

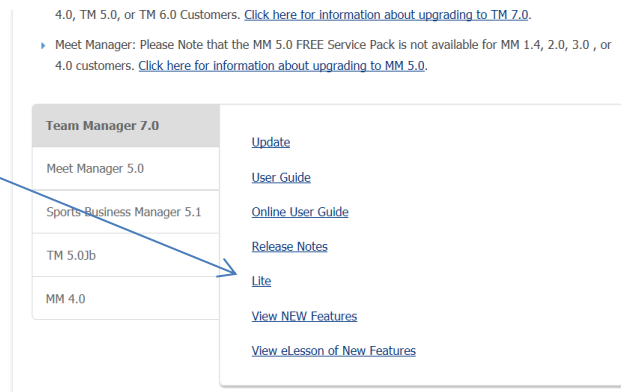
**COUNTRY PENNANTS
INSTRUCTIONS FOR TEAM MANAGER LITE**

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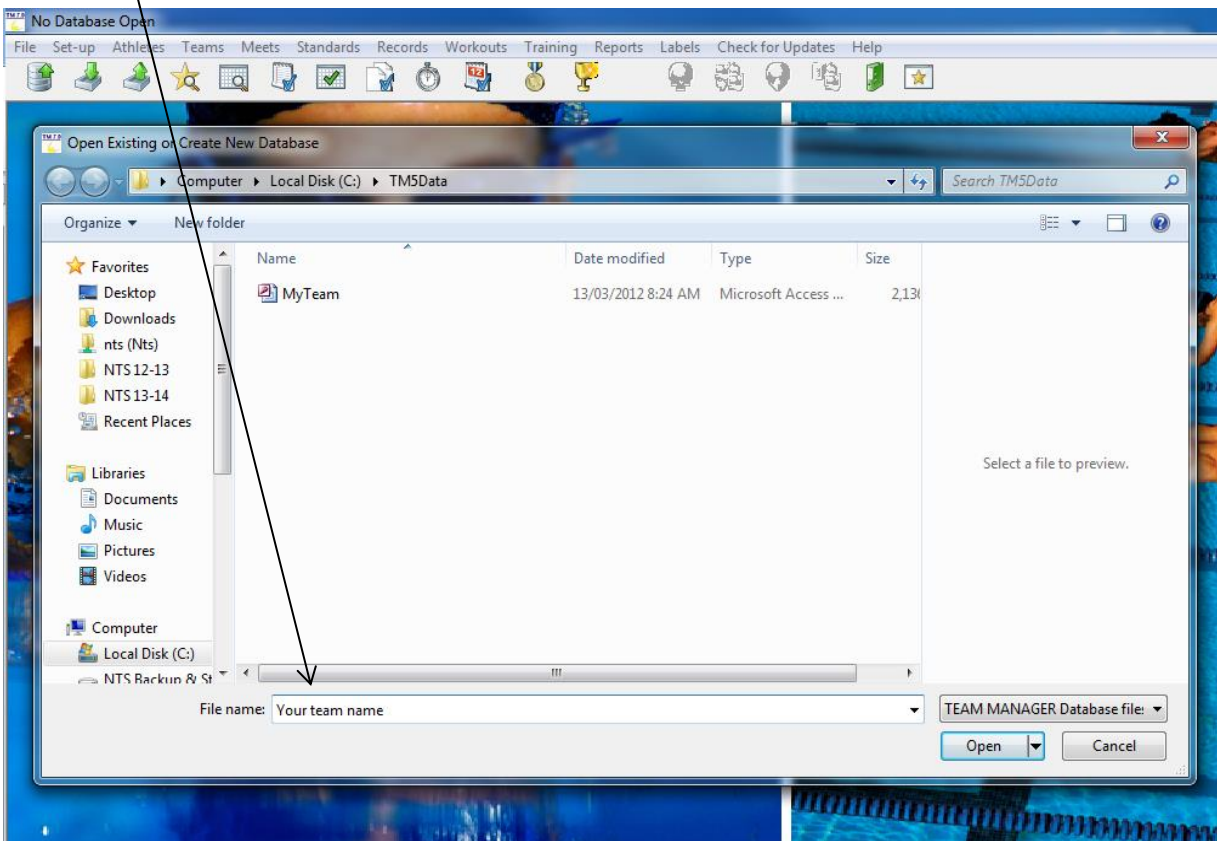
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1. DOWNLOAD PROGRAM & SET PREFERENCES

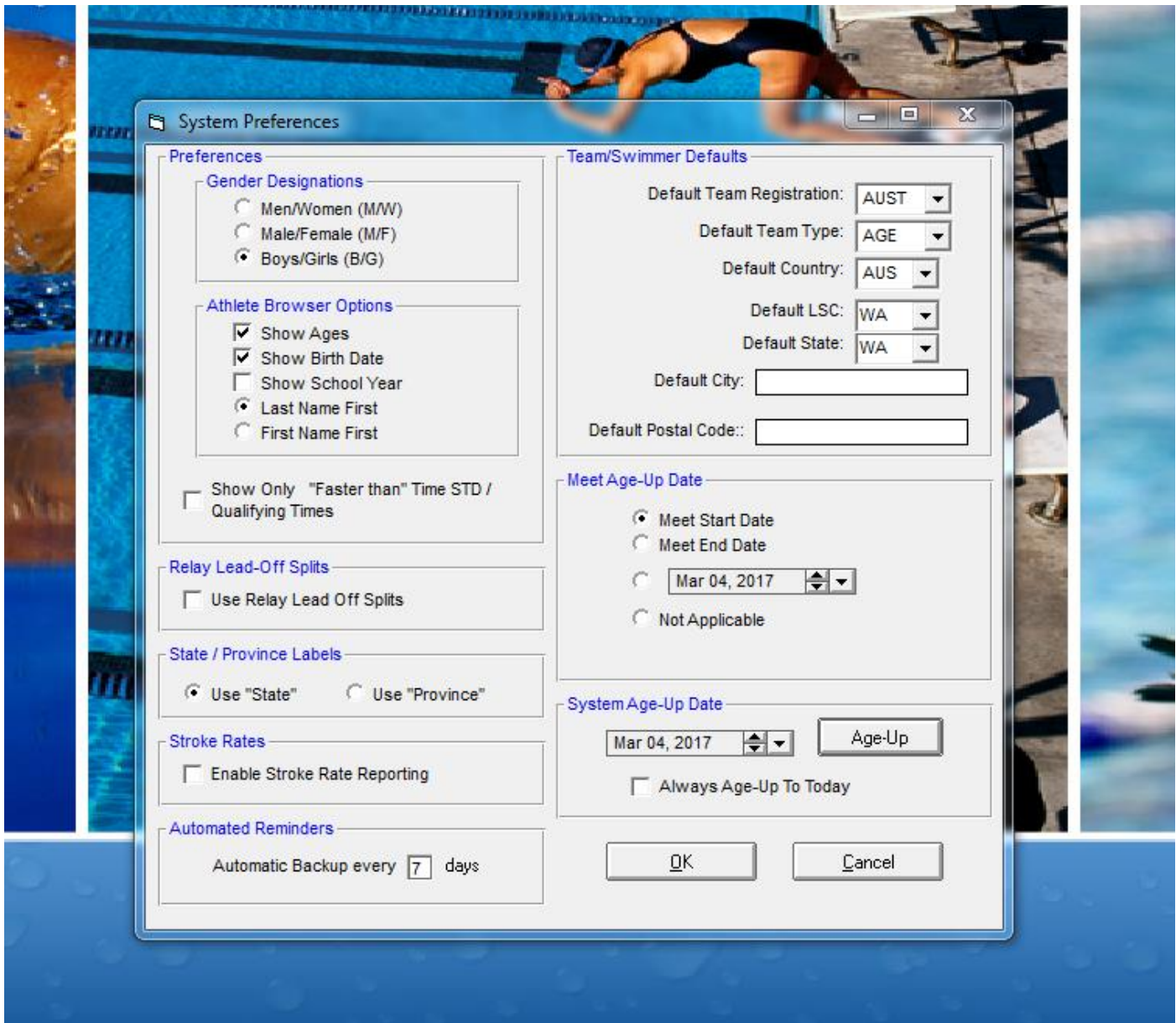
- Download TM Lite from <https://hytek.active.com/downloads.html>



- Install TM Lite
- Run Program
- Click File – Open
- Type in Name of club to create a TM Database



- Click Open
- Set System Preferences using drop down menus ... to match the screen below



- Click OK

2. CREATING YOUR TEAM

- Click on Team
- Click on Add

Complete information about your Team as per below screen NOTE :- use the team Abbr – exactly as Swimming WA lists you in the Almanac

The screenshot shows the 'TEAM MANAGER' application window with a 'Team Maintenance' dialog box open. The dialog box is titled 'Team Maintenance' and contains the following information:

- Team Names/Registration:**
 - Team Abbr: YOR
 - Full Team Name: York Swimming Club
 - Short Team Name: York
 - Team Registration: AUST
 - Team Type: AGE
 - Team Division: (empty)
- Mailing Information:**
 - Mail To: (empty)
 - Address: (empty)
 - City: (empty)
 - Postal Code: (empty)
 - E-Mail Address: (empty)
 - State: WA
 - LSC: WA
 - Country: AUS
- Telephone Information:**
 - Day Phone: (empty)
 - Evening Phone: (empty)
 - FAX: (empty)

Buttons: OK, Cancel

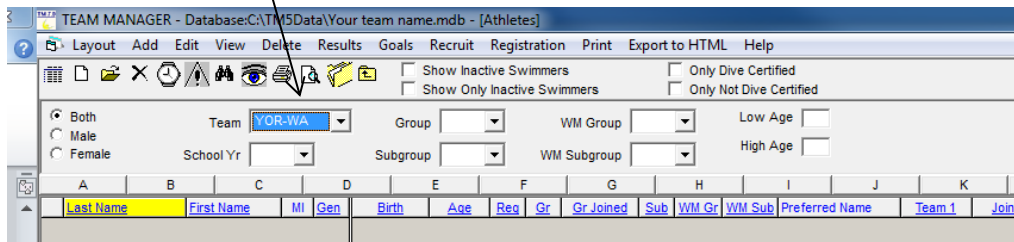
- Click OK
- Click Cancel

Your team will now be listed in the Team Browser – Close this Team Browser window

3. ADDING YOUR ATHLETES

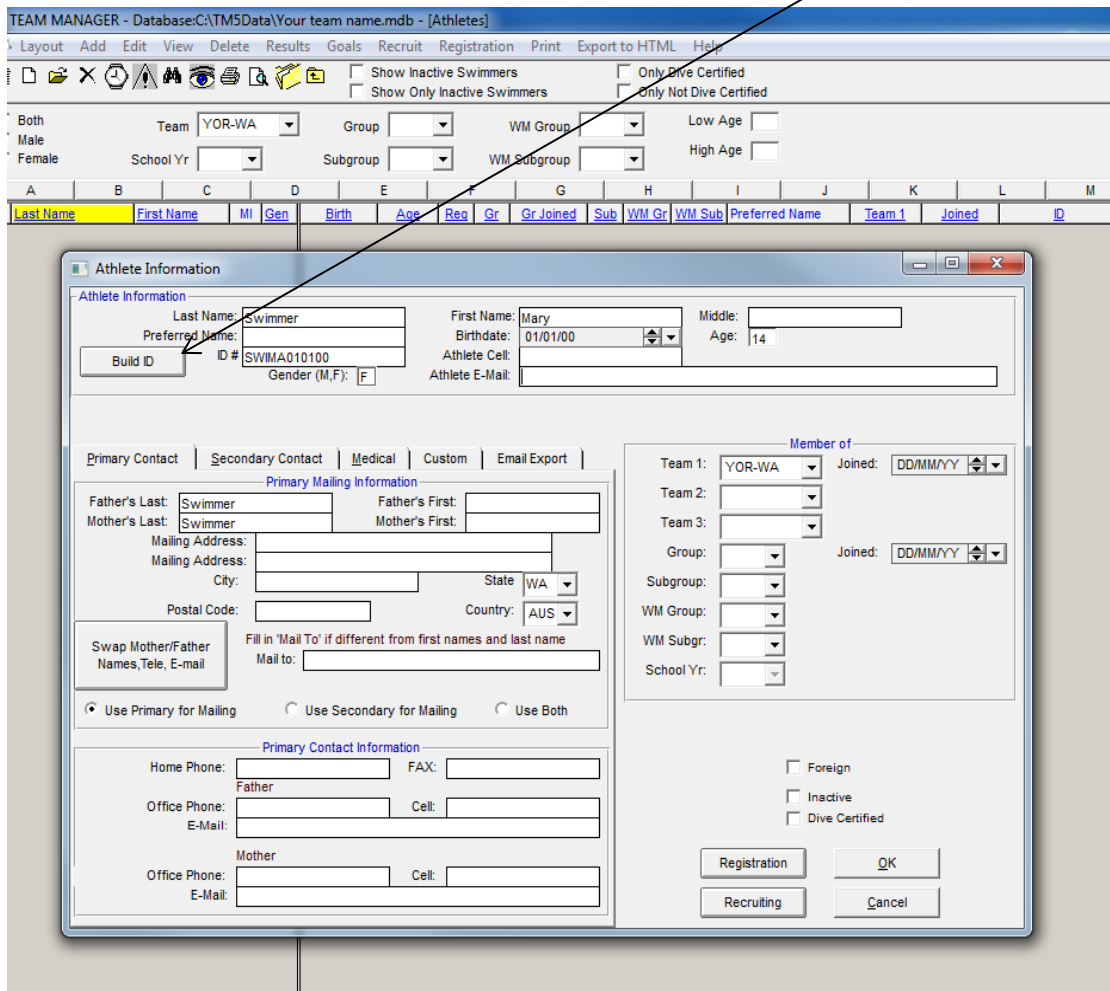
- Click Athletes

Select your team from the list



- Click Add

Note – when you have entered swimmers name, DOB and Team you can click on Build ID which will enter the information into that field. Don't forget to select M/F. It is not necessary to complete the address etc info



- Click OK

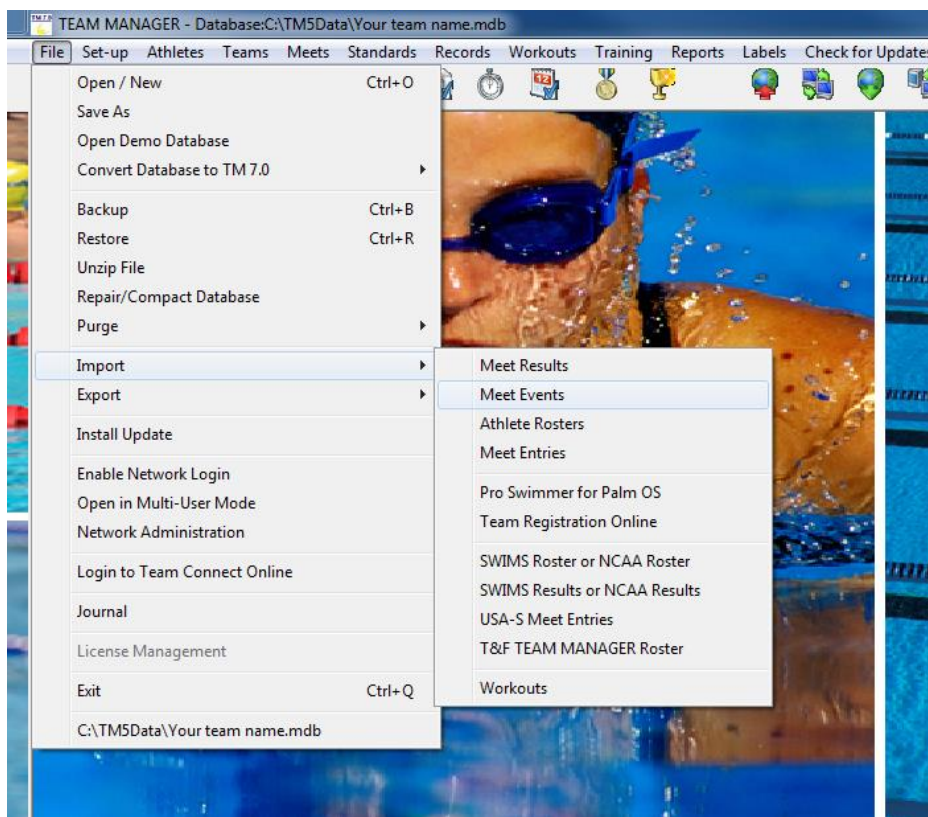
Continue for all your athletes that will be swimming at Country Pennants.

Remember that you need to include swimmers even if they are only swimming in Relays

When you have finished entering all swimmers click Cancel ... your Athlete Browser will now show all athletes for your team.

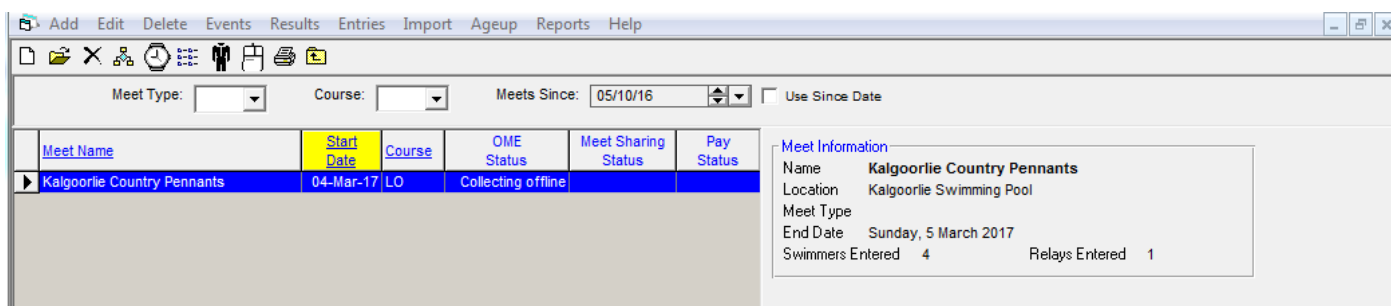
4. ENTERING ATHLETES INTO EVENTS

- Download Event Entry file (available from Swimming WA Website) and save (note location)
- Click File – Import – Meet events



- Locate the zipped file (as above) & click Open
- Select OK to unzip
- Select the unzipped file & click Open
- Click OK
- Then OK on the screen advising number of events imported
- Click Save on 4 screens that come up for the Meet Setup

You will now see Country Pennants Meet listed in your Meet Browser



To enter your swimmers in the meet ...

- Click on Entries ... select either by Name or by Event

Following screen is “by Name”

- Select your Team AND Select your Division for CP (A,B,C,D or E)

The screenshot shows the 'TEAM MANAGER' software interface. At the top, there are filters for 'Team' (set to 'YOR-WA') and 'Meet Division' (set to 'C'). Below these are fields for 'School Yr', 'Subgroup', 'WM Gr', and 'WM Sub'. A 'Swimmer' list is visible, with 'Mary' selected. At the bottom, a table of events is displayed for the '01-Mar-14 York Country Pennants' meet.

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]	Achieved	Meet Achieved
2	C	108	F	50	Free	14&U	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
2	C	118	F	50	Free	15&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
2	C	128	F	50	Free	16&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
2	C	138	F	100	Free	Open	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3	C	218	F	50	Back	14&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3	C	228	F	50	Back	15&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3	C	238	F	50	Back	16&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3	C	248	F	100	Back	Open	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4	C	324	F	50	Fly	14&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4	C	334	F	50	Fly	15&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4	C	344	F	50	Fly	16&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4	C	354	F	100	Fly	Open	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5	C	434	F	50	Breast	14&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5	C	444	F	50	Breast	15&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5	C	454	F	50	Breast	16&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5	C	464	F	100	Breast	Open	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

- Click on the name of the swimmer that you want to enter into the event

The available events will now change to those applicable with Division, plus also the swimmers sex ie: Male/Female plus the events available based on their age.

- For the events you would like them to swim click in the Enter Box for the event. Double click in the Custom time box to enter their entry time

The screenshot shows the TEAM MANAGER interface. At the top, there are filters for 'For this Meet, Swim for Team', 'Only Pre-Entered Athletes', gender (Male, Female, Both), Team (YOR-WA), Group, WM Gr, Low Age, High Age, School Yr, Subgroup, WM Sub, and Standards. Below this is a table with columns: Last Name, First Name, MI, Gen, Birth, Age, Gr, Sub, Preferred Name, Team, ID, and Citizen. A swimmer named Mary is listed with birth date 01-Jan-00 and age 14.

Below the swimmer list, there are checkboxes for 'Show Relay Entries' (Current Entries: 2) and 'Show Swim-Up Events' (Session: , Meet Division: C). A note states '* = time did not make the cutoff.' The main table is titled '01-Mar-14 York Country Pennants' and has columns: Sess, Div, Event, Gen, Distance, Stroke, Age, Enter, Best Time, Custom Time, Exh, Alt, Bonus, Slower Than (Yds), Faster Than (Yds), Slower Than (LCM), Faster Than (LCM), Slower Than (SCM), Faster Than (SCM), Achieved, and Meet Achieved.

Arrows from the text above point to the 'Enter' and 'Custom Time' columns in the event list. The 'Enter' column has checkboxes, and the 'Custom Time' column has a text input field. In the row for Event 218 (50 Back, 14&U), the 'Enter' checkbox is checked and the 'Custom Time' is 36.55L. In the row for Event 238 (50 Back, 16&U), the 'Alt' checkbox is checked.

- If the swimmer is the reserve for an event.. Click in the ALT box but do not enter a time
- Complete this process for all individual swimmers & reserves (Alt)

5. TO ENTER RELAYS

- Click Entries ... by Event
- Click Relays Only

01-Mar-14 York County Pennants

Swim for Team: YOR-WA Session: Meet Division: C

Event: 30

Team: YOR-WA WM Gr: W M Sub: Standards: Clear All 4 Best Select All 4 Best

Event: 30 14&U Female 200 Medley Relay

Last Name	First Name	MI	Entro	4Bst	Team	Best Time	Bonus	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Swimmer	Abby		<input type="checkbox"/>	<input type="checkbox"/>	YOR		<input type="checkbox"/>	F	13		01-Jun-00		
Swimmer	Debbie		<input type="checkbox"/>	<input type="checkbox"/>	YOR		<input type="checkbox"/>	F	14		01-Mar-00		
Swimmer	Jenny		<input type="checkbox"/>	<input type="checkbox"/>	YOR		<input type="checkbox"/>	F	13		01-Nov-00		
Swimmer	Mary		<input type="checkbox"/>	<input type="checkbox"/>	YOR		<input type="checkbox"/>	F	14		01-Jan-00		

New Relay dialog box options: Include Relay Non Lead-Off Spits, Best: Free, Swimmers (1-8), Ent, Best, Custom, Ex, Ht, LN, Calculate Custom.

01-Mar-14 York County Pennants

Swim for Team: YOR-WA Session: Meet Division: C

Event: 30

Team: YOR-WA WM Gr: W M Sub: Standards: Clear All 4 Best Select All 4 Best

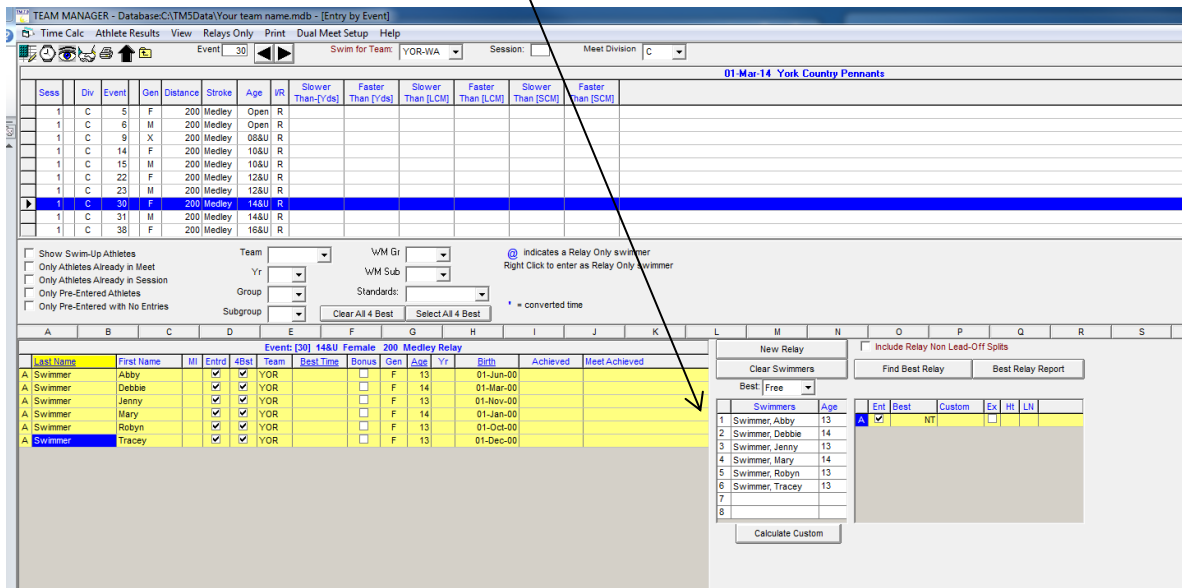
Event: 30 14&U Female 200 Medley Relay

Last Name	First Name	MI	Entro	4Bst	Team	Best Time	Bonus	Gen	Age	Yr	Birth	Achieved	Meet Achieved
A Swimmer	Abby		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YOR		<input type="checkbox"/>	F	13		01-Jun-00		
A Swimmer	Debbie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YOR		<input type="checkbox"/>	F	14		01-Mar-00		
A Swimmer	Jenny		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YOR		<input type="checkbox"/>	F	13		01-Nov-00		
A Swimmer	Mary		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YOR		<input type="checkbox"/>	F	14		01-Jan-00		
A Swimmer	Robyn		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YOR		<input type="checkbox"/>	F	13		01-Oct-00		
A Swimmer	Tracey		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	YOR		<input type="checkbox"/>	F	13		01-Dec-00		

New Relay dialog box options: Include Relay Non Lead-Off Spits, Best: Free, Swimmers (1-8), Ent, Best, Custom, Ex, Ht, LN, Calculate Custom.

- Click New Relay .. the system will create Relay A for you with NT **
Change this if you want to enter a time
- Double Click on each swimmer that you want in the relay in order from 1 – 4 plus the reserves 5 & 6 or in the case of a Medley Relay 5,6,7 & 8

The system will position them in the list ... note you can change the order by dragging and dropping the swimmers into different positions



- Continue this process for all relays to be entered

NOTE: When you arrive at Country Pennants – you are able to make changes to which swimmers will be in the relay and which position they will swim.

RELAY ONLY Athletes – Please make sure that you have entered these athletes information and please allocate these athletes into a relay (remember you can change this when you arrive at the meet)

6. REPORTS TO CHECK ENTRIES

From the Meet Entry Window :-

- Click Reports
- Click Entry Report

Select Team

Select Individual & Relay

Select Show 8

The screenshot shows the 'Meet Entries...' dialog box in a software application. The 'Meet' dropdown is set to '04-Mar-17 Kalgoorlie Country Pennants'. The 'Team' dropdown is set to 'YOR-WA'. Under 'Filters', 'Gen' is set to 'All'. Under 'Event Filters', 'Individual and Relays' is selected. Under 'Show Relay Swimmers', 'Show Eight' is selected. The 'Create Report' button is at the bottom right.

- Click Create Report

****** PLEASE PRINT OUT AND CHECK THESE FOR ACCURACY ******

- Check each relay for 4 swimmers & 2 or 4 possible Alternates / Reserves

TEAMMANAGER Lite

HY-TEK's TEAMMANAGER 7

Individual Meet Entries Report

Kalgoorlie Country Pennants 04-Mar-17 to 05-Mar-17 [Ageup: 1/03/2014] LC Meters
Location: Kalgoorlie Swimming Pool
York Swimming Club [YOR-WA]
WA

# 5 C Girls 200 Medley Relay AYOR	NT
1 Abby Swimmer (13)	
2 Debbie Swimmer (14)	
3 Jenny Swimmer (13)	
4 Mary Swimmer (14)	
# 30 C Girls 14 & Under 200 Medley Relay AYOR	NT
1 Abby Swimmer (13)	
2 Debbie Swimmer (14)	
3 Jenny Swimmer (13)	
4 Mary Swimmer (14)	
5 Robyn Swimmer (13) (Alternate)	
6 Tracey Swimmer (13) (Alternate)	
# 109 C Boys 14 & Under 50 Free	34.85L
Holden Sedan (12)	
# 209 C Boys 13 & Under 50 Back	NT
Holden Sedan (12)	
# 218 C Girls 14 & Under 50 Back	36.55L
Mary Swimmer (14)	
Debbie Swimmer (14)	A NT
Jenny Swimmer (13)	A NT
# 238 C Girls 16 & Under 50 Back	31.55L
Debbie Swimmer (14)	
Mary Swimmer (14)	A NT

- Check each event for only 1 swimmer & 2 possible (A) Alternates / Reserves

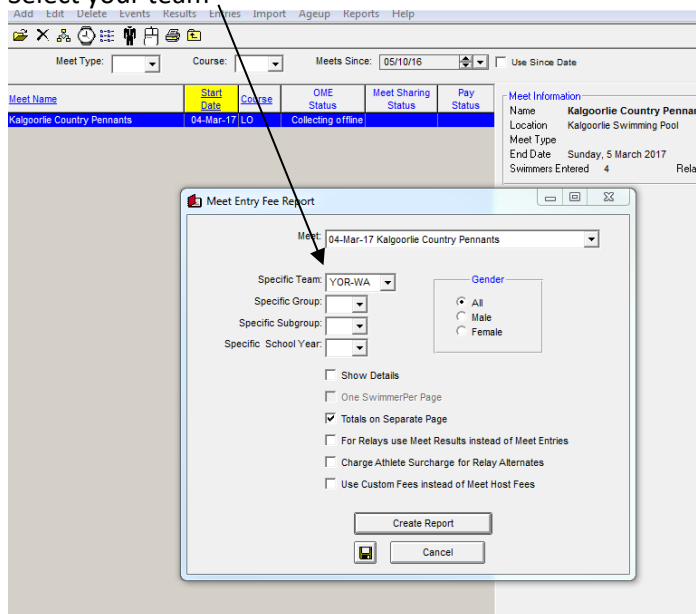
You can reprint these reports any number of times to ensure they are correct.

REMEMBER: Your club is only allowed to enter 1 swimmer or 1 relay in each event.
 You must have a swimmer in the event before you can have (A) Alternates / Reserves.
 Up to 2 Alternates/Reserves for Individual Events & Freestyle Relays
 Up to 4 Alternates/Reserves for Medley Relays.
 Swimmers may only swim in 4 individual events plus as many relays as they qualify for by age.

IT IS YOUR CLUB'S RESPONSIBILITY TO MAKE SURE YOUR ENTRIES ARE CORRECT AND COMPLY WITH THE COUNTRY PENNANTS GUIDELINES

7. REPORTS & ENTRY FILE FOR HOST CLUB

- Create a copy of the Entries report (previous instructions) to be sent to the Country Pennants Host Club together with an Entry Fee Report
- Click Reports
- Click Meet Entry Fee Report
- Select your team



- Click Create Report (note – last page of this report will breakdown individual & relay entry cost)

Meet Entry Fees

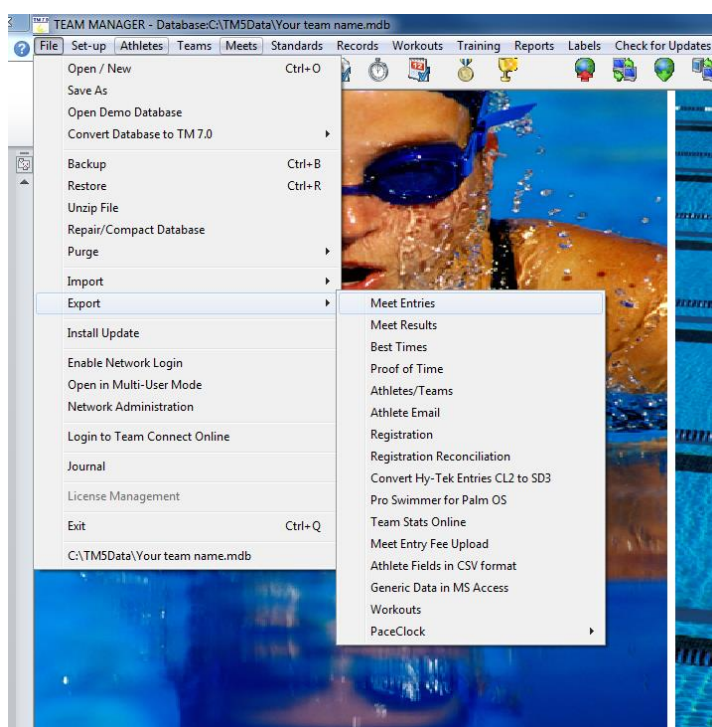
Kalgoorlie Country Pennants 4/03/2017
Meet Setup Entry Fees: IE - \$ 7.00 Relay - \$ 15.00

Name	IE	Fee	Relay	Fee	Total
Team Totals					
Individual Entries:	4	\$28.00			
Relay Entries:	2	\$30.00			
Swimmer Surcharge:	5	\$0.00			
Team Surcharge:		\$0.00			
Facility Surcharge:		\$0.00			
Total:		\$58.00			

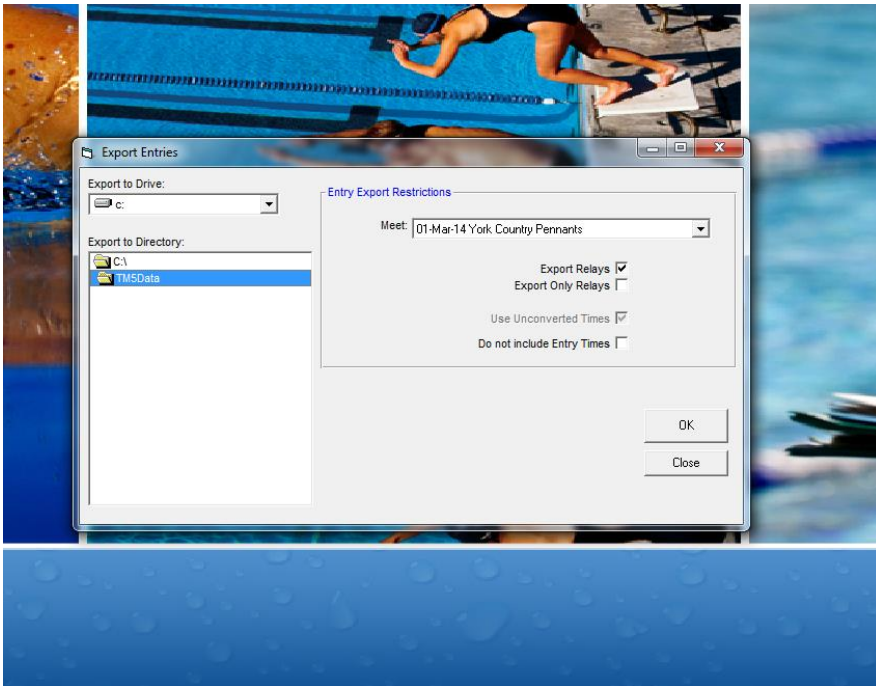
Unfortunately, TM Lite will not allow you to print this page – so please use your snipping tool to copy this on to the email you are sending with your entry file, or copy it to a word document and send that.

8. EXPORT THE ENTRY FILE – TO BE EMAILED TO THE HOST CLUB

- Close any open windows within Team Manager so you are back at the opening screen
- Click File
- Click Export
- Click Meet Entries



- Check the meet name is correct and note the directory that the entry file will be saved in ... in this case it is C:\TM5Data



- Click OK... the zip file will be created in the directory indicated.

This is the file that you will send to the host club, together with the Entry Report & Entry Fee Report mentioned above.

******It is your responsibility to make sure your entries are correct prior to sending to the host club******