

To Obtain Team Manager – Lite:

- Go to the Hy-Tek website at https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe
- Download the “Lite” version of Team Manager – this is a free download.
- Select “Save” at the prompt

After installing TM-Lite on your computer, the next step will be to set up the meet. Go to File – Open/New and enter “2022 CAA Championships” for your File Name. This will open a new data base for this meet. There are 3 questions you will be asked: “Default Team Registration?” – Enter OTH (Other), “Default Team Type?” – Enter HS (High School), and “Default Country?” – Enter USA.

Go to the CAA page of the OMNI web site (www.omniotters.com), click on the “CAA Coaches” subpage and you will find a link to “Meet Events for 2022 CAA Championships”. Download that file and save on your computer. Open TM-Lite and go to File - Import – Meet Events. Locate the file on your computer and double click on it. The events will be downloaded into your TM-Lite. To confirm, go to Meets – you should see a meet for 2022 CAA Championships. Highlite the meet and click on Events – there should be 96 events listed.

The next step will be to enter your team and athletes:

- From Main Screen, go to Teams and click on “Add”. Enter your team code and Team Information. The codes and team names we have used in the past are:

Code Name

ALST	All Saints Falcons
AQUA	Aqua Saints
HIGH	Highland Catholic
HOLSP	Holy Spirit
MMSA	Maternity of Mary – St. Andrew
MDPK	Mounds Park Academy
NATV	Nativity
PR-TR	Presentation – Transfiguration
SCC	St. Croix Catholic
SEAS	St. Elizabeth Ann Seton
STJER	St. Jerome
STJ-B	St. John the Baptist
STJ-E	St. John the Evangelist
STJOE	St. Joseph, West St. Paul
SOTL	St. Jude of the Lake, St. Pius, St. Mary’s
STMAR	St. Mark
STOD	St. Odilia
STPET	St. Peter, North St. Paul
STM	St. Thomas More
VISIT	Visitation

- Before entering athletes, you will need to set up the school year codes. From Main screen, go to Setup – Groups/Subgroups/Codes. Click on “School Year” and then add the following codes:

<u>Code</u>	<u>Description</u>	<u>Code Type</u>
K	Kindergarten	(Click on “School Year)
1	1st Grade	(Click on “School Year)
2	2nd Grade	(Click on “School Year)
3	3rd Grade	(Click on “School Year)
4	4th Grade	(Click on “School Year)
5	5th Grade	(Click on “School Year)
6	6th Grade	(Click on “School Year)
7	7th Grade	(Click on “School Year)
8	8th Grade	(Click on “School Year)

- To enter athletes in individual events, from main screen, go to Athletes and click on “Add”. Enter the following information:
 - Last Name
 - First Name
 - Age – IMPORTANT – Enter 1 for Kindergarten and 1st Grade swimmers, enter school year for all other swimmers.
 - Gender – enter F or M
 - Under Member of - Team 1, select your team code. (You will only need to do this once – after that, it should default to your team code.)
 - Under Member of - School Year, select the swimmer’s school year (K is at the bottom of the list)
- To enter swimmers in individual events, from Main Screen, go to Meets, then click on Entries – Entries by Name.

For each swimmer, as you click on their name, you will get a list of eligible events. Select the events the swimmer will be entered into and under “Custom Time” enter their seed time. When entering times, you do not need to enter: or . – for times less than 1 minute just enter digits for seconds and hundredths of seconds – i.e. enter 3450 for 34.50 seconds. For times over 1minute, entering 13450 will result in 1:34.50. SPECIAL NOTE: Maximum individual entries is two with the exception of diving. Diving is now a separate meet and swimmers may be entered in diving IN ADDITION to their maximum of 2 individual entries.

- For relay entries, from Main Screen, go to Meets, then click on Entries – Entries by Event. At the top of the screen, where you see “Swim for Team”, select your team. As you go through the list of events at the top of the page, you may select the relay events (those marked “R” in the I/R column). A list of your eligible swimmers will show up. (You may want to click on the box that says “Show Swim-Up Athletes”) To enter a relay, click on the “New Relay” box and then double click on the athletes being entered – their names will be entered for that relay.

- When you are done with your entries, you may print a copy of the entries for your records by going to Reports – Entry Reports from the main screen. There are different options for sorting the reports – I normally use “By Name”, but you can use whatever works best for you.

- FINAL STEP – SUBMITTING YOUR ENTRIES:

- From the Main Screen, go to File – Export – Meet Entries. You will want to save the file (I usually save it to my desktop) and then send the file as an attachment in an e-mail to MNOtters@aol.com . **Entries will be due on Friday, March 18, 2022.**

- If you need to make changes, simply make your changes and then send me a new entry file. When we download the file into our Meet Manager program, it will over-write any previous file.

Having Problems? – Call David at 651-735-7480 or send me an email.