

**ENTRY INSTRUCTIONS**  
**FOR**  
**14<sup>th</sup> Annual McGill Team Challenge**  
**Using**  
**Hy-Tek's Team Manager or Team Manager Lite**

McGill University will be using Hy-Tek's Meet Manager to operate this meet. Please use the Hy-Tek Team Manager and/or it's free downloadable Team Manager Lite to process your entries for the 14<sup>th</sup> Annual McGill Team Challenge. Each school will enter its entries into either Team Manager (if you already have the software program) or in Team Manager Lite (which you will download from the McGillTrack.com web site). The meet events will be e-mailed to you as an attachment 'tfmm2009-01-30-MeetEvents-teamchallenge09-001.zip' and this file can be found on the McGillTrack.com web site. To request the meet events file e-mail [dennis.barrett@mcgill.ca](mailto:dennis.barrett@mcgill.ca). You may also e-mail your entries to Dennis Barrett as a back up.

**Installing the T&F Team Manager Lite**

(Note: if you have Hy-Tek's Team Manager for Windows, you do not need to install T&F Team Manager Lite – you will use your Team Manager program to enter your athletes. Jump to the "importing the Meet Events" section below.)

- Open your internet browser and type in the following site into the navigation bar
- <http://www.mcgilltrack.com/>
- Right click on the link to "Team Manager Lite program on the web page (this program is for Windows).
- Download this file to a location/directory you can find easily, for example your "C:Temp" folder.
- Once the download is complete, open the folder where you have saved the program.
- Double click on the TF\_manager\_Lite icon.
- Hy-Tek T&F Team Manager Lite will begin to install, be patient, this takes a couple of minutes.
- Follow the prompts to install: (Click on Next; Yes; Next)
- Check the box "Yes, Launch the program file" and then click on the finish button.
- The program should finish installing and place an icon named "TM Lite..." on your desktop.
- If the program opens, click OK. Note that your computer may restart during this process. After the computer restart, click on the "TM Lite" icon to open the program.
- You are now ready to use Team Manager Lite and begin the entry process.

## **Using Team Manager Lite**

### **Step 1: Setting up your team**

- Double click on the TM Lite icon on your desktop.
- Click the OK button.
- Click on File, then Open/New.
- Enter your school name in the name box (i.e. McGill)
- Click on the Open button.
- A "System preferences" box will appear.
- Under "Gender Designations" click "Men/Women".
- Under "Athlete Browser options" unclick "Show Ages", "Show Birth Date" and Show Middle Initial",
- Under English/Metric Conversion" unclick the option.
- Under "Age Grouping", click "Open".
- Click OK

### **Step 2: Importing the Meet Events**

- Click on file, then import, and then Meet Events
- An "Import Events" box will appear.
- Under the look in: box (near the top) click on the drop down arrow.
- You were sent the meet events file. It can also be downloaded from McGillTrack.com.
- Select the location where you saved the meet events that was e-mailed to you (i.e., Floppy A:)
- Click on "tfmm2009-01-30-MeetEvents-teamchallenge09.ev1" and then click on the "open" button.
- A message box will pop up. Click OK.
- An "Import Events" box will appear.
- Click on "tfmm2009-01-30-MeetEvents-teamchallenge09.ev1", and then click on the "Open" button.
- Click OK. You will receive a message that all 36 events have been imported. Click OK.

### **Step 3: Entering your team**

- Click on the Teams menu at the top of the screen.
- Click on Add.
- Enter a team Type, Select School.
- Enter your team name (i.e., McGill University)
- Under "short Name" enter your nickname (i.e., McGillU).
- You may complete the rest of the information or click OK.
- The same box will appear to add another team (which you do not want to do) Click cancel.
- Exit this window by clicking the "Exit this form" button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

### **Step 4: Entering your roster**

- Click on the Athletes menu at the top of the screen.
- Click on Add
- Under "Athlete information", enter the athlete's last name, first name, gender and date of birth.
- Under "Member of" enter the team.
- (You do not need to complete any other information.)
- Click OK.
- A new screen will appear for you to enter your next athlete.
- When you have no more athletes to enter, click Cancel button. (be sure to click OK after you have entered your last athlete, then click the Cancel button at the new screen.)
- Exit this window by clicking the "Exit this form" button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

### Step 5: Entering your Athletes into Events

- Click on the Meets menu at the top of the screen.
- The Canadian Interuniversity Sport should be listed – be sure it is highlighted in blue
- Click on Entries
- Select either By Event (for relays) or by Name (for individuals)

#### By Name

- In the “Entries for the team” box, select your team in the pull down menu.
- Highlight the athlete’s name for which you would like to make an entry. Note that events 50 plus are to be used only for the individual Pent performances for proper event grouping by the Multi event referee.
- Click on all events for which that athlete should be entered in and then Under the “Custom Mark” column, enter a time/mark for that event; you must enter all digits of the time for the event. (ie. 10:00.00 for a 3000m time not just 10:00), you can also type in all digits of the performance without typing in the punctuation (100000 for a time 10:00.00), hit the enter key.
- Exit this window by clicking on the “Exit this form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

#### For relays

- For a relay entry – highlight the event for which you wish to make an entry.
- Click the “New relay” button.
- Under the “Custom” column, enter a time for that relay.
- **You do need to enter individual athletes into relays to allow competition # to be assigned.**
- Exit this window by clicking on the “Exit this form” button (yellow file folder with up arrow) or by clicking on the lower X at the top right of the screen.

### STEP 6: Verifying your Entries/names spelling

- Click on the Reports menu at the top of the screen.
- Click on Performance, and then Meet Entries.
- Select the proper meet (13<sup>th</sup> Annual McGill Team Challenge) and team abbreviation.
- You may print out just male or female entries or both by selecting the proper box under “Gender”
- You may print out just relays, just individual events or both by selecting the proper box under “Event Filters”.
- Click on “Create Report”
- Need to fix an athlete name spelling. Go to the main menu and select the Athletes heading locate the athlete in question and double click on their name and make required correction.
- Need to adjust an athlete’s or relay’s time go back to Step 5: and select the correct method by name for the athlete adjustment or by event for relay time or athlete entered correction.

### Step 7: E-mail your Entries

- Once you have verified that your entries are correct, you are ready to e-mail to us.
- Click on the File menu, then Export, then Meet Entries.
- An “Export Entries” box will appear.
- In the “Export to Drive” box, select the location where you want to save the file. You should save the file in a place where you can easily retrieve/find it – such as on a floppy disk. Click OK.
- A box will appear that confirms your entries have been exported, along with the name of the file (drive letter/McGill U-Entries001.zip)
- Click OK, Click Cancel.
- Go to your e-mail program and e-mail your entry file (McGillU-Entries001.zip) as an attachment to [dennis.barrett@mcgill.ca](mailto:dennis.barrett@mcgill.ca)
- When we received your-email entries, and enter them into the meet we will e-mail you back your list of entries for verification.
- Any errors must be reported and corrected as soon as possible.

For those of you have and are using the Hy-Tek Team Manager to track athletes and their individual results but can not see performances for the events that this meet uses check the event note (for hurdles, shot, weight throw or pent only). Select the meet, then the events heading and adjust the event note to what you are using. i.e. Shot Put male is 7.26kg yours could be listed as 16 lb or nothing. Change the event notes to what you are using. The import of each entry match is by the event number so as long as your entry is correct by the event # all entries received by using the Hy-Tek meet report will be accurate.