

HY-TEK Team Manager – Swimming

A How-To Guide for Entering Teams & Athletes

1. Install Hy-Tek

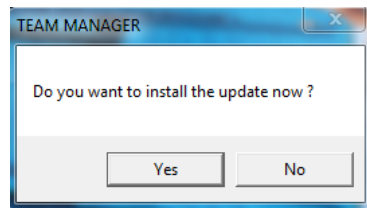
- a. If you haven't already installed the Hy-Tek program, go to <http://www.hy-tek ltd.com/downloads.html>
 - a.i. It may be necessary to contact a school IT technician for approval before you download the Hy-Tek program.
- b. Select the **Swimming** tab and ensure that **Team Manager 8.0** is highlighted in grey. Click on **Lite** and save the file to your desktop.

Team Manager 7.0	Update
Meet Manager 5.0	User Guide
Sports Business Manager 5.1	Online User Guide
TM 5.0Jb	Release Notes
MM 4.0	Lite
	View NEW Features
	View eLesson of New Features

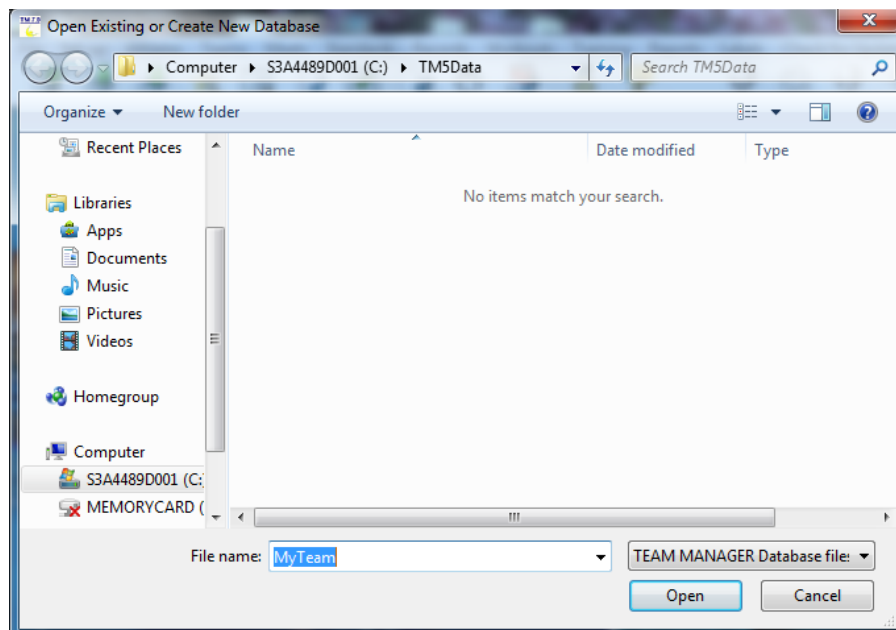
- c. Open the saved file from your desktop to install the program – an **Install Wizard** should pop up. Accept the terms and agreements.
- d. Install the program to the default directory – do not change the location to a different folder.
- e. Uncheck the **Launch Program** box and click **Finish**.

2. First Launch of Hy-Tek Team Manager (Set up)

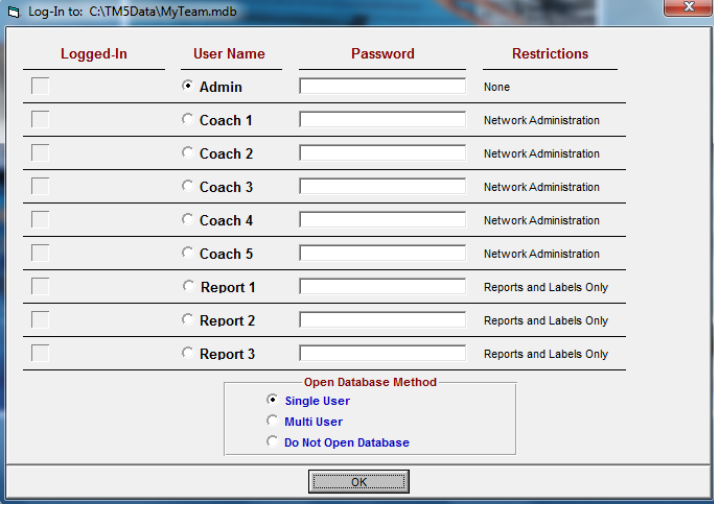
- a. Double-click on the program icon on your desktop and select language (English). Uncheck the **Show Dialogue When program Starts** box.
- b. Click the **OK** button on the intro page.
- c. Click **Yes** to download the newest version and install the update (this takes several minutes). Click **Yes** to **Install Update Now**.



- d. From the main menu, select **File** at the top of the page and click on **Open/New** – This will point to the **TM5Data** file (do not change this). Under File Name, **MyTeam** should be selected, click **Open**.



- e. A box appears with **User Name** options of **Admin**, **Coach** (1-5) and **Report** (1-3). Keep the **Admin** option selected. Near the bottom of the box is another section with the heading **Open Database Method** - keep **Single User** selected and press **OK**.



Log-In to: C:\TMSData\MyTeam.mdb

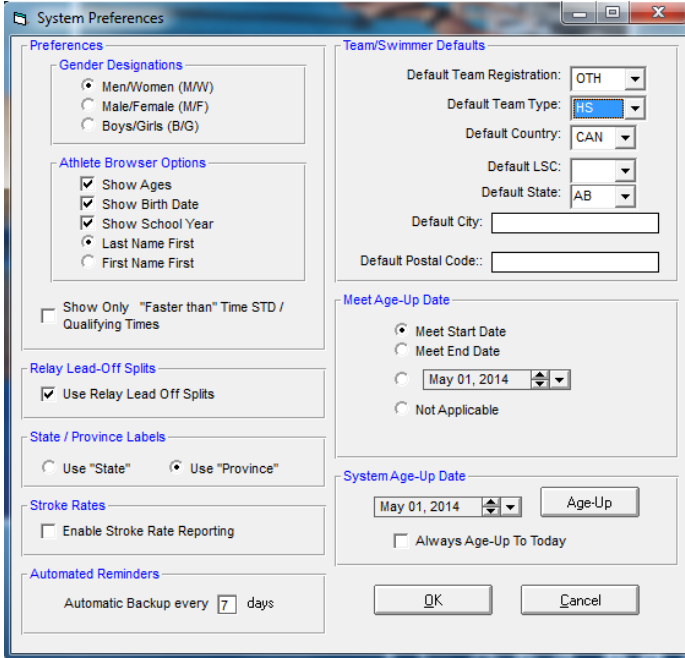
Logged-In	User Name	Password	Restrictions
☐	☒ Admin		None
☐	☐ Coach 1		Network Administration
☐	☐ Coach 2		Network Administration
☐	☐ Coach 3		Network Administration
☐	☐ Coach 4		Network Administration
☐	☐ Coach 5		Network Administration
☐	☐ Report 1		Reports and Labels Only
☐	☐ Report 2		Reports and Labels Only
☐	☐ Report 3		Reports and Labels Only

Open Database Method

☒ Single User
☐ Multi User
☐ Do Not Open Database

OK

- f. In the **System Preferences** window, keep the **Gender Designations** and the **Athlete Browser Options** the same. Under **Team/Swimmer Defaults**, select **Other (OTH)** and select **High School (HS)** under **Default Team Type**. The default Country and State can be changed to Canada and Alberta, respectively. 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 7 days

Team/Swimmer Defaults

Default Team Registration: OTH
Default Team Type: HS
Default Country: CAN
Default LSC:
Default State: AB
Default City:
Default Postal Code::

Meet Age-Up Date

☒ Meet Start Date
☐ Meet End Date
☐ May 01, 2014
☐ Not Applicable

System Age-Up Date

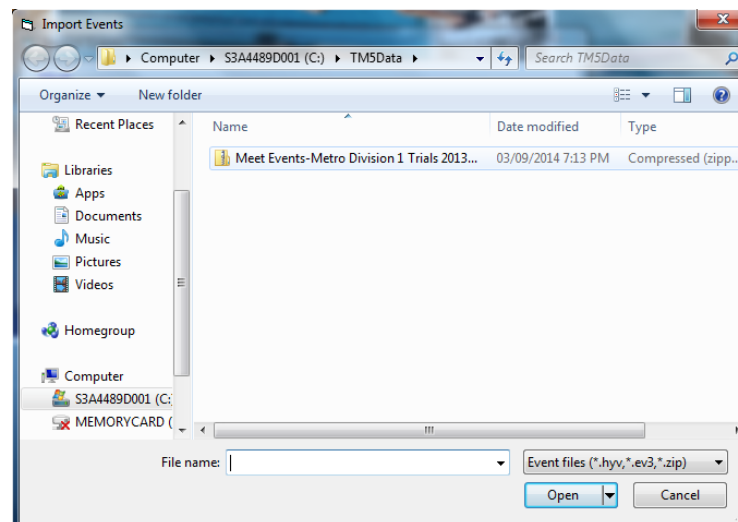
May 01, 2014 Age-Up
☐ Always Age-Up To Today

OK Cancel

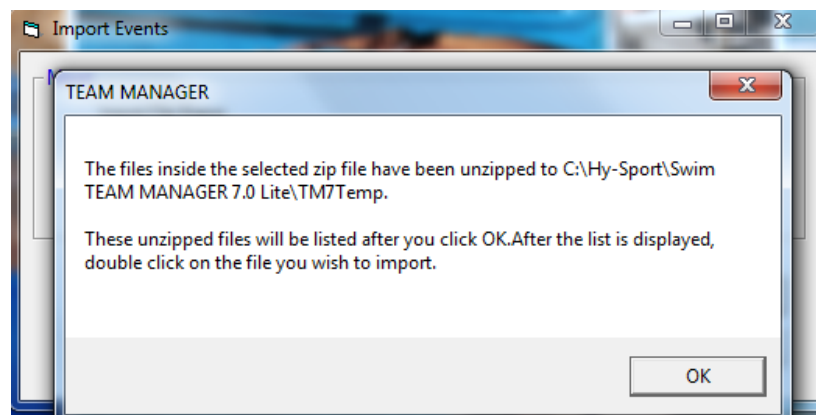
NOTE: Hy-Tek will ask you to update every time you launch/open the program. It is a good idea to do this update to ensure you are working with the most current version of the program, but you will not have to complete the steps of clicking “Open/New” again.

3. Importing Events into Hy-Tek

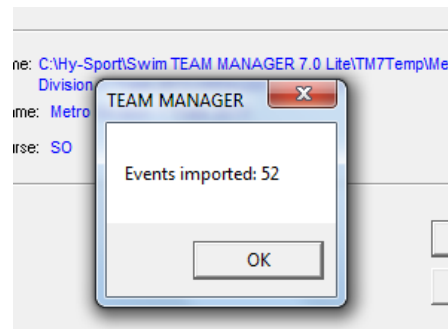
- a. The zip file (containing the Events list) for your schools’ specific Divisional meet should have been e-mailed to you. Do not open or rename this file, but save it to the **TM5Data** folder.
- b. Open Hy-Tek and from the main menu, click **File** at the top of the page, scroll down to **Import** and select **Meet Events** from the drop-down menu – you will then need to select the zip file you saved in the **TM5Data** folder (it should already be pointing to this Folder).



- b.i. Double-click on the zip file – the next screen will prompt you to select it again and then click **Open**. A dialogue box should appear stating that the file is being unzipped – click **OK**.



- b.ii. An **Import Events** box should appear and the **Import File Name** should be the location of your imported divisional zip file, and the **Meet Name** should read **Metro Division (#) Trials (Year)**. Click **OK** and a new dialogue box should pop up stating that 52 events were imported – click **OK**.



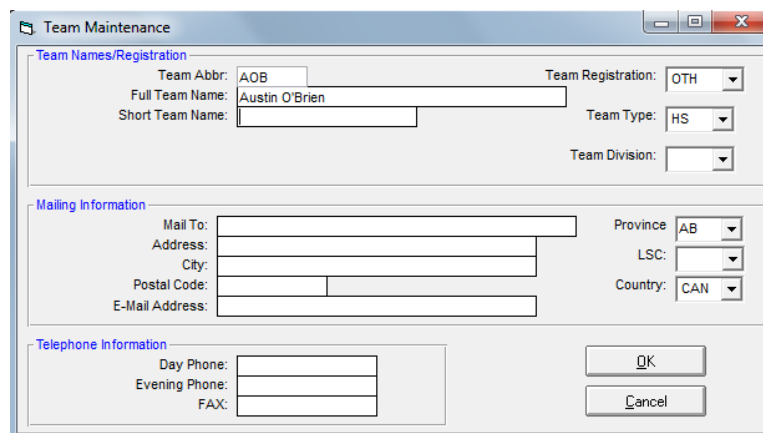
- b.iii. A **Meet Setup** window opens – hit the **Save** button as you navigate through the four tabs (no changes needed). You should end in the **[MEET BROWSER]** window, with your divisional listed under **Meet Name**. Highlight the imported meet (single click, so that it is bolded in blue) before continuing on to enter any teams or athletes. Click the small, blue, inner 'x' at the top of the page to return to the main screen.

The 'Meet Setup' window is shown with four tabs: 'Meet Description', 'Entry Fees', 'Eligibility Rules', and 'Online Meet Entry'. The 'Meet Description' tab is active. It contains the following fields: '*Meet Name: Metro Division 1 Trials 2013', '*Facility Name: Kinsmen Sport Centre', 'Street Address:', 'Address Line 2:', '*City: Edmonton', '*State / Province: AB', '*Postal Code: T6C 2V9', 'Country: CAN', '*Course: SO', 'Sanction Number:', 'Internal Remarks:', and 'Instructions:'. Below these fields is a red text label '250 characters maximum'. At the bottom, there are two sections: 'Meet Dates' with fields for '*Start Date: Dec 04, 2013', 'End Date: Dec 04, 2013', and '*Meet Host Entry Deadline: Dec 04, 2013'; and 'Advanced Settings' with fields for 'Non-Conforming Course Factor', 'Meet Type:', 'Masters Meet' checkbox, and 'Altitude: 0 feet'. At the bottom of the window are 'Help', 'Save', and 'Cancel' buttons.

4. Entering a Team

- a. From the Hy-Tek main page, click **Teams** in the top left corner
- b. Click **Add** and under **Team Names/Registration**, you will be prompted to type in the team abbreviation (eg., Austin O'Brien would be AOB), then the school name in full. Leave the rest of the sections blank and click **OK**. Click the red "x" at the top of the **Team Maintenance** window and your school's team should appear.

PLEASE USE YOUR PROVIDED TEAM ABBREVIATION ON THE TIME RECORDING TEMPLATE AND DO NOT CREATE YOUR OWN. IT MUST BE THE ONE METRO USES.



The screenshot shows a window titled "Team Maintenance" with a tab labeled "Team Names/Registration". The form contains the following fields and controls:

- Team Abbr:** Text box containing "AOB".
- Full Team Name:** Text box containing "Austin O'Brien".
- Short Team Name:** Empty text box.
- Team Registration:** Dropdown menu with "OTH" selected.
- Team Type:** Dropdown menu with "HS" selected.
- Team Division:** Empty dropdown menu.
- Mailing Information:**
 - Mail To:** Empty text box.
 - Address:** Empty text box.
 - City:** Empty text box.
 - Postal Code:** Empty text box.
 - E-Mail Address:** Empty text box.
 - Province:** Dropdown menu with "AB" selected.
 - LSC:** Empty dropdown menu.
 - Country:** Dropdown menu with "CAN" selected.
- Telephone Information:**
 - Day Phone:** Empty text box.
 - Evening Phone:** Empty text box.
 - FAX:** Empty text box.

At the bottom right of the window are two buttons: "OK" and "Cancel".

- c. Click the small blue 'x' in the top right corner to return back to the main page.

5. Adding Athletes to a Team

- a. From the Hy-Tek main page, click **Athletes** and select the correct school you wish to create a roster for and click **Add** at the top of the page.
- b. In the **Athlete Information** section, type in the athletes' **Last Name, First Name, Birthdate** and **Gender**. On the right-hand side under the **Member Of** section, select your school from the **Team 1** drop down list. Click **OK** after filling out each athlete's information – the registration area will blank and reset, and you should continue to enter each athlete's information one at a time.
- c. A reminder that athletes are entered by grade. Grade 10's are entered as 10, 11's entered as 20 and 12's entered as 30.

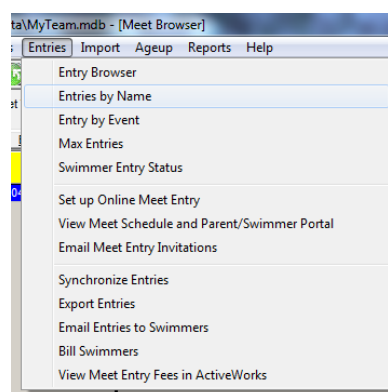
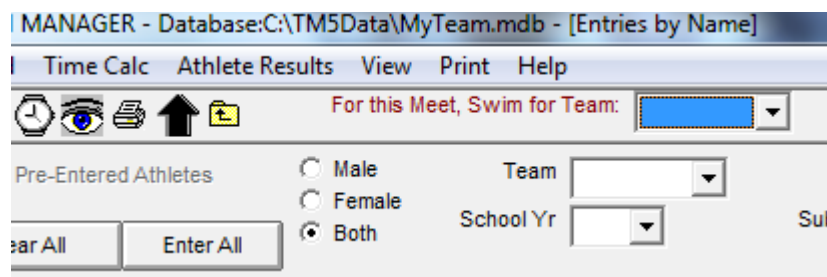
The screenshot shows the 'Athlete Information' window with the following sections:

- Athlete Information:** Fields for Last Name, Preferred Name, ID #, Build ID, First Name, Birthdate (DD/MM/YY), Middle, Age, Athlete Cell, and Athlete E-Mail. A Gender (M,F) checkbox is also present.
- Primary Contact:** Tabs for Primary Contact, Secondary Contact, Medical, Custom, and Email Export.
- Primary Mailing Information:** Fields for Father's Last, Mother's Last, Father's First, Mother's First, Mailing Address, City, Province (dropdown), Postal Code, and Country (dropdown). Includes a 'Swap Mother/Father Names, Tele, E-mail' button and a 'Mail to:' field with a note: 'Fill in 'Mail To' if different from first names and last name'.
- Primary Contact Information:** Fields for Home Phone, FAX, Office Phone, Cell, and E-Mail for both Father and Mother.
- Member of:** Team selection (Team 1, Team 2, Team 3 dropdowns), Group, Subgroup, WM Group, WM Subgr, and School Yr. Includes 'Joined' date fields (DD/MM/YY) for Team 1 and Group.
- Options:** Checkboxes for Foreign, Inactive, and Dive Certified.
- Buttons:** Registration, Recruiting, OK, and Cancel.

- d. Once you have completed entering your athletes, click the red 'x' in the corner of the **Athlete Information** window. Your roster should now appear. Return to the main page.

6. Entering Athletes into Individual Events

- From the Hy-Tek main page, click **Meets** in the top left corner.
- Select the desired meet from the list (you do not need to click or double-click – just make sure it is highlighted in blue) and click **Entries** on the taskbar at the top of your screen.
- To register athletes in their individual events, select **Entries By Name**. Make sure that you select your team at the top of the page where it says “**For this meet, swim for team:**” and select your school under the **Team** drop-down list below.



- Highlight a swimmers' name and select each of their events by checking the box under the **Enter** column. Under the **Custom Time** column, enter the athlete's time (you do not have to type in the decimal places, ie:, 0:36.56 would be entered as 3656).

Max Combined Entries		4	Relay Entries		0	Session:	<input type="text"/>	Meet Division	
en	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	
	100	Breast	Open	☒		5:00.00S	☐	☐	
	50	Back	Open	☐			☐	☐	
	50	Back	Open	☐			☐	☐	

- e. Once you've completed the full roster, exit the screen by clicking the small blue 'x' at the top right of the page. Your changes will have been saved automatically.

7. Entering Athletes into Relays

- a. To register athletes into relays, from the **Meets** page, highlight the desired meet and click **Entries**. Select **Entry By Event**, and once again make sure that you have selected your school from the "**Swim for Team...**" and **Team** drop-down lists. Next, select the proper relay by scrolling through the event-listing (in chronological order).
- b. Make sure that you have selected your Team from the drop-down menu. Click on **New Relay** on the right side of the screen and a yellow box should appear. Double click on the **Last Name** of each of the swimmers you wish to add to the relay team (names should be listed on the left hand side). **The order of the names entered is the order in which they will swim** (ie.; in the Medley Relay, the first swimmer will be swimming the backstroke leg of the relay). **You must have 4 different names.**

Event: [48] Open Male 200 Medley Relay												
Last Name	First Name	Mi	Entrd	4Bst	Best Time	Bonus	IE	RE	CE	Gen	Age	Yr
A Doe	Bob		☒	☒		☐			1	1	M	16
A Doe	George		☒	☒		☐			1	1	M	16
A Doe	Jim		☒	☒		☐			1	1	M	16
A Doe	John		☒	☒		☐			1	1	M	16

New Relay

Clear Swimmers

Best: Free

☐ Include Relay Non Lead-Off Splits

Find Best Relay Best Relay Report

Swimmers		Class
1	Doe, Bob	
2	Doe, George	
3	Doe, Jim	
4	Doe, John	
5		
6		
7		
8		

	Ent	Best	Custom	Ex	Ht	Ln
A	☒	NT		☐		

- c. Once you are finished, simply click the small, blue, inner 'x' at the top of the page and return to the **Meet Browser** screen. Your changes will have been automatically saved.

8. Printing a Report

- a. To print a list of all your swimmers and their event entries, select the **Reports** tab at the top of the **Hy-Tek** main screen.
- b. From the drop-down list, select **Meet Reports** and scroll across to **Meet Entries**.
- c. Select your school from the **Team** drop down list, select **All** under the gender tab, select **Individual and Relays** under the **Event Filters** section and select **Name** under **Sort By**. Click **Create Report**.

Meet: 04-Dec-13 Metro Division 1 Trials 2013

Filters

Team: AOB
Group:
Subgroup:
WM Group:
WM Subgroup:
School Year:
Totals on Separate Page ☒
Include Inactive ☐
Show Registration ID ☐
Include Birth Date ☐
Include Official Statement ☐

Stroke / Distance Filters

Stroke:
Distance:
Sort by
☐ Meet Event Number
☐ Meet Event Heat/Lane
☐ Meet Event Number (1 per page)
☐ Meet Event Heat/Lane (1 per page)
☒ Name
☐ Age
☐ Name (1 Swimmer per Page)
☐ Stroke and Distance

Event Filters
☐ Individual
☐ Relay
☒ Individual and Relays

Other Options
Show Times Unconverted ☐
Include Proof of Time ☐
Include Team Address ☒
Indicate Converted Times ☐
Do Not Show Entry Times ☐

Standards | Points
☒ None
☐ Hy-Tek Age Group
☐ Hy-Tek Single Year
☐ Hy-Tek Open
☐ FINA Points
☐ LEN Points
☐ AUS Points
☐ NISCA Points
☐ SNZ Points

☒ Keep Athletes / Events together ☐ Don't Show Totals

Create Report Cancel

- d. A pop-up screen will appear saying **Building Report**. Once the report has finished loading, a document will open – all of your athletes events (including relays) should be listed. The last page of the document has a tally of the total number of athletes you have entered (males, and females) as well as the number of relay entries. A copy can be printed off your records and as a double-check so that no athletes' entries are missed.

Individual Meet

Metro Division 1 Trials 2013 04-Dec-13 SC Meters
Location: Kinsmen Sport Centre
Austin O'Brien [AOB]
AB

WOMEN

@address2 (String)

Jane Doe
#1 OP Women 100 Breast 5:00.008

TEAM MANAGER Lite

Individual Meet

Metro Division 1 Trials 2013 04-Dec-13 SC Meters
Austin O'Brien [AOB]

MEN

Bob Doe
#48 OP Men 200 Medley Relay A Back
George Doe
#48 OP Men 200 Medley Relay A Breast
Jim Doe
#48 OP Men 200 Medley Relay A Fly
John Doe
#48 OP Men 200 Medley Relay A Free

Individual Meet

Metro Division 1 Trials 2013 04-Dec-13 SC Meters
Austin O'Brien [AOB]

Female IE's: 1

Male IE's: 0

Total IE's: 1

Total Athletes: 5

Male RE's: 4

Total RE's: 4

RPTW

9. Exporting Meet Entries

- Once your athletes' entries are all entered into Hy-Tek, you will need to export your entries (create a zip file) and send a copy to the meet manager.
- From the main start-up page, click **File** and select **Meet Entries** from the drop-down menu.
- The Meet drop-down menu should read your team's divisional date
- Ensure that the **Export Relays** box is checked
- Ensure that your exported file points to the **TM5Data** folder (located on the right hand side under **Export to Directory**) so that you can find the file later. Click **OK**, and a box should appear letting you know that the file was exported to the **TM5Data** folder.

Export Entries

Export to Drive:

c: [S3A4489D001]

Export to Directory:

C:\

TM5Data

Entry Export Restrictions

Meet: 04-Dec-13 Metro Division 1 Trials 2013

Export Relays ☒

Export Only Relays ☐

Use Unconverted Times ☒

Do not include Entry Times ☐

OK

Close

Export Entries

Export to Drive:

c: [S3A4489D001]

Export to Directory:

C:\

TM5Data

Entry Export Restrictions

Meet: 04-Dec-13 Metro Division 1 Trials 2013

Export Relays ☒

Export Only Relays ☐

Use Unconverted Times ☒

Do not include Entry Times ☐

OK

Close

TEAM MANAGER

Entries exported to C:\TM5Data\AOB-Entries-Metro Division 1 Trials 2013-04Dec2013-001.ZIP

OK

10. Locating and Sending your Meet Entries

- a. From your desktop, click on the Computer icon and select the C:\ drive.
- b. Select the **TM5Data** folder, and your entries should be in zip file format with a title that includes your school's abbreviation (ie: Spruce Grove is SG), Entries, and the date of the Divisional – This is the file that needs to be e-mailed to the meet manager. **Remember to click 'Attach File' on your e-mail message and actually add the document as an attachment!**
- c. When e-mailing your entries to the meet manager, be sure to put your school's name in the subject line along with which Divisional (1 or 2) your team will be competing at.

