Guide to Submitting Hy-tek Meet Results

Athletics Canada accepts two formats for submitting results from Hy-tek:

- 1) Full Hy-tek backup (instructions below)
- 2) Flat HTML results file (instructions starting on Page 2)

Results can be submitted to <u>results@athletics.ca</u>.

Full Hy-tek Backup

To create a full Hy-tek backup follow the process below:

- 1) Open Hy-tek and the meet database
- 2) Click file and select "Backup"
- 3) Select location for backup and note location

san Tr	rack & Fie	Id MEET	MANAGER	Pro - Da	tabase: 'P:)	Results an	d Mee	t Files\Me	et Files\2	013\Indoor\2013_03_	09_CIS_Cham
File	Set-up	Events	Athletes	Relays	Schools	Seeding	Run	Reports	Labels	Check for Updates	Help
	Open / N	lew									Ctrl+0
	Save As										
	Backup										Ctrl+B
	Restore Repair ar	nd Comp	act Databas	e							Ctrl+R
	Purge										×
	Import										•
	Export										+
	Unzip Fil	e									
	Install Up	odate									
	Disable N	Vetwork L	.ogin								
	Open in	Multi-Us	er Mode								
	Network	Adminis	tration								
	License I	Managem	nent								
	Exit										Ctrl+Q

Flat HTML Results File

To create a flat HTML results file the process below:

- 1) Open Hy-tek and the meet database
- 2) Go to Reports \rightarrow Results
- 3) Under Session List select day "All" and click "Select All" in the top left corner.

SESSION LIST			
Day	Start Time	Session #	Session Title
All		All	All Events
1	02:30 PM	1	Thursday
2	04:30 PM	2	Friday
3	12:30 PM	3	Saturday

- 4) At the bottom of the page select:
 - a. Report Type \rightarrow Flat HTML
 - b. Style \rightarrow Compiled
 - c. Sort Order \rightarrow Publication

Columns / Style / Sort Orde	r / Format Include in Result	s Selected Teams /Time Star	np
Columns Columns Columns Columns Columns Columns Columna Column	C US Masters News	Style Compiled Results by heat Masters / WMA Sort Order Publication Order Event # Order Session Order	Format 1 Event per Page Page Break when Gender Changes Top How Many : Relay Names (0-8) : 4

- 5) Click on "Include in Results" and select only:
 - a. Records
 - b. Event Comments
 - c. Field Series

Col	umns / Style / Sort Order / For	mat Include in Results Se	lected Teams /Time Stamp	
		Include in Results		Include Team Scores
	Records	Seed Times / Marks	Advance Formula	Male
	Mark Standards	Scratches	Field Series	Female
	Entry Qualifying Mark	No Shows	Athlete / Relay Points	Combine Divisions
	Vent Comments	Competitor Number	Logos in Footer	
	All Prior Round Results (1			

- 6) Click on Preferences along the top bar
- 7) Ensure the follow are selected:
 - a. Under Athlete / Relays
 - i. List athlete with last name first
 - ii. Show birth year in place of age
 - b. Click "Ok"

port <u>Formats</u> Report <u>H</u> eaders Punctuation Footer Log	os		
Athletes / Relays	Teams		
List athletes with last name first	Use home town in place of team		
Show athlete middle initial	Show home town AND team		
First name initial only	Show country code with team name		
Show athlete status with name	Suppress Unattached team names		
Show birth year in place of age	Use Alternate Team Abbreviation		
Suppress "A" Relay Designator			
Meet Program / Results	Miscellaneous		
Always display actual entry mark	 Show alternate event numbers 12 and Under as Under 13 Show times under 1:20 in seconds only Display Military Time 		
Show Age-Graded Table conversions			
Show Field Event Conversions (results)			
Suppress results small "x" for scorer limits			
Suppress the "X" for Exhibition			
Suppress the "J" for JD on results	Paper Size - Meet Program / Results		
Suppress athlete ages			
Suppress the Mark Standard designator			
	4 A4		
Printe	er Options		
Print directly to the default pri	nter - Reports: 🔽 Labels: 🔽		
Number of Copies to printer if printing dire	ectly - Reports: 1 Labels: 1		
Col	late - Reports: 🔽 Labels: 🔽		

8) Click "Create Report" and make note of the location the report is saved to.