

Preparation of entries for TAAF State Championships
Hy-Tek meet manager. (see notes below)

I will not accept any extractions or export files from Team Manager or Meet Manager.
When you complete the process you will email me the following files. joe@swimtaaf.com

- 1. Backup copy of your swim meet.**
- 2. Copy of your meet data with the top finishers in the 14 and below age groups corrected for advancement to state.**
- 3. Copy of your meet data with the 15 and above entries for state.**

There are two tracks which may cover your situation. Follow the appropriate check list.

1. Did all swimmers have to swim all of their state events at the regional championships?
2. Did only the fourteen and below age groups have to swim all of their events at the regional championships.

Track 1

Swimmers swam all of their state events at the regional championships?

After your region meet is completed

1. Create a directory on the root of "C" named State09.
2. Make a copy of your region meet.
 - a. Open your region meet in meet manager and then choose from the menu list "file", "save as" navigate to the directory "state09" and change the name of the file as "??region" replace the ?? with your region number use two numbers and save the file.
 - i. Your original file still exists in its original location; you will notice that after the save the name at the top of meet manager now reflects the name of the new file.
3. Now make a second copy of the file.
 - a. Open your ??region meet in meet manager and then choose from the menu list "file", "save as" navigate to the directory "state09" and change the name of the file as "??entries" replace the ?? with your region number use two numbers and save the file.
4. Prepare your results for state submission.
 - a. Open the meet titled ??entries if you have closed the database in step 3a.
 - b. From the file menu choose "purge" and the first option "remove data selectively".
 - c. Place checks in "delete all scratched entries", and "delete teams with no athletes or relays". When done select OK. Respond "ok" to the warning.
5. Run each event in the fourteen and below swimmers, depending on how many entries you will be allowed, make certain that the top two finishers in each event are the two that will be advancing to state.
 - a. If the order is not correct scratch any individuals so that the top two in each event is the correct swimmers.
 - i. You can print the results, with only X number of places and select only the 14 and below swimmers this should reflect your correct entries.
 - ii. If it is not correct go back and make adjustments.
6. Run each event in the fifteen and above groups.
 - a. In each event scratch any swimmer who will not be advancing to state.
 - i. You can print the results and this should reflect your correct entries.
 - ii. If it is not correct go back and make adjustments.
7. Close and save the file.
8. Email me both of the files ??region and ??entries. And you are finished. After I receive the files I will extract the entries and post the results on www.swimtaaf.com.

Track 2

Only the fourteen and below age groups have to swim all of their events at the regional championships.

After your region meet is completed

1. Create a directory on the root of "C" named State09.
2. Make a copy of your region meet.
 - a. Open your region meet in meet manager and then choose from the menu list "file", "save as" navigate to the directory "state09" and change the name of the file as "??region" replace the ?? with your region number use two numbers and save the file.
 - i. Your original file still exists in its original location; you will notice that after the save the name at the top of meet manager now reflects the name of the new file.
3. Now make a second copy of the file.
 - a. Open your ??region meet in meet manager and then choose from the menu list "file", "save as" navigate to the directory "state09" and change the name of the file as "??entries14" replace the ?? with your region number use two numbers and save the file.
4. Prepare your results for state submission.
5. Run each event in the fourteen and below swimmers, depending on how many entries you will be allowed, make certain that the top two finishers in each event are the two that will be advancing to state.
 - a. If the order is not correct scratch any individuals so that the top two in each event is the correct swimmers.
 - i. You can print the results, with only X number of places and select only the 14 and below swimmers this should reflect your correct entries.
 - ii. If it is not correct go back and make adjustments.
6. Now make a third copy of the file.
 - a. Open your ??region14 meet in meet manager and then choose from the menu list "file", "save as" navigate to the directory "state09" and change the name of the file as "??entries_open" replace the ?? with your region number use two numbers and save the file
7. Run each event in the fifteen and above groups.
 - a. In each event scratch any swimmer who will not be advancing to state.
 - b. Deck seed any swimmer who will be an addition to the event and use their seed time as their final time.
 - i. You can print the results and this should reflect your correct entries.
 - ii. If it is not correct go back and make adjustments.
8. Close and save the file.
9. Email me all three files ??region and ??entries14 and ??entries_open. And you are finished. After I receive the files I will extract the entries and post the results on www.swimtaaf.com.

Encourage your coaches and parents to visit the www.swimtaaf.com site to check the entries for accuracy.

Notes:

1. **Some cities and school districts will not allow you to email "mdb" or "zip" files. There are easy work arounds for these issues. When you are ready you can create a zip file and send the files together in one zip. That will cover most situations. If your email servers will not let you mail zip files either simply rename the file and remove the ".zip" from the end of the file and send it on.**

- 2. Everything is done in the meet manager files. Do not export or import anything from team manager. All that will do is confuse everything and take much longer. It took less than five minutes to prepare Region 1s' entries for 14 and below and 30 minutes to do the 15 and above. Do not create extra work for yourself.**