

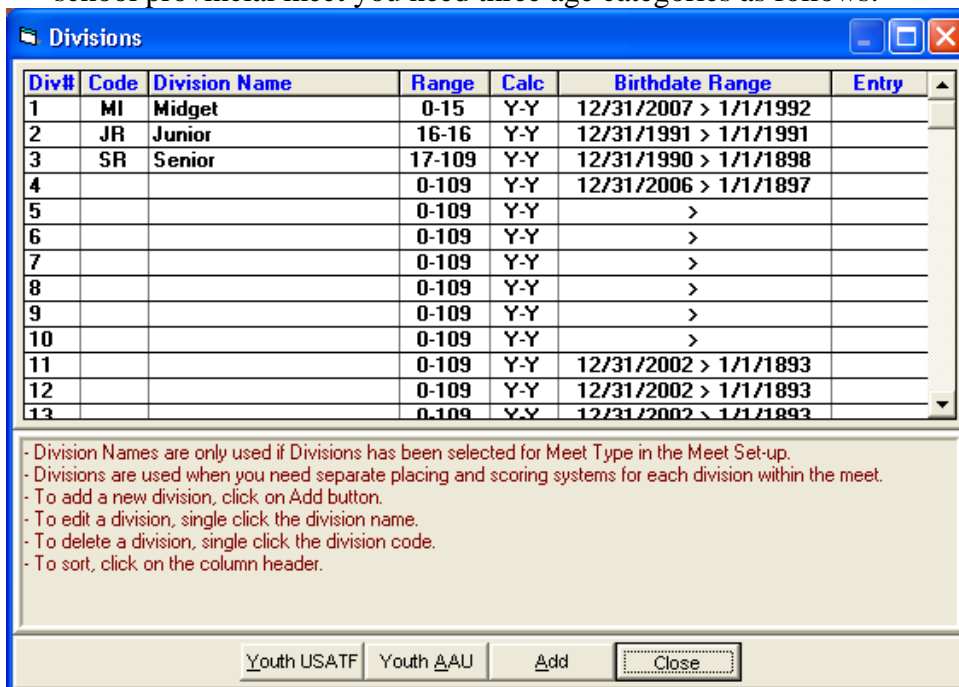
Advancing Athletes From District to Provincials

Note: the process described here refers specifically to the provincial meet, but the same program can be used by districts to advance athletes from the divisional to district meets. Procedures to set this up are given in the appendix.

- A. The district runs a meet using Hy-Tek
- B. At the end of the meet the district exports two files.
- C. The district uses a separate program called Hy-Tek Advancers to automatically extract entries from these files and send them to the provincial host by email.

A. Originating district setup of Hy-Tek.

1. Each district should use the same set up for age divisions. For example, for the high school provincial meet you need three age categories as follows:



If you use other age divisions at your district meet (for example, bantams) that cannot advance to provincials it is recommended that you add them with higher division numbers. See the Appendix.

Hint: each year when you are setting up a new meet using the previous year's meet as a template, set the dates correctly in meet setup first. Then select the Divisions screen and click on each division name to edit it. This correctly resets the Birthdate Range for the new year.

B. At the end of the meet you must build two files from Hy-Tek.

1. Select File|Export|Athletes/Teams/Email which will display this screen:



Leave it with its default settings as shown above, and press [OK]. This will prompt you for a file location. By default all files are saved in the c:\tfmeets folder. You may use this or another file location. It is very important that you make note of the file name that is created on this screen



Note that each time a file is created it gets a higher sequence number. In this case this is the 6th team list exported. Record this name and file location. You will need it later.

2. Select File|Export|Semi-colon delimited results which will display this screen:



Note that you should not export the relays. Press [OK] when you have set up this screen as shown above. Make note of the file name and location (the default is c:\tfmeets) as you will need it later.



3. Note that each time a file is created it gets a higher sequence number. In this case this is the first result file exported. You will need this name and location later.

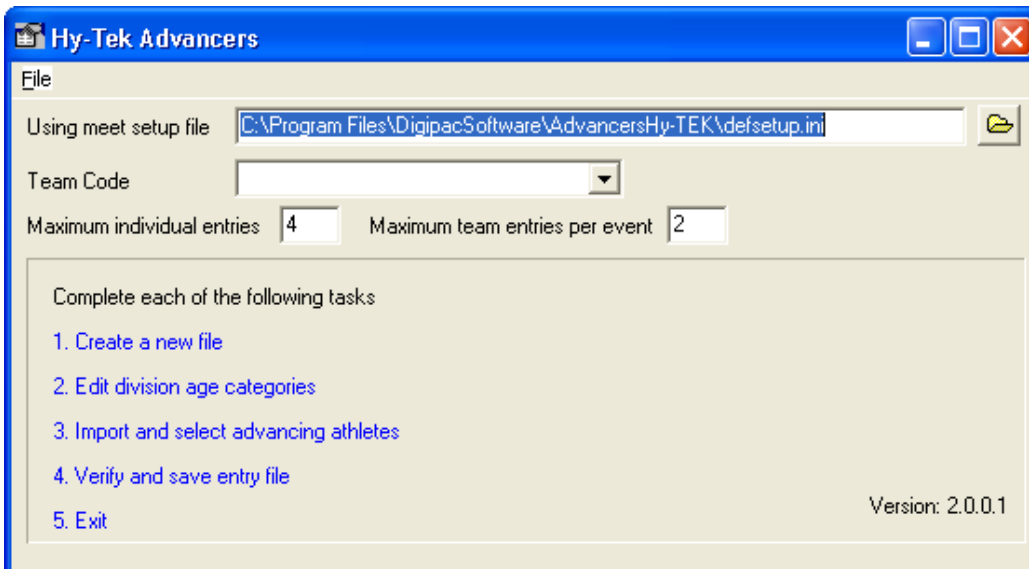
C. Using the Hy-Tek Advancers Program

1. Download the software and install it on the same computer that holds the Hy-Tek meet manager. This software is available at <http://www.carlton.srsd119.ca/sports/track/meetentry/AdvancersSetup.exe>

You must have administrative privileges on the computer in order to install this software.

2. Start the Advancers software running (locate its icon on the desktop, or in your list of programs, and double click).

The initial screen of the program looks like this:

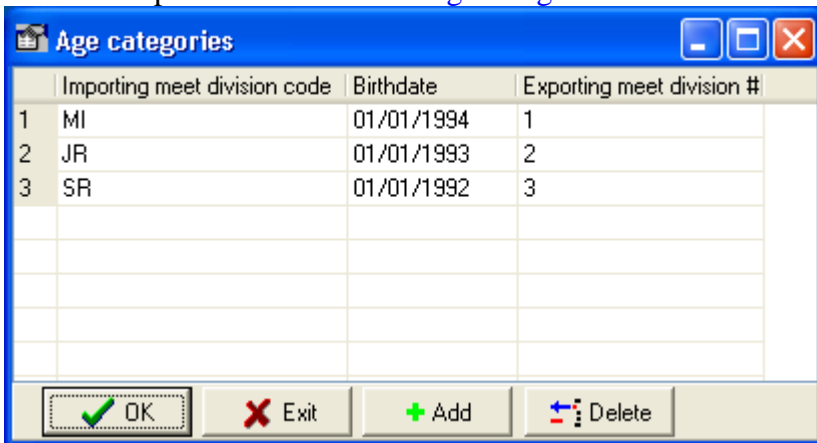


You do not need to change the name of the meet setup file (defsetup.ini is the file for the provincial meet), unless you are using this program to advance from division to districts (see appendix). Select the team code from the drop-down list. The maximum individual entries and maximum team entries shown here are correct for the provincial meet and should not normally be changed.

Now complete each of the tasks listed in blue, in order. Each task is a hyperlink which opens another option in the program.

3. Once, and only once for each meet, you need to select [1. Create a new file](#). This will set up blank tables, so don't do it once you have started making entries for the next meet.

4. Select option [2. Edit division age categories](#). This screen looks like this:



As shown it is correct for the provincial meet in 2009, provided you set up your age divisions as explained on page 1. The importing meet is the meet receiving the entries (provincials) and the exporting meet is the meet sending the entries (district).

Make sure that the birthdate is correct. This date is set by subtracting the default age from the current year. All midjets are considered to be 15 year olds, all juniors 16 year olds, and all seniors 17 year olds, regardless of their actual birthdate (this is necessary since Hy-Tek cannot calculate an age based on the SHSAA definition of September 1 of each year).

When the ages are correct, press [OK] to save them.

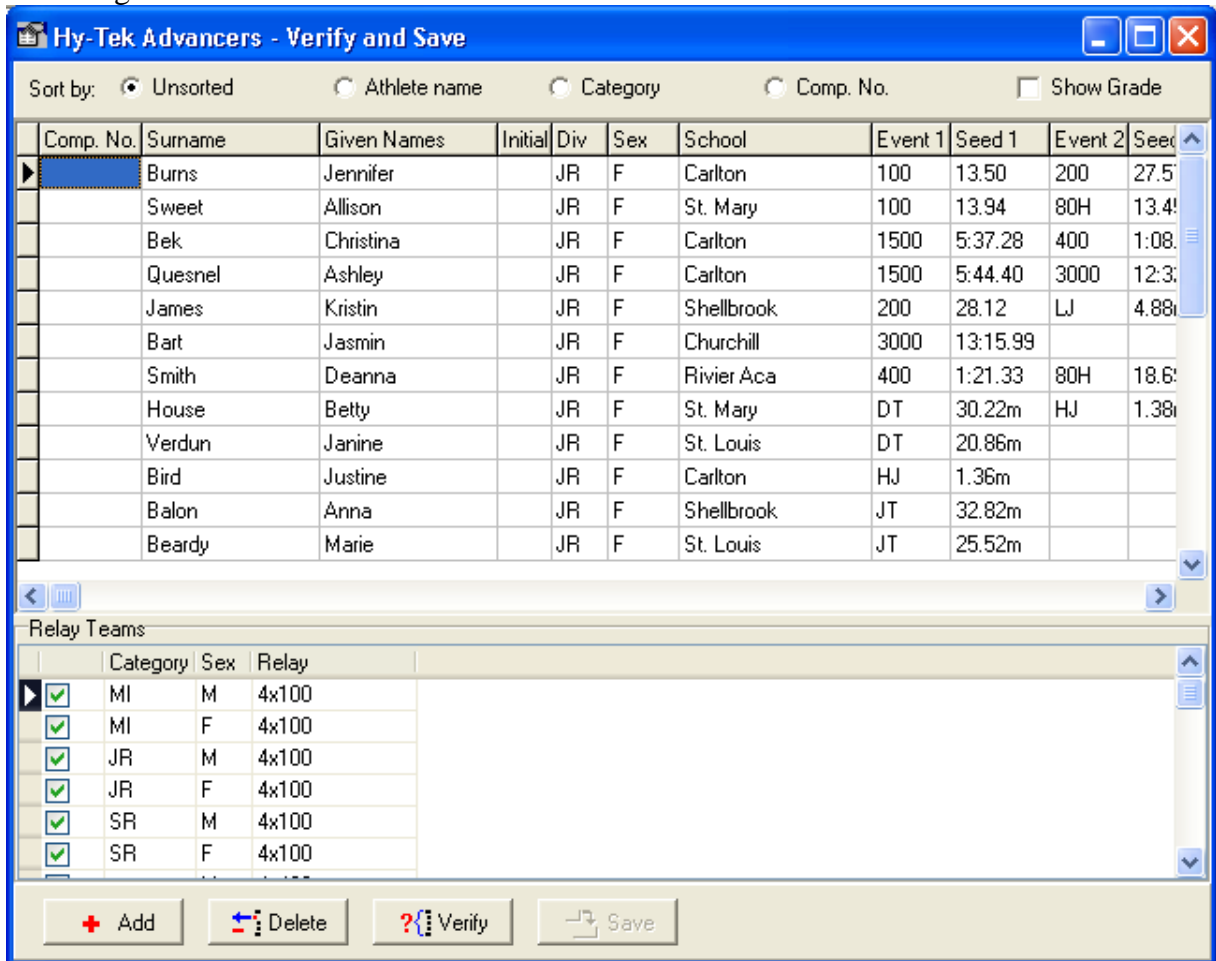
4. Select step [3: Import and select advancing athletes](#) to pull information that you exported as the tcl and reslt files from at the end of the district meet. The next screen looks like this:

Export?	Given Name	Surname	Initial	Div	Sex	Event	Place	Seed	School
▶									

- a. Either type in the path to and name of the files your exported for results and addresses (by default, Hy-Tek stores all meets in a folder called c:\tfmeets), or browse to it by using the buttons. Make sure you use the names you used to save the results and addresses at the end of the district meet. The team list will be completed from the address file once you have entered a valid address file name.
 - b. Set the number of places to load. You may want to set this to a number slightly higher than the number you will actually advance. For example, if you are advancing 3 athletes to the next meet, then you might want to set this to 4 places, for if you know a 3rd place athlete cannot go, you may wish to select the 4th.
 - c. You can set the list to display sorted either by event, or by athlete name. By Event is easiest to pick the entrants. By Athlete is easiest to verify that no one is entered into too many events.
 - d. Most districts meets are made up of divisions that contain several schools. In this case, then you *must* enter the school name into the city field in Hy-Tek for each athlete, and leave “Use team name for school unchecked”. If however your district is made up of schools that advance directly to provincials (ie. Saskatoon, Regina), then you should check this box, as your advancing teams are actually schools.
 - e. Show grade is useful if you have underage athletes competing in your meet that cannot advance to the next level (provided of course that you have completed the school year field in Hy-Tek).
 - f. If you do not want to include athletes from one of your teams, turn off the check mark in the list of “Teams to include”.
 - g. When the above fields are set, click on step [1. Import athletes and events](#) to populate the list.
5. The populated list contains the names and results for each athlete that had a result in the top

xxx places (where xxx is set on the Number of places field). Click with the mouse to turn on (or off) the checkmark for each athlete that you want to be part of your team entry (or use the arrow keys and press T (true) or F (false)). Note: you can make corrections to data on this screen, such as spelling of names, school names that need fixing, changes to the seed time or distance, etc. When everything is correct, select step 2. [Export selected athletes](#) and return to the main program screen.

6. From the main program screen, select step 4. [Verify and save entry file](#). This displays the following screen:



- a. Enter the provincial uniform number for each athlete. You can also delete any unwanted athletes, or add new ones that were missed, change spelling, school, events, or seeding on this screen.
- b. Checkmark the appropriate relay teams. Note: the teams shown are correct for provincials. If you are using this to advance from division to districts, then you may need to edit C:\Program Files\DigipacSoftware\AdvancersHy-TEK\relaydef.txt file to add bantam teams.
- c. Press the [Verify] button. It checks that seed times/distances are reasonable. NOTE: times are entered as mm:ss.hh (note the colon between minutes and seconds, followed by a decimal point for hundredths). It also checks that you have not entered too many competitors for any given event.
- d. If the verify is correct, then you can press the [Save] button. Save the data in a place where you will be able to find it. Name it appropriately – the name of your division if sending to the district meet is a good choice. Now email this file to the person in charge of provincial entries.

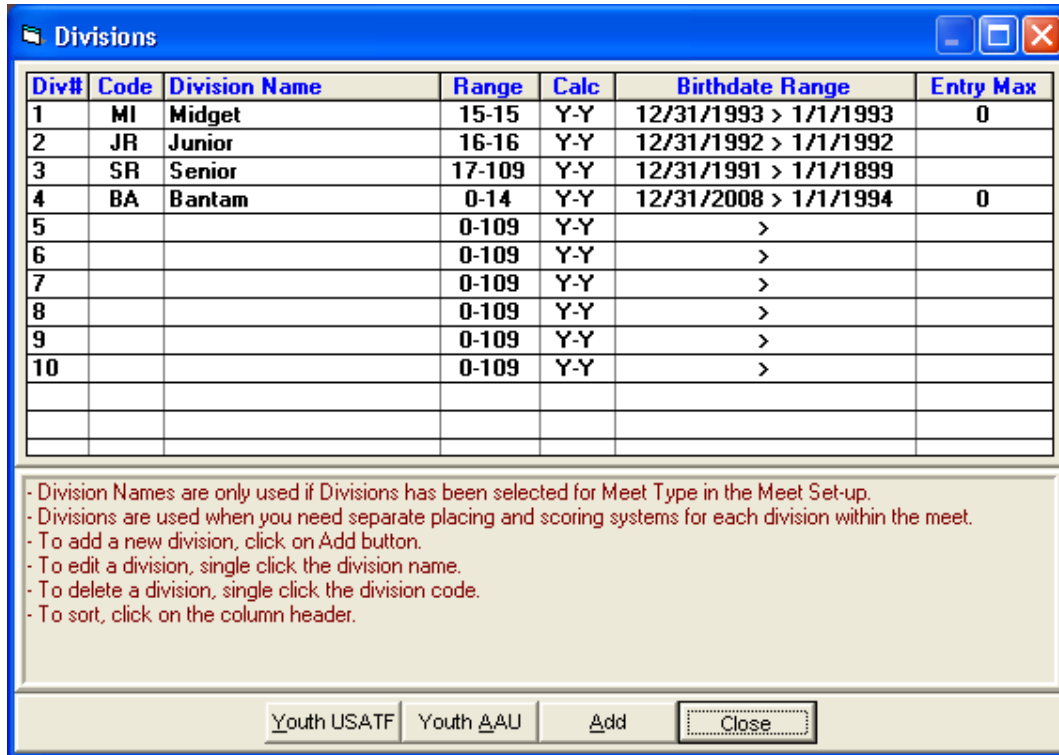
You can now exit from the Advancers program. Note: if you need to make changes after exiting the program you can easily do so. Just **don't** select main menu option 1.

When you are done it's a good idea to delete the results and address file from the c:\tfmeets folder, so that you don't accidentally import the wrong one in the future.

Appendix A

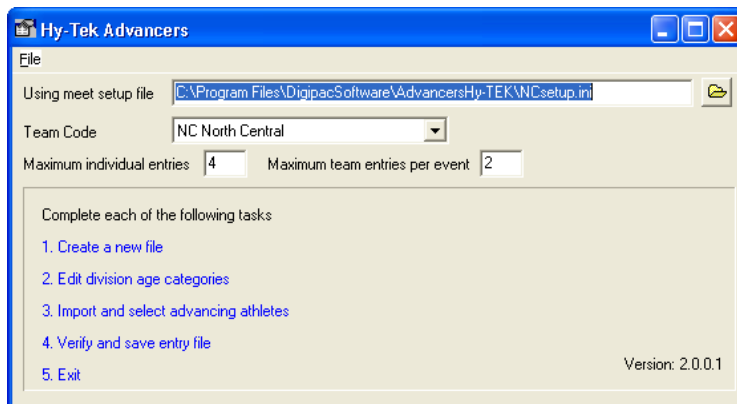
Variation to use this program for advancing from division to district meet.

Add other age divisions to the end of the division table, by editing one of the existing (blank) categories. You may also need to edit the age definition. For example, here is the division table if bantam age athletes are 14 year olds.



Edit the defsetup.ini file, and save it with a different name (for example NCsetup.ini). To do this, use the option “Edit ini file” on the file menu in Advancers. Complete instructions on editing the setup file are given in Appendix B.

Now you must distribute this file to each division that is sending you entries. Have them place it in the program folder (C:\DigipacSoftware\AdvancersHy-TEK\). When they start up the advancers program they will need to change the name of the meet setup file, as shown in this example:



Appendix B

Editing the ini file

From the main screen of the program, select File|Edit ini file. This displays a screen that looks like this:

The screenshot shows a dialog box titled "Edit meet setup file". At the top, there is a text field for the file path and a "Load" button. Below this, there are two main sections: "Teams" and "Birthdates".

The "Teams" section contains a table with the following columns: Code, Team Name, Low Number, and High Number. To the right of this table are two buttons: "+ Add" and "- Delete".

The "Birthdates" section contains a table with the following columns: Importing meet division code, Birthdate, and Exporting meet division #. To the right of this table are two buttons: "+ Add" and "- Delete".

At the bottom of the dialog, there is a checkbox labeled "Competitor numbers required". Below this checkbox are two input fields: "Maximum individual entries" and "Maximum team entries per event". At the very bottom are two buttons: "Save" and "Cancel".

Load an existing file by clicking on the  button and browsing to the program file location (C:\Program Files\DigipacSoftware\AdvancersHy-TEK). Then click on the [Load] button.

Note: if you want to create a new file, you should type a new name for the meet setup file immediately, so that you don't accidentally save changed data over an existing file.

The teams section is a list of all the team codes used in Hy-Tek. For example, the first team in the provincial setup file has team code BW, team name Battle West, 800 the lowest competitor number allowed, and 849 the highest competitor number allowed. Competitor numbers are optional and not used in most district meets. If you do not want competitor numbers, clear the checkmark for "Competitor numbers required".

You can add a new team by pressing the [Add] button, and then keying the new team information. You can delete a team by selecting it, and then pressing the [Delete] button.

Birthdates is a list of each age division's default birthdate. It must be in the same order as the division in the list in Hy-Tek (see part A in the main instructions). If you added the bantam category then it would look like this:

Importing meet division code	Birthdate	Exporting meet division #
MI	01/01/1994	1
JR	01/01/1993	2
SR	01/01/1992	3
BA	01/01/1995	4

Now you must distribute this file to each division that is sending you entries. Have them place it in the program folder (C:\DigipacSoftware\AdvancersHy-TEK\)