ANDERSON BOYS SECTIONAL
SWIMMING CHAMPIONSHIPS
February 8th, 2002
(Anderson High School)

Entry Instruction Sheet

The Ohio Athletic Association has chosen Hy-Tek as the entry program for the Sectional, District, & State Championships. Hy-Tek's Meet Manager will be used to run all Sectional and District meets through out the State, as well as the State Championships. Hy-Tek's Team Manager will be used for the actual entries by every team in the State.

We expect all entries to be on disk.
Teams can use HyTek Team Manager
Those without this program must use Team Manager Lite.
They may obtain this program from the HyTek Web site.
Team Lite is at the bottom of the http://www.hy-tekltd.com/downloads.html
This is a huge file so if you are on a dial up connection it is almost an hour of download. Try to get someone with a DSL connection to download and put it on a CD for you.

Download the program and then run it. It will set up a team manager program for you. Then go to www.swimmeet.com and download the order of events for your meet.
Go to your team manager and go to file, import events and import the events into your team manager.
Now you are ready to do your entries.
You must first enter your team. Please enter all the information, as this will help us develop our database.
It is easy to enter your roster and then pick the events that you want your swimmers to enter. Please use the code on the list that is attached.
If you have problems, call your computer entry person for help.
******Please note that you must Use a Capital Letter for the first letter of the First and Last name and small letters for the rest. Please do not use all capital letters or all small letters when listing athletes and schools.
You must fill out the school information on the entry form. You do not need to fill out the times on the entry when doing disk entry as your printed copy of the disk is the entry form.

When you finish go to file - export and export your file to a disk or your hard drive. Then email it to your entry person. Print out a hard copy for your records. It is helpful if you tell your entry person how many athletes, how many entries and how many relays so that they can double check the numbers.

You must fill out the top portion of the entry form, which includes school and coaches information. You do not need to fill in the swimmers or entry times on this sheet, as the printed copy from the disk is the official hard copy.

If you have any questions please email or call Jeremy Bannon. Any team entering the sectional meet will have to use this program.

Thank you & Good luck,

Ed Bachman
Meet Director