Team Manager 5 Loading and Setup
Basic Instructions

The Team Manager Version 5 is the current program you should be using. Version 4 is no longer supported with updates from Hytek.
Load the Cd and it should auto start the install process on your computer system. If it did not self load go to windows explorer and in CD ROM drive "your drive letter "select "setup" file. Follow directions and use default loading locations. After it loads select start program box or open it from the icon on the desktop. The swimmer main page will open.

After the program is installed you may key in information and exit at any time, it will save the info and you may pick up where you left off. I recommend backing up after every use and those instructions are at the bottom. If at any time you get stuck on any part of the set up or entering the help file is very good from the main page. Do not hesitate to call me if you are stuck it may take only minutes to get you going. Call Allan Nelson 302 750 9065

- First you need to create a database if you did not inherit an existing one from the previous parent or coach. If you got a "Backup File" go to FILE then RESTORE and point to the backup file and it will restore it and open the database for you other wise you are starting from scratch continue on.
  On the main page select **File** then **Open/New**
  Edit **File Name** to your team code ex: ripdsa, cdatdsa, tmsho. Click **Open**
  This will create your named database for your team. Now you need to set up some basic information so you can add data.

- From the Main Menu click **Setup** then **Preferences** then S**ystem preferences menu**: change the following:
  Gender - Select "boys/girls"
  Athlete Browser Options - Usually ck **show ages last name first** this is up to you as to how you want to see names on the screen
  Team Swimmer Defaults – default team registration "OTH",
  D**efault team type** "REC"
  Default country "USA"
  D**efault LSC** leave blank
  Default state leave blank
  Meet Age Up Date - select the MM/DD/YY radio box and set the calendar to 05/31/current year
  System age up set to "05/31/(current year)" type 0531(year) no spaces no dashes or dots
  Click **OK** when your done, if your missing any information it will prompt you for what it needs. This returns you to the main TM page.
  You can change the main page photo to any picture you have by going to the ***SET UP*** *then* ***OPTIONS*** *and* ***IMPORT PICTURE***. *Show it where the photo is and it will import it in and use it in place of the TM default photo. You*

wouldn't buy a picture frame and use the photo that came with it would you! Now you can add your team.

- Open **Teams** button from the main menu
  Click **Add**
  Team code enter your DSA team code   ex" RIP, SHO, CDEL
  Team name enter your full team name, mailing info etc is optional
  Click **OK** when your done, Exits teams page to main page
- Open **Setup** then **Favorite Filters** click on **Add** Type in a Favorite Name in the box, then under the **Team** box select your team from the list. This will save you from having to select your team in nearly every menu later.

- Open **Athletes** button from the main menu   Click **add** button
  The following are the **required** fields :
  Last name
  First name
  Birthday must be entered , enter on numeric keypad as "012198" for Jan 21 1998 The age will self fill in
  Gender - Male / Female
  From **Member of team** button select " **your team**"   All other fields are optional
  Click **OK** when your done *each* swimmer. Exit, after all athletes are entered, Go to main page

- **To Add Meets** first Open your Web Browser and go to the DSA web at www.delmarvaswim.org and click on **Team / Meet Manager** Files Button then under the Team Manager section right click on the **Blank Dual**; Meet and save it to the desktop.
  Exit the web and return to the Main menu and click on **File** then **Import** then **Meet Events** point to the desktop file **Blank Dual Meet**, it will create a blank meet with all the events in TM, Next edit the meets.

- Open the **Meets** Button from the main menu Click on **Add**
  Required fields are :
  Meet Name
  Course yards Y or meters S
  Meet start and End Date
  Age up Date
  Add in all the meets you will be going to both home and away. The Invitational's will have a download file that creates the meet and the events for you, more later. All other fields are optional
  Add Events To a Meet: Next still in the meets menu left click the meet so the line highlights and then at the top select **Events** then **Copy Events** In the meet box select the **Blank Dual Meet** then in **Copy Options** select **All Events** and **Both** entry and results. Click **OK** and repeat this for all your Dual meets you added. You are now ready to enter swimmers in a dual meet

- Add swimmers to events in a Dual Meet From the Main Menu Click on the **Meets** then highlight the meet you want to use then click on **Entries** usually use **Entries By Name** for Individual and **Entries By Event** for Relays. **INDIVIDUAL** Your swimmers will be listed alphabetically and their line on the page will be white. As you click the boxes under the entered column each event will turn yellow. In each event you can enter a custom time by typing in just the time with no dots i.e. 2245Y or 3487S. The program will put in the time dots for you just use the numeric keypad. Also the Y is for a yard time and S for short course meters. If you don't have a time just leave it blank as a "no time" When you are done that swimmer and click on the next their line will turn green showing you who has entries and what the entries are at a glance. By doing individual entries by name you will be sure not to put any swimmer in more than the allotted three individual events. You can put a swimmer in more as **exhibition** by checking the entered box and to the right checking the "**EXH**" box. That swim will not score for points and the result report will have an **X** by their result.
  RELAYS Go back one menu step and click on **Entries** then **Entry By Event**. If you did the individuals first then you can check the box on the left side for **Only Athletes Already In The Meet** and just swimmers in that meet will show up so you have to sort through less swimmers. When you need to use a swimmer that is younger than the event **SwimUp** check that radio box and all the younger swimmers will pop up as well.
  To start highlight an event at the top then click **New Relay**. Double click on swimmers on the left and they will fly over to the relay line up box on the right you can also click and drag them there. You may put a swimmer in the wrong order just click and drag them to the right order. Enter a custom time if you have one or leave it blank. Continue with all the free relays and scroll down the event list to the medleys and do it all over again. Your done the entries now you should check them.
- **ENTRY REPORTS** Go back one menu level to the **Meets** menu and click on **Reports** then **Event Reports** then in the meet box select the meet and choose the radio buttons to pick by **Name** or by **Event** and if you want **Indv** or just **Relays** or both. You will find a report that fits how you want to review your entries. Print the by **Name** report and post at the pool and you wont have any swimmers asking what they are swimming. Now you are ready to send the entries to the host team or import them into Meet Manager if you are hosting the meet.
- **EXPORTING ENTRIES** Return to the main swimmer menu and click on **File** then **Export** then **Meet Entries**. A new box opens and you need to select the meet from the drop down box and be sure the **Export Relays** box is Checked. Next select the place where the program will save the Export file, I highly suggest you use a USB drive as its easy to find it in the list and you can take it with you to meets for results. Click on the **Ok** button and it will confirm that it sent the file to the desired drive. Attach the file to an email to

the host team and entries are Done. After the meet you need to get the results entered in the database.

- **Importing Results** At the end of the meet the host team can put results on the USB drive and you then from the main swimmer menu click on **File** then **Import** then **Meet Results**. Select the drive where the file is saved and highlight the file and click **Open**. Follow the prompts to highlight the file to open it and import to the database. It will confirm that it was imported and you can now use the **Reports** menu from the main menu to see result reports.
- **IMPORTING CHAMPIONSHIPS** This will load the Championships into TM and put all the Qualifying times in both yards and meters with all the events in one step.
  Go out to the web at www.delmarvaswim.org and under the **Championship Info** under the **Team Manger** section the **Championship 2010** download file and right click and SAVE AS the file to your USB drive. Do not use the file from the previous year as the dates and other information will all be wrong. Go back to TM and in the main menu click on **File** then **Import** then **Meet Events** tell it where you have saved the file and open the file it will confirm that it has created the meet and x number of events.
  Open the **Meets** menu from the Main and confirm that the Champ meet is listed. As you go to meets and put results in the database you can pull up the **Reports** menu then **Meets Report** then **Eligibility** select **Champs** and it will show all the swimmers by name who have cut times in yards or meters.
- **CHAMPIONSHIP ENTRIES** Entering swimmers in Champs is done the same as a dual meet. After you open the meet open the entries by name. Swimmers whose times are white qualify and *asterisk times in pink are NOT eligible*. There are no swim ups in individual events. Relays do not require a cut time and allow swimmers to swim up one age group for relays.

CONVERTING ENTRY TIMES - DO NOT CONVERT ANY TIMES**
The entries will be properly converted when imported. Enter the custom time exactly as it was swum followed by a Y for yard or S for meter based on the pool where the time was achieved. EX: 2534Y or 2865S.

FINAL NOTE: Please print your entries after you are done and LOOK at them for obvious mistakes, are swimmers the right gender, are they swimming too many things, are the entry times Y or S unconverted and correct. Send the entries just as you would for a dual meet to the meet entries director.