How to do Meet Entries using HY-TEK Team Manager

If your club uses Team Manager to manage its team:

1) Save the attachment with the file extension .zip to a location on your computer you will easily be able to access (eg. Documents or Desktop).
2) Open Team Manager
3) Go to File => Import => Meet Events
4) Browse to the location you saved the .zip file and double-click the .zip file.
5) If you get a message about 'unzipping', press OK.
6) Double-click the .ev3 file that appears in the 'Import Events' file dialog.
7) Confirm that the Meet Name, Course & Event Start-Date are as expected, and click OK. Press OK to any other message boxes that appear.
8) When the 'Meet Setup' window appears, click Save.
9) In the 'Meet Browser' window which should be open, in the menu bar, click Entries => Entries by Name.
10) In turn select each athlete's name that has entered, and tick the 'Enter' tick box next to all of the events they each intend to enter.
11) When complete, if you would like to print a report of your club's entries, click 'Print' in the Menu Bar, then 'Create Report', and the print icon.
12) Then, click the small cross in the menu bar, below the larger cross on the Windows program bar.
13) Repeat Step 12 on the next window that appears.
14) From the main Team Manager screen, go to File => Export => Meet Entries
15) Ensure to Export Relays, but NOT Relays only. Do NOT tick Use Unconverted Times, and DO NOT tick Do Not include Entry Times.
16) On the left-hand side, select a directory you will easily be able to access. Then, click OK.
17) Close Team Manager, and create a new email.
18) Attach the .zip file which you just exported to the easily accessible location (ensure not to get confused with the entry file, which is also a .zip) to an email, and send it to the pre-gala admin manager.

If your club does NOT use Team Manager to manage its team

1) Save the attachment with the file extension .zip to a location on your computer you will easily be able to access (eg. Documents or Desktop).
2) Go to http://www.hy-tekltd.com/Demos/Swim_Team_Manager_Lite.exe and run, or save & run the file that opens.
3) Install the Team Manager Lite application on your PC, by following the setup wizard (if using an office computer, you may need permission from your club's IT manager).
4) When installed, launch Team Manager Lite.
5) Select 'English' as your language, untick Show this dialog when program starts and click OK.
6) Press OK to any other message boxes or popups that appear.
7) Download any updates that it prompts you to make.
8) Follow the process for updating Team Manager if required.
9) When Updated, go to File => Open/New
10) In the 'File name' text box, type your club's name and press 'Open'.
11) Press 'OK' in the login window that appears.
12) Setup the system preferences to match your club & your personal preferences. When complete, Press Ok.
13) Now, follow from Step 3 of 'If your club uses Team Manager to manage its entries.