

# Submitting Times for Swim Wales Super Series 2021

## Prerequisites

Clubs will need to use either Hy-Tek Swim Manager, Hy-Tek Team Manager or Hy-Tek Team Manager Lite to submit the times achieved in their club time trials for the Swim Wales Super Series 2021. If required, TM Lite which is a free to use program, may be downloaded from:

<https://hytek.active.com/downloads.html>

**Team Manager 8.0**

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Further details on how to download, install and setup TM Lite are available in a separate document entitled "Using TM Lite.pdf" which will be available on the Swim Wales website at:

<https://www.swimwales.org/pages/super-series>

The document "**Using TM Lite.pdf**" also contains instructions on how to use TM Lite to submit entries, etc. This information will also be useful as a refresher to users of Swim Manager and the full version of Team Manager.

## Entry Process

A summary of the process to be followed to submit entries for the Super Series is shown below:

**Step 1** Clubs download the Team Manager entry file for the appropriate round from the Swim Wales website and import the file into Swim Manager, Team Manager or TM Lite as appropriate. **NB There will be a different TM entry file for EACH of the Super Series rounds and the various files will need to be downloaded from the Swim Wales website.** The file for each of the rounds will be made available during the week prior to the start date for that round.

**Step 2** Clubs hold their 'Time Trials'

**Step 3** Clubs submit 'entries' for the appropriate round of the Super Series competition by putting the times swum in the time trials into the 'Custom Time' column if using Entries/Entries by Name, or the 'Custom' column if using Entries/Entry by Event.

The following screen shows what the Team Manager screen will look like if using Entries/Entry by Name

For this Meet, Swim for Team: [Dropdown]

Only Pre-Entered Athletes  Male  Female  Both  Team: [Dropdown] Group: [Dropdown] WM Gr: [Dropdown] Low Age  High Age  School Yr: [Dropdown] Subgroup: [Dropdown] WM Sub: [Dropdown] Standards: [Dropdown]

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Davies	Gwennan		F									

Show Relay Entries  Current Entries 0 Relay Entries 0 Session: [Dropdown] Meet Division: [Dropdown] Show Swim-Up Events  \* = time did not make the cutoff.

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Yards	LCM	SCM	Achieved	Meet Achieved
1		1 A	F	50	Free	12&U	<input checked="" type="checkbox"/>	45.94S									
1		3 A	F	100	Free	12&U	<input type="checkbox"/>	2:10.22S									
1		5 A	F	200	Free	12&U	<input type="checkbox"/>	3:59.91S									
1		7 A	F	400	Free	12&U	<input type="checkbox"/>	NT									
1		9 A	F	50	Back	12&U	<input type="checkbox"/>	51.36S									
1		11 A	F	100	Back	12&U	<input type="checkbox"/>	1:58.51S									
1		13 A	F	200	Back	12&U	<input type="checkbox"/>	NT									
1		15 A	F	50	Breast	12&U	<input type="checkbox"/>	53.68S									
1		17 A	F	100	Breast	12&U	<input type="checkbox"/>	1:54.24S									
1		19 A	F	200	Breast	12&U	<input type="checkbox"/>	4:03.69S									
1		21 A	F	50	Fly	12&U	<input type="checkbox"/>	49.32S									
1		23 A	F	100	Fly	12&U	<input type="checkbox"/>	NT									
1		25 A	F	200	Fly	12&U	<input type="checkbox"/>	NT									
1		27 A	F	100	IM	12&U	<input type="checkbox"/>	1:47.84S									
1		29 A	F	200	IM	12&U	<input type="checkbox"/>	3:49.65S									

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An example of a completed set of entries for one swimmer is shown below:

Suppose Gwennan Davies swam in 3 events in her club's time trial and the times she achieved were as follows:

- 50 Freestyle: 42.67
- 100 Backstroke: 1:56.39
- 100 Breaststroke: 1:52.22

These times would then be added to the 'Custom Time' column for Gwennan Davies in the TM entries file. The completed entry for Gwennan for the Super Series Round 1 would look as follows:

For this Meet, Swim for Team: LLLY [Dropdown]

Only Pre-Entered Athletes  Male  Female  Both  Team: LLLY [Dropdown] Group: [Dropdown] WM Gr: [Dropdown] Low Age  High Age  School Yr: [Dropdown] Subgroup: [Dropdown] WM Sub: [Dropdown] Standards: [Dropdown]

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Davies	Gwennan		F									

Show Relay Entries  Current Entries 0 Relay Entries 0 Session: [Dropdown] Meet Division: [Dropdown] Show Swim-Up Events  \* = time did not make the cutoff.

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Yards	LCM	SCM	Achieved	Meet Achieved
1		1 A	F	50	Free	12&U	<input checked="" type="checkbox"/>	45.94S	42.67S								
1		3 A	F	100	Free	12&U	<input type="checkbox"/>	2:10.22S									
1		5 A	F	200	Free	12&U	<input type="checkbox"/>	3:59.91S									
1		7 A	F	400	Free	12&U	<input type="checkbox"/>	NT									
1		9 A	F	50	Back	12&U	<input type="checkbox"/>	51.36S									
1		11 A	F	100	Back	12&U	<input checked="" type="checkbox"/>	1:58.51S	1:56.39S								
1		13 A	F	200	Back	12&U	<input type="checkbox"/>	NT									
1		15 A	F	50	Breast	12&U	<input type="checkbox"/>	53.68S									
1		17 A	F	100	Breast	12&U	<input checked="" type="checkbox"/>	1:54.24S	01:52.22S								
1		19 A	F	200	Breast	12&U	<input type="checkbox"/>	4:03.69S									
1		21 A	F	50	Fly	12&U	<input type="checkbox"/>	49.32S									
1		23 A	F	100	Fly	12&U	<input type="checkbox"/>	NT									
1		25 A	F	200	Fly	12&U	<input type="checkbox"/>	NT									
1		27 A	F	100	IM	12&U	<input type="checkbox"/>	1:47.84S									
1		29 A	F	200	IM	12&U	<input type="checkbox"/>	3:49.65S									

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The above entry process would then be repeated for all other club members entering the Super Series.

**Step 4** Once ALL the times for ALL the swimmers from the club's time trial have been added into Team Manager, the club Entry Secretary then exports their 'entries' in the usual way (see the document "Using TM Lite.pdf" if more information required) and sends their entry file to Rob Williams (robwilliams1145@gmail.com).