

Directions for Entries for 2003 Sectionals at Keating

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

We expect all entries to be on disk.

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/swim/TMII/index.html> Team Lite is at the bottom of the page.

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. (State has asked us to do this.)

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. The event files are posted on www.swimmeet.com.

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.

Ward will merge the meets at Keating. Instead of backing up the whole meet you can go to file export advancers and just export 24 swimmers and email that file. Ward will merge them and email back the qualifiers.

At the end of the meet, email a backup of the meet to Ward at Keating.

The official team entry form (signed by the principal), the entry form with all the team information and eligibility lists are due to your sectional manager by Friday, January 31, 2003. The Official School Entry Form is available from your Athletic Director, or is now available on www.ohsaa.org, or www.swimmeet.com. 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. Be sure that you have all the forms mailed to Pat Lunsford

1 Holyoke Court
Fairfield, Ohio 45014
By Friday, January 31, 2002

These items must be received (not postmarked) by Friday, January 31, 2003.

Call Pat Lunsford to arrange for an alternate delivery if they cannot be mailed and received by the deadline. Electronic entries must be received no later than Sunday, February 2, 2003 at 4:00 P.M.

Psych sheets will be posted by Monday evening.