




ABERDEEN DOLPHIN SC

Instructions on completing Hy-Tek meet entries

To input entries you will require Hy-Tek Team Manager Lite installed on your computer (unless of course you have the full version of Hy-Tek Team Manager).

Please download the 'Lite' version by clicking on the following link or by copying and pasting it into your internet browser <http://www.hy-tek.com/downloads.html>

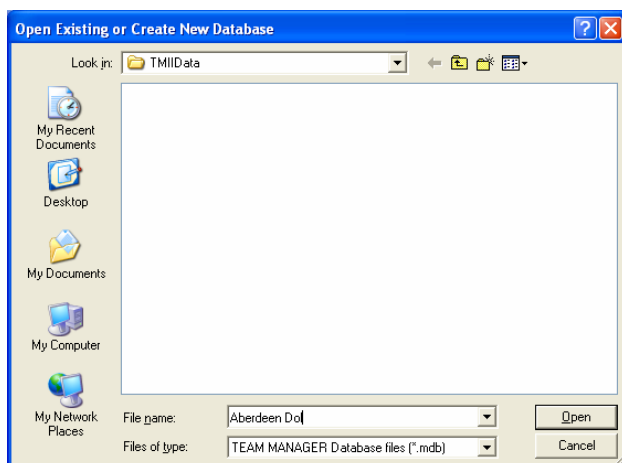
From the Hy-Tek web page, select the **Lite** option (indicated below) and install the software onto your computer.



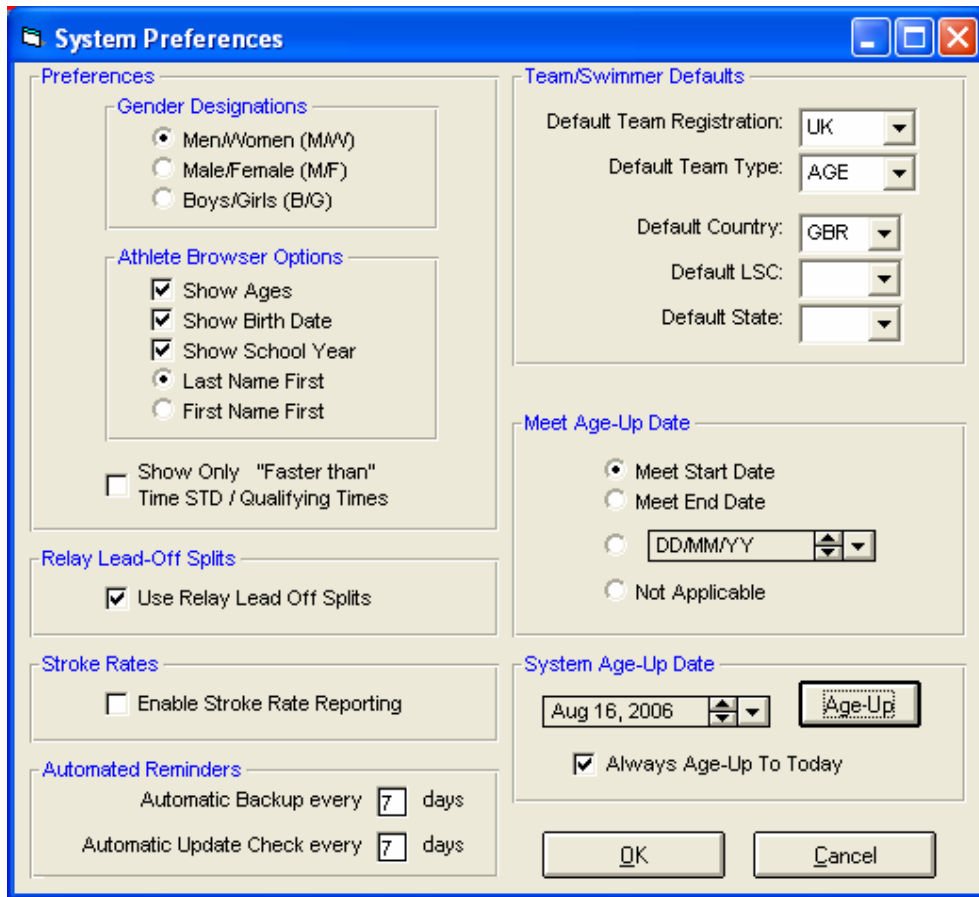
TEAM MANAGER 4.0	Update	User Guide	Lite
MEET MANAGER 2.0	Update	User Guide	Demo
Sports BUSINESS MANAGER 5.1	Update	User Guide	Demo
Personal SWIM MANAGER 2.1	Update	User Guide	Demo
MM 1.4Qe - Not supported by Hy-Tek	Update	N/A	N/A

STAGE 1 (Setting up Preferences)

- 1 Open Team Manager 4.0 Lite and click **OK** on the initial information box.
- 2 Click **File** on the menu bar at the top of the screen.
- 3 Click **Open/New** and type the name of your club (12 characters maximum) e.g. 'Aberdeen Dol' or 'Inverness', into the **File name** box



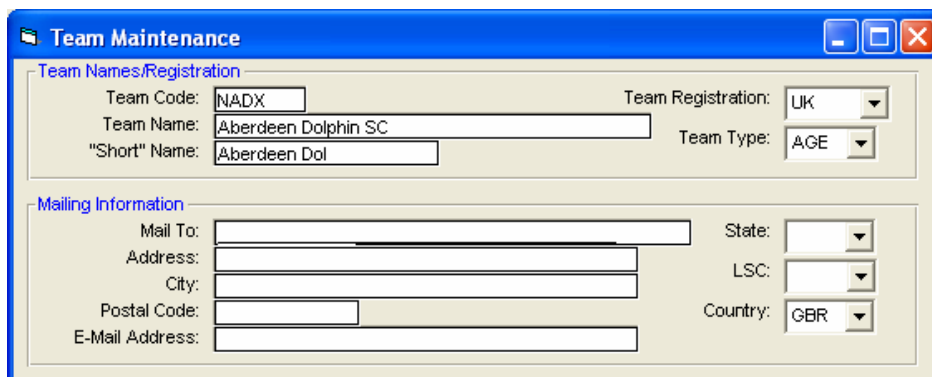
- 4 Click the **Open** button.
5. The **Preferences** window will now appear. Make sure you make the exact selections shown in the following example.




6 Once completed, click on the **OK** button.

STAGE 2 (Customising Club ID)

- 1 From the main menu click on the **Teams** option, and on the Teams screen click on the **Add** option.
- 2 Complete the **Team Code**, **Team Name**, and **'Short Name'** boxes as appropriate for your club. For example:-



Note: Any other contact details would be appreciated.

- 3 Once completed click the **OK** button.
- 4 Click on the cross at the top left of the Team Maintenance screen, which will return you to the Team Browser screen. Then click on the  icon on the taskbar to return you to the main menu screen.

STAGE 3 (Adding Athletes)

- 1 To add swimmers click on the **Athletes** option, and on the Athletes screen click on the **Add** option.
- 2 Complete the boxes – all that requires to be completed is **Last Name, First Name, Middle (middle initial if any), Birthdate, ID# (current SASA registration number), Sex,** and Select the 4 digit club abbreviation from the dropdown list at **Team1**

Athlete Information

Athlete Information

Last Name: Surname First Name: Christian Middle: A
Preferred Name: Christian Birthdate: 01/01/1990 Age: 16
Build ID ID # 99999 Athlete Cell:
Gender (M,F): M Athlete E-Mail:

Primary Contact Secondary Contact Medical Custom

Primary Mailing Information

Last Name: First Names: Mailing Address: Mailing Address: City: State: Postal Code: Country: GBR
Fill in 'Mail To' if different from first names and last name
Mail to: Use Primary for Mailing Use Secondary for Mailing Use Both

Primary Contact Information

Home Phone: FAX: Parent 1 Office Phone: Cell: E-Mail: Parent 2 Office Phone: Cell: E-Mail:

Member of


Team 1: NADX Team 2: Team 3: Group: Subgroup: WM Group: WM Subgroup: School Yr:

Inactive

Registration OK Recruiting Cancel

- 3 Once completed, click the **OK** button.

Repeat for each swimmer. Once all swimmers are entered click on the cross at the top left of the Athlete Information screen, which will return you to the Athletes screen – where all your swimmers should appear.

To return to the main menu screen, click on the  icon on the taskbar.

ENTRIES

The organising club will provide the events file by means of a zipped file (either as an email attachment, or a download from a website). The zipped file should be saved, unopened into the **TMIIData** folder which the Hy-Tek software has created on the C: drive on your computer.

- 1 In Hy-Tek, click on the **File** menu and select **Import**, then select **Meet Events**. Locate the **TMIIData** folder and double-click the appropriate zip file
e.g. **Meet Events-Aberdeen Dolphin Mitchell Trophy-11Nov2006-001.zip**.

Click the **OK** button at the message box to return to the **Import Events** screen.

To proceed double-click the file displayed – which will end with either **.hyv** or **.ev3** (depending on whether you are using Team Manager Lite, or the full version).

Click on the **OK** button to start importing the files, and click the **OK** button again on the message box advising the number of events imported.

- 2 To add individual entries click on the **Meets** menu, then **Entries**, then **Entries by Name**. Select the **Club Abbreviation** from the **Team** box – leaving the other boxes empty. Select each swimmer in turn, tick the events they wish to enter and insert their entry time in the **Custom Time** box. The time should be entered without separators i.e. for 1:23.45 simply enter 12345 – the system will automatically enter the time in the correct format. The events entered will be highlighted in yellow.

Note: *To remove a swimmer entered in error click the ticked box for the event*

- 3 For relay entries click on the **Meets** menu, then **Entries**, then **Entries by Event**. Click on the appropriate event number, a list of eligible swimmers will now be presented. Again select the **Club Abbreviation** from the **Team** box (shaded blue) on the options bar. Click the **New Relay** button (above the bottom right hand panel). Relay team members can be added by clicking the **Entrd** box alongside the swimmers name. Repeat this procedure to add a second relay team to an event.

Note: *To remove a swimmer from a relay team, double click the name of the swimmer in the team panel.*

- 4 To export your entries – At the main screen click on the **File** menu, select **Export**, then **Meet Entries**. Click **OK** at the Meet Entries box – the system will create a meet entries zip file in the **TMIIData** folder referred to previously. Locate the generated file e.g. **XXXX-Entries001.zip** (where XXXX is the abbreviation for your club).

The file should be attached to an email and returned to the organising club. All paperwork and cheques should be returned to the organising club by post – all to arrive by the closing date.