SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

Provincial Track Entries

In order to score the provincial track & field championship for the school team competition, please submit the district entries as follows:

1. For districts using HyTek to run their district championship, the advancers program in Meet Manager can be used to create the entries to forward to the Provincial Championship meet.
2. For those not using HyTek at their district championship, the entries will need to be submitted using Team Manager Lite. Unfortunately, the programming that was used prior to 2012 to convert the information will not be useable at this time.
3. Each school has its own unique code.
4. The team name will need to consist of classification_school/town as shown below. Please don't use acronyms. i.e.:
    a. 1A_Lake Lenore
    b. 3A_Aden Bowman
    c. 2A_Assiniboia
    d. 4A_Campbell

    There is an attachment to the email that indicates your school's classification. **Please double check that your classification is listed correctly and enter your school with the correct classification.**

Start up for a new year using HyTek

Use last year's database as a model for this year by loading the database and save as a new database for this year.

1. Update records:
    a. Events - Records - Update
        i. This will take all records set during the previous year and move them forward to this year's data.

2. Purge last year's entries
    a. File - Purge - Remove data selectively
        i. Check "Athletes" (this will automatically also check "Entries/Results" and "Relays")

3. Set up meet dates for this year
    a. Set-Up - Meet Set-up
        i. Change "Meet Name", etc.
        ii. Change "Start Date" and "End Date"
        iii. Change age up for current year (31/12/2018)
        iv. Age up Athletes
        v. Ok

4. Set up - Division/Region Name - Divisions
    a. Click on **EACH "Division Name"** and press [ok].
        i. This should reflect the correct values for this year:
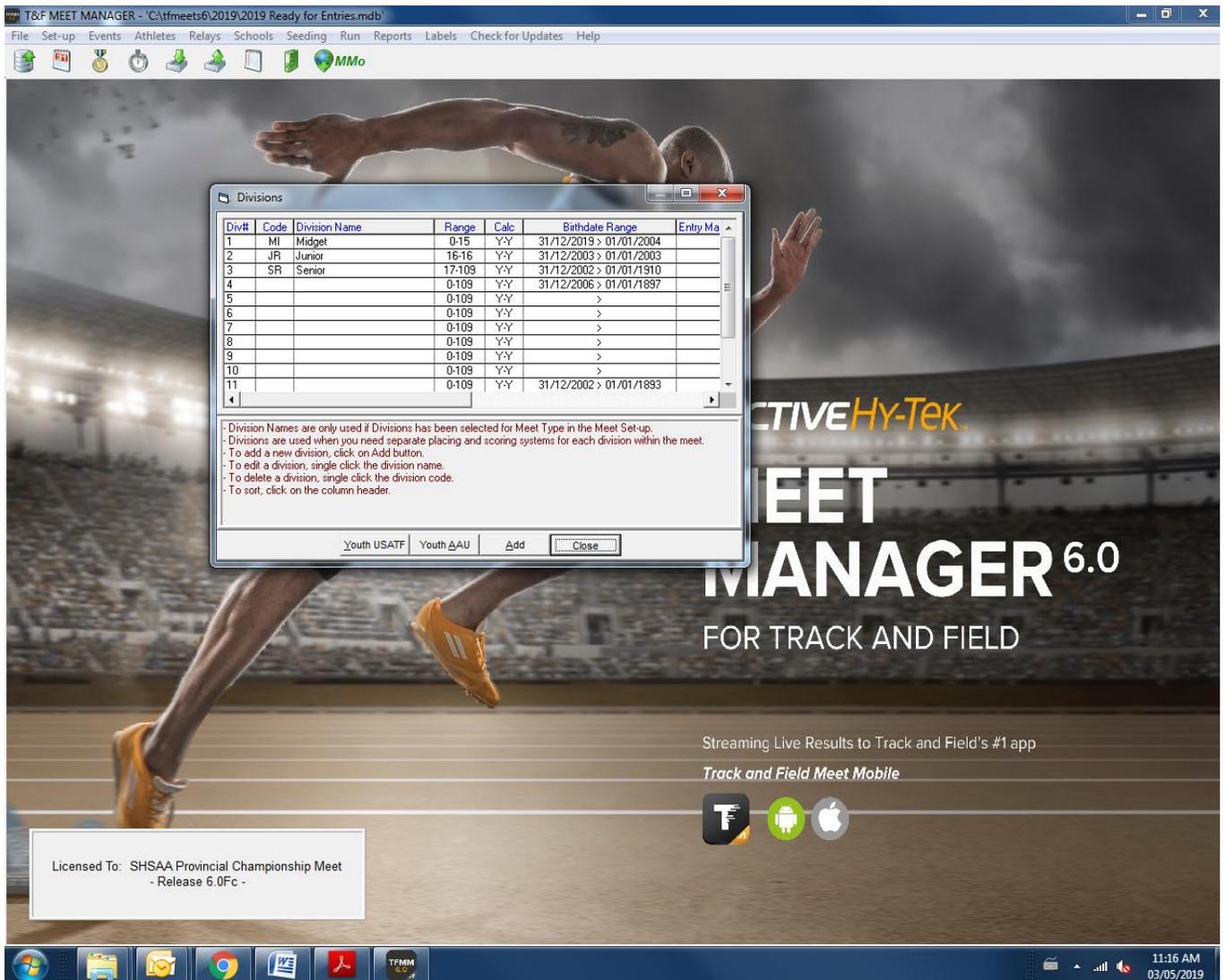
When entering athletes the following should be used as birthdates to indicate the correct age class for the athlete:

a. Midget   01/01/04
b. Junior   01/01/03
c. Senior   01/01/02 or 01/01/01

Note: Hy-Tek uses the same format that is set for the Windows operating system that your computer is running. If Hy-Tek asks for the birthdates in a format that is different from DD/MM/YY, you can change the Date/Time settings in Windows to match DD/MM/YY or you can enter the birthdates in the format that Hy-Tek is asking for them.

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Submitting Entries for Districts using HyTek

1. Entries to your district meet should show school names (please don't use acronyms, for example there are a few schools in the province that could be designated as SHS but only one Shaunavon) for the Team Name - if your district also runs a zone/section/pod team competition then that can be scored using the Regions option.

2. It would be preferable to also have the Team Name entered in the city field which is available by using the contact tab when an athlete's information is displayed or when initially entering the athlete. This field can be used for some printouts which will allow for a better display of the meet information.

3. At the end of your district meet you will want to **save the database with a new name** in order to work with it to create the entries to the provincial championship.

4. **Add your District as a Region**
   a. In 'Set-up' select 'Division/Region Names' > 'Regions' - add your district to the list
      i. BW - Battle West
      ii. CV - Central Valley
      iii. EC - East Central
      iv. HC - Horizon Central
      v. NC - North Central
      vi. NE- North East
      vii. NW - North West
      viii. QV - Qu'Appelle Valley
      ix. RG - Regina
      x. SA - Saskatoon
      xi. SC - South Central
      xii. SE - South East
      xiii. SW - South West
      xiv. WC - West Central
   *Please ensure that sections (from within your district) are changed to districts as listed above

5. **Edit Schools to show the Region**
   a. In 'Schools' edit each school so that your district is shown as the "Region"
   b. If you have not received entries that indicate the classification of the school then you will have to edit each "School Name" as shown in the example above. Double-check that your school is listed in the correct classification (1A, 2A, 3A, 4A)

6. **Assign numbers** to athletes going to the provincial championship
   a. It might be easiest if you work with one category at a time - in 'Athletes' sort by gender and age range
      i. Edit each individual athlete going to the provincial championship so you can assign the new number that the athlete will be using at the Provincial Championship. The District organizers need to be sure to hand out singlets that are the correct gender and size to the athletes and that athletes wear the singlets/numbers that they are assigned at the competition.

7. **Create the Advancer file**
   a. In 'File' select 'Export' > 'Advancers'
      i. Choose 'All' for 'Gender'
      ii. Choose 'Indiv Only'
      iii. Select the events to advance from (do not select Bantam or Pee Wee events)

        iv. Enter '2' as the top how many from each event advance
        v. Choose 'Custom Select Advancers'
       vi. Export
             1. For each event you will be able to adjust the advancers as needed and then 'ok' that event
                    a. Please de-select any athletes that know they are not attending Provincials and select their substitution

8. After all events are done, a zip file will be created which is the file that will be sent to dave@shsaa.ca - Please see below for additional information to include in the message of the email.

9. If your district does not have the Combined-Event options, please manually submit entries for the **Quadathlon (T*etrathlon)** in the email that you will send to the SHSAA. Please indicate whether the athlete will be competing in the Junior or Senior event at the provincial championship as well as including the appropriate birth date to show which age category the athlete is in (Midget, Junior, Senior). PLEASE INCLUDE A SEED MARK FOR THESE ATHLETES WHEN THEIR ENTRY IS SUBMITTED as well as name, age category, comp #, and school.

10. If your district will have entries in the **wheelchair** events (OPEN events) please manually submit these entries in the email that you will send to the SHSAA. Include the appropriate birth date to show which age category the athlete is in (Midget, Junior, Senior) as well as name, comp#, and school.

11. **Relay only** athletes - please manually submit entries in the email that you will send to the SHSAA. Please include name, appropriate age category, competitor #, and school. ***This is important so that these athletes are correctly registered for the meet reducing issues at the athlete registration area.***

12. The SHSAA will enter all Districts as having **relay teams** entered in all categories - if your district will not have a 4x100 or 4x400 relay team please notify the SHSAA in the email with your entries that you are sending to the SHSAA.

Districts not using HyTek or not receiving entries as school teams

Since Team Manager Lite is a demo version of the Team Manager software, there are some limitations to it including the number of teams that can be entered and the number of athletes that can be entered when using TM Lite. There are a couple of options to submit the entries:
- One individual can submit all district entries by creating numerous databases and send each entry file to the SHSAA (preferred method)
- Each school can create their own database to submit an entry file to the SHSAA.

Once I have received entries from all of the schools in the district, I will be able to send out a composite report of the entries from the district that can be confirmed by the district commissioner.

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You will need to figure out how to download the program if there are restrictions on downloads for your school's computers. I would suggest that if you have a personal computer that might be the simplest way to proceed.

1. Download and install Team Manager Lite   https://hytek.active.com/downloads.html

2. Navigate to the "Track and Field" section and click on "TEAM MANAGER 4.2" then "Lite" in the menu.

3. Once downloaded, start Team Manager Lite by using the icon which is now on your desktop.

4. Create Database
    a. View the following video
       http://www.youtube.com/watch?feature=player_embedded&v=z0dbwEXaEk0

5. Add team information
    a. View the following video
       http://www.youtube.com/watch?feature=player_embedded&v=dS3ojbzitRc
    b. You **must** use the Team Code you have been provided with. For Team Name you need to indicate the classification and identify your school. The easiest way will be to use the community name (e.g. 1A_Stoughton) but for communities with multiple schools you will need another method but please don't use acronyms (i.e. use 2A_Weyburn Jr. High not 2A_WJH). There is an attachment to the email that indicates your school's classification. Please double check that your classification is listed correctly and enter your school with the correct classification.

6. Enter the athletes
    a. You **must** use the following as birthdates for the athletes you are entering (please disregard the birthdates mentioned in the video)
        i. Midget   01/01/04
        ii. Junior   01/01/03
        iii. Senior   *01/01/02 <u>or</u> *01/01/01
    b. It would be preferable to also have the Team Name entered in the city field which is available when entering the athlete's information. This field can be used for some printouts which will allow for a better display of the meet information.
    c. **Athletes in the Quad** should be entered. Please indicate whether the athlete will be competing in the Junior or Senior event at the provincial championship as well as name, age category, comp #, and school. PLEASE INCLUDE A SEED MARK FOR THESE ATHLETES WHEN THEIR ENTRY IS SUBMITTED.
    d. View the following video
       http://www.youtube.com/watch?feature=player_embedded&v=pcRPimvmy9E

7. Import event file
    a. You are provided with a zip file which is the events file for the provincial championship meet after saving it to your computer
    b. View the following video (do not use the event file from PR Athletics)
       http://www.youtube.com/watch?feature=player_embedded&v=_-qLbjCytTs

8. Athlete Entries
    a. View the following video - disregard the information regarding relays
        http://www.youtube.com/watch?feature=player_embedded&v=tEI9GF5SWAE
        i. Enter seed time as described
        ii. Do not worry about the relays discussion
        iii. To enter athletes in the Quad (*Tetrathlon*) use 'Entry by Event'. Scroll to the bottom of the list of events and choose the event and then choose the athletes.

9. You can verify your entries by using the Meet Entries under the Reports menu

10. Export Entries
    a. View the following video
        http://www.youtube.com/watch?feature=player_embedded&v=wy8gRMysD08
        i. Don't select Export Relays
    b. Email to dave@shsaa.ca

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