Using Hy-Tek's
Team Manager's Software

1. Loading TFWin-TM to the computer

You install T&F TEAM MANAGER for Windows just as you would any Windows product. 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 Disk Drive D, enter: D:Setup

The Hy-Tek TFWin 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 of "Hy-sport\TFWin-TM".

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

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 T&F TEAM MANAGER for Windows icon on your Windows desktop. The first thing that TFWin-TM will do the very first time it is started is to read the License file from the CD. Once this is completed, the TFWin-TM Main Menu will be displayed and you can open an initial database: Do this by clicking File > Open >> New, type in a database name, and click Open.

2. Creating a database

Click on File then Open/New and specify the name of your Database and click on Open.

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

Click on Set-Up / System Preferences and define the following:

    A. **Default country:** Type in "BAR"
    B. **Athlete Preferences:** Select Boys/Girls in the Gender Designations.
    C. **Age Grouping:** Select Age Groups / Age Divisions.
    D. **Click on Set-Up / Delete all Age Divisions.**
    E. **Enter your Team / School and Coaches / Games Teachers.**

3. Updating TFWin-TM to the lastest version

Your CD has an improved version of the software you have installed. "TFWinTM-Update.zip" Click on <u>File</u>, then <u>Install Update</u> and select the CD Drive (such as D:\) and double click on the "TFWinTM-Update.zip" and TFWin-TM will install the Maintenance Update and start the new version.

After the update has been installed, the version number shown on the Main screen at the bottom left should be the new version. If it is not, the update did not succeed and you will need to try installing the update again. This time wait several seconds before clicking any OK buttons that the install update provides.

4. Restoring your school's database from diskette

Click on <u>File</u> from the Main Menu bar, then click <u>Restore</u> and specify your disk drive that the backup is located (typically Drive A). Click on the <u>Open</u> button, and TFWin-TM will display information about the backup including the comments that were entered when the Database was backed up.

5. Enter/Edit names in database

Click on <u>Athletes</u> from the Main Menu to display the Athletes Menu Bar and browser: <u>Add Athletes</u> | <u>Edit Athletes.</u>

6. Importing a meet file from diskette

From the T & F TEAM MANAGER Main Menu Bar, click on <u>File</u>, then <u>Import</u>, then <u>Meet Events</u>. TFWin-TM will ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the meet results file is on a diskette, put the diskette into your Drive A and select "A" from the Windows Open dialog box. TFWin-TM will automatically select all the files with the following file extensions:

EV1 and ZIP. Choose the one you wish to import and click on OK.

7. Backup database

It's easy to backup your database, and it only takes a minute or so. Click on File from the Main Menu Bar and then Backup, and specify your disk drive and directory. You may also enter "comments" about your backup to be displayed when the database is restored.

8. Enter athletes in an event

Entering Your Athletes

Click on Entries and then pick either the Entries by Event, or the Entries by Name Browser. Remember to select your TEAM in both the top and botton sections of the screen. In general, the purpose of the "Meet Entry Process" is to declare which athletes are competing in which events.

Entries by Event: *This method of declaring entries lists each event that has been set up for the meet with the corresponding eligible athletes or relays for each event selected.*

Individual Events

Pick an event, and TFWin-TM will list all of the eligible athletes for that event.

Entries by Name

This method of declaring entries lists, at the top of the screen, each athlete that has been entered for the meet with the corresponding eligible event for each athlete selected, at the bottom of the screen. Select an athlete and then go to the bottom of the screen and click on the entry box beside each event for which you want to enter that athlete.

NB: This is the fastest way of entering athletes, as you can make all the entries for one athlete at the same time.

Relay Events

You may filter the list of events by "Division". Pick a Relay event, and TFWin-TM will list all of the athletes that are eligible to compete in that relay event. For example, pick a Boys 11-12 4x100, and TFWin-TM will list all of the boys in your Database that are between 11 and 12 years old based on the age-up-date of the meet. Click on the New Relay button to add a new Relay, and if it's the A Relay either double click on the athlete's name or drag the name across to the relay box. You can enter up to six names in that box. TFWin-TM will search your Database and find the Best Mark for that particular Gender/Event/Distance.
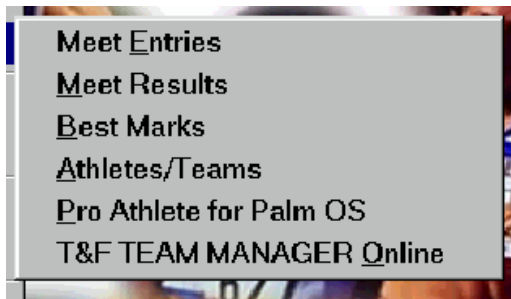
9. Export meet entry

Providing meet entries for an upcoming meet is very important function of TFWin-TM. Here is the process to export entries directly to the meet host.

Of course the first step in providing meet entries is to declare who is competing in which event, as well as, each athlete's entry mark for that event.

After the meet entries have been declared, **BACKUP** your database, then print the "Meet Entry Report" and export your meet entries to a diskette or file and send them to the meet host so that they could import those entries.

Click on File / Export and pick from the following list.
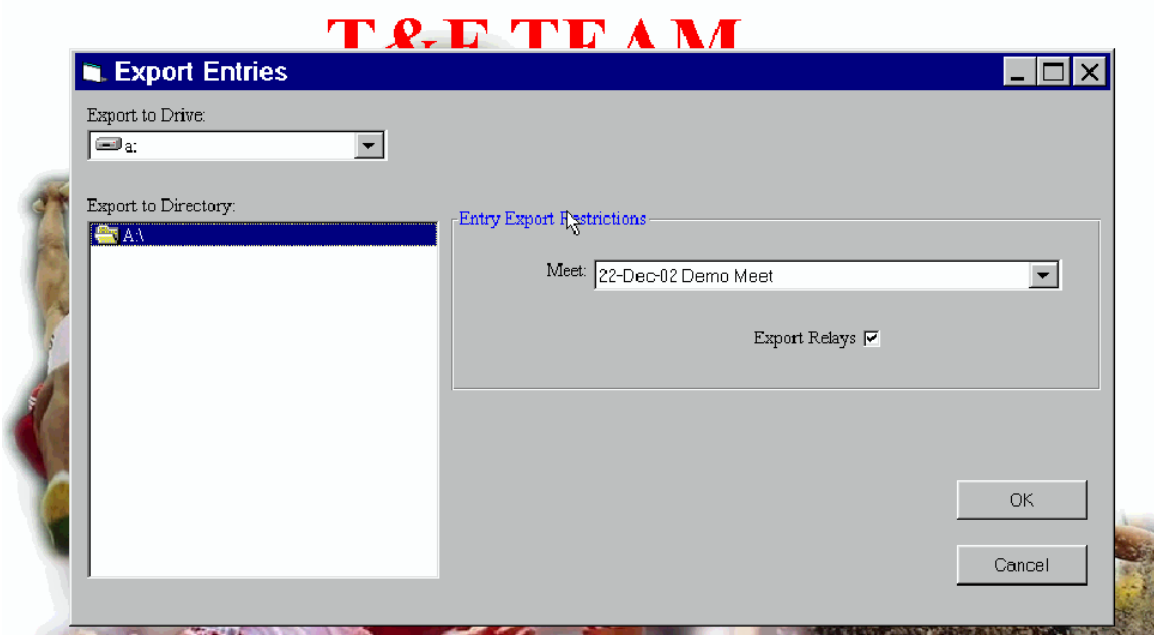

From the T & F TEAM MANAGER Main Menu Bar:

> **A**. Click on File
> **B**. Click Export
> **C**. Click Meet Entries

> **N.B.** If you plan on mailing these entries to the meet host, specify Drive A as your Export Drive.

Here is an example of a Meet Entry Screen

Select the meet for which you want to export entries. You must check the Export Relays box.

When you click OK, TFWin-TM will build two export files and then ZIP them as one file. This one zip file has the following naming convention:

TTTTTT-Entriesxxx.ZIP

Where "TTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the Meet Entries are for The Lodge School. The exported meet entry file name would be:

LOD-Entries001.ZIP

This zipped file contains a meet entry file: a TCL file.

Items to be sent to Meet Host

1. A printed copy of the meet entry report
2. One diskette, containing

   (a) The Backup of the database
   (b) The Meet Entries, including the Relays
   (c) The Athletes/ Team Roster

N.B. The Backup of the database must be copied to the diskette FIRST, then the Meet Entries and Athletes/ Team Roster

10. Export/Import Report File to Microsoft Word and print the report

11. Copy Competition Numbers to your database

To backup your database, click on Import / Athlette Roster, Select Drive A:\ "TCL01-01.tcl", Click on Add New Teams/Athletes box, Click on Include Competitior Number box, Click on OK.

On the Main Menu Bar, click on Athletes. You will find duplicate athletes.

12. Import Result file

From the T & F TEAM MANAGER Main Menu Bar, click on File, then Import, then Meet Results. TFWin-TM will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. If the meet results file on a diskette, put the diskette into your Drive A and select "A" from the Windows Open dialog box. TFWin-TM will select all the files with the following file extensions: CL2 or ZIP. Choose the one you wish to import and click on OK.

13. Explain how to use the help file

You can open the folder <u>D:\Training Manual</u> and load the file:
"<u>Training Manual for Napsac.doc C:\ My Documents \ Training Manual for Napsac.doc</u>"

You can open the folder <u>D:\Course Outline</u> and load the file:
"<u>Training Manual for Napsac.doc C:\ My Documents \ Work shop course.doc</u>"

N.B. These two files are Read Only Files.