

## HyTek Instructions for Bramcote Open Meet 2018

The entry pack including for the 2018 Bramcote Open Meet is on the Bramcote SC website. It contains the conditions, qualifying times, schedule of events and the Hytek entry file.

For this file to be used clubs must import this into the HyTek Team Manager Software. If your club runs the full team manager system then that is the programme to work from. If you do not have this software you must download the HyTek Lite Version from:

<http://www.hy-tekLtd.com/downloads.html>

Once downloaded and installed you will need to fill in all your club competitive swimmers details before you are ready to use the entry system. This only has to be done once.

You then need to download the meet entry files or be able to download them from the Bramcote SC open meet webpage.

Follow these simple instructions and you should have no problems

- 1) Download the HYTek entry files.
- 2) Open your version of HYTek Team Manager. Select – FILE - IMPORT - MEET EVENTS. Select the meet required and the zip file will be opened ready for Import into your TMLite system, select the unzipped file and the import is complete. (Different operating systems may do this in slightly different ways)
- 3) Select – MEETS – then select the required meet from the list. Select – ENTRY BY NAME – and enter swimmers into events as required.
- 4) Print or save a copy of your entries by selecting REPORTS- MEET REPORTS – MEET ENTRIES – CREATE REPORT. This will show all entries you have selected and you should check this report carefully, amend if necessary until you are satisfied that all your entries are correct.
- 5) To Export the completed file, close the MEETS screen then Select - FILE – EXPORT – MEET ENTRIES. Your entry file will be Zipped and will normally be sent to a file called TM5Data on your computer C Drive
- 6) Attach it to an email and send back to meet promoter at [bramcoteopen@gmail.com](mailto:bramcoteopen@gmail.com). You should send payment for the entries along with a copy of the Meet report (see 4 above) to **Open Meet Co-ordinator, Bramcote SC Ltd, Bramcote Leisure Centre, Derby Road, NG9 3GF.**
- 7) After the closing date a draft entry list will be posted on the Bramcote Open meet webpage allowing time for final checks to be carried out. A list of acceptances/rejections will be posted on the Bramcote Open meet webpage, allowing time for final checks to be carried out.