HY-TEK
TEAM MANAGER

PMSL Data Manager Training

Contents

Preparing for the Swimming Season

Launch TM

1. Create New Database
    a. Choose Open/New
    b. Navigate to the location where you want to save your database
    c. Enter Filename (e.g. PMSL 2017) and click Open
    d. Set System Preferences:
        i. Gender Designations = Boys/Girls
        ii. Default Team Registration = OTH
        iii. Default Team Type = AGE
        iv. Default Country = USA
            (a pop up window will appear, click OK)
        v. Meet Age-Up Date = 5/31/2019 (current year)
        vi. System Age-Up Date = 5/31/2019 (current year)
        vii. Click OK

2. Import Meet Events
    a. Choose File/Import/Meet Events
    b. Highlight the file provided by the league (Meet Events-Meet Manager Database 2017) and click Open
    c. Click OK

3. Edit Meets
    (to reflect teams/location and pool specifications)
    a. Choose Meets
    b. Double Click on the first meet
    c. Update the Meet name to reflect teams swimming, i.e., KSC_D @WA_D
    d. Type in Location of the meet
    e. Check the course to make sure it reflects "S" for SC Meters if swimming in a Meter pool or "Y" if swimming in a Yards pool
    f. Select the Eligibility Rules tab – check to ensure the meet eligibility date is the same as the "age up date"
        Note: **For time trials**, use times since first dual meet of previous year. To do so, Check the Use Times Since box and enter the date of the first meet from last season.
        Note: **For Divisional meet**, check the USE Times Since box and enter the date of the first meet for the current season.
    g. Click OK
    h. Repeat for each meet
    i. To add another meet, click Add Meet, fill out info to create the meet and then copy events into the meet (if same format as PMSL meets)

4. Import Athletes
   (from last year's TM file)
   a. File/Import/Athletes Roster
   b. Choose roster, click Open and OK
   c. Highlight HFILE001.HY3 and click Open
   d. Click OK twice and close

5. Export Athlete Best Times
   (optional step: download last year's best times to provide 'seed' times for Time Trials)
   a. File/Export/Best Times
   b. Select location to save export file to (e.g. Desktop)
   c. Enter "Best Times Since" date (usually the first dual meet from previous year)
   d. Select the "Use Since Date" check box
   e. For specific course select "SCM"
   f. Select the "Export Relays" check box
   g. Select Team from the pulldown menu
   h. Deselect the "Include Swimmers with No Results" check box
   i. Click OK twice and close

6. Import Athlete Best Times
   (optional step: upload last year's best times to provide 'seed' times for Time Trials)
   a. File/Import/Meet Results
   b. Choose roster, click Open and OK
   c. Highlight HFILE001.HY3 and click Open
   d. Select the "Use From Date" check box
   e. Enter the date of the first dual meet from last year
   f. Select the "All Courses" radio button
   g. Click OK and close

7. Update Team Name
   (to reflect NO division – it should just be your team's approved initials)
   a. Click Teams
   b. Double Click on Team and Update Team Abbreviation to reflect correct team abbreviation (i.e., WA)
   c. Click OK

8. Update Coach(es)
   (to reflect this year's coaching staff)
   a. Click Teams
   b. Click on Team Name
   c. Select Coaches on Toolbar at top of screen
   d. Add/Update/Delete specific information for each coach listed
   e. Click OK

9. Age-up Athletes
    a. Choose Set-up/Age Up Athletes
    b. Confirm the age-up date conforms with PMSL league rules
    c. Click Yes

10. Add New Athletes
    a. Choose Athletes/Add
    b. Type in all required information and click OK
    c. Click cancel when all new athletes have been added

11. Inactivate Athletes
    (Hide – but not delete - athletes on the team roster who are not actively swimming.)
    a. Choose Athletes
    b. Choose Team from the pull down menu
    c. Check the "show inactive swimmers" box
    d. Highlight swimmer name
    e. Check the box in the "Inact" column
    f. Click Yes to confirm (removes entries for this swimmer from future meets)

12. Delete Athletes
    (typically those swimmers who have "aged-out" or are not expected to return)
    a. Choose Athletes
    b. Choose Team from the pull down menu
    c. Check the "show inactive swimmers" box
    d. Highlight swimmer name
    e. Choose Delete
    f. Click Yes to confirm (removes entries for this swimmer from future meets)
       (**WARNING** – this removes athlete & all associated results from the database)

Uploading Results from the Last Meet

Launch TM

1. Import Meet Results
    a. Choose File/Import/Meet Results
    b. Highlight the correct file, click Open and OK
    c. Highlight the meet again and click Open
    d. Choose Add New Teams/Athletes
    e. You can choose to import only your team by filling in the One Team field
       Same Meet Caution: You should see a pop-up window identifying a current meet within TM as having the same information as the meet results you are importing. If you would like to treat the two meets as one, Click Yes.
    f. Click Close

2. Import Records file
   (when notified by the DM that new record(s) have been set)
   a. Chose Records > Import Records
   b. Navigate to the location where the new records file is located
   c. Select the new records file
   d. Click Open
   e. Click OK
   f. Click Yes to confirm overwrite of existing records file
   g. Click OK

3. Backup TM file
   a. File/Backup
   b. Choose location to store the back-up
   c. Enter comment (i.e. Week 1 results)
   d. Click OK
   e. Click Yes to confirm location
   f. Click OK

Preparing for the Upcoming Meet

Launch TM

1. Enter Line-ups
   a. Choose Meets
   b. Highlight the meet for the line-up
   c. Choose Entries – can do either by name or event
   d. Fill in Swim for Team and Team field
   e. Highlight event to be entered
   f. For individual events:
      i. Check mark box under ENTRD for swimmers to be entered in the event
      ii. Check Show Swim up Athletes if a swimmer is swimming up an age group
   g. For relay events:
      i. Highlight event to be entered
      ii. Choose new relay for each relay team in the event A, B, C, etc.
      iii. You can leave names blank since this can be decided at the meet.

2. Team Roster Report (view / print / save)
   a. Choose Reports > Administrative Reports > Athletes
   b. In the Group Filters area, select team from the pull down menu
   c. In the Sort by area, select "Name"
   d. Choose Create Report
   e. Click the Disk icon to save the entries report as a .pdf file
      i. Click OK twice
      ii. Choose location to save file (e.g. the meet folder)

        iii.   Name the file "Team_Div Athlete Roster-date"

        iv.   Click Save

   f. Click the Printer icon to print a paper copy

   g. Click Close to return to report window

3. Export Team Roster
    a. Choose File > Export > Athletes/Teams
    b. Choose location to save file and Team Name (can use pull down menu)
    c. In the Athletes Export Filters area, choose Team from the pull down menu
    d. Click OK twice and close

4. Meet Entries Report (view / print / save)
    a. Choose Reports > Meet Reports > Meet Entries
    b. Select meet from the pull down menu
    c. Select team from the pull down menu
    d. In the Event Filters area, select "Individual and Relays"
    e. In the Sort By area, select "Meet Event Number"
    f. Check the "Keep Athletes/Events together" box
    g. Choose Create Report
    h. Click the Disk icon to save the report as a .pdf file
        i. Click OK twice
        ii. Choose location to save file (e.g. the meet folder)
        iii. Name the file "Team_Div-Meet Entries-Week # Team_Div @ Team-Div-date"
        iv. Click Save
    i. Click the Printer icon to print a paper copy
    j. Click Close to return to report window

5. Swimmers Not Entered Report (view / print / save)
    a. Choose Reports > Meet Reports > Swimmers Not Entered in Meet
    b. Select Meet from the pull down menu
    c. Select Team from the pull down menu
    d. Choose Create Report
    e. Click the Disk icon to save the report as a .pdf file
        i. Click OK twice
        ii. Choose location to save file (e.g. the meet folder)
        iii. Name the file "Team-Swimmers Not Entered-Week # Team @ Team - date"
        iv. Click Save
    f. Click the Printer icon to print a paper copy
    g. Click Close to return to report window

6. Export Meet Entries
    a. Choose File > Export > Meet Entries
    b. Choose location to save file (e.g. the meet folder)
    c. Select Meet from the pull down menu
    d. Check the "Export Relays" box
    e. Click OK twice and close

7. Backup TM file
    a. File/Backup
    b. Choose location to store the back-up
    c. Enter comment (i.e. Week 1 results)
    d. Click OK
    e. Click Yes to confirm location
    f. Click OK

8. Send Files to Team Data Manager / Division Data Manager
    a. E-mail the following files to the Team DM
        i.   Athlete Roster - .zip file
        ii. Athlete Roster - .pdf file
        iii. Meet Entries - .zip file
        iv. Meet Entries Report - .pdf file
    b. Team DM e-mails the following files to Division Data Manager
        i.   Athlete Roster - .zip file
        ii. Meet Entries - .zip file
        iii. Meet Entries Report - .pdf file
        iv. Team Records - .rec file (optional)
    c. Division Data Manager distributes both teams' files to each Team DM.
    d. Home DM sets up MM to run the meet.