

## **SSL Time Trial Entry Process**

Entries for Time Trials will be created by each team using Hy-Tek's Team Manager. The created entry file and a list of volunteers will be sent via email to the Championship Committee for processing. This electronic process streamlines the entry process and eliminates some problems which have occurred in the past when using manual entry.

The following pages lead you through the steps to complete the entry process. Don't wait until the day entries are due to start this process. As your time allows, complete steps 1 through 5. If you start early and have problems, the Championship Committee will be able to help you through your problems. For help, contact Kent Steeves at [OfficialKent@gmail.com](mailto:OfficialKent@gmail.com) or 302-605-6473 (cell).

Step 1 - Installing Team Manager Lite

Step 2 - Setting up Preferences

Step 3 - Adding your Team Information

Step 4 - Adding Athletes to your Database

Step 5 - Importing Meet Events

Step 6 - Adding Individual Entries

Step 7 - Adding Relay Entries

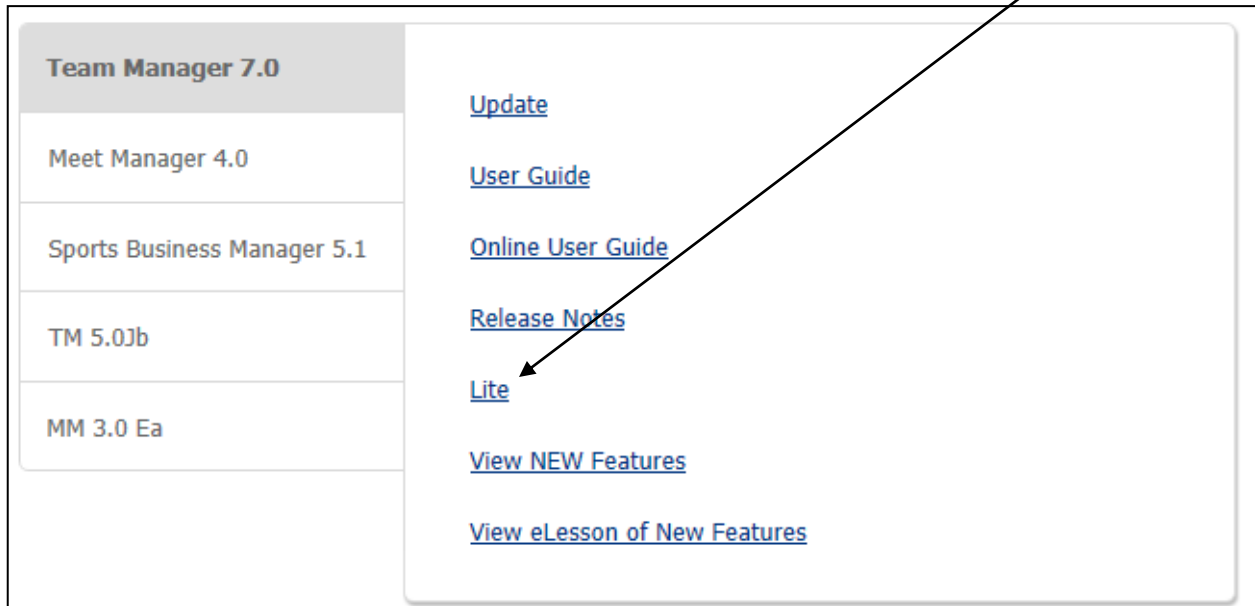
Step 8 - Create Entry Report to Verify Entries

Step 9 - Exporting Entries

Step 10 – Send Entry File and Volunteers to Championship Committee

## Step 1 - Installing Team Manager Lite (version 7.0)

If your club does not have Hy-Tek's Team Manager then you will need to use Hy-Tek's free version of Team Manager Lite to input your entries. Team Manager Lite needs to be installed on the computer you will use for submitting entries. Download TM Lite by clicking on the following link or copying it and pasting it into your browser <http://www.hy-tek.com/downloads.html> Then from the Hy-Tek web page **click** the **Lite** option (illustrated below) and install it on your computer.



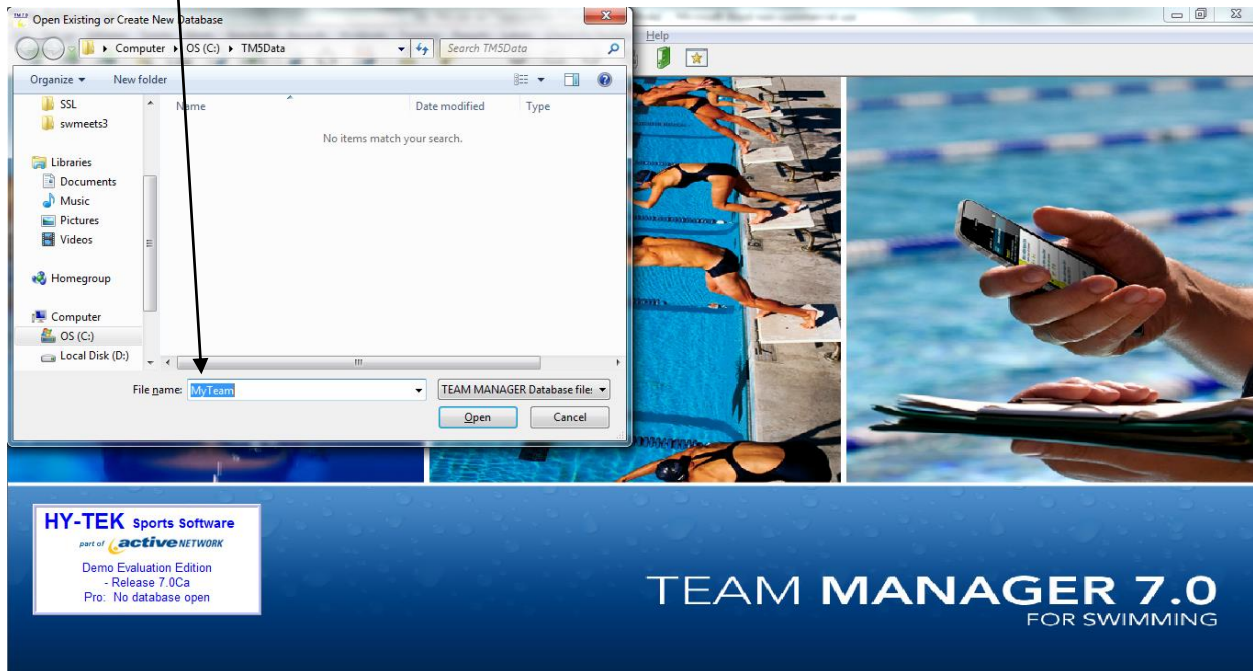
Install the Lite version and follow the instructions for the install.

When running TM Lite for the first time, it will ask to check for updates. Select OK. If an update is available, go ahead and install the update.

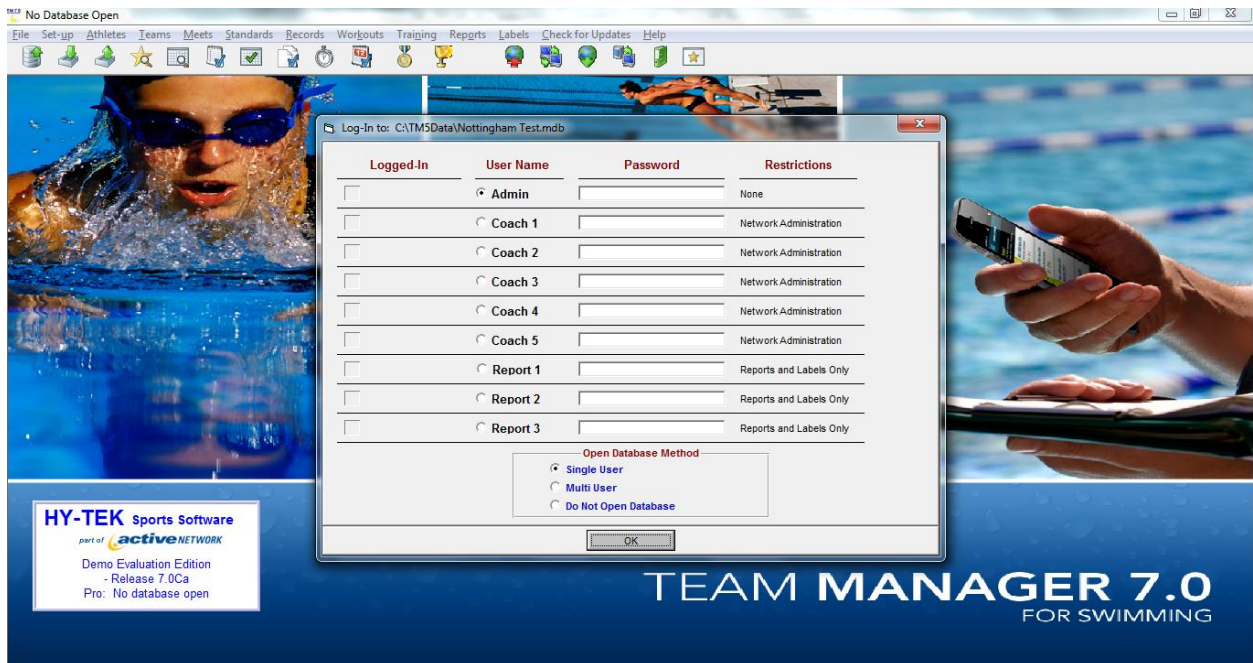
## Step 2 Setting up Preferences

Click **File** on the menu bar at the top of the screen. Click **Open / New**

Replace **"MyTeam"** with the name of your team. **Nottingham Test** is used as the team throughout this example. The file will be stored in the default location C:/TM5Data



A log-in screen will show. Select **OK**



The System Preferences window will open. Complete the Window options as follows:  
NOTE: change your Default LSC to BLANK if something is populated

The screenshot shows the 'System Preferences' window with the following settings:

- 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
    - Last Name First
    - First Name First
  - Show Only "Faster than" Time STD / Qualifying Times
- Relay Lead-Off Splits**
  - Use Relay Lead Off Splits
- State / Province Labels**
  - Use "State"
  - Use "Province"
- Stroke Rates**
  - Enable Stroke Rate Reporting
- Automated Reminders**
  - Automatic Backup every  days

**Team/Swimmer Defaults**

- Default Team Registration:
- Default Team Type:
- Default Country:
- Default LSC:
- Default State:
- Default City:
- Default Postal Code:

**Meet Age-Up Date**

- Meet Start Date
- Meet End Date
- 
- Not Applicable

**System Age-Up Date**

- 
- Always Age-Up To Today

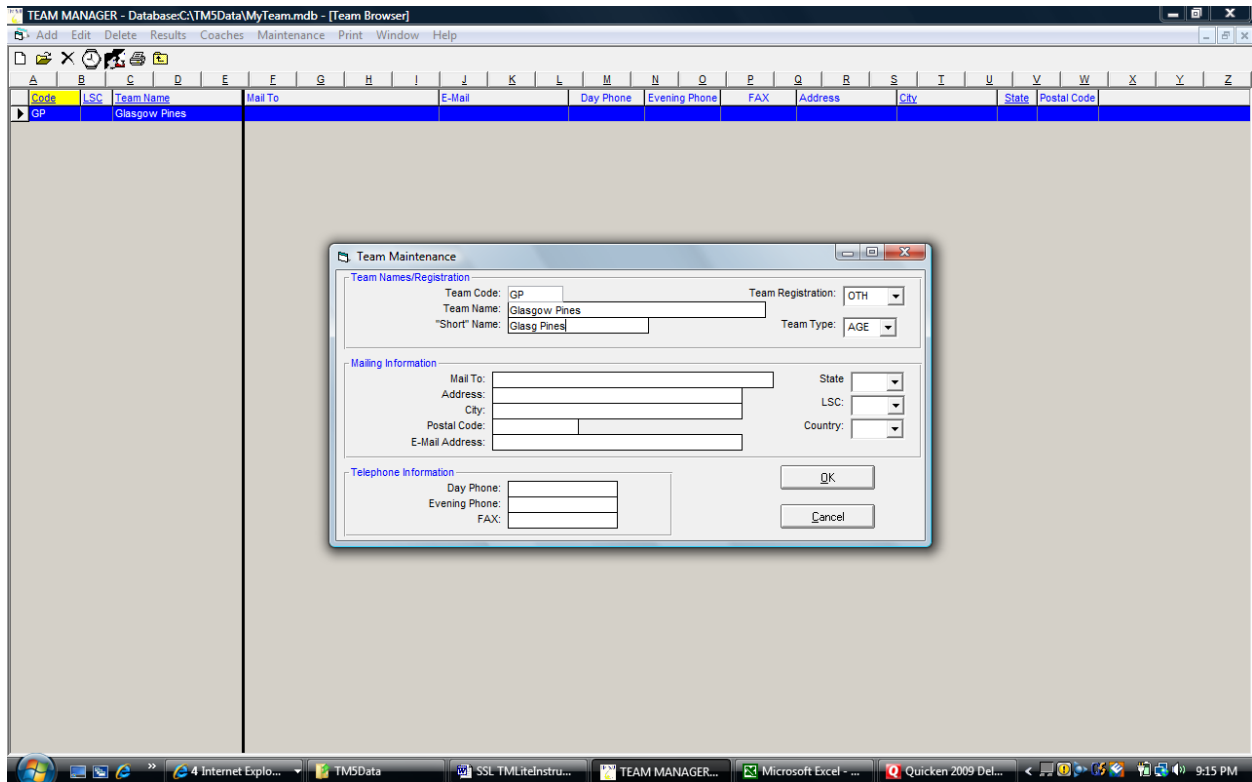
**Click OK.** [You can come back to this screen by selecting Set-up / Preferences / System Preferences from the menu bar at the top of the screen.]

### Step 3 Adding your Team Information

From the Main Screen, click on **Teams**. From the new window/screen that appears, click **Add**. Complete the boxes as appropriate e.g. **Team Code** NG – **Team Name** Nottingham Green – **“Short” Name** Not Grn. **Please use the team abbreviation and team name for your team from the list provided below.**

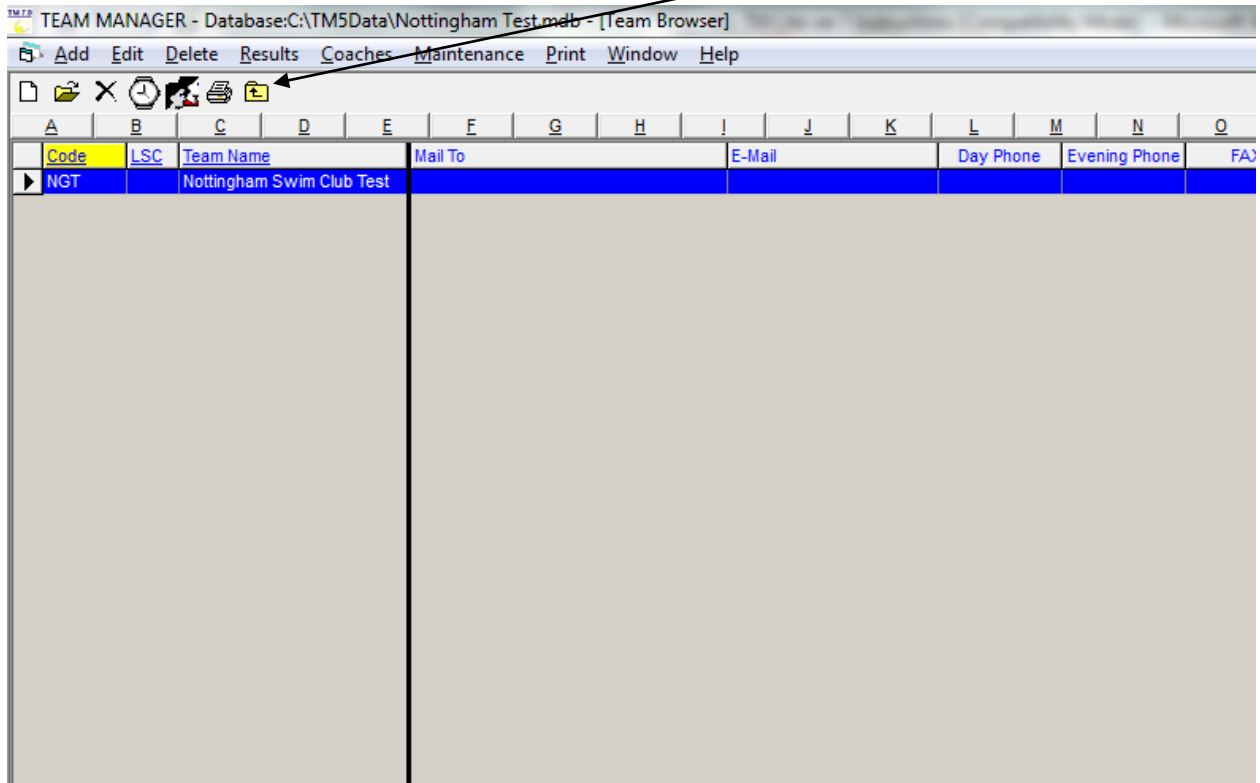
**The other contact details would be appreciated and should be included so that you can be contacted if there are questions about your entry. Use your cell phone for the ‘day phone’ field.**

Select OK once you have entered all the information. The same screen will show up again – select Cancel to return to the team screen. Close the Team screen and return to Main Screen.



Team Abbr	Full Team Name	Team Abbr	Team Name	Team Abbr	Team Name
A	Arundel	NS	North Star	SP	Sherwood Park
C	Crestmoor	O	Oaklands	WE	Westminster
DH	Drummond Hill	OV	Oakwood Valley	WY	Western Y
FF	Fairfield	PA	Penn Acres	WW	Wedgewood
MV	Maple Valley	PC	Persimmon Creek	Y	Yorklyn
NG	Nottingham Green	S	Skyline		

Exit this screen to get back to the Home screen. You can do this by selecting the EXIT THIS FORM icon. DO NOT SELECT THE "X" button as this will delete your team entry.



## Step 4 Adding Athletes to your Database

Only add swimmers who you expect will swim at Time Trials (You can't enter more than 100 Swimmers in TM Lite)

To add swimmers - click on **Athletes** from the Main Screen. The athlete page will appear. Select **Add** from the bar at the top and complete the following boxes:

**Last name**

**First Name**

**Preferred name**, if different from First name – this is what will appear on reports and in the program.

**Birthdate** (preferred) or **Age** (as of May 30)

**Gender**

Select your Club abbreviation from the **Team 1** box from the drop-down menu. Click OK. A new Athlete Information screen will appear for entering another swimmer.

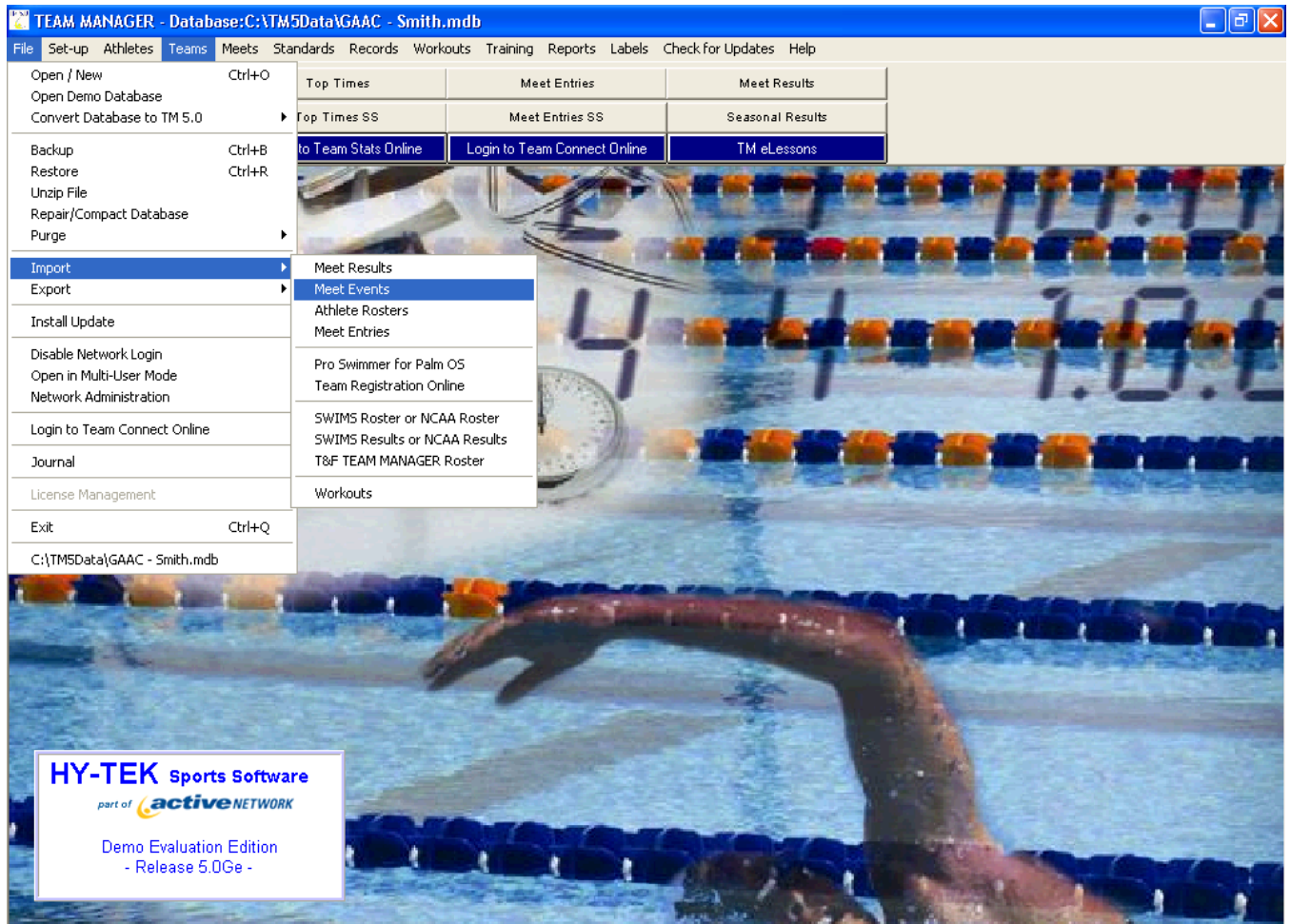
Repeat for all other swimmers. When all swimmers have been added, Select **CANCEL** from the new Athlete Information screen. All the swimmers will appear on the athlete screen. Close the athlete screen and return to the main screen.

The screenshot displays the 'Athlete Information' dialog box within the 'TEAM MANAGER' application. The dialog box is titled 'Athlete Information' and contains several sections of input fields. At the top, there are fields for 'Last Name' (Jones), 'First Name' (Katherine), 'Preferred Name' (Katie), 'Birthdate' (MM/DD/YY), 'Age' (13), and 'Gender (M,F)' (F). Below these are fields for 'Build ID', 'ID #', and 'Athlete E-Mail'. The 'Member of' section on the right includes dropdown menus for 'Team 1', 'Team 2', 'Team 3', 'Group', 'Subgroup', 'WM Group', 'WM Subgroup', and 'School Yr'. At the bottom right of the dialog box, there are buttons for 'Registration', 'OK', 'Recruiting', and 'Cancel'. The background shows the main interface of the TEAM MANAGER software with a menu bar and a toolbar.

## Step 5 Importing Meet Events

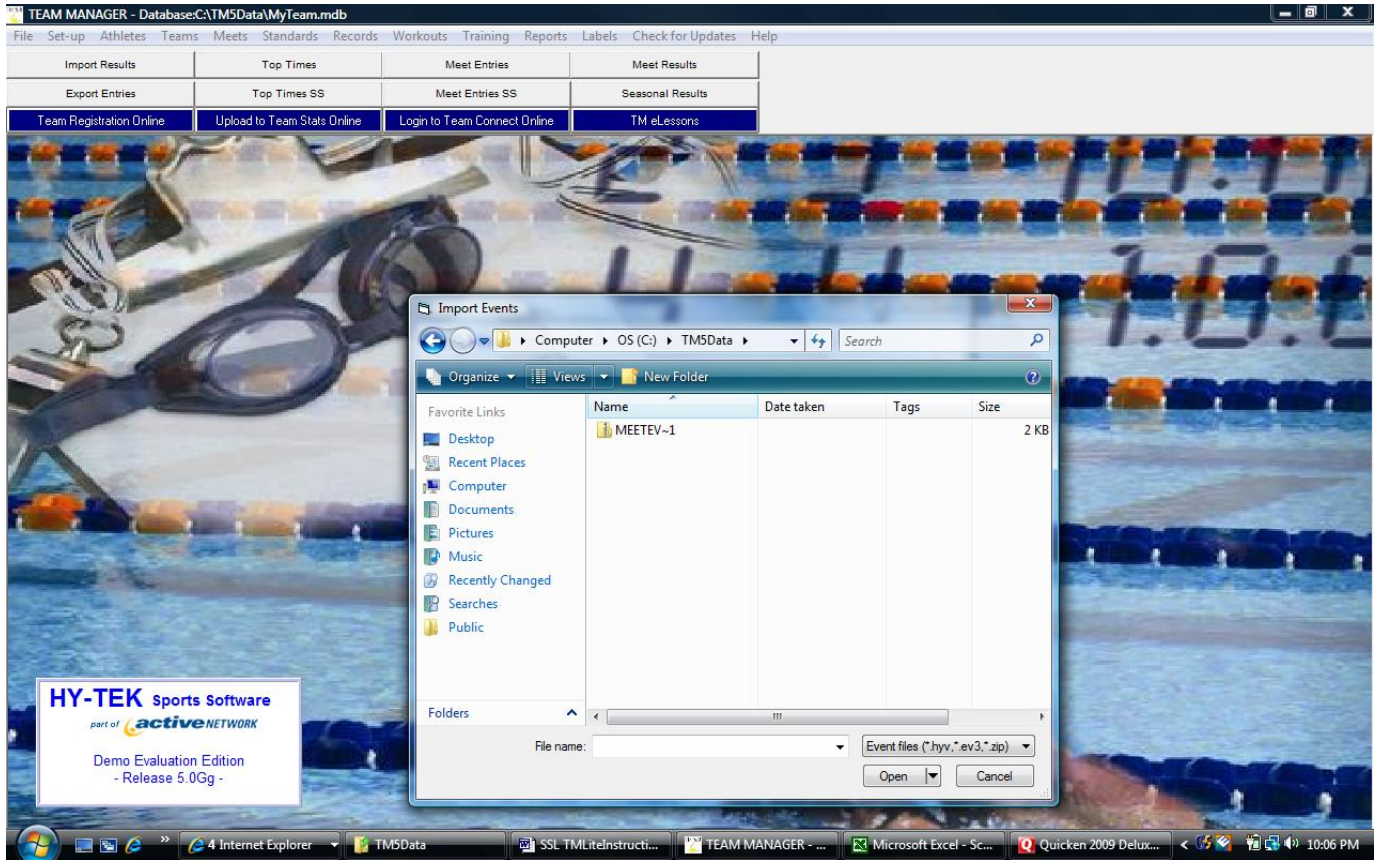
The **SSL Championship Committee** will post a meet entries file on the SSL web site (<https://suburbanswim.club>) on the **Championships or the Coach's Corner** page. This file should be downloaded and saved unopened to the **'TM5Data'** folder that has been created by Hy-Tek on Local disk (C:). We are using **MEETEV~1** meet events file as an example.

From the File menu scroll down and select **'Import'** then **'Meet Events'**.

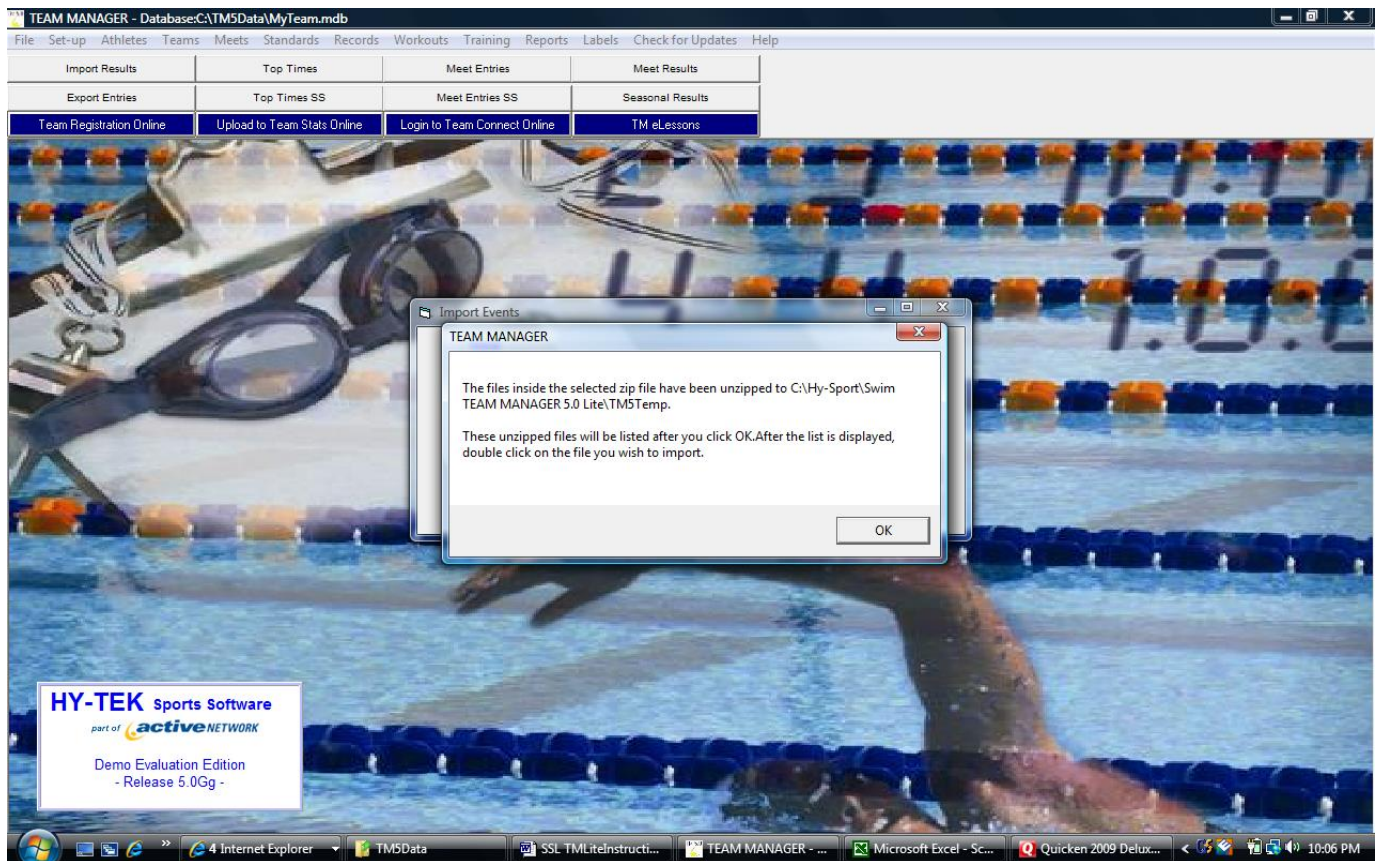




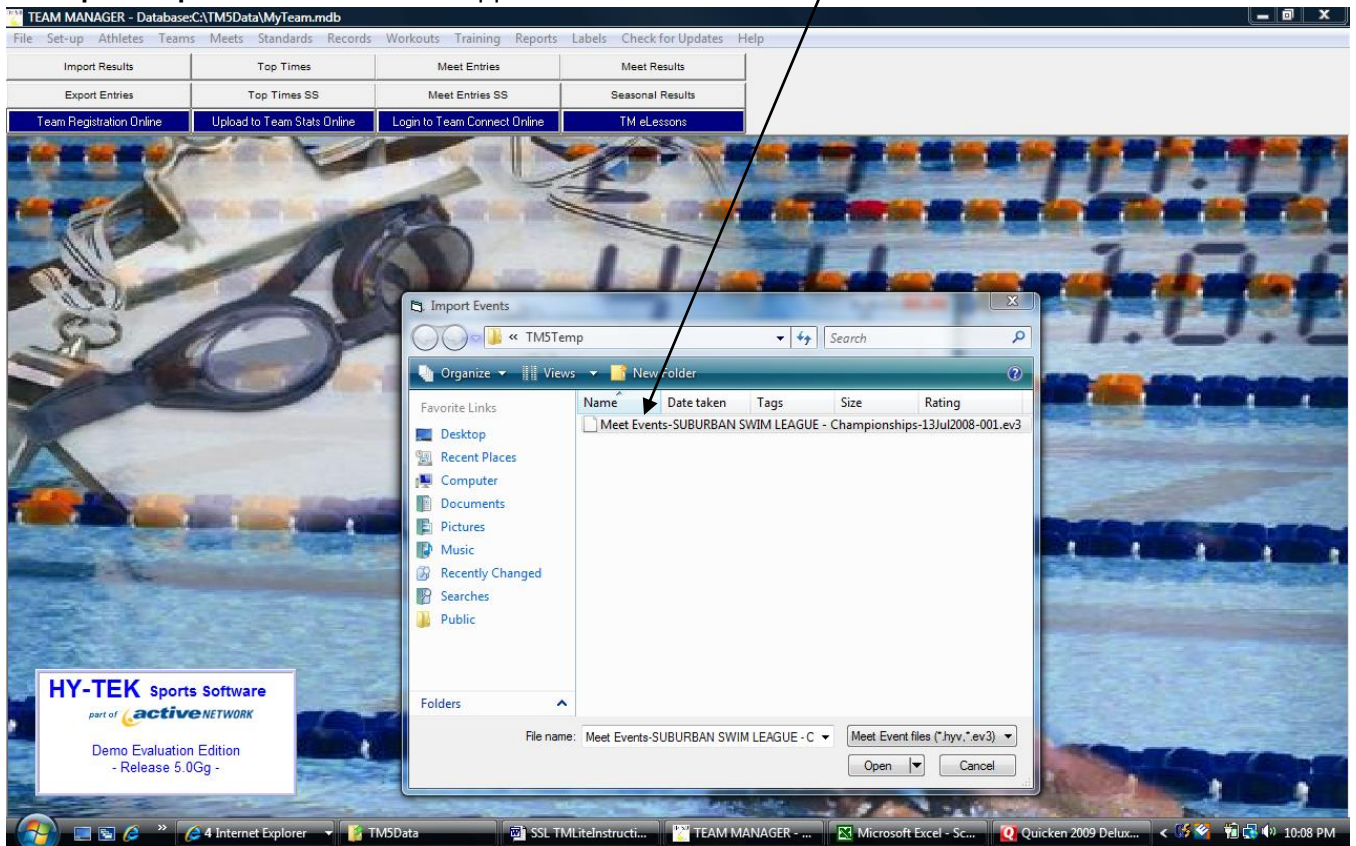
Locate the 'TM5Data' folder (C:/TM5Data) and double click e.g. **MEETEV~1** file. The file will automatically "unzip" and the contents will be stored in a designated location that will now open – see next page.



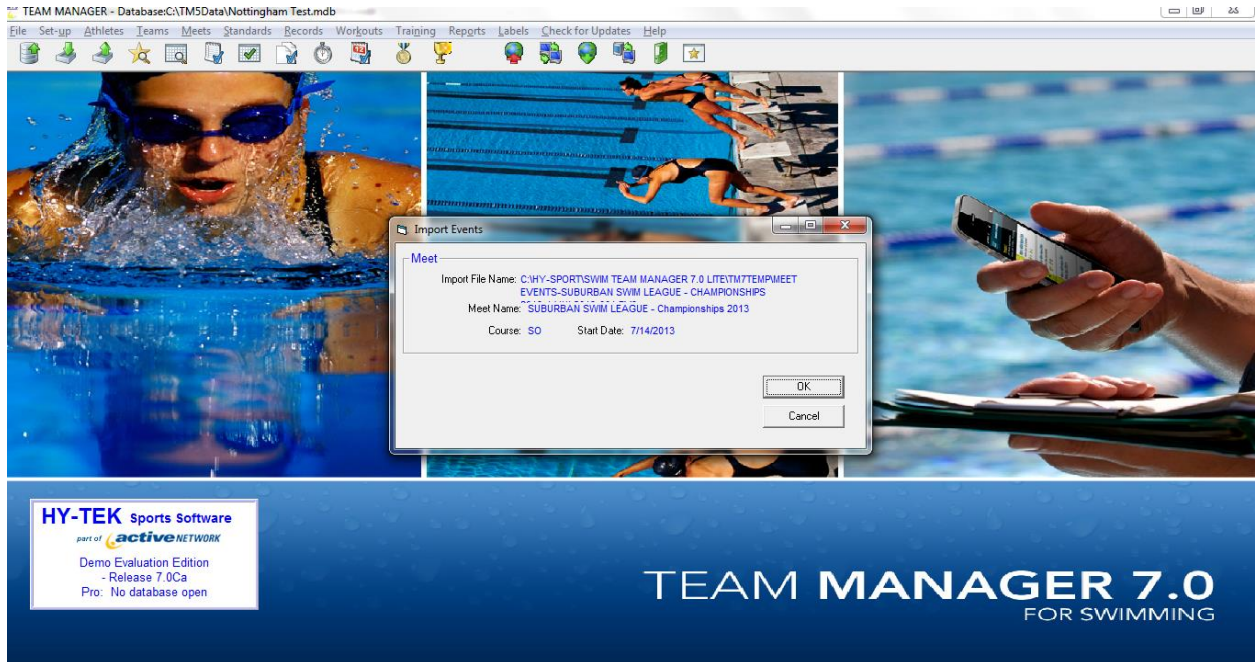
Click OK to continue.



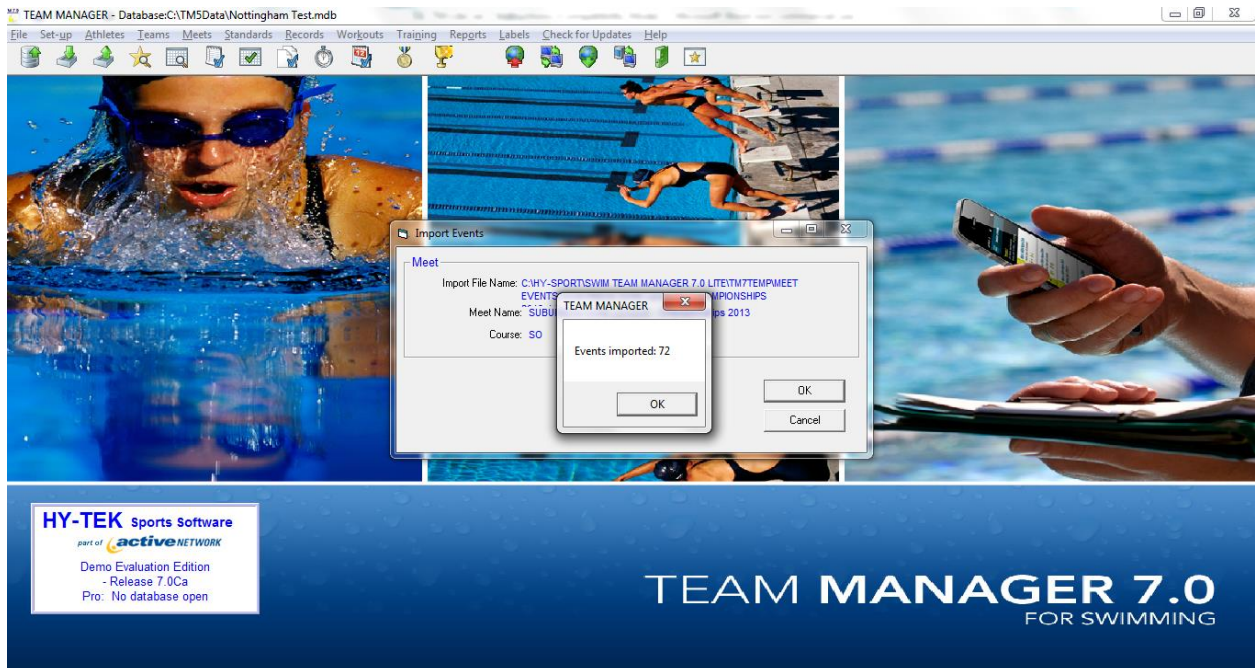
To import the events for the meet, double click ' **Meet Events-SUBURBAN SWIM LEAGUE Championships**' in the window that appears.



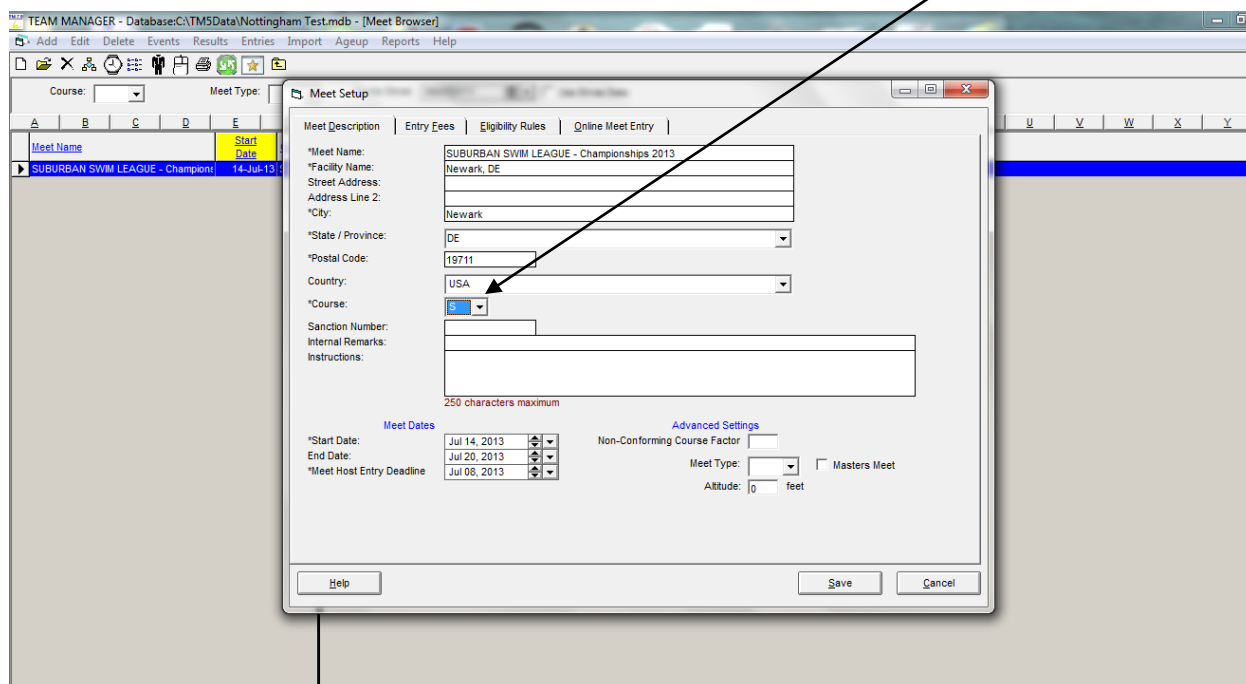
The pop-up screen will show the meet, the course (SO for Short Course Meters) and the meet start date. Click OK to continue.



The program will show the number of meet events imported (should be 72). Click OK to continue.



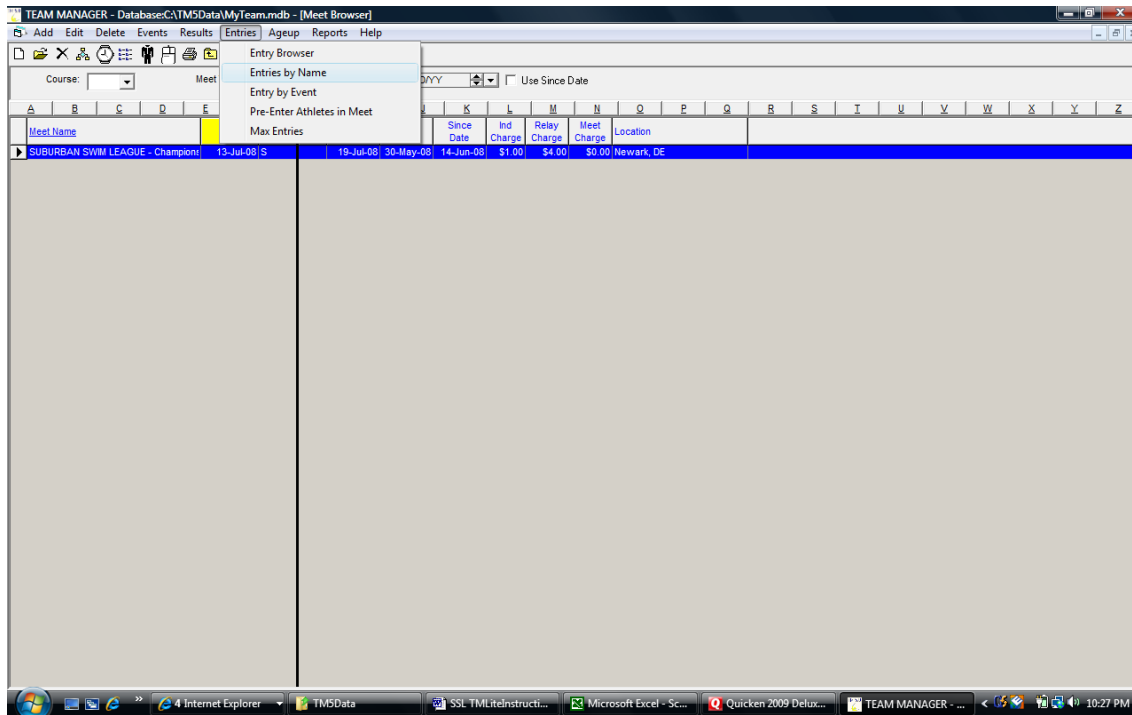
**A meet setup screen will appear. You need to change the COURSE from SO to S**



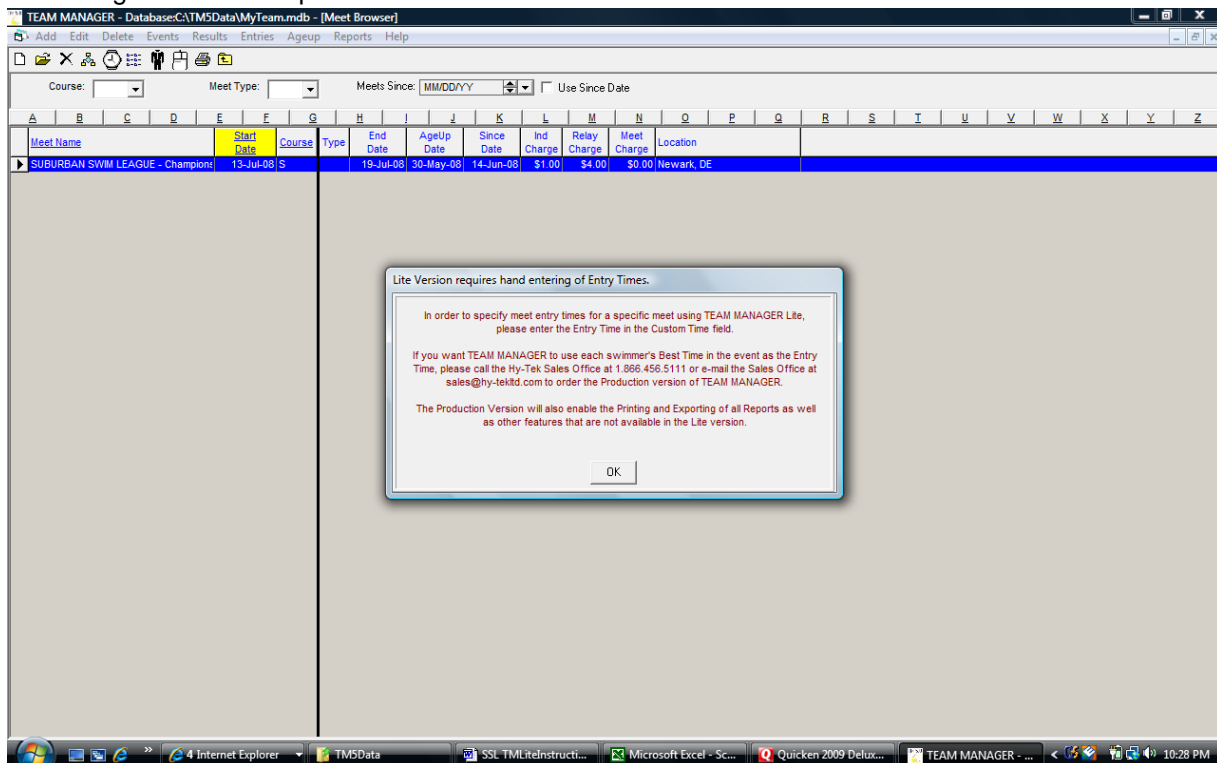
Select SAVE. Three more screens will come up; select SAVE (no changes) for each screen. You will then be taken to a Meet Browser page in Team Manager. Remain on this page. If you accidentally exit this page, you can reach it again from the MEETS menu on the main screen of Team Manager.

## Step 6 Adding Individual Entries

Make sure the meet you just imported is highlighted (dark blue). From the menu bar choose 'Entries' and then 'Entries by Name'.



A warning note comes up. Click OK to continue.



Select the **Club Abbreviation** from the 'Team' boxes leaving the others empty.

The screenshot shows the TEAM MANAGER application window. At the top, the title bar reads 'TEAM MANAGER - Database:C:\TMSData\MyTeam.mdb - [Entries by Name]'. Below the title bar is a menu bar with 'Find', 'Time Calc', 'Athlete Results', 'View', 'Print', and 'Help'. A toolbar contains icons for file operations and a dropdown menu for 'For this Meet, Swim for Team:'. Below the toolbar are several form fields: 'Only Pre-Entered Athletes' (checked), gender selection (Male, Female, Both), 'Team' (GP), 'Group', 'WM Gr', 'Low Age', 'High Age', 'School Yr', 'Subgroup', 'WM Sub', and 'Standards'. A 'Clear All' and 'Enter All' button are also present. Below the form is a table with columns: Last Name, First Name, MI, Gen, Birth, Age, Gr, Sub, Yr, Preferred Name, Team, ID, and Citizen. Two rows are visible: Jones, Katherine (F, 13) and Smith, James (M, 8). Below this is a section for 'Show Relay Entries' and 'Show Swim-Up Events'. The main table is titled '13-Jul-08 SUBURBAN SWIM LEAGUE - Championships' and has columns: Sess, Div, Event, Gen, Distance, Stroke, Age, Enter, Best Time, Custom Time, Exh, Alt, Bonus, and several 'Faster Than' and 'Slower Than' columns for different pool lengths (Yds, LCM, SCM). The first row is highlighted in yellow, and the 'Enter' checkbox is checked. The Windows taskbar at the bottom shows '4 Internet Explorer', 'TMSData', 'SSL TMLitenstruct...', 'Microsoft Excel - Sc...', 'Quicken 2009 Delux...', and 'TEAM MANAGER - ...' with the time '10:42 PM'.

Select an athlete. To enter an event for that athlete, place the cursor in the **CUSTOM TIME** field for that event. Enter the time with no spaces, colons, etc. The program will automatically display the time in the correct format (20245 becomes 2:02.45 in this example.) **By default the time entered will be short course meters. If you wish to enter a Yard time, follow your numerical entry with Y. Note that you must enter an athlete's times in the course in which they were achieved. If the time was achieved in a 20 yard pool, convert the time to a 25 yard time by multiplying it by 1.3.**

You can check the ENTER box first if you want, but the program will automatically place a check in the box once you have entered a time and moved out of the custom time field. The events entered will be highlighted yellow. When you are finished with the entry for a particular swimmer, go on to the next one. When all the entries have been processed, close the entry screen.

To remove a swimmer entered in error, click the checked box for that particular event. The check mark, entry time and yellow highlighting will disappear.

## Step 7 Entering Relay Entries

From the menu bar choose 'Entries' and then 'Entries by Event'. Click **Relays Only** to limit list of events to relays.

The screenshot displays the TEAM MANAGER software interface for entering relay entries. The main window title is "13-Jul-08 SUBURBAN SWIM LEAGUE - Championships". The menu bar includes "Time Calc", "Athlete Results", "View", "Relays Only", "Print", "Dual Meet Setup", and "Help". The "View" menu is currently open, showing "Relays Only" selected.

The main data table has the following columns: Sess, Div, Event, Gen, Distance, Stroke, Age, IR, Slower Than [Yds], Faster Than [Yds], Slower Than [LCM], Faster Than [LCM], Slower Than [SCM], and Faster Than [SCM]. The first row is highlighted in blue.

Below the table, there are several filter and control options:

- Team: [Dropdown]
- Group: [Dropdown]
- W/M Gr: [Dropdown]
- Yr: [Dropdown]
- Subgroup: [Dropdown]
- W/M Sub: [Dropdown]
- Standards: [Dropdown]
- Options:
  - Show Swim-Up Athletes
  - Only Athletes Already in Meet
  - Only Athletes Already in Session
  - Only Pre-Entered Athletes
- Legend:
  - \* = converted time
  - Select Swimmer by clicking Entered Box then Right Click to enter as Relay Only swimmer
  - @ indicates a Relay Only swimmer

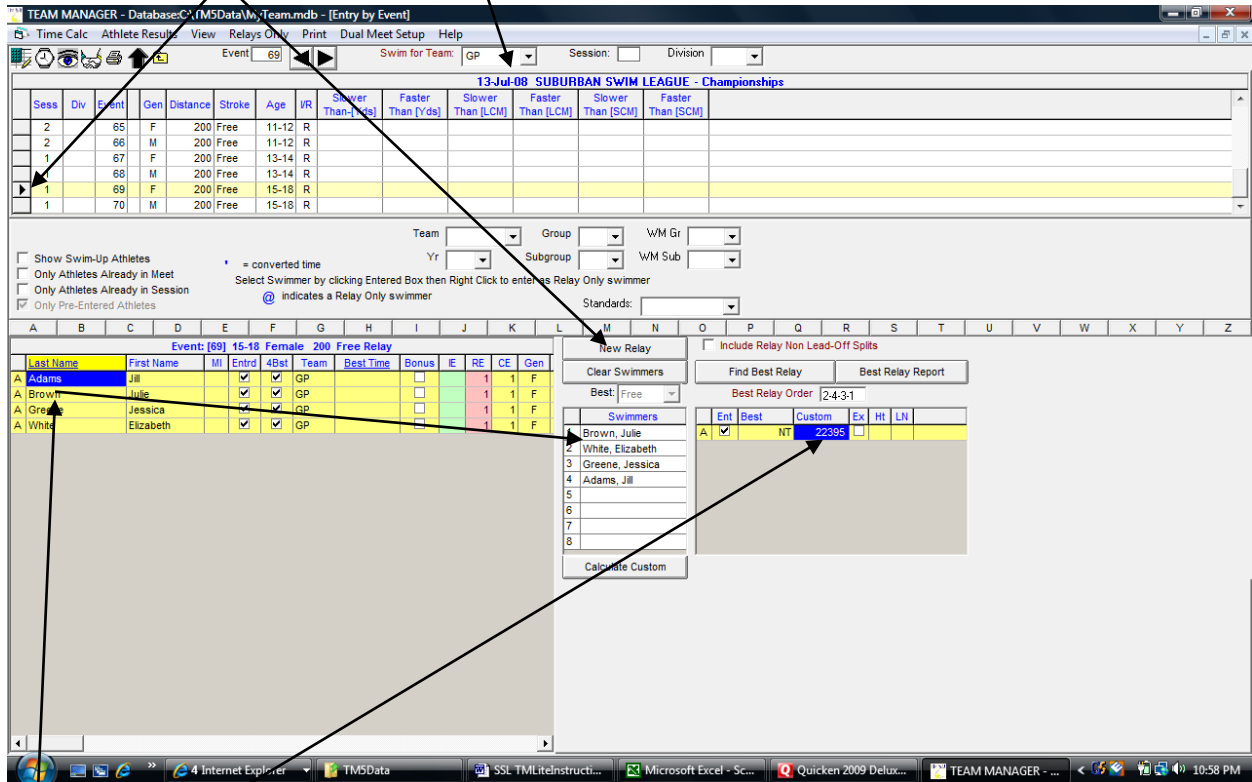
At the bottom, a detailed view for "Event: [1] 13-18 Female 200 Medley Relay" is shown. It includes a table with columns: Last Name, First Name, MI, Entrd, 4Bst, Team, Best Time, Bonus, E, RE, CE, and Gen. The swimmers listed are Adams, Brown, Greene, Jones, and White. To the right of this table are buttons for "New Relay", "Clear Swimmers", "Find Best Relay", and "Best Relay Report". Below these buttons is a "Swimmers" list with columns: Ent, Best, Custom, Ex, Ht, LN, and a list of swimmer numbers (1-8). A "Calculate Custom" button is also present.



Select Team Name in **Swim for Team** window.

Select the Relay Event to be entered.

Click **New Relay** button.



Enter Time for relay in Custom Time field. (Affix Y if time is a Yard Time)

**Click & Hold** Swimmer Name and **Drag** to list of **Swimmers** or **Double Click** Swimmer Name to add to next relay position. Continue until four swimmers have been designated.

To enter a second relay in the same event, Click **New Relay** and then enter the time and swimmers for the B relay.

To enter a relay in a different event, Select another Relay and repeat steps above.

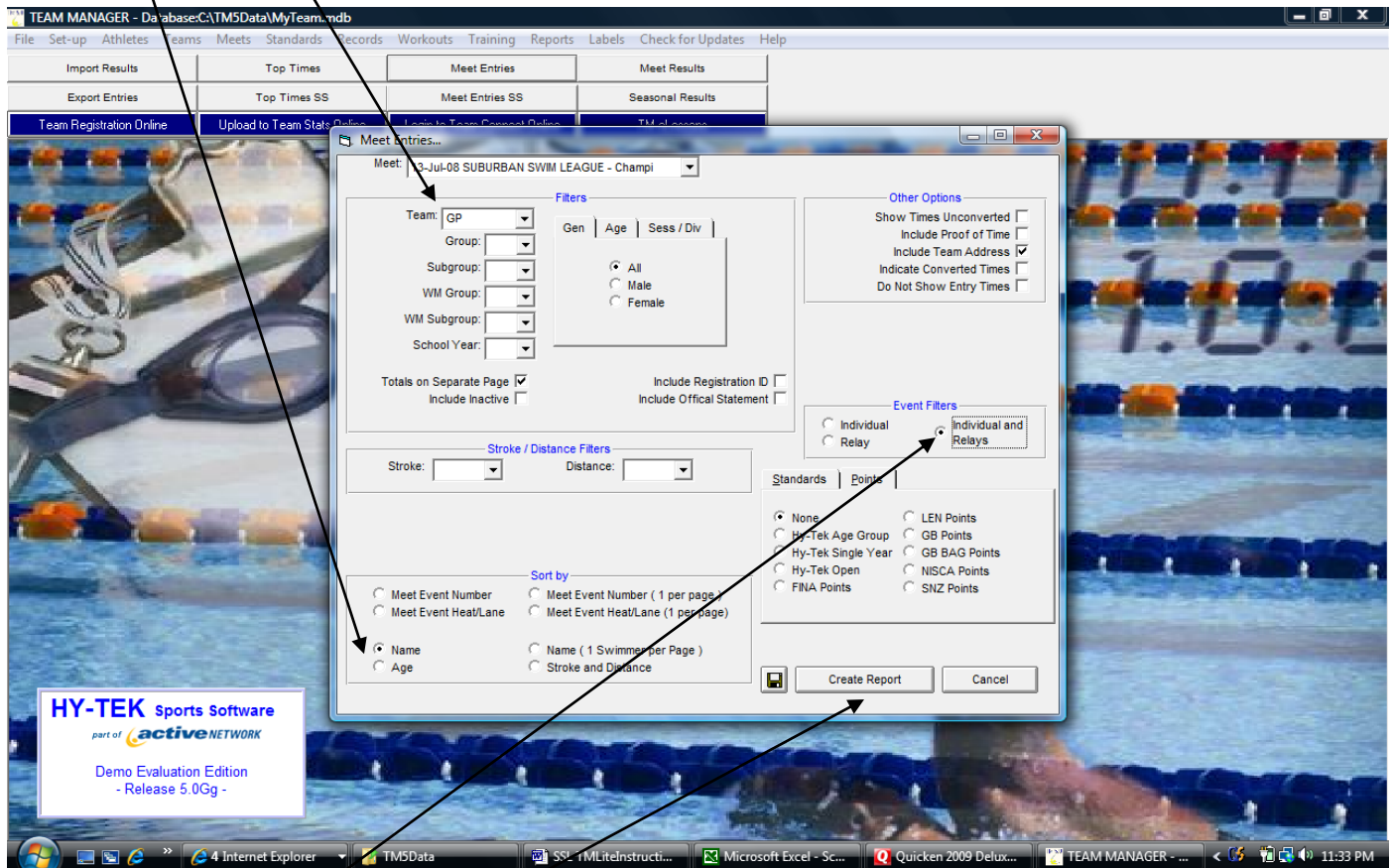
When all relays have been entered, close the entry screen.

## Step 8 Create Entry Report to Verify Entries

From the main screen, select REPORTS, then MEET REPORTS and then MEET ENTRIES

Enter Team Name

Select **Sort By Name**



Select **Individual and Relays** in Event Filter.

Click **Create Report**.

Click **Print Icon** to print report.

Print / Export Reports

1 / 2 100%

BusinessObjects

TEAMMANAGER Lite 6/1/2009 Page 1

**Individual Meet Entries Report**

SUBURBAN SWIM LEAGUE - Championships 13-Jul-08 to 19-Jul-08 [Ageup: 5/30/2008] SC Meters  
Location: Newark, DE  
Glasgow Pines [GP]

**GIRLS**

Jill Adams		
# 69	Girls 15-18 200 Free Relay A	4
Julie Brown		
# 15	Girls 15-18 100 IM	1:27.778
# 49	Girls 15-18 100 Back	1:33.468
# 69	Girls 15-18 200 Free Relay A	1
Jessica Greene		
# 69	Girls 15-18 200 Free Relay A	3
Katie Jones		
# 9	Girls 13-18 50 Free	31.118
# 25	Girls 13-14 100 Free	1:12.33Y
Betsy White		
# 69	Girls 15-18 200 Free Relay A	2

4 Internet Explorer TM5Data SSL TMLiteInstru... Microsoft Excel - Sc... Quicken 2009 Delux... TEAM MANAGER - ... 11:38 PM

Review report and verify entries are correct for each swimmer.

If errors are found, go back to appropriate entry screen and make corrections.

When entries are as desired, proceed to next step to export entries.

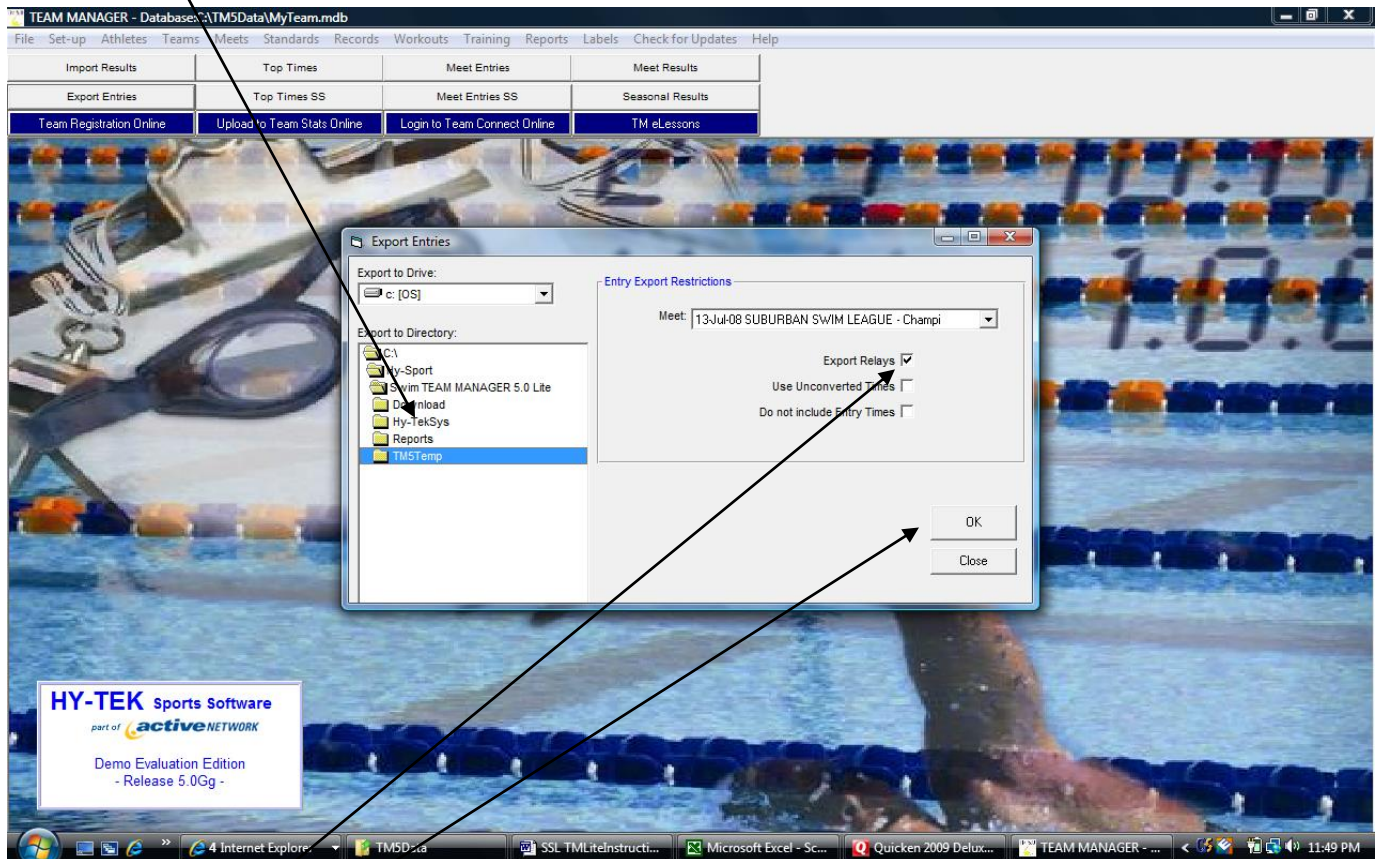
To exit this report screen, select the "X" in the upper right hand corner of the Report screen

**IT IS HIGHLY RECOMMENDED TO POST THIS ENTRY LIST FOR PARENTS TO REVIEW BEFORE YOU SEND THE ENTRY FILE TO THE CHAMPIONSHIP COMMITTEE. PARENTS FIND ALL KINDS OF ERRORS THAT YOU MAY MISS AS A COACH**

## Step 9 Exporting entries

To export your entries, from the main screen click on **FILE**, then **EXPORT**, then **MEET ENTRIES**.

Select a location for saving the Export File. Remember where you chose to save it.

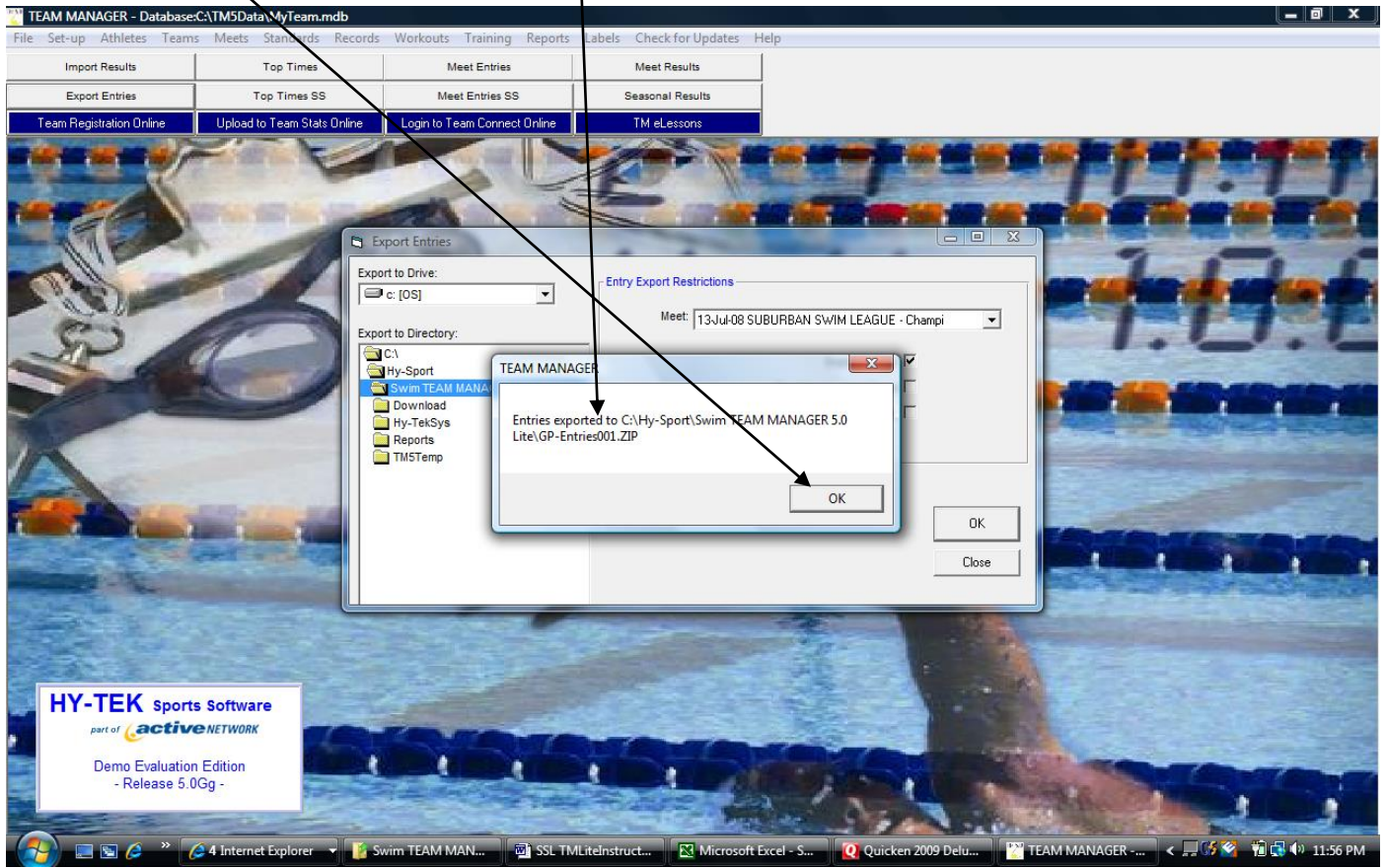


Make sure **Export Relays** is selected.

Click **OK**.

Write down **Location** where File was saved, and **File Name**.

Click **OK**.



## **Step 10 – Send Entry File and Volunteers to Championship Committee**

Locate the entries file in the location where you saved it. Attach it to an email and send the entry file to the Championship Committee.

Send the email to the Championship Committee [SSLEntries@gmail.com](mailto:SSLEntries@gmail.com)

Entries for all Time Trials must be received by 5PM on the Monday proceeding the first Time Trial.

Upon receipt, the Championship Committee will process your entries. After processing your entries, the Championship Committee will send you a report of your entries via email. Please review this report by the specified time to verify your entries are correct. Any errors identified by the specified deadline will be corrected. Errors identified after the specified deadline will be processed on the day of the time trial and modified entries will be swum as exhibition.

After all updates have been made, the Championship Committee will send you an invoice via email for all your time trial entries. This invoice will be payable by one check made out to SSL which should be delivered to the Championship Committee at the first time trial.

If you have questions or problems with the entry process, please contact Kent Steeves at [OfficialKent@gmail.com](mailto:OfficialKent@gmail.com) or 302-605-6473 (cell).

Remember don't wait to the last minute to begin the entry process!