



## Help Sheet For Electronic Entries for CAG2015 Championships

### What you need

Team Manager 7.0 Lite is a free download (a large file so you will need a fast internet connection) from Hy-Tek at [http://www.hy-tek.com/Demos/Swim\\_TEAM\\_MANAGER\\_Lite.exe](http://www.hy-tek.com/Demos/Swim_TEAM_MANAGER_Lite.exe) (it is also called the demo version) that enables users to enter meets created by Hy-tek's Meet Manager – the software used to run the this gala. *If you did the entries previously for your club then you can use the program you downloaded then, even if this was version 5 since it hasn't changed much. You can also use the database of swimmers you created and just add new swimmers – you don't need to delete old ones since you won't enter them in any events. This can save you a lot of time!*

You also need to save the file 'Meet Events-County Age Groups 2015-23Feb2015-001.zip' that came with this document to a suitable location on your computer. DO NOT unzip this file – Team Manager will do that for you.

### To load Team Manager Lite.

- Minimum System Requirements:- 500MHz Celeron/Pentium.AMD class computer with 1GB Ram, Windows 2000, XP, Vista, Windows 7 and Windows 8.
- After downloading Team Manager 7.0 Lite from [www.hy-tek.com](http://www.hy-tek.com),
  - Select **Swim\_TEAM\_MANAGER\_Lite.exe** and double click, **set up** will automatically use install wizard.
  - Follow on screen prompts to load onto hard drive.

### Using Team Manager Lite

#### **EITHER**

If using for the first time / don't have the file you created for last year :-

- Select **English** from the list; uncheck the '**Show this dialog....**' And click **Ok**
- Click **Ok** on the info box about the Lite Version
- On Welcome dialog uncheck the '**Show this dialog....**' And click **Close**
- Click **Open/New**
- Enter a database file name (in capital letters), usually your team name and click **Open**.
- **System Preferences Window** then opens,

- In **Team/Swimmer Defaults**
- Set Default Team Registration to **BS**
- Set Default Team Type to **AGE**
- Set Default Country to GBR. Click **Ok** on pop up dialog
- In **Meet Age-Up Date** Select **Meet End Date**
- In **System Age-Up Date** Select **Always Age Up To Today**
- Click **OK** on query box that pops up
- Click **OK** to close Window
- Click **No** to age up athletes today query
- Click **Teams/Add**
- Enter Team **Abbr**
- Enter **Team Name**
- Enter **Short Name**
- In Team Registration select **UK**
- In Team Type select **AGE**
- Click **OK** and then Cancel to close **Teams** Window
- Go back to main menu ( click ↵ icon on the menu bar)

**OR** if you have the file you created previously just

- Open the file created previously from last year

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This tells you how to enter Athlete information – if you are using your file from last year you will only need to add new swimmers. There is no need to delete swimmers that aren't entering this meet – but if you want to, select the Athlete and use the Delete option on the top Menu.

- Click **Athletes/Add**
- In **Athlete Information**
- Enter Athlete's Last Name, First Name, Middle (If Applicable), Birthdate, select Male or Female.
- In **Member of** set **Team 1** to your team.

- Click **Build ID**.
- Click **OK**.
- Repeat for all of your swimmers entering any of the Meet. Then click **Cancel** to close **Athlete Information** Window
- Close **Athletes** Window.

Next

#### Click **File/Import/Meet Events**

- This will open import events window.
- Browse to find the files on your computer that were attached to the email that came with this document- '**Meet Events-County Age Groups 2015-23Feb2015-001.zip**'
- Select the file of the meet you wish to enter, and click **open**.
- (You may get an information box suggesting an update to TM lite is required, this can be ignored.
- Click **OK**.)
- **TM** should unzip file to a temp folder on screen, select the file click **open** and follow screen prompts to complete loading this meet info.

Next

- Click **Meets**
- The meet you have previously chosen should be displayed, select it.

For Individual

- Click **Entries** and select **Entries by Name** to make you entries.
- You may get an information box telling you entry times must be entered in custom time field. Click **OK**.
- Individual entries may be made by either **Event** or **Name** but the more convenient is by **Name**.
- Select **Entries by Name**. In Window showing swimmers scroll down, if necessary, to required swimmer and select. When a swimmers name is highlighted all eligible events for that swimmer are shown. Click the box in the **Enter** column to select an event to enter, click the corresponding box in the **Custom Time** column and enter the time. Complete your entries for all swimmers.
- Complete all your entries then close Go back a menu level ( click ↵ icon on the menu bar)

And Finally!

- Click **Reports/Performance/Meet Entries**.
- In **Team** select your team, in **Event Filters** select which type of report you wish to create, and then click **Create Report**. Check your entries are complete and correct.
- You may find it useful to print a copy of this report.
- To create the electronic entry Click **File/Export/Meet Entries**. In **Export Entries** box select which Meet to export. Click **OK**.

This creates a zipped file that is exported to directory **TMIIData**, a folder on the C:\ drive. The filename of your first Meet entry will be '**your club code**'-**Entries001.ZIP**, second entry will be '**your club code**'-**Entries002.ZIP** and so on for each meet. You should keep a record of which numbered file relates to which Meet in case you need to make changes to your entries. This file should be attached to the e-mail that you send to [sasacounties@btconnect.com](mailto:sasacounties@btconnect.com) to register your Team's swimmers – *the latest entries can be sent is January 25<sup>th</sup> 2015*, earlier is fine. As in previous years the promoter will enforce this without exception.

Any queries contact me at the email address above.

Shaun O'Neill  
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