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**Step 1: Set up your computer to see file extensions, the “p” problem. (Only do once!)**

Because of the state requirement to block zip files, you will need to change the file extensions in order to be able to send zip files via email.

Click Start, then My Computer. Click Tools. Click Folder Options. Click on the View tab. Under “Files and Folder”, make sure that “Show hidden files and folders” is selected. **Uncheck** “Hide extensions for known file types”. Click Apply. Click OK. Close My Computer.

**Step 2: Install Team Manager Lite. (Only do once!)**

**To Install Team Manager Lite from a CD:**

Place CD in your CD drive and wait a minute. The CD launches itself on most computers. If it doesn't, go to START and choose RUN. Enter D:\Setup (most computers have the CD in drive D). Follow the instructions on the screen. When asked, click on Next, then Yes, then Next, then Finish.

**To Download Team Manager Lite:**

Go to <http://www.hy-tek ltd.com/>. Click on Download Center (left column). Click on Download Track & Field Demos or TM Lite (under Demos and Lite). Click on TEAM MANAGER Lite (under Track & Field). It is 17MB. In the file download pop up box, “Would you like to open the file or save it to your computer?” Click Save. A Save As box will pop up. Make sure and Save in **Desktop** & file name reads “**TF\_TEAM\_MANAGER\_Lite**”. Click Save. The download begins. When finished, close your browser. Double-click on the gray TF TEAM MANAGER LITE icon on your desktop. It will now load the software. When asked, click on Next, then Yes, then Next, then Finish.

### Step 3: Open and Customize your Database Set-Up. (Only do once!)

Double-click to launch program (the red TM Lite icon on your desktop). Click OK. Click on **File** then **Open/New** and specify the name (i.e. SHS) of your Database and click on **Open**. Whenever you Open a New Database, TFWin-TM will automatically route you to the **System Preferences** screen so that you may customize a number of parameters that will be used by TFWin-TM in setting up your Database.

**System Preferences**

**Athlete Preferences**

**Gender Designations**

Men/Women (M/W)  
 Male/Female (M/F)  
 Boys/Girls (B/G)

**Athlete Browser Options**

Show Ages  
 Show Birth Date  
 Show School Year  
 Show Middle Initial  
 Show Birth Year in place of Age

Last Name First  
 First Name First

**Athlete Registration IDs**

Show Registration #1  
Name for Registration #1

Show Registration #2  
Name for Registration #2

**Team/Athlete Defaults**

Default Country:

Default State:

**Hand Time Conversions**

Under 200	0.24
200 to 400	0.14
Over 400	0.00

**English/Metric Conversion**

Show English/Metric Conversion for Field Events

**Age Grouping**

Open  
 Age Groups  
 Age Divisions

**Dash Distance**

200  
 400  
 600

Dash Distance is Max distance defined as a Dash.  
All distances greater will be defined as a Run.

Make sure under **Gender Designations** that Boys/Girls (B/G) is checked. Make sure under **Athlete Browser Options** that Show School Year is checked. Make sure under **Age Grouping** that Open is checked. Click OK.

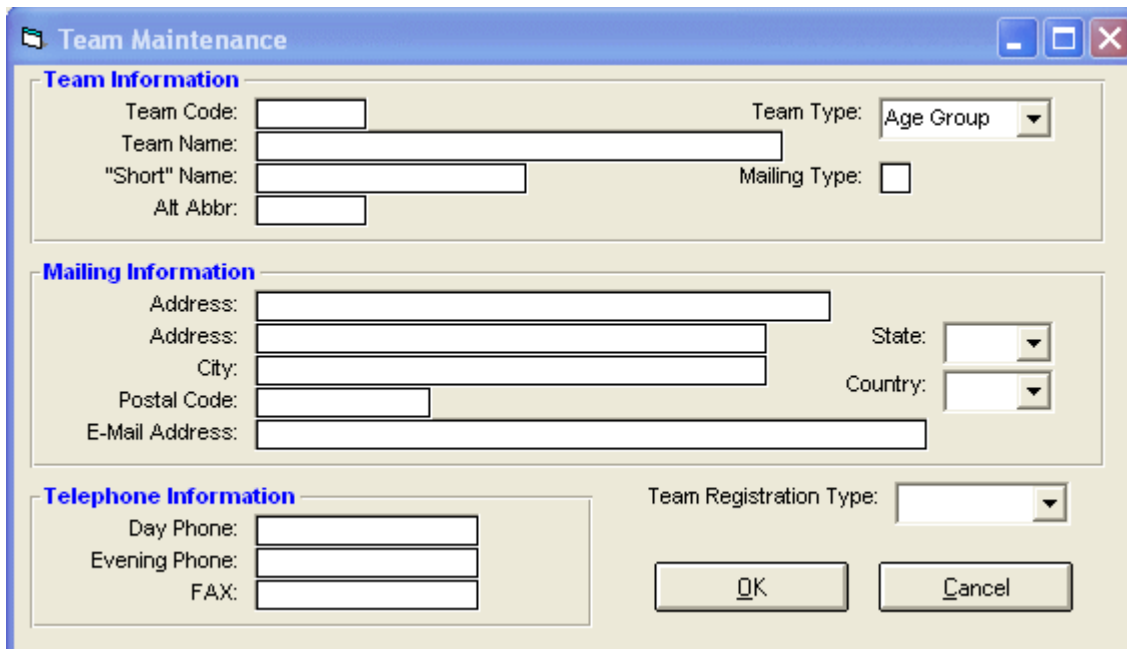
### Step 4: Edit Grades. (Only do once!)

Click on “Set-up” from the Main Menu Bar and then click on “Groups / Sub Groups / Codes”. Under Show Types, Click school year. You should only see 4 codes: FR, JR, SO and SR. Click once to highlight FR, and then click on Edit. Change the code from FR to 9. Click OK. Click Yes to confirm. Edit SO to 10, JR to 11, SR to 12. Then you can add K-8 grades. Click on Add, Code is 8, Description is 8<sup>th</sup> grade, make sure to check school year, and then click OK. Do this for all K-8 grades. Exit out to Main Menu.

## Step 5: Enter your Team and Coaches. (Only do once!)

We suggest you enter **ONE TEAM** assuming you have one physical Team. **Do Not** set up a different team for Boys and Girls. Use the Group and Subgroup features of TFWin-TM instead of different teams to "break out" different sets of athletes.

Click on "Teams" from the Main Menu Bar and then click on "Add" from the Team Browser menu bar. The following window will appear:



The screenshot shows a window titled "Team Maintenance" with three main sections:

- Team Information:** Includes fields for Team Code, Team Name, "Short" Name, and Alt Abbr. There is a dropdown for Team Type (set to "Age Group") and a checkbox for Mailing Type.
- Mailing Information:** Includes fields for Address, City, and Postal Code. There are dropdowns for State and Country, and a field for E-Mail Address.
- Telephone Information:** Includes fields for Day Phone, Evening Phone, and FAX.

At the bottom right, there is a dropdown for Team Registration Type and two buttons: "OK" and "Cancel".

1. Enter basic team information like Team Code (ex. SOME), and full Team Name (ex. Somerset). It is not necessary to enter the other information. You should use your OFFICIAL KHSAA Team Code and Team Name here. (You can find the team list on the KTCCCA website at [www.ktccca.org](http://www.ktccca.org). In the left hand column, under 2004 Results, click on Rankings. Near the end, click on [Hy-Tek Master List](#).)
2. Where it asks for "Team Type" select the dropdown and select "School".
3. Click "OK", then close the Team Maintenance Window.
4. Click on Coaches. Click Add. Add your information. Click OK. You can add as many coaches as you need. Close Coach Maintenance.
5. Then close the Team Browser window.

## Step 6: Enter your Athletes. (Only do once!)

Click on “Athletes” from the Main Menu Bar and then click on “Add” from the Athlete Browser.

1. Provide just basic information about the athlete like Last Name, First Name, Gender, Team and School Year (use arrow up and down keys to find all grades) – see next figure as an example:

**Athlete Information**

**Athlete Information**

Last Name  First Name  Initial

Preferred Name  Birthdate  Age

Male  Female  Reg Types

Competitor #  Current Year  Previous Year  Registration Types

**Primary Contact** | **Secondary Contact** | **Medical** | **Custom**

**Primary Mailing Information**

Last Name

First Names

Mailing Address

Mailing Address

City  State

Postal Code  Country

Fill in 'Mail To' if different from first names and last name

Mail to

Use Primary for Mailing  Use Secondary for Mailing

**Primary Contact Information**

Day Phone

Evening Phone

FAX

E-Mail Address

**Member of**

Team

Group

Subgroup

School Year

Inactive

2. Upon completion of each athlete’s information, click “OK”. Repeat for all athletes.
3. When all your athletes have been entered, click Cancel to close the “Athlete Information” window.
4. Click “Print” to run the [Athletes Report](#) to check the information you have entered. Select your team, click on roster, sort how you want to see your athletes. Click Create Report. (This will not actually print in the Lite version. It is for information purposes only.) Close the report. Click Cancel.
5. Next close the “Athletes” window.

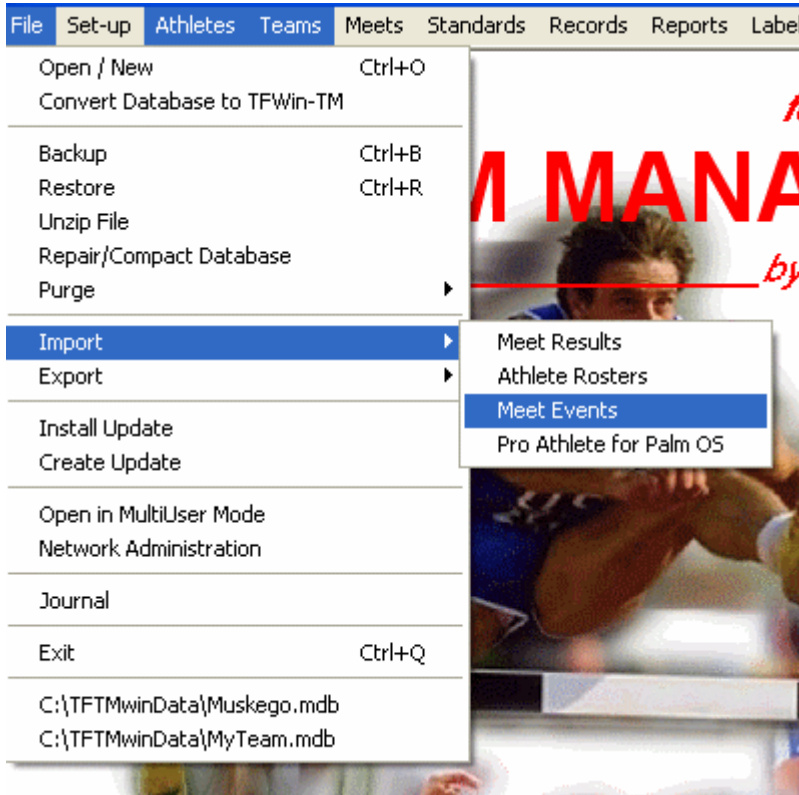
## Step 7: Save the Meet Event file to disk and add the “p”.

The meet host will provide you with a meet event file for their meet on the list serve or the website. The file will look like “tfmm2004-04-17-MeetEvents-2004 TF LCC-001.zi”. Underlined is name of meet. Save this file to your computer (usually A: drive or floppy). Open up My Computer. Double-click on A: drive. Find the meet event file. Right click on the file and choose Rename. Click End to go to the end of the file name. Add a “p” to the end of the file name. Click Enter. Your file is now ready to import. Exit My Computer.

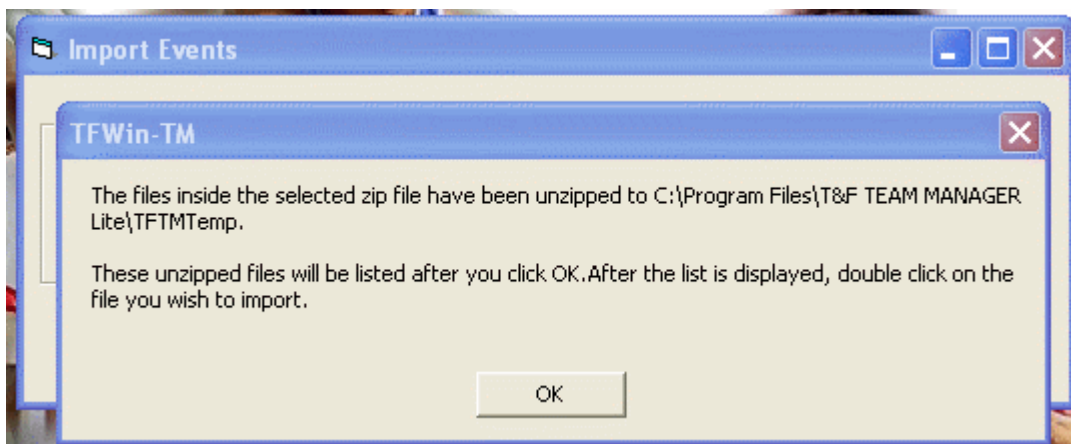
## Step 8: Import your Meet.

Open TM Lite on your desktop.

1. From the Main Menu Bar, click “File”, then “Import”, then “Meet Events” – see figure below:



2. The program will first ask you to select the file you wish to import. Navigate to the location of where you saved the “meet events” file you downloaded (A: drive), select it, and click on “OPEN”. The file will look like: **“tfmm2004-04-17-MeetEvents-2004 TF LCC-001.zip”**. Underlined is name of meet.
3. Screen will look like next figure. The program asks to unzip the file into a temporary folder, click “OK”.



4. Then choose the file that was extracted and click “OPEN”. This file will look like: **“tfmm2004-04-17-MeetEvents-2004 TF LCC-001.ev1”**. Underlined is the name of the meet.
5. A window will appear with the meet information – use this to check that you have the correct meet. Click “OK”; program lists number of events imported (usually 36) – Click “OK”.

## **Step 9: Enter athletes in events.**

### **For individual events:**

1. Select “Meets” from the Main Menu Bar.
2. Highlight the Meet you will be entering athletes for.
3. From the Meets Menu Bar, select “Entries” and then “Entries by Name”.
4. From the “Entries for Team” dropdown menu, select your team.
5. Click once on an athlete’s name to highlight it and then click in the Entered check box after the event(s) that you want him/her entered.
6. To enter the seed performance, click in the “custom” field/column after the event name and enter the mark for your athlete. For running events, enter marks as follows: 1124 for 11.24, 22032 for 2:20.32 and 101500 for 10:15.00. For field events, the marks should be entered as follows: 50400 for 5’4”, 1300000 for 130’, 191175 for 19’11.75”.
7. Close the “Entries by Name” window.

### **For relay events:**

8. From the Meets Menu Bar, select “Entries” and then “Entries by Event” to enter relays.
9. Highlight the relay you want to add your team too. Click on New Relay. Enter your time in the Custom window. Enter times as follows: 4206 for 42.06, 12870 for 1:28.70 and 102000 for 10:20.00.
10. Double-click on the athletes you want in this relay. Add up to 8 athletes per relay.
11. Continue for all the relays.
12. When finished, close the “Entries by Event” window.

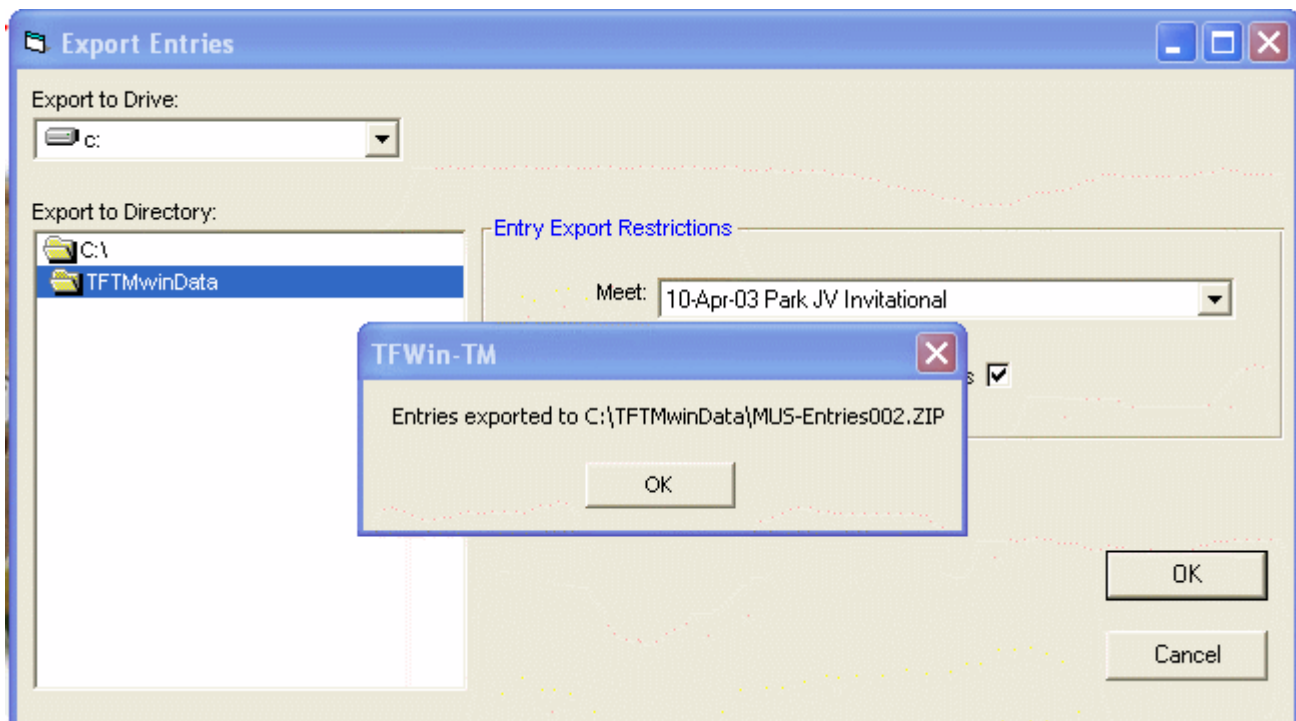
### **Check your entries:**

13. Click “Print”, then “Entry Report”.
14. Select your team.
15. Select “Individual and Relays”. A new block will pop up.
16. Select “Show Eight” relay runners.
17. Click “Create Report”. Check your entries. (This report can be printed from TM Lite.)
18. Close your report.
19. Click Cancel.
20. Exit the “Meets” window.

**Note: Only athletes that you enter into an event will get transferred in your export. To make sure that all athletes that you will be bringing get entered into the meet and receive a competitor number, enter those athletes as alternates in relays, in the 5<sup>th</sup> - 8<sup>th</sup> spots on relays (i.e. your #3 shot putter). For 4 relays, you can enter up to 16 alternates. However, the KHSAA only allows 6 relay runners in the region. On your region entries, you will only want to enter your actual 6 relay names.**

## Step 10: Exporting Meet Entries.

1. From the Main Menu select “File” then “Export” and then “Meet Entries”
2. Select the meet name – select export to drive (usually A: drive). Click OK. The file will look like: “SOME-Entries001.zip”. Underlined is your team code. You will see a window that tells you the directory and file name that the entries were exported to – see figure below:



3. Click “OK” in the TFWin-TM window.
4. Click Cancel to close Export Entries window.
5. Backup your database. Use a **blank disk as the backup will erase anything else on your disk**. Click on File. Then Backup. Select drive (A:), Click OK, Click Yes, Click Yes, Click OK, Click OK.
6. Close TM Lite.

## Step 11: Change the Meet Entry file by dropping the “p”.

You will now have to change the entry file by dropping the “p” before sending. Open up My Computer. Double-click on A: drive. Find the entry file. The file will look like: “SOME-Entries001.zip”. Underlined is your team code. Right click on the file and choose Rename. Click End to go to the end of the file name. Backspace to drop the “p” to the end of the file name. Click Enter. It will ask you “Are you sure you want to change it?” Click Yes. Your file is now ready to export. Exit My Computer.

## Step 12: E-mail the entries.

Open your e-mail program and create a new email to your meet host or the designated Hy-Tek operator for the meet. In the subject line enter “*Your School Name* Entries for *Meet Name*” (i.e. Somerset Entries for LCC); enter your name and home phone number as the message. Click Insert, then File Attachment to add your entry file. Look in A: drive. Click on your entry file. The file will look like: “SOME-Entries001.zi”. Underlined is your team code. Click Attach. Send the email. Congratulations, you have graduated!

## Team Manager Lite Information

TFWin-TM Lite is FREE to download from the Hy-Tek web site's Download Center found at [www.hy-tek.com](http://www.hy-tek.com). TFWin-TM Lite is basically the TFWin-TM production version with all six Standard Options enabled, but with the following restrictions:

- ¡ All Exports, except the Export of Meet Entries and the Export of Athletes/Teams, are not available.
- ¡ All Imports, except the Import of Meet Events, Mark Standards, and Records, are not available.
- ¡ The Database conversion from WIN-TM to TFWin-TM is not available.
- ¡ Any Report may be Previewed on the screen, but only the Meet Entries Report may be printed.

**(You can get around this limitation. Once a report is on the screen, click Print Screen on your keyboard. Open Word. Open a new document. Click Paste icon or Edit, then Paste. Double-click on the pasted item. Adjust to the size you want, then print.)**

- ¡ A maximum of 3 Meets may be added. **(Meets can be deleted to make room for the next meet.)**
- ¡ Unlimited number of Entry Events per meet, but a maximum of 10 Result Events per meet.
- ¡ Maximum of 3 meet results for each athlete for each stroke/distance combination.
- ¡ Maximum of two Teams may be entered.
- ¡ Maximum of 100 Athletes may be entered.
- ¡ Maximum of two Journal Entries may be entered.

FREE Tech Support is available by e-mail at [tftm@hy-tek.com](mailto:tftm@hy-tek.com). No Telephone Tech Support is offered for TM Lite.

Please note that if you had the basic T & F TEAM MANAGER, this entry process would be much easier as TFWin-TM would use each athlete's Best Mark as the entry mark for the meet - no need to enter a Custom Entry Mark for each entry and each meet. TFWin-TM Start Up is offered at \$99.00 - \$74.25 if your club is a member of an organization (**KTCCCA**) that is eligible for Hy-Tek's Group Discount of 25%. Just call the Sales Office at 1.866.456.5111 or 1.252.633.5111 or e-mail them at [sales@hy-tek.com](mailto:sales@hy-tek.com) for more information. Or you can order T & F TEAM MANAGER right on the web at [www.hy-tek.com/store](http://www.hy-tek.com/store).

### Reasons to use Team Manager or TM Lite

1. **Cost – most meets this year will be charging extra for manual entries.**
2. **Parents – make sure you get their kids names spelled right and the grades correct.**
3. **No repetition – no reason to fill out entry forms by hand for every meet.**
4. **Correctness – no illegible handwritten entries or smudged faxes for the operator to read.**
5. **Time – less time for the coach entering meets, more time to coach.**
6. **Verification – rapid verification of your entries.**
7. **Changes – made easier on meet day if your athlete has a competitor number.**
8. **Athletes – make sure their info is correct for potential awards and college recruiters.**
9. **Future – the wave is coming that this could become a requirement.**

**Coaches: If you don't have time to learn this new software, you should have a computer savvy parent or fan that would love to help you out!**