

HY-TEK (How to Do's)

Note: Be sure to upgrade to the latest versions of "[Meet Manager](#)" (currently MM3.0ck) and "[Team Manager](#)" (5.0hd). Always have the latest versions of both.

To assure that the uploading of the meet results into the SWIMS database runs smoothly, please follow these guidelines for setting up your meet information in Hy-tek, (or any other meet manager software):

Naming a meet & where to put the sanction #:

NAMING THE MEET:

When setting up the meet in Meet Manager be sure to name the meet using the new USA SWIMMING/SWIMS guidelines:

"Year LSC Club Name of meet": (e.g. "2010 NE CLUB July Jubilee Meet")

If you want your meet reports, such as Psych Sheets and Heat Sheets to show a different meet name, such as: "**THE ANYTOWN JUNE JUBILEE**", you can do this by:

- Open up your meet database in MM*
- Go to Set-up (second tab over)*
- Report preferences (4th option down)*
- Click on report headers*
- Then write in the name of the meet that you would like to show on your meet reports.*

WHERE TO PUT YOUR SANCTION#:

Input your sanction# on the report preferences/report header screen using the format such as: NE-09-001, 001TT

Click on the box for report headers and/or sanction number to appear on the reports. Run a test report to see how it looks.