

***2007 Section V Girls' Swimming & Diving Invitational
Meet Entry Instructions***

1. If you already have Team Manager or Team Manager Lite installed on your computer, go to step 4.
2. Download "Team Manager Lite" from <http://www.hy-tek ltd.com/downloads.html#swimdemo> Go to the link provided. Across from Team Manager 4.0 click on "Lite". You will get a window indicating you are downloading the file. Click on "Save". Choose a location to Save the file. Wait until the download is complete.
3. Locate the file you just downloaded "Swim_TEAM_MANAGER_Lite.exe" (probably using Windows Explorer). When you locate the file, double click on it and it will start loading. Just follow the instructions.
4. You received a file called "MeetEvents-2007 SectionVClass a,b,or c-06Nov2007-001.zip" with the e-mail that included these instructions. Save the appropriate class file on your computer.
5. Start the Team Manager II or Team Manager II Lite program. There should be an icon on your desktop or you can find it by clicking "Programs".
6. Once the program starts, go to "File", then "Open/New". Keep the file name "MyTeam" or change the name and click "Open". "System Defaults" screen will come up. Add the following:
 - In "Default Team Registration" choose "Other"
 - In "Default Team Type" choose "High School"
 - No other changes are needed, click "OK"
7. Go to "File", "Import", "Meet Events". In the upper left in the "Look in" Window, browse to your computer's hard drive and click on the "MeetEvents-2007 Section V Girls Swimming and diving Class A,B,or C 2007-001.zip" file you saved in step 4. Click "Open" and then "OK". Then click on "MeetEvents- Section V Girls Swimming and diving Class A,B,or C 2007-001.HYV". Then click "Open" and then "OK". You should be notified that 12 Events were imported. Click "OK".
8. Go to "Teams" on the taskbar, then choose "Add". Add your Team Code and Name:
 - Team Registration = Other
 - Team Type = High School
 - Click "OK", then "Cancel"
9. Close the Team Section.
10. Go to "Athletes", then choose "Add" and add your Swimmers. Name, Gender, Year in school, and Member of "your team" are all that's really needed. Continue until all athletes are entered.
11. Close the Athlete Section
12. Go to "Meets", the only meet should be the "2007 Section V Girls Swimming and Diving" meet.

13. On the Top taskbar choose “Entries”, then “Entries by Name”:
 - In “For this Meet, Swim for Team” choose your Team
 - You will see a list of Athletes...click to select the Athlete you want to enter.
 - Select the events by putting a check in the “Entered” column and then enter their time in the “Custom Time” column. Continue until all entries are complete. Close this section.

14. Now do your Relays. Go to “Entries”, the “Entry by Event”:
 - In “Swim for Team” choose your Team
 - Choose the Relay Event.
 - Click “New Relay” and enter the time in the “Custom Time” column.
 - If you want, you can enter the swimmers names in the relay by double clicking on the swimmer’s name. You can still make changes the day of the meet.
 - To enter a B relay go to the “B” events. Click “New Relay” again, change to the B relay and enter the time in the “Custom Time” column.
 - Complete the other Relay events. Close this section.
 - Close the Meet Section.

15. You can now print a report to check your entries. Go to “Reports”. Choose “Performance”, then “Meet Entries”. Choose your team and other preferences. Click “Create Report”. You can then view and print the report.

16. Now you can export your entries. Go to “File”... “Export”... “Meet Entries”. Make sure correct meet is in the Window and “Export Relays” is checked.

17. E-mail the File to: sec5swim@aol.com