

## A Guide to Electronic Entry using Hy-Tek Team Manager (TM) Lite

### Install Hy-tek TM Lite

If you already have Hy-Tek TM Lite installed go to step 4.

#### Step 1

Download Hy-Tek TM Lite from <http://www.hy-tek ltd.com/downloads.html>

- Towards the bottom of the 'Downloads' page on the left hand side select TEAM MANAGER 6.0 and, click on the word **Lite** from the right-hand column
- A dialogue box will appear asking "Do you want to run or save this file" Select **Run**.
- The programme will begin to download.
- Confirm you would like to run this software upon completion of the download.
- Follow the on-screen instructions until an **InstallShield Wizard Completed** screen appears.
- Tick 'Launch the programme' box if you are ready to begin and then click **Finish**.
- On the next screen select the language you will use (English is the default), and untick the box: 'Show this dialog when the program starts' and click **OK**.
- TM 6.0 opens. Click **OK** to close the 'Splash' screen.
- You may note that a new folder C:\TM5Data has been created on your 'C' drive. This is where the program saves the data you enter in the steps below.

#### Step 2 - Create Database

- On the Menu bar choose **File > Open/New**.
- A dialogue box will appear with the title **Open Existing or Create New Database**. Enter a name for the database – it is suggested to go with the default of 'MyTeam' - and click **Open**.
- The **System Preferences** dialog box opens. For **Default Team Registration** choose **UK** from the drop-down box, for **Team Type** choose **AGE** from the d-d box, **Default Country** – **GBR**. **Meet Age-Up Date** is the date on which ages for the meet are calculated. In the UK this is usually **Meet End Date** ie the last day of the meet. For **System Age-Up Date** - tick the **Always Age-Up Today** box. This causes a pop-up to warn you that your swimmers will have their age calculated as today. Click **OK**.
- If the meet's rules are for 'age in year' (very rare these days) set **Meet Age-Up Date** to 31/12/20xx.
- Click **OK** to close the **System Preferences** box and save the database. You may get another pop-up advising how to 'age-up' for individual meets and teams etc. Click **Yes**.

#### Step 3 - Set up Team

- Select **Teams** from the **Main Menu** on the front page.
- Select **Add** from the **Menu Bar** in the [Team Browser] window.
- Complete the following: **Team Code** – BOKE, **Team Name** – Borough of Kirklees, **Short name** – Bo Kirklees. **Team Registration** and **Team Type** should already be completed from the information you added in Step 3. Select **OK** to save the information and then **Cancel** to close the dialog box. Your team is now listed.
- Close this screen by using the lower 'x' button in top right corner.

You are now in a position to start doing meet entries. With Hy-Tek software you import the meet events file, then you enter your swimmers and then, in a different screen, you enter their entry times against the events they are swimming which will be listed in the order they are being swum in the gala programme.

#### Step 4 - Import Meet Events

- You now need to get a copy of the **Meet Event** file from the Meet Organiser. Contact the competition secretary or download from the Club website.
- In TM Lite, on the **Main Menu** on the front page, choose **File > Import > Meet Events**.
- The **Import Events** box will open. Navigate to the location where you saved the **Meet Event** file that you received. Select this file and click **Open**. If the **Meet Event** file is of type '\*.zip' you will get

another pop-up stating the file will be unzipped and saved to \TM5Ttemp location. Click **OK** and import the file that is displayed in the next window.

- Click **OK** on the **Import Events** box.
- A **Team Manager** box will tell you the number of events imported. Click **OK**.

#### Step 5 - Set up/Add Swimmers

- Select **Athletes** from the **Main Menu** on the front page.
- Select **Add** from the **Menu Bar** in the [Athletes] window.
- Fill in the **Athlete Information**: the minimum required is: **Last Name, First Name, Birthdate, ID#** (ASA number), **Gender** and **Team 1**. Click **OK** to save the swimmer's details and then enter the next one clicking **OK** after everyone to save the information. When you have entered all the swimmers, click **Cancel** to close the box.
- **It is preferable that surname, name should be the same as their ASA membership record to avoid problems with acceptance by rankings.**
- Exit this screen by using the lower 'x' button in top right corner.

#### Step 6 - Enter Events/Entry Times

- Select **Meets** from the **Main Menu** on the front page.
- The event you imported in Step 3 will be highlighted.
- Select **Entries > Entry by Name** from the **Menu Bar** in the [Meet Browser] window.
- Highlight the swimmer's name and a list of eligible events will appear below it.
- Tick the box next to the event the swimmer wants to swim and enter the time in the **Custom Time** box using the numbers only. E.g. 1:00.00 would be typed as 10000. Hit **Enter** key after each one and move on to the next event by ticking the box next to the event and entering the time in the **Custom Time** box until the swimmer has been entered in all their events.
- Highlight the next swimmer in the list and enter them for their events as above.
- If required by the meet organiser, to indicate course, type an S for a Short Course entry time or an L for a Long Course time immediately after the time (with no space in between).
- When all swimmers/events have been entered click the lower 'x' button twice return to the front page.

#### Step 7 - Report Entries

- Select **Reports > Meet Reports > Meet Entries** from the **Main Menu** on the front page. You can also see the same report from **Reports** item on the [Meets Browser] menu.
- Select the meet from the **Meet:** drop-down box at the top of the screen and the correct team from the **Team:** box and choose other options as required. Note that the only report that can be printed is **Meet Entries**. Other reports can be viewed on screen but cannot be printed from TM Lite. To print any other reports you need a full, licensed install/copy of Hy-Tek Team Manager.
- Click **Create Report** and print a copy.
- Exit these screens until you appear at the main page as before.

#### Step 8 - Export Meet Entries

- Select **File > Export > Meet Entries** from the **Main Menu** on the front page
- Save the files. A dialogue box will appear confirming where you have saved the file and the name of this file (keep a note of this – see Step 9 below) and click **OK**.

#### Step 9 - Send Entries

- Retrieve the saved file from the location (above) and attach the file to an email return it to the Meet Organiser.
- Send the cheque for entries (ask for a cheque from BoK) and the Entry Report to the Meet Organiser.