



Welcome to IT Training

2011 Season



Frederick Summer Swim League

2011
IT Training

Outline

- Software Requirements
- Setting Up Your Team Manager Database
- Preparing for Meets
- Running the Meet
- After the Meet
- All Star Procedures
- End of Season




Software Requirements

- Hy-Tek Team Manager 6.0 (6.0Co)
 - <http://www.hy-tek.com/>
 - Current Version 6.0Co
 - Manage Roster
 - Prepare Meet Entries
 - Import Meet Results



Software Requirements

- Hy-Tek Meet Manager 3.0
 - <http://www.hy-tek.com/>
 - Current Version 3.0Dz
 - Import Meet Entries
 - Seed Meets
 - Run Meets
 - Export Meet Results
 - Backup Meet Manager Database for League



Setting Up Your Team Manager Database

- Register Athletes
 - Make sure Names are correct!
 - Make sure the Birth dates are correct!
- System Set Up
 - Age Up your Swimmers: June 1, 2009
 - Import 2009 All Star Time Standards
 - Import League Records (optional)
 - Establish Team Records (optional)



Team Manager vs Meet Manager

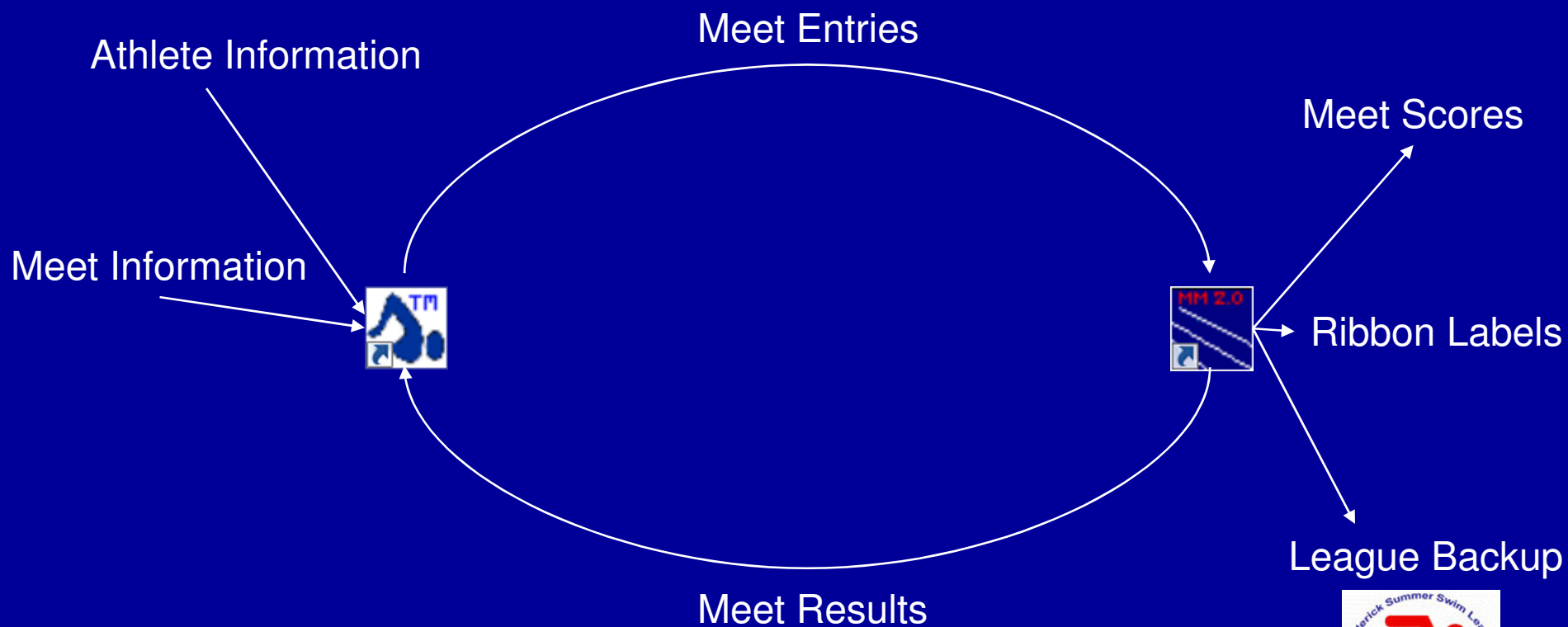


- Manage Your Roster
- Make Meet Entries
- Import Meet Results



- Import Meet Entries
- Run The Meet
- Score Meet
- Produce Ribbon Labels
- Return Back up to the League
- Export Meet Results

Information Flow



Preparing for Meets: Part 1

- Set Up the Meet in TEAM MANAGER!
- Import events file from web site
- Enter swimmers into events
 - Use sign up sheets or
 - Have coaches make entries
 - Check your entries (5 events, 4 individual per swimmer)
 - NT Rule



Preparing for Meets: Part 2

- Export entries from TEAM MANAGER
- E-Mail to host team IT contact
 - Exchange should happen by 8PM on Thursday before the meet
 - If you are going to be late, contact the other teams IT Rep ASAP
 - Host teams should send entries as well but this is not required



Preparing for Meets: Host Team

- Download latest Meet Manager Starter from web site
 - Latest starter has the latest league records
 - Pick the right course (Yards or Meters)
- Restore and use Set-up dialog
- Import entries from all teams
- Seed the Meet
- Send a backup of the seeded meet



Preparing for Meets: Host Team

Part 2

- Prepare a Program
 - Cover Sheets
 - 2 columns or 3
- Print Timer Sheets
 - To cut or not to cut



Running the Meet

- Morning Checklist
 - Computer with software & MM Database
 - Printed copy of 2009 FSSL Rules
 - Clipboards & Pencils for timer sheets
 - Printer & Paper (ink, toner, etc.)
 - Labels for Ribbons
 - Extension Cords, Duct Tape and Outlet Strips
 - Thumb drive for MM backups
 - Scotch Tape



Running the Meet

- Morning Schedule
 - Arrive in plenty of time
 - Find one another and make yourself known
 - Host IT – “Take control” of the preliminaries
 - Meet with the Referee
 - Meet with the Head Timer
 - Arrange “scratch” meeting
 - Recruit helpers (sheet runners, circlers and Verifiers)
 - Divide and conquer



Running the Meet

- During the Meet
 - Have enough space
 - Set up a “system” and stay organized
 - Make sure you control your “area”!
 - Make decisions and only defer to the referee
 - Don’t forget ribbons
 - Don’t let anyone miss their kids swims especially you!!



After the Meet

- Exchange MM backups with other teams
- Save your timer sheets
- Send your MM backup to the league!
- Export/Import results for Team Manager
- Update your team records (if you got 'em)
- Take a shower and a nap!
- Generate report for your coaches!



All Star Procedures

- Get Events file from league web site
 - Events will enforce entry time standards
 - Make entries and exchange on Tuesday before the meet
 - Try to help out the All Star Host IT, it's also a chance to meet other IT reps.
 - Get your backups and export/import results to your Team Manager database



End of Season

- Run “end of year” reports
 - Individual Times Reports
- Make a safe backup of your data
 - CD ROMS, Thumb Drives

