



Team Manager Lite

Setup Guide for Zone Athletics Carnival

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Disclaimer

This document is provided as-is and does not in any way take responsibility for corrupt data, loss of data or results being incorrectly assigned to students.

This document is written for Team Manager LITE 4.2Cb for Track and Field. Please make sure you have the correct program installed before you continue on as this will cause problems with loading databases and entering data into the system.

As per the HyTek (2015) website,

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.

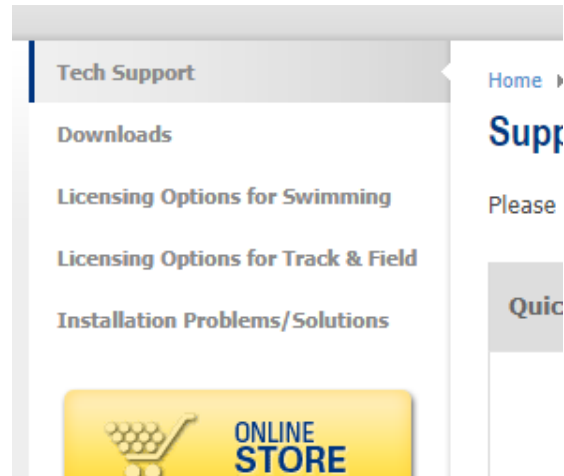
It will not run on any MAC Computer regardless of model. If you are running Windows on your MAC computer via an emulator type program then it may work, but you use it at your own risk and no responsibility is taken for any corruption of, or loss of data.

Installing the Software

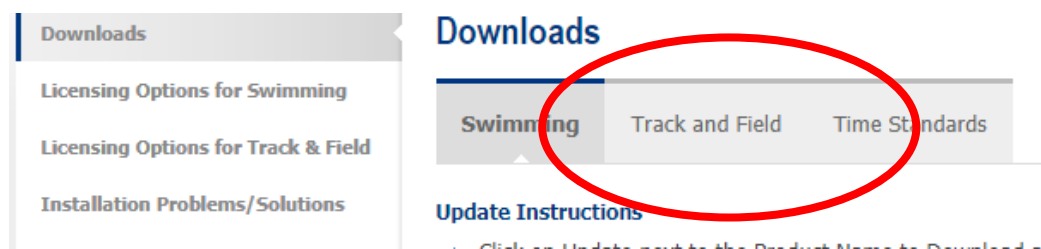
Follow the steps below to install the Team Manager LITE 4.2 software.

1. Open an Internet browser and go to <https://hytek.active.com/downloads.html>
2. Click on the SUPPORT option at the top right of the menu
3. On the LEFT HAND SIDE there should be a Downloads link as show in the partial screen shot to the right.

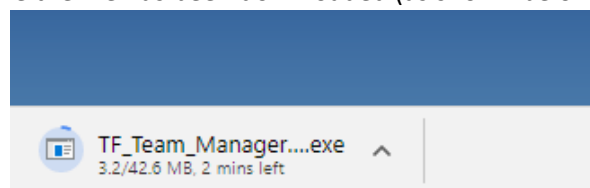
Click on the Downloads link



4. Select Track and Field from the TABS



5. From this TAB Team Manager 4.2 (or higher) will be highlighted. To the right there will be a [Lite](#) link. Click on this.
6. The download of the file should now start. In the browsers status bar it should indicate how long it has to go before the file has been downloaded (as shown below).



7. Once this has been downloaded. Click on the file and follow the install prompts to install it onto you device.

Setting up Team Manager LITE

Once you have downloaded the LITE program you will need to import the list of **CSSA Athletics Events for the CURRENT year** into the program before you enter your students names and times.

Getting the Athletics Events

To download these files

1. Open a browser and go to <https://www.cssa.net.au>
2. Click on Computer Programs in the sidebar (left)
3. Click on Team Manager LITE T&F in the submenu options
4. Scroll down the page slightly and look for a heading

CSSA Athletics Events for Team Manager Lite T&F

5. There will be 2 files, one for Primary and one for secondary. Download the files you need by simply clicking on the links (the filenames may differ from what is shown below).

eg:

CSSA Athletics Events for Team Manager Lite T&F

[tfmm2017-12-01-MeetEvents-CSSAPrimAthEvents2017-001.zip](#)

[tfmm2017-01-01-MeetEvents-CSSASecAthEvents2017-001.zip](#)

6. Unzip these files to a location on your hard drive. Remember where this is as you will need it when you open Team Manager LITE (Preferable the desktop or your local C: drive).

The order of the events is based on the Primary or Secondary State Athletics Carnival

PLEASE DO NOT CHANGE THE NAME OF THE EVENTS

THEY MUST REMAIN THE SAME SO THAT WHEN YOU SEND YOUR TEAM LIST THROUGH TO YOUR ZONE CONVENOR EVENTS WILL MATCH UP CORRECTLY

Creating a New Team Manager Database

Before you can start doing anything you will need to create a new database.

1. Open Team Manager Lite
2. Click File -> Open/New
3. In the new file Dialog box select where you wish the file to be saved and enter a file name in the format: {SCHOOL NAME/CODE} Primary Entries for 2018

Eg: For Coffs Harbour Christian Community School

COFFSCCS Primary Entries for 2018 would be entered as the file name

4. Click OPEN. Once the database has been created you will be asked to setup the system preferences.

Setting the Initial System Preferences

1. If you haven't already, start the Team Manager Program and follow the steps below to set up the initial preferences
2. Click on Set-Up -> Preferences -> System Preferences if you do not have the screen up.

The screenshot shows the 'System Preferences' dialog box with the following settings and arrows pointing to them:

- 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
 -
 - System Age-Up Date for Age Groups**
 - Always Age-Up to Today
 -
- 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

Buttons:

All settings should be as the above screen shot. The only settings you need to change are the ones that have the black arrows next to them.

Please note that the following two settings should be set to the last day of the current carnival year.

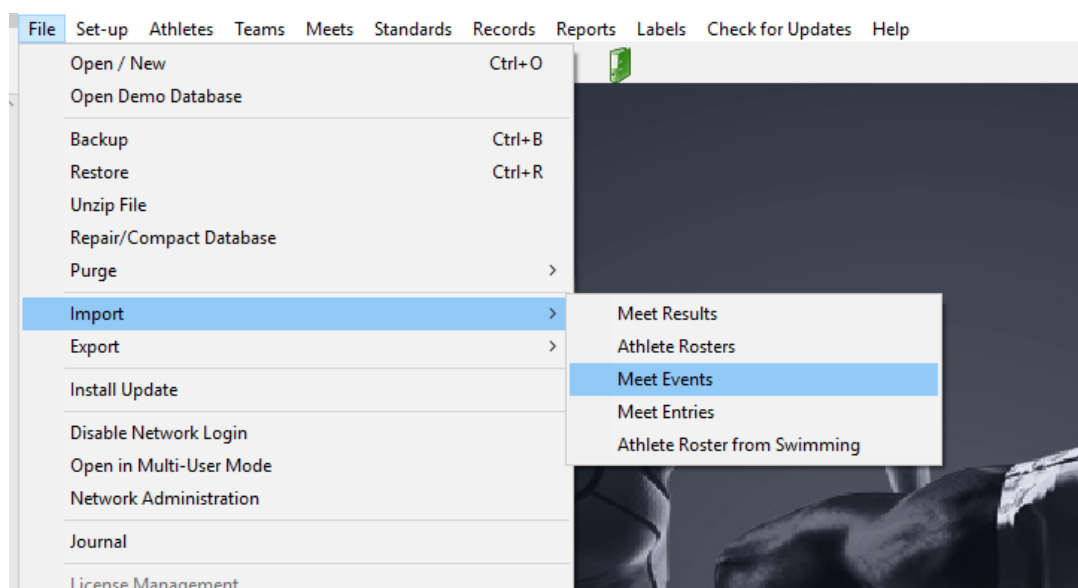
- **Meet Age-Up Date for Age Groups**
- **System Age-Up Date for Age Groups**

e.g: for 2018 they would both be set to 31/12/2018

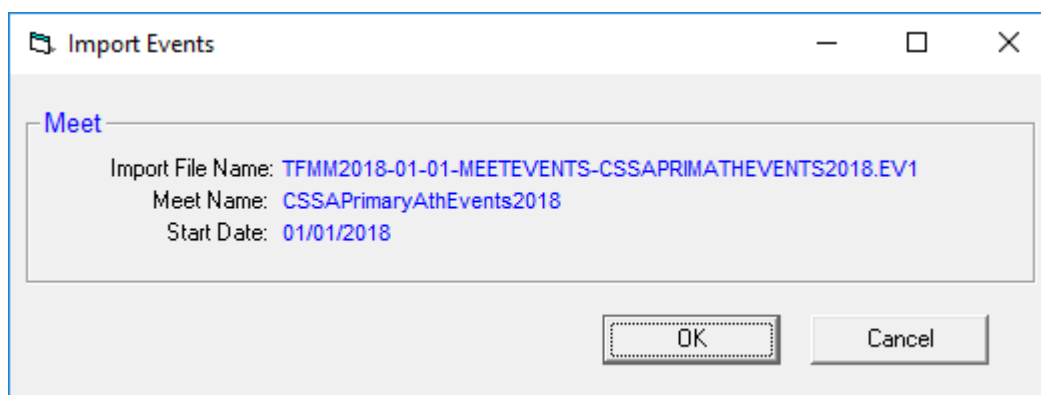
Importing Meet Events

Now you need to import the events for the meet.

1. From the Team Manager Lite program click File -> Import – Meet Events as shown below



2. In the Open File Dialog box that appears locate the file that you downloaded and unzipped and double click on the file that reads Meet Events CCSA Primary Ath Events 2018 (if it is for 2018), otherwise for the current year. The following screen will appear.



3. Click OK and another small windows will appear indicating how many events have been imported.
4. Click OK

Setting up your Team

You must set up your team before you can import any students into the database.

1. Click **Teams** on the menu at the top
2. On the New screen that appears, click **Add**. The **Team Maintenance** screen will appear.

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:

The details that you need to enter here can be found on the CSSA website under the **Computer Programs** section under a heading titled **CSSA School Codes**

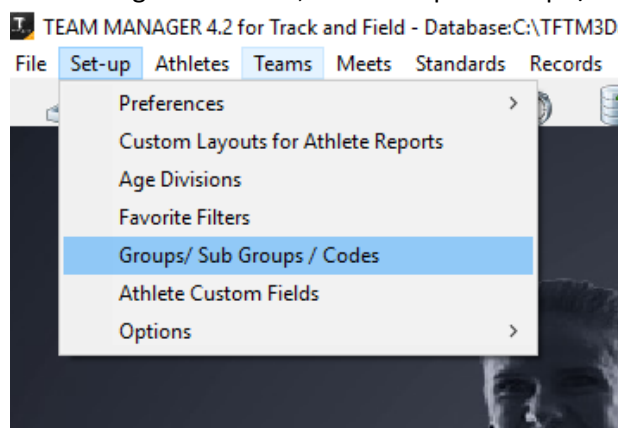
So for Coffs Harbour Christian Community School the information from the table below would be entered as per the example in the screen shot above.

Full Team Name	Team Abbr	Short Team Name	Zone
Casino CCS	CAS2	Casino	North Coast
Coffs Harbour CCS	CHC2	Coffs	North Coast

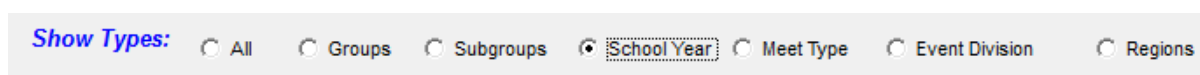
3. Click OK once you are done.

Setup database so you can include School Yr for each Competitor

1. From the main Team Manager Lite Menu, click Set-up -> Groups / Sub-groups/ Codes



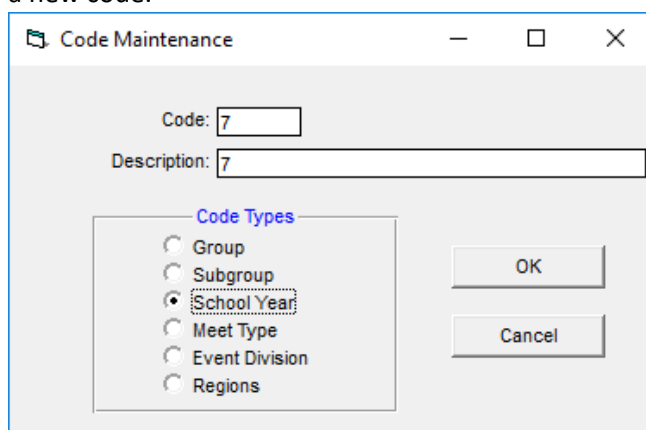
2. In the Show Types section, select the School Year radio button option as per the example below.



3. Delete any codes that are there and then click on Add from the menu to add new codes as per the table below:

Primary		Secondary	
Code	Description	Code	Description
3	3	7	7
4	4	8	8
5	5	9	9
6	6	10	10
		11	11
		12	11

See an example below. Make sure that **School Year** is selected each time you enter a new code.



Entering Student Details

Go through the steps below for each student to add them to the database

1. Click **Athlete**
2. On the new screen click **Add**
3. You must include ALL of the following information for EACH competitor.
 - Last Name
 - First Name
 - Birthdate (age is calculated automatically)
 - Gender

Member of : TEAM 1 (drop down box with your school code)

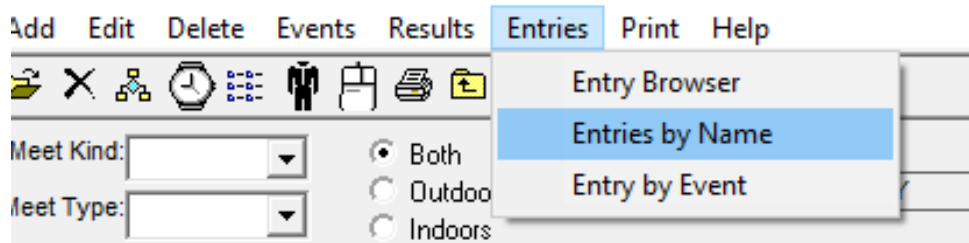
Member of : School Yr (drop down box with school years)

Both of these values are taken from the Team and School Year information you set up earlier. If either of these drop down boxes are empty, then you will need to go back and set them up first before continuing.

Repeat the steps above for every competitor that you need to enter.

Linking the Competitors to their events

1. Click on **Meet** from the main menu
2. From the Meet Screen click **Entries** then **Entries by name**



3. A new screen will appear with the list of students you have entered that are going through to Zone.
4. Click on each student and a list of events that they can compete in will appear below the student list. Click the Entered box for each event **and INCLUDE THEIR TIME IN THE CUSTOM TIME (OR THEIR DISTANCE)**. See the screen sample below.

TEAM MANAGER 4.2 for Track and Field - Database:C:\TFTM3Data\TeamManagerTEst.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

Entries for Team Session

Filter by: Male Female Both

Team School Yr Group Subgroup Low Age High Age Show Comp #

Last Name	First Name	Mid	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Doe	John		M	22-Nov-05	12			4		CHC2		

Current Run Entries 3
Current Field Entries 2

Show Relay Entries
* = time did not make the cutoff.

01-Dec-17 CSSAPrimaryAthEvents2017

Ses	Event	Gen	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib	Qualify Mark
2	6	M	08-13		Discus	Multi Class	<input checked="" type="checkbox"/>		15.23m	<input type="checkbox"/>	
2	8	M	12-13		Shot Put	3kg	<input type="checkbox"/>			<input type="checkbox"/>	
1	11	M	12-13		Run		<input checked="" type="checkbox"/>		3.16	<input type="checkbox"/>	
1	12	M	08-13	800m	Run	Multi Class	<input type="checkbox"/>			<input type="checkbox"/>	
2	24	M	08-13		Long Jump	Multi Class	<input type="checkbox"/>			<input type="checkbox"/>	
2	26	M	12-13		High Jump	Senior	<input type="checkbox"/>			<input type="checkbox"/>	
1	31	M	12-13	100m	Run		<input checked="" type="checkbox"/>		12.00	<input type="checkbox"/>	
1	32	M	08-13	100m	Run	Multi Class	<input type="checkbox"/>			<input type="checkbox"/>	
2	44	M	08-13		Shot Put	Multi Class	<input type="checkbox"/>			<input type="checkbox"/>	
2	46	M	12-13		Discus	750g	<input type="checkbox"/>			<input type="checkbox"/>	
1	51	M	12-13	200m	Run		<input checked="" type="checkbox"/>		3.00	<input type="checkbox"/>	
1	52	M	08-13	200m	Run	Multi Class	<input type="checkbox"/>			<input type="checkbox"/>	
2	59	M	12-13		Long Jump	Senior	<input checked="" type="checkbox"/>		14.25m	<input type="checkbox"/>	
1	64	M	08-13	1500m	Run		<input type="checkbox"/>			<input type="checkbox"/>	

WARNING: When entering times DO NOT include dots or semi colons JUST type in numbers ONLY. Team Manager will convert the time to minutes, seconds, hundredths of seconds

Example: To enter 52.67 sec Type in 5267

Entering Student Names into relay teams

1. From the Team Manager main menu click Meets
2. From the Meets Screen click Entries -> Entries by Event
3. From the Entries by Event screen select View -> Show Relays Only
4. You should now have a small list of relay events at the top of the screen
5. In the For Team box, select your school:



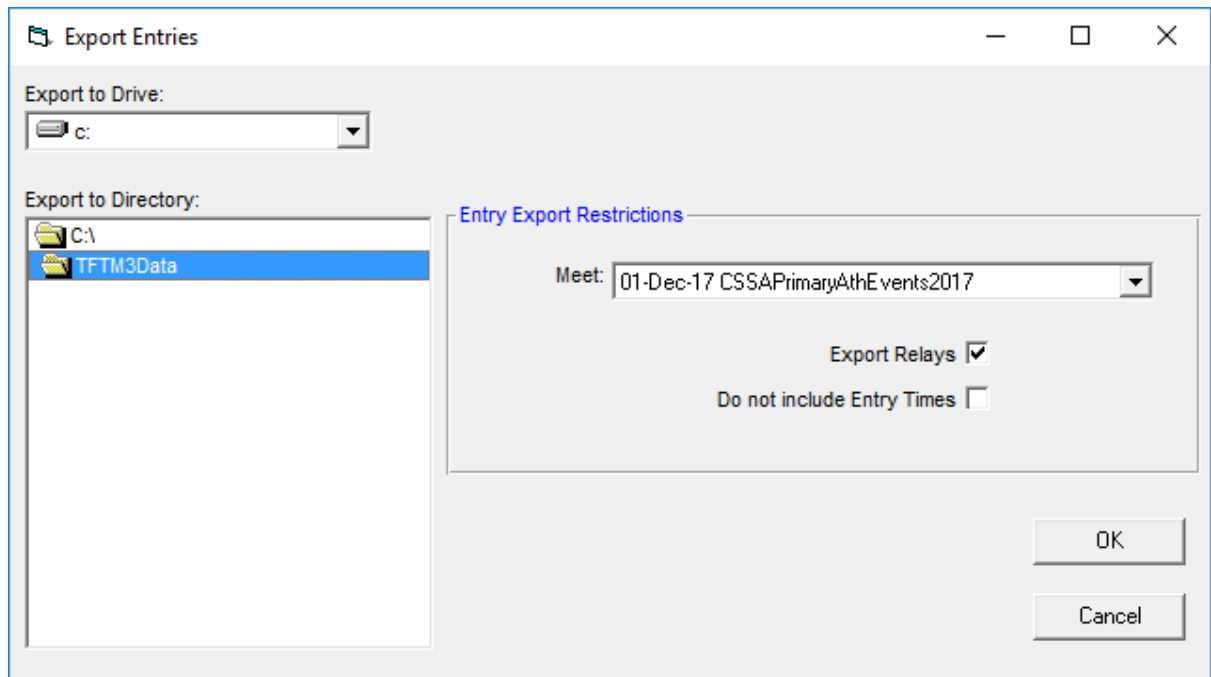
6. Click on a relay event and then click on New Relay at the right of the screen

The screenshot shows the main interface of TEAM MANAGER 4.2. The title bar reads 'TEAM MANAGER 4.2 for Track and Field - Database:C:\TFTM3Data\TeamManagerTEst.mdb - [Entry by Event]'. The menu bar includes 'Time Calc', 'Athlete Results', 'View', 'Print', and 'Help'. The toolbar shows 'Event' set to '68', 'For Team' set to 'CHC2', and 'Division' set to an empty dropdown. Below the toolbar is a table of relay events for '01-Dec-17 CSSAPrimaryAthEvents2017'. The table has columns: Ses, Ev #, Gen, Distance, Event, Note, Age, JR, Qualify. The row for '1 68 M 4x100m Relay Senior 11-13 R' is highlighted in blue, with a black arrow pointing to it from the left. Below the table are filter options: 'Session', 'Filter by: Team', 'Group', 'School Yr', 'Subgroup', 'Show Younger Athletes', 'Only Athletes Already in Meet', and 'Show Comp #'. At the bottom, there is a table for the selected event: 'Event: [68] 11-13 Male 4x100m Relay'. This table has columns: Last Name, First Name, Mid, Entrd, 4Bst, Team, Best, Gen, Age, Yr, Birth. The first row shows 'Doe John' with '4Bst' checked and 'Team' as 'CHC2'. To the right of this table is a 'New Relay' button (highlighted in red), 'Clear Runners', 'Find Best Relay', and 'Best Relay Report'. Below these are 'Athletes' and 'Ent Best Custom Ex Ht LN' sections.

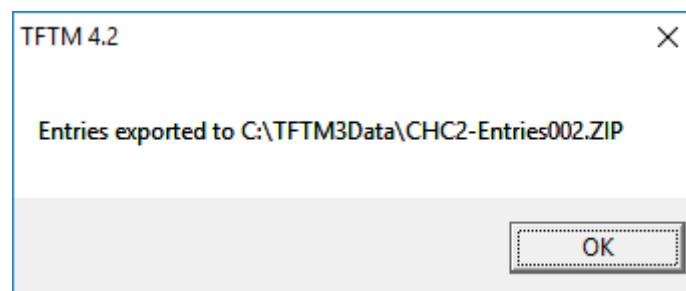
7. Now select four (4) runners who are going in the relay event. Do this for each relay event that you have competitors for.

Export Meet Entries to your Zone Convenor

1. From the Team Manager main screen click Export – Meet Entries
2. Select the folder where you wish to save the file to. You will need to remember where you saved this file as it will need to be forwarded on via email to your Zone Convenor



3. Click ok. A confirmation window should appear indicating that the entries were successfully exported.



4. Locate the file and then email it to your Zone Convenor. You will need to do this for Secondary and Primary as separate files.



The filename will be your School Code and then Entriesxxx.zip