

Meet Management

“the process of dealing with or controlling things or people.”

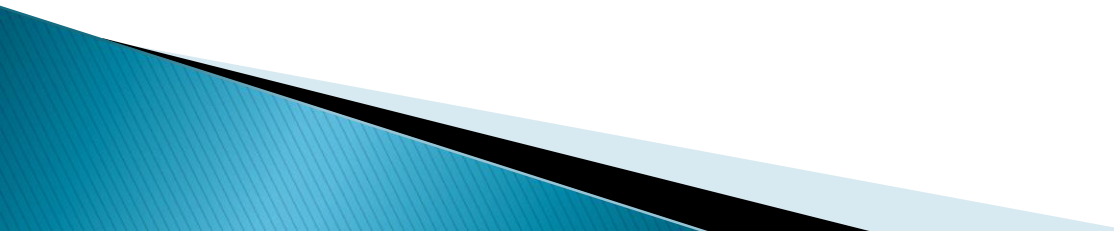
How can I do it?

One step at a time

- ▶ Start with a plan.
 - When are you going to have your event?
 - **Challenge**, finding the right date.
 - Which events will you offer?
 - **Challenge**, Probably as challenging as find the date!
 - Who can run your events
 - **Challenge**, are local organizers/officials enough?
 - Facilities
 - **Challenge**, where is the right venue and can it be a long term home?
 - Budget
 - **Challenge**

Registration


- ▶ Many options out there
 - ▶ SimplyRegister.net – Preferred
 - ▶ Wufoo.com – Preferred
 - ▶ Active.com
 - ▶ Airtable.com
 - ▶ Google Forms

 - ▶ Paper & Pen
- 

Sports Specific Programs

- ▶ SAMS – Does T&F directly
 - Swim integrates W/HyTek Swim
 - ▶ Hy-Tek Track & Field – Direct
 - ▶ Hy-Tek Swim – Direct
- 

Options

- ▶ Simple
 - You can do it with a pad and pencil.
 - Maybe a computer and spreadsheet
 - ▶ Middle of the road
 - You are using sports software
 - Printing heat sheets and pit sheets
 - Manually entering results
 - ▶ Most complicated
 - Using sports software
 - Interfacing with timers
 - Sending startlists, making changes and receiving results on a network with the timer.
- 

Using Hy-tek Meet Manager for a Disability Meet




Software



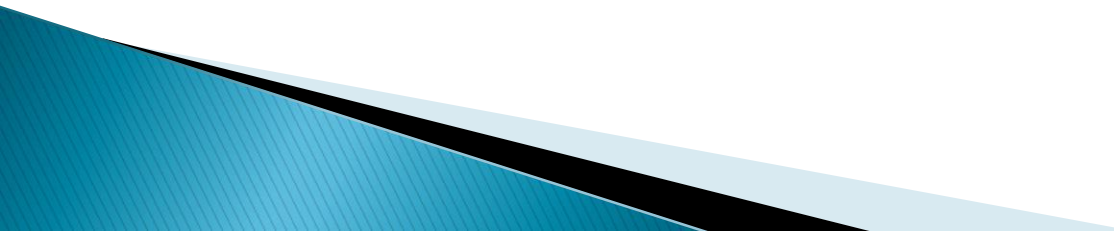
- ▶ Meet Manager 7.0 for Swimming
- ▶ Meet Manager 6.0 for Track and Field

- ▶ There are others but these are the most widely used
- ▶ Your timers and swim clubs will have experience with them.

Similar but different

- ▶ Generally running a swim or track meet are the same.
 - ▶ Meet set up is location and type of meet
 - ▶ Events, the competition schedule
 - ▶ Athletes info and event selection
 - ▶ Reports to run the meet, heat sheets and pit sheets
 - ▶ Running the meet with the timing system or inputting results manually
 - ▶ Results
- 

Meet set up

- ▶ Name your meet, Enter the **location, start date, end date and age up date** which should always be set to the last day of the year.
 - ▶ Meet class set to **Disabled**
 - ▶ Meet type to **by entry**
 - ▶ Meet Arena
- 

Meet Set-up

* Meet Name : 2020 Lone Star Para Invitational

Meet Name 2 :

* Facility Name : Lamar HS

Address :

Address :

* City : Arlington

* State / Province : TX * Postal Code : 76012

* Country : USA

Start Date : 04/25/20 End Date : 04/25/20

Age-up Date : 12/31/20

Kind of Meet

Track and Field / CC

Meet Class

High School

College

USATF

IAAF

AAU

Masters/Veterans

Other

Disabled

Meet Type

Standard

- Divisions -

By Event

By Team

By Entry

Use Division Birthdate Ranges

Link Teams to Divisions

Base Country :

USA

Meet Arena

Outdoor

Indoor

Meet Style

Standard

2 Team Dual

3+ Team Dbl Dual

OK

From the set up menu select Athlete/Relay Preferences. Check the boxes indicated.

Athlete / Relay Preferences

Athlete Preferences

- Enter ages
- Enter birth dates
- Enter Century in birth dates
- Enter middle initial
- Enter school year
- Enter Registration Numbers
- Enter Athlete Status
- Enter "Citizen of?"
- Show Chip ID

Relay Preferences

- Allow "A" Relays only
- Allow anyone from any team on a relay
- Allow athlete on 2+ relays in same event

Competitor Numbers

- Enter competitor numbers
- Unique
- Male / Female Separately Unique
- Disable Uniqueness
- Auto increment competitor numbers

OK Cancel

Entry / Scoring Preferences

- ▶ check the record wind readings box.

Entry / Scoring Preferences

Age-Grading | CC / RR Scoring | Field Relays | Entry Conversions

Scoring / Awards | Entry Limits | **Entries / Results** | 2 or 3+ Double Dual

Entries

- Use Entry Declaration method :
- Enter notes with each entry :
- Convert hand entry times to FAT :
- Show finish place with each entry :

Results

- Record wind readings** : ←
- Round up results to tenths for reports :
- Round up to nearest second in CC/RR events :
- Rank results by Age-Graded mark :
- For Field Series, use - instead of P for Pass and X instead of F for FOUL and FAIL :

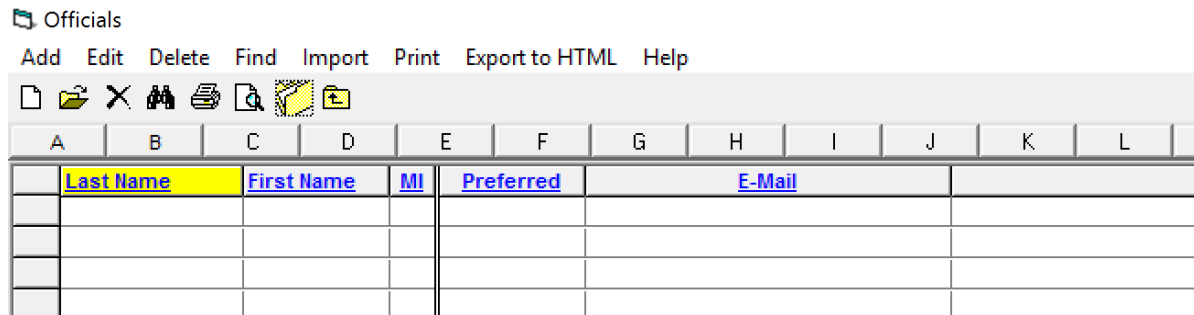
Entries and Results

- Warn if times/marks are out of range : **Uncheck**
- Round down to the nearest even centimeter for javelin, discus, and hammer :

OK Cancel

Officials

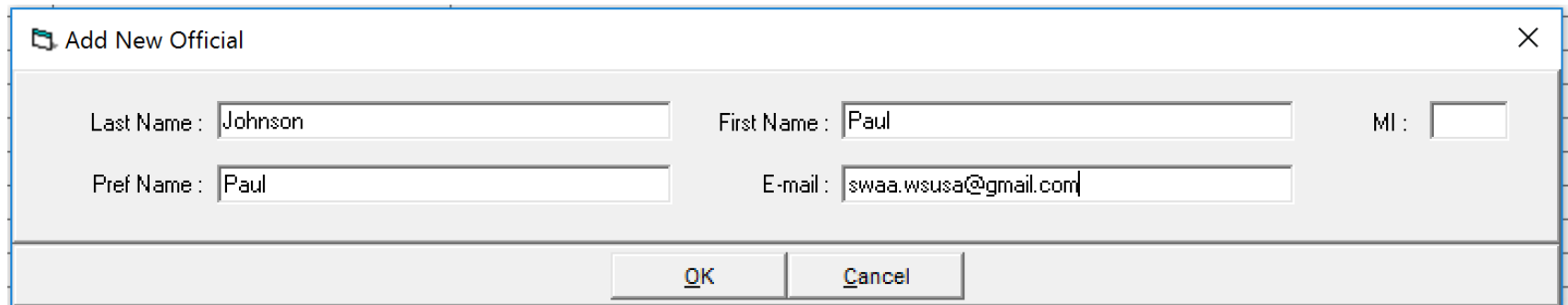
- ▶ You can list your officials for the meet.



The screenshot shows the 'Officials' application window. The menu bar includes 'Add', 'Edit', 'Delete', 'Find', 'Import', 'Print', 'Export to HTML', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main area is a spreadsheet with columns labeled A through L. The first row contains headers: 'Last Name' (highlighted in yellow), 'First Name', 'MI', 'Preferred', and 'E-Mail'. The subsequent rows are empty.

A	B	C	D	E	F	G	H	I	J	K	L
Last Name	First Name	MI	Preferred	E-Mail							

- ▶ Click add



The screenshot shows the 'Add New Official' dialog box. It contains the following input fields:

- Last Name : Johnson
- First Name : Paul
- MI :
- Pref Name : Paul
- E-mail : swaa.wsusa@gmail.com

At the bottom, there are 'OK' and 'Cancel' buttons.

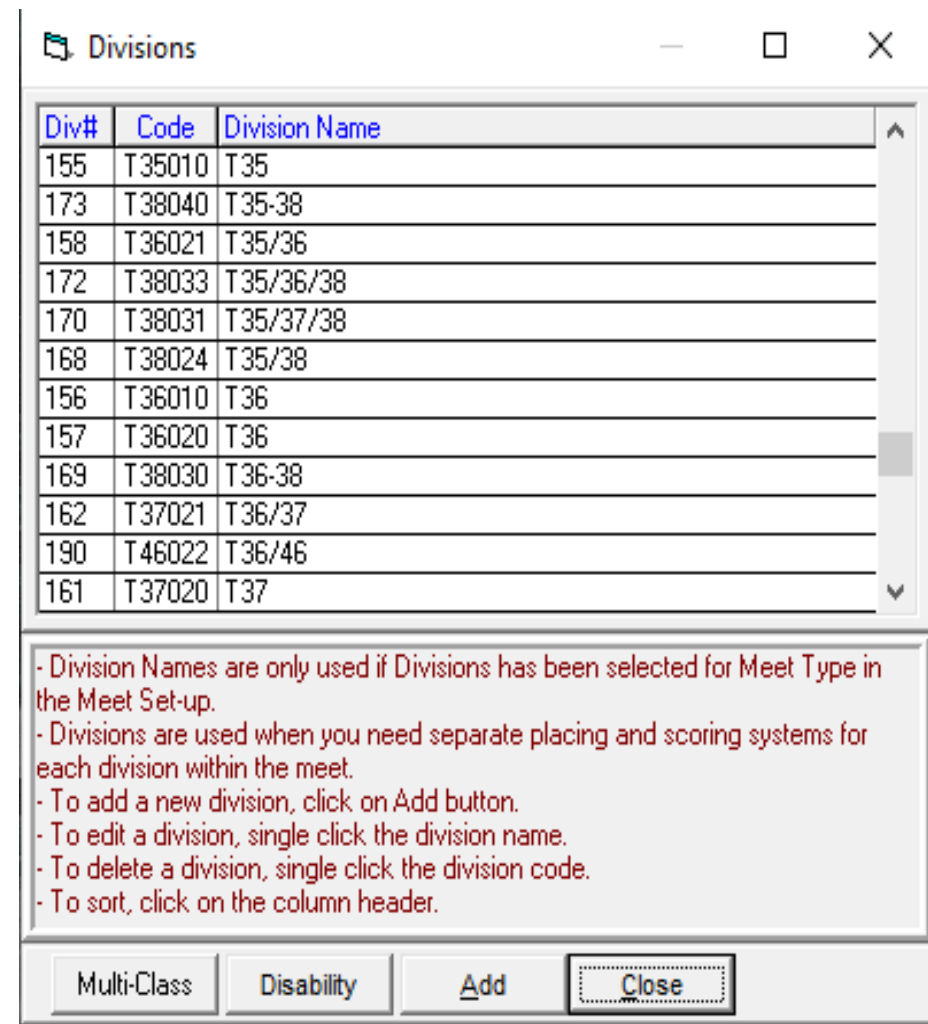
Divisions

By default it has 2 Divisions

V- Varsity & JV- Junior Varsity

Click on the Name to make a division change.

To add the divisions for the Para Classes click the Multi-Class button



The screenshot shows a window titled "Divisions" with a table of division data and a list of instructions below it. The table has three columns: Div#, Code, and Division Name. The instructions are listed in red text.

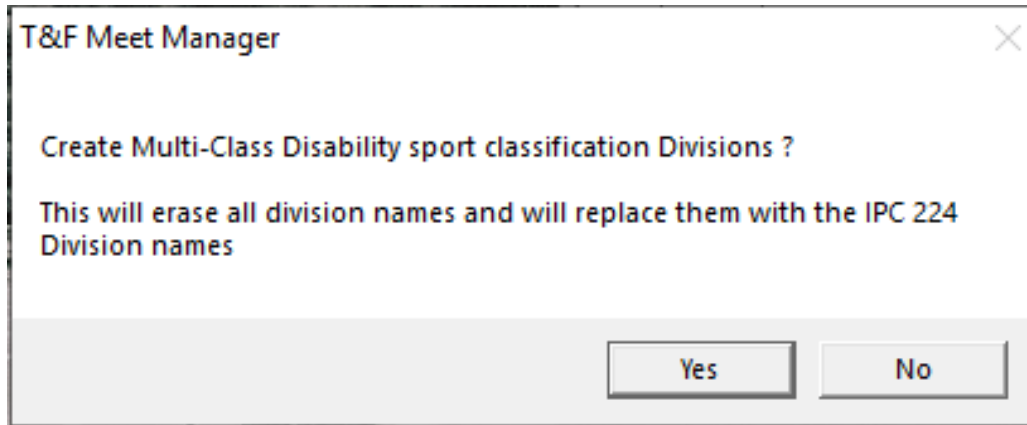
Div#	Code	Division Name
155	T35010	T35
173	T38040	T35-38
158	T36021	T35/36
172	T38033	T35/36/38
170	T38031	T35/37/38
168	T38024	T35/38
156	T36010	T36
157	T36020	T36
169	T38030	T36-38
162	T37021	T36/37
190	T46022	T36/46
161	T37020	T37

- Division Names are only used if Divisions has been selected for Meet Type in the Meet Set-up.
- Divisions are used when you need separate placing and scoring systems for each division within the meet.
- To add a new division, click on Add button.
- To edit a division, single click the division name.
- To delete a division, single click the division code.
- To sort, click on the column header.

Buttons: Multi-Class, Disability, Add, Close



Click the Multi-Class button



Click Yes

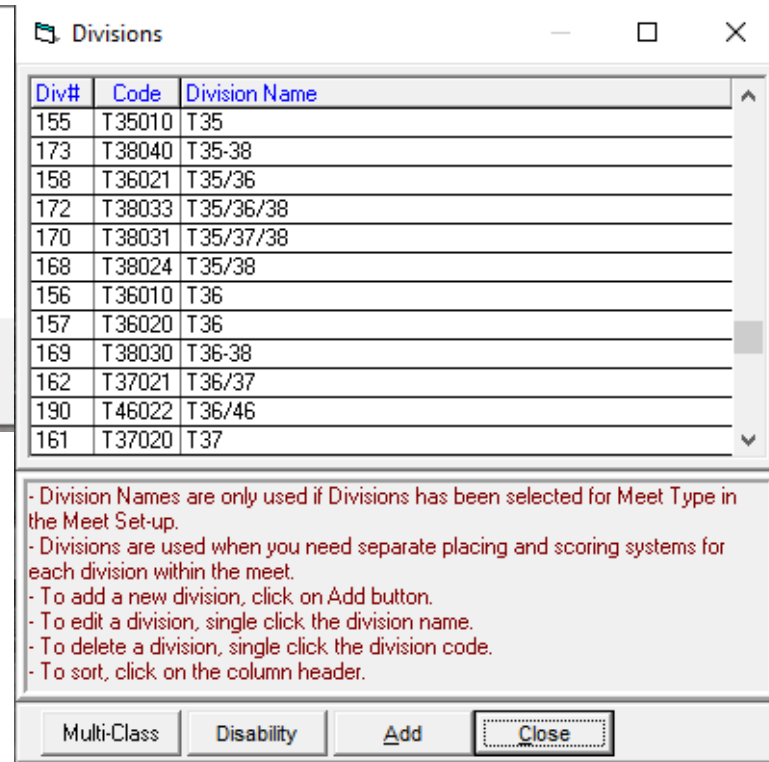
Note

To handle not classed or not eligible athletes add these divisions

A (not classed Ambulatory)

W(not classed wheelchair) are for athletes that did not get classified but it is helpful to know if they stand or sit for throwing.

NE is for those who are classified as not eligible by classification.



Language Preference..... event names.

Use the Hammer Throw for the club.

Note
for your D-record you must use HT for the club throw code.

Note
there are other events that can be change to accommodate Para specific events as well like the Super Weight and Other.

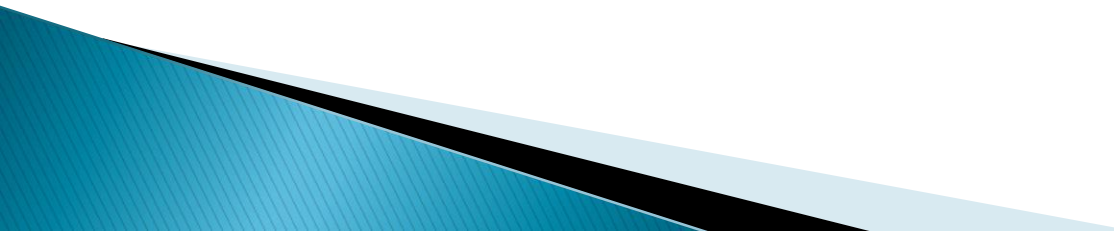
Translation of Event Names

English	Translate To	Size
Dash	Dash	25
Run	Run	25
Mile Run	Mile Run	25
Race Walk	Race Walk	25
Hurdles	Hurdles	25
Steeplechase	Steeplechase	25
Half Marathon	Half Marathon	25
Marathon	Marathon	25
High Jump	High Jump	25
Pole Vault	Pole Vault	25
Long Jump	Long Jump	25
Triple Jump	Triple Jump	25
Discus Throw	Discus Throw	25
Hammer Throw	Club	25
Javelin Throw	Javelin Throw	25
Shot Put	Shot Put	25
Weight Throw	Weight Throw	25
Other	Other	25
Super Weight	Super Weight	25
Relay	Relay	25
Sprint Medley	Sprint Medley	25
Distance Medley	Distance Medley	25
Shuttle Hurdle	Shuttle Hurdle	25
Decathlon	Decathlon	25
Heptathlon	Heptathlon	25
Indoor Pentathlon	Indoor Pentathlon	25
Outdoor Pentathlon	Outdoor Pentathlon	25
Triathlon	Triathlon	25
Weight Pentathlon	Weight Pentathlon	25

OK Cancel Custom

The words on the left are the standard English words used on reports and some screens. These can be changed to any language you wish by clicking on a word in the 2nd column and editing the word or phrase. To sort alphabetically on a column, click on the 1st or 2nd column header. To save time in fully translating, select one of the languages in the drop-down box. Or you may want to just shorten Shot Put to SP.

Adding your events

- ▶ First you need to know how large your event is going to be and what kind of flexibility you would like to have during the heating and seeding of your meet.
 - ▶ First we can look at creating an event with the most flexibility.
 - ▶ Click on Events on the top menu
- 

Adding an Event...continued

- ▶ The first section is **Gender**. You can select Girls, Boys, Women, Men or Mixed. By selecting mix this will allow you to put anyone in any event. By selecting a gender than you will only be able to put a Male or Female in specific events.
- ▶ Next you will select the **event**.
- ▶ Running events you will **click on a distance** and for events less than 800 click on dash under running events. If 800 or longer you would click on Run.
- ▶ For **Field events** you will click **None under the distance** and then click on the Field Event.
- ▶ For the most flexibility you will Click on Standard for event class. You can select Wheelchair or Ambulatory but you will need to create 2 events if you select this option.

Click Add on the top menu

Add New Event

Event #:

Gender

Alt Gender

Girls Women
 Boys Men

Mixed

Age Range

-

Multi-Age Group

Division

Event Note

Distance

None

55 800
 60 1500
 80 1600
 100 2K
 110 3K
 200 3200
 300 5K
 400 10K

Custom

Running Event

Dash
 Run
 Mile Run
 Race Walk
 Hurdles
 Steeplechase
 Half Marathon
 Marathon
 Field/Run Relay
 Cross Country
 Road Race

Decathlon
 Octathlon
 Heptathlon
 Indoor Pentathlon
 Outdoor Pentathlon

Weight Pentathlon
 Tetrathlon
 Triathlon
 Biathlon

Event Type

Field Event

High Jump
 Pole Vault
 Long Jump
 Triple Jump
 Discus Throw
 Club
 Javelin Throw
 Shot Put
 Weight Throw
 Super Weight
 Other

Relay Event

Relay
 Sprint Medley
 Distance Medley
 Shuttle Hurdle

Combined Event

of Runners:

Entries

Metric
 English

Results

Metric
 English

Prelims, Qtrs, Semis, or Finals Only

Number of Positions:

Advancement

Heat/Flight Assign

Lane/Pos Assignment

Flight Order

Best to Worst
 Worst to Best
 Random

Heats in Semis:
Lanes in Semis:
Heats in Qtrs:
Lanes in Qtrs:

Rounds

Finals Only
 Prelims/Finals
 Prelims/Semis/Finals
 Pre/Qtrs/Semis/Finals

Score Event Entry Fee
 Jump Off

Event Class

Wheelchair Ambulatory

Finals Round if 2+ Rounds

Number of Positions:

Number of Final Heats

1 Final 2 Finals
 3+ Finals
 1 Final, Score Prelims as 2nd Final

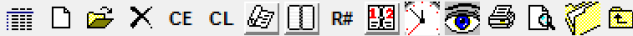
Order: Best to Worst
 Worst to Best

OK Cancel

Sessions

Events

Layout Add Edit Delete Combined Events Standard Lanes Sessions Comments Re-Number Records Standards View Print Export to HTML Help



Gender
 All Male Mixed Female

Age Range
[] - []

Indiv + Relays
 Indiv Only
 Relays Only

All Events
 Running Only
 Field Only

Combined Only
 CC/RR Only
 Field Relay Only

Evt #	Status	Gender	Age Group	Distance	Event	Type	Rnds	Ent Fee	Finals	Lanes/Pos	Advance	Heats	Lanes
1	F - Done	Mixed		100	Dash		F	0.00	Timed Finals	6	NA	Seed Time	Standard Lan
2	Unseeded	Mixed		200	Dash		F	0.00	Timed Finals	6	NA	Seed Time	Standard Lan

Sessions

Add Edit Delete Move All Remove All Auto Number Print Help



Day	Start Time	Entry Limit	Session #	Title for Session

EVENT LIST - (Double Click to Add)

Evt #	Rnd	Event Name
1	F	Mixed 100 Meter Dash
2	F	Mixed 200 Meter Dash
3	F	Mixed 400 Meter Dash
4	F	Mixed 60 Meter Dash
5	F	Mixed 800 Meter Run
6	F	Mixed 1500 Meter Run

- From the events screen...click Sessions
- Click Add
- Name the Session Title and set the time

Add New Session

Session #: 1

Session Title: Morning track

Day: 1

Start Time: 09:00 AM PM

Entry Limit: 3

OK Cancel

Athletes



Import Entries from a Semi-Colon Delimited File

- ▶ **note** that **HY-TEK** does not support semi-colon delimited import other than the guidance provided in the help file.
- ▶ There are five file types but we are only concerned with these two.
 - I = Information Record (25 fields separated by semi-colons)
 - D = Individual Entry Record (20 fields separated by semi-colons)

▶ Rules

1. If no information for a given field, leave it blank, but include the semi-colon.
2. Each record must be followed by a carriage return & line feed.
3. If at any point in a record, all remaining fields in the record are blank, it can be ended with a carriage return without all the extra semi-colons.
4. **For each athlete there can be one information record**. You **create one D record for each individual entry**. The 2nd thru 10th fields of both the I and D record types are identical. One relay per relay entry record with up to 8 relay runner names.
5. The order of each record makes no difference.
6. **For each I or D record for the same athlete, fields 2 through 8 must be the same.**
7. The I record is optional and thus not required except for a disabled meet. The classification information is provided by the I-record.

I-record

- ▶ **Data** **Max** **Notes for the I Record**
- 1 1 1 Information Record
- 2 Last Name 20 (Required)
- 3 First Name 20 (Required)
- 4 Initial 1
- 5 Gender 1 M = Male, F = Female (Required)
- 6 Birth Date 10 MM/DD/YYYY (Optional)
- 7 Team Code 4 4 character max; use UNA if unknown
(Required) (use the age groups as your teams..U11, U14,
etc)
- 8 Team Name 30 Use Unattached if unknown
(Required)
- 9 Age 3 Optional if birth date provided
- 10 School Year 2 (Optional)

I-record continued

- ▶ 11 Address line 1 30
- 12 Addr 2 / Province 30
- 13 City 30
- 14 State 3 state code for USA, Canada, Australia, etc.
- 15 Zip 10
- 16 Country 3 use country code, such as USA, GER, AUS
- 17 Citizen Country 3 use country code, such as FRA, CAN, BRA
- 18 Home Phone 20
- 19 Office Phone 20
- 20 Fax # 20
- 21 Shirt size 4 S, M, L, XL, etc.
- 22 Registration # 15 (if you put the classification here it will help you when you are setting the divisions.)
- 23 Competitor # 5
- 24 E-mail 30
- ▶ 25 **Disabled Classification 20** If using two disabled classifications, then separate each code with a space, e.g. F20 T20

I-record example

- ▶ Example: I; Doe; John; P; M; 09/07/1947; U18;
United States; ; ;3395 West Street; Suite 101;
Sullivan; ME; 04664; USA; USA; 207-422-6243; ; ;
XL; T54;mm@hy-tekLtd.com;T54 [Carriage Return]

I;McKittrick;Meritt;;F;3/3/2001;U18;U18;16;;PO Box 985;;Godley;Tex;76044;USA;USA;8179290595;;;Large;T53;;tmckittrick@windstream.net;T53

Event Codes

- ▶ **Running Events:** Distance without commas, such as 100, 800, 3200, 10000, 1MILE, 2MILE, HMAR half marathon, MAR

Note: For the 800 and longer, MM must have these events setup as Runs. If they are setup as Dashes, they will not be imported.

Hurdle Events: Distance plus H, such as 80H, 400H.

Steeplechase Events: Distance plus S, such as 2000S, 3000S.

Race Walk Events: Distance plus W, such as 5000W, 20000W.

Field Events: HJ High Jump, PV Pole Vault, LJ Long Jump, TJ Triple Jump, SP Shot Put, DT Discus

HT Club, JT Javelin, WT Weight Throw, SWT Super Weight Throw

Combined-Events: DEC Decathlon, HEP Heptathlon, IPENT Indoor Pentathlon, OPENT Outdoor Pentathlon, TRI Triathlon, WPENT Weight Pentathlon, BI Biathlon, TET Tetrathlon, OCT Octathlon

D-Record

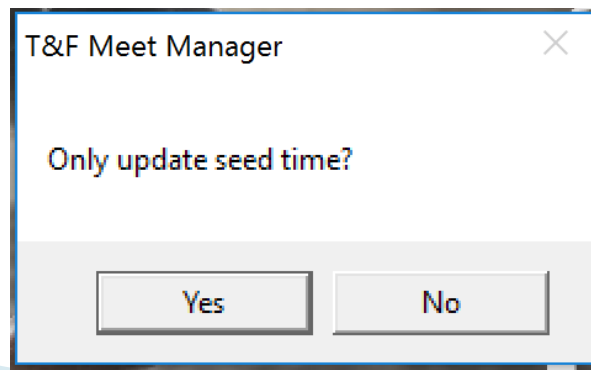
- ▶ **Data Max Notes for the D Record**
- 1 D 1 Individual Entry Record
- 2 Last Name 20 (Required)
- 3 First Name 20 (Required)
- 4 Initial 1 (Optional)
- 5 Athlete Gender 1 M = Male, F = Female (Required)
- 6 Birth Date 10 MM/DD/YYYY (Optional)
- 7 Team Code 4 4 characters max; use UNA if unknown
(Required)
- 8 Team Name 30 Use Unattached if unknown
(Required)
- 9 Age 3 Age is optional if birth date provided
- 10 School Year 2 (Optional)

D-record continued

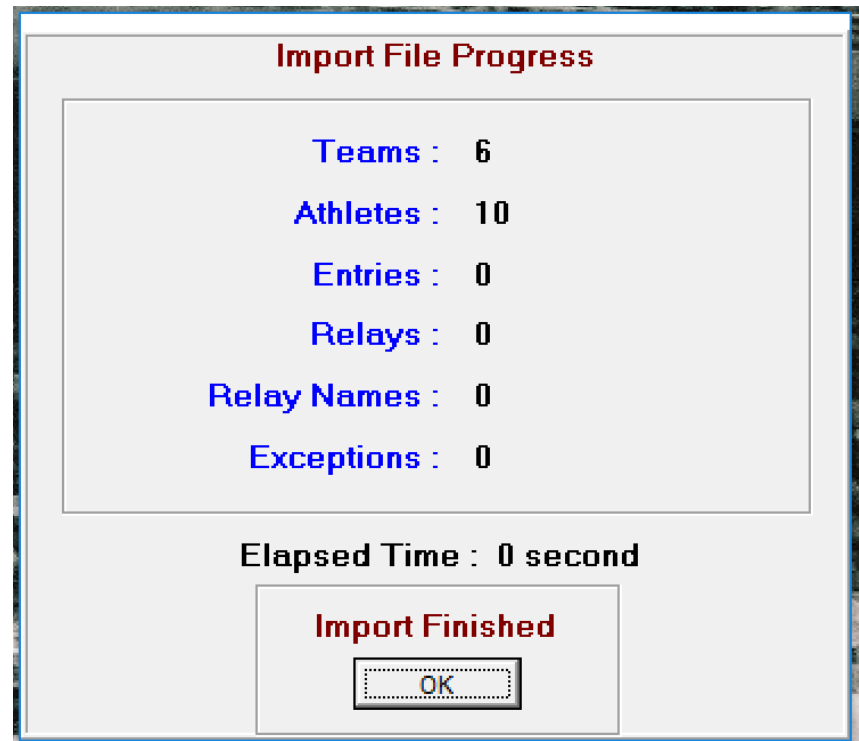
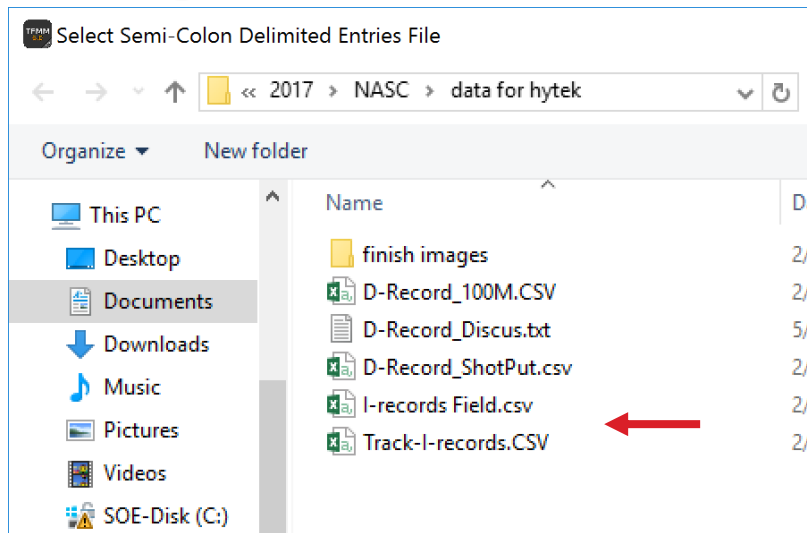
- ▶ 11 Event Code 10 Examples: 100, 5000S, 10000W, SP, HJ, DEC
- 12 Entry Mark 11 (you can put the current record for the event, class and age group here and it will appear on the heat and pit sheets)Time: hh:mm:ss.tt (1:23.44.55, 1:19.14, 58.83, 13.4h)
Field Metric: 12.33, 1233;
English: 12-10.25", 12', 121025
Combined-event: 3020 (points)
- 13 Event measure 1 M for Metric, E for English (Required)
- 14 Event Division 2 A Division number; Optional; For JV, Varsity, Bantam, etc.
- 15 Competitor # 5 Optional
- 16 Finish Place 2 Place from prior round if an advancer (optional)
- 17 Declaration Status 1 D = Declared, S = Scratched, A = Alive, blank = Undeclared (optional)
- 18 Entry Note 60 Optional
- ▶ 20 Alternate 1 Optional Y=Is Alternate

Importing semicolon files to Hytek

- ▶ File menu
- ▶ Import
- ▶ Semi-Colon Delimited Rosters/Entries
- ▶ Browse to the file location
- ▶ Select the I-record file first and click open.
- ▶ You will be asked, click No



Import screens



Double Click an Athlete

Athlete Edit — □ ×


Contact Teams

Last Name : Gaupp First Name : Robbie MI :

Gender (M/F) : Retain Gender Retain Status Birth Date : 08/26/1985 Age : 32

Reg ID# : T46 Team : AD Adults

Class Year : Competitor # : 0

Citizen of : USA Status : Disabled Disability (T, F) : 46 00 

Chip ID : City : Gatesville State : TX

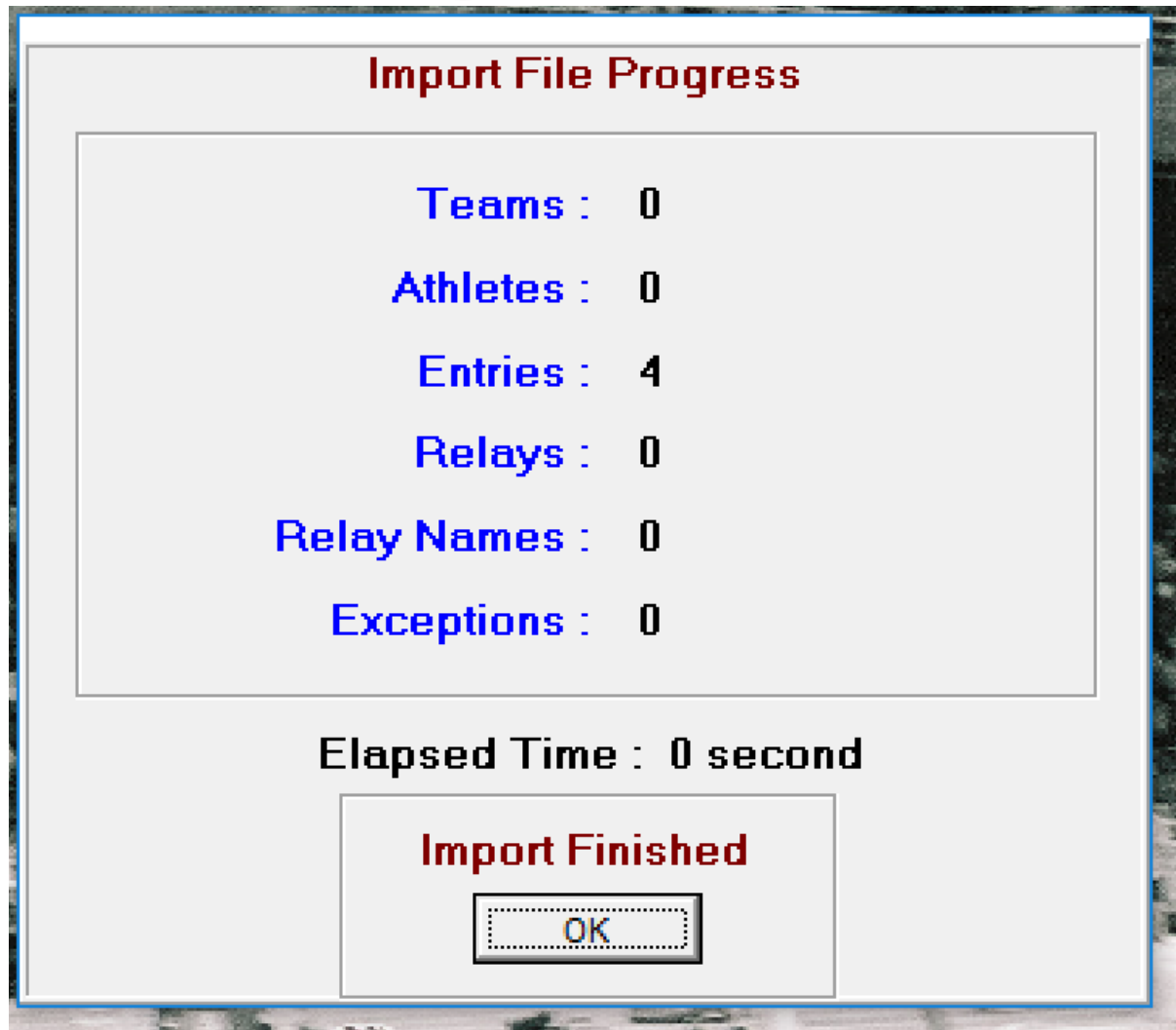
0 Individual Entries and 0 Relays			ELIGIBLE EVENTS	
Event #	Entry Mark	Conv	Event #	Event Name
			1	Mixed 100 Meter Dash
			2	Mixed 200 Meter Dash
			3	Mixed 400 Meter Dash

You add the classification here.

Athletes continued

- ▶ At this point you have the athletes in Hytek.
- ▶ You can either import D-records for the events.
 - Follow the same steps as the I-record to import them.
- ▶ Or you can manually enter the athletes into the events.

After importing the D-records.



Setting the Division

Athletes

Layout Add Edit Delete Contact Comp# Multi-Class# ScratchAll View Find Print Export to HTML Events Relays Teams Help

Session All

Gender: Both Male Female

Age Range: [] - [] Team: []

Entries: Eligible Only All Events Entries Only Combined Sub-Events Only

Show Relays Show Results

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Comp#	Citizen Of	Status
Garcia	Jose		M	27	MEX	MEX		1/1/1992	3	MEX	Disabled
Johnson	Paul		M	62	USA	USA		1/1/1957	4	UAE	Disabled
Jones	Mike		M	30	USA	USA		1/1/1989	2	USA	Disabled
Smith	Joe		M	20	USA	USA		1/1/1999	1	USA	Disabled

Click on the Multi-Class# on the menu

T&F Meet Manager

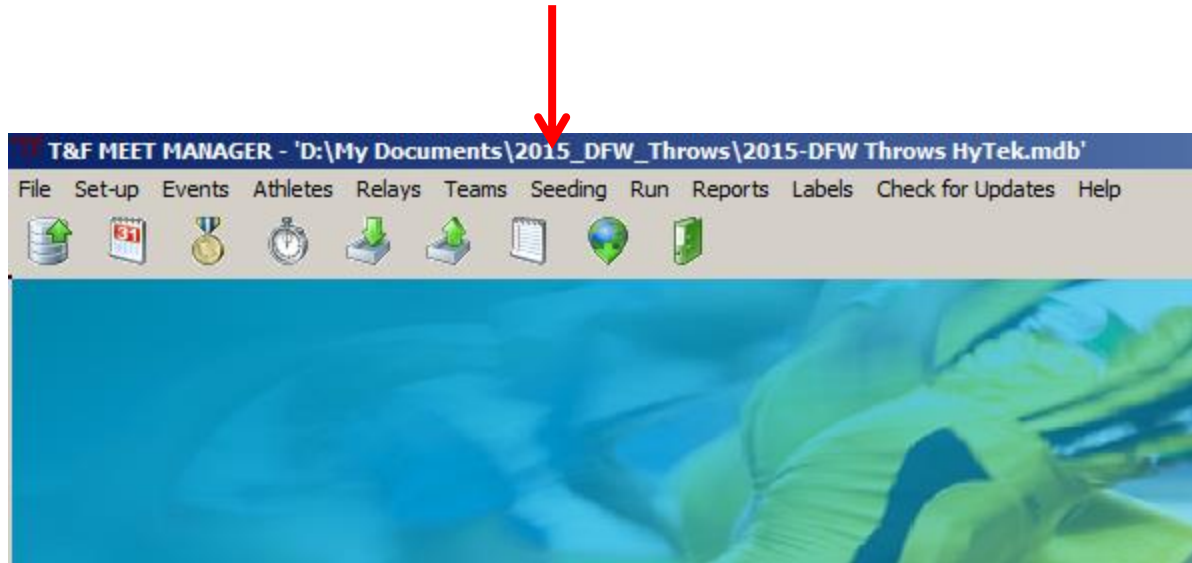
Go through every entry and insert the appropriate Multi-Class Disability Code for each disabled athlete based on the athlete's disability codes ?

Yes No

Click Yes

Seeding events

- ▶ From the main screen select Seeding from the top menu



Seeding continued

- ▶ Select an event by checking the box under the Seed column

Seeding the Meet

Start Seeding Select All De-Select Preview ScratchPad Declarations Scratch Copy Combine Consolidate View Event

Refresh Events

Gender
 All Male Mixed Female

Age Range
[] - []

Hide
 Un-Seeded Seeded Done Zero Entries

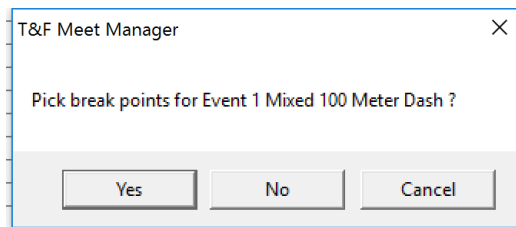
Prompt if a Re-Seed
 Preview each Event
 Ask Questions

SESSION LIST				
	Day	Start Time	Session #	Session Title
	All		All	All Events
▶	1	01:00 PM	1	Test

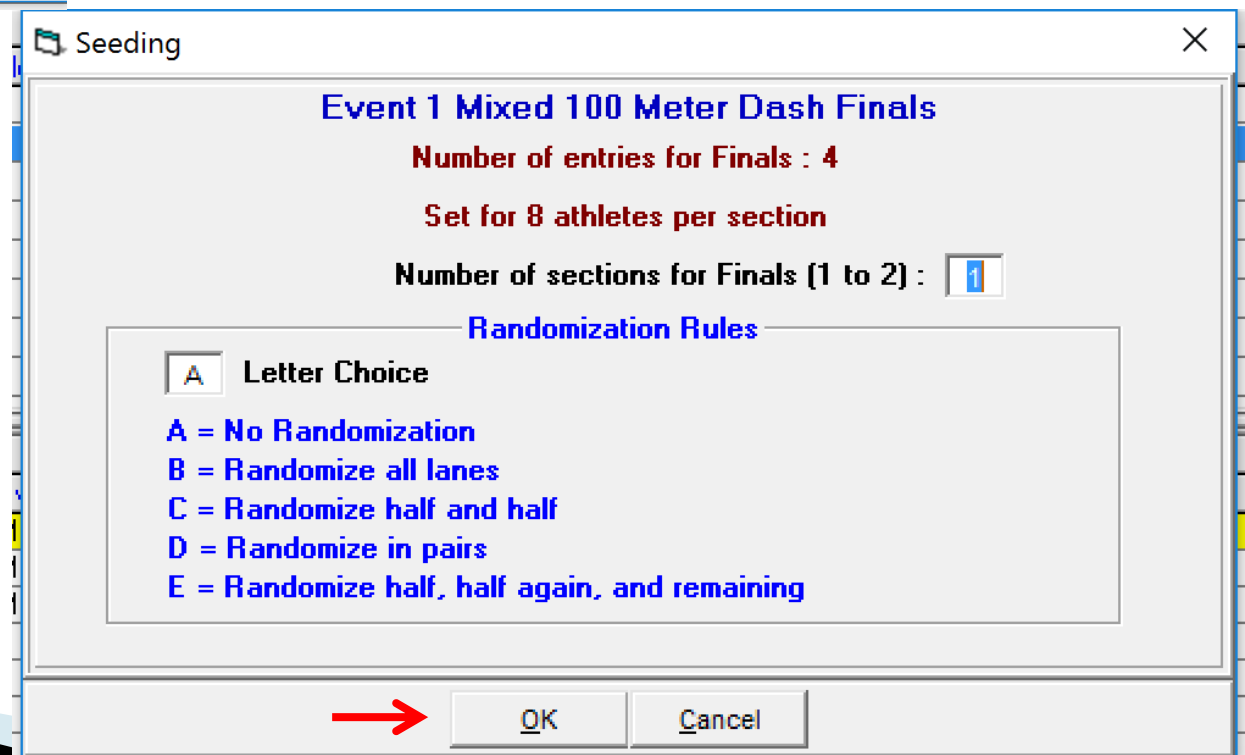
EVENT LIST									
Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
<input type="checkbox"/>	1	F	Un-Seeded	<input type="checkbox"/>	Mixed 100 Meter Dash	4	0	0	0
<input type="checkbox"/>	2	F	Un-Seeded	<input type="checkbox"/>	Mixed 200 Meter Dash	0	0	0	0
<input type="checkbox"/>	3	F	Un-Seeded	<input type="checkbox"/>	Mixed 400 Meter Dash	0	0	0	0

Seeding continued

- ▶ After selecting the event click start seeding from the top menu



Select **No** for the break points












Seeding continued

- ▶ In the Preview/Adjust screen you can move athletes, add heats until you have the heats/pits as you would like them.
- ▶ To move an athlete click on the name and drag it to a new heat and position. If you drop it on to another name it will switch the athletes.

Preview / Adjust ×

Save Add Heat Delete Empty Heats Switch Heats Increase Lanes Team Split Draft Sheet Athletes Help

         Team

Hide Athletes Show Eligible Athletes Eligible Athletes + Age-ups Entered Only Alternates Only

Event 1 Mixed 100 Meter Dash Finals							
Row	Heat	Lane	Comp#	Name	Age	Team	Time
1	1	1					
2	1	2					
3	1	3		Peters, Melanie	15	T54-U16	19.80
4	1	4		Gaupp, Robbie	32	T46-AD	11.01
5	1	5		Stevens, Kira	13	T37-U14	18.44
6	1	6		McKittrick, Meritt	16	T53-U18	23.86
7	1	7					
8	1	8					

Seeding continued

- ▶ Below I added a heat to start with. In one the ambulatory runners and the other wheelchair racers.
- ▶ In the Team column you have their class and age group to assist you in placing classes and age groups together.

Preview / Adjust ×

Save Add Heat Delete Empty Heats Switch Heats Increase Lanes Team Split Draft Sheet Athletes Help

Team

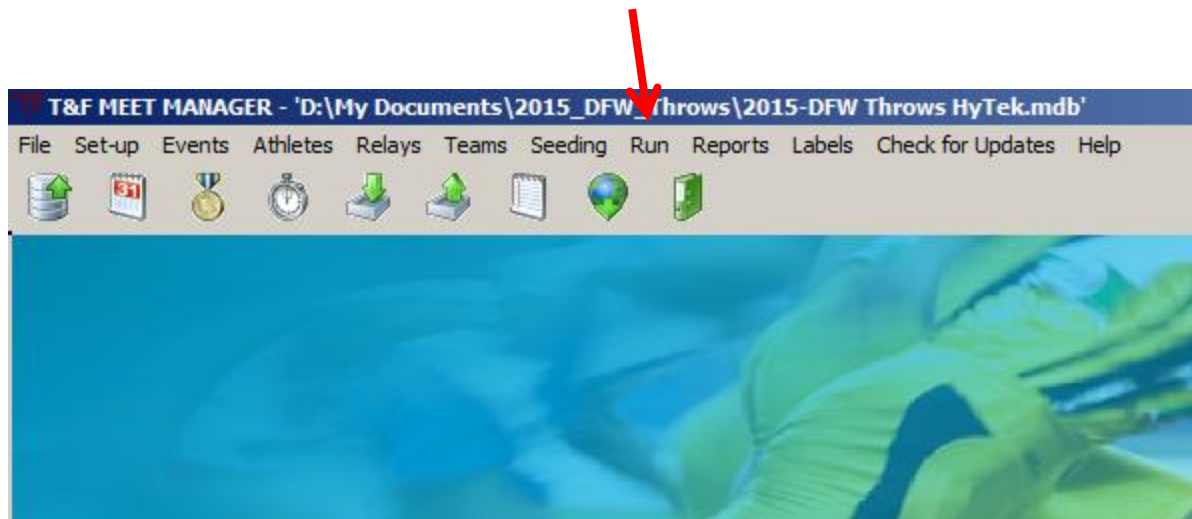
Hide Athletes Show Eligible Athletes Eligible Athletes Age-ups Entered Only Alternates Only

Event 1 Mixed 100 Meter Dash Finals

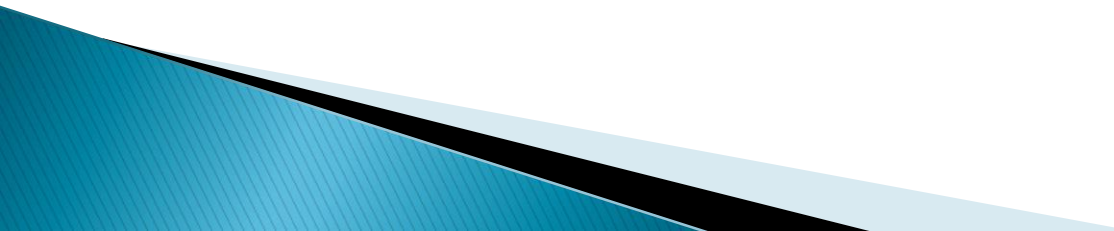
Row	Heat	Lane	Comp#	Name	Age	Team	Time
1	1	1					
2	1	2					
3	1	3					
4	1	4		Peters, Melanie	15	T54-U16	19.80
5	1	5		McKittrick, Meritt	16	T53-U18	23.86
6	1	6					
7	1	7					
8	1	8					
9	2	1					
10	2	2					
11	2	3					
12	2	4		Gaupp, Robbie	32	T46-AD	11.01
13	2	5		Stevens, Kira	13	T37-U14	18.44
14	2	6					
15	2	7					
16	2	8					

Run the events

- ▶ Click Run on the top menu



Understanding the run screen

- ▶ Select an event from the top left
 - ▶ It displayed the first heat at the bottom.
 - ▶ The numbers on the right side are the heats.
 - ▶ The red one is the current heat on the screen.
 - ▶ To enter the field series. Click on the field series button.
 - ▶ After entering the marks click on Calc Best and then close.
- 

Understanding the Run screen Track

Run the Meet

Events Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help



Mobile Disabled - Meet Info not Published

Hy - Tek 's MEET MANAGER Licensed to: Southwest Wheelchair AA Team

EVENT LIST - All Events - (Session not selected)								Records			
Evt #	Rnd	Status	Event Name	HTs	DQ	DNS	DNF	Record	Time	Date	Record Holder
1	F	Seeded	Mixed 100 Meter Dash	2	-	-	-				None Available
2	F	Un-Seeded	Mixed 200 Meter Dash	0							
3	F	Un-Seeded	Mixed 400 Meter Dash	0							
4	F	Un-Seeded	Mixed 13 & Under Discus Throw	0							

Session : F7	Adjust : F8	Rel Names : Ctrl-R	JD : Ctrl-J	Get Times : F3	List : Ctrl-L	Re-Rank
Refresh: Ctrl-D	Adv Formula : F9	Awards : Ctrl-A	Unseeded : F2	Field Series : Ctrl-F	Score : Ctrl-S	Re-Score

Section 1 of 2 == Finals == Event 1 Mixed 100 Meter Dash

Lane	Competitor#	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	HPL	PL	Pts	Result Note
1							<input type="checkbox"/>	<input type="checkbox"/>				
2							<input type="checkbox"/>	<input type="checkbox"/>				
3							<input type="checkbox"/>	<input type="checkbox"/>				
4		Peters, Melanie	15	T54-U16	19.80		<input type="checkbox"/>	<input type="checkbox"/>				
5		McKittrick, Meritt	16	T53-U18	23.86		<input type="checkbox"/>	<input type="checkbox"/>				
6							<input type="checkbox"/>	<input type="checkbox"/>				
7							<input type="checkbox"/>	<input type="checkbox"/>				
8							<input type="checkbox"/>	<input type="checkbox"/>				

- ▶ Events are top left
- ▶ Heats are middle right
- ▶ Adjust button to make changes to seeded events
- ▶ Electronic timing...Get Times button F3
- ▶ Final times. Can be electronic or manually entered

To scratch an Athlete

Run the Meet

Events Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help



Mobile Disabled - Meet Info not Published

Hy - Tek 's MEET MANAGER Licensed to: Southwest Wheelchair AA Team

EVENT LIST - All Events - (Session not selected)								Records			
Evt #	Rnd	Status	Event Name	HTs	DQ	DNS	DNF	Record	Time	Date	Record Holder
1	F	Seeded	Mixed 100 Meter Dash	2	-	-	-				None Available
2	F	Un-Seeded	Mixed 200 Meter Dash	0							
3	F	Un-Seeded	Mixed 400 Meter Dash	0							
4	F	Un-Seeded	Mixed 13 & Under Discus Throw	0							

-1- 2

Session : F7	Adjust : F8	Rel Names : Ctrl-R	JD : Ctrl-J	Get Times : F3	List : Ctrl-L	Re-Rank
Refresh: Ctrl-D	Adv Formula : F9	Awards : Ctrl-A	Unseeded : F2	Field Series : Ctrl-F	Score : Ctrl-S	Re-Score

Section 1 of 2 == Finals == Event 1 Mixed 100 Meter Dash

Lane	Competitor#	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	HPL	PL	Pts	Result Note
1							<input type="checkbox"/>	<input type="checkbox"/>				
2							<input type="checkbox"/>	<input type="checkbox"/>				
3							<input type="checkbox"/>	<input type="checkbox"/>				
4		Peters, Melanie	15	T54-U16	19.80		<input type="checkbox"/>	<input type="checkbox"/>				
5		McKittrick, Meritt	16	T53-U18	23.86		<input type="checkbox"/>	<input type="checkbox"/>				
6							<input type="checkbox"/>	<input type="checkbox"/>				
7							<input type="checkbox"/>	<input type="checkbox"/>				
8							<input type="checkbox"/>	<input type="checkbox"/>				

- ▶ Select the Event top left
- ▶ Select the Heat
- ▶ Double click on the Athlete Name
- ▶ Click yes to remove the athlete.

Make Adjustments after seeding during the meet.

- ▶ Highlight the event
- ▶ Click the adjust button
- ▶ Click show eligible athletes
- ▶ Click and hold on the name you would like to add or move and drop it into the position you want them in the heat.
- ▶ Save

Preview / Adjust

ave Add Heat Delete Empty Heats Switch Heats Increase Lanes Team Split Draft Sheet Athletes Help

Team

Hide Athletes Show Eligible Athletes Eligible Athletes + Age-ups Entered Only

Event 1 Mixed 100 Meter Dash Finals

Row	Heat	Lane	Comp#	Name	Age	Team	Time
1	1	1					
2	1	2					
3	1	3					
4	1	4		Gaupp, Robbie	32	T46-AD	NT
5	1	5		Stevens, Kira	13	T37-U14	18.44
6	1	6					
7	2	1					
8	2	2		McKittrick, Meritt	16	T53-U18	23.86
9	2	3		Peters, Melanie	15	T54-U16	19.80
10	2	4					
11	2	5					
12	2	6					

Eligible Athletes

Heat/Lane	Comp#	Name	Seed Mark	Age	ABBR	Team
	1	cinker, Molly		25	UNA	Unattached
2	1/4	Gaupp, Robbie		32	AD	Adults
3		Green, Robbie		59	M50	M50
4		Johnson, Andrew		41	M35	M35
5		Lopez, Guillermo		24	AD	Adults
6		McDuffee, Chad		35	M35	M35
7	2/2	McKittrick, Meritt		16	U18	U18
8	2/3	Peters, Melanie		15	U16	U16
9		santiago, hope		14	U16	U16
10	1/5	Stevens, Kira		13	U14	U14
11		Willereal, David		56	M50	M50

Understanding the run screen field

Run the Meet

Events Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Help

Hy - Tek 's MEET MANAGER Licensed to: Southwest Wheelchair AA Team

EVENT LIST - All Events - (Session not selected)

Evt #	Rnd	Status	Event Name	HTs
1	F	Seeded	Mixed Discus Throw	4
2	F	Seeded	Mixed Shot Put	5
3	F	Seeded	Mixed Javelin Throw	4
4	F	Seeded	Mixed Club	1
5	F	Un-Seeded	Mixed Long Jump	0

Records

Record	Time	Date	Record Holder
			None Available

Team Scores

Rank	Gender	Score	Team

Session : F7 Adjust : F8 Rel Names : Ctrl-R JD : Ctrl-J Gen Series : F3 List : Ctrl-L Re-Rank Prev Event

Refresh : Ctrl-D Adv Formula : F9 Awards : Ctrl-A Unseeded : F2 Field Series : Ctrl-F Score : Ctrl-S Re-Score Next Event

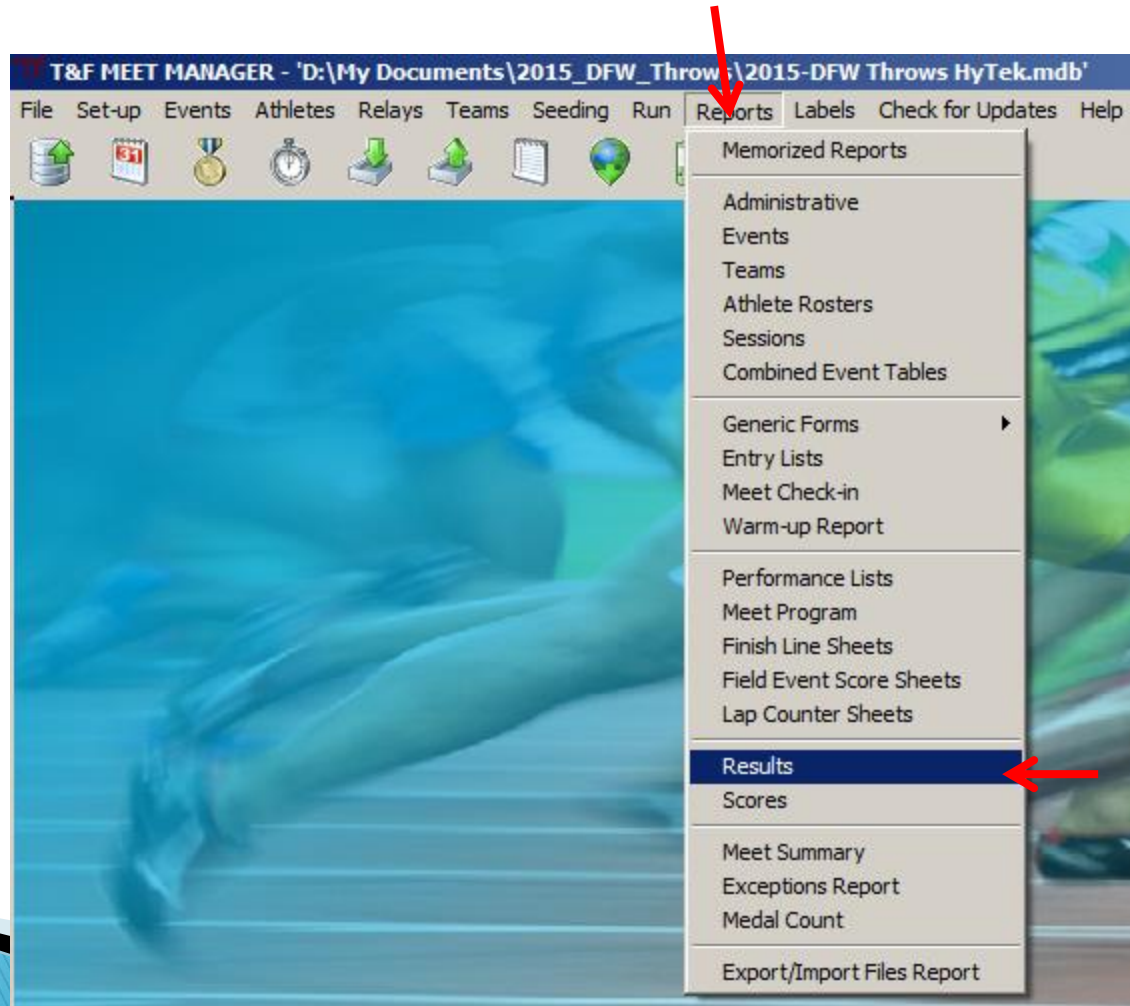
Flight 1 of 4 == Finals == Event 1 Mixed Discus Throw

Pos	Competitor#	Athlete Name	Age	Team	Seed Mark	Finals Mark	DQ	Exh	HPL	PL	Pts
1		BURTON, ANDY	42	S2-MASTERS	ND		<input type="checkbox"/>	<input type="checkbox"/>			
2		HORSLEY, OWEN	7	NCW-U11	ND		<input type="checkbox"/>	<input type="checkbox"/>			
3		MITCHELL, ANTHONY	63	NCW-MASTERS	ND		<input type="checkbox"/>	<input type="checkbox"/>			
4							<input type="checkbox"/>	<input type="checkbox"/>			

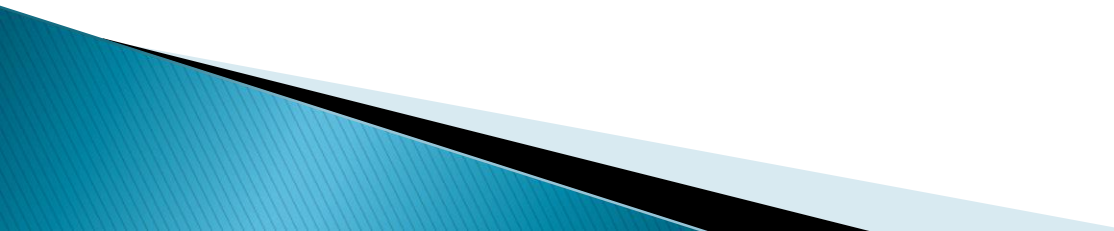
- ▶ Event
- ▶ Pits
- ▶ Field Series

Results Report

- ▶ Select Reports and Results



Results continued

- ▶ Check the box of the event you want to print results from
 - ▶ If you used the records in the entry mark then go to the Include in Results tab and check the Seed Times/Marks box.
 - ▶ Click Create Report from the top menu
- 

Res

Results [X]

Select All De-Select Preferences Memorize View **Create Report** ←

Gender: All Male Mixed Female

Filters: Region [] Division [] Event Age [] - []

Rounds: All Rounds Finals Only Prelims Only Round 1 Only Indiv + Relays Indiv Only Relays Only Combined Only

SESSION LIST

Day	Start Time	Session #	Session Title
All		All	All Events

EVENT LIST

	Evt #	Rnd	Status	Event Name	Heats
<input checked="" type="checkbox"/>	1	F	Done	Mixed Discus Throw	4
<input type="checkbox"/>	2	F	Seeded	Mixed Shot Put	5
<input type="checkbox"/>	3	F	Seeded	Mixed Javelin Throw	4
<input type="checkbox"/>	4	F	Seeded	Mixed Club	1
<input type="checkbox"/>	5	F	Un-Seeded	Mixed Long Jump	0

Columns / Style / Sort Order / Format **Include in Results** Selected Teams /Time Stamp

Include in Results

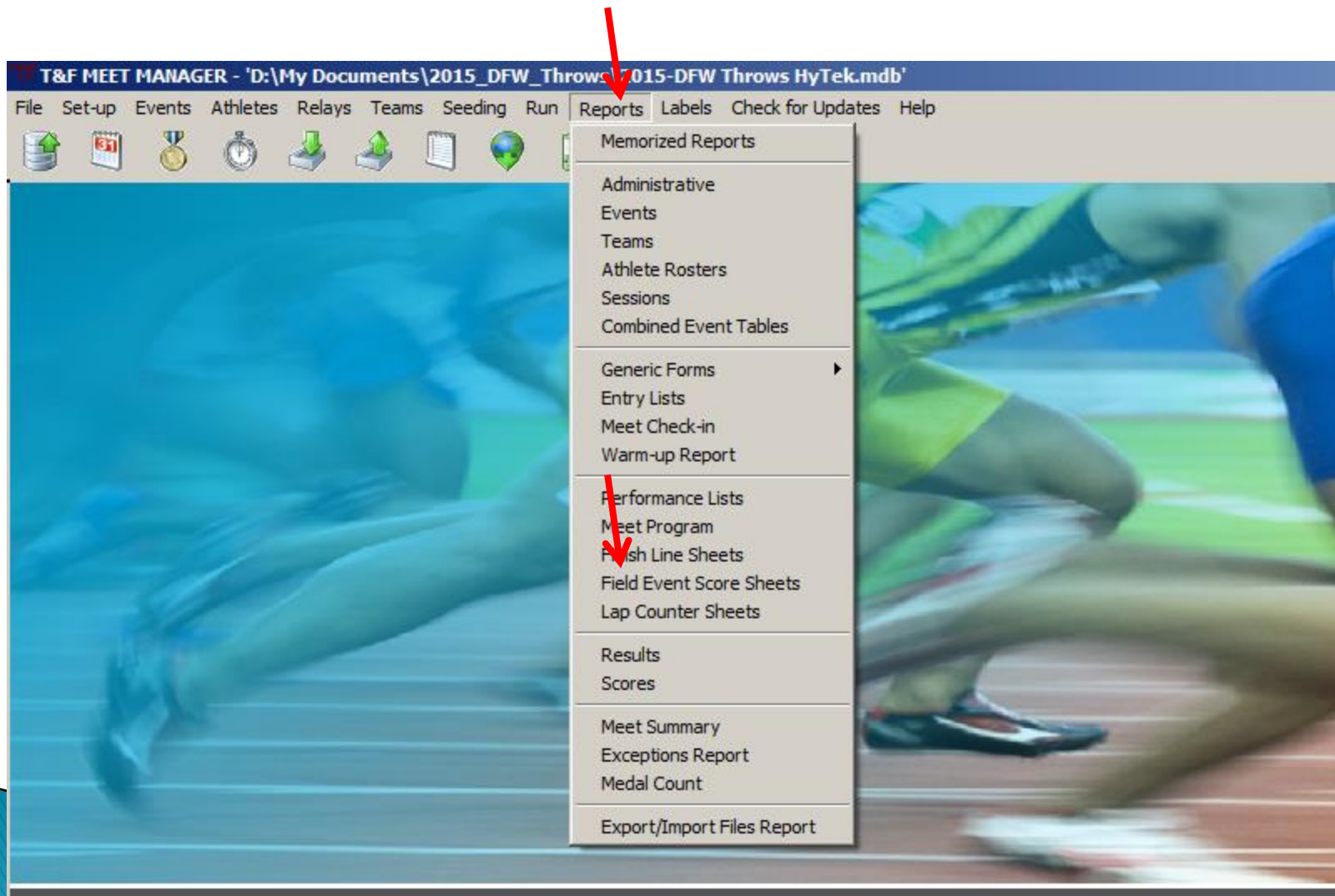
- Records
- Mark Standards
- Entry Qualifying Mark
- Event Comments
- All Prior Round Results (1 column only)
- Seed Times / Marks
- Scratches
- No Shows
- Competitor Number

Include Team Scores

- Advance Formula
- Field Series
- Athlete / Relay Points
- Include Splits
- Logos in Footer
- Male
- Female
- Combined
- Combine Divisions

Pit Sheets

- ▶ Select Reports...Field Event Score Sheets



Pit sheets continued

- ▶ Select the events you want to print sheets for.
- ▶ In the Include in Field Score Sheets
 - Check
 - Entry Marks
 - Competitor #
- ▶ Click Create Report

Field Score Sheets

Select All De-Select Preferences Memorize View Create Report



Gender
 All Male
 Mixed Female

Filters
Team: [Dropdown]
Division: [Dropdown]
Event Age: [] - []

Rounds
 All Rounds
 Finals Only
 Prelims Only
 Round 1 Only

Indiv + Relays
 Indiv Only
 Relays Only

SESSION LIST

Day	Start Time	Session #	Session Title
All		All	All Events

EVENT LIST for Field Score Sheets

	Evt #	Rnd	Status	Event Name	Flights
<input checked="" type="checkbox"/>	1	F	Seeded	Mixed Discus Throw	4
<input checked="" type="checkbox"/>	2	F	Seeded	Mixed Shot Put	5
<input checked="" type="checkbox"/>	3	F	Seeded	Mixed Javelin Throw	4
<input checked="" type="checkbox"/>	4	F	Seeded	Mixed Club	1
<input type="checkbox"/>	5	F	Un-Seeded	Mixed Long Jump	0

Format | **Include in Field Score Sheets**

Include in Field Score Sheets

<input type="checkbox"/> Records	<input type="checkbox"/> Event Start Time	<input checked="" type="radio"/> Date and Time <input type="radio"/> Date Only <input type="radio"/> None
<input type="checkbox"/> Mark Standards	<input type="checkbox"/> Events With No Entries	
<input type="checkbox"/> Entry Qualifying Mark	<input type="checkbox"/> Alternate Event #'s	
<input type="checkbox"/> Event Comments	<input checked="" type="checkbox"/> Competitor #	
<input checked="" type="checkbox"/> Entry Marks		

Pit Sheets

▶ Note

- Class and age group
- By putting the record in the entry mark it shows the pit official the current record

Southwest Wheelchair AA Team

Hy-Tek's MEET MANAGER 1
DFW Throws and Powerlifting Meet - 4/4/2015
Arlington TX
Field Score Sheet

Event 1 Mixed Discus Throw Flight 3 of 4

		Attempt 1	Attempt 2	Attempt 3		Attempt 4	Attempt 5
1	SMITH, BRANDI W19 56-U20	10.61m					
2	SIMMONS, AMY W31 54-ADULTS	12.87m					
3	DUNKIN, ABBY W20 57-U23	ND					
4							
5							

Results continued

- ▶ With the seed mark and finals throw in the report you can screen the results for any records.
- ▶ The report will be broken down by division.

g the following printer: TASKalfa 3050ci

100%

Southwest Wheelchair AA Team

Hy-Tek's MEET MANAGER 1:15 PM 8/11/15

DFW Throws and Powerlifting Meet - 4/4/2015
Arlington TX
Results

Men Discus Throw 35			Seed	Finals
Name	Age Team			
Finals				
1 VELASQUEZ, DANIEL	20 U23		12.75m	5.00m
Men Discus Throw 42			Seed	Finals
Name	Age Team			
Finals				
1 PUYEAR, JOSIAH	17 U18			6.00m
Men Discus Throw 52			Seed	Finals
Name	Age Team			

DFW Throws and Powerlifting Meet - 4/4/2015

Arlington TX

Results

Men Discus Throw 35

Name	Age	Team	Seed	Finals
Finals				
1 VELASQUEZ, DANIEL	20	U23	12.75m	5.00m 4

Men Discus Throw 42

Name	Age	Team	Seed	Finals
Finals				
1 PUYEAR, JOSIAH	17	U18		6.00m 4

Men Discus Throw 52

Name	Age	Team	Seed	Finals
Finals				
1 BURTON, ANDY	42	MASTERS		4.76m

Women Discus Throw 54

Name	Age	Team	Seed	Finals
Finals				
1 SIMMONS, AMY	31	ADULTS	12.87m	4.50m 3

Women Discus Throw 56

Name	Age	Team	Seed	Finals
Finals				
1 SMITH, BRANDI	19	U20	10.61m	2.30m 3

Women Discus Throw 57

Name	Age	Team	Seed	Finals
Finals				
1 DUNKIN, ABBY	20	U23		4.70m 3

Boys Discus Throw NCW

Name	Age	Team	Seed	Finals
Finals				
1 FAY, JOHN	55	MASTERS		5.00m 2
2 MCGHEE, ANTHONY	60	MASTERS		4.54m 1

Set up Demo Meet - 2/28/2017 to 3/4/2017

TBA

Results - Test**Men 100 Meter Dash T46**

Name	Age	Team	Seed	Finals	Wind	H#
Finals						
1 Gaupp, Robbie	32	Adults	11.01	12.01	1.0	2

Women 100 Meter Dash T37

Name	Age	Team	Seed	Finals	Wind	H#
Finals						
1 Stevens, Kira	13	U14	18.44	18.40	1.0	2

Women 100 Meter Dash T54

Name	Age	Team	Seed	Finals	Wind
Finals					
1 Peters, Melanie	15	U16	19.80	22.54	0.9

Women 100 Meter Dash T53

Name	Age	Team	Seed	Finals	Wind
Finals					
1 McKittrick, Meritt	16	U18	23.86	24.79	0.9

Meet Summary

Licensed To: Southwest Wheelchair AA Team

3/4/2017 Page 1

Set up Demo Meet - 2/28/2017 to 3/4/2017

TBA

Meet Summary - All Events

	Seed	Prelims	Finals
Gaupp, Robbie - Male - Age: 32 - Comp#: - Adults - ID#: T46			
#1 Mixed 100 Meter Dash	11.01		12.01 (1)
Wind: Finals w: 1.0			
McKittrick, Meritt - Female - Age: 16 - Comp#: - U18 - ID#: T53			
#1 Mixed 100 Meter Dash	23.86		24.79 (1)
Wind: Finals w: 0.9			
Peters, Melanie - Female - Age: 15 - Comp#: - U16 - ID#: T54			
#1 Mixed 100 Meter Dash	19.80		22.54 (1)
Wind: Finals w: 0.9			
Stevens, Kira - Female - Age: 13 - Comp#: - U14 - ID#: T37			
#1 Mixed 100 Meter Dash	18.44		18.40 (1) *
Wind: Finals w: 1.0			

Total Athletes: 4