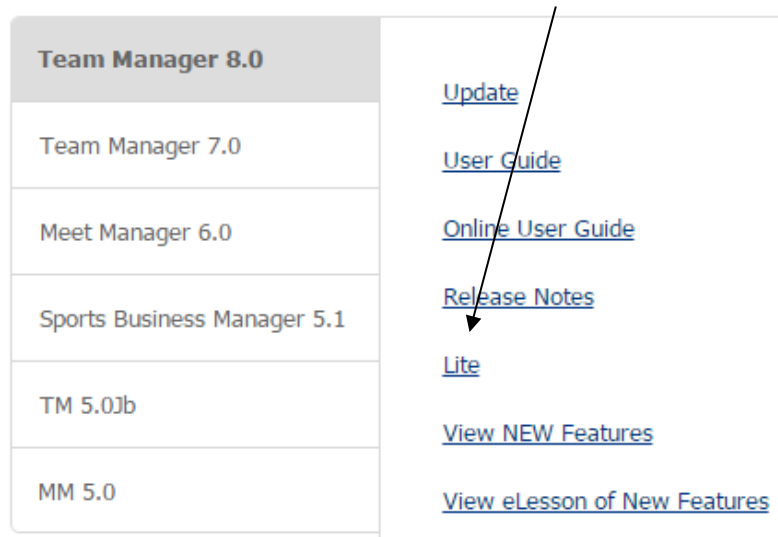**All Teams and Individual Competitors are to submit their entries using Hytek Team Manager software.**

STEP 1: DOWNLOAD TEAM MANAGER LITE (free download)

1. Visit the Downloads section of the Active Hy-Tek website.
2. Ensure the title says **Swimming**. Scroll down and click on **Lite**.


This will allow you to download a compressed file which you then open when you are using the computer on which you will do your entries.

NOTES:
- You can open the same version of TM used last year that will include athlete details.
- This program is not compatible with APPLE.
- If you use a computer or laptop that requires administrator permission you may need to use one of the options below.
    - Download onto a memory stick and open it on the computer you wish to use for your entries – you may still need administrator permission.
    - Download onto a personal computer.
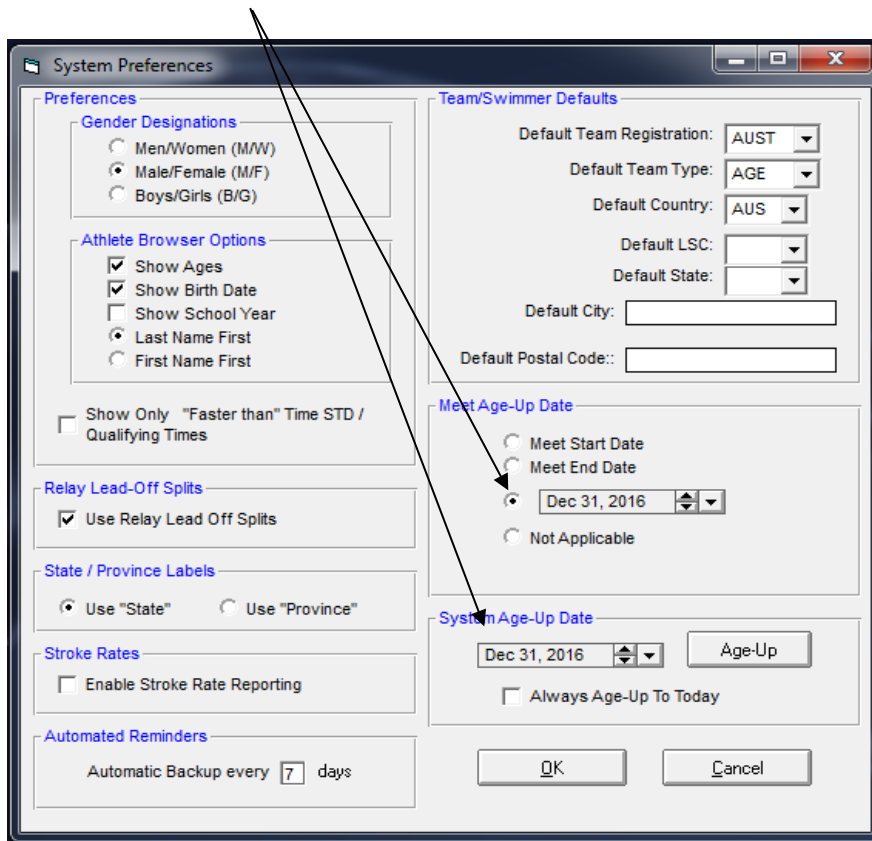   - Ask the administrator to assist.

STEP 2: SET-UP AND SAVE PROGRAM

1. Open Team Manager 8 Lite.
2. Initial screens – choose English in the Select language screen → click 'OK' for the next info screen on What's New in TM 8 → click 'Close'
3. Click on File – Open/New
4. In the *File name* box type your team's name and year
5. Click 'Open'
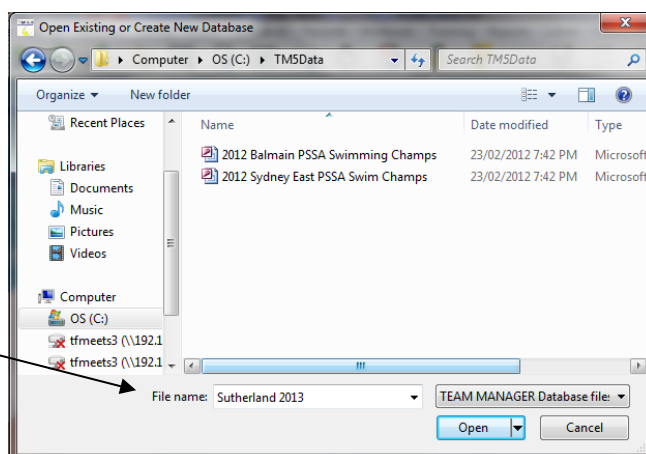
6. You will then have a new screen to complete: (as follows) N.B: Disregard different date in diagram

7. You'll need to type in 01/01/YYYY (year of the competition) for the following 2 spots. After you press 'Enter' they appear as below;
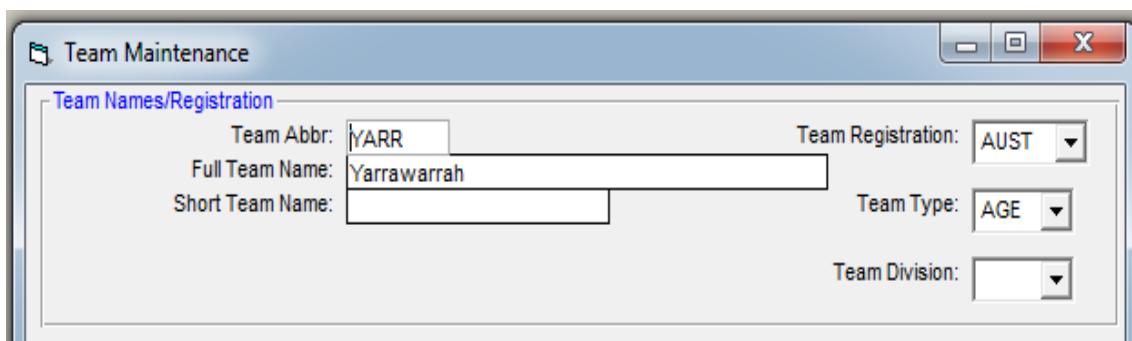

8. Click 'OK'

STEP 3: ADD TEAM NAME

Use the **Team Manager Lite Abbreviation Codes** document to determine your Team or Individual Code. The abbreviations have been updated to assist with the background administration and the scoring process. *Deviation from them may result in points being missed.* If you have any questions, email the Competition Organiser at sport@rlssa.org.au

1. On the task bar, click 'Teams' → 'Add'
2. Fill in the first two boxes only
   o Capitals only for the Team Abbr (Team Abbreviation)
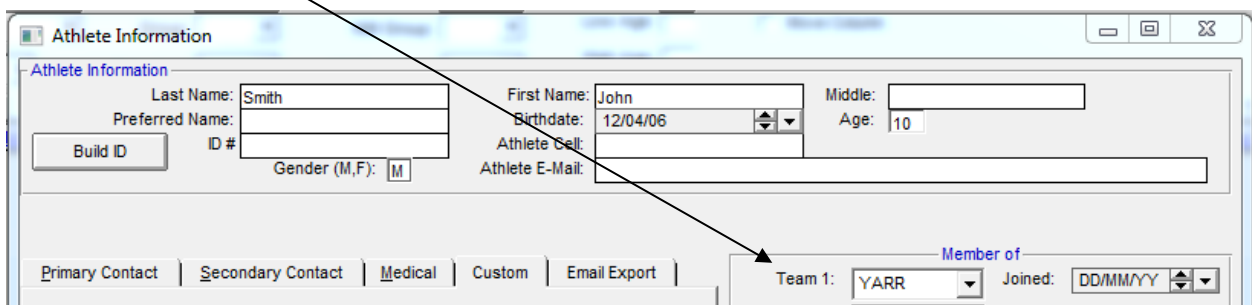   o Sentence case for 'Full Team Name'

3. Click 'OK'

4. Once the screen goes blank, click 'Cancel'
5. Your team/club will appear first in the list

6. Click on the closed folder with an arrow icon to exit Teams.

STEP 4: ADD ATHLETES TO THE DATABASE

1. In task bar, click 'Athletes' → 'Add'
2. Fill in the *Athlete Information* box with **Last name, First name, DOB, Age and Gender** only. **Please ensure the date of birth is accurate.**
3. In the **Team 1** box, enter your team abbreviation
4. Click 'OK'

5. Click 'OK' **after each swimmer** (including relay swimmers)
6. Once all the team is entered, click 'Cancel' on the blank Athlete Information Screen.

STEP 5: ADD EVENTS

1. This is the zipped folder that can be downloaded from the APLSC Registration page, titled 'Meet Events-Australian Pool Lifesaving Championships YYYY'.
2. Save the 'Meet Events-Australian Pool Lifesaving Championships YYYY' (zipped folder) where you can access it.
3. Back in Team Manager Lite click 'File' → 'Import' → 'Meet Events'
4. Access the zipped file.
5. Go through the steps indicated.

STEP 6: ASSIGNING EVENTS TO ATHLETES

1. Go back to Original Screen by clicking. **Tip:** this icon also takes you back to the previous screen whenever it appears.
2. In task bar, click 'Meets'
3. Click 'Entries' → 'Entry by Event
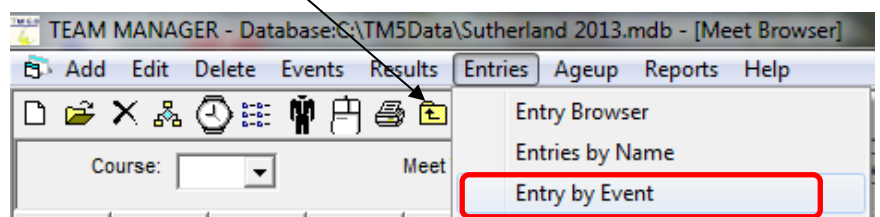
NOTE: The names of the events in Team Manager are based off swimming events and not lifesaving events. Below you will find the equivalence chart so to enrol your athletes correctly.

Australian Pool Lifesaving Championships

TEAM MANAGER EQUIVALENTS FOR ENTRIES

| Event No	MEET MANAGER EVENT DESCRIPTION	TEAM MANAGER EQUIVALENT	
1	Men Under 19 200 Obstacles	200 FREE	
2	Women Under 19 200 Obstacles	200 FREE	
3	Men Under 16 200 Obstacles	200 FREE	
4	Women Under 16 200 Obstacles	200 FREE	
5	Men Open 200 Obstacles	200 FREE	
6	Women Open 200 Obstacles	200 FREE	
7	Men Under 14 100 Obstacles	100 FREE	
8	Women Under 14 100 Obstacles	100 FREE	
9	Men 30 & Over 100 Obstacles	200 FREE	MULTI-AGE
10	Women 30 & Over 100 Obstacles	100 FREE	MULTI-AGE
11	Men Open 4x50 Obstacle Relay	FREE (Relay)	
12	Women Open 4x50 Obstacle Relay	FREE (Relay)	
13	Mixed Under 16 4x50 Obstacle Relay	FREE (Relay)	
14	Mixed Under 19 4x50 Obstacle Relay	FREE (Relay)	
15	Men Under 14 50 Manikin Tow	50 FLY	
16	Women Under 14 50 Manikin Tow	50 FLY	
17	Men Under 16 125 Line Throw	125 FLY	
18	Women Under 16 125 Line Throw	125 FLY	
19	Men Open 125 Line Throw	125 FLY	
20	Women Open 125 Line Throw	125 FLY	
21	Men 30 & Over 125 Line Throw	125 FLY	MULTI-AGE
22	Women 30 & Over 125 Line Throw	125 FLY	MULTI-AGE
23	Men Under 19 125 Line Throw	125 FLY	
24	Women Under 19 125 Line Throw	125 FLY	
25	Men Under 14 10 Line Throw	10 FLY	
26	Women Under 14 10 Line Throw	10 FLY	
27	Men Under 14 100 Manikin Carry	100 BACK	
28	Women Under 14 100 Manikin Carry	100 BACK	
29	Men Under 19 100 Manikin Tow	100 FLY	
30	Women Under 19 100 Manikin Tow	100 FLY	
31	Men Under 16 100 Manikin Tow	100 FLY	
32	Women Under 16 100 Manikin Tow	100 FLY	
33	Men Open 100 Manikin Tow	100 FLY	
34	Women Open 100 Manikin Tow	100 FLY	
35	Men 30 & Over 100 Manikin Tow	100 FLY	MULTI-AGE
36	Women 30 & Over 100 Manikin Tow	100 FLY	MULTI-AGE
37	Men Under 14 50 Manikin Carry	50 BACK	
38	Women Under 14 50 Manikin Carry	50 BACK	
39	Men Open 100 Manikin Carry	100 BACK	
40	Women Open 100 Manikin Carry	100 BACK	
41	Men Under 19 100 Manikin Carry	100 BACK	
42	Women Under 19 100 Manikin Carry	100 BACK	
43	Men Under 16 100 Manikin Carry	100 BACK	
44	Women Under 16 100 Manikin Carry	100 BACK	
45	Men 30 & Over 100 Manikin Carry	100 BACK	MULTI-AGE
46	Women 30 & Over 100 Manikin Carry	100 BACK	MULTI-AGE
47	Men Open 4x25 Manikin Carry Relay	100 BACK (Relay)	

| 48	Women Open 4x25 Manikin Carry Relay	100 BACK (Relay)	
49	Mixed Under 19 4x25 Manikin Carry Relay	100 BACK (Relay)	
50	Mixed Under 16 4x25 Manikin Carry Relay	100 BACK (Relay)	
51	Men Open 100 Rescue Medley	100 BACK	
52	Women Open 100 Rescue Medley	100 BACK	
53	Men Under 16 100 CPR	100 BACK	
54	Women Under 16 100 CPR	100 BACK	
55	Men Under 19 100 CPR	100 BACK	
56	Women Under 19 100 CPR	100 BACK	
57	Men Open 100 CPR	100 BACK	
58	Women Open 100 CPR	100 BACK	
59	Mixed Under 19 4x25 SERC Relay	100 BACK (Relay)	
60	Mixed Under 16 4x25 SERC Relay	100 BACK (Relay)	
61	Mixed Open 4x25 SERC Relay	100 BACK (Relay)	
62	Men Under 16 50 Manikin Carry	50 BACK	
63	Women Under 16 50 Manikin Carry	50 BACK	
64	Men Under 19 50 Manikin Carry	50 BACK	
65	Women Under 19 50 Manikin Carry	50 BACK	
66	Men Open 50 Manikin Carry	50 BACK	
67	Women Open 50 Manikin Carry	50 BACK	
68	Men 30 & Over 50 Manikin Carry	50 BACK	MULTI-AGE
69	Women 30 & Over 50 Manikin Carry	50 BACK	MULTI-AGE
70	Men Under 16 200 Superlifesaver	200 BREAST	
71	Women Under 16 200 Superlifesaver	200 BREAST	
72	Men Under 19 200 Superlifesaver	200 BREAST	
73	Women Under 19 200 Superlifesaver	200 BREAST	
74	Men Open 200 Superlifesaver	200 BREAST	
75	Women Open 200 Superlifesaver	200 BREAST	
76	Mixed Under 16 4x50 Medley Relay	200 MEDLEY RELAY	
77	Mixed Under 19 4x50 Medley Relay	200 MEDLEY RELAY	
78	Men Open 4x50 Medley Relay	200 MEDLEY RELAY	
79	Women Open 4x50 Medley Relay	200 MEDLEY RELAY	
80	Mixed Open 8x50 Fin Relay	400 MEDLEY RELAY	
81	Mixed Open 4x50 Pool Lifesaver Relay	200 MEDLEY RELAY	

4. Add your team abbreviation, all your events are listed (R for relay, I for individual event).

5. As you click on each event the eligible swimmers appear
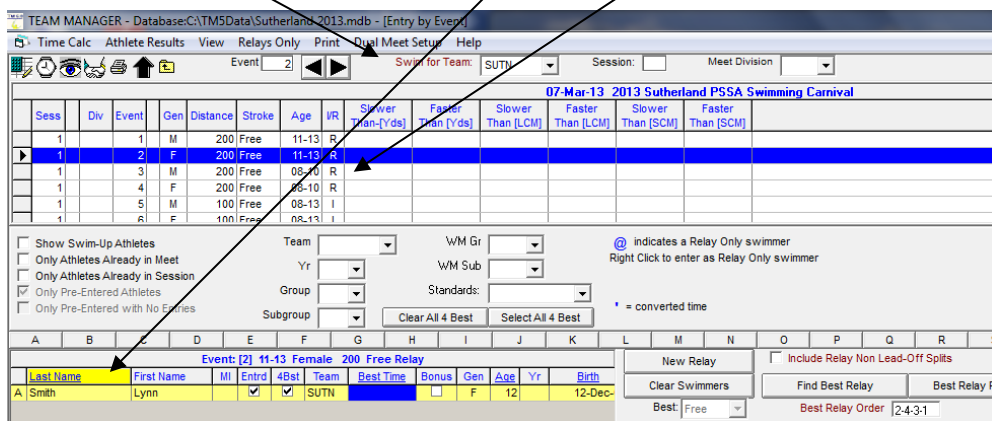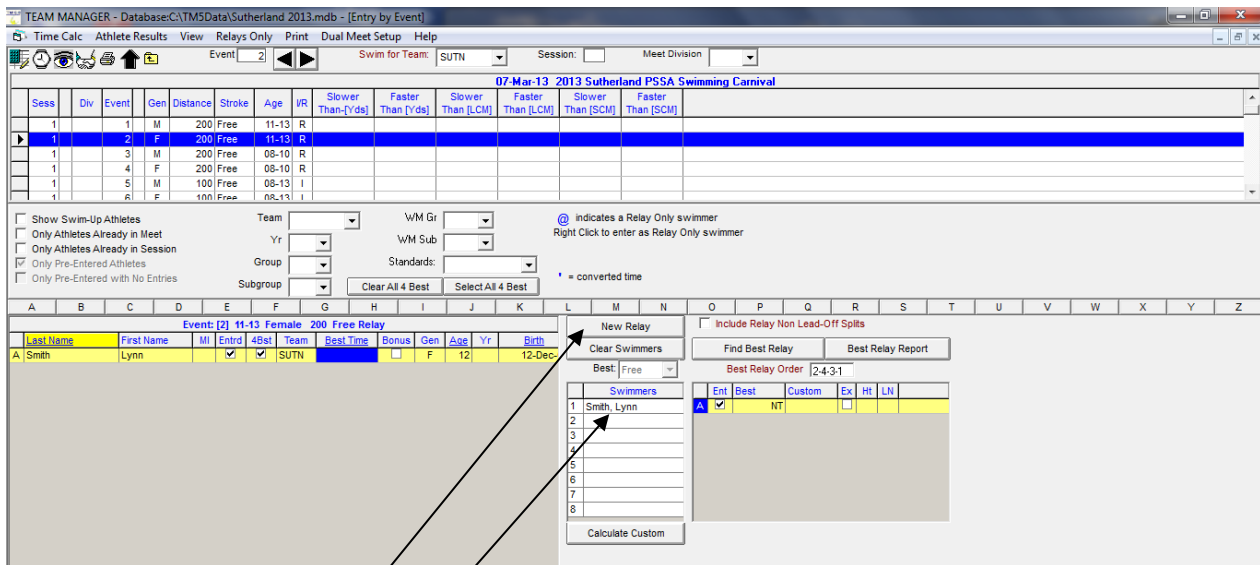
6. For relays click 'New Relay'

7. Drag the swimmer's name across to a relay position or double click their name. If you make a mistake, double click their name in the relay list and it will disappear.

8. For individual events, type the swimmer's time in the *Custom* box and click 'Enter'. The *Entered* box should then appear ticked and that entered swimmer highlighted in yellow.

    N.B: When typing times don't worry about punctuation, it will automatically add the punctuation. E.g. for 57.16 just type 5716 and for 1:16.00 type 11600.
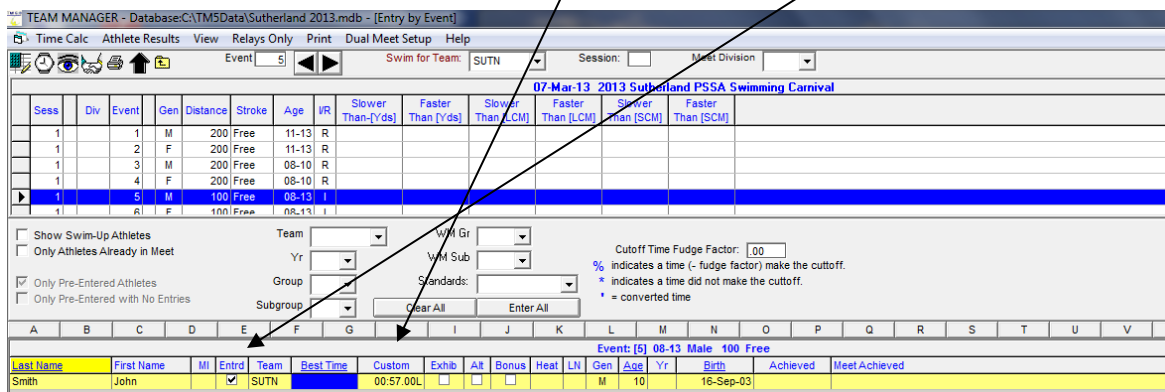
9. Complete all the entries for that event and move on to the next event.

10. When all the athletes (and relays) are entered, double check the entries.

11. To double check if you have entered all athletes into the correct events, you can generate a report of the meet entries. In the task bar, click 'Reports' → 'Entry List'

12. In the Gender box, select 'Both'

13. In the *Filters* box, select your team abbreviation.

14. Ensure the black arrow in the left selects 'All' (top line)

15. In the *Include in Report* box, select 'Include heat and lane,' 'Entry Times,' "Show Checks-in Req'

16. At the top, click 'Create Report'

17. **Print out the report and bring a copy of the report with you to APLSC**. If anyone thinks a mistake has been made this is their only evidence. If they need to make a correction on the day it is easier if the Recording Officials can sight this report.

    N.B: Teams can substitute athletes on the day as per the Competition Handbook rules. If they need to have additions, withdrawals or substitutions after the Mangers' briefing, Managers can complete the appropriate form

and submit it to the Competitor Liaison so corrections can be made on the computer. This will not guarantee a reseeding of heats and the replacement athlete may be required to compete in the same lane as the person they are replacing. Additional swimmers will only be added if there is a heat with an available lane.

STEP 7: SENDING ENTRIES TO THE COMPETITION ORGANISER

1. In task bar, click 'File' → 'Export' → 'Meet Entries'
2. Save to desktop or USB drive. It will look like a zipped folder 📁 and have your club / state abbreviation. **DO NOT OPEN THE ZIPPED FILE**.
3. Complete your **Team Data Sheet Form** (form on the website)
4. Email both the zipped folder and the **Team Date Sheet** as attachments to the Competition Organiser at sport@rlssa.org.au

STEP 8: CHECKING THE REPORT & CONFIRM

Once entries have been successfully imported into Meet Manager, you will receive an email confirmation with a summary of team entries as they show up in Meet Manager.

1. Please check this report for accuracy
2. Confirm with the Competition Organiser that the data is correct or if there are any errors (e.g. missing entries/athletes, etc.).
3. If there are errors, **do not** wait to make changes for the Managers Meeting the day before the competition as this impacts the seeding of events.

N.B: A copy of the final program will be available at the Managers briefing.