Print Scratch Sheets (Usually completed prior to a Meet)

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 (Usually completed prior to a Meet)

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 (Usually completed prior to a Meet)

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 (If Required)

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 (Must be Done for Both Pools)

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 (Please Print Three Copies per Pool)

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. Please select three (3) copies to be printed when prompted.
8. If there is more than one pool being used, repeat steps 2 through 7 as required.
9. 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 the "Lane than Event" button to print and sort by lane rather than by event. If there is plenty of time before the meet is to start, select the "Lane than Event" button in the "Sort By" section (this reduces sorting time). If you need to get out the timer sheets so the meet can start, print a few events from each pool by selecting the "Event then Lane" button in the "Sort By" section. You can return and print the remaining events by selecting "Lane then Event" button in the "Sort By" section.
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 heat or 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 5 and 6 as required to complete each event.
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. If the event is to be scored, select the "Score: Ctrl-S" button.
10. Select the appropriate event in the "EVENT LIST – All Events – Yards" section.
11. Repeat steps 3 through steps 9 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.
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" 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.