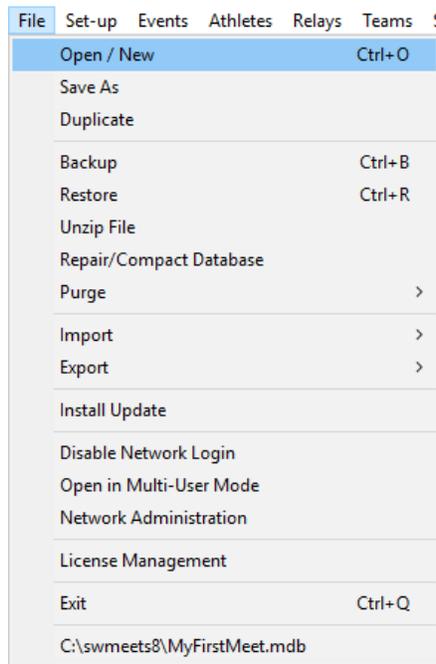


How to run a 6-event meet using Active HyTek Meet Manager Demo:

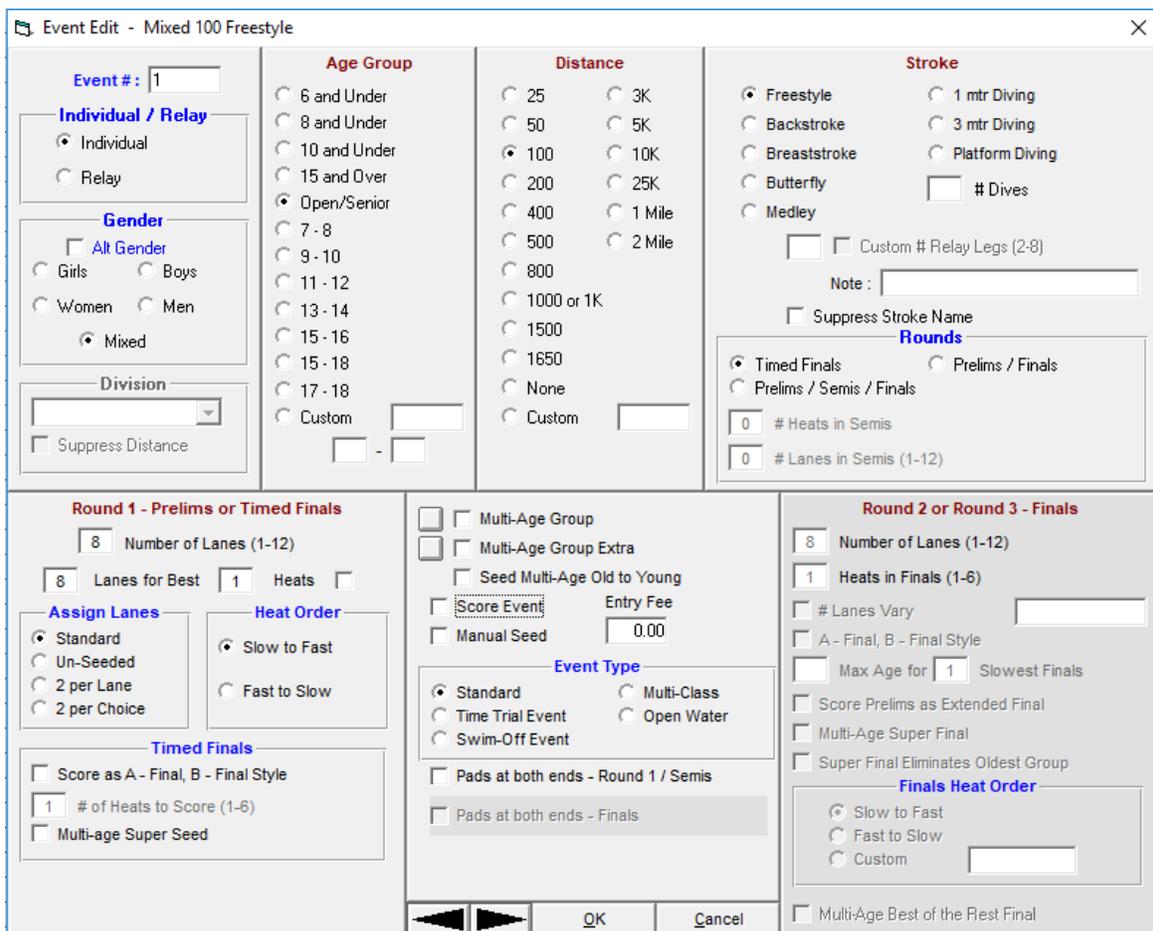
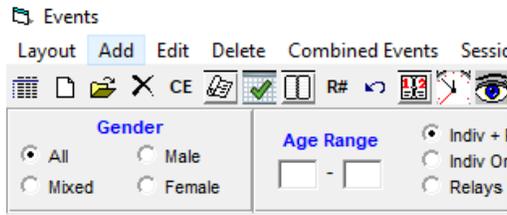
- 1) Download the following software:
https://hytek.active.com/Demos/Swim_Meet_Manager_Demo.exe
- 2) Select File Open/New to set up your meet!



- 3) Set up your meet with the settings necessary for your specific meet. Make sure you specify ID Format: **“USAS – USA Swimming”**.

A screenshot of the 'Meet Set-up' dialog box in Active HyTek Meet Manager. The dialog is divided into several sections: 'Meet Name' (USA Swimming Non-Sanctioned Meet), 'Facility Name' (Olympic Training Center), 'Address' (Colorado Springs), 'State / Province' (CO), 'Country' (USA), 'Postal Code' (80919), 'Sanction #' (empty), 'Start Date' (07/15/20), 'End Date' (07/15/20), 'Age-Up Date' (07/15/20), 'Entry Open Date' (07/15/20), and 'Entry Deadline' (07/15/20). The 'ID Format' section has 'USAS - USA Swimming' selected. The 'Class' section has 'Age Group' selected. The 'Meet Type' section has 'Standard' selected. The 'Meet Style' section has 'Standard' selected. The 'Course' section has 'Yards' selected. The 'DQ Codes' section has 'Custom DQ Codes' selected. The 'Time Adjustment Method' section has 'FINA rules' selected. The 'Base Country' is set to 'USA'. The 'Timers Connected to this Computer' section has 'One timer' selected. The 'Timer 1 Name' is 'Pool 1' and the 'Timer 2 Name' is 'Pool 2'. The 'Default Touch Pads at both ends' checkbox is unchecked. An 'OK' button is at the bottom.

- 4) Meet Mobile Publishing will pop up. You can check “Not interested in publishing Meet Mobile for this meet.” Exit out of the box.
- 5) On the top toolbar of Meet Manager, select “Events”. This is where you will set up your meet events.
- 6) To add an event to your meet, select “Add” from the top toolbar. Because the Meet Manager Demo limits meets to 6 events, we recommend you set up “Open” age groups and “Mixed” Gender. During this step, add your relays as well by specifying “Relay” in the Individual/Relay parameter. The Add Event feature will add an event each time you select “OK”.



- 7) After you set up your meet events, the Events page will display like this:

Events

Layout Add Edit Delete Combined Events Sessions Check-In Comments Re-Number Copy Clear Indicators Records Standards View Print Export to HTML Help

Gender: All Male Female

Age Range: -

Indiv + Relays All Events Time Trial Only
 Indiv Only Standard Only Swim-Off Only
 Relays Only Open Water Disability Only

Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Mixed		100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Mixed		100	Back	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Mixed		100	Breast	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Mixed		100	Fly	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Mixed		200	IM	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Mixed		200	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No

8) Once all your events are set up, add a Session to your Meet by selecting **“Sessions”** from the Event Page. Name your Session Title however you like.

Sessions

Add Edit Delete Move All Remove

Day	Start Time	Session

Add New Session

Session #:

Session Title:

Day:

Start Time: AM PM

Interval: Extra Backstroke Interval:

Chase Starts Interval: Diving Time per Dive:

Course: LC Meters SC Meters Yards

Max Entries for Meet Events Export to TM

Max entries including relays:
 Max individual entries:
 Max relay entries:

OK Cancel

Double click on all of your Events from the “Event List” to add these events to the Session.

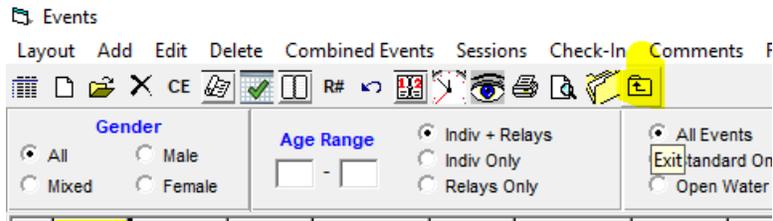
Sessions

Add Edit Delete Move All Remove All Clear Indicators Print Help

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	01:00 PM	1				45	15	0	30	Y	Saturday Timed Finals

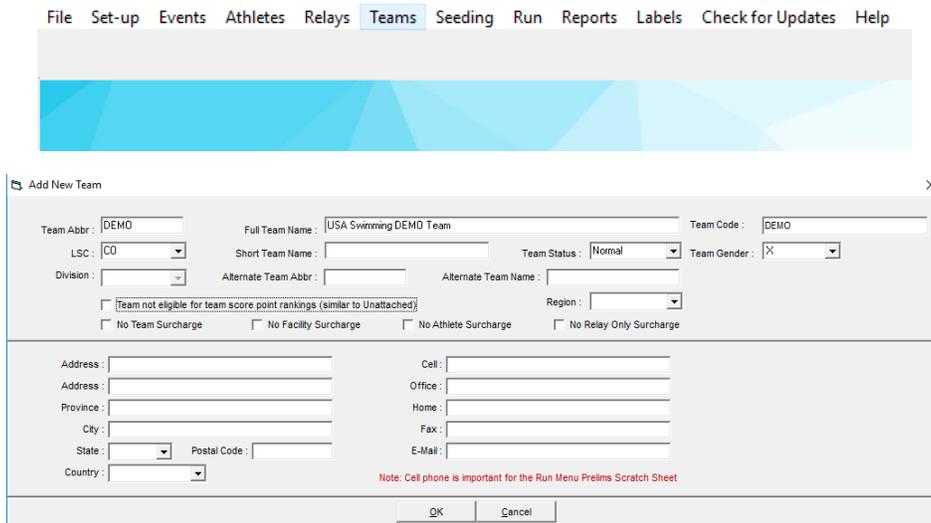
EVENT LIST - (Double Click to Add)			SESSION SCHEDULE - (Double Click Evt # to Delete)				
Evt#	Rnd	Event Name	Evt #	Rpt H/P	P/S/F	Event Name	Order
1	F	Mixed 100 Freestyle	1	H	F	Mixed 100 Freestyle	1
2	F	Mixed 100 Backstroke	2	H	F	Mixed 100 Backstroke	2
3	F	Mixed 100 Breaststroke	3	H	F	Mixed 100 Breaststroke	3
4	F	Mixed 100 Butterfly	4	H	F	Mixed 100 Butterfly	4
5	F	Mixed 200 IM	5	H	F	Mixed 200 IM	5
6	F	Mixed 200 Freestyle Relay	6	H	F	Mixed 200 Freestyle Relay	6

- 9) After you have set up a Session, exit out of the Sessions page and then exit out of the Events page.

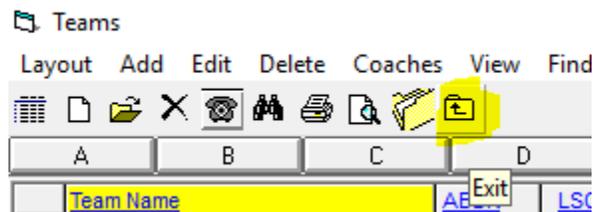


Note: If you have Team Manager/Team Unify, you can import your roster and entries from that software. If not, follow steps 10-13.

- 10) From the Homepage, select “Teams” from the top toolbar to add Teams to your meet.



Exit out of the Teams page:



- 11) After adding your Team, go back to the homepage and select “Athletes” from the top toolbar to add athletes to your team. For the results to be loaded into the USA Swimming database, the athlete’s name and ID **MUST** match their USA Swimming registration.

After entering Last Name, First Name, MI, Pref Name, Birth Date, Gender, and Team, you can enter entry times for specific events. Age and Reg ID will be auto-populated. Make sure that you select a team for each athlete.

Add New Athlete

Contact Teams

Last Name: Phelps First Name: Michael MI: F

Pref Name: Birth Date: 06/30/85 Age: 35

Reg ID#: 063085MICPHEL Team: DEMO-CO USA Swimming Demo Team

Gender (M/F): M Retain Gender Build ID

Citizen of: Status: Normal SOMS ID

2nd Club: Competitor #: 1 Disability (S, SB, SM): City: State:

ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
1	43.00Y	1	Mixed 100 Freestyle
4	45.00Y	2	Mixed 100 Backstroke
5	1:40.00Y	3	Mixed 100 Breaststroke
		4	Mixed 100 Butterfly
		5	Mixed 200 IM

Once you have entered all your athletes into their respective events, you can exit out of the Athletes page to the homepage.

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	
Hall	Natalie	A	F	37	DEMO-CO	USA Swimming DEMO Team	0
Hansen	Brendan	J	M	38	DEMO-CO	USA Swimming DEMO Team	0
Johnson	Melissa	J	F	25	DEMO-CO	USA Swimming DEMO Team	0
Lochte	Ryan	S	M	35	DEMO-CO	USA Swimming DEMO Team	0
Peirsol	Aaron	W	M	36	DEMO-CO	USA Swimming DEMO Team	0
Phelps	Michael	F	M	35	DEMO-CO	USA Swimming DEMO Team	0
Soni	Rebecca	I	F	33	DEMO-CO	USA Swimming DEMO Team	0
Vollmer	Dana	W	F	32	DEMO-CO	USA Swimming DEMO Team	1

12) From the homepage, click on **“Relays”** to add athletes to your relay entries. Select Add from the top toolbar, add your team, and then drag your respective athletes to that relay.

Relays

Add Delete Swim-ups Copy Names Verify Relay Ages View Help

All Male Age Range
 Mixed Female -

RELAY EVENTS		
Evt #	Stat	Event Name
6	U	Mixed 200 Free Relay

RELAY TEAM ENTRIES										
Team	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spcl	Conv Time	Fin	
USA Swimming Demo Team	A	NT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NT	4	

ELIGIBLE ATHLETES	
Age	Name
W37	A Hall, Natalie A
M38	Hansen, Brendan J
W25	Johnson, Missy J
M35	A Lochte, Ryan S
M36	A Peirsol, Aaron W
M35	Phelps, Michael F
W33	A Soni, Rebecca I
W32	Vollmer, Dana W

Copy Pre to Fin Cop

RELAY ORDER

Pos	Finals
1	Lochte, Ryan S 35
2	Peirsol, Aaron W 36
3	Hall, Natalie A 37
4	Soni, Rebecca I 33

- 13) From the homepage, select **“Seeding”**. Click **“Select All”** followed by **“Start Seeding”** to seed your meet.
- 14) Go back to the homepage. Click on **“Reports”** followed by **“Meet Program”**. Click **“Select All”** then **“Create Report.”** A full heat sheet will be exported.

Meet Program

Select All De-Select Preferences Memorize View Create Report

All Male Age Range
 Mixed Female Team

All Rounds Finals Only
 Prelims Only Round 1 Only

Session List				
Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
▶ 1	01:00 PM	1	Y	Saturday Timed Finals

EVENT LIST for Meet Program					
✓	Evt #	Rnd	Status	Event Name	Heats
✓	1	F	Seeded	Mixed 100 Yard Freestyle	1
✓	2	F	Seeded	Mixed 100 Yard Backstroke	1
✓	3	F	Seeded	Mixed 100 Yard Breaststroke	1
✓	4	F	Seeded	Mixed 100 Yard Butterfly	1
✓	5	F	Seeded	Mixed 200 Yard IM	1
✓	6	F	Seeded	Mixed 200 Yard Freestyle Relay	1

15) From the homepage, select **“Run”**. From this page, at the bottom, you can manually enter times for each event.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1						<input type="checkbox"/>	<input type="checkbox"/>								
2	Vollmer, Dana W	W32	USA Swimming Demo Team-CO	47.50	47.20	<input type="checkbox"/>	<input type="checkbox"/>					4	4		
3	Lochte, Ryan S	M35	USA Swimming Demo Team-CO	43.01	42.87	<input type="checkbox"/>	<input type="checkbox"/>					2	2		
4	Phelps, Michael F	M35	USA Swimming Demo Team-CO	42.00	42.24	<input type="checkbox"/>	<input type="checkbox"/>					1	1		
5	Persol, Aaron W	M36	USA Swimming Demo Team-CO	42.00	43.11	<input type="checkbox"/>	<input type="checkbox"/>					3	3		
6	Johnson, Missy J	W25	USA Swimming Demo Team-CO	47.00	47.22	<input type="checkbox"/>	<input type="checkbox"/>					5	5		
7	Hall, Natalie A	W37	USA Swimming Demo Team-CO	48.00	47.77	<input type="checkbox"/>	<input type="checkbox"/>					6	6		
8						<input type="checkbox"/>	<input type="checkbox"/>								

16) Once you have entered results for all your events, the **“Run”** page will show that you are done.

Run the Meet - USA Swimming Non-Sanctioned Meet

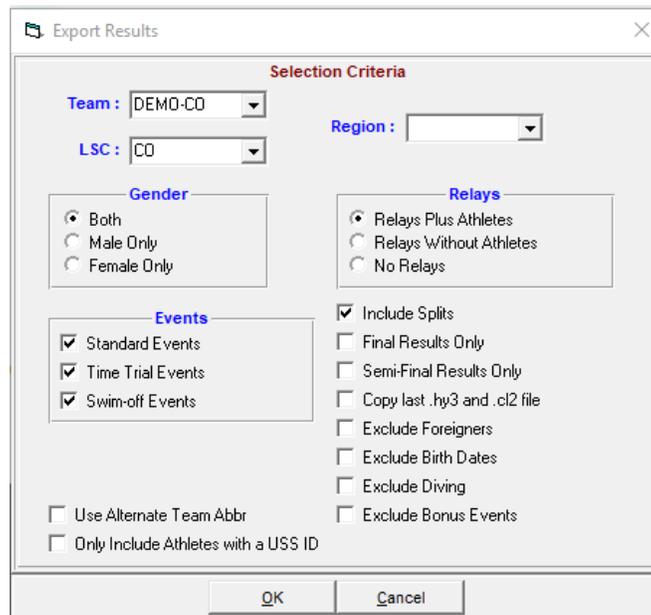
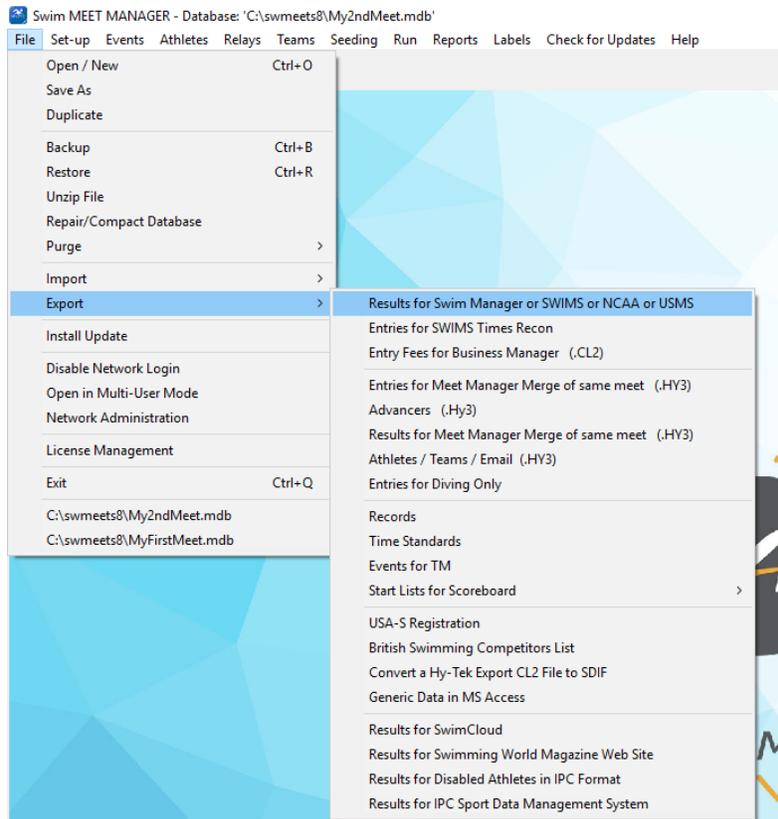
Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences

Enter Results by Lane (Ctrl-E)

Meet Mobile Disabled

EVENT LIST - All Events - Yards - (Session not selected)										
	Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS	
	1	F	Done	Mixed 100 Yard Freestyle	1	-	-	-	-	
	2	F	Done	Mixed 100 Yard Backstroke	1	-	-	-	-	
	3	F	Done	Mixed 100 Yard Breaststroke	1	-	-	-	-	
	4	F	Done	Mixed 100 Yard Butterfly	1	-	-	-	-	
	5	F	Done	Mixed 200 Yard IM	1	-	-	-	-	
▶	6	F	Done	Mixed 200 Yard Freestyle Relay	1	-	-	-	-	

17) Once you are finished entering results, go back to the homepage. Click on **“File”** then **“Export”** followed by **“Results for Swim Manager or SWIMS or NCAA or USMS”**.



18) Once you exported, send the **CL2** file to virtualmeets@usaswimming.org to submit your results!