Meet Manager Cheat Sheet

(Last updated October 2023)

This document is a procedure for running a swim meet within the Suburban Aquatic League (SAL) dual-meet format. Any other type of meet (Champs, Invitationals, etc.) will follow a similar but not identical procedure.

General Information:

PIN for the computer is: PVAC (all caps)
Wifi Password (for PV-Guest) is: Pvsd2023

All meets and relevant files should be stored in:
Desktop\PVAC\<year of season>\<meet name>\

Templates for the current year (SAL Meet Templates) are stored in:
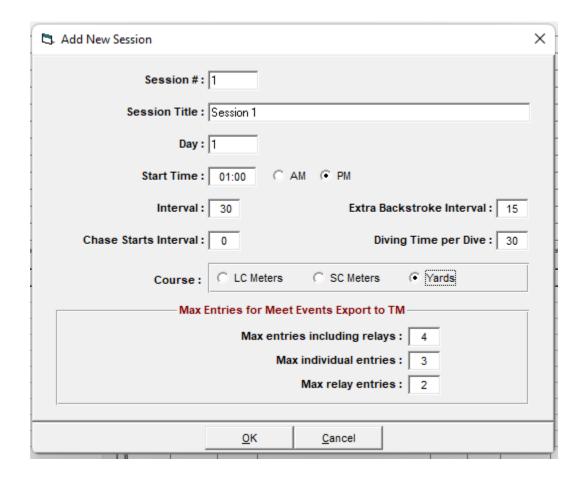Desktop\PVAC\<year of season>\

Additional Meet Files (DQ Sheets) are stored in:
Desktop\PVAC\Meet Files\

Create a New Meet:

1. Open Hy-Tek Meet Manager
2. File → Open / New
    a. Browse to the Folder you would like to store the meet
        i. There is an existing folder structure on the Desktop you should follow.
    b. Enter a name for the meet (e.g. PVAC vs CCA Girls 11-19-2023) and click Open
3. In the Meet Setup pop-up window: Enter temporary data into the fields with an *(asterisk)
4. Ignore / Close any pop-up's or windows related to Meet Mobile for now
5. File → Restore
    a. Select "Replace Currently Open Database" (1st Option)
    b. Select the appropriate template to restore:
        i. SwmmBkupSALdual_boys.zip
        ii. SwmmBkupSALdual_girls.zip
    c. Click "ok"
6. Complete Meet Set-Up
    a. Click Set-Up → Meet Set-Up and enter the following info:
        i. Meet Name (PVAC vs Away Team <gender> <date>)
        ii. Facility Name: Perkiomen Valley High School
        iii. Address: 509 Gravel Pike
        iv. City: Collegeville

   v. State: PA
   vi. Postal Code: 19426
   vii. Country: USA
   viii. Start Date: (the meet date)
   ix. Age-Up Date: (10/31/current swim season year)
   x. Entry Open Date: (the meet date)
   xi. End Date: (the meet date)
   xii. Entry Deadline: (the meet date)
   xiii. ID Format: USAS-USA Swimming
   xiv. Host LSC: MA (MidAtlantic)
   xv. Course: Yards
   xvi. Time Adjustment Method: FINA Rules
7. Create a Session (This is needed for Meet Mobile)
 a. Click "Events" at the top of the window
 b. Click "Sessions" at the top of the new window which appears
 c. Click "Add"
 d. Adjust things to resemble the below screenshot, make sure to edit the Start Time to reflect the actual start time of the meet.
 e. Click "Cancel" after you add the first session, there should only be one session.

Copy Files from Coaches Thumb Drives

Both coaches will provide you with thumb drives you need before you can proceed further. Once you have the thumb drives copy all of the needed files from them into the folder we stored the meet in as per the general information at the top of this document.

Import Rosters For Both Teams

1. File → Import → Rosters Only
    a. Select the PVAC Roster File
2. Click "ok" to the next pop-up window
3. Select the *.hy3 file and click Open
4. Repeat steps 1-3 for importing the opposing team's roster file.

Import Entries For Both Teams

1. File → Import → Entries
    a. Select the PVAC Entries File
2. Select the *.hy3 file and click Open On the "Import Entries" screen
3. Follow the prompts:
    a. "Include entries with NT" should be checked
    b. DO NOT copy competitor numbers
    c. DO NOT match LSC
4. Repeat steps 1-3 for importing the opposing team's entries file.
5. Enter the "Run" Screen by clicking "Run" in the top menu.
6. Now run an exceptions report:
    a. Reports → Exceptions Report
    b. Click Select All / Create Report
    c. If a popup window opens and says there is no data, you are good.
    d. If a report is generated, print and give to the appropriate coach to adjust.

Make Any Changes to Events (Adds/Scratches, etc.)

In the Run Screen

For Individual Events:
- Select the Event and click Adjust and then Show Eligible Athletes
- Double click to scratch swimmers, drag & drop names to add
- Click "Save" before closing the adjust window

For Relays:

- Select event and click "Rel Names"
- Select team for bottom right table Double click to scratch swimmers, drag & drop names to add
- Scratches – double click swimmer's names or relay teams to remove
- Click "Save" before closing the adjust window

Collapsing Heats

Collapsing heats means combining swimmers into as few heats as possible. To do this click on any event which has 2 or more heats and look to see if there are enough gaps in the first heat or two to eliminate the need for the last heat or two.

If you see an event where you can collapse:

- Select the event and click "Adjust"
- Drag and drop swimmers/athletes into the open lanes in a heat
  - Disregard the home/away even/odd lane assignments at this point
- Click on "Delete Empty Heats"
- Click "Save" before you close the Adjust window
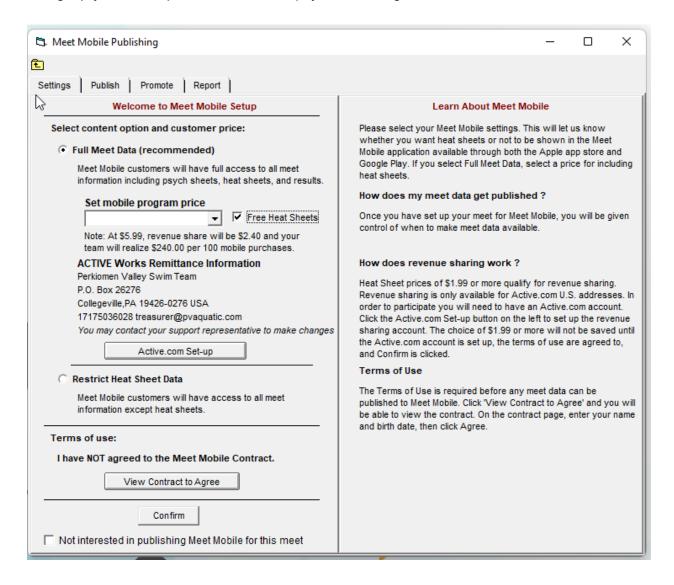
Setup the Timing System Interface

- Make sure the Timing Console is connected to the laptop via the serial/usb cable.
- Make sure the person running the scoreboard is ready to receive the events from Meet Manager

1. Click Interface → Timer (CTS6) Pool 1 → Test Communications with CTS6
   a. You should get a pop-up that says "Communications Passed", if you do not, check the physical connections and try again.
2. Download the events into to timing console
3. Click Interface → Timer (CTS6) Pool 1 → Download events to CTS6.
   a. A window will popup and you click on **slot 8**
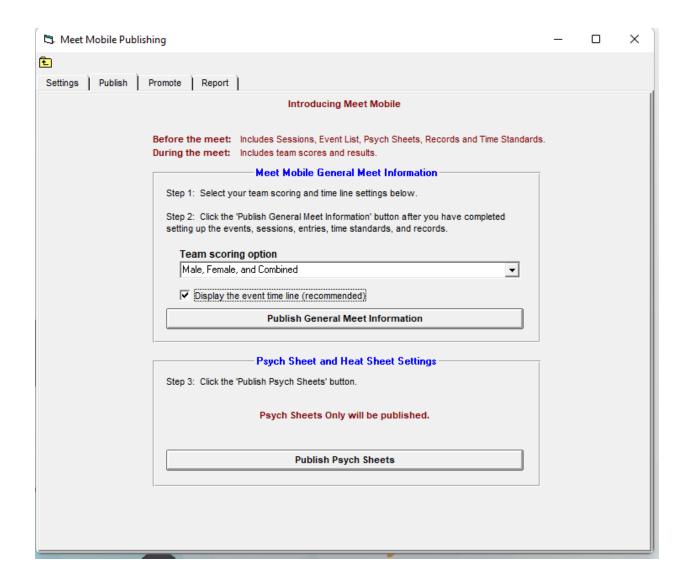4. Repeat step 3 one time and verify that slot 8 now contains the name of this meet

Configure Meet Mobile and Publish Meet

1. Exit from the "Run" view and click Set-Up → Meet Mobile Publishing from the top menu
2. In the pop-up window, on the first tab "Settings"
   a. Click "Full Meet Data"
   b. Check "Free Heat Sheets"
   c. Click "View Contract to Agree" and "sign" it
   d. Click "Confirm"
3. Re-open the Meet Mobile Publishing window again if needed
   a. Open the "Publish" tab

    b. Select "Male, Female, and Combined" from the drop-down
    c. Click "Publish General Meet Information"
    d. Click "Publish Psych Sheets"
  4. Verify the meet is published using the Meet Mobile app on your or someone elses phone.

Note: If anything significant about the meet changes after this (additional scratches, major changes), you can re-publish the meet or psych sheets again.
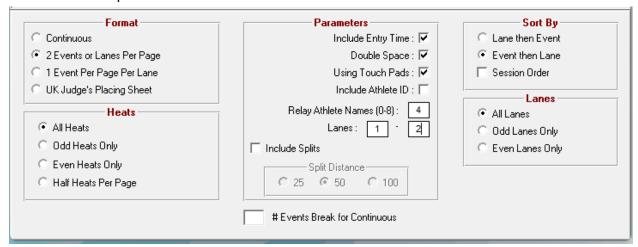
Create Reports and Programs

At this point we can start printing everything. We need to print the Meet Programs and Lane Timer Sheets.

If someone has access to the PV Office print just one copy of each type of meet program and have them use the copier to make as many copies as is needed.

1. Full Meet Program
   a. Reports → Meet Program
   b. Team=All, Gender, Select All (remove diving events)
   c. Create Report
   d. Print around 10 copies
2. PVAC Only Meet Program
   a. Reports → Meet Program

b. Team=PVAC, Gender, Select All (remove diving events)
c. Create Report
d. Print around 8 copies
3. Away Team Meet Program
    a. Reports → Meet Program
    b. Team=<Other Team Name> Gender, Select All (remove diving events)
    c. Create Report
    d. Print around 8 copies (for other team)
4. Print Lane Timer Sheets
    a. Reports → Lane/Timer Sheets
    b. At the top click the Session we created and then click "Select All"
    c. In the "Format" box, select "2 Events or Lanes per Page".
    d. In the "Sort By" box, select "Event then Lane"
    e. In the "Parameters" box in the two boxes next to "Lanes" print two lanes at a time
        i. E.g. 1 and 2, then 3 and 4, then 5 and 6
    f. Have the table worker cut these sheets in half and put them on the respective clip boards for the lane timers

Format	Parameters	Sort By
○ Continuous	Include Entry Time : ☑	○ Lane then Event
◉ 2 Events or Lanes Per Page	Double Space : ☑	◉ Event then Lane
○ 1 Event Per Page Per Lane	Using Touch Pads : ☑	☐ Session Order
○ UK Judge's Placing Sheet	Include Athlete ID : ☐	

Lanes
◉ All Lanes
○ Odd Lanes Only
○ Even Lanes Only

Heats
◉ All Heats
○ Odd Heats Only
○ Even Heats Only
○ Half Heats Per Page

Relay Athlete Names (0-8) : 4
Lanes : 1 - 2
☐ Include Splits

Split Distance
○ 25   ◉ 50   ○ 100

☐ # Events Break for Continuous

Running the Meet

At this point your primary responsibility is entering the times for the events and keeping up with any mid-meet changes (scratches, adds, etc.). It is a good idea to periodically run the exceptions report to ensure there are no violations such as a swimmer participating in too many events.

Once all heats of an event are completed and the scoreboard is showing the next event it is safe to pull the times from the console.

1. Select the Event for Scoring
2. Click Get Times

a. If there is an error it is usually related to the lanes not lining up with our data due to a swimmer not showing up, these are safe to ignore.
   b. Repeat this process for each heat in the event.
3. Wait for the timer sheets and DQ sheets to arrive from the runner / table worker
   a. From the timer sheets enter the circled time in the column labeled "Backup 2"
   b. Check the DQ box and select the appropriate DQ code for any DQ's
      i. Note, sometimes these arrive late, so it's best to wait a bit to score an event.
4. If any rows are highlighted in yellow this means there is a discrepancy between the touch pad, plunger, and/or stop watch which is significant and needs to be resolved.
5. Click "Calc"
   a. Highlighted lines show 0.3sec discrepancy between the touch pad and plunger.
   b. Yellow highlights indicate a late touchpad (kid missed it) vs early plunger time
   c. Blue highlight shows a late plunger (backup) time - touch pad is earlier than the plunger
      i. Ignore these (the timer operating the plunger was asleep)
   d. Accept Adjusted if stopwatch times are closer to the plunger (button1 time) Reject Adjusted if stopwatch is closer to touch pad time (primary) Uncheck others!
6. Click "Score"
   a. Print 1 or 2 copies of the results depending on if the paper results are being posted.

End of Meet

At the end of the meet SAL requires us to create 5 different reports for the league. If we do not provide all 5 of these files after the meet we can be fined so this part is very important.

Save all of these files to the same location as the meet but in a subdirectory called "Results" - after you have finished creating the 5 reports, copy them onto both coaches thumb drives and give the thumb drives back.

Exit out of 'Run' mode.

1. Meet Results PDF
   a. Select Reports → Results
   b. Select All
   c. Report Type: Single
   d. Create Report
   e. Save as a .PDF
2. Meet Results HTML
   a. Select Report → Results
   b. Select All

        c. In the "Columns / Format" tab along the bottom, in the "Report Type" section
             i. Select Export File →Flat HTML
        d. In the "Include in Results" tab along the bottom ensure the following are checked:
             i. DQ Codes
             ii. Leave anything checked by default checked
        e. In the "Splits / Sort Order / Selected Teams" tab along the bottom:
             i. Splits → Subtracted
        f. Create Report

3. Scores PDF
        a. Select Report → Scores
        b. Select All
        c. Create Report
        d. Save as a .PDF

4. Meet Database Backup
        a. Select File → Backup
        b. Select the appropriate destination folder
        c. Accept all defaults and click Ok to every popup

5. Meet Results for Team Unify
        a. Select File → Export → Results for Swim Manager or SWIMS etc.
        b. Save this file in the same place as all of the other results

Additional Information

Publishing Meet Mobile Results Manually

By default, data is pushed to Meet Mobile automatically when you click "Score" to score an event. I have found that oftentimes a late DQ slip or something will come in causing me to have to re-score an event.

As such, it might be desirable based on your preference and experience to disable automatic meet mobile publishing so that you can push the results out manually once you are confident the event scoring is finalized.

To do this, from the "Run" screen, click "Meet Mobile" at the top. Deselect the checkbox which says "publish to meet mobile" and make note of the hotkeys CTRL-M and CTRL-? You will have to manually push the results to the app once you are satisfied that an event is completed.

Now you can publish to meet mobile users manually by selecting an event and pressing "CTRL-M" - it is best to use a meet program to track which events you have pushed and which you have not.