

Using Team Manager to do your meet entries

If you do not already have the Team Manager software, download it here:

http://www.hy-tek ltd.com/Demos/Swim_TEAM_MANAGER_Lite.exe

Follow the instructions below to install and set up the program. Hy-Tek Team Manager Lite will only work on a PC running Windows, not a Mac (Unless you are running emulation software). If you already have a working copy of TM on your PC there is no need to do the installation portion of these instructions. You can skip straight to Team setup or Meet Setup section.

INSTALLATION:

- 1) Open your web browser (Internet Explorer, FireFox, etc) and go here:
http://www.hy-tek ltd.com/Demos/Swim_TEAM_MANAGER_Lite.exe
- 2) The program installer should download. Once the download is finished, double click on the file you downloaded and the TMII Lite setup wizard will begin the process of loading TM II on your computer.
- 3) Click next, then yes, then next again and the wizard should install the program.
- 4) Once the wizard finishes setting up the program, click in the box beside the option "YES, LAUNCH THE PROGRAM and click finish.
- 5) TM II should open and you will see the main page and a picture of a swimmer.
- 6) A window will open telling you a little about the program – click OK.

SETTING UP THE TEAM AND ATHLETES:

- 1) From the main page click on File at the top of the screen and select Open/New
- 2) A window will open with My Team in the file name box. You can either change this to the name of your team or leave it as My Team then click Open
- 3) Select USS as the default team registration and click Ok to the message that pops up.
- 4) Select AGE as the default Team type.
- 5) Select USA as the default Citizenship, CC as the default LSC and CA as the default state.
- 6) Select Boys and Girls as the Gender designations.
- 7) Make sure that Meet start date is selected and the Meet Age-up Date is 6/14/08. For System age up date select 6/14/08.
- 8) Leave the rest of the items as they default and click OK
- 9) Click on the word Teams at the top of the screen and select Add. This will open another window.
- 10) Create a team code of up to 5 letters. For example SSST for Shafter Stingrays Swim Team and fill in the team information requested.
- 11) Once you are done with the team info, click OK then click Cancel.
- 12) In the upper right corner of your screen are 2 "X"s The top one should be red and the one below it gray. Click the gray one and the team window should close.
- 13) You should once again be at the main page with the picture of the Swimmer.
- 14) Click Athletes on the menu at the top of the screen then click ADD.

- 15) Enter the information for ALL swimmers that will be participating in the meet (Including relay only swimmers). Be sure to put your team in the field that asks for Team 1 and remember to select male or female! Click OK after you enter each swimmer. We don't need mailing addresses or phone numbers, so save yourself some typing unless you want to use this program for your own information. Once you are completely done, click cancel then that little gray close X in the upper right corner of your screen.

SETTING UP THE MEET:

- 1) You should be back at the main screen with the picture of the swimmer again.
- 2) Click on the word file at the top of the screen and select **Import - Meet Events**
- 3) Browse to where you saved the attachments that were on the email in the file window that opens and select the file ending in .zip If for some reason you can't see the period and the zip, the file name is MeetEvents-Shafter Stingray Invitational-14Jun2008-001.zip
- 4) Select this file and click Open.
- 5) Click OK
- 6) Another window will open with the same file name shown except this one will end in .hyv. Select that file and click open.
- 7) Click OK and a box will open saying 106 events imported. Click OK again.

ENTRIES:

- 1) At the main page (picture of the swimmer) click on Meets at the top of the screen. You should now see an event named Shafter Stingray Invitational. Make sure it is highlighted.
- 2) Click on entries and select Entry by Event. You can also select by name, but by event is a lot easier! Click OK on the info box that pops up.
- 3) **Do Not** use Pre-Enter athletes in meet!!!
- 4) Select Team (top middle click down arrow)
- 5) For relays select **New Relay** and enter time in the custom time field. You do not need to put swimmers names on your relay entries!
- 6) Click on the Big Black Arrow pointing to the right to go to the next event. Only swimmers that are eligible to swim an event will show up.
- 7) For individual events click the box in the "entered" column for each swimmer you want in that event and enter their time in the custom field. You do not need to enter the periods and colons in the time. The program will do this automatically for you.
- 8) Repeat until all entries are done.
- 9) Click that little gray close X in the upper right corner of your screen and then click it once more to return to the Main Screen.

EXPORTING AND EMAILING ENTRIES:

- 1) The last step in the process is to export the file and email it to me.

- 2) At the main page (the swimmer again!) click on File at the top of the screen and select **Export - Meet Entries**
- 3) This will open a window telling you where the file will be saved. Make note of this information and click OK.
- 4) Another window will pop up telling you where the file was saved and what its name is. Note that information as well and click OK then cancel to return to the Main Screen. At this point you can close TM-II by clicking the Red X in the upper right corner of your screen..
- 5) Open your email program and create a new email to me and attach the file you just created.
- 6) Hit SEND! That's it!

My email address is bruce54@bak.rr.com All entries are due to me no later than Friday 6/06/08.

THANKS!

If you have any problems with the install or any step in these instructions feel free to send me an email and I'll see if I can help you figure it out. If all else fails my phone number is 332-3648 after 5pm please.