

To input entries you will need Hy-Tek's Team Manager 4.0 Lite installed on your computer. If it is not included on this cd, please download the demonstration version by clicking on the following link or copying it and pasting it into your browser. <http://www.hy-tektd.com/downloads.html> Then from the Hy-Tek web page double click the **Lite** option (illustrated below) and install it on your computer.

Swimming

TEAM MANAGER 4.0	Update	User Guide	Lite
MEET MANAGER 2.0	Update	User Guide	Demo
Sports BUSINESS MANAGER 5.1	Update	User Guide	Demo
Personal SWIM MANAGER 2.1	Update	User Guide	Demo
MM 1.4Qe - Not supported after 4-15-06	Update	User Guide	N/A

Next Steps

Stage 1 (Setting up preferences).

1. Open Team Manager 4.0 Lite and click **OK** in the information box.
2. Click **File** on the menu bar at the top of the screen.
3. Click **Open / New** and type the (twelve character max. abbreviated) name of your club, e.g. 'Aberdeen DoI' or 'Buckie' etc. as the **file name** and click [**Open**].
4. You will now be presented with the preferences window. Make sure only the following are selected.

<p>Gender Designations</p> <p><input checked="" type="radio"/> Male/Female</p> <p>Athlete Browser Options</p> <p><input checked="" type="checkbox"/> Show Ages</p> <p><input checked="" type="checkbox"/> Show Birth Date</p> <p><input checked="" type="radio"/> Last Name First</p>	<p>Team/Swimmer Defaults</p> <p>Default Team Registration [UK]</p> <p>Default Team Type [AG]</p> <p>Default Country [GBR]</p> <p>Meet Age Up Date</p> <p><input checked="" type="radio"/> Not Applicable</p>
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Then Hit [**OK**]

Stage 2 (Customising Club ID)

From the main Menu click on **Teams** then from the new menu that appears click **Add**. Complete the boxes as appropriate e.g. **Team Code** NANX – **Team Name** Aberdeen ASC – "**Short**" **Name** Aberdeen.

The other contact details would be appreciated. Press [**OK**] to move on. Close screen and return to Main Menu.

Stage 3 (Adding Athletes to your Database)

To add swimmers - click on **Athletes / Add** on the main menu bar and complete the following boxes. All that's required is the Swimmer's '**Name - Date of Birth – ID #** (Current SASA registration number) and **Sex**. Select the 4 Digit Club abbreviation from the **Team 1** box by clicking ▼ then click [**OK**].

Repeat for all other swimmers. When done close the window and all the swimmers will appear on the screen.

You have now set up your database of swimmers, which can be added to in time and used for all other events that will be run using Hy-Tek, a great time saver for the future.

The next page deals with selecting the events that the swimmers wish to enter.

Entries

The Meet Entries Secretary will send the events file by means of a zipped email attachment, this file should be downloaded and saved unopened to the 'TMIIIData' folder that has been created by Hy-Tek on Local disk (C:).

Step 1. From the File menu scroll down and select 'Import' then 'Meet Events' locate the 'TMIIIData' folder and double click e.g. the 'Meet Events ND Age Group Meet 2005 10Dec 2005-001.zip' file. To import the events for the meet, double click ' Meet Events ND Age Group Meet 2005 10Dec 2005-001.HYV or .ev3 (depending on whether you are using TM Lite or TM)' in the window that appears.

Step 2. To add individual entries and their entry times - click on 'Meets', next 'Entries' and then 'Entries by Name'. Select the **Club Abbreviation** from the 'Team' boxes leaving the others empty. Then select each swimmer in turn, tick the events they wish to enter and insert their entry time in the 'Custom Time' box. The time should be entered without separators, i.e. 12345 becomes 1:23.45. The events entered will be highlighted yellow.

NB. To remove a swimmer entered in error click the ticked box for that particular event.

Step 3. For relay entries select 'Entries by Event' and click on the appropriate event number, a list of eligible swimmers will now be presented. Again select the **Club Abbreviation** from the 'Team' box (shaded blue) on the options bar. Click the [New Relay] button (above the bottom right hand panel). Relay team members can be added by clicking the 'Entrd' box next to the swimmer's name. Repeat this procedure to add a second team to an event.

NB. To remove a swimmer from a relay team, double click the name of the swimmer in the team panel.

Step 4. To export your entries - From the main screen click on 'File' - 'Export' - 'Meet Entries'. Locate the generated e.g. (NANX-Entries001.zip) file in the **TMIIIData** folder on Local Drive (C:) Attach it to an email and return to the meet entries secretary. Cheques and other paperwork should be sent by post, to arrive within the following three working days.