

# NBSL Team Manager Instructions

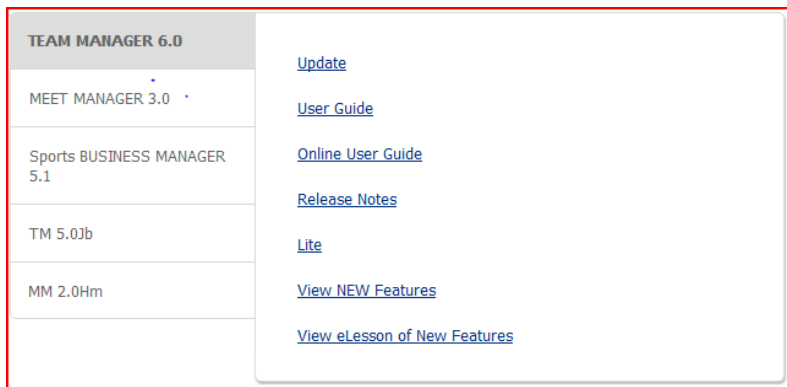
The following pages lead you through the steps to complete the entry process. Don't wait until the day entries are due to start this process. As your time allows, complete steps 1 through 4. If you start early and have problems then there will be time available to solve any issues. For help, contact Mike Phillips at [mphillips.de@gmail.com](mailto:mphillips.de@gmail.com) or 302-354-2782.

Screens may look slightly different for different versions of Team Manager and Team Manager Lite. The process and steps involved are similar for all versions of the software.

## Step 1 - Installing Team Manager Lite

If your club does not have Hy-Tek's Team Manager then you will need to use Hy-Tek's free version of Team Manager Lite to input your entries. Team Manager Lite needs to be installed on the computer you will use for submitting entries. Download TM Lite by clicking on the following link or copying it and pasting it into your browser.

<http://www.hy-tek.com/downloads.html> Then from the Hy-Tek web page double click the **Lite** option (illustrated below) and install it on your computer.



Follow standard procedure using Install Wizard to complete the software install.

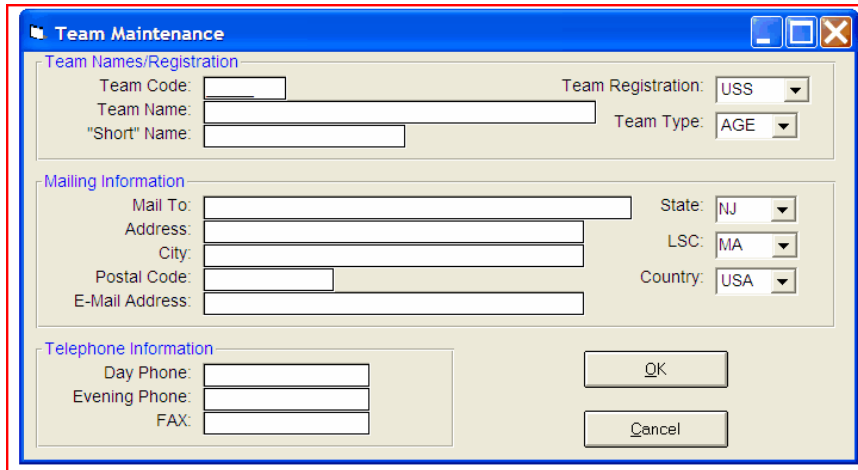
## Step 2: Open and Customize your Database Set-Up

From the main TM screen, click on **File** then **Open/New** and specify the name of your Database and click on **Open**. Whenever you Open a **New Database**, TM will automatically route you to the **System Preferences** screen so that you may customize a number of parameters that will be used by TM in setting up your Database.

### Step 3: Enter your Team and Coaches

#### Add a Team

Click on **Teams** from the TM Main Menu Bar and then click on **Add** from the Team Browser or click on the **Add New Team** icon.



The screenshot shows a Windows-style dialog box titled "Team Maintenance". It is divided into three sections:

- Team Names/Registration:** Contains fields for "Team Code", "Team Name", and "Short Name". It also has dropdown menus for "Team Registration" (set to "USS") and "Team Type" (set to "AGE").
- Mailing Information:** Contains fields for "Mail To:", "Address:", "City:", and "Postal Code:". It also has dropdown menus for "State" (set to "NJ"), "LSC" (set to "MA"), and "Country" (set to "USA").
- Telephone Information:** Contains fields for "Day Phone:", "Evening Phone:", and "FAX:". To the right of this section are "OK" and "Cancel" buttons.

Enter the basic Team or Club information like **Abbreviation** and full **Team Name**. For each new team, enter a unique Team Abbreviation that may consist of up to 5 alphanumeric characters. FAST, SSTAA, and EXAC are examples of Team Abbreviations. You might want to enter a "short team name" to be optionally used on some reports. Please declare your team's registration type (Use blank or OTH) and Team Type - "AGE" or. You may optionally enter mailing and contact information to be used in reports and labels.

If you have specified USS or SSA for Registration Type in the System Preferences Set-up, **TM** will request that you specify an LSC code for your Team and will default to the last LSC code that was used. That LSC code will be displayed with your Team Abbreviation on all screens and reports.

You have the option of clicking on **Coaches** from the Teams Main Menu Bar to enter any number of coaches that you wish.

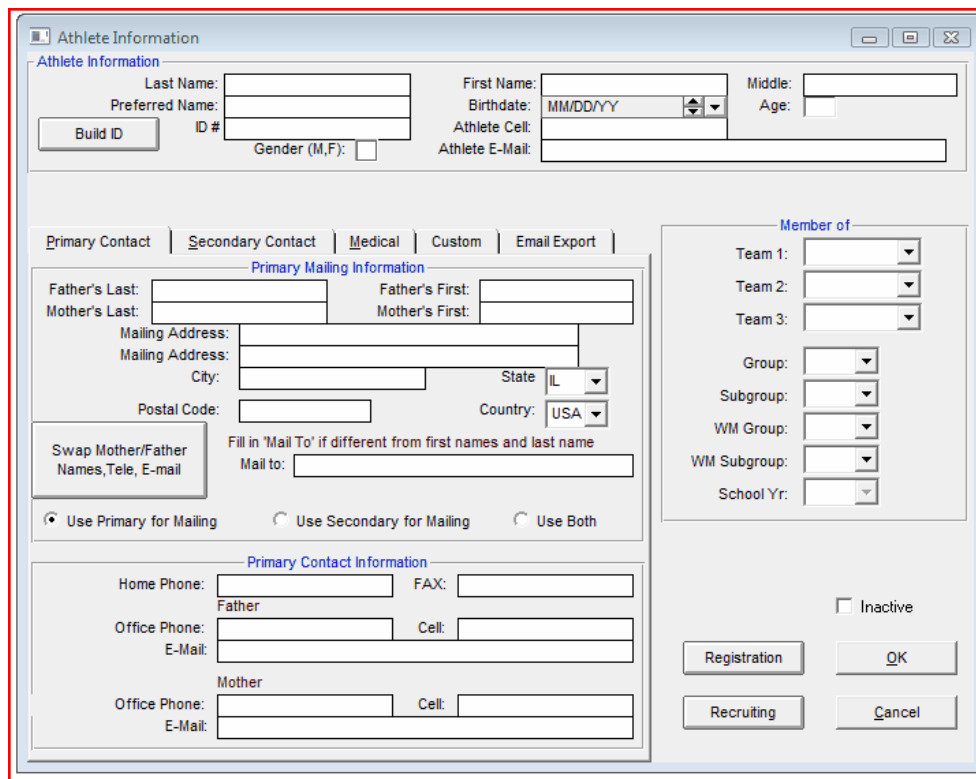
## Step 4: Enter your Athletes

Add your Athletes to the TM Database including contact and other administrative information. We suggest you enter **ONE TEAM** assuming you have one physical Team. Do Not set up a different team for Boys and Girls (TM Lite users see note below).

**NOTE:** If a large team is using TM Lite, there is a limit of 100 swimmers per team. In this case, ignore the suggestion above and enter a Boys Team and Girls Team separately. When Prelim and Champs entries are turned in, please make sure you notify us that the entries are made up of two teams.

## 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.



The screenshot shows a software window titled "Athlete Information" with a red border. The window is divided into several sections:

- Athlete Information:** Contains fields for Last Name, Preferred Name, Build ID, ID #, Gender (M,F), First Name, Middle, Birthdate (MM/DD/YY), Age, Athlete Cell, and Athlete E-Mail.
- Primary Contact | Secondary Contact | Medical | Custom | Email Export:** A set of tabs for different information categories.
- Primary Mailing Information:** Includes fields for Father's Last, Mother's Last, Father's First, Mother's First, Mailing Address, City, State (dropdown), Postal Code, and Country (USA dropdown). It also has a "Mail to" field and radio buttons for "Use Primary for Mailing", "Use Secondary for Mailing", and "Use Both".
- Primary Contact Information:** Contains fields for Home Phone, FAX, Office Phone, E-Mail, and Cell for both Father and Mother.
- Member of:** A vertical list of dropdown menus for Team 1, Team 2, Team 3, Group, Subgroup, WM Group, WM Subgroup, and School Yr.
- Buttons:** "Registration", "Recruiting", "OK", and "Cancel" are located at the bottom right.

Add the swimmer's Basic Information, Name, Birth Date, Gender, and one Team. The swimmer's age can be input rather than the birth date, but keep in mind that this will have to be changed in future years. Entering the birth date allows the same database to be used from year to year. If only the age is entered, remember that this must be the swimmer's age as of June 1 of the current year.

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. Click [Here](#) to find out how to set up your Custom Athlete Field names.
- Click on the **Email Export** tab to opt in which email addresses that you want to be included in the [Export/Athlete Email](#) feature from the Export Athlete menu. For example, you might want to maintain the athlete, father and mother email addresses for each swimmer but only opt in the mother's email address when creating an email address list for Outlook.

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.

Click on the **OK** button to save the information that you have entered about this athlete.

## **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.

You might want to run the [Athletes Report](#) to check the information you have entered.

## Step 4: Set-Up your Meets

Instead of manually setting up a meet and the events for that meet, you can easily import that information from our **MEET MANAGER** software. The meet event files are available for download from the NBSL website, [www.nbslswim.org](http://www.nbslswim.org), in the Championships section. There is a separate file for Preliminaries and Championships.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Meet Events**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. Select the location and file that was downloaded from the NBSL website.

If you selected a ZIP file, TM will unzip that file into a temporary directory named **TM5Temp** and then ask you to choose from the list of files that were extracted.



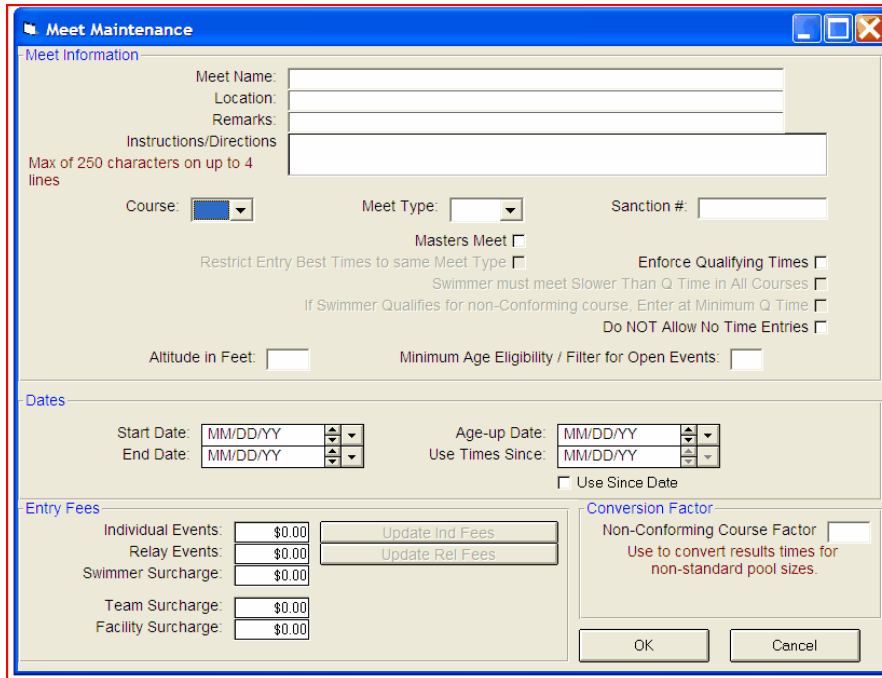
After this file is imported, go to the **Meet Browser** and you will see that the new meet has been added along with all of the events for that meet.

**NOTE:** If you want to establish a set of baseline times for your swimmers, set up a meet called "Best Times", then set up the events for that meet and enter each swimmer's Best Time for each stroke and distance as Meet Results for that meet. That way when you set up entries for your first meet, TM will use these times as **Entry Times** for that meet.

Teams using the full version of TM may wish to create meets to track swimmer performance at all NBSL meets.

## Manually Adding a 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.



The screenshot shows the 'Meet Maintenance' window with the following sections:

- Meet Information:** Fields for Meet Name, Location, Remarks, and Instructions/Directions (with a note: 'Max of 250 characters on up to 4 lines').
- Course and Meet Type:** Dropdown menus for Course and Meet Type, and a text field for Sanction #.
- Options:** Checkboxes for Masters Meet, Restrict Entry Best Times to same Meet Type, Enforce Qualifying Times, Swimmer must meet Slower Than Q Time in All Courses, If Swimmer Qualifies for non-Conforming course. Enter at Minimum Q Time, and Do NOT Allow No Time Entries.
- Dates:** Spinners for Start Date, End Date, Age-up Date, and Use Times Since, with a checkbox for Use Since Date.
- Entry Fees:** Input fields for Individual Events, Relay Events, Swimmer Surcharge, Team Surcharge, and Facility Surcharge, each with an 'Update' button.
- Conversion Factor:** A text field for Non-Conforming Course Factor with a note: 'Use to convert results times for non-standard pool sizes.'
- Buttons:** OK and Cancel buttons at the bottom.

## Required Information You Must Include

### 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 below. 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.

### Start Date

This is the date that the meet begins.

All other information is optional.

## Step 5: Adding Individual Entries

From the main TM screen, click on the “Meets” menu and single click on a meet from the list that appears. Then select “Entries” from the menu, followed by “Entries by Name”. Select the team in the drop down lists near the top of the screen. Single click on a swimmers name to highlight and select the swimmer. If you have been using Team Manager to track swimmer performance at meets, the swimmers best times will appear in the list, highlighted red if the time does not meet the qualification time for the meet and white if the time meets the qualification time for the meet. For entries where the swimmer has a qualifying best time already in the computer, simply check the “Enter” box for that event.

To enter an event for that athlete, place the cursor in the custom time field for that event. Enter the time with no spaces, colons, etc. The program will automatically display the time in the correct format (20245 becomes 2:02.45 in this example.) By default the time entered will be short course meters. If you wish to enter a Yard time, follow your numerical entry with Y. Note that you must enter an athlete’s times in the course in which they were achieved.

The events entered will be highlighted yellow. When you are finished with the entry for a particular swimmer, go on to the next one. When all the entries have been processed, close the entry screen. To remove a swimmer entered in error, click the checked box for that particular event. The check mark, entry time and yellow highlighting will disappear.

The screenshot shows the 'TEAM MANAGER - Database:C:\TM5Data\MyTeam.mdb - [Entries by Name]' window. The interface includes a menu bar (Find, Time Calc, Athlete Results, View, Print, Help) and a toolbar. Below the toolbar are filter options for 'For this Meet, Swim for Team: RG', 'Only Pre-Entered Athletes', and various demographic filters (Male, Female, Both, Team, Group, School Yr, Subgroup, WM Gr, WM Sub, Low Age, High Age, Standards). A table lists swimmer details for Winthrop Fletcher (M, 04-Jul-95, 14, RG, DV). At the bottom, a table titled '23-Jul-10 NBSL Championships 2010' shows event entries with columns for Sess, Div, Event, Gen, Distance, Stroke, Age, Enter, Best Time, Custom Time, Exh, Alt, Bonus, and comparison times (Slower/Faster Than [Yds], [LCM], [SCM]).

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		5	M	100	M	13-14	<input type="checkbox"/>	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						1:31.00
1		9	M	100	Free	13-14	<input type="checkbox"/>	* 1:48.14S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						1:20.00
1		13	M	50	Breast	13-14	<input type="checkbox"/>	36.08S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						45.00
1		17	M	50	Back	13-14	<input type="checkbox"/>	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						42.00
1		21	M	50	Fly	13-14	<input checked="" type="checkbox"/>	28.60S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						40.00

TEAM MANAGER - Database:C:\TMSData\MyTeam.mdb - [Entries by Name]																		
Find Time Calc Athlete Results View Print Help																		
For this Meet, Swim for Team: RG																		
<input checked="" type="checkbox"/> Only Pre-Entered Athletes		<input type="radio"/> Male		Team RG		Group		WM Gr		Low Age		High Age		Standards:				
<input type="button" value="Clear All"/>		<input type="button" value="Enter All"/>		<input type="radio"/> Female		School Yr		Subgroup		WM Sub								
<input type="radio"/> Both																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	Citizen							
Winthrop	Fletcher		M	04-Jul-95	14				DV									
<input type="checkbox"/> Show Relay Entries		Max Combined Entries 4		Session:		Division:		<input type="checkbox"/> Show Swim-Up Events		* = time did not make the cutoff.								
Current Entries 2		Relay Entries 0																
23-Jul-10 NBSL Championships 2010																		
Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		5	M	100	M	13-14	<input type="checkbox"/>	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						1:31.00
1		9	M	100	Free	13-14	<input type="checkbox"/>	* 1:48.14S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						1:20.00
1		13	M	50	Breast	13-14	<input type="checkbox"/>	36.08S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						45.00
1		17	M	50	Back	13-14	<input checked="" type="checkbox"/>	*NT	00:37.95S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						42.00
1		21	M	50	Fly	13-14	<input checked="" type="checkbox"/>	28.60S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						40.00

## Step 6: Adding Relay Entries

From the TM main screen menu bar choose 'Entries' and then 'Entries by Event'. Click 'Relays Only' to limit list of events to relays. Select the Team Name in the **Swim for Team** drop down list. Select the Relay Event to be entered by single clicking on the event line in the list. Click the **New Relay** button.

Enter the entry time for the relay in the **Custom Time** field.

Entering the relay swimmers names is optional. Click Swimmer Name and Drag to list of Swimmers or Double Click Swimmer Name to add to next relay position. Continue until four swimmers have been designated.

When all relays have been entered, close the entry screen.

The screenshot displays the 'TEAM MANAGER - Database:CATM5Data\MyTeam.mdb - [Entry by Event]' window. The menu bar includes 'Time Calc', 'Athlete Results', 'View', 'Relays Only', 'Print', 'Dual Meet Setup', and 'Help'. The main area shows a list of events for the '23-Jul-10 NBSL Championships 2010'. The selected event is '1 13-14 Male 200 Medley Relay'. Below the list, there are filters for 'Team' (RG), 'Group', 'WM Gr', 'Yr', and 'Subgroup'. A 'New Relay' button is visible. The bottom section shows a detailed view of the relay configuration, including a table of swimmers and a 'Best' time field set to 'NT'.

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1	1	1	M	200	Medley	13-14	R						
1	2	2	F	200	Medley	13-14	R						
1	3	3	M	200	Medley	15-18	R						
1	4	4	F	200	Medley	15-18	R						
1	25	25	M	200	Free	13-14	R						
1	26	26	F	200	Free	13-14	R						
1	27	27	M	200	Free	15-18	R						

Last Name	First Name	MI	Entrd	4Bst	Team	BestTime	Bonus	E	RE	CE	Gen	Age	Yr
Winthrop	Fletcher		<input type="checkbox"/>	<input checked="" type="checkbox"/>	DV	NT	<input type="checkbox"/>	2	<input type="checkbox"/>	2	M	14	

Swimmers	Ent	Best	Custom	Ex	Ht	LN
1	<input checked="" type="checkbox"/>	NT	15973	<input type="checkbox"/>		
2	<input type="checkbox"/>			<input type="checkbox"/>		
3	<input type="checkbox"/>			<input type="checkbox"/>		
4	<input type="checkbox"/>			<input type="checkbox"/>		
5	<input type="checkbox"/>			<input type="checkbox"/>		
6	<input type="checkbox"/>			<input type="checkbox"/>		
7	<input type="checkbox"/>			<input type="checkbox"/>		
8	<input type="checkbox"/>			<input type="checkbox"/>		

## Step 7: Create Entry Report to Verify Entries

From the main Team Manager screen, click the **Meet Entries** button.

Select the team in the drop down list. Select **Individual and Relays**. Select sort by Name or Meet Event Number. Click **Create Report**.

The screenshot shows the 'Meet Entries...' window with the following settings:

- Meet: 23-Jul-10 NBSL Championships 2010
- Filters: Team, Group, Subgroup, WM Group, WM Subgroup, School Year, Gen (All selected), Age, Sess / Div, Male, Female
- Other Options: Show Times Unconverted, Include Proof of Time, Include Team Address, Indicate Converted Times, Do Not Show Entry Times
- Event Filters: Individual and Relays (selected)
- Stroke / Distance Filters: Stroke, Distance
- Standards / Points: None (selected), LEN Points, Hy-Tek Age Group, GB Points, Hy-Tek Single Year, GB BAG Points, Hy-Tek Open, NISCA Points, FINA Points, SNZ Points
- Sort by: Name (selected), Name (1 Swimmer per Page), Stroke and Distance
- Totals on Separate Page (checked), Include Inactive, Include Registration ID, Include Official Statement
- Buttons: Create Report, Cancel

This will generate the report to the screen. The report can be printed from the screen that appears. Review the report and identify any corrections that are required. If any errors are found, return to the appropriate entry screen and make corrections.

## Step 8: Exporting Entries

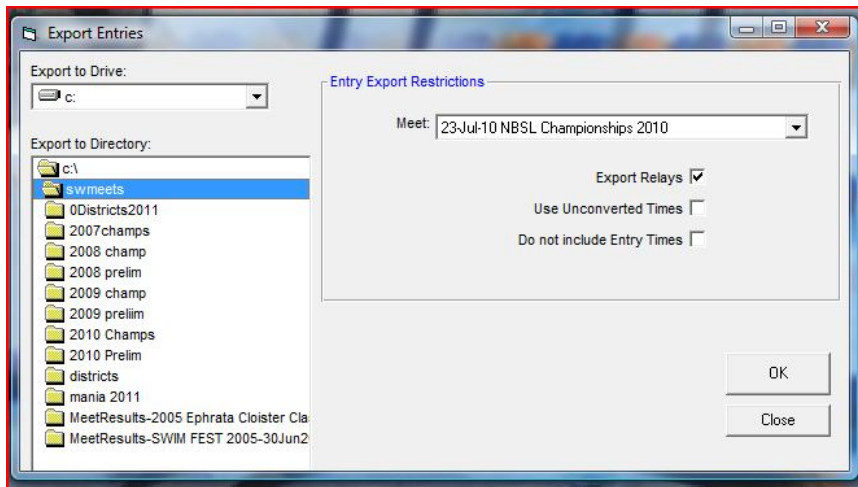
To export your entries, from the main screen click on **Export Entries**.



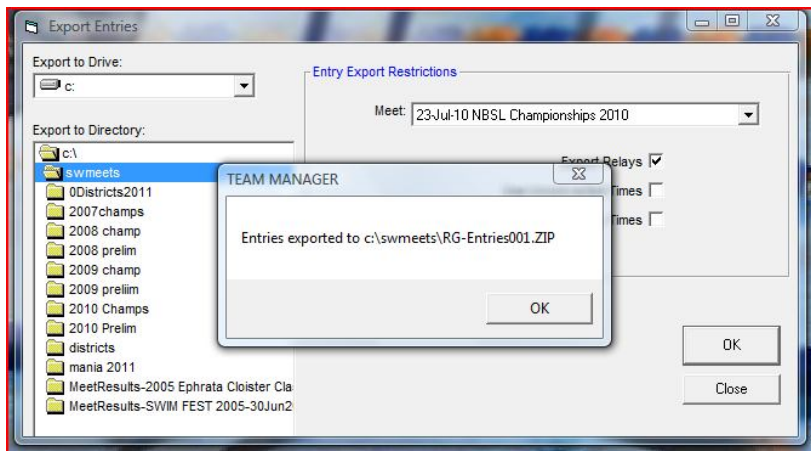
Select a location for saving the Export File. Remember where you chose to save it.

Make sure **Export Relays** is selected.

Click **OK**.



Write down the **Location** where the File was saved, and the **File Name**.



## **Step 9: Submitting Entries**

Locate the generated entry file (RG-Entries001.zip) in the location you saved it. This file can be attached to an email and sent to Mike Phillips at [mphillips.de@gmail.com](mailto:mphillips.de@gmail.com). The file can also be copied to a USB drive or CD and brought to the entry turn in meeting. Each team's volunteer list, entry fee payment, and program advertisements are also due at the entry meeting.

Dates, times, and locations for the entry meetings can be found on the NBSL Schedule.

If you have any questions or problems with the entry process, please contact Mike Phillips at 302-354-2782 or [mphillips.de@gmail.com](mailto:mphillips.de@gmail.com).

Remember, don't wait until the last minute to begin the entry process!