

Entering the 2010 KISL Swimming and Diving Championship Meet

All entries to the KISL Swimming and Diving Championship Meet must be done electronically. Swimming events will be entered using the Hy-Tek Team Manager software and Diving events will be entered online using the website www.DiveMeets.com.

1. Hy-Tek Team Manager

The Hy-Tek Team Manager software is available in two forms, Full Function and limited 'Lite' versions. Either of these products may be used to enter the KISL Championship Meet.

The Full Function version may be purchased from Hy-Tek Sports Software at 866-456-5111 or www.hy-tek.com. Be sure to mention that you are a member of KISL or Knoxville Interscholastic Swim League for a 25% discount.

The Lite version may be downloaded from the Hy-Tek website (www.hy-tek.com/downloads.html). This version has limited functionality compared to the Full version, but is sufficient to enter a meet.

2. Team Manager Set-up

Once the Team Manager software has been installed on your computer, you first need to perform some setup tasks before you may do entries

A. System Setup;

On top Menu Bar, open Set-up, then select Preferences, then select System Preferences:

At minimum, insure the following items are set;

- o Athlete Browser Options - Show Ages, Show Birth Date, Show School Year
- o Meet Age-Up Date - Meet Start Date
- o System Age-Up Date - Always Age-Up to Today

B. Team Setup;

On top Menu Bar, open Teams, then select Add:

At minimum, select or fill in following items;

- o Team Code - Use code from following table, i.e. AHS for Alcoa High School
- o Team Name - Full Name of Team, i.e. Alcoa High School
- o Short Name - this is optional and does not need to be filled in
- o Team Registration - OTH
- o Team Type - HS

KISL Team Codes

AHS - Alcoa High School	HALLK - Halls High School	MCENT - McMinn Central HS
ACHS - Anderson County HS	HVA - Hardin Valley Academy	MCHS - McMinn County HS
BEST - Bearden High School	HER - Heritage High School	ORHS - Oak Ridge HS
BCHS - Berean Christian HS	JCHS - Jefferson County HS	OOHS - Ooltewah HS
CAHS - Carter High School	KARNS - Karns High School	PFHS - Pigeon Forge HS
CAK - Christian Acad. Knox.	KACAD - Kings Academy	PHS - Powell High School
CRS - Cleveland High School	KCHS - Knox. Catholic HS	SEV - Sevier County HS
CLINT - Clinton High School	KCENT - Knox Central HS	SEYHS - Seymour HS
CCHS - Cocke County HS	KWEST - Knox West HS	SDHS - South Doyle HS
COSBY - Cosby High School	LCHS - Lenoir City HS	WCHS - Wartburg Central HS
FHSSD - Farragut High School	LOUHS - Loudon High School	WEBB - Webb School Knox
GPHS - Gatlinburg-Pittman HS	MHS - Maryville High School	WBHS - William Blount HS

The Mailing Information and Telephone Information sections should be completed to insure we have the latest contact information in case of questions regarding your team entry.

3. Enter Athletes

Once both Set-up and Team information has been completed, you are ready to add athletes to your team database.

On top Menu Bar, open Athletes, then select Add which will open a blank entry form:

At minimum, select or fill in following items;

Athlete Information -

- Last Name, First Name, Middle
- Birthdate (Note the 'Age' field should be automatically filled when birthdate is entered)
- ID# - If this athlete has a USA Swimming ID#, then enter it here
- Gender

Member of -

- Team 1 - select your Team Code from section 2B above
- School Yr - select current school year of athlete

When all information is entered for a particular athlete, select 'OK' which will save the information and open a blank entry form. Continue process until all athletes are entered, then select 'Cancel' on last blank entry form.

4. Create Entries for KISL Meet

Once all Set-up, Team, and Athlete information has been entered into Team Manager you are ready to do the entries for the KISL Championship Meet.

On top Menu Bar, open File, then select Import, then select Meet Events:

Use Dialog Boxes to select the event file that was emailed to you or you downloaded from KISL website. The dialog boxes that follow should indicate the Meet Name is KISL2009 and that 24 events have been imported.

On top Menu Bar, open Meets, highlight the meet '2010 KISL City Meet', then select Entries, then select Entry by Event:

The Event Entry page will now be visible. At the top is the event number and other information regarding the event(s) and the lower half of the page will list the athletes on your team that are eligible to enter the currently highlighted event.

To enter a relay, click 'New Relay' button which will add a relay with no time indicated, you should fill in the 'custom' time box for that relay in the form of 'm:ss.xx'. It is not required that you enter names to enter a relay.

To enter an individual event, click the 'Entrd' box beside the name of the athlete you wish to enter in that event and fill in the entry time in the 'custom' box for that athlete.

Note: Each athlete is limited to entering four total events, with a maximum of two individual events. A warning dialog box will be shown if you attempt to enter an athlete in more than the allowed number of events.

Once all entries have been completed, you may close the Event Entry page which will take you back to home page of Team Manager.

5. Complete Swimming Entry Process

Once all Entries have been completed, you are ready to review your entries and submit them to the KISL entry person.

On top Menu Bar, open Report, then select Meet Reports, then select Meet Entries:

Use this page to create and print a report listing all the entries you have made to the KISL2009 meet. Review this report to insure the accuracy of all information.

On top Menu Bar, open File, then select Export, then select Meet Entries:

A dialog box will open indicating the location where the entry file will be placed, you may use the default of choose another location. Click on 'OK' which will create the entry file and place in the designated location. You may now exit Team Manager.

The completed meet entry file name should be of the form '<team code>-Entries001.ZIP'.

6. Entering Diving Events

Diving entries will be done using the website www.DiveMeets.com. On this website each diver and coach will need to register and will be given a login and password. Under the menu item "Upcoming and Current Meets" will be listed the KISL Championship on January 22, click on this meet to make your entries.

7. Enter KISL Championship Meet

The Hy-Tek entry file created in step 5 should be emailed to Jackie Bertucci (meetentries@pilotaquaticclub.com) by 6:00PM on Wednesday, January 13, 2010. If you are having problems emailing this file to Jackie, you may contact her at (865) 531-7297 or meetentries@pilotaquaticclub.com

At the same time, the completed Meet Summary Form and a check for the meet fees should be sent to,
Margaret Jett
253 Community Park Road
Seymour, TN 37865

Tel: (865) 850-4203
Margaret_jett@hotmail.com

Note: The Meet Summary Form totals should include all Male & Female Swimmers and Divers on your team.

If you are having problems with any portion of this entry procedure you may contact Jackie Bertucci for assistance at (865) 531-7297 or [meetentries @pilotaquaticclub.com](mailto:meetentries@pilotaquaticclub.com)