

State Meet Entries  
Preparation and submitting entries to Sports Timing  
Updated July 21, 2022

1. Using Team Manager software from Hy-tek, Print out a Top Times report: male and female. On main page, click on Reports, Performance reports, Top Times. Select "All Meets", then male or female, then "YY" for course options. (For meets swum in short course meters or long course meters, make sure that you have the course conversion factors set to the NFHS rules.) Type in the day before the first regular season meet under "Use Times Since". Click "Use Since Date". Then, under "Top how many", put in a number that is the total number of your swimmers (or more). Then, under "Sort by" click on Event (stroke and distance). Click "Create Report". It will ask you if you want the top time for each swimmer, click ok.

It is important to utilize the "Use since date" because you want to only see times that were swum during the season at regular season meets/region meet. You don't want to view any times from your time trials or from a previous season.

2. Look through each event and note what swimmers' times are automatic or consideration. Any swimmer that doesn't have an automatic or consideration time in an event, cannot be submitted for the state meet in that event.
3. You can submit up to four swimmers per individual event. Swimmer must have an Automatic or consideration time for the event. DEFINITELY fill up each event with four swimmers having automatic or consideration times (if you have four). Definitely submit swimmers with consideration times!! **You cannot submit more than 4 swimmers per event.**
4. Note: once you have selected your swimmers for each event and created a relay for each relay event that has qualified, you MUST match EACH (individual or relay) time that you will be submitting to the time on the State rankings website. Reason: double check yourself that you are sending in the correct time for the swimmer/relay. The time MUST be posted on the state rankings website. Your submitted time and the rankings time must match or be slower or they will kick it back to you. If you submit times that are slower than the rankings, your times will not be updated to the faster time – this often happens with relays because Hytek Team Manager does not convert/include meters relay times as the top time.

NOTE: to check your time against what is posted on the Sports Timing Rankings website, PRINT A REPORT OF YOUR MEET ENTRIES AND REVIEW EACH TIME. SEE BELOW FOR SPECIFIC, STEP BY STEP INSTRUCTIONS ON HOW TO PRINT THE REPORT.

BE SURE TO REVIEW EACH RELAY TIME(S) YOU ARE SUBMITTING. (If you submit the wrong relay time or individual time e.g. a slower time, but it is still a time that is an automatic or consideration time, the time submitted will stand. REVIEW CAREFULLY.)

5. Relays: you can submit one relay per event with up to 8 names. The names that you put in are your choice. Your relay time must be an automatic or consideration time. This relay time is a "team" time, meaning that the team has the time and you can select any swimmer to be on the relay. You do not have to have the same swimmers who swam the relay time swim in the relay.
6. **Final check of your entries before submitting:** Print off the (YET ANOTHER, BUT IMPORTANT) entries report from Team Manager:
  - a. Click on Reports, Meet Reports, Meet entries.
  - b. Be sure that you have selected your state meet name on the "meet" line.

- c. Event filters "individual and relays", Sort by "Meet Number". UNDER "SHOW RELAY SWIMMERS" CLICK ON "SHOW EIGHT" Click "create report". PRINT REPORT.

Review report for: up to 4 entries per individual event (automatic or consideration times only), 1 relay with up to 8 names for relay event (automatic or consideration time only). Double check that the time shown on the printed report matches the fastest time shown-

- a. on the Sportstiming.com rankings website. If all entry times match AND you see all relay names listed, save report as a PDF file to your computer or USB drive.
  - b. If you make changes/corrections to your entries, repeat steps a,b,c,d and reconfirm times and relay names. (NOTE: WITH EACH CORRECTION YOU MAKE TO YOUR ENTRIES, DELETE ANY PREVIOUS REPORTS/MEET ENTRIES ZIPPED FILE BEFORE YOU PULL YOUR NEW SET OF ENTRIES OR PRINT AND SAVE YOUR NEW REPORT.)
7. Now it is time to submit your entries to the state.
    - a. To export a zipped entry file, from the main screen, click on File, Export, Meet entries. Export entry zipped file to your computer or USB drive.
    - b. Go to [www.sportstiming.com/schss](http://www.sportstiming.com/schss) and click on "State Championships" and then click on your school classification (5A, 4A, 3A/2A/1A).
    - c. Complete the on-line form and upload zipped entry file, pdf of meet entries, names of seniors attending meet.
    - d. A message should show that entries have been submitted. You should also receive an email confirming receipt of entries. You can make changes to your entries and resubmit up until the time deadline.
  8. Consideration time swimmers are expected to plan to attend practice on that Monday.
  9. You need to make sure that you are available for phone calls on Monday morning, just in case there is a problem with your entries. They need to be able to talk with you if there is a problem or they will delete the problem entry!! Once the preliminary psych sheet has posted, you look to see which of your swimmers "made it into the event". In other words, they are in the top 30.
  10. If a consideration time swimmer is posted as number 33 or greater then they have not made it into the state meet. HOWEVER, if there is a consideration time swimmer that is 31 or 32, it is suggested to have them come to practice Monday and Tuesday until the FINAL psych sheet is posted on Tuesday, just to make sure.
  11. There can be NO changes to a swimmer's events once the entries have been submitted and the entry deadline has passed. The preliminary psych sheet is posted and reviewed to ensure that all times are correct. The only difference in the preliminary psych sheet and the final psych sheet is the deletion of a swimmer/relay from an event due to illness/injury or a team's entries were submitted on time but were not included with the preliminary psych sheet.