

Hytek Meet Manager Setup and Meet Results Export Procedures

For inclusion of meet results into Athletics Canada's results and rankings online application it is necessary to ensure that the required meet setup has occurred. The main requirements are to ensure that all registered athletes have their AC number recorded in the registration id number field. Also, for events such as Hurdles and Throws the hurdle height and implement specification must be recorded properly.

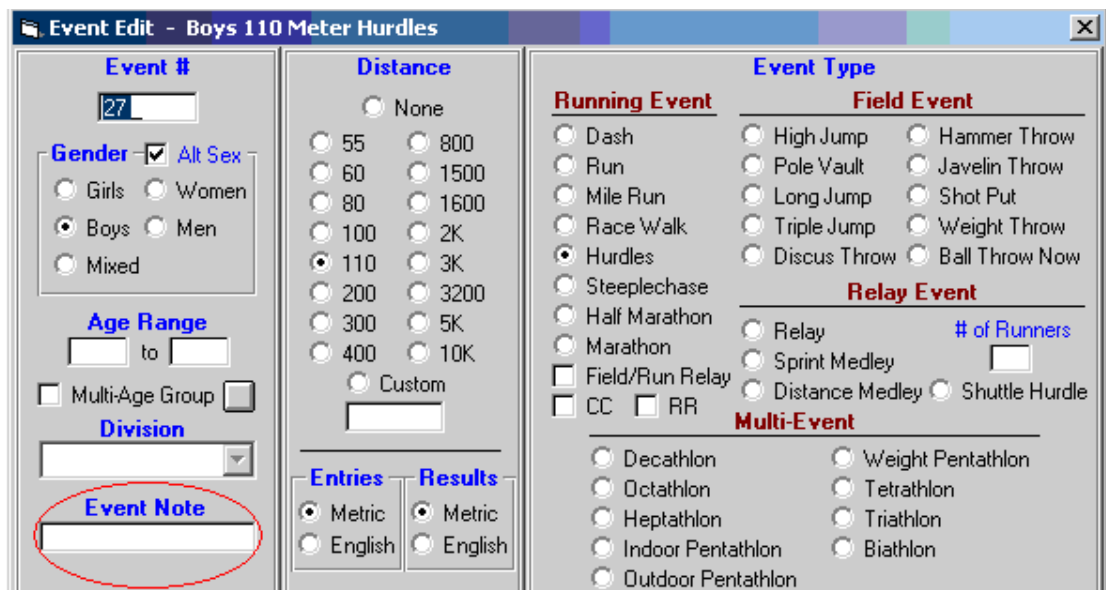
Once the meet is completed the results need to be exported and emailed to the branch where they will be reviewed and uploaded to the results and rankings online application.

The following steps outline the meet setup procedures.

1. Hytek Meet Manager Event Specification Setup

1.1. Hurdle Heights and Implement Weight Specification Setup

Using the **Event Note** enter the event's Hurdle height or the Throw events implement weight as appropriate.



The screenshot shows the 'Event Edit - Boys 110 Meter Hurdles' window. The 'Event #' is 27. The 'Distance' is 110. The 'Event Type' is Hurdles. The 'Event Note' field is circled in red.

Event #		Distance		Event Type		
27		<input type="radio"/> None		Running Event	Field Event	
Gender <input checked="" type="checkbox"/> Alt Sex		<input type="radio"/> 55	<input type="radio"/> 800	<input type="radio"/> Dash	<input type="radio"/> High Jump	<input type="radio"/> Hammer Throw
<input type="radio"/> Girls <input type="radio"/> Women		<input type="radio"/> 60	<input type="radio"/> 1500	<input type="radio"/> Run	<input type="radio"/> Pole Vault	<input type="radio"/> Javelin Throw
<input checked="" type="radio"/> Boys <input type="radio"/> Men		<input type="radio"/> 80	<input type="radio"/> 1600	<input type="radio"/> Mile Run	<input type="radio"/> Long Jump	<input type="radio"/> Shot Put
<input type="radio"/> Mixed		<input type="radio"/> 100	<input type="radio"/> 2K	<input type="radio"/> Race Walk	<input type="radio"/> Triple Jump	<input type="radio"/> Weight Throw
Age Range		<input checked="" type="radio"/> 110	<input type="radio"/> 3K	<input checked="" type="radio"/> Hurdles	<input type="radio"/> Discus Throw	<input type="radio"/> Ball Throw Now
to		<input type="radio"/> 200	<input type="radio"/> 3200	<input type="radio"/> Steeplechase	Relay Event	
<input type="checkbox"/> Multi-Age Group <input type="checkbox"/>		<input type="radio"/> 300	<input type="radio"/> 5K	<input type="radio"/> Half Marathon	<input type="radio"/> Relay	# of Runners
Division		<input type="radio"/> 400	<input type="radio"/> 10K	<input type="radio"/> Marathon	<input type="radio"/> Sprint Medley	
Event Note		<input type="radio"/> Custom		<input type="checkbox"/> Field/Run Relay	<input type="radio"/> Distance Medley	<input type="radio"/> Shuttle Hurdle
				<input type="checkbox"/> CC <input type="checkbox"/> RR	Multi-Event	
		Entries	Results	<input type="radio"/> Decathlon	<input type="radio"/> Weight Pentathlon	
		<input checked="" type="radio"/> Metric	<input checked="" type="radio"/> Metric	<input type="radio"/> Octathlon	<input type="radio"/> Tetrathlon	
		<input type="radio"/> English	<input type="radio"/> English	<input type="radio"/> Heptathlon	<input type="radio"/> Triathlon	
				<input type="radio"/> Indoor Pentathlon	<input type="radio"/> Biathlon	
				<input type="radio"/> Outdoor Pentathlon		

For example, the Event Note should be entered as 0.914m in this case. Please include the appropriate metric eg m, kg, g in the Event Note.

These are the list of events that are of interest in terms of standardization with IAAF, use for team selection purposes, or indicators of performance and trends for developmental athletes.

INDOOR EVENTS

(Regardless of gender)

GROUP	EVENT	SPECIFICATIONS
Hurdle	50mH	1.067m, 0.990m, 0.914m, 0.840m, 0.762m
	60mH	1.067m, 0.990m, 0.914m, 0.840m, 0.762m
Throws	Shot put	6kg, 7.26kg
	Weight Throw	35 lb (15.87kg) / 20 lb (9.07kg)

OUTDOOR EVENTS

(Regardless of gender)

GROUP	EVENT	SPECIFICATIONS
Hurdles	80mH	0.914m, 0.840m, 0.762m 1.067m, 0.990m, 0.914m, 0.840m, 0.762m
	100m/110mH	0.762m
	150mH	0.840m, 0.762m
	300mH	0.840m, 0.762m
	400mH	0.914m, 0.840m, 0.762m
	1500msc	0.914m, 0.762m
	2000msc	0.914m, 0.762m
	3000msc	0.914m, 0.762m
Throws	Shot put	3kg, 4kg, 5kg, 5.43kg, 6kg, 7.26kg
	Discus	750g, 1kg, 1.5kg, 1.613kg, 1.75kg, 2kg
	Hammer	3kg, 4kg, 5kg, 5.43kg, 6kg, 7.26kg
	Javelin	500g, 600g, 700g, 800g
	Shot put	3kg, 4kg, 5kg, 5.43kg, 6kg, 7.26kg
	Discus	750g, 1kg, 1.5kg, 1.613kg, 1.75kg, 2kg
	Hammer	3kg, 4kg, 5kg, 5.43kg, 6kg, 7.26kg

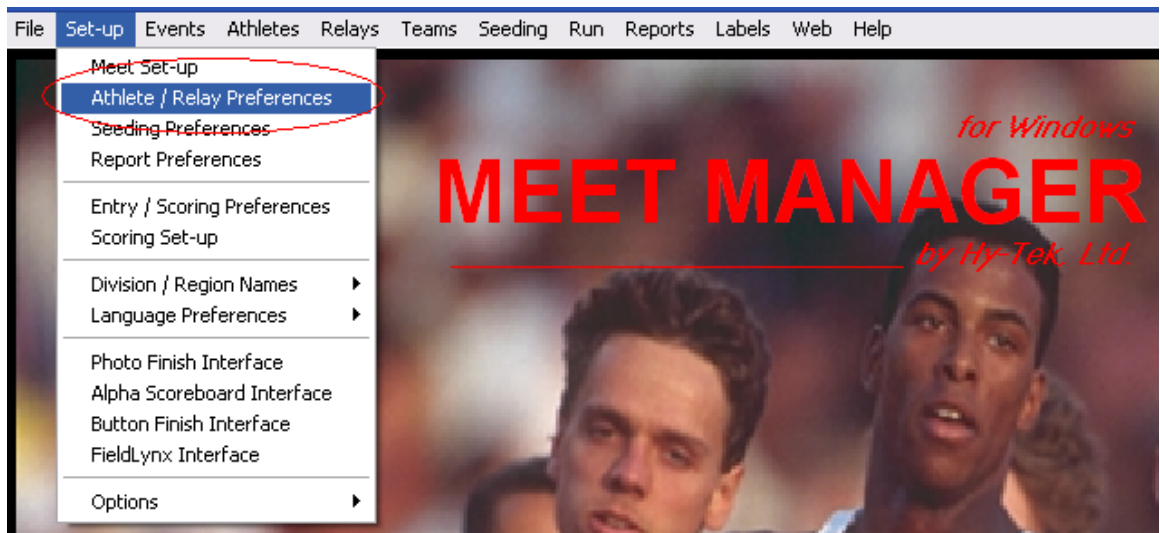
2. Hytek Meet Manager Athlete Setup

All registered athletes must include their AC number in registration id of Hytek Meet Manager. This may be entered manually for each athlete or imported using a file generated from the online registration system and supplied by the branch. You can find this file on the database under REPORTS → Downloads → Athlete hy-tek semi colon format.

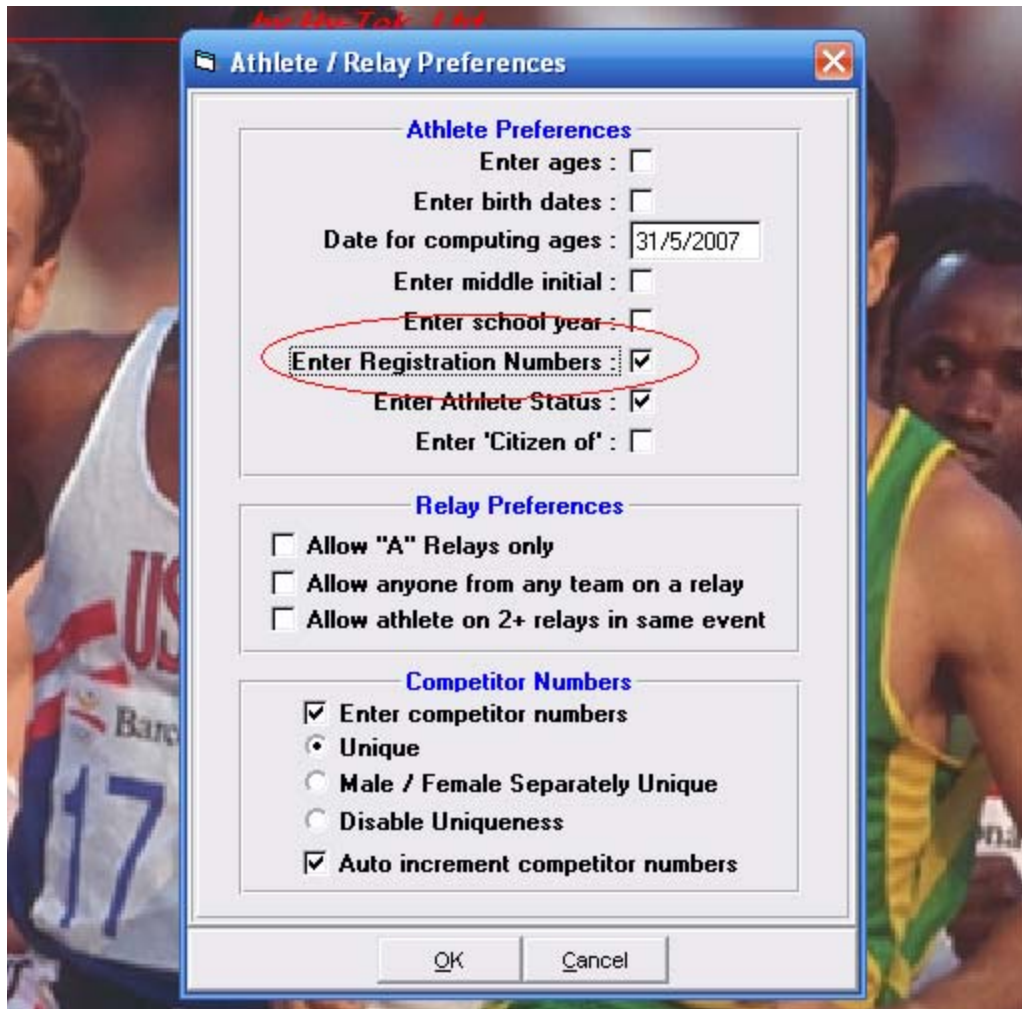
2.1. Manual Entry

For manual entry of the athletes AC number make sure that the meet setup for athlete preferences has the registration number check box on as shown below.

1. On the menu bar click on Set-up and Athlete/Relay Preferences.



2. Turn the Enter Registration Numbers indicator on if it is not already checked.



3. Click OK to save.

4. Using Athlete Add or Edit the registration ID# field may now be updated to contain the AC membership number.

The screenshot shows the 'Athlete Edit' form with the following fields and values:

Field	Value
Last Name	Barber
First Name	Melisa
MI	
Gender	Female
Team Abbr	USC
South Carolina	
Birth Date	//
Age	0
Class YR	
Reg ID#	
Status	Normal
Citizen of	
Competitor#	282
City	
State	

2.2. Importing Athlete Rosters

This can be used to pre-populate the meet with all branch registered members. Then update those athletes participating in the meet with their events.

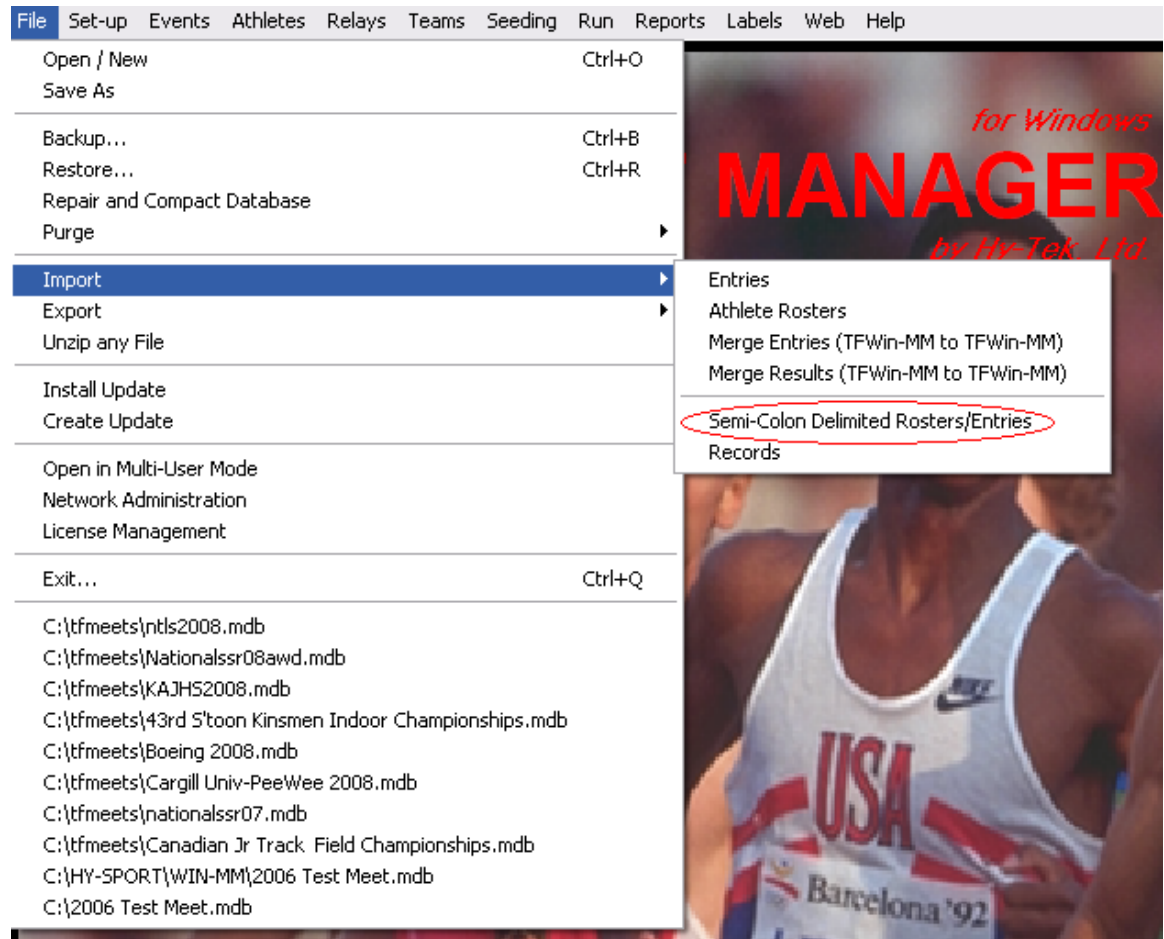
The branch can provide a Hytek compatible file of all registered competitive athletes which can be imported into Hytek Meet Manager. This file will contain all the information for each athlete including last name, first name, gender, birthdate, AC number, Team Name, Team Code.

Email/call your branch to request the registered athletes Hytek Meet Manager file. This will be a Zip file. Once the file is received, store and unzip the file and note its name and location on your computer's hard drive. The file will be called `acr_ATHXX.txt` (note that XX contains the code of your branch). If you have received a previous copy just replace that copy with the newer version.

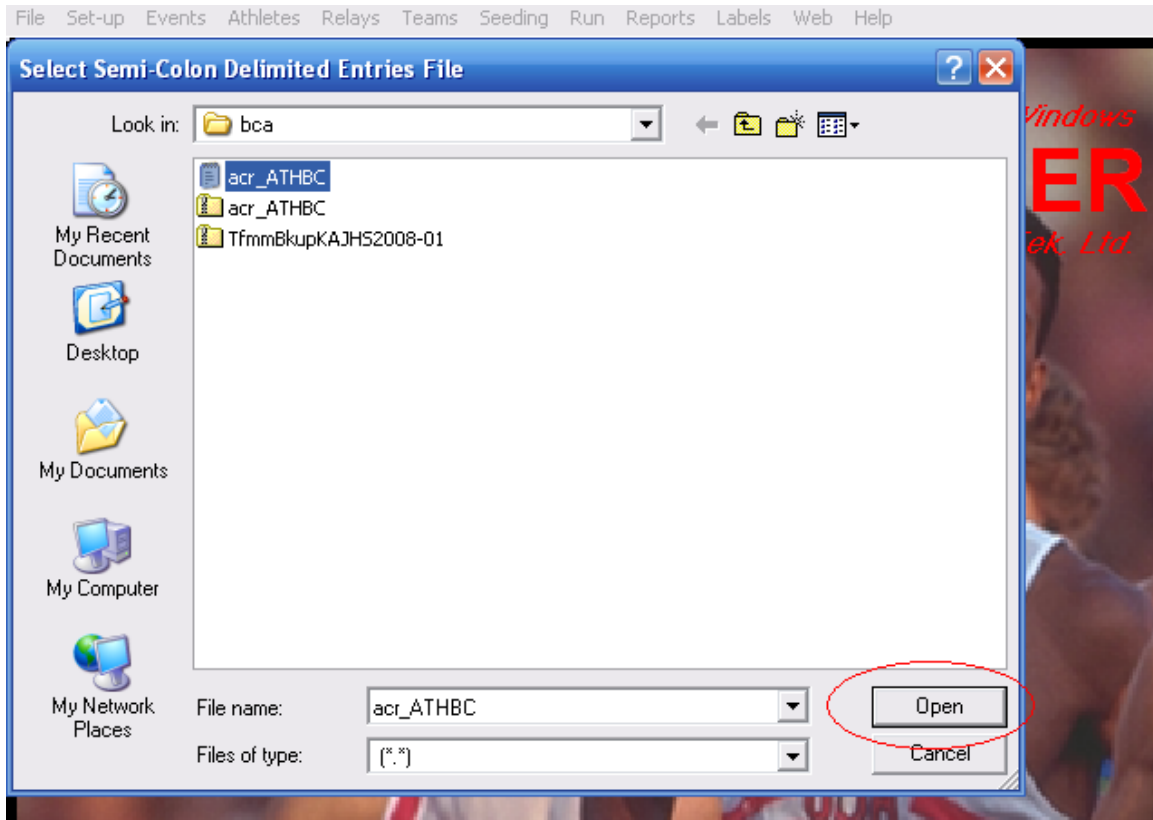
In Hytek Meet Manager execute the following steps to import the branch registered Athletes:

1. Open Hytek Meet Manager
2. Verify that the correct meet is open.

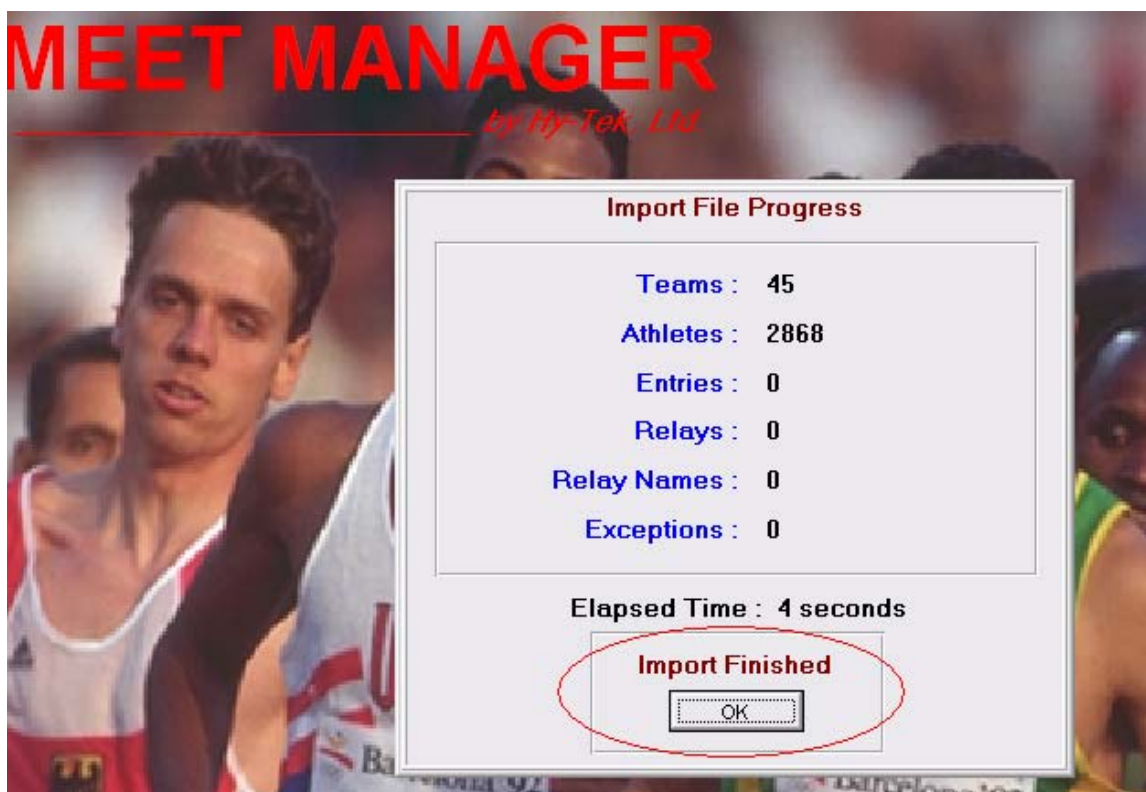
3. Under the File on the menu bar, click on Import and Semi-Colon Delimited Rosters/Entries.



4. Locate the roster file on your computer's hard drive. It will be a "text file" with file type txt. Select the file and click on Open to begin the import.



5. The import file progress screen will display.



6. Click OK when the import is finished.
7. Click on the Athletes tab on the menu bar to review the imported list of athletes.

2.3. Out of Province Athletes

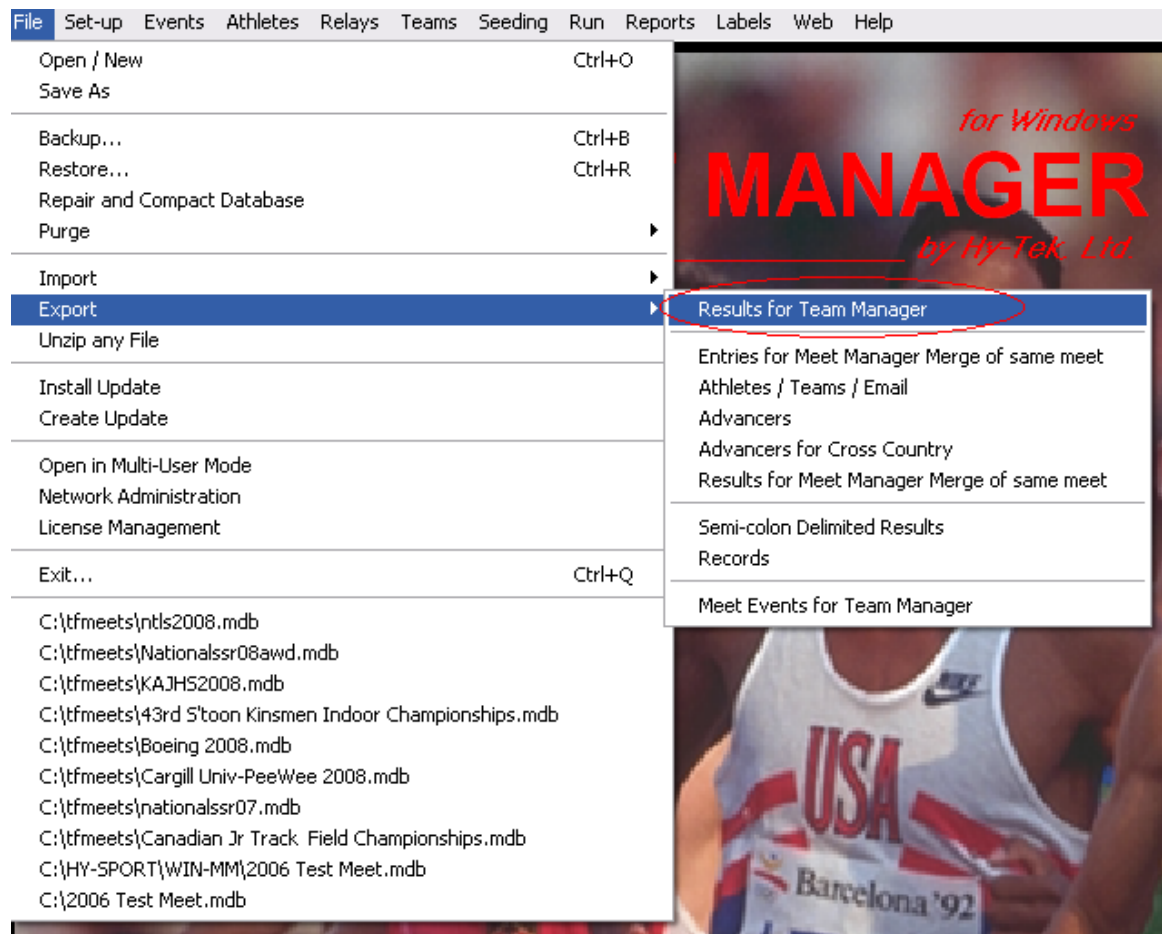
All registered out of province athletes are required to provide their Athletics Canada membership number for inclusion in the meet. The membership number must be entered into the Reg ID# field as in 2.1 above.

3. Hytek Meet Manager Results Export

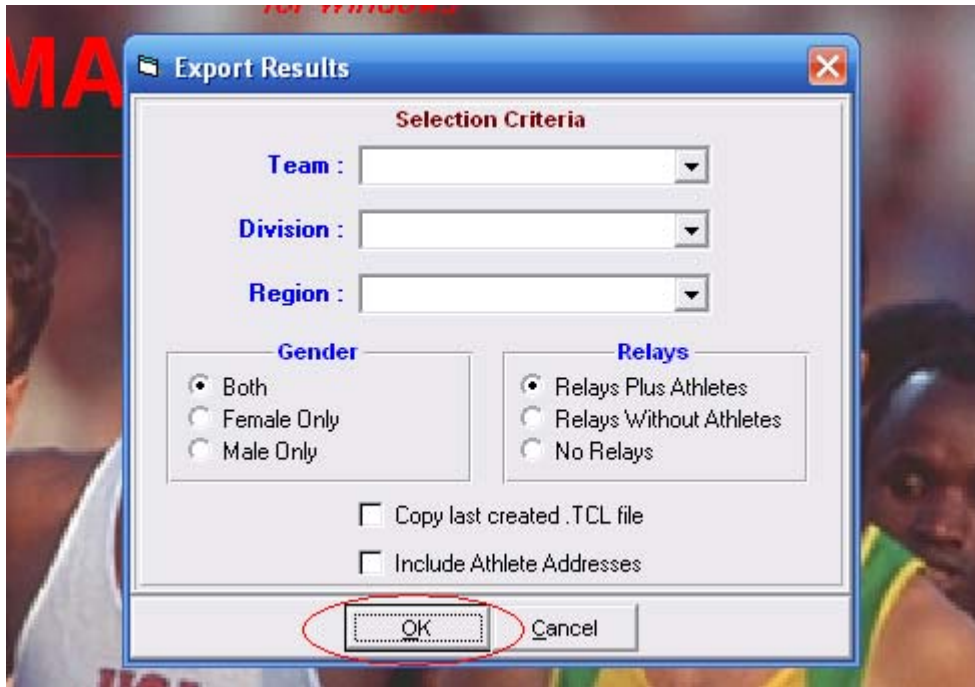
Once the meet is concluded the results must be exported from Hytek Meet Manager and emailed to the branch.

The results export steps are as follows:

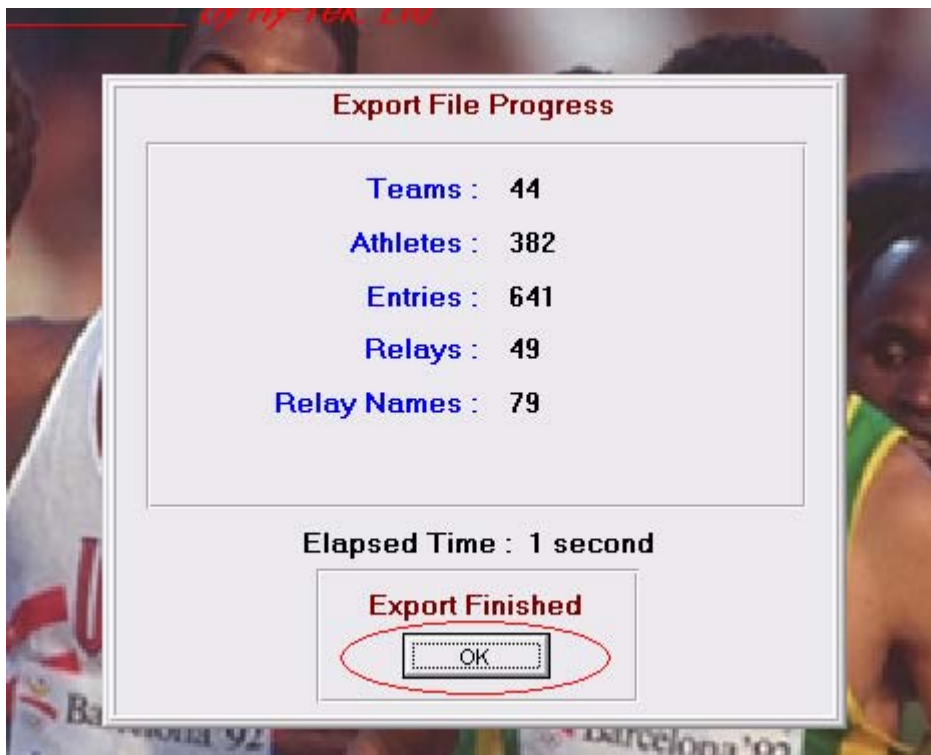
1. Open Hytek Meet Manager
2. Verify that the correct meet is open.
3. Under the File tab on the main menu click on Export and Results for Team Manager.



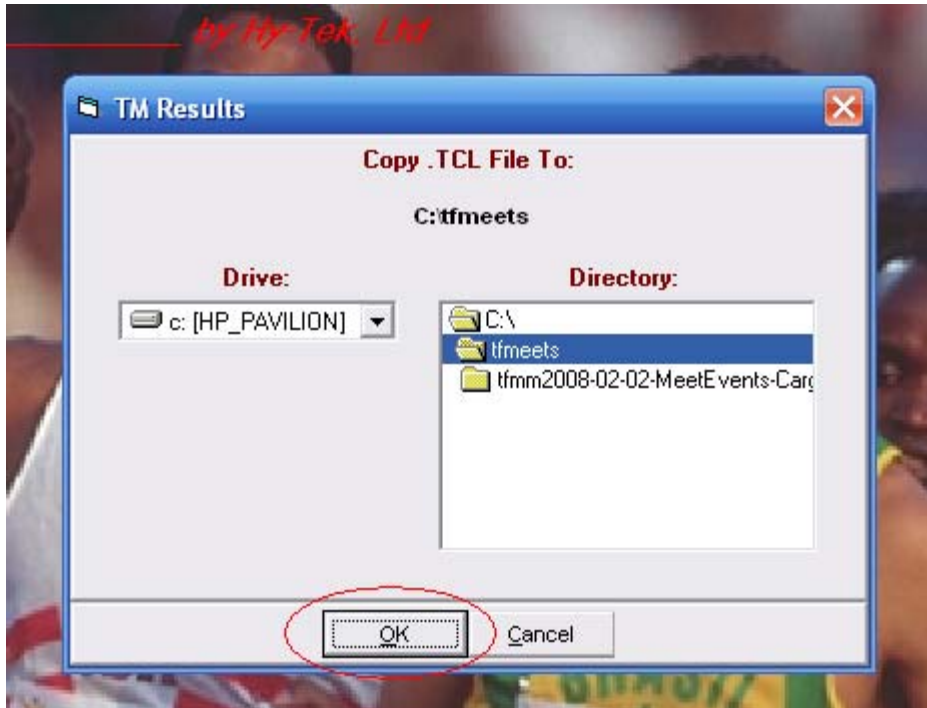
3. Click OK to begin the export.



4. The Export File Progress screen will display.



5. Click OK when the export is finished.
6. The **COPY TCL File To:** screen will display.



7. Click OK to save the file.
8. The Zipped export file successful message will be displayed.
9. Take note of the file name and location and click OK to save.



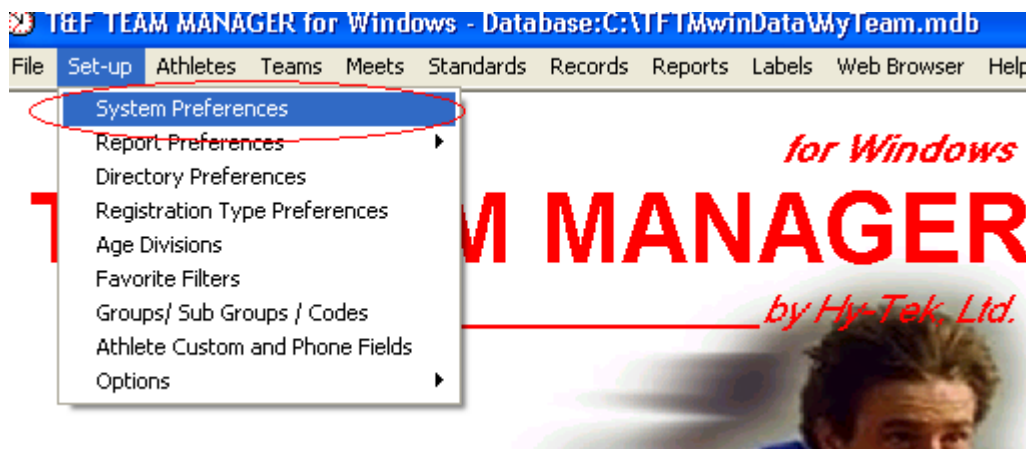
10. Locate the Zip file on your hard drive and email the file to your branch.

It is also recommended that you create a Hytek Meet Manager Backup and email that to your branch also. This will allow the branch to review the meet setup if there are problems processing the results.

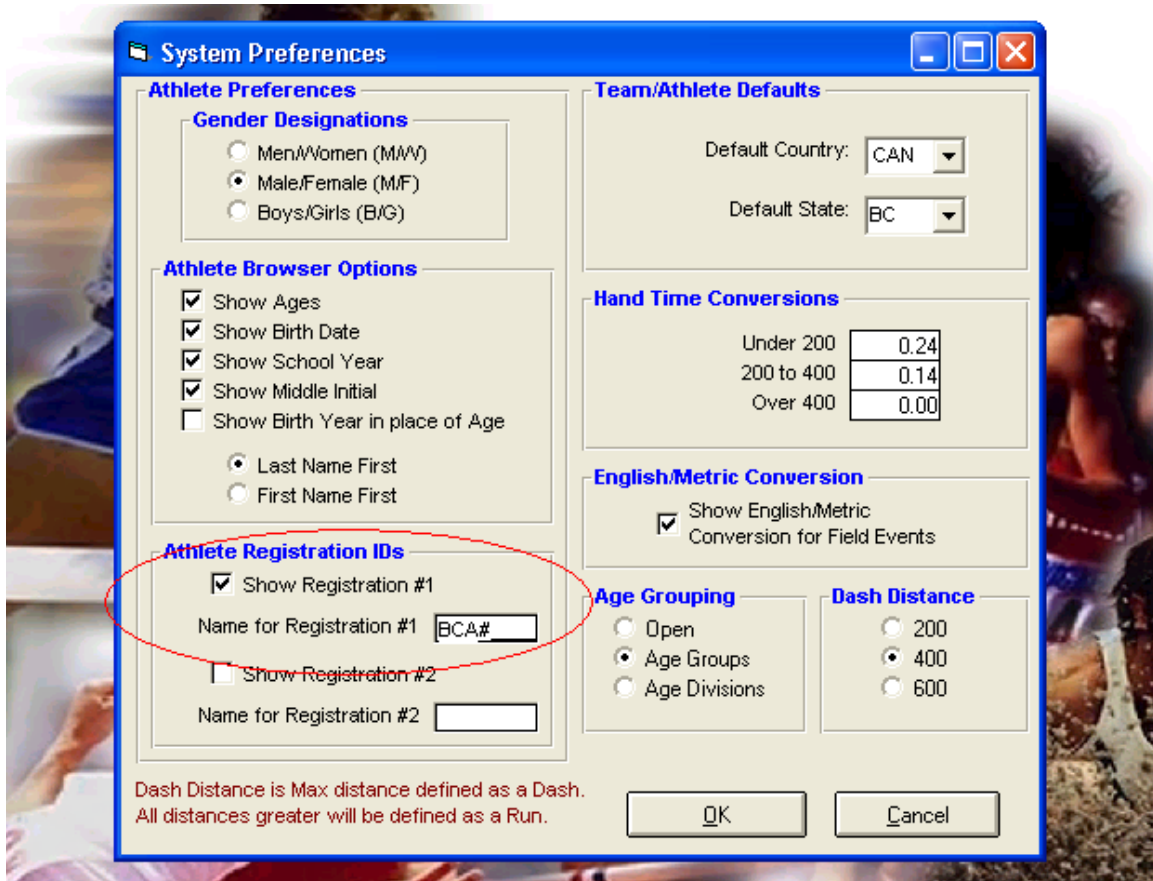
4. Hy-Tek Team Manager Athlete Setup

For those clubs using Hy-Tek's Team Manager to maintain their athlete rosters and provide meet entries the AC number for each athlete can be captured. The following setup procedures must be used to enable entry of the AC number in the registration number field. At this time only manual entry of the AC is possible.

1. Open Hy-Tek Team Manager.
2. Review the Set-up by clicking on Set-up and then highlight and select System Preference by clicking on it.



3. Under Athlete Registration IDs make sure the check box for Show Registration #1 is checked and that the field name is AC# as below.



4. Press OK to save.
5. Click on the Athlete menu bar selection.

- Click on Add and verify that the AC# field is now present for entry. This will also show on the Edit screen.

The screenshot shows a software window titled "Athlete Information" with a blue title bar. The window contains several sections of input fields:

- Athlete Information:** Includes fields for Last Name, Preferred Name, First Name, Initial, Birthdate (DD/MM/YY), Age, Gender (Male/Female), Reg Types, Competitor #, Current Year, Previous Year, and Registration Types. The **BCA#** field is circled in red.
- Primary Contact:** A tabbed section with sub-sections:
 - Primary Mailing Information:** Fields for Last Name, First Names, Mailing Address, City, State (BC), Postal Code, and Country (CAN). Includes a "Mail to" field and radio buttons for "Use Primary for Mailing" (selected) and "Use Secondary for Mailing".
 - Primary Contact Information:** Fields for Day Phone, Evening Phone, FAX, and E-Mail Address.
- Member of:** Fields for Team, Group, Subgroup, School Year, and an Inactive checkbox.

At the bottom right, there are three buttons: "Recruiting", "OK", and "Cancel".

- When entries are exported those athletes for which the AC# has been entered will now include their number on the meet entry file.

