

Hy-Tek Team Manager 'How To' From Beginning to End

[The following is based on version 8.0Gb using a Windows computer]

[Blue links below contain tutorial videos for related topics]

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Creating your database: From the Hy-Tek home screen:

On the top left of the screen click ‘File’ then choose ‘Open/New’ and then name your database following this example:

DSTP-Desert Pines HS.

This is your school code assigned by CCSD and your school name. Save it to a location you can find in the future.

Click ‘Open’ and your database will be created. You will be prompted to sign in to your database. No information or adjustments are needed. Just click on ‘OK’.

Logged-In	User Name	Password	Restrictions
<input type="checkbox"/>	<input checked="" type="radio"/> Admin		None
<input type="checkbox"/>	<input type="radio"/> Coach 1		Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 2		Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 3		Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 4		Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 5		Network Administration
<input type="checkbox"/>	<input type="radio"/> Report 1		Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 2		Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 3		Reports and Labels Only

Open Database Method

Single User
 Multi User
 Do Not Open Database

OK

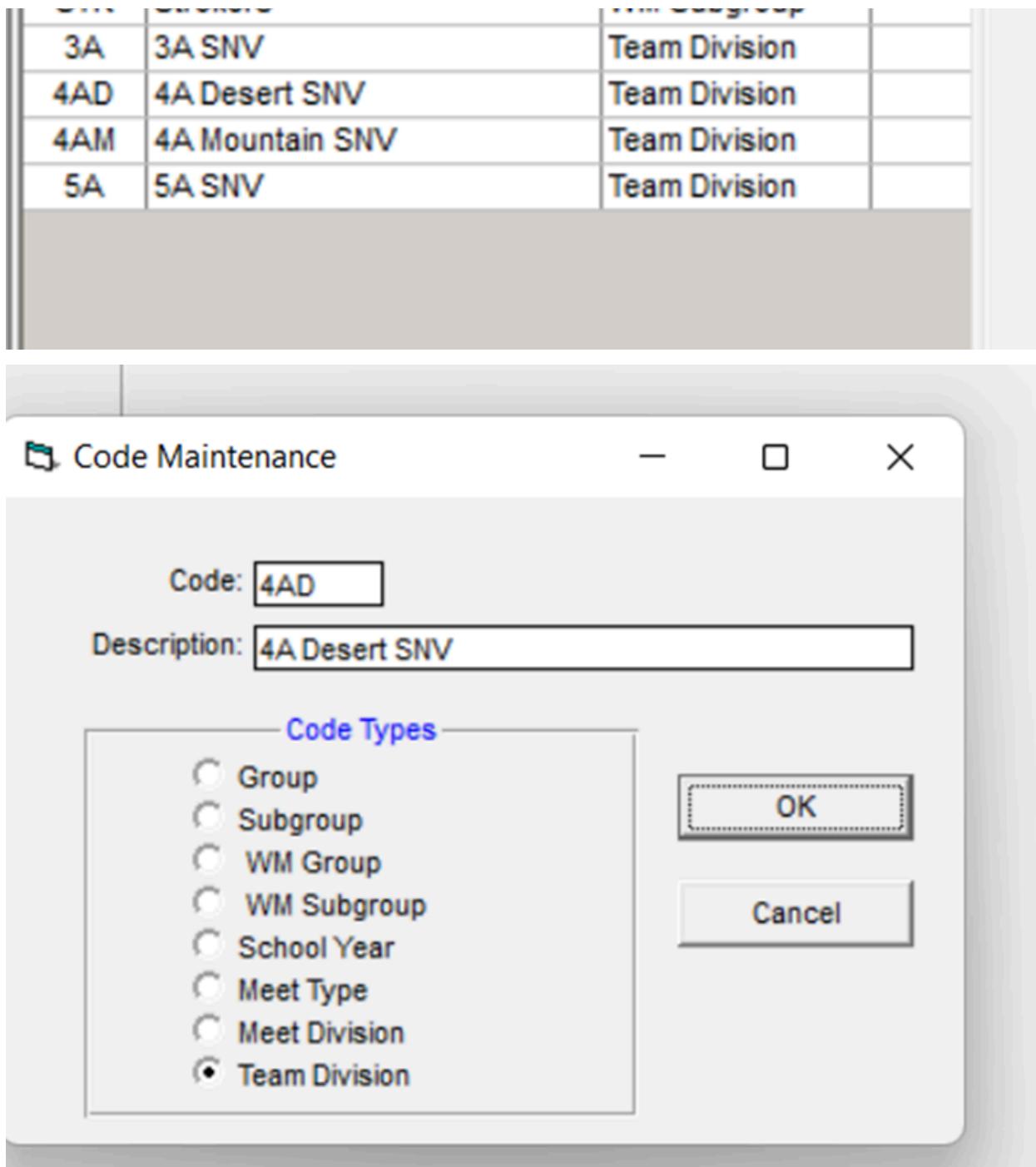
1. You will then be taken to your system preferences menu or you can navigate to it by clicking **Setup, Preferences, System Preferences**. Fill in your information to make it look like this **[System age-up date should be set to the start of the season]**:
2. Make sure all of your preferences match the example.
3. Click ‘OK’.

System Preferences

Preferences		Team/Swimmer Defaults	
Gender Designations		Default Team Registration: <input type="button" value="USS"/>	
<input type="radio"/> Men/Women (M/W) <input type="radio"/> Male/Female (M/F) <input checked="" type="radio"/> Boys/Girls (B/G)		Default Team Type: <input type="button" value="HS"/>	
Athlete Browser Options		Default Country: <input type="button" value="USA"/>	
<input checked="" type="checkbox"/> Show Ages <input checked="" type="checkbox"/> Show Birth Date <input checked="" type="checkbox"/> Show School Year <input checked="" type="radio"/> Last Name First <input type="radio"/> First Name First		Default LSC: <input type="button" value="CA"/>	
<input type="checkbox"/> Show Only "Faster than" Time STD / Qualifying Times		Default State: <input type="button" value="NV"/>	
Relay Lead-Off Splits		Default City: <input type="text"/>	
<input checked="" type="checkbox"/> Use Relay Lead Off Splits		Default Postal Code: <input type="text"/>	
State / Province Labels		Meet Age-Up Date	
<input checked="" type="radio"/> Use "State" <input type="radio"/> Use "Province"		<input checked="" type="radio"/> Meet Start Date <input type="radio"/> Meet End Date <input type="radio"/> May 29, 2022 <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="radio"/> Not Applicable	
Stroke Rates		System Age-Up Date	
<input type="checkbox"/> Enable Stroke Rate Reporting		Feb 18, 2023 <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Age-Up"/> <input type="checkbox"/> Always Age-Up To Today	
Automated Reminders		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	
Automatic Backup every <input type="text" value="1"/> days			

Creating Regions: From the Hy-Tek Home Screen:

1. Click **Set-up, Groups/Subgroups/Codes**.
2. Check that you have our 4 Region codes listed. If not, **Add** them.



The image shows a screenshot of the Hy-Tek software interface. At the top, there is a table listing four region codes: 3A SNV, 4AD Desert SNV, 4AM Mountain SNV, and 5A SNV, all categorized as 'Team Division'. Below this, a 'Code Maintenance' dialog box is open. The dialog box contains fields for 'Code' (4AD) and 'Description' (4A Desert SNV). A 'Code Types' section is present with a list of options: Group, Subgroup, WM Group, WM Subgroup, School Year, Meet Type, Meet Division, and Team Division. The 'Team Division' option is selected. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

3A	3A SNV	Team Division
4AD	4A Desert SNV	Team Division
4AM	4A Mountain SNV	Team Division
5A	5A SNV	Team Division

Code Maintenance

Code: 4AD

Description: 4A Desert SNV

Code Types

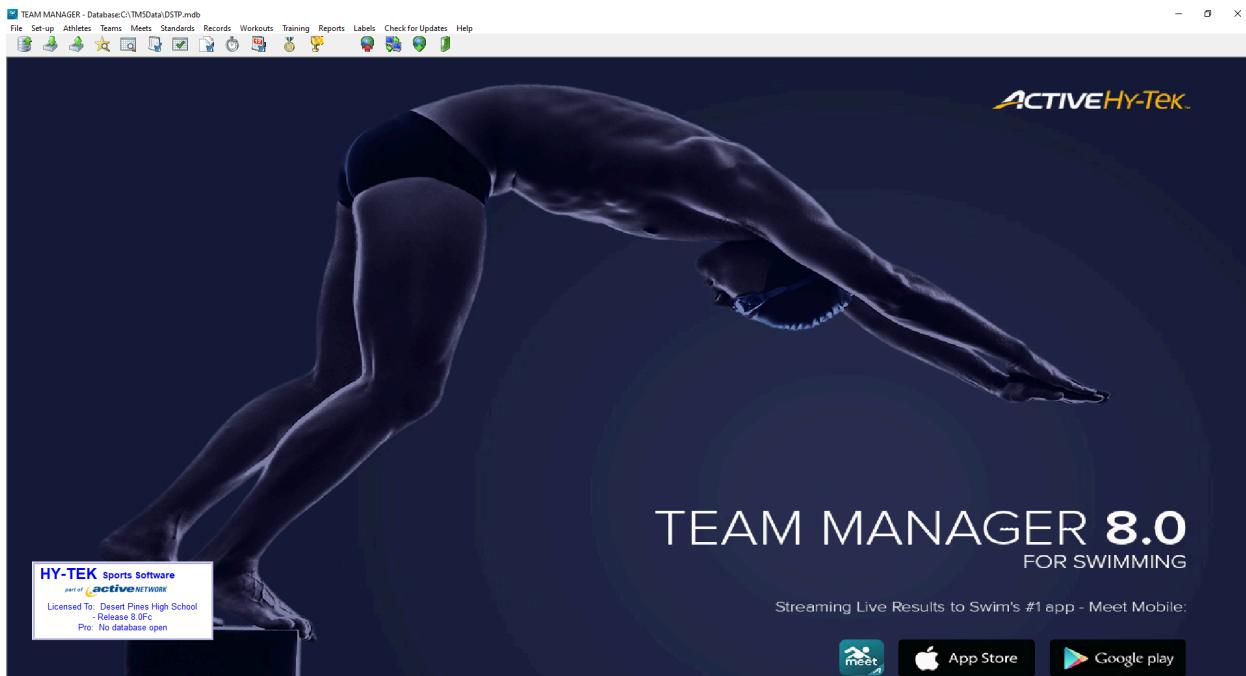
- Group
- Subgroup
- WM Group
- WM Subgroup
- School Year
- Meet Type
- Meet Division
- Team Division

OK

Cancel

Now you are ready to create your team!

Creating your Team: From the Hy-Tek home screen [shown below]:



- 1) On the top of the screen click ‘Teams’
- 2) On the top of the screen click ‘Add’
- 3) A screen will pop up where you will fill in your team information. Required fill-ins are your **Team Abbr** [this is assigned to your school and can be found on the next page] [ex: DSTP for Desert Pines HS], your **Full Team Name** [ex: Desert Pines HS], your **Short Team Name**, [ex: Desert Pines] Your **Team Registration** and your **Team Type** will already be filled in for you if you have been following this how-to, if not, make them match the picture below, and then you can fill in your other information for your school. Fill in your **Team Division** based on the NIAA list [see next page for the breakdown].
- 4) When you are done your info should look like the 1st example below.
- 5) This alignment cycle, all schools will have both their boys and girls teams in the same division. Ex: If your boys are 3A, so are the girls.

Team Maintenance

Team Names/Registration

Team Abbr:	DSTP	Team Registration:	USS
Full Team Name:	Desert Pines High School	Team Type:	HS
Short Team Name:	Desert Pines	Team Division:	3A

Mailing Information

Mail To:	Desert Pines High School C/O Swim Coach	State:	NV
Address:	3800 E Harris Ave	LSC:	CA
City:	Las Vegas	Country:	USA
Postal Code:	89110		
E-Mail Address:	CRUZMK@nv.ccsd.net		

Telephone Information

Day Phone:	702-799-2196 E. 4120	OK
Evening Phone:		
FAX:	702-799-3260	Cancel

Team Abbr	Team Name	Short Name
ADEL	Adelson HS	Adelson
AVHS	Arbor View HS	Arbor View
BASC	Basic HS	Basic
BISH	Bishop Gorman HS	Gorman
BNZA	Bonanza HS	Bonanza
BCHS	Boulder City HS	Boulder City
CANY	Canyon Springs HS	Canyon Springs
CENT	Centennial HS	Centennial
CHPL	Chaparral HS	Chaparral
CHYN	Cheyenne HS	Cheyenne
CMRN	Cimarron-Memorial HS	Cimarron
CLRK	Clark HS	Clark
CORL	Coral Academy HS	Coral
CNDO	Coronado HS	Coronado
DLSL	Del Sol HS	Del Sol
DSOS	Desert Oasis HS	Desert Oasis
DSTP	Desert Pines HS	Desert Pines
DLRR	Doral HS	Doral
DRGO	Durango HS	Durango
ELDO	Eldorado HS	Eldorado
FATH	Faith Lutheran HS	Faith
FTHL	Foothill HS	Foothill
GVHS	Green Valley HS	Green Valley
LSVG	Las Vegas HS	Las Vegas
LGCY	Legacy HS	Legacy
LBTY	Liberty HS	Liberty
MDWS	Meadows HS	Meadows
MOPA	Moapa Valley HS	Moapa
MJVE	Mojave HS	Mojave
PALV	Palo Verde HS	Palo Verde
RNCH	Rancho HS	Rancho
SHWR	Shadow Ridge HS	Shadow Ridge
SVTA	Sierra Vista HS	Sierra Vista
SLVD	Silverado HS	Silverado
SKPT	Sky Pointe HS	Sky Pointe
SLAM	SLAM HS	SLAM
	Sloan Canyon	Sloan Canyon
SECT	Southeast Career Tech Academy	Secta
SPGV	Spring Valley HS	Spring Valley
SRMT	Sunrise Mountain HS	Sunrise Mountain
VALY	Valley HS	Valley
VGVL	Virgin Valley HS	Virgin Valley
WSTN	Western HS	Western

NIAA Divisions

5A Both

Arbor View Aggies
Bishop Gorman Gaels
Centennial Bulldogs
Clark Chargers
Coronado Cougars
Desert Oasis Diamondbacks
Faith Lutheran Crusaders
Liberty Patriots
Palo Verde Panthers
Shadow Ridge Mustangs

4A Desert

Canyon Springs Pioneers
Cheyenne Desert Shields
Cimarron-Memorial Spartans
Doral Red Rock Dragons
Durango Trailblazers
Legacy Longhorns
Mojave Rattlers
Rancho Rams
Sierra Vista Mountain Lions
Spring Valley Grizzlies

4A Mountain

Basic Wolves
Bonanza Bengals
Chaparral Cowboys
Eldorado Sundevils
Foothill Falcons
Green Valley Gators
Las Vegas Wildcats
SECTA Roadrunners
Silverado Skyhawks
Valley Vikings

3A

Adelson Lions
Boulder City Eagles
Coral Las Vegas Falcons
Del Sol Dragons
Desert Pines Jaguars
Mater East Knights
Moapa Valley Pirates
SLAM Nevada Bulls
Sloan Canyon Pirates
Sunrise Mountain Miners
Virgin Valley Bulldogs
Western Warriors
White Pine Bobcats

Now click ‘OK’. A window will open to verify that your school has been added. Click ‘OK’ again.

At this point, you will be taken back to the blank team information page to input a new team. Create a second team for your boys team, same info as the girls team. When done, click ‘OK’. A window will open to verify that your school has been added. Click ‘OK’ again.

At this point, you will be taken back to the blank team information page to input a new team. You are done adding so click ‘Cancel’.

You will automatically be taken to the ‘Team’ tab and should see your team information listed here, as shown below.



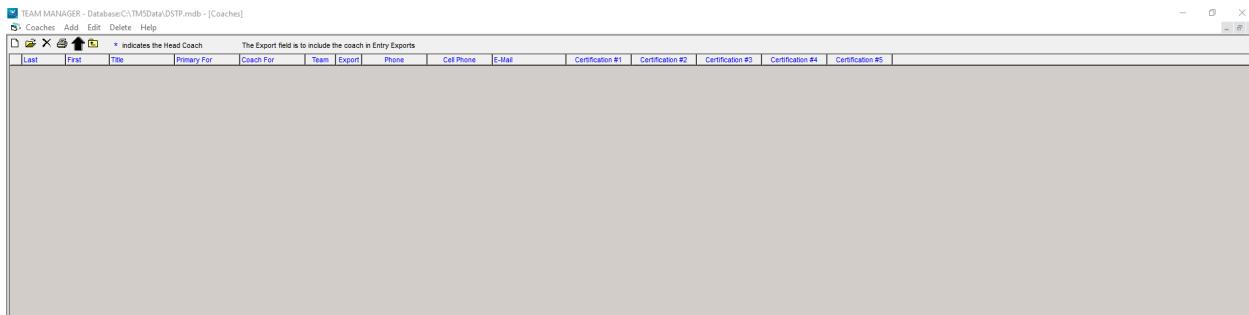
The screenshot shows a software application titled 'TEAM MANAGER - Database:C:\Hy-Sport\TM8\DEMO.MDB - [Team Browser]'. The window has a menu bar with 'Add', 'Edit', 'Delete', 'Results', 'Coaches', 'Maintenance', 'Print', 'Window', and 'Help'. Below the menu is a toolbar with icons for Add, Edit, Delete, and Maintenance. The main area is a grid table with columns labeled A through P. The columns are: Code, LSC, Team Name, Mail To, E-Mail, Day Phone, Evening Phone, FAX, Address, City, State, Postal Code, and Team Div. A single row is visible, representing the team 'Desert Pines High School' with the code 'DSTP'. The 'Team Name' cell contains 'Desert Pines High School', 'Mail To' contains 'Desert Pines High School C/O Swim Coa', 'E-Mail' contains 'CRUZMK@nv.ccsd.net', 'Day Phone' contains '9-2196 E. 4120', 'Evening Phone' contains '702-799-3260', 'Address' contains '3800 E Harris Ave', 'City' contains 'Las Vegas', 'State' contains 'NV', 'Postal Code' contains '89110', and 'Team Div' contains '3A'.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	C
Code	LSC	Team Name	Mail To	E-Mail	Day Phone	Evening Phone	FAX	Address	City	State	Postal Code	Team Div				
DSTP	CA	Desert Pines High School	Desert Pines High School C/O Swim Coa	CRUZMK@nv.ccsd.net	9-2196 E. 4120	702-799-3260	3800 E Harris Ave	Las Vegas	NV	89110	3A					

*If anything was accidentally put in wrong you can edit your team info by double clicking on your team name while under the ‘Team’ tab.

Inputting Coaching Information: Continued from the Team Tab

- 1) From where you are [‘Team’ tab], click on the ‘Coaches’ tab on the top of the screen. You will get a new window that looks like this:



- 2) Now click the ‘Add’ tab on the top of the screen and then fill in your information. Check the boxes respective to your coaching position. If you would like your name exported on meet entries and reports later be sure to click the ‘**export with entries**’ box, if not then leave it unchecked. *Note: only one coach’s information will be printed on the reports no matter if you check this box for multiple people.

When you are done it should look something like this:

The screenshot shows the 'Coach Maintenance' window with the following details:

- Coach Information:**
 - Last Name: Coach Last Name
 - First Name: Coach First Name
 - Title: Position
 - Phone: 555-5555
 - Cell Phone: 555-5555
 - E-Mail Address: coach@emailaddress.com
 - Team: DSTP
 - Export with Entries
- Primary Head Coach For:**
 - Not Primary Head Coach
 - Women and Men
 - Women Only
 - Men Only
- Coaches For:**
 - Women and Men
 - Women Only
 - Men Only
- Certifications:**

	Expires
#1	MM/DD/YY
#2	MM/DD/YY
#3	MM/DD/YY
#4	MM/DD/YY
#5	MM/DD/YY
- Buttons:**
 - OK
 - Cancel

You can even include your certifications if you are so inclined, but that is not required.

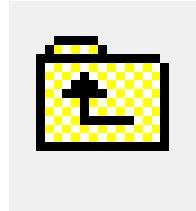
- 3) Click the 'OK' button when you are done and repeat this for as many coaches as you have.
- 4) Once finished inputting information click the 'Cancel' button to finish.

*If anything was accidentally put in wrong you can edit your coaches' info by double clicking on the coach's name while under the 'Coaches' tab.

Congratulations on getting your team set-up.

Now let's move on to adding swimmers!

Before we start you need to return to the **home screen** of your Hy-Tek software. To do this click the icon [picture] of the '**yellow folder with arrow**' two times, this brings you back to the Hy-Tek home screen.



Entering in your Athletes: From the Hy-Tek home screen:

- 1) Click on the '**Athletes**' tab on the top of the screen.
- 2) Now click the '**Add**' tab on the top of the screen. And the following window will open:

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

- Athlete Information** tab (selected): Contains fields for Last Name (#1), Preferred Name, Build ID, ID #, Gender (M,F) [set to F], First Name (F Swimmer), Middle, Birthdate (MM/DD/YY), Athlete Cell, and Athlete E-Mail.
- Primary Contact** tab: Contains fields for Father's Last, Father's First, Mother's Last, Mother's First, Mailing Address, City, State (NV), Postal Code, Country (USA), and a 'Swap Mother/Father Names, Tele, E-mail' button. It also includes a 'Primary Mailing Information' section with 'Fill in 'Mail To' if different from first names and last name' and a 'Mail to:' field. Radio buttons for 'Use Primary for Mailing', 'Use Secondary for Mailing', and 'Use Both' are present.
- Member of** tab (on the right): Contains dropdowns for Team 1 (DSTP-CA), Team 2, Team 3, Group, Subgroup, WM Group, WM Subgr, and School Yr (JR). It also includes 'Joined' date pickers (MM/DD/YY) and checkboxes for 'Foreign', 'Inactive', and 'Dive Certified'.
- Primary Contact Information** tab (bottom left): Contains fields for Father (Home Phone, Office Phone, E-Mail, Cell), Mother (Office Phone, E-Mail, Cell), and checkboxes for 'Registration', 'OK', 'Recruiting', and 'Cancel'.

- 3) You need to provide just the basic administrative information about the athlete like **Name** [**Last, First**], **Birthdate**, **Age**, and **Gender** [all on the top of the screen], **Team** and **School Year** [both on the right side of the screen], but you can add other information as you see fit such as **Contact information** and **Medical information**.

- 4) If you have a '**club swimmer**' you must check with them to get their USA Swimming ID #. This is no longer generated within HyTek using the 'Build ID' button. Please only use the ID # given to you directly from your club swimmer.
- 5) When you are done entering one of your athlete's information click the '**OK**' button near the bottom right of the screen and you will be allowed to continue entering your next athlete. Once you are all done entering your last athlete's information click the '**OK**' button and the form will be cleared, now click the '**Cancel**' button near the bottom right of the screen to exit out of this screen.
- 6) If you need to remove swimmers that are no longer on your team at any point, **DO NOT DELETE** them. Open the **Athlete** screen and click **Inactive** in the bottom right corner.

*If anything was accidentally put in wrong you can edit your athlete info by double clicking on the athletes' name while under the '**Athlete**' tab.

Congratulations, your team has been inputted!

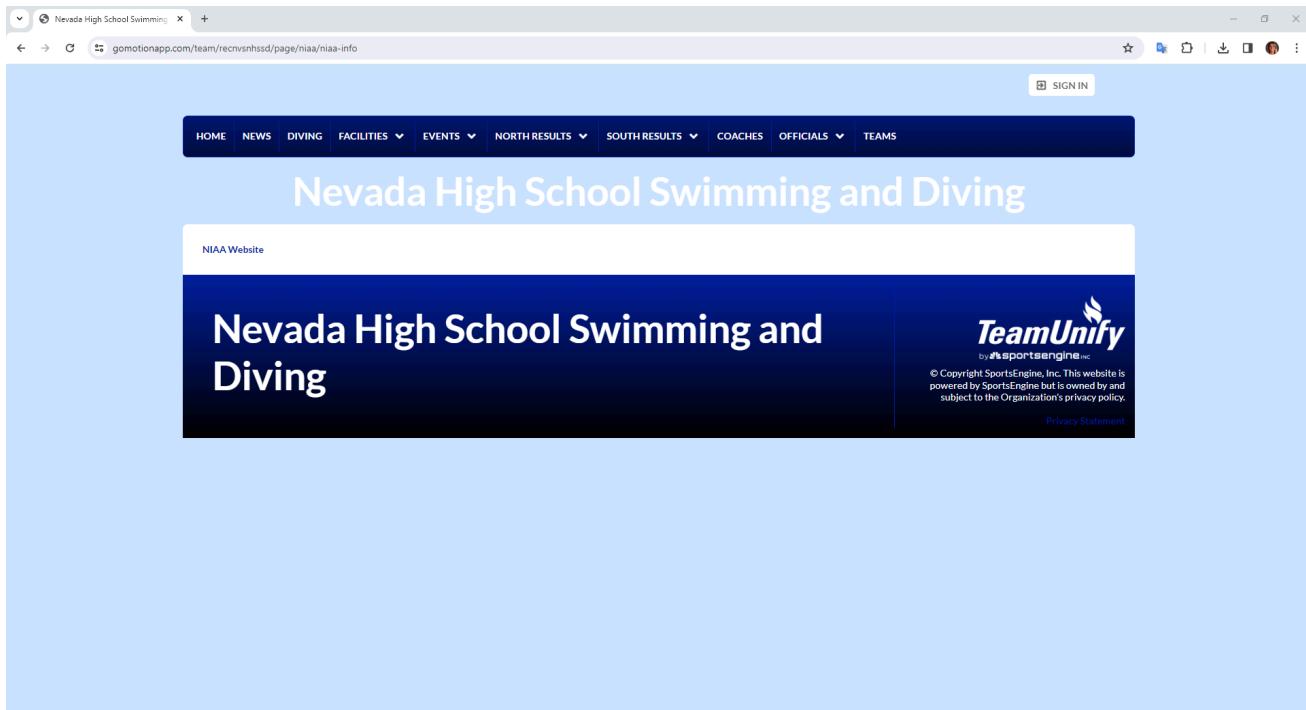
Now Let's Download and Add Our Meets!

To do this you need to get back to the Hy-Tek home screen, so on the top of the screen click the '**yellow folder with arrow**' one time and you are there. Now minimize the program by clicking the minimize button [-] on the top right of the Hy-Tek home screen [it is located 2 to the left of the red X that closes the program].

Downloading Meets: From TeamUnify.

When the meet has been created, Kathy will add the meet file to the [Nevada Swim & Dive Team Unify website](#) that has all the events on it for your swimmers. You need to download it from Team Unify and then use Hy-Tek.

- 1) Once on the Team Unify website [linked above], you will see links to each week's meet files at the bottom of the website under 'Events'.



2) Click on the link for the specific meet you want to download and import into Hy-Tek. **I will be using the Official's Clinic Event for this example, specific to downloading the file from the TeamUnify website.** You will then see a pop up screen that contains the information needed for this meet, along with the meet event files.

SOUTH: Official's Clinic 2024 Swim Meet
Feb 24, 2024 - Feb 24, 2024 | Municipal Pool

EVENT INFORMATION

Event Location: Municipal Pool
Start Date Time: Feb 24, 2024 End Date Time: Feb 24, 2024 Registration Deadline: Feb 21, 2024
Job Signup Deadline:

DESCRIPTION

2024 Official's Clinic

Swimming
Where: Municipal Pool
Date: Saturday, February 24
Time: 9:00am Warm-up, 9:45am Meet Start

Diving
Where: UNLV
Date: Saturday, February 24
Time: 2:30-4:00pm (part of regular practice slot)

Swimming Entry Deadline: February 21 to swimm1nyour1ane19@gmail.com
Please use the **BOTH** file:
1) Fill in the File (zipped file, extension ".hy3" or ".cl2")
2) Meet Entry Report
*The meet entry report can be either a PDF or a Word Doc and in either event order or swimmer. Verify the entry choices for your athlete, by reviewing the meet entry report. This will show the athletes you have entered, your relay entry which should include the names for each relay. Reviewing this document closely will assure the accuracy of your submission. **This also includes your divers;** they need to be listed in each entry even if you do not know if they are competing. The Admin for your meet will delete any divers who may not have competed in your meet for this week.

Once you have submitted the above files, an email confirmation will be sent from the Admin Referee for the entry. If a team in your session has an incorrect entry, this will delay the processing of the meet. Your submitted number of entries needs to be the same when you submit your new entry at the meet for your CHANGES on deck the day of the meet. Coaches are not allowed to add swimmers to their meet entry numbers.
If your entry is incorrect or late be notified you will be asked to sit off deck during warm ups and the meet.

Once all entries are verified, accurate and/or updated an estimated timeline will be forwarded to each team, Meet Referee and facility.

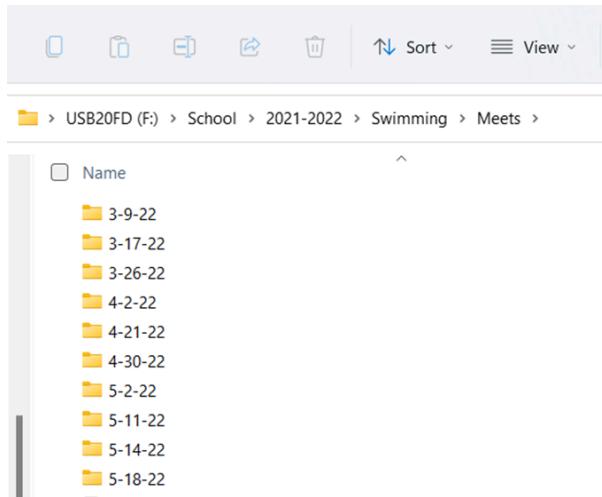
Diving Entry Deadline: February 24 to swimm1nyour1ane19@gmail.com

Meet form and event file below

FORMS / DOCUMENTS

[Official's Clinic 2024 Meet Form.pdf](#) [Meet Events-2024 Official's Clinic-](#) [Spring Break Invite 2024](#)

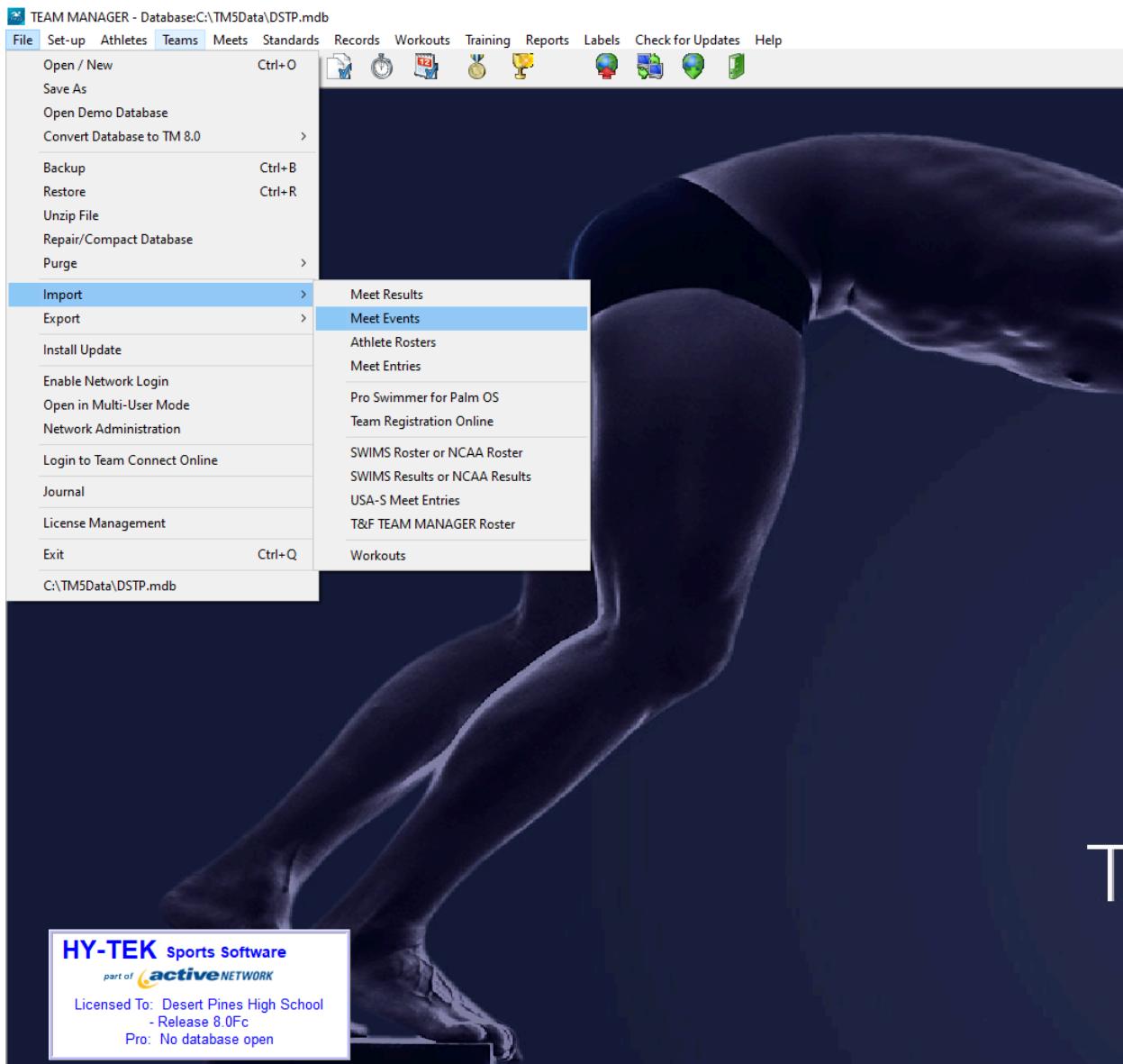
- 3) Click on the 'Meet Events' zip file link to start the download to your computer. Once the download is complete, you will see the file at the bottom left of your screen. It will currently be saved under your 'Downloads' folder. At this point, you can save/move these files into a folder on your desktop named 'Swim 2024'. Inside that folder you can create a folder for each meet of the season. Ex: 3-12-22 would be the Officials Clinic file folder from the 2022 season.



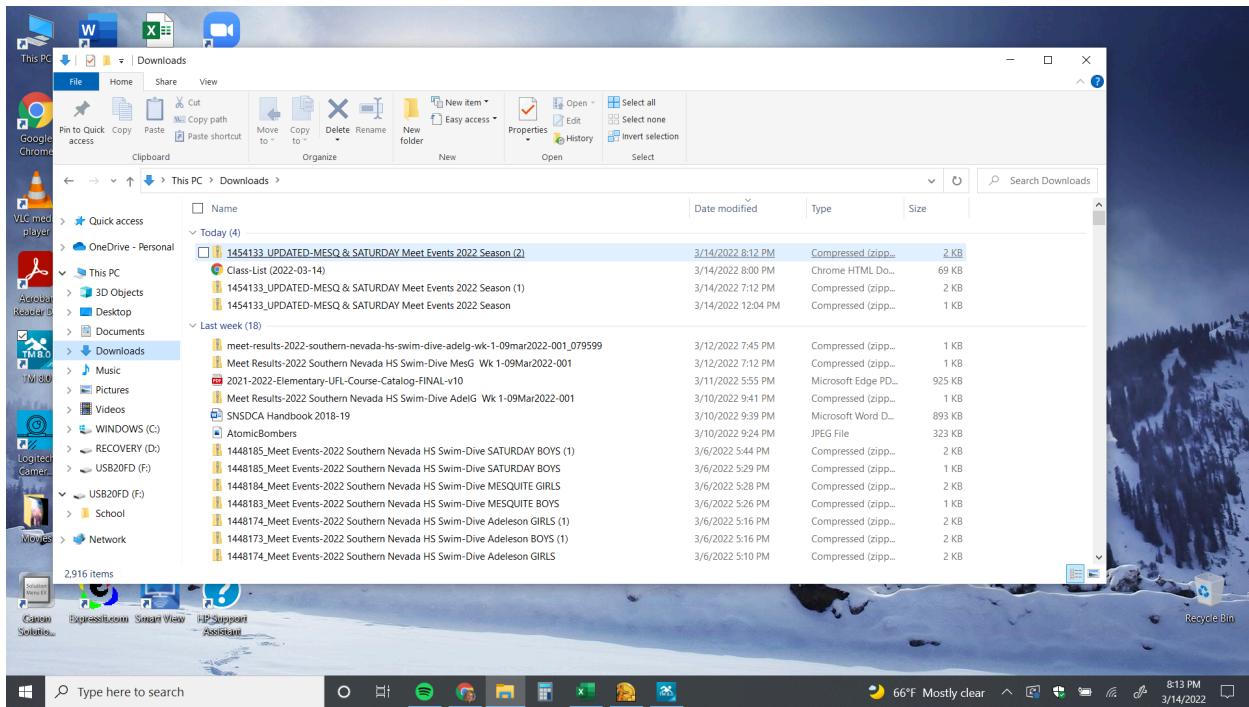
- 4) Now you can reopen Hy-Tek. Look for the tab on the bottom of your screen that says Team Manager and click it once. Now you can add the meet file into Hy-Tek.

Adding Meets: From the Hy-Tek home screen.

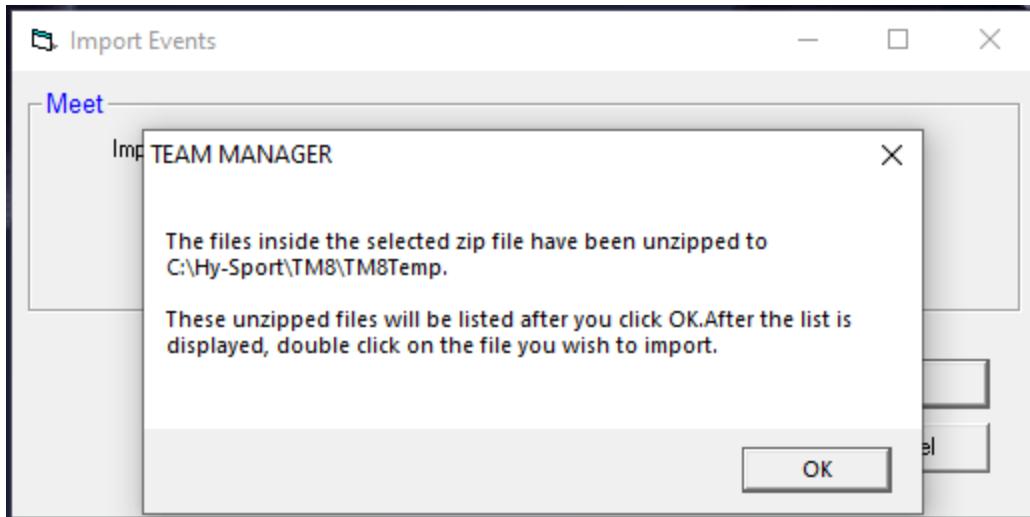
- 1) On the top left of the screen click “File”, then scroll down to “Import”, then scroll down and click “Meet Events”.



- 2) A window pops up, on the left hand side. Locate where you saved the downloaded meet events file. **Desktop - Swim 2023 - 3-12-22 [or wherever else you have it saved on your computer].**

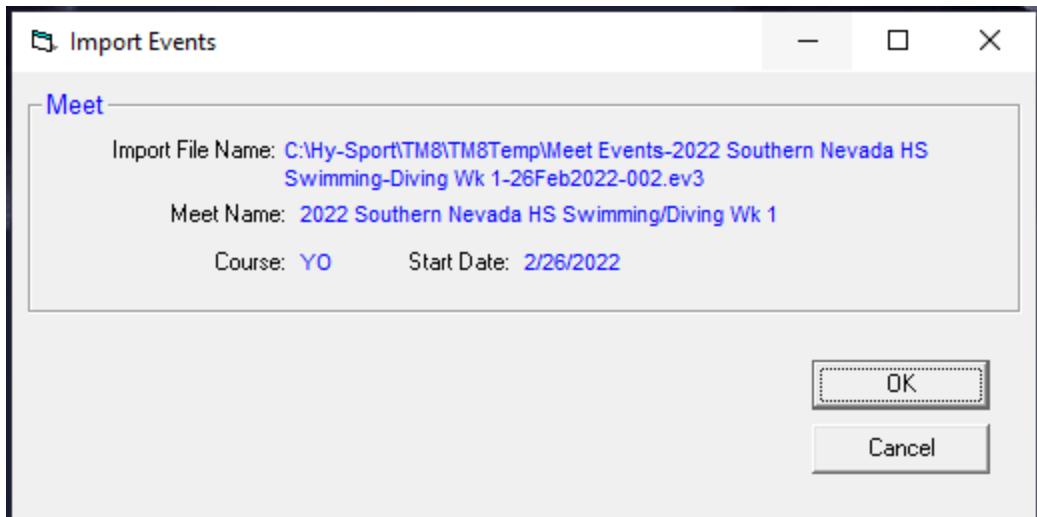


3) Click the file name and then the 'Open' button and you get the following warning:

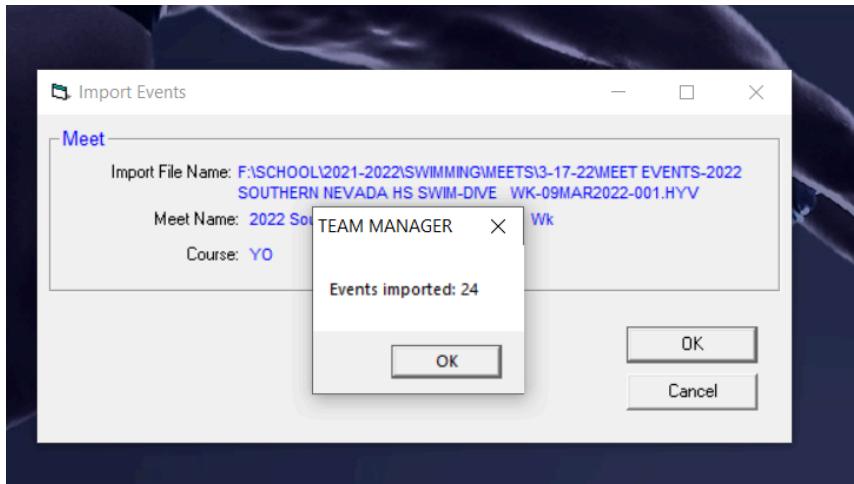


4) Click the 'OK' button and a pop up will open displaying the meet file again.
 5) Click the meet file and then press 'Open'.

6) You will get another screen that pops up that will look similar to the one below, click 'OK'.



7) It will tell you that it imported some # of events [should be 24 for all regular week meets], like the screen below, click 'OK'.



Now you need to change the meet info!

Editing Meet Information: After importing meet events.

- 1) After adding the meet events to Hy-Tek, the following window will show automatically.

Meet Description | Entry Fees | Eligibility Rules |

*Meet Name: 2024 Official's Clinic
 *Facility Name: Municipal Pool
 Street Address: 430 East Bonanza Road
 Address Line 2:
 *City: Las Vegas
 *State / Province: NV
 *Postal Code: 89101
 Country: USA
 *Course: Y
 Sanction Number:
 Internal Remarks:
 Instructions:
 250 characters maximum

Meet Dates
 *Start Date: Feb 24, 2024
 End Date: Feb 24, 2024
 *Meet Host Entry Deadline: Feb 21, 2024

Advanced Settings
 Non-Conforming Course Factor: 0
 Meet Type: HS Masters Meet
 Altitude: 0 feet

Help

- 2) Fill in the information following this format if it is not already filled in.
- 3) **Meet Name** - 2023 SNV HS Swim/Dive ___ Wk 1. In the blank space before Wk 1, insert either **ADEL, MES, SAT** depending on the meet location.
- 4) **Facility Name** - Adelson, Mesquite, MultiGen, Pavilion, Muni, Heritage
- 5) **City** - Mesquite, Las Vegas, Henderson
- 6) **State** - NV
- 7) **Postal Code** - 89101
- 8) **Course** - S (Adelson meets), Y (All other meets)

9) **Instructions** - Warmup 4p (whatever time warmup is)

10) **Start Date** - Meet Date

11) **End Date** - Meet Date

12) **Meet Host Entry Deadline** - entry deadline

Wednesday Meets - Sunday @8pm

Thursday Meets - Monday @8pm

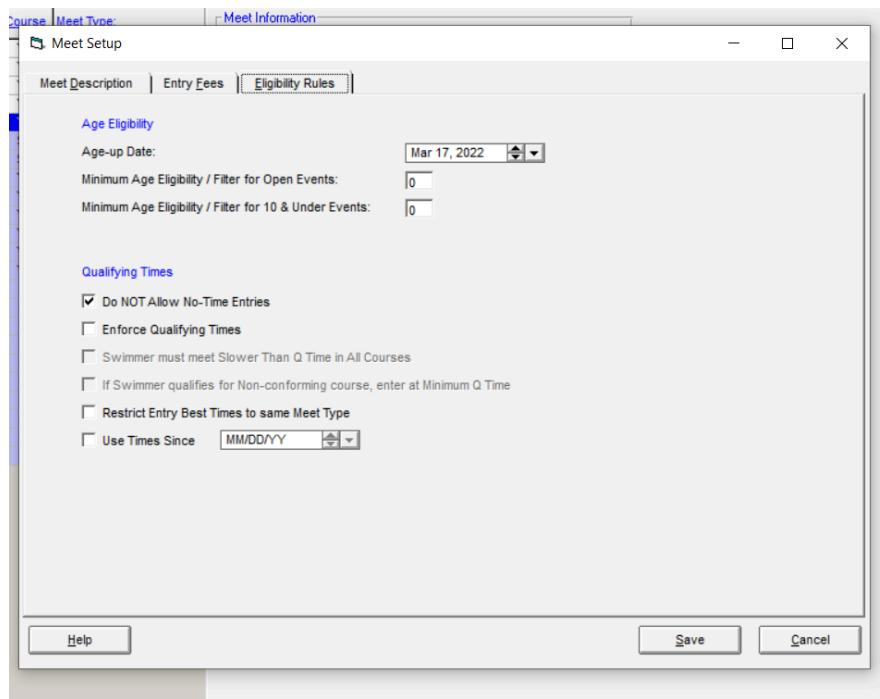
Saturday Meets - Wednesday @8pm

13) **Meet Type** - HS

14) Click **Eligibility** tab at the top

-**Age-Up Date** should be your meet date

-click **Do NOT Allow No-time Entries**. This will save you if you forget to enter times for all entries. As a rule, we do not ever enter a swimmer without a time.



5) After your information is in, click the ‘Save’ button on the bottom right of the window.

You can repeat the steps starting on page 13 in order to add a file to input all your meets for the season at this point.

*If anything was accidentally put in wrong you can edit the meet info by double clicking on the meet name while under the ‘Meets’ tab.

Now you need to enter your athletes into the meet.

Inserting Athletes Into a Meet: From the Meet Tab

- 1) Click once on the meet in which you wish to enter your athletes. Once selected it will be highlighted in blue.
- 2) Click ‘Entries’ on the top of the screen and choose ‘Entry by Event’ and the following screen will appear. Before starting, you must first select the team at the top [ex. DSTP-CA].

The screenshot shows the 'Entries' screen of the TEAM MANAGER software. The top menu bar includes 'Time Cal', 'Athlete Results', 'View', 'Relays Only', 'Print', 'Dual Meet Setup', and 'Help'. The 'Event' dropdown is set to '7'. The 'Swim for Team' dropdown is set to 'DSTP-CA'. The 'Session' and 'Meet Division' dropdowns are empty. The main table lists events and swimmers. The first event is '200 Medley'. The interface includes various filters and buttons for managing relays and swimmers.

*Notice that the first event is the 200 medley relay!

- 3) Since this is a relay you will first have to create a new relay, so click the ‘New Relay’ button in the middle of the screen [highlighted in red], and you will see that it creates an A relay for you.
- 4) Now you need to add swimmers to the relay so check the ‘Entrd’ box next to the name of the swimmers in the order you would like them to swim.

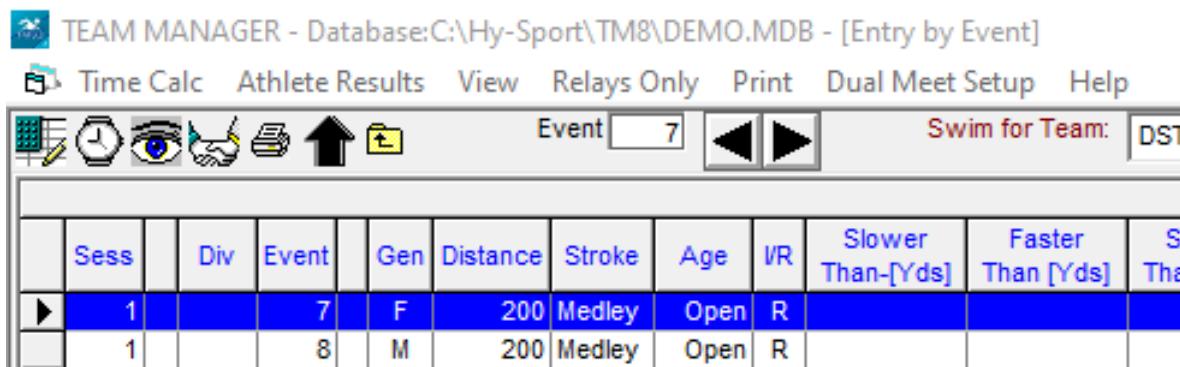
*If you didn't put them in the correct order or accidentally checked the wrong swimmer you can rearrange them by left clicking and holding the click while dragging their name to the proper spot, or to delete them from the relay double click their name and click ‘Yes’ when it asks if you wish to remove them from the relay, and then add in the correct swimmer.

- 5) Now you need to put in a time for your relay. In the ‘Custom’ box on the right side of the screen input the relay time using this format MM:SS.ss. For example, if you wanted to enter

21841, type 2:18.41. If you enter a time wrong just click in the custom box until you can delete and change the time to the correct one. When done entering the time, click **Enter**.

*Once you have swam in meets and imported the results [only available with the full version of Hy-Tek] it will put in their best time from the results automatically, same goes with a relay.

- 6) If you want to enter another relay follow the same steps starting with step 3 from above [you can enter 2 relays that earn points for a swim meet.]
- 7) To the right of **Custom**, make sure **Ex** is not checked. Then enter your **Ht (Heat) & LN (Lane)** you are assigned for the meet. Dual listed 1st is Heat 1, etc. Team listed 1st is odd lanes. Team listed 2nd is even lanes.
- 8) Once you are ready to go to the next event, click the event name in the top left list or use the arrow keys at the top to navigate between events.



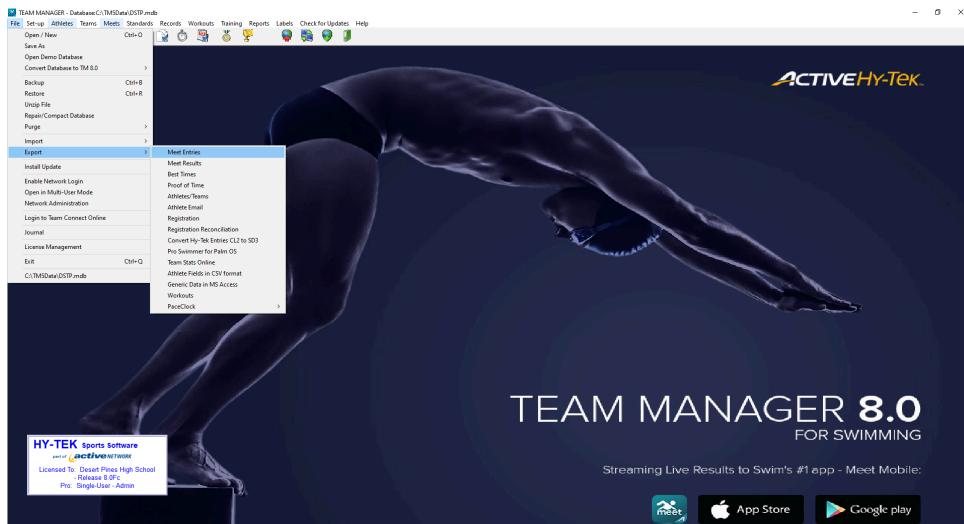
- 9) For individual swimmers in individual events, you need to enter them by checking the box by their name under the '**Entrd**' column if they have a time from a previous meet. Otherwise, you need to enter the time first under the '**Custom**' column like you did for the relays.

*You may enter up to 4 athletes in each event for a regular season meet.

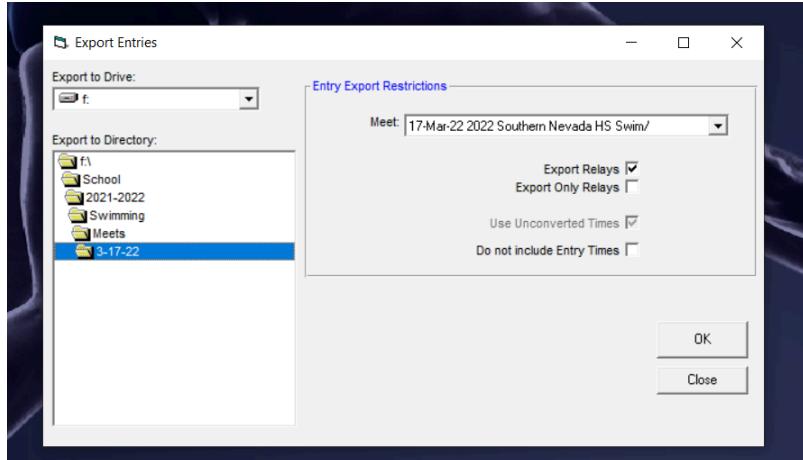
Once done entering all your athletes into their events, you need to export your events file.

Exporting Meet Entries: From the Hy-Tek Home Screen.

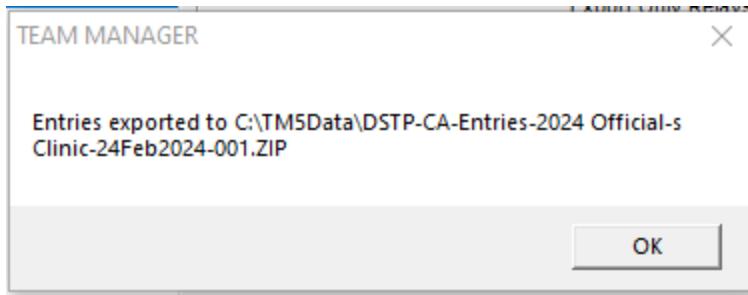
1. From the main page, click 'File'. Scroll down to 'Export'. Select 'Meet Entries'.



2. Make certain that the following is displayed ['Meet:' name should be specific to the meet that you are exporting. You'll be saving to the same place on your computer that you saved the original meet file. Click 'OK'.



3. This box appears. Click 'OK'. But be sure to remember this file name. After clicking 'OK', select 'Close'.



1. Go to the **Meets** screen of Hy-Tek and highlight the meet for which you want to create reports. Click **'Reports'**. Click **'Entry Report'**.

TEAM MANAGER - Database:F:\School\2021-2022\Swimming\Team Files\MJVE-Mojave HS.mdb - [Meet Browser]

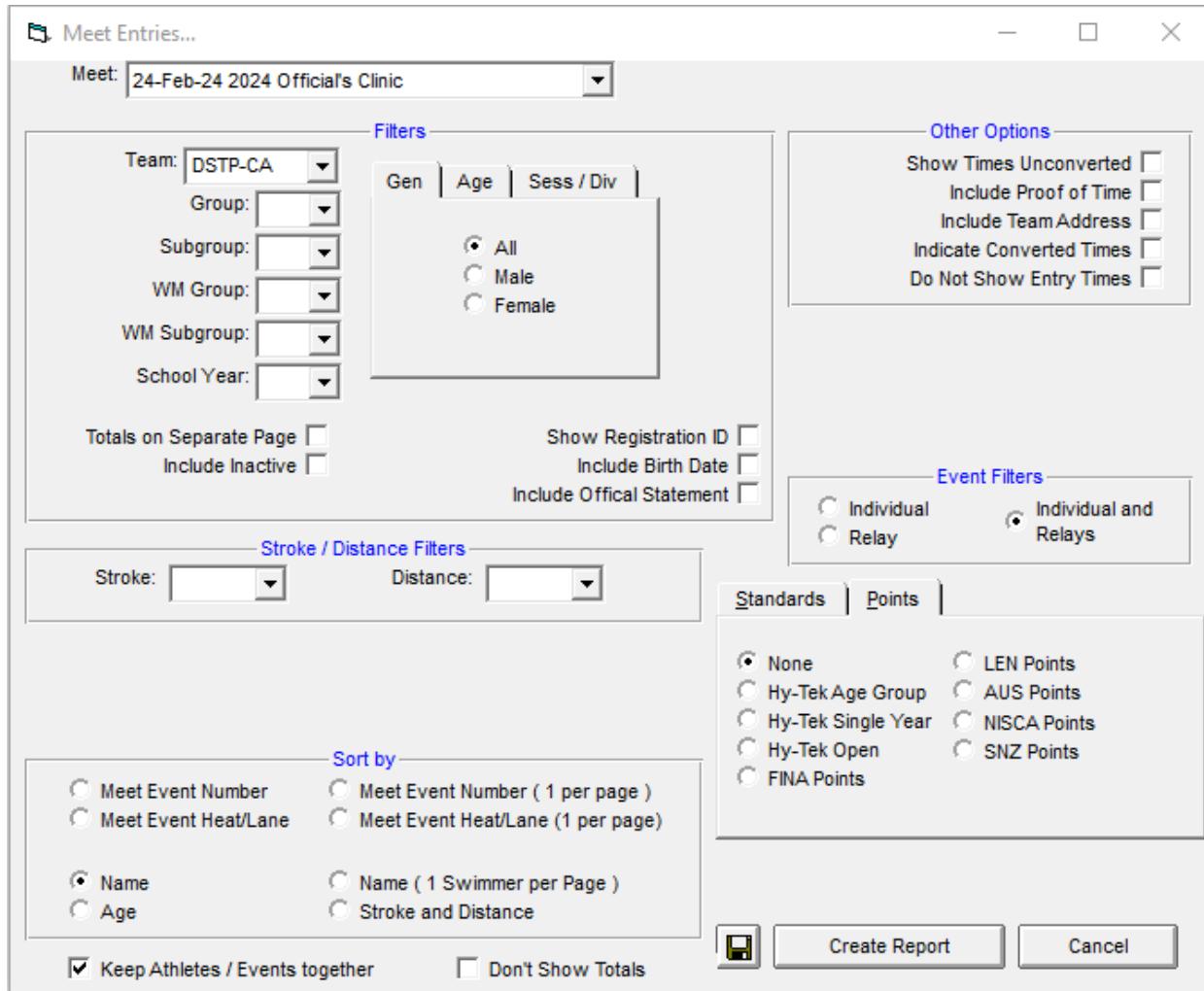
Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Report
Eligibility Report
Entry Report
Entry Spread Sheet
Multiple Meet Entries
Entry Fee Report
Split Sheets
Dual Meet Entry Report
Dual Meet Lineup Report
Swimmers Not Entered in Meet
Swimmers Entered in Meet

Meet Results
Number of No Shows in Meet
Number of Meets Attended / Splashes

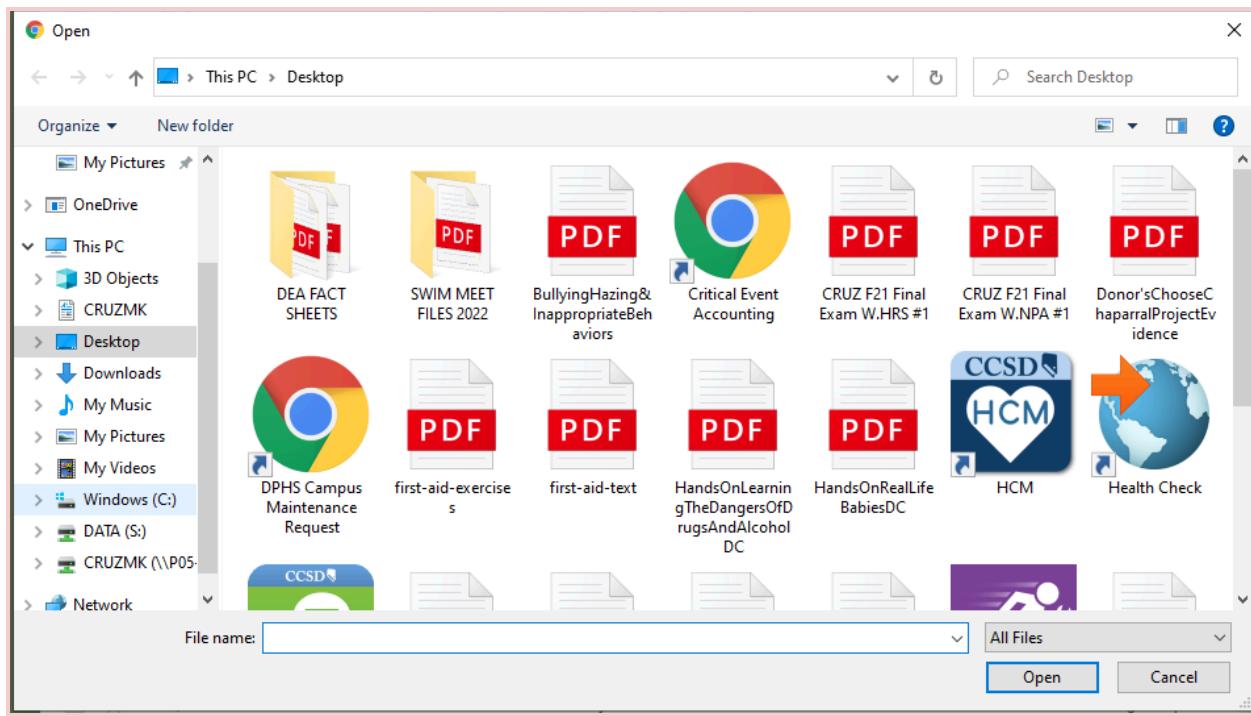
Meet Name	Start Date
2022 SNV HS Swim/Dive Regional 4A Mtn	11-May-22
2022 SNV HS Swim/Dive Regional 4A Desert	11-May-22
2022 Southern Nevada HS Swim/Dive LC Wk 8	02-May-22
2022 Southern Nevada HS Swim/Dive Sat Wk 7	30-Apr-22
2022 Southern Nevada HS Swim/Dive Mes Wk 6	21-Apr-22
2022 Southern Nevada HS Swim/Dive Sat Wk 4	02-Apr-22
2022 Southern Nevada HS Swim/Dive Sat Wk 3	26-Mar-22
2022 Southern Nevada HS Swim/Dive Mes Wk 2	17-Mar-22
2022 Southern Nevada HS Swim/Dive Wk 2	16-Mar-22
2022 Southern Nevada HS Swim/Dive Adel B Wk 1	09-Mar-22
2022 Southern Nevada HS Swim/Dive Adel G Wk 1	09-Mar-22
2021 Cheryl Grossman HS Invitational	19-May-21
2021 Southern Nevada HS Swimming/Diving Wk 5	15-May-21
2021 Southern Nevada HS Swimming/Diving Wk 4	08-May-21
2021 Southern Nevada HS Swimming/Diving Wk 3	01-May-21
2021 Southern Nevada HS Swimming/Diving Wk 2	24-Apr-21
2020 Week 2 - Mojave v Del Sol	14-Mar-20
2020 Week 1 - Early Bird Meet	07-Mar-20

2. Select 'Individual/Relays', 'Name', and 'Team'. Click 'Create Report'.



4. Minimize Hy-Tek and open your email. Compose a new email and add an attachment to the email as you normally would.

5. Browse and select the folder you have chosen to save your files in.



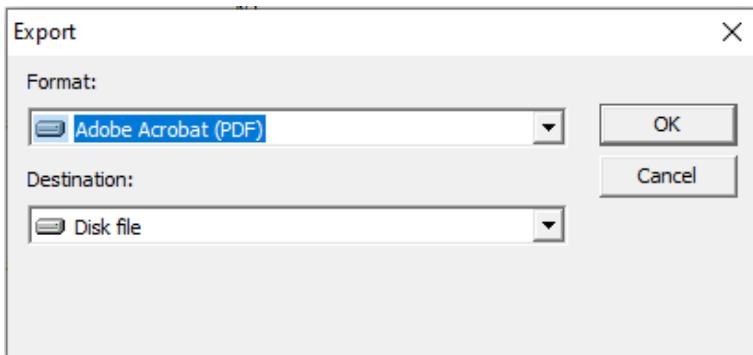
6. Select the folder for the meet you created.
7. Make sure the attachment appears and that it says '.ZIP'.

In addition to a .ZIP file, your entries need to be sent in a PDF file.

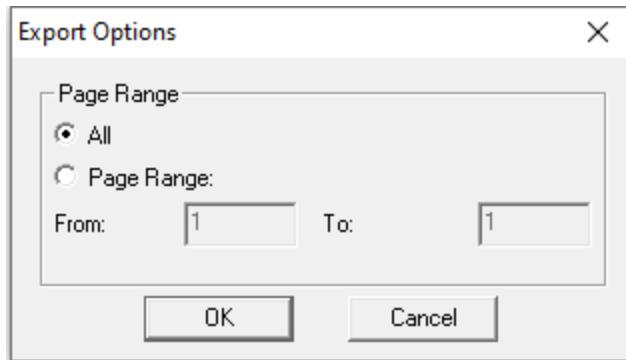
'Individual Meet Entries Report' should be shown. Click on the **'Export Report'** icon found on the upper left of the page.

Individual Meet Entries Report			
Southern Nevada HS Swim/Dive 2023 22-Apr-23 Yards			
Location: MultiGen			
WOMEN			
Heese, Laila (SO)	# 7 Women 50 Free	42.33Y	MJVEG-CA
	# 21 Women 100 Breast	1:44.86Y	MJVEG-CA
Reyes, Maryiam (FR)	# 13 Women 100 Free	1:01.00Y	
	# 19 Women 100 Back	1:05.00Y	MJVEG-CA
Terrazas, Angela (SR)	# 13 Women 100 Free	1:23.94Y	
	# 19 Women 100 Back	1:29.73Y	

3. The following box appears. Select ‘PDF’. Click ‘OK’.



4. The following box appears. Click ‘OK’.



5. Name the file (Ex: **3-12-22 events**) and save to your meet folder.

Desert Pines Muni Officials Clinic

Weekly Swim-Entries (gmail.com)

Desert Pines Muni Officials Clinic

Megan Cruz
Desert Pines High School
Athletic Director
Health/PE Department Chair
Varsity Swim Coach, 3A Board Representative
Canvas Champion
(702)799-2196 x4120
[Click here to schedule an appointment](#)

2.24.24 DSTP Officials Clinic.pdf (48K)

DSTP-CA-Entries-2024 Official-s Clinic-24F... (2K)

Send

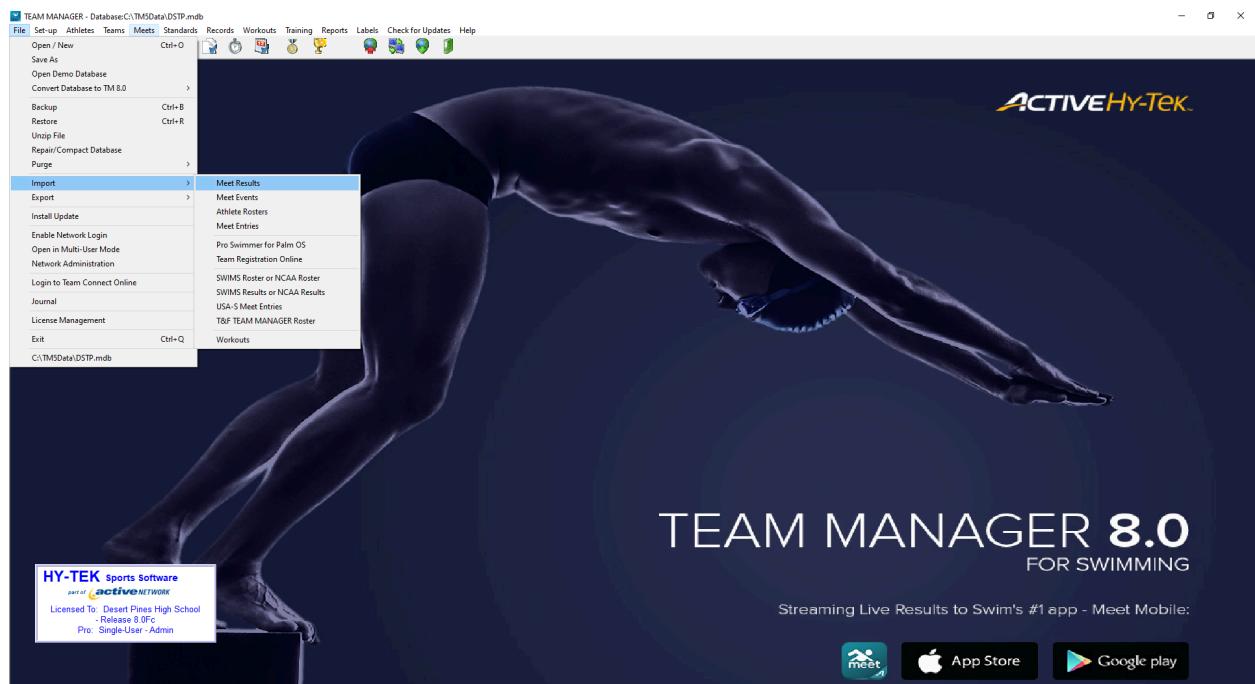
Send to swimm1nyour1ane19@gmail.com, Kathy Guerrero.

Now you need to swim your meet and review the results after the meet is over on the TeamUnify website. Then you can import the results into Hy-Tek.

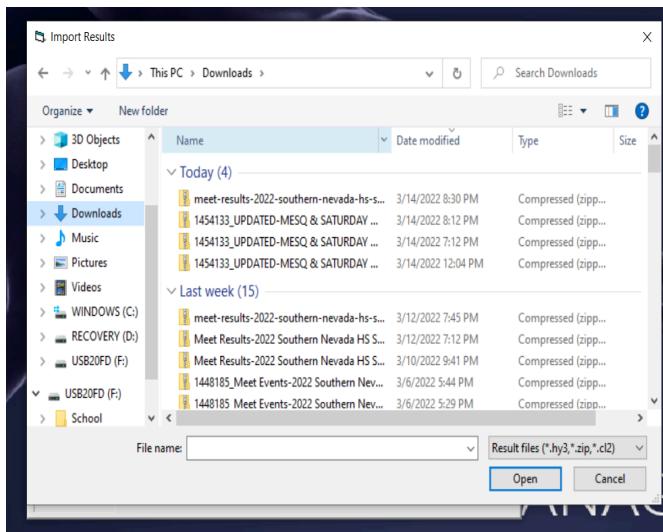
Up Next, Importing results.

Importing Meet Results: From Hy-Tek Home Screen

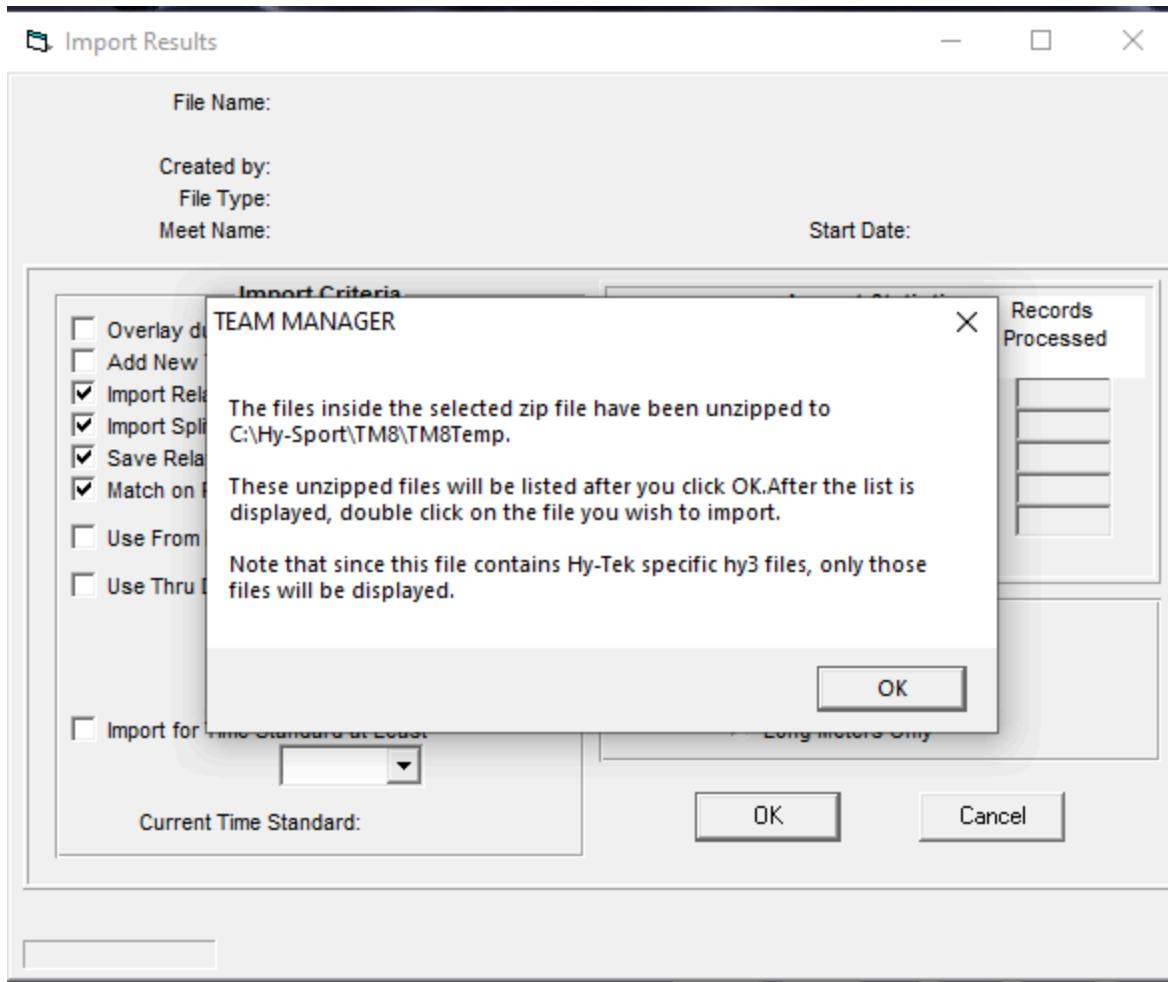
- 1) Open [TeamUnify](#) website and go to **South Results>2024>TM File**
- 2) It will download the results from that meet to your download folder.
- 3) Next, open Hytek. On the top left of the screen click ‘File’, scroll down to ‘Import’ and then choose ‘Meet Results’ it should look like this:



- 4) If you have done it correctly a window will pop up that looks like this

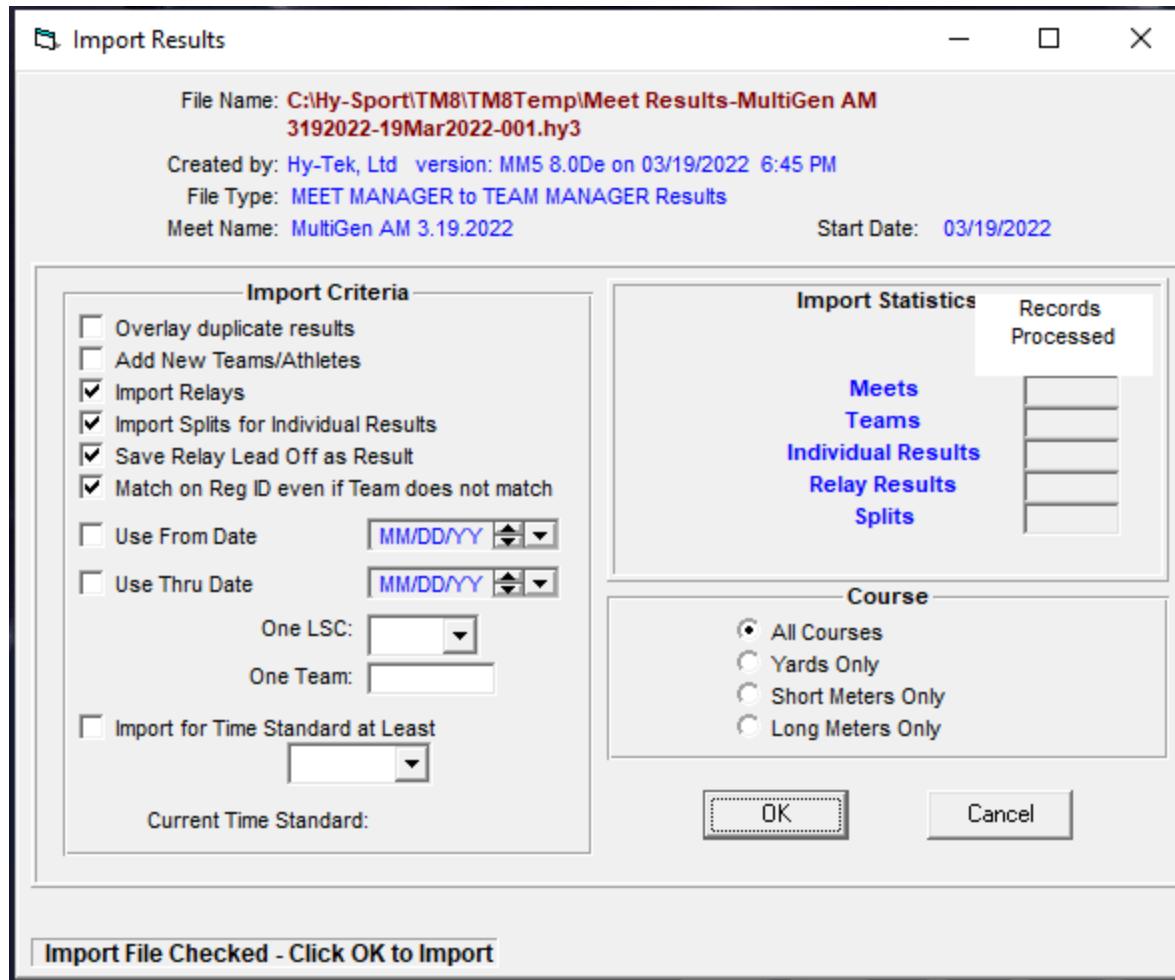


5) Now you need to find your download folder then choose the ‘Meet Results’ file for that weeks swim meet by double clicking it and the following window will pop up:

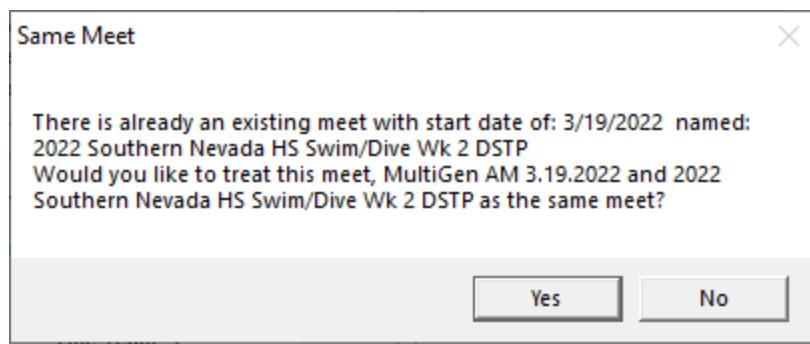


6) Click ‘OK’, and then double click the file that shows up in the window to open the results.

7) Make sure your options selected are the same as in the window below and then click ‘OK’ .



8) Because your meet name is not the same as the meet file a warning will pop up asking if you want to treat the meet results as the same meet as the one already on your computer, click 'YES' to do so.



9) Now click close and all your results have been entered into the Hy-Tek database for you to view from the meet results browser.

Congratulations, you are done with your first meet. To get your next meet set up and ready repeat the steps from page 13 on filling in the new meets information.

Have a great swim season!