Using Team Manager Lite to Submit Meet Entries

Team Manager Lite is a product designed by Hy-Tek to assist teams for whom it is not economical to purchase a license for the full Team Manager product. TM Lite is a free download that takes only 10-15minutes to set up.

Using Team Manager Lite involves 5 steps:

1. Download and install TM Lite.
2. Set up your team and add your swimmers.
3. Import meet events file.
4. Enter swimmers and relays into the meet.
5. Export your entries and send to meet organiser.

Part 1: Downloading the software

Step 1: Go to the website https://hytek.active.com/

Step 2: click on the 'Support' menu item.

**Step 3**: Click on the "Downloads"

Step 4: Under Swimming, find the section for Team Manager 8.0. Here there are links for the Update, User Guide, Lite, etc. Click on the link for **Lite** and follow your computers directions for downloading the program.

**Step 5**: Double click on the downloaded file to install TM Lite.
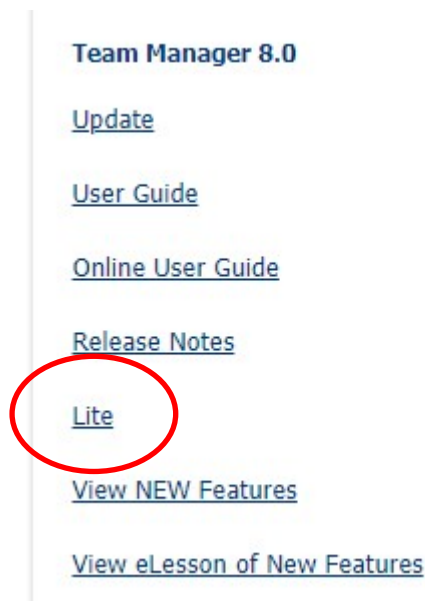
Part 2: Setting up your team.

Step 1: When you open up the TM Lite program, you will come to the home screen. To set up a team for the first time, Click on the File Menu, and click Open/New. The following screen will appear. You can change the name of your database by changing the file name or you can keep it as "MyTeam" if you choose. Click Open to create the database.
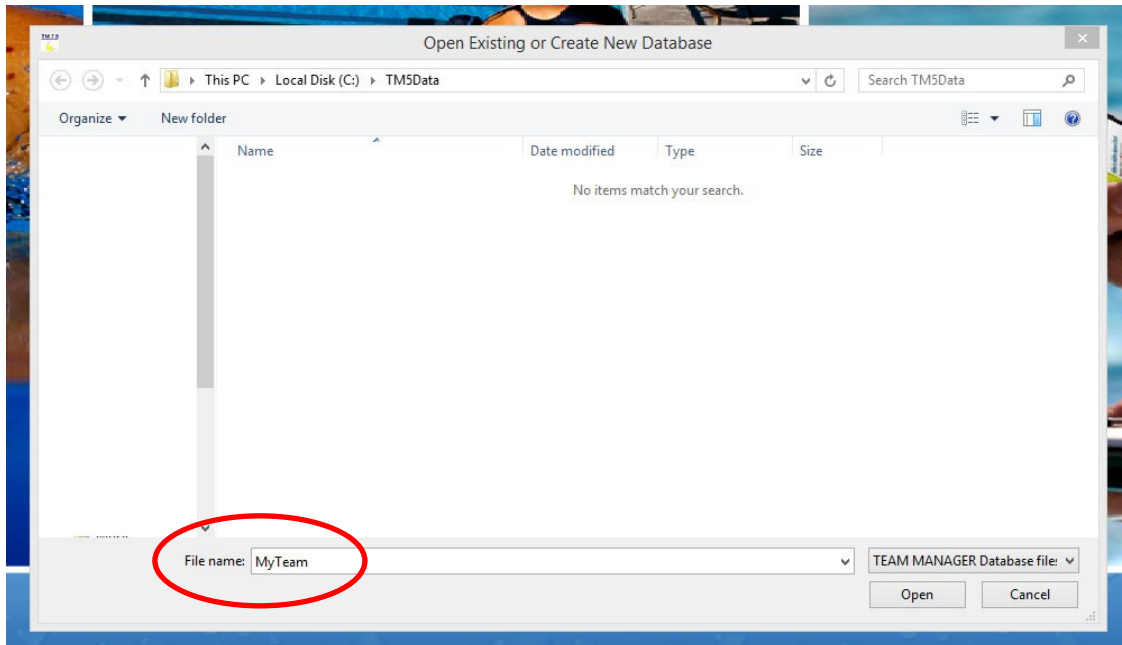
Step 2: In the Log-in screen select 'Admin', 'Single User' and then click OK.
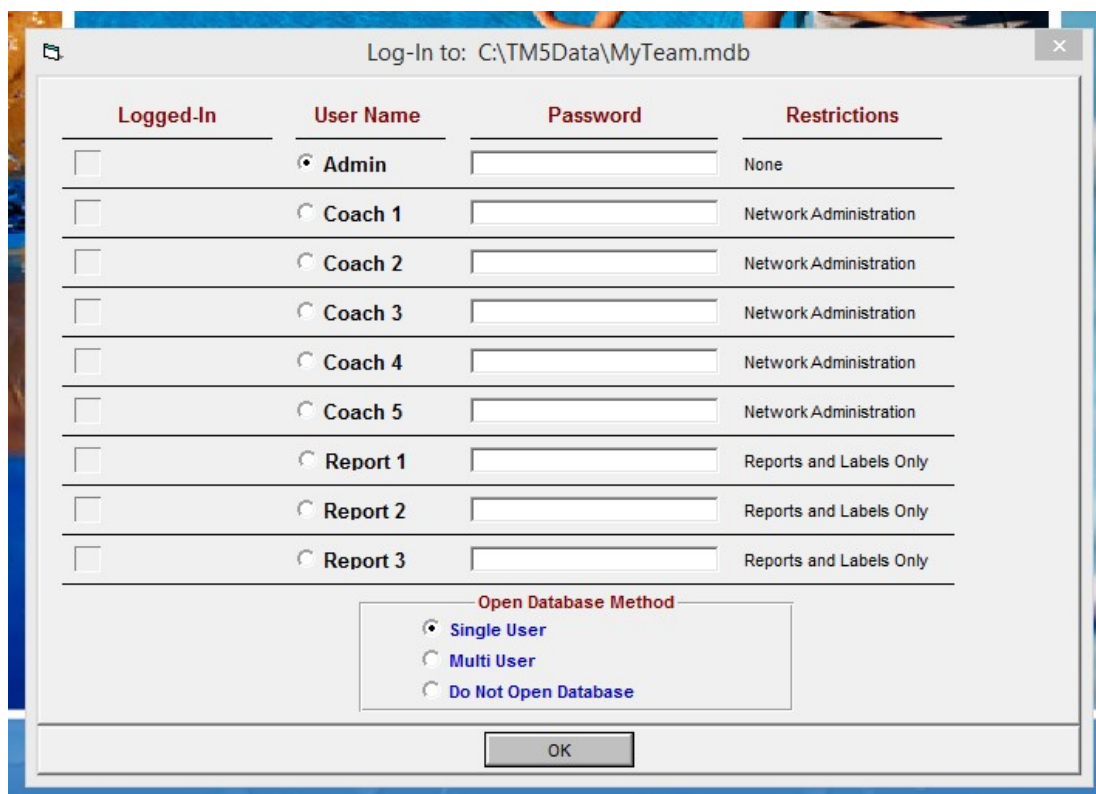
Step 3: Setting up System Preferences. Enter the following preferences as shown on the screen shot below Click OK when you are done.

Step 4: Adding your Team.   From the Main Menu, click on Teams and then click on Add. Enter the information for your team. For example, the swim team called 'A Swim Team ASC' might complete the details as follows:
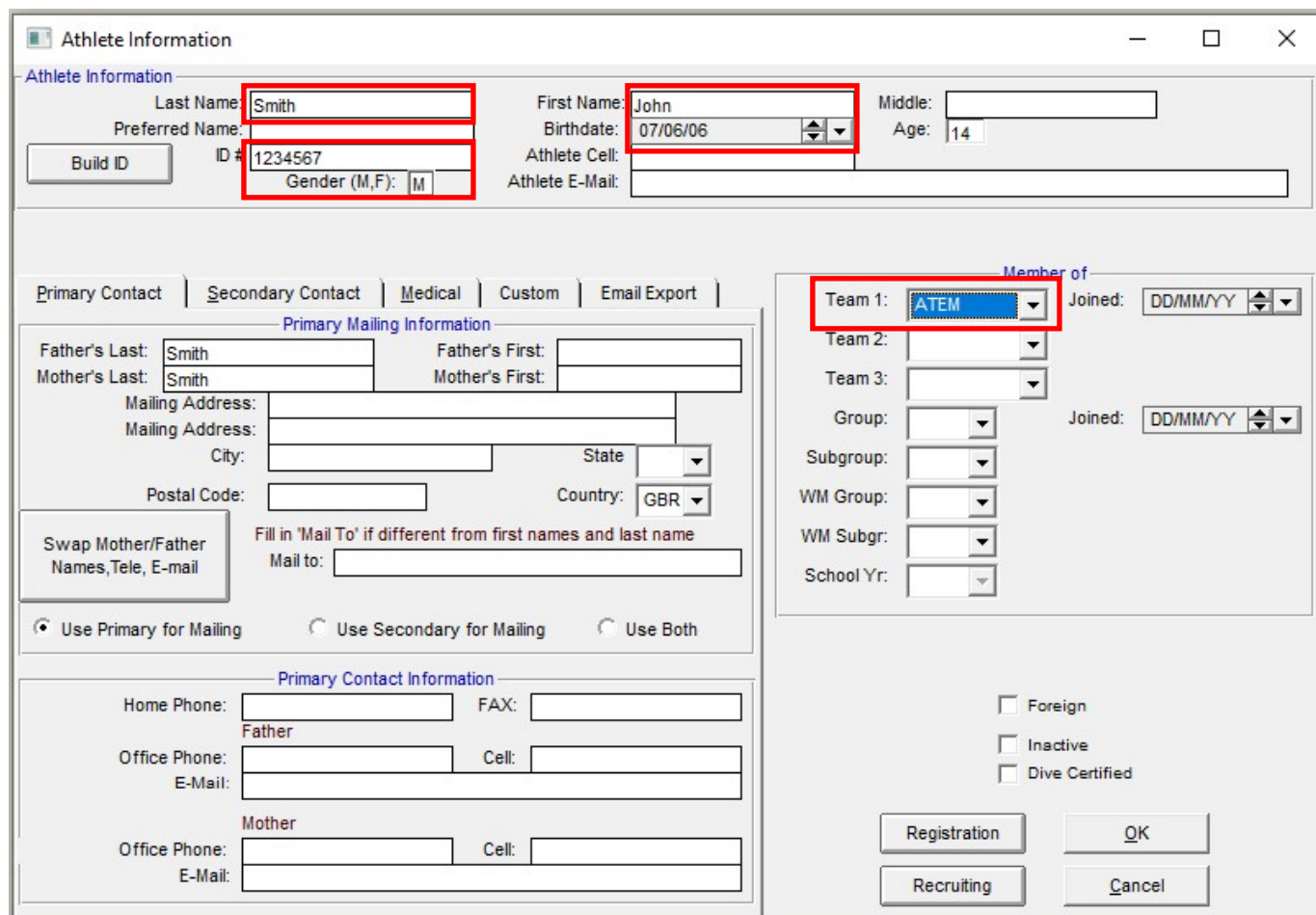
Step 5: Adding your Athletes: Once you have entered a team, you can begin to add your athlete information. From the main screen click on 'Athletes' and then 'Add'. You will need to add one athlete at a time. You can add as much or as little information as you want, but the Last Name, First Name, Birthdate, Gender, and Team 1 are mandatory fields. Where known, you should also enter the swimmers' ID#

Part 3: Importing events file.

The meet organisers will either email a zipped entry file to the teams who have requested this file or have the file available for download off of a website. Save the entry file on your computer in a designated folder.

From the File menu click on Import and then Meet Events. Find the folder where you saved the entries file and click Open.

The program will prompt you to unzip the file. Click OK.

It will then open up a new box where you select the unzipped file of the same name and click Open.

You will then be asked to Import the events. Make sure that the information matches the meet you want and click OK.
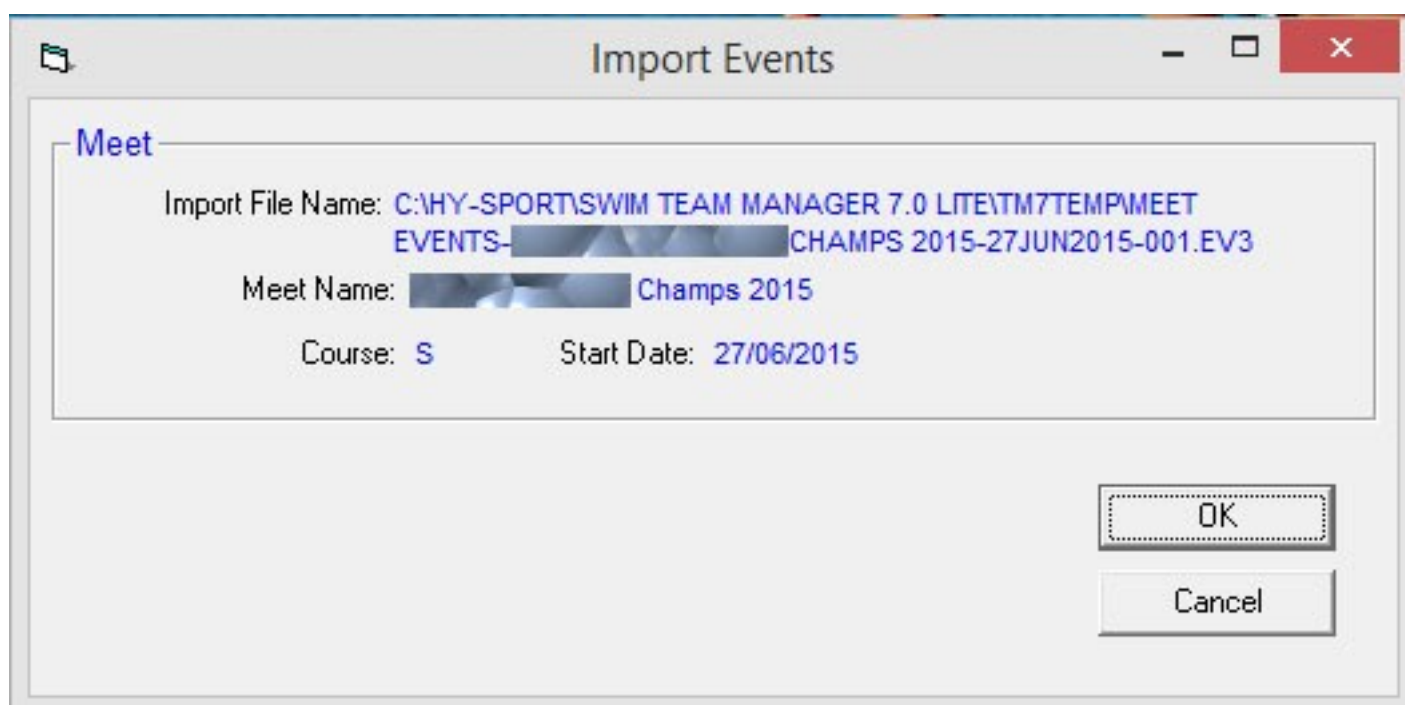
The next box will tell you how many events were imported. Click OK.

You will now see a 'Meet Setup' dialogue box. You should not need to change any of the information presented here, so simply click on the 'Save' button 4 times.

You are now finished with this section.

Part 4: Entering your swimmers.
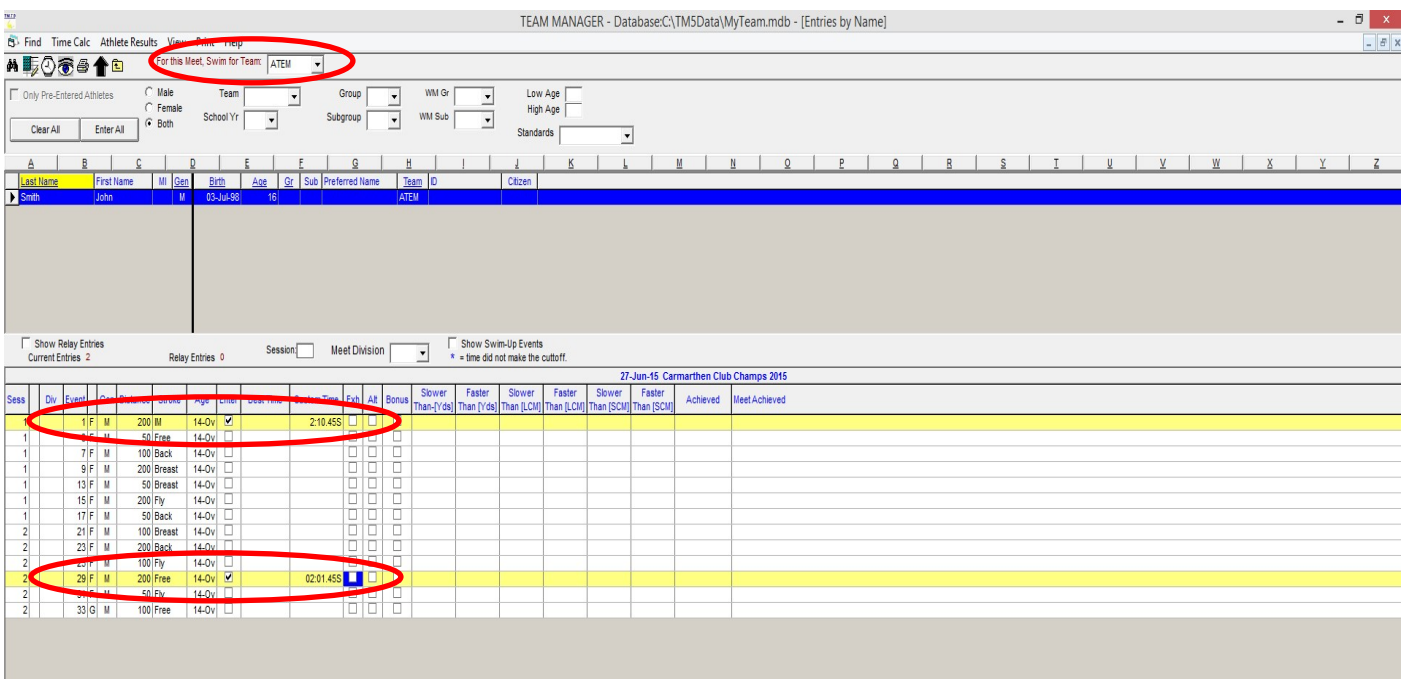
Step 1: Individual Events.

Now, from the home screen, if you click on the Meets menu you should see the meet you just imported in the list.
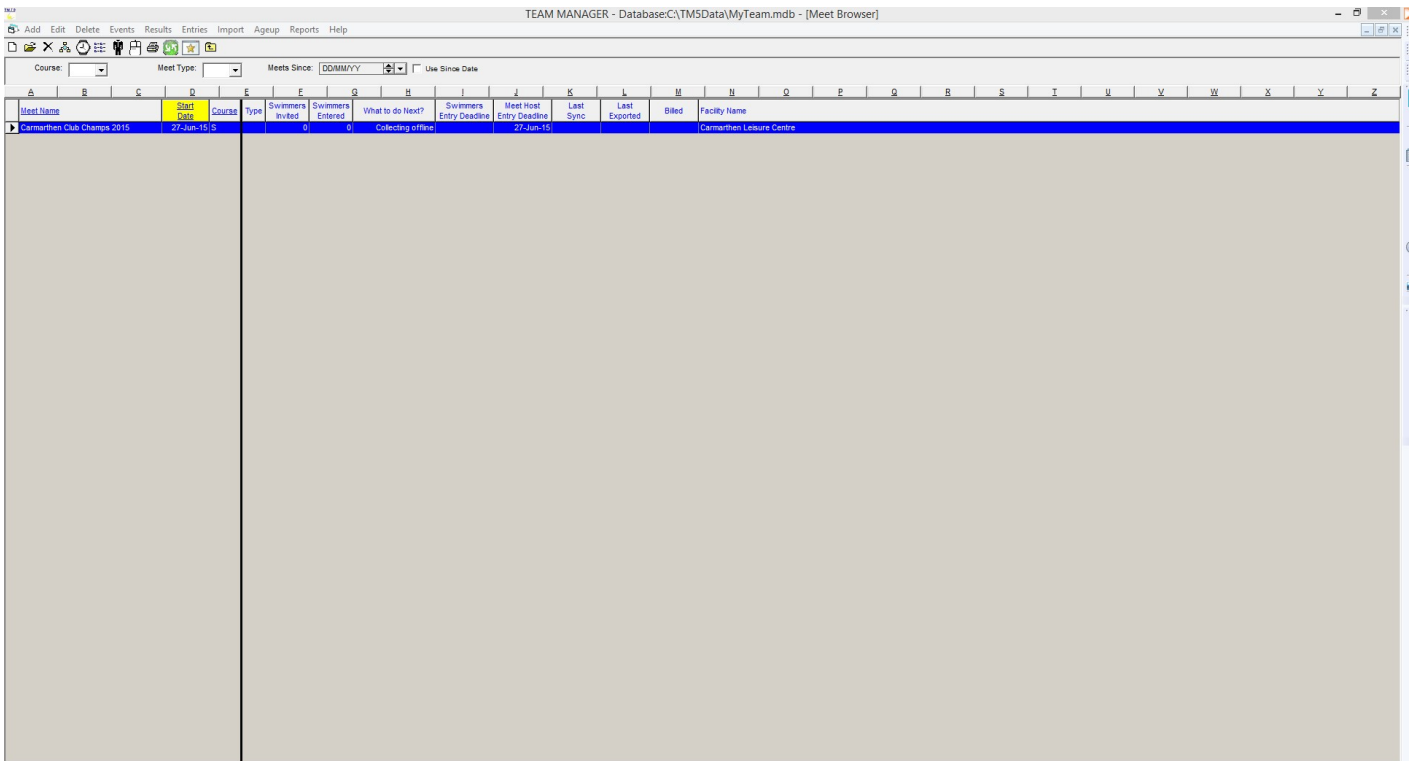
Highlight the meet you want. If you click on the Entries Menu, it will give you a couple of options, Entries by Name and Entries by Event are the only ones you will need.

Entries by Name will allow you to pull up a swimmer's name and enter them into events.

Select your team and then the first swimmer. Enter them into a meet by clicking the box next to the event and enter a time in the Custom Time field.

Step 2: Relay Events.

Once you are done with the individual events, close the Enter by Name window and pull up the Enter by Event window. Some coaches prefer to enter all swimmers using the Enter by Event Window. It is your preference. However the only way to enter relays is by using the Enter by Event window.

Each event will be listed on the top of the screen. The individual events will be listed with an "I" and the relay events will be listed with an "R".

If you are using the Enter by Event for individual swimmers, highlight the event you want and a list of eligible swimmers will come up on the bottom. Just like in the previous part, click the box of the swimmer you want and enter a time in the custom time field.

Relays are a little different. After you highlight the event, you must click "New Relay". Then you can double-click or click and drag the names of the swimmers to the list.

You can add several relays by clicking "New Relay" again.

The relay with the fastest time will be entered as the A relay. If you do not enter any of the relays with a time, the first relay you entered will be designated as A.

You do not have to designate specific relay swimmers ahead of time. For most meets, you can simply enter the relays and then give the names of the swimmers to the computer operator on the day of the meet.

Part 5: Exporting your entries.

Once you have finalised your entries, you need to export the entry file. This will put all your entries into a zipped file that you return to the meet organiser by email, memory stick, etc. Starting from the Main Screen, click the File pull-down menu. Go to Export and then Meet Entries. The box that comes up will tell you what folder the file will be saved to. Click OK and then TM will tell you the name of the zipped file.
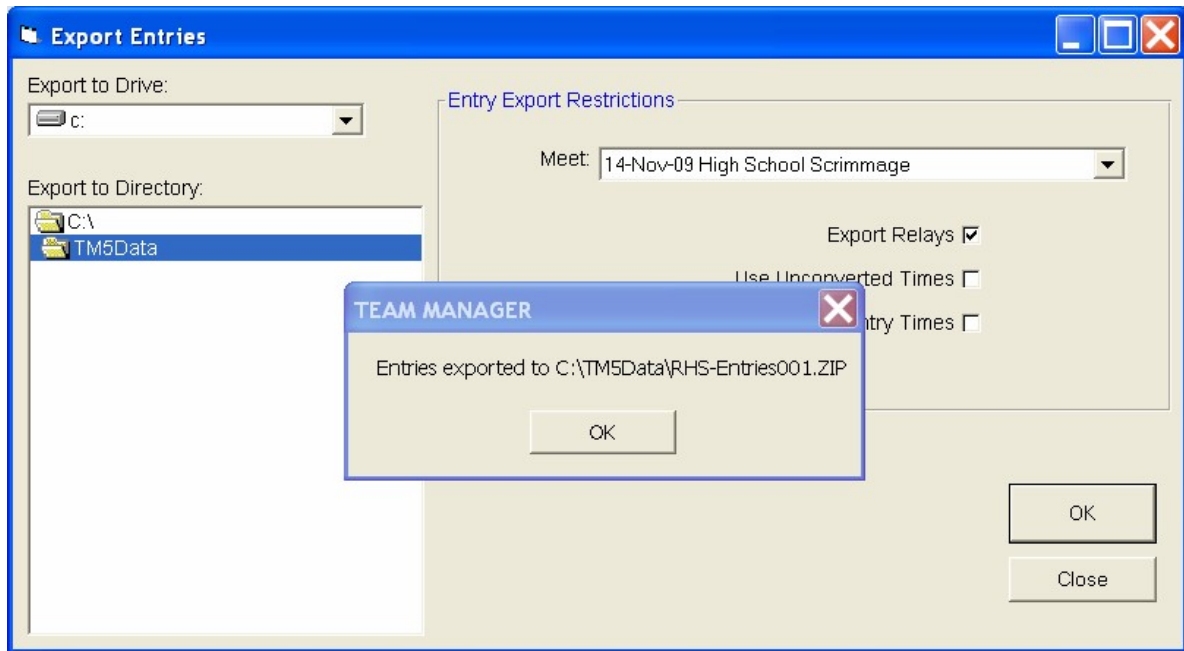
The final step is to locate the file you have just saved that file and send it to the host team or the specific person collecting the entries.