

# NBSL Team Manager Instructions

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## Introduction

NBSL teams are required to use Hy-Tek's Team Manager software to prepare entries for the Classic and Invitational meets. This allows teams to be sure that their athletes are entered correctly. It is highly recommended that you set up your database and roster well before preparing entries; entering athlete and time information takes a considerable amount of time.

## Timeline

**Before the First Meet** teams set up their database, including roster and meets using Team Manager. This is covered in the introductory sections "What You'll Need" and "Getting Team Manager" and in Steps 1 – 4 below.

**During the Season** teams track best times by hand, or by using the full version of Team Manager. The latter is covered in the Appendix at the end of this document

**Before the Entry Deadlines** teams prepare entries for Classic and Invitational separately with Team Manager. This is covered in Steps 5 – 6 below.

**On Entry Days** teams export their entries and submit them electronically by email or by bringing them on a flash drive to entry collection. This is covered in Steps 7 – 8 below. At entry collection, teams verify their entries and pay NBSL entry fees.

**After Classic & Invitational** teams can view results online and download them into the full version of Team Manager.

## Getting Help

If you need help setting up Team Manager or submitting entries, please first consult this document. If you are still unclear or have any questions, please contact Chase Conley ([chaseconley@gmail.com](mailto:chaseconley@gmail.com)) for assistance.

## What You'll Need

To get started, you will need the following:

1. **Team Roster**, including total number of swimmers, first and last names, genders, and birthdates
2. Hy-Tek's **Team Manager** (full version) or **Lite** (free) software installed. See "Getting Team Manager" below for more information
3. **Event Files** for both the Classic and Invitational Meets, available from the NBSL website (<http://www.nbslswim.com/coach--rep-corner.html>). Don't unzip them yet!

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## Getting Team Manager

There are two options available for Team Manager:

- **Team Manager** (Full) is available for purchase from HyTek and allows the creation of unlimited meets, teams, and athletes. As a member of the NBSL, discounts are available.
- **Team Manager Lite** is available for free and allows the creation of up to three (3) meets, one (1) team, and one hundred (100) athletes. If you have over 100 athletes, you can create two separate databases for boys and girls.

Both Team Manager and Team Manager Lite are sufficient to prepare entries for the championship meets. The full version of Team Manager allows for input and reporting of times for all dual meets.

**Note:** Team Manager is Windows-only software. If you use a Mac, it is recommended that you install Team Manager using Parallels or Boot Camp, or borrow a Windows computer from a friend. If you need assistance using Parallels or Boot Camp, contact Chase Conley ([chaseconley@gmail.com](mailto:chaseconley@gmail.com)).

### *Purchasing the Full Version of Team Manager (Not Required)*

To purchase the full version of Team Manager, visit Hy-Tek's website (<http://www.hy-tek ltd.com/store/swim/TM8.html>). Be sure to select the discounted version and note that your team is a member of the North Brandywine Swim League to receive the discount. Follow the instructions provided by Hy-Tek during the order process to install and activate the software

### *Downloading the Team Manager Lite*

To download Team Manager Lite, visit Hy-Tek's website (<http://www.hy-tek ltd.com/downloads.html>). Select "Team Manager 8.0", then "Lite" to download the installer (Figure 1). Open the installer and follow the prompts to install the software.

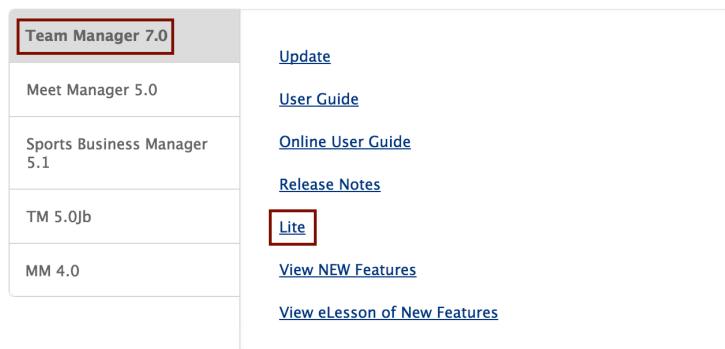


Figure 1: Downloading Team Manager Lite

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## Step 1: Setting Up Your Database

Team Manager uses a database to store all of the data about your team, athletes, and entries. There is no “save” feature. Instead, all entered data is saved when any “OK” button is clicked.

**Clicking “Cancel” will result in loss of entered data.**

**Note:** If you have more than 100 swimmers and are using Team Manager Lite, you must create **two databases**, one for boys and one for girls. Please notify us when submitting your entries if they are made up of two teams. If you are using the full version of Team Manager, please only use one team.

On first launch, **Select Language**. If desired, uncheck the box to prevent this prompt in the future.

At the main screen,

1. Click **Check for Updates** (pull-down menu) and update to the latest version
2. Click on the **File** menu then **Open/New**. Name your database, changing it from the default “MyTeam” and click **Open** (Figure 2).

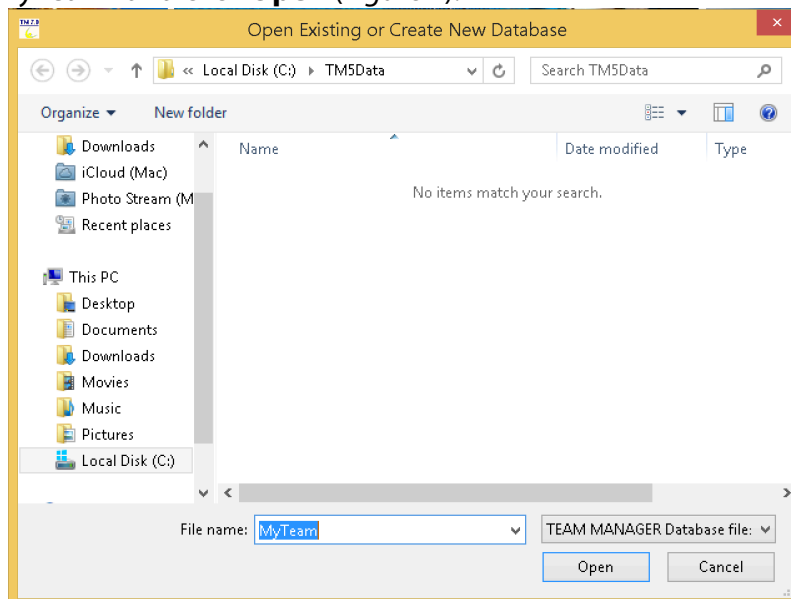


Figure 2: Creating the Database

3. If you are using Team Manager 8.0, the next screen will prompt you about logging into the database. Leave all options as their defaults and click “OK”
4. When you create a new database, Team Manager opens the **System Preferences** screen. **Select the options as shown in Figure 3**. Both the **System** and **Meet Age-Up Dates** must be June 1<sup>st</sup> of the current year (i.e. 06/01/YY). After selecting the correct options, click “OK”.

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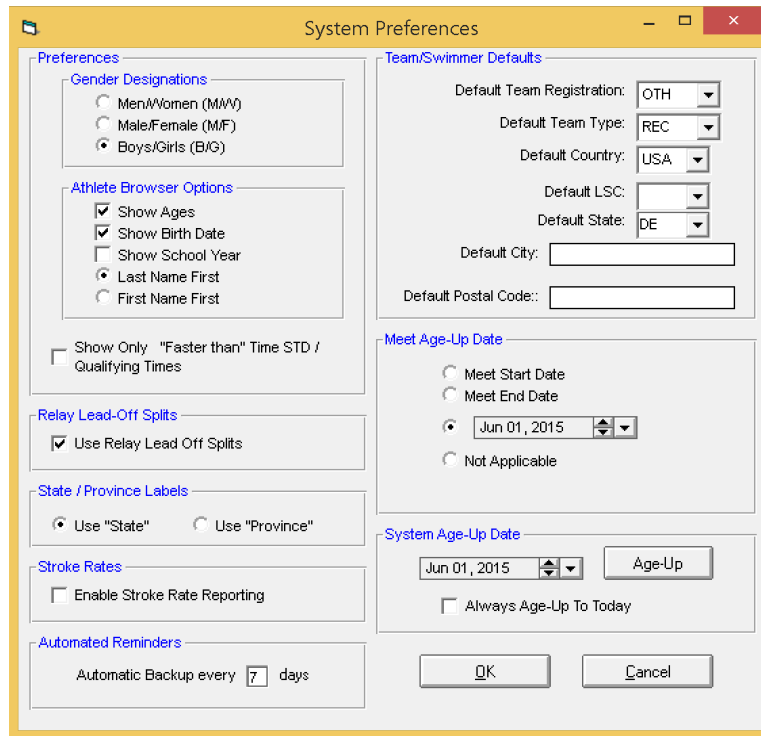


Figure 3: System Preferences

## Step 2: Setting Up Your Team

From the main screen:

1. Click on the **Teams** menu and then click **Add**. Enter your team's full name, a short team name, and a team abbreviation (Abbr), as shown in *Figure 4*. You *must* use the short names and abbreviations shown below:

### Team Names & Abbreviations

Arden	RDN	Fair Blue	FB	River Road	RR
Ashbourne	ASH	Graylyn Crest	GC	Shellcrest	SC
Crestview	CRST	Green Acres	GA	Silverside	SILV
Darley	DAR	High Point	HP	Tatnall	TAT
DelVets	DV	JCC	JCC	Timberlane	TL
Elks	ELKS	Lane	LANE	Windybush	WB

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The screenshot shows a window titled "Team Maintenance" with three main sections:

- Team Names/Registration:** Team Abbr: GC, Full Team Name: Graylyn Crest Gators, Short Team Name: Graylyn Crest, Team Registration: OTH, Team Type: REC, Team Division: (empty dropdown).
- Mailing Information:** Mail To: (empty), Address: (empty), City: (empty), Postal Code: (empty), E-Mail Address: (empty), State: DE, LSC: (empty), Country: USA.
- Telephone Information:** Day Phone: (empty), Evening Phone: (empty), FAX: (empty).

Buttons for "OK" and "Cancel" are located at the bottom right.

Figure 4: Setting Up a Team

2. Click "OK", then click the "X" in the right corner to close the **Team Maintenance** window
3. If you would like, you can add coach information by clicking on the **Coaches** menu in the **Team** window. This is **optional**; coaching data will not be imported with entries.
4. Close the **Team** window to return to the main screen by clicking the small "X" on the menu bar in the top right corner

## Step 3: Adding Your Swimmers

From the main screen:

1. Click on **Athletes**, then click on **Add**. The screen shown in *Figure 5* will appear.

The screenshot shows a window titled "Athlete Information" with several sections:

- Athlete Information:** Last Name, Preferred Name, ID #, Gender (M,F) checkbox, First Name, Birthdate (MMDD/YY), Middle, Age, Athlete Cell, Athlete E-Mail.
- Primary Mailing Information:** Father's Last, Mother's Last, Father's First, Mother's First, Mailing Address, City, State (DE), Postal Code, Country (USA), Swap Mother/Father Names, Tele, E-mail, Fill in 'Mail To' if different from first names and last name, Mail to.
- Primary Contact Information:** Home Phone, FAX, Office Phone, E-Mail for both Father and Mother.
- Member of:** Team 1, 2, 3, Group, Subgroup, WM Group, WM Subgr, School Yr, Joined (MMDD/YY).
- Options:** Foreign, Inactive, Dive Certified checkboxes.
- Buttons:** Registration, Recruiting, OK, Cancel.

Figure 5: Adding or Editing an Athlete

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2. Enter the swimmer's **name**, **gender**, and **birthdate**. Team Manager will automatically calculate their correct age (as of June 1<sup>st</sup>). Using birthdates instead of directly entering ages will allow the database to be used from year to year. Also, select the **team** you created in Step 2.
3. All other information is optional and will not be imported with entries.
4. Click the "OK" button you entered about this athlete
5. Continue to enter athlete information by following 1 – 4 above, being sure to click "OK" after each.

Should you need to edit information about any athlete, double click on his or her name in the **Athlete Browser** window.

## Step 4: Setting Up Meets

Team Manager Lite only allows for the creation of three (3) meets. Two of these meets will be used for Classic and Invitational meets to prepare entries.

First, if you have not already done so, **download** the event files for Classic and Invitational from the NBSL website ([www.nbslswim.com/championships-meets-classic-and-invitational.html](http://www.nbslswim.com/championships-meets-classic-and-invitational.html)). There is also an event file that can be used for setting up Dual Meets. **Do not unzip these files.**

**Note:** It is extremely important **download the new event files** from the NBSL website **every year**. Adjustments are made to meet dates and qualifying times yearly. Not using the appropriate event file for the current year will cause major issues when submitting your entries.

Once you have downloaded the files from the NBSL website, return to Team Manager. From the main screen:

1. Click on the **Meets** menu, then click **Import**, then click **Meet Events**
2. Navigate to the location where you saved the meet events file. Select the zip file for the meet and click **Open**
3. Team Manager will unzip the file into a temporary directory and then ask you to choose the appropriate file. There will only be one event file in each zip file. Select that file and click **Open**
4. A window will appear, like the one in *Figure 6*, with information about the meet you selected. Confirm it is correct, then click "OK"

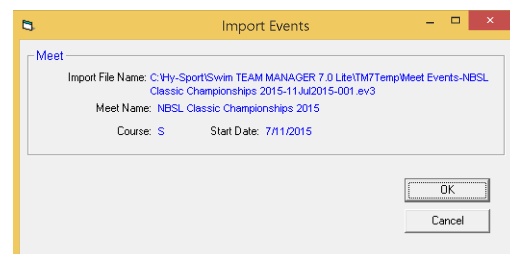


Figure 6: Import Events

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5. Team Manager will then tell you how many events have been imported for that meet. Click "OK"
6. The **Meet Setup** window will appear with information about that meet. All relevant information was imported with the event file, so you can click the "X" in the right corner to close this window
7. Repeat 1 – 6 for both the Classic and Invitational meet files

## Step 5: Preparing Entries

### *Individual Entries*

From the main screen:

1. Click on the **Meets** menu, then single click on the meet for which you are preparing entries
2. Select the **Entries** menu, then **Entries by Name**
3. At the top of the screen that appears, select your team in the **For this Meet, Swim for Team** menu
4. Single click on a swimmer to show their events in the bottom half of the window
5. If you have the full version of Team Manager, and have been tracking your swimmers times for each meet, you will see their best time listed for each event. The time will be highlighted in red if the time does not meet the qualification time for the meet.  
**Remember:** The qualifying times for all 18 & Under events and all IMs are suggested times. You may enter a swimmer regardless of whether or not they meet the qualifying time
6. To enter a swimmer in an event, check the **Enter** checkbox next to the appropriate event. The event will turn yellow to indicate that the swimmer is entered in that event
7. If there is not a time in the **Best Time** field, enter the swimmer's best time in the **Custom Time** field. Team Manager will automatically change the time to the correct format (20135 will become 2:01.35). To **enter a yards time**, add a "Y" to the end of the time and it will be properly converted when entries are exported.  
**Note:** Times from 20-yard pools **must be converted** before entering them into the **Custom Time** field. Multiply the 20-yard time by 1.44 to convert. **Do not add a Y to 20-yard times**
8. Repeat 4 – 7 for each swimmer you wish to enter

### *Relay Entries*

From the main screen:

1. Click on the **Meets** menu, then single click on the meet for which you are preparing entries
2. Select the **Entries** menu, then **Entries by Event**
3. At the top of the screen that appears, select your team in the **Swim for Team** menu

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4. Click **Relays Only** on the menu bar to limit the list of events to relays
5. Select the relay event you would like to create an entry for by single clicking on the event in the list. All of the eligible swimmers for that event will be shown below
6. Click the **New Relay** button to create the relay  
It is not required that you add swimmer names to your digital relay entries. On meet day, you will select your swimmers and their order using the entry cards provided. These are the names that will be entered into the system for the printing of awards and for verifying eligibility.
7. There are two ways to generate an entry time for a relay
  - **By Hand:** If you do not use Team Manager to track times from all dual meets, calculate a time for your relay by adding up the split times of each swimmer's leg. If this relay team has swum together in a previous meet, you can also use their best time as the entry time. To enter this time, type it in the **Custom** time field using the same formatting as individual events (no ":" or ".", Y for yards, etc)
  - **Automatically:** If you use Team Manager to track times for all dual meets, it will automatically create an entry time with the swimmers provided. If these swimmers have previously participated in a relay together, Team Manager will automatically populate the **Best Time** field; no further action is required. If they have not, you can calculate a custom time for the relay by clicking **Calculate Custom**
8. Repeat 5 – 8 for each relay you are entering
9. When you have finished entering all relays, click the "X" on the menu bar in the top right corner to return to the main screen.

## Step 6: Verifying Entries

It is highly recommended that you verify all entries before submitting them to ensure that all swimmers are entered correctly. If you allow swimmers to choose their events for Classic and Invitational, it may also be helpful to make copies of event reports available, either by paper or email, to your parents and swimmers.

From the main screen:

1. Click on the **Reports** menu, then **Meet Reports**, then **Meet Entries**
2. Select the meet in the **Meet** dropdown menu at the top of the window that appears
3. Select your team in the **Team** dropdown menu
4. In the **Event Filters** section, select **Individuals and Relays**
5. In the **Sort by** section, select either **Meet Event Number** or **Name**, depending on how you would like the entries to be sorted
6. Click **Create Report**

The generated report will appear. You can print the report by clicking the  button, or save the report as a PDF for emailing by clicking the  button.



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Should you need to make any changes to your entries, return the appropriate entry screen (see “Step 5: Preparing Entries” above) and make corrections. Then, regenerate the report by following 1 – 6 above to verify the accuracy of the changes

## Step 6a: Generating a Meet Entry Fee Report (Optional)

To estimate your meet entry fees due at entry collection, you can generate a **Meet Entry Fee** report.

**Note:** Do **not** write out the check before coming to entry collection. After entry verification at entry collection, you will receive the final amount due for your entries.

From the main screen:

1. Click on the **Reports** menu, then **Meet Reports**, then **Meet Entry Fee**
2. In the **Meet Entry Fee Report** window that appears (*Figure 8*), select the appropriate meet and team
3. Click “OK”
4. The report generated will contain a breakdown of entry fees by swimmer, as well as a total amount, which can be found on the last page of the report

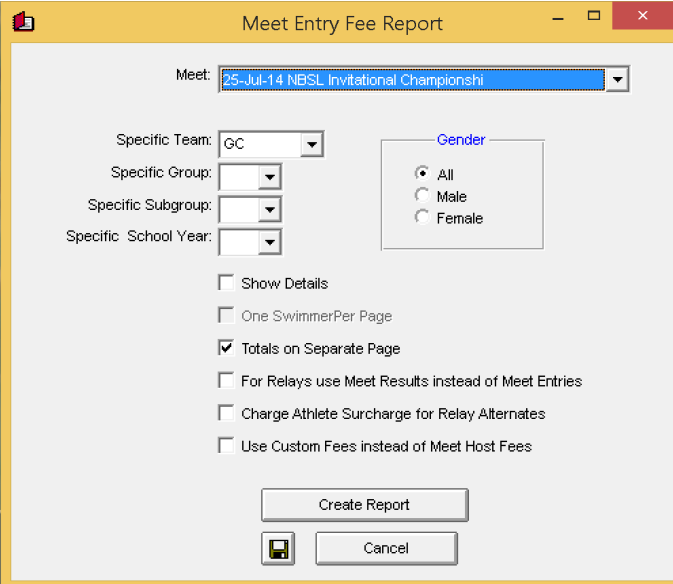


Figure 8: Meet Entry Fee Report

## Step 7: Exporting Entries

Once you have verified that your entries are correct, you must export them for electronic submission to the NBSL.

From the main screen:

1. Click on the **File** menu, then **Export**, then **Meet Entries**
2. In the **Export Entries** window that appears (*Figure 7*), select the appropriate meet from the **Meet** dropdown menu. Also select a location to save the export file using the menus on the left. Make sure that **Export Relays** is the only checkbox selected

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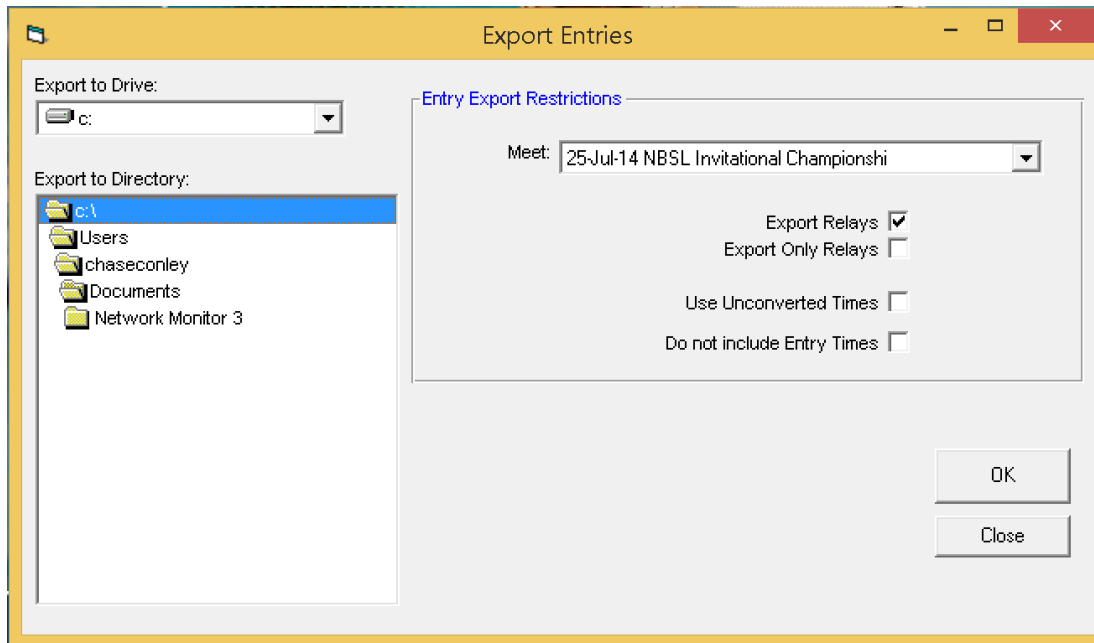


Figure 7: Export Entries

3. Once you have verified that all of the settings are correct, click the “OK” button
4. Wait for Team Manager to finish exporting your entries and note the location where it saves the file. Then click “OK”.

## Step 8: Submitting Entries

Locate the generated entry file, a zip file named with your team abbreviation and meet, where you saved it from Team Manager. You must submit your entries via email to [entries@nbslswim.com](mailto:entries@nbslswim.com).

**Note:** Entries in any other format (including CD, paper, or Excel) will **not** be accepted.

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## Appendix

To simplify the entry process, it is useful to track times for dual meets in Team Manager. When preparing entries, Team Manager will present you with the best time for each swimmer, allowing you to enter them in an event with the check of a box, rather than having to manually key in the time.

**Note:** This can only be done with the full version of Team Manager, as Team Manager Lite does not allow the entry of meet results.

### *Setting Up Dual Meets (Full Version of Team Manager Only)*

The set up process for dual meets is similar to that of the Classic and Invitational. First, follow 1 – 5 above, using the NBSL Dual Meet event file from the NBSL website. When the **Meet Setup** window appears, do the following:

1. Change the **Meet Name** to something descriptive, like “Silverside 2015”
2. Change the **Facility Name** and **Address** information to match the pool where you are swimming
3. In the **Course** dropdown, select the appropriate option:
  - **S**: if the meet is swum at a 25-meter pool (Ashbourne, Elks, Graylyn Crest, Green Acres, JCC, Lane, River Road, or Silverside) and if the meet is swum at a 20-yard pool (Timberlane)
  - **Y**: if the meet is swum at a 25-yard pool (Arden, Crestview, Darley, Del Vets, Fair Blue, High Point, Shellcrest, Tatnall, or Windybush) **Do Not** select **Y** if the meet is held at a 20-yard pool
4. If the meet is held at a 20-yard pool (Timberlane), change the **Non-Conforming Course Factor** to “1.44”. This will allow times to be converted accurately by Team Manager
5. Change the **Start Date**, **End Date**, and **Meet Host Entry Deadline** to be the date of the meet
6. Click “Save”, then close the window by clicking the “X” in the right corner
7. Select the meet in the **Meet Browser** and click the **Events** menu
8. Team Manager will prompt you to copy the Entry Events to use with Results. Click “Yes”.
9. Repeat 1 – 8 for each dual meet

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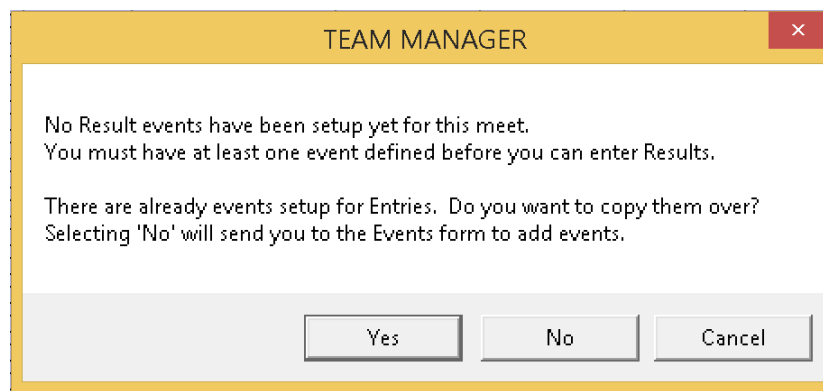
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## *Inputting Results for Dual Meets (Full Version of Team Manager Only)*

After each swim meet, you can add input the times into Team Manager by doing the following.

From the main screen:

1. Click on the **Meets** menu, then single click on the meet for which you are entering times
2. Click **Results**, then **Results by Event**
3. Team Manager will then prompt you to copy the entry events to be used as results events, as seen below. Click **Yes**.



4. For **individual** events, enter a time for each swimmer who swam that event in the **Finals Times/Pts** field. If the course was properly set, Team Manager will automatically add "S" or "Y" to the time as appropriate. If the swimmer was DQed, check the **Fin DQ** box. You may optionally enter the swimmer's **Final Place** and **Final Pts**  
**Note:** For meets at 20 yard pools, be sure to set the **Non-Conforming Course Factor** correctly as shown above. When you enter the 20 yard times, Team Manager will automatically convert and store them as the correct meters time.
5. For **relay** events, you must create relays for each team that swam in the event. Click **New Final Relay** to create the appropriate number of relays (denoted A, B, etc). For each relay, enter the **Time** as with individual events. Additionally, drag the swimmers from the list on the left into the list on the right to add members to each team.
6. When you have finished entering all times for a meet, click the small "X" in the top right corner to return to the **Meets** screen

There are a plethora of **Reports** available in the **Reports** menu (found on the menu bar on the main screen) that allow you to display the meet and seasons results in many different formats. These can be useful for creating dual meet lineups and determining qualifiers for Classic and Invitational.