

A Quick Guide to Using Hy-Tek Track & Field Team Manager for a High School Meet

- ***Install Hy-Tek***

- Team Manager (or Team Manager Lite)**

- Install the Hy-Tek Track & Field Team Manager (or Team Manager Lite) program on your computer as per instructions on Hy-Tek CD, manual or Web site. Check Hy-Tek Web site on a regular basis for periodic version updates.

- ***Create a Database (first time using the program only)***

- File > Open/New**

- Replace “MyTeam” with your School and Gender (i.e., CityBoys);
 - Under Gender Designations, select “Boys/Girls (B/G)” radio button;
 - Under Team/Athletic Defaults, select USA for Country and WI (Wisconsin) for state;
 - Under Age Grouping, select Open.

- ***Create Your Team***

- Teams > Add**

- Enter the basic team information;
 - Under Team Type, select School;
 - Enter Mailing Information and Telephone Information as so desired;
 - When you have finished entering team information, close out the “Team Browser” and return to the Main Menu.

- ***Add Your Athletes***

- Athletes > Add**

- Enter the following information for each athlete on your team: Last Name, First Name, Gender, Team (under “Member of”) and School Year. Primary Mailing Information and Primary Contact Information are optional and can be entered as desired.

- Click on OK button to save the information you have entered for each athlete. Repeat this process to add all members of your team. Click on the Cancel button when you are finished.

- When you have finished entering athlete information, close out the “Athletes” window and return to the Main Menu.

• *Import Meet Events*

The host of the meet you are competing in will make their Meet Events available via an e-mail or a Website. When you have received the file via e-mail or downloaded it from the meet Web site, save the file to your computer's desktop or to a folder on your computer.

File > Import > Meet Events

Locate the zipped file on your computer, select the file and click Open;
Click OK, select the desired file with the .EV1 extension and click Open;
Click OK to import events; Click OK (window shows # of events imported).

File > Meets

The meet file you imported will appear in the list (Multiple meets will appear in the list if you have imported more than one meet).

• *Add Your Entries*

From Meet Browser, select the meet you wish to add entries to, then click on Entries from the menu bar and choose Entry By Event. Select your team in the "For Team" box (your team's roster will then appear).

To enter Individual Events:

Click on the event name. All eligible athletes for that event are listed.
Click on the "Entrd" box for the athlete you wish to enter in that event.
Enter a mark in the Custom column for their best time, distance or height in that event.
(For field events, enter distances and heights in the following format: feet - inches.
For example, a triple jumper whose best jump is 40' 3¼" would be entered as 40-3.25
or a pole vaulter with the best height of 12' 6" would be entered as 12-6).

To enter Relay Events:

Click on the relay name. All eligible athletes for that relay are listed.
Click on the "New Relay" box (located in the middle of the screen, above the Athletes grid).
Enter a mark in the Custom column for the relay's best time.
You may select from 4 to 8 runners (4 primary and 4 alternates) from the list of eligible athletes for your relay. You can click and drag them over to the Relay positions 1-8 or double-click on the athlete's name and the program will automatically move them for you.

Close out "Entry By Event" browser and "Meet Browser" when you have completed your entries.

- ***Export Your Entries***

Before you e-mail your entries, specify a directory on your hard drive (one you can find later) as the Export Drive/Directory.

From the Main Menu Bar:

File > Export > Meet Entries

Select the meet for which you want to export entries. Check the option box to **Include Relays with your Entry**. Click OK. The program will create one zip file that has the following naming convention: TEAMABBR-EntriesXXX.ZIP, where TEAMABBR is the Team Abbreviation and XXX is a sequential number beginning with “001”. For example, if the Meet Entries are for the Team “ABC”, the exported meet entry file name would be ABC-Entries001.ZIP (this zipped file contains a meet entry file with a .TCL extension).

Check what you have exported, prior to e-mailing your entries to the meet host.

From the Main Menu Bar:

Reports > Export/Import File Report

Follow the menu prompts to review EXACTLY what information you exported to the file. This is an excellent method to check and verify the meet entries you are sending to the meet host.

- ***Submit Your Meet Entries***

To e-mail your entries to the meet host, use your standard e-mail software and attach the ZIP file (saved on your hard drive where you could find it, in the previous step) to an e-mail message and send it to the meet host at the e-mail address they have provided you.

Owners of Hy-Tek Team Manager (not the Lite version) can receive a file via e-mail from the meet host following the meet with the complete results for their team included in the file.