



TEAM MANAGER **8.0** FOR SWIMMING

Streaming Live Results to Swim's #1 app - Meet Mobile:

NNHS COACHES HANDBOOK

For Hytek Team Manager 8.0

Abstract

General Notes For Interacting With Scorers and General Directions for Team Manager

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Forward

Welcome to being a Coach for Northern Nevada High School Swimming and Diving. I am writing this handbook as a way to summarize, from a scorers perspective, all of the things that we will be expecting of you, all of the things that you should be expecting from me – as head scorer – and from your meet scorers each week. Additionally this document is intended to serve as a step-by-step guide to the most common functions you will be using Team Manager for.

If you ever have further problems that I have not foreseen in this initial version of this document please let me know and I will help you and update this document as we problem solve together.

Thank you all for giving back to the students and good luck this season,

Chris Meyer

Head Scorer

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What will you receive before the beginning of the season?

Initial Roster

Each year you will be needing to keep a comprehensive list of your swimmers (aka a roster) from which you will be making entries each week with. Rosters are kept via a Team Manager database. This roster will be built from a combination of three sources: Advancing athletes from the prior years roster, From a compiled roster provided by the head scorer, and from signups by new athletes, see below. Please note: Only ONE coach on each team should maintain a roster as each weeks entries shall be submitted as a singular file and not separated by gender or some other means.

- *From Previous Year:*
 - You are able to use a previous years roster as the starting point for your current years' roster. Make sure to make a duplicate roster (i.e. save as > new roster) so if you mess up the old roster is still intact. You will want to 'age up' your athletes so they show with the correct school year. Make all Senior athletes inactive, then make Juniors > Seniors, and so on through the academic years.
 - Basing your current roster on your old roster does have the benefit of keeping previous results as entry times without the difficulties of manually entering in all athletes' best times or entry times.
- *From Head Scorer:*
 - The head scorer will provide preliminary rosters based on last year's results for all schools. These rosters may not have best times associated with the athletes so make sure to review your athletes entry times. See section on importing rosters for further details on how this will be done.
- *From Signups:*
 - Naturally there will be new athletes that will be added to your roster each year. These will mostly be freshman but may also consist of new swimmers. Among the roster-based information I highly suggest that you gather from those swimmers at the start of the year are listed below. All of these can and should be imported into your Team Manager roster.
 - Name
 - Gender
 - Academic Year
 - Important: these are listed as SR, JR, SO, and FR. Please refrain from using different formats.
 - USA Swimming ID
 - These are primarily ask for from Club Swimmers, and are completely at the option of the swimmer. Of note: these numbers have changed at some point over the last 5-ish years and the auto-generate functionality built into Team Manager no longer works.
 - Best Times
 - These can be collected and input into the TM software for your reference or as use for entry times.

- USA Swimming does offer a downloadable file of swimmers best times through the following link if you have their USA Swimming ID number.
 - <https://data.usaswimming.org/datahub/usas/individualsearch>

Meet Schedule

Each year there will be a schedule released with information on each meets Location, Date, Time, Meet Referee+Scorer, and Meet ID number. All of this information will be useful.

This year I am testing out a new format for the Schedule. This way there is a concise way to show how many teams there will be at any given meet, and the team(s) that they will race against. The way to read this is to look in the "Team" column of a given meet for your team name, then you will look at the next column to see which team(s) yours will matchup with. The primary reason for this update was to make it easier for the scorers and refs to understand who all will be at a given meet and the matchups, and I do believe that this will be easier for you all as coaches to read as well. If anyone has any questions or suggestions about the schedule formatting please contact me to try to make the system work better for everyone. – Chris Meyer, Head Scorer 2/2025

Day	Date
Pool Location	Time
Meet Number	
Team	Matchup
Team A	Team D
Team B	Team C, Team D
Team C	Team B
Team D	Team A, Team B
Meet Scorer	
Meet Referee	

Meet Entry Files

You will also receive a folder with every meet entry file for the upcoming regular season. This will come in a .zip file format. I suggest downloading the entire zip file to your computer, then decompressing it and copying out each meet that your team will participate in to the easiest location on your computer for you to access. See further for more information on how to import Meet Entry/Event files into Team Manager.

What is expected of Coaches before your First Meet of the season?

Each team is expected to submit their rosters to the head scorer for administrative purposes. The head scorer needs a preliminary roster and a final roster by mid-season to make sure that all teams are maintaining a uniform format for their rosters.

- The roster shall be transmitted to the head scorer in two file formats:
 - Team Manager file. See further instructions on how you will be able to export that file.
 - PDF Format. This shall be printed off from Team Manager and not from an alternate program
- Rosters shall have the following for each swimmer:
 - Name
 - Academic Year (SR, JR, SO, or FR only)
 - Gender
 - Club Swimmers should have their USA swimming ID in the roster.

What is expected before all in-season meets (Dual Meets + Aqua 5's)

Each week coaches will need to send their in their entries according to the information listed below.

Please note: all entries are due a **Minimum of 48 Hours** prior to the listed starting time unless requested to be earlier by your meet scorer. Any timeline set forth by your meet scorer supersedes this minimum timeline.

- Entries shall be in the form of the following:
 - Team Manager Entry File.
 - PDF Copy (this is optional but it makes changes easier prior to the meet)
- Entries shall be sent to the following people:
 - Meet Referee
 - Meet and Head Scorers

Once all teams' entries have been received and reviewed by the meet scorer, they will confirm your entries by sending the coaches a pdf printout of what they received. Please make sure to review that file and correct any errors. The earlier errors are recognized and brought to the attention of the scorers the easier it is to get them corrected.

If changes are necessary to the entry file please keep changes limited to the following conditions to maintain competitive fairness. Changes are not meant to be complete overhauls of your entries but are intended to help minimize changes on deck the day of the meet.

- Errors found crosschecking the returned entry report from the scorer
- Changes due to a planned student absence (sickness, family trip, etc.).

If changes to your entries are submitted between prior to 24 hours before the listed start time for the meet, the changes shall be sent to the scorer in the same manner as the initial entries, except please keep written backup of those changes in case they are missed.

If changes to your entries are submitted less than 24 hours before the listed start time for the meet, those changes will have to take place on deck the day of the meet.

What is expected when you arrive to an in-season meet

When you and the scorer arrive to the pool, please check in with the scorer as soon as they have their equipment set up. This is the time when you should communicate any changes you have to your entries. The deadline for these changes is 30 minutes MAX prior to the start of the meet.

What happens after each in-season meet

By the end of the weekend each week the head scorer will send out the week's results via email. This will happen approximately by the end of Sunday night. The results may be sent out prior but that is only if there is enough time on the head scorers schedule for processing the results.

When the head scorer sends out the weeks results that will include both a result file for Team manager as well as a PDF copy of each meet. Please make sure to review the PDF results for errors prior to importing results.

Results will be available on the website sometime Monday. See Link below.

<https://www.gomotionapp.com/team/recnvsnhssd/page/north-results/2025>

Meet Entry Rules

Dual Meets

- 5 entries per team for all individual events except 50 Free and 100 Free. 50/100 have no limit.
 - 3 Relay Teams for 200 Medley and 200 Free Relays
 - 2 Relay Teams for 400 Free Relay
 - Swimmers are limited to 2 individual and 2 relays or 1 individual and 3 relays.

Aqua 5

- Each swimmer may enter all 5 events. For the high point awards the swimmer must successfully swim all 5 events. There are no relays

Regionals Championships

- Limited to 4 per team for all individual events (swimmers need to meet or exceed the regions qualifying times in a high school meet that year)
 - Swimmers cannot use times from USA swimming or from a previous high school season to qualify for regionals.
- 2. Limited to 1 relay team in each relay.
- 3. Swimmers are limited to 2 individual and 2 relays or 1 individual and 3 relays.
 - These options are decided at the time of entry, not when final scratches are due.

Nevada State Championships

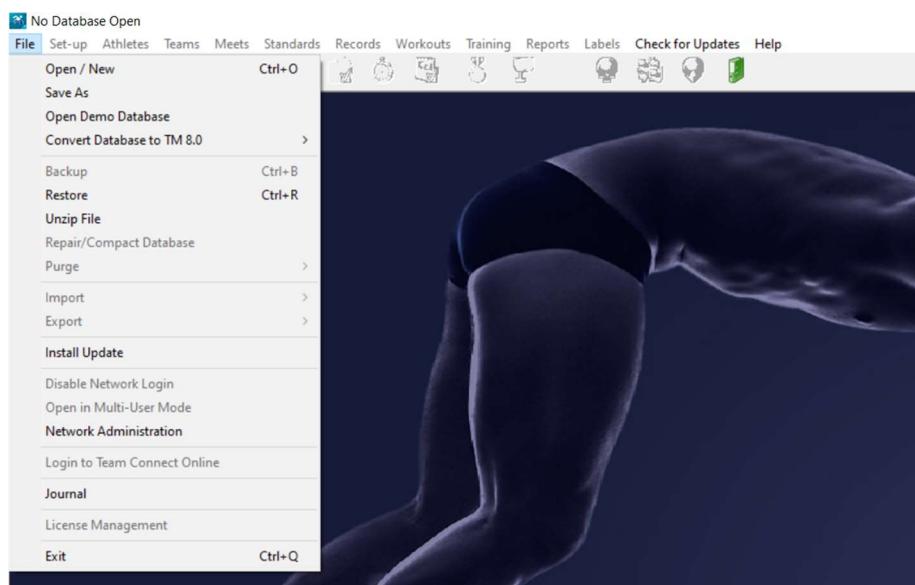
- Top Finishers from the Regionals Championships qualify for the State Meet.

How to Use Team Manager

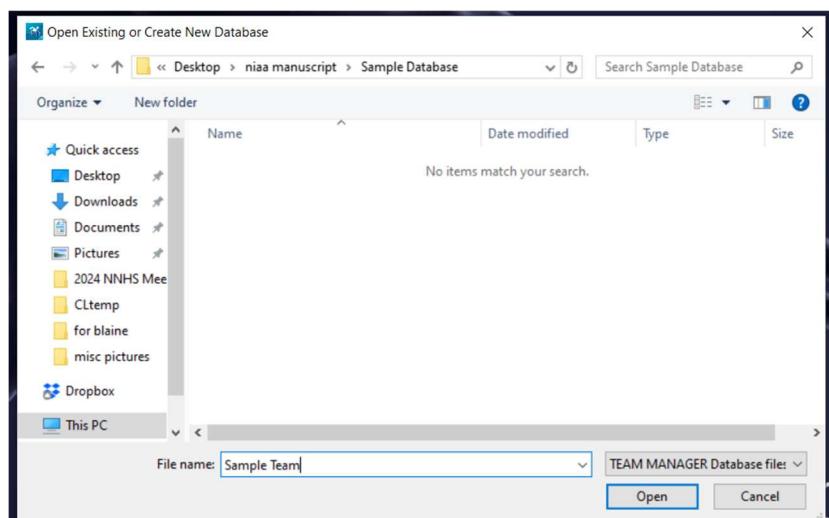
Team Manager is a software provided by Hy-Tek. Hy-Tek is the preeminent software provider for running swim meets and for teams managing swim rosters. There are tons of additional resources provided by Hy-Tek on how to use Team Manager through their built in help function and on their website. If there is a question I have on using their softwares I often have good luck googling the problem I am having while listing “Hy-Tek Team Manager”. This “How To” handbook is intended to be a more concise help function built for how we use Team Manager and is not intended to be a complete documentation of everything that Team Manager can do.

Create/Duplicate Roster Database

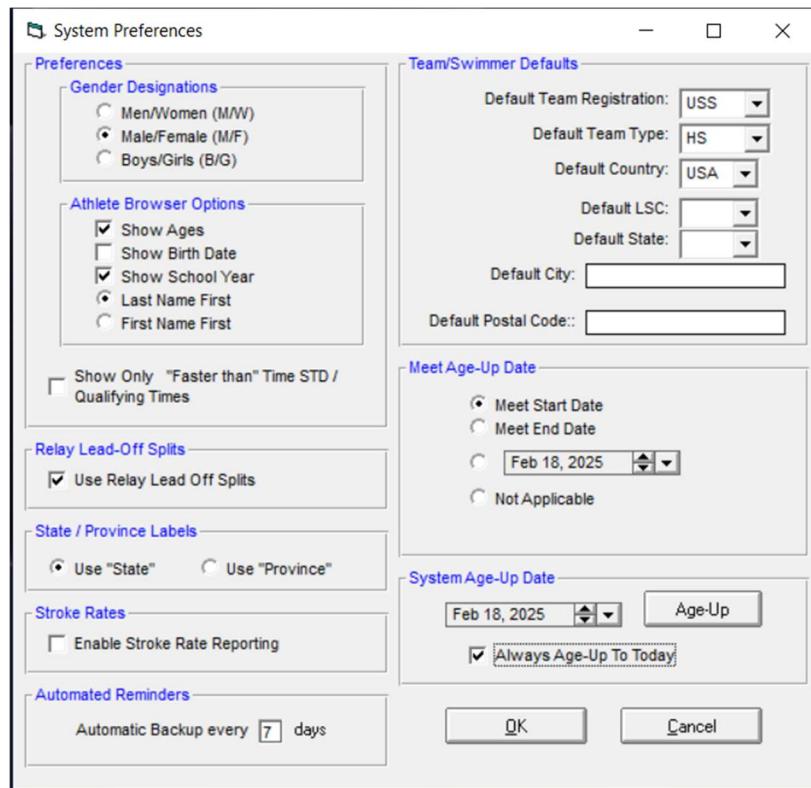
1. File > Open/New



2. Save in the location of your choosing. If you are starting from scratch (top bar reads “No Database Open”) you will be creating a new database. If you have a different database open (i.e. last years database) The new database will keep the last database’s information.

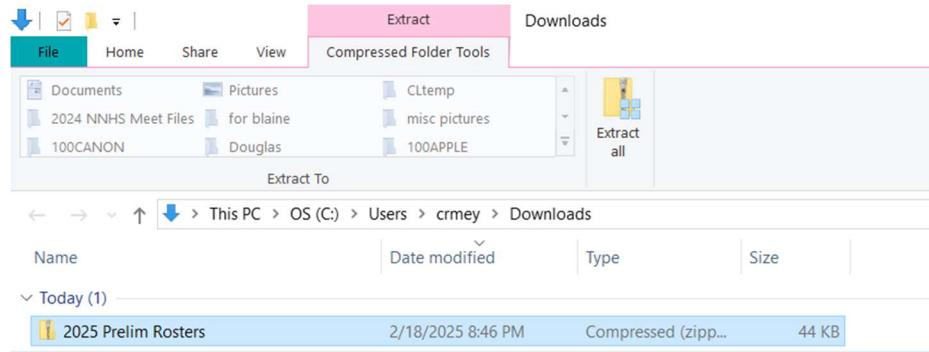


3. Set up System Preferences. See selections below

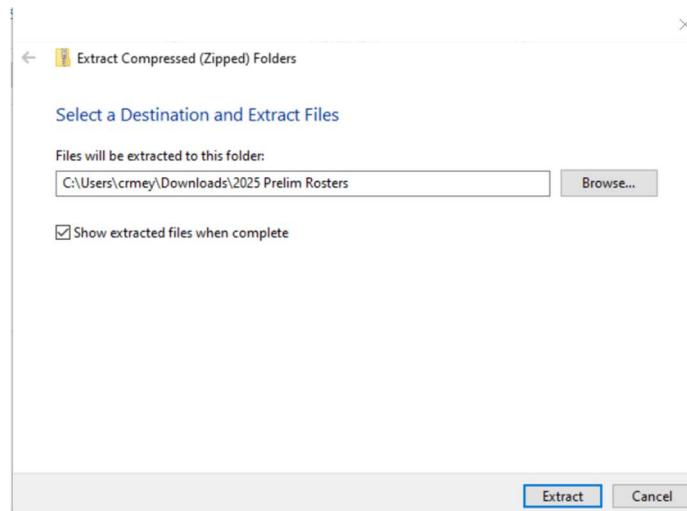


Import Roster

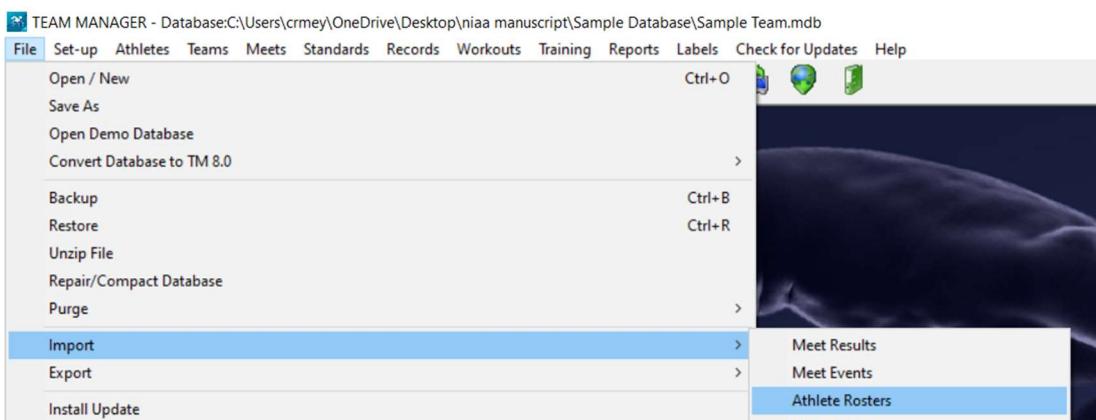
1. Download Roster Database .zip file (provided by the head scorer at the beginning of the year) and navigate to that download location



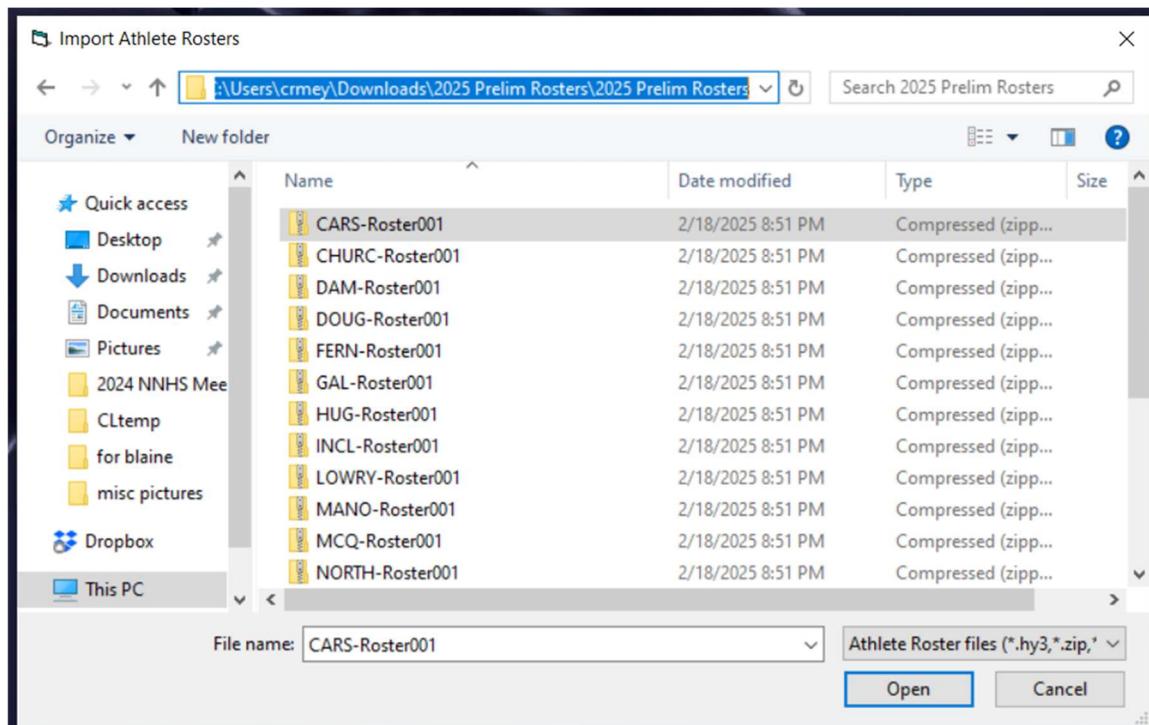
2. Click “Extract All” in the Compressed Folder Tools > Click “Extract”.



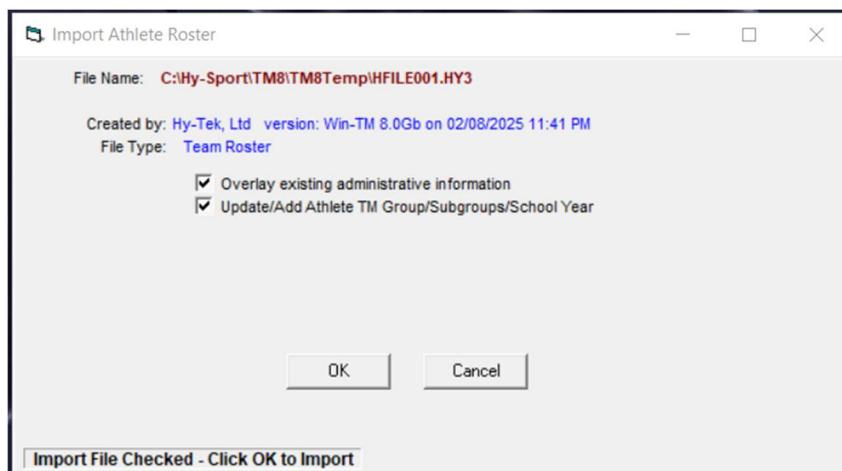
3. Take Note of where this file is saved.
4. In Team Manager go to File > Import > Athlete Rosters



5. Navigate to where the Extracted Folder is and select your team to import and Click Open



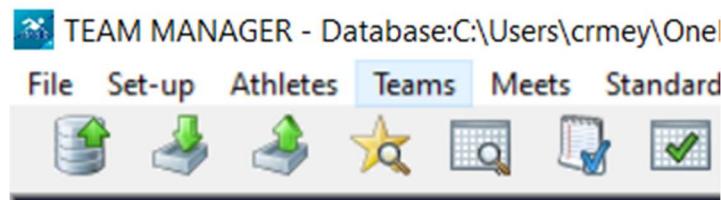
6. Click “OK” Through this page. Make sure “Update/Add Athlete TM Group/Subgroups/School Year” is selected. This keeps the standard format for school years that we prefer.



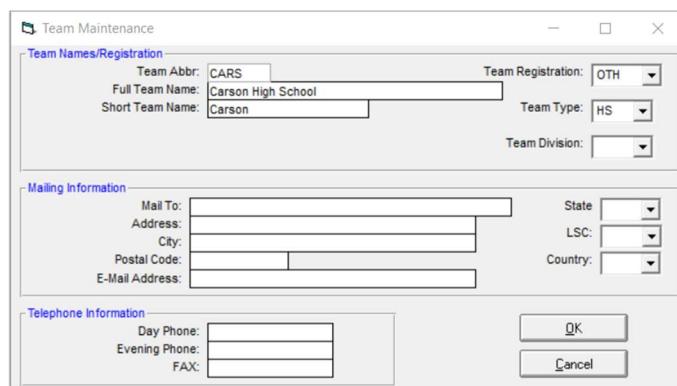
7. Click “OK”, then “Close” and you have that team imported.

Create/Edit Team

1. Open the “Teams” Tab



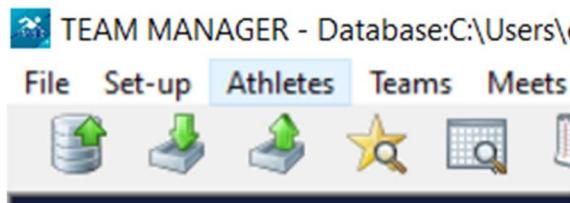
2. If you are wanting to add a team you are able to under “add”. The best way to do this in a blank database is to import a roster as provided. This way the naming convention and other information matches previous versions.
3. To edit the information on an existing team by selecting the team, then “edit”



4. If you are wanting to add additional information that is your choice, but the above selections are all that are necessary. If you don't know the information that is needed in that screen please contact the head scorer.

Create/Edit Athletes

1. To Add or Edit Athletes from the home screen click “Athletes”



2. If you are intending to Add an Athlete click "Add". If you are intending to edit an existing athlete select the athlete you wish to adjust and click "edit". These options bring you to a similar page, but if you are adding athletes every time you hit "OK" it will open a new blank athlete for you to keep adding.

The screenshot shows the 'Athlete Information' window with the following details:

- Basic Information:**
 - Last Name: Sample
 - Preferred Name:
 - Build ID:
 - ID #:
 - Gender (M/F): M
 - First Name: Sample
 - Birthdate: MM/DD/YY
 - Middle:
 - Age:
 - Athlete Cell:
 - Athlete E-Mail:
 - Mark as anonymous
- Primary Contact:**
 - Father's Last: Sample
 - Mother's Last: Sample
 - Mailing Address:
 - City:
 - State:
 - Postal Code:
 - Country: USA
 - Swap Mother/Father Names, Tele, E-mail
 - Fill in 'Mail To' if different from first names and last name
 - Mail to:
 - Use Primary for Mailing
 - Use Secondary for Mailing
 - Use Both
- Primary Mailing Information:**
 - Home Phone: FAX:
 - Office Phone: Cell:
 - E-Mail:
 - Mother
 - Office Phone: Cell:
 - E-Mail:
- Team Membership:**
 - Member of:
 - Team 1: CARS Joined: MM/DD/YY
 - Team 2:
 - Team 3:
 - Group:
 - Subgroup:
 - WM Group:
 - WM Subgr:
 - School Yr: FR
- Other Options:**
 - Foreign
 - Inactive
 - Dive Certified
- Buttons:**
 - Registration
 - OK
 - Recruiting
 - Cancel

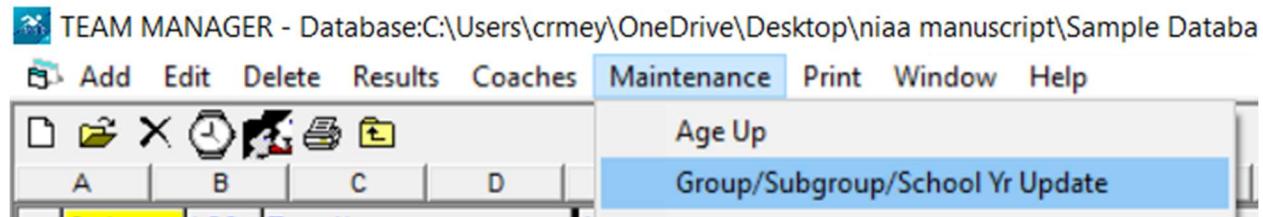
3. Below are a list of items you need to ensure are filled in

- Last Name
- First Name
- Gender (M/F)
- Team 1
- School Yr

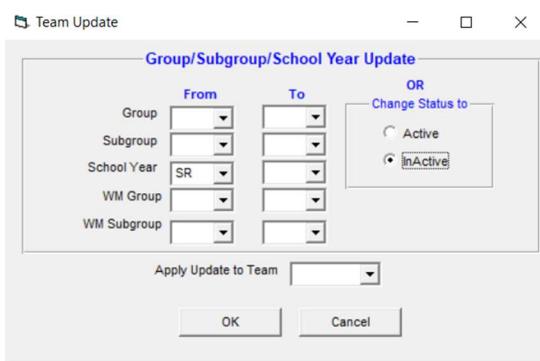
4. Click OK to Save changes or to add athlete.

Age-Up Athlete School Year

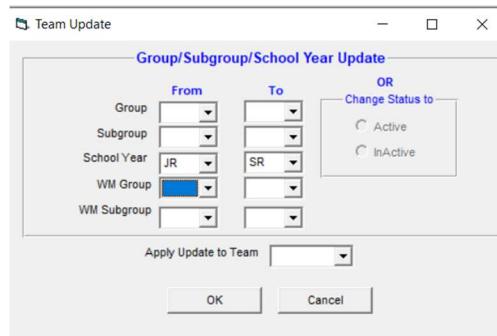
1. In Team Tab go to Maintenance > School Yr Update



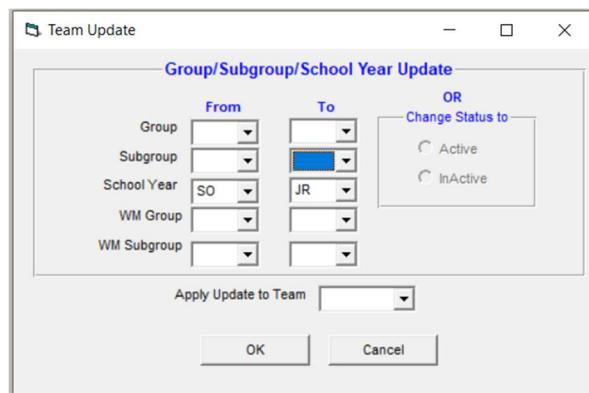
2. Start by Upgrading Seniors to InActive with settings below. And Click "OK".



3. Next Make Juniors > Seniors



4. Make Sophomores > Juniors



5. Make Freshman > Sophomores

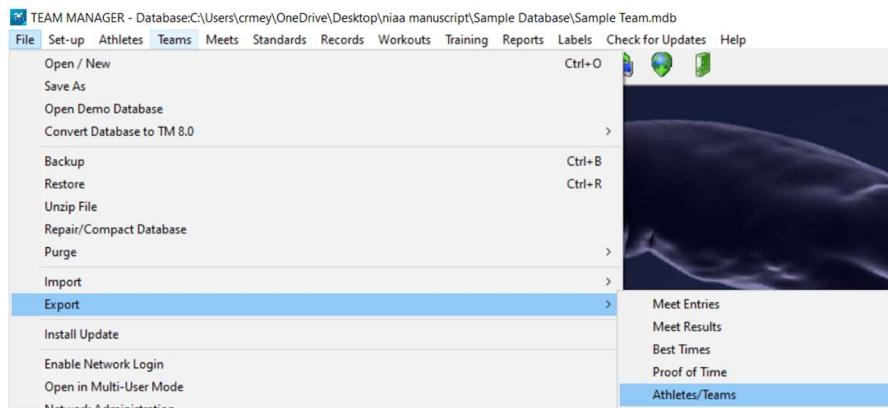


Export Roster

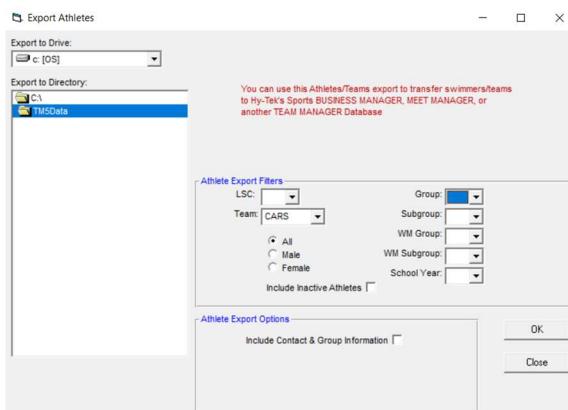
You will need to export these two file formats for the Head Scorer at the beginning and at the end of each year.

Team Manager File

1. File > Export > Athletes/Teams

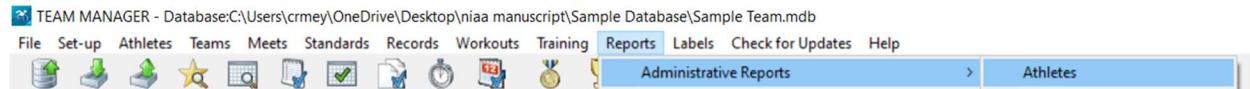


2. Select team and navigate to where you would like to save the file in the directory to the left. Click "OK".



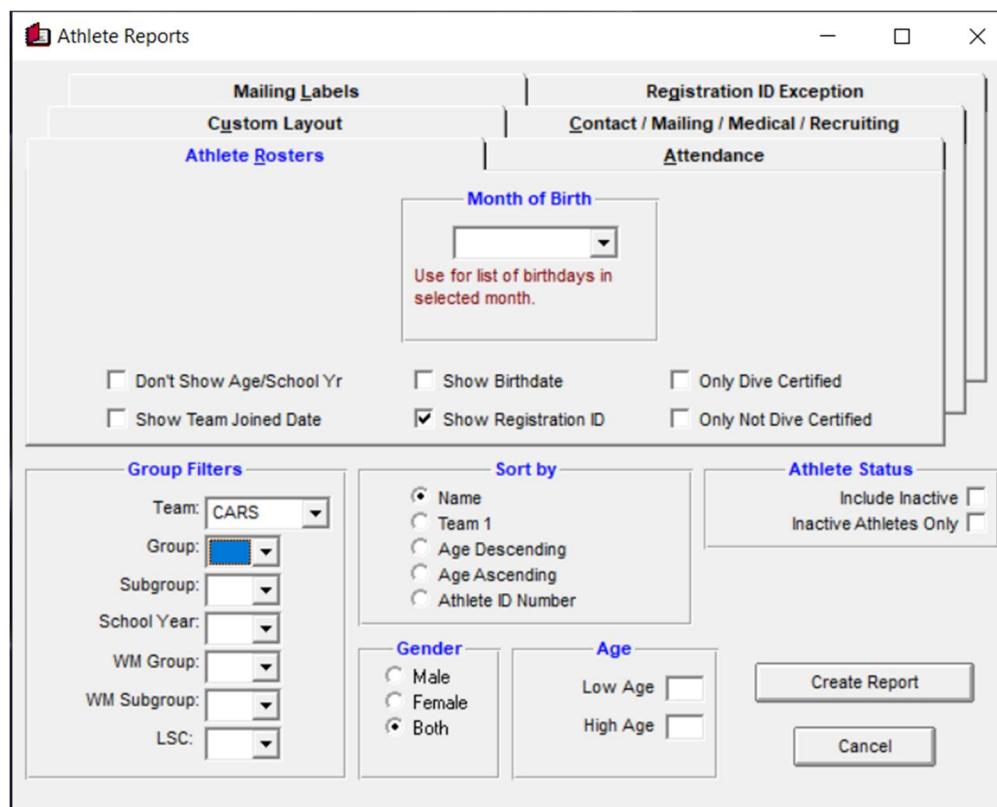
PDF File

1. Navigate to Reports > Administrative Reports > Athletes



2. Select options from below to make sure from list below and then click "Create Report"

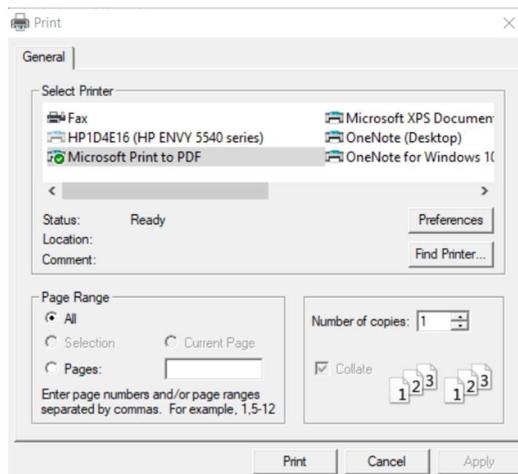
- Only Registration ID is selected from the checkbox
- Your team is selected
- Sort by Name
- Both Genders
- Neither option is selected from Athlete Status



3. Click the "Print" icon which is the Second icon on the top left.



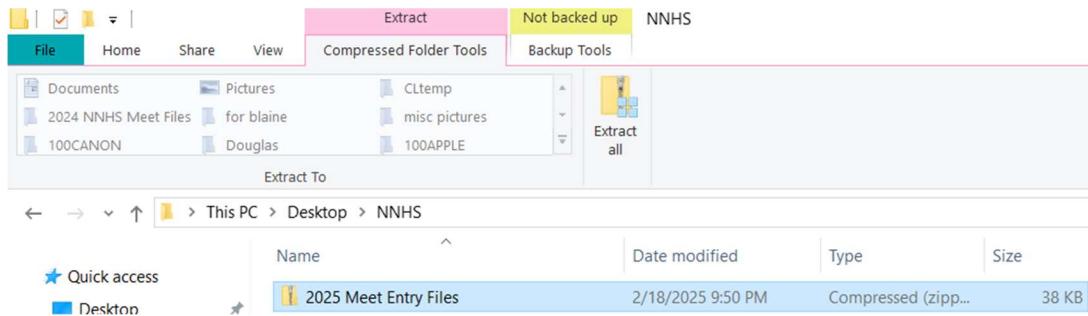
4. Select your favorite option to print to PDF and hit “Print”



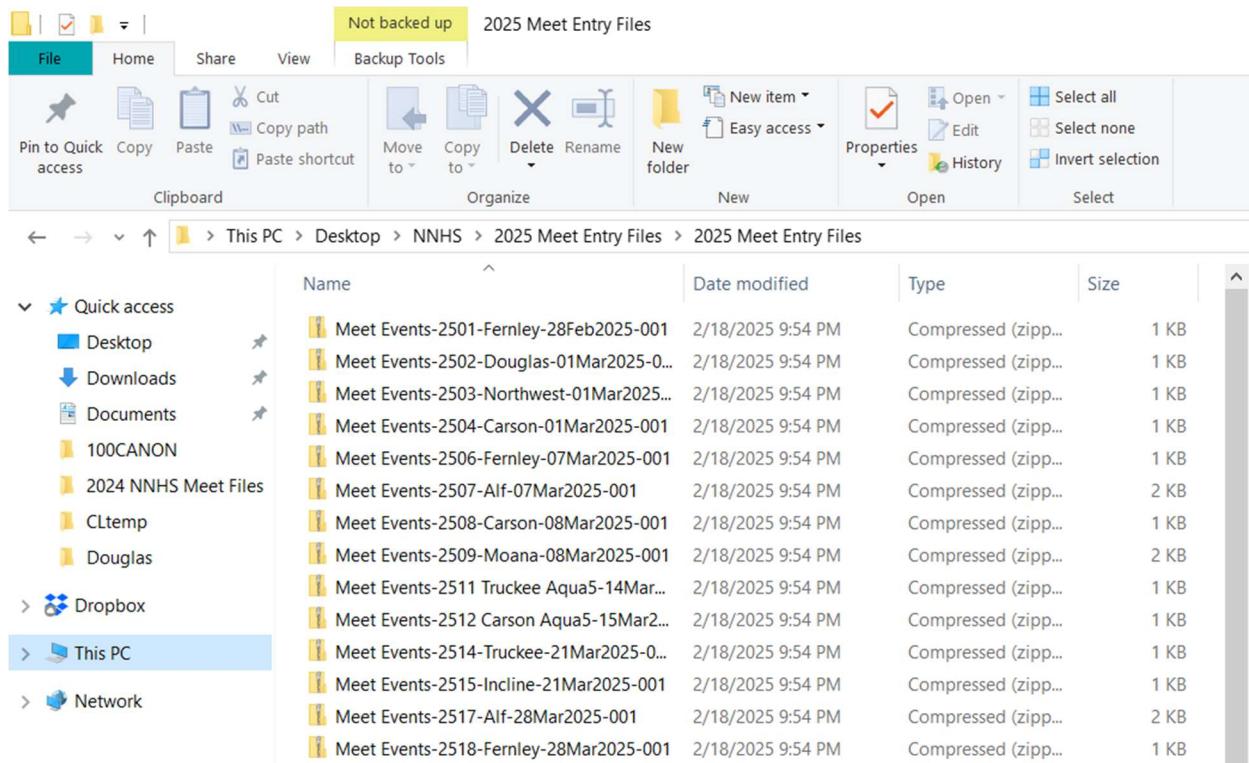
5. Navigate to where you would like to save the file and Click “Save”.

Import Meets

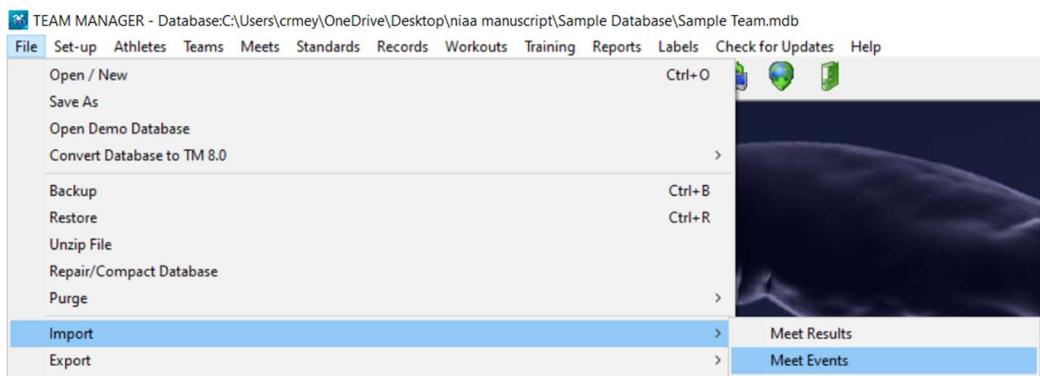
1. Download Roster Database .zip file (provided by the head scorer at the beginning of the year) and navigate to that download location



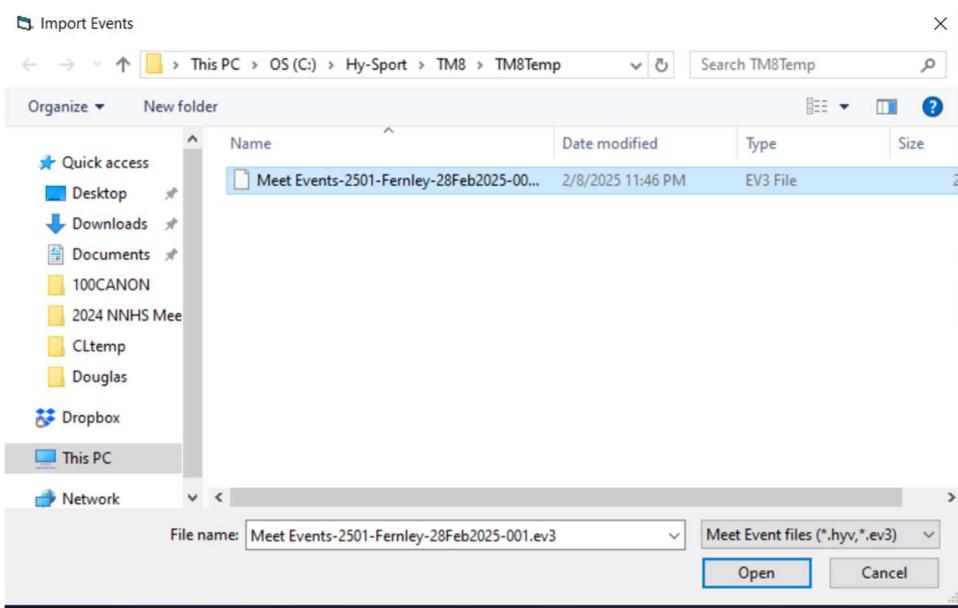
2. Click “Extract All” in the Compressed Folder Tools > Click “Extract”.



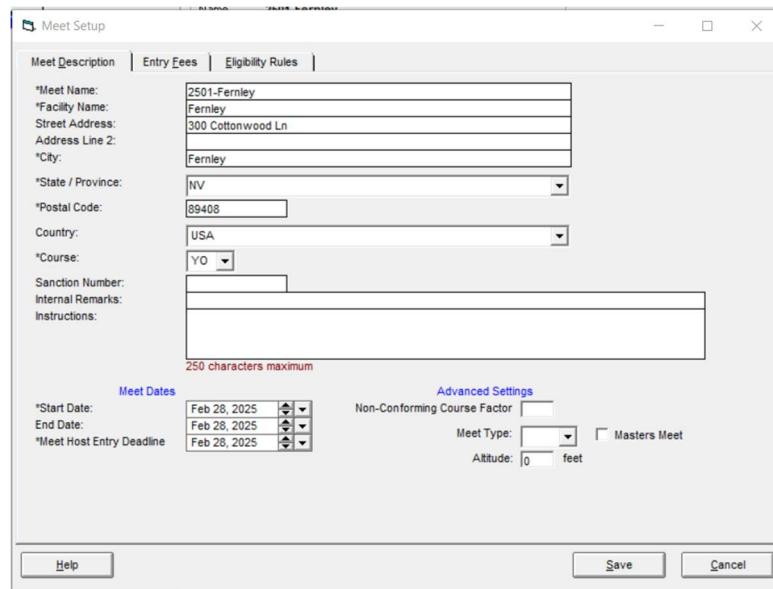
3. Take Note of where this file is saved.
4. See Schedule provided by Head Scorer and take note of all Meet Numbers that you will compete in (i.e. 2501)
5. In Team Manager go to File > Import > Athlete Rosters



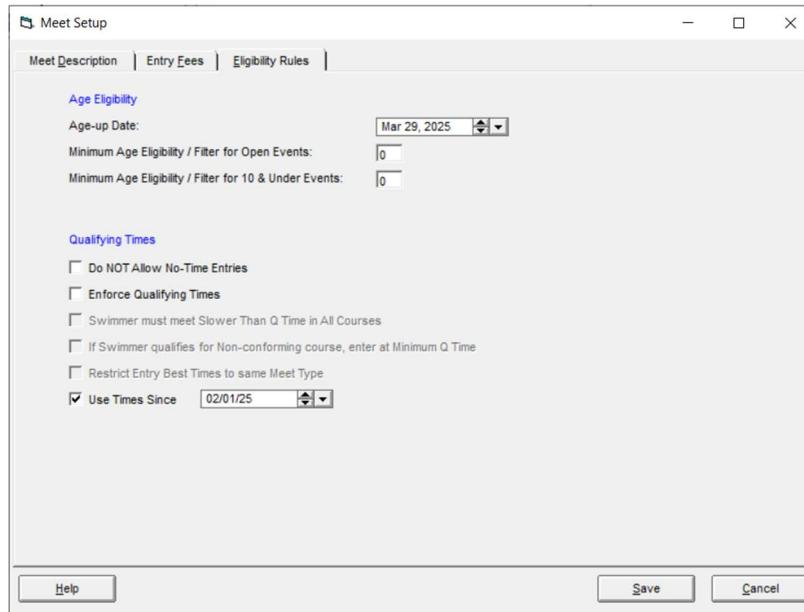
6. Navigate to where the Extracted Folder is and select your meet to import and Click Open. You will only be able to import one meet at a time. It will direct you to unzip each file then open the .EV3 File that it provides and hit “OK”.



7. Select Save on the Meet Setup dialog box that opens until it takes you to the Meet Browser.



8. **For Regionals Only:** You will need to select the “Use Times Since” box as entry times for Regionals are required to be earned in the given year during high school meets. This is found on the Meet Setup dialog > Eligibility Rules Tab. Use an entry date of 2/1 of the given year. If you have already saved the meet you can double click on the meet to find this dialog box.



Enter Meet

To navigate to the meet browser click “Meets” in at top of the home screen.

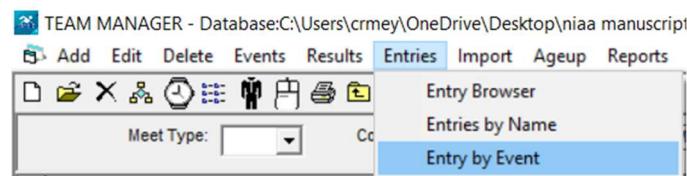


Meets are organized by default as Start Date with the latest date meet at top. Make sure you have the meet you are intending to enter highlighted.

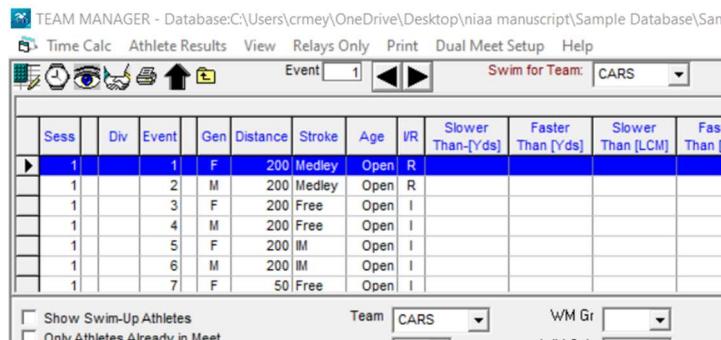
There are two primary ways to organize your entries: By Event Number or By Athlete. Of note: you can only enter relays by event number, which makes it easier to do all your entries in; but if you prefer seeing your entries by athlete there is that option.

Entry by Event Number

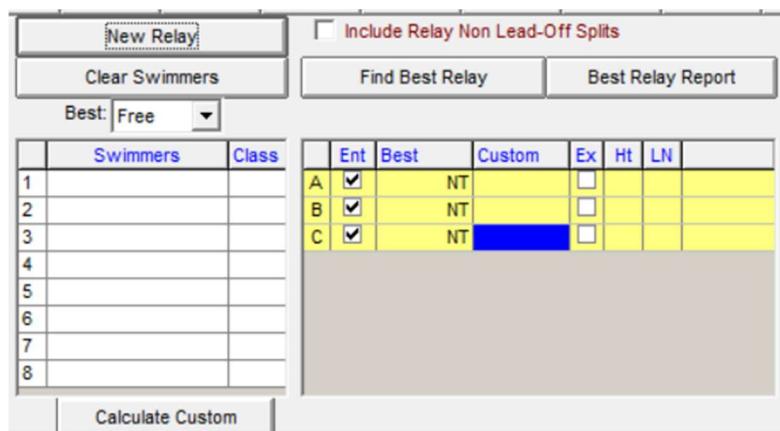
1. In Meet tab > Entries > Entries by Event.



2. Make sure you select in two locations which team you are making entries for.



3. To enter Relays first add the number of relays you are intending to enter for the meet. You can Adjust an entry time by clicking under the “Custom” column then typing in an entry time.



4. To enter Athletes you can select the relay you want an athlete in, then double click your athletes in the order they will swim. You can also adjust order of swim after they are entered by dragging and dropping them into the desired order.

Event: [1] Open Female 200 Medley Relay														
Last Name	First Name	MI	Entrd	4Bst	Team	Best Time	Bonus	IE	RE	CE	Gen	Age	Yr	Achieved
Aquino	Julia		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT			1	1	F	JR		
Brandenburg	Sam		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	15	SO	
Campbell-Richards	Betsy		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	JR		
Christy	Chloe		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT			1	1	F	JR		
Clark	Chloe	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	16	JR	
Dao	Elizabeth		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT			1	1	F	JR		
Dooley	Gloria	R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	16	JR	
Kiel	BeBe	W	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	18	SR	
Meyer	Addie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT			1	1	F	SO		
Meyer	Addison	G	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	16	SO	
Nerska	Alexandra		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	18	SR	
Romeo	Eleanor		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	17	SR	
Roque-Ortega	Maliyah		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	JR		
Russell	Larkin	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	16	JR	
Salas	Ariel	Y	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	18	SR	
Service	Lorrell		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	18	SR	
Shine	Leah		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	17	SR	
Sosa	Christina		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	17	JR	
Wacker	Mabel		<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARS	NT					F	JR		

New Relay

Include Relay Non Lead-Off Splits

Clear Swimmers

Best: Free

Swimmers Class

1	AQUINO, JULIA	JR
2	DAO, ELIZABETH	JR
3	CHRISTY, CHLOE	JR
4	MAYER, ADDIE	SO
5		
6		
7		
8		

Calculate Custom

Find Best Relay

Best Relay Report

5. To enter athletes into an individual event you need to select on the event, then click the “Entrd” box for any athlete that you want entered. The number of entries that athlete is entered in will update in the IE, RE, and CE columns and it will give you an error message if an athlete is entered in too many events. You can enter in a custom entry time in the “Custom” column here.

TEAM MANAGER - Database:C:\Users\crmey\OneDrive\Desktop\niaa manuscript\Sample Database\Sample Team.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 3 | Swim for Team: CARS | Session: | Meet Division: | 29-Mar-25 2

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
		1	F	200	Medley	Open	R						
		1	M	200	Medley	Open	R						
►	1	3	F	200	Free	Open	I						
		1	M	200	Free	Open	I						
		1	F	200	IM	Open	I						
		1	M	200	IM	Open	I						
		7	F	50	Free	Open	I						

Show Swim-Up Athletes

Only Athletes Already in Meet

Only Pre-Entered Athletes

Only Pre-Entered with No Entries

Team:

Yr:

Group:

Subgroup:

WM Gr:

WM Sub:

Standards:

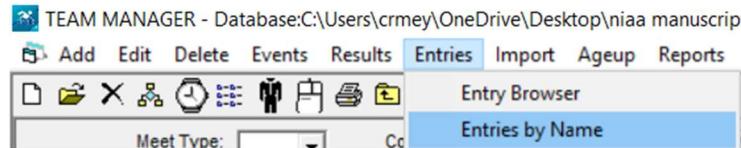
A B C D E F G H I J K L M

Event: [3] Open F

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	IE	RE	CE	Gen	Age	Yr		
Aquino	Julia		<input type="checkbox"/>	CARS	NT							1	1	F	JR				
Brandenburg	Sam		<input type="checkbox"/>	CARS	NT										F	15	SO		
Campbell-Richards	Betsy		<input type="checkbox"/>	CARS	NT										F	JR			
Christy	Chloe		<input checked="" type="checkbox"/>	CARS	NT	2:00.00Y						1	1	2	F	JR			
Clark	Chloe	E	<input type="checkbox"/>	CARS	NT										F	16	JR		
Dao	Elizabeth		<input type="checkbox"/>	CARS	NT										1	1	F	JR	
Dooley	Gloria	R	<input type="checkbox"/>	CARS	NT										F	16	JR		
Kiel	BeBe	W	<input type="checkbox"/>	CARS	NT										F	18	SR		
Meyer	Addie		<input type="checkbox"/>	CARS	NT										1	1	F	SO	
Meyer	Addison	G	<input checked="" type="checkbox"/>	CARS	NT	2:30.00Y						1		1	F	16	SO		
Nerska	Alexandra		<input type="checkbox"/>	CARS	NT										F	18	SR		
Romeo	Eleanor		<input type="checkbox"/>	CARS	NT										F	17	SR		
Roque-Ortega	Maliyah		<input type="checkbox"/>	CARS	NT										F	JR			
Russell	Larkin	L	<input checked="" type="checkbox"/>	CARS	NT	1:57.11Y						1		1	F	16	JR		

Entry by Athlete

1. In Meet tab > Entries > Entries by Name.



2. Make sure you select in two locations which team you are making entries for.

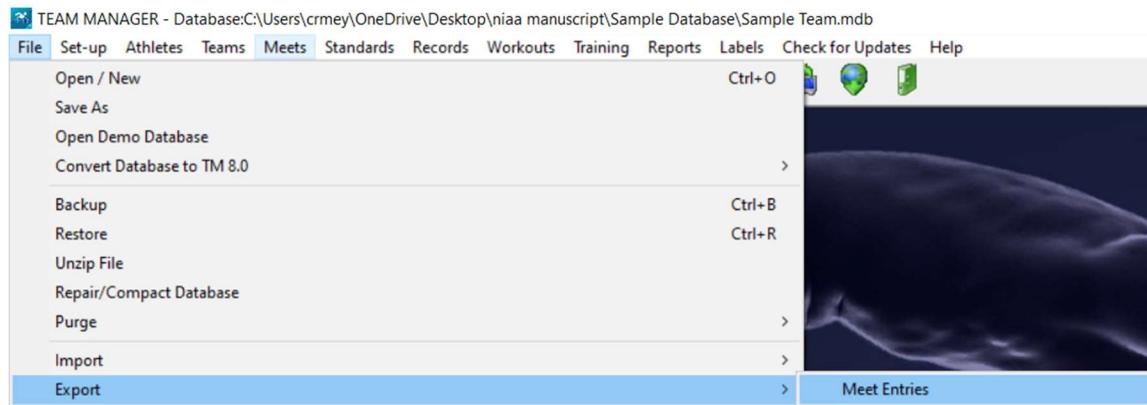


3. To enter athletes into an individual event you need to select on the athlete, then click the "Entrd" box for any event that you want that swimmer to be entered in. You can enter in a custom entry time in the "Custom" column here. If you Select the box for "Show Relay Entries" you can see if an athlete is entered in a relay, but you wont be able to enter athletes in relays from this page.

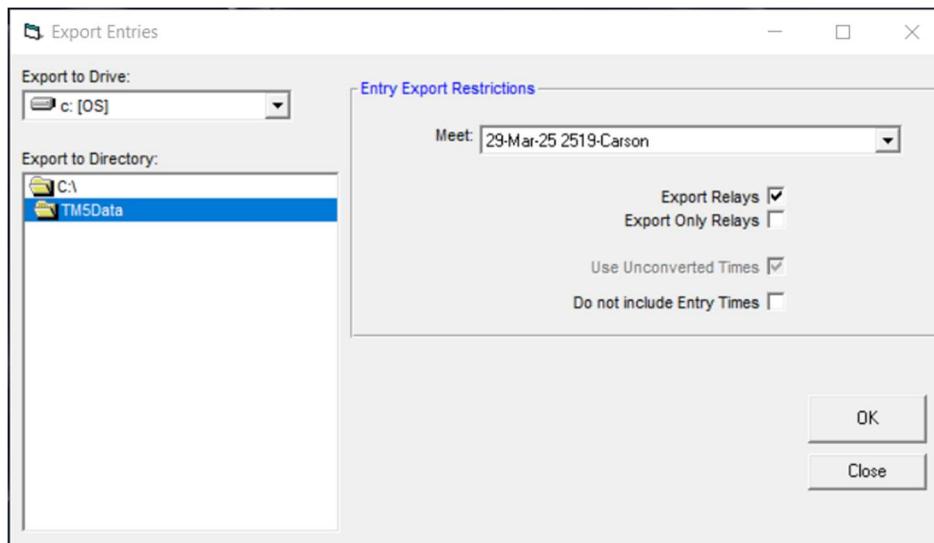
Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Sl
1	1	F	200	IM	Open	✓	Relay Entry	A Relay									
1	3	F	200	Free	Open	✓	NT	2:00.00Y									
1	5	F	200	IM	Open			NT									
1	7	F	50	Free	Open			NT									
1	9	F	1 Meter	6 Dives	Open			NT									
1	11	F	100	Fly	Open			NT									
1	13	F	100	Free	Open			NT									
1	15	F	500	Free	Open			NT									
1	17	F	200	Free	Open			Relay Entry									
1	19	F	100	Back	Open			NT									
1	21	F	100	Breast	Open			NT									
1	23	F	400	Free	Open			Relay Entry									

Export Meet Entries

1. To export your meet entries go to File > Export > Meet Entries

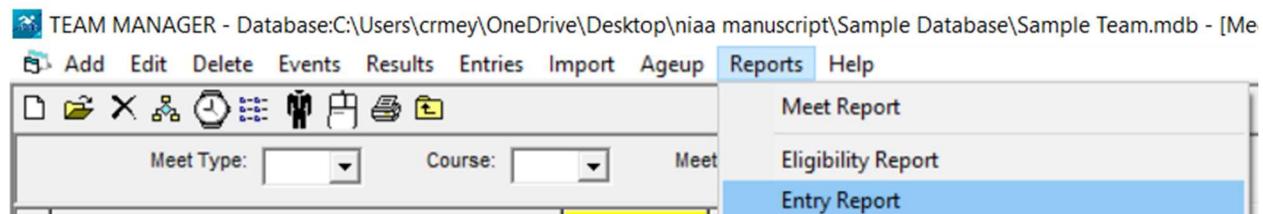


2. In the dialog box that opens you can select which meet you are exporting entries to and where you would like to export them to in the directory. Make sure the "Export Relays" box is selected.

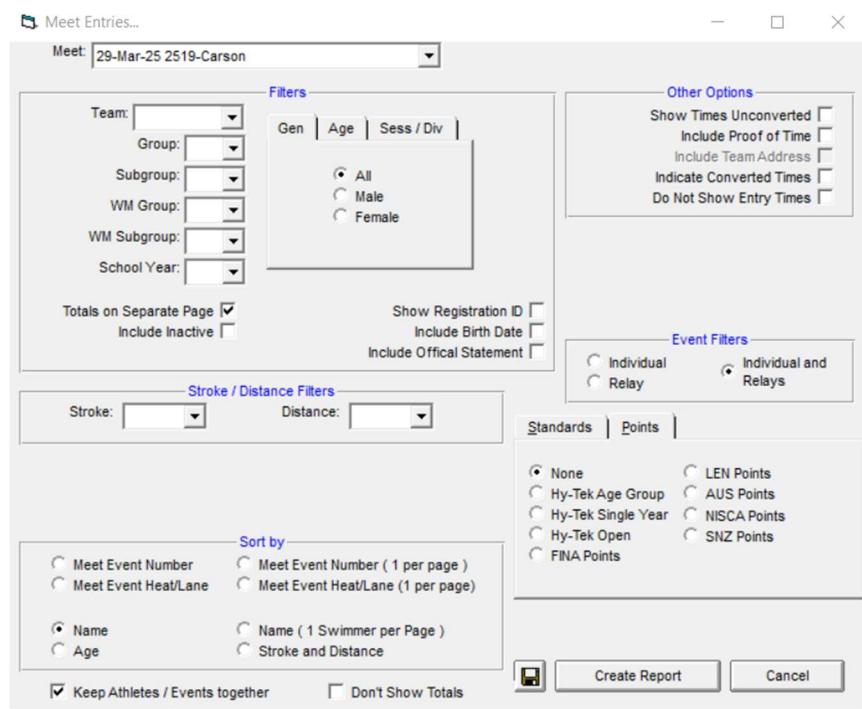


PDF Version of Meet Entries

1. In the Meets tab go to Reports > Entry Report



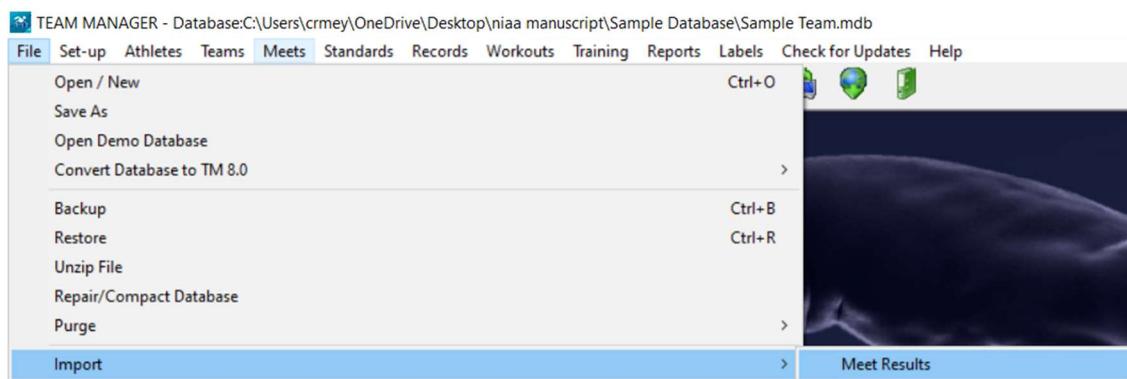
2. In this dialog box you can select which meet you want the report for. Sort by Name. Filter by “individual and Relays”.



3. Print this report to PDF and save where you would like.
 4. Send this report in with your entries to your meet scorer each week.

Import Meet Results

1. You will need to import results of your meet each week to make sure entries are available for Regionals. To import results go to File > Import > Meet Results.



2. Follow the directions on the dialog boxes and Click “OK”