



## Cheat Sheet

These are some notes that I have written down and keep on hand during the meet.

### Checklist (things to bring to meet)

- laptop, charger, and mouse
- 2 clipboards (one for sheets as they come in, one for input results)
- USB drive for backup
- Create excel sheets for the meet in case of a problem with program or laptop
- Finish line sheets, field event sheets (vert and horizontal), clipboards for official

### Before the Meet (Once you get the file from Yen or Bob G)...

- Program should be forwarded to the other coaches.
- It is helpful to have lane assignments/field assignments done before the meet.

### To load the meet on the laptop:

1. Open Hytek
2. Go to File, then unzip file. This will unzip the file and move it to your zip temp folder
3. Then go to file, open/new, click on C: drive, find zip temp file and open. Meet should be there.
4. Open it up and you should be good to go. Click Run to enter results
5. Hit list after each event.
6. After hitting list, double check results to make sure it aligns with the sheets.

### Other things:

- For runners that don't compete, enter DNS or SCR. Use F for fouls.
- Make sure to communicate to finish line recorder that there should not be ties in the same heat (record places on finish line sheet)
- As communicated in the pre-season meeting, ties across heats go to runner in the faster heat.
- Have someone read results for data entry. Best if an adult.
- Add .24 to all times
- Check to make sure scoring has been set-up correctly.
- JD allows you to fix scoring when needed (usually high jump or pole vault).
- Have User's Guide saved to the desktop in case I run into anything I am not sure about. (has been useful for substitutions and situations with JD)

### After the Meet:

- send results to the other coaches (three hour window to look over results for questions) - If no wifi, use phone as a mobile hotspot to get them out right at the end of the meet
- after three hours, mail the results to the media and league (creating and using a contact list works well)
- email CSV file to Bob Goodell for the Leaderboard

To send results to Bob:

1. In HYTEK, go to file
2. Export : semicolon delimited results
3. Click OK (ignore the drop down boxes...they should be left blank).
4. Save to flash drive and email to Bob G.