

1. Introduction to Team Manager & Meet Manager

- What does Team Manager (TM) do?
 - ✓ Register swimmers in your club
 - ✓ Generate reports and labels
 - ✓ Enter swimmers in swim meets
 - ✓ Track best times for swimmers
 - ✓ Track results from all swim meets
 - ✓ Track club records
 - ✓ Create regional registration database
 - ✓ TM Lite used only for entering a swim meet

Note: While you are able to build a swim meet in TM, you cannot export the meet events to other clubs or into Meet Manager.

- What does Meet Manager (MM) do?
 - ✓ Build a swim meet
 - ✓ Export the meet events into TM
 - ✓ Import entries into a swim meet
 - ✓ Run a swim meet
 - ✓ Export the meet results into TM
 - ✓ Track meet records

Note: If you want to host a swim meet and export meet entries to other clubs, you must use Meet Manager to build the swim meet.

2. How to get support for TM & MM?

- First, read the help and custom help in TM & MM.
- Second, download and read the User Guides from Hy-Tek's website.
- Third, contact your Regional Registrar.
- Fourth, contact the BCSSA Provincial Office
- Finally, contact Hy-Tek support directly by phone or email.

3. Installing Team Manager 7.0

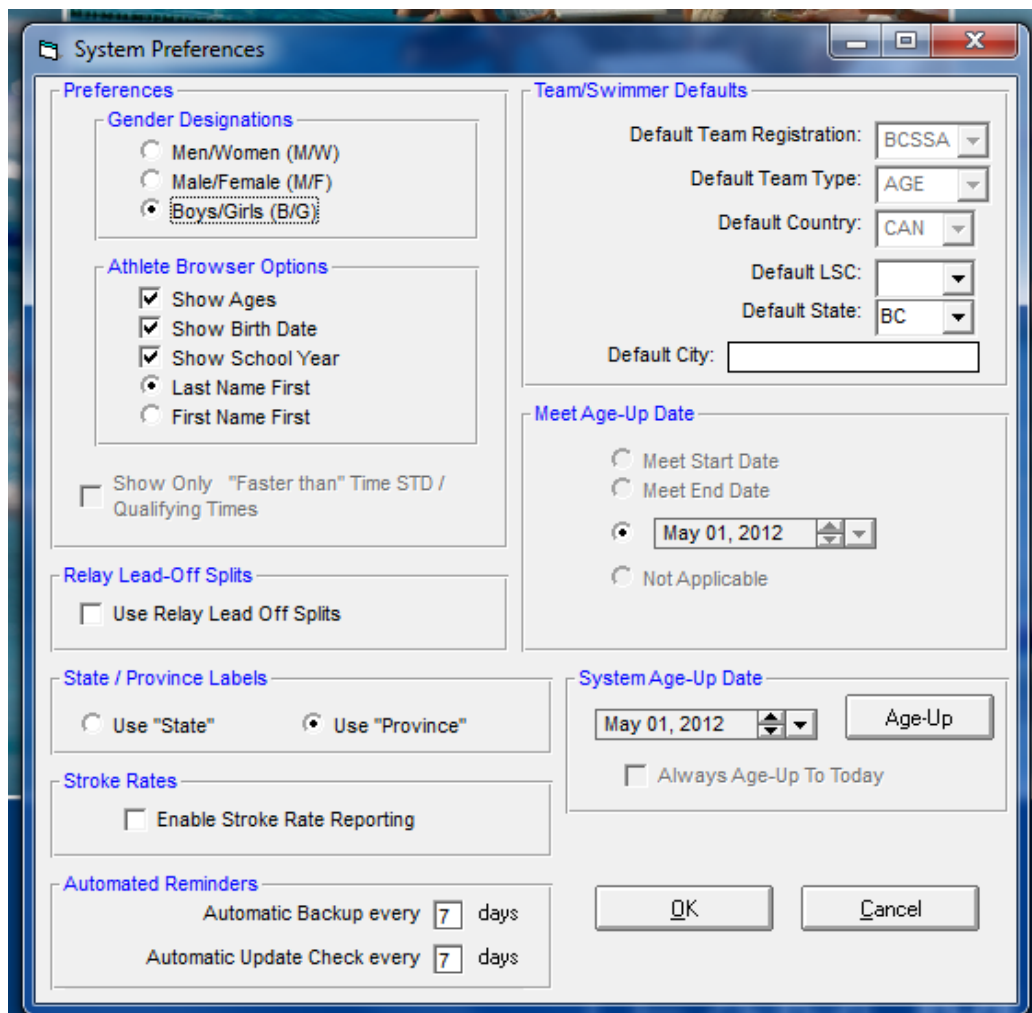
- Read the instructions in the Getting Started Guide provided with TM;
- Follow the automatic installation prompts;
- If you have problems please try again, and visit the Hy-Tek website.

4. Updating Team Manager 7.0

- Make sure that you have a high-speed connection to the internet;
- Then click on "Check for Updates" and follow the instructions;
- Updates can also be distributed on media or downloaded from the H-Tek website and installed through "File" then "Install Update";
- Great ongoing product support and development from Hy-Tek for TM and MM.

5. Setting up Team Manager for BCSSA

- You must start by opening an naming your team database;
- Click on "File" then "Open/New" and name your team database, e.g. Orcas_2012.
- Then under "Setup > System Preferences" in the "Team/Swimmer Defaults" box select the "Default Team Registration" as "BCSSA";
- Next, under "Default LSC" select your region;
- Then under "Preferences" and "Gender Designations" select "Boys/Girls";
- Unselect the "Use Relay Lead Off Splits" check box;
- Select "Use Province";
- Check that the "Default State" is BC;
 - And finally, verify that the "Meet Age-Up Date" is set to May 1st of that year.

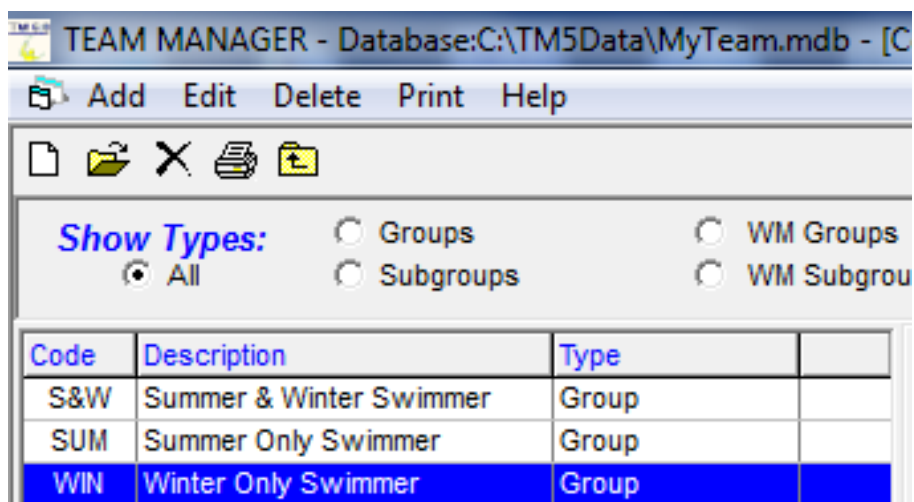


6. Setting up Groups & Subgroups

- You **MUST** define Group Filers for Summer and Winter Maintenance swimmers;
- Click on “Set-up” then “Group/Subgroups/Codes”.
- The following groups must be setup:
 - ✓ Add a “School Year” called SUM – Summer Swimmer
 - ✓ Add a “WM Group” called WIN – Winter Maintenance Swimmer
 - ✓ Add a “WM Subgroup” called NEW – New to WM
 - ✓ Add a “WM Subgroup” called RET – Returning Summer Swimmer

In the School Year, WM Group and WM Subgroup fields, ensure that these are the only options listed.

- When you are done, the Groups should be defined as illustrated below:



- You may also wish to define your own Groups by your clubs fee structure and Subgroups for your swimmer training groups. For example, you might want to set up the follow Subgroups including:
 - ✓ SNA for Senior A
 - ✓ INA for Intermediate A
 - ✓ JNA for Junior A
 - ✓ JD1 for Junior Development 1
 - ✓ MAS for Masters
 - ✓ COA for Coaches
- **DO NOT** change or alter the Meet Type or Meet Division codes. For registration purposes only, TM must maintain a record of “O” Cat 8 (O8) swimmers. There are no “O” Cat 8 events and for competition purposes they swim in Div 8 (S8).

| | | | |
|----|-----------|----------|--|
| O1 | 'O' Cat 1 | Division | |
| O2 | 'O' Cat 2 | Division | |
| O8 | 'O' Cat 8 | Division | |
| S1 | Div 1 | Division | |
| S2 | Div 2 | Division | |
| S3 | Div 3 | Division | |
| S4 | Div 4 | Division | |
| S5 | Div 5 | Division | |
| S6 | Div 6 | Division | |
| S7 | Div 7 | Division | |
| S8 | Div 8 | Division | |
| S9 | 6&Un | Division | |

7. Setup Athlete Custom Fields

- You can also define Field 1 of the Athlete Custom Fields as follows:
- Click on "Set-up" then "Athlete Custom Fields" and then type in the field name and click "OK".

Athlete Custom Fields

Custom Fields

Field 1: Summer Fees

Field 2: Summer Fundraising

Field 3: Summer Partic Cho

Field 4: Wint Sess 1 Fee

Field 5: Wint Sess 2 Fee

Field 6: Req. Consent Form

Field 7: Notes

Field 8:

OK Cancel

Custom Fields are defined by the user to track up to eight pieces of information about athletes that are not one of the pre-defined TEAM MANAGER 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.

8. Display Version & License Options

- To view what options have been installed with TM select "Help" then "About";
- Your copy of TM has been provided with all License Options except for the Pro Network & Workout Manager (WM) options.
- You may order these additional options at your club's own expense by contacting Hy-Tek sales directly.



9. Setting up your Team

- Before you can enter your swimmers into TM you must setup a team. Enter only ONE team for all four aquatic sports. You must register all swimmers, divers, synchro and water polo athletes under one club name.
- Click on "Teams" and then "Add".
- Make sure that you enter the correct 3 character BCSSA identifier for your club;
- Check that the state is set to BC and the LSC is set to your region;
- Fill in all the contact and mailing information, and then click "OK".
- You are now ready to enter your swimmers into TM.

Team Maintenance

Team Names/Registration

Team Abbr: TES Team Registration: BCSSA

Full Team Name: My BCSSA Test Team

Short Team Name: Test Team Team Type: AGE

Team Division:

Mailing Information

Mail To: BCSSA Office Manager State: BC

Address: 205 - 2323 Boundary Road LSC: VD

City: Vancouver Country: CAN

Postal Code: V5M 4V8

E-Mail Address: office@bcsummerswimming.com

Telephone Information

Day Phone: 604-473-9447

Evening Phone:

FAX: 604-473-9660

OK

Cancel

10. Entering Athletes into your Team

- Click on "Athletes" and then "Add" and the Athlete Information screen will appear.
- You must enter certain key information listed below (important for insurance reasons):
 - ✓ Swimmer's Name (First & Last)
 - ✓ Birth Date
 - ✓ Gender
 - ✓ Address Information & **POSTAL CODE**
 - ✓ Contact Information including email address
 - ✓ Medical Information & Care Card Number
- TM will build a sequential BCSSA ID number for swimmers who have never been registered with BCSSA – based on the format "AABBB11222" where:
 - ✓ AA is the two letter code for your region
 - ✓ BBB is the three letter code for your club
 - ✓ 11 is the two number code for the year
 - ✓ 222 is the three number sequential code starting with 001
- You must also enter at least one water sport for each swimmer and specify either "S" or "O" for swimming, diving & synchro.

Athlete Information

Athlete Information

Last Name: First Name: Middle:
 Preferred Name: Birthdate: DD/MM/YY
 ID # Athlete Cell:
 Gender (M,F): Athlete E-Mail:

Primary Contact | Secondary Contact | Medical | Custom | Email Export

Primary Mailing Information

Father's Last: Father's First:
 Mother's Last: Mother's First:
 Mailing Address:
 Mailing Address:
 City: State: BC
 Postal Code: Country: CAN
 Fill in 'Mail To' if different from first names and last name
 Mail to:

Use Primary for Mailing Use Secondary for Mailing Use Both

Primary Contact Information

Home Phone: FAX:
 Father
 Office Phone: Cell:
 E-Mail:
 Mother
 Office Phone: Cell:
 E-Mail:

Member of

Team 1: Joined: DD/MM/YY
 Team 2:
 Team 3:
 Group: Joined: DD/MM/YY
 Subgroup:
 WM Group:
 WM Subgr:
 School Yr:

BCSSA Categories

Swimming O/S Diving O/S
 Syncro O/S Water Polo
 Inactive
 Dive Certified

- Note: TM saves the data automatically after you press "OK".

- After you have entered the athlete and saved the entry by pressing "OK", if you then double click on the athlete in the database you will then get a display of their division in each aquatic sport;
- TM automatically calculates the appropriate division based upon the date of birth and "O" or "S" category entered for the swimmer.
- The Birth Date is entered numerically in the format DD/MM/YY if you have your Regional and Language Options set to English (Canada) or MM/DD/YY if it is set to English (United States).
- The Care Card Number is entered under the "Custom" tab.
- Use the pull down lists in the "Member of" box to select your club under "Team 1" and to select "Summer" or "Winter" registration under "Group".
- The "Inactive" check box located in the lower right hand corner may be used to maintain a historical record of swimmers.

11. Time Standards

- You may choose to import time standards files to use for reports and meet entries.
- Click on "Standards" and then "Import Standards".

| Gen | Div | Distance | Stroke | I/R | Faster LCM PQT | Slower LCM PQT |
|-----|-------|----------|--------|-----|----------------|----------------|
| F | Cat 1 | 50 | Free | I | | 0.00 |
| M | Cat 1 | 50 | Free | I | | 0.00 |
| F | Cat 1 | 100 | Free | I | | 0.00 |
| M | Cat 1 | 100 | Free | I | | 0.00 |
| F | Cat 1 | 200 | Free | R | | 0.00 |
| M | Cat 1 | 200 | Free | R | | 0.00 |
| F | Cat 1 | 50 | Back | I | | 0.00 |
| M | Cat 1 | 50 | Back | I | | 0.00 |
| F | Cat 1 | 50 | Breast | I | | 0.00 |
| M | Cat 1 | 50 | Breast | I | | 0.00 |
| F | Cat 1 | 50 | Fly | I | | 0.00 |
| M | Cat 1 | 50 | Fly | I | | 0.00 |

12. Club Records

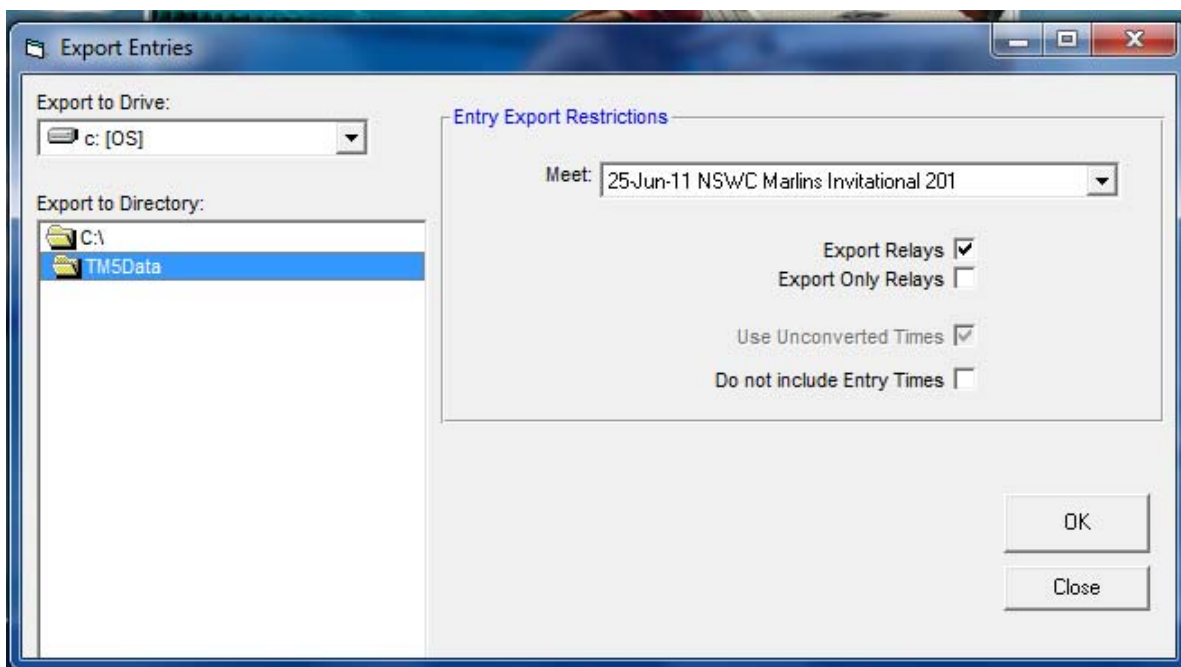
- TM is used to maintain club records and MM to maintain meet records for your club's meet.
- Click on "Records" then "Add/Edit Records".
- *You Create a Records File and then add the records that you want to track – for example, Girls Div 1 50 Free.*
- As you set up each record, either enter the current Record Holder and record time or enter a Dummy Record holder name and a very slow time.
- Then when you run the Record Match Report and choose the "Update" feature, TM will automatically update that "dummy record" with the current best time in the database.

13. How to enter Swimmers in a Swim Meet

- In TM click on "Meets" then select and highlight the meet your wish to enter your swimmers;
- Click on "Entries" and choose either "Entries by Name" or "Entries by Event".
- Entering relay teams is done by selecting a relay event and TM will list all of the swimmers that are eligible to swim in that relay event. *For example, pick a Division 2 Boys 200 Medley and TM will list all of the boys in your club that are in Division 2 based upon the age-up-date of the meet. Click on the New Relay button to add a new Relay and if it's the 'A' Relay, TM will search your database and find the best time for that particular Gender/Stroke/Distance.*

14. How to export your entries from Team Manager

- In TM, click on "File" then "Export" and then "Meet Entries" and you will get this screen:



- Select the meet and press "OK".
- Then it's over to Meet Manager to import the entries from each club, and then seed the meet, print the program.

15. Creating Regional Databases

- For Regional Registrar's only
- Each club exports their database using "*File*" then "*Export*" then "*Athletes/Teams*" and sends the database files to their Regional Registrar.
- Regional registrars open a new regional team database, e.g.:VDREGION.mdb
- Then regional registrar's click on "*File*" then "*Import*" then "*Athlete Rosters*".
- Once all teams are imported the Regional Registrar can verify the data to ensure that all required information is entered into Team Manager.
- The BCSSA then in turn creates a BCSSA team database by importing all the regional teams.