

HY-TEK Sports Software

part of  **active** NETWORK

TEAM MANAGER 5.0 *for Swimming*

Getting Started Guide

2nd Edition

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Installing and Learning TEAM MANAGER

Welcome to **TEAM MANAGER 5.0 for Swimming**. This is HY-TEK's 4th generation of Team Management products for Windows. **TEAM MANAGER** was designed to provide the coach or volunteer swim person the most powerful yet intuitive software using the very latest in computer software technology. **TEAM MANAGER** is designed to help manage the administrative and performance data for any type of swim team – Age Group, High School, College, Summer League, etc. With the addition of the **Workout Manager** option, the coach is able to design and manage workouts while having the team statistical data readily available in the same package.

At HY-TEK, we believe that it takes good people, a thoughtful process, and hard work to keep track of information for a swim team and **TEAM MANAGER** is the very best tool available to help you do that.

Registration

HY-TEK is confident that you will find that this software greatly increases your productivity as a swim coach, official, or volunteer. This software has already been registered and licensed to your Swim Team, School, or Club. After you have installed **TEAM MANAGER** and you want to find out how it is registered or licensed, start **TEAM MANAGER** and click on **Help** then **About** and the registration license will be displayed. This license will also be printed on the top left of all reports. It is a federal copyright law violation to edit this license name or to erase, remove, or change it on any written or electronically generated media.

System Requirements

Hardware: **Minimum** - Any 500 MHz Pentium, Celeron, or AMD class computer or faster with 1 GB RAM.

Recommended - Any 1 GHz MHz Pentium, Celeron, or AMD class computer or faster with 2 GB RAM.

Any Macintosh computer that will run the Leopard Mac OS with Windows XP or Windows Vista.

If you are running the **Pro Option** with the Network feature, then you will need a Network card in each computer as well as appropriate Fast Ethernet cabling or a wireless connection

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among the computers being used.

Software: Microsoft's Windows 98, Windows NT, Windows 2000, Windows ME, Windows XP, or Windows Vista.

Printer: Any Windows supported printer. Dot-matrix printers are not recommended for reports.

Installing TEAM MANAGER

You install **TEAM MANAGER** 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.

The TM Installation software will guide you through the installation process. When asked for a directory/folder name to use, HY-TEK recommends that you use the default installation folder/directory name of "**c:\Hy-Sport\TM5**".



After the Installation process is complete, you may be asked to restart Windows in order to register Windows System files. DO NOT remove the CD. Click **OK** to restart Windows.

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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 **TEAM MANAGER** icon on your Windows desktop. The first thing that **TEAM MANAGER** will do is 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**. Remove the CD as it will not be needed again unless you need to re-install for some reason.

To uninstall TEAM MANAGER, please use the standard Windows **Add/Remove Programs** feature included with your Microsoft Windows product. For most Windows releases, click on **Start, Settings, Control Panel**, and then click on **Add/Remove Programs**.

Learning TEAM MANAGER

Using Help

TEAM MANAGER includes important information about using all of the features and tools with full-color illustrations and examples. The **TEAM MANAGER Help** provides easy navigation outlines as well as keywords. To start **Help**, click on **Help** then either **Contents** for a Table of Contents list from which to choose or click on **Index** and enter a keyword for a list of topics from which to choose.

Acrobat Reader PDF

TEAM MANAGER also includes a complete User Guide in the standard Acrobat Reader PDF format. This User Guide can be downloaded either on the Internet at HY-TEK's Download Center www.hy-tekltd.com/downloads.html or accessed directly on your desktop. Start your desk top Acrobat Reader and click on **File / Open** and pick your TM installation directory. If you installed TM in the default installation directory, pick **c:\Hy-Sport\TM5\TEAMMANAGER5.pdf**.

User Guide on the Web

Go to the **TEAM MANAGER** site at www.hy-tekltd.com/swim/TMII/ and click on the **TEAM MANAGER User Guide** link to display the TM User guide with a complete Table of Contents and Keyword Index.

Frequently Asked Questions (FAQs)

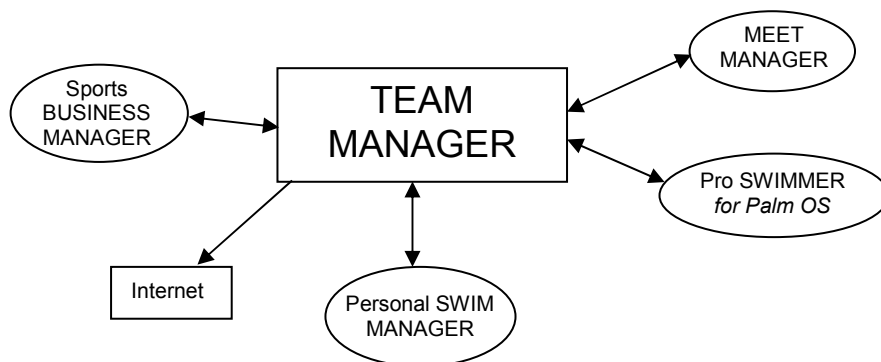
There is a FAQ section included in the Help and in the User Guide.

Open Demo Database

Another tool that can help with getting familiar with TM is the Demo Database. Click on **File / Open Demo Database** and you can view various browsers, reports, and screens that already have information included.

Overview of TEAM MANAGER

TEAM MANAGER forms the hub for your team and communicates with HY-TEK's Windows based **MEET MANAGER** and **Sports BUSINESS MANAGER**, various Internet based products like **TM.net** and **TMO**, and hand-held PDAs. **TEAM MANAGER** is designed to be intuitive and easy to use so that it greatly reduces a team's administrative tasks and easily distributes information to your team members through printed reports, HTML files, and internet uploads using **TM Online** and **Online Entries**. For coaches and parents, **TEAM MANAGER** can also hot sync meet entries and historical results to **Pro SWIMMER** software running on a PDA and then hot sync meet results back using Pro SWIMMER's hand Timer. Coaches can share workouts through TM's workout export and import utility.



One person should be able to perform most of the administrative tasks associated with running a swim team, including maintaining the roster and administrative information about each swimmer, setting up entries for meets, entering meet results after the meet, and producing various reports for coaches, parents, and swimmers. To make your task even easier, **TEAM MANAGER** supports the Import of Meet Results (including splits) from diskette or from the Internet, as well as the Export of Meet Entries to the meet host via diskette or the Internet.

TEAM MANAGER Options

TEAM MANAGER is available in a Start-Up version. There are 6 basic options to support the different needs of swim teams. For example, the Graph Option visually shows the swimmers and their progress over the past season. To find

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out what options are included in your TEAM MANAGER release, click on **Help**, then **About**, and **TEAM MANAGER** will display what options that were shipped with your product. If you need additional options, just call the HY-TEK sales Office toll free at **866-456-5111**, order Online at www.hy-tekltd.com/store, or e-mail the Sales Office at sales@hy-tekltd.com.



TEAM MANAGER Basic Options

Standards and Records Option:

Enter or Import your Team, League, or State Records, and then let **TEAM MANAGER** maintain those records based on the results of each meet. Enter or import your Leagues time Standards and then tag each swimmer's time with the appropriate designator. For example, import the USA Swimming Motivational Standards included with TEAM MANAGER, and then run the Top Times Report and tag each time with the AAAA, AAA, AA, A, BB, or B time – 1:23.45 BB.

Predict Results Option:

This option allows you to set up a meet results simulation based on your swimmer's best times and another team's best times that have been entered into your Database. This is a great feature for High School or College dual meets.

Recruiting/Journal Option:

TEAM MANAGER helps you set up and maintain Notes or Journal entries for your club. The option also provides a way for you to enter and track recruiting information about your swimmers. This is a great feature for High School teams who want to provide a nice recruiting report to send to prospective colleges.

Award/Improvement Labels Option:

This option supports the printing of an award or improvement label based on the results from a meet – for example, print an award label for the swimmers who finished 1st, 2nd, or 3rd in the City Summer Meet. Or, print an improvement label for every swimmer that improved his/her time more than .5 seconds.

Entry Card/Label Option:

This option allows for the printing of an Entry card or label that contains each

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swimmer's name, age, gender, what event they are entered in, their entry time, etc.

Graphing Option:

This is a great feature for age group teams to show progress for a swimmer in a given stroke and distance. **TEAM MANAGER** offers both bar and line graphs in 3D and color.

Additional Options:

In addition to the 6 basic options, TM offers the **Workout Manager** options for coaches to manage and structure their workouts and training, and the **Pro Multi-User** option designed to manage large teams who want to have several computers sharing one common Database.

TEAM MANAGER Lite

TEAM MANAGER Lite is a **FREE** product designed to help teams, who do not have **TEAM MANAGER**, set up their meet entry declarations and then send those entries electronically to the meet host. **TEAM MANAGER Lite** is described in the **Acrobat PDF User Guide**, the **Internet based User Guide**, and the **TEAM MANAGER Help**.

What to Do First

Detail information about each of the topics in this Getting Started manual is provided in the **Acrobat PDF User Guide**, the **Internet based User Guide**, and the **TEAM MANAGER Help**. Please refer to the **Learning TEAM MANAGER** section on page 8 of this **Getting Started Guide** for specific information on how to access information using these three tools.

If you already have a database from a previous **TEAM MANAGER** version 2, 3, or 4, **TEAM MANAGER 5.0** will **AUTOMATICALLY** make a backup of the TM database and then convert it to the **TEAM MANAGER 5.0** format. Please note that TM 2, 3, or 4 will **NOT** be able to open a new or converted TM 5.0 database. If you have a DOS **WORKOUT MANAGER** database that you want to integrate into **TEAM MANAGER**, refer to the DOS-WM conversion section in the **Acrobat PDF User Guide**, the **Internet based User Guide**, and the **TM Help**.

Starting from Scratch

It's easy and fast to Get Started using the **TEAM MANAGER Set-Up and Customization** features. Here is a **step-by-step** procedure for getting started, assuming **you do not have a Database** set up for your team.

Step 1: Open and Customize your Database Set-Up

Click on **File** then **Open / New** and type in the desired name of your new Database in the File Name area, and click on **Open**.

Whenever you Open a **New Database**, TM will automatically route you to the **System Preferences** screen so that you may customize a number of parameters that will be used in setting up your Database.

Step 2: Enter your Team and Coaches' Information

From the Main Menu Bar, click on **Teams** and then the **Add** icon to enter information about your team. We suggest you enter **ONE TEAM** assuming you have one physical Team. **Do Not** set up a different team for Boys and Girls. And use the Group and Subgroup features of TM instead of different teams to "break out" different sets of swimmers. You might want to run the Team Report to check the information you have entered.

Step 3: Enter your Athletes

Now click on **Athletes**, and enter your athletes' information.

Athlete Information

Athlete Information

Last Name: First Name: Middle:
Preferred Name: Birthdate: MM/DD/YY Age:
ID # Athlete Cell:
Build ID Gender (M,F): Athlete E-Mail:

Primary Contact | Secondary Contact | Medical | Custom |

Primary Mailing Information

Father's Last: Father's First:
Mother's Last: Mother's First:
Mailing Address:
City: State:
Postal Code: Country:
Swap Fill in 'Mail To' if different from first names and last
Mother/Father Names Tele. Mail to:
E-mail

Use Primary for Mailing Use Secondary for Mailing Use Both

Primary Contact Information

Home Phone: FAX:
Father
Office Phone: Cell:
E-Mail:
Mother
Office Phone: Cell:
E-Mail:

Member of

Team 1:
Team 2:
Team 3:
Group:
Subgroup:
WM Group:
WM Subgroup:
School Yr:

Inactive

Registration OK
Recruiting Cancel

You might want to run the Athletes Report to check the information you have entered.

Step 4: Set-Up your Meets

Click on **Meets** from the Main Menu Bar, and set up your meets for the season.

Meet Maintenance

Meet Information

Meet Name: DGBS '03 SCY District Champ

Location: Sparksburg Pool

Remarks:

Instructions/Directions
Max of 250 characters on up to 4 lines

Course: YO Meet Type: Sanction #: INE-03-14

Restrict Entry Best Times to same Meet Type Enforce Qualifying Times

If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time

Minimum Age Eligibility for Open Events: 0

Dates

Start Date: Mar 07, 2003 End Date: Mar 09, 2003

Age-up Date: Mar 07, 2003 Use Times Since: Sep 01, 2002

Use Since Date

Entry Fees

Individual Events: \$3.50 Update Ind Fees

Relay Events: \$10.00 Update Rel Fees

Swimmer Surcharge: \$1.00

Team Surcharge: \$0.00

Facility Surcharge: \$0.00

Conversion Factor

Non-Conforming Course Factor: 0

Use to convert results times for non-standard pool sizes.

OK Cancel

If you want to establish a set of baseline times for your swimmers, set up a meet called "Best Times," then set up the events for that meet and enter each swimmer's Best Time for each stroke and distance as Meet Results for that meet. That way when you set up entries for your first meet, TM will use these times as **Entry Times** 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 Time Standards

Click on **Records** or **Time Standards** from the Main menu bar to import or enter records or Time Standards. You might want to run the Record or Time Standard Report to check the information you have entered.

At this point, most of the information has been entered. You can always go back and edit or change ANY of the information you have previously entered. For example, if a swimmer's family changes their telephone number or adds a mobile telephone or provides you with new medical information, click on the Athletes Browser, find the swimmer and double click on his/her name and make the appropriate changes. Click the **OK** button and TM will save the changes you just made.

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The previous information is required to be set up only ONE TIME. The next step involves setting up meet declarations and entering meet results which may be done one or more times a week during your swim season.

Meet Results

There are two ways of getting results from a meet into your TM Database – Key them in or Import them from a file provided by the meet host. Detail information about both of these options is provided in the **Acrobat PDF User Guide**, the **Internet based User Guide**, and the **TEAM MANAGER Help**. These sources offer screen shots and very detailed information about how to enter meet results.

Meet Declarations/Entries

Setting up your team's meet Declarations/Entries is a very important part of preparing to go to a meet. The idea here is to tell TEAM MANAGER who is going to a specific upcoming meet and what events they are swimming. Then you would print a report of these entries for your swimmers and export them electronically to the meet host so that they can import those entries into their MEET MANAGER database. Detail information about meet declarations and entries is provided in the **Acrobat PDF User Guide**, the **Internet based User Guide**, and the **TEAM MANAGER Help**. These sources offer screen shots and very detailed information about how to set up meet Declarations/Entries.

Workout Manager Option

The **Workout Manager** option for TEAM MANAGER is a coaching tool that reduces the time to develop effective workouts by 50% or more and provides training paces based on scientific studies. The goal is to help coaches be more creative, more effective, and more efficient in their coaching style.

Workout Manager is really three features in one.

1. Workout development
2. Training Option
3. Pace Clock Option

Reports

TEAM MANAGER comes equipped with many reports as well as a great deal of customization for each report. Click on **Reports** from the Main Menu Bar and then choose from the following types of reports:

- Administrative Reports
- Performance Reports
- Meets Reports
- Workout Reports
- Export/Import Files
- Memorized Reports



You can click on the **Export** icon at the top of the Print Preview screen to export any TEAM MANAGER report in various formats like PDF, Excel, Word, HTML, CSV, etc. You can click on the **Search Text** icon to search any report for any set of text – like a swimmer's name. Click on the **Printer** icon, and TEAM MANAGER will print the report to the selected printer.

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Import/Export to/from Pro SWIMMER for Palm OS

Pro SWIMMER is designed to be a portable platform for information about a team's swimmers, providing both administrative and performance information. After you export (hot sync) information from TM to **Pro SWIMMER**, you can view the information on your Palm OS handheld including each swimmer's Best Times, administrative data (telephone number, email address, etc.); as well as meet entries for an upcoming meet. You can use Pro SWIMMER's unique Hand Timer to time your swimmers and then hot sync those results with splits back to **TEAM MANAGER**.

0:59.56		
Ferrari, Megan	<input type="button" value="Manual"/>	<input type="button" value="Splits"/>
<input checked="" type="checkbox"/> Split # 4	0:11.54	0:57.44
Donnelly, Jack...	<input type="button" value="Manual"/>	<input type="button" value="Splits"/>
<input checked="" type="checkbox"/> Split # 4	0:11.45	0:58.20
Clifford, Fiona	<input type="button" value="Manual"/>	<input type="button" value="Splits"/>
<input checked="" type="checkbox"/> Split # 4	0:11.95	0:59.56
Meet NESCRAC Women's Swimming/D		
Stroke Breast Dist 100 Swim F		
<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>	<input type="button" value="Save"/>

Please refer to your **Pro SWIMMER** Acrobat **User Guide** on the HY-TEK web site at www.hy-tekltd.com/updates/proswimmer.pdf, the one installed in your **TEAM MANAGER** Installation directory, or to the **TEAM MANAGER Help**.

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Pro/Network Option

This feature is designed for swim clubs/schools whose computers are connected on a Local Area network and wish to share the TEAM MANAGER database among up to 9 coaches.

When you start **TEAM MANAGER** with the **Pro** option, the Logon screen will be displayed as shown below. For more detailed information, please refer to your **Acrobat User Guide**, the **Internet based User Guide**, or the **TEAM MANAGER Help** that is described in the **Learning TEAM MANAGER** section on page 8 of this Getting Started manual.

Logged-In	User Name	Password	Restrictions
<input type="checkbox"/>	<input type="radio"/> Admin	<input type="text"/>	None
<input type="checkbox"/>	<input type="radio"/> Coach 1	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 2	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 3	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 4	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 5	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Report 1	<input type="text"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 2	<input type="text"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 3	<input type="text"/>	Reports and Labels Only

Open Database Method

- Single User
- Multi User
- Do Not Open Database

What's New in TEAM MANAGER 5.0

TEAM MANAGER 5.0 is built using current releases of Microsoft's Access, Crystal, and development tools providing additional functionality and data integrity. This new features list is based on the latest release of TEAM MANAGER 4.0.

New Features

- Multi-Lingual support for English, Spanish, Dutch, and French
- The ability to save and restore grid layouts for Athletes and Team/Meet Results grids based on customization of columns.
- The ability to Print/Print Preview grids for Athletes, Athlete Results, Meet/Team Results, Entries, Records, Standards.
- Export to HTML grids for Athletes, Meet/Team Results, Entries, Records
- Athlete Results browser now is a separate form supporting up to 4 different sets of results showing at once
- Support for Dual meets
 - meet declaration option for a Dual Meet.
 - click & drag under Entries by Event for Ind. Swimmers to Heat/Lane
 - option to seed and event for even or odd lanes.
- Import Meet Results - If registration ID, gender and Last Name match, do not require the Team to match.
- Show Time Standards on Meet Entries grid for Ind. Swimmers.
- Entries by Name and by Event - option to show Time STD
- Support declaration, import, results, etc for "Open Water" events
- The option for an "Opt In" check box for each email address
- Option on Email Export to customize which email addresses are used.
- Relay Entries by Event
 - After relay swimmers are chosen for a relay, TM can optionally add up their 4 Best Times as a Custom Time
 - Show each swimmer's Best Times on the grid.
 - Option to define order of swimmers.
- Support Masters Relay age options for Entries/Results by Event
- Option on Export Entries to use an NT rather than a Best Time
- Swim Up for BCSSA on Relays based on using Division instead of age.
- TMO export for BCSSA for Club Records broken down by Division.
- For Canadian Swimming, the option to use provincial codes as LSC codes
- In Setup, the option to use the word "State" or "Province".
- Option to customize the "Official Statement" in the Meet Entry Report.
- Meet Entries and Athlete/Team exports all the Team/Coach information.

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- Print feature for the Journal option.
- Support for SNZ Points (New Zealand)
- New Directory Preference for exporting print files.
- Support duplicate Records (ties)
- New option in Meet Setup to NOT accept entries with an NT.
- Cell phone number field added for Coaches
- When entering results for splits, remember the last choice for 25, 50, 100.
- Add F4/F5 for Previous/Next on Athlete screen with arrows.
- Allow 5 dives for 1 and 3 meter events

New Report Changes and Enhancements

- The Report Preferences feature under Setup has been changed to be consistent with MEET MANAGER and includes additional capabilities.
- One mouse click support to create PDF files for any report.
- Ability to search for information on any report (like a swimmer's name, time, etc) right on the Report Preview window.
- LSC filter added on Athlete Reports
- Top Times - for a specific Time STD, the option to show ALL best times and tag with BB or better or a "delta" showing how close to the STD.
- A new report is available to show swimmers that are not entered in a meet.
- Records Report - Since and Until date option.
- Bar Graph - the option to show a swimmer's Goal
- Split Sheet Report
 - page break option after each event.
 - option to include Time Standards on Event header
 - option to include a row for Stroke Rate
- Seasonal Results Spread Sheet Report - option to sort by "oldest" meet, option to include DQs, portrait option for 9 or less events
- Top Times Spread Sheet - option to include DQs if that is their only result.
- Meets Attended Report - 2 new columns for Ind/Relay and total swims.
- New report to show pre-entered athletes that did and did not swim based on meet results.
- New Report to show NSs for one or multiple meets.
- Top Times SS
 - option to display the Time STD below the time.
 - Increase the width of the report to 17th columns
- Meet Results Report for Relays with Cum/subt splits - show legs as MM.
- Top Times Report for Relays with Cum/subt splits - show legs as MM.
- New option to sort Entry Labels by Event/Lane/Heat.
- New Mialing Label Report for Meet Entries
- Participation label for 1 per Swimmer with name, Meet Name and date

How To Contact HY-TEK Sports Software

Sales or Business Office

Call or Sales Office Toll Free at **866.456.5111** and speak to a sales specialist from 9:00 AM to 5:00 PM Eastern Time Monday through Friday (except holidays). You can also **fax** your Purchase Order or sales question Toll Free to **866.471.7847** or Email your question to **sales@hy-Tekltd.com**.

Technical Support

- ✓ Call our Technical Support line at **615.599.4364** and speak to a technician from 9:00 AM to 5:00 PM Eastern Time Monday through Friday (except holidays). If a technician is not available, leave a message and one will contact you as soon as possible.
- ✓ Leave a message by calling our technical support line on weekends, holidays, or after 5:00 PM ET.
- ✓ For specific **TEAM MANAGER** questions, E-Mail us at **TM@hy-tekltd.com**.
- ✓ For specific **WORKOUT MANAGER** questions, E-Mail us at **WM@hy-tekltd.com**.

When you call or E-Mail, **please include the following information:**

1. The License Name, Version, and Revision Date of the **TEAM MANAGER** software you are using. If you do not know the License Name, Version, or Revision Date, start TM and then click on **Help** then **About**.
2. The version of Windows you are using – Windows 98, NT, 2000, Windows ME, Windows XP, or Windows Vista.
3. A detailed description of your question/problem. If an error occurred, include the exact description of the error message and what you were doing when the message occurred.