

Team Manager Lite

Thank you for inputting your entries electronically. This has a number of advantages for both the club and for the event admin people, who are all unpaid volunteers. Firstly it allows you to be certain that times you submit will be entered into the meet correctly and to check the amount of money due for each swimmer and for the club's entries. Secondly it helps greatly in speeding up the generation of the programme and the list of rejected swimmers, so the more teams there are using this system to enter their swimmers, the sooner your swimmers will find out whether they have been accepted in the meet.

For this year's Championships we are using Hytek, which you may be less familiar with. I have put together the following process flow and instructions which I hope you will find helpful. You can also use the TM Lite Help file which is very comprehensive, although it explains additional features that are not required when using it just for entries.

The screenshots in these instructions have been created using a dummy team with made-up swimmers, so do not expect to see them appearing in the meet programme!

Note for larger clubs: one limitation of Team Manager Lite, rather than the full program, is that you can only enter a maximum of 100 swimmers in a single team, so larger clubs will need to create two or more separate teams. You may divide these as you wish, either by gender or by squad, or some other division of your choosing.

If you have any questions when following these instructions please feel free to contact me at openmeet@cossc.org, or you can e-mail the makers of the software on tm@hy-tek ltd.com for a response. Once again, thank you for agreeing to submit your entries electronically, it is much appreciated.

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Install software and City of Southampton meet info

1. Download the file **Swim_TEAM_MANAGER_Lite.zip** and unzip it to your hard disk.
2. Double-click on the **Team Manager Lite** icon to install the program on your computer. If you follow the on-screen instructions there will be a shortcut on your desktop.
3. Download the file containing meet events for the meet and unzip it to your hard disk.
4. Double-click on the shortcut on your desktop to start up **Team Manager Lite**.
5. From the **File** menu, select **Open/New**. Enter a name for your database – we suggest you just use your team name. You will be asked to set up some system preferences. We suggest you use the following as a guideline. (The "system age-up date" is just the date when these instructions were created, you don't have to stick to 20th November – if you check the box beneath it the date will change to today's date.) **This must be done before you can import the meet information.**

6. Click on **OK** to return to the main screen.
7. From the **File** menu, select **Import** and then **Meet Events**. Select the file **MeetEvents-*****.hyv**, which you unzipped in the previous section.

Add team info

1. From the main screen, click on the **Teams** menu. The Teams screen appears.
2. Click on **Add**, the Team Maintenance window appears.

3. Add your team's information. For **Team Code** please use the standard ASA team abbreviations, e.g. LEAS for Leatherhead, DORS for Dorking.
In the **Mailing Information** section please add information for the person responsible for entries. Leave the **State** and **LSC** sections blank, these are only used for US swimming.
When this screen is complete, click on **OK** and then on **Cancel** to return to the **Team Browser** screen.
4. Close the Team Browser screen and return to the Main screen by clicking on the X in the top right corner, or on the small icon on the top left.

Add swimmer info

1. From the main screen click on the **Athletes** menu . The Athletes screen appears.
2. Click on **Add**. The Athlete information screen appears.

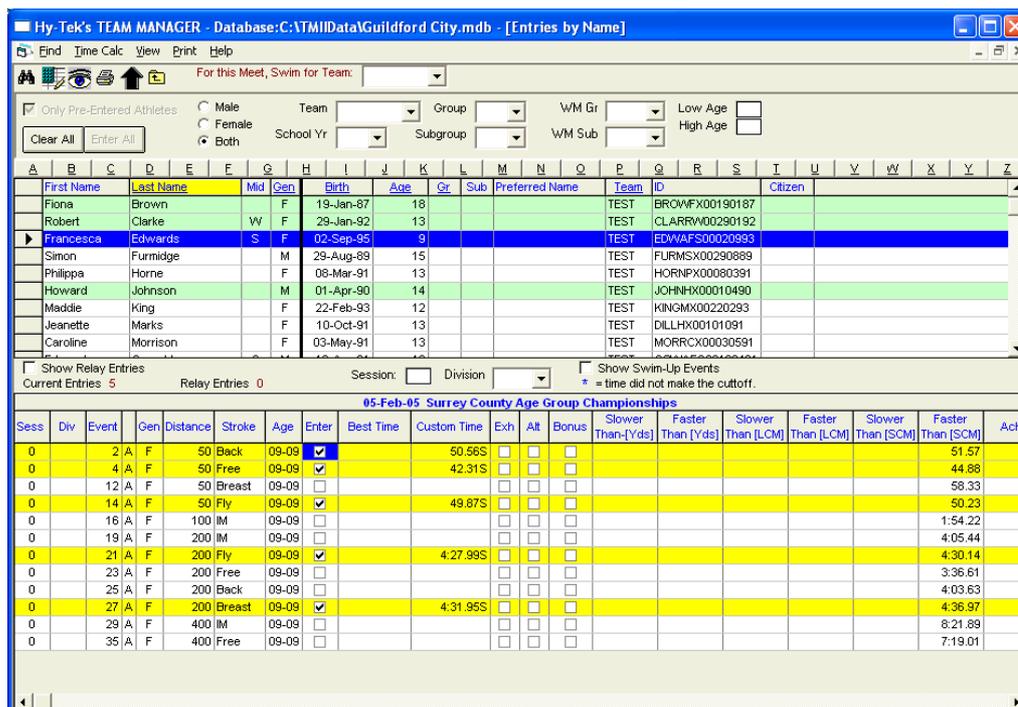
3. For entries you only need to complete the Last and First names, Middle initial, date of birth and gender, and in the **Member of** section, enter the short code for your team.
Note: When entering date of birth you do not need to type the slashes, just the numbers, so for 17th June 1986 just type "170686" and the date will be correctly formatted.
4. ID#.-Enter the ASA membership number on the entry form
5. Click on **OK** to enter the information into the database and progress to a blank Athlete Information screen ready for your next athlete.
6. When you have entered all your swimmers, click on **Cancel** to return to the Athletes screen. The Athletes screen then updates with the details of the swimmers you have entered.

First Name	Last Name	Mid	Gen	Birth	Age	Gr	Sub	WM Gr	WM Sub	Preferred Name	Team1	ID	Team
Caroline	Morrison		F	03-May-91	13						TEST	MORRCX00030591	
Danny	Proud		M	27-Aug-89	15						TEST	PROUDX00270889	
Edward	Oswald	G	M	19-Apr-91	13						TEST	OSWVAEG00190491	
Fiona	Brown		F	19-Jan-87	17						TEST	BROWFX00190187	
Francesca	Edwards	S	F	02-Sep-93	11						TEST	EDWAFS00020993	
Hayley	Smith		F	19-Sep-87	17						TEST	SMTHX00190987	
Howard	Johnson		M	01-Apr-90	14						TEST	JOHNHX00010490	
Jeanette	Marks		F	10-Oct-91	13						TEST	DILLHX00101091	
John	Smith		F	17-Jun-86	18						TEST	SMTJF00170686	
Maddie	King		F	22-Feb-93	11						TEST	KINGMX00220293	
Philippa	Horne		F	08-Mar-91	13						TEST	HORNPX00080391	
Robert	Clarke	W	F	29-Jan-92	12						TEST	CLARRX00290192	
Sian	Williams		F	09-Mar-91	13						TEST	WILLSX00090391	
Simon	Furmidge		M	29-Aug-89	15						TEST	AYLJX00290889	

7. Check the details of your swimmers from this screen. Pay particular attention to gender, as you will not be able to enter swimmers in the correct events if their gender has been entered incorrectly. If you need to edit any of the swimmers' details, double-click on their name to return to the Athlete Information screen and edit as required.
8. Close the Athletes screen and return to the Main screen by clicking on the X in the top right corner, or on the small icon on the top left.

Add swimmers' meet entry times

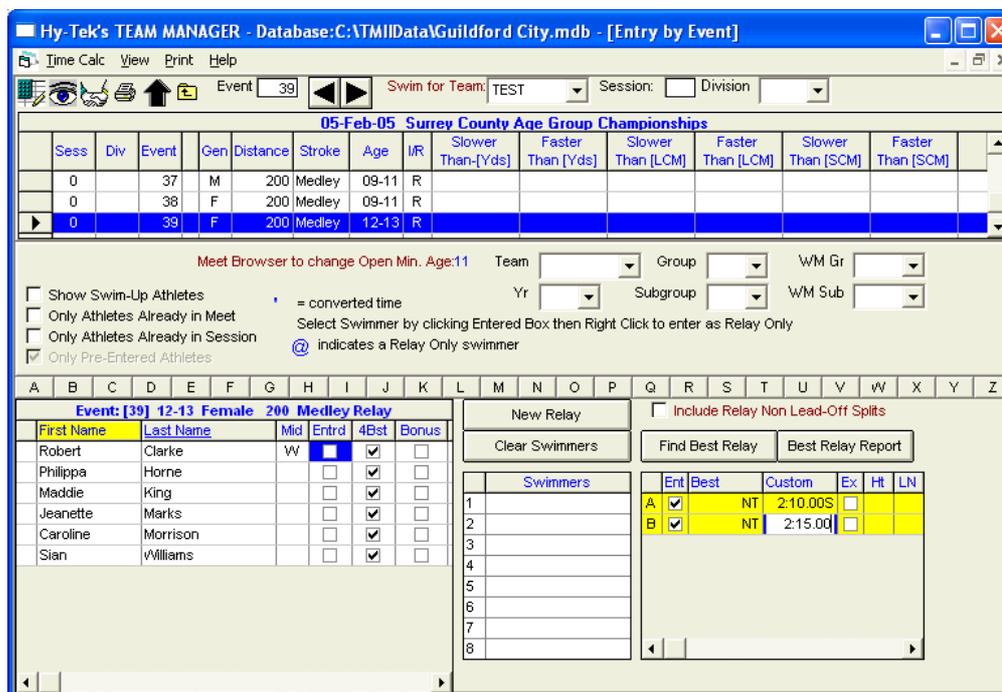
1. From the main screen click on **Meets**. The screen shows the meet highlighted.
2. From the **Entries** menu, select **Entries by name**. The Entries screen appears, showing the list of swimmers in the top part of the screen with the first name in your list highlighted. The bottom part of the screen shows the events the swimmer is allowed to enter. Consideration times are shown on the right-hand side of the screen in the **Faster than (SCM)** column.



3. To enter a swimmer in an event, highlight their name in the top part of the screen. The bottom part of the screen shows events they may enter.
Note: for younger 9-yr-olds, as in the example, the DCT events will still appear on the list even if the swimmer is too young to be eligible, so please be careful with your 9-yr-olds in DCT events.
4. Key in their entry time for each event in the **Custom Time** column.
When entering times you do not have to enter punctuation. So for a time of 4:31.67, just type "43167" and the time will be formatted correctly when you move out of the cell.
To move between the Custom Time rows, use the up and down arrow keys or the mouse.
When you have entered times for a swimmer, the line in the top part of the screen containing the swimmers' name is shaded blue.
5. When you have entered all your swimmers' entry times close the Entry screen and return to the Meet Browser screen by clicking on the X in the top right corner, or on the small icon on the top left.

Enter relay entries and times

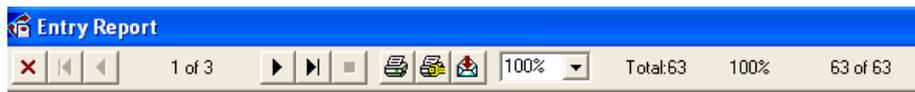
- From the Meet Browser screen click on the **Entries** menu and select **Entry by Event**. The Entries screen appears, showing the list of events in the top part of the screen and the list of swimmers eligible to enter the event in the bottom part of the screen.



- In the toolbar at the top of the screen select your team name from the drop-down list beside **Swim for Team:**
- In the top part of the screen, scroll down until you get to the relay events, from event 37 onwards.
- To enter a relay team in an event, highlight the event in the top part of the screen. Swimmers who are already in the meet are shown in the bottom left. For the Championships you do not have to declare the names of your swimmers *at this stage*, so even if you do not have any individual swimmers in that age group you can still enter up to three teams in a relay event.
- Click on **New Relay** in the bottom part of the screen. A new relay team is added in the bottom right of the screen.
Add a **maximum of three** team per event. *Note that if more than three teams are entered, only the first three will be allowed to swim, in accordance with the conditions for this particular meet.*
- In the Custom column, please enter an estimated entry time for the relay team. This will allow for seeding to take place.
- When you have entered all your relay teams close the Entry screen and return to the Meet Browser screen by clicking on the X in the top right corner, or on the small icon on the top left.

Check meet entry info

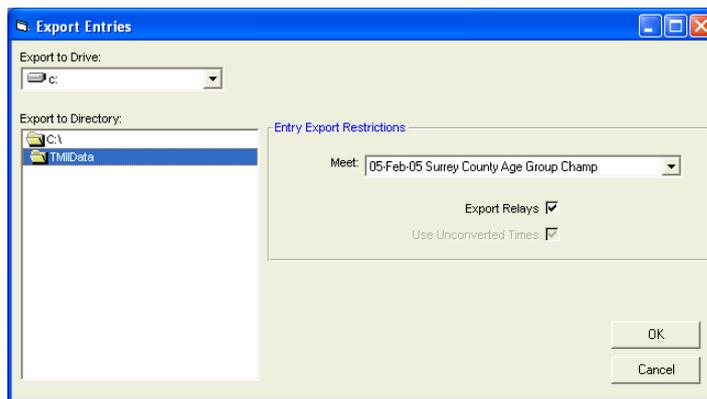
- From the Meet Browser screen you can print out reports of entries to allow you to check the data you have entered, entry fee information and save the reports.
- From the Meet Browser screen select the **Reports** menu. Choose from **Entry Report** to show details of the entries for the meet or **Entry Fee report** to see details of all the fees required from individual swimmers.
- Select how you want your report to be shown. You can choose to sort by swimmer, event number, gender, age, stroke and distance. When you have selected how you want the report to be generated, click on **Create Report**. You will now be shown the first page of the report you have selected., with the following toolbar. This example shows that there are 3 pages to the report and a total of 63 entries included.



4. If you don't like the way the information has been sorted, close the report by clicking on the X at the left of the toolbar. If you want to print the report, click on the **Print** icon, the first of the coloured icons. To save the report in a wide range of formats, click on the **Save** icon the third of the coloured icons.
5. When you have finished looking at and printing reports, close the report and return to the Main screen.

Export entries ready for sending

1. From the Main screen, from the **File** menu, select **Export** and then **Meet Entries**. The following screen appears.



2. Save the file to your hard disk. A confirmation message appears, with the 4-letter short abbreviation, "Entries" and a number. This number will be 001 the first time you export your entries, increasing by one each time.



3. When you are ready to send your entries, please e-mail the file you saved to openmeet@cossc.org . I will then import your entries to the main meet and will confirm which swimmers have been accepted in the meet as soon after the cut-off time as possible.
4. **Please ensure that the entry forms, cheque and coach pass requests are received by the closing date as no late entries can be accepted.**