

Instructions and Tips for Hy-Tek Team Manager

1. Download and install Team Manager 7.0 Lite version from <http://www.hy-tekLtd.com/downloads.html>. The Lite version is available at no cost. You do not need to update the version of the program you download or purchase any additional features to enter the meet.
2. At the same website as above is an online user guide. Open it to guide you through the process of creating your entry. It includes step-by-step instructions for you to follow along.
3. In the user guide, click on the TM Lite section for instructions on how to create your entry. You only need to concern yourself with the instructions under "What the Team does:"
4. The Meet Events file can be downloaded from the AHSAA website or obtained by emailing the meet director (ses0032@auburn.edu). Make sure that you save the file at a location on your computer where you can easily find it. Do not open the file directly from the website.
5. Please remember to include all athletes who you wish to be eligible to compete in the meet, including divers and relay alternates.
6. Include any USA Swimming ID numbers of currently registered athletes who would like their times reported to the USA Swimming Times Database.
7. After you view your entry report (online user guide step #5), save a copy of the report and include it in the email with your entry file.
8. Email the following to the meet director (ses0032@auburn.edu): Meet entry file (.zip file), a copy of the entry report (usually a .pdf or word doc.) and contact information for the person responsible for the entries in case the meet director has questions (include a phone number where you can be reached Tuesday during the day).
9. If you have divers competing in the meet, make sure they enter their dive lists at www.divemeets.com prior to the entry deadline. They will be able to make changes to their list prior to the competition if necessary.
- 10. The entry deadline is Monday, December 2 at 5:00pm. Late entries will not be accepted.**

Meet Director: Sarah Stallkamp (334-844-9622, ses0032@auburn.edu)