

## **Entering Athletes Manually in the Next Meet using Team Manager Lite**

This method is for use by the originating school (ie. send to the division or district meet)

- A. Individual schools (teams) download Team Manager Lite and install it on a local computer.
- B. The meet host prepares a file in Hy-Tek. This includes all the events that will be run at the meet. This file is sent to the entering teams.
- C. These teams use Team Manager and this meet entry file to enter their team.
- D. Teams export their list and send their team to the host by email.
- E. The host imports these entries into Hy-Tek and seed the meet.

### **Step A. Download Team Manager Lite**

This is a free download from Hy-Tek. It is available on their web site at [http://www.hy-tek ltd.com/Demos/TF\\_TEAM\\_MANAGER\\_Lite.exe](http://www.hy-tek ltd.com/Demos/TF_TEAM_MANAGER_Lite.exe)

### **Step B. Setup Steps for the Meet Director of the Host Meet, using Hy-Tek Meet Manager**

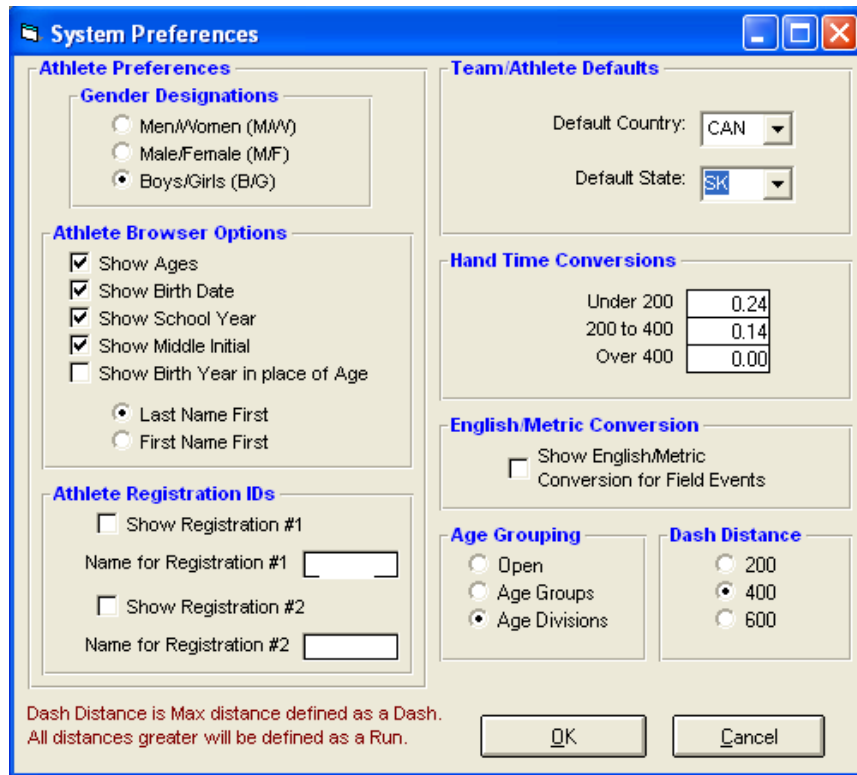
1. Setup the meet with all the events, sessions, etc., but without any athlete entries. Make sure that in Setup|Athlete Relay Preferences you have set Date for Computing ages to 01/01/yyyy where yyyy is the current year (ie, 2007).
2. In Hy-Tek meet manager use File|Export|Meet Events for Team Manager. This will create an events zip file with all the information about the meet. You save this file somewhere on your computer.
3. Either email the events zip file, or post it to a web page, so that those sending you their team entries have this file.
4. You may wish to also send the sending team a team code (for them to use in step C.4, below).

**Note: if you are using Team Manager Lite to send entries to the provincial meet, then you *must* create your team using the following team codes.**

BW	Battle West
CV	Central Valley
EC	East Central
HC	Horizon Central
NC	North Central
NE	North East
NW	North West
QV	Qu'Appelle Valley
RG	Regina
SA	Saskatoon
SC	South Central
SE	South East
SW	South West
WC	West Central

### C. Team entry procedure

1. Save the events zip file (above, step B.3) somewhere on your local computer.
2. Start Team Manager Lite. Import the event list which you saved in step 1. Use File|Import|Meet Events, and browse to where the zip file of meet events is saved on your computer. Follow the on-screen instructions to load the event file.
3. Use File|Open to create a team.
4. Set the default system preferences as follows:



5. Add a team (select Teams|Add). If you were sent a team code, use it; otherwise enter up to 4 characters that will uniquely identify your team. Also enter a team name. A short name is optional. **Note: if sending to another meet, and have been given a team name, you must use what you are given.** You do not need to enter any of the other information on the team page; however, if you do it can help out the next level should there be a problem with your entries. When the team is entered, close the team window.

- Next add the names of the team members going to the next meet.

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You will need to complete the following (other fields are optional, and need not be completed):

- Last Name
  - First Name
  - Birthdate Use 01/01/yy, rather than the actual birthdate, in order to place all athletes into the correct age category. **All midgets must be age 15, all juniors age 16, and all seniors age 17, whatever their actual age.** For example, in 2007, all midgets should have a birthdate of 01/01/92, all juniors 01/01/91, and all seniors 01/01/90, regardless of their actual birthdate.
  - Gender (male or female)
  - City: This is the **SCHOOL NAME** . Use the name of the *town and school* (for example PA Carlton, S'toon Holy Cross, or Tisdale Composite)  
Competitor number is not required, **except when sending entries to the provincial meet**, or if you are assigned competitor numbers to use by the meet director of the host meet.
  - Team (select from the drop down list). Required even though you have only one team.
- Press the [OK] button after entering each team member (Hint: it is easiest to enter all athletes of one gender at once, then switch so that you do not always have to set the gender.) When the team is fully entered, close the athlete window.
  - Enter the individual meet entries. Use Meets|Entries|Entries by Name. Select the athlete from the list of names, then click on each individual event that you wish to enter. To enter a seed time or distance for an event, type it into the Custom Mark field. **CAUTION: all times must be entered as mm:ss.hh and distances as m.cm. Note the colon between minutes and seconds.**

9. Next, enter the relay entries. Use Meets|Entries|Entry by Event. Select your team from the For Team dropdown. Scroll through the list of events until you find the relay you wish to add, and highlight it. Then press the [New Relay] button. Optional: you can select athlete names for the relay team, but it is not necessary to do so. Caution: don't press the [New Relay] button a second time for the same age class.

#### Step D. Export your entries

1. When all the individual and relay entries are complete, print the entry report (Meets|Print|Entry Report). Verify that your team entry is correct.
2. Finally, select File|Export|Meet Entries. This process creates a zip file of your entries for the next meet. Save it in an appropriate location on your computer, and then email it to the meet director of the next meet.

Full instructions for use of the Team Manager Lite program can be downloaded from <http://www.hy-tek ltd.com/updates/tftm%20lite.pdf>

#### Step E. Import Steps for the Meet Director of the Host Meet

1. When you receive the zip file of meet entries (step 11, above), save it in an appropriate location on your computer.
2. Start Hy-Tek Meet Manager, and use File|Import Entries. Browse to where the zip file is stored, and import it.
3. Set the import options as shown below, unless you need to use competitor numbers for your meet (**you must check Import comp #'s ... if you are doing the provincial meet**). If you get exceptions during the import, print the list so that you can verify the problem.

**Import Entries**

Include entries with No Time/Mark (HT/ND/HH) :

Enforce meet entry qualification times :

Update with Improved Marks Only (No new entries) :

Import comp #'s, but do not replace existing comp #'s :

Match on Div # (from DOS) or Div Code (from Windows) :

Match on Event Number :

**Athlete Matching**

Exact match on team abbreviation and athlete name

Exact match on athlete name only

**Team Matching**

Exact match on team abbreviation and team name

Exact match on team abbreviation only

**Team Manager Entries**

All Team Manager entries are for the same Division #

If checked, which Division :

OK Cancel