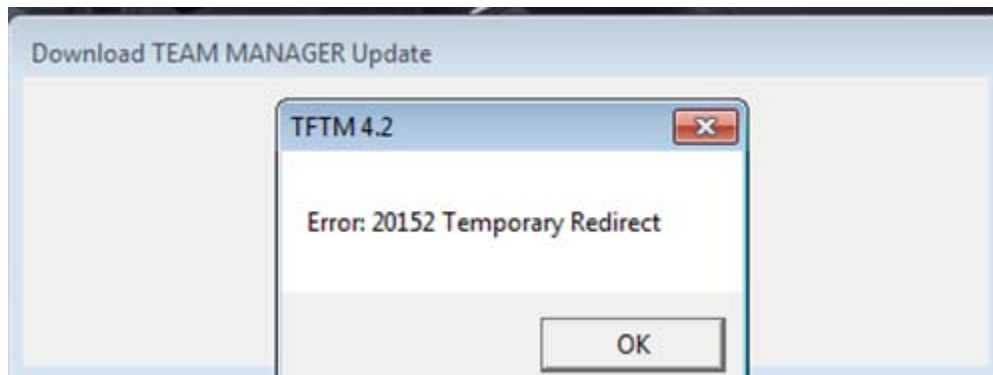


Note: The owner of Hy-Tek restructured their web sites in March/April, 2018, such that <http://www.hy-tek.com> **is no longer valid** (and, in some network environments, might not redirect to the new location).

Please use <https://hytek.active.com/downloads.html> as the site from which to download Track and Field Team Manager 4.2 Lite. (You will need to scroll down approximately half of the web page to see the Track and Field portions of the download files.)

Also... If you have a version of Team Manager that was installed prior to early April, 2018, the web site restructuring also affects the "Check for Updates" function. For example, you might receive this error message:



If your version of Team Manager is 4.2 (Lite or otherwise), please try these steps:

- Go to <https://hytek.active.com/downloads.html> .
- Scroll down to the "Track and Field" section (approximately half-way down the page).
- Download and save the Team Manager 4.2 Update.
- In Team Manager, use pulldown menu File, Install Update.
- Click "No" (so that it does not do "Check for Update").
- Navigate to where you saved the update file and install the update.

After you successfully perform the update, the "Check for Updates" function "should" work.

If you have an older version of Track and Field Team Manager, pretty much your only option (other than leaving things alone) is to install the current version of Track and Field Team Manager 4.2 Lite.

This document can be obtained from
<http://www.ellistiming.ca/Documents/TeamManagerNotes.pdf> .

Vernon
Ellis Timing Canada

Laurie's/Val's/Nikki's and Vernon's "Quick Start" Guide to Team Manager Lite

The following is a "Quick Start" guide to using Team Manager Lite. It summarizes the minimum steps required to use Team Manager Lite to set up and submit your entries for an athletics (track and field) meet or a cross-country meet.

The documentation is **not** meant to teach you how to use all the features available in Team Manager Lite (nor the full version of Team Manager). For detailed information on using Team Manager, please use pulldown menu Help, Contents (and the eLessons icon (hint: the book)) to review the help/documentation for Team Manager. Other resources are noted in the "[Additional Hints/Suggestions](#)" section.

If you have questions or concerns about the meet [in which](#) you are entering, your first contact should be the Meet Director, the Competition Secretary, or the Entries/Registration person for that meet (assuming your question is not answered by the meet's technical package).

If you have questions, concerns, or suggestions for this document, please send them via electronic mail to ESQ@telus.net. A copy of this document is available from <http://www3.telus.net/vschmid/notes/TeamManagerNotes.pdf>.

No Macintosh -- PLEASE Use Microsoft Windows

Please do **NOT** use a Macintosh/Apple computer for any step. You **MUST** use a Microsoft Windows computer, including the steps involving sending or receiving electronic mail. (If your electronic mail is on a Macintosh, **PLEASE** use Microsoft Outlook on a Microsoft Windows computer to access your electronic mail (or use Internet Explorer on a Microsoft Windows computer by using webmail, such as <https://webmail.telus.net> or <https://webmail.shaw.ca>.) for the steps described in this document.)

Our experience has shown that **the most consistent factor when problems are encountered** in using Team Manager or in the entry file received (aside from not following the steps in this document) **is that the person used an Apple computer for one of the steps.**

Techie-to-English Translation

This documentation includes some words or phrases that are more of a technical nature. Translations:

- "Switch to": If the window is not open (at all), open it. If it is open, switch to it (e.g.: by using <Alt-Tab>, or by clicking on the window's icon in the task bar.
- "pulldown menu": The menu just below the title bar of the window. See also [http://en.wikipedia.org/wiki/Menu_\(computing\)](http://en.wikipedia.org/wiki/Menu_(computing)).

In this document's screen captures, the pointer is included as a hint of where you need to click or double-click.

This document is not meant to teach you how to use Microsoft Windows.

Change History (recent changes will be marked in blue):

- 2011-05-21: Added note emphasizing that Macintosh/Apple computers should not be used.
- 2011-04-29: Added back the recommendation to **use "Entries by Event" as much as possible**. Noted the "Include Inactive" on the Athletes window. Added clarification regarding steps requiring Team Manager's main menu. Removed references to "diskette".
- 2011-04-23: Updated with clarifications and miscellaneous tweaks, including the new layout of Hy-Tek's "Downloads" page. Added notes on Team Manager Lite restrictions, and a small section on "Using a Macintosh". Added a "Quick Notes" section.

- 2010-04-11: Updated to reflect Team Manager Version 3.
- 2008-04-20: Added section on "Entries by Event", which is sometimes more reliable than "Entries by Name". (When "Entries by Name" is used, athletes are sometimes accidentally entered in older age group events.)

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"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.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:

- 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 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.

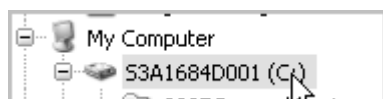
Download Team Manager Lite

Below are the steps to follow to download Team Manager Lite to your computer. Hints:

- Some network environments (e.g.: a school or business) might have anti-virus blocks set up to prevent downloading or running executable files. For such environments, contact your computer support personnel for assistance.
- To install the software, you will require administrator rights on the computer.

To download Team Manager Lite to your computer:

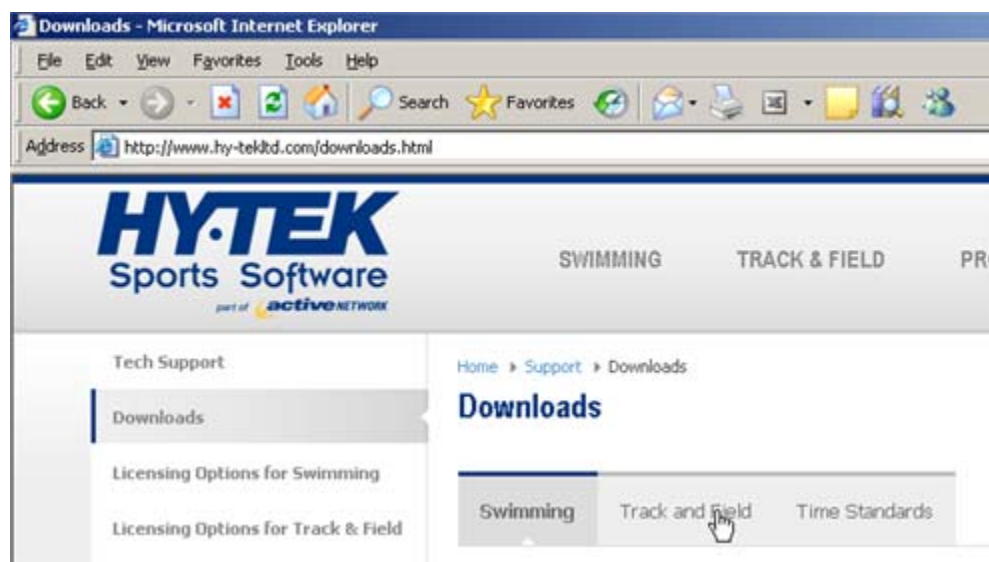
- In Windows Explorer, navigate to the root of drive C:.



- If it does not exist, create folder "C:\Hy-Sport".

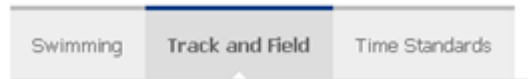


- Open your Internet browser. Go to <http://www.hy-tek.com/downloads.html>, which is the Download Centre for Hy-Tek (including Team Manager).
- In the Downloads section, click "Track and Field".



- In the lower area of the Downloads section, ensure "Team Manager 3.0" is highlighted. (If not, click it.)

Downloads



- ▶ TEAM MANAGER: Please Note that the Track TM 3.0 FREI TM 2.0 Customers. [Click Here for information about upgr.](#)
- ▶ MEET MANAGER: Please Note that the Track MM 3.0 FREI 1.2 Customers. [Click Here for information about upgradin](#)

Note: It typically takes less than a minute to download an Upc connection and about 3-5 minutes to download the Lite/Demo

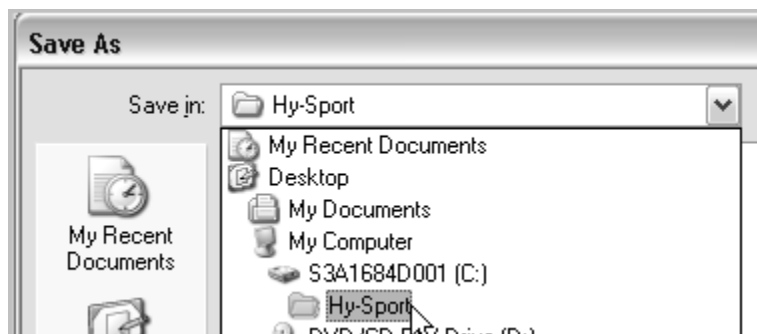


- Near the bottom of the page, right-click on "Lite". Click "Save Target As..." (or the equivalent).

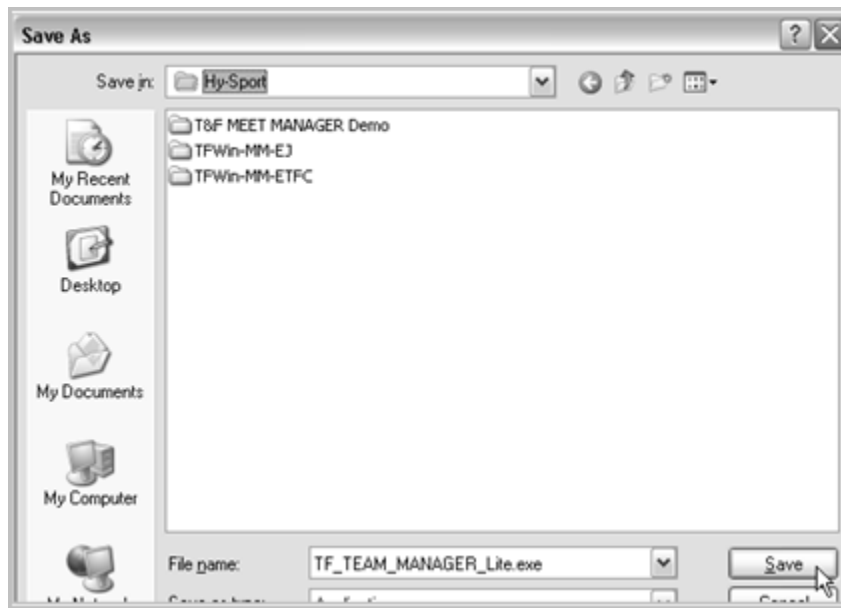
Note: It typically takes less than a minute to download an Update or User Guide file using a broadband connection and about 3-5 minutes to download the Lite/Demo software.



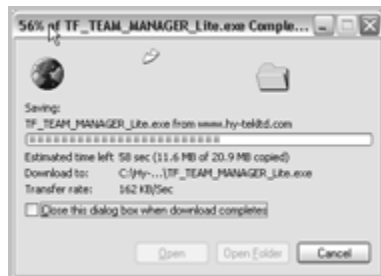
- Change the "Save As" information to point to folder "C:\Hy-Sport".



- Click <Save>.

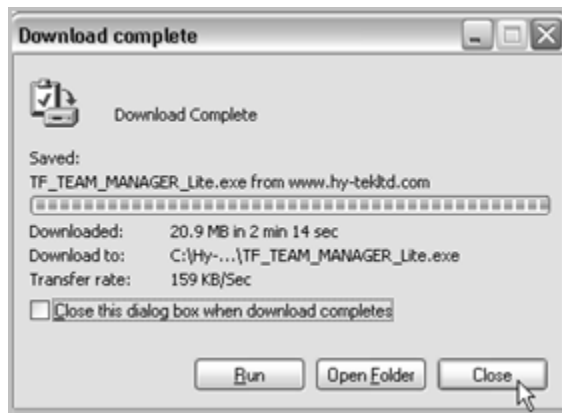


- Wait for the download to successfully complete.

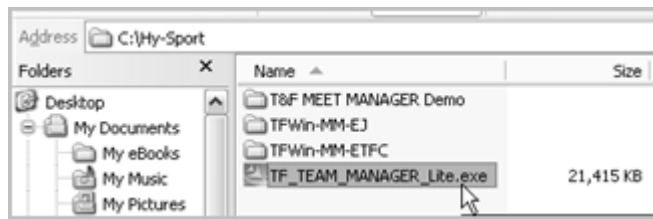


When the download is finished, the "Download complete" window will be displayed.

- Click <Close>.



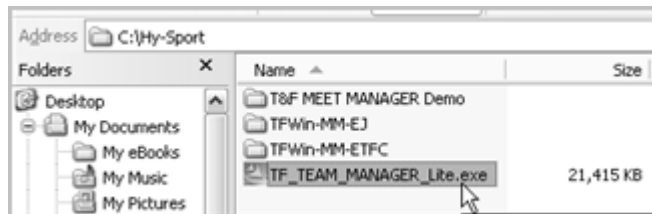
- Close your Internet browser.
- Switch back to Windows Explorer. You should find file "TF_TEAM_MANAGER_Lite.exe" in folder "C:\Hy-Sport".



Install Team Manager Lite

Follow these steps to install Team Manager Lite on your computer. Prerequisites: Perform the "Download Team Manager Lite" steps.

- In Windows Explorer, navigate to folder "C:\Hy-Sport".
- Double-click "TF_TEAM_MANAGER_Lite.exe".

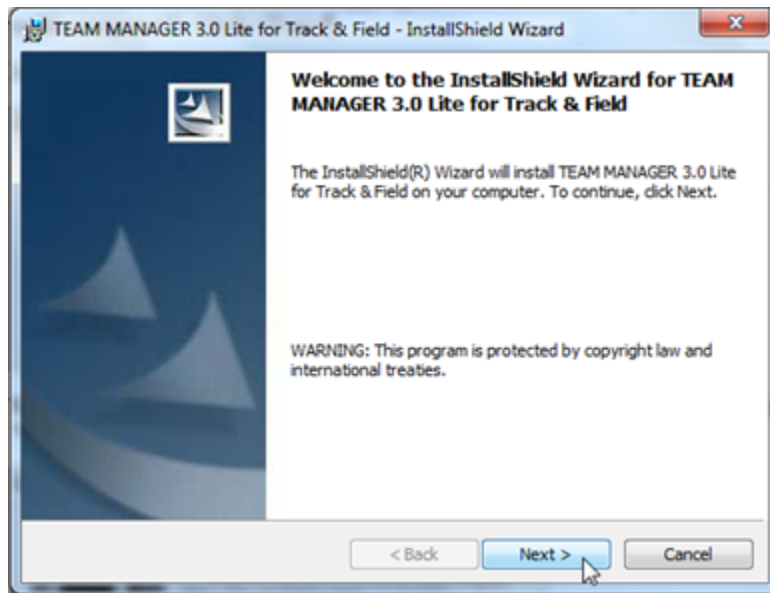


- In Windows 7, the "User Account Control" window will be displayed with the message "Do you want to allow the following program from an unknown publisher to make changes to this computer?" Click <Yes>.

In Windows XP, the "Open File - Security Warning" window will be displayed, seeking confirmation that "you want to run this software". Click <Run>.

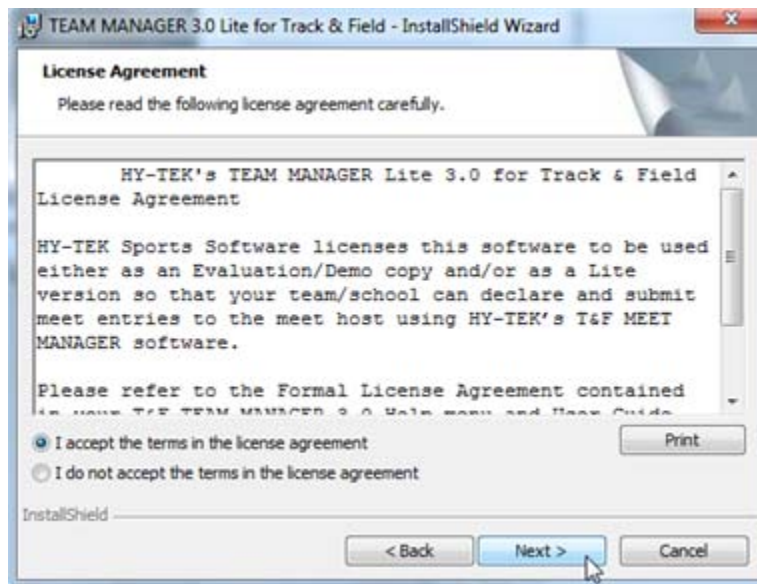


- Wait for the loading (including InstallShield) to complete. When you receive the "Welcome" window, click <Next>.



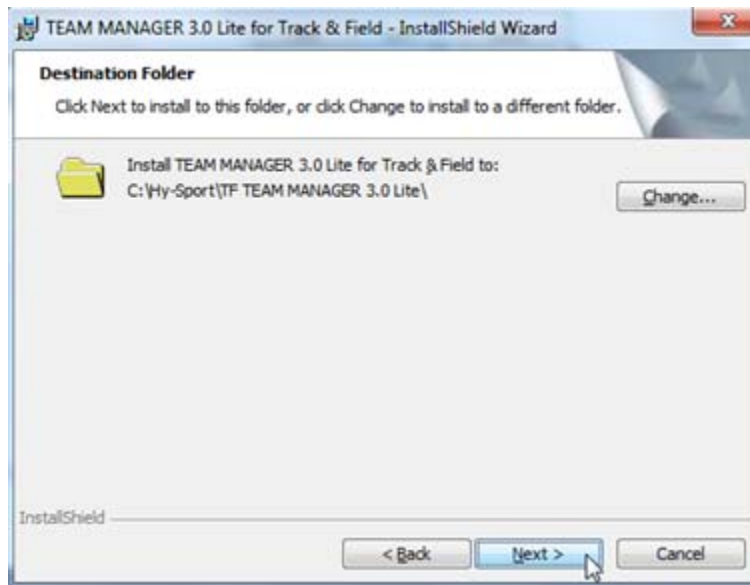
The Licence Agreement window will be displayed.

- Review the Software Licence Agreement, then (assuming you do agree) click "I accept the terms..." and then <Next>.

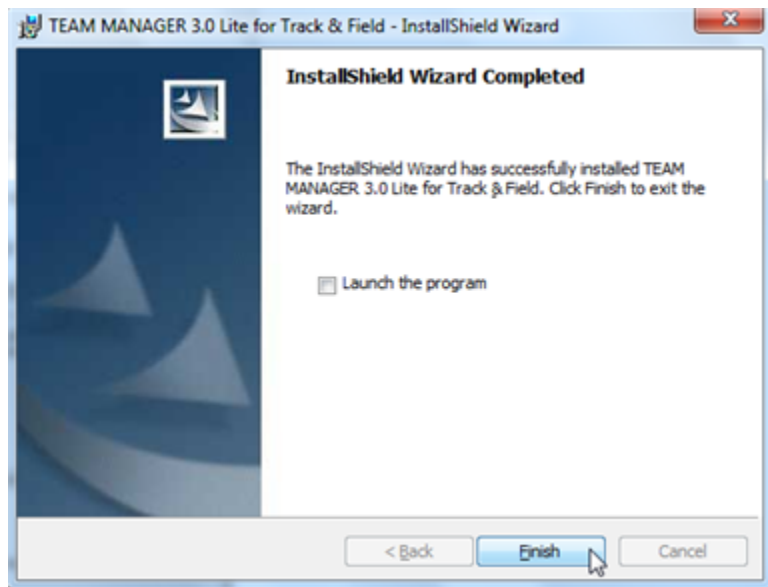


The "Destination Folder" window will be opened.

- If the destination folder points to "C:\Hy-Sport\TF Team Manager 3.0 Lite", click <Next>. (Otherwise, click <Change> to change the destination folder to be "C:\Hy-Sport\TF Team Manager 3.0 Lite".)



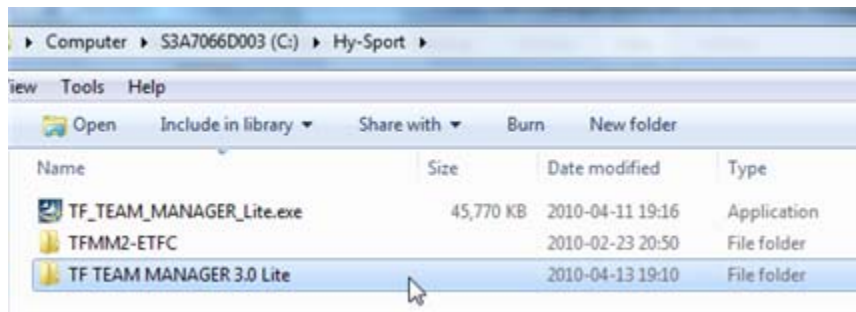
- Wait for the setup, which will decompress and register the files.
- When the setup is complete, remove the check mark beside "Launch the program", then click <Finish>.



- Minimize all your windows ("Show the desktop"). Your desktop should now have a "TFTM Lite" shortcut.



- Switch back to Windows Explorer. The folder "C:\Hy-Sport" should contain the folder "TF TEAM MANAGER 3.0 Lite".



If you want to snoop, you will notice that the folder contains 22 objects.

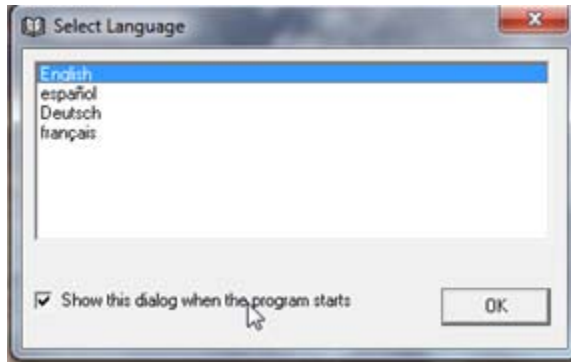
Run Team Manager Lite for the First Time

Follow these steps to run Team Manager Lite for the first time. The steps include creating an empty team database for your school/club/team.

- Minimize all windows.
- On your desktop, double-click the "TM Lite" shortcut.



- If you will not need to select the language each time, remove the check mark beside "Show this dialog when the program starts", then click <OK>.

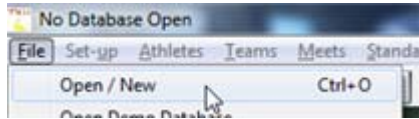


- After reviewing the introduction message (and/or looking for typographical errors), click <OK>.

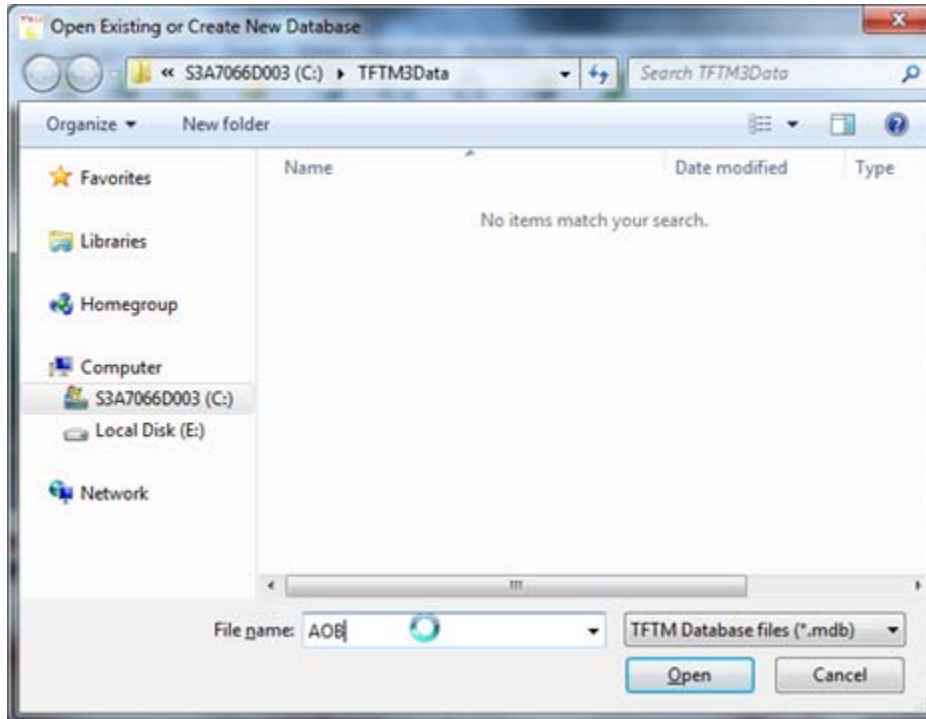


- At this point, a new folder on the root of drive C: -- "C:\TFTM3Data" -- will have been created. If your computer is shared with others, ensure they are informed of the new folder (otherwise someone (e.g.: the computer/network guru) might delete the folder because of where it is located or because of its strange name). The folder is required for Team Manager purposes.

- Select pulldown menu File, "Open/New".

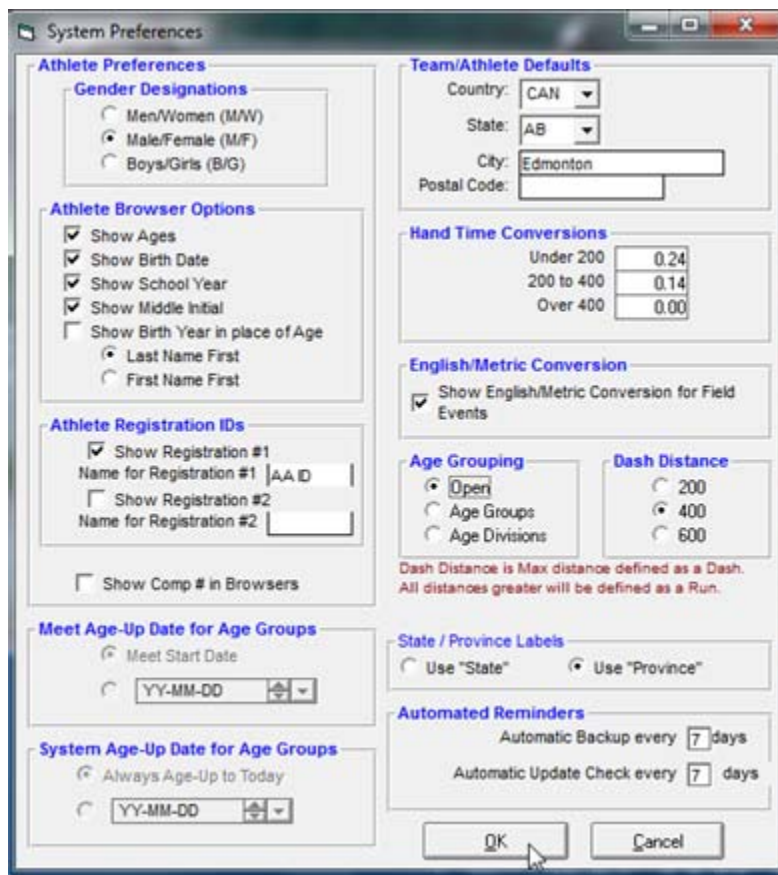


- Change the file name to your school/club/team name. Click <Open>.



The System Preferences window will be opened.

- 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".



Click <OK>.

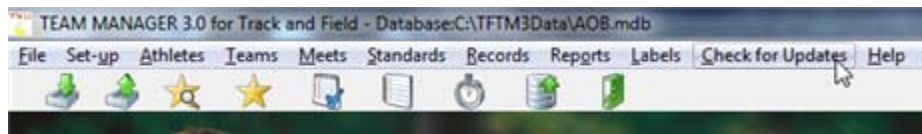
Ensure the Team Manager Version is Current

Follow these steps to ensure the version of Team Manager Lite you are using is current. Following these steps requires you to have an Internet connection.

- Open (or switch to) Team Manager Lite.

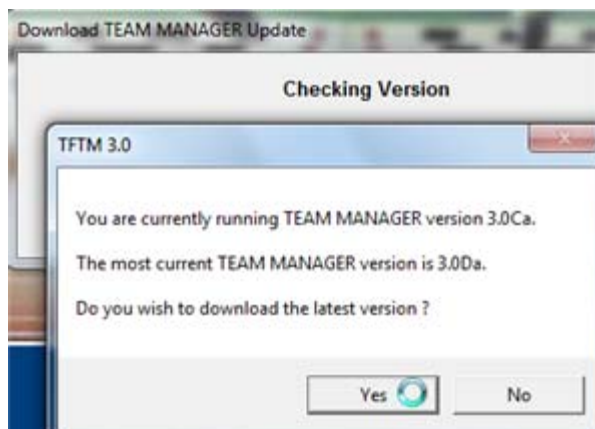


- Select pulldown menu "Check for Updates".

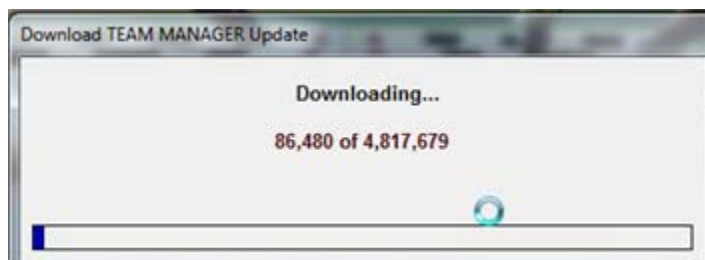


The "Download Team Manager Update" window should open.

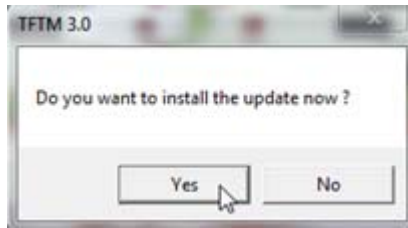
- If a discrepancy is encountered, information will be displayed regarding your current version and the latest version that is available. Click <Yes>.



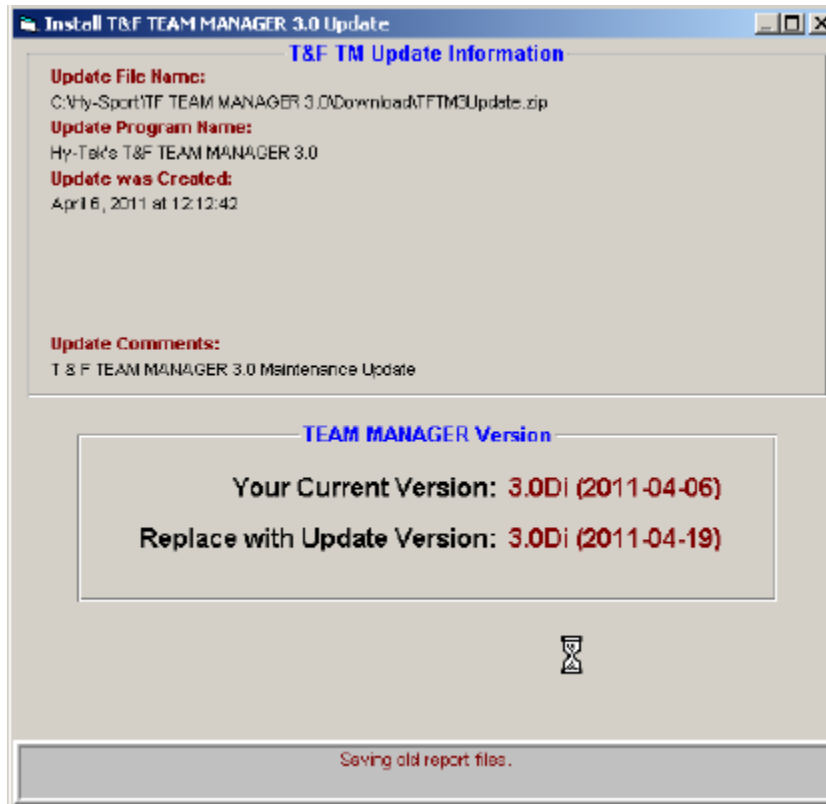
- The download will proceed.



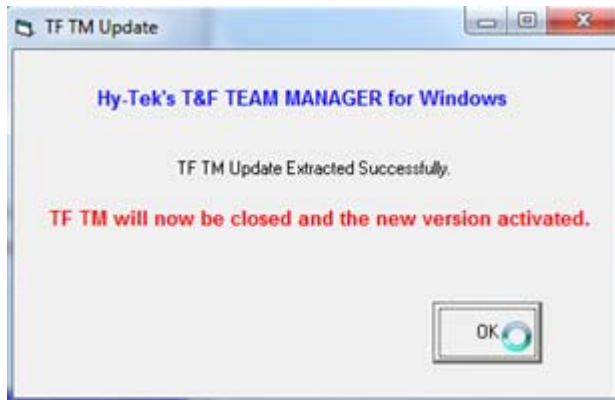
- You will be asked if you want to install the update. Click <Yes>.



- The update will proceed. The progress of the update will be shown on the bottom of the window, although it might fly by too quickly for you to see even the window.

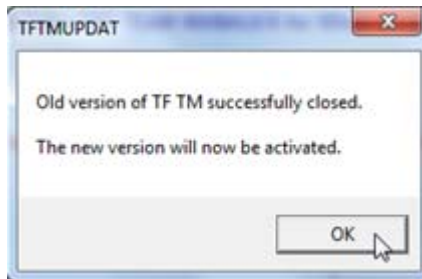


- Wait until the "Update Extracted Successfully" message is displayed. Wait a couple of seconds, then click <OK>.



The reason for waiting a couple of seconds is to allow the update and Team Manager Lite to finish closing the files they had open.

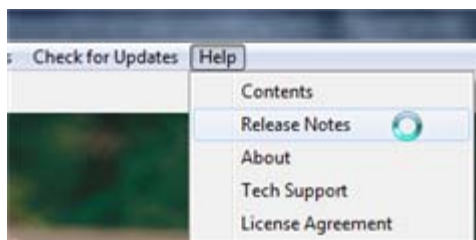
- Wait until the "TF TM successfully closed" message is displayed. Wait a couple of seconds, then click <OK>.



- Wait for the introduction message. Click <OK>.

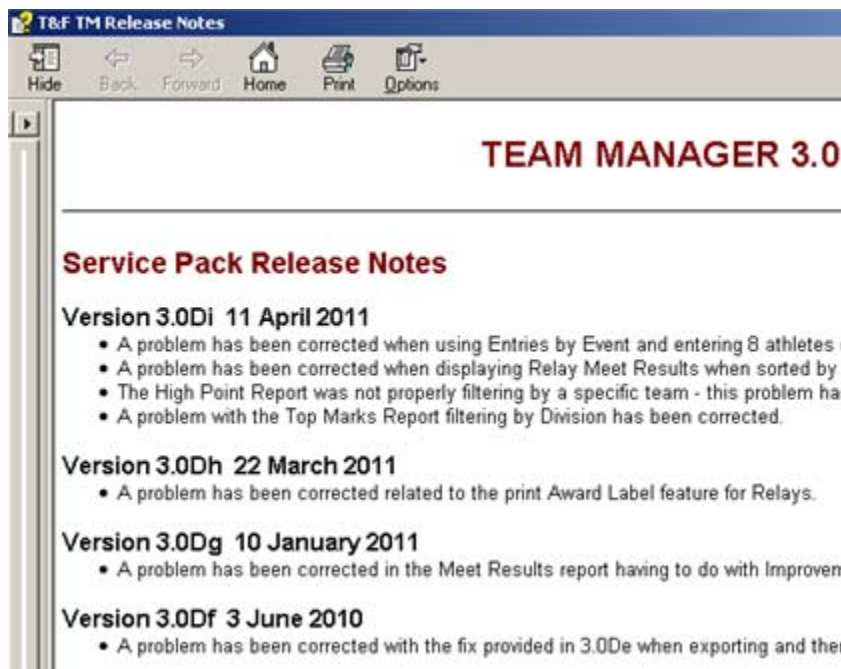


- Select pulldown menu Help, Release Notes.

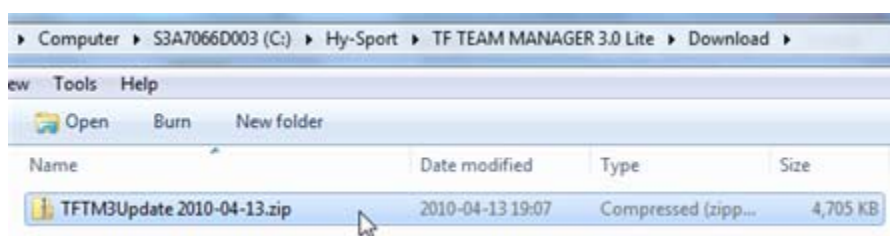
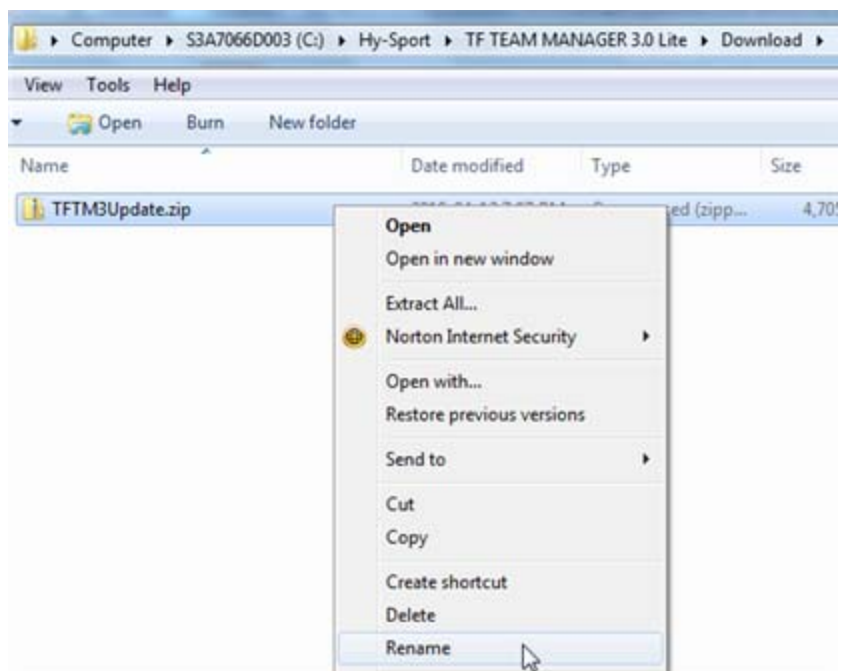


The "T&F TM Release Notes" window will be opened.

- Ensure the version number and date indicated at the top of the window are consistent with what you expect.



- After reviewing the release notes as desired, close the "T&F TM Release Notes" window.
- Use Windows Explorer to navigate to the "download" folder of Team Manager, then rename "TFWinTM-Update.zip" so that the file name includes today's date. Hint: Right-click on the icon.



The reason for renaming the file is to ensure it does not exist the next time you need to download the update file, and to ensure you have a copy of the update file you last used in case you need it again (e.g.: you encounter problems with a new version and want to go back to an older version). (By ensuring the update file does not exist with the name specifically used by Team Manager, you prevent the operating system's download from getting so confused it only appends to the file (thus corrupting it) instead of replaces it.)

This will also allow you to provide a copy of the update file to someone who might not have Internet access.

If the above steps do NOT work to update the Team Manager version (e.g.: firewall rules might prevent Team Manager from being able to download the update file), an alternative is to use Internet Explorer to download the update file from <http://www.hy-tekltd.com/downloads.html>, then use pulldown menu File, Install Update and click <No> to indicate you do not want to run "Check for Updates". (Note that some network environments (e.g.: a school or business) might have anti-virus blocks set up to prevent downloading ZIP files -- for such environments, contact your computer support personnel for assistance.)

Import Events Into Team Manager

Follow the steps in this section to import the events for a meet into Team Manager.

Background: To ensure you do not enter your athletes into events that are not being offered by the meet, you must import the event list file. The event list file will be provided to you by the meet's Meet Director (or the meet's Entries/Registration person -- they create the file using Meet Manager). You must save the event list file (for which the file name includes "tfmm", "MeetEvents", and the file name extension ".zip") as explained below. Note:

- Do NOT open the file from your electronic mail nor by clicking on it once it is saved.
- Do NOT decompress/extract the ZIP files using Windows Explorer nor WinZip nor any other tool.
- You must IMPORT the event list file into Team Manager by following the instructions below. Team Manager will extract the information needed.

Note that some network environments (e.g.: a school or business) might have anti-virus or mail server blocks set up to prevent ZIP files from being received (e.g.: as an attachment to an electronic mail message). For such environments, contact your computer support personnel for assistance, or you can try one of the following:

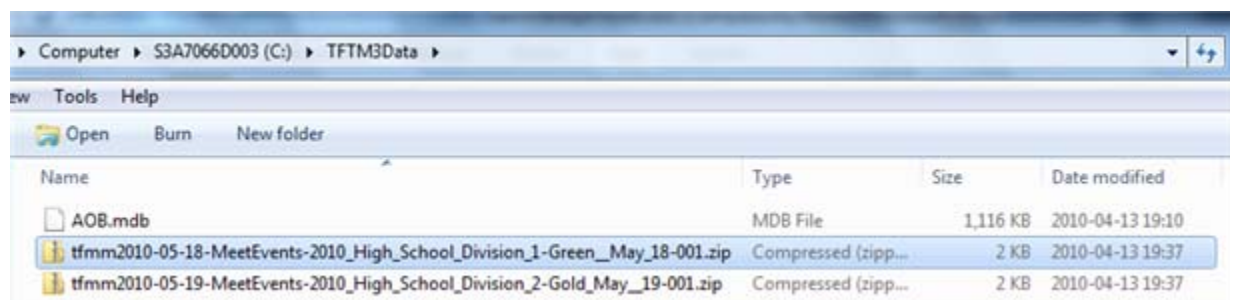
- Ask for the ZIP file to be renamed (before being sent to you) to have the file name extension TXT. (This will sometimes be enough to prevent the compressed file from being blocked.) You will need to rename the received file back to having file name extension ZIP.
- Ask for the EV1 file to be sent to you instead of the ZIP file. (The EV1 file is the uncompressed event list file that is contained in the ZIP (compressed) file, and is only a text file -- it should not encounter any problems with anti-virus nor mail server blocks.)

After you load the event list for the meet, you might need to alter some information about the meet (e.g.: the "age-up date").

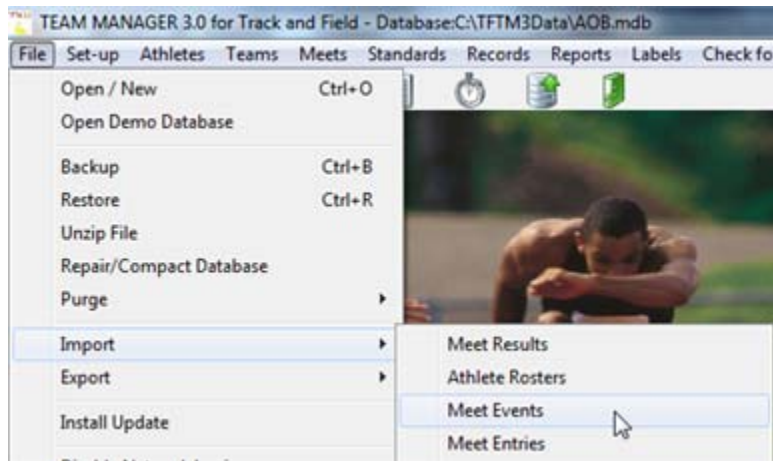
- Contact the meet's Meet Director (or the meet's Entries/Registration person). Ask them to provide you a copy of the "Meet Events for Team Manager" file.
- If you receive the file via [flash drive](#) or CD, use Windows Explorer to copy the file to the folder "C:\TFTM3Data".

If you receive the file via electronic mail, save the attachment to folder "C:\TFTM3Data".

- In Windows Explorer, navigate to folder "C:\TFTM3Data". Ensure the folder contains the "MeetEvents" file.

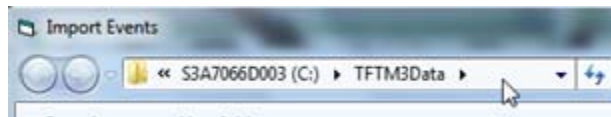


- Switch to Team Manager's [main menu](#).
- Select pulldown menu File, Import, Meet Events.

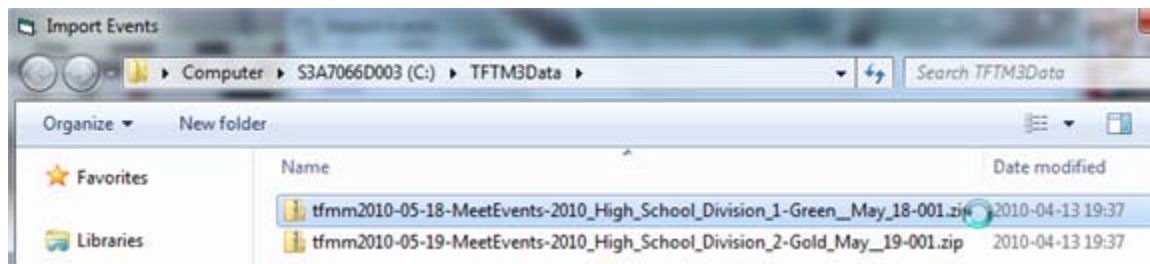


The Import Events window will be opened.

- Ensure the "Look in:" is pointing to folder "C:\TFTM3Data".



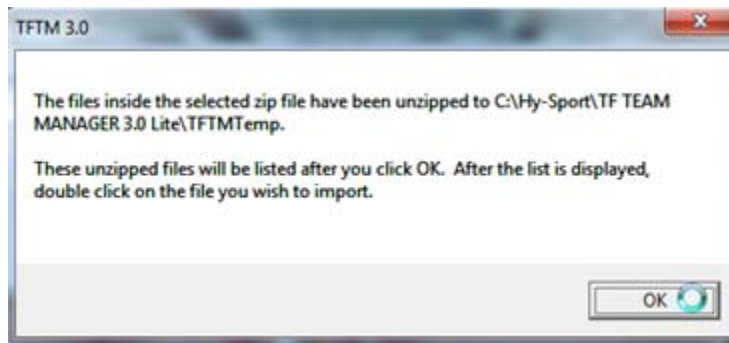
- Highlight the desired "MeetEvents" file. Note the date of the meet (which is part of the file name) and the "date modified" (which should reflect the date and time the file was saved).



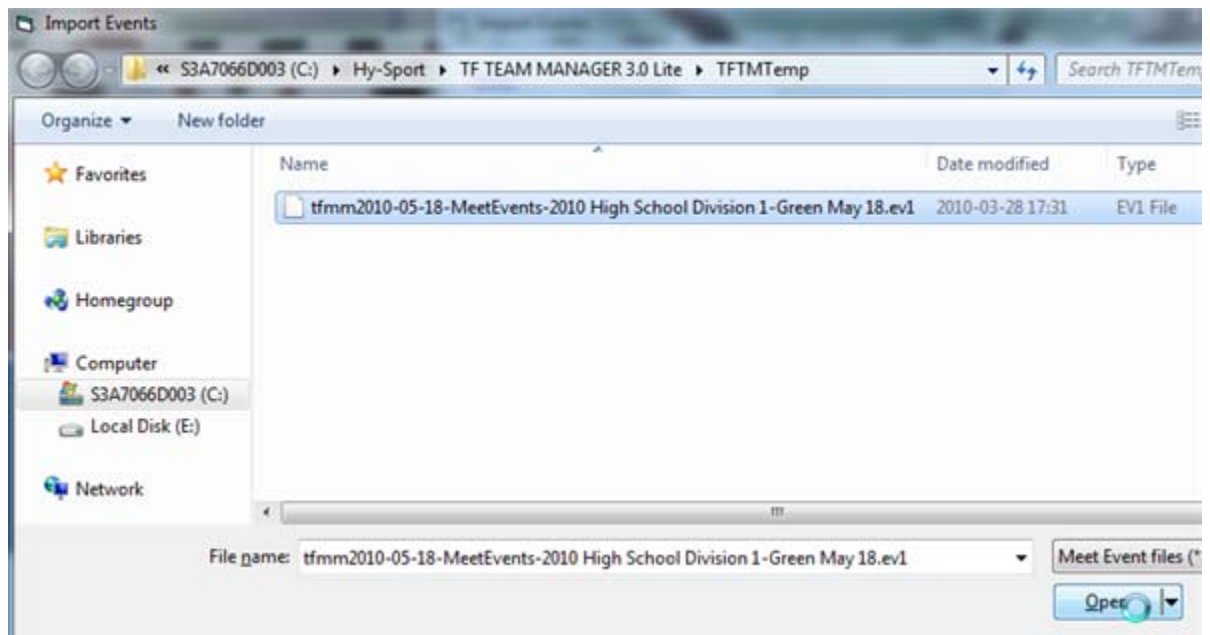
- The "File name:" should reflect the file name of the desired "MeetEvents" file. Click <Open>.



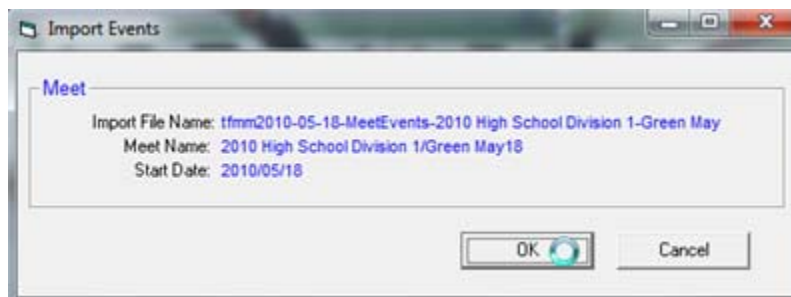
- An information message will be displayed. Click <OK>.



- 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>.



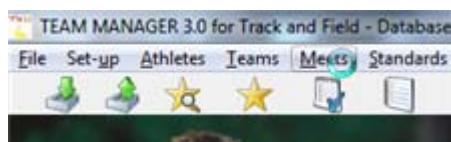
- A warning message will be displayed. Assuming the information is consistent with what you expect, click <OK>.



- An information message will be displayed, indicating the number of events imported. Click <OK>.

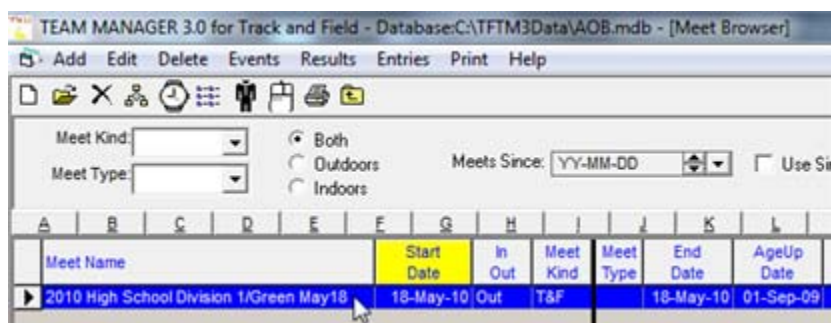


- Select pulldown menu Meets to display the Meet Browser window.



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

- Double-click the meet name.



The Meet Maintenance window will be displayed.

- 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. (Although such restrictions are part of the meet's definition in Meet Manager, the restrictions are not included in the event list file provided to Team Manager.)

When the meet information is correct, click <OK>.

Meet Maintenance

Meet Information

Meet Name: 2010 High School Division 1/Green May18
 Location: Edmonton, Alberta
 Remarks:

Meet Kind: T&F
 Meet Type:
 Event Age Grouping: Age Division

Outdoors
 Indoors
 Enforce Qualifying Marks

Dates

Start Date: May 18, 2010
 End Date: May 18, 2010
 Age-up Date: Sep 01, 2009
 Use Marks Since: YY-MM-DD
 Use Since Date

Entry Fees

Individual Events: \$0.00
 Relay Events: \$0.00
 Athlete Surcharge: \$0.00
 Team Surcharge: \$0.00

Update Ind Fees
 Update Rel Fees

Maximum Entries

Maximum Running Events per Athlete: 0
 Maximum Field Events per Athlete: 0
 Maximum Relay Entries per Athlete: 0
 or
 Max Combined Entries per Athlete: 0

Meet Performance

Team Finish (Place): 0
 Men Finish: 0
 Women Finish: 0
 Number of Teams: 0

OK Cancel

- Close the Meet Browser window.

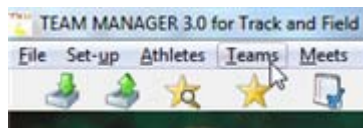


Set Up Team in Team Manager

Follow the steps in this section to set up the team in Team Manager.

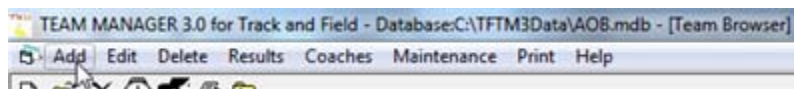
Background: To ensure there is consistency between Meet Manager and Team Manager, **you must** use the same team code as what the Meet Director (or the meet's Entries/Registration person) will be using. (For senior high school meets, this is important because the team codes are defined by ASAA to ensure the information flows smoothly all the way through to the Provincials meet. Similar considerations are applicable for Athletics Alberta meets.)

- Contact the meet's Meet Director (or the meet's Entries/Registration person). Ask them to provide you the team code that you should use, or to provide you a copy of the "School/Team List". (The "School/Team List" is available from Meet Manager using pulldown menu Reports, Schools/Teams. Note that the team code used will depend on which group organized the meet and what they used as the model. For example, the outdoor high school meets use different team codes than the ones used for Edmonton Journal Indoor Games, which are different from the team codes used in meets organized by/for Athletics Alberta.)
- Switch to Team Manager's [main menu](#).
- Select pulldown menu Teams.



The Team Browser window will be opened.

- Select pulldown menu Add.



The "Team Maintenance" window will be opened.

- 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).

The screenshot shows the 'Team Maintenance' window with the following data:

- Team Information:** Team Code: AUOB, Team Name: Austin O'Brien High School, "Short" Name: Austin O'Brien, Alt Abbr: (empty), Contact Name: Josephine Q. Public, Team Type: School, Mailing Type: (unchecked), Region: (empty).
- Mailing Information:** Address: 123 Main Street, City: Edmonton, Postal Code: T5T 1A1, E-Mail Address: ESQ@telus.net, Province: AB, Country: CAN.
- Telephone Information:** Day Phone: 780-555-5555, Evening Phone: 780-555-5556, FAX: 780-555-5557.
- Other:** Team Registration Type: (empty), OK and Cancel buttons.

If the information is correct, click <OK>.

- The "Team Maintenance" window will be emptied (except for the contact name). Click <Cancel>.

The screenshot shows the 'Team Maintenance' window with the following data:

- Team Information:** Team Code: (empty), Team Name: (empty), "Short" Name: (empty), Alt Abbr: (empty), Contact Name: Josephine Q. Public, Team Type: School, Mailing Type: (unchecked), Region: (empty).
- Mailing Information:** Address: (empty), City: (empty), Postal Code: (empty), E-Mail Address: (empty), Province: AB, Country: CAN.
- Telephone Information:** Day Phone: (empty), Evening Phone: (empty), FAX: (empty).
- Other:** Team Registration Type: (empty), OK and Cancel buttons.

You will be returned to the Team Browser window, which should now include a line for your team.

- Close the Team Browser window.



Set Up Athletes in Team Manager

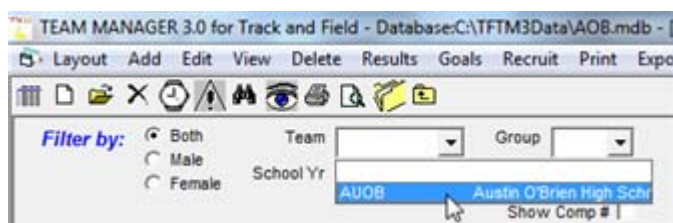
Follow the steps in this section to set up the athletes in Team Manager.

- Switch to Team Manager's [main menu](#).
- Select pulldown menu Athletes.

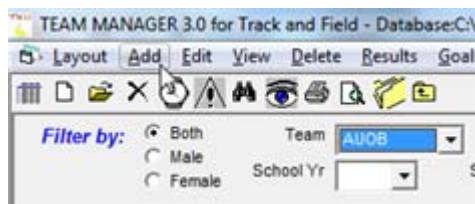


The Athletes window will be opened.

- Click the Team dropdown list, then choose your team.



- Select pulldown menu Add.



The "Athlete Information" window will be opened.

- 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>.

- When you return to the Athletes window, you will see a list of the athletes you have added.

Last Name	First Name	Mid	Gnn	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	AA ID
Junior	Josie		F	01-Jan-95	15					AUOB	
Middle	Jaqueline		F	01-Jan-93	17					AUOB	
Senior	Joanne		F	01-Jan-92	18					AUOB	

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.

You might need to click "Include Inactive" to show all athletes, especially if your Team Manager database has evolved over time (e.g.: an athlete added two years ago when they were in Grade Ten, but was marked "inactive" when an injury occurred in Grade Eleven).

- Close the Athletes window.

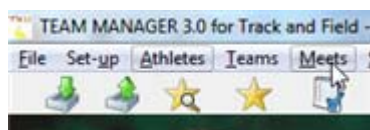


Set Up Entries by Event in Team Manager

Follow the steps in this section to set up entries by event in Team Manager.

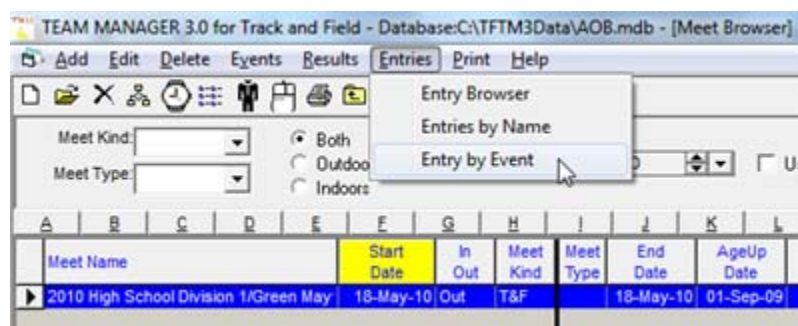
Note: Using "Entries by Event" is sometimes more reliable than "Entries by Name". This will especially be the case when an athlete's age is covered by more than one division or age group (e.g.: in a high school meet, for which a Grade Ten athlete is covered by "Junior" (16 and under) and "Senior" (19 and under); in an Athletics Alberta meet, for which there may be some Junior events but all other events have "Open" defined as including Junior athletes).

- Switch to Team Manager's main menu.
- Select pulldown menu Meets.



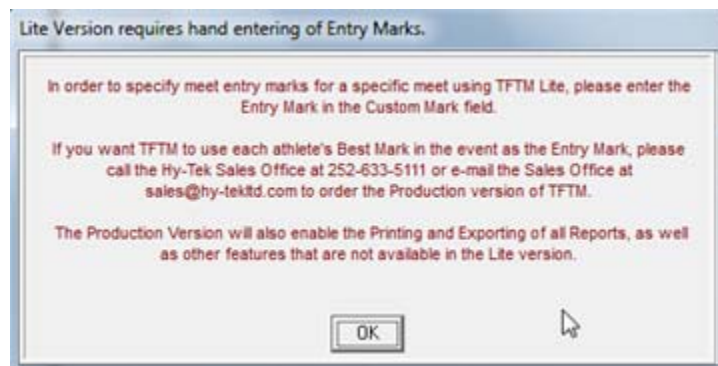
The Meet Browser window will be opened.

- Ensure the meet of interest is highlighted. Select pulldown menu Entries, Entries by Event.



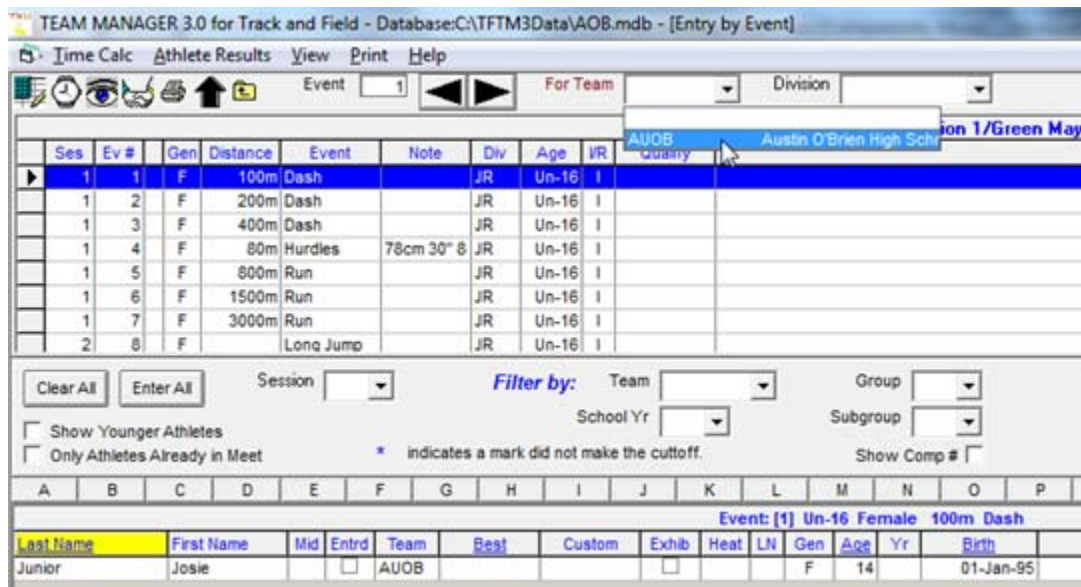
A warning message may be displayed.

- Review the warning, then click <OK>.



The "Entry by Event" window will be opened.

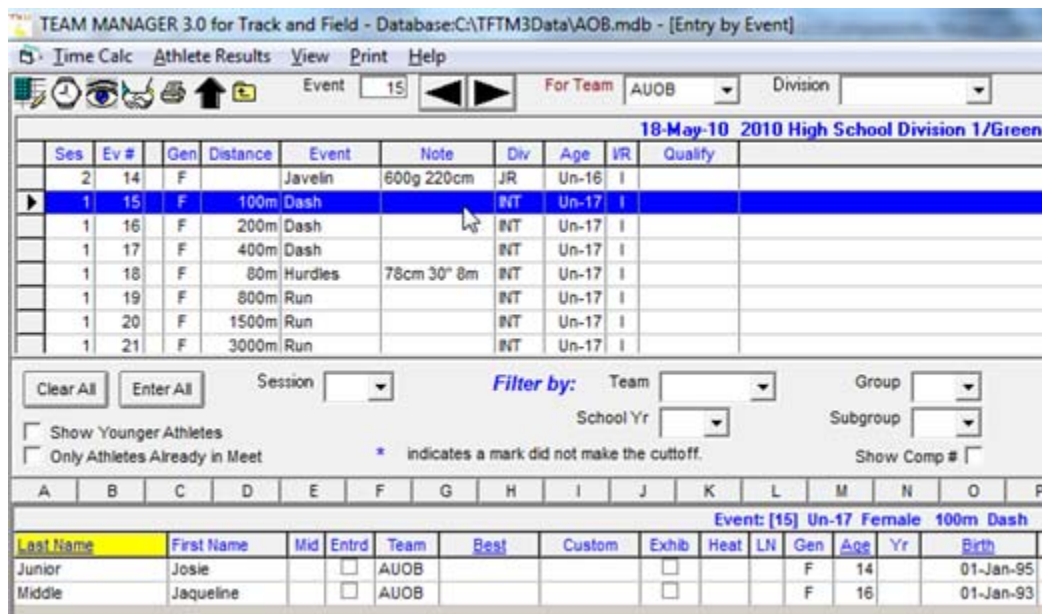
- Alter the filter information as desired, particularly the "For Team".



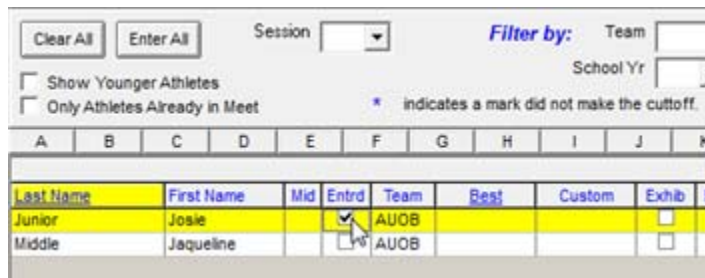
- Widen columns as needed to view all information. For example, the "Note" column needs to be expanded.

Ses	Ev #	Gen	Distance	Event	Note	Div	Age	VR	Quality
1	1	F	100m	Dash		JR	Un-16	I	
1	2	F	200m	Dash		JR	Un-16	I	
1	3	F	400m	Dash		JR	Un-16	I	
1	4	F	80m	Hurdles	78cm 30" 8m	JR	Un-16	I	
1	5	F	800m	Run		JR	Un-16	I	
1	6	F	1500m	Run		JR	Un-16	I	
1	7	F	3000m	Run		JR	Un-16	I	
2	8	F		Long Jump		JR	Un-16	I	

- 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).



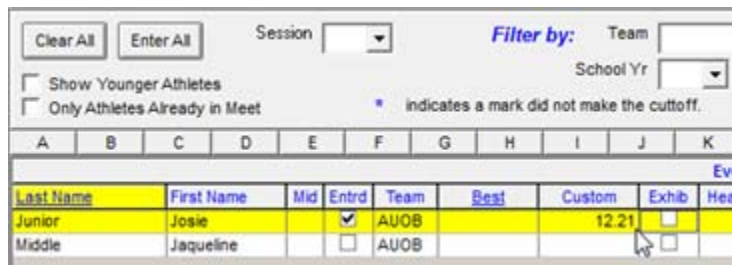
- In the "Entrd" column, click for each athlete you want entered in the event.



- 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 (so that the cursor is flashing in the Custom column for that athlete).



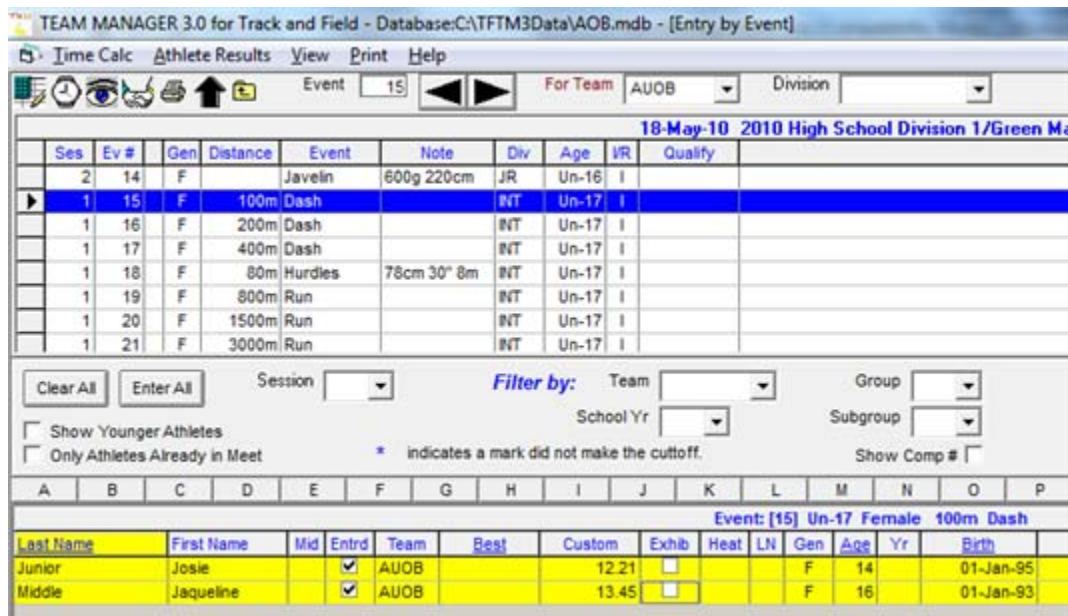
- Type the entry mark, then press <Enter>. If the mark is a time value, you do not need to type the colon (":"), but you should type the period before the tenths. (You do not need to type in the period if you type in the tenths and hundredths.)



Here is an example of typing in a time without the period between the seconds and tenths.

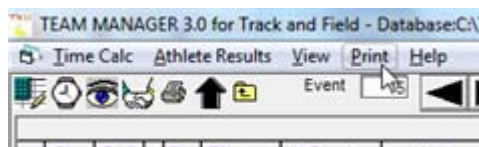


- Review the entries you recorded for the event. Ensure you scroll the athlete list.



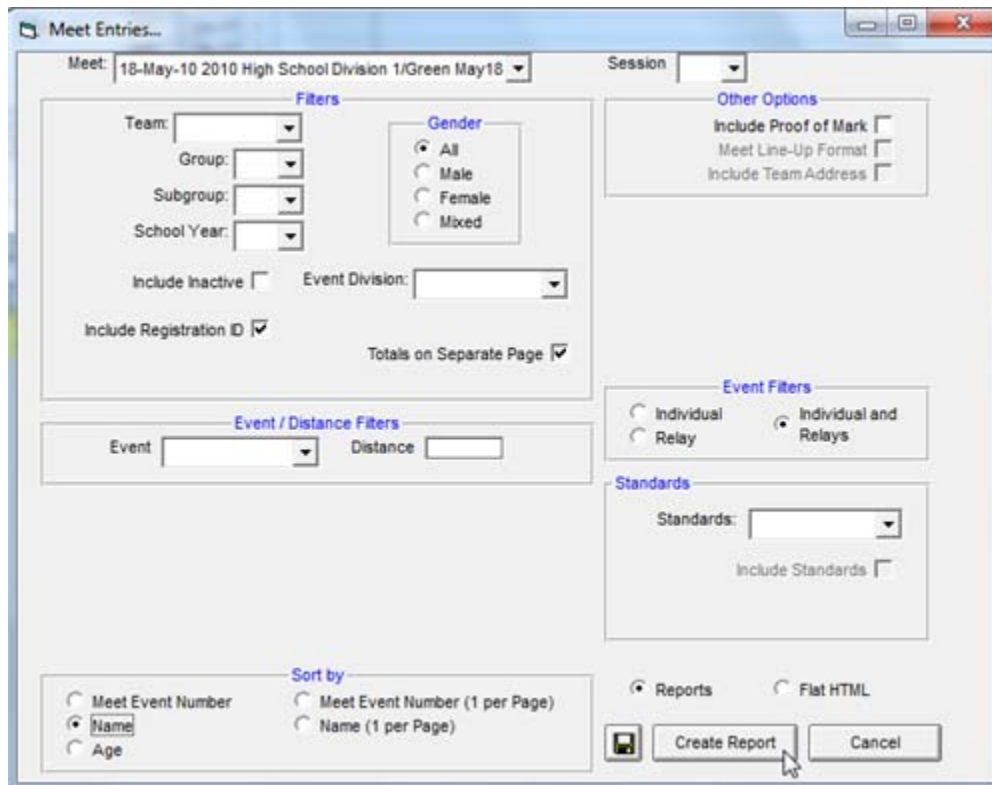
Considerations:

- 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.

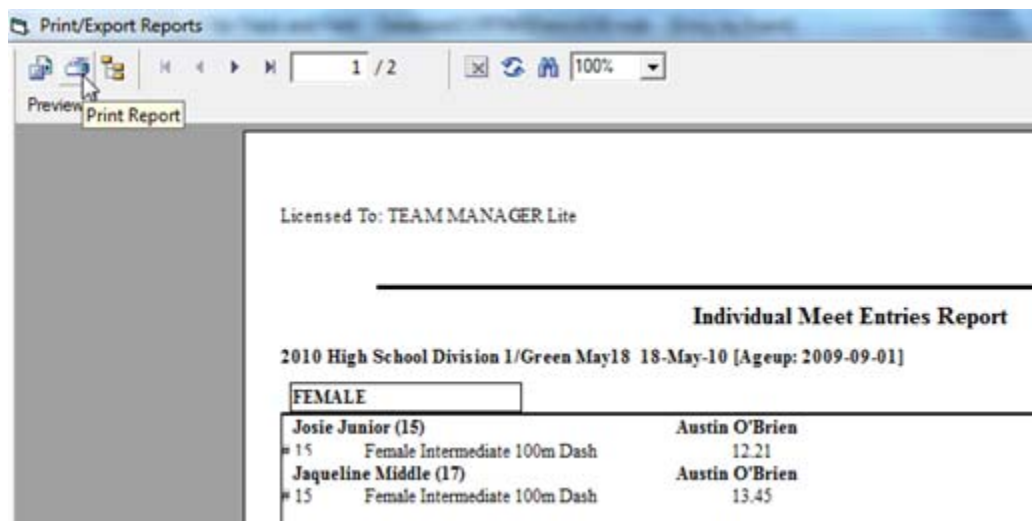


The "Meet Entries..." window will be opened.

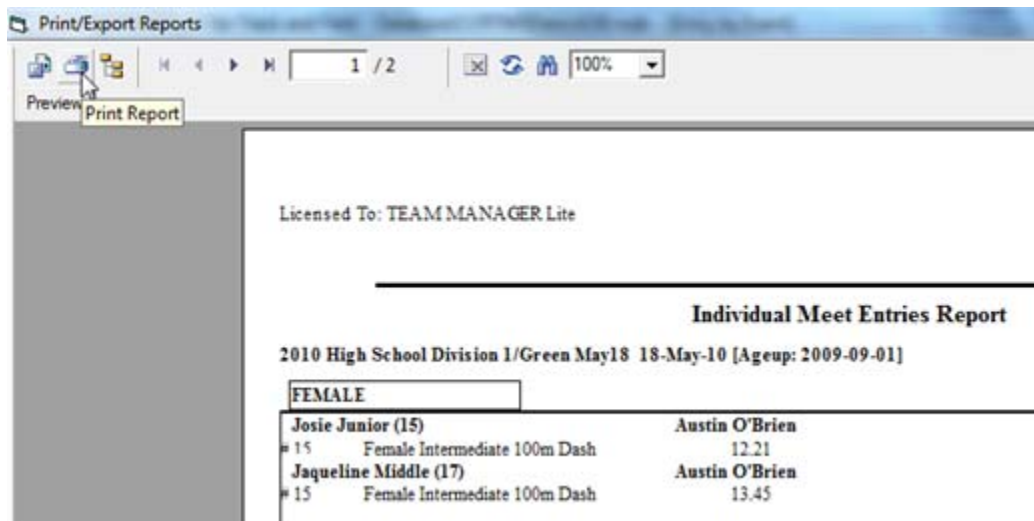
- Tweak the report settings as desired. In particular, you should select "Individuals and Relays" for the event filters, and "Sort by Name". Click <Create Report>.



The report will be displayed in the "Print/Export Reports" window.



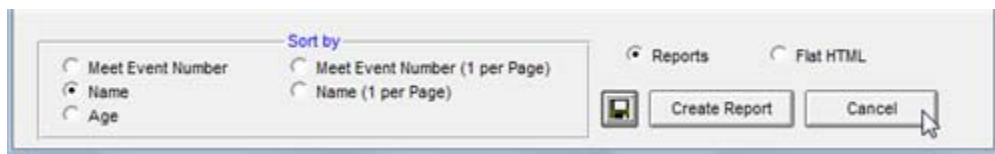
- If you need to print the report, click the printer icon.



- Close the "Print/Export Reports" window.



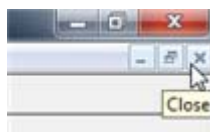
- In the "Meet Entries..." window, click <Cancel>.



- Close the "Entry by Event" window.



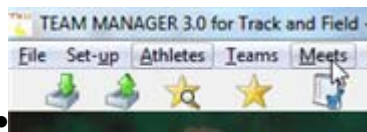
- Close the Meet Browser window.



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. This suggestion will especially be important when an athlete's age is covered by more than one division or age group (e.g.: in a high school meet, for which a Grade Ten athlete is covered by "Junior" (16 and under) and "Senior" (19 and under); in an Athletics Alberta meet, for which there may be some Junior events but all other events have "Open" defined as including Junior athletes).

- Switch to Team Manager's [main menu](#).
- Select pulldown menu Meets.



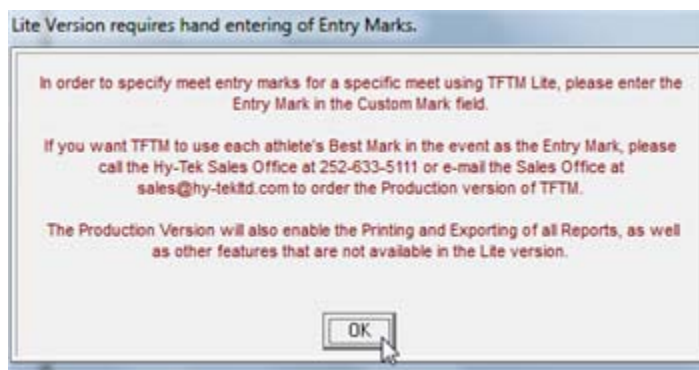
- The Meet Browser window will be opened.

- Ensure the meet of interest is highlighted. Select pulldown menu Entries, Entries by Name.



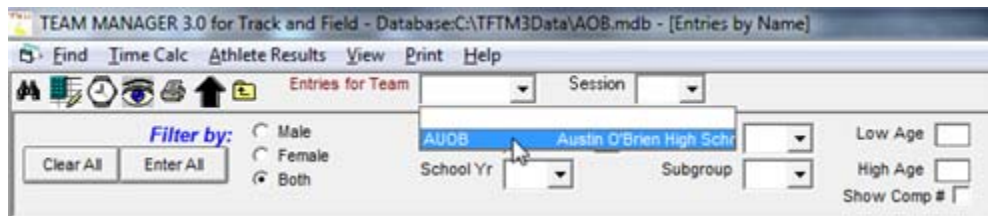
A warning message may be displayed.

- Review the warning, then click <OK>.



The "Entries by Name" window will be opened.

- 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.

18-May-10 2010										
Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Cu
1	29	F	SR	Un-19	100m	Dash		<input type="checkbox"/>		
1	30	F	SR	Un-19	200m	Dash		<input type="checkbox"/>		
1	31	F	SR	Un-19	400m	Dash		<input type="checkbox"/>		
1	32	F	SR	Un-19	80m	Hurdles	84cm 33" 8m	<input type="checkbox"/>		
1	33	F	SR	Un-19	800m	Run		<input type="checkbox"/>		
1	34	F	SR	Un-19	1500m	Run		<input type="checkbox"/>		

- In the athlete list, highlight the athlete name of interest (i.e.: by clicking on the last name). Note that the age of the athlete reflects the meet's age-up date (not the age as of "today").

18-May-10 2010 High School Division											
Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib
1	29	F	SR	Un-19	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	30	F	SR	Un-19	200m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	31	F	SR	Un-19	400m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	32	F	SR	Un-19	80m	Hurdles	84cm 33" 8m	<input type="checkbox"/>			<input type="checkbox"/>
1	33	F	SR	Un-19	800m	Run		<input type="checkbox"/>			<input type="checkbox"/>
1	34	F	SR	Un-19	1500m	Run		<input type="checkbox"/>			<input type="checkbox"/>
1	35	F	SR	Un-19	3000m	Run		<input type="checkbox"/>			<input type="checkbox"/>
2	36	F	SR	Un-19		Long Jump		<input type="checkbox"/>			<input type="checkbox"/>
2	37	F	SR	Un-19		Triple Jump		<input type="checkbox"/>			<input type="checkbox"/>
2	38	F	SR	Un-19		High Jump		<input type="checkbox"/>			<input type="checkbox"/>
2	39	F	SR	Un-19		Pole Vault		<input type="checkbox"/>			<input type="checkbox"/>
2	40	F	SR	Un-19		Shot Put	4 kg	<input type="checkbox"/>			<input type="checkbox"/>
2	41	F	SR	Un-19		Discus	1kg	<input type="checkbox"/>			<input type="checkbox"/>
2	42	F	SR	Un-19		Javelin	600g 220cm	<input type="checkbox"/>			<input type="checkbox"/>

The list of events will be refreshed to reflect what the athlete would be allowed to enter in, based on the settings in Team Manager and in the event file provided from Meet Manager. Considerations:

- In the above example, there is a slight problem: only the senior events are being shown for an athlete that qualifies for the intermediate events.
- The above is an example of why using "Entries by Event" will lead to fewer accidental entries in events meant for older athletes.
- If you want to experiment (to have the "Entries by Name" show only/all the events the athlete is allowed to compete in), you can *try* (carefully) altering the meet's "Event Age Grouping" (e.g.: change from "Age Division" to "Age Group"). Here is an example of the result of such a tweak:

The screenshot shows the TEAM MANAGER 3.0 interface. At the top, there are menu options: Find, Time Calc, Athlete Results, View, Print, Help. Below that, there are filters for "Filter by:" with radio buttons for Male, Female, and Both. There are also dropdown menus for Team, School Yr, Group, and Subgroup, and checkboxes for Low Age, High Age, and Show Comp #.

Last Name	First Name	Mid	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID
Junior	Josie		F	01-Jan-95	14					AUOB	
Middle	Jaqueline		F	01-Jan-93	16					AUOB	
Senior	Joanne		F	01-Jan-92	17					AUOB	

Below the table, there are statistics: Current Run Entries 0, Current Field Entries 0, Relay Entries 0. A note says "* = time did not make the cutoff."

The bottom section is titled "18-May-10 2010 High School Division 1/Green". It contains a table of events with checkboxes for entry:

Ses	Event	Gen	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib	Quality Mark
2	12	F	Un-16		Shot Put	4 kg	<input type="checkbox"/>			<input type="checkbox"/>	
2	13	F	Un-16		Discus	1 kg	<input type="checkbox"/>			<input type="checkbox"/>	
2	14	F	Un-16		Javelin	600g 220cm	<input type="checkbox"/>			<input type="checkbox"/>	
1	15	F	Un-17	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>	
1	16	F	Un-17	200m	Dash		<input type="checkbox"/>			<input type="checkbox"/>	
1	17	F	Un-17	400m	Dash		<input type="checkbox"/>			<input type="checkbox"/>	

The above example is showing "Under 16" and "Under 17" events for the highlighted athlete. (Even though the above appears to be correct and what you would want... Using "Entries by Event" is safer....)

- In the "Entered" column, click for each event you want the athlete entered in.

Last Name	First Name	Mid	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team
Junior	Josie		F	01-Jan-95	14					AUOB
Middle	Jaqueline		F	01-Jan-93	16					AUOB
Senior	Joanne		F	01-Jan-92	17					AUOB

Current Run Entries 2 Relay Entries 0
 Current Field Entries 0 * = time did not make th

Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib
1	29	F	SR	Un-19	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	30	F	SR	Un-19	200m	Dash		<input checked="" type="checkbox"/>			<input type="checkbox"/>
1	31	F	SR	Un-19	400m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	32	F	SR	Un-19	80m	Hurdles	84cm 33" 8m	<input checked="" type="checkbox"/>			<input type="checkbox"/>
1	33	F	SR	Un-19	800m	Run		<input type="checkbox"/>			<input type="checkbox"/>
1	34	F	SR	Un-19	1500m	Run		<input type="checkbox"/>			<input type="checkbox"/>
1	35	F	SR	Un-19	3000m	Run		<input type="checkbox"/>			<input type="checkbox"/>
2	36	F	SR	Un-19		Long Jump		<input type="checkbox"/>			<input type="checkbox"/>
2	37	F	SR	Un-19		Triple Jump		<input type="checkbox"/>			<input type="checkbox"/>
2	38	F	SR	Un-19		High Jump		<input type="checkbox"/>			<input type="checkbox"/>
2	39	F	SR	Un-19		Pole Vault		<input type="checkbox"/>			<input type="checkbox"/>
2	40	F	SR	Un-19		Shot Put	4 kg	<input type="checkbox"/>			<input type="checkbox"/>
2	41	F	SR	Un-19		Discus	1kg	<input type="checkbox"/>			<input type="checkbox"/>
2	42	F	SR	Un-19		Javelin	600g 220cm	<input type="checkbox"/>			<input type="checkbox"/>

- 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 (so that the cursor is flashing in the Custom column for that event for that athlete).

Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib
1	29	F	SR	Un-19	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	30	F	SR	Un-19	200m	Dash		<input checked="" type="checkbox"/>			<input type="checkbox"/>
1	31	F	SR	Un-19	400m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	32	F	SR	Un-19	80m	Hurdles	84cm 33" 8m	<input checked="" type="checkbox"/>			<input type="checkbox"/>
1	33	F	SR	Un-19	800m	Run		<input type="checkbox"/>			<input type="checkbox"/>

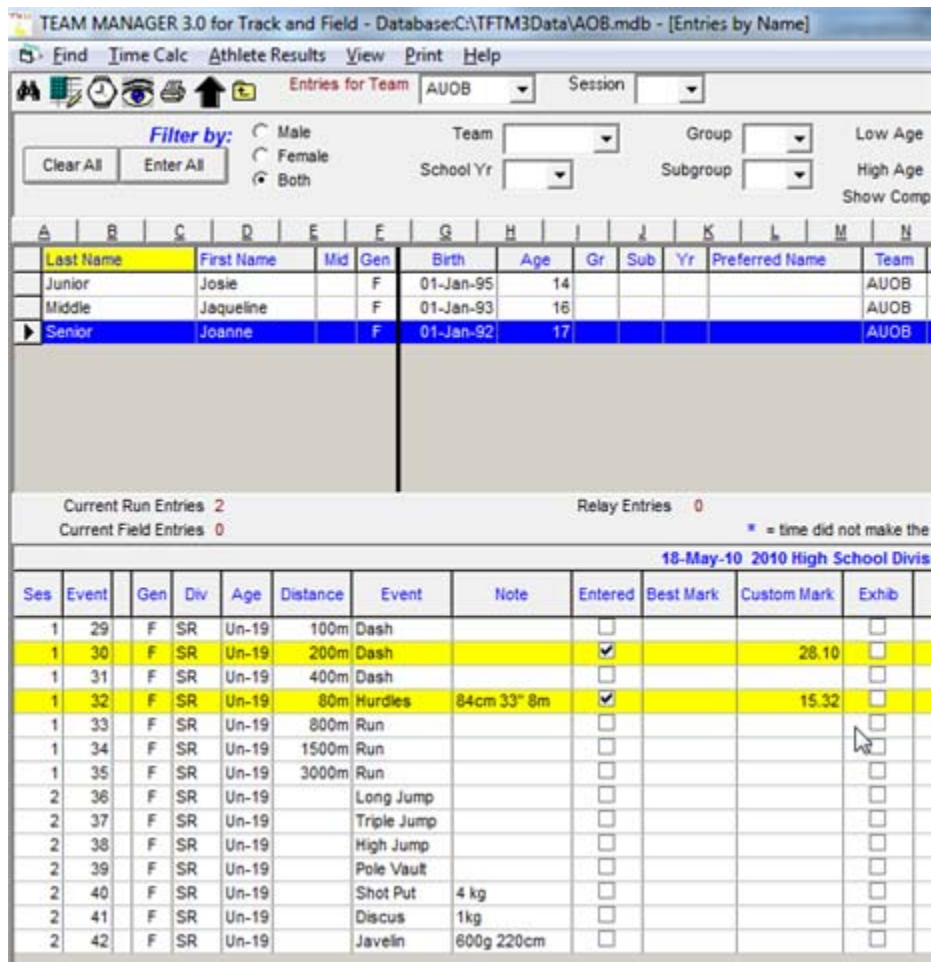
- Type the entry mark, then press <Enter>. If the mark is a time value, you do not need to type the colon (":"), but you should type the period before the tenths. (You do not need to type in the period if you type in the tenths and hundredths.)

Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib
1	29	F	SR	Un-19	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	30	F	SR	Un-19	200m	Dash		<input checked="" type="checkbox"/>		28.10	<input type="checkbox"/>
1	31	F	SR	Un-19	400m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	32	F	SR	Un-19	80m	Hurdles	84cm 33" 8m	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Here is an example of typing in a time without the period between the seconds and tenths.

Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib
1	29	F	SR	Un-19	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	30	F	SR	Un-19	200m	Dash		<input checked="" type="checkbox"/>		28.10	<input type="checkbox"/>
1	31	F	SR	Un-19	400m	Dash		<input type="checkbox"/>			<input type="checkbox"/>
1	32	F	SR	Un-19	80m	Hurdles	84cm 33" 8m	<input checked="" type="checkbox"/>		1532	<input type="checkbox"/>
1	33	F	SR	Un-19	800m	Run		<input type="checkbox"/>			<input type="checkbox"/>
1	34	F	SR	Un-19	1500m	Run		<input type="checkbox"/>			<input type="checkbox"/>

- Review the entries you recorded for the athlete. Ensure you scroll the event list.

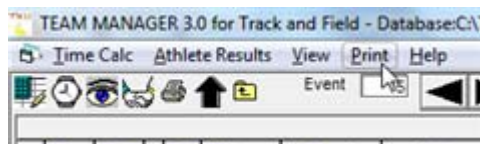


Considerations:

- 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.

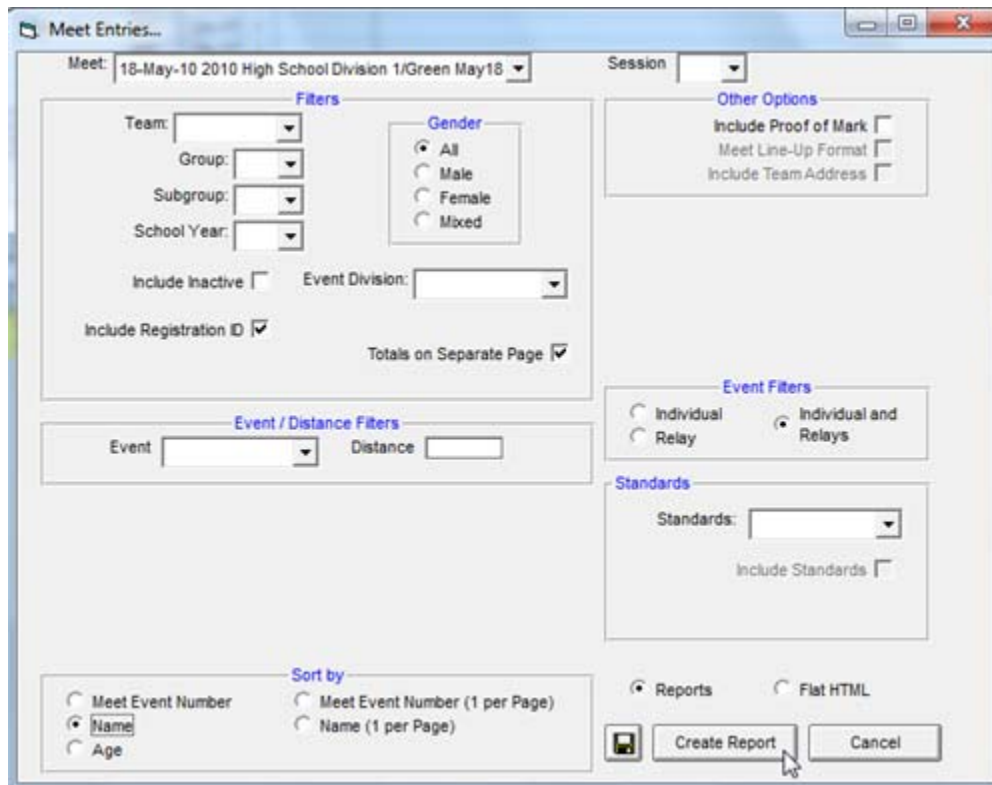
- If the entry information is correct, highlight the next athlete in the list, and repeat the appropriate steps above.

- To obtain a summary of the entries, select pulldown menu Print.



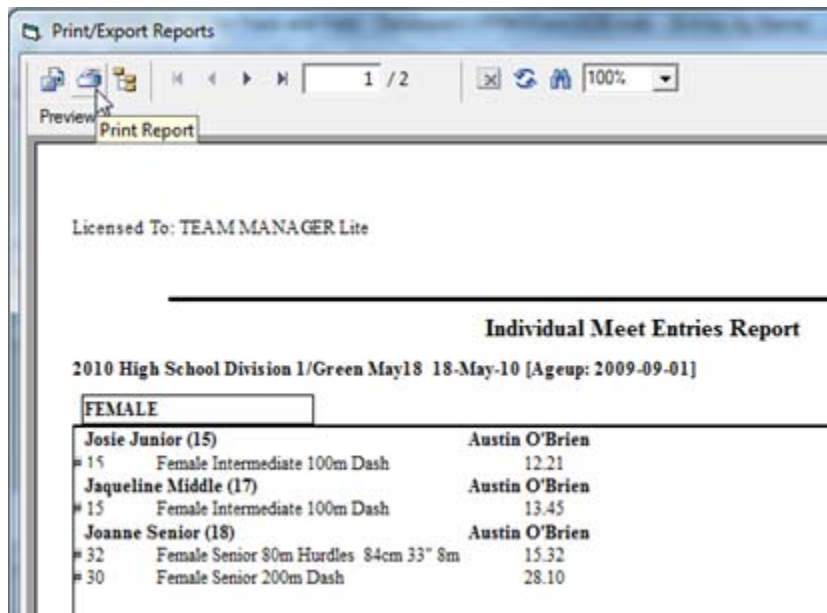
The "Meet Entries..." window will be opened.

- 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>.



The report will be displayed in the "Print/Export Reports" window.

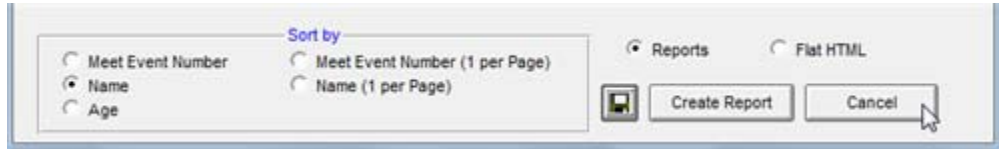
- If you need to print the report, click the printer icon.



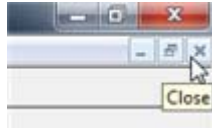
- Close the "Print/Export Reports" window.



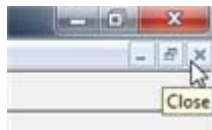
- In the "Meet Entries..." window, click <Cancel>.



- Close the "Entries by Name" window.



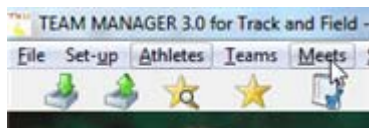
- Close the Meet Browser window.



Set Up Relay Entries in Team Manager

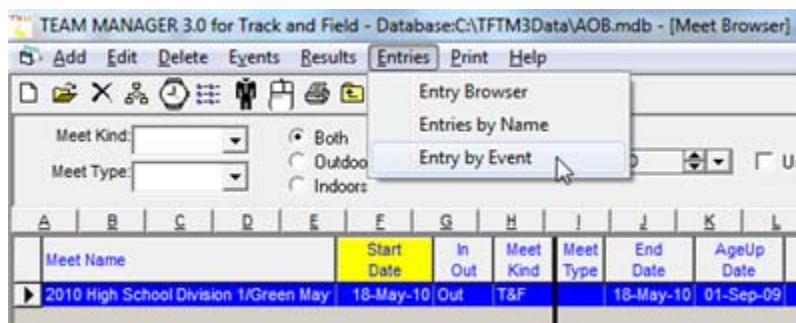
Follow the steps in this section to set up the relay entries in Team Manager.

- Switch to Team Manager's [main menu](#).
- Select pulldown menu Meets.



The Meet Browser window will be opened.

- Ensure the meet of interest is highlighted. Select pulldown menu Entries, Entries by Event.



A warning message may be displayed.

- Review the warning, then click <OK>.

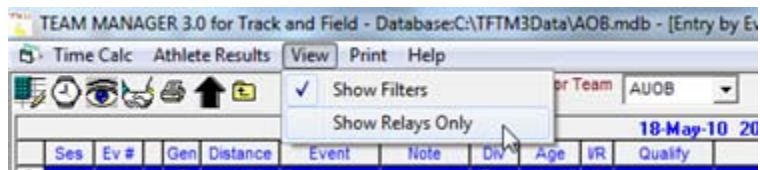


The "Entry by Event" window will be opened.

- Select the appropriate team from the "For Team" dropdown list.

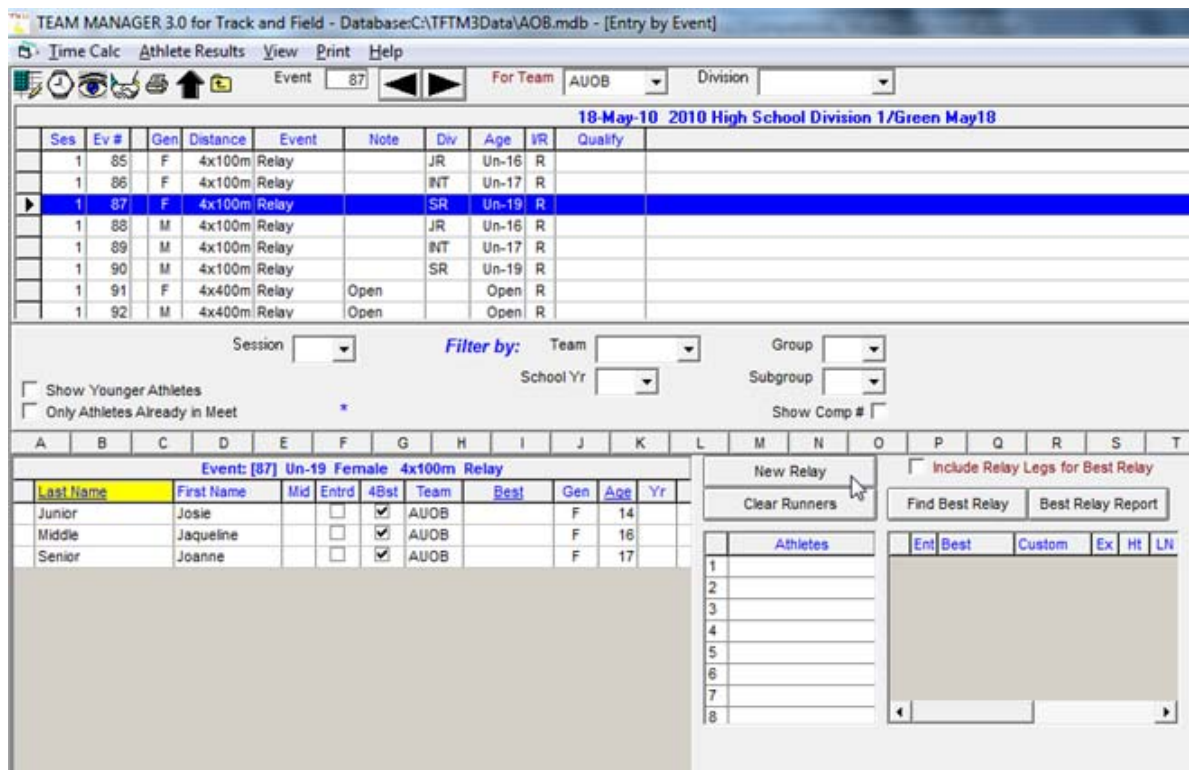


- Select pulldown menu View, Show Relays Only.

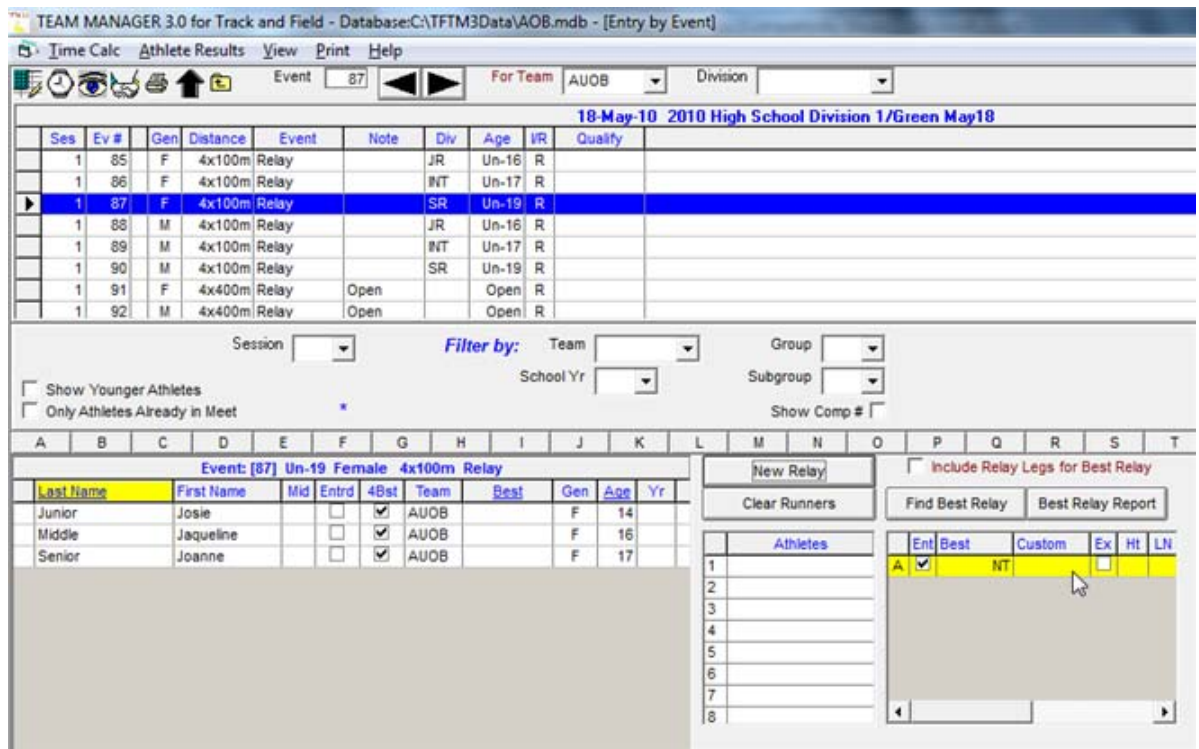


The event list in the top portion of the window will display only the relay events.

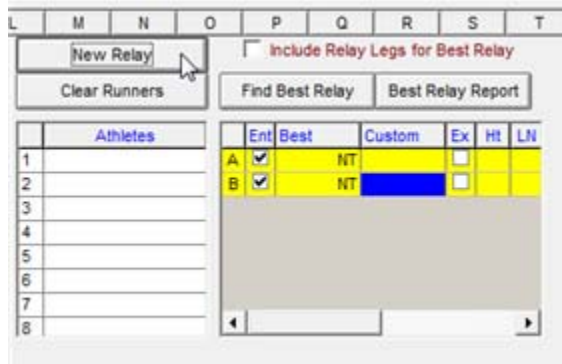
- Highlight the relay of interest. Click <New Relay>.



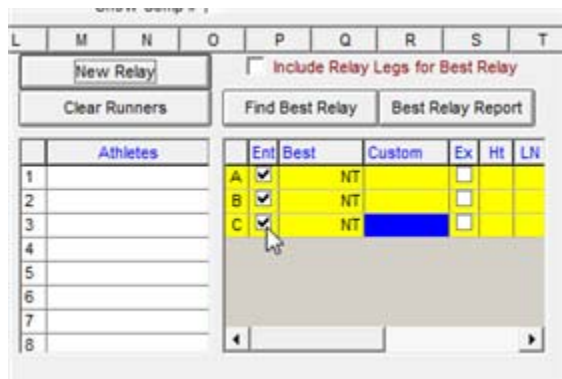
The relay added will be highlighted (centre-right of the window).



If you have more than one relay team to enter in the event, click <New Relay> as needed.

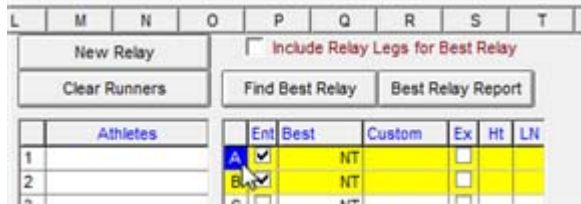


If you need to remove a relay team (e.g.: you clicked <New Relay> too many times), remove the check mark beside the relay team letter ("C" in the example below).

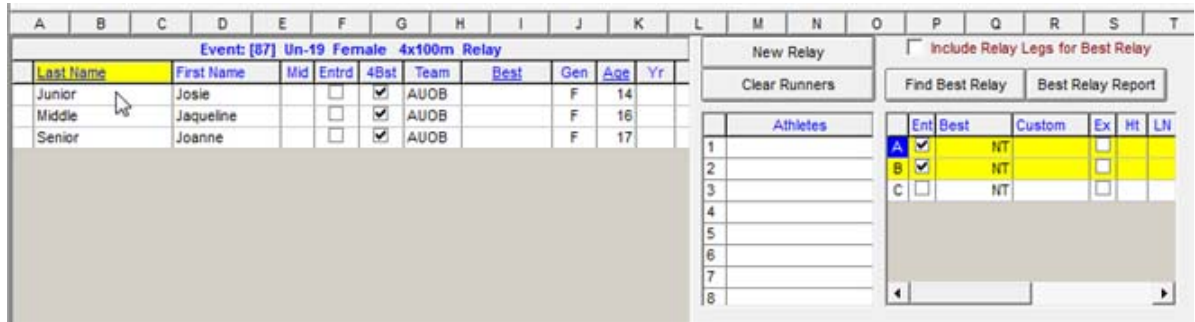


- At this point, you have the option of selecting the relay team members from the list of athletes displayed. If you know which athletes will be on the relay team, highlight the

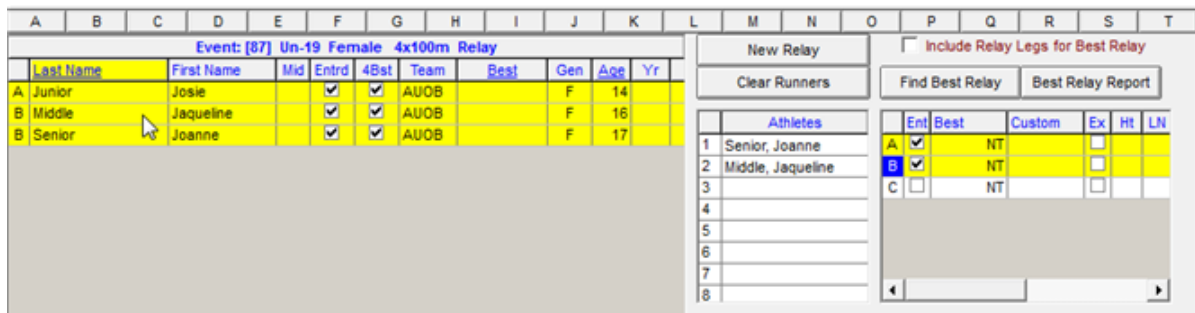
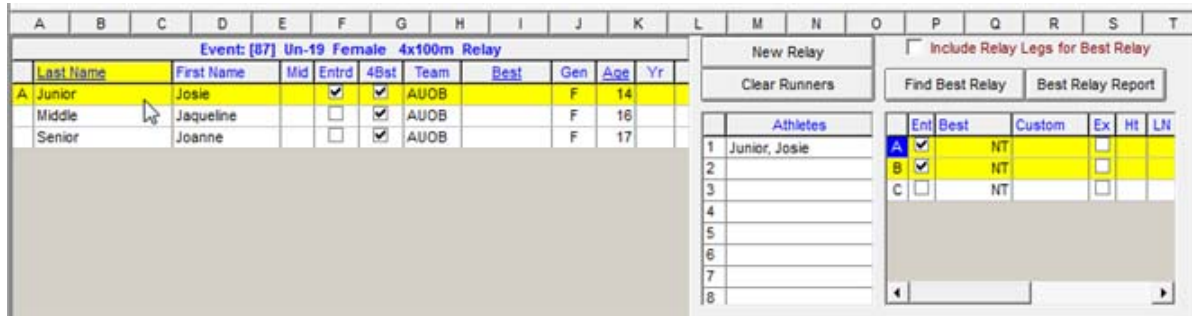
relay team letter



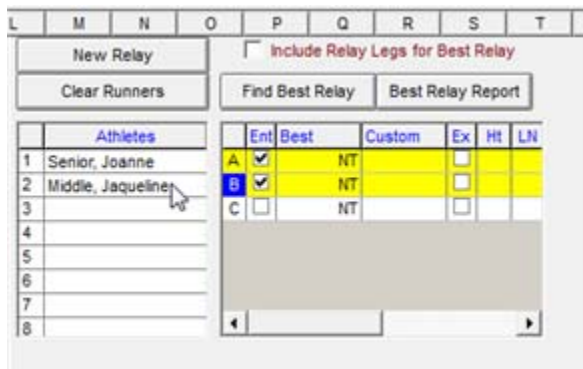
and then double-click the relevant athlete name



which will cause the athlete's name to be highlighted, the name to appear in the Athletes list for the relay, and for the relay team letter to appear to the left of the athlete's name.

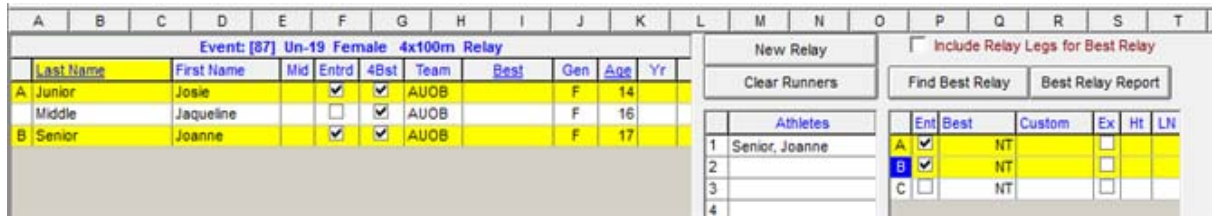
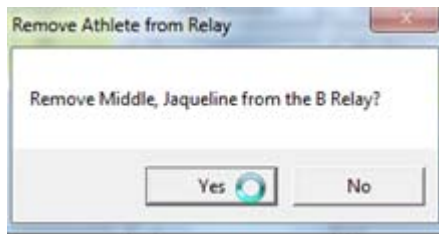


If you need to remove an athlete from a relay team, highlight the relay team letter, then double-click the name in the Athletes list for the relay.

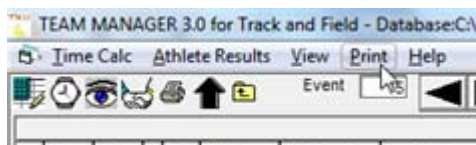


A confirmation message will be displayed.

Click <Yes> to confirm that you want to remove the athlete from the relay team.

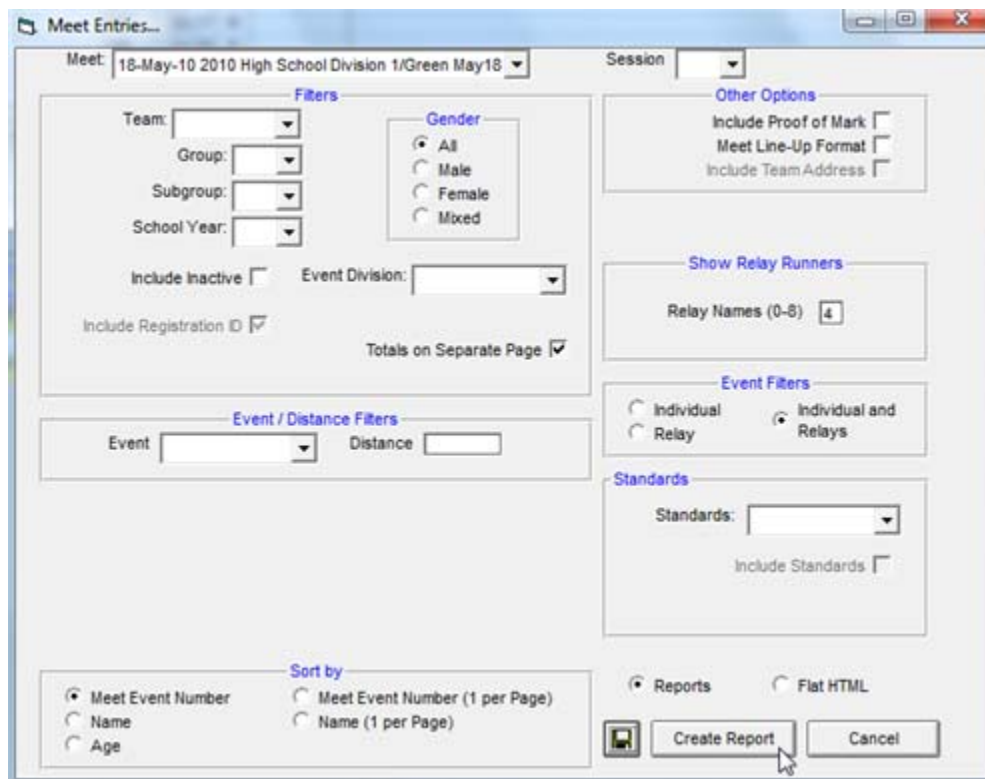


- Repeat the appropriate steps for your other relay entries.
- To obtain a summary of the entries, select pulldown menu Print.



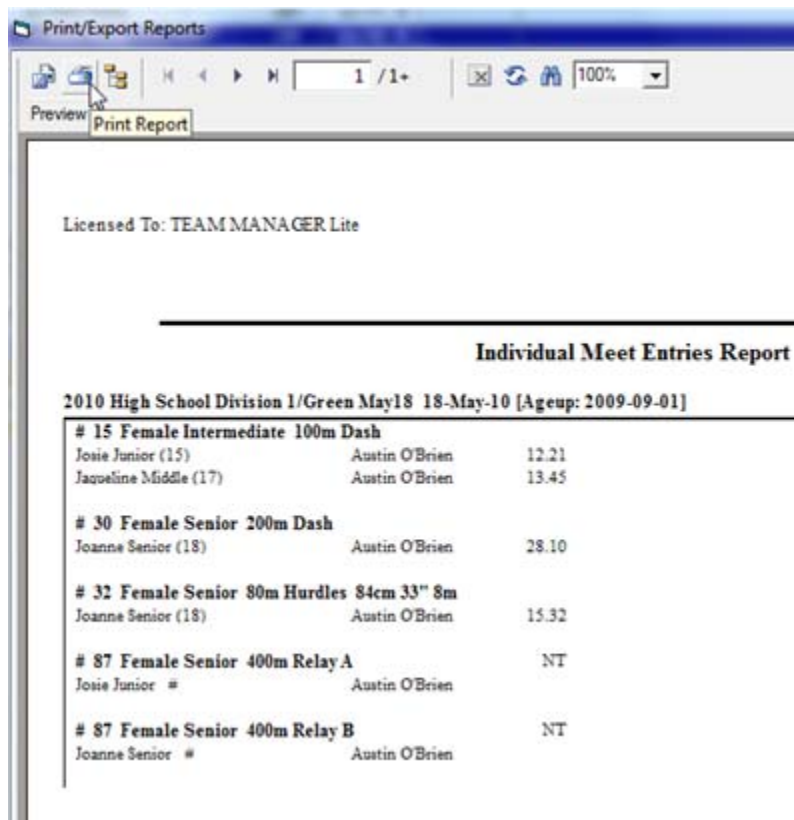
The "Meet Entries..." window will be opened.

- 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>.



The report will be displayed in the "Print/Export Reports" window.

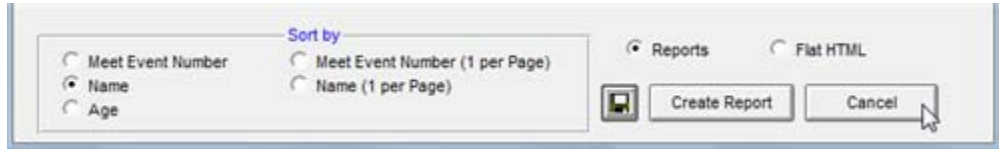
- If you need to print the report, click the printer icon.



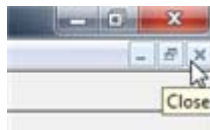
- Close the "Print/Export Reports" window.



- In the "Meet Entries..." window, click <Cancel>.



- Close the "Entries by Name" window.



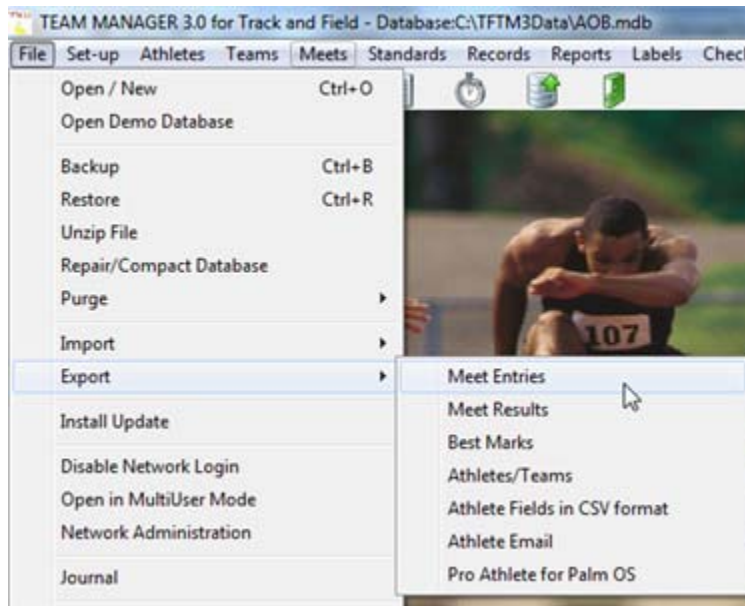
- Close the Meet Browser window.



Export Entries from Team Manager

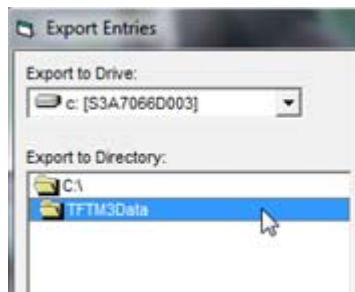
Follow the steps in this section to export your entries from Team Manager (e.g.: for the purposes of sending them via electronic mail).

- Switch to Team Manager's [main menu](#).
- Select pulldown menu File, Export, Meet Entries.

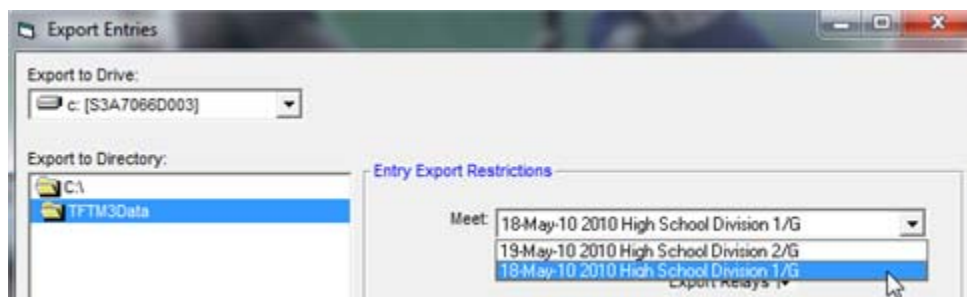


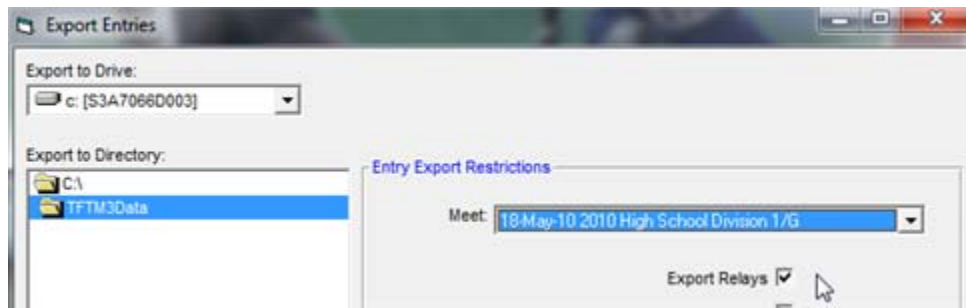
The Export Entries window will be opened.

- Ensure the drive and directory point to folder "C:\TFTMwinData".

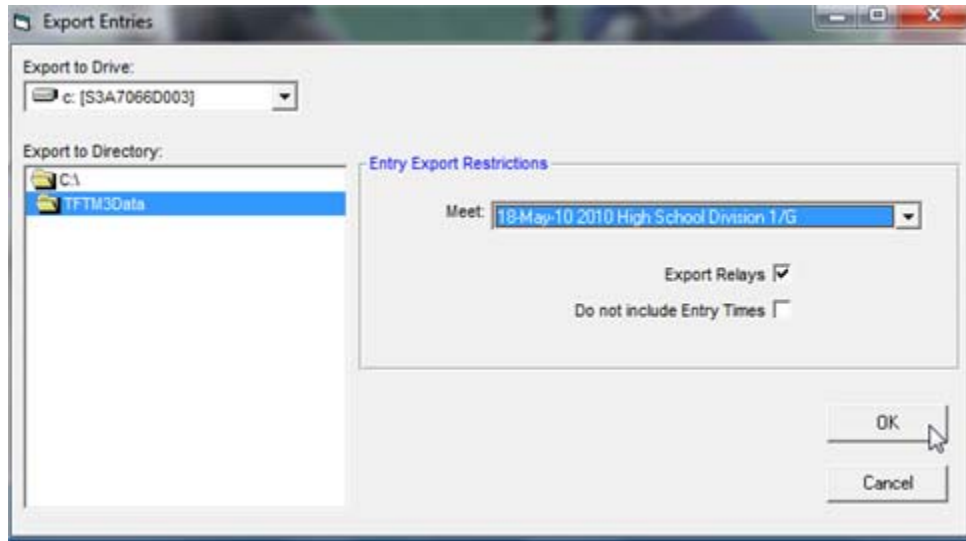


- For the entry export restrictions, select the appropriate meet from the dropdown list, and ensure the "Export Relays" is selected.

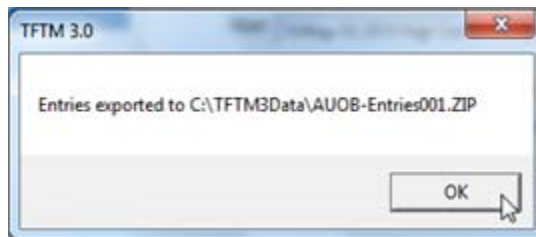




- Click <OK>



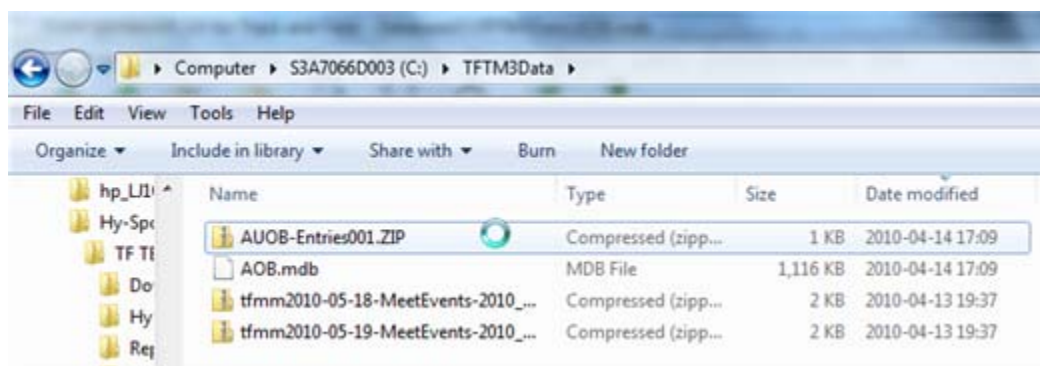
- An information message will be displayed.



Pay attention to the folder ("C:\TFTM3Data") and file name (in this example, AUOB-Entries001.ZIP) -- 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. (Attachments for rich text format messages might not detach correctly for some electronic mail readers.) 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.)

If you provide the exported file to the Meet Director via flash drive, copy it to two flash drives. ("Never go skydiving with only one parachute....")

- 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 (e.g.: for Edmonton Journal Indoor Games, <http://www.edmontonjournalindoorgames.com>; for Athletics Alberta events, the "performance list by team").

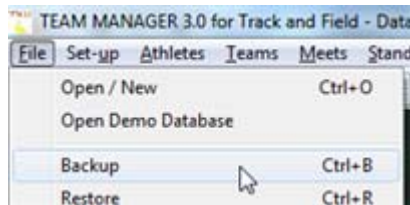
- If you determine that corrections or additions for your entries are needed, please consult with the meet's Entries/Registration person (e.g.: by noting how many corrections/additions are required). The Entries/Registration person might ask you to re-

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. (For example, changes requested after the entry deadline require significantly more effort to address, and cause delays in information -- seeding of flights and heats, tentative schedule -- that coaches normally want more than the day before the meet.)

Back Up Your Team Manager Database

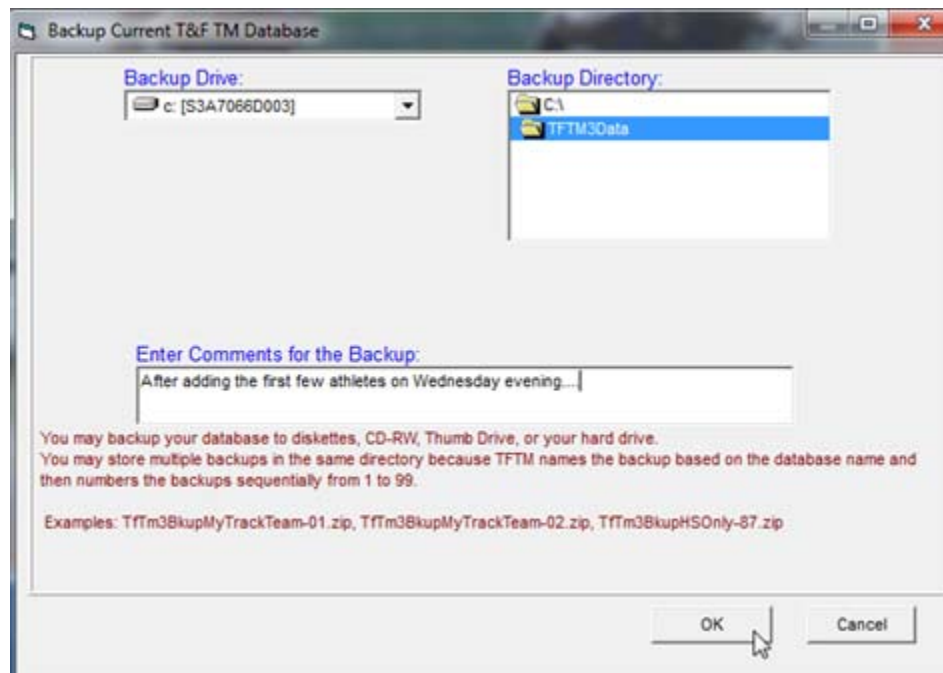
The larger your team is (and/or the more time you have invested in recording entry information, and/or the more likely you need to perform entry work on more than one computer), the more important it will be for you to create a backup of your Team Manager database.

- Switch to Team Manager's [main menu](#).
- Select pulldown menu File, Backup.



The "Backup Current T&F TM Database" window will be displayed.

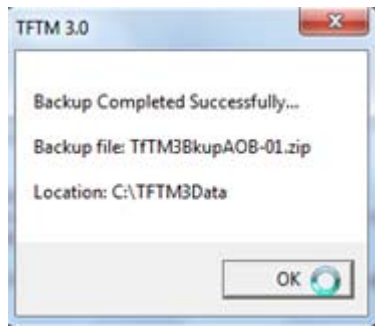
- Type appropriate comments for the backup, then click <OK>.



- 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. (Other options: [Copy the backup to your shared folder on a file server or network drive](#). [Send the backup via electronic mail to somebody.](#))

Click <OK>.

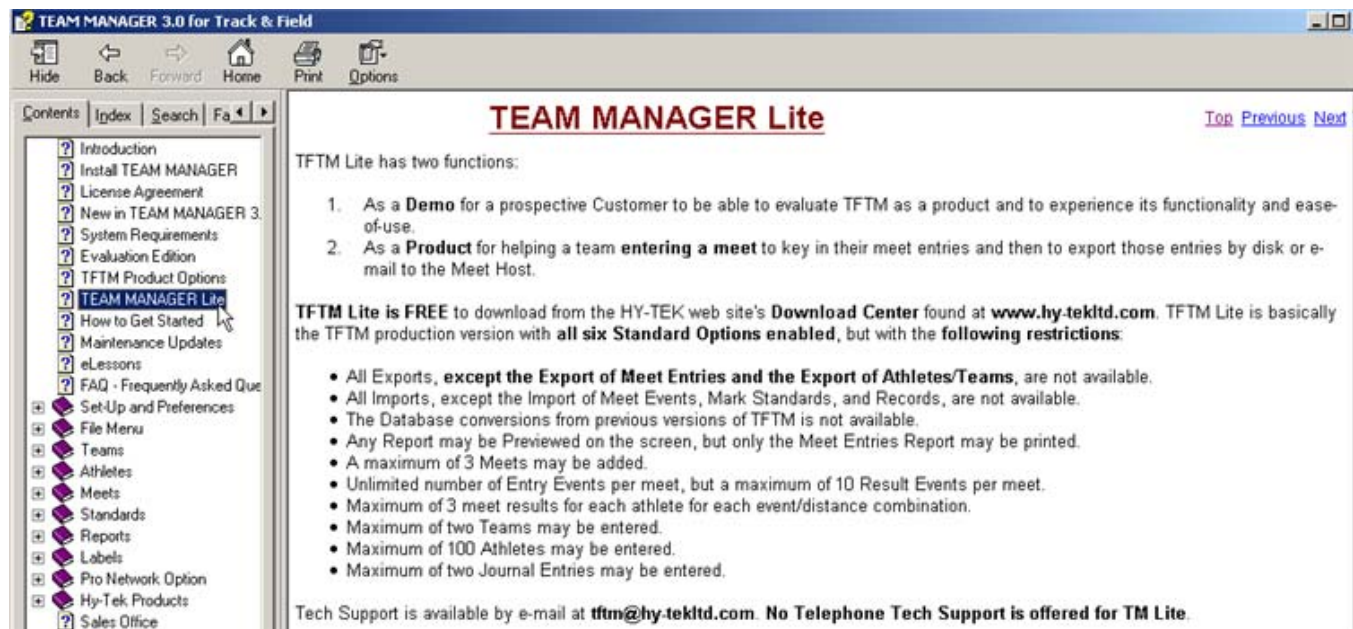
- Close Team Manager.

Additional Hints/Suggestions

This section provides (in no particular order) additional hints and suggestions related to using Team Manager.

[Team Manager Lite Restrictions](#)

The Help for Team Manager Lite includes an overview of the restrictions in Team Manager Lite:



The restrictions are also noted at <http://www.hy-tektd.com/updates/tftm%20lite.pdf>.

If you are affected by the restrictions (e.g.: your school needs to enter more than one hundred athletes), you will want to consider obtaining Team Manager (i.e.: the full version of Team Manager).

[Team Manager Version 2](#)

If you are still using Team Manager Version 2, you should really consider upgrading to Team Manager Version 3, especially if you are using Team Manager Lite. Hy-Tek no longer supports Team Manager Version 2.

If you are using these notes to guide you in using Team Manager Version 2, note that the folder names and other design features have changed in Team Manager Version 3. (Example: What used to be C:\TFTMWinData is now C:\TFTM3Data.)

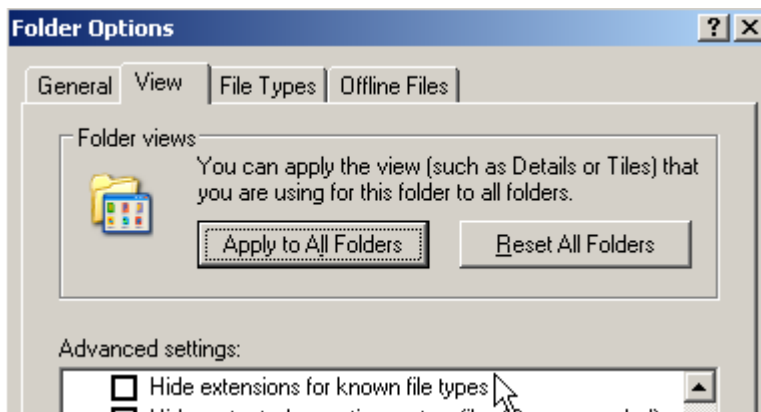
[Windows Explorer](#)

When you need to open Windows Explorer, use Start, Programs, Accessories, Windows Explorer. Using this method (rather than right-clicking "My Computer" and choosing "Explore") provides two

panes, allowing you to navigate to the folder of interest using the left pane.

In Windows Explorer, always use pulldown menu View, Details so that you can see the size and "date modified" information.

To ensure you are aware of what the file name extension is (and to allow you to alter the file name extension to work around blocks of ZIP files), ensure your Windows Explorer options are set to show file name extensions. (Hint: Use pulldown menu Tools, Folder Options, select tab View, ensure there is no check mark beside "Hide extensions for known file types", then click <Apply to All Folders>.)



Strange Error Messages

If you encounter a strange error message from Team Manager, close the Team Manager windows (but do not close Team Manager), make a backup of your database, close Team Manager, then try again. If you still get the error message, you might want to try pulldown menu File, Repair/Compact Database.

"Deep down inside", Team Manager uses Microsoft Access, which can corrupt a database when the computer or the network burps. (For example, if your Team Manager database is sitting on a file server instead of the local drive C:, and there is a network outage (even a brief one), the database may become corrupted.) Therefore, to minimize the risk of a burp causing a problem, try to use Team Manager such that the database is on your local computer only (even if it means you are copying the database from your file server to your computer's C:\TFTM3Data and then, when you are finished and Team Manager is closed, copying the database back to the file server).

Clean Up the Data Folder

Every now and then, you should review the contents of the data folder (C:\TFTM3Data) and delete or move anything that is outdated. This will reduce the risk that you attach the wrong entry file.

One approach: After you send an entry file, move the file from C:\TFTM3Data to a new folder (e.g.: C:\TFTM3Data\Sent), then rename the file to include the date and time you sent it. (The rename will become important, because Team Manager sequentially numbers entry files (e.g.: "...001.ZIP", "...002.ZIP", etc.) based on what it finds in C:\TFTM3Data. If, however, that folder contains no entry files, the entry file number will be "...001.ZIP". When that file is copied to your "sent" folder, it will have the same name as the older file, unless you rename the older file...)

Another good habit: When you attach a file to an electronic mail message, ensure the file details are showing, then click "Date modified" until the list is in descending date-time sequence. This will cause the most recent files to be on the top of the list.

After the Meet

If you use the full (purchased) version of Team Manager, there are a number of things you can do after the meet to provide your team some feedback. Ask the Meet Director (or the meet's Entries/Registration person) to send you the "Results for Team Manager" file for your team. The information can be imported into Team Manager for analysis and for comparison against other meets.

Do NOT Use a Macintosh

Team Manager Lite does **NOT** run on a Macintosh/Apple computer. You can **NOT** use an Apple computer for any of the steps described in this document -- you **MUST** use a Microsoft Windows computer.

Your technical expert might come across <http://www.hy-tek ltd.com/Hy-Mac.html>. Please do NOT attempt the suggestion at the bottom of the page ("...using VMware or Parallels software..."). Our experience has shown that **the most consistent factor when problems are encountered** in using Team Manager or in the entry file received (aside from not following the steps in this document) **is that the person used an Apple computer for one of the steps.**

You **MUST** use Microsoft Windows for all steps described in this document, including the steps involving sending or receiving electronic mail. (If your electronic mail is on a Macintosh, **PLEASE** use Microsoft Outlook **in Microsoft Windows** to access your electronic mail (e.g.: or use Internet Explorer **on a Microsoft Windows computer** by using webmail, such as <https://webmail.telus.net> or <https://webmail.shaw.ca>.) for the steps described in this document.)

Other Resources

Other resources:

- <http://www.hy-tek ltd.com/track/wintm>
- <http://www.hy-tek ltd.com/updates/tftm%20lite.pdf> (which includes an overview of the restrictions applied to Team Manager Lite)
- <http://www.hy-tek ltd.com/downloads.html> (in the "Downloads" section, click the "Track and Field" tab)
- <http://www.hy-tek ltd.com/track/wintm/TFTM3ReleaseNotes/Index.html>
- <http://www.athleticsalberta.com/resources/HytekEventFiles>
- <http://www3.telus.net/ellistrack>

For the Lawyers

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