

## TEAM MANAGER II SETUP

It is suggested that you download and install the updates for Team Manager II from the Hy-tek website: [www.hy-tek ltd.com](http://www.hy-tek ltd.com). It is your choice to either maintain one database containing both the boy's and girl's information or a separate boy's and girl's databases. This will depend on who is maintaining the database for your club.

### **To Set up Database:**

Click "File", then "Open/New". Type in your database name, then click "open". A System Defaults screen appears. Type in the following info:

Gender designation: select B/G

Athlete Browser Options: remove check mark from "Show School Year".

Relay Lead-Off Splits: the block should be checked.

Team/Swimmer Defaults:

Default Team Registration: OTH

Default Team Type: AGE

Default Citizenship: USA

Default LSC: MA

Default State: PA

Meet Age-Up Date: click to insert date of 10/31/\_\_\_ (current year)

System Age-Up Date: 10/31/\_\_\_ (current year)

Click OK. This returns you to the Main screen.

### **To Set up Team:**

Click "Teams", then "Add".

Team Code - Refer to attached list.

Team Name - Full name of team

Click OK then cancel to close Team Maintenance screen. Close Team Browser to returned to the Main screen.

### **To Set up Favorite Filters:**

Click "Set-up", then "Favorite Filters", then "Add"

Favorite Name: Type "Team"

Team - Select your abbreviation

Click "OK", then "Set Default"

Close this form to return to Main screen.

**To Set up Swimmers:**

Click "Athletes", then "Add"

Last Name

First Name

Initial

Preferred Name

Birthdate (automatically does age)

Select Male or Female

Select Team

\*You can add the swimmers addresses, phone numbers, etc. on this screen.

Click "OK" to continue adding athletes. When done adding athletes, click "Cancel" on the Athlete Info screen. Then exit this form to return to Main screen. Don't forget to now include divers on your roster. See below for diver instructions.

**To Set up Divers:**

On Main TM screen- prior to adding any divers

Select: Groups/Sub groups/ Codes

Under Show types: heck Groups, click on Add in the Menu Bar

Put in your Division Code \* Description

C - Central Division

E - East Division

N - North Division

W - West Division

Click on Group and then OK

Under Show Types: Check Subgroups, click on Add in the menu bar

Code: D Description: Diver

Click Subgroup, then OK

Once completed you are ready to add divers:

Click "Athletes", then "Add"

Last Name

First Name

Initial

Preferred Name

Birthdate (automatically does age)

Select Male or Female

Select Team

Select Group: click on correct code for your division

(example – E for East Division)

You will need to export a copy of the roster onto disk for the Coaches' meeting in October as well as for each meet. To do this, Click "File", "Export" ==> "Athletes/Teams". Follow directions on screen.

### **Setting Up Meets in Team Manager II**

You will need to import the "Event Templates" containing the SAL events into your database. They are found on the SAL website. You will only need to do this once at the beginning of the season (unless you receive notice that a template has been updated). Make sure if you are keeping two separate databases that you import the correct files (boys or girls) into the database.

From the TMII menu, choose "File", "Import", "Meet Events". Then select the zip file containing the events template. (File name is "SALboysevents.zip" or SALgirlsevents.zip"). TMII will then unzip the file into a temporary folder. Select the unzipped \*.hyv file for import. Then click OK. The meet should appear in the list.

Go to the "Meets" menu. The "template" meet should be listed. Now you can create new meets and copy the events from the templates.

To do this, click "Add", type in the following information:

#### **Meet Information:**

Type in the meet name: "Home team vs. Away team"

Location: Place where meet will be held

Course: "Y"

Meet Type: "AG"

Dates:

Start date: (date of meet) Be sure to CHANGE date

End date

Age-Up Date should be 10/31/\_\_\_ (current year)

**Maximum Entries:**

Maximum individual entries per athlete: 3

Maximum relay entries per athlete: 2

Click OK. It will ask you to Age-Up Athletes, click "Yes". Highlight the meet you just created and Click "events". Then click "Copy Events". Select the template meet and click OK. It should have copied 42 events. Click CLOSE.

You can continue to click the "Add" meet to do all your meets for the season.

Now you are ready to do your entries for a meet.

**To set up entries for a meet:**

From the Main screen, go to "Meets". Highlight the meet you want to do entries for, click "Entries", then "Entry by Event". In this screen you can go event by event to add swimmers. Click on the swimmer and SPECIFY THE HEAT AND LANE. If your swimmer is in the second or subsequent heats, click "Exhib" column for the highlighted swimmer. (You do not need to click the "Exhib" column if you do not wish the computer to print out the "x" designation in the results. This will not affect scoring as the meet is set up to only score the first heat.) When done entering swimmers, exit "Entry by Event" screen. In the meet browser screen, print a copy of your entries. To do this, click "Print", "Entry Report", select the meet. The event filter should be "Individual and Relays". Click CREATE REPORT and print the report. You will want to print at least 2 copies of the TMII entry Report. One copy is required for the table and will be the final word in case there is an error in the process of importing entries from the disk. Exit the Meet browser screen and return to the main screen.

To export entries to disk: From the main screen, click "File", "Export" ==> "Meet Entries". Select the meet. Make sure "Relays" is check and click OK. Follow directions on screen.

You also have to export a roster onto the disk for each meet. This can be on the same disk as the entries. To export roster to disk: From the main screen, click "File", "Export" ==> "Athletes/Teams". Make sure the team is selected. Follow directions on screen.