

HELP BOOK FOR CLUBS

HOW TO SETUP CLUB TEAM MANAGER DATABASE

&

SUBMIT ENTRIES



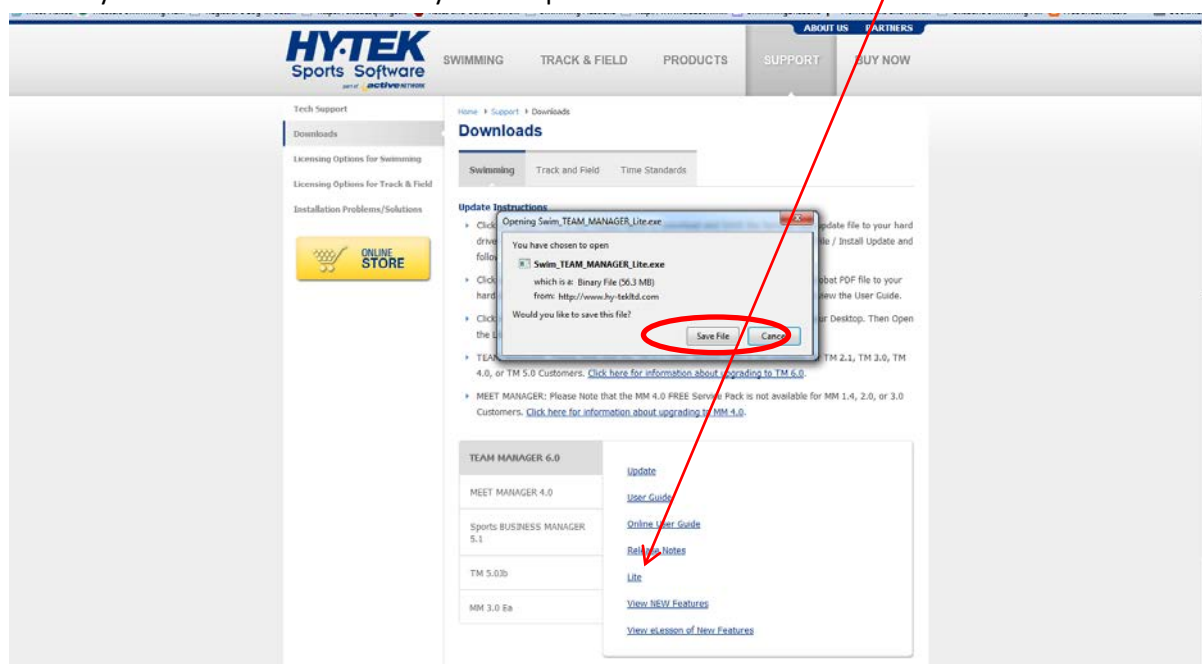
**MASTERS
SWIMMING**
Queensland

How to set up your club's TEAM MANAGER database and submit entries

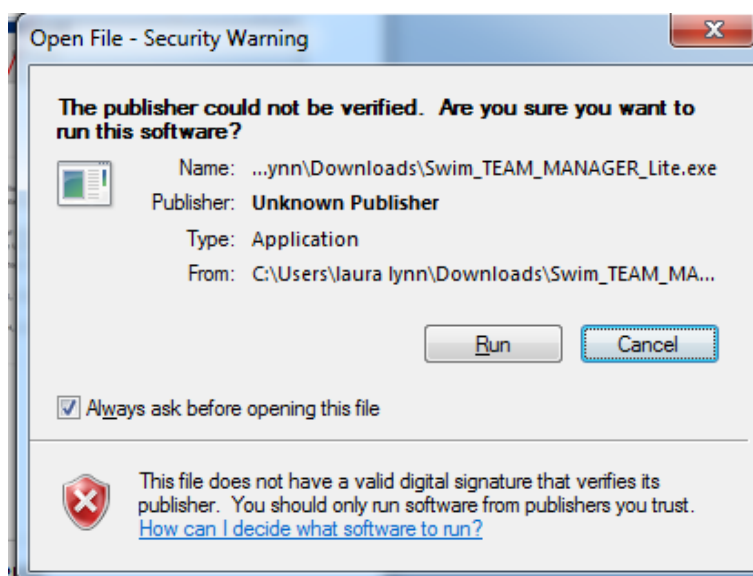
If your club already owns a copy of the TEAM MANAGER (TM) software please proceed to **step 13**.

If your club does not currently have a copy of the TEAM MANAGER software, you can download a free trial version by following **steps 1 to 12**.

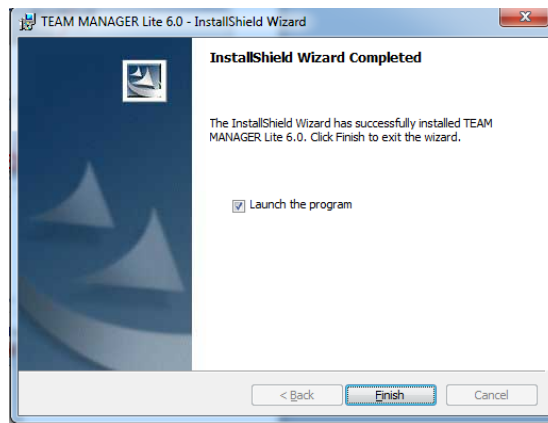
1. Go to <http://www.hy-tekltd.com/downloads.html> and click on the link for "Lite"
2. A pop-up screen will appear and you will be prompted to save the file. The file should automatically save in your 'Downloads' folder on your computer.



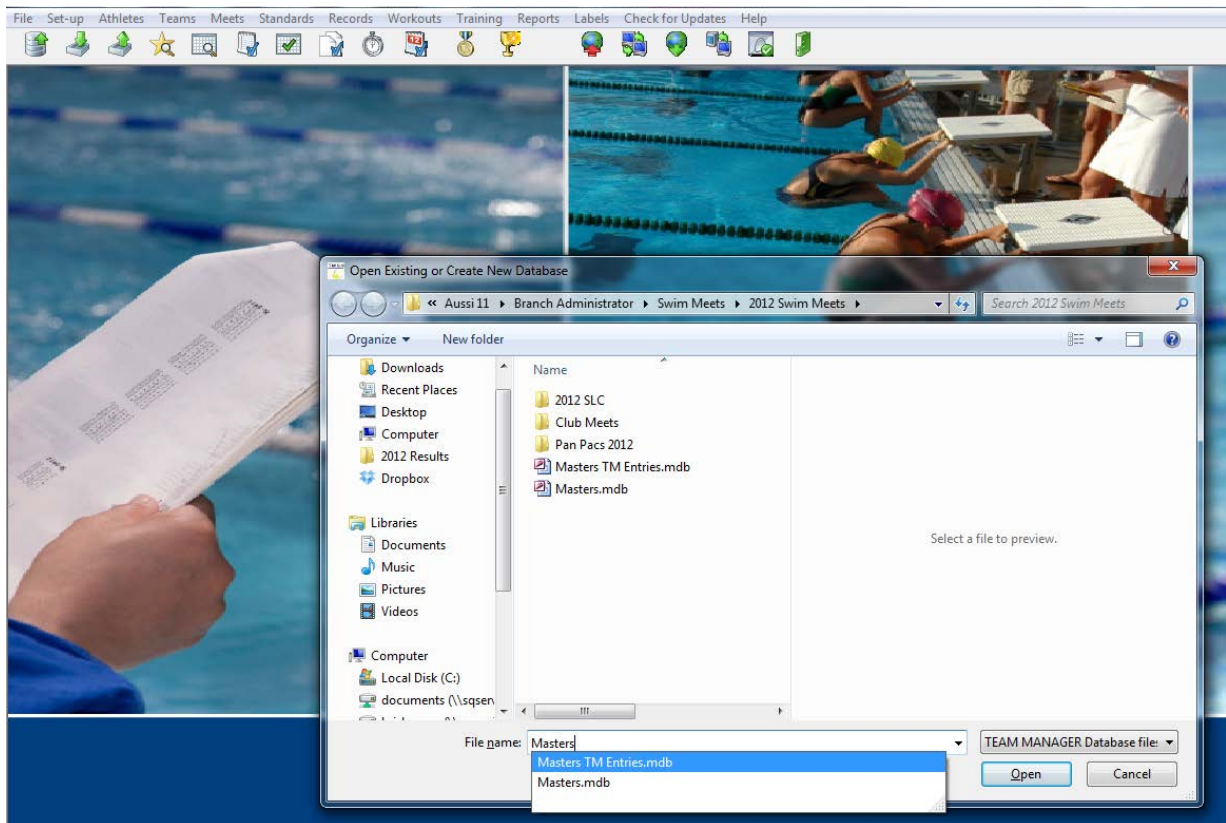
3. Locate the file where it has been saved on your computer and select 'RUN'.



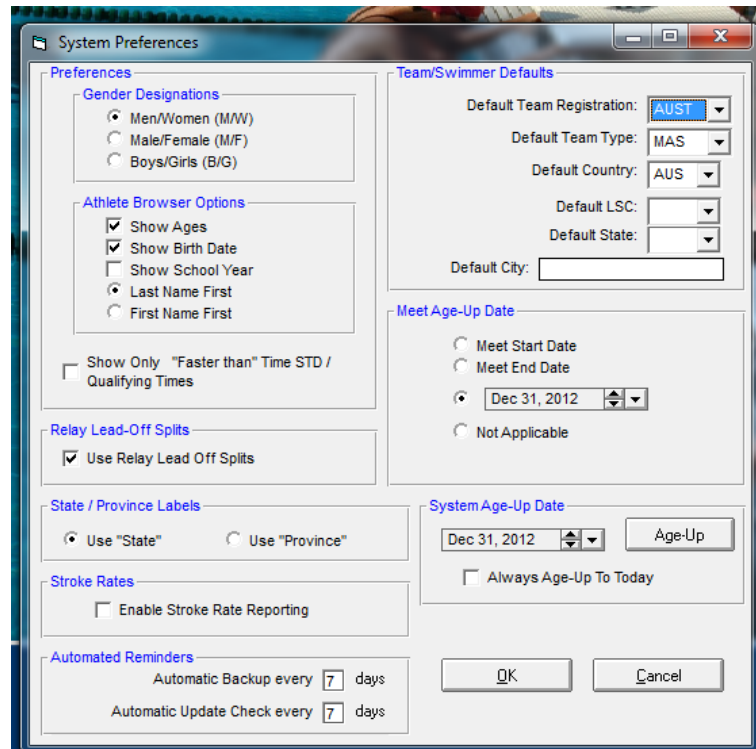
4. The Install Wizard will begin, follow the prompts until Installation is complete and select '**FINISH**'.



5. In TEAM MANAGER select **FILE>OPEN** from the top left menu bar. This will open the computer navigation box. Find the location where you would like to save your TEAM MANAGER database, e.g. 2012 SWIM MEETS ENTRIES FOLDER. Name the database by typing in the name you wish to call your TEAM MANAGER database (your club name and year will suffice).



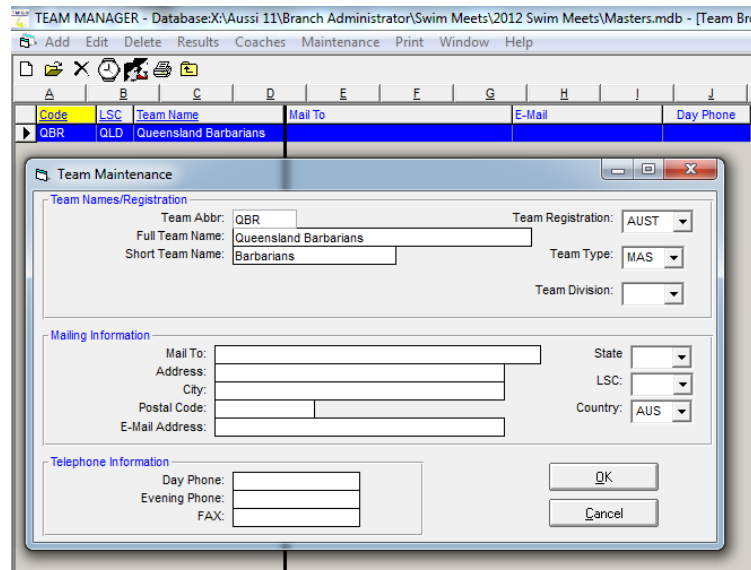
6. Complete the **System Preferences** information as follows, and select **OK**:



7. Select **'TEAM'** from the top menu bar to add your Teams details



8. Select **'Add'** and complete the pop-up box using your club's details. Only the completed fields below are necessary, and select **OK**:



9. Return to the main screen using the red 'X' (exit) button in the top right hand corner of the screen.
10. To add new athletes select 'Athletes' from the main screen and then 'Add' from the athlete screen that will appear
11. The following details are required:

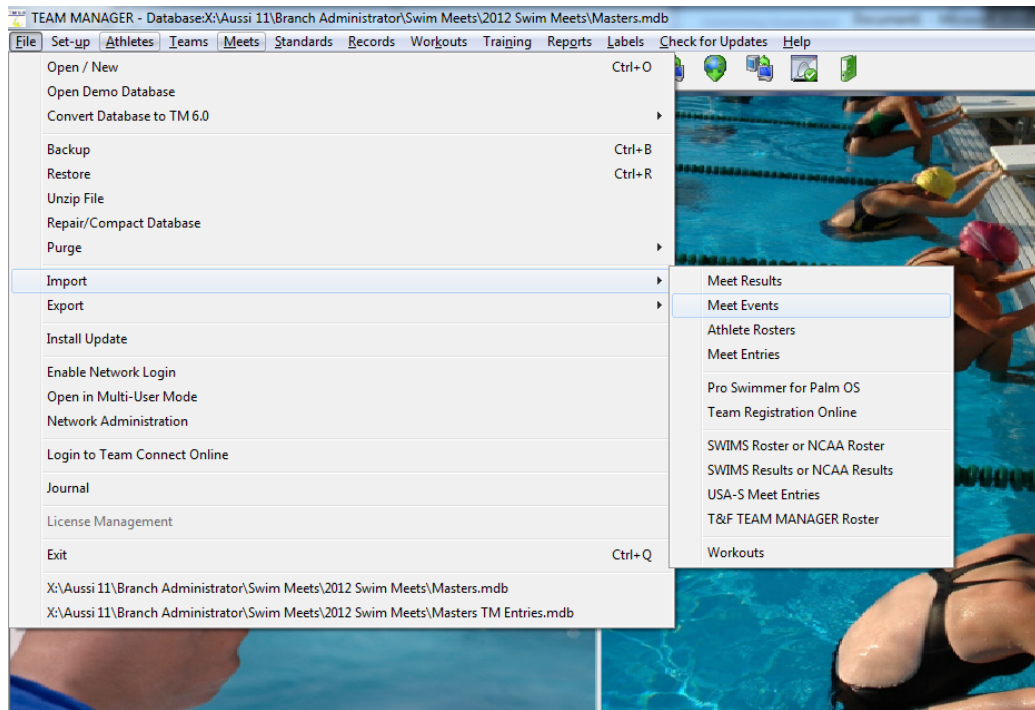
Last name, First name, Birthdate, Team and ID# (please note – this must be the **Masters Swimming Australia ID** membership number issued upon registering, the BUILD ID button will not produce this). Select 'OK' once completed.

The screenshot shows the 'Athlete Information' dialog box in the TEAM MANAGER software. The dialog box is divided into several sections:

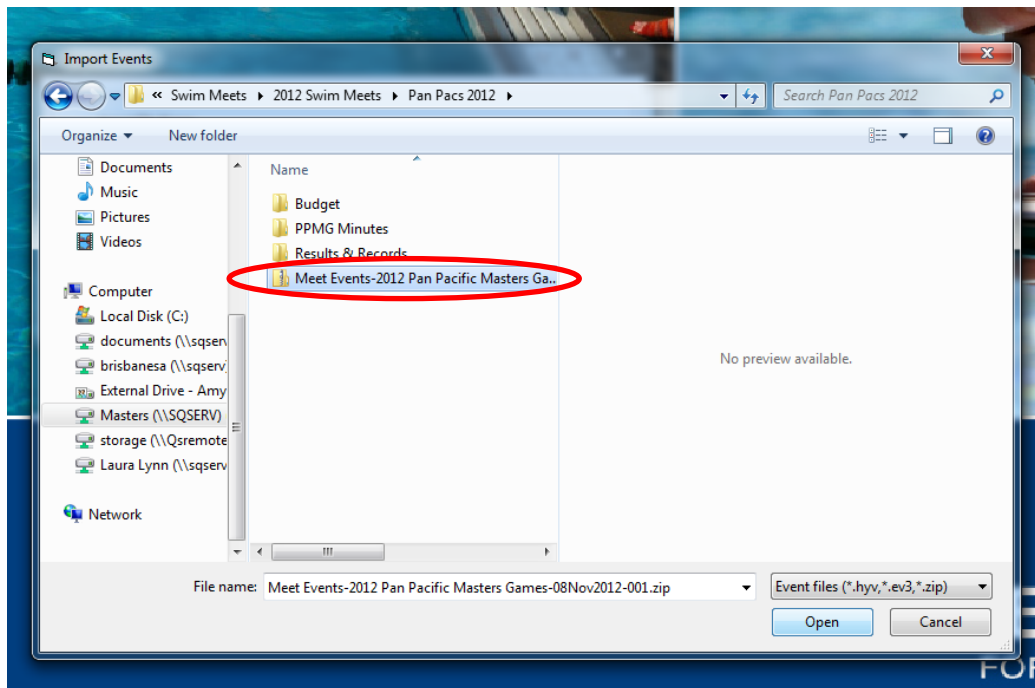
- Athlete Information:** Last Name: Smith, First Name: John, Middle: (empty), Preferred Name: (empty), ID #: 7596584, Birthdate: 19/05/1965, Age: 47, Gender (M,F): M, Athlete E-Mail: (empty).
- Primary Mailing Information:** Father's Last: Smith, Father's First: (empty), Mother's Last: Smith, Mother's First: (empty), Mailing Address: (empty), City: (empty), State: (empty), Postal Code: (empty), Country: AUS, Mail to: (empty).
- Primary Contact Information:** Home Phone: (empty), FAX: (empty), Office Phone: (empty), Cell: (empty), E-Mail: (empty) for both Father and Mother.
- Member of:** Team 1: QBR-QLD, Team 2: (empty), Team 3: (empty), Group: (empty), Subgroup: (empty), WM Group: (empty), WM Subgr: (empty), School Yr: (empty), Joined: DD/MM/YY.
- Options:** Inactive, Dive Certified.
- Buttons:** Registration, Recruiting, OK, Cancel.

12. You have now completed the setup of your club's TEAM MANAGER database.
13. You are now ready to import the Meet Events shell into TEAM MANAGER and begin the entry process.
14. Download the TEAM MANAGER FILE (**Meet Events**) shell from Masters Swimming Queensland and save in the same location that your TEAM MANAGER database is saved on your computer.

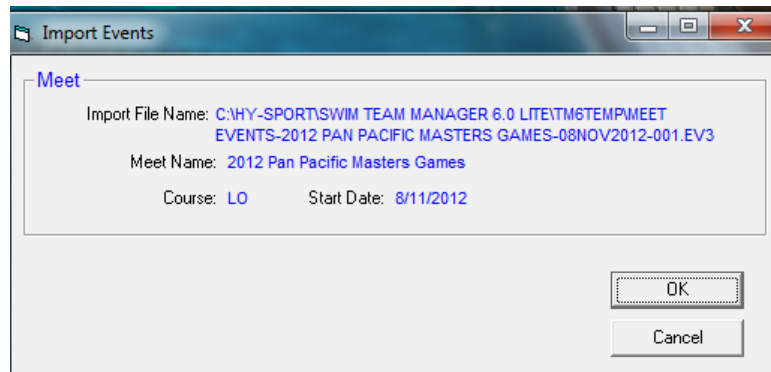
15. In TEAM MANAGER select **FILE>IMPORT >MEET EVENTS** from the main screen:



16. Locate where you have saved the **Meet Events** shell on your computer and select open. **Hint:** TEAM MANAGER **Meet Events** files will usually be named '**Meet-Events-name of the meet**'. Press '**Open**'. A pop-up box will appear telling you that the file must be *unzipped*, select '**OK**'. Another Computer navigation screen will appear, where the unzipped file is located. Double click on the file.



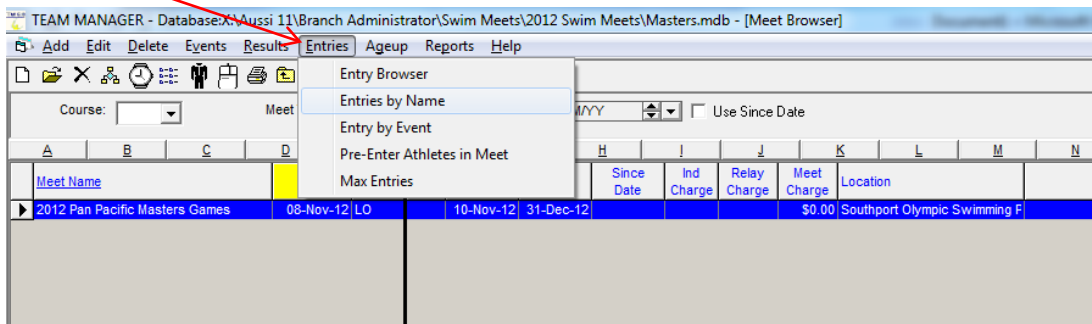
17. The below screen will appear after the import has been completed successfully, select 'OK':



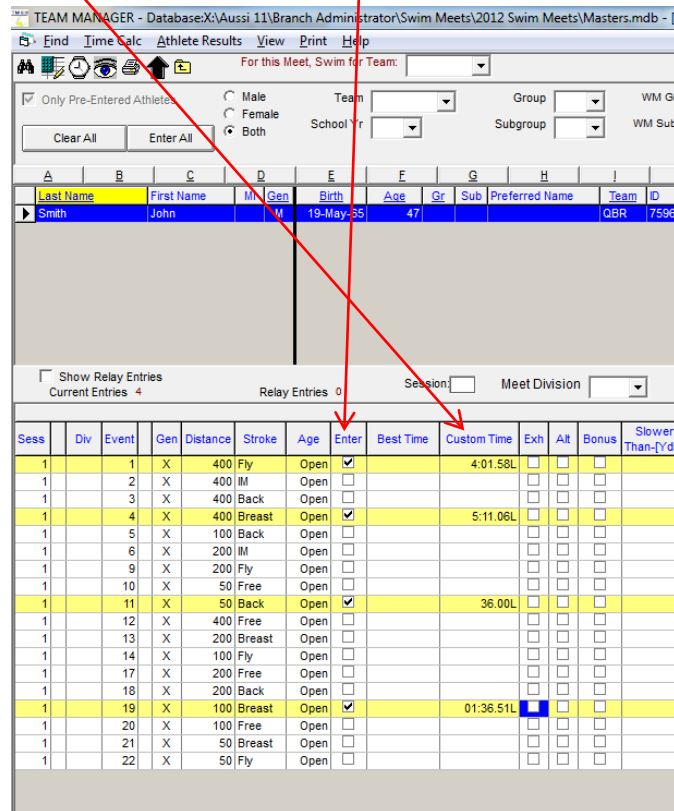
18. To begin entering athletes into the meet, make sure you have all athletes wishing to compete added in to your Team Manager database (**steps 10-11**).

19. Select 'Meets' from the menu bar on the main TEAM MANAGER screen.

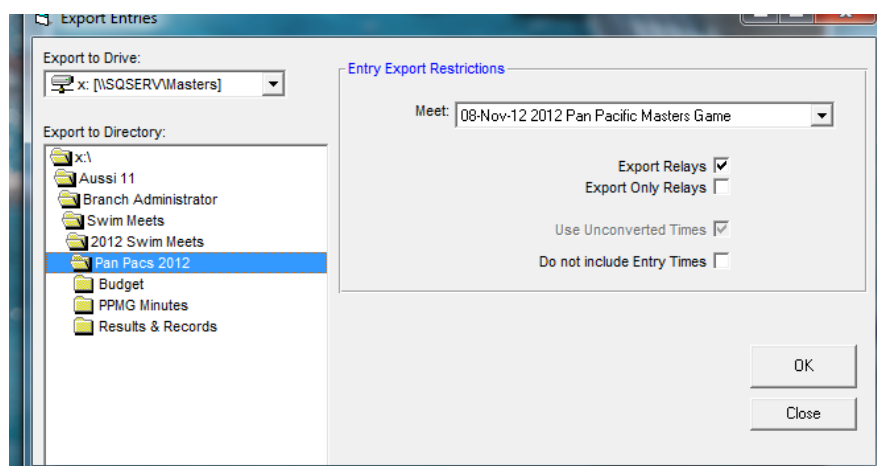
20. Make sure the meet you wish to enter is selected e.g. 2012 Pan Pacific Masters Games and select **ENTRIES > ENTRIES BY NAME** from the top menu bar.



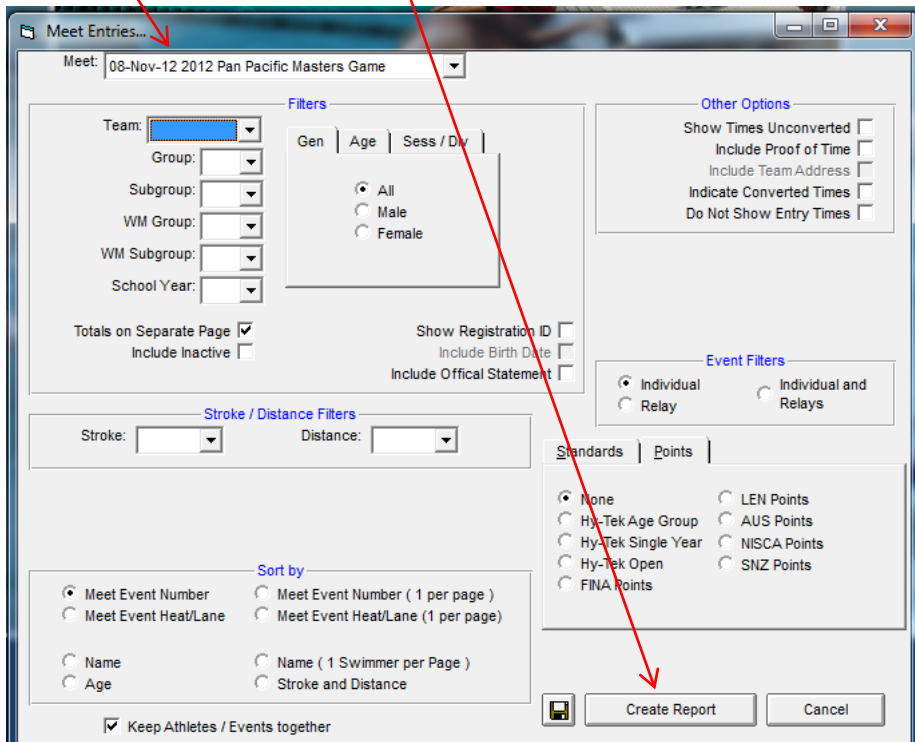
21. Select the athlete you wish to enter (they will be highlighted in blue) and click the 'Enter' box for all applicable events.
 Type in the 'Custom Time' column the time that the swimmer will be entered on i.e. the time they have supplied on the Individual Nomination Form.



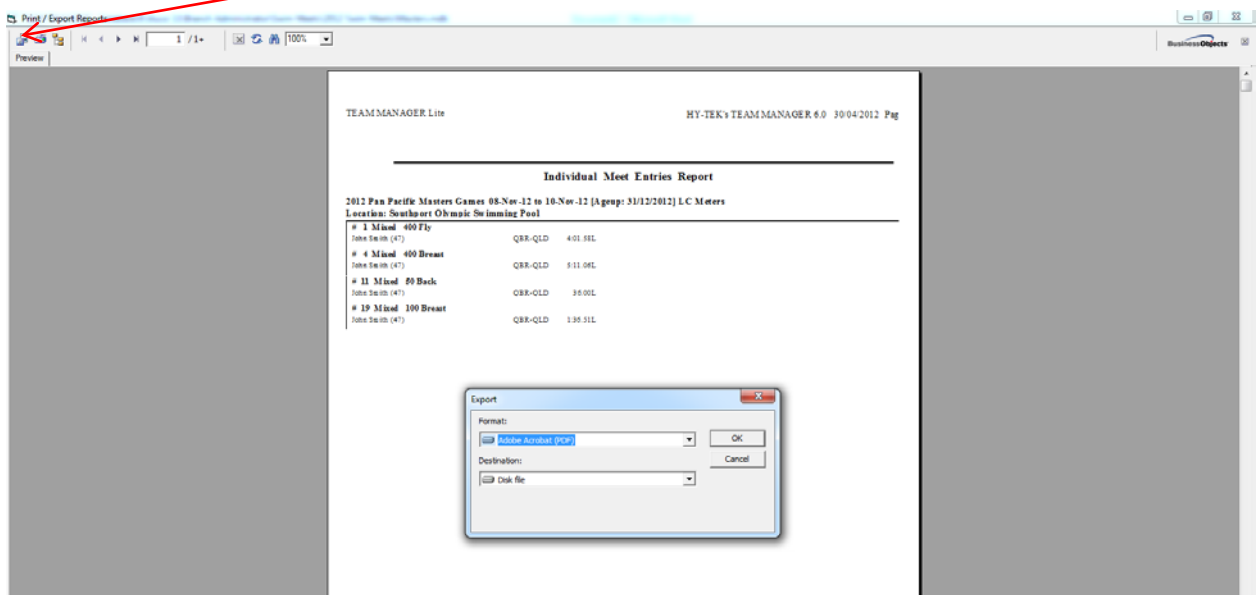
22. Repeat the above step for each athlete until you have completed all entries for your club.
23. Return to the main screen of TEAM MANAGER
24. Select **FILE>EXPORT>MEET ENTRIES**
25. Select where you would like to save the Entries file on your computer from the drop-down boxes on the Left-hand side of the pop-up screen. Make sure the correct meet is selected from the drop-down menu on the right-hand side. Select '**OK**'. Close the window once Entries file has been exported.



26. In order for MSQ to be able to ensure that all entries have been entered into our file correctly, you will need to create a **Meet Entry Report** and include it in your email to MSQ – there is no need to complete a Nomination summary sheet.
27. From the main Team Manager screen select **FILE>REPORTS>MEET ENTRIES**. Make sure the correct meet appears in the 'Meet' box. Select 'Create Report'.



28. Save the report as a PDF by selecting the 'save' symbol in the top left corner. Save into an applicable location (preferably where the 'Meet Entries' file is saved).



29. Attach both the 'Meet Entries' File and the 'Meet Entries Report' to email and send to laura.lynn@swimming.org.au

****PLEASE NOTE**** The meet entries file will either be named as your club code e.g. QRB or 'Meet Entries, please ensure the 'Meet EVENTS' file is not file being sent to MSQ by mistake.