

Instructions for Creating Meet Entries Using Hy-Tek Team Manager or Team Manager Lite Software

NOTE: Before you start, make sure your Team database is backed up and saved where it can not be overwritten – just in case you have a problem.

1. Download the summer or winter events file for Team Manager from the Hy-Tek Setup Page on the League's Web Site at http://www.carolinaymcaswim.org/hy-tek_setup.htm by selecting the file and then choosing the "save to disk" option rather than the "open" option. The file will be saved as mmsummer.zip or mmwinter.zip. Remember the location on your hard disk where you saved this file.
2. Open the Team Manager Application.
3. Select FILE / IMPORT / MEET EVENTS
4. Locate the file you saved in step one and open it.
5. Follow the prompts to import the file.
6. You will now have a new meet listed in Team Manager.
7. Double-click on the new meet to edit the meet and set the swimmer surcharge and event and relay charges as appropriate for the meet (if you want to be able to calculate your entry fees). Mark the maximum swimmer entries as 4 individual and 2 relay events and make sure the age-up date is correct (12/1 for winter and 5/1 for summer).
8. Select TEAM/ADD TEAM and ATHLETES/ADD ATHLETES to add your team and Athletes as necessary. Make sure your athlete names are identical to what you turned in with your registrations and that your team designation matches the data you turned in with your team registration. All athletes must have a birthday assigned. HELPFUL HINT: If you set up all of your athletes in Team Manager and then use the same database to submit your roster to the league secretary and to make your entries, you will not only save time but will be sure that your athletes will be credited with swimming in the meets.
9. Select MEETS, highlight the new meet, and Select ENTRIES to make your entries for this meet. You can make entries by name or by event number. HELPFUL HINT: Make your individual entries by name and your relay entries by event.
10. Select FILE / EXPORT / MEET ENTRIES to create a zipped file containing your entries. Save this file in a folder where you can conveniently locate it.
11. Select REPORTS/PERFORMANCE/MEET ENTRIES to create a word document of your meet entries by name and by event. The word for windows document is created after the report is generated by selecting the icon that looks like an envelope with an arrow and selecting "word for windows document" from the pull-down list. In step 11, you will create 2 reports. Be sure to remember where you file these reports on the hard disk.
12. Attach the files created in step 10 and 11 to an e-mail and send it to the address specified by the host team in their meet information.
13. After the meet is over, download the commlink file from the league web site and import it into your Team Manager database so that you always have the latest times for your swimmers.

If you have problems creating the entry file contact Don Kier at 864 487-7711 (evenings) or e-mail questions to drkier@bellsouth.net.