

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



Entries to Sussex County galas

All Sussex County Swimming Competitions are run on HYTek meet manager.

Most of you will be conversant with the entry procedures but If you have not used this system before you will need to download the free version of Hytek team Manager "TMLite" from <http://www.hytektd.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.

All galas running with Hytek will operate much the same system whereby you will be either sent the entry files or be able to download them from the organiser's website.

If your club runs the full team manager system then that is the programme to work from.

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 – ENTRIES – and enter swimmers into events as required.

Select – ENTRY BY EVENT for relays.

Select – ENTRY BY NAME For Individual events.

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 the appropriate gala operator whose email address will be on the programme details.

7/ A confirmation email will be sent back showing the entries received and the initial total of entry fees required.

After the closing date a draft entry list will be posted on the county website allowing time for final checks to be carried out. A list of acceptances/rejections will be published and a final entry fee statement will be sent to the email address provided with the entries.

8/ Entry fees must be paid to the county bank account by Bacs, before the gala.

If payment is not received then affected entries will not be allowed to compete.

Affiliated to A.S.A., and A.S.A. South East Region