Comments about Team Manager & Meet Manager
7/11/06

This year, we wanted to update our computer training guide with those elements that are used by the teams along with addressing any comments about "how to" get certain information. Therefore, we sent an email to all the computer volunteers, and asked a couple of survey type questions concerning the features of Team Manager and Meet Manager, along with how teams in general were providing swimmer's information, meet results, and general feedback to their teams.

Thank you to those teams (13 of 23) that responded: HE, H, CB, TG, F, RC, HW, SAY, SW, BRO, NV, WV, and WE…

Some of the problems described have been resolved, and some suggestions have been submitted to Hy-Tek and will be added to future versions of their software.

Here are the team comments… scrubbed of specific team info, and in random order

==

We are using autoseeding and pre-seeding, except for relays which are manual.

We plan to use the DQ codes.

Meet results are printed from MM and sent to head coach, scoring keeps a copy and also to President and ribbons.

We always prefer and ask for the MM backup.

Reports - we print many reports. In MM it is the full meet results and scores and eventually DQ summary. In TM, meet results for each age group and gender, city qualifiers, HTML format for the website of our team's results, Improvement labels (10 & Unders only), Records reports, and at the end of the season, we print out a summary of all events swum and times received for each athlete to keep. I'm sure there are a few others in there but those are the main ones. Every 3 or 4 meets we print out for the coaches what events have been swum by each athlete thus far through the season so they know what they still need to work on.

==

This is my first season running MM & TM, and boy have I learned a lot in a short amount of time. Here are my comments/questions/concerns:

1) When I print the results to an .html file from MM, the DQ codes do not appear even if I check the box.

2) One thing that bugs me - when I print hard copies for posting, if you select to print both *CTY and points earned, the same column is used and it only prints *CTY, and not the points earned (it prints the points earned for those who did not achieve City times).

3) Hard copies printed - Top times spreadsheet and Improvement labels (TM), Results (w/ DQ codes) and Total scores for head coach. Head coach posts a hard copy of the results.

4) I use the DQ codes as I think they're a great tool for the coaches, and the parents like to know why their child DQ'd.

5) We use manual seeding

6) We are finished with all four of our home meets (yea!), and I have provided MM backups for all teams (at their request).

7) I post the City time standards and the City Qualifier on our website (along with the results in .html format)

===

I think the training guide gets better and better every year - and I thought that having the opportunity to go to that extra help session was a good idea for first time computer people.

I print reports from both TM and MM and we post top times after meets and city qualifiers after each meet too. They are all easy to manipulate and read.

As far as the season goes, we have been exchanging preliminary heat sheets with each team before the meet and that has worked out pretty nicely for consolidating heats etc.

Been a good season so far.

===

Seeding - are you using Auto, Manual, or a Combo of both ?
As of the fourth meet, we are now auto seeding. However the coaches are not using the Best Relay function. I load the lineup from TM into MM, seed, and then check it against the coaches hand printed lineup sheets. For away meets I then export the MM Entry Merge file and e-mail it to host computer person with instructions) We now ask the host team on away meets to do a MM Merge.
I print a copy with timeline for the coach when I get the other teams entries.
DQ Codes - are you using the new DQ codes ?
If so, are you printing the Meet DQ Summary or Meet Results from MM ?
We are not using them. Coaches use the DQ cards.
I print the meet results from MM, in the 3 column format. Both by heat and by event. I put a printed Score and Results by heat in our parent signout book so they can get their kids times the next day.

Results - do you prefer to get a MM Backup or just the MM Results Export ?
We always send and request a MM Backup via e-mail. If I were to just get a results export, I would call and request (demand?) a backup file.

Reports - after a meet, next day, etc - are you printing any reports for your team, or do they just get ribbons ?
If you are printing next day, etc, is it from MM or TM - and which reports ?
I print (and e-mail to the coaches in .pdf format) the following reports ASAP after the meet or after receiving the MM Backup:
From MM:
Results from MM - by heat with Records and Standards
Results from MM - by event with Records and Standards
Score from MM - combined
Export MM results and Import to TM
Improvement labels for gold stars printed on 3x10 labels
Records match (if any new individual records were set)
Records match for relays (if any new relay records were set)
Top times for record tag board
Top Times for relays for record tag board

Top times for 6&Unders (all swimmers)
Top times for 7-8 (all swimmers)
Top times for 9-10 (all swimmers)
Top times for 11-12 (all swimmers)
Top times for 13-14 (all swimmers)
Top times for 15-18 (all swimmers)
Top Times Spreadsheet (To show coaches which kids do not have valid times in events)

Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ? I print the Top Times Spreadsheet and Seasonal Results Spreadsheet for the coaches to use when setting the lineup events, so they know which kids do not have valid times in events. It would be helpful if Hy-Tek would make these reports include DQs instead of just blank spaces where a swimmer DQed. That way the coach would know from the reports how many times the swimmer tried and DQed. Sometimes kids end up swimming IM, Breast or Fly over and over because the coaches see a blank for that event, even though the kid just isn't ready and keeps DQing. At the end of the year (the night after City, so ALL swim times are included) I print the Seasonal Results Spreadsheet, one page per swimmer, to be included with the swimmer packet with their final awards at the team banquet.

I print all these reports to PDF files so they can be saved and e-mailed. I keep all databases, PDF files, entry and roster files, and backups in a separate directory for each meet. That way, if someone needs to look at a score or whatever file, I can just e-mail or print it without re-running the Hy-Tek programs, and if there are late discrepancies, the PDF files show what was printed the day after the meet.

===

Seeding - are you using Auto, Manual, or a Combo of both ?-I auto seed then adjust a few swimmer, mostly good swimmer with no time, then send a merge.

DQ Codes - are you using the new DQ codes ?-yes
If so, are you printing the Meet DQ Summary or Meet Results from MM ?-results and include DQ code

Results - do you prefer to get a MM Backup or just the MM Results Export ?-back up , then if there are ribbon questions or name changes that did not get picked up I can change them and print my own ribbons,

Reports - after a meet, next day, etc - are you printing any reports for your team, or do they just get ribbons ?-email the results form MM,
If you are printing next day, etc, is it from MM or TM - and which reports ?-Results from MM (only way I know to keep it as results by heat, which our swimmer like to see) emailed to team and posted on web , for home meets I send the first place only and the "AP format" results to my publicity person, from TM,I send improvement updates (print labels from TM), records updates, and twice a season I send individual top time to all swimmers, I have given the season summary to coaches after every other meet, I think it is a good way to make sure every swimmer is getting a chance at all events

Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ? yes

When hosting a meet I send the meet back up back to the visiting team as soon as I have merged and manually compressed it to decrease empty heats, checked for heats with only one swimmer (I move one down) and recheck with my coach for changes, this give them a chance to print check in or entry list with updated heat and lane, and they can preprint meet programs for some coaches or clerks if they have a lot. I have stopped preprinting

===

Seeding - are you using Auto, Manual, or a Combo of both ?
          Only Auto

DQ Codes - are you using the new DQ codes ?
          Yes

If so, are you printing the Meet DQ Summary or Meet Results from MM ?
          Yes

Results - do you prefer to get a MM Backup or just the MM Results Export ?
          Backup

Reports - after a meet, next day, etc - are you printing any reports for your team, or do they just get ribbons ?
          We post all results on the website.

If you are printing next day, etc, is it from MM or TM - and which reports ?
          After importing results, we print meet eligibility spreadsheet for the next meet with updated times. This shows basically best times but in a format the head coach prefers. We also print best relay reports for relay selection.

Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ?
          Yes, at the end, we print swimmer reports for each swimmer.

                    ===

> Seeding - are you using Auto, Manual, or a Combo of both ?
We use manual seeding. Our team isn't that large and our coach likes choosing which heats the swimmers swim in.
>
> DQ Codes - are you using the new DQ codes ?
Yes
> If so, are you printing the Meet DQ Summary or Meet Results from MM ?
Both. It is a nice feature, but I would like to be able to enter multiple DQ code. Some swimmers get two or three, but we can only enter one (in addition to the relay code).
>
> Results - do you prefer to get a MM Backup or just the MM Results Export ?
Definitely MM Backup! We like to review the entire meet results and post on our website so parents can see how their children finish.
>
> Reports - after a meet, next day, etc - are you printing any reports for > your team, or do they just get ribbons ?
We generate top times by individual, by event, city qualifiers, etc. and post them on the web site for swimmers and parents to view. Coaches can also pull these reports.
> If you are printing next day, etc, is it from MM or TM - and which reports ?
Meet results from MM and the rest from TM. See above for the list of reports.
>
> Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ?
Yes. The coaches request seasonal reports occasionally.
>

Is there a report that will list swimmers top times along with the City Qualifying time by event? Our coaches would like a report to see how close swimmers are to city times:

===

Seeding - are you using Auto, Manual, or a Combo of both ? auto

DQ Codes - are you using the new DQ codes ? yes
If so, are you printing the Meet DQ Summary or Meet Results from MM ? DQ Summary from MM. Meet Results from TM. Is there a difference in meet results from TM vs. MM?

Results - do you prefer to get a MM Backup or just the MM Results Export ?
MM backup

Reports - after a meet, next day, etc - are you printing any reports for your team, or do they just get ribbons ? I print reports for the head coach, reports for the time drop and city time person (we award gold and white embroidered stars for these accomplishments), reports for our publicity person for home meets.
If you are printing next day, etc, is it from MM or TM - and which reports ?
Score and DQ Summary from MM. Top Times, improvement labels, meet results, records set from TM.

Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ? Not yet, but I've been thinking about experimenting with these reports.

I have a few comments regarding the TM & MM, the change this year to allow entry by Lane in MM has been great in expediting entry. Although I have found that at a number of away meets the Computer person is not aware of this feature. With TM, I do not know how flexible they are, but it would be nice that if for Registration next year there was a method within TM to delete swimmers no longer participating, and retain all of the existing swimmers times and data. It seams that the registration function is set up more for an individual meet, and not for a one time registration. Even an import function from a Excel spreadsheet would allow us to quickly enter data into TM from our other administrative Family rosters and EM contact lists.

===

As for your questions, we Autoseed, Although it seems that at the beginning of the season, there are quite a few changes due to all of the NT entries. Especially with the Time Trial rain-out this year. Is there a way to use autoseed but allow us in TM to identify the first heat persons (this might be the Pre-seed in the guide, I'm not sure).

DQ codes are a great addition to the software. A couple of items that would be nice, a report by athlete, so that in their ribbon folder they could also receive a DQ report to know they were DQ'd. Also if the system would allow us to make multiple infraction entries. I as a computer person is not always
sure what is most important and may be the only thing the parent or swimmer sees on our results file.

Results--I find it best that we receive a back-up of the meets, as it allows us not only to get results, but if needed re-print a ribbon (if missing) and allows us to review all of the data.

Reports--we have gotten into a habit of printing a number of reports, and posting them on the team website. This includes the Results report, by event, Record breakers, using record match in TM, The scores report, and occasionally an Improvement report.

As for seasonals, we do often print the Top Times spreadsheet for the coaches use. We have also discussed printing a seasonal results spreadsheet and putting it in the swimmers ribbon folder.

===

We are auto seeding this year. We did it only part of the year last year. In doing so we had to come up with a way to inform our swimmers of what heat and lanes they were swimming in.   Last year the report could be pulled from TM; this year it could only be from MM. We settled on two different reports - the check in report for the coaches to use and the meet program in flat html to be posted on our web site.

We are using the DQ codes - though it is slower sometimes. I have not found the button to move from DQ to code and back to times without using the mouse. I print DQ report for our coaches. I also print the DQ information in meet results for the head coach.

I prefer a backup to meet results. I have found in the past that not all reports can be pulled from team manager and meet results. It also saves time and paper on the part of the home team.

MM reports -
Results report with DQ information after each meet for head coach, ribbon boxes (swimmers want to know how they did) and for publicity. Team scores broken down into M/F/C for head coach and only Combined for ribbons and publicity. DQ report for head coach Medal count/Award count for home meets to keep updated on ribbon use.

TM reports -
Improvement report and improvement labels for Stardom cards for swimmers Record report to check for new records Top times for coaches to check on times and see that swimmers get a chance to swim all events. Top times spread sheet and entry qualifications - I run for city and classic meets. Top times and Seasonal Spread sheet appear to be the same thing in a different format. Meet results in TM to find swimmers best times.

MM Run by lane -
It is OK for 3 or more heats because of the paper flipping. You can use the mouse or F5 to move from lane to lane. If there is just one or two heats to an event it is faster to not click that option.

I would like to see a time line on when things are due on the website - rosters, classic and city counts, important dates, etc.

===

Being new to this computer position this year has caused me to spend a lot of time learning the Hy-tek programs and what I can and can not do with the reports.

Generally, the problems I encountered in the first few weeks of the season did not involve setting up a meet or running a meet, because I think that the manual that the Park District puts out is very good at the step by step instructions. My problems were with generating the different types of reports that my team requested, receiving unconverted times from our away meet (HW is a 25 meter pool), and some other local logistical problems.

I know that a multitude of reports are possible to generate from MM and TM, but I do wish that the park district manual could print the steps for generating/printing the most common ones. That would have helped me considerably being a new computer person. Maybe this survey will provide you with a list of the most commonly used reports and you could add them to the back of the PD manual.

> Seeding - are you using Auto, Manual, or a Combo of both ? Not sure. The head coaches send in the entries and roster, whether it is a home or away meet. For home meets, I merge in the home teem entries and then merge in the away team entries.
>

> DQ Codes - are you using the new DQ codes ? Yes. However, I have encountered a couple of problems with entering the DQ values and I do have the latest MM version. 1) For relays, you can only enter a DQ value of "swimmer 1 did something wrong" swimmer 2 did something wrong, swimmer 3, or swimmer 4 did something wrong (I cannot remember the exact values for the codes). I can not add any further info as to what the swimmer did wrong. When I enter a swimmer x did something wrong designation, Another box pops up where I think that you are suppose to enter the code for what the swimmer did wrong. However, I always just close the box since the few times I tried to enter a value, MM froze and I had to reboot my computer to get to a sane state again. Does anybody else encounter this problem?

2) For IM events, DQ does not allow me to enter any style specific infraction. For example, I can not designate that the person did not do the fly with 2 arms simultaneously. The error/warning message that I get from MM is that the error code is not allow for this event. This is strange since, for an IM, the swimmer swims all 4 types/styles of swimming, so why shouldn't the style infractions be allowed?

> If so, are you printing the Meet DQ Summary or Meet Results from MM ? I print Meet Results from MM, but not Meet DQ summary. The DQ summary is not helpful for the relay and IM events because of the problems stated above and because MM does not allow more than 1 infraction per swimmer per event. Therefore, the pink cards are still more valuable to the coaches since it provides all of the information.
>
> Results - do you prefer to get a MM Backup or just the MM Results Export ? Both. If I'm in a rush to print the results, I like having the MM Results Export since it doesn't take much time to load them into TM and print. Having the backup takes a little time to restore the backup in MM (remember, I'm still new at this and didn't have the steps memorized as to how to do restore). Maybe the manual could be update to explain what an away team is suppose to do with a MM backup file (even if it points them to a previous section of the document. I know that I had no idea what to do with a backup once I got one and get searching the document for clues. It would have been nice to put in the section about after the meet when you create the back-up for the away team, what to do with the backup.

Since I created different reports for different people/needs, I need the backup.
> > Reports - after a meet, next day, etc - are you printing any reports for > your team, > or do they just get ribbons ? I print many reports.
> If you are printing next day, etc, is it from MM or TM - and which reports ? Both.
1) MM - print entire results in 2 column format for the coach and for displaying as a PDF format on the club's web site.
2) MM - print entire results in 1 column format for our publicity person since the 2 column format truncates some swimmers names.
3) MM - scores report to post on the web and on the display board at the pool.
4) TM - print results just for our team (how come this can't be done from MM?) for the display board. We print only our team since it usually takes fewer pages and we have limited display space at the pool.
5) TM - Improvements (time-drops) in label format and a PDF format to post on the web so that swimmers can see their improvement. A parent is in charge of providing prizes to swimmers that have time drops.
>
> Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the
> website ? I do not know which seasonal reports are described on the web, but I will describe to you the seasonal reports that I generate after every meet.
1) TM - Best times by individual event for our team for this season.
2) TM - Best times by relay event for our team for this season.
(Why can't TM combine the two into 1 report?)

At the end of the season, each swimmer will receive a print-out listing the results of every meet and event that they were entered in (not including DQs, I think). We give these to the swimmers the day after the City meet, so I will be very busy Saturday July 29th night generating these reports.

===

Seeding - are you using Auto, Manual, or a Combo of both ?
I taught our coach how to autoseed her TM entries in MM and she emails them to me or the hosting team as a merge file. I have not autoseeded any visiting teams' entries for a meet we host.
DQ Codes - are you using the new DQ codes ?
No, I am not entering DQ codes due to the added time required during the running of the meet and the added time creating reports at the end of the meet. Maybe next year we will begin entering the codes. We have very few people willing to help with computer committee work and, frankly, I am overwhelmed with the amount of time I spend doing this volunteer work. DQ card codes are just another thing to add to the amount of time I already spend on this job.
If so, are you printing the Meet DQ Summary or Meet Results from MM ? *No.*

Results - do you prefer to get a MM Backup or just the MM Results Export ?
I prefer to get a backup of the meet because I know how to use Meet Mgr to restore the backup and to export the results for our team only. However, our coach and our records person prefer the MM Results for our team only since they work mainly with Team Mgr and don't know how to restore a MM Backup into a Meet Mgr file and export results for our team.

Reports - after a meet, next day, etc - are you printing any reports for your team, or do they just get ribbons ?
I print meet results for our Publicity Person and Team President/Club Rep after a home meet.
If you are printing next day, etc, is it from MM or TM - and which reports ?
I print Meet Results from Meet Manager.
Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ?
Our Records person prints time drops and top times from Team Mgr.

===

Seeding - are you using Auto, Manual, or a Combo of both ?
We seed our home meets manually, send some manually seeded, but since halfway thru the season, have been using auto seed for away meets (by request).

DQ Codes - are you using the new DQ codes ?
We are using the new DQ codes, but they are cumbersome in this respect: a lot of swimmers have multiple infractions so we use the first one. Sometimes we get multiple cards with multiple codes on a swimmer. Again, we just use the first one listed.

If so, are you printing the Meet DQ Summary or Meet Results from MM ?
We print meet results from MM, but not the DQ summary.

Results - do you prefer to get a MM Backup or just the MM Results Export ?
I request both but only receive the MM backup. That works fine, as I then do my own export to TM.

Reports - after a meet, next day, etc - are you printing any reports for your team, or do they just get ribbons ?
If you are printing next day, etc, is it from MM or TM - and which reports ?
I print meet results from MM with a score summary (not the separate one) for the coach. I also print the Top Times Report from TM, and a report from TM showing personal bests sorted by name. If a record has been set, that goes as an HTML to the webmaster, and as a word doc to publicity (TM).

Seasonal - do you periodically print any of the individual performance or seasonal reports as described on the website ? I don't.

Here's a few questions/comments that have come up recently:

1. I cannot connect to the Internet to download updates. I have tried many things, including disabling the firewall, making sure TM and MM have full access, etc. This happens even when I am having no trouble connecting to get my mail, etc. Any ideas?

2. When printing labels, it would be great to be able to print by a single heat as well as entire event - sometimes it's just one label that needs to be corrected instead of the whole event. Is there some way to do this? If not, that would be a useful update suggestion.

3. Our head coach has encountered a discrepancy concerning city times and meters/yards when swimming at the 25meter pool. A swimmer might receive a city time when it's converted from meters to yards but not on the meter time itself. So of course the swimmers want to know, "is that a city time?" Last time I printed reports, here's where I went: TM reports>performance>meet results. I checked personal bests but have not been checking "use converted times for calculating improvement." Should I be? When I compare reports, the numbers are different.

===