



Coach's User Guide Track and Field

where varsity meets velocity

Step 1: Log In at www.varvee.com

If you need to change or reset your password, go to www.varvee.com/login. Enter you email address in the box entitled, **Need or Forgot Your Password?** and click the . If you cannot log in, please email track@varvee.com with your name, school and email address to be set up in the system.

Once you have your password login to the system at www.varvee.com.

Step 2: Verify Coach Names and Emails and Specifying Results Recipients

Please verify the coach names and email addresses for your team. This will confirm you are set up to receive meet results. Prior to the beginning of the season, each Meet Host **MUST** log into VarVee to **add the meet(s) that they are hosting**.

Regis Jesuit edit

6400 S. Lewiston Way
Aurora, CO 80016

Primary Contact: [Kelly Doherty, AD](#)
Phone: (303) 269-8030
Fax: (303) 766-2240

Website: <http://www.regisjesuit.com>
Alt Phone: (303) 269-8030

Default Division: 5A
Default Conference: Continental



[Choose Media Outlets](#)
[Send Results to Fans](#)

VarVee automatically sends meet results via email to the coaches and any media outlets you have selected for your team.

You may also sign up athletes, parents and other team fans to receive meet result emails by clicking **Send Results to Fans** on your team page.

Step 3: Editing the Team Schedule

Host a Tourney CLOSE

[Select Tourney to Attend:](#)

Host a Tourney

Meet Name:

Location:

Date: 03 / 09 / 2011

Time: 4 : 00 : PM

Submit

To add an event to your schedule, click **New Meet**. In the 'Host a Tourney' window enter the **meet name, location, date and time**.

To edit the date, time, or location of any meet on the schedule, click **Schedule Change**.

(Note: This information cannot be edited for any meet with stats already reported.)

Team Schedule NEW MEET

Start	Meet	Statistics		
Sat, Mar 19th, 12:00 PM	LPS Spring Break Duals (Host: Arapahoe)	Enter Stats	Arapahoe	Sched. Change Delete
Fri, Apr 1st, 4:00 PM	City of Littleton Championships (Host: Arapahoe)	Enter Stats	LPS Stadium	Sched. Change Delete
Tue, Apr 5th, 4:00 PM	City Challenge (Host: Fort Collins)		French Field	Withdraw
Sat, Apr 9th, 1:00 PM	Rod Card Regis Jesuit Invitational (Host: Regis Jesuit)		Legacy Stadium	Withdraw
Sat, Apr 16th, 12:00 PM	Centennial/Continental League Invite (Host: Grandview)		Legacy Stadium	Withdraw
Sat, Apr 23rd, 4:00 PM	Dakota Ridge Invitational (Host: Dakota Ridge)		JeffCo Stadium	Withdraw
Fri, Apr 29th, 4:00 PM	Liberty Bell Invitational (Host: Heritage)		LPS Stadium	Withdraw
Sat, May 7th, 12:00 PM	CC/GV Invitational (Host: Grandview)		Stutler Bowl	Withdraw
Thu, May 12th, 12:00 PM	Centennial League Championships (Host: Cherokee Trail)		Legacy Stadium	Withdraw
Sat, May 14th, 12:00 PM	Centennial League Championships (Host: Cherokee Trail)		Legacy Stadium	Withdraw

Rosters for Track & Field are automatically entered once a meet is uploaded by a meet manager. Please check your roster to correct the spellings of your athlete's names or to merge stats from the same player. Use the **icon** to the right of the players name to edit the player.

Team Roster & Season Stats

Year	Player	Edit Player	Year	Player	Edit Player	Year	Player	Edit Player
Boys								
Jr	William Beasley		Sr	Andrew Bushek		Jr	Beau Cunningham	
Sr	Danny DePrez		Sr	Terrell Fruit		Fr	Gabe Golesh	
Sr	Garrett Golesh		So	Morgan Jones		Jr	Conor Lester	

To view the **Meet Page**, click the corresponding button in the **Statistics column**. On the **Meet page** you can upload the Hy-Tek meet results file to VarVee, or view meet results.

Meet hosts will be required to upload the Meet Results to VarVee in a particular Hy-Tek file format after each meet. It is easy to record and unload the meet results. just follow the instructions in Steps 4 & 5.



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Step 4: Meet Management - Recording Meet Results

If you are hosting a meet, you are the designated Meet Manager. As the Meet Manager, it is your responsibility to record and upload the Meet Results using the Hy-Tek Meet Manager system.

The following data MUST be entered correctly in Hy-Tek for each meet:

Athletes: First name, Last name. Athlete names MUST be identical from meet to meet. Grade is optional but if you want to enter it – freshman (9), sophomore (10), junior (11), senior (12). Hand Entered Scores must be entered with an 'H' (these scores will be disqualified).

Wind: In Colorado a Wind Reading is required for long jump, triple jump, and sprints (100m, 200m, 110 and 100m hurdles). A wind speed reading of greater than 2.0 is a disqualifier. If even a single wind reading is missed, the whole meet upload will be rejected. NWI is no longer accepted and will disqualify the upload until corrected.

School codes: School abbreviations must match your Association's team codes included in their bulletin. A team code will cause the VarVee upload to fail.

To upload meet results:

- Log into the VarVee system using your email address and password
- Choose the meet from your schedule or add it from the list of meets
- Export the meet results file from Hy-Tek
- Upload the meet results file to VarVee

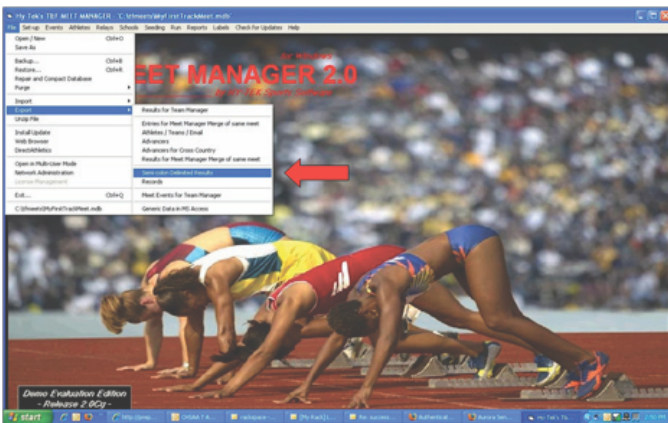
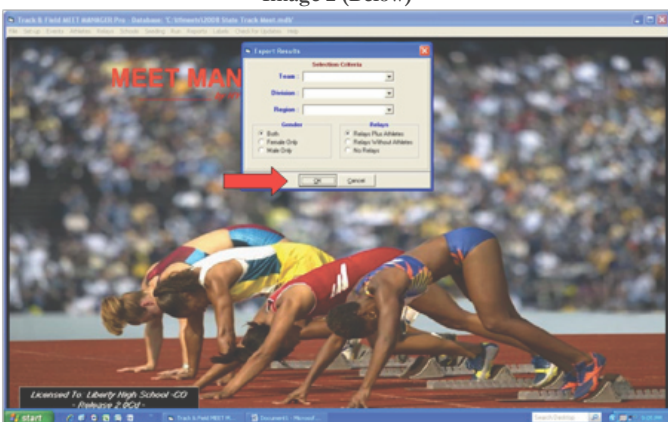


Image 1 (Above)
Image 2 (Below)



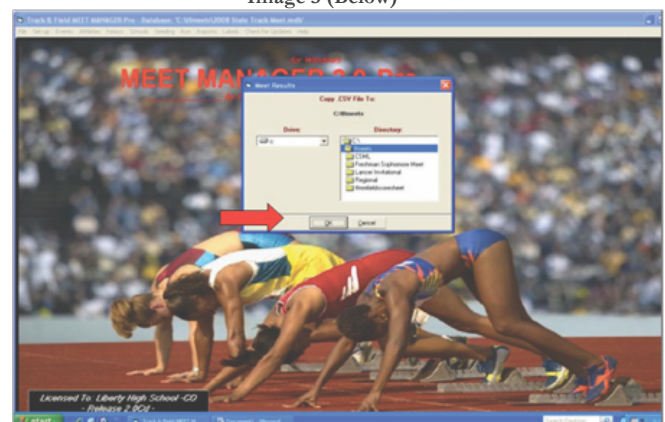
Export Meet Results from Hy-Tek (Image 1)

1. Go to the pull down **File** menu.
2. Scroll over **Export**.
3. Click on **Semi-Colon Delimited Results**.

(Images 2 &3)

Click OK in the boxes that pop up to create your .CSV file.

Image 3 (Below)





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Step 5: Meet Management - Upload Meet Results

Once you have exported your meet results from Hy-Tek, log into VarVee at www.varvee.com using your email address and password. Your team page will appear and you will be able to see the meet on your schedule.

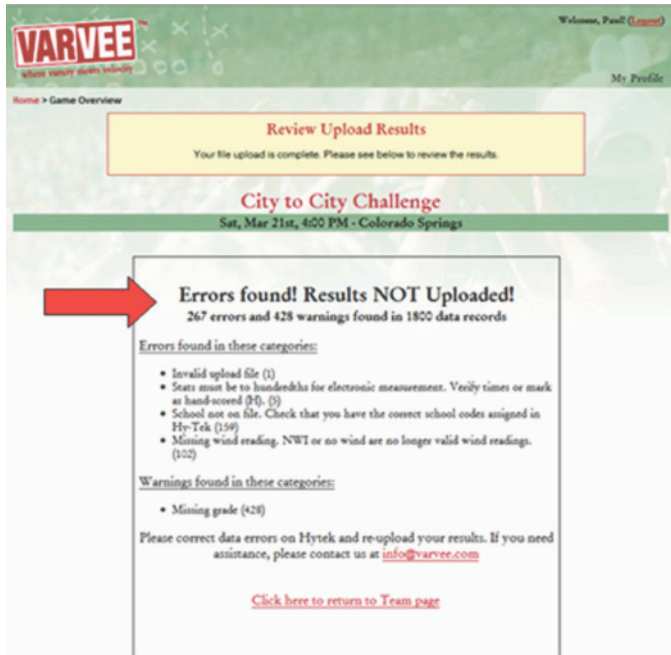


Upload the Hy-Tek File

Go to the meet page to upload the Hy-Tek .csv file:

1. **Browse** to select the stats result file for this meet that you exported from Hy-Tek.
2. **Verify** the Meet name and the start/end dates to ensure you have selected the correct data file.
3. Click **Upload Meet Results** to upload the meet results into VarVee.

If there are no errors in your meet results file, your meet results will be uploaded successfully into VarVee. Click on the links to see the individual leader boards or meet results online. All coaches, media outlets and athletes you have entered will receive an email with these links.



Errors on the Upload

If there are errors in your meet results file, you will see a similar screen to this. Your meet results were **NOT** uploaded.

Correct the errors listed in Hy-Tek, export the corrected meet results file and re-upload into VarVee.

For help, please email VarVee at track@varvee.com.