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.**

1. 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.
   https://hytek.active.com/downloads.html
   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.
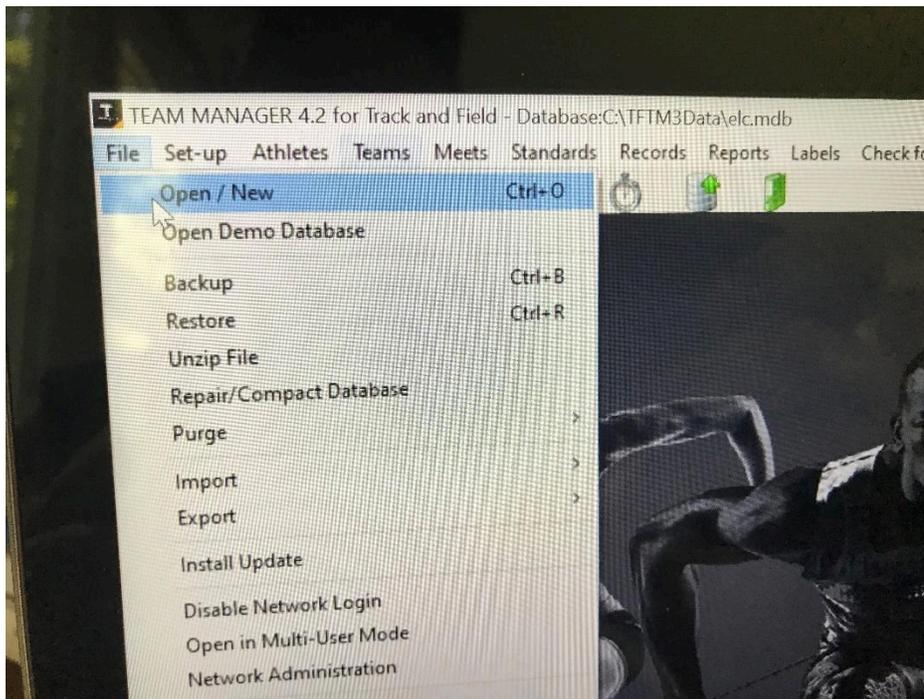
3. Click Ok or set up a password. It is your choice. I didn't set up a password.

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.
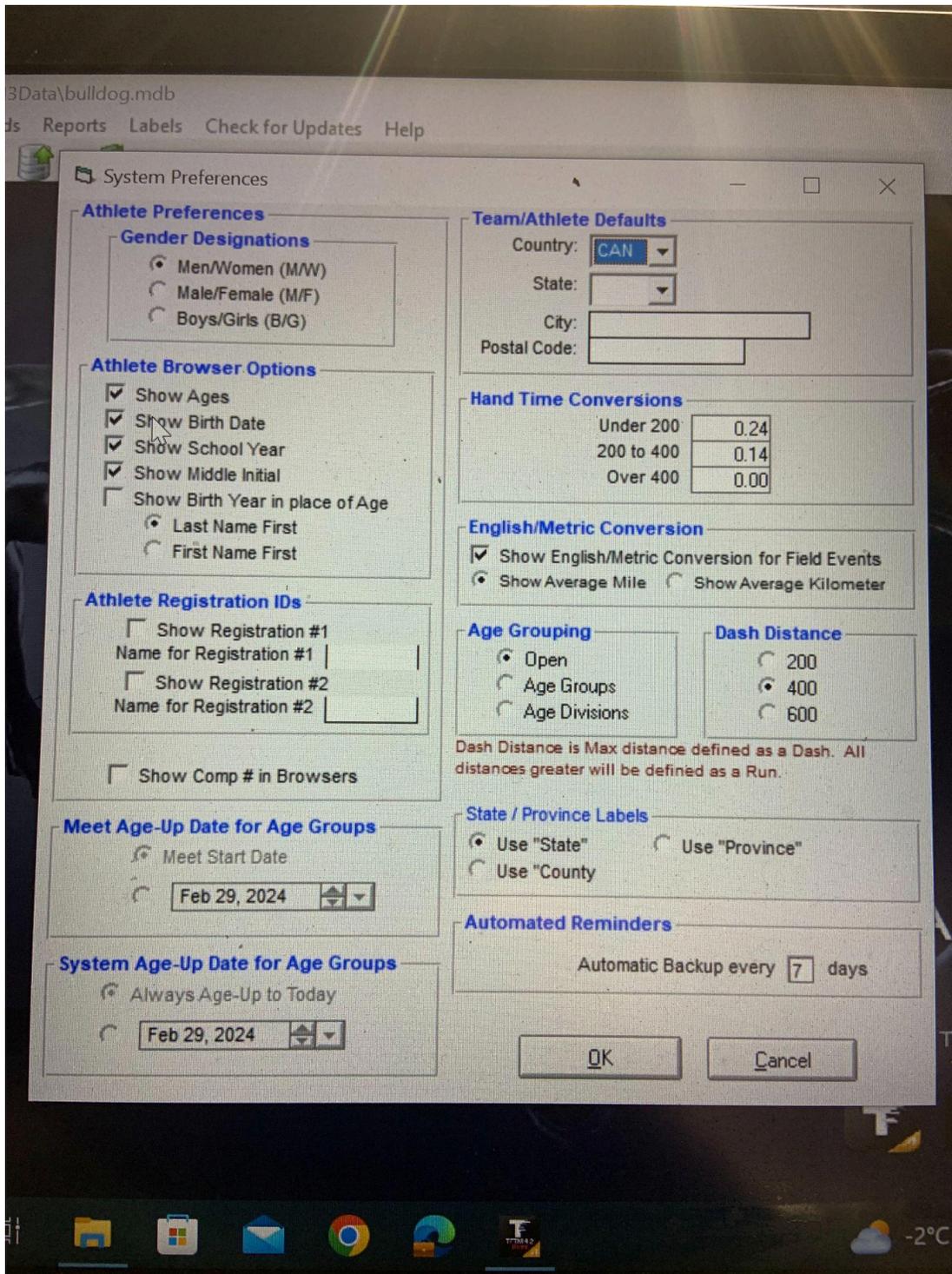
5. Each school imports the Meet Events file into Team Manager Lite using File / Import / Meet Events. I emailed you the file with the invite. Click on the file and then click Open. Then click OK and then click OK again Then click on the file name that was unzipped and click Open. Then click Ok. Then it will say Events imported , then click Ok.
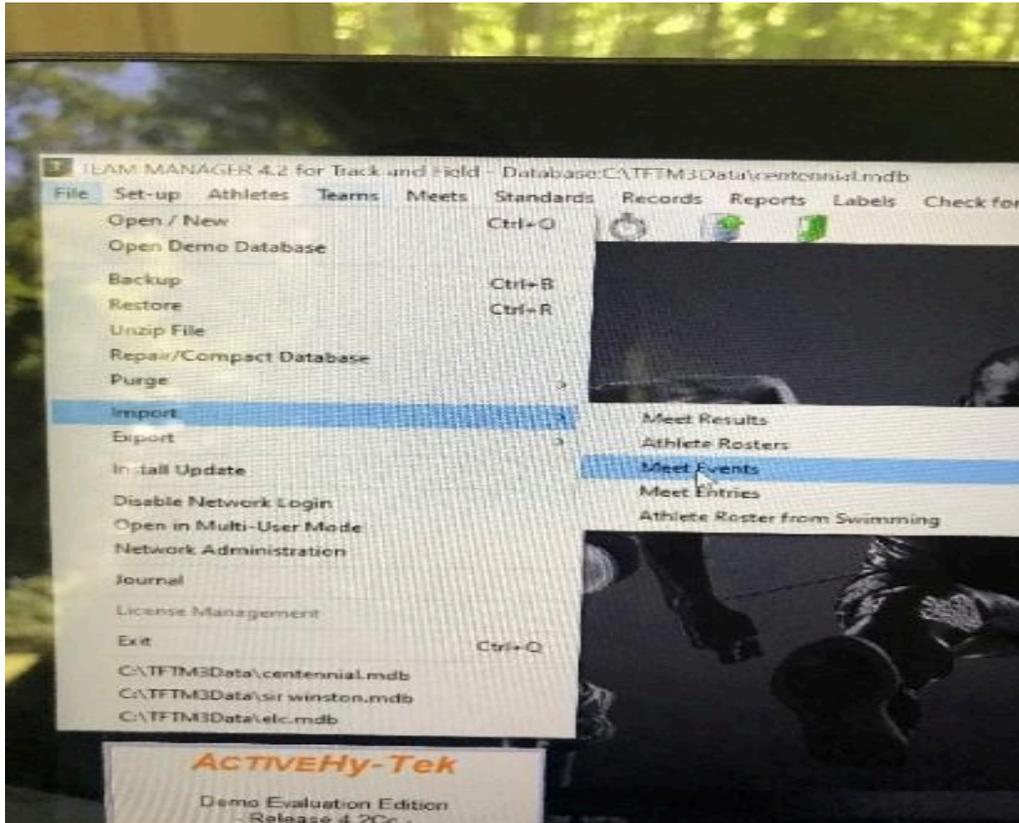
6. Now add your team. Click on the Teams Menu button. Click Add. In the Team Information box add your teams Abbreviation and Full Team Name.

Team Maintenance   — ☐ ✕

Team Information

Team Abbr: SWCSS   Team Type: School ▼
Full Team Name: Sir Winston churchill
Short Team Name: Mailing Type: ☐
Alternate Abbr: Region ▼
Contact Name:

Mailing Information

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

Telephone Information   Team Registration Type: ▼

Day Phone:
Evening Phone:
FAX: OK   Cancel

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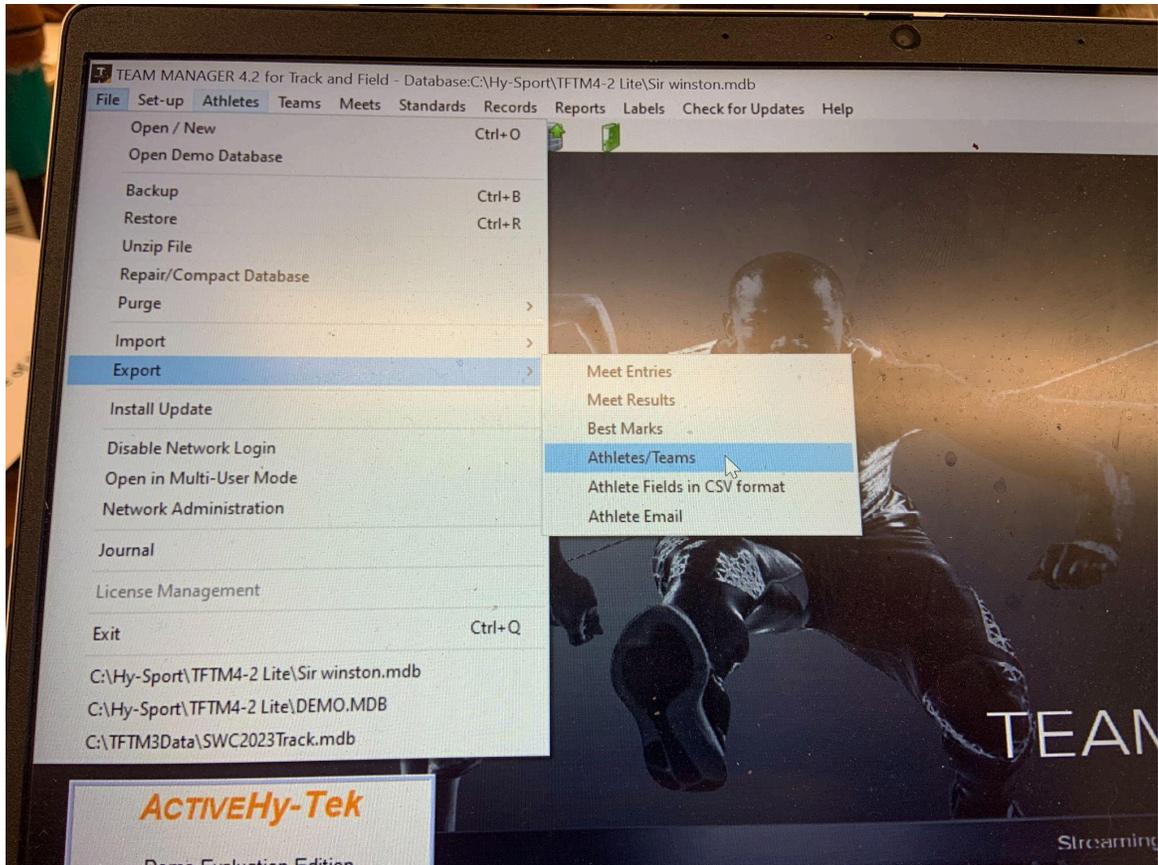
9. Now just email me the file you just saved to brent.mergl@dsbn.org