

USING HY-TEK TEAM MANAGER

Hy-Tek Team Manager Lite is a limited version of the Team Manager Program sold by Hy-Tek. It allows you to enter your athletes and events for each meet and email a file to the club hosting the meet. Using the program provides a uniform format for meet registrations and eliminates the data entry required to organize a meet. All clubs should be using Team Manager to submit entries.

If you purchase the complete version of Team Manager you will be able to maintain statistics on your athletes. You can download you team results directly into the program, no manual entry. Team Manager will also automatically select a best time/mark for meet entries. These features are not available in the free version.

**To make it easier to find the meet event files and the entry files you make,
it is suggested you make a new folder on your computer (for example 2010 Meets).**

Make a New Folder on your Computer

- **Right Click your mouse On your desktop (main screen on your computer)**
- **New**
- **Folder**
- **Name the folder – 2010 Meets (or current year)**

If you purchased the program, use the CD and install the registered program on your computer.

**Download the Team Manager Lite program from the HY-Tek website at www.hy-tekltd.com
and install it on your computer.**

On the Hy-Tek website, click on Download Center, Scroll down to Track & Field, and select Team Manager Lite

Open and Customize your Database Set-Up

- File
- Open/New
- Specify the **name of your Database (your team name)**
- 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.

Select the following options:

- Boys/Girls
- Last Name First
- Default State – PA
- Show Ages
- Show Reg. #1
- Show Conversions
- Show Birth Date
- Show Birth Year in place of age
- Reg.#1 name – USATF#
- Age Divisions
- Dash Distance – 400M

System Preferences

Athlete Preferences

Gender Designations

- Men/Women (MW)
- Male/Female (MF)
- Boys/Girls (BG)

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 **USATF#**
- Show Registration #2
- Name for Registration #2

Team Athlete Defaults

Default Country:

Default State: **PA**

Hand Time Conversions

Under 200	<input type="text" value="0.00"/>
200 to 400	<input type="text" value="0.00"/>
Over 400	<input type="text" value="0.00"/>

English Metric Conversion

- Show English/Metric Conversion for Field Events

Age Grouping

Open	200
Age Groups	• 400
• Age Divisions	600

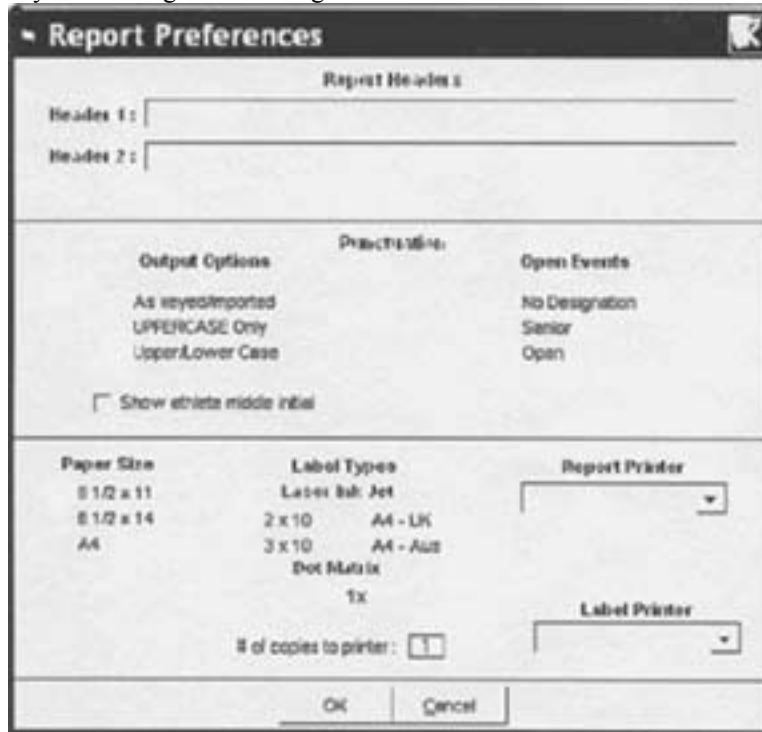
Dash Distance

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

OK Cancel

Report Preferences

If you are using Team Manager Lite you will have limited ability to print reports. If you purchased the program you will have a number of report options. The Report Preferences allows you to set up how and where your reports print. Fill in the information as you want it to print and select your printer. You can skip this step if you are using Team Manager Lite.



The screenshot shows the 'Report Preferences' dialog box. It is divided into several sections:

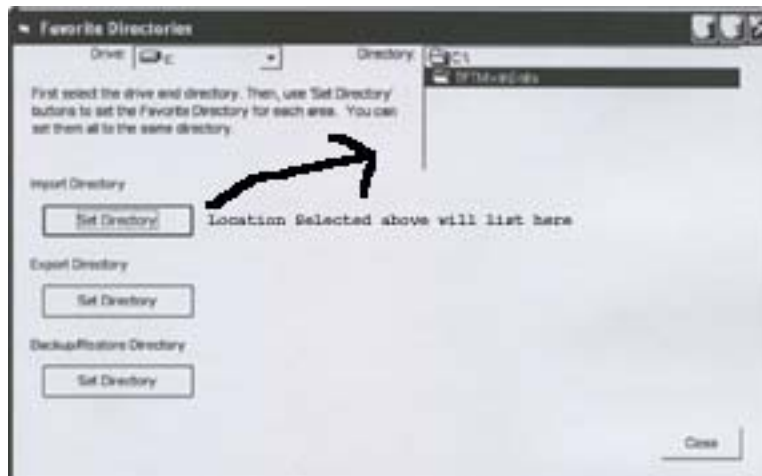
- Report Headers:** Two text input fields for 'Header 1:' and 'Header 2:'.
- Output Options:** A section with three columns: 'Output Options' (with radio buttons for 'As keyed/imported', 'UPPERCASE Only', and 'Upper/Lower Case'), 'Print Options' (with a checked 'Show athlete middle initial' checkbox), and 'Open Events' (with radio buttons for 'No Designation', 'Senior', and 'Open').
- Paper Size:** A list of options: '8 1/2 x 11', '8 1/2 x 14', and 'A4'.
- Label Types:** A list of options: 'Laser Ink Jet', '2 x 10', '3 x 10', 'A4 - UK', 'A4 - Aust', and 'Dot Matrix'. A 'Tx' label is also present.
- Report Printer:** A dropdown menu.
- Label Printer:** A dropdown menu.
- # of copies to printer:** A numeric input field set to '1'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Directory Preferences

Setting the Directory Preferences allows you to choose where you want to save your Team Manager Database, Export Files and Back-up Files. That location will automatically show up in the application windows when you are saving, exporting, or backing up information in you database.

Select Set-Up

- **Directory Preferences**
- **Choose the new folder you just made** and then click on **Set Directory** for Import Directory, **repeat** for Export Directory and Back-up/Restore Directory. Once you click on Set Directory the location you selected will appear next to the Set Directory Box. To change the location, repeat the process.



The screenshot shows the 'Favorite Directories' dialog box. It has a title bar with 'Drive' set to 'C:' and 'Directory' set to 'C:\'. Below the title bar is a text box with instructions: 'First select the drive and directory. Then, use Set Directory buttons to set the Favorite Directory for each area. You can set them all to the same directory.' There are three sections, each with a 'Set Directory' button:

- Import Directory:** The 'Set Directory' button is highlighted with a black arrow pointing to it. Below the button, the text 'Location Selected above will list here' is visible.
- Export Directory:** A 'Set Directory' button.
- Back-up/Restore Directory:** A 'Set Directory' button.

A 'Close' button is located at the bottom right of the dialog.

Athlete Custom Fields (optional)

TFWin-TM can store information for up to three Custom Fields for each Athlete. The custom fields may be named, and then information can be entered for each field for any athlete. For example, you might want to keep track of parent volunteer information about each athlete - who has volunteered to time, to run the snack stand, to setup prior to a meet, etc.



Athlete Custom Fields

Custom Fields

Field 1

Field 2

Field 3

Custom Phone Prompts

Phone Prompt 1

Phone Prompt 2

Phone Prompt 3

OK

Custom Fields are defined by the user to track up to three pieces of information about athletes that are not one of the pre-defined T&F TM fields. For example, you can call one of the fields 'Parent Job' and use it to keep track of what each athlete's parent's job is at home meets.

Custom Phone Prompts allow you to name the phone choices for Athlete Contacts. Examples: Daytime, Call Phone, Evening Phone, Office, FAX, etc.

Click on **Set-up** then **Athlete Custom Fields** to **Add or Edit** up to three Custom field names for each Athlete. This section is designed for you to Name the Custom fields - for example, "Volunteers" or "Car Pool". Then when you add a new Athlete or edit athlete information, you may enter information for those three named fields.

This information may be printed in the Custom Information choice in the Athlete Roster Report menu.

Adding your Team into the Program
Your team must be entered before you can enter athletes

- Select “Teams”
- Add.
 - Enter your club as listed on the club list provided.
 - Team Type – Age Group

You can complete the address and coach information if you like, but it is not required. After you enter your team information, you can close the Teams window.

The screenshot shows a software window titled "Team Maintenance" with a dark header bar containing window control icons. The main content area is divided into three sections:

- Team Information:** Includes a header "Refer to list for you Team Code,". Fields include "Team Code:" (with a dropdown menu), "Team Name:" (with a text box containing "Team Name & Short Name"), "Team Type:" (with a dropdown menu containing "Age Group"), "Short Name:" (with a text box), "Mailing Type:" (with a checkbox), and "Alt Abbr:" (with a text box).
- Mailing Information:** Includes "Address:" (with a text box), "City:" (with a text box), "Postal Code:" (with a text box), "E-Mail Address:" (with a text box), "State:" (with a dropdown menu containing "PA"), and "Country:" (with a dropdown menu).
- Telephone Information:** Includes "Day Phone:" (with a text box), "Evening Phone:" (with a text box), "FAX:" (with a text box), and "Team Registration Type:" (with a dropdown menu).

At the bottom right, there are two buttons: "OK" and "Cancel".

Adding Athletes
Once your club is entered you are ready to enter your athletes

- Select “Athletes”
- “Add”.
- Enter **athlete name, date of birth, gender, USATF Membership Number** and select your **team**.
- Enter the athlete contact information – address, phone & email since this will be required for the association championship.
- Since the athletes only need to be entered one time, you should enter all of the athletes in your club.

When entering a birth date, use the following format – 01/01/90. Use only two (2) numbers for the year.

The screenshot shows a software window titled "Athlete Information". The form is divided into several sections:

- Athlete Information:** Last Name: Adler, First Name: Brett, Initial: , Preferred Name: (empty), Birthdate: 04/07/1992, Age: 11, USATF #: (empty), Competitor #: 2003, Current Year: , Previous Year: , Registration Types: (empty).
- Gender:** Male , Female
- Primary Mailing Information:** Last Name: Adler, First Names: Sam, Betty, Mailing Address: 1401 Constant Drive, City: Perling, State: MN, Postal Code: 14432, Country: (empty).
- Primary Contact Information:** Phone 1: 311-455-6780, Phone 2: 311-433-2211, FAX: (empty), E-Mail Address: adler458@aol.com.
- Member of:** Team: MP, Group: 4, Subgroup: (empty), School Year: 12, Inactive:
- Buttons:** Recruiting, OK, Cancel.

You don't need to select anything in the Group, Subgroup or School Year boxes.

How to Enter Meet Entries
The first step is to import the meet events.
Without the meet events, you cannot do meet entries

Importing Meet Events into Team Manager

- You will need to import the meet event files into your database in order to enter athletes into meets. Team Manager Lite will only support 3 meets. You will need to delete one of the completed meets before importing a new meet.

- If you purchased Team Manager, you will be able to import the events for all of the meets.

**The Meet Event Files are posted on the meet page of the Three Rivers website, www.usatf-threerivers.org
Download the event file and save it to the folder your created**

From the T & F TEAM MANAGER **Main Menu Bar**,

- **File**
- **Import**
- **Meet Events.**
- TFWin-TM will first ask you to select the **Drive, Directory, and File Name** of the file you wish to Import.
- **Find and choose the folder you saved the event file**
- **Select the event file for the current meet and “Open”**
The following message will appear
 - The files inside the selected zip file have been unzipped to C:\Hy-Sport\TFTM2\TFMTemp.
These unzipped files will be listed after you click “Okay”. After list is displayed, double click on the file you wish to import.
- The TFMTemp folder will now list the meet event file you selected (Select “Open” or double click on the file)

How to Verify you Successfully Imported the Meet Events

After you complete the steps above, on the Main Toolbar

- Select “Meets”
- You should see the meet listed
- Select (highlight) the current meet (if you have more than one meet listed)
- From the toolbar in the Meets Menu
- Select Events
- You will see all the events listed for this meet
- Close out the “Events” window

To edit and/or verify the Meet Information, double click on the Meet

Meet Type is Age Group, Event Age Grouping is Age Divisions

Age-up Date – Last day of current year National JO Meet. For 2010 - 08/2/10

Entry Fee is \$8.00

Meet Maintenance

Meet Information

Meet Name: 2002 WESTLAKE VS SIMI VALLEY
Location: Westlake High School
Remarks:

Meet Kind: T&F
Meet Type: **Age Group**
Event Age Grouping: []

Select Age Division

Dates

Start Date: Apr 18, 2002
End Date: Apr 18, 2002

Age-up Date: []
Use Marks Since: MMDDYY
 Use Since Date

Outdoors
 Indoors
 Enforce Qualifying Marks

Age up Date will be last day of current year JO Meet

Entry Fees

Individual Events: \$0.00 [Update Ind Fees]
Relay Events: \$0.00 [Update Rel Fees]
Athlete Surcharge: **\$8.00**
Team Surcharge: \$0.00

Maximum Entries

Maximum Running Events per Athlete: 0
Maximum Field Events per Athlete: 0
Maximum Relay Entries per Athlete: 0
or
Max Combined Entries per Athlete: 0

Meet Performance

Team Finish (Place) [] Number of Teams []

[OK] [Cancel]

Entering athletes into a Meet

Adding Athletes to Events for a Meet

- Click on “**Meet**”
- Select the **current meet**,
- **Entries**, then “**Entries by Name**”.
 - This will give you a **split screen** with the **athlete names on the top** and the **events on the bottom** (Relay events will not be seen in this view).
- **Click on an athlete name**, then **click on the events that athlete is entering**
- **Marks, if available entered in the Custom Mark Field.**
 - If you purchased Team Manager, the program will automatically select a best mark
 - If you are using Team Manager Lite, you will need to enter a mark in the Custom Mark Field

To **enter relay events**, click on “**Entries by Event**”. This will give you a split screen with the events on the top and the athletes on the bottom. **Click on a relay, then the athletes you are entering into that relay.**

NOTE: For all meets except the championship meet we allow mixed age group and gender relays. These cannot be entered into the program. It will only accept same age group and gender relays. If you are entering a mixed relay, just note it in your email when submitting your meet entries.

Exporting Entries

Once you completed all the entries for your club you need to make an export file to send to the meet host.

To **export a file of entries**

- Select “**File**”
- “**Export**”
- “**Meet Entries**”

You can save it to the folder your created or a jump drive. If you set up directory preferences the file will save to the location the folder your created.. You can now attach the file to an email and send it to the meet.

Be sure you email your entries to the person listed on the meet entry form for receiving entries.

Printing a Report of your Meet Entries

The Meet Entries Report is designed to produce a report of the meet entries of any meet in your Database. Select **Reports on the Main Menu Bar**, then **Performance and Meet Entries** and **select a specific meet** from the meet list, **select your club**. This report will match the entry information you entered in the Meet Entries Browser. This report is formatted as a two-column report unless the Proof of Mark information is requested.

If you purchased Team Manager you can also print a Meet Entry Spreadsheet of your meet entries.

Report Filters

You can print a **filtered entry report** by **age group, gender, or event**. Just **select the criteria** and print the report.

The screenshot shows the 'Meet Entries...' dialog box with the following elements:

- Meet:** A dropdown menu at the top left.
- Filters:** A section containing:
 - Team:** A dropdown menu.
 - Group:** A dropdown menu.
 - Subgroup:** A dropdown menu.
 - School Year:** A dropdown menu.
 - Gender:** A radio button group with options: All, Male, Female.
 - Event Division:** A dropdown menu.
 - Include Inactive:** A checkbox.
- Event / Distance Filters:** A section containing:
 - Event:** A dropdown menu.
 - Distance:** A text input field.
- Event Filters:** A radio button group with options: Individual Relay, Individual and Relays.
- Standards:** A section containing:
 - Standards:** A dropdown menu.
 - Include Standards:** A checkbox.
- Sort by:** A radio button group with options: Meet Event Number, Name, Age, Meet Event Number (1 per Page), Name (1 per Page).
- Other Options:** A section containing:
 - Include Proof of Mark:** A checkbox.
 - Meet Line-Up Format:** A checkbox.
- Buttons:** 'Create Report' and 'Cancel' buttons at the bottom right.

Importing Meet Results

If you purchased Team Manager you have the ability to import meet results for your club into your Team Manager Database. This allows you to keep track of your athletes and provide an accurate seed mark for the next meet.

Select **File** on the **Main Menu Bar**

Select **Import**, then **Meet Results**

Select the **TM Result** file you saved to your computer

Select your club from the dropdown box and import.

How Team Manager Matches Athletes

When you import Meet Results, Team Manager goes through the following process to find a correct match for each athlete being imported into your database.

Match of Last Name, First Name, Gender and Team. If all of these match, then Team Manager imports the data for that athlete. If not, Team Manager will check the "Add New Athlete" box. If it is checked, then a new athlete is added. If it is not checked, this record is not imported and is put on the Exception Report List.

An Exception Report is a list of data that does not import because it does not fit the parameters of the database.

It is your choice how to handle the import.

If you choose "Add New Teams/Athletes" you may have duplicate entries for some athletes. For example, your database has an athlete listed as Robert Jones. This athlete was a late entry and was entered into the meet on the day of the meet as Bobby Jones. When you import the meet results if you choose to add new teams/athletes, he will be added to your database. You now have Robert Jones and Bobby Jones in your database. If this occurs for a number of athletes it may be difficult to keep track of how many duplicate entries you have.

If you do not choose to Add New Team/Athletes, Bobby Jones will print in an exceptions report and you can then

The screenshot shows the 'Import Results' dialog box. At the top, it displays the file name 'C:\FTMwinData\TCL01-01.TCL', created by 'Lebanon High School' on '03/06-02 8:51 AM', and file type 'Team Roster'. The 'Meet Name' is 'Rosters only from TM 03/06-02 8:51 AM' and the 'Start Date' is '/ /'. There are radio buttons for 'Outdoors' and 'Indoors', with 'Indoors' selected. A section titled 'Import Criteria' has a hand-drawn box around it and an arrow pointing to it. It contains four checkboxes: 'Overlay duplicate results' (unchecked), 'Add New Teams/Athletes' (unchecked), 'Import Relays' (checked), and 'Include Competitor Numbers' (unchecked). To the right, 'Import Statistics' shows 'Records Processed' with a blank input field, and 'Teams' and 'Athletes' with blank input fields. At the bottom, there are 'Use From Date' and 'Use Thru Date' fields with date pickers, and a 'One Team:' label with a blank input field. 'OK' and 'Cancel' buttons are at the bottom right. A status bar at the bottom says 'Import File Checked - Click OK to Import'.

Manually Entering Results

Select **Meets** on the **Main Menu Bar**

Select **Results**, then **Results by Name.**

Select the athlete with results and enter the results in the **Final Mark Column**

Result Report

Select **Meets** on the **Main Menu Bar**

Select a **Meet**, Select your **Club**

Select **Print**, then **Print Results**

You can **choose any other criteria** if you want to print a specific results report.

Sort by Event or Athlete

Meet: [dropdown]

Filters

Team: [dropdown] Gender

Group: [dropdown] • All

Subgroup: [dropdown] Male

School Year: [dropdown] Female

Result Filter

• All Rounds

Best

Splits

• None

Cumulative

Subtractive

Include Inactive

Event Division: [dropdown]

Show Improvement

Personal Bests Only

Include Wind Readings

Event / Distance Filters

Event [dropdown] Distance [input]

Event Filters

• Individual Relay Individual and Relays

Standards

Standards: [BBR dropdown]

Include Standards

Sort by

• Meet Event Number

Name

Name (1 per Page)

Print icon Create Report Cancel

Report Filters

This report offers the standard Team, Group, Subgroup, School Year, and Gender filters as well as the following specific report filters.

Event Division Filter

Click on the Event Division tab and filter the events that are included in this report by a specific Event Division. For example, you might want to print this report for only the Varsity Division of the meet.

Results Filter

To display meet results from All rounds or Best mark from all the rounds in the event for this one meet, you may choose All or Best.

Splits

Choose to display None (no splits), Cumulative or "running" splits, or Subtractive or "lap" splits. [Click Here](#) for more information on how to enter Splits.

Individual or Relay

Click on the Individual or Relay check box to display meet results for just the Individual or Relay events for this meet. Or click on the Individual and Relays check box for both.

Inactive and Personal Best

To include Inactive athletes in this report, please click on the Include Inactive check box. To only list meet results if an athlete has achieved a "personal best", please click on the Personal Best check box and whether or not you wish to include "1st Time Results" as a Personal Best.

Include Wind Reading

The program defaults (automatically checks) to including Wind Readings. If you do not wish to show the Wind Reading, uncheck the box.

Show Improvement

The program defaults (automatically checks) to Showing Improvement. If you do not wish to include the Improvement column, uncheck the box.

Improvement

The Meet Results Report will automatically calculate improvement for each of the events in this meet. This "standard" improvement is based on all the marks in your Database. If you wish to filter the meets that are used to calculate improvement, enter a Since Date and then click on the Use Since Date for Improvement check box, and TFWin-TM will use ONLY those meets with a start date later than the Since Date that you specified.

If you have any problems, use the help menu in the Team Manager Program. It is very easy to use and understand. The functions of the Lite version of the program are limited. For example, it will only support 3 meets at one time and only 100 athletes. You will need to delete the earlier meets in order to enter some of the later meets. The reports you will be able to generate are also limited. If you are interested in a report, try it. A message will pop up if that report is not available in this version. If you are interested in the full version, visit the Hy-Tek website at www.hy-tek.com for more information and pricing.

TEAM CODE	LONG NAME	SHORT NAME
11BC	Beaver County Track Club	Beaver County
11BY	BumpYes	BumpYes

11BS	Butler Stealth	Butler Stealth
11VV	Coach Sanford VerticalVillage	Vertical Village
11CJ	County Jaguars	County Jaguars
11DU	Duquesne Track Club	Duquesne Track
11EA	East Allegheny Wildcats	East Allegheny
11EE	Eastern Elite Track Club	Eastern Elite
11EO	Erie One Striders	Erie One
11HT	Hilltop Rebels	Hilltop Rebels
11IC	Inner City Sprinters	InnerCity Sprint
11LS	Long&Strong Throwers West	Long&Strong Thro
11MV	Mon Valley Track Club	Mon Valley
11MA	Monroeville Area Activity Cent	Monroeville Area
11MT	Mountain Top	Mt. Top
11MR	Mountaineer Track Club	Mountaineer
11ND	Nadia Track Club	Nadia
11PR	Pacer Track Club	Pacer
11PA	PC Striders	PC Striders
11PH	Penn Hills Eagles	Penn Hills
11RC	River City Elite Track Club	River City Elite
11SB	South Butler Flyers	South Butler
11ST	Stallions Track Club	Stallions
11S	Steel City Express	Steel City
11UN	Unattached	Unattached
11WP	West Penn Track Club	West Penn
11WT	Wilkinsburg Tigers	Wilkinsburg
11WM	Wings of Moon	Wings of Moon
11RR	YMCA Road Runners	YMCA

If your team is not listed above, contact Cindy (threeriversusatf@earthlink.net)