Hy-Tek's TEAM MANAGER Lite

TM Lite has two functions:

· As a **Demo** for a prospective Customer to be able to evaluate TM as a product and to experience its functionality and ease-of-use.
· As a Free **Product** for helping a team **entering a meet** to key in their meet entries and then to export those entries by disk or e-mail to the Meet Host.

TM Lite is FREE to download from the Hy-Tek web site's **Download Center** found at **www.hy-tekltd.com**. TM Lite is basically the TM production version with **all six Standard Options enabled**, but with the **following restrictions**:

- Only the Export of Meet Entries and the Export of Athletes/Teams are operational. All other Exports are not available.
- Only the Import of Meet Events, Mark Standards, and Records are operational. All other Imports are not available.
- The Database conversion from WIN-TM to TM is not available. ● Any Report may be Previewed on the screen, but **only the Meet Entries Report may be printed**.
- A maximum of 3 Meets may be added.
- Unlimited number of Entry Events per meet, but a maximum of 10 Result Events per meet.
- Maximum of 3 meet results for each athlete for each stroke/distance combination.
- Maximum of two Teams may be entered.
- Maximum of 100 Athletes may be entered.
- Maximum of two Journal Entries may be entered.

FREE Tech Support is available by e-mail at tm@hy-tekltd.com. **No Telephone Tech Support is offered for TM Lite**.

How to Use TM Lite

After Installing TM Lite, please follow these steps for **completing your entries to send to the meet host**.

What the Meet Host does:
1. The meet host sets up the meet name and meet events in Hy-Tek's **MEET MANAGER** *for Windows*.

2. In MEET MANAGER, the meet host clicks **File / Export / Events for TM** and e-mails this Meet Events file to all teams/schools entering.

What the Team does:

1. Each team imports this Meet Events file into TM Lite or TEAM MANAGER using **File / Import / Meet Events**. **NOTE:** Upon first use of TM Lite or TEAM MANAGER and before importing, the TM person must click **File / Open** and type in a database name to create a TM database.

2. If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to **Meets / Add** and enter the appropriate information. Then go to **Events**, click the radio button for Entry Events, then add the events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.

3. The TM person adds their team abbreviation and team name using the Teams Menu and enters their rosters using the Athletes Menu. 4. The TM person 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.

5. The team clicks **Reports / Performance / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct. 6. Upon verification, the TM person clicks **File / Export / Meet Entries**. This will create a zipped file that is to be e-mailed to the meet host.

What the Meet Host does:

3. The meet host runs MEET MANAGER, clicks **File / Import / Entries**, and selects the zipped entry file. A menu will appear with various options and it is important to check the box that says to "match on event number". This way the entries from each team are guaranteed to come in perfectly with the correct event.

4. The meet host then creates a Flat HTML report for each team using **Reports / Psych Sheets**. This Flat HTML file is then e-mailed back to the team/school for verification that the entries are correct.

Please note that if you had the basic **TEAM MANAGER**, this entry process would be **much easier** as TM would use each athlete's Best Time as the entry time for the meet - no need to enter a Custom Entry Time for each entry and each meet. You can order TEAM MANAGER right on the web at **www.hy-tekltd.com/store**.