



WOKING SWIMMING CLUB
INAUGURAL B/C GRADE "OCTOPUS" OPEN MEET
23rd May 2010



INSTRUCTIONS FOR ELECTRONIC ENTRY

Thank you for inputting your entries electronically. These instructions are divided into two sections – those who have used Team Manager (full version) or Team Manager Lite previously and those who have not. Our thanks to Haslemere Swimming Club for the original version on which these instructions are based.

IF YOU ALREADY USE HYTEK TEAM MANAGER (FULL OR LITE VERSION)

1. Check for updates and install as appropriate for your system.
2. Check that all eligible swimmers are included in your existing team. (NB Remember TM Lite can only manage 100 swimmers so any more will need to be set up as a separate team).
3. Download the meet events file from the Woking Swimming Club website (www.wokingsc.co.uk) and save it. The file is located with the Woking Open Meet information.
4. Import the file (Meet Events-Woking Swimming Club Inaugural Octopus Meet-23May2010-001) into TM and then from the **MEETS** screen double-click on "Woking Swimming Club Inaugural Octopus Meet" and tick the "enforce qualifying times" box.
5. Use the **MEETS** and then **ENTRIES** tab to enter swimmers. Users of TM Lite will need to enter swimmers' times in the **CUSTOM TIME** column. Users of the full version of TM will only need to put a tick in the **ENTER** column as the swimmers' PBs will already be on the system.
6. Go the "Export Entries Ready for Sending" section of these notes to find out how to submit entries to Woking.

THOSE YET TO DISCOVER THE WONDERS OF HYTEK TEAM MANAGER (TM)

1. You need to download TM Lite software from www.hy-tekltd.com. Choose download centre from the left hand menu and then in product table choose *lite* against Team Manager 4.0. Choose **SAVE** and save to the desktop.
2. Double click on the Swim Team Manager icon that has appeared on your desktop and follow the instructions to install the program.
3. Double click on the TM Lite 4.0 icon, then click on **check for updates** and follow the instructions to update the software to the latest release.
4. Download the meet events file from the Woking Swimming Club website (www.wokingsc.co.uk) and save it. The file is located on with the Woking Open Meet information.
5. Start up TM Lite by double clicking the shortcut on your desktop.

6. From the **FILE** menu, select **OPEN/NEW**. Enter a name for your database preferably your team name.

You will be asked to set up system preferences – complete the following, removing ticks from some boxes where necessary:

Gender Designations:	Boys/Girls
Default Team Registration:	UK
Default Team Type	Age
Default Country:	GBR
Athlete Browser Options:	select Show Ages, Show Birth Date, First Name first
Meet Age Up Date:	Meet End Date
Always Age-Up to Today	Tick (very important- this means the software will put the swimmers in the correct age group defined for the meet)

OK returns you to the main screen.

7. From the **FILE** menu select **IMPORT**, then **MEET EVENTS**. Choose the file called that you downloaded in step 4 above and follow the on screen instructions to import the file. From the **MEETS** screen double-click on "Woking Swimming Club Inaugural Octopus Meet" and tick the "enforce qualifying times" box.

You now have the meet system set up and are ready to add your team of swimmers.

TM Help is very good – do use it if you get stuck on any of the following

Adding a Team

1. From the main screen click on the **TEAMS** menu.
2. Select **ADD** – a team maintenance window appears.
3. Add your team – for team code use standard 4 letter ASA abbreviation (eg WOKS); team name should be your official team name (eg Woking Swimming Club) and short name your team's known name (eg Woking). Mailing information is not required. Click on **OK** and then **CANCEL** to return to the team browser screen.
4. Close team browser by clicking on small **x** in the top right corner of the screen.

Adding Swimmer Information

1. From the **MAIN MENU** click on **ATHLETES**. An athletes screen appears.
2. Choose **ADD**.
3. For this meet you only need to complete

Athlete Information:

Last Name; First Name; Middle (initial); Birthdate (101291 for 10th Dec 1991); Gender (M/F) and ID# (ASA registration number).

Member of:

Team 1 = select short code for your team from the drop down menu

When complete for one athlete click on **OK** and new screen appears for next athlete.

When all swimmers entered click on **CANCEL** to return to athletes screen. This screen will then show all the swimmers to you have input.

4. Check all the swimmers entries carefully – double click on the athletes line to return to their details to change any mistakes. OK will then save changes and return you to Athletes screen again.
5. Return to the Main Screen (small x in the top right corner)

Adding Swimmers' Meet Entry Times

1. From the main screen select **MEETS**. Highlight the Woking Meet and click **ENTRIES**.
2. From the **ENTRIES** menu choose **ENTRIES BY NAME**. Your swimmers appear in the top part of the screen; the first one will be highlighted in blue. The bottom part of the screen shows the events.
3. To enter a swimmer in an event highlight their name in the top part of the screen and key their entry time for each event into the **CUSTOM TIME** column. Again just enter the numbers eg for 1:31.89 enter 13189. Use the cursor arrows to move between events. When you have entered times for a swimmer the swimmer's name line changes to green.
4. When you have entered all the swimmers' entry times close the screen.

Check Meet Entry Info

1. From the **MEETS** screen you can print out reports of entries to allow you to check the data you have entered, entry fee information and save the reports.
2. From the **MEETS** screen select the **REPORTS** menu. Choose either
Entry report – to show details of all the entries
Or Entry fee report – to see how much each swimmer has to pay
3. Select how you want your report to be shown, then click on **CREATE REPORT**.
4. You will then be shown the first page of your report – if it looks OK and you want to print it click on the **PRINT** icon (first of the coloured icons on the toolbar).
5. When you have finished with reports you want, return to the Main Screen.

Export Entries Ready for Sending

1. From the main screen go the **FILE** menu, select **EXPORT** and then **MEET ENTRIES**.
2. The meet will appear in the Meet line.
3. Save the file to your hard disk. A confirmation message appears – make a note of the file name. (The number in the file name will increase each time you export).
4. When you are ready to send your entries please email the file you have saved, along with your entry summary, to openmeets@wokingsc.co.uk. Please send your cheque and a copy of the entry summary by post. Entries and cheques must reach us by **23rd April**. We will import and process your entries. As soon as possible after the closing date we will post a list of accepted entries on our website.