Create the Meet Database:

1. Select "File" and “Open/New” from the drop down menu.
2. Create a new directory. Use the Team Abbreviation and date of meet (Example: ABC120905).
3. Create the Meet Database Name in the "File name" field. Use the team abbreviation and date of meet (Example ABC1209) and then click on the "OK" button.
4. A "Meet Set-Up" window will appear. Enter the following information:
    - A. Enter the Meet Name in the "Meet Name" field. Enter the Location of the meet in the "Location" field.
    - B. Enter the Meet Start Date in the "Start Date" field.
    - C. Enter the Meet End Date in the "End Date" field.
    - D. Leave the "Age-Up Date" field as-is if the meet will be a USA Meet. If the Meet will be a League Meet, enter the appropriate "Age-Up Date" as appropriate.
    - E. Enter the appropriate altitude in the "Altitude in Feet" field. Note this can be left blank, as this is an optional field.
    - F. In the "ID Format" section, ensure that the "USS - United States Swimming" button is selected.
    - G. Select the appropriate class button in the " Class" field.
    - H. In the "Base Country" section, ensure that "USA" is selected from the drop down list.
    - I. In the "Meet Style" section, ensure that "Standard" button is selected if the meet is a USA meet. If the meet is a league meet, then ensure the " 2 Team Dual" button is selected.
    - J. In the "Course" section, ensure that the appropriate course button is selected (LC Meters, SC Meters or Yards).
    - K. Review the above selections to ensure that they are correct and the select the "OK" button.

Create the Events in the Meet:

1. Select "Events" from the drop down menu.
2. Select "Add" from the main toolbar or the "New Event Add" icon.
3. An "Add New Event" window will appear. Enter in the following information.
    - A. Ensure that the appropriate event number is the "Event #:" field.
    - B. Select either "Individual" or "Relay" button in the "Individual / Relay" section.
    - C. Select "Girls", "Boys", "Women" or "Men" button as appropriate. Select the "Alt Sex" button if the events will alternate between sexes during the meet.
    - D. Select the appropriate age group for the event in the "Age Group" section.
    - E. Select the appropriate distance of the event in the "Distance" section.
    - F. Select the appropriate stroke of the event in the "Stroke" section.
    - G. Select "Timed Finals", "Prelims/Finals" or "Prelims/Semis/Finals" button in the "Rounds" section. Please note: Select "Timed Finals" if there will be no Finals in the meet. Select "Prelims/Finals" if there will be Preliminary and Final Rounds in the meet. Select "Prelims/Semis/Finals" if there will be Preliminary, Semis and Final Rounds" in the meet.
    - H. Enter the appropriate number of lanes that will be used in the "Number of Lanes (1-10):" field in the "Round 1 - Prelims or Timed Finals" section.
    - I. Ensure that the "Standard" button is selected in the "Assign Lanes" field in the "Round 1 - Prelims or Timed Finals" section.
    - J. Select "Slow to Fast" or "Fast to Slow" button in the "Heat Order" field in the "Round 1 - Prelims or Timed Finals" section.
    - K. Select or Unselect the "Score Event" field as appropriate. If the event will be scored, then ensure that this field is selected.
    - L. Enter the appropriate fee in the "Entry Fee" field.
    - M. Select the appropriate event type in the "Event Type". Select "Standard" if the event is a normal event. Select "Time Trail Event" if the event is a Time Trial. Select "Swim-Off Event" if the event is a Swim-Off. Select "Multi-Disability" if the event contains Multi-Disabled swimmers. Select "Open Water" if the event is an open water event.
    - N. Review the above selections to ensure that they are correct and the select the "OK" button.
    - O. Repeat Step A. through Step N. if additional events are necessary. If the event is the final one for the meet, select the "Cancel" button.
    - P. Review all of the events in the meet prior to closing the window.
4. Using “My Computer”, create a new sub-directory under the parent directory that was created in Step 2 for each of the participating teams. Copy the "Team Entry" to the directory.

Creating a “Meet Event for TM” File

1. Select “File”, "Export" and “Events for TM” from the drop down menu.
2. Review the information that is displayed in the “Hy-Tek Meet Manager” pop-up window. Select “Yes” if all the information is correct. If the information is not correct, select “No” to close the window. Correct all the necessary information and repeat step 1.
3. Review the “Export Events to TM” pop-up window. Ensure that all the information is correct and select the “OK” button.
4. Select the desired file direction location and select the “OK” button.
5. A pop-up window will be displayed if the “Events for TM” were zipped successfully. Please note the location that the “zipped” file was saved to.
6. Send the appropriate “Events for TM” zipped file to the appropriate teams (if participating in a league) or to Nan Cooper (office@ctswim.org) per CT Swimming’s Meet Guidelines.

Import All Received Team Entries in the Meet

1. Select "File", "Import" and "Entries" from the drop down menu. An "Open File to Import" window appears. Select the appropriate directory and Team Entry file and then select "Open" button to start the "Team Entry Import Process". If the file is "zipped", select the "OK" button to continue. Select the appropriate Team "CL2", "HY3" or "SD3" file and the "Open" button to continue. A "Hy-Tek Data Interchange File Information" Window will appear. Review the displayed information and if the appropriate Team Information is correct, select the "OK" button. If the appropriate Team Information is incorrect, select "Cancel" and repeat this step.
2. At the "Import Entries" window, ensure that the "Match on event numbers" field and "Include entries with No Time (NT) field are selected. Select the "OK" button to proceed with the Team Entry import.
3. At the "Import Progress Window", ensure that there were no import errors indicated. Select the "OK" button to proceed.
4. Repeat steps 1 through 4 for each additional team in the meet.

Create the Athlete Verification File

1. Select "File", "Export" and "USA-S Registration" from the drop down menu.
2. An “Export USA-S Registration” window appears.
3. Select “OK” to continue.
4. Select “OK” to continue.
5. Select the appropriate directory that was created in Step 2 of the “Create Meet File” section.
6. Connect to www.ctswim.org by using your web browser. Select the “Connecticut FAST” link located in the upper right hand corner. Select “Meet Verification File” from the drop down menu associated with the “Query What:” field. Take the appropriate action based on the results of the query. If you have addition concerns or questions, please email Nan Cooper (office@ctswim.org)

Create the Appropriate "Meet Sessions"

1. Select "Events" from the drop down menu.
2. Select "Sessions" from the drop down menu or select the "Session" Icon.
3. Select "Add" from the main toolbar or the "New Session" icon.
4. At the "Add New Session" window complete the below steps:
   A. Enter the appropriate Session Number in the "Session Number:" field.
   B. Enter the appropriate Session Title in the "Session Title" field.
   C. Enter the appropriate Day in the "Day:" field.
   D. Enter the appropriate Start Time in the "Start Time:" field. Ensure that the "AM' or "PM" button is selected.
   E. Ensure that the appropriate "Course" is selected.
   F. Review the above selections to ensure that they are correct and the select the "OK" button.
   G. Repeat Steps 4.A. through 4.F. for additional Sessions or select the "Cancel" button if no additional Sessions are required.
5. Select the appropriate Session. Add the events for each session by “double clicking on each appropriate event. Note: To “Combine” events, enter the event number that you need to combine in the “ALT” field of the primary event in the “Session Schedule” section.
6. Close the “Session” window. Close the “Event” window.

Print Scratch Sheets

1. Select "Reports" and “Entry Lists” from the drop down menu.
2. Select the appropriate session from the “SESSION LIST” section.
3. Select the “By Team” option in the “Report Type” section; select “Athletes and Relays” option in the “Options” section; select “Event Description & Time” option in the “Format” section; Select “Separate page each team” Box.
4. Click on the “Include in Report” tab. Ensure that “Line space between athletes”, “Include Registration ID” and “Show Check-in Req” boxes are selected in the “Include in Report” section.
5. Select "Create Report" from the drop down menu or select the "Printer" Icon.
6. Close the “Entry Lists” window.
7. Separate and disburse the Team’s Scratch Sheet via the appropriate Team Package. Note: You may want to create an additional adobe acrobat file for each team and email the appropriate team contact so they may review and correct any mistakes prior to the meet.

Printing Psych Sheets

1. Select "Reports" and “Psych Sheets” from the drop down menu.
2. Select the appropriate session in the “SESSION LIST” section.
3. Select the event or events by placing a “Check Mark” near the event located in the “EVENT LIST for Psych Sheets” section or select “Select All” from the drop down menu to select all of the events.
4. Ensure that the “Double” button is selected in the “Columns” section.
5. Select "Create Report" from the drop down menu or select the "Printer" Icon.

Print Team Attendance Sheet

1. Select "Reports" and “Warm-up Sheet” from the drop down menu.
2. Select the appropriate session in the “SESSION LIST” section.
3. Select the “Team Abbreviation” button in the “Sort By” section.
4. Select "Create Report" from the drop down menu or select the "Printer" Icon.
5. Close the “Warm-up Sheet” window.

Scratching Swimmers

1. Select "Athletes" from the drop down menu.
2. Select the appropriate team from the “Team” drop down menu.
3. Select the “Session All” button, select the appropriate session and then select the “OK” button.
4. Select or Highlight the appropriate swimmer.
5. Select the event or events that the swimmer desires to be scratched from by placing a “Check Mark” in the “SCR” box located in the “ENTRIES” section. Note: If the swimmer is scratched from all events in a particular session, you can select “Scratch All” from the drop down menu or the “Scratch All” icon.
6. Repeat Step 2 through Step 5 as required for additional swimmers.
7. Close the “Athletes” menu.

Combining Events

1. Select "Seeding from the Drop down menu.
2. Select "Combine" from the drop down menu or the "Combine" icon.
3. Enter the appropriate Source Event Number and Target Event Number. (Note: The source is the event that will be merged into the target event - (Example Event 119: Girls 15 -18 800 Free will be merged/combined into Event 117: Girls 13-14 800 Free)
4. Ensure that the "Copy Entries to Target Event and leave Source Entries unchanged" option under the "Method" section is selected.
5. Ensure that the "Copy Scratched Status" and "Copy Special Status Data such as Bonus" option under the "Options" section are selected.
6. Select the "OK" button.
7. Select "Yes" at "The event ages do not Match! Change the ages of the target event to handle the combination?" window.
8. Enter the appropriate Age Groups in the "Multiple Age Group" window. (Example: In Row 1: Low Age is 13 and High

Age is 14, in row 2: Low Age is 15 and High Age is 18)
9. Select "OK" to continue.
10. Ensure that all swimmers are selected by placing a check in the "Copy" field. Select "Save" from the drop down menu or the "Computer" icon.
11. Seed the "Target" event as per the normal process.
12. Close the “Seeding” window.

Seeding the Meet

1. Select "Seeding" from the drop down menu.
2. Select the appropriate Session from the “SESSION LIST” section.
3. Select the appropriate events in a particular session by placing a “Check Mark” in the “Seed” box located in the “Events List” section or select “Select All” from the drop down menu.
4. Select “Start Seeding” from the drop down menu or select the “Start Seeding Selected Events” icon.
5. Close the “Seeding Window”.

Printing Program Sheets / Heat Sheets

1. Select "Reports" and “Meet Program” from the drop down menu.
2. Select the appropriate Session from the “SESSION LIST” section.
3. Select the event or events by placing a “Check Mark” near the event located in the “EVENT LIST for Meet Program” section or select “Select All” from the drop down menu.
4. Ensure that the “Double” button is selected in the “Columns” section.
5. Select the “Include in Meet Program” tab.
6. Ensure that the “Entry Times”, “Line for Results”, and “Heat Start Times” button is selected.
7. Select "Create Report" from the drop down menu or select the "Printer" Icon.
8. Close the “Meet Program” window.

Printing Lane/Timer Sheets

1. Select “Reports” and “Lane/Timer Sheets” from the drop down menu.
2. Select the appropriate Session from the “SESSION LIST” section.
3. Select the event or events by placing a “Check Mark” near the event located in the “EVENT LIST” section or select “Select All” from the drop down menu.
4. Ensure that the “1 Event Per Page Per Lane” button is selected in the “Format” section.
5. Ensure that the “Include Entry Time” and “Double Space” button is selected in the “Parameters” section. Ensure the “Relay Athlete Names (0-8) is set to “0” in the “Parameters” section.
6. Ensure that the “Event than Lane” button is selected in the “Sort By” section. Note: Select “Lane than Event” to print and sort by lane rather than by event.
7. Ensure that the “All Heats” button is selected. This button is located near the bottom of the window.
8. Select "Create Report" from the drop down menu or select the "Printer" Icon.
9. Close the “Lane / Timer Sheets ” window.

Running the Meet

1. Select "Run" from the drop down menu.
2. Select “Interfaces”, “Timer (CTS6)” and “Open/Close Serial Port for CTS6” from the drop down menu.
3. Select the “Session: F7” button and select the appropriate session from the “SESSION LIST” section. Press “OK” to continue.
4. Select the appropriate event in the “EVENT LIST – All Events – Yards” section. Note: If the course is in “Meters” than select the appropriate event in the “EVENT LIST – All Events – LC Meters” section.
5. At the end of each event, select the “Get Times: F3” button or press “F3”.
6. Compare the “Finals Time” and the “Backup1” times. Ensure that they are less than .3 of a second in difference. If the times are greater than .3 of a second, review the stop watch time(s) to ensure that they either correspond to the Finals Time (missed or late backup1 button) or correspond to the “Backup1 time (missed or late pad). If the stopwatch time(s) corresponds to the “Finals Times”, do not correct the “Finals Time”. If the stopwatch time(s) corresponds to the “Backup1” Time, select “Calc: Ctrl-K” button or press the “Ctrl” and “K” keys simultaneously and in the “Time Adjustment” window, ensure that the appropriate lane is selected (The “Use” box is checked), review the “Adjusted Time” and then click on the “Accept Adjusted” button to make the appropriate changes. **Note: For additional Time Correction guidance, please refer to the “Time Correction Procedure” document.**
7. If there is another heat in the event, select the next heat number or “->” button.

8. Repeat steps 3 through 6 as required.
9. At the end of the event, select “List: Ctrl-L” to print out the “results”. When the “Results” window appears, select the “Printer” icon. When the “Printer” window appears, select the desired amount of copies to be printed and then select the “OK” button. **Note:** If the event is to be scored, select the “Score: Ctrl-S” button rather then the “List: Ctrl-L” button..
10. Select the appropriate event in the “EVENT LIST – All Events – Yards” section.
11. Repeat steps 3 through steps 10 as required.

Exporting from Prelim / Final Sessions (When Merging from an alternate computer to the primary computer) (If Required)

1. Select “File”, “Export”, “Results for Meet Manager Merge if same meet (.HY3)”
2. Select the appropriate session from the “SESSION LIST” section.
3. Select the event or events by placing a “Check Mark” near the event located in the “EVENT LIST” section or select “Select All” from the drop down menu.
4. Ensure that the “Completed Option” is selected in the “Rounds” section.
5. Select “Export” from the drop down menu.
6. Select “OK” when at the “Export File Progress / Export Finished” window.
7. Select the desired directory and file location. Select the “OK” button.
8. Select the “OK” button when prompted. Note: Please ensure that the “Pop-Up window” indicated that the export was successful.

Export from a Final Seeding Session (When Merging from an alternate computer to the primary computer) (If Required)

1. Select “File”, “Export”, “Results for Meet Manager Merge if same meet (.HY3)”
2. Select the appropriate session from the “SESSION LIST” section.
3. Ensure that the “Seeded” is selected in the “Rounds” section.
4. Select the event or events by placing a “Check Mark” near the event located in the “EVENT LIST” section or select “Select All” from the drop down menu.
5. Select “Export” from the drop down menu.
6. Select “OK” when at the “Export File Progress / Export Finished” window.
7. Select the desired directory and file location. Select the “OK” button.
8. Select the “OK” button when prompted. Note: Please ensure that the “Pop-Up window” indicated that the export was successful.

Import from a Prelim / Final Session (If Required)

1. Select “File”, “Import” and “Merge Results (MM to MM)” from the drop down menu.
2. Select the desired “Import file” from the appropriate location and select the “Open” button.
3. Select “OK’ at the “Hy-Tek Data Interchange File Information” window.

Seeding “Final Session” (If Required)

1. Select "Seeding" from the drop down menu.
2. Select the appropriate “Final Session” from the “SESSION LIST” section.
3. Select the appropriate final event by placing a “Check Mark” in the “Seed” box located in the “EVENT LIST” section.
4. Select “Scratch Pad” from the drop down menu. Place a “Check Mark” in the “SCR” box by the appropriate swimmer if the swimmer/coach has elected to scratch from the final event. Repeat as required. Select “Save” from the drop down menu or select the “Computer” icon. Close the “Scratch Pad” window.
5. Select “Start Seeding” from the drop down menu or select the “Start Seeding Selected Events” icon.
6. Repeat Steps 3 through 5 as required.
7. Close the “Seeding” window.

Printing “Final Session” Lane/Timer Sheets (If Required)

1. Select “Reports” and “Lane/Timer Sheets” from the drop down menu.
2. Select the appropriate “Final Session” from the “SESSION LIST” section.
3. Select the event by placing a “Check Mark” near the event located in the “EVENT LIST” section.
4. Ensure that the “1 Event Per Page Per Lane” button is selected in the “Format” section.

5. Ensure that the "Include Entry Time" and "Double Space" button is selected in the "Parameters" section. Ensure the "Relay Athlete Names (0-8) is set to "0" in the "Parameters" section.
6. Ensure that the "Event than Lane" and "Session Order" button is selected in the "Sort By" section. Note: Select "Lane than Event" to print and sort by lane rather than by event.
7. Ensure that the "All Heats" button is selected. This button is located near the bottom of the window.
8. Select "Create Report" from the drop down menu or select the "Printer" Icon.
9. Close the "Lane / Timer Sheets " window.

Printing "Final Session" Program Sheets / Heat Sheets (If Required)

1. Select "Reports" and "Meet Program" from the drop down menu.
2. Select the appropriate "Final Session" from the "SESSION LIST" section.
3. Select the event or events by placing a "Check Mark" near the event located in the "EVENT LIST for Meet Program" section or select "Select All" from the drop down menu.
4. Ensure that the "Double" button is selected in the "Columns" section.
5. Select the "Include in Meet Program" tab.
6. Ensure that the "Entry Times", "Line for Results", and "Heat Start Times" button is selected.
7. Select "Create Report" from the drop down menu or select the "Printer" Icon.
8. Close the "Meet Program" window.

Printing Meet Results

1. Select "Reports", "Results" from the drop down menu.
2. Ensure that "Double" or "Triple" button is selected in the "Report Type" section.
3. Select the "Splits / Sort Order / Selected Team" tab.
4. Ensure that "Cumulative" or "Cumulative / Subtracted" button is selected in the "Splits" section. (Cumulative will display the split times as they occurred in time, while "Cumulative / Subtracted" will display the split times as they occurred in time and the difference between the prior split time. If "Cumulative / Subtracted" is selected, the "Single" button must be selected in the "Report Type" section on the "Columns / Format" tab.
5. Ensure that the "Publication Order" button is selected in the "Sort Order" section.
6. Select the "Select All" from the drop down menu to select all events.
7. Select "Create Report" from the drop down menu or select the "Printer" Icon. When the "Results" window appears, select the "Printer" icon. When the "Printer" window appears, select the desired amount of copies to be printed and then select the "OK" button.

Creating the Results "SD3" File

1. Select "File", "Export" and "Results for Team Manager or SWIMS" from the drop down menu.
2. When the "Export Results" window appears, ensure that the "Both" button is selected in the "Gender" section. Select the "OK" button to begin the export process.
3. When the "Export Process" is completed, select the "OK" button to continue.
4. Select the appropriate directory for where you desire the "Results SD3" File (in zip format) to be stored.
5. Using "Windows Explorer" or "My Computer", locate the file saved in Step 4.
6. Double Click on the "Zipped" file to extract the file. Save the file to the desired location.
7. Select "File", "Export" and "Convert a Hy-Tek Export CL2 to SDIF" from the drop down menu.
8. When the "Convert .CL2 file to SD3 File" window appears, locate the appropriate file and select "Open" to start the conversion process.
9. Using "Windows Explorer" or "My Computer", locate the file saved in Step 8. Highlight the file, right mouse click and select "Zip". Follow the On-Screen prompts.