

All,

Here are the instructions for getting Team Manager 8 Lite. If you need assistance, call me on my cell at 502-599-0056.

Rich Flaherty

Step 1: Installing Software

Copy the link below into your browser to download Team Manager 8 Lite.

http://www.hy-tekltd.com/Demos/Swim_Team_Manager_Lite.exe

Once the file has downloaded, double click to open it. The installation will start automatically. Follow the prompts to install Team Manager 8. It should create a Team Manager 8 Icon on your desktop.

When you first enter Team Manager 8 Lite, you may be asked to install the most current version. Follow the prompts to install it.

Step 2: Setting Up a database

Open Team Manager 8 by double clicking on the icon on your desktop with your left mouse button. It will ask you to choose a language. English should be the default. Uncheck the box next to "Show this dialogue when program starts" and click OK. It won't ask you to choose a language again.

The intro window will pop up, click ok to clear.

The What's New in TM8 window will pop up. Uncheck the box next to "show this dialogue when program starts" and click OK.

From the Main Window click File, then New/Open. You will see an open file window with the TMXdata directory open. The X will be the last version you used, 5, 6, or 7 if you have not installed Team Manager Lite on this computer.

If you have used TM Lite to turn in your entries, your database name will be there. Highlight it and click open.

If this is the first time using TM Lite to do entries or if this is a new installation of TM8 Lite on this computer, there will be no listing in the window. In the file name field near

the bottom, type in your school name, ie. St Patrick, and click Open. You will be taken back to the main screen.

The Database window will open. You do not need to fill anything in the top. The Admin button should be chosen. On the lower part of the window, choose Single User if it is not already chosen. Click OK.

It will look like nothing happened, but you will know that you have been successful by looking at the title bar across the top of the window where it will now say, Database:C:\TM7Data\(\your team name).mdb. The System Preference window will pop up. In the Team/Swimmer Defaults Area, enter the following information:

Default Team Registration: USS
Default Team Type : AGE
Default Country : USA
Default LSC : KY
Default State : KY
Meet Age Up : Choose Meet Start Date
System Age Up Date : 03/06/2016

Then click OK.

Step 3: Importing the Meet File into TM8

First, the Meet events file will be emailed out by Bucky. The file name is

Meet Events-2016 CSAA Swim Championship-05Mar2016-001.zip

Save this file to your My Documents Directory.

From the main window, click File, then Import, then Meet Events. Click on the drop down menu on the top and find your My Documents Directory and choose the above file. This is a zip file and click OK on the next window and then choose the .ev3 file on the import events window. The file name is the

Meet Events-2016 CSAA Swim Championship-05Mar2016-001.ev3.

Click Open. Then click OK. A small pop up window should display showing 38 events imported. Click OK.

The Meet set up window will open. Make no changes to that window and click SAVE until you are back at the listing of the Meets. It may take you through 4 other screens where you click SAVE. If you have used this computer for more than three CSAA meets, you may get an error saying the TM Lite does not support more than 3 meets. If you get

this, you will need to delete an older meet. Close the Meets page by clicking on the small gray X in the upper right corner under the Red X.

Step 4: Setting up your Team

Click on Team across the top. This brings up the Team Browser. If you have used TM in the past on this computer, your team should be listed. If it is not, Click Add. Fill in your Team Code and Team Name. Your Team Code can be found on the list below. Please also fill in the following information

Team Registration : USS

Team Type : Age

LSC: KY

That is all that needs to be filled in. Close the team window by clicking the small x in the upper right corner.

<u>Team Codes</u>	<u>School</u>
ASCEN	ASCENSION
HS	HOLY SPIRIT
HT	HOLY TRINITY
MGC	MOTHER OF GOOD COUNSEL
OLOL	OUR LADY OF LOURDES
OLMT	OUR LADY OF MT. CARMEL
SHMS	SACRED HEART MODEL SCHOOL
AGNES	ST. AGNES
ALB	ST. ALBERT
ST.AL	ST. ALOYSIUS PEWEE VALLEY
AUG	ST. AUGUSTINE LEBANON
BARN	ST. BARNABAS
SFA	ST. FRANCIS OF ASSISI
GAB	ST. GABRIEL
LEO	ST. LEONARD
SMM	ST. MARGARET MARY
MAR	ST. MARTHA
MICH	ST. MICHAEL
PAT	ST. PATRICKS
PAUL	ST. PAUL
RAP	ST. RAPHAEL
STEP	ST STEPHEN MARTYR
STJ	ST. James

If your school is not listed, please email rich.flaherty@twc.com and I will give you a Team Code.

Close the Team Browser Window by clicking the small gray “x” in the upper right corner under the Big Red “X”.

Step 5: Changing Set Up of Meet

Click on Meets, which will bring up the Meet Browser. You should have 2016 CSAA Swimming listed. Double click on the meet in the list. This will bring up the Meet Set Up window. Click on the Eligibility Rules Tab and delete the date in the Age Up Date spot on the right side of the window. Click SAVE to close the window and then close the Meet Browser by clicking on the small x on the upper right corner of the window.

Step 6: Adding Athletes

This process is time consuming. It will take you ~ 1 minute for each swimmer. I would suggest that you start this process early rather than waiting until the day the entries are due to start especially if you have a larger team.

To enter athletes, click on Athletes across the top. This will bring up the Athletes Browser. Click Add and fill in the Athlete information. You only need to fill in the following fields:

Last Name

First Name

Birth date

Age – See Below for special instructions

Sex

Team 1

Note that the order for entering names is Last name and then first. Please make sure you enter them in correctly.

When you enter in the birth date information, it will automatically enter in their current age in the Age Box. **Overwrite the swimmer’s grade in the Age Box.** The software is not set up for grade meets, so we have to trick it. You do not have to enter in the contact information unless you want to. The CSAA does not need it, but you might want it for keeping the parents information. If you have used TM in the past, your swimmers will be listed. Please keep in mind that you will need to go into each one and change their grade to the current grade. The system will not update it automatically.

Add all of your Athletes. Close the Athlete Browser by clicking on the small x in the upper right corner.

Step 7: Entering Entries

This process also takes some time. Plan for it to take ~ 1 hour to complete.

Click on Meets. Then click and highlight the 2016 meet on the meet list. Click Entries on the top of the page. You will have a choice of either adding entries by name or by event. It is your preference. I would suggest using the By Event. Be aware that all swimmers will show up as eligible for every event even if they are too old for an event, ie. Your 7th and 8th grade girls will show up as eligible for the 1st grade freestyle. Please be careful to enter in your swimmers to their correct grade event or an older grade event if you choose. Once in the Entries Browser, choose your team on the Team box at the middle top. You will see across the top of the page the list of the events in order. On the lower left is the list of your athletes.

INDIVIDUAL EVENTS

As a reminder of what was mentioned above, swimmers will show up as eligible for each event. Please make sure that you are only entering your swimmers in their correct grade event or an older grade event if you choose to. Girls should only show up for Girls events, same with the boys. Click on the event on the top. Put a check in the Entrd box for each swimmer in this event. Click on the Custom Box for each swimmer and enter in their seed time for the event.

RELAYS

The first relay event is #5 which is the 01-02 Girls 100 Free Relay. The list to the left will only be the girls. To add a relay, click New Relay. **If you know the names of the relay participants, please add them. You will be able to make changes at the meet if needed. Adding the names now makes the computer work easier at the meet as we are only making changes rather than having to add swimmers in every relay.** To add swimmers to the relay, you would put a check in the Entered box next to their name by clicking on it. You will see the name appear on the list to the right. Make sure you add the names in the order you want them to swim.

Please enter an estimated seed time for your “A” and “B” relays so that the top relays will be seeded more accurately. This can easily be accomplished by adding the four swimmers seed times. Enter this time in the Custom field on the relay window to the right.

For your “C”, “D”, etc. relays please use the following entry time process. For the 100 yard relays, 01-02 and 03-04 Relays and 01-08 Medley, your seed time for your C Relay should be 2:00.00. Your D Relay should be 2:00.01, E relay is 2:00.02, etc... For the 200 yard relays, 05-06 and 07-08 Free Relay, the C Relay should be 4:00.00, D Relay 4:00.01, etc...

Step 8: Exporting Data

After you have entered all your entries, return to the main window. Click on File, Export, Meet Entries. Click OK, which will save the exported file in the C:\TMXData directory. The file will be "your team code" –entries001.zip. Each time you export your entries, it will create a new file. The latest version will have the highest number after the zeros. Please send that latest file.

Send this file via email to Rich.Flaherty@twc.com by 5pm on Thursday, Feb 25th. When you email your entries, I will import them into meet manager and send you back an entries report. Please watch for the email to come back quickly and take the time then to review your entries for accuracy. If you find errors, you will correct those in TM8, export a new entries file and email that to me.

I will be available during the day on Feb 25th to help with any issues you have. My cell phone is 502-599-0056.