



HY-TEK TEAM MANAGER

PMSL Data Manager Training

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Data Manager Training – Team Manager (TM)

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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., PMSL2022) 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. Default LSC = Leave blank
 - vi. Meet Age-Up Date = 5/31/2022 (current year)
 - vii. System Age-Up Date = 5/31/2022 (current year)
 - viii. Click OK

2. Import Meet Events

- a. Choose File/Import/Meet Events
- b. Navigate to the location of the file provided by the league
(e.g., Meet Events-Team Away @ Team Home-11Jun2022-001)
- c. Select the file and click Open
- d. Click OK
- e. Select the file and click Open
- f. Click OK twice
- g. Fill out the *required information on the Meet Information tab
- h. Select the Eligibility Rules tab – check to ensure the meet eligibility date is the same as the “age up date” (5/31 of the current year)

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.

- i. Click Save
- j. Repeat the above steps for each PMSL meet

3. Copy Meet Events

(alternate method, after the meet events file has been imported at least once)

- a. Choose Meets
- b. Click Add and fill out the *required information on the Meet Information tab
- c. Select the Eligibility Rules tab – check to ensure the meet eligibility date is the same as the “age up date” (5/31 of the current year)

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.

- d. Click Save
- e. With the new meet highlighted, select Events (opens a blank events list)
- f. Select Copy Events
- g. Select the meet you wish to copy from the pulldown menu
- h. Choose the All Events and Entry Events radio buttons
- i. Click OK

4. Edit Meets

(to modify teams/location and pool specifications)

- a. Choose Meets
- b. Double Click on the first meet
- c. Update the Meet name to reflect teams swimming, e.g., KSC @WA
- 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” (5/31 of the current year)

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 Save

5. 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

6. 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

7. 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

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. Merge Duplicate Athletes
(optional step: combine data records for the same athlete – not a common occurrence)
 - a. Choose Athletes
 - b. Choose Team from the pull-down menu
 - c. Check the “show inactive swimmers” box
 - d. Click & Hold over the swimmer’s name
(the swimmer’s record will turn blue and the cursor will turn into an index finger)
 - e. Drag the “index finger” over the second instance of the swimmer’s name
Click Yes to confirm (removes entries for this swimmer from future meets)
(WARNING – this combines data for both swimmers into one record)

12. 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)

13. Delete Athletes

(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 Data Manager (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 (e.g., 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 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 Meet Entries-Week # Team @ Team-date”
(e.g., WA entries-week 1-WA@WOW-20220518)
 - 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)
 - v. Name the file “Team Swimmers Not Entered-Week #-Team @ Team-date”
(e.g., WA swimmers not entered-week 1-WA@WOW-20220518)
 - iii. 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 (e.g., 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.