

Track and Field Entry Procedure HS

1. Download and install Team Manager Lite from Hy-Tek Ltd at this address: http://www.hy-tek.com/Demos/TF_TEAM_MANAGER_Lite.exe You will need to have your computer tech upload this program

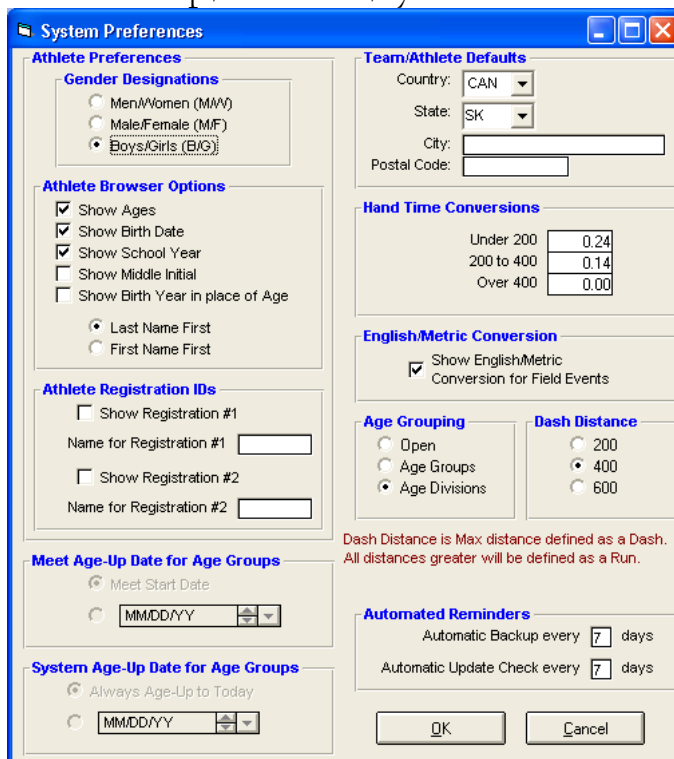
2. Start Team Manager Lite: look for an icon on your screen like this  and double click.

3. Select File|Open/New and enter a name for the database for your team. What you call it doesn't really matter, but use a name that makes sense to you. Click [Open].

Hint: Team Manager Lite has a limit of 100 athletes per team. If you know that you will be entering more than this number, then divide into two (or more) teams and create separate databases for each. For example you could have a team of boys, and one of girls, giving you a total of 200 athletes.

Note: once you have already set up a team you would locate its name and open it, rather than create a new database.

4. First time use only: Set the system preferences as shown
Click on Set up /Preferences/System Preferences



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

Meet Age-Up Date for Age Groups

Meet Start Date
 MM/DD/YY

System Age-Up Date for Age Groups

Always Age-Up to Today
 MM/DD/YY

Team/Athlete Defaults

Country: CAN
State: SK
City:
Postal Code:

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.

Automated Reminders

Automatic Backup every 7 days
Automatic Update Check every 7 days

OK Cancel

5. **Add the team information.** Select Teams|Add and complete the team code for your team. Two things to remember when entering your team:
 - Use the 4 letter code assigned to you. For example, Carlton is CARL and Churchill La Ronge is CCHS. The list of codes can be found on the email sent out or on NCDAA website.
 - Be sure to have the Team Name listed as 1A-Meath Park or 3A-Churchill. Again, you will find this on the same page as the 4 letter Team Codes.

You must use the team code abbreviation you are given by the meet organizers

Complete only the Team Code, Team Name, “Short” name (Same as Team Code) and Team Type (use School). Click [OK] and then [Cancel]. Close the Team screen.

6. **Enter the athletes:** select Athletes|Add and complete only the following information:
 - Last name
 - First name
 - Gender
 - Birthdate **READ THE NEXT INFORMATION CAREFULLY**
 - Member of Team (select the team, even though in most cases there will be only one

*** Coaches will need to know classification of Athlete prior to entering Athletes

Hint: it will be easiest to enter if you sort your students first by age class, and then by gender before starting to key in their names.

High School Only

Important: For High Schools Only !!

Midget	01/01/02	(under 15 as of Aug. 31 2016)
Junior	01/01/01	(under 16 as of Aug. 31, 2016)
Senior	01/01/00	(over 16 as of Aug. 31, 2016)

Download the meet events file from the appropriate site, and store it on your computer in the C:\TFTMwinData folder

City Track Meet and District Track meet

<http://www.ncdaa.ca>

7. **Import the event file:** in Team Manager Lite use File|Import. Locate the event file you just downloaded and press [Open]. The file will be unzipped and placed in a temporary folder. Locate this file in the TFTMTemp folder, select it and press [Open]. The meet name and start date is displayed, and you can press [OK] if you are importing the correct meet.

8. **Enter athletes into events:** select Meets|Entries|Entries by name. Select each athlete in turn, and click on the “Entered” box to complete the entry of each individual event.

Note: For high school meets you must also complete the “Custom mark” field for the 400 m event, as it is used for seeding of the timed finals. If you do not know an exact seed time, please estimate, as unseeded athletes will be placed into the slowest timed section.

9. **Enter your relay teams:** select Meets|Entries|Entries by event. Set the “for team” and then scroll down the list until you have located the relay events. Select the age group relays you are entering and then press the [New Relay] button. This enters your team. It is optional to enter the athletes, but you may do so if you wish by checking the “entered” box on the left of the screen, by the athletes’ names.

10. **Print reports to list your athletes:** select Meets|Entries|Print and choose the report you wish to print. Note that there are options you will want to set to select what information is printed, and the order in which the report is printed.

11. **Export your entries:** select File|Export|Meet Entries and export them to a drive where you know where they are and named as follows:

For the High School City and District meets: SCHOOLNAME-16-City or SCHOOLNAME-16-District (for example Carlton-17-City or PA Small Schools-17-District)

12. **Email the file to** nnoble@srsd119.ca, or nathanjnnoble@yahoo.com

Do not put the file in the T drive, this is only for P4A entries. Thanks

You’re done ☺ Congratulations