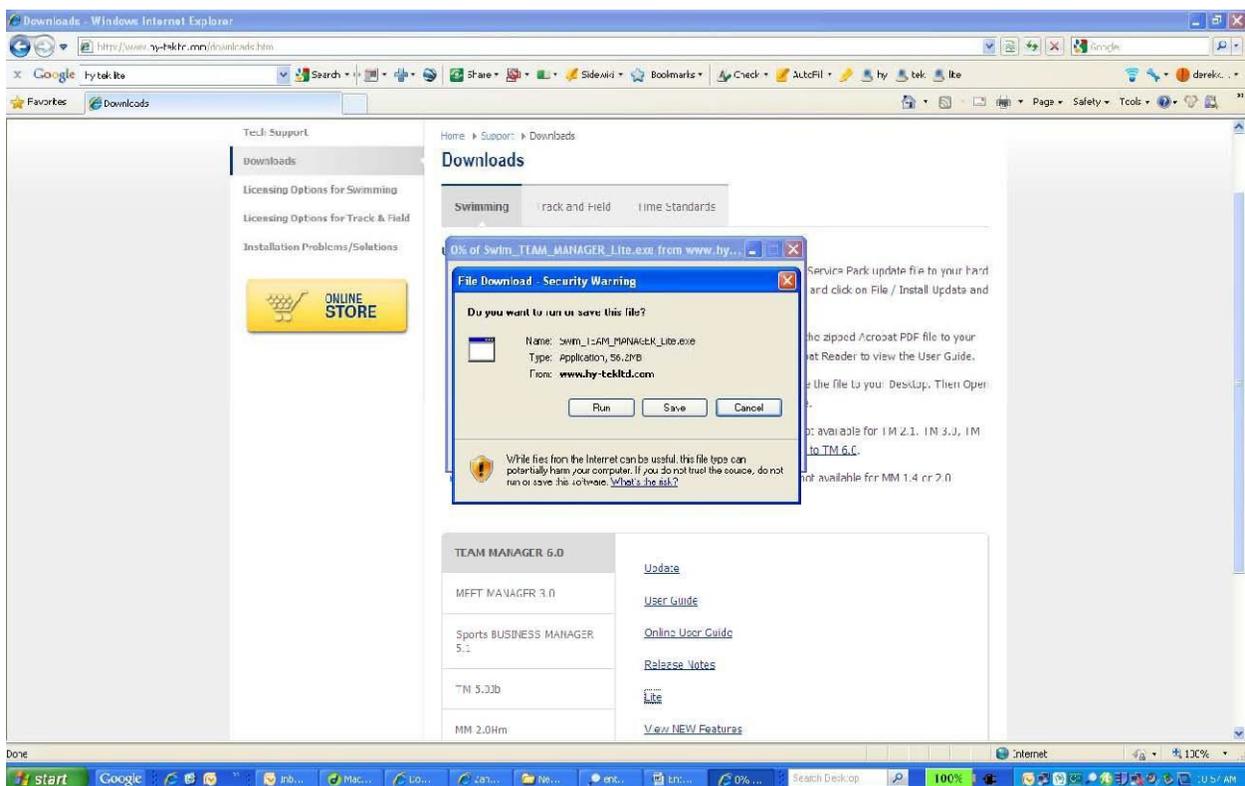


Entering the Meet Directions:

(Downloading Hy-Tek and event file)

- Go to the Clovis West Aquatics website: www.cloviswestaquatics.com.
- Locate the link on the main page that says “CW Invite”. It is on the menu at top of the main page.
- You are now at the homepage of the CW Invite. If you do not have Hy-Tek Team Manager follow the instructions below to download the program and install it to your computer (it’s free). If you already have Hy-Tek Team Manager skip down to section called “Directions: (Setting up the meet) to locate and download the event file.
- Click on the **Support** link at the top of the page and then on the Downloads link on the left of the page.
- You are now on the download page. Making sure you are on the tab at the bottom that says **Team Manager 8.0**, click the link to the right that says “**Lite**”



- A dialog box will open asking whether you want to run or save this file, click run:
- After the program is finished downloading follow the prompts to finish the installation process.
- If you get an Internet Explorer Security Warning click “Run”.

When finished open Team Manager and follow the instructions below.

Directions: (setting up the Team and Athletes)

- With the program open, Click on “File”; Open/New.
- A window will open; double click on “My team”.
- Click OK.
- Click on the word “teams” at the top.
- Click on add and another window will open.

- Use the CIF State team code for your school.
http://cifstate.org/sports/swimming_and_diving/handbook/2015_Hy-Tek_School_Codes.pdf
- Please try and include as much contact information as possible. If there are any problems with your entries this is the info I will use to contact you. Close.
- You should now be at the main menu (swimmer picture).
- Click on athletes at the top.
- Click add.
- Type **ALL** your swimmers names that are participating in this meet (including relay only swimmers and divers). For their age put what year in school they are and for team 1 put your team. Also remember to click male or female. Click OK and repeat. I do not need mailing addresses and all the other information.
- When you are completely done, click cancel and close

Directions: (Setting up the meet)

- Go back to the “CW Invite” page on the Clovis West Aquatics website.
- Find the link called meet events and download that file.
- A window will pop up asking you whether you want to save or open the file, click “save”.
- Choose a directory on your computer to save the file to. Remember where you put it.
- At the main menu of Team Manager click on file: Import Meet Events (this is where you find the event file again and point the program to it).
- Click on the file that ends with .hyv, click open.

Directions: (Entries)

- At the main menu (picture of a swimmer) click on “Meets”.
- Double click the CW Invite meet on this page and make sure the box for enforcing time standards is clicked.
- Click on and hold down Entries (By event is a little easier).
- A Window comes up, click OK.
- Select Swim for Team (top middle, click down arrow).
- For Relays select New Relay and enter time in custom time (you do not have to put names on your relays).
- Click on the right arrow button on the top middle to go to the next event.
- Remember event #'s 1-24 are Varsity and #'s 101-124 are Junior Varsity.
- For each individual event click on the box underneath “entrd” for each swimmer you want in that event and enter their time (in custom field).
- Repeat until all entries are done. Close

Directions: (Exporting the file and email)

- The last step in the process is to export the file and attach it to an email.
- Click on the “File” at the main menu.
- Highlight “Export” (Meet Entries)
- This will open a window (look at where it is saving the file or choose to save it to a disk). Click OK

Open your email program and attach the file. Send the email to Keith Gruce at kgruce@gmail.com with your school's name in the subject line.

If you need help with these directions my cell number is (626)318-0994, my school phone is (559)327-2031. Team Manager has built in help. Just click on help and the contents.

Thanks,

Adam Reid

Head Swimming & Diving Coach