Colonial Swimming League
HY-TEK BLOG

		REVISION RECORD		
Version	**Date**	**Revised By**	**Description**	
1.0.0	5/31/2014	C. Young	Initial version created from website blog	
1.0.1	6/2/2014	C. Young	Added entry for copying roster from TU to TM	
1.0.2	6/4/2014	C. Young	Added entry for personal best labels Added entry for TM participation labels	
1.0.3	6/22/2014	C. Young	Added entry for unscoring events	
1.0.5	6/20/2016	C. Young	Customizing B-meet Entry Limits	
1.0.6	6/25/2016	C. Young	"Big" Re-Score	

Table of Contents

1   Purpose

We'll store any little Hy-Tek and TeamUnify goodies we discover here.

2   June 24, 2016 – Big Re-Score

"Always click big Re-Score before you print."

This is something I've emphasized repeatedly in the help sheets and in the quick update documents, but I still see people making this mistake.

The screen cap below was created by Meet Manager. Note that there is a tie for 7th place, and note the times of the two swimmers.

```
Franklin Farm Froggers                          HY-TEK's MEET MANAGER 5.0 - 6:49 AM  06/24/2016  Page 1
                                        B-Meet SRD@FF - 06/22/2016
                                              Results
Event 1  Boys 6 & Under 25 SC Meter Freestyle
      Name                       Age  Team                    Seed Time     Finals Time
   1  Adams, Chase T             6   South Riding Stingrays      41.12         38.77
   2  Zindler, Noah J            6   Franklin Farm Froggers-CO   37.40         39.31
   3  Tarallo, Graham N          6   Franklin Farm Froggers-CO   44.18         40.52
   4  Newell, Brady M            6   Franklin Farm Froggers-CO   47.46         45.87
   5  Gould, Gavin J             6   South Riding Stingrays      50.06         48.79
   6  Redard, Luke L             6   Franklin Farm Froggers-CO   39.04         48.95
  *7  Church, Aiden N            5   South Riding Stingrays         NT         24.24
  *7  Wiesner, Kaz L             6   Franklin Farm Froggers-CO   1:01.51        49.12
   8  Tarallo, Bowen P           6   Franklin Farm Froggers-CO   1:26.84        49.46
   9  Walter, Maximilian E       5   South Riding Stingrays       49.05         51.05
  --- Butler, Bennett C          6   Franklin Farm Froggers-CO   1:23.40         DQ
```

One of the times above is a fake time – I'll let you guess which one. But those times exactly match what was in Meet Manager when the report was generated.

Note that the ranking of swimmers is wrong.   Really wrong. How can this happen?

It can happen any time you use **Adjust : F8**. When you use **Adjust : F8**, Meet Manager, which tries to dynamically update event places and heat places, gets confused.

At A-Meets, where you always click the **Score** or **Re-Score** button after each event, this seldom happens. At B-Meets, however, where things are more hectic and you're making a lot of substitutions, there is a tendency to rely on Meet Manager's dynamic re-ranking of places.

Well… as the example above shows, don't rely on it. It doesn't work. You will end up having to re-print results. You will end up with bad rankings in Meet Mobile. You will

end up with ribbon disasters – wrong places on labels, and labels on wrong colored ribbons.
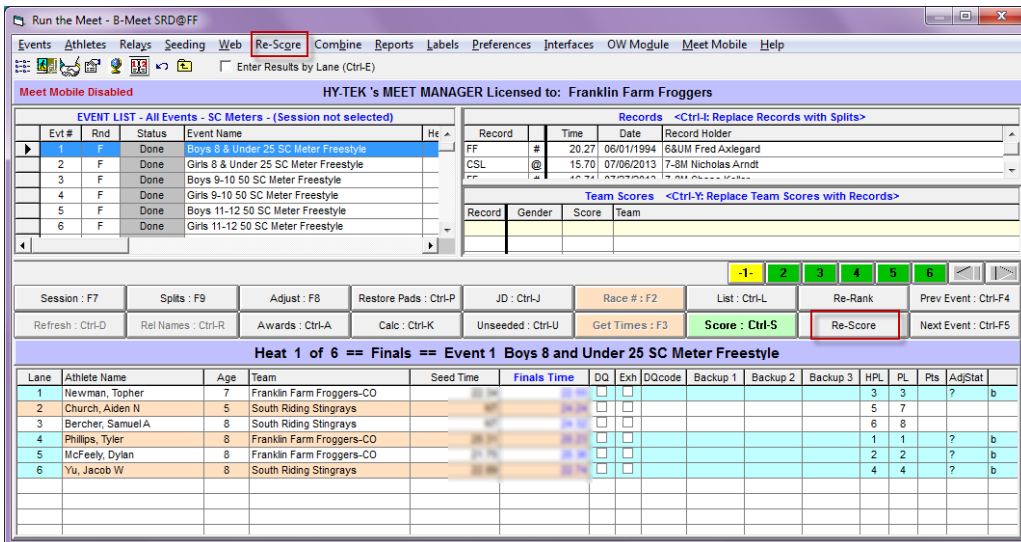
And ribbon disasters are hard to fix.

So what should you do?

1. If you're publishing to meet to Meet Mobile, after each event, click the **Re-Rank** button on the **Run** screen. That will fix any snafu'd rankings for current event. Then click **Ctrl-M** to push the correctly ranked results for the event to Meet Mobile.

2. Regardless of whether or not you're using Meet Mobile, any time you're about to print, click the "big" **Re-Score** <u>menu item at the top of the **Run** screen</u>.

At a B-meet, clicking "big" **Re-Score** will re-rank all of your un-scored events. At a B-meet, this is all of the events. Don't worry… big **Re-Score** will not convert un-scored events into scored events.

At an A-meet, clicking "big" **Re-Score** will re-rank all of your un-scored events and it will re-rank and re-score all of your scored events.

Note that there this is significant difference between the "big" Re-Score <u>menu item</u> at the top of the screen and the **Re-Score** <u>button</u> toward the bottom right of the screen. The **Re-Score** <u>button</u> applies only to the current event. It is something you want to avoid for an un-scored event, as it will allow you to convert the event from un-scored to scored.

One more time… "Always click big Re-Score before you print."

3   June 20, 2016 – Customizing B-meet Entry Limits

All B-meet templates are currently set up with entry limits of 5-5-0. That is,…

> Max total entries = 5
> Max individual event entries = 5
> Max relay entries = 0

These are stored in two places in the Meet Manager templates:

1. **Set-up | Entry / Scoring Preferences | Entries / Entry Limits tab**
2. **Events | Sessions**

The first controls entries at the meet level.   The second controls entries at the session level.

Example 1: (simple example)

So what if I want to change my entry limits to three events per swimmer, i.e., 3-3-0?

Well, it's not difficult. For consistency, we recommend you go to both of the places above and change the limits to 3-3-0. You should do this as you are building the meet, before exporting the events file.

The meet and session limits will then convey to the events file and, in the end, will convey to TeamUnify or Team Manager. It's not unreasonable to expect it to work the same way in Swim Manager and in SwimTopia.

Example 2: (less simple example)

Some teams set their B-meet entry limits to 2 + IM. That is, a swimmer may enter any two out of Free thru Fly, and a swimmer may also enter IM. Note that this is not quite the same as the 3-3-0 example above.   Here's how to accomplish this:

1. Go to **Set-up | Entry / Scoring Preferences | Entries / Entry Limits tab** and set the meet level limits to 3-3-0.
2. Go to **Events | Sessions**
3. Set the limits for the existing session to 2-2-0
4. Create a new session and call it IMs
5. Set the limits for the IMs session to 1-1-0
6. Move events 41 thru 50 from the existing session to the IMs session
7. Export events from MM and import events into your team platform

Again, the sessions and limits will convey to your events export and team platform, and that will allow your team platform to enforce the limits.

Captain Obvious moment… With all of the different entry limits that teams use, and with there already being seven (7) different B-meet templates, the league is not going to create meet templates for every possible combination of entry limits, course, etc. in advance for y'all. Sorry. It will be up to you to go through the steps above.

Okay, so what if I already uploaded my events file to TeamUnify and families have already started generating entries? Won't uploading a new events file clobber the entries?
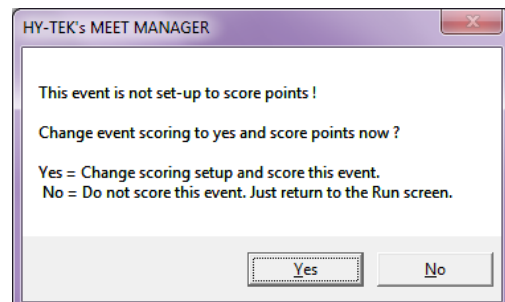
I don't know the answer to the second question. But I do know that you can modify the session and entry limits on-the-fly in TeamUnify and in Team Manager.

Here's what you would do for the 2+IM example above in TeamUnify:

- Logged in as a TeamUnify admin, click the **Edit Commitment** button for your meet
- In the **Athlete Signup** tab, click the meet name link under the **Meet Name:** literal
- That will bring up the **View Meet Events** window
- In the **View Meet Events** window, scroll to the bottom and check the checkboxes for events 41 thru 50
- Click the **Multi-Edit Event** button
- On the next window, check the **Change "Session"** checkbox and enter 2 in the **New "Session":** text box
- Click **Save Changes** for ALL Events Listed NOW
- Back on the **View Meet Events** window, click the **Edit** button
- On the subsequent **Meet Edit** window, adjust the meet and session entry limits as appropriate

4 June 22, 2014 – Unscoring an event that was accidentally scored

The four 6&Under events in the A-Meet template are set up as "Unscored". As you're scoring a meet, it's easy to forget this and, because you're in a rhythm, click **Score** or **Re-Score** after you finish entering times for one of these events. If you do that, you'll elicit the message box shown at right.

If you click "No", no harm done. But if you click "Yes", two things will happen:

1. You will have scored an event that shouldn't be scored
2. You will have changed the setup for the event from "Unscored" to "Scored"

You will need to undo this and, not surprisingly, it's a two-step process.

In Meet Manager, exit the **Run** screen and navigate to **Files -> Purge -> Reset Scores**. Set the checkboxes for the events that you accidentally scored and click **Re-Set**.

Not done yet. Navigate to **Events** and double-click an event that you accidentally scored. You'll see that the **Score Event** checkbox is set for the event. Clear it. Repeat as necessary for other events.

The second step is important. Failing to execute it means that re-scoring the entire meet by clicking **Re-Score** from the **Run** screen menu (recommended practice) will re-score your problem events. And that will put you back at square one.
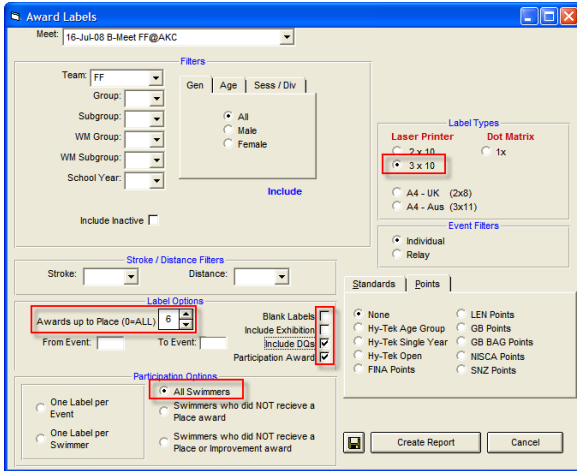

5   June 4, 2014 – Participation labels using Team Manager

Believe it or not, as recently as ten years ago most award labels at CSL B-meets were hand written. The reasons for this were as follows:

*   Most teams preferred merged results. That is, ranking within an event for ribbons was to be reckoned across the swimmers for both teams at the meet.
*   We hadn't started using Hy-Tek yet, and the software we used (YourWay) did not support merged B-meets.

The practice at meets was that the ribbon writers were the first to touch the time cards after an event. They would associate time cards with DQ slips and then sort the cards in from fastest to slowest. Next, the first six cards in each event were matched to appropriate solid colored ribbons (1st through 6th) and the rest of the cards were matched to Rainbow ribbons. A place number (1 through 6 or "Participation") was hand-written on each label, along with the name of the swimmer. After all of that was done, the cards were given to the computer operators so they could enter the times.

No one wants to write ribbon labels by hand any more, but there are plenty of people who like to like to see place numbers only on 1st through 6th, and "Participation" on the rest of the labels. Good luck getting Meet Manager to do that for you.

On the other hand, Team Manager has this coveted ability. At left is a screen cap of **Labels → Award Labels** which shows you how to do it.
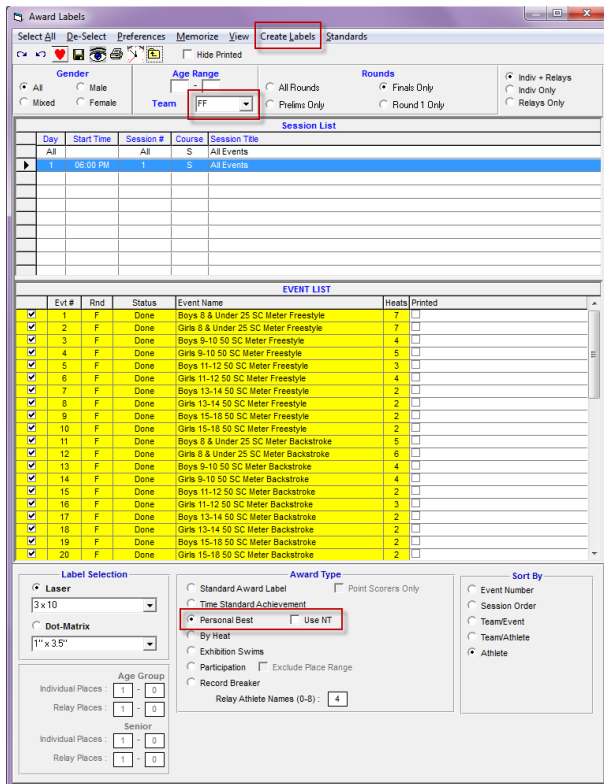
There are CSL teams which do not print labels during B-meets. Instead, they wait till after the meet, till after they've imported their results into Team Manager.

Just because of this participation thing.

6   June 4, 2014 – Personal Best Ribbon Labels Explored

You can print Personal Best ribbon labels from either Meet Manager or Team Manager. In almost all cases, the data available to each program does not match *exactly*, and that means the resulting sets of labels won't match either.

Let's start with the **Labels → Award Labels** window from Meet Manager.

For personal best labels, you'll obviously need to set the **Personal Best** radio button. And for now let's leave the **Use NT** checkbox unchecked.

Under this scenario, Meet Manager has two times to work with to determine a personal best – the seed time and the recorded time. If the recorded time is faster, you'll get a label for that swim.

Hmm… if that seed time is from the previous season, should that swimmer receive a ribbon? Reasonable minds sometimes disagree on this. Some people believe that personal bests should be "seasonal". I.e., you must improve on your fastest prior legal swim from the *current season* to earn a personal best.

So if you're one of those people and you want to use Meet Manager for personal bests, you'll need to make sure that all of your seed times are from the current season. (See the blog entry "*How do you filter out previous year times when creating meet entries?*" if you want to know how to do this.)
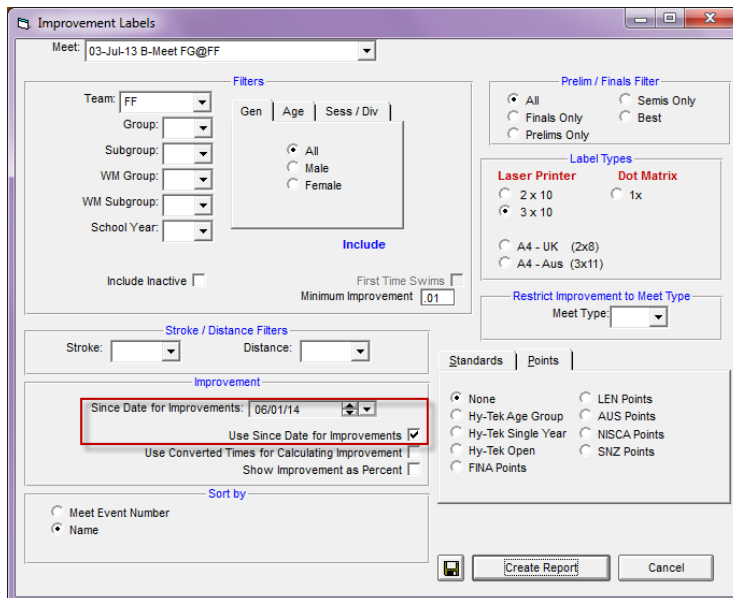
Now the other scenario… we'll check the **Use NT** checkbox. Doing this means that *anyone* with an NT seed time will get a personal best. This, of course, includes swimmers for whom this is the first swim in that event, either this season or forever, depending on how you reckoned seed times.

It also includes all deck entries. Yep, any swimmer, despite having swum the event a half a dozen times already this season, can earn a personal best simply by (1) not signing up for the meet in advance, and (2) entering the event at the last minute. This sort of thing happens a lot at CSL B-meets, so it is probably best to not check the **Use NT** checkbox.

Now we'll look at Team Manager.

First thing… all 24 CSL teams have a Team Manager license, even those that use TeamUnify. As a TeamUnify team, you always upload your meet results into TeamUnify. But there is absolutely nothing that says you can't also push those results into Team Manager. And if you do so, you'll have additional reports at your fingertips.

One of those reports is **Labels → Improvement Labels**.

As set up at left, this report will give you labels for seasonal personal bests. This will be the case regardless of how you reckoned seed times for your meet – current season times only versus allowing times from previous seasons.

It will also be the case irrespective of whether swimmers were deck entries or had signed up for the meet in advance.

More data – which is what Team Manager has – provides more power in generating reports.

10

7 June 2, 2014 – Copying your entire roster from TeamUnify to Team Manager

Some of our TeamUnify teams still use Team Manager for various purposes. While you can get *most* of your roster in TM by importing results from meet, what do you do if need the entire roster in TM?

Here's what:

- Export your roster from TeamUnify

- Create a "dummy" meet database. Use a B-meet template if you want. It really doesn't matter.

- Import your SD3 roster into the meet database via **File --> Import --> Entries**

- Export your roster from the meet database via **File --> Export --> Athletes / Teams / Email (.HY3)**

- Import the .HY3 file you just created into Team Manager via **File --> Import --> Athlete Rosters**

Note that any new swimmers you bring into TM in this manner will be create as *active* swimmers. However, it will not change *inactive* swimmers to *active* status.

8 June 7, 2012 – Hy-Tek Friendly exports for TeamUnify teams

Hy-Tek Meet Manager now verifies that you are running the current version before it will allow you to import an "open format" file. This verification requires an internet connection. To make matters worse, if you aren't running the newest version of Meet Manager, you'll have to spend several minutes downloading and installing the newest version.

This affects our TeamUnify teams, who use SDIF (.SD3) files for entries and rosters.

The following pre-meet procedure should be done by TeamUnify teams for any meet where you will merge at the pool. Generally, this includes all A-meets and B-meets.

You'll need an internet connection for much of what follows.

- Export entries and roster from TeamUnify.

- Create a copy of your meet database

- Import your SD3 entries into the copy of the meet via **File --> Import --> Entries**

- Import your SD3 roster into the copy of the meet via **File --> Import --> Entries**

- Export your entries from the copy of the meet via **File --> Export --> Entries for Meet Manager Merge of same meet (.HY3)**

- Export your roster from the copy of the meet via **File --> Export --> Athletes / Teams / Email (.HY3)**

The two **.HY3** exports above are Hy-Tek proprietary and can therefore be imported into Meet Manager without an internet connection. The commands to do so are as follows:

- The **.HY3** roster file is imported into the meet database via **File --> Import --> Rosters Only**

- The **.HY3** entries file is imported into the meet database via **File --> Import --> Merge Entries (MM to MM)**

9   July 3, 2011 – Andy's CSL/TeamUnify Wiki

https://sites.google.com/a/haydenvillageswim.com/cslwiki/home

Major kudos go to Andy Earle, formerly of Hayden Village, for putting this together.

10 July 3, 2011 – Record Mapping in Meet Manager

Our B-meet templates are set up with 8&Under Multi-Age events. For the purposes of seeding swimmers into lanes, they are 8&Under events. For the purposes of results and ribbons, it is as if we have separate 6&Under and 7-8 events.

As it is with results and ribbons, so it is with team records. When you import records into a B-meet, Meet Manager will, by default, look for 6&Under and 7-8 records in your .REC file. It won't assume that you want the 8&Under records that you maintain in Team Manager to map to the 7-8 events in the B-meet database.

Here's how you get it to work:

After you import your records into a B-meet, highlight them at the bottom of the Records dialog and then click Custom Age Groups from the main menu at the top. In the window that appears next, enter <blank> and 8 at the top, enter 7 and 8 at the bottom, then click OK.

When you return to the Records dialog, your 8&Under records should now be visible.

Not only that, all your records will show up properly on meet sheets and meet results. If you print record breaker labels out of MM, they will work, too.

The bad news is that you have to perform this little trick for every .REC file you import into any B-meet. So, potentially, you'll be doing this once each Wednesday.

The good news is that it's pretty easy to do.

11 May 20, 2010 – Autorun, Autoplay and Protection Against Threats

Here's the bottom line:

We use USB drives to exchange data at meets. Viruses and worms use USB drives to spread themselves

There are two things you should do to prevent this. The first is to protect your computer. The second is to protect your USB drives.

This article tells you how to do it.

http://autorun.synthasite.com/

12 July 15, 2009 – De-merging a merged meet

There is a lot of diversity with regard to Developmental meets in this league. Teams bring different numbers of swimmers. Teams have different entry limits. Teams do their ribbons differently.

Most teams in the league prefer to merge entries with the other team into a single meet database. The main reason for this is so that the ranking of swimmers for ribbons and results will be across both teams.

But there are still a few teams that prefer to rank swimmers only within their own team. These teams prefer not to merge. Instead they prefer that each team run its own independent Hy-Tek meet on its own computer -- even though the swimmers still compete against each other in the pool.

So if a "wanna merge" team swims with a "don't wanna merge" team then what happens?

By decree of the Team Reps in 2007, and again in 2010, the teams will merge. And here are the reasons why:

- When separate meets are run on separate computers, there is no easy way to merge the two meets into one meet or one set of results so that the "wanna merge" team can get the ribbons it wants.

- When a meet is merged onto one computer, there is an easy way to de-merge the meet into a meet that looks like it was run as a separate meet.

So, now that the long background essay is done, here is how you de-merge a merged meet:

In Meet Manager, make a copy of the meet via **File --> Save As**. Put the word "de-merged" or something similar in the name of the copy of the meet so you'll be able to recognize it later.

After you save, the copy should be become the active meet in Meet Manager. Check the caption bar to make certain of this. If the copy is not the active meet, then open the copy via **File --> Open / New**.

Go to the **Teams** screen. Highlight the team you want to de-merge out of the meet -- usually that would be the other team. Then click **Delete** from the **Teams** screen menu.

Still not done. Now go to the **Run** screen. You'll notice that all of the swimmers from the other team are gone. Click **Re-Score** on the **Run** screen menu. This will re-rank all of the swimmers in all of the events using only the swimmers on the remaining team.

Now you can print ribbon labels for your team out of Meet Manager. If you plan on printing ribbon labels from Team Manager, then you should do your results export from the de-merged meet, and not from the original merged meet.

During the meet (e.g. after each stroke block) is probably not the best time to perform the de-merge process. Better if wait till after the meet.

13 June 15, 2009 – The Power of Google Docs

This one is due to the Burke Centre Penguins, who learned it from their contacts in the world of Little League Baseball.

If you've never heard of Google Docs, it is sort of a web-based version of Microsoft Office. You can store and edit spreadsheets, slideshows, and documents. You can transfer the files between the web (Google Docs) and your computer (MS Office). You can even make the files publicly viewable on the internet, and even set up collaborations so that multiple people can update the same file.

The spreadsheets in Google Docs have an added bonus feature -- you can set them up for form-based data entry. This means that you can build -- on your own -- a web-based form with text fields, drop-down lists, check boxes and so forth. And when someone enters data on that form and then clicks the submit button, the data they entered is stored in your spreadsheet.

This is great way to collect data from swimmers and parents.

For example, if your team uses sign-up sheets on which swimmers can select events for Developmental meets, this provides another vehicle by which they can give you their choices. Or if you collect meet availability information from swimmers this is a good way to do that.

Here's an example of a web-based meet sign-up form:

http://spreadsheets.google.com/viewform?hl=en&formkey=cnFWUnZtalNfa3l5WXZmM TR2b2dEV1E6MA..

Get yourself a Gmail account and give it a try.

14 June 29, 2008 – S, SO, Y, YO... What does it all mean?

In Team Manager, double-clicking a meet of interest on the **Meets** screen will bring up the **Meet Maintenance** window for the meet.

On the **Meet Maintenance** window, there is a field called **Course**, left side about 1/3 of the way down. In the Events files distributed by the League, this field will always (we hope) be set to **S** or **Y**.

The value in the **Course** field controls which times are presented to you on the **Entry** screens for this meet. For example, if the value is to **S** then it means the meet is in a Meter pool and the **Entry** screens will show Meter times and converted Yard times. If the value is set to **Y**, then it's a Yard pool meet and the **Entry** screens will show Yard times and converted Meter times.

On the other hand, if the value is set to **SO** then it s a Meter pool and the **Entry** screens will show only Meter times. For a Gold Division team that swims most of its meets in Yard pools, this is not a good value. Such a team will not have a lot of Meter times. Early in the season they might not have any Meter times.

This is why the league defaults are **S** and **Y** -- we don't want it to default to having no times appear, or only previous years times from a compliant pool appear, for any team.

If you receive Events files from other teams for B-meets, there is no telling to what they will set this value. Therefore, after importing a new meet, you should go to **Meet Maintenance** and check the value and change it if you like. For example, if you're a Meter team that had one Yard pool meet and would like to ignore those times for your upcoming Meter pool meet, then change the value to **SO**.

15 June 29, 2008 – How do you filter out previous year times when creating meet entries?

This can be done on a meet-by-meet basis.

In Team Manager, go to the **Meets** screen and double-click the meet of interest. This will bring up the **Meet Maintenance** window for the meet.

On the right side of the window, underneath the **Age-Up Date**, there is a field called **Use Times Since**. Underneath that there is a checkbox called **Use Since Date**.

Check the **Use Since Date** checkbox and put a date in **Use Times Since** and Team Manager will hide times before that date when you're creating entries for that meet.

Team Manager applies the setting only to the current meet. For the next meet you import, you ll have to open **Meet Maintenance** again to create the desired setting for that meet.

TeamUnify has a similar facility. On the **Event/Meet Edit** page, the attribute called **Use Date Since** provides the same control described above.

16 June 29, 2008 – How do you download results for other teams from the website and load them into Team Manager

First of all, this is nothing new. Even before CSL starting using Hy-Tek, results were uploaded to the website and could be downloaded and loaded into the swim software we used back then. The basic process is still the same and has been available since we started using Hy-Tek in 2005.

After each Saturday's Dual Meets, the results are loaded to website from the Commlink (CL2) files that come out of the results export process. After being loaded, these Commlink files remain on the website and are available to download.

To download from the website, you will first need access to a Team Admin account. Talk to your Team Rep about getting one.

Using your Team Admin account, login into the CSL website and navigate to the main CSL page. From the menu bar, choose SCHEDULE/RESULTS, select the Division or Date of interest, and click get Schedule. Because you're logged in as a Team Admin, in addition to the Results link you're used to seeing there will also be a link to a CL2 file.

CL2 files are very similar to the results export files that you load into Team Manager after every meet. The one major difference is that they do not contain times for DQ swims. You'll import CL2 files into Team Manager in exactly the same way you typically import results, via **File --> Import --> Meet Results**. Be sure to check the **Add New Teams/Athletes** checkbox as you import.

After you've downloaded and imported whatever CL2 files are of interest to you, you can run Ladder reports against that data. On the **Top Times** report dialog that you use to create ladders, simply choose a different team than your own.

17 June 29, 2008 – How do I get the 6&Under events to appear first on meet results reports and on meet sheets

In Meet Manager in the Results report, the right-most tab is named Splits / Sort Order / Selected Teams. On this tab in the Sort Order radio button group, one of the options is Session Order. With the sessions as they are currently configured in the CSL templates, choosing this option this will put the 6&Unders first on your results.

Note that if you select this option, you can print results for only one session at a time.

In Meet Manager in the Meet Program report it s even easier. In the Session List at the top of the screen, if you select All, then the events will appear in numeric order which will put 8&Unders first. But if you select a specific session then Hy-Tek will default the event to session order, and that will put the 6&Unders first.