COUNTRY PENNANTS
INSTRUCTIONS FOR TEAM MANAGER LITE

# Contents

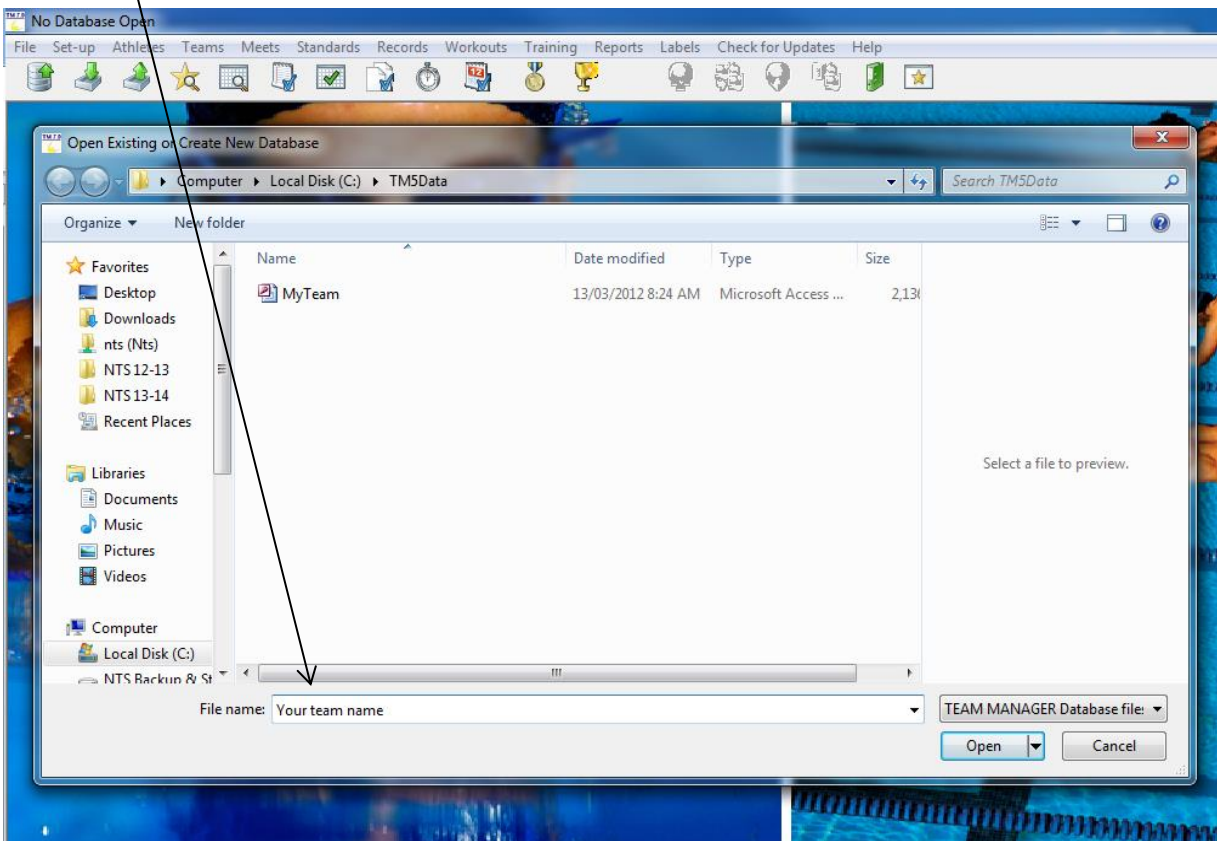## 1. DOWLOAD PROGRAM & SET PREFERENCES

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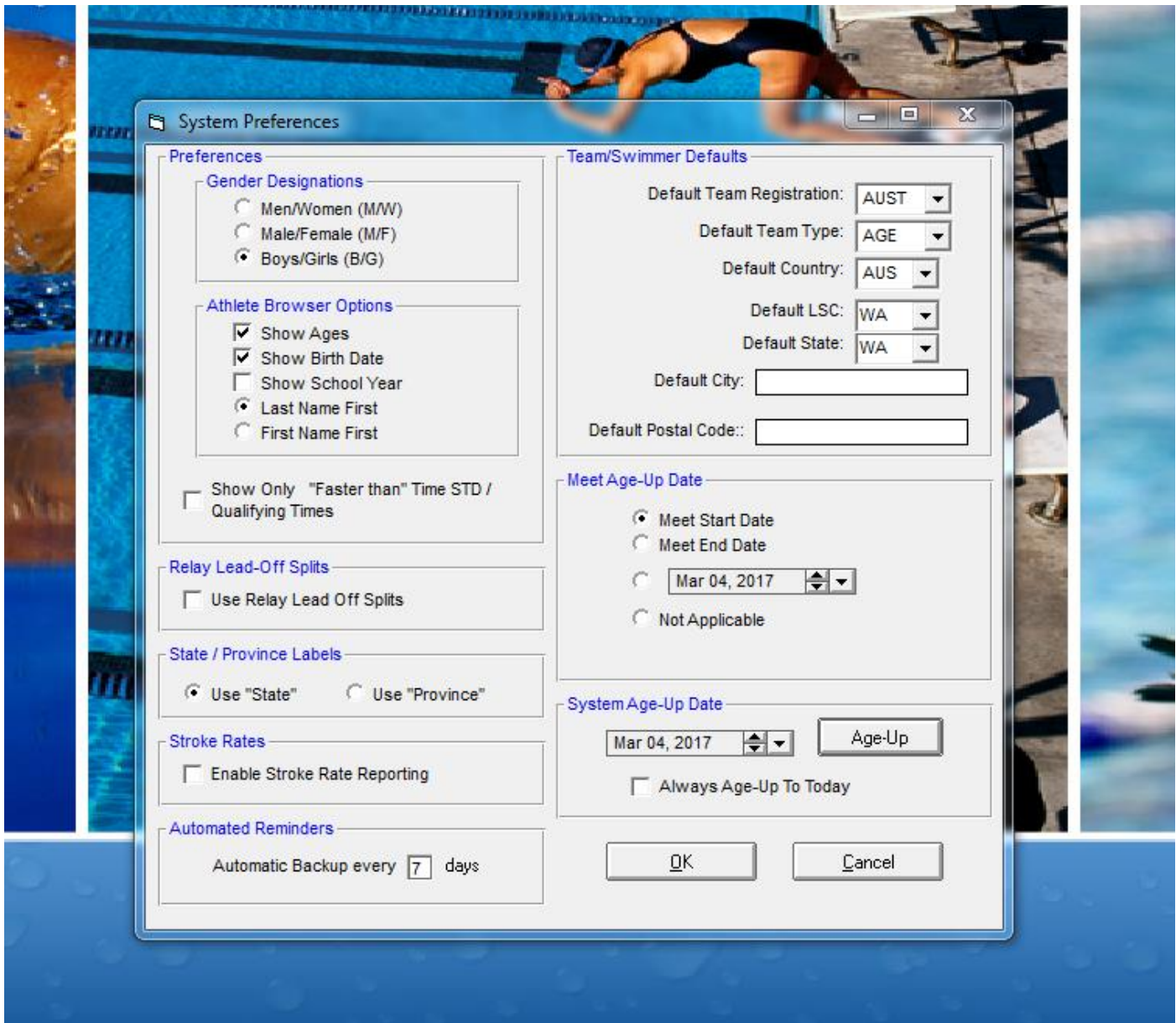


- Install TM Lite

- 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
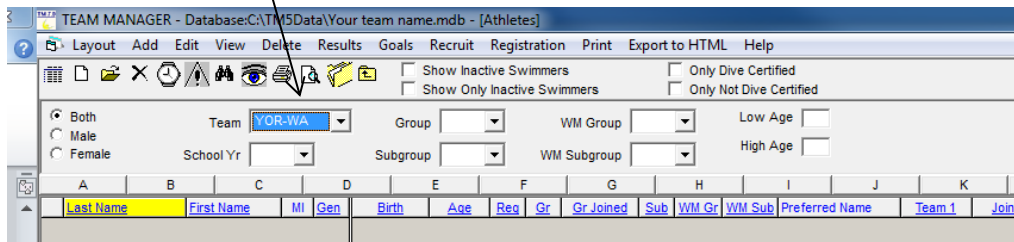


- Click OK

- Click Cancel

Your team will now be listed in the Team Browser – Close this Team Browser window
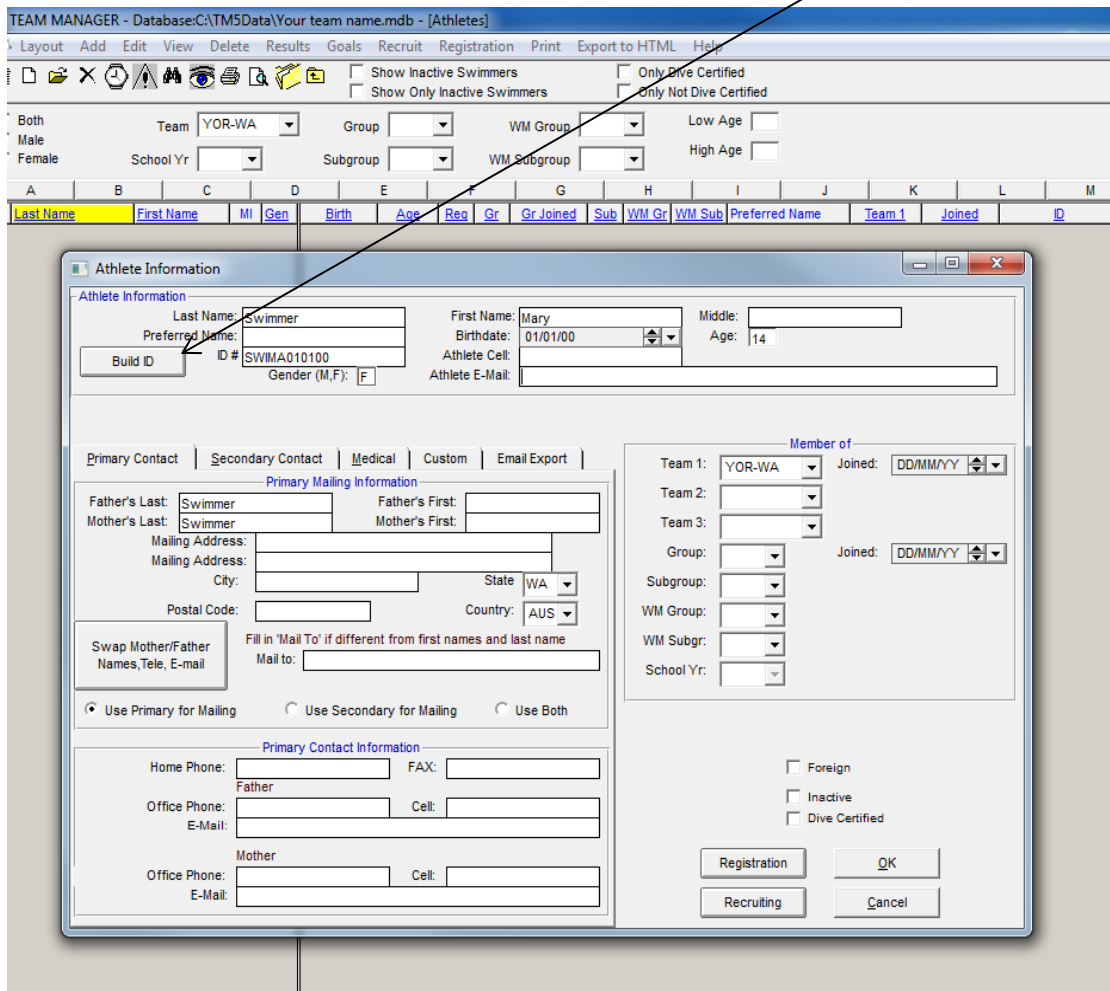
## 3. ADDING YOUR ATHLETES

- 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
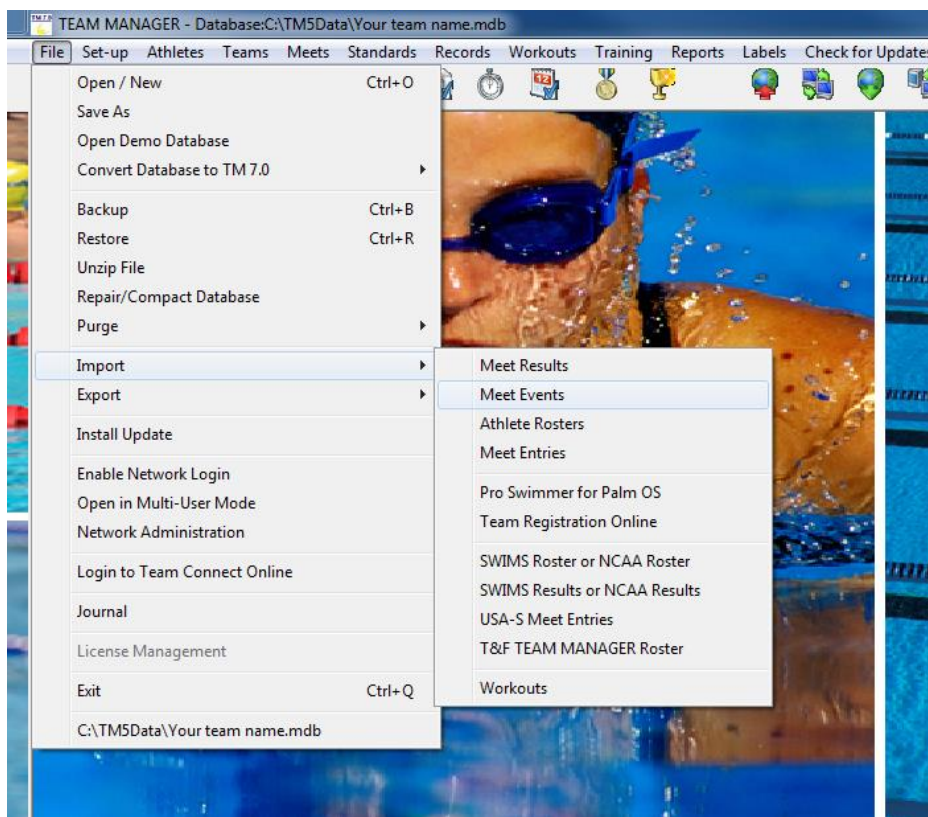


- Click OK

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
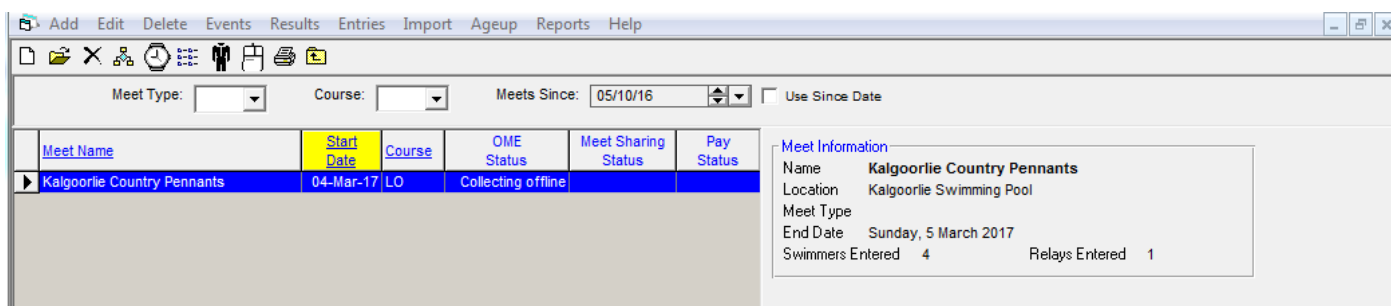
To enter your swimmers in the meet …

- 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)



- 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



- 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        Select your Team        Select your Division        Select the Relay





- 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
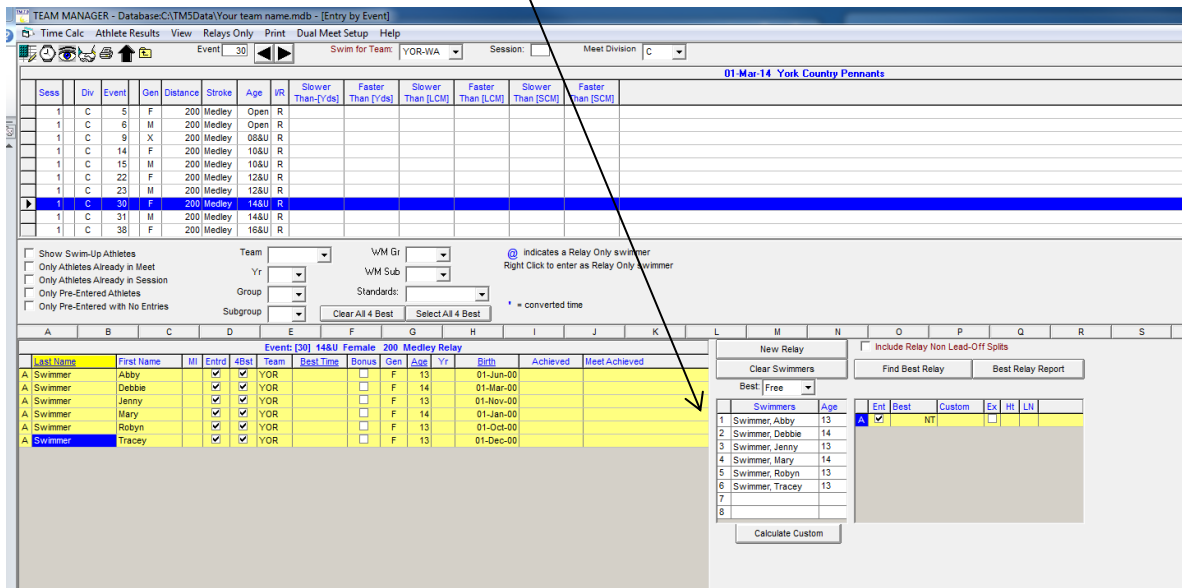


- Continue this process for all relays to be entered

**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



- Click Create Report

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

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

TEAM MANAGER Lite                                                HY-TEK's TEAM MANAGER 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 A YOR**                    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 A YOR**        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**
Holden Sedan (12)                                          34.85L

**# 209 C Boys 13 & Under 50 Back**
Holden Sedan (12)                                          NT

**# 218 C Girls 14 & Under 50 Back**
Mary Swimmer (14)                                          36.55L
Debbie Swimmer (14)                                        A NT
Jenny Swimmer (13)                                         A NT

**# 238 C Girls 16 & Under 50 Back**
Debbie Swimmer (14)                                        31.55L
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
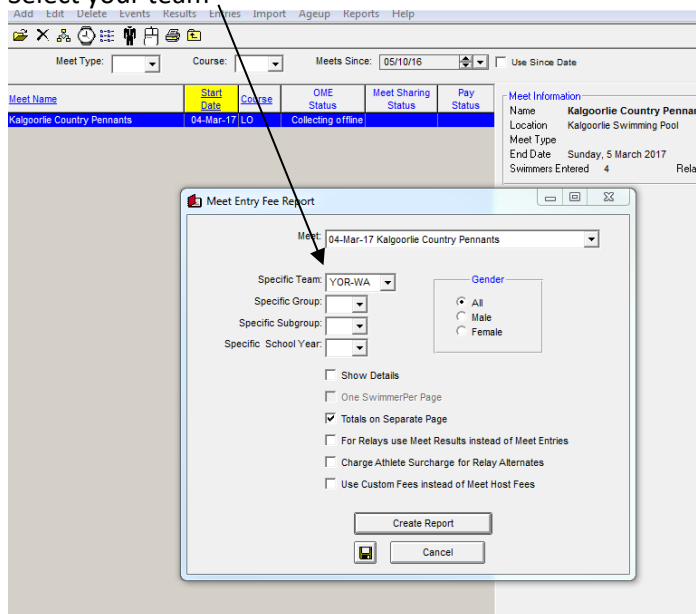


- Click Create Report  (note – last page of this report will breakdown individual & relay entry cost)

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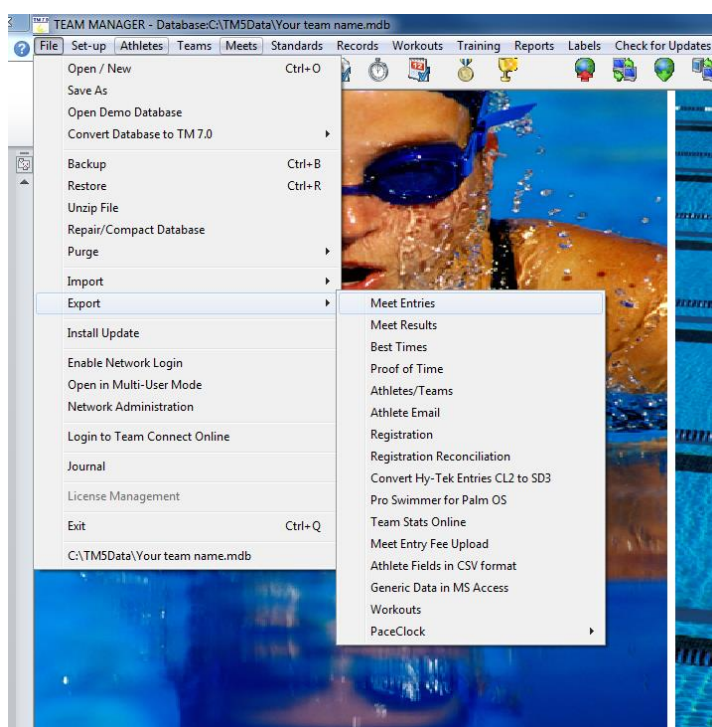
- Check the meet name is correct and note the directory that the entry file will be saved in … in this case it is C:\TM5Data
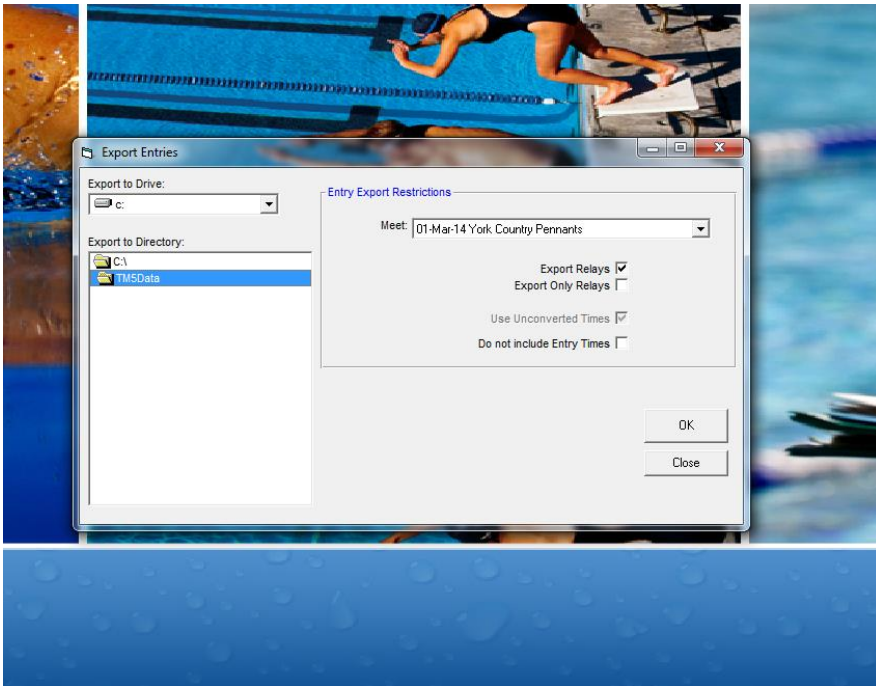


- Click OK… the zip file will be created in the directory indicated.

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****