

## **Instructions for Entering District XI Swimming Championships**

### **If You Have Team Manager**

Go to the District XI website and look for the link for the events file for this year's meet. Choose the "Save" option and import it into your Team Manager database. You can then process your entries by selecting the District Meet, then entries, and proceeding with entries by athlete or event. When your entries are complete, prepare a report of the entries and review it carefully. **BRING THIS REPORT WITH YOU TO THE SEEDING MEETING!** Export the entry file and email it to Lynn Williams at [emacswwim@rcn.com](mailto:emacswwim@rcn.com). Go to File, Export, Meet Entries – save it to a disk or a file on your computer and then email it as an attachment.

### **If You Do Not Have Team Manager**

You can download a free "Lite" version of it from the Hy-Tek website at [www.hy-tek.com](http://www.hy-tek.com) - Go to the download center in the upper left corner of the screen, scroll down the page to the chart, and select Team Manager 4.0-Lite. Choose "run" and the download will begin. You will get a message that the publisher cannot be verified – this is ok – click on "run" and the download will continue. Follow the prompts to complete the installation. Click "finish" to complete the setup. Close out of the Hy-Tek website. TM-Lite will now be on your computer. Click on the TM-Lite icon, click "ok" and you will now be at the opening page of Team Manager Lite. Click on File, Open/New and name your Data Base (ex. Emmaus Swimming). Follow the prompts, indicating Boy/Girl and set the Default Team Registration as "Other." Set the Team Type as "High School," then click OK. Click on Teams, Add, and fill in the team code and team name. (ex. EMM, Emmaus High School – use the first three letters of the school name) Close out of this screen. Next, click on Athletes, Add, and fill in the information requested. (first and last names, gender, date of birth, and indicate the team affiliation) Enter your entire roster and hit cancel when finished. Close out of this screen.

Once your team and athletes are in your Team Manager database, follow the instructions as outlined above under "If You Have Team Manager."

Once the meet and all of its events are in your database you can proceed with your entries by clicking on Meets, Entries and choose to enter by athlete or by event. (You will need to enter relays by using "enter by event") Once your entries are complete, prepare and print out a report of them so you can verify everything before you export and email it. Go to Reports, Performance, Meet Entries – make sure the District Meet is indicated, as well as the name of your team. In the lower left area of the box you will sort the report by event or name of athlete. Check the event filters (individual or relay or both), then click on Create Report. **BRING THIS REPORT WITH YOU TO THE SEEDING MEETING!** Review the report carefully and when you are certain it is accurate you can export it. Go to File, Export, Meet Entries, and make sure the District XI meet is named in the box. Make sure you have checked off that you want to include relays and proceed with the export. You can then email this entry file as an attachment to Lynn Williams at [emacswwim@rcn.com](mailto:emacswwim@rcn.com).

**All teams - Please make sure you include the following information in the body of your email:**

High School name

Indicate AA or AAA (IMPORTANT!!)

Total number of athletes, total number of entries, total number of relays.

Coach's Name and phone, cell phone, fax and email where he/she can be reached with any questions pertaining to your entry.

**YOU WILL RECEIVE A CONFIRMATION THAT YOUR ENTRIES HAVE BEEN RECEIVED. IF YOU DO NOT RECEIVE CONFIRMATION WITHIN 24 HRS. PLEASE CALL LYNN WILLIAMS AT 610-965-5800.**

Any questions please call Lynn Williams at EMAC 610-965-5800 or email your question to [emacswwim@rcn.com](mailto:emacswwim@rcn.com)