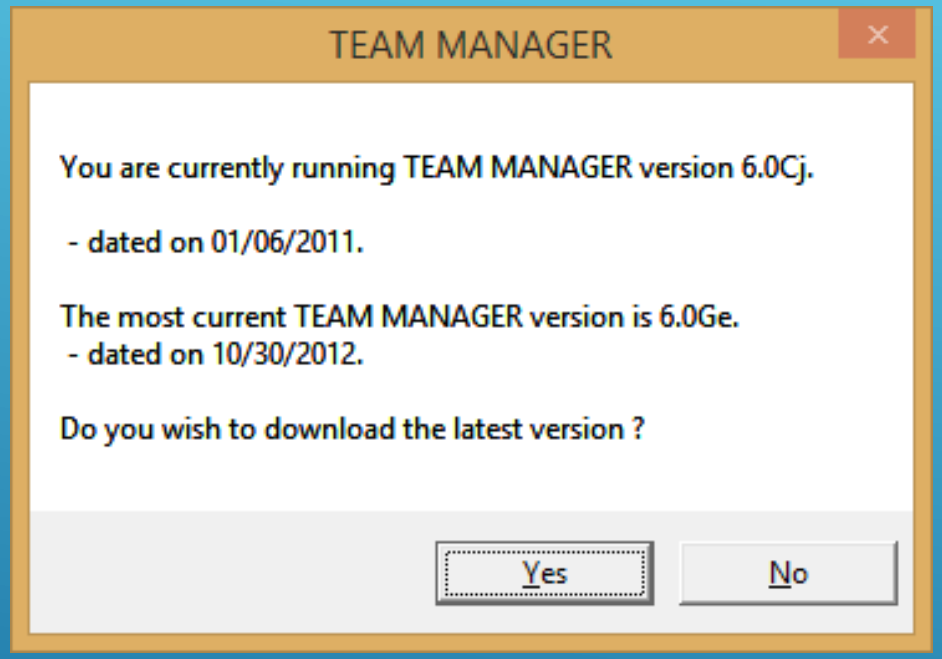
2016
Irvine Swim League
Statisticians Training

START OF SEASON

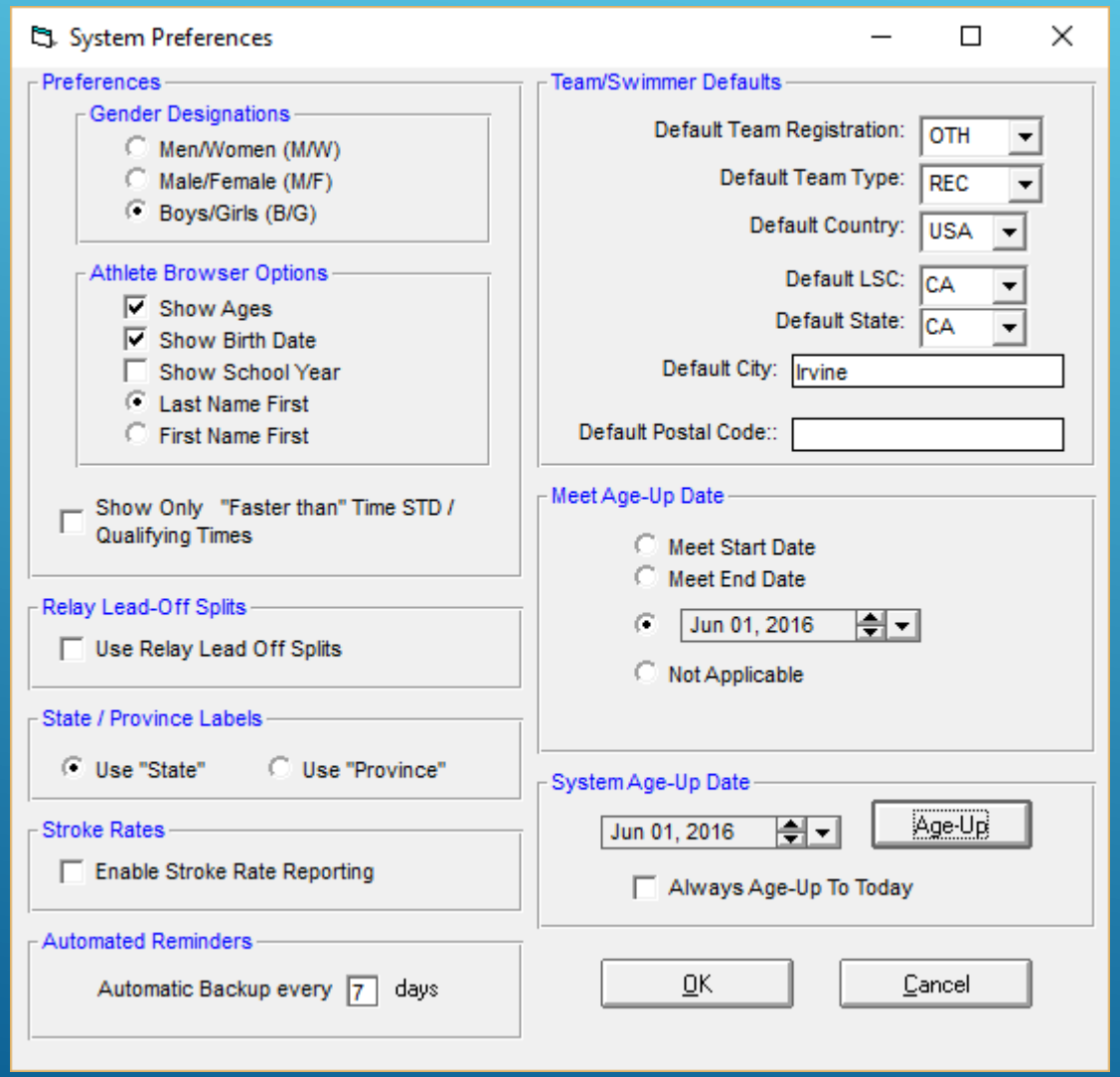
- Check for updates
- Import Roster
- Inactivate Swimmers
- Team Connect

START OF SEASON - UPDATES



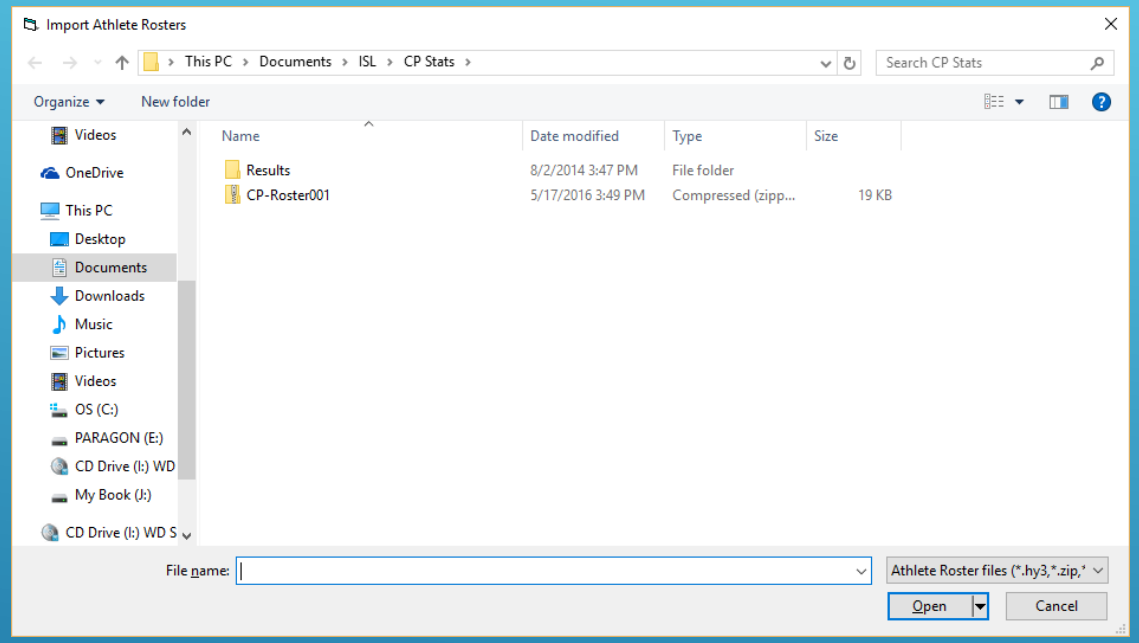
- Select:
  - Check for Updates
  - Yes when prompted

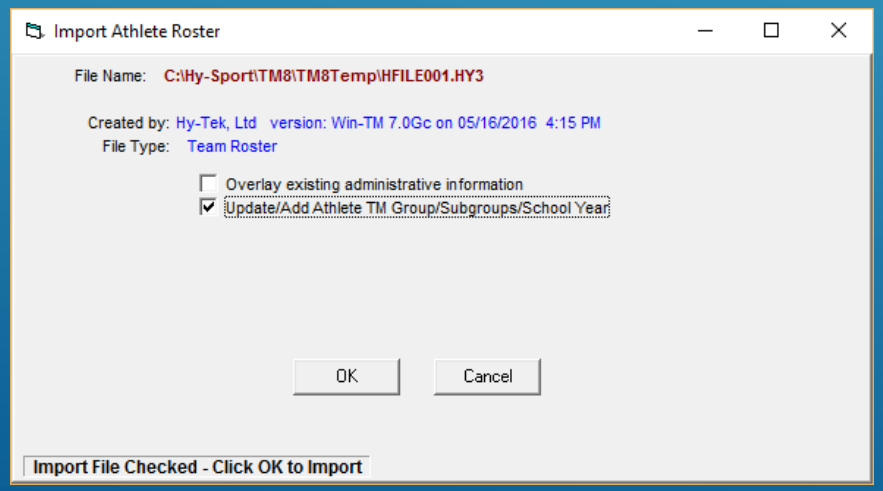
START OF SEASON - UPDATES



- Select:
  - Set-up
  - Preferences
  - System Preferences
- Enter 06/01/16 for the meet age-up date
- Select "Age-Up" and YES

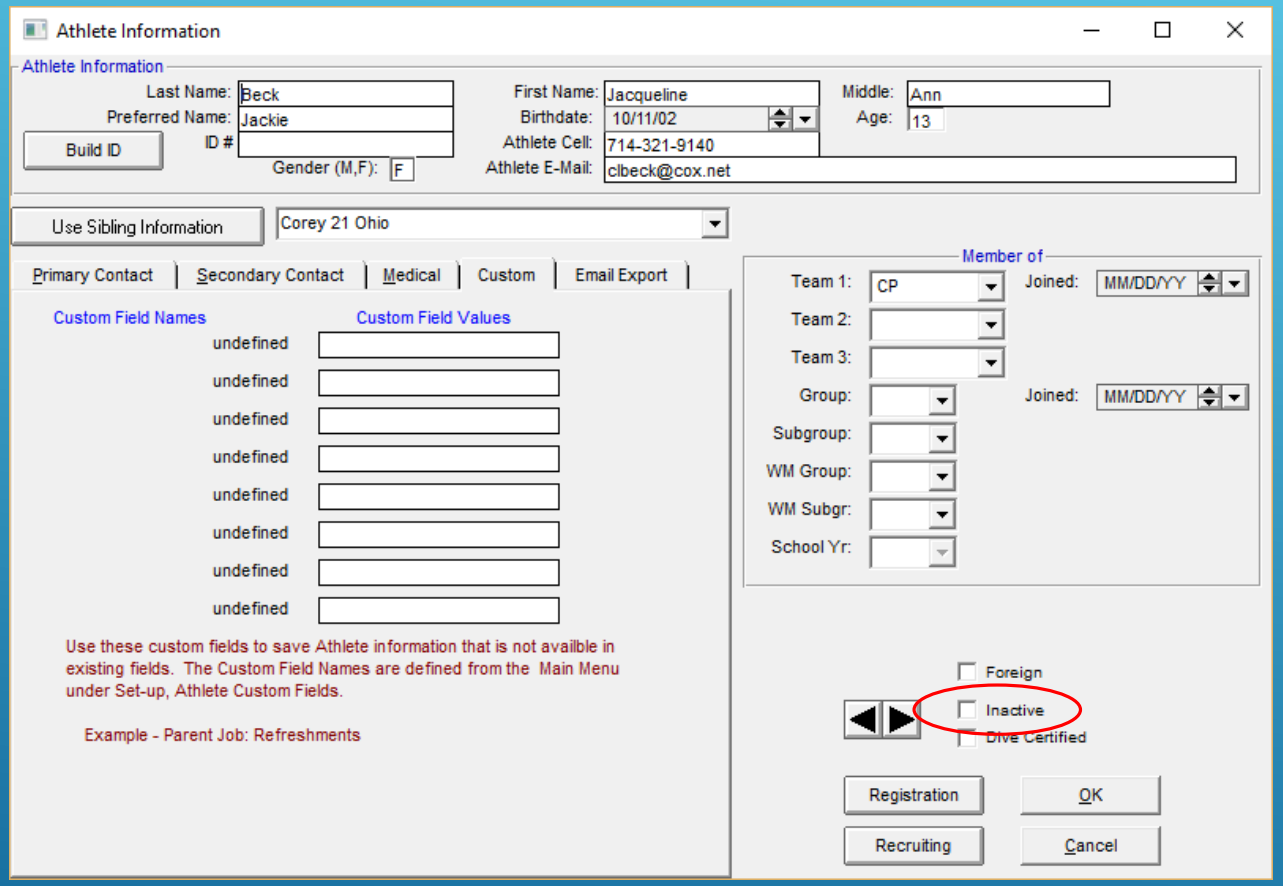
START OF SEASON – IMPORT ROSTER





- Select:
  - File
  - Import
  - Athlete Rosters
- Choose the .zip file from the league
- Select Open and OK
- Select HY3 file and Open
- Uncheck "Overlay…"
- Check "Update/Add…"
- **NEVER add new swimmers**

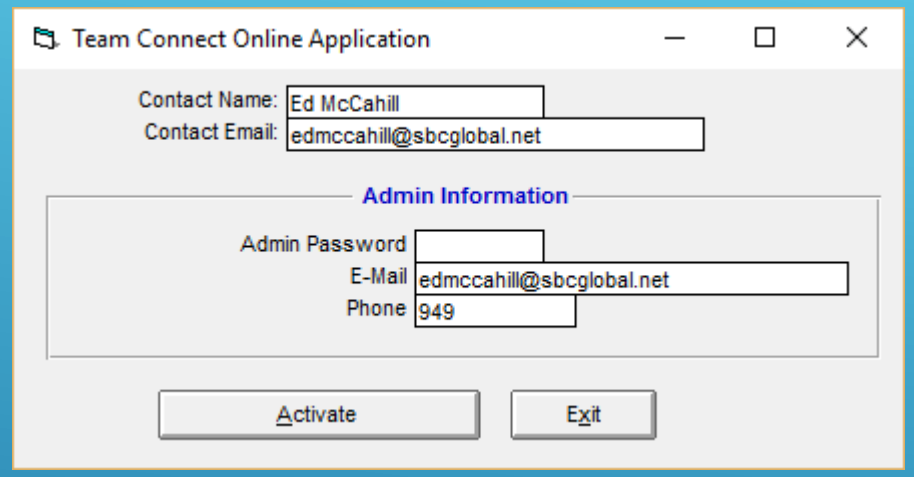
START OF SEASON – INACTIVATE SWIMMERS



- Select:
  - Athletes
- Double click athletes who did not return
- Select Inactive
- Select OK

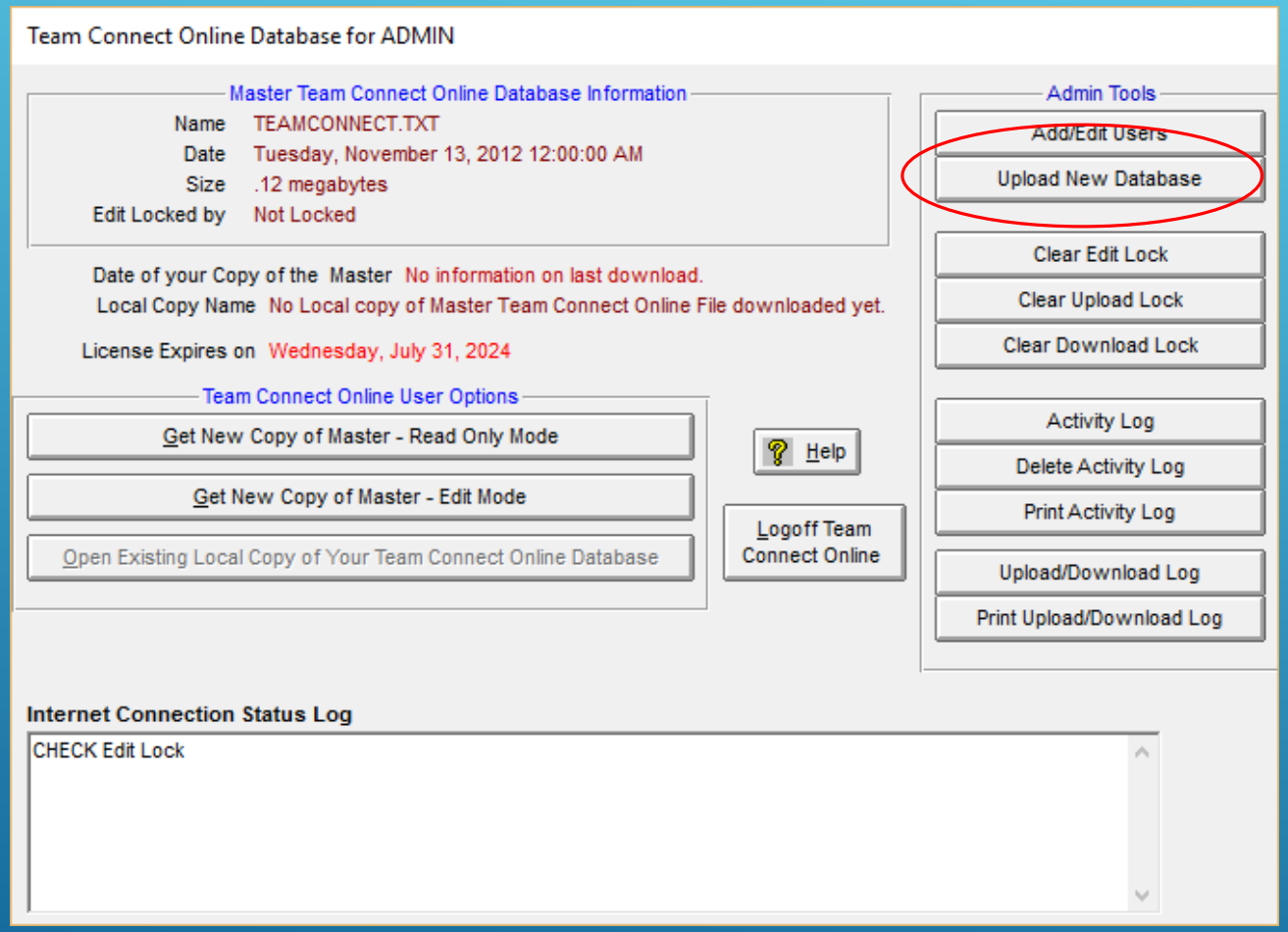
- **Notify ISL registrar of any name/gender issues**

START OF SEASON – TEAM CONNECT



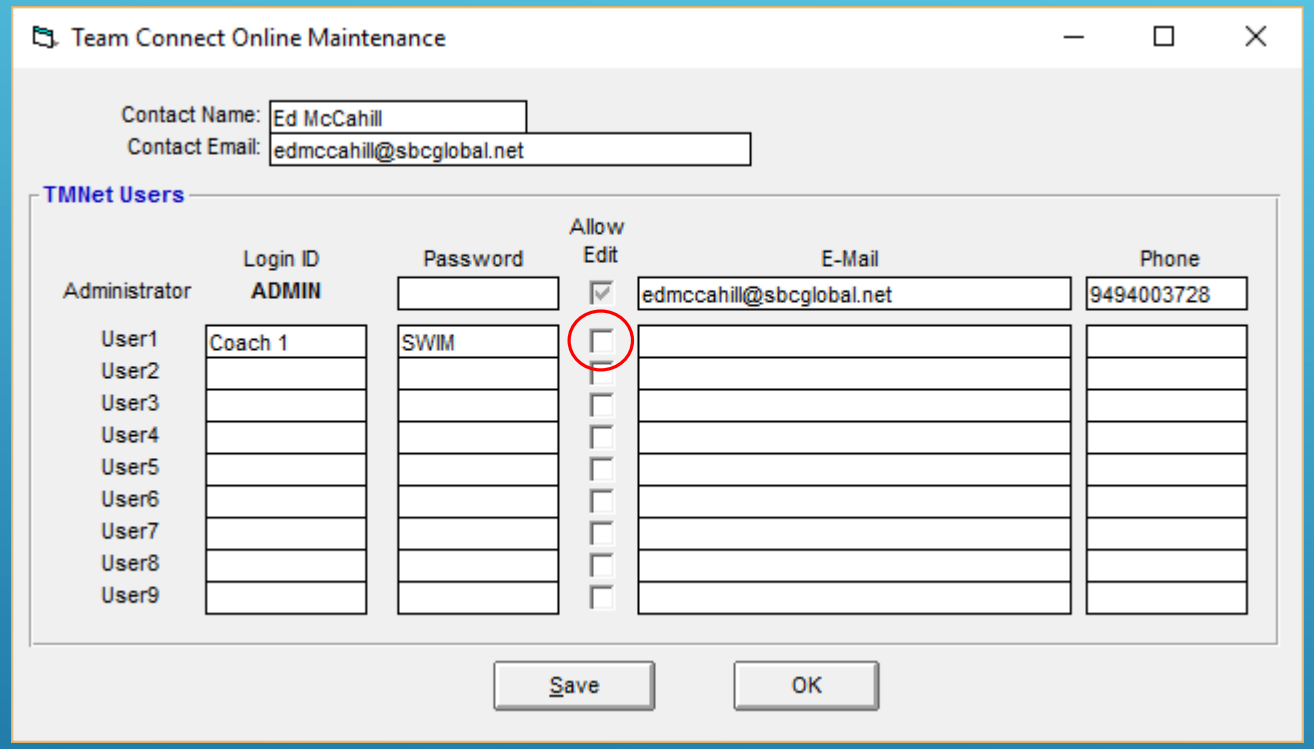
- Select File -> "Login to Team Connect Online"
- Create an account using email and password

START OF SEASON – TEAM CONNECT



- Select Upload New Database
- Select Yes
- Database is not updated directly
- Changes need to be uploaded before exiting Team Manager
- After logging in, recent changes will be downloaded

START OF SEASON – TEAM CONNECT

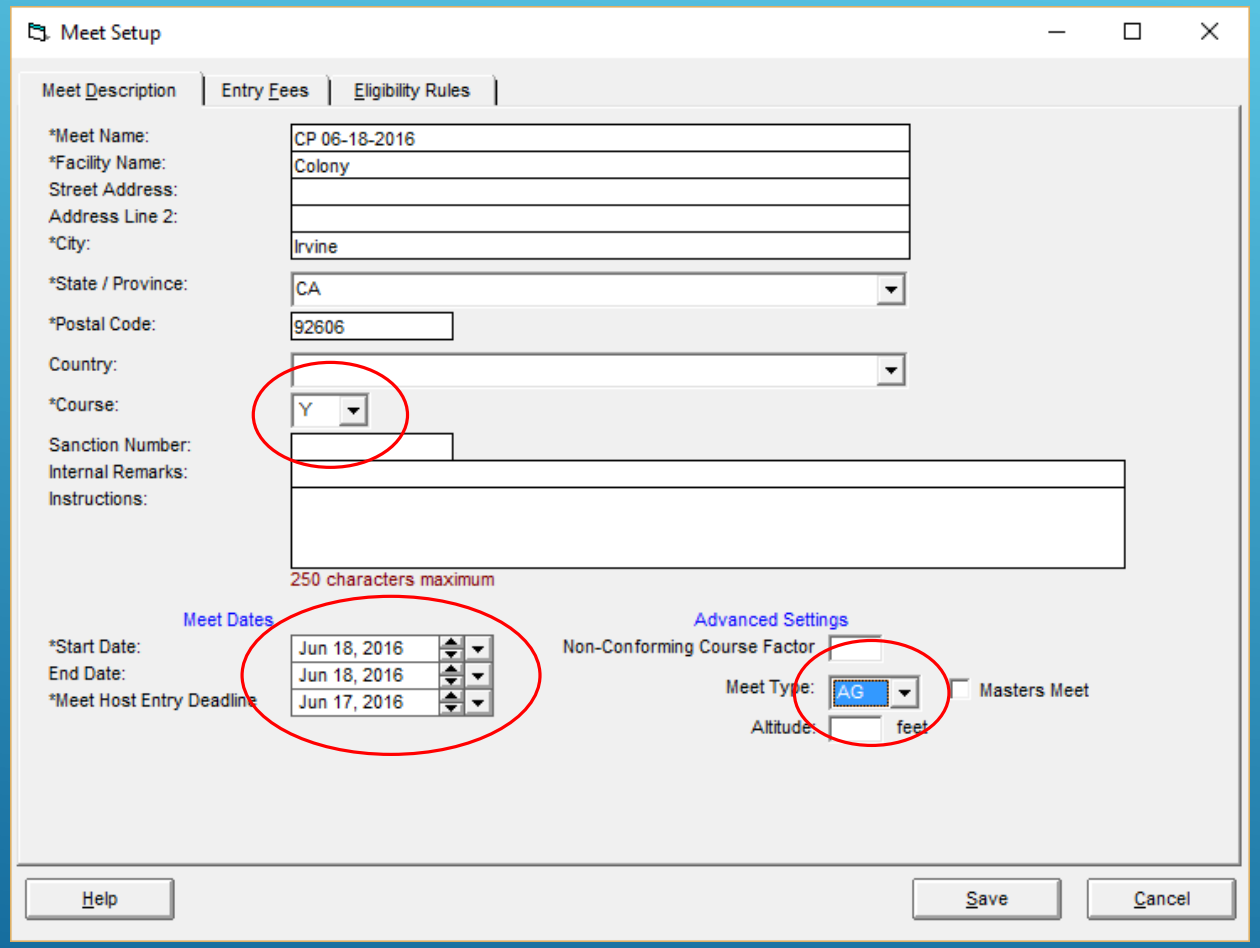


- Select Add/Edit Users
- Create ID and Passwords for users
- Decide if you want to allow Edit

BEFORE THE MEET

- Create the Meet
- Import Events
- Define Meet Limits
- Add Swimmer Entries
- Print out Entry Labels
- Print Entry Report

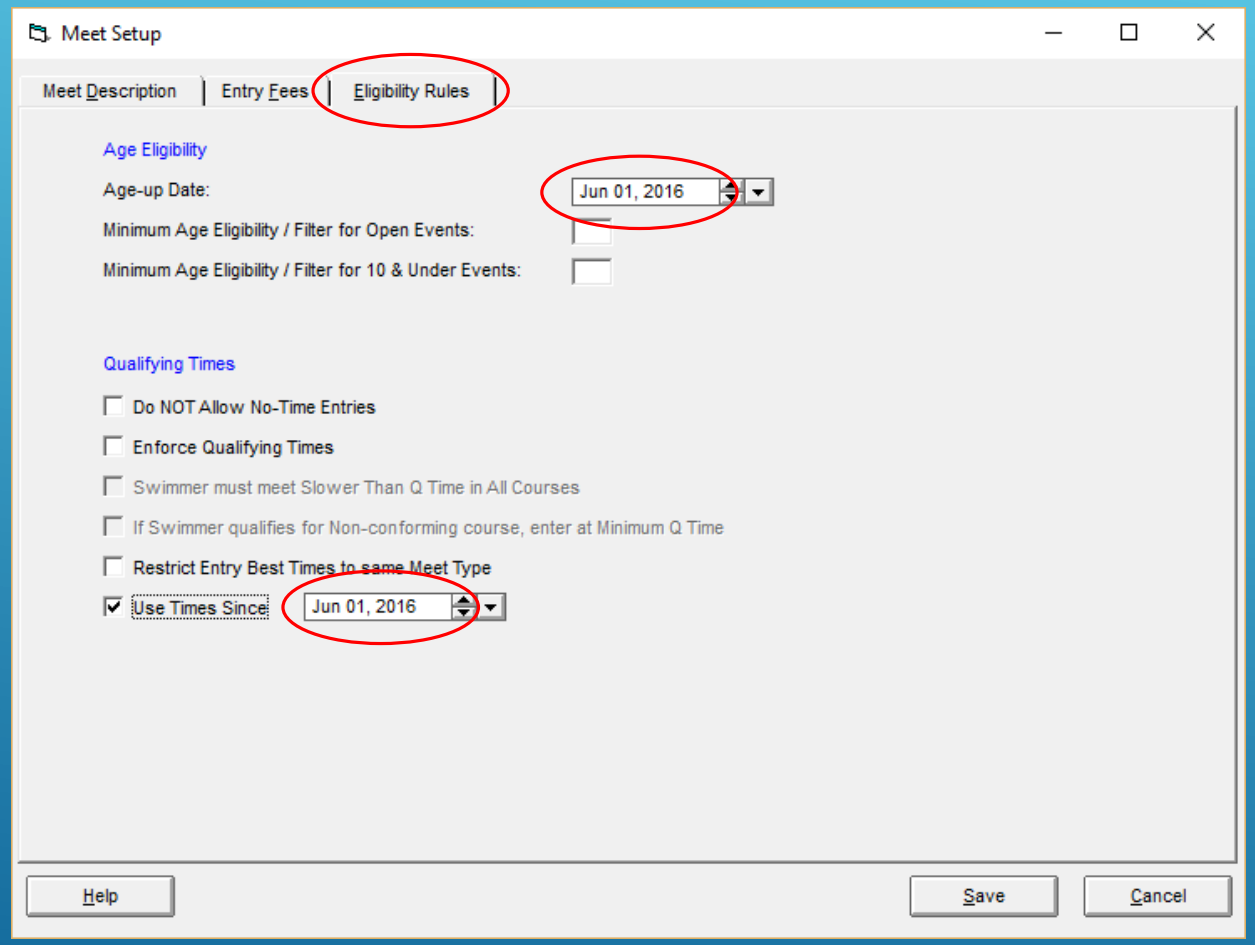
BEFORE THE MEET – CREATE THE MEET



- Select:
  - Meets
  - Add
- Under Meet Description:
  - Meet Name
  - Course
  - Meet Dates
- Meet Type – AG
- Select Save

Meet naming convention: <Team code> mm-dd-yyyy.

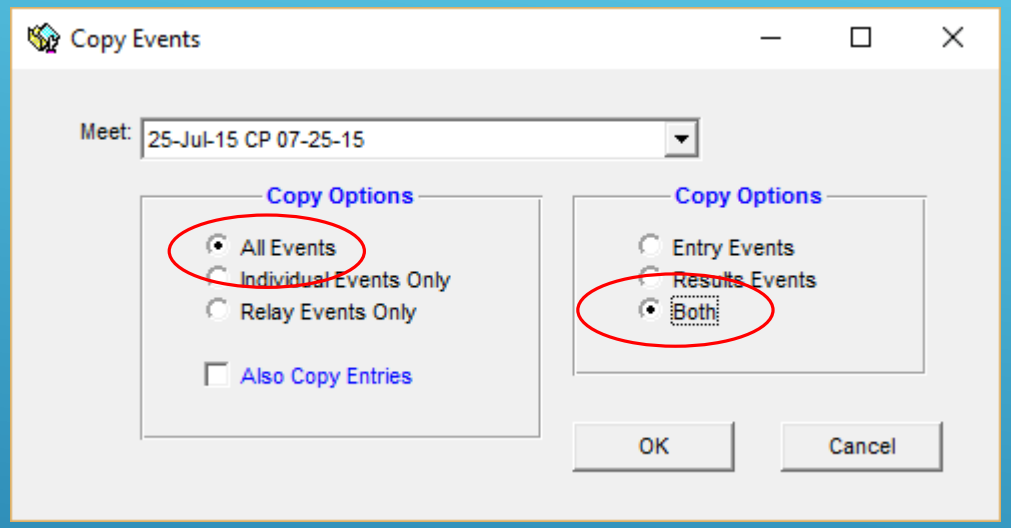
BEFORE THE MEET – CREATE THE MEET



- Under Eligibility Rules:
  - Age-up Date
  - Use Times Since
- Select Save

Meet naming convention: <Home team code> vs <Away team code>/<Away team code> mm/dd/yyyy. List the away team code in alphabetical order. E.g. CP vs GT/DF 06/22/2013

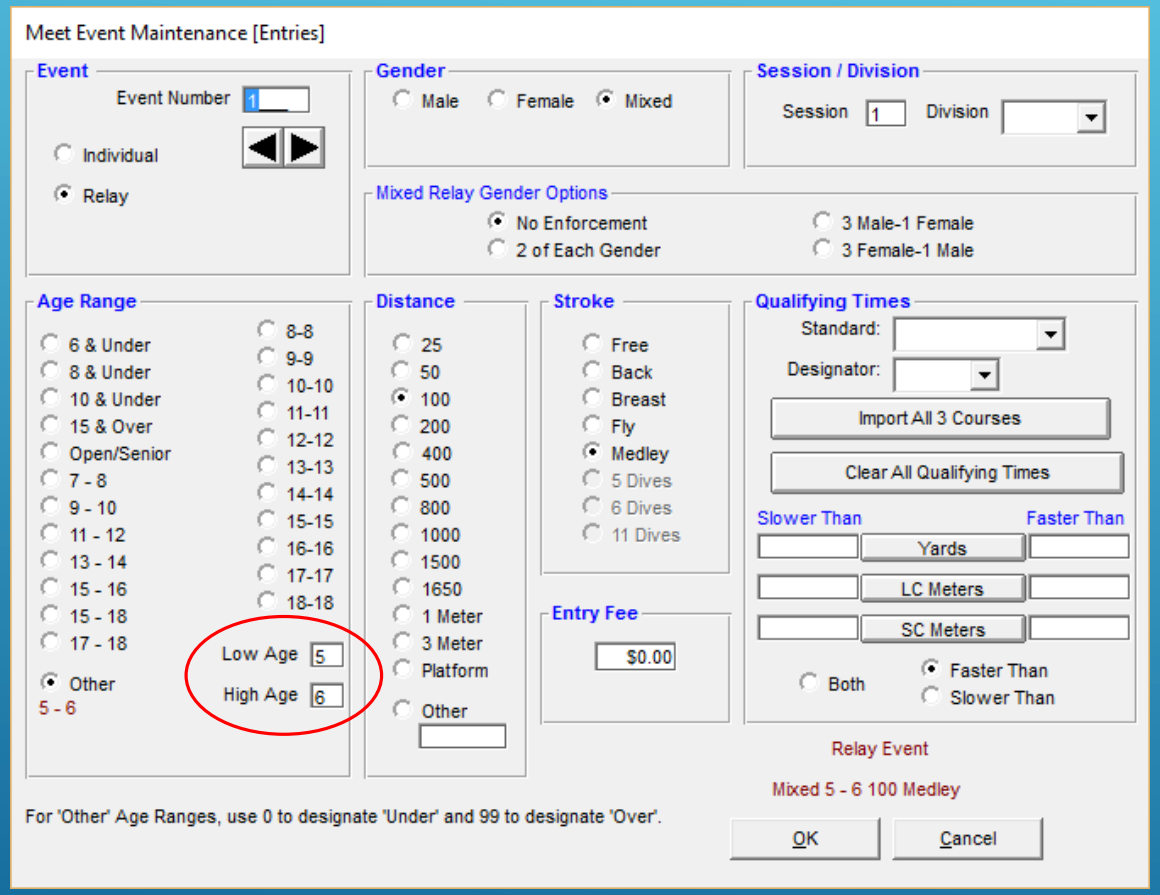
BEFORE THE MEET – IMPORTING MEET EVENTS



- Select "Meets" menu from the main Hy-Tek screen
- Select meet
- Select "Events | Copy Events" to copy existing events from an existing meet from previous years(easiest method). If you don't have meets from previous year, then do the next step.
- Import Events from an Events file (ISLEvents.hyv available on website www.irvineswimleague.org – Team Tools – Timekeeper). To import an event file, select "File | Import | Event File" from the main Hy-Tek screen. Note: this will add a new meet named "UCI Quad Meet". Copy the events, and then delete this meet. NOTE: only do this if you don't have meets from previous years.
- Use "All Events" for the left side "Copy Options" and "Both" for the right side "Copy Options"

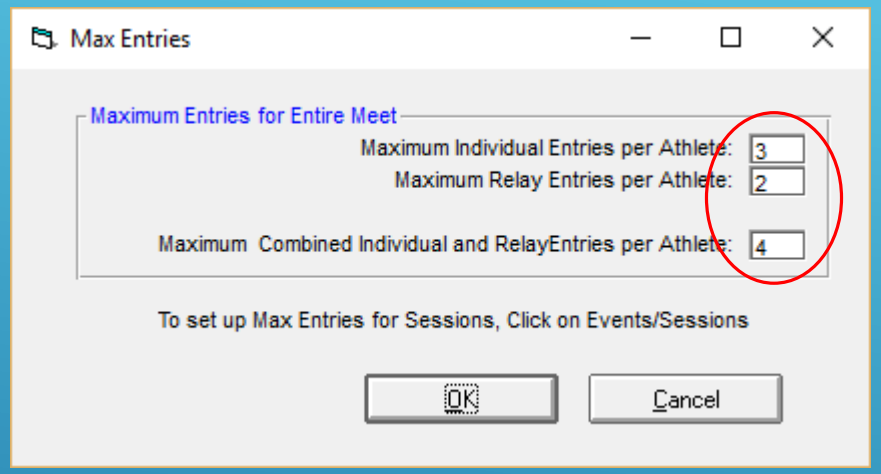
BEFORE THE MEET – IMPORTING MEET EVENTS

THE SCREEN BELOW IS AN EXAMPLE FOR EVENT 1



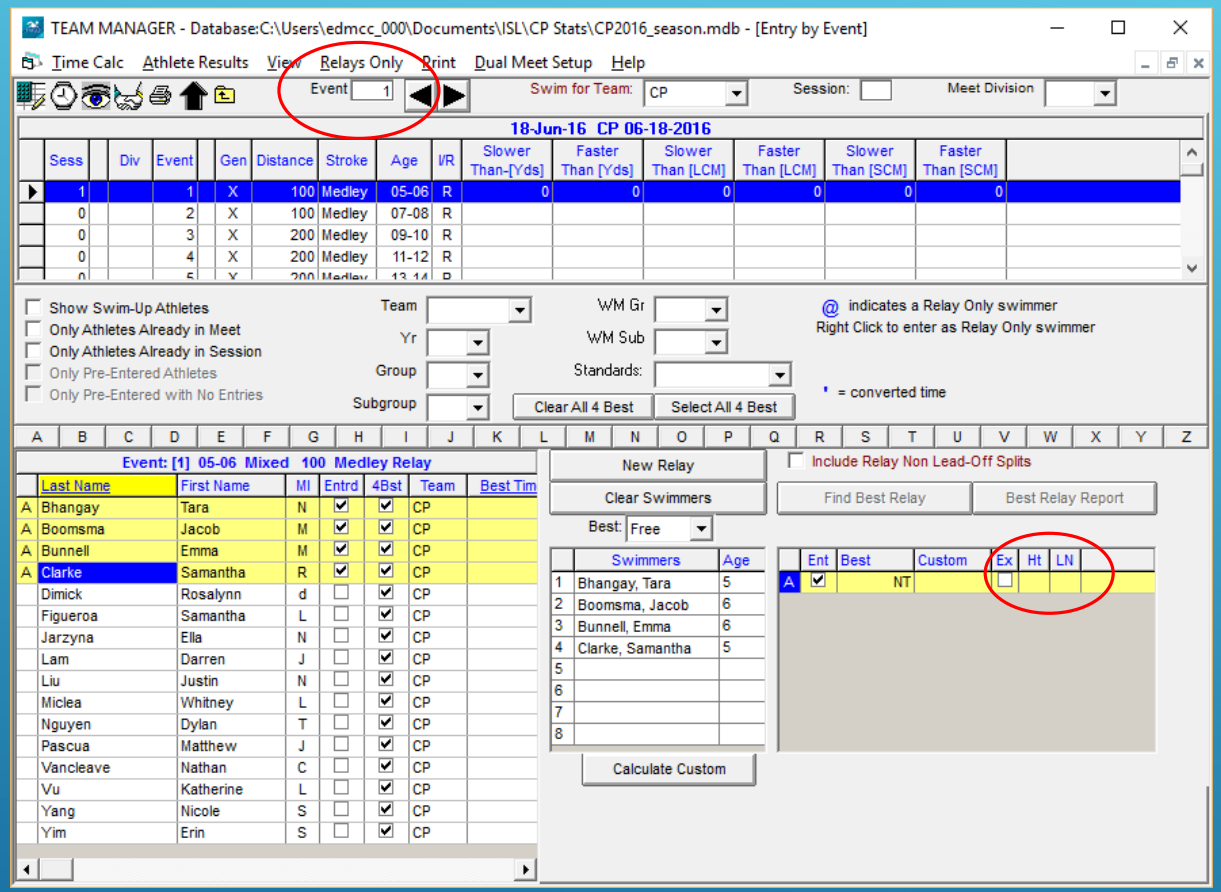
Note: The age range for the 5-6 age group events should be 5-6, not 6 & Under

BEFORE THE MEET – MEET LIMITS



- Select "Meets" menu from the main screen
- Select a meet
- Select "Entries | Max Entries" to set the maximum number of entries.
- Maximum of 3 individual or 2 relays for a combined total of 4 events

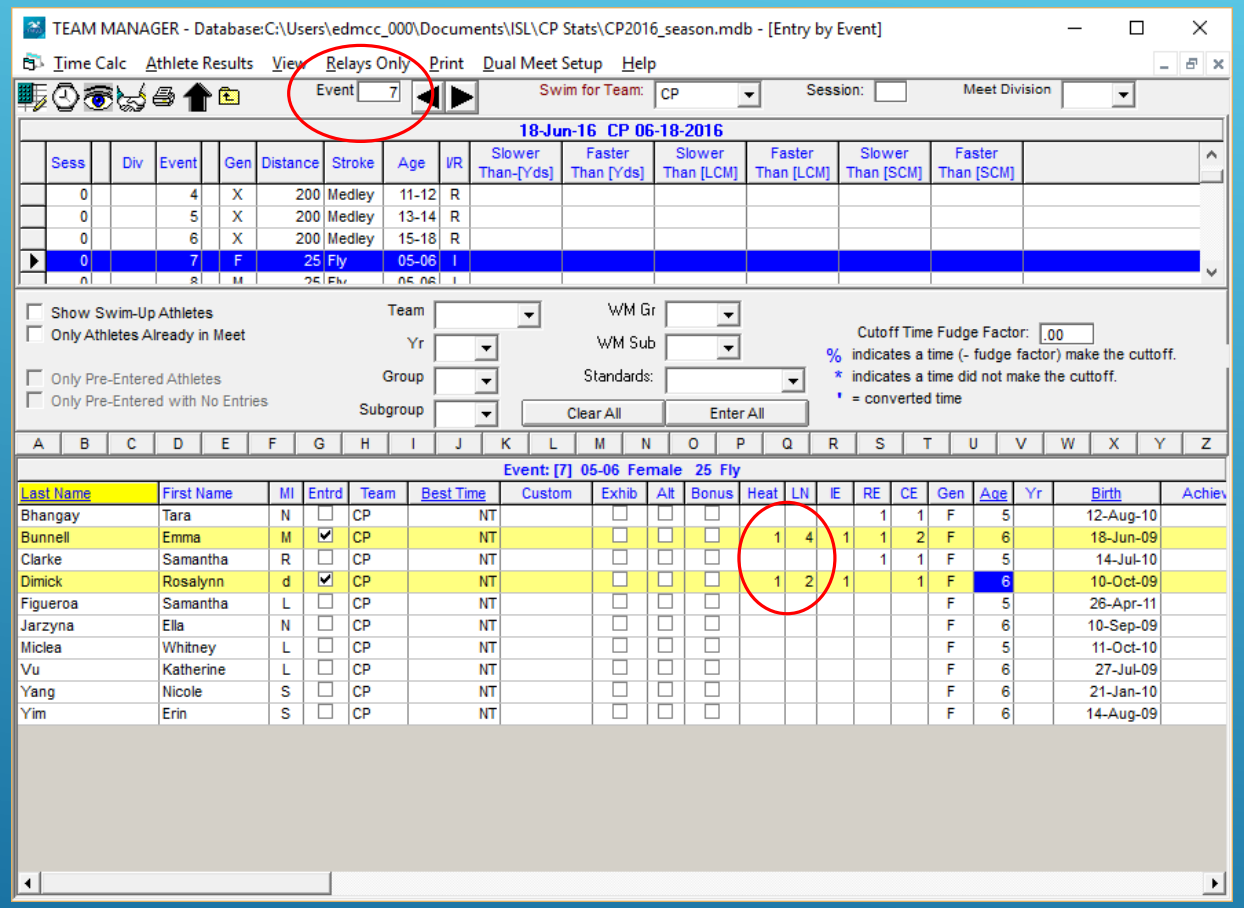
BEFORE THE MEET – ADDING RELAY ENTRIES



- Select "Entries by Event"
- Select "New Relay" to add a new relay. Enter heat, lane and swimmers.
- Double click on the swimmers or click and drop them over to Relay positions 1-4 (8 for Championship only)
- Navigate events with arrow buttons

Dual meet: home team odd lanes. Tri-meet: 1,4 - 2,5 - 3,6

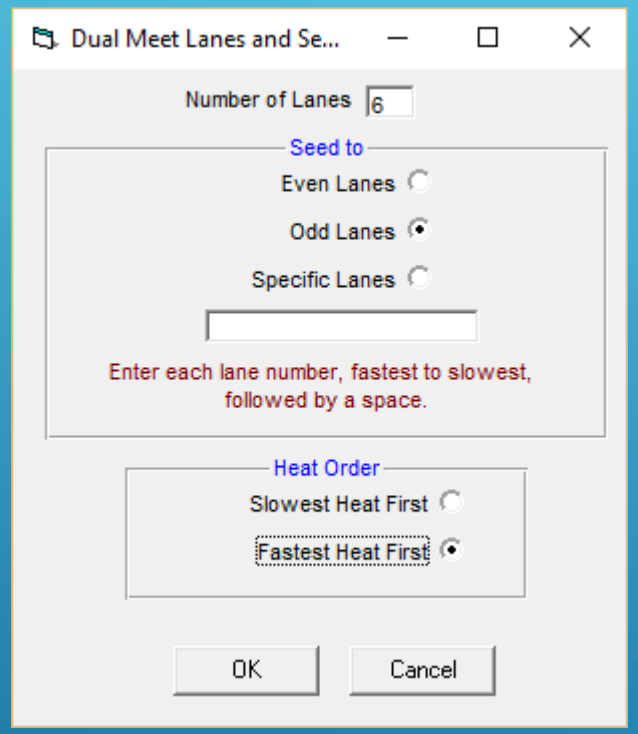
BEFORE THE MEET – ADDING INDIVIDUAL ENTRIES

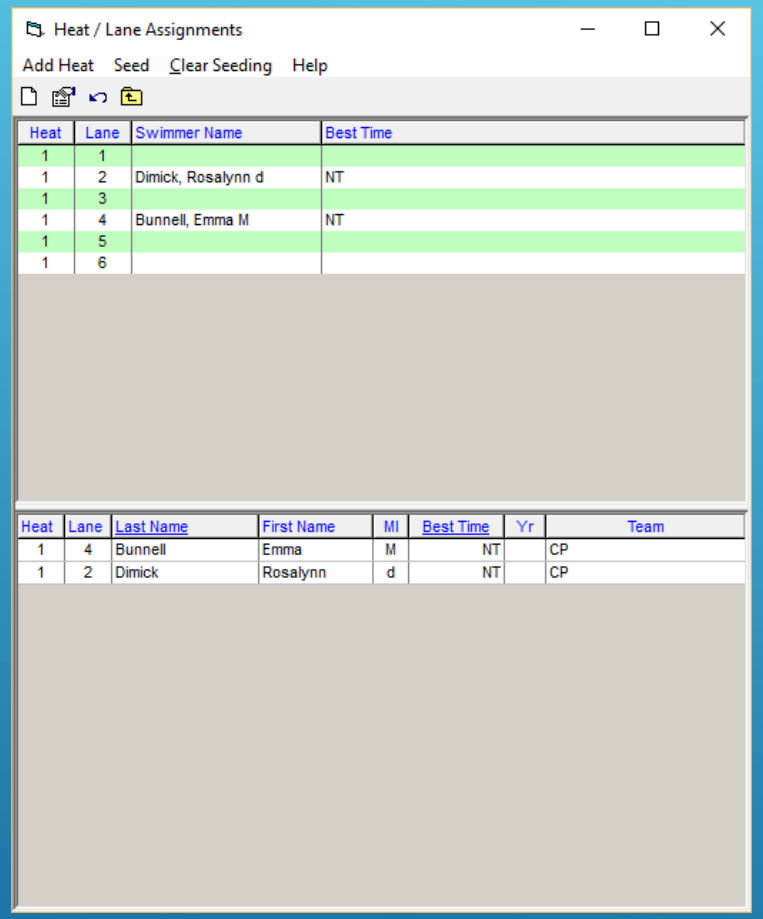


- TM lists eligible swimmers for a particular event
- Click on name to assign heat and lane or use "Dual Meet Setup"
- Don't check "Show Swim-Up Athletes"
- Uncheck "Entrd" column to remove name from event
- Navigate events with arrow buttons

Dual meet: home team odd lanes. Tri-meet: 1,4 - 2,5 - 3,6

BEFORE THE MEET – DUAL MEET SETUP

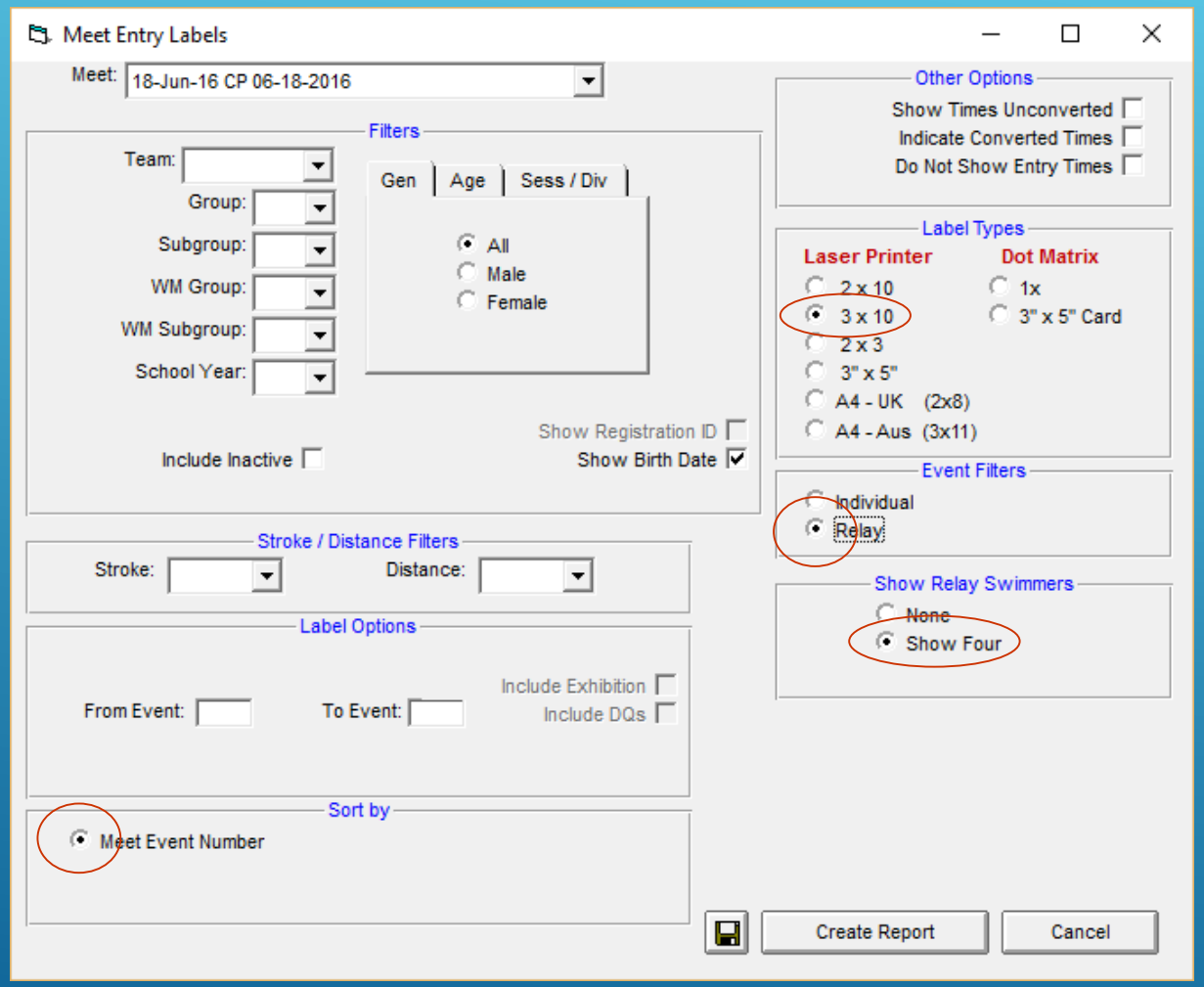




- Select “Dual Meet Setup” – “Declare Lanes and Seeding”
- Odd Lanes for Home team, Even for away
- Select “Fastest Heat First” to seed the fastest time first.

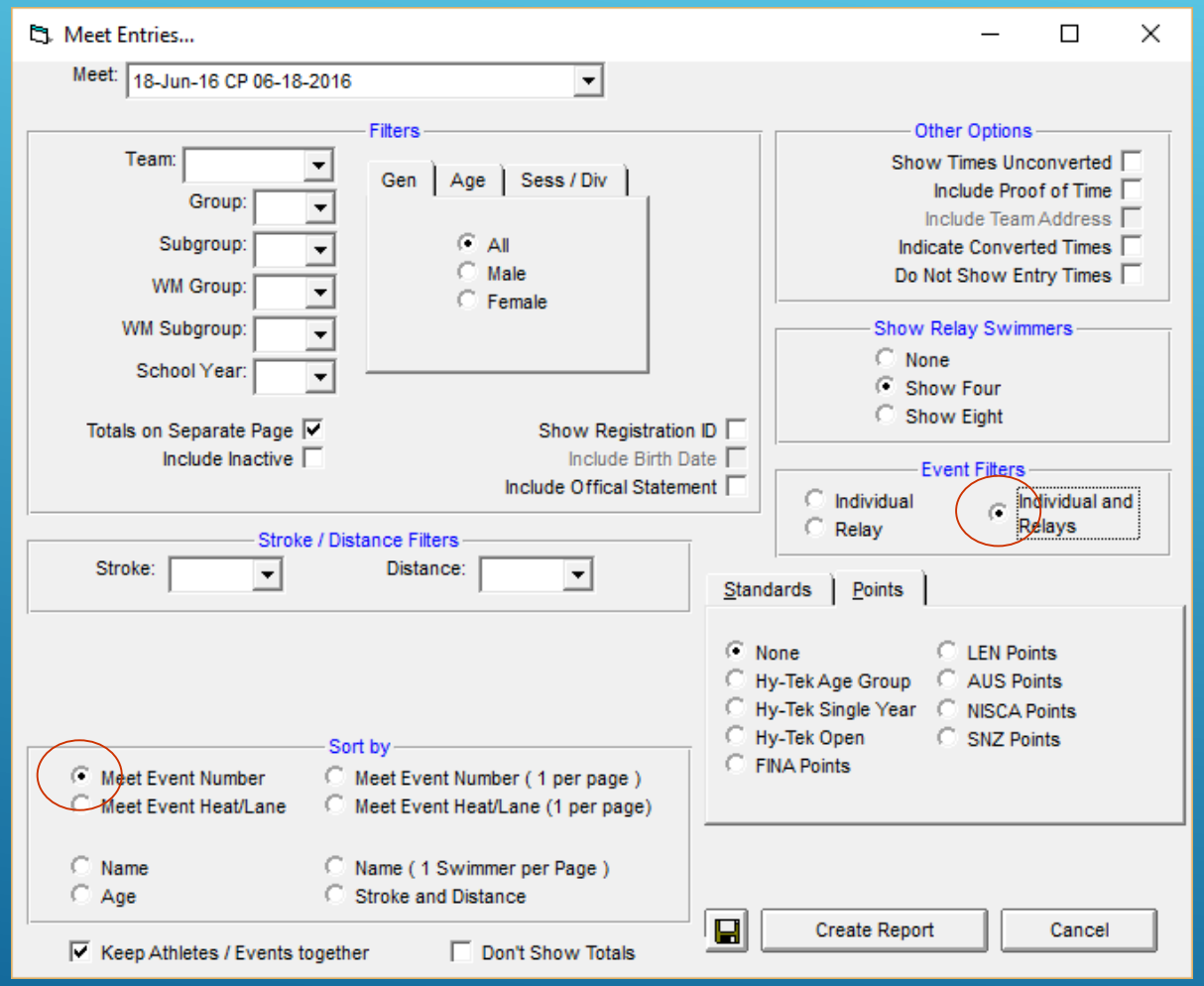
- Select “Dual Meet Setup” – “Seeding and Assign Heats and Lanes”
- Select “Seed” to assign heats and lanes

BEFORE THE MEET – PRINTING ENTRY LABELS



- Select "Labels | Entry Cards/Labels" from the main Hy-Tek screen
- Select meet, label types, Sort by Meet Event Number. Do it once for individual, once for the relays. Choose "Show Four" for the Show Relay Swimmers.

BEFORE THE MEET – MEET ENTRIES REPORT



- Select:
  - Reports
  - Meet Reports
  - Meet Entries
  - Meet
- Enter "Individual and Relays" for Event Filters
- Sort by Meet Event Number

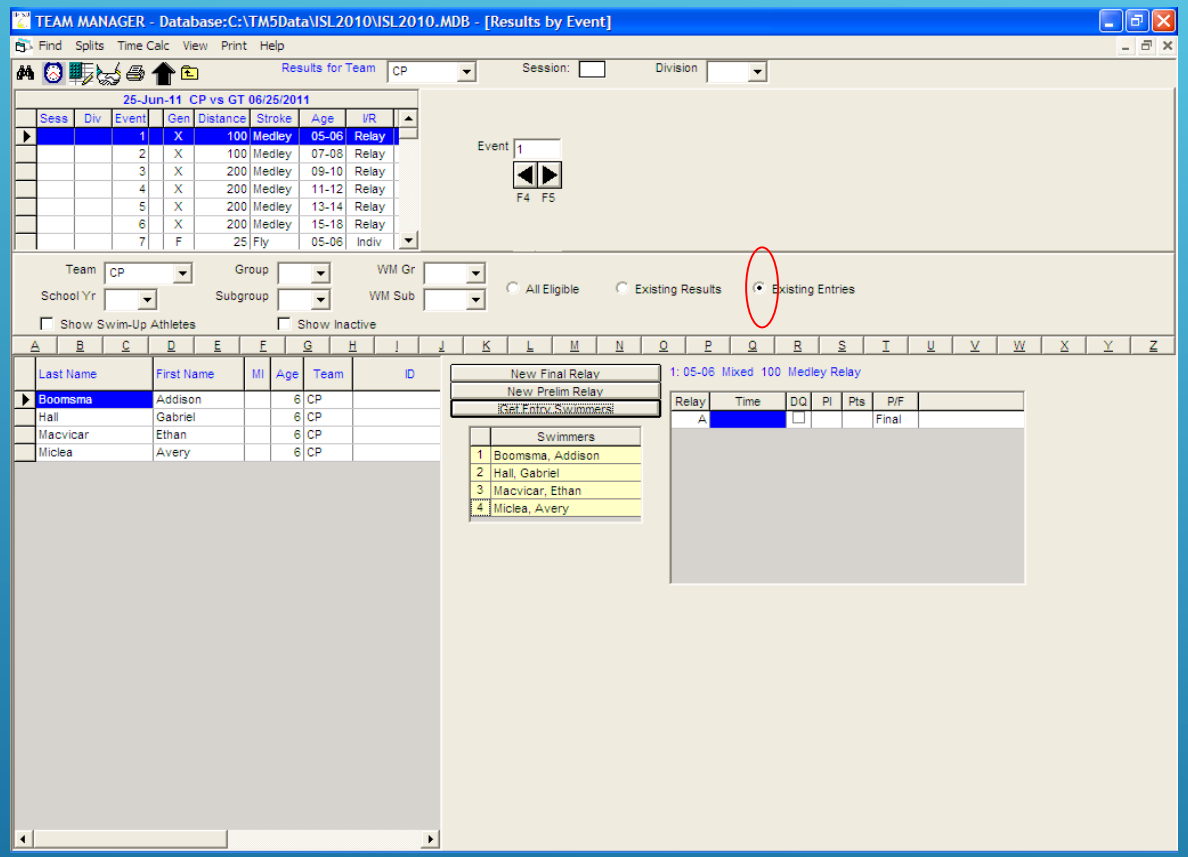
Keep Athletes/Events together will not split athletes/events across page break

Normally the visiting team will provide a copy to the home team for ready bench

DURING THE MEET

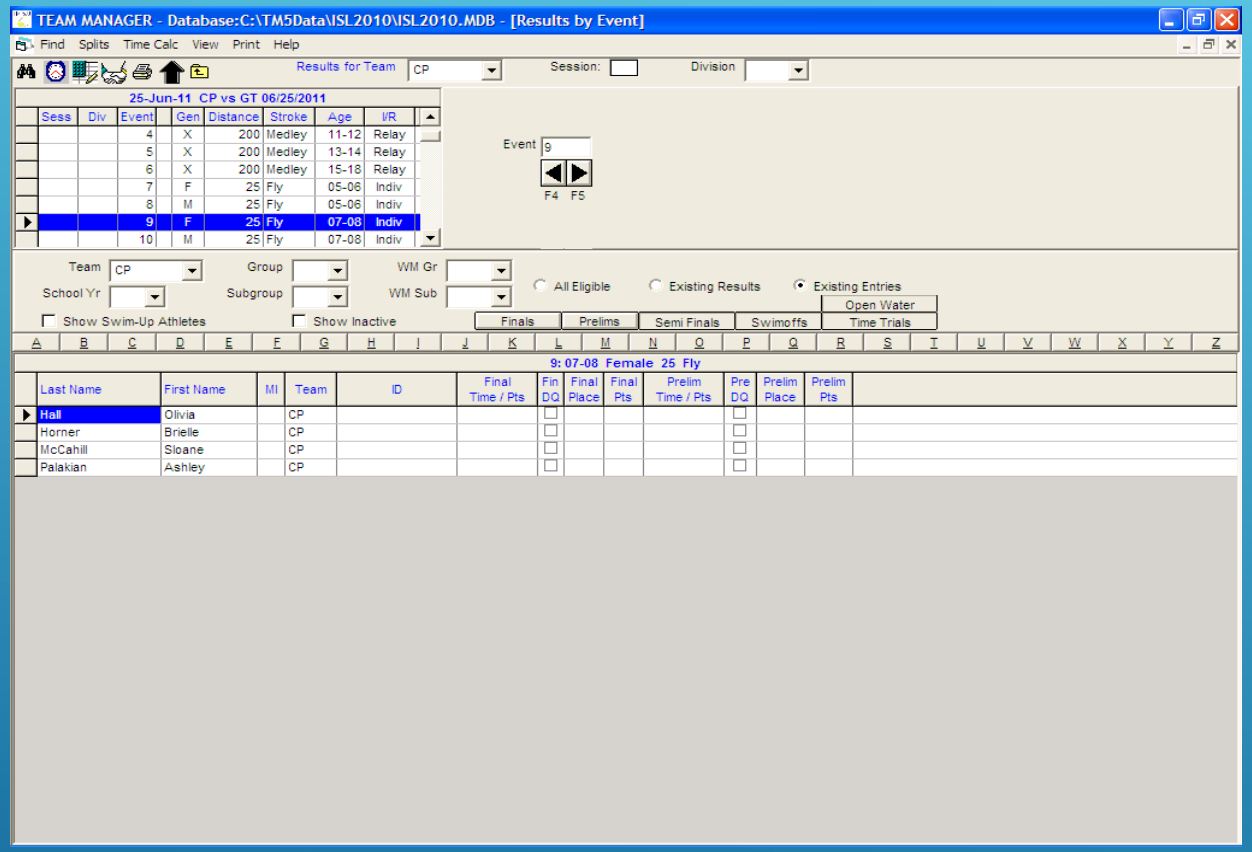
- Entering Meet Results
- Printing Award Labels
- Printing Time Improvement Labels
- Records Match

DURING THE MEET – ENTERING MEET RESULTS



- Select Meets
- Highlight the meet that you want to enter the results, and select "Results"
- Select "Results by Event" to enter the results in order. If you have existing entries, make sure "Existing Entries" is selected.
- Click on "New Final Relay", click and drag the swimmers over or click on "Get Entry Swimmers".
- Enter the time and place for the new result relay

DURING THE MEET – ENTERING MEET RESULTS



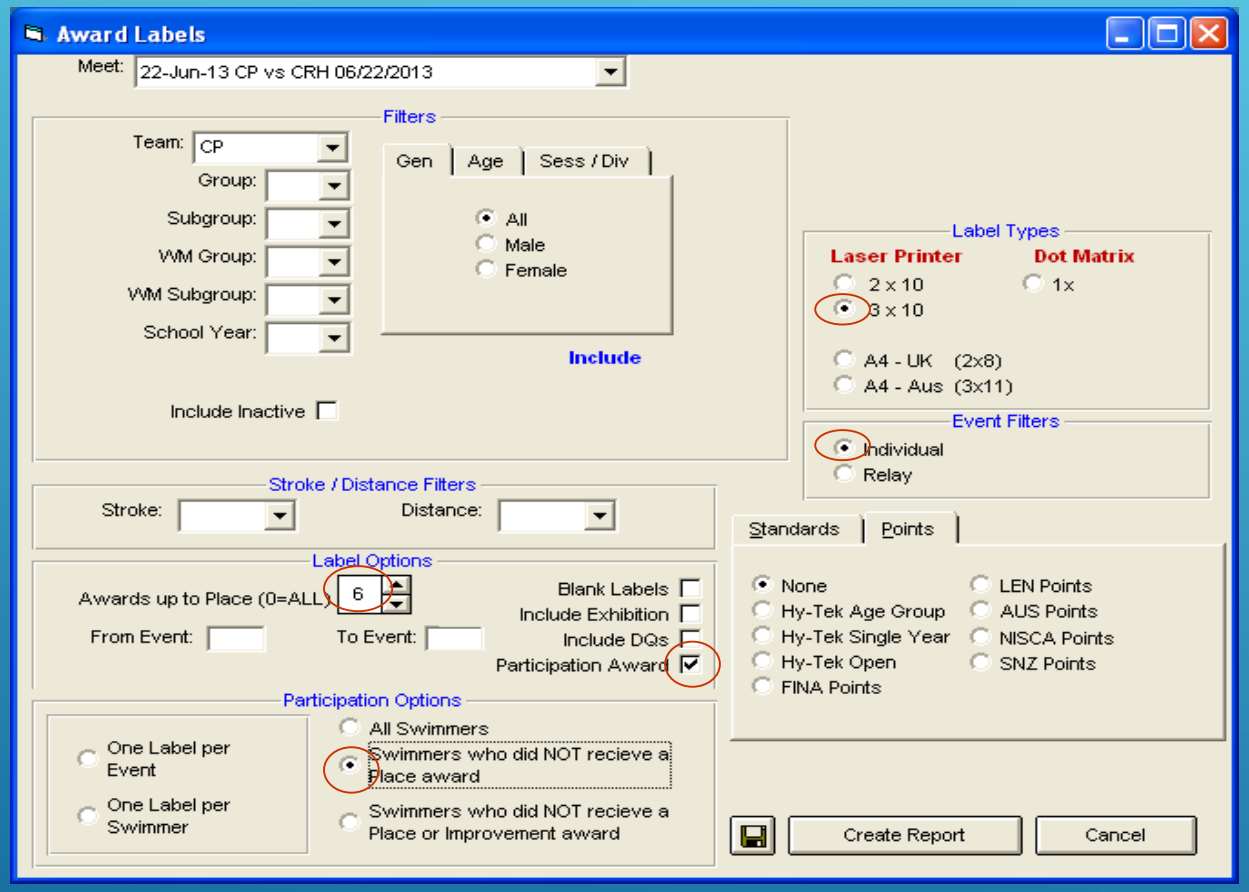
- Enter the Final Time, Final Place and Final Pts for each swimmer

Dual Meet Scoring:

Individual: 5, 3, 2, 1. Each team receives points for a maximum of two places.

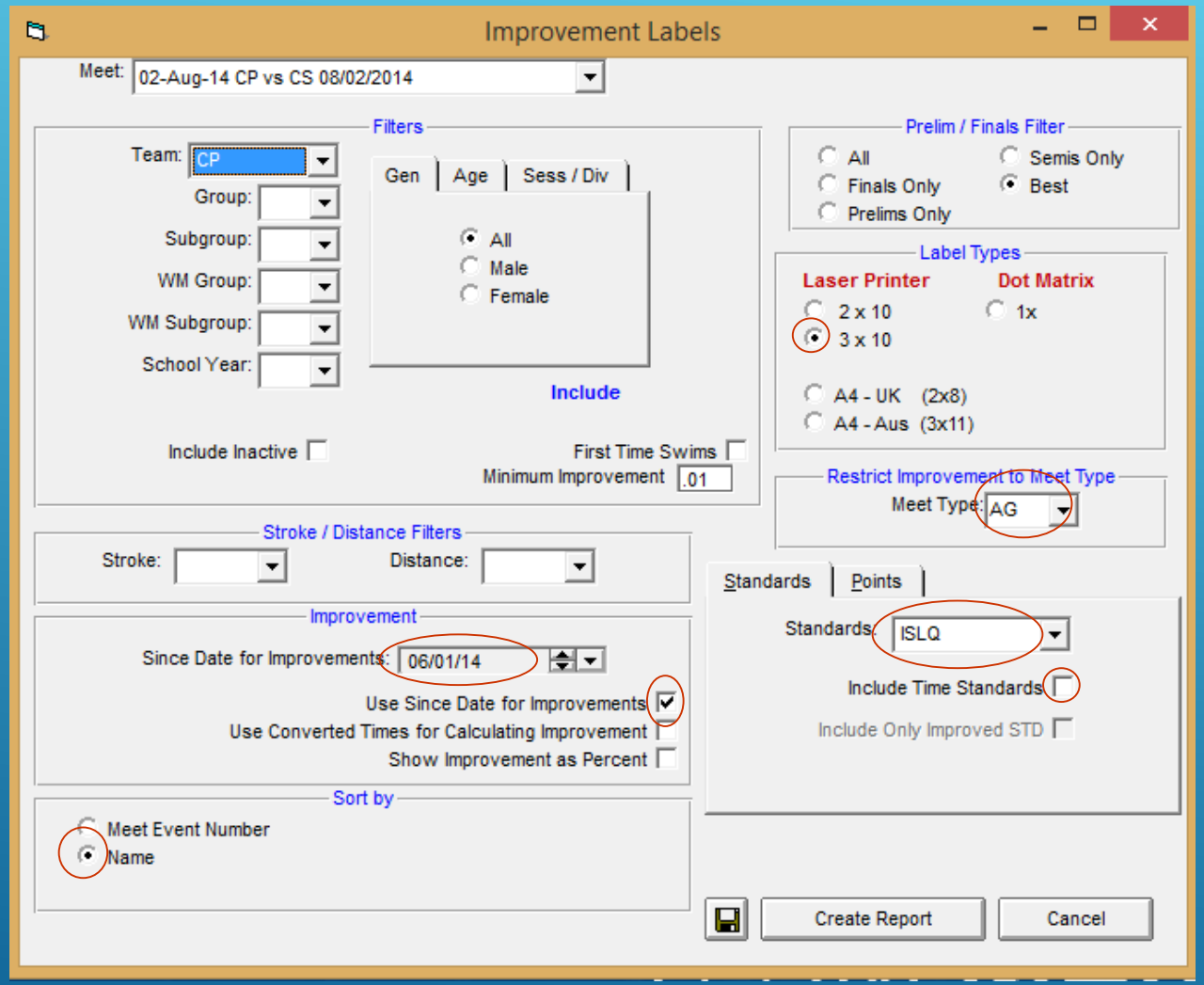
Relays: 7, 4, 3. Each team may score only once.

DURING THE MEET – PRINTING AWARD LABELS



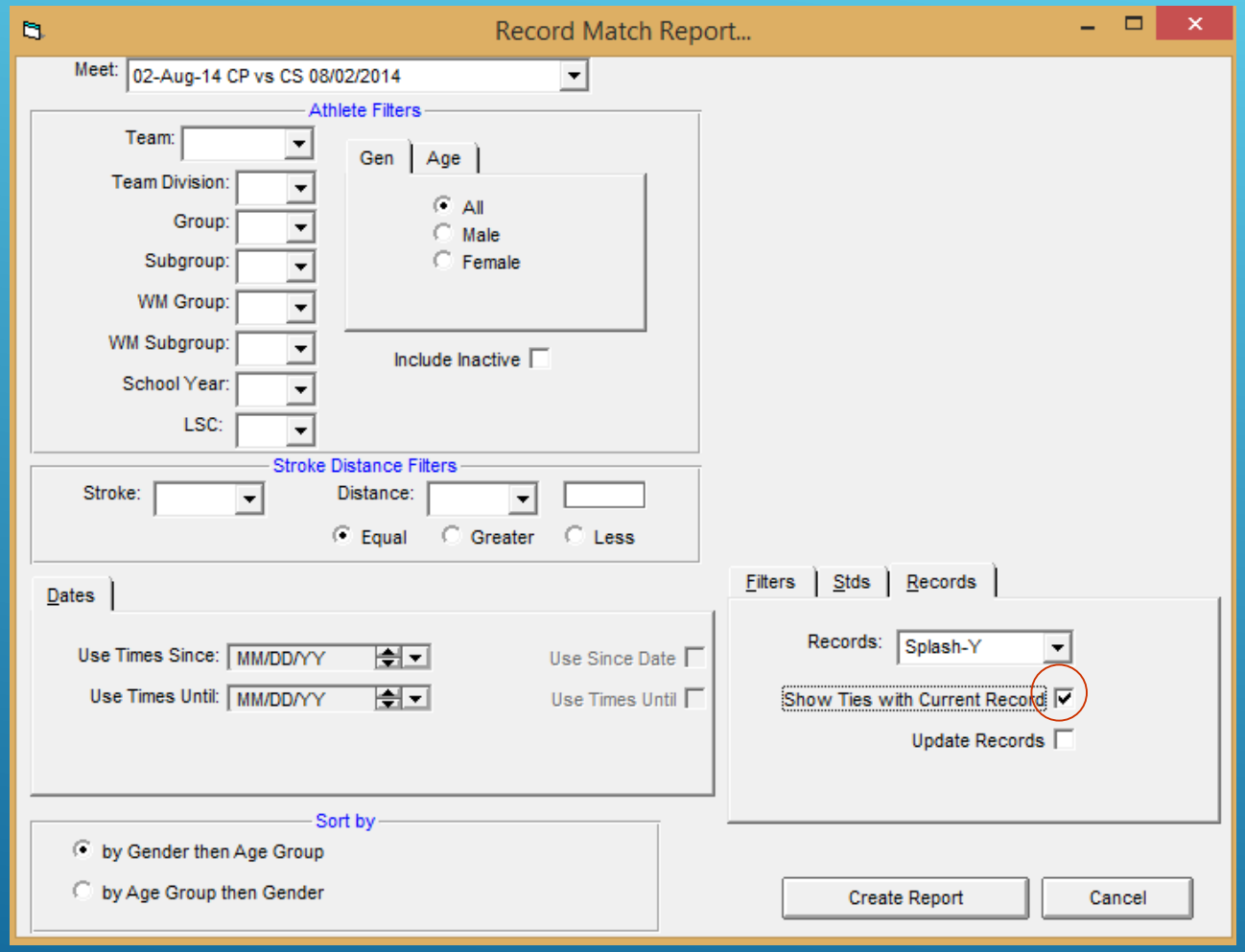
- Select:
  - Labels
  - Award Labels
  - Meet
- Assign:
  - Label Types
  - Event Filters
  - Awards up to Place
  - Participation Awards
- Use “From Event” and “To Event” to print labels during the meet

DURING THE MEET – PRINTING TIME IMP. LABELS



- After event 62 is entered, you can print TI labels
- Select:
  - Labels
  - Improvement Labels
  - Meet
- Assign:
  - Label Types
  - Since Date
  - Meet Type
  - Sort by – Name
  - Include ISL Time Standards

DURING THE MEET – RECORDS MATCH



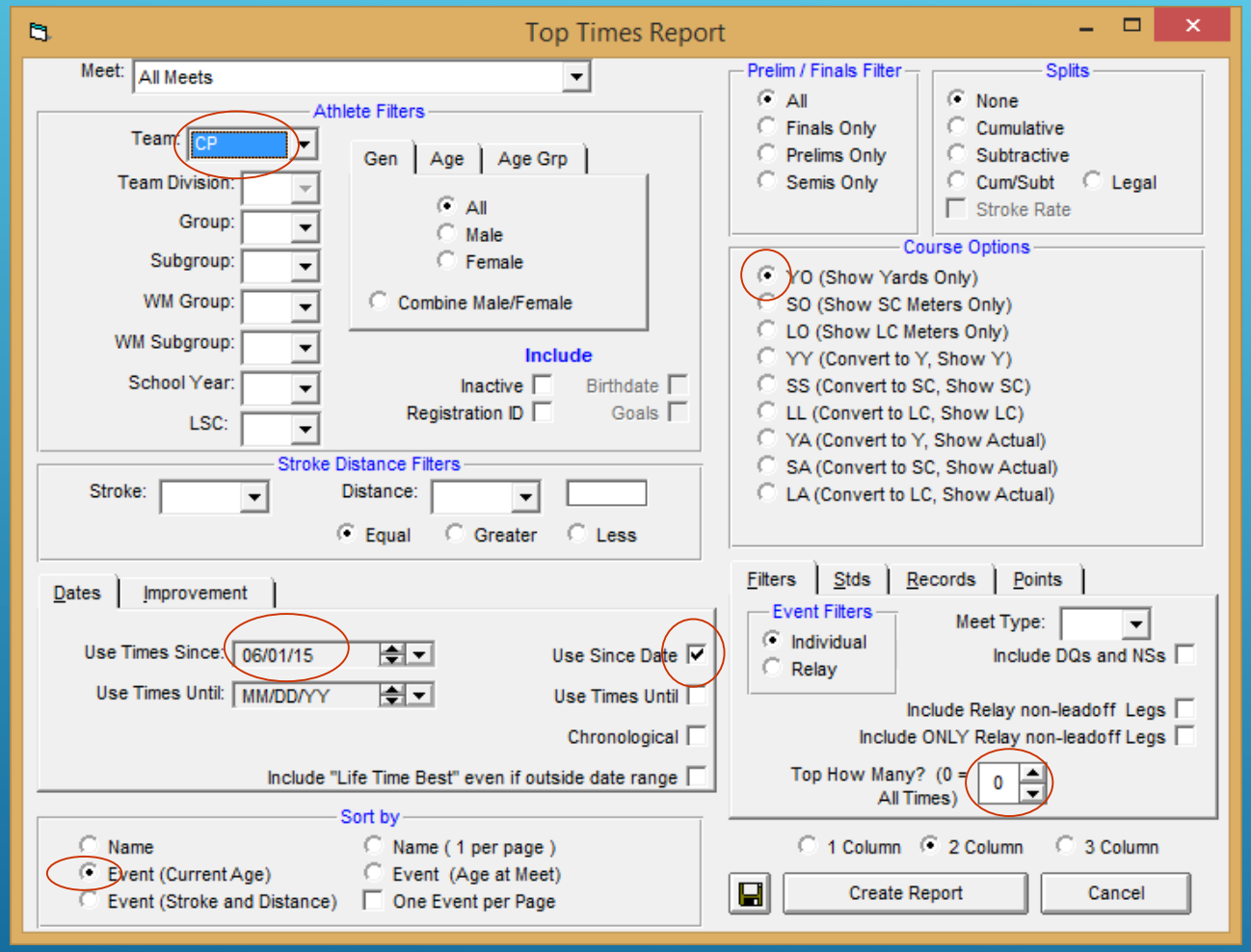
- Select:
  - Reports
  - Performance Reports
  - Records Match
- Select your team records file
- Under Filters, run once for individuals and once for relays
- Team record ribbons are hand-written

Note: only select "Update Records" if you are done with all reports, otherwise you won't see the new records unless you select "Show Ties with Current Records".

AFTER THE MEET

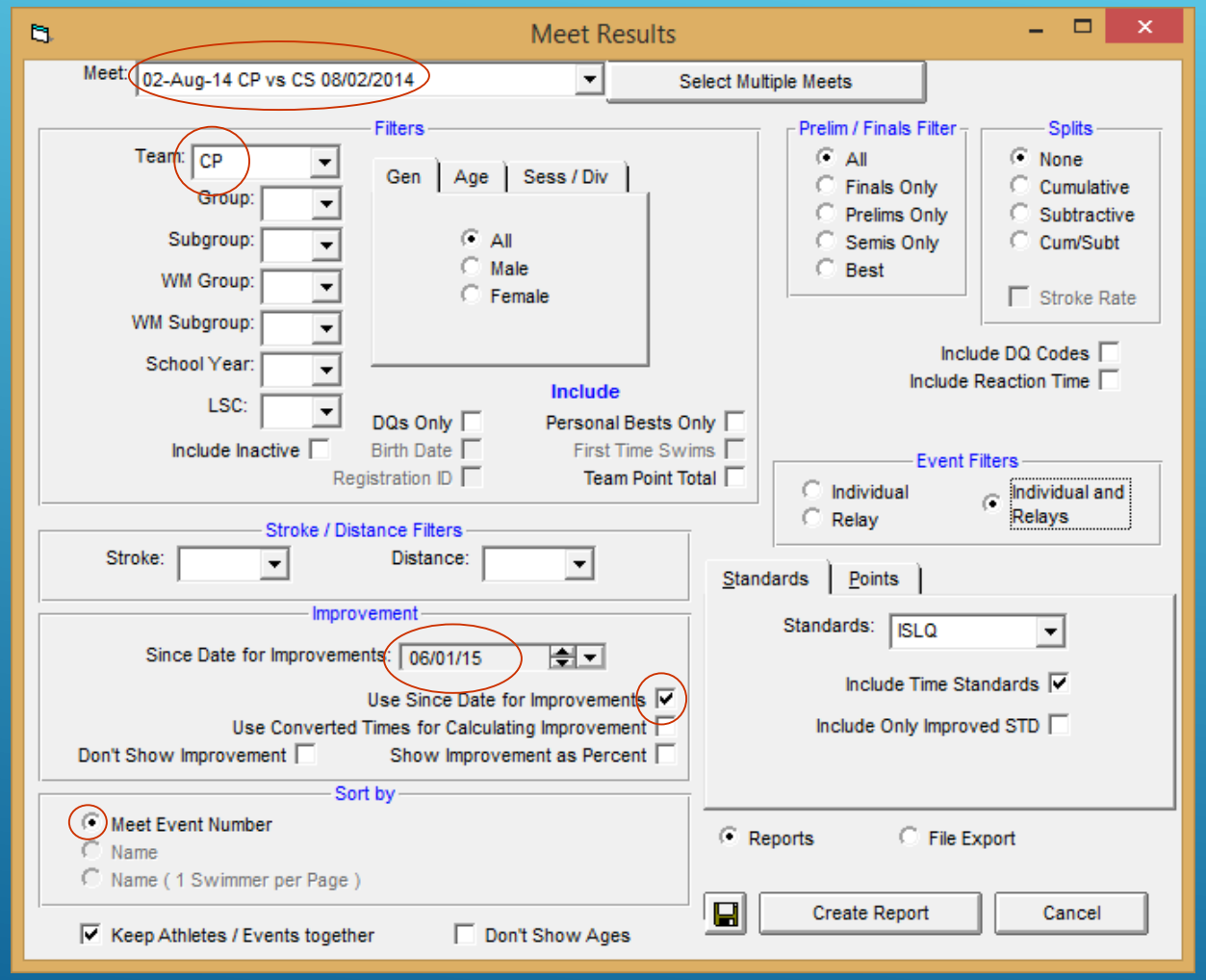
- Top Time Report (for coach)
- Meet Results Report (for article writer)
- Submitting results to ISL
- Upload Database

AFTER THE MEET – TOP TIME REPORT



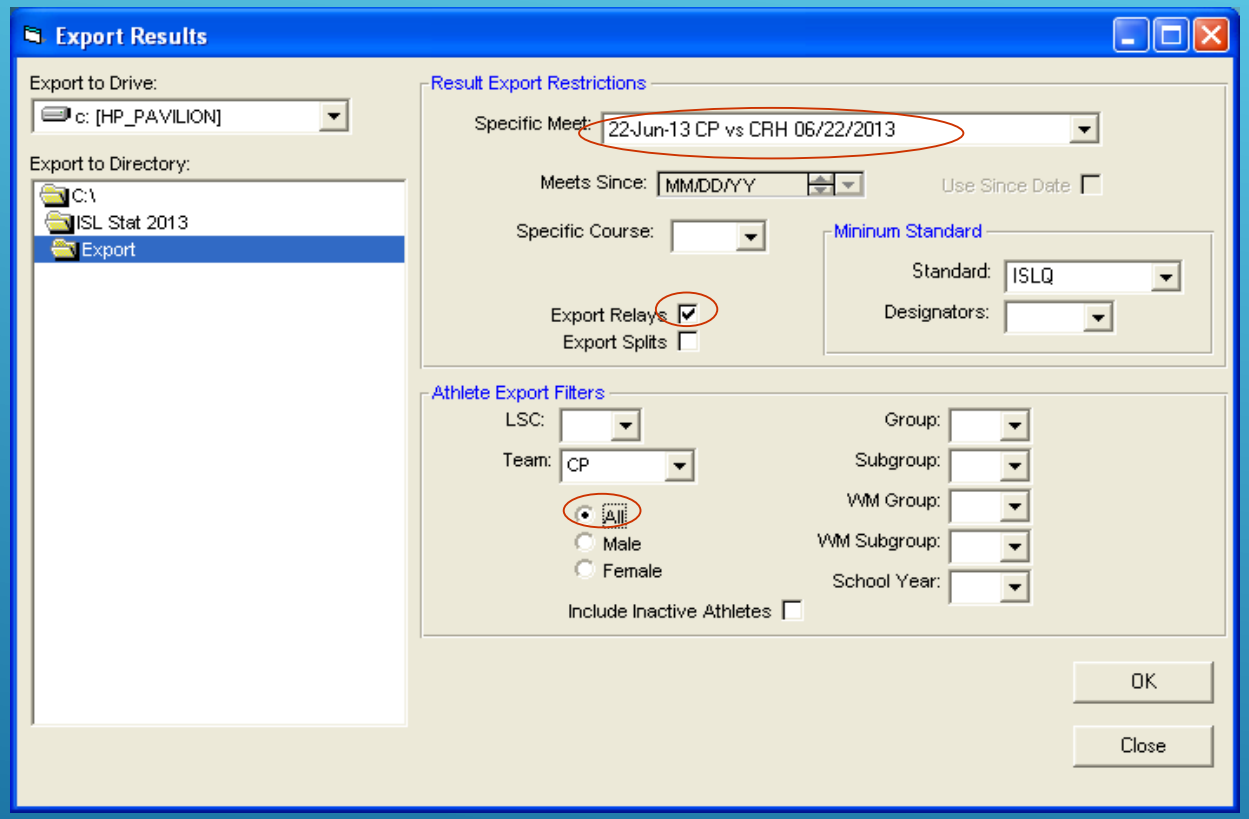
- Select:
  - Reports
  - Performance Reports
  - Top Times
- Enter 06/01/15 for "Use Times Since"
- Select YO for course options
- 0 for How Many

AFTER THE MEET – MEET RESULTS REPORT



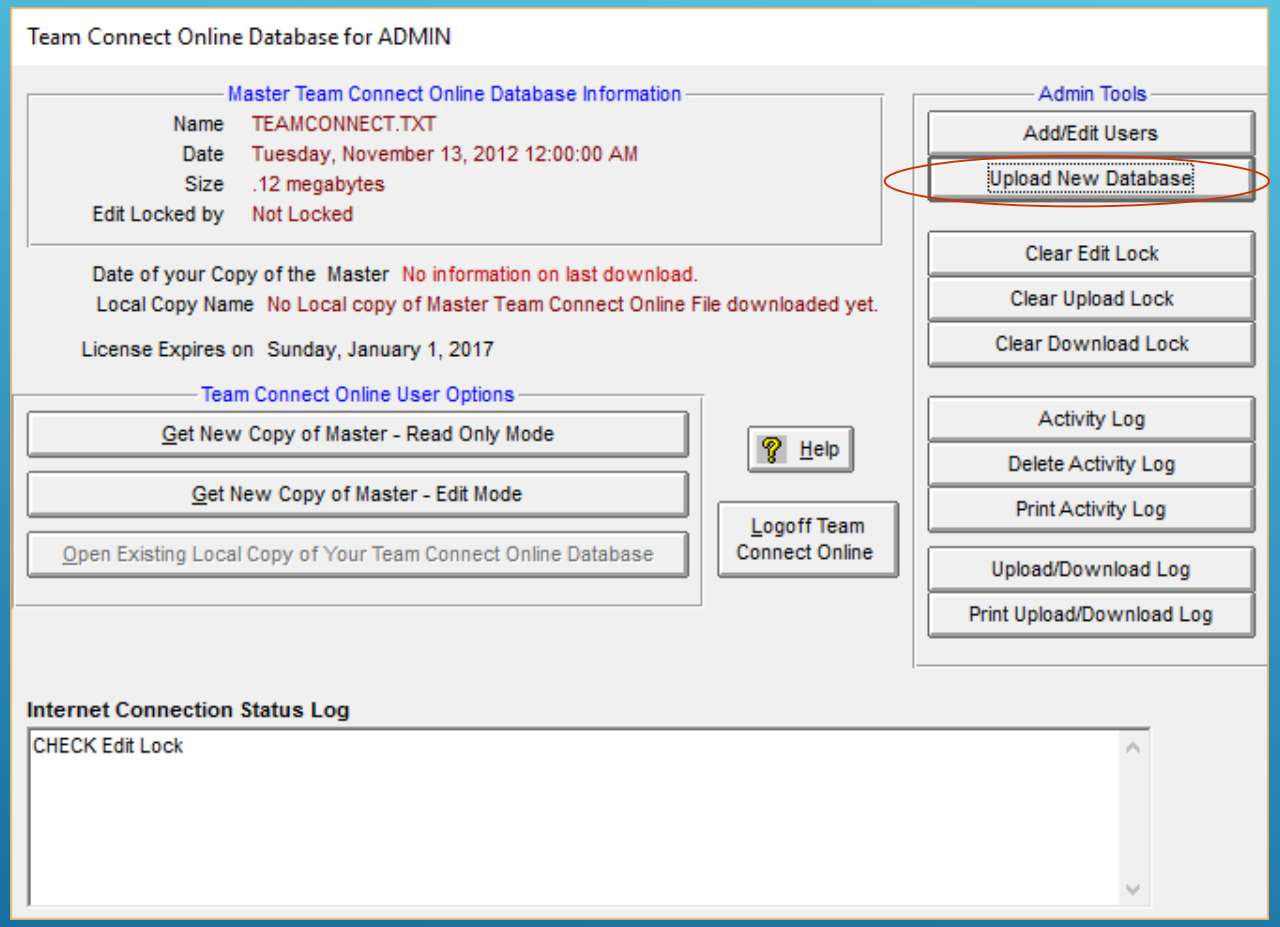
- Select:
  - Reports
  - Meet Reports
  - Meet Results
  - Select Meet
- Enter 06/01/15 for "Since Date for Improvements"

AFTER THE MEET – MEET RESULTS REPORT



- Select:
  - File
  - Export
  - Meet Results
  - Meet
- Check Relays, no splits
- Rename exported file with team code and date
- Email to timekeeper

AFTER THE MEET – UPLOAD DATABASE



- Select Upload New Database
- Select Yes