

The Active Network
TEAM MANAGER 4.1 *for Track & Field*

- User Guide -

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Table of Contents

Secion I Introduction	6
Secion II Install TEAM MANAGER	9
Secion III License Agreement	14
Secion IV New in TEAM MANAGER 4.1	19
Secion V System Requirements	20
Secion VI Evaluation Edition	21
Secion VII TEAM MANAGER Lite	22
Secion VIII How to Get Started	24
Secion IX Maintenance Updates	26
Secion X eLessons	29
Secion XI FAQ - Frequently Asked Questions	30
Secion XII Set-Up and Preferences	35
1 Preferences	35
System Preferences	35
Report Preferences	39
Custom Event Preferences	40
Age Groups for Reports	41
Directory Preferences	41
Registration Type Preferences	42
Language Preferences	43
2 Custom Layouts for Athlete Reports	43
3 Age Divisions	45
4 Favorite Filters	45
5 Groups/Subgroups/Codes	47
6 Athlete Custom Fields	48
7 Options	49
Secion XIII File Menu	50
1 Utilities	50
Open a Database	50
Open Demo Database	51
Backup a Database	51

Restore a Database	52
Move Database from One Computer to Another	54
Repair or Compact a TFTM Database	54
Unzip a File	54
Purge Items in Your Database	55
Open in Multi-User Mode	55
Network Administration	55
License Management	56
2 Import	58
Import Meet Results	58
Import Athlete Roster	60
Import Meet Events	61
Import Meet Entries	62
Import Athletes for Swimming	63
3 Export	64
Export Meet Entries	65
Export Meet Results	66
Export Best Marks	67
Export Athletes/Teams	68
Export Athlete Fields in csv Format	69
Export Athlete Email	70
4 Journal/Recruiting	71
Secion XIV Teams	73
1 Team Browser	73
2 Add or Edit Teams	74
3 Delete a Team	76
4 Team Results Browser	76
5 Merge Teams	77
6 Add or Edit Coaches	78
Secion XV Athletes	80
1 Add or Edit Athletes	80
2 Athlete Browser	82
3 Delete an Athlete	86
4 Merge Athletes	86
5 Athlete Results Browser	86
6 Setup New Athletes from Another Team	89
7 Registration Tracking Option	90
Secion XVI Meets	91
1 Meet Browser	91
2 Add or Edit Meets	92
3 Delete a Meet	95
4 Add or Edit Events for a Meet	96

5 Declare Meet Entries	99
6 Meet Entries Browser	102
7 Enter or Edit Meet Results	104
8 Meet Results Browser	106
9 Enter Splits & Relay Legs	108
Secion XVII Standards	110
1 Add or Edit Mark Standards	110
2 Mark Standards Browser	112
3 Delete a Mark Standard File	113
4 Import Standards	113
5 Export Standards	114
6 Select Multiple Standards	114
Secion XVIII Records	115
1 Add or Edit Records	115
2 Records Browser	118
3 Delete a Record File	119
4 Import Records	119
5 Export Records	120
Secion XIX Reports	121
1 Administrative Reports	123
Athletes Report	124
Teams Report	127
Meets Report	128
Registration Report	129
Mark Standards Report	129
Records Report	130
Codes Report	130
2 Performance Reports	130
Top Marks Report	130
Top Marks Spreadsheet Report	136
Multi-Events Results Report	139
High Point Report	142
Record Match Report	144
3 Meets Reports	146
Meet Eligibility Report	147
Meet Entries Report	148
Meet Entries Spreadsheet Report	151
Meet Entry Fees Report	152
Generic Entry Report	153
Score Sheets	154
Win Loss Record	156
Meet Results Report	157
Number of Meets Attended Report	160

4 Export/Import Files Report	161
5 Memorized Reports	162
Secion XX Labels	163
1 Award Label Report	163
2 Tag/Competitor Labels	165
3 Athlete Mailing Label Report	169
4 Team Mailing Labels	171
Secion XXI Pro Network Option	172
1 Pro Option	172
2 Logon the TFTM Network	172
3 Set-up a Network	173
4 Set-up Network Administration	174
Secion XXII Hy-Tek Products	176
1 Swimming	176
TEAM MANAGER for Swimming	176
MEET MANAGER for Swimming	177
Team Stats Online	177
Team Connect Online	177
Personal SWIM MANAGER Reloaded	178
2 Track & Field	178
MEET MANAGER for Track & Field	178
3 Sports BUSINESS MANAGER	178
Secion XXIII Sales Office	180
Secion XXIV Tech Support	181
Secion XXV Glossary of Terms	182
1 About	182
2 Database	182
3 Date Formats	182
4 Directory	182
5 Event	182
6 Exhibition	182
7 Field Events	182
8 Inactive	183
9 Marks	183
10 Primary Measurement	184
11 Release Notes	184
12 Relay Leg	184

13 Round	185
14 Running Events	185
15 Sections and Heats	185
16 Version	185
Index	187

Introduction

Welcome to **TEAM MANAGER 4.1 for Track & Field (TFTM)** - the finest in track & field team management software.

TFTM has been designed to provide the very highest level of functionality for track & field coaches, parents, and volunteers. But the #1 goal of the design team was to make TFTM easy to use and **VERY INTUITIVE!**

Installing TEAM MANAGER

Click [Here](#) for specific information about how to install **TEAMMANAGER**.

What To Do First

After you have installed TFTM, click [Here](#) to find out How to Get Started.

Hardware Required to Run TFTM

TFTM is designed to run on any PC compatible computer with a minimum speed of 500 MHz and at least 1GB of RAM. We recommend using a **1 GHz PC or faster** with **2GB of RAM** or more.

Software Required to Run TFTM

TFTM runs on any of the following Operating Systems - Windows 98, Windows NT, Windows 2000, Windows ME, Windows XP or XP Pro, Windows Vista, and Windows 7.

TFTM Lite

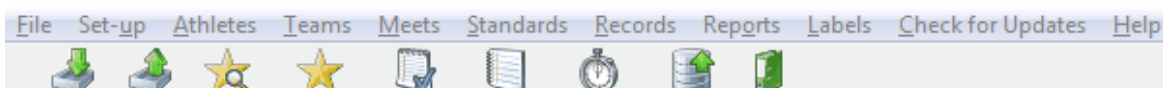
TFTM Lite is designed to provide a way for each team entering a meet to key in their meet entries and then export those entries by disk or e-mail to the Meet Host. Click [Here](#) to find out more information about TFTM Lite.

How To Get Help

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

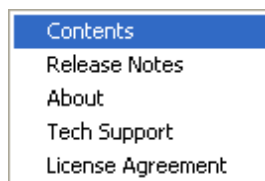
Product Help

The fastest and easiest way to get answers to your questions is to use the TFTM 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 T & F TEAM MANAGER to manage your team's administrative and performance oriented tasks. Click on **Help** from the TFTM Main Menu Bar as shown below.



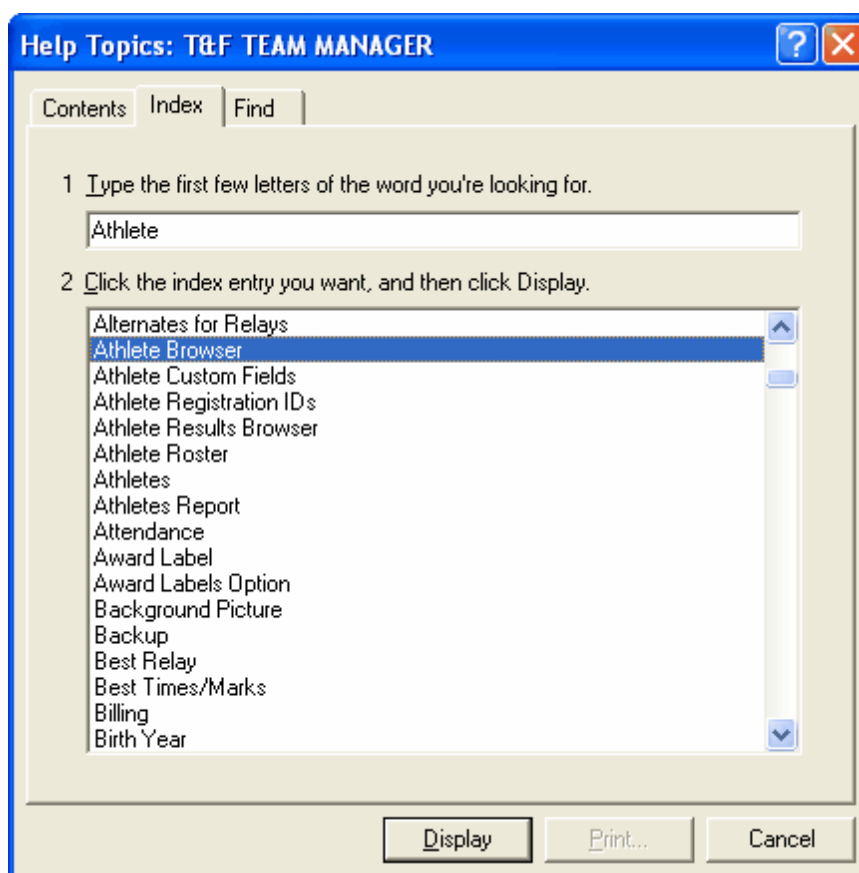
When you click on **Help**, there will be a number of choices. Click on **Contents** to display the Help

Introduction screen.



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 shown below.



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 TFTM Help will display all the topics about "Athletes". Click on the appropriate topic and the TFTM Help will display that particular help screen that discusses that topic.

User Guide in Acrobat pdf Format

If you prefer to review the User Guide instead of using the TFTM Help facility, you can download the User Guide from the HY-TEK Download Center <http://www.hy-tek ltd.com/downloads.html> and then

unzip it and use your Acrobat Reader on your PC or by accessing the T&F TEAM MANAGER pdf file that was loaded in your installation directory when you installed **TEAM MANAGER**. 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.

Start up your Acrobat reader and click on File then Open and specify c:\hy-sport\TFTM4-1\TFTEAMMANAGER3.pdf. 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.



Tech Support

Please click [Here](#) for information on how to contact Tech Support.

Install TEAM MANAGER

Installing TEAM MANAGER using a CD

You install **TEAMMANAGER** 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 2.0, 3.0, or 4.0 Customer**, there is no need to Remove TFTM 2.0, TFTM 3.0, or TFTM 4.0 in order to install TFTM 4.1 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\TFTM4-1**".

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 **TEAMMANAGER** icon on your Windows desktop. The first thing that **TEAMMANAGER** 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.

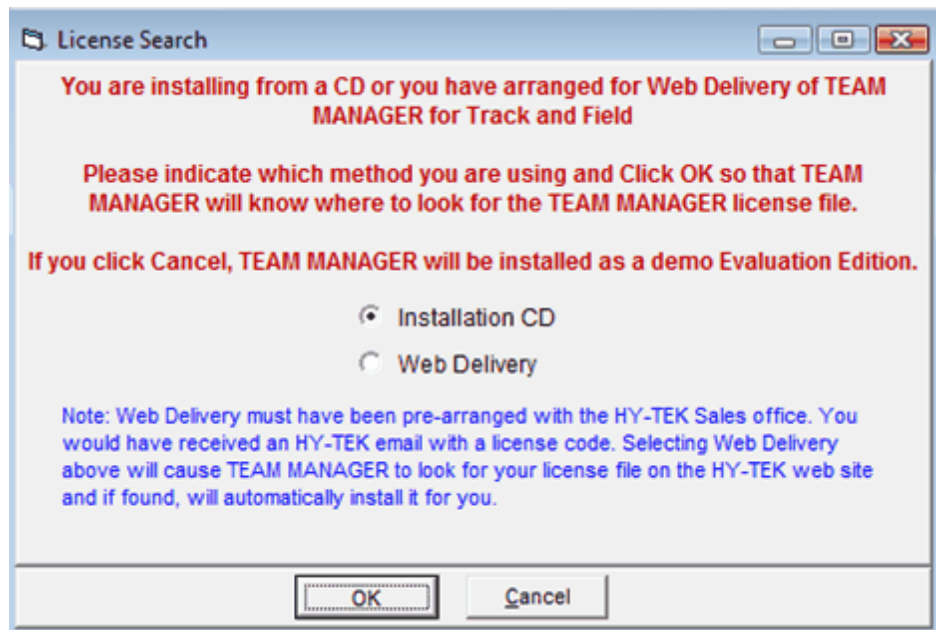
Installing TEAM MANAGER using Web Delivery

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.

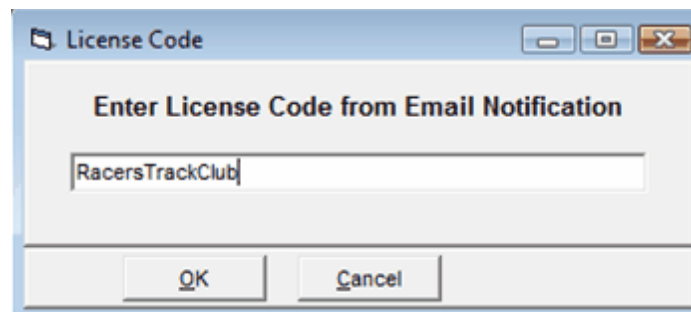
If your **license name was Racers Track Club** for example, you would receive an Email describing the steps for the Web Delivery.

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 can Run or Save the setup.exe file to your Desk Top 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://www.hy-tek ltd.com/WebDelivery/TFTM4-1/setup.exe>
2. After the setup.exe is downloaded, you Open the downloaded setup.exe or double click the setup.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: **RacersTrackClub**, 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.

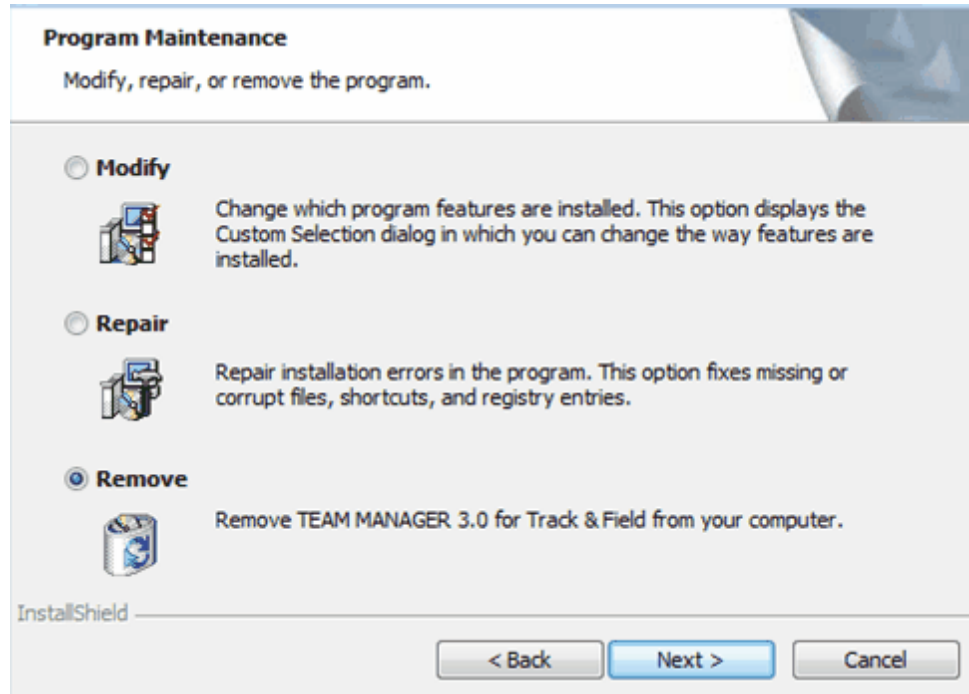
Note: Should you have trouble connecting to the HY-TEK web site, you may need to turn off your firewall.

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

VERYIMPORTANT: If you receive a new TFTM 4.1 CD or wish to re-install TEAM MANAGER from your original CD, you first need to Un-Install or Remove your TFTM 4.1 software. The easiest way to do this is click on the Windows Start button then Control Panel then Add/Remove Programs. Find TEAM MANAGER 4.1 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 TFTM 4.1, then place your TFTM 4.1 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..

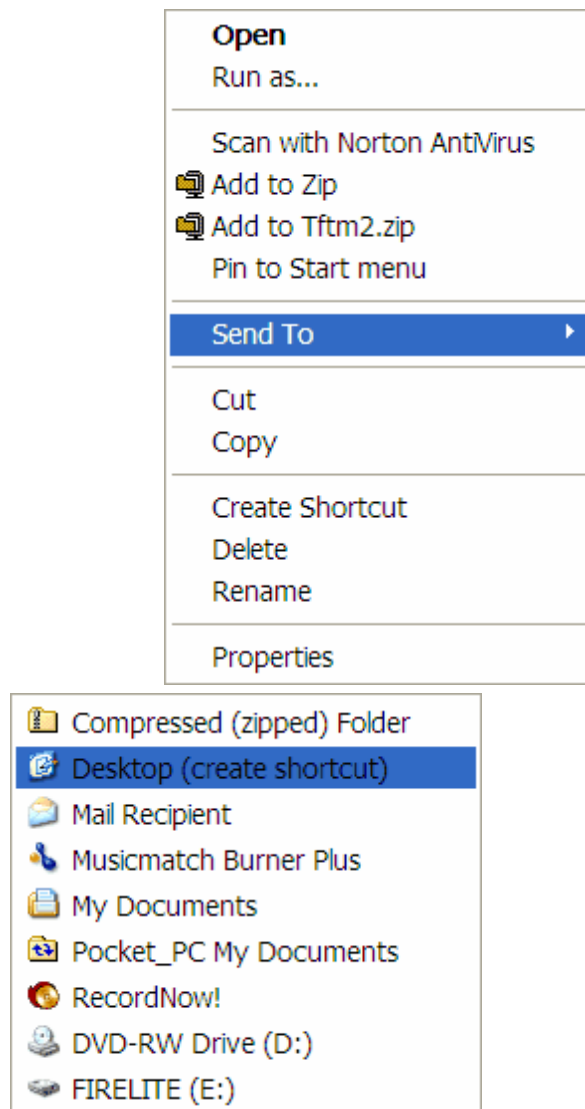


Choose the Remove option to first remove TFTM 4.1 from your computer. After Windows has completed removing TFTM, then restart the installation process by going to your Windows desktop, click on Start and then Run and key in the CD drive letter and then "setup". For example if your CD is Disk Drive D, 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 TFTM 4.1 process described above.

How to Setup a Desktop Icon or Shortcut

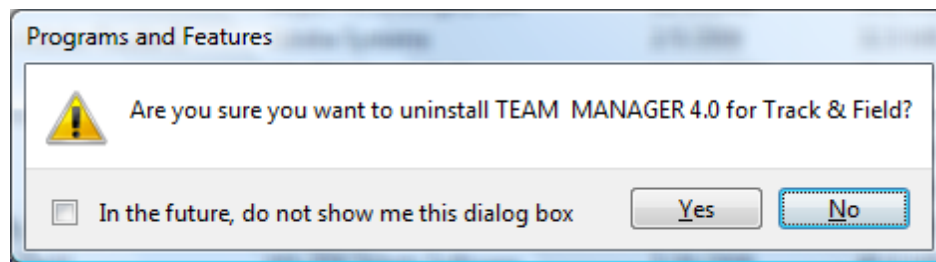
When you install TEAM MANAGER, the installation process automatically sets up a TM 4.1 icon on your desktop as a shortcut . But if you install a 2nd version of TM 4.1 that is licensed to another team that you are supporting, or the installation process failed to set up an icon due to various Windows 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\TFTM4-1), find the **TFTM4-1.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**.

For Windows Vista, click on **Start, Control Panel**, and then click on **Programs and Features**. Find the TFTM 4.1 icon and click on it



License Agreement

Your use of Active's software as a service products, for example, Meet Mobile™ ("SaaS"), desktop software, including software that gets installed on your desktop or server ("Desktop Software"), and services (collectively, the "Products"), is subject to the terms set forth below (this "Agreement"). "Active" means Active Network, LLC, together with its affiliated entities. In order to use the Products, you must first agree to this Agreement. You represent and warrant that you have the necessary and full right, power, authority, and capability to accept this Agreement, to bind your organization, and to perform your obligations hereunder. You can accept this Agreement by: (i) clicking to accept or agree to this Agreement, where this option is made available to you by Active online or in the user interface for any Product; (ii) where a link to this Agreement appears in an order form or other document provided to you by Active; (iii) by signing this Agreement, if there is a designated area to sign; or (iv) by actually using the Products. In the case of (iv), you understand and agree that Active will treat your use of the Products as acceptance of this Agreement from that point onwards. You may not use the Products and may not accept this Agreement if (a) you are not of legal age to form a binding contract with Active, or (b) you are a person barred from receiving the Products under the laws of the United States or other countries including the country in which you are resident or from which you use the Products. You may not use the Products if you do not accept this Agreement. "Effective Date" means the date that you accept this Agreement. By accepting this Agreement, you agree as follows:

1. FEES.

- a. The time period that you are permitted to use the Products, the features, services, options, and the fees associated with your use may be described more fully on web pages describing the Products, and/or in an applicable schedule, pricing form, order form, or similar document (each, a "Schedule"). Each Schedule will be governed by this Agreement and incorporated herein by this reference. You will pay the fees as more fully described in the applicable Schedule.
- b. If the name of your Product is Team Manager Lite, then the Desktop Software is 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 Team Manager Help to find out more about Team Manager Lite.

2. LICENSES.

- a. Scope of Licenses. Subject to the terms and conditions set forth herein and in the applicable Schedule, Active grants to you a limited, non-exclusive, non-transferable license to use the Products solely in accordance with this Agreement, the Schedule, and the related written user documentation, if any. You hereby grant to Active a limited license to use information provided by you relating to your organization and events, which may include content regarding the events, your organization's name, trademarks, service marks, and logo, solely in connection with the promotion of your organization or events and the Products that we provide.
- b. The following are the licenses associated with the Desktop Software:
 - i. Team Manager:
 1. Team, School, or Club License: This license is to a team, school, or club, not individuals or organizations. This license type may only 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 Desktop Software licensed to your team, school, or club may not be shared with any other team, school, or club.

2. League/Organization License: This license can be used on one or more computers only for the league or organization to which it was licensed to manage the administrative and performance tasks associated with the member teams of that organization. For example, if Team Manager is licensed to "City Summer Swim League," the Desktop 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 Desktop Software may not be provided to any of the member teams for any reason.

Active licenses (not sells) Desktop Software to the team or organization that is printed on the top left of all reports and displayed on the Desktop Software login/introduction screen. These licenses allow you to use the Desktop Software on multiple computers as long as it is being used for the one team or organization for which it is licensed and only by one user.

ii. Meet Manager:

1. Team, School, or Club License: This license is to your team, school, or club, not individuals or organizations. Meet Manager may only be used to run any meet that is hosted by and competed in by your team, school, or club at your home facility. For example, if Meet Manager is licensed to Central High School, the Desktop Software may be used to run all the home dual meets at Central High School as well as any invitational meets that are sponsored by and participated in by the Central High School Team at its home facility. Please note that a club and school team must have its own license even if it performs at the same site and has the same head coach. Additionally, and as an example, if the Desktop Software is licensed to a YMCA or USS club, it cannot be used to run a college or high school meet even if some members of the club are competing in the college or high school meet.
2. Championship Meet License: This license only allows the Desktop Software to be used to run one specific championship meet each year. A typical use of this license option would be to run the state championship meet that is rotated among different high schools each year. If the Desktop Software is licensed to a league's championship meet, that Desktop Software may not be used to run the dual meets or divisionals for that league. Having a Championship Meet license requires you to submit via email the date that the meet will be held to sales@hy-teklt.com each year. When this information is received, a web download will be emailed to you for that year. If a CD is needed, a product replacement should be purchased through our online store. When a license is being upgraded, a CD will be sent at no charge for that order.
3. Site License: This license is for a facility to use the Desktop Software for all meets that are run at the one facility (e.g., Age Group, Masters, High School, College, etc.). However, the Site License is not to be distributed to entering teams to facilitate their data entry. The Site License option requires an annual subscription fee.

4. Organizational License: This license is for an organization to use the Desktop Software for up to a maximum of four (4) championship meets only. An Organizational License may not be used for club or school hosted meets. An example of an Organizational License might be for a province or state running their 3 or 4 provincial or state championship meets. The Organizational License option requires an annual subscription fee.
5. Independent Timing Contractor (ITC) Program (available for track and field only): For an additional fee, ITC's have the option to license Meet Manager to run any type or number of non-simultaneous meets whether or not the host club/school has Meet Manager. The Desktop Software will be licensed directly to the ITC with the ITC company name as the licensee name printed on the top left of all reports. The ITC must be a full-time company with a website and include the Active logo, website link, and "ACTIVE/HY-TEK Certified Timing Contractor" on the front page of that website. The ITC will be listed on the Active website as a certified Active ITC.

Active licenses (not sells) this Desktop Software to the team or organization that is printed on the top left of all reports and displayed on the Desktop Software login/introduction screen. These licenses allow you to use the Desktop Software on multiple computers at the same site for the same meet. You may also use the software on multiple computers to facilitate data entry for a given meet.

Specific Restrictions: The Desktop Software may not be distributed to run separate meets at separate sites for subsets of one organization. For example, if there are four district meets advancing to a state championship, this requires five licenses unless one of the districts is also running the championship meet in which case four licenses would be required.

- iii. Business Manager (for swimming only): This Desktop Software is licensed to a sports team or club, not to individuals or organizations. Business Manager may be used for administrative and performance tasks associated with that team only and only on any computer that is used by and for that team.

Active licenses (not sells) this Desktop Software to the team or organization that is printed on the top left of all reports and displayed on the Desktop Software login/introduction screen. This means Active allows you to use the Desktop Software on multiple computers at the same site for the same sports team. This Desktop Software can only be used by the sports team to whom it is licensed.

Specific Restrictions: This Desktop Software may not be distributed to teams or schools within a league or sports organization. If this Desktop Software is licensed to a high school or college, it may not be used by the age group team unless the age group team name is included in the License Name. If this Desktop Software is licensed to an age group team, it may not be used by the high school or college team unless the high school or college team name is included in the License Name. The License Name is printed on the top left of all reports and displayed on the SPORTSBM Main Menu login screen.

If this Desktop Software is licensed to a league or sports organization, that Desktop Software may only be used by one person on one computer to maintain all of the league transactions.

- c. The following additional terms are applicable to your use of SaaS Products only (for example, Meet Mobile): (i) Active will provide you access to the SaaS which you may use to deliver content and data to end users. You acknowledge and agree that end users may be required to purchase access to content and data delivered by you through the SaaS in

accordance with the applicable Schedule. You may have the right to receive revenue sharing from such purchases in accordance to the extent set forth in the applicable Schedule. (ii) By submitting, delivering and/or uploading content and data through the SaaS, you agree you have the right to edit, copy, publish, distribute and otherwise use the content and data made available by you. You further agree that you will have dedicated resources and capability to use the SaaS for its intended purposes and that you will use commercially reasonable efforts to publish applicable content and data to end users as quickly as reasonably practicable. Content and data includes but is not limited to the following: meet structure, psych sheets, heat and lane assignments, event and swimmer results and team scoring.

3. RESTRICTIONS. You shall: (i) use the Products exclusively for authorized and legal purposes, consistent with all applicable laws, regulations, and the rights of others, including privacy and anti-spamming laws; (ii) not reverse engineer, disassemble, or decompile any Product or prepare derivative works thereof; (iii) not copy, modify, transfer, display, or use any portion of the Products except as expressly authorized in this Agreement or in the applicable documentation; (iv) not contest or do or aid others in contesting or doing anything which impairs the validity of any proprietary or intellectual property rights, title, or interest of Active in and to the Products; (v) not obliterate, alter, or remove any proprietary or intellectual property notices from the Products in physical or electronic forms; (vi) not use the Products to transmit, publish, or distribute any material or information: (a) for which you do not have all necessary rights and licenses, including any material or information that infringes, violates, or misappropriates the intellectual property rights of any third party; (b) that contains a computer virus or other code, files, or programs designed to disrupt or interfere with the functioning of the Products; or (c) that is or that may reasonably be perceived as being harmful, threatening, offensive, obscene, or otherwise objectionable; and (vii) not attempt to gain access to any systems or networks that connect thereto except for the express purpose of using the Products for their intended use.
4. OWNERSHIP. Active retains all right, title and interest in and to the Products including, but not limited to, all copyrights, trademarks, trade secrets, trade names, proprietary rights, patents, titles, computer codes, improvements, enhancements, modifications and derivative works thereof. All rights not expressly granted to you herein are reserved by Active.
5. INFORMATION COLLECTION. Active's privacy policy as amended from time to time is available at <http://www.activenetwork.com/information/privacy-policy> ("Privacy Policy") and is applicable to this Agreement. Active's Privacy Policy defines how, why and to which extent Active collects and uses personal and non-personal information in relation to Active's products and services. By installing, accessing or using the Products, you expressly agree with the terms and conditions of Active's Privacy Policy and to any terms and conditions included therein by reference.
6. DISCLAIMER OF WARRANTY/LIMITATION OF LIABILITY. **ACTIVE EXPRESSLY DISCLAIMS ANY WARRANTY THAT THE USE OF THE PRODUCTS WILL BE UNINTERRUPTED OR ERROR FREE OR THAT THE PRODUCTS WILL MEET YOUR REQUIREMENTS. THE PRODUCTS ARE PROVIDED TO YOU ON AN "AS-IS" BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ACTIVE SHALL NOT BE LIABLE FOR INDIRECT DAMAGES OR LOSSES (IN CONTRACT, TORT, OR OTHERWISE), INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOST PROFITS, LOST SAVINGS, COST OF REPLACEMENT SERVICES, LOST DATA, LOSS OF USE OF INFORMATION OR SERVICES, OR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES. ACTIVE'S TOTAL AGGREGATE LIABILITY FOR ALL MATTERS ARISING FROM OR RELATED TO THIS AGREEMENT IS LIMITED TO THE AMOUNT OF FEES ACTUALLY PAID BY YOU AS CONSIDERATION FOR THE PRODUCTS**

GIVING RISE TO SUCH CLAIMS DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE DATE ON WHICH THE FIRST CAUSE OF ACTION AROSE.

7. INDEMNITY. You agree to indemnify, defend and hold Active, its partners, affiliates, contractors, officers, directors, employees and agents harmless from and against any and all damages, losses and expenses arising directly or indirectly from: (i) your violation of any applicable law, rule, or regulation; and/or (ii) your breach of this Agreement.
8. MISCELLANEOUS.
- a. Active may assign any of its rights or obligations under this Agreement. You may not resell, assign, or transfer any of your rights or obligations hereunder, and any attempt to resell, assign, or transfer such rights or obligations without Active's prior written approval will be null and void.
 - b. Any notices required to be given under this Agreement shall be in writing sent to the address set forth below for Client or, in the case of Active, to the address set forth above to the attention of Chief Legal Officer. Notices will be deemed received the next day if sent via overnight mail or courier with confirmation of receipt, or three (3) days after deposited in the mail sent certified or registered.
 - c. This Agreement shall be governed by the laws of the State of Delaware, without giving effect to the conflict of laws provisions thereof. Neither the United Nations Convention of Contracts for the International Sale of Goods nor the **Uniform Computer Information Transactions Act** shall apply to this Agreement. The parties irrevocably agree that any legal action or proceeding relating to this Agreement shall be instituted only in any state or federal court in Delaware.
 - d. This Agreement contains the entire understanding of the parties regarding the subject matter hereof and can only be modified or amended by a subsequent written agreement executed by both parties.
 - e. Sections 1, 4, 5, 6 and 7 of this Agreement and any fees owed by you shall survive any termination or expiration of this Agreement.
 - f. If any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction for any reason whatsoever, (i) the validity, legality, and enforceability of the remaining provisions of this Agreement (including without limitation, all portions of any provisions containing any such unenforceable provision that are not themselves unenforceable) shall not in any way be affected or impaired thereby, and (ii) to the fullest extent possible, the unenforceable provision shall be deemed modified and replaced by a provision that approximates the intent and economic effect of the unenforceable provision and the Agreement shall be deemed amended accordingly.
 - g. No waiver of any provision of this Agreement or any attachment shall be effective unless it is in writing and signed by the party against which it is sought to be enforced.
 - h. Neither party will be deemed to be in default hereunder, or will be liable to the other, for delay or failure to perform any of its obligations under this Agreement to the extent that such delay or failure results from any event or circumstance beyond that party's reasonable control, including without limitation, delays or failures of any Internet service provider, third-party payment processor or other third party.
 - i. Client has not received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from an Active employee or agent in connection with this Agreement.
 - j. The Products are provided with restricted rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013, or subparagraphs (b)(1) and (2) of the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19, as applicable. The Manufacturer is Active Network, LLC or one of its affiliates or subsidiaries

New in TEAM MANAGER 4.1

This new features list is based on TEAM MANAGER 4.0 Ci, the last release of **TEAM MANAGER 4.0**.

New Features

- All of the optional components are now included in this release as a single complete package.
 - ✓ **Record Match:** automatically maintain and update your team / school records
 - ✓ **Graph Performance:** print a graph indicating each athlete's improvement and overall performance
 - ✓ **Journal/Recruiting:** store notes and athlete recruiting data in your database
 - ✓ **Award Labels:** print award and improvement labels
 - ✓ **Registration Tracking:** stay informed by tracking the status of athletes, coaches, and officials
 - ✓ **Event Tag Labels:** print event entry labels for each athlete
 - ✓ **Pro Network:** share your database access with other users across a local area network

Corrections

- A problem with the Multi-Event Results Report has been corrected.
- A problem with previous selected meet's for multi-event results has been corrected.
- A problem with the Graph tab in the athlete result browser has been corrected.

System Requirements

Hardware:

Minimum: Any 500 MHz Intel or AMD class computer or faster with 1 GB RAM.

Recommended: Any 1 GHz Intel or AMD class computer or faster with 2 GB RAM.

Any Macintosh computer that will run Microsoft's Windows 98, Windows NT, Windows 2000, Windows XP, Windows Vista, Windows 7, or Windows 8 using **Hardware** or **Software Emulation**. Click on [Running Hy-Tek on Your Mac](#) for detail information.

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

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

Evaluation Edition

The **Evaluation** or **Demo** copy of TFTM 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 **TFTM Lite** version. Click [Here](#) for more information on TFTM Lite. Click [Here](#) to find out how to order a Production copy of TFTM.

TEAM MANAGER Lite

TFTM Lite has two functions:

1. As a **Demo** for a prospective Customer to be able to evaluate TFTM 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.

TFTM Lite is FREE to download from the HY-TEK web site's **Download Center** found at **www.hy-teklttd.com**. TFTM Lite is basically the TFTM production version with the **following restrictions**:

- All Exports, **except the Export of Meet Entries and the Export of Athletes/Teams**, are not available.
- All Imports, except the Import of Meet Events, Mark Standards, and Records, are not available.
- The Database conversions from previous versions of TFTM 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 event/distance combination.
- Maximum of two Teams may be entered.
- Maximum of 100 Athletes may be entered.
- Maximum of two Journal Entries may be entered.

Tech Support is available by e-mail at **Support@hy-teklttd.com**. **No Telephone Tech Support is offered for TM Lite.**

How to Use TEAM MANAGER Lite

1. The meet host sets up the meet name and meet events in **MEETMANAGER for Track & Field**.
2. In MEET MANAGER, the meet host clicks **File / Export / Meet Events** for Team Manager and e-mails this Meet Events file to all teams/schools entering.
3. 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.
4. 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. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.
5. The TM person adds their team abbreviation and team name using the Teams Menu and enters their rosters using the Athletes Menu.
6. 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 puts in a custom entry mark. Relays can only be added By Event.
7. The TM person clicks **Reports / Meet Reports / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct.
8. 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.
9. 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.

10. The meet host then creates a Flat HTML report for each team using **Reports / Performance List**. 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 **TEAMMANAGER for Track & Field**, this entry process would be **much easier** as TFTM would use each athlete's Best Mark as the entry mark for the meet - no need to enter a Custom Entry Mark for each entry and each meet. You can order **TEAMMANAGER for Track & Field** right on the web at www.hy-tek ltd.com/store.

How to Get Started

If you are a **new** Customer go to the **New Customers** section below and skip the next three sections about converting a previous Database over to the new TFTM 4.1 Database format.

TEAM MANAGER Release 3.0 or 4.0 Customers

Since the database format for TFTM 3.0, 4.0 and 4.1 are totally compatible, all you have to do after you installed TFTM 4.1 is click on **File / Open**, pick the Database that you previously had opened and click on **Open** and TFTM 4.1 will automatically open that database.

TEAM MANAGER Release 1.2 or 2.0 Customers

After you install TFTM 4.1 and then click on **File / Open**, pick the Database that you previously had opened and click on **Open** and TFTM 4.1 will automatically convert it over to the new format! TFTM 4.1 will **automatically make a copy of your database in a Version 1.2 or 2.0 directory off of your current database directory and then backup your "old" database BEFORE it is converted** so that you can restore that database back to your previous TFTM version if the need arises. Please note that it **is not possible to Open a TFTM 4.1 Database with a 1.2 or 2.0 version of TEAM MANAGER**.

DOS-TM Customers

If you are currently running TEAM MANAGER for DOS product (DOS-TM), you will not be able to convert your database directly over to TFTM 4.1. Please use the **Import/Export** facilities to move your meet results and roster to the new TFTM 4.1 database.

New Customers

It's easy and fast to Get Started using TFTM Set-Up and Customization features. Here is a **step-by-step** procedure for getting started.

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, TFTM will automatically route you to the **System Preferences** screen so that you may customize a number of parameters that will be used by TFTM 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 Team.

Step 2: Enter your Team and Coaches

Click [Here](#) for information on how to Add your Team(s) to the TFTM 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 TFTM 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. Use the Group and Subgroup features of

TFTM instead of different teams to "break out" different sets of athletes. 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](#).

If you want to establish a set of baseline marks for your athletes, set up a meet called "Best Marks", then set up the events for that meet and enter each athlete's Best Mark for each event and distance as Meet Results for that meet. That way when you set up entries for your first meet, TFTM will use these marks as **Entry Marks** 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 Mark Standards

Click [Here](#) for information on how to set-up your Facility or Team Records and click [Here](#) to find out how to set-up or Import Mark Standards.

You might want to run the Record or Mark 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.

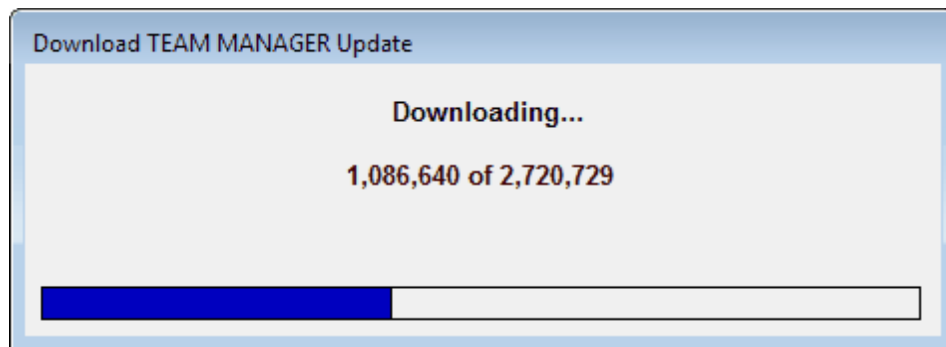
Maintenance Updates

TEAM MANAGER offers two ways to get the latest 4.1 update.

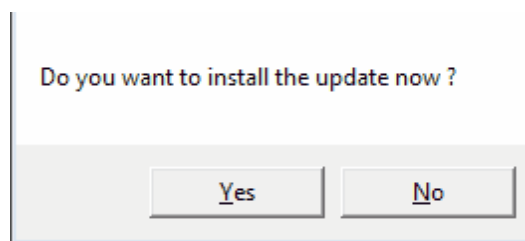
Check for Updates

Periodically, Maintenance Updates are offered that include corrections to reported problems. In order to download and install the current TM Maintenance 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 the TM Update site to see if you are running the current release. If you are already running the most current TM 4.1 release, TM will tell you - just click **OK** and continue. 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 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 when asked to install it now, you can always install the update later by clicking on **File / Install Update**. The update file is named **TFTM4-1Update.Zip** and is always stored in the Download folder under your installation directory - probably **c:\hy-sport\TFTM4-1\Download**.

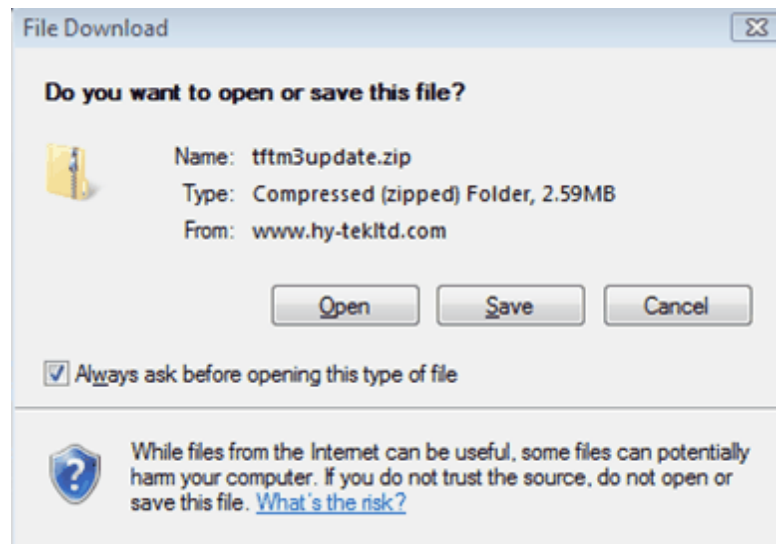
NOTE: Installing an update will have no impact on your database.

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. Or, you may want to use the **Alternative Method for Installing a Maintenance Update** as described below.

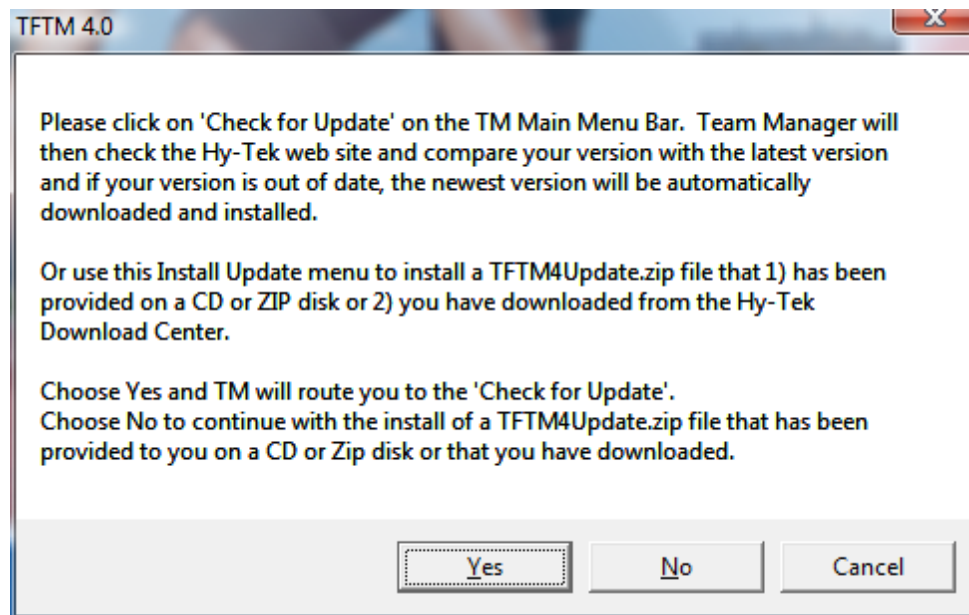
Alternative Method for Installing a Maintenance Update

Go to our web site at www.hy-tek ltd.com and click on [Download Center](#). Then click on the **Update** link on the TEAM MANAGER 4.1 row and the following screen will be displayed.



Choose "**Save**" and then choose where you want to store the TFTM4Update.zip file on your computer. **DO NOT unzip the file yourself** - TM will do that for you.

After the TFTM4Update.zip file has been downloaded and saved, now start TM and click on **File / Install Update** and TM will display the screen below.



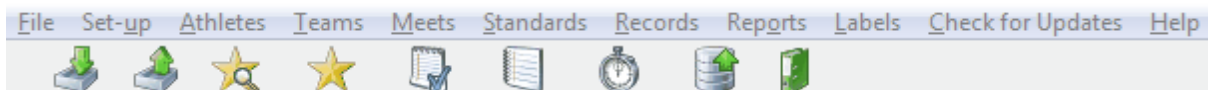
Choose "**No**" and then TM will ask you where you saved the TFTM4-1Update.zip file. Pick the directory that you specified when the file was downloaded and then TM 4.1 will install the update and re-start with the new release.

eLessons

TEAM MANAGER 4.1 for Track & Field provides an extensive series of eLessons that are designed to provide **Online Training** for not only new users of TFTM, but also Customers who have upgraded to TFTM 4.1 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.

Be sure you are connected to the internet and then start up TFTM 4.1 and click on the eLesson icon on the main menu.



eLesson Shortcut ↑

You will be routed to our eLesson web site for TFTM 4.1. Pick the particular eLesson you wish to review and you are on your way with our web based training tool specifically designed for TFTM 4.1.

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 athletes 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 an athlete to different teams depending on the meet, TEAM A, Unattached, All Star, League, etc. without having to change his "real" team assignment in the Athlete Browser screen. If you have assigned an athlete the wrong team for a meet, use the [Meet Entry Browser](#) to delete those entries and then re-declare the entries for that athlete using [Entries by Name](#).

3. I declared a meet entry for the wrong athlete. How can I delete it?

Just use the [Meet Entry 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 athlete's entry.

4. When I declare my meet entries using the Entries by Event screen, TEAM MANAGER lists the eligible athletes in alphabetical order but I want them listed based on their best mark.

Just click on the "underlined" **Best Mark** column header in the [Entries by Event](#) screen and TEAM MANAGER will sort the eligible athletes by Best Marks. Click on the "underlined" **Last Name** column to sort the list alphabetically.

5. My league requires that I pre-enter my athletes in a specific heat and lane. How do I do that?

Use the [Entries by Event](#) screen and choose which athletes you want to compete in an event. Then enter the heat and the lane you wish them to compete under the **Heat and Lane columns** next to each athlete's entry mark.

6. 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 athletes 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 QED and BLUE. DO NOT move any athlete from your FAST team into the QED or BLUE team.
Step 5 Using Entries by Name or Entries by Event, first select Team QED and click on the athlete you are entering in the meet for the QED team.

Step 6 Again, using Entries by Name or Entries by Event, select Team BLUE and click on the athletes 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 athletes on the BLUE team and the QED 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 QED team to FAST and export results of FAST as Export file #1.

Step 12 Change the name of FAST from above back to QED.

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 athlete. 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 athlete's mark is wrong - how do I correct that mark?

You would use the [Results by Name](#) feature and just edit the mark.

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. 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.

5. We have a large team and the athletes 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.

C. Athlete Performances - Best Marks and Improvement

1. How do I find an athlete's Best Mark in the events they have competed in so far this season?

To view an athlete's meet results, use the [Athlete Browser](#), pick the athlete, and then use the [Athlete Results Browser](#) to filter by Best Marks, converted times, all the marks for the season, etc. Click on the Print icon to print a report just for that athlete.

2. The Top Marks Report uses events that do not match what my league uses. How can I get these reports to honor my league's events?

Unless you specify otherwise, TM will use Built-In events for that report. [Click Here](#) to learn how to customize your custom event definitions so that when you run this report, you can choose "Custom" instead of "Publication" events in the Top Marks Report menu.

3. I want to hand each of my athletes a complete one page report of what they have done this season. What do you suggest?

You might want to look at the [Top Marks Report](#), sorted by name (1 athlete per page) and pick All for Top How Many with a Since date sorted chronologically.

4. I want to set up specific Goal Marks for each of my athletes 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 event and distance. Then report progress on those goals using the [Top Marks Report](#) and click on the **Include Goals** check box.

D. Athlete Administrative Reports and Features

1. I have set up all of my athletes' 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. 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 assign one person to maintain all the administrative changes (new athletes, 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.

3. 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 athlete". 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](#).
4. 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 200m Dash. As you set up each record, either enter the current Record Holder and record mark or enter a Dummy Record holder name and very slow mark. 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 mark in the database.

G. 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 HY-TEK 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 replacement CD. If it is not a current release, then you can purchase just an upgrade. [Click Here](#) for information on how to order either Online.
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 for 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 Track & Field software, we believe that we have a responsibility to respond to correct problems in a very timely manner. We have worked very hard to make the update process as fast and easy as possible with the new [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.

7. I am a new user of your TEAM MANAGER software and I have previously set up all my athletes 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 athlete 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 athletes and one for my unattached athletes. 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 subgroup, seasonal dates, etc.

9. I coach a high school team in the winter and a club team in the summer. Each team has its own licensed version of TEAM MANAGER. How do I install my athlete club's version without overriding the high school version on my laptop?

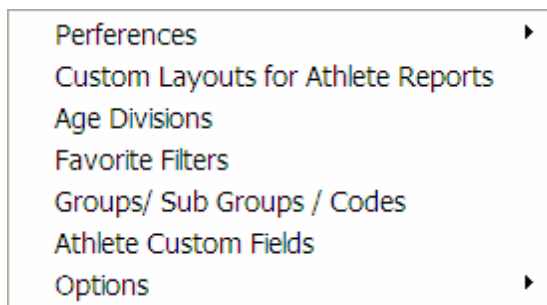
Windows does not allow one to install a second copy of any software product on a single computer. But HY-TEK does offer a very powerful tool that allows you to manage multiple track teams with multiple T&F TEAM MANAGER licenses - [Click Here](#) for specific information on how to do that.

10. I want to post various reports on our web site. How can I do that with TEAM MANAGER?

In order to publish a report on the web, you will need to export it in HTML format. The Top Marks, Meet Results, and Meet Entries reports have a menu option for this called "Flat HTML". You can also export any report in HTML format - [Click Here](#) for information on how to do that.

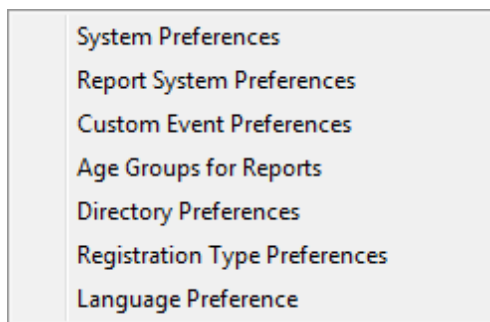
Set-Up and Preferences

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

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



System Preferences

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

System Preferences

Athlete Preferences

Gender Designations

☐ Men/Women (M/W)
☐ Male/Female (M/F)
☒ Boys/Girls (B/G)

Athlete Browser Options

☐ Show Ages
☐ Show Birth Date
☒ Show School Year
☐ Show Middle Initial
☐ Show Birth Year in place of Age
☒ Last Name First
☐ First Name First

Athlete Registration IDs

☐ Show Registration #1
 Name for Registration #1
☐ Show Registration #2
 Name for Registration #2
☐ Show Comp # in Browsers

Meet Age-Up Date for Age Groups

☒ Meet Start Date
☐ MM/DD/YY

System Age-Up Date for Age Groups

☒ Always Age-Up to Today
☐ MM/DD/YY

Team/Athlete Defaults

Country:
 State:
 City:
 Postal Code:

Hand Time Conversions

Under 200	0.24
200 to 400	0.14
Over 400	0.00

English/Metric Conversion

☐ Show English/Metric Conversion for Field Events
☒ Show Average Mile ☐ Show Average Kilometer

Age Grouping

☒ Open
☐ Age Groups
☐ Age Divisions

Dash Distance

☐ 200
☒ 400
☐ 600

Dash Distance is Max distance defined as a Dash. All distances greater will be defined as a Run.

State / Province Labels

☒ Use "State" ☐ Use "Province"
☐ Use "County"

Automated Reminders

Automatic Backup every days
 Automatic Update Check every days

TFTM 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 TFTM 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 Ages
- Show Birth Date
- Show School Year
- Show Middle Initial

- Show Birth Year in Place of Age
- Last Name First
- First Name First

Athlete Registration IDs

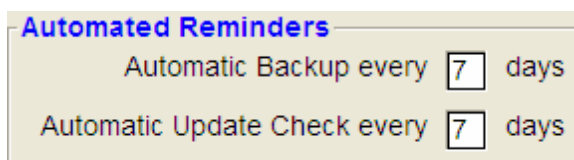
These are optional fields which default to Registration #1 for USATF#' and Registration #2 for AAU#; however, you may rename them and input any other data you wish, such as a Tshirt size.

Show Competitor # in Browsers

This option turns on the Include Competitor # feature in most browsers.

Automated Reminders

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



Automated Reminders

Automatic Backup every days

Automatic Update Check every days

Each time TFTM is started, it checks these two automated reminders. If it's time to check for updates, TFTM will automatically route you to **Check for Updates** and check for new updates on the web. Of course, you must be connected to the Internet in order for this feature to operate. [Click Here](#) for more information about Maintenance Updates.

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 TFTM3Data) or your [Directory Preferences](#) directory if you specified one. The backup file is named **TFTM4-1Archive-xxxxxx-01.zip** where xxxxx is the name of your TFTM Database. TFTM will maintain up to 10 backups cycling through file names ending in 01, 02, 03, ... up to **TFTM4-1Archive-xxxxxx-10.zip**. [Click Here](#) for information on how to Restore an Automatic Backup.

Team/Athlete Defaults

Select Country, State, City and Postal Code Defaults, and TFTM will use these values whenever that information is required in the Athlete or Team Set-up.

Hand Time Conversions

These are the IAAF and USATF standard defaults:

- .24 for 200 or less
- .14 for up to 400
- .0 for over 400

Click on the boxes to change defaults for high school or NCAA conversions.

Hand Time Conversions are displayed in all the Performance Browsers (Individual Results Browser and Meet Results Browser) as well as in the Top Marks Report and the Meet Results Report.

English/Metric Conversion for Field Events

You have the option to show average 1000m or average mile. If you want field event conversions shown

on reports, check the box.

A new Metric/English choice has been added to the [Graph feature](#) for field events, provided you have the English/Metric Conversion box checked to display converted marks for field events.

Age Grouping

Select the Age Grouping default based on which of the three categories the majority of your meets fall under: Open, Age Groups, or Age Divisions. If you select Age Division, you will have those Age Division filter choices for various Athlete Roster Reports.

- **Age Group** means only accept athletes for recording marks in the event if their age matches the age group range as of the age-up date for the meet where the performance occurred.
- **Age Division** means select a division from the Age Divisions list (Setup Menu). If you are set-up with Youth Athletics Divisions, then the event will only accept athletes for recording marks in the event if their birth date matches the birth date range as defined by the division and the date of the meet. Note, however, that a Division could be Open and allow all birth dates if the age range for the Division is 0-99.
- **Open** means there are no age limitations, and anyone can have marks recorded in the event. For schools or colleges designating events as Varsity or Junior Varsity, use the Open selection.

Note: If you select **Open**, then when you add a new Team, the Team Type will default to **School**. If you choose **Age Group** or **Age Division**, then when you add a new Team, the Team Type will default to **Age Group**.

Meet Age-Up-Date for Age Groups

Each meet that you set up will have its own Meet Age-Up-Date. So when you setup a new meet, TM will automatically store either the Meet Start Date or any other arbitrary date that you specify in that Meet Age-Up-Date field. This date will be used to calculate the athlete's age for that meet based on this date and the athlete's birth date.

System Age-Up-Date for Age Groups

Anytime an Athlete is displayed in a grid, browser, or report and you have declared that your database is for an Age Group team, then TEAM MANAGER will compute that athlete's age based on this System Age-Up-Date and his/her birth date. So if you want the athlete's age always computed based on Today, then select that option. But say if you want each athlete's age computed on a specific date as is done in Australia's Little Athletics, then you might enter October 1 and the current year so that all athlete's ages are computed based on that date.

Dash Distance

Dash Distance is the maximum distance defined as a Dash. All distances greater than the selected distance (200, 400, or 600) will be defined as Runs. The program defaults to 400 as the maximum Dash Distance. Your selection of the maximum Dash Distance is important to ensure uniformity in Records, Mark Standards, Result Imports, and Results. For example, a maximum Dash Distance of 400 will label 400 and below distances as "Dash", thus preventing both a 400 Meter Dash and a 400 Meter Run in the same TFTM database.

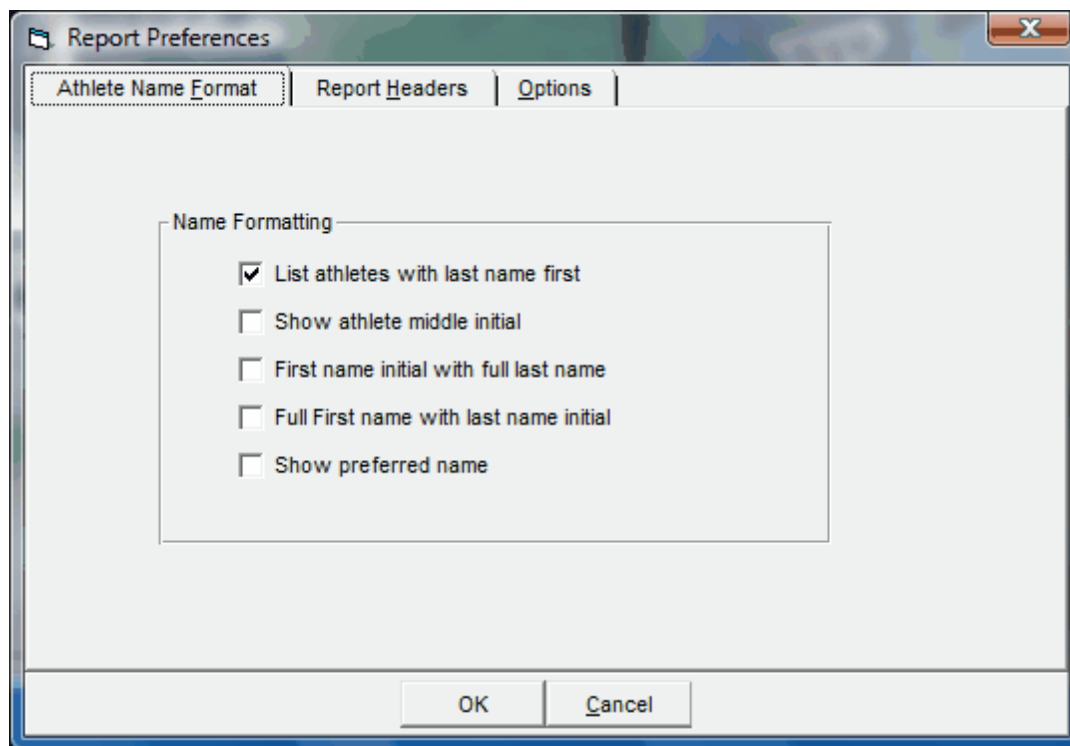
If you wish to globally change the maximum distance for all Dash results, just edit this field and change the Max distance. For example, if you have imported some results that may have had the incorrect Dash/Run setting, just edit the Maximum Dash distance to say 200 and click Yes when TFTM asks you to confirm the change. Then change it back to 400 and TFTM will make sure that all of the 400 and less distances have been set to Dash and all others have been set to Run.

State or Province Labels

Choose "Use State", "Use Province", "Use County" and TFTM will display those tags on any screen or report that shows state/province..

Report Preferences

To set up various report preferences, click on **Set-up, Preferences**, then **Report Preferences**.



Athlete Name Format

You have the option of customizing how you want Athlete names displayed.

Report Headers

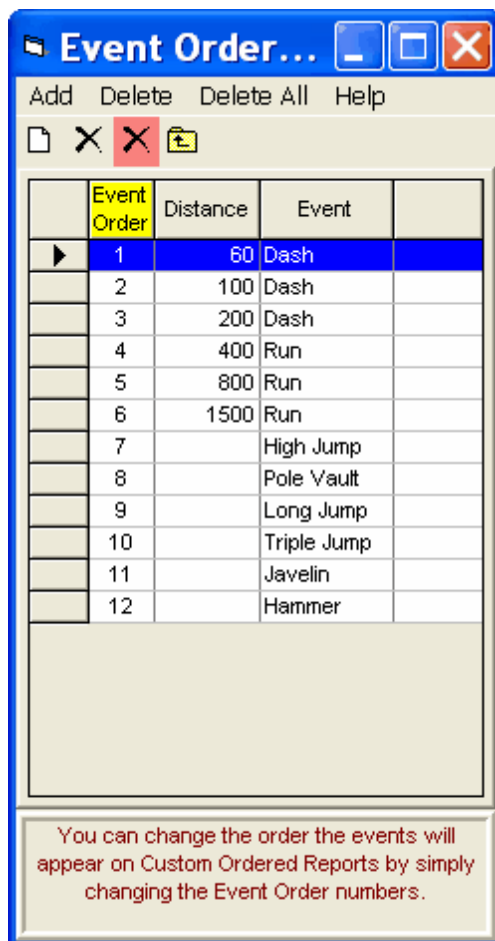
You may enter a one line or two line header that will be centered and printed at the top of every report.

Options

- 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 Meter Dash
 - * **Senior** - Men's Senior 100 Meter Dash
 - * **No Designation** - Men's 100 Meter Dash
- You can choose "**Dash**" or "**Sprint**" to describe short distance running events.

Custom Event Preferences

The Custom Event Preferences is grid and menu designed for the **Top Marks Report** so that you can select either **Publication Order** or **Custom Event Order**. To set these up, click on **Set-up**, then **Custom Event Preferences**.



Age Groups for Reports

To customize a specific set of age groups for the Top Marks Report, click on **Set-up, Preferences**, then **Age Groups for Reports**.

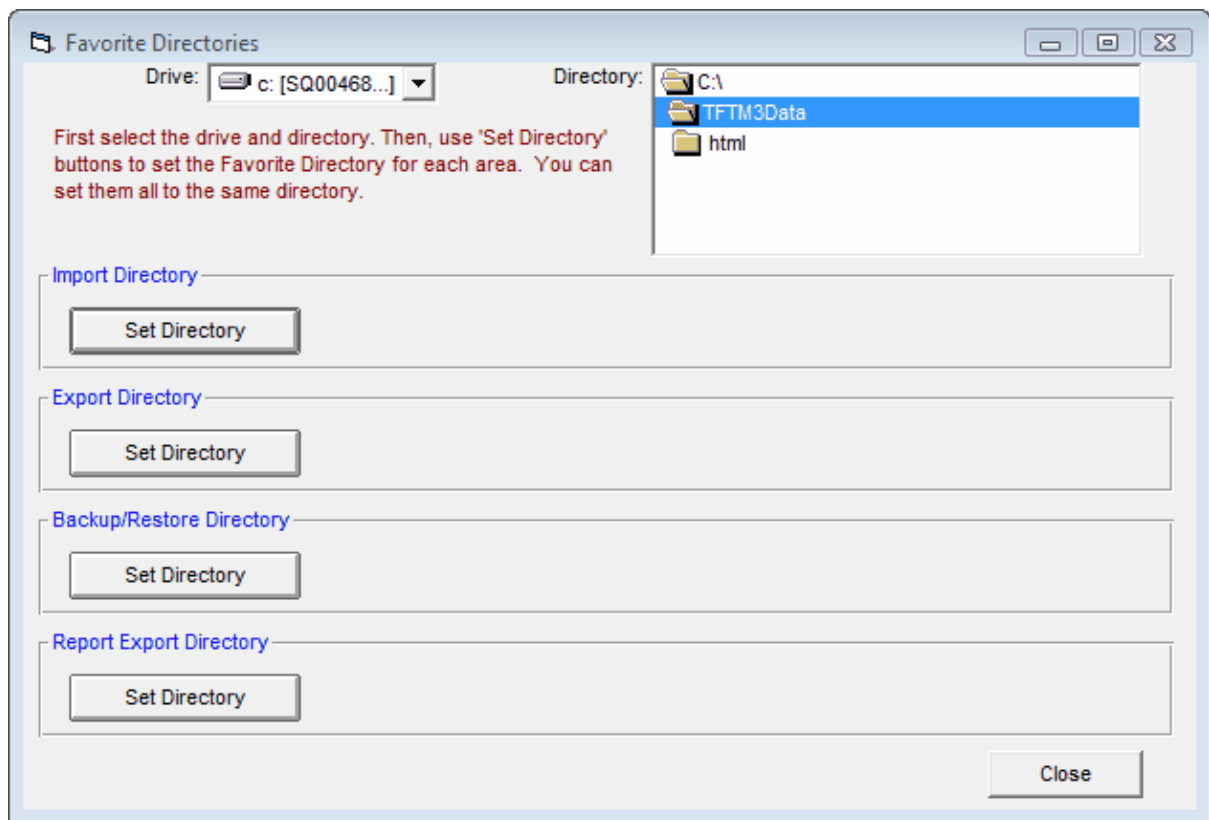
High Schools and Colleges will normally not use this selection. This default is for use in customizing the Top Marks Report by clicking on the Age Groups radio button on the Age Grouping tab. **It is not used for labeling events.** The box above enables you to pre-set your age group list and then select the age ranges to be used in the **Top Marks Report**. Just check the boxes for the age groups you want listed.

	Low Age	High Age	Use in Report	
▶	0	8	<input checked="" type="checkbox"/>	
	9	10	<input checked="" type="checkbox"/>	
	11	12	<input checked="" type="checkbox"/>	
	13	14	<input checked="" type="checkbox"/>	
	15	16	<input checked="" type="checkbox"/>	
	17	18	<input checked="" type="checkbox"/>	
	0	99	<input checked="" type="checkbox"/>	

You may edit any of the fields on the form directly. The Low Age must be lower than or the same as the High Age.

Directory Preferences

To customize Directory names for various TFTM functions, click on **Set-up** then **Preferences** then **Directory Preferences**.



TFTM 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 TFTM 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 TFTM 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 TFTM 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 TFTM will then default to this directory name whenever you want to use the report menu screen option as an flat HTML version of a Report.

Registration Type Preferences

Athlete Registration Preferences

Under the **Reg Type** column are letters A through L. Highlight a letter, type in up to 6 letters in the

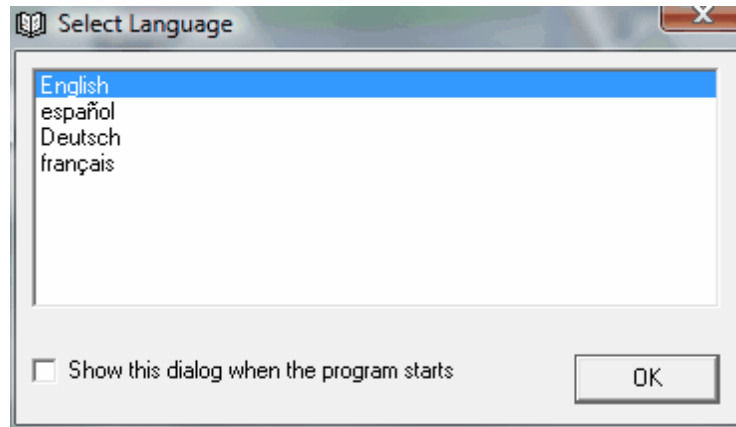
Category column, and then add the appropriate name in the **Full Name** column.

Team Registration Preferences

Under the **Reg Type** column are numbers 1 through 12. Highlight a letter and then add the appropriate name in the **Name** column.

Language Preferences

Specify a language from the list below and TFTM 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 3.0Ba.

Phase 2 - Reports

Some of this has been completed in release 3.0Ba 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.

Custom Layouts for Athlete Reports

When you enter an athlete into your TFTM Database, you have the option of entering a great deal of information. **TEAMMANAGER** offers many types of Athlete Reports and many ways to sort and customize each one. In addition to those "Canned" reports, TFTM 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 athlete 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.

Custom Athlete Report Layout

Add Layout Delete Layout Print Preview

Available Layouts **Athlete Emails** Portrait (95 characters / line) Landscape (125 characters / line)

Report Title

Sort Fields (drag from Line 1)

Drag to Lines 1, 2, or 3

Column Headers Column widths are the same as Line One. Headers trimmed to width.

Line 1 Change the second row numbers to adjust how many characters per field

Line 2

Report Fields

Save Close

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 to toggle between left and right justifying the field that has been selected.

Justify Column

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 Divisions

Age **Divisions** are primarily designed for Youth Athletics teams because of their birth date range structure. High Schools and Colleges normally set-up each event as **Open** and should NOT use Age Divisions. **Note:** Click [Here](#) for more information on setting up Event Divisions such as JV & Varsity for High School (See Groups/Subgroups/Codes).

The division eligibility formulas allow you to define the division in a way that will **universally apply to all meets**. The age range and the low and high date calculation method are used to figure out which athletes fit in the division. This formula then would apply to all meets and would **depend on the date of the meet**.

These are the default Age Division codes:

SB	Sub-Bantam	0-8	Day 1 of Meet	Year of Meet
BN	Bantam	9-10	Year of Meet	Year of Meet
MI	Midget	11-12	Year of Meet	Year of Meet
YH	Youth	13-14	Year of Meet	Year of Meet
IN	Interim	15-16	Year of Meet	Year of Meet
YG	Young	17-18	Year of Meet	Last Day of Meet
MAS	Masters	19-99	Day 1 of Meet	Day 1 of Meet

Merge Division Codes

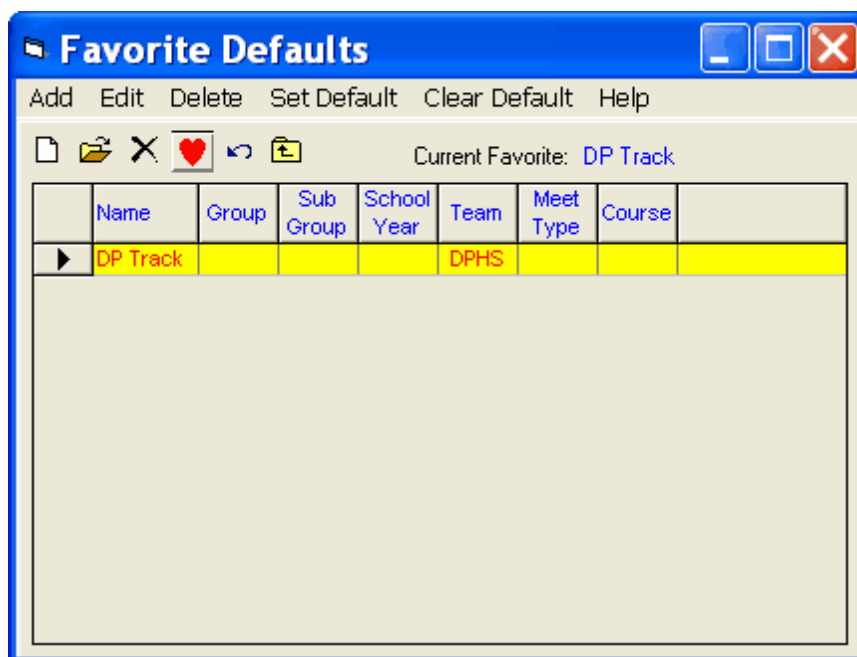
As discussed above, TFTM allows you to "name" a Division for Youth Division Events. TFTM automatically sets up standard Division Codes for each of the Youth Divisions - for example, **BN** for Bantam, **MI** for Midget, and **YH** for Youth. However when you import meet results from MEET MANAGER, Division names will be imported as "numbers". For example, if you are importing meet results from a Youth Division type meet, Midget events may be imported as a Division code of "1" and Bantam events may be imported with a Division code of "2". If you wish to name those Division code "numbers", click on **Set-up** then **Divisions** and then highlight, for example, the code "1" and click on **Edit** and then change it to "**MI**" and click **OK**. TFTM will ask you if you wish to merge that Code with the one that exists - click **Yes**. Now do the same for the code of "2" and edit it to match the one that exists for "**BN**".

Favorite Filters

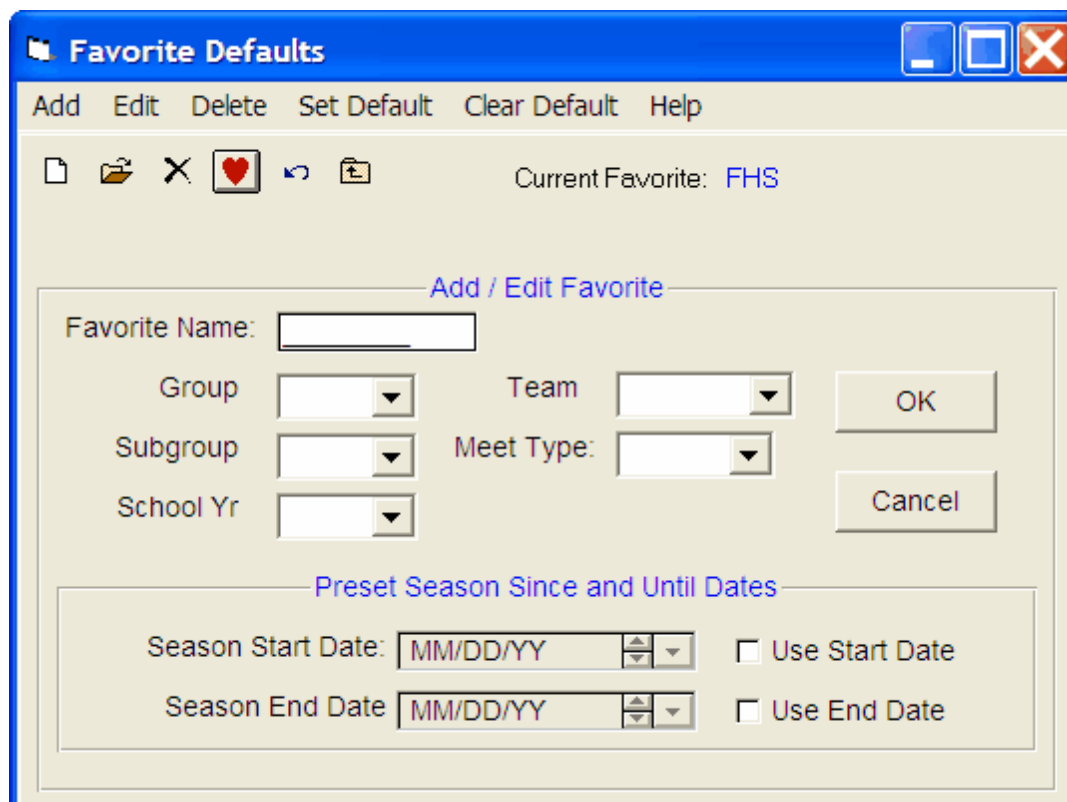
Many of the TFTM Report Menus, as well as Entries and Results screens and browsers, offer many "**filters**" so that you may customize the set of information you are looking at. For example, if I am the Senior coach for a particular Age-Group Team, when I run reports or look at results, I generally want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

In order to set up a group of "Favorite Filters" that will tell TFTM to select them 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**.



For example, enter:

Filter Name:	Coach Bill
Team:	NATC
Group:	P1
Subgroup:	SR

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, TFTM 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 to permanently remove them.

Please 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

TFTM 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
- Meet Type
- Event Division
- Regions

For example, you might want to designate **groups** of athletes based on the coach that is responsible for their training. Or you might want to set up Groups based on the location where they train and then use **subgroups** to designate elite, novice, distance or sprint athletes.

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.

You can set up different **Meet Types** so that you can get a Top Marks Report for all results in the Championship 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 **Event Divisions** - for example, JV or Varsity in which the events in the meet are classified for one of those two Divisions - Men's Varsity Javelin Throw and JV Javelin Throw. The Event Division designation is specified when you set up each event.

You have the option of assigning Teams to a specific **Region** of your T&F organization.

Merge Event Division Codes

As discussed above, TFTM allows you to "name" a Division for Open High School or College Events.

TFTM automatically sets up two Division Codes named V for Varsity and **JV** for Junior Varsity. However when you import meet results from MEET MANAGER, Division names will be imported as "numbers". For example, if you are importing meet results from a High School or College meet, Varsity events may be imported as a Division code of "1" and JV events may be imported with a Division code of "2". If you wish to name those Division code "numbers", click on **Set-up** then **Groups/Subgroups/Codes** and then highlight, for example, the code "1" and click on **Edit** and then change it to "**V**" and click **OK**. TFTM will ask you if you wish to merge that Code with the one that exists - click **Yes**. Now do the same for the code of "2" and edit it to match the one that exists for "**JV**".

Now when you print the Meet Results Report or view meet results from any of the TFTM browsers, the column for Event Div will read as "**V**" or "**JV**" instead of "1" or "2".

Add, Edit, or Delete Codes

To Add or Edit your TFTM Codes, click on **Set-up** from the Main Menu Bar and then click on **Group/Subgroup/Codes** and TFTM 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.

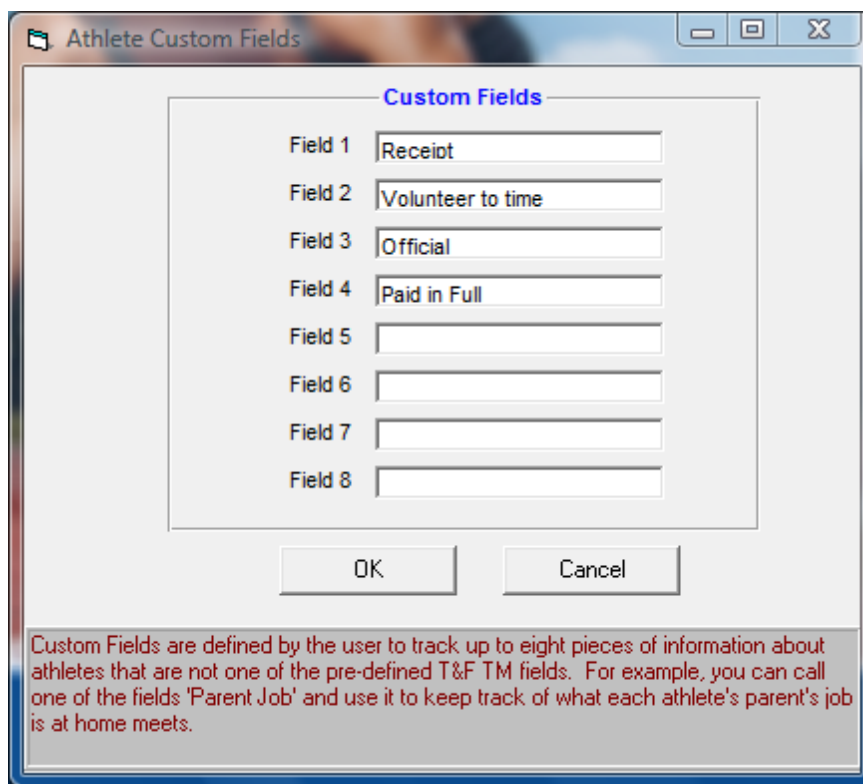
Codes Report

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.

Athlete Custom Fields

TFTM can store information for up to eight Custom Fields for each Athlete. The custom fields may be named, and then information can be entered for each field for any athlete. For example, you might want to keep track of parent volunteer information about each athlete - who has volunteered to time, to run the snack stand, to setup prior to a meet, etc.

Click on **Set-up** then **Athlete Custom Fields** to Add or Edit up to three Custom field names for each Athlete.



This section is designed for you to **Name the Custom** fields - for example, "Volunteer" 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.

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**, TFTM will ask you to choose the Drive and Directory where the Picture file is located. Click on **OK** and TFTM will import that file and use it as the background for your TFTM Desktop. If the imported picture causes an error, use Windows Explorer to delete the file named tftm.bmp from the directory where TFTM is installed (usually C:\hy-sport\TFTM4-1) and then start TFTM again.

File Menu

From the TFTM Main Menu Bar, click on **File** to get a list of TFTM's file management and utility features as show below.

Open / New	Ctrl+O
Open Demo Database	
Backup	Ctrl+B
Restore	Ctrl+R
Unzip File	
Repair/Compact Database	
Purge	▶
Import	▶
Export	▶
Install Update	
Disable Network Login	
Open in MultiUser Mode	
Network Administration	
Journal	
License Management	
Exit	Ctrl+Q

Utilities

Open a Database

Open a NEW Database

Click on **File** then **Open/New** and TFTM will display a standard Windows directory window. TFTM will default to the directory name **TFTM3Data** - we suggest that you keep all of your TFTM 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 "NATC-Summer-2008" or "MyTeam" as the file name and click on the **Open** button, and TFTM will create a new database with that file name and initialize the database for you.

TFTM will automatically route you to the **System Preferences** data entry screen. Make any default selections you choose.

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

Open a Database That Was Previously Created

Click on **File** and at the bottom of the File pull-down menu window, TFTM will show a list of the **last 5 TFTM databases** that have been opened. Just click on the one you wish to open, and TFTM will do the rest. If you wish to open a database that is not on the most recent list, click on **Open/New**, and TFTM will display a standard Windows directory screen. TFTM will default to the directory name **TFTM3Data** - we suggest that you keep all of your TFTM Databases in this directory.

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

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 athletes.

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.

Backup a Database

[How to Restore Your Database](#)

Backing up a database means making a copy of it on a CD, 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.

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 August 8, 2009."

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, TFTM will name the backup file as follows:

tftm4-1Bkupxxxxxxxxx.ZIP

where xxxxxxxxxxxx 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 CD, thumb drive, or your hard drive, TFTM will not overlay any previous backup files. But if you Backup your Database to a diskette (on your A Drive), TFTM will erase the information on the diskette before backing up your Database and storing on your diskette.

Restore a Database

[How to Backup Your Database](#)

Restoring a database means to copy the database information from a backup disk(s) onto your hard drive. If you wish to Restore a TFTM database, you **always have to use a set of Backup disk(s)** created from a TFTM backup process. Please click [Here](#) for information on **How to Backup Your Database**.

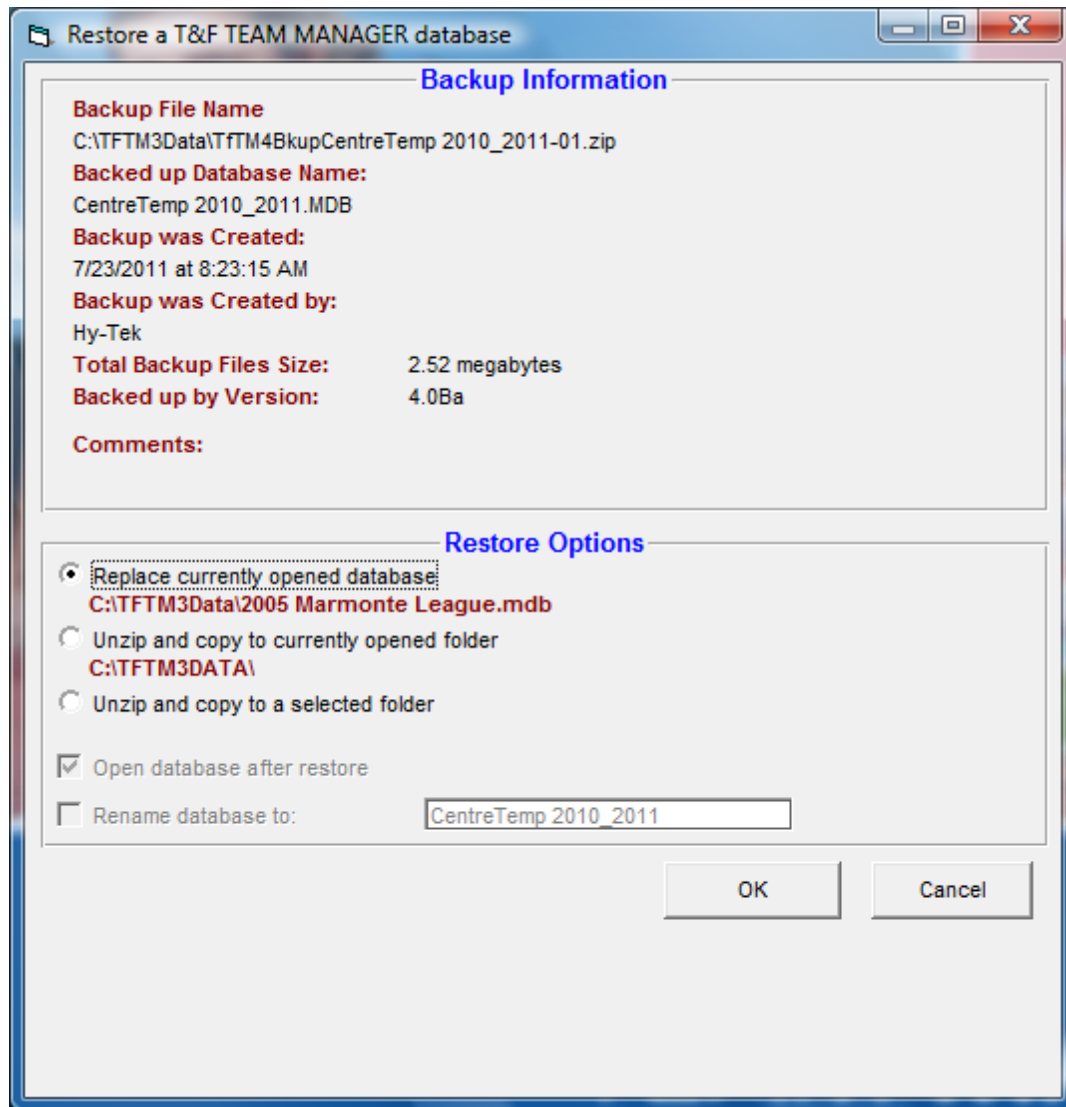
You may want to restore your database from a previously created backup because:

- 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 TFTM 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 than 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 TFTM 4.1, the file name will be of type **TFTM4-1Bkup*.zip**.
- If you are restoring a backup created by TFTM 4.0, the file name will be of type **TFTM4Bkup*.zip**.
 - If you are restoring a backup created by TFTM 3.0, the file name will be of type **TFTM3Bkup*.zip**.
 - If you are restoring a backup created by TFTM 2.0, the file name will be of type **TFTM2Bkup*.zip**.
 - If you are restoring an old TFTM 1.2 Backup, then click on **Files of Type** and pick the **TM I Backup Files** choice - the file name will be of type **tftmBkup*.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 **tftmArchive*.zip**.

Click on the **Open** button, and TFTM will display information about the backup including the comments that were entered when the Database was backed up.



TFTM 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, TFTM 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 TFTM 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 TFTM 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 TFTM 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 track that will be running the meet - Here's How:

1. **Backup** up the Database
Please click [Here](#) for the instructions for Backing up your Database.
2. **Install TFTM** on your Meet Computer
Please click [Here](#) for the instructions for Installing TFTM.
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 track now has exactly the same Database as you have on your home computer.

Repair or Compact a TFTM Database

The TFTM 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 TFTM Database.

We recommend that you backup your TFTM Database BEFORE you use this feature. Please click [Here](#) for information on **How to Backup Your Database**.

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

Unzip a File

There may be a circumstance where you want to unzip a file that has been sent to you or that you created with TFTM. 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 TFTM 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, TFTM will automatically unzip them for you.

Purge Items in Your Database

TFTM 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**. TFTM will display a list of Database item purge choices as follows.

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 athletes, with or without their meet results.

Use the Athlete Filters to selectively remove athletes, for example, you might want to remove all of your Senior athletes from your Database, or, you might want to purge all the athletes in a particular Group or Subgroup or Age Range.

Use the Purge Options

- ▶ to either **totally** remove athletes and all data concerning them
- ▶ to selectively remove athletes' results, such as all but the best marks, a certain number of best marks, or all marks (while retaining all other Athlete Information).

Purge Meets

Choose this purge option to remove any particular Type of meets (Championship, Dual, Invitational, Novice, Regional, or Sectional) or a date range of meets. [Click Here](#) for more information on Meet Type and how to set them up. This purge also removes all of the meet results for the meets selected.

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.

Open in Multi-User Mode

The **Open in Multi-User** or **Single User Mode** toggle selection applies to the Network feature. Click [Here](#) for more information about this feature.

Network Administration

Click on **File / Network Administration** and **TFTM** will display a list of the nine User Names with the name of the computer associated with each logged-on User Name.

Logged-In	User Name	Password	Confirm Password
<input checked="" type="checkbox"/> TOM	<input checked="" type="radio"/> Admin		
<input type="checkbox"/>	<input type="radio"/> Coach 1		
<input type="checkbox"/>	<input type="radio"/> Coach 2		
<input type="checkbox"/>	<input type="radio"/> Coach 3		
<input type="checkbox"/>	<input type="radio"/> Coach 4		
<input type="checkbox"/>	<input type="radio"/> Coach 5		
<input type="checkbox"/>	<input type="radio"/> Report 1		
<input type="checkbox"/>	<input type="radio"/> Report 2		
<input type="checkbox"/>	<input type="radio"/> Report 3		

☒ Remove all logged in users except Admin

Done

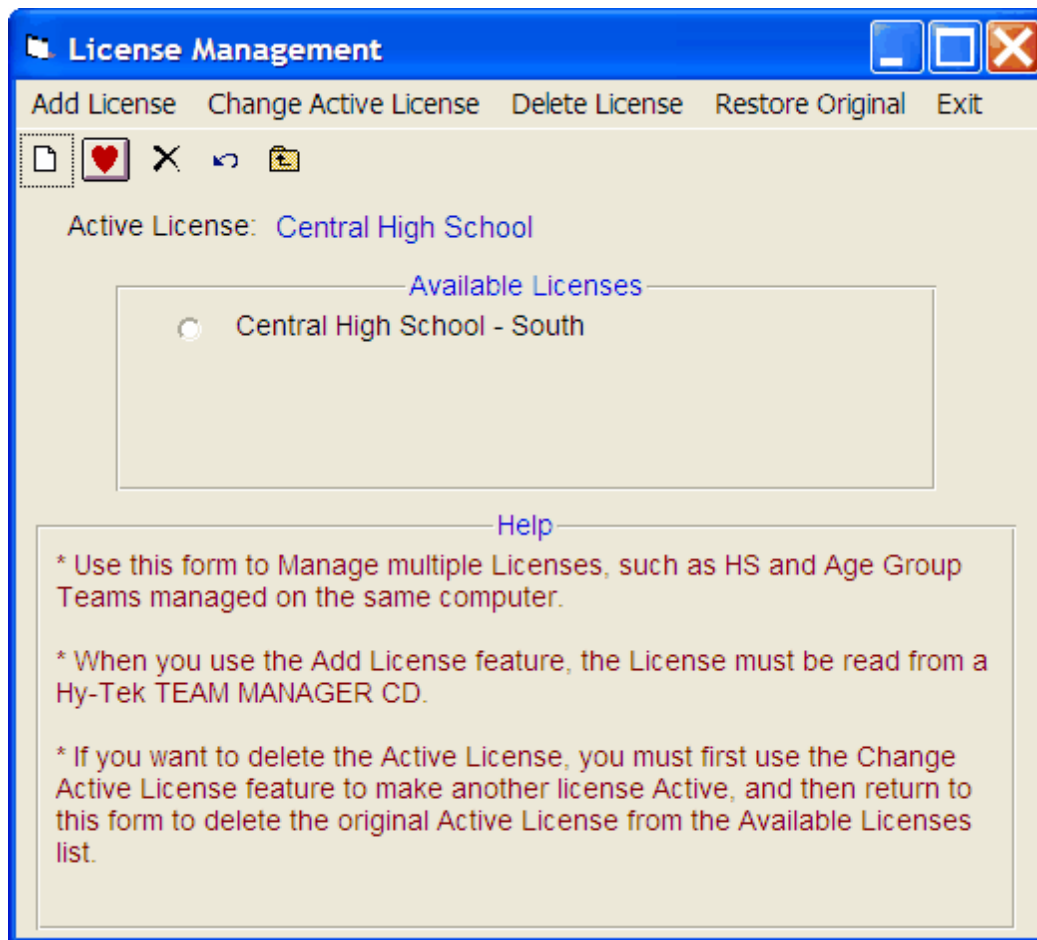
If one of the users that have logged into TFTM did not properly exit TFTM before shutting down the PC, TFTM will not have a chance to record the fact that the user is no longer connected to the shared Database. Under these conditions, TFTM will not permit that user to log on again. To remedy this situation, log on to TFTM as the Admin in Single User Mode and then click on **File / Network Administration** and click on the check box to "**Remove all logged in users except Admin**" and TFTM will clear the information from the log record and now that user will be able to log in again. Sometimes, it is not possible to clear that information without going and deleting the file that contains the information about who is logged on. Exit TFTM and then use Windows Explorer and go to the Database directory that is being shared that contains the TFTM database. Click on the Windows Explorer option to "Show Hidden files" and delete the file with the .pxx file extension. Restart TFTM and you should be set.

License Management

This feature is designed specifically for Customers who want to use more than one T&F 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 T&F TEAM MANAGER. And for the purposes of this example, let's say we have two teams we are working with - Central High School and Central High School-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 Central High School Team license when managing athletes, meets, and other information for the Central High School-South Team.

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



Add License

Click on this option to copy a T&F TEAM MANAGER License from a T&F TEAM MANAGER CD into your License Management database. You can use this feature to also update your current TFTM License.

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 TFTM will 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 TFTM,

you will have to re-add any other licenses you have from their original T&F 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 **CentralHighSchool-South** which matches the Active License in the example above.

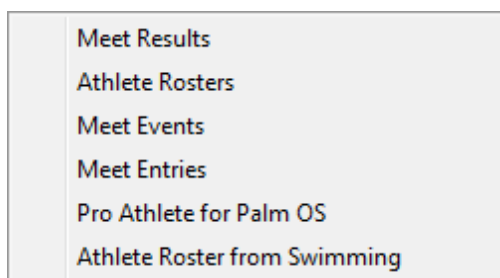
After you click **OK**, TM will search the HY-TEK web site for your license and will download and replace the Active License with the downloaded license. After the license is replaced, you can go to **Help / About** to verify the new license. You would do this to add an option to your existing TM License.

Import

TFTM offers a powerful set of import choices to help minimize your data entry tasks. When you import Athletes, TFTM goes through the following process to find a correct match for each athlete being imported into your Database. TFTM looks for a match of Last Name, First name, Gender, and Team. If all of these match, then **TFTM** imports the data for that athlete. If an Athlete does not meet the criteria, then **TFTM** adds that Athlete to the Database, **provided** you have checked the **Add New Teams/ Athlete** check box in the Import menu screen.

When importing information, if **TFTM** 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.



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. In 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 TFTM Database. Examples of files that you will **NOT** be able to use for import are:

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

Examples of files you may be able to import are:

- TCL01-01-TCL
 - TCL01-01-TCL
 - Zfile01.zip
- Meet Results from COMMLINK or WIN-MM
 - Meet Results from WIN-MM
 - Zipped Meet Results from WIN-MM

From the T & F TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Meet Results**.

The 'Import Results' dialog box contains the following information and controls:

- File Name:** C:\Hy-Sport\TFTM3\TFTMTemp\TCL01-01.tcl
- Created by:** La Grande High School **version:** MM 2.0Df on 06/04-09 4:21 PM
- File Type:** MEET MANAGER to TEAM MANAGER Results
- Meet Name:** 2001 USATF Junior Olympic Championships **Start Date:** 07/24/01
- Indoor/Outdoor:** Radio buttons for **Outdoors** (selected) and **Indoors**.
- Import Criteria:**
 - ☐ Overlay duplicate results
 - ☐ Add New Teams/Athletes
 - ☒ Import Relays
 - ☐ Include Competitor Numbers
 - ☐ Use From Date: MM/DD/YY
 - ☐ Use Thru Date: MM/DD/YY
 - One Team:
- Import Statistics:**

	Records Processed
Meets	<input type="text"/>
Teams	<input type="text"/>
Individual Results	<input type="text"/>
Relay Results	<input type="text"/>
- Buttons:** OK, Cancel
- Status Bar:** Import File Checked - Click OK to Import

TFTM 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. TFTM 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, TFTM will unzip that file into a temporary directory named **ZipTemp** 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, TFTM 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, TFTM 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.

Ready To Import

At this point in the process, TFTM is ready to import the results from this meet and integrate those

results into your TFTM 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 athletes have been entered), click on the **Add New Teams/Athletes** check box and TFTM will populate your Database with the team and athletes included on the Meet Results file. Normally, we **DO NOT** recommend that you check this box because you may introduce **duplicate athlete names**. For example, if the athlete in your TFTM Database is named "William Bates" and he was entered as "Bill Bates" in the Meet Manager Database, TFTM will not find a match and add him if you selected the Add New Teams/Athletes check box. Now you have duplicate records for essentially the same athlete.

Venue

If the Import file does not contain information designating either an Outdoor or Indoor venue, you must select either **Outdoors** or **Indoors**.

You can request that TFTM 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 Marks or specific Meet Results file built by another TFTM Database, you can also filter the import by date.

If you wish to import Competitor Numbers, click the check box **Include Competitor Numbers**.

How TFTM Matches Athletes

When you import Meet Results, TFTM goes through the following process to find a correct match for each athlete being imported into your Database.

TFTM looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TFTM imports the data for that athlete. If not, then TFTM 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 TFTM 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 TFTM is concerned, Bill Bates is a new athlete. 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.

Import Athlete Roster

This is a great feature for moving new or updated administrative information from one TFTM Database to another, for moving athlete administrative information from the **WIN-TM** Database to a TFTM Database, or for moving athlete administrative information from the **Sports Business Manager** Database to a TFTM Database. Click [Here](#) for more information on the **Sports Business Manager**.

From the T & F TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Athlete Roster**. TFTM 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. TFTM will select all the files with the following file extensions - **TCL** from a TFTM Database, **TCL** from a Business Manager Database, and **ZIP**. Pick the one you wish to import and click on **OK**.

If you selected a ZIP file, TFTM will unzip that file into a temporary directory named **ZipTemp** 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, TFTM 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, TFTM 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, TFTM is ready to import Athletes and integrate them into your TFTM Database. If this information has been exported from another TFTM Database, you have the option to "**overlay**" or "**update**" administrative information about an athlete. For example, a parent volunteer has updated e-mail or contact mailing information about a number of athletes and has exported this information on a diskette and provided that diskette to you. Now as you import this information, TFTM 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 TFTM Database to another.

In general, we recommend you click on **OK** and **accept the defaults**. But if you have an **empty database** (no athletes have been entered), click on the **Add New Teams/Athletes** check box and TFTM will populate your Database with the team and athletes included on the Meet Results file. Normally, we **DO NOT** recommend that you check this box because you may introduce **duplicate athlete names**. For example, if the athlete in your TFTM Database is named "William Bates" and he was entered as "Bill Bates" in the Meet Manager Database, TFTM will not find a match and add him if you selected the Add New Teams/Athletes check box. Now you have duplicate records for essentially the same athlete.

If you wish to import Competitor Numbers, click the check box **Include Competitor Numbers**.

How TFTM Matches Athletes

When you import Athletes, TFTM goes through the following process to find a correct match for each athlete being imported into your Database.

TFTM looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TFTM imports the data for that athlete. If not, then TFTM 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 TFTM 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 Events

[Meet Browser](#)

Instead of manually setting up a meet and the events for that meet, you can easily import that information from our **MEETMANAGER** software. Contact the meet host and ask for a MM Meet Setup file - this file has the file extension **.EV1** and it may be zipped and have a file extension of **.ZIP**. This file will contain the meet name, date, etc. as well as information about each event in that meet including meet entry qualification marks and the sessions setup.

From the T & F TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Meet Events**. TFTM

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. TFTM will select all the files with the following file extensions - **EV1** and **ZIP**. Pick the one you wish to import and click on **OK**.

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

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

Import Meet Entries

This is a great feature when you want to merge two or more meet entry files that have been exported from TFTM Databases that have been installed on different computers. Coach 1 may set up entries on his computer for the Women and Coach 2 may set up entries for the Men. 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 - **TCL** 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 **TFTMTemp** 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, setup the events that have been included in the Import file, and then import the entries.

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 55m dash and event #5 in the TM Database for this meet is the Girls 13-14 200m dash, 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 athletes will be added as "New Athletes".

TM will also indicate if there are athletes that exist in the Import file that do not exist in the TM Database. If there are any "new" athletes, TM will give you the choice to Add those new athletes 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" athletes will be set up as "Custom Marks" since there would be no "Best Marks" in the TM Database for a meet entry for a new athlete. Otherwise, the mark used for the meet entry will be the standard "Best Mark" in the TM Database at the time a Meet Entry report is printed or a Meet Entry Export is executed.

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

NOTE: Entry declarations for **Heat/Lane** or for **Relay Only Athletes** 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 Relay and there is a Girls 400 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 TFTM Matches Athletes

When you import Meet Results, TFTM goes through the following process to find a correct match for each athlete being imported into your Database.

TFTM looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TFTM imports the data for that athlete. If not, then TFTM 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.

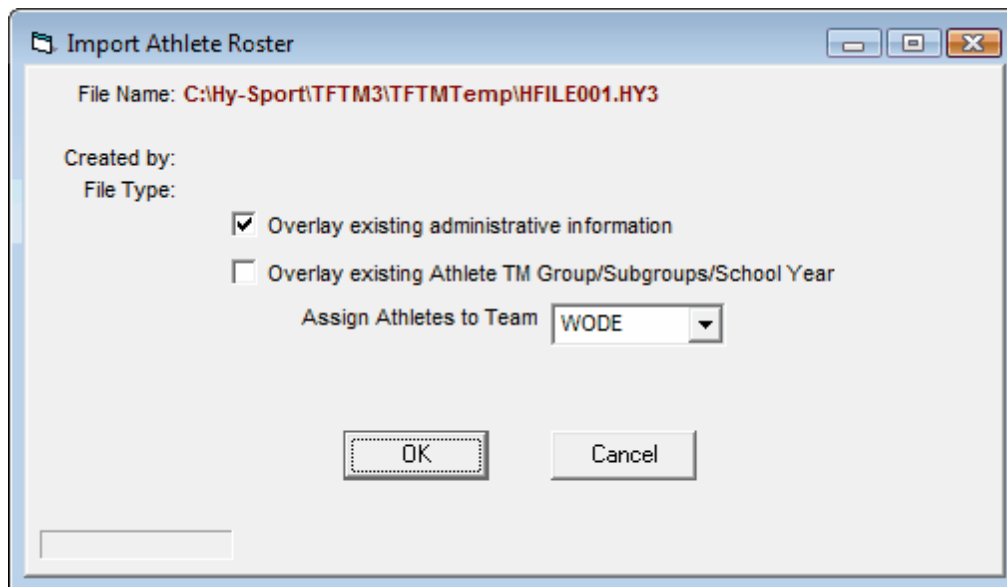
Import Athletes for Swimming

This is a great feature for moving athlete administrative information from a TEAM MANAGER or MEET MANAGER Swimming database into your T&F TEAM MANAGER database.

From the T & F TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Athlete Roster for Swimming**. TFTM 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. TFTM will select all the files with the following file extensions - HY3 from a

Swim TM or MM database. Pick the one you wish to import and click on **OK**.

If you selected a ZIP file, TFTM will unzip that file into a temporary directory named **ZipTemp** 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, TFTM 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, TFTM 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, TFTM is ready to import Athletes and integrate them into your TFTM Database. You have the option to "**overlay**" existing administrative information about an athlete as well as the Athlete Team Group/Subgroup/School Year information. TFTM will also ask you to choose which team in your TFTM Database to use to assign the new athletes to. If this is a new TFTM database, you will have to set up a team first before continuing with this import.

Exception Report

You will be notified if TFTM 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.

Export

TFTM provides an extensive set of export options to minimize having to re-enter the same information. Click on **File / Export** and pick from the following list.

Meet Entries
Meet Results
Best Marks
Athletes/Teams
Athlete Fields in CSV format
Athlete Email
Pro Athlete for Palm OS

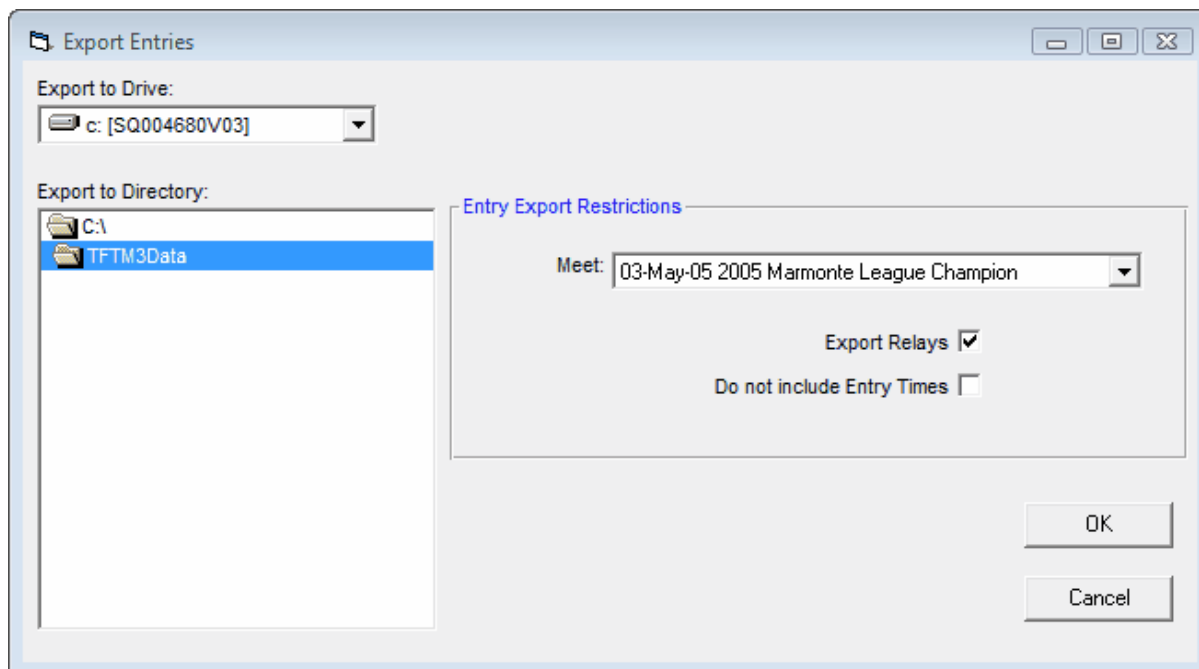
Export Meet Entries

[How to Declare Meet Entries](#)

Providing meet entries for an upcoming meet is a very important function of TFTM. Of course the first step in providing meet entries is to declare who is competing in which event as well as each athlete's entry mark for that event. Click [Here](#) for more information about how to declare 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 T & F 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. Now select the meet for which you want to export entries. You have the option to **Include Relays**.

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

TTTTTTT-Entriesxxx.ZIP

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

NATC-Entries001.ZIP

This zipped file contains a meet entry file - a TCL file.

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 TFTM Database to another TFTM 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 its Database.

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

From the T & F 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 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

You can specify if you want to include **Relays** in your exported file. Customize the Athlete filter choices by **Gender**, **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes. You may also choose to include **InActive** Athletes in the export.

When you click **OK**, TFTM will build one export file containing the exported information. This is a **HY-TEK Sports Software Data Interchange File** with a file extension of TCL. TFTM 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 "NATC", the exported file name would be

NATC-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.

Export Best Marks

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

NOTE: The Best Mark Export will include ONLY athletes who have results. If you want to move ALL of your athletes from one TFTM Database to another, first use the Export Athletes/Teams, and then bring over your Best Marks.

From the T & F TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Best Marks**. 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 must choose a venue: either **Indoors** or **Outdoors**. You can specify if you want to include **Relays** in your exported file. Customize the Athlete filter choices by **Gender**, **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive** athletes in this export.

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

TTTTTTT-Bestxxx.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 "NATC", the exported file name would be

NATC-Best001.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 Athletes/Teams

There may be a situation where you wish to Export Athletes/Teams from your TFTM Database to another TFTM Database or to **T&F MEET MANAGER (TFMM)**. For example, you may want to set up a new TFTM Database either for a new season or you might want to export Athletes for a new Team that is just setting up its 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 T & F 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 **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive** athletes in this export. You can further customize the exported information to also include the **Contact Information** like mailing address, telephone numbers, and e-mail addresses for later import into another TFTM Database. You must check the **Contact Information** check box if you wish to export this information to **Sports Business Manager**. Click [Here](#) for more information about the **Sports Business Manager**. If you click on **Include Full Coaches Information**, TFTM will also export all of the administrative information about each coach. You can also choose to export just e-mail information in a format compatible with **Microsoft's Outlook** software for fast and easy updating of your e-mail address book.

When you click **OK**, TFTM 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 TCL. TFTM 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 "NATC", the exported file name would be

NATC-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 Fields in csv Format

There may be instances in which you want to further customize athlete information for your team, school, 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 **Comma Separated Variables** (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.

Athlete Fields Export to CSV

Filter by: Team Group Low Age
☒ Both ☐ Male ☐ Female School Yr Subgroup High Age
☐ Include Inactive

Export to Drive:

Export to Directory:

	Fields	Size
<input checked="" type="checkbox"/>	Athlete Age	2
<input type="checkbox"/>	Athlete Birth Date	10
<input type="checkbox"/>	Athlete Cell	20
<input type="checkbox"/>	Athlete Email	36
<input type="checkbox"/>	Athlete First Name	20
<input type="checkbox"/>	Athlete Gender	1
<input type="checkbox"/>	Athlete ID #	15
<input type="checkbox"/>	Athlete Last Name	20
<input type="checkbox"/>	Athlete Middle Initial	1
<input type="checkbox"/>	Athlete Middle Name	20
<input type="checkbox"/>	Athlete Name	42
<input type="checkbox"/>	Athlete Preferred Name	20
<input type="checkbox"/>	Citizenship	3
<input type="checkbox"/>	Class	3
<input type="checkbox"/>	Comp #	8
<input type="checkbox"/>	Custom Field 1	20
<input type="checkbox"/>	Custom Field 2	20
<input type="checkbox"/>	Custom Field 3	20
<input type="checkbox"/>	Doctor's Name	30
<input type="checkbox"/>	Doctor's Phone	20
<input type="checkbox"/>	Emergency Contact	30
<input type="checkbox"/>	Emergency Phone	20
<input type="checkbox"/>	Group	3
<input type="checkbox"/>	Inactive	1

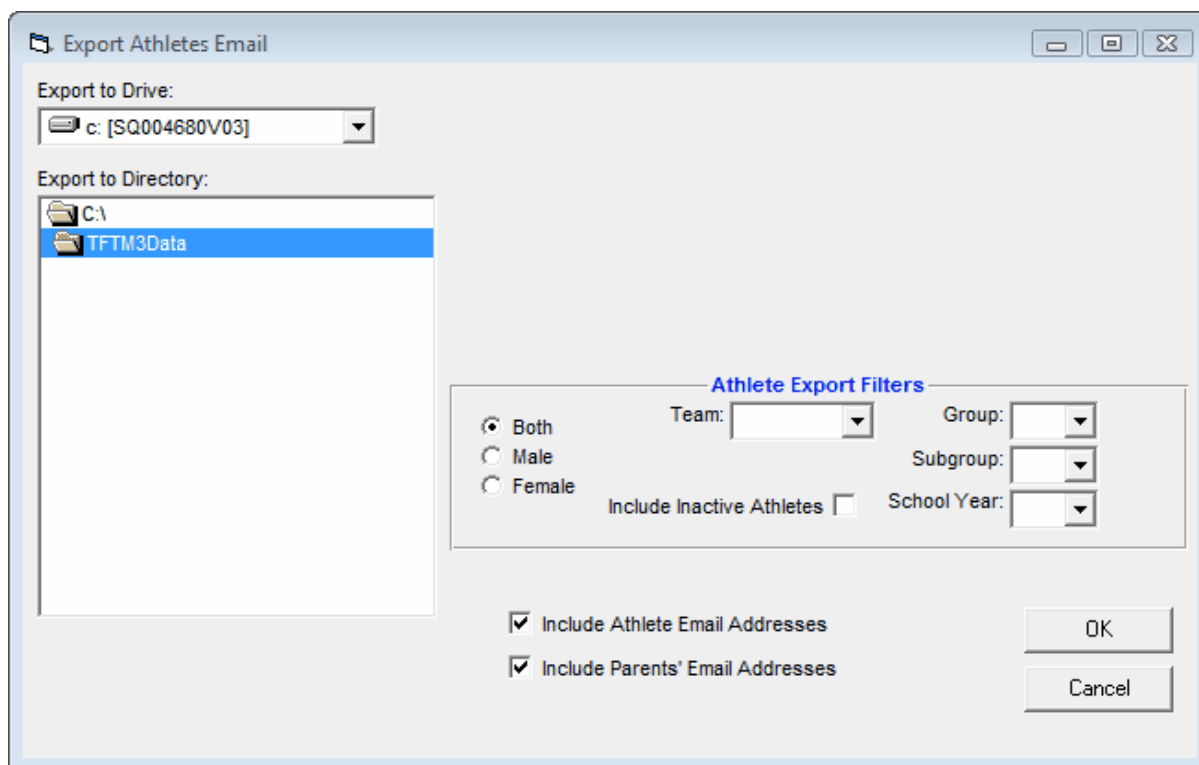
Create Export File

Close

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 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**, **Team**, **Group**, **Subgroup**, or **School Year** or leave these filter choices blank to include ALL athletes. You can also choose to include **InActive Athletes** in this export. TFTM 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.

☒ **Include Athlete Email Addresses**

Athlete Last Name, First Name, and Email address

☒ **Include Parents' Email Addresses**

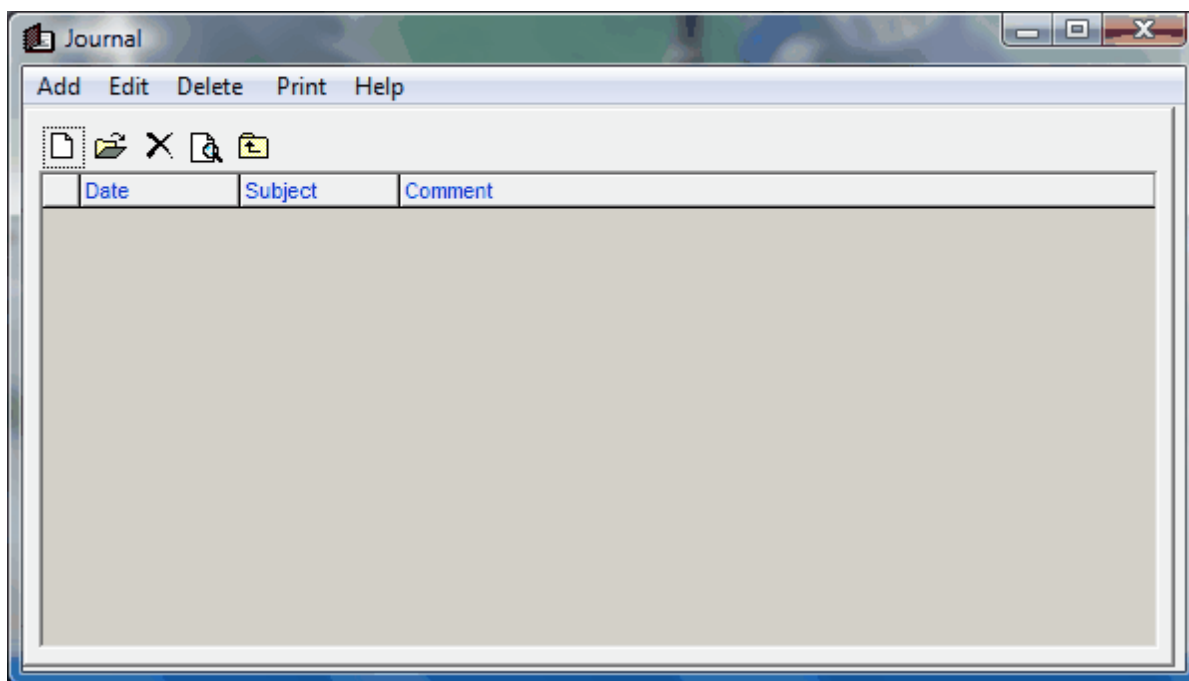
Primary Parent 1 Last Name, First Name, and Email address
 Primary Parent 2 Last Name, First Name, and Email address
 Secondary Parent 1 Last Name, First Name, and Email address
 Secondary Parent 2 Last Name, First Name, and Email address

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

Journal/Recruiting

Journal feature

Click on **File** from the Main Menu Bar, and then **Journal**, and TFTM will display the Journal screen.



- ▶ 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.
- ▶ Highlight an existing Journal entry and then click on **Edit** or the Edit icon to edit the selected journal information.
- ▶ Highlight an existing Journal entry and then click on **Delete** or the Delete icon to delete the journal entry.
- ▶ Highlight an existing Journal entry and then click on **Print** or the Print icon to print the journal entry

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

Recruiting Feature

Click on **Recruit** at the top of the Athlete Browser when you want to enter specific recruiting information into this section. Then it's easy to print a report of an athlete's best marks along with a [Recruiting Report](#) to e-mail or send to a prospective college coach.

Teams

Team Browser

[How to Add or Edit Teams](#)
[Teams Report](#)

Click on **Teams** from the Main Menu Bar, and TFTM will display the Team Browser. The Team Browser is a scrolling list of information about each Team that has been previously entered into your TFTM 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**".

The Team Information Screen has a data field **Team Registration Type** with a drop down menu. The usual choices are "Local" or "Foreign", but you can set up additional choices from the Setup Menu, then clicking on **Registration Type Preferences**. Your choices will affect the Registration Report; which will print according to the Team Category you select.

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 TFTM will begin the team list with the first team whose Team Code begins with a "T".

If you enter a **Short Team Name**, TFTM will always use that name in reports; if you do not enter a **Short Team Name**, then TFTM will use the **Team Abbreviation**.

Note: If you declare the Team as **School**, TFTM will display each athlete's School Year. If you declare the team as **Age Group**, then TFTM will display athlete ages.

Click on **Print** from the Team Browser Menu Bar and TFTM 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 an existing Team's information.

Results

[Click Here](#) for information about the Team Results Browser.

Coaches

[Click Here](#) for information about how to Add Coaches or Edit existing Coaches' information.

Maintenance

Click on **Maintenance** on the Team Browser Menu Bar to view the following:

Group/Subgroup/School Year Update

Make this selection to change the Group, Subgroup, or School Year for all of the athletes on the selected team. For example, you might want to change all the athletes in the **JR** School Year to the **SR** School Year.

InActive/Active Changes

To globally change a Group, Subgroup, or School Year to either **InActive** or **Active**, choose a group/subgroup/school year and click on the desired status (InActive or Active).

Increment All Class Years by one

Make this selection to add 1 year to each Class year. Specifically, Numerical classes from grade 7 to 12 will be incremented by one, and Class of 12 will become blank. FR (freshman) will become SO (sophomore), SO will become JR (junior), JR will become SR (senior), and SR will become blank. **Note:** This process is not reversible, so do a backup first.

Move all Athletes to the same team

Make this selection to move all athletes to the currently selected (highlighted) team. **Note:** This process is not reversible, so do a backup first.

Delete a Team

[Click Here](#) for information about how to Delete a Team.

Add or Edit Teams

[Team Browser](#)

[Team Report](#)

Add a Team

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

Team Maintenance

Team Information

Team Abbr: Team Type:

Full Team Name:

Short Team Name: Mailing Type: ☐

Alternate Abbr: Region:

Contact Name:

Mailing Information

Address:

Address: State:

City: Country:

Postal Code:

E-Mail Address:

Telephone Information

Day Phone:

Evening Phone:

FAX:

Team Registration Type:

Enter the basic Team or Club information: the **Full Team Name** of up to 30 characters, a **Short Team Name** of up to 16 characters, and an **Alternate Team Abbreviation** of up to 6 characters, which will be used when entries are exported to TFWin-MM. For each new team, enter a unique Team Code that may consist of up to 4 alphanumeric characters. NSTC, GRR, and MRC are examples of Team Codes. You might want to enter a "short team name" to be optionally used on some reports. **Please declare your Team Type - either "AGE GROUP" or "SCHOOL"**. You may optionally enter mailing and contact information to be used in reports and labels.

If you enter a **Short Team Name**, TFTM will always use that name in reports; if you do not enter a **Short Team Name**, then TFTM will use the **Team Abbreviation**.

If you declare the Team as **School**, TFTM will display each athlete's School Year. If you declare the team as **Age Group**, then TFTM will display athlete ages.

You have the option of assigning the team to a **Region** that you have previously set up in the [Group/Subgroup/Codes](#) section.

Edit a Team

To edit a team's or club's information, click **Teams** from the TFTM 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 TFTM Database.

Coaches

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 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.

Maintenance

Click on **Maintenance** on the Team Browser Menu Bar to view the following:

Group/Subgroup/School Year Update

Make this selection to change the Group, Subgroup, or School Year for all of the athletes on the selected team. For example, you might want to change all the athletes in the **JR** School Year to the **SR** School Year.

Increment All Class Years by one

Make this selection to add 1 year to each Class year. Specifically, Numerical classes from grade 7 to 12 will be incremented to one, and Class of 12 will become blank. FR (freshman) will become SO (sophomore), SO will become JR (junior), JR will become SR (senior), and SR will become blank.

Note: This process is not reversible, so do a backup first.

Move all Athletes to the same team

Make this selection to move all athletes to the currently selected (highlighted) team. **Note:** This process is not reversible, so do a backup first.

InActive/Active Changes

To globally change a Group, Subgroup, or School Year to either **InActive** or **Active**, choose a group/subgroup/school year and click on the desired status (InActive or Active).

Mail Type

When setting up or editing teams, you have the option to enter a character code to set up define mailing lists. For example, you could separate teams by size or location. This feature is only available if you have purchased the Registration Tracking Option. The Registration Tracking Option is a separately priced TFTM Option.

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. TFTM will ask for confirmation. Click **Yes** to continue, and TFTM 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. TM will display meet results for all of the athlete's on the team.

Splits View Delete Print Window Help
 X [Icons]
 Include Inactive ☐ Male ☐ Female ☐ Both ☒ School Yr Group Subgroup Low Age High Age **Athlete Filters**

☒ All ☐ Outdoors ☐ Indoors
 Meet Kind: Distance: Meet: All Meets
 Meet Type: Event: Since: MM/DD/YY ☐ Use Since Date **Result Filters**
 Standard: ☐ Show Standards ☒ All ☐ Field ☐ Track ☐ Multi ☒ Show Sub Events

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Last Name	First Name	Gen	Age	Team	Distance	Event	Note	Mark	Convert	Wind	I/R				
	Avery	Janelle	F	11	002	800m Run			2:36.42			I				
	Bennett	Darryl	M	9	002	800m Run			2:43.58			I				
	Bennett	Darryl	M	9	002	1500m Run			5:25.24			I				
	Mangold	Holley	F	12	002		Shot Put		7.90m	25-11.00		I				
	Mangold	Holley	F	12	002		Discus		15.77m	51-09		I				
	Mangold	Holley	F	12	002		Javelin		16.38m	53-09		I				
	Mathews	Chantee'	F	14	002	200m Hurdles			31.41		0.8	I				
	McCabe	Ashley	F	10	002	200m Dash			35.59		-1.6	I				
	McCabe	Ashley	F	10	002		High Jump		1.00m	3-03.25		I				
	McCabe	Ashley	F	10	002		Shot Put		5.37m	17-07.50		I				
	McCabe	Ashley	F	10	002		Triathlon		537			I				
	McDonald/Ortiz	Viveca	F	12	002	80m Hurdles			14.73		-0.9	I				
	McDonald/Ortiz	Viveca	F	12	002		Shot Put		8.42m	27-07.50		I				
	Pearson	Kory	M	17	002	400m Hurdles			55.98			I				
	Williams	Carson	F	10	002	200m Dash			32.36		-0.5	I				
	Williams	Carson	F	10	002	400m Dash			1:10.94			I				
	Williams	Carson	F	10	002	800m Run			2:44.91			I				
	Williams	Carson	F	10	002		High Jump		1.15m	3-09.25		I				
	Williams	Carson	F	10	002		High Jump		1.10m	3-07.25		I				
	Williams	Carson	F	10	002		Shot Put		5.15m	16-10.75		I				
	Williams	Carson	F	10	002		Triathlon		770			I				
	Williams	Clark	M	13	002		Triple Jump		8.40m	27-06.75		I				

TM 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 Midget Boys to be tagged with the appropriate Standards or filtered by a specific meet or Event and Distance. Make your Team Results filter choices and TM will display the results as you have requested.

Splits

Highlight a particular results and then click on **Splits**, the **Splits icon**, or **Right Mouse Click** and TM will display both the cumulative and lap time for that competition.

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 TM will display the 2-8 relay athletes for that team, if they have been entered, and the splits for that relay competition.

Merge Teams

[How to Add or Edit Teams](#)
[Team Browser](#)

TFTM makes it simple to **merge** or **combine** two team records that actually represent the same team. For example, you might end up with two teams as NAT and NATC 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 NATC. Then edit the NAT record and change the team's abbreviation from "NAT" to "NATC" then click **OK**. TFTM will ask you to confirm that you wish to merge these two team records. Answer **Yes** and TFTM will move all of the athlete, meet results, and entries information for the team NAT and merge it with the information for the team NATC.

Click [Here](#) for more information on **How to Edit a Team**.

Add or Edit Coaches

[Team Browser](#)

Click on **Teams** from the TFTM 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**.

The screenshot shows a 'Coach Maintenance' dialog box with the following sections:

- Coach Information:** Includes text input fields for Last Name, First Name, Title, Phone, Cell Phone, and E-Mail Address. There is a 'Team' dropdown menu currently set to 'TEST' and a checkbox for 'Export with Entries'.
- Primary Head Coach For:** A group box containing four radio buttons: 'Not Primary Head Coach' (selected), 'Women and Men', 'Women Only', and 'Men Only'.
- Coaches For:** A group box containing three radio buttons: 'Women and Men' (selected), 'Women Only', and 'Men Only'.
- Certifications:** A group box containing four numbered text input fields labeled #1, #2, #3, and #4.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

TFTM 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 mailing and certification information. You can also indicate which of the coaches is the "Head Coach" and distinguish them as Men's Head Coach, Women's Head Coach, or both Women and Men Head Coach. The coach's mailing and certificate information may be optionally printed in the **Teams Report**. Click [Here](#) for more information about the Teams Report.

Athletes

Add or Edit Athletes

[Athlete Reports](#)

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, e-mail address, etc.

If you are entering **age group** athletes, it is important to enter the athlete's **birth date**. TFTM will calculate the athlete's **age** based on the birth date and the current date. Whenever an athlete's age is displayed on a report that is not associated with a meet, that age will be based on the athlete's birth date and the current date. If the report is associated with a meet result or entry, the athlete's age will be computed based on his/her birth date and the meet age-update for each meet.

Registration ID fields: There are areas to enter an athlete's USATF# and AAU# if you designated those fields in the [System Preferences](#) setup. Whatever information you put in those fields will appear in

the far right column of the Athlete Roster report. From the Main Menu, click on **Reports / Administrative / Athletes / Roster**. Note: only 1 Registration ID field will show on the Roster Report at a time. If both fields are selected, only the first registration field will appear.

Competitor Numbers: some states use the same Competitor Number throughout the year, so if you enter Competitor Numbers, they will be transferred with the meet entry. The Athlete Registration fields (may be designated for USATF# and AAU#) will not appear on the Athlete menu screen unless the appropriate boxes have been checked in **System Preferences**, from the **Setup Menu**. Click [Here](#) for more information on **System Preferences**.

Joined Dates: Optionally enter a date for when the athlete joined the Team or a specific Group.

High School or College team: If you are entering High School or College Athletes, 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.

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. If the "Mail To" line is blank, the first names and last name will be used for the "Mail To". This is true for both Primary and Secondary Contact information. These fields enable you to import and export athlete/parent address information from [Sports BUSINESS MANAGER](#). You may also designate whether to use the Primary, Secondary, or Both for generating **mailing labels**.
- Click on the **Medical** tab to enter medical information important to this athlete.
- Click on the **Custom** tab and enter information for up to 3 Custom Field names. Click [Here](#) to find out how to set up your Custom Athlete Field names.
- Click on the **Registration** tab to enter the athlete's registration information. If you have the **Registration Tracking Option**, you can designate **Registration Types** based on the categories you set up in **Registration Type Preferences** from the **Setup Menu**. You also need to designate whether the athlete is registered for the **Current Year** and/or **Previous Year** and you can even enter a registration date. Click [Here](#) for more information on the **Registration Tracking Option**.

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

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

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

Recruiting

After you have entered or edited the basic administrative information about an athlete, you have the option of clicking on **Recruit** from the Athlete Main Menu Bar. Or you can click on the **Recruiting** button right on the Athlete menu.

Recruit

If you are a coach of a High School track & field team, you may want to enter specific recruiting information into this section. Then it's easy to print a report of an athlete's Best marks along with a Recruiting Report to e-mail or send to a prospective college coach.

Edit an Athlete

To edit an athlete's information, click on **Athlete** from the TFTM 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 TFTM Database.

Athlete Browser

[Athlete Reports](#)

[How to Add or Edit Athletes](#)

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

Add Edit View Delete Results Goals Recruit Print Help													
Filter by: <input checked="" type="radio"/> Both Team <input type="text" value="FHS"/> <input type="button" value="v"/> Group <input type="text" value=""/> <input type="button" value="v"/> Low Age <input type="text" value=""/> High Age <input type="text" value=""/> <input type="radio"/> Male School Yr <input type="text" value=""/> <input type="button" value="v"/> Subgroup <input type="text" value=""/> <input type="button" value="v"/> Include Inactive <input type="checkbox"/> <input type="radio"/> Female													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Last Name	First Name	Gen	Birth	Gr	Sub	Yr	Preferred Name	Team				
	Anderson	Betty	F	01-Jan-85			D FR		FHS				
	Antholz	Mary	M				JR		FHS				
	Appel	Bill	M				SR		FHS				
	Baker	Richard	M				JR	Dick	FHS				
	Baxter	James	M				SO	Jim	FHS				
	Bennely	Allison	F				FR		FHS				
▶	Bergeson	Elizabeth	F				FR		FHS				
	Bienner	Mathew	M				JR	Matt	FHS				
	Bogar	Brian	M				FR		FHS				
	Boyd	Candice	F				FR	Candy	FHS				
	Brown	Thomas	M				FR	Tom	FHS				
	Burk	Kenneth	M				JR	Ken	FHS				
	Butler	Brenda	F				SR		FHS				
	Butler	Richard	M				FR	Dick	FHS				
	Coater	Samantha	F				FR		FHS				
	Coleman	Nathan	M				SR	Nate	FHS				
	Cross	Linda	F				FR		FHS				
	Davidson	Garth	M				FR		FHS				
	Dexterson	David	M				SR		FHS				
	Dole	Ian	M				SO		FHS				
	Donovan	Gregory	M				FR	Greg	FHS				
	Drake	Jeremy	M				FR		FHS				
	Farler	Samantha	F				JR	Sam	FHS				
	Farmer	Greta	F				SR		FHS				

The Athlete Browser is a scrolling list of information about each Athlete that has been previously entered into your TFTM Database. You can use the Athlete Browser to quickly locate information about a particular athlete by scrolling down the list of athletes. Or, instead of scrolling down the athlete list, you can **locate** a specific athlete quickly by clicking on the top alphabet row. For example, click on the **T**, and TFTM will begin the athlete list with the first athlete whose last name begins with a **T**. Or you can click on the **Find icon** and enter the first few characters of an athlete's last name and click **OK**, and TFTM will display that athlete 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".

Click on **Print** on the Athlete Browser Menu Bar and TFTM will route you directly to the Athlete Reports. Click [Here](#) for more information about the Athlete Reports.

Add or Edit Athlete Information

Click [Here](#) for information about Adding a new Athlete or Editing an existing Athlete's information.

Filtering Information

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

- ◆ Gender
- ◆ Team
- ◆ School Year
- ◆ Group
- ◆ Subgroup
- ◆ Low Age
- ◆ High Age

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

InActive Athletes

If you wish to include the Inactive Athletes in this list, click on the **Include Inactive** check box at the top of the Browser. TFTM 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 will not show up on any Browsers or Reports unless you specify to "Include InActive Athletes".

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 TFTM will sort the information in the browser based on the order you entered the athletes.

Individual Results for an Athlete

You may also display the **Meet Results for any Athlete**. Just highlight any of the Athletes listed in the Athletes Browser and then click on **Results** or the **Results icon** on the Athlete Browser Menu Bar. TFTM will display meet results for the specific athlete selected. Please click [Here](#) for more detail information about the Individual Results Browser.

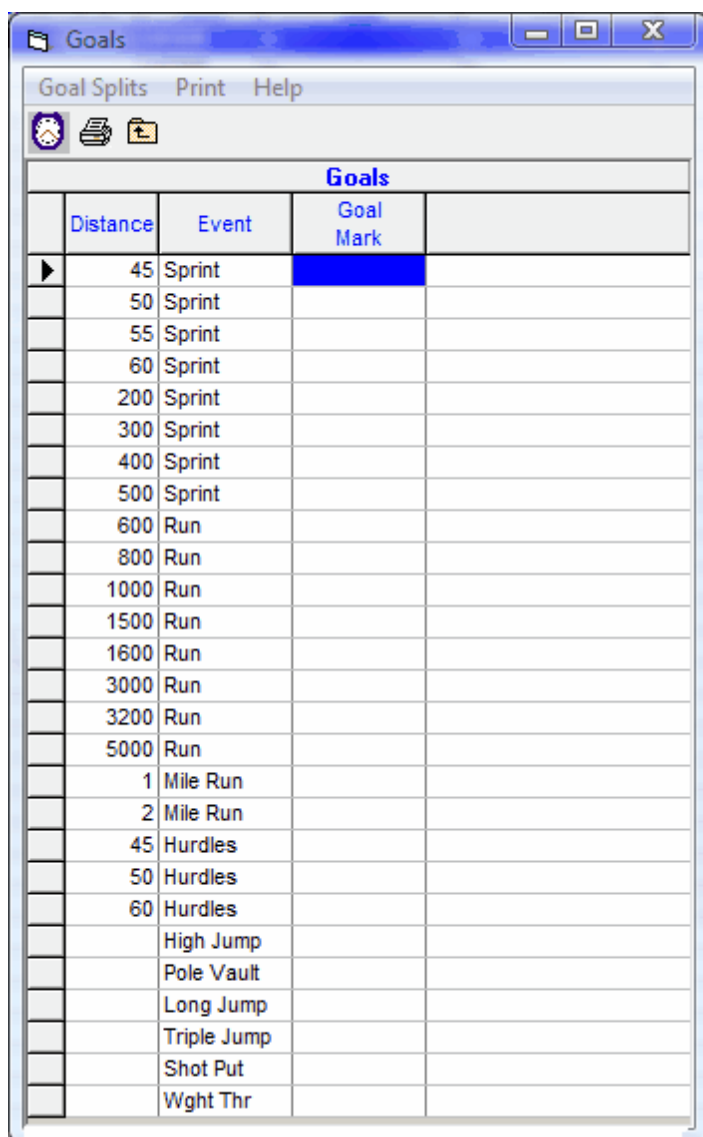
Athlete Goals

Click on **Goals** or the **Goals icon** and TFTM will ask for you to first specify whether you want to set up these goals for the Indoor or Outdoor season and display the appropriate events and distances.

Indoor Goals

Outdoor

Goals



Goals		
Distance	Event	Goal Mark
▶ 45	Sprint	
50	Sprint	
55	Sprint	
60	Sprint	
200	Sprint	
300	Sprint	
400	Sprint	
500	Sprint	
600	Run	
800	Run	
1000	Run	
1500	Run	
1600	Run	
3000	Run	
3200	Run	
5000	Run	
1	Mile Run	
2	Mile Run	
45	Hurdles	
50	Hurdles	
60	Hurdles	
	High Jump	
	Pole Vault	
	Long Jump	
	Triple Jump	
	Shot Put	
	Wght Thr	

	Distance	Event	Goal Mark	
▶	100	Sprint		
	200	Sprint		
	400	Sprint		
	800	Run		
	1500	Run		
	1600	Run		
	3000	Run		
	3200	Run		
	4000	Run		
	5000	Run		
	6000	Run		
	8000	Run		
	10000	Run		
	1	Mile Run		
	2	Mile Run		
	3	Mile Run		
	100	Hurdles		
	300	Hurdles		
	400	Hurdles		
	2000	StplCh		
	3000	StplCh		
		High Jump		
		Pole Vault		
		Long Jump		
		Triple Jump		
		Shot Put		
		Discus		
		Hammer		
		Javelin		

Pick any event and distance and enter a Goal mark. These goal marks for this athlete can be optionally listed in the [Top Marks Report](#) by clicking on the **Include Goals** check box. And you can print a report of the athlete's goal marks to review with him/her by clicking on **Print**. Click on **Splits** or the **Splits icon** and also enter goal splits for the event/distance selected.

Recruit

Click on **Recruit** at the top of the Athlete Browser when you want to enter specific recruiting information into this section. Then it's easy to print a report of an athlete's best marks along with a [Recruiting Report](#) to e-mail or send to a prospective college coach.

Delete an Athlete

To delete an Athlete and all of his/her information, highlight the athlete you wish to delete and then click on **Delete** in the Athlete Browser menu Bar, and TFTM will ask for confirmation. Click **Yes** to continue and TFTM will remove this athlete from your Database along with his or her meet results and splits.

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. TFTM will ask for confirmation. Click **Yes** to continue, and TFTM will remove this athlete from your Database along with his or her meet results and splits.

Merge Athletes

[Athlete Browser](#)

[How to Add or Edit Athletes](#)

TFTM makes it simple to **merge** or **combine** two athlete records that actually represent the same athlete. 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 athlete's first name from "Billy" to "Bill" then click **OK**. TFTM will ask you to confirm that you wish to merge these two athlete records. Answer **Yes** and TFTM 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**.

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 athlete. Click on **Athlete** from the Main Menu Bar and then click on **Results** or the **Results icon** and TFTM will display a split screen - pick an athlete from the left side and TFTM will display that athlete's results on the right side of the screen.

Mary Antholz Individual Results

View Athlete Unlocked Delete Graph Print Help

☒ All
☐ Outdoors
☐ Indoors

Meet Kind: Distance: Meet: All Meets
 Meet Type: Event: Since: MM/DD/YY ☐ Use Since Date
 Standard: ☐ Show Goals ☐ Show Standards ☐ Best ☐ ☐ Chronological
☒ All ☐ Field ☒ Show Relay Legs ☒ Show Sub Events
☐ Track ☐ Multi

	Distance	Event	Note	Mark	Convert	WR	Wind	P/F	Stand	Meet Event	Event Age	Athlete Age	Event Gen	Place	Points	Start Date	Meet
▶	55m Dash			6.60		I		P		2			M	7		2/28/2003	2003 RMAC Indoor Track & Field
	55m Dash			6.62		I		F		16			M	7	2	2/28/2003	2003 RMAC Indoor Track & Field
	55m Dash			6.67		I		F		16			M	5		2/20/2004	2004 All-Comer Meet
	55m Dash			6.69		I		P		18			M	10		1/31/2004	Bill Fuller Invitational
	55m Dash			6.72		I		P		16			M	7		2/20/2004	2004 All-Comer Meet
	55m Dash			6.75		I		P		13			M	3		2/7/2004	2004 Ferrier Indoor Open
	55m Dash			6.76		I		F		13			M	4	4	2/7/2004	2004 Ferrier Indoor Open
	60m Dash			7.06		I		F		18			M	4		2/1/2003	Charlie Foster Classic
	60m Dash			7.12		I		P		18			M	5		2/1/2003	Charlie Foster Classic
	60m Dash			7.13		I		F		18			M	5		1/18/2003	2003 Kirk Invitational
	60m Dash			7.16		I		P		18			M	5		1/18/2003	2003 Kirk Invitational
	60m Dash			7.16		I		P		2			M	14		2/27/2004	2004 Indoor HS Track & Field Ch
	60m Dash			7.28		I		F		22			M	20		1/16/2004	2004 Wildcat Invite
	100m Dash			11.05		I	0.6	P		24			M	10		4/10/2003	2003 Challenge
	100m Dash			11.07		I	0.6	F		55			M	4	4	3/23/2003	All- America City Track Classic
	100m Dash			11.13		I	3.9	F		12			M	11		3/27/2004	2004 Wendys Invite
	200m Dash			22.68		I	1.0	F		40			M	18		4/10/2003	2003 Challenge
	200m Dash			22.72		I	2.5	F		56			M	4	4	3/23/2003	All- America City Track Classic
	200m Dash			23.47		I		P		4			M	14		2/28/2003	2003 RMAC Indoor Track & Field
	200m Dash			23.94		I		F		26			M	13		1/18/2003	2003 Kirk Invitational
	200m Dash			23.94		I		F		28			M	12		1/31/2004	Bill Fuller Invitational
	200m Dash			23.94		I		F		25			M	11		2/20/2004	2004 All-Comer Meet
	200m Dash			24.05		I		F		32			M	17		1/16/2004	2004 Wildcat Invite
	200m Dash			24.23		I		P		4			M	16		2/27/2004	2004 Indoor HS Track & Field Ch
	300m Dash			38.51		I		F		26			M	10		2/1/2003	Charlie Foster Classic

The default **sort** for this browser is distance, event, and best mark, but you can also click on the **chronological** check box to sort the marks based on the date that they were achieved.

To view the **splits** for any result, highlight the meet result for which you want to view splits, and either **right mouse click** or click on the **Enter Splits icon** on the top of the browser. In the box, type in the number of splits needed, then click the button **Set Number of Splits**, and TFTM will create the number of columns you need.

Click on the **Time Calculator** on the Results Browser menu Bar, and TFTM will display a calculator tool to help you calculate both running and subtractive splits.

Click on the **Show Relay Legs** check box and TFTM will list the Relay Legs that you have previously saved for that athlete. They are indicated with an "S" and highlighted in green.

Click on the **Show Goals** check box and TFTM will also include any Goals that have been previously set up from the Athlete Browser for that athlete.

Click on the **Show Sub Events** and TFTM will show all the sub events for any multi-events that this athlete has competed in.

Filtering Information

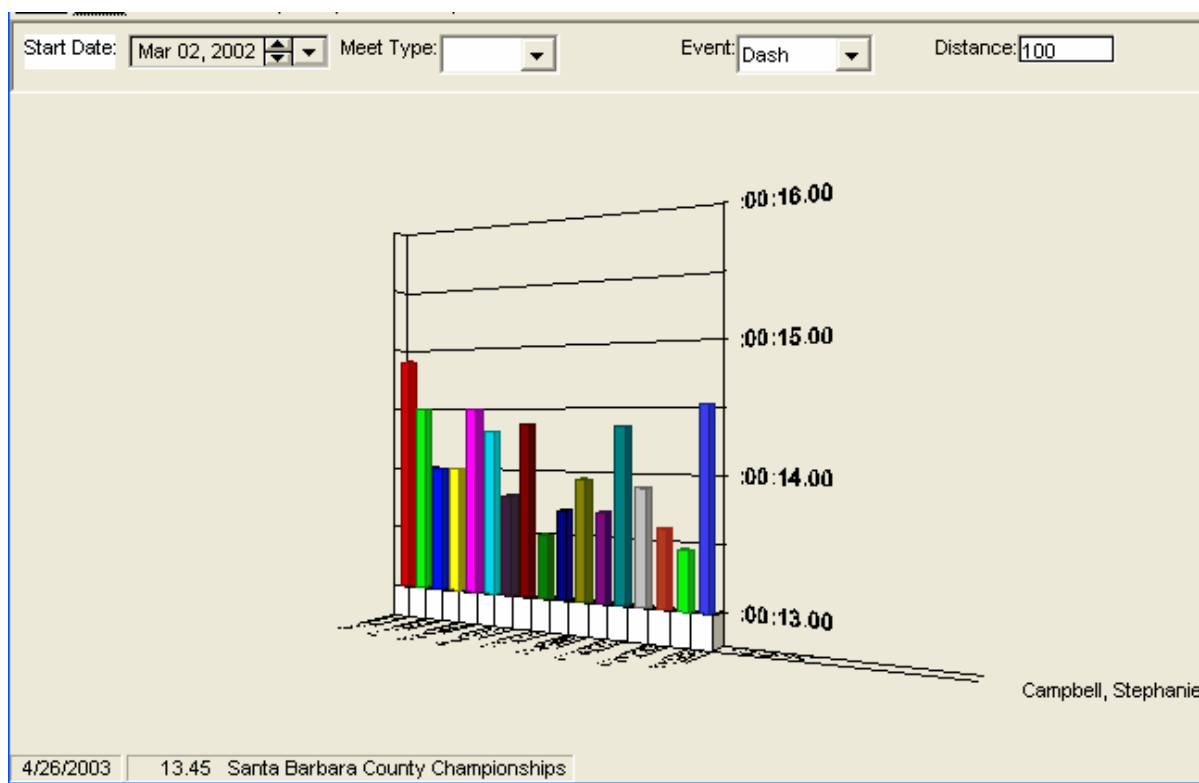
TFTM offers a very extensive list of Meet Results filtering options. For example, you might want the Athlete Result list to be tagged with the appropriate Mark Standards or filtered by a specific Meet, Meet Kind, Meet Type, or Event or Distance. Make your Athlete Results filter choices, and TFTM will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

- Specific Meet, Meet Kind, Meet Type, Meet Since Date, Track, Field, or Multi Event
- Best mark or best "x" marks for each event/distance
- Specific event and/or distance

Graph Results Option

This Report is designed to graphically display an athlete's performance over time for a particular event. Each graph includes one athlete at a time. Before you display a graph for a particular athlete, pick a specific **event** 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 TFTM will then proceed to graph the athletes marks based on the performance criteria you have selected. You can also filter the marks that you wish to graph right from the Graph display screen by:

- Start Date
- Meet Type
- Event
- Distance



After you have made a filter or format change, you must click on the **Graph Results icon** to tell TFTM to redraw the graph based on your changes.

A Metric/English choice is available to the Graph feature for field events, provided you have the [System Preferences](#) set to display converted marks for field events.

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 four 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 have chosen **Show Goals** on the Results Browser, when you click on Graph, the Goal for this Athlete for the specific event you chose will also be shown.

Click on **Print** or on the **Print icon** and TFTM 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 TFTM will print a Performance Report for this specific athlete based on the performance filters you selected above including Best Marks, Splits, DQs and NSs.

Setup New Athletes from Another Team

If a new athlete has transferred from another team and you want to enter him/her into your Team's TFTM Database, you really have two ways to do this.

Manually Key in the Information

1. Enter the athlete's administrative information **first** - click [Here](#) for specifics on how to do this.
2. If you want to enter the athlete's Best Mark in each event, then setup a new meet, enter the appropriate events, and then enter the athlete's best mark 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 athlete and you want to maintain the history of those results, 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 Athlete's Information from Another TM Database

1. Ask the athlete's previous team to set up a unique Team Group and then assign the athlete 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 Marks** or **Meet Results**. Filter the export with the Unique Team Group so that only that one athlete will be exported. If you choose Best Marks, TM will export the athlete's best mark in each event and distance that he/she has competed in. Then when you import that information, only ONE meet will be set up in your TFTM Database with the athlete's best time included. If you choose Meet Results and then All Meets, the complete history of the athlete's performance will be exported so that when you import it, you will have the proof of mark history for all of the results for this particular athlete.
3. Take the file produced from step 2 above and using your TFTM 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.

Registration Tracking Option

Registration Tracking

The Athlete Information Screen has three data fields:

- RegTypes Registration Types
- Prev Previous Year Registered
- Curr Current Year Registered
- Reg Date Date this athlete was last registered

Do not confuse the RegTypes (Registration Types) with the Registration #1 and Registration #2 fields. There are 12 possible Registration Types, with the four default types of Athlete, Coach, Official, and Administrator.

The Team Information Screen has a data field **Team Registration Type** with a drop down menu. The usual choices are "Local" or "Foreign", but you can set up additional choices from the Setup Menu, then clicking on **Registration Type Preferences**.

To set up the Registration Types, click on **Setup / Registration Type Preferences**. [Click Here](#) for more information on **Registration Type Preferences**.

Mail Type

When setting up or editing teams, you have the option to enter a character code to set up define mailing lists. For example, you could separate teams by size or location.

Meets

Meet Browser

[How to Add or Edit Meets](#)

[Meet Entries Browser](#)

[Meet Results Browser](#)

Click on **Meets** from the Main Menu Bar and TFTM will display the Meet Browser.

Add Edit Delete Events Results Entries Print Help														
<div> <div> <div>Meet Kind:</div> <div></div> </div> <div> <div>Meet Type:</div> <div></div> </div> <div> <div>Both</div> <div>Outdoors</div> <div>Indoors</div> </div> <div> <div>Meets Since:</div> <div>MM/DD/YY</div> <div></div> </div> <div> <div>Use Since Date</div> </div> </div>														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Meet Name	Start Date	In Out	Meet Kind	Meet Type	End Date	Last Exported	Host Deadline	Athletes Entered	Location				
	2004 New Jersey Conference	06-May-04	Out	T&F		08-May-04			87	Trackman Field				
	Mortheast Relays	24-Apr-04	Out	T&F		24-Apr-04			75	Barry, NJ				
	2004 New Jersey Relays	15-Apr-04	Out	T&F		17-Apr-04			0	Baker Stadium				
	2004 FHS Open	13-Apr-04	Out	T&F		13-Apr-04			0					
	2004 Challenge	10-Apr-04	Out	T&F		10-Apr-04			0					
	2004 Challenge Multis	08-Apr-04	Out	T&F	CE	09-Apr-04			4					
	2004 Sensor Relays	03-Apr-04	Out	T&F		03-Apr-04			82					
	2004 Wendys Invite	27-Mar-04	Out	T&F		27-Mar-04			0					
	2004 Stephen Relays	26-Mar-04	Out	T&F		26-Mar-04			1					
	2004 St. John's Invite	26-Mar-04	Out	T&F		26-Mar-04			1					
	Colby Community Open	20-Mar-04	Out	T&F		20-Mar-04			0	Colby, NJ				
	2004 National HS Indoor Championships	12-Mar-04	In	T&F		13-Mar-04			3	Boston, MA				
	2004 Indoor HS Track & Field Champions	27-Feb-04	In	T&F		28-Feb-04			0					
	2004 All-Comer Meet	20-Feb-04	In	T&F		20-Feb-04			65					
	2004 Ferrier Indoor Open	07-Feb-04	In	T&F		07-Feb-04			0					
	Bill Fuller Invitational	31-Jan-04	In	T&F		31-Jan-04			67	Jackson, MA				
	New York Invite	24-Jan-04	In	T&F		24-Jan-04			1					
	2004 New hampshire Invite	23-Jan-04	In	T&F		24-Jan-04			13					
	2004 Wildcat Invite	16-Jan-04	In	T&F		17-Jan-04			0					
	FHS All-Comers	13-Dec-03	In	T&F		13-Dec-03			4					
	FHS Twilight Qualifier	09-May-03	Out	T&F		09-May-03			0					
	2003 RMAC Multis	01-May-03	Out	T&F	CE	02-May-03			1					

The Meet Browser is a scrolling list of information about each Meet that has been previously entered into your TFTM Database. You can use the Meet Browser to quickly locate any information about a particular meet. TFTM color codes in **green** the meets that have had results entered.

Filtering Information

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

- Meet Type
- Meet Since Date
- Meet Kind
- Venue (Indoor, Outdoor, Both)

For example, if you wish to show **ONLY** the Cross Country meets Since 9/5/1999, enter information into

those filter items, and TFTM 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 TFTM 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.**

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. TFTM 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 and Meet Entries

Click [Here](#) for more information on how to set up Events and Meet Entries.

Results

Click [Here](#) to find out more information on how to enter Meet Results.

Print

Click on **Print** or the **Print icon** on the Meet Browser Menu Bar, and TFTM will offer a choice of the following Meet reports:

- Meets Report
- Meet Entries Report
- Meet Entries Spreadsheet
- Meet Entry Fees Report
- Meet Eligibility Report
- Meet Results Report

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** - this file has the file extension **EV1**. Click [Here](#) for

more information about importing a MM Meet Setup file. And click [Here](#) for information about the Meets Report.

Meet Maintenance

Meet Information

Meet Name: 2004 FHS Open
Location:
Remarks:
Meet Kind: T&F
Meet Type:
Event Age Grouping: Open
☒ Outdoors
☐ Indoors
☐ Enforce Qualifying Marks

Dates

Start Date: Apr 13, 2004
End Date: Apr 13, 2004
Age-up Date: Apr 13, 2004
Use Marks Since: MM/DD/YY
Meet Host Entry Deadline: MM/DD/YY
☐ Use Since Date

Entry Fees

Individual Events: \$0.00
Relay Events: \$0.00
Athlete Surcharge: \$0.00
Team Surcharge: \$0.00
Update Ind Fees
Update Rel Fees

Maximum Entries

Maximum Running Events per Athlete: 0
Maximum Field Events per Athlete: 0
or
Max Combined Entries per Athlete: 0

Meet Performance

Team Finish (Place): 0
Men Finish: 0
Women Finish: 0
Number of Teams: 0

OK Cancel

Required Information You Must Include

Meet Name

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

Start Date

This is the date that the meet begins.

Optional Information You Might Want to Include

Location

You may optionally enter the City, State, and Country location for this meet - this information will be displayed on the Meet Entry Report.

Remarks

Enter any information here, and it will be displayed on the Meet Entry Report.

Meet Kind

In Adding a Meet, you will need to select the **Meet Kind**. **Meet Kind** is used as a filter for various reports. Your choice will categorize the meet into one of following three kinds offered by the drop down menu:

- **T & F (Track & Field)**
- **CC (Cross Country)**
- **RR (Road Race)**

Meet Type

In Adding a Meet, you will need to select the **Meet Type**. **Meet Type** is used as a filter for various reports. Your choice will categorize the meet into one of following types offered by the drop down menu:

- **Championship**
- **Dual**
- **Invitational**
- **Novice**
- **Regional**
- **Sectional**

Designating this meet as a particular meet "type" will allow you to filter the Top Marks Report and other information based on a choice of meet types. For example, you might want to set up a meet type of "Dual" or "Novice" so that when you print a Top Marks Report or set up Eligibility, you can choose "only" marks from those type meets.

Please click [Here](#) to find out about how to set up "Codes" for your particular Meet Types.

Event Age Grouping

- **Age Group** means only accept athletes for recording marks in the event if their age matches the age group range as of the age-up date for the meet where the performance occurred.
- **Age Division** means select a division from the Age Divisions list (Setup Menu). Youth Athletics typically uses Age Divisions so that an event will only accept athletes for recording marks in an event if their birth date matches the birth date range as defined by the division and the date of the meet. Note, however, that a Division could be Open and allow all birth dates if the age range for the Division is 0-99.
- **Open** means there are no age limitations, and anyone can have marks recorded in the event. For schools designating events as Varsity or Junior Varsity, use the Open selection along with Event Division Codes.

Indoor or Outdoor

Select whether the meet will be conducted Indoor or Outdoor. All meets must be specified as either **Indoor** or **Outdoor**. This is important for many reports and records and determines whether wind readings will be displayed or not.

Enforce Qualifying Marks

Select this check box if you want TFTM to enforce the Qualifying Marks for this meet. If you do not check this box, TFTM will allow a non-qualifying mark to be chosen but will prefix it with an asterisk - for example, *1:23.45Y indicates this mark does not meet the Qualifying mark for this event. If you check this box, TFTM will not let you enter an athlete in an event unless his/her Best Mark or Custom Mark meets the event Qualifying Standards. Qualifying Marks are chosen when you set up each Entry Event. Click [Here](#) for information on setting Qualifying Marks.

Dates

You must enter the Meet Start Date and optionally enter the meet Ending date for a multi-day meet.

The **Age-up-Date** is very important for age group teams and will be used by TFTM to establish each athlete's age for this meet. 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.

The **Use Marks Since Date** is very important for meet eligibility and tells TFTM to look at ONLY Best Marks for each Athlete SINCE this particular date. For example, if the Since Date for a meet is March 1, 2000 and Billy set the State record for the 100 Dash 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.

The **Meet Host Entry Deadline Date** may be entered in order to track deadlines for your meet entries. The entry deadline date is also included in the Meet Browser.

Entry Fees

The Individual, Relay, and Surcharge Entry Fees will be used to "initialize" the entry fee information for each event that you set up for this meet. You can also include a Team Surcharge fee if necessary. If you are editing the meet, you can click on the **Update Ind. Fees** button or the **Update Relay Fees** button and TFTM will go through each event and store the Meet Entry Fee that you set up in the Meet Setup screen in every event.

Maximum Entries

This information will be used by TFTM to let you know when you have entered an athlete in too many Individual events. In this section, you can limit the number of entries for an athlete in individual running events, individual field events, and combined running and field events.

Meet Performance

The **win loss record** is calculated for you if you put in what place your school / team finished in the meet and if you put in how many schools / teams were in the meet. If your team finished 2nd and there were 5 teams, that would be calculated as 3 wins and 1 loss. If you were in a double dual meet and won one and lost one, enter 2 for place and 3 for how many schools / teams. You can also enter separate information for your men's and women's team. To print the **win loss record**, click on Reports, then **Administrative**, then **Meets**, and then select **Win/Loss Report**. The win / loss report summarizes your record over any period of time and allows you to select meet type and meet kind. For example, you could select January 1 to May 31 and select dual meets only and indoor only. The win / loss record would be calculated with a listing of the meets selected.

Edit a Meet

To edit information about a meet, click on **Meet** from the TFTM 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 TFTM Database.

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. TFTM will ask for confirmation. Click **Yes** to

continue, and TFTM 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](#)

[How to Import Meet Events](#)

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

TFTM 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 Gender, Event, Distance, Ind/Relays/Both.

Click on **Add** or **Edit** on the Events Menu Bar and TFTM will display the **Meet Event Maintenance** Screen.

Meet Event Maintenance [Entries]

Event
 Event Number:
☒ Individual ☐ Relay ☐ Shuttle Hurdle Relay
☐ Sprint Medley ☐ Distance Medley # of Runners:

Gender
☐ Male ☐ Female ☐ Mixed
☒ Alternate Gender

Distance
☐ None
☐ 55 ☐ 800
☐ 60 ☐ 1500
☐ 80 ☐ 1600
☐ 100 ☐ 2K
☐ 110 ☐ 3K
☐ 200 ☐ 3200
☐ 300 ☐ 5K
☐ 400 ☐ 10K
☐ Custom

Measurement
☒ Metric ☐ English

Running Events
☐ Dash
☐ Run
☐ Mile(s)
☐ Walk
☐ Hurdles
☐ Steeple Chs
☐ Half Marathon
☐ Marathon

Multi Events
☐ Decathlon
☐ Heptathlon
☐ Indoor Pent
☐ Outdoor Pent
☐ Triathlon
☐ Weight Pent
☐ Biathlon
☐ Tetrathlon
☐ Octathlon

Field Events
☐ High Jump
☐ Pole Vault
☐ Long Jump
☐ Triple Jump
☐ Shot Put
☐ Discus
☐ Hammer
☐ Javelin
☐ Weight Thrw
☐ Super Weight
☐ Other

Qualifying Marks
 Standard:
☒ Better Than ☐ Worse Than

Age Grouping for Meet
 Open Divisions:

Entry Fee:
 Event Note: Session:

You must enter an event number, gender, distance, English or Metric measurement, and whether it's an Individual Event or one of four Relay Event choices. Select one of the three Event Age Grouping choices.

If the meet events have been set up in **Sessions**, then you can filter the list of events by picking from the **Session** pull down list.

In the **Qualifying Marks** section, you can select a standard to use. Click [Here](#) for information on Mark Standards. After selecting a Standard, choose a **Better Than** or **Worse Than** designation, and click the **Load Standard** button to input the mark.

Relay Events

For Relay Result Events, you have the option of declaring **how many runners** will be in that relay. TM will use that information to determine the number of splits as well as the distance for each relay runner - for example, whether it's a 4x100 or a 2x200.

Event Modifications

Please note that if there are **already entries declared for the Entry event**, you can **ONLY** edit the Event Note field; the same is true for Result Events. **If there are already results stored for a Result event**, you can **ONLY** edit the Event Note field. For example, suppose your 110 meter Hurdle results do not have an event note and you import results from MEET MANAGER in which the 110 meter Hurdles have the Event Note of 36". You may want to remove the 36" Event note for this 110 meter Hurdles event so that your Top Marks Report will reflect only one set of 110 meter Hurdle results. TEAM MANAGER will re-rank any mark results that change as a result of a Event Note modification.

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.

Event Note: This box provides space for notes, such as the height of the hurdles or amount of grams for the Javelin weight. The **Event Note** will be used to distinguish between events; for example, the 60 meter hurdles at 33 inches will be ranked separately from 60 meter hurdles at 36 inches. This field is used for ranking performances for all Running and Individual Field events, but not for Multi-Events or Relays.

Copy Events 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, thus saving you time and possible keying errors.

From the Main Menu, select **Meets**, and **Add** a new meet. When you are ready to set up your **Events**, then click on **Copy Events**.

In the Copy Events box, you will need to click on the Drop Down Menu and highlight the meet you wish to copy the events from. You will then have the following choices:

Event Options

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 athlete.

Entry Options

Click on **Entry Events**, **Results Events**, or **Both**.

Copy Entries

If athletes will be competing in the same events as the meet events you are copying, save time by checking the **Copy Entries** box.

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**. TFTM will ask for confirmation. Click **OK** and TFTM 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 TFTM 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.

Declare Meet Entries

Please follow these steps to declare who is competing in which events for a particular meet. This process applies to both Individual Entries as well as Relay Entries. As an overview, you pick who is competing in which event, and TFTM will find that **athlete's best mark** and display it as his/her entry mark.

Enter a Custom Mark

If you do not wish to use the athlete's best mark or if the athlete has never competed in the event, then you have the option of entering a Custom Entry Mark. Note that this custom mark in no way affects your Top Marks Reports. The custom mark is only used for the meet entry for an event of a given meet.

When entering times and marks, the following are valid ways of putting entries.

- 123.45 or 1:23.45 for times
- 12.98 for a Metric mark
- 6-0150 or 6'01.50 or 6'01.50" for an English mark
- N or NT for No Time
- N or ND for No Distance if horizontal field event
- N or NH for No Height if vertical field event

Declare 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 **Entries by Event** or **Entries by Name**.
4. You may also **Print** the Meet Entry Report from either the **Entries by Event** or **Entries by Name** Main Menu Bar.

Check and Export Your Entries

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:

1. Print the **Meet Entries Report** and mail those entries to the meet host.
2. 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.

Entries by Event

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 mark you declare meet entries. Click [Here](#) for information on how to do this. If you do not specify a team for which these entries apply, TFTM will assign these entries for this meet to the particular team that the athlete is currently assigned.

Individual Events

Pick an event and TFTM will list all of the eligible athletes 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 Men's 800 meter Run, and TFTM will list all of the men in your Database with their best mark in that event. Then highlight the athlete you want to enter with one mouse click! If the athlete has never competed in that event or you do not want to use his/her best mark, you can enter a Custom Entry mark. If you wish, specify the entry as **Exhibition** by clicking on that box.

If there is a **Meet Entry Qualification** mark specified for this event, TFTM will show it and will not let you enter an athlete into the event unless he/she has a Best mark or Custom mark that meets that entry cut.

If the meet events have been set up in **Sessions**, then you can filter the list of events by picking from the **Session** pull down list.

If you wish to enter all the eligible athletes in the selected event, click on the **Enter All** button. To clear all of the entries, click on the **Clear All** button.

Click on the **Only Athletes Already in Meet** check box to filter the eligible athlete list with only athletes who have been previously entered in the meet. You may also **filter** the eligible athlete list by Team, Group, Subgroup, and School Year.

Relay Events

Pick a Relay event and TFTM will list all of the athletes who are eligible to compete in that relay event. For example, pick a Boys Bantam Sprint Medley Relay, and TFTM will list all of the boys in your Database that are Bantam 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, TFTM will search your Database and find the Best Mark for that particular Gender/Event/Distance. If you do not have a relay result for that Gender/Event/Distance or you do not want to use their best mark, you can enter a **Custom Entry** mark. If you wish, specify the entry as **Exhibition** by clicking on that check box.

You can enter your runners for the Relay or wait and enter them when you enter results or not even enter them at all. But if you want to declare your relay runners now, please pick from the list of eligible athletes for your Relay. You can **click and drag** them over to Relay positions 1-8 or **double click** on the name, and TFTM will automatically move them for you.

If you wish to assign athletes who are younger than what the event's lower age range specifies, click on the **"Show Younger Athletes"** check box, and TFTM will also include the younger athletes on the relay eligibility list. For example, suppose you want to enter athletes in the 13-14 4x400 Relay who are younger than 13 years old. Click on this check box, and TFTM will include athletes younger than 13 in

the relay eligibility list from which you may choose.

If there is a **Meet Entry Qualification** mark specified for this event, TFTM will show it and will not let you enter a Relay into the event unless they have a Best mark or Custom mark that meets that entry cut.

You may also want TFTM to find the Best Relay combination for you. First, review the list of eligible athletes and remove the check under the **4Bst** column if you do not want TFTM to include that athlete in the Best Relay calculation. You can also ask TFTM to include **Relay Legs** in determining the Best Relay. If you click on **Include Relay Legs** for Best Relays, TFTM will include those relay legs that you specifically asked TFTM to save as individual marks. [Click Here](#) for specific information on how to include relay legs as individual marks. Then click on the **Find Best Relay** button or the **Best Relay Report** button and TFTM will evaluate all of the eligible athletes' marks to compute the very best relay combination. That computed fastest relay mark will be entered as a Custom mark for that Relay. If this is a Mixed Relay, TFTM will find the best 2-Boy/2-Girl combination.

Click on the **Only Athletes Already in Meet** check box to filter the eligible athlete list with only athletes who have been previously entered in the meet. You may also **filter** the eligible athlete list by Team, Group, Subgroup, and School Year.

Click on the **Only Athletes in Session** check box to filter the eligible athlete list with only athletes who have been previously entered in events for this session.

Entries by Name

This method of declaring entries lists each athlete in the Database based on the following filter options:

- Low and High Age - For example, ages 11-12
- Team
- Group
- 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 mark you declare meet entries. Click [Here](#) for information on how to do this.

Now select any of the athletes listed. As soon as you click on an athlete, TFTM will list the eligible events based on the Division filter selected (if any) and will also include that athlete's Best mark for each event. Click on the **Show Relay Entries** button to also show what relays the athlete has been entered in.

09-Apr-05 Penn Invite										
Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib
1	F		Open		Hammer		<input type="checkbox"/>	ND		<input type="checkbox"/>
2	F		Open		Javelin		<input type="checkbox"/>	39.59m		<input type="checkbox"/>
3	F		Open		Shot Put		<input checked="" type="checkbox"/>	13.19m		<input type="checkbox"/>
4	F		Open		Discus		<input type="checkbox"/>	ND		<input type="checkbox"/>
5	F		Open		High Jump		<input type="checkbox"/>	1.61m		<input type="checkbox"/>
6	F		Open		Pole Vault		<input type="checkbox"/>	NH		<input type="checkbox"/>
7	F		Open		Long Jump		<input checked="" type="checkbox"/>	5.70m		<input type="checkbox"/>
8	F		Open		Triple Jump		<input type="checkbox"/>	ND		<input type="checkbox"/>
9	F		Open	3000m	StplCh		<input type="checkbox"/>	NT		<input type="checkbox"/>
11	F		Open	5000m	Run		<input type="checkbox"/>	NT		<input type="checkbox"/>
12	F		Open	1500m	Run		<input type="checkbox"/>	NT		<input type="checkbox"/>
13	F		Open	100m	Hurdles		<input type="checkbox"/>	15.30		<input type="checkbox"/>
14	F		Open	400m	Dash		<input type="checkbox"/>	NT		<input type="checkbox"/>
15	F		Open	100m	Dash		<input type="checkbox"/>	NT		<input type="checkbox"/>
16	F		Open	800m	Run		<input type="checkbox"/>	2:29.78		<input type="checkbox"/>
17	F		Open	400m	Hurdles		<input type="checkbox"/>	NT		<input type="checkbox"/>
18	F		Open	200m	Dash		<input type="checkbox"/>	26.01		<input type="checkbox"/>

TFTM will list the **Maximum** entries for this meet as well as the running total of Individual Entries and Relay Entries for the particular athlete that has been selected.

If the meet events have been set up in **Sessions**, then you can filter the list of events by picking from the **Session** pull down list.

To enter an athlete into one of the eligible events, just click on the **Entered** column check box. If the athlete has not previously competed in that event or you do not want to use his/her best mark, you can enter a Custom Entry mark. If you wish, specify the entry as **Exhibition** by clicking on that check box. If there is a Meet Entry mark specified for this event, TFTM will show it and will not let you enter an athlete into the event unless he/she has a Best mark or Custom mark that meets that entry cut.

If you wish to enter the selected athlete 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.

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**. TFTM 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. You may also click on the **View** Menu selection and choose the **Last Entered First** selection, and TFTM 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 athlete quickly by clicking on the top alphabet row. For example, click on the **T**, and TFTM will begin the athlete list with the first athlete whose last name begins with a **T**.

26-Mar-03 League Meet Vs. Santa Barbara													
First Name	Last Name	MI	Gen	Age	Team	Distance	Event	Note	Entry Mark	Event #	Ex	Div	Gen
Felix	Aguilar		M	Ope	DPHS		Shot Put		116-00.00	42	<input type="checkbox"/>	V	M
Felix	Aguilar		M	Ope	DPHS		Discus		133-02.00	46	<input type="checkbox"/>	V	M
Stephen	Al-Shamma		M	Ope	DPHS	300m	Hurdles		43.50	4	<input type="checkbox"/>	V	M
Anthony	Bermudes		M	Ope	DPHS		Long Jump		15-01.00	53	<input type="checkbox"/>	JV	M
Anthony	Bermudes		M	Ope	DPHS		High Jump		4-10.00	61	<input type="checkbox"/>	JV	M
Stephen	Berthiaume		M	Ope	DPHS		Shot Put		44-04.50	42	<input type="checkbox"/>	V	M
Stephen	Berthiaume		M	Ope	DPHS		Discus		119-11.00	46	<input type="checkbox"/>	V	M
Calvin	Bosch		M	Ope	DPHS		Shot Put		38-07.00	42	<input type="checkbox"/>	V	M
Sarah	Breck		F	Ope	DPHS		Long Jump		11-05.25	51	<input type="checkbox"/>	JV	F
Sarah	Breck		F	Ope	DPHS		High Jump		4-00.00	59	<input type="checkbox"/>	JV	F
Kat	Butler		F	Ope	DPHS	100m	Dash		14.50	17	<input type="checkbox"/>	V	F
Kat	Butler		F	Ope	DPHS		High Jump		5-00.00	58	<input type="checkbox"/>	V	F
Eddie	Carter		M	Ope	DPHS	400m	Run		56.30	24	<input type="checkbox"/>	V	M
Amy	Chandos		F	Ope	DPHS	3200m	Run		13:20.09	1	<input type="checkbox"/>	JV	F
Amy	Chandos		F	Ope	DPHS	800m	Run		2:56.60	11	<input type="checkbox"/>	JV	F
Amy	Chandos		F	Ope	DPHS	1600m	Run		5:55.60	34	<input type="checkbox"/>	JV	F
Yeon Tack	Chung		M	Ope	DPHS	800m	Run		2:22.30	12	<input type="checkbox"/>	JV	M
Yeon Tack	Chung		M	Ope	DPHS	400m	Run		59.00	23	<input type="checkbox"/>	JV	M
Christian	Cole		M	Ope	DPHS		Shot Put		31-04.00	43	<input type="checkbox"/>	JV	M
Christian	Cole		M	Ope	DPHS		Discus		69-10.00	47	<input type="checkbox"/>	JV	M
Jeremy	Cottriel		M	Ope	DPHS	800m	Run		2:25.70	14	<input type="checkbox"/>	V	M
Jeremy	Cottriel		M	Ope	DPHS	400m	Run		55.20	24	<input type="checkbox"/>	V	M
Jeremy	Cottriel		M	Ope	DPHS		Long Jump		19-04.00	52	<input type="checkbox"/>	V	M
Logan	Craig		M	Ope	DPHS	1600m	Run		5:15.30	19	<input type="checkbox"/>	JV	M
Logan	Craig		M	Ope	DPHS	3200m	Run		11:54.01	36	<input type="checkbox"/>	JV	M
Max	Cutty		M	Ope	DPHS	800m	Run		2:16.70	12	<input type="checkbox"/>	JV	M
Max	Cutty		M	Ope	DPHS	1600m	Run		5:02.70	19	<input type="checkbox"/>	JV	M
Max	Cutty		M	Ope	DPHS	3200m	Run		11.58	36	<input type="checkbox"/>	JV	M
Kevin	Dell		M	Ope	DPHS		Discus		123-02.00	46	<input type="checkbox"/>	V	M
Athena	Diano		F	Ope	DPHS	100m	Dash		14.40	17	<input type="checkbox"/>	V	F
Athena	Diano		F	Ope	DPHS		Long Jump		13-08.00	50	<input type="checkbox"/>	V	F
Erin	Dohm		F	Ope	DPHS	800m	Run		2:52.00	11	<input type="checkbox"/>	JV	F
Erin	Dohm		F	Ope	DPHS	400m	Run		1:06.27	20	<input type="checkbox"/>	JV	F
Moir	Duffy		F	Ope	DPHS	1600m	Run		6:41.00	34	<input type="checkbox"/>	JV	F
Kayelle	Elliott		F	Ope	DPHS		Shot Put		18-06.00	45	<input type="checkbox"/>	JV	F
Kayelle	Elliott		F	Ope	DPHS		Discus		58-00.00	49	<input type="checkbox"/>	JV	F

Filter What you See

You may **filter** the meet entries by Division, Gender, Team, Team Group, SubGroup, and School Year.

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 TFTM will display the 4 relay athletes for that team, if they have been entered.

Delete an Entry

To delete an entry, highlight that row in the grid and click on **Delete** on the Meet Entries Menu Bar. TFTM will ask for confirmation - click **OK** and TFTM 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.

Print

Click on **Print** on the Meet Entry Menu Bar and TFTM will route you directly to the Meet Entry Report. Click [Here](#) for more information about the Meet Entries Report.

Enter or Edit Meet Results

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.

Key In Meet Results

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**.

Wind Readings

Wind Readings apply to Outdoor Meets only and for Running Events less than or equal to 200 meters.

To record a wind reading, click on **Results by Name** or **Results by Event**. Then click on the event and appropriate column and enter the wind result as listed below.

Readings are normally in meters per second, such as tail wind of **0.8** or headwind of **-1.2**. All wind readings default to -0.0. To record a zero wind reading, enter +0.0. If the wind reading is -0.0, it is assumed there was no reading, and reports will show NWI for no wind information. Wind readings should be rounded to the next higher tenth of a meter per second. For example, 1.36 is 1.4 and -1.36 is -1.3.

Wind Readings will be displayed in the Top Marks Report, the Meet Browser, and the Meet Results Report. If you do not wish to show Wind Readings, uncheck the 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 athletes may not currently be on that Team.

Individual Events

Pick an event, and TFTM will list all of the eligible athletes 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 Men's 800 meter Run, and TFTM will list all of the men in your Database.

TFTM supports up to four "rounds" for each event: Finals, Prelims, Semi Finals, or Quarter Finals. You can customize showing the Finals, Prelims, Semi Finals, or Quarter Finals columns by selecting the appropriate buttons above the grid. To enter a result, position your cursor under the Mark column in the row of the athlete for which you want to enter results and then enter results either in the format "12345" or "1:23.45" for times, 1298 or 12.98 for a Metric field event mark, or 60150 or 6-0150 or 6'01.50 or 6'01.50" or 6'4" or 6'4 for an English field event mark. You may enter **DQ** for Disqualified. See [Marks](#) for more on entering results. 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 result as a DQ, and you can still enter the athlete's mark if you wish in the appropriate column (Final, Prelim, Semis, or Quarter Finals). Optionally enter the athlete's **Place**, **Points**, and the **Wind Reading** in the appropriate columns for each round.. The Place, Points, and Wind Reading for each result will be displayed in the **Meet Results Report** for this meet.

Hand Times: To enter hand times, enter an "h" after the time, such as 10.3h.

Filter Eligible Athletes

You may **filter** the eligible athlete list by Team, Group, SubGroup, and School Year.

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 athletes.
- ◆ Click on the **Existing Results** radio button to filter the eligible athlete list with only athletes 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 athlete list with only athletes who were previously entered in this meet.

Relay Events

Pick a Relay event, and TFTM will list all of the athletes that are eligible to compete in that relay event. For example, pick a Boys Bantam Sprint Medley Relay, and TFTM will list all of the boys in your Database that are Bantams 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.

If you wish to have the same relay runners in the Results as in the Entries, click **Get Entry Runners**, and the same athletes that you entered in the Entries will be copied to the Results.

To enter a result, position your cursor under the Mark 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 mark - for example, "x1:23.45". Click on the **DQ** column to designate the result as a DQ and you can still enter the relay's mark. Optionally enter the relay's **Place** and **Points** in the appropriate column.

Filter Eligible Athlete

You may **filter** the eligible athlete list for Relay Athletes by Team, Group, SubGroup, and School Year.

You may choose any one of the three Eligible Filter radio buttons to filter the list of athletes from which to choose for your four Relay Athletes:

- ◆ Click on the **All Eligible** radio button if you do not want to filter the list of eligible athletes.
- ◆ Click on the **Existing Results** radio button to filter the eligible athlete list with only athletes 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 athlete list with only athletes who are previously entered in this meet.

When you set up the event, you will tell TFTM how many runners are allowed in the event (from 2 to 8). So when you are ready to enter your relay runners, you may pick that number of athletes from the list of eligible athletes for your Relay. You can **click and drag** them over to Relay positions 1-8 or **double click** on the name, and TFTM will automatically move them for you. Or, you can click on the **Get Entry Athletes** button and TFTM will automatically move the athletes you specified as entries for this relay over to the Relay Results.

Results by Name

This method of entering results lists each athlete in the Database based on the following filter options:

- ▶ Low and High Age - For example, ages 11-12
- ▶ Team
- ▶ Group
- ▶ 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.

Now select any of the athlete's listed. As soon as you click on an athlete, TFTM will list the eligible events based on the following event filter.

- ◆ Division

TFTM supports up to four "rounds" for each event - Finals, Prelims, Semi Finals, or Quarter Finals. You can customize showing the Finals, Prelims, Semi Finals, or Quarter Finals columns by selecting the appropriate buttons above the grid. To enter a result, position your cursor under the Mark 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 mark - for example, "x1:23.45". Click on the **DQ** column to designate the result as a DQ, and you can still enter the athlete's time if you wish in the appropriate column (Finals, Prelims, Semi Finals, or Quarter Finals). Optionally enter the athlete's **Place**, **Points**, and the **Wind Reading** in the appropriate columns for each round.. The Place, Points, and Wind Reading for each result will be displayed in the **Meet Results Report** for this meet.

Hand Times: To enter hand times, enter an "h" after the time, such as 10.3h.

Meet Results Browser

[How to Enter or Edit Meet Results](#)
[How to Enter Splits and Relay Legs](#)

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**.

	First Name	Last Name	Gen	Team	Distance	Event	Note	Mark	Convert	Wind	I/R	P/F	Place	Pts	Event #	Div	Event Gen	Event Age	Start Date	
▶	Felix	Aguilar	M	DPHS		Discus		120-10.00	36.83m		I	F	4	4	61	V	M	Open	26-Apr-03	Santa Bar
	Stephen	Al-Shamma	M	DPHS	110m	Hurdles		16.94		NM/I	I	F			12	V	M	Open	26-Apr-03	Santa Bar
	Stephen	Al-Shamma	M	DPHS	300m	Hurdles	33"	43.62			I	F	5	2	28	V	M	Open	26-Apr-03	Santa Bar
	Stephen	Berthiaume	M	DPHS		Shot Put		39-04.00	11.98m		I	F			58	V	M	Open	26-Apr-03	Santa Bar
	Stephen	Berthiaume	M	DPHS		Discus		105-03.00	32.08m		I	F			61	V	M	Open	26-Apr-03	Santa Bar
	Kat	Butler	F	DPHS		Long Jump		4-08.00	1.42m	NM/I	I	F			44	F/S	F	Open	26-Apr-03	Santa Bar
	Stephanie	Campbell	F	DPHS	100m	Dash		13.45		NM/I	I	F			19	V	F	Open	26-Apr-03	Santa Bar
	Stephanie	Campbell	F	DPHS	200m	Dash		28.47		NM/I	I	F			31	V	F	Open	26-Apr-03	Santa Bar
	Angie	Campos	F	DPHS		Discus		64-06.00	19.66m		I	F			62	V	F	Open	26-Apr-03	Santa Bar
	Chris	Ceriale	M	DPHS	100m	Dash		11.44		NM/I	I	F			20	V	M	Open	26-Apr-03	Santa Bar
	Chris	Ceriale	M	DPHS	200m	Dash		24.35		NM/I	I	F			32	V	M	Open	26-Apr-03	Santa Bar
	Chris	Ceriale	M	DPHS	400m	Run		58.20			N	F			40	V	M	Open	26-Apr-03	Santa Bar
	Amy	Chandos	F	DPHS	1600m	Run		5:55.60			I	F			5	F/S	F	Open	26-Apr-03	Santa Bar
	Yeon Tack	Chung	M	DPHS	400m	Run		1:00.00			N	F			38	F/S	M	Open	26-Apr-03	Santa Bar
	Yeon Tack	Chung	M	DPHS	400m	Run		DQ			I	F			14	F/S	M	Open	26-Apr-03	Santa Bar
	Peter	Cook	M	DPHS	100m	Dash		12.21		NM/I	I	F			18	F/S	M	Open	26-Apr-03	Santa Bar
	Jeremy	Cottriel	M	DPHS		Long Jump		18-09.00	5.71m	NM/I	I	F			41	V	M	Open	26-Apr-03	Santa Bar
	Jeremy	Cottriel	M	DPHS		Triple Jump		40-01.50	12.23m	NM/I	I	F			47	V	M	Open	26-Apr-03	Santa Bar
	Logan	Craig	M	DPHS	1600m	Run		5:22.10			I	F			6	F/S	M	Open	26-Apr-03	Santa Bar
	Austin	Creek	M	DPHS	100m	Dash		11.66		NM/I	I	F			20	V	M	Open	26-Apr-03	Santa Bar
	Austin	Creek	M	DPHS	400m	Run		56.80			N	F			40	V	M	Open	26-Apr-03	Santa Bar
	Max	Cutty	M	DPHS	1600m	Run		5:02.70			I	F	8		6	F/S	M	Open	26-Apr-03	Santa Bar
	Andrew	Dale	M	DPHS	110m	Hurdles		18.15		NM/I	I	F			12	V	M	Open	26-Apr-03	Santa Bar
	Kevin	Dell	M	DPHS		Discus		107-02.00	32.66m		I	F			61	V	M	Open	26-Apr-03	Santa Bar
	Erin	Dohm	F	DPHS	200m	Dash		30.41		NM/I	I	F			29	F/S	F	Open	26-Apr-03	Santa Bar
	Erin	Dohm	F	DPHS	400m	Run		1:07.70			N	F			37	F/S	F	Open	26-Apr-03	Santa Bar
	Erin	Dohm	F	DPHS	400m	Run		1:07.50			I	F			13	F/S	F	Open	26-Apr-03	Santa Bar
	Moir	Duffy	F	DPHS	400m	Dash		1:08.20			I	F			15	V	F	Open	26-Apr-03	Santa Bar
	Moir	Duffy	F	DPHS	400m	Run		1:10.20			N	F			39	V	F	Open	26-Apr-03	Santa Bar

TFTM 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 "Event" column, and TFTM will sort the results based on event. You may also click on the **View** Menu selection and choose the **Last Entered First** selection and TFTM 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 athlete quickly by clicking on the top alphabet row. For example, click on the **T**, and TFTM will begin the athlete list with the first athlete whose last name begins with a **T**.

You have the option of tagging each result with a **Mark Standard**. You may also show only **Lifetime Bests**.

Filter What You See

You may **filter** the meet results **by Division**. You can also **filter** the Results by Gender, Age Range, Team Group, SubGroup, School Year, Meet Kind, Meet Type, Distance, Event, Meet Name or All Meets, and Since Date. You also need to choose Event Type: **All, Track, Field, or Multi**.

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 Results Browser Menu Bar and TFTM will display the 4 relay athletes for that team, if they have been entered, and the splits for that relay event. You can edit or enter running **splits or lap times** for the relay event. [Click Here](#) for more information about how to enter Relay Legs. Note that Relay Legs show up as **N** in the I/R column and are color

coded pink.

Splits

To add splits, highlight the meet result for which you want to add splits and either **right mouse click** or click on the **Add Splits** icon on the top of the Meet Results Browser Menu bar. [Click Here](#) for more information about how to enter splits.

Delete a Result

To Delete a result, highlight that row in the grid and click on **Delete** on the Meet Results Menu Bar. TFTM will ask for confirmation - click **OK** and TFTM 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.

Print

Click on **Print** on the Meet Results Menu Bar and TFTM will route you directly to the Meet Results Report. Click [Here](#) for more information about the Meet Results Report.

Enter Splits & Relay Legs

Splits for Individual Events

From any of the Meet Results Browsers, highlight the Meet Result for which you want to enter splits, and either **right mouse click** or click on the **Enter Splits** icon on the top of the browser. In the box, type in the number of splits needed, then click the button **Set Number of Splits**, and TFTM will create the number of columns you need.

	1	2	3	4
Splits	43.11	1:24.34	2:06.46	2:57.20
Laps	43.11	41.23	42.12	50.74

Number of Splits:

You can enter 2 to 99 splits per race. These splits must be entered as **cumulative times**, not subtractive.

To display Splits, go to the Top Marks Report and choose either Cumulative or Subtractive Splits, and TFTM will include those splits with each Meet Result.

Splits for Relay Events and Relay Legs

Splits can be entered for up to 4 rounds for the same relay event in the same meet. Note that splits must be entered as cumulative, not subtractive.

Splits

30: Male 4x100m Relay - Time: 42.74 Finals

	1	2	3	4
Splits	11.04	22.21	31.09	42.74
Laps	11.04	11.17	8.88	11.65

Relay Runners

1	Pallo	Andrew	11.04	Saved	100	Distance
2	Fullerton	Larry	11.17	Not Saved	100	Distance
3	Gainer	Gregory	8.88	Not Saved	100	Distance
4	Feyham	Ashley	11.65	Not Saved	100	Distance

OK Cancel

- First, go to the **Results Browser** or **Results by Event**. Click on the Relay Icon (2 hands shaking) or scroll to the desired Relay Event. First, enter the relay's time and the relay athletes. If athletes are not listed in the Athlete box, add the athletes by double-clicking on the appropriate athletes from the list of eligible athletes on the left hand side of the screen.
- To enter the Relay Legs, click on the Splits Icon (Stopwatch) or on the word **Splits** at the top of the menu. Enter Splits using Cumulative Time. For example, for a relay with a 4:00.00 final time and evenly run legs, the Cumulative Times would be 1:00.00, 2:00.00, 3:00.00, and 4:00.00. TFTM will subtract the cumulative times and list the individual lap times for each athlete. The splits will appear in the Top Marks Report and Meet Results Report if you filter by Relays and click to show either Cumulative or Subtractive splits.
- **If you wish to save the relay legs with each athlete**, after you enter the split times, assign a distance to each athlete and click on the **Not Saved** box to the left of the distance. TFTM will then ask you if you wish to save the split as an Individual Result for that athlete. Click **Yes** if you do. If saved, the Relay Legs will now appear in the [Meet Results Browser](#) for that meet and the [Athlete Results Browser](#) if you check the box **Show Relay Legs** and will be shown with an **S** in the I/R column of the browser and highlighted in pink. The saved Relay Legs will also show in the [Top Marks Report](#) if you click on **Include Relay Legs**. The saved Relay Legs can also be used in the [Best Relay Report](#) and [Find Best Relay](#) feature when you are setting up relay entries.

Standards

Add or Edit Mark Standards

[Mark Standards Report](#)

[Mark Standards Browser](#)

A Mark Standard is simply a set of marks that have been established to represent a certain level of competition. For example, an **A** mark has a certain value for every age, event, and distance. Sometimes these Mark 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 achieved an **A** mark can enter the meet. Mark Standards can be used as meet entry qualification marks by importing them into each Entry Event for a meet. Click [Here](#) for more information on How to Add or Edit Events.

Mark Standards can be set up by keying them into a TFTM Database. You can also pick a previously entered Mark Standard from this menu and ask that TFTM Copy that Mark Standard file into the new one you are setting up.

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards**, and TFTM will display the Mark Standards Browser. Click [Here](#) for more information about the browser.

There are 4 steps involved in actually setting up Mark Standards:

1. Specify the basic Mark Standard Information and Tag.
2. Specify the age group, gender, event, and distance categories.
3. Specify whether the marks are to be **Better Than** or **Worse Than** the Standard.
4. Enter the marks.

To find out more about How a Mark Standard Works, click [Here](#).

TFTM will use the Qualification Mark (specific Standard) in the Entry Browser and Eligibility Report to indicate which marks qualify for each event.

Create a Mark Standard File

Click on **Standards** from the Mark Standards Browser Menu Bar and then **Create New Standard**. TFTM will ask that you give the New Standard a Name, Description, Tag, and a "Better Than" or "Worse Than" designation. Click the **OK** button, and TFTM will create that Mark Standard.

You can also pick a previously entered Mark Standard from this menu and ask that TFTM **Copy that Mark Standard** file into the new one you are setting up. This is a nice feature when you want to slightly modify an existing Mark Standard without losing the "old" information.

Add or Edit Standard Definitions

Click on **Standards** from the Mark Standards Browser Menu Bar and then **Edit Definition**. TFTM will display the Standards Definition screen for you to edit the Standards Description information.

Add Age Group, Gender, Event, Distance

Click on the **Add icon** or **Add** from the Mark Standards Browser Menu Bar, and TFTM will display the Add Standard data entry screen. Choose the Age range, Event, Distance, Gender, and whether it's an Individual or Relay event and then click on the **OK** button, and TFTM will add this particular Standard to your Browser list.

Add/Edit One Standard

After adding a new standard here, you can add and edit the times for the standard on the main Standards Grid.

Event

☒ Individual ☐ Relay ☐ Sprint Medley ☐ Distance Medley ☐ Shuttle Hurdle Relay

Gender

☐ Male ☐ Female

Distance

☐ None

☐ 55 ☐ 800

☐ 60 ☐ 1500

☐ 80 ☐ 1600

☐ 100 ☐ 2K

☐ 110 ☐ 3K

☐ 200 ☐ 3200

☐ 300 ☐ 5K

☐ 400 ☐ 10K

☐ Custom

Measurement

☒ Metric ☐ English

☐ Dash

☐ Run

☐ Mile(s)

☐ Walk

☐ Hurdles

☐ Steeple Chs

☐ Half Marathon

☐ Marathon

☐ Decathlon

☐ Heptathlon

☐ Indoor Pent

☐ Outdoor Pent

☐ Triathlon

☐ Weight Pent

☐ Biathlon

☐ Tetrathlon

☐ Octathlon

☐ High Jump

☐ Pole Vault

☐ Long Jump

☐ Triple Jump

☐ Shot Put

☐ Discus

☐ Hammer

☐ Javelin

☐ Weight Thrw

☐ Other

Age Grouping

by Age Group

Low Age

High Age

OK

Cancel

Event Note:

Add Marks

After you have set up your Mark Standards, use the grid to enter the Marks for each tag and age group, gender, event, and distance. Be sure you have made the correct radio button selection for "Better than" or "Worse than" Standards. Typically, most Mark Standards should be entered in the **Better than** side.

Position your cursor in the column under the Tag you wish to enter in the appropriate row for the age group, gender, event, and distance and enter the mark. 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", 1298 or 12.98 for a Metric field event mark, or 60150 or 6-0150 or 6'01.50 or 6'01.50" or 6'4" or 6'4 for an English field event mark.

Edit Age Group, Gender, Event, Distance

Highlight a particular Mark Standard from the Mark Standard Browser and then click on the **Edit icon** or **Edit**, and TFTM will display the Mark Standard data entry screen. Make the changes you wish to make to the Age Range, Event, Distance, Gender, and whether it's an Individual or Relay event and then click

on the **OK** button and TFTM will store the changes you have made.

Edit Marks

You can edit Mark Standard marks right from the Mark Standard Browser or "grid". Position your cursor in the column under the Tag you wish to change in the appropriate row for the age group, gender, event, and distance and enter the mark. Use the tab key and arrow keys to navigate the grid for optimum data entry. You can enter marks as "12345" or "1:23.45".

Delete a Mark Standard

Highlight a "row" in the Mark Standards Browser and then click on **Delete** or the **Delete icon** to delete that one Mark Standard for that gender, age group, event, and distance.

Mark Standards Browser

[How to Add or Edit Mark Standards](#)

[How to Delete a Mark Standard File](#)

A Mark Standard is simply a set of marks that have been established to represent a certain level of achievement. For example, an **A** mark has a certain value for every age and event. Sometimes these Mark Standards (Qualification Marks or **cuts**) are specified as criteria for entering a meet. For example, an **A Meet** may require that only those athletes who have previously achieved an A mark can enter the meet.

Mark Standards can be set up by keying them into a TFTM Database. You can also pick a previously entered Mark Standard from this menu and ask that TFTM Copy that Mark Standard file into the new one you are setting up. This is a nice feature when you want to slightly modify an existing Mark Standard without losing the "old" information.

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards**. To select a particular Mark Standard to display, choose one from the list in the **Available Standards** selection box.

Click [Here](#) for information about how to **Add or Edit Mark Standards**.

Click [Here](#) for Information about how to **Create a NEW Mark Standard File**. Select one of the three Event Age Grouping choices.

Click [Here](#) for information about how to **Delete an entire Mark Standard File**.

How Mark Standards Work

A Mark Standard has one Tag, such as QUAL for Qualifying Cuts. A Tag can be 1 to 4 characters in length.

In addition, each specific Standard can have a "Worse than" or a "Better than" component. For example, click on the Gold "Better than" component could be 28.97 as in the example above which means that all Girls Intermediate 100 Meter times that are 14.28 or faster will be tagged with "Gold" next to the mark. For example:

Sharon Tippet	100 Meter	13.44	Gold
Betty Odom	100 Meter	14.65	

Or, the Tag for a specific Standard for a particular gender, event, distance, and age range could indicate marks that are "Worse than" a particular mark. For example, suppose you wanted to tag all of the times that were "worse than" a 18.50 for the Boys SubBantam 100 Meters and call that designator "Nov" for "Novice". You would click on the "Worse than" radio button 18.50 in the side of the Standard and leave the "Better than" side blank. For example,

Bill Glass	100 Meters	19.22	Nov
Sam Hawkins	100 Meters	18.55	Nov

TFTM will use the Qualification Mark (specific Standard) in the Entry Browser and Eligibility Report to indicate which marks qualify for each event.

Sort Options

TFTM will display the selected Mark Standard with each designator including Gender, Age Range, Event, Distance, and whether it is an Individual or Relay event. You can 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 Gender, Event, and Distance.

Delete a Mark Standard File

[Mark Standards Browser](#)

[How to Add or Edit Mark Standards](#)

Click on **Standards** from the Main Menu Bar and then **Add/Edit Standards**, and TFTM will display the Mark Standards Browser. Click [Here](#) for more information about the browser.

Choose the Mark Standard you wish to delete by picking one from the **Available Standards** selection box. Click on **Standards** from the Mark Standards Browser Menu Bar and then **Delete Entire Standard**. TFTM will ask for confirmation before deleting the currently opened Mark Standard file. Click **OK**, and TFTM will remove that Mark Standard File from your Database.

Import Standards

Instead of setting up and keying information for a particular Standard, you might want to Import a Standard file that was previously set up in another MEET or TEAM MANAGER Database.

In order to Import a Standard File that has been previously exported, click on **Standards** from the Main Menu Bar and then **Import Standards**. Select the disk drive and directory on which the file exists. TFTM will display information about the Standard file you selected. Review the information to make sure you have selected the right file, then click on the **OK** button and TFTM will import the Standard file that you chose.

NOTE: The Standard file will always have the extension of **.TCL**.

Export Standards

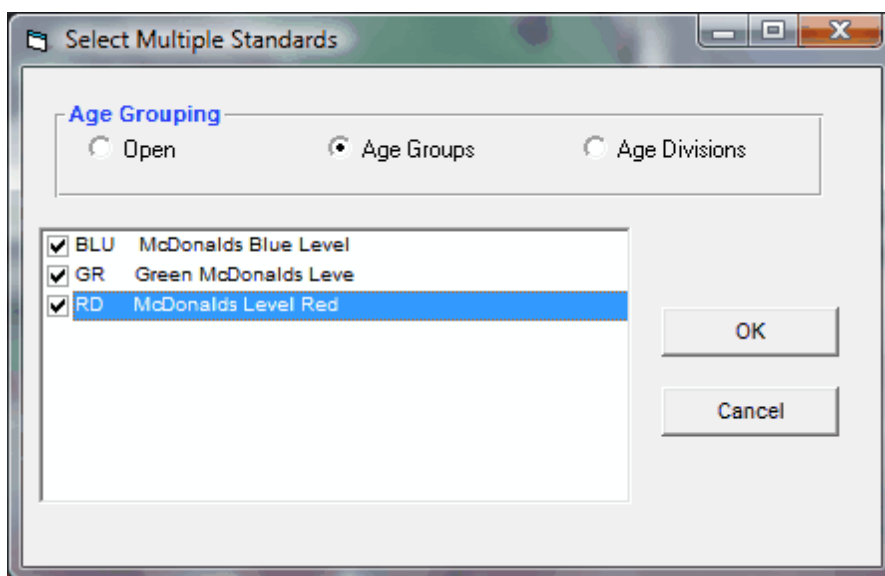
After you have set up a particular Standard, you might want to export that Standard file to another **TEAM MANAGER** database. Or, you might want to export the file for your track & field organization (League, State, Province, or Country) to provide to other clubs in your organization who might want to import those Standards and for use with their TEAM or MEET MANAGER Database.

In order to Export a Standard File that has been set up in TFTM, click on **Standards** from the Main Menu Bar and then **Export Standards**. Select the disk drive and directory on which to store the file. Then choose the particular Standard file you want to export from the list in the **Available Standards** list box. Click on the **OK** button and TFTM will export the Standard file to the disk drive and directory that you specified.

Please note that the Standard file will always have the extension of **.TCL**.

Select Multiple Standards

After you have set up various Standards, you may want to group them so that when you run the **Top Marks Report** and tag each mark with a Standard, TFTM will check through all of the Standards that you have grouped and tag the mark with the "best" standard that applies to that event.



In the example above, the Blue, Green, and Red standard levels have been group together. Whenever you have the option to tag athletes' marks with the appropriate standard, choose "MULT" from the list of Standards and TFTM will figure out the "highest level" Standard that applies to each mark.

Records

Add or Edit Records

[Records Browser](#)

[Records Report](#)

[How to Delete a Record File](#)

A record is simply the best mark achieved in a particular age group, event, and distance. Examples of Records would be a Stadium Record, Team Record, Meet Record, State Record, or a World record.

Records can be set up by keying them into a TFTM 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 TFTM will display the Records Browser. Click [Here](#) for more information about the browser.

Available Records: WATERLOO										
Filter by: <input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female Event: <input type="text"/> Distance: <input type="text"/>										
	Gen	Division	Distance	Event	Event Note	Loc	I/R	Mark	Date Set	Set by
▶	F		50m	Dash		In	I	6.56	80	Faye Blackwood, York University
	M		50m	Dash		In	I	6.09	87	John Denny, York University
	F		55m	Dash		In	I	7.18	98	Heather Moyse, Eastern Michigan
	M		55m	Dash		In	I	6.68	96	Tulu Makonnen, Eastern Michigan
	F		60m	Dash		In	I	7.53	97	Latoya Austin, Eastern Michigan U
	M		60m	Dash		In	I	6.99	Jan-06-01	Paul S Gill, DON WRIGHT INVITATI
	F		200m	Dash		In	I	24.97	98	Heather Moyse, Eastern Michigan
	M		200m	Dash		In	I	22.24	Feb-19-00	Paul S Gill, University of Michigan
	F		300m	Dash		In	I	38.88	82	Faye Blackwood, University of Se
	M		300m	Dash		In	I	34.91	Feb-25-00	Paul S Gill, University of Toronto
	F		400m	Dash		In	I	58.10	Feb-20-97	Heather Moyse, Eastern Michigan
	M		400m	Dash		In	I	49.53	Feb-17-01	Paul S Gill, U. of Michigan - Ann A
	F		600m	Run		In	I	1:30.71	82	Lisa Amsden, York University
	M		600m	Run		In	I	1:20.00	80	Mike Forgrave, York University
	F		800m	Run		In	I	2:11.01	Feb-20-97	Sarah Dillabough, Eastern Michiga
	M		800m	Run		In	I	1:52.60	87	Harvey Mitro, York University
	F		1000m	Run		In	I	2:47.64	97	Sarah Dillabough, University of Wi
	M		1000m	Run		In	I	2:24.07	87	Harvey Mitro, University of Winds
	F		1500m	Run		In	I	4:20.94	97	Sarah Dillabough, University of Wi
	M		1500m	Run		In	I	3:48.80	87	Harvey Mitro, York University
	F		3000m	Run		In	I	9:28.61	Feb-23-01	Deborah L Buhlers, OUA Champs
	M		3000m	Run		In	I	8:15.62	88	Harvey Mitro, York University
	M		5000m	Run		In	I	14:16.80	81	Gary Hutchinson, University of To
	F		1	Mile Run		In	I	4:44.76	Feb-20-97	Sarah Dillabough, Eastern Michiga
	M		1	Mile Run		In	I	4:06.02	88	Harvey Mitro, Central Michigan Un
	F		50m	Hurdles		In	I	7.31	97	Jill Bennett, Eastern Michigan Univ
	M		50m	Hurdles		In	I	6.70	71	George Neeland, University of Tor
	F		55m	Hurdles		In	I	8.31	98	Jill Bennett, Eastern Michigan Univ
	M		55m	Hurdles		In	I	8.69	98	Jimmy Petrie, Eastern Michigan Un
	F		60m	Hurdles		In	I	8.47	85	Sylvia Forgrave, University of Wir
	M		60m	Hurdles		In	I	8.68	93	Brant Forrest, York University

Create a Records File

Click on **Records** from the Records Browser Menu Bar and then **Create New Record Set**. TFTM will ask that you give the New Record Set a Name and an Event Age Grouping. Click the **OK** button, and TFTM will create that Record.

Note: A Record Set can be only 1 venue, either ALL Indoors or ALL Outdoors.

If an existing Record has been tied, just enter a new Record with the same event, gender, and time and TFTM will recognize it as a tied record.

You can also pick a previously created Record Set from the drop down menu, and ask that TFTM **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 losing the "old" information.

Edit Record Set Description

Click on **Records** from the Records Browser Menu Bar and then **Edit Record Set Description**. TFTM will give you the opportunity to edit the Record name. Click the **OK** button and TFTM will update that new Record description information.

Add a Record

Click on the **Add icon** or **Add** from the Records Browser Menu Bar, select a Record File from the drop down menu **Available Records**, and TFTM will display the Add/Edit Record data entry screen.

Add/Edit Record

Gender
☒ Male ☐ Female

Measurement
☒ Metric ☐ English

Age Grouping
 Open

Event Type
☒ Individual ☐ Relay ☐ Distance Medley
☐ Sprint Medley ☐ Shuttle Hurdle Relay

Date Set
 Month Day Year

Location
 Indoors

Distance
☐ None
☐ 55 ☐ 800
☐ 60 ☐ 1500
☐ 80 ☐ 1600
☐ 100 ☐ 2K
☐ 110 ☐ 3K
☐ 200 ☐ 3200
☐ 300 ☐ 5K
☐ 400 ☐ 10K
☐ Custom

Field Events
☐ Dash
☐ Run
☐ Mile(s)
☐ Walk
☐ Hurdles
☐ Steeple Chs
☐ Half Marathon
☐ Marathon
☐ High Jump
☐ Pole Vault
☐ Long Jump
☐ Triple Jump
☐ Shot Put
☐ Discus
☐ Hammer
☐ Javelin
☐ Weight Thrw
☐ Super Weight
☐ Other

Multi Events
☐ Decathlon
☐ Heptathlon
☐ Indoor Pent
☐ Outdoor Pent
☐ Triathlon
☐ Weight Pent
☐ Biathlon
☐ Tetrathlon
☐ Octathlon

Event Note

Male

Record Holder:
 Affiliation:

Mark:

Choose the Distance, Event, Gender, Age Grouping, Division if appropriate, and the Event Type (Individual event or Relay type). Also specify the following information for that event.

- Record Holder Information
- Date the Record was set
- Affiliation Team - that is the Team Name of the Record Holder
- Mark. You can enter times as "12345" or "1:23.45", 1298 or 12.98 for a Metric field event mark, or 60150 or 6-0150 or 6'01.50 or 6'01.50" or 6'4" or 6'4 for an English field event mark.
- Venue - each record file/set can only be ALL Indoors or ALL Outdoors; for importing or exporting Records, only 1 venue can be used per record file/set.

For Relay Records, there is a Relay Runners section.

When adding a new Record, you can specify a field: **"Identifying Flag for Reports"**. This character will be printed next to the time in the Top Marks Report for marks that meet or exceed the record. You can add this character to existing records by clicking on the Edit Record File Description menu selection on Add/Edit Record screen from the Main Menu.

Once this information has been entered, click on the **OK** button and TFTM will add this particular Record to your Browser list.

To enter **"ties"**, just enter the same event information with the new record holder, date the record was set, and team with the same mark and TFTM will recognize the record as a tie.

Click on the **Find Record** button and TFTM will look through all of the meet results in your database that match that event and find the best mark or time and then automatically update that record.

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 TFTM will display the record information to edit. Make the changes and click **OK** and TFTM will save the new record information. Or, you can change basic record information right from the Records Browser or "grid".

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. TFTM will ask for confirmation - click **OK** and TFTM will delete the record information for that particular gender, age, event, and distance.

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 mark achieved in a particular age group, event, distance, and venue. Examples of Records would be a Facility Record, Team Record, Meet Record, State Record, or a World record. You have the

Records can be set up by keying them into a TFTM Database.

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.

Click [Here](#) for information about how to **Add or Edit Records**.

Click [Here](#) for information about how to **Create a NEW Record File**. Select one of the three Event Age Grouping choices.

Click [Here](#) for information about how to "**Identifying Flags for Reports**".

Click [Here](#) for information about how to **Edit Record Set Description**.

Click [Here](#) for information about how to **Delete an entire Record File**.

How Records Work

A Record includes the following information:

- ◆ Record Mark
- ◆ Gender, Age Group, Event and Distance of the event
- ◆ Venue - either Indoor or Outdoor.
- ◆ Optional Date the Record was set
- ◆ Optional Record Holder Information
- ◆ Affiliation - that is the 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.

Sort Options

TFTM will display the selected Record including Gender, Age Range, Event, Distance, and whether it is an Individual or Relay event. The Record Holder information with the date the Record was set will also be displayed. 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 Gender, Indoor, Outdoor, Event, and Distance.

Delete a Record File

[Records Browser](#)

Click on **Records** from the Main Menu Bar and then **Add/Edit Records**, and TFTM 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**. TFTM will ask for confirmation before deleting the currently opened time Records file. Click **OK**, and TFTM will remove that Record File from your Database.

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**. Select the disk drive and directory on which the file exists. TFTM 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 TFTM will import the Record file that you chose.

NOTE: The Record file will always have the extension of **.TCL**.

Export Records

[How to Import Records](#)
[Records Browser](#)

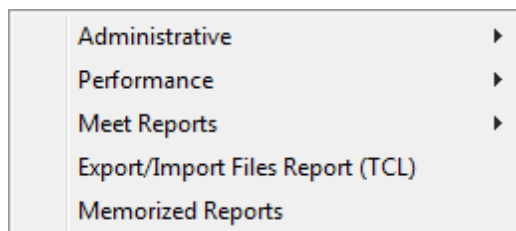
After you have set up a particular Record, you might want to export that Records file to **MEET MANAGER** to import for a particular meet. Or, you might want to export the file for your track & field organization (League, State, Province, or Country) to provide to other clubs in your organization who might want to import those Records and for use with their TEAM or MEET MANAGER Database.

In order to Export a Records File that has been set up in TFTM, 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 TFTM will export the Record file to the disk drive and directory that you specified.

Please note that the Record file will always have the extension of **.TCL**.

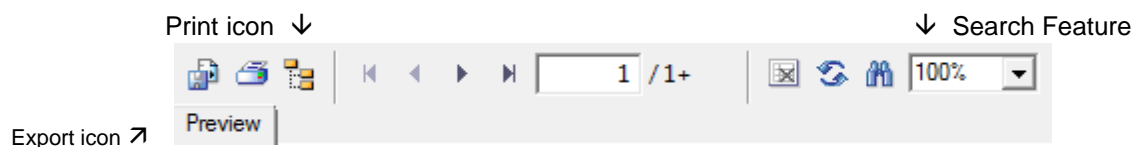
Reports

This Section describes all the various reports that are available from TFTM. Click on **Reports** from the Main Menu Bar and then choose from the following types of reports:

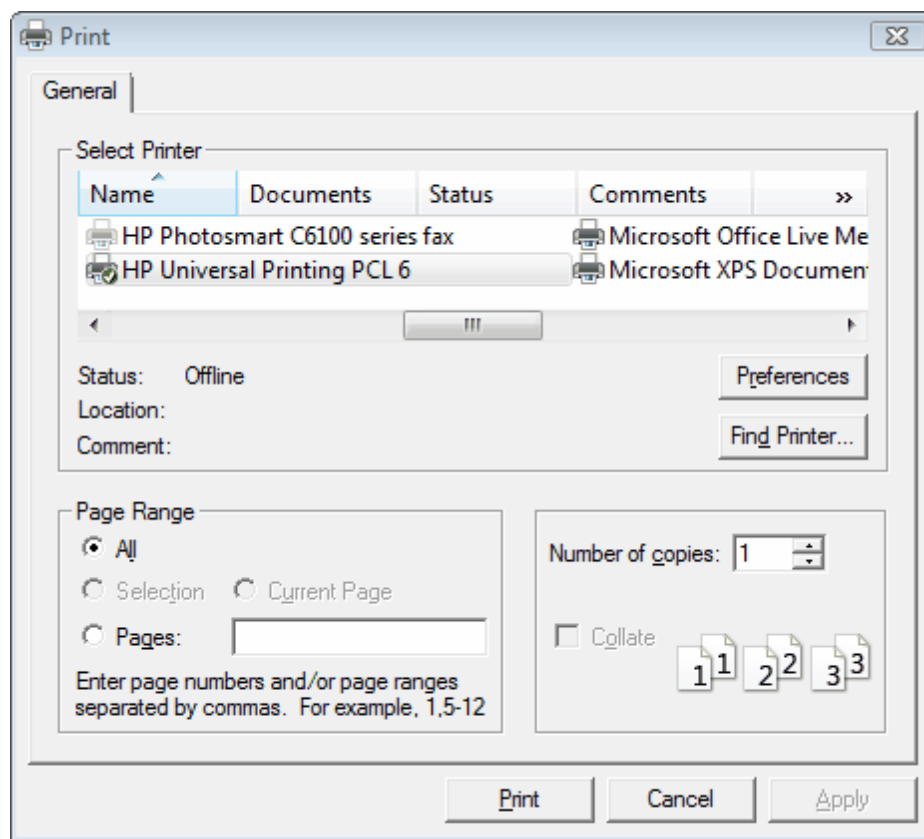


Preview Screen Tool Bar

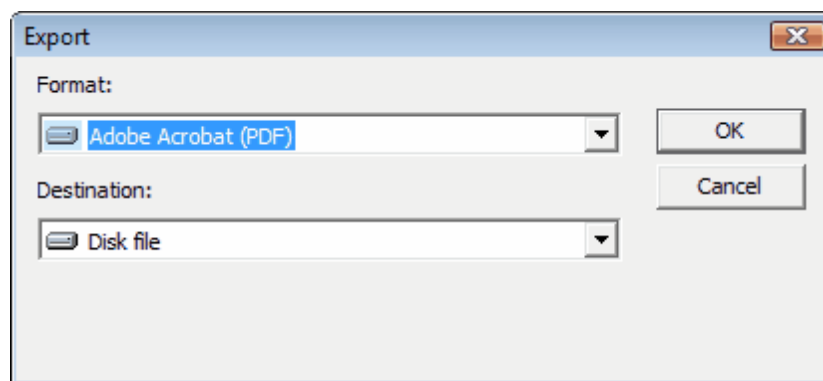
The Preview Screen Tool Bar is displayed on the top of each report's Preview Window.



- Click on the "X" on the far right side of the Tool Bar 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.

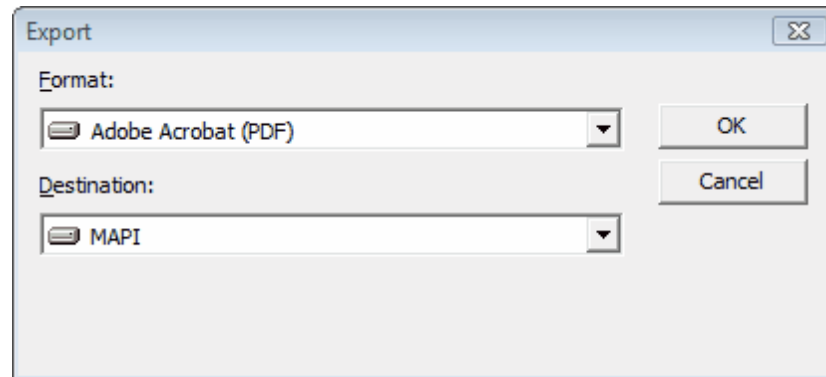


- Click on the Sizing "percentage" to resize the Preview Window
- Click on the Search "binoculars" icon to be able to search the content of the report for any text field. For example, suppose you want to find a particular swimmer's meet results from a Meet Results Report sorted by Event. Just enter the 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, PDF, 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.

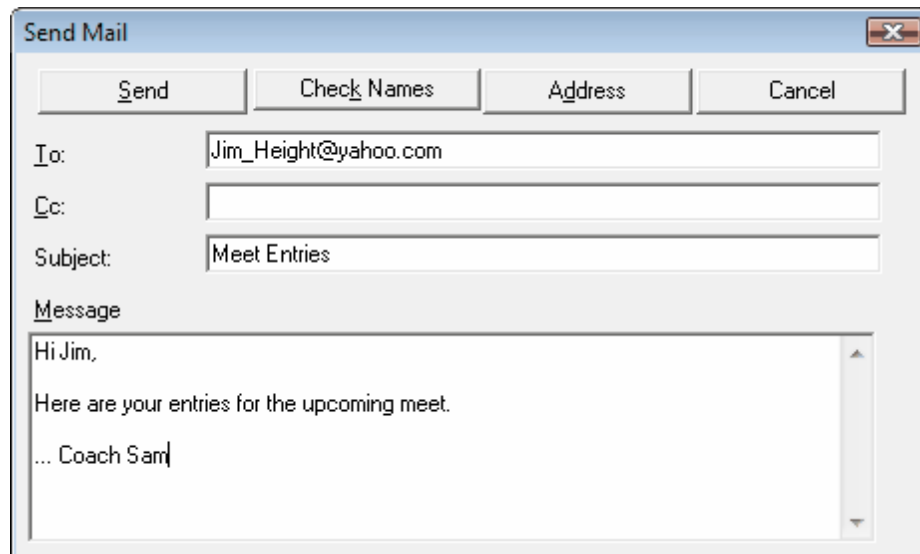


- Click on the Export Report icon to export your report to Excel, Microsoft's Word, CSV file, HTML,

XML, rich text, etc. Choose "MAPI" as your destination to email your report.



Click OK and then 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

TFTM offers the following Administrative Reports.

- Athletes
- Teams
- Meets
- Standards
- Records
- Codes
- Registration

Athletes Report

[How to Add or Edit Athletes](#)

To print or preview a report of athlete administrative information, click on **Reports** from the Main Menu Bar and then **Administrative** and **Athletes**.

The screenshot shows the 'Athlete Reports' window with the following sections:

- Top Tabs:** Mailing Labels, Athlete Registration Form, Custom Layout, Contact / Mailing / Medical / Recruiting, Athlete Rosters (selected), Attendance.
- Month of Birth:** A dropdown menu with a red text prompt: "Use for list of birthdays in selected month."
- Group Filters:**
 - Team: [Dropdown]
 - Group: [Dropdown]
 - Subgroup: [Dropdown]
 - School Year: [Dropdown]
 - Include Competitor #: ☒
- Sort by:**
 - ☒ Name
 - ☐ Team
 - ☐ Age Descending
 - ☐ Age Ascending
 - ☐ Group
- Athlete Status:**
 - Include Inactive: ☐
 - Inactive Athletes Only: ☐
- Gender:**
 - ☐ Male
 - ☐ Female
 - ☒ Both
- Age:**
 - Low Age: [Text Box]
 - High Age: [Text Box]
- Buttons:** Create Report, Cancel

The Athlete Report can be customized to provide 5 different types of reports as indicated by the 5 tabs. You may **filter** each report by Team, Group, Subgroup, School Year, Gender, Age, and if you wish to include Inactive athletes or not. You can **sort** the report by name, team, age descending, by age ascending, or by group. You also have the choice to **Include InActive** athletes or to list **InActive Athletes Only**. To display a Competitor #, you must check the box to **Include Competitor #**.

Roster

This report provides basic roster information about each athlete including Name, Gender, Age, Birth date, Registration ID # fields, Group, School YR, and Team, Group, and Subgroup, and a check box to include Competitor #.

You can also specify a Month and TFTM will sort the report based on each **athlete's birth date** and only include athletes that were born in that month - great for recognizing birthdays!

Note: the report will only display one **Registration ID # field** (if both fields are selected, only the

second field will appear), depending upon whether you set up Registration ID #'s in [Set-up/System Preferences](#).

Athlete Registration Form

This report provides a way to collect registration information about each athlete. You can either print a blank form to copy and hand out or if you already have your athletes entered from last year and you want them to update the information, you can print out a page for each athlete to edit or confirm

Blank Form ☐

Organization Name

Include Signature Line ☐ By signing this form the parent/guardian agrees to abide by the policies, rules and requirements of the governing body.

Sample Report

Licensed To: Hy-Tek 6/5/2009 Page 1

Athlete Registration Form
FAST Track Team

Last Name: _____ First Name: _____ Middle Name: _____
 Gender: _____ Birthdate: _____ Preferred Name: _____
 Athlete Email: _____ Athlete Cell: _____
 Competition #: _____

PRIMARY CONTACT INFORMATION

Last Name: _____ First Name: _____ First Name: _____
 Mailing Address: _____
 Mailing Address: _____
 City/State/Zip: _____
 Mail To: _____
 Home Phone: _____ FAX: _____
 Parent 1
 Office Phone: _____ Cell Phone: _____
 Email: _____
 Parent 2
 Office Phone: _____ Cell Phone: _____
 Email: _____

SECONDARY CONTACT INFORMATION

Last Name: _____ First Name: _____ First Name: _____
 Mailing Address: _____
 Mailing Address: _____
 City/State/Zip: _____
 Mail To: _____
 Home Phone: _____ FAX: _____
 Parent 1
 Office Phone: _____ Cell Phone: _____
 Email: _____
 Parent 2
 Office Phone: _____ Cell Phone: _____
 Email: _____

MEDICAL INFORMATION

Doctor Name: _____ Doctor Phone: _____
 Emergency Contact: _____ Emergency Contact Phone: _____
 Medical Condition:
 Medication:
 Comments:
 Date: _____

Contact / Mailing / Medical / Recruiting Information

Contact Information

This report provides basic information about each athlete plus both Primary and Secondary Contact information including day and evening 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 athlete plus both Primary and Secondary Contact mailing information.

Medical

This report is designed to display the medical information that was entered for each athlete. Click [Here](#) to find out how to enter medical information for an athlete.

Recruiting

This report is designed to display a one page report for each athlete based on the Recruiting information that has been entered for that athlete. Click [Here](#) to find out how to enter recruiting information for an athlete.

Email List

This report provides basic information about each athlete plus both Primary and Secondary Contact telephone information including day and evening telephone numbers and a comment line for you to optionally write in information - for example "no

Telephone List

This report provides basic information about each athlete plus both Primary and Secondary Contact telephone information including day and evening telephone numbers and a comment line for you to optionally write in information - for example "not a correct number".

Custom Information

This report is designed to display the Custom information that was entered for each athlete. Click [Here](#) to find out how to enter custom information for an athlete.

Attendance List

This report provides a **one week** (portrait), **two week** (landscape), and **monthly** (landscape) basic attendance report for the athletes selected with the various options as shown below.

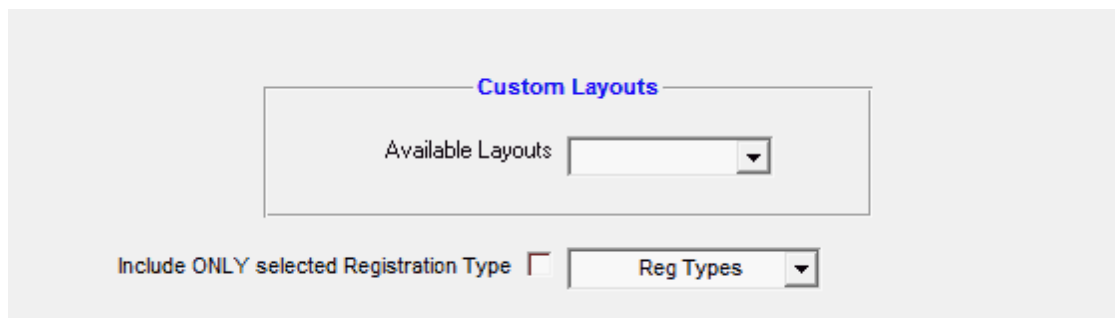
The image shows a 'Format' dialog box with a title bar. Inside, there are three radio button options: 'Weekly - Portrait' (selected), 'Bi-Weekly - Landscape', and 'Monthly - Landscape'. Below these is a date field with the placeholder 'MM/DD/YY' and a small calendar icon. At the bottom, there are three unchecked checkboxes: 'Print Blank Page Only', 'Include Two Rows of Boxes', and 'Include Primary Phone Number'.

Mailing Labels

Click [Here](#) for specific information on previewing and printing Mailing labels for your team.

Custom Layout

This report is based on the specific Custom Athlete Layout that you choose. [Click Here](#) for information on how to set up an Athlete Custom Layout for a report. If you have Registration Types enabled, you can also choose to filter the information in the report by any specific **Reg Type** that you have set up.



The screenshot shows a dialog box titled "Custom Layouts". It contains a section labeled "Available Layouts" with a dropdown menu. Below this, there is a checkbox labeled "Include ONLY selected Registration Type" which is currently unchecked, followed by a "Reg Types" dropdown menu.

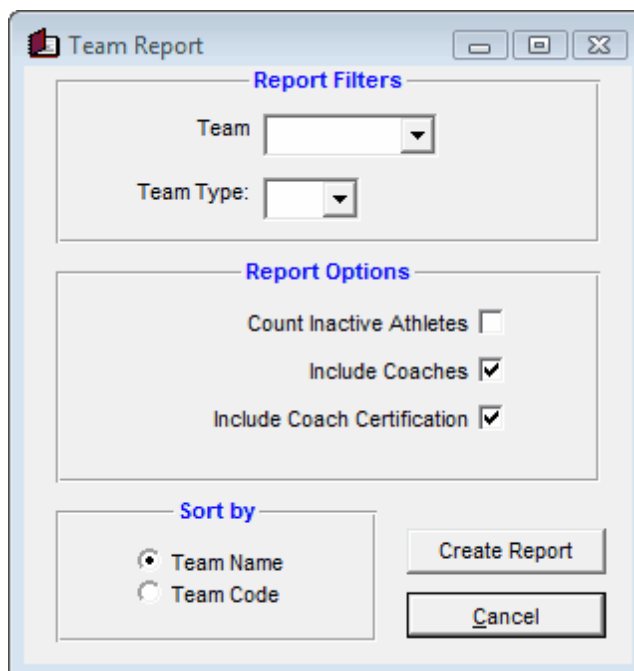
Click on the **Create Report** button and TFTM will provide a report preview of the Athletes Report.

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, PDF, etc. And you can click on the **Printer** icon and TFTM 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 - either Age Group or School.



The screenshot shows a dialog box titled "Team Report". It has a "Report Filters" section with "Team" and "Team Type" dropdown menus. Below that is a "Report Options" section with checkboxes for "Count Inactive Athletes" (unchecked), "Include Coaches" (checked), and "Include Coach Certification" (checked). At the bottom, there is a "Sort by" section with radio buttons for "Team Name" (selected) and "Team Code". To the right of the "Sort by" section are "Create Report" and "Cancel" buttons.

If you enter a **Short Team Name**, TFTM will always use that name in reports; if you do not enter a **Short Team Name**, then TFTM will use the **Team Abbreviation**.

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 Code (abbreviation) or by full Team Name.

Click on the **Create Report** button and TFTM will provide a report preview of the Teams 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, PDF, etc. And you can click on the **Printer** icon, and TFTM 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**.

The screenshot shows the 'Meet Reports' dialog box. It features a title bar with 'Meet Reports' and standard window controls. The main area is divided into several sections: 'Date Filters' with 'Meets Since' and 'Meets Until' date pickers; 'Meet Filters' with 'Meet Type' and 'Meet Kind' dropdowns, and radio buttons for 'All', 'Outdoors', and 'Indoors'; checkboxes for 'Win/Loss Report' and 'Include Remarks'; a 'Sort by' section with radio buttons for 'Meet Name', 'Start Date Descending' (selected), and 'Start Date Ascending'; and 'Create Report' and 'Cancel' buttons at the bottom right.

You can filter this report by:

- ▶ Date Range
- ▶ Meet Type
- ▶ Meet Kind

- ▶ All
- ▶ Outdoors

► Indoors

You can choose to include a **Win-Loss Record**, and you can choose **Include Remarks**.

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 2001 sorted by ascending date.

Click on the **Include Remarks** check box and TFTM will include any remarks that you have included when you set up the meet.

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Registration Report

[How to Add or Edit Athletes](#)

The Registration Report is usually used by Associations or Leagues. This report gives you current year numbers for how many athletes, coaches, administrators, etc., are registered for each club/team, and how many are registered for each category of clubs/teams. It also can give you the previous year's totals for comparisons.

A Registration data field (**Reg**) will also appear on the Team Screen. This field allows you to categorize teams as Local, Foreign, Regional, etc. and is used in the Registration Report.

You can also create a subset of labels by isolating on one registration type and also on a birth date range.

To print or preview a the Registration Report, click on **Reports** from the Main Menu Bar and then **Administrative** and **Registration**.

Click on the **Create Report** button, and TFTM will provide a report preview of the Registration 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Mark Standards Report

[How to Add or Edit Mark Standards](#)

To print or preview a report of a specific record, click on **Reports** from the Main Menu Bar and then **Administrative** and **Mark Standards**. Pick from the list of available Mark Standards.

Specify the Mark Standard and the report format. Click on the **Create Report** button, and TFTM will provide a report preview of the Mark Standards Report in portrait format.

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, PDF, etc. And you can click on the **Printer** icon, and TFTM 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 TFTM will provide a report preview of the Records 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Codes Report

[Set-up - Groups/Subgroups/Codes](#)

"Codes" are shortcut names for Team Groups, Subgroups, School YR, Meet Types, and Event 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 TFTM will provide a report preview of the Codes 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, PDF, etc. And you can click on the **Printer** icon, and TFTM will print the report to the selected printer.

Performance Reports

TFTM offers the following Performance Reports.

Top Marks
Top Marks Spreadsheet
Multi-Event Results
High Point
Record Match

Top Marks Report

The Top Marks Report is designed to provide performance information in a varied assortment of report formats. It will probably be your most used report. Use this report to list your team's top marks for individual events and relays. This set of reports is based upon the meet results that have been entered or imported for the athletes in your Database. To print or preview a report of Top or Best Marks, click on **Reports** from the Main Menu Bar and then **Performance** and **Top Marks**.

The Top Marks Report includes the actual mark, the converted mark if it is a hand time or a field event, and the wind reading where applicable. Click [Here](#) for information on how to turn the field event conversion mode on or off.

This report offers a many customization filters and sort options as described below. This report will also display **Average Mile** calculations for Cross Country meets for distances greater than one mile.

The screenshot shows the 'Top Marks Report' dialog box with the following sections:

- Meet:** A dropdown menu set to 'All Meets'.
- Athlete Filters:**
 - Team: [Dropdown]
 - Group: [Dropdown]
 - Subgroup: [Dropdown]
 - School Year: [Dropdown]
 - Region: [Dropdown]
 - Include Inactive: ☐
 - Gender: ☒ All, ☐ Male, ☐ Female
 - Age Grouping: [Tab]
- Venue:**
 - ☒ Both, ☐ Outdoors, ☐ Indoors
- Splits:**
 - ☒ None, ☐ Cumulative, ☐ Subtractive
- Include:**
 - Goals: ☐
 - Points/Places: ☐
 - Birthdate: ☐
 - Registration ID: ☐
 - Comp #: ☐
- Event / Distance Filters:**
 - Event: [Dropdown]
 - Distance: [Text Box]
 - Ignore Event Notes: ☐
 - ☒ Equal, ☐ Greater, ☐ Less
- Event Selection / Order:**
 - ☒ Publication, ☐ Custom
- Dates / Improvement:**
 - Use Times Since: [MM/DD/YY] [Dropdown]
 - Use Since Date: ☐
 - Use Times Until: [MM/DD/YY] [Dropdown]
 - Use Times Until: ☐
 - Chronological: ☐
- Sort by:**
 - ☐ Name, ☐ Name (1 per page)
 - ☒ Event (by Division), ☐ Event (Open)
- Event Filters:**
 - ☒ Individual, ☐ Relay, ☐ No Runners
 - Meet Kind: [Dropdown]
 - Meet Type: [Dropdown]
 - Include Relay Legs: ☐
 - Include ONLY Relay Legs: ☐
 - Top How Many? (0 = All Times): [1] [Spin Box]
- Output Options:**
 - ☒ 1 Column, ☐ 2 Column, ☐ 3 Column
 - ☐ Flat HTML
- Buttons:** [Save Icon], [Create Report], [Cancel]

Report Filters

This report offers the standard Athlete Filters such as Team, Group, Subgroup, School Year, Region, and Gender filters, as well as the following specific report filters. To include Inactive athletes in this report, please click on the **Include Inactive** check box.

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).

Age Grouping

Choose either Open, Age Groups, or Age Divisions.

If the System Preferences were set up as **Age Divisions** or **Open**, then you may filter this report by a specific Event Division by choosing that specific **Event Division** from the list provided. For

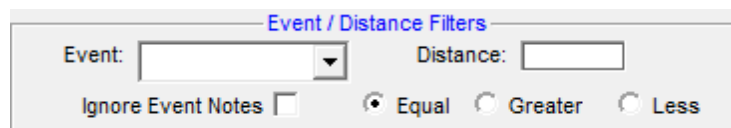
example, you might want to print this report for only the Varsity Division of the meet.

If the System Preferences were set up as **Age Groups**, then you may filter this report by a specific age group by entering a Low/High Age range. For example, you might want to print this report for only the 11 year old Girls.

Click for more information on [Age Groups](#) or [Age Divisions](#).

Event/Distance

Filter the report for a specific event and distance by clicking on the Event and Distance menu boxes and making the appropriate selections.

The image shows a dialog box titled "Event / Distance Filters". It contains two input fields: "Event:" with a dropdown arrow and "Distance:" with a text box. Below these fields are three radio buttons labeled "Equal", "Greater", and "Less", with "Equal" being selected. To the left of the radio buttons is a checkbox labeled "Ignore Event Notes".

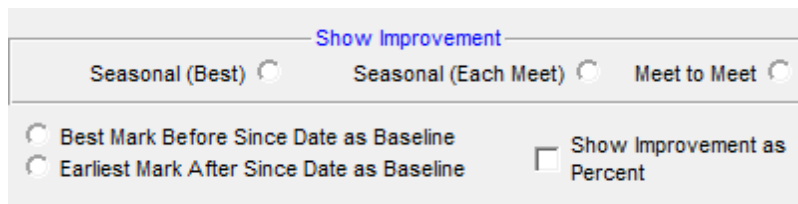
Or, key in a distance value (like 200) and then pick the **Greater** radio button and TM will include all of those events with distances GREATER THAN 500. Click on the **Ignore Event Notes** check box and TFTM will not filter by each event's note field

Dates

You may filter the marks in this report from a **Since Date** to an **Until Date**. For example, list top Marks that were achieved between September 1, 2009 and January 31, 2010.

Improvement

Set up a **Since Date** and click on the **Chronological** check box from the Dates tab and then click on the **Improvement** tab and choose which type of improvement that you wish to view.

The image shows a dialog box titled "Show Improvement". It has three radio buttons at the top: "Seasonal (Best)", "Seasonal (Each Meet)", and "Meet to Meet". Below these are two more radio buttons: "Best Mark Before Since Date as Baseline" and "Earliest Mark After Since Date as Baseline". To the right of these is a checkbox labeled "Show Improvement as Percent".

You can show improvement in terms of the time improved or in terms of the percent improvement. TFTM offers three ways to calculate Improvement:

1. Seasonal (Best) - First specify the baseline for the seasonal improvement. Click on the **Best Mark Before the Since Date as Baseline** check box and TFTM will find each athlete's fastest best mark in each event competed in before the Since Date and use that mark as the baseline for improvement. Or click on the **Earliest Mark after Since Date as Baseline** check box and TFTM will use each athlete's mark in each event competed in from the first meet after the Since Date as the baseline for improvement. TFTM will take the baseline meet as chosen and then calculate improvement for the athlete's Best Mark based on that baseline.
2. Seasonal (Each Meet) - First specify the baseline for the seasonal improvement. Click on the **Best Mark Before the Since Date as Baseline** check box and TFTM will find each athlete's best mark time in each event competed in before the Since Date and use that mark as the baseline for improvement. Or click on **Earliest Mark after Since Date as Baseline** check box and TFTM will use each athlete's mark in event competed in from the first meet after the Since Date as the baseline for improvement. TFTM will take the baseline meet as chosen and then

calculate improvement for each meet based on that baseline.

3. Meet to Meet - TFTM will calculate improvement from meet to meet based on the chronological list of the meets swum after the Since Date.

Venue

Choose to display **All** top marks, only top marks from **Outdoor** meets, or only top marks from **Indoor** meets.

Splits

Choose to display no splits, **Cumulative** or "running" splits, or **Subtractive** or "lap" splits. Click [Here](#) for more information on how to enter Splits.

Events

Choose to display top marks from **All events**, only top marks from **Track** events, only top marks from **Field** events, or only top marks from **Multi** events.

Event Selection/Order

Choose to display top marks in either **Publication Order** or **Custom Event Order**. Click [Here](#) for more information on Custom Event Order.

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. If you choose **Relay**, then you will also have the choice to include the **Runners** for the relay.

Meet Kind

You may choose to filter the meets by T&F (Track & Field meets), CC (Cross Country meets), or RR (Road Races). This filter can keep reports streamlined to a specific kind of meet, such as Cross Country best marks only.

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 Marks from "Dual" or "Novice" type meets only.

Top How Many

You may optionally filter Top Marks by specifying how many top marks that you wish to include - enter "0" to include ALL the marks for an Event or Athlete.

Include Places/Points

You may choose to display the points and places for each mark by **sorting by Name**, selecting a number not equal to 1 (zero or any number 2 and above) in the **Top How Many** box, and checking the **Include Points/Places** box. You must have entered or imported places and points in order to have the data printed out in this report.

Include Comp

Click on the check box to include each athlete's competitor # - this option is available **ONLY** if you sort the report by Name.

Include Goals

Click on this check box to include each athlete'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 athlete.

Include Relay Legs

Click on this check box to include Relay Legs in your Top Marks list that have been previously split out in the Results by Event screen. Relay Leg marks will be indicated by an **S** to the right of the mark.

Include ONLY Relay Legs

Click on this check box to include **only** the Relay Legs in your Top Marks list that have been previously split out in the Results by Event screen.

Include Registration ID

Click on this check box to include each athlete's Registration ID next to his/her name.

Include Birth Date

Click on this check box to include each athlete's Birth Date next to his/her name.

Sort Options

This report can be sorted by:

- Name
- Event
- Name (1 per page)

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. TFTM will list Best Marks **sorted chronologically** instead of fastest-to-slowest.

Standards

Specify a Mark Standard then click on the **Include Mark Standards** check box and TFTM will tag each result with the appropriate Mark Standard designator. For example, 2:34.56 Q1. If you have set up multiple standards to be used in reporting, then choose **MULT** from the list of standards.

Records

Select a specific Record and click on **Check Records**, and TFTM will indicate if any of the Records have been broken by displaying **REC** next to each mark. 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.

If you do not want to flag records that were broken, click the check box **Headers ONLY for all Records**.

The "Check All Records" check box on the Record tab appears only for reports sorted by Events (Age at Meet) and for Relays. If you check the box, TFTM will look at all records with a non-blank "Identifying Flag for Reports" character and do two things:

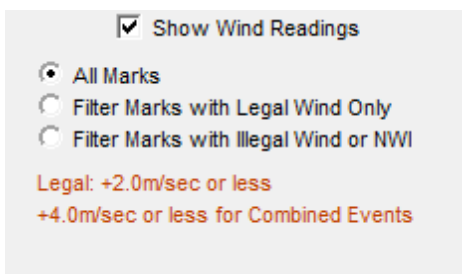
1. List the current recorder Header information as a header for each event.

2. Display the "Identifying Flag for Reports" character next to any time that meets or exceeds any of the records.

Click [Here](#) for information on "Identifying Flag for Reports".

Wind

Select the **Wind** tab to provide you options including wind readings next to each mark as well as various options on filtering the Top Marks report.



The screenshot shows a settings panel for the 'Wind' tab. At the top, there is a checked checkbox labeled 'Show Wind Readings'. Below this, there are three radio button options: 'All Marks' (which is selected), 'Filter Marks with Legal Wind Only', and 'Filter Marks with Illegal Wind or NWI'. At the bottom of the panel, there are two lines of text in red: 'Legal: +2.0m/sec or less' and '+4.0m/sec or less for Combined Events'.

1, 2, or 3 Column Format

The Top Marks 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 competition or improvement information.

Flat HTML

Click on the **Flat HTML** button at the bottom of the menu and TFTM will give you the option to export Top Marks in HTML format for posting on your team's web site. The report is provided sorted by Event only in single column format.

Memorize Report

Click on the **Memorize Report** icon and TFTM 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 TFTM will display the report menu "filled in" with the options and filters you previously saved.

Sample Report

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon, and **TFTM** will print the report to the selected printer.

Top Marks Report

Ferrier High School [FHS]

Number of Top Times: 10

Women 55m Dash				Women 352y Dash			
1	7.09		P Fehr, Sandy	1	47.66	F	Funk, Angela
2	7.25		F Jensenson, Sarah	2	49.67	F	Porison, Brenda
3	7.38		F Butler, Brenda	3	51.62	F	Pratt, Tracy
4	7.45		F Funk, Angela	Women 400m Dash			
5	7.67		F Hoffstad, Francis	1	56.78	F	Grace, Sam
6	7.74		P Wrangler, Ashley	2	58.52	F	Funk, Angela
7	7.75		P Boyd, Candy	3	1:01.57	F	Boyd, Candy
8	7.76		F Bergeson, Elizabeth	4	1:03.17	F	MacDonald, Kathy
9	7.80		P McVay, Kelly	5	1:03.80	F	Porison, Brenda
10	8.16		F Fragler, Janet	6	1:04.52	F	Pratt, Tracy
Women 60m Dash				7	1:05.47	F	Parison, Jessica
1	7.70		F Fehr, Sandy	8	1:06.72	F	Fragler, Janet
2	7.88		P Jensenson, Sarah	9	1:08.84	F	Werner, Lilly
3	7.99		F Funk, Angela	Women 600m Run			
4	8.07		P Butler, Brenda	1	1:46.60	F	Neller, Britany
5	8.26		P Wrangler, Ashley	Women 800m Run			
6	8.31		F Hoffstad, Francis	1	2:15.61	F	Stuben, Tara
7	8.61		F Bergeson, Elizabeth	2	2:17.72	F	Neller, Britany
8	8.80		F Fragler, Janet	3	2:25.81	F	MacDonald, Kathy
9	8.86		F Pratt, Tracy	4	2:25.98	F	Parison, Jessica
Women 100m Dash				5	2:27.09	F	Werner, Lilly
1	11.94	1.8	F Jensenson, Sarah	6	2:28.00	F	Webertson, Pam
2	12.22	1.0	P Fehr, Sandy	7	2:46.00	F	McVay, Kelly
3	12.50	2.0	P Butler, Brenda	8	3:01.08	F	Lattley, Amy
4	13.05	3.1	F Hoffstad, Francis	Women 880y Run			
5	13.14	2.5	F Bergeson, Elizabeth	1	2:30.62	F	Neller, Britany
6	13.18	1.8	P Wrangler, Ashley	2	2:32.79	F	Werner, Lilly
7	13.63	1.8	P Fragler, Janet	3	2:39.31	F	MacDonald, Kathy
8	13.6h	NWI	F Roseberg, Kathy	Women 1000m Run			
Women 176y Dash				1	3:15.86	F	Webertson, Pam
1	21.15		F Fehr, Sandy	Women 1500m Run			
2	21.40		F Hoffstad, Francis	1	4:50.31	F	Stuben, Tara
3	21.80		F Boyd, Candy	2	4:56.35	F	Webertson, Pam
4	22.26		F Bergeson, Elizabeth	3	5:18.20	F	Parison, Jessica
5	22.30		F Wrangler, Ashley	4	5:19.37	F	Neller, Britany
6	22.44		F Fragler, Janet	5	5:19.42	F	Lower, Anna
7	22.83		F McFarland, Kendra	6	5:39.02	F	Farmer, Greta
8	23.27		F Roseberg, Kathy				

Top Marks Spreadsheet Report

The Top Marks Spreadsheet Report is designed to provide performance information in a specific spreadsheet layout. Use this report to list your team's top marks for individual running and field events. This report is based on the meet results that have been entered or imported for the athletes in your Database. To print or preview a report of Top or Best Marks SS Report, click on **Reports** from the Main Menu Bar and then **Performance** and **Top Marks Spreadsheet**.

Report Filters

This report offers the standard Athlete Filters such as Team, Group, Subgroup, School Year, Region and Gender filters, as well as the following specific report filters. To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Age Grouping

Choose either Open, Age Groups, or Age Divisions.

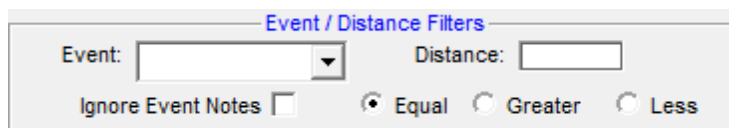
If the System Preferences were set up as **Age Divisions** or **Open**, then you may filter this report by a specific Event Division by choosing that specific **Event Division** from the list provided. For example, you might want to print this report for only the Varsity Division of the meet.

If the System Preferences were set up as **Age Groups**, then you may filter this report by a specific age group by entering a Low/High Age range. For example, you might want to print this report for only the 11 year old Girls.

Click for more information on [Age Groups](#) or [Age Divisions](#).

Event/Distance

Filter the report for a specific event and distance by clicking on the Event and Distance menu boxes and making the appropriate selections.



Event / Distance Filters

Event: Distance:

Ignore Event Notes ☐ ☒ Equal ☐ Greater ☐ Less

Or, key in a distance value (like 200) and then pick the **Greater** radio button and TM will include all of those events with distances GREATER THAN 500.

Dates

You may filter the marks in this report from a **Since Date** to an **Until Date**. For example, list top Marks that were achieved between September 1, 2001 and January 31, 2002.

Venue

Choose to display **All** top marks, only top marks from **Outdoor** meets, or only top marks from **Indoor** meets.

Events

Choose to display top marks from only **Track** events, only top marks from **Field** events, or only top marks from **Multi** events.

Event Selection/Order

Choose to display top marks in either **Publication Order** or **Custom Event Order**. Click [Here](#) for more information on Custom Event Order.

Meet Kind

You may choose to filter the meets by T&F (Track & Field meets), CC (Cross Country meets), or RR (Road Races). This filter can keep reports streamlined to a specific kind of meet, such as Cross Country best marks only.

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 Marks from "Dual" or "Novice" type meets only.

Sort Options

This report can be sorted by:

- By Gender then Age Group
- By Age Group then Gender

Standards

Specify a Mark Standard then click on the **Include Mark Standards** check box and TFTM will tag each result with the appropriate Mark Standard designator. For example, 2:34.56 AA. Or click on the **Standards at Least** check box and TFTM will only include those marks at that Mark Standard or higher. If you have set up multiple standards to be used in reporting, then chose **MULT** from the list of standards.

Memorize Report

Click on the **Memorize Report** icon and TFTM 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 TFTM will display the report menu "filled in" with the options and filters you previously saved.

Sample Report

Click on the **Create Report** button and TFTM 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, pdf, etc. And you can click on the **Printer** icon, and **TFTM** will print the report to the selected printer.

Individual Top Marks Outdoors Only

Ferrier High School [FHS]

Women	100m Dash	200m Dash	400m Dash	800m Run	1500m Run	1600m Run	1 Mile	3000m Run	3200m Run	2 Mile	5000m Run	10000m Run	100m Hurdles	300m Hurdles	400m Hurdles	2000m StplCh	3000m StplCh
Betty Anderson (FR)					5:57.27						23:12.17						
Elizabeth Bergeson (FR)	13.14	27.00															
Candice Boyd (FR)		26.35	1:01.57														
Brenda Butler (SR)	12.50	25.09															
Greta FARMER (SR)					5:39.02			12:04.88			20:48.56	46:44.84					
Sandy Fahr (SR)	12.22	25.15															
Janet Fragler (FR)	13.63	28.01	1:05.72														
Angela Funk (SR)		25.99	58.52														
Samantha Grace (SR)			56.78														
Francis Hoffstad (SO)	13.05	26.18															
Sarah Jensen (SR)	11.94	24.88															
Amy Lattley (JR)		26.02		3:01.08									15.12		1:04.76		
Anna Lower (SO)					5:19.42			11:31.95			19:56.96	42:54.30					
Kathy MacDonald (SO)			1:03.17	2:25.81													
Kelly MCVAY (JR)		26.96		2:46.00									17.04				
Katty Myerson (FR)													17.46		1:12.82		
Britany Neller (SR)				2:17.72	5:19.37												
Jessica Parison (SO)			1:05.47	2:26.27	5:18.20												
Lindsay Pharrison (FR)											22:28.40	49:30.57					
Brenda Porison (FR)			1:03.80														
Tracy Pratt (FR)		29.36	1:04.52														
Ruth Reece (FR)													16.54		1:16.94		
Kathy Roseberg (FR)	13.66	28.97															
Jennifer Ruggiero (SR)													15.94		1:11.94		
Tara Stubben (SR)				2:15.61	4:50.31												
Pam Webertson (SO)				2:28.00	4:56.35						21:43.66						
Lilly Werner (FR)			1:08.84	2:28.09													
Ashley Wrangler (FR)	13.18	27.47															

Multi-Events Results Report

The Multi-Events Report is designed to produce a report of the multi-event meet results of all meets or any meet in your Database. Click on **Reports** then **Performance** and **Multi-Events Results**.

Report Filters

This report offers the standard Athlete Filters such as Team, Group, Subgroup, School Year, and Gender filters, as well as the following specific report filters. To include inactive athletes in this report, please click on the **Include Inactive** check box.

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).

Age Grouping

Choose either Open, Age Groups, or Age Divisions. Click for more information on [Age Groups](#) or [Age Divisions](#).

Dates

You may filter the marks in this report from a **Since Date** to an **Until Date**. For example, list top Marks that were achieved between September 1, 2001 and January 31, 2002.

Venue

Choose to display **All** top marks, only top marks from **Outdoor** meets, or only top marks from **Indoor** meets.

Events

Choose to display top marks from **All Multi-Events** or only top marks from a specific **Multi-Event** like decathlon.

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 Marks from "Dual" or "Novice" type meets only.

Top How Many

You may optionally filter Top Marks by specifying how many top marks that you wish to include - enter "0" to include ALL the marks for an Event or Athlete.

Include Wind Reading

The program defaults (automatically checks) to including Wind Readings. If you do not wish to show the Wind Reading, uncheck the box.

Sort Options

This report can be sorted by:

- Name
- Event
- Name (1 per page)

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. TFTM will list Best Marks **sorted chronologically** instead of fastest-to-slowest.

Sample Report

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon, and **TFTM** will print the report to the selected printer.

Multi-Events Report

Open Male Decathlon

Kilmartin, Donovan (17)	Team Ida	7405.09	7/24/2001	2001 USATF JUNIOR OLYMPIC
100m Dash		11.30		
Long Jump		7.10m	23-03.50	
Shot Put		12.90m	42-04.00	
High Jump		2.00m	6-06.75	
400m Dash		51.40		
110m Hurdles		15.10		
Discus		39.00m	127-11.75	
Pole Vault		4.60m	15-01.00	
Javelin		46.10m	151-03.25	
1500m Run		4:36.70		

Open Female Heptathlon

Pickler, Diana (17)	TEXAS E	5365	7/24/2001	2001 USATF JUNIOR OLYMPIC
100m Hurdles		14.23		
High Jump		1.70m	5-07.00	
Shot Put		11.02m	36-02.00	
200m Dash		25.24		
Long Jump		5.63m	18-05.75	
Javelin		36.12m	118-06.25	
800m Run		2:23.82		

Open Female Out Pent

Hasan, Alyissa (14)	WNY Jet:	3521	7/24/2001	2001 USATF JUNIOR OLYMPIC
100m Hurdles		15.09		
Shot Put		11.06m	36-03.50	
High Jump		1.70m	5-07.00	
Long Jump		4.99m	16-04.50	
800m Run		2:31.00		

Open Female Triathlon

Payton, Desirae (10)	SPEED C	1359	7/24/2001	2001 USATF JUNIOR OLYMPIC
200m Dash		28.86		
Shot Put		6.17m	20-03.00	
High Jump		1.40m	4-07.00	

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 Athletes sorted based on their **total accrued points**. TFTM can use the points already stored in the Database from either importing meet results from HY-TEK's MEET MANAGER or from keying them in. Or, you can set up a point system for 1st place, 2nd, 3rd, through 10th place and TFTM will calculate each athlete's points based on their place in that meet.

Click on **Reports** then **Performance** and **High Points** and select a specific meet from the meet list or select **All Meets**. Then choose whether you want point totals based on **Meet Result Points** or **Meet Result Places**.

High Point Report...

☒ Based on Meet Result Points
☐ Based on Meet Result Places

Meet: All Meets

Meet Type:

Only Results Since: MM/DD/YY Use Since Date ☐

Only Results Until: MM/DD/YY Use Times Until ☐

Top How Many? 10 (0=All Athletes)

Athlete Filters

Specific Team:

Specific Group:

Specific Subgroup:

Specific School Year:

Include Inactive ☐

Sex

☒ All
☐ Male
☐ Female

Age

Low Age ☐

High Age ☐

Relay Options

Include Relay Points (1/4 per runner) ☐

Include Full Relay Points for each runner ☐

Points for Places

1st	10	6th	0
2nd	9	7th	0
3rd	0	8th	0
4th	0	9th	0
5th	0	10th	0

Event/Distance Filters

Event:

Distance:

Event Division:

Create Report

Cancel

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.

Event/Distance

Filter the report for a specific event or distance by clicking on the Event and/or Distance menu box and making the appropriate selection.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Dates

You may filter the marks 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 "High School" type meets.

Top How Many

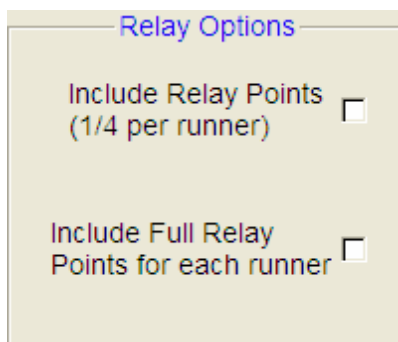
You may optionally filter High Points by specifying how many top athletes that you wish to include - enter "0" to include ALL Athletes regardless of how many High Points they accrued.

Event Division

If you have set up event divisions for this meet, you can filter this report for the division that you select.

Relay Options

Click on the **Include Relay Points (1/4 per Runner)** check box and TFTM will include 1/4 of the Relay Points scored in each Relay Event in which the athlete was declared as one of the 4 relay athletes. Click on the **Include Full Relay Points for Each Runner** check box and TFTM will include the full Relay Points scored in each Relay Event in which the athlete was declared.



Relay Options

Include Relay Points (1/4 per runner) ☐

Include Full Relay Points for each runner ☐

Click on the **Create Report** button, and TFTM will provide a report preview of the High Points 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, PDF, etc. And you can click on the **Printer** icon, and TFTM 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, Track, 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**.

TFTM will convert the meet result marks to the measurement of the Record before checking for record breakers.

This report offers a great deal of customization filters and sort options as described below.

Report Filters

This report offers the standard Age Grouping, Gender, Team, Group, Subgroup, and School Year filters as well as 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.

Venue

You can run this report for **All** meets, just **Outdoors**, or just **Indoors**.

Event

You can run this report for **All Events**, just **Track Events**, just **Field Events**, or just **Multi Events**.

Individual or Relay

Click on the **Individual** or **Relay** check box to display record breakers for just the Individual or Relay records.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Dates

You may filter the marks in this report from a **Since Date** to an **Until Date**. For example, list records that were broken between September 1, 2001 and January 31, 2002.

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 Marks from a certain type of meet only.

Top How Many

You may optionally filter the record breakers by specifying how many record breaking marks per athlete per event are to be displayed. For example, if you are checking record breakers for five meets and Billy broke the 100 Meter Dash record four marks, then you may only want Billy's fastest record breaking mark, 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 TFTM will update your Records file with the new record breakers.

You can check what you have done by running the **Records Report** - click [Here](#) for information on how to do that. Or you can checkout your new records using the TFTM **Records Browser** - click [Here](#) for information on how to do that.

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Meets Reports

TFTM offers the following Meets Reports.

Meet Eligibility
Meet Entries
Meet Entries Spreadsheet
Meet Entry Fees
Score Sheets
Generic Entry
Meet Results
Win/Loss
Number of Meets Attended

Meet Eligibility Report

This report is similar to a spreadsheet report. It lists your athletes on the left side and places all events in which they could participate across the top, along with their best mark for each event. Click on **Reports** then **Performance** and **Meet Eligibility** and select a specific meet from the meet list.

The screenshot shows the 'Meet Eligibility' window with the following fields and options:

- Meet:** 09-Nov-08 ATCLAA Multi Event Carnival
- Filters:**
 - Team:** [Dropdown]
 - Group:** [Dropdown]
 - Subgroup:** [Dropdown]
 - School Year:** [Dropdown]
 - Gender:** ☒ All, ☐ Male, ☐ Female
 - Include Inactive:** ☐
 - Event Division:** [Dropdown]
 - Start Each Group on Separate Page:** ☐
- Other Options:**
 - Include Athletes with No Marks:** ☐
 - ONLY Eligible Athletes:** ☐
 - Sign up Sheet:** ☐ (Note: Athletes and Events only. No Marks will appear on the Report.)
- Event / Distance Filters:**
 - Event:** [Dropdown]
 - Distance:** [Text Box]
- Sort by:** ☐ Name, ☒ Age Group
- Buttons:** [Disk Icon], Create Report, Cancel

Report Filters

This report offers the standard Team, Group, Subgroup, School Year, and Gender filters as well as the following specific report filters.

Event Division Filters

Click on the **Event 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 Junior Varsity Division of the meet.

Event/Distance

Filter the report for a specific event or distance by clicking on the Event and Distance menu box and making the appropriate selections.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Other Options

- Click on the **Include No Marks** check box, and TFTM will include all eligible athletes even if the athlete has never competed in the event.
- Click on the **Include ONLY Eligible athletes** check box if you wish to include ONLY athletes that are eligible for at least one event.
- Click on the **Sign up Sheet** check box, and TFTM will create a report listing eligible athletes and events only; no marks will appear on the report.
- Click on the **Start Each Group on Separate Page** and TFTM will do a page break after each age group.

Sort Options

This report can be sorted by:

- Name - Landscape or Portrait format
- Age Group - Up to 22 events

Memorize Report

Click on the **Memorize Report** icon and TFTM 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 TFTM will display the report menu but "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Meet Entries Report

The Meet Entry Report is designed to produce a report of the meet entries of any meet in your Database. Click on **Reports** then **Performance** and **Meet Entries** and select a specific meet from the

meet list. This report will match the information in the [Meet Entries Browser](#). This report is formatted as a **two-column** report unless the Proof of Mark information is requested.

The screenshot shows the 'Meet Entries...' dialog box with the following sections:

- Meet:** 30-Sep-06 ACTLAA Multi-Event Entries No
- Filters:**
 - Team: [dropdown]
 - Group: [dropdown]
 - Subgroup: [dropdown]
 - School Year: [dropdown]
 - Gender:
 - ☒ All
 - ☐ Male
 - ☐ Female
 - ☐ Mixed
 - Include Inactive ☐
 - Event Division: [dropdown]
 - Include Registration ID ☒
 - Totals on Separate Page ☒
- Other Options:**
 - Include Proof of Mark ☐
 - Meet Line-Up Format ☐
 - Include Team Address ☐
- Event / Distance Filters:**
 - Event: [dropdown]
 - Distance: [text box]
- Event Filters:**
 - ☒ Individual
 - ☐ Relay
 - ☐ Individual and Relays
- Standards:**
 - Standards: [dropdown]
 - Include Standards ☐
- Sort by:**
 - ☒ Meet Event Number
 - ☐ Name
 - ☐ Age
 - ☐ Meet Event Number (1 per Page)
 - ☐ Name (1 per Page)
- Output:**
 - ☒ Reports
 - ☐ Flat HTML
- Buttons:** [Save icon], Create Report, Cancel

Report Filters

This report offers the standard Gender, Team, Group, Subgroup, and School Year filters as well as the following specific report filters.

Session Filter

Use the drop down menu to select specific alphanumeric (letter and/or number) **Session**.

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 athlete. For Relay Entries (from the Meet Entries Event Filter, select either "Relay" or "Individual and Relays").

Relay Alternates: If you entered more than 4 athletes for a relay and you pick **Show Eight** in the **Show Relay Runners** box, athletes 5 through 8 will have **[Alt]** to the right of their names.

Event/Distance

Filter the report for a specific event and distance by clicking on the Event and Distance menu box and making the appropriate selections.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Other Options

- Click on the **Include Proof of Mark** check box, and TFTM will display a single column report with the meet name and date next to the entry mark for proof of mark purposes.
- Click on the **Meet Line-Up Format** to create a report that lists athletes and their events on the left of the page, then the entry mark, and then a blank line for marks and splits to be written down at the meet. This feature is only available when you sort the report by "Meet Event Number".
- 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 TFTM will format that information at the top of the report.
- When printing this report, if Registration #1 ID was selected in the System Preferences, it will be shown next to the athlete's name. If Registration #2 ID was selected in the System Preferences, it will be shown next to the athlete's name. If neither Registration #1 or #2 was selected in the System Preferences, then the **Competitor #** will be displayed next to the athlete's name.
- Click on the **Totals on Separate Page** check box if you want TFTM to show the team entry totals on a separate page.

Mark Standards

Specify a Mark Standard then click on the **Include Mark Standards** check box, and TFTM will tag each result with the appropriate Mark Standard designator. If you have set up multiple standards to be used in reporting, then chose **MULT** from the list of standards.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name
- Age
- Meet Event Number (1 per page)
- Name (1 per page)

Flat HTML

Click on the **Flat HTML** button at the bottom of the menu and TFTM will give you the option to export Meet Entries in HTML format for posting on your team's web site. The report is provided sorted by Event only.

Memorize Report

Click on the **Memorize Report** icon and TFTM 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 TFTM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TFTM 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, PDF etc. And you can click on the **Printer** icon and TFTM 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**. Click on **Reports** then **Performance** and **Meet Entries Spreadsheet** and select a specific meet from the meet list. This report will match the information in the [Meet Entries Browser](#).

Meet Entry Spreadsheet

Meet: 30-Sep-06 ACTLAA Multi-Event Entries No

Filters

Team: [dropdown]
 Group: [dropdown]
 Subgroup: [dropdown]
 School Year: [dropdown]

Gender
☒ All
☐ Male
☐ Female
☐ Mixed

Include Inactive ☐ Event Division: [dropdown]
 Include Relays ☐ Include Heat/Lane ☐

[save icon] Create Report Cancel

Report Filters

This report offers the standard Gender, Team, Group, Subgroup, and School Year filters as well as the following specific report filters.

Event Division Filter

Click on the **Event 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.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Other Options

- Click on the **Include Relays** check box, and TFTM will display the Relay Events that an athlete has been entered in.
- Click on the **Include Heat/Lane** check box and TFTM will add the heat and lane if any have been declared in the Entries by Event screen.

Memorize Report

Click on the **Memorize Report** icon and TFTM 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 TFTM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon and TFTM 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 **Performance** 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 could charge \$2.00 for track events and \$3.00 for field events. Click [Here](#) for more information on how to specify different entry fees for various events.

TFTM supports three classes of entry fees for a meet:

- Individual Event Fee
- Relay Event Fee
- Athlete Surcharge
- Team Surcharge

For example, if the individual event fee was \$2.00 for each event, the relay event fee was \$3.00, and the athlete 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, and School Year filters.

Report Options

Click on the **Show Details** check box, and TFTM will list each athlete with the events they were entered in. Click on the **One Athlete per Page** check box and TFTM will print each athlete's detail billing information on a separate page - great for handing out to parents for payment.

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. Click [Here](#) for more information on Sports Business Manager.

Memorize Report

Click on the **Memorize Report** icon and TFTM 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 TFTM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button and TFTM 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, PDF etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Generic Entry Report

The **Meet Entry Form** is a great report to print for your Athletes to indicate what events they want to compete in.

This report has room to write in up to 21 athletes' names along with 5 entries for each name and 3 relay teams.

Click on the **Create Report** button and TFTM 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, PDF etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Sample Report

6/5/2009 Page 1

Team Name	Team Abbreviation (4 letters)
-----------	-------------------------------

[illegible]

The Score Sheets provide a way for the coach or assistant to record results for the High Jump / Pole Vault, Long / Triple Jump, Throws, and Finish Line events. You can filter the report for a specific meet that you have set up, your team, and an Event Division if appropriate. The report can be a generic one, or one that shows the events and/or athletes that you have entered. A Landscape format is available for the High Jump / Pole Vault report that offers additional columns for each competitor.

Meet: 03-May-05 2005 Marmonte League Championships

Specific Team:

Event Division:

Report Options

☒ Blank Form (no events or athlete names)
☐ Both Genders on Same Page

☐ Form with Events (no athlete names)

☐ Form with Events and Eligible Athletes
☐ by Age Group with Both Genders on Same Page

Score Sheet Type

☐ High Jump / Pole Vault ☐ Landscape

☐ Long / Triple Jump

☐ Throws

☒ Finish Line
Number of Lanes

Gender

☒ All
☐ Male
☐ Female

Create Report

Cancel

Click on the **Create Report** button and TFTM 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, PDF etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Here is an example of a Finish Line Sheet - one for each event in the meet.

Finish Line Sheet

Event # 711 Girls Sprint 70m 07-07

Lane	Comp #	Heat: _____	Wind Reading: _____
1	_____	_____	(1) _____
2	_____	_____	(2) _____
3	_____	_____	(3) _____
4	_____	_____	(4) _____
5	_____	_____	(5) _____
6	_____	_____	(6) _____

Event Official

Title

_____	_____
_____	_____
_____	_____

Win Loss Record

The **win loss record** is calculated for you if you put in what place your school / team finished in the meet and if you put in how many schools / teams were in the meet. If your team finished 2nd and there were 5 teams, that would be calculated as 3 wins and 1 loss. If you were in a double dual meet and won one and lost one, enter 2 for place and 3 for how many schools / teams. To print the **win loss record**, click on **Reports**, then **Administrative**, then **Meets**, and then select **Win/Loss Report**. The win / loss report summarizes your record over any period of time and allows you to select meet type and meet kind. For example, you could select January 1 to May 31 and select dual meets only and indoor only. The win / loss record would be calculated with a listing of the meets selected.

Meet Win/Loss Report

Date Filters

Meets Since ☐ MM/DD/YY

Meets Until ☐ MM/DD/YY

Meet Filters

Meet Type:

Meet Kind:

☒ All
☐ Outdoors
☐ Indoors

Sort by

☐ Meet Name
☒ Start Date Descending
☐ Start Date Ascending

Team Finish Options

☒ Total Team Finish
☐ Men's Finish
☐ Women's Finish

Create Report **Cancel**

Click on the **Create Report** button and TFTM 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, PDF etc. And you can click on the **Printer** icon and TFTM 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 **Performance** 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.

The Meet Results Report includes the actual mark, the converted mark if it is a hand time or a field event, and the wind reading where applicable. Click [Here](#) for information on how to turn the field event conversion mode on or off. The Meet Results Report will also display **Average Mile** calculations for Cross Country meets for distances greater than one mile.

Note: The Meet Result Report will match the Field Event Standards ONLY if the measurement for the result and the standard match, i.e., both are metric or both are English.

Report Filters

This report offers the standard Team, Group, Subgroup, School Year, and Gender filters as well as the following specific report filters.

Event Division Filter or Low/High Age Range Filter

If this specific meet was declared as **Age Divisions** or **Open**, then you may filter this report by a specific Event Division by choosing that specific **Event Division** from the list provided. For example, you might want to print this report for only the Varsity Division of the meet.

If this specific meet was declared as **Age Groups**, then you may filter this report by a specific age group by entering a Low/High Age range. For example, you might want to print this report for only the 11 year old Girls.

Results Filter

To display meet results from All rounds or Best mark from all the rounds in the event for this one meet, you may choose All or Best.

Splits

Choose to display **None** (no splits), **Cumulative** or "running" splits, or **Subtractive** or "lap" splits. Click [Here](#) for more information on how to enter Splits.

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.

Inactive and Personal Best

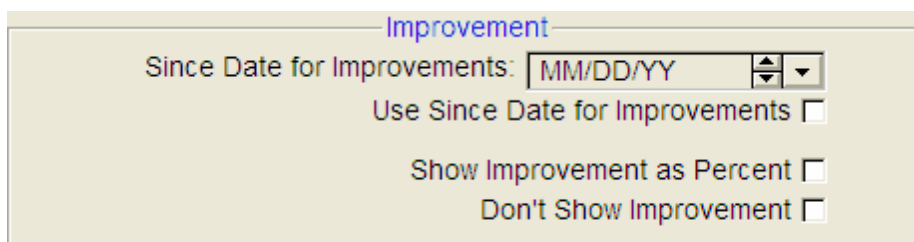
To include Inactive athletes in this report, please click on the **Include Inactive** check box. To only list meet results if an athlete has achieved a "personal best", please click on the **Personal Best** check box and whether or not you wish to include "**1st Time Results**" as a Personal Best.

Include Wind Reading

The program defaults (automatically checks) to including Wind Readings. If you do not wish to show the Wind Reading, uncheck the box.

Improvement

The Meet Results Report will automatically calculate improvement for each of the competitions in this meet. 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 TFTM 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 mark value.



Improvement

Since Date for Improvements: MM/DD/YY

Use Since Date for Improvements ☐

Show Improvement as Percent ☐

Don't Show Improvement ☐

Mark Standards

Specify a Mark Standard then click on the **Include Mark Standards** check box and TFTM will tag each results with the appropriate Mark Standard designator. Click on the **Include Only Improved STD**, and TFTM will include only those results in which the Athlete improved from one Mark STD to the next one - for example from B to A. Athletes who achieved a Mark Standard for the first time will also be included.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name
- Name (1 per page)

Flat HTML

Click on the **Flat HTML** button at the bottom of the menu and TFTM will give you the option to export Meet Results in HTML format for posting on your team's web site. The report is provided sorted by Event only.

Memorize Report

Click on the **Memorize Report** icon, and TFTM 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 TFTM will display the report menu "filled in" with the options and filters you previously saved.

Click on the **Create Report** button, and TFTM 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, PDF, etc. And you can click on the **Printer** icon, and TFTM will print the report to the selected printer.

Number of Meets Attended Report

The Number of Meets Attended Report is designed to produce a report of all the athletes and which meets they have attended. The report can either be sorted by Athlete or by the Number of Meets Attended.

Number of Meets Attended Report

Date Filters

Meets Since ☐ MM/DD/YY

Meets Until ☐ MM/DD/YY

Meet Filters

Meet Type:

Athlete Filters

Team:

Group:

Subgroup:

School Year:

☒ Both ☐ Male ☐ Female

Low Age ☐ High Age ☐

Include Inactive ☐

Include Athletes with no meets attended ☐

Venue

☒ Both ☐ Outdoors ☐ Indoors

Sort

☒ Name ☐ Meets Attended

☒ Include # of Events Completed in

Create Report

Cancel

Report Filters

This report offers the standard Team, Group, Subgroup, School Year, and Gender filters as well as the following specific report filters.

Venue

Choose to display **All** top marks, only top marks from **Outdoor** meets, or only top marks from **Indoor** meets.

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 Marks from "Dual" or "Novice" type meets only.

Report Options

Uncheck the **Include Athletes with no meets attended** box if you want to include only athletes that have attended at least one meet. Click on the **Include # of Events Completed in** check box and TFTM will include those totals with each athlete.

Sort Options

This report can be sorted by:

- Name
- Number of Meets Attended

Click on the **Create Report** button and TFTM 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, PDF etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

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 TCL Import/Export file.

Click on **Reports** from the Main Menu Bar and then **Export/Import Files Report**. TFTM 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 TCL or ZIP.

Highlight the file you want to view from the list provided by TFTM and click **OK**. TFTM will then read the contents of that file and display general information about when the file was created, the name and date of the meet, and if it is an Entry or Results file. TFTM 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 Team.

Click **OK**, and TFTM 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

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 TFTM 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**. TFTM 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 Marks Report, click on the Top Marks Report radio button and TFTM will list only those reports that were memorized from the Top Marks Report menu.

Highlight the report name you wish to run and either double click or click on the **Run Report** button. TFTM 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.

Labels

TFTM offers the following Labels/Cards Reports.

Award
Tag/Competitor
Athlete Mailing
Team Mailing

Award Label Report

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](#).

The screenshot shows the 'Award Labels' configuration window. At the top, the 'Meet' dropdown is set to '27-Mar-04 2004 Wendys Invite'. Below this, the 'Filters' section includes 'Team' (FHS), 'Group', 'Subgroup', 'School Year', 'Include Inactive' (unchecked), and 'Event Division'. The 'Gender' section has radio buttons for 'All' (selected), 'Male', 'Female', and 'Mixed'. To the right, 'Include Wind Readings' is checked. The 'Label Types' section has two columns: 'Laser Printer' with '2 x 10' and '3 x 10' (selected), and 'Dot Matrix' with '1x'. Below these are 'A4 - UK (2x8)' and 'A4 - Aus (3x11)'. The 'Event Filters' section has radio buttons for 'Individual' (selected) and 'Relay'. The 'Event / Distance Filters' section has 'Event' and 'Distance' dropdowns. The 'Label Options' section includes 'Awards up to Place (0=ALL)' set to '10', 'Blank Labels' (unchecked), 'Participation Award' (unchecked), 'From Event' and 'To Event' text boxes, and 'Include DQs' (unchecked). The 'Sort by' section has radio buttons for 'Meet Event Number' (selected) and 'Name'. At the bottom right are 'Create Report' and 'Cancel' buttons.

TFTM will use your **default** Label Type chosen in the Report Preferences section. Click [Here](#) to change

your default Label Type or to select the label stock you wish to use 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.

Report Filters

This report offers the standard Team, Group, Subgroup, School Year, and Gender filters as well as the following specific report filters.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Event Division Filter

Click on the **Event Division tab** and filter the divisions that are included in this report by a specific Event Division. For example, you might want to print this report for only Varsity Division 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 athlete.

Event/Distance

Filter the report for a specific event or distance by clicking on the Event and/or Distance menu box and making the appropriate selection for event and /or typing in the desired distance.

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 athletes 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 "**Blank Label**" check box and TFTM will print a Blank Award Label for the events selected containing the Place, Event, Meet Name and Date, and a place to enter the Mark, Athlete, and Team.

1st Place Mark: _____
#1 Girls Varsity 100 Meter Dash
Name: _____
Team: _____
02/12/2001 City Winter Championships

- Click on the **Participation Award** check box to generate a Participant Label for every athlete in every completed event. The label will have the word "**Participant**" printed instead of "**1st Place**, **2nd Place**, etc.
- 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 TFTM will print Award Labels

ONLY for events 5, 6, 7, and 8.

Sort Options

This report can be sorted by:

- Meet Event Number
- Name of Athlete

Click on the **Create Report** button and TFTM 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Tag/Competitor Labels

This menu serves to handle BOTH Tag Labels and Competitor Labels. From the Main Menu, click on **Labels** then **Tag/Competitor**, and choose either the **Tag Labels** (the default) or **Competitor Labels** radio button.

Tag Labels

The Tag Labels Report is designed to produce a set of labels or cards containing the meet entry information for any meet in your Database or from your Team Roster.

TFTM will use your **default** Label Type chosen in the Report Preferences section. Click [Here](#) for information on how to change your default Label Type or how to select the label stock you wish to use 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. 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 8 1/2" 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 Gender, Team, Group, Subgroup, and School Year filters as well as the following specific report filters.

Use Meet Entries or Team Roster

You can restrict the labels that are generated to just the athletes in the meet or include all of the athletes on a particular team.

Event Division Filter

Click on the **Event Division tab** and filter the divisions that are included in this report by a specific Event Division. For example, you might want to print this report for only Varsity Division of the meet.

Event Filters

Click on the Individual or Relays check box to display Tag Labels for just the Individual or Relay events.

Event/Distance

Filter the report for a specific event or distance by clicking on the Event and/or Distance menu box and making the appropriate selection for event and /or typing in the desired distance.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Other Options

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 TFTM will print Tag Labels ONLY for events 5, 6, 7, and 8.

Sort Options

This report can be sorted by:

- Event Number
- Name

Competitor Labels

The **Competitor Number Labels** Report is designed to produce a set of labels which can be peeled and placed on your competitor cards to be worn by each athlete.

TFTM will use your **default** Label Type chosen in the Report Preferences section. Click [Here](#) for information on how to change your default Label Type or how to select the label stock you wish to use 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. 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 8 1/2" 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.

Note: If you use a dot-matrix printer, the competitor numbers will be printed double wide.

Report Filters

This report offers the standard Team, Group, Subgroup, School Year, and Gender filters as well as the following specific report filters.

Use Meet Entries or Team Roster

You can restrict the labels that are generated to just the athletes in the meet or include all of the athletes on a particular team.

Event Division Filter

Click on the **Event 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.

Event/Distance Filters

Filter the report for a specific event or distance by clicking on the Event and Distance menu box and making the appropriate selections.

Event Filters

Click on the Individual, Relay, or Individual and Relays check box to display meet entries for just the Individual or Relay events or the Individual events plus any relay events for that athlete.

Inactive

To include Inactive athletes in this report, please click on the **Include Inactive** check box.

Other Options

- 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 TFTM will print Competitor Labels ONLY for events 5, 6, 7, and 8.
- Click on the **Include Event/Mark Line** and TFTM will print a line to use for entering the Mark achieved during the competition.
- Click on the **Labels by Number** check box and TFTM will print from 1 to 10 labels for each athlete. You will also have the option to choose any **One Athlete** for printing a Competitor label.

Sort Options

This report can be sorted by:

- Name
- Competitor Number

Click on the **Create Report** button, and TFTM 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, PDF, etc. And you can click on the **Printer** icon, and TFTM will print the report to the selected printer.

Athlete Mailing Label Report

If you entered address information for teams and/or athletes, you can print team address labels or athlete address labels. Click [here](#) for more information on Team Mailing Labels.

The Mailing Label Report is designed to produce a set of labels containing mailing address information for the athletes in your Database. TFTM will use either the **Primary Contact** or **Secondary Contact** information, or **Both**, 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 athlete's name printed on the label instead of the contact person's name. First, click on **Labels** from the Main Menu Bar and then **Athlete Mailing**.

The screenshot shows the 'Athlete Reports' window with the following sections:

- Contact / Mailing / Medical / Recruiting** (selected)
- Attendance**
- Custom Layout**
- Mailing Labels** (selected)
 - Options**
 - Use Athlete's Name ☐
 - Don't Print Duplicates ☒
 - Order by Postal Code ☐
 - Label Types**
 - Laser/Ink Jet**
 - ☐ 2 x 10
 - ☒ 3 x 10
 - ☐ A4 - UK (2x8)
 - ☐ A4 - Aus (3x11)
 - Dot Matrix**
 - ☐ 1x
- Athlete Rosters**
- Group Filters**
 - Team:
 - Group:
 - Subgroup:
 - School Year:
 - Include Competitor # ☒
- Sort by**
 - ☒ Name
 - ☐ Team
 - ☐ Age Descending
 - ☐ Age Ascending
 - ☐ Group
- Gender**
 - ☐ Male
 - ☐ Female
 - ☒ Both
- Age**
 - Low Age
 - High Age
- Athlete Status**
 - Include Inactive ☐
 - Inactive Athletes Only ☐
- Create Report** button
- Cancel** button

TFTM will use your **default** Label Type chosen in the Report Preferences section. Click [Here](#) to change your default Label Type or select the label stock you wish to use 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.

You may **filter** each report by Team, Group, Subgroup, and School Year, Gender, Age, and if you wish to include Inactive athletes or not. You can **sort** the report by name, Team, Group, Age descending, or Age ascending.

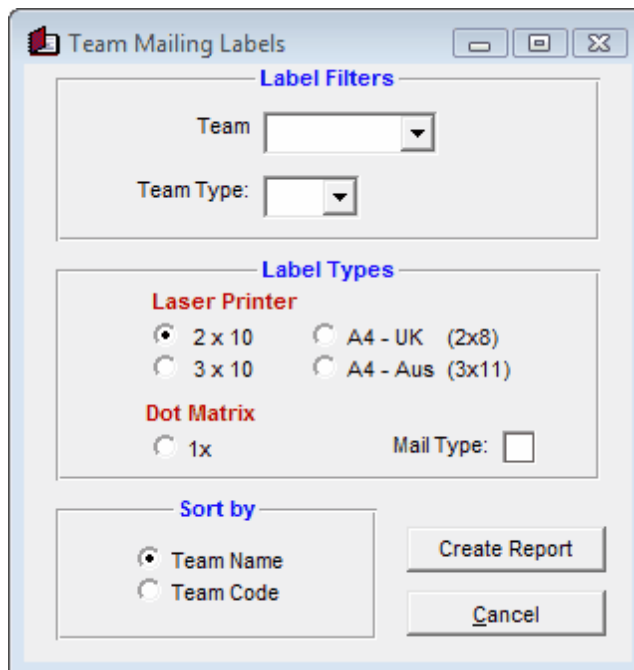
Click on the **Don't Print Duplicates** check box, and TFTM will not print a duplicate label for the same mailing address. This is a nice feature when you want to print only one address label for a family with more than one athlete. And you can click the **Order by Postal Code** if you want the labels sorted by ZIP or Postal Code.

Click on the **Create Report** button and TFTM will print a set of mailing labels for the athletes 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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Team Mailing Labels

The Team Mailing Labels allow you to categorize your teams for label printing by **Team Type** and **Mail Type**. From the Main Menu, go to **Labels**, then click on **Team Mailing**.



The screenshot shows a dialog box titled "Team Mailing Labels" with standard Windows window controls (minimize, maximize, close). The dialog is divided into three main sections:

- Label Filters:** Contains two dropdown menus. The first is labeled "Team" and the second is labeled "Team Type".
- Label Types:** Contains two groups of radio buttons. The first group is labeled "Laser Printer" and includes options for "2 x 10", "3 x 10", "A4 - UK (2x8)", and "A4 - Aus (3x11)". The second group is labeled "Dot Matrix" and includes an option for "1x". To the right of these options is a checkbox labeled "Mail Type".
- Sort by:** Contains two radio buttons: "Team Name" (which is selected) and "Team Code".

At the bottom right of the dialog are two buttons: "Create Report" and "Cancel".

Team Type

You have the choice to select either **AGE** (Age Group) or **SCH** (School) from the drop down menu. For example, maybe you have enter High School and Club teams and only want to mail to the High School teams. This feature allows you to be selective, not having to print a label for every team. Teams are categorized as School or Age Group (non-school or club).

Mail Type

When setting up or editing teams, you have the option to enter a character code to set up define mailing lists. For example, you could separate teams by size or location.

Sort Options

This report can be sorted by:

- Team Name
- Team Code (Abbreviation)

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, PDF, etc. And you can click on the **Printer** icon and TFTM will print the report to the selected printer.

Pro Network Option

Pro Option

Pro Network Feature in which two or more computers each running TFTM 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.

Logon the TFTM Network

[How to Set-up a Network](#)

[How to Set-up Network Administration](#)

If you are using **TEAMMANAGER** with the **Pro Network Option**, whenever you Open a Database, **TFTM Pro** 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
	Coach 2	functions.
	Coach 3	Level 2 can do everything except Network Administration and Single User Mode
	Coach 4	functions.
	Coach 5	Level 2 can do everything except Network Administration and Single User Mode
	Coach 6	functions.
3.	Report 1	Print Reports/Labels ONLY
	Report 2	Print Reports/Labels ONLY
	Report 3	Print Reports/Labels ONLY

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 Marks 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, **TFTM** 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 **TFTM**.

Set-up a Network

[How to Set-up Network Administration](#)

[How to Logon the TFTM Network](#)

TEAMMANAGER with the **Pro** option includes full support for any peer-to-peer Network to allow you access a shared database from multiple computers.

TFTM Pro supports the standard Windows **peer-to-peer network** configuration. In this type of network configuration, each computer is connected to a central device called a "hub". The shared TFTM 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 TFTM Database on Computer A.

- The TFTM 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:\TFTM3Data) 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

Example of network component vendors are 3Com, Kingston, 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 USB product 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 95, 98, 2000, NT, or Vista 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 **TFTM** and click on **File** then **Open** and refer to your local Drive C to

store your TFTM Database. When you start up TFTM 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, set up the Database on Computer A as **C:\TFTM3Data\MYTEAM** and specify your shared hard drive as drive H. Then on Computers B, C, and D you would open the file **H:\TFTMwinData\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.

TFTM 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** Network option, you can log on as the **Administrator** and optionally set up passwords for all three 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	Level 2 can do everything except Network Administration and Single User Mode functions.
	Coach 2	
	Coach 3	
	Coach 4	
	Coach 5	
3	Report 1	Level 3 can Print Reports/Labels ONLY
	Report 2	
	Report 3	

After you have logged on as the **Administrator**, click on **File** then **Network Administration**, and **TFTM** will display the nine 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 eight 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 consist 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, **TFTM** 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

Hy-Tek Products

Swimming

TEAM MANAGER for Swimming

TEAM MANAGER for Swimming is designed to automate the clerical tasks associated with managing and coaching a swim team, including workout management. **TM** can be used by one team, a swim league, or even a USA Swimming LSC. Here are a few of the reports and functions that **TM** can perform:

- Roster Report (Many formats)
- Record Keeping (e.g. tracking pool, meet and team records)
- Time Standards (Tagging athletes' times with the appropriate time standards - e.g. AAA, AA, A, BB, B)
- Top Times Report (e.g. Top 5 for 50 Free since 4/12/95)
- Mailing Labels and Deck Labels/Cards (for your next meet)
- Ribbon Labels (based on the place finish or improvement)
- USA Swimming Registration
- Graph athlete's Performance (over the season)
- Conversion from Meters to Yards and Yards to Meters
- Recruiting Reports & HY-TEK Points, FINA Points, and NISCA Power Points
- Set up and manage workouts and training

When you return from a meet, enter your team's results directly into your TM database using your keyboard or by importing a Meet Result diskette or e-mail file. You do not have to enter your swimmers' names – **TM** will display all the eligible swimmers for a particular event. Just select a swimmer and enter his/her time.

Before an upcoming meet, use **TM's** "point and shoot" screen to declare who is swimming what events. Print a "Meet Entry" report and then click on File then Export to put those entries onto a diskette to send to the host team.

WORKOUT MANAGER Features

WORKOUT MANAGER is a coach's tool optional feature that has been integrated into TEAM MANAGER so that, when creating workouts and predicting training paces, it can utilize the already available athlete rosters and best times without having to move data back and forth between multiple products. Created with the busy coach in mind, WORKOUT MANAGER is intuitive and time saving with its easy to use menus and windows navigation features. Most coaches are responsible for 8 to 24 swimmers in anywhere from 2 to 4 lanes in each session. Therefore it is imperative that the coach be able to create workouts for each lane quickly and easily. WORKOUT MANAGER permits multiple workout windows to be open at the same time where you can cut and paste between workouts and use designs from previous workouts. While creating a workout, a running time line, total yardage and the total stress level is shown to enable you to get the maximum out of a workout. In addition, you can see the amount of each stroke and the amount of each energy system being designed in. When you assign a particular workout to a group/subgroup, all swimmers in that group have their attendance and yardage statistics automatically updated.

With the Training option, you can record any kind of test set and you can predict training paces from recorded T-30 test sets. The Training option also has been designed to be able to upload statistics on your swimmers to Web based training programs and then be able to download workouts designed by

those web based program. With the Pace Clock option, you can upload workouts into various pace clocks that are available in the market place. This is a great time saving feature since it is time consuming to manually load data into these pace clocks. See more about the Pace Clock option in the WORKOUT MANAGER options section.

TM and WORKOUT MANAGER is the latest in swim team automation technology! Check it out at www.hy-tekltd.com/swim/TMII.

MEET MANAGER for Swimming

MEETMANAGER for Swimming is the very finest meet management software from HY-TEK Sports 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, **MEETMANAGER** 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!

MM is the latest in swim team automation technology!

Team Stats Online

Team Stats Online (TSO) is our Internet web based product that displays performance information about your team's athletes in an easy to view and searchable format.. Export your team's best times, roster, records, and meet results to the web so parents and athletes can view, print, sort, graph, and filter information about your school/team's performance. From **TEAMMANAGER**, you can quickly and easily upload your team data directly to the TSO web database. Check it out at www.hy-tekltd.com/swim/TMOnline.

Team Connect Online

Team Connect Online is a remote server based product and service that supports access to your **TEAMMANAGER** database from the web! Seamlessly download the current **Team Connect Online** server copy of your team's database. Then 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!

Personal SWIM MANAGER Reloaded

Personal SWIM MANAGER - Reloaded (PSM-R) has been developed to help the Athlete track his/her performance, scheduling, and administrative information. Here is a short summary of product highlights:

- Software for the entire Family (up to 4 swimmers).
- Package includes BOTH **PSM-R for Windows** and **PSM-R Mobile for Palm OS**.
- Hot Sync information back and forth between your Windows desktop and your Palm OS device
- Import Meet Results from **TEAM MANAGER Online** and **MEET MANAGER**.
- Export Entries to **TEAMMANAGER**.
- Interactive **Calendar** to help with Scheduling of Team Meetings, Workouts, Swim Meets, Practices, etc. track Swim Performances and splits with Meet filters, Goal Setting, and Reports.
- Graph Swim Times and Health attributes including Weight, Heart Rate, Wellness, & Sleep)
- Use PSM-R as your own Personal Web Browser with Your "Favorite Sites" and "E-Mail".
- Import Workouts from **WORKOUT MANAGER**.

Ask about our **Team FUND RAISER** Opportunity when purchasing 10 or more PSM-R products for your team!

Check out PSM-R at www.hy-tek ltd.com/psm

Track & Field

MEET MANAGER for Track & Field

MEETMANAGER 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, **MEETMANAGER** 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!

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 envelopes.

Sales Office

You have a number of options for customer service at HY-TEK.

Web Site Shop Online

To order replacement products, new options or products, please visit our Web Site at www.hy-tek ltd.com and click on the **Shop Online** Button! Simply fill in the required fields and submit your order. You will have the option to print a copy 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 our Sales office at sales@hy-tek ltd.com.

Fax

Fax us a Purchase Order Toll Free to **866.471.7847**.

Tech Support

As a valued Customer, you are eligible to receive Tech Support services by purchasing a Technical Support Yearly Subscription (TSYS). 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 Revision 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**.

Database

A collection of data related to a particular topic or purpose. For **TFTM**, it's all of the information (athletes, entries, meets, etc) for one specific meet and all of it is contained in one Database file.

Date Formats

TFTM will use the Date Format that you have set up through Windows. To check on or change your Windows Date Format, first exit from TFTM 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.

Directory

An index of filenames and subdirectories under Windows. 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.

Event

Any race, series of races, field event or series of field events in a given distance or color.

Exhibition

A declaration for an athlete or relay that specifies that they are competing for mark/time but are not eligible for awards or points. Click [Here](#) for information on how to declare an athlete or a relay as exhibition in a meet.

Field Events

Field events are events such as the High Jump, Long Jump, and Pole Vault. Field events are filters for various reports.

Click [here](#) for information on Generic Field Event reports.

Note: The Meet Result Report will match the Field Event Standards ONLY if the measurement for the result and the standard match, i.e., both are metric or both are English.

Once Entries or Results have been entered for an Entry or Result Event respectively, ONLY the default measurement can be edited.

Inactive

Inactive Athletes

When adding or editing an Athlete from the **Athlete Browser**, click on the **Inactive** box to declare the athlete as "inactive," and he/she will not show on any of the Browsers or Reports unless you specifically request TFTM 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.

When printing Athlete Reports, you have the option to include Inactive Athletes. Click on the **Include Inactive** check box at the top of the Browser. TFTM 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 will not show up on any Browsers or Reports unless you specify to "Include InActive Athletes".

Inactive Teams, Groups, Subgroups

InActive/Active Changes

From the **Main Menu**, click on **Teams**, then **Maintenance**, then **Group/Subgroup/School Yr**.

- To globally change a Team, select the Team from the drop down menu and do not select any groups, subgroups, or school years.
- To globally change a Group, Subgroup, or School Year to either **InActive** or **Active**, choose a group/subgroup/school year and click on the desired status (InActive or Active).

Marks

For the purposes of this Help program and the TFTM program, "Marks" are defined as the times or marks achieved by athletes and relays. The marks are stored as data and sorted for the various reports.

A Mark Standard is simply a set of marks that have been established to represent a certain level of competition. For example, an **A** mark has a certain value for every age, event, and distance. Sometimes these Mark Standards or **cuts** are specified as criteria for entering a meet.

TFTM will use the Qualification Mark (specific Standard) in the Entry Browser and Eligibility Report to indicate which marks qualify for each event.

When entering times and marks, the following are valid marks and ways of entering marks.

- or 123.45 or 1:23.45 for times
- To enter hand times, enter an "h" after the time, such as 10.3h.
- To enter Multi-Event overall point scores, highlight the event, move the cursor to the Final Mark column, and type in the total point score without decimals.
- or 12.98 for a Metric mark
- or 6-0150 or 6'01.50 or 6'01.50" for an English mark
- 4" or 6'4 for an English mark

- N or NT for No Time
- N or ND for No Distance if horizontal field event
- N or NH for No Height if vertical field event

The following only apply to results

- D or DNF for Did Not Finish
- Q or DQ for Disqualified
- F or FS for False Start
- F or FOUL for horizontal jump
- F or FAIL for vertical jump

Primary Measurement

The main purpose of the Primary Measurement choice is to eliminate the need to key in the meter or English designators. It is your choice to enter either **metric** or **English** as the primary measurement. The Primary Measurement for an event is declared in the Event Setup for Result and Entry Events. From the Main Menu, click on Meets, then Events, then Add or Edit. Click [Here](#) for information on Adding and Editing Events.

In field events, the marks can be entered in either metric or English for the same event number. When entering results, to enter a metric mark, follow the mark with an **m**; to enter an English mark, follow the mark with " for inches and ' for feet. You can also enter English distance as **3-4** for 3 feet 4 inches, using the dash to delineate feet and inches. The English distance will always be displayed on Browsers and Reports with the dash; for example, 3-5 for 3 feet 5 inches. However, if the primary measurement is metric, you do not have to follow the mark with an **m**, and if the primary measurement is English, you do not have to follow the mark with the ".

In running events, the primary measurement is the only measurement for that event. Thus it takes two different event numbers for the 100 meter dash and the 100 yard dash.

In multi-events, the primary measurement is irrelevant because the results entered for the multi-events will be total points for the whole event. Individual event results for each sub event within the multi-event must be entered separately.

Release Notes

Release Notes contain a list of New Features as well as Corrections for a particular TFTM release. From the Main Menu Bar, you would click on **Help** then **Release Notes** to display the release Notes for the particular TFTM Release you are running.

Relay Leg

The mark achieved by one of the usually 4 relay athletes. Relay Legs are unofficial splits for the members of a relay. If you want TFTM to store these unofficial times (legs/splits) in the Database, they will only be used for computing Best Relays and only be shown in the Results Browser and in the Athlete Results Browser, not in Top Marks or Meet Results reports. These Relay Leg Marks are indicated with an **N** in the Results Browser and the Athletes Browser. [Click Here](#) for more information about how to enter relay legs/splits.

Round

Depending on how an event is to be handled, it will have from 1 to 4 rounds. If the event is finals only, then there will be one round. If the event is to have qualifying rounds, then there can be from 2 to 4 rounds, depending on the type of event.

For field events, a maximum of 2 rounds is permitted. If there are 2 rounds, then the first is called the qualifying round and the second is called the final round.

For track events, there are several possible scenarios for rounds. For events which are not run entirely in lanes (usually individual events over 800 meters or 880 yards), there are normally 1 or 2 rounds depending on the number of entries. If there are 2 rounds, then the first is called the qualifying or preliminary round and the second is called the final round. For running events which are run entirely in lanes, there may be from 1 to 4 rounds. One round means timed finals only, 2 rounds means qualifying and finals, 3 rounds means qualifying, semi-finals, and finals, and 4 rounds means qualifying, quarter finals, semi-finals, and finals. Sometimes, in a 4 round event, qualifying may be called heats, and quarter finals called round 2.

TFTM supports up to four "rounds" for each event - Finals, Prelims, Semi Finals, or Qualifying. You can customize showing the Finals, Prelims, Semi Finals, or Qualifying columns by selecting the appropriate buttons above the grid. To enter a result, position your cursor under the Mark 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 mark - for example, "x1:23.45". Click on the **DQ** column to designate the result as a DQ, and you can still enter the athlete's time if you wish in the appropriate column (Finals, Prelims, Semi Finals, or Qualifying). Optionally enter the athlete's **Place**, **Points**, and the **Wind Reading** in the appropriate columns for each round.. The Place, Points, and Wind Reading for each result will be displayed in the **Meet Results Report** for this meet.

Running Events

For track events, there are several possible scenarios for rounds. For events which are not run entirely in lanes (usually individual events over 800 meters or 880 yards), there are normally 1 or 2 rounds depending on the number of entries. If there are 2 rounds, then the first is called the preliminary round and the second is called the final round. For running events which are run entirely in lanes, there may be from 1 to 4 rounds. One round means timed finals only, 2 rounds means preliminaries and finals, 3 rounds means preliminaries, semi-finals, and finals, and 4 rounds means preliminaries, quarter finals, semi-finals, and finals.

Sections and Heats

When a running event is timed finals only, each race in the series of races is called a section.

When a running event has 2 or more rounds, each race in the series of races before Finals is called a heat.

Version

The version of the installed software can be found in three places. On the bottom left of the screen "Release :". The version and revision date can be found in the "About" box accessed under Help on the

Main Menu.

Index

- A -

A4 39
 Abbreviation 74
 About 182
 Active License 56
 Add a Result 104
 Add Athletes 80
 Add Events for a Meet 96
 Add or Edit a Time/Mark Standard 110
 Add or Edit Coaches 78
 Add or Edit Meets 92
 Add or Edit Records 115
 Add Splits 108
 Add Teams 74
 Add/Remove 9
 Address List 124
 Age Divisions 45
 Age Group 74, 80
 Age Groups for Reports 39, 41
 Age-Up-Date 35
 Alternate Team Abbreviation 74
 Alternates for Relays 148
 Athlete Browser 82, 86
 Athlete Custom Fields 48
 Athlete Custom Layout Report 43
 Athlete Registration Form 124
 Athlete Registration IDs 35
 Athlete Results Browser 86
 Athlete Roster 60
 Athletes 48, 80, 82, 86
 Athletes Report 124
 Attendance 124
 Attended 160
 Average Mile 130, 157
 Award Label 163

- B -

Background Picture 49
 Backup 51, 52, 54
 Best Relay 99
 Best Times/Marks 67

Billing 152
 Birth Year 35
 BUSINESS MANAGER 178

- C -

CD 9
 Chronological 130
 Coaches 78
 Codes 47, 130
 College 74, 80
 Combine 77, 86
 Compact Database 54
 Competitor # 35
 Competitor Label 165
 Competitor Numbers 65, 80
 Contact 80
 Convert DOS-TM Database 24
 Converted Mark 35, 130, 157
 Copyright 14
 Custom Entry Mark 99
 Custom Event Order 130
 Custom Event Preferences 39, 40
 Custom Fields 48, 80, 124
 Custom Layout 43
 Customize 35

- D -

Dash 35
 Dash/Run Designation 35
 Data Corruption 54
 Date Formats 182
 Deadline 92
 Decathlon 139
 Declare Meet Entries 99
 Delete a Meet 95
 Delete a Record File 119
 Delete a Team 76
 Delete a Time/Mark Standard File 113
 Delete an Athlete 86
 Delete Meet Entries 102
 Delete Meet Results 106
 Demo 21
 Demo Database 51
 Directory Preferences 41
 Division 45, 47, 130

Divisions (Age) 45
Download TFWin-TM Update 26
DQ 104

- E -

eLesson 29
Eligibility 147
Email 68, 70, 80, 124
Email Invoices 178
English 43
English/Metric Conversion 35, 184
Enter Meet Results 104
Entry 99, 102, 148, 152
Entry Deadline Date 92
Entry Fees 152
EV1 File 61
Evaluation Edition 21
Event Divisions 47
Event Note 96
Event Preferences 40
Events 61, 92, 96
Exhibition 99, 104, 182
Export Athlete Email 70
Export Athletes/Teams 68
Export Best Times/Marks 67
Export Meet Entries 65
Export Meet Results 66
Export Records 114, 120
Export Report 121
Export/Import Files Report 161

- F -

FAQ 30
Favorite Filters 45
Fees 92, 152
Field Events 182
File Menu 50
Find Record 115
Finish Line Heat Sheets 153
Flags for Records 115, 118
Flat HTML 130, 148, 157
French 43
Frequently Asked Questions 30

- G -

Generic Forms 153
German 43
Get Started 24
Goals 82, 86, 130
Graph 86
Groups 47

- H -

Hand Time Conversion 35
Hardware 6, 20
Headers 39, 130
Heat Sheets 153
Heats 185
High Jump 154
High Point 142
High School 73, 74, 80
How to Get Started 24
How to Open a Database 50
How To 'Year Up' High School Athletes 73
HTML 121, 130, 148, 157
Hy-Tek Data Interchange Format 65, 66, 67, 68, 161

- I -

Identifying Flags for Records 115, 118
Import Athlete Roster 60
Import Meet Entries 62
Import Meet Events 61
Import Meet Results 58
Import Records 113, 119
Improvement 157
Inactive 73, 80, 82, 183
Individual Athlete Report 86
Indoor 92, 118, 144
Install a Maintenance Update 26
Install TEAM MANAGER 9
Internet 148, 157
Introduction 6

- J -

Joined 80

Journal 71

- L -

Label Type 39
 Labels 39, 163, 169, 171
 Language 43
 License Agreement 14
 License File 56
 Lifetime Bests 106
 Line-Up 148
 Lite 22
 Logon 55
 Logon the TFWin-TM Pro Network 172
 Long Jump 154

- M -

Mailing Information 80, 124, 169, 171
 Maintenance 26, 73
 Maintenance Update 26
 Mark Standard or Cut 110, 112, 113, 129, 183
 Mark Standards 110, 112, 113, 129
 Marks 110, 112, 113, 129, 183
 Medical Information 80, 124
 Meet 92, 95, 128
 Meet Browser 91
 Meet Eligibility Report 147
 Meet Entries 62, 65, 99, 102, 148, 151
 Meet Entries on Diskette 65
 Meet Line-Up 148
 MEET MANAGER for Swimming 177
 MEET MANAGER for Track & Field 178
 Meet Results 58, 76, 82, 104, 106, 157
 Meet Results on Diskette 66
 Meets 160
 Memorized Reports 162
 Merge Athletes 86
 Merge Entries 62
 Merge Teams 77
 Metric 35, 184
 Modify Events 96
 Move Database from One Computer to Another 54
 Multi Events 183
 Multi-Events 139
 Multiple Licenses 56
 Multiple Standards 114

- N -

Network 55, 172, 173
 Network Administration 55, 174
 New Athletes from Another Team 89
 New Customers 24
 NS (No Show) 104

- O -

Open 45
 Open a Database 50
 Open in Multi-User Mode 55
 Options 49
 Outdoor 92, 118, 144
 Outlook 68, 121

- P -

Paper Size 39
 Participant 163
 PDF 121
 Pentathlon 139
 Performance Reports 130
 Personal Best 157
 Personal SWIM MANAGER Reloaded 178
 Picture 49
 Places/Points 130
 Points/Places 130
 Pole Vault 154
 Postal Code 169
 Primary Measurement 184
 Printer 20
 Printer Preview Screen Tool Bar 121
 Printer Selection 39
 Printer Set-up 121
 Pro Version 172
 Province 35
 Publication Order 130, 136
 Purge Items in Your Database 55

- Q -

Qualifying Mark 92, 96, 112
 Quick Billing 178

- R -

Record Flags 115, 118
Record Headers Only 130
Records 113, 114, 115, 118, 119, 120, 130, 144
Recruiting Information 71, 80, 82, 124
Region 74
Regions 47
Registration 35, 73, 80, 90, 124, 129
Registration ID Fields 80
Registration Tracking Option 90, 129
Registration Type Preferences 42
Relay Alternates 148
Relay Athletes 99, 104
Relay Leg 184
Relay Legs 86, 99, 106, 108, 130
Relay Splits 108
Relays 62
Relays Using Younger Athletes 99
Remarks 92, 128
Remove 9
Repair or Compact a TFWin-TM Database 54
Report Preferences 39
Reports 121, 124, 128, 129, 130, 144, 147, 148, 157
Restore 51, 52, 54
Results 58, 82, 106, 157
Ribbon Labels 163
Rosters 124
Round 185

- S -

Sales Office 180
Sanction 92
Scholastic Data 80, 82, 124
School Year Update 73
Schools/Teams 74
Score 142
Score Sheets 154
Seasonal 130
Sections 185
Session 96, 99, 148
Set Up Menu 35
Set-up a Network 173
Set-up Network Administration 174

Set-up New Athletes from Another Team 89
Sibling 80
Sign-up Sheet 147
Since Date 92
Software 6, 20
Spanish 43
Splits 86, 106, 108, 130, 157
Sports BUSINESS MANAGER 178
Spreadsheet 147, 151
Standards 96, 110, 112, 113, 114, 129, 183
state 35
Sub-Events 139
Subgroups 47
Super Weight 96
Support 181
Swimming 176, 177, 178
System Preferences 35
System Requirements 20

- T -

T & F TEAM MANAGER Lite 22
Tag Label 165
Team 73, 74, 76
Team Addresses 171
Team Mailing Label 171
Team Maintenance 73
TEAM MANAGER for Swimming 176
TEAM MANAGER Online for Swimming 177
Team Registration 73
Team Report 127
Team Results 76
Teams/Schools 74
Tech Support 181
Telephone 80, 124
Throws 154
Tied Record 115
Time Calculator 86
TM Lite 22
TMO 177
Top Marks Spreadsheet 136
Top Times/Marks 130
Track & Field 178
Training 29
Triple Jump 154

- U -

Uninstall TEAM MANAGE 9
Unzip a File 54
Update 26
User Logged On 55

- W -

Warranty 14
Web Site 148, 157
Win Loss Record 156
Wind Readings 130

- Y -

Younger Athletes 99
Youth Athletics 45

- Z -

Zip Code 169