DIRECTIONS FOR DOWNLOADING HY-TEK TEAM MANAGER LITE ON YOUR PC

1. Go to: http://hy-tekltd.com/downloads.html
2. Select the "Track and Field" tab (located just under the word **Downloads)**
3. Select the Team Manager 4.2 tab and click "Lite" to start the download
    It will ask if you want to save or run this file, click "Run"
    It will say install Team Manager 4.2 Lite on your computer, click "Next"
4. In the license agreement box, <u>switch</u> from the choice "I do not accept" to "<u>I accept</u>", then press "<u>Next</u>".
5. Press "<u>Next</u>" again.
6. In the small screen "Launch the program" should already be checked, so just press "<u>Finish</u>".
7. If the select language box appears, English should already be highlighted so just press "OK".
8. A box will appear that says "Checking WM report tables.....", click "OK".
9. You should be at the main page for Team Manager 4.2 (TM4.2) and the top line should say "No Database Open".
10. So far, so good. You now have TM4.2 installed on your computer, now we just need to fill in the details.

<u>**Add your Team**</u>

1. Go to File on the Menu Bar, scroll down to <u>Open/New</u>.
2. In the bottom of the small screen, beside File Name, <u>My Team</u> will be highlighted, <u>leave as is</u> and press "<u>Open</u>".
3. In the system preferences box, do the following:
    - under **Gender Designations**, check <u>Boys/Girls</u>.
    -   Under **Athlete Browser Options**, only <u>Show Ages</u> and <u>Last Name First</u> should be checked off, Uncheck everything else
    -   Under **Team/Athlete Defaults**, change <u>Country</u> to Canada, <u>State</u> to On, and then enter <u>City</u> and <u>Postal Code</u> for school
    -   Under Age Grouping, select Open
    -   Then click OK
4. On the Menu Bar at the top of the main page, click on <u>Teams</u>.
5. At the top of the big grey screen, click on **<u>Add</u>**.
6. In Team Maintenance box, do the following:

- Under Team Information, fill in <u>Team Abbr</u>, <u>Full Team Name,</u> and <u>Short Team Name</u> for your school. **** Note if you are not sure of your OFSAA team Abbr – email karen.kennedy@ucdsb.on.ca and she will give you this.**
- Click OK

7. Your team name will now appear at the top of the grey area, highlighted in blue.
8. Go back to the Main Page by clicking the small x in the top right corner inside the grey area.

Add your Athletes

1. On the Menu Bar at the top of the main page, click on <u>Athletes</u>.
2. At the top of the big grey screen, click on <u>Add</u>.
3. In the Athlete Information box, you only have to <u>fill in 5 items</u>:
   - Last Name
   - First Name
   - Gender: type in M or F
   - Birthdate: click on the right hand pull down arrow and select the correct birth date. **Birthdate can be 01/01/99 – just need correct year.**
   - Under <u>Member of</u> beside <u>Team</u>, scroll down once to your team code; make sure it appears in the box,
   - Press OK
4. A new Athlete Information box will appear for your next athlete. Repeat the steps in #3 above for each athlete, pressing OK after each one. Note: you will not have to select the team for each subsequent athlete, it will keep the selection from the first athlete.
5. When you have entered all your athletes, press <u>Cancel</u> and a list of your athletes will appear.
6. If you accidentally press Cancel before you finish listing, go back to #2 and continue to add your athletes.
7. Go back to the Main Page by licking the small x in the top right corner inside the grey area.

Add the Meet

1. Save the file ** this file will be sent to you when we receive your confirmation of entry form **in a file on your computer (this is the meet file for the Hungerford T&F Classic)
2. In Team Manager, on the Menu Bar at the top of the main page, click on File, Import, Meet Events.
3. In the larger Import Events box (top left corner), find the file you saved in Step 1 and then press Open.
4. In Team Manager box press OK
5. In the larger Import events box click on unzipped file and then press Open.
6. In the smaller Import Events box, press OK
7. If all has proceeded successfully, you should see a small box that says 'Events imported: ___', press OK
8. You are back to the Main Page. * If you are unsuccessful with adding the meet contact Karen Kennedy.

Meet Entries

1. On the Menu Bar at the top of the main page, click on Meets; the meet should be highlighted in blue.
2. On the grey Menu Bar, click on Entries.
3. There are 2 ways to enter, Entries by name or Entry by event. Please use 'Entries by Name' for Individual entries and 'Entries by Event' for Relay entries.

Individual Entries (Entries by name)

4. Under Entries on the grey Menu Bar, scroll down to Entries by name. Then, press OK if smaller box appears; it sometimes does not.
5. In the row that starts with a picture of binoculars, beside Entries for Team scroll down once and click on your team abbreviation should now appear in black.
6. In top half of the screen will be your athletes listed in alphabetical order.
7. In the bottom half of the screen will have the meet events for which the first member of your team is eligible (male or female events based on athlete gender).
8. Click on an athlete you wish to enter into the events.

9. Find the event and click on the Enter checkmark to enter that athlete in the event. In the '<u>custom mark</u>' column add a seed time or distance. If a custom mark is not entered the athlete will not be ranked in the event.

10. When you have finished entering an athlete, select the next athlete from the list at the top and repeat #8, 9. Note that the line with the athletes name will turn green once they have been entered in at least one event, if the line is still white for any athlete, they have not been entered in any events.

11. When you have finished all your athletes, go back to the Main Page by clicking the small x in the top right corner inside the grey area (do this once if you have relays to enter, twice if no relays to enter).

12. If you have relays to enter, select <u>Entries</u>, <u>Entries by Event</u>.

13. Select your team

14. Select the relay from the list of events and then select <u>New Relay</u>

15. A new really should be added and a list of eligible athletes appear. You do not have to indicate athletes on the relay. Enter a custom time so that your relay will be ranked.

16. To add another relay in the same event select <u>New Relay</u> and a 'B' relay will be added.

17. To enter a relay in another event, select the event from the upper half of the screen and follow steps #14 – 16.

18. When you have finished all your relays, go back to the Main Page by clicking the small x in the top right corner inside the grey area (do this twice).

<u>Confirmation of Entries</u>

1. On the Menu Bar at the top of the main page, click on <u>Reports</u>

2. Scroll down to <u>Meet Reports</u>; then, to the right scroll down to <u>Meet Entries.</u>

3. In the Meet Entries box, do the following;
   - under Filters, beside Team, scroll down to your <u>team name</u>, click on it;
   - under Sort By, <u>Name</u>;
   - under Event Filters, <u>Individuals and Relays</u>
   - leave everything else the same

4. Press Create Report at the bottom right. Print a copy, if you wish.

5. Return to the Main page by closing the report window.

Sending your entries to the Convenor

1. On the Menu Bar at the top of the main page, under <u>File</u>, scroll down to <u>Export</u>.
2. To the right, click on the first item listed <u>Meet Entries.</u>
3. In the Export Entries box, just press on OK but <u>remember</u> where you are saving it.
4. In the 'Team Manager' box, press OK
5. In the Export Entries box, now <u>press cancel</u> instead of OK
6. You may now exit Team Manager 4.2 Lite
7. When you are emailing your entries, go find the file you saved in # 3 and attach it to your message. The file looks like a folder with a zipper.
8. Attach the file to an email and send it to the convenor.