



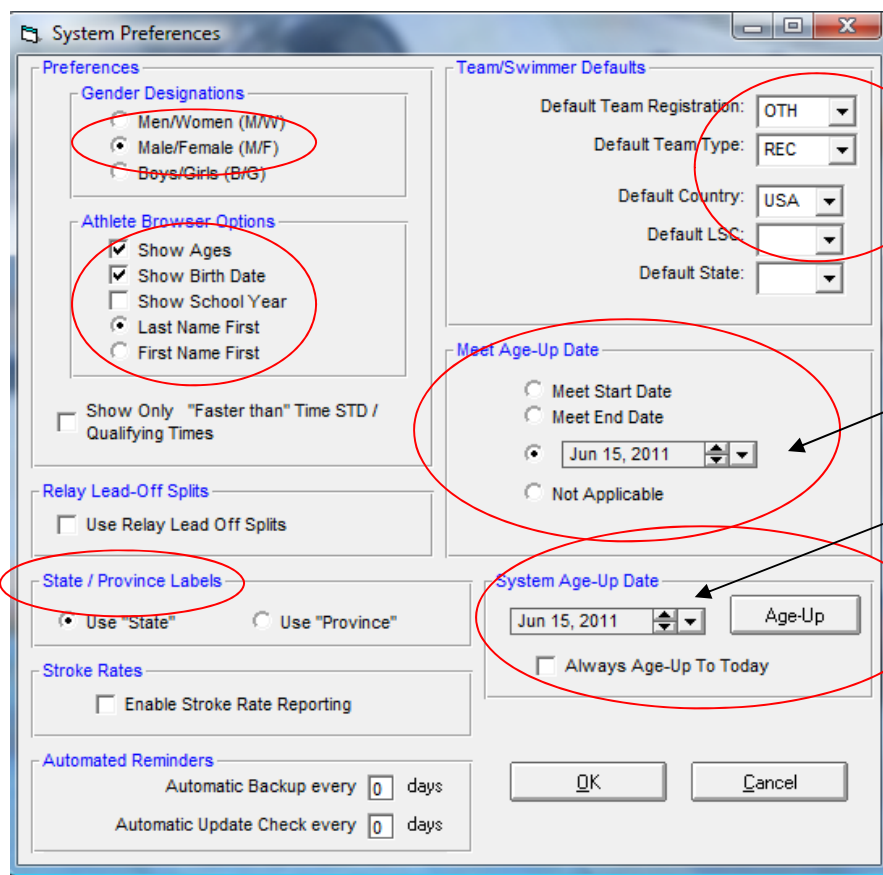
1. **Team Manager 5.0 is the VBSL standard version for the 2015 season.**
 This guide is written based on software update 5.0Jb. All teams should have upgraded from previous versions of TM and should be running TM 5.0. Teams should periodically check for new maintenance updates during the season. These maintenance updates do not normally contain significant changes that would effect using this guide. TM 5.0Jb also contains some reports that will be necessary when setting up for the divisional championship meets.
2. Ensure the Release number of TM 5.0 is 5.0Jb. The release number can be found in the lower left hand corner when the program is open and should look similar to:



3. If you do not need to update your program proceed to step 4. If you have an active Internet connection, you can check the version you are running by selecting “Check for Updates” in the top menu and the program will link up with Hy-Tek and verify its version. If you have a problem with this

function, you can verify and download the latest update at the Hy-Tek website (<http://hy-tek.com/>).

4. It is recommended that you start by performing a backup of your team's database.
 - a. To backup your database:
 - i. Select **File** > **Backup** from the main menu.
 - ii. The backup screen will open. Select a Backup Drive and Backup Directory to save the file in and press **OK**.
 - iii. Press **Yes** when asked to confirm storage location.
 - iv. Press **OK** to exit after a box pops up that says your backup was successfully completed.
5. The next step is to change/verify the Age-Up and System Settings. Select **Setup** > **Preferences** > **System Preferences** from the main menu and ensure the areas circled in red are updated as shown..



6. The next step is to change/validate the Team Set-up.
 - a. Select **Teams** from the Main menu to open the Team Browser.

- b. Select **Add** if you want to enter a new team (Note – you will do this if you are using TM for the first time, or if you have previous year team(s) in your database and you want to add a new team for this season.), or **Edit** if you want to just change/verify an existing team’s record. Either way, the Team Maintenance box will open.
- c. The following are the VBSL standards for team information:

Your team abbreviation from the League Handbook and your team mascot in the “Short” Name block..

The screenshot shows a 'Team Maintenance' form with three main sections: 'Team Names/Registration', 'Mailing Information', and 'Telephone Information'. Red circles highlight the following fields: 'Team Code' (RW), 'Team Name' (Riverwalk Swim Team), 'Short Name' (Gators), 'Team Registration' (OTH), 'Team Type' (REC), 'Mail To', 'Address', 'City', 'Postal Code', 'E-Mail Address', 'State', 'LSC', 'Country' (USA), 'Day Phone', 'Evening Phone', and 'FAX'. A callout box points to the 'Short Name' field.

Team Names/Registration	
Team Code:	RW
Team Name:	Riverwalk Swim Team
"Short" Name:	Gators
Team Registration:	OTH
Team Type:	REC

Mailing Information	
Mail To:	Your primary point of contact
Address:	Your mailing address
City:	City
Postal Code:	Zip Code
E-Mail Address:	Your primary team e-mail
State:	
LSC:	
Country:	USA

Telephone Information	
Day Phone:	Primary Phone
Evening Phone:	Secondary Phone
FAX:	

7. **All teams need to complete this step for 2015.** This step will insert a generic meet “Setup2015” in your Meet file.
 - a. From the Main Menu select file > import > meet events. Select the “MeetEvents- Set-Up 2015-01Jun2015-001.zip” from either the VBSL CD or first download it from the website (www.vbsl.net), then press open, then ok, then select the file that comes up in the Import Events window (disregard the actual title of the file that comes up, select it whether you are a 5 or 6 lane pool), then Open, then OK.
 - b. A box should display the number of entries imported 69, press ok.
8. To verify that the events imported properly, go to the Main Menu, select Meets and look for a meet called “Setup2015” (should be dated 1 Jun 13) in the Meet Name column.
 - a. If you have this meet in your database already, go to the next step. If you don’t see it, follow the instructions in step 7 again.
9. If you want to add VBSL records to you TM database (if not skip to step 10):
 - a. From the Main Menu select records > import records. Select the “vbsl2015-s.rec” from either the VBSL CD or first download it from

the website (www.vbsl.net), then press open, Change the “Name:” block to read “VBSL2015”, then Yes (if you get a block that says the file already exists, select ok to overwrite).

- b. To verify the records added properly, you go to records>add/edit records and under available records you should see vbsl2015-S.

10. Setting up Meets.

- a. Select **Add** and the Meet Maintenance window will open. Enter your first meet for the season in the following blocks (leave other blocks blank):
 - i. Enter the Meet Name in the league standard format (eg. **RW@BB2015**)
 - ii. Enter the Location of the meet.
 - iii. Course is **S**.
 - iv. Enter the start date of the meet. The end date will be the same.
 - v. Age up date should be age-up for the league (**June 15, 2015**).
 - vi. **Select** the Use Since Date box.
 - vii. Use times Since should be the date of your first meet for the current year, or the date of your time trials.
 - viii. Press **OK**.
- b. Repeat this procedure to set up all your regular season swim meets.
- c. Once completed with all the meets press cancel.

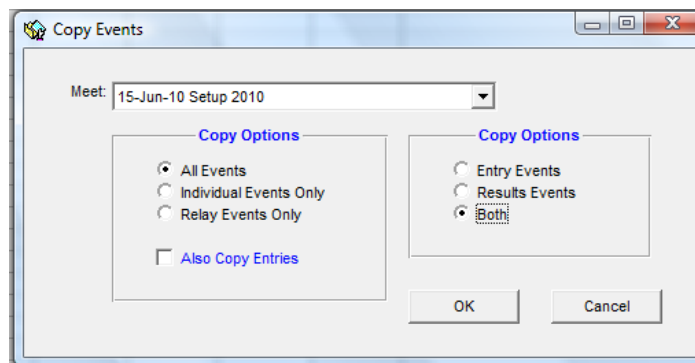
The screenshot shows the 'Meet Maintenance' window with several fields circled in red and annotated with orange boxes:

- Meet Name:** RW@BB2011 (Annotated: Ensure year is 2015)
- Location:** RW
- Course:** S (Annotated: Date of your swim meet)
- Start Date:** Jun 18, 2011 (Annotated: Ensure date is Jun 15, 2015)
- End Date:** Jun 18, 2011
- Age-up Date:** Jun 15, 2011 (Annotated: Ensure date is Jun 15, 2015)
- Use Times Since:** 06/11/11 (Annotated: Ensure date is the date of your first swim meet)
- Use Since Date:** (Annotated: Ensure date is the date of your first swim meet)

Other fields include: Remarks, Instructions/Directions, Meet Type, Sanction #, Masters Meet, Restrict Entry Best Times to same Meet Type, Enforce Qualifying Times, Swimmer must meet Slower Than Q Time in All Courses, If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time, Do NOT Allow No Time Entries, Altitude in Feet, Minimum Age Eligibility / Filter for Open Events, Entry Fees (Individual, Relay, Swimmer, Team, Facility), and Conversion Factor.

11. You will next need to insert the events for the meet(s) you have created. Select Meets from the Main menu. On the menu that lists all the meets, **highlight** the new meet you want to build events for. Select **Events** from the meets menu (there should be no events listed yet). Select **Copy Events** from the menu.

- a. You should get a Copy Events box. Use the pull down menu to select the **01-Jun-13 Setup 2015**. Ensure **All Events** and **Both** are selected. Press **OK**.



- b. When the box reopens it should show - Entry Events Copied: 69. Press **Close**.
- c. Now all the events will appear in the events list and be available for entries.

Now you should be ready to enter your swimmers into events for a particular meet per normal Team Manager procedures.