



OREGON SWIMMING, INC. HY-TEK MEET MANAGER FOR SWIMMING:

Building the meet!



TOPICS:

- Getting Started
- Create a new database
 - Meet Details
 - Meet Events
 - Sessions
- Standards / Records
 - Meet Backup
- Exporting Events
 - Team Entries
 - Seeding
 - Recon
 - Publishing

Getting Started

Read Meet Announcement from start to finish and highlight points of interest.

- Meet and Entry Dates
- Facility Information
- Entry Requirements/Limits
- Fees
- Order of Events

Create a folder in C:/swmeets drive for all meet information to be stored
(ie folder name: 2013 Crater Lake Open)

Getting Started

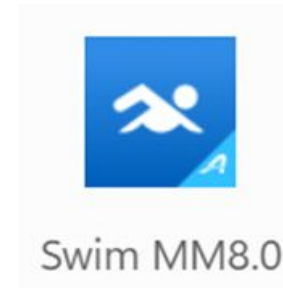
Open Meet Manager program

Select

Admin

Single User

Click OK to reach the Meet Manager
Main Menu



Log-In to: C:\swmeets8\2023 ASA Winter Distance Meet.mdb

Logged-In	User Name	Password	Restrictions
<input type="checkbox"/>	<input checked="" type="radio"/> Admin	<input type="password"/>	None
<input type="checkbox"/>	<input type="radio"/> Run 1	<input type="password"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Run 2	<input type="password"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Run 3	<input type="password"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Clerk 1	<input type="password"/>	Network Administration and Run Menu
<input type="checkbox"/>	<input type="radio"/> Clerk 2	<input type="password"/>	Network Administration and Run Menu
<input type="checkbox"/>	<input type="radio"/> Report 1	<input type="password"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 2	<input type="password"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 3	<input type="password"/>	Reports and Labels Only

Open Database Method

☒ Single User
☐ Multi User
☐ Do Not Open Database

OK

Getting Started

Potential pop-up messages.



Click

No. You will perform these functions manually later.

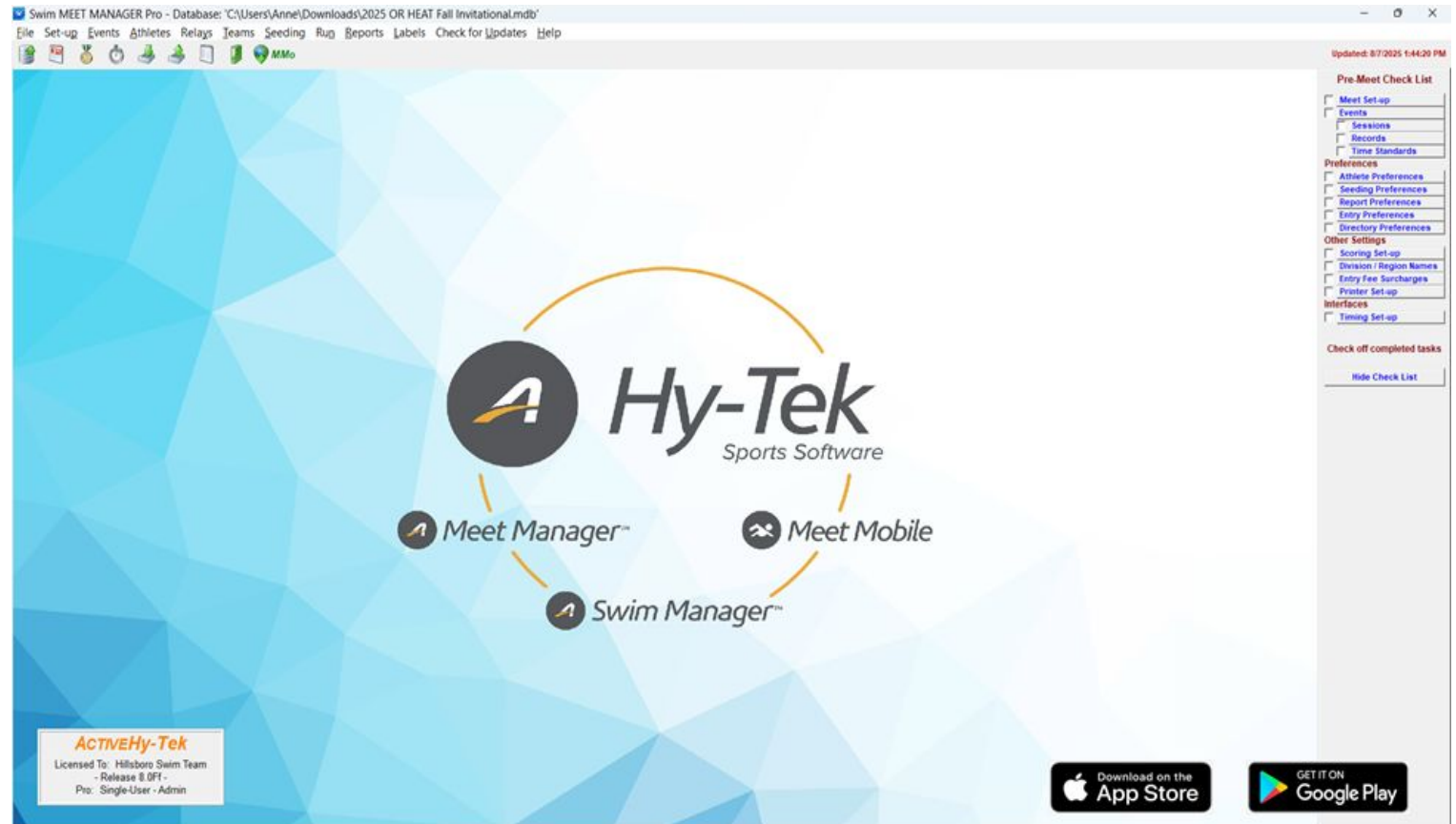
****NOTE**-these windows may pop up every time you open any database; current or new

Getting Started

The opening screen with the Main Menu will be displayed.

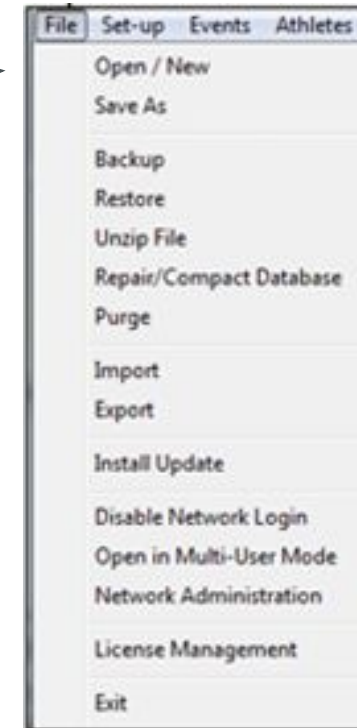
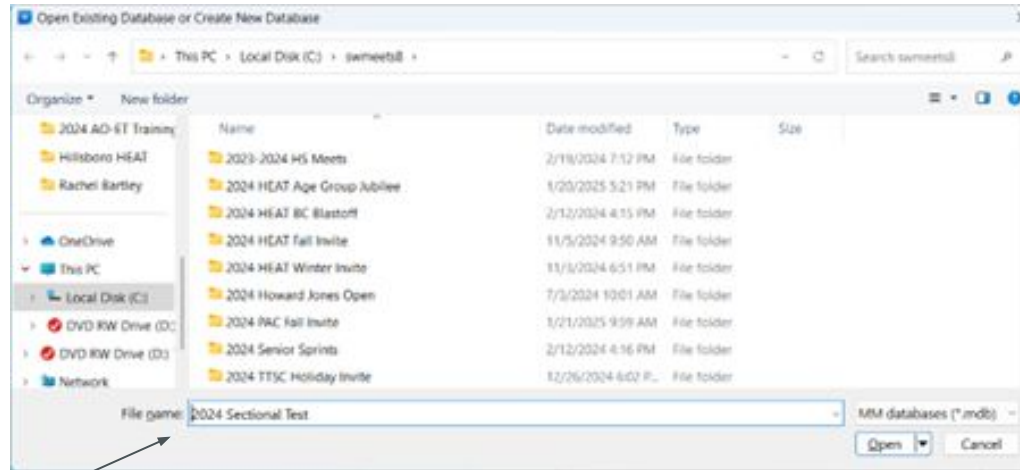
MENU OPTIONS

File
Setup
Events
Athletes
Relays
Teams
Seeding
Run
Reports
Labels
Check for Updates
Help



Creating a NEW Meet Database

Click File > Open/New
A directory will pop up;



Type in the meet name as listed on the meet announcement. If another meet title is listed, replace with new meet name. (ie: 2013 OR Crater Lake Open)

Click Open

Select Admin, Single User; Click OK

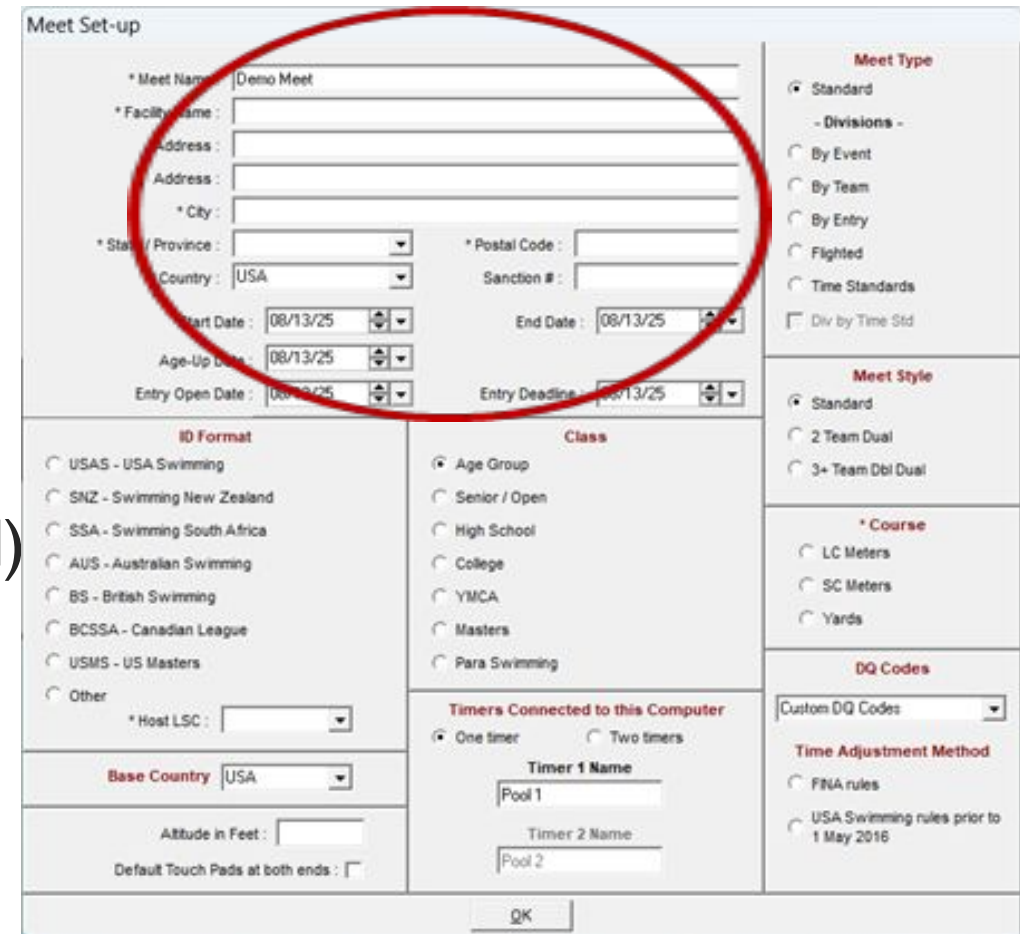
Verify that in the top bar above the Main Menu it reads the meet you just created

Creating a NEW Meet Database

Meet Set-up window automatically pops up.
If the window disappears go to the Main Menu
Select
Meet Set-up

Type over the default values;
Enter:

- Meet Name
- Facility Name & Address
- Sanction # (if published, add later if needed)
- Meet Start date, End Date,
- Age up Date-typically the Start Date
- Open Date
- Deadline Date



The screenshot shows the 'Meet Set-up' window. A red circle highlights the top section, which includes the following fields:

- * Meet Name: Demo Meet
- * Facility Name: (empty)
- Address: (empty)
- * City: (empty)
- * State / Province: (empty)
- Country: USA
- * Postal Code: (empty)
- Sanction #: (empty)
- Start Date: 08/13/25
- End Date: 08/13/25
- Age-Up Date: 08/13/25
- Entry Open Date: 08/13/25
- Entry Deadline: 08/13/25

Below the highlighted section, there are several other sections:

- Meet Type**: ☒ Standard, ☐ By Event, ☐ By Team, ☐ By Entry, ☐ Flighted, ☐ Time Standards, ☐ Div by Time Std
- Meet Style**: ☒ Standard, ☐ 2 Team Dual, ☐ 3+ Team Dbl Dual
- * Course**: ☐ LC Meters, ☐ SC Meters, ☐ Yards
- DQ Codes**: Custom DQ Codes (dropdown)
- Time Adjustment Method**: ☐ FINA rules, ☐ USA Swimming rules prior to 1 May 2016
- ID Format**: ☐ USAS - USA Swimming, ☐ SNZ - Swimming New Zealand, ☐ SSA - Swimming South Africa, ☐ AUS - Australian Swimming, ☐ BS - British Swimming, ☐ BCSSA - Canadian League, ☐ USMS - US Masters, ☐ Other
- Class**: ☒ Age Group, ☐ Senior / Open, ☐ High School, ☐ College, ☐ YMCA, ☐ Masters, ☐ Para Swimming
- * Host LSC**: (empty)
- Base Country**: USA
- Altitude in Feet**: (empty)
- Default Touch Pads at both ends**: ☐
- Timers Connected to this Computer**: ☒ One timer, ☐ Two timers
- Timer 1 Name**: Pool 1
- Timer 2 Name**: Pool 2
- OK** button

Creating a NEW Meet Database

Continue filling in each section:

- ID Format
Select USAS-USA Swimming
Host LSC: Oregon
- Base Country
Select USA
- Class
Select Age Group for typical club meets
Select High School for High School meets
- Timers Connected to this Computer
Select One Timer for typical club meets
(2 Timers are used with chase start meets)
Timer Name defaults to “Pool 1”

The screenshot shows the 'Meet Set-up' form with the following sections and fields:

- Meet Name:** Demo Meet
- Facility Name:** (empty)
- Address:** (empty)
- City:** (empty)
- State / Province:** (dropdown)
- Country:** USA
- Postal Code:** (empty)
- Sanction #:** (empty)
- Start Date:** 08/13/25
- End Date:** 08/13/25
- Age-Up Date:** 08/13/25
- Entry Open Date:** 08/13/25
- Entry Deadline:** 08/13/25
- ID Format:** USAS - USA Swimming (selected)
- Class:** Age Group (selected)
- Base Country:** USA
- Altitude in Feet:** (empty)
- Default Tools:** Pads at both ends: (checkbox)
- Timers Connected to this Computer:** One timer (selected)
- Timer 1 Name:** Pool 1
- Timer 2 Name:** Pool 2
- Meet Type:** Standard (selected)
- Meet Style:** Standard (selected)
- Course:** LC Meters (selected)
- DQ Codes:** Custom DQ Codes (dropdown)
- Time Adjustment Method:** FINA rules (selected)

A red circle highlights the ID Format, Class, and Timers sections.

Creating a NEW Meet Database

Continue filling in each section:

- Meet Type
Select Standard
- Meet Style
Select Standard for typical club meets
- Course
Select Yards or Meters
- DQ Codes
Select type using the drop down arrow if requested by the host or referee or use default settings
- Time Adjustment Method
Select Fina Rules

When complete, Click OK

The screenshot shows the 'Meet Set-up' form with the following sections and options:

- Meet Name:** Demo Meet
- Facility Name:** [Empty]
- Address:** [Empty]
- City:** [Empty]
- State / Province:** [Empty]
- Country:** USA
- Postal Code:** [Empty]
- Sanction #:** [Empty]
- Start Date:** 08/13/25
- End Date:** 08/13/25
- Age-Up Date:** 08/13/25
- Entry Open Date:** 08/13/25
- Entry Deadline:** 08/13/25
- Div by Time Std:** [Unselected]
- Meet Type:** Standard (selected), Divisions - By Event, By Team, By Entry, Flighted, Time Standards
- Meet Style:** Standard (selected), 2 Team Dual, 3+ Team Dbl Dual
- Course:** LC Meters, SC Meters, Yards
- DQ Codes:** Custom DQ Codes (selected)
- Time Adjustment Method:** FINA rules, USA Swimming rules prior to 1 May 2016
- ID Format:** USAS - USA Swimming, SNZ - Swimming New Zealand, SSA - Swimming South Africa, AUS - Australian Swimming, BS - British Swimming, BCSSA - Canadian League, USMS - US Masters, Other
- Class:** Age Group (selected), Senior / Open, High School, College, YMCA, Masters, Para Swimming
- Timers Connected to this Computer:** One timer (selected), Two timers
- Timer 1 Name:** Pool 1
- Timer 2 Name:** Pool 2
- Base Country:** USA
- Altitude in Feet:** [Empty]
- Default Touch Pads at both ends:** [Unselected]
- OK** button

Meet Details

Select Set-up from the Main Menu -
follow steps 1-6

- 1) Meet Set-up - review slides 8-10
Update as needed; click OK to save changes
- 2) Seeding Preferences
Use default settings
for typical club
meets

The screenshot shows a window titled "Seeding Preferences" with tabs for "Basic", "Standard Lanes", "Dual Meets", and "Masters Meets". The "Basic" tab is selected. It contains several sections: "Number of Preliminary Heats to Circle Seed" with two options (3 for events less than 400, 2 for events 400 and longer); "Timed Finals" with radio buttons for "Standard" (selected) and "Circle Seed"; "Parameters" with checkboxes for "Allow Foreign athletes in Championship Final", "Allow Exhibition athletes in Championship Final", "Seed Exhibition athletes and relays last", "Maximum age for C-Final (obsolete; by event now)", and "Lock all events for reseed"; and "Non-Conforming Entry Times" with checkboxes for "Prelim / Final Events - Seed non-conforming times last", "Timed Final Events - Seed non-conforming times last", "LSY Course order, such as LSY", and a note about non-conforming course entry times. At the bottom are "OK" and "Cancel" buttons.

- 1 Meet Set-up
 - Meet Mobile Publishing
 - Athlete / Relay Preferences
- 2 Seeding Preferences
- 3 Report Preferences
- 4 Entry / Scoring Preferences
- 5 Scoring Set-up >
- 6 Entry Fee Surcharges

Officials

Division / Region Names >

Language Preference >

Directory Preferences

Timing Console Interface - Pool 1

Alpha Scoreboard Interface - Pool 1

Open Water Button Timer Interface

Options

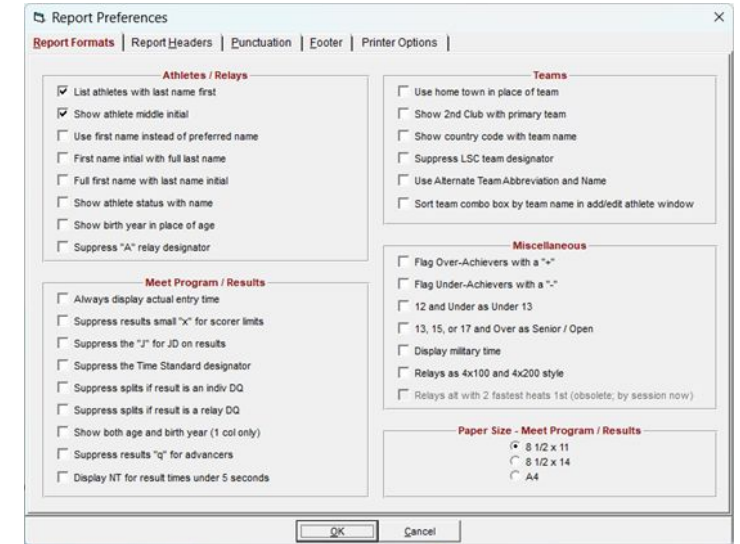
Meet Details

3) Report Preferences

- Use default settings for typical club meets
- Add Meet Name and Sanction # under the Report Headings tab if you want them printed on all reports (MM has a timestamp and license name default already printed on all reports)



- Add printer using Printer Options tab
Select your printer in BOTH columns
(Add a printer first in Device Manager if needed)
- Click OK to save changes



Meet Details

4) Entry / Scoring Preferences

-Add Scoring and Awards if meet includes them
(ie: awards are given to 1st-6th place individual
and 1st-3rd place relays)

Age group=14&Under; Senior=15&Over

Entry / Scoring Preferences

Time Stds Meet | Flighted Meet | 2 or 3+ Double Dual | Improvement Points

Scoring/Awards | **Entries / Entry Limits** | Results | Para Meet

Maximum scorers per team per event (blank for no limit):

	Individual	Relay
Top how many for award labels for Age Group:	6	3
Top how many for award labels for Senior:	6	3
Maximum per team that advance to finals from prelims (blank for no limit):		

Masters Team Scoring: Team Sizes: ☐

Special Point System: None Selected

☐ Show decimals if HY-TEK Points

OK Cancel

-Click OK to save changes

Entry / Scoring Preferences

Time Stds Meet | Flighted Meet | 2 or 3+ Double Dual | Improvement Points

Scoring/Awards | **Entries / Entry Limits** | Results | Para Meet

Entries

Warn if Times are out of range: ☒

Exclude No Time (NT) Entries when importing entries: ☐

Minimum age for Open Events:

Entries must have been performed on or after: MM/DD/YY

Entry Limits

Maximum entries per athlete including relays: 8

Maximum individual entries per athlete: 6

Maximum relay entries per athlete: 2

Warn if entry limits exceeded: ☒

Count Relay Alternates (5-8): ☐

Count Time Trial Events: ☐

OK Cancel

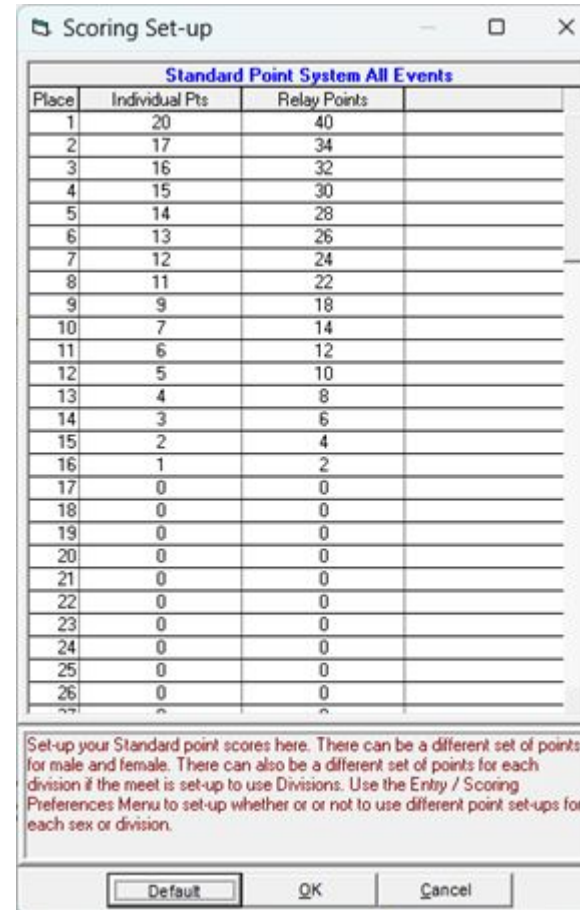
-Add max entries for entire meet here—important
for accurate entries (per session limits are added
later)
(ie: 2 day meet; 3 indiv events per day; 1 relay per day)

Meet Details

5) Scoring Set-up

-Select Standard to add scores according to the meet announcement

**Note—MM includes a default set of scores. If your scores do not match, overwrite on top of the numbers listed.



Scoring Set-up

Standard Point System All Events

Place	Individual Pts	Relay Points
1	20	40
2	17	34
3	16	32
4	15	30
5	14	28
6	13	26
7	12	24
8	11	22
9	9	18
10	7	14
11	6	12
12	5	10
13	4	8
14	3	6
15	2	4
16	1	2
17	0	0
18	0	0
19	0	0
20	0	0
21	0	0
22	0	0
23	0	0
24	0	0
25	0	0
26	0	0

Set-up your Standard point scores here. There can be a different set of points for male and female. There can also be a different set of points for each division if the meet is set-up to use Divisions. Use the Entry / Scoring Preferences Menu to set-up whether or not to use different point set-ups for each sex or division.

Default OK Cancel

Default settings



Scoring Set-up

Standard Point System All Events

Place	Individual Pts	Relay Points
1	8	16
2	6	12
3	5	10
4	4	8
5	3	6
6	2	4
7	1	2
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0
13	0	0
14	0	0
15	0	0
16	0	0
17	0	0
18	0	0
19	0	0
20	0	0
21	0	0
22	0	0
23	0	0
24	0	0
25	0	0
26	0	0

Set-up your Standard point scores here. There can be a different set of points for male and female. There can also be a different set of points for each division if the meet is set-up to use Divisions. Use the Entry / Scoring Preferences Menu to set-up whether or not to use different point set-ups for each sex or division.

Default OK Cancel

Meet settings

-Click OK to save changes

Meet Details

6) Entry Fee Surcharges

- Fill in the Athlete, Team, and Facility Surcharges
- If the facility charges are per athlete, add them to the athlete surcharge box.

(ie: add these two values:

Athlete-\$3.00

+Facility-\$12.00

total = \$15.00

- The Team and Facility Surcharge box will only charge once per team.
(Leave blank if charging per athlete)
- Click OK

Entry Fee... — □ ×

Meet Start Date: 8/13/2025

Athlete Surcharge : 0.00

Team Surcharge : 0.00

Facility Surcharge : 0.00

OK Cancel

Setting up Meet Events

Select Events from the Main Menu

The screenshot shows the 'Events' application window. At the top is a menu bar with options: Layout, Add, Edit, Delete, Combined Events, Sessions, Check-In, Comments, Re-Number, Copy, Clear Indicators, Records, Standards, View, Print, Export to HTML, and Help. Below the menu bar is a toolbar with various icons. A filter panel is visible with the following options:

- Gender:** ☒ All, ☐ Male, ☐ Mixed, ☐ Female
- Age Range:** [] - []
- Event Type:** ☒ Indiv + Relays, ☐ Indiv Only, ☐ Relays Only
- Event Category:** ☒ All Events, ☐ Standard Only, ☐ Open Water, ☐ Time Trial Only, ☐ Swim-Off Only, ☐ Disability Only

Below the filter panel is a table with the following columns: Evnt #, Status, Gender, Age Group, Distance, Stroke, Entry Fee, Rnds, Final Setup, Lanes, Type, Prelims, Final, Assignment, Score, Multi-Age, Manual Seed, Event Note, and an empty column. The table contains several empty rows for data entry.

- Enter events as dictated by Meet Announcement
- Each event can be added, edited, with multiple options

Setting up Meet Events

Select Add from the Events Menu

- Fill in all the applicable fields (ie: Ev-1 Girls 12&U 100 Free)
- Event numbers automatically increase incrementally; continue entering information, then Click OK to populate the spreadsheet

Add New Event

Event #: 1

Individual / Relay

☒ Individual
☐ Relay

Gender

☒ Alt Gender
☐ Girls ☐ Boys
☐ Women ☐ Men
☐ Mixed

Division: [Dropdown]
☐ Suppress Distance

Age Group

☐ 6 and Under
☐ 8 and Under
☐ 10 and Under
☐ 15 and Over
☐ Open/Senior
☐ 7-8
☐ 9-10
☐ 11-12
☐ 13-14
☐ 15-16
☐ 15-18
☐ 17-18
☒ Custom [12 & Und] [0 - 12]

Distance

☐ 25 ☐ 3K
☐ 50 ☐ 5K
☒ 100 ☐ 10K
☐ 200 ☐ 25K
☐ 400 ☐ 1 Mile
☐ 500 ☐ 2 Mile
☐ 800
☐ 1000 or 1K
☐ 1500
☐ 1650
☐ None
☐ Custom []

Stroke

☒ Freestyle ☐ 1 mtr Diving
☐ Backstroke ☐ 3 mtr Diving
☐ Breaststroke ☐ Platform Diving
☐ Butterfly ☐ # Dives
☐ Medley
☐ Custom # Relay Legs (2-8)
Note: []
☐ Suppress Stroke Name

Rounds

☒ Timed Finals ☐ Prelims / Finals
☐ Prelims / Semis / Finals
[0] # Heats in Semis
[8] # Lanes in Semis (1-12)

Round 1 - Prelims or Timed Finals

[8] Number of Lanes (1-12)
[8] Lanes for Best [1] Heats ☐
Assign Lanes
☒ Standard
☐ Un-Seeded
☐ 2 per Lane
☐ 2 per Choice
Heat Order
☒ Slow to Fast
☐ Fast to Slow
Timed Finals
☐ Score as A - Final, B - Final Style
[1] # of Heats to Score (1-8)
☐ Multi-age Super Seed

☐ Multi-Age Group
☐ Multi-Age Group Extra
☐ Seed Multi-Age Old to Young
☒ Score Event Entry Fee [3.50]
☐ Manual Seed
Event Type
☒ Standard ☐ Multi-Class
☐ Time Trial Event ☐ Open Water
☐ Swim-Off Event
☐ Pads at both ends - Round 1 / Semis
☐ Pads at both ends - Finals

Round 2 or Round 3 - Finals

[8] Number of Lanes (1-12)
[1] Heats in Finals (1-8)
☐ # Lanes Vary []
☒ A - Final, B - Final Style
[] Max Age for [1] Slowest Finals
☐ Score Prelims as Extended Final
☐ Multi-Age Super Final
☐ Super Final Eliminates Oldest Group
Finals Heat Order
☒ Slow to Fast
☐ Fast to Slow
☐ Custom []
☐ Multi-Age Best of the Rest Final

OK Cancel

Setting up Meet Events

After all the events have been added, you will see this spreadsheet. Double check your entries.

Events

Layout Add Edit Delete Combined Events Sessions Check-In Comments Re-Number Copy Clear Indicators Records Standards View Print Export to HTML Help

Gender

☐ All ☐ Male ☐ Female

Age Range

☐ Indiv + Relays ☐ Indiv Only ☐ Relays Only

All Events

☐ All Events ☐ Standard Only ☐ Open Water

Time Trial Only

☐ Time Trial Only ☐ Swim-Off Only ☐ Disability Only

Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Boys	Finals Setup	Lenses	Type	Pretime	Finals	Assignment	Score	Multi-Age	Manual Seed	Event Note
1	Unseeded	Girls	12 & Under	100	Free	3.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
2	Unseeded	Boys	50	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No		
3	Unseeded	Girls	9 & Over	200	M	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
4	Unseeded	Boys	9 & Over	200	M	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
5	Unseeded	Girls	12 & Under	200	Free Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
6	Unseeded	Boys	12 & Under	200	Free Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
7	Unseeded	Girls	8 & Under	25	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
8	Unseeded	Boys	8 & Under	25	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
9	Unseeded	Girls	12 & Under	100	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
10	Unseeded	Boys	12 & Under	100	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
11	Unseeded	Girls	8 & Under	25	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
12	Unseeded	Boys	8 & Under	25	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
13	Unseeded	Girls	12 & Under	100	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
14	Unseeded	Boys	12 & Under	100	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
15	Unseeded	Girls	12 & Under	50	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
16	Unseeded	Boys	12 & Under	50	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
17	Unseeded	Girls	12 & Under	100	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
18	Unseeded	Boys	12 & Under	100	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
19	Unseeded	Girls	12 & Under	100	M	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
20	Unseeded	Boys	12 & Under	100	M	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
21	Unseeded	Girls	13 & Over	200	Free Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
22	Unseeded	Boys	13 & Over	200	Free Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
23	Unseeded	Girls	13 & Over	100	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
24	Unseeded	Boys	13 & Over	100	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
25	Unseeded	Girls	13 & Over	200	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
26	Unseeded	Boys	13 & Over	200	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
27	Unseeded	Girls	13 & Over	100	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
28	Unseeded	Boys	13 & Over	100	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
29	Unseeded	Girls	13 & Over	200	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
30	Unseeded	Boys	13 & Over	200	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
31	Unseeded	Girls	13 & Over	400	M	5.50	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	No	Yes	No	
32	Unseeded	Boys	13 & Over	400	M	5.50	F	Timed finals	6	Standard	N/A	Fast to Slow	Standard	No	Yes	No	
33	Unseeded	Girls	12 & Under	200	Medley Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
34	Unseeded	Boys	12 & Under	200	Medley Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
35	Unseeded	Girls	12 & Under	50	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
36	Unseeded	Boys	12 & Under	50	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
37	Unseeded	Girls	8 & Under	25	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
38	Unseeded	Boys	8 & Under	25	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
39	Unseeded	Girls	12 & Under	100	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
40	Unseeded	Boys	12 & Under	100	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
41	Unseeded	Girls	8 & Under	25	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
42	Unseeded	Boys	8 & Under	25	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
43	Unseeded	Girls	12 & Under	50	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
44	Unseeded	Boys	12 & Under	50	Back	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
45	Unseeded	Girls	9-12	200	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
46	Unseeded	Boys	9-12	200	Free	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
47	Unseeded	Girls	13 & Over	200	Medley Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
48	Unseeded	Boys	13 & Over	200	Medley Relay	12.00	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	No	No	
49	Unseeded	Girls	13 & Over	100	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
50	Unseeded	Boys	13 & Over	100	Breast	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	
51	Unseeded	Girls	13 & Over	200	Fly	5.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	No	Yes	No	

Setting up Sessions

From Main Menu, select Events >
Sessions > Add

Fill in each section as dictated by the Meet Announce

- Session #
- Session Title

Typically the Day, AM/PM, Prelim/Finals

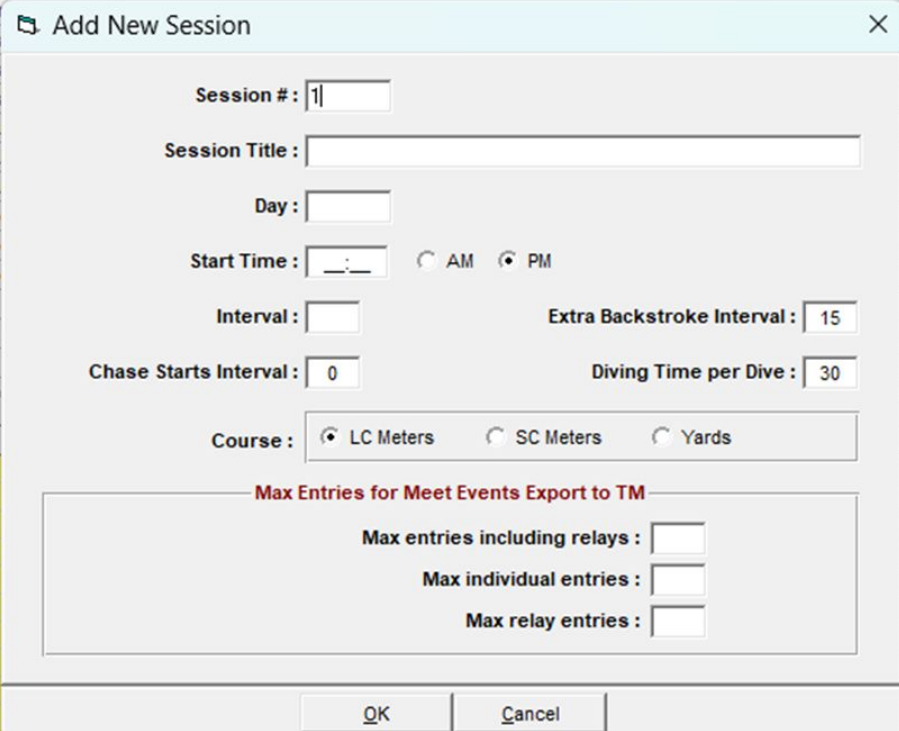
- Day
- Start Time
- Interval

Typical interval is 32-35 older athletes; 37-40 younger athletes

- Max Entries

These represent the max entries per session NOT per meet

Click OK to move to the next session or click cancel if all sessions have been entered.



The screenshot shows a software window titled "Add New Session" with a close button (X) in the top right corner. The window contains several input fields and options for configuring a new session:

- Session #:** A text box containing the number "1".
- Session Title:** An empty text box.
- Day:** An empty text box.
- Start Time:** A time selection box with AM/PM radio buttons. The PM button is selected.
- Interval:** An empty text box.
- Extra Backstroke Interval:** A text box containing the number "15".
- Chase Starts Interval:** A text box containing the number "0".
- Diving Time per Dive:** A text box containing the number "30".
- Course:** A group box containing three radio buttons: "LC Meters" (selected), "SC Meters", and "Yards".
- Max Entries for Meet Events Export to TM:** A section containing three text boxes:
 - Max entries including relays:
 - Max individual entries:
 - Max relay entries:

At the bottom of the window are two buttons: "OK" and "Cancel".

Setting up Sessions

Moving events into sessions

- Highlight session #
- From your list of events on the left, double click to move to the right side
- Double check they are moved into the order they will be swum in the session
- Add breaks
- When setting up two events to alternate, use the “Alt” and “Alt Heat” columns. Add the event you want to alternate for each. Add the number of heats (defaults to 1).
- Use the column named “Rpt H/P” to specify if you want a heat sheet or psych sheet printed by selecting “H” or “P”(used during Prelim/Finals or deck seeded events)

Continue entering all events into sessions.

The screenshot shows a software window titled 'Sessions' with a menu bar (Add, Edit, Delete, Move All, Remove All, Clear Indicators, Print, Help) and a toolbar. It contains two main tables:

Day	Start Time	Session #	T-Max	L-Max	R-Max	Interval	Bk Interval	Dive Interval	Course	Title for Session
1	04:00 PM	1	2	2		20	15	30	L	Thursday Timed Finals
2	09:00 AM	2	4	3	1	20	15	30	L	Friday 13 and Over Prelims
2	09:00 AM	3	4	3	1	25	15	30	L	Friday 12 and Under Prelims
2	05:30 PM	4	4	3	1	65	15		L	Friday Finals

Evt #	Rnd	Event Name
1	F	Women 11-12 800 Freestyle
2	F	Men 11-12 800 Freestyle
3	F	Women 13 & Over 1500 Freestyle
4	F	Men 13 & Over 800 Freestyle
5	P	Women 200 Freestyle
5	F	Women 200 Freestyle
6	P	Men 200 Freestyle
6	F	Men 200 Freestyle
7	P	Women 13-14 200 Freestyle

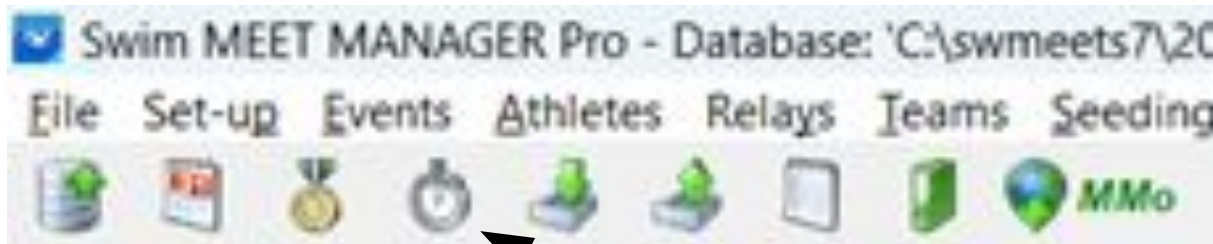
Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break
1	H	F	Women 11-12 800 Freestyle	1	2	1	0	
2	H	F	Men 11-12 800 Freestyle	2	1	1	0	
3	H	F	Women 13 & Over 1500 Freestyle	3	4	3	0	
4	H	F	Men 13 & Over 800 Freestyle	4	3	3	0	

Standards/Record

Standards/Records are meet specific. There are two ways of getting them into your MM database.

- Importing them
- Keying them

To import a Time Standards file, click Events > Time Standards and then click Import at the top of the Time Standards Menu. Or from the Main Menu, click the Time Standards short-cut icon.



Records

Standards

You may import a HY-TEK Time Standard file that has been created by HY-TEK's TEAM MANAGER or MEET MANAGER meet file. The HY-TEK Time Standard file always has the file extension ".STD" or ".ST2".

Standards/Record

Hand Entering

- Click on the Add Time Standard Tag icon (piece of paper)
- At the pop up, enter tag name/description
- Type in Time Standards for each event
- Set custom age groups if needed

Similar steps to set up Records. Create flags to highlight records.

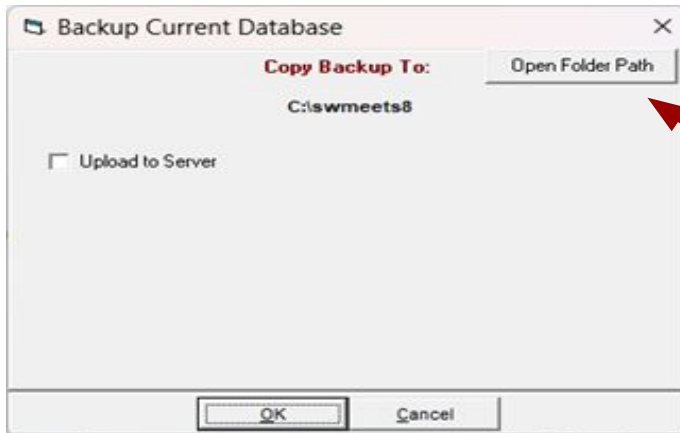
The screenshot shows the 'Time Standards' software window. It has a menu bar with 'Import', 'Export', 'Custom Age Groups', 'View', and 'Create Report'. Below the menu is a toolbar with icons for 'Age', 'Gender', and 'Report Sort'. The 'Gender' section has radio buttons for 'All', 'Male', 'Mixed', and 'Female'. The 'Age Range' section has input fields for age range. The 'Report Sort' section has radio buttons for 'By Event #', 'By Age Group', 'LC Meters', 'SC Meters', and 'SC Yards'. The main table is titled 'Long Course Meters' and lists 13 events with their time standards for JR-A, JR-B, OLYM, OPEN, and SCN categories. Below the table is a section for 'Qual with 1 Tag' with radio buttons for 'Equal to or faster', 'Slower than', and 'Custom Qual Times'. At the bottom, there is a table for 'Tag' with columns for 'Tag', 'Time Stds', 'Entry Qual', 'Scoring', and 'Description'. The 'Tag' table has rows for JR-A, JR-B, OLYM, OPEN, and SCN. The 'Description' column for OPEN is 'U.S. Open Cut-off'. To the right of the 'Tag' table is a text box with instructions: 1) TIME STANDARDS are used to flag times on Heat Sheets, Psych Sheets, and Results. 2) ENTRY QUALIFICATION times are used to help with data entry. Please read the Help for details on how to setup and use entry qualification times. 3) Tags for SCORING are only used in Timed Final events when the meet is set-up as Divisions by Time Standards. Be sure to go to Set-up/Entry Scoring Preferences to specify your Time Std scoring rules. To specify a 'slowest' category such as C, create a C tag with no time standard times.

Evt#	Event Name	JR-A	JR-B	OLYM	OPEN	SCN
1	Men 400 IM	4:40.19	4:43.89	4:30.49	4:33.09	4:37.39
2	Women 100 Fly	1:03.99	1:05.79	1:02.39	1:02.49	1:04.39
3	Men 400 Free	4:07.19	4:09.79	3:59.99	4:01.29	4:05.89
4	Women 400 IM	5:03.69	5:09.69	4:55.89	4:56.99	5:03.39
5	Men 100 Breast	1:07.89	1:10.09	1:04.69	1:05.29	1:06.79
6	Women 100 Back	1:06.39	1:07.89	1:04.59	1:04.69	1:06.69
7	Men 200 Free	1:56.59	1:58.09	1:52.89	1:53.39	1:55.69
8	Women 100 Breast	1:14.39	1:16.79	1:12.59	1:12.79	1:14.99
9	Men 100 Back	1:00.29	1:01.39	57.99	58.29	59.79
10	Women 400 Free	4:24.89	4:30.69	4:19.39	4:19.49	4:25.59
11	Women 200 Free	2:06.49	2:09.09	2:03.39	2:03.69	2:06.99
12	Men 200 Fly	2:08.69	2:10.59	2:03.99	2:04.09	2:06.99
13	Women 200 IM	2:23.69	2:27.59	2:20.49	2:20.69	2:24.29

Tag	Time Stds	Entry Qual	Scoring	Description
JR-A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JR-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OLYM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trials Cut-Off
OPEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U.S. Open Cut-off
SCN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Meet Backup

A Meet Backup is the same thing as “saving”. Backing up your database is extremely important because it protects you from many types of malfunctions. The backups will sequentially add a number to the end of the file name and can be restored if needed. Saving your meet file can be done as often as desired. It is also a good idea to save a copy to an external storage source such as flash drive or Google drive.



From the Main Menu > File > Backup

- C:\swmeet is the default drive
- Click ‘Open Folder Path’ to select the meet folder
- Find your folder by clicking C: > swmeet > meet folder
- After selecting the folder; Click OK
- Continue to press OK until Completed!

Meet Backup

Restoring a Meet Backup—opening a downloaded meet file



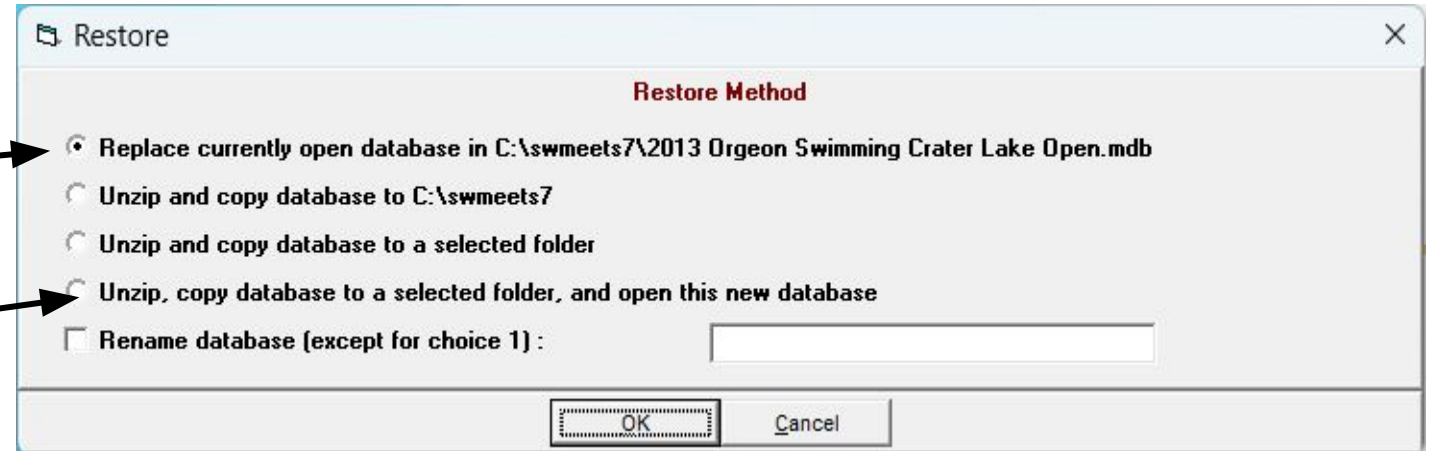
Swmm8Bkup2013 Oregon Swimming

Crater Lake Open-03 (2).zip

From the Main Menu > File > Restore

Click this if you are
replacing/copying over

Click this if you are saving
the existing file and opening
a new meet



Exporting Events

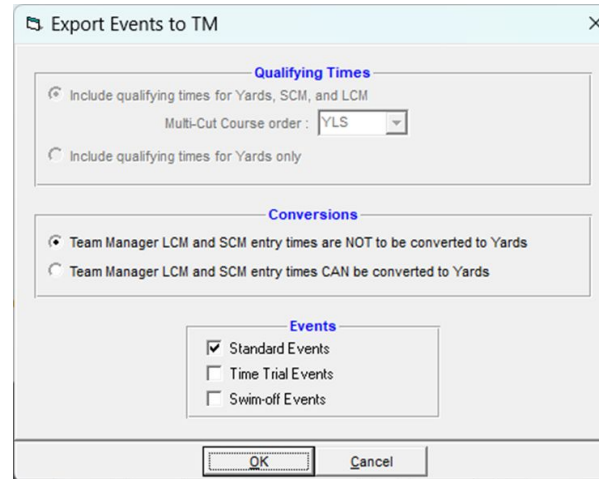
File > Export > Events for TM (Team Manager)
Check that the data is accurate. Click YES

Conversion pop-up; click box to match the Meet Announcement.

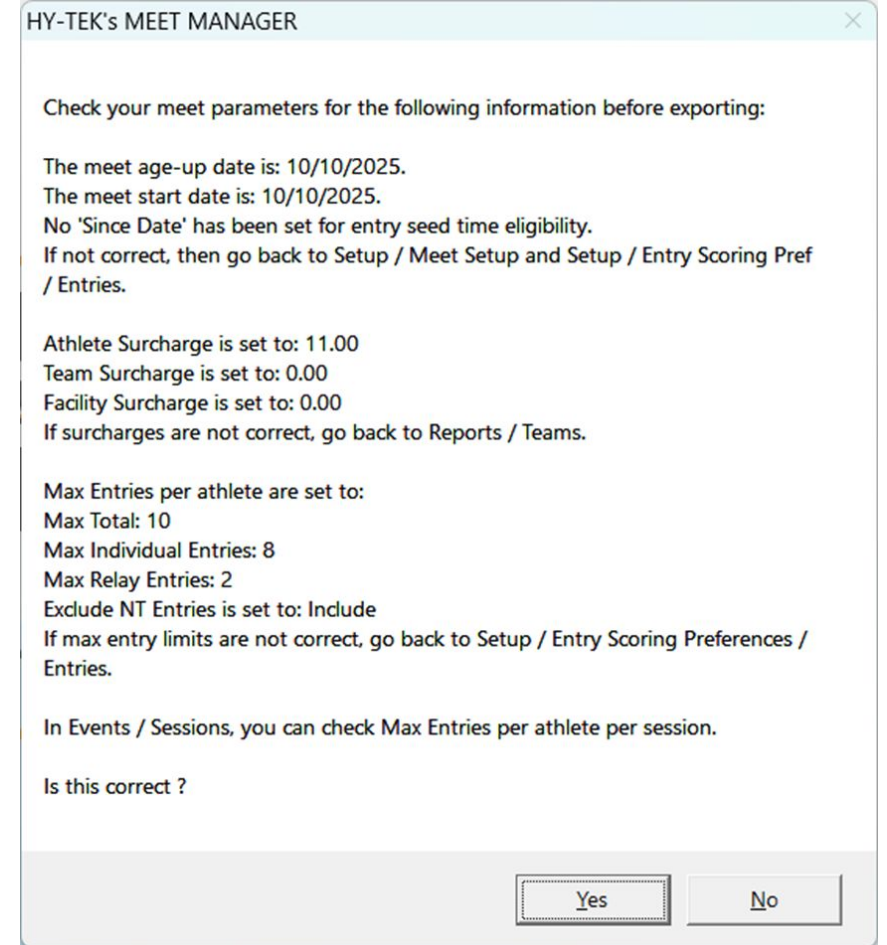
(ie: if your meet allows only YARD times, click
“NO conversions allowed”
Click OK

Save file to C:\swmeet drive
meet folder.

Email coaches with an attached Meet Events File.



The 'Export Events to TM' dialog box contains three sections: 'Qualifying Times' with radio buttons for including times for Yards, SCM, and LCM (selected) or Yards only; 'Conversions' with radio buttons for NOT converting LCM and SCM times to Yards (selected) or CAN converting them; and 'Events' with checkboxes for Standard Events (checked), Time Trial Events, and Swim-off Events. It has OK and Cancel buttons at the bottom.



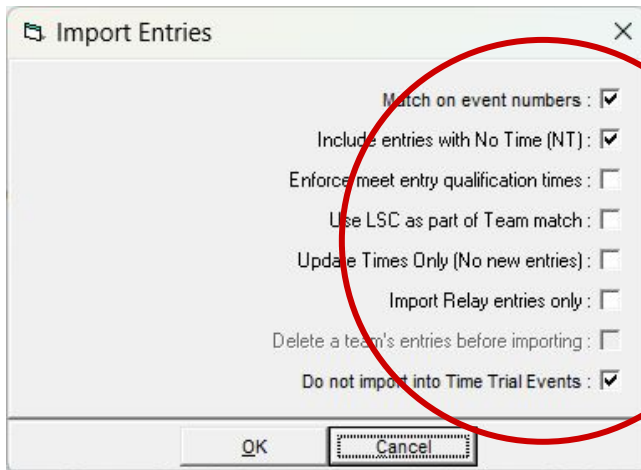
The 'HY-TEK's MEET MANAGER' window displays a confirmation screen before exporting. It lists meet parameters: age-up date (10/10/2025), start date (10/10/2025), and seed time eligibility (no 'Since Date' set). It also shows surcharge settings: Athlete (\$11.00), Team (\$0.00), and Facility (\$0.00). Entry limits are set to: Max Total 10, Max Individual 8, and Max Relay 2. It asks if the user wants to include NT entries and if max entry limits are correct. At the bottom, it asks 'Is this correct?' with Yes and No buttons.



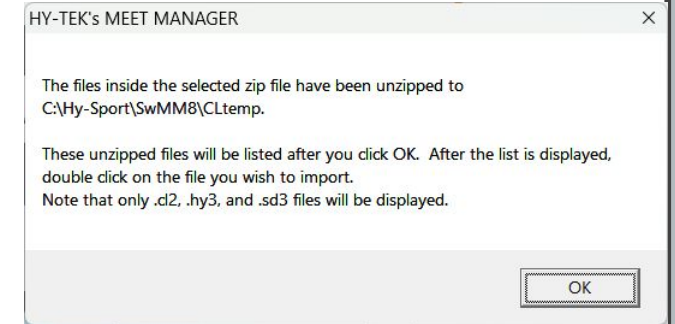
Meet Events-2013 Oregon Swimming
Crater Lake Open-31Dec2013-002 (1).zip

Team Entries

- Download file from emails, make note of location
- From Main Menu Click File > Import > Entries
- Select downloaded entry file, Click Open
- Click OK to acknowledge MM unzipping the file
- Click OK if File Meet Name matches your meet
- Checkmark only the top 2 and bottom options; the others can be handled by pulling exception reports



****Note:** When teams send updated entry files; you can choose to either click on the option to delete a team's entry before importing or go to Teams menu and delete the team totally and import the new file. Double check for duplicate entries.



Team Entries

MM creates Automatic Entry Exception reports.
Click OK



US Forest Service

2013 Oregon Swimming Crater Lake Open - 12/31/2013
Exception Report

HY-TEK's MEET MANAGER 8.0 - Page 1

	<u>Name</u>	<u>Event Name</u>	<u>Note</u>
1	Jackson, Andrea F10 WTSC	Women 9-10 50 Back. NT	Evt# match: sex/dist/stroke does not

Save report as a PDF (title should be team name-report name-meet name; ie: WTSC-Entry Exception Report-2013 Crater Lake Open and stored in your meet folder for easy access) to email coaches inquiring about the exception

This will often popup for relays during Mixed Swim Meets. You may need to manually enter those events

From Main Menu > Relays > Add > click event number > click team name & letter > click OK {add names if they are listed on the report}

Team Entries

Finally, make note of import information;

- number of teams
- # of athletes
- relays or not
- exceptions

Click OK

Using some form of log or google spreadsheet at this point will help keep meet entries organized

Import File Progress

Teams : 1

Athletes : 63

Entries : 120

Relays : 0

Relay Names : 0

Exceptions : 1

Elapsed Time : 0 second

Import Finished

Swim Meet Entry Log

2013 OR Crater Lake Open

Entries open 11/20/13 --> Entry Deadline 12/25/13

Individual or Team Name	Send email acknowledging receipt of email & attachment	Entry Received	Entry Put into Meet Software (often Meet Manager)	Run & Passed Exceptions Report (Problems? Discuss with person submitting entry)			Send Entry Report & Fee Report	Send Session Report to Meet Director	Total Athletes	Results sent	Records Updated
				Max. Entries	Q-times	Misc. (relays)					

Team Entries

Checking for meet announcement exceptions...MAX ENTRIES

- From Main Menu > Reports > Exception Report
- Click Select All
- Click Max Entry tab-confirm they are accurate with the meet announcement
- Click Team, scroll to find team, click (this allows you to print reports for each team individually)
- Create Report (top menu bar or printer icon)
- Name and save report to meet folder (ie:WTSC-Exception Report-2013 Crater Lake Open)
- If you see “No data for the report with selected criteria.” pop up; it is a clean report with no exceptions!

****Select specific sessions instead of “Select All” when checking per day max entries**

Exceptions Report

Select All De-Select All Preferences Create Report

Day	Start Time	Session #	Course	Session Title
1	08:30 AM	1	Y	12 and under
1	02:00 PM	2	Y	13 and over

Tag

Tag	Time Stds

Each Team on a Separate Page
☒ Include birth date
☒ Include registration ID

Max Entries

☒ Exceed Maximum Entries per Athlete
Max entries including relays : 4
Max individual entries : 2
Max relay entries : 2

☐ Exceed Maximum Entries per Team per Event
Maximum entries per team :

☐ Include * Entries
☐ Include Exhibition
☐ Count Relay Alternates (5-8)

Gender: ☒ Both ☐ Male ☐ Female
Age Range: -
Filters: Team: Division:
Sort: ☒ Athlete ☐ Team

Team Entries

Checking for meet announcement exceptions....TIME STANDARDS

- From Main Menu > Reports > Exception Report

- Click Select All

- Click 1 Standard—usually QUAL

- Click Stds/Qual tab and check all that apply to your meet announcement

**These can be tricky, you may need to check multiple stds for each team

- Click Entry Time

- Click Team, scroll to find team, click (this allows you to print reports for each team individually)

- Create Report (top menu bar or printer icon)

- Name and save report to meet folder (ie: WTSC-Exception Report-2013 Crater Lake Open)

Exceptions Report

Select All De-Select All Preferences Create Report

Session List

	Day	Start Time	Session #	Course	Session Title
<input type="checkbox"/>	1	08:30 AM	1	Y	Saturday - Prelims
<input type="checkbox"/>	1	04:30 PM	2	Y	Saturday - Finals
<input type="checkbox"/>	2	08:30 AM	3	Y	Sunday - Prelims
<input type="checkbox"/>	2	04:30 PM	4	Y	Sunday - Finals

Check 1 Std if Time Std Report

Tag	Time Stds
10B	<input type="checkbox"/>
9B	<input type="checkbox"/>
8B	<input type="checkbox"/>
QUAL	<input type="checkbox"/>

Each Team on a Separate Page

☒ Include birth date

☒ Include registration ID

☐ Exclude Bonus Events

Max Entries | **Stds/Qual** | Miscellaneous | Reg Ck / Proof of Time

☒ Slower Than Time Standard

☐ Faster Than or Equal To Time Standard

☐ Do Not Meet Qualifying Time

☐ Within Qualifying Time

Use

☐ Entry Time

☒ Swum Time

Gender

☒ Both

☐ Male

☐ Female

Age Range

Filters

Team

Division

Sort

☒ By Athlete

☐ By Team

Team Entries

Sending Individual Team reports for confirmation of entries.

Team Entry List

From Main Menu > Reports > Entry List

- Select Team
- Highlight “ALL”
- Click Report/Type/Options/Format tab

Typcal settings are:

Type= By Team

Options=Athletes+Relays

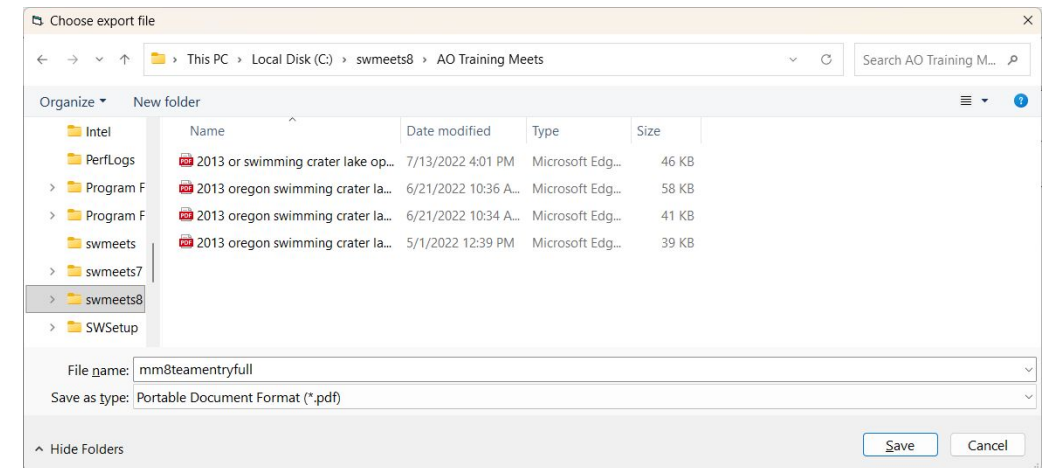
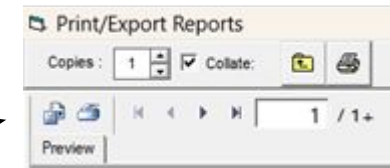
- Click Create Report
 - Review report for anomalies
 - Save and name to send to coaches
- SEE next slide for “Saving” procedures

[illegible]

Team Entries

Saving reports

- Create Report
- Click disc icon left top corner
 - Adobe PDF is default setting
 - Click OK
- Click OK again
- Choose a location and name
 - use meet folder location
 - create a name to match report
 - team-report name-meet name
(ie:WTSC-Entry List-2013 Crater Lake)



DO NOT Overwrite reports – add a number at the end if you make updates and need to send new reports (ie:WTSC-Entry List2-2013 Crater Lake Open)

Team Entries

Fee Report

From Main Menu > Reports > Teams

- Select Entry Fee Summary tab
- Double check the fees listed
- Open the team list with the down arrow
- Click on team
- Click Create Report
- Click OK to bypass the Surcharge message
- Choose a location and name
 - use meet folder location
 - create a name to match report
 - team-report name-meet name
(ie:WTSC-Fee Report-2013 Crater Lake Open)

The screenshot shows the 'Team Reports' window with the 'Entry Fee Summary' tab selected. A red circle highlights the 'Team' dropdown menu and the 'Athlete Relay Only Surcharge' field. The 'Filter' section includes 'Region' and 'Division' dropdowns, and checkboxes for 'Exclude Teams With No Athletes' and 'Exclude Teams With No Entries'. The 'Sort' section includes radio buttons for 'Team name', 'Team abbreviation', 'Total Team size', 'Female Team size', and 'Male Team size'. The 'Entry Fee Summary' section includes input fields for 'Athlete Surcharge' (3.00), 'Team Surcharge' (0.00), and 'Facility Surcharge' (0.00), and checkboxes for 'Include Scratches', 'Include Relay Only Alternates', 'Include Exhibition Swims', 'Include Athlete Names', 'Separate Page Each Team', 'Include Time Trial', and 'Only Time Trial'.

Team Entries

After completing Team Entries, email coaches:

- Entry Exception Report
- Meet Exception Report
- Entry List
- Fee Report

Seeding a Meet

Seeding is the computerized assignment of athletes and relays into heats and lanes which can be done manually or automatically.

After the entry deadline has passed and everything has been updated, you are ready to seed. **Note: Once you publish the meet you may NOT reseed.

From the Main Menu > Seeding > select (highlight) All or specific session > click Start Seeding

- Click OK for “Seeding Complete” message

- Create a Heat Sheet and Session report for Referee approval before publishing

Recon Report

Email backup meet file to OSI at least 7 days prior to beginning of the meet.



Swmm8Bkup2013 Oregon Swimming
Crater Lake Open-03 (2).zip

OSI generates a report to confirm athlete information with USA Swimming database:

- ID's
- Team affiliation
- Registration status

Email coaches to resolve any issues identified by OSI.

Publishing a Meet —(After meet Referee approval)

- Send heat sheets/timeline to coaches
- Upload to Meet Mobile
 - From Main Menu > Set-up > Meet Mobile Publishing OR Meet Mobile icon



*Click Settings tab

- Click Full Meet Data
- Click Free Heat Sheets
- Click “View Contract to Agree”
- Fill in name and date
- Click Agree
- Click “Confirm”

*Click Publish tab

- Select Team Scoring Option
- Click “Publish General Meet Information”
- Click “Publish Psych/Heat Sheet”

Meet Mobile Publishing

Settings | Publish | Promote | Report

Welcome to Meet Mobile Setup

Select content option and customer price:

☒ Full Meet Data (recommended)
Meet Mobile customers will have full access to all meet information including psych sheets, heat sheets, and results.

Set mobile program price
[Dropdown menu] ☐ Free Heat Sheets

Note: At \$5.99, revenue share will be \$2.40 and your team will realize \$240.00 per 100 mobile purchases.

ACTIVE Works Remittance Information
Hillsboro Swim Team
PO Box 893
Hillsboro, OR 97123-0893 USA
5038588830 meetdirector@hillsboroheat.org
You may contact your support representative to make changes

Active.com Set-up

☒ Restrict Heat Sheet Data
Meet Mobile customers will have access to all meet information except heat sheets.

Terms of use:
I have NOT agreed to the Meet Mobile Contract.
View Contract to Agree

Confirm

☐ Not interested in publishing Meet Mobile for this meet

Learn About Meet Mobile

Please select your Meet Mobile settings. This will let us know whether you want heat sheets or not to be shown in the Meet Mobile application available through both the Apple app store and Google Play. If you select Full Meet Data, select a price for including heat sheets.

How does my meet data get published ?
Once you have set up your meet for Meet Mobile, you will be given control of when to make meet data available.

How does revenue sharing work ?
Heat Sheet prices of \$1.99 or more qualify for revenue sharing. Revenue sharing is only available for Active.com U.S. addresses. In order to participate you will need to have an Active.com account. Click the Active.com Set-up button on the left to set up the revenue sharing account. The choice of \$1.99 or more will not be saved until the Active.com account is set up, the terms of use are agreed to, and Confirm is clicked.

Terms of Use
The Terms of Use is required before any meet data can be published to Meet Mobile. Click 'View Contract to Agree' and you will be able to view the contract. On the contract page, enter your name and birth date, then click Agree.

<https://forms.gle/uSgtdwXud91CzcYKA>



Thank you for
attending!
Please take a
moment to
complete a survey
to help us prepare
for future Swim
Expos!