



TRACK AND FIELD / ROAD RUNNING CROSS COUNTRY

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Using Hy-TEK TEAM MANAGER LITE

Overview

We will be using the Hy-Tek Meet Manager program to process entries and results for this year's Track & Field meets (the same program we have used the last few years). By using Team Manager Lite, it is a quicker and more efficient way of submitting your club registration and meet entries through the use of this software and e-mail. The Team Manager Lite software can be downloaded for FREE from the Hy-Tek website. You cannot download the program by using a dial-up connection, so Athletics Manitoba can also send you a CD copy if required. You must also have the ability to open .zip files, so please contact your computer department if you cannot. After you have entered your athletes in Team Manager Lite, you will be able to enter your athletes and relay teams in meets. The meet events will be e-mailed to you as another attachment by the meet organizers. Please follow the directions step by step and you should not have any problems. Although it looks like it may take longer doing it this way, it is in fact the opposite. You will be simply typing your athletes' names and clicking on the events they want to compete in. This system will ensure a much more accurate spelling of names, birthdays, etc. as well as ensuring they are in the correct events. If you have any problems or questions, do not hesitate to call Athletics Manitoba at 925-5743.

Already Using Hy-Tek Team Manager Lite?

1. Note: Hy-Tek has updated the Lite Software to match Version 2.0. Please install the updated version and the restore a backup of your file from last year (or the one we send you.)
2. High Schools are asked to use their MHSAA Codes for registration with Athletics Manitoba. Please contact the office if you need this information.
3. Delete all athletes that are no longer at your school or on your team.
4. Add new athletes.
5. Resend the roster to Athletics Manitoba using the Export Athletes/Teams option. Athletics Manitoba will send a confirmation report of your Team roster.
6. Please contact the office if you need any information or assistance.

RESTORING YOUR TEAM FILE FROM LAST YEAR'S BACKUP

1. If you did not backup your team's file at the end of last season, contact Athletics Manitoba and we will email you a backup of the roster that we have (it may not match exactly.) We recommend that you do a backup of what is currently on Team Manager Lite prior to restoring the file that we send you, depending upon which has more accurate information. When you Restore it will replace (ie. Erase) all the team information that is currently on your computer, so do not put in new athletes prior to restoring!!!!!!
2. Open Team Manager, click on "File" then click on "Restore."
3. Find the file on your computer, click on it and click on "Open" then select "Replace currently opened database" and OK.
4. Confirm that you wish to overwrite the old file and hit OK.
5. If you prefer the other backup, repeat the process selecting the original file.

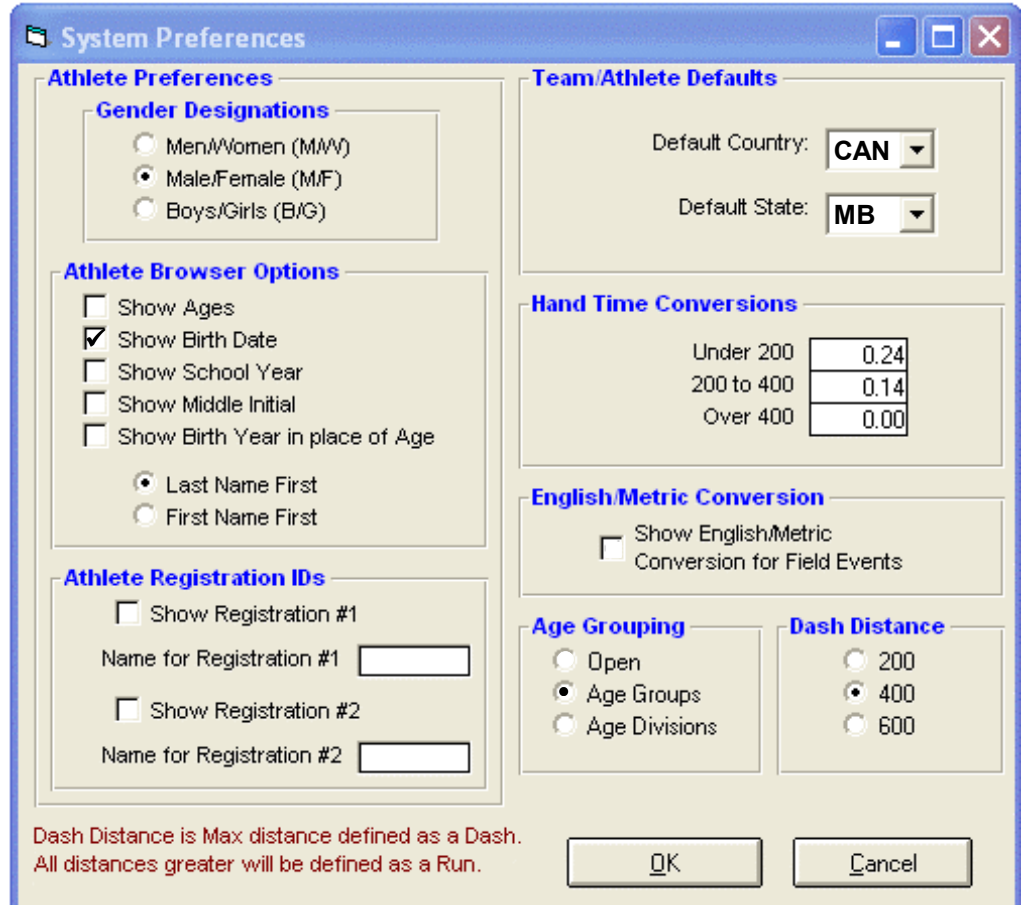
Installing Track & Field Manager Lite from the Internet

1. Open your internet browser and type in the following site into the navigation bar
2. <http://www.hy-tek.com/downloads.html#tfdemo>
3. Click on "Lite" (on the right side of the grid) that is in the same line as TEAM MANAGER 2.0 under Track & Field Downloads near the bottom of the page.
4. Download this file to a location/directory you can find easily, for example the Desktop or My Documents, etc.
5. Once the download is complete, open the folder where you saved the program.
6. Double click on the TF_TEAM_MANAGER_Lite Icon.
7. Hy-Tek's T & F Team Manger Lite will begin to install, be patient, this takes a couple of minutes.

8. Follow the prompts to install: (Click on Next; Yes; Next)
9. Check the box "Yes, Launch the program file" and then click on the Finish button.
10. The program should finish installing and place an icon named "TM Lite" on your desktop.
11. If the program opens, click OK. Note that your computer may restart during this process. After the computer restarts, click on the "TM Lite" icon to open the program.
12. You are now ready to use Team Manager Lite and begin the entry process.

Step 1: Setting up your Team

1. Double click on the TM Lite icon on your desktop.
2. Click the OK button.
3. Click on File, then Open/New
4. Enter your school name in the File name box.
5. Click on the Open button
6. A "Systems Preferences" box will appear.
7. Under "Gender Designations" select "Male/Female".
8. Under "Athlete Browser Options" select "Show Birth Date" and "Last Name First"
9. Under "Team/Athlete Defaults" select Canada for Default Country and MB for Default State
10. Under "English/Metric Conversion" unclick the option.
11. Under "Age Grouping", click "Age Groups".
12. Click OK



System Preferences

Athlete Preferences

Gender Designations

Men/Women (M/W)
 Male/Female (M/F)
 Boys/Girls (B/G)

Athlete Browser Options

Show Ages
 Show Birth Date
 Show School Year
 Show Middle Initial
 Show Birth Year in place of Age

Last Name First
 First Name First

Athlete Registration IDs

Show Registration #1
 Name for Registration #1

Show Registration #2
 Name for Registration #2

Team/Athlete Defaults

Default Country:
 Default State:

Hand Time Conversions

Under 200	0.24
200 to 400	0.14
Over 400	0.00

English/Metric Conversion

Show English/Metric Conversion for Field Events

Age Grouping

Open
 Age Groups
 Age Divisions

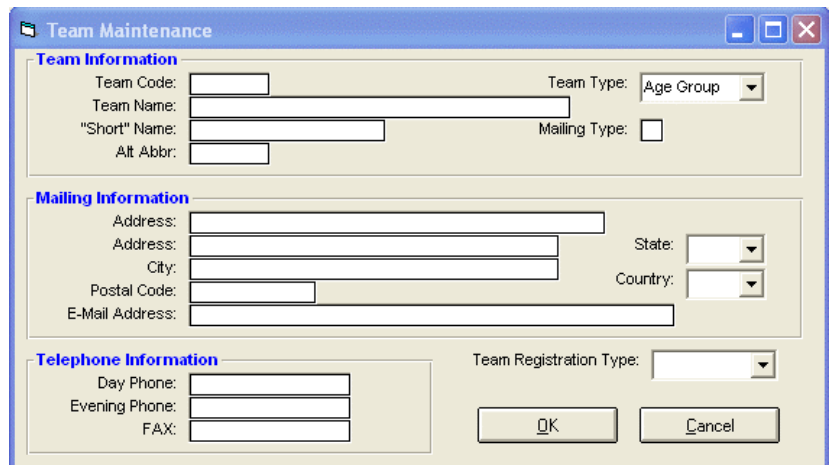
Dash Distance

200
 400
 600

Dash Distance is Max distance defined as a Dash.
 All distances greater will be defined as a Run.

Step 2: Adding Your Team Information

1. Click on "Teams" from the Main Menu Bar and then click on "Add" from the Team Browser menu bar. The following window will appear:
2. Enter Team Code (ex. SATT; or 0108), and full team name (ex. Stride Ahead/Tough Track; or Grant Park High School).
3. Where it asks for "Team Type" select the dropdown and select "Age Group"
4. Fill in all mailing information, email address and Telephone Information
5. Click "OK"
6. Click on "Coaches" in the upper bar, then Add



Team Maintenance

Team Information

Team Code: Team Type:
 Team Name:
 "Short" Name: Mailing Type:
 Alt Abbr:

Mailing Information


Address:
 Address: State:
 City: Country:
 Postal Code:
 E-Mail Address:

Telephone Information


Day Phone:
 Evening Phone:
 FAX:

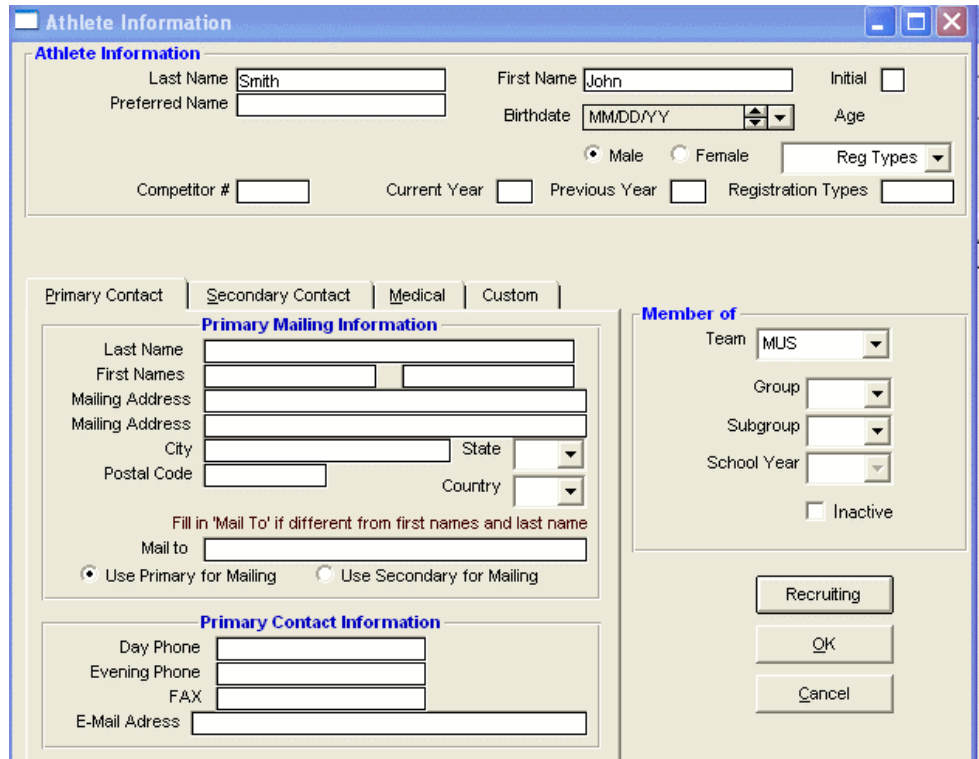
Team Registration Type:

when the Coaches screen appears.

- Type in the coach's name, title (if applicable), select if they are the head coach, email address, phone number, and wherever possible, any NCCP certification for track and field OR their certification number. Athletics Manitoba can try and find this information for you if it is not available.
- Then close the Team Browser window: Click the  located in the icon row (under "Results")

Step 3: Adding your Athletes' Names

- Click on "Athletes" from the Main Menu Bar and then click on "Add" from the Athlete Browser.
- Provide just basic information about the athlete like Last Name, First Name, Preferred Name, Birthdate (you may enter 01/01/ and the year of birth if you do not have each athlete's birthday), Gender, and Team – see next figure as an example:
- Upon completion of each athlete's information, click "OK"
- When all your athletes have been entered, close the "Athlete Information" window (Click "Cancel" or the Red X)
- Next close the "Athletes" window
- Click the  located in the icon row (under "Results")



Step 4: Sending Athletics Manitoba your Team Roster

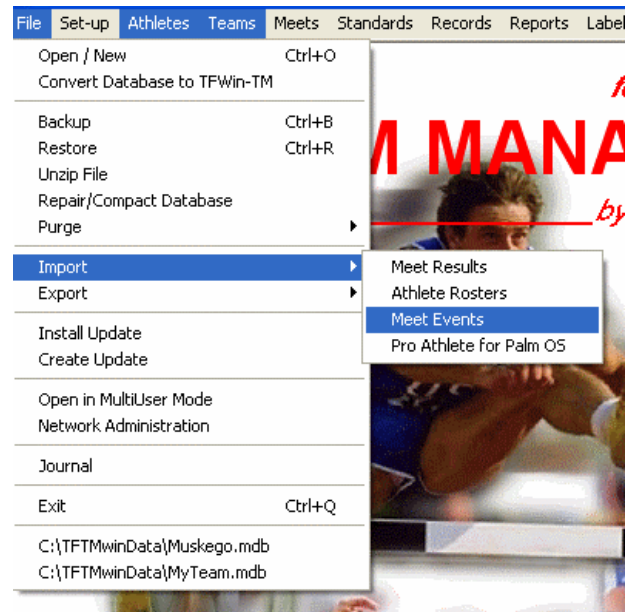
- Click on "File" from the Main Menu Bar and then "Export", then "Athletes/Teams".
- Notice the drive and the file folder where your exportable file is going to be saved.
- Select your team name from the drop down box. Select "Include Contact Information" if permissible.
- Click "OK". A box will be displayed showing the file name and place on computer where the roster was saved. Click "OK" then Cancel to exit this window.
- NOTE: IF YOUR SCHOOL CANNOT IMPORT OR EXPORT ".zip" files – find the file on your computer and right click on the file name and select "Rename" from the list. The file name will now be highlighted, click on the file extension (.zip) and change it to ".doc" Do not change the name of the file, just the extension. Hit enter. This file should now be exportable.**
- Email athleticsmb@shaw.ca with your team roster file attached to the mail with any other contact information or questions you may have. Your team roster will now be imported into Athletics Manitoba's database.

Meet Registration

Athletics Manitoba will post the Hy-Tek Meet Entry File on the website for download and/or e-mail to you a meet file that will contain all the events for the meet. The website address is www.athleticsmanitoba.com, and the file will be under "Track & Field" then "Events" This is how you register for a meet electronically. When sending your registration into Athletics Manitoba, please provide contact information and we will send you a confirmation report of all of your entries.

Step 1: Importing the Meet Events.

1. **FROM WEBSITE:** Find the event listed under Track & Field – Events on the Athletics Manitoba website. Click on the Meet Manager button beside the meet name. A File Download box will ask if you would like to Open or Save the file and indicate the file name. Select Save and then save the file where you will retrieve it in Step 3. Skip to step 3.
2. **FROM EMAIL ATTACHMENT:** Save the attachment on your computer (right click and select save as) and take note of where it is saved. **DO NOT DOUBLE CLICK ON THE ATTACHMENT!!!!!!**
 - a. **NOTE: IF YOUR SCHOOL CANNOT IMPORT OR EXPORT ".zip" files –right click on the attachment and Select Save As. After selecting the folder where the will be saved, rename the file extension from (.zip) and to ".doc" Do not change the name of the file, just the extension. Hit enter. This file should now be imported on your computer. Find the file on your computer and rename the file extension to .zip prior to importing.**
3. Open Team Manager and click on File, then Import, then Meet Events.
4. An "Import Events" box will appear.
5. Under the Look in: box (near the top) click on the drop down arrow.
6. Select the location where you saved the meet events that were e-mailed to you. (i.e. Desktop, My Documents)
7. Click on the appropriate meet file, then click on the "Open" button
8. A message box will pop up, Click OK
9. An "Import Events" box will appear.
10. Click on the appropriate file, then click on the "Open" button.
11. Click OK. You will receive a message that all (a number) events have been imported. Click OK.



Step 2: Entering your Athletes into Events

1. Click on the Meets menu at the top of the screen.
2. The meet should be listed – be sure it is highlighted in blue.
3. Click on Entries
4. Select either By Name (for individuals) or By Event (for relays).
5. Click OK

By Name (individuals)

1. In the "Entries for Team" box, select your team in the pull down menu.
2. Highlight the athlete's name for which you would like to make an entry.
3. Click on all events for which that athlete should be entered in (they will become highlighted in yellow to indicate they have been entered).



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4. To enter a seed performance, click in the custom filed/column after the event name and enter the seed performance for your athlete.
5. If you have made an error entering someone in the wrong event, simply click on the incorrect event and the will be removed from that event.
6. Once you have completed entering all the events for your athletes.
7. Exit the window by clicking the “Exit this Form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

By Event (relays)

- **For a relay entry** – highlight the event for which you wish to make an entry (list of events near top of screen)
 1. In the “For Team” box, select your team in the pull down menu.
 2. Highlight and click on the relay event that you want to enter
 3. Click the “New Relay” button (near the middle of the screen)
 4. If you have a second team in the same relay. Click on the “New Relay” button a second time.
 5. Exit the window by clicking the “Exit this Form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen
 6. Repeat the above step a second time to get to the home page.

Step 3: Verifying Your Entries

1. Click on the Reports menu at the top of the screen.
2. Click on Performance, then Meet Entries.
3. Select the proper meet and team.
4. Under “Gender” select “All”
5. Under “Sort By” select “Name”.
6. Under “Event Filters” select “Individual”.
7. Click on “Create Report”. This will print out a list of entries and allow you to verify that everything is entered correctly or it will display it on your computer first and then you can print it.
8. To verify your relay entries. Go through the same steps, except under “Event Filters” select “Relay”.
9. If you have noticed any errors, go back and make the adjustments.

Step 4: E-mailing your entries

1. Once you have verified that your entries are correct, you are ready to e-mail them.
2. Click on the File menu, then Export, then Meet Entries.
3. An “Export Entries” box will appear.
4. In the “Export to Drive” box, select the location where you want to save the file. You should save the file in a place where you can easily retrieve/find it. **DO NOT CHANGE THE MEET NAME.** Click OK
5. A box will appear that confirms your entries have been exported, along with the name of the file.
6. Click OK, click Cancel
7. Go to your e-mail program and e-mail your entries as an attachment to: athleticsmb@shaw.ca
 - a. **NOTE: IF YOUR SCHOOL CANNOT IMPORT OR EXPORT “.zip” files – find the file on your computer and right click on the file name and select “Rename” from the list. The file name will now be highlighted, click on the file extension (.zip) and change it to “.doc” Do not change the name of the file, just the extension. Hit enter. This file should now be exportable.**



8. Once we receive your e-mail, we will open your file, enter it into the meet and e-mail you back your list of entries for verification that all is correct.

The Team Manager Lite program will only store three meets, therefore it is highly suggested that you delete this meet once it has concluded. Therefore you can use the program for other upcoming meets that allow/require entry via this process. Follow these steps from the main screen to delete a meet.

- Click on the Meets menu at the top of the screen
- Click on the meet you want to delete – it will be highlighted in blue.
- Click on the delete button at the top of the screen.
- Click on Yes.