

Team Manager Basics

Getting Started

After you install TM 4.0 and then click on **File / Open/New**, pick the Database that you previously had opened and click on **Open** and TM 4.0 will convert it over to the new format. TM 4.0 will **automatically backup your TM II database BEFORE it is converted** so that you can restore that database back to TM II if the need arises. The backup will be an Archive backup and stored in the same directory as the Database, typically the **TMIIData** directory. The file name will be of type **SwtmArchive*.zip**.

Add a New Athlete

Click on **Athletes** from the Main Menu Bar and then click on **Add** from the Athlete Browser or click on the **Add New Athlete** icon.

If you are entering **age group** swimmers, it is important to enter the swimmer's **birth date**. TM will calculate the swimmer's **age** based on the birth date and the System Age-up-date that you entered in the System Preferences section.

You may also include:

- The athlete's **cell** telephone number and/or **Email** address.
- Two sets of **Mailing** and **Contact** Information - Primary and Secondary with each having telephone numbers and email addresses. Click on the appropriate tab to enter the information.
- Click on the **Medical** tab to enter medical information important to this swimmer.
- Click on the **Custom** tab and enter information for up to 3 Custom Field names. TM can store information for up to three Custom Fields for each Athlete. The custom fields may be named and then information can be entered for each field for any athlete. For example, you might want to keep track of parent volunteer information about each athlete - who has volunteered to time, to run the snack stand, to setup prior to a meet, etc.

Click on **Set-up** then **Athlete Custom Fields** to Add or Edit up to three Custom field names for each Athlete. This section is designed for you to **Name the Custom** fields - for example, "Volunteers" or "Car Pool". Then when you add a new Athlete or edit athlete information, you may enter information for those three named fields.

Click on the **Use Sibling Information** button to duplicate the contact and mailing information from a previously entered member of the same family.

Click on the **Inactive** box to declare this athlete as "inactive" and he/she will not show on any of the Browsers or Reports unless you specifically request TM to "Show Inactive Athletes". You can get a list of all of your inactive athletes by running the Athletes Report and clicking on the **"Include Inactive Athletes ONLY"** button.

Edit an Athlete

To edit an athlete's information, click on **Athlete** from the TM Main Menu Bar and highlight the athlete in the Athlete Browser you wish to edit. Then either double click on the athlete's name or

click on **Edit** or the **Edit icon**. Then make the changes as you wish and click on the **OK** button to save those changes in your TM Database.

Add or Import a New Meet

Click on **Meets** from the Main Menu Bar and then click on **Add** from the Meet Browser or click on the **Add New Meet** icon. Or, you can **Import** this information from Hy-Tek's **MEET MANAGER** software. Contact the meet host and ask for a Hy-Tek Meet Setup file.

Required Information You Must Include In Meet Set Up

Meet Name

This meet name together with the Course and Start Date will be displayed as Proof-of-Time information on many reports

Meet Course

You may enter any one of the course options in TM. These Meet Course options tell TM **how you want to determine a swimmer's entry time by using course conversions or not, or whether to check best times for a multi-course meet**. If you are **not** setting up meet entries and only want to key in meet results, then simply enter **Y** for Yards, **S** for SC Meters, or **L** for LC Meters based on the actual course of the pool in which the swimmers competed.

Here are a few examples of how to use this powerful feature for telling TM how to set up each swimmer's Best Time when declaring meet entries.

Example 1: Select "Y" and TM will look at a swimmer's best Yard, SCM, and LCM times and convert the Meter times to yards and then pick the fastest converted yard time for his/her entry time.

Example 2: If you choose "YO", TM will look ONLY at Yard times and pick the fastest yard time for his/her Entry time.

Start Date

This is the date that the meet begins

Import Meet Entries (Template)

Instead of manually setting up a meet and the events for that meet, you can easily import that information from Hy-Tek's **MEET MANAGER** software.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Events for TM**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import.

Meet Entries

The purpose of the Meet Entries Browser is to provide information about meet entries in a grid type display in which it is easy to sort and easy to find specific information. You can print a report of the entries for a specific meet using the **Meet Entries Report**. The Meet Entries Report is designed to produce a report of the meet entries of any meet in your Database.

Click on **Reports** then **Performance** and **Meet Entries** and select a specific meet from the meet list. This report will match the information in the Meet Entries Browser. This report is formatted as

a **two-column** report unless the Proof of Time information is requested. Click on **Meets** from the Main Menu Bar. Highlight the meet for which you want to show entries then click on **Entries** and then **Entries Browser**. TM will display a grid showing all the entries in the meet.

Do your entries for the week's meet, but do not assign heats and lanes. Allow the merge to do that for you.

Export your entries to a location on your computer or in a format acceptable by the home team's computer. NOTE! Not all teams have CD, not all have floppy, a jump or flash drive is a good investment and pretty universally accepted.

Merging a meet.

Follow the NSL guidelines, outlined in Appendix B of the NSL constitution. Both teams must agree to the merge method and the coach should not be involved in the merge process

To do the merge in MM:

File~ Import~ Entries~(find path to entries) ~Check boxes "entries with no time (NT)" and "Match on Event Numbers"

Import both teams' entries

Set Up Seeding Preferences: Set-Up~ Seeding Preferences~ Check Even/Odd Seeding~ (Odd/Even lanes to the proper team)~ OK

Begin Seeding

Make sure you have no exception report. If there is an exception report, work through the problem (usually gender or event match problems) BEFORE THE MEET BEGINS.

Home Team Creates Cards for Both Teams!

Labels~ Entry Cards/Labels~ Choose All Events~ Choose a label selection (3X10 will print 30 labels to a page for sticking on index cards, 3"X5" will print 3 entries on a piece of card stock that can be cut) ~format should be heat/lane number ~ sort by event number

Running a Meet on MM

Scoring Set Up

Assign Scoring Preferences

First, from the Main Menu Bar click **Set-up / Entry/Scoring Preferences / [Scoring/Awards](#)** and customize your scoring preferences. In that menu you may specify 1) whether Male and Female Athletes use a different point system or not and in the case of a Divisions meet, 2) whether each division uses a different point system or not. If you are using the same number of points for both Male and Female events and the same points for Divisions, then make sure these two check boxes are not checked.

To run meet, simply click on "Run"

At the top of the Run the Meet Menu, you will find a Menu Bar which allows you to go to other menus such as the Athletes Menu and to run special routines such as Re-Score all events.

Events: Click **Events**, press **Alt-E**, or click the **Events icon** to display the Events Menu. This is a fast and easy way to Add, Review, or Edit an event. Note that if you make changes to the event currently displayed on the Run screen, there are cases where the changes will not be reflected. To insure the changes are incorporated, change to a different event and come back to the current event.

Athletes: Click on **Athletes**, press **Alt-A**, or click the **Athletes icon** to display the Athletes Menu. This is an easy way to add a new athlete or to correct the spelling of an athlete's name.

Relays: Click on **Relays** or click the **Relays icon** to display the Relays Menu. This is an easy way to add a new relay to any event.

Seeding: Click on **Seeding**, press **Alt-S**, or click the **Seeding icon** to display the Seeding menu. Any seeding changes made will be immediately reflected in the Run screen.

Re-Score: Click on **Re-Score**, press **Alt-O**, or click the **Re-Score icon** to Re-Score. The Re-score selection gives you the option to re-score **every** event in the Event List window at the top left of the Run the Meet Menu.

Reports: Click on **Reports** or press **Alt-R** to display a Reports pull-down list. Use this to produce meet results. Scores ~ Select Events to Score ~ Report Type is Team ~ Create Report

A final score report should be created at meet's end to attach to your paperwork.

To produce the high point report, use Reports ~ Scores ~ Report Type Changes to INDIVIDUAL ~ list top how many as you like ~ be sure to enter the number 3 in the box labeled "Limit individual High Point to Best Scores in this many events" Look at the report for swimmers with 15 points, but verify that the points earned were all novice or all open. A high point winner cannot be combined.

Labels: Click on **Labels** or press **Alt-L** to go to the Labels pull-down menu list. Periodically throughout the meet you should produce labels for ribbons. Labels ~ Award Labels ~ Select Events to produce labels ~ choose laser 3 X 10

Note: Some teams choose to set the preference on places our to 99 so that a label will print for every swimmer when "Super Swims" are given. This will give you a label with the child's name, the meet and the time. It does however identify the place.