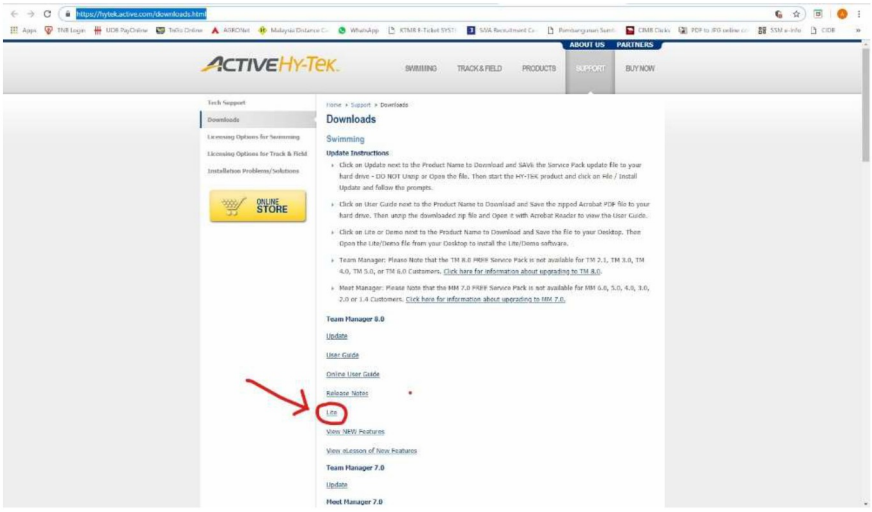
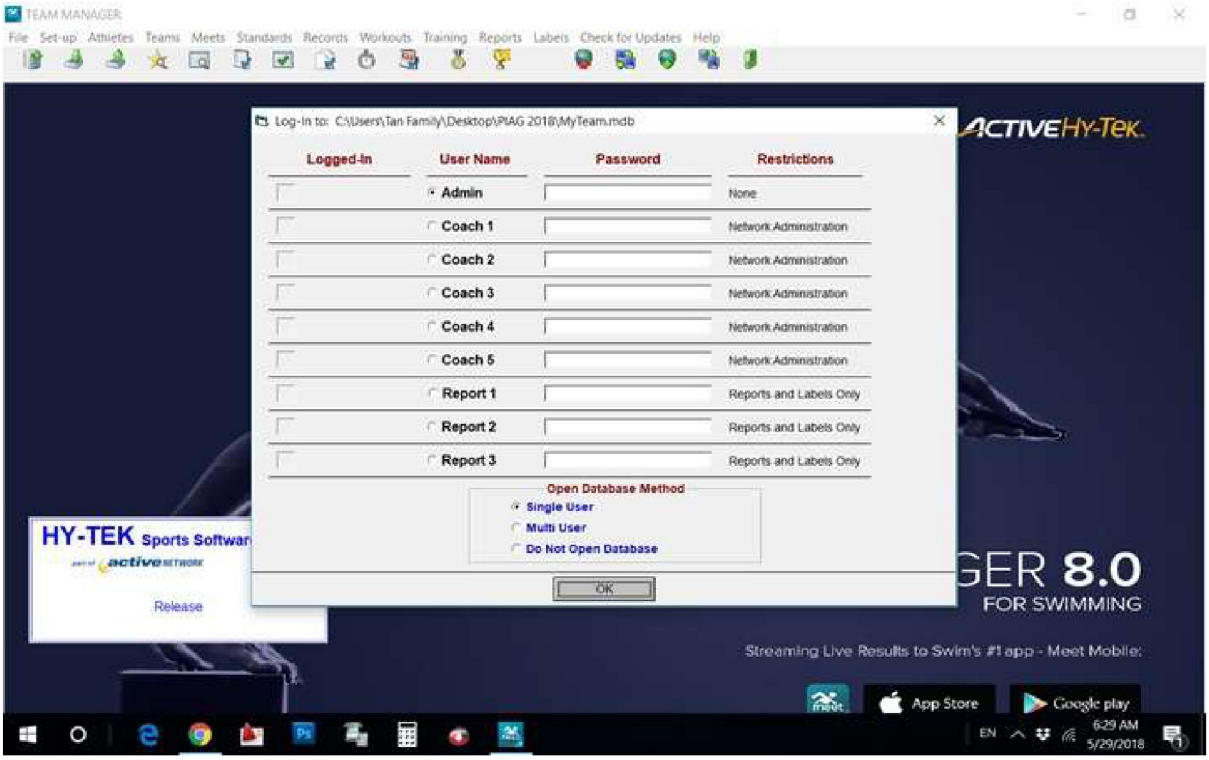
HYTEK TEAM MANAGER LITE

Link to download Hytek Team Manager Lite : https://hytek.active.com/downloads.html



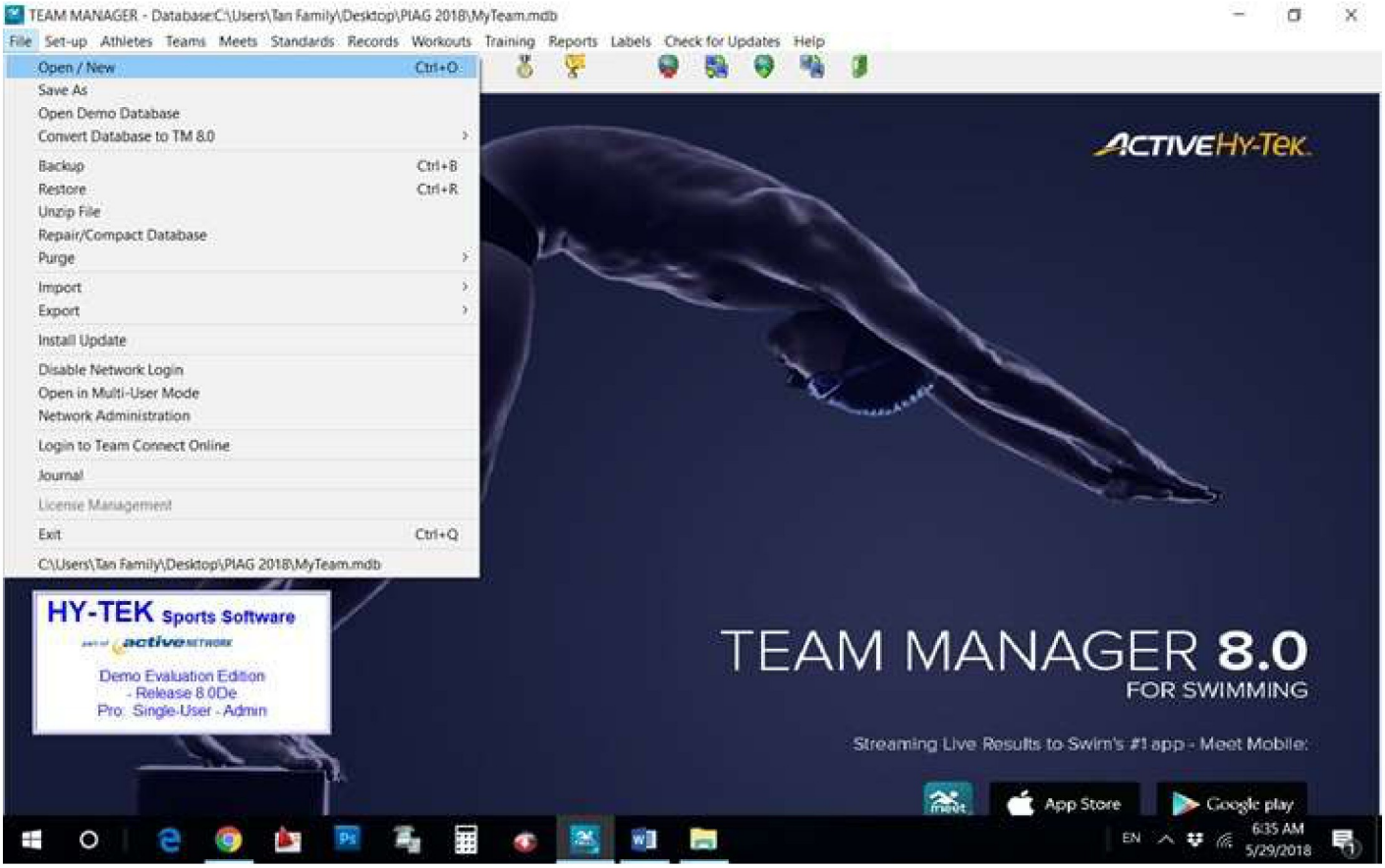
Once you have downloaded and installed Hytek Team Manager Lite, run the software.

The first time running the software, you will see this:

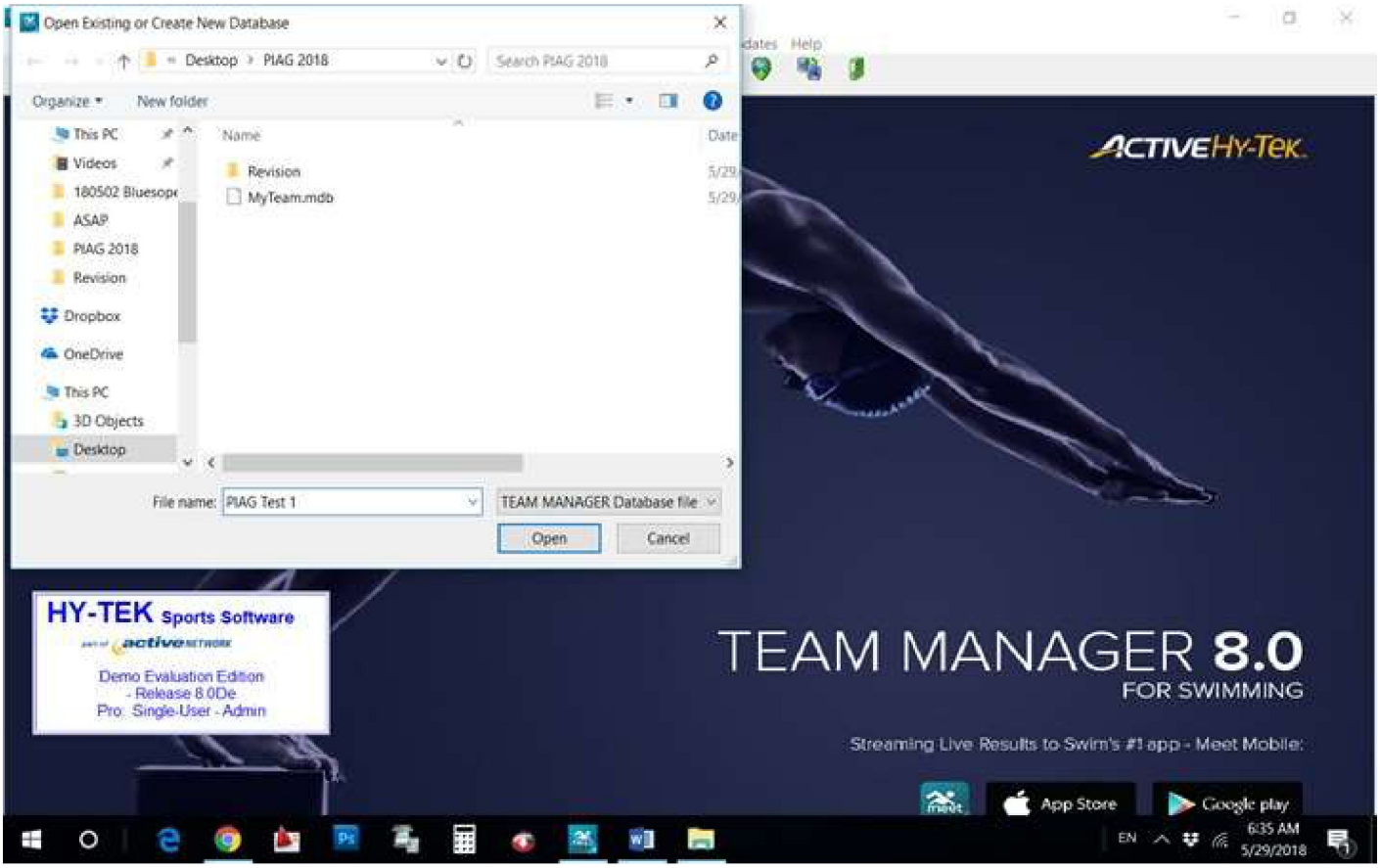


Just press <OK> as Admin.

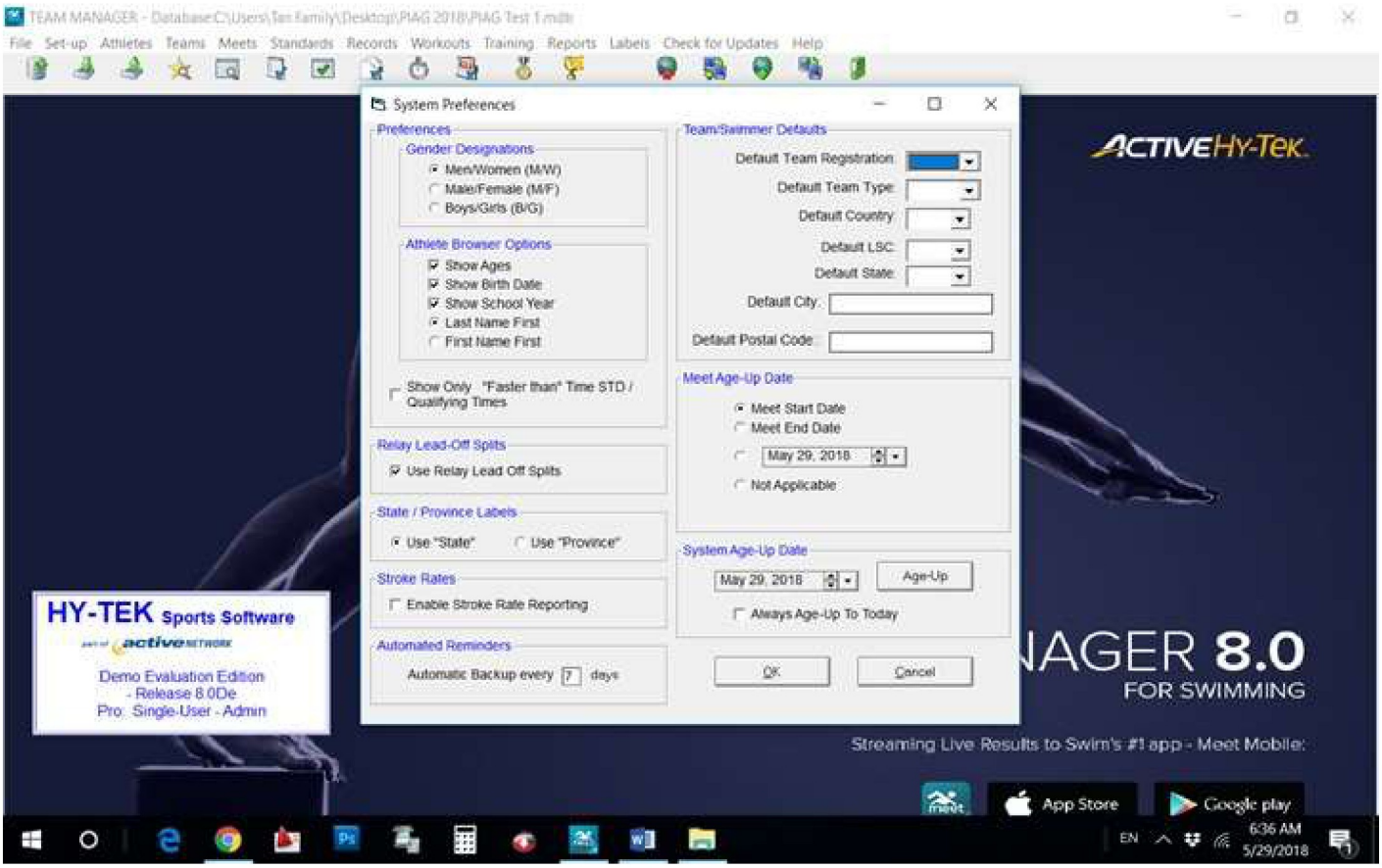
Then go to <FILE>, <OPEN/NEW>



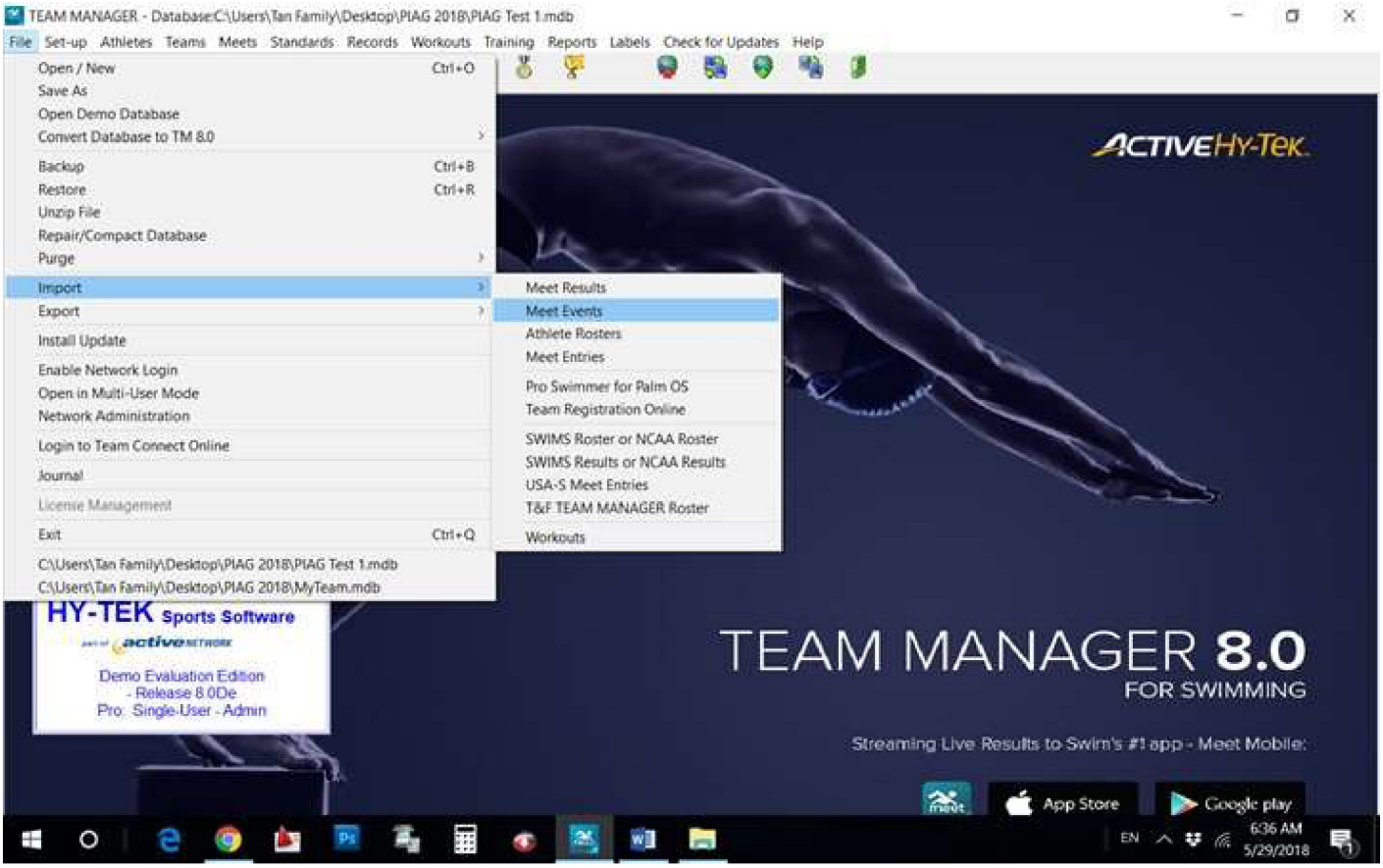
Create a new database by simply typing a name at the <Filename> section and press <OPEN>.



Then this screen will pop up:



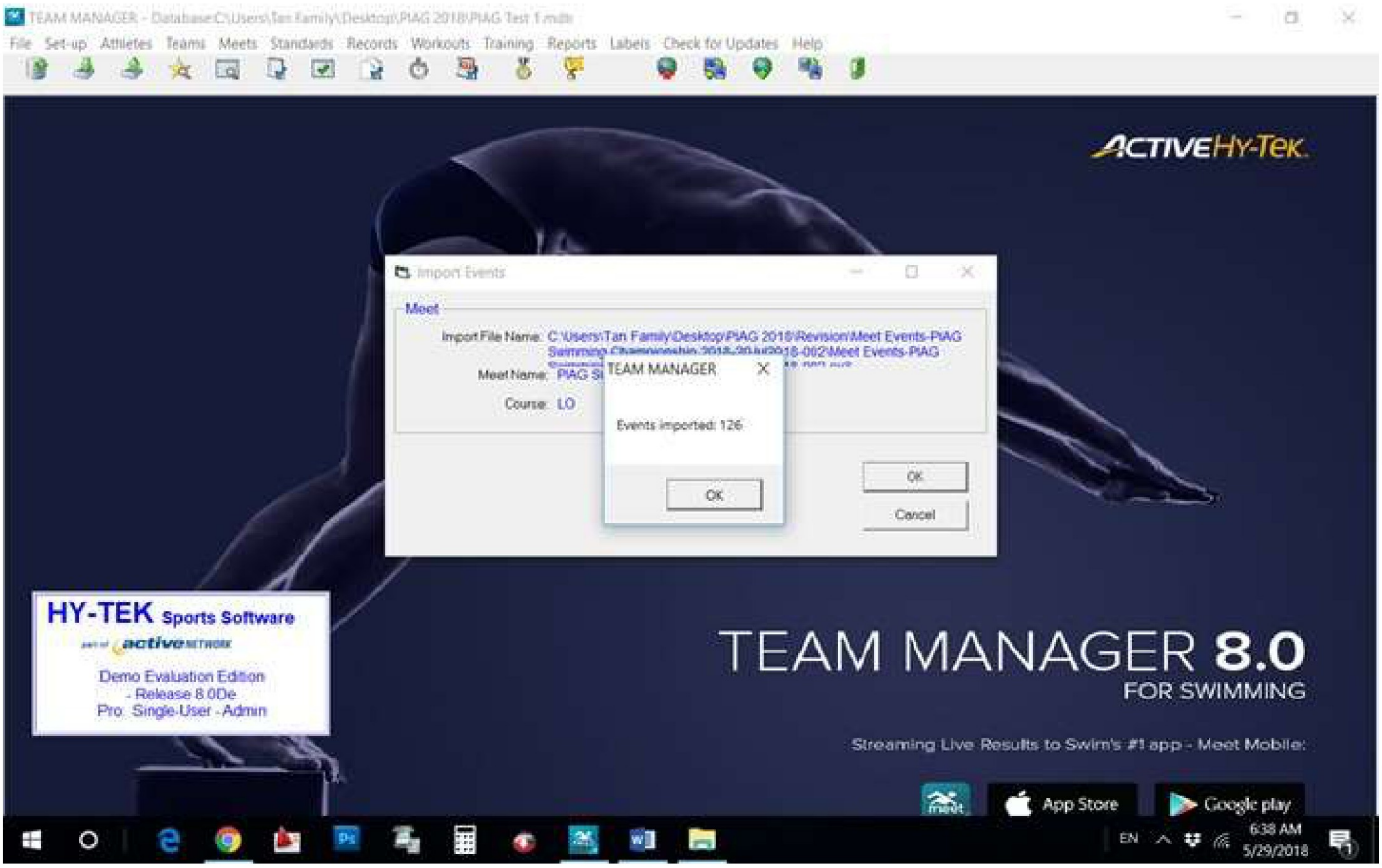
Click on <CANCEL>
Next, go to <FILE>, <IMPORT>, <Meet Events>. You will see the following screen:



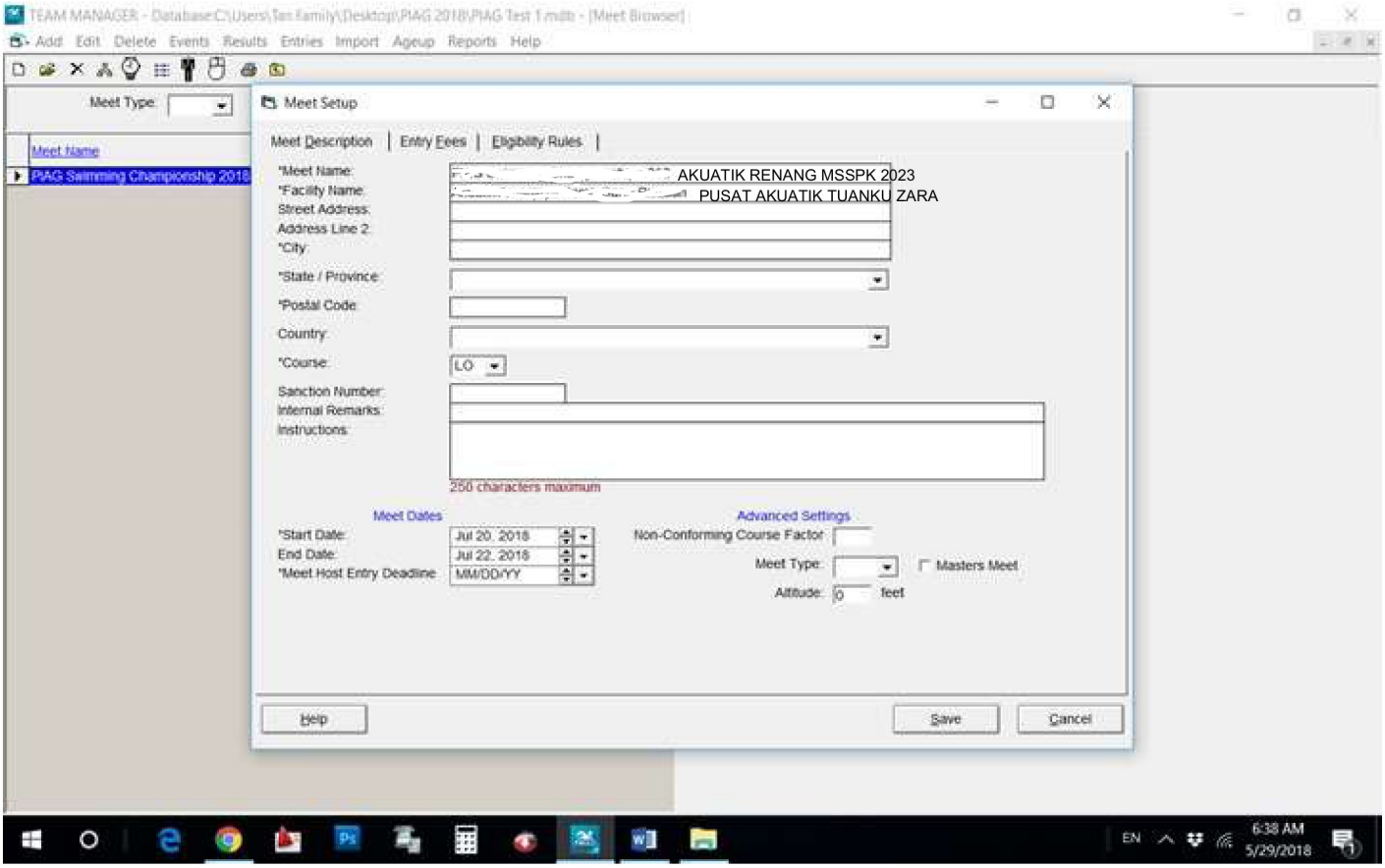
This is where you will need to locate the earlier file that you have unzipped.



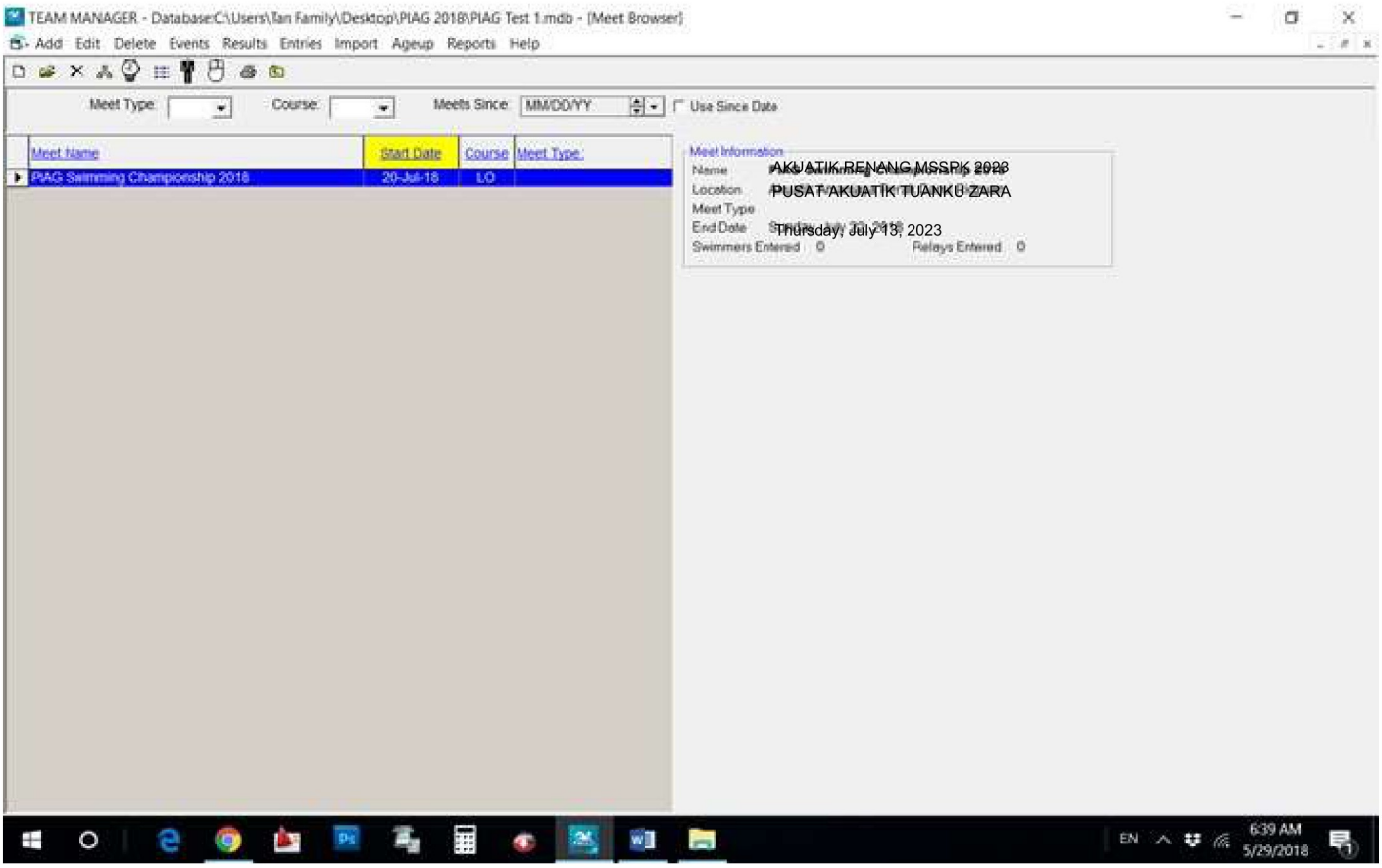
You will see this screen next:



Once you press <OK>, you will see the next screen:

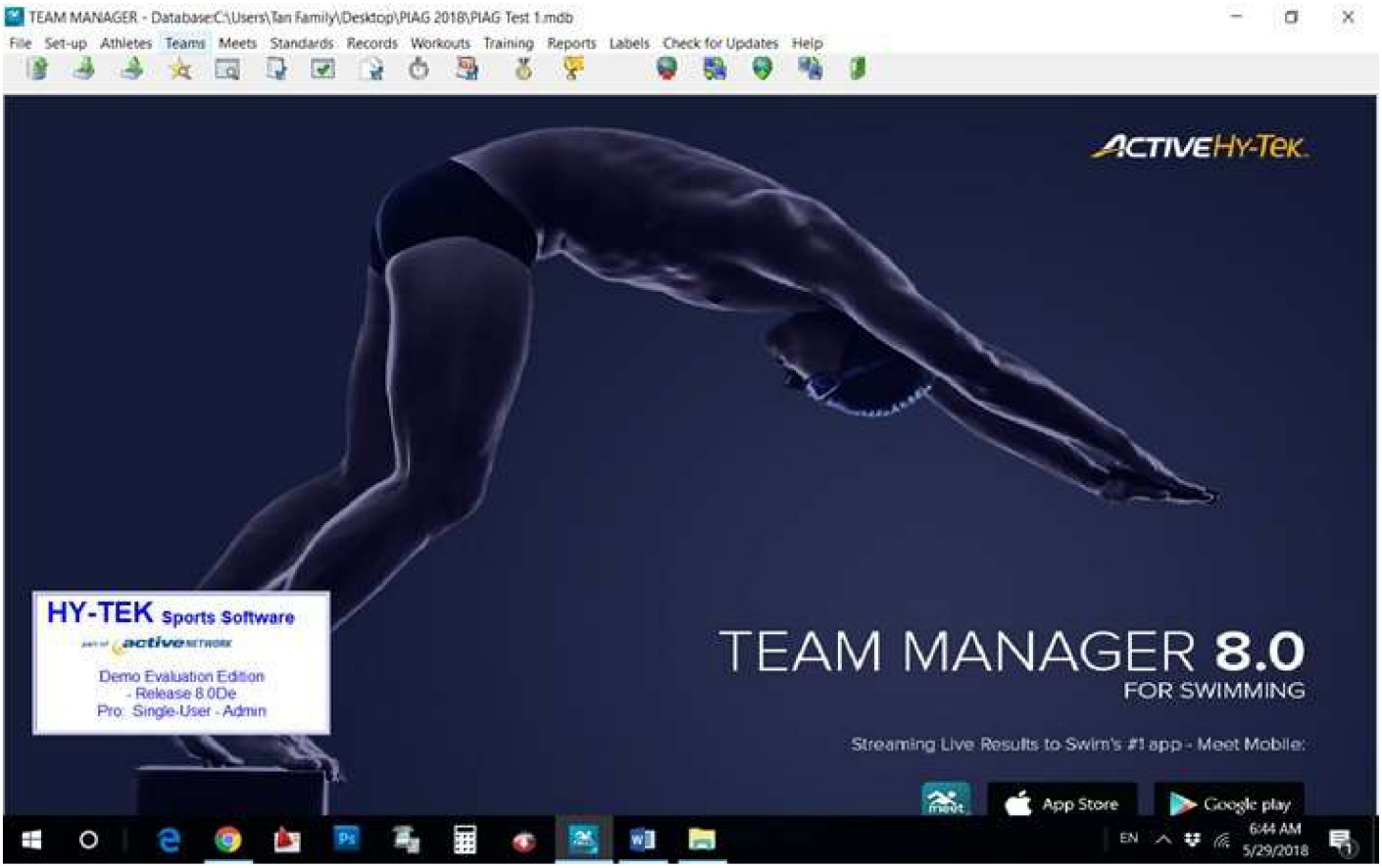


Press <CANCEL> Then you will see this screen:

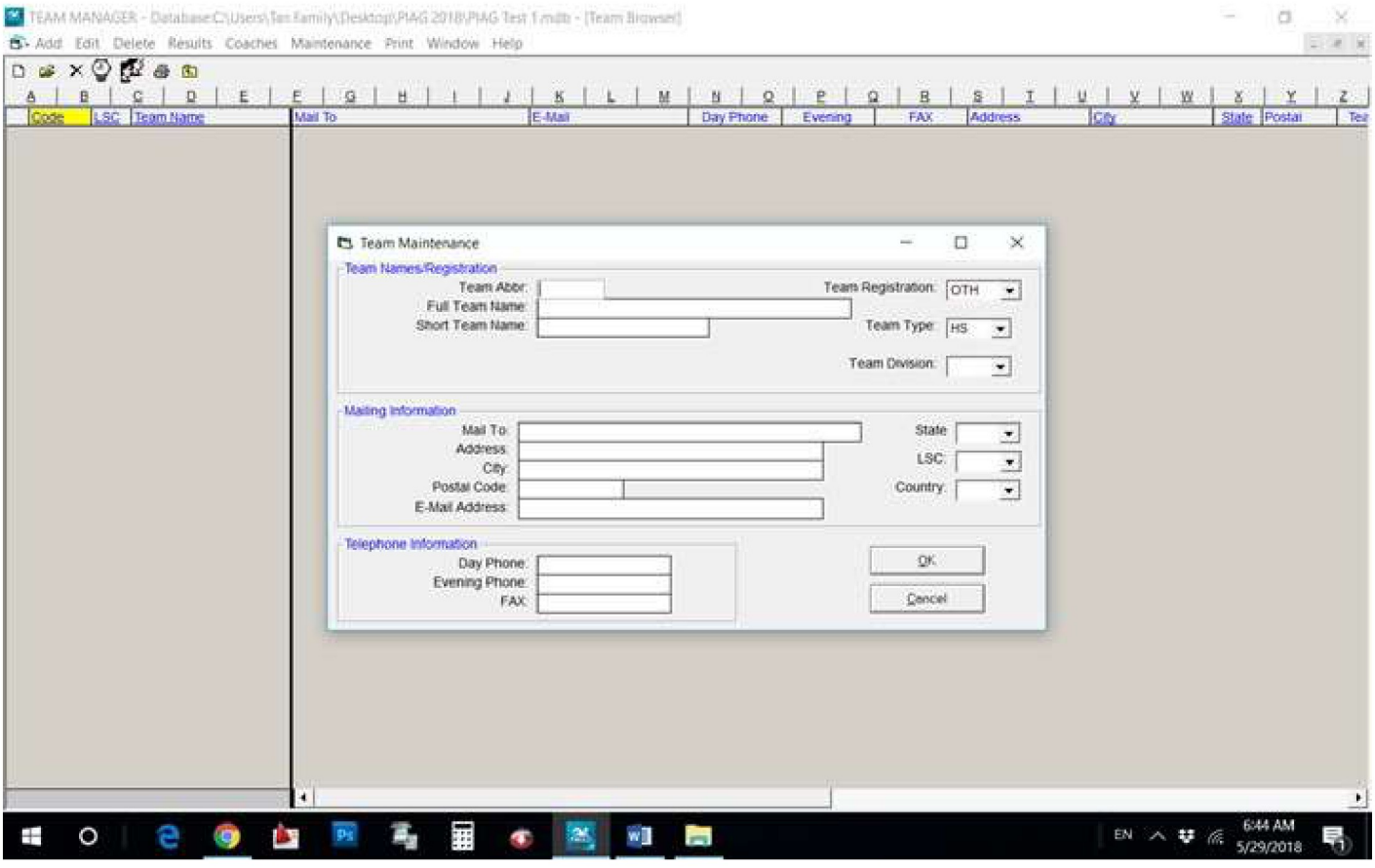


There is a tiny "x" below that big "X" on the top right corner of the screen. Click on the tiny "x"

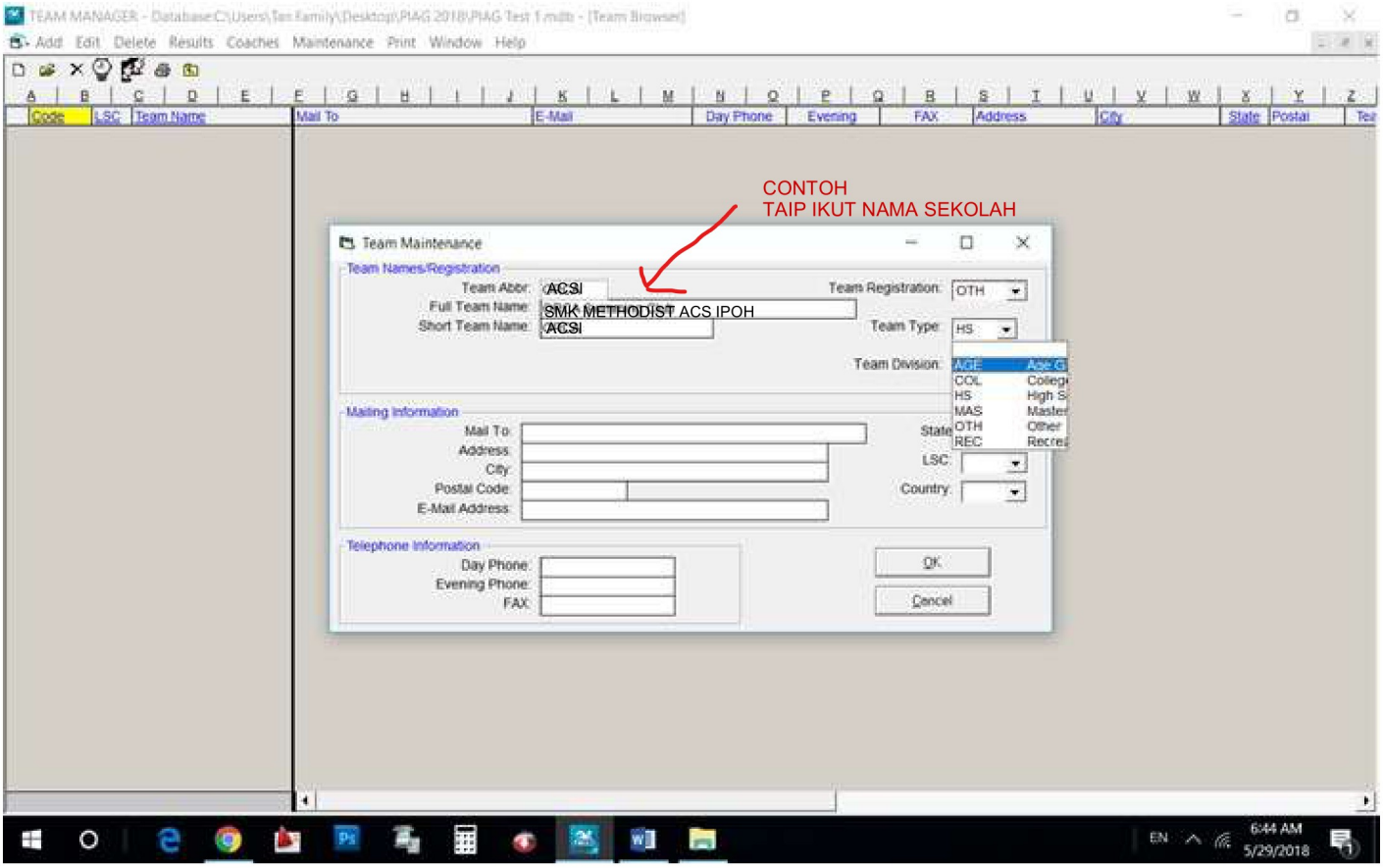
Then you will come back to this screen:



Next you will have to go to <TEAMS>

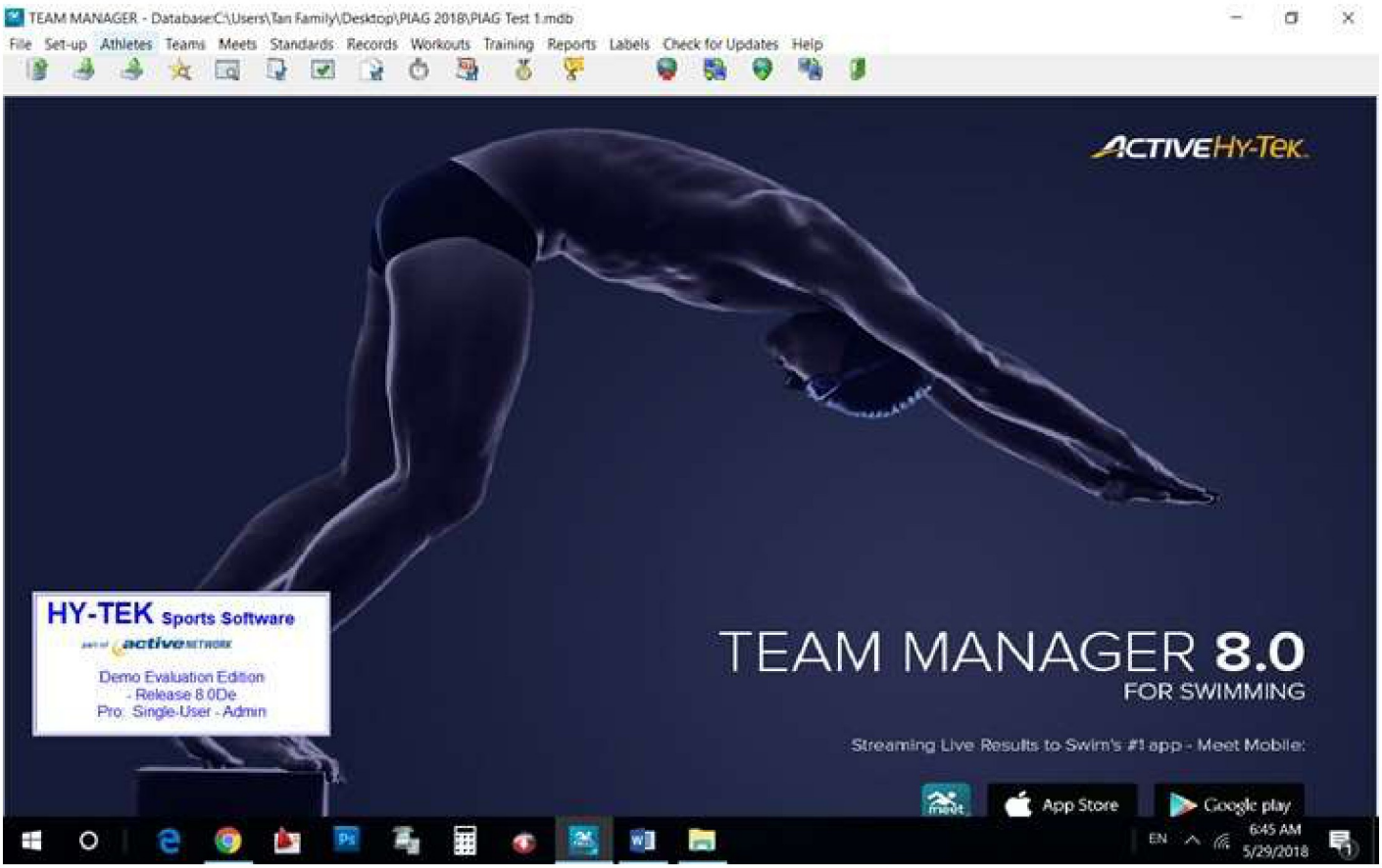


You will have to add your team name in first:
Just fill in the team name like this:

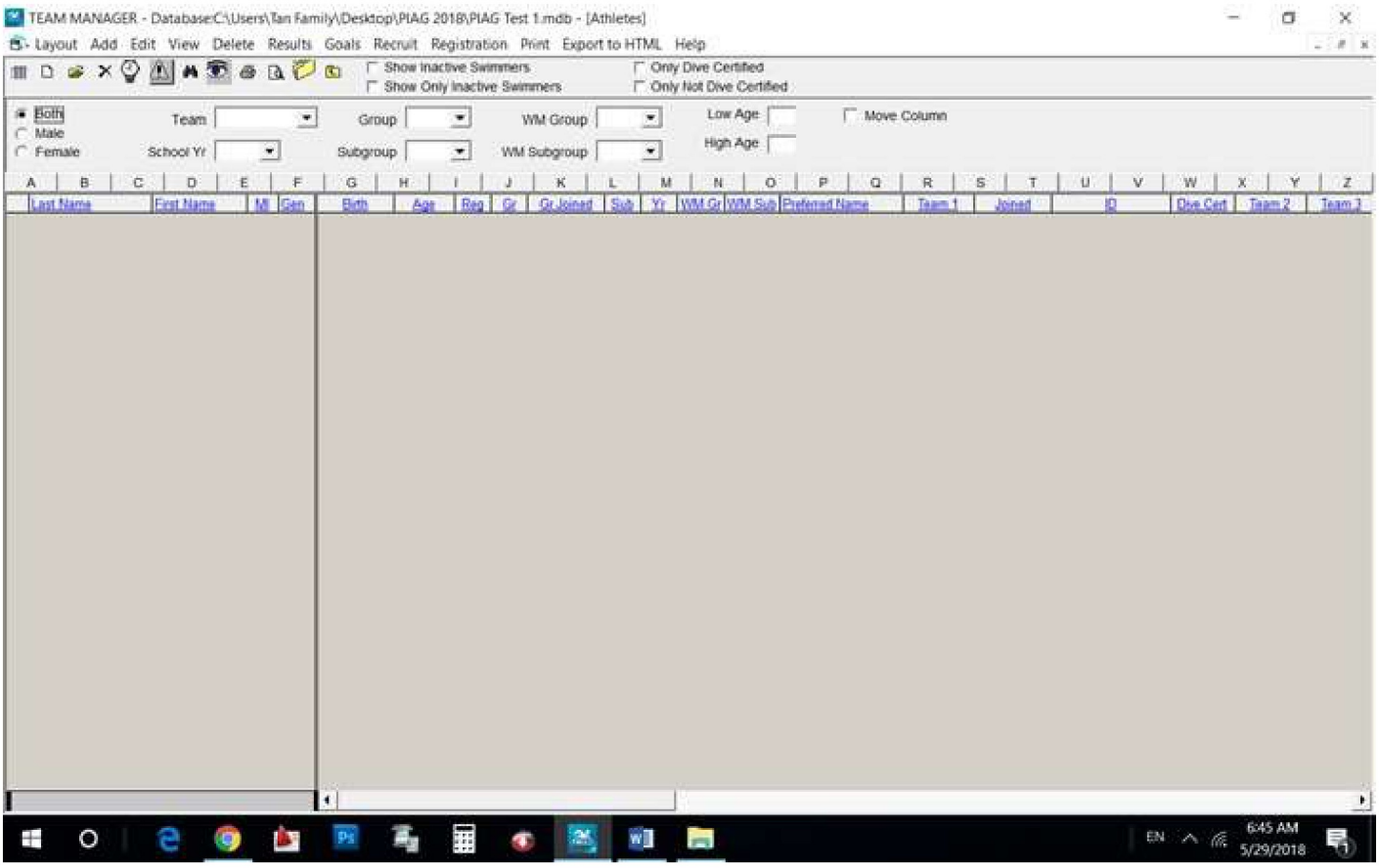


Then click <OK> You will be notified that your team has been added. Now click on the tiny "x" below that big "X" on the top right corner of the screen.

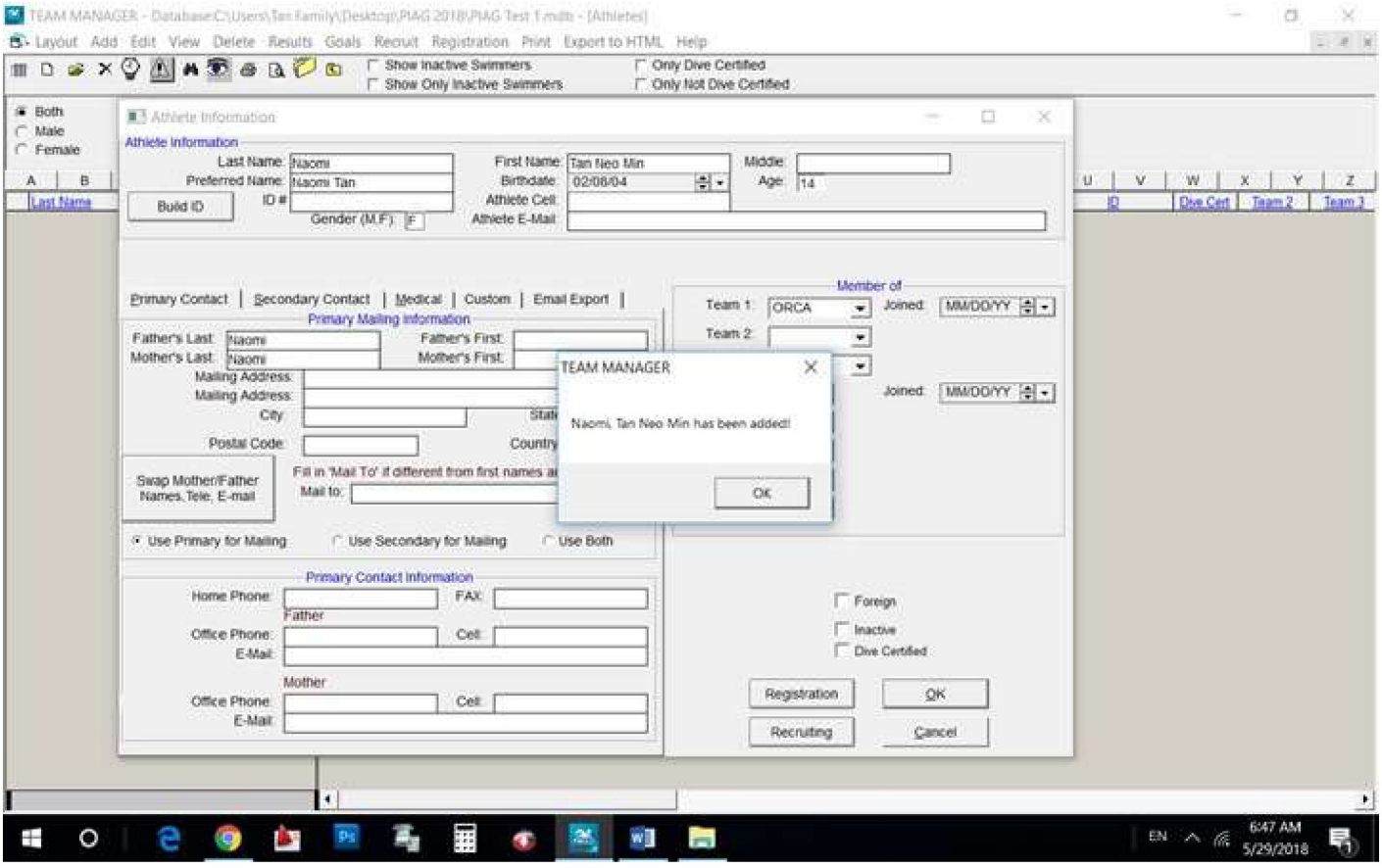
You will come back to this screen and click on <ATHLETES>



You will come to this screen next:



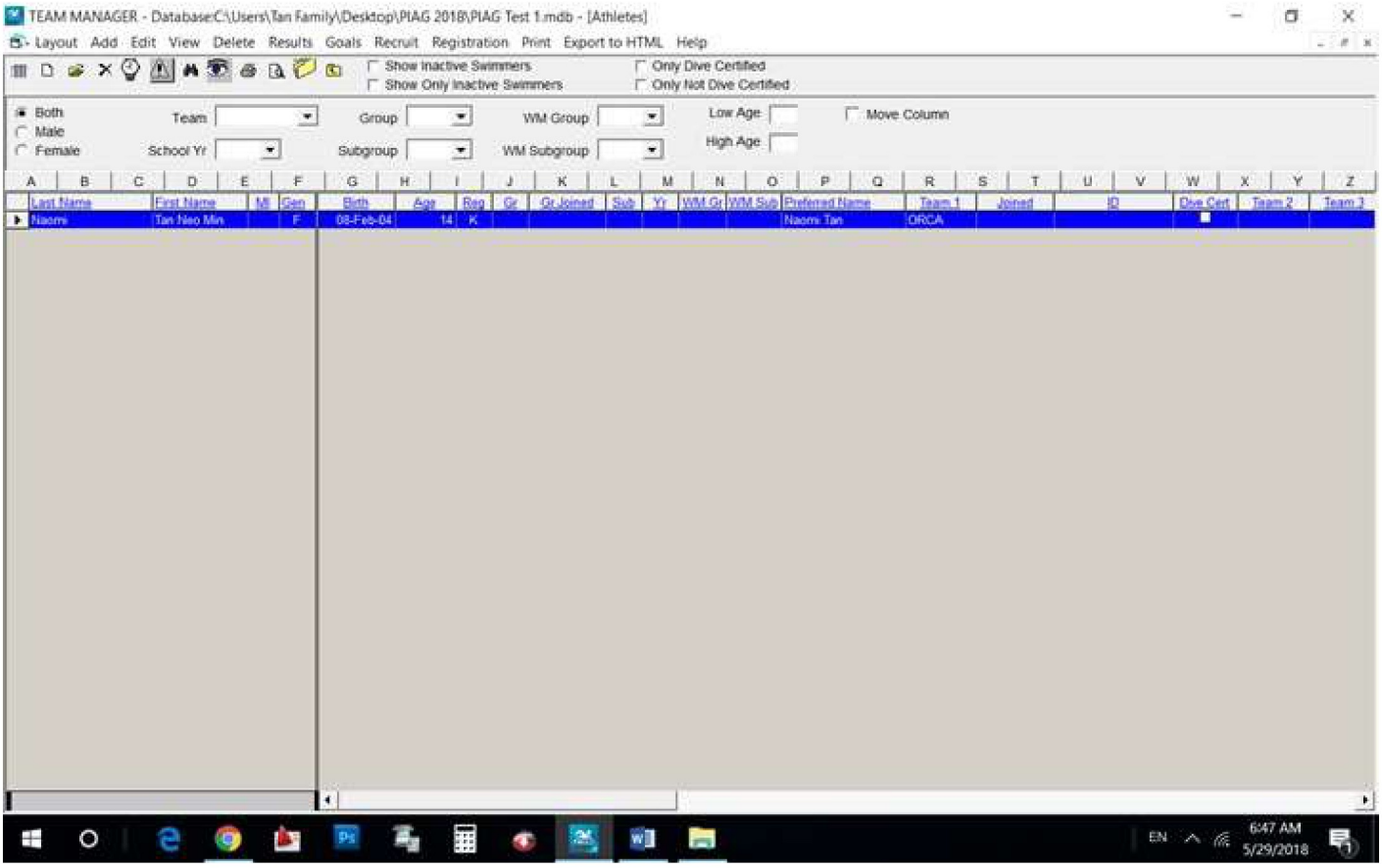
Now click on <Add> You will see this screen:



Only fill up the top part, which is the "Athlete Information". Then click <OK>. Make sure the date of birth and gender is correct.

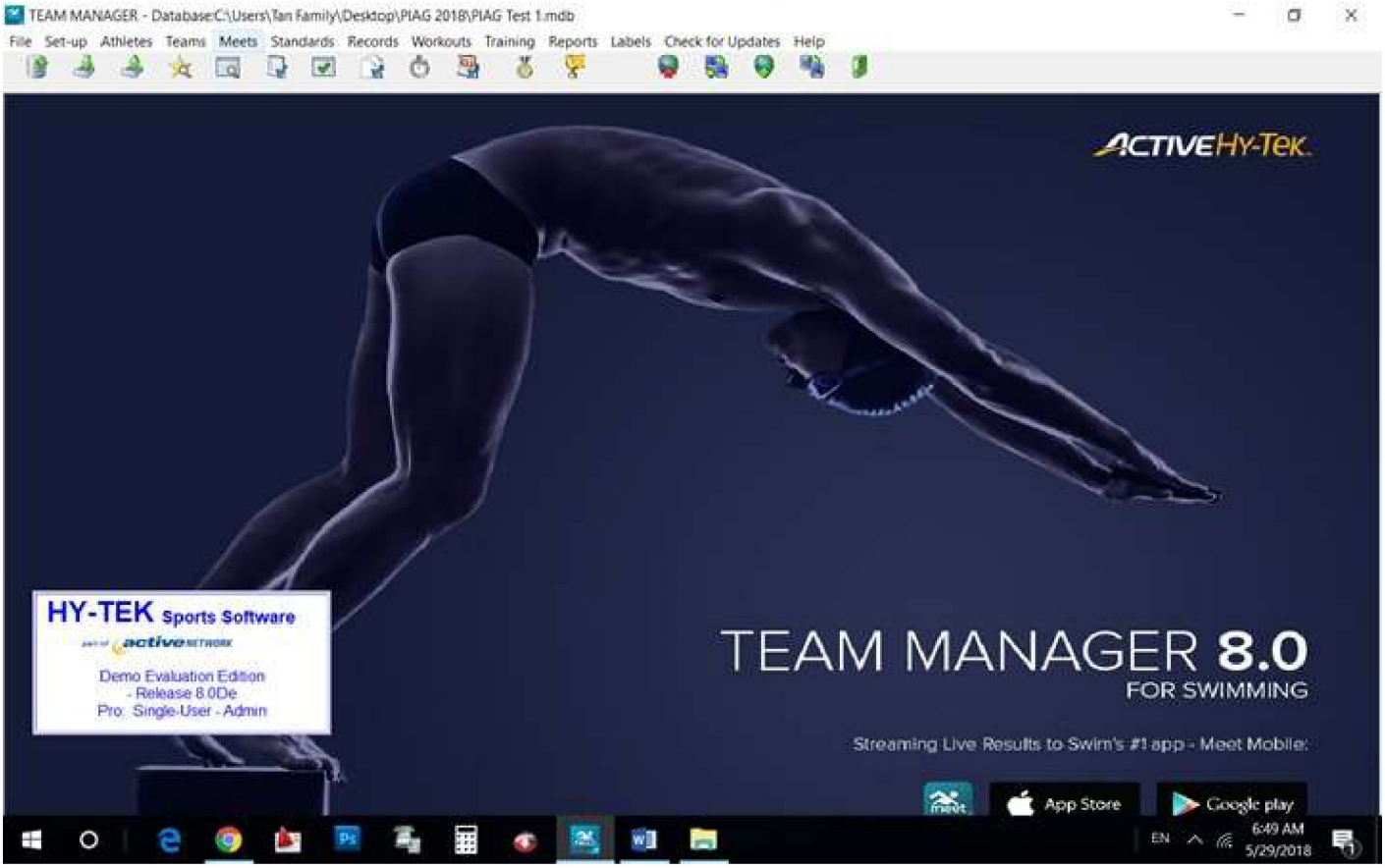
Keep clicking on <OK> until you have entered the last swimmer's name. Then click on <Cancel>

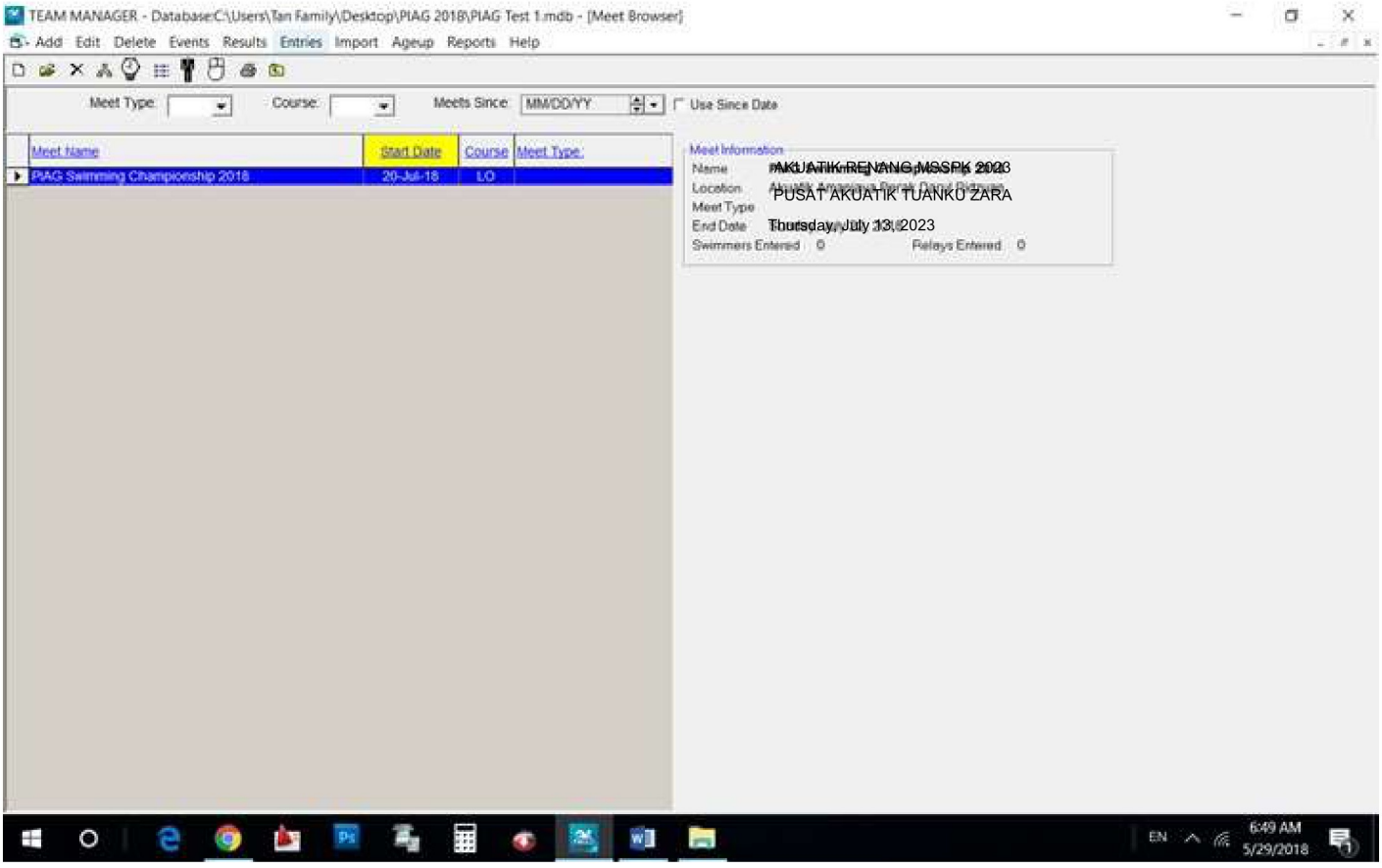
Once you click on <CANCEL>, you will come to this screen to see all the names of your swimmers:



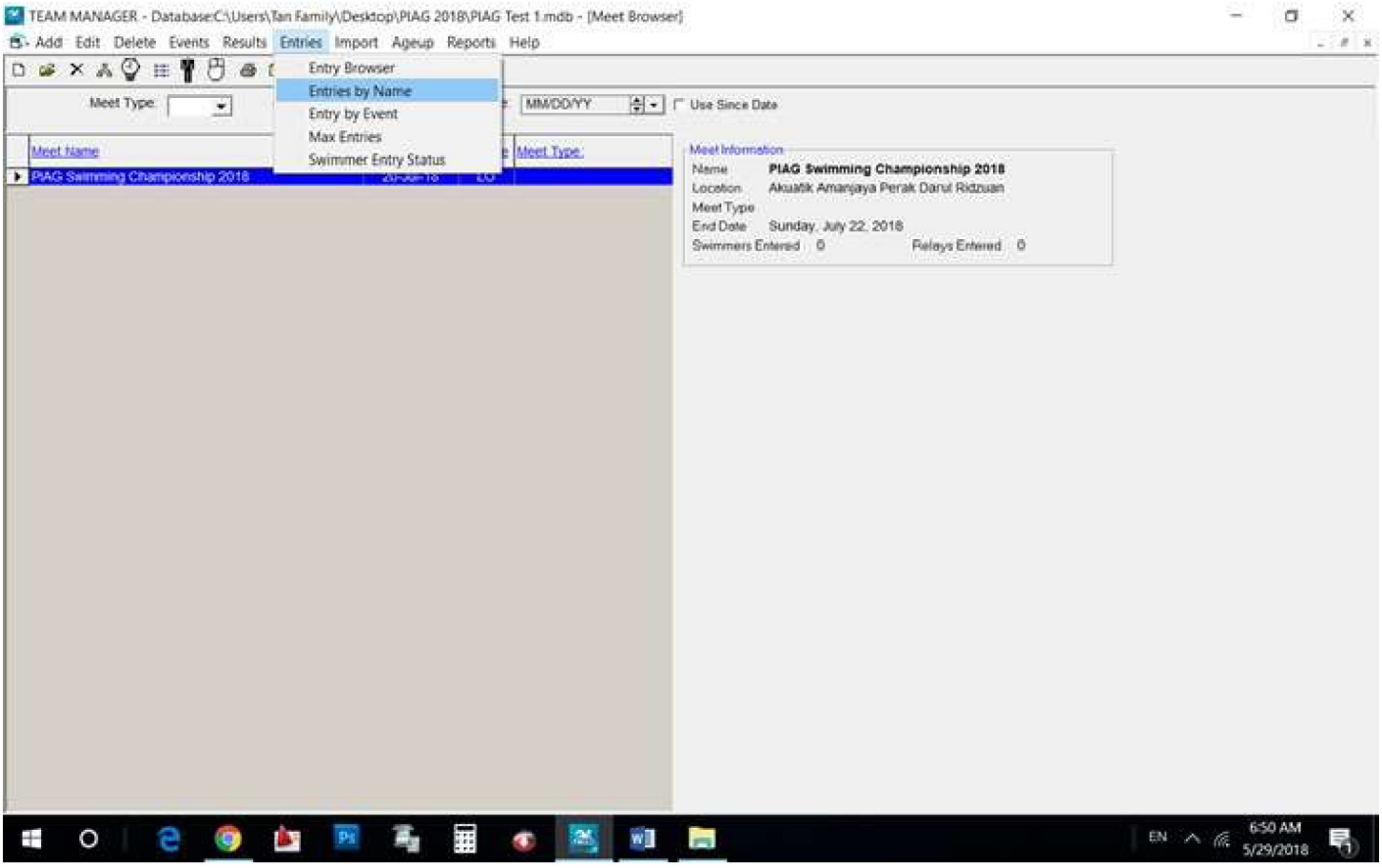
Now click on the tiny "x" below that big "X" on the top right corner of the screen.

Next click on <MEETS> and you will see the following:

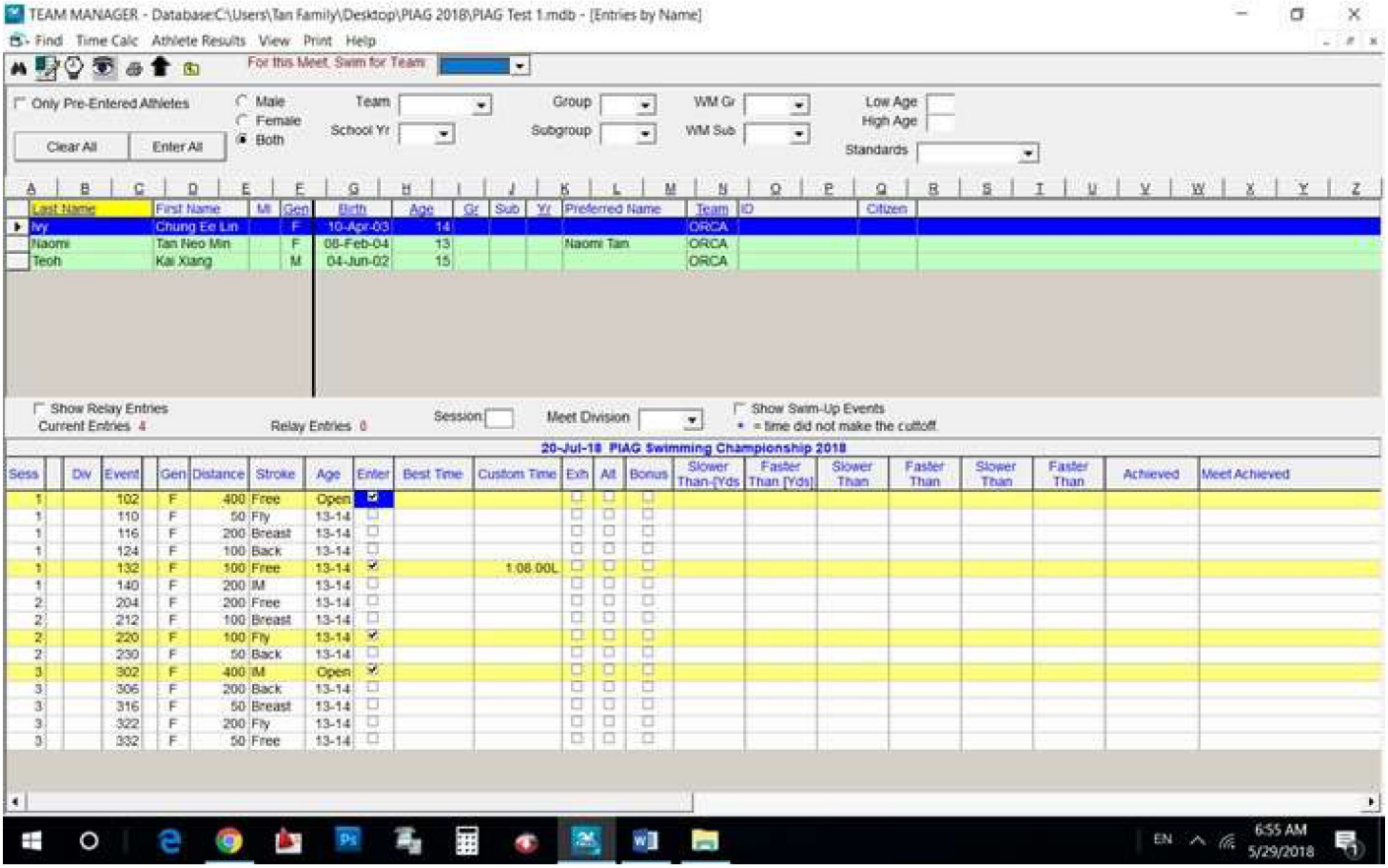




The go to <ENTRIES>, <Entries by Name>. You will see this screen next:



If you have entered the date of birth and the gender correctly, the system will show all events that the swimmer can take part in. All you need to do is to click on the event the swimmer is taking part in and then key in the PB on the "Custom Time" section.



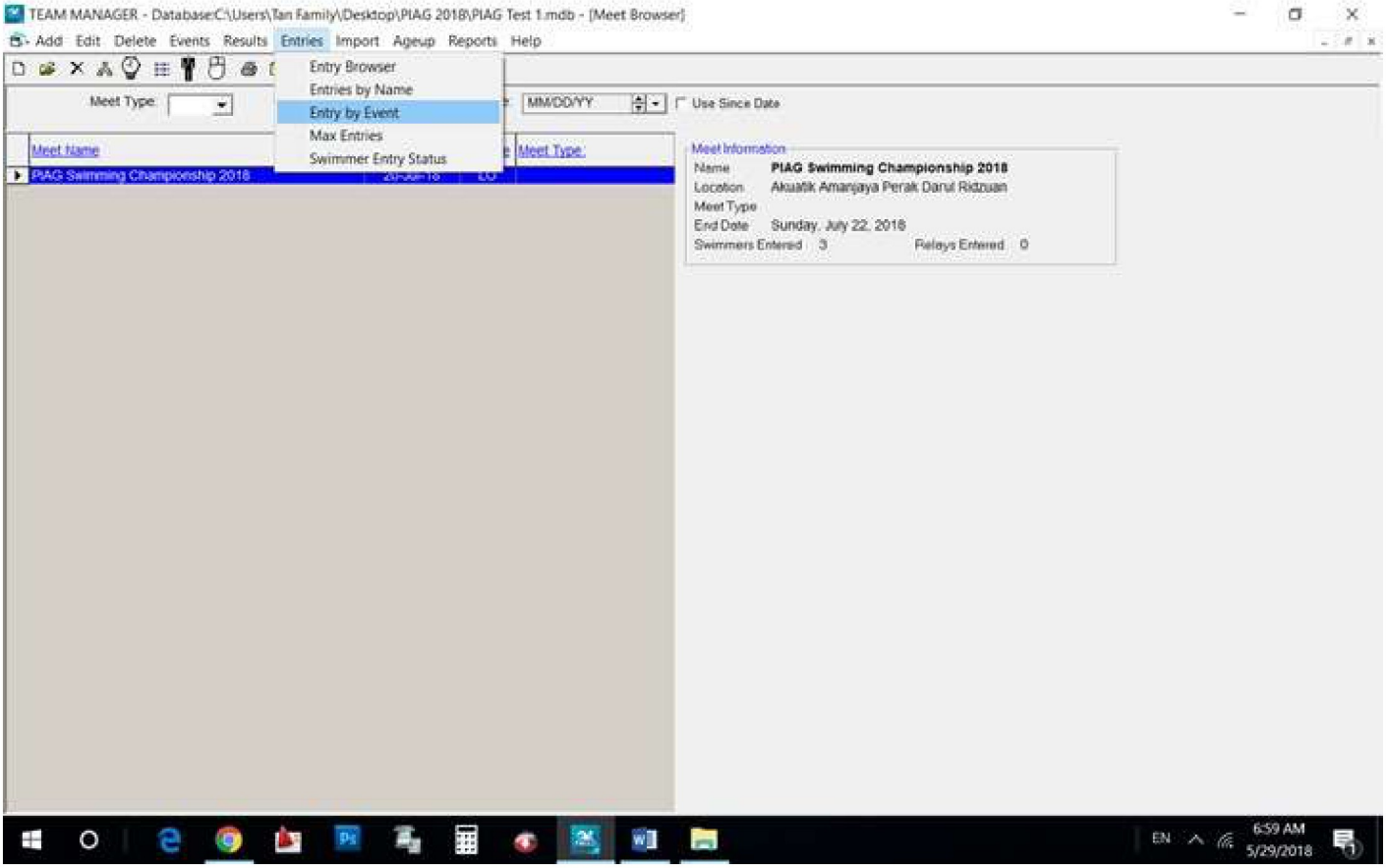
Continue to keep highlighting the one swimmer after another to enter the events and PB.

Once you have finished, you can now click on the tiny "x" below that big "X" on the top right corner of the screen.

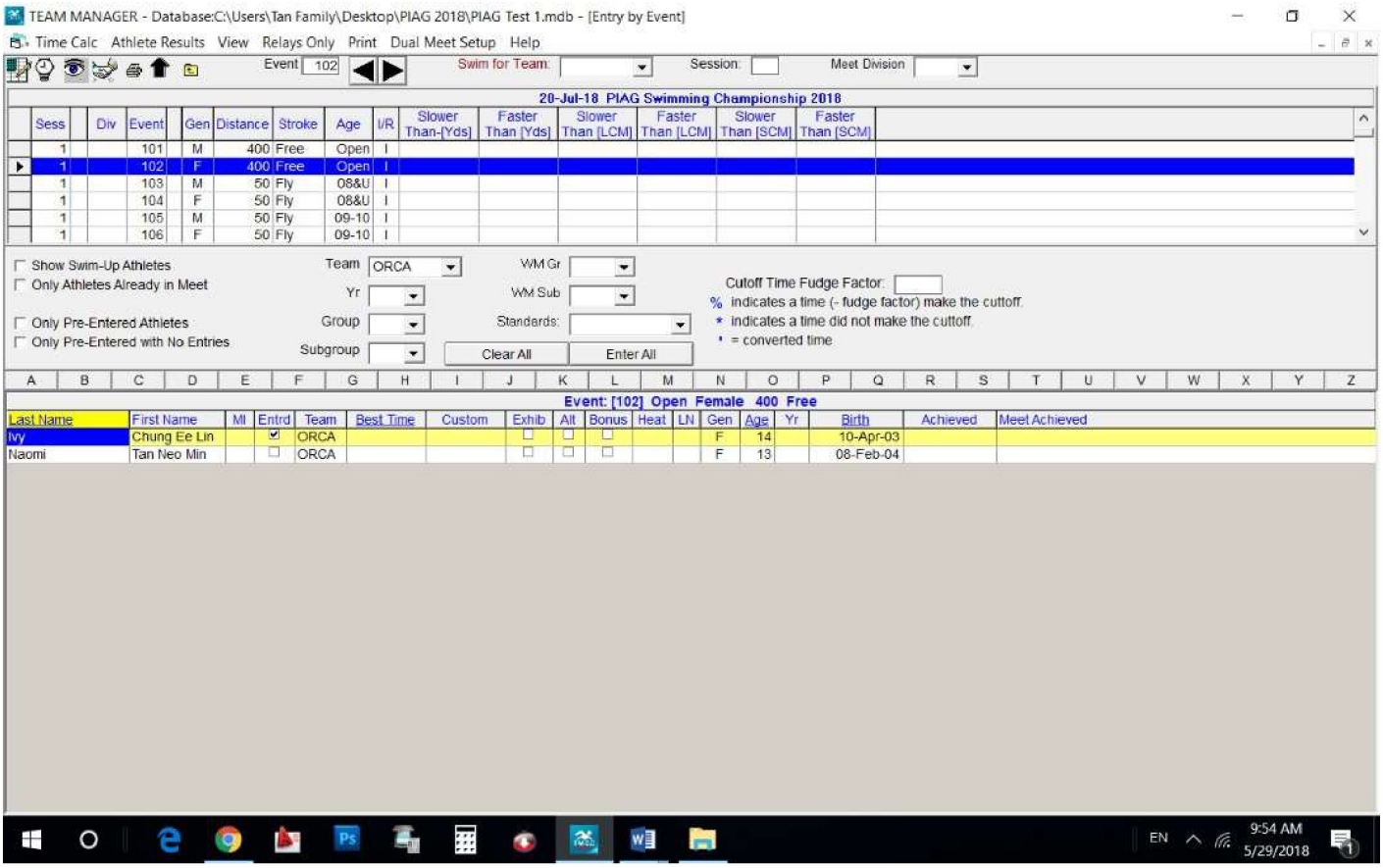
All your entries will automatically be saved into the system.

For relay events:
Once you click on the tiny "x" below that big "X" on the top right corner of the screen, you will go back to this screen:

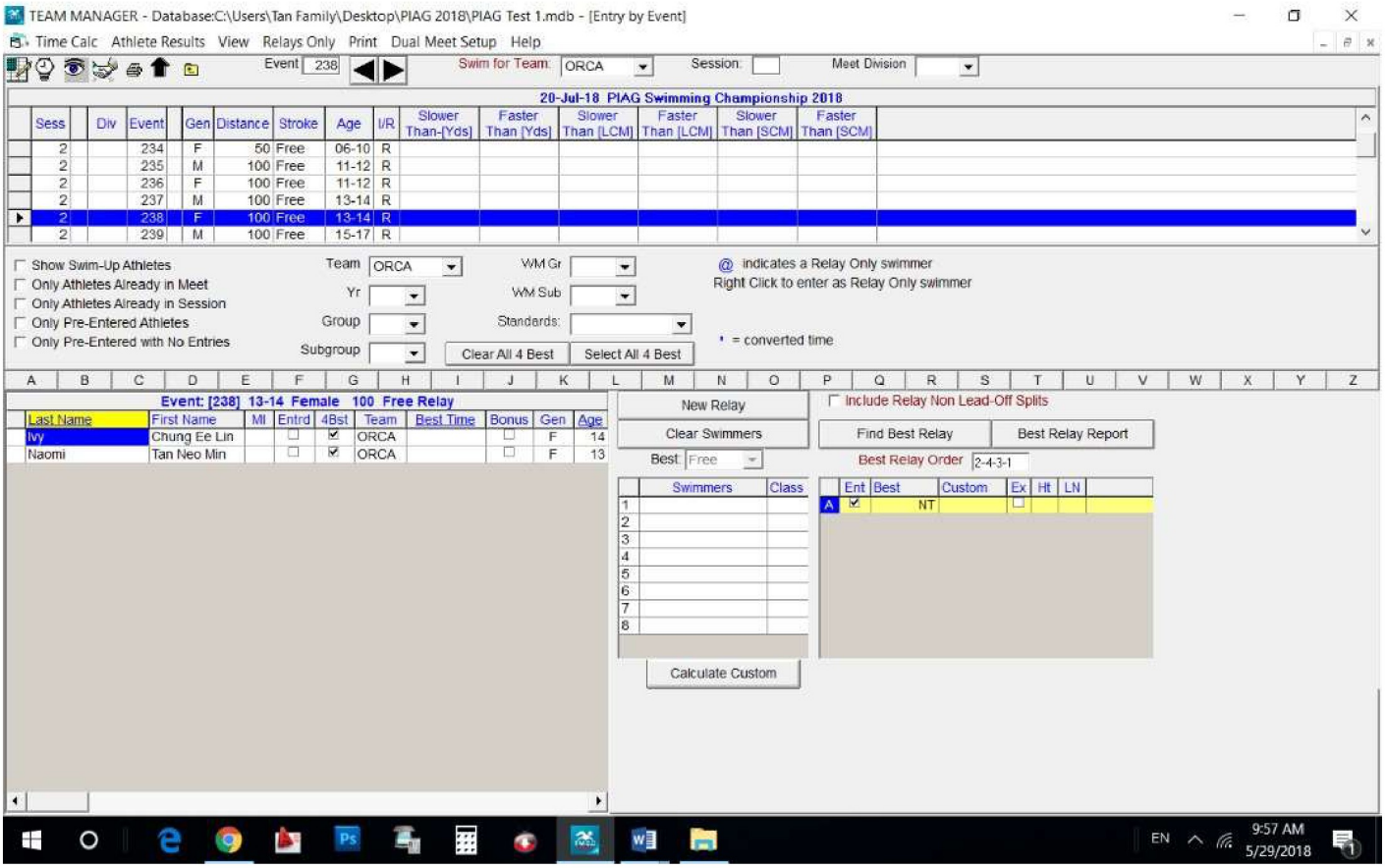
Now click on <ENTRIES>, <Entries by Event>



You will see this screen:



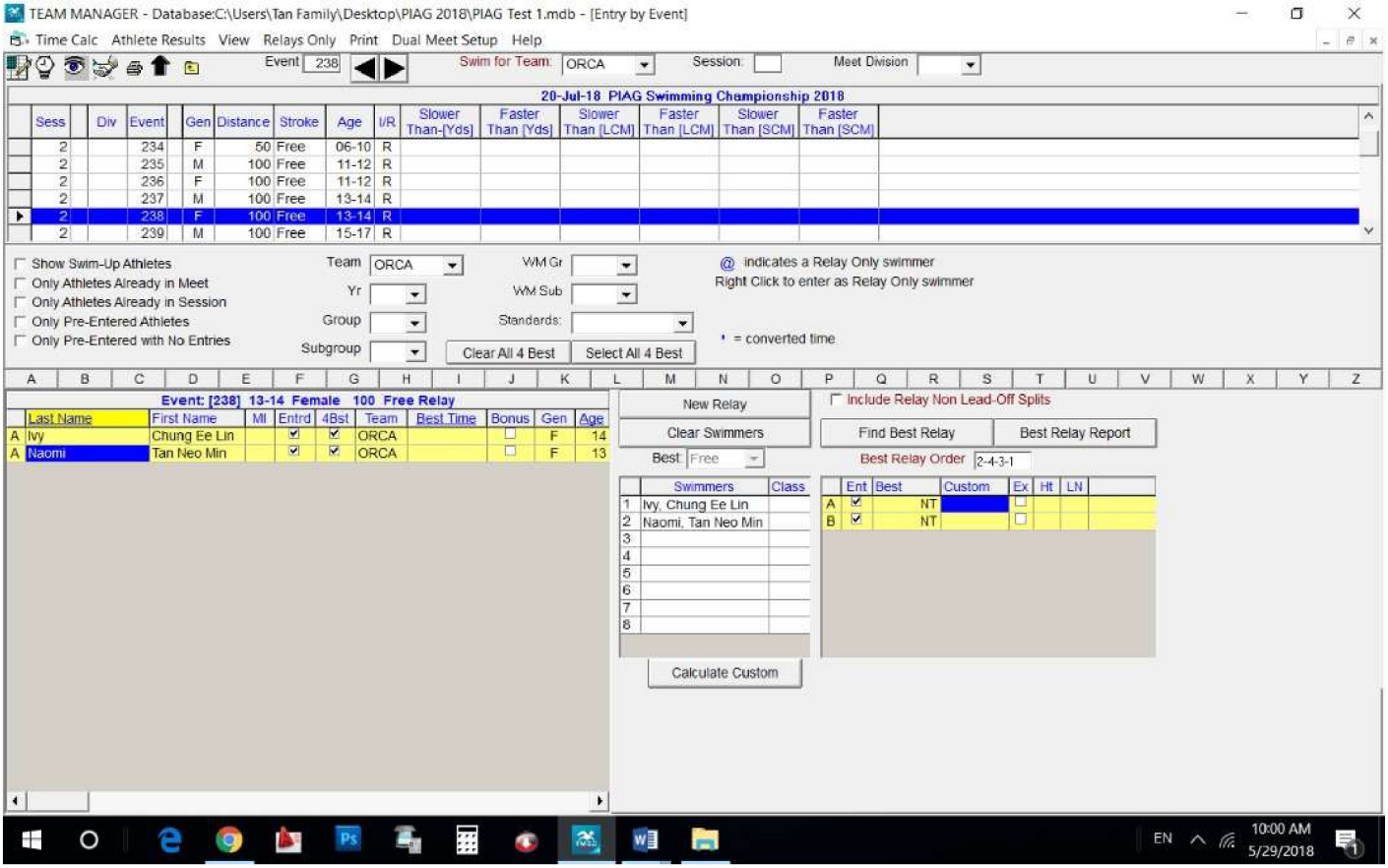
Click on <RELAYS ONLY>. You will come to this screen:



Then search for the event that you want to add.

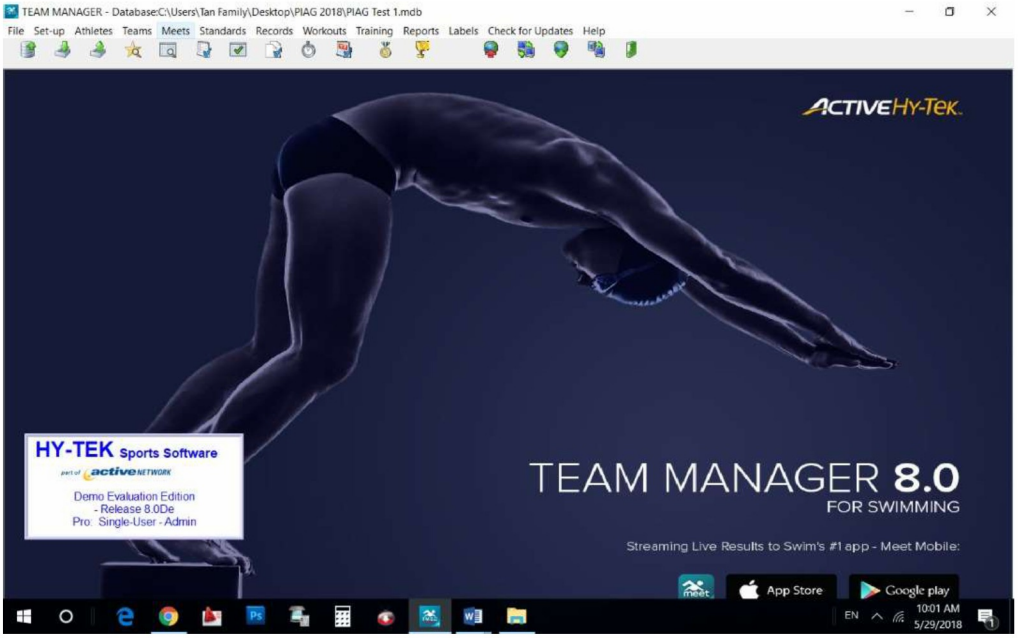
The you will see the name of swimmers than qualify for this event
Then click on the "Swim For Team" in purple and click on the team you have entered.
The click on the <NEW RELAY>
You will see the Team (A) at the side, highlighted in "Yellow"

Then double click on the swimmer's name to enter the swimmers name into the relay team and it will look like this:

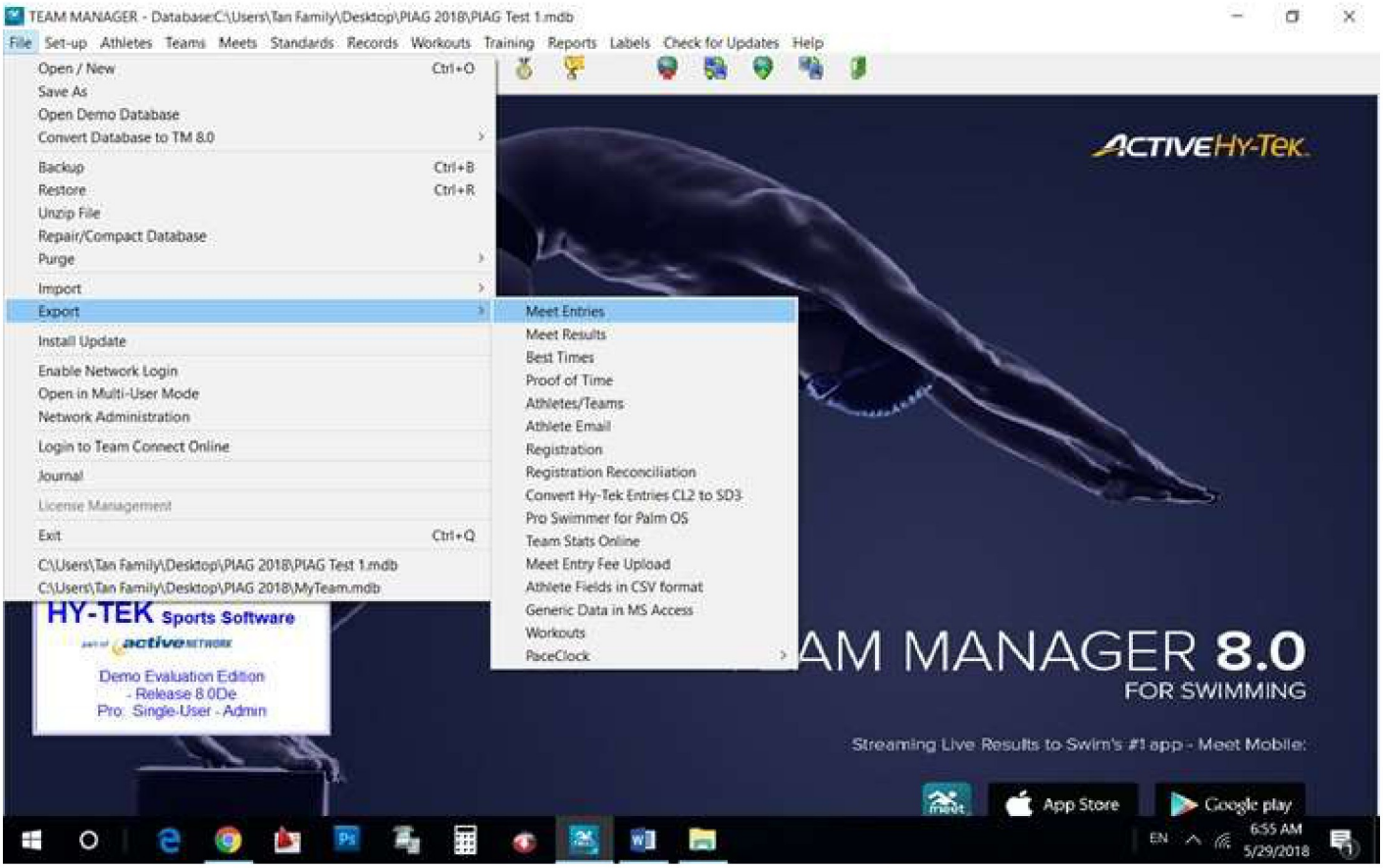


Based on the example shown above, ORCA now has 2 relay teams for the same event.

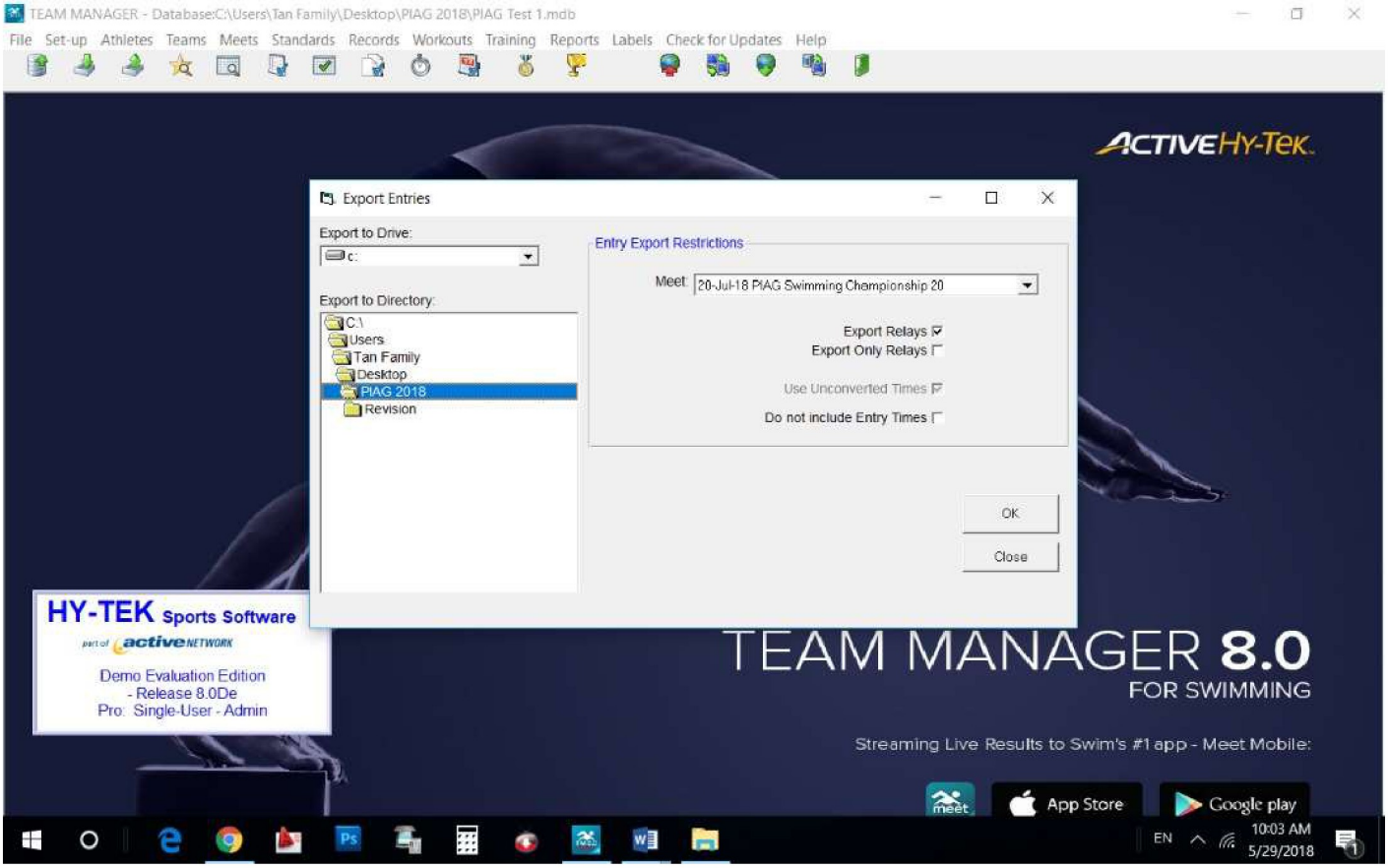
After you have finished everything click on the tiny "x" below that big "X" on the top right corner of the screen twice, you will go back to the main screen.



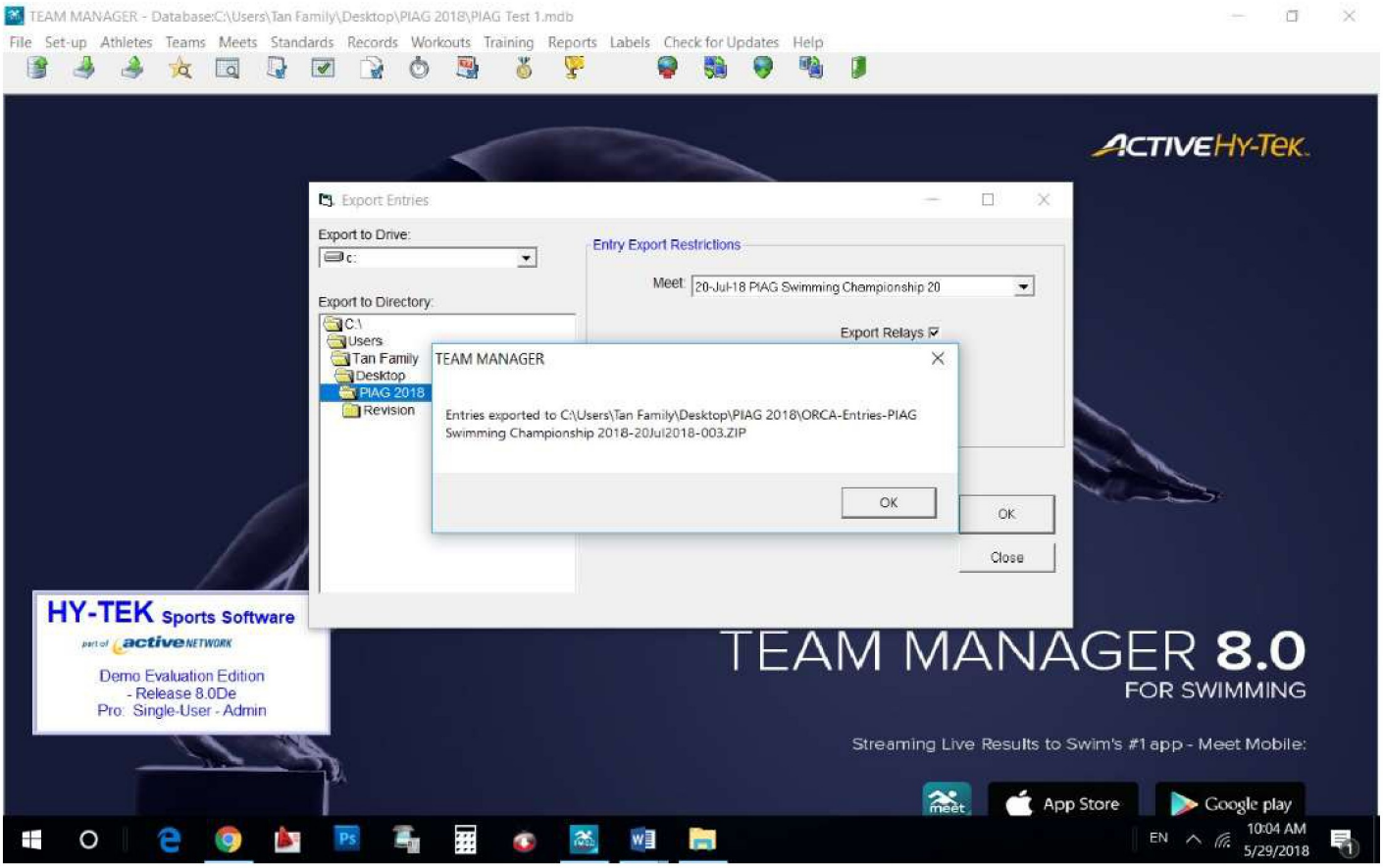
The go to <FILE>, <EXPORT>, <Meet Entries>
Then you will see this screen:



If you have relay team, make sure you export the relay team as well.



Then save you file onto your hard drive like this:



Email that file to jason.robson@gmail.com and cc-ed to novicemeet@gmail.com.
Please state the total number of participants.

NOTE:

However, if you encounter some grouping problem with the age, then you will need to go to do this before exporting the file out:

Go to Set-up, Preferences, System Preferences, System Age-up Date, type in 01/01/18, and press "Age-up" and press "OK".