

## Procedure for Electronic Entries from Team Manager for the CCAA Summer Season

The entries for the CCAA summer season will all be made electronically using the HY-TEK Team Manager (TM) swimming program. The TM version 4.0Sm is acceptable for use. Although it is not currently supported by HY-TEK it will function as needed for our summer meets, and can be supported by the League. Many teams may already have version 5.0. If you have just purchased the program this is the version you will have. Instructions below will be for both version 4.0 and 5.0 programs.

1. If you have previously created a TM file for your team proceed to step (2). If not go to the file "Using Team Manager" found on the CCAA website under "HY-TEK Programs Help"
2. Download the import file for the CCAA current season from the CCAA website under "HY-TEK Program Help".
3. Open TM and go to *File / Import / Meet Events*.
4. Find the location of the file downloaded in step (1) and click on the file. Then click on OK.
5. The file downloaded in step (3) can then be used to copy the events into the new season meets set up during the season.
6. All entries to the meet will be done electronically using TM. Ribbon swimmers will be entered same as other swimmers.
7. Individual entries are a maximum of 4 events: 3 individual and 1 relay, or 2 individual and 2 relays.
8. Team entries include all eligible swimmers in that age group, however only two individual entries per team and 1 relay entry per team may score.
9. To create a meet go to *Meets/ Add*
10. In the add window input the following:
  - a. Meet Name: Example: 2010 Season Meet 1
  - b. Location: Example: Rosenberg
  - c. Course: Y
  - d. Meet Type: AG
  - e. Start Date: Actual meet date
  - f. End Date: Actual meet end date (typically the same as start date)
11. The athlete's names should already be input in the TM file. You can import last year's roster from a previous TM, or go to the reference in item 1 and look for entering athletes.
12. The events can be copied from a previous meet or the league event import file as outline in steps (2-5).
13. Download the Swimming worksheets found on the CCAA website under the "Coaches Handbook" tab on the left. Printout these sheets and use them to workup your entries for your swimmers before entering them into TM.
14. Now to enter the swimmers in the individual events click on the *Entries* tab and choose the *Name* as the method of entering the swimmers in an event and the names of eligible swimmers will appear (if swimmers names do not appear their birthdates are missing – go to the Athlete entries and correct) . Click on the box marked *Entrtd* after the swimmers name to enter them into that event. The TM program will automatically show the swimmers fastest time for the season to-date. If the swimmer does not have a time yet for the season in that event an "NT" will appear.

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15. To enter swimmers on relays click on the relay event and then click on *Add Relay* (make sure you have selected your team in the Team box). A list of eligible swimmers will appear and a box showing the names of the swimmers on the relay. To add swimmers just double click on the names of the relay swimmers in the order of swimming. If you have a swimmer in the wrong position click on the swimmer and drag to the correct position. To delete a swimmer from the relay double click on the swimmers name.
16. When all the entries are complete you can preview the entries by going to the Entries browser or printing out your entries. In the entries browser if you click on a heading all the entries will be sorted by that heading.
17. Now the entries must be exported for entry in the meet:
  - a. Close the Meets screen and then go to *File / Export / Meet Entries*
  - b. Pick the meet you are exporting from the drop-down menu and the file location for where the export file will be sent.
  - c. Be sure to note the full name of the export file.
  - d. Attach this file to an email and send to the host team and the League President.
18. The host team will import the file with all your entries.
19. The swimmers will be seeded according to swim times from the splash meet or any current CCAA season meet. The fastest heat will be seeded in the last heat for an event.
20. After the meet you can then import the results back into your TM file for future use. The results file will be found on the CCAA web site under the Season Results tab.