

TEAM MANAGER SETUP

Swimmers and Divers

It is suggested that you download and install the updates for Team Manager as they appear. For updates to versions visit the Hy-tek website: www.hy-tekltd.com. It is your choice to either maintain one database containing both the boy's and girl's information or a separate boy's and girl's databases. This will depend on who is maintaining the database for your club.

To Set up Database:

Click "File", then "Open/New". Type in your database name, then click "open". A System Defaults screen appears. Type in the following info:

Gender designation: select M/F

Athlete Browser Options: remove check mark from "Show School Year".

Relay Lead-Off Splits: the block should be checked.

Team/Swimmer Defaults:

Default Team Registration: USS

Default Team Type: AGE

Default Citizenship: USA

Default LSC: MA

Default State: PA

Meet Age-Up Date: click to insert date of 10/31/___ (current year)

System Age-Up Date: 10/31/___ (current year)

Click OK. This returns you to the Main screen.

To Set up Team:

Click "Teams", then "Add".

Team Code - Refer to attached list.

Team Name - Full name of team

Click OK then cancel to close Team Maintenance screen. Close Team Browser to returned to the Main screen.

To Set up Favorite Filters:

Click "Set-up", then "Favorite Filters", then "Add"

Favorite Name: Type "Team"

Team - Select your abbreviation

Click "OK", then "Set Default"

Close this form to return to Main screen.

To Set up Swimmers:

Click "Athletes", then "Add"

Last Name

First Name

Initial

Preferred Name

Birthdate (automatically does age)

Select Male or Female

Select Team

*You can add the swimmers addresses, phone numbers, etc. on this screen.

Click "OK" to continue adding athletes. When done adding athletes, click "Cancel" on the Athlete Info screen. Then exit this form to return to Main screen. Don't forget to now include divers on your roster. See below for diver instructions.

To Set up Divers:

On Main TM screen- prior to adding any divers

Select: Groups/Sub groups/ Codes

Under Show types: heck Groups, click on Add in the Menu Bar

Put in your Division Code * Description

C - Central Division

E - East Division

NW - NorthWest Division

SW - SouthWest Division

Click on Group and then OK

Under Show Types: Check Subgroups, click on Add in the menu bar

Code: D Description: Diver

Click Subgroup, then OK

Once completed you are ready to add divers:

Click "Athletes", then "Add"

Last Name

First Name

Initial

Preferred Name

Birthdate (automatically does age)

Select Male or Female

Select Team

Select Group: click on correct code for your division

(example – E for East Division)

You will need to export a copy and email it to the registrars in October (due date announced each season) as well as for each meet. To do this, Click "File", "Export" ==> "Athletes/Teams". Follow directions on screen.