

Instructions for Entering CIF – San Diego Section Swimming and Diving Championships

- 1. PLAN AHEAD.**
- Download Hy-Tek TeamManager Lite. *If you have the full version of Team Manager, follow the instructions that came with the program.*
www.hy-tekltd.com/downloads.html#swimdemo or call CIF (before April 1, 2009) to request a CD of the program. Run the Downloaded program.
- Program will install on your computer, you will have to accept the license agreement and click “ok” a couple of times. You may have to download the program again even if the program is still on your computer from last season.
- This program will put an Icon on your Desktop, “TM Lite”.
- Double Click on the TM Lite Icon.
- The first time (and only the first time) you run the program you must set the program up for your High School. File/Open and enter your school name.
- Import the meet file. CIF Website: www.cifsds.org These files are also available from Mike Saltzstein mikesaltzstein@att.net, 619 445 7660.
- Now go to the FILE tab, open IMPORT then MEET EVENTS and find the file you downloaded from the CIF web-site. Follow the on-screen instructions.
- Then click on the TEAM tab on the top of the screen and enter the information about your school. Once done, leave this menu by clicking on the SMALL “x” on the second line at the right of the screen.
- Next click on the ATHLETES tab and enter ALL of your team swimmers. You are only required to enter their first and last name, and school year. *Please use FR, SO, JR or SR for school grade level.*
- Proceed to the MEETS (select the option to enter by event or name). Use the custom entry time field to enter the athlete (or relay’s time). The system will automatically add the required punctuation; you only need to enter the numbers. Relays can only be added using the “by event” option.
- Next, print and **VERIFY** that all your athletes are in their proper events by **PRINTING** a copy of your entry. REPORTS tab, PERFORMANCE, MEET ENTRIES. **Please check for ALL Swimmers, Divers and Relay Teams, including Relay Only Swimmers. Athletes not submitted properly WILL NOT be able to participate in the championship.** Save and submit the entry file by FILE, EXPORT, MEET ENTRIES. Name this file with your TEAM Initials and email file as an attachment to cifentry@att.net .
- If you have not received an email confirming that your entries are received by 9AM Sunday May 17, you **MUST** resubmit your entries. Entries received after 10AM on May 17 will not be accepted.
- Thank you and please **PLAN AHEAD.**

Additional Information on Hy Tek – Team Manager Lite:

TEAM MANAGER Lite has two functions:

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

TM Lite is FREE to download from the Hy-Tek web site's Download Center found at www.hy-tek ltd.com. TM Lite is basically the TM production version with all six Standard Options enabled, but with the following restrictions:

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

FREE Tech Support is available by e-mail at tm@hy-tek ltd.com. No Telephone Tech Support is offered for TM Lite.