

Seeding Instructions for State and Regional

Prepare for Seeding:

1. See [Import Instructions](#) flowchart to
 - A. **Setup the Master Meet** in Hy-Tek.
 1. Check all event parameters.
 - B. **Setup folders** for each "feeder" tournament on hard drive of your computer.
2. **Review and test** everything a few days before the data is imported.
3. **Purge all Teams, Athletes, Entries/Results, and Relays before importing District data!**
 - A. Use File | Purge | Remove Data Selectively | Click on Teams (Athletes - Entries/Results - Relays are automatic!)
 - B. Click Yes | Yes | Yes

Open the Master Meet:

1. Before import, check the following options on the Hy-Tek Set-up menu.
 - A. Athlete / Relay Preferences:
 - Athlete Preferences: Check **Enter school year**
 - Relay preferences: leave blank
 - Competitor Numbers: **Check Enter competitor numbers** and **Disable Uniqueness**
 - B. Entry / Scoring Preferences click tab for Entries /Results
 - Check **Show finish place with each entry**
 - C. Report Preferences
 - A. Format
 - Uncheck **List athletes with last name first** and **Show athlete middle initial**
 - Check **Suppress "A" Relay Designator**
 - Uncheck **Suppress the "J" for JD on results**
 - B. Punctuation
 - Make sure **Upper/Lower Case for Athlete Names** is selected! **Team Names** should be **Leave as is**.
2. Make sure the qualifiers from all 4 districts have been imported first!
3. **Seeding the 16 Preliminary Events by OHSAA and Federation Guidelines is "almost" automatic now!**
 - A. Prior to seeding check the **Event Setup** parameters. See [Event Parameter Settings for Hy-Tek](#) on Regional Help Page
 - B. **Note: Beginning with the 2011 State and Regional Tournaments**
 1. **All advancement** from semifinals to finals is by **place and time**.
 2. **Top 2 each heat + next four best times**.
 - C. For the **Track Semifinals** the parameters should be:
 1. Advancement: **Place and Time**
 2. Heat/Flight Assignment: **Seed Time**
 3. Lane/Pos Assignment: **Standard Lanes**
 4. Heat Order: **Fast to Slow**
 - D. Select **Seeding** on the Hy-Tek menu and Hy-Tek seed them first!
 1. For all **Track and Relay Semifinals**
 - The **Entry/Scoring Preferences** must be set to **Show finish place with each entry!**
 - **Seed by place and time: Yes**
 - **Top How Many Places: 4** | OK
 - Number of heats for Prelims: **2** | OK
 - Advancement Formula | **Select 3 (Top 2 + next 4 best times)** | OK
 - Accept
 - Repeat for all Semifinals
 - All Semifinals should be seeded correctly!
 2. **Always check the seeding!**
 - **Fastest #1 should be in lane 4 of 1st heat, fastest #2 in lane 6 of 2nd heat, fastest #3 in lane 2 of 1st heat, and fastest #4 in lane 8 of 2nd heat!**
 - **If not correct, use "Drag and Drop" to correct by swapping lanes 1-3-6-8 with the other heat.**
 - Accept
 - Repeat for all Semifinals
4. **Seeding 4x800, 1600, 800, and 3200:**
 1. The Entry/Scoring Preferences are set to show seed place. **Seed by place and time: No**
 2. Use **Random** placement | **16** per section | **8** alleys
5. **Seeding Discus Throw, Shot Put, and Long Jump:**
 1. The Entry/Scoring Preferences are set to show seed place. **Seed by place and time: No**
 2. Pick break points for Event #: **No**
 3. Use **Random** placement | **8** per flight
6. **Seeding High Jump and Pole Vault:**
 1. The Entry/Scoring Preferences are set to show seed place. **Seed by place and time: No**
 2. Pick break points for Event #: **No**
 3. Use **Random** placement | **16** per flight
7. When finished print reports and program as desired.
8. Close