

USING TEAM MANAGER

SETTING UP TEAM MANAGER

1. A Team Manager file

A file has been created that can be downloaded from the CCAA website. This is a generic file which can be customized for each team's use. The file can be found under the tab *Hy-Tek Program Help*. This file must be restored into TM under File / Restore. When you restore this file you will be given the option of changing the name of the database to fit your team. Then proceed to step 4.

If you have a team file from a previous year you can also use that file.

Or if you prefer go to step 2 to start a new file from scratch.

2. Go to file/open/new

3. Where it says filename at the bottom enter the name of the file.

For example "Alvin 2004 season". This Team manager file can then be used for the team rosters and the set-up or entry for any meets for the complete season. There is no need to create a new TM file for every meet. Results from each season meet can be imported into this TM file also.

4. A setup screen will appear. In this screen the following should be entered:

- a. *Gender Designation*: Prefer "boys/girls"
- b. *Athlete Browser Option*: Uncheck "show school year"
- c. *Team/Swimmer defaults*:

Default Team Registration:	OTH
Default Team Type:	REC
Default Citizen:	"blank"
Default LSC:	"blank"
Default State:	"blank"
- d. *Meet Age Up Date*: Enter the mm/dd/yy as 06/01/04 (Date for computing ages should be always be 06/01/current year)
- e. *System Age UP*: enter the mm/dd/yy as 06/01/04 (Date for computing ages should be always be 06/01/current year)
- f. Click OK

5. Next go to Set-up

- a. *Preferences/System Preferences*: Already done above.
- b. *Preferences/Registration Preferences*: Default ok
- c. *Preferences/Report custom Age Groups*: If you restored the downloaded file from the CCAA website the age groups have already been set up. If not go to *Setup / Preferences / Report Custom Age Groups*. Each CCAA event will have to be set up here for the top times report.
- d. *Preferences/Report Preferences*
 - *Headers tab*: Type in what you would like to see at the top of the results sheet. For example:
Freeport Swim Team 2004
Freeport, Texas
 - *Punctuation*: default ok
 - *Paper*: default ok
 - *Labels*: Normally use 3X10 which is 30 labels per page.
 - *Report Printer / Label Printer*: you must pick a printer for reports and a printer for labels (if you purchased the label option). Also specify the number of copies to print each time.
 - Click OK
- e. *Preferences/Directory Preferences*: It is not necessary to change the default directory, however it is convenient to use the directory C:\TM4Data or C:\TM5Data which may not be the default.
- f. *Ageup Athletes*: Default ok, only use if you need to update the swimmers for a new ageup date.
- g. *Favorite Defaults*: Default ok
- h. *Groups/Sub Groups/Codes*: Default ok
- i. *Course Conversion*: Default ok
- j. *Athlete Custom Fields*: Default ok
- k. *Language Preference*: Default ok
- l. *Options*: Default ok
- m. Set-up is finished

6. The EVENTS must be entered.

- An events file can be imported from the CCAA web site under "Hy-Tek help". This is a small ZIP file containing a file called *Meet Events-2010 season Meets-02Jun2010-001.zip*. Be sure you know where the file is located if you download to your hard drive

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- Once this file has been downloaded, follow this procedure:
 - a. Go to “file/Import/Meet Events”
 - b. When a screen pops up, click on the arrow in the top box and go to the location of the file you downloaded. It could be on a floppy disk, USB drive, or on your hard drive.
 - c. Click on the ZIP file and a message will appear, click “ok”
 - d. Click on the event file that appears, and then “open”
 - e. A message box will appear saying “Events Imported 120”, click “ok”.
 - f. To finish the import you need to then go to the “Meets” button at the top of the screen and click on it.
 - g. A new window opens.... Click on “events”
 - h. In the upper right you will see the line saying entry events with a dot in front. Now click on the circle for the results events so there is a dot there.
 - i. A message will appear that asks if the entry events can be copied over the results events, say “yes”
 - j. The events are now imported completely. Close this window, and the meet browser window.
 - Otherwise you must enter the events manually by going to the tool bar and click on *Meets / Events* and adding the events by picking the proper buttons when the pop up window appears.. Do not enter information below the event information section.
- 6. Your TEAM must be entered.**
- a. Go to Teams/Add
 - b. In the Team Maintenance window put in the team code assigned by the league: For example the Lake Jackson Swim Team would be LJST.
 - c. Enter the team name
 - d. Do not enter a “short” name
 - e. Click OK
 - f. Cancel the Team Maintenance screen if it appears
 - g. Close the team window
- 7. The ATHLETES must be entered.**
- a. Go to Athletes
 - b. Click on ADD
 - c. Fill in the correct information. Be sure you spell names correctly, have the correct sex, and choose the correct Team 1 name from your list.
 - d. Click ok
- 8. Generating a Team Roster**
- a. Click on Athletes
 - b. Sort by birth date
 - c. Click on PRINT
 - d. Report – ROSTER, then sort athletes by AGE, ASCENDING
 - e. Select your team name
 - f. Sex – ALL
 - g. Click on OK. A print preview screen comes up.
 - h. At the bottom of the window you can click on the PRINTER icon to print a copy.
 - i. OR you can click on the SUITE CASE to save to a file.
 - j. Set the FORMAT at “Word for Windows Document” by clicking on the arrow and going down to find it.
 - k. Destination will be a DISK FILE
 - l. Click on OK
 - m. To pick a drive click on the arrow under DRIVES, and go to your A: drive. This is where you insert your floppy disk. You can actually pick any drive you want but be sure to write down the file name and where it is going.
 - n. Insert a floppy disk and then the file will be saved to the floppy disk when you click on OK.
 - o. You can now send the file thru email.
- 9. Generating Meet Entries**
- To generate meet entries go to CCAA website “Coaches Handbook” and print or download the file “Electronic_entries_using_TM_Date.pdf”