

CHAPTER 6 TEAM MANAGER TUTORIAL

1. General

- 1.1. Team Manager is a computer, Windows based, software programme provided by the US Company, Hy-Tek Ltd. TM6 is Hy-Tek's latest version.
- 1.2. Team Manager is used, inter alia, for swimmer registration purposes. TM holds all information relevant to swimmers such as contact details, registration status, identity numbers, etc. Results of all galas can be stored on TM as well as records and colours qualifying times. TM maintains a history file of swimmers, enabling a swimmers performance, over the years, to be tracked.
- 1.3. Hy-Tek Sports Software licenses (not sells) TM single user software to the club or region. The name to which the software is licensed is printed on the top left of all reports. The software can only be used by the club or region to whom it is licensed and specifically, by one person on one computer.
- 1.4. As at March 2019, the latest version of TM from Hy-Tek is TM8

2. Installation

- 2.1. The hardware requirements for TM are as follows: As a minimum, any 300MHz Pentium, Celeron or AMD class computer or faster with 64 MB RAM but it is recommended that you have a 1GHz MHz Pentium, Celeron or AMD class computer or faster with 128 MB RAM.
- 2.2. The TM booklet received with your disc will guide you through the installation process. The latter is the same as any other Windows product. If you don't have any hidden bugs on your PC and you have the hardware above you should not experience any problems.

3. Using TM for registrations

- 3.1. After you have installed TM and want to check how it is licensed, start TM and click on *Help* and *About* and the registration license will be displayed. You should have the slot *Standards and Records* ticked.
- 3.2. To start business, on the main menu, open an initial database by clicking *File*, then click, *Open/New*. Type in a database name e.g. SAMS 19/20 Season (or in the case of regions, use your own region's name) in the *File Name* slot and click: *Open*. You will be automatically directed to **System Preferences** in the Set-Up Menu.
- 3.3. You can also get to *System Preferences* as follows: click *Set-up* on the main menu bar, click *Preferences*, click *System Preferences*. Within *System Preferences* ensure that you have *Team/Swimmer defaults* set to SSA, Masters, RSA and the *Default LSC* to your specific region (in the case of TM being used by a region). Also, set *Meet Age Up* as well as *System Age Up*. Click: *Age-Up*. Click: *OK*.
- 3.4. As part of your data base setting up procedure, on the main menu, click **Set-up**, click **Groups/Sub groups/Codes**. Here, set **Groups**, as applicable, to the following: *A = swimmer; B = swimming official; C = swimming coach; D = diver; E = diving official; F= diving coach; G = synchro swimmer; H = synchro official; I = synchro coach; J = water polo player; K = water polo official; L = water polo coach; M = master; N = administrative official; O = learn to swim instructor; P = open water swimming; Q = disabled*.

Note: The above indicates the type of groups that can be set up but there is no need to set all groups as these will be imported when you download athlete info. It is also possible to create special groups such as: *BM = official+master swimmer and CM = swimming coach+master swimmer*.

Now, set **Sub-Groups** to the following: *1 = Asian (Thai, Chinese etc); 2 = Black; 3 = Coloured; 4 = Indian; 5 = White*

Finally, set **School Year**. These codes are used to indicate, in respect of each athlete, both date and type of registration. Typically, the codes: *AN, AR*. The first letter indicates the batch number and the second letter the type of registration - 'N' for a new member and 'R' for renewal. Other codes can be used as required for different types of registration.

- 3.5. Swimmers' RSA ID numbers must be captured and loaded on the athletes *Secondary Contacts* page in the first line of the mailing address field.
- 3.6. At this stage you are ready to load swimmers' data. However, before doing this it is useful to make several copies of your empty data base (i.e. with no athletes). Close TM and locate your mdb file and make several copies there – rename as you see fit. The copies are useful for experimenting and for displaying the contents of TM imported files before loading into your data base.
- 3.7. Contact SAMS' registration officer to e-mail you a backup or export (mdb) file of the latest SAMS' TM data base. Save the file. Now, open TM using one of your new mdb files that you have just created. If you have received a backup file, on the main menu, click *File*, click *Restore*. Find the backup file in your TM directory and follow the TM prompts. To view athletes' data on the main menu click *Athletes*. You should have the information and contact details of all RSA masters as well as all clubs. If you have received an export file then you will need to import the file as follows: on the main menu click *File*, click *Import*, click *Athlete Rosters* and TM will find the file that you downloaded. Double click on the file and follow the prompts. Again, should have the information and contact details of all RSA masters as well as all clubs.
- 3.8. If you have received the mdb file for the previous season you may need to set all athletes to the "Inactive" status. On the main menu, click: *Teams*, click: *Maintenance*, click: *Group/Subgroup/School Yr Update* then, on the latter, click the *Inactive circle* in the block designated "**OR Change Status To.**" It may also be necessary to create teams. On the main menu click *Teams* and click *Add*. Fill in the data blocks as required. Click *Ok*. If athletes are transferring to the new team the **Athlete** page of each athlete needs to be opened and the team changed accordingly.
- 3.9. *Congratulations*. You are now ready to register swimmers for the new season. Please note that it is imperative that data of those athletes registered in the prior season are loaded as per 3.7 and are not entered manually. *Why?* Because the already registered swimmers should serve as an example and a guide as to how to enter data for new swimmers. SSA and SAMS require specific fields to be used for names, contact details, etc. and for data to be entered in a specific manner. This will ensure that reports, regardless of who prints them, will always contain the same information are in the same format and are neat in appearance.
- 3.10. The next two paragraphs include some rules for amending and entering athletes' data. If data of any of your existing athletes does not comply, then please change. On the main menu click: *Athletes* then click the slot *Show Inactive Swimmers*. By selecting a swimmer and clicking: *Edit* you can view and change any of the swimmer's details. By clicking *Add* you can enter the data for a new swimmer. As a general rule, standardize on cutting out space and, when entering names, abbreviate those which contain three words. Typically, van der Merwe should be entered vd Merwe (with v and d lower case). As a slight variant to this, Janse van Rensburg should be registered as Jv Rensburg. Also, the da Nunn, von Nunn, van Nunn, etc. should be registered as such with *d* and *v*, lower case, etc. Enter the registered first name exactly as it appears on the ID document. Where a parent and a child have the same first name type Snr behind the first name (e.g. Anthony Snr) and then in the preferred name slot enter only the first name e.g. Anthony so Snr does not print.
- 3.11. The **Athletes Information** page has five sub pages/tags **Primary Contact, Secondary Contact, Medical, Custom and e-Mail**. Ignore the Custom and e-Mail subpages. In the **Primary Contact** page, for the reasons mentioned in paragraph 3.9 above, when registering new swimmers, only use the *Primary Contact* fields for entering contact information. Do not use the slots which appear at the top under the athletes' age for entering the swimmer's cell number or e-mail address. For the *Primary Mailing Address* use only three slots. The first slot of the *Mailing Address*; the *City* slot (use the suburb for the city e.g. Pinelands instead of Cape Town) and the Code slot. For the *Primary Contact Information* use the slots allocated to the "*Father*". Use the *Home Phone* slot for the swimmer's home fixed line and if the swimmer does not have such insert in that slot the swimmer's cell number. If the swimmer does have a fixed home line, insert the swimmer's cell number in the slot for *Office Phone*; i.e. only two slots are used for telephone numbers, one of which will be a cell phone number. Do not use the slot allocated to

Cell. Again, this is to conserve the number of fields which are used in reports. If the swimmer has a fax line and e-mail address enter these into the applicable slots. When entering phone numbers do not leave spaces. (e.g. 0726385855 not 072 638 5855). In the **Secondary Contact** subpage insert the athletes RSA ID in the first *Mailing* block. On **Medical** subpage insert the emergency contact person and number in the appropriate fields. After ensuring all information is correct click *Build ID* and click *OK*. Try to make a habit of clicking *Build ID* whenever you change swimmers' data.

- 3.12. When swimmers register and pay their subs for the season open the **Athletes** menu, update if necessary contact information, remove the *Inactive* tick from the slot and allocate a *School Yr* i.e. a batch number as per paragraph 3.4 above. As mentioned, batches run sequentially starting from A (e.g. AN, AR, etc). Likewise, the second batch will only have swimmers in the B batch (e.g. BN, BR, etc). NB: Once batch A has been sent and the swimmers have been registered the batch cannot be resent even if some swimmers were overlooked. The overlooked swimmers must be included in batch B. Once a bunch of swimmers have paid their subs a batch should be registered and exported. First, draw a report of the swimmers to be registered. On the main menu click *Reports*; click *Administrative*; click *Athletes*. On the **Athlete Roster** page under *Group Filters*, click *School Year* (e.g. AN); click *Create Report*. You can now print, save or e-mail the report by using the menu bar at the top of the page. Similarly, reports for other codes, e.g. AR, can be created. The next step is to **export** the batch. On the main menu click *File*; click *Export*. On the **Export Athlete** page select the appropriate *LSC*; don't select any specific *School Year* (i.e. always export the complete "Active" data base, inclusive of previous batches sent); select *Include Contact and Group Information*; click *OK*. The file will be exported to your TM Data directory.

4. Customized reports, history files, records and standards

- 4.1. As mentioned in paragraph 1.2, TM has the capability of enabling you to customize reports as well as to set up and maintaining history files, records and standards. Use TM's comprehensive **Help** facility to assist you in doing this. On the main menu click *Help*; click *Contents*; click *Index*.
- 4.2. To set up *Customized Reports* click *Set up*; click *Custom Layout for Athlete Reports*. On the later, create a file name and drag and drop the athlete report fields that you would like included in the report.
- 4.3. To create a *History File* of your swimmers request SAMS to e-mail you a TM export file of those gala results that you would like to include; e.g. the last five nationals and SC champs. Save the data in your TM II data directory. Open your database (mdb) On the main menu, click *File*; click *Import*; click *Meet Results*. Find the file that you want to import and double click on it. TM will guide you through the import process. On the *Import Results* page click *Add New Teams/Athletes*, click *OK*. On the bottom left hand corner of the page you should get an '*Import Successful*' indication.
- 4.4. Use TM's help menu to set up and maintain regional *Records* and *Standards* (for colours qualifying times as may be applied in your region) as well as, for example, ascertaining *the most improved swimmer*.

5. Correct capture of swimmers names

- 5.1. The correct capture of swimmers names is important to avoid duplication. Please refer to paragraph 3.10 above.

6. Use of TM for the capture and export of entries for Nationals (using PE Nationals 2019 as an example)

- 6.1. Open, on your TM, a data base that is no longer needed. Either, import the latest data base provided by SAMS or, alternatively, request a back up of SAMS' final data base. In the case of the latter, use the back-up to replace a file no longer in use. (Click on "*file*" then "*restore*" and follow the prompts). You should then have SAMS' final data base for the season.
- 6.2. The organizer of the champs must export from their Meet Manager a file "Events for TM". This is required for both the pool and open water meets.
- 6.3. On the main menu under "*File*" select "*Import*" then "*Meet Events*." Import the zip file "*Meet Events-SAMS 35th LC Champs @ Port Elizabeth -20Mar2019-001.zip*" as well as the zip file "*Meet Events-35th LC Champs Open Water*

@PE-20Mar2019-001.zip.” On the TM Top Tool bar, select “Meets” (both the open water and pool champs should appear – if not, ‘Houston, we have a problem!’) Choose one of the two meets and then Select “Entries” and then “Entries by Name.” All events should appear as well as SAMS’ team manger roster that you installed initially. Select your club. For each participant, select the events and insert times in the “Custom Time” slot. (Masters’ “Best Times” are always obsolete – ha, ha!)

- 6.4. When all entries have been done, select on the main menu “Export” and then “Meet Entries.” This file must be emailed to PE together with the club Summary form and proof of payment.



*Tim Shead's inauguration
at FINA Masters: 2013*



*Anton Harrop-Allin receives the Presidents
“Baton” from Alan Morrison at the Presidents
Meeting May 2013*