How to set up your team on
Hy-Tek Team Manager Lite (Free Version)

This whole process, from start of downloading the program to emailing your entries, should take from 30-60 minutes depending on your team size and computer download speed. I completed this whole process including inputting entries for each athlete for a meet in approx 30 minutes for 28 athletes. Please complete this process and submit the electronic form to the Meet Host and the Meet Data Processor via email before the specified due date.
If you have any questions, please call the Curtis Aquatic Center at 253-566-5725

1) Go to : http://www.hy-tekltd.com/downloads.html
Download the free, Lite, 6.0 version of TM and install it to your windows computer. You may want to download the User Manual; it could be helpful in the future!

2) Once Downloaded, open the program and run the installer. Once finished with the installer, open the shortcut on your desktop(or in your "Start" menu under "All Programs").

3) Select your desired language and uncheck the box which asks if you would like to see this window on start-up, if necessary.

4) Click "OK" to the welcome window

5) Go to the top bar and select "File" and then "Open/New"

6) Enter your teams name into the text box for File Name and press "Open"

7) On the left hand side of System Preferences window
a. Under "Gender Designation" click the button next to Boys/Girls (B/G)
b. On all other left side items, leave alone.

8) On the right hand side of the System Preferences window
a. Under Team/Swimmer Defaults
i. Set "Default Team Registration" to: Other, OTH
ii. Set "Default Team Type" to: High School, HS
iii. Set "Default Country" to: USA, United States
iv. Leave "Default LSC" blank
v. Set "Default State" to: WA, Washington
b. Under Meet Age-Up Date
i. Click the "Not Applicable" button
c. Leave the System Age-Up Date alone

9) Click OK to exit the window

10)At the top click "Teams"
a. At the top, Press "Add"
i. The "Team Maintenance" window will open
ii. Enter in the "Team Code" as the first three letters of the School or
the initials of a school with more then more name (ie:
Rogers=ROG, Thomas Jefferson=TJ)
iii. Enter in the "Team Name" the school and team name. (ie: Rogers
Rams)
iv. Enter in the "'Short' Name" Just the school (ie: Rogers)
v. Skip the Mailing information unless you wish to fill it out
vi. Please enter in appropriate phone numbers for easy contact.
vii. Click OK finish and then click Cancel to close the window.
b. At the top, Press "Coaches"
i. At the top of the new window, press "Add"
1. Enter in, at least, the Head Coach's information.
a. Make sure to click the box that says "Export with
Entries"
2. Press OK to close the window
c. Press the up arrow icon in the bar to return to the main menu.

11)At the top, click on "Athletes"
a. At the top of the window, click "Add"
b. At the top, enter in at least the:
i. Last Name, First Name, Age, and Gender.
c. On the right pane, enter in at least the:
i. Team 1 (your team from the drop down list when you click on it)
ii. School Yr (choose from the drop down list when you click on it)

12) Press OK to continue to enter in the next athlete and follow the same instructions
as before
a. Note: After the first Athlete is entered, you will no longer have to choose
the team, but make sure to still choose the School Year.

13)When you are done entering in athletes, press Cancel to close the window.

14) Please double check the athlete list against your roster for accuracy.

15)You may choose to add additional information into the athlete's bio for your
information; this could be handy for fast referencing and it will not be sent with
the entries for meets.

16) Press the folder with the up arrow in it to return to the main screen (this should be
the last icon before "Show Inactive Swimmers". Or you can press the little X
under the big red X on the right side.
A) At this time, go to file and select import and then "Meet Events"(should be the second
from the top in the import menu).
B) Then choose the file that was emailed to you that has your meet in it. The name should
be something like this: "Meet Events-Districts 2009 30-Oct-2009-001" (FYI, the lite
copy will only hold 4 meets, please keep this in mind. You will have to delete meets after

a couple years).

C) Double click on the file we sent you.

1) A pop-up window will open, click OK

2) This will open up a new screen with a new file inside of it.

3) Double click on the new file, this is the actual event file.

D) Verify the correct meet was uploaded and click "OK".

E) The next window will say "Events Imported: NN", press OK to continue.

F) Now the meet and events are loaded into your system.

1) Back at the Main screen choose the "Meets" menu at the top

2) Find the meet you are looking to add entries for.

a. Highlight the aforementioned meet and click the "Entries" drop down
menu then "Entry by Event"

b. Press "OK" to a message of it shows up

3) At the top you will see the events for the meet, at the bottom you will see all of
your athletes

4) At the top, Where is says "Swim for Team" Select your team from the drop down
menu.

5) Now select the event you want to enter athletes into.

6) For individual events:

a. Highlight the event at the top

b. Check the "Entrd" box next to the athlete(s) you want to enter to that event

c. Enter their time into the "Custom" box.

7) For Relay events:

a. On the right bottom section, towards the top click the "New Relay" button

b. Enter the relay time in the "Custom" box on the right side next to relay A
or whichever relay you are working on.

c. Highlight the relay you are working on and then start entering athletes by
checking the "Entrd" box next to their names, or double clicking the
athlete's name.

d. To take a swimmer out of the relay, double click on their name in the 1-8
pane in the middle bottom of the screen.

8) Once you are finished entering athletes into the events, now is time to print out
your line up

a. Click the printer icon in the top bar

b. A window should open, make sure the correct meet is in the "meet" box

c. Select your team from the drop down box next to "Team".

d. On the right side, under "Event Filters" click the button next to
"Individual and Relays".

e. Now click "Create Report" at the bottom to see your line up.

f. Print this off and double check it for errors.

g. Press the "X" in the top right corner to close that window and then
"Cancel" on the Create Report screen to get you back to the entry page.

9) If no errors are found, or once all is corrected(by redoing step 6 and/or 7), exit the
entry screen by pressing the UP arrow icon in the icon bar to return to the main
menu.

10)Now at the main menu, click "File", then "Export".

a. Click the first option, which should be "Meet Entries"

b. Select your location for your entry file and verify you are in the correct
meet.

c. Make sure the box next to "Export Relays" is selected
d. Press "OK"
e. Next a screen the reads "Entries Exported to ……….(file location)"
f. Press "OK"
g. Now press "Close" on the Export Screen
11)Now minimize or close Team Manger, but selecting the "X" or the "_" at the top right.
a. If you do choose to Exit, all of your entries have already been saved automatically.
12) Locate the file you just exported and email it to your Meet Host and Data Processor as directed on the meet information from your League or District.
a. This can be accomplished by just replying to the email they sent you with the meet events.
You are now finished; you will receive a confirmation email from the Data Processor if your entries are received correctly.