HY-TEK Team Manager – Swimming

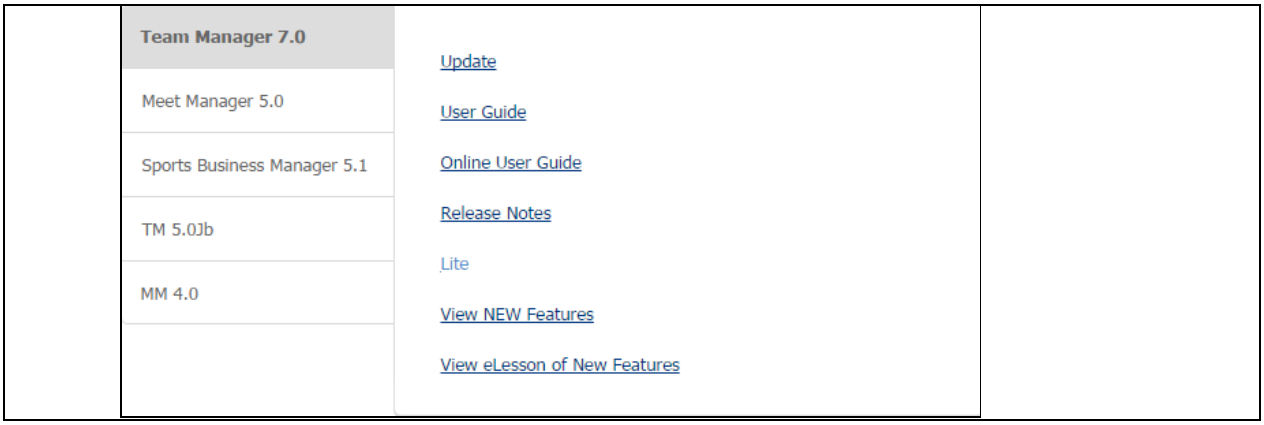
A How-To Guide for Entering Teams & Athletes

1. **Install Hy-Tek**

   a. If you haven't already installed the Hy-Tek program, go to http://www.hy-tekltd.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.



   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.

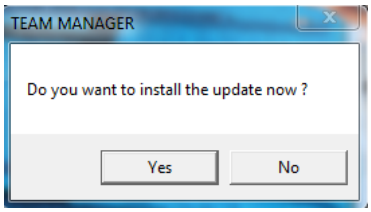
   e. Uncheck the **Launch Program** box and click **Finish**.

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

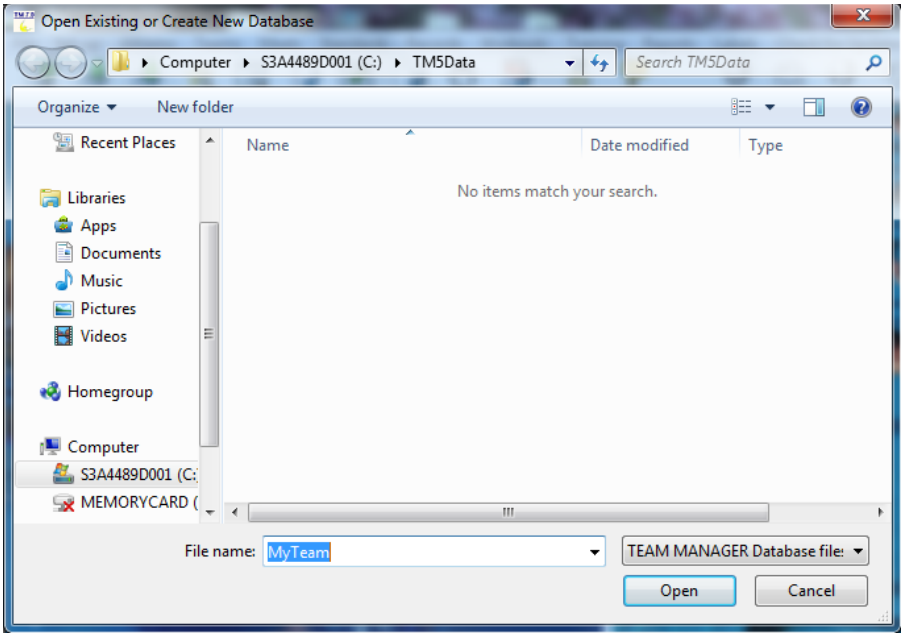
   a. Double-click on the program icon on your desktop and select language (English). Uncheck the **Show Dialogue When program Starts** box.

   b. Click the **OK** button on the intro page.

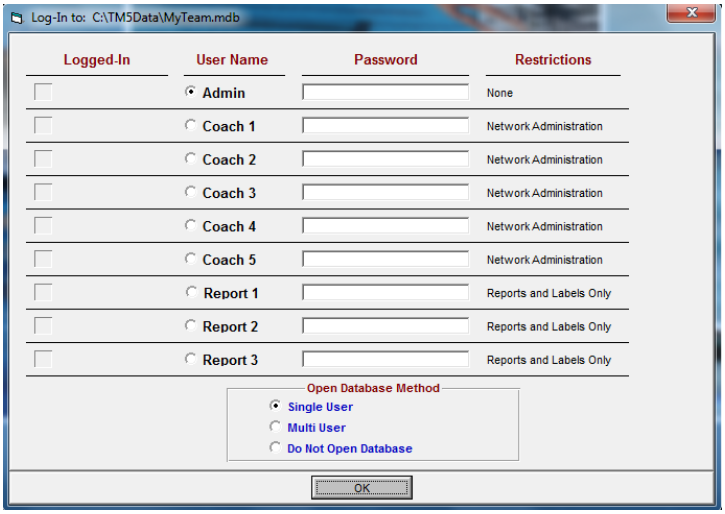
   c. Click **Yes** to download the newest version and install the update (this takes several minutes). Click **Yes** to **Install Update Now.**



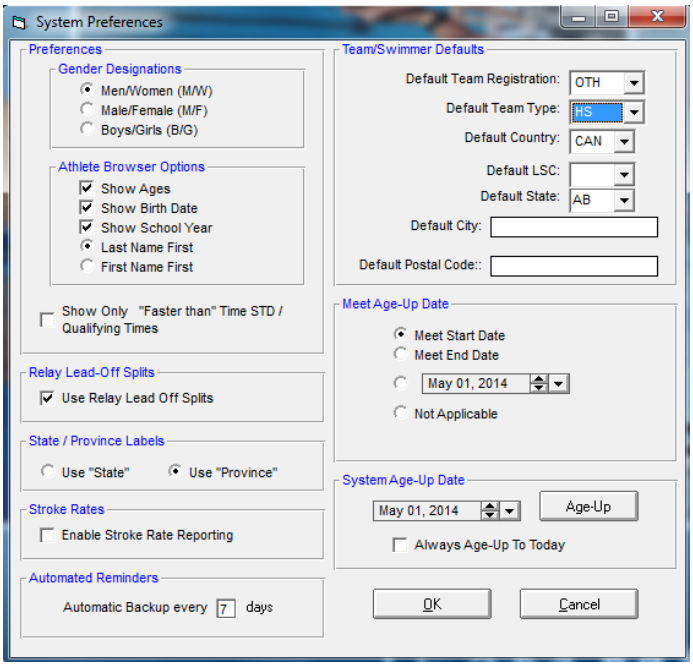
   d. From the main menu, select **File** at the top of the page and click on **Open/New** – This will point to the **TM5Data** file (do not change this). Under File Name, **MyTeam** should be selected, click **Open**.



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**.



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**.

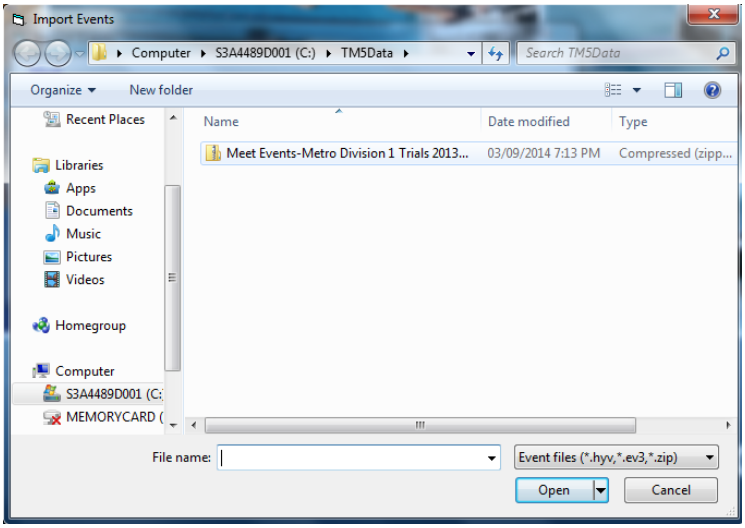


NOTE: ***Hy-Tek will ask you to update every time you launch/open the program. It is a good idea to do this update to ensure you are working with the most current version of the program, but you will not have to complete the steps of clicking "Open/New" again.***

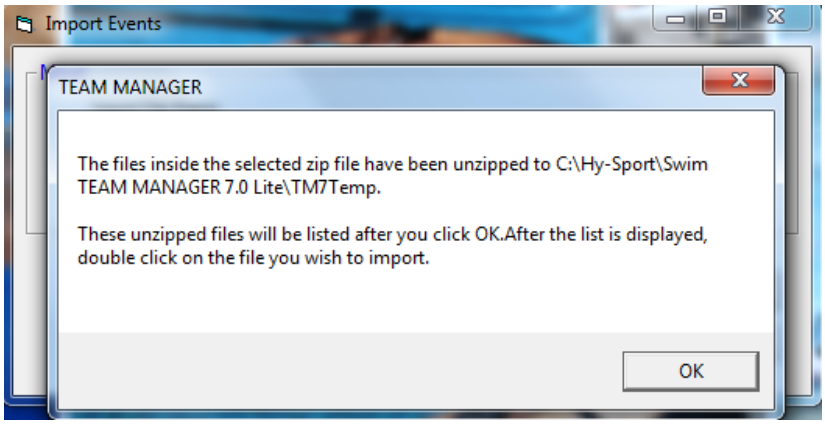
3. **Importing Events into Hy-Tek**

   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.

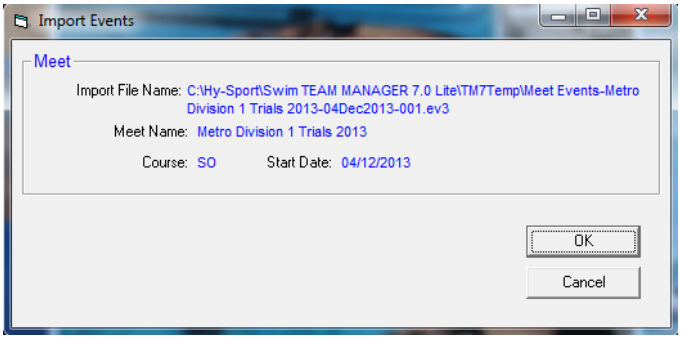
   b. Open Hy-Tek and from the main menu, click **File** at the top of the page, scroll down to **Import** and select **Meet Events** from the drop-down menu – you will then need to select the zip file you saved in the **TM5Data** folder (it should already be pointing to this Folder).

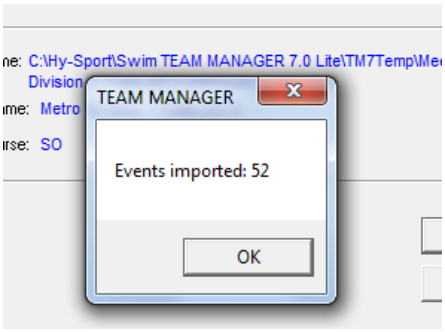


   b.i. Double-click on the zip file – the next screen will prompt you to select it again and then click **Open.** A dialogue box should appear stating that the file is being unzipped – click **OK**.

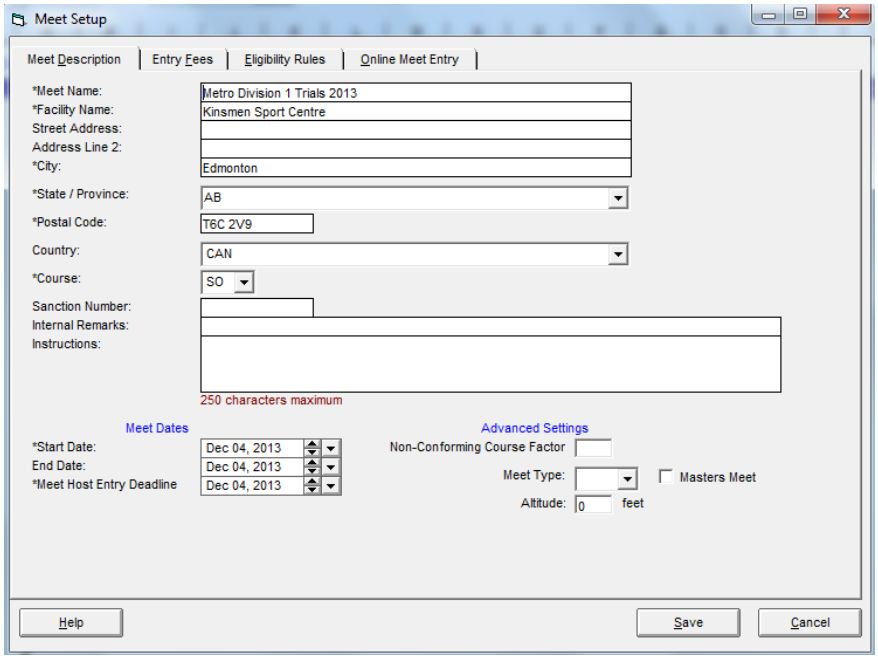


b.ii. An **Import Events** box should appear and the I**mport File Name** should be the location of your imported divisional zip file, and the **Meet Name** should read **Metro Division (#) Trials (Year).** Click **OK** and a new dialogue box should pop up stating that 52 events were imported – click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





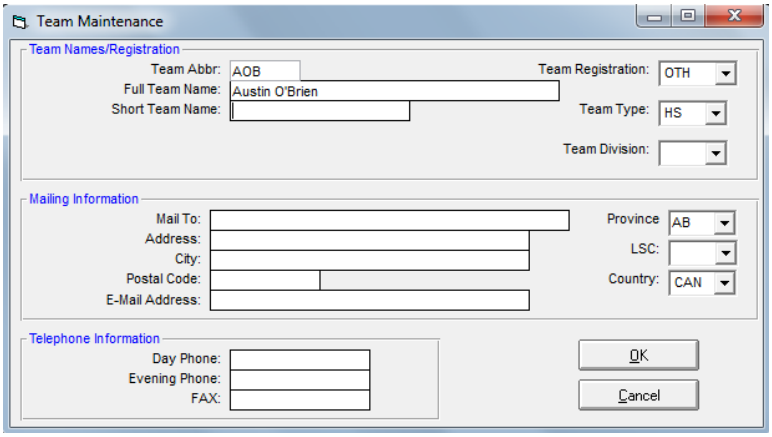
b.iii. A **Meet Setup** window opens – hit the **Save** button as you navigate through the four tabs (no changes needed). You should end in the **[MEET BROWSER]** window, with your divisional listed under **Meet Name.** Highlight the imported meet (single click, so that it is bolded in blue) before continuing 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.



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.



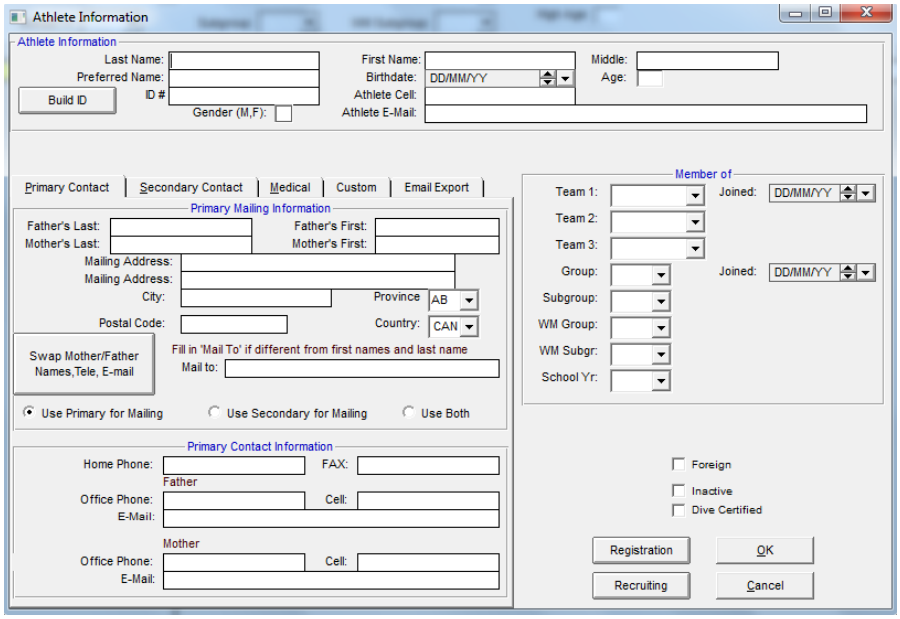
   c. Click the small blue 'x' in the top right corner to return back to the main page.

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.



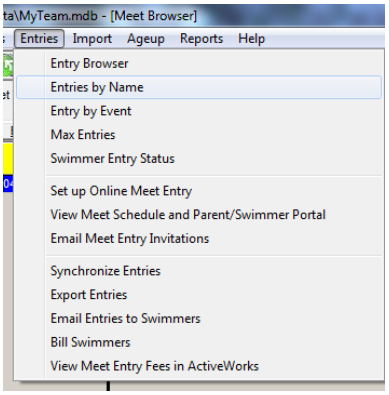
   d. Once you have completed entering your athletes, click the red 'x' in the corner of the **Athlete Information** window. Your roster should now appear. Return to the main page.

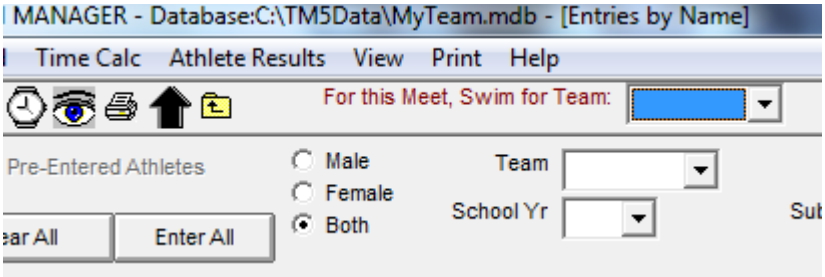
6. **Entering Athletes into Individual Events**

   a. From the Hy-Tek main page, click **Meets** in the top left corner.

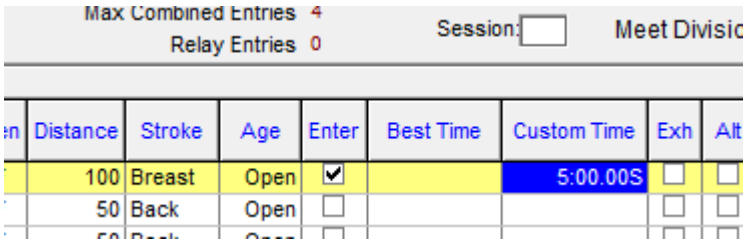
   b. Select the desired meet from the list (you do not need to click or double-click – just make sure it is highlighted in blue) and click **Entries** on the taskbar at the top of your screen.

   c. 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.





   d. 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).

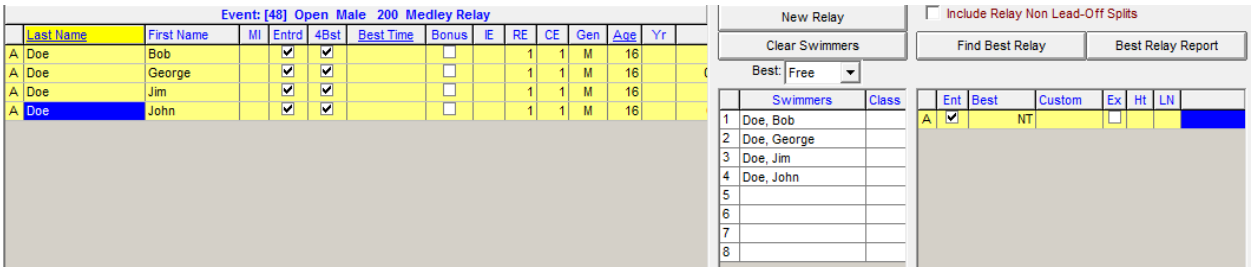


e. Once you've completed the full roster, exit the screen by clicking the small blue 'x' at the top right of the page. Your changes will have been saved automatically.

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.**



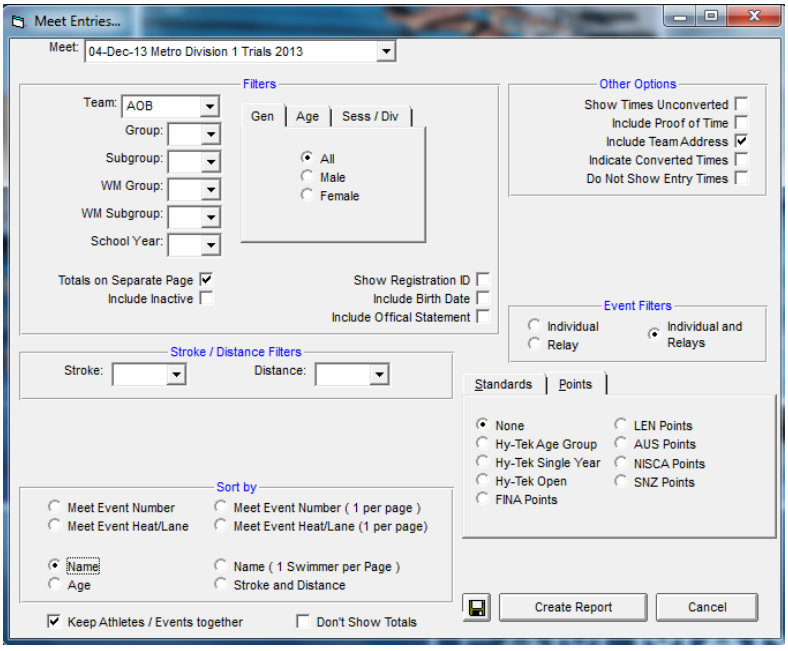
c. Once you are finished, simply click the small, blue, inner 'x' at the top of the page and return to the **Meet Browser** screen. Your changes will have been automatically saved.

8. **Printing a Report**

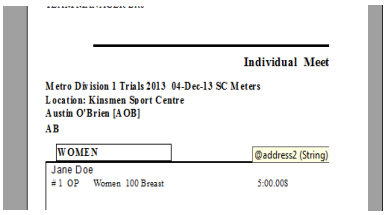
   a. To print a list of all your swimmers and their event entries, select the **Reports** tab at the top of the **Hy-Tek main screen.**

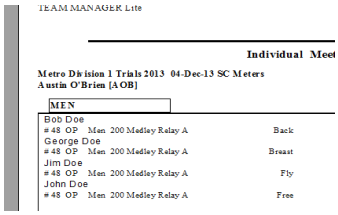
   b. From the drop-down list, select **Meet Reports** and scroll across to **Meet Entries.**

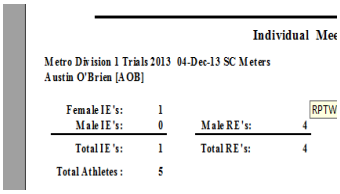
   c. Select your school from the **Team** drop down list, select **All** under the gender tab, select **Individual and Relays** under the **Event Filters** section and select **Name** under **Sort By**. Click **Create Report**.



   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.







9. **Exporting Meet Entries**

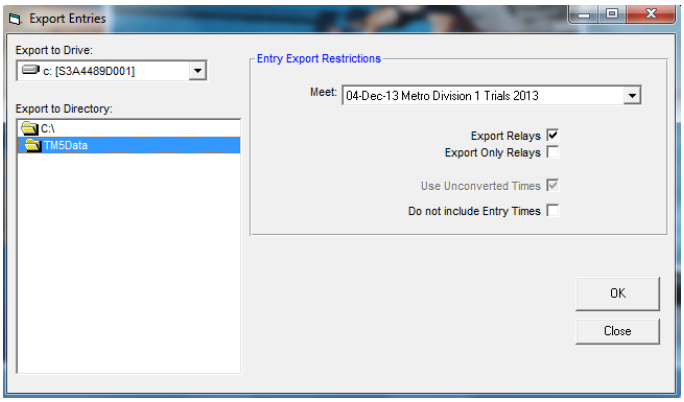
   a. Once your athletes' entries are all entered into Hy-Tek, you will need to export your entries (create a zip file) and send a copy to the meet manager.

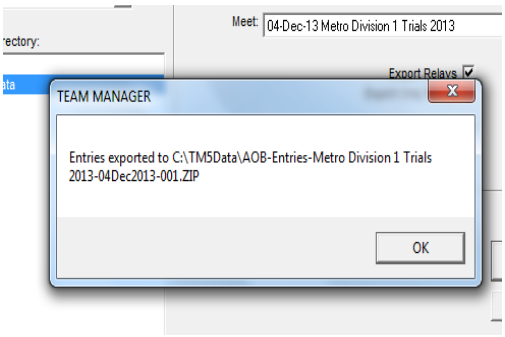
   b. From the main start-up page, click **File** and select **Meet Entries** from the drop-down menu.

   c. The Meet drop-down menu should read your team's divisional date

   d. Ensure that the **Export Relays** box is checked

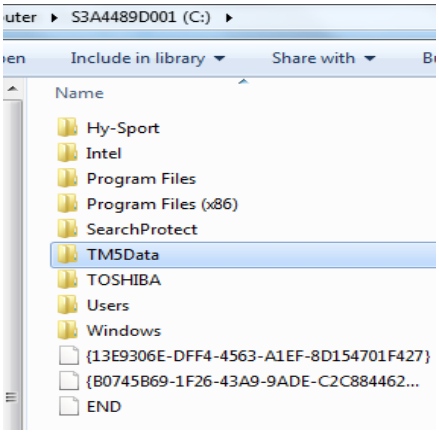
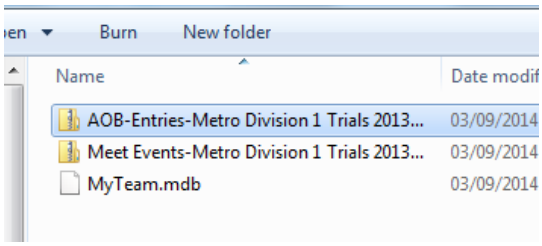
   e. Ensure that your exported file points to the **TM5Data** folder (located on the right hand side under **Export to Directory**) so that you can find the file later. Click **OK**, and a box should appear letting you know that the file was exported to the **TM5Data** folder.





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. **<u>Remember to click *'Attach File'* on your e-mail message and actually add the document as an attachment!</u>**

   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.