



## ASSA Meet Shell Templates – Hytek Meet Manager

Follow these steps to access the Meet Manager file for your swim meet:

1. Download Meet Manager template from Swim Alberta website (do not attempt to open the file at this point)
2. Open Meet Manager Program (Do not open database)
3. Restore from backup
  - Select file you just downloaded and unzip
  - File>Open>Select the file you just unzipped and Save As
4. Set up Meet Mobile – select free heat sheets, confirm and sign waiver

### **Next Steps are to set up the meet:**

Use the checklist the right side of the program to keep track of what you have completed – If you cannot see the PRE-MEET CHECKLIST – go to HELP > show checklist

#### ❖ MEET SET UP (Click on the name to edit the section)

- The following edits are required:
  - Meet Name
  - Facility & Address
  - Start, end, entry deadline – edit dates
    - Age-up date should be set for May 1, 2022

#### ❖ EVENTS

- The following edits are required:
  - Any events that you are NOT running should be deleted
    - Click on event then click DELETE to remove any event
  - Add any Para events if you are offering as a separate event
    - Click ADD to add any event for Para
  - If you remove or add any events, ALL event numbers should be re-numbered
  - If pool has LESS or MORE than 6 lanes – each event must be edited to reflect this number
    - Click Set-up>Options>Change number of lanes for all prelim rounds to:

#### ❖ SESSION

- Double click on each session to make any edits
  - Adjust start times
  - Change intervals (time between each race)
  - Max entries – edit numbers based on meet package

#### ❖ RECORDS

- Nothing to edit in this section

#### ❖ TIME STANDARDS

- Nothing to edit in this section

#### ❖ ATHLETE PREFERENCES

- Nothing to edit in this section

#### ❖ SEEDING PREFERENCES

- The following edits are required:
  - Standard lanes – currently set to 6 – edit based on lanes in facility
    - This should change based on changing number of lanes for all prelim rounds (in Set-up>options)

#### ❖ REPORT PREFERENCES

- Nothing to edit in this section

#### ❖ ENTRY PREFERNCES

- The following edits are required:
  - Entries/Entry Limits – edit entry limit section based on meet package
    - Max entries including relays, max individual entries, max relay entries

#### ❖ DIRECTORY PREFERENCES

- Nothing to edit in this section

#### ❖ SCORING SET UP

- The following edits are required:
  - Click YES to edit standard scoring – based on your meet package
  - Click NO to edit alternative scoring – based on your meet package
  - Edit BOTH standard & alternative

#### ❖ DIVISION / REGION NAMES

- Nothing to edit in this section

#### ❖ ENTRY FEE SURCHARGE

- The following edits are required:
  - Athlete surcharge – currently set to \$10 – edit based on meet package

#### ❖ REPORTS (one of the main headers on the top of the program)

- If doing aggregate awards, you will have to check Score section under reports
  - REPORTS > Scores > Format >
    - Report Gender Choices
      - ◆ Male & Female boxes checked
    - Athlete Criteria
      - ◆ Use athlete age > age criteria
      - ◆ Age ranges should read: 0 – 6, 7-8, 9-10, 11-12, 13-14, 15-17, 18-109

At this point your meet shell is complete, and the next step is to export the events.

- File>> Export>Events for TM – save this file on your computer
- Log into the RTR (on Swimming Canada) and upload this file under the meet
  - When logged in as Meet Manager – click pencil (edit button)
  - Under files – click small blue box with arrow to upload file

Once the entries have been submitted to the RTR, they will need to be Imported into the meet shell to run the meet.