



Welcome to IT Training

2019 Season

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

▶ Team Unify

- <https://www.teamunify.com/>
- Manage Roster
- Capture Commitment from Families/Swimmers
- Coaches Prepare Meet Lineups
- Export Meet Entries
- Import Meet Results to Update Your Data



Software Requirements

- ▶ Hy-Tek Team Manager (TM)
 - <http://www.hy-tek.com/>
 - Current Version 8.0
 - Manage Roster
 - Prepare Meet Entries
 - Import Meet Results



Software Requirements

▶ Hy-Tek Meet Manager

- <http://www.hy-tek.com/>
- Required Version 7.0
- Import Meet Entries
- Seed Meets
- Run Meets
- Publish real-time results to Meet Mobile
- Export Meet Results
- Backup Meet Manager Database for League



Setting Up Your Team Unify or Team Manager Database

- ▶ Register Athletes
 - Make sure Names are correct (including case)!
 - Make sure the Birth dates are correct!
- ▶ System Set Up
 - Age Up your Swimmers: June 1 of competition year
 - Import current All Star Time Standards
 - Import League Records (optional)
 - Establish Team Records (optional)

Team Unify/TM vs Meet Manager

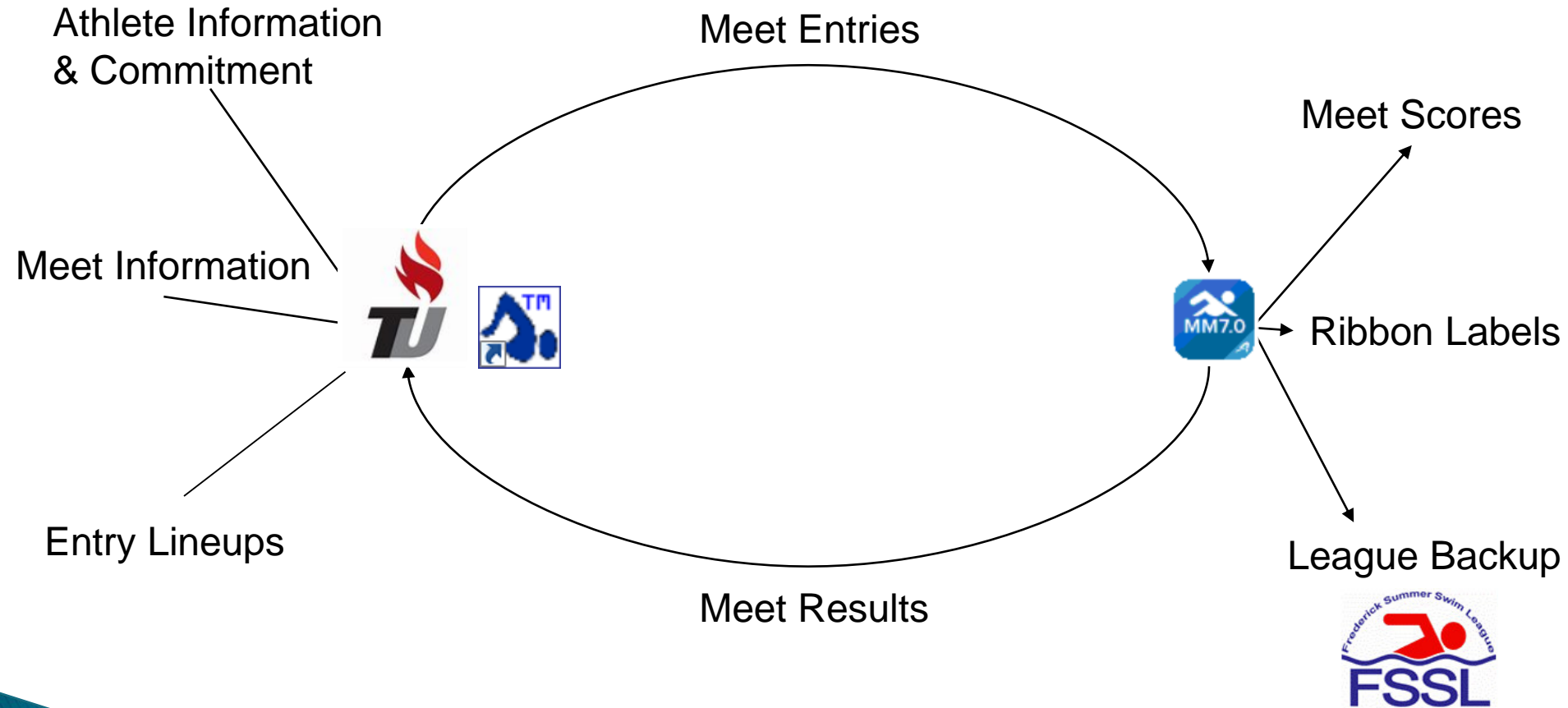


- ▶ Manage Your Roster
- ▶ Make Meet Entry lineups
- ▶ Export Your Entries
- ▶ Import Meet Results



- ▶ Import Meet Entries
- ▶ Run The Meet
- ▶ Publish real-time results to Meet Mobile
- ▶ 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 Unify (or TM)
- ▶ Download events file from league web site & Import
- ▶ Enter swimmers into events
 - Use sign up sheets or
 - Have coaches make entries
 - Check your entries (5 events, 4 individual per swimmer)

Preparing for Meets: Part 2

- ▶ Export entries from Team Unify (or TM)
- ▶ E-Mail to host team IT contact
 - Exchange should happen by 8PM 2 days before the meet (i.e. Thursday for a Saturday meet)
 - If you are going to be late, contact the other teams IT Rep & your Team Rep ASAP
 - Host teams must respond by sending their entries

Preparing for Meets: Host Team

- ▶ Download latest Meet Manager Starter from web site
 - Starter for your meet should have the latest league records
- ▶ Restore and confirm using Set-up dialog
- ▶ Import entries from all teams
- ▶ Seed the Meet
- ▶ Send a backup of the seeded meet to the other team!

Preparing for Meets: Host Team

Part 2

- ▶ Prepare a Program?
 - Cover Sheets
 - 2 columns or 3
- ▶ Officials Programs
 - 2 Columns
 - Footer Logo
 - One page per event
 - Include empty lanes
- ▶ Print Timer Sheets
 - To cut or not to cut

Running the Meet

- ▶ Morning Checklist
 - Computer with software & MM Database
 - Printed copy of Current FSSL Rules
 - Clipboards & Pencils for timer sheets
 - Printer & Paper (ink, toner, etc.)
 - Stapler
 - 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” reporting
 - 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 Unify (or TM)
- ▶ Update your team records (if you got 'em)
- ▶ Take a shower and a nap!

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
 - Team Unify already does this
 - CD ROMS, Thumb Drives
 - Be prepared to hand it off to someone else next season