

Team Manager 8.0

(as of May 12, 2022)

Team Manager is the software program used to manage your swim team. It is where you set up all of your meet entries for each meet and where you house all your swimmers results for all meets. This program allows you to review a swimmer's times from all meets and see progression and top times as well as times from specific meets.

***Initial set up of the database:

Once you have loaded the software program onto your computer, you need to set up the program for your team.

This includes:

Set up of the general database guidelines

Inputting swimmers names/birthdates/gender

Set up of the general database guidelines:

1. From main menu, click "Set up", then "preferences" then "system preferences".
 - Gender designations: Male/Female
 - Athlete Browser options: click on "Show ages", "Show Birth Date", Show School year"
 - Relay Lead-off splits: click on it
 - State/Province Labels: click on "Use State"
 - Team/Swimmer Defaults: Default Team Registration-USS , Default Team Type-HS, Default Country-USA , Default LSC-SC, Default State-SC
 - Meet age-up Date: click on "Meet start date"
 - System Age up Date: click on "Always Age-up to Today"
 - Click "Ok" when done

**Before you can input swimmers' names etc. you must input your team's name into the system.

1. From the main menu, click on "Teams"
2. Click "add" and add your team's abbreviation and full name., coach's information
 - Team Registration-USS, Team type-HS, State-SC, LSC-SC, Country-USA

Inputting swimmers names/birthdates/gender

1. From main menu, click "Athletes".
2. Click on "Add"
3. Input swimmer's last name, middle initial, first name, birthdate and gender.
4. Create an Athlete ID/input USA Swimming Athlete ID. See separate handout.

If your swimmer swims on a USA Swimming year-round swim team, they should have a USA athlete ID. Be sure to obtain this USA ID number from the swimmer/club team. This will ensure that any swims at the South Carolina State meet can be posted to his/her USA athlete ID number and will show on the USA Swims database. If your swimmer does not swim on a USA Swimming year round club, you must have the system create and Athlete ID for the swimmer. THIS IS A VERY IMPORTANT STEP. ALL SOUTH CAROLINA HIGH SCHOOL SWIMMERS MUST HAVE AN ATHLETE ID NUMBER.

5. On the right side of the screen, click on "Team 1" and click on your team's name.
6. Click "ok" when done.

You are now ready to use Team Manager

Set up a meet

Input meet entries for a specific meet/Export Meet entries

Import meet results

Create reports for meet entries, meet results, top times reports

Housekeeping Points

Set up a meet

1. From main menu, click on "Meets"
2. Click on "Add"
3. Input meet name, facility name, city, state, postal code.
4. Course type: "Y " for meets swum at a 25 yard pool. "S" for meets swum at 25 meter pool.
5. Enter start date and end date.
6. Meet host entry deadline: same date as start date.
7. Enter Meet type: "HS" for High School
8. Click "Save"

9. Once you have created a meet, now you must enter the events for the meet. A separate attachment shows the meet events for high school meets. Please refer to this document.
 - On the “Meets” page, make sure your new meet is highlighted.
 - Click on “Events”
 - Click on “Entry Events” on the left
 - Click on “Add”
 - Enter events. Age Range-Open/Senior, Gender-female first, then male, Click on “Alternate Gender”. Make sure that you identify relay vs. individual event.
 - Once you have entered the 22 events, then click “Cancel” to exit that screen.
 - Check your event list to ensure you have entered the events correctly. E.g. Events 1, 2, 15, 16 21, 22 are designated R for relay
*** You will need to enter the events manually for the first meet only. For subsequent meets, once you have added the new meet, do the following:
 - From the “Meets menu” highlight the new meet.
 - Click on “Events”
 - Click on “Copy Events”
 - Meet: click down arrow and find a previous meet that has the same events as your new meet. Highlight that meet and click “Ok”. The events from the previous meet are now copied to your new meet. If your entries for your new meet are the same as they were for that meet, you can also click on “Also copy entries”.

Your meet is now set up and ready for meet entries

Input meet entries for a specific meet

1. From main menu, click on “Meets”
2. Click on/highlight the meet that you want to input entries
3. Click on “Entries”
4. Click on either “Entries by Name” or “Entries by Event” depending on how the meet entry information is provided.
5. To enter relays, you must use “Entries by Event”
 - Relays: Click on “Entries by event”, highlight the event.
 - To add a relay to the event, click on “New Relay” at the right. Each time you click on “New Relay”, it will add another relay to the event.
 - To add names to a relay, highlight the relay letter at right: e.g. A, B, or C. Then double click on each swimmer’s name to add them to that relay.

- ***Make sure that you see a “checkmark” next to each letter for the relay event. If the relay letter is not checked, then the relay will not be pulled with you export your entries.

Once you have entered your meet entries, they are now ready for export and then import into Meet Manager.

Export meet entries for Meet Manager/to send to host team for away meet

(Use this to export entries to send to host team for an away meet or to export and then import into Meet Manager when you are the host team)

1. On Main Menu, click on “File, Export, Meet Entries”.
2. Export to Drive: click down arrow and designate where you want the entries exported e.g. USB drive
3. Meet: make sure you are exporting the right entries for the right meet!
4. Click on “Export relays”
5. Click “Ok”
6. Your entries have now been exported to the designated USB/drive. Your entries are in a zipped file. Do not unzip this file before you import/send to host team. The system will unzip the file for you, when it is time.

Import meet results

1. When the meet is over, your team’s results will be sent to you/exported from Meet Manager onto a USB drive. These results must be imported into your Team Manager.
2. On Main Menu, click on “File, Import, Meet Results”
3. Look in: click down arrow and find the USB drive that the results have been loaded.
4. Click on the results file and click open.
5. A box will appear. Look for “one team” box and input your three letter team abbreviation. and then click open/ok. This “one team” selection will ensure that you pull in results for your team only.
6. Follow instructions to add results to the Team Manager database.

Reports

1. From Main Menu, click on “Reports”
2. For meet reports (meet entries or meet results) click on “Meet Reports” and then “Meet Entries” or “Meet Results”
3. For individual meet entries or results, click on appropriate meet.
4. For meet entries or meet results reports, they can be viewed by event or by name, and individual events, relay events or both.

5. For reports on all times throughout the session etc., click on “Performance Reports” “Top Times”.
6. There are many different types of reports. You will have to create different reports and see which reporting type you like.

Housekeeping points:

1. You should always back up your Team Manager database when you have created/entered meet entries for a meet or have inputted meet results.
2. To backup your Team Manager database (use a USB drive stick to house your backups):
 - From Main Menu, click on “File, Backup”.
 - Back Drive: click down arrow and click on the USB drive
 - Click “OK”
 - Your entire Team Manager database is now backed up.
 - ***The Team Manager database is one database. When you back up the database, it is backing up all information from all meets etc.
3. If Wi-Fi is available where you are, whenever you first open up Team Manager, the system will automatically check for updates. If one is available, it will inform you immediately. ALWAYS UPDATE YOUR TEAM MANAGER.
 - If the system prompts you that there is an update available, do the following:
 - Click “Yes” to update.
 - System will show when downloading the update.
 - System will ask: “Do you want to update now”” Answer: YES
 - System will update the program and then inform you that it will close the “old” Team Manager and open back up with the updated Team Manager. System should do all of this on it’s own. You do not have to do anything.

If you have general problems with the software, contact Hy-Tek at 866-941-5123
If you have problems with a specific high school related question, please contact Victoria Culbertson of Sportstiming at victoria.culbertson@sportstiming.com