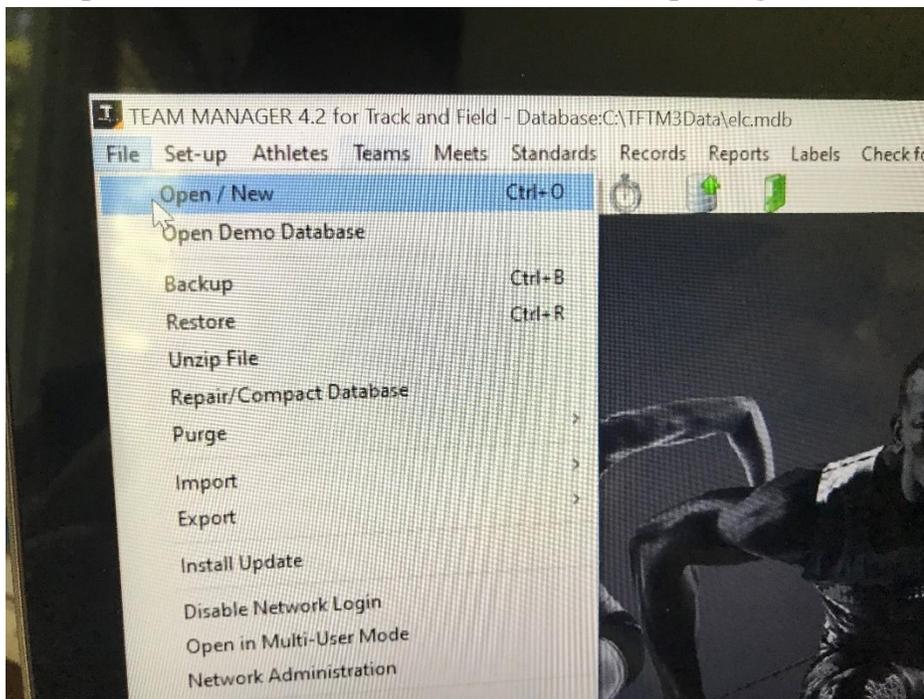


Instructions for Track and Field Entries 2022

Let me reassure you this program is very easy to use: **Please read all the instructions before starting your entries.**

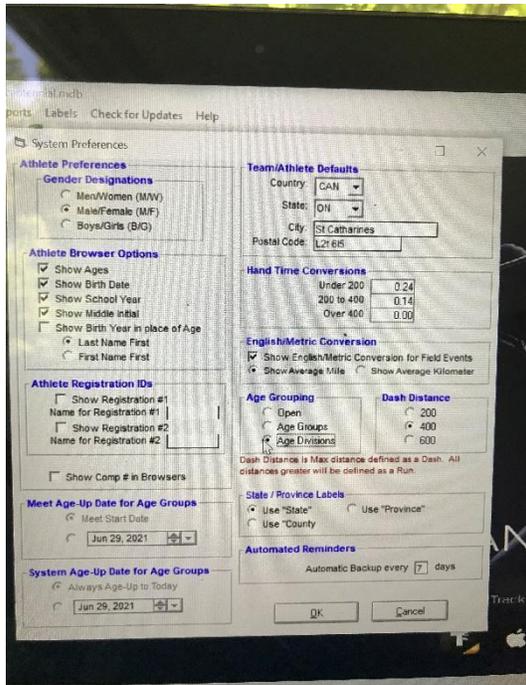
When you read Team Manger this refers to you the coach. The meet manager is the person organizing the meet.

1. Download the software program Team Manager 4.2 Lite from Hy-teks website. Its under the Support tab, then click on downloads and look for track and field team manager 4.2 Lite. Here is the link.
<https://hytek.active.com/downloads.html>
2. The Team Manager user must first click File / Open and type in a database name to create a TM database. For file name call it your school's name. For example, TC Williams . Do this first before opening the Meet file.

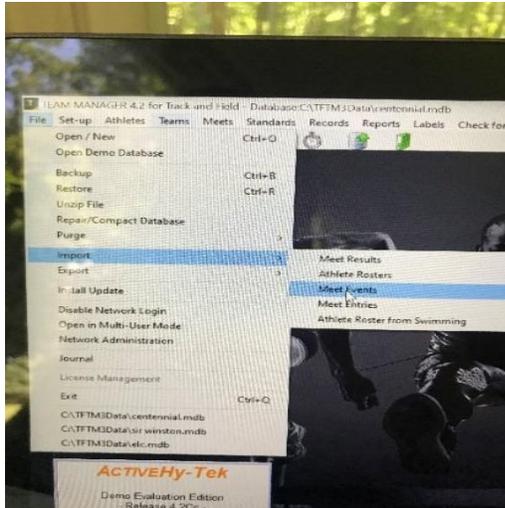


3. Click Ok or set up a password. It is your choice. I didn't set up a password.

4. Systems preferences page type in your Gender designations (select men/women, Team/athlete defaults country, province, city, and postal code, Age grouping (select age divisions) everything else can be left alone, then Click ok.



5. Each school imports the Meet Events file into Team Manager Lite using File / Import / Meet Events. Each school was emailed a Meet Events file for the meet to complete their entries. Open the file and click OK and then click OK again



6. The Team Manager user adds their team abbreviation and team name using the Teams Menu. Click Add and complete the team maintenance box. Make sure you use the team abbreviation sent to you in a separate file. These abbreviations must match up with what OFSAA has in their system.
7. Then the Team Manager person enters their rosters using the Athletes Menu. You have to click on the x to close the Teams window. It is below the x to close Team Manager. Click on add an athlete and fill out last name, first name, gender, birthdate, and Team. Then click OK. You can enter all your athletes. When done click on the x to close the athlete window.
8. The Team Manager user then clicks Meets, selects the meet and clicks Entries and selects By Event or By Name to place athletes into events and to add relays. For each entry, the team puts in a custom entry time. Relays can only be added By Event. Find the relay then click on new relay. Then find the athletes you want on the relay and click on Enter which is located to the right of the athlete's name.
9. The Team Manager user then clicks Reports / Meet Reports / Meet Entries to create a report of the meet entries to verify that all entries are complete and correct. It is a good idea to have all athletes check their entries with you.

Remember you have to get back to the main page of Team Manager software.

10. Upon verification, the Team Manager user clicks File / Export / Meet Entries. This will create a zipped file that is to be Emailed to the meet host. Please email the file to brent.mergl23@gmail.com
Also please send a second email with the file attached to brent.mergl@dsbn.org

Please send to both emails just to make sure.

That's all folks