Hy-Tek 101

Opening a Meet:

If meet database is already on the computer:
File – Open – "look in" tfmeets folder– find the meet file – click open – log-in box will appear – click OK.

If meet backup database is on a memory stick:
File – Restore – select "unzip, copy database to a selected folder, and open this new database" (4th option) – click OK – locate file.

Updating a meet database:

File – Restore – select "replace currently open database in C:\tfmeets\'meetname' – click OK – locate file.

Add a team:

Select the Teams tab on the main page – Add – Enter team information*

*Team abbreviation should be max 4 letters and relevant to team name – Ex: Winnipeg Optimist Athletics – WOA, Kelvin – KELV, Stride Ahead Tough Track – SATT

*Teams are carried forward meet to meet (imported in advance) so you shouldn't generally have to add team information.

*Team info must include – Team Abbreviation, Full Team Name and Short Team Name (you can generally skip the rest!)

Add an athlete:

Select the Athletes tab on the main page –click on Add – enter athlete information* - click OK (fields clear so you can enter next/additional athletes – exit by clicking cancel)

*Athlete information is carried forward meet to meet (imported in advance) so make sure you search for the athlete name before re-entering their information.
* Athlete info must include – Last name, first name, gender, team abbreviation, birthdate (month/day/year). If all you have is the year of birth use 01/01/92

Find an athlete:

Athlete Search – Click F6 - type in the first few letters of last name.
OR
Click on alphabet across the top of the screen and it take you to list of names starting with that letter.
OR
 Select team name from drop down list on the toolbar and it will show athletes specific to that team.
(You can search alphabetically from within the team as well)

Entering an athlete in an event

Select the athlete's name in the upper screen – click the event box in the lower screen, (will highlight in yellow) add entry mark/seed time – enter.

Once finished entering all athletes in their events - return to main screen, by clicking on the "Exit" folder button (folder with the arrow!) on the upper toolbar, or click the red X in right hand corner (it will take you back to the main page – not close the program)

Entering a relay

Select the Relays tab on the main page - select event from list (top left hand side) – double click team name from list on the bottom right hand side – relay designator box appears, click OK. If you are adding more than one relay team per team, double click again and it will automatically advance the relay designator box. (Kelvin A, Kelvin B)

Importing Entries from Direct Athletics

www.directathletics.com

User Name: athleticsmanitoba

Password: amtrack

Select meet from the list by clicking on "download". It prepares the file for download, click download again and save file to computer (Instructions are provided on the screen.)

Return to Hy-Tek and click – File – Import – Semi-colon Delimited Rosters/Entries
- locate file saved from Direct Athletics
- open – OK.

*If there are any problems with the import, a dialogue box will appear saying there were "exceptions" during the import. Click OK – a report will appear showing the problem entries. You have to print the report as once you exit it is gone.

Once entries and teams are imported from Direct, you need to adjust the team abbreviations to match the ones we use.

Team abbreviations will generally be first 4 letters of Team name.   Example: College Louis Riel abbreviation will be COLL, and not CLR, River City Athletics will be RIVE and not RCA . There will be numerous Winnipeg Optimist Teams as various coaches do entries. For sake of rankings and use is Team Manager, adjust all athletes to read WOA, then delete other teams.

Short names for various regular teams:
CLR – Louis Riel
FLYM – Flying M
SATT – SA Tough Track (correct spelling of Stride Ahead after import – it comes in as Stride Aheah)
WOA – Wpg Optimist

Once corrections made to team names, import teams and athletes from previous meet.
Create a backup of meet before importing athletes.

Creating a Report (event count) – these are used for creating meet schedules!

Reports – Events **–** from Options, select include entry count, and from Sort, select event # – Create Report

Click on the "send as email attachment" button from top toolbar – Within the export dialogue box, select format as: Excel 8.0(XLS) Destination: Disk file – Click OK. Name your file (meet name-event count) and save.

Send to ROB!

<u>Seeding</u>

Field Events (do all at once)   [uncheck – ask questions & prompt if reseed]

Choose break point if 2 flights – not necessary if less than 18 or 14

18 athletes per event, except for vertical events – vertical 14 athletes (for landscape printout)

Select all and click on start seeding

- Different age groups – new heats
- If want to make change after seeding click event and preview

Track Events

- Select in smaller sections (don't do all events at once)
- Say yes to 'pick breakpoint' in long races when more than one heat is required
- Fast heats go first
- For hurdle events, where different heights may be in one race, adjust lanes assignments so athletes in different are in different lanes.

Can only preview one event at a time – Can make changes on preview page

If hand timing is being used, try to only have 6 athletes in sprint races.