



# Team Manager 8 Lite

Setup Guide for Zone Swimming Carnival

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CHRISTIAN SCHOOLS SPORTS ASSOCIATION

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# Disclaimer

This document is provided as-is and does not in any way take responsibility for corrupt data, loss of data or results being incorrectly assigned to students.

This document is written for Team Manager 8 Lite for Swimming. Please make sure you have the correct program installed before you continue on as this will cause problems with loading databases and entering data into the system.

As per the HyTek (2015) website,

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*TFTM runs on any of the following Operating Systems - Windows 98, Windows NT, Windows 2000, Windows ME, Windows XP or XP Pro, Windows Vista, and Windows 7.*

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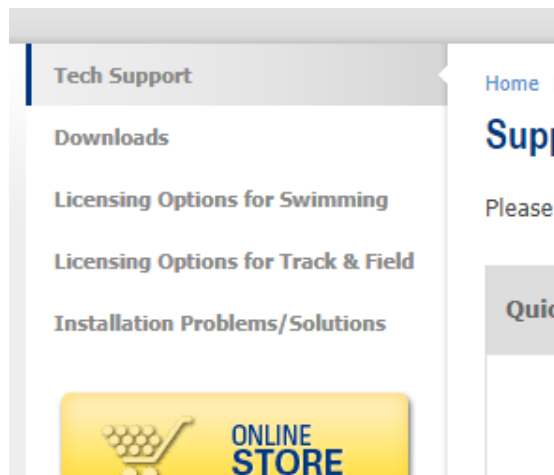
It will not run on any MAC Computer regardless of model. If you are running Windows on your MAC computer via an emulator type program then it may work, but you use it at your own risk and no responsibility is taken for any corruption of, or loss of data.

## Installing the Software

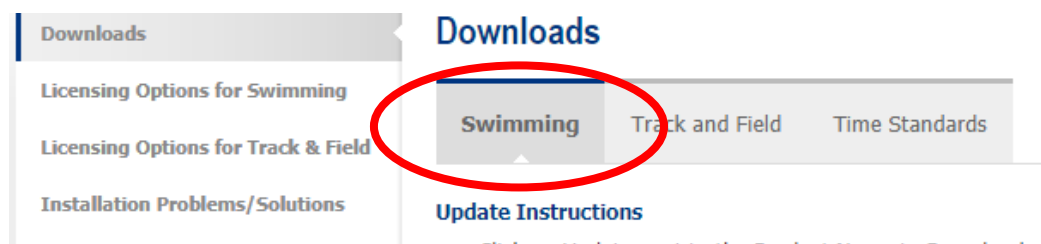
Follow the steps below to install the Team Manager LITE 4.2 software.

1. Open an Internet browser and go to <https://hytek.active.com/downloads.html>
2. Click on the SUPPORT option at the top right of the menu
3. On the LEFT HAND SIDE there should be a Downloads link as show in the partial screen shot to the right.

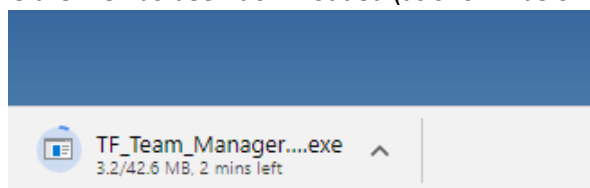
Click on the Downloads link



4. Select Swimming from the TABs



5. From this TAB Team Manager 8.0 (or higher) will be highlighted. To the right there will be a [Lite](#) link. Click on this.
6. The download of the file should now start. In the browsers status bar it should indicate how long it has to go before the file has been downloaded (as shown below).



7. Once this has been downloaded. Click on the file and follow the install prompts to install it onto you device.

## Setting up Team Manager 8 LITE

Once you have downloaded the LITE program you will need to import the list of **CSSA Swimming Events for the CURRENT year** into the program before you enter your students names and times.

### Getting the Athletics Events

To download these files

1. Open a browser and go to <https://www.cssa.net.au>
2. Click on Computer Programs in the sidebar (left)
3. Click on Team Manager LITE T&F in the submenu options
4. Scroll down the page slightly and look for a heading

### CSSA Swim Events 2018 for Team Manager Lite

5. There will be 2 files, one for Primary and one for secondary. Download the files you need by simply clicking on the links (the filenames may differ from what is shown below depending on the year).

#### CSSA Swim Events 2018 for Team Manager Lite

[Meet-Events-CSSAPrimSwimEvents2018-31Dec2018-001.zip](#)

[Meet-Events-CSSASecSwimEvents2018-31Dec2018-001.zip](#)

CSSA Primary Swim Events 2018

CSSA Secondary Swim Events 2018

6. Save these files to a location on your hard drive (**DO NOT UNZIP THEM**). Remember where this is as you will need it when you open Team Manager LITE (Preferable the desktop or your local C: drive).

The order of the events is based on the Primary or Secondary State Athletics Carnival

#### PLEASE DO NOT CHANGE THE NAME OF THE EVENTS

**THEY MUST REMAIN THE SAME SO THAT WHEN YOU SEND YOUR TEAM LIST THROUGH TO YOUR ZONE CONVENOR EVENTS WILL MATCH UP CORRECTLY**

### Creating a New Team Manager Database

Before you can start doing anything you will need to create a new database.

1. Open Team Manager 8 Lite (TM8) for Swimming
2. Click File -> Open/New
3. In the new file Dialog box select where you wish the file to be saved and enter a file name in the format: {SCHOOL NAME/CODE} Primary Entries for 2018

Eg: For Coffs Harbour Christian Community School

**COFFSCCS Primary Entries for 2018** would be entered as the file name

4. Click OPEN. Once the database has been created you will be asked to setup the system preferences.

## Setting the Initial System Preferences

1. If you haven't already, start the Team Manager Program and follow the steps below to set up the initial preferences
2. Click on Set-Up -> Preferences -> System Preferences if you do not have the screen up.

The screenshot shows the 'System Preferences' dialog box with the following sections and 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

Arrows point to the following settings:

- Men/Women (M/W)
- Show Ages
- Show Birth Date
- Show School Year
- Last Name First
- Default Team Registration: AUST
- Default Team Type: AGE
- Default Country: AUS
- Default LSC: NSW
- Default State: NSW
- Meet Age-Up Date: Dec 31, 2018
- System Age-Up Date: Dec 31, 2018

All settings should be as the above screen shot. The only settings you need to change are the ones that have the black arrows next to them.

Please note that the following two settings should be set to the last day of the current carnival year.

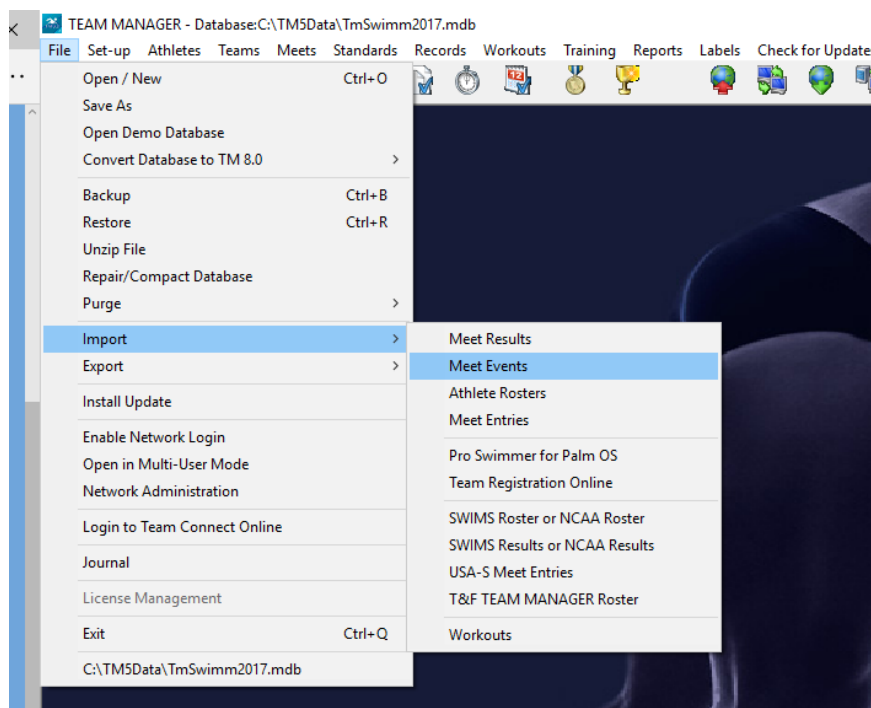
- **Meet Age-Up Date**
- **System Age-Up Date**

e.g: for 2018 they would both be set to 31/12/2018 as shown above

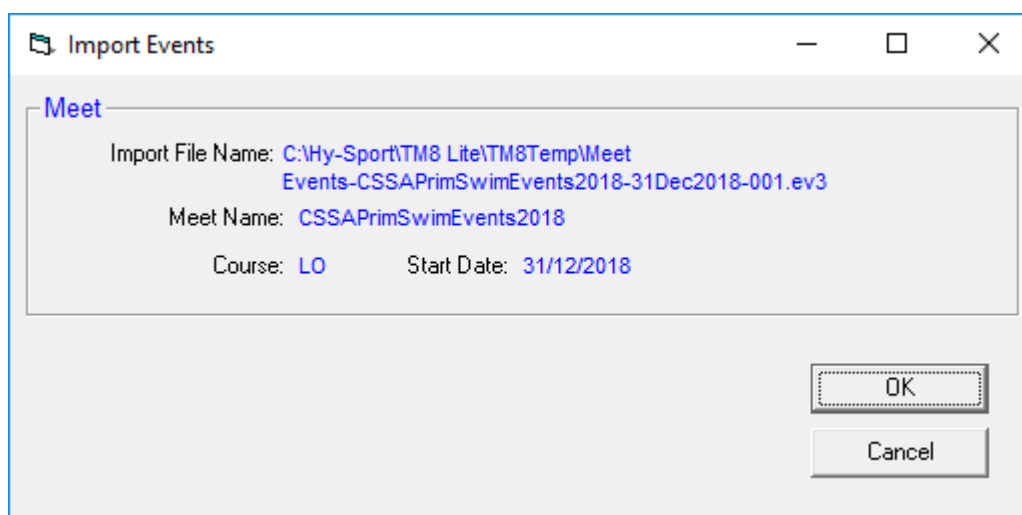
## Importing Meet Events

Now you need to import the events for the meet.

1. From the TM8 program click File -> Import – Meet Events as shown below



2. In the Open File Dialog box that appears locate the file that you downloaded and double click on the file that reads Meet Events CCSA Primary Swim Events 2018 (if it is for 2018), otherwise for the current year. Click OK on the window that appears and then select the file again by double clicking on it. The following screen will then appear.



3. Click OK and another small windows will appear indicating how many events have been imported.
4. Click OK and then click Save three times on the Meet Setup screen

## Setting up your Team

You must set up your team before you can import any students into the database.

1. Click **Teams** on the menu at the top
2. On the New screen that appears, click **Add**. The **Team Maintenance** screen will appear.

The screenshot shows the 'Team Maintenance' window with the following fields and values:

- Team Names/Registration:**
  - Team Abbr: CHC2
  - Full Team Name: Coffs Harbour CCS
  - Short Team Name: CHC2
  - Team Registration: AUST (dropdown)
  - Team Type: AGE (dropdown)
  - Team Division: (empty dropdown)
- Mailing Information:**
  - Mail To: (empty field)
  - Address: (empty field)
  - City: (empty field)
  - Postal Code: (empty field)
  - E-Mail Address: (empty field)
  - State: NSW (dropdown)
  - LSC: NSW (dropdown)
  - Country: AUS (dropdown)
- Telephone Information:**
  - Day Phone: (empty field)
  - Evening Phone: (empty field)
  - FAX: (empty field)

Buttons: OK, Cancel

The details that you need to enter here can be found on the CSSA website under the **Computer Programs** section under a heading titled **CSSA School Codes**

So for Coffs Harbour Christian Community School the information from the table below would be entered as per the example in the screen shot above.

Full Team Name	Team Abbr	Short Team Name	Zone
Casino CCS	CAS2	Casino	North Coast
Coffs Harbour CCS	CHC2	Coffs	North Coast

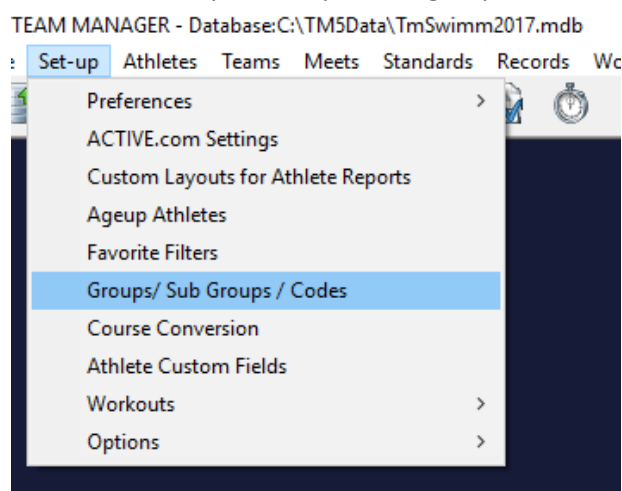
3. Click OK once you are done. A box will appear indicating that the team was successfully added.
4. Click OK, then click Cancel.

**DO NOT CREATE YOUR OWN TEAM CODES. YOU MUST USE THE CODES IN THE PDF ON THE CSSA WEBSITE OR THE FILE WILL BE RETURNED TO YOU FOR YOU TO CORRECT ANY ERRORS**



## Setup database so you can include School Yr for each Competitor

- From the main TM8 Menu, click Set-up -> Groups / Sub-groups/ Codes



- In the Show Types section, select the School Year radio button option as per the example below.

**Show Types:**

☐ All
 ☐ Groups
 ☐ WM Groups
 ☒ School Year
 ☐ Meet Type

☐ Subgroups
 ☐ WM Subgroups
 ☐ Team Division
 ☐ Meet Division

- Delete any codes that are there and then click on Add from the menu to add new codes as per the table below:

Primary		Secondary	
Code	Description	Code	Description
3	3	7	7
4	4	8	8
5	5	9	9
6	6	10	10
		11	11
		12	11

See the example below. Make sure that **School Year** is selected each time you enter a new code.

## Entering Student Details

Go through the steps below for each student to add them to the database

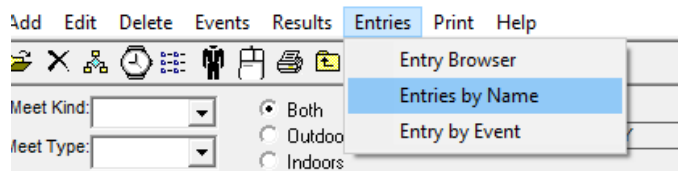
1. Click **Athlete**
2. On the new screen click **Add**
3. You must include ALL of the following information for EACH competitor.
  - Last Name
  - First Name
  - Birthdate (age is calculated automatically)
  - Gender
  - **Member of** : TEAM 1 (drop down box with your school code)
  - **Member of** : School Yr ( drop down box with school years)

The last two values are taken from the Team and School Year information you set up earlier. If either of these drop down boxes are empty, then you will need to go back and set them up first before continuing.

Repeat the steps above for every competitor that you need to enter.

## Linking the Competitors to their events

1. Click on **Meet** from the main menu
2. From the Meet Screen click **Entries** then **Entries by name**



3. A new screen will appear with the list of students you have entered that are going through to Zone.
4. Click on each student and a list of events that they can compete in will appear below the student list. Click the Enter box for each event **and INCLUDE THEIR TIME IN THE CUSTOM TIME** column. See the screen sample below.

TEAM MANAGER - Database: C:\TM5Data\TmSwimm2017.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: CHC2-NSW

☐ Only Pre-Entered Athletes ☐ Male ☐ Female ☒ Both Team: School Yr: Group: Subgroup: WM Gr: WM Sub: Low Age: High Age: Standards:

Clear All Enter All

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	Sub	Yr	Preferred Name	Team	D	Citizen													
Doe	John		M	22-Nov-05	13			5		CHC2															

☐ Show Relay Entries Current Entries 1 Relay Entries 0 Session: Meet Division: ☐ Show Swim-Up Events \* = time did not make the cutoff.

31-Dec-18 CSSAPrimSwimEvents2018

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]	T
1		1 A M	M	100	Free	11-13	<input checked="" type="checkbox"/>		37.84L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		5 A M	M	50	Free	12-13	<input checked="" type="checkbox"/>		15.82L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		15 B M	M	50	Free	11-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		17 A M	M	50	Breast	12-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		27 B M	M	50	Breast	11-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		29 A M	M	50	Back	12-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		39 B M	M	50	Back	11-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		41 A M	M	50	Fly	12-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1		47 B M	M	50	Fly	11-13	<input checked="" type="checkbox"/>		01:06.12L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2		52 A M	M	200	IM	11-13	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

**WARNING:** When entering times DO NOT include dots or semi colons JUST type in numbers ONLY. Team Manager will convert the time to minutes, seconds, hundredths of seconds

**Example: To enter 52.67 sec Type in 5267**

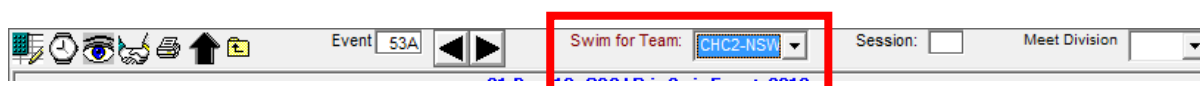
Note: Multi-class Events (Swimmers with a Disability) will be listed for all competitors.  
They are -

- Event 16: Multi-class Freestyle
- Event 28: Multi-class Breaststroke
- Event 40: Multi-class Backstroke
- Event 48: Multi-class Butterfly

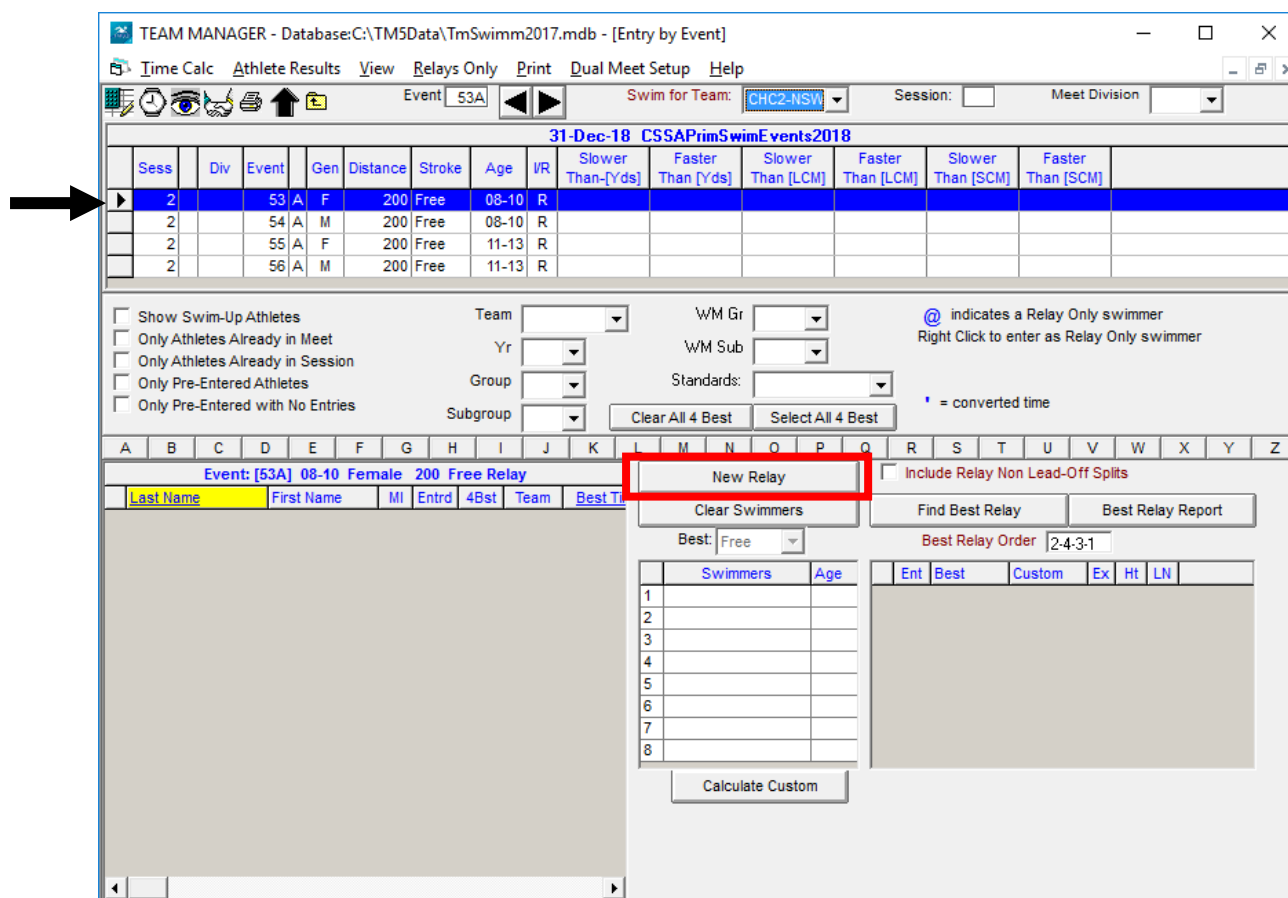
Do not select these events unless they are a Multi-class competitor

### Entering Student Names into relay teams

1. From the Team Manager main menu click Meets
2. From the Meets Screen click Entries -> Entries by Event
3. From the Entries by Event screen click Relays Only
4. You should now have a small list of relay events at the top of the screen
5. In the Swim for Team box, select your school:



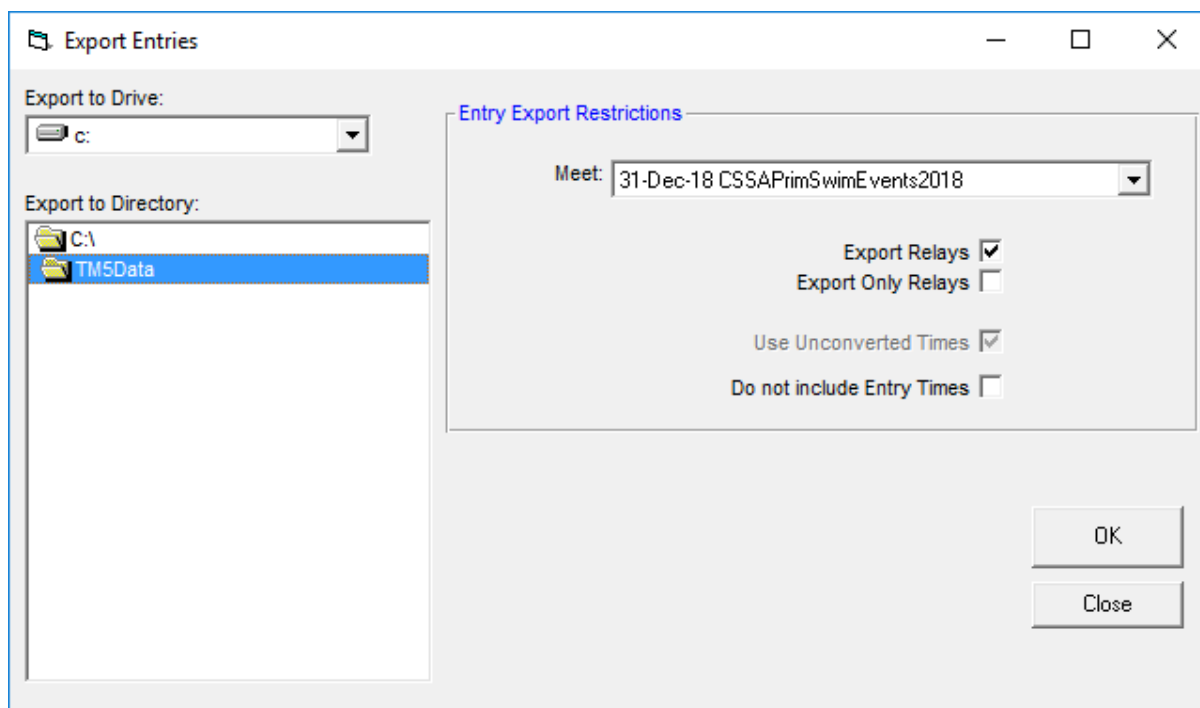
6. Click on a relay event and then click on New Relay at the right of the screen



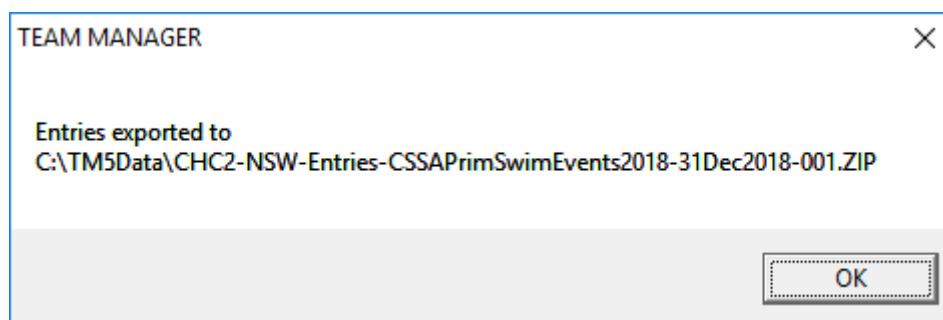
7. Now select four (4) runners who are going in the relay event. Do this for each relay event that you have competitors for.

## Export Meet Entries to your Zone Convenor


1. From the Team Manager main screen click Export – Meet Entries
2. Select the folder where you wish to save the file to. You will need to remember where you saved this file as it will need to be forwarded on via email to your Zone Convenor



3. Click ok. A confirmation window should appear indicating that the entries were successfully exported.



4. Locate the file and then email it to your Zone Convenor. You will need to do this for Secondary and Primary as separate files.

 CHC2-Entries001.ZIP

20/07/2017 9:43 AM

The filename will be your School Code and then Entriesxxx.zip