

Instructions for Creating Meet Entries Using Hy-Tek Meet Manager Software

WARNING: This is not the preferred way to make meet entries. It is very easy to make mistakes in naming your team or more importantly your swimmers. This could result in errors when the meet results are sent to the league secretary and could result in questions about your swimmers eligibility to swim in the league championship. It is much better, if possible, to maintain your swimmer roster in Team Manager and make your entries from there. This option is only included for those teams that might not have Team Manager but do have Meet Manger.

NOTE: Before you start, make sure your Meet Manager database is backed up and saved where it can not be overwritten – you may overwrite your current meet manager database using this procedure.

1. Download the summer or winter database file for Meet Manager from the Hy-Tek Setup Page on the League's Web Site at http://www.carolinaymcaswim.org/hy-tek_setup.htm by selecting the file and then choosing the "save to disk" option rather than the "open" option. The file will be saved as summer.mdb or winter.mdb. If you have installed Meet Manager with the default settings, you must save this file to the C:\swmeets folder. NOTE: You may also download and use the database backup file if you are familiar with restoring and renaming the meet manager database, but this is not as straightforward and is not covered in this write-up.
2. Open Meet Manager and open a new meet.
3. Select FILE / OPEN/NEW and select the summer.mdb or winter.mdb file from the list..
4. You will now have a meet database that will contain all the entries, sessions, and setup options for the default summer or winter meet template. Select SETUP / MEET SETUP to set up the meet with the appropriate number of lanes, course, dates, etc. as outlined in the Host Team's meet information.
5. Select TEAMS and add your Team. Select ATHLETES and add your athletes. You will need to set up your team and athletes EXACTLY as you registered them. Be sure to include Birthdays and also USS registration numbers if available.
6. You can make your entries as you add your athletes, or later by selecting ATHLETES. You can make relay entries from the ATHLETES screen or by selecting RELAYS. Be sure to enter valid entry times for your swimmers and relay teams so that they will be appropriately seeded in the meet. Entries make with no times will automatically be seeded in the slowest heats.
7. After your entries have been completed, select FILE / EXPORT / ENTRIES FOR MEET MANAGER MERGE OF SAME MEET to create a zipped file containing your meet entries. Save this file in a folder where you can conveniently locate it.
8. Create and Entry List report and save it to your hard disk as a word document. HINT: After the report is created select the icon that looks like an envelope with an arrow and select "word for windows document" from the pull-down list to save the word file.
9. Attach the files created in step 7 and 8 to an e-mail and send it to the address specified by the host team

If you have problems creating the entry file contact Don Kier at 864 487-7711 (evenings) or e-mail questions to drkier@bellsouth.net.