## 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".

Meet Set-up		1
* Meet Name : USA Swimming Non-Sanc * Facility Name : Olympic Training Center Address : * Cloredo Springs * State / Province : CO * Country : USA Start Date : 07715/20	ioned Meet	Meet Type Standard - Divisions - By Event By Team By Entry Fighted Time Standards Div by Time Std
Age-Up Date : 07/15/20 ♀ ▼ Entry Open Date : 07/15/20 ♀ ▼	Entry Deadline : 07/15/20	Meet Style Standard
ID Format     USAS - USA Swimming     SNZ - Swimming New Zealand	Class  • Age Group  C Seninr / Open	C 2 Team Dual
C SSA - Swimming South Africa AUS - Australian Swimming BS - British Swimming BCSSA - Canadian League	C High School C College C YMCA C Masters	Curse CLC Meters CSC Meters CYards
C USMS - US Masters C Other *Host LSC : CO ▼ Base Country USA ▼ Altitude in Feet : Default Truch Parts at both ends - C	C Disabled Timers Connected to this Computer One timer C Two timers Timer 1 Name Pool 1 Timer 2 Name Pool 2	DQ Codes Custom DQ Codes Time Adjustment Method FINA rules USA Swimming rules prior to 1 May 2016
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- 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".

	5, Events				
	Layout Add	Edit Delete	e Combined	Events Sessic	
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	Genda All C Mixed C	er ÖMale ÖFemale	Age Range	<ul> <li>Indiv + I</li> <li>C Indiv Or</li> <li>C Relays</li> </ul>	
🔄, Event Edit - Mixed 100 Free	style				×
Event # : 1	Age Group	Dist	ance		Stroke
Individual / Relay	C 6 and Under C 8 and Under	C 25 C 50	С 3К С 5К	<ul> <li>Freestyle</li> <li>Backstroke</li> </ul>	C 1 mtr Diving C 3 mtr Diving
C Relay	<ul> <li>10 and Under</li> <li>15 and Over</li> <li>Open/Senior</li> </ul>	<ul> <li>100</li> <li>200</li> </ul>	C 10K C 25K	C Breaststroke	<ul> <li>Platform Diving</li> <li># Dives</li> </ul>
Gender Alt Gender Girls Boys Women Men	C 7-8 C 9-10 C 11-12 C 13-14	C 400 C 500 C 800 C 1000 or	C 1 Mile C 2 Mile 1K	C Medley □ □ □ Cus Note :   □ Suppress	stom # Relay Legs (2-8) Stroke Name
Oivision     Suppress Distance	C 15 - 16 C 15 - 18 C 17 - 18 C Custom	C 1650 C None C Custom		Timed Finals     Prelims / Semis / F     0    # Heats in Semi     0    # Lanes in Semi	C Prelims / Finals inals is is (1-12)
Round 1 - Prelims or Tir	med Finals	Multi-Age Grou	p 5 Futer	Ro 8 Numbe	und 2 or Round 3 - Finals er of Lanes (1-12)
8       Lanes for Best       1         Assign Lanes       •         •       Standard       •         •       Standard       •         •       Standard       •         •       Standard       •         •       2 per Lane       •         •       2 per Choice       •         •       Timed Finals       •         •       Score as A - Final, B - Final S       •         •       # of Heats to Score (1-6)       •         •       Multi-age Super Seed       •	Heats Heats Heats Heats Heats Heats Heats Heats Heats Heat Order H	Seed Multi-Age core Event anual Seed Even andard me Trial Event wim-Off Event ads at both ends ids at both ends	Old to Young Entry Fee 0.00  Type C Multi-Clas C Open Wa - Round 1 / Semi - Finals	ss ater s f Heats f # Lanes Max A Score Prin Multi-Age Super Fir Super Fir C Slov C Fast C Cus	in Finals (1-6) Vary B - Final Style ge for 1 Slowest Finals elims as Extended Final e: Super Final hal Eliminates Oldest Group Finals Heat Order v to Fast tto Slow tom Best of the Best Eincl
			<u>ок с</u>	ancel   Multi-Age	Best of the Hest Final

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

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	(€ д С м	Gen II ixed	Male C Male C Female	Age	e Range	<ul> <li>Indiv + R</li> <li>Indiv Onl</li> <li>Relays C</li> </ul>	lelays ly Dnly	<ul> <li>All Eve</li> <li>Standa</li> <li>Open V</li> </ul>	ents ard Only Water	C Time Ti C Swim-( C Disabilt	rial Only Off Only ty Only							
Γ		Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Туре	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
Γ		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
Γ		5	Unseeded	Mixed		200	IM	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
Γ		6	Unseeded	Mixed		200	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
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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.

	5. Sessions	
	Add Edit Delete Move All Remov	
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	Day Start Time Sessio	
۵	Add New Session	×
	Session #: 1	
	Session Title : Saturday Timed Finals	
	Day : 1	
	Start Time : 01:00 C AM 🙃 PM	
	Interval : 45 Extra Backstroke Interval : 15	
	Chase Starts Interval : 0 Diving Time per Dive : 30	
	Course : C LC Meters C SC Meters ( Yards	
	Max Entries for Meet Events Export to TM	
	Max entries including relays :	
	Max individual entries :	
	Max relay entries :	
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Double click on all of your Events from the "Event List" to add these events to the Session.

1	01:00 PM	1	1-Max	1-Max	IX-IMAX	miter var				COURSE	Title for Seccion				
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IT LIST	T - (Double Click to /	Add)									SESSI	ON SCHED	ULE - (C	ouble Click Evt # to Delete)	_
# Rn	Ind Event Name										Evt#	Rpt H/P	P/S/F	Event Name	
F	F Mixed 100 Freest	yle									1	H	F	Mixed 100 Freestyle	_
F	F Mixed 100 Backs	troke									2	H	F	Mixed 100 Backstroke	_
F	F Mixed 100 Breast	stroke									3	н	F	Mixed 100 Breaststroke	_
_	<ul> <li>Mixed 100 Butter</li> </ul>	ny									4	н	F	Mixed 100 Butterfly	
F	E Missed 2000 B4													MIXED ZUU IM	

 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.

	File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Check fo	or Updates	Help	
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C. Ad	d New Te	am												×
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	Team Abb	r: IDEMU		Full Team N	ame : USA Su	wimming DEMU 1	leam				leam Code :	ремо		
	LSC	: CO	-	Short Team N	ame :			Team 9	Status : Normal	-	Team Gender :	×		
	Division	1:	~	Alternate Team A	Abbr :		Alternate Tear	n Name :						
		Team no	t eligible for tea	am score point ran	kings (similar to	Unattached)		F	egion :	•				
		No Team	n Surcharge	🗌 No Fa	cility Surcharge	e 🗆 No	Athlete Surcharg	le	No Relay Only	/ Surcharge				
	Addre	ss :				C	ell :							
	Addre	iss :			_	Offic	ce :							
	Provin	ice :				Ноп	ne :							
	c	City :				Fa	ax :							
	Sta	ate :	✓ Posta	I Code :		E-Ma	ail :							
	Coun	try :	•			Note: Cell pl	hone is important	for the Rur	Menu Prelims Sc	atch Sheet				
							<u>o</u> k   !	Cancel						

Exit out of the Teams page:

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Team Na	me		AEExit LSC

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.

Last N	ame : Phelps			First Name :	Michael			MI: ]	F
Pref N	ame :			Birth Date :	06/30/85		Age : 35		
Reg	ID# : 063085MI	CFPHEL		Team :	DEMO-CO	USA Swim	ming Demo T	eam	
Gender (N	//F): M	Retain Ge	nder Build ID			Status : Norm	al 🔻	SDMS ID :	
	n of :		-	Competitor # :	1		S, SB, SM) :		
	Club :						State :		-
EN	TRIES				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.

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

Add	De	lete	Swim-ups Copy Names Verify Relay	Ages View Help										
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a		~	Mala Age Bange	RELAY TEAM ENTRIES										
C M	ll ived	č	Female -	Team		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spci	Conv Time	Fin
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			RELAY EVENTS											
Evt #	#	Stat	Event Name											
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			ELIGIBLE ATHLETES											
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W37	Α	Hall	I, Natalie A											
M38		Har	isen, Brendan J											
W25		Joh	nson, Missy J		-									
M35	A	Loc	chte, Ryan S		-									
M36 M25	A	Per	sol, Aaron w											
M33	Δ	Sor	nips, michaeli ni Rebecca I											
N32	~	Vol	Imer. Dana W											
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	-			2 Peirsol, Aaron W 36										
_				3 Hall, Natalie A 37										
	-			4 Soni, Rebecca I 33										
		-												

🖏 Relays

- 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.

elec	ct All	De-Select	Preference	s Memor	ize View	Create Report	
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	G	ender		Age Ran	ge		Rounds
• 4	All	Male				All Rounds	C Finals Only
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			1			Session Lis	t
	Day	Start Time	Session 1	t Course	Session Ti	tle	
	All		All	Y	All Events		
	1	01:00 PM	1	Y	Saturday Tin	ned Finals	
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					E	VENT LIST for Me	et Program
	Evt	# Rnd	Status	Event Name	•		Heats
2	1	F	Seeded	Mixed 100 Y	ard Freestyle		1
2	2	F	Seeded	Mixed 100 Y	ard Backstro	ke	1
	3	F	Seeded	Mixed 100 Y	ard Breaststr	oke	1
	4	F	Seeded	Mixed 100 Y	ard Butterfly		1
4	5	F	Seeded	Mixed 200 Y	ard IM		
$\mathbf{\nabla}$	6	F	Seeded	Mixed 200 Y	ard Freestyle	Helay	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																
2	Vollmer, Dana W	W32	USA Swimming Demo Team-CO	47.50	47.20							4	4			
3	Lochte, Ryan S	M35	USA Swimming Demo Team-CO	43.01	42.87							2	2			
4	Phelps, Michael F	M35	USA Swimming Demo Team-CO	42.00	42.24							1	1			
5	Peirsol, Aaron W	M36	USA Swimming Demo Team-CO	42.00	43.11							3	3			
6	Johnson, Missy J	W25	USA Swimming Demo Team-CO	47.00	47.22							5	5			
7	Hall, Natalie A	W37	USA Swimming Demo Team-CO	48.00	47.77							6	6			
8																

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														
Even	nts Ath	letes	Relays S	eeding	Web	Swim-Off	Re-Score	Combin	e Rep	orts	La	bels	Pre	ferences
8-8- 8-8-	🏥 🌆 🥁 🖆 🔮 🧱 🕫 🗈 🛛 🔲 Enter Results by Lane (Ctrl-E)													
Meet Mobile Disabled														
	EVENT LIST - All Events - Yards - (Session not selec													
	Evt #	Rnd	Status	Event	Name				Heats	?	NS	DQ	DFS	
	1	F	Done	Mixed	100 Yar	rd Freestyle			1	-	-	-	-	
	2	F	Done	Mixed	Mixed 100 Yard Backstroke					-	-	-	-	
	3	F	Done	Mixed	Mixed 100 Yard Breaststroke					-	-	-	-	
	4	F	Done	Mixed	Mixed 100 Yard Butterfly					-	-	-	-	
	5	F	Done	Mixed	Mixed 200 Yard IM					-	-	-	-	
$\mathbf{F}$	6	F	Done	Mixed	200 Yai	rd Freestyle R	(elay		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"**.



5. Export Results	×									
Selection Criteria										
Team : DEMO-CO 💌 LSC : CO 💌	Region :									
Gender Both Male Only Female Only	Relays Relays Plus Athletes Relays Without Athletes No Relays									
Events          Standard Events         Time Trial Events         Swim-off Events         Use Alternate Team Abbr	<ul> <li>Include Splits</li> <li>Final Results Only</li> <li>Semi-Final Results Only</li> <li>Copy last .hy3 and .cl2 file</li> <li>Exclude Foreigners</li> <li>Exclude Birth Dates</li> <li>Exclude Diving</li> <li>Exclude Bonus Events</li> </ul>									
Only Include Athletes with a USS ID										
<u>о</u> к	Cancel									

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