New England Swimming Calendar Meets
Guidelines for Online Meet Information and Results

This is a quick-reference for policies about posting information about New England Swimming Calendar Meets on the web site, and for getting results posted after your meet.

Before The Meet – Posting Meet Information

Meet Information Hosted on New England Swimming Web Site

- Download the latest Meet Information Template file from the New England Swimming web site. This template is typically updated every season, so you must be sure to start with the latest version of the template for every meet.
- Your meet information must be posted 4 business days before your "first date for entries". Since meet information must be sent to the webmaster one week before it is to be posted, you must send your meet information to the webmaster 11 days before your "first date for entries".
- It is easiest if you compose your meet information using Microsoft Word. To see how it will look on the web site, edit using Web Layout mode. (View Menu → Web Layout) Do not use images or special formatting in your meet information, since it does not work well on the web site. If you need to arrange things in a table, use a Microsoft Word table. (Do not format your layout using lots of tabs, or using spaces.)
- Put your events list in a separate Word document. Use a Microsoft Word table to arrange all of the information in your events list. Be sure to edit using Web Layout mode to see what it will look like on the web site. (We recommend centering each table on your events list, so it is centered horizontally on the page.)
- If you are using Hy-Tek Meet Manager, be sure to download the latest program update from the web site (www.hy-tekltd.com).
- Download the latest Entry Cover Page template from the New England Swimming web site, and edit for your meet. Be sure to edit all sections, including the disclaimer at the bottom.
- Your meet information page and entry cover page must have your USA Swimming sanction number at the top in the appropriate place.
- Please send original files to the webmaster. Please do not send PDFs or HTML files, as these are more difficult to work with.
- When you are ready, send an email to webmaster@neswim.com with your:
  - Meet Information file (original Word document)
  - Events list (original Word document)
  - Entry Cover Page (original Word document)
  - Hy-Tek Meet Manager Events Export (should be a ZIP file)

Meet Information Hosted on Your Team's Web Site

- Your meet information must be configured so that there is a single web page that has all of the meet information (including the Meet Information, Entry Cover Page, Events List, and Hy-Tek Events File, and Results) is linked from one "start" page.
- Meet Information must be posted in HTML (you may also post a PDF version if you wish)
- Events List must be posted in HTML (you may also post a PDF version if you wish)
- Entry Cover Page must be posted in PDF format
- Send the URL for your meet information "start" page to webmaster@neswim.com 11 days before your "first date for entries".

Athlete Registration Check, Unattached Swimmers, Time Trials

- After you process your entries, you must run your meet database through the New England Swimming Online Registration Check utility on the New England Swimming web site. If there are any registration problems, check with Mary Riddell (office@neswim.com).
- If you have non-New England teams in your meet, you must generate a USA Swimming Registration check file (File → Export → USA-S Registration) and email it to the New England Swimming Office (office@neswim.com). The file will be named 'sdif001.sd3' or similar.
- You may deal with Unattached swimmers any way you wish during the meet. However, before generating and submitting official results, all unattached New England swimmers must be moved to team UN-NE. (Run your meet through the Online Registration tool to check before submitting results.)
- Time Trials should be setup in your main meet database. All time trial events must be configured as Time Trials in the Events configuration in Hy-Tek Meet Manager. (We recommend putting time trials into a separate session.)

Results

Meet Results Posted on New England Swimming Web Site

- Meet results must be published within three days of the last day of your meet.
- Generate a full Meet Backup file (File → Backup in Hy-Tek Meet Manager), and send the file to webmaster@neswim.com. All results will be generated from this backup file.
- There is no need to send HTML results, or the CL2 export file.

Meet Results Posted on Your Team's Web Site

- Meet results must be published within three days of the last day of your meet.
- Meet results must be linked from the same "start" page that all of your meet information is linked from, so that all information about the meet can be found on one single web page.
- At minimum, you must post results in the following formats. (You may post results in additional formats or configurations if you wish.)
    - Results / HTML / all events / publication order / include time trials / cum splits / no scratches / include DQs and no-shows / include all relay names
    - Results / PDF / all events / double-column / publication order / include time trials / cum-splits / no scratches / include DQs and no-shows / include all relay names
    - Hy-Tek Results for Team Manager export / include standard events / no time trials / include swim-off events / all teams / all regions / all LSCs / both genders / relays plus athletes / include splits
    - (If time trials) Hy-Tek Results for Team Manager export / no standard events / include time trials / no swim-off-events / all teams / all regions / all LSCs / both genders / relays plus athletes / include splits.
    - Before doing the Time Trials export, you must change your meet name to add " TT" to the end of your meet title (Setup → Meet Set-up → Meet Name). This is because the USA Swimming SWIMS database requires that Time Trials be loaded as a separate meet with a different name.
- When your results are posted, send an email to webmaster@neswim.com with both a Hy-Tek Meet Manager Backup file (File → Backup) for your meet, as well as the URL for your meet information "start" page, and we will link in your results. (We are collecting full backup files for all meets for archival purposes.)