**How to Download and Install TEAM MANAGER LITE**

1. Using your web browser, go to the following URL: [**http://www.hy-tekltd.com/downloads.html**](http://www.hy-tekltd.com/downloads.html)



2. Once there, click on “Track and Field” under downloads.

 (see diagram to the right)



3. Scroll down to Team Manager 4.0 and click on “Lite”.

 (see diagram to the right)

4. You will then have the option of installing it directly to your computer by selecting the “Run” option, **OR** saving the installation file to your computer and installing it at a later time by selecting the “Save” option.

**How to Use TEAM MANAGER LITE (TM Lite)**

After Installing TM Lite, please follow these steps for completing your entries to send to the meet host.

1. Upon first use of TM Lite and before importing, you must click **File / Open** and type in a database name to create a blank TM database. **(Please note: If you’ve already used this program before for a previous meet and already have your team roster entered, do not repeat this step. Otherwise the current team roster will be deleted.)**

2. Once your TM database has been created/opened, use your web browser to go to the following URL:

 [www.londonwesterntrackandfieldclub.com](http://www.londonwesterntrackandfieldclub.com) click on events, then click on the SWO icon.

3. Once there, download the meet entries zip file for your category, either para tie down or able body (ambulatory)

4. Using TM Lite, import this Meet Events file into TM Lite by clicking on **File / Import / Meet Events**.

5. Add your team abbreviation and team name by using the **Teams Menu** and enter your roster using the **Athletes Menu (enter only Last Name, First Name, Gender and Team for each athlete)**.

6. You then click **Meets**, select the meet and click **Entries** and select **By Event** or **By Name** to place athletes into events.

7. Once all your entries have been entered, you then click **Reports / Performance / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct.

8. Upon verification, you then click **File / Export / Meet Entries**. This will create a zipped file that is to be e-mailed to **John Allan**  at **swofield@hotmail.com**

9. Entries will be posted beginning May 25. After May 25, entries should be posted within 48 hours of receipt. Please check to ensure yours have been received.