

Directions for 2002 Sectionals at Keating

We are using HyTek Meet Manager for Sectionals, District and State

All entries are to be electronic entries by email.

Teams can use HyTek Team Manager or EasyTeam. Those without must use Team Manager Lite.

They may obtain this program from the HyTek Web site

<http://www.hy-tek.com/downloads.html#swimdemo>

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. Do not wait until Sunday to download the file. Try it by January 24 so that you will be set.

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.

BE SURE YOU HAVE THE RIGHT ORDER OF EVENTS FOR EACH MEET.

Go to your team manager and set up the meet. Give it a name and date and tell it that it is high school and yards. Then 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. Once it is entered you will not need to type it again.

Be sure to use the code that the state has mandated as your abbreviation. (Codes attached)

Please enter all the information in the team 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.

If you have problems, call your computer entry person for help. (Claudia Multer 863-6298)

*****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.

(State has asked us to do this.) We do not need your entry form. It is a work sheet for you. We do need the other forms that Pat Lunsford has listed in his directions. Be sure that you have all the forms mailed to:

**Pat Lunsford
1 Holyoke Court
Fairfield, Ohio 45014**

All state forms due Thursday, January 31, 2002 by 6 PM.
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If you fail to mail you can drop them off at Sycamore High School Pool on January 31, 2002 between the hours of 4 and 6 PM. (No mandatory meeting for the Keating sectional.)

You will see that each meet has a specific order of events. Since state runs all the meets together it is important that we enter swimmers in the correct meet. I will give you a file for each meet.

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. (Claudia Multer claudiam@one.net) 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.

Entries are due by 6 PM on Sunday, February 3, 2002.

Eligibility lists and the cover sheet signed by the principal are due to your sectional managers by 6 PM Thursday, January 31, 2002. The Official School Entry Form is available from your Athletic Director, or is now available on www.ohsaa.org, or www.swimmeet.com. If the forms are not received prior to January 31 you must deliver them to your sectional manager at a time designated by your sectional manager. (See above.)

Actual entries are due by 8 PM on Sunday, February 3, 2002. The backup of the meet is due to the state by 5 PM Monday, February 4, 2002. (This will allow some time to get back to you if there is a problem)

The Keating sectional will mail their forms to Pat Lunsford, 1 Holyoke Court, Fairfield, Ohio 45014.