

Using Team Manager Lite for Meet Entries

Installing the Program

1. Download Team Manager 3.0 Lite (you must click on the Track and Field tab, then scroll down and click on the Lite link). Choose the save option:
<http://www.hy-tek ltd.com/downloads.html>
2. Double click the program to install it. Follow all directions.

Running the Program for the First Time

1. Double click the >TFTM Lite= icon (this icon is brown in colour). Click Ok on the first screen.
2. File, Open/New, Name your team using code below (ie. EOBR) and click Open.
3. Under >Athlete Browser Options= click the following off (makes entries easier): Show Ages, Show Birth Date, Show School Year, Show Middle Initial.
4. Click >Open= under Age Grouping on right hand side of box.

You only have to do this the first time you run the program. All options will be saved automatically each time you use the program.

Importing Meet Events

1. File, Import, Meet Events
2. Find the file you downloaded from my email:

KASSAA Championships: tfmm2011-05-12-MeetEvents-KASSAA2011-001.zip

3. Click OK, then click the file shown ending in >.ev1'. Click Open, click OK. You should see an events imported message to click OK.
4. Click Meets on the menu bar and you should see the meet you imported.

You only have to do this once as the meet events will be saved with the program for future use.

Adding Your Team

1. Add your team name using the code listed below, your full school name and code for short form.

Team	Team Code
Bayridge	EOBR
Ernestown	EOET
Frontenac	EOFT
Holy Cross - Kingston	EOHC
Kingston Collegiate	EOKS
Loyalist Collegiate	EOLO
LaSalle	EOLS
E.S. Mille-Iles	EOMI
E.S.C. Marie-Rivier	EOMR
Napanee	EONA

Queen Elizabeth	EOQE
Regiopolis Notre-Dame	EORN
Sharbot Lake	EOSH
Sydenham	EOSY

2. Close that window by clicking the bottom >X= in the upper right hand corner.

If you have trouble with this, please contact Shannon (niemis@limestone.on.ca).

Adding Your Athletes

1. Click >Athletes= on the menu bar.
2. Click >Add=.
3. Enter Last Name, First Name and Gender. You don=t need to enter anything else.
4. Make sure your team code appears under >Member of= Team section.
5. Click OK.
6. Repeat for all team members.
7. Click Cancel when you are done and your team appears. NOTE - Team members can be added here at any time during the season or next year.
8. Close that window by clicking the bottom >X= in the upper right hand corner.

You only have to do this once as the program will save the information. This information can be used for all meets this year.

Enter Your Athletes Into the Meet

1. Click >Meets=.
2. Make sure the correct meet is highlighted.
3. Click >Entries=, then >Entries by Name=.
4. Click on the Name then click the events to enter. (Relays are done separately below).
5. Click on the Custom Mark box to enter seed times.

NOTE - To take someone out of an event, click the checkmark under >Entered= to remove the highlighting.

Enter a Relay Team

1. In the >Meets= window, click >Entries=, then >Enter by Event=.
2. In the drop down list beside >For Team= choose your own.
3. Scroll to find, then click on the relay in the upper window, then click >New Relay= on the right bottom window.

To See and Print a List of Entries

1. Click on >Reports= on the menu bar, then >Performance=, then >Meet Entries=.
2. Choose your team from the drop down list.
3. Under >Event Filters= click >Individual and Relays=.
4. Click >Create Report=.
5. Click the printer icon to print the report.

Creating an Export File to Send Entries

1. File, Export, Meet Entries.
2. Choose the correct meet from the Meet drop down list. Make sure >Export Relays= is checked. (It

should be!)

3. Click OK.
4. Write down the title that appears in the box. It will end with >.zip= and start with your school abbreviation.
5. Click OK, then Cancel.

Email that file as an attachment to me: niemis@limestone.on.ca

If you have any questions, please contact me before the due date.

Email: niemis@limestone.on.ca

Fax: 613-389-3135

School: 613-389-8932 x 323

Home: 613-389-5744

Team Names and Codes

Team	Team Code
Bayridge	EOBR
Ernestown	EOET
Frontenac	EOFT
Holy Cross - Kingston	EOHC
Kingston Collegiate	EOKS
Loyalist Collegiate	EOLO
LaSalle	EOLS
E.S. Mille-Iles	EOMI
E.S.C. Marie-Rivier	EOMR
Napanee	EONA
Queen Elizabeth	EOQE
Regiopolis Notre-Dame	EORN
Sharbot Lake	EOSH
Sydenham	EOSY