


## Track and Field Entry Procedure

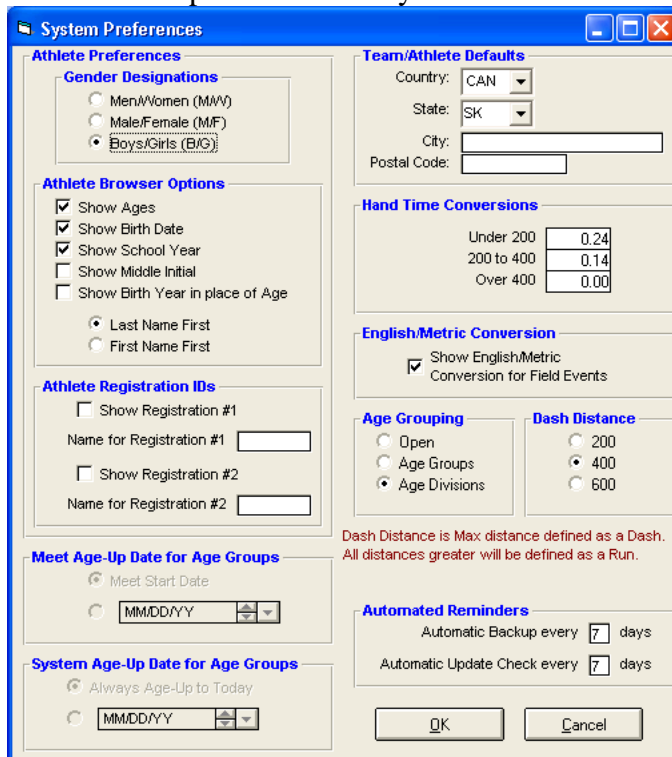
1. **Download and install** Team Manager Lite from Hy-Tek Ltd at this address: [http://www.hy-tek.com/Demos/TF\\_TEAM\\_MANAGER\\_Lite.exe](http://www.hy-tek.com/Demos/TF_TEAM_MANAGER_Lite.exe) (this file is also available on the P4A web page, and the high school meet page). Note: you must be an administrator of your computer in order to install this software. You should save the download file on your computer (if you are using a Sask. Rivers' Laptop, then save it on the R: drive), and after it is downloaded, run the software download to install it.

2. **Start Team Manager Lite:** look for an icon on your screen like this  and double click.
3. **Select File|Open/New** and enter a name for the database for your team. What you call it doesn't really matter, but use a name that makes sense to you. Click [Open].

Hint: Team Manager Lite has a limit of 100 athletes per team. If you know that you will be entering more than this number, then divide into two (or more) teams and create separate databases for each. For example you could have a team of boys, and one of girls, giving you a total of 200 athletes.

Note: once you have already set up a team you would locate its name and open it, rather than create a new database.

4. **First time use only:** Set the system preferences as shown  
Click on Set up /Preferences/System Preferences



The screenshot shows the 'System Preferences' dialog box with the following settings:

- 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. Name order:  Last Name First,  First Name First.
  - Athlete Registration IDs:**  Show Registration #1, Name for Registration #1: [ ],  Show Registration #2, Name for Registration #2: [ ]
  - Meet Age-Up Date for Age Groups:**  Meet Start Date,  MMDD/YY [ ]
  - System Age-Up Date for Age Groups:**  Always Age-Up to Today,  MMDD/YY [ ]
- Team/Athlete Defaults**
  - Country: CAN, State: SK, 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
- 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.

Automated Reminders:  
Automatic Backup every 7 days  
Automatic Update Check every 7 days

Buttons: OK, Cancel

5. **Add the team information.** Select Teams|Add and complete the team code for your team.

You must use the team code abbreviation you are given by the meet organizers

Complete only the Team Code, Team Name, “Short” name and Team Type (use School). Click [OK] and then [Cancel]. Close the Team screen.

6. **Enter the athletes:** select Athletes|Add and complete only the following information:
  - Last name
  - First name
  - Gender
  - Birthdate **READ THE NEXT INFORMATION CAREFULLY**

## P4A only

**Important:** You do not enter the athlete’s actual birth date. You must enter the following dates to place them correctly into the proper age division:

|        |                 |   |
|--------|-----------------|---|
| Novice | <b>01/01/00</b> | (10 years old or under) as of Aug 31/2009 |
| Atom   | <b>01/01/99</b> | (11 years old) as of Aug 31/2009          |
| Peewee | <b>01/01/98</b> | (12 year old) as of Aug 31/2009           |
| Bantam | <b>01/01/97</b> | (13 years old) as of Aug 31/2009          |
| Midget | <b>01/01/96</b> | (14 years old) as of Aug 31/2009          |

**There is no event above midget in the P4A meet.**

- Member of Team (select the team, even though in most cases there will be only one
- \*\*\* Coaches will need to know classification of Athlete prior to entering Athletes

Hint: it will be easiest to enter if you sort your students first by age class, and then by gender before starting to key in their names.

## High School Only

**Important:** For High Schools Only !!

|        |          |                                |
|--------|----------|--------------------------------|
| Midget | 01/01/95 | (under 15 as of Dec 31 2009)   |
| Junior | 01/01/94 | (under 16 as of June 30, 2009) |
| Senior | 01/01/93 | (over 16 as of June 30,2009)   |

Download the meet events file from the appropriate site, and store it on your computer in the C:\TFTMwinData folder

P4A Meet <http://www.srsd119.ca/athletics/>  
City Track Meet and District Track meet  
<http://www.carlton.srsd119.ca/sports/track>

7. **Import the event file:** in Team Manager Lite use File|Import. Locate the event file you just downloaded and press [Open]. The file will be unzipped and placed in a temporary folder. Locate this file in the TFTMTemp folder, select it and press [Open]. The meet name and start date is displayed, and you can press [OK] if you are importing the correct meet.

8. **Enter athletes into events:** select Meets|Entries|Entries by name. Select each athlete in turn, and click on the “Entered” box to complete the entry of each individual event.

Note: For high school meets you must also complete the “Custom mark” field for the 400 m event, as it is used for seeding of the timed finals. If you do not know an exact seed time, please estimate, as unseeded athletes will be placed into the slowest timed section.

9. **Enter your relay teams:** select Meets|Entries|Entries by event. Set the “for team” and then scroll down the list until you have located the relay events. Select the age group relays you are entering and then press the [New Relay] button. This enters your team. It is optional to enter the athletes, but you may do so if you wish by checking the “entered” box on the left of the screen, by the athletes’ names.

10. **Print reports to list your athletes:** select Meets|Entries|Print and choose the report you wish to print. Note that there are options you will want to set to select what information is printed, and the order in which the report is printed.

12. **Export your entries:** select File|Export|Meet Entries and export them to a drive where you know where they are and named as follows:

**For the P4A meet:** SCHOOLNAME-10-Jun-08P4A Final. (for example Arthur Pechey-10-Jun-08P4A Final)

Copy the file to the T:\P4ATrack folder (Warning: don’t accidentally delete or change the files from other schools).

When you have completed the save of the exported file in the T: drive, email confirming the file is saved to both Connie Padget at [cpadget@srsd119.ca](mailto:cpadget@srsd119.ca) and Dovona West at [dwest@srsd119.ca](mailto:dwest@srsd119.ca)

**For the High School City and District meets:** SCHOOLNAME-10-City or SCHOOLNAME-10-District (for example Carlton-10-City or PA Small Schools-10-District)

Email the file to [rpoetker@sasktel.net](mailto:rpoetker@sasktel.net) (Do not use his Sask. Rivers address since zip files are automatically blocked).

You’re done ☺ Congratulations