

"Quick Notes"

If you prefer not having the pictures that are used in the rest of the document (e.g.: you just want a quick reminder sheet for the steps), this section is for you. (Note that some helpful details might be missing from these "Quick Notes" -- you might want to skim the detailed version in the rest of the document, especially if you are installing/updating the software or you encounter an unexpected problem.)

Download and Install Team Manager Lite

- If it does not exist, create folder "C:\Hy-Sport".
- Go to <http://www.hy-tek ltd.com/downloads.html>. Click "Track and Field". Ensure "Team Manager 3.0" is highlighted.
- Right-click on "Lite" and save it to folder "C:\Hy-Sport".
- In folder "C:\Hy-Sport", double-click "TF_TEAM_MANAGER_Lite.exe" to install the software.
- For "Destination Folder", ensure it points to "C:\Hy-Sport\TF Team Manager 3.0 Lite".
- When the setup is complete, remove the check mark beside "Launch the program", then click <Finish>.

Run Team Manager Lite for the First Time

- Select pulldown menu File, "Open/New".
- Change the file name to your school/club/team name. Click <Open>.
- For the System Preferences, alter the "default country", "default state", city, and "Use Province". Other considerations:
 - If you need to record registration numbers for each athlete (e.g.: Athletics Alberta registration number), alter the Athlete Registration IDs section accordingly.
 - If you are not sure what the age groups will be, use Open for "Age Grouping".
 - For Athletics Alberta meets, use "Age Divisions" for "Age Grouping".

Ensure the Team Manager Version is Current

- Select pulldown menu "Check for Updates".
- The "Download Team Manager Update" window should open.
- If a discrepancy is encountered, information will be displayed regarding your current version and the latest version that is available. Click <Yes>.
- You will be asked if you want to install the update. Click <Yes>.
- Wait until the "Update Extracted Successfully" message is displayed. Wait a couple of seconds, then click <OK>.
- Wait until the "TF TM successfully closed"

message is displayed. Wait a couple of seconds, then click <OK>.

- Wait for the introduction message. Click <OK>.
- If curious, select pulldown menu Help, Release Notes.

Import Events Into Team Manager

You must import the event list file that will be provided to you by the meet's Meet Director (or the meet's Entries/Registration person. You must save the event list file (for which the file name includes "tfmm", "MeetEvents", and the file name extension ".zip") as explained below. Do NOT open the file from your electronic mail nor by clicking on it once it is saved.

- If you receive the file via electronic mail, save the attachment to folder "C:\TFTM3Data".
- Switch to Team Manager.
- Select pulldown menu File, Import, Meet Events.
- Ensure the "Look in:" is pointing to folder "C:\TFTM3Data".
- Highlight the desired "MeetEvents" file. The "File name:" should reflect the file name of the desired "MeetEvents" file. Click <Open>.
- An information message will be displayed. Click <OK>.
- The "Import Events" window will be updated to point to the folder indicated by the information message. Highlight the desired "MeetEvents" "ev1" file. The "File name:" should reflect the highlighted file name. Click <Open>.
- A warning message will be displayed. Click <OK>.
- An information message will be displayed, indicating the number of events imported. Click <OK>.
- Select pulldown menu Meets to display the Meet Browser window.

It may be necessary to tweak some information in the meet definition.

- Double-click the meet name.
- Ensure the information is consistent with the information you have from the Meet Director, including the meet's technical package. Of particular importance: the start date, end date, and age-up date.

- If the meet has rules regarding maximum entries, ensure you alter the section on the window accordingly.
- When the meet information is correct, click <OK>.

Set Up Team in Team Manager

You must use the same team code as what the Meet Director (or the meet's Entries/Registration person) will be using. Ask them to provide you the team code that you should use, or to provide you a copy of the "School/Team List".

- Select pulldown menu Teams.
- Select pulldown menu Add.
- Fill in the information, with extra care for the team code and team name provided you by the Meet Director (or the meet's Entries/Registration person). Include the contact, mailing, and telephone information (which will be included in the entry file sent to the meet's Entries/Registration person).
- If the information is correct, click <OK>.
- The "Team Maintenance" window will be emptied (except for the contact name). Click <Cancel>.
- Close the Team Browser window.

Set Up Athletes in Team Manager

- Select pulldown menu Athletes.
- Click the Team dropdown list, then choose your team.
- Select pulldown menu Add.
- Fill in the information, with special attention to the birth date, gender, and team information.

Considerations:

- Note that, when you tab out of the Birthdate, the age will be calculated and shown to you, allowing you to check for reasonableness.
- If there are Freedom of Information and Protection of Privacy (FOIP -- <http://foip.alberta.ca>) concerns, use an alias (e.g.: make the name "J. Runner" and instruct your athlete to respond to that name at the meet and to not correct the information at the meet (e.g.: to not tell the person in the marshalling area "My real name is Josie...")) and use January 1 as the date of birth.
- If you do not know the full date of birth, at least provide the year of birth, with the day of birth chosen to be appropriate given the meet's age-up date and the athlete's age. (Example: For Athletics Alberta meets, the age-up date is the end of the year. Therefore, it is enough to choose January 1 as the day of birth.)
- Record other information as needed (e.g.: the registration ID).
- For older athletes (or athletes that might need to be contacted directly by the meet's Entries/Registration

person), include the athlete's electronic mail address, mailing information, and/or contact information. (An example would be if each athlete will visit the registration desk to pay for their registration the morning of the meet, such as Masters athletes.)

- If the information is correct, click <OK>.
- The "Athlete Information" window will be emptied. Note that some of the information from the last athlete (e.g.: team) is kept to minimize your effort in adding the next athlete.
- Add other athletes as needed, clicking <OK> to add each athlete. When you have no more athlete names to add, click <Cancel>.
- Review the information to ensure it is complete. If you need to correct information for an athlete, double-click the athlete's name -- the "Athlete Information" window will be opened.
- Close the Athletes window.

Set Up Entries by Event in Team Manager

- Select pulldown menu Meets.
- Ensure the meet of interest is highlighted. Select pulldown menu Entries, Entries by Event.
- Review the warning, then click <OK>.
- Alter the filter information as desired, particularly the "For Team".
- Widen columns as needed to view all information. For example, the "Note" column needs to be expanded.
- In the event list, highlight the event of interest. The athlete area will display the athletes that match the event parameters (e.g.: gender, age).
- In the "Entrd" column, click for each athlete you want entered in the event.
- If you need to indicate an entry mark (e.g.: seed time, best time, best jump), click in the "Custom" column for the appropriate event, type the entry mark, then press <Enter>. If the mark is a time value, you do not need to type the colon (":"), but you should type the period before the tenths. (You do not need to type in the period if you type in the tenths and hundredths.)
- Review the entries you recorded for the event. Ensure you scroll the athlete list.

Considerations:

- Edmonton High School Division meets do not require entry marks.
- For Athletics Alberta meets, please provide an entry mark for all distance events (i.e.: 800m and above), even if the entry mark is only a slow estimate of the performance of the athlete. Such information is vital to the Meet Director and Competition Secretary for creating a valid tentative schedule, and for appropriate assignment to fast and slow heats for timed finals.

- If the athlete will be competing as an exhibition entry (e.g.: their place in the event will not count), put a check mark in the "Exhib" column.
- If the entry information is correct, highlight the next event in the list, and repeat the appropriate steps above.
- To obtain a summary of the entries, select pulldown menu Print.
- Tweak the report settings as desired. In particular, you should select "Individuals and Relays" for the event filters, and "Sort by Name". Click <Create Report>.
- If you need to print the report, click the printer icon.
- Close the "Print/Export Reports" window.
- In the "Meet Entries..." window, click <Cancel>.
- Close the "Entry by Event" window.
- Close the Meet Browser window.

Set Up Individual Entries in Team Manager

Follow the steps in this section to set up the entries for the athletes in Team Manager. If you encounter quirks using "Entries by Name" (e.g.: an event does not appear for the athlete), try using "Entries by Event" instead.

- Select pulldown menu Meets.
- Ensure the meet of interest is highlighted. Select pulldown menu Entries, Entries by Name.
- Review the warning, then click <OK>.
- Alter the filter information as desired, particularly the "Entries for Team".
- Widen columns as needed to view all information. For example, the "Note" column needs to be expanded.
- In the athlete list, highlight the athlete name of interest (i.e.: by clicking on the last name).
- In the "Entered" column, click for each event you want the athlete entered in.
- If you need to indicate an entry mark (e.g.: seed time, best time, best jump), click in the "Custom Mark" column for the appropriate event, type the entry mark, then press <Enter>. If the mark is a time value, you do not need to type the colon (":"), but you should type the period before the tenths. (You do not need to type in the period if you type in the tenths and hundredths.)
- Review the entries you recorded for the athlete. Ensure you scroll the event list.

Considerations:

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Secretary for creating a valid tentative schedule, and for appropriate assignment to fast and slow heats for timed finals.

- If the athlete will be competing as an exhibition entry (e.g.: their place in the event will not count), put a check mark in the "Exhib" column.
- If the entry information is correct, highlight the next athlete in the list, and repeat the appropriate steps above.
- To obtain a summary of the entries, select pulldown menu Print.
- Tweak the report settings as desired. In particular, you should select "Individuals and Relays" for the event filters, and "Sort by Name". Click <Create Report>.
- If you need to print the report, click the printer icon.
- Close the "Print/Export Reports" window.
- In the "Meet Entries..." window, click <Cancel>.
- Close the "Entries by Name" window.
- Close the Meet Browser window.

Set Up Relay Entries in Team Manager

- Select pulldown menu Meets.
- Ensure the meet of interest is highlighted. Select pulldown menu Entries, Entries by Event.
- Review the warning, then click <OK>.
- Select the appropriate team from the "For Team" dropdown list.
- Select pulldown menu View, Show Relays Only.
- Highlight the relay of interest. Click <New Relay>.
- The relay added will be highlighted (centre-right of the window).
- If you have more than one relay team to enter in the event, click <New Relay> as needed.
- If you need to remove a relay team (e.g.: you clicked <New Relay> too many times), remove the check mark beside the relay team letter ("C" in the example below).
- At this point, you have the option of selecting the relay team members from the list of athletes displayed. If you know which athletes will be on the relay team, highlight the relay team letter, then double-click the relevant athlete name. This will cause the athlete's name to be highlighted, the name to appear in the Athletes list for the relay, and the relay team letter to appear to the left of the athlete's name.
- If you need to remove an athlete from a relay team, highlight the relay team letter, then double-click the name in the Athletes list for the relay. Click <Yes> to confirm that you want to remove the athlete from the relay team.
- Repeat the appropriate steps for your other relay entries.
- To obtain a summary of the entries, select pulldown menu Print.

- Tweak the report settings as desired. In particular, you should select "Individuals and Relays" for the event filters, and "Sort by Meet Event Number". (The "Sort by Name" does not summarize the relay information.) Click <Create Report>.
- If you need to print the report, click the printer icon.
- Close the "Print/Export Reports" window.
- In the "Meet Entries..." window, click <Cancel>.
- Close the "Entries by Name" window.
- Close the Meet Browser window.

Export Entries from Team Manager

Follow the steps in this section to export your entries from Team Manager (e.g.: for the purposes of sending them via electronic mail).

- Select pulldown menu File, Export, Meet Entries.
- Ensure the drive and directory point to folder "C:\TFTMwinData".
- For the entry export restrictions, select the appropriate meet from the dropdown list, and ensure the "Export Relays" is selected.
- Click <OK>
- An information message will be displayed. Pay attention to the folder ("C:\TFTM3Data") and file name -- that is the file you need to send to the Meet Director (or the meet's Entries/Registration person).
- Click <OK>.
- Close the "Export Entries" window.
- Use Windows Explorer to review the "C:\TFTM3Data" folder's contents, and perhaps to sort the list into descending "date modified" sequence (so that the most recent files are on top).
- If you provide the exported file to the Meet Director (or the meet's Entries/Registration person) via electronic mail, do not use rich text format for the message. Send the message as plain text or as HTML.

For your electronic mail message,

- in the subject line, PLEASE ensure you indicate your school/club/team name, the date of the meet (and, for a high school meet, the division), and the word "entries" (e.g.: "Austin O'Brien entries for May 18 (Green division)");
- in the body, PLEASE ensure you include your name, your school/club/team name, your electronic mail address, your daytime telephone number, and your evening telephone number;
- PLEASE ensure you attach the exported entry file (using the above example, AUOB-Entries001.ZIP), NOT your team database and NOT the backup of your team database.

- One approach to starting the message (if your computer has electronic mail software that has been set up correctly) would be to use Windows Explorer to navigate to the folder containing the file, highlight the file, then right-click the file and select "Send to", "Mail recipient". The file will be attached to a new message, which you can then personalize before sending to the meet's Entries/Registration person.
- If there are special requirements for an athlete (e.g.: a vision-impaired athlete needing to be placed in lane one for distance events, or needing a lane for their guide in a sprint event), please ensure your message to the meet's Entries/Registration person clearly indicates the background and the request. (A copy of the message should be sent to the Meet Director and the Competition Secretary.)
- After the meet's Entries/Registration person has received and imported your entries, you should receive feedback (e.g.: an entry list report). PLEASE review the report to ensure ALL of your entries have been received correctly.
- Note that the entry list information might be posted on the meet's web site.
- If you determine that corrections or additions for your entries are needed, please consult with the meet's Entries/Registration person (e.g.: by noting how many corrections/additions are required). The Entries/Registration person might ask you to re-submit your entries via Team Manager, or to submit the corrections/additions via only an electronic mail message. Please ensure such corrections/additions are provided as soon as possible.

Back Up Your Team Manager Database

- Select pulldown menu File, Backup.
- Type appropriate comments for the backup, then click <OK>.
- A confirmation message will be displayed. Click <Yes>.
- An information message will be displayed. Click <Yes>.
- Note the folder location and file name. You should use Windows Explorer to copy the file to (for example) a flash drive or some other location that has nothing to do with your computer.
- Click <OK>.
- Close Team Manager.