	Ageup Date
Divisionals 2009	25-Jul-09	SO	A	25-Jul-09	01-Jun-09
WEEK 5A 2009	18-Jul-09	SO	A	18-Jul-09	01-Jun-09
WEEK 4A 2009	11-Jul-09	SO	A	11-Jul-09	01-Jun-09

The top portion of the “Entry by Event” screen displays the meet’s events.

The bottom part of the screen shows each athlete who is age-eligible to swim the event. The time next to the swimmer's name is his/her season's best time.

Hy-Tek's TEAM MANAGER - Database:F:\2006MCSLTraining\Team Manager\2006OmegaTeamManager.mdb - [Entry by Event]

Time Calc View Print Help

Event [13] Swim for Team: [] Session: [] Division []

17-Jun-06 WEEK 1 2006

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		10	F	50	Free	13-14	I						
1		11	M	50	Free	11-12	I						
1		12	F	50	Free	11-12	I						
1		13	M	100	Free	15-18	I						
1		14	F	100	Free	15-18	I						
1		15	M	100	IM	13-14	I						

Clear All Enter All

Show Swim-Up Athletes

Only Athletes Already in Meet

Cutoff Time Fudge Factor: []

Team [] Group [] WM Gr []

Yr [] Subgroup [] WM Sub []

Click here for swim-ups.

Click column heading to sort athletes by times.

Event: [13] 15-18 Male 100 Free

Last Name	First Name	Mid	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Duck	Donald		☐	O	55.00S		☐	☐	☐			M	16		03-Nov-89	10-Jun-06	vWeek 1B 2006
Klaus	Santa		☐	O	58.00S		☐	☐	☐			M	15		08-Nov-90	10-Jun-06	vWeek 1B 2006
Towel	Dish		☐	O	59.25S		☐	☐	☐			M	15		29-Jan-91	10-Jun-06	vWeek 1B 2006
Shade	Lamp		☐	O	NT		☐	☐	☐			M	17		21-Apr-89		
Purple	Color		☐	O	NT		☐	☐	☐			M	17		13-Oct-88		
Piner	Pierd		☐	O	NT		☐	☐	☐			M	16		25-Oct-89		

In the example, Event 13, Boys 15-18 100 Free is highlighted, and the 15-18 boys on the Omega Team are sorted according to their season-best times in the 100 Free.

1-5.a2 To Enter An Athlete In An Event

Box to the right of the swimmer's name in the "Entr'd" column. The row with the swimmer's name will be highlighted in yellow. You may be asked to select a team. If manually seeding the meet, you also should indicate the Heat and Lane number for each entry. (Visiting teams have the right to choose "odd" or "even" lanes and this choice should be clarified prior to preparing entries. Lane assignments should be made based on the swimmers times, with fastest swimmers earning the middle lanes. In a 6 lane pool, teams with odd lane assignments will put their fastest swimmer in lane 3, second fastest in lane 5, and third fastest in lane 1. (Even lanes will seed 4,2,6). In an 8-lane pool, lane assignments will be 5,3,7,1 and 4,6,2,8. If using automated seeding, you can skip the step of assigning heat and lane.

If swimming multiple heats of events, Heat 1 will be considered the faster heat and should include the swimmers who you intend to score in that event. While swimmers in extra heats of freestyle may still score, swimmers entered into extra heats of any event other than freestyle (i.e., IM, back, breast and fly) should be marked as “exhibition” by putting an “x” in the Exhib column in the row beside the swimmer’s name, unless otherwise agreed upon by both teams.

1-5.a3 To Delete An Athlete

Uncheck the box to the right of the swimmer's name in the "Entr'd" column. The yellow highlighting will disappear.

1-5.a4 Relay Team Entries

☞ Your team in the "Swim for Team" pull-down menu towards the top center of the screen

☞ New Relay. An "A" Relay entry will be created.

☞ New Relay again to create a "B" relay entry and again to create a "C" relay entry, if needed.

If swimmers' names appear in the box under "Swimmers," click "Clear Swimmers." Team Manager will confirm that you want to remove each swimmer from the relay. We generally recommend that you prepare relay entries without swimmers. Swimmers names can be added during the meet in Meet Manager once coaches have confirmed what swimmers will be swimming in the relays.

17-Jun-06 WEEK 1 2006

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		46	F	50	Fly	13-14	I						
1		47	M	50	Fly	15-18	I						
1		48	F	50	Fly	15-18	I						
1		49	M	175	Free	148U	R						
1		50	F	175	Free	148U	R						

Team: [] Group: [] WM Gr: []
Yr: [] Subgroup: [] WM Sub: []

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☐ Only Athletes Already in Session
☒ Only Pre-Entered Athletes

= converted time
Select Swimmer by clicking Entered Box then Right Click to enter as Relay Only
@ indicates a Relay Only swimmer

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Event: [49] 148U Male 175 Free Relay																				
Last Name	First Name	Mid	Entr'd	4Bst	Bonus	Gen	Age	Yr												
Cajakovo	John		☐	☒	☐	M	7													
Cloth	Table		☐	☒	☐	M	13													
Downs	Dover		☐	☒	☐	M	6													
Ericksohn	Leaf		☐	☒	☐	M	9													
Horner	John		☐	☒	☐	M	10													
Lisicansk	Samsun		☐	☒	☐	M	13													
Little	Chicken		☐	☒	☐	M	12													
Novomoskovsk	Mardin		☐	☒	☐	M	14													
Piper	Pied		☐	☒	☐	M	14													
B Pleasant	Point		☒	☒	☐	M	14													
Runner	Road		☐	☒	☐	M	11													
Sauce	Tomato		☐	☒	☐	M	12													

New Relay
Clear Swimmers
Find Best Relay
Best Relay Report

Swimmers

	Ent	Best	Custom	Ex	Ht	LN
1 PLEASANT, POINT	A	☒	NT	1:44.28S	☐	0
2	B	☒	NT		☐	0
3						
4						
5						
6						
7						
8						

Remove Athlete from Relay

Remove PLEASANT, POINT from the B Relay?

Yes No

☞ Close to return to the Main Menu.

1-6. Print Entry Paperwork (Visiting Team)

1-6.a1 Meet Entries

☞ Reports→Performance→Meet Entries. Complete “Report Filters” as shown.

1-6.a2 Rosters

☞ Reports→Administrative→Athletes. Complete “Report Filters” as shown.

- ☞ Verify that entries are correct.
- ☞ Verify that relay teams have been entered into each relay event.
- ☞ Make sure that no one is swimming more than 4 events total with no more than 2 being individual events.
- ☞ If possible, have the coach double-check before you print more copies and make the entry and roster files.

- Print at least one copy for your coach.
- Create a .pdf of the Entries and Roster Reports by creating the report, then clicking on the top left "export" icon. Select Adobe Acrobat Reader and save the file appropriately. The .pdfs of the entries and roster should be emailed along with the exported entry file created next.

1-7. Export Entries and Athletes

Insert Storage device in the appropriate port.(flash drive or disk)

- File from the Main Menu. Select Export

Choose "Meet Entries" or "Athletes/Teams." You cannot export Meet Entries and Athletes/Teams at the same time.

Select Drive and Folder where you want to store the files. In the example, the file is being exported to a flash drive.

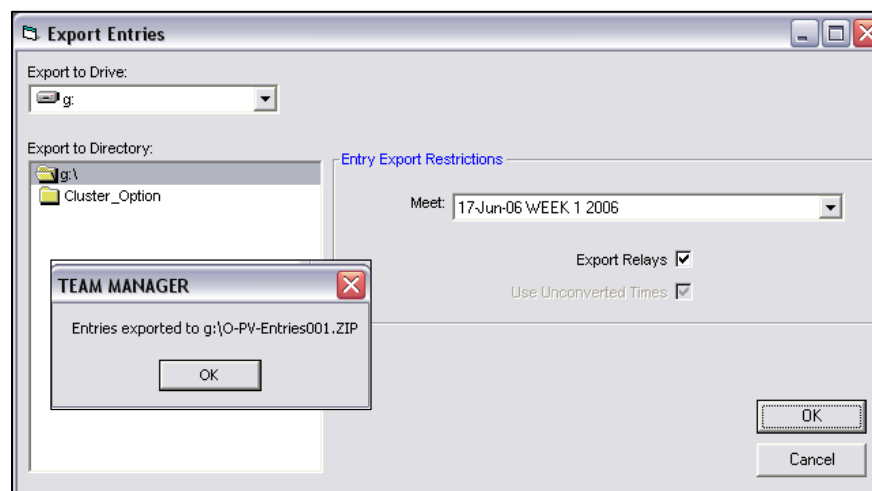
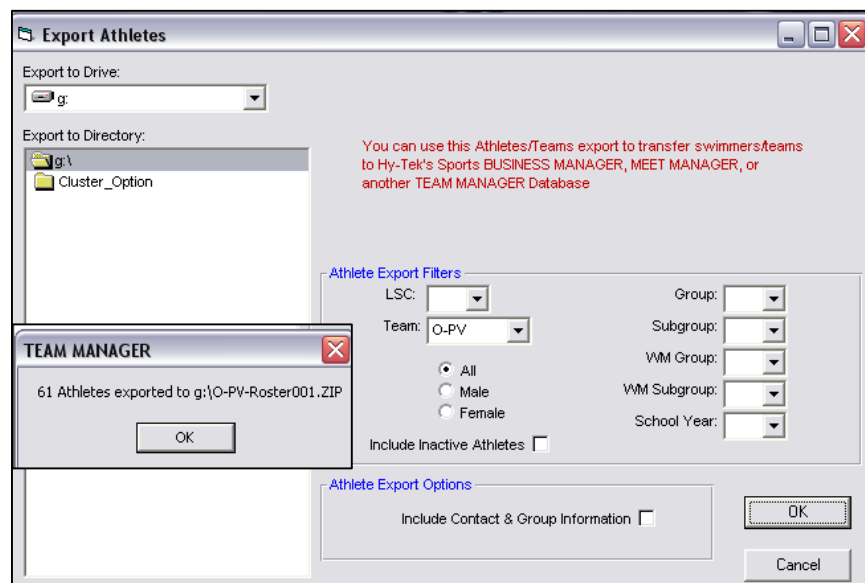
Select Meet (or Team) you want to export from the pull down menu.

- OK. When the export is finished, the small rectangle appears.

- OK to close the small rectangle.

- Close to return to the Main Menu.

The graphics below show the export operations for entries and rosters.



1-8. Exchange Entries

The visiting team is to email the entries and roster Hy-tek files, along with .pdf or word copies of the entries and roster, to the home team by noon the day of the meet, unless other arrangements have been agreed upon by both teams. Once meet entries and roster files have been sent to the Home Team, DO NOT make any changes to these files. Changes may be made by the coach at the meet.

1-9. Setting Up Meet with Meet Manager

1-9.a1 Restore CCSDA Dual Meet Template (Host Team)

- Obtain the CCSDA Dual Meet Template from the Automation page of the CCSDA website. Do not unzip file or attempt to “open.” Another option is to restore a backup of a previous meet then renaming and deleting all results.
- From Meet Manager, click Main Menu → File → Restore
- For Restore Method, choose “Unzip, copy database to a selected folder and open this new database.” Also, choose the “rename database” and name the database according to the meet, e.g. 2011-06-21_ArmyNavy@Argyle
- Browse to CCSDA Dual Meet Template File and click open.
- Select where you want to save your database (may want to start a folder “2011 Swim Meets” for easy identification.
- Click OK when Message regarding the database you are about to unzip & open appears. Meet Manager database will unzip.
- Click OK again for it to open.

1-9.a2 Finalizing Your Meet Set Up

Many of the setups for a CCSDA dual meet are already incorporated into this template, but you will have to make some changes.

1. Main Menu → Set-up → Meet Set-up
Change Meet Name (Away Team@ Home Team), Location of the meet (pool name), Start Date and End Date for your Meet (usually the same day)
2. Main Menu → Set-up → Options → Global
Set number of lanes for all prelim and finals sessions to reflect number of lanes being used in meet (usually 6 or 8)

Set Label Preferences

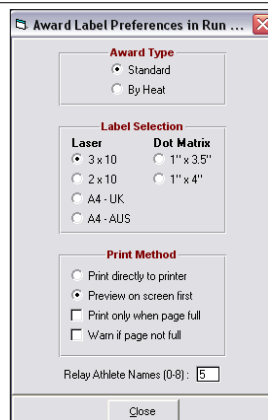
Run Screen

☞ “Preferences” from the Run Screen

Select “Award Labels” to reach the “Award Preferences in Run...”



Relay Names should be set to 5.



Report Screen

☞ Awards from the Main Menu

Select Award Labels to reach the “Award Labels” screen.

Award Labels
Entry Cards/Labels
Mailing / Registration Labels

Set Relay names to 5.

Format Award Labels

Main Menu → Labels → Award Labels

Make changes to the Label Selection if needed. The template assumes sheets containing 30 labels and **awarding ribbons down to 6th place for individual ribbons and 3rd place for relay ribbons**. The teams should confirm in advance to what place ribbons will be awarded and this number should be changed if necessary.

Select “Participation” to generate an award label for each athlete who swims in the meet. This feature enables swimmers who are disqualified to receive a participation ribbon. This option generates both standard award labels AND the participation labels in a single step. Disqualified swimmers are given “NT” on their labels—Not “DQ.”

If you decide to use this, change “Individual” and “Relay” places as needed.

1-10. Running a Home Meet

Once meet set up is complete, enter the roster and entries files for all participating team in order to “build” the meet.

1-10.a1 Importing Entries

File → Import → Rosters Only (perform for each team’s roster)

If running a double dual meet (more than 2 teams in a meet):

Set-Up → Entry/Scoring Preferences → 2 or 3+ double dual → Select Teams → Select All Combined

Assign lanes to teams:

Set-up → Seeding Preferences → Click and drag teams to appropriate lanes

Select “strict assignment fastest heat only.” This will allow program to seed events into fewer heats by seeding teams with **many more swimmers in various events to be placed in adjacent lanes**.

1-10.a2 Seeding Meet

If teams assigned lanes and heats to swimmers while preparing meet entries, skip this step. Otherwise, if allowing Meet Manager to seed the meet:

From Main Menu → Seeding → Select All → Start Seeding

1-10.a3 Print Meet Program

From either the Seeding Menu or Main Menu → Reports → Meet Program → Select All to print heat sheets for all the events on the list. The events will be highlighted in yellow.

“Columns/Format” tab at the bottom of the screen. Select triple column to save paper.

Select features you want the printout to include, such as records, team scores, etc. :

Create Report to see a copy of the Meet Program. Review program to make sure relays have been entered and seeded for each team, appropriate swimmers are marked as “exhibition,” and lane assignments are correct.

Print programs for all coaches to review at Scratch meeting

1-10.a4 Making Swimmer Adjustments

This section shows you how to make any changes identified during the Scratch meeting from the Run screen. Do not reseed any event. If you have already printed the lane timer sheets and copies of the program for the officials, make sure all changes are also made manually onto these documents.

Scratch Swimmer

In this example, Peanut Butter will be scratched from Lane 1 in Event 7.

- ☞ Run from the Main Menu.
- Highlight
 - Event to which you want to make changes.
- ☞ “Adjust” to reach “Preview/Adjust.” Screen.
- ☞☞ on the name of athlete to be scratched.
 - The pop-up will ask you to confirm that you want to scratch the highlighted swimmer.
- ☞ Yes or No.
- ☞ “Save” to return to the Run Screen.

If you need to add a heat,

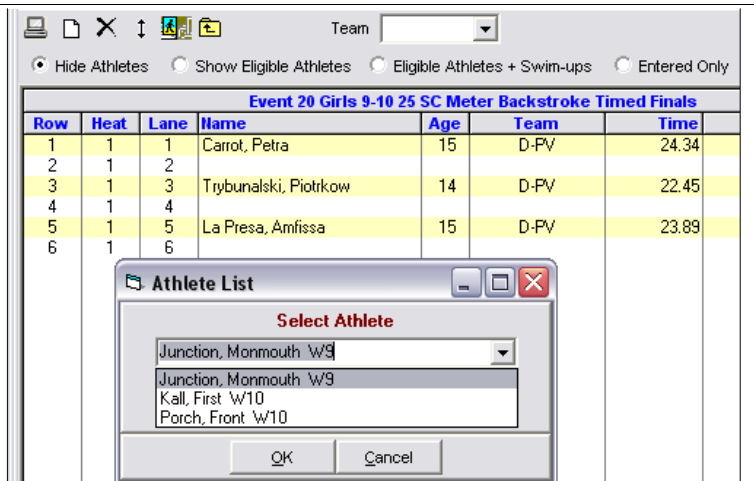
- ☞ “Add Heat at the top left of the screen.

Row	Heat	Lane	Name	Age	Team	Time
1	1	1	Butter, Peanut	14	D-PV	NT
2	1	2	Ericksohn, Leaf	9	O	
3	1	3	Bluewater, Dany	15	D-PV	46.68
4	1	4	Wittevrouwen, Dorst	10	O	
5	1	5	Bestoff, Lestor	15	D-PV	47.00
6	1	6	Homer, Little Jack	10	O	
7	2	1	Llechyrd	14	D-PV	46.23
8	2	2				
9	2	3	Dough, Jon	15	D-PV	43.74
10	2	4				
11	2	5	Leverkusen, Cleve	15	D-PV	43.96
12	2	6				

Add Swimmer

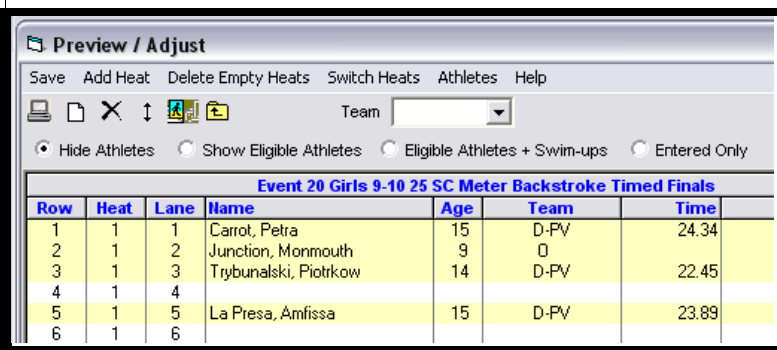
In this example, Monmouth Junction will be added to Lane 2, Event 20.

- ☞ Run from the Main Menu.
- Highlight Event to which you want to make changes.
- ☞ Adjust to reach "Preview/Adjust" screen.
- If you are adding a "Swim-Up,"
- ☞ Show Swim-Ups box on the left hand column.
- Put Cursor in lane where you want to add a swimmer.
- ☞ to reach "Athlete List" pop-up. Scroll down the list until Monmouth Junction's name is highlighted.
- ☞ OK.



Monmouth Junction is now in Lane 2.

- ☞ Save to return to the Run Screen.

**Move Swimmer**

We recommend that you move swimmers by scratching them first, then adding them to their new heat or lane. Although you can move swimmers within an event by dragging and dropping, it's difficult to keep track because when you move a swimmer to a lane occupied by another swimmer, the swimmers switch lanes.

Add a Relay Team

- ☞ "Run" from the Main Menu.
- Highlight Event to which you want to make a change.
- ☞ "Adjust" to reach the "Preview/Adjust" screen.
- ☞ "Show Teams" to see the list of teams in the meet.
- Highlight team you want to enter in the event.
- Drag to correct lane.
- ☞ "Save" to return to the Run screen.

The Run screen will include the relay.

Delete a Relay Team

- Once all changes have been made, make copies of the program for the coaches, officials, clerk of course and team reps following the prior instructions. For announcer's copy, print one in a double column format. (If running short on time, print a couple of copies of the meet program, then print lane timer sheets before printing additional meet programs.)

Once you have reviewed the program and appropriate changes and corrections have been made, you can print Lane/Timer Sheets to use in place of the pink and blue cards. (If expecting minimal changes, you can print lane timer sheets prior to the Scratch meeting and then make any changes manually on to the lane timer sheets.)

1. Check box next to events or which you want to print lane/timer sheets or Select All to print lane/timer sheets for all the events on the list.
2. Check boxes for the features you want the printout to include, such as 2 events per page, sorted by lane or event. If you choose 2 events of lanes per page for format, sort by Event than Lane and then print 2 lanes at a time (Lanes 1 to 2, then print again selecting Lanes 3 to 4, and so on), your lane timer sheets will only needed to be cut in

half, with no collating necessary.

3. Create Report to see a preview. Then Print.

1-10.a6 Entering Results

The following is one way to set up the responsibilities of the people working the table of the meet. This operation uses 5 people— SORTER, READER, OPERATOR, VERIFIERS. Jobs can be divided in other ways, but should incorporate representatives from all teams competing to ensure “checks and balances.”

Sorter

1. Accepts timer sheets from runner and DQ slips from Referee,
2. Staples DQ slips to correct lane sheet and marks “DQ” on the lane timer sheet . Be alert for slow DQ slips.
3. Circles middle time or checks that right time is circled on each sheet.
4. Puts sheets into heat/lane order starting with Lane 1.
5. Hands the sheets to the READER.

Reader

1. Starting with Lane 1, READER first calls out the names of the swimmer in Heat 1, Lane 1, followed by the swimmer’s time to the computer OPERATOR, followed by Lane 1, Heat 2, etc. until all times for Lane 1 are done, then moves to Lane 2, etc. until all times for that event area entered. If there is a different swimmer in the event who was not previously entered, or if a swimmer swam in a different lane/heat than previously assigned, OPERATOR should be sure to match up the appropriate time with each swimmer’s name. If using manual timing, you can follow steps above regarding Scratching or Moving a swimmer or simply just look for the correct name and enter the appropriate time. READER and OPERATOR should do a quick sanity check, but recommend that other volunteers verify results.
2. If changes are made to swimmer’s names/lane assignment on the lane timer sheet, READER makes OPERATOR aware of these changes. **NOTE: Changes made during the meet should be reported to the table by the appropriate head coach so that changes can be made in the computer. If you’re unsure that changes made on the lane timer sheet are official, please verify with the appropriate team’s coach.**

Operator

1. Working with the READER, locates names and enters them into MM for each event.
2. Working with the READER, makes any swimmer changes necessary.
3. Prints 1 copy of results. Lane timer sheets and results sheet handed to VERIFIERS.
4. Prints awards labels when appropriate after the VERIFIERS are finished.

Verifiers

Verifiers check results. Two people as a team work well, provided that they move away from the scorers’ table.

1. The first verifier calls out the time and name (in that order) from the time cards;
2. The second verifier checks the printed sheet.
3. If no errors, the printed sheet is posted somewhere away from the scorers’ table.
4. If corrections are necessary, notify the OPERATOR and verify results once a new sheet has been printed. If no corrections are necessary, tell OPERATOR, who can print out a second copy of the results to be stapled to the lane timer sheets and can print award labels.

Enter Times

- ☞ Run from the Main Menu. Highlight the event on which you want to work.

In addition to the mouse, you can use up and down arrows to move among swimmers. To enter the results by lane rather than by heat, on the Run screen, check the box at the top of the page that says “Enter Results By Lane.” You then can use the arrows to move between lanes of the same events. To return to entering results by heat, uncheck the box.

[illegible]

In the “Finals Time” column:

Type each swimmer's time without colons or periods even if swimmer is disqualified like Minnie Mouse in Lane 1.

Type NS for "No Shows." In this example, Starogard in Lane 3 overslept.

Record disqualifications (DQ) by clicking the DQ checkbox.

Optional Assign DQ Code: Before you use this feature, check with the Referee and Reps. These codes are not substitutes for DQ cards which contain full explanations of violations.

Click the DQ Code pull-down menu. Check the most appropriate code based on the DQ card.

In this example, Minnie in Lane 1 swam breaststroke on the initial leg of her IM. The code for this violation, “5P Strokes out of sequence-IM,” is highlighted in the DQ Code pull-down and inserted into the DQ Code column beside Minnie’s name. DQ codes can appear in Meet Results if you’ve selected that option in Report Preferences.

[illegible]

Exhibition (Non Scoring) Swims

To declare a swim as exhibition (non-scoring), check the “Exh” box. Entries prepared by each team should be marked exhibition as appropriate before importing into the meet. This includes entries into any extra heats of events swum other than extra heats of freestyle (i.e., swimmers in any extra heats swum of IM, back, breast and fly should be marked as “Exhibition.” Swimmers in extra heats of freestyle should be allowed to score.) Exhibition swimmers will appear with an “X” beside their name on the heat sheet.

This graphic shows you how to move among heats and events.

The graphics shows you how to move among heats and events.

Left arrow: to move among heats in single event.

Right arrow: to move among events.

You can also move from one event to another by highlighting the event, on which you want to work, in the “Event List” towards the top-left of the Run screen.

1-10.a7 Score Event, Print Results

☞ “Score” in the center of the Run screen

Session : F7		Spits : F9		Adjust : F8		Restore Pads : Ctrl-P		JD : Ctrl-J		Race # : F2		List : Ctrl-L		Re-Rank		Prev Event : Ctrl-F4	
Refresh : Ctrl-D		Rel Names : Ctrl-R		Awards : Ctrl-A		Calc : Ctrl-K		Unseeded : Ctrl-U		Get Times : F3		Score : Ctrl-S		Re-Score		Next Event : Ctrl-F5	
Heat 1 of 1 == Finals == Event 3 Boys 200 SC Meter Medley Relay																	
Lane	Relay Name	Ltr	Seed Time	React	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts			
1																	

to see a preview of the Results. The “Report Preferences” set earlier (Section 3-6.a1) ensured that each swimmer’s individual points and the team scores appeared on the report shown below.

Results

1 of 1 100% Total: 8 100% 8 of 8

MCSL Championship Meet Hy-Tek's MEET MANAGER 6:22 PM 3/29/2006 Page 1

Omega Swim Team vs Delta Swim Team
June 17, 2006
Results

Event 2 Girls 12 & Under 100 SC Meter IM
 MCSL: 1:10.91 L 7/25/1987 Cheryl Pattieson RH
 1:22.50 ALL*

Name	Age	Team	Seed Time	Final Time	Points
1 Gdanski, Starogard	16	Delta Team-PV	1:21.41	1:18.56	5
1 Fair, Book	13	Omega Team-PV	1:21.20	1:18.56	5
3 Jerevan, Nalcika	13	Omega Team-PV	NT	1:20.89	3
4 Junction, Monmouth	9	Omega Team-PV	NT	1:25.93	2
5 Mouse, Minnie	17	Delta Team-PV	1:29.38	1:28.65	1
6 Llanspyddid, Adana	16	Delta Team-PV	1:28.74	1:30.78	

Combined Team Scores - Through Event 2

1. Omega Team	10	2. Delta Team	6
---------------	----	---------------	---

If you see a mistake,

☞ ✖ to close the “Results” preview and return to the Run screen.

Fix the problem.

☞ “Score” again to return to the “Results” preview. Anytime you change results, be sure to click “score” or “re-score” so that if the change affects the score, it can be updated appropriately

☞ Printer icon at the top of the “Results” preview to print.

☞ ✖ to close and return to the Run screen.

Scoring of events in a standard CCSDA dual meet should be as follows:

Individual Events – 5 (first), 3 (second) 1 (third)

Relay Events – 8 (first), 4 (second) 2 (third) for Medley Relays

10 (first), 5 (second) 2 (third) for Graduated Freestyle Relays**
 (see information about manual scoring of this event)

Scoring in the Meet Template is already set-up this way. If your scoring is not appearing in this way, from the main screen of MM, click on “Set-up” – “Scoring Set-up” – “Standard”
 Under “Individual Points,” type in “5” for Place 1, “3” for Place 2 and “1” for Place 3. Type the appropriate points under “Relay Points” also.
 When done, click “OK”

Note that scoring of Events 49 & 50 will need to be adjusted manually at the end of the meet. Instructions for this appear in Section 1-10a.9 Relay Scoring on page 19.

1-10.a8 Print Award Labels

From the Run Screen's Awards Box (to print for an individual event only)

☞ "Awards" box in the middle of the Run Screen

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank	Prev Event : Ctrl-F4
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score	Next Event : Ctrl-F5

to see a preview. You can print labels for only a single event from the Awards box in the Run screen.

The screenshot shows a window titled "Award Labels" with a toolbar at the top. The main area displays a grid of award labels for six events. Each label includes the place, time, event name, athlete name, and team.

Place	Time	Event	Athlete	Team
1st	1:18.56	#2 Girls 12 & Under 100 SC Meter IM	Gdanski, Starogard 16	Delta Team-PV - 6/18/2005
1st	1:18.56	#2 Girls 12 & Under 100 SC Meter IM	Fair, Book 13	Omega Team-PV - 6/18/2005
3rd	1:20.89	#2 Girls 12 & Under 100 SC Meter IM	Jerevan, Nalcika 13	Omega Team-PV - 6/18/2005
4th	1:25.93	#2 Girls 12 & Under 100 SC Meter IM	Junction, Monmouth 9	Omega Team-PV - 6/18/2005
5th	1:28.65	#2 Girls 12 & Under 100 SC Meter IM	Mouse, Minnie 17	Delta Team-PV - 6/18/2005
6th	1:30.78	#2 Girls 12 & Under 100 SC Meter IM	Llanspyddid, Adana	Delta Team-PV - 6/18/2005

If you see a mistake,

- ☞ ✱ in either top right or top left corner to close the "Award Labels" preview and return to the Run screen.
- ☞ Fix the problem.
- ☞ Score to return to the "Award Labels" preview.
- ☞ Printer icon at the top of the "Award Labels" preview to print.
- ☞ ✱ to close and return to the Run screen.

Note that labels print 30 to a page, so try to batch print your labels accordingly.

Batch Printing From Run Screen or Main Menu

- ☞ Labels at the top of the Run screen or from Labels on the Main Menu. If you have not set up labels, **refer to in 4-1c on page 11.**
 - Check Events you want to print. They turn yellow.
 - ☞ Create Labels at the top of the screen to see a preview. If you see a mistake, ☞ "close," fix the problem, and return to the print screen.
 - ☞ Printer icon to print.
 - ☞ Close to return to previous screen.
- In the example, Events 1 and 2 are checked as already printed, and Events 3 and 4 are highlighted to be printed.

The screenshot shows a window titled "Award Labels" with a toolbar at the top. Below the toolbar is a "SESSION LIST" table and an "EVENT LIST" table. The "EVENT LIST" table shows a list of events with checkboxes for "Printed" and "Status".

Evt #	Rnd	Status	Event Name	Heats	Printed
1	F	Scored	Boys 12 & Under 100 SC Meter IM	1	☒
2	F	Scored	Girls 12 & Under 100 SC Meter IM	1	☒
3	F	Scored	Boys 200 SC Meter Medley Relay	1	☐
4	F	Scored	Girls 200 SC Meter Medley Relay	1	☐
5	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	2	☐
6	F	Scored	Girls 8 & Under 25 SC Meter Freestyle	2	☐
7	F	Scored	Boys 9-10 50 SC Meter Freestyle	2	☐
8	F	Scored	Girls 9-10 50 SC Meter Freestyle	2	☐
9	F	Scored	Boys 13-14 50 SC Meter Freestyle	1	☐
10	F	Scored	Girls 13-14 50 SC Meter Freestyle	1	☐
11	F	Scored	Boys 11-12 50 SC Meter Freestyle	2	☐
12	F	Scored	Girls 11-12 50 SC Meter Freestyle	2	☐
13	F	Scored	Boys 15-18 100 SC Meter Freestyle	1	☐
14	F	Scored	Girls 15-18 100 SC Meter Freestyle	1	☐

Below the event list are sections for "Label Selection", "Award Type", and "Sort By".

Label Selection: Laser (3 x 10), Dot-Matrix (1" x 3.5")

Award Type: Standard Award Label, Time Standard Achievement, Personal Best, By Heat, Exhibition Swims, Participation, Record Breaker, Relay Athlete Names (0-8)

Sort By: Event Number, Session Order, Team/Event, Team/Athlete, Athlete

1-10.a9 Relays

Coaches should provide names of all relay swimmers to the table prior to the relays taking place, however, relay names can be added at any time. Names can be provided through the use of relay cards or just listed on a piece of paper.

☞ “Rel Names: Ctrl-R” from the Run screen to reach the “Relay Names Screen.”

Run the Meet

Events Athletes Relays Seeding Web Re-Score Co

HY-WIRE Disabled

EVENT LIST - All Events - SC Meters - (F)

Evt #	Rnd	Status	Event Name
1	F	Un-Seeded	Boys 12 & Under 100 SC
2	F	Un-Seeded	Girls 12 & Under 100 SC
3	F	Seeded	Boys 200 SC Meter Medley
4	F	Un-Seeded	Girls 200 SC Meter Medley
5	F	Un-Seeded	Boys 8 & Under 25 SC M
6	F	Un-Seeded	Girls 8 & Under 25 SC M
7	F	Un-Seeded	Boys 9-10 50 SC Meter F
8	F	Un-Seeded	Girls 9-10 50 SC Meter F
9	F	Un-Seeded	Boys 11-12 50 SC Meter F
10	F	Un-Seeded	Girls 11-12 50 SC Meter F
11	F	Un-Seeded	Boys 13-14 100 SC Meter
12	F	Un-Seeded	Girls 13-14 100 SC Meter
13	F	Un-Seeded	Boys 15-18 100 SC Meter
14	F	Un-Seeded	Girls 15-18 100 SC Meter
15	F	Un-Seeded	Boys 13-14 100 SC Meter
16	F	Un-Seeded	Girls 13-14 100 SC Meter
17	F	Un-Seeded	Boys 8 & Under 25 SC M
18	F	Un-Seeded	Girls 8 & Under 25 SC M
19	F	Un-Seeded	Boys 9-10 25 SC Meter B
20	F	Un-Seeded	Girls 9-10 25 SC Meter B
21	F	Un-Seeded	Boys 15-18 100 SC Meter

Age-eligible athletes for this relay event

Relay Names

Heat 1 of 1 == Finals == Event 3 Boys 200 SC Meter Medley Relay

☐ Show Swim-ups

Eligible Athletes		Relay Order	
Age	Name	Pos	Age
7	Butler, Jeeves	1	15
7	Cajakovo, Stanislaus	2	13
13	Cloth, Table	3	14
6	Downs, Dover	4	15
5	Durham, Raleigh		
9	Ericksson, Leaf		
15	A Faster, Swim		
10	Horner, Little Jack		
15	A Klaus, Santa		
13	Lisicansk, Samsun		
14	Novomoskovsk, Mardin		
14	A Pleasant, Point		
11	Runner, Road		
13	A Sauce, Tomato		
15	Towel, Dish		
7	Towel, Paper		
8	White, John		
10	Wittevrouwen, Dorst		

Relay Teams		
Lane	Relay Name	Ltr
1		
2		
3		
4	Omega Team	A
5		
6		

Session : F7 Splits : F9 Adjust : f

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : C

Heat

Lane	Relay Name
1	
2	
3	
4	Omega Team
5	

Re-Rank Prev Event : Ctrl-F4

Re-Score Next Event : Ctrl-F5

Backup 3	HPL	PL	Pts

Enter a Relay Swimmer

Highlight relay team for which you want to enter or delete swimmers.

☞ on swimmer's name in the "Eligible Athletes" list. The name will appear in the "Relay Order" box, OR

Drag swimmer's name from the "Eligible Athletes" list to the "Relay Order" box.

Delete a Relay Swimmer

☞ on swimmer's name on the "Relay Order" box.

Rearrange Relay Swimmer Order

Drag & Drop names within the "Relay Order" box until the order is correct.

☞ Close to return to the Run screen.

Relay Scoring

Hy-tek does not allow for different scoring of relays, so points need to be added manually to the final 2 relay events of the meet. Hy-tek will score the event as 8-4-2, which is appropriate for events 25, 26, 27 & 28 (Medley Relays). However, events 49 and 50 should be scored 10-5-2. To score the meet appropriately, be sure to manually add points to the first two finishers as appropriate, i.e. 2 points to Place 1 and 1 Point to Place 2 for both Events 49 and 50. If the final score of the meet is not close, it is not necessary to perform this step.

1-11. Wrapping Up the Meet

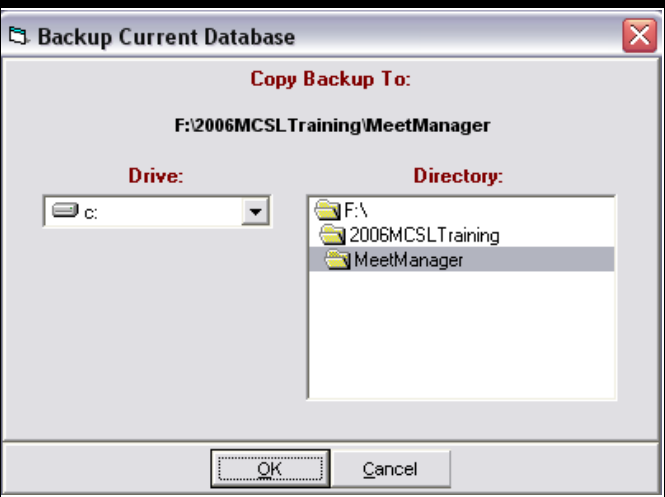
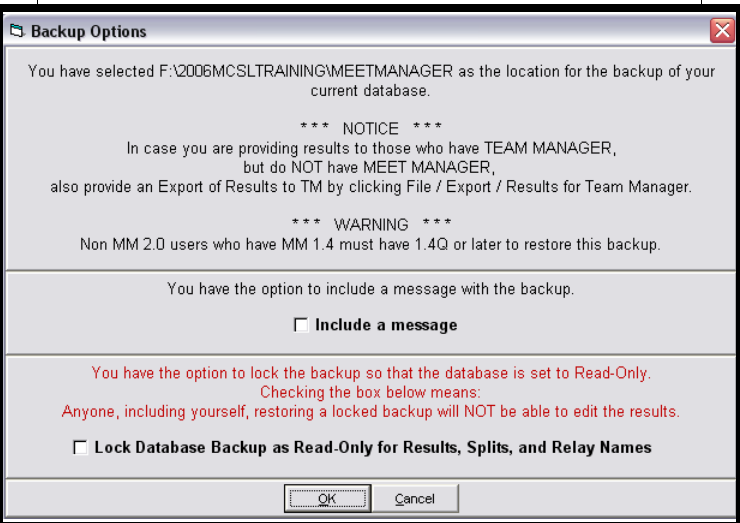
Once all results have been entered and verified and all award labels have been printed, there are 3 final steps.

1. **Provide final score to announcer:** A running team score should appear on the right side of the Run Screen throughout the meet. After all events have been scored, you can make any manual adjustments to the score as necessary from Events 49 and 50 and then provide the final score to the announcer. If the Team Scores do not appear on the Run Screen, go to "Reports" → "Scores" → "Select All" → Make sure "Combined" and "Team" and "Combined" are checked → "Create Report" to produce a final Team Score Report.
2. **Save Back-up and/or Meet Export copies** to a flash drive for each team (steps below).
3. **Save a .pdf copy of the meet results** to send to the CCSDA Webmaster (steps below).
4. **Forward information about any CCSDA records** to the Records Chairperson: When a swimmer or a relay team sets a new CCSDA league record at a dual meet, Relay Carnival, or Divisionals, the host team is responsible for notifying the Records Chairperson, Jean Sylvester. To do so, send an email to Jean.Sylvester@verizon.net and include the following information:

Swimmer's name, Swimmer's team, Event Name, Time swum, Date of meet

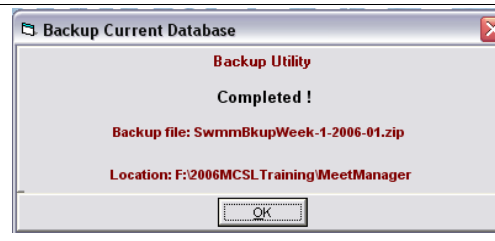
1-11.a1 Back-up Database

All teams will want a Back-up copy and/or a Meet Export copy and should provide a flash drive for you to use for this purpose. You also should back up the database onto the computer.

Insert flash drive. ☞ File → Backup from the Main Menu to reach the "Backup Current Database" screen. Browse to drive where you want to save the backup file. ☞ OK.	
☞ OK at the 'Backup Options' screen. NOTE <i>New backups to the same disks do not overwrite previous backup files. If you backup more than once and you need to restore, you must be sure that you are restoring the most recent version.</i>	

Messages will flash across the screen as the back-up is created.

- ✓ OK to return to Main Menu when the back-utility screen indicates that the back-up is complete.



1-11.a2 Export Results

You can put the Export File on the same flash drive as you used to backup the database. The Export File will be imported into Team Manager.

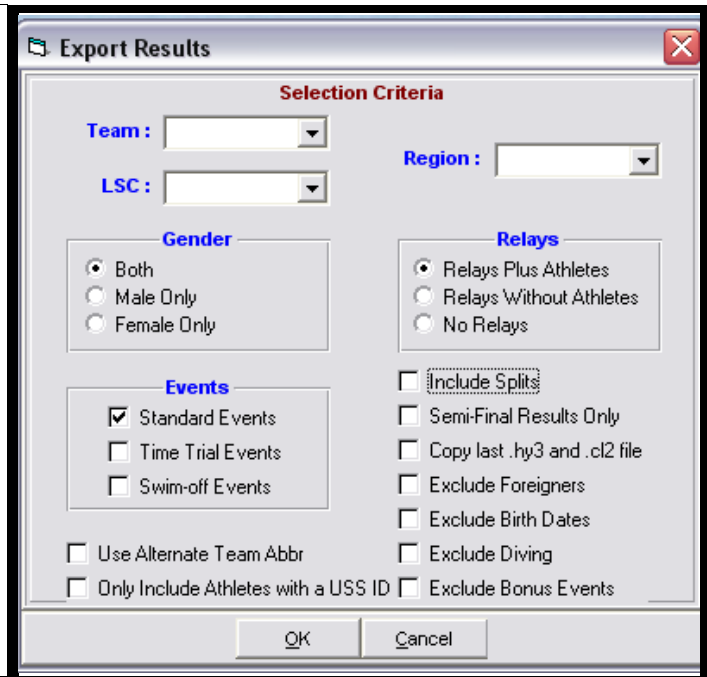
- ✓ File→Export.
- ✓ “Results for Team Manager ...” (first choice) to reach the “Export Records” screen.

In the “Export Results screen,

Uncheck “Include Splits” and “Swim-off Events.”

Select the Team for which you want the results exported.

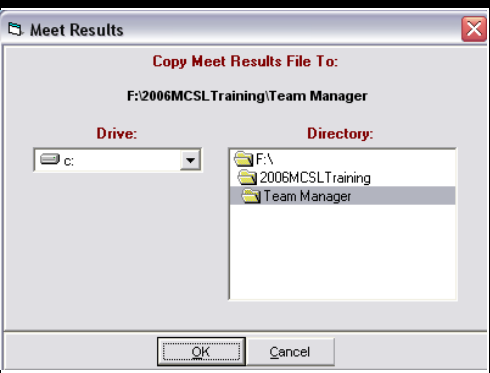
- ✓ OK to reach the “Export File Progress” screen.



The “Export File Progress” screen will display the progress of creating the export.

- ✓ OK when the numbers stop flashing and you see “Export Finished”. and Meet Manager will ask you where you want to copy the results.



Browse to a floppy, CD, or flash drive when you see the "Meet Results" screen to save your file.	
OK when Meet Manager tells you that the file has been zipped successfully and confirmed the location of your file. Make one file for each team.	

1-11.a3 E-Mail Results to Webmaster

To make a .pdf copy of the results, Click "Reports"→"Results"→"Select All"→check "Triple Column"→"Create Report". Click on icon in the top far left for "Export Report"→Select Format as "Adobe Acrobat (.pdf)" and save it to a file you can access for emailing. Email the file to rjfox@verizon.net within 24 hours of conclusion of meet. **INCLUDE TEAM SCORE IN THE E-MAIL SUBJECT LINE OR MESSAGE, e.g., Army-Navy 144 – Argyle 132.**

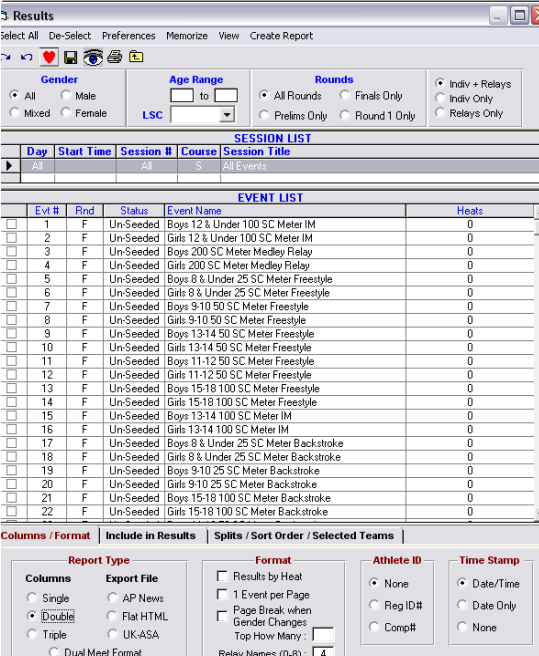
1-11.a4 Print Complete Meet Results (OPTIONAL)

To print a hard copy of the complete results, follow these steps.

- Reports from the Main Menu.
 - Select Results to reach the "Results" Screen.
 - Select All. The events will be highlighted in yellow.
 - Tabs at bottom of screen to format the report.
- Setting the columns to "Triple" requires less paper and usually prints a little faster. Double Column is a little easier on failing eyesight.

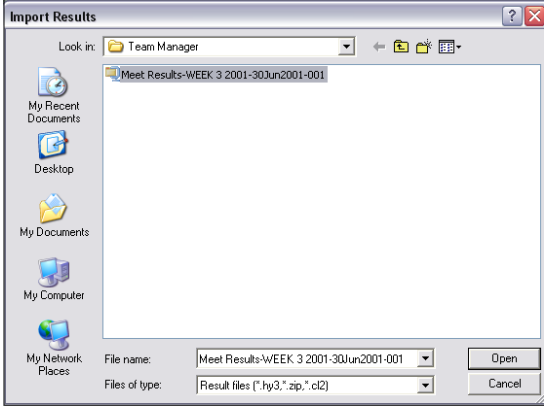
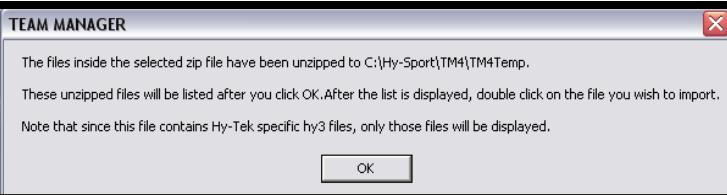
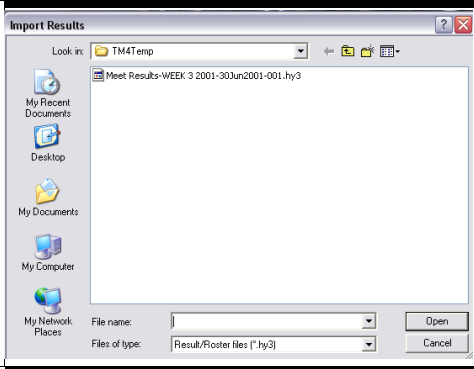
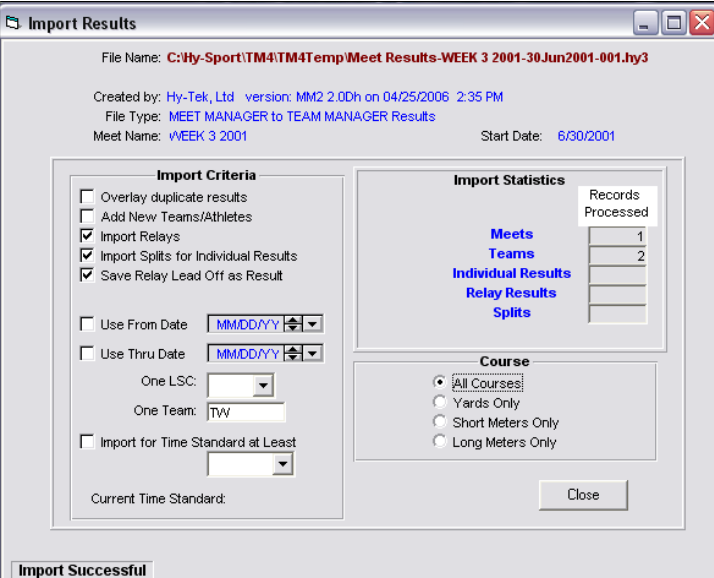
Columns / Format	Include in Results	Splits / Sort Order / Selected Teams
☒ Records ☒ Time Stds ☐ Entry Qualifying Time ☐ Event Comments ☐ Prior Results (1 col only)	☒ Entry Times ☐ Scratches ☐ No Shows ☐ DQ Codes ☐ Reaction Times	☐ Time Trial Events ☐ Athlete / Relay Points ☐ Button Backups 1 col ☒ Combined ☐ Male ☐ Female ☒ Combine Divisions

Columns / Format	Include in Results	Splits / Sort Order / Selected Teams
☐ None ☐ Cumulative ☐ Subtracted ☐ Legal Only ☐ Cumulative / Subtracted	☐ Event # Order ☐ Session Order ☐ Publication Order	☐ All Teams ☐ Selected Teams

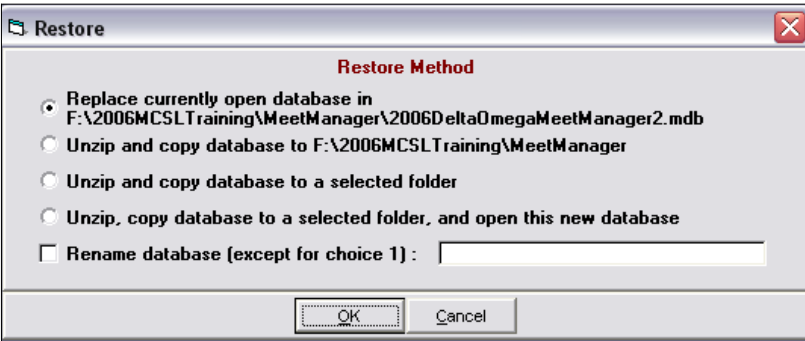
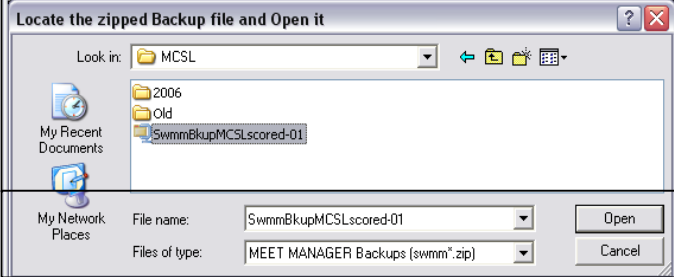
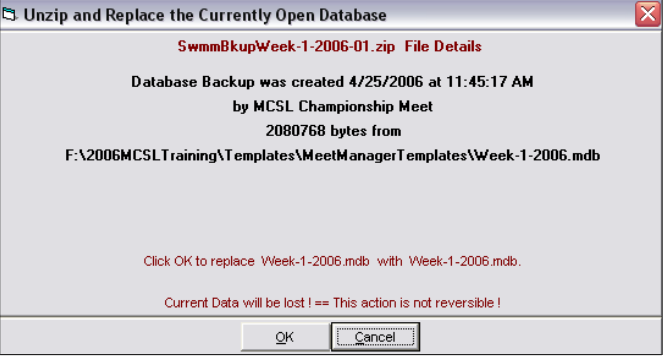
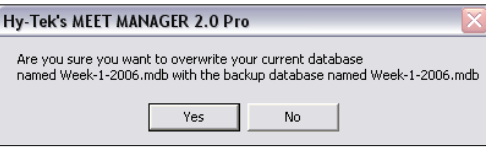
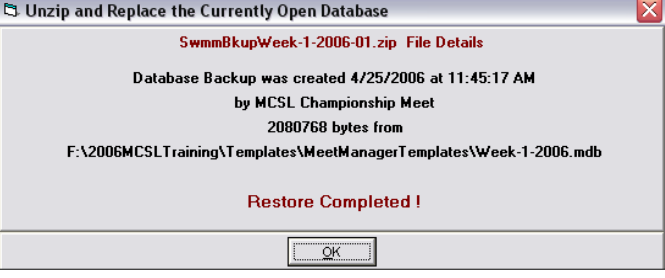


1-12. Get Ready for Next Meet

1-12.a1 Import Meet Results into Team Manager

Insert flash drive containing the Export Results file. ☞ File from the Main Menu. Select Import → Meet Results - Meet Results - Meet Events - Athlete Rosters - Meet Entries - Pro Swimmer - Team SIGNUP Online - Workouts Browse to flash drive containing your file when you the "Import Results" screen.	
After selecting the file to import, Team Manager will tell that the file you just selected has been unzipped. ☞ OK to reach the screen containing the unzipped file.	
Highlight the unzipped file. It now has an *.hy3 extension. ☞☞ on the file, OR ☞ Open to reach the "Import Results" screen and select your import criteria.	
When this screen opens, this message  will be in the bottom-right corner, and the "Import Statistics box will be blank. DO NOT check "Add New Teams/Athletes." Make sure "Add Relays" is checked. Type your team abbreviation to the right of the box titled "One Team." ☞ OK to start the import. Team Manager will display the progress of the import in the "Import Statistics" box. When the import finishes, the bottom left-corner will read "Import Successful." ☞ Close to return to the Main Menu. <i>If you unintentionally import another team's results. Click "Teams" from Team Manager's Main Menu, highlight the team you imported by mistake, click "Delete."</i>	

1-12.a2 Restore Meet Manager

Insert flash drive that contains the meet database created in Section 1-11.a1. ☞ File ☞ Restore to reach the “Restore Method” screen. ☞ Replace, etc. (the first choice) ☞ OK.	
Highlight The file you want to restore. Follow instructions confirming that you want to restore. You will return eventually to the Main Menu. Highlight The file containing the meet database.	
☞ OK to confirm that you want to restore when you see “Unzip and Replace the Currently Open Database.”	
☞ Yes to confirm again.	
☞ OK to return to Main Menu. NOTE Subsequent backups do not overwrite previous backups. The file name changes with each backup by adding 01, 02, 03 to the end of the file name as shown above.	

1-13. Records

You may keep accurate, up-to-date record files easily using Meet Manager and Team Manager. This section shows you how to enter, import, export, and use other records. Meet Manager 3.0 has a new feature that allows you to

designate records that only one team may break (i.e., only swimmers from your team can break your team records).

1-13.a1 Creating in Meet Manager

- ☛ Events from the Main Menu. Select “Records” at the top of the screen.
- ☛  in the bottom-left corner to reach “Add Record Tag Name” (e.g., “Omega Pool Records,” “Omega Team Records” or “CCSDA League Records.”)

Fill In as follows.

Order The order in which you want the record to appear on meet programs and results reports

Tag Name The name of the record

Flag Symbol next to record breaker's name

Record Only For Designates records that only one team may break. In this example, the Omega Team is highlighted so that Meet Manager will not flag Delta Force swimmers who achieve times faster than Omega records

When you are finished, the box will look like this. Only Omega swimmers can break Omega records, but anyone can break CCSDA records.

Type your records information like a spreadsheet.

Make sure that you set the Gender, Age Range, etc. as shown.

Records									
Import Export Update Custom Age Groups Refresh View Create Report									
☐ Show Records of Selected Tag Only									
Gender ☐ All ☐ Male ☐ Mixed ☐ Female		Age Range to		☐ Indiv + Relays ☐ Indiv Only ☐ Relays Only		☐ LC Meters ☐ SC Meters ☐ SC Yards		Report Sort ☐ By Event # ☐ By Age Group	

CCSDA record information can be found on the league website, countryclubswimanddive.org, if you wish to include these records on your program.

1-13.a2 Editing and Updating

- Events from the Main Menu.
Select Records.

To edit record-holder names, times, dates, or teams, make changes like a spreadsheet.

The following table shows how to change the name of a team record, its symbol, display order, or to restrict team record breakers to their own teams.

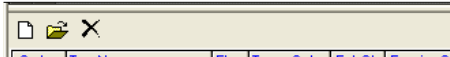
To restrict record-breakers,

Highlight team name

 pull-down menu in the “Team Only” column.

Highlight team to which the record will be restricted.

Change the Flag symbol by typing change in the box to the right of the tag name.



Order	Tag Name	Flag	Team Only	ExhOk	ForeignOk
01	MCSL	L	--	☒	☐
02	Omega Team	O	O-PV	☒	☐
03	Delta Team	D	--	☒	☐
		--			
		D-PV			
		O-PV			

To change “Order” or “Tag Name,”

Highlight name of record file you want to change.

🖱️ to reach “Edit Record Tag Name.”

Type Changes

🖱️ OK to save.

1-13.a3 Importing

🖱️ Events from the Main Menu.

Select Records.

🖱️ Import.

Browse to the file location.

Select file with the records to import.

🖱️ Open.

🖱️ OK. You cannot make any changes here in the Select New Tag box.

The records should appear on the list. If not, uncheck “Show Records-Selected Tag Only” in the bottom right corner.

Once you have imported records, you can make changes. See “Editing and Updating.”

1-13.a4 Exporting

🖱️ Events from the Main Menu.

Select Records.

Highlight Record to be exported in the bottom-left corner. In this example, the Omega Team Record is highlighted.

🖱️ Export in the top-left corner.

🖱️ Yes on the “Create a Records File” pop-up screen.

Browse to the file location where you want to store the file and save it.