Computer (Hy-Tek)

Operator Training for Potomac Valley Swimming

Online Training for Computer (Hy-Tek) Operators

- Training prepared by Potomac Valley Swimming Officials' Committee – Spring 2018, updated Jan 2024

- Questions – email officialscertification@pvswim.org

- Requirements for online training: Internet

Instructions

- You may do this training in one session, but I strongly suggest that you break it up into several sessions so that you can better absorb the information

- Read each slide carefully and thoughtfully

- Watch each video from beginning to end - You may pause videos, rerun videos, etc.

- After apprentice sessions, you may always return to the training/videos and review information – this is highly recommended

Additional Instructions

This training includes many links for videos that are posted to YouTube/PVS Website. When you click on a link, your computer takes you to YouTube and you will lose your place in the training. There are several work-arounds that you can do.

1. If you are using Chrome or Firefox as your browser, you should be able to right-click on the links to open the videos in a new tab or window.

2. If you are using Internet Explorer, that trick won't work. You will need to download the training to your computer and then right-click on the links to watch videos.

Apologies

I apologize for the quality and variability in some of the videos. I was learning to use the software and the microphone. I realize that not all the videos are perfect. But from the feedback received so far, they convey the necessary information.

Thanks. Barb Ship

Resources Useful for Training

The following resources are useful for this training. I encourage you to print them out prior to beginning the training.

PVS Meet Flow – Hy-Tek Operator - this document is used to guide the entire training – It is necessary for you to print this out prior to the training

PVS Meet Manager 6 Training Manual – this document is a 51 page document that includes virtually everything in this training. I recommend that you print it out in color, if possible.

Additional Resources Useful for Training

ActiveHy-Tek allows you to download a demonstration version of the software to your computer – PC only (not MAC). Go to: https://hytek.active.com/downloads.html Scroll down to Meet Manager 8 (version 6, 7 and 8 are very similar) and download the demo. (Note – the demo version does NOT have full functionality – but you also have access to e-lessons, located under the Help tab)

You can access databases for practice from the PVS meet results webpage http://www.pvswim.org/results.html. Just download the MM backup and restore (instructions in training on how to do this).

Additional Information

- Note that the owner of the Meet Manager Program purchases a license to use the software. Not all licenses include all features in the following training program. Networking capabilities, award labels, relay cards, and interface with the timing console may **not** be included in a particular Meet Manager license.

- The videos in this training program are made with Meet Manager 6. The most current version is Meet Manager 8. For more information on new features available in Meet Manager 7 and 8, please reference the following:
https://hytek.active.com/swim/mm/SWMM7_NewFeatures_Files/SWMM7-FeaturesList.pdf
https://hytek.active.com/swim/mm/SWMM8_NewFeatures_Files/SWMM8-FeaturesList.pdf

Swim Meet Officials

The Computer (Hy-Tek) Operator is a member of the team of officials conducting the swim meet. This team includes:

Referees

Chief Judges

Administrative Official/Referee

Timing System Operator

Hy-Tek Computer Operator

Starters

Stroke and Turn Judges

Head Timer

Timers

Computer Operator and Administrative Official

- The Computer Operator works under the direction of the Administrative Official/Referee.

- The Administrative Official/Referee supervises the entire dry side of the meet (including the Computer Operator and Timing System Operator). He/she is responsible for the following: making sure entries and scratches are accurate; seeding any events that have not been pre-seeded by the Meet Director; determining the official time for each swimmer (using all information available, including electronic times, stop watch times, and order of finish); recording any DQs; determining and posting the official results; and producing much of the paperwork used to run the meet, including meet programs and lane timer sheets.

- The Administrative Official is the "brain;" the Computer Operator is the "brawn."

Timing Information Flow at a Meet

- **Lane Timer Sheets** – completed by the lane timers and given to the Administrative Official/Administrative Referee (AO/AR)

- **Electronic Timing Results** generated from touch pads and buttons – captured by Colorado Timing System console which generates a printout of results – reviewed by the AO/AR

- AO/AR determines the **official time** using electronic timing information, lane timer sheets, and additional information as needed

- Hy-Tek Computer Operator – pulls results from the ETS into Meet Manager

- AO/AR provides direction to the Hy-Tek Computer operator who records the official time in the Hy-Tek Meet Manager program
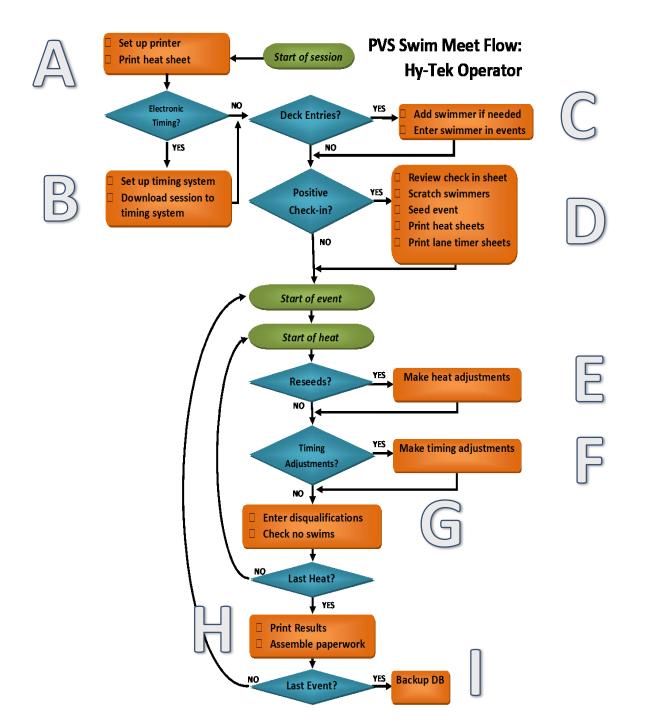
What are the 3 different timing systems?

102.23.2 Timing Systems — Every race in a swimming competition shall be timed with one or more of the following systems, listed in their preferred order of use:

A. Automatic — A timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad.

B. Semi-Automatic — A timing system activated by a starting device and stopped by buttons pushed by timers at the finish touch of the swimmer.

C. Manual — A timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer as described in 102.16.3. Only hand-held, battery-powered, digital read-out type watches designed for timing purposes shall be used.

From 2024 USA Swimming Rulebook

Our Guide for the Computer Operator (Hy-Tek) Training

The flow chart on the next page (which you should have printed out) will be our guide for this training. Green ovals indicate points in time. Blue diamonds indicate decision points or questions. Action items are orange rectangles. The training will include slides corresponding to these "action items." Each action item will include one to several videos demonstrating how the action is carried out.

PVS Swim Meet Flow: Hy-Tek Operator

A
- ☐ Set up printer
- ☐ Print heat sheet

Start of session

B
Electronic Timing? — NO →

- YES ↓
- ☐ Set up timing system
- ☐ Download session to timing system

Deck Entries? — YES →
C
- ☐ Add swimmer if needed
- ☐ Enter swimmer in events

NO ↓

Positive Check-in? — YES →
D
- ☐ Review check in sheet
- ☐ Scratch swimmers
- ☐ Seed event
- ☐ Print heat sheets
- ☐ Print lane timer sheets

NO ↓

Start of event

Start of heat

Reseeds? — YES → Make heat adjustments
E

NO ↓

Timing Adjustments? — YES → Make timing adjustments
F

NO ↓

G
- ☐ Enter disqualifications
- ☐ Check no swims

Last Heat? — NO (back to Start of heat)

YES ↓

H
- ☐ Print Results
- ☐ Assemble paperwork

Last Event? — NO (back to Start of event) / YES → Backup DB
I

Introduction – An Overview

Videos

1. Introduction to Main Screen (4 ½ minutes)

   https://youtu.be/G7MlnVUNxfM

2. Opening Meet in Meet Manager (5 minutes)

   https://youtu.be/BUeOnoyKUuA

3. Overview of the Run Screen (12 ½ minutes)

   https://youtu.be/vDowEm2N43U

A – Setting up Printer

Video

Setting up Printer and Checking Meet Set-up (5 minutes)

https://youtu.be/YgiiJ_jkatg

B – Timing System/Downloading Events

Video

Connecting to Timing System and Downloading Events (6 ¾ minutes)

https://youtu.be/2T_Itnfycp8

C – Adding Swimmer to Meet and Events

Videos

1. Introduction to deck entries (1 ¾ minutes)
   https://youtu.be/-Be-aNEcrfo
2. Deck Entries – Swimmer already in meet (6 minutes)

   https://youtu.be/ObiGzeP-Xss
3. Deck Entries – Swimmer not already in meet (6 minutes)
   https://youtu.be/gzgwt3mtA-I
4. Deck Entries – Placing swimmer in event/heat/lane (4 ¼ minutes)

   https://youtu.be/k9_am3coS3g

D – Positive Check-in, Printing Meet Programs and Lane Timer Sheets

Videos

1. Positive Check-in and Seeding (8 minutes)

   https://youtu.be/riYLH2m_OaY

2. Making Meet Program (6 ¼ minutes)

   https://youtu.be/IZJyjMPw3pk

3. Making Lane Timer Sheets (4 minutes)

   https://youtu.be/A9p557OxYAk

E – Heat Adjustments, Reseeds

Videos

1. Reseeding or Moving a Swimmer (4 ¾ minutes)
   https://youtu.be/Ok0ns_BAsqM
2. Gender Blending (5 ½ minutes)

   https://youtu.be/nodHhv8rtkk

F – Timing Adjustments

Videos

1.   Pulling Times from Timing System (4 minutes)
https://youtu.be/pgnKSv1sUoc

2.   Download Alert (1 minute)

https://youtu.be/q3UNBhgC2w0

3.   Timing Adjustments – Lane Malfunction (10 minutes)

https://youtu.be/zoGeSDGm_2w

4.   Timing Adjustments – Heat Malfunction (4 ½ minutes)

https://youtu.be/X4OaAjWAUP4

5.   Entering Splits and Entering Times Manually (4 minutes)

https://youtu.be/ckdRL3Rha8c

6.   Results by Lane (2 ½ minutes)
https://youtu.be/uCPcCDYX9EI

G – Disqualifications/No Shows/Reconciliation

Videos

1. Entering Disqualifications (2 ¾ minutes)

    https://youtu.be/5Zd7wIIppNs

2. Reconciling No Shows and DQs (4 minutes)

    https://youtu.be/3zDIt4PDYF0

H - Printing Results and Assembling Paperwork

Video

Printing Results (5 minutes)

https://youtu.be/J39faw0p9gU

I – Backing up Database/Export Results

Video

Backing up Database and Exporting Results (5 minutes)

https://youtu.be/61kMvYjQ9-4

Additional Topics

Videos

1.   Printing Timeline (Session Report) (2 ½ minutes)   https://youtu.be/U_-nFJ4mkh0

1.   Printing Award Labels (5 ½ minutes)   https://youtu.be/ZeLadAKFvB8

1.   Printing Positive Check-in Sheets (1 ½ minutes)   https://youtu.be/JO6gK2O-ESU

1.   Adding Relay Names and Relay Teams (12 minutes)   https://youtu.be/ZEWrtCI_uMI

1.   Scoreboard Start List (1 ¾ minutes)   https://youtu.be/dZVItGwoBeE

1.   Using Meet Mobile (2 ¼ minutes)   https://youtu.be/oLy2dS4MwZE

Registration Requirements to Become PVS Official

Registration Requirements:
http://www.pvswim.org/official/certification.html

- Register as non-athlete with USA Swimming
- Create an account on the USA Swimming website and link your ID to it (It may take several days for you to get your ID from the PVS registrar)
- Initiate your Background Check.
- Complete Athlete Protection Training
- Complete Concussion Training

All information necessary to complete the above requirements can be found on the link above.

Recommendations to Become a PVS Computer (Hy-Tek) Operator

- Register with USA Swimming and complete all requirements (see previous slide) before beginning on-deck mentoring sessions

- Age 18

- Complete Online Clinic

- Complete apprentice sessions: minimum of 5 and have your Apprentice Record and Evaluation Form signed by the mentor after each session http://www.pvswim.org/official/Hy-TekEvaluationForm.pdf (Note - the training form and the evaluation form are the same document)

- No test is required

- Recommended timeframe to complete training: one year after clinic

- Complete your final evaluation/mentoring session (**must be at meet with Touchpads as the primary timing system**)
    - Evaluators: http://www.pvswim.org/official/ev.html
    - Evaluation form: http://www.pvswim.org/official/Hy-TekEvaluationForm.pdf (as above)

- Record the completion of your training by completing the following form: https://forms.gle/JJmtvWsnsiecdWhn7

What To Do Now?

- Review upcoming meets for possible apprentice sessions: http://www.pvswim.org/schedule.html - email the officials' coordinator for the meet at least a week or two before the meet and ask if you can do a mentoring session
  - Print out a Hy-Tek Apprentice Training Record and Evaluation Form: http://www.pvswim.org/official/Hy-TekEvaluationForm.pdf
- Review training information
- Start training! Uniform for officials – white polo shirt, blue shorts/pants, white shoes.
- Use your reference material – ask lots of questions!!! Use the Training Record and Evaluation Form as a guide for necessary skills. Ask your mentor to review any/all skills with you.

Questions????

Email officialscertification@pvswim.org