A Guide to Electronic Entry Using Hy-Tek Team Manager (TM) and TM Lite

Step 1 – Download TM or TM Lite

Please note, there is a charge for Hy-Tek Team Manager. TM Lite is free software.

- Download Hy-Tek TM Lite from http://www.hy-tekltd.com/downloads.html
- Towards the bottom of the page on the left-hand side select **TEAM MANAGER**
- Select **LITE** from the right-hand column.
- When asked select **RUN**. The program will begin to download.
- Confirm you would like to run this software upon completion of the download.
- Follow the on-screen instructions to install TM Lite
- Select **LAUNCH THE PROGRAMME** if you are ready to begin and then select **FINISH**.
- Select the language you will use (English is the default) and select **OK**.
- TM 7.0 Lite opens. Select **OK**.

You may note that a new folder C:\ TM5Data has been created on your 'C' drive. This is where the

program saves the data you enter in the steps below.

Step 2 - Create Database

- From the Menu bar select **FILE > OPEN/NEW**
- A dialogue box will appear with the title Open Existing or Create New Database. Enter aname for the database (your club/team names is best) and select **OPEN**.
- The System Preferences dialog box opens. Select the following options from the drop down boxes:
    - ➤ Team/Swimmer Defaults Section
        - ▪ Default Team Registration - **OTHER**
        - ▪ Team Type – **AGE**
        - ▪ Default Country – **Select your country from the list.**
    - ➤ Meet Age-Up Date Section
        - ▪ Select **END DATE**
        - ▪ System Age-Up Date – select **ALWAYS AGE UP TODAY**.
- This causes a pop-up to warn you that your swimmers will have their age calculated as oftoday, select **OK**.
- Leave all other boxes unchecked.
- Select **OK** to close the System Preferences box and save the database. You may get anotherpop-up advising how to 'age-up' for individual meets and teams. Select **YES**.

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Step 3 Set up Team.

- Select **TEAMS** from the Main Menu on the front page.
- Select **ADD** from the Menu Bar.
- Enter your TEAM CODE, TEAM NAME and SHORT NAME. (In some countries the team *code is already assigned to teams. Alternatively, this should be a recognizable abbreviation of 3-4 letters for the team's name e.g. Hamilton Aquatics = HAM)*

- Team Registration and Team Type should already be completed from Step 2.
- Select **OK** to save the information and then **CANCEL** to close the dialog box.
- Your team should now be listed.
- Close this screen by using the lower **X** button in top right corner.

Step 4 - Import Meet Events

If you do not have a copy of the Meet Event file from the Meet Organizers contact them to get therequired file.

- From the Main Menu select **FILE > IMPORT > MEET EVENTS**
- The Import Events box will open. Navigate to the location where you saved the Meet Event file supplied by the Meet Organizer and select **OPEN**.
- If the Meet Event file is of type **.zip** you will be prompted to unzip and save the file. Select **OK** *and follow the on-screen instructions.*
- A Team Manager box will tell you the number of events imported. Select **OK**.

Step 5 - Add Swimmers

- Select **ATHLETES** from the Main Menu on the front page.
- Select **ADD** from the Menu Bar.
- Fill in the Athlete Information requested. The minimum required is, Last Name, First Name,Birthdate, Gender, and Team 1. Select **OK** to save the swimmer's details.
- Repeat the above step for all the athletes you wish to enter.
- After entering the last athlete's details close the athlete information box.
- Your athletes should now be listed.
- Exit this screen by using the lower **X** button in top right corner.

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Step 6 Enter Events/Entry Times

- Select **MEETS** from the Main Menu on the front page.
- The event you imported in Step 4 will be highlighted.
- Select **ENTRIES> ENTRY BY NAME** from the Menu Bar
- Select **OK** on the pop-up box
- Select an athlete and a list of eligible events will appear below.
- Select the box next to the event the swimmer wants to swim and enter the time in the CustomTime box using the numbers only eg. 1:00.00 would be entered as 10000. Press ENTER key after entering the time.

NB If a time cannot be entered the event is running with no entry times so leave blank.

- If there are entry criteria and a time is entered outside the required entry time a warning will be displayed. Swimmers whose times are outside the required entry standard will be rejected whenthe entries are imported into the Meet manager software.
- Repeat the above step for all the events the athlete wishes to enter.
- In some competitions swimmers are restricted on the number of events they can enter. If this is the case a warning will be displayed when a swimmer exceeds the number of events permitted.
- Highlight the next swimmer and repeat the above steps.
- Repeat this process until all athletes are entered for required events.
- If required by the meet organizer to indicate course, type an S for a Short Course entry time or anL for a Long Course time immediately after the time eg. 10000s
- When all swimmers/events have been entered click the lower **X** button twice return to the frontpage.

Step 7 – Entry Report

- Select **REPORTS > MEET REPORTS > MEET ENTRIES** from the Main Menu.
- Select the **MEET** from the drop-down box at the top of the screen and the **TEAM** from theTeam box Select **NAME** in the Sort by section.
- Select **CREATE REPORT.**
- Select **EXPORT>REPORT>OK>OK.**
- **PRINT** a copy of the file for your records.
- Return to the Main Page.

The only report that can be printed is Meet Entries. Other reports can be viewed on screen but cannot beprinted from TM Lite. To print any other reports you need a full, licensed copy of Hy-Tek Team Manager.

Hamilton Aquatics Competitions Entry Guide

Step 8 Export Meet Entries

- Select **FILE > EXPORT > MEET ENTRIES** from the Main Menu.
- Select **SAVE**. A dialogue box will appear confirming where you have saved the file and thename of the file. Make a note of this and select **OK**.

Step 9 - Send Entries

- Return the saved Meet Entry File and the Meet Entry Report (sorted by name) as directed inthe Meet Entry Pack supplied by the Meet Organizer.