Instructions for Track and Field Entries

Let me reassure you this program is very easy to use: **Please read all the instructions before starting your entries.**

- Download the software program Team Manager 4.2 Lite from Hy-teks website. It's under the Support tab, then click on downloads and look for track and field team manager 4.2 Lite. Here is the link. <u>https://hytek.active.com/downloads.html</u> This should already be on your computer from last year. Don't worry about updating to the latest version.
- 2. Open the program. First click File then select Open/New and type in a database name to create a TM database. For file name call it your school's name. For example, Sir Winston Churchills. Then click on Open.



3. Click Ok or set up a password. It is your choice. I didn't set up a password.

4. Systems preferences page type in your Gender designations select men/women(M/W), For Team/Athlete Defaults set country to CANADA everything else can be left alone, Age Grouping select Open. Then click Ok Click ok.

System Helefences	• — 🗆 🗙
Athlete Preferences Gender Designations	Team/Athlete Defaults Country: CAN State: City: Postal Code:
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	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
Athlete Registration IDs Show Registration #1 Name for Registration #1 Show Registration #2 Name for Registration #2	Show Average Mile Show Average Kilometer Age Grouping Open Open Age Groups Age Groups Age Divisions C 600
Show Comp # in Browsers Meet Age-Up Date for Age Groups Meet Start Date Feb 29, 2024	Dash Distance is Max distance defined as a Dash. All distances greater will be defined as a Run. State / Province Labels © Use "State" Use "Province" © Use "County
ystem Age-Up Date for Age Groups Always Age-Up to Today Feb 29, 2024	Automated Reminders Automatic Backup every 7 days QK Cancel

5. Each school imports the Meet Events file into Team Manager Lite using File / Import / Meet Events. I emailed you the file with the invite. Click on the file and then click Open. Then click OK and then click OK again Then click on the file name that was unzipped and click Open. Then click Ok. Then it will say Events imported , then click Ok.

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Die MANAGER 4.2 for Track an File Set-up Athletes Teams Open / New	nd ≂ield - Dotabase: Meets Standards Ctrl+©	CATETM3DataAcentenniaLmdb Records Reports Labels Check for I
Open Demo Database Backup Restore Unop File Repair/Compact Database Purge	Ctri+B Ctri+R	
Import Export In-tall Update Disable Network Login Open in Multi-User Mode Network Administration Journal License Management Exit C\TFTM3Data\centennial.mdt C\TFTM3Data\sir winston.mdl C\TFTM3Data\sir winston.mdl	Ctri+Q	Meet Results Athlete Rosters Meet Events Meet Entries Athlete Roster from Swimming
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6. Now add your team. Click on the Teams Menu button. Click Add. In the Team Information box add your teams Abbreviation and Full Team Name.

🔁 Team Maintenance						
Team Information	paranena ar					-
Team Abbr:	SWCSS		*	Tear	n Type: Sch	
Full Team Name:	Sir Winston	churchill '				-
Short Team Name:	No-the Mar			Mailin	д Туре:	
Altermate Abbr:					Region	-
Contact Name:						
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7. Now enter your athletes using the Athletes Menu.

You have to click on the x to close the Teams window. It is below the x to close Team Manager. Click on the Athletes menu button. Then click on Add an athlete and fill out last name, first name, gender, and Team. Then click OK. You can enter all your athletes. When done click on the x to close the athlete window.

8. Now on the main screen click File, Export and select Athletes/Teams. Name the file your school name and save it somewhere you can find it easily. Perhaps on a memory stick.



9. Now just email me the file you just saved to <u>brent.mergl@dsbn.org</u>