HY-TEK TEAM MANAGER INFORMATION

CREATED BY MIKE PETERS COLLEGIATE SCHOOL
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## Meet Reports
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Click on the teams tab at the top of the screen
1. Click on Add
2. Enter team information
1. Click on Set-up Tab.
2. Click on Favorite Filters
ADDING TEAM (MAKE A FAVORITE)

1. Highlight your team
2. Click in the heart to set as favorite
ADDING ATHLETES

Click on the Athletes tab on the main screen.
ADD ATHLETES

1. Click on "Add at top of screen"
2. Enter swimmer information
3. If swimmer is a member of a USS team, you can place their US ID in here.
4. Choose your team in the drop down menu
IMPORT A MEET

1. Click on File at top of main screen

2. Click on Import

3. Click on Meet Events File.

4. The next screen asks you to find the meet event file sent by host team.

5. Keep defaults and click ok.
MEET ENTRIES

Click on Meets tab at top of main screen
1. Find and highlight the meet you are doing entries for.

2. Click here for Entries by individual swimmer name

3. Click here for Entries by Event. This is the only way to enter relays.
MEET ENTRIES BY NAME

1. Make sure your team is selected

2. Choose gender of athletes to enter.

3. Click on swimmers name to enter athlete

4. Click enter to enter any event they will swim.

5. You can enter a custom time faster or slower than their time. Otherwise they will be entered with their fastest system time

6. If the swimmer is swimming exhibition, click on the Exh box.

7. All entries will be saved real time if you need to finish later.
MEET ENTRIES BY EVENT

1. Click on your team
2. Click in the event to enter swimmers
3. All eligible swimmers will be listed
4. Click enter to enter swimmers in event
5. You can enter a custom time faster or slower than their time. Otherwise they will be entered with their fastest system time
6. To enter an athlete as exhibition click on the exhib button
RELAY ENTRIES

1. Choose the relay event you wish to enter
2. Make sure your team is selected
3. Click on new relay to add a relay
4. You can ask the system to come up with the fastest relay
5. Enter the athletes you wish to put in the relay.
6. The system can enter the add up of all swimmers best times.

Note: If you don’t enter a custom time the entry will default to the fastest time any relay for your team has gone in the system.
CHECK MEET ENTRIES

1. Choose the meet you want to check entries from

2. Make sure your team is chosen

3. Choose which types of entries you want displayed

4. Meet entries can be divided by Event, Name, or Stroke and Distance
1. Once all entries are done the meet file will need to be exported to the meet director.

2. Click on File from main screen.

3. Click on export.

4. Click on Meet Entries.

EXPORT MEET ENTRIES
1. Click the meet you want to export entries for.

2. Hit OK. The file will export as a .zip file. That should be sent to the meet director for entries.
IMPORT MEET RESULTS

Once a meet is finished you will receive a meet results file in the form of a .zip file.

1. Click on File
2. Click on Import
3. Click on Meet Results
IMPORT MEET RESULTS

1. Find the .zip file when it prompts you.

2. You can choose to add new athletes that swam in the meet, but were not in your database.

3. Click ok. It will automatically update ranks.
REPORTS (ATHLETE ROSTER)

1. Click on reports tab on top of screen
2. Click on Administrative Reports
3. Click on Athletes
REPORTS (ATHLETE ROSTER)

1. Choose your team
2. Choose Gender
3. Create Report
REPORTS (TOP TIMES)

1. Click on reports
2. Click on performance reports
3. Click on top times
1. Click on your team
2. Put in a since date if you want to see only times achieved this year
3. Sort by event or name
4. Choose your gender
5. Make sure to choose the course you would like
6. Change top how many to 0 to see all swimmers if you are sorting by event.
REPORTS (TOP TIMES SPREADSHEET)

1. Click on reports
2. Click on Performance Reports
3. Click on Top Times Spreadsheet
REPORTS (TOP TIMES SPREADSHEET)

1. Choose your team
2. Use times since for just times from this season
3. Choose the course