

HyTek Post Meet Checklist

Going through the following checklist, and making sure the following steps are taken prior to sending your HyTek back up to FHSAA, at the end of the meet, would greatly impact the time it takes to post results and selections for the next stage of the series:

1. Verify there are no Scratches. Scratches are NOT allowed. They should be NO SHOW (NS) NO athlete is to be scratched from the database.
2. If any of the No Shows are for medical reasons, that information will need to be in the body of the email that has the backup attached, and documentation provided to FHSAA to support the medical reason.
3. Check that all the DQ's have a code, and that it is NOT the No Show Penalty Event. ALL No Shows are to be noted as NS (NOT a No Show Penalty DQ)
4. **All DQ'S** must have a code to signify what type of infraction or an explanation in the body of the email. If there is no DQ code that applies to the infraction (for example for a suit), please indicate that in the email with the backup, and put just DQ for the **Finals Time**
5. Run an Exception Report 2 different ways! The first one will be for “*Exceed Maximum Entries per Athlete*” (this should be set at maximum entries to 4, maximum individual events to 2, maximum relay events to 3). Then run a SECOND Exception Report for “*Exceed Maximum Entries per Team per Event*” (this should be set a 4 for the maximum entries per team per event). If there are any, figure out why, immediately notify the meet referee and either fix the error or alert FHSAA in the body of the email with the backup file.
6. Ensure there are Relay Names for every heat of every relay. If not, add them.
7. Back up the database, and email it as an attachment to FHSAA. When prompted by the program to add a comment to be included with the backup type: “Final backup __A District ____”. “For example Final backup 2A District 8

These 7 steps should take each HyTek operator less than 5 minutes at the end of the meet and greatly impact the speed in which results can be posted/published for the athletes.