

Completing entries for APLSC

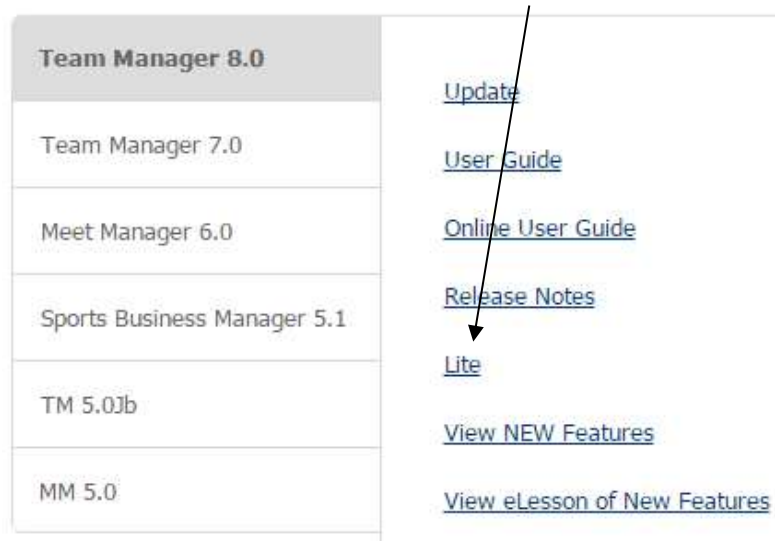
All Teams are to enter their competitors using Hytek Team Manager software.

Part 1

You will need to download Team Manager Lite (free download)

NOTE: You can open the same version of TM Lite you used last year that will include athlete details.

1. Go to the above web address <http://www.hy-tek ltd.com/downloads.html>
2. Make sure you are in **Swimming**. Scroll down and click on **Lite**.



This will allow you to download a compressed file which you then open when you are using the computer on which you will do your entries.

NB This program is not compatible with APPLE. If you use a computer or laptop that requires administrator permission you may need to use one of the options below,

Therefore your choices are:

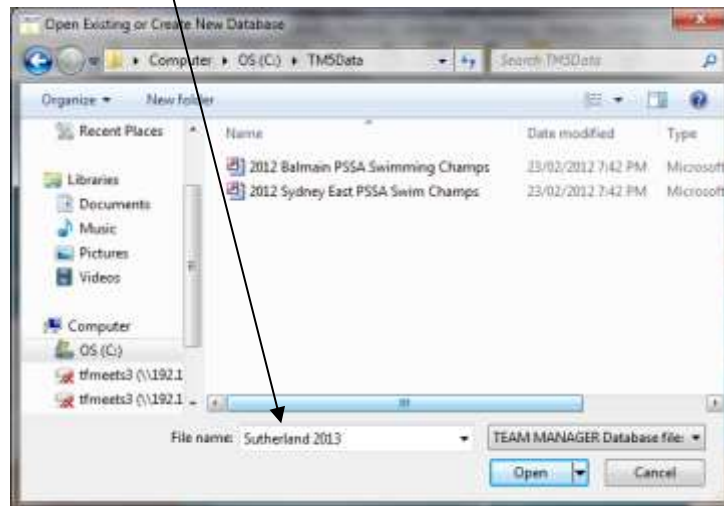
1. Download onto a memory stick and open it on the computer you wish to use for your entries – you may still need administrator permission.
2. Download onto a personal computer
3. Ask the administrator to assist.

Part 2

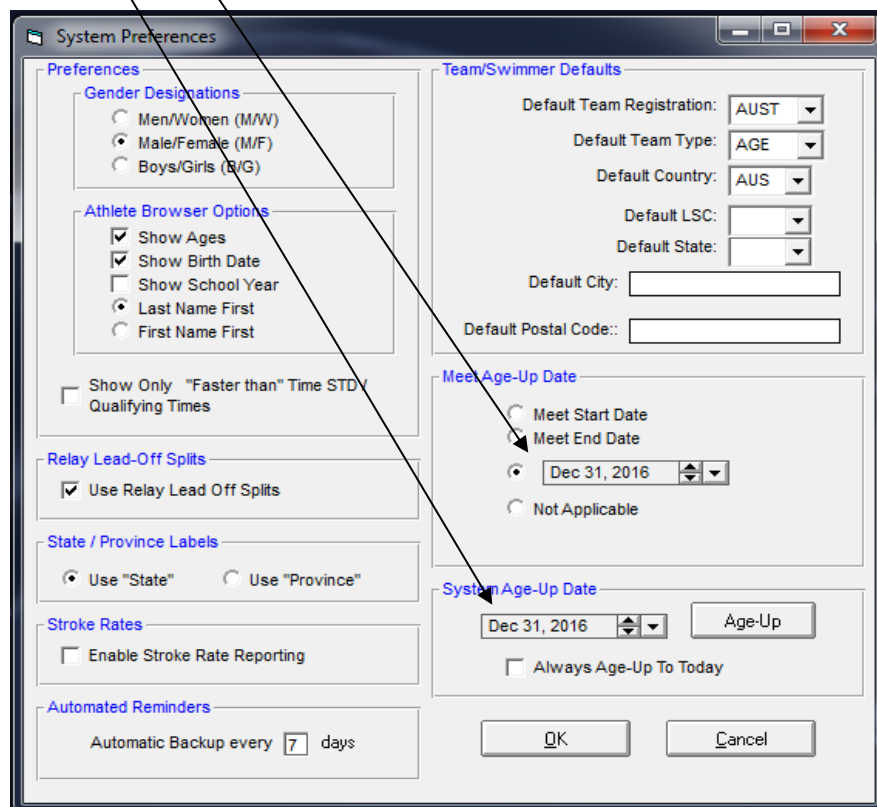
Once the program is loaded on your computer:

- Open Team Manager 8 Lite.
- Initial screens – choose *English* in the *Select language* screen, *OK* for the next info screen and *Close* for the *What's New in TM 8* screen.
- Click on File – Open/New

In the File name box type your team name and year



- Click – Open.
- You will then have a new screen to complete: (as follows) **NB Disregard different date in diagram**
- You'll need to type in 01/01/2020 for these 2 spots. After you press return they appear as below;



- Click OK

Part 3

- Next you add your events. This is the zipped folder that was sent to you by the RLSSA National Office, which will be titled **'Meet Events-Australian Pool Lifesaving Championships 2020'**.
- From your emails, save the events attachment (zipped folder) sent to you either in a folder you know how to navigate to or your USB drive.
- Back in Team Manager Lite go File>Import>Meet Events. Go through the steps indicated.
- Next you add your Team Name. **A Team List with abbreviations is attached at the end of this document. Please use the allocated team names and abbreviations in this list.**
- If your team is not listed, your team should be named in Team Manager using the protocol below:

For individual Royal Life Saving competitors:

I* (for individual) **NSW** (your state)

For Royal Life Saving Clubs:


C*(for club) **PH** (your club name abbreviated)

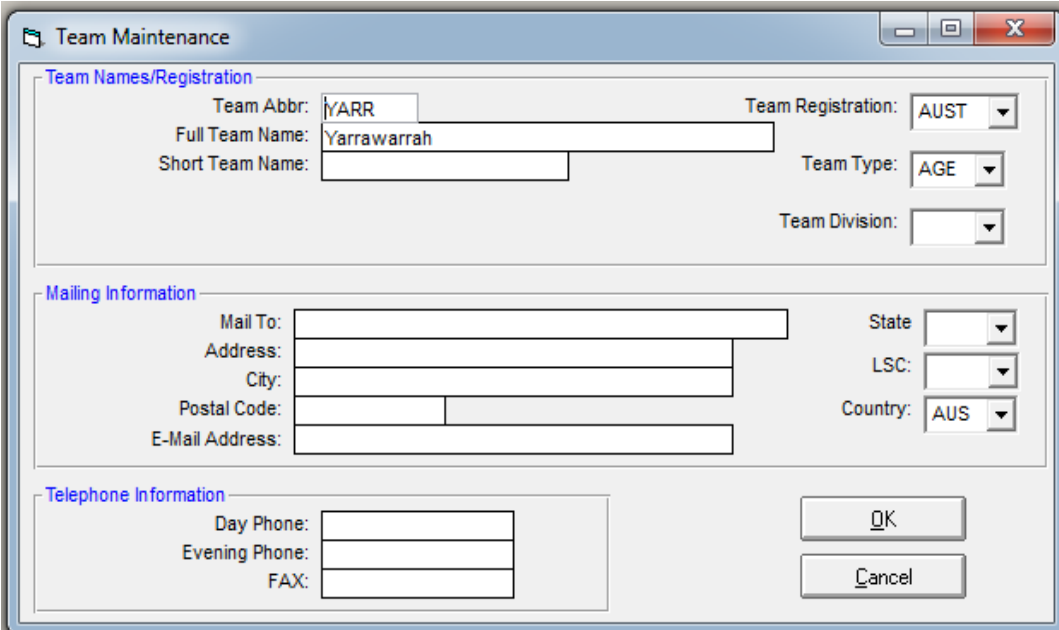
For Development Teams:

D*(for Development) **QLD** (your team/club name abbreviated)

For invitational or exhibition competitors/teams (international or non-Royal Life Saving competitors/teams):

V*(for invitational/exhibition) **NZ** (your country/team/club name abbreviated)

- Click on Teams on the top bar
- Click on Add. You simply need to fill in the first two boxes. You don't need to add any additional. Capitals only for the Team Abbreviation. Lower/Upper for the Team name eg. The Hills. Click OK. Once the screen goes blank, click Cancel. Your team/club will appear first in the list.
- Click on the closed folder with an arrow icon to exit Teams . 



Team Maintenance

Team Names/Registration

Team Abbr: Team Registration:

Full Team Name: Team Type:

Short Team Name: Team Division:

Mailing Information

Mail To:

Address: State:

City: LSC:

Postal Code: Country:

E-Mail Address:

Telephone Information

Day Phone:

Evening Phone:

FAX:

Part 4

- Now you add your athletes. You need their name (as it will appear in the program), age and date of birth.

Click on Athletes. Click on Add.

You only need to complete Last name, First name, DOB, Age and Gender and Team 1.

- Click OK down the bottom after each swimmer (including relay swimmers)
Once all the team is entered, click OK for the last swimmer then cancel on the blank Athlete Information Screen.

Dates of Birth need to be accurate so please double check before entering.

Athlete Information

Last Name: Smith First Name: John Middle:

Preferred Name: Birthdate: 12/04/06 Age: 10

Build ID ID # Gender (M,F): [M]

Athlete Cell: Athlete E-Mail:

Primary Contact Secondary Contact Medical Custom Email Export

Member of
Team 1: YARR Joined: DD/MM/YY

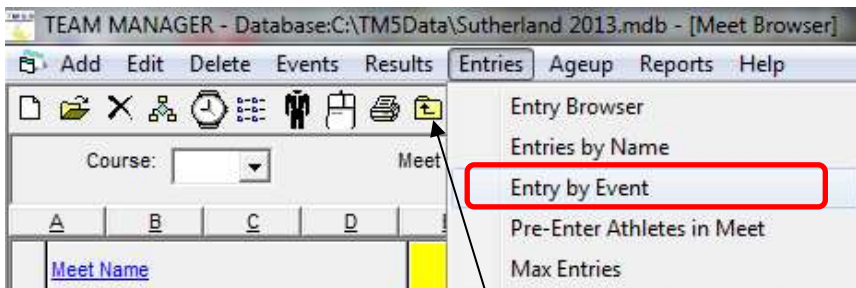
Part 5

- Go back to Original Screen (folder with arrow).

Click on Meets.



- Click on Entries (Entry by Event).

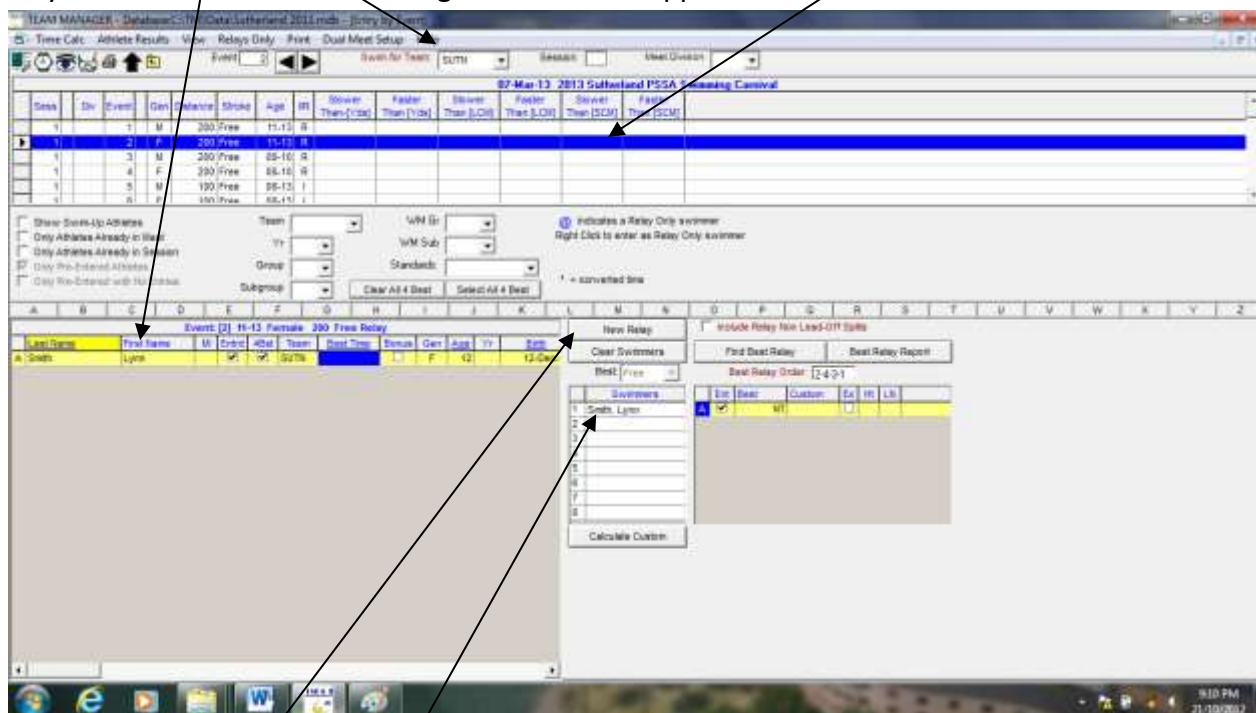


Tip: This icon takes you back to the previous screen wherever it appears.

A new screen appears:

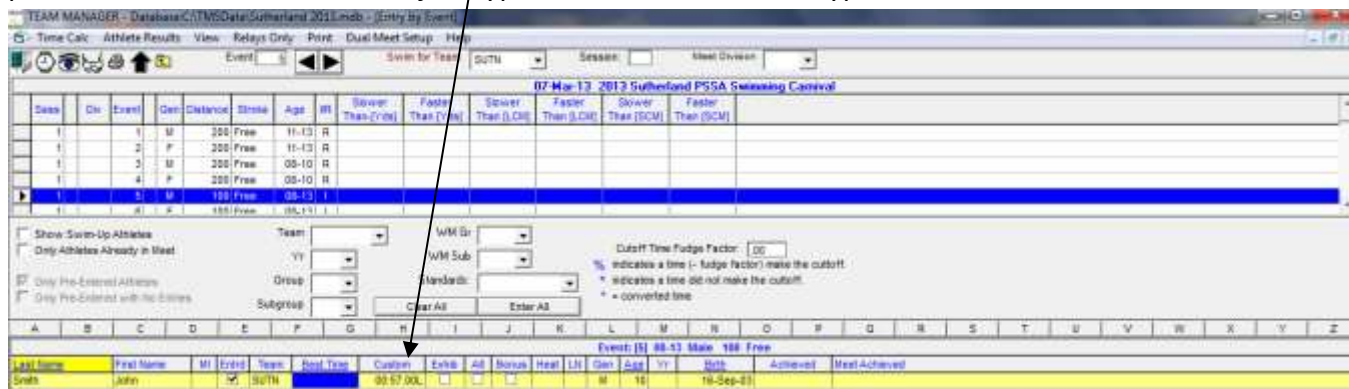
Add your team abbreviation, all your events are listed (R for relay, I for individual event).

As you click on each event the eligible swimmers appear.



For relays click *New Relay*, drag the swimmer's name across to a relay position or double click their name. If you make a mistake, double click their name in the relay list and it will disappear.


For individual events type the swimmer's time in the custom box and press return. The *Entered* box then appears ticked and that entered swimmer is highlighted in yellow. When typing times don't worry about punctuation - that is, for 57.16 just type 5716 and for 1:16.00 type 11600.



Complete all the entries for that event and move on to the next event.

*To double check you have entered all students correctly in the right events click Reports >Entry Report to create a report of the meet entries for you to look over.

To send your entries:

- File > Export > Meet entries.
- Save to desktop or USB drive. It will look like a zipped folder  and have your club / state abbreviation
- Don't open the zipped file.
- Email as an attachment to cturner@rlssa.org.au

**To double check you have entered all athletes correctly in the right events - click Reports >Entry Report to create a report of the meet entries for you to look over.*

It is an important step and it is essential that it is completed fully, including the request that teams print out a copy and bring it with them to the carnival. If anyone thinks a mistake has been made this is their only evidence. If they need to make a correction on the day it is easier if we can sight this report.

- When all swimmers (and relays) have been entered.
- Close the Athletes window and from the Main Menu open the Reports menu.
- Select Entry Lists and then your club / state abbreviation at the bottom of the page. **NB** Highlight the By Team, Event Description and Athletes & Relays. All other fields should remain blank.
- Create and print this report. This report is your carnival entries that you should use to verify that all your entries are complete and correct. It is also the Summary Sheet for the carnival which you should bring to the carnival as entry reference.
- Return to the main menu. Once you have verified all entries are correct,

Teams can substitute athletes on the day as per the Handbook rules. If they need to have withdrawals or substitutions after the managers briefing complete the appropriate form and hand to the Competitor Liaison so corrections can be made on the computer. However we cannot guarantee reseed heats and the replacement athlete may be required to compete in the same lane as the person they are replacing. If an additional swimmer needs to be added due to an oversight this can also be done but they can only be added if a lane is available.