

## How to Use TM Lite

You will need to download Team Manager Lite from this website

<https://hytek.active.com/downloads.html>

If you have previously downloaded & set-up TM Lite, skip to step 4.

1. Click File / Open and type in a database name to create a TM database (normally the abbreviation of your Club, but the default will suffice). Click OK on the 'Log-In to' window;
2. In System Preferences, choose British Swimming in Default Team Registration, AGE in Default Team Type and GBR in Default Country. In the Meet Age-Up Date box enter the age-up date according to the conditions of the meet. Enter the same date in the System Age-Up Date. A window will then pop-up. Click OK;
3. From the main menu click Teams then click Add and add your Team Abbreviation e.g. BLAS, Full Team Name e.g. Black Lion SC and Short Team Name e.g. Black Lion. Click  to return to the main menu;
4. Click Athletes in the main menu. Click Add to add swimmers that are to compete in the Meet. Fill in: Last Name, First Name, Birthdate, ID# (ASA number), Gender and Team 1. Ensure full name is as per their ASA membership record to avoid problems with acceptance by rankings. Click OK. Upon completion of last swimmer record, click OK then Cancel, then click  ;
5. Save the 5<sup>th</sup> Beachfield Open Hytek Meet Events file from the Beachfield website onto your computer. Import the Meet Events file from the place you've saved it to on your computer into TM Lite using File / Import / Meet Events. This is a zipped file – there is no need to unzip the files before attempting to import the Meet Events.
6. On the main screen click Meets, select the meet and click Entries and select Entry by Event or Entries by Name to place swimmers into individual events. Entry times must be entered in the format m:secsec.tenthundredth eg 1:34.56 or in the format secsec.tenthundredth for times less than a minute eg 34.67 or enter NT (no time) if the swimmer has no time in this event yet.
7. On the main screen click Reports / Meet Reports / Meet Entries to create a report of the meet entries to verify that all entries are complete and correct;
8. On the main screen click File / Export / Meet Entries. This will create a zipped file. Locate that zipped file and send it as an attachment via e-mail to [johnking119@live.com](mailto:johnking119@live.com)