




How to Use TM Lite for the White Horse League

Teams are required to submit their entries electronically by 6pm on the Thursday before each round. Teams will need to download Team Manager Lite if they have not already used it or do not own the full version. TM Lite is available to download for free from [HERE](#). Scroll down to the table under the Swimming heading. The first line is currently 'Team Manager 8.0' and the word LITE appears in the right hand column.

- If you have previously downloaded and set-up TM Lite, skip to step 5;
 - If you are using the paid-for version of Team Manager, skip to step 6.
1. Click **File / Open** and type in a database name to create a TM database (normally the ASA abbreviation of your Club, but the default will suffice). Click OK on the 'Log-In to' window;
 2. In System Preferences, choose British Swimming in **Default Team Registration**, AGE in **Default Team Type** and GBR in Default Country;
 3. From the main menu click **Teams** then click **Add** and add your **Team Abbr** (as per the code given to your Club by the ASA), **Full Team Name** and **Short Team Name**. Click  to return to the main menu;
 4. From the main menu click **Set-up** then click **Favorite Filters**. Click Add. Enter your Short Team Name into the **Favorite Name** box. Select your Team from the drop down menu in **Team**. Click OK. Click **Set Default**, then click ;
 5. Click Athletes in the main menu. Click Add to add swimmers that are to compete in the subject round that have not been previously added. Fill in: **Last Name**, **First Name**, **Birthdate**, **ID#** (ASA number), **Gender** and **Team 1**. Ensure full name is as per their ASA membership record to avoid problems with acceptance by rankings. Click OK. Upon completion of last swimmer record, click OK then Cancel, then click ;
 6. Import the Meet Events file into TM Lite or TEAM MANAGER using **File / Import / Meet Events**. The filename will be similar to 'Meet Events-White Horse 2017 R1-04Mar2017-001'. This should be a zipped file – there is no need to unzip the files before attempting to import the Meet Events.
 7. On the main screen click **Meets**, select the meet and click **Entries** and select **Entries By Name** or **Entry By Event** to place swimmers into events. There is no need to enter an entry time if one does not show. To enter a Relay team use **Entry by Event**, click once on **New Relay**. It is not necessary to select your swimmers for the relays as these aren't licensed swims, but you must click once on New Relay as a minimum.
 8. On the main screen click **Reports / Meet Reports / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct;
 9. On the main screen click **File / Export / Meet Entries**. This will create a zipped file. Locate that zipped file and send it via e-mail to openmeetentries@edsc.org.uk.

Upon importing your entries EDSC will then e-mail you a report back to you for checking.

*Please note that if you had the paid-for version of **TEAM MANAGER**, this entry process would be **much easier** as your athlete's data is already entered and TM would automatically be able to determine which of your swimmers qualify for each event and will use each swimmer's Best Time as the entry time for the meet – it also automatically picks your best relay teams, whilst EDSC are able to send your team's electronic results after the gala has finished for importing back into Team Manager. You can order TEAM MANAGER on the web at www.hy-tek ltd.com/store.*