

Entry Instructions
for
Eastern Middle School Regional Championship
using
Hy-Tek's Team Manager or Team Manager Lite

Freedom High School will be using Hy-Tek's Meet Manager to operate this meet. Please use the free downloadable Team Manager Lite to process your entries for the 2009 Eastern Middle School Track & Field Championship. Each school will enter its entries into Team Manager Lite (which you can download from either the Freedom Track & Field website or the Hy-Tek site). The meet events can be downloaded from the Freedom Track & Field website. It is located on the main page. Once you have downloaded the file, you should have a file titled "tfmm2009-05-28-MeetEvents-Boys Eastern Region 2009-001.zip". This entry process will greatly assist us in having everything ready for the Seeding Meeting.

Installing the T&F Team Manager Lite

(Note: if you have Hy-Tek's Team Manager for Windows, you do not need to install T&F Team Manager Lite – you will use your Team Manager program to enter your athletes. Jump to the "Importing the Meet Events" section below.)

- Open your internet browser and type in the following site into the navigation bar
- <http://www.hy-tek.com/downloads.html>
- Click on "TEAM MANAGER Lite *for Windows*" in the menu.
- Download this file to a location/directory you can find easily, for example your "C:Temp" folder.
- Once the download is complete, open the folder where you have saved the program.
- Double click on the TF_TEAM_MANGER_Lite Icon.
- Hy-Tek's T & F Team Manager Lite will begin to install, be patient, this takes a couple of minutes.
- Follow the prompts to install: (Click on Next; Yes; Next)
- Check the box "Yes, Launch the program file" and then click on the Finish button.
- The program should finish installing and place an icon named "TM Lite" on your desktop.
- If the program opens, click OK. Note that your computer may restart during this process. After the computer restarts, click on the "TM Lite" icon to open the program.
- You are now ready to use Team Manager Lite and begin the entry process.

Using Team Manager Lite

Step 1: Setting up your Team

- Double click on the TM Lite icon on your desktop.
- Click the OK button.
- Click on File, then Open/New.
- Enter your school name in the File name box (i.e. Windsor)
- Click on the Open button.
- A "System Preferences" box will appear.
- Under "Gender Designations" click "Men/Women".
- Under "Athlete Browser Options" unclick "Show Ages", "Show Birth Date", and "Show Middle Initial".
- Under "English/Metric Conversion" unclick the option.
- Under "Age Grouping", click "Open."
- Click OK.

Step 2: Importing the Meet Events

- Click on File, then Import, and then Meet Events.
- An “Import Events” box will appear.
- Under the Look in: box (near the top) click on the drop down arrow.
- Select the location where you saved the meet events that were e-mailed to you (i.e. Floppy A:)
- Click on “tfmm2009-05-28-MeetEvents-Boys Eastern Region 2009-001.zip”; then click on the “Open” button.
- A message box will pop up, Click OK.
- An “Import Events” box will appear.
- Click on “tfmm2009-05-28-MeetEvents-Boys Eastern Region 2009-001.ev1”, and then click on the “Open” button.
- Click OK. You will receive a message that all 44 events have been imported. Click OK.

Step 3: Entering your Team

- Click on the Teams menu at the top of the screen
- Click on Add.
- Enter a team abbreviation of up to 4 letters (i.e.GDWN or GDMS).
- Under Team Type, select School.
- Enter your Team Name (ie. Godwin Middle School).
- Under “Short Name” enter you nickname (ie. Godwin).
- You may complete the rest of the information or click OK.
- The same box will appear to add another team (which you do not want to do). Click Cancel.
- Exit this window by clicking the “Exit this Form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

Step 4: Entering your Roster

- Click on the Athletes menu at the top of the screen.
- Click on Add.
- Under “Athlete Information”, enter the athlete’s last name, first name, gender and date of birth.
- Under “Member of” enter the team.
- (You do not need to complete any other information.)
- Click OK.
- A new screen will appear for you to enter your next athlete.
- When you have no more athletes to enter, click the Cancel button. (Be sure to click OK after you have entered you last athlete, then click the Cancel button at the new screen.)
- Exit this window by clicking the “Exit this Form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

Step 5: Entering your Athletes into Events

- Click on the Meets menu at the top of the screen.
- The Canadian Interuniversity Sport should be listed – be sure it is highlighted in blue.
- Click on Entries.
- Select either By Event (for relays) or By Name (for individuals).

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By Name

- In the “Entries for Team” box, select your team in the pull down menu.
- Click on all events for which that athlete should be entered in and then Under the “Custom Mark” column, enter a time/mark for that athlete for that event; you must enter all digits of the time for the event (ie. 10:00.00 for a 3000m time not just 10:00), you can also type in all digits of the performance without typing in the punctuation (100000 for at time of 10:00.00), hit the enter key.
- Exit this window by clicking on the “Exit this Form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

For Relays

- For a relay entry – highlight the event for which you wish to make an entry.
- Click the “New Relay” button.
- Under the “Custom” column, enter a time for that relay.
- **You do need to enter individual athletes into relays to allow competition # to be assigned.**
- Exit this window by clicking on the “Exit this Form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

Step 6: Verifying your Entries/ name spelling

- Click on the Reports menu at the top of the screen.
- Click on Performance, and then Meet Entries.
- Select the proper meet (Eastern Region) and team abbreviation.
- You may print out just male or female entries or both by selecting the proper box under “Gender”.
- You may print out just relays, just individual events or both by selecting the proper box under “Event Filters”.
- Click on “Create Report”.
- Need to fix an athletes name spelling. Go to the main menu and select the Athletes heading locate the athlete in question and double click on their name and make the required correction.
- Need to adjust an athletes or relay entry time go back to Step 5: and select the correct method by name for the athlete adjustment or by event for relay time or athlete entered correction.

Step 7: E-mailing your Entries

- Once you have verified that your entries are correct, you are ready to e-mail them to us.
- Click on the File menu, then Export, then Meet Entries.
- An “Export Entries” box will appear.
- In the “Export to Drive” box, select the location where you want to save the file. You should save the file in a place where you can easily retrieve/find it – such as on a floppy disk. Click OK.
- A box will appear that confirms your entries have been exported, along with the name of the file (drive letter\GDWN-ENTRIES001.ZIP)
- Click OK, click Cancel.
- Go to your e-mail program and e-mail your entry file (GDWN-ENTRIES001.ZIP) as an attachment to worley@pwcs.edu
- When we receive your e-mailed entries, and enter them into the meet we will e-mail you back your list of entries for verification.
- **Any Errors must be reported at the Seeding Meeting for corrections. Anything needing to be corrected after the Seeding Meeting will not be accepted.**

Questions on these instructions and on using Hy-Tek Team Manager Lite program should be directed to Leroy Worley at worley@pwcs.edu or in an emergency call him at 703.580.4450 (School) or panic 540.903.3760 (Cell).