

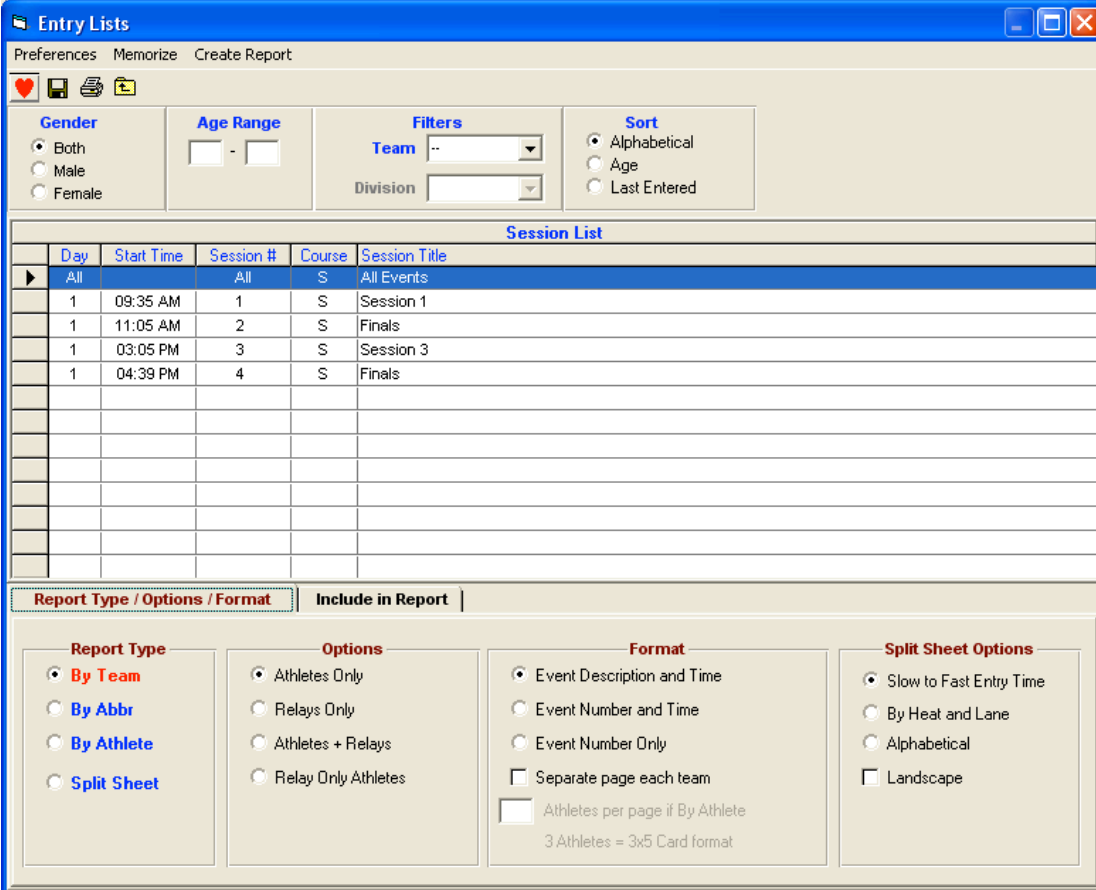
Hytek Introductory Module for Recorders – Part 1

Introduction

Everyone present should have their Club laptop with a working copy of Meet Manager, and a set of these notes.

Your first task on the day will be to check if the Withdrawal sheets have been printed, often the person who took the entries will have done this after the deadline for withdrawals was passed, but if not you will have a long line of coaches at your desk very soon. There are found in Reports; Entry lists – be sure and include 1st Round alternates when you print them and also relays if applicable. I find it best to use the Event Description and Time option as this avoids any confusion which can occur if using Event Number only.

See screen prints below;



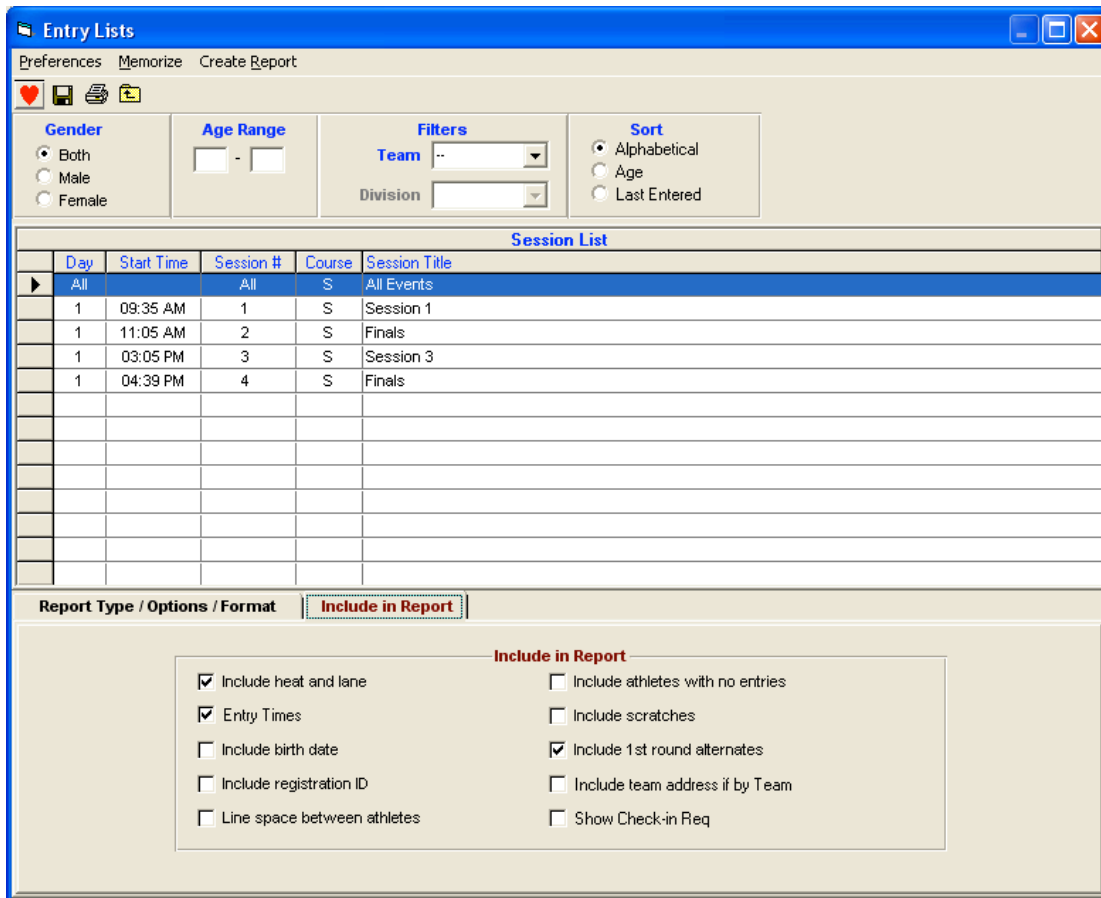
The screenshot shows the 'Entry Lists' window with the following sections:

- Gender:** Both, Male, Female
- Age Range:** [] - []
- Filters:** Team: [--], Division: []
- Sort:** Alphabetical, Age, Last Entered

| Session List | | | | | |
|--------------|-----|------------|-----------|--------|---------------|
| | Day | Start Time | Session # | Course | Session Title |
| | All | | All | S | All Events |
| | 1 | 09:35 AM | 1 | S | Session 1 |
| | 1 | 11:05 AM | 2 | S | Finals |
| | 1 | 03:05 PM | 3 | S | Session 3 |
| | 1 | 04:39 PM | 4 | S | Finals |
| | | | | | |
| | | | | | |
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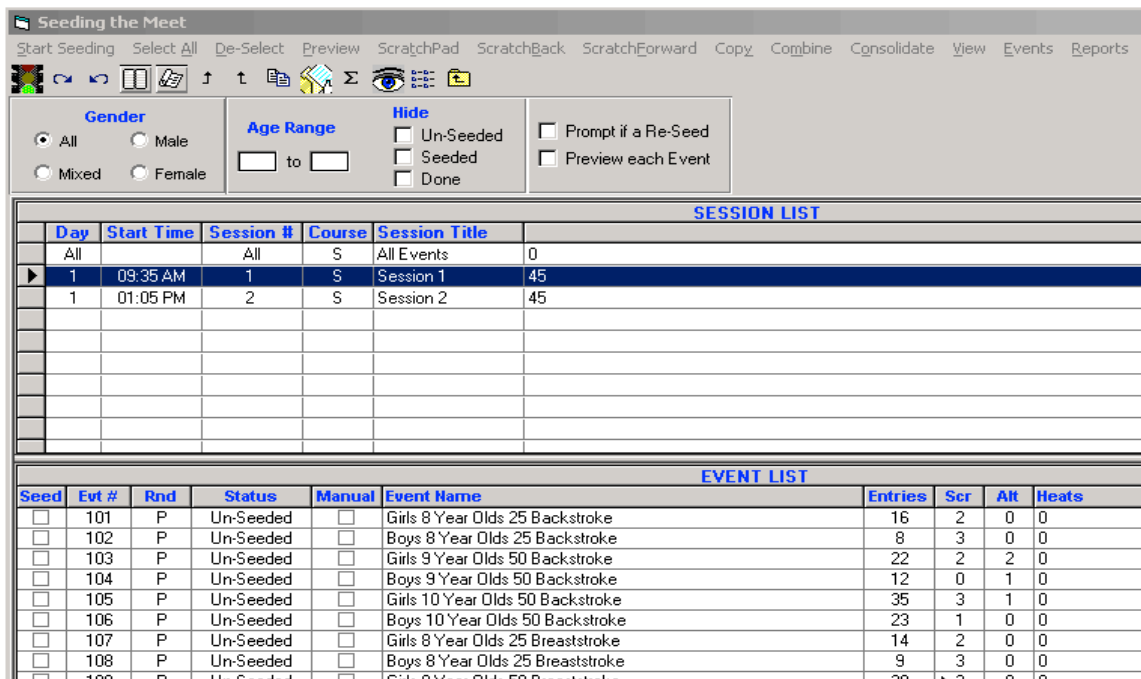
Report Type / Options / Format | **Include in Report**

- Report Type:** By Team, By Abbr, By Athlete, Split Sheet
- Options:** Athletes Only, Relays Only, Athletes + Relays, Relay Only Athletes
- Format:** Event Description and Time, Event Number and Time, Event Number Only, Separate page each team, Athletes per page if By Athlete (3 Athletes = 3x5 Card format)
- Split Sheet Options:** Slow to Fast Entry Time, By Heat and Lane, Alphabetical, Landscape




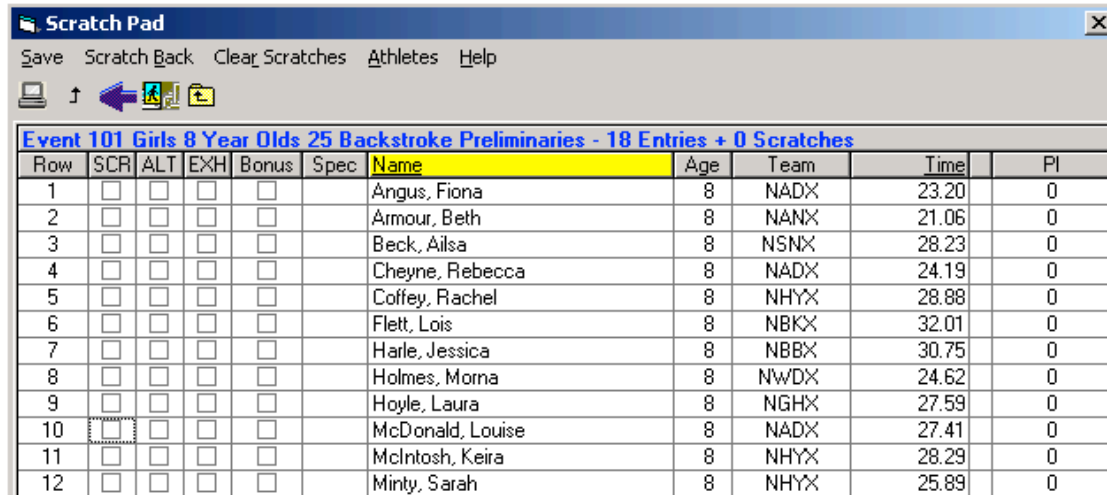
As the withdrawals reach your desk mark them off carefully on your hard copy of the programme, if you are pushed for time just do Session One and revert to withdrawals for the later sessions when you have more time. Get the announcer to press for withdrawals and no later than 40 minutes before the scheduled start begin to work through your programme, taking out the withdrawn (scratched) swimmers event by event and putting in any reserves (alternates) who have not yet got their swims.

Click on **Seed** on the Main Menu Bar – to open the Seeding screen



Select the appropriate session from the session list - only the event rounds in that session will show in the Event List.

Highlight the appropriate event in the Event List and click on the **ScratchPad icon**  to display the **Scratch Pad screen**.



The screenshot shows a window titled "Scratch Pad" with a menu bar (Save, Scratch Back, Clear Scratches, Athletes, Help) and a toolbar. The main area displays a table for "Event 101 Girls 8 Year Olds 25 Backstroke Preliminaries - 18 Entries + 0 Scratches". The table has columns for Row, SCR, ALT, EXH, Bonus, Spec, Name, Age, Team, Time, and PI. The "Name" column header is highlighted in yellow.

| Row | SCR | ALT | EXH | Bonus | Spec | Name | Age | Team | Time | PI |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|-----|------|-------|----|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Angus, Fiona | 8 | NADX | 23.20 | 0 |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Armour, Beth | 8 | NANX | 21.06 | 0 |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Beck, Ailsa | 8 | NSNX | 28.23 | 0 |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Cheyne, Rebecca | 8 | NADX | 24.19 | 0 |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Coffey, Rachel | 8 | NHYX | 28.88 | 0 |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Flett, Lois | 8 | NBKX | 32.01 | 0 |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Harle, Jessica | 8 | NBBX | 30.75 | 0 |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Holmes, Morna | 8 | NWDX | 24.62 | 0 |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Hoyle, Laura | 8 | NGHX | 27.59 | 0 |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | McDonald, Louise | 8 | NADX | 27.41 | 0 |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | McIntosh, Keira | 8 | NHYX | 28.29 | 0 |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Minty, Sarah | 8 | NHYX | 25.89 | 0 |

The list can be sorted by Athlete Name by clicking the Name column header, or by Entry Time by clicking on the Time column header

To **scratch** (or unscratch) an entry click on the box in the **SCR** column

To mark an entry as an alternate (reserve) or remove the alternate status, click on the box in the **ALT** column

To do this go to Seeding:- Select the Session and Event and put a tick in the Scr box for swimmers being withdrawn, and untick the Alternates box against any swimmer who are now getting their swims. Make sure you do not give swims to more swimmers than have been withdrawn for the event, or the Session timing will go out of the window.

NB. Reserves who are still awaiting swims at this point should be ticked as Alt.

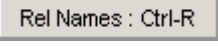
This is why ideally you want a copy of the programme run early in the process, as then you can see how many heats were intended and ensure you keep to the correct number of swimmers. Repeat this process for each event in the session, and when you have worked through all of them, select them all, and click on Start Seeding –

Let us now assume that in this Session we are recording at there are going to be relay events.

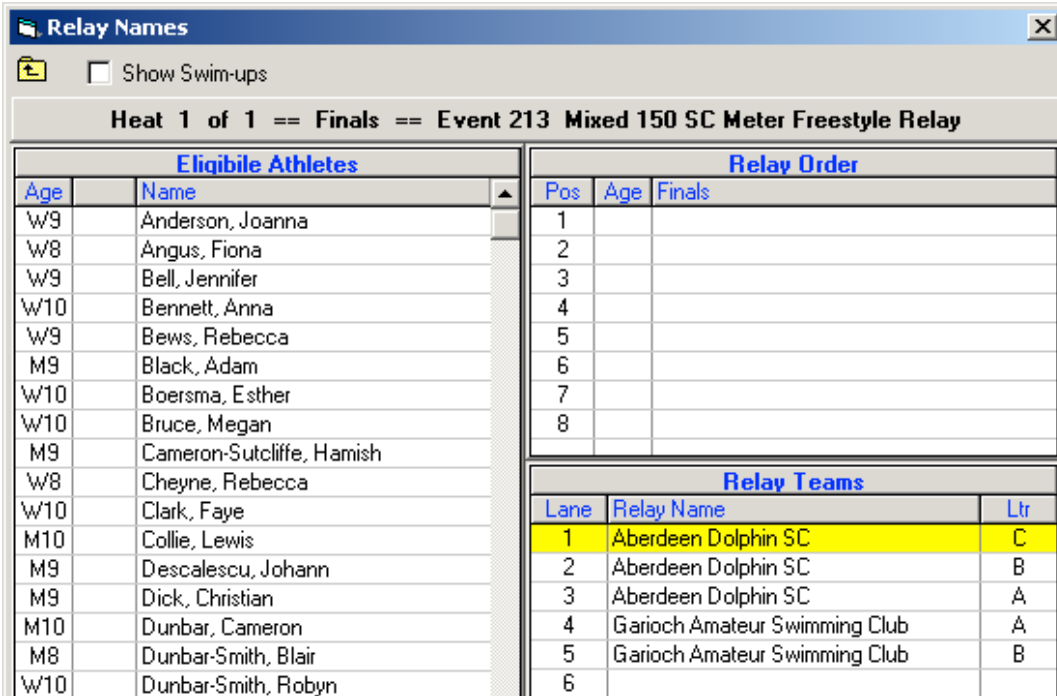
Hytek allows us to put the names of the relay team members into the database so that they appear on the start sheets and there is no longer any need for photocopying of Team Lines. However this is another task which takes a little time so if possible we try to persuade coaches to provide us with their Team lines in plenty of time, but remember, the rules do not require them to do this until one hour prior to the start of the session where the relays take place, so a little coaxing is sometimes necessary. If not all the Team Lines are forthcoming, it is still best to put in the names that we have got, as this lessens the workload during the warm-up for the next session.

Relay Team Names

The names of the Relay Team swimmers can be entered at any time, if required.

Click on the **Rel Names** button  on the Run screen to display the Relay Names screen

Or, go to Relays on the Main Menu and access the relays from there, depending on what you are doing at the time.




| Eligible Athletes | |
|-------------------|---------------------------|
| Age | Name |
| W9 | Anderson, Joanna |
| W8 | Angus, Fiona |
| W9 | Bell, Jennifer |
| W10 | Bennett, Anna |
| W9 | Bews, Rebecca |
| M9 | Black, Adam |
| W10 | Boersma, Esther |
| W10 | Bruce, Megan |
| M9 | Cameron-Sutcliffe, Hamish |
| W8 | Cheyne, Rebecca |
| W10 | Clark, Faye |
| M10 | Collie, Lewis |
| M9 | Descalescu, Johann |
| M9 | Dick, Christian |
| M10 | Dunbar, Cameron |
| M8 | Dunbar-Smith, Blair |
| W10 | Dunbar-Smith, Robyn |

| Relay Order | | |
|-------------|-----|--------|
| Pos | Age | Finals |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

| Relay Teams | | |
|-------------|-------------------------------|-----|
| Lane | Relay Name | Ltr |
| 1 | Aberdeen Dolphin SC | C |
| 2 | Aberdeen Dolphin SC | B |
| 3 | Aberdeen Dolphin SC | A |
| 4 | Garioch Amateur Swimming Club | A |
| 5 | Garioch Amateur Swimming Club | B |
| 6 | | |


Select the appropriate relay from the **Relay Teams** list – a list of the eligible swimmers will appear in the left-hand window

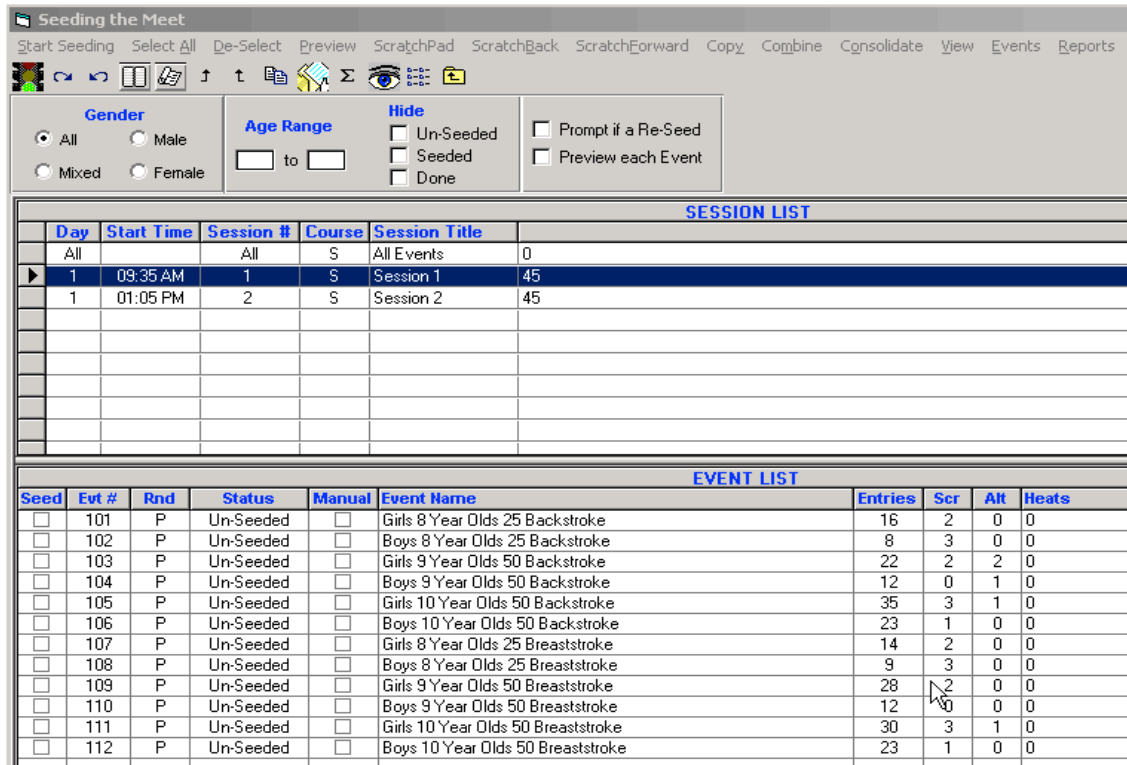
Double-click on an athlete and he will be assigned to the **Relay Order**

Click on the **Exit icon**  to return to the Run screen.

Remember coaches can change their running order up until one hour before the start of the session, so if they come back before then with changes, it is easy to simply double click on a swimmer to be removed, or if swapping, simply drag the swimmer to their new position in the team and the swimmer currently in that position will immediately be swapped round.

To Seed the Meet

Click on **Seeding** from within the **Run** screen or click on the **Seeding icon** , to open the Seeding screen



SESSION LIST

| Day | Start Time | Session # | Course | Session Title | |
|-----|------------|-----------|--------|---------------|----|
| All | | All | S | All Events | 0 |
| 1 | 09:35 AM | 1 | S | Session 1 | 45 |
| 1 | 01:05 PM | 2 | S | Session 2 | 45 |

EVENT LIST



| Seed | Evt # | Rnd | Status | Manual | Event Name | Entries | Scr | Alt | Heats |
|--------------------------|-------|-----|-----------|--------------------------|------------------------------------|---------|-----|-----|-------|
| <input type="checkbox"/> | 101 | P | Un-Seeded | <input type="checkbox"/> | Girls 8 Year Olds 25 Backstroke | 16 | 2 | 0 | 0 |
| <input type="checkbox"/> | 102 | P | Un-Seeded | <input type="checkbox"/> | Boys 8 Year Olds 25 Backstroke | 8 | 3 | 0 | 0 |
| <input type="checkbox"/> | 103 | P | Un-Seeded | <input type="checkbox"/> | Girls 9 Year Olds 50 Backstroke | 22 | 2 | 2 | 0 |
| <input type="checkbox"/> | 104 | P | Un-Seeded | <input type="checkbox"/> | Boys 9 Year Olds 50 Backstroke | 12 | 0 | 1 | 0 |
| <input type="checkbox"/> | 105 | P | Un-Seeded | <input type="checkbox"/> | Girls 10 Year Olds 50 Backstroke | 35 | 3 | 1 | 0 |
| <input type="checkbox"/> | 106 | P | Un-Seeded | <input type="checkbox"/> | Boys 10 Year Olds 50 Backstroke | 23 | 1 | 0 | 0 |
| <input type="checkbox"/> | 107 | P | Un-Seeded | <input type="checkbox"/> | Girls 8 Year Olds 25 Breaststroke | 14 | 2 | 0 | 0 |
| <input type="checkbox"/> | 108 | P | Un-Seeded | <input type="checkbox"/> | Boys 8 Year Olds 25 Breaststroke | 9 | 3 | 0 | 0 |
| <input type="checkbox"/> | 109 | P | Un-Seeded | <input type="checkbox"/> | Girls 9 Year Olds 50 Breaststroke | 28 | 2 | 0 | 0 |
| <input type="checkbox"/> | 110 | P | Un-Seeded | <input type="checkbox"/> | Boys 9 Year Olds 50 Breaststroke | 12 | 0 | 0 | 0 |
| <input type="checkbox"/> | 111 | P | Un-Seeded | <input type="checkbox"/> | Girls 10 Year Olds 50 Breaststroke | 30 | 3 | 1 | 0 |
| <input type="checkbox"/> | 112 | P | Un-Seeded | <input type="checkbox"/> | Boys 10 Year Olds 50 Breaststroke | 23 | 1 | 0 | 0 |


Select the appropriate session from the session list - only the event rounds in that session will show in the Event List.

There are several seeding 'statuses' which are displayed in the **Status** column:-

If an event has not yet been seeded, the status will be **Un-Seeded**.

If the event has been seeded but no results have been entered, the status will be **Seeded**.

To select all events displayed click the **Select All icon** , or click on the **Select All** option on the menu. To unselect the events click on the **De-Select icon** , or click on the **De-Select** option on the menu. To select an individual event simply click that event in the Event List. The selected event(s) will be highlighted yellow.

To start the seeding process click on the **Start Seeding icon** , or click on the **Start Seeding** option on the menu – MM will now seed each selected event, one after the other, only stopping if the 'Preview Each Event' checkbox is selected.

After seeding the Events List will be amended to show the number of heats which were created.

Notes

- Only the events/rounds you selected will have been seeded
- Swimmers marked with SCR or ALT will not have been seeded
- Swimmers entered with No Time will be seeded randomly together – this is also true for swimmers entered with the same time.
Note: If an event is re-seeded these entries will be randomized again – it is important to check these are still in the same order as any draft programme issued.
- If you check the Manual check box for an event, that event cannot be seeded or re-seeded (unless the check box is removed). This is useful if you have seeded the meet and would like to avoid re-seeding it in error.

Now you can go to Reports:- Meet Program and bring this up on the screen.

Again, be sure to go to Include in Meet program and tick Include 1st Round alternates, as this will let the Coaches and most importantly the Marshalls see that there are still reserves waiting for an opportunity to swim. By this time someone will be waiting impatiently to photocopy/print and distribute the start sheets (Meet program) but have a look through the first copy carefully against your draft programme and check for errors, especially regarding reserves as it will be much more work if they all have to be done again!

The Meet Manager report names can be confusing – what you would normally refer to as the Start Sheet is named the **Meet Program** in Meet Manager.

It is normal practice when using Meet Manager to produce the Meet Program (Start Sheet) for all officials other than timekeepers. There is a separate **Lane/Timer Sheet** which is more appropriate for Timekeepers.

Producing the Meet Program (Start Sheet)

Click on **Reports** on the Menu within the Run screen, and select **Meet Program**

The screenshot shows the 'Meet Program' software interface. At the top, there is a menu bar with options: Select All, De-Select, Preferences, Memorize, View, and Create Report. Below the menu bar are several icons for navigation and actions. The main interface is divided into several sections:

- Gender:** Radio buttons for All (selected), Male, Mixed, and Female.
- Age Range:** Input fields for 'to' and 'from' ages, and a 'Team' dropdown menu.
- Rounds:** Radio buttons for All Rounds (selected), Finals Only, Prelims Only, and Round 1 Only.
- Event Selection:** Radio buttons for Indiv + Relays (selected), Indiv Only, and Relays Only.

Below these settings are two tables:

SESSION LIST


| Day | Start Time | Session # | Course | Session Title |
|-----|------------|-----------|--------|---------------|
| All | | All | S | All Events |
| 1 | 09:35 AM | 1 | S | Session 1 |
| 1 | 01:05 PM | 2 | S | Session 2 |

EVENT LIST for Meet Program

| | Evt # | Rnd | Status | Event Name | Heats |
|--------------------------|-------|-----|--------|---|-------|
| <input type="checkbox"/> | 101 | P | Seeded | Girls 8 Year Olds 25 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 102 | P | Seeded | Boys 8 Year Olds 25 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 103 | P | Seeded | Girls 9 Year Olds 50 SC Meter Backstroke | 4 |
| <input type="checkbox"/> | 104 | P | Seeded | Boys 9 Year Olds 50 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 105 | P | Seeded | Girls 10 Year Olds 50 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 106 | P | Seeded | Boys 10 Year Olds 50 SC Meter Backstroke | 4 |
| <input type="checkbox"/> | 107 | P | Seeded | Girls 8 Year Olds 25 SC Meter Breaststroke | 3 |
| <input type="checkbox"/> | 108 | P | Seeded | Boys 8 Year Olds 25 SC Meter Breaststroke | 2 |
| <input type="checkbox"/> | 109 | P | Seeded | Girls 9 Year Olds 50 SC Meter Breaststroke | 2 |
| <input type="checkbox"/> | 110 | P | Seeded | Boys 9 Year Olds 50 SC Meter Breaststroke | 2 |
| <input type="checkbox"/> | 111 | P | Seeded | Girls 10 Year Olds 50 SC Meter Breaststroke | 5 |
| <input type="checkbox"/> | 112 | P | Seeded | Boys 10 Year Olds 50 SC Meter Breaststroke | 4 |

At the bottom of the interface, there are two tabs: **Columns / Format** and **Include in Meet Program**. The **Columns / Format** tab is active and contains four sub-sections:

- Columns:** Radio buttons for Single, Double (selected), Triple, and Flat HTML.
- Format:** Checkboxes for 1 Event Per Page, 1 Heat Per Page, Referee Format, and Ignore Psych.
- Athlete ID:** Radio buttons for None (selected), Reg ID#, and Comp#.
- Time Stamp:** Radio buttons for Date and Time (selected), Date Only, and None.

Ensure the correct Session is selected – then click on the **Select All** icon , or click on **Select All** from the menu, to select all events in the session.

Select the format of the report. It is normal practice to produce a double column report – for this you would select the **Double** option under **Columns** on the **Columns/Format** tab at the bottom of the screen.

There are various options which can be included on the Meet Program, and these can be selected from the **Include in Meet Program** tab – some to consider are Records, Meet Entry Time, Line for Results.

Click on the **Create Report** menu option to produce the report.

The report can then be printed and the appropriate number of copies produced.

Producing the Referee's Meet Program

There are additional options which can be selected when producing the Referee's copy of the Meet Program.

- **Heat Start Times** – the Referee may simply require the normal Meet Program as described above, but with the Heat Start Times included, to check whether the meet is on schedule.

The Heat Start Times can be included by selecting the Heat Start Times checkbox on the Include in Meet Program tab

Producing the Lane/Timer Sheets

The Lane/Timer Sheets produced by Meet Manager are considered more appropriate for the Timekeepers than the Meet Program (Start Sheet). To produce the Lane/Timer sheets:-

Click on **Reports** on the Menu within the Run screen, and select **Lane / Timer Sheets**

Lane / Timer Sheets

Select All De-Select Preferences Memorize View Create Report

Gender: All Male Mixed Female

Age Range: [] to [] Team: []

Rounds: All Rounds Finals Only Prelims Only Round 1 Only

Indiv + Relays Indiv Only Relays Only


| SESSION LIST | | | | |
|--------------|------------|-----------|--------|---------------|
| Day | Start Time | Session # | Course | Session Title |
| All | | All | S | All Events |
| 1 | 09:35 AM | 1 | S | Session 1 |
| 1 | 01:05 PM | 2 | S | Session 2 |

| EVENT LIST | | | | | |
|--------------------------|-------|-----|--------|---|-------|
| | Evt # | Rnd | Status | Event Name | Heats |
| <input type="checkbox"/> | 101 | P | Seeded | Girls 8 Year Olds 25 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 102 | P | Seeded | Boys 8 Year Olds 25 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 103 | P | Seeded | Girls 9 Year Olds 50 SC Meter Backstroke | 4 |
| <input type="checkbox"/> | 104 | P | Seeded | Boys 9 Year Olds 50 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 105 | P | Seeded | Girls 10 Year Olds 50 SC Meter Backstroke | 2 |
| <input type="checkbox"/> | 106 | P | Seeded | Boys 10 Year Olds 50 SC Meter Backstroke | 4 |
| <input type="checkbox"/> | 107 | P | Seeded | Girls 8 Year Olds 25 SC Meter Breaststroke | 3 |
| <input type="checkbox"/> | 108 | P | Seeded | Boys 8 Year Olds 25 SC Meter Breaststroke | 2 |
| <input type="checkbox"/> | 109 | P | Seeded | Girls 9 Year Olds 50 SC Meter Breaststroke | 2 |
| <input type="checkbox"/> | 110 | P | Seeded | Boys 9 Year Olds 50 SC Meter Breaststroke | 2 |
| <input type="checkbox"/> | 111 | P | Seeded | Girls 10 Year Olds 50 SC Meter Breaststroke | 5 |
| <input type="checkbox"/> | 112 | P | Seeded | Boys 10 Year Olds 50 SC Meter Breaststroke | 4 |

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

Parameters: Include Entry Time: Double Space: Relay Athlete Names (0-8): [4] Lanes: [1] to [10]

Sort By: Lane then Event Event then Lane Session Order

Ensure the correct Session is selected – then click on the **Select All** icon , or click on **Select All** from the menu, to select all events in the session.

Select the format of the report. If electronic timing is being used then the recommended selection would be **Continuous**.

However if there is no electronic timing, and swimmers times are being marked on the Lane/Timer Sheets (in place of time cards), then you should select **1 Event Per Page Per Lane** – this will ensure that each event is printed on a separate sheet(s), which can be collected on completion of the event.

Click on the **Create Report** menu option to produce the report.

Remember irrespective of how many lanes you only need to run one copy of this report as the computer already knows how many lanes the Meet has been set up for – this is a mistake we've all made at some point though.

The report can then be printed and passed to the Chief Timekeeper for distribution.

If the Meet is running with electronic timing, you now need to produce an electronic version of the start sheets for the AOE operator to load onto his laptop, in order that he/she can send you the results. To do this go to Main Menu:-

File:- Export: Start lists for Scoreboard:- Start lists for Omega:-

Meet Manager will now ask you where you wish to copy the Scoreboard files to. Normally this will be on to a USB stick in order that they can be transferred to the ARES laptop. Identify the correct place and select it:-

Then highlight the session to be copied:-

A box will appear on screen, click on "yes" for complete set of files:-

The next window will show a list of 8 files to be transferred, click on OK and all the files will now be on the USB stick.

This applies to the ARES system only, if the Meet is running with Quantum or Colorado for the AOE, the procedure is different:-

Meet Manager to Quantum interface

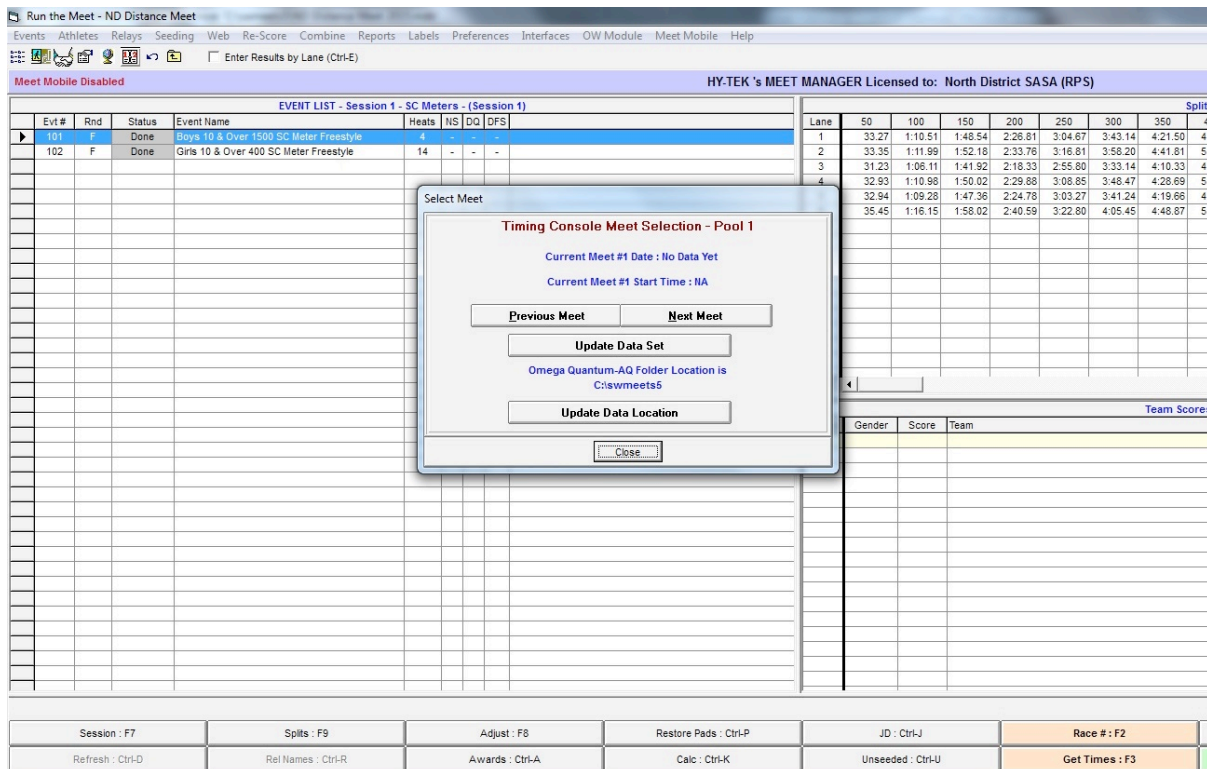
Before transferring the required file from Meet Manager to Quantum it is necessary that a new Meet is added in Quantum. It is easiest if each session is treated as a separate meet.

A folder also needs to be prepared in the Meet Manager laptop to hold the quantum.sch and quantum.slx files which Quantum requires. Therefore in C:\swmeets4, 5, or 6 create a new folder giving it the name of your Meet, then create a subfolder inside that for each session, numbered S1, S2 and so on.

It is also possible to put these files into a folder in the Quantum laptop. In this case, the "update data location" instruction (see below) should then be set to point at the folder on the Quantum laptop.

After the withdrawals and seeding has been done and the start sheets checked, go to the Run screen and select Interfaces. Make sure the timer and scoreboard are set for Quantum files ie Omega Quantum AQ file sharing and Network file sharing IST or Quantum AQ. Then click on Timer, and "select data set stored from QAQF". In the dialog box

which appears, click "update data location" and browse until you find the folder you created in C:\swmeets4, 5 or 6, which will be empty, then click on "open". This will send you back to the window in the Run screen and you should now see the name of your Meet and session on the screen above "update data location".



Now go to Interfaces:- Timer and "Download events to QAQF". For this you should have only the events in the current session showing in the top left hand corner of the run screen. The dialog box will ask you to confirm this, and click OK. It will then tell you that it has sent the schedule of events to this folder. Now go to Interfaces:- scoreboard and "create start list file". Again, the dialog box will confirm the files have been sent to the appropriate folder.

If you browse back to this folder, you should see the quantum.sch and quantum.slx files sitting in there. The AOE operator will now browse to this folder via the network and import the schedule and start list and as each heat is completed a qaq file carrying the result will be sent back to the same folder in C:\swmeets4,5 or 6. To import these times into the Run screen, click "get times" as for ARES.

Should an error message appear when "get times" is clicked, return to "select data set stored from QAQF" and check that the correct meet is showing in the dialog box, if it is, look at the top of the box and see if the start time and number of heats swum matches your Meet and session. If not, try clicking "previous meet" and "next meet" to see if the correct time of day appears. If not, you may have to reset the data location. Once the correct Meet, session and time of day are showing, just click close and then "get times" should import the times.

However, if there are no qaq files in the folder when you browse to it, this means that either the AOE operator has not confirmed the result of the heat, or that there is a networking issue between the two laptops.

If any changes are made to heats during the session (e.g. the addition of a swim-off) a new set of start files needs to be generated as above (create start file list) which the AOE operator can then pick from Quantum when convenient.

Do not do this without checking first with the AOE operator, as he/she may require you to create a new sub folder first.

Meet Manager to Colorado Interface

Connect Colorado timing system to Meet Manager laptop using null modem cable and serial adaptor USB from Meet manager laptop to serial adaptor and null modem cable from serial adaptor into 9 pin Com 1 port on Colorado.

These connections should all be made before switching on either machine, otherwise it may be necessary to reboot.

Colorado needs to be set to Allow Remote Setup option – to do this press 3 in Setups – Hardware - Operation

Meet Manager needs to be set to Colorado System 6 – go to Run window – Interfaces – setup – timing console and select Colorado Time Systems 6 – when AOE operator is ready go to Interfaces – Timer - download events to CTS6 – recommends use Event Sequence slots 8 or 9 in Colorado but this is up to the Operator. Colorado must not be in setup screen while this is being done. After the download is successful save Setups on Colorado.

The whole session will be sent across at once and once the Meet begins the times will come back across, just press Get times in Run window once Referee has confirmed result after each race.

| Evt # | Rnd | Status | Event Name | Heats | NS | DG | DFS |
|-------|-----|--------|--|-------|----|----|-----|
| 101 | F | Done | Boys 10 & Over 1500 SC Meter Freestyle | 4 | - | - | - |
| 102 | F | Done | Girls 10 & Over 400 SC Meter Freestyle | 14 | - | - | - |

| Split | 200 | 250 | 300 | 350 | 4 |
|-------|---------|---------|---------|---------|---------|
| 1 | 2:26.81 | 3:04.67 | 3:43.14 | 4:21.50 | 4 |
| 2 | 2:33.76 | 3:16.81 | 3:58.20 | 4:41.81 | 5 |
| 3 | 2:16.33 | 2:55.80 | 3:33.14 | 4:10.33 | 4 |
| 4 | 2:29.88 | 3:08.85 | 3:48.47 | 4:28.89 | 5 |
| 5 | 2:24.78 | 3:03.27 | 3:41.24 | 4:19.66 | 4 |
| 6 | 32.94 | 1:09.29 | 1:47.36 | | |
| 6 | 35.45 | 1:16.15 | 1:58.02 | 2:40.59 | 3:22.80 |
| | | | 4:05.45 | 4:48.87 | 5 |

Just watch out for back up times and primary times not matching up – get Colorado printouts from operator after each event and do a quick check – if there is a discrepancy check the manual time and then alter the official time in Hytek once the Referee has agreed it. Do this before printing the List results for each event.

Once the start sheets have gone out the hardest part of your morning is probably over, especially if the Meet is running electronic timing.

NB! Once all the start sheets and lane timer sheets have been printed you should on no account re-seed the session! This may cause multiple changes to the seeding which can create havoc. If it is necessary to re-seed one event in order to admit a reserve, please ensure only the relevant event is selected.

Hytek Introductory Module for Recorders – Part 2

In Part 2 we are moving on to the actual running of the Meet itself.

Once swimming commences you will get results in one of two ways. If the Meet is running on electronic timing, at the end of each heat, once the AOE operator and the referee have agreed the result, the scoreboard will be cleared and at this stage you can simply click on “Get Times” in the Run window and the times will appear on your screen. If you have not already done so, ensure your computer is communicating with the AOE computer.

For ARES:- Go to Run:- Interfaces:- Timer:- check connections with ARES – you may then need to find out which serial ports ARES is using but the entry person may well know this. Input the serial port options and if all is well it will come up saying “Passed” and the two computers are talking, if not, again ask the ARES operator first.

For Quantum and Colorado, you will already have found this out when you transferred the files across.

If the meet is running on manual timing, at the end of each event the Chief Timekeeper will bring you the Lane Timer sheets for that event and you will need to manually input the times via the keyboard.

RESULTS

The results are entered into the **Heat** window at the bottom of the Run screen.

The screenshot displays the Hytek MEET MANAGER software interface. The main window is titled "Run the Meet" and contains several panes. The top pane shows the "EVENT LIST - All Events - SC Meters - (Session not selected)" with columns for Event, Round, Status, Event Name, and Heats. The bottom pane shows "Heat 1 of 3 == Preliminaries == Event 101 Olds 25 SC Meter Backstroke" with columns for Lane, Athlete Name, Age, Team, Seed Time, and various timing columns. A callout box points to the "Enter times here if no AOE" button in the Heat pane. Another callout box points to the "Ensure correct event is selected" button in the Event List pane. The interface also includes a menu bar, a toolbar, and a status bar.

| Ev | Rnd | Status | Event Name | Heats |
|-----|-----|--------|---|-------|
| 101 | P | Seeded | Girls 8 Year Olds 25 SC Meter Backstroke | 3 |
| 102 | P | Seeded | Boys 8 Year Olds 25 SC Meter Backstroke | 2 |
| 103 | P | Seeded | Girls 9 Year Olds 50 SC Meter Backstroke | 4 |
| 104 | P | Seeded | Boys 9 Year Olds 50 SC Meter Backstroke | 2 |
| 105 | P | Seeded | Girls 10 Year Olds 50 SC Meter Backstroke | 6 |
| 106 | P | Seeded | Boys 10 Year Olds 50 SC Meter Backstroke | 4 |
| 107 | P | Seeded | Girls 8 Year Olds 25 SC Meter Breaststroke | 3 |
| 108 | P | Seeded | Boys 8 Year Olds 25 SC Meter Breaststroke | 2 |
| 109 | P | Seeded | Girls 9 Year Olds 50 SC Meter Breaststroke | 5 |
| 110 | P | Seeded | Boys 9 Year Olds 50 SC Meter Breaststroke | 2 |
| 111 | P | Seeded | Girls 10 Year Olds 50 SC Meter Breaststroke | 5 |
| 112 | P | Seeded | Boys 10 Year Olds 50 SC Meter Breaststroke | 4 |
| 201 | P | Seeded | Girls 8 Year Olds 25 SC Meter Butterfly | 2 |
| 202 | P | Seeded | Boys 8 Year Olds 25 SC Meter Butterfly | 1 |
| 203 | P | Seeded | Girls 9 Year Olds 25 SC Meter Butterfly | 3 |
| 204 | P | Seeded | Boys 9 Year Olds 25 SC Meter Butterfly | 2 |
| 205 | P | Seeded | Girls 10 Year Olds 25 SC Meter Butterfly | 5 |
| 206 | P | Seeded | Boys 10 Year Olds 25 SC Meter Butterfly | 3 |
| 207 | P | Seeded | Girls 8 Year Olds 25 SC Meter Freestyle | 3 |
| 208 | P | Seeded | Boys 8 Year Olds 25 SC Meter Freestyle | 2 |
| 209 | P | Seeded | Girls 9 Year Olds 50 SC Meter Freestyle | 5 |

| Lane | Athlete Name | Age | Team | Seed Time | Prems | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL |
|------|-----------------|-----|-------------------------------|-----------|-------|-----|--------|----------|----------|----------|-----|----|
| 1 | Mullan, Hayley | 8 | Garioch Amateur Swimming Club | 31.05 | | | | | | | | |
| 2 | Hoyle, Laura | 8 | Garioch Amateur Swimming Club | 27.59 | | | | | | | | |
| 3 | Angus, Fiona | 8 | Aberdeen Dolphin SC | 23.20 | | | | | | | | |
| 4 | Sutton, Jodie | 8 | Huntly Asc | 25.66 | | | | | | | | |
| 5 | McIntosh, Keira | 8 | Huntly Asc | 28.29 | | | | | | | | |
| 6 | | | | | | | | | | | | |

Prior to the start of the first event, you should ensure the correct event is selected on the Event List screen, and that the correct heat is selected on the Heat screen


Entering automatic times

On completion of the heat, click on the **Get Times** button – this sends a command to the AOE box to return the results of the active event and heat.

If a lane has no times because the swimmer was withdrawn or missed the race, the system automatically enters **NS** (No Show)

- If a swimmer is disqualified, **DQ** will already show in the checkbox, but make sure that DQ shows in the space for the time as sometimes the time is showing, and then delete the splits for the disqualified swimmer, as otherwise they will find their way into the Hytek results file for Team Manager. Then click on the **DQcode** column to activate the DQ Code dropdown list. Select the appropriate infringement from the list

After the results are received from the AOE, the data is compared with the active heat – if any of the information does not match e.g. number of swimmers, number of expected splits, a **Download Alert** screen will appear showing the results and giving the opportunity to either **Accept** or **Reject** the results.

When all results for the given heat have been inserted, click on the button for the next heat  or press **F5**


Entering manual times

On completion of the event you should receive notification of the swimmers times (either on time cards or sheets)

The times are entered into the **Prelims Time** or **Final Time** column depending on whether the event is a prelim or a final

- The time can be entered with or without a colon or period e.g. 12345 or 1:23.45
- If a swimmer is disqualified, click on the **DQ** checkbox, then click on the **DQcode** column to activate the DQ Code dropdown list. Select the appropriate infringement from the list
- If a swimmer did not show enter **NS**
- If a swimmer did not finish enter either **DNF** or **DQ** if the referee has given you a DQ slip.

Note: Pressing **F6** will automatically move the cursor to the first result column

When all results for the given heat have been inserted, click on the button for the next heat  or press **F5**

Entering Results by Lane

If timesheets are being used and any of the events have more than one heat, the **Enter Results by Lane** option may be useful.

Ensure the Timing Console Interface choice is set to Watch Times

Click on the **Enter Results by Lane** checkbox at the top of the Run screen

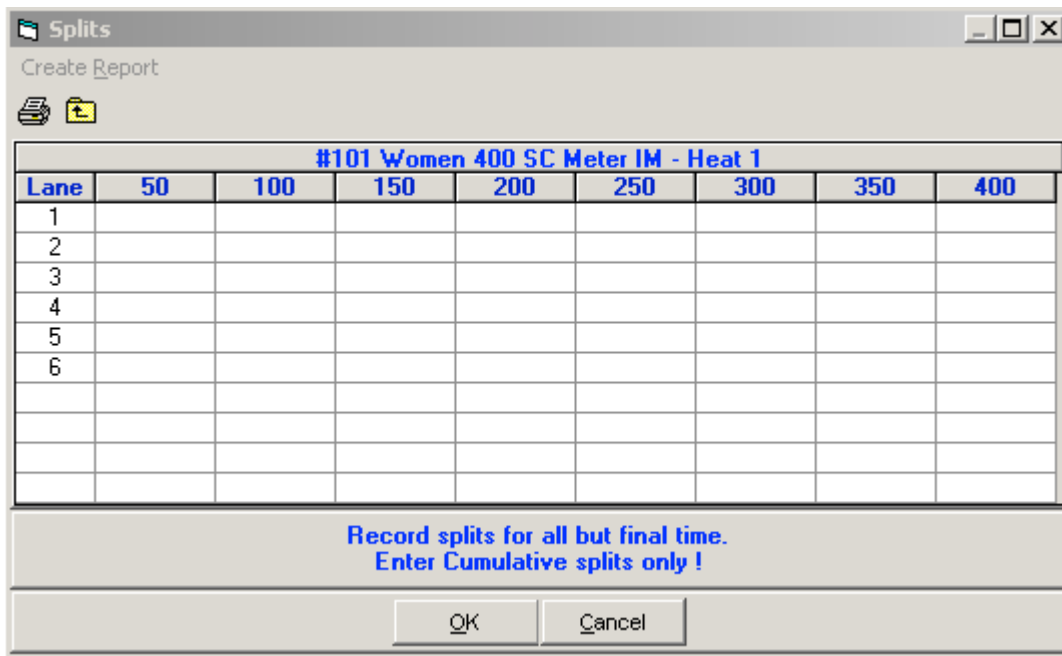
The Heat window will change from sorting by heat to sorting by lane, and the Heat buttons will become Lane buttons.

Note: A list of all **Function Key** shortcuts can be displayed by clicking on **Help** on the Menu bar and then click on **Shortcuts**

Splits

If electronic timing is being used, the splits are stored and can be viewed by clicking on the **Splits button**

Splits : F9 on the Run screen, or pressing **F9**.



If, for whatever reason, you require to manually enter the splits, this can be done directly on the splits window.

The AOE operator may also ask you to correct the splits, if he/she is aware that a touch has been missed. In this case all the splits except one will appear in the window, but usually there will be one time in the wrong box, this is easily seen when comparing with other lanes, but it is necessary to first delete the time which is in the wrong place before retyping it into the empty box, as Hytek knows that the swimmer can't record the same split time twice!

- Ensure the finish time is entered in the Run screen
- Click in the column for the appropriate lane and split and simply key in the time.
- Only "cumulative" splits should be entered, e.g. for a 200m Freestyle heat, enter 31.99, 1:07.30, 1:48.46, 2:25.01
- To print a report of the splits for a given heat, click on the **Printer icon** at the upper left.

Scoring

If scoring is being used and the event is a Final round, the event should be scored by clicking on the **Score button**

Score : Ctrl-S

The points for the event will be shown in the **Pts** column on the Heats window, and the Team Scores window will be refreshed with the scores through to the current Event.

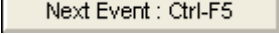
Note: The Score button is not available if the event is a Prelim round.

Printing the Event Results

When all results for an event have been entered, the Results List can be produced.

Click on the **List button**  this produces a results list in finish order.

Click on the **Print** icon on the report to print out the required copies of the results list.

When results have been printed, click on the **Next Event button**  to move to the next event (you can return to the previous event at any time by clicking on the **Prev Event button**)

The Meet Convenor should have advised you how many copies of the individual event results they would like printed, but as a general rule it will be 4 copies, one to remain at the Recorder's table, to which any DQ slips, team lines if appropriate and AOE printouts if appropriate should be attached. One to go to the Announcer, one for the medal presentations and one to be posted for viewing by the spectators.

Should you need to print extra copies, simply return to the required event and click on the LIST button again and repeat the process.

From time to time it may be necessary to add or remove a swimmer from a heat. If you are advised that a swimmer has not appeared, you can simply allow them to appear on the results as a No Swim, or scratch them from the heat where they were to be swimming. However when a swimmer does not report to marshalling and a reserve has to be slotted in in their place it is necessary to scratch the first swimmer and insert the reserve. When this occurs the marshall should advise either/both the Recorders and the Referee, and the Referee will advise what is to be done, but usually the reserve will go straight into the lane left empty by the missing swimmer as follows:-

Making Adjustments to Heats

Click on the **Adjust button**  or press **F8** to display the Preview/Adjust menu.

Then select **Alternates Only** and the names of the available reserves will appear below the heats.

Simply double click on the selected reserve and their name will jump into the space created by scratching the missing swimmer.

Save and return to the Run menu, where you will see the replacement swimmer's name in the appropriate lane.

| Event 101 Girls 8 Year Olds 25 SC Meter Backstroke Preliminaries | | | | | | |
|--|------|------|------------------|-----|------|-------|
| Row | Heat | Lane | Name | Age | Team | Time |
| 1 | 1 | 1 | Trail, Chloe | 8 | NADX | 27.83 |
| 2 | 1 | 2 | Sutton, Jodie | 8 | NHYX | 25.66 |
| 3 | 1 | 3 | Armour, Beth | 8 | NANX | 21.06 |
| 4 | 1 | 4 | Holmes, Morna | 8 | NWDX | 24.62 |
| 5 | 1 | 5 | Ritchie, Aimee | 8 | NADX | 27.41 |
| 6 | 1 | 6 | McIntosh, Keira | 8 | NHYX | 28.29 |
| 7 | 2 | 1 | Hoyle, Laura | 8 | NGHX | 27.59 |
| 8 | 2 | 2 | Taylor, Rachael | 8 | NGHX | 25.36 |
| 9 | 2 | 3 | Proctor, Abigail | 8 | NADX | 20.13 |
| 10 | 2 | 4 | Angus, Fiona | 8 | NADX | 23.20 |
| 11 | 2 | 5 | Minty, Sarah | 8 | NHYX | 25.89 |
| 12 | 2 | 6 | Beck, Ailsa | 8 | NSNX | 28.23 |

| Eligible Athletes | | | | | |
|-------------------|-----------|------------------|-----|------|--------------------------------|
| | Heat/Lane | Name | Age | ABBR | Team |
| 1 | 2/4 | Angus, Fiona | 8 | NADX | Aberdeen Dolphin SC |
| 2 | 1/3 | Armour, Beth | 8 | NANX | Aberdeen Asc |
| 3 | 2/6 | Beck, Ailsa | 8 | NSNX | Stonehaven Asc |
| 4 | | Cheyne, Rebecca | 8 | NADX | Aberdeen Dolphin SC |
| 5 | | Coffey, Rachel | 8 | NHYX | Huntly Asc |
| 6 | | Flett, Lois | 8 | NBXX | Buckie Asc |
| 7 | | Freer, Abbey L | 8 | NGHX | Garioch Amateur Swimming Club |
| 8 | | Harle, Jessica | 8 | NBBX | Banchory Beavers Swimming Club |
| 9 | 1/4 | Holmes, Morna | 8 | NWDX | Westhill District Asc |
| 10 | 2/1 | Hoyle, Laura | 8 | NGHX | Garioch Amateur Swimming Club |
| 11 | | McDonald, Louise | 8 | NADX | Aberdeen Dolphin SC |
| 12 | 1/6 | McIntosh, Keira | 8 | NHYX | Huntly Asc |
| 13 | 2/5 | Minty, Sarah | 8 | NHYX | Huntly Asc |
| 14 | | Mullan, Hayley | 8 | NGHX | Garioch Amateur Swimming Club |
| 15 | 2/3 | Proctor, Abigail | 8 | NADX | Aberdeen Dolphin SC |
| 16 | 1/5 | Ritchie, Aimee | 8 | NADX | Aberdeen Dolphin SC |
| 17 | 1/2 | Sutton, Jodie | 8 | NHYX | Huntly Asc |
| 18 | 2/2 | Taylor, Rachael | 8 | NGHX | Garioch Amateur Swimming Club |
| 19 | 1/1 | Trail, Chloe | 8 | NADX | Aberdeen Dolphin SC |

The Preview/Adjust screen enables various adjustments to be made to the selected event

- To move entries from lane to lane and heat to heat -
 - Click on an athlete or relay team and **drag** that athlete/relay team to an empty lane. Or move that athlete/relay team to an occupied lane and Meet Manager will **swap lanes** with that athlete/relay
- To add an additional heat
 - If the meet has already been seeded, an additional entry is to be added and all lanes are full – you can add an additional heat by clicking on the **Add Heat** button.
 - An additional heat can also be added to the currently selected event from the Run screen by pressing **Ctrl+H**
- To insert an additional athlete or relay team into a lane
 - Click on an athlete or relay team from the **Eligible Athletes** list and draft that athlete/relay team to an empty lane
- Remove athletes or relay teams from lanes
 - Double-click on the athlete/relay team – click Yes at the confirmation box
- Remove empty lanes
 - Click on the **Remove Empty Lanes** option – click Yes at the confirmation box
- Swap heats
 - Click on the **Switch Heats** option – complete the numbers of the heats to be switched on the Switch Heats screen

Remember - don't do any of the above unless you are sure and have checked with the Referee as it will conflict with the start sheets already printed.

Finals and Swimoffs

If there are to be Finals in our Meet, there is also a possibility that we may have to arrange a swimoff, should two swimmers tie for the last place in the final and 1st reserve, or even possibly between the 1st and 2nd reserve. Hytek will alert you to the possibility of a swimoff by displaying a message on the results.

Setting up a Swimoff


In a multi-round event, where there is a tie for the final place in the next round, a swim-off is required – the athletes who are tied must swim the event again.


Click on the **Events** button  to open the Events screen.


Set up a new event for the swimoff

- give it a recognisable Event number e.g. the original event number with an S at the end
- click on the **Swim-Off Event** in the Event Type section of the Add Event screen
- ensure only one round is specified for the Swim-Off event, and that the **Score Event** is unchecked


Click the **OK** button to save the Swim-Off event

Click the **Exit icon**  to return to the Run screen

Select the Swim-Off event – then click on the **Adjust** button  or press **F8** to display the Preview/Adjust menu

Drag the appropriate swimmers from the eligible athletes list into the appropriate lanes. Click on the **Save** icon  to save and exit.

Once the Swim-Off event is complete, enter the times on the Run screen as normal

Return to the original event and click on the **Judge's Decision** button  to edit the **Prelim Place** for the tied athletes so that when you seed the next round, the winning swimmer from the swim-off will be selected.

Seeding for Finals

The Meet will have been set up for heats and finals where these are in the Programme, but it is still necessary to seed the finals in order to produce the start sheets for the final session.

Should there be no withdrawals from any of the finals, this is straightforward and is done in the same way as seeding for the heats, Hytek will automatically seed the correct number of qualifying swimmers and show 2 swimmers as Qualifying Alternates.

Should any of either the qualified swimmers or the alternates have withdrawn however, Hytek does not realise that we don't automatically include the next eligible swimmer as a reserve, and to prevent it showing these swimmers as qualifying alternates on the Start Sheet, it is necessary to use the Scratchback facility to exclude them.

The screenshot shows the 'Seeding the Meet' window in Hytek's MEET MANAGER. A dialog box titled 'HY-TEK's MEET MANAGER for Windows' is open, displaying 'Scratch All Starting After' with 'Rank Place' set to 8 and 'Next fastest as Alternates' set to 2. Below the dialog is an 'EVENT LIST' table with the following data:

| Seed | Evt # | Rnd | Status | Manual | Event Name | Entries | Scr | Alt | Heats |
|-------------------------------------|-------|-----|-----------|--------------------------|--------------------------------|---------|-----|-----|-------|
| <input checked="" type="checkbox"/> | 101 | P | Un-Seeded | <input type="checkbox"/> | Boys 9-11 50 Backstroke | 14 | 0 | 0 | 0 |
| <input type="checkbox"/> | 102 | P | Un-Seeded | <input type="checkbox"/> | Girls 9-11 50 Backstroke | 13 | 0 | 0 | 0 |
| <input type="checkbox"/> | 103 | F | Un-Seeded | <input type="checkbox"/> | Boys 9-11 100 Freestyle Relay | 2 | 0 | 0 | 0 |
| <input type="checkbox"/> | 104 | F | Un-Seeded | <input type="checkbox"/> | Girls 9-11 100 Freestyle Relay | 2 | 0 | 0 | 0 |
| <input type="checkbox"/> | 105 | P | Un-Seeded | <input type="checkbox"/> | Boys 9-11 50 Butterfly | 7 | 0 | 0 | 0 |
| <input type="checkbox"/> | 106 | P | Un-Seeded | <input type="checkbox"/> | Girls 9-11 50 Butterfly | 10 | 0 | 0 | 0 |

Depending on the number of lanes, for each event where there have been withdrawals, select the number of swimmers for the final, and 2, 1 or 0 alternates depending on withdrawals. Then proceed to select all and seed as for heats, and check the start sheet carefully to ensure that there are the correct number of qualifying alternates in each event.

Another thing to check when producing lane timer sheets for finals, is that they appear in session order as per the Meet Information, as you have the option to produce lane timer sheets in session order or event order, and event order is strictly numerical, and sometimes, in order to space out finals better between age groups, session order as specified is not in strict numerical order, so ensure that you have ticked Session Order as shown below.

Gender

All Male Mixed Female

Age Range

Age Range: [] - [] Team: []

Rounds

All Rounds Prelims Only Finals Only Round 1 Only

Indiv + Relays Indiv Only Relays Only

| Session List | | | | |
|--------------|-----|------------|-----------|---------------|
| | Day | Start Time | Session # | Session Title |
| | All | | All | All Events |
| | 1 | 09:35 AM | 1 | Session 1 |
| ▶ | 1 | 11:05 AM | 2 | Finals |
| | 1 | 03:05 PM | 3 | Session 3 |
| | 1 | 04:39 PM | 4 | Finals |

| EVENT LIST | | | | | |
|-------------------------------------|-------|-----|--------|---|-------|
| | Evt # | Rnd | Status | Event Name | Heats |
| <input checked="" type="checkbox"/> | 101 | F | Done | Girls 100 SC Meter IM | 1 |
| <input checked="" type="checkbox"/> | 103 | F | Done | Boys 10-12 50 SC Meter Freestyle | 1 |
| <input checked="" type="checkbox"/> | 102 | F | Done | Girls 10-12 50 SC Meter Freestyle | 1 |
| <input checked="" type="checkbox"/> | 105 | F | Done | Boys 13-14 50 SC Meter Breaststroke | 1 |
| <input checked="" type="checkbox"/> | 104 | F | Done | Girls 13-14 50 SC Meter Breaststroke | 1 |
| <input checked="" type="checkbox"/> | 107 | F | Done | Boys 15 & Over 50 SC Meter Backstroke | 1 |
| <input checked="" type="checkbox"/> | 106 | F | Done | Girls 15 & Over 50 SC Meter Backstroke | 1 |
| <input checked="" type="checkbox"/> | 109 | F | Done | Boys 10-12 50 SC Meter Butterfly | 1 |
| <input checked="" type="checkbox"/> | 108 | F | Done | Girls 10-12 50 SC Meter Butterfly | 1 |
| <input checked="" type="checkbox"/> | 111 | F | Done | Boys 13-14 50 SC Meter Freestyle | 1 |
| <input checked="" type="checkbox"/> | 110 | F | Done | Girls 13-14 50 SC Meter Freestyle | 1 |
| <input checked="" type="checkbox"/> | 113 | F | Done | Boys 15 & Over 50 SC Meter Breaststroke | 1 |
| <input checked="" type="checkbox"/> | 112 | F | Done | Girls 15 & Over 50 SC Meter Breaststroke | 1 |
| <input checked="" type="checkbox"/> | 115 | F | Done | Boys 10-13 200 SC Meter Medley Relay | 1 |
| <input checked="" type="checkbox"/> | 116 | F | Done | Boys 10 & Over 200 SC Meter Medley Relay | 2 |
| <input checked="" type="checkbox"/> | 117 | F | Done | Girls 14 & Over 200 SC Meter Medley Relay | 1 |

Format

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

Events Break for Continuous

Parameters

Include Entry Time: Double Space: Using Touch Pads:

Relay Athlete Names (0-8): [4] Lanes: [1] - [10]

Sort By

Lane then Event Event then Lane Session Order

All Heats Odd Heats Only Even Heats Only

Inputting results for Finals is the same as for heats, and now we are approaching the end of our day, and we need to produce full results for the Referees to sign off and the Meet convenor to return along with the Licence.


PRODUCING THE MEET RESULTS DOCUMENT

To produce the Meet Results:-

Click on the **Reports** menu on the Run screen, or click on **Reports** on the Main Menu Bar.

Select the **Results** option.

In the Session List, click on **All** to display all events in the meet.

Click on the **Select All icon** , or click on the **Select All** option on the menu.

The format of the report can be amended using the options on the **Columns/Format** tab. The standard is Double columns.

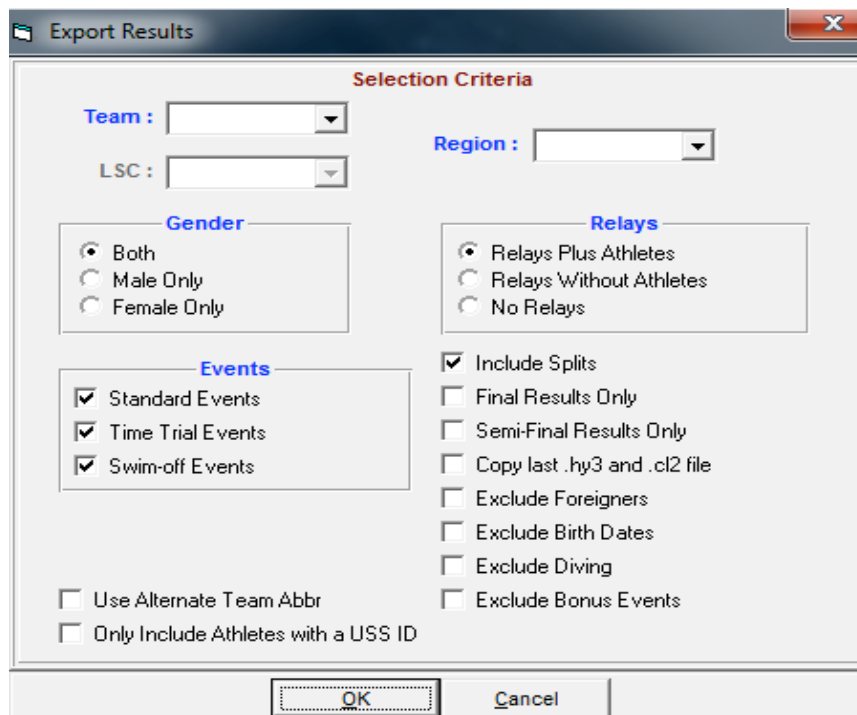
You can customise the information contained in the report on the **Include in Results** tab e.g. to show Records in the report click on the Records check box.

You can specify which, if any, splits you wish printed on the report by making the appropriate selection on the **Splits / Sort Order / Selected Teams** tab.

Click on the Create Report menu option to produce the report and hand to the Referee for signing.

You may also be responsible for sending out the Results file to the participating clubs and Ranking files for British Swimming .

To create the Results file go to File:- Export:- click on Results for Swim Manager etc -



Export Results

Selection Criteria

Team :

LSC :

Region :

Gender

Both
 Male Only
 Female Only

Events

Standard Events
 Time Trial Events
 Swim-off Events

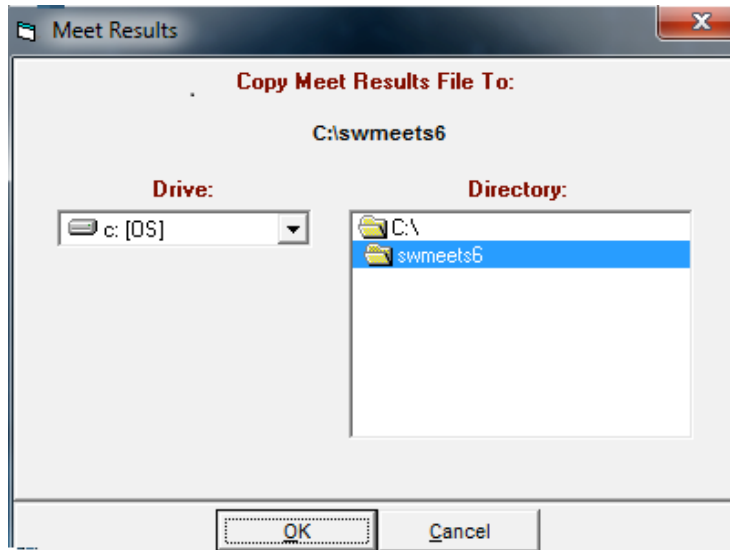
Relays

Relays Plus Athletes
 Relays Without Athletes
 No Relays

Include Splits
 Final Results Only
 Semi-Final Results Only
 Copy last .hy3 and .cl2 file
 Exclude Foreigners
 Exclude Birth Dates
 Exclude Diving
 Exclude Bonus Events

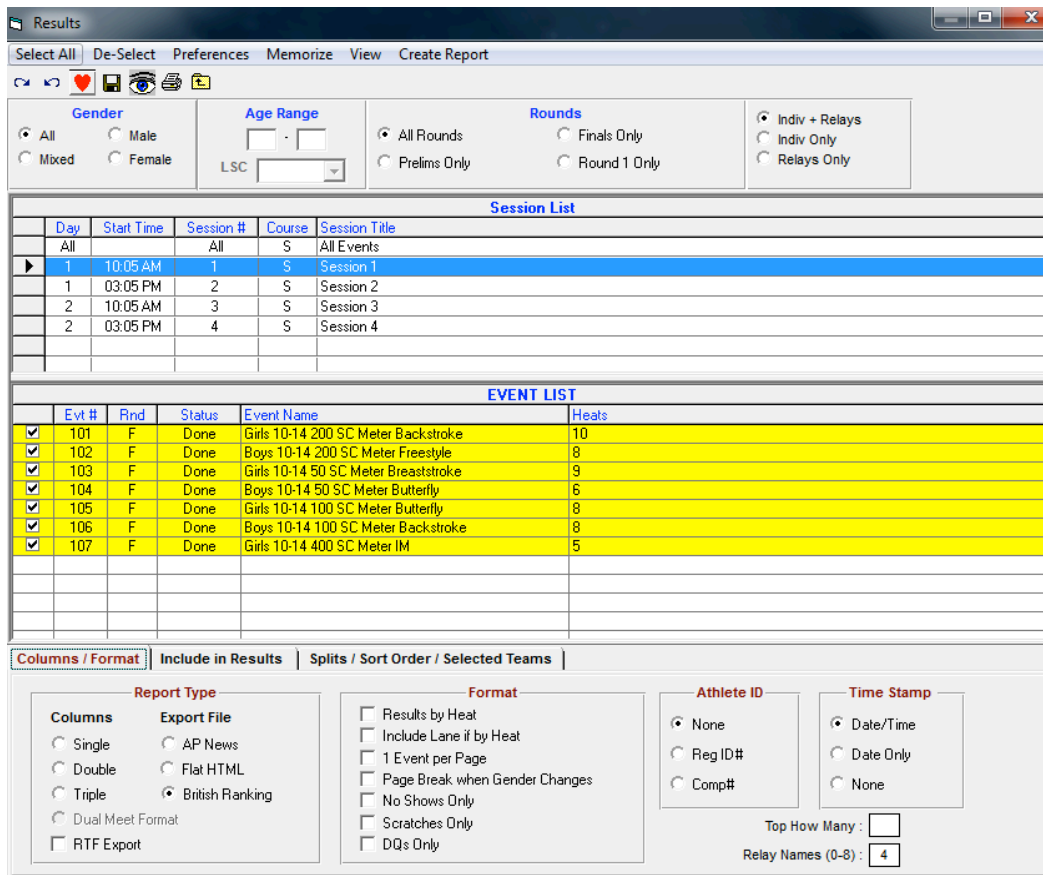
Use Alternate Team Abbr
 Only Include Athletes with a USS ID

Click on OK and it will run through the Teams and Athletes for the results, then it will ask where to save the file:-



Either go with the default option or choose another, usually a USB stick.

For the British Swimming Ranking files go to Reports:- Results:- Columns Format:- Select British Rankings as shown



Then click Create Report and the following screen will appear. Take note of where it has sent the files. Each session has to be done separately for these so do them all and then attach them to your e-mail along with a complete set of results in word format as required by British Swimming. I use the rtf option when exporting these and include the Licence number of the Meet on the document.

Results

Creating Report Please Wait...

Stop

Session List

| Day | Start Time | Session # | Course | Session Title |
|-----|------------|-----------|--------|---------------|
| All | | All | S | All Events |
| 1 | 10:05 AM | 1 | S | Session 1 |
| 1 | 03:05 PM | 2 | S | Session 2 |
| 2 | 10:05 AM | 3 | S | Session 3 |
| 2 | 03:05 PM | 4 | S | Session 4 |

EVENT LIST

| Evt # | Rnd | Status | Event Name | Heats |
|-------|-----|--------|-------------------------------------|-------|
| 101 | F | Done | Girls 10-14 200 SC Meter Backstroke | 10 |
| 102 | F | Done | Boys 10-14 200 SC | |
| 103 | F | Done | Girls 10-14 50 SC | |
| 104 | F | Done | Boys 10-14 50 SC | |
| 105 | F | Done | Girls 10-14 100 SC | |
| 106 | F | Done | Boys 10-14 100 SC | |
| 107 | F | Done | Girls 10-14 400 SC | |

HY-TEK's MEET MANAGER

NA16S1 .hdr and NA16S1 .mrf successfully copied to:
C:\Hy-Sport\SwMM6\BritishRanking

OK

Columns / Format | Include in Results | Splits / Sort Order / selected teams

Report Type

Columns

Single
 Double
 Triple
 Dual Meet Format
 RTF Export

Export File

AP News
 Flat HTML
 British Ranking

Format

Results by Heat
 Include Lane # by Heat
 1 Event per Page
 Page Break when Gender Changes
 No Shows Only
 Scratches Only
 DQs Only

Athlete ID

None
 Reg ID#
 Comp#

Time Stamp

Date/Time
 Date Only
 None

Top How Many :

Relay Names (0-8) :

Once the Referee has checked and signed the results, pass them to the Meet Convenor and your job is done for the day.