

HY-TEK MEET MANAGER: SETUP AND RUN TRACK MEET

Liza Dennehy – MCA Presentation 2019

<p>WHEN: 2 weeks – 3 days before meet</p> <p>WHO:</p> <ul style="list-style-type: none"> • Coach • AD 	<p>Setting up Hy-tek Meet Manager</p> <ol style="list-style-type: none"> 1. Launch program, select Admin, Single User buttons, click OK 2. File>Open/New, browse to a similar meet from a previous year, with file extension .mdb. 3. Select Admin, Single User, click OK. 4. Click on File > Save As. CHANGE NAME, and SAVE TO appropriate folder. (<i>i.e.:</i> C:\tfmeets6\2019\ButteInvite0418) then click Open. New database name displays at the top of the Main screen. 5. Click on File > Purge >Remove Data Selectively. Check Teams to remove everything except the events. Click OK. 6. Select Set-up > Meet Set-up. Change the name and dates for the new meet. HS Meets: Varsity only meets: Standard Use DIVISIONS>By Event selection for JV/Varsity meets. 7. Select Set-up > Scoring Options. Check with AD and adjust Setup > Scoring Setup charts 8. 7. Select Events > Sessions. Check Session order matches schedule order. Create / Adjust as necessary.
<p>After Entries are final (1-3 days before meet)</p> <p>WHO:</p> <ul style="list-style-type: none"> • Coach • AD 	<p>Download entries from Athletic.net</p> <ol style="list-style-type: none"> a) Log into Athletic.net > My Teams > Track and Field (or CC) b) Click on green Manage Meet button c) Select Downloads > Download Format > HyTek/MeetPro/EasyMeet > Download File - check Include Full Roster in the Download (if Roster only meet) <p>In Meet Manager:</p> <ol style="list-style-type: none"> 1. Open the new meet (See #1 – 4 above) 2. File > Import > Semi-Colon Delimited Rosters/Entries 3. Navigate to Downloads folder, find “HtMeetEntries.txt”, click Open 4. If Meet Manager displays the message Only Update Seed Time?, click No. 5. Import File Progress should show multiple teams, athletes, entries. Exception report generates errors in importing process. Repeat to override as needed. 6. Athletes > Comp# - Assign competitor #'s – if you assign different ranges to Girls & Boys can help flag if you have a incorrect #
<p>1-3 days before meet</p> <p>WHO:</p> <ul style="list-style-type: none"> • Coach • AD 	<p>Seeding (If you are seeding the meet):</p> <p>Select Seeding > Select All > Start Seeding. <i>**Note: Once this process is started, there is no exit. Select fewer events to begin with if needed.</i></p>

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<p>Pre-Meet Prep:</p> <p>WHO:</p> <ul style="list-style-type: none"> • Coach • AD • Scorers 	<p>REPORTS:</p> <p>FIELD EVENT CLIPBOARD SHEETS:</p> <ol style="list-style-type: none"> 1. Select Reports > Field Event Score Sheets. Select Horizontal Only at top, then Select All > Create Report 2. Select Vertical Only at top, then Select All. Below, select FORMAT > Check to select Landscape for Vertical Events. Create Report. 3. If Roster Only Meet – print Generic Forms. Reports > Generic Forms > Select Horizontal or Vertical Form, as appropriate <p><i>Note: To Save as PDF: Select export icon, PDF format > OK > All Pages > Select storage location/file name as needed.</i></p>
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<p>30 min before start:</p> <p>WHO:</p> <ul style="list-style-type: none"> • Official Scorer 	<p>Making final adds/changes/scratches:</p> <ul style="list-style-type: none"> • ADDS: Select Athletes > Add. Type name and gender and select from Eligible events. <p style="text-align: center;">If Seeded Meet:</p> <ul style="list-style-type: none"> • SCRATCHES: Select Athletes > select Athlete > ScratchAll > Confirm or Scratch from Events, as appropriate. • Reseed events as needed to combine heats <p>FINISH LINE SHEETS:</p> <p>Select Reports > Finish Line Sheets Session Window Select: Running (or appropriate Session Name) Click Select All > Create report</p> <p>MEET PROGRAM:</p> <p>Select Reports>Meet Program Session Window Select: Running (or appropriate Session Name) Click Select All Below, select Columns/Format tab to select Triple Columns. Include in Meet Program tab: Comp #. Event Sort Order tab: Session Order. Click Create Report</p> <p>MEET PROGRAM (Team copies, if providing):</p> <p>Select Reports > Meet Program > Select All. Below, select Columns/Format to select Triple Column. Event Sort Order: Publication Order. Click Create Report.</p>
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<p>DURING THE MEET:</p> <p>WHO:</p> <ul style="list-style-type: none"> • Official Scorer • Scorers 	<p>Running the Meet: Select Run.</p> <p>KEYING IN RESULTS: Select event, key in result at bottom (Heat Window) under Finals Time or Finals Mark.</p> <ul style="list-style-type: none"> • Competitor Numbers first, then Finals Time or Mark • To key in times: <ul style="list-style-type: none"> Use decimal: 14.41 = 14 seconds, .41 hundredths of second Use hyphen: 5-33.43 = 5:33.43 (or 5 min, 33 seconds, .43 hundredths) • To key in distances: <ul style="list-style-type: none"> Use hyphen: 11-01.25 = 11 feet, 1.25 inches 123-03 = 123 feet, 3 inches • Ctrl+J- Judge's decision to break ties (field events only, check with AD or judge) <p>Make sure all heats (or flights) are completed (Heats indicator will turn GREEN).</p> <ul style="list-style-type: none"> • Ctrl+L – Lists results (to check for accuracy) or • Ctrl+S– Scores event (and produces Results to announce and post) to complete event. <p>STARTER/CLERK CHANGES: Run > Select Event, F8-Adjust. Click athlete name to scratch or drag to rearrange lanes/heats.</p> <ul style="list-style-type: none"> • Follow this with Ctrl+U to push changes to Finishlynx. • Ctrl+D- if multiple devices are keying in results, syncs devices • Ctrl+S- Update Team Scores (periodically, to keep synced) <p>Finishlynx Interface:</p> <ul style="list-style-type: none"> • F3: get times for heats from FinishLynx • Ctrl+U-updates start lists in FinishLynx
<p>FINISHING:</p> <p>WHO:</p> <ul style="list-style-type: none"> • Coach • AD 	<p>After all results are in, select File > Export > Semi-colon Delimited Results. On Athletic.net, select Uploads, and follow the step-by-step instructions to upload results.</p>