

Instructions for Hy-Tek Meet Manager

You received a meet file via email. It is already set-up for your meet. You just need to add the athletes and their entries. It's suggested that you create a new folder on your computer, named for your meet (for example – 2008 TRA Champ). You can save all the Team Manager entry files in this folder as well as your meet file.

How to load the meet file

- Save the meet file you received in an email
 - Remember the location you saved it (write it down)
- Open the Meet Manager Program
- Select “File”, then “Restore”
- Select the 4th option – Unzip, copy database to a selected folder, and open this database
- A box will appear for you to select the meet file you saved
- Another box will appear asking where you want to save the meet file
 - The default folder is “tfmeets”
 - You can select this folder or another one if you choose (remember where you save it)
- Your meet is now set-up

Entering Athletes

Most of the entries you receive will be via a import file from Team Manager

How to import a Team Manager Entry File

- Select “File”, then “Entries”
- A box will appear for you to select the location you saved the entry files
- Select the entry file, then “Open”
 - File will be named similar to this – 11BS-Entries01.zip
 - You will be able to determine the team by the two letters after the “11” in the file name
- Click on “Okay” on the box that appears
- Another box will appear for the folder “CL Temp”
- Select the file that begins with HFILE, then “Open”
- Select “Okay” on the next box
- Select “Okay” on the next two boxes
- **NOTE:** if a team used a different abbreviation than instructed, during the import, you will get a message noting they don't match. Select the option that uses the abbreviation already in the database.
- If you select “Athletes” from the main toolbar, you can see the athletes you just imported.

How to Manually Enter Athletes

Click on “Athletes” on the top toolbar, and then click on “Add” on the toolbar.

NOTE: Since you can tab thru the gender and club fields, it is easiest to enter all athletes from one club, all of one gender at a time. This will eliminate gender and affiliation errors.

- Double click on a club on the right side of the screen.
- Type in athlete information
- A date of birth is required. If no date was provided, use a dummy date of 01/01/year (1990, etc) until you are provided with the proper date.
- USATF Membership # (if provided) can be entered in the Reg ID Field .

The events the athlete is eligible to compete will show on the bottom half of the screen once you enter a birthdate.

- To enter an athlete into his/her events, click on the event name, or type in the event number in the first column. The event will be highlighted yellow.

Seed marks may be entered, but they are not required.

If you click on the wrong event, just click (or double click) on the event to remove them

Entering Marks

- Entering marks for the 100M or 200M, Hurdles – enter numbers only using 4 places
 - 1129 when entered will automatically change to 11.29
 - Entering marks for 400M, 800M, 1500M, 3000M, RW enter numbers only using 4 or 5 places (5849 = 58.49 or 10135 = 1:01.35)
- Entering marks for field events
- The invitational meets are set-up to take field measurements in English rather than Metric
- Marks must be entered with two places for the inches and two places for the fractions. All places must be filled or the program will give you an error message.
 - (110525 = 11' 5 ¼" or 40150 = 4' 1 ½" or 1150500 = 115' 5")
- If it's easier for you, you can enter the times/marks with the designators.

Entering Relays

Relays must be entered either in the main athlete window or by using Relay on the top toolbar

In the main athlete window

Click on “Show Relay” just beneath the toolbar. This allows the relay events to show in the list of eligible events.

Click on the relay entered – a box comes up asking which team A, click okay (if team B, change to B, then click okay)

NOTE: The relay will only show in the athlete screen with the split screen (athlete list on top and events on bottom)

In the Relay Screen

In the “Athlete” screen or on the main toolbar, select “Relays”

Select the relay on the left side of the screen

Double click on the team on the bottom right of the screen

Choose Team A, etc, then okay

Enter a seed time if provided or tab thru the field. Relay team is now entered.

You can select the relay names if provided, by clicking on the names on the left side of the screen. Don’t worry if you don’t have the names.

NOTE: If you are entering a relay for a mixed age group team, enter it in the highest age group, but don’t select any names. If you don’t know the highest age group, we will do it manually at the meet.

Importing Team Rosters

If you receive entries via fax or email list and not an export file we can use a “Team Roster” if available. A roster will be available after the first meet or if the athletes for a team have membership numbers. If you need a roster file, contact Cindy at threeriversusatf@earthlink.net.

The roster file will save time because you can import the athletes, eliminating that data entry. You will just need to select their events and enter their times/marks if provided. The times/marks are entered in the main “Athlete” screen.

- When you receive the athlete rosters, save them to a folder on your computer
- Click on File, Import, then Athlete Rosters
- Select the first roster and click Open
- A box appears indicating the file selected is a roster file, click Okay
- Click Yes on the next box, then Okay on the box indicating the import is complete.
- Repeat this for each athlete roster file you need to import

- To enter these athletes in their events, click on Athletes on the top toolbar
- Click on the athlete name on the top portion of the screen. The eligible events will show at the bottom of the screen.
- Click on the event name to enter the athlete in the event. The event will be highlighted yellow.
- Enter a seed mark/time if available

When you have received all of your entries and they are entered you will need to send the file to Cindy for seeding. Once seeding is done, the file will be sent back to you to print heat sheets, labels, etc.

How to Make a Back-up File

On the main toolbar, select “File”, then “Back-up”

A box will appear asking where you want to save the file – select a folder (remember it)

Click “Okay” on the next two boxes

Attach this to an email to threeriversusatf@earthlink.net

.REPORTS & LABELS

How to Restore the seeded file

- Save the seeded meet file to a folder (remember it)
- In Meet Manager, Open your meet file
- Select “File”, Restore”
- Select the FIRST option – Replace currently open database c\your meet name
- Select okay
- A box will appear asking if you are sure your want to replace the database – Select “Yes”
- Restore Complete – Okay
- You are now ready to print labels & reports

Athlete Labels (size 2” x 4” – 10/page)

Under Labels on the toolbar, click on Competitor/Mailing/Registration Labels

- Choose - Registration Labels
- Athlete
- Sort by team, then alphabetical
- Choose the size 2 X 4 label

Heat Sheets (clerking/start line)

All that is required for heat sheets is a list of athletes. There are two reports you can choose from. The report also varies depending on the running event. All sprints (100M-200M-400M) all use the same format, distance (800M-1500M-3000M-5000M), Race Walk, Hurdles use another format. These sheets will only be used at clerking or the start line. Another set of sheets with the athletes listed alphabetically will be used for the finish line. Listing the athletes alphabetically makes it easier to find the athletes names at the finish line under pressure.

Sprinting Events

Under Reports on the top toolbar, click on Meet Program (this will list athletes in heats if you want to use as a guide for heat/lane assignments)

Select an Event Session (i.e. – 100M., etc)

Include in the report – Records, Line for Results

Select 1 Event Per Page

Create Report, Print (1 copy)

The other option is to use the Performance List as instructed below (for finish line sheets), except choose Single Space.

Finish Line Sheet for Sprints

Under Reports, click on Performance List

Select an event session

Select all the age groups for that event

Include in the report – Line for Results

Select 1 Event Per Page

Single Column

Double Space

Sort Alphabetical

Create Report, Print (1 copy)

Distance Events – Hurdles - Racewalk –

Under Reports, click on Performance List

Select one event at a time for all age groups (all 800M, etc)

Include in the report – Line for Results

Select Double Space

Select 1 event per page

Sort Alphabetical

Create Report, Print

Repeat Report again, Selecting Single Space – for Clerking

For 3000M Run and Racewalk (print 2 copies)

You can de-select 1 event per page (for each event separately) so that all age groups fit on one page. The entry numbers in these events are generally low and the age groups are combined on the track.

Field Event Score Sheets

Under Reports, click on Field Event Score Sheets

Select High Jump for all age groups

Select “Columns/Format” Tab at bottom

Select 1 Event /Page

Select Landscape for Vertical Events

Create Report

Print (1 copy)

For All other Field Events

Select All

Deselect High Jump Events (it’s quicker to do it this way rather than individually selecting the field event)

Select “Columns/Format Tab

Select 1 Event/Page

Make sure you DESELECT the landscape option – these need to be vertical

Vertical is the default, so not selection is needed

Create Report, Print (1 copy)

Award Labels (size 1 x 2 5/8 – 30/page)

****Bring these labels to the meet to be used for printing labels for awards****