



GUIDE FOR SUBMITTING MEET ENTRIES USING HY-TEK

1. Follow this link:

http://activesupport.force.com/hytekswimming/articles/en_US/Article/Download-and-Install-TM-Lite

DOWNLOAD AND INSTALL TM LITE

TM Lite is the free demo version of Team Manager.

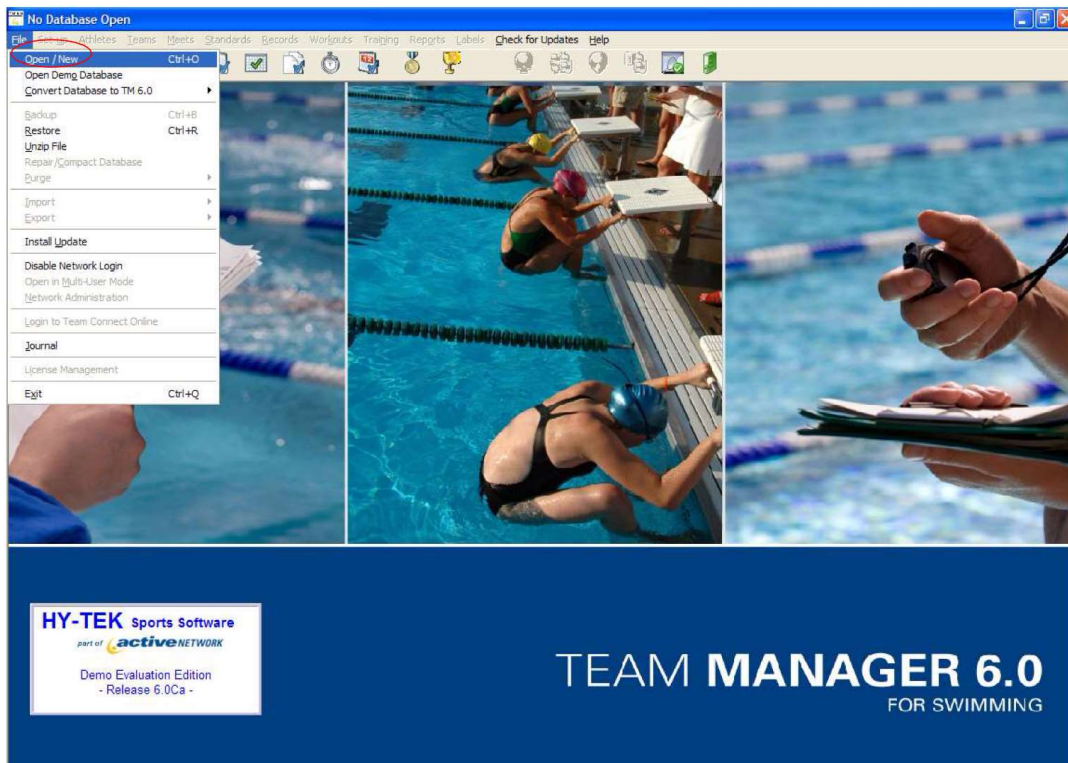
Team Manager for Swimming Lite (SWTM 8 Lite)

Go to <https://hytek.active.com/downloads.html>

After Team Manager for Swimming 8.0 click on Lite

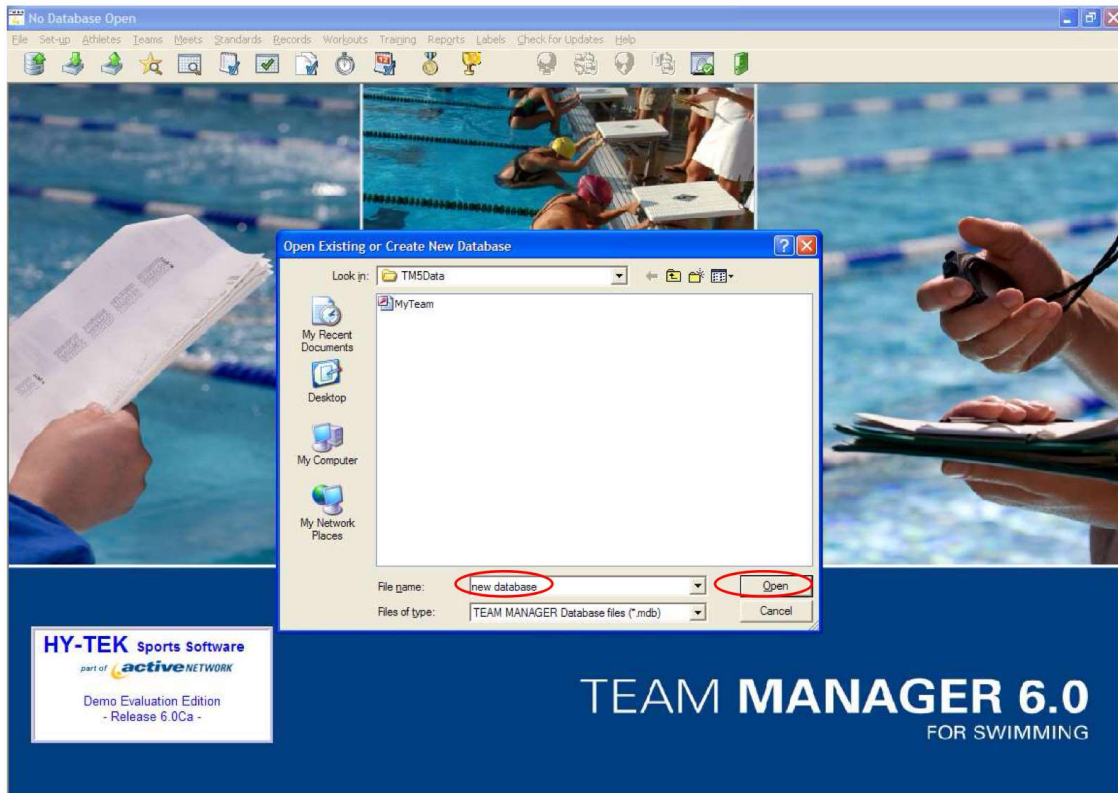
Click Run or Save

2. Open TMLite
3. If you have used TMLite before go to step 8.
- 3a. If this is the first time you have used TMLite, then go into 'FILE > Open /New

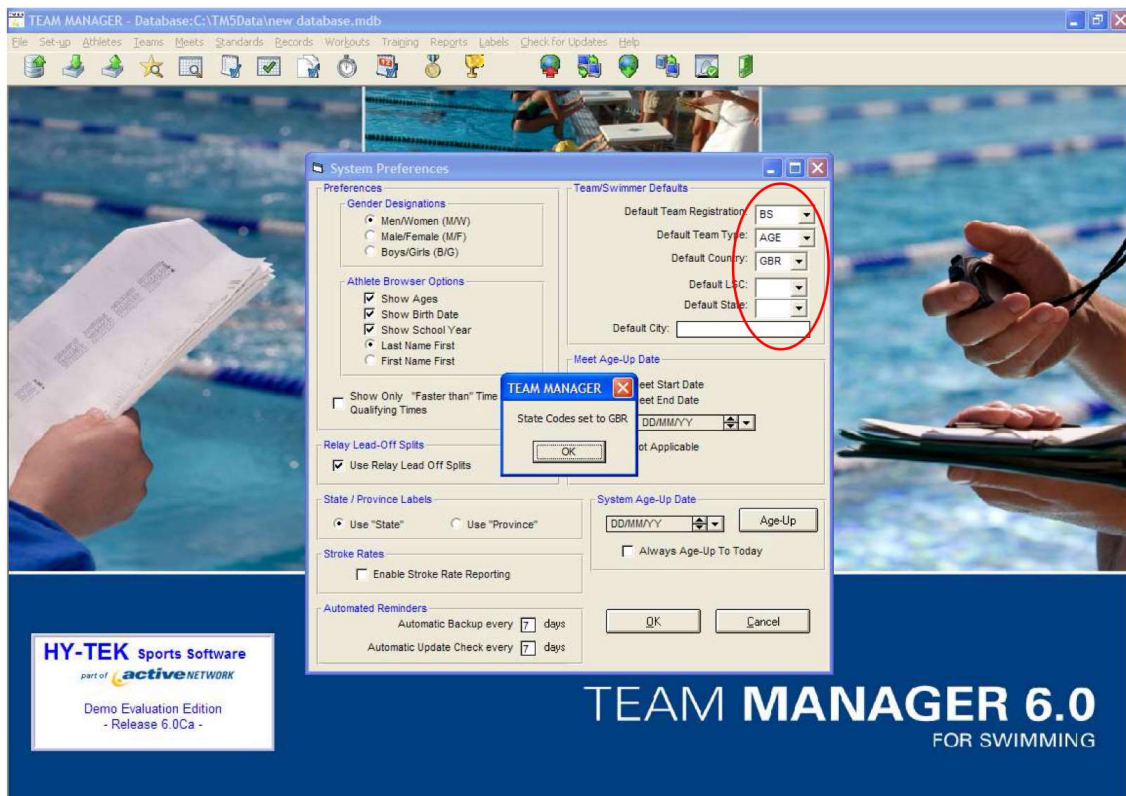




4. Type in a filename (eg new database) and then click on 'open'

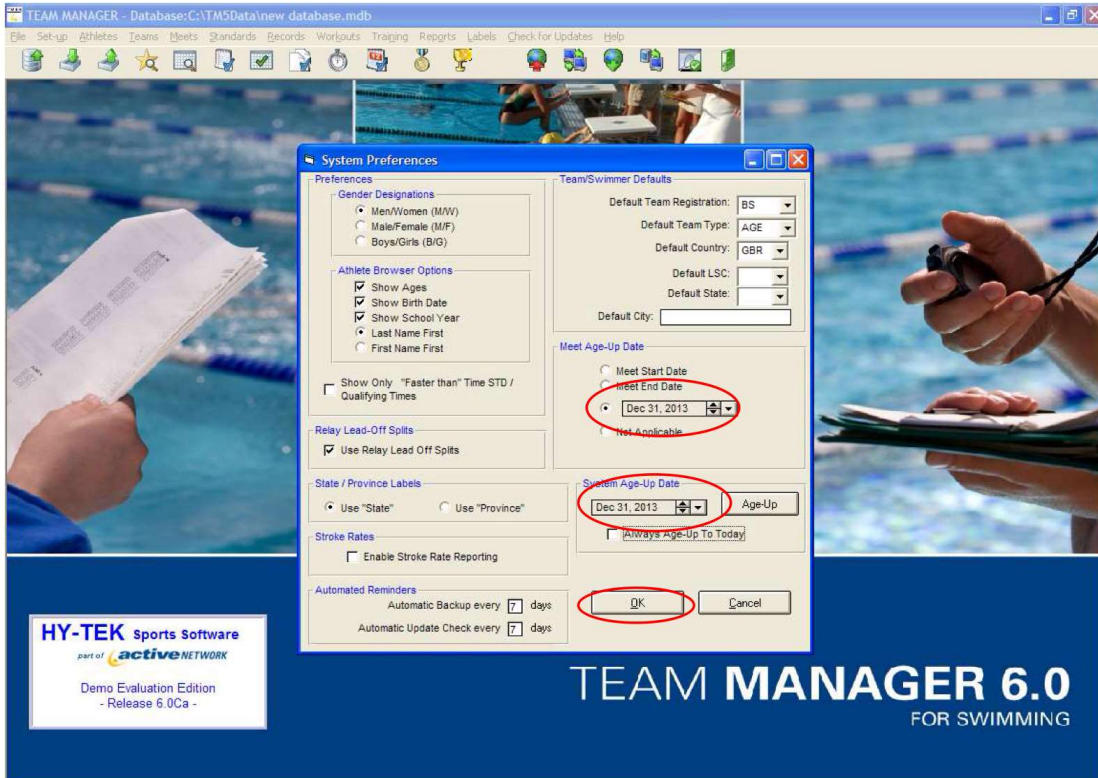


5. Select Default Team Registration as UK, Default Team Type as AGE and Default Country as GBR. Click 'OK'

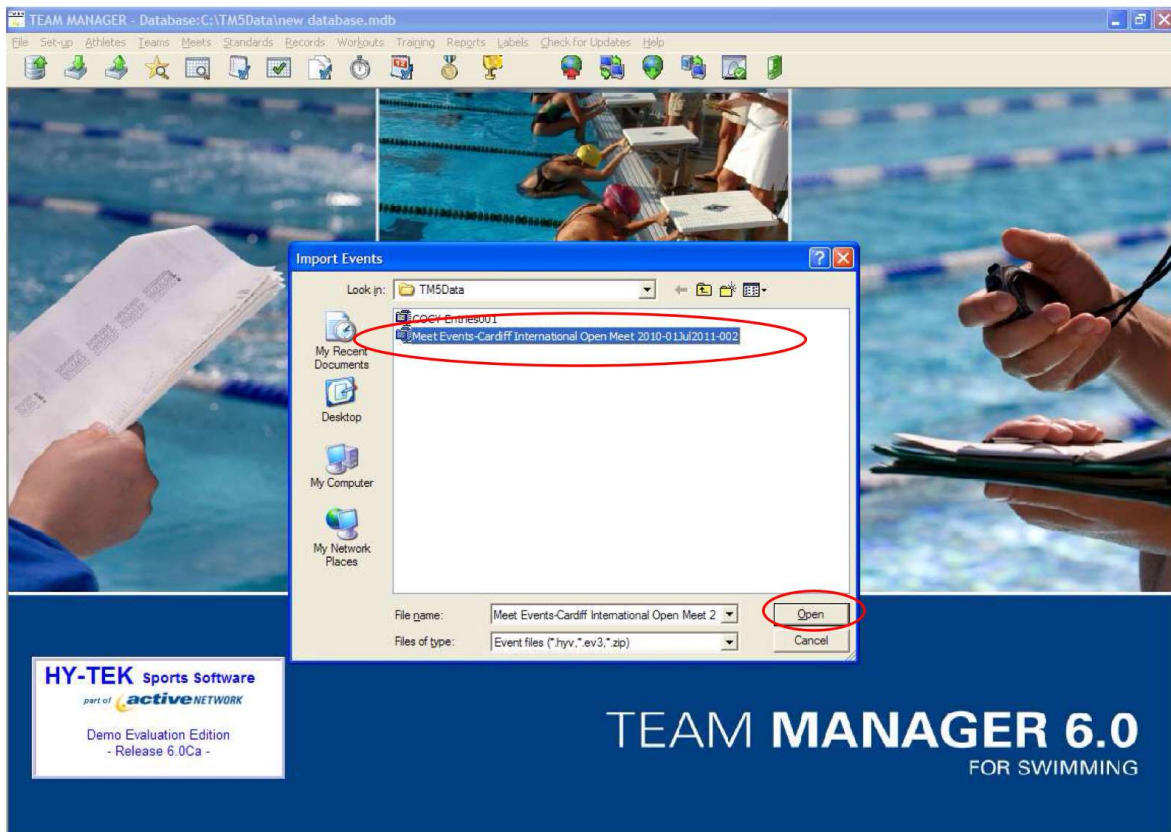




6. Set Meet Age Up Date by entering any date. Set System Age Up Date to any date. (these aren't important – you just can't proceed until this is done)
7. Click OK

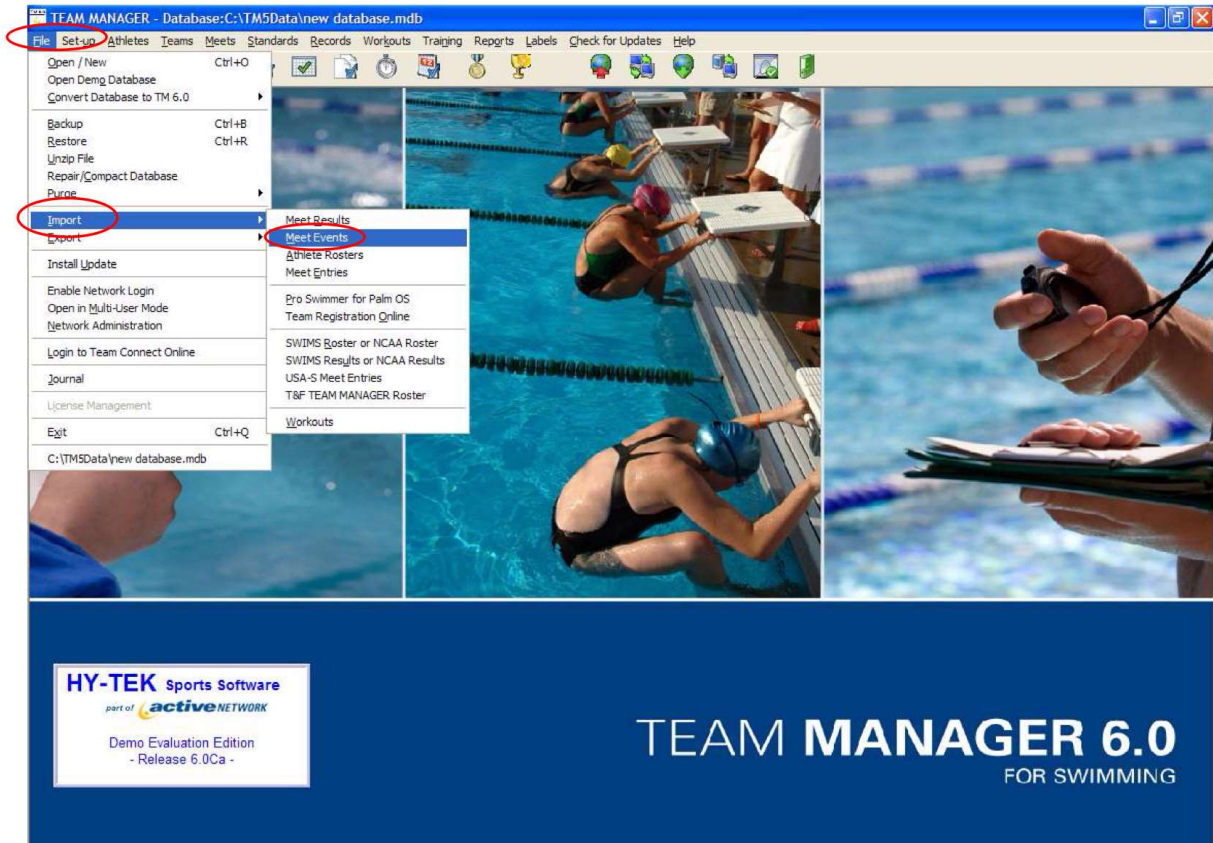


7. Select meet file and Open

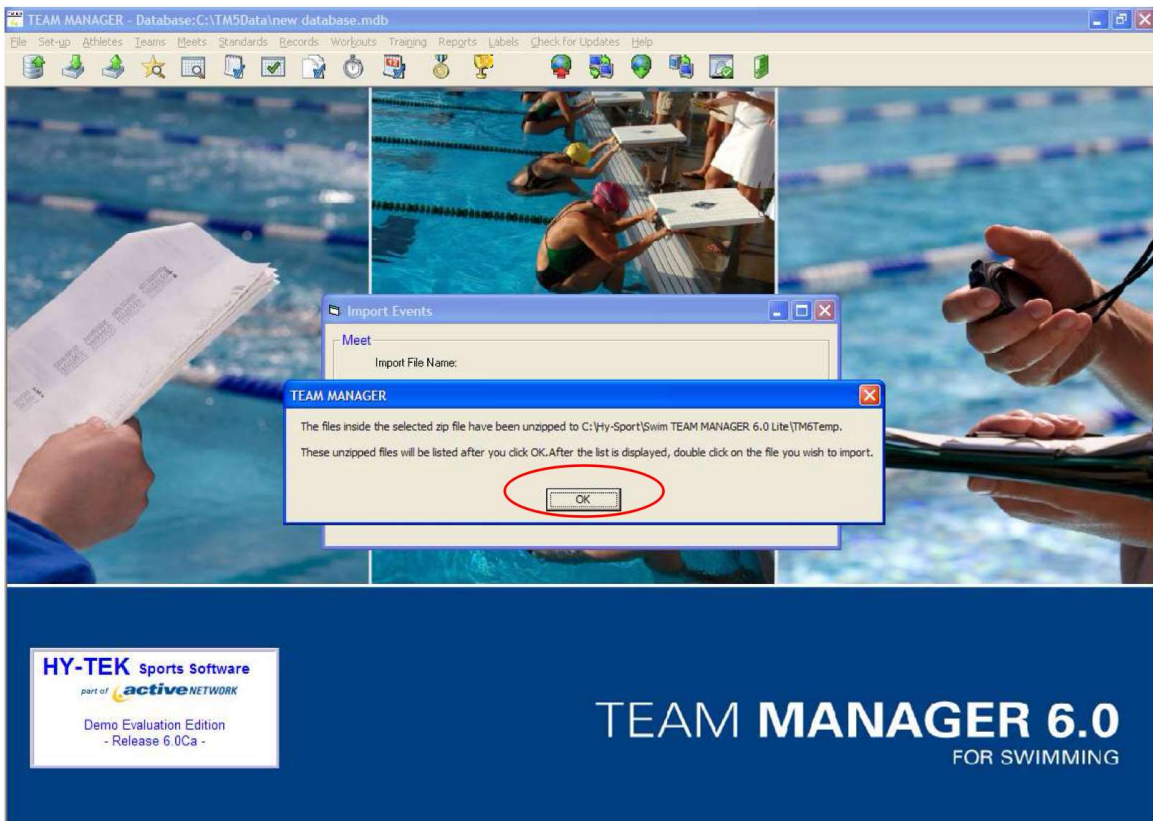




8. Open 'File > Import > Meet Events'

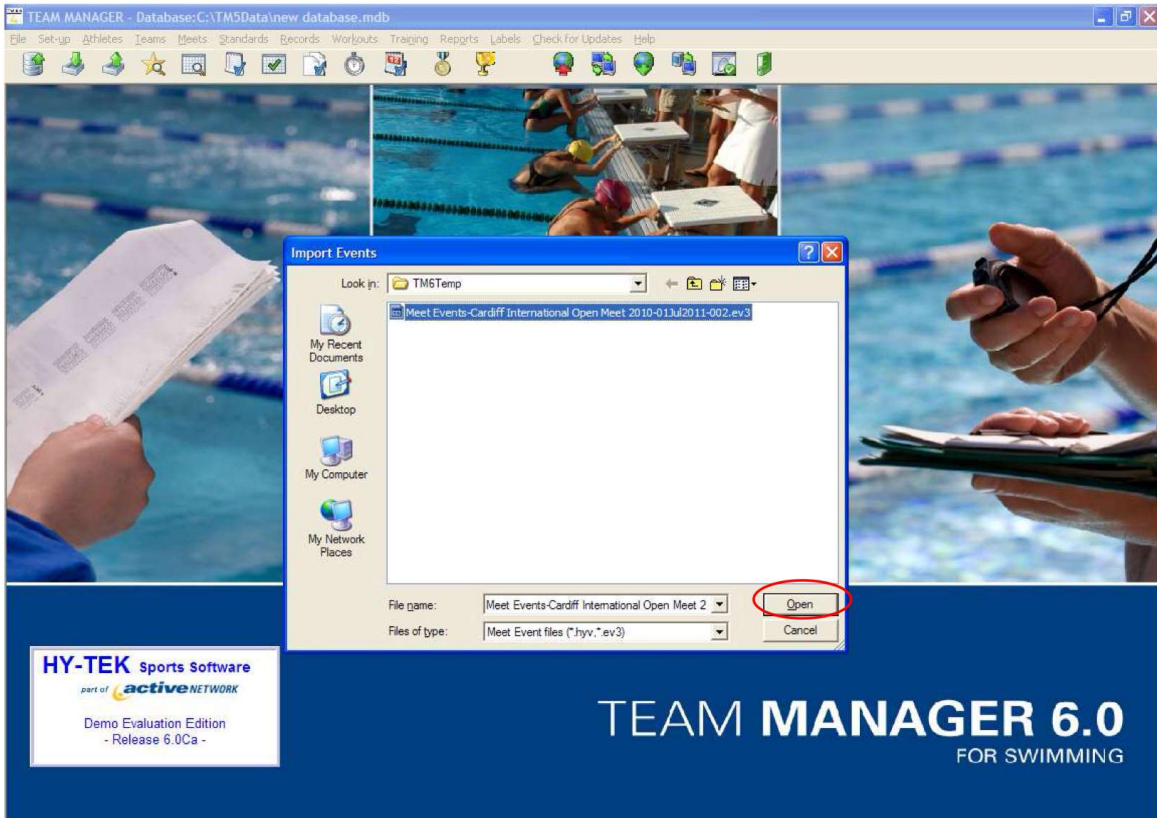


8. The file will automatically be unzipped to TM5Temp directory. Select file and click Open

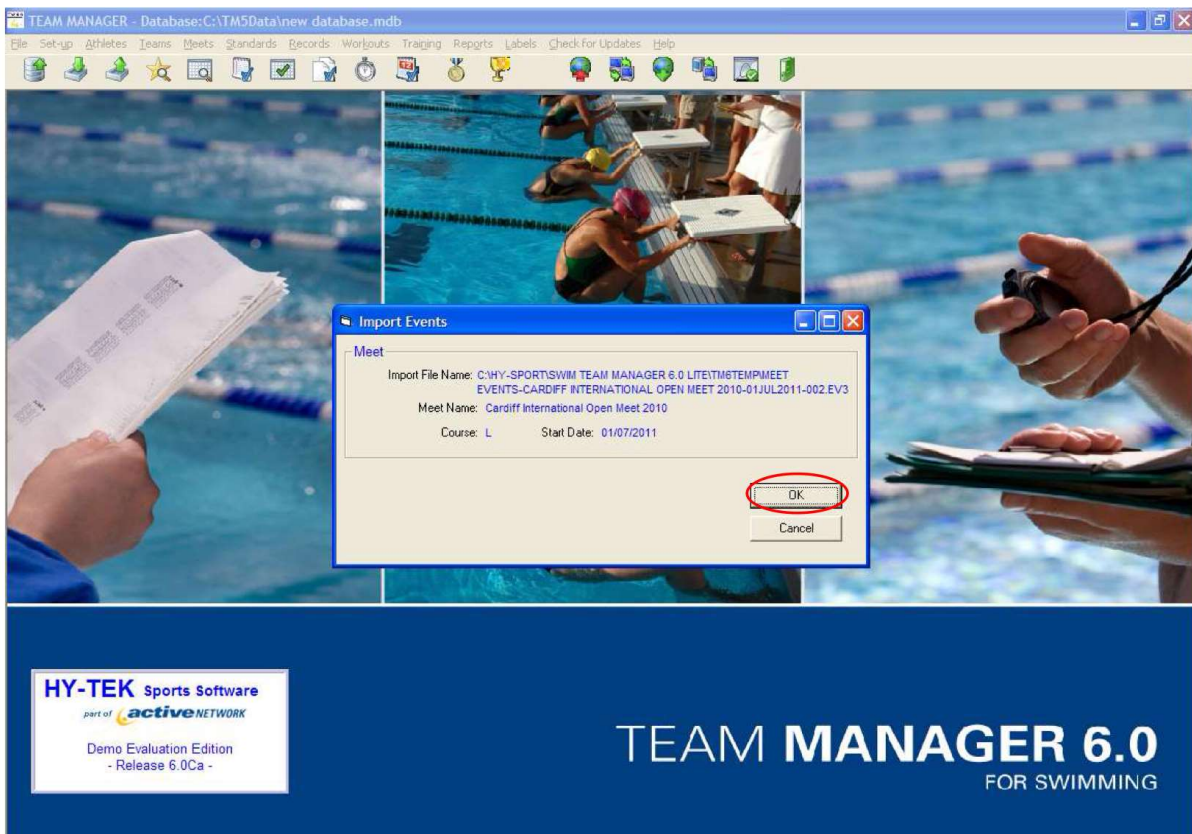




9. Click Open to import events



10. Click OK





14. Click on Athletes and Add.



15. Input the swimmers details. Please ensure that you include the ASA swimming number, so that the meet results can be sent to British Swimming for inclusion on the Rankings database

TEAM MANAGER - Database:C:\TM5Data\new database.mdb - [Athletes]

File Edit Add Edit New Delete Results Goals Recruit Registration Print Export to HTML Help

Both Team COCY Group WM Group Low Age
Male School Yr Subgroup WM Subgroup High Age
Female

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last Name	First Name	MI	Gen	Birth	Age	Gr	Gr-Joined	Sub	Yr	WM Gr	WM Sub	Preferred Name	Team 1	Joined	D	Dive Cert	Team 2	Team 3							

Athlete Information

Athlete Information

Last Name: Bloggs First Name: Joe Middle:
Preferred Name: Birthdate: 01/01/1995 Age: 18
Build ID: ID #: 123456 Gender (M,F): M
Athlete Cell:
Athlete E-Mail:

Primary Contact | Secondary Contact | Medical | Custom | Email Export

Member of:

Team 1: COCY Joined: DDMMYY
Team 2:
Team 3:
Group: Joined: DDMMYY
Subgroup:
WM Group:
WM Subgr:
School Yr:

Primary Mailing Information

Father's Last: bloggs Father's First:
Mother's Last: bloggs Mother's First:
Mailing Address:
City: State:
Postal Code: Country: GBR
Swap Mother/Father Names,Tele, E-mail
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

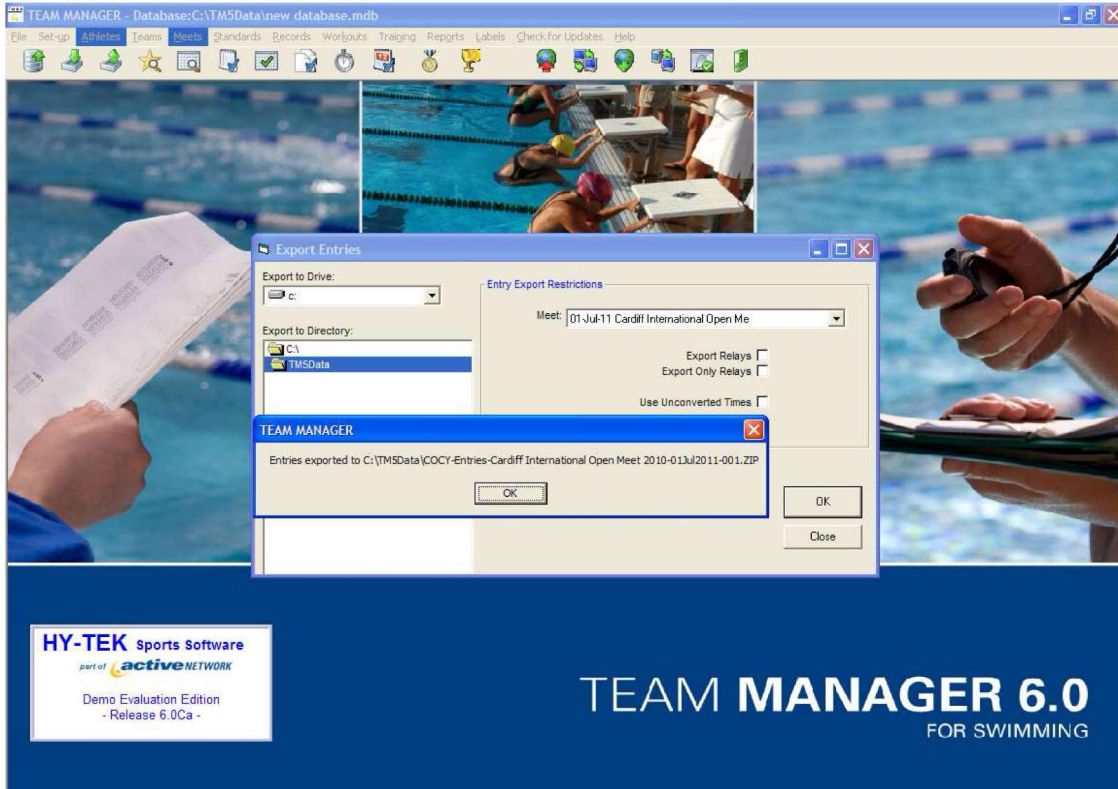
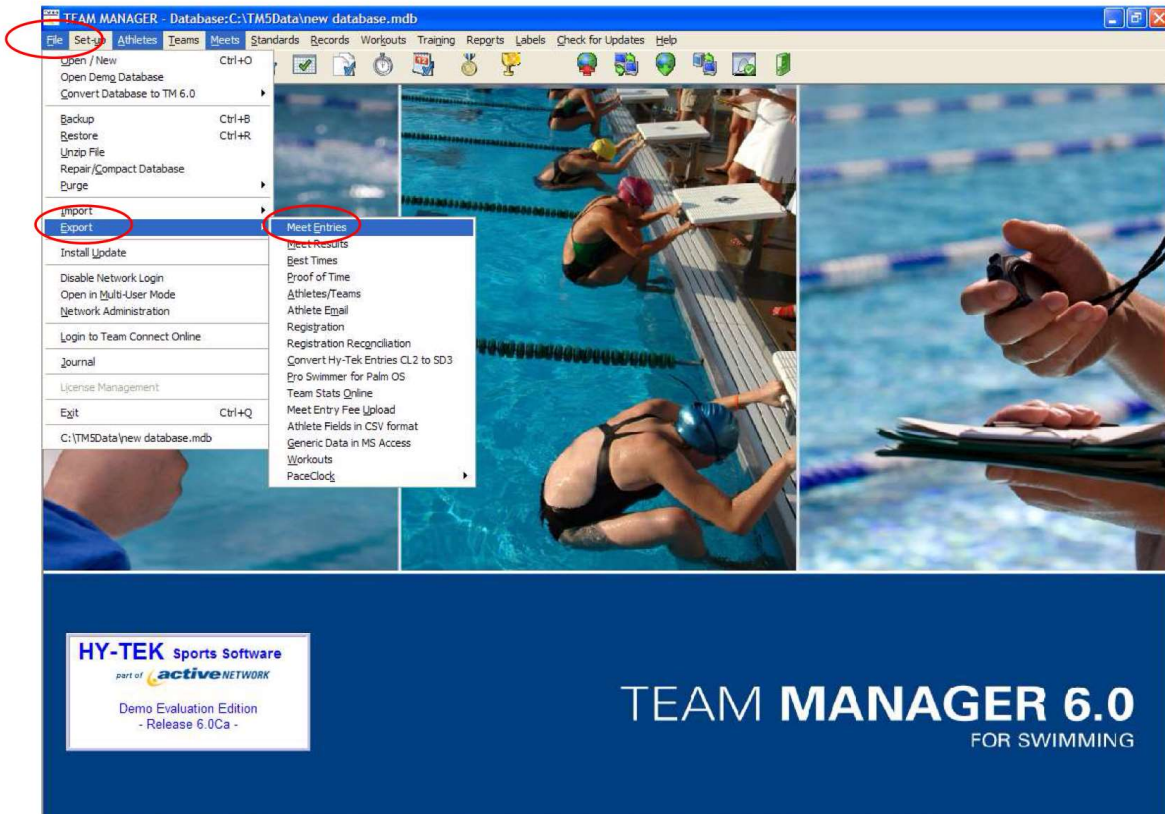
Home Phone: FAX:
Father
Office Phone: Cell:
E-Mail:
Mother
Office Phone: Cell:
E-Mail:

Inactive
 Dive Certified

Registration OK
Recruiting Cancel



- 18. You can print reports in the reports menu.
- 19. When complete go into 'File > Export > Meet Entries



- 15. Email the meet entries to the meet email address on the entry pack. Don't forget that **Entries Will Not Be Processed Until Full Payment Is Received**