HY-TEK Sports Software

TEAM MANAGER 8.0 *for Swimming*

- User Guide -

Updated: 4/15/2022

Table of Contents

Index   356

Introduction

Welcome to **TEAM MANAGER 8.0** *for Swimming* (**TM**) - our seventh generation of Team Management software for swimming and our first desktop product that is truly seamlessly integrated with our web services. And as always, even easier to use and **Very INTUITIVE**!

New Features in TEAM MANAGER 8.0

Click Here for a summary list of **NEW** and exciting features in **TEAM MANAGER 8.0**.

What To Do First

After you have installed TM, click Here to find out How to Get Started.   If you are currently running TM 5.0 or higher, no database conversion is necessary. If you are running TM 4 or earlier Database, click Here to find out how to convert your database over to the new TM 8 format.

Hardware and Software Required to Run TM

Click Here for System Requirements to run TM 8.0.

TM Lite

TM Lite is designed to provide a way for each team entering a meet to key in their meet entries and then export those entries by disk or e-mail to the Meet Host. Click Here to find out more information about TM Lite.

How To Get Help

There are a number of ways you can get answers to your questions and/or problems.

TM Product Help

The fastest and easiest way to get answers to your questions is to use the TM Help included with your product. The Help section provides simple to follow instructions on "How to" accomplish specific tasks that you will be performing as you use TEAM MANAGER to manage your team's administrative and performance oriented tasks. Click on **Help** from the TM Main Menu Bar as shown below.

Man Menu Bar
↓

↗
Shortcuts
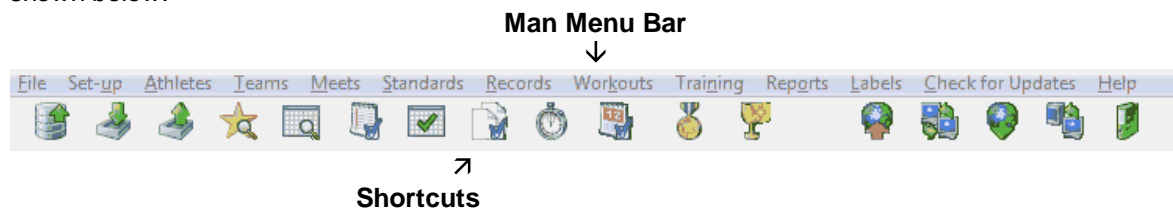
When you click on **Help**, there will be a number of choices. Click on **Contents** to display the Help Introduction screen.

Contents
New in TEAM MANAGER 7.0
TM Lite
About
eLessons
Release Notes
Tech Support
License Agreement
Custom Help
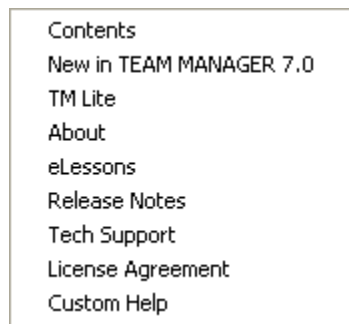
You can "**minimize**" this screen so that it will always be available on the your Windows Task bar and you can "**resize**" and "**position**" it on your desktop as you wish.

Now click on **Index** and enter a **key word** or **part of a key word** as show below.

Contents | Index | Search | Favorites |

Type in the keyword to find:

Athlete

Athlete Browser
Athlete Custom Fields
Athlete Goals
Athlete Registration
Athlete Results Browser
Athletes
Athlete's Age
Athletes Report
Attendance
Attendance Declarations
Attendance Report
Automatic Backup
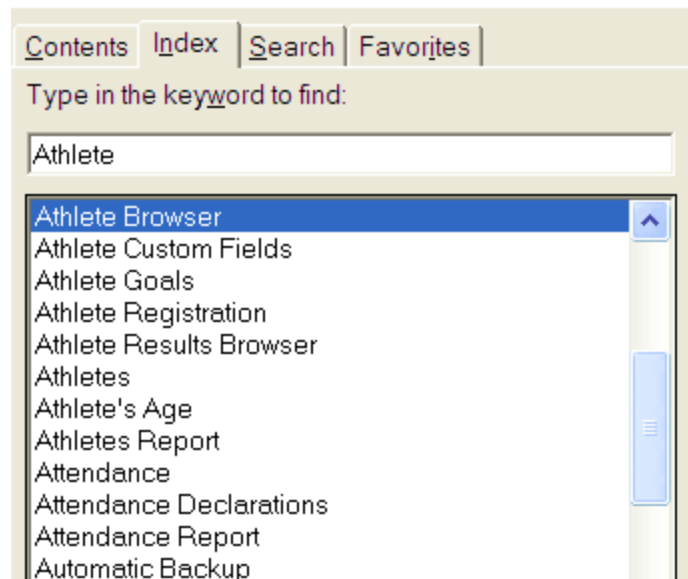
For example, suppose you wish to find out detail information about entering an athlete into your Database. Just enter "**Athlete**" as the key word and the TM Help will display all of the topics about "Athletes". Click on the appropriate topic and the TM Help will display that particular help screen that discusses that topic.

Custom Help

This TEAM MANAGER Help section is designed to be replaced by a Swim Team or Swim Organization's customized help file. For example, if a league or conference wants to include customized instructions on how to set up a database or meet entries for the league or conference meets, a standard Windows **C**omplied **H**elp file (.chm file) can be set up using any one of the many Windows Help authoring tools that are available in the marketplace.

The Windows help file that is produced must be named: **TMCustom.chm**

and must be stored in the installation directory that was specified when **TEAM MANAGER** was installed. The default installation directory is **c:\Hy-Sport\TM7**. So if the default installation directory was used to install **TEAM MANAGER**, the Help file should be stored in **c:\Hy-Sport\TM7\TM7custom.chm**.

User Guide in Acrobat pdf Format

If you prefer to review the User Guide instead of using the TM Help facility, you can do that either:

- Online at our Download Center and download then unzip the **SwimTeamManager7-UserGuide.zip** file and use Acrobat Reader on your PC to view and/or print any or all of the topics.

  OR

- By using Acrobat Reader on your PC and accessing the TEAM MANAGER pdf file that was loaded in your installation directory when you installed **TEAM MANAGER**. Start up your Acrobat reader and click on **File** then **Open** and specify **c:\Hy-Sport\TM7\TEAMMANAGER7.pdf**.

If you do not have a copy of Acrobat Reader, click Here to go to the Acrobat Reader web site to download a FREE copy.

You can find topics either by using the **Table of Contents** at the beginning of the User guide, by using the **Bookmark** topics on the left panel of the screen, by using the **Index** at the end of the User Guide, or by clicking on the **Find** and **Find Next** icons (binoculars) on the Acrobat Reader tool bar.
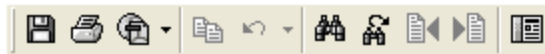
eLessons

Please click Here for information about TM 8.0 eLessons.

Tech Support

Please click Here for information on how to contact Tech Support.

License Agreement

Copyright

This ACTIVE Hy-Tek product is Copyrighted by The Active Network, LLC.

Copyright Information

U.S. copyright laws and international copyright treaties protect this software, and any documentation. By using this software, you acknowledge that you have read, understood, and agree to be bound by all of the provisions of this license.

License, Copy, and Use Restrictions

The licensed name is printed at the top left of all reports, is shown when you click on **Help** then **About** , and is displayed at the bottom left of the Main Screen.

> **NOTE**: If the License name of your product is **TEAM MANAGER Lite**, then the software has been provided to you FREE and is to be used **ONLY** as a Demo or for entering your one club's roster, setting up a meet and declaring your entries, and then exporting those entries electronically to your Meet Host on diskette or directly to the web. Please refer to your TM **Help** to find out more about TM Lite.

There are two types of product Licenses for **TEAM MANAGER.**

1. **Team, School, or Club License**
   TM is licensed to a "**Swim Team, School, or Club** ", not individuals or organizations. TM may be used for administrative and performance tasks associated with that team, school, or club and on any computer that is used by and for that team, school, or club. The TM software licensed to your team, school, or club **may not be shared** with any other team, school, or club.

2. **Swim League/Organization License**
   The software can be used on **ONE COMPUTER** and by **ONE PERSON** to manage the administrative and performance tasks associated with the member teams of that organization. For example, if TM is licensed to "City Summer Swim League", the software may be installed on one computer and used by one person to track administrative and performance aspects for all the member teams of that league. However, the software may NOT be provided to any of the member teams for any reason.

The Active Network, LLC licenses (not sells) this single user software to the Swim Team or Swim Organization that is printed on the top left of all reports and displayed on the product Logo/Introduction Screen for use on multiple computers for which the software was designed. This means **The Active Network, LLC** allows you to use the software on multiple computers as long as it is being used for the one club or school for which it is licensed.

Specific Restrictions: The single user software may NOT be distributed to other schools or clubs. For example, if the software is licensed to a YMCA or USS club, that software cannot be used for a College or High School team.

You may make no more than one (1) additional copy of the original CD that the software is delivered on for back-up purposes and you may install the software on a hard disk on your authorized computers as a working copy.

You may not make any changes or modifications to the software, or delete any of the files contained in the software, and you may not decompile, disassemble, or otherwise reverse engineer the software.

This software is not for sale, and you may not sub license, rent, lease, donate, sell, loan, pledge, transfer, or distribute on a temporary or permanent basis the original copy or back-up copies of the software or the documentation to another user or company.

LIMITED WARRANTY

This product is warranted that the magnetic media that the software is recorded on and the documentation provided with it are free from defects in materials and workmanship under normal use. The software is warranted that the software itself will perform substantially in accordance with the specifications set forth in this User Guide provided that the data itself is either **keyed in** using this product's data entry screens, or **imported from any other ACTIVE Hy-Tek product database**.

The Active Network, LLC will replace the installation CD that proves defective in materials or workmanship, without additional charge, on an exchange basis within 30 days of having shipped the CD. If a CD media problem is reported after this 30 day period, **The Active Network, LLC** will replace the CD according to its standard Disk Replacement policy in which you would remit to **The Active Network, LLC** the CD replacement costs of $10.00 plus the S&H costs. In the case of an error in the documentation, **The Active Network, LLC** will correct errors in the Help section of the product without charge and provide updates as required that reflect these Help section changes.

The Active Network, LLC will either replace or repair without additional charge any software that does not perform in substantial accordance with the specifications of the documentation. This will be done by your downloading the current update from the **The Active Network, LLC** web site at hytek.active.com, assuming you're on the current released version of the software. If you are not on the current released version of the software, you may receive a corrected version by remitting the standard **The Active Network, LLC** product update fee.

The Active Network, LLC does not warrant that the functions contained in the software will meet your particular requirements or that the operation of the software will be uninterrupted or error free. The warranty does not cover any media or documentation that has been subjected to damage or abuse by you. The software warranty does not cover any copy of the software that has been altered or changed in any way by you or others. **The Active Network, LLC** is not responsible for problems caused by changes in the operating characteristics of the computer hardware or operating system which are made after the delivery of the software.

Except as specifically provided herein, **The Active Network, LLC** makes no express or implied warranties whatsoever and expressly disclaims the implied warranties of merchantability and fitness for a particular purpose. These warranties shall be in effect two years from the time the original software or product update is delivered.

Your Obligations Under the Warranties:

During the warranty period, you must contact **The Active Network, LLC** customer service department for an authorization to return any defective item to**The Active Network, LLC**. If **The Active Network, LLC's** customer service representative is unable to correct your problem, you will be provided a return authorization number and an address for returning the defective item for warranty service or replacement. You must insure any defective item being returned since **The Active Network, LLC** does not assume the risk of loss or damage while in transit.

LIMITATION OF LIABILITY

The Active Network, LLC shall not, in any event, be liable for special incidental, consequential, indirect, or other similar damages, even if **The Active Network, LLC** or its distributor has been advised of the possibility of such damages. In no event shall **The Active Network, LLC's** liability exceed the licensee fees paid for the right to use the licensed software or $200.00, whichever is less.

Install TEAM MANAGER

Installing TEAM MANAGER using a CD

You install **TEAM MANAGER** just as you would any Windows product using Windows Installer. From your Windows desktop, click on **Start** and then **Run** and key in the CD drive letter and then "setup". For example if your CD is Disk Drive D, enter **D:Setup**.

> **NOTE:** If you have the Windows AutoRun turned on, Windows will automatically read the CD and begin the installation process.

> **NOTE:** If you are a **TEAM MANAGER 4.0, 5.0, 6.0, or 7.0 Customer**, there is no need to Remove TM 4.0, TM 5.0, TM 6.0, or TM 7.0 in order to install TM 8.0 as long as you use the default installation directory name shown below.

The TEAM MANAGER Installation software will guide you through the installation process. When asked for a directory/folder name to use, We recommend that you use the default installation folder/directory name of "**Hy-Sport\TM8**".

> **NOTE:** Please **DO NOT install TEAM MANAGER in the Program Files folder**.
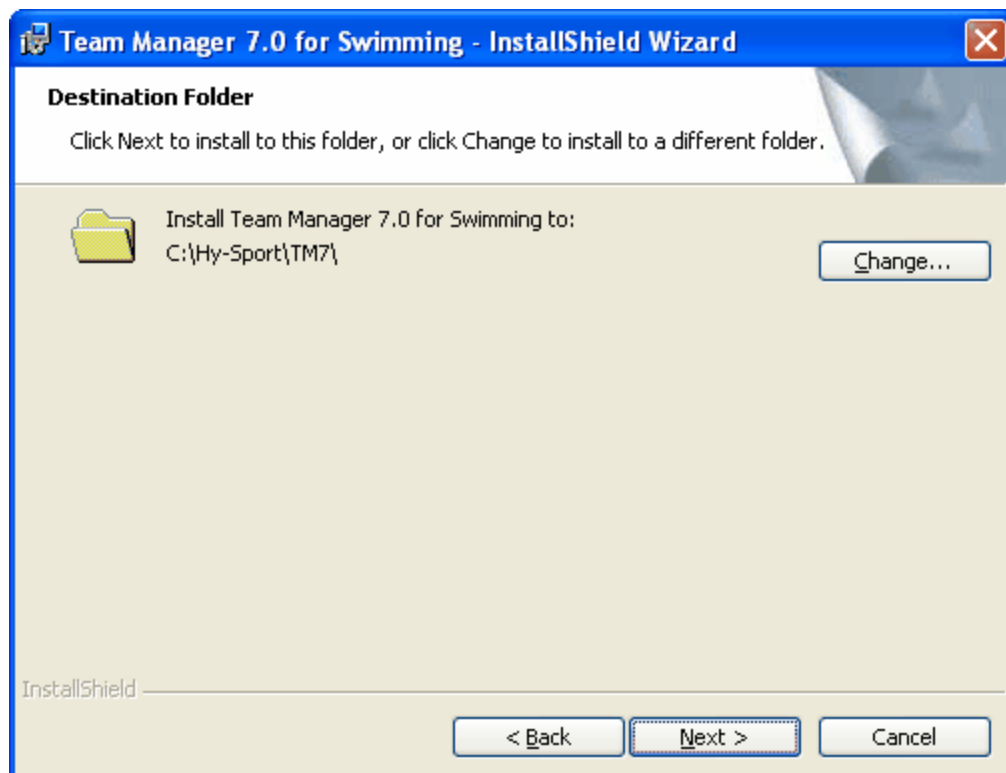
After the Installation process is complete, you may be asked to restart Windows in order to register some Windows System files. DO NOT remove the CD. Now click **OK** to restart Windows.

Read the License File From the CD

After Windows has completed its restart, re-insert the CD (if you have removed it) and cancel at the first opportunity if it starts to install again. Click on the **TEAM MANAGER** icon on your Windows desktop. The first thing that **TEAM MANAGER** will do the very first time it is started is to read the License file from the CD. Once this is completed, the Main Menu will be displayed. Open an initial database by clicking **File / Open / New**, type in a database name and click **Open**. You may remove the CD and you will not need it again unless you need to re-install for some reason.

Installing TEAM MANAGER using Web Delivery

When ordering HY-TEK's TEAM MANAGER, you can elect to have Web Delivery of the software. What this means is that you will download the setup.exe for installing TEAM MANAGER from the HY-TEK Sports Software web site. This is the same setup.exe that you would receive on a HY-TEK CD. You will receive an Email that details the steps to accomplish the installation.

If your license name was Dolphin Swim Team for example, you would receive an Email delineating the steps for the Web Delivery.

The Email would have a link that said **Click Here** to download the required setup.exe. Then you would do the following:

1. Upon clicking the link, you Save the setup.exe file to your DeskTop or other location where you can find it. Note: Should you have trouble downloading the setup.exe, you can type the following into your browser: http://hytek.active.com/WebDelivery/SWTM8/setup.exe
2. After the setup.exe is downloaded, you Open the downloaded exe or double click the exe to start installation.
3. After the program is installed, you start TEAM MANAGER and the program will bring up a window asking whether you are installing by CD or Web Delivery.
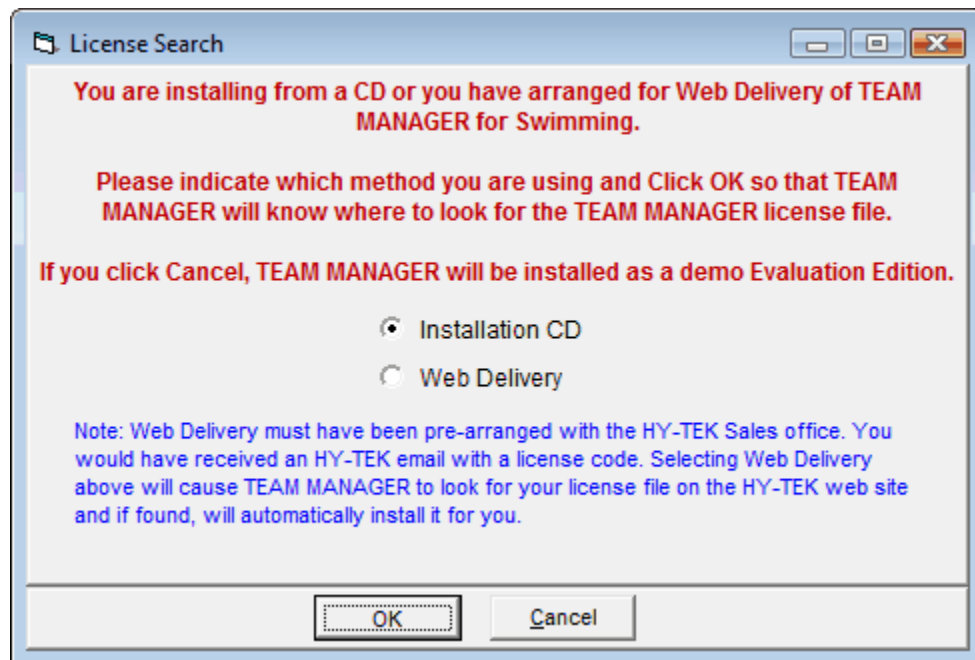
4. Select Web Delivery and another window will appear asking for a code.
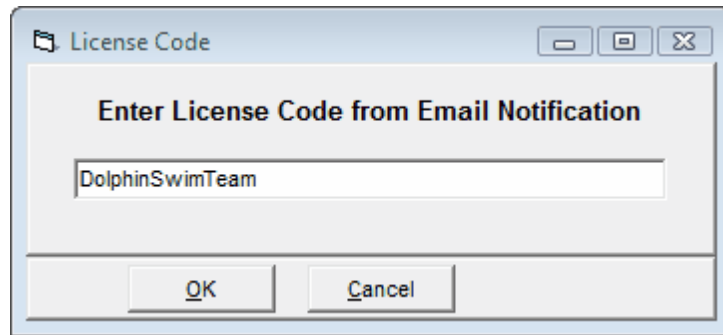
5. In this example, the Email would tell you to enter this code: **DolphinSwimTeam**, and click **OK**.

The HY-TEK web site would be searched for your license and if found will download and install it. At this point you would be ready to use TEAM MANAGER.

Note: Should you have trouble connecting to the HY-TEK web site, you may need to turn off your firewall.

After installation is complete, you can click Help / About at the top of the Main Menu to verify your license and options.

How to Re-Install TEAM MANAGER

VERY IMPORTANT: If you receive a **new TM CD** or wish to re-install TEAM MANAGER from your original CD, you first need to **Un-Install** or **Remove** your TM 8.0software. The easiest way to do this is click on the Windows **Start** button then **Control Panel** then **Add/Remove Programs**. Find TEAM MANAGER 8.0 in the list and click on the **Remove** button. Or, you can continue as described below and choose **Remove** from the Program Maintenance screen.

After Windows has completed removing TM 7, then place your TM 8.0 CD in your CD drive. From your Windows desktop, click on **Start** and then **Run** and key in the CD drive letter and then "setup". For example if your CD is Disk Drive D, enter **D:Setup**. Windows Installer will check to see if TEAM MANAGER is already installed on your computer. If it is, the following screen will be displayed.
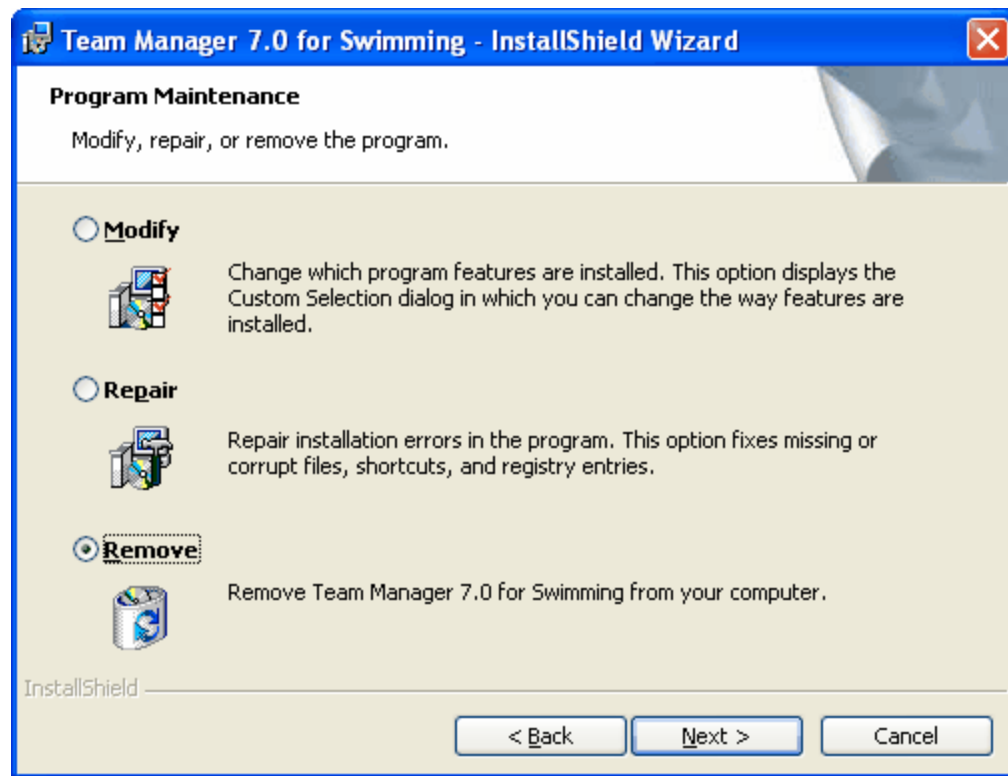
Choose the **Remove** option to first remove TM 8.0 from your computer. After Windows has completed removing TM 8.0, then restart the installation process by going to your Windows desktop, click on **Start** and then **Run** and key in the CD drive letter and then "setup". For example if your CD is Disk Drive D, enter **D:Setup**.

NOTE: If you receive a 2nd CD with new options included that you ordered, those new options will NOT be installed unless you first go through the Remove TM 6.0 process described above.

How to Setup a Desktop Icon or Shortcut

When you install TEAM MANAGER, the installation process automatically sets up a TM 8.0 icon on your desktop as a shortcut . But if the installation process failed to set up an icon due to various Windows settings, you may want to set up a desktop icon shortcut yourself. To set up a TM icon on your desktop, start **Windows Explorer**, pick the installation directory (the default is **c:\Hy-Sport\TM7**), find the **TM7.exe** file and right mouse click and chose **Send To** then **Desktop (Create Shortcut)** as shown below. Then you can right mouse on the desktop icon, choose **Rename** and name the shortcut anything you wish.
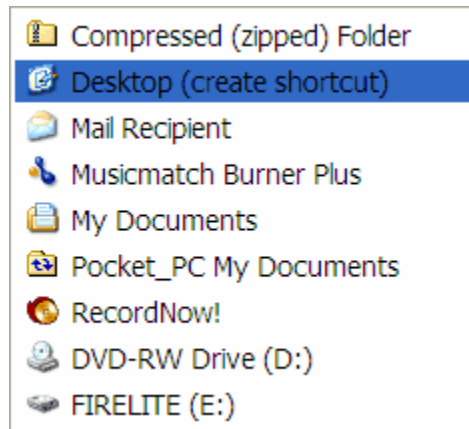
Uninstall TEAM MANAGER

To uninstall TEAM MANAGER, please use the standard Windows **Add or Remove Programs** feature included with your Microsoft Windows product. For most Windows releases, click on **Start**, **Control Panel**, and then click on **Add or Remove Programs**. Or for Vista, click on **Start**, **Control Panel**, and then click on **Programs and Features.**

System Requirements

Hardware:

Minimum:	Any 500 MHZ Pentium, Celeron, or AMD class computer or faster with 1 GB RAM.
Recommended:	Any 1 GHZ Pentium, Celeron, or AMD class computer or faster with 2 GB RAM.

Any Macintosh computer that will run Microsoft's Windows XP, or Windows Vista using **Hardware** or **Software Emulation**. Click on [Running Hy-Tek on Your Mac](#) for detail information.

Note: If you are running the Silver or Gold Package with the Network feature, then you will need a Network card in each computer as well as appropriate Fast Ethernet cabling among the computers being used. Or, you can setup a wireless router with the appropriate wireless card in each computer being used.

Software:
Microsoft's Windows XP, Windows Vista, Windows 7, Windows 8, or Windows 10.

Printer:
Any Windows supported printer. Dot-matrix printers are not recommended for reports.

Monitor Resolution:
Any monitor size is supported but an 800 x 600 monitor resolution or higher is required

New in TEAM MANAGER 8.0

The new features list on the page for **TEAM MANAGER 8.0** is based on the previous TEAM MANAGER 7.0Ga release.

FREE Subscriptions

When you upgrade or purchase TM 8.0, you automatically receive a FREE subscription to both **Team Connect Online** and **Team Stats Online** for TM 8.0.

- On the Splits Sheet Report, there is a new option to show both the cumulative and the subtracted splits.
- On the Number of Meets Attended report a new option to include the swimmer's registration ID has been added.
- In the Meet browser grid, the Meet Type has been added and it is a sortable column.
- The Athlete Browser now includes the eight custom fields, but for each custom field, it is only included if it is non-blank.
- In the Athlete Browser, nearly every column is sortable now by clicking the header. First click sorts a to z and second click sorts z to a.
- In the Meet Browser, all columns are now sortable a to z and z to a. This includes the Course column and the Meet Type column.
- When adding a new team and after clicking OK, there is a confirmation message to let you know the team was added.
- When adding a new swimmer and after clicking OK, there is a confirmation message to let you know the swimmer was added.
- When TEAM MANAGER is started, a new "Do Not Show" checkbox has been added to the opening message about going to Setup to create an agency in Active.com.
- In the Meet Browser, the OME Status, the Meet Sharing Status, and the Pay Status columns have been removed.

Evaluation Edition

The **Evaluation** or **Demo** copy of TM contains all the Standard Options as well as all of the functionality of the Production version, but limits each Database to what is contained in the **TM Lite** version. Click Here for more information on TM Lite. Click Here to find out how to contact the Sales Office to order a production copy of TM.

When you start TM Lite, you might want to Open the Demo Database for you. Click Here for more information about the Demo Database.

TM Product Packages

TEAM MANAGER 8.0 is available in 3 package sets. Click on **Help** then **About** to see exactly what package was ordered by your Team. The following is a list of available product packages.

Bronze

The Bronze package includes the basic features needed to manage the administrative and performance data for your swim team including the setup and registration of all of your swimmers, setting up and exporting meet entries, importing and tracking meet results, lots of reports and much more.

The Bronze package also includes a FREE subscription to **Team Connect Online** and **Team Stats Online** for the Life of TM 8.0.

Silver

The Silver package includes all the features in the Bronze package plus the following features.

Standards and Records Option

Enter or Import your Team's, League's, or State's Records, and then let TM maintain those records based on the results of each meet. Enter or import your Leagues time Standards and then tag each swimmer's time with the appropriate designator. For example, import the USA Swimming Motivational Standards included with TM, and then run the Top Times Report and tag each time with the AAAA, AAA, AA, A, BB, or B time – 1:23.45 BB.

Predict Results Option

This option allows you to set up a meet results simulation based on your swimmer's best times and another team's best times that have been entered into your Database. This is a great feature for High School or College dual meets.

Recruiting/Journal Option

TM helps you set up and maintain Notes or Journal entries for your club. The option also provides a way for you to enter and track recruiting information about your swimmers. This is a great feature for High School teams who want to provide a nice recruiting report to send to prospective colleges.

Award/Improvement Labels Option

This option supports the printing of an award or improvement label based on the results from a meet –

for example, print an award label for the swimmers who finished 1st, 2nd, or 3rd in the City Summer Meet. Or, print an improvement label for every swimmer that improved his/her time more than .5 seconds. You also have the option to print a Participant label for everyone who swam in the meet.

Entry Card/Labels Option

This option allows for the printing of an Entry card or label that contains each swimmer's name, age, gender, what event they are entered in, their entry time, etc.

Graphing Option

This is a great feature for age group teams to show progress for a swimmer in a given stroke and distance. TM offers both bar and line graphs in 3D and color.

Pro Network Option

This option allows several computers to simultaneously share one common Database - click Here for information about the **Pro** option.

Gold

The Gold package includes the features in the Silver package plus the following features.

Workout Manager Basic Option
This widely used coaching tool greatly reduces the time to develop and plan workouts while at the same time helping with organizing practice sessions. The goal is to help coaches be more creative, more effective, and more efficient in their coaching style.   Click Here for information about the Workout Manager options.

Workout Manager Training Option
This option helps a coach quickly figure out what swimming speeds correspond to aerobic training and what swimming speeds correspond to anaerobic training for each swimmer. Use of **WM**'s Training option provides training paces based on scientific studies.

Workout Manager Pace Clock Option
This option enables a coach to transfer workouts written in **Workout Manager** to any of the various timing machines that have a pace clock capability. Thus, you will be able to manipulate workouts and avoid having to re-enter workouts manually into the pace clock machine.

If you find that you wish to upgrade to a package that was not originally included as your original order, click Here to find out how to contact the Sales Office to order that new option. When you contact us, please include your License Name and current mailing address along with your method of payment.

To find out your official product **License Name**, start TM and then click on **Help** then **About**.

TEAM MANAGER Lite

TM Lite has two functions:

1. As a **Demo** for a prospective Customer to be able to evaluate TM as a product and to experience its functionality and ease-of-use.
2. As a **Product** for helping a team **entering a meet** to key in their meet entries and then to export those entries by disk or e-mail to the Meet Host.

TM Lite is FREE to download from the our web site's **Download Center** found at **hytek.active.com**. TM Lite is basically the **TM Gold production version**, but with the **following restrictions**:

- Only the Export of Meet Entries, Registration Recon, and the Export of Athletes/Teams are operational. All other Exports are not available.
- Only the Import of Meet Events, Mark Standards, and Records are operational. All other Imports are not available.
- The Database conversion from any previous TM database is not available.
- Any Report may be Previewed on the screen, but **only the Meet Entries Report may be printed**.
- A maximum of 3 Meets may be added.
- Unlimited number of Entry Events per meet, but a maximum of 10 Result Events per meet.
- Maximum of 3 meet results for each athlete for each stroke/distance combination.
- Maximum of two Teams may be entered.
- Maximum of 100 Athletes may be entered.
- Maximum of two Journal Entries may be entered.
- Team Stats Online is not available.
- Team Connect Online is not available.
- Online Meet Entries (OME) is not available.
- Team Registration Online is not available.

FREE Tech Support is available ONLY by e-mail at **HyTekSupport@active.com**.

How to Use TM Lite

After Installing TM Lite, please follow these steps for **completing your entries to send to the meet host**.

What the Meet Host does:
1. The meet host sets up the meet name and meet events in **MEET MANAGER** *for Swimming*.
2. In MEET MANAGER, the meet host clicks **File** / **Export** / **Events for TM** and e-mails this Meet Events file to all teams/schools entering.

What the Team does:
1. Each team imports this Meet Events file into TM Lite or TEAM MANAGER using **File** / **Import** / **Meet Events**. **NOTE:** Upon first use of TM Lite or TEAM MANAGER and before importing, the TM person must click **File** / **Open** and type in a database name to create a TM database.
2. If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to **Meets** / **Add** and enter the appropriate information. Then go to **Events**, click the radio button for Entry Events, then add the events. Click Here for instructions on how to set up a meet as well as the meet events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.

3. The TM person adds their team abbreviation and team name using the Teams Menu - click Here for specific instructions on how to do this. Then the TM person enters their rosters using the Athletes Menu - click Here for specific instructions on how to do this.
4. The TM person then clicks **Meets**, selects the meet and clicks **Entries** and selects **By Event** or **By Name** to place athletes into events and to add relays. For each entry, the team must enter a **Custom Time** since TM will not have record of Best Times. Relays can only be added By Event. Click Here for specific instructions on how declare meet entries.
5. The team clicks **Reports** / **Performance** / **Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct.
6. Upon verification, the TM person clicks **File** / **Export** / **Meet Entries**. This will create a zipped file that is to be e-mailed to the meet host. Click Here for specific instructions on how to do this.

What the Meet Host does:

3. The meet host runs MEET MANAGER, clicks **File** / **Import** / **Entries**, and selects the zipped entry file. A menu will appear with various options and it is important to check the box that says to "match on event number". This way the entries from each team are guaranteed to come in perfectly with the correct event.
4. The meet host then creates a Flat HTML report for each team using **Reports** / **Psych Sheets**. This Flat HTML file is then e-mailed back to the team/school for verification that the entries are correct.

Please note that if you had the basic **TEAM MANAGER**, this entry process would be **much easier** as TM would use each athlete's Best Time as the entry time for the meet - no need to enter a Custom Entry Time for each entry and each meet. Just call the Sales Office toll free at **866.456.5111** or e-mail them at **HyTekSales@active.com** for more information. Or you can order TEAM MANAGER right on the web at **hytek.active.com/store**.

How to Get Started - Overview

TEAM MANAGER forms the hub for your team and communicates with **MEET MANAGER**, **Sports BUSINESS MANAGER**, and the Web.   **TM** is designed to be intuitive and easy to use so that it greatly reduces a team's administrative tasks and easily distributes information to your team members through printed reports, HTML files, and internet uploads using **TM Stats Online**. For coaches and parents, Coaches can share workouts through TM's workout export and import utility.

One person should be able to perform most of the administrative tasks associated with running a swim team, including maintaining the roster and administrative information about each swimmer, setting up entries for meets, entering meet results after the meet, and producing various reports for coaches, parents, and swimmers.   To make your task even easier, TM supports the Import of Results (including splits) from your thumb drive, diskette or from the Internet, as well as the Export of Entries to the meet host via various portable media or the Internet.

TM includes a complete **Workout Manager** optional program - click Here for information about the Workout Manager features included in the Gold Package. The **Pro** feature included with the Silver Package is a **Multi-User** feature, designed to manage large teams who want to have several computers sharing one common Database - click Here for information about the **Pro** feature. **TM Lite** is a FREE product designed to help teams declare and send their meet entries electronically to the meet host - click Here for information about **TM Lite**.

If you are a **new** Customer, please go to the **New Customers** section below and skip the next four sections about converting a previous Database over to the new TM 6.0 Database format.

TEAM MANAGER 6.0 Release Customers (6th Generation TM)

After you install TM 8.0, click on **File / Open** and pick the Database that you wish to open. A TM 8.0 database is compatible with any TM 6.0 or 5.0 database.

TEAM MANAGER 5.0 Release Customers (5th Generation TM)

After you install TM 8.0, click on **File / Open** and pick the Database that you wish to open. A TM 8.0 database is compatible with any TM 6.0 or 5.0 database.

TEAM MANAGER 4.0 Release Customers (4th Generation TM)

- After you install TM 8.0 and then click on **File / Open/New**, pick the Database that you previously had opened (usually in **c:\TMIIData** directory) and click on **Open** and TM 8.0 will convert it over to the new format! TM 8.0 will **automatically backup your TM 4.0 database BEFORE it is converted**. 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**. The new converted Database will be stored in a new directory named **TM5Data**.

Compatibility

Because TM8.0 uses a new more current version of Microsoft's Access, backward compatibility is not possible.   That is, **it is not possible to Open a TM 8.0 Database with any previous 4.0 or earlier versions of TEAM MANAGER**. If your team has **TEAM MANAGER** installed on more than one computer, please make sure that **ALL** of them have been upgraded to **TEAM MANAGER 8.0**.

IMPORTANT: If you are using **Team Connect Online** for your club, EVERYONE accessing your Team Connect Online **must ALL be using TM 8.0**.

TEAM MANAGER II Release 2 or 3 Customers (3rd Generation TM)

- After you install TM 8.0 and then click on **File / Open/New**, pick the Database that you previously had opened and click on **Open** and TM 8.0 will convert it over to the new format! TM 8.0 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**.

Compatibility

Because TM8.0 uses a new more current version of Microsoft's Access, backward compatibility is not possible.   That is, **it is not possible to Open a TM 8.0 Database with any previous 4.0 or earlier versions of TEAM MANAGER**. If your team has **TEAM MANAGER** installed on more than one computer, please make sure that **ALL** of them have been upgraded to **TEAM MANAGER 8.0**.

IMPORTANT: If you are using **Team Connect Online** for your club, EVERYONE accessing your Team Connect Online **must ALL be using TM 8.0**.

WIN-TM Version 1.6 Customers (2nd Generation TM)

If you are currently running **TEAM MANAGER** Version 1.6 product (WIN-TM), there is no automatic way of converting that Database over to the TM 8.0 Database format. We suggest using the File/Export Swimmers and Meet Results and then importing them into a new TM 8.0 Database.

DOS-TM Customers (1st Generation TM)

If you are currently running **TEAM MANAGER** *for DOS* product, there is really no way to convert that Database over to the TM 8.0 Database format.

New Customers

It's easy and fast to Get Started using TM's Set-Up and Customization features. Here is a **step-by-step** procedure for getting started. Of course if you have converted your previous TM Database over to the TM 6.0 Database format, you already have much of this information set up. And don't forget about checking out the Frequently Asked Questions section (FAQs).

> **NOTE:** In order for **TEAM MANAGER** to display and format reports on your computer's screen, **there must be a printer set up in Windows**. The printer does not have to be physically connected, but at least set up in Windows. From the Windows desktop, click on **Start** / **Settings** / **Printer** and Add any printer you wish.

Step 1: Open and Customize your Database Set-Up

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.   Click Here to find out how to set up additional Preferences for your Database. We also recommend setting up Favorite Filters so that you will not have to key in repetitive information like Course and Team.

Step 2: Enter your Team and Coaches

Click Here for information on how to Add your Team(s) to the TM Database and click Here to find out how to enter your coach(s). You might want to run the Teams Report to check the information you have entered.

Step 3: Enter your Athletes

Click Here for information on how to 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. And use the Group and Subgroup features of TM instead of different teams to "break out" different sets of swimmers. Click Here for more information about Groups and Subgroups.

You might want to run the Athletes Report to check the information you have entered.

Step 4: Set-Up your Meets

Click Here for more detail information on how to set up your meets. You might want to set-up all the meets for your current season and then run the Meets Report.

> **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.

You might want to run the Meet Results Report to check the information you have entered.

Step 5: Set-Up Records and Time Standards

Click Here for information on how to set-up your Pool or Team Records and click Here to find out how to set-up or Import Time Standards.

You might want to run the Record or Time Standard Reports to check the information you have entered.

**Be sure you periodically backup your Database.
Click Here for specific instructions on how to do this.**

Pre-Season Checklist

The Worldwide Swimming Community offers many different ways to set up meet entries, submit those entries, run the meet and then import the meet results back into TEAM MANAGER. Summer Leagues, High School dual meets, College Conference Championships, Age Group Meets, Masters Meets, all have their rules and operational guidelines. What follows is a fairly generic checklist for the team's submitting their entries and importing their results back into TEAM MANAGER as well as a basic checklist for the meet host. You will find a more extensive checklist for the meet host in the MEET MANAGER Help or User Guide.

This Pre-Season Checklist assumes you have already installed TEAM MANAGER and have gone through the Set-Up and added your athletes. Click Here for more information on How to Get Started.

Swim Team Tasks

Update PC before season starts
- Update security software including Anti-virus, Firewall software, pop-up stopper, spy ware, etc.
- Make sure you Windows Operating System has been updated.
- TEAM MANAGER update - start TM and click on Check for Updates.
- MEET MANAGER update - start MM and click on Check for Updates.

Visit League/Team web site for Additional Information
- Meet schedule
- Event files for Invitational & Championships

TEAM MANAGER software tasks before first Meet
- Set-Up menu, System Preferences - Set a new System age-up-date and Meet Age-Up-Date - for summer leagues, it is typically June 1 of current year. For most year round age group teams, the meet age-up-date is always the first day of the meet. For USA YMCA teams, it is always December 1 of the current year.
- Make sure your coaches names and other information are up to date for this season - Click Here for information about how to do that.
- Athlete Browser to add **new swimmers** and indicate those that are not returning to be Inactive.
- Export Athletes and email to the league if requested
- Add Meets for this season using the naming convention from prior Meets or Import the Meet Setup from the meet host prior to each meet. If you are adding the meets by hand, use the Copy Events feature to copy events from a prior Meet to your new regular Meets

At this point, your TEAM MANAGER database has been updated with your new swimmers, the System Preferences have been updated and this season's meets have been added. You are now ready for your first meet.

Declare your Meet Entries
- For each Meet in your TEAM MANAGER database, declare who is swimming each event. Depending on your league's rules, you may also have to declare what heat and lane the swimmer is assigned - some summer leagues require this instead of letting MEET MANAGER seed the meet and assign the heat and lanes. You will also have to set up the relays for each meet and optional who is swimming in those relays. Click Here for more information on how to Declare your Meet Entries.
- After you have declared your meet entries and checked them using either the Meet Entry Browser or the various Meet Entry reports, you will want to Export those Meet Entries to diskette or to your hard drive to mail or email them to the meet host. Click Here for more information about exporting your meet entries to the meet host.

- You may want to Create Reports for Coaches, Officials, Parents, and the swimmers letting them know what they are swimming. Check out the Meet Entry Spreadsheet Report as well as the Meet Split Sheets Report.
- Optionally Create Meet Entry Labels for Entry Slips
- After the Meet has been completed using MEET MANAGER, get a meet results file from the meet host and then Import the Meet Results into your TEAM MANAGER database. If the meet is not being run using MEET MANAGER, Click Here for information about how to key the meet results into your TEAM MANAGER database and optionally include the place and points.

Meet Host Tasks

- If you are a year round club or you plan to run lots of meets during the year, you probably will set up each meet a few weeks before it starts. But if you are a Summer League team or High School or College seasonal team, you might want to set up all the meets that you host. Please refer to the MEET MANAGER Help/User Guide on how to setup a meet and how to use the "Save As" feature to minimize any duplicate efforts.
- Setup the Events for the meet - click on **Events** from the MEET MANAGER Menu bar..
- Import the Meet Entry file for each team in the meet. if the team did not submit a meet entry file, then you will have to set up the team, add the swimmers and their entries.
- Seed the Meet unless your league requires that in the case of a dual meet, that each team submit their entries with heats and lanes already assigned.
- Run the meet - click on **File / Run**.
- Enter results as each heat or event is completed or import the times with splits form a Timing Console if it is available.
- After each event has been completed, print the results and post.
- After each event has been completed, you may want to print the Award labels to distribute.
- After the meet has been completed or during the meet, you may want to print and post the Team Scores.
- After the meet has been completed, you may want to export the meet results to a file to email to the teams participating in the meet or export them to diskettes to hand to each team representative.

Check for Updates

Check for Updates

Periodically, HY-TEK provides Service Pack updates that include corrections to reported problems. In order to download and install the current TM Service Pack update, make sure you are connected to the Internet either through broadband (DSL or Cable) or dial-up and then start TM and click on **Check for Updates** from the Main Menu Bar.
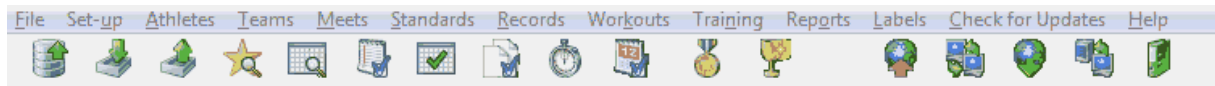
TM will verify the Internet connection and then check to see if you are already running the most current TM 8.0 release. If you are not running the current TM release, TM will download that update for you and show a download progress bar.

After the download has been completed, TM will ask if you want to install it now.
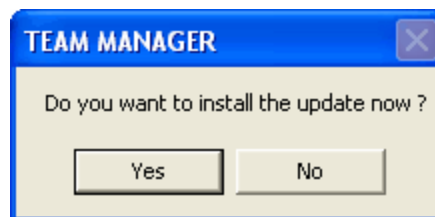
Click on the **Yes** button and TM will install the Service Pack update and then restart TM for you. After TM has restarted, click on **Help / Release Notes** to check out the new features that have been included in the update. If you click on the **No** button, nothing will be installed and you can try the **Check for Updates** again later.

> **NOTE:** Installing an update will have no impact on your database.

> **NOTE:** If you have **Firewall** software on the computer you are using to Check for Updates, you may have to turn the Firewall software off, Check for Updates, then turn the Firewall software back on. If you are unable to get TM to connect to the HY-TEK web site, you can update to the latest version by ordering a Product Replacement CD, Web Delivery, or both from the HY-TEK Online Store.

Alternative Method for Installing a Service Pack Update

Go to our web site at **hytek.active.com** and click on **Download Center**. Then click on the **Update** link on the TEAM MANAGER 8.0 row.

Choose "**Save**" and then choose where you want to store the SWTM7Update.zip file on your computer. **DO NOT unzip the file yourself** - TM will do that for you.

After the SWTM7Update.zip file has been downloaded and saved, now start TM 8.0 and click on **File / Install Update** and TM will display the screen below.
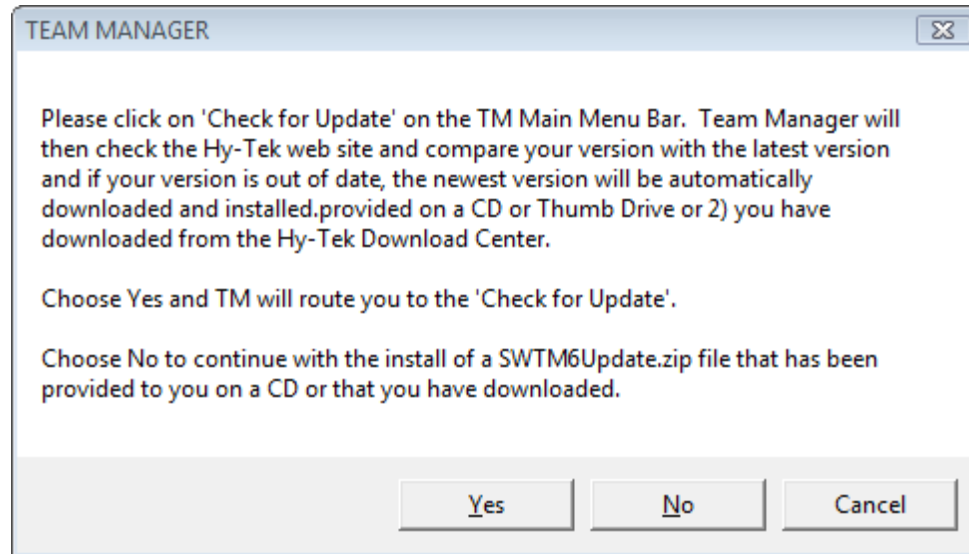
Choose "**No**" and then TM will ask you where you saved the SWTM7Update.zip file. Pick the directory that you specified when the file was downloaded and then TM will install the update and re-start TM with the new release.

FAQ - Frequently Asked Questions

A. Meet Entries

1. **I am supposed to send in my team's entries for a meet tomorrow. I have set up the entries but how do I send them to the meet host?**
Just use the Meet Entries Export feature of TEAM MANAGER so that the meet host can import those entries electronically. Be sure to check your entries using the Meet Entries Report.

2. **I have set up my meet entries for an upcoming meet and checked it using the Meet Entry Report. But I see some of my swimmers are assigned to the wrong team. What gives?**
When you declare meet entries either by Name or Event, the first question TEAM MANAGER asks is what team are these entries for. For example, Billy may be assigned to an Unattached team in the Athlete Browser but if you declare meet entries for the FAST team, then FOR THIS ONE MEET, Billy's entries will be assigned to team FAST. This feature allows you to assign a swimmer to different teams depending on the meet, TEAM A, Unattached, All Star, Zone, etc. without having to change his "real" team assignment in the Athlete Browser screen. If you have assigned a swimmer the wrong team for a meet, use the Meet Entry Browser to delete those entries and then re-declare the entries for that swimmer using Entries by Name.

3. **I declared a meet entry for the wrong swimmer. How can I delete it?**
Just use the Meet Entries Browser. Pick the entry you wish to delete and then click on the Delete icon. Or, use the Entries by Name or by Event screen and uncheck the "Entered" column for that swimmer's entry.

4. **When I declare my meet entries using the Entries by Event screen, TEAM MANAGER list the eligible swimmers in alphabetical order but I want them listed based on their best time.**
Just click on the "underlined" **Best Time** column header in the Entries by Event screen and TEAM MANAGER will sort the eligible swimmers by Best Times. Click on the "underlined" **Last Name** column to sort the list alphabetically.

5. **I want to use the Copy Events feature so I do not have to re-enter all my entry events for this meet but TEAM MANAGER will not list the other meets that already have the events set up. Why not?**
The Copy Events feature lists only the meets that have **entry events** set up AND are of the **same course** as the one you are trying to set up. For example, if all of your previous meets are yard meets and you want to set up events for an away meet in meters, you will have to set them up manually since strokes and distances are usually different in yard and meter meets. The other option you have is to Import Meet Events from the meet host.

6. **My summer league requires that I pre-enter my swimmers in a specific heat and lane. How do I do that?**
Use the Entries by Event screen and choose which swimmers you want to swim in an event. Then enter the heat and the lane you wish them to swim under the **Heat and Lane columns** next to each swimmer's entry time.

7. **I know what swimmers that are able to go to the meet this weekend and I want to post a report of just those swimmers so they can sign up for the events they want to swim. How do I do that?**
First, use the Pre-enter Athletes in a Meet feature to specify to TEAM MANAGER who will be attending the meet. Then run the Meet Eligibility Report and click on the **Pre-Entered Only** check box and the **Sign up Sheet** check box to list all the pre-entered swimmers and the events for which they are eligible.

8. **How do I set up an Inter Squad meet?**
    If you want to use your MEET MANAGER and TEAM MANAGER to run a team inter squad or scrimmage dual meet, here's how. For example, suppose the name of your team is FAST and you want to divide your swimmers into a Red team and a Blue team.

    MEET MANAGER - Before the Meet
    Step 1   Set up the events for your dual meet.
    Step 2   Export the events that you have set up.

    TEAM MANAGER - Before the Meet
    Step 3   Import the meet setup events from step 2 above.
    Step 4   Add two new teams and call them RED and BLUE. DO NOT move any swimmers from your FAST team into the RED or BLUE team.
    Step 5   Using Entries by Name or Entries by Event, first select Team RED and click on the swimmers you are entering in the meet for the RED team.
    Step 6   Again, using Entries by Name or Entries by Event, select Team BLUE and click on the swimmers you are entering in the meet for the Blue team.

    Step 7   Run the Meet Entries Report to make sure you have designated the right swimmers on the BLUE team and the RED team.
    Step 8   Now Export Entries for that meet.

    MEET MANAGER - Before and After the Meet
    Step 9   Import the entry file created in Step 8.
    Step 10   Run your meet.
    Step 11   After the meet is completed change the name of the RED team to FAST and export results of FAST as Export file #1.
    Step 12   Change the name of FAST from above back to RED.
    Step 13   Change the name of the BLUE team to FAST and export results of FAST as Export file #2.

    TEAM MANAGER - After the Meet
    Step 14   Import Export file #1 from Step 11.
    Step 15   Import Export file #2 from Step 13.

B. Meet Results

1. **I entered a meet result for the wrong swimmer. How can I delete it?**
    Just use the Meet Results Browser. Pick the result you wish to delete and then click on the Delete icon.

2. **I just came back from a meet and I imported the meet results from the results file provided to me by the meet host but one of my swimmer's times is wrong - how do I correct that time?**
    You would use the Results by Name feature and just edit the time.

3. **I just came back from a meet and the meet host has provided me with the results on a diskette. How do I get them into my TEAM MANAGER database?**
    You would use the Import Meet results feature of TEAM MANAGER. Click Here for detailed information on how to import your meet results into your TEAM MANAGER database.

4. **We have a yard pool but when I run the Record Match Report to see who has broken team records in an away meet at a SC Meter pool, no record breakers are indicated, yet I know some have been broken. How come?**

   TEAM MANAGER never converts meet results to check for Record Breakers since yard to/from meter conversions are arbitrary. You would have to set up your team records in SC Meters and then TEAM MANAGER will check them whenever you swim in a SC Meter pool.

5. **How do I convert meet results for a specific meet from meters to yards?**

   Click on **Reports/Performance** then Top Times Report, specify the meet and then choose the course conversion you want. For example, pick "YY" to convert meet results in meters to yards.

6. **Can TEAM MANAGER import meet results from other than HY-TEK's MEET MANAGER software?**

   Yes it can as long as it conforms to USA Swimming's SDIF format. Just click on **File/Import/Meet Results** and then pick **Files of Type (SDIF *.SD3)**.

7. **The meet host gave me a file containing meet results but when I import it, nothing comes in. How can I get my team's results into TEAM MANAGER?**

   There could be a number of reasons why the meet results did not import. The meet host may have not provided you with the correct file to import, the file or disk could be damaged, or the team abbreviation does not match what you have entered into your TEAM MANAGER. Click Here for information about the type of file the meet host should have provided as well as what to do if the team abbreviations for the meet and your database do not match.

8. **We have a large team and the swimmers are grouped and assigned to 5 different coaches. When we go to a meet, what's the best way to submit our entries if each coach has his own TEAM MANAGER database?**

   1. If your coaches are all on a Local Area Network, you can use the **TEAM MANAGER Pro** option to share one common database on your network server. Click Here for detail information about the **TEAM MANAGER Pro** option.

   2. All of the coaches would set up his/her own meet entry declarations and then 4 out of the 5 coaches would use the Export Meet Entries feature and then email the 5th coach the exported file. Of course, each coach would have to have set up the same set of events for the meet. That coach would then use the Import Meet Entries feature and TEAM MANAGER would merge the entries from the five coaches. That coach would then check the entries using the Meet Entries Report and then set up any relays based on the Individual Entries that were imported.

9. **I just returned from a meet and I want to email my local newspaper my team's results to publish. How do I do that?**

   Run the Meet Results Report and click on the **File Export** radio button then choose either of the **News Format** choices. TEAM MANAGER will then export meet results for that meet in the appropriate format so that you can email your local newspaper that file.

C. Swimmer Performances - Best Times, Improvement, Season

1. **How do I find a swimmer's Best Time in the events they have swum so far this season?**

   To view a swimmer's meet results, use the Athlete Browser, pick the swimmer, and then use the Athlete Results Browser to filter by Best Times, converted times, all the times for the season, etc. Click on the Print icon to print a report just for that swimmer.

2. **The Top Times, Top Times Spreadsheet, and the Seasonal Spreadsheet reports all use events that do not match what my league swims. For example, the older kids swim the 50s. How can I get these reports to honor my league's events?**

Unless you specify otherwise, TM will use Built-In events for these reports. Click Here to learn how to customize your age/stroke/distance definitions so that when you run these reports, you can choose "Use Custom" instead of "Use Built-In" events.

3. **I want to hand each of my swimmers a complete one page report of what they have done this season. What do you suggest?**
    You might want to look at the Seasonal Results Spreadsheet report as well as the Top Times Report, sorted by name (1 swimmer per page) and pick All for Top How Many with a Since date sorted chronologically.

4. **I want to give each of my swimmers a report on their improvement so far this season. How can I do that?**
    Run the Top Times Report, sort by Name and enter a Since and/or Until Date, click on the Chronological check box and then choose from the various Improvement tab options for Seasonal Improvement choices.

5. **I want to set up specific Goal Times for each of my swimmers and then track their progress towards those goals. How do I do that?**
    Use the Goals feature in the Athlete Browser to specific a goal in each course for any stroke and distance. Then report progress on those goals using the Top Times Report and click on the **Include Goals** check box.

D. Swimmer Administrative Reports and Features

1. **I have set up all of my swimmers' email addresses. How can I get them into Outlook so I can actually use them?**
    Click Here for information on how to export your email addresses to Outlook or Outlook Express.

2. **I have looked at all of the standard TEAM MANAGER Roster Reports but none of them satisfy my needs. Is there a way for me to customize my reports?**
    Yes there is. Click Here for detailed information on how to set up customized Athlete Roster reports that include just the fields you want in any order you want and sorted the way you want them.

3. **I want to use TEAM MANAGER to register my swimmers for the upcoming USA Swimming year. How do I do that?**
    You have a couple of options on how to register your swimmers for the upcoming season. Click Here for detail information that will help you choose what will work best for you.

4. **As I add my swimmers to the TEAM MANAGER database, I want it to automatically build my Registration ID. But it's not doing that - what am I doing wrong?**
    Since TEAM MANAGER offers the option to automatically build many types of Registration IDs, you must specify which one to use when you set up your Team. Click on **Team** from the TEAM MANAGER Main Menu bar and then edit your team and choose the registration type that applies to your team. Click Here for more information about specifying your team's registration.

5. **TEAM MANAGER is calculating the wrong age when I add new swimmers. What's wrong?**
    A swimmer's age is always calculated based on his/her birth date and the System Age-up-Date that you have specified. Please go to Set-up/Preferences/System Preferences and then change the System Age-Up-Date to whatever you want. You also have the option to specify that TM automatically age up your swimmers to "Today's Date" each time TM is started.

Copyright©HY-TEK Sports Software part of Active

6. **We have a large team and they are a number of volunteers and coaches that need to enter and view information in TEAM MANAGER. What options do we have to "share and update information" about our team?**
    Here are your options for sharing and updating information in multiple TEAM MANAGER databases.
    1. If your volunteers or coaches are all on a Local Area Network, you can use the **TEAM MANAGER Pro** option to share one common database on your network server. Click Here for detail information about the **TEAM MANAGER Pro** option.
    2. You can use TEAM MANAGER's TM.Net feature - Click Here for specific information about TM.Net.
    3. You can assign one person to maintain all the administrative changes (new swimmers, changes in address, telephone numbers, typos) and then periodically email a backup of the database to each volunteer and/or coach for then to restore.
    4. You can use the various Import/Export features of TEAM MANAGER to keep everyone up-to date with changes. This is more involved than option #2. For example, if Volunteer A corrects a typo in Billy Jones' name and exports Rosters to Volunteer B, that change will not be imported since TEAM MANAGER considers him a "new swimmer". If Volunteer B clicks on the "Add new Athlete" check box, then he will be added and a duplicate will result, which of course Volunteer B can resolve through the Athlete Browser.
    5. Use a combination of option #2 and #3 in which say once a month, you get everyone "on the same page" with a backup/restore.

E. Backup/Restore

1. **I want to backup my Database onto a CD but TEAM MANAGER keeps telling me that I do not have a CD in my drive? What do I need to do?**
    TEAM MANAGER supports backups to a CD-RW (Not a CD-R) but it must be **formatted for Windows** first. Please use your CD-RW Writer software to format the CD-RW for use by Windows.

2. **I want to give my coach a copy of my database - what's the best way to do that?**
    You would Backup your database to a diskette or CD or email it to your coach and then he/she would Restore that database on their computer.

F. Records

1. **How can I get TEAM MANAGER to automatically set up my Team Records?**
    You would first Create a Records File and then add the records that you want to track - for example, Girls 11-12 50 Free. Click Here for specific information on how to begin. As you set up each record, either enter the current Record Holder and record time or enter a Dummy Record holder name and very slow time. Then when you run the Record Match Report and choose the Update feature, TEAM MANAGER will automatically update that "dummy record" with the current best time in the database.

G. Registration

1. **I want to set up registration for my summer league but the registration screen for my swimmers does not contain the information I want.**
    The TM Registration feature is designed to be used ONLY by USA Swimming teams based on their particular registration requirements. For summer leagues, we suggest using the Athlete Custom layout and the Athlete Custom fields to set up your own registration information.

2. It is the beginning of the swim season and I want to register my new swimmers. How do I do that?
Please Click Here for information about the options you have to set up registration for your upcoming season.

3. I have set up my team's registration and I want to print the Application Forms. But I have over a hundred swimmers on my team and I do not want to print them one at a time. How can I print all of my swimmers' Registration Application cards at the same time?
Just use the Registration Report - Click Here for specific information on how to do that.

4. When I export my Registration, I only get a few of my swimmers? What happened to the rest?
When you export your registration, TM exports ONLY those swimmers who changed their registration status SINCE THE LAST EXPORT or who have been designated to include in the next export. Click Here for detailed information on how to individually or globally change each swimmer's registration status.

H. Miscellaneous

1. I just got a new computer. How do I move the TEAM MANAGER software and my database over to the new computer?
Just install TEAM MANAGER on your new computer using the CD you received from us and then download and install the current release. Click Here for information on how to move your database from one computer to another.

2. I am taking over TEAM MANAGER for my team and they lost the CD. How do I get a new one?
If your team's TEAM MANAGER software is current, you can order a Product Replacement CD. Web Delivery, or both. If it is not a current release, then you can purchase a product upgrade. Click Here for information on how to contact the Sales Office to order either.

3. I have exported various reports to Word but the fonts and layouts are just not what I want. What can I do?
TEAM MANAGER uses the Crystal Reports software to display, print, and export all of the reports. Sometimes due to font differences, screen resolution, and other variables, not all of the exports look exactly like the printed reports. Try the rtf export instead of Word to see if that helps.

4. How do I know if I have the latest release of TEAM MANAGER?
Just start TEAM MANAGER and click on **Check Updates** from the Main Menu bar and TEAM MANAGER will check our web site and let you know if you are current. You can also click on Help then About to see what release you are running and then check TEAM MANAGER web site to see what release is the latest.

5. Why does HY-TEK keep putting up new releases of TEAM MANAGER on the web site?
As the leader in swimming software, we believe that we have a responsibility to respond to customer requests for new features and to correct problems - both, in a very timely manner. We have worked very hard to make the update process as fast and easy as possible with the Check for Updates feature in TEAM MANAGER.

6. How can I get information from my TEAM MANAGER database to my team's web site?
You really have a couple of options. TEAM MANAGER offers a simple HTML export of Meet Results from the Meet Results Report screen. And any report can be exported in HTML format using the Crystal Report export feature at the top of all report previews. But the best option is to

export your TEAM MANAGER database to **Team Stats Online** so that your swimmers, parents, coaches and others can find information about your team's Best Times, Rankings in each age group/gender/stroke/distance, team records, entries for the upcoming meet, meet results from all meets, etc. Click Here for more information about **Team Stats Online**.

7. **I am a new user of your TEAM MANAGER software and I have previously set up all my swimmers and their mailing addresses in Excel and another Database software product. How can I get this data into TEAM MANAGER without having to re-key it all?**
    Unfortunately, you will have to key the information into TEAM MANAGER. TEAM MANAGER requires some information while other information is optional. For example, each swimmer must have a last name, first name, team abbreviation, gender and if they are on an age group team, a birth date. This information must be in a specific format and abide by specific editing rules. For example, the Team Abbreviation must be 5 characters or less and must be associated with a Team Type (High School, College, Masters, Age Group, etc), Registration Type, etc. This information cannot be guaranteed to be included in a general purpose spreadsheet or database program.

8. **Every time I run a report or view a screen, TEAM MANAGER asks me to choose a Team. I have two teams set up - one for most of my swimmers and one for my unattached swimmers. How can I get TEAM MANAGER to default to my main team so I don't have to enter it all the time?**
    Just use the Favorite Filters feature to set up a default Team as well as other parameters like course, group, subgroup, seasonal dates, etc.

9. **I coach a high school team in the winter and a country club team in the summer. Each team has its own licensed version of Team Manager. How do I install my summer club's version without overriding the high school version on my laptop?**
    Windows does not allow one to install a second copy of any software product on a single computer. But we do offer a very powerful tool that allows you to manage multiple swim teams with multiple TEAM MANAGER licenses - Click Here for specific information on how to do that.

BCSSA

TEAM MANAGER offers specific features for the The **British Columbia Summer Swimming Association** (BCSSA).

Setup / System / System Preferences

Choose **BCSSA** for the Default Team Registration and **TEAM MANAGER** will automatically set up the default Team Type, Country, LSC, and Province to the appropriate values. In addition, **TEAM MANAGER** will set the Meet and System Age-Up-Dates to May 1 of the current year.

> **Note:** Due to the unique database requirements of the BCSSA, once a database has been set up as BCSSA, it cannot be changed to another Team Registration Type.
> **Note:** Once a database has been set up as BCSSA, **TEAM MANAGER** will automatically set up the BCSSA Divisions to accommodate the BCSSA event eligibility rules.
> **Note: TEAM MANAGER** uses the System Age-Up-Date to determine the Age Division for swimmers. If you change that System Age-Up-Date, please click on the Age-Up button to automatically "age up" all of your swimmers to the correct Age Division based on the new System Age-Up-Date. For example, after the 2006 season has been completed, and you wish to set up swimmers for the 2007 season, change the System Age-Up-Date to May 1, 2007 and then click on the Age-Up button.

Favorite Filters

Since the BCSSA is a seasonal swim program, it is suggested that the Favorite Filters be set up with the current season's dates.

Add New Athletes

When you add new Athletes, you must declare that swimmer in **at least one** of the following Categories. You can view a list of what athletes are in what categories from the **Athlete Roster Report**.

You must also either enter the athlete's **Registration ID** or click the **Build ID** button for TEAM MANAGER to build the **Registration ID** for you according to BCSSA rules:

Registration ID = 3-digit birth date + 3 letters of first name + middle initial + 4 letters of last name + BC

Example: Anthony A. Cervantes, birth date: January 2nd, 1978 results in a **Registration ID** of: 010278ANTACERVBC

If the athlete does not have a middle name, or the first or last names are shorter than required, then * characters will be substituted in the **Registration ID**.

Example: If the athlete's name is AA BB (no middle name) and birth date is January 2nd, 1978, then the **Registration ID** is: 010278AA**BB**BC

After you click **OK** to store the new information in your TM Database, TM will calculate the athlete's Division and show it on most reports and browsers.

Note: If you use the **Build ID** feature, you might have to edit the registration year field for those athletes that are not new for the current year.

Registration Report

You have two ways of printing the BCSSA Registration Report for your athletes.

1. Click on **Registration** from the Athlete Browser or the **Athlete Information** screen and TM will display the BCSSA Registration Report for the athlete that is selected.
2. Click on **Reports / Administrative / Registration** and TM will give you the option of printing a BCSSA Registration Report for ALL of your athletes as filtered by Group/Subgroup, etc. Or, you can print any number of "blank" BCSSA Registration Forms.

Meet Entries and Meet Results

TEAM MANAGER supports the BCSSA Age Divisions when setting up events as well as declaring Meet Entries and entering Meet Results.

Reports

All Reports support the BCSSA Age Divisions and Registration IDs.

TEAM MANAGER and MEET MANAGER

TEAM MANAGER and **MEEM MANAGER** import and export meet entries and meet results based on the BCSSA Age Divisions and Registration IDs.

Masters

TEAM MANAGER offers specific features that support Masters meets and clubs.

Setup / System / System Preferences
Choose **Other** for the Default Team Registration and **Masters** for the Default Team Type.

Meet Setup, Entries, and Results
To set up a meet as a Masters meet, click on **Meets / Add**, and then click on the Masters Meet check box.
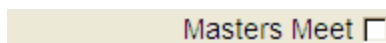
Masters Meet ☐

Then as you add events, TM will always default to Open events.

Declaring Individual **Meet Entries** for a Masters meet is no different than a regular meet. For Relay Entries, TM will use the Relay Age Grouping based on whether it is a Yard or Meter meet and will alert you if you choose a swimmer outside the relay age parameters for that meet. Click Here for specifics on how to declare meet entries

Entering Individual **Meet Results** for a Masters meet is no different than a regular meet. For Relay Results, TM will use the Relay Age Grouping based on whether it is a Yard or Meter meet and will alert you if you choose a swimmer outside the relay age parameters for that meet. Click Here for specifics on how to enter meet results

Records
Click on **Records** from the Main Menu and then **Add/Edit Records** to set up your Masters records for individual 5 year age groups as well as Relay records.

Reports
When using the **Top Times Report**, click on the **Age Grp** tab and choose the **Use Masters** button and TM will rank swimmers in their specific age groups according to the standard Masters grouping - 18-24, 25-29, 30-34, etc. The **Meet Results Report** will also honor the Masters Age Groups provided you have declared the meet as a Masters meet in the Meet Setup.

TEAM MANAGER and MEET MANAGER
TEAM MANAGER and **MEEM MANAGER** import and export meet entries and meet results based on the Masters default age ranges for Individuals and Relays.

Set-up - Menu

Click on **Set-up** from the Main Menu Bar to display the Set-up submenu below. Each of these choices is described in their own Sections.

Preferences ▶
ACTIVE.com Settings
Custom Layouts for Athlete Reports
Ageup Athletes
Favorite Filters
Groups/ Sub Groups / Codes
Course Conversion
Athlete Custom Fields
Workouts ▶
Options ▶
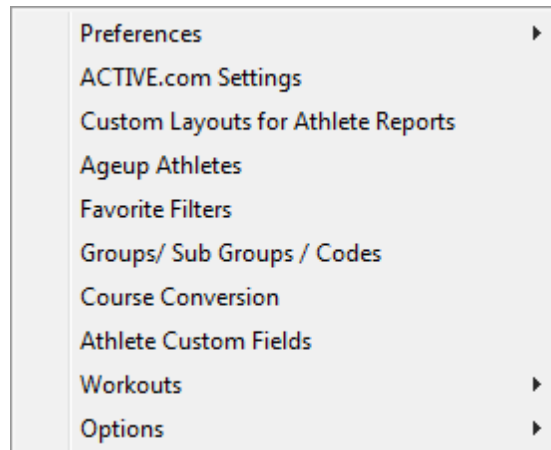
Preferences

Click on **Preferences** and then one of the following choices to customize various product parameters.

System Preferences
Registration Preferences
Report Custom Age Groups
Report Preferences
Directory Preferences
Language Preference
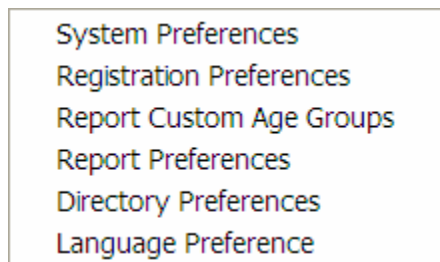
System Preferences

To specify or edit various TM system defaults, click on **Set-up** then **Preferences** then **System Preferences**.

TM offers a number of parameters that you can customize for your particular Database. Any of these "System Defaults" can be changed at any time.

Gender Designations
When required, the TM Reports will display either:
- Men/Women
- Male/Female
- Boys/Girls

Athlete Screen/Browser Display Options
You can customize what information you wish to see on the Athlete Screen and/or Browser for:
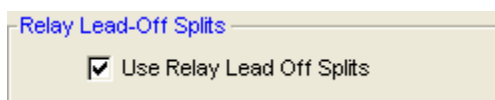
Show Only "Faster than" Time STD/Qual. Times

Time Standards and Meet Entry Qualification Times can be made up of both a "Slower than" and "Faster than" component. For example, you might want to set up a Meet Qualification Time for the Boys 50 FREE in which you want ONLY swimmers who have swum times "Slower than: a 59.00 but "Faster than" a 35.00. In general, if your Time Standards and Meet Entry Qualification Times only use a "Slower than" time, then check this box and TM will only show the "Faster than" component on all screens and browsers.

Use Relay Lead-Off Splits

Check this box if you want TM to use Relay Lead-Off splits to be considered as Best Times for Entries, Results, and Exports.

State or Province Labels

Either the word "State" or "Province" will be shown or printed on the appropriate screens and reports.
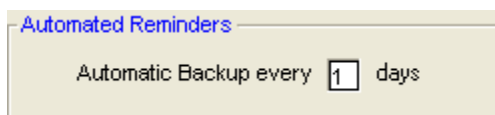
Enable Stroke Rate Reporting

Check this box if you want TM to:
> * Allow Stroke Rate input when Adding or Editing Splits
> * Optionally show Stroke Rate on the Top Times Report

Automatic Reminders

You can specify an "Automatic Reminder" period of time in days and TM will automatically remind you to:

Each time TM is started, TM will check to see if it's time to automatically backup your database. The **Automatic Backup** is "silent" and will be completed once the time period has elapsed. The backup will be stored in your Database directory (probably TM5Data) or your Directory Preferences directory if you specified one. The backup file is named **SwTM7Archive-xxxxxx-01.zip** where xxxxx is the name of your TM Database. TM will maintain up to 10 backups cycling through file names ending in 01, 02, 03, ... up to **SwTM7Archive-xxxxxx-10.zip**. Click Here for information on how to Restore an Automatic Backup.

Team/Swimmer Defaults

Select Team Registration, Team Type and your **Default** Country, LSC, State, City and Postal Code and TM will use these values whenever that information is required in the Athlete or Team Set-up. **The Team Registration and Team Type are required** and can be chosen from this list. TM will use the Team Registration choice to format the Athlete's registration ID and will use the Team Type to determine report headings and formats.

Team Type
AGE   Age Group Team
COL   College Team
HS   High School Team
MAS   Masters Team
REC   Summer Recreation League Team

Team Registration
AUST Swimming Australia
BCSSA British Columbia Summer Swim Association
NZSF Swimming New Zealand
OTH   Other or No Registration
SSA   Swimming South Africa
UK   United Kingdom
USS   USA Swimming

Meet Age-Up-Date

You can specify how a swimmer's **age eligibility for a meet** will be calculated. You can choose the

Whenever you Add a new Meet, TM will set up the age-up-date for that **ONE MEET** based on this age up preference. The age-up-date for that meet will be compared with each swimmer's birth date to determine his or her age for that meet. For example, the swimmer could actually be 11 years old but be swimming in the 9-10 age group because his or her birthday is after the age-up-date of the meet.

System Age-Up-Date

The athlete's actual **physical age** may have nothing to do with his or her age group eligibility for a meet. The System Age-Up-Date is what will be used to age up your swimmer's physical age. You also have the option to specify that TM automatically age up your swimmers to "Today's Date" each time TM is started.

After specifying the System Age-Up-Date, you can click on the **Ageup button** and TM will automatically age up each athlete to this date. Or, click on **Set-up** then **Ageup Athletes**, and TM will ask for confirmation and go through each Athlete in your Database and calculate his or her age based on their birth date and the **System Age-up-Date** that you have specified.

You can age-up swimmers on just **one particular team** by clicking on **Team** from the Main Menu Bar then highlight the team you wish to age up, click on **Maintenance**, then **Age-up**. After confirmation, TM will look at each athlete on that team and age him or her using their birth date and System Age-up-Date.

Registration Preferences
How to Setup Registration for Each Athlete

When you click on **Set-up**, **Preferences**, then **Registration Preferences**, TM will look at your Team registration choice in System Preferences. Currently, the only registration preferences available are for the USA Swimming registration format.

USA Swimming Registration

- **Default Registration Date:** When you click on **Registration** from the Athlete Browser, this is the default date that TM will use for a swimmer's NEW registration. If you are editing a previous registration, then TM will display the date that was last used for registration. If you want to "globally" reset the registration date for all swimmers on a team or Group, go to Team Browser and click on **Maintenance** and **Registration Status** - click Here for more information. Anytime you change the registration status or declare a swimmer to be a candidate for the next batch export, that swimmer's registration date will be updated with this Default System Preference Registration Date, or if it is blank, then today's date will be used. If you edit an Athlete's registration record and manually change the Registration Date, then TM will honor that change and not automatically use the default Registration Date.
- **LSC Fee:** Enter your yearly LSC Registration Fee and TM will include that fee information when the Registration Application card is printed.
- **LSC Seasonal Fee:** Enter your Seasonal LSC Registration Fee and TM will include that fee information when the Registration Application card is printed.

- **Make Check Payable To :** Enter the LSC name and it will be printed on the Registration Application Form from the Athlete Browser.
- **Mail Registration Form and Payment To:** This would be the address of the LSC and will be printed on the Registration Application Form from the Athlete Browser.

Please note the LSC fees are set by each LSC but the USA Swimming Fees are set for 2007 by USA Swimming as follows:
- Registration Fee: $43.00
- Seasonal Fee: $23.00

Report Custom Age Groups

When you run reports like the Top Times Report, TM will use the "**built-in**" age groups as follows:
- 10 & Under
- 11-12
- 13-14
- 15 & Over

But if your league, High School or College has a specific set of age groups that you want TM to use, then click on **Set-up**, then **Preferences**, then **Report Custom Age Groups**.

Age Group   High School

	Event Order	Age Group	Distance	Stroke	
▶	1	Un-10	25	Free	
	2	Un-10	50	Free	
	3	Un-10	100	Free	
	4	Un-10	25	Back	
	5	Un-10	50	Back	
	6	Un-10	25	Breast	
	7	Un-10	50	Breast	
	8	Un-10	25	Fly	
	9	Un-10	50	Fly	
	10	Un-10	100	IM	
	11	11-11	25	Free	
	12	11-11	50	Free	
	13	11-11	100	Free	
	14	11-11	50	Back	
	15	11-11	100	Back	
	16	11-11	50	Breast	
	17	11-11	100	Breast	
	18	11-11	50	Fly	
	19	11-11	100	Fly	
	20	11-11	100	IM	
	21	12-12	50	Free	
	22	12-12	100	Free	
	23	12-12	200	Free	
	24	12-12	50	Back	
	25	12-12	100	Back	
	26	12-12	50	Breast	
	27	12-12	100	Breast	
	28	12-12	50	Fly	
	29	12-12	100	Fly	
	30	12-12	100	IM	
	31	13-Ov	100	Free	
	32	13-Ov	200	Free	
	33	13-Ov	100	Back	
	34	13-Ov	200	Back	
	35	13-Ov	100	Breast	
	36	13-Ov	200	Breast	
	37	13-Ov	100	Fly	
	38	13-Ov	200	Fly	
	39	13-Ov	200	IM	
	40	13-Ov	400	IM	

	Event Order	Age Group	Distance	Stroke	
▶		Open	50	Free	
		Open	100	Free	
		Open	200	Free	
		Open	500	Free	
		Open	1000	Free	
		Open	1650	Free	
		Open	100	Back	
		Open	100	Breast	
		Open	100	Fly	
		Open	200	IM	
		Open	1 Meter	Diving	

TM will display the current set of Report Custom Age Groups with the Strokes and Distances you previously selected in the order you specified. You can filter that list by Age Group, Stroke, or Distance.

You can **Add**, **Edit**, or **Delete** any set of Custom Age Groups in the Age Group Table listed. To enter a new age group, click on **Add** or the **Add icon** and enter the age group range - like 9 to 10 and then click **OK** and TM will let you select what stroke and distances to include for that particular age group.

When you finish selecting the stroke and distances for that age group, click **OK** and TM will store all the age group strokes and distances that you just selected in the Custom Age Group table. Then you may specify the **order** in which you may want these age groups/strokes/distances displayed in the TM reports. You can also click on the **Global Delete** selection to delete ALL of the previously entered custom age groups.

For example, after you have set up your Custom Age Groups, when you go to print the **Top Times Report**, **Top Times Spreadsheet,** or the **Seasonal Results Spreadsheet Report**, click on the **Custom Age Group** radio button on the **Age Group tab** and TM will honor your request by printing the Best Times using the age groups/strokes/distances that you specified in the order you selected.

Report Preferences
Click on **Set-up** then **Preferences** then **Report Preferences.**

Report Formats
Choose these options to customize how your reports show each swimmer's name.
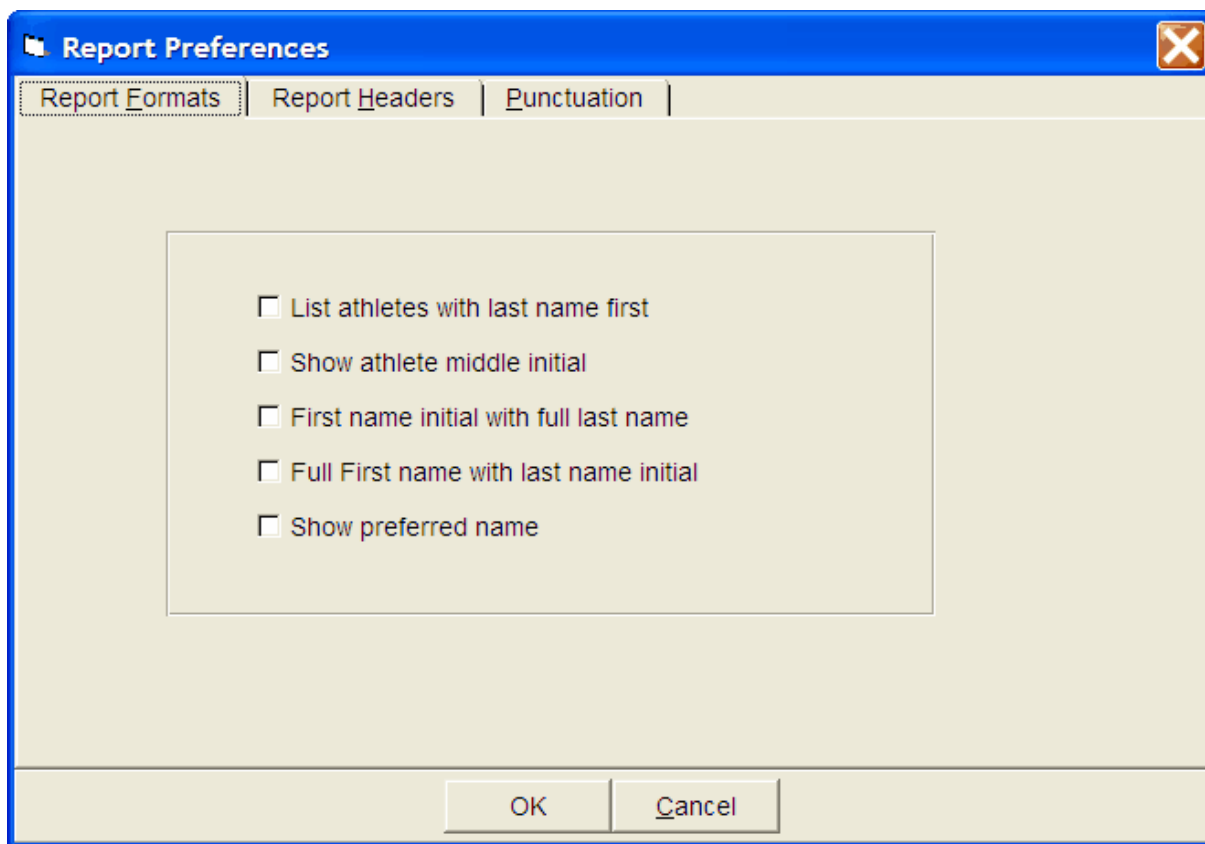
Report Headers

You may enter a one line or two line header that will be automatically centered and printed at the top of every report as well as customize the "Official Statement" line printed on the Meet Entry Report.

Punctuation

- Athletes' names can be displayed in the following ways:
    - As keyed or imported
    - All CAPS
    - UPPER/Lower case
- For events that have no age group limits, the event description can be displayed as
    - **Open** - Men's Open 100 Free
    - **Senior** - Men's Senior 100 Free
    - **No Designation** - Men's 100 Free

Directory Preferences

To customize Directories names for various TM functions, click on **Set-up** then **Preferences** then **Directory Preferences**.
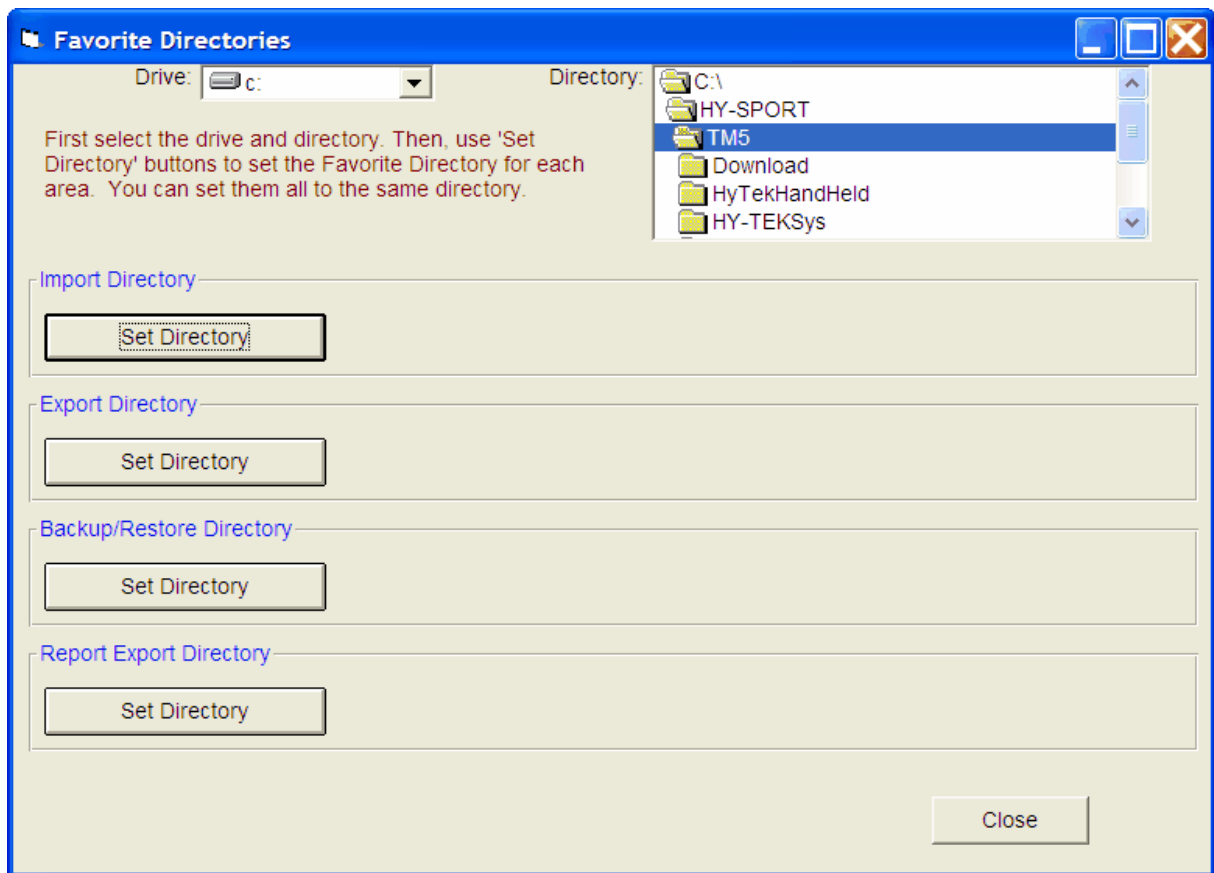
TM helps you customize where you want various information stored and retrieved. The following Directory Preferences are available to you.

Import Directory

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and TM will then default to this directory name whenever you want to Import information.

Export Directory

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and TM will then default to this directory name whenever you want to Export information.

Backup/Restore Directory

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and TM will then default to this directory name whenever you want to Backup or Restore your Database.

Report Export Directory

Choose a **Disk Drive** and **Directory Name** from the list and then click on the **Set Directory** button and TM will then default to this directory name whenever you want to export a report (like HTML or AP News format from the Meet Results Report menu). This directory name is NOT used by the Report Menu bar for Printing reports.

Language Preferences

Specify a language from the list below and TM will convert all screens, help messages, and reports to that language.
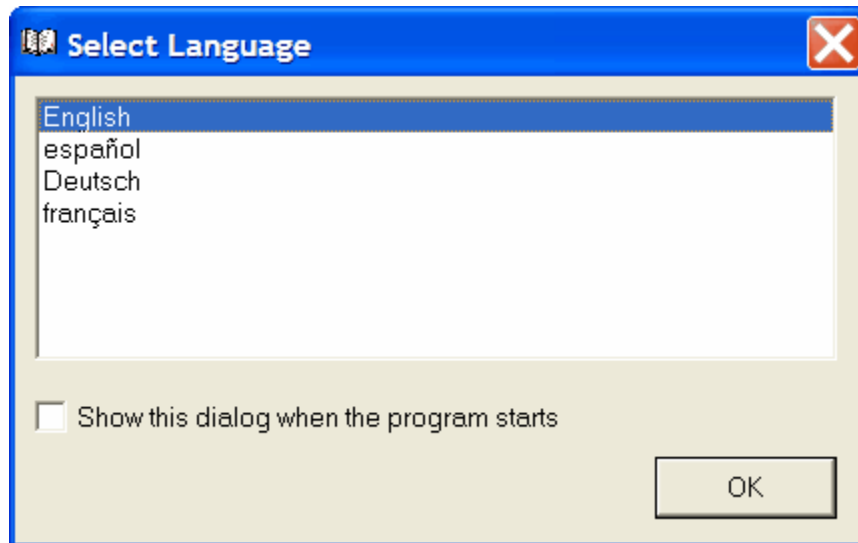
HY-TEK has a **three phase** approach to a total multi-lingual product.

Phase 1 - Screens
This has been completed in release 6.0Ba.

Phase 2 - Reports
Some of this has been completed in release 6.0Ba but other multi-lingual reports are still in development.

Phase 3 - Help and User Guide
This part is scheduled for completion in a future release.

Active.com Settings

Create a New Active.com Account

Before you can set up Online Registration in TEAM MANAGER, you must first create an Active.com account. An Active.com account allows you to access Active Network products and services with a single username and password.

When you install TM or use the License Management feature to switch to a different license, you will be given the opportunity to set up an Active.com account for that License name. Please note that you must set up an Active.com account for each TM License. If you are managing two team licenses on your desktop, then you will be asked to set up different Active.com accounts, one for each TM License. If you decline to set up an Active Account when you are so prompted, anytime you want to set up a meet using OME, you will be directed back to this screen to first set up your Active account.

1. Enter or edit the team name. The team name field defaults to the License name of your TM software. If your license name is "FAST", for example, then you might want to change your team name to "Frederick Area Swim Team".
2. Enter the URL for your team website (optional).
3. Enter your team address.
4. Select a time zone from the pull-down list..
5. Select a default classification for your team:
    - If you select USA Swimming Team, you are classified as USA Swimming Affiliated.
    - If you select any other option, you are classified as non-affiliated.
6. Enter contact information for your team including your email address.
7. Enter or edit the name of the person or organization who should receive payments from Active. Checks are made payable to this name.
8. Click **Finish**. A confirmation appears.
9. Review your information and click **Confirm**. Your Active.com password will be emailed to you.

Please note that you can come back later and edit any of the fields except the following:
- Team
- Team Address

- Financial Information
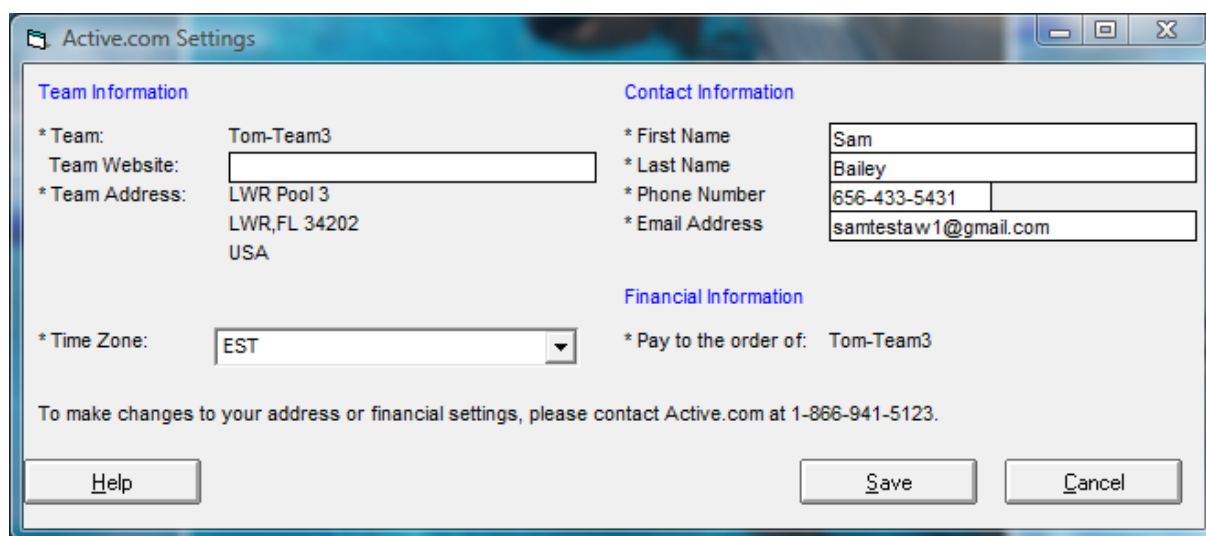
To make changes to this information, please contact The Active Network directly.

Edit an Active.com Account

If you need to come back to the Active.com account and make a change, just click on **Set-up** from the Main menu then **Active.com Settings** and make the appropriate changes. When you have completed your changes, click on the **Save** button.

Custom Layouts for Athlete Reports

When you enter a swimmer into your TM Database, you have the option of entering a great deal of information. **TEAM MANAGER** offers many types of Athlete Reports and many ways to sort and

customize each one. In addition to those "Canned" reports, TM also provides a way for you to set up and totally customize reports for your athletes' information. For example, you may want to set up a report sorted by a particular "Custom" field that you have entered for each athlete - maybe about their volunteer activities for the team. Or maybe you want to print a report of each swimmer and their cell phone numbers.

Click on **Set-up** from the Main Menu Bar then **Custom Layouts for Athlete Reports**.

Click on the **Add** menu selection to compose a new Custom Layout or the **Delete** selection to delete a Custom Layout that you have previously saved.

Below is an example of a report layout that has been set up. Once you **Save** the "new" report layout, when you subsequently select **Athlete Reports**, you can pick from any of the Custom layouts that you have designed and saved.

We have named the Custom Layout "Athlete Phone" and entered a **Title** that will be printed on the report. We have specified that the report be **sorted** using the Name field and even entered column **Headers**.

Use this button to add a column to the left of the current column **Insert Column Left**.

Click on the **Justify Column** to toggle between left and right justifying the field that has been selected.

Each layout can be in **Portrait** or **Landscape** mode - click the appropriate radio button at the top of the Custom layout menu.

You can customize up to three lines - click on the **Show Line 2** and **Show Line 3** radio buttons to enter a multi-line layout.

Click on the **Preview** menu selection at the top of the Custom Layout menu to get a look at how the layout is progressing.
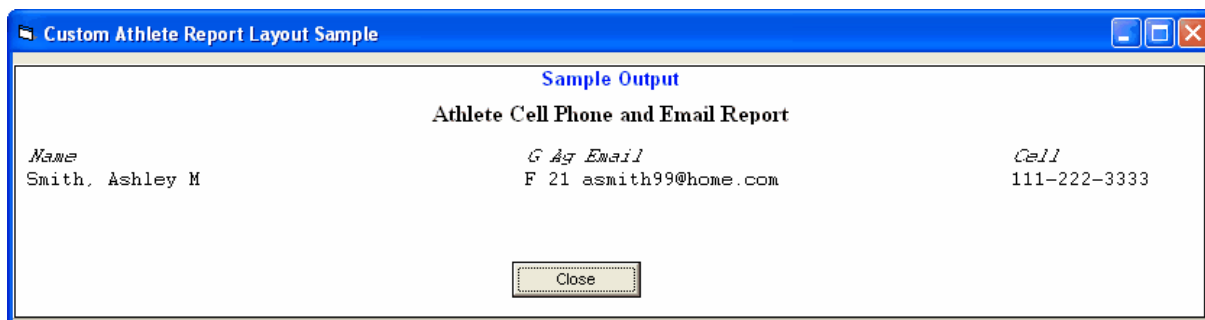
Click on the **Print** menu selection to print a sample of what the actual report will look like.

Age Up Athletes

Discussion of Athlete's Age Calculation

You can think of an athlete as really having two kinds of "ages".
1. His or her physical age as of a certain date.
2. His or her age based on the age calculation criteria for a particular meet.

If you are using TM to manage an age group team, you know that there are many ways to determine the particular age group that a swimmer is eligible to swim. For example, many **Summer** or **Recreational Leagues** choose a date, usually something like June 1, and say that the age of the swimmer on that date will determine what age group he or she swims in for the entire season. **YMCA clubs** use December 1 of the calendar year to determine the athlete's age. **USA Swimming and other swim organizations** use the first day of the meet to determine the swimmer's age for that one meet. In this case, a swimmer may swim in the 9-10 age group for one meet, and then the very next weekend have to swim in the 11-12 age group.

Meet Age Eligibility

When you originally set up your Database, you either took the default or specified how a swimmer's **age eligibility for a meet** would be calculated. You could choose the

- Meet Start Date
- Meet End Date
- Specific Age up Date

If you ever wish to change that specification, click on **Set-up** from the Main Menu Bar, then **Preferences**, then **System Preferences** and make the change. Whenever you Add a new Meet, TM will set up the age-up-date for that **ONE MEET** based on this age up preference. The age-up-date for that meet will be compared with each swimmer's birth date to determine his or her age for that meet. For example, the swimmer could actually be 11 years old but be swimming in the 9-10 age group because his or her birthday is after the age-up-date of the meet.

Athlete's Age

The athlete's actual **physical age** may have nothing to do with his or her age group eligibility for a meet. To update your swimmer's ages quickly without editing each athlete and changing their age, click on **Set-up** then **Age-up Athletes**, and TM will ask for confirmation and go through each Athlete in your Database and calculate his or her age based on their birth date and the **System Age-up-Date** that you have specified. The System Age-Up-Date can be viewed or changed by clicking on **Set-up** then **Preferences** then **System Preferences**.

You can age-up swimmers on just **one particular team** by clicking on **Team** from the Main Menu Bar then highlight the team you wish to age up, click on **Maintenance**, then **Age-up**. After confirmation, TM will look at each athlete on that time and age him or her using their birth date and System Age-up-Date.

In System Preferences, you can chose to automatically age up your swimmers to "Today's Date" each time TM is started.

Favorite Filters

Many of the TM Report Menus, as well as Entries and Results screens and browsers, offer many "**filters**' so that you may customize the set of information you are looking at. For example, if I am the Senior coach for a particular Age-Group Team, when I run reports or look at results, I generally want to look at only "my swimmers". So I designate those swimmers in a specific Team, Group, and maybe even Subgroup. That way when I run the Top Times Report and specify my Team, Group, and Subgroup, I only see my swimmers listed.

This is fine except that every time I want to run a report or look at a browser, I must specify the Team, Group, and Subgroup in the appropriate filter boxes. It would be "nicer" if I could designate what filters I want to use and then let TM "**fill them in**" for me each time I need them!

In order to set up a group of "Favorite Filters" that will tell TM to select for me each time I run a Report or look at a Browser, click on **Set-up** from the Main Menu Bar then **Favorite Filters**.
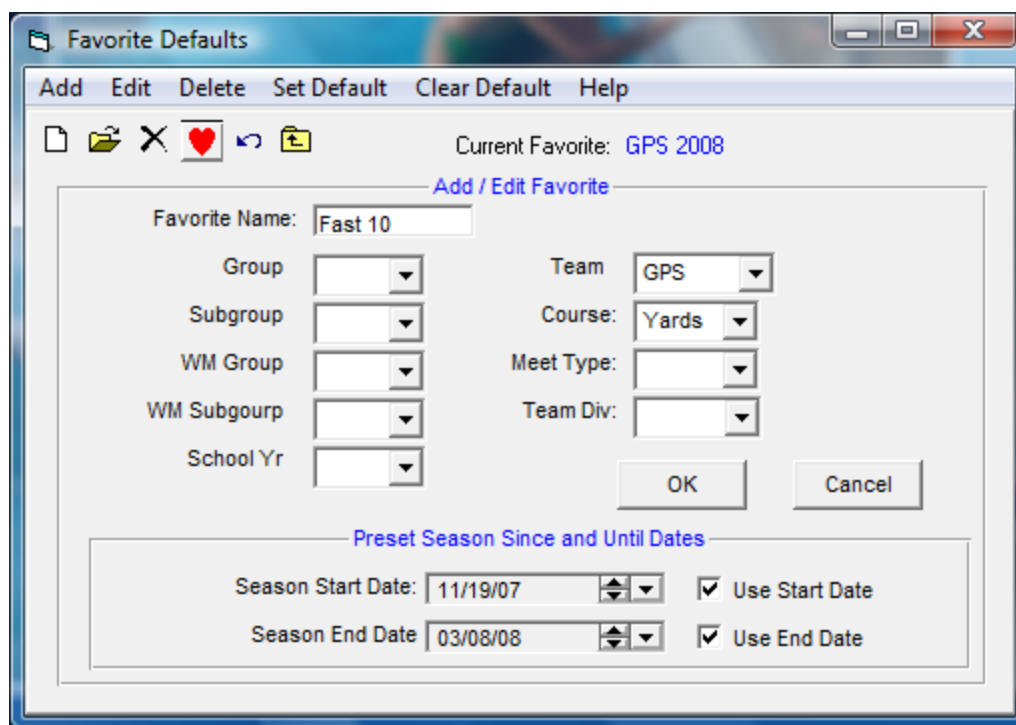
Click on the **Add** selection or **Add icon** and name your Favorite Filter and select the settings you wish to associate with that **filter name**. In the example above, if "Fast 10" is selected as the Favorite, each menu that shows a Team filter, that selection will be pre-loaded with "GPS". if a Course is required, Yards will be pre-loaded to minimize key strokes. In the example above, whenever **Since/Until** dates are displayed they will be pre loaded with 11/19/07 and 3/08/08. You can either enter a Team Division or a Team, but not both in the same Favorite name.

You can enter as many Favorite Filters as you wish. After you have set up a number of Filter Names,

highlight one of them and click on **Set Default** or on the **Set Favorite Filter Default** icon [♥] to set that Favorite Filter as the Default to use. Then, as you choose various reports, browsers, and data entry screens, TM will automatically "fill in" the filters that you have selected using your current Default Favorite Filter. Click on **Clear Default** to remove the current Favorite Filter Default.

You can **Edit** or **Delete** any of the filters in the list to make appropriate changes or just to permanently remove.

> **NOTE:** Your Favorite Filter **will not be used** when you are printing a Memorized Report. In this case, the menu selections that you "memorized" will be used.

Groups/Subgroups/Codes

TM offers a very powerful set of "**Codes**" that you can set up to "filter" or designate the information about particular items in your Database. A "**Code**" can be any **three alpha-numeric characters** and includes a Code Description as well as a designation as to what type of code that it represents:

- Group
- Subgroup
- School Year

- Team Division
- WM Group for the Workout Manager Option
- WM Subgroup for the Workout Manager Option
- Meet Type
- Meet Division

For example, you might want to designate **groups** of swimmers based on the coach that is responsible for their training. Or you might want to set up Groups based on the pool that they work with and then use **subgroups** to designate elite or novice swimmers.

You might want to use the **School Year** designation so that when you enter the Athlete, you can put them into a specific School Year code. Then you could filter Reports and Browsers based on a particular School Year.

If your TM is licensed to a League, then you may want to set up multiple **Team Divisions** and assign each of the teams to one of those divisions. This makes it easy to print reports like Top Times grouped by each Team Division.

You might want also want to designate **workout groups** and/or **workout subgroups** of swimmers based on workout classifications for the coach that is responsible for their training - for example distance or sprint swimmer groups. These workout groups and subgroups many be used extensively in the Workout Manager menus.

You can set up different **Meet Types** so that you can get a Top Times Report for all results in the US Meet Type, or the HS (High School) Meet Type. The Meet Type designation is specified when you Add or Edit a Meet.

You might be entering a meet that has a number of **Divisions** - for example, JV or Varsity in which the events in the meet are classified for one of those two Divisions - Men's Varsity 100 Free and JV 100 Free. The Meet Division designation is specified when you set up each event.

You might be maintaining a database of multiple teams in your league and want to run various reports for a particular **Team Division**.

Add, Edit, or Delete Codes
To Add or Edit your TM Codes, click on **Set-up** from the Main Menu Bar and then click on **Group/Subgroup/Codes** and TM will display the Codes Browser. You can **sort** the list by clicking on the Codes, Description, or Type column headers and you can filter the list of codes by selecting the appropriate "**Show Types**" radio button. Click on the **Add**, **Edit**, or **Delete** items or icons as you require.

Codes Report
In order to print a report of the Codes you have set up, click on **Print** on the Menu Bar or on the **Print icon**. Please click Here for more information on the Codes Report.

Course Conversion

Most national and international swim organizations do not recognize or support course conversions. How to convert a Yard time to a Long Course Meter time could be argued by many coaches, parents, and officials. That's why in many meets, **non-conforming** times are seeded last. For example, if the meet is a LCM meet, anyone entering with a qualifying Yard or SC Meter time is seeded **after the swimmers** that entered the meet with a LC Meter time.

In the real day-to-day trenches, many of us have to deal with course conversions. TM provides an easy way for you to customize your particular organization's Age Group course conversion factors or to use the official course conversions published by the NCAA (for Colleges) and the NFHS (for High Schools). Pick either the **Age Group**, **High School**, **College, Australia, or UK ASA** tab and then click on the **Select** button and TM will use those particular conversion factors when you specify conversion.

Age Group Course Conversions

TM provides a set of default conversion factors which you may choose to use. These factors are no more valid than any others, but are provided as a starting point. From the Main Menu Bar, click with your mouse on **Set-up / Course Conversion** then click on the **Age Group** tab to review or change any of these default settings.

Yards to/from SC Meters

 The default factor for converting Yards to and from SC Meters is provided as 1.11.

SC Meters to/from LC Meters

There are two ways to convert SCM to/from LCM times - by a assigning a value to each turn or by using a straight conversion factor.

Turn Value in Seconds
Free   .8 per Turn
Back   .6 per Turn
Breast   1.0 per Turn
Fly   .7 per Turn
IM   .8 per Turn

Straight Factor
You can use a Straight conversion factor from SCM to LCM, regardless of the stroke. Some swim organizations use .02 or 2% for this factor.

Long Distance (LD) Conversion Yards to/from Meters

   500 Yards to/from 400 Meters factor   .875
1000 Yards to/from 800 Meters factor   .875
1650 Yards to/from 1500 Meters factor   1.006

These factors apply when you convert Long Distance times from Yards to/from SC Meters. Together with either the Straight Factor or the Turn Factors, they also apply when converting times from Yards to/from LC Meters.

If you use turn factors, the difference in the number of turns between 400/500, 800/1000, and 1500/1650 is critical. For example, in the 800 Meters, there are 15 turns for LCM, 31 turns for SCM, and 39 turns for the 1000 Yards. So using .8 seconds per turn and converting a 800 LCM time to a 1000 Yard time, you would subtract 24 turns times .8 seconds per turn and then divide the LCM time by .875.

   For example, a 11:40.89 800 LCM time converts to a 12:59.07 1000 Yard time.

NCAA (College)

Click on **Set-up / Course Conversion** and then on the **College** tab to display the official NCAA Conversion factors.

NFHS (High School)

Click on **Set-up / Course Conversion** and then on the **High School** tab to display the official NFHS Conversion factors.

Course Conversion Setup

Age Group | High School | College | Australia | UK ASA

NFHS High School Official Conversion Factors

	Distance	Stroke	I/R	SCM to Yards	Yards to SCM	
Female	50	Free		0.8969	1.115	
Female	100	Free		0.8993	1.112	
Female	200	Free		0.9025	1.108	
Female	500	Free		0.9091	1.1	
Female	100	Back		0.9001	1.111	
Female	100	Breast		0.8993	1.112	
Female	100	Fly		0.9001	1.111	
Female	200	Medley		0.9009	1.11	
Female	200	Free	Relay	0.8953	1.117	
Female	400	Free	Relay	0.8977	1.114	
Female	200	Medley	Relay	0.8961	1.116	
Male	50	Free		0.8937	1.119	
Male	100	Free		0.9001	1.111	
Male	200	Free		0.9025	1.108	
Male	500	Free		0.9091	1.1	
Male	100	Back		0.9001	1.111	
Male	100	Breast		0.9009	1.11	
Male	100	Fly		0.8977	1.114	
Male	200	Medley		0.9001	1.111	
Male	200	Free	Relay	0.8961	1.116	
Male	400	Free	Relay	0.8977	1.114	
Male	200	Medley	Relay	0.8969	1.115	

Select

Cancel

Australia

Click on **Set-up / Course Conversion** and then on the **Australia** tab to display the Swimming Australia Conversion factors.
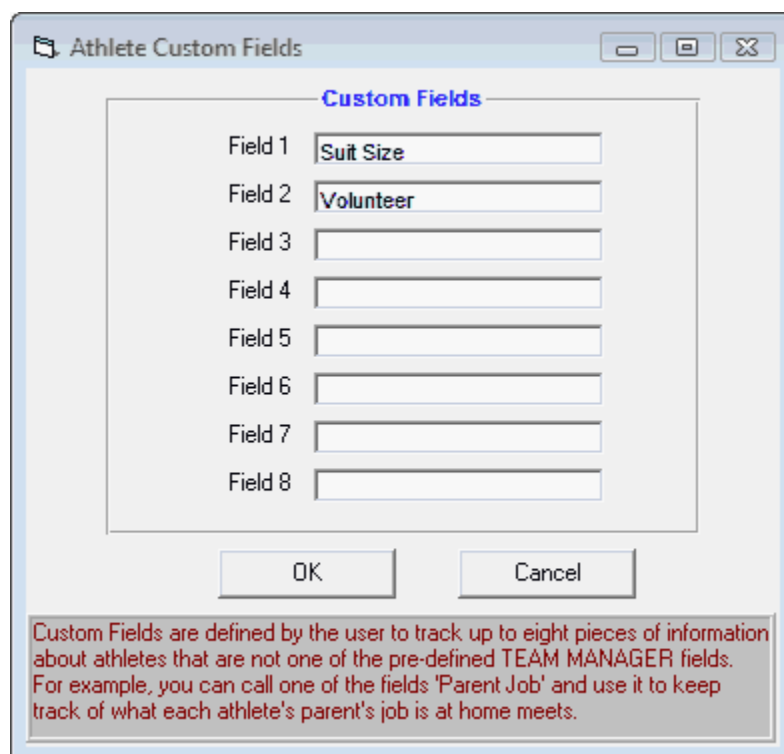
UK ASA

Click on **Set-up / Course Conversion** and then on the **UK ASA** tab. Now click on the **Select** button and TM will use the UK ASA conversions for any course conversions that you request. These course conversions for the UK ASA are provided by software supplied by SPORTSYSTEMS (Graham Sykes).

Athlete Custom Fields

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 eight 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.

This information may be printed in the Custom Information choice in the Athlete Roster Report menu.

Workouts

This selection enables you to set up the basic framework for your workouts. From the **Main Menu** click on **Setups** then **Workouts**. You have the following 5 areas to choose from.
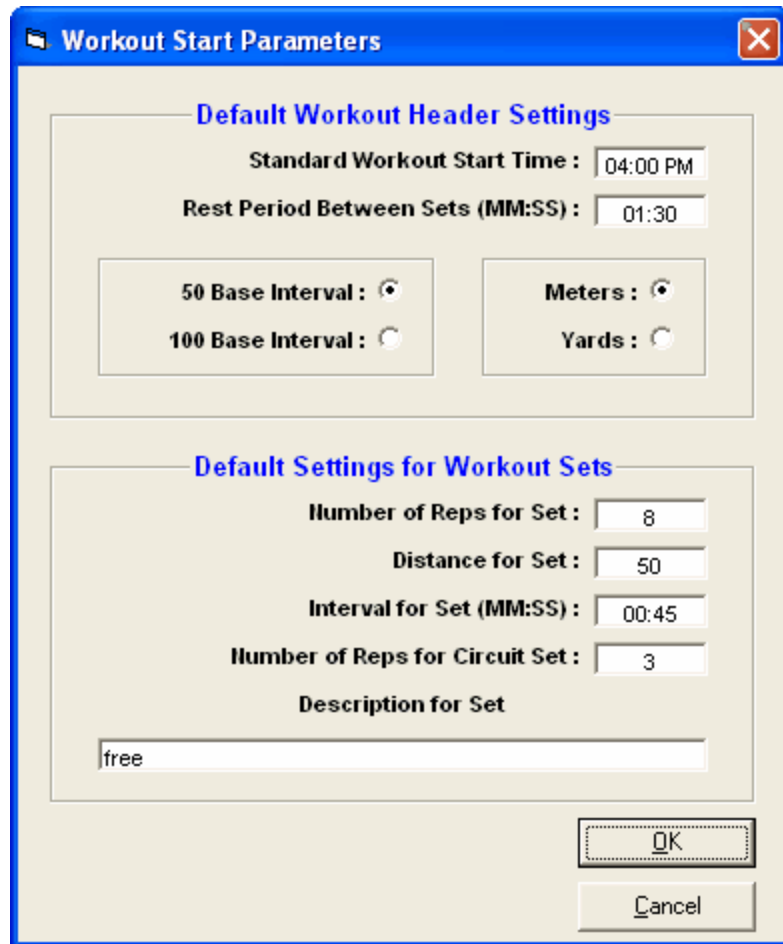
Start Parameters

The purpose of this section of the Set-up Menu is to speed-up your data entry when creating workouts.

Default Workout Header Settings

For example, if 60% of your workouts start at 4:00 PM, why re-type 4:00 PM every time you start a new workout? In addition, you can pre-select the amount of rest between sets, choose the course, and select either 50 or 100 base intervals. Base intervals are handy as they show a common interval (for either 50 or 100) next to each workout line when you print a workout, regardless of the distance of the

set. If you are doing 700's free, the base interval will list either the 50 or 100 pace of the set, which would be the interval divided by 14 or 7. The values in the following screen can be changed at any time.

Default Settings for Workout Sets

To save time when adding new lines to your workouts, the default settings as listed above are used to pre-fill the number of repetitions for the set, the distance for the set, the interval for the set, and the set description. I the new line is the first line of a circuit set, the number of repetitions for the cycles through the circuit set is also filled in.

For example, if you commonly use 8 x 50 on 0:45 free, you would set up the default settings above with that data, and then, whenever you add a single workout line from the **Workouts Menu**, it defaults to the following:

If you add a circuit set with the default for circuits being 3 cycles, then the add a circuit set would default to the following:

Workout Set Descriptions

An example of a workout set is **12 x 100 on 1:30 your stroke descend 1 –3**. The "your stroke descend 1 – 3" is the description of the set. Each set in **Workout Manager** contains a description up to 32 characters in length. You can save an unlimited number of frequently used set descriptions. **Workout Manager** starts out with 17 **Set Descriptions** as follows:

If you need to add or change a set description while writing a workout but do not wish to return to the Set-up Menu, click on Setups at the top of the Workout screen, select Set Descriptions, click on Edit, Delete, or double click any Set Description already displayed, and you can make changes/additions/deletions on the spot.

When creating a workout and when it comes time to enter a **set description**, click on the drop down menu button at the right side of the set description combo box as shown below, and your pre-set descriptions are displayed in **alphabetical order** in a scrolling pick list. Just click on the desired set description, and it will be instantly placed in the set description field. Type the first letter of the desired description and the highlight bar will "jump" to the first description starting with that letter.
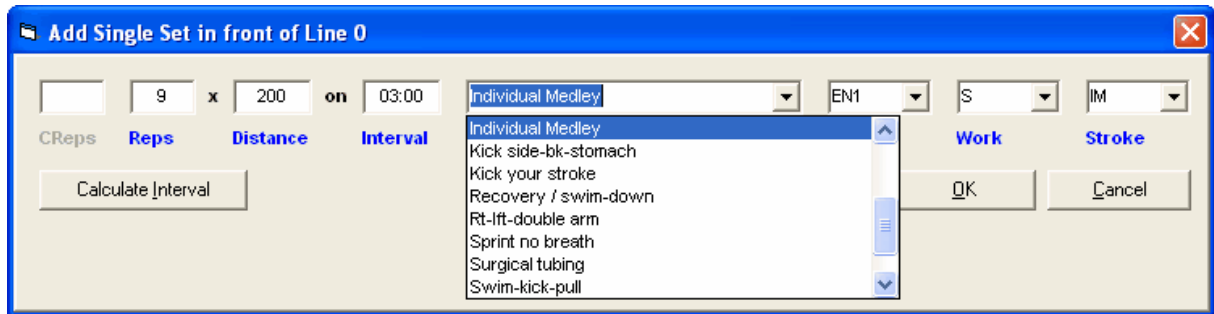
Energy Level Categories

There are 9 possible energy levels that can be associated with each workout set when you create your workouts. **Workout Manager** starts out with 7 levels and abbreviations as follows:


The Code can be up to 3 characters and the Energy System Name can be up to 20 characters. The abbreviated codes, names and stress index for each of the levels can be changed at any time. **However**, once you have established a certain level to fit a particular energy system, changing it to a different energy system later will affect all workouts previously written. If you need to add or change a set description without returning to the Main Menu's Set-up Menu, at the top of the Workout Menu, click on **Setups**, select **Energy Categories**, click on **Edit**, **Delete**, or the Energy Category line, and you can make changes/additions/deletions on the spot.

When creating a workout and when it comes time to enter an **energy category** for a set, click on the drop down menu button at the right side of the energy combo box as shown below, and your pre-set energy categories are displayed in a scrolling pick list. Just click on the desired energy category, and it will be instantly placed in the energy field.

Pulse Rates and Work-to-Rest Ratios: The energy system codes and names come from the *1995 US Swimming Energy Systems and Training Design Handbook*. This handbook also describes pulse rates and recommended work-to-rest ratios as follows:

Code	Name	Pulse	Work-to-Rest Ratio
REC	Warm-up/Recovery	to 120	Choice
EN1	Aerobic Base	120-150	10 – 30 second rest
EN2	Anaerobic Threshold	140-170	10 – 40 second rest
EN3	MaxVO2	160-180	20 second rest to 1:1
SP1	Lactate Tolerance	Max	1:1 to 1:2
SP2	Lactate Peak	Max	1:2 to 1:8
SP3	Alactate	N/A	30 second minimum

Stress Index: Each energy system is associated with a stress index which is used to evaluate how stressful ("hard") a workout is as opposed to how much yardage was done. The stress indexes are from the "Coaches' Quarterly", September 1995, by Rich Sharp, Ph.D., ICAR Director (and adapted from Sharp, R.L., "Prescribing and evaluating interval training sets in swimming: a proposed model. *Journal of Swimming Research*. 96:36-40, 1993).

Stroke Categories

There are an unlimited number of stroke categories that can be associated with each workout set when you create your workouts. **Workout Manager** starts out with the following **Stroke Categories**:
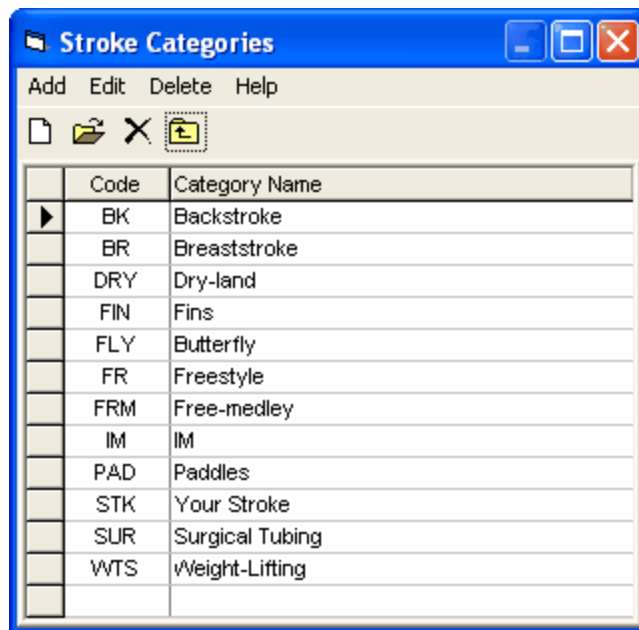
The Code can be up to 3 characters and the Category Name can be up to 30 characters. These names and abbreviations are included in **Workout Manager** to stimulate ideas. Change them at any time using the icons or by clicking on Add, Edit, or Delete. Study the workouts you have written by hand in the past and try to cover all the possible categories that are of interest to you. It may be that you are only interested in five stroke categories: free, back, breast, fly, and IM. Initially set up what you need, and make any modifications later.

When creating a workout and when it comes time to enter a **stroke category**, click on the drop down menu button at the right side of the stroke combo box as shown below, and your pre-set stroke categories are displayed in **alphabetical order** in a scrolling pick list. Just click on the desired stroke category and it will be instantly placed in the stroke field. Type the first letter of the desired stroke code and the highlight bar will "jump" to the first stroke code starting with that letter.
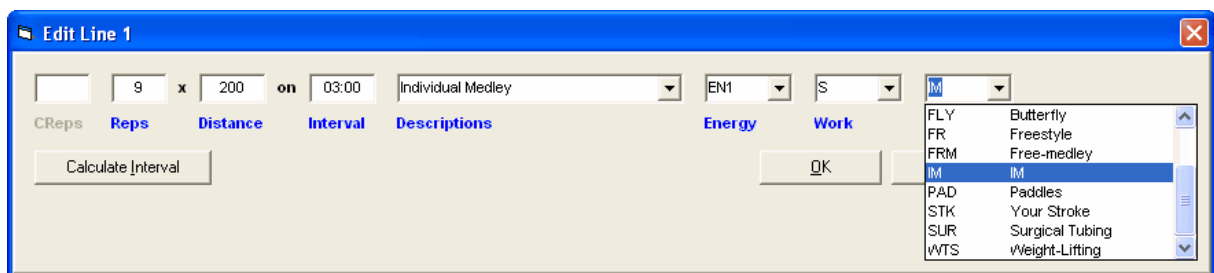
Work Type Categories

There are an unlimited number of work categories that can be associated with each workout set when you create your workouts. **Workout Manager** starts out with the following 6 **Work** categories:
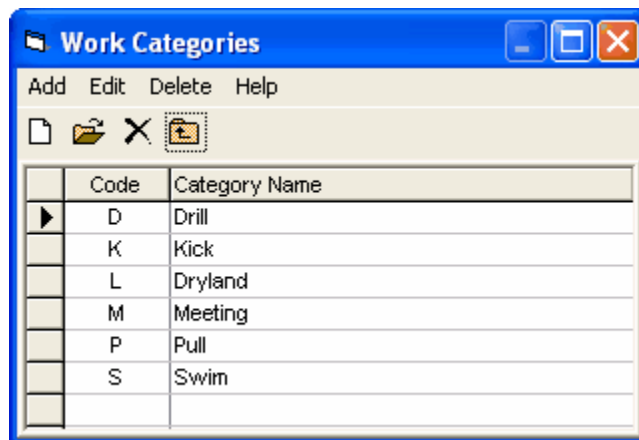
The Code is one character, and the Category Name can be up to 20 characters. The names can be changed by selecting the icons or by clicking on Add, Edit, or Delete.

When creating a workout and when it comes time to enter a **work type category**, click on the drop down menu button at the right side of the work combo box as shown below, and your pre-set work categories are displayed in **alphabetical order** in a scrolling pick list. Just click on the desired work category and it will be instantly placed in the work field. Type the letter of the desired work code and the highlight bar will "jump" to the work code with that letter.

Options

Import Background Picture

The Import Background Picture option allows you to choose a picture that you want to use for a Background Picture. You can choose a Picture file in any of the following formats - bmp, gif, or jpg. Once you click on **Set-up**, **Options**, and then **Import Background Picture**, TM will ask you to choose the Drive and Directory where the Picture file is located. Click on **OK** and TM will import that file and use it as the background for your TM Desktop. If the imported picture causes an error, use Windows Explorer to delete the file named TM4.bmp from the directory where TM is installed (usually C:\hy-sport\TM4) and then start TM again.

File Menu

From the TEAM MANAGER Main Menu Bar, click on **File** to get a list of TM's file management and utility features.

Open / New	Ctrl+O
Save As	
Open Demo Database	
Convert Database to TM 7.0	▶
Backup	Ctrl+B
Restore	Ctrl+R
Unzip File	
Repair/Compact Database	
Purge	▶
Import	▶
Export	▶
Install Update	
Disable Network Login	
Open in Multi-User Mode	
Network Administration	
Login to Team Connect Online	
Journal	
License Management	
Exit	Ctrl+Q
C:\TM5Data\Aspen_Speedos.mdb	
C:\TM5Data\Lonesome-Dove-45.mdb	

Utilities

Open a Database
Open a NEW Database

Click on **File** then **Open/New** and TM will display a standard Windows directory window. TM will default to the directory name **TM5Data** - we suggest that you keep all of your TM Databases in this directory.

To open a new database, just enter a new database name in the data entry field labeled "**File Name**". For example, enter "Dolphins-Summer-2000" or "MyTeam" as the file name and click on the **Open** button and TM will create a new database with that file name and initialize the database for you.

TM will automatically route you to the **System Preferences** data entry screen. In addition to the selections that have been defaulted to on the screen, you must at least include the following information:

- Default Team Registration
- Default Team Type

Now press the **OK** button to save the System Preferences information in your TM Database.

Open a Database That Was Previously Created

Click on **File** and at the bottom of the File pull-down menu window, TM will show a list of the **last 5 TM databases** that have been opened. Just click on the one you wish to open and TM will do the rest. If you wish to open a database that is not on the most recent list, click on **Open/New** and TM will display a standard Windows directory screen. TM will default to the directory name **TM5Data** - we suggest that you keep all of your TM Databases in this directory.

TM will display a list of the TM Databases that have been previously created. Pick the one you wish to open and then click on the **Open** button. TM will open that Database and return to the TM Main Menu.

Save As

If you are ready to setup a new database similar to one that you have previously set up, or if you want to "play with or experiment with" the one you have, you may want to follow these instructions to minimize the amount of setup you will have to do.

1. Start TM and open your current database.

2. Click on **File** then **Save As**. In the File Name text box, type in the name you want for the new TM database and then click **Open**. A copy of the previous database will be made and renamed and opened. You will see the new database name at the top of the Main screen.

Open Demo Database

Click on **File** then **Open Demo Database** and TM will open a Demo Database that was included on your TEAM MANAGER CD. You can use this Demo Database as a training aid so that you can view reports, screens, and browsers to get a feel of how to make the best use of this software.

Most of the Athlete administrative information has been entered for the first three swimmers.

The first meet has entries ONLY while most of the rest have entries and results.

NOTE: You can edit or add data to this Demo Database but when you exit TM, your changes will not be saved.

Convert Database to TM 7.0

Click on **File** then **Convert Database to TM 8.0** to display the following set of choices.

> Convert TM 4.0 or TM II Version 2 or 3 Database to TM 7.0
>
> Convert and Merge DOS Workout Manager Database into TM

TEAM MANAGER 5.0, 6.0 and 7.0 Release Customers (5th-7th Generation TM)

After you install TM 8.0, click on **File / Open** and pick the Database that you wish to open. A TM 8.0 database is compatible with any TM 5.0 or later database.

TEAM MANAGER 4.0 Release Database (4th Generation TM)

- After you install TM 8.0 and then click on **File / Open/New**, pick the Database that you previously had opened (usually in **c:\TMIIData** directory) and click on **Open** and TM 8.0 will convert it over to the new format! TM 8.0 will **automatically backup your TM 4.0 database BEFORE it is converted**. 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**. The new converted Database will be stored in a new directory named **TM5Data**.

Compatibility

Copyright©HY-TEK Sports Software part of Active

Because TM 8.0 uses a new more current version of Microsoft's Access, backward compatibility is not possible.   That is, **it is not possible to Open a TM 8.0 Database with any TM 4.0 or earlier versions of TEAM MANAGER**. If your team has **TEAM MANAGER** installed on more than one computer, please make sure that **ALL** of them have been upgraded to **TEAM MANAGER 8.0**.

IMPORTANT: If you are using **Team Connect Online** for your club, EVERYONE accessing your Team Connect Online **must ALL be using TM 8.0**.

TEAM MANAGER II Release 2 or 3 Database (3rd Generation TM)

- After you install TM 8.0 and then click on **File / Open/New**, pick the Database that you previously had opened and click on **Open** and TM 8.0 will convert it over to the new format! TM 8.0 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**.

Compatibility

Because TM8.0 uses a new more current version of Microsoft's Access, backward compatibility is not possible.   That is, **it is not possible to Open a TM 8.0 Database with any TM 4.0 or earlier versions of TEAM MANAGER**. If your team has **TEAM MANAGER** installed on more than one computer, please make sure that **ALL** of them have been upgraded to **TEAM MANAGER 8.0**.

IMPORTANT: If you are using **Team Connect Online** for your club, EVERYONE accessing your Team Connect Online **must ALL be using TM 6.0**.

Converting your WIN-TM Version 1.6 Database (2nd Generation TM)

If you are currently running **TEAM MANAGER** Version 1.6 product (WIN-TM), there is no automatic way of converting that Database over to the TM 8.0 Database format. We suggest using the File/Export Swimmers and Meet Results and then importing them into a new TM 8.0 Database.

Converting your DOS-TM Database (1st Generation TM)

If you are currently running **TEAM MANAGER** *for DOS* product, there is really no way to convert that Database over to the TM 8.0 Database format.

Converting and Merging your DOS-WM Database into TM

All data that is currently in a DOS WORKOUT MANAGER database can be converted and merged into the currently open TM database. If workouts already exist in the currently open TM database, the converted workouts will be appended (adding to, but not erasing existing workouts). If athlete names are in the DOS WM database, you will have the option to add or not add the athletes.

Important: Before converting the DOS WM database, run DOS WORKOUT MANAGER, go to the Maintenance Menu and select #4 to Rebuild Lists.

From the TM Main Menu, click on **File / Convert and Merge DOS Workout Manager Database into TM**. TM will display the WM Database conversion screen and list all the DOS WM Databases that it finds in the directory named c:\wmdata.

If you do not see your database in the window, click **File** and you have the following options:

- Search for DOS Workout Manager
- Convert DOS Workout Manager Backup
- Close

To request that TM look in a different directory for DOS WM Databases, click on **File** then click on **Search for DOS Workout Manager** and pick a different directory.

If you wish TM to search your entire hard drive, double click the c:\ root drive and then click **Start Search**. To search a different Drive letter, select a different drive from the **Search Drive** drop down combo box. Searching an entire hard drive will take several minutes, so it is better if you know in what directory your DOS WM database is located and simply search that one directory (which will also search all of its sub-directories).

After the search is completed, pick from the list of DOS WM Databases that are displayed and then click on the **Convert Selected Database** button. A screen will appear offering the following choices:

- Add Athletes
- Skip Athlete conversion, T30, and test sets
- Add Athletes ONLY and SKIP workout conversion
- For existing TM II Athletes, insert WM groups
- Pick Team for the athletes

You have a number of options when converting a DOS WM database. If you add athletes using option 1 or 3, you must pick a team from the current TM database. If no teams are setup, cancel the conversion, add a team, and start the conversion again.

When athletes are added, all test set data, attendance data, and T-30 data are also converted into The TM database. If any of these WM athletes are already in TM, you have to option to insert the DOS WM Group and Subgroup assignments for these athletes.

After making your conversion choices, click **OK** and then click the **Convert Selected Database** button to start the conversion. During conversion, the DOS WM workout notes will need to be converted and when this conversion process is proceeding, wait until it is completed before clicking any other buttons. Once the entire conversion has been completed, TM will give you an OK button option to return back to the TM Main Menu.

When TM and DOS WM Database are on Different Computers

If your DOS WM Database is located on a computer other than the one where TM is installed, run DOS WORKOUT MANAGER on the other computer, go to the Maintenance Menu and select #4 to Rebuild Lists. Then select #1 to Backup the database to a floppy diskette.

With the backup diskette in Drive A of the TM computer, from the TM Main Menu bar, click on **File / Convert and Merge DOS Workout Manager Database into TM**.. Now from within this new menu, click on **File** then **Convert WIN-TM Backu**p. Now select from the A drive the backup file named hybackup.zip. Before unzipping the backup, you will select from your athlete/workout conversion options as described previously. As soon as you select the conversion option, the conversion of the backup will proceed.

Backup Your Database
How to Restore Your Database

Copyright©HY-TEK Sports Software part of Active

Backing up a database means making a copy of it on a diskette, zip drive, CD-RW, thumb drive, or your hard drive. Backing up your database is **extremely important** because it protects you from the loss of your data from accidental cause or from the malfunction of your hardware.

> **NOTE:** For example, if your hard disk goes bad, the only way you can recover your database is from a copy of it made on a CD or diskette - specifically made by doing a backup.

> **NOTE:** If you are using a CD-RW for Backup, the CD must first be **formatted** using your CD-RW software.

Please Keep 2 sets of Backups!

It's easy to backup your database and it only takes a couple of minutes. Just click on **File** from the Main Menu Bar and then **Backup**, and specify your disk drive and directory. You may also enter "comments" about your backup. These comments will be displayed whenever the database is restored. For example, you might want to enter the comment:

> "***This Backup is for Coach Gordon and contains current athlete information as of January 8, 2004.***"

Then when this backup is later restored, this message will be displayed BEFORE the backup is restored.

Your entire database will be copied onto that disk(s). Then, if you ever need to, just "restore" back to your hard drive or to a hard drive on another computer.

Note: When you backup your Database, TM will name the backup file as follows:

SwTm7Bkupxxxxxxxxxx.ZIP

where xxxxxxxxxx is the Directory Name of the database.

Recommendation: We recommend that you perform this extremely important function each time you make changes to your database or exit from the program. Two sets of backups should be maintained and alternated - label them Backup A and Backup B. Also, make a set of backups once a week and store them in a different location from your computer.

> **NOTE:** When you backup your Database to a thumb drive or your hard drive, TM will not overlay any previous backup files. But if you Backup your Database to a diskette (on your A Drive), TM will erase the information on the diskette before backing up your Database and storing on your diskette.

Restore Your Database

How to Backup Your Database

Restoring a database means to copy the database information from a backup file stored on diskettes, a formatted CD, flash drive, or other electronic media onto your hard drive. If you wish to Restore a TM database, you **always have to use the backup file** created from a TM backup process.

You may want to restore your database from a previously created backup because:

- You want to set up your database on another computer.
- Your hard drive was bad and you sent it out to be repaired. When it was returned to you, the hard drive did not contain your TM database, and now you want to put back your database to continue your work.
- You entered incorrect information into your database and want to go back to a previous point. Rather then deleting the incorrect information, you may want to "restore" your database back to where it was before you entered the incorrect information.

Just click on **File** from the Main Menu bar and then **Restore** and specify your disk drive and directory that the backup is located (typically Drive A).

- If you are restoring a backup created by TM 7.0, the file name will be of type **SwTM7Bkup*.zip**
- If you are restoring a backup created by TM 6.0, the file name will be of type **SwTM6Bkup*.zip**
- If you are restoring a backup created by TM 5.0, the file name will be of type **SwTM5Bkup*.zip**.
- If you are restoring an old TM 4.0 Backup, then click on **Files of Type** and pick the **TM 4.0 Backup** choice - the file name will be of type **Swtm4Bkup*.zip**.
- If you are restoring an old TM II Backup, then click on **Files of Type** and pick the **TM II Backup** choice - the file name will be of type **SwtmBkup*.zip**.
- If you restoring an **Automatic Backup**, then click on **Files of Type** and pick the **Archived Files** choice - the file name will be of type **SwtmArchive*.zip**.

Click on the **Open** button, and TM will display information about the backup including the comments that were entered when the Database was backed up.
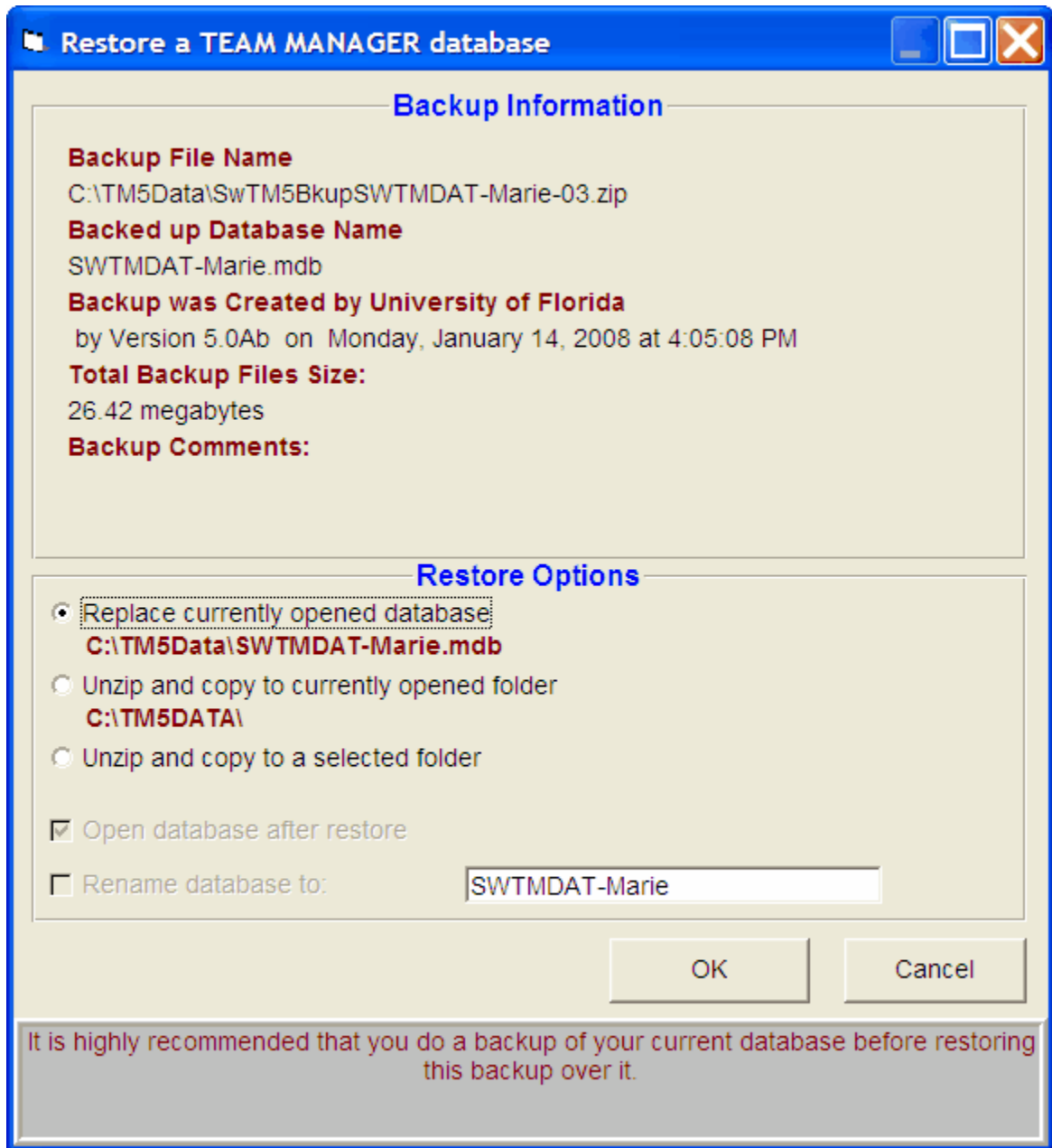
TM offers **3 options** to Restore your Database.

1. Replace currently opened Database - this is the standard default selection.
2. Unzip and copy to currently opened folder.
3. Unzip and copy to a selected folder.

You can click on the **Open Database after the Restore** check box if you have selected options 2 or 3. If you select option 3, TM will ask you to specify a folder (directory) in which to copy the Database.

You also have the choice to rename the data by checking the **Rename the Database** box and entering a new name.

Click **OK** and TM will complete your request.

Warning: If you choose option 1, the information in the database that you have currently opened WILL BE OVERLAID with the information in the Database that is being restored.

Note: If you receive disk media errors during the Restore process, then you should do the backup again using a different diskette or other media.

Note: If you are trying to restore your database from a CD-RW and TM will not recognize the CD, that is probably because the CD was not formatted for Windows before it was used for backup. You might want to try to use Windows Explorer to copy the backup file from the CD to your hard drive and then try the TM Restore again using the directory/file from your hard drive.

Move Database from One Computer to Another

Suppose you have setup and entered all the meet entries for your upcoming meet on your home computer, and now you wish to take the Database and put it on the computer at the swim office - Here's How:

1. **Backup** up the Database
    Please click Here for the instructions for Backing up your Database.

2. **Install TM** on your swim office Computer
    Please click Here for the instructions for Installing TM.

3. **Restore** Your Backup That You Created in Step 1
    Please click Here for the instructions for Restoring your Database. Note that if the second computer does not have a meet open yet, you must open a database with **File / Open/New**.

After the Restore has been completed, the computer at the swim office now has exactly the same Database as you have on your home computer.

Unzip File

There may be a circumstance where you want to unzip a file that has been sent to you or that you created with TM. If you do not have a ZIP/Unzip utility on your computer, this feature may help you. A ZIP file can contain really anything. Zipping is a way of compressing any file or set of files into a much smaller "zip" file. "Unzip" just decompresses it to its original form.

Click on **File** from the Main Menu bar then **Unzip File**. Select the disk drive and directory that contains the file you want to unzip. Now highlight the Zip file and click OK and TM will unzip that file and store the contents of the ZIP file in a directory names **Ziptemp** under your root directory.

NOTE: Do not unzip meet results that have been sent to you as a Zip file. When you import meet results, TM will automatically unzip them for you.

Repair or Compact a TM Database

The TM Database format uses Microsoft's **Access 2003** Database format and associated software products. One of the features of Access 2003 is the ability to Repair some types of database corruption as well as optimize or compact the disk space associated with your TM Database.

We recommend that you backup your TM Database BEFORE you use this feature. Please click Here for information on **How to Backup Your Database**.

To Repair and/or Compact your TM Database, click on **File** from the Main Menu Bar and then click on **Repair/Compact Database**. TM will request confirmation - click **OK** and TM will process to repair and compact the currently opened TM Database.

Purge Items in Your Database

TM offers a very powerful set of Database item purge choices for you to use to maintain your Team Database. Click on **File** from the Main menu Bar and then **Purge**. TM will display a list of Database item purge choices as follows.

> Purge Athletes/Results
> Purge Meets
> Purge Workouts
> Delete Current Database

> **Warning: Once any of the Purge operations have been completed, there are no "'recovery" options other than Restoring your Database from a previous Backup.**

Purge Athletes/Results

Choose this purge option when you wish to selectively remove swimmers with or without their meet results. For example, you might want to remove all of your Senior swimmers from your Database. Or, you might want to purge all the swimmers in a particular Group or Subgroup.

Purge Meets

Choose this purge option to remove any particular set of meets or a date range of meets. The purge also removes all of the meet results for the meets selected.

Purge Workouts

Choose this option to **TOTALLY DELETE** all the workouts in your database. Please be careful before selecting this option since once completed, all the information about all your workouts will be removed. Click Here if you want to Purge/Delete only certain specific workouts. Making this selection will display a window like the following:
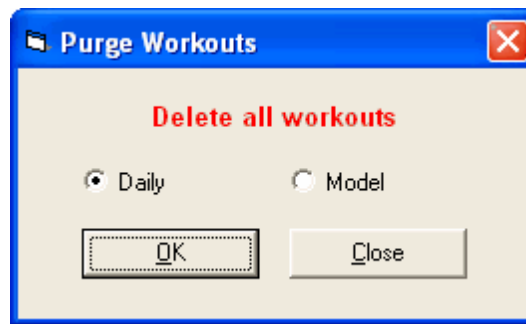
Delete Current Database

Choose this option to **TOTALLY DELETE** all the information in the Database that is currently Opened. Please be careful before selecting this option since once completed, all the information in the opened database will be removed.

Install Update

Periodically, HY-TEK provides what are called **Service Pack Updates** that contain **corrections to reported problems**. These Service Pack Updates are **FREE** for TEAM MANAGER 8.0 and are available to download and install from the internet using the TEAM MANAGER Check for Updates feature from the TM Main Menu. This feature automatically checks to see if you have the current version. If not, it automatically downloads and installs the update for you.

If you do not have access to the internet, then you have two ways of updating your computer with the latest TM software.

1. Obtain a copy of the **SwTM8Update.zip** file that contains the current update from another computer that has your licensed copy of TM installed on it, or that you have downloaded from our web site by clicking on Download Center. Copy that file to a storage device and then take device to your computer. Now start TM and click on **File** then **Install Update** and pick that device. You can always find the last SwTM7Update.zip file that was downloaded in a directory named **Download** in the installation directory - typically **c:\\hy-sport\TM8\Download**.

2. Order a Product Replacement CD from the Sales Office. When you receive the new TM Installation CD, follow the normal instructions for installing TM. Click Here for information about how to do that.

Enable/Disable Network Login

The **Enable Network Login** or **Disable Network Login** toggle selection applies to the Network feature available ONLY in **TM** with the **Pro** feature included in the Silver and Gold packages. Click Here for more information about this option.

This feature is designed for Customers with the Network Pro option that are using TEAM MANAGER in a stand-alone environment and are not connected to the network. With the Disable Network Login selected, there is no need to click on the OK button every time TM is started.

Open in Multi-User Mode

The **Open in Multi-User** or **Single User Mode** toggle selection applies to the Network feature available ONLY in **TM** with the **Pro** feature included in the Silver and Gold packages. . Click Here for more information about this option.

Network Administration

This File menu selection is available ONLY in the **TM** with the **Pro** option.   Click on **File / Network Administration** and **TM** will display a list of the nine User Names with the name of the computer associated with each logged-on User Name. Click Here for more information about this option.

Logged-In	User Name	Password	Confirm Password
X TOM	⦿ **Admin**		
	○ Coach 1		
	○ Coach 2		
	○ Coach 3		
	○ Coach 4		
	○ Coach 5		
	○ Report 1		
	○ Report 2		
	○ Report 3		

☐ Remove all logged in users except Admin

[Done]

If one of the users that have logged into TM with the Pro feature did not properly exit TM before shutting down the PC, TM will not have a chance to record the fact that the user is no longer connected to the shared Database. Under these conditions, TM will not permit that user to log on again. To remedy this situation, log on to TM as the Admit in Single User Mode and then click on **File / Network Administration** and click on the check box to "**Remove all logged in users except Admit**" and TM will clear the information from the log record and now that user will be able to log in again.

License Management

This feature is designed specifically for Customers who want to use more than one TEAM MANAGER License on their one computer.

Suppose you may be a volunteer parent who is helping a couple of coaches manage their team information using TEAM MANAGER. And for the purposes of this example, let's say we have two teams we are working with - Jersey Gator's and Jersey Gator's-South. Since Windows Installer will not permit you to install any software in two different places, we must use only ONE COPY of TEAM MANAGER. But from a legal/copyright point of view, we cannot use the Jersey Gator's Swim Team license when managing athletes, meets, and other information for the Jersey Gator's-South Swim Team.

Click **File / License Management** from the TEAM MANAGER Main Menu bar and TM will offer the following features to manage what TM Licenses you are using. Of course, TM always displays the Active License name on all reports and on the front page of the TM screen.
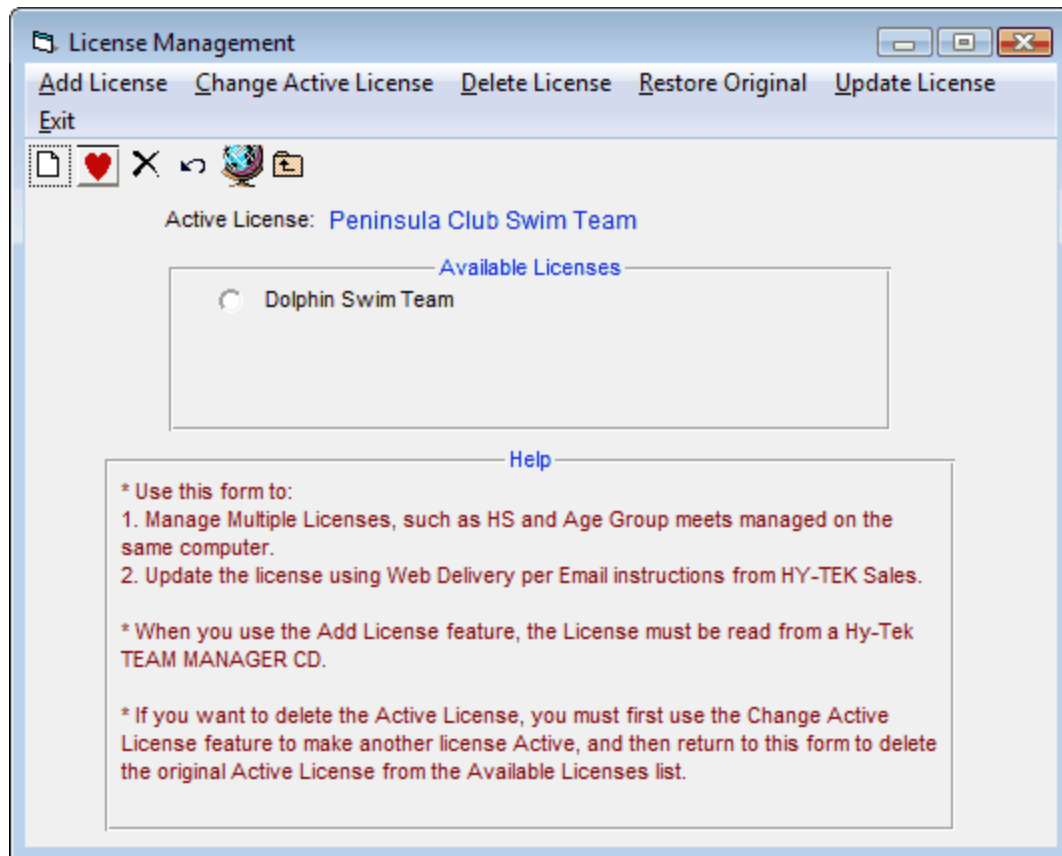
Add License

Click on this option to copy a TEAM MANAGER License from a TEAM MANAGER CD into your License Management database. You can use this feature to also update your current TM License when you order additional features and options.

Change Active License

Click on this option to change the current Active License (the one you are currently using) to another one on the list.

Delete License

Click on this option to delete any of the Licenses in the License Management list. If you want to delete the Active License, you must use the **Change Active License** feature first and then when TM is restarted, activate the "old" Active License.

Restore Original

Click on this option if your License Database ever becomes corrupted. TM will clear your License database and will reset your Active License to your original License and exit. After you restart TM, you will have to re-add any other licenses you have from their original TEAM MANAGER CDs.

Update License

Click on this option if you have arranged with HY-TEK Sales to receive an updated license via Web Delivery. This allows you to update your license immediately rather than wait for a CD to be shipped. The license to be updated must be the Active License. You would receive an Email from HY-TEK Sales with a License Code which you enter into the following window which appears after clicking Update License. In this example, the License Code is **DolphinSwimTeam** which matches the Active License in the example above.
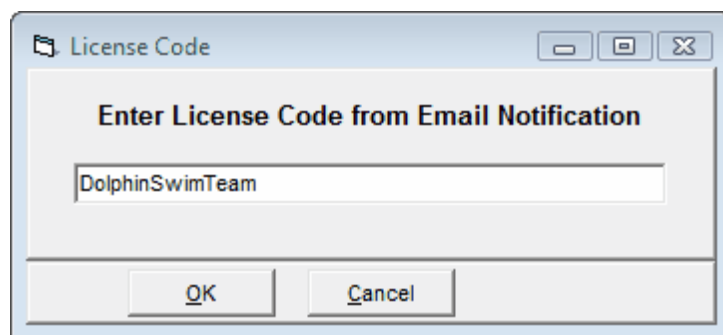
After you click **OK**, TM will search the HY-TEK web site for your license and will download and replace the Active License with the downloaded license. After the license is replaced, you can go to **Help / About** to verify the new license. You would do this to add an option to your existing TM License.

Login to Team Connect Online

Team Connect Online is a remote server based subscription product and service that supports access to your **TEAM MANAGER** database from the web!   Click Here for more general information about **Team Connect Online**.

NOTE: It is important that **Team Connect Online** customers have access to broadband (DSL or Cable) - dial-up access is **NOT** recommended for **Team Connect Online**.

Click Here for detail information about logging off **Team Connect Online**.

Click Here for Update Rules and a few Examples.

Click on **File / Login to Team Connect Online** and TEAM MANAGER will connect to the **Team Connect Online** web site and validate your License. If this is the first time your team has logged into **Team Connect Online**, you will need to set up login and rights information - Click Here for detailed instructions on how to do this.
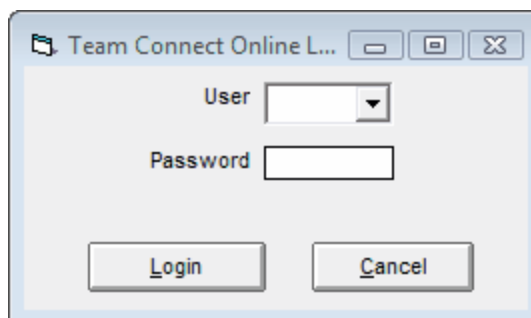
If you have logged on as Admin, please Click Here for detailed information about the various Admin Tools. If you have logged on as a User, then you have the **Team Connect Online User Options** as shown on the graphic below.
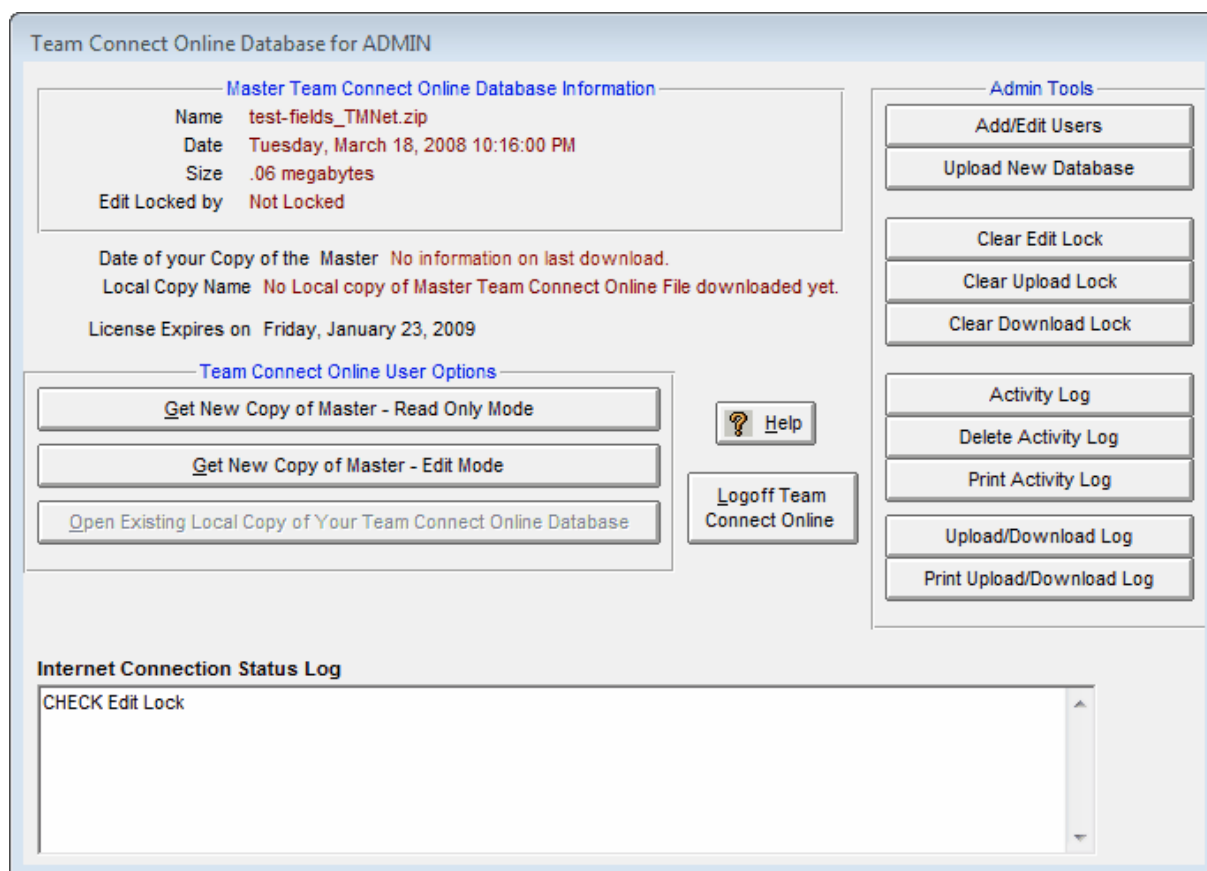
Get New Copy of Master - Read Only Mode
Click on this choice to download the current master copy of your team's **Team Connect Online** Database. After the download has been completed, you will automatically be logged off of **Team Connect Online**. TEAM MANAGER will always append **_TMNet** to the database file name - for example, **FAST-2005_TMNet.mdb**.

Get New Copy of Master - Edit Mode
Click on this choice to download the current master copy of your team's **Team Connect Online** Database in edit mode. When you exit TM or log off **Team Connect Online**, you will be given the option to upload the edited copy of the **Team Connect Online** database.

Open Existing Local Copy of your TM.Net Database
Click on this choice to log off of **Team Connect Online** and then open your local copy. Remember, the local copy of your **Team Connect Online** database will always have **_TMNet** appended to the name of the database file name - for example, **FAST-2005_TMnet.mdb**.

The entire **Team Connect Online** process associated with managing your team's database on the web is based on your TEAM MANAGER's **License Name**. To find your License Name, start TM and it is displayed in the bottom left of the logo screen. It is also displayed when you click on **Help / About** and is printed on the top left of all reports. The License Name is usually the name of your swim team - for example, Dolphins, Center YMCA, FAST.

When a user logs onto **Team Connect Online** using TEAM MANAGER with a particular License Name, **Team Connect Online** will first check to see if you already have a subscription. If so, then **Team Connect Online** will proceed to validate the login and provide the options and rights associated with your login. Click Here for information about Logging in as a **Team Connect Online** User.

A Team Connect Online subscription is included FREE with TM 6.0. If this is the first time that anyone has logged onto **Team Connect Online** with a particular License name, then **Team Connect Online**will give you the option to continue with the **FREE subscription** If you choose "Yes", **Team Connect Online** will assign you as Admin with unique rights. Click Here for specific information about Admin. In setting up Admin, **Team Connect Online** will ask you to complete some basic information including your name, email address, Admin Password, etc.

Once you have completed this information and have optionally set up other users and edit rights for those users, the next step is to upload the database form your local PC to **Team Connect Online**. Once that step has been completed, you can **Logoff Team Connect Online** and other users that you have set up can now download that copy of your team's database.

Because of performance and data integrity issues, **Team Connect Online (TCO)** is NOT designed to allow database activity (either queries or updating) to take place right on the web. **The #1 design criteria for Team Connect Online is to ensure that a customer's database does not get corrupted or "stepped on" by other users.**

The **Team Connect Online** Administrator for the team initially uploads a copy of the team's database to the **Team Connect Online** server from their desk top and then assigns "read" and "edit" rights to

various users. Click Here for information about Admin Tools for **Team Connect Online**. Let's discuss a couple of scenarios to see how **Team Connect Online** works.

Example 1 - Two Users on Read-Only Mode

User 1 logs on **Team Connect Online** for the first time. **Team Connect Online** will let User 1 know that they will need to download the database to their desk top in order to use it just as they would any other TEAM MANAGER Database. After the download has been completed, User 1 can run reports and even make changes to the database. But since they were not given "edit" rights, any changes to the database WILL NOT be uploaded to the **Team Connect Online** server.

User 2 logs on **Team Connect Online** for the first time and goes through the same procedure as User 1.

When they are finished using their TEAM MANAGER, then they exit normally. The next time they start TEAM MANAGER and logon to **Team Connect Online**, **Team Connect Online** will check to see if any changes have been made to the **Team Connect Online** copy of the database since their last download. If no changes have been made to that copy, then it is not necessary to download it to the User desk top and they can proceed normally. If changes have been made to the **Team Connect Online** server copy, then **Team Connect Online** will prompt the User to download that copy to their desk top.

> **Please Note:** If User 1 has made changes to their desk top copy of the database and then subsequently downloads a current copy of the **Team Connect Online** database, those changes will be over written.

Example 2 - One User in Edit Mode and One User in Read-Only Mode

User 1 logs on **Team Connect Online** and chooses the "For Edit" option (assuming the **Team Connect Online** Administrator has given edit rights to User 1). When the "For Edit" mode is chosen, **Team Connect Online** will ALWAYS download the current **Team Connect Online** server database copy to the desk top to ensure that changes made on the desktop will have the **Team Connect Online** baseline. Otherwise, multiple users could upload a database to the **Team Connect Online** server that was not based on the current **Team Connect Online** server copy.

User 2 logs on **Team Connect Online** and notices that the "For Edit" option is grayed out. **Team Connect Online** will display the User name of the person who has the database "locked for edit" so that User 2 can contact them to see how long they intent to spend making those changes. Of course, User 2 has the option to login as "Read Only" and run reports, etc on the current database.

User 1 adds three new athletes and corrects the mailing address of two others then either logs off **Team Connect Online** or exits **TEAM MANAGER**. TM will let them know that they had opened the **Team Connect Online** database in edit mode and asks if they want to upload their desk top copy to the **Team Connect Online** server. User 1 chooses "Yes" and a new updated copy of the team's TEAM MANAGER database is uploaded to the **Team Connect Online** server. Any user logging on to **Team Connect Online** after the User 1 copy has been uploaded will get that new copy.

Example 3 - How a User Might "Lose" Changes

User 1 logs on **Team Connect Online** and chooses the "For Edit" option (assuming the **Team Connect Online** Administrator has given edit rights to User 1). When the "For Edit" mode is chosen, **Team Connect Online** will ALWAYS download the current **Team Connect Online** server database copy to the desk top to ensure that changes made on the desktop will have the **Team Connect Online** baseline.

User 1 wants to add 10 new athletes but gets a telephone call and has to leave for a few hours. So far, User 1 had added 3 of the 10 new athletes so they exit TEAM MANAGER and says "No" to upload the changed copy of the Database since they are not finished. They return in 3 hours, start TEAM MANAGER, Login to **Team Connect Online** "For Edit", and now the current **Team Connect Online** server copy is download to their desk top and over writes their copy that has the 3 new athletes. Now they must start over to add the 10 new athletes.

The point is that whenever the **Team Connect Online** database is opened "For Edit" and changes are made to the database, it is very important to make sure that when you logoff **Team Connect Online** or exit TEAM MANAGER, you choose "Yes" to upload those changes to the **Team Connect Online** server.

If you logged in as **ADMIN**, then you have access to the Admin Tools on the **Team Connect Online** form as show below.

Add/Edit Users

Upload New Database

Click on this button to upload a copy of the database you currently have open on your desk top to the **Team Connect Online** server. You would typically make this selection to upload your team's database to **Team Connect Online** the first time you login. Or, you would use this option to upload a copy of your team's database if the one on the **Team Connect Online** server has been compromised or changed and you want to "refresh" what is up on the **Team Connect Online** server with what is on your desk top.

> **Please Note:** The database size is restricted to a maximum size of **25 MB** after TM has zipped (compressed) it.

> **Please Note:** ADMIN is the ONLY ONE that can upload a new copy of the database to the **Team Connect Online** server. A User with edit rights can upload an updated copy of the database to the **Team Connect Online** server.

Clear Edit Lock

When a user downloads the Master database from **Team Connect Online** for edit, then the Edit Lock is set. As long as the Edit Lock is set, no one else can download the master database in edit mode. Click on this button to clear the Edit Lock on the **Team Connect Online** database in case of your users opened the database for edit and either lost the connection or left their computer on without exiting from **Team Connect Online**.

> **Please Note:** If a user has the **Team Connect Online** database opened for edit and is making changes to their desk top copy, if you Clear Edit Lock, they will not be able to upload their changes to the **Team Connect Online** database.

Clear Upload Lock

The Upload Lock is set when a user begins to upload a new copy of the database to the **Team Connect Online** server. If someone tries to download a copy of the database when the Upload Lock is set, they will be told that they cannot download the database at this time since someone is in the process of uploading a new copy. Click on this button to clear the Upload Lock on the **Team Connect**

Online database in case a previous user was in the process of uploading an updated copy of the database to **Team Connect Online** and did not complete the upload.

Clear Download Lock
The Download Lock is set when a user begins to download the Master database from the **Team Connect Online** server. If someone tries to upload an updated copy of the database when the Download Lock is set, they will get a "'wait" message and will be asked to retry the upload. Click on this button to clear the Download Lock on the **Team Connect Online** database in case a user started a download of the **Team Connect Online** database but never completed it.

Read Activity Log
Click on this button to show the logged activity for your particular **Team Connect Online** database.

Delete Activity Log
Click on this button to delete the logged activity for your particular **Team Connect Online** database.

Print Activity Log
Click on this button to print the logged activity for your particular **Team Connect Online** database.

Upload/Download Log
Click on this button to view all of the upload and download activity on this **Team Connect Online** database.

Print Upload/Download Log
Click on this button to print all of the upload and download activity on this **Team Connect Online** database.

Logoff Team Connect Online
You can Logoff **Team Connect Online** three ways:

1. By clicking on **File / Logoff Team Connect Online** (assuming you have already logged on)
2. By clicking on **File / Open** and open a new database
3. Exiting TEAM MANAGER

You are automatically logged off **Team Connect Online** when you download a current copy of your **Team Connect Online** database unless you Open it in Edit mode. If you DID NOT log into **Team Connect Online** in edit mode, when you Logoff **Team Connect Online**, then any changes you have made to the database **will not be uploaded to Team Connect Online**.

Import Menu
TM offers a powerful set of import choices to help minimize your data entry tasks. When importing information, if **TM** cannot find an Athlete, or in the case of importing entries, an event, then that record is added to an **Import Exception List**. That list is then printed at the completion of the Import so that you can find out why the record was not added and possibly decide to manually enter the information.

Click on **File** / **Import** and pick from the following list of Import options.

Meet Results
Meet Events
Athlete Rosters
Meet Entries

Pro Swimmer for Palm OS
Team Registration Online

SWIMS Roster or NCAA Roster
SWIMS Results or NCAA Results
USA-S Meet Entries
T&F TEAM MANAGER Roster

Workouts

Import Athlete Roster

This is a great feature for moving new or updated **administrative information** from one TM Database to another or for moving swimmer administrative information from **Sports BUSINESS MANAGER** Database to a TM Database.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Athlete Roster**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the athlete file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. TM will select all the files with the following file extensions - **HY3** from a TM or Sports BUSINESS MANAGER Database**, CL2** from an old WIN-TM or DOS Business Manager Database**,** and **ZIP**. Pick the one you wish to import and click on **OK.**

If you selected a ZIP file, TM will unzip that file into a temporary directory named **TM6Temp** and then ask you to choose from the list of files that were extracted.

Check the Data

After you have selected the file you wish to Import, TM will read the file and make various **integrity checks**. These checks are important because you do not want to import "**bad data**". At the conclusion of the data integrity checks, TM will display information about the file that was selected including who created the file and when it was created.

Ready To Import

At this point in the process, TM is ready to import Athletes and integrate them into your TM Database.

Importing Athletes Rosters from TEAM MANAGER or SWIMS

If this information has been exported from another TM Database, you have the option to **"overlay" or "update"** administrative and/or Group/Subgroup/School Year information about an athlete.
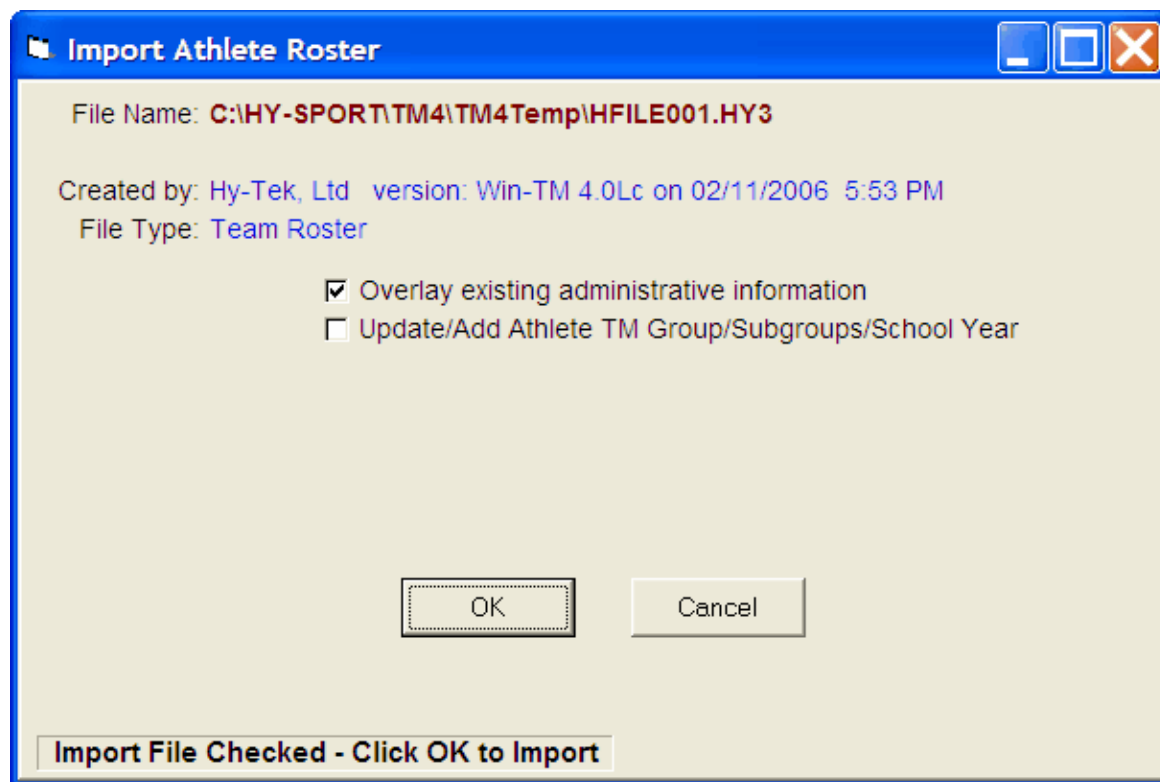
For example, a parent volunteer has updated e-mail or contact mailing information about a number of swimmers and has exported this information on a diskette and provided that diskette to you. Now as you import this information, TM will update any existing information about an athlete as well as add athletes that are new to your team. This is a great way of updating administrative information that can be moved from one TM Database to another.

Importing Athletes Rosters from SportsBM
When importing an Athlete Roster file from SportsBM, this screen will appear:
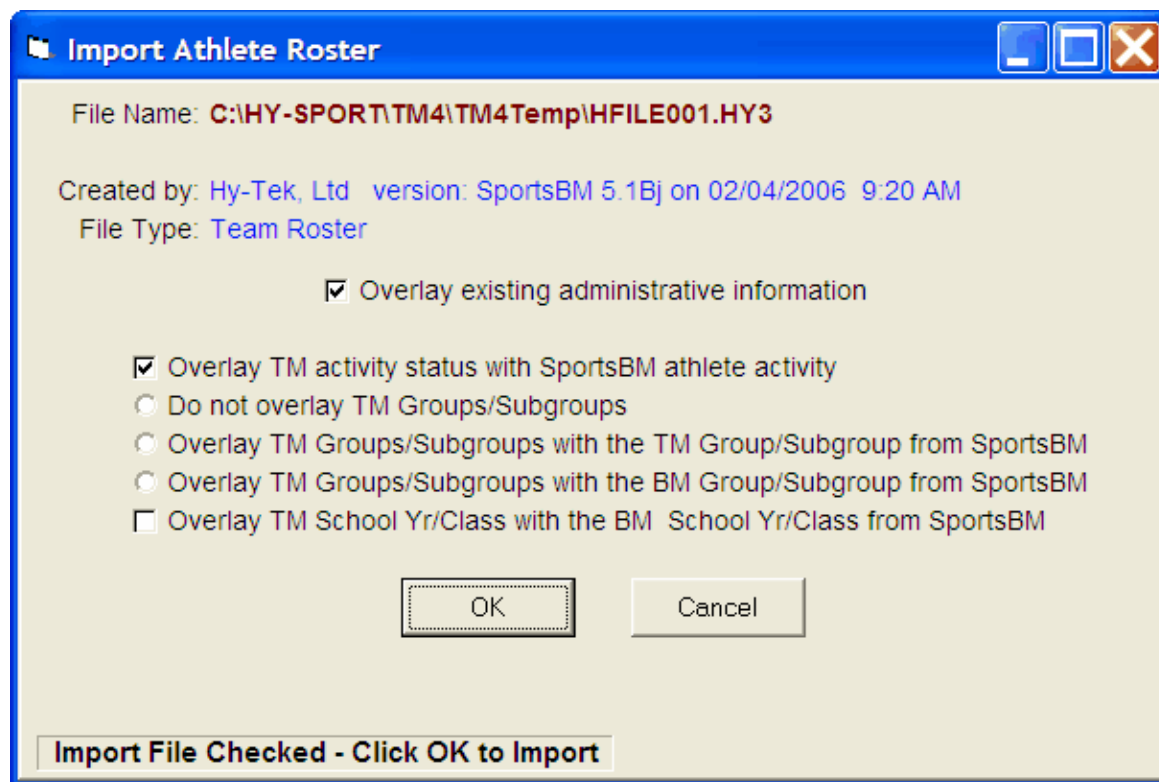
Check the boxes if you wish to overlay (replace) existing administrative information, or to overlay (replace) TM activity status (Active or Inactive) with the status information in SportsBM, or to overlay (replace) the TM Group/Subgroup with either of the Groups/Subgroups offered in SportsBM, or to overlay (replace) the TM School YR with the one that was exported from SportsBM.

NOTE: You must choose one of the three radio buttons before you can proceed with the Import. These choices concern groups and subgroups; your choice will depend on how you are coordinating TM with SportsBM.

How TM Matches Swimmers

When you import Athletes, TM goes through the following process to find a correct match for each swimmer being imported into your Database.
1. TM first looks for a match of the Registration ID being imported with a Registration ID in the Database. If an exact match is found, TM makes two further checks - both the gender of the swimmers and the swimmer's last name must match. If they do, TM has found a match and imports the data for that swimmer. If not, then TM continues to check for a match. Even if the Team Abbreviation does not match, TM still assumes it's the right swimmer since the ID, last Name, and gender do match.
2. If TM cannot find a Registration ID match, then it looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TM imports the data for that swimmer. If not, then TM checks the "Add New Athlete Box". If it is checked, then a new athlete is added. If it is not checked, this record is not imported and is put on the Exception Report list.

Exception Report

You will be notified if TM was not able to import all of the data in the selected file and then be given the option to review a list of the information that was not imported and the reason why it was not imported.

Importing rosters from a CSV file

To import rosters from a CSV file, format the CSV file contents as follows:

The first row must must contain the following headings:

Swimming ID (this field must be in the first column; values in this column are Team Manager Registration IDs)
Athlete First Name
Athlete Middle Name (optional)
Athlete Last Name
Athlete Gender
Athlete date of birth
Team name
Athlete Email Address (optional)
Date Of Registration (optional)
Athlete cell phone (optional)
S/O Status (optional)
GROUP/SESSION (optional)
SUBGROUP/TIMESLOT (optional)
Parent/Guardian Email Address (optional)
Secondary Parent/Guardian Email Address (optional)
TEAM 2 (optional)
WM GROUP (optional)
WM SUB GROUP (optional)
School year (optional)
Custom field 1 (optional)
Custom field 2 (optional)

Subsequent rows contain information for one athlete per row.

Import Meet Events
Meet Browser

Instead of manually setting up a meet and the events for that meet, you can easily import that information from our **MEET MANAGER** software. Contact the meet host and ask for a MM Meet Event file - this file has the file extension **.HYV** or it may be zipped and have a file extension of **.ZIP**. If it is zipped, it may contain both the "older" **.HYV** format and then newer **.EV3** format, HY-TEK's 2nd generation Meet Event file format used with **MEET MANAGER 2.0 and 3.0**.   Both the **.HYV** and **.EV3** files contain the meet name, course, etc. as well as information about each event in that meet including meet entry qualification times. The newer **.EV3** file format contains additional parameters such as meet venue altitude, sanction number, entry time Since Date, event divisions to support Varsity/JV type college and high school meets, and meet and session max entries parameters.

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. If the meet results file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. TM will select all the files with the following file extensions - **HYV** and **ZIP**.   Pick the one you wish to import and click on **OK**. If the files are zipped and contain BOTH the older **.HYV** format and the newer **.EV3** format, TM will import the newer **.EV3** format that includes more parameters.

If you selected a ZIP file, TM will unzip that file into a temporary directory named **TM6Temp** and then ask you to choose from the list of files that were extracted.

```
Import Events                                    _ □ ✕

  ┌ Meet ─────────────────────────────────────────┐
  │                                                │
  │   Import File Name: C:\HY-SPORT\TM4.0\TM4Temp\MM081202.HYV │
  │                                                │
  │   Meet Name:  Phillips 66 National Swimming   │
  │                                                │
  │   Course:  LSY    Start Date:  8/12/2002      │
  │                                                │
  │                            ┌──────────────┐   │
  │                            │      OK       │   │
  │                            └──────────────┘   │
  │                            ┌──────────────┐   │
  │                            │    Cancel     │   │
  │                            └──────────────┘   │
  └────────────────────────────────────────────────┘
```

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.

Import Meet Entries
Meet Entries Browser

This is a great feature when you want to merge two or more meet entry files that have been exported from TM Databases that have been installed on different computers. Coach 1 may set up entries on his computer for 12 and Unders and Coach 2 may set up entries for the 13 and Overs. Coach 1 would export Meet Entries normally and then Coach 2 would Import those entries into his/her TM Databases. The result would be both set of entries included under one meet so that relays could be set up and one export file provided to the meet host.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Entries**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the athlete file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. TM will select all the files with the following file extensions - **HY3** from a TM Database and **ZIP**.   Pick the one you wish to import and click on **OK.**

If you selected a ZIP file, TM will unzip that file into a temporary directory named **TM6Temp** and then ask you to choose from the list of files that were extracted.

Check the Data
After you have selected the file you wish to Import, TM will read the file and make various **integrity checks**. These checks are important because you do not want to import "**bad data**". At the conclusion of the data integrity checks, TM will display information about the file that was selected including who created the file and when it was created.

Ready To Import
At this point in the process, TM is ready to import meet entries and integrate them into your TM Database. But first, TM will check various parameters in the import file for reasonability.

Check for the Existence of the Meet.

If the meet/date that is being imported does not exist in your TM Database, TM will setup that meet for you including the dates and course, setup the events that have been included in the Import file, and then import the entries.

If the Meet already exists, Check for a Course Match.

If the meet/date that is being imported matches a meet/date that already has been setup in your TM Database, TM will first check the course of the meet in your Database with the course of the meet in the Import file. If they are NOT the same, TM will display the two courses and ask if you wish to continue. If you say No, TM will discontinue the import process. If you say yes, TM will continue but ignore the course in the import file.

If the Meet already exists, Check for Event Matches.

If the meet/date that is being imported matches a meet/date that already has been setup in your TM Database and some meet entries have been declared in your TM Database for that meet/date, TM will first check to see that the event numbers and descriptions in the Import file match the event numbers and event descriptions in the TM Database. For example, if event #5 in the Import file is the Boys 11-12 50 FREE and event #5 in the TM Database for this meet is the Girls 13-14 100 Fly, TM will not import any of the entries for event #5 and will include the entries not imported on the Exception report.

Check for Team and Athlete Matches

TM will check to make sure the Team in the Import file exists in your TM Database. if not, TM will let you know that if it adds this new team, all the entries will be set up for this team and all the swimmers will be added as "New Swimmers".

TM will also indicate if there are swimmers that exist in the Import file that do not exist in the TM Database. If there are any "new" swimmers, TM will give you the choice to Add those new swimmers and import their meet entries or not. TM will then give you the option to "merge" the new meet entries or "replace" them. If you select "merge", TM will add the entries from the Import file to the meet entries declared for that meet/date. If you select "replace", TM will delete all the meet entries currently setup for that meet/date and then import the ones contained in the Import file.

NOTE: Entries for "new" swimmers will be set up as "Custom Times" since there would be no "Best Time" in the TM Database for a meet entry for a new swimmer. Otherwise, the time used for the meet entry will be the standard "Best Time" in the TM Database at the time a Meet Entry report is printed or a Meet Entry Export is executed. For example, Coach 1 exported a meet entry file and Billy's best time in his TM Database was a 34.11 for the 50 FREE. Coach 2 imported that file and in his TM Database, Billy's best time for the 50 FREE was 34.18. When Coach 2 exports the meet entries to the meet host, the 34.18 time will be exported.

NOTE: Custom Time entry declarations that are imported for existing swimmers will be stored as Custom Times, unless the entry declaration already exists in the current TM Database.

NOTE: Entry declarations for **Heat/Lane** or for **Relay Only Swimmers** will NOT be imported.

NOTE: The **Session** number for an event will not be imported.

Check for Relays

The TM Meet Entry Import does import relay entries but ONLY if relay entries (declarations) do not exist for that event. For example, if a relay entry already exists in the TM database for the Girls 400 Free Relay and there is a Girls 400 Free Relay in the import file, TM will NOT import that relay entry since by doing so, there could be multiple "A Relays" for the same event. TM will report all relay entries that it did not import due to the existence of a relay entry for the same event.

How TM Matches Swimmers

When you import entries, TM goes through the following process to find a correct match for each swimmer being imported into your Database.

1. TM first looks for a match of the Registration ID being imported with a Registration ID in the Database. If an exact match is found, TM makes two further checks - both the gender of the swimmers and the swimmer's last name must match. If they do, TM has found a match and imports the data for that swimmer. If not, then TM continues to check for a match. Even if the Team Abbreviation does not match, TM still assumes it's the right swimmer since the ID, last Name, and gender do match.
2. If TM cannot find a Registration ID match, then it looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TM imports the data for that swimmer. If not, then TM checks the "Add New Athlete Box". If it is checked, then a new athlete is added. If it is not checked, this record is not imported and is put on the Exception Report list.

Exception Report

You will be notified if TM was not able to import all of the data in the selected file and then be given the option to review a list of the information that was not imported and the reason why it was not imported.

Import Meet Results

How to Enter Meet Results

When you return from a meet, it is much easier to Import your meet results than it is to manually key in those results. It order to do this, it is very important to make sure that the meet host has provided you with the correct file or else you will not be able to import the results into your TM Database. Examples of files that you will **NOT** be able to use for import are:

- HYBACKUP.ZIP   - DOS-MM Backup of the Database
- SwmmBkupxxxxxx.ZIP   - WIN-MM Backup of the Database
- *.MM Files   - DOS-MM Database Files
- *.TXT Files   - Text Files

Examples of files you may be able to import are:

- CFILE01.CL2   - Meet Results from WIN-MM 1.4x
- xxx-Bestyyy.zip   - Zipped Best Times from TM containing an
  HY3 file
- xxx-Resultsyyy.zip   - Zipped Meet results from TM
  containing an HY3 file
- Zfile01.zip   - Zipped Meet Results from WIN-MM
  containing a CL2 file
- Meet Results-Summer Nats-03Aug2004-001.zip   - Zipped Meet Results from MM 2.0
  containing a CL2 file and HY3 file

From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Meet Results**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the meet results file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. TM will select all the files with the following file extensions - **HY3**, **CL2**, and **ZIP**. You can also click on the **Files of Type** selection in the Open dialog box and pick *.SD3 files if you were provided an SDIF file of meet results. Pick the one you wish to import and click on **OK**.

If you selected a ZIP file, TM will unzip that file into a temporary directory named **TM6Temp** and then ask you to choose from the list of files that were extracted.

Check the Data

After you have selected the file you wish to Import, TM will read the file and make various **integrity checks**. These checks are important because you do not want to import "**bad data**". At the conclusion of the data integrity checks, TM will display information about the file that was selected including who created the file, when it was created, and the name and date of the meet.

Here is an example of a Meet Results Import screen.

Ready To Import

At this point in the process, TM is ready to import the results from this meet and integrate those results into your TM Database. It's now time to customize how you want to import the data. In general, we recommend you click on **OK** and **accept the defaults**. But if you have an **empty database** (no swimmers have been entered), click on the **Add New Teams/Athletes** check box and TM will populate your Database with the team and swimmers included on the Meet Results file. Normally, we **DO NOT** recommend that you check this box because you may introduce **duplicate swimmer names**. For example, if the swimmer in your TM Database is named "William Bates" and he was entered as "Bill Bates" in the Meet Manager Database, TM will not find a match and add him if you selected the Add New Teams/Athletes check box. Now you have duplicate records for really the same swimmer.

You can request that TM filter the meet results for a specific team but in general, if you do not click the **Add New Teams/Athletes** check box, you will automatically get only your team's meet results. If this is a Best Times or specific Meet Results file built by another TM Database, you can also filter the import by date, or by a specific Time Standard file criteria. If you are maintaining a TM Database for a Province or LSC, you can filter by LSC so you will not get results for teams outside your Province or LSC.

Note: When you accept the default to "**Save Relay Lead Off as Result**", TM will save the lead off time for that lead off swimmer and mark it with an "**L**" in the Top Times Reports and Results Browsers, even if the Relay itself is DQ'd.

How TM Matches Swimmers

When you import Meet Results, TM **first looks for a Team Abbreviation match**. Since a swimmer named "Billy Jones" could be on team "FAST" and a different "Billy Jones" could be on team "FAR", the Team Abbreviation check must be done first. In general, if you exported your meet entries to the meet host, the Team Abbreviation and the Swimmer names will be correct and match. But if the meet host hand entered your entries and called your Team something different than what you have set up in your database, then TM will not find a match for any of your swimmers. So if you import meet results and nothing comes in, run the Export/Import Files Report and check the Team Abbreviation that was used by the meet host. If it is different than the one you set up in TM, go and temporarily edit the Team Abbreviation to what the meet host has, import your results, and then put it back to what you originally had. Click Here for more information on how to Edit/Change your Team Abbreviation.

Here is the process that TM goes through to find a correct match for each swimmer being imported into your Database.
1. TM first looks for a match of the Registration ID being imported with a Registration ID in the Database. If an exact match is found, TM makes two further checks - both the gender of the swimmers and the swimmer's last name must match. If they do, TM has found a match and imports the data for that swimmer. If not, then TM continues to check for a match. Even if the Team Abbreviation does not match, TM still assumes it's the right swimmer since the ID, last Name, and gender do match. You have the option to override this by unchecking the "Match on Reg ID even if the Team does not match" check box and then TM will only match of the Team abbreviation in the import file matches the Team abbreviation in the TM database.
2. If TM cannot find a Registration ID match, then it looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TM imports the data for that swimmer. If not, then TM checks the "Add New Athlete Box". If it is checked, then a new athlete is added. If it is not checked, this record is not imported and is put on the Exception Report list.

What is Imported

When you import meet results, TM will import the information based on the filters described above. Based on those import parameters, each swimmers' meet results will be imported for all the rounds that they swam including place and points for each swim. If **Splits, Reaction Times and DQ Codes** are set up in HY-TEK's MEET MANAGER, that information will also be imported and optionally displayed in various reports.

Exception Report

You will be notified if TM was not able to import all of the data in the selected file and then given the option to review a list of the records that were imported and why they were not imported. In the example above, Bill Bates would be included on the Exception Report because you specified that NEW Teams/Athletes NOT be added and as far as TM is concerned, Bill Bates is a new swimmer. You can then enter his results by hand or re-import and click on the **Add New Teams/Athletes** check box and he will be added to your Database.

British Swimming

Historic times can now be loaded electronically into TM. This requires a club committee member to request a copy of the **British Rankings** software application from British Swimming; for more information please see the **CLUB RANKINGS** section on https://www.swimmingresults.org/

This software application can access the British Swimming membership and gala database. The club is given registration details to access only their swimmers. The club can then create an extract from galas that were attended by their swimmers (and only of their swimmers), which can then be loaded into TM.

Import from Pro SWIMMER

Pease Note: Pro Swimmer *for Palm OS* is no longer supported or offered by HY-TEK. If you currently have this product, TM 6.0 will still import the information from Pro Swimmer as described below.

This feature offers the ability to import (hot sync) meet results (including splits) that have been entered on your PDA running **Pro SWIMMER *for Palm OS*** software using the Active Swim Meet. This "Active Swim Meet" **must have been previously set up and exported** from **TEAM MANAGER** to **Pro SWIMMER** as an Entry Meet.

> **NOTE:** The Import for **Pro SWIMMER** works ONLY with devices running the Palm OS. It is not available for devices running Windows Mobile.

In order for this feature to operate, you must have previously installed the following software on the same computer as your **TM** program:
- Palm Desktop software that you received when you purchased your hand held.
- **Pro SWIMMER *for Palm OS*** software **Release 3.0 or later**.

Click on **File**, then **Import**, then **Pro SWIMMER *for Palm OS***, and TM will check the information that was last hot synced from your PDA running **Pro SWIMMER** to your computer running **TM**. **TM** will display a list of swimmers and times that have been hot-synced back from **Pro SWIMMER.** You have the option to select or de-select any particular meet result before you click on the **Import** button. You also have the option to **Overlay Existing Results**. When you have selected which results you want to import, then click on the **Import** button and **TM** will store those results and splits in your database. **TM** will assume that the meet results have been hot-synced back to the standard palm directory. But if that is not the case, click on the **Set Pro SWIMMER Import Directory** button to choose the directory that you set up when you installed your Palm-based software.

If you choose to enter results into "Open Events" instead of using the events previously exported from **TM** to **Pro SWIMMER** as "Entries", then those results will be stored as Open Events.

Import Team Registration Online

No more filling out paper sign up and registration forms each year to sign up or register your swimmers! Just complete our easy to use Team Registration menu right from your own computer and submit it with your payment ONLINE! Then your team administrator can download that information directly into TEAM MANAGER - no keying, no misspellings - just one mouse click to import all of your team's registrations into your TEAM MANAGER database.

The Active Network, the parent company of **HY-TEK Sports Software** and the leader in internet based team registration, offers the most robust and complete swim team registration and payment

processing platform available. Use **Team Registration Online (TRO)** to collect your team member registrations and information online, and simplify your team management process.

> **PLEASE NOTE:** **You must be connected to the Internet before continuing with this process.**

Choosing which Online Tool for Team Registration Online

You have the option to use 1 of 2 Active web based registration tools to capture registrations for your team's swimmers. Click on the **Team Registration Online icon** or click on **File/Import/Team Registration Online** and one of the registration options:

1. ActiveWorks - This is Active's newest self-setup registration system. Please see below for specifics on how to begin that self-setup.

If you have any questions on which tool is best for you, please contact Active directly for help.
   Email: HyTekSupport@active.com
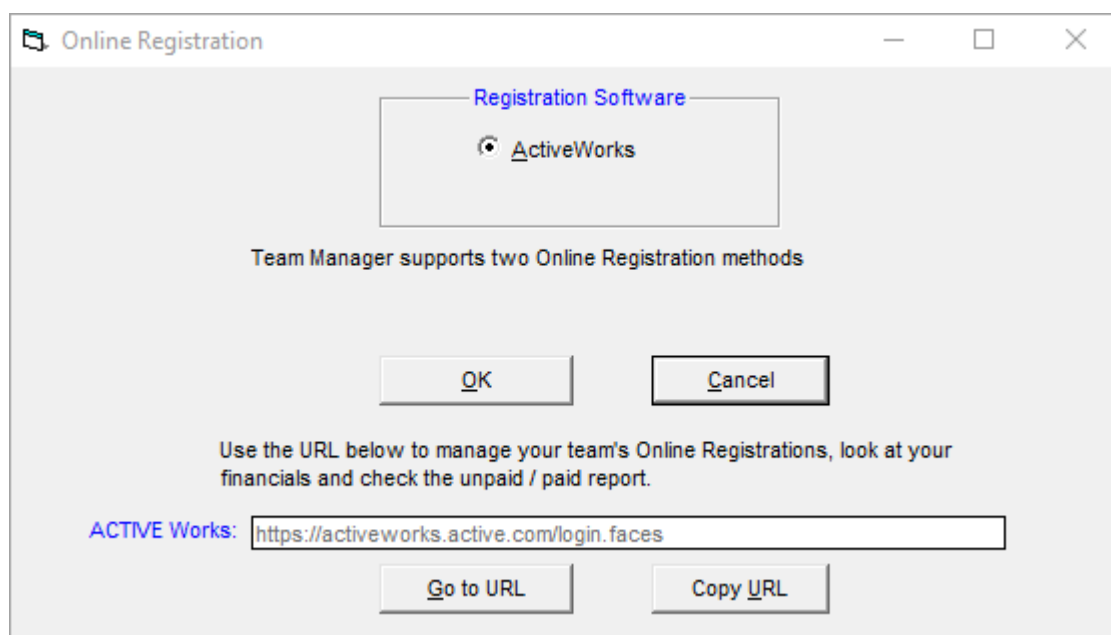
ActiveWorks (AW)

Step 1: In order to begin the self setup for AW. click on the "Set up your Active.com Agency for your Swim Team" and follow the prompts to begin your self setup. This process takes you through a set of registration self setup menus in which you define exactly what data you wish to include from each swimmer's registration. You will need to complete this process only once.

Step 2: After the self setup has been completed once, from then on you would specify the date range that you wish to use when brining down registered swimmers from the web to add or edit new and existing swimmers in your TM database. In the example below, only swimmers that have registered online between 7/10/2011 and 8/10/2011 and imported down from the web. After entering and/or confirming the date range, click on the **Download Team Registration Online** button.
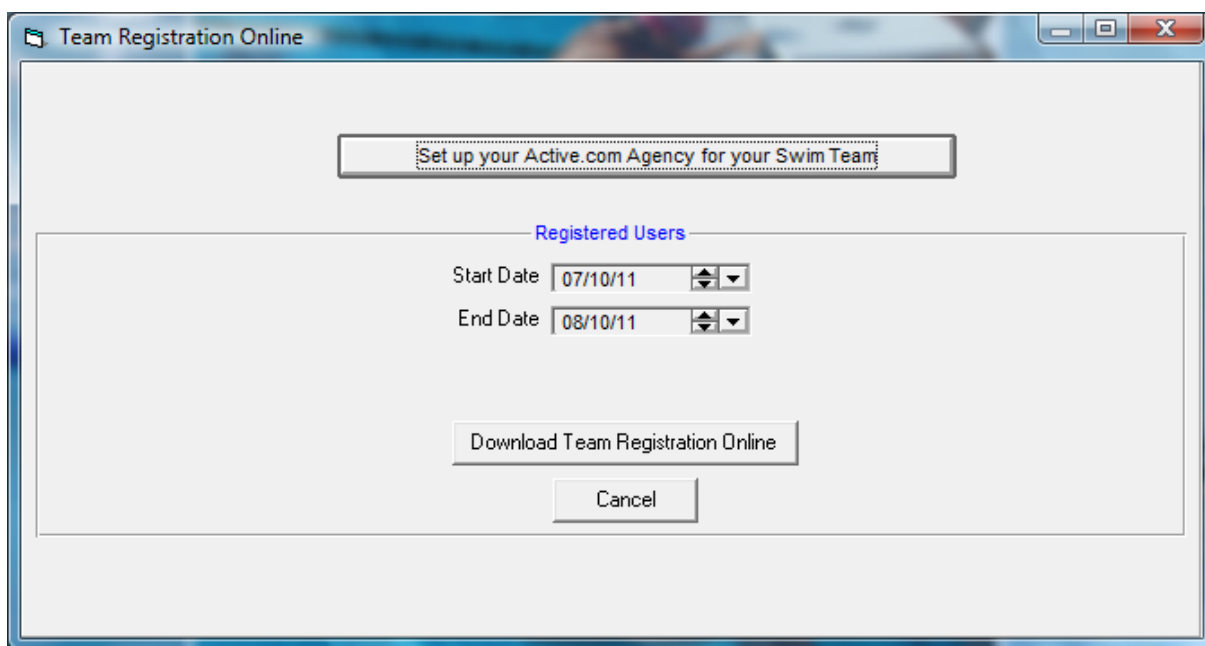
Step 3: The next set in the sync/import process is to pick the specific group of registrations that you wish to import. In going through the self setup process for AW, you were asked to setup at least one billing group. You could of set up many billing groups for your team based on a different registration fee charged for each group. After selecting what billing group(s) you wish to import, now click on the **Download Team Registration Online** button.
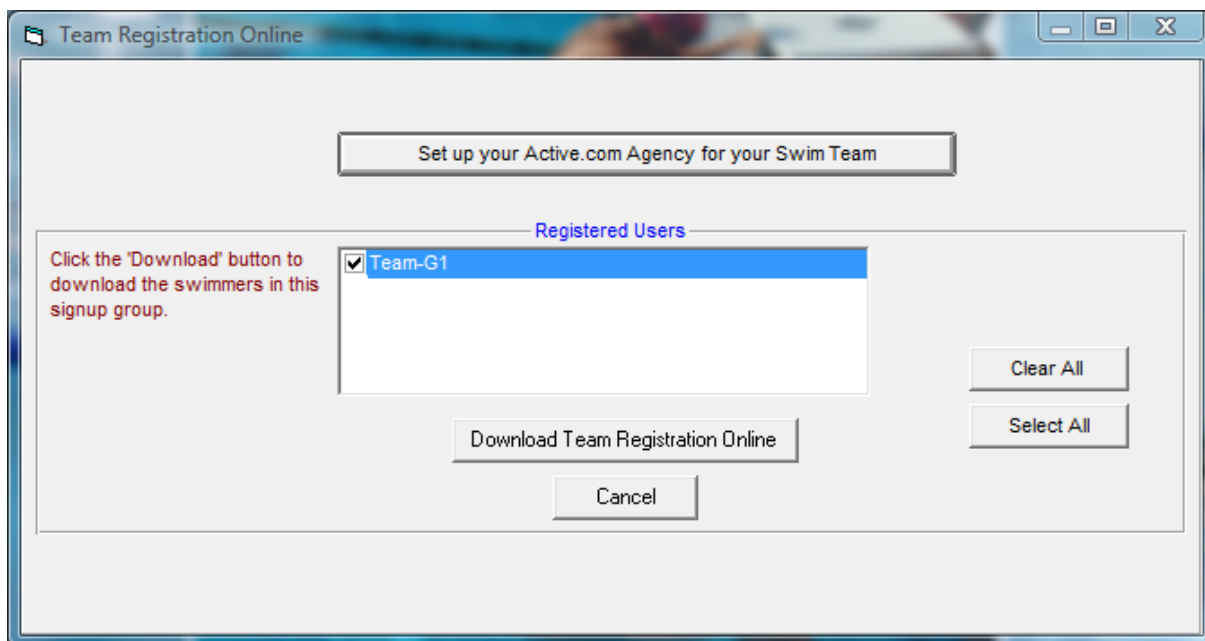
Importing and reviewing the Registrations

PLEASE NOTE: Just because Team Registration Online indicates a swimmer already exists in your database does not mean that some of his/her information has not been changed online. In general, it would make sense to import the swimmers that are in the Team Registration Online import whether they already exist in your database or not in order to update the existing swimmer information with "new" information that was entered online.

CAUTION: If you import the Team Registration Online swimmers then later edit their information using TM (for example, change a swimmer's telephone number because the Mom sent you an email) and then subsequently imported the same information again, TM will overlay the existing information about that swimmer with the information that was in the Team Registration Online import. In this example, the swimmer's "old" telephone number would replace the one you just updated.

You can **sort** the list you downloaded either by **Last Name** or **Birth Date**. You may choose which ones you wish to import into your TM Database or click on the **Select All Import** boxes button. TM will also let you know if any of these swimmers already exist and give you the choice of updating their information that is currently in your TM Database. Make your selections and then click on the **Import Selected Swimmers** button. TM will then add any new swimmers to your TM Database and edit any swimmer's information that already exists.

PLEASE NOTE: TM decides that a swimmer exists based on a match of Last Name, First Name, Middle Initial (if not blank) and gender.

Click on the **Create Report** button to create a report of all of the information that has been downloaded from **Team Registration Online**.

Import SWIMS Roster or NCAA Roster

To import a team's Athlete Roster from the USA Swimming SWIMS Database, from the **Main Menu**, click on **File**, then **Import**, then **SWIMS Roster or NCAA Roster**.

The SWIMS Roster import functions very similar to our standard **Import/Athlete Rosters**. This import however looks only for a HY-TEK .HY3 file that is downloaded from the USA Swimming SWIMS Database. Please Click Here for specific information on this topic.

Import SWIMS Results or NCAA Results

To import a team's Meet Results from the USA Swimming SWIMS Database, from the **Main Menu**, click on **File**, then **Import**, then **SWIMS Results or NCAA Results**.

The SWIMS Results or NCAA Results import functions very similar to our standard **Import/Meet Results**. This import however looks only for a HY-TEK .HY3 file that is downloaded from the USA Swimming SWIMS Database. Please Click Here for specific information on this topic.

Import USA-S Meet Entries

To import a team's Meet Entries for a USA Swimming National Meet that is using the USA Swimming Online Meet Entry System, from the **Main Menu**, click on **File**, then **Import**, then **USA-S Meet Entries**.

The USA-S Meet Entries import functions very similar to our standard **Import/Meet Entries**. This import however looks only for a HY-TEK .HY3 file that is downloaded from USA Swimming. Please Click Here for specific information on this topic.

Import T&F TEAM MANAGER Roster

This is a great feature for moving **administrative information** from a Track & Field TEAM MANAGER Database to Swim TEAM MANAGER Database.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **T&F TEAM MANAGER Roster**. TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the athlete file is on a diskette, put the diskette into your Drive A and select **A** from the Windows Open dialog box. TM will select all the files with the following file extensions - **TCL** and **ZIP**. Pick the one you wish to import and click on **OK.**

If you selected a ZIP file, TM will unzip that file into a temporary directory named **TM7Temp** and then ask you to choose from the list of files that were extracted.

Check the Data

After you have selected the file you wish to Import, TM will read the file and make various **integrity checks**. These checks are important because you do not want to import "**bad data**". At the conclusion of the data integrity checks, TM will display information about the file that was selected including who created the file and when it was created.

Ready To Import

At this point in the process, TM is ready to import Track and Field Athletes and integrate them into your TEAM MANAGER for Swimming Database.
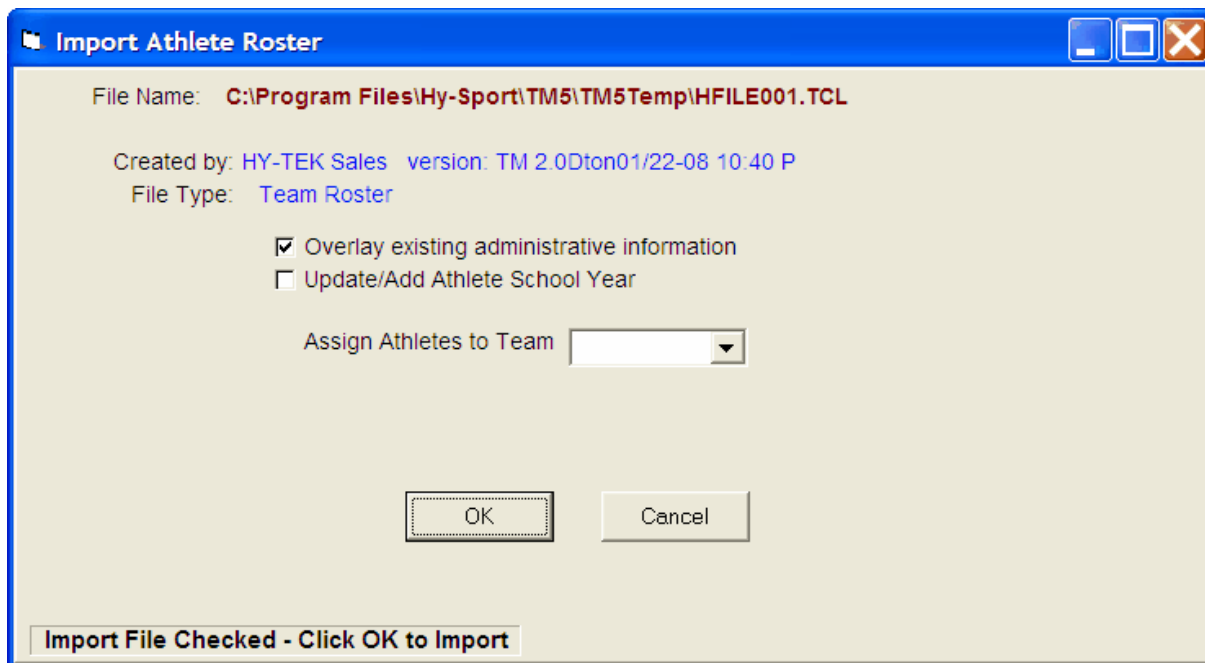
Pick a team in your TM Database to assign these athletes to and then click on the OK button. TM will import those T&F Athletes and assign them to the team you specified. All the administrative information will be brought over including fields like name, birth date, gender, emails, addresses, etc.

Import Workouts

To import workouts from the **Main Menu**, click on **File**, then **Import**, then **Workouts**. Or click on **Workouts**, then **Tools**, then **Import Workouts** and the following screen will appear.
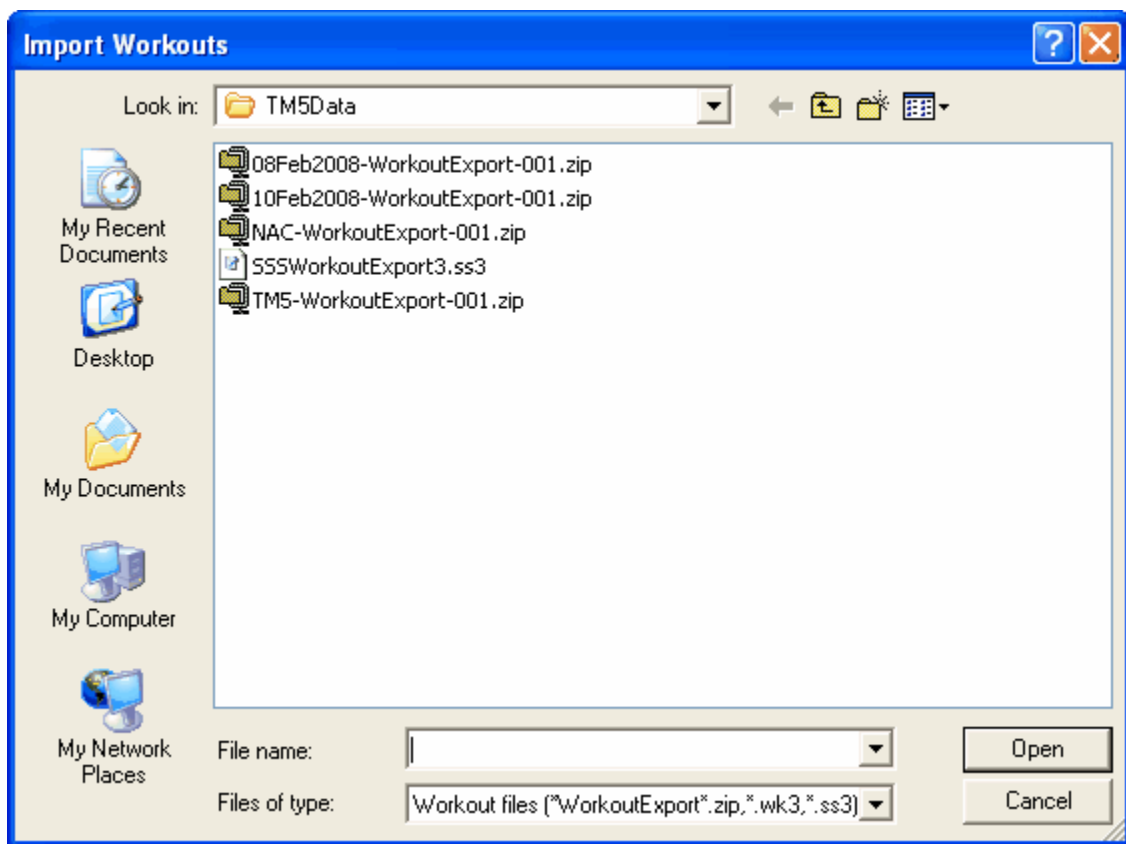
The workout files must have been created by the **WORKOUT MANAGER** option in **TM** or **Super Sport Systems**, and the files will either have .wk3, ss3, or .zip as the extension. A zip file will contain the .wk3 file or the ss3 file, and the zip will be named with the team abbreviation and "-WorkoutExport-" or will be a custom name created by the user such as 08Feb2008-WorkoutExport-001 as shown above. If the team abbreviation is NAC, the default name will be NAC-WorkoutExport-001.zip. An example file created by **Super Sport Systems** might be SSSWorkoutExport.ss3.

You must choose where to look for the export file: use the drop down menu **Look in** to find the folder where the export file is located.   Highlight the appropriate file, and click **Open**.

If the import file was a zip file, **TM** will unzip the file and save it to a temporary folder, and the following screen will appear.
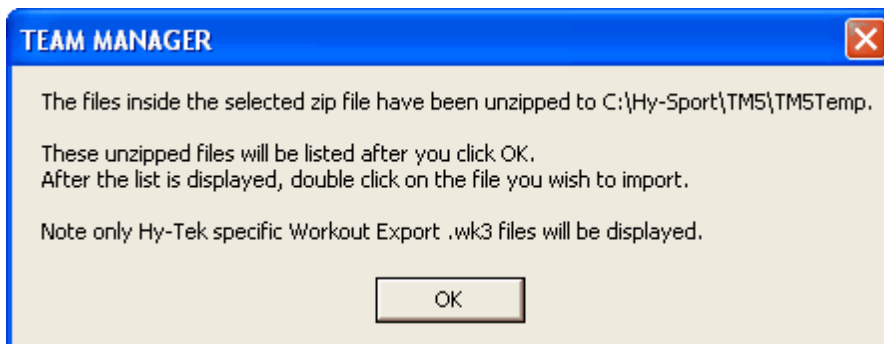
Click OK, and a pop up window will appear; highlight the .wk3 or .SS3 workout file you want, and click **Open.** After the import file is opened, a screen similar to the one below will be displayed. If it is the desired file, click **OK**, and the workouts will be added to your current set of workouts.
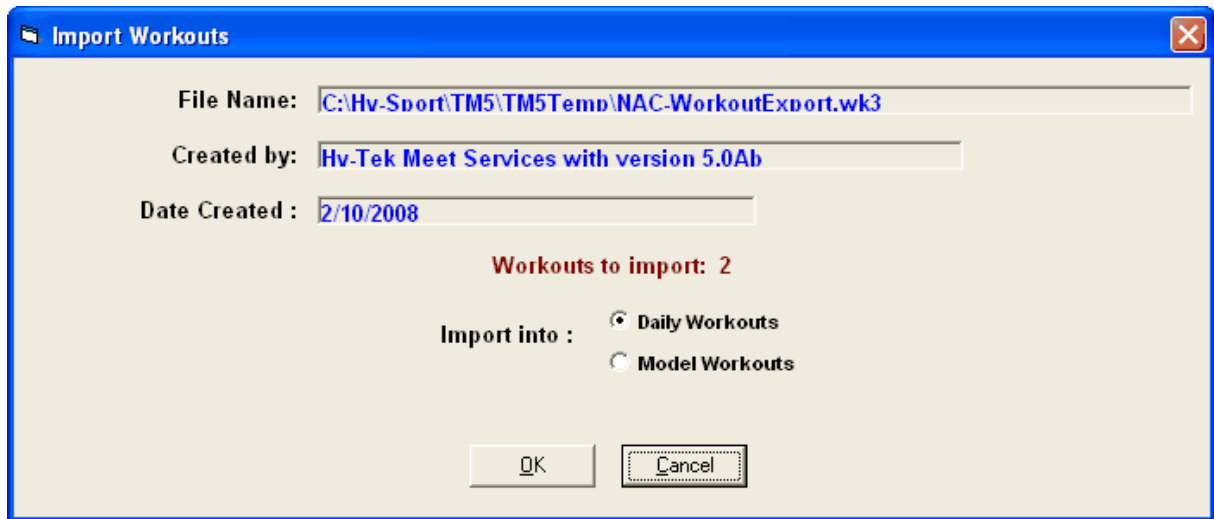
NOTE: When importing, no workouts are erased. If you import the same file again, you will have 2 copies of each workout.

Super Sport Systems (ss3) Note
Super Sport Systems is a web based product that can **export workouts** that can be **downloaded** from the SSS web site and **imported directly into the workouts in TM**. When importing ss3 workouts, each workout within the ss3 file has an athlete name. **WORKOUT MANAGER** will search TM's athlete roster for an athlete match and if it finds a match, the WM group and WM subgroup for that athlete will be assigned to the imported workouts

Export menu

Click on **File** / **Export** and pick from the following list.

| Meet Entries |
| Meet Results |
| Best Times |
| Proof of Time |
| Athletes/Teams |
| Athlete Email |
| Registration |
| Registration Reconciliation |
| Convert Hy-Tek Entries CL2 to SD3 |
| Pro Swimmer for Palm OS |
| Team Stats Online |
| Athlete Fields in CSV format |
| Generic Data in MS Access |
| Workouts |
| PaceClock ▶ |
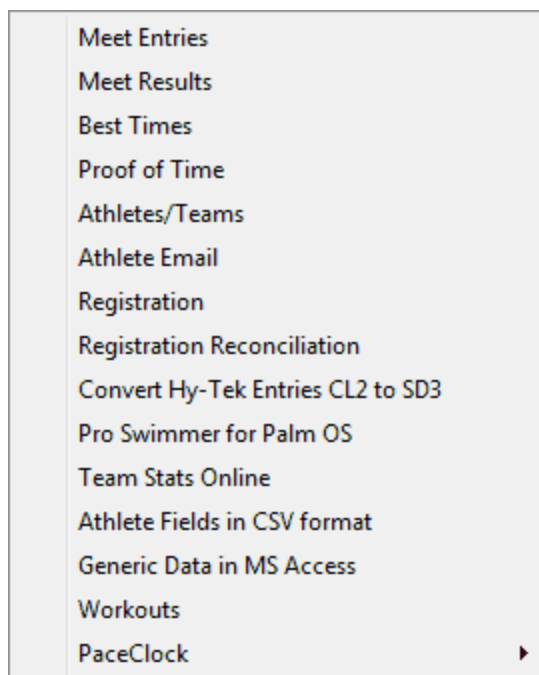
Export Meet Entries
[How to Declare Meet Entries](#)

Providing meet entries for an upcoming meet is a very important function of TM. You may want to export entries directly to the **meet host** or to export meet entries to be **merged** with another coach's entries into the main team database. Whether you are exporting to a meet host, to another TM Database, or to **Sports BUSINESS MANAGER** to computer meet entry fees, the process is the same.

Of course the first step in providing meet entries is to declare who is swimming which event as well as each swimmer's entry time for that event. Please click Here for specific information on declaring meet entries.

After the meet entries have been declared, you can print the Meet Entry Report and then mail or fax that report to the meet host. But that would mean that the meet host would have to manually enter all of your entries into their Meet Management software. That process would be error prone as well as slow. A more productive way to provide your meet entries to the meet host would be to export them to a diskette or file so that they could import those entries - much faster than keying and no errors!

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Meet Entries**. If you plan on mailing these entries to the meet host, specify Drive A as your Export Drive. If you want to e-mail them, specify any directory on your hard drive as the Export Drive/Directory. Here is an example of a Meet Entry Export screen.
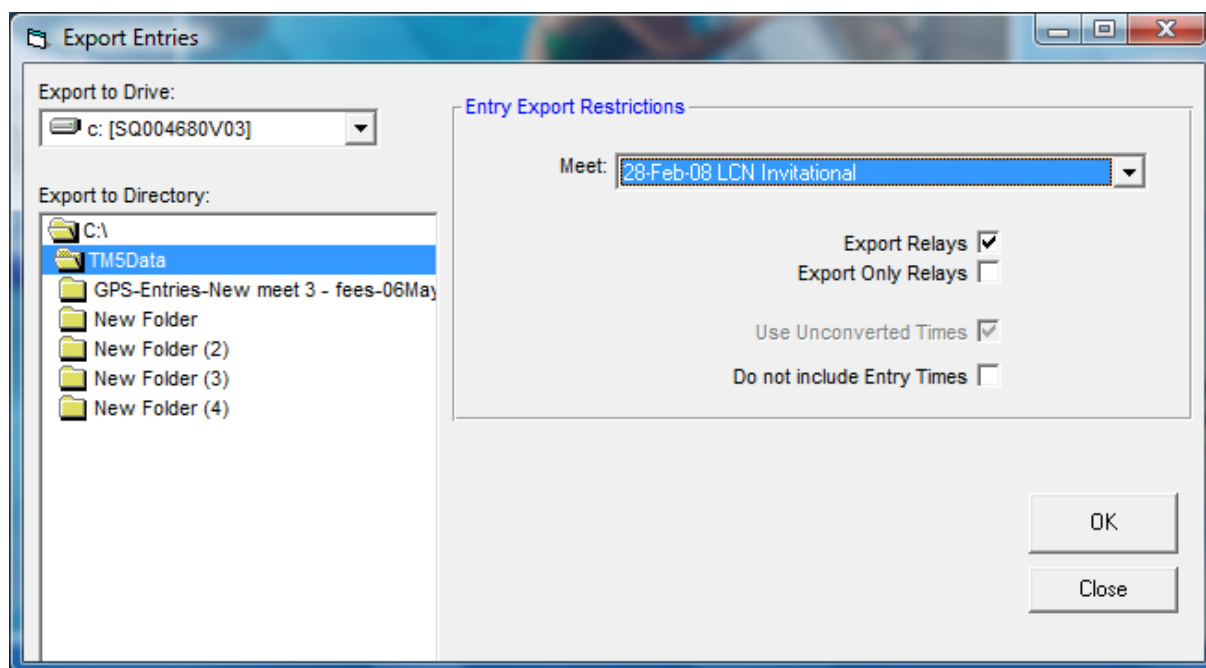
Now select the meet for which you want to export entries. You have the option to **Include Relays** as well as **Use Unconverted Times**. TM will always use unconverted times for YO, LO, SO, or multi-cut type meets. If you do not want to export each swimmer's entry time as their best Time, then choose **Do not include Entry Times** and TM will export an NT as each swimmers' entry times. Check the appropriate box and TM will honor your selection.

When you click **OK**, TM will build two export files and then ZIP them as one file. This one zip file has the following naming convention:

TTTTT-Entries-NNNNNNNNNNNNNN.ZIP

where "TTTTT" is the Team Abbreviation and "NNNNNNNNNNN" is the name of the meet followed by the date of the meet.. For example, if the Meet Entries are for the Team "FAST", the exported meet entry file name might be

FAST-Entries-Summer Championships-17July2010.ZIP

This zipped file really contains two meet entry files - a CL2 file and a HY3 file. All currently supported HY-TEK Meet Management products will import the HY3 file and most other products will import the CL2 file. The "newer" HY3 file contains many fields and additional functionality that the "older' CL2 or SD3 files do not contain. For example, the HY3 file supports heat and lane assignment declarations and longer swimmer names. But both files are provided so that no matter who receives your meet entries, they will be able to import them successfully.

Check What You Have Exported

After you have built your meet entry export file, click on **Reports** and then **Export/Import File Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the meet entries you are sending to the meet host. This report should match the standard Meet Entry Report that you have built, but it's a good idea to check it. We suggest

that you include this report with your diskette if you are mailing your entries to the meet host. Click Here for information about this report.

E-mail Entries

If you would like to **e-mail these entries** to the meet host, just use your standard e-mail software and attach the ZIP file. When the meet host receives that file, they will import it and your team will be entered in their meet.

Export Meet Results

There may be a situation where you wish to Export Results for a specific meet that you have either already entered by hand or imported from your TM Database to another TM Database. For example, your coach may be in the middle of setting up entries for a new meet and rather than giving him a Backup of the Database that you are maintaining and overlaying what he/she has done, you may want to give him/her only the last meet's results that he/she doesn't have. Or, you might want to export Meet Results filtered by a specific Team or Group for a new Team that is just setting up their Database. Or, you might want to export meet results from just your last season to import into an empty database to establish a baseline for your new season.

> **NOTE:** The Meet Results Export will include ONLY swimmers who have results. If you want to move ALL of your swimmers from one TM Database to another, first use the Export Athletes/Teams then bring over your Best Times.

> **NOTE:** To export Meet Results or Best Times for **ONE Swimmer**, use the Export Results feature in the Athlete Browser.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Meet Results**. If you plan on mailing or taking this information to another computer, specify Drive A or your thumb drive as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory. Now choose the meet you wish to export - we suggest leaving the course filter blank so that all the results of this meet will be included.

You can restrict the meet results to meeting a specific **Time Standard** and you can specify if you want to include **Relays** or **Splits** in your exported file. Customize the Athlete filter choices by **LSC**, **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive** swimmers in this export. You can pick one specific meet, all meets, or all meets Since a specific date.

When you click **OK**, TM will build one export file containing the exported information. This is a **HY-TEK Sports Software Data Interchange File** with a file extension of HY3. TM will then ZIP this file using the following naming convention:

TTTTTTT-Resultsxxx.ZIP

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the meet results are for the Team "FAST", the exported file name would be

FAST-Results001.ZIP

Check What You Have Exported

After you have built your export file, click on **Reports** and then **Export/Import File Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the information you have exported. Click Here for information about this report.

E-mail the File

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

Copyright©HY-TEK Sports Software part of Active

Export Best Times

There may be a situation where you wish to Export Best Times from your TM Database to another TM Database. For example, you may want to set up a new TM Database either for a new season or for a new coach that is handling a specific group of Swimmers. Or, you might want to export Best Times filtered by a specific Team or Group for a new Team that is just setting up their Database.

> **NOTE:** To export Best Times for **ONE Swimmer**, use the Export Results feature in the Athlete Browser.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Best Times**. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory. Choose the appropriate course filter for Yards, Short Course Meters (SCM), or Long Course Meters (LCM).

Please note that the Best Times export will create **ONE MEET** that includes all of the best times for the swimmers selected. If you want to maintain the Proof of Time information about each meet, we recommend you use the Meet Results export.

You can restrict the Best Times to meeting a specific **Time Standard** and you can specify if you want to include **Relays** or **Splits** in your exported file. Customize the Athlete filter choices by **LSC**, **Team**, **Group**, **Subgroup**, **School Year**, and **Gender** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive** swimmers in this export. And you can also filter the export with a **Since Date** in order to include times swum "Since" a particular date - like for this season only.

If you want to include ONLY swimmers who have meet results, then uncheck the **Include Swimmers with No Results** check box. If you want to move ALL of your swimmers from one TM Database to another and include their Best Times (if any), then click on the **Include Swimmers with No Results** check box.

When you click **OK**, TM will build one export file containing the exported information. This is a **HY-TEK Sports Software Data Interchange File** with a file extension of HY3. TM will then ZIP this file using the following naming convention:

<div align="center">TTTTTTT-Bestxxx.ZIP</div>

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the meet results are for the Team "FAST", the exported file name would be

<div align="center">**FAST-Best001.ZIP**</div>

Check What You Have Exported

After you have built your export file, click on **Reports** and then **Export/Import File Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the information you have exported. Click Here for information about this report.

E-mail the File

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

Export Proof of Time

If your swim organization keeps its meet results in a TM Database, exporting Proof of Time (POT) data may be very helpful in ensuring the integrity of meet entries for any meet. For example, if your swim organization, league, province, or LSC is running its championship meet, you can export POT information from your TM Database to be used by the meet host to verify meet entry times. **MEET MANAGER** *for Swimming* will use the POT export from TM to check each entry time that has been entered for that meet.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Proof of Time**. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory. Please note that this POT Export will include each swimmer's best times in **ALL THREE COURSES** - Yards, Short Course Meters (SCM), and Long Course Meters (LCM).

You can customize the Athlete filter choices by **Gender, LSC**, **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive** swimmers in this export. And you can also filter the export with a **Since Date** in order to include times swum "Since" a particular date - like for this season only.

When you click **OK**, TM will build one export file containing the exported information. This is a **HY-TEK Sports Software Data Interchange File** with a file extension of HY3. TM will then ZIP this file using the following naming convention:

TTTTTTT-Proofxxx.ZIP

where "TTTTTTT" is the Team Abbreviation specified in the Team filter or "AllTeams" if no filter is specified, and "xxx" is a sequential number beginning with "001". For example, if the POT Export is for the entire Database, the exported file name would be

AllTeams-Proof001.ZIP

E-mail the File
If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

Export Athletes/Teams
There may be a situation where you wish to Export Athletes/Teams from your TM Database to another TM Database, from your TM Database to your team's **Sports BUSINESS MANAGER**'s Database, or to **MEET MANAGER** *for Swimming* (MM). For example, you may want to set up a new TM Database either for a new season or you might want to export Athletes for a new Team that is just setting up their

Database. You may want to export just your Athletes to MEET MANAGER for an upcoming High School or College Dual meet, or export your Athletes' e-mail addresses to Outlook Express.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Athletes/Teams**. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory.
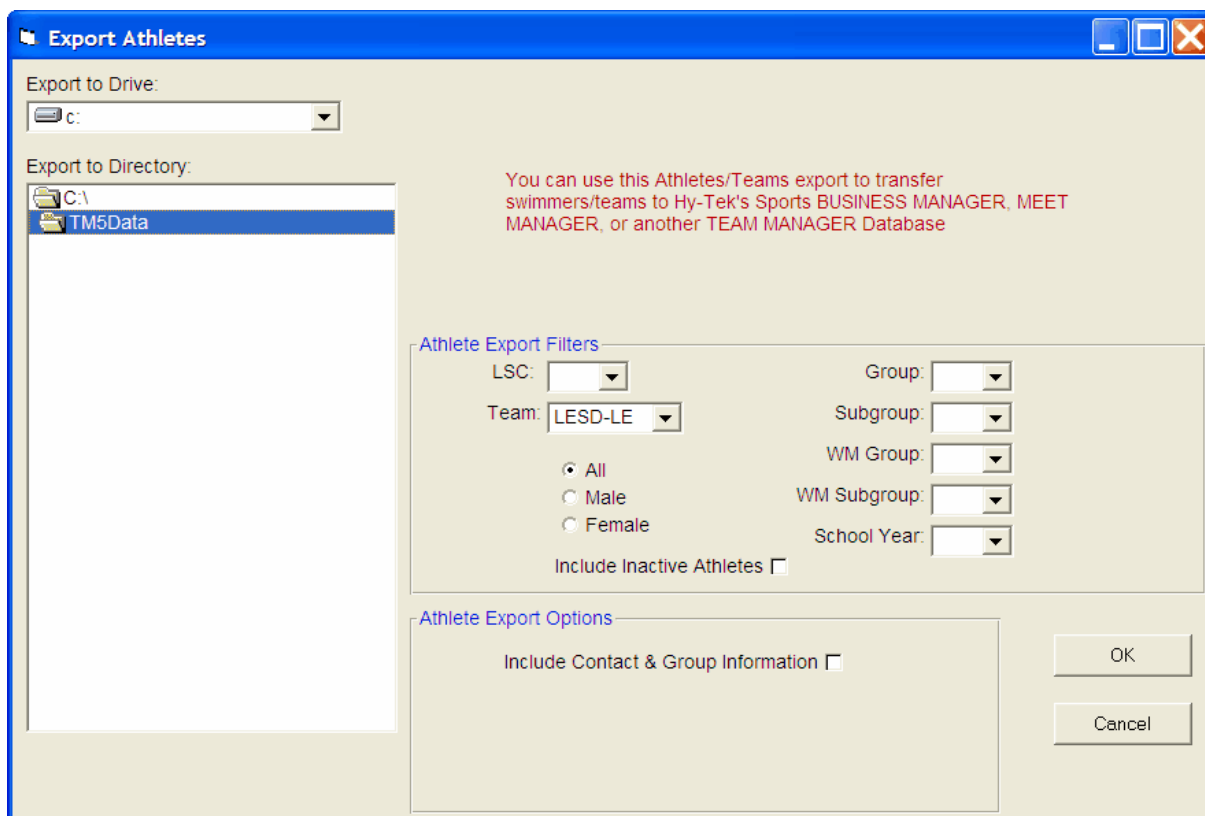
Customize the Athlete filter choices by **Gender, LSC**, **Team**, **Group**, **Subgroup**, **School Year, WM Group**, and **WM Subgroup** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive** swimmers in this export. You can further customize the exported information by checking the **Include Contact & Group Information** check box and the export will then include each swimmer's address, telephone, and e-mail information as well as what Group, Subgroup, WM Group, WM Subgroup, and School Year for later import into another TM Database. You must check the **Include Contact & Group Information** check box if you wish to export this information to **Sports BUSINESS MANAGER**.

When you click **OK**, TM will build a file containing the exported information. For the Roster export of Athletes, the file that is built is a **HY-TEK Sports Software Data Interchange File** with a file extension of HY3. TM will then ZIP this file using the following naming convention:

TTTTTTT-Rosterxxx.ZIP

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the meet results are for the Team "FAST", the exported file name would be

FAST-Roster001.ZIP

Check What You Have Exported

After you have built your export file, click on **Reports** and then **Export/Import File Report** and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the information you have exported. Click Here for information about this report.

E-mail the File

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

Export Athlete Email

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Athlete Email**. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory.

Customize the Athlete filter choices by Gender, LSC, Team, Group, Subgroup, School Year, WM Group, and WM Subgroup or leave these filter choices blank to include ALL athletes. You can also choose to include InActive swimmers in this export. TM will export a file with each email address you have entered as long as there is an associated Contact last and first name associated with it. The format will be: Last Name, First Name, and Email address.

If you choose **"Include ONLY Selected Email Addresses"**, TM will use the ones that were opted in from the Export Email tab in the Add Athletes screen.

An example of that e-mail export file name is **TM6Emailxxx.csv** where xxx is a number beginning with "001". This file can be imported into products like Microsoft's Outlook or Outlook Express.

Export Registration

A swim organization may want to set up a process to periodically register athletes. This registration may take place at the team level and then each team would export the registration information for the athletes to a central Registration Database. The Export Registration feature allows a team to mail or e-mail a registration file that contains specific registration information about each athlete. The particular Athlete registration setup and export in TM is specifically designed to accommodate **USA Swimming's National Registration** process. This file cannot be imported into any HY-TEK Sports Software product. Click Here to find out how to enter registration information about each swimmer.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Registration**. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory.

You may customize the Athlete filter choices by **Gender, LSC**, **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes.

Select to include swimmers whose registration statuses fall under **New Registrations**, **Renewals**, **Changes**, **Deletes** or **Upgrades** or any combination of those five, as well as the **Batch Number** for the export.

Swimmers will be exported in the NEXT batch if:
- Their contact mailing and home phone numbers have been entered.

AND

- Either their Registration Status has changed since the last export
<div align="center">OR</div>
- They have been specifically declared to be included by editing the swimmer from the Athlete Browser, clicking on the Registration button, then clicking OK and answering Yes to the export confirmation choice.

You really have two ways of exporting registration information:

1. **Specify Batch 0**
   You have two choices when exporting swimmers for a new batch. On each Export, TM will assign the next sequential Batch Number to the new export - this Batch Number is **remembered** in case you want to re-export those swimmers again.

Include Athletes

○ Export only the Swimmers who changed their Registration Status since the Last Export (Recommended)

○ Export ALL Swimmers (based on the Team/Group filters chosen) for whom Registration has been set up. Those swimmers for which the Registration has changed since the last export will be exported and others will be exported as RENEW. Please check out the Teams/Maintenance/Registration Status feature for more options for this choice.

- If you wish to export ONLY swimmers that have changed their registration status since the last batch export, specify a Batch Number of 0 and choose the first radio button. For example, click the **New**, **Renew** and the **Change** boxes and TM will export any swimmer who has changed their Registration Status since the last export to a New, Renew or Change status. This is our **Recommended** choice.
- Click on the 2nd radio button choice and TM will not only export swimmers that have changed their registration status since the last batch export (as in the first choice), but will also change the Registration Status to **Renew** for any other swimmer for which Registration has been set up (except those with a Delete status) and then export those swimmers too. This choice is designed to export a complete batch of new and previously registered swimmers, usually at the beginning of the registration period.

Click on the   Report of Swimmers to be Exported   button when selecting Batch 0 to get a list of all of the swimmers that are a candidate for this export.

2. **Specify a Previous Batch Number**
   Choose a Batch Number that was previously exported and TM will export those swimmers again that were included in the Batch that have not changed their registration status. This is a nice feature in the case that you export your new registrations to your Registration Chairperson and the diskette gets damaged so you will have to re-export, for example, Batch #3. If you have changed a swimmer's registration status say from **New** in Batch #3 to **Change**, that swimmer will no longer be included if you re-export Batch #3.

Reset Next Batch Number To 1
Click on this button and TM will reset the next Batch Number to be exported to 1. This is a nice feature to use to indicate the start of a new season.

When you click **OK**, TM will build one file containing the exported information. This is a **USA Swimming Data Interchange File** with a file name of based on the team's two character LSC code, 4 character Team abbreviation, and the Batch number. **MD-CCY-RegBatch005**.**SD3** is an example of a file that has been exported by TM. TM will then ZIP this file using the same file name with the ZIP file extension.

Globally Changing Registration Status Information

Click on **Team** from the TM Main Menu Bar, select the appropriate Team, and then click on **Maintenance** and then **Registration Status** to globally reset your swimmer's registration status. Click Here for more information.

E-mail the File

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

Export Registration Reconciliation

Click on **File** then **Export / Registration Reconciliation** and TM will export a file that can be used with USA Swimming's SWIMS database to check registration IDs for your swimmers.

Check with your team's registration person or your LSC Registration Chairperson for specifics on how to use this file with USA Swimming's Online registration database to help you correct any mistakes in your swimmer's registration ID.

Export to Team Stats Online

Team Stats Online is an Internet web based product that displays performance information about your team's swimmers. Please click Here for more information about **Team Stats Online**. The information displayed by **Team Stats Online** is exported to the web directly from TEAM MANAGER.

In order to export information about your swimmers to **Team Stats Online**, click on **File** from the Main Menu Bar and then **Export** and choose **Team Stats Online**. TM will then display a menu screen so that you may customize exactly what you wish to export.

First, enter Contact Name, Contact Email Address, and optional Comments; this information will be displayed on your team's **Team Stats Online** web page. Next, enter your export choices and filters.

Administrative Information

Team Contact Person
This information will be displayed on the **Team Stats Online** main page when your Team is selected so that there is a contact person in case there are questions about your team's export - this is a required field.

Contact Person's Email Address
This information will be displayed on the **Team Stats Online** main page when your Team is selected so that there is a way to contact you in case there are questions about your team's export - this is a required field.

Comments
This information will be displayed on the **Team Stats Online** main page for your team.

Export Choices and Filters

You may choose to export the information from your TM Database to **Team Stats Online** with or without **Relays** or **Splits** - please check or uncheck the appropriate check box right on the **Team Stats Online** export menu screen.

The **Team Stats Online** Export screen will default to a **Since Date** of a maximum of four years - you can edit the Since Date to include results for a shorter time span if you wish.

You can specify a **Season Start Date** so that your swimmers and parents can see your Team Rank in any age group, gender, stroke and distance beginning with that date. TM will default the Season Start Date to your Favorite Filter Season Start Date as well as your Favorite Filter Course. For example, you can upload 4 years worth of data but also provide the option in the Team Rank listing for **Team Stats Online** to show Best Times beginning January 1, 2004 defaulting in Yards. The Season Start Date feature will also show only one Best Time for each swimmer if a swimmer swam the same best time in two or more meets.

You may include one **Time Standard**, up to three **Records**, or any of the **Points Systems**.

You may filter the **Team Stats Online** export by **Team**, **Group**, **Subgroup**, or **Gender**. If you have chosen the Team Option for **Team Stats Online**, you can export a **maximum of three teams** from your TM Database. the League option for **Team Stats Online** has no limit for the number of Teams that may be exported.

You may choose **Meet Entries** from up to five meets that will be displayed on the **Team Stats Online** Meet Entry Browser. Only meets "in the future" that have entries will be listed.

Click on the "Start upload immediately after export file created" check box as shown below if you want to start the upload process without providing confirmation after the export file is built.

☐ Start upload immediately after export file created

The Upload Process

After you have chosen your export filters, click the **OK** button and TM will perform the following steps.

- Connect to the **Team Stats Online** web site.
- Run a quick upload test and estimate how long it will take to upload your particular Database.
- Begin to upload the exported information to the **Team Stats Online** Database and show a running Progress Bar.

When the message is displayed, "Upload Complete", click on the **Close** button. Now you are ready to access your **Team Stats Online** Online Database.

How to Link to the Online Database

To access the information for your Team/School/Club or League/LSC, you can either:

- Set up a link from your team's web site directly to your particular **Team Stats Online** Database. After the export has been completed, TM will display the unique team link (URL) that you can provide to your web master. You can right mouse click on that link and then click Copy and then Paste it right on your site. Then swimmers and parents can use **Team Stats Online** directly from your team's web site.
- Go to **www.sports-tek.com/TMOnline** and choose your team from the list of teams provided.

NOTE: If you choose to link to your Team's/League's **Team Stats Online** page from your web site and do not want to list your team in the **Team Stats Online** Team/License list, please e-mail us at HyTekSupport@active.com and we will "Hide" your Team License Name from the **Team Stats Online** select list.

NOTE: Team Stats Online stores your TM Database information that has been exported based on your **LICENSE NAME**. Your License Name is displayed on the TM Main screen as well as Help/About. For example, your team abbreviation could be FAST-LE and your License Name be Fairfield Area Swim Team. The License Name of Fairfield Area Swim Team will be the name in the **Team Stats Online** Team List box that will be selected by anyone wishing to view the **Team Stats Online** information about your team.

NOTE: If you have **Firewall** software on the computer you are using to upload the **Team Stats Online** file, you may have to turn the Firewall software off, upload the **Team Stats Online** file, then turn the Firewall software back on.

Export Athlete Fields in csv Format

There may be instances in which you want to further customize athlete information for your team or league. This export feature allows you to choose the athlete fields that you wish to customize and then export those fields into the industry standard **C**omma **S**eparated **V**ariables (CSV) format and subsequently import that file into Excel, Access, or most other products.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Athletes Fields in csv Format**. You may filter the export by Gender, Team, Group. Subgroup, etc. in order to customize the set of athlete data you wish to export.
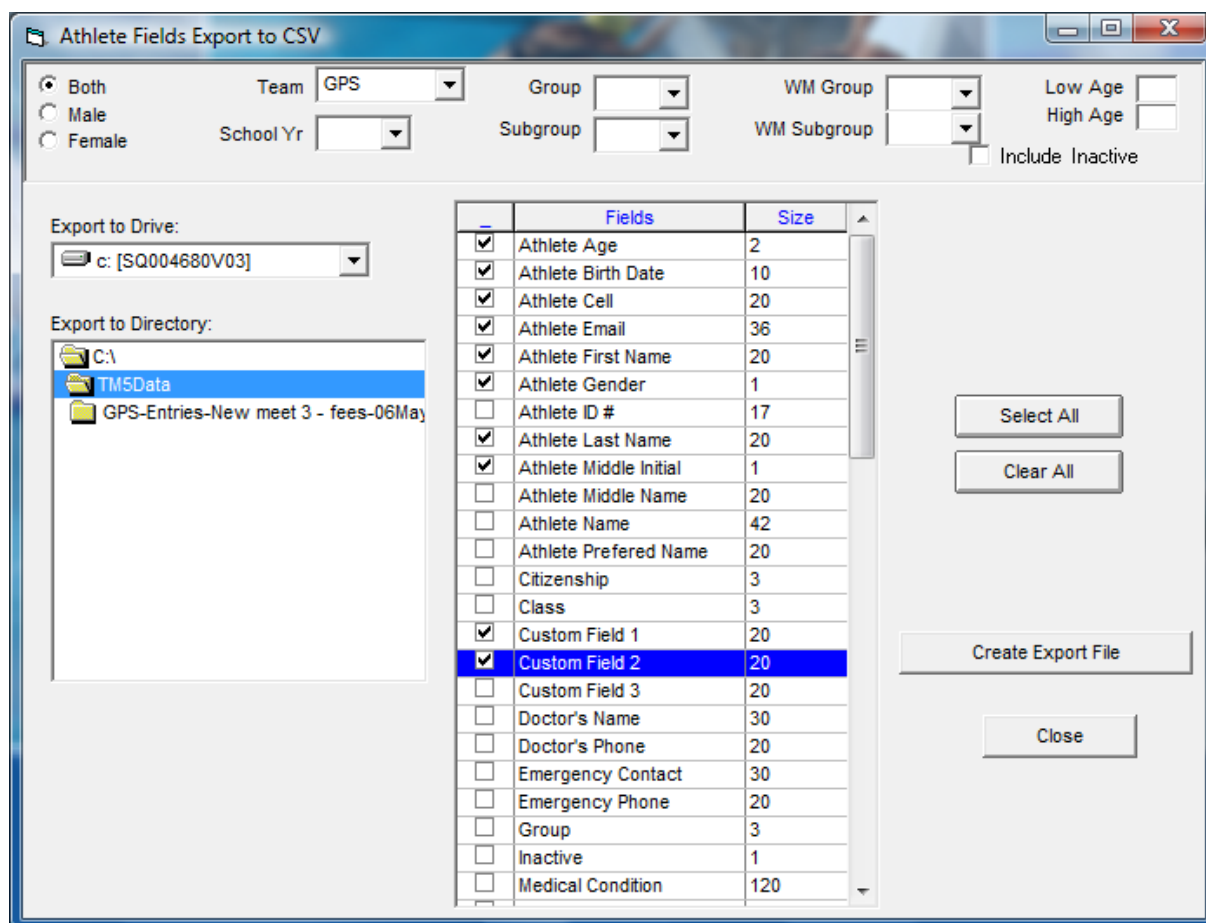
Pick from the list of Athlete data fields and then click on the **Create Export File** button and TM will export those fields to the Drive and Directory that you have chosen. For example, if you are using Microsoft's Excel software, start Excel and click on File then Open and pick files of type *.csv. Select the file you just exported from TM and Excel will import that file, one field per column with the column headers.

Export Generic Data in MS Access

The TM 6.0 Access database is password protected so that changes cannot be made to the data outside of TM. If it is desired to manipulate the data for statistical purposes using MS Access 2003, Excel or some other tool that can import or convert an MS Access database, you can export the data to an MS Access database that is not password protected. You have several options for the export as detailed in the screen shot below.

- Export Athlete Information ONLY
- Export Athlete Information and Individual Meet Results
- Export Athlete Information and Individual/Relay Meet Results
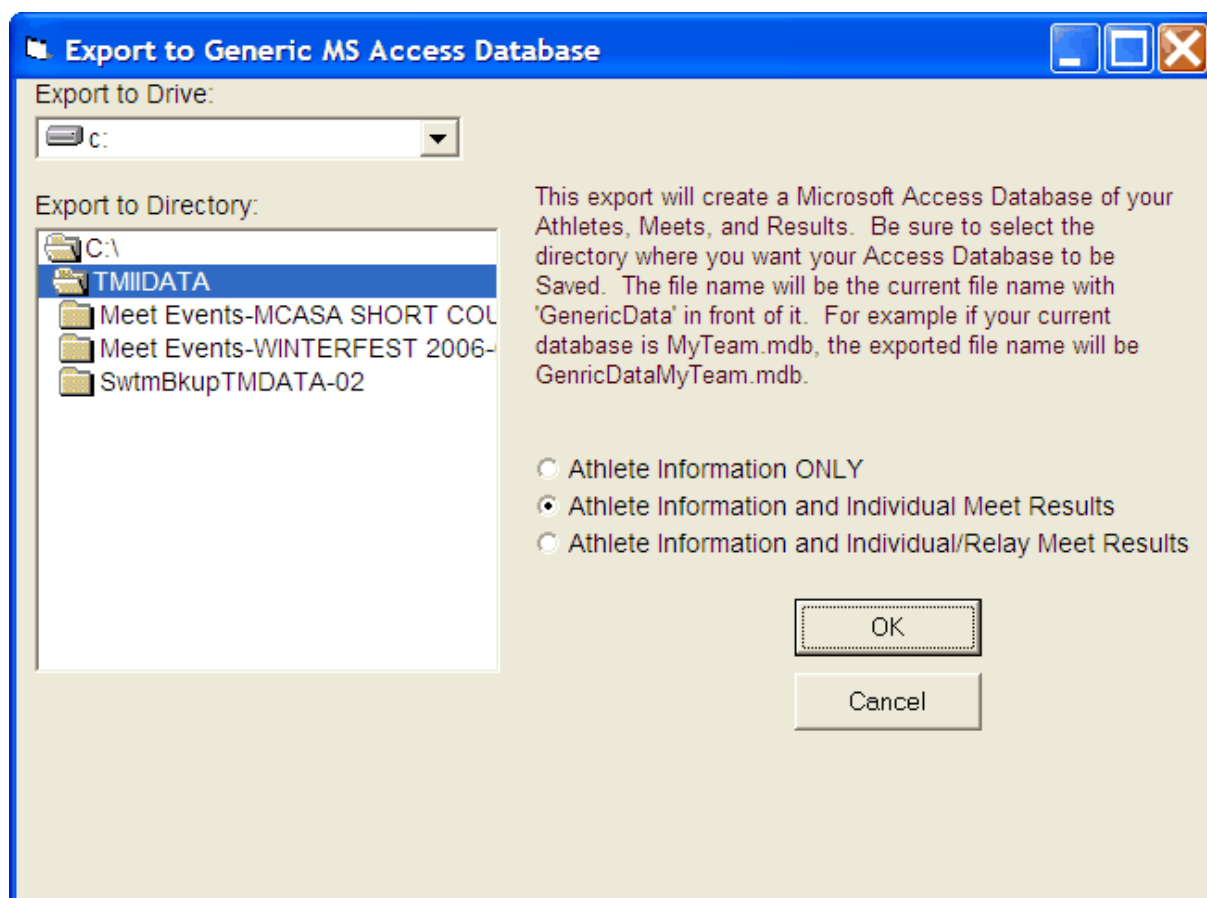
Export Workouts

To export workouts from the **Main Menu**, click on **File**, **Export**, and then **Workouts**. Or click **Workouts**, then **Tools**, then **Export Workouts** and the following screen will appear that will allow you to select any set of workouts. You can filter the workouts in several ways.
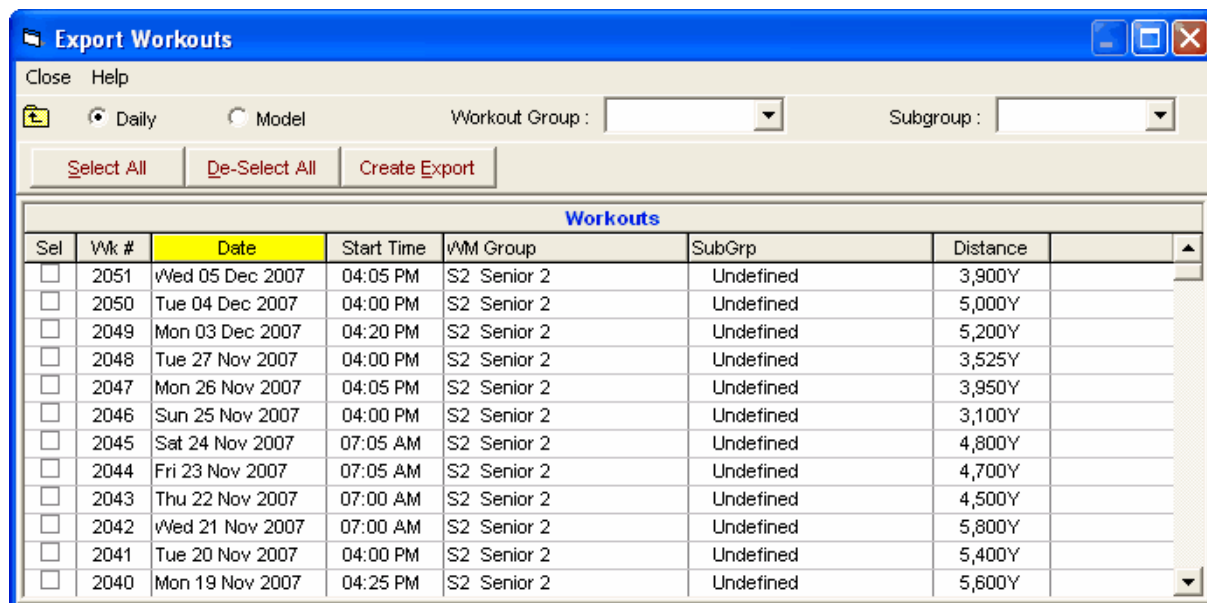
First, select either **Daily** or **Model** types, then filter your choices by selecting a **Workout Group** or **Subgroup**. You can **Select** or **De-Select All** workouts or click them one at a time. When you have made your selections, click on the **Create Export** button to get a window where you select the location for the export.
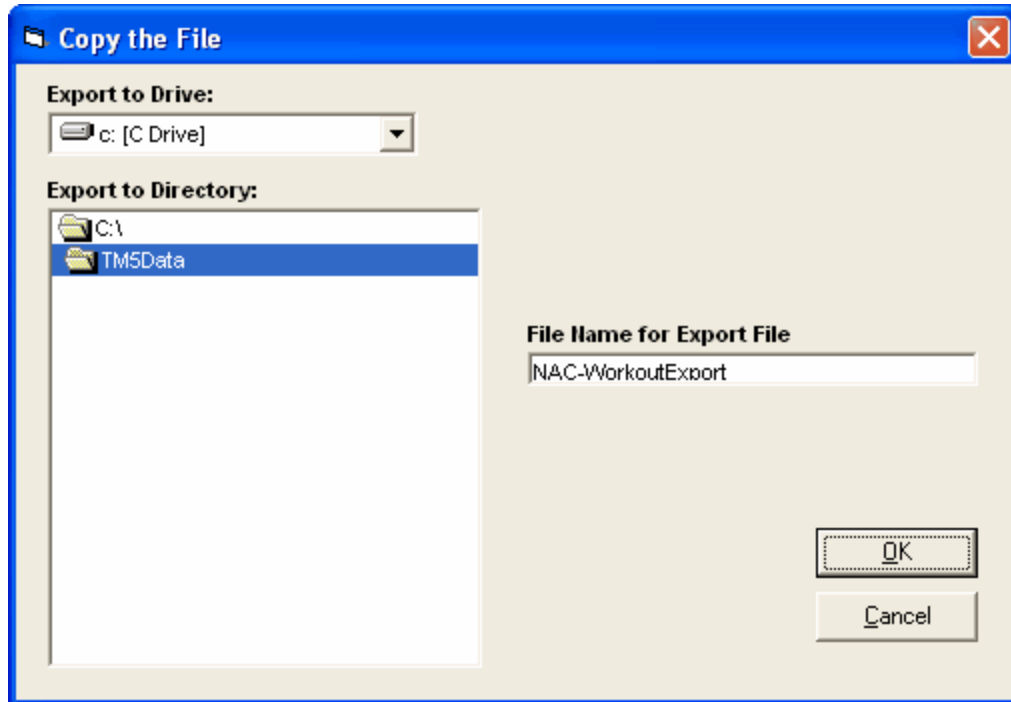
First, select the **Drive** (C:\ ) and the directory where you want the workouts exported to. Then, you have a choice to edit the **File Name for Export File**. Now click **OK**.

TEAM MANAGER will zip the file and the following screen will appear.
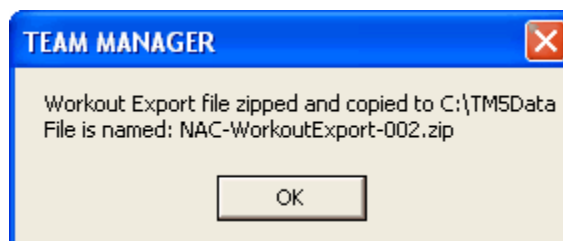
Now, you can email the File or give it to someone on a flash drive; the receiver just has to Import the file using TM's **WORKOUT MANAGER** import workout menu.

Export Pace Clock

The function of the **Pace Clock Interface** is to transfer workouts written in **Workout Manager** to any of the various timing machines that have a pace clock capability. Thus, you will be able to avoid having to manually enter workouts into the timing machine or pace clock machine. Currently, this module is only

available for **Colorado Timing Systems machines** (CTS 4, CTS 5, and CTS 6 Pace Clocks) and **Daktronics machines** (OmniSport 2000, OmniSport 6000, and PC 2000).

> **NOTE:** The **Pace Clock** feature is a product **Option** for **TM**. Please click Here for information about options.

There are two ways to access the **Pace Clock** Option: From the **Main Menu**, click on **Export**, then **Pace Clock**; now select CTS or Daktronics. Or from the **Main Menu**, click on **Workouts**, then **Pace Clock**; now select CTS or Daktronics. If you choose Daktronics, the top of the window that appears will allow you to select the Daktronics product you are exporting to. If you choose CTS, there is no need to select the CTS product you are exporting to.
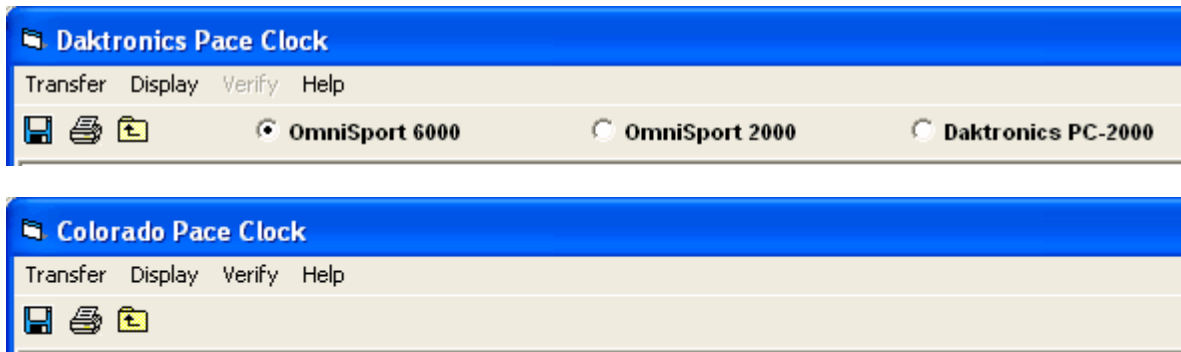
How to Transfer Workouts

A split screen will appear similar to the screen below. To assign workouts from the bottom half of the screen – **Available Workouts**, type a workout number into the **WK#** column in the top half of the screen and hit enter.

The screen looks like this after assigning workouts to 4 lanes:

After you have entered the workout numbers for each lane and verified that they are the workouts you want, click **Transfer** or click the Diskette icon to send the workouts to the selected machine. Note that all transfers occur through a **serial COM port** except the OmniSport 6000 transfers to a **floppy drive**.

If the transfer is to a CTS system or a Daktronics 2000 system, you must select a serial COM port and connect a straight RS232 serial cable to the machine. To open the serial port, click on **Verify** at the top of the screen and the following pop up will appear:

If the transfer is to Daktronics, after the workouts are transferred to the diskette, take the diskette to the Daktronics machine and load it.

To view the transferred workouts, click **Display** from the Menu Bar. If the CTS 4, 5, or 6 is connected, the current workouts will be sent through the serial port and displayed in a report. If OmniSport 6000 is selected, workouts on the diskette will be displayed in a report.

Convert Hy-Tek Export File to SDIF

If you wish to convert a HY-TEK Meet Entries CL2 file that has already been exported, click on **File** then **Export**, then **Convert HY-TEK Entries CL2 to SD3**.

Please confirm you wish to convert the Meet Entries that you have previously exported in our CL2/HY3 format to the SD3 format.

> **NOTE:** Please be aware that the SD3 format was designed for use in USA Swimming meets ONLY and does not contain a number of fields that support functions that you may want to use that are included in the CL2/Hy3 format.

Journal

The Journal feature is an **option** that may be ordered with your TM software. Click on **File** from the Main Menu Bar and then **Journal** and TM will display the Journal screen.
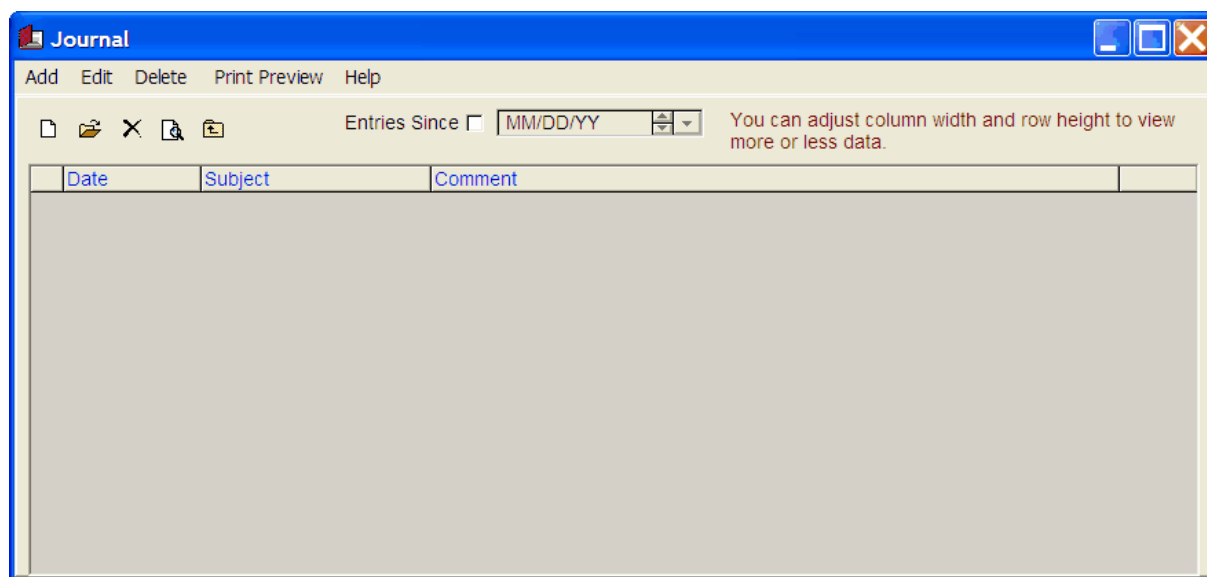
Add an Entry

Click on **Add** or the **Add icon** to add a new journal entry. Enter a date and subject and then the specific journal text you wish to store.

Edit an Entry

Highlight an existing Journal entry, and then click on **Edit** or the **Edit icon** to edit the selected journal information.

Delete an Entry

Highlight an existing Journal entry, and then click on **Delete** or the **Delete icon** to delete the journal entry.

Print an Entry

Highlight an existing Journal entry, and then click on **Print Preview** or the **Print icon** to view or print the journal entry.

The Journal feature can be used to leave messages for an assistant coach, document upcoming swim practice or schedule information, or document information about a previous or upcoming meet.

Teams

Team Browser

How to Add or Edit Teams
Teams Report

Click on **Teams** from the Main Menu Bar and TM will display the Team Browser.

The Team Browser is a scrolling list of information about each Team that has been previously entered into your TM Database. You can use the Team Browser to quickly locate any information about a particular team.

You may also **sort** the scrolling list by clicking on the column title. For example, to **sort the Team Browser by Team Name** instead of **Team Code**, just click on the column heading labeled "**Team Name**".

Instead of scrolling down the team list, you can **locate** a specific team quickly by clicking on the top "alphabet" row. For example, click on the "**T**", and TM will begin the team list with the first team whose Team Code begins with a "T".

Click on **Print** from the Team Browser Menu Bar and TM will route you directly to the Team Report. Click Here for more information about the Teams Report.

Add or Edit Teams
Click Here for information about how to Add a new team or Edit and existing Team's information.

Delete a Team
Click Here for information about how to Delete a team

Results
Click Here for information about the Team Results Browser.

Team Browser Maintenance
Click on **Maintenance** on the team Browser Menu Bar to view the following choices.

Age Up
Make this selection and TM will ask if you wish to Age Up all of the Athletes on the Team that was highlighted on the Team Browser. This Age Up will compare each athlete's birth date with the System Age-Up-Date specified in the **System Default** Preferences screen.
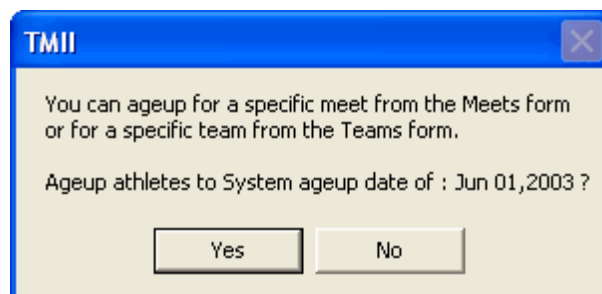
Group/Subgroup/WM Group/WM Subgroup/School Year Update

Make this selection to change the Group, Subgroup, WM Group, WM Subgroup, or School Year for all of the athletes on the selected team.   This feature also provides for you the ability to globally change the **Active/Inactive** status of your Athletes. This is a great way for you to "advance" the School Year for your High School or College Swimmers. First change all Seniors to an Inactive or "graduated" status. Then change all Juniors to Seniors and so forth.

You can also use this menu selection to globally change the **Active/Inactive** status of a group of swimmers or for your entire team.
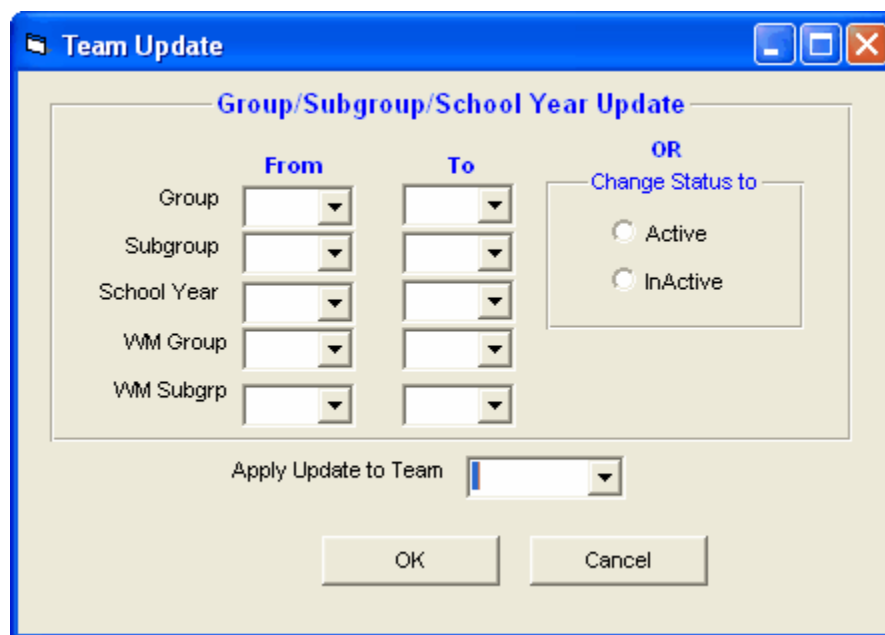
Registration Status

Make this selection to change all of the swimmers on a Team, Group, and Subgroup from one registration status to another. You would use the option to also update a set of swimmer's registration date. Click Here for information on Exporting Registration information.

When the USA Swimming registration season starts on September 1st, you have two ways to use TM to help you with the registration process:

Mass Registration for the Entire Team
1. Go to the Athlete Browser, click on the **Include Inactives** check box, and then for each swimmer who is not returning for the upcoming season, click the swimmer Inactive box. That check will exclude them from registration and most reports.
2. Click on **Teams / Maintenance / Registration Status**, and then choose from "ALL" to "Renewal", then choose your Team filter, and click **OK**.
3. At this point, if you run your Registration Report or Export Registrations, everyone on that team (except InActive swimmers) will be exported.

Selective Registration
1. Click on **Teams / Maintenance / Registration Status**, and then choose from "ALL" to "X-No Reg", then choose your Team filter, and click **OK**.
2. Go to the Athlete Browser, and as each swimmer registers, edit their Registration status and change it from "X" to "R" or to "N".
3. At this point, if you run your Registration Report or Export Registrations, only those swimmers (not including InActive swimmers) that have changed their registration status from "X" will be exported.

Team Type
Make this selection to change the Team Type of the selected team.
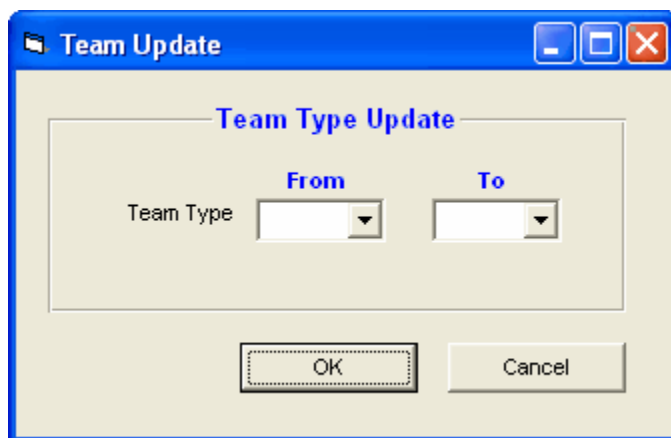
Add or Edit Teams

[Team Browser](#)
[Teams Report](#)

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.

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 and Team Type - like "AGE" or "HS" for High School. You may optionally set up your team with one of the **Team Divisions** set up in the Group/SubGroup Setup menu. You many also 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. You may also enter their ACSA certification level as well as other administrative information. Click Here for more information about how to enter information for coaches. Click Here for information about printing a Teams Report.

Edit a Team

To edit a team's or club's information, click **Team** from the TM Main Menu Bar and highlight the team in the Team Browser you wish to edit. Then either double click on the team's name, or click **Edit** or click on the **Edit icon** on the Team Browser. Then make the changes as you wish then click on the **OK** button to save those changes in your TM Database.

Delete a Team

Team Browser

Click on **Teams** from the Main Menu Bar, highlight the Team you wish to delete, and then click on **Delete** from the Team Browser or click on the **Delete Team** icon. TM will ask for confirmation. Click **Yes** to continue and TM will remove this team from your Database along with all of the athletes on that team as well as their meet results and splits.

Team Results Browser

To display the **Meet Results for any Team**, just highlight any of the Teams listed in the Team Browser and then click on the **Results icon** on the Team Browser Menu Bar. ATM will display meet results for all of the athlete's on the team.

ATM will also display a very extensive list of Athlete and Meet Results filtering options. For example, you might want the Team Result list for the 11-12 year old Boys to be tagged with the appropriate Time Standards or filtered by a specific meet or Stroke and Distance. Make your Team Results filter choices and ATM will display the results as you have requested.

Layout

Click Here to manage your Team Results Grid layouts as shown below in the Column Layout Save/Restore options.

Save Column Layout
Restore Saved Layout
Restore Original Layout
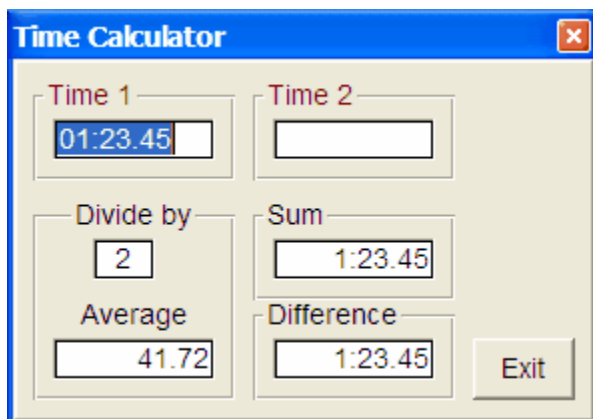
You can customize your Team Results browser columns by re-ordering or deleting columns from the TM Original Layout and then save that layout for subsequent use.

Splits
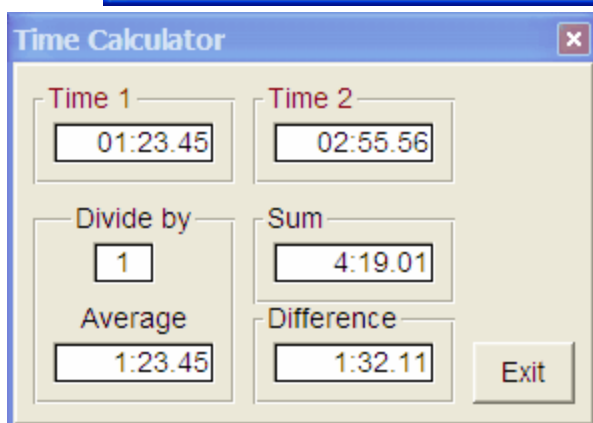
Highlight a particular results and then click on **Splits** , the **Splits icon**   , or **Right Mouse Click** and ATM will display both the cumulative and subtractive splits for that swim.

Time Calculator

Click on the **Time Calculator icon** so that TM can help either determine an average split time or to add/subtract two splits as shown in the examples below.

Relay Results

Click on the **Show Relays** icon to display Relay Results. Position the cursor next to any Relay Team and then **right mouse click** or click on the **Splits icon** on the Team Results Browser Menu Bar and ATM will display the 4 relay swimmers for that team, if they have been entered, and the splits and optionally the stroke rate for that relay swim. You can edit or enter running **splits or lap times** for the relay swim. And you can edit or enter **Stroke Rate** information if you selected that option in the Setup/System Preferences menu.

One of the most powerful features of this menu is the ability to **Save a Relay Leg** time for a relay swimmer. Click on the box next to one of the 4 relay swimmers marked Not Saved and ATM will ask if you wish to save the corresponding relay leg as a stored time in your ATM Database for this swimmer. In the example above, the 1st leg has been saved but the last three legs of the relay have not been saved. To delete a saved relay leg, go to the Athlete section of the Team Results Browser, highlight the leg, and click on Delete or the Delete icon.

This time will show in the Team Results Browser and the Top Times Report and will be designated in the I/R column with either an **L** for the Lead Off Leg or **N** for any of the three Non Lead Off Legs.

> **NOTE:** The **Relay Lead Off Leg** times will be used for Best Times, Entry times, and for the computation of **Relay Best Times** in the Entry by Event menu.

> **NOTE:** The **Relay Non Lead Off Leg** times will be used in the computation of **Relay Best Times** in the Entry by Event menu.

Split Out Relay Legs

Click on **Split out Relay Legs** or the **Relay Legs** icon and ATM will look through your Database and find all of the Relay Non-Leadoff splits and include them in your Teams Results Browser. Once you do this, you can then optionally include those relay Non-Leadoff legs in your Top Times Report, Top Times Spreadsheet Report, or Best Relay computation.

> **NOTE:** ATM creates the Non-Leadoff split records for each swimmer in the relay **ONLY** if there are 4 swimmers entered in the Relay and at least 4 splits are present in the relay result.

Export to HTML

Choose this menu selection to export the Team Results Browser information directly in HTML format to be displayed on your web site.

Merge Teams

TM makes it simple to **merge** or **combine** two team records that really represent the same team. For example, you might end up with two teams as FST and FAST and want to combine the information for these two records into one team record.

Go to the **Team Browser** and highlight the one you want to change. Let's assume you want to combine both records as FAST. Then edit the FST record and change the team's abbreviation from "FST" to "FAST" then click **OK**. TM will ask you to confirm that you wish to merge these two team records. Answer **Yes** and TM will move all of the athlete, meet results, and entries information for the team FST and merge it with the information for the team FAST.

Click Here for more information on How to **Edit a Team**.

Add or Edit Coaches

Click on **Teams** from the TM Main Menu Bar and then highlight a specific Team in the Team Browser and click on **Coaches** on the Team Browser Menu Bar or on the **Coaches icon**.

TM will then display the Coaches Browser. Click on **Add** on the Coaches menu Bar or highlight a particular Coach and click on **Edit** to make changes to that particular coach's information.

You may enter each coach's contact and certification information. You can also indicate which of the coaches is the "Head Coach" and which coaches to include in the team's meet entries export.. The coach's contact and certificate information may be optionally printed in the **Teams Report**. Click Here for more information about the Teams Report.

Setup a High School or College Team

TEAM MANAGER makes it easy to customize various preferences and settings for a High School or College team. Here are few suggestions for setting up and maintaining a High School or College swim team.

1. In **System Preferences**, specify **Default Team Registration** as **OTH** and **Default Team Type** as **HS** or **COL**. There is no need to set up a Meet or System Age-up-date for a High School or College Database.
2. In **Report Preferences**, specify **Open Events** as **No Designation** so the **Open 100 Free** will be displayed as **100 Free**.
3. Be sure to set up a **Favorite Filter** with your Team Abbreviation and Course of Yards.
4. When you **Add** your Team, TM will use the System Preferences of OTH and HS/COL from 1. above.
5. When you **Add Athletes**, be sure to specify the **School Year**. TM comes with FR, SO, JR, and SR but you can customize your own School Year designations. Click Here for information about setting up your own School Year codes. There is **no need to enter the swimmer's birth date or age** for High School or College Swimmers.
6. At the beginning of your season, you can request that TM "**Year Up**" your swimmers from FR to SO, SO to JR, and JR to SR. Click Here for information on how to do that.
7. You can set up **Report Custom Events** that are all "Open" and specify what strokes and distances you want reported. Then from the Top Times Report and Top Times Spreadsheet Report, click on the Custom Events radio button under the Age Group tab.

On all reports **sorted by Name**, TM will display the swimmers School Year and his/her Age. On reports **sorted by Event** with an Age/YR column, TM will display the swimmer's School Year if that exists.

> NOTE: Please note that you can enter a swimmer on **up to three teams**. For example, you may want to set up a separate team for your YMCA or Age Group team, one for your High School team, and one for your Summer League team. A swimmer could then be on one, two, or all three of these teams. Then you can filter reports "by Team" to get Rosters, Top Times, Entries, etc for the swimmers on any one specific team.

Setup an Age Group Team

TEAM MANAGER makes it easy to customize various preferences and settings for an Age Group team. Here are few suggestions for setting up and maintaining an Age Group swim team.

1. In **System Preferences**, specify **Default Team Registration** based on whether your swim organization uses one of the Registration types provided by TM - otherwise, select **OTH**. Specify the **Default Team Type** as **AGE**, **MAS**, or **REC**. Also set up a Meet and System Age-up-date.
2. In **Report Preferences**, specify **Open Events** as **Open** or **Senior** so that TM will display **Open 100 Free** or **Senior 100 Free**.

3. Be sure to set up a **Favorite Filter** with your Team Abbreviation and Course of Yards.
4. When you **Add** your Team, TM will use the System Preferences from 1. above.
5. When you **Add Athletes**, be sure to specify the swimmer's birth date. TM will calculate the swimmer's age based on the birth date you entered and the System Age-up-date you set up in System Preferences.
6. At any time during your season, you can request that TM "**Age Up**" your swimmers. Click Here for more information on how to do that.

On all reports **sorted by Name**, TM will display the swimmers School Year and his/her Age. On reports **sorted by Event** with an Age/YR column, TM will display the swimmer's age.

> **NOTE:** Please note that you can enter a swimmer on **up to three teams**. For example, you may want to set up a separate team for your YMCA or Age Group team, one for your High School team, and one for your Summer League team. A swimmer could then be on one, two, or all three of these teams. Then you can filter reports "by Team" to get Rosters, Top Times, Entries, etc for the swimmers on any one specific team.

Athletes

Athlete Browser

Athlete Reports
How to Add or Edit Athletes

Click on **Athletes** from the Main Menu Bar and TM will display the Athlete Browser.

The Athlete Browser is a scrolling list of information about each Athlete that has been previously entered into your TM Database. You can use the Athlete Browser to quickly locate information about a particular athlete by scrolling down the list of swimmers. Or, instead of scrolling down the athlete list, you can **locate** a specific swimmer quickly by clicking on the top alphabet row. For example, click on the **T**, and TM will begin the athlete list with the first swimmer whose last name begins with a **T**. Or you can click on the **Find icon** and enter the first few characters of a swimmer's last name and click **OK** and TM will display that swimmer at the top of the Athlete Browser scrolling list. **These two location features are available ONLY when the Athlete Browser is sorted by the Athlete's Last Name**. Please note that you cannot edit athlete information directly in the Browser or "grid".

The date the last time a specific swimmer record was been updated is displayed in the far right column of the grid labeled "**Last Updated**".

Click on **Print** on the Athlete Browser Menu Bar and TM will route you directly to the Athlete Reports. Click Here for more information about the Athlete Reports.

Grid Layout

Make this choice to manage your **Athlete Grid Layouts** as shown below in the Column Layout Save/Restore options.

Save Column Layout
Restore Saved Layout
Restore Original Layout

You can customize your Athlete browser columns by re-ordering columns from the TM Original Layout and then save that layout for subsequent use. To move one column to another position, double click on the column header and then drag that header to any other position on the grid layout. Then click on **Save Column Layout** as shown above and TM will use that grid layout when you return.

Add or Edit Athlete Information

Click Here for information about Adding a new Athlete or Editing an existing Athlete's information.

Delete an Athlete

Click Here for information about how to Delete an Athlete.

Filtering Information

You can reduce the number of athletes that are included in the scrolling list by "filtering" the information by:

- Gender
- Age
- Team
- School Year
- Group
- Subgroup
- WM Group
- WM Subgroup

For example, if you wish to show ONLY the 11-12 Girls in the browser, enter information into those filter items and TM will show only those swimmers that meet your filtering criteria. If you do not wish to display the filter options, click on the **Show/Hide Filter toggle icon** on the Athlete Browser Menu Bar.

Browser Sort Options

The Athlete Browser is initially sorted alphabetically by each Athlete's Last Name. But you may **sort** the scrolling list by other criteria by clicking on a column title. For example, to **sort the Athlete Browser by Age**, just click on the column heading labeled **Age**. You may also click on the **View** Menu selection and choose the **Last Entered First** selection and TM will sort the information in the browser based on the order you entered the athletes. Or you can click on the column titled "**Joined**" to sort the information based on the dates that the swimmers joined the team.

InActive

If you wish to include the Inactive Athletes in this list, click on the **Show Inactive Swimmers** check box at the top of the Browser. TM will then display an InActive column with a check box for each Athlete. You can turn on or turn off this InActive check box for any athlete right from the Athlete Browser. When you designate an Athlete as InActive, his/her information will be saved in the Database but they will not show up on any Browsers or Reports unless you specify to "Include InActive Athletes". If you want to see Only Inactive Swimmers, check on the "**Show only Inactive Swimmers**" check box at the top of the form.

Registration Status

The **Reg** column in the Athlete Browser indicates if the swimmer information was ever synced from the web using Thriva (**T**) or ActiveWorks (**A**). If the swimmer has never registered on Thriva or ActiveWorks, then the column will show a "K" for keyboard input. The last year that each swimmer has registered is displayed in the "**Reg Year**" column on the far right of the grid.

Dive Certified

TM will display the Dive Certified status for each swimmer under the column titled "Dive". You can check or uncheck the Dive Certified check box for any swimmer. Or filter the list of swimmers based on whether or not they are Dive Certified.

Hide
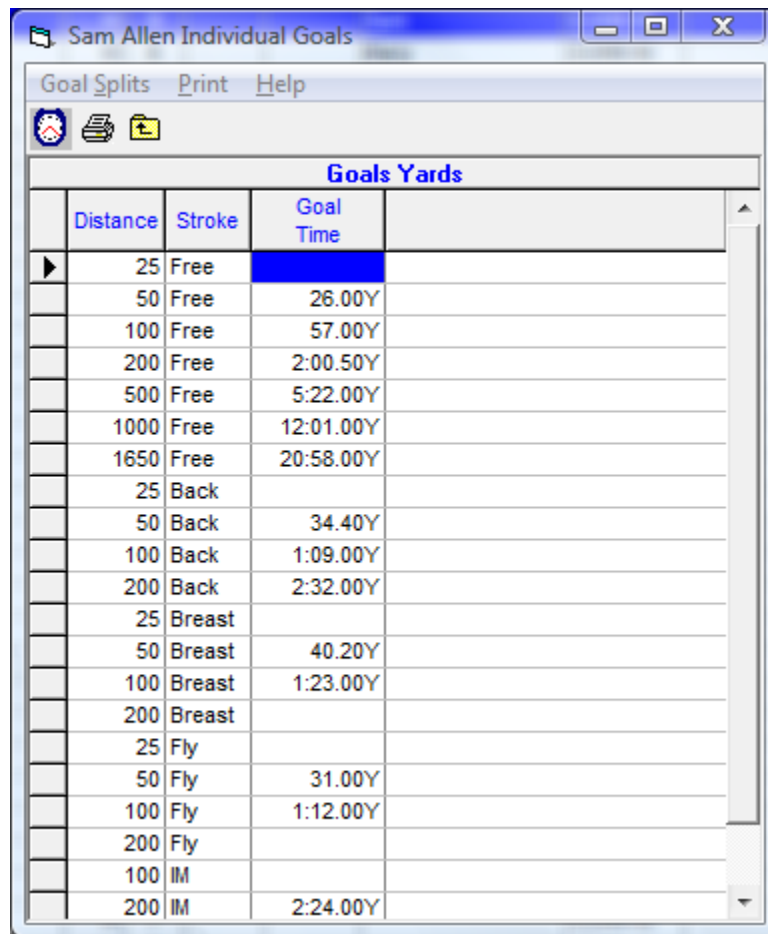
TM will display the privacy setting of each swimmer under the column titled "Hide". You can check or uncheck the setting for any swimmer.

Athlete Results

You may also display the **Meet Results for any Athlete**. Click on **Results** or the **Results icon** on the Athlete Browser Menu Bar. TM will show a split screen in which results are displayed on the right side of the screen for the athlete chosen from the list on the left side of the screen. Please click Here for more detail information about the Athlete Results Browser.

Athlete Goals

Click on **Goals** or the **Goals icon** and TM will ask for you to first specify the Course for which you want to set up Goals. Pick Yards, SC Meters, or LC Meters and TM will display the screen below.

Pick any distance and stroke and enter a Goal time. These goal times for this swimmer can be optionally listed in the Top Times Report by clicking on the **Include Goals** check box. And you can print a report of the swimmer's goal times to review with him/her by clicking on **Print**. Click on **Splits** or the **Splits icon** and also enter goal splits for the stroke/distance selected. Just click on another swimmer on the Athlete Browser and TM will save any changes that you have made and then pull up the Goals for that new swimmer you just selected.

Registration
Click Here for information about entering **Registration** information about an Athlete.

Recruit
Click Here for information about entering **Recruiting** information about an Athlete.

Export to HTML
Choose this menu selection to export the Athlete Browser information directly in HTML format to be displayed on your web site.

Print

Click on **Print** or the **Print icon** and TM will give you the choice of printing the current grid layout or route you to the suite of Athlete Reports.

Print Athlete Grid Example

Athletes

First Name	Last Name	Mid	Gen	ID	Birth	Age	Gr	Sub	Yr	Team 1
Samantha		C	F	052...LE	21-May-86	14	G	W	9	CCRR-NI
Mary		E	F	103...NDR	30-Oct-89	11	G	W	6	CCRR-NI
Mary		C	F	073...SOR	31-Jul-85	15	G	W	10	CCRR-NI
Lori		L	F	100...YS	02-Oct-85	15	G	W	9	CCRR-NI
Cathy		G	F	070...CE	03-Jul-89	11	G	W	6	CCRR-NI
Tucker		D	F	032...AD	28-Mar-89	11	G	W	10	CCRR-NI
Allison		E	F	121...AY	14-Dec-87	12	G	W	7	CCRR-NI
Meredith		L	F	102...RIN	22-Oct-88	12	G	W	6	CCRR-NI
Jessica		S	F	101...OW	18-Oct-85	15	G	W	9	CCRR-NI
Katie		L	F	072...OW	21-Jul-83	17	G	W	12	CCRR-NI
Christine		C	F	101...ES	11-Oct-84	16	G	W	10	CCRR-NI
Caroline		E	F	032...AY	21-Mar-90	10	G	W	6	CCRR-NI
Heather		D	F	091...NN	17-Sep-88	12	G	W	6	CCRR-NI
Arlene		K	F	070...NV	01-Jul-89	11	G	W	6	CCRR-NI
Sara		J	F	020...WS	03-Feb-90	10	G	W	4	CCRR-NI
Emily		L	F	112...NV	29-Nov-82	18	G	W	12	CCRR-NI
Shanna		J	F	042...GE	24-Apr-93	7	B	W	2	CCRR-NI
Shawn		L	F	061...GE	10-Jun-91	9	G	W	4	CCRR-NI
Grace		J	F	100...L	06-Oct-90	10	G	W	5	CCRR-NI
Kelsey		C	F	093...LS	30-Sep-89	11	G	W	6	CCRR-NI
Jane		R	F	061...AZ	10-Jun-85	15	G	SS	11	CCRR-NI
Abigail		S	F	060...T	04-Jun-88	12	G	W	7	CCRR-NI
Leslie		K	F	031...IT	13-Mar-88	12	G	W	8	CCRR-NI
Heather		J	F	101...AR	19-Oct-86	14	G	W	9	CCRR-NI
Bethany		G	F	091...UIO	10-Sep-88	12	G	W	7	CCRR-NI
Lisa	...son	M	F	103...ND	30-Oct-89	11	G	W	5	CCRR-NI
Sara		L	F	081...LE	11-Aug-86	14	G	W	9	CCRR-NI
Fran		E	F	080...ME	01-Aug-88	12	G	W	6	CCRR-NI
Lynn	...man	A	F	012...US	24-Jan-87	13	G	W	8	CCRR-NI
Jane	...son	L	F	031...ND	10-Mar-89	11	G	W	6	CCRR-NI
Gail		K	F	100...I	01-Oct-86	14	G	W	8	CCRR-NI
Julie		A	F	011...RR	15-Jan-86	14	G	W	9	CCRR-NI
Rhonda		L	F	031...MM	15-Mar-86	14	G	W	9	CCRR-NI
Carol		L	F	101...ND	19-Oct-88	12	G	W	6	CCRR-NI
Tabitha		L	F	073...HS	30-Jul-84	16	G	W	11	CCRR-NI
Brandy	...d	M	F	111...ANS	13-Nov-89	11	G	W	5	CCRR-NI
Mandy		A	F	060...ASO	07-Jun-86	14	G	W	9	CCRR-NI
Diana		B	F	061...CR	11-Jun-85	15	G	W	10	CCRR-NI
Marilyn		L	F	041...NT	10-Apr-90	10	G	W	5	CCRR-NI
Kari		L	F	022...RE	21-Feb-89	11	G	W	6	CCRR-NI
Martha	...en	L	F	120...RT	02-Dec-86	13	G	W	8	CCRR-NI
Elizabeth		N	F	111...NS	17-Nov-89	11	G	W	5	CCRR-NI
Marianne		N	F	042...UNS	21-Apr-88	12	G	W	7	CCRR-NI
Abigail		J	F	050...RP	06-May-84	16	G	W	11	CCRR-NI
Lynn		J	F	030...AL	04-Mar-84	16	G	W	12	CCRR-NI
Ashley		N	F	122...SO	24-Dec-86	13	G	W	10	CCRR-NI
Shanna		G	F	081...YT	16-Aug-91	9	B	W	4	CCRR-NI
Sigh...		M	F	022...NN	27-Feb-90	10	G	W	6	CCRR-NI
Madison		E	F	092...NT	20-Sep-89	11	G	W	6	CCRR-NI
Trina		K	F	020...NN	02-Feb-86	14	G	W	9	CCRR-NI
Ashley		M	F	032...SP	25-Mar-93	7	B	W	2	CCRR-NI
Sherry		T	F	021...SP	15-Feb-91	9	G	W	4	CCRR-NI
Justine		N	F	020...NT	09-Feb-86	14	G	W	9	CCRR-NI
Dawn		S	F	020...MP	06-Feb-86	14	G	W	9	CCRR-NI
Leanne		T	F	013...N	30-Jan-87	13	G	W	8	CCRR-NI
Tabitha		B	F	020...YD	01-Feb-89	11	G	W	6	CCRR-NI

Add or Edit Athletes

Athlete Browser
Athlete Reports

Please Note: If you are using ActiveWorks to register your swimmers on the web, TM will alert you that if you add a new swimmer or edit existing swimmer information using TM, when that swimmer subsequently registers on the web and sync that data down from the web to TM, the data entered on the web will overlay the data that you have entered here via the keyboard.

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.

You have the option to provide just the basic administrative information about the athlete like name, gender, team, group, school year, WM Group, WM Subgroup, etc. Please note that you can enter a swimmer on **up to three teams**. For example, you may want to set up a separate team for your YMCA or Age Group team, one for your High School team, and one for your Summer League team. A swimmer could then be on one, two, or all three of these teams. Then you can filter reports "by Team" to get Rosters, Top Times, Entries, etc for the swimmers on any one specific team. You may also enter the **date that the swimmer joined the team or group**. Then sort your swimmers by that date in the Athlete Browser.

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. TM will also build the Registration ID if you declared this Team as using a specific registration when you set it up. Or, you can click on the **Build ID** button to generate a Registration ID based on the **type of registration** you selected for the athlete's Team. For example, if you selected USA-S Registration for the athlete's team, when you click on Build ID, TM will build the 14 character Registration ID in the format required by USA Swimming using the swimmer's birth date and name. Click Here for more information about setting up an **Age Group team**.

High School or College team - If you are entering High School or College Swimmers, be sure to enter their **School Year**. You can customize how you describe a School Year by adding a School Year Code - click Here for more information on how to add Codes. For example, you may want to enter School Year Codes of FR, SO, JR, and SR or 9, 10, 11, and 12. Click Here for more information about setting up a High School or College Team.

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 8 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, mailing, and some medical contact 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 **Foreign** check box to declare a swimmer as "foreign" and have that status exported for meet entries to **HY-TEK's MEET MANAGER**.

Click on the **Dive Certified** check box to declare this athlete as "Dive Certified". When you use the Athlete Browser, the Dive Certified column will be displayed for you to review or edit.

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

Registration

Use the feature when you want to enter Registration information according to the USA Swimming National Registration Guidelines. Click Here for information about entering Registration information for a swimmer.

Recruiting

If you are a coach of a High School swim team, you may want to enter specific recruiting information into this section. Then it's easy to print a report of a swimmer's Best times along with a Recruiting Report to e-mail or send to a prospective college coach. Click Here for information about entering recruiting data about your swimmer.

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.

Anonymous

To protect a swimmer's privacy and hide their name and age in the Team online website, tick the **Mark as anonymous** checkbox.

Delete an Athlete

Athlete Browser

Click on **Athletes** from the Main Menu Bar, highlight the athlete you wish to delete, and then click on **Delete** or the **Delete Athlete** icon. TM will ask for confirmation. Click **Yes** to continue and TM will remove this athlete from your Database along with his or her meet results and splits.

Athlete Registration

Click on **Registration** at the top of the Athlete Browser or on the Add/Edit Athlete screen when you want to enter Registration information according to the USA Swimming National Registration Guidelines. The screen below represents the **2018 Registration** information as specified by USA Swimming.

Please Note: Whenever a new swimmer is added to your database either from the keyboard or from importing, before you click on the Registration button for a swimmer, please make sure you have entered the **required contact information** for that swimmer including mailing address and home telephone number.

Please Note: Whenever a new swimmer is added to your database either from the keyboard or from importing, you must enter the Athlete Registration information including Citizenship, Seasonal declarations, Status, etc before the Registration reports or exports will operate to reflect these new athletes.

When the USA Swimming registration season starts on September 1st, you have two ways to use TM to help you with the registration process:

Mass Registration for the Entire Team
1. Go to the Athlete Browser, click on the **Include Inactives** check box, and then for each swimmer who is not returning for the upcoming season, click the swimmer Inactive box. That check will exclude them from registration and most reports.
2. Click on **Teams / Maintenance / Registration Status**, and then choose from "ALL" to "Renewal", then choose your Team filter, and click **OK**.

3. At this point, if you run your Registration Report or Export Registrations, everyone on that team (except Inactive swimmers) will be exported.

Selective Registration
1. Click on **Teams / Maintenance / Registration Status**, and then choose from "ALL" to "X-No Reg", then choose your Team filter, and click **OK**.
2. Go to the Athlete Browser, and as each swimmer registers, edit their Registration status and change it from "X" to "R" or to "N".
3. At this point, if you run your Registration Report or Export Registrations, only those swimmers (not including Inactive swimmers) that have changed their registration status from "X" will be exported.

You can later Export your club's registration information to your LSC for subsequent integration into the National Database.
- Click Here for more information about **Exporting Registration**.
- Click Here for information about the **Registration Report**.
- Click Here for information about **globally resetting the registration status for your team** - this is typically done at the beginning of your registration season.

Print Application Form

Click on the **Print Form** button to print an Application Form for this one swimmer. To print Registration Application Forms for multiple swimmers, please use the Registration Report.

Athlete Recruiting

Click on **Recruit** at the top of the Athlete Browser or click on **Recruiting** from the Add/Edit Athlete screen when you want to enter specific recruiting information about an athlete. Then it's easy to print a report of a swimmer's Best Times along with a Recruiting Report to e-mail or send to a prospective college coach.

You can enter the appropriate information and even import a picture in bmp, gif, or jpg format.

Click on the **Print** icon ⎯⎯⎯⎯ at the bottom of the page to print a report of this swimmer's recruiting information.

Athlete Results Browser

Athlete Browser

The Athlete Results Browser is a powerful tool for reviewing and analyzing meet results, performance patterns,and Graphs for an individual swimmer. Click on **Athlete** from the Main Menu Bar and then click on **Results** or the **Results icon** and TM will display a split screen - pick a swimmer from the left side and TM will display that swimmer's results on the right side of the screen.

This is a great feature for browsing your list of Athletes and at the same time, reviewing their results! The browser results are also color coded as follows:

- Relay Lead-off split
- Relay Non Lead-off split
- Goal Time

Athlete Lock/Unlocked Feature

The **Athlete Locked/Unlocked** menu toggle tells TM whether to replace the current athlete's results grid with a newly selected one or to add a second one as show above. **You can show up to three swimmers at one time by toggling to the Athlete Locked choice for two of them**.

Filtering Information

TM offers a very extensive list of Meet Results filtering options. For example, you might want the Athlete Result list to be tagged with the appropriate Time Standards or filtered by a specific Meet or Stroke or Distance. Make your Athlete Results filter choices and TM will display the results as you have requested.

- Specific Meet, Meet Type, or Meet Since Date
- Tag Results with Time Standard Indicators like 1:03.45AA or 1:15.66B.
- Course (Yard, SCM, or LCM)
- Fastest time or fastest "x" times for each stroke/distance
- Specific stroke and/or distance
- Show Course Conversions
- Show Goals

The default **sort** for this browser is stroke/distance and fastest time but you can also click on the **chronological** check box to sort the times based on the date that they were swum.

Splits

To view the **splits** or **stroke rate** for any result, highlight the meet result for which you want to view

splits and/or stroke rate, and either **right mouse click** or click on the **Enter Splits icon** ![icon] on the top of the browser. TM will determine the number of splits to enter based on the distance of the event and your choice of the split distance as:

- 25
- 50
- 100

Extract legal Splits

Click on **Extract Legal Splits** or the icon ![icon] and TM will go through each Individual result and extract the time for each legal distance and save them as individual legal results ONLY if they are faster than the athlete's current Best Time for that stroke/distance/course.

WARNING: Please review the Legal Splits that are extracted to make sure they make sense. Sometimes during a meet, splits are not recorded properly so that the Extracting Legal Splits may result in a Best Time for a swimmer that is not correct. You can delete an erroneous Legal Slit right from the Athlete Browser.

You can **filter** what legal splits are extracted by Meet Type, Course, Stroke and Distance. You can also specify if you want TM to **overlay duplicate results** or whether or not to **ignore non-Free 50 splits**. For example, if a simmer is 15 years old, you might not want to store their 50 back, 50 breast, or 50 fly since they may not swim those events. Click on the

check box to extract legal splits for **all of the athletes** in the list on the left side of the browser.

Or you can click on the

and TM will look at the one meet results you highlighted to determine if there were any Best Time Legal Splits to extract.

When you run the Top Times Report, these Extracted Legal Splits will be identified with a suffix of "S" - for example, **1:54.03S**.

Export Results

Highlight a particular swimmer and filter the results you want to export and then click on **Export Results**

or the Export Results icon and TM will export those results for that swimmer **ONLY**. This is a great way for you to provide a swimmers results if they transfer to another team.

Time Calculator

Click on the **Time Calculator** on the Results Browser menu Bar and TM will display a calculator tool to help you calculate both running and subtractive splits.

Graph Results

Before you display a graph for a particular swimmer, pick a specific **stroke** and **distance** at the top part of the Results Browser. Then click on **Graph** or the **Graph icon** on the Results Browser Menu Bar and TM.
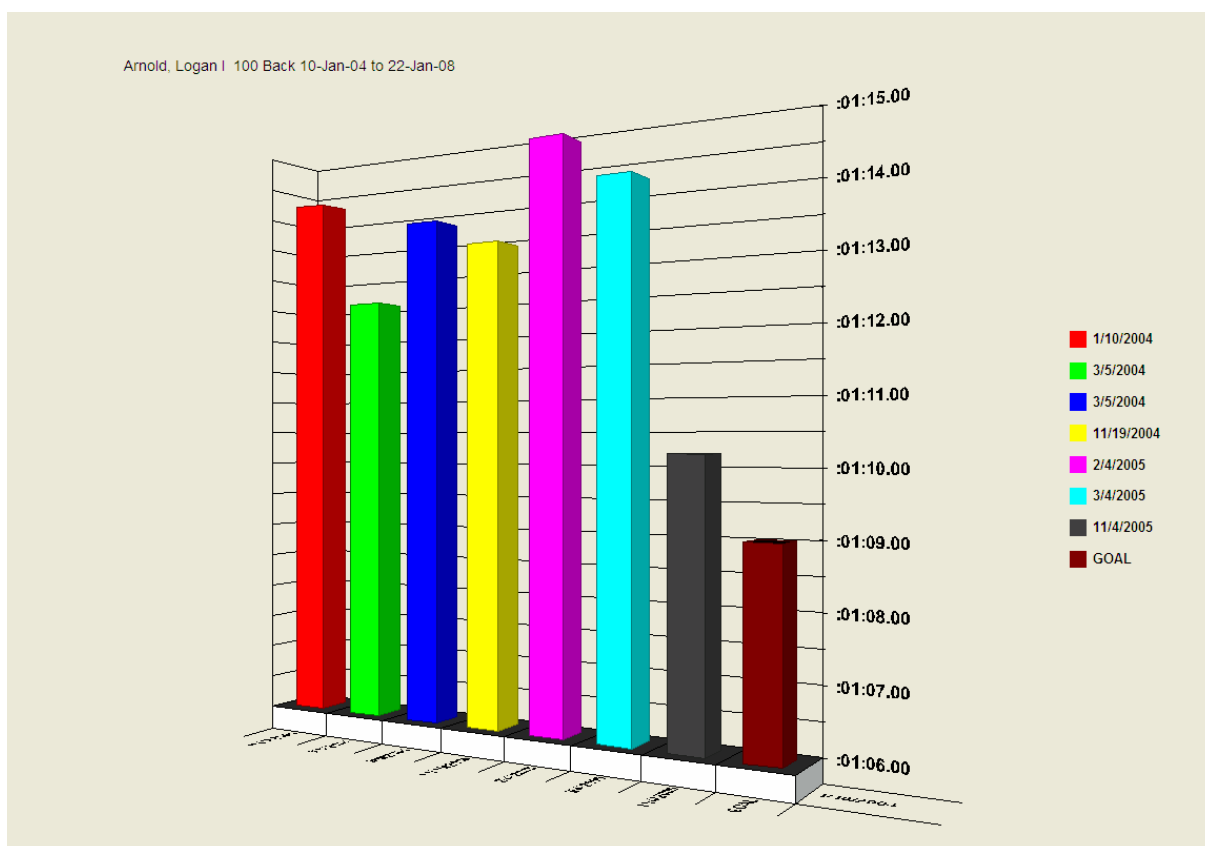
TM will then proceed to graph the swimmers times based on the performance criteria you have selected. You can also filter the times that you wish to graph right from the Graph display screen by:

- Start Date
- Course
- Meet Type
- Stroke
- Distance

After you have made a filter or format change, you must click on the **Graph Results icon** to tell TM to redraw the graph based on your changes.

Click on the **Line Graph icon**, the **Bar Graph icon**, and/or the **2D** and **3D** icons to format the graph as you desire. You can **rotate** the graph by clicking on one of the f̲our **directional arrows**. You can **customize** your graph by portioning the actual graph, legend, and title anywhere you want on your computer screen by clicking and dragging the graphic item. You can also resize any of the graphics on your screen by clicking on the graphic and dragging the side bars to the position you desire.

If you chose **Bar Graph** and **Include Goals** on the Athlete Results Browser, the goal time will be show on the far right of the bar graph.

Click on **Print** or on the **Print icon** and TM will print the current graph on your default printer. You can customize how you want the graph to print by portioning the actual information as discussed above.

Print Athlete Performance Report

Click on **Print** or the **Print icon** and TM will print a Performance Report for this specific swimmer based on the performance filters you selected above including Fastest "x" Times, Course, etc. You can ask that splits or stroke rate be included in this report. If your organization does not have Yard pools, then you might choose the option to "Not include Yards" in the report.
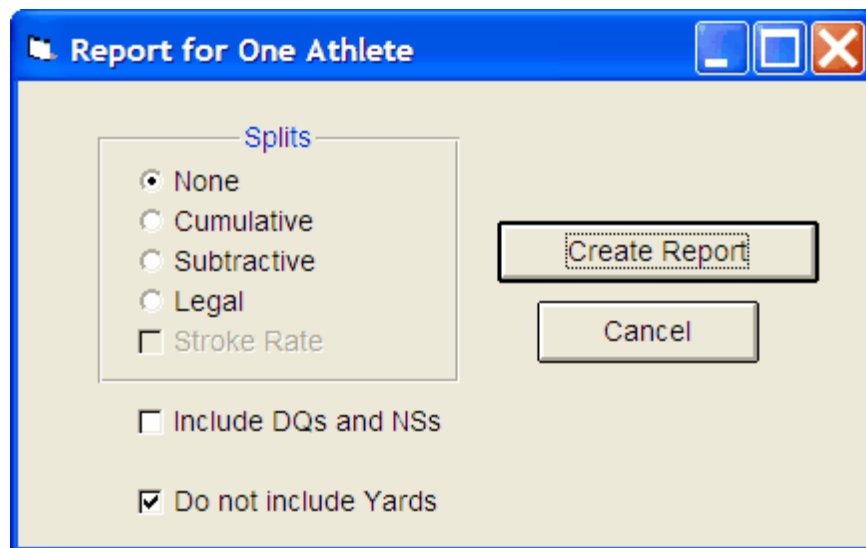
Add New Swimmers from Another Team

If a new swimmer has transferred from another team and you want to enter him/her into your Team's TM Database, you really have two ways to do this.

Manually Key in the Information

---

1. Enter the swimmer's administrative information first - click Here for specifics on how to do this.
2. If you want to enter the swimmer's Best Time in each event, then setup a new meet, enter the appropriate events, and then enter the swimmer's best time in each of those events just as you would enter meet results. Click Here for specifics on how to setup a new meet and click Here for specifics on entering meet results.
3. If you have a record of meet results for this new swimmer and you want to maintain the history of those swims, you would have to set up the meets, events, and enter those results just as you would enter meet results for an upcoming meet.

Import the new Swimmer's Information from Another TM Database

1. Ask the swimmer's previous team to set up a unique Team Group and then assign the swimmer that is transferring to your team to that team group.
2. Still using the previous team's TM, click on **File** then **Export** and either choose **Best Times** or **Meet Results**. **Filter the export** with the Unique Team Group so that only that one swimmer will be exported. If you choose Best Times, TM will export the swimmer's best time in each stroke and distance that he/she has swum. Then when you import that information, only ONE meet will be set up in your TM Database with the swimmer's best time included. If you choose Meet Results and then All Meets, the complete history of the swimmer's performance will be exported so that when you import it, you will have the proof of time history for all of the swims for this particular swimmer.
3. Take the file produced from step 2 above and using your TM software, click on **File** then **Import** then **Meet Results**. Be sure to click on the **Add New Athletes** button. After the import has been completed, go to the Athlete Browser and highlight the new Athlete and check the results that have been imported.

Merge Athletes

Athlete Browser
How to Add or Edit Athletes

TM makes it simple to **merge** or **combine** two athlete records that really represent the same swimmer. For example, you might end up with Bill Smith and Billy Smith and want to combine the information for these two records into one athlete record.

Go to the **Athlete Browser** and highlight the one you want to change. Let's assume you want to combine both records as Bill Smith. Then edit the Billy Smith record and change the swimmer's first name from "Billy" to "Bill" then click **OK**. TM will ask you to confirm that you wish to merge these two athlete records. Answer **Yes** and TM will move all of the meet results and entries information for Billy Smith and merge it with the information for Bill Smith.

Click Here for more information on how to **Edit an Athlete**.

Age Up Your Athletes

There are a number of ways to request that TM Age Up all of the athletes on a particular team or all of the athletes in your Database.

Click Here to find out about how to Set-up your Age-Up-Date and globally update each swimmer's age based on their birth date and the System Age-Up-Date. Click Here to find out how to Age Up all the

Athletes on One Team. Click Here to find out how to Age up athletes to a particular Meet Age-Up-Date. And click Here to find out how to "**Year Up**" your High School or College Swimmers.

Meets

Meet Browser

How to Add or Edit Meets
Meet Entries Browser
Meet Results Browser

Click on **Meets** from the Main Menu Bar and TM will display the Meet Browser.

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status		Meet Information	
2014 Southeastern Middle School Cham	18-Jan-14	YO	Collecting offline				Name	**2013 Marlins Invite**
20TH MARTIN LUTHER KING, JR. HOLID/	10-Jan-14	YO	Collecting offline				Location	Mt. View Aquatic Center
1st Annual End of Season Jr. High Invita	04-Jan-14	YO	Collecting offline				Meet Type	
2014 ABSC Senior Circuit Meet	03-Jan-14	Y	Collecting offline				End Date	Sunday, December 15, 2013
2013 Snowball Fight	21-Dec-13	YO	Collecting offline				Swimmers Entered	25 Relays Entered 0
14th Annual Holiday Invitational	14-Dec-13	YO	Collecting offline					
2013 Oak Mountain Invitational	13-Dec-13	YO	Collecting offline					
2013 Marlins Invite	13-Dec-13	YO	Collecting offline					
War Eagle Invitational	13-Dec-13	Y	Collecting offline					
2013 Georgia Senior Short Course Char	06-Dec-13	YO	Collecting offline					
2013 Turkey Shoot	21-Nov-13	YO	Collecting offline					
2013 SC TG Beach Bash	15-Nov-13	YO	Collecting offline					
2013 Carrollton Fall Classic	01-Nov-13	YO	Collecting offline					
2013 Trick or Treat Meet	26-Oct-13	YO	Collecting offline					
Carrollton Bluefins Tri meet	19-Oct-13	YO	Collecting offline					
12th Annual Chattahoochee Gold Invitati	18-Oct-13	YO	Collecting offline					
2013 Fall Blow Pop Meet	09-Oct-13	YO	Collecting offline					

The Meet Browser is a scrolling list of information about each Meet that has been previously entered into your TM Database. You can use the Meet Browser to quickly locate any information about a particular meet. Meets that have a Start Date after Today's date are highlighted in green.

Filtering Information
You can reduce the number of meets that are included in the scrolling list by "filtering" the information by:

- Course
- Meet Type
- Meet Since Date

For example, if you wish to show ONLY the Yard meets Since 9/5/1999, enter information into those filter items and TM will show only those meets that conform to your filtering criteria. To enable a **Since Date** filter, you must do two things - enter a Since Date and click on the **Use Since Date** check box.

The Meet Browser defaults as sorted by the Start Date of each Meet. But you may **sort** the scrolling list based on other criteria by clicking on a column title. For example, to **sort the Meet Browser by Meet Name**, just click on the column heading labeled "**Meet Name**".

Instead of scrolling down the meet list, you can **locate** a specific meet quickly by clicking on the top "alphabet" row. For example, click on the "**T**", and TM will begin the meet list with the first meet name that begins with a "T". **This location feature is available ONLY when the Meet Browser is sorted by the Meet Name**.

You can **Merge Meets** if they have the same Date and basic setup. For example, if you setup a Meet for your entries and later import results but with a different meet name, TM will create a different meet.

Copyright©HY-TEK Sports Software part of Active

Just click and drag the one you have set up for entries over the one for results, and TM will merge them. **Note:** Always merge entries into results, NOT results into entries.

Meet Browser Information for each Meet

Each column for each meet (row) contains information about that meet including the meet name, start date for the meet, and the course of the meet.

Additional Meet Information
Additional information for all meets are included in this frame for the meet Location, Meet Type, the last day of the meet, and the number of swimmers and relays that have currently been entered in that meet.

Meet Browser Menu Bar

Add or Edit a Meet
Click Here to find out how to Add or Edit a Meet.

Delete a Meet
To delete a meet, highlight the meet you wish to delete and then click on **Delete** on the Meet Browser Menu Bar. TM will ask you to confirm this action and the proceed to delete not only that meet but also and entries or results for that meet.

Events
Click Here for more information on how to set up Events for your meet.

Meet Results
Click Here to find out more information on how to enter Meet Results.

Entries
Click Here for more information on various tools to help you declare meet entries and how to use HY-TEK's Online Meet Entry (OME) system.

Import Meet Events
To import the meet events setup by the meet host using HY-TEK's MEET MANAGER click on **Import** and then follow the prompts as described Here.

AgeUp
Click on **Ageup** in the Meet Browser Menu Bar and TM will offer three Age-Up options. Please remember, each swimmer has one age that is stored with his/her athlete record. But each meet result for each swimmer also has an age-at-meet based on each swimmer's birth date and the age-up-date for that meet.

1. Choose this option to **Ageup all the athletes** in your Database to the age-up-date of this meet. This option does not change age-at-meet information for any meet result.
2. Choose this option and TM will **recalculate the swimmer's age at this meet** based on the swimmer's birth date and the age-up-date for this meet. This calculated age is stored with the swimmer's results for each stroke/distance that he/she swam.
3. This option directs TM to check to see if any result does not have an age-at-meet stored with it. For each result it finds that does not have an age-at-meet, TM **calculates the age-at-meet** based

on the swimmer's birth date and the age-up-date for this meet. If a result already has an age-at-meet, then TM does not recalculate it.

Reports

Click on **Reports** or the **Reports icon** on the Meet Browser Menu Bar and TM will offer a choice of the following Meet reports.

Meet Report
Eligibility Report
Entry Report
Entry Spread Sheet
Multiple Meet Entries
Entry Fee Report
Split Sheets
Dual Meet Entry Report
Dual Meet Lineup Report
Swimmers Not Entered in Meet
Swimmers Entered in Meet
Meet Results
Number of No Shows in Meet
Number of Meets Attended / Splashes

All of these reports are discussed under the Meets Report Menu.

Add or Edit Meets

Meets Browser
Meets Report

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 our **MEET MANAGER** software. Contact the meet host and ask for a MM Meet Setup file. Click Here for more information about importing a MM Meet Setup file. And click Here for information about the Meets Report.

Meet Setup contains three tabs:

- Meet Description
- Entry Fees
- Eligibility Rules

Edit a Meet

To edit information about a meet, click on **Meet** from the TM Main Menu Bar and highlight the meet in the Meet Browser you wish to edit. Then either double click on the meet's name or click on **Edit** on the Meet Browser or click on the **Edit icon**. Then make the changes as you wish and click on the **OK** button to save those changes in your TM Database.

Meet Description

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 and TM will display the first of 4 screens associated with setting up or editing a meet - Meet Description.

Required Information for the Meet Description

Meet Name

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

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.

Y	convert all best times to Yards
YO	use best Yard times only
S	convert all best times to SC Meters
SO	use best SC Meter times only
L	convert all best times to LC Meters
LO	use best LC Meter times only
YSL	best time course order for Multi-Cut Me
YLS	best time course order for Multi-Cut Me

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.

Example 3: If you are entering a **multi-course cut** championship meet with "cuts" in both LCM and SCM, choose "LSY" and TM will first look at a swimmer's fastest LCM time for an event to see if it meets the LCM cut. If it does, then that LCM time is used as his/her entry time for that event. If it does not meet the cut, then TM will look at the swimmer's fastest SCM time to see if it meets the SCM cut. If it does, then that SCM time is used as his/her entry time. If it does not, then that swimmer is not eligible for that event in that meet. Please note that TM **does not convert entry times** for a multi-course cut meet.
- **YSL** for a multi-cut course meet where 2 or 3 Course Entry Times will be entered. TM will look at the Yard Course cut first, then SCM, then LCM.
- **YLS** for a multi-course cut meet where 2 or 3 Course Entry Times will be entered. TM will look at the Yard Course cut first, then LCM, then SCM.
- **SLY** for a multi-course cut meet where 2 or 3 Course Entry Times will be entered. TM will look at the SCM Course cut first, then LCM, then Yard.
- **LSY** for a multi-course cut meet where 2 or 3 Course Entry Times will be entered. TM will look at the LCM Course cut first, then SCM, then Yard.

Start Date
This is the date that the meet begins.

Meet Host Entry Deadline
This is the deadline for you to send your meet entries to the meet host. This date is established by the meet host.

Optional Information

Meet Type
Designating this meet as a particular meet "type" will allow you to filter the Top Times Report and other information based on a choice of meet types. For example, you might want to set up a meet type of "USS" and "Summer league" so that when you print a Top Times Report or set up Eligibility, you can choose "only" times from those type meets. Please click Here to find out about how to set up "Codes" for your particular Meet Types.

Sanction Number

Enter your meet sanction number to appear on the Meet Entry Report.

Masters Meet

Select this option and TM will support the Masters' Age Groups for Relays when you declare your relay entries or enter your relay results.

Address

On the **Meet Description** tab, you can enter the address for this meet. This information appears on the Meet Entry Report.

Meet Dates

On the **Meet Description** tab, you must enter the Meet Start Date and Meet Host Entry Deadline. You have the option to enter the meet Ending date for a multi-day meet.

Remarks

Enter any information here and it will be displayed on the Meet Entry Report.

Non-Conforming Course Factor

You may optionally enter a factor to use for non-conforming pool sizes. TM and the rest of our Swimming Products support 25 Yard, 25 Meter, and 50 Meter pool sizes. If your club is swimming at a 22.5 yard pool or a 33 meter pool, you can enter a specific conversion factor so that when you enter a meet result, TM will apply this factor to what you key in and display and store the resulting computed time.

Max Entries

Click Here for information about setting up max entries for your entire meet or for each session.

Altitude

You may optionally enter an altitude in feet above sea level for the meet venue in case course conversions are used.

Entry Fees

Swimmer fees can be set up using
- Meet Host fees (defined by the meet host)
- Custom fees that your team has decided to charge your swimmers
- A "No Charge" fee

The example below uses a **custom fee** of $6.00 for the swimmer surcharge, the **meet host fee** of $4.00 for the splash fee for individual events, and **No Charge** for relays. Those are the fees that OME will use to bill your swimmers/parents if you choose Active's **Meet Fee Collection** option on the **Online Meet Entry** tab.

Meet Host Fees

If the meet host fees are not already imported to TEAM MANAGER, you can enter the fees yourself. You can also update these fees later. Meet host fees include the following:

- swimmer surcharge
- individual events fee
- relay events fee
- team surcharge
- facility surcharge

How to Enter or Update Meet Host fees
1. In the **Meet Browser**, select the meet and click **Edit**. The **Meet Setup** box appears.
2. Click the **Entry Fees** tab.
3. Click **Edit Meet Host Fees**.
4. Enter or edit the fees that apply to this meet. After you enter the Individual and Relay entry fees, you can click on the associated **Update** button and TM will go though each Individual or Relay event and apply those entry fees to each event..
5. Save your changes

Custom Fees

Under **Swimmer Fees**, click on the pull down menu next to Swimmer Surcharge, Individual Events, or Relay Events and choose **Custom** and then enter the custom dollar amount that you want to charge for that particular fee. For example, you might want to set up Custom Fees to cover the costs of your

relays when you do not ask your swimmers to pay for the relays that they are swimming. For example, you might add $1.00 to the Individual meet entry fees to cover the cost of sending your relays to the meet. You can run the Meet Entry Fee report to list and total both meet host fees and custom fees.

You can specify custom fees for:
- swimmer surcharge
- individual events fee
- relay events fee

Eligibility Rules

To define or edit the eligibility rules for a specific meet, click on the **Eligibility Rules** tab from the Meet Setup screen as shown below.

Age-up-Date

The **Age-up-Date** is very important for age group teams and will be used by TM to establish each swimmer's age for this meet. The **default** Meet Age-up-date can be specified by clicking on **Set-up** then **System Preferences** - click Here for more information on how to do this. If no Age-up-Date is specified, TM will use the Athlete's current age whenever eligibility is required. Of course if your Database is set up for a College or High School club, an age-up-date is not necessary for those types of meets.

Minimum Age Eligibility / Filter for Open and 10&U Events

You can enter a Minimum Age Eligibility /Filter for **Open Events** as well as **10 & Under Events** so that TM will know the minimum age of swimmers that you want to show as eligible to swim Open or 10 & Under events for this particular meet. This age will dramatically affect the Eligibility Report for Open Events as well as the Meet Entry and Result browsers. TM will default to zero/blank which tells TM that there is no minimum age eligibility requirement - this case would apply to college and high school meets.

Do Not Allow "No Time" Entries

On the **Eligibility Rules** tab, select this option if you do not want to allow an entry time of "NT" for this one particular meet.

Enforce Qualifying Times

Select this option if you want TM to enforce the Qualifying Times for this meet. If you do not check this box, TM will allow a non-qualifying time to be chosen but will prefix it with an asterisk - for example, *1:23.45Y indicates this time does not meet the Qualifying time for this event and course. If you check this box, TM will not let you enter a swimmer in an event unless his/her Best Time or Custom Time meets the event and course Qualifying time.

Swimmer must meet Slower Than Q Time in All Courses

Select this option if you have declared the course of the meet as a **multi-course meet**, and you have entered "**Slower Than**" qualification times so that swimmers are not eligible that have swum the event with "too fast" a time (for example, A swimmer in a BB or B/C meet), you may check this box and TM will make sure that the swimmer is not "too fast" for the event in ALL Courses. For example, for the 50 Free in a YSL meet, a swimmer may meet the "Slower Than" Q time for Yards but may be too fast in LCM. In this case, the swimmer would not be eligible to swim this event.

Enter Swimmer at Minimum Qualification Time

Select the option **If Swimmer Qualifies for non-Conforming course, enter at minimum Q time**" ONLY if you have declared the course of the meet as a **multi-course meet**. For example, suppose the meet course is set up as LSY. If a swimmer does not meet the LCM qualification time for an event but does meet the qualification time for Yards, then when you enter that swimmer in that event, TM will automatically set the Custom Time as the minimum LCM qualification time. Additional, when you ask for Proof of Time on the Meet Entry Report, TM will display the meet and date for which the Yard time was swum along with the Custom Time.

Restrict Best Times

On the **Eligibility Rules** tab, select the option **Restrict Best Times to the Same Meet Type** if you want TM to look only at a swimmer's fastest time that has been swum in a meet with the same Meet Type as this one. This is a convenient feature if you are keeping both High School and Age Groups meets in your Database but do not want to use High School meet results as entries for an Age Group meet.

Use Times Since

The **Use Times Since** date is very important for meet eligibility and tells TM to look at ONLY Best Times for each Athlete SINCE this particular date. For example, if the **Use Times Since** date is March 1, 2000 and Billy set the State record for the 100 Free in February, 2000, that time will NOT be used for eligibility or as an entry time for this meet. Billy's Best Time SINCE march 1, 2000 will be used for eligibility and entry for the meet.

Delete a Meet

Meet Browser

Click on **Meets** from the Main Menu Bar, highlight the meet you wish to delete and then click on **Delete** from the Meet Browser or click on the **Delete Meet** icon. TM will ask for confirmation. Click **Yes** to continue and TM will remove this meet from your Database along with all of the meet entries, results, and splits.

Add or Edit Events for a Meet

Meet Browser
Setup Max Entries

After you have added a Meet Name and the associated information, highlight the meet on the Meet Browser for which you want to enter events. Now click on **Events** from the Meet Browser Menu Bar to display the Events Browser.

Events Browser

TM offers you the option of setting up events for **Entries** and for **Results**. For example, you may not know exactly what the event numbers are for the meet so you may set up the events as best you can, declare your entries, and export those entries to the meet host. Then when you import results back from that meet, the "real" event numbers will be added under Result Events.

If you are declaring meet entries for an upcoming meet, click on the **Entry Events** radio button to Display, Add, or Edit those events. If you are entering results for a meet that has been completed, click on the **Result Events** radio button to Display, Add, or Edit those events.

You can **filter what events are displayed** in the Events Browser based on Age Group, Gender, Stroke, Distance, Session, Division, Ind/Relays/Both.

Click on **Add** or **Edit** on the Events Menu Bar and TM will display the **Meet Event Maintenance** Screen. You must enter an event number, gender, stroke, distance and whether it's a Relay or Individual Event. You can also set up an Entry Fee for this one event as well as a **Session** and/or **Division**. For example, you might declare Event **#5** as the **Girls Open 50 FREE** in Session **1** Division **JV**. You can also set up **Diving** as a 5, 6 or 11 dive event.

Please note that if you attempt to **Edit** an Entry Event's Age Group, Ind/Relay Status, Stroke, or Distance, and there are already entries declared for the event, TM will give you the option to first delete those entries before making the event change. TM will not let you change the characteristics of a Result Event if there are already results stored for that event. But you may change a Diving Event to/from 6 or 11 dives.

You can use the **directional arrows** displayed on the Event Maintenance Screen or the **Page Up**/**Page DN** keys to move from one event to the next or previous event.

Sessions

If the meet you are attending has sessions, when you import the **HY-TEK MEET MANAGER** Meet Setup file, and those events and sessions will be imported and set up for you. But if you wish to enter the Sessions yourself, click on **Sessions** from the Event Browser Menu and TM will display a list of the Sessions that have been previously set up (if any) and then allow you to add or edit your Sessions as shown below.

Copyright©HY-TEK Sports Software part of Active
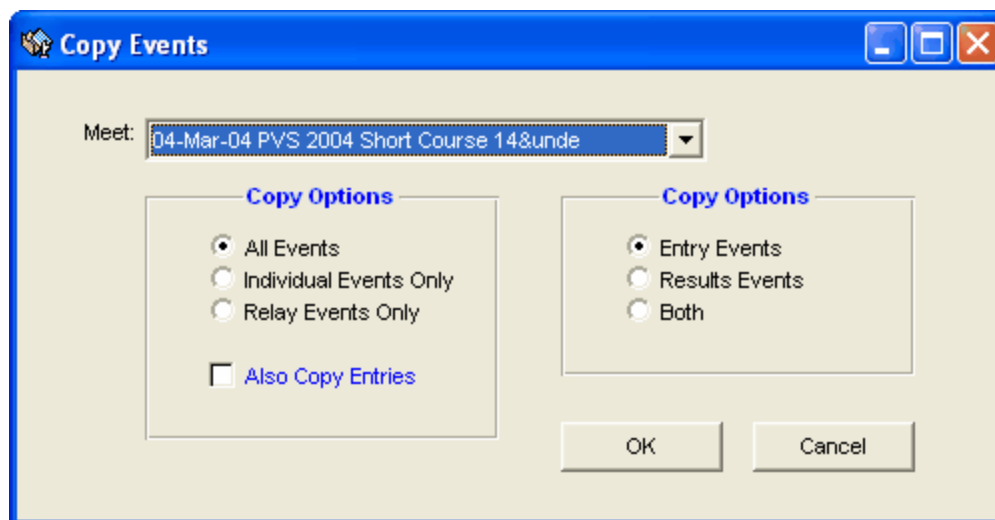
Copy Events and Entries from Another Meet

If the meet you are setting up is similar to a previous meet in terms of events and event numbers, you may copy the events from the similar meet saving you time and possible keying errors. Click on **CopyEvents** from the Event Browser Menu Bar and then pick from the list of meets. You can optionally filter the events that are to be copied by Individual or Relay and by Entry Events or Result Events. If you choose "Result Events", only the Result Events (like Event #3, Boys 11-12 50 Free) are copied over to the new meet, NOT the actual results. You can also choose to copy the Entries from this meet over to the NEW meet by clicking on the **Also Copy Entries** check box. If you pick Entry Events, TM will also copy over any Sessions that you have set up.

NOTE: TM will not copy events from, for example, a LC Meter meet to a Yard meet since some of those events will probably be different.

Setting up a Qualifying Time for this Event

You may want to set up a **Faster Than** or **Slower Than** Qualifying Time for an event in the meet. You can even set up multi-course qualifying times and/or Import qualifying times from a Time Standard file.

If the **Slower Than** indication is not displayed, go to **Set-up** then **System Preferences** and un-check the Show ONLY **Faster Than** Time STD Q Times check box.

Entering a Qualifying Time or Dive Points

You have the option to Import or enter "**cuts**" or "**Qualifying Times**" for an event. For example if this is a Yard Meet and you wanted the entry time for this event to be 34.59, then you would enter **34.59** in the **Faster than** column next to the **Yards** button. You can also enter **Diving** points for a diving event that will be honored when determining which divers qualify for that event.

Multi-Course Cuts

If you are entering a **multi-course cut** championship meet with "cuts" in both LCM and SCM, choose "LSY" for the Course in the Meet Setup and TM will first look at a swimmer's fastest LCM time for an event to see if it meets the LCM cut. If it does, then that LCM time is used as his/her entry time for that event. If it does not meet the cut, then TM will look at the swimmer's fastest SCM time to see if it meets the SCM cut. If it does, then that SCM time is used as his/her entry time. If it does not, then that swimmer is not eligible for that event in that meet.   Please note that TM **does not convert entry times** for a multi-course cut meet. If you wish to enter a swimmer at the **minimum qualifying time** if he/she does not meet the conforming course entry time, please click Here for specific information on how to do that.

Import Qualifying Times

If you wish to Import the qualifying times for this event from a Time Standard file that has already been set up, select which Time Standard file you wish to use from the list next to the **Standard** selection. Next, select the **Designator** from the list and either click on the **Import All 3 Courses** button, the **Yards** button, the **LC Meter** button, or the **SC Meter** button to import the appropriate Course. If a time is not imported, that means that TM did not find a match in the Time Standard file and the event that was selected. For example, the Time Standard file might have a Girls 10 & Under 100 Free and your meet event is Girls 9-10 100 Free. You have the choice of importing the time into the **Faster Than** or **Slower Than** side of the Qualifying Time. If the Time Standard has been previously set up for both Faster Than and Slower Than, you can click on the **Both** radio button to import both sides of the Time Standard.

Delete an Event

To delete an Entry or Result event, go to the appropriate event Browser, highlight the event you wish to delete, and click on the **Delete icon** or the **Delete** selection on the **Event Browser Menu Bar**. TM will ask for confirmation. Click **OK** and TM will remove that event from the event list for this meet.

Print Event Report

Click on **Printer** or the **Printer icon** on the Events Browser Main Menu Bar and TM will print a list of the events you have entered for this meet. This report will either print the Entry Events or Results Events based on the radio button that you have selected.

Meet Entries

From the Main Menu, click **Meets** then **Entries** and TM will display the following menu list.

```
Entry Browser
Entries by Name
Entry by Event
Max Entries
Swimmer Entry Status
```
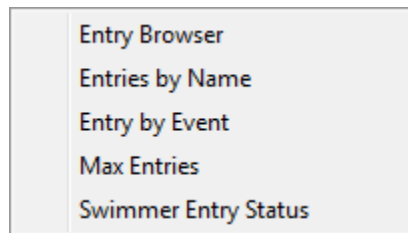
Entry Browser

Click Here for information about how to use the Meet Entry Browser

Entries by Name or Entries by Event

Click Here for information about how to Declare Entries for an upcoming meet. If you are using OME, you can use this feature to not only approve existing entries synced from the Active Cloud, but to also add entries or make changes to existing entries before emailing the approved declarations to each swimmer.

Max Entries

Click Here for information about setting up max entries for this meet.

Max Entries

Click Here for how to review or set up the Entry Status for your swimmers.

Swimmer Entry Status

Click Here for how to review or set up the Entry Status for your swimmers.

Meet Entries Browser

How to Declare Meet Entries
Meet Entries Report

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**. Click Here for more information about the Meet Entries Report.

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.

Click on the grid column headings to **sort** by that particular field. For example, click on the column marked "Event #" to sort entries by the event numbers in the meet. Or click on the "Session" column and TM will sort the entries based on session that was declared for each event. You may also click on the **View** Menu selection and choose the **Last Entered First** selection and TM will sort the information in the browser based on the order you entered the entries.

If you have chosen to sort the Entries Browser by name, instead of scrolling down the athlete list, you can **locate** a specific swimmer quickly by clicking on the top alphabet row. For example, click on the **T**, and TM will begin the athlete list with the first swimmer whose last name begins with a **T**.

Filter What you See
You may **filter** the meet entries by Session, Meet Division, Gender, Age Range, Team, Team Group, SubGroup, WM Group, WM Subgroup, and School Year.

Export Entries
Click on **Export Entries** and TM will display information and options to export your entries to a file so that you can subsequently email them to the meet host to be electronically imported into the meet host's MEET MANAGER database.

Relays
Click on the **Show Relays** icon to display Relay Entries. Position the cursor next to any Relay Team and then click on the **arrow button** next to the Relay Team name and TM will display the 4 relay swimmers for that team, if they have been entered.

Copyright©HY-TEK Sports Software part of Active

Delete an Entry

To delete an entry, highlight that row in the grid and click on **Delete** on the Meet Entries Menu Bar. TM will
ask for confirmation - click **OK** and TM will delete that one entry from that one meet.

Edit an Entry

If you want to **change or edit** an incorrect entry, you will have to do that in the Entries by Name or
Entries by Event menus.   Click Here for information on how to edit/change a Meet Entry.

Export to HTML

Choose this menu selection to export the Meet Entries Browser information directly in HTML format to
be displayed on your web site.

Print

Click on **Print** on the Meet Entry Menu Bar and TM will route you directly to the Meet Entry Report.
Click Here for more information about the Meet Entries Report.

Declare Meet Entries

Declare Entries by Event
Declare Entries by Name
Meet Entries Browser
Pre-Enter Athletes

Please follow these steps to declare who is swimming in a particular meet and optionally, what events
they are swimming. This process applies to both Individual Entries as well as Relay Entries.

Using paper and labor intensive processes
Example 1:
Swimmers declare if they are attending a particular meet/sessions and then the coach chooses what
events they are swimming. In this example, the coach would use the **Entries / Swimmer Entry Status**
feature to declare what swimmers will be at the meet and in what sessions. Then the coach can use
that list to filter the list of eligible swimmers as he/she declares who is swimming what events. Click
Here for information about how to Pre-Enter Athletes in a Meet.

Example 2:
Swimmers decide what events they are swimming in a particular meet. In this example, the coach
might post a Meet Eligibility Report so that swimmers could indicate what events they plan to swim.
Then the coach would use that "marked up" Report use the Entries by Name to tell TM what events
each swimmer will be swimming. then based on who is attending the meet, the coach would then use
Entries by Event feature to set up the relays for the meet.

When you choose who is swimming what event, TM will find that swimmer's best time and display it as
his/her entry time. How TM finds each swimmer's best time in an event is based on the Course that
was set up for that meet. For example, if the meet is set up as **YO** (Yards Only), TM will look ONLY at
each swimmer's best Yard times. But if the meet is set up as **Y** (Yard Conversion), TM will find each
swimmer's Best Time for each stroke/distance - converted to yards. In addition, you can also set up
the meet to look at **multi-course** qualification times and either enforce theses entry times or not. You
can even ask TM to automatically enter a swimmer at the minimum qualification time in a multi-course
meet setup Please click Here for more information and some examples on Course setup options for a
Meet.

If you have specified you want course conversion for your meet (for example, you have specified the course of the meet as "**Y**" asking TM to convert all best times to Yards), then TM will find a swimmer's **Best Converted Time** for a specific stroke/distance. TM will indicate a converted time by adding a **'** character after the time - for example, **1:23.45Y'** indicates a SCM or LCM time that has been **converted** to Yards.

You can review or check the meet entries that you enter by going to the Meet Entries Browser. After you have declared your meet entries and checked them, you can:

- Print the **Meet Entries Report** and mail those entries to the meet host.
- Export those entries to a **diskette** and mail them to the meet host.
                                      - OR -
  Export those entries to a file and **e-mail** them to the meet host.

Here is a summary of the process in setting up the meet and declaring your entries.

1. **Add your new Meet**. Click Here for information on how to do this.
2. **Enter or Import the Events** for the meet. Click Here for information on how to do this.
3. From the Meet Browser, highlight the meet for which you want to declare entries and click on **Entries** from the **Meet Browser Menu Bar** and then click on Max Entries, Entries by Event, Entries by Name, or Pre-Enter Athletes.
4. You may also **Print** the Meet Entries Report or Meet Entries Spreadsheet Report from either the **Entries by Event** or **Entries by Name** Main Menu Bar.

Using the keyboard

The Meet Entries by Event and by Name screens were designed to be used with a pointing device like a mouse as well as the keyboard. Here are a few tips for navigating these screens and making selections.

- Use the F4/F5 key to pick the Next (F4) or the Previous (F5) event.
- Use the tab or shift tab or the left or right arrow keys to navigate across the Entry grid.
- Use the Up and Down arrow keys to navigate up and down the Entry grid.
- If you wish to select a check box, for example an Exhibition swim, use the tab or arrow keys to highlight the check box and then press the **space bar** to select or de-select that particular check box.

This method of declaring entries lists each event that has been set up for the meet with the corresponding eligible athletes or relays for each event selected.

First enter the **Team for which these entries apply**. If they generally apply to the same team for each meet, we would recommend you set up **Favorite Filters** so that the team you choose will be automatically displayed each time you declare meet entries. Click Here for information on how to do this. If you leave this field "blank", TM will use the Team that the Athlete is current assigned for the entry Team.

Individual Events

You may **filter the list of events by Session and/or by Meet Division**. Pick an event and TM will list all of the eligible swimmers for that event.   TM will **sort** these eligible swimmers alphabetically by **Last Name** but you can click on the **Best Time** column header to sort them by Time, click on the **Age** column to sort by age, or click on the **Birth** column to sort by birth date. You can enter an event number, use

the event scroll list, click on the arrow keys to go to the Previous or Next event, or press **F4** for Previous event or **F5** for the Next event. Click on **Athlete Results** from the menu bar and TM will pop up a window of meet results for the swimmer that is highlighted.

Entries Sorted by Last Name

Last Name	First Name	Mid	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age
Asorphi	Mary	C	☑	CCRR	27.19Y		☐	☐	☐			F	15
Bays	Lori	L	☐	CCRR	26.57Y		☐	☐	☐			F	15
Brown	Jessica	S	☑	CCRR	* 30.45Y	29.19Y	☐	☐	☐			F	15
Brown	Katie	L	☑	CCRR	24.40Y		☐	☐	☐			F	17
Chesson	Christine	C	☑	CCRR	27.25Y		☐	☐	☐			F	16
Denver	Emily	L	☐	CCRR	25.12Y		☐	☐	☐			F	18
Frazier	Janet	R	☐	CCRR	28.42Y		☐	☐	☐			F	15
Linson	Tabitha	L	☐	CCRR	26.39Y		☐	☐	☐			F	16
McCray	Diana	B	☐	CCRR	* 30.76Y		☐	☐	☐			F	15
Murphy	Abigail	J	☐	CCRR	26.06Y		☐	☐	☐			F	16
Neal	Lynn	J	☑	CCRR	25.93Y		☐	☐	☐			F	16
Truluck	Tina	A	☑	CCRR	26.37Y		☐	☐	☐			F	16

Entries Sorted by Best Time

Last Name	First Name	Mid	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age
Brown	Katie	L	☑	CCRR	24.40Y		☐	☐	☐			F	17
Denver	Emily	L	☐	CCRR	25.12Y		☐	☐	☐			F	18
Neal	Lynn	J	☑	CCRR	25.93Y		☐	☐	☐			F	16
Murphy	Abigail	J	☐	CCRR	26.06Y		☐	☐	☐			F	16
Truluck	Tina	A	☑	CCRR	26.37Y		☐	☐	☐			F	16
Linson	Tabitha	L	☐	CCRR	26.39Y		☐	☐	☐			F	16
Bays	Lori	L	☐	CCRR	26.57Y		☐	☐	☐			F	15
Asorphi	Mary	C	☑	CCRR	27.19Y		☐	☐	☐			F	15
Chesson	Christine	C	☑	CCRR	27.25Y		☐	☐	☐			F	16
Frazier	Janet	R	☐	CCRR	28.42Y		☐	☐	☐			F	15
Brown	Jessica	S	☑	CCRR	* 30.45Y	29.19Y	☐	☐	☐			F	15
McCray	Diana	B	☐	CCRR	* 30.76Y		☐	☐	☐			F	15

For example, pick a Boys 11-12 50 Free and TM will list all of the boys in your Database that are between 11 and 12 years old based on the age-up-date of the meet, with their best time in that event. Then highlight the swimmer you want to enter with one mouse click! If the swimmer has not swum that event or you do not want to use his/her best time, you can enter a **Custom Entry** time. Specify the entry as **Exhibition**, **Alternate**, or **Bonus** by clicking on the appropriate check box. A "Bonus" entry is one that does not meet the entry time but is allowed to enter that event because the swimmer has met an entry time in other events. This is typically used in USA Swimming National and Sectional type meets.
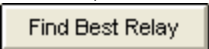
Meet Entry Qualification Times

If there is a **Meet Entry Qualification** time specified for this event, TM will show it on the top grid next to the event description. If you set the meet up to "Enforce Entry Q Times", TM will not let you enter a swimmer into the event unless he/she has a Best time or Custom time that meets that entry cut. You can also specify a **Fudge Factor** that will be applied to the swimmer's Best Time and then compared with the Meet Entry Qualification time. If the swimmer now meets the entry time cut, the entry time will be prefixed with a **%** character - for example, **%1:23.45**.

Max Entries

Copyright©HY-TEK Sports Software part of Active

If **Max Entries** have been set up for the meet in th Setup Meet Entries screen, then three additional columns will be displayed on the Entries by Event screen as shown below. The **IE** column shows the number of Individual Entries, the **RE** column shows the number of Relay Entries, and the **CE** column shows the number of Combined Entries for each swimmer. A color code of green indicates that the swimmer has been entered in the maximum number of events for that session or for the entire meet. A color code of red indicates that the swimmer has been entered in more than the maximum number of events for that session or for the entire meet.

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	IE	RE	CE
Basile	Pete		☐	GPS	NT		☐	☐	☐					
Boggs	Roby		☑	GPS	2:08.07Y		☐	☐	☐			2		2
Brackett	Wayne		☐	GPS	2:23.91Y		☐	☐	☐					
Buchanan	Connor		☐	GPS	NT		☐	☐	☐			2	1	3
Campbell	Craig		☐	GPS	NT		☐	☐	☐			2	2	4
Cockell	David		☐	GPS	2:10.00Y		☐	☐	☐					
Collison	Robert		☐	GPS	2:51.41Y		☐	☐	☐			1		1
Day	Mac		☐	GPS	2:22.44Y		☐	☐	☐			3	1	4
Dennehy	John		☐	GPS	NT		☐	☐	☐			2	1	3
Dunaway	Brandon		☐	GPS	NT		☐	☐	☐					

Heat/Lane Declaration

If you are submitting entries say for a dual meet and want to specify the **Heat** and **Lane** for each entry, enter the Heat and Lane for the particular swimmer in the appropriate Heat and Lane column. Then when you print the Entry Report, print the Entry Labels, or Export Entries, TM will include the Lane and Heat designations as you so declared. Please refer to the section below titled "Individual Events for Dual Meet Setup" for additional options for even/odd Lane/Heat seeding.

Miscellaneous Options

If you wish to enter all the eligible swimmers in the selected event, click on the **Enter All** button. This option is NOT available if the meet events have Qualification Times. To clear all of the entries, click on the **Clear All** button.

Click on the **Show Swim-Up Athletes** check box and TM will add athletes in the list that are younger than the lower bound of the event age. For example in our Boys 11-12 example above, TM would add to the swimmer list all of the swimmers who were 10 years old and younger.

☐ Show Swim-Up Athletes

Click on the **Only Athletes Already in Meet** check box to filter the eligible swimmer list with only swimmers who have been previously entered in the meet. You may also **filter** the eligible swimmer list by Team, Group, Subgroup, and School Year.

☐ Only Athletes Already in Meet

Click on the **Only Pre-entered Athletes** check box if you want to filter your swimmer list by ONLY those swimmers that have been Pre-Entered. Click Here for information about how to Pre-Enter Athletes into your meet.
    NOTE: The option to check this box will be available ONLY if you have Pre-Entered Athletes in this meet.

☑ Only Pre-Entered Athletes

Click on the **Only Pre-entered with No Entries** check box if you want to filter your swimmer list by ONLY those swimmers that have been Pre-Entered but currently have **no declared entries**. Click Here for information about how to Pre-Enter Athletes into your meet.

NOTE: The option to check this box will be available ONLY if you have Pre-Entered Athletes in this meet.

☑ Only Pre-Entered with No Entries

Individual Events for Dual Meet Setup

If you are setting up a Dual Meet for High School, College, or Age-Group, you have a number of options to make your meet declarations easy and fast. Click on **Dual Meet Setup** on the **Entries by Event** menu.

Click on **Declare Lanes and Seeding** and complete this screen so that TM can set up your heat and lane assignment options.

Then click on **Seeding** and **Assign Heat and Lanes** and TM will show the following screen.

The swimmers at the bottom of this grid are the ones you chose for this event. You can click on **Seed** and TM will assign them to the appropriate lanes based on their Best Time. Or, click and drag swimmers from either section to position them in the heat and lane of your choice. The Heat/lane assignments will be remembered by TM and exported with the entries to the meet host. Click **Clear Seeding** to remove the lane assignments for this event.

Relay Events

You may **filter the list of events by Session and/or by Meet Division**. Pick a Relay event and TM will list all of the swimmers that are eligible to swim in that relay event. For example, pick a Boys 11-12 200 Medley and TM will list all of the boys in your Database that are between 11 and 12 years old based on the age-up-date of the meet. Click on the **New Relay** button to add a new Relay and if it's the **A** Relay, TM will search your Database and find the Best Time for that particular Gender/Stroke/Distance. If you do not have a relay result for that Gender/Stroke/Distance or you do not want to use their best time, you can enter a **Custom Entry** time. Specify the entry as **Exhibition** by clicking on that check box.

If you click on the **Calculate Custom** button below the list of Relay Swimmers, TM will add up the Best Times for each swimmer and store it as a Custom Time.

Meet Entry Qualification Times

If there is a **Meet Entry Qualification** time specified for this event, TM will show it on the top grid next to the event description. If you set the meet up to "Enforce Entry Q Times", TM will not let you enter a relay into the event unless they have a Best time or Custom time that meets that entry cut. You can also specify a **Fudge Factor** that will be applied to the relay's Best Time and then compared with the Meet Entry Qualification time. If the relay now meets the entry time cut, the entry time will be prefixed with a **%** character - for example, **%1:23.45**.

Heat/Lane Declaration

If you are submitting entries say for a dual meet and want to specify the **Heat** and **Lane** for each entry, enter the Heat and Lane for the particular Relay in the appropriate Heat and Lane column. Then when you print the Entry Report, print the Entry Labels, or Export Entries, TM will include the Lane and Heat designations as you so declared.

Best Relay

You may also want TM to find the **Best Relay** combination for you. First, review the **Best Relay Order** (default as 2-4-3-1) as TM will use that to position each of the swimmers Next, review the list of eligible swimmers and remove the check under the **4Bst** column if you do not want TM to include that swimmer in the Best Relay calculation. If a swimmer is already at the max for Relay or Combined Entries for the meet, then the 4Bst check box will automatically be turned off for that swimmer. Now

click on the <u>Find Best Relay</u> button and TM will evaluate all of the eligible swimmers' times to compute the very best relay combination. That computed fastest relay time will be entered as a Custom Time for that Relay. If this is a Mixed Relay, TM will find the best 2-Boy/2-Girl combination.

Or, you may want to click on the <u>Best Relay Report</u> button and TM will evaluate all of the eligible swimmers' times to compute and print a report of as many best relay combinations as possible - e.g. A Relay, B Relay, C Relay, etc. Click on the □ Include non-lead Relay Splits for Best Relay check box and TM will also use any Relay Non Lead-off splits that have been saved and put an "N" after the time to indicate that an "unofficial Relay Non leaf-off split" was used - see example below.

Best Relay Report

Meet: 2004 CSL North Division Championship   Start Date: 2/14/2004   Course: Y
Team: Maine West
Event: Men   200 Medley Relay

	Relay	Age/Yr	Time	Date	Meet
	A RELAY		**1:48.70Y**		
Back	WUNAR, HERBIE	JR	29.62Y	2/3/2004	MAINE WEST vs ST. VIATOR
Breast	STILLMAKER, SEAN	JR	31.03Y N	2/6/2004	Maine West vs. Niles North
Fly	O'HAGAN, TIM	SR	24.90Y N	2/6/2004	Maine West vs. Niles North
Free	KAYE, JOSH	SO	23.15Y N	2/6/2004	Maine West vs. Niles North
	B RELAY		**1:52.30Y**		
Back	BIRCH, ZAC	JR	29.97Y	1/30/2004	MAINE WEST VS MAINE EAST
Breast	DUEBALL, SCOTT	SR	32.04Y N	1/23/2004	MAINE WEST vs GLENBROOK NORTH
Fly	FULLE, ALEX	JR	26.62Y N	1/17/2004	Glenbrook South "Titan Relays"
Free	TRELLA, CHRIS	SR	23.67Y	2/6/2004	Maine West vs. Niles North
	C RELAY		**1:57.23Y**		
Back	REHDER, STEVE	JR	31.30Y N	1/17/2004	Glenbrook South "Titan Relays"
Breast	BIHLER, JOHN	SR	33.38Y N	1/17/2004	Glenbrook South "Titan Relays"
Fly	HALLOCK, KEVIN	SO	28.46Y N	1/23/2004	MAINE WEST vs GLENBROOK NORTH
Free	COSTELLO, SHANE	SR	24.09Y N	12/9/2003	MAINE WESTvs HERSEY
	D RELAY		**2:00.66Y**		
Back	SPIK, MARCIN	SO	31.88Y	1/9/2004	MAINE WEST vs DEERFILD
Breast	MILLER, MIKE	JR	34.46Y N	2/6/2004	Maine West vs. Niles North
Fly	RYAN, BRANDEN	JR	29.82Y N	12/12/2003	MAINE WEST vs MAINE SOUTH
Free	ANDERSON, GREG	SO	24.50Y N	2/6/2004	Maine West vs. Niles North

Miscellaneous Options

You may pick up to 8 swimmers (4 primary and 4 alternate) from the list of eligible swimmers for your Relay. You can **click and drag** them over to Relay positions 1-8 or **double click** on the name and TM will automatically move them for you.

For a **Medley Relay**, you can tell TM what stroke to use for the Best Time column. Next to the **Best:** choice under the **Clear Swimmers** button pick the stroke from Free, Back, Breast, and Fly and TM will show you the best time for each swimmer in the stroke selected.
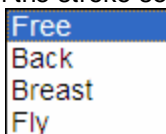
Free
Back
Breast
Fly

Click on the **Show Swim-Up Athletes** check box and TM will add athletes in the list that are younger than the lower bound of the event age. For example in our Boys 11-12 example above, TM would add to the swimmer list all of the swimmers who were 10 years old and younger.

Click on the **Only Athletes Already in Meet** check box to filter the eligible swimmer list with only swimmers who have been previously entered in the meet. You may also **filter** the eligible swimmer list by Team, Group, Subgroup, and School Year.

Click on the **Only Athletes in Session** check box to filter the eligible swimmer list with only swimmers who have been previously entered in events for this session.

A **Relay Only Swimmer** is a swimmer that is not entered in any Individual events and is NOT entered on a Relay Team. These swimmers are typically entered in the meet by the coach to possibly use in a relay once the meet begins. To declare a swimmer as Relay Only, click on the **Entrd** check box next to the swimmer's name and then **right mouse click**. TM will ask you to confirm that you wish to enter this

swimmer as a Relay Only Swimmer. Click **Yes** and that Relay Only Swimmer entry will be stored in your Database and the column to the left of the swimmer's name will be listed with a @ character to indicate the Relay Only status. Relay Swimmers will be displayed in the Meet Entry Report sorted "by Name" with the "Individual and Relay" box checked.

Masters Relays

TM will automatically handle the Masters Relay Ages for both Meter and Yard meets in terms of declaring multiple A Relays - one for each age group.

This method of declaring entries lists each swimmer in the Database based on the following filter options:

- Low and High Age - For example, ages 11-12
- Team
- Group
- Subgroup
- WM Group
- WM Subgroup
- School Year
- Gender

First enter the Team for which these entries apply. If they generally apply to the same team for each meet, we would recommend you set up Favorite Filters so that the team you choose will be automatically displayed each time you declare meet entries. Click Here for information on how to do this. If you leave this field "blank", TM will use the Team that the Athlete is current assigned for the entry Team.

Now select any of the swimmer's listed. As soon as you click on a swimmer, TM will list the eligible events based on the following event filters and will also include that swimmer's Best Time for each event. If the swimmer's name is colored, that means that at least one entry has already been set up for that swimmer. This is an easy way to tell for what swimmers you have completed meet declarations.

- Session
- Meet Division

TM will list the **Maximum** entries for this meet and Session as well as the running total of Individual Entries and Relay Entries for the particular swimmer that has been selected.

To enter a swimmer into one of the eligible events, just click on the **Entered** column check box. If the swimmer has not swum that event or you do not want to use his/her best time, you can enter a Custom Entry time. Specify the entry as **Exhibition**, **Alternate**, or **Bonus** by clicking on the appropriate check box. A "Bonus" entry is one that does not meet the entry time but is allowed to enter that event because the swimmer has met an entry time in other events. This is typically used in USA Swimming National and Sectional type meets.   If there is a Meet Entry time specified for this event, TM will show it and will not let you enter a swimmer into the event unless he/she has a Best time or Custom time that meets that entry cut.

Click on the **Show Swim-Up Events** check box and TM will add events in the list that are older than the age of the swimmer. For example, if the swimmer is 11 years old, checking this box would result in the 13-14 and 15 & Over events being listed for this swimmer.

☐ Show Swim-Up Events

If you wish to enter the selected swimmer in all of his/her eligible events, click on the **Enter All** button. To clear all of the entries, click on the **Clear All** button.

Click on the **Show Relay Entries** and TM will also indicate what relay Events a swimmer has been assigned to.

☑ Show Relay Entries
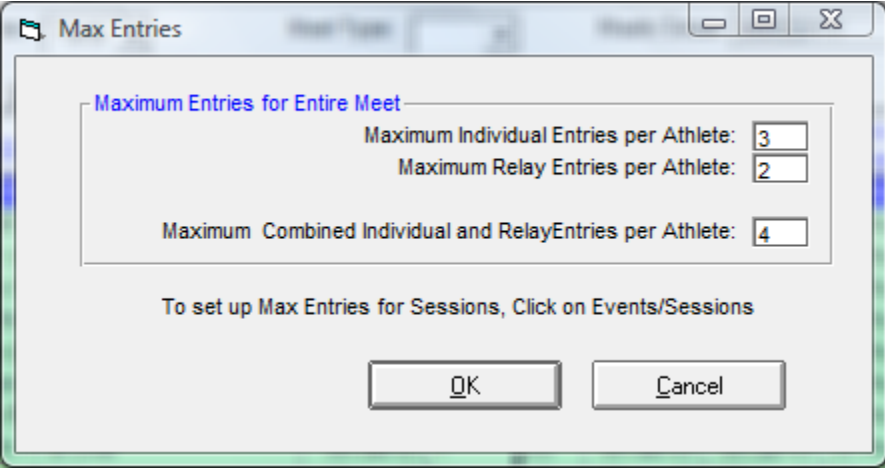
Click on the **Only Pre-entered Athletes** check box if you want to filter your swimmer list by ONLY those swimmers that have been Pre-Entered. Click Here for information about how to Pre-Enter Athletes into your meet.

> **NOTE:** The option to check this box will be available ONLY if you have Pre-Entered Athletes in this meet.

☑ Only Pre-Entered Athletes

Setup Max Entries

To specify or edit max entries for a meet, click on **Meets** from the TM Main Menu Bar and then highlight the meet you want. Now click on **Entries** then **Max Entries** to display the menu below.

You can specify max entries for: the **Entire Meet** and/or for each **Session** by going to the Session setup - click on **Events / Sessions**. When you declare entries for Athletes and Relays, TM will check the number of entries against what you have set up here both for the entire meet and for each session if you choose to set up max entries for Sessions.

Swimmer Entry Status / Pre-Enter Athletes

It's important to know what swimmers are able to attend a particular meet so that the Meet Entry Declaration process will make sense. You will want to "restrict" the list of swimmers when you go to Entries by Event or Entries by Name menus to ONLY those attending the meet - here's how.

Click on **Meets** from the Main Menu bar, highlight the meet and then and then click on **Entries / Swimmer Entry Status**. Use this list to Pre-Enter your Athletes to restrict the number of swimmers displayed in the Entries by Event and by Name menus.

Filter What you See

You may **filter** the list of athletes by Gender, Age Range, Team, Team Group, SubGroup, WM Group, WM Subgroup, and School Year.

Clear All / Enter All

Use these buttons to **Clear All** the Pre-Entered Athletes to NOT Entered or click on the **Enter All** button to set all the athletes as Entered.

Print

Click on **Print** or the **Print icon** to display or print a list of Pre-Entered Athletes.

Meet Results

From the Main Menu, click **Meets** then **Results** and TM will display the following menu list.

```
Result Browser
Results by Name
Results by Event
```

Results Browser

Click Here for information on how to use the Meet Results Browser.

Enter or Edit Meet Results

Click Here for information about how to enter meet Results by Name or Results by Event.

Enter Splits and Stroke Rates

Click Here for information about how to enter Splits and Stroke Rates.

Display Meet Results

Click Here for information about how to display Meet Results.

Meet Results Browser

How to Enter or Edit Meet Results

The purpose of the Meet Results Browser is to provide information about meet results 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 results for a specific meet using the **Meet Results Report**. Click Here for more information about the Meet Results Report.

Click on **Meets** from the Main Menu Bar. Highlight the meet for which you want to show results then click on **Results** and then **Results Browser**. TM will display a grid showing all the results in the meet. Click on the grid column headings to **sort** by that particular field.   For example, click on the column marked "Meet Event" to sort results by the event numbers in the meet. Or click on the "Stroke" column and TM will sort the results based on stroke - Free, Back, Breast, Fly, and Medley. You may also click on the **View** Menu selection and choose the **Last Entered First** selection and TM will sort the information in the browser based on the order you entered the results.

If you have chosen to sort the meet results by name, instead of scrolling down the athlete list, you can **locate** a specific swimmer quickly by clicking on the top alphabet row. For example, click on the **T**, and TM will begin the athlete list with the first swimmer whose last name begins with a **T**.

You have the option of tagging each result with a **Time Standard** as well as to show conversions to Yards, SCM, or LCM. You may also show only **Lifetime Bests**, **Non-Leadoff Relay Legs**, and **Reaction** times imported from MEET MANAGER..

Filter What You See
You may **filter** the meet results **by Session and/or by Division**. You can also **filter** the Results by Gender, Age Range, Team Group, SubGroup, WM Group, WM Subgroup, School Year, Stroke, Distance, Meet Name or All Meets, Meet Type, and Since Date.

Layout
Click Here to manage your Meet Results Grid layouts as shown below in the Column Layout Save/Restore options.

Save Column Layout
Restore Saved Layout
Restore Original Layout

You can customize your Meet Results browser columns by re-ordering or deleting columns from the TM Original Layout and then save that layout for subsequent use.
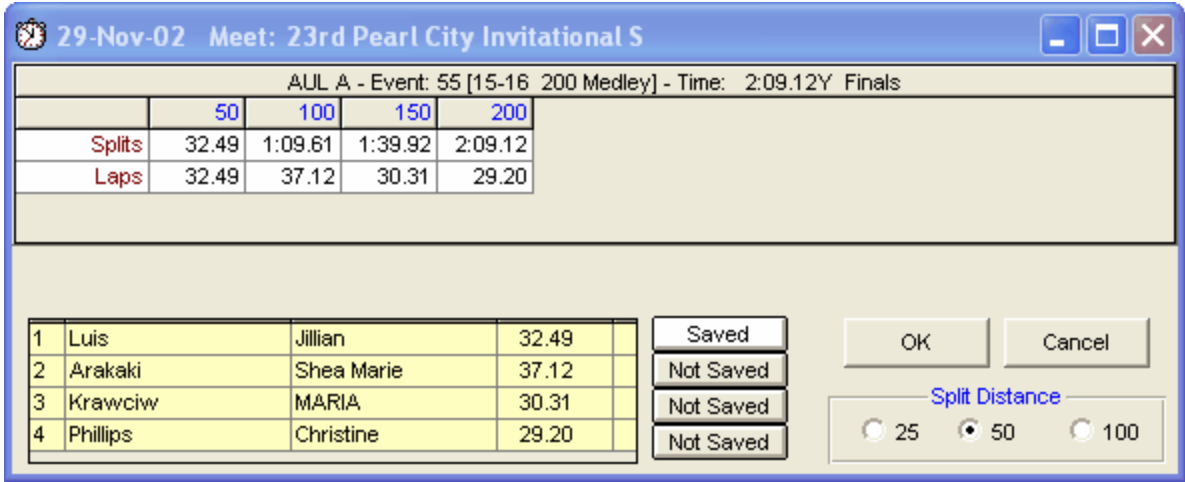
Split Out Relay Legs

Click on **Split out Relay Legs** or the **Relay Legs** icon ÷ and TM will look through your Database and find all of the Relay Non-Leadoff splits and include them in your Meet Results Browser. Once you do this, you can then optionally include those relay Non-Leadoff legs in your Top Times Report, Top Times Spreadsheet Report, or Best Relay computation.

> **NOTE:** TM creates the Non-Leadoff split records for each swimmer in the relay **ONLY** if there are 4 swimmers entered in the Relay and at least 4 splits are present in the relay result.

Relays

Click on the **Show Relays** icon to display Relay Results. Position the cursor next to any Relay Team and then **right mouse click** or click on the **Splits icon** on the Meet Results Browser Menu Bar and TM will display the 4 relay swimmers for that team, if they have been entered, and the splits and optionally the stroke rate for that relay swim. You can edit or enter running **splits or lap times** for the relay swim. And you can edit or enter **Stroke Rate** information if you selected that option in the Setup/System Preferences menu.

One of the most powerful features of this menu is the ability to **Save a Relay Leg** time for a relay swimmer. Click on the box next to one of the 4 relay swimmers marked Not Saved and TM will ask if you wish to save the corresponding relay leg as a stored time in your TM Database for this swimmer. In the example above, the 1st leg has been saved but the last three legs of the relay have not been saved. To delete a saved relay leg, go to the Athlete section of the Meet Results Browser, highlight the leg, and click on Delete or the Delete icon.

This time will show in the Results Browser and the Top Times Report and will be designated in the I/R column with either an **L** for the Lead Off Leg or **N** for any of the three Non Lead Off Legs.

> **NOTE:** The **Relay Lead Off Leg** times will be used for Best Times, Entry times, and for the computation of **Relay Best Times** in the Entry by Event menu.
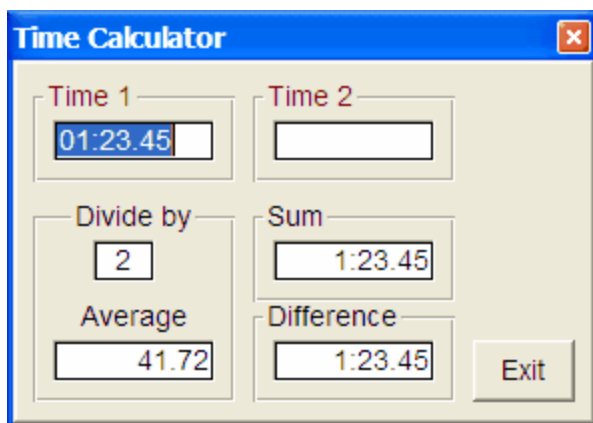
> **NOTE:** The **Relay Non Lead Off Leg** times will be used in the computation of **Relay Best Times** in the Entry by Event menu.

Splits

To add splits, highlight the meet result for which you want to add splits and either **right mouse click** or

click on **Splits** or the **Add Splits** icon on the top of the Meet Results Browser Menu bar.
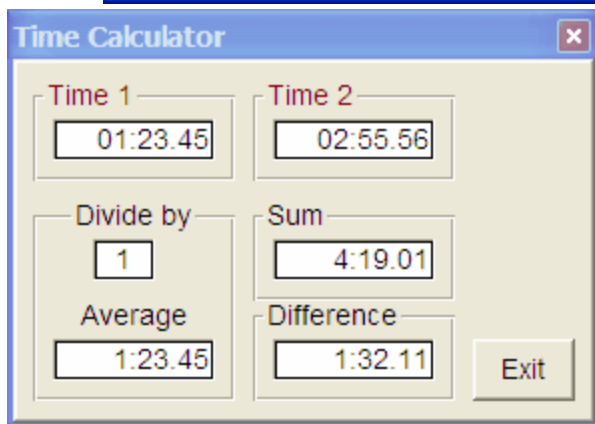
Time Calculator

Click on the **Time Calculator icon** so that TM can help either determine an average split time or to add/subtract two splits as shown in the examples below.

Delete a Result

To Delete a result, highlight that row in the grid and click on **Delete** or the **Delete icon** on the Meet Results Menu Bar. TM will ask for confirmation - click **OK** and TM will delete that one result from that one meet.

Edit a Result

If you want to **change or edit** an incorrect result, you will have to do that in the Results by Name or Results by Event menus. Click Here for information on how to do edit/change results.

Export to HTML

Choose this menu selection to export the Meet Results Browser information directly in HTML format to be displayed on your web site.

Print

Click on **Print** on the Meet Results Menu Bar and TM will route you directly to the Meet Results Report. Click Here for more information about the Meet Results Report.

Enter or Edit Meet Results

How to Add or Edit Meets
How to Add/Edit Events for a Meet
Meet Results Browser

Please follow these steps to enter results from a meet that has been completed. This process applies to both Individual as well as Relay Results. You can review or check the meet results that you enter by going to the Meet Results Browser.

There are **two ways** to enter meet results:
1. Key them in
2. Import them

Click Here for information on how to **Import Meet Results** from a Meet Results file. If you choose to Import meet results instead of keying them, you do not need to complete any of the following steps.

1. **Add your new Meet**. Click Here for information on how to do this.

2. **Enter or Import the Events** for the meet. Click Here for information on how to do this.

3. From the Meet Browser, highlight the meet for which you want to enter results and click on **Results** from the **Meet Browser Menu Bar** and then click on **Results by Event** or **Results by Name**.
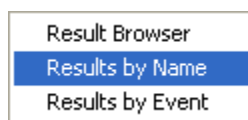
4. You may **Print** the Meet Results Report from either the **Results by Event** or **Results by Name** Main Menu Bar. Click Here for information about the **Meet Results Report**.

Using the keyboard

The Meet Results by Event and by Name screens were designed to be used with a pointing device like a mouse as well as the keyboard. Here are a few tips for navigating these screens and making selections.

- Use the F4/F5 key to pick the Next (F4) or the Previous (F5) event.
- Use the tab or shift tab or the left or right arrow keys to navigate across the Results grid.
- Use the Up and Down arrow keys to navigate up and down the Results grid.
- If you wish to select a check box, for example a DQ, use the tab or arrow keys to highlight the check box and then press the **space bar** to select or de-select that particular check box.

Results by Event

This method of entering meet results lists each event that has been set up for the meet with the corresponding eligible athletes or relays for each event selected.

First enter the **Team for which these results apply**. If they generally apply to the same team for each meet, we would recommend you set up **Favorite Filters** so that the team you choose will be automatically displayed each time you want to enter results. Click Here for information on how to do this. The meet results will be associated with this Team even though the swimmers may not currently be on that Team. If you leave this field "blank", TM will use the Team that the Athlete is current assigned for the results Team.

Individual Events

You may **filter the list of events by Session and/or by Meet Division**. Pick an event and TM will list all of the eligible swimmers for that event. You can enter an event number, use the event scroll list, click on the arrow keys to go to the Previous or Next event, or press **F4** for Previous event or **F5** for the Next event. For example, pick a Boys 11-12 50 Free and TM will list all of the boys in your Database that are between 11 and 12 years old based on the age-up-date of the meet. Click on **Athlete Results** from the menu bar and TM will pop up a window of meet results for the swimmer that is highlighted.

TM supports up to three "rounds" for each event - Prelims, Semis, or Finals. You can also enter results for a SwimOff or for Time Trials. You can customize showing the Prelims, Semis, Finals, SwimOff, or Time Trials columns by selecting the appropriate buttons above the grid. To enter a result, position your cursor under the Time/Pts column in the row of the swimmer for which you want to enter results and then enter results either in the format "12345" or "1:23.45". You may enter **NS** for No Show or **DQ** for Disqualified. Specify the entry as **Exhibition** by entering an "x" as a prefix to the time - for example, "x1:23.45". Click on the **DQ** column to designate the swim as a DQ and you can still enter the swimmer's time if you wish in the appropriate column (Final, Prelim, or Semis). Optionally enter the swimmer's **Place** and **Points** in the appropriate column. The Place and Points for each result will be displayed in the **Meet Results Report** for this meet.

Filter Eligible Athletes

You may **filter** the eligible swimmer list by Team, Group, SubGroup, WM Group, WM Subgroup, and School Year.

Click on the **Show Swim-Up Athletes** check box and TM will add athletes in the list that are younger than the lower bound of the event age. For example in our Boys 11-12 example above, TM would add to the swimmer list all of the swimmers who were 10 years old and younger.

You may choose any one of the three Eligible Filter radio buttons:
- Click on the **All Eligible** radio button if you do not want to filter the list of eligible swimmers.
- Click on the **Existing Results** radio button to filter the eligible swimmer list with only swimmers who already have results entered for this meet. This is a great feature when you want to edit existing results for an event.
- Click on the **Existing Entries** radio button to filter the eligible swimmer list with only swimmers who were previously entered in this meet.

Relay Events

You may **filter the list of events by Session and/or by Meet Division**. Pick a Relay event and TM will list all of the swimmers that are eligible to swim in that relay event. For example, pick a Boys 11-12 200 Medley and TM will list all of the boys in your Database that are between 11 and 12 years old based on the age-up-date of the meet. Click on the **New Final Relay** button or the **New Prelim Relay** button to add a new Relay result.

To enter a result, position your cursor under the Time column in the row of the Relay for which you want to enter results and then enter results either in the format "12345" or "1:23.45". You may enter **NS** for No Show or **DQ** for Disqualified. Specify the entry as **Exhibition** by entering an "x" as a prefix to the

time - for example, "x1:23.45". Click on the **DQ** column to designate the swim as a DQ and you can still enter the relay's time. Optionally enter the relay's **Place** and **Points** in the appropriate column.

Filter Eligible Athletes

You may **filter** the eligible swimmer list for Relay Swimmers by Team, Group, SubGroup, and School Year.

Click on the **Show Swim-Up Athletes** check box and TM will add athletes in the list that are younger than the lower bound of the event age. For example in our Boys 11-12 example above, TM would add to the swimmer list all of the swimmers who were 10 years old and younger.

You may choose any one of the three Eligible Filter radio buttons to filter the list of swimmers from which to choose for your four Relay Swimmers:
- Click on the **All Eligible** radio button if you do not want to filter the list of eligible swimmers.
- Click on the **Existing Results** radio button to filter the eligible swimmer list with only swimmers who already have results entered for this meet. This is a great feature when you want to edit existing results for an event.
- Click on the **Existing Entries** radio button to filter the eligible swimmer list with only swimmers who are previously entered in this meet.

You may choose up to 4 swimmers from the list of eligible swimmers for your Relay. You can **click and drag** them over to Relay positions 1-4 or **double click** on the name and TM will automatically move them for you. Or, you can click on the **Get Entry Swimmers** button and TM will automatically move the 4 swimmers you specified as entries for this relay over to the Relay Results.

Relay Lead Off Leg

A Relay Lead Off Leg is an official time for the first swimmer of a relay. For example in a 200 Free Relay, the 50 Free is the legal and official time for the first swimmer in the relay. If you want TM to store that official time in the Database and use it for meet entries and Top Times Reports, enter the time in the Lead Off Leg entry box located under the 4 Relay Swimmers. This Relay Lead Off time is indicated with an **L** in the Meet Results Browser and various Performance Reports.

Relay Non-Lead Off Leg

A Relay Non-Lead Off Leg or split is **NOT an official time**. But if you wish to store one in your TM Database, here's how. Highlight the relay then click on the **Splits icon**. TM will display the splits for this relay as well as the four swimmers. Click on the check box next to a swimmer and TM will ask you if you wish to store this leg in your Database. Please note that a Relay Non-Lead Off split will be shown on the Results Browsers and will be used when computing Best Relay lineups, but **WILL NOT** be used for Individual Meet Entries or Top Times.

Masters Relays

TM will automatically handle the Masters Relay Ages for both Meter and Yard meets in terms of supporting multiple A Relays - one for each age group.

Results by Name

This method of entering results lists each swimmer in the Database based on the following filter options:

- Low and High Age - For example, ages 11-12
- Team
- Group
- SubGroup
- WM Group
- WM Subgroup
- School Year
- Gender

First enter the **Team** for which these entries apply. If they generally apply to the same team for each meet, we would recommend you set up Favorite Filters so that the team you choose will be automatically displayed each time you declare meet entries. Click Here for information on how to do this. If you leave this field "blank", TM will use the Team that the Athlete is current assigned for the result Team. Click on **Athlete Results** from the menu bar and TM will pop up a window of meet results for the swimmer that is highlighted.

Now select any of the swimmer's listed. As soon as you click on a swimmer, TM will list the eligible events based on the following event filters.

- Session
- Meet Division

Copyright©HY-TEK Sports Software part of Active

Click on **Show Inactive** and TM will include Inactive Swimmers in the list and/or click on **Existing Entries** and TM will filter the swimmer list to include ONLY those swimmers that have been entered into the meet.

TM supports up to three "rounds" for each event - Prelims, Semis, or Finals. You can also enter results for a SwimOff or for Time Trials. You can customize showing the Prelims, Semis, Finals, SwimOff, or Time Trials columns by selecting the appropriate buttons above the grid. To enter a result, position your cursor under the Time/Pts column in the row of the event for which you want to enter results and then enter results either in the format "12345" or "1:23.45". You may enter **NS** for No Show or **DQ** for Disqualified. Specify the entry as **Exhibition** by entering an "x" as a prefix to the time - for example, "x1:23.45". Click on the **DQ** column to designate the swim as a DQ and you can still enter the swimmer's time if you wish in the appropriate column (Final, Prelim, or Semis). Optionally enter the swimmer's **Place** and **Points** in the appropriate column.

Click on the **Show Swim-Up Events** check box and TM will add events in the list that are older than the age of the swimmer. For example, if the swimmer is 11 years old, checking this box would result in the 13-14 and 15 & Over events being listed for this swimmer.

Enter Splits and Stroke Rate

From any of the Meet Results Browsers, highlight the Meet Result for which you want to enter splits and/or stroke rate, and either **right mouse click** or click on the **Enter Splits icon** on the top of the browser.

TM will determine the number of splits to enter based on the distance of the event and your choice of the split distance as:

- 25
- 50
- 100

You can enter **start end** or both **start and far end** split times as either cumulative or lap time splits. You may optionally enter **Stroke Rate** or **Strokes per Lap** for each split. Strokes per Lap are the number of strokes taken by the swimmer for the lap distance chosen - either 25, 50, or 100. Stroke Rate is the number of seconds for a stroke - the lap split time divided by the number of splits for that lap.

To display Splits and/or Stroke Rate, go to the Top Times Report and choose either Cumulative or Subtractive Splits and/or Stroke rate and TM will include those splits and/or stroke rates with each Meet Result.

> **NOTE:** If TM does not display a place to enter Stroke Rate, that is because you have Stroke Rate turned Off. To turn on Stroke rate, click on **Set-up** from the Main Menu bar and then **Preferences** and then **System Preferences** and click on the **Enable Stroke Rate** check box.
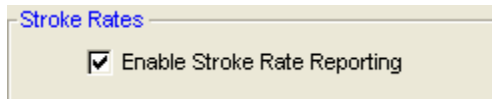
Display Meet Results

Meet Results can be displayed in a number of ways through various Browsers or Reports as listed below.

- Athlete Results using the Athlete Browser
- Athlete Results using the Team Browser
- Meet Results using the Meet Results Browser
- Meet Results Report

Time Standards

This Section will describe and provide information about how to

- Create a Time Standard File
- Delete a Time Standard File
- Add, Edit, or Delete a Time Standard
- Import a Time Standard File
- Export a Time Standard File

NOTE: Please note that the Time Standards feature and associated reports are a product **Option** for TM. Please click Here for information about options.

A Time Standard is simply a set of times that have been established to represent a certain level of swimming. For example, an **A** time represents a certain time for every gender, age, stroke, and distance. Sometimes these Time Standards or **cuts** are specified as criteria for entering a meet. For example, an **A Meet** may require that only those athletes who have previously swum an **A** time can enter the meet. Please click Here for information on importing Time Standards as meet entry times or cuts.

A Time Standard can have up to 12 Designators. A Designator can be 1 to 4 characters in length. You might think of a Designator as a "level" within the Standard. For example, the USA Swimming Motivational Time Standards have 6 designators or levels - AAAA, AAA, AA, AA, BB, and B. Each Designator can have a time for a particular gender, stroke, distance, and age group. For example, the Gold Time Standard for a Girls 11-12 50 Free could be 28.97 and the Silver Standard could be 30.97.

In addition, each specific Standard can have a "Slower than" as well as a "Faster than" component. For example, the Gold "Faster than" component could be 28.97 as in the example above which means that all Girls 11-12 50 Free times that are 28.97 or faster will be tagged with "Gold" next to the time. For example:

Sharon Tippett	50 Free 28.44 Gold
Betty Odom	50 Free 30.65 Silv

Or, the Designator for a particular gender, stroke, distance, and age range could indicate times that are "slower than" a particular time. For example, suppose you wanted to tag all of the times that were "slower than" a 1:10.00 for the Boys 13-14 100 Back and call that designator "Nov" for "Novice". You would enter 1:10.00 in the "Slower than" side of the Standard and leave the "Faster than" side blank. For example,

Bill Glass	100 Back 1:12.43 Nov
Sam Hawkins	100 Back 1:15.45 Nov

If you wish to customize your screen and browser menus to show only the typical "Faster than" side, then go to the **Main Menu / Set-up / Preferences** / **System Preferences**, and click the **Show Only "Faster than" Time STD/Qual**. **Times** check box.

Time Standards Browser

How to Add or Edit Time Standards
How to Delete a Time Standard File
How to Import Time Standards

How to Export Time Standards

Time Standards can be set up by keying them into a TM Database or by importing them. Click Here for information about how to Import Time Standards. Click Here for detail information on how to do key them in.

Click on **Standards** from the Main Menu Bar, then **Add/Edit Standards**, then pick from the **Available Standards** list and TM will display the Time Standards Browser.

Gen	Low Age	High Age	Distance	Stroke	I/R	Faster SCY AAAA	Faster SCY AAA	Faster SCY AA	Faster SCY A	Faster SCY BB	Faster SCY B	Slower SCY AAAA	Slower SCY AAA	Slower SCY AA	Slower SCY A	Slower SCY BB	Slower SCY B
F	Under	10	50	Free	I	28.49	29.79	31.09	32.39	36.19	40.09						
M	Under	10	50	Free	I	28.29	29.49	30.69	31.89	35.59	39.19						
F	Under	10	100	Free	I	1:02.59	1:05.79	1:09.09	1:12.29	1:22.09	1:31.89						
M	Under	10	100	Free	I	1:01.49	1:04.59	1:07.69	1:10.79	1:19.99	1:29.19						
F	Under	10	200	Free	I	2:14.39	2:21.79	2:29.09	2:36.39	2:58.29	3:20.19						
M	Under	10	200	Free	I	2:12.89	2:19.29	2:25.59	2:31.89	2:50.89	3:09.89						
F	Under	10	400	Free	I												
M	Under	10	400	Free	I												
F	Under	10	500	Free	I	5:57.39	6:14.39	6:31.39	6:48.39	7:39.49	8:30.49						
M	Under	10	500	Free	I	5:54.09	6:10.89	6:27.79	6:44.59	7:35.19	8:25.79						
F	Under	10	50	Back	I	32.79	34.59	36.39	38.19	43.49	48.89						
M	Under	10	50	Back	I	32.89	34.69	36.59	38.39	43.89	49.29						
F	Under	10	100	Back	I	1:10.49	1:14.39	1:18.29	1:22.19	1:33.99	1:45.69						
M	Under	10	100	Back	I	1:10.79	1:14.39	1:18.09	1:21.69	1:32.49	1:43.29						
F	Under	10	50	Breast	I	36.29	38.19	40.09	41.99	47.79	53.59						
M	Under	10	50	Breast	I	36.69	38.59	40.59	42.49	48.19	53.89						
F	Under	10	100	Breast	I	1:19.99	1:24.49	1:28.89	1:33.39	1:46.69	1:59.99						
M	Under	10	100	Breast	I	1:20.59	1:24.69	1:28.69	1:32.69	1:44.79	1:56.79						
F	Under	10	50	Fly	I	31.49	33.39	35.29	37.29	42.99	48.79						
M	Under	10	50	Fly	I	31.29	33.09	34.89	36.69	41.99	47.29						
F	Under	10	100	Fly	I	1:11.29	1:16.49	1:21.59	1:26.69	1:42.09	1:57.49						
M	Under	10	100	Fly	I	1:10.89	1:15.89	1:20.79	1:25.69	1:40.59	1:55.39						
F	Under	10	100	IM	I	1:11.89	1:15.69	1:19.39	1:23.19	1:34.39	1:45.69						
M	Under	10	100	IM	I	1:11.09	1:14.49	1:17.89	1:21.29	1:31.39	1:41.59						
F	Under	10	200	IM	I	2:32.69	2:40.39	2:48.19	2:55.99	3:19.39	3:42.69						
M	Under	10	200	IM	I	2:32.49	2:40.09	2:47.69	2:55.29	3:18.09	3:40.89						
F	11	12	50	Free	I	26.19	27.39	28.59	29.79	32.19	34.59						
M	11	12	50	Free	I	25.09	26.19	27.39	28.59	30.99	33.39						
F	11	12	100	Free	I	55.19	57.79	1:00.49	1:03.09	1:08.29	1:13.59						
M	11	12	100	Free	I	54.99	57.59	1:00.19	1:02.89	1:08.09	1:13.29						
F	11	12	200	Free	I	2:02.59	2:08.49	2:14.29	2:20.19	2:31.79	2:43.49						
M	11	12	200	Free	I	1:59.49	2:05.19	2:10.89	2:16.59	2:27.99	2:39.39						
F	11	12	400	Free	I												
M	11	12	400	Free	I												
F	11	12	500	Free	I	5:23.09	5:38.49	5:53.89	6:09.29	6:40.09	7:10.79						
M	11	12	500	Free	I	5:19.09	5:34.29	5:49.49	6:04.69	6:35.09	7:05.49						
F	11	12	800	Free	I												
M	11	12	800	Free	I												
F	11	12	1000	Free	I	11:16.29	11:48.49	12:20.79	12:52.99	13:57.39	15:01.79						
M	11	12	1000	Free	I	11:12.79	11:44.89	12:16.89	12:49.89	13:52.99	14:57.09						
F	11	12	1500	Free	I												

Sort Options

You can **sort** how the information is displayed by clicking on the column headers on the left side of the browser.

Filter Options

You can **filter** what information is displayed on the Time Standard Browser by gender, age group, course, designator, stroke, or distance. Since there is a Fast and Slow component to a Time Standard, you can also filter on whether you want to see the "**Faster Than**", "**Slower Than**", or both sides of the Time Standard.

Delete a Time Standard

Highlight a "row" in the Time Standards Browser and then click on **Delete** or the **Delete icon** to delete that one Time Standard for that gender, age group, stroke, and distance.

Export to HTML

Click on this icon to export the Time Standards Report as an HTML file to be posted on a web site.

Print

You can print the Standards displayed in the Time Standards Browser by clicking on **Print** or the **Print icon**.

Add or Edit Time Standards

Time Standards Report
Time Standards Browser

A Time Standard is simply a set of times that have been established to represent a certain level of swimming. For example, an **A** time has a certain value for every age, stroke, and distance. Sometimes these Time Standards or **cuts** are specified as criteria for entering a meet. For example, an **A Meet** may require that only those athletes who have previously swam an **A** time can enter the meet.
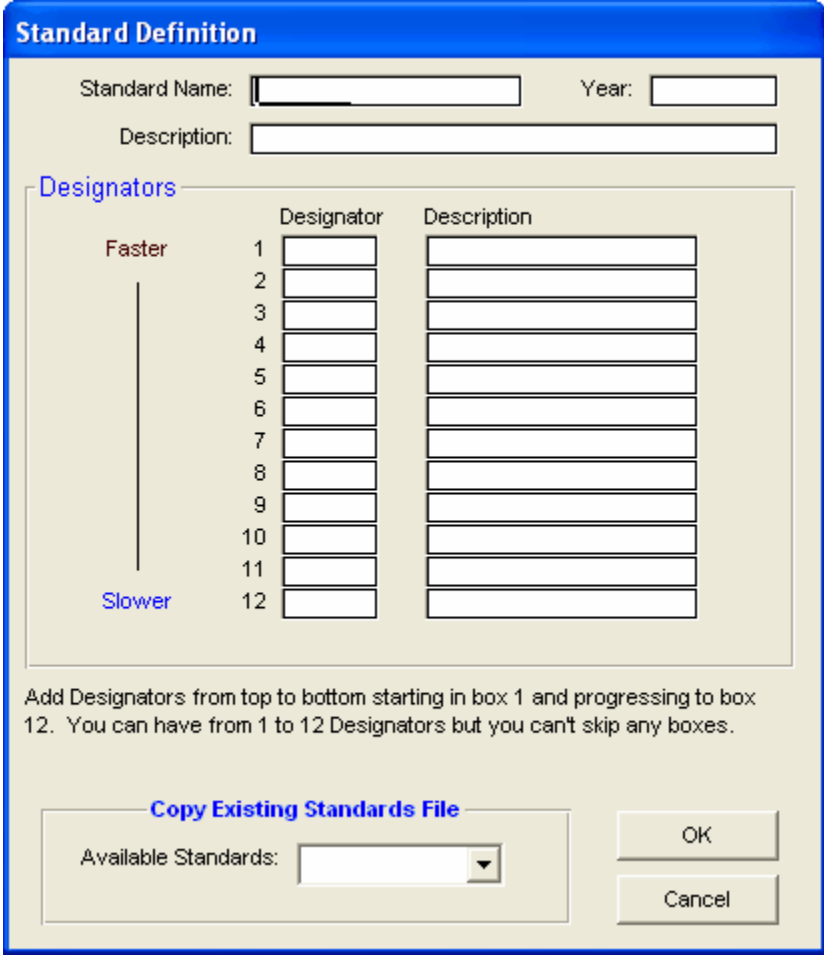
Time Standards can be set up by keying them into a TM Database or by Importing them. Click Here for information about **Importing a Time Standard** file.

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards** and TM will display the time Standards Browser. Click Here for more information about the browser.

There are 3 steps involved in actually setting up Time Standards including the basic Time Standard Information and Designators, specifying the age group, gender, stroke, and distance categories, and then finally the entering the times.

Create a Time Standard File

Click on **Standards** from the Time Standards Browser Menu Bar and then **Create New Standard**. TM will ask that you give the New Standard a Name, Year, Description and at least one Designator. Click the **OK** button and TM will create that Time Standard. Remember, each time Standard can have up to 12 designators.

You can also pick a previous Time Standard from this menu and ask that TM **Copy that Time Standard** file into the new one you are setting up. This is a nice feature when you want to slightly modify an existing Time Standard without loosing the "old" information.

Add or Edit Designators

Click on **Standards** from the Time Standards Browser Menu Bar and then **Edit Definition and Designators**. TM will display the Standards Definition screen for you to edit the Standards Description information as well as the Designators. You can also Add, Change, Insert or Delete Designator information at this time.

Insert a New Designator and Description

Click on the Designator or Description row you wish to insert **above**. Then click on the **Insert** button to the left of that row and enter your new Designator and Description and click **OK** and then **OK** again and TM will insert a new Designator column in the position you have requested so that you can start to enter the times for that new Designator.

Delete a Designator and Description

Click on the Designator or Description row you wish to delete. Then click on the **Delete icon** to the left of that row and TM will ask for confirmation and then delete that Designator and all of the times associated with that one designator.

Add Age Group, Gender, Stroke, Distance

Click on the **Add icon** or **Add** from the Time Standards Browser Menu Bar and TM will display the Add Standard data entry screen. Choose the Age range, Stroke, Distance, Gender, and whether it's an Individual or Relay event and then click on the **OK** button and TM will add this particular Standard to your Browser list.

Add Times

After you have set up your Time Standards, use the **Time Standard Browser** grid to enter the times for each designator and age group, gender, stroke, and distance. Be sure you have made the correct radio button selection for Fast or Slow Standards. Typically, most Time Standards should be entered in the **Faster Than** side.

Position your cursor in the column under the Designator you wish to enter in the appropriate row for the age group, gender, stroke, and distance and enter the time. Use the tab key and arrow keys to navigate the grid for optimum data entry. You can enter times as "12345" or "1:23.45".

Edit Age Group, Gender, Stroke, Distance

Highlight a particular Time Standard from the Time Standard Browser and then click on the **Edit icon** or **Edit** and TM will display the Time Standard data entry screen. Make the changes you wish to make to the Age range, Stroke, Distance, Gender, and whether it's an Individual or Relay event and then click on the **OK** button and TM will store the changes you have made.

Edit Times

You can edit Time Standard times right from the Time Standard Browser or "grid". Position your cursor in the column under the Designator you wish to change in the appropriate row for the age group, gender, stroke, and distance and enter the time. Use the tab key and arrow keys to navigate the grid for optimum data entry. You can enter times as "12345" or "1:23.45".

Import Time Standards

How to Export Time Standards
Time Standards Browser

Instead of setting up and keying information for a particular Time Standard, you might want to Import a Time Standard file that was previously set up in another MEET or TEAM MANAGER Database.

In order to Import a Time Standard File that has been previously exported, click on **Standards** from the Main Menu Bar and then **Import Standards**.
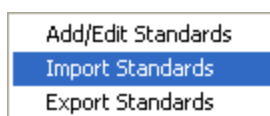
> Add/Edit Standards
> **Import Standards**
> Export Standards

Select the disk drive and directory on which the file exists. TM will display information about the Time Standard file you selected. Review the information to make sure you have selected the right file, then click on the **OK** button and TM will import the Time Standard file that you chose.

> **NOTE:** The Time Standard file will always have the extension of **.STD**.

> **NOTE:** The **USA Swimming Age Group Motivational Time Standard** file (named **TUSS.STD**) has been included with your TM software so that you can import it into your database. They were both loaded into your TM installation directory when TM was installed. So if you installed TM in the recommended default directory, when you import this Time Standard file, select the c:\hy-sport\TM6 directory.

> They can also be downloaded from our web site at **hytek.active.com**. If you choose to do that, you will have to unzip the file first before importing it into your TM database.

Export Time Standards

How to Import Time Standards
Time Standards Browser

After you have set up a particular set of Time Standards, you might want to export that Time Standard file to MEET MANAGER to import for a particular meet. Or, you might want to export the file for your swim organization (LSC, State, Province, or Country) to provide to other clubs in your organization who might want to import those Time Standards and use for their TEAM or MEET MANAGER Database.

In order to Export a Time Standard File that has been set up in TM, click on **Standards** from the Main Menu Bar and then **Export Standards**.

> Add/Edit Standards
> Import Standards
> **Export Standards**
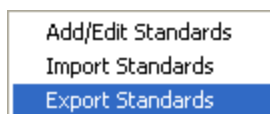
Select the disk drive and directory on which to store the file. Then pick the particular Time Standard file you want to export from the list in the **Available Standards** list box. Click on the **OK** button and TM will export the Time Standard file to the disk drive and directory that you chose.
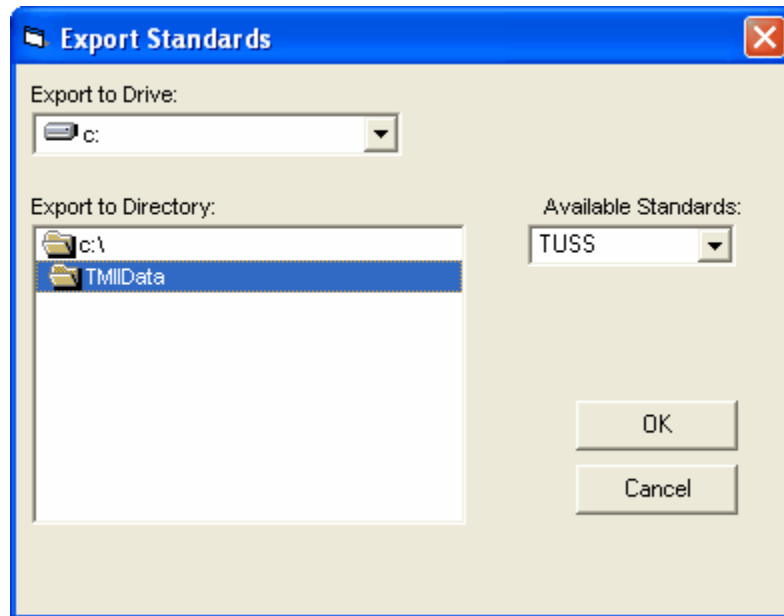
NOTE: The Time Standard file will always have the extension of **.STD**.

Delete a Time Standard File

Time Standards Browser
How to Add or Edit Time Standards

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards** and TM will display the time Standards Browser. Click Here for more information about the browser.

Choose the Time Standard you wish to delete by picking one from the **Available Standards** selection box. Click on **Standards** from the Time Standards Browser Menu Bar and then **Delete Entire Standard**. TM will ask for confirmation before deleting the currently opened time Standard file. Click **OK** and TM will remove that Time Standard File from your Database.

Records

This Section will describe and provide information about how to

- Create a Records File
- Edit a Record Description
- Delete a Records File
- Add, Edit, or Delete a Record
- Import a Records File
- Export a Records File

NOTE: Please note that the Records feature and associated reports are a product **Option** for TM. Please click Here for information about options.

A record is simply the fastest time achieved in a particular age group, stroke, and distance. Examples of Records would be a Pool Record, Team Record, Meet Record, State Record, or a World Record. You can print records by clicking on **Reports** from the Main Menu Bar and then **Records**.

A Record includes the following information:

- Record Time
- Gender, Age Group, Stroke, and Distance of the event
- Optional Date the Record was set
- Optional Record Holder Information
- Optional LSC Code and Team Name of the Record Holder

Once this information has been entered for a particular Record, you can run the **Records Match Report** after each meet to get a list of any records that have been broken during that meet. The Records Match Report will also give you the option of **automatically updating any new records** that were broken. Click Here for more information about the **Record Match Report**.

NOTE: The USA Swimming National Age Group (NAG) Record files for LC Meters and Yards were installed in your TM 4.0 installation directory. Click Here for information about how to import those records into your database.

Records Browser

How to Add or Edit Records
How to Delete a Record File
How to import Records
How to Export Records

A record is simply the fastest time achieved in a particular age group, stroke, and distance. Examples of Records would be a Pool Record, Team Record, Meet Record, State Record, or a World record.

Records can be set up by keying them into a TM Database or by Importing them. Click Here for information about Importing a Record file.

Click on **Records** from the Main Menu Bar and then **Add/Edit Records**. To select a particular Record to display, choose one from the list in the **Available Records** selection box.

Sort Options

TM will display the selected Record including Gender (Male, Female, Mixed, All), Age Range, Stroke, Distance, whether it is an Individual or Relay event, and the Record Holder information with the date the Record was set. You may sort the Browser information by any of these fields by just clicking on the column name at the top of the grid.

Filter Options

You can filter the information in the grid by Age Group, Gender, Stroke, and Distance. You may also filter the records set from a **Since Date** to an **Until Date**. For example, show all the Records that were set between September 1, 2006 and January 31, 2007.

Once this information has been entered for a particular Record, you can run the **Records Match Report** after each meet to get a list of any records that have been broken during that meet. Go to

Reports, then **Performance**, then **Records Match**. The Records Match Report will also give you the option of **automatically updating any new records** that were broken.

Delete a Record

If you wish to Delete record information, highlight the Record you wish to delete and then click on the **Delete icon** or **Delete** from the Records Browser Menu Bar. TM will ask for confirmation - click **OK** and TM will delete the record information for that particular gender, age, stroke, and distance.

Export to HTML

Click on this icon to export the Record Report as an HTML file to be posted on a web site.

Print

You can print the Records displayed in the Records Browser by clicking on **Print** or the **Print icon**.

Add or Edit Records

Records Browser
Records Report
How to Delete a Record File

A record is simply the fastest time achieved in a particular age group, stroke, and distance. Examples of Records would be a Pool Record, Team Record, Meet Record, State Record, or a World record.

Records can be set up by keying them into a TM Database or by Importing them. Click Here for information about **Importing a Record** file.

Click on **Records** from the Main Menu Bar and then **Add/Edit Records** and TM will display the Records Browser. Click Here for more information about the browser.

Create a Records File

Click on **Records** from the Records Browser Menu Bar and then **Create New Record Set**. TM will ask that you give the New Record a Name, Course, Year, and Description. Click the **OK** button and TM will create that Record.

You can also pick a previous Record from this menu and ask that TM **Copy that Record** file into the new one you are setting up. This is a nice feature when you want to slightly modify an existing record without loosing the "old" information.

Enter the Record Name (e.g."State"), Course, Year (e.g. "2004"), Description (e.g. "State HS Records"), and Identifying Flag for Reports (e.g. "!" or "*" so that a record time might be indicated as 1:23.45*).

Edit Record Set Description

Click on **Records** from the Records Browser Menu Bar and then **Edit Record Set Description**. TM will give you the opportunity to edit the Record description and year fields. Click the **OK** button and TM will update that new Record description information.

Add a Record

Click on the **Add icon** or **Add** from the Records Browser Menu Bar and TM will display the Add Record data entry screen.

Choose the Age range, Stroke, Distance, Gender, and whether it's an Individual or Relay event. Also specify the following information for that event.

- Whether it was an Actual time, a Relay Lead Off leg, or a Split time
- Record Time
- Date the Record was set
- Record Holder Information
- Optional LSC Code and Team Name of the Record Holder

If an existing **Record has been tied**, just enter a new Record with the same gender, stroke, distance and Time and TM will recognize it as a tied record.

For **Masters Records**, click on **Other** Age Range and then enter a 5 year age range like 25 and 29 for Low/High and enter your Masters Record for that stroke and distance.

Click on the **Find Record** button and TM will check the Database for the fastest time in the specified age group, gender, stroke and distance and populate the record Holder, Time, and Team fields with that information.

Once this information has been entered, click on the **OK** button and TM will add this particular Record to your Browser list.

Edit a Record

If you wish to Edit record information, highlight the Record you wish to change and then click on the **Edit icon** or **Edit** from the Records Browser Menu Bar and TM will display the record information to edit. Make the changes and click **OK** and TM will save the new record information. Or, you can change basic record information right from the Records Browser or "grid".

Import Records

How to Export Records
Records Browser

Instead of setting up and keying information for a particular Record, you might want to Import a Record file that was previously set up in another MEET or TEAM MANAGER Database.

In order to Import a Record File that has been previously exported, click on **Records** from the Main Menu Bar and then **Import Records**.
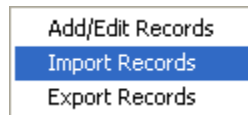
Add/Edit Records
Import Records
Export Records

Select the disk drive and directory on which the file exists. TM will display information about the Record file you selected. Review the information to make sure you have selected the right file, then click on the **OK** button and TM will import the Record file that you chose.

> **NOTE:** The Record file will always have the extension of **.REC**.

> **NOTE:** The USA Swimming National Age Group (NAG) Record files for LC Meters and Yards were installed in your TM 4.0 installation directory. Click on **File** then **Import** and pick your installation directory (probably c:\hy-sport\TM4) and then pick either the NAG-Y or NAG-L file to import.

Export Records

How to Import Records
Records Browser

After you have set up a particular Record, you might want to export that Records file to MEET MANAGER to import for a particular meet. Or, you might want to export the file for your swim organization (LSC, State, Province, or Country) to provide to other clubs in your organization who might want to import those Records and use for their TEAM or MEET MANAGER Database.

In order to Export a Records File that has been set up in TM, click on **Records** from the Main Menu Bar and then **Export Records**.
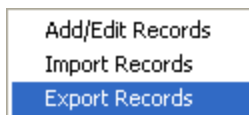
Select the disk drive and directory on which to store the file. Then choose the particular Record file you want to export from the list in the **Available Records** list box. Click on the **OK** button and TM will export the Record file to the disk drive and directory that you specified.

> **NOTE:** The Record file will always have the extension of **.REC**.

Delete a Record File

Records Browser

Click on **Records** from the Main Menu Bar and then **Add/Edit Records** and TM will display the Records Browser. Click Here for more information about the browser.

Choose the Record you wish to delete by picking one from the **Available Records** selection box. Click on **Records** from the Records Browser Menu Bar and then **Delete Entire Record Set**. TM will ask for confirmation before deleting the currently opened time Records file. Click **OK** and TM will remove that Record File from your Database.

Create New Record Set
Edit Record Set Description
Delete Entire Record Set

Workouts

The **Workout Manager** feature of TM is a coaching tool that reduces the time to develop effective workouts by 50% or more and provides training paces based on scientific studies. The goal is to help coaches be more creative, more effective, and more efficient in their coaching style. No prior computer experience is needed!

> **NOTE:** The **Workout Manager** feature of TM and associated reports are a product **Option** for TM. Please click Here for information about options.

The **Workout Manager** feature of TM is really three products in one.
1. Workout development
2. Training Option
3. Pace Clock Option

These major features of **Workout Manager** enable you to:
- Create and print simple or complex workouts in minutes
- Save an unlimited number of workouts
- Analyze any number of workouts for percentages of energy use, percentages of swim, kick, pull, and drill, percentages done in each stroke/drill, total distance done over any period of time, and stress levels over any cycle.
- Include several pages of notes/commentary with each workout. The coach can easily "publish" his/her season.
- Print any number of workouts in 1 or 2 column logbook form with or without notes and with or without energy levels and stroke categories.
- Memorize an unlimited number of workout sets for instant workout creation.
- Import/Export workouts from one computer to another.
- Receive instant "help" from the software.
- Predict training paces at various energy levels using scientific methods.
- Custom design test sets and record results for every athlete.
- Predict meet times from standard test sets.
- Track athletes' attendance and weekly yardage.
- Electronically send up to 10 workouts (one per lane) to the Colorado Time Systems 4000/5000/6000 Pace Clock or the Daktronics Omnisport 2000/6000 Pace Clock.

Workout Manager was designed around **four key concepts**. First, workouts need to be produced quickly, and so the concept of two libraries of workouts was conceived. One library includes your actual daily workouts, and the other library includes your favorite workouts which we call your library of model workouts. The idea of the model workouts is that once you have created twenty or thirty models for your senior distance group, for instance, you can page through them on the computer screen, select one that looks good for today, save it over to your daily library as the workout for today, add one or more lines and change or delete any lines. The time to find a model, save it to the daily library, make changes, and print it, should be no more than a couple of minutes.

The second concept of **Workout Manager** is based on the reality that, on most teams, one coach is responsible for several ability levels at the same time. It is also a reality that most athletes are not self disciplined enough to be able to do a workout "on their own" without the coach's close monitoring. Therefore, in order to be most effective, a coach needs to be organized with several workouts that are not only **parallel** in nature but also match the ability levels for each lane. It is imperative then that **Workout Manager** allow you to be able to create **several parallel** workouts quickly. The idea is to first create the fastest group's entire workout either from a model or from scratch. After the first one is saved, then use that newly created "structure" to create a **parallel** workout for the second fastest group. This is where the power of **Workout Manager** comes into play. By using the right mouse

button when called for, a set of 20 x 100 on 1:05 can be converted to 18 x 100 on 1:12 instantly. Both sets finish at the time, thus giving the one coach the ability to "control" the different workouts. (Click Here for information about "**Set Permutations**") In addition, an analysis of energy usage, stroke category, and type of work percentages are available anytime by simply clicking on the **Analysis (F9)** button. After creating the second workout, it is saved, and a third parallel workout is created from the "structure" of the second one. This can go on for as long as needed, and then all the newly created workouts are printed consecutively either on the same page or on separate pages, one per page.
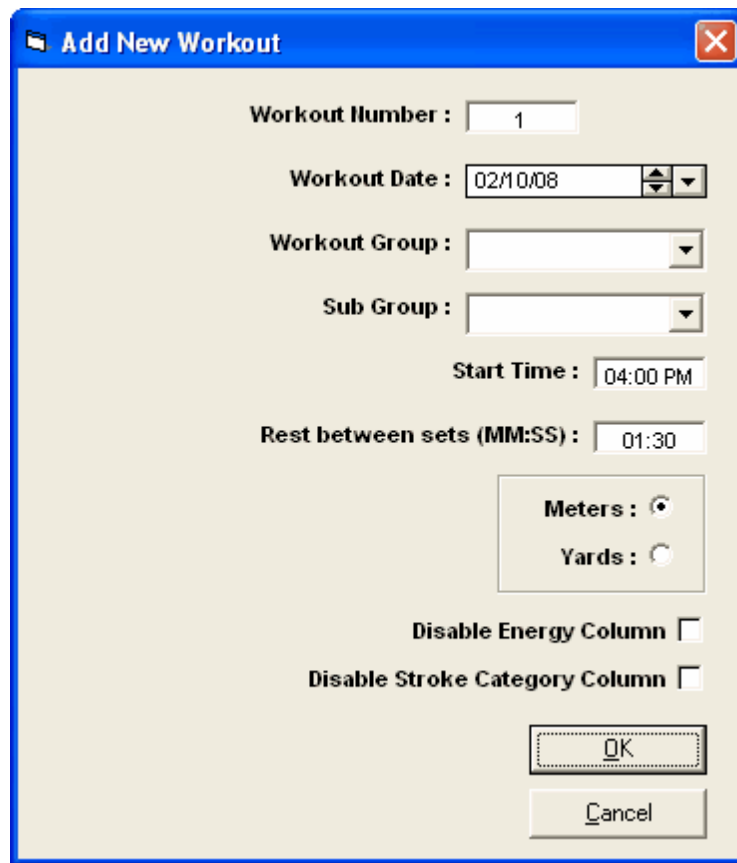
The third concept of **Workout Manager** has to do with being sure the yardage you desire will be completed in the allocated workout time. For example, suppose that you have one hour and 45 minutes to train and you want to get in about 5500 meters. As you are creating a workout, wouldn't it be nice to know what the current total distance is and what the current finish time is as you are adding, deleting, or changing sets? **Workout Manager** does these computations for you automatically and instantly as you make changes to the workout.

The fourth concept of **Workout Manager** is that energy levels assigned to workout sets are useless without also being able to predict a "training pace" for each athlete doing that set. Training paces are provided easily and quickly using the training module which links a athlete's best rested and unrested times to several well-tested pace predictors. Probably the best pace predictor is the module for the modified T-30 which gauges anaerobic threshold speed for all strokes, whether swimming, kicking, or pulling. Using this speed, 6 pace charts can be printed specific to each athlete, 2 for aerobic speeds, 2 for anaerobic threshold speeds, and 2 for MaxVO2 speeds.

Creating a Workout

From the Main Menu, click on **Workouts** to open **Workout Manager.** From the screen below, you will be able to create, edit, modify, analyze, and delete workouts. **Note:** If you have not purchased the Workout Manager option, you can create 3 workouts as a demo.

TEAM MANAGER - Database:C:\TM6Data\HurricaneTeam.mdb - [Workouts]

Add   Edit   Save As   Delete   Reports   Export To HTML   Setups   Tools   Attendance   Pace Clock   Help

○ Daily   ○ Model

Workouts

Wk #	Date	Start Time	WM Group	SubGrp	Distance	Rest	Stress	
2322	Sat 17 Apr 2010	07:40 AM	S3 Senior 3	Undefined	4,650Y	0:00	104	
2323	Sat 17 Apr 2010	04:00 PM	S3 Senior 3	Undefined	5,300M	0:00	108	
2324	Sat 17 Apr 2010	04:00 PM	S3 Senior 3	DIS Distance	6,300M	0:00	127	
2325	Mon 19 Apr 2010	04:10 PM	S3 Senior 3	STK Strokers	7,000M	0:00	129	
2326	Mon 19 Apr 2010	04:10 PM	S3 Senior 3	FR Freestylers	7,200M	0:00	133	
2327	Wed 21 Apr 2010	04:00 PM	S3 Senior 3	Undefined	7,300M	0:00	132	
2328	Fri 23 Apr 2010	04:00 PM	S3 Senior 3	Undefined	6,750Y	0:00	99	
2329	Sat 24 Apr 2010	04:00 PM	S3 Senior 3	Undefined	5,700M	0:00	131	
2330	Fri 30 Apr 2010	04:00 PM	Generic	Undefined	0M	1:00	0	

Add Single - F2	Add Circuit - F3	New Circuit - F4	Add Line Note - F5 Spacer - Ctrl-F5	Edit - F6	Delete - F7
Workout Notes - F8	Analysis - F9	Ins Mem Single - F10	Ins Mem Circuit - F11	Memorize - Ctrl-M	Calculate - F12

To create a new workout, click on **Add** or the Add icon [ ]. To edit an existing workout, highlight the

workout (it will be in blue) and click on **Edit** or the Edit icon [ ].
For a new workout, you will be asked to enter the following information:

You can change the date (the program defaults to the current date); the start time and rest between sets defaults to the settings in the Start Parameters Set-up. The names for the athlete groups and athlete sub groups are established in the **Set-up Menu**. For example, one workout group might be labeled "Senior" and a sub group might be labeled "Distance." **Workout Manager** can automatically sort your workouts by group and sub group. Workouts can also be automatically sorted by date and by workout number. After the parameters are entered, you are ready to create a workout. After entering the header parameters, the workout will be empty, containing only the header information.

Now you can create a new workout or modify any aspect of any existing workout. Using the edit buttons in the center of screen, you can add a single line, a circuit line, a new circuit, or a note at any point in the workout. A new line insertion will be placed in front of whichever line is highlighted, so if line 8 was highlighted and line was added, line 8 and all subsequent lines are moved down one and the inserted line becomes line 8.

	#	Yards	Start Time	Circuit	Set Description	Energy	Type	Stroke	50 Pace	
	1	600	4:00 PM		12 x 50 on :45 free build each 50	EN1	S	FR	0:45	
	2	1,200	4:11 PM		8 x 150 on 2:20 back-breast-free by 25's	EN1	S	IM	0:47	
	3				=====================					
	4	1,500	4:32 PM	3x {	4 x 25 on :25 Butterfly	EN2	S	FLY	0:50	
	5			{	3 x 50 on :45 Backstroke	EN2	S	BK	0:45	
	6			{	2 x 75 on 1:10 Breaststroke	EN2	S	BR	0:47	
	7			{	1 x 100 on 1:20 free	EN2	S	FR	0:40	
	8				=====================					
▶	9	1,200	4:57 PM		6 x 200 on 2:30 free with paddles & buoy	EN1	P	FR	0:38	
	10	500	5:14 PM		5 x 100 on 1:40 IM kick-swim by 12 1/2's	EN1	KS	IM	0:50	
	11	End	5:23 PM		5,000 Yards - Stress Value = 65					

Buttons: Add Single - F2 | Add Circuit - F3 | New Circuit - F4 | Add Line Note - F5 / Spacer - Ctrl-F5 | Edit - F6 | Delete - F7

Workout Notes - F8 | Analysis - F9 | Ins Mem Single - F10 | Ins Mem Circuit - F11 | Memorize - Ctrl-M | Calculate - F12

Wk #2330 - Friday 4/30/2010

NOTE: The set start times, yardage, stress value, and paces were computed by the program. They are updated <u>automatically</u> whenever a change is made to any line. The rest between sets was specified at 1 minute. "Energy" means Energy Level, "Type" means Type of Work (swim, kick, pull, drill, etc,), and "Stroke" means Stroke Category.

There are two types of sets in the above workout:

- **Single sets** that contain one line and are swum once.
- **Circuit sets** that contain one or more lines that are cycled through a specified number of times and are enclosed by brackets.

In the example workout above, lines 1, 2, 9, and 10 are single sets, and at the end of each of these sets, the rest period is added. Lines 4 through 7 are one circuit set as indicated by the brackets, and the rest period is not added until the circuit set is completed. The example circuit above would be swum through 3 times without a break as follows: 4 x 25, 3 x 50, 2 x 75, 1 x 100, 4 x 25, 3 x 50, 2 x 75, 1 x 100, 4 x 25, 3 x 50, 2 x 75, 1 x 100, rest period. Note the double dashed line before and after the circuit were added using Ctrl-F5.

To insert a single set, click **Add Single** or press **F2**. To insert a circuit set, click **Add Circuit** or press **F3**. You only need to click **New Circuit** (**F4**) if you want to start a new circuit between two circuits that have no single line sets between them or when wanting to start a new circuit at the end of an existing circuit. Note that the number of cycles within a circuit can only be changed by editing the first line of the circuit. The following screen popped up when New Circuit was clicked.

Insert New Circuit in front of Line 9

3	8	x	50	on	00:45	free
CReps	Reps		Distance		Interval	Descriptions

Energy | Work | Stroke

Calculate Interval | OK | Cancel

Handy Feature: You can **drag** any line in the workout and **drop** it onto another line. So if you drag line 6 and drop it onto line 2, line 6 becomes the new line 2 and lines 3 through 5 are moved down one.

You can also use the buttons to **Edit** (**F6**) or **Delete** (**F7**) any existing line. **Double clicking** any line is the same as clicking **Edit** or pressing **F6**.

Calculate Interval: If you click the Calculate Interval button above when adding or inserting a set, you can enter a base interval pace and a distance and it will calculate the interval for that distance. An example is shown below where the base interval is 1:10 per 100 and for the distance of 275 yards, the interval would be 3:12. You would probably just use 3:10 or 3:15 for your interval. From the main workout screen, pressing F12 or clicking the Calculate button also brings up this same window.

Interval Calculator	
Base Interval per 100 :	01:10
Distance :	275
Interval :	3:12
	Close
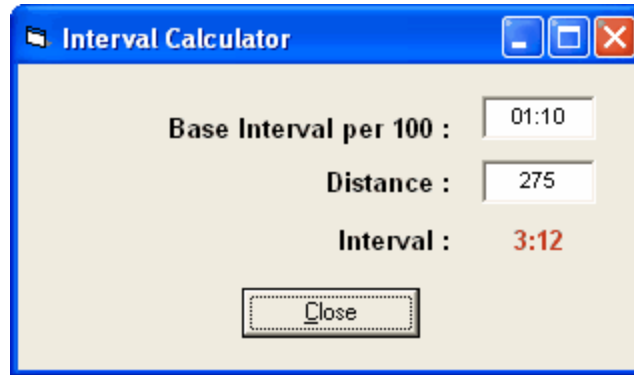
Adding Notes to Workouts

There are two ways to add notes to a workout:

1.   Click on the **Add Line Note (F5)** button to insert a stand alone note line of up to a 55 characters. To add a line spacer, press **Ctrl-F5**.
2.   Click on the **Workout Notes (F8)** button to add unlimited amount of text at the end of the workout.

Add Single - F2	Add Circuit - F3	New Circuit - F4	Add Line Note - F5 Spacer - Ctrl-F5	Edit - F6	Delete - F7
Workout Notes - F8	Analysis - F9	Ins Mem Single - F10	Ins Mem Circuit - F11	Memorize - Ctrl-M	Calculate - F12

The notes are very helpful, especially in the following ways:

•   Keeping notes about how the workout should have been performed and how it actually went
•   Keeping notes on repeat times for key sets
•   Making comments which may be used should you want to "publish" your season's workout program
•   Describing to your assistant coaches how the workout should be performed should you be out of town
•   Explaining specific drill sets

Clicking on **Workout Notes (F8)** opens a page where you can write extended notes. You can copy text from any document and paste the text into the Notes section.
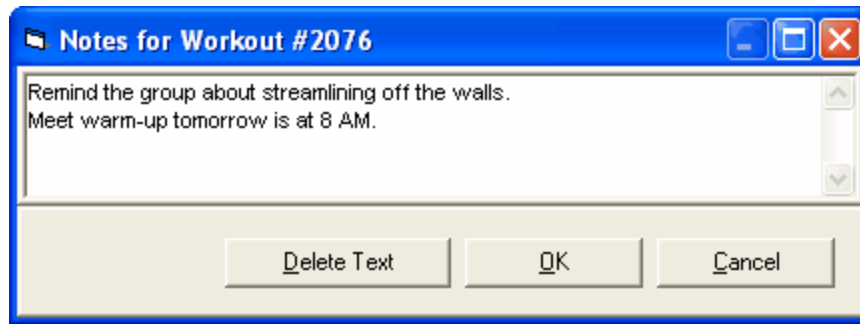
Clicking on **Analysis (F9)** will instantly display statistical data for the current workout's Energy Levels, Stroke Categories, and Type of Work. A sample screen might look like this:

Energy Levels	Yards	Percent	Minutes	Percent	
Aerobic Base	3,300	50.00%	57.0	50.81%	
Anaerobic Threshold	3,100	46.96%	52.1	46.50%	
Warm-up/Recovery	200	3.03%	3.0	2.67%	
Stroke Categories	Yards	Percent	Minutes	Percent	
Freestyle	2,400	36.36%	37.6	33.58%	
IM	1,400	21.21%	23.0	20.50%	
Your Stroke	1,000	15.15%	20.6	18.42%	
Butterfly	750	11.36%	11.8	10.54%	
Backstroke	600	9.09%	10.0	8.91%	
Breaststroke	450	6.81%	9.0	8.02%	
Type of Work	Yards	Percent	Minutes	Percent	
Swim	4,700	71.21%	73.6	65.67%	
Kick	1,450	21.96%	29.5	26.30%	
Pull	450	6.81%	9.0	8.02%	

There is a calculation of a workout's percentages for **Energy Levels**, **Stroke Categories**, and **Type of Work** based on yardage and the total number of minutes to do each set. The total minute analysis is used mainly to show that lactate tolerance and sprint sets take a higher percentage of time as compared to the yardage percentage. The displayed reports will be up-to-date and based on the latest changes made to the workout.

Displaying and Sorting Workouts

After you have created several workouts, you will want to look at those workouts, revise them, or use them as base "structures" for new workouts. As thousands of workouts may be stored, it is important to be able to study and access them quickly. You have 6 ways to find a workout:

- Sequentially by workout number
- Chronologically by workout date
- Categorically by workout group
- Categorically by workout sub group

- Total distance or workout
- Total stress content of workout

By clicking on the column header, the workouts will be sorted according to that column. For example, if you click on **Wk#**, the workouts will be sorted from lowest to highest sequentially; click the **Wk#** header again, and the workouts will be sorted from highest to lowest. The same concept applies to the other 5 column headers: click once on them and the workouts will be sorted according to the header; click again and the workouts will be resorted in the opposite direction according to the header.

Set Permutations

When you want to set up multiple workouts on the same time interval (**parallel workouts**), take advantage of **Workout Manager**'s instant Permutation calculations.

For example, your fastest lane might have a set of 12x100 on 1:20.

If you want to come up with sets for your slower lanes that take the **same** amount of time, just use the mouse to **right-click** on the Set Description line (in the above example, "12 x 100 on 1:20 Freestyle"). The following box will pop up:
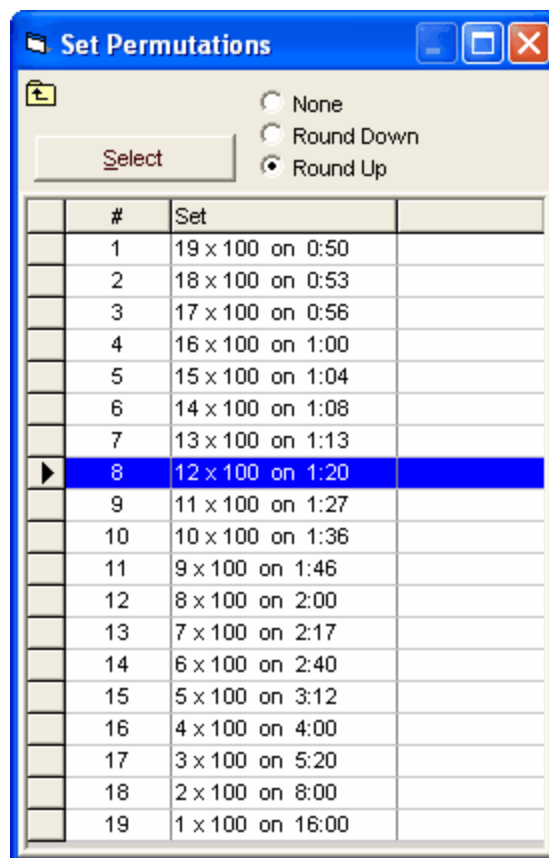
Your original set is highlighted, surrounded by faster and slower permutations. Select the set you want by clicking once on it, then click **Round Up** or **Round Down** if you want the interval rounded to the nearest interval of 5 seconds, and then click the **Select** button. Or double click on the desired permutation, and it will automatically replace the set in your current workout.

With Permutation Sets, each set takes the same total time. This calculation is used when making **parallel** workouts for athletes of different abilities or for those doing different strokes. Maybe the freestylers do 12 on 1:20, the backstrokers and flyers do 10 on 1:36 (or round down to 1:35), and the breaststrokers do 8 on 2:00.

Memorized Sets

Workout Manager can store an unlimited number of memorized sets for you to place instantly in any workout line. When **TEAM MANAGER** with the **Workout Manager** option is installed, there are no sets stored in this feature. It is up to you to enter the sets you want to save. To add a memorized set, highlight a line of a single set or highlight any line of a circuit set, and click the **Memorize** button or press **Ctrl-M**.

If you click **Ctrl-M** on a 4 line circuit set that starts on line 3, a pop up screen will appear asking you for confirmation:
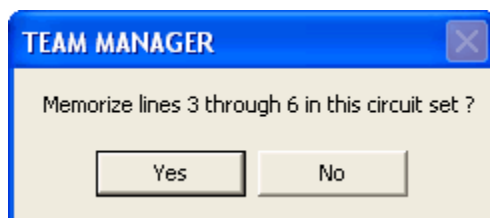
Workout Manager will then save the set with the name Circuit0001 for the memorized circuit set. By clicking on the **Ins Mem Circuit F11 button**, the following screen will appear upon selecting the Circuit0001 set:
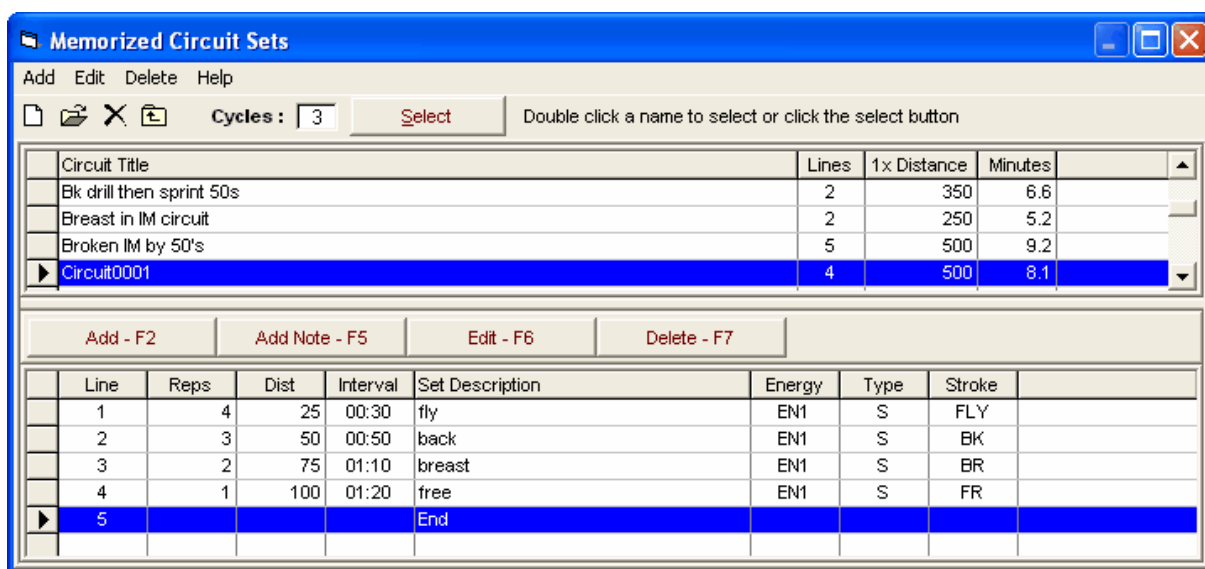
To change or customize the **name** of a memorized circuit, click Edit at the top of the menu, and the following screen will appear. You can change the Circuit0001 to something meaningful like Short IM Circuit.
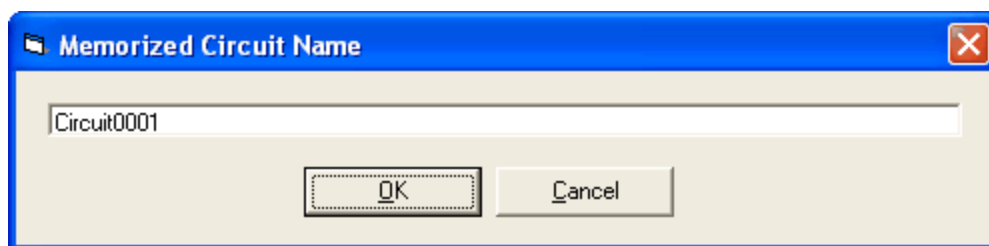
You can edit the contents of the memorized circuit set by using the buttons in the middle of the Memorized Circuit Sets screen.

To insert a memorized circuit set into your workout, double click on the name for the circuit set or select one of the names and click on the **Select button.**

When memorizing a **single line set**, a pop up screen will appear asking you for confirmation:
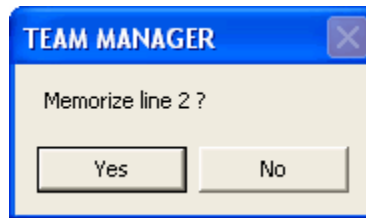
Workout Manager will then add the set to the Memorized Single Sets list. By clicking on the **Ins Mem Single F10 button**, a window like the following screen will appear:
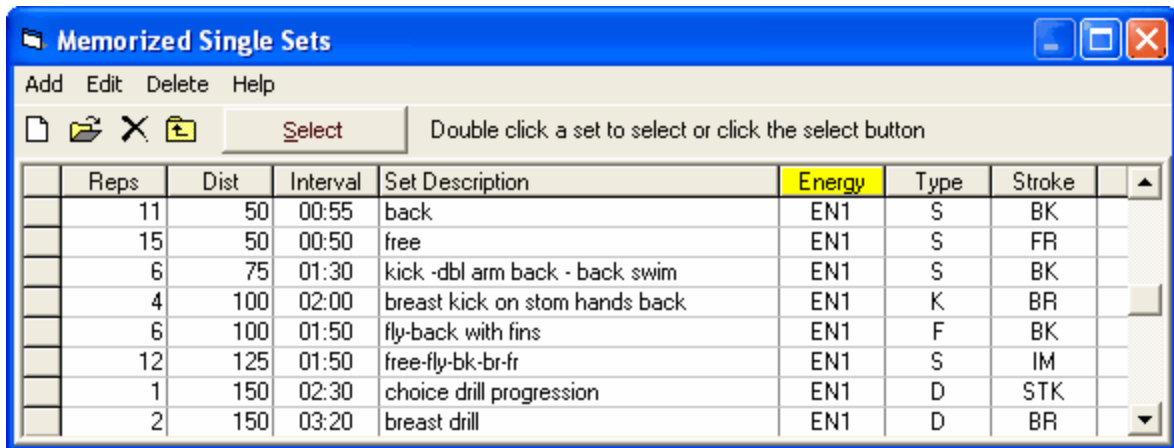
To insert a memorized single line set into your workout, double click on the set or select the set and click on the **Select button.**

Quick Print

From the Workout Menu, you can quickly print or export to HTML a workout that is selected. Simply click the Print Grid icon to print a workout directly from the grid or click the Export to HTML icon to create an html file of the workout lines in the grid .

Delete Multiple Workouts

To delete more than one workout at a time, click **Workouts**, then **Tools**, then **Delete Workouts**. A screen will appear that will allow you to select any number of workouts. You can filter the workouts in several ways.
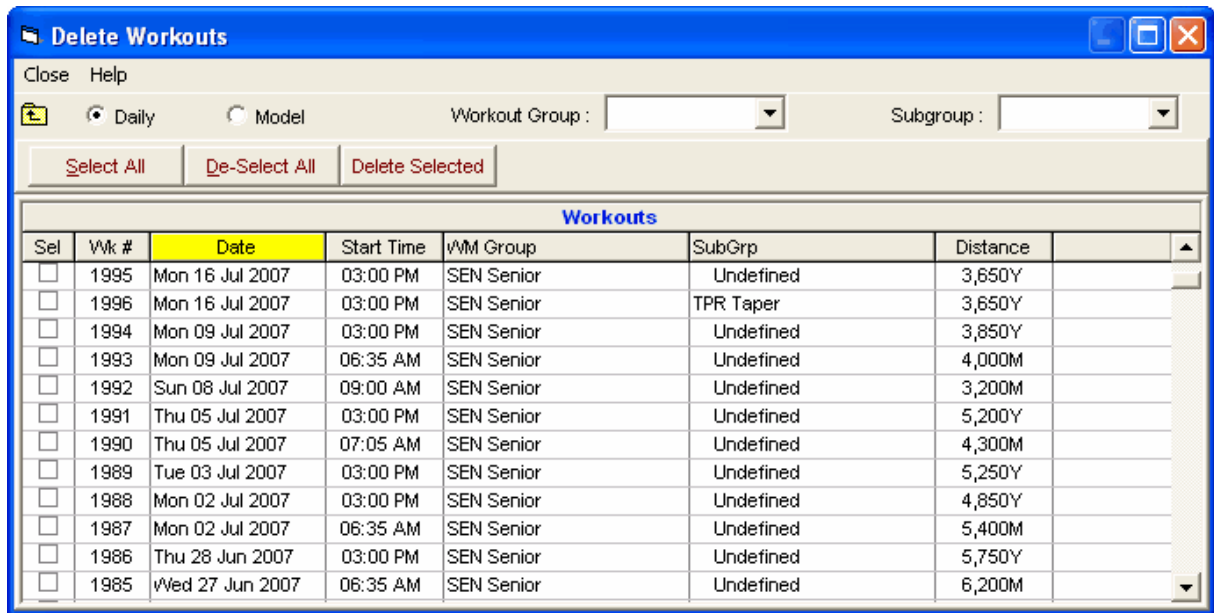
First, select either **Daily** or **Model** types, then filter your choices by selecting a **Workout Group** or **Sub Group**. You can **Select** or **De-Select All** workouts or click them one at a time. When you have made your selections, click on the **Delete Selected** button. TM will ask for confirmation. Click the **OK** button and TM will delete the workouts that you selected.

If you want to Delete or Purge all your workouts, use the File / Purge / Purge Workouts feature.

Save As

When you want to create a new workout from an existing workout, select the existing workout and click

Save As or click the diskette icon ![icon].
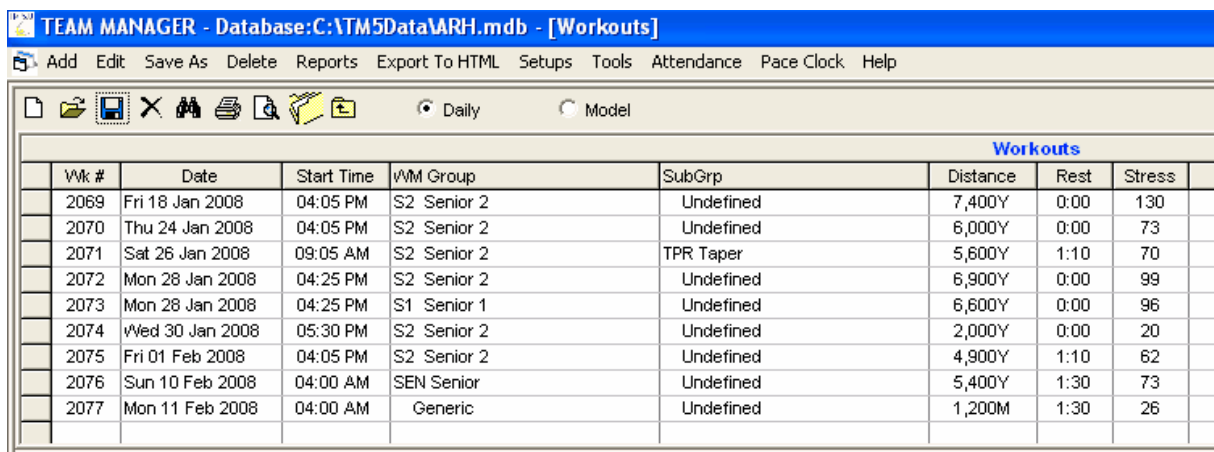
This produces a screen as follows when workout #1626 is selected and there are 2,077 existing daily workouts and one existing model workout:
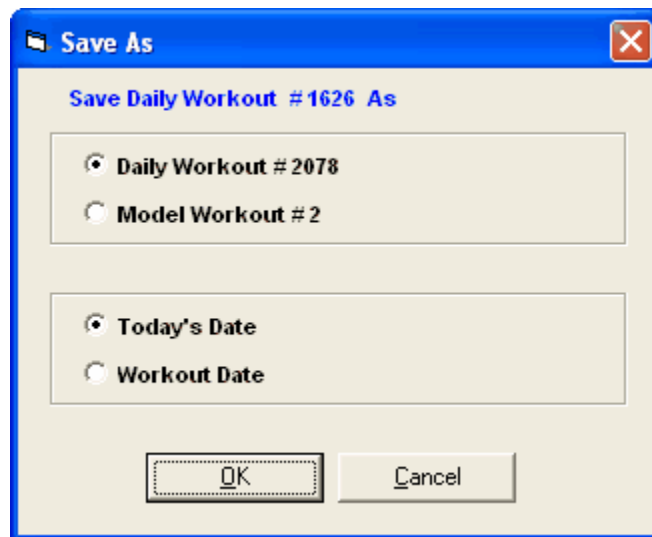
Clicking OK causes WM to create a copy of workout number 1626 and creates workout number 2078 with today's date.

Recording Attendance and Yardage

Recording attendance and yardage is done by athlete and by either week or month. If you create a workout in **Workout Manager** and assign it to a group and subgroup, **Workout Manager** will automatically assign both an **X** for Attendance and the total yardage to all athletes assigned to that group/subgroup. So you only have to edit those who missed a workout or did not complete the entire workout.

Attendance

From the **Workouts Menu**, click on **Attendance**, and then click on Attendance again. To enter attendance data, select an athlete and then move the cursor to the correct spot on the grid, which corresponds to the date and workout you want to edit. The row with the date corresponds to the morning workout and the row after the date corresponds to the afternoon workout. Enter **X** for present, **A** for absent, **B** for Bonus, **D** for Dryland, **E** for excused,**L** for Late, **M** for meet, **N** for no workout, **U** for unexcused, or **W** for Weights. The default is **N** for no workout. Note that there is a different color for each letter choice. The **B** choice for Bonus counts as an attended workout, but does not count toward the total scheduled and this allows an athlete to make-up a missed workout. For attendance percentages, the **L** choice counts the same as **X** for present and the **U** choice counts the same as **A** for absent. You can filter the athletes listed in the attendance list by Team, School Year, WM Group, or WM Subgroup.

Click on **Reports** or the **Print Icon** to print the Attendance report - click Here for more information about this report. Entering data for yardage also automatically updates the attendance report.

Attendance by Day

If you click the **By Day** check box at the upper left of the Attendance window, you can enter attendance very quickly in the grid provided as shown below.

Attendance Yardage

From the **Workouts Menu**, click on Attendance and then click on **Yardage**. If a workout exists for a give date, the yardage for that workout will automatically appear. If an athlete did not complete the entire workout or swam in a different workout, you can change the yardage from this screen. To enter actual yardage completed, select the athlete and move the cursor to the desired weekday cell. Type in the actual yardage completed; be sure to type M (meters) or Y (yards) after the number; for example, 4500Y.

Click on **Reports** or the **Print Icon** to print the Yardage Report - click Here for more information about this report. Entering data for yardage also automatically updates the attendance report.

From the Attendance Menu, you can quickly print or export to HTML the attendance set of data that is selected. Simply click the Print Grid icon to print the attendance directly from the grid or click the Export to HTML icon to create an html file of the attendance data in the grid.

Training

To access the Workout Manager Training Menu, click on **Training** from the TM Main Menu.

> **NOTE:** Please note that the Training feature and associated reports for **Workout Manager** feature of TM is a product **Option** for TM. Please click Here for information about options. Without this option, you will be limited to entering data for the first five athletes entered into your database, regardless of their group or activity. In addition, any reports created will have the Print button turned off.

The Training option helps a coach quickly figure out what swimming speeds correspond to aerobic training and what swimming speeds correspond to anaerobic training for each athlete. Use of **Workout Manager**'s Training option provides training paces based on scientific studies and data. The **Training Menu** does not contain all the answers to training, but it does give some "ball park" figures as to what swimming speeds correspond to aerobic training and what swimming speeds correspond to anaerobic training.
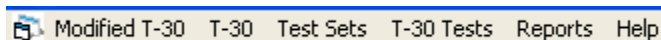
The first two selections in the Training Menu provide different methods for predicting the **anaerobic threshold** for **each** of your athletes. In addition, the 4 mMl Report uses best times to make a similar **anaerobic threshold** prediction. These results are to be used in conjunction with the workouts you create in the Workouts Menu. For example, suppose you write a workout and label each set with a particular energy level. You must know at what pace each individual athlete needs to swim in order to be at the labeled energy level. Every athlete will be different. Therefore, if you desire your athletes to swim 18 x 100 meter on 1:20 at **anaerobic threshold** pace, you can use one of the methods to prepare a report that predicts that pace for each of your athletes. Remember, the results are "ball park" figures and, in general, are plus or minus one second.

Anaerobic Threshold

One of the most important swimming speeds to have a handle on is the **anaerobic threshold** speed. This energy is labeled **EN2**. This intensity is reached when the complete oxygen-transporting system is utilized to the maximum. At this speed, lactate is produced and removed at the same rates so that there is no accumulation of lactate in the muscles. The **anaerobic threshold** training speed for each athlete will be different and will depend on many factors. In fact, the **anaerobic threshold** pace will change for a given athlete during the season. Generally, as an athlete becomes more conditioned, the speed at which **anaerobic threshold** is reached increases. However, sickness and over training can decrease the speed at which the **anaerobic threshold** is reached. For a given individual, the **anaerobic threshold** can occur at a heart rate of anywhere from 140 to 180 beats per minute. The **anaerobic threshold** also corresponds to a blood lactate count of about 3 to 5 millimoles per liter (4 mM/L, for example).

When you use one of the T-30 methods, there are 6 pacing charts that you can print out for each athlete which correspond to the charts in *US Swimming's Energy Systems and Training Design Handbook* and the charts used by Jon Urbanchek of University of Michigan, and are based on research by Oerjan Madsen, Ph.D. from West Germany.   Two charts are for anaerobic threshold (Red Chart), 2 for MaxVO2 (7% faster than anaerobic threshold – Blue Chart), and 2 for Aerobic Base (5% slower than anaerobic threshold – Pink chart). Pink – 10, Red – 10, and Blue – 1 are generally for distance athletes, while Pink – 30, Red – 30, and Blue – 2 are for sprinters and strokers.
The charts are color coded Pink, Red, and Blue as follows:

Chart	Rest Period	Pulse

Pink –10	5 to 15 seconds	120 – 140
Pink – 30	20 to 40 seconds	120 – 140
Red – 10	10 to 15 seconds	150 – 170
Red – 30	30 to 40 seconds	160 – 180
Blue – 1	1 to 2 minutes	180 – 190
Blue – 2	1 to 2 minutes	180 – 200

Setting Up Your Training Database

To open the **Training** Menu, click on **Training** from the Main Menu. This first screen will appear when Modified T-30 is selected:

To filter the list of athletes at the bottom of the screen, you may select the Team, WM Group and Subgroup, and click on the appropriate course. You have the choice to include Inactive Swimmers by checking the box. Highlight an athlete's name and enter the appropriate distances and times in the correct columns.

Modified T-30

This module has two features:

- A simpler way to administer the T-30 using a variable distance
- The ability to predict anaerobic threshold speeds for each stroke swimming, kicking, and pulling. This idea is thanks to Jonty Skinner.

When doing a timed 30 minute swim, it is hard to signal to the athletes when 30 minutes is up, and then they must stop in place to see how far they are from the wall. It is much easier to tell an athlete to go 2500 meters and get the exact time. So what you do is, estimate how far each athlete is likely to go in 30 minutes, and have each athlete swim that distance and get the exact time. For example, the time for 2500 meters might be 29:35.00. This module will allow you to enter the distance and time for each athlete.

It is usually difficult to administer timed 30 minute swims more than once a month, and what do you do with an IMer? It is not practical to do 4 T-30's, one for each stroke. So, use this module and only do one T-30 freestyle maybe every two months, and do an all out 500 yard or 400 meter free every other week or so. Enter these results in this module, and **Workout Manager** will have a ratio of speeds to work with: T-30 speed divided by 500 speed. This ratio will be less than 1. Now, on another day, have your backstroker, for example, swim a 450 yard or 350 meter backstroke all out for time like it was a meet. Enter this distance and time, and **Workout Manager** will calculate the anaerobic threshold speed for backstroke using the freestyle ratio. You can do this for any stroke, swimming, pulling, or kicking, but it is important that the amount of time it takes to do the all out kick, for example, should be close to the same amount of time as the all out 400 meter or 500 yard free.

Please click Here for information about how to preview or print a **Modified T-30 Report**.

T-30

The computations in this module are based on research and data by Oerjan Madsen, Ph.D., from West Germany.

T-30 means timed 30 minute swim. Based on the distance swim in 30 minutes, it is possible to predict the anaerobic threshold pace for doing repeat 50's, 100's, 200's, 400's, etc., with 5 to 15 seconds of rest. When doing the test, it is important for the athlete to try to swim intelligently by even pacing the test or possibly even slightly negative splitting the swim. The distance each athlete achieves is easily recorded in this module. There is a place for each athlete to have a rested and an unrested distance recorded.

Usually, you would record an unrested distance, since the T-30's purpose is to update the anaerobic threshold pace as the season progresses. Please click Here for information about how to preview or print a **T-30 Report**.

Test Sets

Repeat Test Sets and T-30 Tests are the two categories of test sets.

Recording Repeat Test Sets

Repeat Test sets are performed in practice by athletes for several reasons. If done well, they give athletes confidence that they are improving and will do well in a meet. Depending on the rest interval in the test set, they provide either a high intensity anaerobic lactate tolerance workout set (such as 6 x 100 on 8:00) or a high intensity aerobic set (such as 20 x 100 on 1:05). They provide a "ball park" predictor of future performance.

The test set module is designed to allow you to record the set times for any test set that you may wish to administer. There can be an unlimited number of repeats in a set, and the interval can be anything, with a minimum time of 5 seconds.

To set-up a test set, click on **Test Sets** from the Training Menu, and then click on the Add Icon. A pop-up menu will allow you to enter the date for the test set, the number of repetitions, the distance of each repeat, the interval, the stroke, push-off or dive, and a 25 character remark about the test set. Each test can have an unlimited number of athletes.

If your test set is one of the **standard test sets**, meet performance predictions are displayed based on the average time for the entire set.

Standard Test Sets and Predicted Time

6 x 50 on 2 from a push-off	100 time
5 x 100 on 3 from a push-off	200 time
6 x 100 on 8 from a dive	100 and 200 time
6 x 200 on 8 from a dive	500 time
20 x 100 on 1:05 from a push-off	1650 or 1500 time

Caution: The predicted times must be used carefully. The first two test sets and the fifth (thanks to Bob Steele of US Swimming) are generally used in season about one week before a meet to predict the "in season" meet time. The third and fourth come from Jon Urbanchek at University of Michigan and are based on Elite College Men. **They will not be as accurate for women or age groupers**. The two standard dive sets are designed for predicting a shaved and tapered time using the best average before the 3 to 6 week taper begins.

You can also enter a heart rate progression and 40 character comment for each athlete. Typical heart rates to record are for ten second counts starting 10 seconds, 40 seconds, and 1 minute and 10 seconds after the last repeat. After entering an athlete's repeats and other data, you can preview and/or print a report of the test set.

Click Here for information about the **Test Sets Report**.

T-30 Tests

The second module for test sets is for recording T-30 swims and then using those times to update the Modified T-30 module where training paces are predicted.

In this module, you select a date, a course, enter the distance, time, stroke and optional heart rates and remark for each athlete.

Once you have entered a set of T-30 test results, you can click on **Update** at the top of the screen to have the data of the currently highlighted Test Set Date copied over to the Modified T-30 module.

To get a report of the T-30 Tests, click on the **Print Icon** or **Reports / Test Sets / T-30 Tests**. Click Here for information about the T-30 Test Sets Report.

Quick Print
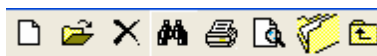
From the Training Menu, you can quickly print or export to HTML the test data that is selected. Simply click the Print Grid icon to print test data directly from the grid or click the Export to HTML icon to create an html file of the test data in the grid .

Reports

This Section describes all the various reports that are available from TM. Click on **Reports** from the Main Menu Bar and then choose from the following types of reports:

Administrative ▶
Performance ▶
Meet Reports ▶
Workouts ▶
Export/Import Files Report (CL2, HY3, SD3)
Memorized Reports
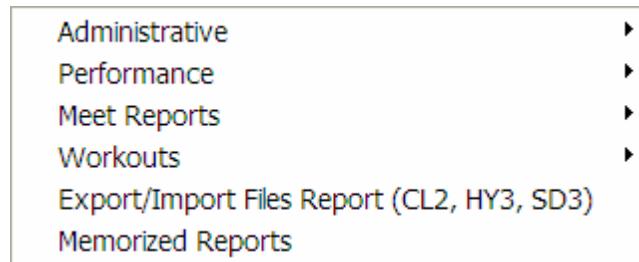
Preview Screen Tool Bar

The Preview Screen Tool Bar is displayed on the top of each report's Preview Window.

Print Icon ↓   Navigation ↓

↙ Search Feature

Export Icon ↗

- ◆ Click on the "X" to close the Preview Window.

- ◆ The left and right arrows allow you navigate through the pages of the report.

- ◆ Click on the **Printer icon** to actually start printing the report. You will be given the option to print the current page or a specific set of pages for each report - for example, print only pages 11-14. You can also request that the pages be printed in reverse order by clicking on the **Collate Copies** check box.
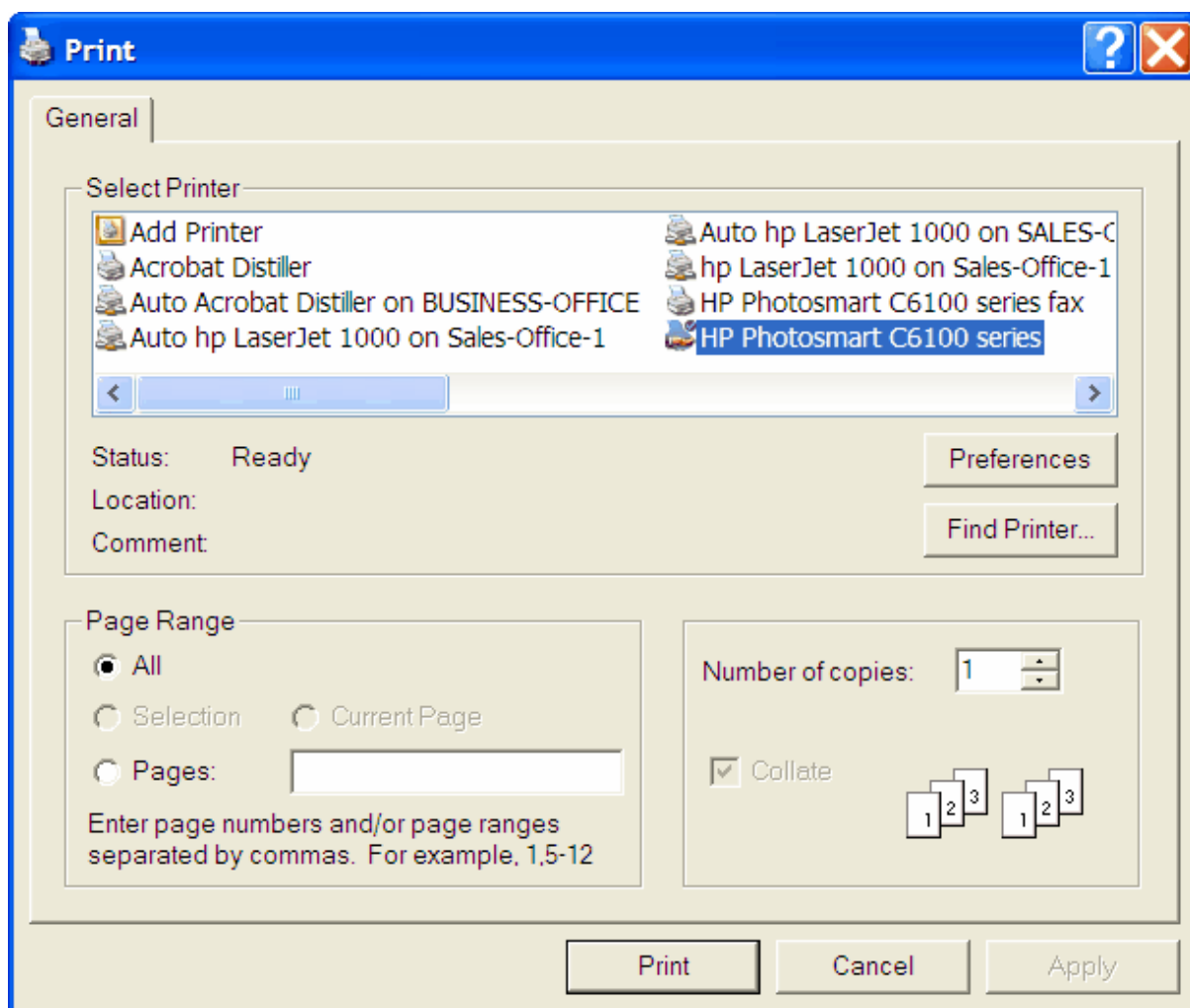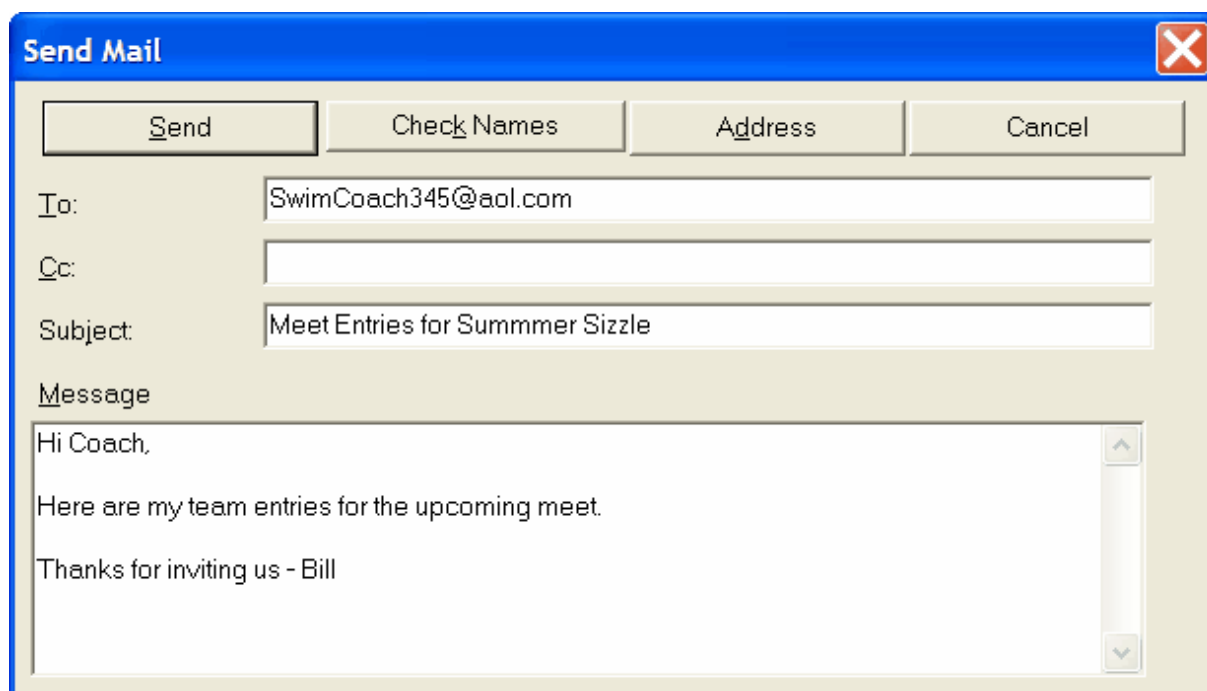
- Click on the **Sizing** "percentage" to resize the Preview Window.

- Click on the **Search** "binoculars" icon to be able to search the content of the report for **any text field**. For example, suppose you want to find a particular's swimmer's meet results from a Meet Results Report sorted by Event. Just enter the Swimmer's last name and click on this Search Icon and TM will stop at each occurrence of that Swimmer's name.

- Click on the **Export Report** icon to export your report to Excel, Microsoft's Word, CSV file, HTML, XML, rich text, etc. HTML is the format used to display the report on the Internet. Choose "**Disk file**" as your destination to export the file to your hard drive or flash drive.
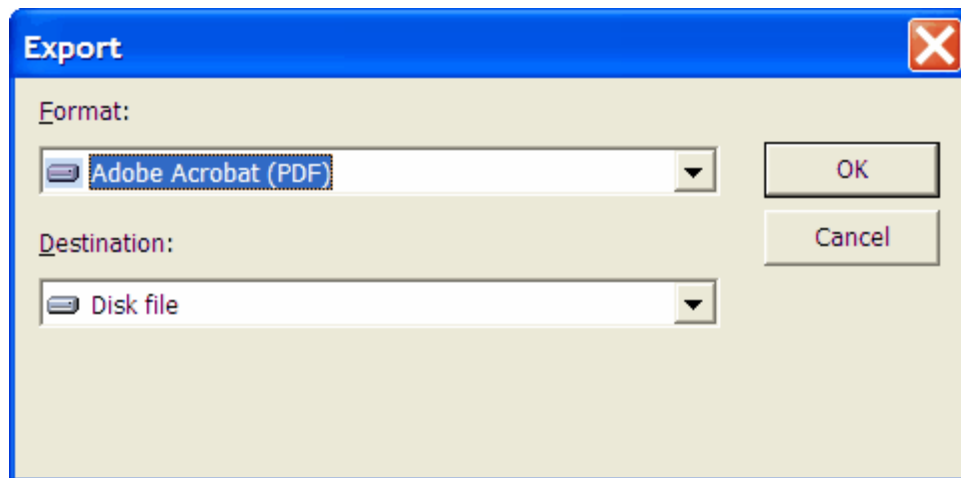
◆ Click on the **Export Report** icon to export your report to Excel, Microsoft's Word, CSV file, HTML, XML, rich text, etc. Choose "**MAPI** as your destination to email your report.
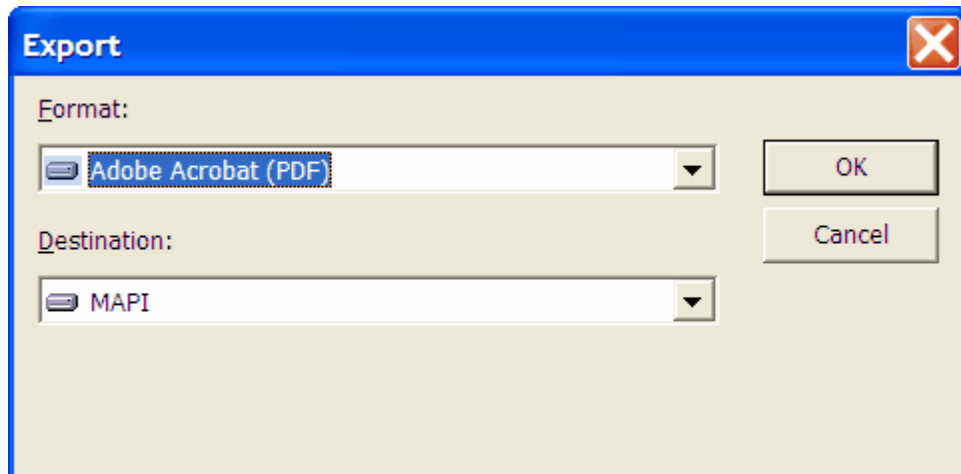
Click **OK** and those choose what pages you want included and then TM will ask you to enter the email address, cc list, subject, and message as show below. You can also pick email addresses from your Outlook address book.

Administrative Reports

The following selections are available in Administrative Reports:

Athletes
Teams
Meets
Registration
Registration Exception
Time Standards
Records
Codes
PDF Forms

Athletes Report

How to Add or Edit Athletes
How to Export Athletes/Teams

To print or preview a report of athlete administrative information, click on **Reports** from the Main Menu Bar and then **Administrative** and **Athletes**.

The Athlete Report can be customized to provide really 8 different types of reports. You may **filter** each report by Team, Group, Subgroup, WM Group, WM Subgroup, School Year, Gender, Age, and if you wish to include Inactive swimmers or not. You can **sort** the report by name, team, age descending, age ascending, or by Registration ID number. You can also choose to include **Inactive** athletes or not.

For example, you could run the Roster Report filtered by 11-12 Boys from the FAST team sorted by ascending age.

Roster

This report provides basic roster information about each athlete including name, Gender, Group, and Team 1, Team 2, and Team 3. You also have options to show or not show Age/School Yr, Team Joined Date (that will also show the length of time the swimmer as been on the team), Birth Date, Registration ID, and filter the roster to include those that are "Dive Certified" or not.

You can also filter the report to include only swimmers that have a birth date in a particular month. For example, print all the swimmers that have an upcoming birthday in April.

Contact Information

This report provides basic information about each swimmer plus both Primary and Secondary Contact information including home and work telephone numbers and e-mail addresses. You may optionally include the **mailing address** for the Primary Contact person.

Mailing Information
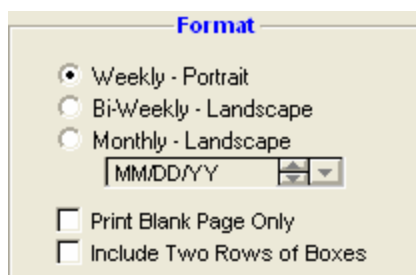
This report provides basic information about each swimmer plus both Primary and Secondary Contact mailing information.

Telephone List

This report provides basic information about each swimmer plus both Primary and Secondary Contact telephone information including home and office telephone numbers and a comment line for you to optionally write in information - for example "not a correct number".

Attendance List

This report provides a **one week** (portrait), **two week** (landscape), and **monthly** (landscape) template on which attendance may be recorded manually for the swimmers that were selected using the report filters described above. Chose "Two Rows of Boxes" for each swimmer so that you can track both AM and PM workouts.

Recruiting

This report is designed to display a one page report for each swimmer based on the Recruiting information that has been entered for that swimmer. Click Here to find out how to enter recruiting information for a swimmer.

Medical

This report is designed to display the medical information that was entered for each swimmer. Click Here to find out how to enter medical information for a swimmer. If the meet host requires medical information for each attending swimmer, you can print this report for one specific meet for only the swimmers that are entered in this meet.

Custom Information

This report is designed to display the Custom information that was entered for each swimmer. Click Here to find out how to enter custom information for a swimmer.

Registration ID Exception

This report is designed to check the swimmers in your Database/Team/Group against a standard semi-colon delimited Registration File. The is a great way to check that your swimmers have the correct registration ID, name spelling, and birth date. This report and accompanying Browser currently supports the USA Swimming Registration **.RE1** export file.

Mailing Labels

Click Here for specific information on previewing and printing Mailing labels for your team.

Custom Layout

Pick the specific Custom Layout that you want to use. Click Here for information on how to set up as many Custom Layout Reports as you wish

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Teams Report

How to Add or Edit Teams

To print or preview a report of teams that have been setup, click on **Reports** from the Main Menu Bar and then **Administrative** and then **Teams**.

You can filter this report to include only a specific Team or include teams of a specific **Team Type** or **Team Division** - for example, include ONLY Age Group Teams or teams from Division I.

You can customize the report to include Coaches information as well as coach certifications. You can specify if you want to include Inactive athletes in the Athlete count for each team. You can also **sort the report** alphabetically by Team Abbreviation (code) or by full Team Name.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meets Report
How to Add or Edit Meets

To print or preview a report of meets that have been setup, click on **Reports** from the Main Menu Bar and then **Administrative** and **Meets**.

You can filter this report by:

- Date Range
- Meet Type
- Course

You can also **sort the report** alphabetically by name, or by ascending or descending meet start date. For example, you may want to print all the meets in 2003 sorted by ascending date.

Click on the **Include Remarks** check box and TM will include any remarks that you have included when you set up the meet. Click on the **Include Directions** check box and TM will include any directions that you have included when you set up the meet.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Registration Report
How to Export Registration
Registration Exception Report
How to Add or Edit Athletes

A swim organization may want to set up a process to periodically register athletes. This registration may take place at the team level and then each team would export the registration information for the athletes to a central Registration Database. The particular Athlete registration setup, report, and export in TM is specifically designed to accommodate **USA Swimming's National Registration** process. Click Here to find out how to enter registration information about each swimmer.

To print or preview a report of current Athlete Registrations or Application Forms, on the Main Menu Bar, click **Reports** > **Administrative** > **Registration**.

You can filter this report by Team, Group, Subgroup, or School Year. You have **two options** for this report:

1. **Registration List:** You can include one or more of the registration classifications.
   Batch Number 0
   If you enter a Batch Number of "0", TM will list all swimmers who are candidates for the next export - that is, any swimmers who have changed their registration status since the last export, any new swimmers who have had registration declared, and any edited swimmers who have been declared to include in the next subsequent export. If a swimmer does not have all of the mandatory registration information specified (like contact information), TM will indicate on the report that this swimmer **WILL NOT** be exported until that information is corrected.
   Batch Number Other Than 0
   If you enter a Batch Number other than "0", TM will list those swimmers that were previously exported under that Batch Number. Please note that if a swimmer was exported under Batch #5, for example, and then subsequently changed their status or re-exported under Batch #7, if you list Batch #5 again, that swimmer WILL NOT be included in that list since they have a new export Batch Number.

2. **Application Form:** Click the **Application Forms Format - 2 per page** instead of **Report format** check box and TM will print the application form for the swimmers that have been selected, 2 forms to a page.

Click the **Create Report** button and TM will provide a report preview of the Registration Report or Application card.

> **NOTE:** Between June 1 and August 31, TM will let you choose whether you want the Registration year header on reports to indicate the current registration year (in the case you want to register some new swimmers) or the next registration year (in the case you want to get an early start or next year's registration). The USA Swimming registration year is from September 1 through August 31.

Click the **Create Report** button and TM will provide a preview of this report. You can click the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. Click the **Printer** icon to print the report to the selected printer.

Registration Exception Report

This report is designed to help the registration administer keep track of what swimmers have and have not been exported for a particular season. To print or preview a report of current Athlete Registrations or Application Forms, click on **Reports** from the Main Menu Bar and then **Administrative** and **Registration Exception**.

You can filter this report by Team, Group, Subgroup, or School Year. And then choose what type of information you want to be reported as detailed below.

Swimmers That Have Been Exported Since the Since Date

This report will show the swimmers that were previously exported since the Since Date. Generally you would run this report to list all the swimmers that you already exported this season. The report Since Date defaults to the Registration Date Preferences if one has been entered.

Swimmers That Have Not Been Exported Since the Since Date

This report will show the swimmers that were previously exported before the Since Date but have not been re-exported. This group is usually last year's exports that have not been selected for export this season. This list does not include swimmers that are pending export that are listed in the next report choice.

Swimmers That are Registered but Not Exported Yet

This list includes swimmers that are in the Batch 0 group that will be included in the next registration Export.

Swimmers That Have Never Been Registered

This list includes swimmers that have been added or imported but that the registration button was never selected and completed. This might include summer league swimmers or any swimmer that is not a member of USA Swimming.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Time Standards Report

How to Add or Edit Time Standards
How to Import Time Standards

To print or preview a report of a specific record, click on **Reports** from the Main Menu Bar and then **Administrative** and **Time Standards**.

Pick from the list of available Time Standards. If you do not see the Time Standard that you want to print, you may have to Import that Time Standard information first. Click Here for information about how to Import a Time Standard.

Specify the Time Standard course you wish to print (Yards, SCM, or LCM) and the report format - either the USS portrait format or the general landscape format. Click on the **Create Report** button and TM will provide a report preview of the Time Standards Report.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Records Report
How to Add or Edit Records
How to Import Records

To print or preview a report of a specific record, click on **Reports** from the Main Menu Bar and then **Administrative** and **Records**.
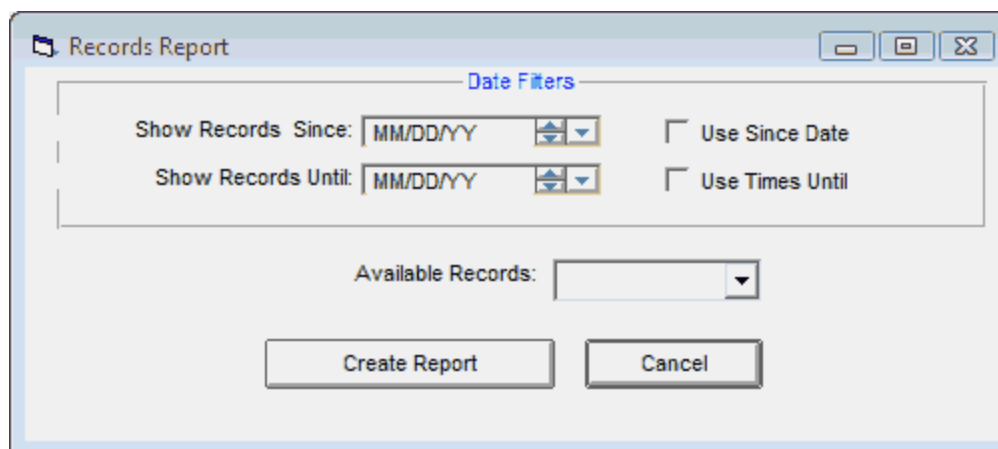
Pick from the list of available Records. If you do not see the record that you want to print, you may have to Import that record information first. Click Here for information about how to Import a Record.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Codes Report
Groups/Subgroups/Codes

"Codes" are shortcut names for Team Groups, Subgroups, WM Group, WM Subgroup, and School YR, Meet Types, and Divisions.

To print or preview a report of Codes that have been set up, click on **Reports** from the Main Menu Bar and then **Administrative** and **Codes**. Click Here for information about how to set-up a new Code.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Codes Report

Code	Type	Description
B	Group	BLUE
G	Group	GOLD
AG	Subgroup	AGE GROUP
S	Subgroup	SENIOR
FR	Class	FRESHMAN
JR	Class	JUNIOR
SO	Class	SOPHOMORE
SR	Class	SENIOR
AG	Meet	AGE GROUP
HS	Meet	HIGH SCHOOL
SR	Meet	SENIOR
JV	Division	JUNIOR VARSITY
VR	Division	VARSITY

Total of Group:	2
Total of Subgroup:	2
Total of Class:	3
Total of Meet:	4
Total of Division:	2
Total Codes:	13

PDF Forms

To print or preview a report of previously stored reports in PDF format, click on **Reports** from the Main Menu Bar and then **Administrative** and **PDF Forms**.

The PDF Forms Menu will list all pdf documents found in the TM install directory under the folder PDFForms. Just select the form from the combo box, click **Create Report** and the pdf document will be displayed if you have Adobe Acrobat Reader installed on your computer. Once displayed you can print the document.
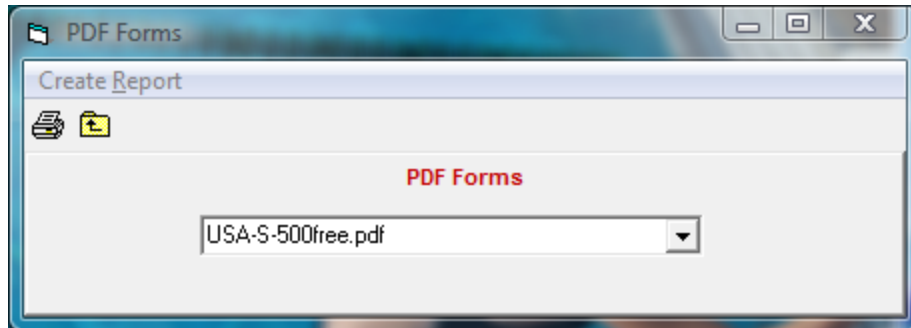
Performance Reports

The following selections are available in Performance Reports:

Top Times
Top Times Spreadsheet
Seasonal Results Spreadsheet
High Points
Points System
Predict Results
Record Match

Top Times Report

The Top Times Report is designed to provide performance information in a varied assortment of report formats. This set of reports is based upon the meet results that have been entered or imported for the swimmers in your Database. To print or preview a report of Top or Best Times, click on **Reports** from the Main Menu Bar and then **Performance** and **Top Times**.

This report offers a great deal of customization filters and sort options as described below.

Report Filters

This report offers the standard Age Group, Gender, Team, Team Division, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the LSC and Team Division filters and the following specific report filters.
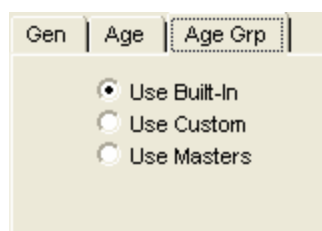
When sorting this report **by Event**, the gender filter also allows you to **combine Men/Women** to be ranked together for each stroke/distance.

Meet

> You can run this report for all meets or you can filter it for just one meet by selecting that meet from the Meet list box. You can also restrict the list of meets by **Date Range** (**Since** and/or **Until** Dates) and by **Meet Type** as described below. You can set up these "Seasonal" Dates in Favorite Filters.

Age Group Tab

> If you are sorting this report by event, you can choose how TM will group the swimmers in your Database according to age. Click on the **Age Group** tab and then **Use Built-in** if you want TM to group times by 10&U, 11-12, 13-14, and 15&O. Click on **Use Custom** to use the age groups you have previously set up in Custom Age Groups - click Here for more information on how to set up your own age group classifications. Click on **Use Masters** and TM will group swimmers according to the standard masters age groups.

Meet Round

To display meet results from a specific round, all rounds, or the best time from all the rounds swum in the event for this one meet, you may choose All, Finals Only, Prelims Only, or Semis Only.

Splits
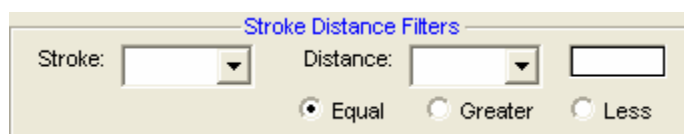
Choose to display no splits, **Cumulative** or "running" splits, **Subtractive** or "lap" splits, **Cum/Subt** for both, **Legal** splits, or **Stroke Rate**. For example in a 400 for a LCM event, the 50, 100, 200, and 400 would be "legal" splits. Click Here for more information on how to enter Splits or Stroke Rate information. Click Here for information about how to store your Legal Splits as a permanent record for each swimmer.

Individual or Relay

Click on the **Individual** or **Relay** check box to display meet results for just the Individual or Relay events for this meet.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.
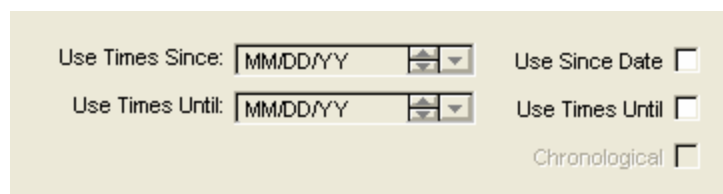
Or, key in a distance value (like 500) and then pick the **Greater** radio button and TM will include all of those events with distances GREATER THAN 500.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Dates

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list top Times that were swum between September 1, 2003 and January 31, 2004. You can set up these "Seasonal" Dates in Favorite Filters.

Meet Type

You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

Top How Many

You may optionally filter Top Times by specifying how many top times that you wish to include - enter "0" to include ALL the times for an Event or Swimmer.

Include DQs and NSs

Click on this check box to request that TM include all the DQs and NSs in the list of Top Times - **this option is available ONLY if you have request ALL Times.**

Include Relay non-leadoff Legs

Click on this check box to include all of the Relay Non-Leadoff legs in your Top Times list that have been previously split out from either the Team Results Browser or the Meet Results Browser. If there are new meet results since the date the last Split Out Relay Legs occurred, TM will display a warning message and suggest you go to the Teams Results Menu or Meet Results Menu and **Split Out the Relay Legs**.

TEAM MANAGER

You have selected the option to include non-leadoff Relay splits.
The routine to extract these splits was last run: Thursday, February 05, 2004
You have meets with results since that date.
A report run now may not include all your splits.
That feature can be found on the Team / Results menu.

Do you wish to continue anyway ?

[Yes]   [No]
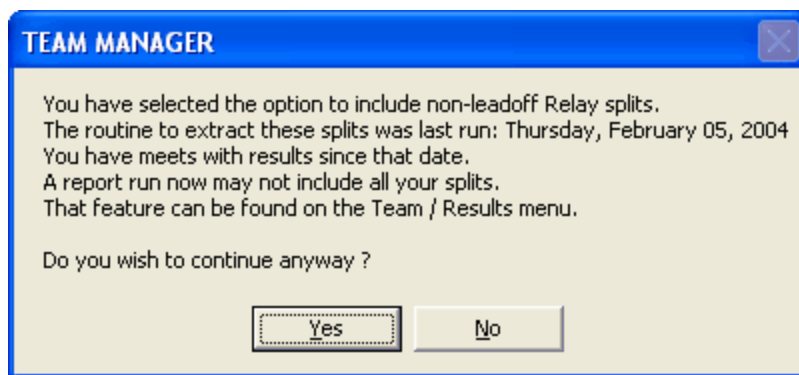
NOTE: Relay Non-Leadoff Times are NOT recognized as official times.

NOTE: If you choose the **Include Relay non-leadoff Legs** option, you will also be able to choose the **Best Legal + Best non-leadoff** option to display BOTH the legal best time as well as the fasted relay non-leadoff time.

Include Only Relay non-leadoff Legs

Click on this check box to include ONLY Relay Non-Leadoff legs that have been previously split out from either the Team Results Browser or the Meet Results Browser. If there are new meet results since the date the last Split Out Relay Legs occurred, TM will display a warning message and suggest you go to the Teams Results Menu or Meet Results Menu and **Split Out the Relay Legs**.
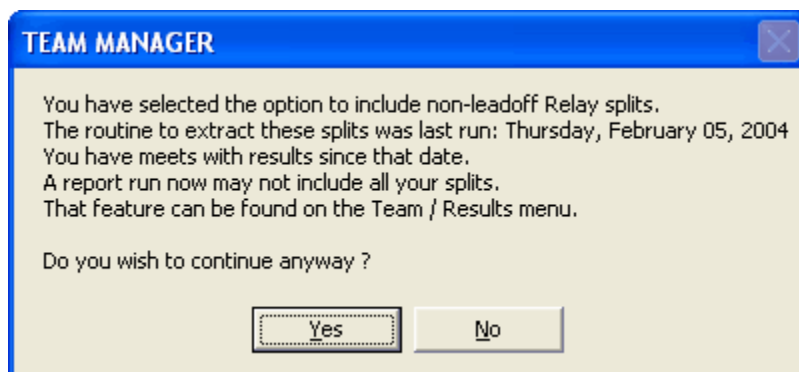
NOTE: Relay Non-Leadoff Times are NOT recognized as official times.

Include Goals
Click on this check box to include each swimmer's Goal times that have been previously established. This report **option is available ONLY if the report is sorted by Name**. Click Here to find out how to setup Goals for each swimmer.

Include Registration ID
Click on this check box to include each swimmer's Registration ID next to his/her name.

Include Birth Date
Click on this check box to include each swimmer's Birth Date next to his/her name.

Include Relay Swimmers
If you pick the report for Relays, you have the option to include the relay swimmers in the report.

Course Options
TM provides 10 course options from which to select.

If you choose one of the options requesting conversion (e.g. **YY**) , TM will use the particular conversion factors that were chosen in Course Conversion setup. Click Here for information about how to setup or change your TM's course conversion factors.

Chronological Listing
Click on the **Chronological** check box on the Date Tab **after** you have selected a **Since Date** and/or an **Until Date** for your report. TM will list Best Times **sorted chronologically** instead of fastest-to-slowest. If you run this report early in your season before swimmers have improved from last season,

you might want to click on the "**Include Life Time Best even if outside date range**" button so each swimmer can see where they were prior to the beginning of the current season.

Improvement

You must first specify the report to be sorted **Chronologically** as discussed in the section above in order to enable the Improvement check boxes. Now click on the **Improvement** tab and customize how you wish to have improvement calculated.

You can show improvement in terms of the time improved or in terms of the percent improvement. TM offers **three ways** to calculate Improvement:

1. **Seasonal (Best)** - First specify the **baseline** for the seasonal improvement. Click on the **Use Fastest Before the Since Date** check box and TM will find each swimmer's fastest time in each stroke and distance swum **before the Since Date** and use that time as the baseline for improvement. Or click on **Use Earliest Time after Since Date** check box and TM will use each swimmer's time in each stroke and distance from the first meet after the Since Date as the baseline for improvement. TM will take the baseline meet swum as chosen and then calculate improvement for the swimmer's **Best/Fastest** Time based on that baseline.
2. **Seasonal (Each Meet)** - First specify the **baseline** for the seasonal improvement. Click on the **Use Fastest Before the Since Date** check box and TM will find each swimmer's fastest time in each stroke and distance swum **before the Since Date** and use that time as the baseline for improvement. Or click on **Use Earliest Time after Since Date** check box and TM will use each swimmer's time in each stroke and distance from the first meet after the Since Date as the baseline for improvement. TM will take the baseline meet swum as chosen and then calculate improvement for **each meet** based on that baseline.
3. **Meet to Meet** - TM will calculate improvement from meet to meet based on the chronological list of the meets swum after the Since Date. You can opt to show the improvement from meet to meet with the **earliest time as the baseline** or show the **progressive improvement** from meet to meet from the previous Personal Best (PB).   An example of a progressive improvement might be 25 secs, 23 secs by 2, 24, 22 by 1, 19 by 3.

Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and TM will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA. Or click on the **Standards at Least** check box and TM will only include those times at that time Standard or higher.

Choose **Show All with delta if below Standard** and TM will compute the delta time necessary to achieve that standard.

Bakersfield Summer Swim Team

Individual Top Times with Delta for those below A Standard

Forest Grove Swim Club [FGSC-OR]   Coach: Tim Hamlet
Show Yards Only

Time		P/F/S		Event			
Sarah Allworth (16) W							
27.49 Y	B	F	-1.40	50	Free	5/18/2007	2007 HAWAII 5-O
59.81 Y	B	F	-2.62	100	Free	2/2/2007	2007 Tigard Tualatin Winter Qualifier
2:08.40 Y	B	F	-4.01	200	Free	1/4/2008	CST Shark Chase 2008
5:43.65 Y	B	F	-11.66	500	Free	5/18/2007	2007 HAWAII 5-O
11:58.13 Y	B	F	-23.64	1000	Free	12/29/2007	Canby Animal Jr
19:46.02 Y	B	F	-34.83	1650	Free	12/7/2007	FGSC Christmas Invitational
1:08.25 Y	B	P	-4.46	100	Back	2/28/2008	2008 OSI Senior Championships
2:26.63 Y	B	F	-9.94	200	Back	5/18/2007	2007 HAWAII 5-O
2:51.86 Y	B	F	-11.87	200	Breast	12/7/2007	FGSC Christmas Invitational
1:06.53 Y	B	P	-1.84	100	Fly	12/14/2007	Oregon Senior Open
2:28.30 Y	B	P	-3.91	200	Fly	2/28/2008	2008 OSI Senior Championships
2:27.56 Y	B	F	-7.67	200	IM	8/3/2007	Newport Seahorse Invitational
5:09.56 Y	B	P	-14.77	400	IM	12/14/2007	Oregon Senior Open

Records

Click on the Records tab and select a specific Record and click on **Check Records** and TM will indicate if any of the Records have been broken by displaying **REC** next to each time. Click Here for more specific information on records that may have been broken and how to **automatically update those records** using the Record Match Report. Or, click on the **Check All Records** check box and TM will check all the records that have been set up with an **Identifying Flag**. Click Here for information on how to set up a record Identifying Flag.

Points

Click on the **Points tab** and then choose one of the special point systems - HY-TEK Age Group Points (Yards, SC and LC Meters), HY-TEK Single Year (Yards, SC and LC Meters), HY-TEK Open Points (Yards, SC and LC Meters), NISCA Points (High School Yard meets), LEN Points (SC and LC Meters), AUS Points (Swimming Australia - LC Meters), SNZ Points (Swimming New Zealand - LC Meters), or FINA Points (SC and LC Meters). These points will be displayed next to each result time.

- ● None
- ○ Hy-Tek Age Group
- ○ Hy-Tek Single Year
- ○ Hy-Tek Open
- ○ FINA Points
- ○ LEN Points
- ○ AUS Points
- ○ NISCA Points
- ○ SNZ Points

NOTE: When converted times are specified, the non-converted time is used for the Point System. For example, if FINA is selected with a course of LL (convert to LC Meters) and the original time is in SC Meters, then the SC Meter FINA computation is used. In this example, if a Yard time is converted to LC Meters, then TM with display "n/a" (not applicable) next to the time.

Number of Top Times: 10 Show Short Course Only   - FINA Points

	Time		P/F/S	Name		Age/Yr	
Women	**200 Free**						
1	1:54.64 S	1010	F	Lillhage, Josefin		25	SWE
2	1:55.14 S	997	F	Figues, Solenne		25	FRA
3	1:57.18 S	946	F	Sandeno, Kaitlin S		21	TROJ CA
4	1:58.46 S	915	F	Komisarz, Rachel E		28	LAK KY
5	1:58.64 S	911	F	Simard, Sophie		26	CAN
6	1:58.73 S	909	F	Lemmen, Celina J		19	NED
7	1:58.87 S	906	P	Dallmann, Petra		26	GER
8	2:00.45 S	871	P	Vanassen, Jennifer L		23	TC SC
9	2:00.78 S	864	P	Ziegler, Kate M		16	FISH PC
10	2:01.24 S	854	P	Villaecija, Erika		20	ESP
Women	**400 Free**						
1	4:05.52 S	949	F	Ziegler, Kate M		16	FISH PC
2	4:07.38 S	928	F	Villaecija, Erika		20	ESP
3	4:07.46 S	927	F	Komisarz, Rachel E		28	LAK KY
4	4:11.16 S	886	F	Carman, Anja Z		19	SLO
5	4:12.13 S	876	F	Caballero, Melissa		20	ESP
6	4:14.10 S	856	P	Koch, Rebecca E		22	UMLY MA
7	4:16.44 S	833	P	Illescas, Jennifer P		17	AGUA MR
8	4:16.89 S	828	F	Goldson, Elizabeth C		16	LIAC MR
9	4:19.36 S	805	P	Lemmen, Celina J		19	NED
10	4:19.88 S	800	P	Grundlingh, Marizanne		22	RSA

Sort Options

This report can be sorted by:

Sort by
- ◉ Name
- ○ Event (Current Age)
- ○ Event (Stroke and Distance)
- ○ Name (1 per page)
- ○ Event (Age at Meet)
- ☐ One Event per Page

Format of Displayed Times

When TM displays or prints the Top Times report, a letter suffix will be added after the time to indicate a Legal Split time (S) that has been stored in the database, a Relay Lead-off time (L), or a Relay Non Lead-off time (N). For example, a 1:23.45 L would indicate a time that was achieved as the lead-off swimmer on a Relay.

1, 2, or 3 Column Format

The Top Times Report can be previewed or printed in 1, 2, or 3 columns so that you have the option to print a great deal of information on one page. The 2 and 3 column formats do not include the meet and date of the swim or improvement information.

◉ 1 Column   ○ 2 Column   ○ 3 Column

Sample Report

Individual Top Times

Show Yards Only

Allen, Sam (14) 5/21/1986 G (Yr: 9)

50	Free	F	26.82 Y
100	Free	F	57.65 Y
200	Free	F	2:02.08 Y
500	Free	F	5:23.38 Y
1000	Free	F	12:05.03 Y
1650	Free	F	21:03.11 Y
50	Back	F	34.41 Y L
100	Back	F	1:10.59 Y
200	Back	F	2:35.67 Y
50	Breast	F	40.47 Y
100	Breast	F	1:24.87 Y
50	Fly	F	31.79 Y
100	Fly	F	1:14.45 Y
200	IM	F	2:26.99 Y

Andrews, Mary (11) 10/30/1989 G (Yr: 6)

50	Free	F	36.26 Y
50	Breast	F	46.60 Y

Asorphi, Mary (15) 7/31/1985 G (Yr: 10)

50	Free	F	27.19 Y
100	Free	F	1:01.65 Y
200	Free	F	2:20.18 Y
200	Free	F	2:20.18 Y
500	Free	F	7:11.90 Y
100	Back	F	1:26.94 Y
100	Breast	F	1:39.78 Y
100	Fly	F	1:22.66 Y
200	IM	F	23.86 Y

Bays, Lori (15) 10/2/1985 G (Yr: 9)

50	Free	F	26.57 Y
100	Free	F	57.50 Y
50	Back	F	29.50 Y L
100	Back	F	59.43 Y
200	Back	F	2:18.76 Y
100	Breast	F	1:16.82 Y
100	Fly	F	1:01.30 Y
200	IM	F	2:20.00 Y

100	Free	F	1:36.20 Y
50	Back	F	45.68 Y L
50	Breast	F	51.09 Y
100	Breast	F	2:14.02 Y
100	IM	F	1:53.09 Y

Brown, Jessi (15) 10/18/1985 G (Yr: 9)

50	Free	F	30.45 Y
100	Free	F	1:33.22 Y
200	Free	F	2:33.48 Y
50	Back	F	37.12 Y
100	Back	F	1:17.34 Y
100	Breast	F	1:26.98 Y

Brown, Katie L (17) 7/21/1983 G (Yr: 12)

50	Free	F	24.40 Y
100	Free	F	52.75 Y
200	Free	F	1:56.15 Y
50	Back	F	29.83 Y
100	Back	F	1:03.31 Y
200	Back	F	2:27.68 Y
50	Breast	F	33.99 Y
100	Breast	F	1:18.67 Y
50	Fly	F	28.29 Y
100	Fly	F	1:02.29 Y
200	IM	F	2:13.13 Y

Chesson, Chris (16) 10/11/1984 G (Yr: 10)

50	Free	F	27.25 Y L
100	Free	P	58.62 Y
200	Free	F	2:13.21 Y
500	Free	F	6:12.86 Y
100	Back	F	1:11.61 Y
50	Breast	F	37.42 Y
100	Fly	F	1:19.20 Y

Clay, Caroline E (10) 3/21/1990 G (Yr: 6)

50	Free	F	35.01 Y
100	Free	F	1:24.57 Y
50	Back	F	41.18 Y
100	Back	F	2:11.82 Y

50	Back	F	47.01 Y
100	Back	F	2:19.38 Y
25	Breast	F	36.25 Y
50	Breast	F	54.61 Y
50	Fly	F	43.53 Y
100	IM	F	1:40.62 Y

Denver, Emily L (18) 11/29/1982 G (Yr: 12)

50	Free	F	25.12 Y
100	Free	P	54.52 Y
200	Free	F	1:55.79 Y
500	Free	F	5:10.66 Y
1000	Free	F	10:48.38 Y
1650	Free	F	18:17.34 Y
50	Back	F	32.63 Y
100	Back	F	1:08.85 Y
200	Back	F	2:30.56 Y
50	Breast	F	34.50 Y
100	Breast	F	1:14.09 Y
50	Fly	F	29.58 Y
100	Fly	F	1:04.16 Y
200	IM	F	2:19.66 Y
200	IM	F	2:19.66 Y
400	IM	F	5:04.00 Y
500	IM	F	5:04.70 Y

Edgerton, Shanna J (7) 4/24/1993 G (Yr: 2)

25	Free	F	21.95 Y
50	Free	F	52.56 Y
25	Back	F	24.46 Y
25	Breast	F	31.39 Y

Edgerton, Sharon L (9) 6/10/1991 G (Yr: 4)

25	Free	F	17.35 Y
50	Free	F	37.32 Y
100	Free	F	1:23.04 Y
25	Back	F	23.24 Y
50	Back	F	45.15 Y
25	Breast	F	26.53 Y
50	Breast	F	45.45 Y

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Top Times Spreadsheet Report

The Top Times Spreadsheet Report is designed to provide performance information in "spreadsheet" or "row/column" format. This report is sorted alphabetically within age group and includes each swimmer's best time. The report is based upon the meet results that have been entered or imported for the swimmers in your Database. To print or preview a report of Top or Best Times, click on **Reports** from the Main Menu Bar and then **Performance** and **Top Times Spreadsheet**.

This report offers a great deal of customization filters and sort options as described below.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the LSC filter and the following specific report filters.

Meet

You can run this report for all meets or you can filter it for just one meet by selecting that meet from the Meet list box. You can also restrict the list of meets by **Date Range** (**Since** and/or **Until** Dates) and by **Meet Type** as described below. You can set up these "Seasonal" Date in System Preferences.

Age Group

If you are sorting this report by event, you can choose how TM will group the swimmers in your Database according to age.   Click on the **Age Group** tab and then **Use Built-in** if you want TM to group times by 10&U, 11-12, 13-14, and 15&O. Click on **Use Custom** to use the age groups you have previously set up in Custom Age Groups - click Here for more information on how to set up your own age group classifications. If you choose Custom Events, you will also be given the option to print the report in **Portrait** with an 11 event max or **Landscape** format with a 16 event max per age group.

Click on **Use Masters** and TM will group swimmers according to the standard masters age groups. Or choose **Open Events** and TM will treat each stroke/distance as a non-age group or Open event.

Meet Round
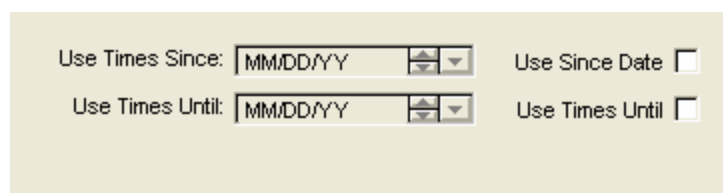
To display meet results from a specific round, all rounds, or the best time from all the rounds swum in the event for this one meet, you may choose All, Finals Only, Prelims Only, or Semis Only.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Dates

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list top Times that were swum between September 1, 2003 and January 31, 2004. You can set up these "Seasonal" Dates in System Preferences

Meet Type

You may choose the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

Include Swimmers with No Results

Click on the **Include Swimmers with no Results** check box and TM will include All Swimmers, not just the ones with at least one result.

Include Relay non-leadoff Legs

Click on this check box to include all of the Relay Non-Leadoff legs in your Top Times Spreadsheet list that have been previously split out from either the Team Results Browser or the Meet Results

Browser. If there are new meet results since the date the last Split Out Relay Legs occurred, TM will display a warning message and suggest you go to the Teams Results Menu or Meet Results Menu and Split Out the Relay Legs.
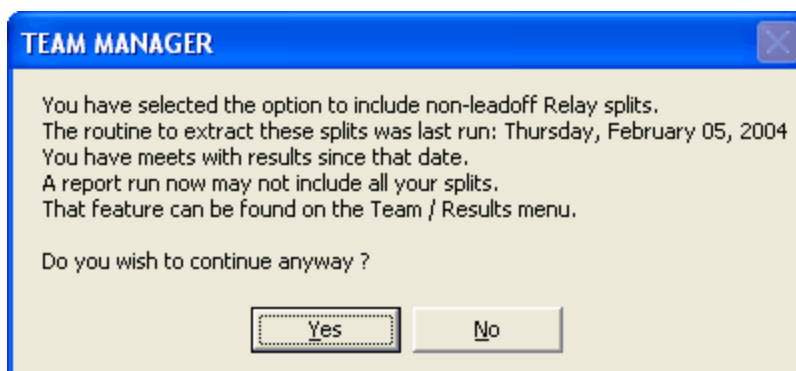
NOTE: Relay Non-Leadoff Times are NOT recognized as official times.

Include Only Relay non-leadoff Legs

Click on this check box to include ONLY Relay Non-Leadoff legs that have been previously split out from either the Team Results Browser or the Meet Results Browser.   If there are new meet results since the date the last Split Out Relay Legs occurred, TM will display a warning message and suggest you go to the Teams Results Menu or Meet Results Menu and Split Out the Relay Legs.
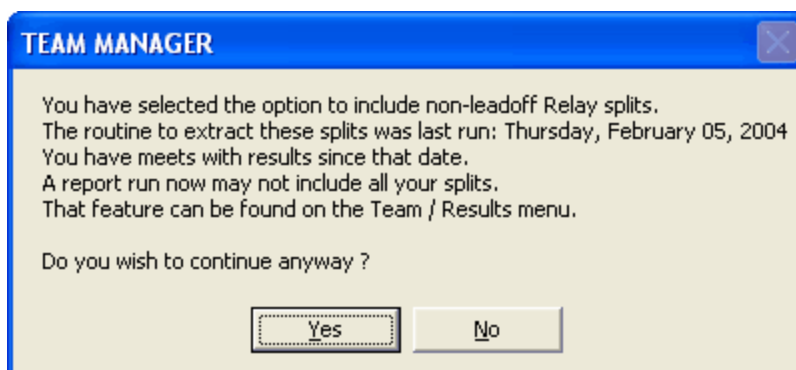
NOTE: Relay Non-Leadoff Times are NOT recognized as official times.

Include DQs
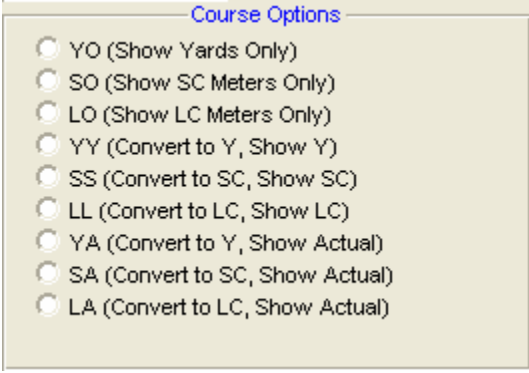
Click on this check box to include DQs if that is the only time for that stroke and event.

Show Names Only

Click on the **Show Names Only** check box and TM will NOT display Best Times in the row/column matrix. This may be a report to generate to take to a meet to "write in" meet results for each swimmer.

Course Options

TM provides 10 course options from which to select.

If you choose one of the options requesting conversion (e.g. **YY**) , TM will use the particular conversion factors that were chosen in Course Conversion setup. Click Here for information about how to setup or change your TM's course conversion factors.

Sort Options

This report can be sorted by:

- Gender then Age Group - i.e. list the Girls first in each of their Age Groups then the Boys.
- Age Group then Gender - i.e. list both Girls/Boys for each age Group.

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Sample Report

Girls 9-10	50 Free	100 Free	200 Free	500 Free	50 Back	100 Back	200 Back	50 Breast	100 Breast	200 Breast	50 Fly	100 Fly
Clark, Carol (10)	35.01Y	1:24.57Y			41.18Y	2:11.82Y		48.62Y	1:53.70Y		47.95Y	
Dawson, Mary (10)	35.37Y	1:29.81Y	3:30.61Y		47.01Y	2:19.38Y		54.61Y			43.53Y	
Edger, Sally (9)	37.32Y	1:23.04Y			45.15Y			45.45Y			52.54Y	
Fields, Gracie (10)	34.67Y	1:16.27Y			44.75Y			49.57Y			41.03Y	
Montrose, Marilyn L (10)	32.40Y	1:12.31Y	2:33.76Y		38.57Y			48.10Y			35.10Y	1:23.74Y
Payton, Shanna G (9)	51.35Y				56.01Y			1:34.78Y				
Penn, Sigourney M (10)	49.28Y	1:57.22Y			1:01.70Y			1:08.51Y			1:11.69Y	
Respess, Sherry T (9)	36.78Y	1:25.46Y						47.02Y				
Tolson, Gina L (9)	37.78Y				45.83Y			57.01Y			58.79Y	
Weymouth, Tracy D (10)	39.39Y				42.33Y			47.79Y				
Girls 11-12	**50 Free**	**100 Free**	**200 Free**	**500 Free**	**50 Back**	**100 Back**	**200 Back**	**50 Breast**	**100 Breast**	**200 Breast**	**50 Fly**	**100 Fly**
Andrews, Mary (11)	36.26Y							46.60Y				
Bocson, Cassandra (11)	36.31Y	1:29.54Y			43.33Y			51.15Y			52.92Y	
Bradleson, Debbie (11)	30.16Y	1:13.19Y			40.85Y	1:27.91Y		37.75Y	1:23.32Y		35.76Y	
Brindle, Sarah (12)	36.20Y	1:36.20Y			45.68Y			51.09Y	2:14.02Y			
Conner, Sally (12)	33.14Y	1:12.41Y			40.50Y			43.34Y				
Danville, Maggie (11)	36.88Y	1:40.63Y	3:08.74Y		45.76Y			1:20.02Y				
Folsom, Kelsey C (11)	35.63Y	1:24.92Y			46.15Y			50.96Y			55.84Y	
Fritz, Abigal S (12)	34.89Y	1:23.34Y			43.87Y	1:35.92Y		50.08Y			39.00Y	1:32.85Y
Gaither, Leslie K (12)	33.52Y	1:14.54Y				1:30.63Y						
Guion, Bethany G (12)	27.24Y	1:02.34Y	2:18.48Y	6:55.56Y	32.39Y	1:14.09Y		38.64Y			30.00Y	1:17.29Y
Gunderson, Lisa M (11)	38.82Y				49.72Y							
Hames, Fran E (12)	37.55Y	1:27.51Y			57.32Y			50.70Y			1:01.24Y	
Henderson, Janet L (11)	39.70Y				47.01Y			57.86Y				
Landau, Candy (12)	30.29Y	1:07.27Y			36.35Y	1:20.64Y		40.00Y	1:28.12Y		36.53Y	

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Seasonal Results Spreadsheet

The Seasonal Results Report is designed to provide performance information about each swimmer over the period of a season. This report is based upon the meet results that have been entered or imported for the swimmers in your Database. To print or preview a report of this report, click on **Reports** from the Main Menu Bar and then **Performance** and **Seasonal Meet Results**.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the LSC filter and the following specific report filters.

Age Group Tab

> If you are sorting this report by event, you can choose how TM will group the swimmers in your Database according to age.   Click on the **Age Group** tab and then **Use Built-in** if you want TM to group times by 10&U, 11-12, 13-14, and 15&O. Click on **Use Custom** to use the age groups you have previously set up in Custom Age Groups - click Here for more information on how to set up your own age group classifications. Click on **Use Masters** and TM will group swimmers according to the standard masters age groups.

Meet Round

To display meet results from a specific round, all rounds, or the best time from all the rounds swum in the event for this one meet, you may choose All, Finals Only, Prelims Only, or Semis Only.

Dates

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list top Times that were swum between September 1, 2003 and January 31, 2004. You can set up these "Seasonal" Dates in System Preferences
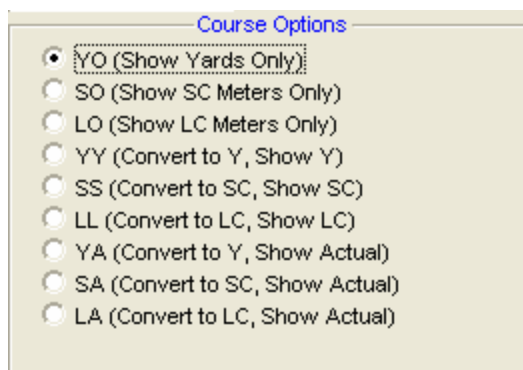
Meet Type

You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

Include DQs

Click on this check box to include DQs on this report.

Course Options

TM provides 9 course options from which to select.

Sort By

This report is always sorted chronologically but you can choose to show the **Newest Meet First** or the **Oldest Meet First**.

Printer Orientation

Choose how you want your report layout to look by choosing from the following options. The **Portrait HS Events Only** choice shows the standard High School Events in the typical order they are swum, and also includes Diving events.

Copyright©HY-TEK Sports Software part of Active

Printer Orientation

- ◉ Landscape (15 Events max)
- ○ Portrait HS Events Only
- ○ Portrait(11 Events max)

Sample Report

Allen, Sam		50 Free	100 Free	200 Free	500 Free	1000 Free	1650 Free	100 Back	200 Back	100 Breast	200 Breast	100 Fly
YMCA 2001 District Champs	Feb-04-01	28.29Y		2:05.75Y	5:41.85Y							
2001 Grand Meet	Jan-14-01	27.26Y	58.74Y	2:08.61Y	5:35.92Y			1:13.51Y				
CCRR Vs Bridgeton YMCA	Jan-13-01	27.55Y										
STSL-EFA-11 & Over	Jan-06-01				5:47.84Y			1:10.59Y				1:14.45Y
2000 JO's	Dec-07-00	26.87Y	57.68Y	2:03.27Y	5:30.08Y							
Y League Tri-Meet @ CCRR	Dec-02-00		59.56Y					1:11.29Y				
High School Times 2000-01	Aug-30-00	26.82Y	57.65Y	2:02.08Y	5:23.38Y			1:13.29Y		1:26.46Y		1:20.25Y
SRSL Summer Championship	Jul-19-00		59.26Y									
SRSL 2000 Meet 2 (11 & Over)	Jun-07-00			2:09.58Y				1:13.78Y				
SRSL 2000 Meet 1 (11 & Over)	May-31-00		58.70Y					1:14.66Y		1:24.87Y		
STATE CHAMPIONSHIPS	Mar-17-00		58.63Y	2:05.76Y	5:39.80Y							
YMCA 2000 District Championshi	Feb-06-00	28.60Y		2:10.11Y	5:44.98Y							1:15.16Y
SHORTCOURSE ABC MEET	Jan-28-00			2:15.71Y	5:48.54Y				2:35.67Y			
River Racers Vs Southern YMCA	Jan-22-00			2:12.99Y	6:19.97Y							1:24.49Y
Branden YMCA Vs River Racers	Jan-08-00			2:12.70Y								1:25.78Y
Northern YMCA Vs River Racers	Dec-18-99							1:16.73Y				1:16.10Y
1999 JO's	Dec-09-99			2:11.84Y	5:43.03Y	12:05.03Y						
River Racers Vs Brinson YMCA	Dec-04-99			2:12.05Y				1:16.44Y				1:16.39Y
Marwood YMCA Vs River Racers	Nov-20-99	28.59Y		2:11.22Y	5:58.35Y							
River Racers Vs Canton YMCA	Nov-13-99	28.76Y	1:02.74Y					1:16.36Y				
HS TIMES & TIME TRIALS	Aug-15-99	27.93Y	1:03.03Y	2:08.85Y	5:42.12Y			1:13.62Y				
SRSL SUMMER 99 CHAMP	Jul-28-99	29.80Y	1:02.45Y					1:15.87Y				
SRSL 1999 Distance Meet	Jul-21-99					12:46.15Y	21:03.11Y					
SRSL 1999 Meet #4 - 11 & Up	Jun-30-99								2:41.82Y			
SRSL 1999 Meet #1 - 11 & Up	Jun-02-99		1:05.33Y					1:16.31Y		1:30.66Y		
Eastern Way 1999	Mar-20-99	28.95Y	1:01.65Y	2:13.61Y								
STATE CHAMPIONSHIPS	Mar-12-99	28.57Y	1:02.52Y	2:14.18Y								
League Championships	Feb-06-99		1:03.70Y	2:17.94Y								
1999 Grand Meet	Jan-17-99	29.42Y	1:03.33Y	2:23.76Y				1:20.28Y				

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

High Point Report

The High Point Report is designed to produce a report based on the meet results of any meet or all meets in your Database filtered by a Since Date or Until Date. The report will total all the Individual Points and optionally Relay points for those selected meets and provide a list of Swimmers sorted based on their **total accrued points**.

Click on **Reports** then **Performance** and **High Points** and select a specific meet from the meet list or select **All Meets**.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Stroke/Distance

> Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

> To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Dates

> You may filter the times in this report from a **Since Date** to an **Until Date**. For example, provide High Points for meets between September 1, 2000 and January 31, 2001.

Meet Type

> You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want the High Point report only from "USS" or "YMCA" type meets.

Top How Many

> You may optionally filter High Points by specifying how many top swimmers that you wish to include - enter "0" to include ALL Swimmers regardless of how many High Points they accrued.

Include Relay Points

Click on the **Include Relay Points** check box and TM will include 1/4 of the Relay Points scored in each Relay Event in which the swimmer was declared as one of the 4 relay swimmers.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Points System Report

The **Points System Report** is designed to produce a report of a swimmer's Total Points based on any of the included Point Systems, sorted either by Name or by Total Points.

When you select any of the three **HY-TEK Points Systems**, you have the option to customize the set of events by age group, distance, and stroke that you want to report. Click on the **Customize HY-TEK Points System** button to display the following screen. You also have the option to choose whether or not to use the swimmer's **current age** for computing the total points for that swimmer or use their **age-at-meet**. For example, if a swimmer ages up to 11 part way through the season, you can either compute total points for an 11 year old or compute total points based on the meets in which he/she was 10 years old and then add them to the total points for the meets when the swimmer was 11 years old.

Choose the age group, stroke, and distance you wish to report on based on the options that the particular Points System provides.

HY-TEK Age Group Points

There are 9 different sets of points for each course covering the following age groups:

- 8 & under girls and boys and includes 25's
- 9-10 girls and boys
- 11-12 girls and boys
- 13-14 girls and boys
- 15-16 boys

HY-TEK Single Year Age Group Points

There are 18 different sets of points for each course covering the following one year age groups.

- 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18 year old girls and boys
- Anyone older than 18 will get zero points when using Single Year Age Group Points. 8 and under athletes will receive the same points as a 9 year old.

Click on the **Use USA IMR Events** check box to choose USA Swimming's **IM Ready (IMR)** set of age groups/strokes/distances which is a subset of the HY-TEK Single Year set of age groups/strokes/distances. The IMR set of age groups/strokes/distances are listed on the IMX USA Swimming

Click on the **Use USA IMX Events** check box to choose USA Swimming's **IM Extreme Challenge (IMX)** set of age groups/strokes/distances which is a subset of the HY-TEK Single Year set of age groups/strokes/distances. The IMX set of age groups/strokes/distances are listed on the IMX USA Swimming web page.

HY-TEK Open Points

There are 2 sets of points which can be used for any age. These are similar to FINA points in concept.

FINA Points
FINA Points is a point system based on the average of the top 10 all-time best performances since the last Olympics. This average time from the top 10 all-time performances is assigned 1000 points. We have built in these base times for Long Course Meters and Short Course Meters as of the finish of the 2004 Olympics. After the 2008 Olympics, We will update these base times which will cause the points will change.

LEN Points
LEN Points is a point system based on the World records since the last Olympics. This world record time is assigned 1000 points. We have built in the World records for Long Course Meters and Short Course Meters from the 2004 Olympics. After the 2008 Olympics, We will update these base times which will cause the points will change.

GB Points and GB BAG Points
GB Points are a British comparative points system based on the average of the top eight best performances in the World.

SNZ Points
SNZ Points are used by Swimming New Zealand..

NISCA Points
NISCA Points were developed by the National Interscholastic Swimming Coaches Association, a United States based organization. It is a point system which is only for short course yards and only for high school events. The points range from 0 to 200 per event. These points are also called NISCA Power Points.

Click on **Reports** then **Performance** and **Points System** and choose from the various menu options. Since each Point System is based on the course of the swim with NO COURSE CONVERSIONS, you must first choose from the three course options - LC Meters, SC Meters, or Yards. After you select the Points System and the course, TM will format the report based on the **age/stroke/distance parameters defined by the Point System**. In the case of any of the three HY-TEK Points Systems, TM will offer you the ability to customize which age/stroke/distances that you wish to use in the report.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, and School Year filters as well as the following specific report filters.

Stroke/Distance

> Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

> To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Dates

> You may filter the times in this report from a **Since Date** to an **Until Date**. For example, provide Points for meets between September 1, 2003 and January 31, 2004.

Meet Type

> You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want the High Point report only from "USS" or "YMCA" type meets.

Include Birth Date

Choose this selection when the report is sorted by Name to include each Swimmer's birth date. If you want to publish this information and consider the birth date **confidential information**, then print the report with this box NOT checked.

Top How Many

You may optionally filter the report by specifying how many top swimmers that you wish to include - enter "0" or blank to include ALL Swimmers regardless of how many Points they accrued. This option does not apply to the "Sort by Name" choice.

Sort Options

This report can be sorted by:

- Total Points
- Name
- Stroke/Distance

Click on the **Include Details** check box and TM will include each meet result that was used to compute the Total Points for each swimmer.

1, 2, or 3 Column Format

The Points System Report can be previewed or printed in 1, 2, or 3 columns so that you have the option to print a great deal of information on one page. The 2 and 3 column formats do not include the meet and date of the swim.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Predict Results Report

This is an **Optional Feature** that provides the capability of running a meet simulation and is especially helpful in determining your swimmer line ups for **dual meets**. This feature can also be used to determine simulated meet results by importing results from several different meets with the same event setups. Run the Predict Results Report to see what would happen if all of the swimmers in these various meets competed in one large meet.

From the TM **Main Menu Bar**, click on **Reports**, **Performance**, and **Predict Results** and TEAM MANAGER will display the Predict Results Reports screen. You can filter this report to include just **Male** or **Female** events.

Step 1:
Choose the **meet** that you wish to simulate results for. You must have previously set up Entry Events for this meet.

Step 2:
Choose two or more teams that will be participating in the meet or that you wish to run the simulation against or click on the **Include All Teams** check box and TM will run a meet simulation for ALL of the teams in the Database. Of course, if you want to compare how your team would do when competing with say Team X, then you would first have to enter or import Team X, all of its athletes, and at least one set of meet results or best times.

Step 3:
Enter your scoring system (i.e. 7 points for 1st place, 5 for second, etc.) or click on the **Scoring Defaults** and TM will set up a set of typical dual meet scoring values.

Step 4:
Choose whether you wish to use **All** swimmers or just the ones you have **Entered** in the meet. If you choose Entered, you can "control" who swims what events in the simulation. For example, if you limit the number of events a swim can swim and choose **All**, TM will use up those eligible entries beginning with the first event the swimmer is eligible to swim. If you choose **Entered**, then you can choose which events the swimmer will swim and get a more accurate assessment of what's going to happen at the meet.

Step 5:
Choose whether you want to limit the number of events that any swimmer can be entered (or scored) in by setting up the "max entries" values in the Meet Setup section. Click Here for more information about how to set up max entries for a meet.

Step 6:
Click on the **Include Relays** check box if you wish to include relay events.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Record Match Report
Records Browser
Records Report

The Record Match Report is designed to let you know about record breakers for any of your Team, Pool, State, League, etc. records for one specific meet or for all meets. To print or preview the Record Match Report, click on **Reports** from the Main Menu Bar and then **Performance** and **Record Match**.

This report offers a great deal of customization filters and sort options as described below.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Please Note: If you have age group records and Open records, then TM will always check the Age group record first. For example, if you have set up records for 10&U, 11-12, 13-14, 15-18, and Open, if Mary is 14 years old and breaks the 13-14 record and the Open record, TM will check ONLY the 13-14 record. To check Open Records, specify the Age Group as 0-99 and then TM will only check the Open records.

Meet
> You can run this report for all meets or you can filter it for just one meet by selecting that meet from the Meet list box. You can also restrict the list of meets by **Date Range** (**Since** and/or **Until** Dates) and by **Meet Type** as described below. You can set up these "Seasonal" Dates in System Preferences.

Individual or Relay

Click on the **Individual** or **Relay** check box to display record breakers for just the Individual or Relay records.
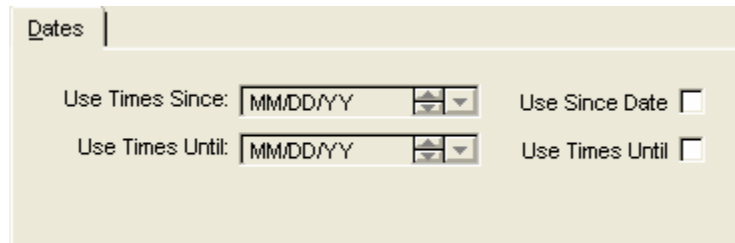
Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Dates

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list records that were broken between September 1, 2003 and January 31, 2004. You can set up these "Seasonal" Dates in <u>System Preferences</u>.

Meet Type

You may select from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

Top How Many

You may optionally filter the record breakers by specifying how many record breaking times per athlete per event are to be displayed. For example, if you are checking record breakers for five meets and Billy broke the 11-12 100 Fly record four times, then you may only want Billy's fastest record breaking time, not all four.

Record Filters

Choose which record you wish to check from the Records tab. Then decide if you wish to include "Ties" or not in your list of record breakers and click **OK** to run the report. After you have verified that the record breakers are indeed legitimate (for example, there have not been any keying errors for the meet results), then re-run the report but click on the **Update Records** check box and TM will update your Records file with the new record breakers.

You can check what you have done by running the **Records Report** - click <u>Here</u> for information on how to do that. Or you can checkout your new records using the TM **Records Browser** - click <u>Here</u> for information on how to do that.

Sort

You can sort this report by:
- Gender then Age Group
- Age group then Gender

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meet Reports

The following selections are available in Meet Reports:

Meet Eligibility
Meet Entries
Meet Entries Spreadsheet
Multiple Meet Entries
Meet Entry Fees
Meet Split Sheets
Dual Meet Entry Report
Dual Meet Lineup Report
Swimmers Not Entered in Meet
Swimmers Entered in Meet

Meet Results
Number of No Shows in Meet
Number of Meets Attended / Splashes

Meet Eligibility Report

The Meet Eligibility Report is designed to produce a list of all of the eligible swimmers and their best times for each event in a particular meet. Click on **Reports** then **Meet Reports** and **Meet Eligibility** and select a specific meet from the meet list.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific Session or by a specific Event Division. For example, you might want to print this report for only Session 2 of the meet.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Include Registration ID

If the report is sorted by Name, then click on this check box to include each swimmer's Registration ID next to his/her name.

Other Options

- Click on the **Show Times Unconverted** check box and TM **will not convert** the best times to the course of the meet and will display the best times in the course that they were swum.
- Click on the **Include No Times** check box and TM will include all eligible swimmers even if the swimmer has never swum the event.
- Click on the **Include ONLY Eligible Swimmers** check box if you wish to include ONLY swimmers that are eligible for at least one event.
- Click on the **Indicate Converted Times** check box and TM will show the converted time with a ' after the course - for example, 1:23.45Y' means that this Yard time was converted from either a SCM or LCM time.
- Click on the **Sign-Up Sheet** check box and TM will print the Eligibility Report but will not include any Best Times. This report is designed to post for swimmers to indicate what events they wish to swim in the upcoming meet.
- Click on **Pre-Entered Only** and TM will only include those swimmers who have been Pre-Entered in the meet. Click Here for information about how to pre-enter swimmers in a meet.
- Click on **Include Relays** and TM will also include eligible Relay events for each age category.

Sort Options

This report can be sorted by:

- Name - Landscape or Portrait format - **Unlimited** number of events per Swimmer
- Age Group - **Up to 30 events** per age group

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu but "filled in" with the options and filters you previously saved.

Sample Report

Girls 13-14	#3 500 Free	#9 200 IM	#17 50 Free	#23 100 Back	#29 200 Free	#35 200 Medley Rly	#57 100 Free	#63 100 Fly	#69 100 Breast	#75 200 Free Rly
Qualifying Times	*6:20.00Y*	*2:38.00Y*	*29.20Y*	*1:17.00Y*	*2:21.10Y*		*1:03.60Y*	*1:18.00Y*	*1:25.00Y*	
Allen, Sam (14)	5:23.38Y	2:26.99Y	26.82Y	1:10.59Y	2:01.50Y	NT	57.65Y	1:14.45Y	* 1:26.46Y	NT
Brayton, Manda (13)	NT	NT	* 34.09Y	NT	NT	NT	* 1:16.29Y	NT	* 1:36.41Y	NT
Geary, Heather J (14)	NT	* 2:46.76Y	28.81Y	1:15.17Y	* 2:22.00Y	NT	* 1:04.41Y	1:08.37Y	* 1:31.85Y	NT
Hale, Sandra L (14)	5:40.52Y	NT	27.13Y	1:08.08Y	2:06.16Y	NT	59.56Y	NT	1:20.89Y	NT
Hauserman, Lynne A (13)	NT	NT	* 30.63Y	NT	NT	NT	* 1:11.99Y	NT	NT	NT
Jamison, Gail K (14)	NT	NT	* 31.54Y	NT	NT	NT	* 1:11.59Y	NT	* 1:43.01Y	NT
Kerr, Julie A (14)	6:12.75Y	NT	* 29.64Y	NT	2:20.11Y	NT	NT	NT	* 1:27.70Y	NT
Lamm, Rhonda L (14)	6:11.72Y	* 2:38.84Y	27.46Y	1:12.32Y	2:10.92Y	NT	59.90Y	1:10.02Y	* 1:32.33Y	NT
Mason, Mandy A (14)	NT	NT	* 30.43Y	* 1:17.73Y	* 2:33.55Y	NT	* 1:11.59Y	* 1:28.67Y	NT	NT
Mortensen, Martha L (13)	6:09.11Y	* 2:47.08Y	* 29.47Y	NT	2:19.09Y	NT	* 1:04.11Y	NT	NT	NT
Olson, Ashley N (13)	NT	NT	* 32.57Y	NT	* 2:48.09Y	NT	* 1:16.04Y	NT	NT	NT
Renn, Trina K (14)	* 6:35.86Y	* 2:45.87Y	* 30.45Y	* 1:18.91Y	* 2:31.94Y	NT	* 1:08.01Y	NT	NT	NT
Santos, Justine N (14)	NT	NT	* 30.36Y	NT	* 2:30.01Y	NT	* 1:08.00Y	NT	NT	NT
Simpson, Devon S (14)	NT	NT	28.67Y	NT	2:20.75Y	NT	* 1:04.08Y	NT	NT	NT
Skinner, Leanne T (13)	5:26.60Y	2:32.60Y	26.84Y	1:12.05Y	2:04.07Y	NT	57.33Y	NT	1:22.10Y	NT
Stilley, Erin J (14)	5:48.13Y	2:29.12Y	29.20Y	NT	2:18.18Y	NT	* 1:03.70Y	* 1:22.71Y	1:20.05Y	NT
Tripplet, Anna K (14)	* 6:41.78Y	NT	27.12Y	1:03.37Y	2:17.20Y	NT	58.10Y	NT	1:22.93Y	NT
Tull, Marissa C (13)	NT	* 3:01.26Y	* 31.27Y	* 1:19.99Y	* 2:30.44Y	NT	* 1:08.57Y	* 1:34.12Y	NT	NT
Windham, Donna L (14)	NT	* 2:49.08Y	* 29.29Y	* 1:17.29Y	* 2:28.30Y	NT	* 1:07.10Y	* 1:22.82Y	* 1:32.66Y	NT

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

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 **Meet Reports** 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.

Copyright©HY-TEK Sports Software part of Active

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific **Session** or by a specific Event **Division**. For example, you might want to print this report for only Session 2 of the meet.

Event Filters

Click on the **Individual**, **Relay**, or **Individual and Relays** check box to display meet results for just the Individual or Relay events or the Individual events plus any relay events for that swimmer.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Other Options

- Click on the **Show Times Unconverted** check box and TM **will not convert** the entry times to the course of the meet and will display the entry times in the course that they were swum.
- Click on the **Include Proof of Time** check box and TM will display a single column report with the **meet name and date** next to the entry time for proof of time purposes.
- If a specific Team was specified in the Team filter, then you have the option of clicking on the **Include Team Address** check box and TM will format that information at the top of the report.
- Click on the **Indicate Converted Times** check box and TM will show the converted time with a **'** after the course - for example, 1:23.45Y' means that this Yard time was converted from either a SCM or LCM time.
- Click on the **Do Not Show Entry Times** check box and TM will suppress the entry times for this meet. This is useful when you do not want the other competing teams to have access to your swimmer's official entry times.
- You have the option to Show the **Registration ID** and/or **Birth Date** on the Report.
- Click on the **Include Official Statement** check box and TM will include a "sign-off" statement on the last page of the report. This is a great feature for your club to sign-off that these entries are "Official".
- Click on **Totals on Separate Page** if you want the meet entry totals listed on a separate last page.
- Click on **Keep Athletes / Events Together** and TM will not split Athletes or Events across a page break.
- Click on **Don't Show Totals** and TM will not display the meet entry totals as the last page of the report.

Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and TM will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA.

Points

Click on the **Points tab** and then choose one of the special point systems - HY-TEK Age Group Points (Yards, SC and LC Meters), HY-TEK Single Year (Yards, SC and LC Meters), HY-TEK Open Points (Yards, SC and LC Meters), NISCA Points (High School Yard meets), British GB Points (used by the United Kingdom - SC and LC Meters), British BAG Points (used by the United Kingdom - SC and LC Meters), LEN Points (SC and LC Meters), or FINA Points (SC and LC Meters). These points will be displayed next to each result time. If NISCA Points are chosen, at the end of the report, TM will display the total NISCA points for the entries in the meet.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name

- Age
- Meet Event Number (1 per page)
- Name (1 per page)
- Stroke and Distance

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meet Entries Spreadsheet Report

The Meet Entries Spreadsheet Report is designed to produce a report of the meet entries of any meet in your Database and display those entries in a **spreadsheet type format in landscape orientation**. Click on **Reports** then **Meet Reports** and **Meet Entries Spreadsheet** and select a specific meet from the meet list. This report will match the information in the Meet Entries Browser.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific Session or by a specific Event Division. For example, you might want to print this report for only Session 2 of the meet.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Include Pre-Entered with no Entries

Choose this option and TM will also include Pre-Entered swimmers that have not been entered in the meet. This is a nice feature to use when you want to finish your lineup at the meet or are not sure who to include for relays.

Flag Swimmer with Max Entries

Choose this option and TM will highlight on the report all the swimmers that have reached their max combined entries for the meet.

Portrait (HS Events)

> Chose this format and TM will print this report in portrait instead of landscape orientation. This format will accommodate most High School meets.

Other Options

- Click on the **Show Times Unconverted** check box and TM **will not convert** the entry times to the course of the meet and will display the entry times in the course that they were swum.
- Click on the **Indicate Converted Times** check box and TM will show the converted time with a **'** after the course - for example, **1:23.45Y'** means that this Yard time was converted from either a SCM or LCM time.
- Click on the **Include Heat/Lane** check box and TM will show the heat and lane next to each swimmer if the heat and lane was declared in the Entry by Event screen.
- Click on the **Do Not Show Entry Times** check box and TM will suppress the entry times for this meet. This is useful when you do not want the other competing teams to have access to your swimmer's official entry times.

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Multiple Meet Entries Report

The Multiple Meet Entries Report is designed to produce a report of the meet entries for any set of meets in your Database that occur in the future. Click on **Reports** then **Meet Reports** and **Multiple Meet Entries** and select the meets from the meet list.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Other Options

- Click on the **Show Times Unconverted** check box and TM **will not convert** the entry times to the course of the meet and will display the entry times in the course that they were swum.
- Click on the **Indicate Converted Times** check box and TM will show the converted time with a **'** after the course - for example, 1:23.45Y' means that this Yard time was converted from either a SCM or LCM time.
- Click on the **Do Not Show Entry Times** check box and TM will suppress the entry times for this meet. This is useful when you do not want the other competing teams to have access to your swimmer's official entry times.
- Click on **One Athlete per Page** if you want a separate page for each Swimmer.
- Click on **Keep Athletes / Events Together** and TM will not split Athletes or Events across a page break.

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meet Entry Fees Report

The Meet Entry Fees Report is designed to produce a report of the meet entry fees for any meet in your Database. Click on **Reports** then **Meet Reports** and **Meet Entry Fees** and select a specific meet from the meet list.

The meet entry fees for a meet are set up when you Add or Edit a meet. Click Here for more information about how to Add or Edit a meet and enter the various meet entry fees for the meet. You can also **customize the entry fees for each event**. For example, you can charge $2.00 for the 50 Free and $3.00 for the 100 Fly. Click Here for more information on how to specify different entry fees for various events.

TM supports five classes of entry fees for a meet:

- Individual Event Fee
- Relay Event Fee
- Swimmer Surcharge
- Team Fee
- Facility Fee

Note: Relay Only Swimmers will be included in the Meet Entry Report and will be charged the Swimmer Surcharge fee.

For example, if the individual event fee was $2.00 for each event, the relay event fee was $3.00, and the swimmer surcharge was $5.00, and Betty was in 3 individual events and 2 relays, her total meet entry fee would be $17.00.

Report Filters

This report offers the standard Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters.

Report Options

- Click on the **Show Details** check box and TM will list each swimmer with the events they were entered in and the associated fees for each event.
- Click on the **One Swimmer per Page** check box and TM will print each swimmer's detail billing information on a separate page - great for handing out to parents for payment.
- Click on the **Totals on Separate Page** check box to request that TM print the meet entry fee totals on a separate page and the end of the report.
- Click on Relays **Use Meet Results instead of Meet Entries** check box and TM will look at the meet results for relays in order to determine who actually swam on each relay.
- Click on the **Charge Athlete Surcharge for Relay Alternates** and TM will look at each relay that we entered to see if there were any alternates specified (position 5-8 of the relay) and include them in the swimmer surcharge.
- Click on the **Use Custom instead of Meet Host Fees** and TM will use the Swimmer Custom fees that were set up on the Entry Fee tab on the Meet Setup screen. As an example, if the team pays for the relay fees, you might want to set up swimmer custom fees that add $1.00 to the individual entry host fees to cover the relay fees that must be paid to the meet host.

Export Meet Entry Fees

If your club has **Sports BUSINESS MANAGER**, you may want to **Export** the meet entry fees directly to that product. Click Here for more information on how to export meet entry fees.

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Sample Report

Meet Entry Fees
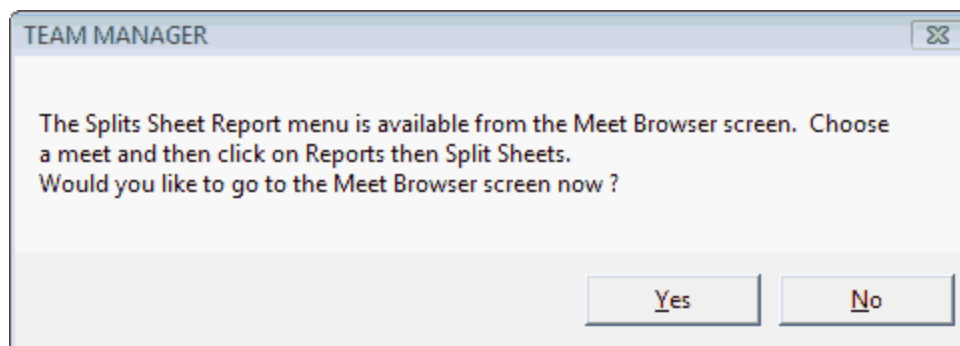
YMCA STATE CHAMPIONSHIP 2001 3/16/2001
Meet Setup Entry Fees: IE - $ 3.75   Relay - $ 14.00

Name			IE	Fee	Relay	Fee	Total
Allen, Sam (14)							$18.25
	# 3	Girls 13-14 500 Free	1	$3.75	-		
	# 17	Girls 13-14 50 Free	1	$3.75	-		
	# 29	Girls 13-14 200 Free	1	$3.75	-		
	# 35	Girls 13-14 200 Medley Relay	-		1	$3.50	
	# 75	Girls 13-14 200 Free Relay	-		1	$3.50	
Asorphi, Mary (15)							$11.00
	# 13	Girls Senior 200 Medley Relay	-		1	$3.50	
	# 19	Girls 15 & Over 50 Free	1	$3.75	-		
	# 59	Girls 15 & Over 100 Free	1	$3.75	-		
Bayson, Lori (15)							$21.75
	# 5	Girls Senior 200 Free Relay	-		1	$3.50	
	# 11	Girls 15 & Over 200 IM	1	$3.75	-		
	# 25	Girls 15 & Over 100 Back	1	$3.75	-		
	# 37	Girls 15 & Over 200 Medley Relay	-		1	$3.50	
	# 65	Girls 15 & Over 100 Fly	1	$3.75	-		
	# 77	Girls 15 & Over 400 Free Relay	-		1	$3.50	
Bradleson, Debbie (11)							$3.75
	# 71	Girls 15 & Over 100 Breast	1	$3.75	-		
Branton, Derrick (11)							$7.50
	# 56	Boys 11-12 100 Free	1	$3.75	-		
	# 68	Boys 11-12 50 Breast	1	$3.75	-		

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meet Split Sheets

Split Sheets are designed for the coach to take with him/her to the meet to record the swim times and splits. Click on **Reports** then **Meet Reports** and **Meet Split Sheets** and **TEAM MANAGER** will direct you to the Meet Browser.

TEAM MANAGER

The Splits Sheet Report menu is available from the Meet Browser screen. Choose a meet and then click on Reports then Split Sheets.
Would you like to go to the Meet Browser screen now ?

Yes   No

Now select a meet and click on **Reports / Meet Split Sheets** to display a screen similar to the one below.

Filters

You can filter which swimmers are included in the report using the School YR, Group, SubGroup, WM Gr and WM Sub filters.

Split Distance

If you have chosen a Yard or SC Meter meet, then the Split Sheet Report will be displayed based on a 50 yard/meter distance except for the 50 and 100 distance events which will also show 25's.

Sort

The Split Sheets Report is always sorted by Event. By within each event, TM normally sorts the report by Athlete. Click on the **Sort Athletes by Time** slow to fast instead of alphabetical, and the entries under each event will be sorted by time.

Selecting Events

You really have two ways to select which events you want to include in the Split Sheets Report.
1.   Double click on an event on the left side panel and TM will move that event to the Selected Events list. When you pick a specific event, TM will create the number of split entries based on the distance of the event and whether you choose a **Split Distance** of 50 or 100. For example, pick the 200 Free and TM will create either 2 or 4 split entries on the report. This **Split Distance** choice can be changed for any particular event. For example, you may want to track 50 splits for most events but only 100 splits for the 1650.
2.   Or, click on **Select All** button and TM will move all of the events over to the Selected Event list.

   NOTE: TM will include ONLY the events on the list that have at least **one entry** based on the various swimmer filters.

Customize the report

If you choose the **Select All** button, you may also choose to include **Events that have no Splits**, just the final time. You may also want to include **relay events** - this option requires that you enter a specific team in the Team filter field. You can also include a **blank line** for each swimmer so that you can enter comments during their race, a line for **Stroke Rate**, or **sort the athletes by time instead of alphabetical**. You may want to show only **One Event per Page** and show **Time Standards** with each event.

For meets that have Multi-Age Group Events, you can optionally combine the age group break-outs into one event by clicking on the **Group Event Numbers with Different Letters Together** like Event 3A, 3B, and3C.

You may also include a row under each swimmer's time that include the splits associated with their best time.

```
Splits
( ) None
( ) Cumulative
( ) Subtractive
```
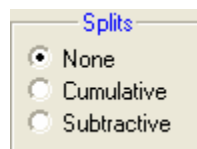
You have the option of setting up your report in either Landscape or Portrait format.

```
Page Orientation
(•) Portrait
( ) Landscape
```
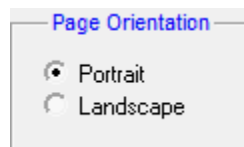
Report Example

Split Sheets

Carwell County River Racers [CCRR-NI]
YMCA STATE CHAMPIONSHIP 2001 16-Mar-01 to 18-Mar-01 [Ageup: 12/1/2000] Yards

#1 15-Ov Female 500 Free		Ht/Ln	50	100	150	200	250	300	350	400	450	500
Denver, Emily	5:10.66Y											
Linson, Tabitha	6:00.62Y											
#2 15-Ov Male 500 Free		Ht/Ln	50	100	150	200	250	300	350	400	450	500
Fesperman, Daniel	4:51.00Y											
#3 13-14 Female 500 Free		Ht/Ln	50	100	150	200	250	300	350	400	450	500
Allen, Samantha	5:23.38Y											
Skinner, Leanne	5:26.60Y											
Hale, Sandra	5:40.52Y											
Stilley, Erin	5:48.13Y											
Kerr, Julie	6:12.75Y											
#4 13-14 Male 500 Free		Ht/Ln	50	100	150	200	250	300	350	400	450	500
Younce, Jarrett	5:24.11Y											
#5 Open Female 200 Free Relay		Ht/Ln	50										
A Relay	1:41.51Y											
Brown, Katie												
Denver, Emily												
Neal, Lynn												
Murphy, Abigail												

Dual Meet Entry Report

The Dual Meet Entries Report is designed to produce a report of the meet entries specifically for dual meets - High School or College. Click on **Reports** then **Meet Reports** and **Dual Meet Entry Report** and select a specific meet from the meet list.

Report Filters

This report offers the standard Team filter as well as the following specific report filters.

Division Filter

Click on the **Division tab** and filter the events that are included in this report by a specific Event **Division**. For example, you might want to print this report for only the Varsity Division of the meet.

Other Options

- Enter the **Number of Lanes** and TM will customize this report based on the number of lanes that you specify.
- Click on the **Blank Report** check box and TM will print this report but will not include any Swimmers.
- Enter any text to be displayed as the rightmost column header - examples are the visiting team or your JV Team.
- Enter any text and TM will display it at the bottom of each page. For example you might want to enter the Place Scoring - 6-4-3-2-1.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Sample Report

TEAM MANAGER 8.0

Dual Meet Entry Report

GPS vs. Marysville HS 09-Feb-08 Yards

Grosse Pointe South H.S.

Swimmer	Ln	Time	Pl	Points	Points	Pl	Time	Ln	Swimmer
# 1 Open Male 200 Medley Relay									
A Relay									
Matt Schmidt									
Fares Ksebati									
Wayne Brackett									
Christopher Smith									
B Relay									
Roby Boggs									
Joe Hessburg									
Mac Day									
David Cockell									
C Relay									
Jp Lang									
Beau Yavor									
David Meza									
Sam Effinger									
D Relay									
Zachary Powell									
Joel Gilpin									
Robby Mullinger									
Mitch Vermet									
# 2 Open Male 200 Free									
Pete Basile									
Matt Mandel									
Jack Hessburg									
Craig Campbell									
# 3 Open Male 200 IM									
Jp Lang									
Ryan Graham									
Roby Boggs									
# 4 Open Male 50 Free									
Wayne Brackett									
Mac Day									
David Meza									
Cj Henrichs									
Patrick Wagner									
Robert Collison									
Nick Schmidt									
John Dennehy									
Cam Johnson									
Brandon Dunaway									
Joseph Henrichs									

Scoring 6-4-3-2-1

Dual Meet Lineup Report

The Dual Meet Lineup Report is designed to produce a report of the meet entries specifically for dual meets - High School or College. Click on **Reports** then **Meet Reports** and **Dual Meet Lineup Report** and select a specific meet from the meet list.

Sample Report

<div align="center">

Dual Meet Lineup Report

</div>

GPS @ Eisenhower HS 22-Jan-08 Yards

Grosse Pointe South H.S.

# 1 200 Medley Relay	Lane 2	Lane 4	Lane 6	Lane 8
	B Relay	A Relay	C Relay	
	Lang, JP	Schmidt, Matt	Mullinger, Robby	
	Cockell, David	Ksebati, Fares	Foster, Brad	
	Day, Mac	Kaminski, Brad	Meza, David	
	Johnson, Cam	Mandel, Matt	Dennehy, John	
# 2 200 Free	Lane 2	Lane 4	Lane 6	Lane 8
	Graham, Ryan	Shook, Michael	Campbell, Craig	
# 3 200 IM	Lane 2	Lane 4	Lane 6	Lane 8
Heat 1	Powell, Zachary	Boggs, Roby	Ka @Lane3 (String)	
# 4 50 Free	Lane 2	Lane 4	Lane 6	Lane 8
Heat 1	Collison, Robert	Schmidt, Nick	Gilpin, Joel	
Heat 2	Dunaway, Brando	Basile, Pete	Henrichs, CJ	Buchanan, Connor
Heat 3	Wagner, Patrick	Vermet, Mitch	Meza, David	Henrichs, Joseph
Heat 4	Shook, Michael	Mandel, Matt	Hessburg, Joe	Smith, Christopher
# 6 100 Fly	Lane 2	Lane 4	Lane 6	Lane 8
Heat 1	Effinger, Sam	Kaminski, Brad	Brackett, Wayne	
# 7 100 Free	Lane 2	Lane 4	Lane 6	Lane 8
Heat 1	Dennehy, John	Basile, Pete	Foster, Brad	Collison, Robert
Heat 2	Graham, Ryan	Mandel, Matt	Campbell, Craig	Smith, Christopher

Swimmers Not Entered in Meet

The Swimmers Not Entered in Meet Report is designed to produce a report that shows swimmers that are not entered in a particular meet. A coach may use this report to review to see if any swimmers were inadvertently left out of a meet. Click on **Reports** then **Meet Reports** and **Swimmers Not Entered in Meets** Report.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters, as well as the following specific report filters.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Swimmers Entered in Meet

The Swimmers Entered in Meet Report is designed to produce a report that shows swimmers that are entered in a particular meet. A coach may use this report to review to see if any swimmers were inadvertently left out of a meet. Click on **Reports** then **Meet Reports** and **Swimmers Entered in Meets** Report.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters, as well as the following specific report filters.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meet Results Report

The Meet Results Report is designed to produce a report of the meet results of any meet in your Database. Click on **Reports** then **Meet Reports** and **Meet Results** and select a specific meet from the meet list. This report will match the information in the Meet Results Browser.

Or, you can click on the Select Multiple Meets button to customize what meets you want included in the report. For example, you may want to include the last meet that your team attended along with the same meet that they attended last year to **compare results**. If you change your mind and want to select one specific meet, click on the Clear Multiple Meets button.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the LSC filter and the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific **Session** or by a specific Event **Division**. For example, you might want to print this report for only Session 2 of the meet.

Meet Round

To display meet results from a specific round, all rounds, or the best time from all the rounds swum in the event for this one meet, you may choose All, Finals Only, Prelims Only, Semis Only, or Best.

Splits

Choose to display no splits, **Cumulative** or "running" splits, **Subtractive** or "lap" splits, **CumSubt** for both, **Legal** splits, or **Stroke Rate**. For example in a 400 for a LCM event, the 50, 100, 200, and 400 would be "legal" splits. Click Here for more information on how to enter Splits or Stroke Rate information.

Individual or Relay

Click on the **Individual** or **Relay** check box to display meet results for just the Individual or Relay events for this meet. Or click on the **Individual and Relays** check box for both.

Relay Lead-Offs

Click on the **Include Relay Lead-Offs** check box and TM will include any Relay Lead

Include Reaction Times

Click on the **Include Reaction Time** check box and TM will include the Reaction Times imported from MEET MANAGER.

Include DQ Codes

Click on the **Include DQ Codes** check box and TM will include the DQ codes that were imported form HY-TEK's MEET MANAGER.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Include Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Personal Bests Only

To only list meet results if a swimmer has achieved a "personal best", please click on the **Personal Best** check box and whether or not you wish to include "**First Time Swims**" as a Personal Best.

Include Team Point Total

Choose this selection and TM will **total points** scored by each swimmer or relay and display that total on the last page of the report. This feature is available only if a Team is selected for the Team filter.

Include Birth Date

Choose this selection when the report is sorted by Name to include each Swimmer's birth date. If you want to publish this information and consider the birth date **confidential information**, then print the report with this box NOT checked.

Include Registration ID

Choose this selection when the report is sorted by Name to include each Swimmer's Registration ID. If you want to publish this information and consider the Registration ID **confidential information**, then print the report with this box NOT checked.

Include DQs Only

Choose this selection and TM will show ONLY DQs for this meet. Also click on **Include DQ Codes** and TM will detail the DQ codes for each DQ assuming they have been imported from HY-TEK's MEET MANAGER.

Keep Athletes / Events Together

Choose this selection and TM will not split Athletes or Events across a page break.

Don't Show Totals

Choose this selection and TM will not display each swimmer's age on this report.

Improvement

The Meet Results Report will automatically calculate improvement for each of the swims in this meet. This "standard" improvement is based on all the times in your Database that **match the course of this meet**. For example, if this meet is a yard meet, TM will look ONLY at other yard meets. If you want TM to use meets other than those that match the course of this meet, then click on the **Use Converted Times for Calculating Improvement** check box. If you wish to filter the meets that are used to calculate improvement, enter a **Since Date** and then click on the **Use Since Date for Improvement** check box and TM will use ONLY those meets with a start date later than the Since Date that you specified. You can option choose **NOT** to show improvement or show Improvement as a **percent** instead of a time.

Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and TM will tag each results with the appropriate Time Standard designator. For example, 2:34.56 AA. Click on the **Include Only Improved STD** and TM will include only those results in which the Swimmer improved from one Time STD to the next one - for example from B to A. Swimmers who achieved a Time Standard for the **first time** will also be included. If you want to include swimmers who achieved a Time STD even though it's a first time swim, choose both the **Personal Bests ONLY** and **First Time Swims** check boxes.

Points

Click on the **Points tab** and then choose one of the special point systems - HY-TEK Age Group Points (Yards, SC and LC Meters), HY-TEK Single Year (Yards, SC and LC Meters), HY-TEK Open Points (Yards, SC and LC Meters), NISCA Points (High School Yard meets), LEN Points (SC and LC Meters), AUS Points (Swimming Australia - LC Meters), SNZ Points (Swimming New Zealand - LC Meters), or FINA Points (SC and LC Meters). These points will be displayed next to each result time.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name
- Name (1 per page)

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

File Export

Click on the **File Export** button at the bottom of the menu and TM will give you the option to export Meet results in any of the following formats.

```
File Export Format

 Official AP News Format with commas and period

 Standard News Format with commas and semi-colon

 HTML (Web Page)

 Press Release
```

Number of No Shows in Meet

The Number of No Shows in Meet Report is designed to produce a report that details the number of No Shows is a particular meet or set of meets.

NOTE: This report will only show meets that have BOTH Entries and Results.

Click on **Reports** then **Meet Reports** and **Number of No Shows in Meet** Report.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters, as well as the following specific report filters.

Course

You can filter this report by any specific course - Yards, SC Meters, or LC Meters.

Meet Type

You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

Dates

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list top Times that were swum between September 1, 2003 and January 31, 2004. You can set up these "Seasonal" Dates in System Preferences

Include ONLY Swimmers with No Shows
You may want to include only Swimmers with No Shows rather than all of your swimmers.

Sort Options

This report can be sorted by:

- Name
- Number of No Shows

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Number of Meets Attended / Splashes

The Number of Meets Attended Report is designed to produce a report that tells the coach the number of meets that each swimmer participated in during the season. Some teams use this information as a basis for awards. Click on **Reports** then **Meet Reports** and **Number of Meets Attended** Report.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters, as well as the following specific report filters.

Course

You can filter this report by any specific course - Yards, SC Meters, or LC Meters.

Meet Type

You may choose from the Meet Type selection to include only meets that match that particular type. You may classify a meet type when you set up the meet. For example, you may want Best Times from "USS" or "YMCA" type meets only.

Dates

You may filter the times in this report from a **Since Date** to an **Until Date**. For example, list top Times that were swum between September 1, 2003 and January 31, 2004. You can set up these "Seasonal" Dates in System Preferences

Include Relay Only Swims

You may want to include in the count of meets attended, those meets in which a swimmer did not swim any individual events but did swim on at least one relay. If that is the case, click on the **Include Relay Only Swims** check box.

Include Athletes with no meets Attended

You may also want to include swimmers in this report even if they have not attended a meet. If so, just click on the **Include Athletes with no meets attended** check box.

Include Number of Splashes

You may also include the number of splashes for each swimmer.

Don't Show Birth Dates

Click this check box and TM will not display the birth dates of the swimmers.

Sort Options

This report can be sorted by:

- Name
- Meet Attended

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like PDF, Excel, Word, HTML, CSV, etc.   And you can click on the **Printer** icon and TM will print the report to the selected printer.

Sample Report

Number of Meets Attended Report

Name	Gender	Birthdate	Team 1	Meets Attended
Allen, Samantha C. (14)	F	5/21/1986	CCRR	36
Hale, Sandra L. (14)	F	8/11/1986	CCRR	33
Skinner, Leanne T. (13)	F	1/30/1987	CCRR	33
MUNSON, ELIZABETH N. (11)	F	11/17/1989	CCRR	31
MUNSON, MARIANNE N. (12)	F	4/21/1988	CCRR	31
Tolson, Gina L. (9)	F	7/15/1991	CCRR	30
Tull, Marissa C. (13)	F	8/11/1987	CCRR	30
Montrose, Marilyn L. (10)	F	4/10/1990	CCRR	29
Denster, Samantha L. (18)	F	10/21/1982	CCRR	28
Stilley, Erin J. (14)	F	7/17/1986	CCRR	27
Whaley, Ryan S. (11)	M	1/29/1989	CCRR	26
Lamm, Rhonda L. (14)	F	3/15/1986	CCRR	25
Landau, Candice L. (12)	F	10/19/1988	CCRR	25
MURPHY, ABIGAIL J. (16)	F	5/6/1984	CCRR	25
Edger, Sally L. (9)	F	6/7/1991	CCRR	24
Landau, Stevie G. (10)	M	6/27/1990	CCRR	24
Linson, Tabitha L. (16)	F	7/30/1984	CCRR	24
Tripplet, Anna K. (14)	F	9/8/1986	CCRR	24
Geary, Heather J. (14)	F	10/19/1986	CCRR	23
Truluck, Tina A. (16)	F	8/15/1984	CCRR	23
Younce, Jarrett L. (14)	M	10/3/1986	CCRR	21
Neal, Lynn J. (16)	F	3/4/1984	CCRR	20
Dawson, Mary J. (10)	F	3/21/1990	CCRR	19
Zaytoun, Chance J. (17)	M	8/29/1983	CCRR	19
Bronson, Ellen L. (17)	F	6/22/1983	CCRR	18
Clark, Caroline E. (10)	F	3/18/1990	CCRR	18
Mansfield, Brandy M. (11)	F	11/13/1989	CCRR	18
Windham, Donna L. (14)	F	8/3/1986	CCRR	18
Kerr, Julie A. (14)	F	1/15/1986	CCRR	17
Branton, Derrick W. (11)	M	9/10/1989	CCRR	16

Workout Reports

To print Workout Reports, from the **Main Menu**, click on **Reports**, then **Workout Reports**.

```
LogBooks
Workout Statistics
Attendance              ▶
─────────────────────
Modified T-30
T-30
4 mML
Percent of Effort
Race Pace
Test Sets               ▶
```
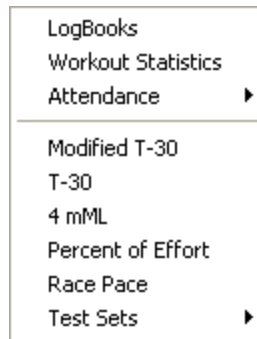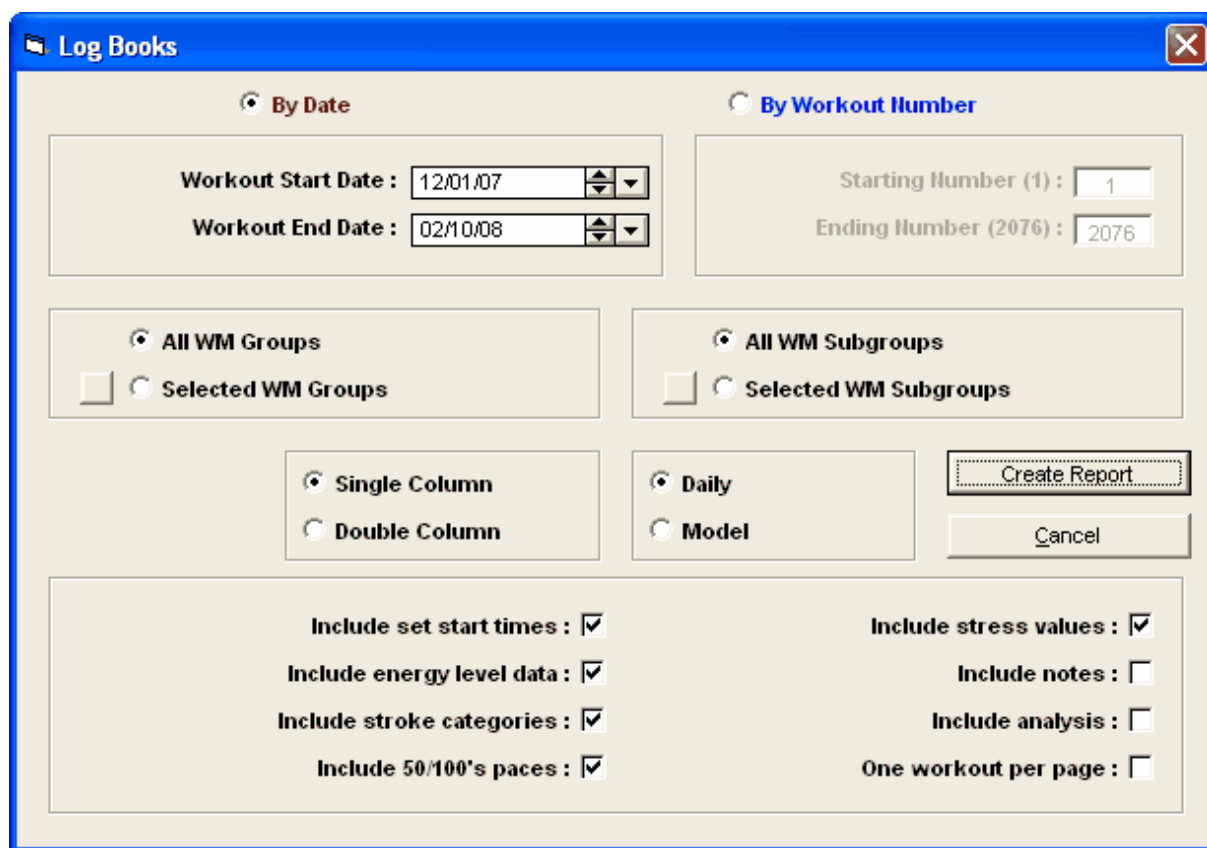
All **Workout Manager** reports have the Selected WM Group and WM Subgroup button choice. Clicking on the "Selected Groups/Subgroups" buttons allows you to select a particular set of Groups and/or Subgroups. Based upon the **Workout Manager** groups and subgroups you set up previously in Groups/Subgroups/Codes, a pop up menu will appear for you to check the desired groups/subgroups in the "Sel" column.

Log Books Report
The major feature of the logbook report is that it virtually eliminates the need for a secretary to record your workouts. By using **Workout Manager**'s log book report, you can easily re-print your notebook at any time! You can also make additions, deletions, and/or changes at your discretion. Some log book uses might be:

- Making a printed record of your season
- Giving your athletes a concise report with notes of the previous week's workouts
- Handing out a workout report to parents
- Exchanging workout ideas with other coaches

When you click on **Reports**, then **Log Books**, the following screen will appear.

Log Books can be created in either Date order or by Workout Number. You have the option to set up Start and End dates or Starting and Ending numbers. You have the choice to print the Log Books in either Single or Double columns. There will **not** be room for all the workout information in the Double column format; we recommend that you use the Single column format if you want a comprehensive Log Book.

You may also make numerous inclusion choices as shown at the bottom of the above window. Just click on the desired information, and it will be included or the format will be followed.

If you wish to select only certain groups, click on **Selected WM Groups** for filtering by **Workout Manager** groups.
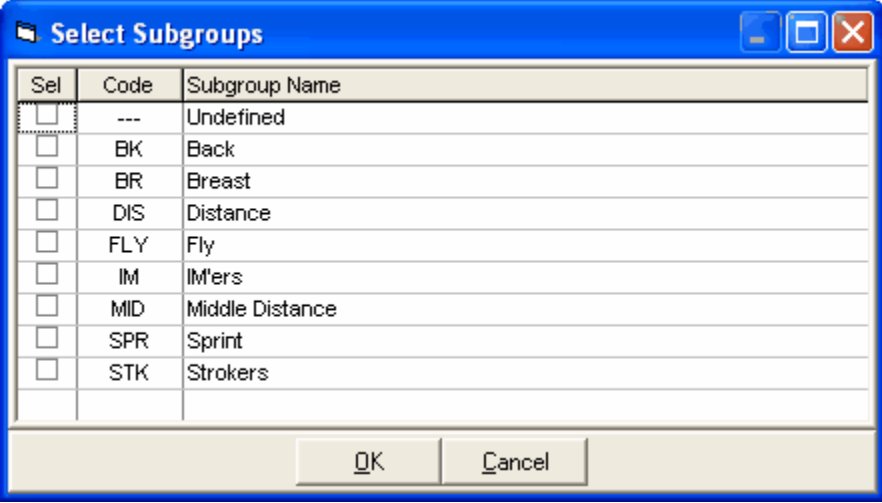
Just click on the box in the **Sel** column to select the desired groups.
You also have the choice to click on **Selected WM Subgroups** to further filter your athletes.

Just click on the box in the **Sel** column to select the desired subgroups.

Workout Statistics Reports

From the **Workouts Menu**, click on **Reports**, then **Workout Statistics**, or from the Main Menu, click on **Reports**, then **Workouts**, and then **Workout Statistics**.

The Workout Statistics Reports consist of reports in five different forms as discussed below.

Energy Analysis Report

The Energy Analysis report shows you what percentage your athletes did in each energy level over the past week, month, or year. Choose a **Workout Start Date** and a **Workout End Date** as well as the number of **Days in Cycle**, for example, every 7 days for the past 6 months. If you have a sprinter that you feel should be doing 60% anaerobic and 40% aerobic training, the energy analysis report will give you an idea of how close (or how far away) you are to the goal. The data, of course, is only accurate if the athlete swam the sets at the energy levels you specified when you wrote the workouts.

Stroke Category Analysis Report

The Stroke Category Analysis report shows you what percentage your athletes did in each stroke category over the past week, month, or year. Choose a **Workout Start Date** and a **Workout End Date** as well as the number of **Days in Cycle**. The data, of course, is only accurate if the athlete swam the sets in the stroke categories you specified when you wrote the workouts.

Work Type Category Analysis Report

The Work Type Category Analysis report shows you what percentage your athletes did in each work type category over the past week, month, or year. Choose a **Workout Start Date** and a **Workout End Date** as well as the number of **Days in Cycle**. The data, of course, is only accurate if the athlete swam the sets in the work type categories you specified when you wrote the workouts.

Distance Totals Report

The Distance Totals report shows you what total distances your athletes swam over the past week, month, or year. Choose a **Workout Start Date** and a **Workout End Date** as well as the number of **Days in Cycle**. The data, of course, is only accurate if the athlete swam the distances you specified when you wrote the workouts.

Stress Totals Report

Every workout is rated as to how stressful it is as opposed to how many meters or yards were swum. The stress value for each workout is derived from the concepts in the "Coaches' Quarterly", September 1995, by Rich Sharp, Ph.D., ICAR Director (and adapted from Sharp, R.L. Prescribing and evaluating interval training sets in swimming: a proposed model. *Journal of Swimming Research*. 9:36-40, 1993).

The stress values for each workout are derived by taking 1/10th of the yardage for each set and multiplying it by the stress index for the energy level assigned. If a given workout is in meters, then the stress value is increased by 10%.

Attendance Reports

You can either click on **Reports** from the Main menu then **Workouts / Attendance** or click on **Reports** from the Workouts menu then **Attendance** and the following screen will appear: Choose either the Attendance or Yardage radio buttons to preview and/or print the corresponding report.

Attendance Report

There are three versions of the Attendance Reports. The first one is printed one month at a time and includes a percentage number for the percentage of scheduled workouts attended during the month. The only attendance categories that count against the attended count are A for Absent and S for Sick. Included in the count for the number attended are X for present, D for Dryland, M for meet, and W for Weights. There is a special category B for Bonus that count as attended, but do not count toward the total scheduled. With the bonus, an athlete could have a better than 100% attendance by attending all the workouts and attending an extra workout that was optional.

The second version is created when you click the Attendance Percentages by Month check box. In this report, you can get a percentage only report over any 12 month range. Note the End Month. If you have 04 and 2009 for the starting month and have 01 for the end month, the columns on the report will go from April 2009 to Jan 2010.

The third version is created when you click the Show up to 12 Months Detailed Attendance. This report is the same as the first version, but prints for a range of up to 12 months.

Use the left and right arrows to quickly change the report date.

Attendance Yardage Report

Yardage Reports are printed by 5 week periods, with the first week including the first day of the selected month; the reports include total yardage for each week and the weekly average. The total yardage for this report can be in either yards or meters depending on whether you click the Express Totals in Yards check box or not. The Yardage Report can also be printed for 2 to 12 months if you check the Show up to 12 Months Detailed Attendance check box. The total yardage for the time period will be shown along with the weekly yardage average.

Note: If data for yardage is entered in the attendance section of Workout Manager, it also automatically updates the attendance report.

Modified T-30 Report

From the TM Main Menu bar, click on **Reports / Workouts / Modified T-30** or from within the **Training Menu,** click on **Reports / Modified T-30**. The following screen will appear to enable you to select a specific team, group, subgroup, and various training pace charts.

Here is a sample athlete report for all 6 Anaerobic Threshold Speed Chart based on **Modified T-30** swims.

Modified T-30 Projections in 50 Meter Course

	Chart	Dist & Time		50	100	200	400	800
Senior 2								
David Harmen	T-30	2500	29:35.0	33.2	1:11.6	2:25.1	4:52.9	9:57.9
	Pink-30			32.0	1:09.3	2:23.2	4:49.9	9:57.9
	Red-10			31.5	1:08.0	2:17.8	4:38.3	9:28.0
	Red-30			30.4	1:05.8	2:16.0	4:35.5	9:28.0
	Blue-1			29.5	1:03.6	2:08.8	4:20.1	8:50.8
	Blue-2			28.4	1:01.5	2:07.1	4:17.4	8:50.8
	Free Swim	400	4:23.5					
	Back Swim	400	4:43.0	35.6	1:16.9	2:35.8	5:14.6	10:42.1
	Pink-30			34.4	1:14.4	2:33.8	5:11.4	10:42.1
	Red-10			33.8	1:13.0	2:28.0	4:58.9	10:10.0
	Red-30			32.7	1:10.7	2:26.1	4:55.8	10:10.0
	Blue-1			31.6	1:08.3	2:18.3	4:39.3	9:30.1
	Blue-2			30.5	1:06.0	2:16.5	4:36.5	9:30.1
	Fly Swim	400	4:32.0	34.2	1:13.9	2:29.7	5:02.4	10:17.2
	Pink-30			33.0	1:11.5	2:27.8	4:59.3	10:17.2
	Red-10			32.5	1:10.2	2:22.3	4:47.2	9:46.3
	Red-30			31.4	1:07.9	2:20.4	4:44.3	9:46.3
	Blue-1			30.4	1:05.6	2:12.9	4:28.4	9:08.0
	Blue-2			29.3	1:03.5	2:11.2	4:25.7	9:08.0
	Fly Kick	350	5:18.0	45.8	1:38.7	3:20.1	6:44.0	13:44.6
	Pink-30			44.1	1:35.5	3:17.5	6:39.9	13:44.6
	Red-10			43.5	1:33.8	3:10.1	6:23.8	13:03.4
	Red-30			41.9	1:30.7	3:07.6	6:19.9	13:03.4
	Blue-1			40.6	1:27.7	2:57.6	5:58.7	12:12.2
	Blue-2			39.2	1:24.8	2:55.3	5:55.1	12:12.2

T-30 Report

From the TM Main Menu bar, click on **Reports / Workouts / T-30** or from within the **Training Menu,** click on **Reports / T-30**. The following screen will appear to enable you to select a specific team, group, subgroup, and various training pace charts.

Here is a sample T-30 Report.

Rested T-30 Projections in 50 Meter Course

	Chart	Distance	50	100	200	400	800
Senior 2							
David Harmen	Pink-10	2825	29.8	1:04.2	2:10.2	4:22.9	8:56.6
	Pink-30	2825	28.7	1:02.1	2:08.5	4:20.2	8:56.6
	Red-10	2825	28.3	1:01.0	2:03.7	4:09.7	8:29.7
	Red-30	2825	27.3	59.0	2:02.1	4:07.2	8:29.7
	Blue-1	2825	26.4	57.0	1:55.6	3:53.4	7:56.4
	Blue-2	2825	25.5	55.2	1:54.1	3:51.0	7:56.4
Kathy Ashton	Pink-10	2675	31.4	1:07.8	2:17.5	4:37.6	9:26.7
	Pink-30	2675	30.3	1:05.6	2:15.7	4:34.8	9:26.7
	Red-10	2675	29.9	1:04.5	2:10.6	4:23.7	8:58.3
	Red-30	2675	28.8	1:02.4	2:08.9	4:21.1	8:58.3
	Blue-1	2675	27.9	1:00.2	2:02.1	4:06.5	8:23.1
	Blue-2	2675	26.9	58.3	2:00.5	4:04.0	8:23.1
Margaret Patterton	Pink-10	2425	34.7	1:14.8	2:31.7	5:06.2	10:25.1
	Pink-30	2425	33.5	1:12.4	2:29.7	5:03.1	10:25.1
	Red-10	2425	32.9	1:11.1	2:24.1	4:50.9	9:53.8
	Red-30	2425	31.8	1:08.8	2:22.2	4:48.0	9:53.8
	Blue-1	2425	30.8	1:06.5	2:14.6	4:31.9	9:15.0
	Blue-2	2425	29.7	1:04.3	2:12.9	4:29.1	9:15.0

4 mML Report

From the TM Main Menu bar, click on **Reports / Workouts / 4 mML** or from within the **Training Menu,** click on **Reports / 4 mML**. The following screen will appear to enable you to select a specific group, subgroup, and various training pace charts. This report uses the best freestyle times from the TM database.

Here is a sample report for one swimmer:

4 mM/L Projection
Using Best Times in 50 Meter Course

	50	100	200	400	800
Senior 2					
David Harmen	32.5	1:07.0	2:22.1	4:44.6	9:48.9

Percent of Effort Report

From the TM Main Menu bar, click on **Reports / Workouts / Percent of Effort** or from within the **Training Menu,** click on **Reports / Percent of Effort**. The following screen will appear to enable you to select a specific group, subgroup, and distance. Enter the various percentages you would like to display from 40 to 110%.

A sample report showing percentages based on best 100 times is shown below:

Percent of Effort Table
Best 100 Times for 50 Meter Course

		100	100%	99%	97%	94%	92%	90%	75%
Senior 2									
David Harmen	Free		55.82	56.4	57.5	59.4	1:00.7	1:02.0	1:14.4
	Fly		56.76	57.3	58.5	1:00.4	1:01.7	1:03.1	1:15.7

Race Pace Report

From the TM Main Menu bar, click on **Reports / Workouts / Race Pace** or from within the **Training Menu,** click on **Reports / Race Pace**. The following screen will appear to enable you to select a specific team, group, subgroup, and various training pace charts.

The following Race Pace report is generated for 200 free swims using 1:55.00 as the goal time:

Times from Push-off with Hand Touch Finishes

200 Race Pace

```
      Goal Time      25's      50's      100's     200's
 --  ---------    --------   -------- ---------  --------
  1    2:05.00      15.20     31.00    1:02.60
  2    2:04.00      15.08     30.75    1:02.10
  3    2:03.00      14.95     30.50    1:01.60
  4    2:02.00      14.82     30.25    1:01.10
  5    2:01.00      14.70     30.00    1:00.60
  6    2:00.00      14.58     29.75    1:00.10
  7    1:59.00      14.45     29.50      59.60
  8    1:58.00      14.32     29.25      59.10
  9    1:57.00      14.20     29.00      58.60
 10    1:56.00      14.08     28.75      58.10
 11    1:55.00      13.95     28.50      57.60
 12    1:54.00      13.82     28.25      57.10
 13    1:53.00      13.70     28.00      56.60
 14    1:52.00      13.58     27.75      56.10
 15    1:51.00      13.45     27.50      55.60
 16    1:50.00      13.32     27.25      55.10
 17    1:49.00      13.20     27.00      54.60
 18    1:48.00      13.08     26.75      54.10
 19    1:47.00      12.95     26.50      53.60
 20    1:46.00      12.82     26.25      53.10
 21    1:45.00      12.70     26.00      52.60
```

Test Sets Reports

From the TM Main Menu bar, click on **Reports / Workouts / Test Sets** or from within the **Training Menu,** click on **Reports / Test Sets**. You will then be able to select either **Repeat Test Sets** or **T-30 Test Sets**.

Repeat Test Sets

Three styles of reports are available:

1. By Test Set
2. By Athlete
3. By Group

All Test Set reports have the option to include or not include the heart rate data, individual athlete comments, the meet prediction, and the subgroup. You can also choose to print only 1 athlete per page. Select any set of test sets by checking the box in the Select column.

A sample Repeat Test Set Report by athlete is listed below:

T-30 Tests

The second module for test sets is for recording T-30 swims and then using those times to update the Modified T-30 module where training paces are predicted. In this module, you select a date, a course, enter the distance, time, stroke and optional heart rates and remark for each athlete.

Once you have entered a set of T-30 test results, you can click on **Update** at the top of the screen to have the data of the currently highlighted Test Set Date copied over to the Modified T-30 module.

To get a report of the T-30 Tests, click on the **Print Icon** or **Reports / Test Sets / T-30 Tests**.

- You can select any set of test sets by checking the box in the Select column. Two have been selected above.
- Athletes will be listed alphabetically, unless you select "Sort by Best Pace".

A sample T-30 Tests Report is listed below:

T-30 Tests

Athlete Name	Date	Distance	Time	Pace	Stroke	Course
David Harmen						
David Harmen	1/12/2008	2500	30:35.00	1:13.40	Free	LC Meters
			Heart Rate: 31, 25, 19			
David Harmen	12/8/2007	2500	31:57.00	1:16.68	Free	LC Meters
Kathy Ashton						
Kathy Ashton	1/12/2008	2500	29:45.00	1:11.40	Free	LC Meters
Margaret Patterton						
Margaret Patterton	1/12/2008	2200	29:53.00	1:21.50	Free	LC Meters

Memorized Reports

The Memorize Report feature is a wonderful time-saver that allows you to save various report settings and then give those settings a name that TM remembers and maintains in a list for you.

Various reports display the **Memorize Report** icon that allows you to "**name**" the report and save the settings and options for that report. If you wish to run that report or a similar report, click on **Reports** from the Main Menu Bar and then **Memorized Reports**. TM will display an alphabetical list of all the memorized reports that you have previously named and saved. You can also filter the report name list by report "type". For example if you have 50 memorized reports and you are looking for one that you saved for the Top Times Report, click on the Top Times Report radio button and TM will list only those reports that were memorized from the Top Times Report menu.

Highlight the report name you wish to run and either double click or click on the **Run Report** button. TM will then display the report menu you selected with all the "selections" and "options" that you previously saved. You can still make changes to those selections or you can click on the **Create Report** button to accept your previous selections and settings.
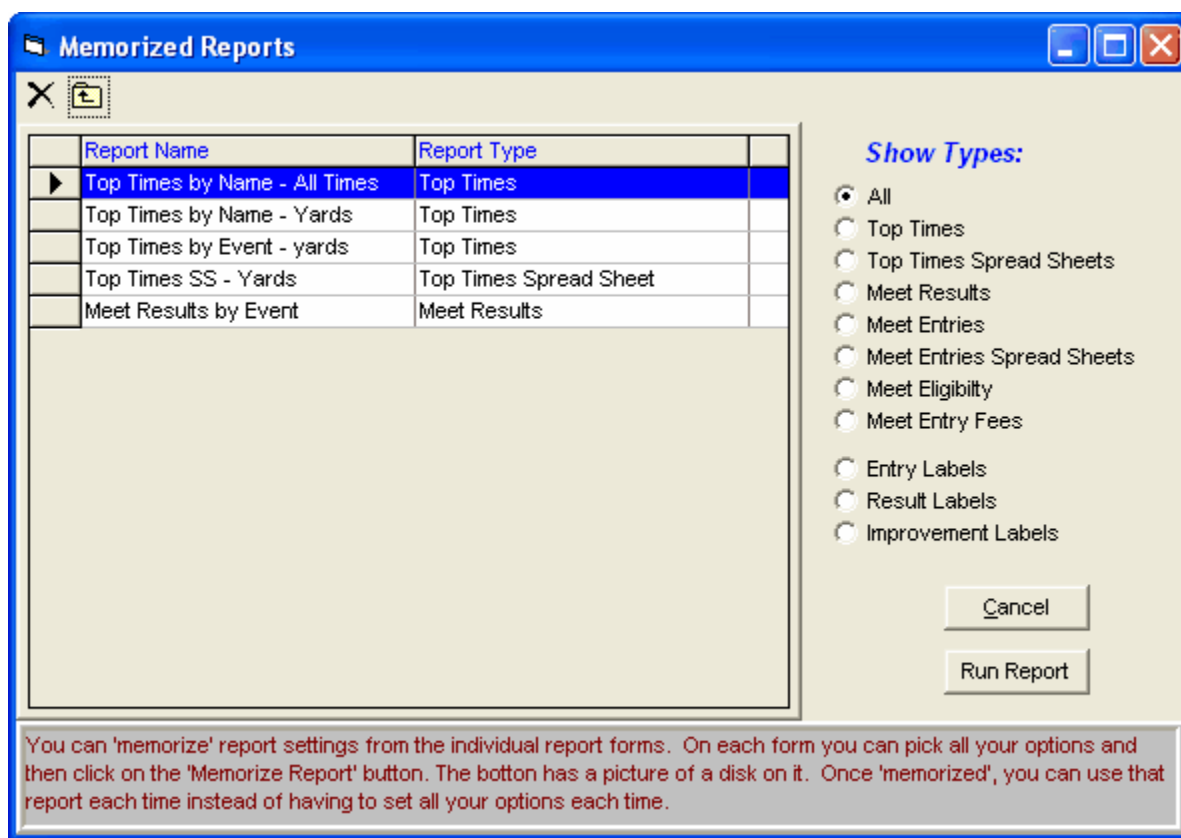
Export/Import Files Report

This report is used primarily to check out Meet Entry Export files before they are actually mailed or e-mailed to the meet host. It can also be used to look at any HY-TEK CL2 or HY3 Import/Export file or an SD3 meet results file before it is imported.

Click on **Reports** from the Main Menu Bar and then **Export/Import Files Report**. TM will ask you to specify the location of the file (disk drive and directory) and then will display all of the files in that directory with file extensions of CL2, HY3, or ZIP. Click on the **Files of Type** selection to choose SD3 files.

Highlight the file you want to view from the list provided by TM and click **OK**. TM will then read the contents of that file and display general information about when the file was created, and the name and date of the meet if it is a Entry or Results file. TM will then proceed to check the information in the file and display meet, team, and results counts as it checks each record in the file.

Once the file has been checked, choose how you want the report displayed - either by Event, by Name, or Athlete/Team information only. You can filter the report by LSC or Team.

Click **OK** and TM will provide the report you requested.

You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like Excel, Word, HTML, CSV, etc. You can click on the **Printer Setup** icon to change various

printer setup options. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Labels

Click on **Labels** from the Main Menu Bar and then choose from the following Labels/Cards Reports.

Award
Entry
Improvement
Mailing
Mailing Labels for Meet Entries
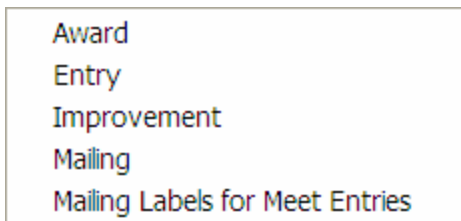
NOTE: The Award, Entry, and Improvement Labels are product **Options** for TM. Please click Here for a list of product options.

Award Labels

The Award Label Report is designed to produce a set of labels containing Place/Finish information for any meet in your Database. Click on **Labels** then **Award** and select a specific meet from the meet list for this report. This report will match the information in the Meet Results Browser.

- If you have a "**Page Printer**" - that is, either a Laser, Ink/Jet or Bubble/Jet printer, you can choose either 2x10 or 3x10 Avery 1 inch label stock sheets, or the A4 size paper either 2x8 or 3x11 label sheets.
- If you have a **Dot Matrix Printer**, you can choose the 1x tractor fed stock labels.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific **Session** or by a specific Event **Division**. For example, you might want to print this report for only Session 2 of the meet.

Event Filters

Click on the Individual, Relay, or Individual and Relays check box to display meet results for just the Individual or Relay events or the Individual events plus any relay events for that swimmer.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Other Label Options

- Select the number of **Awards Up To Place** to specify how many places that you wish to print Award Labels. For example, select 3 to print an Award Label for swimmers who have finished in 1st, 2nd, or 3rd place. Please note that the "Place" for a meet result must have been imported or keyed for this Label Report to print the Award Label. Select **Awards Up To Place 0** to print a label for every results that has any place entered.

- Click on the **Participant** check box to generate a Participant Label based on the choices shown below. The label will have the word "**Participant**" printed instead of "**1st Place**, **2nd Place**, etc. If you check the **Participant** box, then you will also be able to optionally **Include Exhibition** swims and **Include DQs**.

- Click on the "**Blank Label**" check box and TM will print a Blank Award Label for the events selected containing the Place, Event, Meet Name and Date, and a place to enter the Time, Swimmer, and Team.

```
1st Place                Time: _____
#1  Girls 11-12 50 Free
Name: _____
Team: _____
02/12/2001  City Winter Splash
```

- You also have the option to specify an **Event Number Range**. For example, enter "5" in the "From Event" entry box and "8" in the "To Event" entry box and TM will print Award Labels ONLY for events 5, 6, 7, and 8.

Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and TM will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA. Click on the **Include Only Improved STD** and TM will include only those results in which the Swimmer improved from one Time STD to the next one - for example from B to A. Swimmers who achieved a Time Standard for the **first time** will also be included.

Points

Click on the **Points tab** and then choose one of the special point systems - HY-TEK Age Group Points (Yards, SC and LC Meters), HY-TEK Single Year (Yards, SC and LC Meters), HY-TEK Open Points (Yards, SC and LC Meters), NISCA Points (High School Yard meets), British GB Points (used by the United Kingdom - SC and LC Meters), British BAG Points (used by the United Kingdom - SC and LC Meters), LEN Points (SC and LC Meters), or FINA Points (SC and LC Meters). These points will be displayed next to each result time.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Sample Report

Copyright©HY-TEK Sports Software part of Active

9th Place	1:02.94Y	10th Place	1:03.05Y	4th Place	58.74Y
# 3 Girls 11-12 100 Free		# 3 Girls 11-12 100 Free		# 5 Girls 13-14 100 Free	
Guion, Bethany G (12)		Munson, Marianne N (12)		Allen, Sam (14)	
CCRR-NI		CCRR-NI		CCRR-NI	
1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet	
6th Place	59.24Y	8th Place	59.95Y	3rd Place	1:04.01Y
# 5 Girls 13-14 100 Free		# 5 Girls 13-14 100 Free		# 5 Girls 13-14 100 Free	
Skinner, Leanne T (13)		Hale, Sandra L (14)		Stilley, Erin J (14)	
CCRR-NI		CCRR-NI		CCRR-NI	
1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet	
6th Place	1:04.62Y	3rd Place	1:10.36Y	1st Place	54.80Y
# 5 Girls 13-14 100 Free		# 5 Girls 13-14 100 Free		# 7 Girls 15-18 100 Free	
Geary, Heather J (14)		Tull, Marissa C (13)		Bronson, Ellen (17)	
CCRR-NI		CCRR-NI		CCRR-NI	
1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet	
2nd Place	54.96Y	5th Place	58.96Y	6th Place	59.62Y
# 7 Girls 15-18 100 Free		# 7 Girls 15-18 100 Free		# 7 Girls 15-18 100 Free	
Denster, Sammie (18)		Neal, Lynn J (17)		Murphy, Abigail J (16)	
CCRR-NI		CCRR-NI		CCRR-NI	
1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet	
9th Place	1:00.04Y	10th Place	1:00.16Y	1st Place	49.31Y
# 7 Girls 15-18 100 Free		# 7 Girls 15-18 100 Free		# 8 Boys 15-18 100 Free	
Tripplet, Anna K (15)		Chesson, Sandi (16)		Fesperman, Danny (17)	
CCRR-NI		CCRR-NI		CCRR-NI	
1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet	
8th Place	34.09Y	10th Place	34.82Y	2nd Place	36.83Y
# 9 Girls 11-12 50 Back		# 9 Girls 11-12 50 Back		# 9 Girls 11-12 50 Back	
Guion, Bethany G (12)		Munson, Marianne N (12)		Landau, Candy (12)	
CCRR-NI		CCRR-NI		CCRR-NI	
1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet		1/14/2001 2001 Grand Meet	

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like Excel, Word, HTML, CSV, etc.   You can click on the **Printer Setup** icon to change various printer setup options. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Meet Entry Labels

The Meet Entry Labels Report is designed to produce a set of labels or cards containing the meet entry information for any meet in your Database. Click on **Labels** then **Entry** and select a specific meet from the meet list for this report. This report will match the information in the Meet Entries Browser.

- If you have a "**Page Printer**" - that is, either a Laser, Ink/Jet or Bubble/Jet printer, you can choose either 2x10 or 3x10 Avery 1 inch label stock sheets, 2 x 3 label or card stock, or the A4 size paper either 2x8 or 3x11 label sheets. Or if you prefer to print directly on card stock, pick the 3"x5" selection for the Avery Card Stock #5388 which has three sets of 3"x5" cards included on one standard 81/2" x 11" sheet.
- If you have a **Dot Matrix Printer**, you can choose the 1x tractor fed stock labels or the tractor fed 3"x5" card stock.

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, WM Group, WM Subgroup, and School Year filters as well as the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific **Session** or by a specific Event **Division**. For example, you might want to print this report for only Session 2 of the meet.

Event Filters

Click on the Individual, Relay, or Individual and Relays check box to display meet results for just the Individual or Relay events or the Individual events plus any relay events for that swimmer.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Show Registration ID

Click on the **Show Registration ID** check box and TM will include each Swimmer's Registration ID on the Entry labels.

Show Birth Date

Click on the **Show Birth Date** check box and TM will include each Swimmer's Birth Date on the Entry labels.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Other Options

- Click on the **Show Times Unconverted** check box and TM **will not convert** the entry times to the course of the meet and will display the entry times in the course that they were swum.
- Click on the **Indicate Converted Times** check box and TM will show the converted time with a **'** after the course - for example, 1:23.45Y' means that this Yard time was converted from either a SCM or LCM time.
- Click on the **DO Not Show Entry Times** check box and TM will not print each swimmer's Meet Entry Time on the label.
  - You also have the option to specify an **Event Number Range**. For example, enter "5" in the "From Event" entry box and "8" in the "To Event" entry box and TM will print Entry Labels ONLY for events 5, 6, 7, and 8.

Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and TM will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA.

Points

Click on the **Points tab** and then choose one of the special point systems - HY-TEK Age Group Points (Yards, SC and LC Meters), HY-TEK Single Year (Yards, SC and LC Meters), HY-TEK Open Points (Yards, SC and LC Meters), NISCA Points (High School Yard meets), British GB Points (used by the United Kingdom - SC and LC Meters), British BAG Points (used by the United Kingdom - SC and LC Meters), LEN Points (SC and LC Meters), or FINA Points (SC and LC Meters). These points will be displayed next to each result time.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Sample Report

#3 Girls 11-12 100 Free	#3 Girls 11-12 100 Free	#3 Girls 11-12 100 Free
Heat: _____ Lane: _____	Heat: _____ Lane: _____	Heat: _____ Lane: _____
Guion, Bethany G 12 091088BETGGUIO	Munson, Marianne N 12 042188MARNMUNS	Munson, Elizabeth N 11 111789ELINMUNS
CCRR-NI 1:02.34Y	CCRR-NI 1:02.61Y	CCRR-NI 1:07.02Y
2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001
#3 Girls 11-12 100 Free	#3 Girls 11-12 100 Free	#3 Girls 11-12 100 Free
Heat: _____ Lane: _____	Heat: _____ Lane: _____	Heat: _____ Lane: _____
Landau, Candy 12 101988CANLLAND	Conner, Sally 12 091488SALDCONN	Stanton, Shannah L 11 012289SHALSTAN
CCRR-NI 1:07.27Y	CCRR-NI 1:12.41Y	CCRR-NI 1:17.75Y
2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001
#3 Girls 11-12 100 Free	#3 Girls 11-12 100 Free	#4 Boys 11-12 100 Free
Heat: _____ Lane: _____	Heat: _____ Lane: _____	Heat: _____ Lane: _____
Clark, Carol 10 031890CARECLAR	Folsom, Kelsey C 11 093089KELCFOLS	Whaley, Ryan S 11 012989RYASWHAL
CCRR-NI 1:24.57Y	CCRR-NI 1:24.92Y	CCRR-NI 1:28.00Y
2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001
#5 Girls 13-14 100 Free	#5 Girls 13-14 100 Free	#5 Girls 13-14 100 Free
Heat: _____ Lane: _____	Heat: _____ Lane: _____	Heat: _____ Lane: _____
Skinner, Leanne T 13 013087LEATSKIN	Allen, Sam 14 052186SAMCALLE	Hale, Sandra L 14 081186SANLHALE
CCRR-NI 57.33Y	CCRR-NI 57.65Y	CCRR-NI 59.56Y
2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001
#5 Girls 13-14 100 Free	#5 Girls 13-14 100 Free	#5 Girls 13-14 100 Free
Heat: _____ Lane: _____	Heat: _____ Lane: _____	Heat: _____ Lane: _____
Stilley, Erin J 14 071786ERIJSTIL	Geary, Heather J 14 101986HEAJGEAR	Windham, Donna L 14 080386DONLWIND
CCRR-NI 1:03.70Y	CCRR-NI 1:04.38Y	CCRR-NI 1:07.10Y
2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001
#5 Girls 13-14 100 Free	#6 Boys 13-14 100 Free	#7 Girls 15-18 100 Free
Heat: _____ Lane: _____	Heat: _____ Lane: _____	Heat: _____ Lane: _____
Tull, Marissa C 13 081187MARCTULL	Younce, Jarrett L 14 100386JARLYOUN	Bronson, Ellen 17 062283ELLLBRON
CCRR-NI 1:08.57Y	CCRR-NI 55.77Y	CCRR-NI 52.75Y
2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001	2001 Grand Meet 1/14/2001

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like Excel, Word, HTML, CSV, etc.   You can click on the **Printer Setup** icon to change various printer setup options. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Improvement Labels

The Improvement Label Report is designed to produce a set of labels containing Improvement information for any meet in your Database. Click on **Labels** then **Improvement** and select a specific meet from the meet list for this report.

- If you have a "**Page Printer**" - that is, either a Laser, Ink/Jet or Bubble/Jet printer, you can choose either 2x10 or 3x10 Avery 1 inch label stock sheets, or the A4 size paper either 2x8 or 3x11 label sheets.
- If you have a **Dot Matrix Printer**, you can choose the 1x tractor fed stock labels.

Copyright©HY-TEK Sports Software part of Active

Report Filters

This report offers the standard Age Group, Gender, Team, Group, Subgroup, School Year, WM Group, and WM Subgroup filters as well as the following specific report filters.

Sess/Div Filters

Click on the **Sess/Div tab** and filter the events that are included in this report by a specific <u>Session</u> or by a specific Event <u>Division</u>. For example, you might want to print this report for only Session 2 of the meet.

Meet Round

To display meet results from a specific round, all rounds, or the best time from all the rounds swum in the event for this one meet, you may choose All, Finals Only, Prelims Only, Semis Only, or Best.

Stroke/Distance

Filter the report for a specific stroke or distance by clicking on the Stroke and/or Distance menu box and making the appropriate selection.

Inactive

To include Inactive swimmers in this report, please click on the **Include Inactive** check box.

Meet Type

Select a specific **Meet Type** if you wish to filter only meet results from all meets of a specific type.

Improvement Options

- Specify the **Minimum Improvement** value for calculating Improvement. For example, enter ".15" and TM will print an Improvement Label for every result in which the swimmer improved his/her time .15 seconds or more.
- Click on the **Include First Time Swims** check box to include an Improvement Label for swimmers who swam an event for the first time.
- Specify a **Since Date** and click on the **Use Since Date for Improvement** check box and TM will only look at meet results since this date. You can also click on the **Use converted times for calculating Improvement** check box and TM will also look at results from meets with all courses and convert those times for calculating Improvement.
- Click on the **Show Improvement as Percent** check box to see the improvement as a percent instead of in seconds.

Time Standards

Specify a Time Standard then click on the **Include Time Standards** check box and TM will tag each result with the appropriate Time Standard designator. For example, 2:34.56 AA.

Points

Click on the **Points tab** and then choose one of the special point systems - HY-TEK Age Group Points (Yards, SC and LC Meters), HY-TEK Single Year (Yards, SC and LC Meters), HY-TEK Open Points (Yards, SC and LC Meters), NISCA Points (High School Yard meets), British GB Points (used by the United Kingdom - SC and LC Meters), British BAG Points (used by the United Kingdom - SC and LC Meters), LEN Points (SC and LC Meters), or FINA Points (SC and LC Meters). These points will be displayed next to each result time.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name

Memorize Report

Click on the **Memorize Report** icon and TM will give you the option to "name" this particular report that will include your specific filters and report customization options. Then when you want to run this report again, just click on **Reports** from the Main Menu bar and then **Memorized Reports** and click on the "name" you gave this report and TM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TM will provide a preview of this report. You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like Excel, Word, HTML, CSV, etc.   You can click on the **Printer Setup** icon to change various printer setup options. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Mailing Labels

The Mailing Label Report is designed to produce a set of labels containing mailing address information for the swimmers in your Database. TM will use either the **Primary Contact** or **Secondary Contact** information based on which one you specified in each Athlete's record. You can also click on the **Use Athlete's Name** check box if you want the swimmer's name printed on the label instead of the contact person's name. First, click on **Labels** then **Mailing.**

- If you have a "**Page Printer**" - that is, either a Laser, Ink/Jet or Bubble/Jet printer, you can choose either 2x10 or 3x10 Avery 1 inch label stock sheets, or the A4 size paper either 2x8 or 3x11 label sheets.
- If you have a **Dot Matrix Printer**, you can choose the 1x tractor fed stock labels.

Report Filters

You may **filter** each report by Team, Group, Subgroup, School Year, WM Group, WM Subgroup, Gender, Age, and if you wish to include Inactive swimmers or not. You can **sort** the report by name, team, age descending, or age ascending.

Mailing Label Options

- Click on the **Don't Print Duplicates** check box and TM will not print a duplicate label for the same mailing address. This is a nice feature when you want to print only one address label for a family with more than one swimmer.
- Click on the **Use Athlete's Name** check box and TM will print the Athlete's Name on the label instead of the Mail To Person.

Click on the **Create Report** button and TM will print a set of mailing labels for the swimmers you selected.

You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like Excel, Word, HTML, CSV, etc.   You can click on the **Printer Setup** icon to change various printer setup options. And you can click on the **Printer** icon and TM will print the report to the selected printer.

Mailing Labels for Meet Entries

he Mailing Label for Meet Entries Report is designed to produce a set of labels containing mailing address information for the swimmers that have been entered in a specific meet. TM will use either the **Primary Contact** or **Secondary Contact** information based on which one you specified in each Athlete's record.   First, click on **Labels** then **Mailing Labels for Meet Entries.**
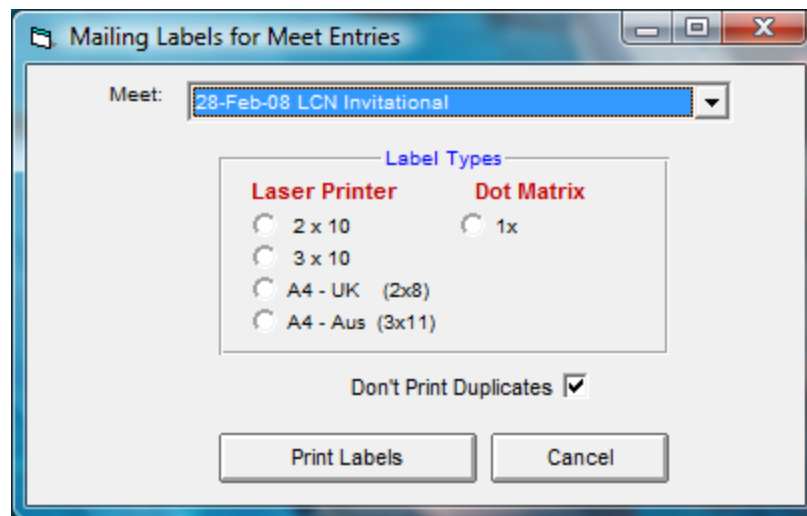
- Click on the **Don't Print Duplicates** check box and TM will not print mailing labels for siblings.
- If you have a "**Page Printer**" - that is, either a Laser, Ink/Jet or Bubble/Jet printer, you can choose either 2x10 or 3x10 Avery 1 inch label stock sheets, or the A4 size paper either 2x8 or 3x11 label sheets.
- If you have a **Dot Matrix Printer**, you can choose the 1x tractor fed stock labels.

Pro Feature

TEAM MANAGER *for Swimming* with the **Pro** feature available in the Silver and Gold packages includes the standard **TEAM MANAGER** product with the Pro Network feature in which two or more computers each running TM can share a common Database.

Click Here for a description of the Software and Hardware necessary to properly use this feature.
Click Here to see how to set up the Logon and Administration functions that support this feature.

The **TEAM MANAGER Pro** logo is displayed right on the Main Menu if the feature had been included with your particular product release.

Click Here to contact the Sales Office if you want to order the **Pro** option for your TEAM MANAGER.

Set-up a Network

How to Set-up Network Administration
How to Logon the TM Network

TEAM MANAGER with the **Pro** feature includes full support for any peer-to-peer Network to allow you access a shared database from multiple computers. In this type of network configuration, each computer is connected to a central device called a "hub". The shared TM Database is loaded on one of the computers so that any of the other computers can access it directly.

For example, suppose we have 4 computers connected to a hub. For the purposes of this discussion, let's name these computers, A, B, C, and D and let's load the TM Database on Computer A.

- The TM product software would be installed on all 4 computers on the hard drive C.
- The folder on the A computer where the database is located must be given full read/write permissions. To give a folder full read/write permission, use My Computer or Windows Explorer to right click on the database folder (usually c:\TM5Data) and then click Sharing. In the Sharing Menu, check the box to Share this folder on the network and check the box that says Allow network users to change my files. You may also give a Share Name to the folder which defaults to the actual folder name. Rather than just share the database folder, you can also share the entire C Drive by right clicking on Local Disk (C:).

Hardware that you will need

Examples of network component vendors are Linksys, Intellinet, Netgear,and D-Link. Internet sites that you can order from are **www.buy.com** and **www.pcconnection.com**.

- 10/100 Base TX Hub. The cost for a 5 Port Hub would be about $49.00.
- Most desktop computers come with a network card built in. But if yours does not, you can purchase a 10/100 Base computer network card for each desktop computer - Cost about $25.00.
- Most notebook computers come with a network card built in. But if yours does not, you can purchase a 10/100 PCMCIA Card for each notebook computer - Cost about $49.00.
- 10/100 Base TX cable from each computer to the hub. The cables will connect to an RJ-45 connector in the hub and into each computer's network card. The cost is about $10.00 for 25 feet of cable. Or, you can use a **wireless** setup with the appropriate Network cards and hub.

Software that you will need

The peer-to-peer network software is included with your Windows 98, 2000, NT, ME, or XP Operating System. Please follow the appropriate instructions for setting up your particular network system as well as the software drivers included with the network card installed on each computer.

Continuing with our example, let's assume that the hard drive on Computer A is the one that is shared. On Computer A, you would start **TM** and click on **File** then **Open** and refer to your local Drive C to store your TM Database. When you start up TM on Computers B, C, and D, and click on **File** then **Open**, specify Drive H and the directory name that was used on Computer A. For example, suppose you set up the Database on Computer A as **C:\TM5Data\MYTEAM** and you specified your shared hard drive as drive H. Then on Computers B, C, and D you would open the file **H:\TM5Data\MYTEAM**. Now, all 4 computers will be accessing the **SAME INFORMATION** contained on the hard drive of Computer A.

Please note that under the Windows peer-to-peer network configuration, devices like **Printers** may also be shared.

TM Pro provides a complete suite of **Network Administration** features. Please click Here to find out how to setup the Logon/User ID choices, optional passwords, and permission levels for your system.

Set-up Network Administration

If you are using **TEAM MANAGER** with the **Pro** feature , you can log on as the **Administrator** and optionally set up passwords for all four Levels of access as shown below. **Only the User Name of Administrator can perform Network Administration and setup or change the passwords for the Database that is currently opened**.

Level	User Name	Permissions
1	Administrator	No restrictions at all.
2	Coach 1	This level can do everything except Network Administration and Single User Mode functions.
	Coach 2	
	Coach 3	
	Coach 4	
	Coach 5	
	Coach 6	
3	Report 1	Print Reports/Labels ONLY
	Report 2	
	Report 3	

After you have logged on as the **Administrator**, click on **File** then **Network Administration** and **TM** will display the ten User Names as shown above and indicate what User Names are currently logged on and if so, what computer name is associated with that logon. As the Administrator, you can optionally assign a password to one or more of the seven User Names. Please note that the **set of User Name passwords are associated with each Database, NOT with the global system**. In other words, you can assign passwords for all User Names for Database A but then assign no passwords for access to Database B. Passwords can consists of from 6 to 16 numbers and letters and can be left blank if no password is desired.

When you log on as **Administrator**, you have the option to **Open the Database** in **Single User Mode** or **Multi-User Mode**. You also have the option to **switch** between Single and Multi-User Mode. To

switch from one mode to the other, just click on **File** then **Switch to Single/Multi-User Mode**. If you try to switch to Single User Mode and there is already a user logged on, **TM** will not let you switch until all other Users are logged off. **Single User Mode** prevents any new users from logging on to the system as long as the Administrator is logged on. There are two reasons the Administrator might log on or switch to Single User Mode:

1. To prevent others from logging on while he/she completes changes that are to be made for the meet.
2. To perform any of the Single Mode functions as follows:
   Restore a Database
   Purge a Database
   Repair a Database
   Import
   Delete Athletes and Teams
   Install Update
   Create Update
   Use the TM Web Browser

Logon the TM Network

How to Set-up a Network
How to Set-up Network Administration

If you are using **TEAM MANAGER** with the **Pro** feature, whenever you Open a Database, **TM** will prompt you to logon with one of the User Names shown below. There are three levels of permissions as shown, so pick the User Name that applies to your needs.

Level	User Name	Permissions
1	Administrator	No restrictions at all.
2	Coach 1	Level 2 can do everything except Network Administration and Single User Mode functions.
	Coach 2	
	Coach 3	
	Coach 4	
	Coach 5	
3	Report 1	Print Reports/Labels ONLY
	Report 2	
	Report 3	

Please note that the logon applies to a **specific Database**. For example, you could logon to Database 1 as "Coach 1" to edit the results of a previous meet and later logon to Database 2 as "Report 1" to print out a Top Times Report.

In order to logon, you must first pick from the above list of User Names and then enter an optional password for that User Name. Only the **Administrator** User Name has the ability to assign a **Password** to one or more of the User Names - please click Here to find out how to set up passwords. Please note that an Administrator may set up a set of passwords for one Database and no passwords for another Database - the **set of User Name passwords are associated with each Database, NOT with the global system**. Passwords consists of from 6 to 16 numbers and letters and can be left blank if no password is desired. When you logon, **TM** will display all 9 User Names and indicate which ones are available to use (that is, currently NOT logged on).

If you logon as **Administrator**, you have the option to Open the Database in **Single User Mode** or **Multi-User Mode**. Click Here for more information about logging on as **Administrator** for Network Administration. If you logon as any of the other 8 User Names, the Database will automatically be opened in Multi-User mode - that is, more than one User can access the database at one time.

The only way to **log off** and free up your User Name is to exit from **TM**.

eLessons

TEAM MANAGER 8.0 provides an extensive series of eLessons that are designed to provide online training for not only new users of TM but also Customers who have upgraded to TM 6 or TM 7 from a previous release of TEAM MANAGER.

Each eLesson lasts typically 20-30 minutes and is designed for a specific feature and task using TEAM MANAGER.

Team Stats Online

Team Stats Online offers a team/club/school or League/LSC the ability to upload administrative and performance information about their swimmers from **TEAM MANAGER** *for Swimming* to an Internet based product called **Team Stats Online**. **Team Stats Online** allows you to display, filter, and sort:

- Athlete Rosters
- Top Times sorted by Swimmer or by Time
- Swimmer's Performance Graphs
- Meet Results
- Meet Entries for the upcoming meet
- Time Standards
- Records

Team Stats Online does not display flat HTML lists that you have to scroll through to find information. The **Team Stats Online** displays can be sorted and filtered the way you want to see the information!

For information about how to export information from your TM Database to **Team Stats Online**, please click Here.

Team Connect Online

Team Connect Online is a remote server based subscription product and service that supports access to your **TEAM MANAGER** database from the web! Add new swimmers, correct spellings, update contact information, declare meet entries for the upcoming meet, and change registration information so that team coaches and administrators can view those changes when they access **Team Connect Online**. No more having to mail or email them a Backup or Export for them to Restore or Import into their copy of your team's database!

Control who is able to access and edit your Team's Database using Team Connect's powerful Administrator Control Panel to assign and change user IDs, passwords, and edit rights information. Click Here for detail information about the various Admin Tools.

Because of performance and data integrity issues, **Team Connect Online** is NOT designed to allow database activity (either queries or updating) of the database right on the web. The #1 design criteria for **Team Connect Online** is to ensure that a customer's database does not get corrupted or "stepped on" by other users.

It is important that **Team Connect Online** customers have access to broadband (DSL or Cable) - dial-up access is **NOT** recommended for **Team Connect Online**.

Click HereClick Here for **Update Rules** and a few Examples.

Click Here for information about how to **Login to Team Connect Online**.

Hy-Tek Products

Swimming

MEET MANAGER for Swimming

MEET MANAGER *for Swimming* (**MM**) is the very finest meet management software designed to help you run any kind of swim meet - Age Group, College, High School, Masters, YMCA, Rec/Summer League, Dual or Championship format.

One person should be able to perform the bulk of the administrative tasks of running the meet, including entering events, teams, and athlete entries; producing the meet program using a wide range of report layout options; and entering and producing various result reports.

To make your task even easier, **MEET MANAGER** supports the import of entries from diskette or from the Internet before the meet, as well as the Import of results with splits from your Timing Console using our Interface software. The **INTERFACE** option is special software that is designed to communicate with many different Timing Consoles including Colorado, Daktronics, Omega, and IST.

The **Pro** option, with the **Multi-User Network and Real-Time Results Export to the Web** features, is designed to run large meets using several computers sharing one common Database. Set up 2 or more computers so that the Clerk of Course does scratches and seeding on one computer while results and ribbon labels are printed on a second computer and the meet is being run from another computer - all sharing the same common Database!

Track & Field

TEAM MANAGER for Track & Field

TEAM MANAGER *for Track & Field* is designed to help you manage your team. As you know, keeping track of your athlete's performances from every meet becomes a statistics nightmare. **TEAM MANAGER** can greatly lessen this headache and at the same time put the statistics to work for you. Not only that, but **TEAM MANAGER** is also designed to be simple to use! No prior computer experience is needed! The software is menu driven, which means that all information required to perform a particular task is on the computer screen in front of you.

Major Features
- Store meet results from hundreds of meets.
- Export entries for **MEET MANAGER** *for Track & Field* to import and import results from **MEET MANAGER**.
- Generate performance graphs.
- Maintain team rosters, attendance lists, mailing and e-mail lists
- List top performance reports in many ways.
- Maintain your team's event records and update them automatically.
- Handy journal for notes, newsletters, and newspaper articles.
- Produce mailing labels, award labels, competitor labels, and event tag labels articles.
- Generate season top point scorer lists.
- Record splits for all events.
- Export any report to Excel, Word, HTML (web), comma delimited, etc.
- Export Athlete administrative and performance information to **Pro ATHLETE** *for Palm OS*.

Copyright©HY-TEK Sports Software part of Active

Check it out on the web and download a FREE copy to evaluate.

MEET MANAGER for Track & Field

MEET MANAGER *for Track & Field* (**TFMM**) is the very finest meet management software designed to help you run any kind of track & field meet – Age Group, College, High School, Masters, YMCA, Cross Country, Road Race, or Championship format.

One person should be able to perform the bulk of the administrative tasks of running the meet, including entering events, teams, and athlete entries; producing the meet program using a wide range of report layout options; and entering and producing various result reports.

To make your task even easier, **MEET MANAGER** supports the import of entries from diskette or from the Internet before the meet, as well as the Import of results with splits from your Photo Finish Interface, Scoreboard Interface, FieldLynx Interface and Button Finish Interface using our Interface software. The **INTERFACE** option is special software that is designed to communicate with many different Interfaces including FinishLynx, Omega, MacFinish, Daktronics, Fairtron, FieldLynx, Time Tech 8, Time Machine, Chronomix 737, and Nielsen-Kellerman Interval Watch.

The **Pro** option, with the **Multi-User Network and Real-Time Results Export to the Web** features, is designed to run large meets using several computers sharing one common Database. Set up 2 or more computers so that the Clerk of Course does scratches and seeding on one computer while results and ribbon labels are printed on a second computer and the meet is being run from another computer – all sharing the same common Database!

TFMM is the latest in Track & Field team automation technology - check it out.

Sports BUSINESS MANAGER

Sports BUSINESS MANAGER is designed to help coaches, sports team administrators, secretaries, and bookkeepers to easily and effectively manage the financial affairs of a sports team.

Sports BUSINESS MANAGER will enable you to send your members one invoice which includes dues, meet entry fees, travel fund, taxable sales, and non-taxable sales. And the printing of this invoice is a snap. It is specially designed to contain the mailing address and return address so that you can fold it and place it in a double window envelope for mailing - no need for pre-printed envelopes or labels.

Sports BUSINESS MANAGER will provide the manager of your Track & Field team an easy way of keeping up with the daily operations of the team. **Sports BUSINESS MANAGER** can print a report of the days activities including:

- alphabetical list of transactions and bank deposit summaries
- list of corrections to previously entered transactions
- list of new families and new athletes
- report of total balance due for all accounts

Three optional features are available with **Sports BUSINESS MANAGER**:

- Automatic Billing
- Check Book
- Email Invoices

Once your fee structure is set up, monthly billing of several hundred athletes becomes easy. The **automatic billing** feature has the capability to charge several or all families any annual fee you wish to levy. The **Check Book** option makes it easy to track payments and payroll by category and date. And the **Email Invoices** option is a real money-saver - no more stamps and envelops.

Sales Office

You have a number of options for contacting the **HY-TEK Sports Software Sales Office** either to order new products, new options for your TM, or to order a replacement product.

Web Site Shop Online

Visit our Web Site at **hytek.active.com** and click on the **Shop Online** Button at the top of the screen! Simply fill in the required fields and submit your order. You will receive an e-mail back as confirmation of receipt of your order.

Telephone

Call the Sales Office Toll Free at **866.456.5111** and speak to a Sales Associate from 9:00 AM to 5:00 PM Eastern Time Monday through Friday (except holidays).

E-Mail

E-mail your order to our Sales office at **HyTekSales@active.com**.

Fax

Fax us your order using the Hy-Tek Product Order Form Toll Free to **866.471.7847**.

Tech Support

As a valued Customer, you are eligible to receive Tech Support services. Please refer to our Tech Support web page for more information.

Glossary of Terms

About

Selecting **Help** and then **About** from the Main Menu displays information about your product including:

- Product Version and Date
- License Name
- List of Options that have been included with your particular License

The **Product Version** and **License Name** are required when you request **Technical Support**.

Altitude Factor

A factor that will be subtracted from the actual swim time for a specific meet only. This factor is generally applied to times that have been swum at an altitude of 3,000 feet or above.

Backup Database

To save copies of files for safekeeping. You can back up files as you work on them to protect your work in case of a power failure or machine problem.

Cancel

Clicking on this button will Cancel any of the actions you have chosen and take you back to the previous menu.

Conforming Time

Qualifying time that corresponds to the course that will be competed in a meet. For example, if you are preparing entries for a Yard Meet, then Yard entry times would be conforming and Long Course Meter entry times would be Non-Conforming.

Contents

A Help button you can use to return to the main Contents screen which helps you quickly navigate through specific areas of Help - Table of Contents.

Conversion Factor

A factor (number) used to convert times from one course to another. For example, apply a conversion factor to convert Yard times to Short Course Meter times.

Course

Designated distance over which a meet is conducted - either Long Course Meters, Short Course Meters, or Yards.

Date Formats

TM will use the Date Format that you have set up through Windows. To check on or change your Windows Date Format, first exit from TM and then go to **Start**, **Settings**, and then **Control Panel** and then **Regional Settings** and then click on the **Date tab**.

If you change the Date Format, Windows will ask you to Restart Windows before the new date format takes affect.

Default

A program's predetermined setting or action that takes effect unless specifically changed.

Directory

An index of filenames and subdirectories. A directory, sometimes called a "folder" can be divided into subdirectories. A root directory is the main directory of a disk. All other directories branch from the root. For example, TEAM MANAGER is installed in the directory named "**C:\Hy-Sport\TM4**".

DQ

Disqualified. An athlete may be DQ'd for a number of reasons - turn violation, stroke violation, false start, etc.

Drag Cursor

To move text or an object by positioning the pointer on the item you want to move, pressing the mouse button, moving the mouse, then releasing the mouse button.

Dual Meet

A timed final meet (usually High School, College, or Rec league) in which two teams compete and are assigned even or odd lanes. A **Double Dual** meet is one that three or more teams compete but are scored as if they are swimming against one another in multiple dual meets.

Event

Any race or series of races in a given stroke and/or distance. Examples are Men's 100 Free, Women's 200 Fly, Men's 400 Free Relay.

Exhibition

A declaration for an athlete or relay that specifies that they are swimming for time but are not eligible for awards or points. Click Here for information on how to declare a swimmer as exhibition in a meet.

FINA

The world governing body for swimming.

Finals

Any single race which determines the final places and times in an event. There can be 1, 2, or even sometimes 3 heats of finals. Generally these Heats are called:

Fastest Heat	**A-Finals** or Finals
Next fastest	**B-Finals** or Consolations
Next fastest	**C-Finals** or Bonus

Fudge Factor

A number (value) that you may enter when you set up **Meet Entries by Event** to determine whether an athlete meets the meet qualification time with this "Fudge Factor" subtracted from the Athlete's best Time. For example, you may want to enter all athletes in an event that are ".05" away from the event qualification time. A "%" will be added as a suffix to the Entry Time if the athlete qualifies using the "Fudge Factor".

Heats

A set of athletes that race together each in a separate lane of a pool. "Seeding" assigns each athlete a separate lane in a heat. Multiple heats make up an event. For example in a six lane pool, a Heat would be up to six athletes swimming together in a race or "heat".

Judge's Decision

A decision on who finished in what place independent of the automatic or manual time that was recorded.

Leg

The part of the relay event that is swum by a single team member.

LSC

Local Swimming Committee of USA Swimming

Masters

Those athletes who are at least 19 years old for the USA and 25 years old for all other countries. These athletes compete in five year groups - for example, 25-29, 30-34, 35-39, 40-44, etc.

Meet Entry

The declaration of an athlete or relay in a specific event and entry time. The entry time is usually their best time that has previously been swum in that event

Meet Sanction

A permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with the USA Swimming rules.

Non-Conforming Times

Meet entry times that do not correspond to the course that will be competed in a meet. For example, Yard entry times for a Long Course Meter meet.

Prelim/Final Meet

A meet in which everyone swims once and then the top finishers swim again in finals.

Radio Button

Items preceded by circles are called Radio Buttons. A radio button allows you to select one function from among a group of functions arranged together inside a group box. These functions are mutually exclusive - you can select only one button at a time. The radio button you select will be switched on, while all the other radio buttons will be switched off.

Record

A Record is a best time for a particular event at a particular place. Examples of Records are Pool Records, State Records, and National Age Group Records.

Relay Leg

The time swam by one of the 4 relay athletes. Only the first leg can count as an official time and is sometimes referred to as the **Relay Lead-Off** split. Please click Here to find out how to store the lead off leg/split as an official time for a swimmer.

Release Notes

Release Notes contain a list of New Features as well as Corrections for a particular Win-MM release. From the Main Menu Bar, you would click on **Help** then **Release Notes** to display the release Notes for the particular Win-MM Release you are running.

Restore Database

Restore means to copy your database from a backup disk(s) onto your hard drive. The Restore utility will overlay your currently selected database with the database on the diskette.

Scratch

The process in which an athlete officially removes himself or herself from a specific event before it has been swum.

Scroll Bars

The bars on the right side and bottom of the window that let you move vertically and horizontally through a list or graphic by clicking on the scroll arrows.

SDIF

Standard **D**ata **I**nterchange **F**ormat

Seeding

The process of assigning athletes or relays to heats and lanes.

Session

Any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning and afternoon or evening; Senior and Age Group, etc.

Split Times

A swim time from an individual or relay event for one or more lengths of the pool. You can have a 25, 50, 100, 200, 400, or event 800 split times. They can be recorded electronically or by a watch. Only the "lead off" split can count as an official time.

Time Standard or Cut

A Time Standard is simply a set of times that have been established to represent a certain level of swimming. For example, an "A" time has a certain value for every age, stroke, and distance. Sometimes these Time Standards or "cuts" are specified as criteria for entering a meet. For example, an "A Meet" may require that only those athletes who have previously swam an A time can enter the meet.

Unattached

An unattached athlete is one that has no affiliation with a Team. An unattached athlete's points will not be accumulated towards Team Score.

When you Add or Edit an Athlete, TM allows you to assign that athlete to an "unattached" team. An unattached Team is any Team that has the first 3 characters of the Team Abbreviation as "UN-". For example, "UN-FL" and "UN-CA" would both be unattached Team names. In addition, "UNAT" and UNATT" are also reserved as Unattached Team Abbreviations. Any athletes on teams using any one of these Team Abbreviations would be classified as "unattached".

USA Swimming uses "UN" as their official Unattached designation for Unattached athletes. When using the Exceptions Report's Registration ID check, it will match the "UN" with any athlete using one of TM's official unattached team abbreviation codes.

USAS

United **S**tates **A**quatic **S**ports

Venue

The location of the meet - usually city/state or city/province

Version

The version of the software that is installed on your computer can be found in the "About" box accessed from the Main Menu.

Workout Manager

TEAM MANAGER optional software module designed to develop and analyze daily workouts, predict training paces, record test sets, etc. Click Here for information about the Workout Manager features in TM.

Index

- D -

- E -

- S -

- T -

- U -

- V -

- W -

- X -

XML   237

- Y -

Yardage   227
Yardage Report   311
Yards   60
Year Up High School/College Swimmers   132

- Z -

ZIP Drive   76