

FCSL HyTek Team Manager Training

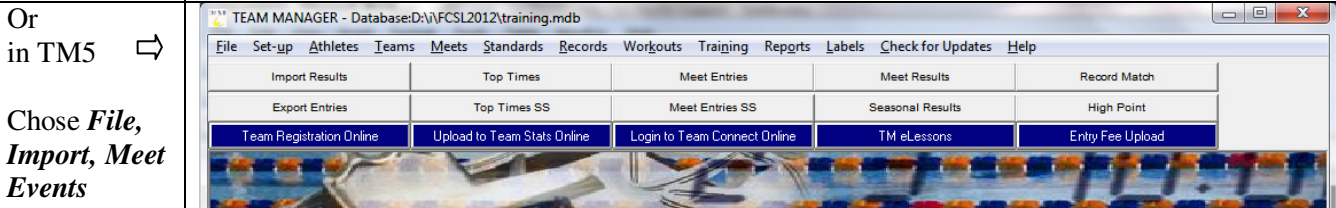
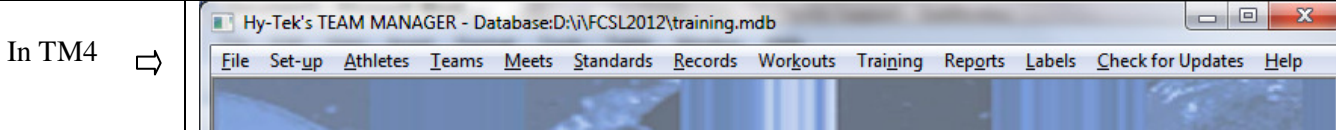
Open your installed copy of HyTek
 Do you already have a team database from last year? Have you updated your team database for this year?
 If so, some of this info below may not be needed.

If you do not yet have a database, Choose **File, Open/New**
 Type the 'name' of your database **File name** Use your FCSL team code (we used TEAM)
 Click **Open** (twice)

Another window pops up where you can input some parameters (called System Preferences) for your team as shown

Ages in FCSL are always as of June 15th each year!

Look at the top line of your database window that comes up.
 It should show the folder path & database name if you have one yet

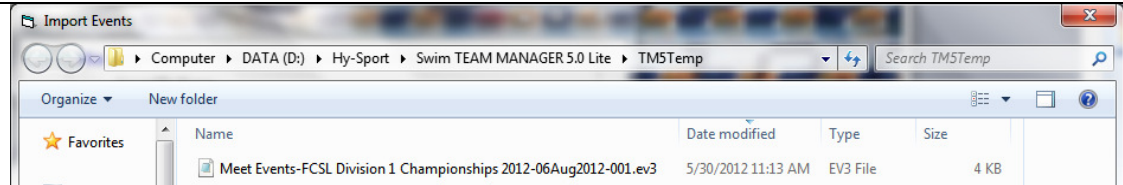


You will see a popup showing where the unzipped files have been saved (You can make a note of the location)

When you click **OK** → it will show the contents of the folder

*The files inside the selected zip file have been unzipped to C:\Hy-Spor\.....\TM5Temp
 These unzipped files will be listed after you click OK.
 After the list is displayed, double click on the file you wish to import.*

Double-click on the single **.ev3** file that you see there.



This should close that pop-up & immediately take you to another pop-up.

Click **OK** button in panel below : You get yet another small popup that says :
 Events imported 52
 NB: FCSL swim events 9 thru 60, so total **Events imported: = 52.**
 Click **OK**

The program will next show a panel with the Import File Name, the Meet Name, Course & Start Date.
 You can click OK
 That will take you back to the main Team Manager window.

If you click on the **Meets** button, you should see the **Meet Name, Dates and Location**

Double-click on highlighted meet to choose it. →

Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
FCSL Division 1 Championships 2012	06-Aug-12	S		06-Aug-12	15-Jun-11				\$0.00	Innis Arden, Old Greenwich

Next shows up a panel where you can adjust some of the pre-input parameters:

Most dual meets & all Champs meets are **SCM**. →

[Times from meets in Yds pools should be entered as Yds.]

FCSL does not charge **Entry Fees**. →

Meet Maintenance

Meet Information

Meet Name: FCSL Division 1 Championships 2012
 Location: Innis Arden, Old Greenwich
 Remarks:
 Instructions/Directions: Max of 250 characters on up to 4 lines

Course: S Meet Type: Masters Meet
 Restrict Entry Best Times to same Meet Type Enforce Qualifying Times
 Swimmer must meet Slower Than Q Time in All Courses
 If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time
 Do NOT Allow No Time Entries

Altitude in Feet: 0 Minimum Age Eligibility / Filter for Open Events: 0

Dates

Start Date: Aug 06, 2012 Age-up Date: Jun 15, 2011
 End Date: Aug 06, 2012 Use Times Since: MM/DD/YY

Use Since Date

Entry Fees

Individual Events: \$0.00 Update Ind Fees
 Relay Events: \$0.00 Update Rel Fees
 Swimmer Surcharge: \$0.00
 Team Surcharge: \$0.00
 Facility Surcharge: \$0.00

Conversion Factor

Non-Conforming Course Factor
 Use to convert results times for non-standard pool sizes.

OK Cancel

No **Sanction #** in FCSL

NT Entries in FCSL not banned but discouraged!

Leave the **NT** checkbox empty. You can change any NT's during entry process.

Leave the **Conversion Factor** box empty.

Newfield dual meet results (331/3 Yds pool) needs careful use

Click **OK** to save changes & continue, or **Cancel** if unchanged.

Return to the main Meets panel with the meet-name still highlighted.

↓ If you don't see the meet, make sure the Course textbox shows **SCM** (for 25Meter pool)
 Now click on the **Events** link at the top of the panel

Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
FCSL Division 1 Championships 2011	08-Aug-11	S		08-Aug-11	15-Jun-11				\$0.00	Innis Arden, Id Gre

FCSL events are 8/U, 10/U, 12/U, etc ; Notice these events are 8/U, 9/10, 11/12, etc.

Later in process you can choose option to 'Allow Swim-ups'. Make sure relays are marked **R** in **I/R** column

Click on lower X at upper right of screen to return to Main Meets screen

No cut-off-times in FCSL but if any, you could see them by clicking on **View, Fast Cuts, OR View, Slow Cuts**

If you click on **Entries** you can choose to **Pre-enter**.....
 This is useful if some kids will not be at meet.

Click on **Enter All** button; unclick those not at meet in the **Entrd** column
 OR Click the actual kids one by one in the **Entered** column

Click on lower X at upper right of screen to return to Main Meet Browser screen

Adding Your Swimmers to your database

In an existing database, first make sure your athletes are aged up as of 6/15/12 *File, Setup, System Preferences, System Age-up Date*

Then choose *Athletes* from the main panel.

Sort the Athletes by clicking on the *Date of Birth* or *Age* column headings until the oldest are uppermost in the list.

Click on the *Show Inactive Swimmers* textbox and another column shows up with checkmarks for any Inactive swimmers..

Click in the **Inactive** column next for any athletes aged 18 or older.

Click again on the *Age* column to see the youngest Athletes – are any of them missing Dates of Birth? Their ages will be wrong! Ask the parents for their Date of Birth to input.

Next click on the *Last Name* columns to sort the athletes by name.

Find any previous athlete who is not competing (swimming) this year and click in the **Inactive** column for those swimmers too.

Suggest you do not Delete them as they may return a future year and this will preserve their info in the database.

Click off the *Show Inactive Swimmers* option

No old club database from last year you can **jump-start** your input by downloading last year's Divisional & Counties Importable Results file from fcs1.info.
Large teams may benefit from using the last two years Results info.

When you import the results click on *Add New Teams/Athletes* and make sure to have your team code in the textbox or you will mistakenly enter all teams! Team code is listed in your Rulebook's Club Directory

Make sure to click on *Overlay Duplicate Results* or the same Swimmer may be added multiple times. If you forget & get multiple Sally Smiths drag one name into the other & HyTek will merge them into one.

This will add the swimmers with results in those meets, including *First Name, Last Name, Date of Birth*.

Next Add any new swimmers.

Add swimmers	On main screen, choose <i>Athletes, Add</i> to brings up Athlete Info panel:	
Enter minimum info per swimmer:		
<i>Last Name</i>	<i>Birthdate</i>	<i>Team 1:</i>
<i>First Name</i>	<i>Gender (M/F)</i>	<i>Group:</i>
Everything else is optional.		
Click OK to save & move on to next swimmer.		
Click Cancel to close this panel without saving.		
The names of entered swimmers are listed by <i>Last Name</i> once you close the <i>Athlete Info</i> panel.		

Adding dual meet results

First set up your dual meet in Team Manager.

Click on **Meets** then **Add** and fill in the panel that pops up.

Meet Name should describe the meet eg ABCD vs EFGH dual meet

You can put the location in even if only the Team Code for future reference

Remarks & Instructions/Directions are optional & not necessary

Course is important but the program's descriptions relate more to meet entries than meet results.

Choose the simplest version eg Y for a 25 Yds pool, S for a 25 M course

For Newfield home meets (33 1/3 yds) you can use the Non-Conforming Course Factor

Make sure the **Start Date** is correct.

Hit Tab key to move to **End Date** box (same as Start Date)

Tab again to the **Age Up Date** = June 15, 2012

Use Times Since is only necessary if you want to compare results.

Click **OK** to save & exit (program won't move on unless you enter a **Meet Name & Course**)

Cancel exits without saving any entered info.

Next click on **Events**, then **Copy Events**

Choose a previous FCSL Divisional Champs meet in **Meet** box

Choose **All events** and **Both** in **Copy Options**

You will see the # of **Results Events & Entry Events** copied when finished

The events should show up now

Session	Division	Event #	Gen	Distance	Stroke	Age	WR	Fee	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Th
1		9	M	200	Medley	17&U	R	\$0.00				
1		10	F	200	Medley	17&U	R	\$0.00				
1		11	M	25	Fly	08&U	I	\$0.00				
1		12	F	25	Fly	08&U	I	\$0.00				
1		13	M	25	Fly	09-10	I	\$0.00				
1		14	F	25	Fly	09-10	I	\$0.00				
1		15	M	50	Fly	11-12	I	\$0.00				
1		16	F	50	Fly	11-12	I	\$0.00				
1		17	M	50	Fly	13-14	I	\$0.00				
1		18	F	50	Fly	13-14	I	\$0.00				
1		19	M	50	Fly	15-17	I	\$0.00				
1		20	F	50	Fly	15-17	I	\$0.00				
1		21	M	25	Breast	08&U	I	\$0.00				
1		22	F	25	Breast	08&U	I	\$0.00				
1		23	M	25	Breast	09-10	I	\$0.00				

I have set up the events as 8U, 9/10, 11/12, 13/14, 15-17 but

the events are actually 8U, 12U, 14U, 17U in FCSL. (ie swimmers can swim up)

FCSL Relays have a swimmer from each of the top 4 age groups 10U, 11/12, 13/14, 15-17 or younger!
FCSL Relays can not have four 15 yr olds but could have four 8U's in a relay team.

NB: More than one relay team is allowed to enter & score at Divisionals, and swimmers can move up from the B relay to the A relay in Counties.

However, because it counts as an event, if they swim 3 individual events and a relay at Divisionals, they cannot swap to the other relay event at Counties.

This is because 'Divisionals & Counties' act like 'Prelims & Finals'

Only one relay per event per Club swims at Counties.

Entering Results: click on **Results** & choose one of the 3 options

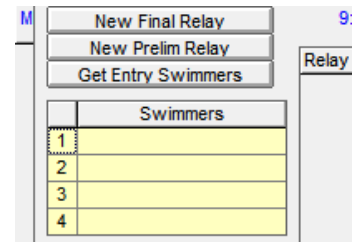
It's easiest to enter dual meets using **Results by Event** to match the dual meet Score sheet event order. But some coaches prefer one of the other options.

The next panel shows each event on the upper left and the first event is highlighted.

Make sure your **Team** code is showing

As 1st event is a Boys relay event, you can add a relay entry by clicking the **New Final Relay** button (in the middle of panel)

Each time you click, another relay entry is added, eg A, B etc. on a separate line



Click in the **Time** column to enter a time “ 12345(enter)” shows as 1:23.45

You don't have to type the : (colon) or . (period)

You can use the Tab key or the Enter key to save the entered time .

You can (optionally) enter the relay swimmers names by 'dragging' them in order into the four yellow boxes under the **Swimmers** heading.

Click on the next event to enter the Girls relay

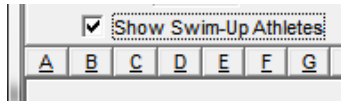
Next click on the first individual event (#11 Boys 8U 25 Fly), the boys eligible in that age group will be shown in the lower area of the screen.

Click in the **Times** column to enter the time in the same way.

Move on to the next swimmer.

Click in the **DQ** column when necessary.

Move on to the next event.



If an 8U swam in a 9/10 coded event, fill in the results for the 9/10 aged swimmers, then click on the **Show Swim-Up Athletes** box (far-left, middle of the screen) and all swimmers 10U will be shown.

Find the 8U swimmer and type in the result Time in the usual way.

If you want to go back to check something, in an earlier event, you can put the **Event #** in the text box just above the black arrow-heads in the upper middle of the screen.

