

# Personal SWIM MANAGER Reloaded

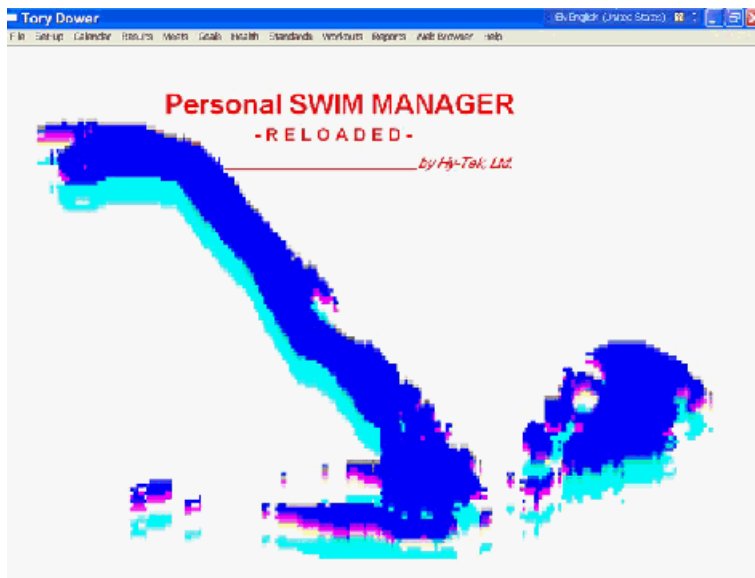
by



---

- User Guide -

---



Updated: 1/20/2007

Copyright © Sports-Tek Software

## Introduction



### **Personal SWIM MANAGER - Reloaded**

---

Welcome to **Personal SWIM MANAGER - Reloaded (PSM-R)** - the finest in individual swimmers management software. **PSM-R** has been designed to provide the very highest level of functionality for swim parents and swimmers . But the #1 goal of the design team was to make **PSM-R** easy to use and **Very INTUITIVE!** **PSM-R** is really **two software products** and are both included on the PSM-R CD.

1. **PSM-R for Windows** for your Windows PC
2. **PSM-R Mobile** for your Palm OS compatible device

**PSM-R for Windows** and **PSM-R Mobile** are licensed for use by up to four swimmers in one family. [Click Here](#) for more information on Licensing.

### **What To Do First**

After you have installed **PSM-R**, click [Here](#) to find out **How to Get Started** including how to convert your old PSM Database over to the new PSM-R format.

### **Hardware Required to Run PSM-R**

**PSM-R for Windows** is designed to run on any PC compatible computer with a minimum speed of 200 MHz and at least 32 MB of RAM. Hy-Tek recommends using a **300 MHz PC or faster** with **64 MB of RAM** or more. **PSM-R Mobile** runs on an compatible Palm OS device with at least 2 MB of memory.

### **Software Required to Run PSM-R**

**PSM-R for Windows** is a true Windows application and runs on any of the following Operating Systems - Windows 98, NT, ME, 2000, Windows XP, and Windows Vista.

**PSM-R** will also run on any Macintosh computer that will run Microsoft's Windows 98, Windows NT, Windows XP, or Windows Vista using **Hardware** or **Software Emulation**. Click on [Running Hy-Tek on Your Mac](#) for detail information.

**PSM-R Mobile** requires Palm OS Version 3.3 or later.

### **PSM-R Demo**

PSM-R Demo is available to be downloaded so that a parent or swimmer can get a feel of whether or not PSM-R is right for them. Click [Here](#) to find out more information about PSM-R Demo.

### **How to Get Your Swimmer's Data into PSM-R for Windows**

There are four ways to enter information into your **PSM-R for Windows** Database.

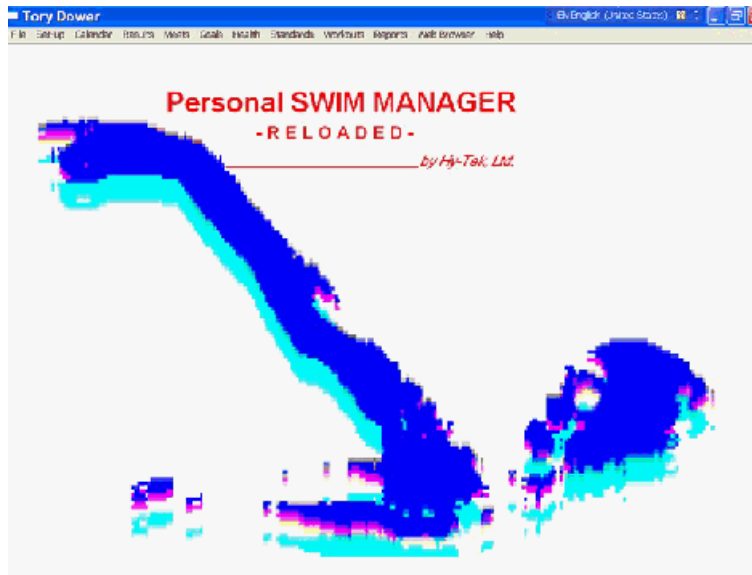
1. Key in the information
2. Import the Information from a TEAM MANAGER Database - click [Here](#) for Help..
3. Import meet results from a MEET MANAGER Database - click [Here](#) for Help..
4. import the information from TEAM MANAGER Online - click [Here](#) for Help.

## How To Get Help

There are two ways you can get answers to your questions and/or problems.

### PSM-R Product Help

The fastest and easiest way to get answers to your questions is to use the PSM-R Help included with your product. The Help section provides simple to follow instructions on "How to" accomplish specific tasks that you will be performing as you use **PSM-R** to track performance and administrative information about you or your family swimmers. Click on **Help** from the PSM-R Main Menu Bar as shown below.



When you click on **Help**, there will be a number of choices. Click on **Contents** to display the Help Introduction screen. You can "**minimize**" this screen so that it will always be available on the your Windows Task bar and you can "**resize**" and "**position**" it on your desktop as you wish.

Now click on **Index** and enter a **key word** or **part of a key word**. For example, suppose you wish to find out detail information about entering administrative information about you or one of your family swimmers. Just enter "**Athlete**" as the key word and the PSM-R Help will display the topic "How to Add an Athlete". Click on that topic and the PSM-R Help will display that particular help screen that discusses that topic.

### Tech Support

Please click [Here](#) for information on how to contact Tech Support.

## How to Get Started

If you are a **new** Hy-Tek Customer, please skip the next section about How to convert a PSM Database over to the new PSM-R Database format.

### PSM Customers

If you are currently running Hy-Tek's old **Personal SWIM MANAGER for Windows** product (PSM), click [Here](#) to find out about the New Features in **PSM-R** as well as How to Convert your old PSM Database.

---

It's easy and fast to Get Started using PSM-R Set-Up and Customization features. Here is a **step-by-step** procedure for getting started. Of course if you have converted your PSM Database over to the PSM-R Database format, you already have much of this information set up.

#### **Please Note:**

In order for **PSM-R** to display and format reports on your computer's screen, **there must be a printer set up in Windows**. The printer does not have to be physically connected, but at least set up in Windows. From the Windows desktop, click on **Start / Settings / Printer** and Add any printer you wish.

#### **Step 1: Open and Customize your Database Set-Up**

Click on **File** then **Open/New** and specify the name of your Database and click on **Open**. Whenever you Open a New Database, **PSM-R** will automatically route you to the **System Preferences** screen so that you may customize a number of parameters that will be used by **PSM-R** in setting up your Database. Hy-Tek also recommends setting up [Favorite Filters](#) so that you will not have to key in repetitive information like Course and Meet Type.

#### **Step 2: Enter your Family Swimmers (up to 4)**

Click [Here](#) for information on how to Add your Family Swimmers to the PSM-R Database including contact and other administrative information as click [Here](#) for information about how to Login..

#### **Step 3: Set-Up your Meets**

Click [Here](#) for more detail information on how to set up your meets. You might want to set-up all the meets for your current season and then run the [Meets Report](#).

If you want to establish a set of baseline times for your Family swimmers, set up a meet called "Best Times", then set up the events for that meet and enter your Best Time for each stroke and distance as Meet Results for that meet. That way when you set up entries for your first meet, **PSM-R** will use these times as **Entry Times** for that meet.

You might want to run the [Meet Results Report](#) to check the information you have entered.

#### **Step 4: Set-Up Time Standards**

Click [Here](#) to find out how to set-up or Import Time Standards.

**Be sure you periodically backup your Database.  
Click [Here](#) for specific instructions on how to do this.**

## How to Open a Database

### Open a NEW Database

Click on **File** then **Open/New** and will display a standard Windows directory window. PSM-R will default to the directory name **PSM-R-Data** - we suggest that you keep all of your Databases in this directory.

To open a new database, just enter a new database name in the data entry field labeled "**File Name**". For example, enter "Smith Family" or "My Database" as the file name and click on the **Open** button and **PSM-R** will create a new database with that file name and initialize the database for you.

**PSM-R** will automatically require that you enter at least one swimmer and then route you to the **System Preferences** data entry screen. Now press the **OK** button to save the System Preferences information in your PSM-R Database.

### Open a Database That Was Previously Created

Click on **File** and at the bottom of the File pull-down menu window, **PSM-R** will show a list of the **last 5 databases** that have been opened. Just click on the one you wish to open and PSM-R will do the rest. If you wish to open a database that is not on the most recent list, click on **Open/New** and **PSM-R** will display a standard Windows directory screen. **PSM-R** will default to the directory name **PSM-R-Data** - we suggest that you keep all of your PSM-R Databases in this directory.

**PSM-R** will display a list of the Databases that have been previously created. Pick the one you wish to open and then click on the **Open** button. **PSM-R** will open that Database and return to the Main Menu.

## How to Convert a Database to the PSM-R Format

Please follow these instructions for converting an old *Personal SWIM MANAGER for Windows* (PSM) Database over to the new *Personal SWIM MANAGER - Reloaded* (PSM-R) Database format.

✓ **When PSM and PSM-R are Installed on the Same Computer**

From the PSM-R Main Menu Bar, click on **File** then **Convert PSM Database to New PSM-R Format**. **PSM-R** will then automatically find your PSM Database that was originally installed on your default Hard Drive 'C' in the default installation directory named **c:\Program Files\PSM**. If **PSM-R** cannot find your old PSM Database, you can request that **PSM-R** look on a different Hard Drive - click on **File** then click on **Change Search Drive** and pick a different drive. If you wish **PSM-R** to look at your entire hard drive to find your old PSM Database, click on **File** then **Search for PSM Database**.

**PSM-R** will display the progress of the conversion right on the screen and will give you the opportunity to select where you want the converted PSM-R database stored and the file name to be used for this particular database. The default directory for your PSM-R Database is **PSM-R-Data** and the default file name is your License Family name. After the conversion has been completed, **PSM-R** will give you an **OK** button option to return back to the PSM-R Main Menu.

✓ **When PSM and PSM-R are Installed on Different Computers**

If you have installed **PSM-R** on a different computer than the one that contains your old PSM Database, make a Backup of your PSM Database on a diskette or CD. Take that diskette or CD to the computer that has **PSM-R** installed and from the PSM-R Main Menu Bar, click on **File** then **Convert PSM Database to New PSM-R Format**. Then click on **File** then **Convert PSM Backup**. **PSM-R** will then restore your PSM backup to a temporary directory and then proceed with the Database conversion as described above.

That's it! Enjoy a great new product from Hy-Tek!

## Login

Here is a list of tasks that **PSM-R** goes through each time you start up **PSM-R**. First, a word about how your **PSM-R** software is licensed. When your **PSM-R** software was ordered, it is licensed to be used by up to four (4) swimmers of one Family. The License Name is really your Family surname and that License name is displayed when you click on **Help** then **About**. From the PSM-R Main Menu Bar, please click on **Help** then **License Agreement** for a complete description of Hy-Tek's License Agreement for **Personal SWIM MANAGER - Reloaded**.

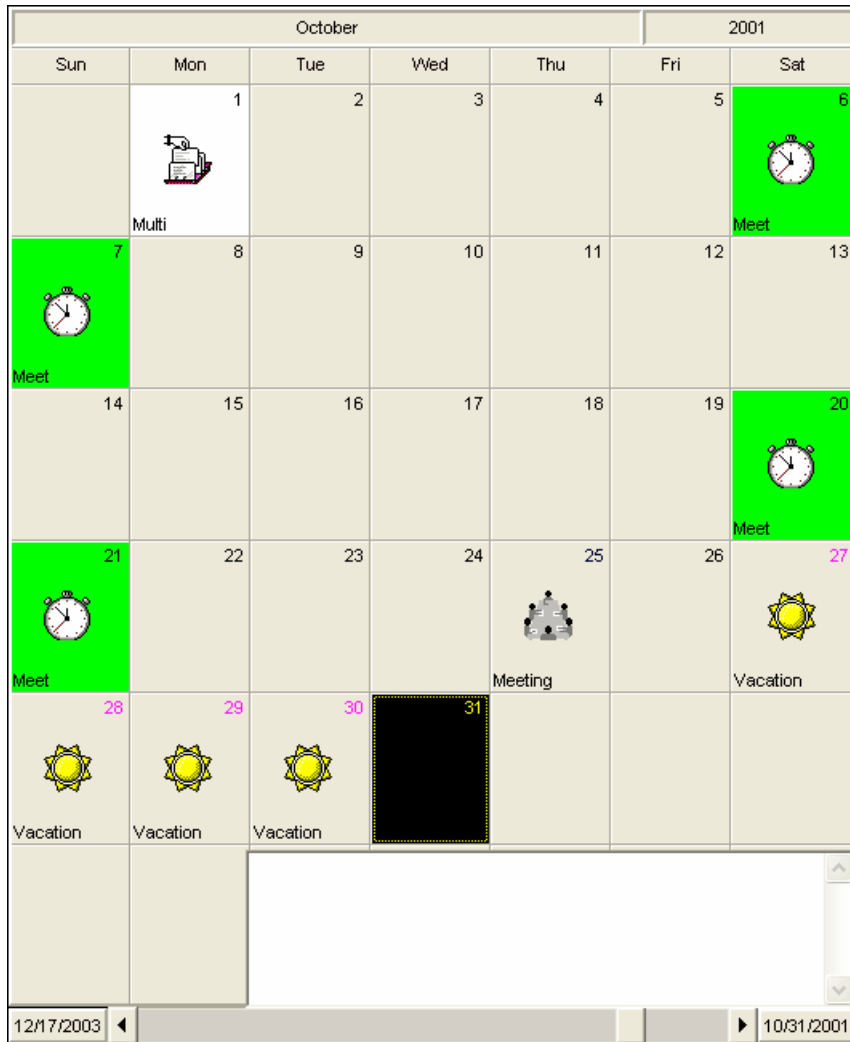
1. PSM-R first checks this License Name with the Family name of the Database you are opening. If they do not match, then **PSM-R** does not Open the Database and let's you know about your **PSM-R** License name not matching the Database Family name.
2. If only one swimmer has been added to the Database, then **PSM-R** activates the information for that swimmer and displays the opening screen and main menu bar.
3. If more than one swimmer has been set up in this database, then **PSM-R** asks you to **login one of the swimmers from the list of up to four swimmers**. Once you login the selected swimmer, **PSM-R** activates the information for that swimmer and displays the opening screen and main menu bar. Please note that the information for Workouts, Goals, Health, Meet Results, etc are DIFFERENT for each of the up to four (4) Family Swimmers.

**Please Note:** If more that one swimmer has been entered into your Database, there are three ways to change the Active Swimmer:

1. Click on **File** then **Exit** or click the "x' in the upper right hand corner of the PSM-R main screen and **PSM-R** will give you the option to "Switch User".
2. Click on **Athletes** and then click on the Active Swimmer column check box next to the swimmer that you wish to make Active.
3. Click on **File** then **Login** and **PSM-R** will display the User Login screen.

## Calendar

Click on **Calendar** from the Main Menu Bar and **PSM-R** will display the Calendar for the Active Swimmer.



Click on the **Month View** or **Year View** tab to customize how you wish to view your calendar.

The PSM-R Calendar offers the ability to add six types of Events:

1. Meet
2. Goal
3. Meeting
4. Note
5. Health
6. Vacation

To **Add an event**, highlight a specific day on the Calendar and click on the **Add icon**, **Add** from the Menu bar, or **right mouse click** and pick from the pull down list of events to add. Or, highlight a specific day on the Calendar and then click on a specific time from the time list on the right side of the Calendar screen. You can even filter the Calendar to include all or any specific type of event.

To **Delete an event**, highlight a specific day on the Calendar and click on the **Delete icon** or **Delete** from the Calendar Menu bar. Click on the **Printer icon** on the Calendar Menu bar to print a copy of the calendar.

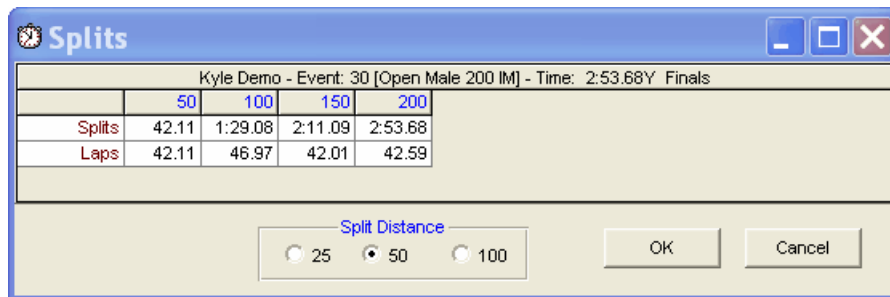
## Results Browser

The Results Browser is a powerful tool for reviewing and analyzing meet results, performance patterns, Goals, and Graphs for an individual swimmer. Click on **Results** from the Main Menu Bar to view the Results Browser for the active swimmer.

Distance	Stroke	Time	DQ	IR	P/F	Meet Event	Event Age	Athlete Age	Place	Start Date	Meet
50	Free	29.08Y	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Open	10	1	16-Dec-02	12/2002 Pittsburgh Xmas Mee
50	Free	34.37L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Open	10	5	14-Jul-02	BUFFALO MEET 7/10/02
100	Free	1:02.73Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Open	10	1	18-Jan-03	1/18/03 Retriever Classic 200:
100	Free	1:18.33L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Open	10	8	09-May-02	Navy Long Course
200	Free	2:18.18Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Open	10	2	16-Dec-02	12/2002 Pittsburgh Xmas Mee
200	Free	2:20.17L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Open	10		14-Jul-02	BUFFALO MEET 7/10/02
400	Free	5:09.12L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Open	10		14-Jul-02	BUFFALO MEET 7/10/02
500	Free	7:04.39Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Open	10	3	12-May-02	Columbia Aquatics 5/11/2002
25	Back	17.70Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Open	10	1	21-Jul-02	Huntington vs Pir 7/20/02
50	Back	33.68Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	Open	10	1	16-Dec-02	12/2002 Pittsburgh Xmas Mee
50	Back	43.37L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	Open	10	6	14-Jul-02	BUFFALO MEET 7/10/02
100	Back	1:14.30Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Open	10	5	18-Jan-03	1/18/03 Retriever Classic 200:
100	Back	1:31.88L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Open	10	6	14-Jul-02	BUFFALO MEET 7/10/02
200	Back	2:48.75Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Open	10	2	19-Oct-02	CAA 10-19-02
25	Breast	21.04Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Open	10	1	22-Jun-02	Piranhas vs Phelps Luck
50	Breast	40.40Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	Open	10	3	05-Oct-02	RAC Columbus Day 10-04-02
50	Breast	52.87L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	Open	10	1	14-Jul-02	BUFFALO MEET 7/10/02
100	Breast	1:29.44Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Open	10	5	18-Jan-03	1/18/03 Retriever Classic 200:
25	Fly	15.56Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Open	10	2	22-Jun-02	Piranhas vs Phelps Luck
50	Fly	32.25Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	Open	10	2	16-Dec-02	12/2002 Pittsburgh Xmas Mee
50	Fly	39.31L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	Open	10	9	09-May-02	Navy Long Course
100	Fly	1:11.68Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Open	10		21-Jul-02	Huntington vs Pir 7/20/02
100	Fly	1:34.40L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Open	10	9	09-May-02	Navy Long Course
100	IM	1:09.57Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Open	10		27-Jul-02	ALL CITY 2002

The default **sort** for this browser is stroke/distance and fastest time but you can also click on the **chronological** check box to sort the times based on the date that they were swum.

To view the **splits** for any result, highlight the meet result for which you want to view splits, and either **right mouse click** or click on the **Enter Splits icon** on the top of the browser. **PSM-R** will determine the number of splits to enter based on the distance of the event and your choice of the split distance as 25, 50, or 100



Click on the **Time Calculator** on the Results Browser menu Bar and PSM-R will display a calculator tool to help you calculate both running and subtractive splits.

### Filtering Information

**PSM-R** offers a very extensive list of Meet Results filtering options. For example, you might want the Athlete Result list to be tagged with the appropriate Time Standards or filtered by a specific Meet or

Stroke or Distance. Make your Results Browser filter choices and **PSM-R** will display the results as you have requested.

- Specific Meet, Meet Type, or Meet Since Date
- Course (Yard, SCM, or LCM)
- Fastest time or fastest "x" times for each stroke/distance
- Specific stroke and/or distance

### Graph Results

Before you display a graph for your active swimmer, pick a specific **stroke** and **distance** at the top part of the Results Browser. Then click on **Graph** or the **Graph icon** on the Results Browser Menu Bar and **PSM-R** will then proceed to graph the swimmers times based on the performance criteria you have selected. You can also filter the times that you wish to graph right from the Graph display screen by:

- Start Date
- Course
- Meet Type
- Stroke
- Distance

After you have made a filter or format change, you must click on the **Graph Results icon** to tell **PSM-R** to **redraw** the graph based on your changes.

Click on the **Line Graph icon**, the **Bar Graph icon**, and/or the **2D** and **3D** icons to format the graph as you desire. You can **rotate** the graph by clicking on one of the four directional arrows. You can **customize** your graph by portioning the actual graph, legend, and title anywhere you want on your computer screen by clicking and dragging the graphic item. You can also resize any of the graphics on your screen by clicking on the graphic and dragging the side bars to the position you desire.

Click on **Print** or on the **Print icon** and **PSM-R** will print the current graph on your default printer. You can customize how you want the graph to print by portioning the actual information as discussed above.

### Print Athlete Performance Report

Click on **Print** or the **Print icon** and **PSM-R** will print a Performance Report for this specific swimmer based on the performance filters you selected above including Fastest "x" Times, Course, etc. You can ask that splits or stroke rate be included in this report.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## How to Set Up Goals

To set up Goals for the **Active Swimmer**, click on **Goals** from the PSM-R Main Menu Bar.

Distance	Stroke	Goal Time	Comments
25	Free		
50	Free	28.89Y	A time
100	Free	1:00.59Y	A Time
200	Free	2:17.29Y	A Time
500	Free	6:36.49Y	
25	Back		
50	Back	32.49Y	A Time
100	Back	1:13.29Y	A Time
200	Back	2:33.79Y	11-12 Back A time
25	Breast		
50	Breast	37.59Y	A Time
100	Breast	1:28.59Y	A Time
25	Fly		
50	Fly	30.89Y	A Time
100	Fly	1:08.99Y	A Time
100	IM	1:12.79Y	A Time
200	IM	2:38.29Y	A Time

Pick the course as Yards, SC Meters, or LC Meters and then enter a time for each distance and stroke that you want as a goal for this swimmer. Optionally click on **Comments** to enter a comment for that goal. For example:

**50 FREE Target to achieve this goal is October 15, 2003**

Click on **Print** from the Goal Menu bar to print a copy of your swimmer's goals.

To view or print a swimmer's goals together with their meet results, click on **Reports / Top Times** and click the **Include Goals** check box on the report screen. You can also view Goals for the Active Swimmer on the Results Browser by clicking on **Results** from the Main Menu bar and then check the **Show Goals** check box.

## Health

There are two ways to add "Health" items such as Heart Rate, Weight, Sleep, and Wellness to your database

1. Click on **Calendar** from the Main Menu Bar. Highlight a specific day on the Calendar and click on the **Add icon** or **Add** from the Menu bar, or **right mouse click** and pick **Health** from the pull down list of events to add. Or, highlight a specific day on the Calendar and then click on a specific time from the time list on the right side of the Calendar screen and pick **Health** from the pull down list of events to add.

The screenshot shows a software window titled "Event Record" for the date "Tuesday, August 05, 2003". It features a "Health" section with a "Comment" field containing the word "Health", and "Start Time" and "End Time" fields set to "07:30 AM" and "07:45 AM" respectively. Below this is another "Health" section with four input fields: "Heart Rate" (108), "Weight" (135), "Sleep" (6), and "Wellness" (8). "Save" and "Cancel" buttons are located at the top right of the dialog.

**Sleep** and **Wellness** values can be set up anyway that you decide. In this example, measurement values from 1-10 are used with 10 being a high state of Sleep or Wellness.

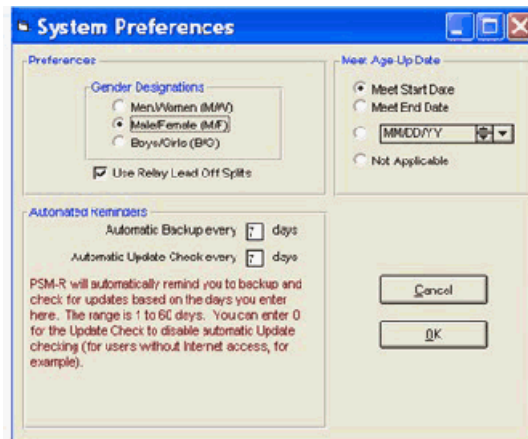
2. Click on **Health** from the Main Menu bar and then **Add**, **Edit**, or **Delete** to Add a new Health item, Edit an existing Health item, or Delete a health item.

To view, graph, or print your Health information, click on **Health** from the Main Menu bar and then click on **Graph** or **Print**. In order to graph your health information, you must have entered at least two Health items as described above.

## Set-Ups and Preferences

### - Set-up - System Preferences

To specify or edit various PSM-R system defaults, click on **Set-up** then **System Preferences**. PSM-R offers a number of parameters that you can customize for your particular Database. Any of these "System Defaults" can be changed at any time.



#### Gender Designations

When required, the PSM-R Reports will display either:

- ▶ Men/Women
- ▶ Male/Female
- ▶ Boys/Girls

#### Use Relay Lead-Off Splits

Check this box if you want PSM-R to use Relay Lead-Off splits to be considered as Best Times for Entries, Results, and Exports.

#### Meet Age-Up-Date

You can specify how a swimmer's **age eligibility for a meet** will be calculated. You can choose the

- ▶ Meet Start Date
- ▶ Meet End Date
- ▶ Specific Age up Date

Whenever you Add a new Meet, **PSM-R** will set up the age-up-date for that **ONE MEET** based on this age up preference. The age-up-date for that meet will be compared with each swimmer's birth date to determine his or her age for that meet. For example, the swimmer could actually be 11 years old but be swimming in the 9-10 age group because his or her birthday is after the age-up-date of the meet.

#### Automated Reminders

**PSM-R** offers you the option to be reminded to:

- Backup your Database every "x" number of days where "x" can be a value between 1 and 60.
- Check for Maintenance Updates every "y" number of days. You can turn this feature off by entering zero.

**PSM-R** defaults to 7 days for each. You

## - Set-up - Report Preferences

Click on **Set-up** then **Report Preferences**.

### Report Headers

You may enter a one line or two line header that will be centered and printed at the top of every report.

### Format

- You have the option of showing an Athlete's Middle Initial on reports.
- Athletes' names can be displayed in the following ways:
  - \* As keyed or imported
  - \* All CAPS
  - \* UPPER/Lower case
- For events that have no age group limits, the event description can be displayed as
  - \* **Open** - Men's Open 100 Free
  - \* **Senior** - Men's Senior 100 Free
  - \* **No Designation** - Men's 100 Free

### Paper Size

You may choose paper size as:

- 8 1/2 by 11
- 8 1/2 by 14
- A4

### Printer Selection

- Select the Printer you wish to use for reports and labels from the list of Windows installed Printers.
- You may also choose whether you want to preview each report first or print it directly to the printer with no preview.
- Enter the number of copies you want PSM-R to use when printing reports. You can change this when you print a specific report.

## - Printer Set-up

**PSM-R** uses a product called Crystal Reports to format, preview, print, and export reports. Each time you click on **Reports** from the PSM-R Main Menu Bar and choose the report you wish to preview, the following Menu bar will always be displayed at the top of the report.



Click on the "X" in the left hand corner when you are ready to close the Report preview. You can click on the left and right directional arrows to page up or down the report. Click on the **Printer** icon to print the report and click on the **Printer Setup** icon to change your printer settings.

To Export the report to various formats, click on the **Export** icon on the right of the menu bar show above and PSM-R will display a list of export formats from which you may choose. For example, you may choose **Excel**, **RTF**, **CSV**, **HTML**, **Word** and others. **PSM-R** will ask you to specify where you wish to export this file (drive and directory). Click **OK** and **PSM-R** will export the report in the format you selected to the destination drive and directory you specified.

**Please Note that the result of every format conversion may NOT be exactly what is expected.**

Hy-Tek recommends using the RTF export format to import into Word and the CSV format to import into Excel. Word also does a nice job of exporting any report to HTML.

## - Set-up - Favorite Filters

Many of the PSM-R Report Menus, as well as Entries and Results screens and browsers, offer many "filters" so that you may customize the set of information you are looking at. For example, if this is Long Course season, I might want the Top Times, Entries, and Result Reports to default to LCM.

In order to set up a group of "Favorite Filters" that will tell **PSM-R** to select for me each time I run a Report or look at a Browser, click on **Set-up** from the Main Menu Bar then **Favorite Filters**. Click on the **Add** selection or **Add icon** and name your Favorite Filter and select the settings you wish to associate with that **filter name**. For example, enter:

Filter Name:	Bill
Course:	Y
Meet Type:	USS

You can enter as many Favorite Filters as you wish. After you have set up a number of Filter Names, highlight one of them and click on **Set Default** or on the **Set Favorite Filter Default** icon to set that Favorite Filter as the Default to use. Then, as you choose various reports, browsers, and data entry screens, **PSM-R** will automatically "fill in" the filters that you have selected using your current Default Favorite Filter. Click on **Clear Default** to remove the current Favorite Filter Default.

You can **Edit** or **Delete** any of the filters in the list to make appropriate changes or just to permanently remove.

**Please Note:** Your Favorite Filter **will not be used** when you are printing a Memorized Report. In this case, the menu selections that you "memorized" will be used.

## - Set-up - Course Conversion

Most national and international swim organizations do not recognize or support course conversions. How to convert a Yard time to a Long Course Meter time could be argued by many coaches, parents, and officials. That's why in many meets, **non-conforming** times are seeded last. For example, if the meet is a LCM meet, anyone entering with a qualifying Yard or SC Meter time is seeded **after the swimmers** that entered the meet with a LC Meter time.

In the real day-to-day trenches, many of us have to deal with course conversions. **PSM-R** provides an easy way for you to customize your particular organization's course conversion factors.

**PSM-R** provides a set of default conversion factors which you may choose to use. These factors are no more valid than any others, but are provided as a starting point. From the Main Menu Bar, click with your mouse on **Set-up**, then **Course Conversion** to review or change any of these default settings.

### Yards to/from SC Meters

The default factor for converting Yards to and from SC Meters is provided as 1.11.

### SC Meters to/from LC Meters

There are two ways to convert SCM to/from LCM times - by a assigning a value to each turn or by

using a straight conversion factor.

**Turn Value in Seconds**

Free	.8 per Turn
Back	.6 per Turn
Breast	1.0 per Turn
Fly	.7 per Turn
IM	.8 per Turn

**Straight Factor**

Or, you can use a Straight conversion factor from SCM to LCM, regardless of the stroke. Some swim organizations use .02 or 2% for this factor.

**Long Distance (LD) Conversion Yards to/from Meters**

500 Yards to/from 400 Meters factor	.875
1000 Yards to/from 800 Meters factor	.875
1650 Yards to/from 1500 Meters factor	1.006

These factors apply when you convert Long Distance times from Yards to/from SC Meters. Together with either the Straight Factor or the Turn Factors, they also apply when converting times from Yards to/from LC Meters.

If you use turn factors, the difference in the number of turns between 400/500, 800/1000, and 1500/1650 is critical. For example, in the 800 Meters, there are 15 turns for LCM, 31 turns for SCM, and 39 turns for the 1000 Yards. So using .8 seconds per turn and converting a 800 LCM time to a 1000 Yard time, you would divide the LCM time by .875 and then subtract 24 turns times .8 seconds per turn.

**For example**, a 9:50.05 800 LCM time converts to a 10:55.14 1000 Yard time.

**- Set-up - Meet Types**

PSM-R offers a very powerful set of "Meet Types" so that you can get a Top Times Report for all results in the US Meet Type, or the HS (High School) Meet Type. The Meet Type designation is specified when you Add or Edit a Meet.

To **Add** or **Edit** your PSM-R Meet Types, click on **Set-up** from the Main Menu Bar and then click on **Meet Types** and PSM-R will display the Meet Types Browser. Click on the **Add**, **Edit**, or **Delete** items or icons as you require. Each Meet Type consists of a 1 to 3 character code and a description.

**- Set-up - Directory Preferences**

To customize Directories names for various PSM-R functions, click on **Set-up** then **Directory Preferences**. PSM-R helps you customize where you want various information stored and retrieved. The following Directory Preferences are available to you.

**Import Directory**

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and PSM-R will then default to this directory name whenever you want to Import information.

**Export Directory**

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and **PSM-R** will then default to this directory name whenever you want to Export information.

**Backup/Restore Directory**

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and **PSM-R** will then default to this directory name whenever you want Backup or Restore your Database.

## Athletes

### - How to Add or Edit Athletes

[Athlete Browser](#)

#### Add a New Athlete

Click on **Set-up / Athletes** from the Main Menu Bar and then click on **Add** from the Athlete Browser or click on the **Add New Athlete** icon. You can add up to four (4) swimmers per Family License.

**Athlete Information**

Athlete Information

Last Name **Gabel** First Name Kyle Initial H  
 Preferred Name Kyle Birthdate 02/01/1992 Age 11  
 ID #   Male  Female

Use Sibling Information Joshua 2133 Wsetview Drive Load Background Picture

Primary Contact Secondary Contact Medical

Primary Mailing Information

Last Name Gabel  
 First Names Mary Bill  
 Mailing Address 2133 Wsetview Drive  
 Mailing Address   
 City Clarksville State MO  
 Postal Code 25544 Country   
 Fill in 'Mail To' if different from first names and last name  
 Mail to Mary & Bill Gabel

Primary Contact Information

Day Phone 233.456.7777  
 Evening Phone 233.456.7554  
 Mobile Phone   
 FAX   
 E-Mail Address Josh211@aol.com

Event Time Defaults

	Starting Time	Ending Time
Swim Workout	02:30 PM	05:30 PM
Dryland Workout	06:00 AM	07:00 AM
Meet	07:00 AM	12:00 PM
Goal	08:00 AM	08:15 AM
Meeting	03:00 PM	03:30 PM
Note	08:00 AM	08:15 AM
Health	07:30 AM	07:45 AM
Vacation	10:00 AM	10:15 AM
<b>Visible Time Range</b>	06:00 AM	10:00 PM

Recruiting OK Cancel

You have the option to provide just the basic administrative information about the athlete like name, gender, etc. or additional administrative information for mailing, medical, recruiting, etc.

If you are entering **age group** swimmers, it is important to enter the swimmer's **birth date**. PSM-R will calculate the swimmer's **age** based on the birth date and the current date.

You may also include:

- Two sets of **Mailing** and **Contact** Information - Primary and Secondary. Click on the appropriate tab to enter the information.
- Click on the **Medical** tab to enter medical information important to this swimmer.

Click on the **Use Sibling Information** button to duplicate the contact and mailing information from a previously entered member of the same family.

Click on the **OK** button to save the information that you have entered about this athlete.

### Recruiting

After you have entered or edited the basic administrative information about an athlete, you have the option of clicking on **Recruit** from the Athlete Main Menu Bar. Or you can click on the **Recruiting** button right on the Athlete menu. If you are a High School swimmer, you may want to enter specific recruiting information into this section. Then it's easy to print a report of a swimmer's Best times along with a Recruiting Report to e-mail or send to a prospective college coach.

### Edit an Athlete

To edit an athlete's information, click on **Set-up / Athlete** from the PSM-R Main Menu Bar and highlight the athlete in the Athlete Browser you wish to edit. Then either double click on the athlete's name or click on **Edit** or the **Edit icon**. Then make the changes as you wish and click on the **OK** button to save those changes in your PSM-R Database.

## - How to Delete an Athlete

### Athlete Browser

Click on **Set-Up / Athletes** from the Main Menu Bar, highlight the athlete you wish to delete, and then click on **Delete** or the **Delete Athlete** icon. **PSM-R** will ask for confirmation. Click **Yes** to continue and **PSM-R** will remove this athlete from your Database along with his or her meet results and splits.

## - How to Set Up Your Team

In order to Export Meet Entries, Meet Results, or Best Times and have that information imported into Hy-Tek's MEET MANAGER or TEAM MANAGER databases, you must set up your Team information.

Click on **Set-up** from the PSM-R Main Menu bar and then **Team**.

The screenshot shows a 'Team Maintenance' dialog box with three sections: 'Team Names/Registration', 'Mailing Information', and 'Telephone Information'. The 'Team Names/Registration' section has fields for Team Code (FAST), Team Name (Forest Area Swim Team), and 'Short' Name. The 'Mailing Information' section has fields for Mail To (Bill Glass), Address (2133 Eastview Drive), City (Franklin), Postal Code (34111), E-Mail Address (sam23@aol.com), State/Province (NV), and LSC. The 'Telephone Information' section has fields for Day Phone (233-456-7788), Evening Phone, and FAX. There are OK and Cancel buttons at the bottom right.

Enter the basic Team or Club information like **Abbreviation** and full **Team Name**. For each new team, enter a Team Abbreviation that may consist of up to 5 alphanumeric characters. FAST, SSTAA, and EXAC are examples of Team Abbreviations. You might want to enter a "short team name" as well as an LSC if you are a USA Swimming Team. You may optionally enter mailing and contact information to be used in the Meet Entry Report.

To edit a team's or club's information, click **Team** from the PSM-R Main Menu Bar and then make the changes as you wish then click on the **OK** button to save those changes in your PSM-R Database.

## - Athlete Browser

Click on **Set-up / Athletes** from the Main Menu Bar and **PSM-R** will display the Athlete Browser.

The Athlete Browser shows information about each Athlete that has been previously entered into your PSM-R Database - **up to four swimmers for each Family License**. To change the Active Swimmer for your Database, click on the Active Swimmer column next to the swimmer you wish to make Active. Then when you set up Workouts, Goals, run reports, etc, the information for that ONE SWIMMER will be displayed.

### Add or Edit Athlete Information

Click [Here](#) for information about Adding a new Athlete or Editing an existing Athlete's information.

### Recruit

Click on **Recruit** at the top of the Athlete Browser when you want to enter specific recruiting information into this section. You can later print the Swimmer's Best Times with or without splits and include that with the Recruiting Report to send to a prospective coach.

### Delete an Athlete

To delete an Athlete and all of his/her information, highlight the athlete you wish to delete and then click on **Delete** in the Athlete Browser menu Bar and **PSM-R** will ask for confirmation. Click **Yes** to continue and **PSM-R** will remove this athlete from your Database along with his or her meet results and splits.

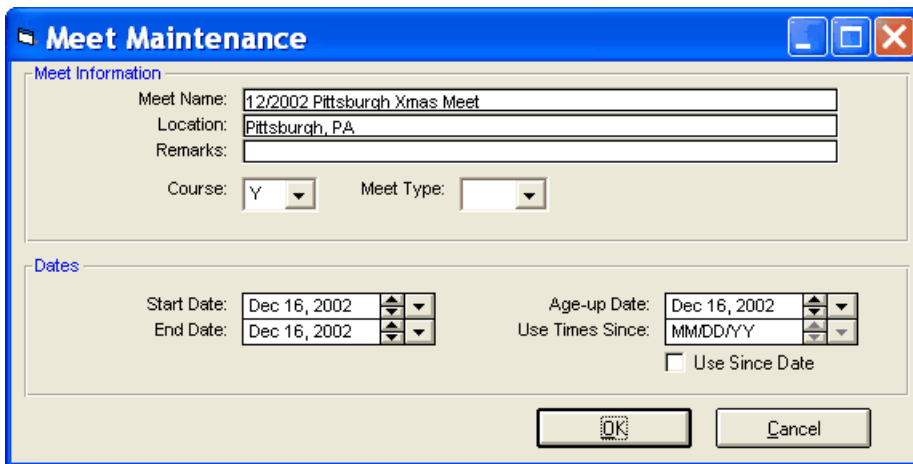
## Meets

### - How to Add or Edit Meets

[Meets Browser](#)  
[Meets Report](#)

#### Add or Import a New Meet

Click on **Meets** from the Main Menu Bar and then click on **Add** from the Meet Browser or click on the **Add New Meet** icon.



Or, you can **Import** this information from Hy-Tek's **MEET MANAGER** software. Contact the meet host and ask for a Hy-Tek Meet Setup file - this file has the file extension **.HYV**. Click [Here](#) for more information about importing a Hy-Tek Meet Setup file. And click [Here](#) for information about the Meets Report..

### Required Information You Must Include

#### **Meet Name**

This meet name together with the Course and Start Date will be displayed as Proof-of-Time information on many reports

#### **Meet Course**

You may enter any one of the course options below. These Meet Course options tell TM II **how you want to determine a swimmer's entry time**. Here are a few examples of how to use this powerful feature.

Example 1: Select "Y" and **PSM-R** will look at a swimmer's best Yard, SCM, and LCM times and convert the Meter times to yards and then pick the fastest converted yard time for his/her entry time.

Example 2: If you choose "YO", **PSM-R** will look **ONLY** at Yard times and pick the fastest yard time for his/her Entry time.

#### **Start Date**

This is the date that the meet begins.

## Optional Information You Might Want to Include

### **Meet Type**

Designating this meet as a particular meet "type" will allow you to filter the Top Times Report and other information based on a choice of meet types. For example, you might want to set up a meet type of "USS" and "Summer league" so that when you print a Top Times Report, you can choose "only" times from those type meets.

### **Location**

You may optionally enter the City, State, and Country location for this meet - this information will be displayed on the Meet Entry Report.

### **Dates**

You must enter the Meet Start Date and optionally enter the meet Ending date for a multi-day meet.

The **Age-up-Date** is very important for age group teams and will be used by TM II to establish each swimmer's age for this meet. The **default** Meet Age-up-date can be specified by clicking on **Set-up** then **System Preferences** - click [Here](#) for more information on how to do this. If no Age-up-Date is specified, TM II will use the Athlete's current age whenever eligibility is required. Of course if your Database is set up for a College or High School club, an age-up-date is not necessary for those types of meets.

The **Since Date** is very important for meet eligibility and tells TM II to look at ONLY Best Times for each Athlete SINCE this particular date. For example, if the Since Date for a meet is March 1, 2000 and Billy set the State record for the 100 Free in February, 2000, that time will NOT be used for eligibility or as an entry time for this meet. Billy's Best Time SINCE march 1, 2000 will be used for eligibility and entry for the meet.

### **Remarks**

Enter any information here and it will be displayed on the Meet Entry Report.

## Edit a Meet

To edit information about a meet, click on **Meet** from the PSM-R Main Menu Bar and highlight the meet in the Meet Browser you wish to edit. Then either double click on the meet's name or click on **Edit** on the Meet Browser or click on the **Edit icon**. Then make the changes as you wish and click on the **OK** button to save those changes in your PSM-R Database.

## **- Meet Browser**

### How to Add or Edit Meets

Click on **Meets** from the Main Menu Bar and **PSM-R** will display the Meet Browser.

The Meet Browser is a scrolling list of information about each Meet that has been previously entered into your PSM-R Database. You can use the Meet Browser to quickly locate any information about a particular meet.

### **Filtering Information**

You can reduce the number of meets that are included in the scrolling list by "filtering" the information by:

- ◆ Course
- ◆ Meet Type
- ◆ Meet Since Date

For example, if you wish to show ONLY the Yard meets Since 9/5/1999, enter information into those filter items and PSM-R will show only those meets that conform to your filtering criteria. To enable a **Since Date** filter, you must do two things - enter a Since Date and click on the **Use Since Date** check box.

The Meet Browser defaults as sorted by the Start Date of each Meet. But you may **sort** the scrolling list based on other criteria by clicking on a column title. For example, to **sort the Meet Browser by Meet Name**, just click on the column heading labeled "**Meet Name**".

Instead of scrolling down the meet list, you can **locate** a specific meet quickly by clicking on the top "alphabet" row. For example, click on the "**T**", and PSM-R will begin the meet list with the first meet name that begins with a "T". **This location feature is available ONLY when the Meet Browser is sorted by the Meet Name.**

### Meet Browser Menu Bar

#### Add or Edit a Meet

Click [Here](#) to find out how to Add or Edit a Meet.

#### Delete a Meet

To delete a meet, highlight the meet you wish to delete and then click on **Delete** on the Meet Browser Menu Bar. PSM-R will ask you to confirm this action and the proceed to delete not only that meet but also and entries or results for that meet.

#### Events and Meet Entries

Click [Here](#) for more information on how to set up Event and Declare Meet Entries.

#### Meet Results

Click [Here](#) to find out more information on how to enter Meet Results.

#### Print

Click on **Print** or the **Print icon** on the Meet Browser Menu Bar and PSM-R will offer a choice of the following Meet reports:

[Meets Report](#)

[Meet Entries Report](#)

[Meet Results Report](#)

## - How to Add or Edit Events for a Meet

### Meet Browser

After you have added a Meet Name and the associated information, highlight the meet on the Meet Browser for which you want to enter events. Now click on **Events** from the Meet Browser Menu Bar to display the Events Browser.

### Events Browser

**PSM-R** offers you the option of setting up events for **Entries** and for **Results**. For example, you may not know exactly what the event numbers are for the meet so you may set up the events as best you can, declare your entries, and export those entries to the meet host. Then when you import results back from that meet, the "real" event numbers will be added under Result Events.

If you are declaring meet entries for an upcoming meet, click on the **Entry Events** radio button to Display, Add, or Edit those events. If you are entering results for a meet that has been completed, click on the **Result Events** radio button to Display, Add, or Edit those events.

You can **filter what events are displayed** in the Events Browser based on Age Group, Gender, Stroke, Distance, Session, Division, Ind/Relays/Both.

Click on **Add** or **Edit** on the Events Menu Bar and TM II will display the **Meet Event Maintenance** Screen. You must enter an event number, gender, stroke, distance.

Please note that if you attempt to **Edit** an Entry Event's Age Group, Stroke, or Distance, and there are already entries declared for the event, **PSM-R** will give you the option to first delete those entries before making the event change. **PSM-R** will not let you change the characteristics of a Result Event if there are already results stored for that event. But you may change a Diving Event to/from 6 or 11 dives.

You can use the **directional arrows** displayed on the Event Maintenance Screen or the **Page Up/Page DN** keys to move from one event to the next or previous event.

### Copy Events from Another Meet

If the meet you are setting up is similar to a previous meet in terms of events and event numbers, you may copy the events from the similar meet saving you time and possible keying errors. Click on **CopyEvents** from the Event Browser Menu Bar and then pick from the list of meets. You can optionally filter the events that are to be copied by Individual or Relay and by Entry or Result Events. You can also choose to copy the Entries from this meet over to the NEW meet by clicking on the **Also Copy Entries** check box.

### Delete an Event

To delete an Entry or Result event, go to the appropriate event Browser, highlight the event you wish to delete, and click on the **Delete icon** or the **Delete** selection on the **Event Browser Menu Bar**. **PSM-R** will ask for confirmation. Click **OK** and **PSM-R** will remove that event from the event list for this meet.

## - How to Declare Meet Entries

Please follow these steps to declare what events are being swum for a particular meet. As an overview, you pick what event you are swimming and **PSM-R** will find your best time and display it as your entry time. How **PSM-R** finds your best time in an event is based on the Course that was set up for that meet. For example, if the meet is set up as **YO** (Yards Only), **PSM-R** will look **ONLY** at your best Yard times. But if the meet is set up as **Y** (Yard Conversion), **PSM-R** will find your Best Time for each stroke/distance - converted to yards. Please click [Here](#) for more information and some examples on Course setup options for a Meet.

If you have specified you want course conversion for your meet (for example, you have specified the course of the meet as "Y" asking **PSM-R** to convert all best times to Yards), then **PSM-R** will find your **Best Converted Time** for a specific stroke/distance. **PSM-R** will indicate a converted time by adding a ' character after the time - for example, **1:23.45Y'** indicates a SCM or LCM time that has been converted to Yards.

After you have declared your meet entries and checked them, you can:

1. Print the **Meet Entries Report** and mail those entries to the meet host.
2. Export those entries to a **diskette** and mail them to the meet host.  
- OR -  
Export those entries to a file and **e-mail** them to the meet host.

1. **Add your new Meet.** Click [Here](#) for information on how to do this.
2. **Enter or Import the Events** for the meet. Click [Here](#) for information on how to do this.
3. From the Meet Browser, highlight the meet for which you want to declare entries and click on **Entries** from the **Meet Browser Menu Bar**.
4. You may also **Print** the Meet Entry Report from the Entry Menu Bar.

To enter a swimmer into one of the eligible events, just click on the **Entered** column check box. If the swimmer has not swum that event or you do not want to use his/her best time, you can enter a Custom Entry time. Specify the entry as **Exhibition** by clicking on that check box.

## - How to Enter or Edit Meet Results

[How to Add or Edit Meets](#)  
[How to Add/Edit Events for a Meet](#)

Please follow these steps to enter results from a meet that has been completed. This process applies to both Individual as well as Relay Results.

There are **two ways** to enter meet results:

1. Key them in
2. Import them

Click [Here](#) for information on how to **Import Meet Results** from a Meet Results file. If you choose to Import meet results instead of keying them, you do not need to complete any of the following steps.

1. **Add your new Meet.** Click [Here](#) for information on how to do this.
2. **Enter or Import the Events** for the meet. Click [Here](#) for information on how to do this.
3. From the Meet Browser, highlight the meet for which you want to enter results and click on **Results** from the **Meet Browser Menu Bar**.
4. You may **Print** the Meet Results Report - Click [Here](#) for information about the **Meet Results Report**.

**PSM-R** supports up to three "rounds" for each event - Prelims, Semis, or Finals. You can also enter results for a SwimOff or for Time Trials. You can customize showing the Prelims, Semis, Finals, SwimOff, or TimeTrials columns by selecting the appropriate buttons above the grid. To enter a result, position your cursor under the Time/Pts column in the row of the event for which you want to enter results and then enter results either in the format "12345" or "1:23.45". You may enter **NS** for No Show or **DQ** for Disqualified. Specify the entry as **Exhibition** by entering an "x" as a prefix to the time - for example, "x1:23.45". Click on the **DQ** column to designate the swim as a DQ and you can still enter the swimmer's time if you wish in the appropriate column (Final, Prelim, or Semis). Optionally enter the swimmer's **Place** in the appropriate column.

## - How to Delete a Meet

[Meet Browser](#)

Click on **Meets** from the Main Menu Bar, highlight the meet you wish to delete and then click on **Delete**

from the Meet Browser or click on the **Delete Meet** icon. **PSM-R** will ask for confirmation. Click **Yes** to continue and **PSM-R** will remove this meet from your Database along with all of the meet entries, results, and splits.

### - How to Delete a Meet Result

If you have keyed or imported a meet result for a swimmer that is not correct and you wish to delete it, here's how.

Click on **Results** from the PSM-R Main Menu bar, filter by meet, stroke or distance, highlight the result you wish to delete and click on the **Delete icon** or **Delete** from the results Menu bar. **PSM-R** will ask for confirmation. Click **OK** and **PSM-R** will delete that meet result for the Active Swimmer from your Database.

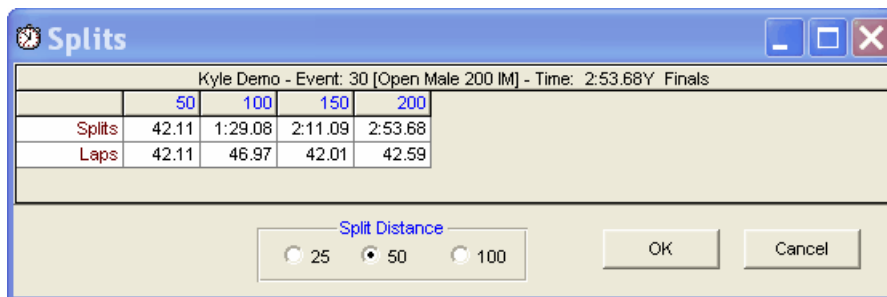
### - How to Delete a Meet Entry

After you declare your entries for an upcoming meet and you decide you want to remove a swimmer's entry for that meet for a specific stroke and distance, here's how.

Click on **Meets**, pick the meet and click on **Entries**. Then choose the swimmer and uncheck the "**Entered**" check box next to the stroke/distance you wish to delete. **PSM-R** will remove that entry for that swimmer from that specific meet.

### - How to Enter Splits

From the Meet Results Browsers, highlight the Meet Result for which you want to enter splits, and either **right mouse click** or click on the **Enter Splits icon** on the top of the browser. **PSM-R** will determine the number of splits to enter based on the distance of the event and your choice of the split distance as 25, 50, or 100.



You can enter start end or both start and far end split times as either cumulative or lap time splits.

To display Splits, go to the [Top Times Report](#) and choose either Cumulative or Subtractive Splits and **PSM-R** will include those splits with each Meet Result.

## Standards

### - How to Add or Edit Time Standards

[Time Standards Report](#)  
[Time Standards Browser](#)

A Time Standard is simply a set of times that have been established to represent a certain level of swimming. For example, an **A** time has a certain value for every age, stroke, and distance. Sometimes these Time Standards or **cuts** are specified as criteria for entering a meet. For example, an **A Meet** may require that only those athletes who have previously swam an **A** time can enter the meet.

Time Standards can be set up by keying them into a PSM-R Database or by Importing them. Click [Here](#) for information about **Importing a Time Standard** file.

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards** and PSM-R will display the time Standards Browser. Click [Here](#) for more information about the browser.

There are 3 steps involved in actually setting up Time Standards including the basic Time Standard Information and Designators, specifying the age group, gender, stroke, and distance categories, and then finally the entering the times. To find out more about How a Time Standard Works, click [Here](#).

### Create a Time Standard File

Click on **Standards** from the Time Standards Browser Menu Bar and then **Create New Standard**. PSM-R will ask that you give the New Standard a Name, Year, Description and at least one Designator. Click the **OK** button and PSM-R will create that Time Standard. Remember, each time Standard can have up to 12 designators.

You can also pick a previous Time Standard from this menu and ask that PSM-R **Copy that Time Standard** file into the new one you are setting up. This is a nice feature when you want to slightly modify an existing Time Standard without losing the "old" information.

### Add or Edit Designators

Click on **Standards** from the Time Standards Browser Menu Bar and then **Edit Definition and Designators**. PSM-R will display the Standards Definition screen for you to edit the Standards Description information as well as the Designators. You can also Add or Change Designator information at this time.

### Add Age Group, Gender, Stroke, Distance

Click on the **Add icon** or **Add** from the Time Standards Browser Menu Bar and PSM-R will display the Add Standard data entry screen. Choose the Age range, Stroke, Distance, Gender, and whether it's an Individual or Relay event and then click on the **OK** button and PSM-R will add this particular Standard to your Browser list.

### Add Times

After you have set up your Time Standards, use the grid to enter the times for each designator and age

group, gender, stroke, and distance. Be sure you have made the correct radio button selection for Fast or Slow Standards. Typically, most Time Standards should be entered in the **Faster Than** side.

Position your cursor in the column under the Designator you wish to enter in the appropriate row for the age group, gender, stroke, and distance and enter the time. Use the tab key and arrow keys to navigate the grid for optimum data entry. You can enter times as "12345" or "1:23.45".

### Edit Age Group, Gender, Stroke, Distance

Highlight a particular Time Standard from the Time Standard Browser and then click on the **Edit icon** or **Edit** and PSM-R will display the Time Standard data entry screen. Make the changes you wish to make to the Age range, Stroke, Distance, Gender, and whether it's an Individual or Relay event and then click on the **OK** button and PSM-R will store the changes you have made.

### Edit Times

You can edit Time Standard times right from the Time Standard Browser or "grid". Position your cursor in the column under the Designator you wish to change in the appropriate row for the age group, gender, stroke, and distance and enter the time. Use the tab key and arrow keys to navigate the grid for optimum data entry. You can enter times as "12345" or "1:23.45".

### Delete a Time Standard

Highlight a "row" in the Time Standards Browser and then click on **Delete** or the **Delete icon** to delete that one Time Standard for that gender, age group, stroke, and distance.

## - Time Standards Browser

[How to Add or Edit Time Standards](#)  
[How to Delete a Time Standard File](#)  
[How to Import Time Standards](#)  
[How to Export Time Standards](#)

A Time Standard is simply a set of times that have been established to represent a certain level of swimming. For example, an **A** time has a certain value for every age, stroke, and distance. Sometimes these Time Standards or **cuts** are specified as criteria for entering a meet. For example, an **A Meet** may require that only those athletes who have previously swam an A time can enter the meet.

Time Standards can be set up by keying them into a PSM-R Database or by Importing them. Click [Here](#) for information about Importing a Time Standard file.

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards**. To select a particular Time Standard to display, choose one from the list in the **Available Standards** selection box.

Click [Here](#) for information about how to **Add or Edit Time Standards**.

Click [Here](#) for Information about how to **Create a NEW Time Standard File**.

Click [Here](#) for information about how to **Delete an entire Time Standard File**.

### How Time Standards Work

A Time Standard can have up to 12 Designators. A Designator can be 1 to 4 characters in length. You might think of a Designator as a "level" within the Standard. For example, the USA Swimming Motivational Time Standards have 6 designators or levels - AAAA, AAA, AA, AA, BB, and B. Each Designator can have a time for a particular gender, stroke, distance, and age group. For example, the Gold Time Standard for a Girls 11-12 50 Free could be 28.97 and the Silver Standard could be 30.97.

In addition, each specific Standard can have a "Slower than" as well as a "Faster than" component. For example, the Gold "Faster than" component could be 28.97 as in the example above which means that all Girls 11-12 50 Free times that are 28.97 or faster will be tagged with "Gold" next to the time. For example:

Sharon Tippett	50 Free	28.44	Gold
Betty Odom	50 Free	30.65	Silv

Or, the Designator for a particular gender, stroke, distance, and age range could indicate times that are "slower than" a particular time. For example, suppose you wanted to tag all of the times that were "slower than" a 1:10.00 for the Boys 13-14 100 Back and call that designator "Nov" for "Novice". You would enter 1:10.00 in the "Slower than" side of the Standard and leave the "Faster than" side blank. For example,

Bill Glass	100 Back	1:12.43	Nov
Sam Hawkins	100 Back	1:15.45	Nov

### Sort Options

PSM-R will display the selected Time Standard with each designator including Gender, Age Range, Stroke, Distance, and whether it is an Individual or Relay event. You can sort the Browser information by any of these fields by just clicking on the column name at the top of the grid.

### Filter Options

You can filter the information in the grid by Course, Designator, Age Group, Gender, Stroke, and Distance. You can also click on the **Slow** or **Fast** radio button to display only the Slow or Fast side of the Standard.

## - How to Delete a Time Standard File

[Time Standards Browser](#)  
[How to Add or Edit Time Standards](#)

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards** and PSM-R will display the time Standards Browser. Click [Here](#) for more information about the browser.

Choose the Time Standard you wish to delete by picking one from the **Available Standards** selection box. Click on **Standards** from the Time Standards Browser Menu Bar and then **Delete Entire Standard**. PSM-R will ask for confirmation before deleting the currently opened time Standard file. Click **OK** and PSM-R will remove that Time Standard File from your Database.

## - Time Standard or Cut

A Time Standard is simply a set of times that have been established to represent a certain level of swimming. For example, an **A** time has a certain value for every age, stroke, and distance. Sometimes these Time Standards or **cuts** are specified as criteria for entering a meet. For example, an **A Meet** may require that only those athletes who have previously swam an A time can enter the

meet.

## Workouts

### - Workout Start Parameters

The purpose of this section of the Set-up Menu is to speed-up your data entry for Workouts. Click on **Set-up / Workouts / Start Parameters** to view or edit these parameters.

#### Default Workout Header Settings

For example, if 60% of your workouts start at 4:00 PM, why re-type 4:00 PM every time you start a new workout? In addition, you can pre-select the amount of rest between sets, choose the course, and select either 50 or 100 base intervals. Base intervals are handy as they show a common interval (either 50 or 100) time, regardless of the distance of the set. If you are doing 700's free, the base interval will list either the 50 or 100 pace of the set, which would be the interval divided by 14 or 7. These are the entry parameters that you can pre-set:

#### Default Workout Header Settings

- Standard Workout Start Time
- Rest Period Between Sets
- 50 or 100 Base Interval
- Meters or Yards

#### Default Settings for Workout Set

- Number of Reps for Set
- Distance for Set
- Interval for Set
- Number of Reps for Circuit Set
- Description for Set

You can change these values at any time.

For example, if you commonly warm up with 12 x 50 on: 55 freestyle swim, you would set up this default with that data. Then, whenever you add a single workout line from the Workouts Menu, it would default to 12 x 50 on: 55 freestyle swim.

## - Workout Set Descriptions

To view, Add, Edit, or Delete your Workout Set Descriptions, click on **Set-up / Workouts / Set Descriptions**.

An example of a workout set is 12 x 100 on 1:30 your stroke descend 1-3. The "your stroke descend 1 - 3" is the description of the set. Each set in PSM-R contains a description up to 30 characters in length. You can save an unlimited number of frequently used set descriptions. When creating a workout and it comes time to enter a set description, click on the drop down menu button at the right side of the set description box, and all of your pre-set descriptions are displayed in alphabetical order in a scrolling pick list. Just click on the desired set description, and it will be instantly placed in the set description field. Type the first letter of the desired description, and click the down arrow, and the highlight bar will "jump" to the first description starting with that letter.

PSM-R starts out with 17 set descriptions as follows:

### Set Description

- Backstroke
- Breaststroke
- Butterfly
- Descend 1-3 stroke
- Free breathe 3-5-7-9
- Free-medley
- Freestyle
- Individual Medley
- Kick side-bk-stomach
- Kick your stroke
- Recovery / Swim-down
- Rt-lft-double arm
- Sprint no breath
- Surgical tubing
- Swim-kick-pull
- Warm-up
- Your Stroke

If you need to add or change a set description while writing a workout but do not wish to return to the Set-up Menu, click on **Setups** at the top of the Workout screen, select **Set Descriptions**, click on **Edit**, **Delete**, or the Set Description line, and you can make changes/additions/deletions on the spot.

## - Workout Energy Categories

To view, Add, Edit or Delete a set description from the Main menu bar click on **Set-up / Workouts / Energy Categories**. Or from the Workouts menu, click **Setups / Energy Categories** and then choose Add, Edit, Delete, or the Energy Category line, and you can make changes/additions/deletions on the spot.

There are 9 possible energy levels. The Code can be up to 3 characters, and the Energy System Name can be up to 20 characters. PSM-R starts out with 7 levels and abbreviations as follows:

Code	Name	Pulse	Work-to-Rest Ratio
------	------	-------	--------------------

REC	Warm-up/Recovery	to 120	Choice
EN1	Aerobic Base	120-150	10 - 30 second rest
EN2	Anaerobic Threshold	140-170	10 - 40 second rest
EN3	MaxVO2	160-180	20 second rest to 1:1
SP1	Lactate Tolerance	Max	1:1 to 1:2
SP2	Lactate Peak	Max	1:2 to 1:8
SP3	Alactate	N/A	30 second minimum

**Note:** The energy system data above is taken from the 1995 US Swimming Energy Systems and Training Design Handbook. The names and abbreviations for each of the levels can be changed at any time. However, once you have established a certain level to fit a particular energy system, changing it to a different energy system later will affect all workouts previously written.

Each energy system is associated with a stress index which is used to evaluate how stressful ("hard") a workout is as opposed to how much yardage was done. The stress indexes are from the "Coaches' Quarterly", September 1995, by Rich Sharp, Ph.D., ICAR Director (and adapted from Sharp, R.L., "Prescribing and evaluating interval training sets in swimming: a proposed model." Journal of Swimming Research. 96:36-40, 1993).

<b>Level</b>	<b>Code</b>	<b>Name</b>	<b>Stress Index</b>
1	REC	Warm-up/Recovery	0
2	EN1	Aerobic Base	1
3	EN2	Anaerobic Threshold	2
4	EN3	MaxVO2	6
5	SP1	Lactate Tolerance	8
6	SP2	Lactate Peak	10
7	SP3	Alactate	4

## **- Workout Stroke Categories**

To view, Add, Edit or Delete a Stroke Category from the Main menu bar click on **Set-up / Workouts / Stroke Categories**. Or from the Workouts menu, click **Setups / Stroke Categories** and then choose Add, Edit, Delete and you can make changes/additions/deletions on the spot.

There are unlimited stroke categories. The Code can be up to 3 characters, and the Category Name can be up to 30 characters. **PSM-R** starts out with the following defaults:

<b>Code</b>	<b>Category Name</b>
BK	Backstroke
BR	Breaststroke
DRY	Dry-land
FIN	Fins
FLY	Butterfly
FR	Freestyle
FRM	Free medley
IM	IM
PAD	Paddles
STK	Your Stroke
SUR	Surgical Tubing
WTS	Weight-Lifting

These names and abbreviations are included in **PSM-R** to stimulate ideas. Change them at any time using the icons or by clicking on Add, Edit, or Delete. Study the workouts you have written by hand in the past and try to cover all the possible categories that are of interest to you. It may be that all you are interested in are the five stroke categories: free, back, breast, fly, and IM. Initially set up what you

need, and make any modifications later

## - Workout Work Type Categories

To view, Add, Edit or Delete a Work Type Category from the Main menu bar click on **Set-up / Workouts / Work Type Categories**. Or from the Workouts menu, click **Setups / Work Type Categories** and then choose Add, Edit, Delete and you can make changes/additions/deletions on the spot.

Note that every line of a workout can be described with an energy level, a stroke category, and a work type category. The names can be changed by selecting the icons or by clicking on Add, Edit, or Delete. The Code is one character, and the Category Name can be up to 20 characters. **PSM-R** defaults to the following 6 work type categories:

Code	Category Name
D	Drill
K	Kick
L	Dryland
M	Meeting
P	Pull
S	Swim

## - Workout Analysis

From the Workouts menu, pick a specific workout and then clicking on **Analysis (F9)** will instantly display statistical data for the current workout's Energy Levels, Stroke Categories, and Type of Work. A screen includes a calculation of a workout's percentages for Energy Levels, Stroke Categories, and Type of Work based on yardage and the total number of minutes to do each set. The total minute analysis is used mainly to show that lactate tolerance and sprint sets take a higher percentage of time as compared to the yardage percentage. The displayed reports will be up-to-date and based on the latest changes made to the workout.

Workout Analysis				
Energy Levels	Meters	Percent	Minutes	Percent
Aerobic Base	3,300	66.00%	68.5	65.23%
Anaerobic Threshold	1,700	34.00%	36.5	34.76%
Stroke Categories	Meters	Percent	Minutes	Percent
Freestyle	1,600	32.00%	30.0	28.57%
IM	1,300	26.00%	26.5	25.23%
Backstroke	800	16.00%	16.0	15.23%
Your Stroke	500	10.00%	12.5	11.90%
Butterfly	400	8.00%	10.0	9.52%
Breaststroke	400	8.00%	10.0	9.52%
Type of Work	Meters	Percent	Minutes	Percent
Swim	3,100	62.00%	62.0	59.04%
Drill	1,000	20.00%	24.5	23.33%
Kick	500	10.00%	12.5	11.90%
Pull	400	8.00%	6.0	5.71%

## - How to Add Notes to a Workout

There are two ways to add notes to a workout. From the Workouts menu,

1. Click on the **Add Line Note (F5)** button to insert a stand alone note line of up to a 55 characters.
2. Click on the **Workout Notes (F8)** button to add unlimited amount of text at the end of the workout.

The notes are very helpful, especially in the following ways:

Keeping notes about how the workout should have been performed and how it actually went

- Keeping notes on repeat times for key sets
- Making comments which may be used should you want to "publish" your season's workout program
- Describing to your assistant coaches how the workout should be performed should you be out of town
- Explaining specific drill sets

Clicking on **Workout Notes (F8)** opens a page where you can write extended notes. You can copy text from any document and paste the text into the Notes section.

## Export/Import

### - How to Export Meet Entries

#### [How to Declare Meet Entries](#)

Providing meet entries for an upcoming meet is a very important function of **PSM-R**. You may want to export your entries directly to the meet host, or to your team to be merged in with the other entries for this meet. Of course the first step in providing meet entries is to declare what events you are swimming as well as the entry time for each event. Click [Here](#) for more information about how to declare meet entries.

After the meet entries have been declared, you can print the Meet Entry Report and then mail or fax that report to the meet host or to your team. But that would mean that the meet host or team would have to manually enter all of your entries into their Meet Management software. That process would be error prone as well as slow. A more productive way to provide your meet entries to the meet host or to your team would be to export them to a diskette or file so that they could import those entries - much faster than keying and no errors!

From the PSM-R Main Menu Bar, click on **File** then **Export** then **Meet Entries**. You must have already set up your Team information so that the exported file will match up with what TEAM MANAGER II and MEET MANAGER are expecting. Click [Here](#) for information about setting up team information. If you plan on mailing these entries to the meet host, specify Drive A as your Export Drive. If you want to e-mail them, specify any directory on your hard drive as the Export Drive/Directory. Now select the meet for which you want to export entries. You have the option to **Use Unconverted Times**. **PSM-R** will always use unconverted times for YO, LO, and SO type meets. Check the appropriate box and **PSM-R** will honor your selection.

When you click **OK**, **PSM-R** will build two export files and then ZIP them as one file. This one zip file has the following naming convention:

TTTTTTT-Entriesxxx.ZIP

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the Meet Entries are for the Team "FAST", the exported meet entry file name would be

**FAST-Entries001.ZIP**

This zipped file really contains the meet entry file - an HY3 file. All Hy-Tek Meet Management products and most non Hy-Tek products will import the CL2 file. Hy-Tek's **MEET MANAGER for Windows** version 1.4J and later will import the HY3 file. The "newer" HY3 file contains many fields and additional functionality that the "older" CL2 or SD3 files do not contain. For example, the HY3 file supports heat and lane assignment declarations and longer swimmer names. But both files are provided so that no matter who receives your meet entries, they will be able to import them successfully.

#### **E-mail Entries**

If you would like to **e-mail these entries** to the meet host, just use your standard e-mail software and attach the ZIP file. When the meet host receives that file, they will import it and your team will be entered in their meet.

#### **Check What You Have Exported**

After you have built your meet entry export file, click on **Reports** and then **Import/Export Files Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the meet entries you are sending to the meet host. This report should match the standard Meet Entry Report that you have built, but it's a good idea to check it. Hy-Tek suggests that you include this report with your diskette if you are mailing your entries to the meet host.

Click [Here](#) for information about this report.

## - How to Export Meet Results

There may be a situation where you wish to Export Results for a specific meet that you have already entered by hand to your team's TEAM MANAGER II Database. Or, you may want to export ALL your meet results to a new team that you are joining.

From the PSM-R Main Menu Bar, click on **File** then **Export** then **Meet Results**. You must have already set up your Team information so that the exported file will match up with what TEAM MANAGER II and MEET MANAGER are expecting. Click [Here](#) for information about setting up team information. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory. Now choose the meet you wish to export (or All Meets) - Hy-Tek suggests leaving the course filter blank so that all the results of this meet will be included. You can specify if you want to include **Splits** in your exported file.

When you click **OK**, **PSM-R** will build one export file containing the exported information. This is a **Hy-Tek Data Interchange File** with a file extension of HY3. **PSM-R** will then ZIP this file using the following naming convention:

TTTTTTT-Resultsxxx.ZIP

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the meet results are for the Team "FAST", the exported file name would be

**FAST-Results001.ZIP**

### E-mail the File

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

### Check What You Have Exported

After you have built your export file, click on **Reports** and then **Import/Export Files Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the information you are exporting. Click [Here](#) for information about this report.

## - How to Export Best Times

There may be a situation where you wish to Export Best Times from your PSM-R Database to your team's TEAM MANAGER II Database.

From the PSM-R Main Menu Bar, click on **File** then **Export** then **Best Times**. You must have already set up your Team information so that the exported file will match up with what TEAM MANAGER II is expecting. Click [Here](#) for information about setting up team information. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory. Choose the appropriate course filter for Yards, Short Course Meters (SCM), or Long Course Meters (LCM).

You can filter the Best Times with a **Since Date** in order to include times swum "Since" a particular date - like for this season only.

When you click **OK**, **PSM-R** will build one export file containing the exported information. This is a **Hy-Tek Data Interchange File** with a file extension of HY3. **PSM-R** will then ZIP this file using the following naming convention:

TTTTTTT-Bestxxx.ZIP

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the meet results are for the Team "FAST", the exported file name would be

**FAST-Best001.ZIP**

#### **E-mail the File**

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

#### **Check What You Have Exported**

After you have built your export file, click on **Reports** and then **Import/Export Files Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the information you are exporting. Click [Here](#) for information about this report.

## **- How to Export to PSM-R Mobile**

This feature offers the ability to export the following information to your **PSM-R Mobile** software that runs on your Palm OS device.

- Family Swimmers and their administrative information (name, birth date, e-mail address, telephone numbers, etc).
- Every swimmer's Best Time in each event in the course selected.
- Meet Results from up to five meets.
- Meet Entries from one meet.

In order for this feature to operate, you must have previously installed the Palm Desktop software on the same computer as PSM-R desktop. You also must have installed the **PSM-R Mobile** software that is included on your PSM-R Installation CD - click [Here](#) for information on how to do this.

Click on **File** then **Export** then **Export / Hot Sync to PSM-R Mobile** and **PSM-R for Windows** will display the export menu from which you can customize your export selections. Chose the appropriate filters for Course, Since Date, and whether you wish to export only the Active Swimmer or all the Family Swimmers (up to 4). Then optionally pick a meet that has declared entries to export to your **PSM-R** as well as meet results for up to 5 meets. You also may pick a specific record that you wish exported.

Click **OK** and **PSM-R** will create the files to hot sync to your Palm or compatible handheld. After the export has completed, **PSM-R** will ask you to press the hot sync button on your Palm or compatible handheld. You may export as many times as you wish but each time you hot sync to your handheld, the information in that export overlays any previous information stored in the **PSM-R Mobile** Database.

## **- How to Export Time Standards**

#### [How to Import Time Standards](#) [Time Standards Browser](#)

After you have set up a particular set of Time Standards, you might want to export that Time Standard file to your team's TEAM MANAGER database. Or, you might want to export the file for your swim organization (LSC, State, Province, or Country) to provide to other clubs/swimmers in your organization who might want to import those Time Standards and use for their TEAM MANAGER or PSM-R Database.

In order to Export a Time Standard File that has been set up in PSM-R, click on **Standards** from the Main Menu Bar and then **Export Standards**. Select the disk drive and directory on which to store the file. Then pick the particular Time Standard file you want to export from the list in the **Available Standards** list box. Click on the **OK** button and **PSM-R** will export the Time Standard file to the disk drive and directory that you chose.

Please note that the Hy-Tek Time Standard file will always have the extension of **.STD**.

## - How to Import Meet Results

### How to Enter Meet Results

There are four ways to enter information into your **PSM-R for Windows** Database.

1. Key in the information
2. Import the Information from a TEAM MANAGER Database.
3. Import meet results from a MEET MANAGER Database.
4. Import the information from TEAM MANAGER Online.

### Key in the Information

Click [Here](#) for information about how to set up a meet and enter meet results.

### Import the Information from a TEAM MANAGER Database

If your team is using Hy-Tek's TEAM MANAGER software to keep their administrative and performance information about its swimmers, you can save a great deal of time by asking them to provide to you a Meet Results or Best Time export for each of your family's swimmers. The follow the directions in the next section to import those meet results right into your PSM-R Database, with or without splits!

### Import the Information from a MEET MANAGER Database

When you return from a meet, it is much easier to Import your meet results than it is to manually key in those results. In order to do this, it is very important to make sure that the meet host has provided you with the correct file or else you will not be able to import the results into your PSM-R Database.

Examples of files that you will **NOT** be able to use for import are:

- HYBACKUP.ZIP - DOS-MM Backup of the Database
- SwmmBkupkxxxxx.ZIP - WIN-MM Backup of the Database
- \*.MM Files - DOS-MM Database Files
- \*.TXT Files - Text Files

Examples of files you may be able to import are:

- CFILE01.CL2 - Meet Results from WIN-MM 1.4x
- Meet Results-Summer Nats-03Aug2004-001.zip - Zipped Meet Results from MM 2.0  
containing a CL2 file and HY3 file
- xxx-Bestyzy.zip - Zipped Best Times from TM containing an  
HY3 file
- xxx-Resultsyzy.zip - Zipped Meet results from TM containing an  
HY3 file
- Zfile01.zip - Zipped Meet Results from WIN-MM  
containing a CL2 file

From the PSM-R Main Menu Bar, click on **File** then **Import** then **Meet Results**. PSM-R will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the meet results file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. PSM-R will select all the files with the following file extensions - **HY3**, **CL2**, and **ZIP**. You can also click on the **Files of Type** selection in the Open dialog box and pick \*.SD3 files if you were provided an SDIF file of meet results. Pick the one you wish to import and click on **OK**.

If you selected a ZIP file, PSM-R will unzip that file into a temporary directory named **PSM-RTemp** and then ask you to choose from the list of files that were extracted.

### Check the Data

After you have selected the file you wish to Import, PSM-R will read the file and make various **integrity checks**. These checks are important because you do not want to import "**bad data**". At the conclusion of the data integrity checks, PSM-R will display information about the file that was selected including who created the file, when it was created, and the name and date of the meet.

### Ready To Import

At this point in the process, **PSM-R** is ready to import the meet results and integrate those results into your PSM-R Database. **Note: It is important that you have already set up your swimmers' names in your PSM-R Database before you can import meet results from either TEAM or MEET MANAGER!**

### How PSM-R Matches Swimmers

Here is the process that PSM-R goes through to find a correct match for each swimmer being imported into your Database.

1. PSM-R first looks for a match of the Registration ID being imported with a Registration ID in the Database. If an exact match is found, PSM-R makes two further checks - both the gender of the swimmers and the swimmer's last name must match. If they do, PSM-R has found a match and imports the data for that swimmer. If not, then PSM-R continues to check for a match.
2. If PSM-R cannot find a Registration ID match, then it looks for a match of Last Name, First name, and Gender. If all of these match, then PSM-R imports the data for that swimmer.

### **Import the Information from TEAM MANAGER Online**

Hy-Tek's **TEAM MANAGER Online** (TMO) is a subscription service for owners of Hy-Tek's TEAM MANAGER software. It allows teams to upload all of their athlete's best times, meet entries, and selected Meet Results to an Internet based searchable database. The person using TM can decide which meets are uploaded, which groups of athletes are uploaded, and whether splits are included. Each athlete's best times are always uploaded but the person uploading may restrict best times to a specific course

In order to import your results from Hy-Tek's TEAM MANAGER Online,

- \* Your team must be a subscriber to TEAM MANAGER Online.
- \* Your results must be part of the data that was uploaded from TM to TMO.

Follow these steps to download your results.

1. You need to access TEAM MANAGER Online on the Internet at <http://www.sports-tek.com/tmonline/>
2. Select your Team from the Team/License list.
3. Select **Athletes**.
4. Find your athlete from the list and then Click on **Times**.
5. Select the desired filters i.e. a specific meet, fastest 3, a specific course, etc.
6. Click the **Export to PSM-R** button and follow the instructions for saving the file. The exported file name will start be with: PSM-R\_XXXX.txt where XXXX is your License Family name.

After you have exported and downloaded that file to your desktop, start **PSM-R** and click on **File / Import / Meet Results from TM Online**. **PSM-R** will ask where you saved the TM Online export file and then will import the meet results in that file and add them to your database.

## **- How to Import Meet Events**

### Meet Browser

Instead of manually setting up a meet and the events for that meet, you can easily import that information from Hy-Tek's **MEET MANAGER** software. Contact the meet host and ask for a Hy-Tek Meet Setup file - this file has the file extension **.HYV** and it may be zipped and have a file extension of **.ZIP**. This file will contain the meet name, course, etc. as well as information about each event in that meet including meet entry qualification times.

From the PSM-R Main Menu Bar, click on **File** then **Import** then **Meet Events**. **PSM-R** will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the meet results file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. **PSM-R** will select all the files with the following file extensions - **HYV** and **ZIP**. Pick the one you wish to import and click on **OK**.

If you selected a ZIP file, **PSM-R** will unzip that file into a temporary directory named **PSM-RTemp** and then ask you to choose from the list of files that were extracted.

After this file is imported, go to the **Meet Browser** and you will see that the new meet has been added along with all of the events for that meet.

### - How to Import Time Standards

[How to Export Time Standards](#)  
[Time Standards Browser](#)

Instead of setting up and keying information for a particular Time Standard, you might want to Import a Time Standard file that was previously set up in another Hy-Tek MEET MANAGER, TEAM MANAGER, or PSM-R Database.

In order to Import a Time Standard File that has been previously exported, click on **Standards** from the Main Menu Bar and then **Import Standards**. Select the disk drive and directory on which the file exists. **PSM-R** will display information about the Time Standard file you selected. Review the information to make sure you have selected the right file, then click on the **OK** button and **PSM-R** will import the Time Standard file that you chose.

**Please note** that the Hy-Tek Time Standard file will always have the extension of **.STD**.

**Please note** that the **USA Swimming Motivational Time Standard** file (named **TUSS.STD**) has been included with your PSM-R software so that you can import it into your Database. This Hy-Tek Time Standard file can also be downloaded from the Hy-Tek web site at [www.hy-tek.com](http://www.hy-tek.com).

### - How to Import from PSM-R Mobile

This feature offers the ability to import (hot sync) meet results (including splits) that have been entered on your Palm OS device running Hy-Tek's **PSM-R Mobile** software using the Active Swim Meet. The "Active Swim Meet" must have been previously set up and exported from **PSM-R for Windows** to **PSM-R Mobile** as an Entry Meet.

In order for this feature to operate, you must have previously installed the following software on the same computer as your **PSM-R for Windows** database:

- Palm Desktop software that you received when you purchased your handheld.
- Hy-Tek's **PSM-R Mobile** software. Click [Here](#) for information about installing **PSM-R Mobile**.

Click on **File / Import / PSM-R Mobile**, and **PSM-R for Windows** will check the information that was last hot-synced from your PDA running **PSM-R Mobile** to your computer running **PSM-R for Windows**. **PSM-R for Windows** will display a list of swimmers and times that have been hot-synced back from **PSM-R Mobile**. You have the option to select or de-select any particular meet result before you click on the Import button. You also have the option to Overlay Existing Results. When you have selected which results you want to import, then click on the **Import** button and **PSM-R for Windows** will store those results and splits in your database. **PSM-R for Windows** will assume that the meet results have been hot-synced back to the standard palm directory. But if that is not the case, click on the **Set PSM-R Mobile Import Directory** button to choose the directory that you set up when you installed your

Palm-based software.

If you choose to enter results into "Open Events" instead of using the events that were previously exported from **PSM-R for Windows** to **PSM-R Mobile** as "Entries", then those results will be stored as Open Events.

## **- How to Import Workouts**

To import workouts from the Main Menu, click on **File**, then **Import**, then **Workouts**. Or click on **Workouts**, then **Import**. A screen will appear to direct your search. You must choose where to look for the workout export file: use the drop down menu **Look in** to find the folder where the workout export file is located. Highlight the appropriate file, and click **Open**.

The workout files must have been created by Hy-Tek's **WORKOUT MANAGER** or Super Sport Systems, and the files will either have .wk3, ss3, or .zip as the extension. A zip file will contain the .wk3 file or the ss3 file, and the zip will be named with the team abbreviation and "-WorkoutExport-". An example file created by **WORKOUT MANAGER** might be EXCEL-WorkoutExport-001.zip. An example file created by Super Sport Systems might be SSSWorkoutExport.ss3.

If the export file was zipped, **PSM-R** will save the file to a temporary folder, and a pop up window will appear; highlight the .wk3 or ss3 workout file you want, and click **Open**. Read this final screen that appears to make sure you are importing the correct file. If it is the desired file, click **OK**, and the workouts will be added to your current set of workouts.

**IMPORTANT NOTE:** The workouts that are imported will be assigned to the **Active Swimmer**.

**IMPORTANT NOTE:** When importing, no workouts are erased. If you import the same file again, you will have 2 copies of each workout.

## Reports

### - Top Times Report

The Top Times Report is designed to provide performance information in a varied assortment of report formats. This set of reports is based upon the meet results that have been entered or imported for the Family swimmers in your Database. To print or preview a report of Top or Best Times, click on **Reports** from the Main Menu Bar and **Top Times**.

This report offers a great deal of customization filters and sort options as described below.

#### Report Filters

This report offers the following specific report filters.

##### **Meet**

You can run this report for all meets or you can filter it for just one meet by selecting that meet from the Meet list box. You can also restrict the list of meets by **Date Range** (Since and/or Until Dates) and by **Meet Type** as described below.

##### **Meet Round**

To display meet results from a specific round, all rounds, or the best time from all the rounds swum in the event for this one meet, you may choose All, Finals Only, Prelims Only, Semis Only, or Best.

##### **Splits**

Choose to display no splits, **Cumulative** or "running" splits, **Subtractive** or "lap" splits, or **Legal** splits. For example in a 400 for a LCM event, the 50, 100, 200, and 400 would be "legal" splits. Click [Here](#) for more information on how to enter Splits.

##### **Stroke/Distance**

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

##### **Dates**

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list top Times that were swum between September 1, 2002 and January 31, 2003.

##### **Meet Type**

You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

##### **Top How Many**

You may optionally filter Top Times by specifying how many top times that you wish to include - enter "0" to include ALL the times for an Event or Swimmer.

##### **Include Goals**

Click this box and **PSM-R** will include the Goals you have set up for each of the swimmer's events. Click [Here](#) for information on how to set up Goals for your swimmer.

##### **Include Comments**

Click this box and **PSM-R** will include comments that you entered for each Meet or Goal.

#### Course Options

PSM-R provides 9 course options from which to select.

**YO** - Only display times that have been swum in Yards.

**SO** - Only display times that have been swum in SC Meters.

**LO** - Only display times that have been swum in LC Meters.

**YY** - Convert all times to Yards, rank them, and then show the converted Yard time.

**SS** - Convert all times to SC Meters, rank them, and then show the converted SCM time.

**LL** - Convert all times to LC Meters, rank them, and then show the converted LCM time.

**YA** - Convert all times to Yards, rank them, and then show the unconverted times.

**SA** - Convert all times to SC Meters, rank them, and then show the unconverted times.

**LA** - Convert all times to LC Meters, rank them, and then show the unconverted times.

### Chronological Listing

Click on the **Chronological** check box on the Date Tab **after** you have selected a **Since Date** and/or an **Until Date** for your report. PSM-R will list Best Times sorted chronologically instead of fastest-to-slowest.

### Improvement

You must first specify the report to be sorted **Chronologically** as discussed in the section above in order to enable the Improvement check boxes. Now click on the **Improvement** tab and customize how you wish to have improvement calculated.

PSM-R offers three ways to calculate Improvement:

1. **Seasonal (Best)** - First specify the **baseline** for the seasonal improvement. Click on the **Use Fastest Before the Since Date** check box and PSM-R will find each swimmer's fastest time in each stroke and distance swum before the Since Date and use that time as the baseline for improvement. Or leave that check box unchecked and PSM-R will use each swimmer's time in each stroke and distance from the first meet after the Since Date as the baseline for improvement. PSM-R will take the baseline meet swum as chosen and then calculate improvement for the swimmer's **Best/Fastest** Time based on that baseline.
2. **Seasonal (Each Meet)** - First specify the **baseline** for the seasonal improvement. Click on the **Use Fastest Before the Since Date** check box and PSM-R will find each swimmer's fastest time in each stroke and distance swum before the Since Date and use that time as the baseline for improvement. Or leave that check box unchecked and PSM-R will use each swimmer's time in each stroke and distance from the first meet after the Since Date as the baseline for improvement. PSM-R will take the baseline meet swum as chosen and then calculate improvement for **each meet** based on that baseline.
3. **Meet to Meet** - PSM-R will calculate improvement from meet to meet based on the chronological list of the meets swum after the Since Date.

### Time Standards

Specify a Time Standard then, pick a Time Standard file from the **Standards** list and then click on the **Include Time Standards** check box and PSM-R will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA. Click on the radio button to base these Standards on the swimmer's **Age at Each Meet** or on his/her **Current Age**.

### Memorize Report

Click on the **Memorize Report** icon and PSM-R will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and PSM-R will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## - Meets Report

[How to Add or Edit Meets](#)

To print or preview a report of meets that have been setup, click on **Reports** from the Main Menu Bar and then **Administrative** and **Meets**. You can filter this report by:

- ▶ Date Range
- ▶ Meet Type
- ▶ Course

You can also **sort the report** alphabetically by name, or by ascending or descending meet start date. For example, you may want to print all the meets in 2003 sorted by ascending date.

Click on the **Include Remarks** check box and **PSM-R** will include any remarks that you have included when you set up the meet.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## - Time Standards Report

[How to Add or Edit Time Standards](#)

[How to Import Time Standards](#)

To print or preview a report of a specific record, click on **Reports** from the Main Menu Bar and then **Administrative** and **Time Standards**. Pick from the list of available Time Standards. If you do not see the Time Standard that you want to print, you may have to Import that Time Standard information first. Click [Here](#) for information about how to Import a Time Standard.

Specify the Time Standard course you wish to print (Yards, SCM, or LCM) and the report format - either the USS portrait format or the general landscape format.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## - Meet Results Report

The Meet Results Report is designed to produce a report of the meet results of any meet in your Database. Click on **Reports** then **Meet Results** and select a specific meet from the meet list.

### Report Filters

This report offers the option to filter for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

### **Meet Round**

To display meet results from a specific round, all rounds, or the best time from all the rounds swum

in the event for this one meet, you may choose All, Finals Only, Prelims Only, Semis Only, or Best.

### Splits

Choose to display no splits, **Cumulative** or "running" splits, **Subtractive** or "lap" splits, **Legal** splits, or **Stroke Rate**. For example in a 400 for a LCM event, the 50, 100, 200, and 400 would be "legal" splits. Click [Here](#) for more information on how to enter Splits.

### Improvement

The Meet Results Report will automatically calculate improvement for each of the swims in this meet. This "standard" improvement is based on all the times in your Database that **match the course of this meet**. For example, if this meet is a yard meet, **PSM-R** will look **ONLY** at other yard meets. If you want PSM-R to use meets other than those that match the course of this meet, then click on the **Use Converted Times for Calculating Improvement** check box. If you wish to filter the meets that are used to calculate improvement, enter a **Since Date** and then click on the **Use Since Date for Improvement** check box and **PSM-R** will use **ONLY** those meets with a start date later than the Since Date that you specified.

### Sort Options

This report can be sorted by:

- Meet Event Number
- Name
- Name (1 per page) if All Family Members are being listed.

You can also specify if you want the Results Report printed for just the one Active Swimmer or for All Family members that have results for this meet.

### Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and PSM-R will tag each results with the appropriate Time Standard designator. For example, 2:34.56 AA. For example, 2:34.56 AA. Swimmers who achieved a Time Standard for the first time will also be included.

### Memorize Report

Click on the **Memorize Report** icon and PSM-R will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and PSM-R will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## - Meet Entries Report

The Meet Entries Report is designed to produce a report of the meet entries of any meet in your Database. Click on **Reports** then **Meet Entries** and select a specific meet from the meet list. This report is formatted as a **two-column** report unless the Proof of Time information is requested.

### Report Filters

This report offers the option to filter the report for a specific stroke or distance by clicking on the Stroke

and/or Distance menu box and making the appropriate selection.

### Other Options

- ▶ Click on the **Show Times Unconverted** check box and **PSM-R will not convert** the entry times to the course of the meet and will display the entry times in the course that they were swum.
- ▶ Click on the **Include Proof of Time** check box and **PSM-R** will display a single column report with the **meet name and date** next to the entry time for proof of time purposes.
- ▶ Click on the **Indicate Converted Times** check box and **PSM-R** will show the converted time with a ' after the course - for example, 1:23.45Y' means that this Yard time was converted from either a SCM or LCM time.

### Sort Options

This report can be sorted by:

- Meet Event Number
- Name
- Name (1 per page) if All Family Members are being listed.

You can also specify if you want the Entry Report printed for just the one Active Swimmer or for All Family members that have been entered in this meet.

### Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and PSM-R will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA.

### Memorize Report

Click on the **Memorize Report** icon and PSM-R will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and **PSM-R** will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## - Workout Reports

All Workout reports are assigned to a specific Swimmer. Clicking on the "User" drop down list allows you to view all the workouts or just the workouts for a particular Family swimmer.

### Log Books Report

The major feature of the Log Book Report is that it virtually eliminates the need for someone to record your workouts. By using PSM-R's Log Book Report, you can easily re-print your notebook at any time! You can also make additions, deletions, and/or changes at your discretion. Some log Book uses might be:

- Making a printed record of your season
- Giving your athletes a concise report with notes of the previous week's workouts
- Handing out a workout report to parents
- Exchanging workout ideas with other coaches

When you click on **Reports**, then **Log Books**, a screen will appear that enables you to create the Log Books by either Date order or Workout Number. You have the option to set up Start and End dates or Starting and Ending numbers. Check to select either Daily or Model workouts.

If you wish to select only specific Swimmers for your Family list, click on Selected Users. Just click on the box in the Sel column to select the desired swimmer.

You have the choice to print the Log Books in either Single or Double columns. There will not be room for all the workout information in the Double column format; we recommend that you use the Single column format if you want a comprehensive Log Book.

There are check boxes for the numerous inclusion choices as listed below:

- Include set start times
- Include energy level data
- Include stroke categories
- Include 50/100 paces
- Include stress values
- Include notes
- Include analysis
- One workout per page

Just click on the desired information, and it will be included or the format will be followed.

## Workout Statistics Report

From the Workouts Menu, click on **Reports**, then **Workout Statistics**, or from the Main Menu, click on **Reports**, then **Workout Statistics**.

### Energy Analysis Report

The Energy Analysis report shows you what percentage your athletes did in each energy level over the past week, month, or year. Choose a Workout Start Date and a Workout End Date as well as the number of Days in Cycle. For example, every 7 days for the past 6 months. If you have a sprinter that you feel should be doing 60% anaerobic and 40% aerobic training, the energy analysis report will give you an idea of how close (or how far away) you are to the goal. The data, of course, is only accurate if the athlete swam the sets at the energy levels you specified when you wrote the workouts.

### Stroke Category Analysis Report

The Stroke Category Analysis report shows you what percentage your athletes did in each stroke category over the past week, month, or year. Choose a Workout Start Date and a Workout End Date as well as the number of Days in Cycle. The data, of course, is only accurate if the athlete swam the sets in the stroke categories you specified when you wrote the workouts.

### Work Type Category Analysis Report

The Work Type Category Analysis report shows you what percentage your athletes did in each work type category over the past week, month, or year. Choose a Workout Start Date and a Workout End Date as well as the number of Days in Cycle. The data, of course, is only accurate if the athlete swam the sets in the work type categories you specified when you wrote the workouts.

### Distance Totals Report

The Distance Totals report shows you what total distances your athletes swam over the past week, month, or year. Choose a Workout Start Date and a Workout End Date as well as the number of Days in Cycle. The data, of course, is only accurate if the athlete swam the distances you specified when you wrote the workouts.

### Stress Totals Report

Every workout is rated as to how stressful it is as opposed to how many meters or yards were swum.

The stress value for each workout is derived from the concepts in the "Coaches' Quarterly", September 1995, by Rich Sharp, Ph.D., ICAR Director (and adapted from Sharp, R.L. Prescribing and evaluating interval training sets in swimming: a proposed model. Journal of Swimming Research. 9:36-40, 1993). The stress values for each workout are derived by taking 1/10th of the yardage for each set and multiplying it by the stress index for the energy level assigned. If a given workout is in meters, then the stress value is increased by 10%.

## - Import/Export Files Report



This report is used primarily to check out Meet Entry Export files before they are actually mailed or e-mailed to your team's TM II Database to then forward on to the meet host. It can also be used to look at any Hy-Tek CL2, HY3, or SD3 Import/Export file.

Click on **Reports** from the Main Menu Bar and then **Import/Export Files**. **PSM-R** will ask you to specify the location of the file (disk drive and directory) and then will display all of the files in that directory with file extensions of CL2, HY3, or ZIP. Click on the **Files of Type** selection to choose SD3 files.

Highlight the file you want to view from the list provided by **PSM-R** and click **OK**. **PSM-R** will then read the contents of that file and display general information about when the file was created, and the name and date of the meet if it is a Entry or Results file. **PSM-R** will then proceed to check the information in the file and display meet, team, and results counts as it checks each record in the file.

Now click **OK** and **PSM-R** will provide a preview of this report. You can click on the **Export icon** at the top of the Print Preview screen to export the report in various formats - click [Here](#) for more information on exporting reports. Click on the **Printer icon** to actually print the report.

## - How to Export Reports

**PSM-R** uses a product called Crystal Reports to format, preview, print, and export reports. Each time you click on **Reports** from the PSM-R Main Menu Bar and choose the report you wish to preview, the following Menu bar will always be displayed at the top of the report.



Click on the "X" in the left hand corner when you are ready to close the Report preview. You can click on the left and right directional arrows to page up or down the report. Click on the **Printer** icon to print the report and click on the **Printer Setup** icon to change your printer settings.

To Export the report to various formats, click on the **Export** icon on the right of the menu bar show above and PSM-R will display a list of export formats from which you may choose. For example, you may choose **Excel**, **Lotus**, **RTF**, **CSV**, **HTML**, **Word** and others. **PSM-R** will ask you to specify where you wish to export this file (drive and directory). Click **OK** and **PSM-R** will export the report in the format you selected to the destination drive and directory you specified.

**Please Note that the result of every format conversion may NOT be exactly what is expected. Hy-Tek recommends using the RTF export format to import into Word and the CSV format to import into Excel. Word also does a nice job of exporting any report to HTML.**

### **Note:**

Column alignment features are supported only for the following export types:

- RTF

- Word Document
- Excel Standard
- Excel Extended Non-Tabular
- Excel Extended Tabular
- HTML Standard
- HTML Extended
- HTML Draft
- Lotus 1-2-3 WK3
- Lotus 1-2-3 WK1
- Lotus 1-2-3 WKS

### - Memorized Reports

The Memorize Report feature is a wonderful time-saver that allows you to save various report settings and then give those settings a name that **PSM-R** remembers and maintains in a list for you.

Various reports display the **Memorize Report** icon that allows you to "**name**" the report and save the settings and options for that report. If you wish to run that report or a similar report, click on **Reports** from the Main Menu Bar and then **Memorized Reports**. **PSM-R** will display an alphabetical list of all the memorized reports that you have previously named and saved. You can also filter the report name list by report "type". For example if you have 50 memorized reports and you are looking for one that you saved for the Top Times Report, click on the Top Times Report radio button and **PSM-R** will list only those reports that were memorized from the Top Times Report menu.

Highlight the report name you wish to run and either double click or click on the **Run Report** button. **PSM-R** will then display the report menu you selected with all the "selections" and "options" that you previously saved. You can still make changes to those selections or you can click on the **Create Report** button to accept your previous selections and settings.

## Utility Functions

### - How to Backup Your Database

[How to Restore Your Database](#)

Backing up a database means making a copy of it on a diskette, zip drive, or your hard drive. Backing up your database is **extremely important** because it protects you from the loss of your data from accidental cause or from the malfunction of your hardware.

**Note:** *For example, if your hard disk goes bad, the only way you can recover your database is from a copy of it made on a diskette - specifically made by doing a backup.*

#### **Please Keep 2 sets of Backups!**

It's easy to backup your database and it only takes a couple of minutes. Just click on **File** from the Main Menu Bar and then **Backup**, and specify your disk drive and directory. You may also enter "comments" about your backup. These comments will be displayed whenever the database is restored. For example, you might want to enter the comment:

***"This Backup is for my Family and contains current information as of November 28, 2002."***

Then when this backup is later restored, this message will be displayed BEFORE the backup is restored.

Your entire database will be copied onto that disk(s). Then, if you ever need to, just "restore" back to your hard drive or to a hard drive on another computer.

**Note:** *When you backup your Database, PSM-R will name the the backup file as follows:*

***PSM-RBkupxxxxxxxxx.ZIP***

***where xxxxxxxxxxx is the License Family Name of the database.***

**Recommendation:** *Hy-Tek recommends that you perform this extremely important function each time you make changes to your database or exit from the program. Two sets of backups should be maintained and alternated - label them Backup A and Backup B. Also, make a set of backups once a week and store them in a different location from your computer.*

**Note:** *When you backup your Database to a CD, Zip disk, or your hard drive, PSM-R will not overlay any previous backup files. But if you Backup your Database to a diskette (on your A Drive), PSM-R will erase the information on the diskette before backing up your Database and storing on your diskette.*

**Note:** *When you backup your Database to a CD, that CD must be a CD-RW (not a CD-R) and must have been previously formatted so that the Windows Operating System can access it.*

### - How to Restore Your Database

[How to Backup Your Database](#)

Restoring a database means to copy the database information from a backup disk(s) onto your hard drive. If you wish to Restore a PSM-R database, you **always have to use a set of Backup disk(s)** created from a PSM-R backup process. Please click [Here](#) for information on **How to Backup Your Database**.

You may want to restore your database from a previously created backup because:

- You want to set up your database on another computer.
- Your hard drive was bad and you sent it out to be repaired. When it was returned to you, the hard drive did not contain your PSM-R database and now you want to put back your database to continue your work.
- You entered incorrect information into your database and want to go back to a previous point. Rather than deleting the incorrect information, you may want to "restore" your database back to where it was before you entered the incorrect information.

Just click on **File** from the Main Menu bar and then **Restore** and specify your disk drive and directory that the backup is located (typically Drive A). Click on the **Open** button and **PSM-R** will display information about the backup including the comments that were entered when the Database was backed up.

PSM-R offers **3 options** to Restore your Database.

1. Replace currently opened Database - this is the standard default selection.
2. Unzip and copy to currently opened folder.
3. Unzip and copy to a selected folder.

You can click on the **Open Database after the Restore** check box if you have selected options 2 or 3. If you select option 3, PSM-R will ask you to specify a folder (directory) to which to copy the Database.

Click **OK** and **PSM-R** will complete your request.

***Warning: If you choose option 1, the information in the database that you have currently opened WILL BE OVERLAID with the information in the Database that is being restored.***

## - How to Repair or Compact a PSM-R Database

Hy-Tek's PSM-R Database format uses Microsoft's **Access 97** Database format and associated software products. One of the features of Access 97 is the ability to Repair some types of database corruption as well as optimize or compact the disk space associated with your PSM-R Database.

Hy-Tek recommends that you backup your PSM-R Database BEFORE you use this feature. Please click [Here](#) for information on **How to Backup Your Database**.

To Repair and/or Compact your PSM-R Database, click on **File** from the Main Menu Bar and then click on **Repair/Compact Database**. **PSM-R** will request confirmation - click **OK** and **PSM-R** will process to repair and compact the currently opened PSM-R Database.

## - How to Install a Maintenance Update

[How to Create a Maintenance Update Web Browser](#)

Periodically, Hy-Tek provides what are called **Maintenance Updates** that contain both **new features** as well as **corrections to reported problems**. These Maintenance Updates are **FREE** if they are for

the same major release of PSM-R and are always provided on Hy-Tek's web site at **www.hy-tek ltd.com**.

The first step in installing a Hy-Tek Maintenance Update is to download the update file named **PSM-RUp.zip** from the Hy-Tek web site onto your hard drive, ZIP disk, or writable CD in a directory/folder of your choice. **Do NOT download the PSM-RUp.zip file to your diskette A drive because the file will not fit on one diskette!**

You can either use the Hy-Tek supplied **PSM-R Web Browser** (RECOMMENDED) or you can use your standard Windows Internet Browser to download the maintenance update file. If you decide to use the PSM-R Web Browser, click on **WebBrowser** on the Main Menu Bar and then click on the **PSM-R Update icon** and follow the prompts. Click [Here](#) for more information about how to use the Hy-Tek PSM-R Web Browser.

If you decide to use your Internet Browser supplied with Windows, connect to the Hy-Tek web site at **www.hy-tek ltd.com**. Then click on the **Swimming** icon, then select **Personal SWIM MANAGER** and then click on **Download Maintenance Update**.

If your browser gives you the choice to **Open** or **Save to Disk**, you must choose **Save to Disk**. After the **Save to Disk** is selected, your Browser asks you where to save the Maintenance Download File.

**DO NOT choose to save this file to a 3 1/2 inch diskette (your A Drive)  
Because it will not fit on one diskette.**

Specify a ZIP Drive or writeable CD if you have one, or any directory or folder on the Hard Drive such as C:\PSM-R-Data1.

If you are using the PSM-R WebBrowser, just click on the **Close** button and PSM-R will ask you if you wish to install the update that has just been downloaded. Click **OK** and **PSM-R** will automatically install the update. If you were using your Windows Internet Browser, when the download has been completed, open **PSM-R** and click on **File** then **Install Update** and select the same directory/folder you chose for the download (such as C:\PSM-R-Data) and double click on the downloaded file name of **PSM-RUp.zip** and PSM-R will install the Maintenance Update and start the new version.

After the update has been installed, the version number shown on the Main screen at the bottom left should be the new version. If it is not, the update did not succeed and you will need to try installing the update again. This time wait several seconds before clicking any OK buttons that the install update provides.

### Installing The Update On Other Computers

You have three ways of installing the update on a computer other than the one that was used to download the Maintenance Update file.

1. If you have a ZIP drive on both computers, or a writable CD drive on the download computer and a CD on your other computer, then just download the **PSM-RUp.zip** file to the ZIP or CD drive and then take that ZIP disk or CD to the second computer. Now start **PSM-R** and click on **File** then **Install Update** and pick your ZIP disk or CD.
2. First, install the update on the same computer that was used to download the update. Click on **File** then **Install Update** and follow the prompts as described previously. After the Maintenance Update has been installed, prepare at least 2 diskettes by re-formatting them. Then click on **File / Create Update** and PSM-R will export the Maintenance Update to the two or more diskettes. Take those diskettes to the other computer, place the first diskette in Drive A and then start PSM-R. Click on **File / Install Update**. Drive A should be automatically selected, but if it is not, you will still be able to select the drive.

3. After you have downloaded the **PSM-RUp.zip** file to a directory/folder, use Pkzip or Winzip to zip the file to the A drive. Pkzip or Winzip will write the zip file to span two or more diskettes. Then take the two or more diskettes to the computer that has PSM-R and use Pkunzip or Winunzip to unzip the two or more diskettes into one file in a directory/folder on the hard drive. Then complete the standard Install Update process as described above using the update file that is on the hard drive.

## - How to Create a Maintenance Update

### [How to Install a Maintenance Update](#)

The purpose of the "**Create Update**" feature is to enable you to update other computers with a PSM-R update that was downloaded from the Hy-Tek web site.

Since an update file downloaded from the Hy-Tek web site ([www.hy-tek ltd.com](http://www.hy-tek ltd.com)) is larger than what will fit on a single 1.4 megabyte diskette, you cannot copy the download file directly to a diskette.

First, download the update from the Hy-Tek web site to the hard drive of this computer and complete the "Install Update" process. Click [Here](#) for information on how to **Install a Maintenance Update**. Now you can use the "Create Update" utility to create an update that will be placed on 2-4 pre-formatted diskettes.

Then you can take these 2-4 diskettes to any other computer where PSM-R is installed and use the "Install Update" feature to update that computer to match this computer.

This procedure is only necessary if your other computers do not have access to the Internet. If you have zip drives on all computers, you can copy the downloaded update file named "**PSM-RUp.zip**" to a zip drive and update from the zip drive.

## - How to Uninstall PSM-R

To uninstall **PSM-R**, please use the standard Windows **Add/Remove Programs** feature included with your Microsoft Windows product. For most Windows releases, click on **Start, Settings, Control Panel**, then click on **Add/Remove Programs**.

## - How to Unzip a File

There may be a circumstance where you want to unzip a file that has been sent to you or that you created with PSM-R. If you do not have a ZIP/Unzip utility on your computer, this feature may help you. A ZIP file can contain really anything. Zipping is a way of compressing any file or set of files into a much smaller "zip" file. "Unzip" just decompresses it to its original form.

Click on **File** from the Main Menu bar then **Unzip File**. Select the disk drive and directory that contains the file you want to unzip. Now highlight the Zip file and click OK and **PSM-R** will unzip that file and store the contents of the ZIP file in a directory names **Ziptemp** under your root directory.

**Please Note:** Do not unzip meet results that have been sent to you as a Zip file. When you import meet results, **PSM-R** will automatically unzip them for you.

## Miscellaneous

### - Web Browser

The purpose of the PSM-R Web Browser is to provide a one mouse click access to the Internet. Click on **Web Browser** from the Main Menu Bar and **PSM-R** will route you to the Web Browser menu.

The PSM-R Web Browser will automatically route you to the Hy-Tek web site. The Web Browser offers the standard Back, Forward, Stop, and Reload web page functions as well as the following Menu selections.

#### **Favorites**

Click on Favorites or the Favorites icon and **PSM-R** will offer you the options to Add, Edit, or Delete a Favorite web site. This is a great feature for keeping track of swimming web sites that you frequently access, like your Team's or LSC/League web page.

#### **PSM-R Update**

Click on the **PSM-R Update icon** and you will be routed to the PSM-R Maintenance Update page on the Hy-Tek web site. Then click on "**Click Here to Download the current PSM-R Maintenance Update**". Once the update file has been downloaded, click on the **Close** button and the PSM-R Web Browser will ask if you want to update your PSM-R software. Click **OK** and PSM-R will begin to install the new update for you and then automatically start up your new PSM-R product.

Click on the **Close** icon when you are ready to return to the PSM-R Main Menu.

### - Journal

Click on **File** from the Main Menu Bar and then **Journal** and **PSM-R** will display the Journal screen.

- ▶ Click on **Add** or the **Add icon** to add a new journal entry. Enter a date and subject and then the specific journal text you wish to store.
- ▶ Highlight an existing Journal entry and then click on **Edit** or the Edit icon to edit the selected journal information.
- ▶ Highlight an existing Journal entry and then click on **Delete** or the Delete icon to delete the journal entry.

The Journal feature can be used to leave messages for other members of the family or document information about a previous or upcoming meets.

### - Sales Office

You have a number of options for contacting the Hy-Tek Sales Office either to order new products or to order a replacement CD.

#### **Web Site Shop Online**

Visit our Web Site at [www.hy-tek ltd.com](http://www.hy-tek ltd.com) and click on the **Shop Online** Button! Simply fill in the required fields and submit your order. You will receive an e-mail back as confirmation of receipt of your order.

#### **Telephone**

Call the Sales Office toll free at **866.456.5111** or **252.633.5111** and speak to a Sales Associate from 9:00 AM to 5:00 PM Eastern Time Monday through Friday (except holidays).

#### **E-Mail**

E-mail your order to our Sales office at [sales@hy-tek ltd.com](mailto:sales@hy-tek ltd.com).

**Fax**

Fax us your order using the Hy-Tek Product Order Form to [252.633.5122](tel:252.633.5122).

## - Tech Support

As a valued Hy-Tek Customer, you are eligible to receive Hy-Tek's Tech Support services at **no additional charge**. E-mail us your question at [psm@hy-tek ltd.com](mailto:psm@hy-tek ltd.com). Make sure you include the information REQUIRED below so that the technical support staff can understand the nature of your problem. After Technical Support has had a chance to review your e-mail, a support representative will respond to you by return e-mail.

Tech Support is provided as long as **you are running the current production release of PSM-R** and **you provide the required information about your computer and Hy-Tek product**. Before you e-mail your questions, please check out the following information. This information is **required** in order that the Hy-Tek Tech Support team be able to properly assist you.

- ◆ **The version of the PSM-R software you are using (Click on Help then About).**
- ◆ **Your License Family Name (Click on Help then About).**
- ◆ **The type of processor used by your PC (e.g. 300 MHz PC).**
- ◆ **The amount of RAM memory in your computer (e.g. 64 MB RAM).**
- ◆ **The version of Windows you are using (e.g. Windows 98, Windows ME, or Windows XP).**
- ◆ **A detailed description of your question and/or problem.**

## - Evaluation Edition

The **Evaluation** or **Demo** copy of **PSM-R** contains all the functionality of the Production version, but limits you to opening the PSM-R Demo Database. Click [Here](#) for more information on PSM-R Demo. Click [Here](#) to find out how to contact the Sales Office to order a Production copy of **PSM-R**.

## - PSM-R Demo

PSM-R Demo allows you to evaluate **PSM-R** before you order it or to check out a specific feature even after you have purchased it. PSM-R Demo offers all of the functionality and features included in the production version. PSM-R Demo restricts you to Opening **ONLY** the **PSM-R Demo Database** which already contains sample information about three swimmers. You can add a 4th swimmer, add or edit information, display reports, set up goals and meets, etc. But when you exit from PSM-R Demo, the changes you made will not be saved. If at a later time you want to check out the Demo again, that's fine. PSM-R Demo will load up the sample database again for you.

Click on **File / Open Demo Database** and **PSM-R** will offer you the standard login options. Pick one of the swimmers in the list and check out the various features of **PSM-R**.

## - PSM-R Mobile

Hy-Tek's **PSM-R Mobile** is included when you order the **PSM-R for Windows** product and operates on any handheld device running Palm OS 3.3 or later. Click [Here](#) for information on how to export information from your **PSM-R for Windows** Database to **PSM-R Mobile**.

You can install the **PSM-R Mobile** software right from **PSM-R for Windows**. Click on **File** then **Install PSM-R Mobile**. After the installation is complete, click on your Palm OS device's hot sync button to hot sync your PSM-R Mobile software to your Palm OS device. The from your Palm OS device, click on Install PSM-R and you are set!

Hy-Tek had developed a complete User Guide in Adobe PDF format. Of course, in order to view it, you must have the **Adobe Acrobat Reader** installed on your PC. If you do not have it installed, you can download a free copy from <http://www.adobe.com/products/acrobat/readstep2.html>.

You can access this User Guide two ways:

1. The PSM-R Mobile User Guide was installed when you installed **PSM-R for Windows**. Use Windows Explorer and choose the PSM-R Installation directory - if you chose the default directory when you installed PSM-R, then choose the **c:\Program Files\PSM-R** folder and click on the **PSM-R\_Mobile.pdf** file to view the User Guide.
2. From the Internet, go to [http://www.hy-tek.com/Updates/PSM-R\\_Mobile.pdf](http://www.hy-tek.com/Updates/PSM-R_Mobile.pdf)

## - PSM Users

If you currently have a Licensed Copy of **Personal SWIM MANAGER** (PSM), click [Here](#) to find out how to convert your old PSM Database over to the PSM-R Database format.

Once you convert your "old" PSM Database over to the PSM-R format, probably the first thing you will notice is the standard Windows **Look & Feel** of the PSM-R product. Unlike PSM, **PSM-R** is a true Windows 32 bit application with the Look and Feel you are accustomed to seeing.

Besides adding lots of new features and improving the menus and reports over what you have been used to in the old PSM, we have also made the following **operational changes** that may affect how you will use **PSM-R**.

Here is a short list of **New Features** that are currently available in **PSM-R** that were not available in the old PSM product.

- Set up and export **meet entries** to the team's TEAM MANAGER or to MEET MANAGER.
- Import a swimmer's meet results directly from your team's web based **TEAM MANAGER Online** database.
- Greatly enhanced and expanded Workout module.
- Import workouts in the NEW **WORKOUT MANAGER** *for Windows* format.
- PSM-R includes the **PSM-R Mobile** software for your **Palm OS** device so that you can hot sync information back and forth between your **PSM-R** desk top and the **PSM-R Mobile** software supplied by Hy-Tek.
- All NEW Reports using Crystal Report Writer.
- The ability to **export any report** to Word, Excel, CSV, RTF, etc.
- Full support for Yard, SC Meter, and LC Meter course conversions.
- The ability to Import meet events directly from MEET MANAGER to set up entries for that meet.
- Expanded and enhanced Top Times Report.

## - License Agreement

From the PSM-R Main Menu Bar, please click on **Help** then **License Agreement** for a complete description of Hy-Tek's License Agreement for **Personal SWIM MANAGER - Reloaded**.

## - About

Selecting **Help** and then **About** from the Main Menu displays information about your product including:

- ◆ Product Version and Date
- ◆ License Family Name

**The Product Version and License Name are required when you request Technical Support.**

## - Exhibition

A declaration for an athlete or relay that specifies that they are swimming for time but are not eligible for awards or points. Click [Here](#) for information on how to declare a swimmer as exhibition in a meet.

## - Relay Leg

The time swam by one of the 4 relay athletes. Only the first leg can count as an official time and is sometimes referred to as the **Relay Lead-Off** split.

## - Date Formats

**PSM-R** will use the Date Format that you have set up through Windows. To check on or change your Windows Date Format, first exit from **PSM-R** and then go to **Start, Settings**, and then **Control Panel** and then **Regional Settings** and then click on the **Date tab**.

If you change the Date Format, Windows will ask you to Restart Windows before the new date format takes affect.

# Index

## - A -

About 59  
 Active Swimmer 7, 21  
 Add 19, 22, 24, 28  
 Age Group 19  
 Age-Up-Date 14  
 Athlete Browser 21  
 Athletes 19, 20, 21

## - B -

Backup 52  
 Browser 56

## - C -

Calendar 8  
 Chronological 44  
 Convert Database 6  
 Course Conversion 16  
 Custom Entry Time 25

## - D -

Date Formats 59  
 Delete 20, 26, 30  
 Demo 57  
 Directory 17  
 DQ 26

## - E -

Eligibility 25  
 E-mail 19  
 Entry 25, 47  
 Evaluation Edition 57  
 Events 22, 24, 41  
 Excel 50  
 Exhibition 25, 26, 59  
 Export 37, 38, 39

## - F -

Favorite Filters 16

## - G -

Get Started 4  
 Goals 8, 12

## - H -

Hardware 2  
 Headers 15  
 Health 8, 13  
 Heat 25  
 How to Add Athletes 19  
 How to Add Events for a Meet 24  
 How to Add Notes to a Workout 36  
 How to Add or Edit a Time Standard 28  
 How to Add or Edit Meets 22  
 How to Backup Your Database 52  
 How To Convert a Database to the PSM-R Format 6  
 How to Create Maintenance Update Diskettes 55  
 How to Declare Meet Entries 25  
 How to Delete a Meet 26  
 How to Delete a Meet Entry 27  
 How to Delete a Meet Result 27  
 How to Delete a Time Standard File 30  
 How to Delete an Athlete 20  
 How to Enter Meet Results 26  
 How to Export Best Times 38  
 How to Export Meet Entries 37  
 How to Export Meet Results 38  
 How to Export Reports 50  
 How to Export Time Standards 39  
 How to Export to PSM-R Mobile 39  
 How to Get Started 4  
 How to Import from PSM-R Mobile 42  
 How to Import Meet Events 41  
 How to Import Meet Results 40  
 How to Import Time Standards 42  
 How to Import Workouts 43  
 How to Install a Maintenance Update 53  
 How to Open a Database 5  
 How to Repair or Compact a PSM-R Database 53

How to Restore Your Database 52  
 How to Set Up Goals 12  
 How to Set Up Your Team 20  
 How to Uninstall TEAM MANAGER II 55  
 How to Unzip a File 55  
 HTML 50  
 Hy-Tek Data Interchange Format 37, 38  
 HYV File 41

**- I -**

Import 40, 41, 42  
 Import/Export Files Report 50  
 Improvement 44, 46  
 Introduction 2

**- J -**

Journal 56

**- L -**

Lane 25  
 License Agreement 58  
 Login 7  
 Long Course Meters 16  
 Long Distance Events 16

**- M -**

Mailing Information 19  
 Maintenance Update 53, 55  
 Medical Information 19  
 Meet 22, 23, 26, 46  
 Meet Entries 25, 37, 47  
 Meet Results 21, 26, 40, 46  
 Meet Type 17  
 Meeting 8  
 Memorized Reports 51  
 Mobile 2, 57

**- N -**

Note 8  
 NS (No Show) 26

**- O -**

Open a Database 5

**- P -**

Palm OS 39, 57  
 Paper Size 15  
 Personal Best 46  
 Printer Selection 15  
 Printer Set-up 15  
 PSM 58  
 PSM-R Mobile 57

**- R -**

Recruiting Information 19, 21  
 Relay Lead Off Split 26  
 Relay Lead-off Splits 14  
 Relay Leg 59  
 Remarks 22, 46  
 Reminders 14  
 Repair a Database 53  
 Restore 52  
 Results Browser 10

**- S -**

Sales Office 56  
 Set-up - Meet Types 17  
 Set-up - Preferences - Directory 17  
 Short Course Meters 16  
 Sibling 19  
 Since Date 22  
 Software 2  
 Splits 10, 26, 27, 46  
 Stroke Categories 34  
 Support 57  
 System Preferences 14

**- T -**

Team 20  
 Tech Support 57  
 Telephone 19

Time Standard or Cut 30  
Time Standards 28, 29, 30, 39, 42, 46  
Top Times 44

## **- U -**

Uninstall 55  
Update 53, 55

## **- V -**

Vacation 8

## **- W -**

Web 56  
Web Browser 56  
Word 50  
Workout Analysis 35  
Workout Energy Categories 33  
Workout Reports 48  
Workout Set Descriptions 33  
Workout Start Parameters 32  
Workout Work Type Categories 35

## **- Y -**

Yards 16

## **- Z -**

Zip File 55