



## MEMORIAL H.S. SWIMMING & DIVING

### HY-TEK TEAM MANAGER INSTRUCTIONS

1. Please check our dual meet event list online at [spartanswimmingdiving.com/forms](http://spartanswimmingdiving.com/forms)
2. Create a meet in Team Manager using the same event list indicated on our website.
3. Find the meet under Meets and select Entries by Event under the Entries tab.
4. For relays, select four swimmers by double-clicking on their names. For each relay in varsity and junior varsity please enter the following numbers in the Custom Time Box (11.00 - top relay team in event, 12.00 - second fastest relay team in event, 13.00 - third fastest relay in event) in order to ensure proper lane placement.
5. For individual events, click on the entry box next to the swimmer to enter them in the particular event. If the athlete does not have a time or has an incorrect one then in order to ensure proper lane placement you may need to use the same relay custom times above.
6. After you have completed entering the relays and individuals choose File/Export/Meet Entries. Insert a thumb drive into your computer's USB slot and select the correct drive to export to. Make sure the check box "Exported Relays" is checked then click OK.
7. Bring the thumb drive with you to the meet. Once at the meet, hand the thumb drive to our meet management personnel.
8. After the contest, ask one of the meet management personnel to make a meet backup and/or export team results/splits to your thumb drive.

If you have any further questions on the process please contact Jason Verhelst via email at [jasonverhelst@gmail.com](mailto:jasonverhelst@gmail.com)

Thanks ahead of time for all your help.

9-10-08