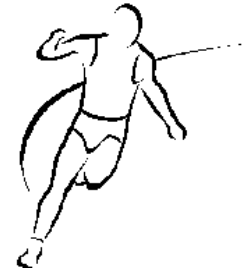




2011 KHSAA REGION INSTRUCTIONS FOR ACCEPTING ENTRIES AND PRODUCING RESULTS



REMINDER AND NOTE ABOUT ELECTRONIC ENTRY REQUIREMENT

- ❖ Though some paper forms are required for verification, in order to enter competitors in the KHSAA Regional Track Meet, those entries must be done electronically. The required protocol is to use HyTek Lite, a program that is free of charge, and interfaces seamlessly with the state data.
- ❖ If you need the program file, go to http://www.hy-tekltd.com/Demos/TF_TEAM_MANAGER_Lite.exe and download the file. This is a large download and should only be done with a high speed data connection.
- ❖ Once you download the file, go to <http://www.khsaa.org/track/teammanagerliteinstructions.pdf> for complete instructions on how to load and use the file.
- ❖ Once you have built your team, you will go to <http://www.khsaa.org/track> and download the event file for your particular class.

HYTEK PROGRAM SUPPORT

Frank Miklavcic and Gordon Bock, along with others, have assembled a Hytek support team. You should feel free to contact any of these managers with your questions. This is by no means an exhaustive list and there are many individuals willing and able to help.

	Name	Home Phone	Cell Phone	E-Mail Address
1	David Clark	859-428-2804	859-801-1361	jedimasteremeritus@yahoo.com
2	Eddie Cook	859-344-6022	859-991-0433	Ed.Cook@kenton.kyschools.us
3	Vicki Hiestand	606-679-5655	606-305-4126	hiestand1@alltel.net
4	Frank Miklavcic	502-875-2904	502-320-2264	fmiklavcic@aol.com
5	Mike Ryan	513-762-4307 (w)		michael.ryan@kroger.com
6	Linda Sarrett	502-243-0923	502-396-4740	Linda.Sarrett@Henry.kyschools.us
7	Leslie Smith	502-839-1129	None	Leslie.Smith@mercerc.kyschools.us
8	Cory Westerfield		270-703-7779	cory.westerfield@marshall.kyschools.us

HYTEK TIPS AND SUGGESTIONS

- ❖ Each manager has been emailed a link to download a copy of the data file and meet event file for the meets. **Do not use your own data file or change the team/school names.** The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries. Once you receive this file, save Regional attachment to a disk. Save the file to your local drive (remember where you save it), renaming the file extension from "zi" to "zip" if you received the file via email. This is made simpler by downloading the mdb version of the file, which will not require de-compression. The mdb file should be saved directly into the c:\tfmeets directory.
- ❖ **If you are using a ZIP file (and have renamed it if needed)**
 - ❖ File
 - ❖ Restore
 - ❖ Click second dot Unzip and copy database to C:\tfmeets (You can check the last box and rename your database whatever you want., but you don't have to)
 - ❖ OK
 - ❖ Look in: A: drive or wherever you saved the file.
 - ❖ click the correct TfmmBkup file
 - ❖ OPEN
 - ❖ OK
 - ❖ OK
- ❖ Once the file has been saved or unzipped.

- ❖ FILE
- ❖ OPEN\NEW
- ❖ Look in \TFMEETS for the database file name
- ❖ Click on the correct file name
- ❖ OPEN and now you can use the database for your meet.
- ❖ Once you receive the information file, you will need to make a few changes to your setup and use these suggestions—
 - ❖ Meet Setup
 - ❖ Go to SETUP
 - ❖ Meet Setup Input the name, location and date of your regional
- ❖ For those regions who are hand-timing ONLY BECAUSE OF AUTOMATED TIMING FAILURE
 - ❖ Entry/Scoring Preferences Click on Entries/Results Check "round up results to tenths for reports"
 - ❖ Entry Limits check "Maximum entries per athlete including relays" enter 4
- ❖ Since all regions will be using FAT times, it is imperative if a or final automatic timing system fails, backup times should be entered with an "h" on the end of the time
- ❖ Depending on the event, you may need to change from "Finals Only" to "Finals" You can do this by going to the individual event and clicking on "Finals" This will allow you to run and seed prelims in the hurdles, sprints and relays if necessary.
- ❖ SCORING SETUP
- ❖ You should need to make no changes to the data file regarding scoring.
- ❖ A MUST IS TO ENTER ALL RELAY TEAM MEMBERS INCLUDING ALTERNATES. DO NOT DELETE ALTERNATES. THAT WAY WE WILL HAVE ALL THE RELAY NAMES TO TRANSFER TO THE STATE MEET DISK. THIS IS IMPERATIVE.

Here is another mini-checklist that has been developed:

- ❖ Step 1: Save your region backup to a selected drive.
You will either be emailed a regional disk or download it. Save email attachment to a selected drive (remember where you save it). **The file will look like TfmmBkupAAA Regional 2011-001.zi or TfmmBkupA Regional 2011-001.zi or TfmmBkupAA Regional 2011-001.zi depending on your class.**
- ❖ Step 2: Add the "p" to the backup.
Go to the drive where you saved your regional backup. Rename your backup by right clicking on the file, select Rename, click End and add a "p" to the end of the file name, then click Enter. It will now look like TfmmBkupAAA Regional 2011-001.zip. Close the drive.
- ❖ Step 3: Load your region backup on Meet Manager.
Open Meet Manager. Click OK. Click File. Click Restore. Check Unzip and copy database to C:\tfmeets. Click OK. Look in: (drive you saved region backup to), click once on file to highlight (file looks like: TfmmBkupAAA Regional 2011-001.zip), click Open, Click OK. Click OK.
- ❖ Step 4: Open your Meet.
Click File. Click Open/New. Look in C:\tfmeets. Your file will now look like AAA Regional 2011.mdb Highlight the file and click Open. Click OK.
- ❖ Step 5: Customize your Meet.
Click Setup. Click Meet Set-up. Change Meet Name to Class and Region #, i.e. Class AAA Region 6. In Meet Name 2, add school host. Add location. Change dates. Click OK.
- ❖ Step 6: Export Meet Events for Team Manager to a selected drive.
Click File. Click Export. Click Meet Events for Team Manager. Select a drive and directory (remember where you send it). Click OK. A message box will pop up saying "Zipped Meet Events file successful!" Click OK. Minimize Meet Manager.
- ❖ Step 7: Drop the "p" and email to your regional teams.
Go to the drive you sent the meet event export file. Find the file you exported and highlight it. This file will look like tfmm2011-05-21-MeetEvents-AAA Regional 2011-001.zip Rename the file by right clicking on the file, click Rename, Click End, and backspace once to drop the "p" from the end of the file, click Enter. Now it is tfmm2011-05-21-MeetEvents-AAA Regional 2011-001.zi Email this file to your regional coaches.

- ❖ Step 8: Save team entry files from coaches._
Your regional coaches will email you a team entry file. Save email attachment to a selected drive (remember where you save it). The file will look like FRAN-Entries-001.zi where FRAN (the first 4 places) is the team code of the school you are receiving. Repeat for all team event files.
- ❖ Step 9: Add the "p" to team entry files.
Go to the drive you saved the team entry file. Find the team entry file you saved and highlight it. This file will look FRAN-Entries-001.zi Rename it by right clicking on the file, select Rename, click End and add a "p" to the end of the file name, then click Enter. Now the file is FRAN-Entries-001.zip Repeat for all team entry files.
- ❖ Step 10: Import the team entry files.
Open Meet Manager back up. Click File. Click Import. Click Entries. In the pop up box: Open File for Import, look in: (where you saved the team entry file). Find team entry file FRAN-Entries-001.zip and click once to highlight it. Click Open. It will tell you that the file has been unzipped. Click OK. Another pop up box will appear: Open File for Import, click once on HFILE001.tcl to highlight. Click Open. A Commlink file Information box will pop up. Click OK. An Import Entries box will pop up. No need to make any changes in this box. Click OK. Click Yes. Click OK. Repeat for all team entry files.
- ❖ Step 11: Enter manual team entries. (There should be none for the region)
- ❖ Step 12: Run a performance list and check entries._
- ❖ Step 13: Seed your meet.
- ❖ Step 14: Run meet as usual._
- ❖ Step 15: Make a backup of the meet._
- ❖ Step 16: E-mail meet backup to the specified email address in the instructions. For 2011, that is track11@khsaa.org

ADDITIONAL INSTRUCTIONS ONCE YOU SAVE THE DATA FILE TO PREPARE FOR YOUR MEET

- ❖ After the meet is over, you are to email the results of your meet to the KHSAA (track11@khsaa.org) after using the applicable HyTek functions to make a backup. When the meet is completed, you need to send an attachment with the backup file of the meet. Keep in mind that this is more than just printing results as you might do if you were going to post your information on the listserve.
- ❖ Please go through the following listing and ensure that the proper steps have been taken and data adjusted.

Set-up Menu

Change the meet name, date and location

Meet Set-up

Edit Meet Name to include Region ___

Add location

Change dates to the 2 dates of your region

Regional Data meet files are set for 9 lanes. If you have a different number of lanes at your facility:

Setup

Options

Global Changes

check Change number of lanes for all in-lane race Prelim Rounds to: enter # of lanes

Setup

Options

Global Changes

check Change number of lanes for all in-lane race Final Rounds to: enter # of lanes

You will need to do these 2 steps separately.

Events Menu

Check for prelims in relays and other events

i.e., If you have an 8 lane track and you only have 8 4x200 relay entered, you will need to change the event to Finals Only.

To change an event from Prelims/Finals to Finals Only:
 Edit the event. Down in the middle bottom, there is a section called Rounds.
 Check Finals Only, then click ok.

If the event was set up incorrectly as Finals Only, change to Prelims/Finals.

Athletes Menu

After importing your entries from your teams, please make sure all athletes have a grade and it is a 2 digit number:

- 07 for 7th grade, not 7,
- 08 for 8th grade, not 8,
- 09 for 9th grade, not 9 or FR,
- 10 for 10th grade, not SO,
- 11 for 11th grade, not JR,
- 12 for 12th grade, not SR.

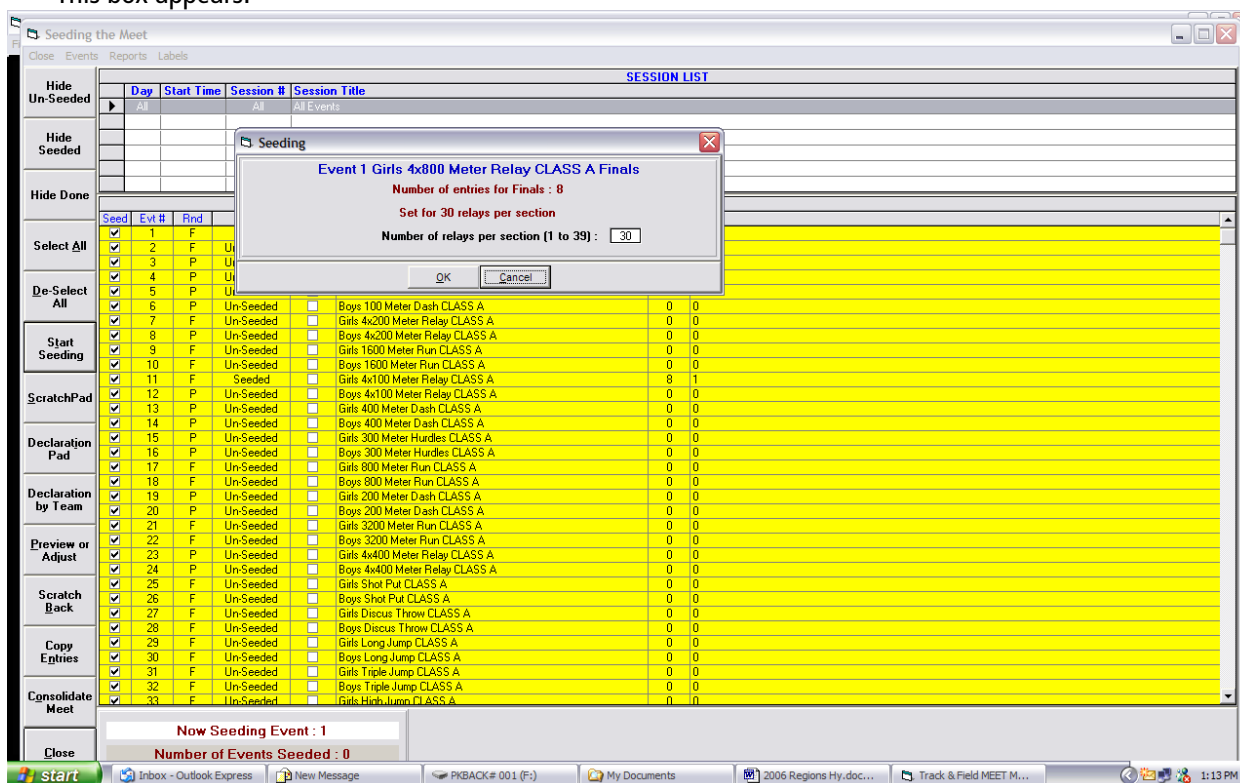
Schools Menu

Make sure all schools have used their proper School Name, Short Name and ABBR per the KHSAA
<http://www.khsaa.org/track/trackandcrosscountryabbreviations.pdf>

Seeding Menu

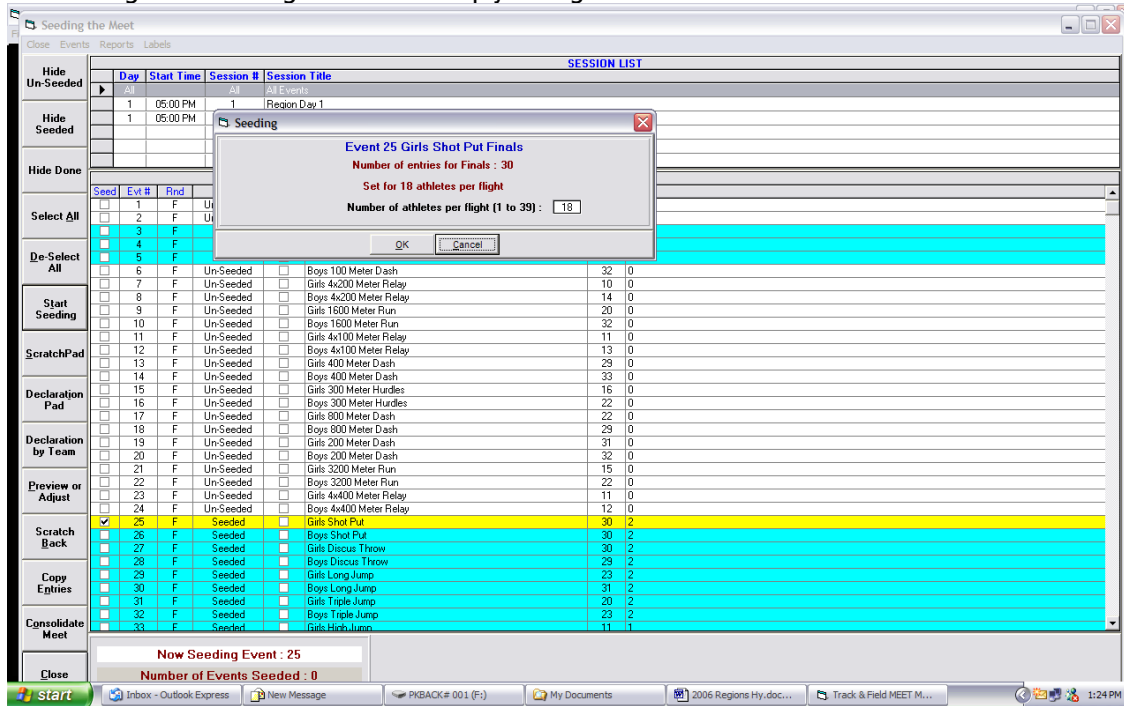
After all entries have been imported:

- Select All
- Start Seeding
- Click No to Pick break points?
- This box appears:



Check the validity, then click ok.

For field events, you can change the number of athletes per flight. The region files all have 18 set up for number in each flight. If you have 30 athletes entered, you can change the box "Number of athletes per flight" in seeding to 15 to even up your flights.



Run Menu

After you enter results for a running prelim (or click Get Times with Finish Lynx), you list them, not score. Then you seed for finals. In the seeding menu, it will show the event with a P or F for Prelim or Final. You will check the F to seed the finals. The F in seeding does not show until after the prelim results are entered.

You do not remove any athletes that did not qualify from a prelim. Hy-Tek will recognize who qualifies and only seed them into the finals.

Relay Names

Move the 4 competed at region up to the first 4 positions. It is imperative that the other 4 remain in the relay so they will be imported to the state meet. **DO NOT DELETE RELAY NAMES.**

For scratches, enter R for SCR. Do not delete non-competitors.

For DQ or JD comments, right click on the person's name to enter a comment.

Sometimes when using Finish Lynx, it locks up. Try clicking Next Event, then Previous Event. Also, try clicking List before Score.

REPORTS AND RESULTS

- ❖ After the meet is over, you are to email the results of your meet to the KHSAA (track11@khsaa.org after using the applicable HyTek functions to make a backup. When the meet is completed, you need to send an attachment with the backup file of the meet. Keep in mind that this is more than just printing results as you might do if you were going to post your information on the listserve.
- ❖ **DO THIS FIRST** - Option 1 Attach the data file to an email and email to it to track11@khsaa.org. Normally, the file is located in the TFMEETS subdirectory on your computer. Though it could be a large file, most systems

have high speed lines and it will take little or no time to email it. Be sure you have the Hytek program closed before you attempt to email the file.

- ❖ **DO THIS SECOND** - Option 2 – Do a complete backup. To do that:
 - ❖ FILE
 - ❖ BACKUP
 - ❖ Go to A: drive (or other drive if that is where you saved the file)
 - ❖ OK
 - ❖ NO for message unless you would like to send us a note.
 - ❖ OK
 - ❖ The computer will create a backup and dump it to the drive you specify
 - ❖ Click OK
 - ❖ Attach the Backup file to an email and email to it to track11@khsaa.org.
- ❖ **PLEASE NOTE** THAT IF YOUR SCHOOL BLOCKS ZIP FILES FROM BEING ATTACHED, YOU WILL HAVE TO USE OPTION 1 AND CONTACT GORDON BOCOCK BY CELL PHONE TO CONFIRM IT HAS BEEN DONE. 606-271-0714 OR Angela Passafiume (859-559-2180)
- ❖ **These are absolutely the most important tasks that you have to do post meet and must be done immediately.**
- ❖ Once you receive confirmation of receipt of these files, no written reports are necessary.
- ❖ If you successfully submit your data file as requested, no other written reports of results are necessary. Your only remaining obligation would be the mandatory submission of regional rotations to the Meet Referee prior to his/her departure.
- ❖ If you have trouble sending electronically, contact Gordon Bocock immediately (606-271-0714) or Angela Passafiume (859-559-2180).
- ❖ After you have completed this backup, and emailed it in, then compile your results for posting on listserve, etc. using the other HyTek report functions.
- ❖ If you meet charges an entry fee to the teams, you must produce a financial accounting for the participants when the meet is over.