

Hy Tek Training for the Atlanta Swim Association

Need Help?

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Equipment Needs

Laptop, Laser Printer, Paper, Labels, Shade, Surge Protector, External Storage (Flash Drive)

Online Resources – asa.swimtopia.com

ASA Rules - <https://asa.swimtopia.com/rules-and-regs>

ASA Teams - <https://atlantaswimming.com/swim-leagues/atlanta-swim-association-home/teams/>

If you view this site on your phone you will need to turn it sideways to view all teams.

Hy Tek Sample Files and Meet Templates - <https://asa.swimtopia.com/downloads>

Hy Tek Online Training - <https://asa.swimtopia.com/hy-tek-online-training>

Team Manager – This is the software you use to manage your team roster, meet entries and meet and team statistics for the season. A number of teams are using Swimtopia or Team Unify for this portion of their roster management, meet entries and result import post meet, this is perfectly fine and an option for teams and allows you to bypass using Team Manager.

I. **Setting up your team’s database (Under Setup – Preferences - System Preferences)**

- a. Open your team’s database. You are American’s from Georgia.
- b. The system age up date is 05/31/21.
- c. The meet age up date is 05/31/21.
- d. If you are using an existing database be sure to Age Up your swimmers. Once you have changed the age up date in the system be sure to click on the Age Up button to age up all athletes in your system. This can be done under Setup and System Preferences.

II. **Setting up your team information**

Use the Team tab to add your team and complete the info requested. Use a maximum of 4 letters for your team's abbreviation. Please use your neighborhood name when naming your team and creating your abbreviation. You do not need to repeat this step if your team has already been set up.

III. Adding your swimmers from your registration provider (If you are not using Team Manager for roster and lineup management you can skip these steps)

- a. Before you go through the following steps backup your current database by selecting File Backup and then follow the prompts. Before importing your swimmers from your registration provider make sure you age up your swimmers from last year. Once you have done that, go into last year's Athlete list and click on the box for show inactive athletes to remove any swimmers you are certain will not swim with your team this season. This step will prevent you accidentally entering one of those swimmers in a meet. This is only needed for swimmers who won't swim for the entire season.
- b. To import your swimmers from your online registration provider by selecting File – Import - Athlete Rosters.
- c. To view your team's current registration log onto your registration provider's system and use your team's username and password.
- d. To manually enter swimmers who have not gone through your online registration provider click on the Athletes tab and Add Athletes to enter your team.
- e. Complete the information requested.
- f. If you enter birth dates the system will automatically keep track of the age of the swimmers as long as you use the system not just this season.
- g. You can use the roster from last season and simply update any contact info or add the new swimmers. Select Athletes and double click on any athlete on that screen to edit their information You can also make swimmers "Inactive" to keep them in the system, but not have them appear when doing a lineup, this allows you to keep their results in the system. You should not delete a swimmer from the athlete menu, unless you want to lose all their data, including their results.

IV. Setting up your meets

Select the Meets tab to create the meet in the computer. Click on Add to create the meet and complete the information requested to set the meet up (date, location, course, etc.... You can import a sample meet setup with the disk you have been provided. From the main menu select File – Import – Meet Events. Select the applicable meet. This will provide you a sample meet that will allow you to copy events for future meets for your season.

V. Adding or Editing Events

Once you have set up the meet click on Events to add the events. Teams should Import the ASA Meet Event File to ensure you have the proper meet setup for your meets for each season. This file can be found at <https://asa.swimtopia.com/downloads> . To import this file into Team Manager. From the main menu select File-Import- Meet Events. Select the applicable meet. After you have imported the event file you will have a meet to copy the events from. Use the Copy Events From button to copy the events from one meet to the next. Make sure you are copying a metric meet to a metric meet or a yard meet to a yard meet.

TEAM MANAGER - Database:CA\TM5Data\APS.mdb - [Events]

Add Edit Delete View Copy Events Sessions Print Help

Show Only "Faster than" Time STD / Qual

Entry Events
Result Events

Agegroups: Stroke:
Gender: Distance:

Session	Division	Event #	Gen	Distance	Stroke	Aoe	VR
1		1	M	200	Medley	Open	R
1		2	F	200	Medley	Open	R
1		3	M	200	Free	Open	I
1		7	M	50	Free	Open	I
1		8	F	50	Free	Open	I
1		11	M	100	Fly	Open	I
1		13	M	100	Free	Open	I
1		14	F	100	Free	Open	I

Copy Events

Meet: 07-Feb-20 2019 GHSA 6-7A State Swimming

Copy Options

All Events
 Individual Events Only
 Relay Events Only
 Also Copy Entries

Copy Options

Entry Events
 Results Events
 Both

OK Cancel

VI. Pre Entering Swimmers For the Meet

Teams may choose to identify swimmers who will not be able to be at the meet for that week. This will prevent them from appearing in any of the meet entry screens or eligibility reports coaches use to set up their entries. To do this, go to Meets – Entries – Pre Enter Athletes in Meet (TM 5.0) Swimmer Entry Status (TM 6.0 and higher). On that screen, select the Enter All feature to check the entry box for all swimmers. From there uncheck the Entrd box for the swimmers who will not be at the meet. Once that process is done, if you select the Show Pre Entered Athletes only box on the screen you are working from it will only display those swimmers you know will be at the meet.

Clear All Enter All

Male Female Both

Team GRDY-GA School Yr

Group Subgroup

Last Name	First Name	MI	Attending	Not Attending	No Response	Gen	Birth
Bashir	Alajah	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	21-Apr-05
Beamon	Andrew		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	01-Jan-01
Beck	Karl		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	12-Sep-01
Beck	Karl	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	12-Sep-01
Berger	Josephine		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	15-May-02
Berger	Yoshi	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	15-May-02
Bransford	Olivia		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Bransford	Olivia	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	20-Jun-02
Bray	Liam	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	21-Sep-03
Bray	Liam		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	21-Sep-03
Brown	Melissa		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Browning	Riley	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	21-Dec-04
Capuleto	Carolyn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Castellano	Angelora		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	08-Sep-00
Chan	Zoe		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Chan	Zoe	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	10-Jul-04

VII. Completing Your Meet Entries

Select Meets from the main menu and then select the meet you want to complete entries for. Once you have done that, click the Entries Tab (by Event or by Name) to complete your entries for each meet. I suggest you allow your coach to do the entries in Team Manager (or Team Unify or Swimtopia) and then export them for use in Meet Manager.

- Prior to entering your entries into the computer you can print out a spreadsheet of all of your swimmers by selecting Reports/Performance and choose Meet Eligibility. From there you can use the Age tab in the filters to print out one page per age group. This will provide you or your coach with a “worksheet” to create a lineup.

- When you want to enter your entries into the computer select Entries (by Event) from the Meets menu to perform this task.
- When doing the entries click on the event you want to enter swimmers for.
- For relay events click New Relay to add a relay, make sure the Ent box has a check mark in it for that relay and **be sure to enter a heat and lane for that relay so that they will be slotted into the lane you want them to swim in.** To place swimmers onto a relay select the relay you want to place swimmers on and then drag and drop the swimmers into the slots under the Swimmers column in the order you want them to swim.
- For the individual events select the swimmer you want to enter in that event and click the Ent box for that swimmer so that a check mark appears in that column. You do not need to check the Exh box for your exhibition swimmers, the meet setup in Meet Manager will account for this. **You must enter the heat and lane assignment for that swimmer in the Ht and LN box so they can be placed in a lane for that event.**

Event: 1 | Swim for Team: GRDY-GA | Session: | Meet Division: | 22-Jan-20 2020 APS Jan 22 Meet

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	M	200	Medley	Open	R						
1		2	F	200	Medley	Open	R						
1		3	M	200	Free	Open	I						
1		4	F	200	Free	Open	I						
1		5	M	200	IM	Open	I						
1		6	F	200	IM	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: GRDY-GA | WM Gr: | WM Sub: | Standards: | 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	4Bst	Best Time	Bonus	Gen	Age	Yr	Birth
Beamon	Andrew		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24.32Y	<input type="checkbox"/>	M	19		01-Jan-01
Beck	Karl	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.23Y	<input type="checkbox"/>	M	18	SR	12-Sep-01
Beck	Karl		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	18	SR	12-Sep-01
Bray	Liam	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16	SO	21-Sep-03
Bray	Liam		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25.99Y	<input type="checkbox"/>	M	16	JR	21-Sep-03
Coffman	Oliver	J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29.33Y	<input type="checkbox"/>	M	15	SO	28-May-04
Compton	Zode		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.66Y	<input type="checkbox"/>	M	18	SR	13-Jun-01
Constantinides	Phaethon	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:37.65Y	<input type="checkbox"/>	M	18	SR	21-Feb-01
Davey	Ethan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M			
Davey	Ethan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	9	SR	
Donnelly	Barrett		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.51Y	<input type="checkbox"/>	M	14	JR	
Ely	Jarrett	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	17	JR	26-Nov-02

Swimmers: 1 Davey, Ethan SR; 2 Ely, Jarrett JR; 3 Donnelly, Barrett JR; 4 Davey, Ethan

Event: 4 | Swim for Team: GRDY-GA | Session: | 22-Jan-20 2020

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	M	200	Medley	Open	R						
1		2	F	200	Medley	Open	R						
1		3	M	200	Free	Open	I						
1		4	F	200	Free	Open	I						
1		5	M	200	IM	Open	I						
1		6	F	200	IM	Open	I						

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

Team: GRDY-GA | WM Gr: | WM Sub: | Standards: | Subgroup: | Clear All | Enter All

Cutoff Time F % indicates a time * indicates a time = converted time

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr
Bashir	Alajah	I	<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	14	FR
Berger	Josephine		<input type="checkbox"/>	GRDY	2:41.61Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	17	SR
Berger	Yoshi	I	<input type="checkbox"/>	GRDY	2:42.66Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	17	SR
Bransford	Olivia	M	<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	17	SR
Bransford	Olivia		<input checked="" type="checkbox"/>	GRDY	3:29.28Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	3	F	14	JR
Brown	Melissa		<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F		
Browning	Riley	M	<input checked="" type="checkbox"/>	GRDY	2:27.69Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	5	F	15	FR
Capuleto	Carolyn		<input checked="" type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	F	9	SR
Castellano	Angelora		<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	19	SR
Chan	Zoe	M	<input type="checkbox"/>	GRDY	2:25.18Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	15	SO

VII. Printing Meet Entry Reports

Once you have completed your entries you will want to print a copy to review, for your team, as well as for the lineup exchange. From the main menu select Reports – Performance - Meet Entries Spreadsheet. You will then select the meet you want to print entries for, Include Relays, Include Pre-Entered Athletes with No Entries, Include Heat and Lane. To save space, you can choose to Not Include Entry Times. You can further filter your printouts using the Age tab under filters to select an age range, i.e. 7-8 or 9-10 for the purpose of providing a printout for your team for the meet.

Once you have selected all the filters and criteria you want for the report, select Create Report. From there you can either print the report using the Print icon in the top left of the screen. You can also convert the file to a PDF or Word file by selecting the Diskette Icon

next to the Print Icon. Just select the format you want to use and follow the prompts from there.

VIII. Lineup Exchange and Export

Once you complete your entries you will want to export them to your hard drive or a flash drive for use in Meet Manager. Select File/Export Meet Entries and make sure that the Export Relays box is checked and that you have selected the correct meet for export. In addition you should export your team roster by selecting File/Export Athletes/Teams to allow the computer operator to have all swimmers from your team in the computer even if they are not entered in the meet.

The following steps will be in use for 2021 for in person and hybrid meets. Virtual meets, will not require most of these steps, but some of the reports will still be used for setting up your virtual meet.

For the lineup exchange for in person/hybrid competition you must create 3 pieces of information

- **An export of the meet entry file. File – Export -Meet Entries**
- **An export of the full team roster. File – Export – Athletes/Teams**
- **Printouts (or PDF files) of the Meet Entries Spreadsheet with heats and lanes included. These reports are found under Reports – Meet Reports**

Teams may elect to exchange lineups via e mail. Both teams must agree to this process if it is to be done. If they do not agree to do so then an in person exchange must take place. If teams do agree to exchange via e mail then the following things must take place:

- a. Teams must exchange e mails inside of an agreed upon 5 minute window. It is strongly advised that teams be on the phone with each other when the e mail exchange takes place to ensure each team received all the files needed for the exchange.
- b. Teams must include an export of their meet entries, an export of their team roster and a PDF Meet Entries Spreadsheet. Selecting Reports/ Meet Reports/ Meet Entries Spreadsheet creates the file that can be converted to a PDF of the entries spreadsheet.. You will then select the meet you want to print entries for, Include Relays, Include Pre-Entered Athletes with No Entries, Include Heat and Lane. To save space, you can choose to Not Include Entry Times.
- c. From there select the icon with the diskette. In the Format pull-down box scroll to and select Adobe Acrobat to create a PDF or Word for Windows to create a Microsoft Word file. The Destination should be Disk File. Once these are selected click OK and select the drive and folder you want to save the file to and name the file in the File Name box something unique that identifies the meet. A suggestion would be the team abbreviations of the 2 teams and the year; for example bwhvshwst2021.

IX. Post Meet - Importing and Printing Results

Once the meet is over you can import the export file, which contains the results of the meet, Meet Manager generates this file. Select File/Import/Meet Results and then select the results file for that meet and follow the steps from there. This function will place all of your team's meet results into the database from your team.

Once you have imported the results from the meet you can select Reports/Performance/Meet Results to print results from the selected meet.

X. Set up Custom Age Groups to run team reports

Go to Setup – Preferences – Report Custom Age Groups
Click on add and check off the boxes for what you need.

When you run reports make sure you select Use Custom on the Age Tab.

- XI.** You can use the backup and restore feature to transfer your database between computers.
- XII.** You will then be able to generate reports for your team that will show results for the meet, the season, the team, individual swimmers and so forth. These reports are generated by selecting Reports/Performance and include the following:
- Top times for each swimmer or relay
 - Top times for each event
 - A records report if you have that feature in your TM software
 - A top times spreadsheet
 - For any of these reports you can filter the dates of when the performances were done and how many swims or swimmers you want to list.

Before creating a top times report it is beneficial to set up custom age groups for your report. The default settings for these top times reports don't normally reflect the events ASA swims. You can do this by going to Setup – Preferences – Report Custom Age Groups. Once there select Add and follow the prompts to set up the age ranges and events/distances you want to include (ex. 0-6 25 Free, 25 Back) in your reports. You only have to do this for the individual events. Relay reports will default to the age/stroke/distance that was swum.

Meet Manager - This is the software you use to create meet programs, score the meet generate ribbon labels and complete the results for the meet. Each meet will have its own database, so you will need to set up databases for all of your meets (home and away).

I. BACKUP AND RESTORE – LOADING A TEMPLATE MEET

Use this feature to save the meet to a hard drive or external device. This feature saves the meet and all of its settings and entries and results and allows you to transfer the meet from one computer to another. To back up a meet select File and Backup and it will allow you to save that file on an external drive or on your hard drive. To load the backed up meet you can select File/Restore and it will load the backup file you select into the currently open database. Make sure that you are loading the backup file you want onto the database you want and not onto a meet you do not want to overwrite. When you select restore you want to select “Replace currently open database...” and click OK. The computer will ask you several times if you are sure that you want to overwrite the currently open database; make sure that is what you want to do and then click OK.

To set up your meets for the year use the league template meet backup file. For meets in yard pools the file is called swmm7bkup2021ASA Template Yards.zip or swmm7bkup2021ASA DeKalb Template Yards.zip. If your meet is in a metric pool use the file named swmm7bkup2021ASA Template Meters.zip or swmm7bkup2021ASA DeKalb Template Meters.zip. All of these files can be found at <https://asa.swimtopia.com/downloads> you can select the file you need on the toward the bottom of that page. Be sure to select the meet template that applies to your team and your pool. The DeKalb versions of the template meets apply only to the former DeKalb Swim League teams that joined ASA in 2014, all other teams should use the other versions of the template. Some pools will need to load the metric versions of the template meets if their pool is meters instead of yards. Please note the templates for virtual meets are different from in person meets. There are separate sections on this web page for you to download the appropriate file for your meet.

SAVE AS – COPYING THE TEMPLATE MEET FOR FUTURE MEETS

Once you have set up your first meet you can use the Save As feature to set up the rest of your meets. This will only work on a database that does not have any entries, rosters or results in it. This is found under File and then Save As. You can then rename the database you have open and then go change the meet details using the instructions listed below.

II. Meet Setup

- a. Name Meet Visiting Team at Home Team (Year)
- b. Location, Start Date, End Date.
- c. ID Format is USS
- d. Class is Age Group
- e. Pool Size/Number of Lanes, Course, Meet Style Standard
- f. *If you have to change the number of lanes for your meet you will need to select Setup/Options/Global Changes and then Change number of lanes for all Finals Rounds.
- g. * If you change the course of the meet from yards to meters or vice versa you must also change the pool course under Events/Sessions and select the correct course once you have double clicked on the Dual Meet session in the session list.
- h. Age up date is 05/31/2021

III. Athlete/Relay Preferences

Enter Ages, Enter Birth dates , Use Auto Increment

IV. Report Preferences

- a. Select the header of your choice
- b. Use Printer Preferences to select the number of copies and which printer to use.

V. Entry/Scoring Preferences

- a. Scoring/Awards Preferences

1. **FOR IN PERSON/HYBRID MEETS BE SURE TO CHECK THE BOX FOR SCORE FASTEST HEAT ONLY (This will ensure that exhibition swimmers do not score points)**
 2. **FOR VIRTUAL MEETS BE SURE TO NOT CHECK THE BOX FOR SCORE FASTEST HEAT ONLY (This will allow swimmers from all heats to score and is really important to allow both teams to score points when the meet is merged.)**
 3. **In a 5 lane pool teams do select If score fastest heat only, set some lanes to not score points. Once you do that it will prompt you to select which lane won't score. With virtual meets this step is NOT NEEDED as all lanes will be eligible to score points.**
 4. Maximum Scorers for Individual Events are 2
 5. Maximum Scorers for Relay Events are 1
 6. 4, 5, 6, or 8 Places for Individual Labels and 2 Places for Relay Labels depending on your lanes
- b. Scoring Setup - Default to 3 places and adjust score for individual events to 5, 3, and 1 and to 7 and 3 for relay events. When done, click on OK to save changes.

Entry / Scoring Preferences

Time Stds Meet	Eligited Meet	2 or 3+ Double Dual	Improvement Points
Scoring/Awards	Entries / Entry Limits	Results	Disability Meet

Different point system for male and female :

Different point system for each Division :

Score points only if athlete equals or exceeds event qualifying time :

Score fastest heat only, regardless of overall place :

If score fastest heat only, set some lanes not to score points :

Allow foreign athletes' point scores to count toward team scores :

Score "A" Relay Only :

Penalty Points awarded if No Show (NS) :

Divide Mixed Relay points equally to male and female Team Scores

	Individual	Relay
Maximum scorers per team per event (blank for no limit) :	<input type="text" value="2"/>	<input type="text" value="1"/>
Top how many for award labels for Age Group :	<input type="text"/>	<input type="text" value="2"/>
Top how many for award labels for Senior :	<input type="text"/>	<input type="text"/>
Maximum per team that advance to finals from prelims (blank for no limit) :	<input type="text"/>	<input type="text"/>

Masters Team Scoring

Team Sizes :

Special Point System

NISCA Points (Yards and SC Meters only)

Show decimals if HY-TEK Points

VI. Events (You can import this file from the league website)

- a. Click on Score Event
- b. **Heat Order should be Fast to Slow**
- c. Rounds should be set to Timed Final
- d. Records, Event Comments
- e. Sessions must be set up to display records.

VII. Importing Your Team's Meet Entries

- a. Use the File tab to import entries and select Import/Entries.
- b. The file to import will follow the format TeamAbbv-GA-Entries00x, or Meet Events – Meet Name/Date...zip. Select that file and follow the steps from there.
- c. Once you are done importing go to the Run menu to see that the entries were imported and match the printout that you have.

- d. Meet consolidation MUST be done for in person meets, but will not need to be done for virtual meets.
- e. Do not seed the entries when you are done. By placing swimmers into the lanes you have already seeded the swimmers. Using the seeding function will completely destroy all the lane placements you have already done.

VIII. Entering the other team's entries. This step will only need to be done for In Person/Hybrid Meets. It will not be needed for Virtual meets.

- a. Use the file tab to import entries.
- b. Import the Team Manager file by clicking File – Import – Entries to import their entries. The file will likely be (Team Abbrev.-GA-Entries)
- c. Once you have both teams' entries in the computer use the Adjust button in the Run menu to consolidate exhibition heats for all events. DO NOT DO THIS WITHOUT PROVIDING THE OTHER TEAM A COPY OF THE MEET FILE IN TIME TO NOTIFY THEIR SWIMMERS OF THE CHANGES.

IX. Meet Consolidation – This step will only be needed for In Person/Hybrid Meets.

This process is completed by the home team and minimizes the number of heats in the meet by using all available lanes in the exhibition heats. This step must be completed by 10 pm the NIGHT BEFORE the meet. Once it is completed a backup of the database MUST be e mailed to the visiting team. This allows both teams to know the new heat and lane assignments for all swimmers and print needed paperwork like heat sheets, entry lists and other crucial items needed to run a meet for both teams.

- a. Once both teams entries are imported go to the Run menu.
- b. Select any event that has 2 or more heats.
- c. Go to Adjust to view all heats at once.
- d. Move swimmers by dragging and dropping them into open lanes in heat 2 and beyond. Odd/Even lane assignments are not required in heat 2 and beyond.
- e. Try to keep swimmers of similar times together, don't move a swimmer from heat 6 to heat 2.

X. Combining Events

In some cases you may have few swimmers in events and the ability to combine an event and save time opens up. To do this you should manually move the swimmers into lanes that will allow this to work. Do NOT try to do mixed gender events or try to use the Combine option in the Run menu. For example if you have 1 boy in the 13-14 50 free and 1 girl in the 13-14 50 free you would move the boy to lane 3 in their event; you would move the girl to lane 3 in her event. Make a note of this so you can notify the other team (especially their coaches), the referee, your deck manager and the place judges that this event will swim as a combined event. The times and places will get recorded on the paperwork for their respective events and will come to the computer operator looking like the event swam alone.

XI. Checking the entries to make sure they are legal.

From the main menu select Reports – Exceptions Report and select the Max Entries tab. Max entries for individual is 2 and relay events are 2 total events is 4, the report should be sorted by Team. Once you have input those criteria you can use Create Report to run the Exceptions Report for the meet. Please note there are exceptions to the entry rules that allow swimmers to swim in more than 2 individual events.

XII. Teams - Complete as much info as you can or import info with entries. You can use this screen to edit team info in Meet Manager if needed.

XIII. Athletes

- a. Enter Athletes by importing your team roster from Team Manager. Use File tab to select Import Rosters Only and select your team.
- b. In order to add athletes to what is already in MM, be sure to include Team Affiliation.
- c. Double Click on Athlete to access their info to edit.

XV. Relays (If possible have coach do entries in TM and Import those.)

You can enter your relays by using the tab and do not have to enter relay names unless you want to have them for ribbon purposes.

All
 Male
 Female
 Age Range: -

RELAY EVENTS		
Evt #	Stat	Event Name
1	Scored	Girls 6&U 100 Free Relay
2	Scored	Boys 6&U 100 Free Relay
3	Scored	Girls 7-8 100 Medley Relay
4	Scored	Boys 7-8 100 Medley Relay
5	Scored	Girls 9-10 100 Medley Relay
6	Scored	Boys 9-10 100 Medley Relay
7	Scored	Girls 11-12 200 Medley Relay
8	Scored	Boys 11-12 200 Medley Relay
9	Scored	Girls 13-14 200 Medley Relay
10	Scored	Boys 13-14 200 Medley Relay
11	Scored	Girls 15-18 200 Medley Relay

RELAY TEAM ENTRIES			
Team		Entry Time	Heat/Lane
Deerfield Spalding Lakes	A	1:35.66Y	1/5
Deerfield Spalding Lakes	B	NT	1/3

ELIGIBLE ATHLETES		
Age		Name
9	B	Bailez, Jack
10	A	Bellows, Jack H
10		Clark, Gavin
9	A	Darke, Patrick A
10		Dove, Mason
9	B	Huckaby, Walker
10	A	Ross, Daniel
10	B	Seever, Alec
9	A	Syvertson, Robby
9	B	Weidle, Paul J

Copy Pre to Fin

RELAY ORDER	
Pos	Finals
1	Darke, Patrick A 9
2	Bellows, Jack H 10
3	Syvertson, Robby 9
4	Ross, Daniel 10
5	
6	

XVI. Meet Program Report to generate the Heat Sheet.

- You can look at One, Two, or Three Columns; One Team only, Particular Events, and so on and so forth. You can also select one event per page for workers. This can be done using the filtering options at the top of the Meet Program screen used to create the report.
- Use three column Meet Programs to sell and for coaches.
- Print updated copies including all substitutions on colored paper (I suggest printing 10 copies, time permitting, for the referee, coaches, deck managers and bullpen workers.)

All
 Male
 Female
 Mixed

Age Range: [] - []

Team: []

All Rounds
 Finals Only
 Prelims Only
 Round 1 Only

Indiv + Relays
 Indiv Only
 Relays Only

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events

Evt #	Rnd	Status	Event Name	Heats
60	F	Seeded	Boys 9-10 25 Yard Breaststroke	2
61	F	Seeded	Girls 11-12 50 Yard Breaststroke	1
62	F	Seeded	Boys 11-12 50 Yard Breaststroke	1
63	F	Seeded	Girls 13-14 50 Yard Breaststroke	1
64	F	Seeded	Boys 13-14 50 Yard Breaststroke	1
65	F	Seeded	Girls 15-18 50 Yard Breaststroke	1
66	F	Seeded	Boys 15-18 50 Yard Breaststroke	1
67	F	Seeded	Girls 7-8 25 Yard Butterfly	1
68	F	Seeded	Boys 7-8 25 Yard Butterfly	1
69	F	Seeded	Girls 9-10 25 Yard Butterfly	1
70	F	Seeded	Boys 9-10 25 Yard Butterfly	1
71	F	Seeded	Girls 11-12 50 Yard Butterfly	1
72	F	Seeded	Boys 11-12 50 Yard Butterfly	1
73	F	Seeded	Girls 13-14 50 Yard Butterfly	1
74	F	Seeded	Boys 13-14 50 Yard Butterfly	1

Records
 Time Standards
 Entry Qualifying Time
 Event Comments
 Entry Times

Line For Results
 Events With No Entries
 Round 1 Alternates
 Qualifying Alternates
 Prior Round Results

Heat Start Times
 Empty Lanes
 Separate A/B Finals
 Logos in Footer

Check-In Times
 Message 1 In Footer
 Message 2 In Footer
 Message 3 In Footer

Relay Athlete Names (0-8): [4]
 Top How Many: []

XVII. Worksheets for your Timers – Reports /Lane Timer Sheets (Continuous format).

All
 Male
 Female
 Mixed

Age Range: [] - []

Team: []

All Rounds
 Finals Only
 Prelims Only
 Round 1 Only

Indiv + Re
 Indiv Only
 Relays Or

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events

Evt #	Rnd	Status	Event Name	Heats	
<input type="checkbox"/>	1	F	Scored	Girls 6 & Under 100 Yard Freestyle Relay	1
<input type="checkbox"/>	2	F	Scored	Boys 6 & Under 100 Yard Freestyle Relay	0
<input type="checkbox"/>	3	F	Scored	Girls 7-8 100 Yard Medley Relay	1
<input type="checkbox"/>	4	F	Scored	Boys 7-8 100 Yard Medley Relay	1
<input type="checkbox"/>	5	F	Scored	Girls 9-10 100 Yard Medley Relay	1
<input type="checkbox"/>	6	F	Scored	Boys 9-10 100 Yard Medley Relay	1
<input type="checkbox"/>	7	F	Scored	Girls 11-12 200 Yard Medley Relay	1
<input checked="" type="checkbox"/>	8	F	Scored	Boys 11-12 200 Yard Medley Relay	1
<input type="checkbox"/>	9	F	Scored	Girls 13-14 200 Yard Medley Relay	1
<input type="checkbox"/>	10	F	Scored	Boys 13-14 200 Yard Medley Relay	1
<input type="checkbox"/>	11	F	Scored	Girls 15-18 200 Yard Medley Relay	1

Continuous
 2 Events or Lanes Per Page
 1 Event Per Page Per Lane
 UK Judge's Placing Sheet

All Heats
 Odd Heats Only
 Even Heats Only

Include Entry Time
 Double Space
 Using Touch Pads
 Include Athlete ID

Relay Athlete Names (0-8): [4]
 Lanes: [1] - [6]

Include Splits
 Split Distance: [25] [50] [100]

Events Break for Continuous

Lane then Event
 Event then Lane
 Session Order

All Lanes
 Odd Lanes Only
 Even Lanes Only

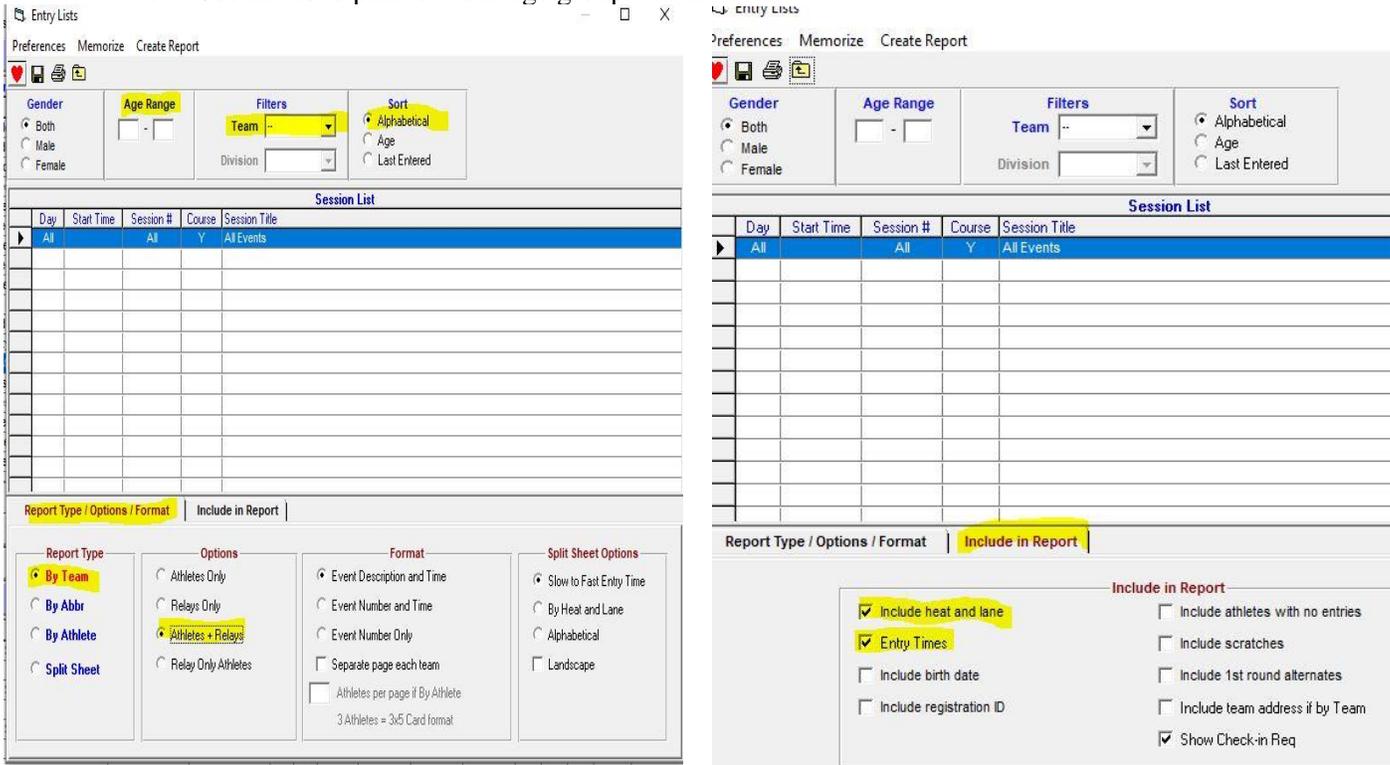
XVIII. Scoresheets for Judges Recorder and to Record Times for Each Race

This is the sheet of paper where the order of finish and times for each race will be recorded. Reports /Lane Timer Sheets/UK Judges Placing Sheet Format Print UK Judges Placing sheet format to create these. When you are done cut the sheets in half to have one form per race in order to speed up the flow of paperwork.

XIX. Entry Lists – Reports for Bullpen Helpers Once Meet Has Been Consolidated

Use Entry List Report to show swimmers what they are swimming.

- Show relays + individual events and sort by age.
- Include heat and lane in information.
- Use filters to print out one age group at a time.



XX. ONCE YOU HAVE DONE THIS BACK THE MEET UP TO AN EXTERNAL LOCATION. Do this by selecting File/Backup. Provides you with a copy of the meet that can be loaded on another computer.

XXI. Working at the Meet

With virtual meets this year, the data entry can be done at any time during the week and can be done away from the pool if you like. For in person/hybrid meets this will be done at the meet and will be a shared task by both teams. Try to set up somewhere away from the crowd. Have some shade for you and the computer. Have someone that can get you what you need when you need it so you can focus on the computer and your job. Throughout the meet periodically use the File/Backup feature to save the meet to a disk or your hard drive. I suggest using a flash drive to save the info externally. Share the workload between the home and visiting team, no team should monopolize the computer or printouts. The person not keying in the info can help by keeping the paperwork organized and looking for situations where the judges disagree with the timers in a heat 1 event, this will require use of the Judge's Decision feature in Meet Manager (see item f. below)

- Go to Run and click on the event you want to work on, click on the heat you want to work on.
- Use the lane timer sheets to enter times for the swimmers for each event.
- If you want to enter the times by lane check the box at the top of the run menu for enter results by lane.

- d. Enter the times for the event first; it will automatically place the swimmers.
- e. If a swimmer is disqualified from that race, either enter DQ into the time column or click on the DQ box for that swimmer, there is a pulldown box to select the reason for the DQ.
- f. If a swimmer is entered into that lane and does not swim then enter NS for that swimmer's time.
- g. For in person/hybrid meets the place judges determine the order of finish. For virtual meets the times, not the place judges will determine the order of finish.**
- h. If the place judges disagree with the times in an in person meet the Judge's Decision feature in the Run menus will be needed.**
- i. To select the details of what you see on result reports use the Preferences selection from the Run menu, then use the Results for List and Score selection. Select the info you want to see in the report from that menu. This can include the team scores for the meet.
- j. Once you are done with all the heats in an event the click on the SCORE EVENT button. This will prompt you to the results for the event, which will allow you to see the final results for the event and the current score. Click on the printer tab if you want a printout of that event, or close that screen to return to the Run menu to input another event.
- k. Teams are advised to print a copy of the results of each event.
- l. If you correct an event after you have scored it be sure to click on Re-Score.
- m. You can print labels at any time. I suggest printing in batches to save labels. Select Labels/Award Labels to create the labels. Select Award Type by Heat in order to generate labels for each heat separately. Use the team filter to print one set of labels for one team and then another set of labels for the other team.

XXII. Use of Electronic Timing

Some teams use electronic timing equipment through plunger systems or wireless stopwatches. If certain conditions are met using this equipment it will take precedence over the place judges. Full information on how this works can be found on page 13 (rule 13) of the ASA rule book. The main thing to look for when using this equipment is for situations where the two times differ by more than 0.3 seconds, Meet Manager will highlight these situations automatically. If that occurs, the use of a backup time or a place judge may be needed.

XXIII. When the meet is done.

- a. Back up the meet onto a flash drive one for you one for the visiting team, or e mail the backup and export to the visiting team at the end of the meet. Do this with the File tab (File – Backup to create a file for Meet Manager; File – Export – Results for SWIMS... to create a results file for Team Manager).
- b. Select the Results tab under Reports tab. Print copies for yourself and the visitor.

XXIV. VIRTUAL MEET ONLY - Exchanging Results With the Other Team

The entry and result swap should take place by a mutually agreed upon time by both teams. For the swap teams will exchange 3 pieces of info:

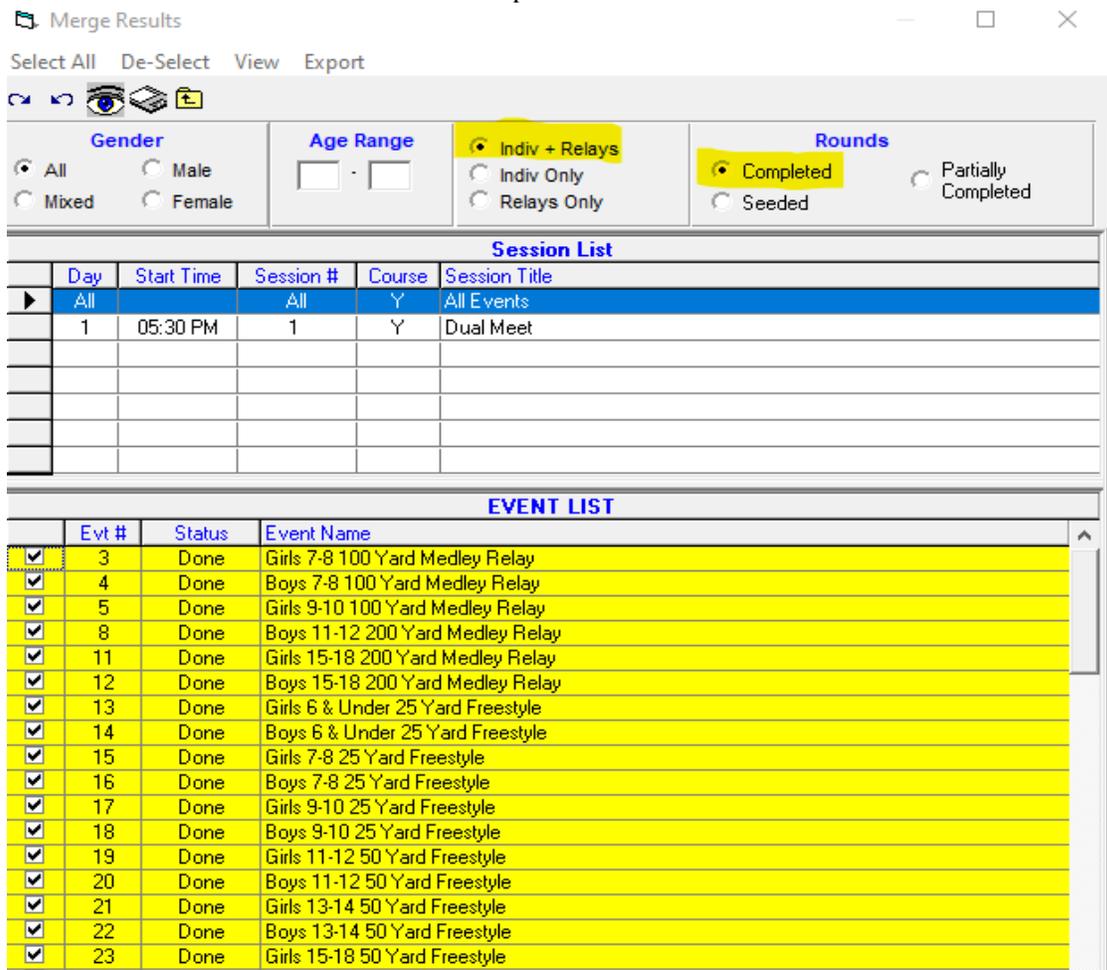
- The export of the Meet Manager merge results file, including all times for swimmers as well as disqualifications.
- A pdf version of the Results report, including all results and disqualifications.
- A full backup of that team's Meet Manager database. (File – Backup)

Teams will electronically exchange these files via e mail. It is recommended that teams exchange files within 5 minutes to avoid one team being able to view another team's lineup before sending their own lineup. It is strongly advised teams be on the phone with each other when this exchange takes place. Always check each other's entries to make sure there are no rule infractions in the lineup. If you discover any mistakes please work this out as soon as possible, prior to scoring the meet.

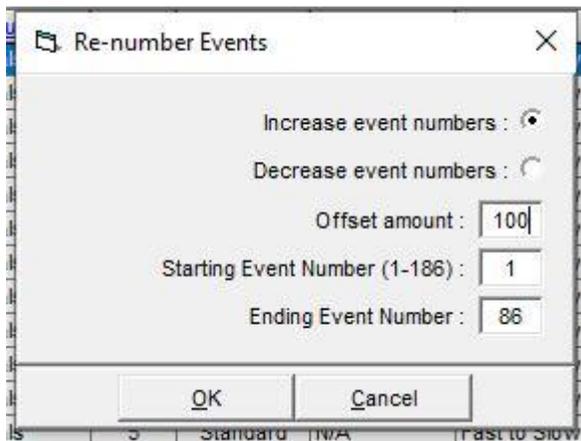
XXV. For VIRTUAL MEETS ONLY Teams will take the following steps to consolidate and score the meet. Note, these steps should happen in the following sequence for this process to work best. Input results for your team's portion of the virtual meet including all times, DQ's and exhibition designations. Export a merge results file for your team from Meet Manager.

Renumber events in your team's existing database to create a space for the other team's results to be imported. Copy the event numbers to create a destination for the opposing team's results to be imported. Import/merge results from the other team. Combine results for each event to score the meet.

1. Export results for other team to score meet.
 - o File – Export – Results for Meet Manager Merge of Same Meet (6th Item Down) NOT Results for Swim Manager – SWIMS or NCAA
 - o Under Rounds Check box for Completed
 - o Select All Events and Click Export

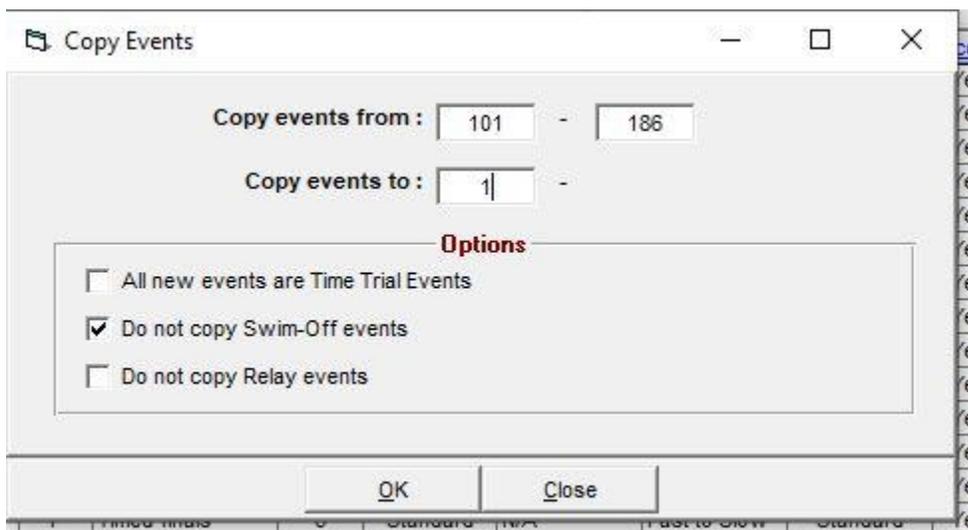


- o Save file to a location you can find. File will be named MergeMeetResults...zip
2. Renumbering events for your team's database. This will move your existing entries and results to a new location and allow you to import results from the opposing team into your team's database and ultimately merge the results.
 - o EXAMPLE: Existing events are 1 to 86 add 100 to each event number so new numbers are 101 to 186. Note: This is necessary if results to be merged are also in events 1 to 86, as merge results import requires matching events.

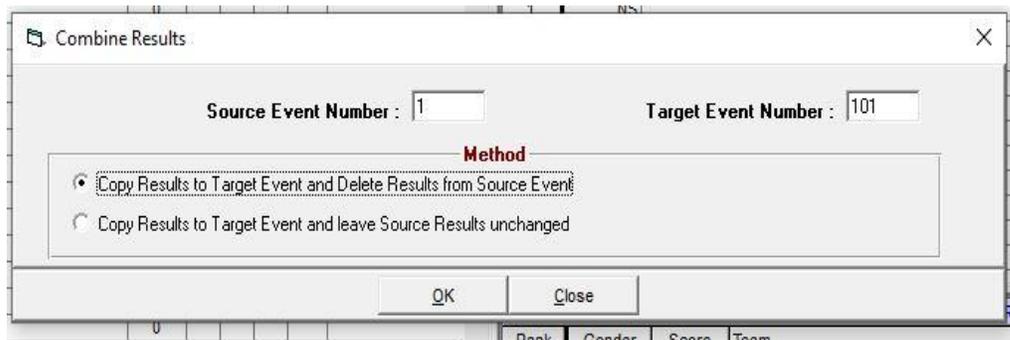


3. In your team's database with your entries and results. Click Events - Copy and copy events to add new set starting with 1. This will create event numbers as a destination for the opposing team's entries and results.

- EXAMPLE: If existing events are 101 to 186 copy events to 1, so new events are numbered 1 to 86



4. Import results from other team
 - File – Import – Merge Results (MM to MM) (third option down)
 - Select the file and follow the steps.
 - Go to the Run Menu to see that the entries and times imported.
 - If you don't see the swimmers, the other team likely did not use the File – Export – Results for Meet Manager Merge of Same Meet (6th Item Down). The likely clicked on File – Export - Results for Swim Manager – SWIMS or NCAA. Either use their backup of the meet to create the file you need or have them re-export the result file.
5. Merge the results of each team.
 - In the Run Menu select Combine.
 - EXAMPLE: Enter Source Event Number: 101, Target Event Number 1 to combine results from event 101 into event 1
 - Choose Copy Results to Target Event and **Delete Results** from Source Event



- Once you Click OK it will combine the results and score the event.
 - This has to be done for all 86 events
6. If a team does not have entries in an event it will not allow you to combine the results. Simply leave that event as is and click on Score in the run menu for the event that has entries if this happens.
 7. Once all 86 events are combined you can run a final score for the meet under Reports – Scores. Be sure to select all events and check the box for combined team scores.

XXVI. How to handle meets using Swimtopia’s Meet Maestro

This year, some ASA teams will be using a new meet management software product called Meet Maestro. These products are interchangeable, teams can swap files and undertake the same processes and print the same paperwork to run a meet. The home team will still be responsible for combining the entries from the two teams and consolidating the meet the night before. To exchange files follow the steps below.

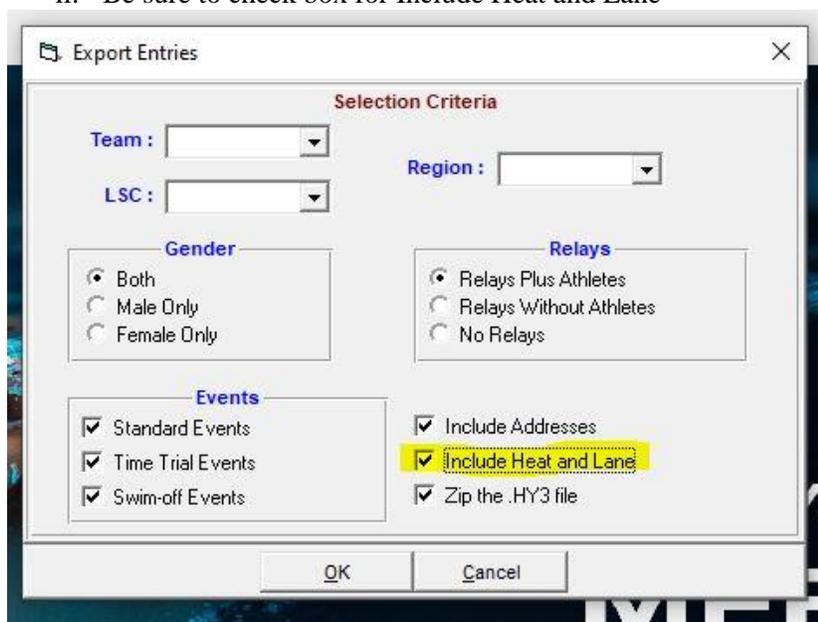
a. Moving meet entries of a consolidated meet from Meet Maestro to Meet Manager

1. If the Meet Maestro Team is the home team they will Create a Hy Tek Merge Entries file in Meet Maestro and e mail that file to the Hy Tek team.
2. The Hy Tek team can then import the merge entries file into their Meet Manager database by selecting File-Import-Merge Entries (MM to MM) NOT File – Import – Entries. This file needs to be imported into a blank database that does not already have entries in it.
3. Once this step is done, the visiting Hy Tek team can print Entry Lists, Heat Sheets, and any other paperwork they need as the visiting team.

b. Moving meet entries of a consolidated meet from Meet Manager to Meet Maestro

1. If the Meet Manager Team is the home team they will Create a Hy Tek Merge Entries file in Meet Manager and e mail that file to the Meet Maestro team.

2. Export entries for each team to provide destination for results.
 - i. File – Export – Entries for Meet Manager Merge of Same Meet. Do NOT select File – Export – Entries for SWIMS Times Recon
 - ii. Be sure to check box for Include Heat and Lane



- d. Save file to a location you can find on your computer. This will create a file named MeetEntries(Meet Name).zip
 - e. The Meet Maestro team can then import the merge entries file into their Meet Maestro
 - f. Once this step is done, the visiting Hy Tek team can print Entry Lists, Heat Sheets, and any other paperwork they need as the visiting team.
- c. Moving meet results of a completed meet from Meet Maestro to Meet Manager**
1. If the Meet Maestro team was the home team they will create a Merge Results file for the Hy Tek team.
 2. The Meet Maestro team can also create a Team Manager results export as well that can be imported into Team Manager.
 3. The Hy Tek team can then import that Merge Results file . File -Import – Merge Results (MM to MM) and they will have the full meet for use after the meet to print revised ribbons, results or create export files for Team Manager as needed.
- d. Moving meet results of a completed meet from Meet Manager to Meet Maestro**
1. If the Meet Manager team was the home team they will create a Merge Results file for the Meet Maestro team.
 2. This file is created by selecting File-Export-Meet Results (MM to MM). Do not select the file for File Export Results for SWIMS NCAA...
 3. The Meet Maestro can then import the Merge Results into Meet Maestro or Swimtopia as needed.

XXVII. Other Issues

- A.** Save time by restoring a “template meet”. This template includes all of the meet setup information, scoring info and so forth. However it does not include entries or results. You can set up all of your meets prior to the season. Open a new file for a new meet and after you go through the initial setup menu of the meet use the Restore function under File (Select “Replace currently open database in...”) to place the template info into the file. Select the file Swmm3BkupNEWMEET-01 and double click that file and follow the prompts from there. All you will need to do once you have restored the template file is update the date of the meet and the opponent. You can the import your team’s entries or roster and go from there. There is a reason this is the first thing I listed in the Meet Manager section of the training, it is that important.

1. Once you have this meet in your system you can use the Save As feature to set up your remaining meets. Save as is found under File. Select this feature and simply rename your meet. All you will need to do from there is go in and change the meet date, location, opponent and number of lanes.
2. For the lineup swap you should provide a hard copy of your entries as well as the meet file and roster file in order to avoid any questions about what your entries are.
3. Global changes under Setup/Options will allow you to change the number of lanes for a meet, the heat order for all events for a meet, and the entry fees for a meet.
4. If you are the home team be sure to import the other team's entries into the computer the night before the meet so you can e mail them a backup of the meet for their own use for heat sheets, entry lists, updated lane assignments for consolidated exhibition heats.
5. Review the opponent's lineup when you receive it to make sure that the entry file matches the printout and that swimmers are entered in the correct number of events. If you notice any irregularities contact the opposing team to allow them to correct their mistakes. Use the Exceptions Report feature under Reports to quickly look for situations where teams have entered swimmers in more than 2 individual events.
6. Provide copies of results to the visitor for each event, not just a final report.
7. If a meet is conducted in a 5 lane pool (and you are using Meet Manager 4.0 or lower) it is strongly advised that teams not use lane 5 in the first heat. If you have the 5.0 or higher release of Meet Manager then you can set the meet up to not score a designated lane. Select Setup – Entry Scoring Preferences – If Score Fastest Heat Only Set Some Lanes to NOT Score. Once you check that box you will be prompted to select the lane you want to prevent scoring when you click OK at the bottom of the dialog box. Otherwise, the only situation where this should happen is where there are exactly 5 swimmers and we don't want a swimmer having to swim a race alone. If that happens, check the Exh box in the Run menu for that swimmer prior to scoring the event. The box will have to be unchecked when the teams run the Award Labels for the event, and then rechecked once the Awards have been generated.
8. Pay attention to where the files are exported when you save them and what the extensions are. Usually the program will prompt you to the right place but it helps to know what you are looking for and where to look for it.
9. Get as many substitutions done as early as possible. This can be done throughout the day over the phone or via e-mail between the 2 opponents.
10. To update your software open Team or Meet Manager and select Check for Updates and the software will see if it is up to date.
11. If the meet is decided by 10 points or fewer the meet score should be checked before being announced. If you notice a meet is within 20 points after event 60 get the ball rolling on reviewing the meet score carefully. You need to check all of the score sheets from heat 1 only (it is the only heat that scores) and confirm that the places, times, dq's and judges decisions were input correctly. Teams may agree to waive this review with mutual agreement.

ASA In Person/Hybrid Dual Meet Procedure for Hy Tek Meet Manager

STEP 1: Lineup Swap (by 3:00 p.m. day prior to meet).

The HOME TEAM should contact the visitor two days prior to the meet to arrange the lineup swap and go over any details of the meet. Each team should complete their lineup using Team Manager to assign swimmers to their lanes (home team in the even lanes visitors in the odd lanes). In a five-lane pool lane 5 is the exhibition lane in the first (scoring) heat and can be used by either team. In a five lane pool, in heat 1 only, the swimmer in lane 5 should be checked off as Exh. in the Run Menu for that event. For all subsequent heats in that event, lane 5 does not need to be checked off as Exh.

The lineup swap should take place by 3:00 p.m. the day preceding the meet, unless both teams mutually agree to a later time. For the swap teams will exchange 3 pieces of info: the export of the meet entry file, the export of the full team roster, printouts (or PDF files) of the entries in the Meet Entry Spreadsheet format INCLUDING HEAT AND LANE ASSIGNMENTS. When exporting your team's entries be sure to include the heat and lane assignments for your team as well as your relays. Each team's Meet Entry Spreadsheet Report (either printout or PDF or MS Excel file) at the time of the swap is the official record of entry for the meet. Ideally the swap should take place in person in order to go over details of the upcoming meet. Teams are permitted to e mail lineups for exchange provided they include a PDF export of their entries to provide each team with a printed record of their entries. Teams must mutually agree to exchange lineups in this fashion otherwise an in person exchange must take place. It is recommended that teams exchange lineups within 5 minutes to avoid one team being able to view another team's lineup before sending their own lineup. At this swap the two coaches should work together to plan for consolidating exhibition heats. Check the other team's entries for errors so you can work out any problems the day before the meet and avoid lineup infractions during the meet. Always check each other's entries to make sure there are no rule infractions in the lineup. If you discover any mistakes please work this out as soon as possible, prior to the meet.

STEP 2: Entry and Exhibition Heat Consolidation (by 10:00 p.m. night before meet.)

The home team is responsible for taking the entry files of both teams importing the entries and rosters for each team and then consolidating the entries for the meet into Meet Manager. This should be done no later than 10:00 p.m. the night before the meet. During the consolidation the home team should make every effort possible to minimize the number of exhibition heats by moving swimmers into all available lanes in the exhibition heats, regardless of team affiliation. In the exhibition heats teams do not need to adhere to the odd-even lane assignments if heats can be saved as a result.

Once the lineups have been merged and a final meet lineup is completed the home team must e mail a copy of the backup of the meet to the visiting team. This should be done as soon as possible. If the home team is unable to consolidate the exhibition heats by 10:00 p.m. or a mutually agreed upon deadline by both teams, then exhibition swimmers should be left in their originally assigned lanes and no consolidation of exhibition heats should take place. Every effort possible should be made to complete the consolidation by the agreed upon deadline though in an effort to minimize the number of exhibition heats.

STEP 3: Report Completion Prior To The Meet

The HOME TEAM should generate the following reports:

The following can be done the night before the meet.

A Meet Program that can be sold during the meet for spectators (I suggest a 3 column).

Lane/Timer Report (Continuous Format sorted by Lane Then Event) should be printed for each lane for the timers (home and visitor).

Another Lane/Timer Report (UK Judges Placing Sheet Format) should also be completed for the Judges Recorder. Teams can print updates for the events with substitutions the day of the meet. These forms should be cut in half to allow the Judges recorder to work with one race at a time and keep the flow of information moving.

Teams should have the following supplies on hand to make their job easier: a stapler, laser labels, paper, shade, a Surge Protector, and a flash drive.

STEP 4: Pre-Meet Meeting and Substitutions (Up to 30 minutes prior to meet start)

Once the visitor arrives at the pool for the meet they should communicate all legal substitutions (according to ASA Rule #6) as soon as possible. Substitutions should be completed using the substitution form found in the Appendix of this rule book. Substitutions can take place up to 30 minutes prior to the meet start. Substitutions should be made in the computer as soon as possible so the remaining forms can be printed. Teams are encouraged to communicate via phone or e mail the afternoon of the meet to exchange all substitutions they figure out after that morning's practice.

Once all substitutions have been made the home team should print the following forms:

At least 7 copies of the updated meet program (3 column format). One copy for the Starter, once copy for each place judge, one copy for each coach and one copy for each Deck Manager should be printed.

Print the pages of the Lane Timer Report (UK Format) that were affected by the substitutions. Only print the pages of the events that were affected, this will save time and paper. If time permits additional copies can be printed for the place judges as well. It is strongly suggested that these revised forms should be printed on colored paper so they are easily distinguishable from outdated information.

STEP 5: Meet Operation

The meet should begin with a welcome to the visiting team followed by instructions such as quiet for all starts, no smoking on the deck, etc...The announcer should make multiple calls for swimmers to report for their event and stay at least three events ahead of what is in the water.

The first three events should be called to the Deck Manager. It is the responsibility of each team to get their swimmers to the Deck Manager in a timely fashion during the meet. Swimmers should report three events prior to their event.

At this point the Deck Manager (Updated Meet Program in hand) is responsible for the swimmers reaching the starting blocks in their proper lanes according to the updated Meet Program. The Starter/Referee then takes over and instructs the swimmers on the event and starts the race.

At the conclusion of the race the Place Judges (one from each team) record the order of finish on their Meet Program and the timers record the time for their lane on the Lane Timer Sheet for their lane. In an 8 lane pool a third finish judge will be used to cover all non-scoring places. The first 2 judges will be responsible for all scoring places plus one place. The third judge will be responsible for the remaining non-scoring places. To avoid confusion it is advised that only 6 lanes be swum in an 8 lane pool during the coring heat. The Judges Recorder (from the home team) records the Place Judge's official order of finish on their copy of the UK Judge's Placing Sheet in the Place column next to the swimmer's name. Once places from the race have been recorded then the Judge's Recorder gives the form to the Master Recorder. The Master Recorder (one from each team) then goes from lane to lane recording the times for each lane in the Time column for the race listed on the sheet. Once the times have been recorded the Master Recorder or a runner should take the completed form to the computer operator.

During the meet one computer should be used to tabulate results and score the meet. Each team should provide a computer operator for the meet. Teams should alternate entering times every group of events (i.e. Medley Relays, Short Freestyle, Backstroke). Attention should be paid to correct results in the event that the Place Judges differ with the times for the event. Corrections should be made via the Judge's Decision feature. After each event has been completed (all heats have been entered) the computer operator will "Score the Event" and print two copies of results from each event (one for each team). Coaches and Team Reps should have access to the results and completed UK Judges forms (with times and places recorded) throughout the meet.

Award labels (provided by the home team) should be printed every 5 to 10 events during the meet and given to the ribbon workers. Labels should be printed sorted by Team/Event and should be Award Type by Heat, and then given to each team. Labels are placed on the corresponding ribbons and given to each

team. Please remember that ribbons are only given to first and second place relays and that each team is responsible for providing their own exhibition ribbons.

STEP 6: Post Meet

At the conclusion of the meet a Report for the Results and the Scores should be completed for each team and the score of the meet should be announced. The score of the meet should be phoned to the coordinator's office (404) 664-3975. Teams may e mail the score to frankem355@aol.com instead of phoning. **DO NOT TEXT THE SCORE.** A backup of the meet should be made for both teams; the visitor should bring their own flash drive for this purpose.

ASA **VIRTUAL** Dual Meet Procedure Using Hy Tek Meet Manager

STEP 1: Pre Meet Conversation and Meet Entry/Lineup Completion

The HOME TEAM should contact the visitor several days prior to the meet file exchange deadline to arrange the result swap and go over any details of the meet including the use of starting blocks, alternate order of events, and the use of composite times for relays.

Each team should complete their lineup using their Team Management software (Team Manager, Swimtopia, or Team Unify) to assign swimmers to their lanes and heats. Teams should enter swimmers in all lanes available for their pool. The meet should be set up in Meet Manager for each team, using the league template meet. Each team should set their meet up to use all available lanes for their pool.

Teams may complete their swimming portion of the meet on their own schedule provided competition is done by the agreed upon deadline and that entries and results are exchanged by that deadline. Teams may agree to swim a different format or order of events, provided both teams are in full agreement to these altered formats.

STEP 2: Meet Entry Import and Form Completion

Once teams have completed their entries in their team management software, they should export those entries for import into Meet Manager. Once entries are in meet manager teams may complete needed paperwork including.

- An Entry List (including heat and lane), this report can be shared with swimmers and families to let them know which events their swimmers will be competing in as well as the heat and lane they will swim in. This will allow families to put that swimmers Event/Heat/Lane on their swimmer's arm prior to their swims.
- A meet program to allow everyone to see the entire meet and when events will be swum as well as the place judge and starter referee to record their info.
- Lane/Timer Report (Continuous Format sorted by Lane Then Event) should be printed for each lane for the timers to record their times after each swim.
- There is no need for UK Judges placing forms as that info can be collected for use after each swimming session is completed.
- The filter options on each report screen will allow you to print reports for only those events that will be swum during that practice session or day.

Teams can make and print updates for the events as needed.

STEP 3: Meet Operation

Teams can swim their events at any point during the week to fit their practice and pool schedule. Every effort possible should be made to maintain social distancing in the area behind the blocks and on the pool deck. Teams should strongly consider marking spots on the deck for where swimmers, timers, coaches and any other meet workers should be during competition. Additionally, if possible, non-competitors should consider wearing masks. Times can be input into Hy Tek at the discretion of each team, either during competition or post meet.

If a team chooses, they can input the times after each day of competition, or once all competition is completed. Teams can complete ribbon labels for events on the same schedule. **Events should NOT be scored until results for the two teams have been merged together, otherwise it will not be possible to score the meet. The status of each event should remain as DONE.**

Coaches and/or parent helpers can make sure swimmers get to the correct heat and lane. Care and consideration should be given to not crowd the area behind the blocks to maintain social distancing safeguards.

Each event will start and be swum to completion. Timers will record the times for the swimmer once that event is done. Timers should check the name of each swimmer in their lane before or after each swim

and make corrections on their lane timer sheet to ensure accurate results and ribbons. Place judges will record their order of finish on a meet program as a backup in the event that a timer or backup timer does not record a time. The starter/referee should note all disqualifications on their heat sheet including the reason for the DQ. If a time is not recorded for a swimmer, that swimmer should be checked as exhibition AFTER ribbons have been completed. The completed lane timer sheets, place judge and starter referee heat sheet should then be given to the Hy Tek operator to input results for each event.

STEP 4: Meet File and Result Exchange

The entry and result swap should take place by 3:00 p.m. Sunday, the end of that week's scheduled virtual meet, unless both teams mutually agree to a later or earlier time. For the swap teams will exchange 5 pieces of info:

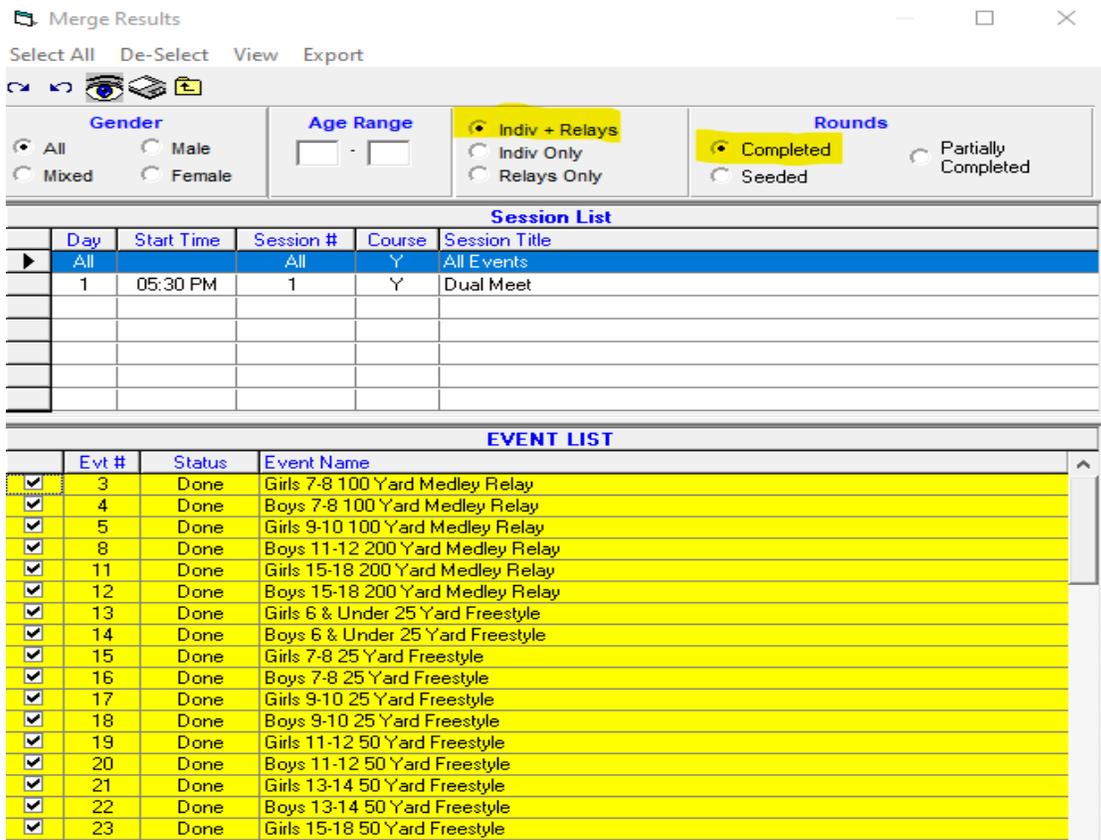
- The export of the Meet Manager merge entry file including heats and lanes.
- The export of the Meet Manager merge results file, including all times for swimmers as well as disqualifications.
- A pdf version of the Entry List including heats and lanes.
- A pdf version of the Results report, including all results and disqualifications.
- A full backup of that team's Meet Manager database. (File – Backup)

Teams will electronically exchange these files via e mail. It is recommended that teams exchange lineups within 5 minutes to avoid one team being able to view another team's lineup before sending their own lineup. It is strongly advised teams be on the phone with each other when this exchange takes place. Always check each other's entries to make sure there are no rule infractions in the lineup. If you discover any mistakes please work this out as soon as possible, prior to scoring the meet.

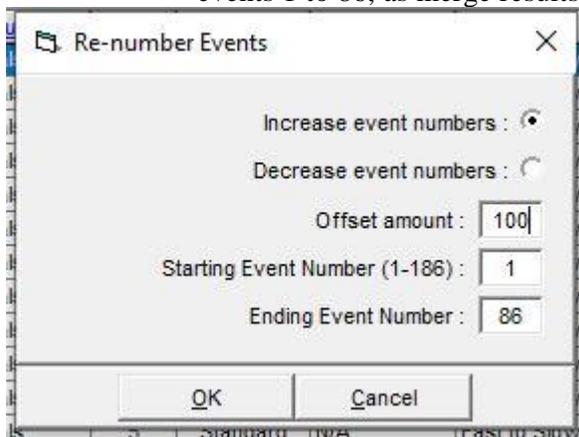
STEP 5: Merger of Meet Entries and Meet Scoring

Teams will take the following steps to consolidate and score the meet. Note, these steps should happen in the following sequence for this process to work best. Input results for your team's portion of the virtual meet including all times, DQ's and exhibition designations. Export a merge entries file for your team from Meet Manager, export a merge results file for your team from Meet Manager. Renumber events in your team's existing database to create a space for the other team's results to be imported. Copy the event numbers to create a destination for the opposing team's results to be imported. Import merge/entries from the other team, import/merge results from the other team. Combine results for each event to score the meet.

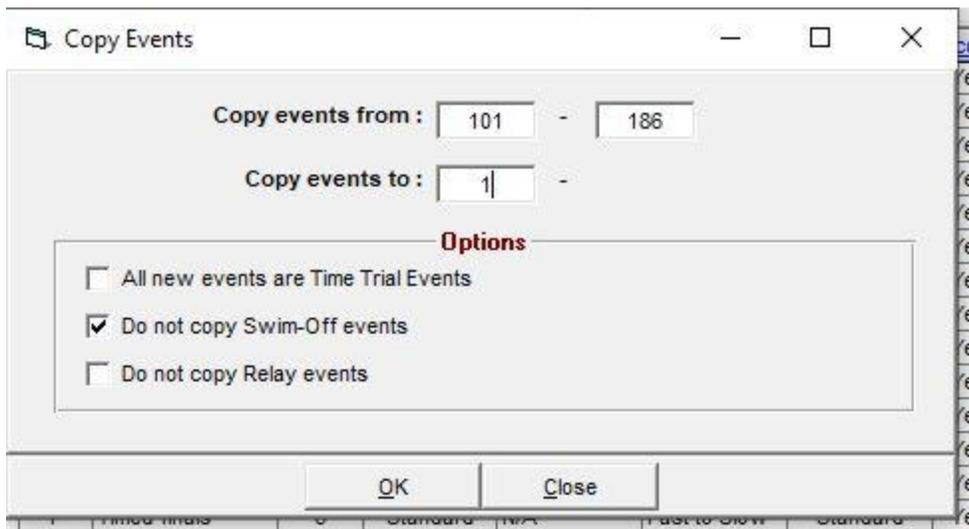
1. Export results for other team to score meet.
 - File – Export – Results for Meet Manager Merge of Same Meet (6th Item Down) NOT Results for Swim Manager – SWIMS or NCAA
 - Under Rounds Check box for Completed
 - Select All Events and Click Export



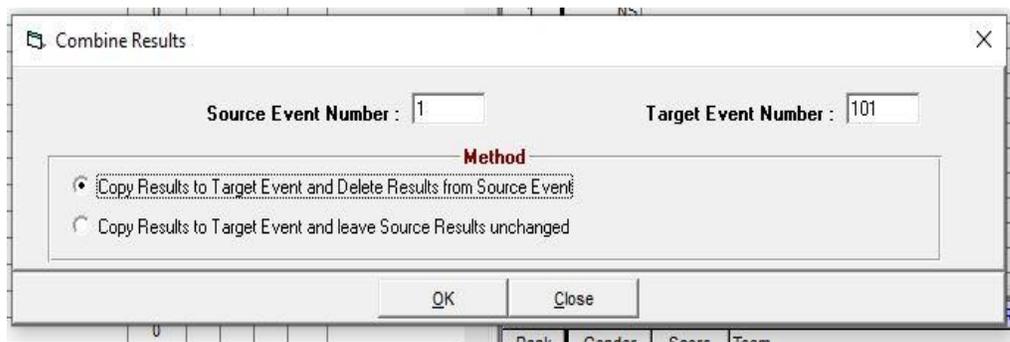
- Save file to a location you can find. File will be named MergeMeetResults...zip
2. Renumbering events for your team's database. This will move your existing entries and results to a new location and allow you to import results from the opposing team into your team's database and ultimately merge the results.
 - EXAMPLE: Existing events are 1 to 86 add 100 to each event number so new numbers are 101 to 186. Note: This is necessary if results to be merged are also in events 1 to 86, as merge results import requires matching events.



3. In your team's database with your entries and results. Click Events - Copy and copy events to add new set starting with 1. This will create event numbers as a destination for the opposing team's entries and results.
 - EXAMPLE: If existing events are 101 to 186 copy events to 1, so new events are numbered 1 to 86



4. Import results from other team
 - File – Import – Merge Results (MM to MM) (third option down)
 - Select the file and follow the steps.
 - Go to the Run Menu to see that the entries and times imported.
 - If you don't see the swimmers, the other team likely did not use the File – Export – Results for Meet Manager Merge of Same Meet (6th Item Down). The likely clicked on File – Export - Results for Swim Manager – SWIMS or NCAA. Either use their backup of the meet to create the file you need or have them re-export the result file.
5. Merge the results of each team.
 - In the Run Menu select Combine.
 - EXAMPLE: Enter Source Event Number: 101, Target Event Number 1 to combine results from event 101 into event 1
 - Choose Copy Results to Target Event and **Delete Results** from Source Event



- Once you Click OK it will combine the results and score the event.
 - This has to be done for all 86 events
6. If a team does not have entries in an event it will not allow you to combine the results. Simply leave that event as is and click on Score in the run menu for the event that has entries if this happens.
 7. Once all 86 events are combined you can run a final score for the meet under Reports – Scores. Be sure to select all events and check the box for combined team scores.

STEP 6: Post Meet

The score of the meet should be phoned to the coordinator's office (404) 664-3975. Teams may e mail the score to frankem355@aol.com instead of phoning. DO NOT TEXT THE SCORE. A backup of the meet should be e mailed to each other to confirm your math and agree on the final score for the meet.

SAMPLE REPORTS FROM MEET AND TEAM MANAGER

Lane Timer Sheet (Continuous by Lane)

Event 1 Boys 200 Yard Medley Relay Finals						Official Time
Lane 1	Heat 1	Westminster D	WMS3	NT	_____	_____
Event 2 Girls 200 Yard Medley Relay Finals						Official Time
Lane 1	Heat 1	Westminster D	WMS3	NT	_____	_____
Event 3 Boys 200 Yard Freestyle Finals						Official Time
Lane 1	Heat 1	Andrew Ray FR	WMS3	2:10.29	_____	_____
Event 4 Girls 200 Yard Freestyle Finals						Official Time
Lane 1	Heat 1	Elizabeth Hill SO	WMS3	1:51.01	_____	_____
Event 5 Boys 200 Yard IM Finals						Official Time
Lane 1	Heat 1	Trevor Murphy SO	WMS3	NT	_____	_____
Event 6 Girls 200 Yard IM Finals						Official Time
Lane 1	Heat 1	Alison Reed SR	WMS3	2:30.85	_____	_____
Event 7 Boys 50 Yard Freestyle Finals						Official Time
Lane 1	Heat 1	Chaz Walker SR	WMS3	25.49	_____	_____

Meet Program

North Atlanta Swim Assoc Champ

Hy-Tek's MEET MANAGER 11:17 AM 4/26/2004 Page 1

Marist. vs. Westminster - 1/24/2002
Meet Program - Dual Meet

Event 1 Boys 200 Yard Medley Relay				Event 4 Girls 200 Yard Freestyle				Event 9 Boys 1 mtr Diving					
Lane	Team	Relay	Seed Time	Lane	Name	Yr	School	Seed Time	Lane	Name	Yr	School	Seed Time
Heat 1 Finals				Heat 1 Finals				Heat 1 Finals					
1	WMS3	D	NT	1	Elizabeth Hill	SO	WMS3	1:51.01	1	Andrew Costas	FR	MAR4	NI
2	MAR4	B	NT	2	Nikki Malgeri	FR	MAR4	2:00.67	2	Eric Moorhead	JR	WMS3	NI
		Brendan Wilson SO	Chris Bachner-Reimer S	3	Meagan McChesney	SO	WMS3	2:16.89	3	Chad Lane	SR	MAR4	NI
		Rob Stanfield SR	Casey Murphy SO	4	Elizabeth Durot	SO	MAR4	1:53.96	4	Matt Simmons	SR	MAR4	NI
3	WMS3	C	NT	5	Alice Johnson	SR	WMS3	2:13.35	5	Will Nowack	FR	WMS3	NI
4	MAR4	A	1:43.04	6	Carla Uribe	SR	MAR4	2:15.39	6	Ryan A Brown	SO	MAR4	NI
		Kyle Adams JR	Bill Jabr SR	7	Kristie Day	SR	WMS3	2:02.14					
		Casey Arundel JR	David Pinelli SO	8	Meghan O'Neill	FR	MAR4	2:08.10					
5	WMS3	A	1:49.22	Event 5 Boys 200 Yard IM				Event 10 Girls 1 mtr Diving					
6	MAR4	C	NT	Heat 1 Finals				Heat 1 Finals					
		Ryan Leibrandt SO	Andrew Breunig FR	1	Trevor Murphy	SO	WMS3	NT	1	Jameson Weir	WMS3	NI	
		Greg Zora FR	Andrew O'Shea FR	2	Brendan Wilson	SO	MAR4	2:29.61	2	Heather Gile	JR	MAR4	NI
7	WMS3	B	NT	3	Thomas Davis	FR	WMS3	3:03.32	3	Elisabeth Holby	FR	WMS3	NI
8	MAR4	D	NT	4	Mark Stephens	SR	MAR4	1:56.76	4	Jenny Schork	JR	MAR4	NI
		Alex Nevels FR	Michael Buckley FR	5	Jonathan Weatherford	JR	WMS3	2:18.69	5	Elizabeth Coleman	WMS3	NI	
		Philip Church FR	Ryan Browne SR	6	Nick DuPuis	FR	WMS3	2:11.37	6	Ali Gray	FR	WMS3	NI
Event 2 Girls 200 Yard Medley Relay				Event 6 Girls 200 Yard IM				Event 11 Boys 100 Yard Butterfly					
Heat 1 Finals				Heat 1 Finals				Heat 1 Finals					
1	WMS3	D	NT	1	Elizabeth Hill	SO	MAR4	2:39.27	1	Rob Stanfield	SR	MAR4	1:03.09
2	MAR4	B	NT						2	Cada Kilgore	SO	WMS3	1:13.82
		Stephanie Uribe FR	Rachel Eddy JR						3	Casey Arundel	JR	MAR4	55.31
		Meg Ingraham SR	Carla Uribe SR										

UK Judges Placing Sheet

Event 4 Girls 200 Yard Freestyle Finals									Judge's Placings							
Heat 1									1st	2nd	3rd	4th	5th	6th	7th	8th
									3	4	5	6	1	2	7	8

Lane	Comp#	School	Place	Time
1	12	Elizabeth Hill SO	5	32.00
2	83	Nikki Malgeri FR	6	33.00
3	19	Meagan McChesney SO	1	30.10
4	70	Elizabeth Durot SO	2	30.01
5	14	Alice Johnson SR	3	31.00
6	92	Carla Uribe SR	4	31.50
7	6	Kristie Day SR	7	34.00
8	86	Meghan O'Neill FR	8	40.00

