

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'**.

Log-In to: C:\TM5Data\DSTP.mdb

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

Gender Designations

☐ Men/Women (M/W)
☐ Male/Female (M/F)
☒ Boys/Girls (B/G)

Athlete Browser Options

☒ Show Ages
☒ Show Birth Date
☒ Show School Year
☒ Last Name First
☐ First Name First

☐ Show Only "Faster than" Time STD / Qualifying Times

Relay Lead-Off Splits

☒ Use Relay Lead Off Splits

State / Province Labels

☒ Use "State" ☐ Use "Province"

Stroke Rates

☐ Enable Stroke Rate Reporting

Automated Reminders

Automatic Backup every days

Team/Swimmer Defaults

Default Team Registration:
Default Team Type:
Default Country:
Default LSC:
Default State:
Default City:
Default Postal Code:

Meet Age-Up Date

☒ Meet Start Date
☐ Meet End Date
☐
☐ Not Applicable

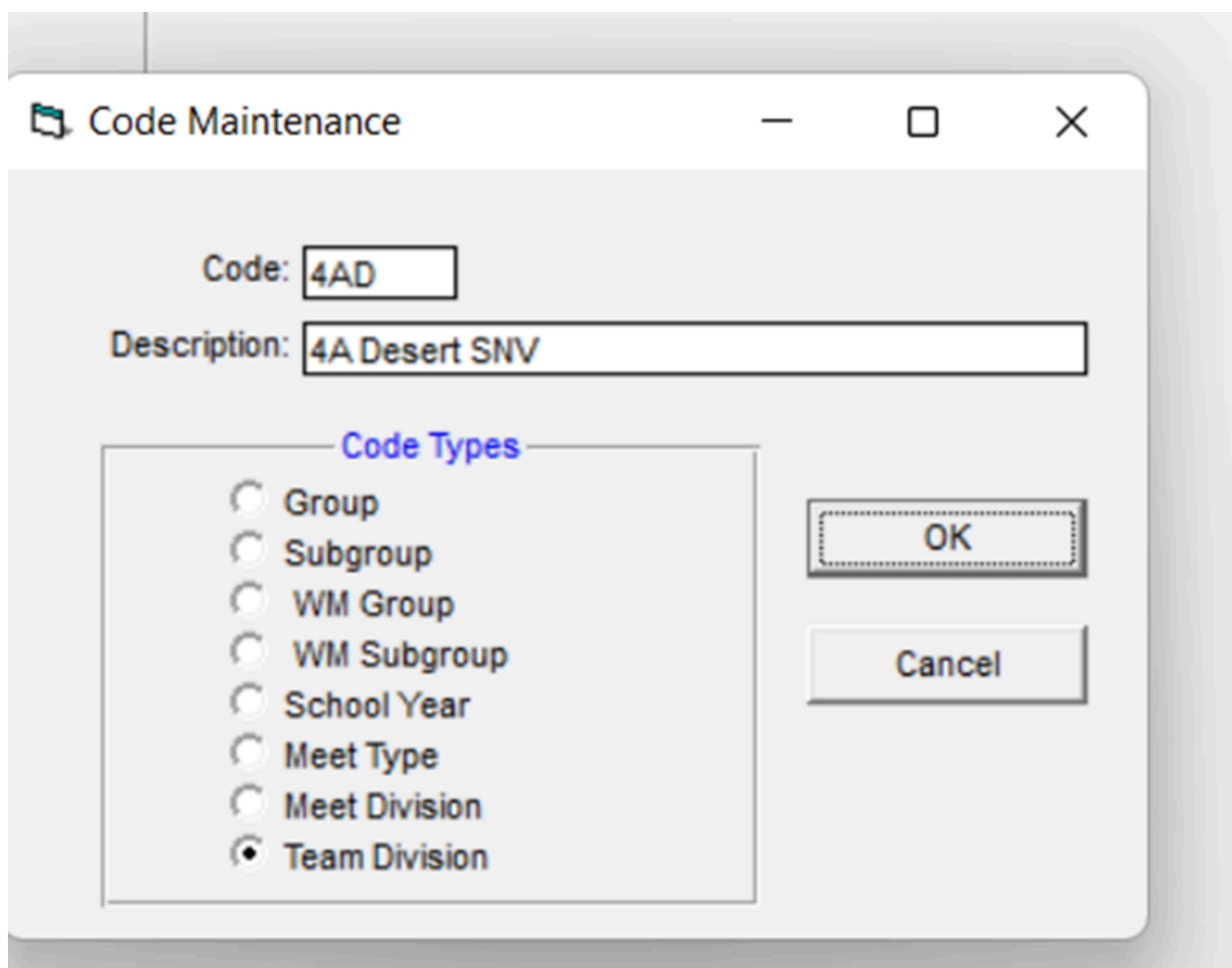
System Age-Up Date

☐ Always Age-Up To Today

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.

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:

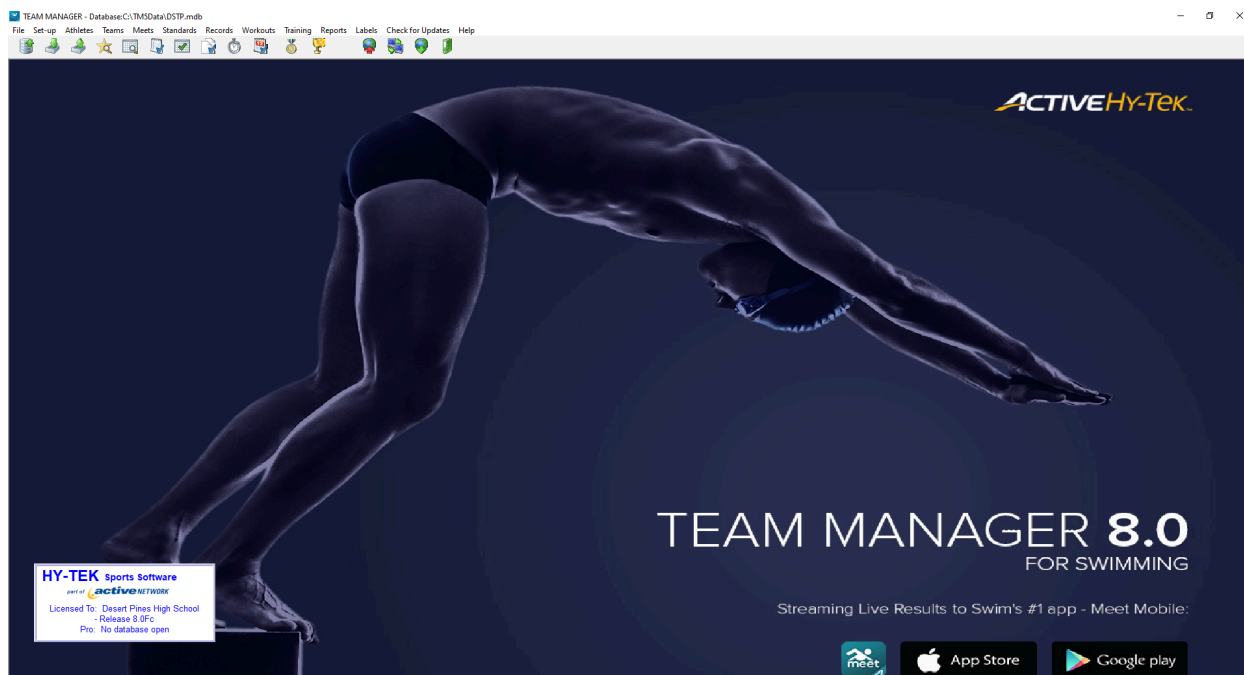
Description:

Code Types

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

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:

Full Team Name:

Short Team Name:

Team Registration:

Team Type:

Team Division:

Mailing Information

Mail To:

Address:

City:

Postal Code:

E-Mail Address:

State:

LSC:

Country:

Telephone Information

Day Phone:

Evening Phone:

FAX:

Team Abbr		
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.

TEAM MANAGER - Database:C:\Hy-Sport\TM8\DEMO.MDB - [Team Browser]

Add Edit Delete Results Coaches Maintenance Print Window Help

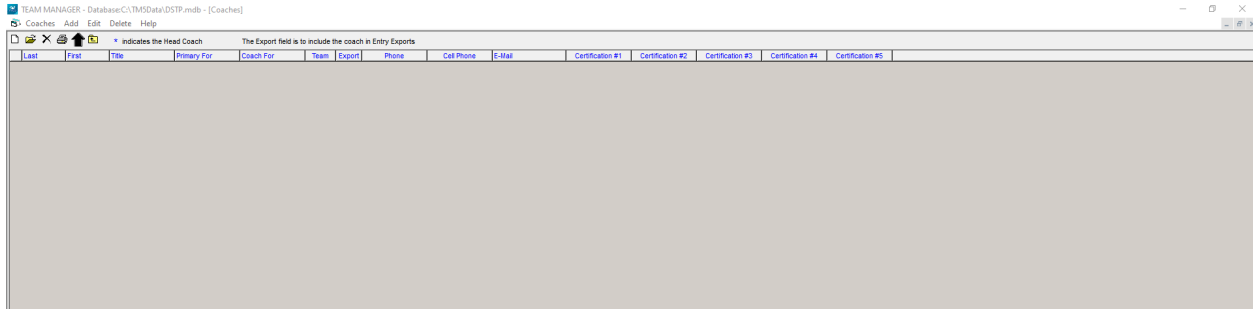
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Code	LSC	Team Name	Mail To	E-Mail	Day Phone	Evening Phone	FAX	Address	City	State	Postal Code	Team Div				
DSTP	CA	Desert Pines High School	Desert Pines High School C/O Swim Coa	CRUZMK@nv.ccsd.net	9-2196 E. 4120		702-799-3260	3800 E Harris Ave	Las Vegas	NV	89110	3A				

*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:



Last	First	Title	Primary For	Coach For	Team	Export	Phone	Cell Phone	E-Mail	Certification #1	Certification #2	Certification #3	Certification #4	Certification #5
------	-------	-------	-------------	-----------	------	--------	-------	------------	--------	------------------	------------------	------------------	------------------	------------------

- 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 a 'Coach Maintenance' window with the following sections:

- 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.

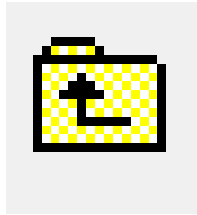
- 3) Click the '**OK**' button when you are done and repeat this for as many coaches as you have.
- 4) Once finished inputting information click the '**Cancel**' button to finish.

*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:

Athlete Information

Last Name: #1 First Name: F Swimmer Middle: Birthdate: MM/DD/YY Age: 16
 Preferred Name: ID # Gender (M,F): F Athlete Cell: Athlete E-Mail:

Primary Contact | **Secondary Contact** | **Medical** | **Custom** | **Email Export**

Primary Mailing Information

Father's Last: #1 Father's First: Mother's Last: #1 Mother's First:
 Mailing Address: City: State: NV 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

Member of

Team 1: DSTP-CA Joined: MM/DD/YY
 Team 2: Team 3: Group: Joined: MM/DD/YY
 Subgroup: WM Group: WM Subgr: School Yr: JR

Primary Contact Information

Home Phone: FAX: Father Office Phone: Cell: E-Mail: Mother Office Phone: Cell: E-Mail:

☐ Foreign ☐ Inactive ☐ Dive Certified

Registration OK
 Recruiting 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!

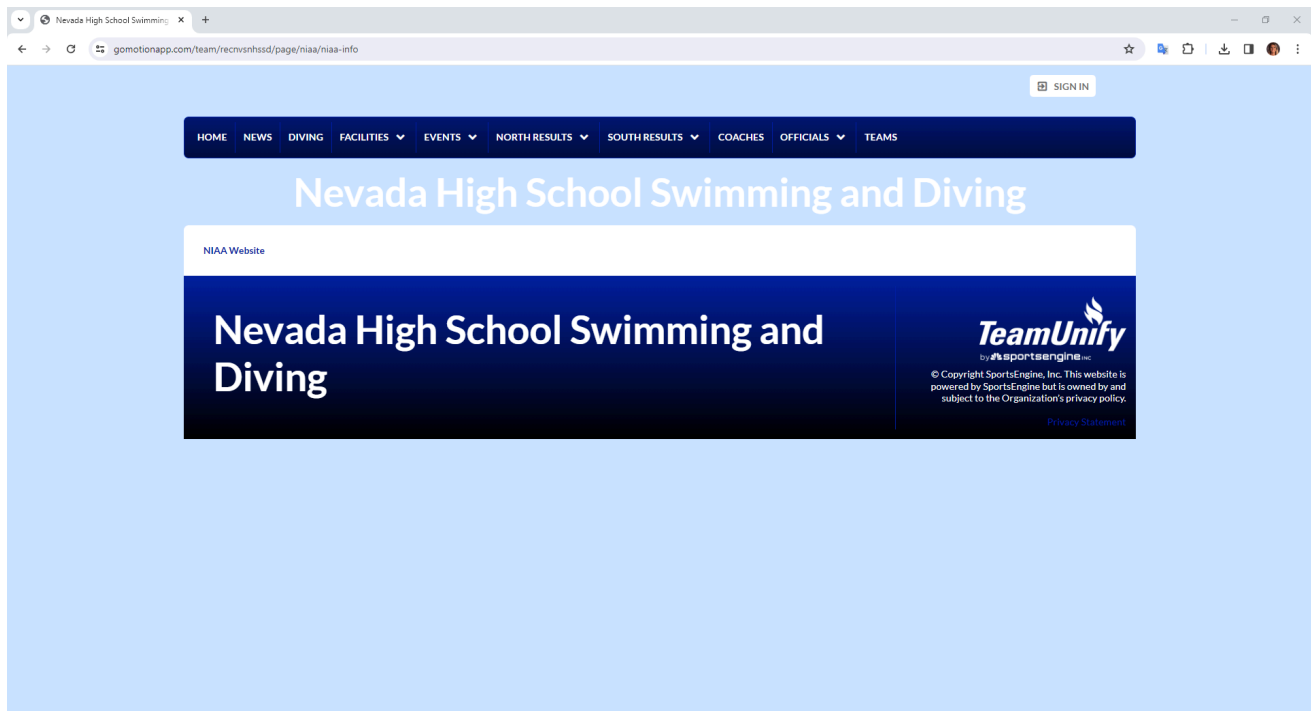
Now Let's Download and Add Our Meets!

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**'.



The screenshot shows the Nevada High School Swimming and Diving website. The navigation bar includes links for HOME, NEWS, DIVING, FACILITIES, EVENTS, NORTH RESULTS, SOUTH RESULTS, COACHES, OFFICIALS, and TEAMS. The main heading is 'Nevada High School Swimming and Diving'. Below this, there's a 'Team Events' section with tabs for 'General' and 'Practices'. The 'Current & Upcoming' tab is selected, showing a list of events for February 2024. The events listed are:

- SOUTH: 2024 No Practice Dates** (Feb 17-18, 2024) - 17 February 2024 - 18 May 2024. SOUTHERN NEVADA SCHOOLS. There will be NO practices for all schools on the following dates:
 - Monday, Feb 21 - President's Day
 - Monday, March 11-Friday, March 15&n
- SOUTH: First Day of Practice (by sign-up only)** (Feb 17, 2024) - 17 February 2024. SOUTHERN SCHOOLS.
- SOUTH: First Full Day of Practice** (Feb 20, 2024) - 20 February 2024. First full day of practices for Southern Schools.

Practice times and locations uploaded below. Contact [Kathy Guerrero](#) with questions or issues.

- 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.

The screenshot shows a pop-up window titled 'SOUTH: Official's Clinic 2024 Swim Meet' for the dates Feb 24, 2024 - Feb 24, 2024 at the Municipal Pool. The window contains the following information:

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 swimm1nyourlane19@gmail.com

Please include **BOTH**:

- 1) TM Export File (zipped file, extension ".hy3" or ".cd2")
- 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.

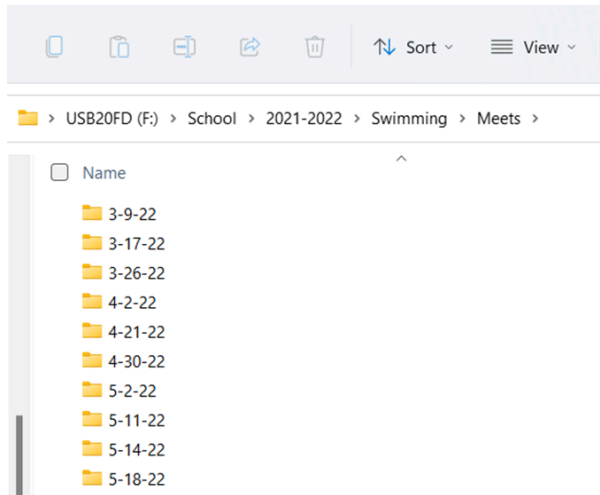
Diving Entry Deadline: February 24 to swimm1nyourlane19@gmail.com

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](#)

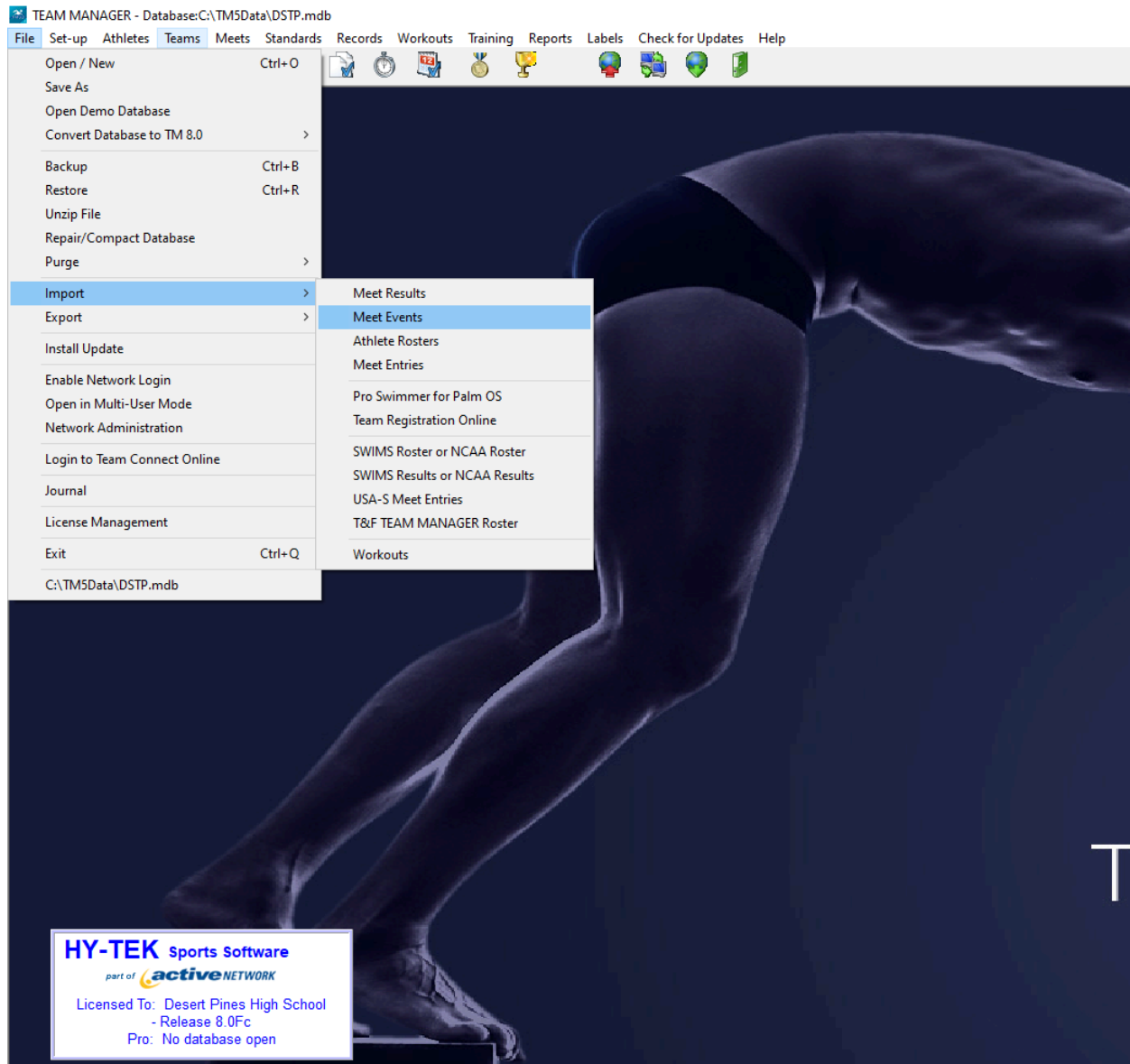
- 3) Click on the 'Meet Events' zip file link to start the download to your computer. Once the download is complete, you will see the file at the bottom left of your screen. It will currently be saved under your 'Downloads' folder. At this point, you can save/move these files into a folder on your desktop 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.



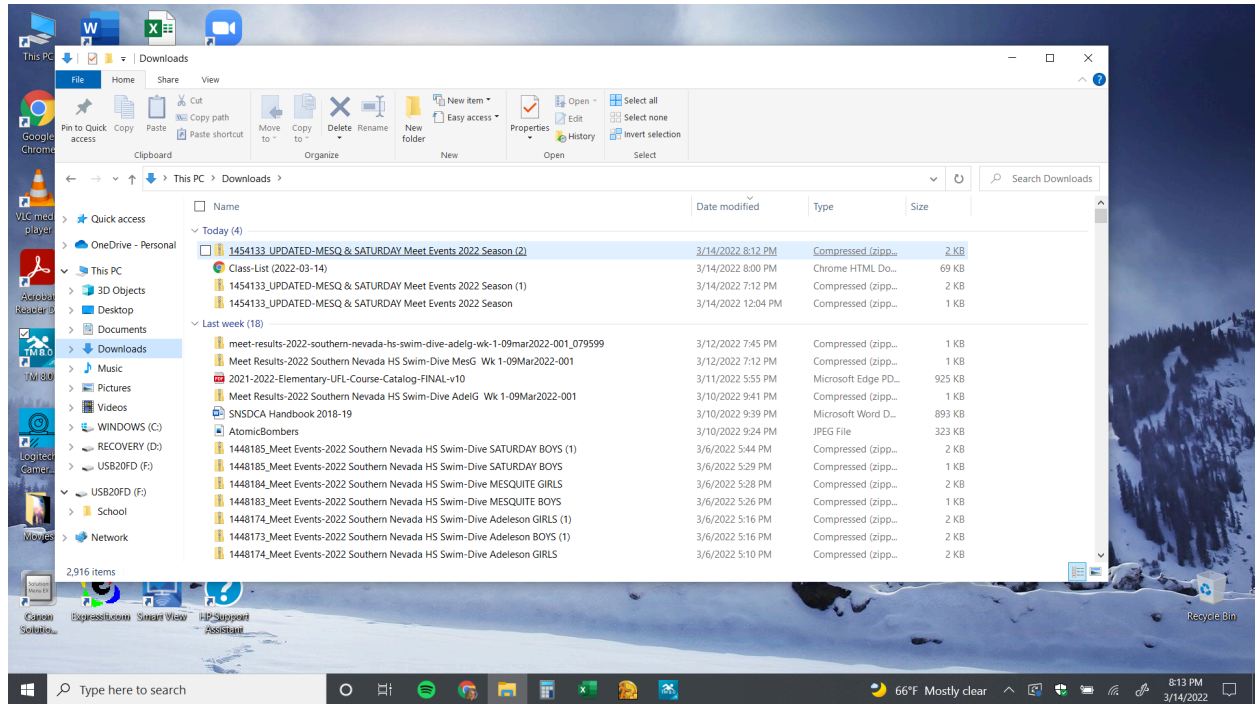
- 4) Now you can reopen Hy-Tek. Look for the tab on the bottom of your screen that says Team Manager and click it once. Now you can add the meet file into Hy-Tek.

Adding Meets: From the Hy-Tek home screen.

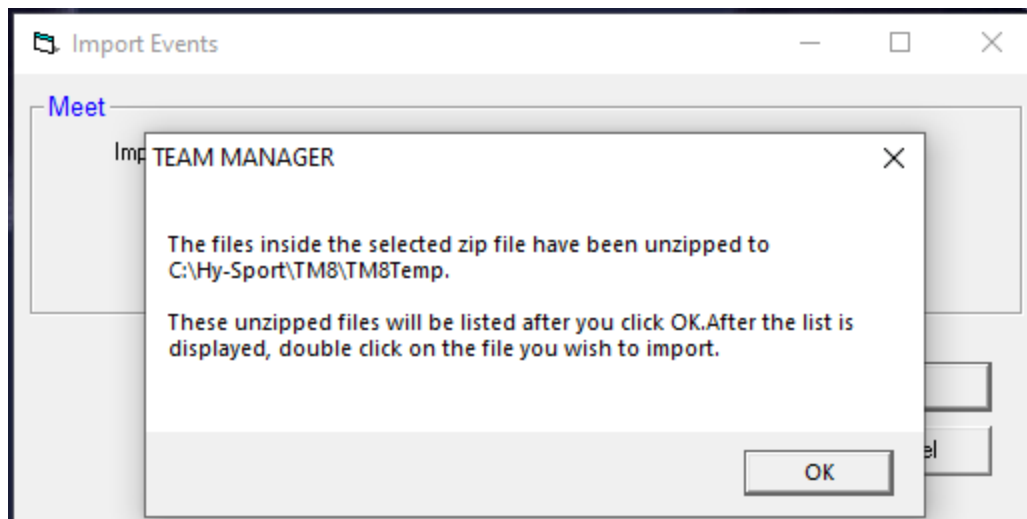
- 1) On the top left of the screen click “**File**”, then scroll down to “**Import**”, then scroll down and click “**Meet Events**”.



- 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:



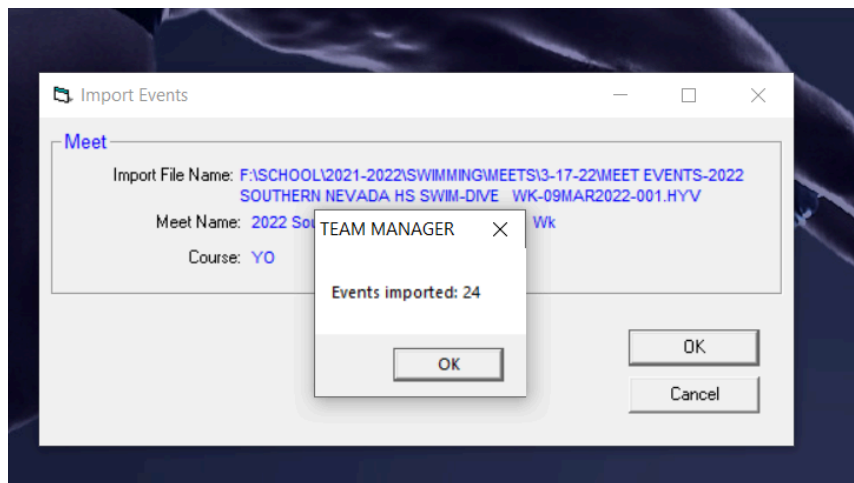
4) Click the **‘OK’** button and a pop up will open displaying the meet file again.

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 Setup

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

Buttons: Help, Save, Cancel

- 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.

The screenshot shows a software window titled 'Meet Setup' with a tabbed interface. The 'Eligibility Rules' tab is selected. Under the 'Age Eligibility' section, the 'Age-up Date' is set to 'Mar 17, 2022', and both 'Minimum Age Eligibility / Filter for Open Events' and 'Minimum Age Eligibility / Filter for 10 & Under Events' are set to '0'. Under the 'Qualifying Times' section, the checkbox 'Do NOT Allow No-Time Entries' is checked, while 'Enforce Qualifying Times', 'Swimmer must meet Slower Than Q Time in All Courses', 'If Swimmer qualifies for Non-conforming course, enter at Minimum Q Time', 'Restrict Entry Best Times to same Meet Type', and 'Use Times Since' are unchecked. The 'Use Times Since' field shows a date picker set to 'MM/DD/YY'. At the bottom of the window are 'Help', 'Save', and 'Cancel' buttons.

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].

TEAM MANAGER - Database: C:\Hy-Sport\TM8\DEMO.MDB - [Entry by Event]

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

Event: 7 Swim for Team: DSTP-CA Session: Meet Division:

24-Feb-24 2024 Official's Clinic

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	7	F	200 Medley	Open	R								
1	8	M	200 Medley	Open	R								
2	9	F	1 Meter 6 Dives	Open	I								
2	10	M	1 Meter 6 Dives	Open	I								
1	11	F	100 Free	Open	I								
1	12	M	100 Free	Open	I								
1	13	F	50 Back	Open	I								
1	14	M	50 Back	Open	I								
1	15	F	50 Breast	Open	I								
1	16	M	50 Breast	Open	I								

Show Swim-Up Athletes Only Athletes Already in Meet Only Athletes Already in Session Only Pre-Entered Athletes Only Pre-Entered with No Entries

Team: DSTP-CA WM Gr: WM Sub: Standards: Group: Subgroup: Clear All 4 Best Select All 4 Best

@ Indicates a Relay Only swimmer Right Click to enter as Relay Only swimmer * = converted time

Last Name	First Name	MI	Entrd	4Bat	Best Time	Bonus	IE	RE	CE	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Cruz	Aquiline		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT					F	16	10	16-May-07		
A Espino Ceron	Brissa		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT			1	1	F	17	10	07-Feb-07		
Garcia	Yajaira		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT					F	17	11	15-Sep-06		
Johnson	Jaelyn		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT					F	16	10	13-Jun-07		
A Lundh	Prudence		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT			1	1	F	18	11	12-Oct-05		
A Potts	Kyanna		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT			1	1	F	16	10	09-May-07		
A Ramirez Luz	Julieith		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT			1	1	F	18	10	11-Feb-06		
Ramos-Fuentes	Ebeni		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT					F	16	9	29-Jan-08		
Tinoco Revolorio	Ashley		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT					F	16	10	02-Aug-07		

New Relay Clear Swimmers Find Best Relay Best Relay Report

Best: Free

Swimmers	Age	Ent	Best	Custom	Ex	HT	LN
1 Potts, Kyanna	16	<input checked="" type="checkbox"/>	NT	1:45.00Y			
2 Lundh, Prudence	18						
3 Ramirez Luz, Julieith	17						
4 Espino Ceron, Brissa	16						
5							
6							
7							
8							

Calculate Custom

*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.

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than-[Yds]	Faster Than [Yds]	S
1		7	F	200	Medley	Open	R			
1		8	M	200	Medley	Open	R			

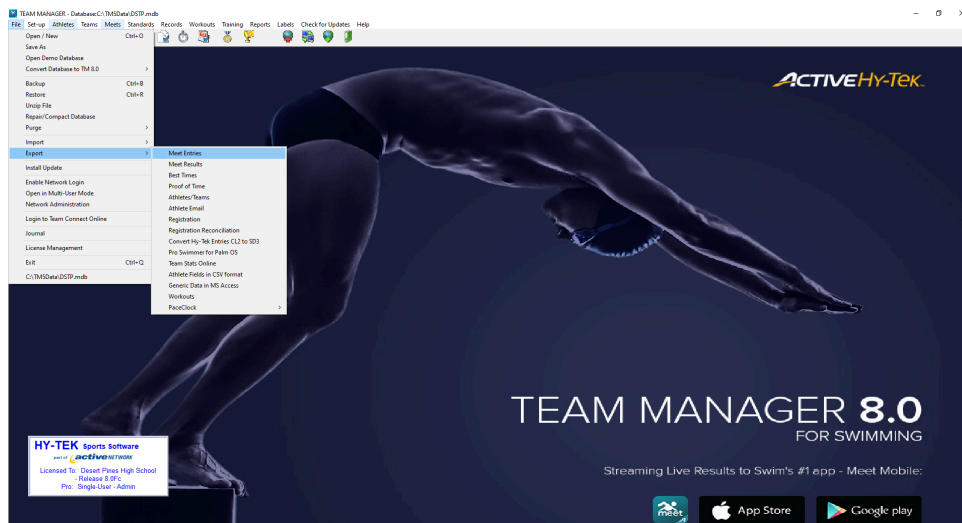
- 9) For individual swimmers in individual events, you need to enter them by checking the box by their name under the '**Entrd**' column if they have a time from a previous meet. Otherwise, you need to enter the time first under the '**Custom**' column like you did for the relays.

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

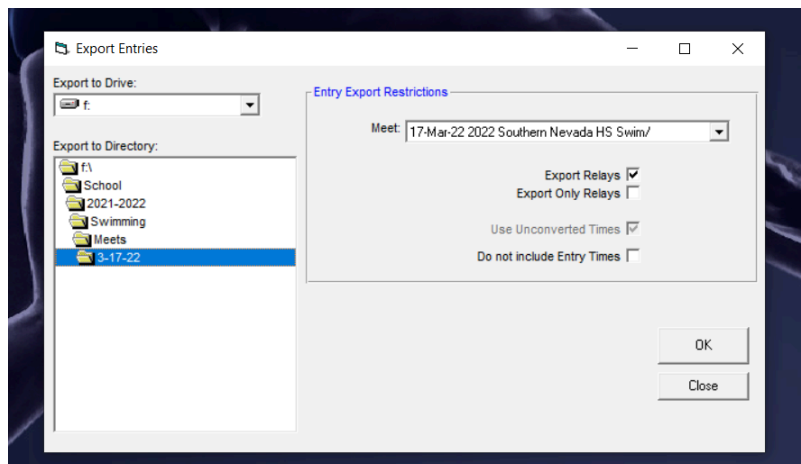
Once done entering all your athletes into their events, you need to export your events file.

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

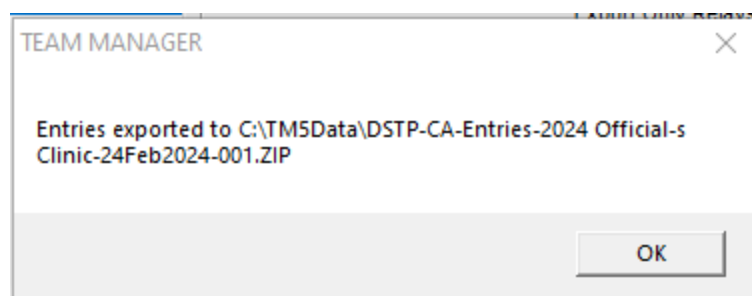
1. From the main page, click **'File'**. Scroll down to **'Export'**. Select **'Meet Entries'**.



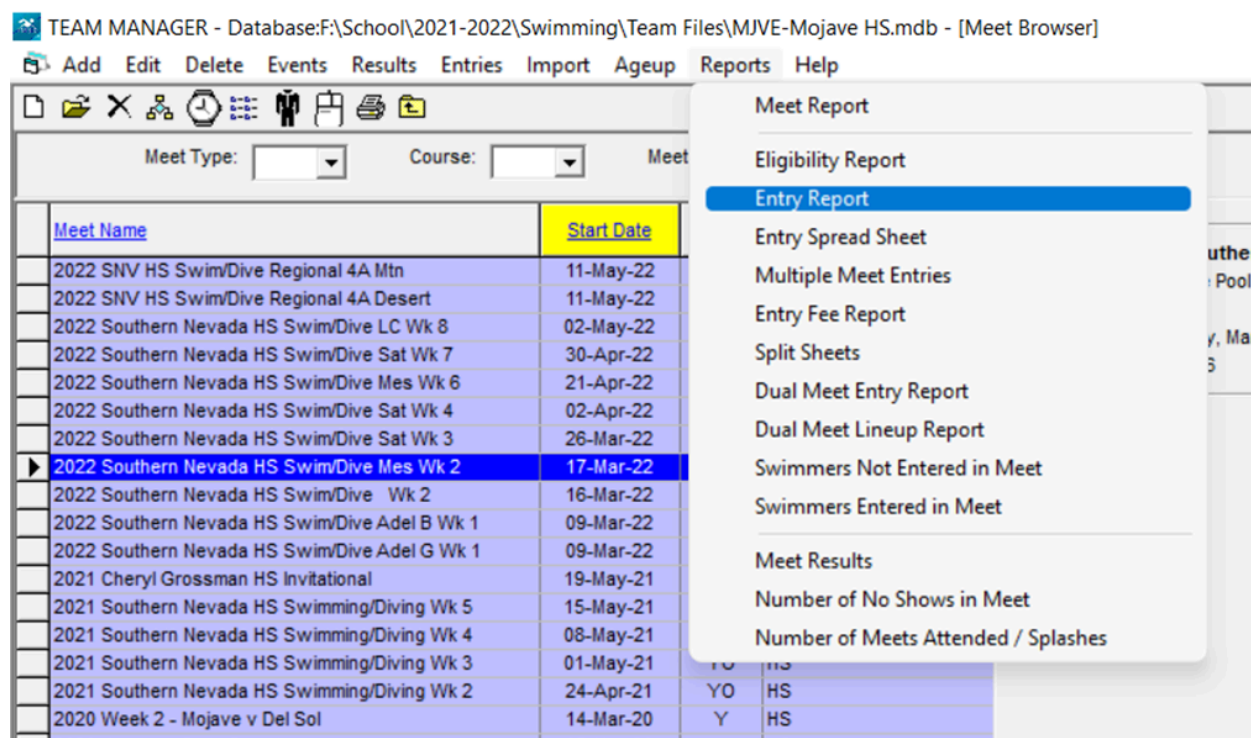
2. Make certain that the following is displayed [**'Meet:'** name should be specific to the meet that you are exporting. You'll be saving to the same place on your computer that you saved the original meet file. Click **'OK'**.



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'**.

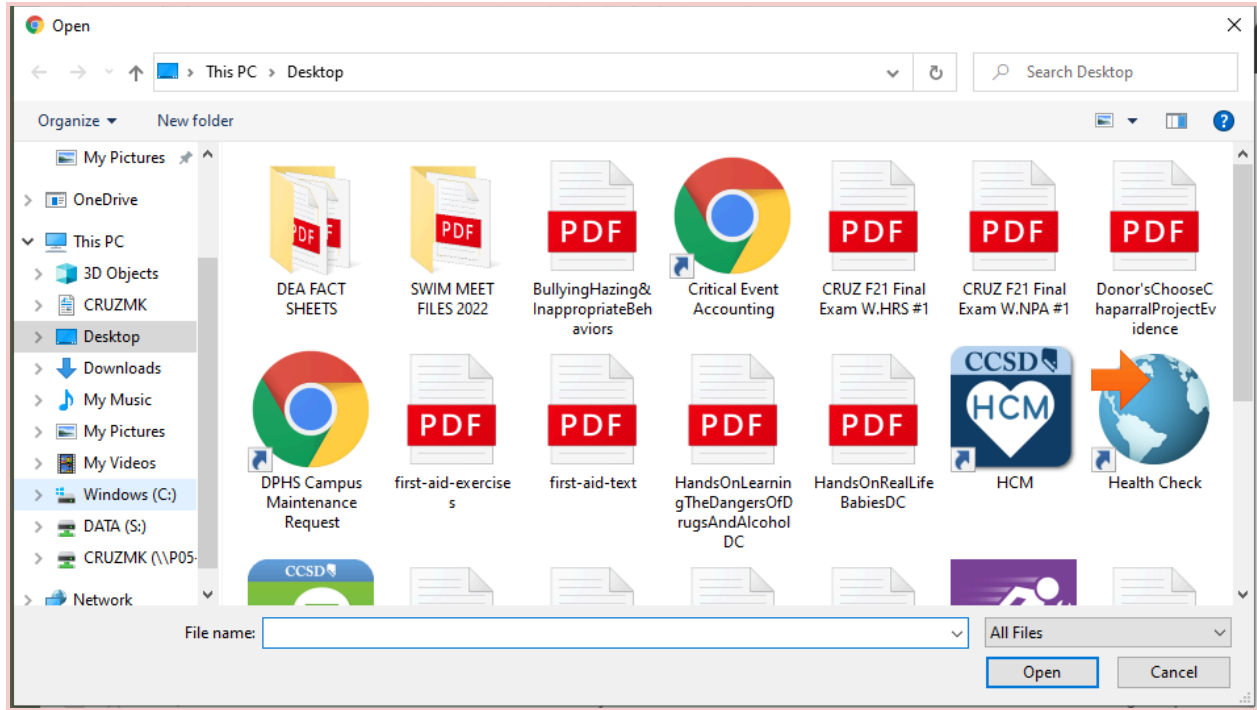


2. Select '**Individual/Relays**', '**Name**', and '**Team**'. Click '**Create Report**'.

The screenshot shows the 'Meet Entries...' window with the following settings:

- Meet:** 24-Feb-24 2024 Official's Clinic
- Filters:**
 - Team:** DSTP-CA
 - Group:** [Empty]
 - Subgroup:** [Empty]
 - WM Group:** [Empty]
 - WM Subgroup:** [Empty]
 - School Year:** [Empty]
 - Gen:** All (selected), Male, Female
 - Age:** [Empty]
 - Sess / Div:** [Empty]
 - Totals on Separate Page:** [Unchecked]
 - Include Inactive:** [Unchecked]
 - Show Registration ID:** [Unchecked]
 - Include Birth Date:** [Unchecked]
 - Include Official Statement:** [Unchecked]
- Stroke / Distance Filters:**
 - Stroke:** [Empty]
 - Distance:** [Empty]
- Sort by:**
 - Name** (selected), Meet Event Number, Age, Meet Event Heat/Lane, Meet Event Number (1 per page), Meet Event Heat/Lane (1 per page), Name (1 Swimmer per Page), Stroke and Distance
- Other Options:**
 - Show Times Unconverted:** [Unchecked]
 - Include Proof of Time:** [Unchecked]
 - Include Team Address:** [Unchecked]
 - Indicate Converted Times:** [Unchecked]
 - Do Not Show Entry Times:** [Unchecked]
- Event Filters:**
 - Individual and Relays** (selected), Individual, Relay
- Standards / Points:**
 - None** (selected), LEN Points, Hy-Tek Age Group, AUS Points, Hy-Tek Single Year, NISCA Points, Hy-Tek Open, SNZ Points, FINA Points
- Buttons:** [Icon], Create Report, Cancel
- Footer:**
 - Keep Athletes / Events together:** [Checked]
 - Don't Show Totals:** [Unchecked]

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’**.

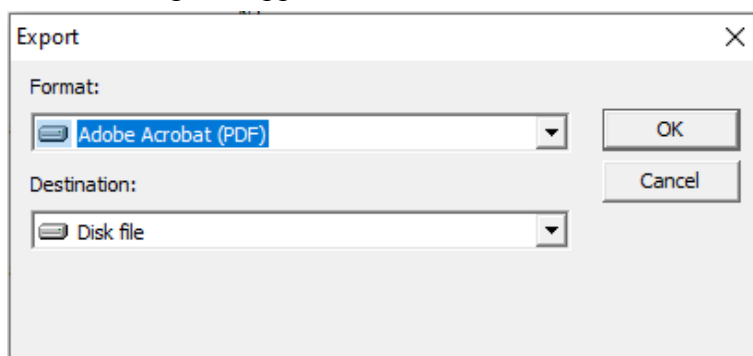
In addition to a .ZIP file, your entries need to be sent in a PDF file.

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

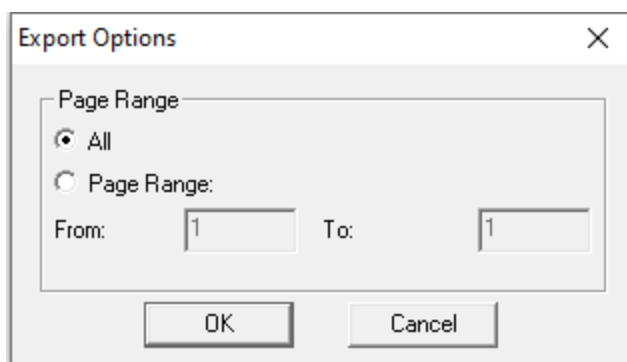


Print / Export Reports	
1 / 3	100%
Preview	
Licensed To: Mojave High School HY-TEK's TEAM MANAGER 8.0 2/3/2024 Page 1	
Individual Meet Entries Report	
Southern Nevada HS Swim/Dive 2023 22-Apr-23 Yards Location: MultiGen	
WOMEN	
Heese, Laila (SO)	MJVEG-CA
# 7 Women 50 Free	42.33Y
# 21 Women 100 Breast	1:44.86Y
Reyes, Maryiam (FR)	MJVEG-CA
# 13 Women 100 Free	1:01.00Y
# 19 Women 100 Back	1:05.00Y
Terrazas, Angela (SR)	MJVEG-CA
# 13 Women 100 Free	1:23.94Y
# 19 Women 100 Back	1:29.73Y

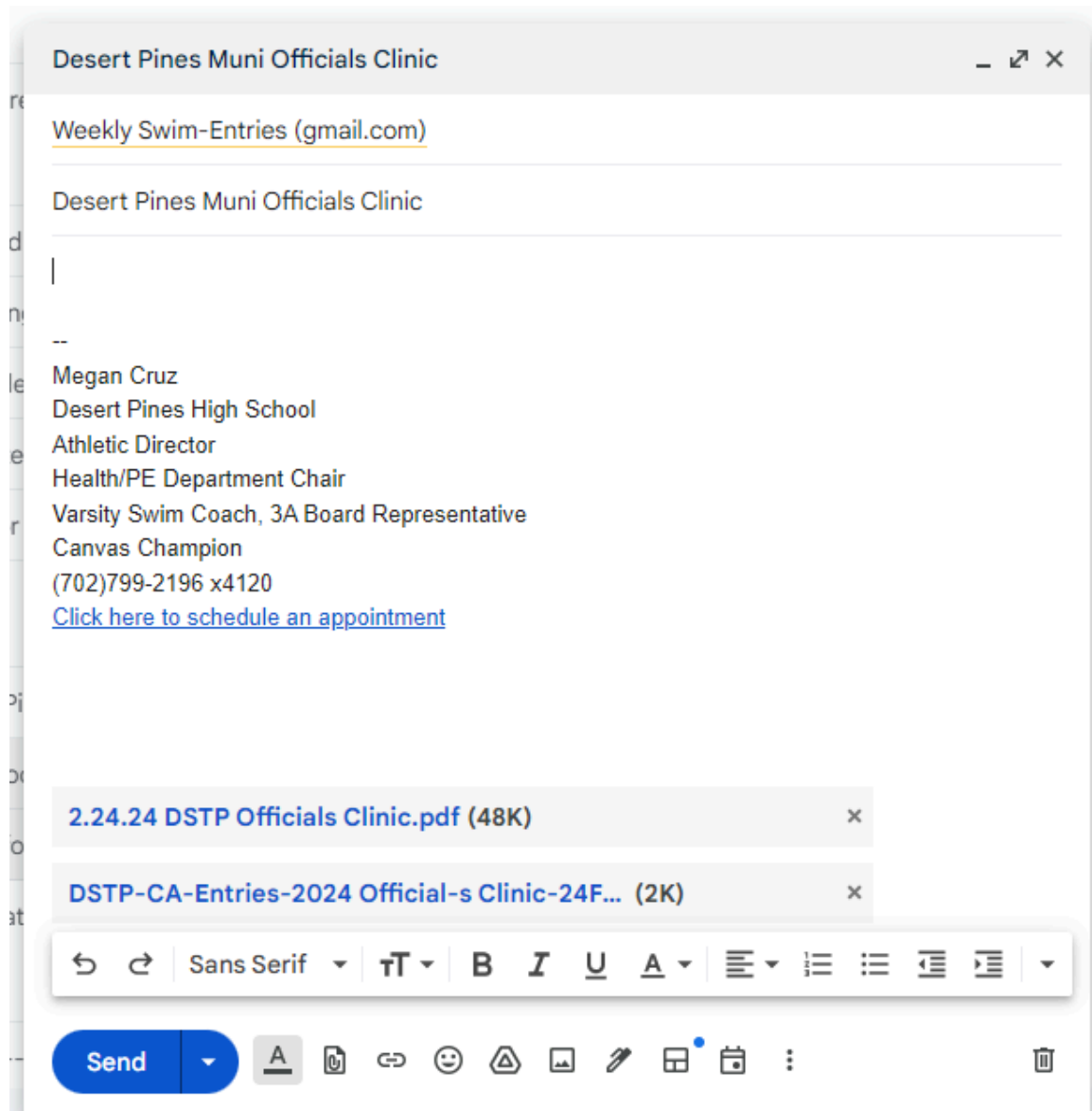
3. The following box appears. Select '**PDF**'. Click '**OK**'.



4. The following box appears. Click '**OK**'.



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



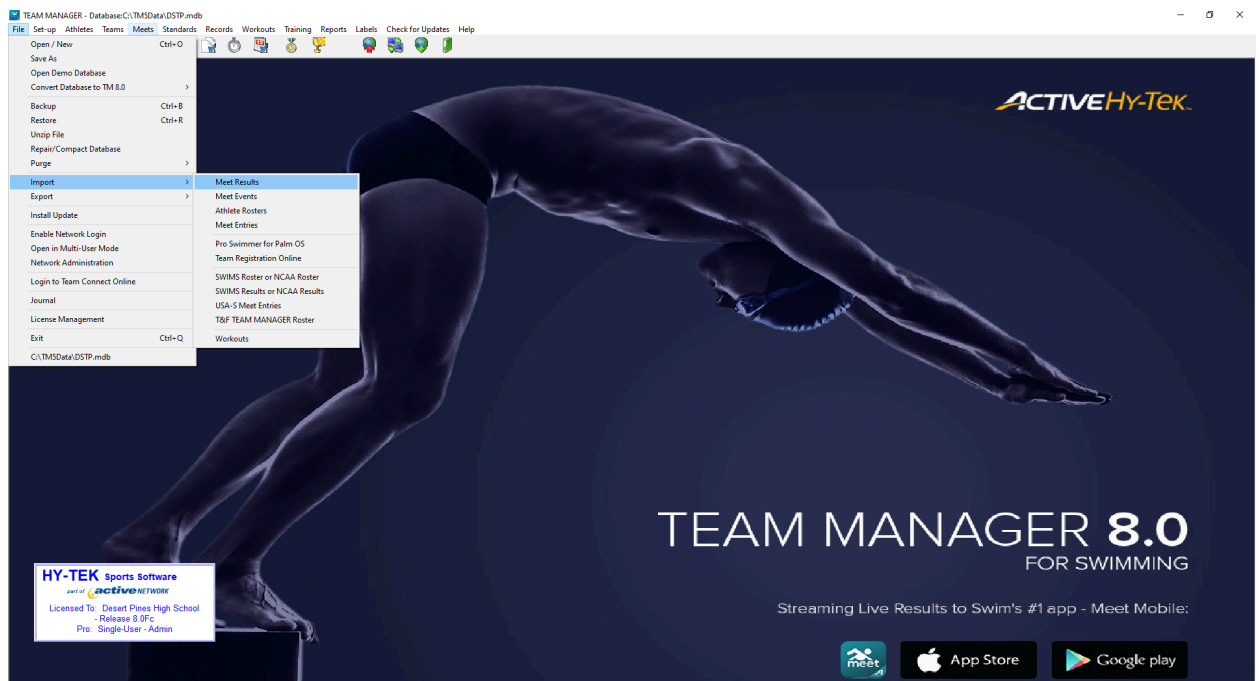
Send to swimm1nyourlane19@gmail.com , Kathy Guerrero.

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.

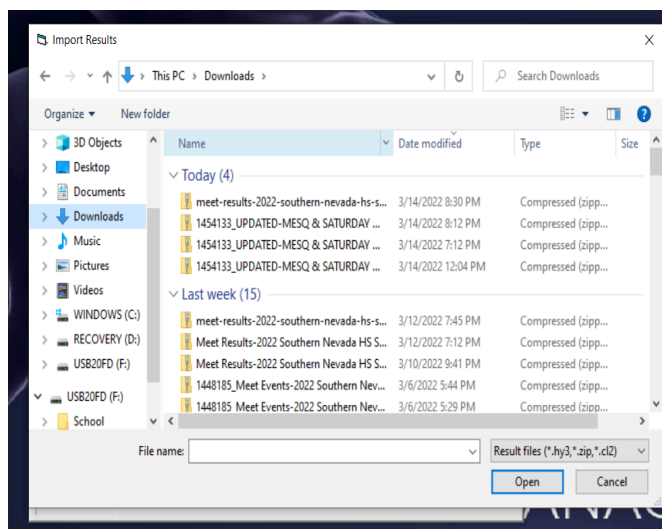
Up Next, Importing results.

Importing Meet Results: From Hy-Tek Home Screen

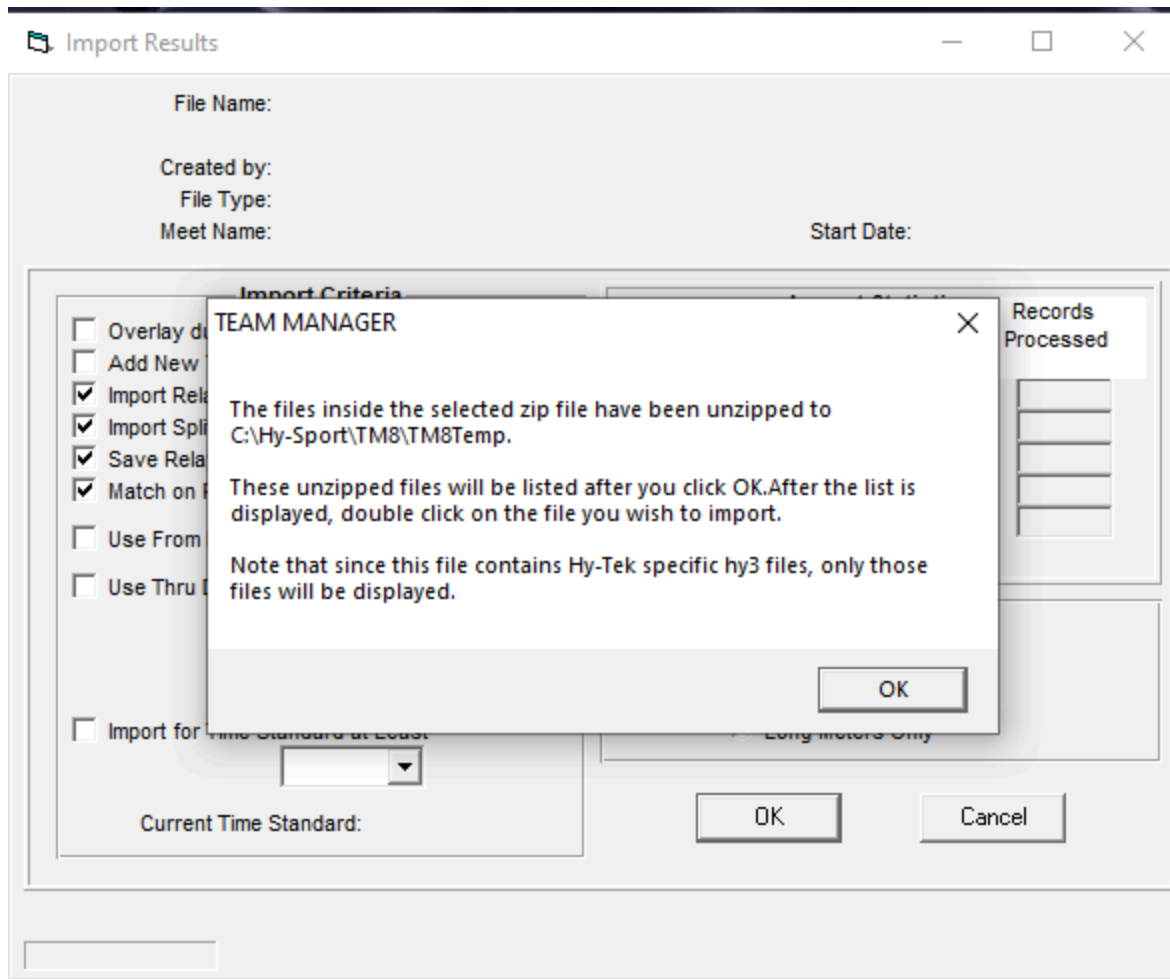
- 1) Open [TeamUnify](https://www.teamunify.com) website and go to **South Results>2024>™ File**
- 2) It will download the results from that meet to your download folder.
- 3) Next, open Hytek. On the top left of the screen click **'File'**, scroll down to **'Import'** and then choose **'Meet Results'** 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’**.

File Name: C:\Hy-Sport\TM8\TM8Temp\Meet Results-MultiGen AM 3192022-19Mar2022-001.hy3

Created by: Hy-Tek, Ltd version: MM5 8.0De on 03/19/2022 6:45 PM

File Type: MEET MANAGER to TEAM MANAGER Results

Meet Name: MultiGen AM 3.19.2022

Start Date: 03/19/2022

Import Criteria

☐ Overlay duplicate results

☐ Add New Teams/Athletes

☒ Import Relays

☒ Import Splits for Individual Results

☒ Save Relay Lead Off as Result

☒ Match on Reg ID even if Team does not match

☐ Use From Date MM/DD/YY

☐ Use Thru Date MM/DD/YY

One LSC: [dropdown]

One Team: [text box]

☐ Import for Time Standard at Least [dropdown]

Current Time Standard: [dropdown]

Import Statistics

	Records Processed
Meets	[text box]
Teams	[text box]
Individual Results	[text box]
Relay Results	[text box]
Splits	[text box]

Course

☒ All Courses

☐ Yards Only

☐ Short Meters Only

☐ Long Meters Only

OK Cancel

Import File Checked - Click OK to Import

- 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.

Same Meet

There is already an existing meet with start date of: 3/19/2022 named: 2022 Southern Nevada HS Swim/Dive Wk 2 DSTP

Would you like to treat this meet, MultiGen AM 3.19.2022 and 2022 Southern Nevada HS Swim/Dive Wk 2 DSTP as the same meet?

Yes No

- 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!