

TM Lite 8.0 Meet Entries Software Instructions

TCDSSI 2025 – May 30 & 31, 2025



Team Manager Lite Software instructions for the 2025 Toronto Catholic District School Swim Invitational.

Software Download TMLite (Team Manager Lite):

https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe

Meets Event File: “Meet Events-2025 TCDSSI Meet-30May2025-001” (may be downloaded from tcdssi2025.org)

Summary of Steps in the Electronic Entries Registration

Step 1 - Software Download

Step 2 - Save Meet Events File

Step 3 - Create Your Database

Step 4 - Import Meet Events

Step 5 - Create Team Information

Step 6 - TMLite Information

Step 7 - Enter Athlete Information

Step 8 - Assign Swimmers to Events

Step 9 - Enter Relay Events

Step 10 - Review Entries

Step 11 - Save Final Meet Entries Report (.pdf)

Step 12 - Export your Meet Entries Datafile (.zip)

Step 13 - Submit Meet Entries

Email Meet Entries Report (.pdf) and Meet Entries Datafile (.zip) to sdg9@rogers.com and tcdssi2025@gmail.com by **Friday, April 25th, 2024**.

**If at any point you have difficulty with any of these steps, you can contact HyTek – via their website - at: <https://hytek.active.com/support.html>

Step 1: Download TM Lite 8.0

NOTE: Please review all steps in this section before you begin and/or go step-by-step as there are several pop-up requests that you must select 'no, cancel or close'.

TM Lite is FREE to download. See link below:

https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe

The free version of TM Lite allows a team entering a meet to enter key information, in their meet entries and export those entries via e-mail to the Meet Manager.

FREE Tech Support is available. If you have difficulty with any of these steps, you can contact HyTek – via their website - at: <https://hytek.active.com/support.html>

IMPORTANT NOTE: In the past, downloading the TM Lite software on a TCDSB PC was only possible if you had administrative rights on the PC. You may have to use a personal PC.

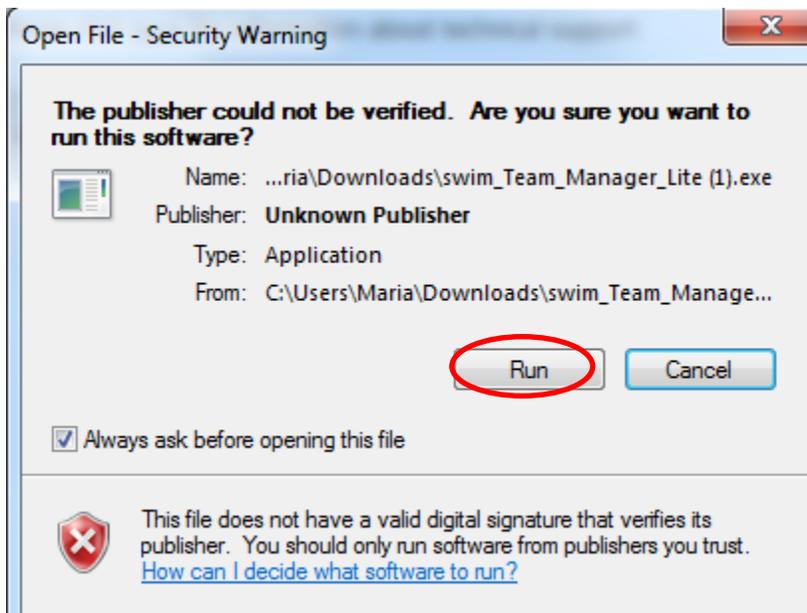
A. Using your internet browser download the software at:

https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe

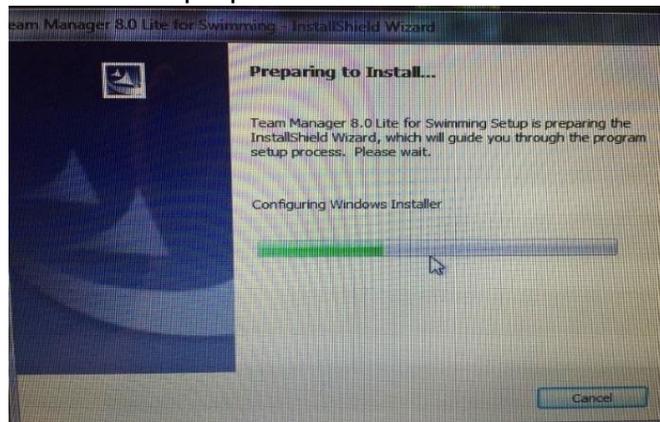
B. Once downloaded - check your “downloads” folder and send to your Desktop for easy access. The File will be called: Swim_Team_Manager_Lite.

C. Double click to open.

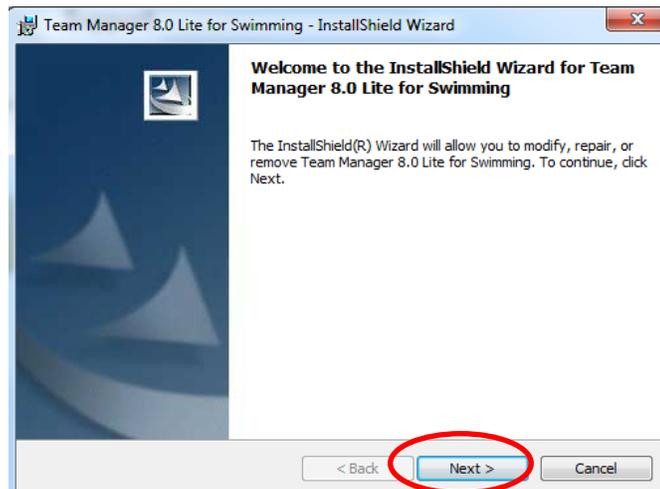
D. Select **Run**



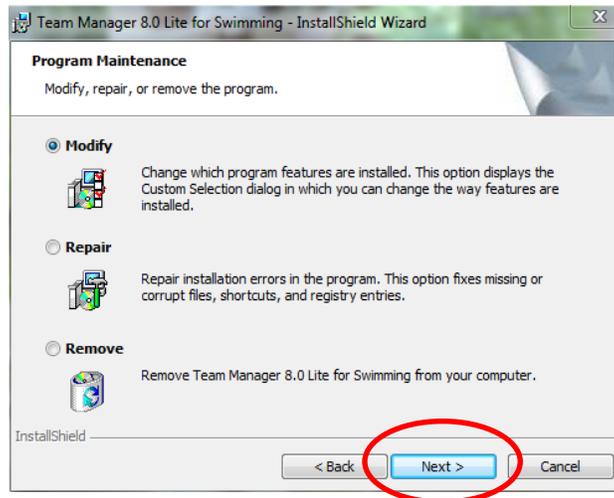
E. The InstallShield Wizard will be prepare to install.



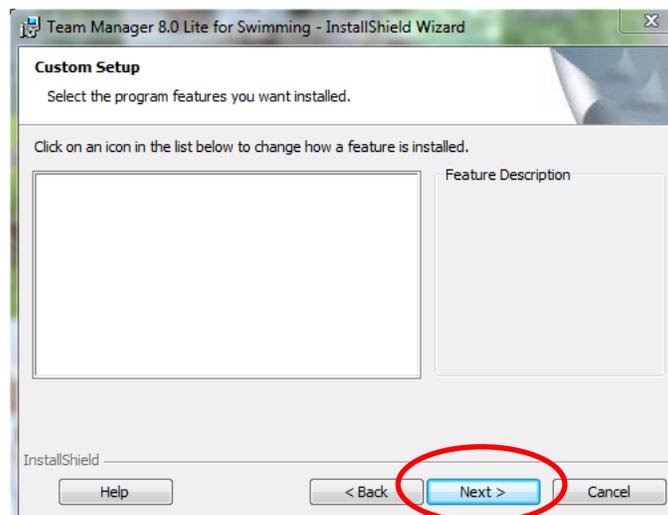
F. Install Shield Wizard for Team Manager 8.0 Lite.
Select **Next** to continue the installation process.



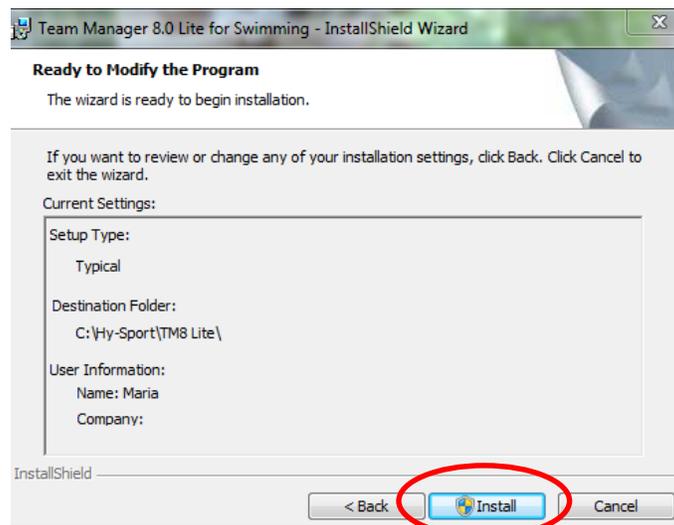
G. Program Maintenance – select modify - Select **Next**



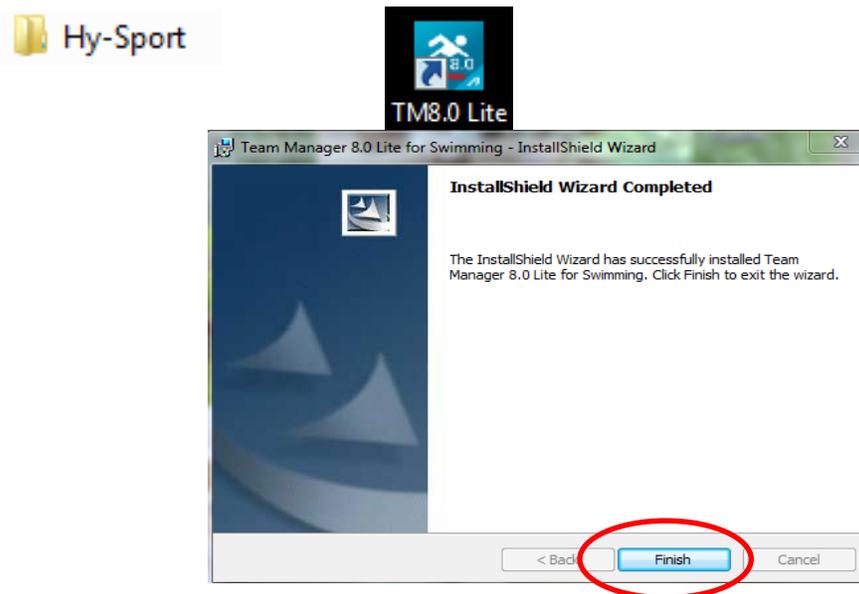
H. Custom Setup – Select **Next**



I. Ready to Modify the Program – Select **Install**

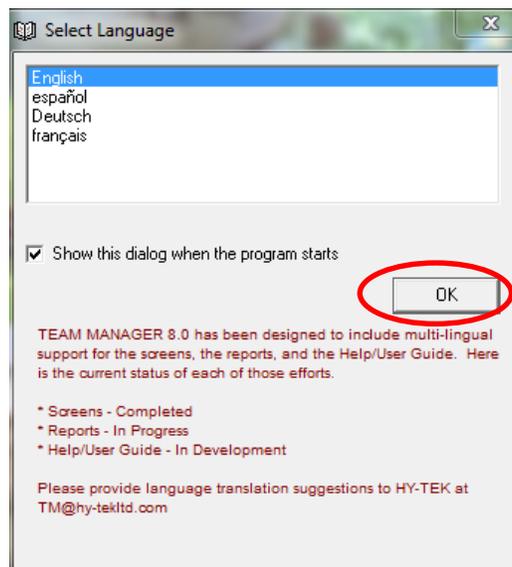


J. InstallShield Wizard Completed – Select **Finish** – the software is now installed.



K. Open TM8.0 Lite. If will be in a folder called “Hy-Sport” or listed on the desktop.

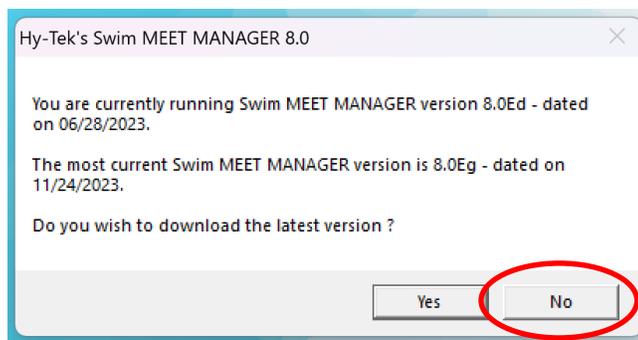
L. Select Language - Select **OK**



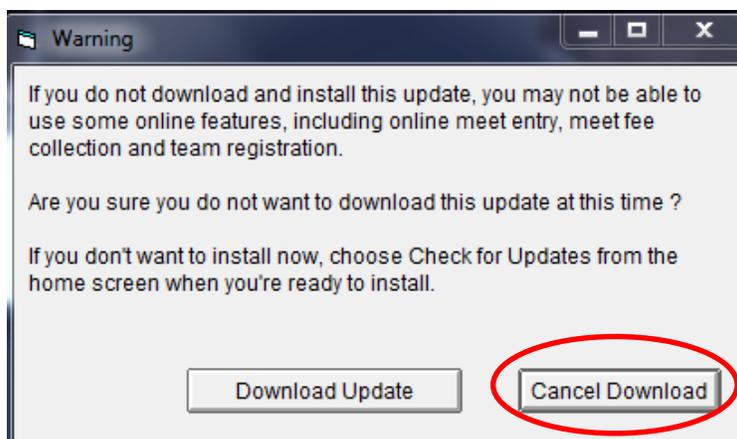
M. Checking WM Report tables - Select **OK**



N. Download latest version - select **NO (EVERY TIME)**



O. Select **Cancel Download (EVERY TIME)**. "What's New" pop up. Select **Close**





For these last several steps, you *may* need to click on these screens each time you launch TM LITE 8.0.

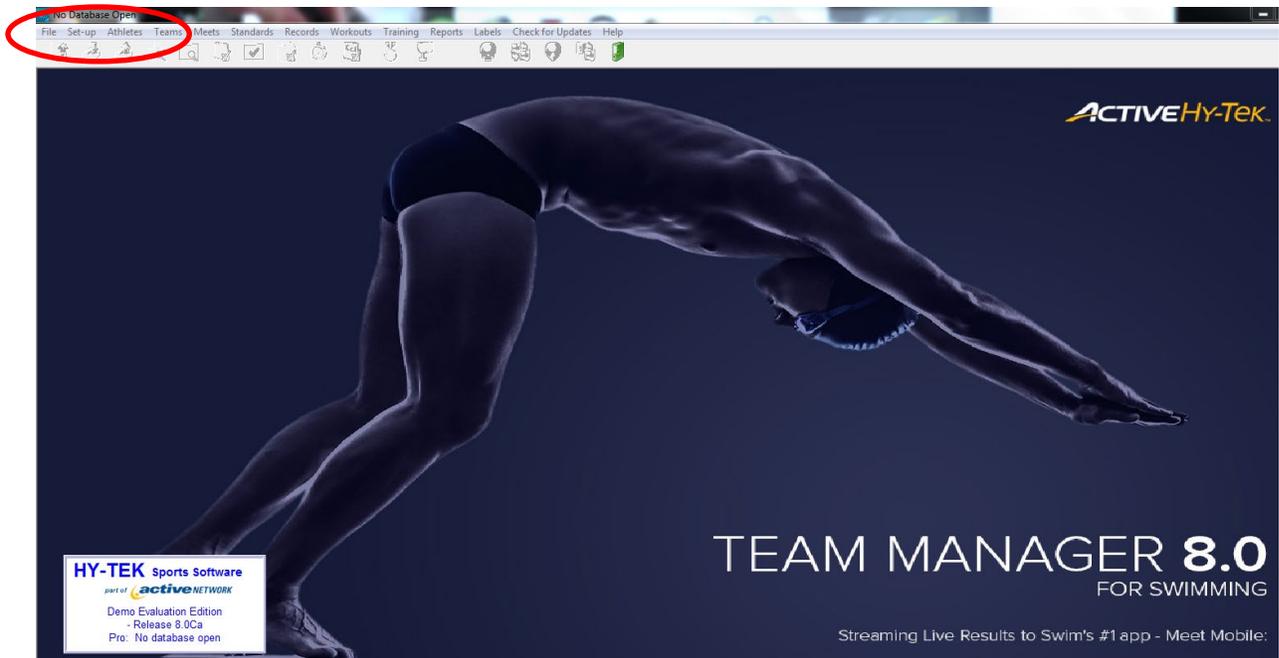
Step 2: Save Meet Events File

A. The Meet Events File (**Meet Events-2025 TCDSSI Meet-30May2025-001**) which can be downloaded from tcdssi2025.org. It is a zip file you will need to extract. Save the Events file – maybe in the same directory as the TEAM MANAGER (C:/Hy-Sport/Swim TEAM MANAGER 8.0 Lite\), which was created when you installed TM Lite. Or save it where you wish – but keep note of where it is, as you will need to import it to create your school roster.

Step 3: Create your Database

A. Open (double click) TM8.0 Lite (from your desktop or in the directory on your computer). You may be prompted to follow steps “L” to “O” from Step 1.

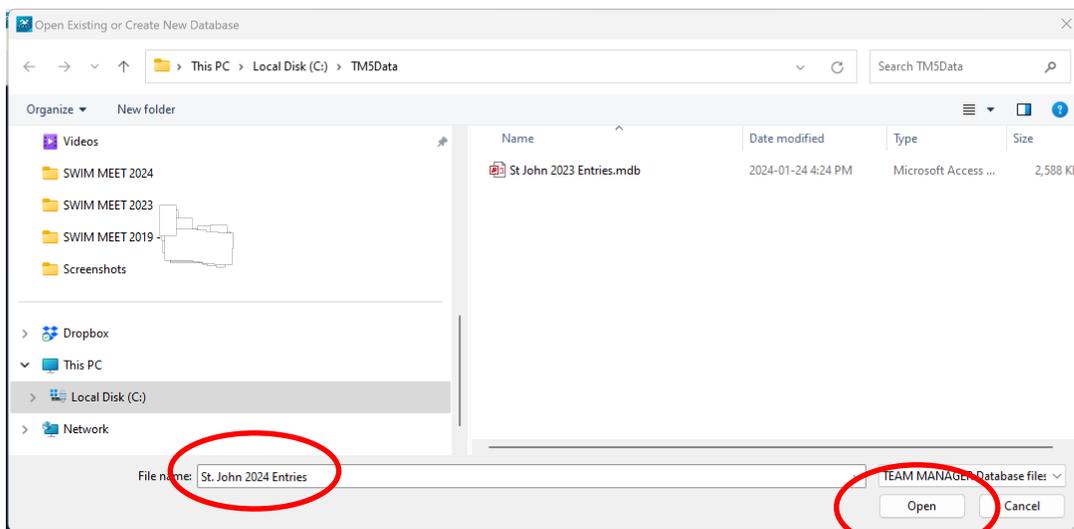
B. The first time you use the software, it will load up, but there will be a message at the top left of the screen that says **“No Database Open”**.



C. Select **File** on the main menu and select **Open/New**.

Enter a name for your database.

For example: *All Saints 2025 Entries*. Then Select **Open**.



D. Log-in to: Select **OK**

Log-In to: CATM5Data\ST GREGORY 2018 ENTRIES.mdb

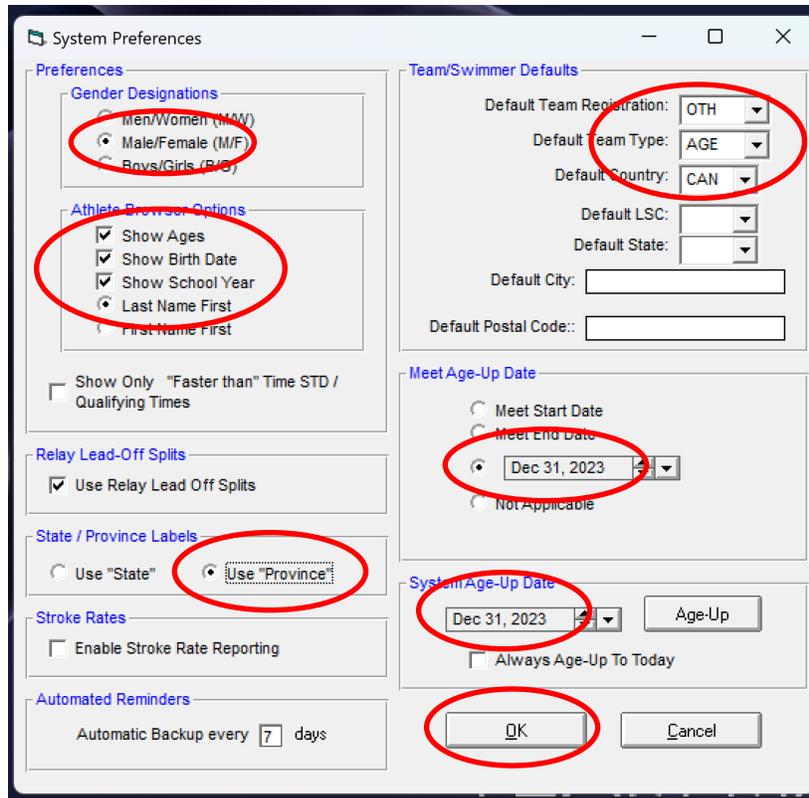
Logged-In	User Name	Password	Restrictions
<input type="checkbox"/>	<input checked="" type="radio"/> Admin	<input type="text"/>	None
<input type="checkbox"/>	<input type="radio"/> Coach 1	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 2	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 3	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 4	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 5	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Report 1	<input type="text"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 2	<input type="text"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 3	<input type="text"/>	Reports and Labels Only

Open Database Method

Single User
 Multi User
 Do Not Open Database

OK

E. System Preferences. Select the following items:



- a. Gender - **Male/Female (M/F)**
- b. Athlete Browser
 - Show Ages
 - Show Birth Date
 - Show School Year
 - Last Name first
- c. State/Province Label – select **Use Province**
- d. Team/Swimmer Defaults -
 - Team Registration – select **OTH**
 - Default Team Type – select **AGE**
 - Default Country – select **CAN**
- e. Meet Age Up Date – select YY/MM/DD – **enter 24/12/31**
- f. System Age Up Date – **enter 24/12/31**

Everything should appear as in the window above.

Select **OK**

Step 4: Import Meet Events

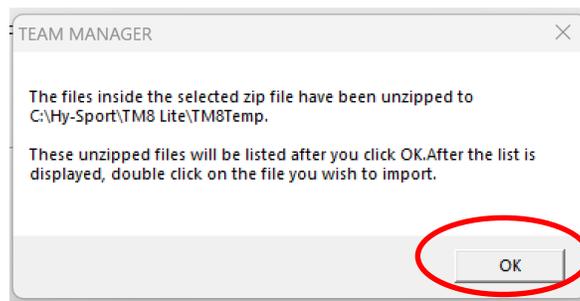
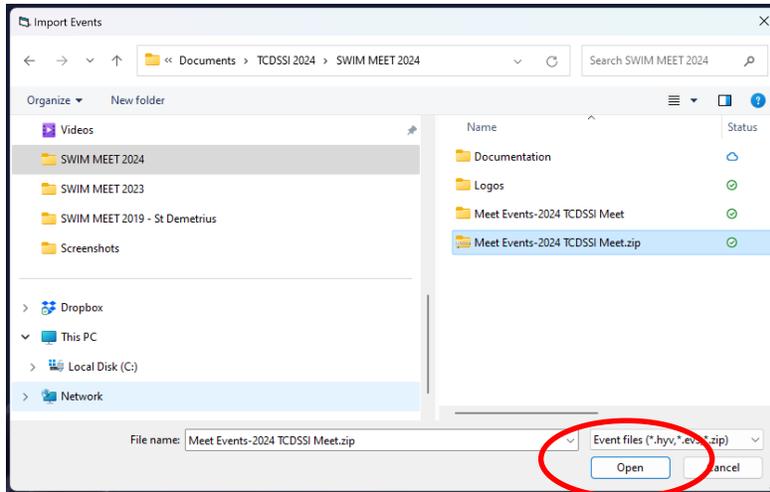
A. Select the File option on the Main menu.

Select Import/Meet Events.

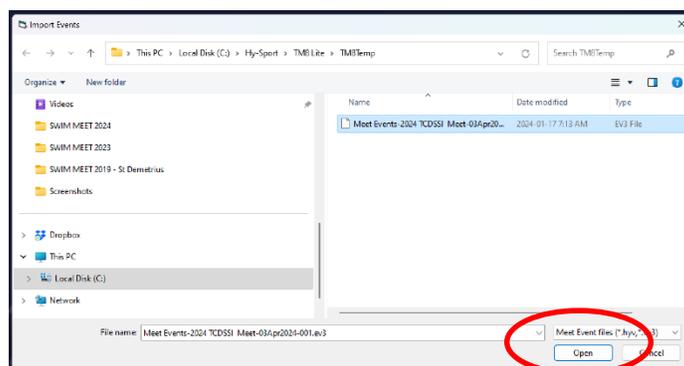
Find the directory where you saved the unzipped Meet Events File:

Meet Events-2025 TCDSSI Meet-30May2025-001

Select **Open**. Select **OK**.



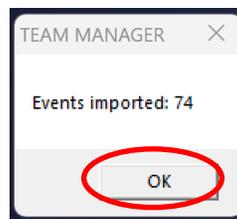
B. Select the *EV3* file. Select **Open**



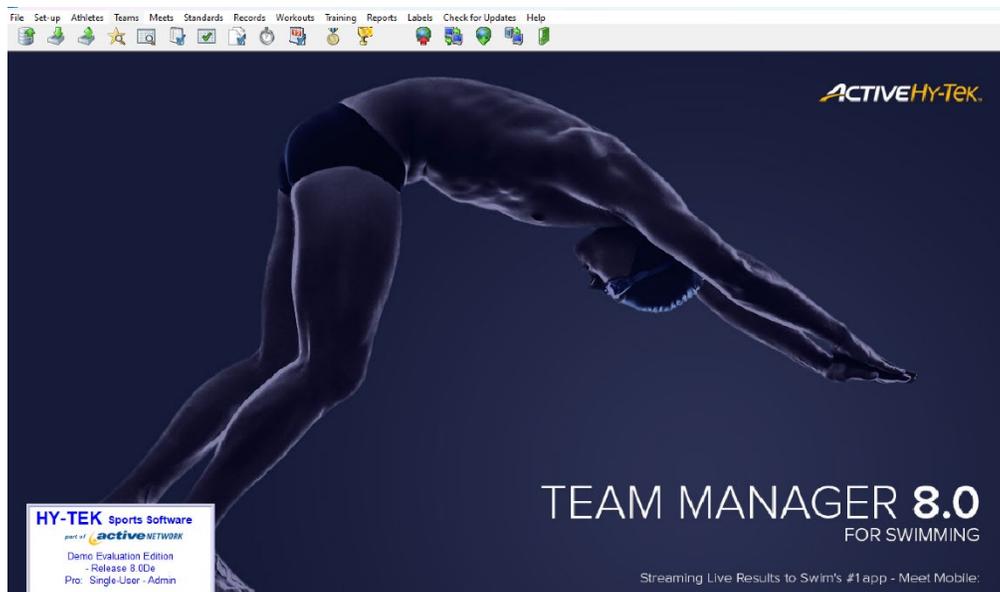
C. Import Events. Select **OK**



D. A message saying "Events Imported: 74" will appear. Select **OK**



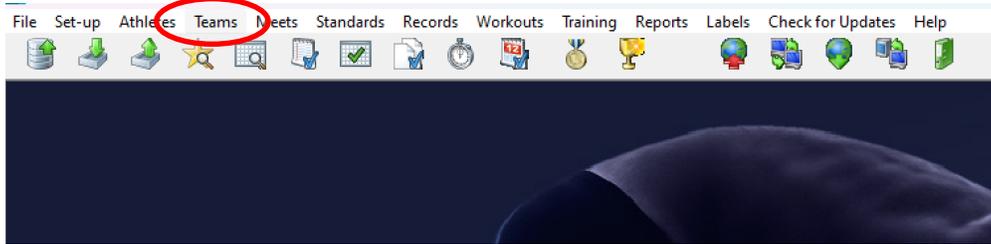
E. Close any windows – but leave the TEAM MANAGER Main page open.



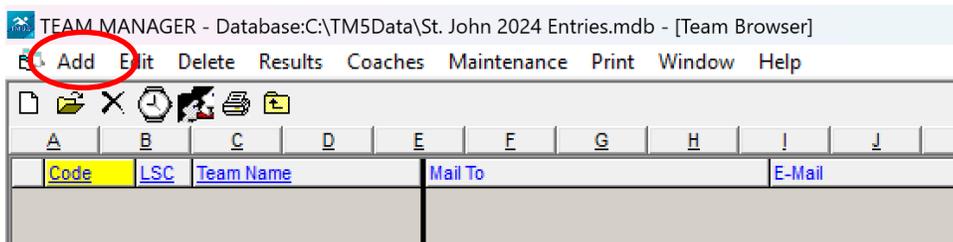
Note: this icon will return you to the top level menu bar. 

Step 5: Create Team Information

A. Select **Teams** from the menu bar.



B. Team Manager: Select **Add**.

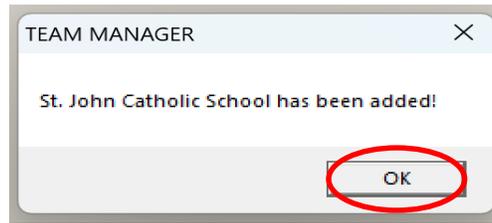


C. Team Maintenance:

- Enter up to a five-digit abbreviation for your team's name under **Team Abbr** (this appears in the Program Guide)
- Enter your full school's name under **Team Name**.
- Enter Short Team Name (same as abbreviation)
- Select **OK**

A screenshot of the 'Team Maintenance' dialog box. It has three sections: 'Team Names/Registration', 'Mailing Information', and 'Telephone Information'. In the 'Team Names/Registration' section, the 'Team Abbr' field contains 'STJN', the 'Full Team Name' field contains 'St. John Catholic School', and the 'Short Team Name' field contains 'STJN'. These three fields are circled in red. To the right are dropdown menus for 'Team Registration' (set to 'OTH'), 'Team Type' (set to 'AGE'), and 'Team Division'. The 'Mailing Information' section has fields for 'Mail To', 'Address', 'City', 'Postal Code', and 'E-Mail Address', along with dropdown menus for 'Province', 'LSC', and 'Country' (set to 'CAN'). The 'Telephone Information' section has fields for 'Day Phone', 'Evening Phone', and 'FAX'. At the bottom right, the 'OK' button is circled in red, and the 'Cancel' button is below it.

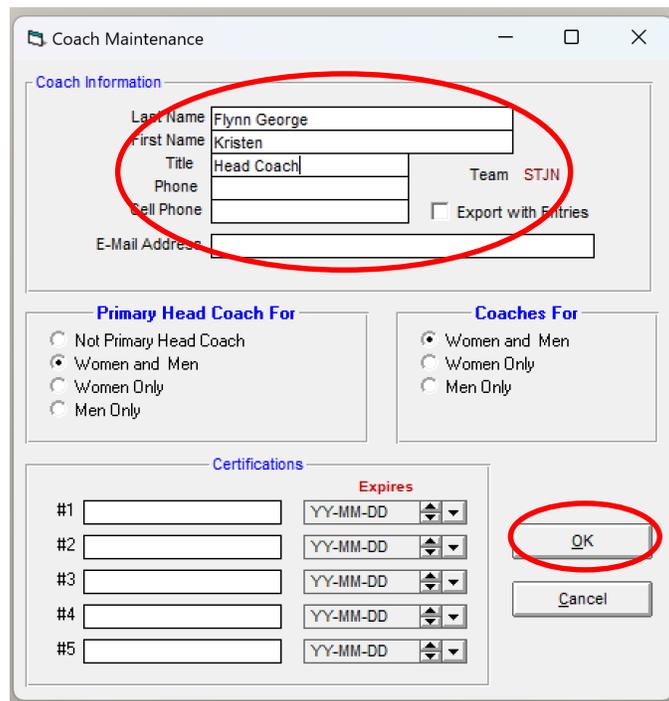
D. Select **OK**



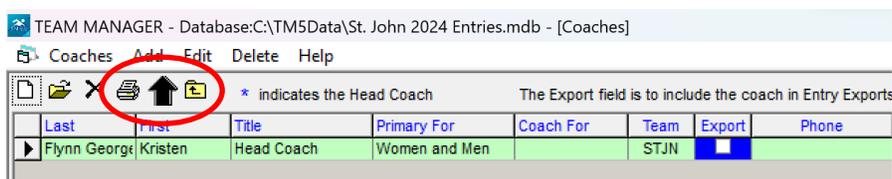
After you Select OK, the Team Maintenance screen remains. Select **Cancel** to exit.

E. Coach Maintenance:

From the top menu select **Coaches**, then select **Add**. The Coach Maintenance dialogue box will appear. Enter the name of the head coach and key contact information. Select **OK**.



Exit the Team Manager window and return to the top-level menu by clicking on the **big black "up arrow"**. **This will always take you to the HOME PAGE.**



Step 6: TMLite Information

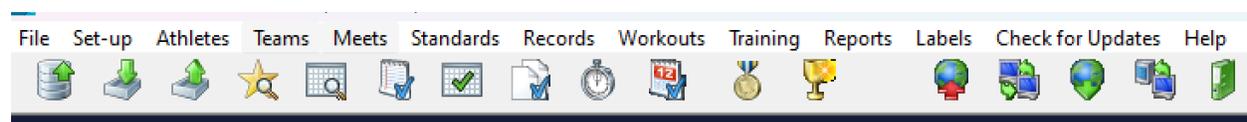
The basic set up is complete.

A. You should see the following:

1. Under **Meets** you will note that the meet is setup for the **2025 TCDSSI**.
2. Under **Meets/Events** you will note that there are 74 events listed.
3. Under **Teams** you will see the name of your team.
4. Under **Teams/Coaches** you will see the name of your head coach.

B. Navigation around TM Lite is simple. On the main page you have many options listed across the top:

File/SetUp/Athletes/Teams/Meets/Standards/Records/Workouts/Training/Reports/Labels/Check for Updates/Help.



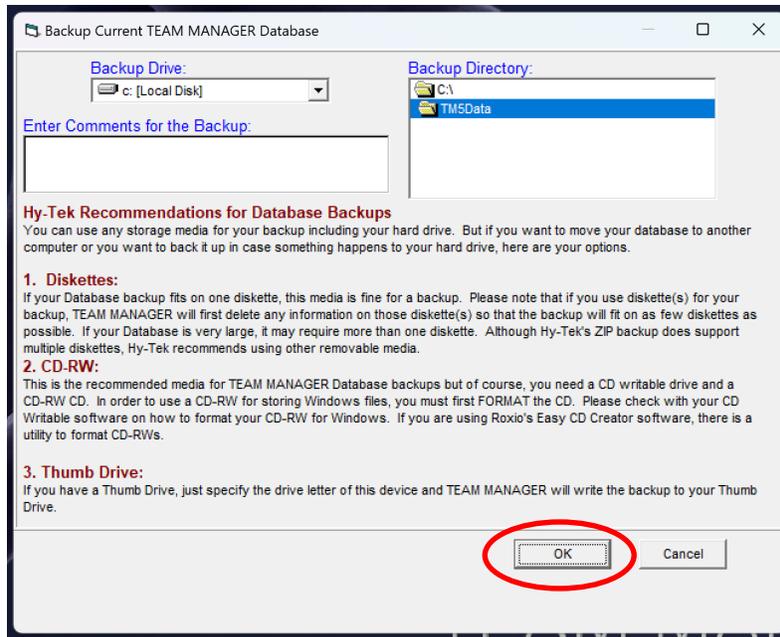
You will only use a few of these commands or subcommands.

C. To return to the top level menu click on the yellow file folder with the backspace arrow on it. 

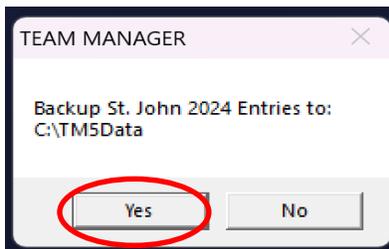
D. Remember: The large black arrow brings you directly to the main page.

E. Changes you make are automatically saved by the system.

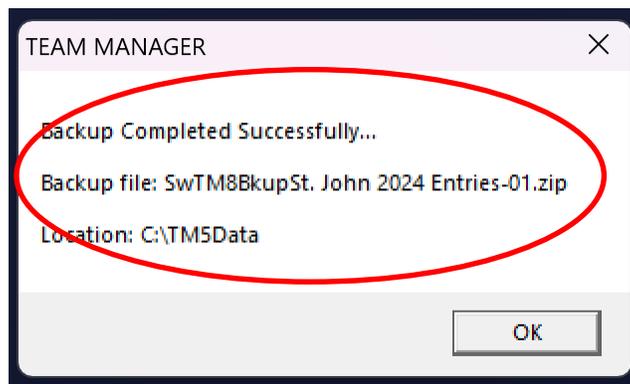
F. FILE BACKUP: Before you start making a lot of changes, you may wish to create a backup file through the command **File/BackUp**. Select **OK**



G. TEAM MANAGER. Select **Yes**



H. Record the NAME of your backup file and the location (eg C:\TM5Data) of where the backup is stored. Select **OK**



This is the file you will email to the Meet Manager once you have completed your entries so it's important you note where you are storing the backup.

Step 7: Enter your Athletes' Information

You will now enter the names, birthdates, gender and Team identification of your athletes. It is important to enter your swimmer's correct age or birthdate.

A. From the main menu, select the **Athletes** option.

B. Select **Add** to begin to enter your swimmers' information.

The screenshot shows the 'Athlete Information' window. The 'Athlete Information' section at the top contains the following fields: Last Name (Smith), Preferred Name, Build ID, ID #, First Name (Jane), Birthdate (14-05-28), Middle, Age (9), Gender (M,F) (F), and Athlete E-Mail. The 'Primary Mailing Information' section includes Father's Last (George), Mother's Last (George), Father's First, Mother's First, Mailing Address, City, Province, Postal Code, and Country (CAN). The 'Primary Contact Information' section has Home Phone, Office Phone, E-Mail, and Cell fields for both Father and Mother. The 'Member of' section includes Team 1 (STJN), Team 2, Team 3, Group, Subgroup, WM Group, WM Subgr, and School Yr. At the bottom right, there are checkboxes for Foreign, Inactive, and Dive Certified, and buttons for Registration, Recruiting, OK, and Cancel. Red circles highlight the Last Name, First Name, Birthdate, Gender, and Team 1 fields.

Enter information in the following fields:

- Last Name
- First Name
- Birthdate (YY/MM/DD) (Note: check order, could show as DD/MM)
- Gender (Male/Female)
- Member of - Team 1 – select to highlight your team's name.

C. Select **OK**.

D. Continue to **Add** new athletes by selecting the **Add** function from the athlete roster screen. Enter the information for each swimmer. Select **OK**.

E. After your last athlete is entered, Select **OK**, then Select **Cancel** on the blank Athlete Information window.

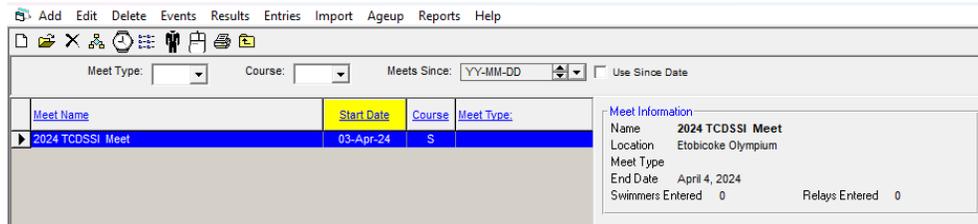
You will see a full list of the Athletes that you have entered.

F. Exit the TEAM MANAGER – Athletes - by clicking on the yellow folder w/up arrow.

Step 8: Assign Swimmers to Events

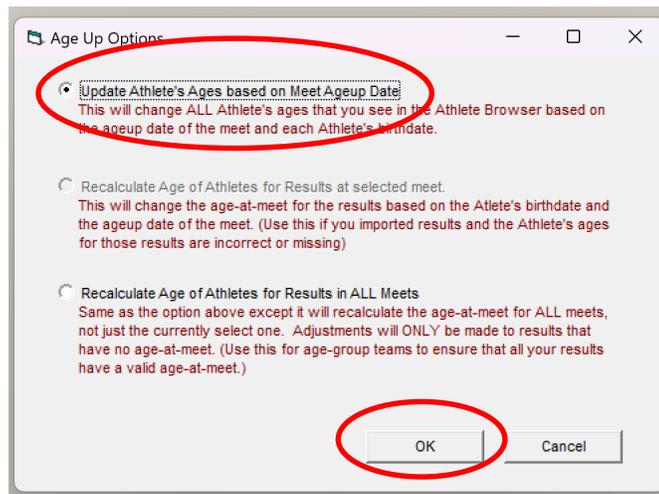
You will assign swimmers to their selected events.

A. From the main menu, select the **Meets** option. The TCDSSI 2024 meet has already been set up for your use.

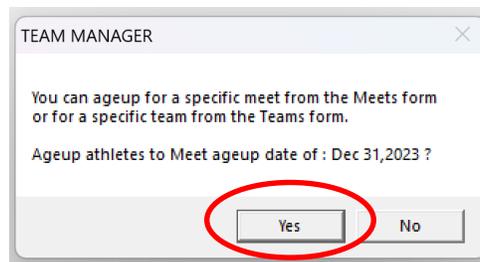


B. The AgeUp date for the meet is set at Dec. 31, 2024. This means that for this meet, the age that is relevant is the athlete's age *as of Dec. 31, 2024*.

Select **AgeUp** on the menu bar - to ensure that the system has updated all of your swimmers ages to the ageup date select "**Update Athlete's Ages base on Meet Ageup Date**". Select **OK**

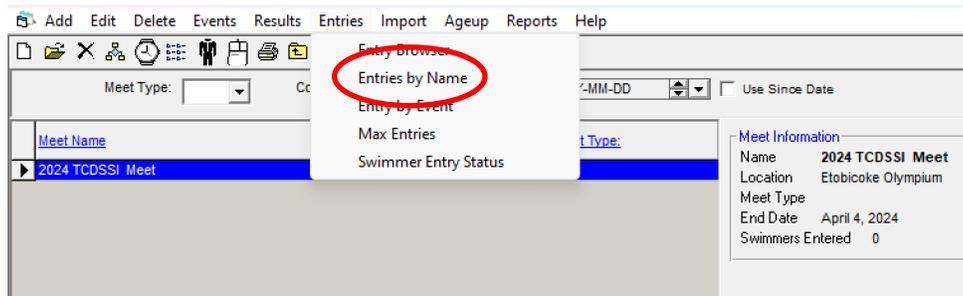


C. **TEAM MANAGER** - Select **Yes**



The system will set the athlete's ages to what they will be as of Dec. 31, 2024. You should run the **AgeUp** option again if you add any new athletes or change birthdates.

D. Select **Meets/Entries/Entries by Name** - to start creating entries. The screen displays all the athletes on your team on the top, and the eligible events on the bottom, based on their age.



Warning Pop Up: Lite requires hand entry of Entry Times. Select **OK**.

E. At the top ***For this Meet, Swim for Team*** in red - select your team.

F. Then below, select your team, again.

G. Select a swimmer, then click on the small square in the column labeled **Enter**, beside the event for each swimmer. For example, to enter Jane Smith in the 25 Free, 25 Back and 25 Breast, click in the squares under "Enter".

There is a maximum of 3 events per swimmer allowed.

For this Meet, Swim for Team: **STJN**

Only Pre-Entered Athletes Male Female Both Team: **STJN** Group: WM Gr: Low Age: High Age: School Yr: Subgroup: WM Sub: Standards:

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Smith	Jane		F	28-May-14	9					STJN		
Thomas	Berek		M	25-Sep-11	12					STJN		

Show Relay Entries Current Entries 3 Max Combined Entries 7 Relay Entries 0 Session: Meet Division: Show Swim-Up Events
 * = time did not make the cutoff.

03-Apr-24 2024 TCDSI Meet

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		9	F	25	Fly	09&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		19	F	25	Free	09-09	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2		25	F	100	IM	12&U	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		35	F	25	Back	09-09	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		47	F	25	Breast	09-09	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		74	X	25	Free	Open	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

H. To proceed with the next athlete, select the name of the athlete or use the up and down arrow keys. You can also use the alphabet letters across the top of the athlete list to jump directly to that point in the Alphabetic list.

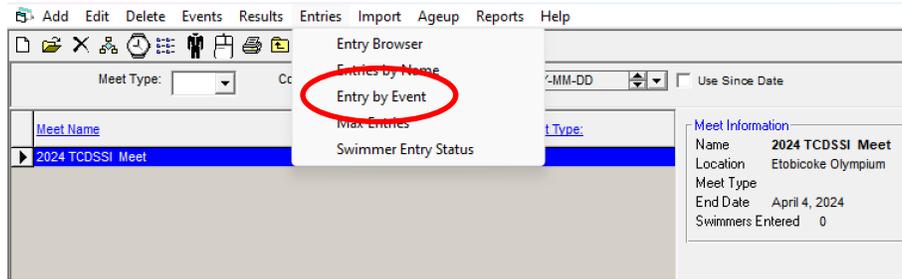
You will see that some events are set up as a specific age (i.e. age 10, age 11, age 12) while others are set up as an age range allowing different ages to swim them (ie.IM, Age 13 & 14, 12&under, and all the 8&under events).

Event 74 appears on EVERY ATHLETE's list. This is for the Special Olympics race only (SOA). It is listed as any age can enter it. Only enter for the Athlete that is swimming in the SOA.

Step 9: Enter Relay Events/Entries

Now create an entry for the relay events you wish to participate in. **Relay entries must be included with the individual entries on Friday, April 25th, 2025.** You do not have to designate the names of the swimmers, at this time.

A. To enter relay events go back to the main screen and select **Meets/Entries/Entries by Event**.



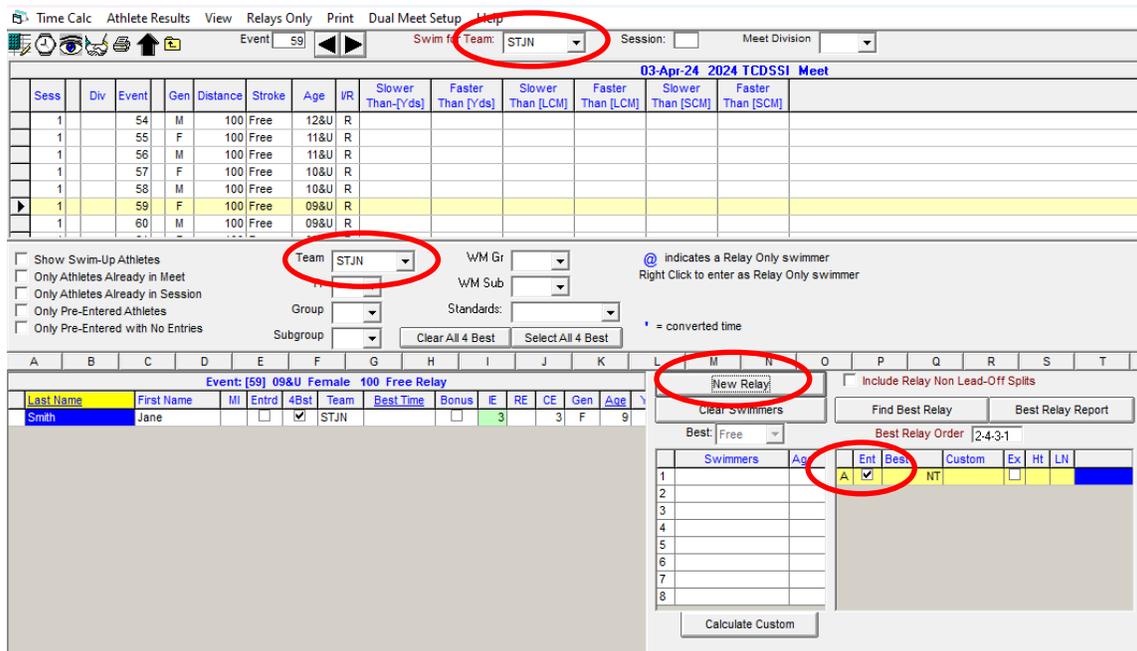
B. Select Relays Only

The screenshot shows the 'Relays Only' view. The menu options are: Time Calc, Athlete Results, View, Relays Only (circled in red), Print, Dual Meet Setup, and Help. The main area shows a table of events for the '03-Apr-24 2024 TCDSSI Meet'. The table has columns for Sess, Div, Event, Gen, Distance, Stroke, Age, VR, Slower Than [Yds], Faster Than [Yds], Slower Than [LCM], Faster Than [LCM], Slower Than [SCM], and Faster Than [SCM]. The first row is highlighted in blue and shows Event 51.

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		51	F	100	Free	13&U	R						
1		52	M	100	Free	13&U	R						
1		53	F	100	Free	12&U	R						
1		54	M	100	Free	12&U	R						
1		55	F	100	Free	11&U	R						
1		56	M	100	Free	11&U	R						
1		57	F	100	Free	10&U	R						

C. Only the relay events (starting at Event 51) are displayed. For each relay event the system will display the athletes that are eligible for this relay. For the March 8, 2024 registration deadline, you do not have to pick the athletes for the relay; you only have to indicate which relay events you are entering.

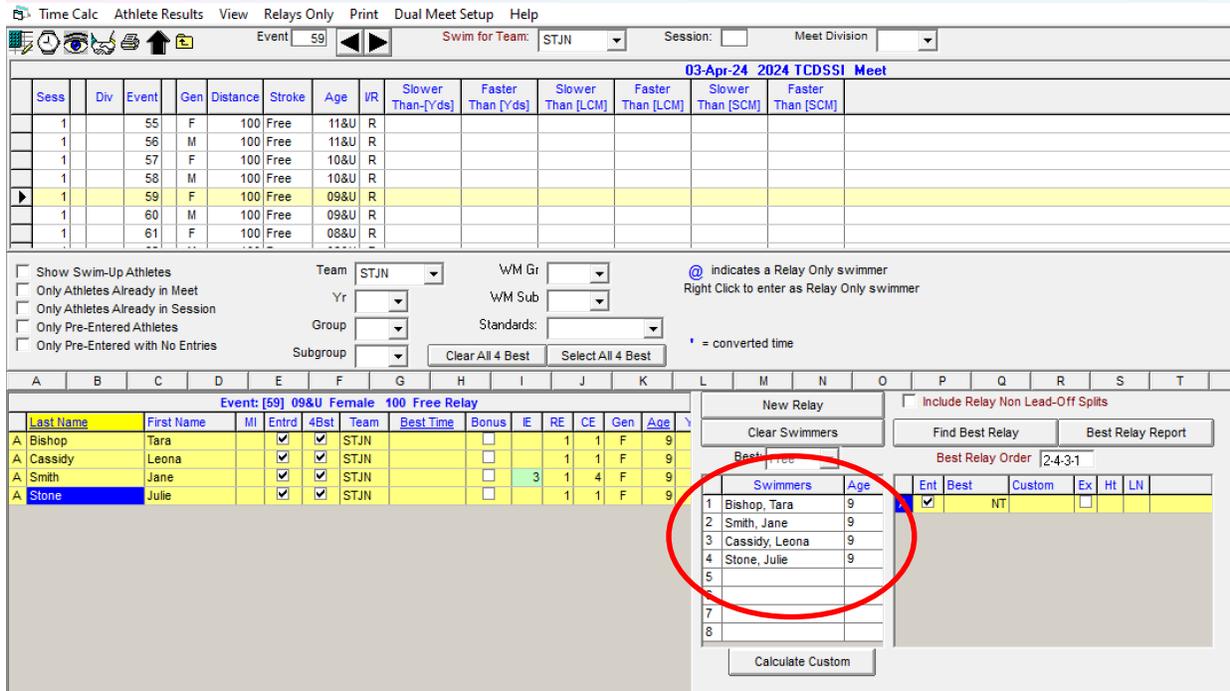
D. Select your team in both locations as circled below.



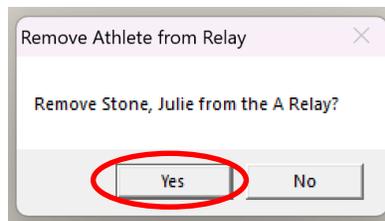
E. To enter a relay - highlight the event in the top half of the screen then select the button that is in the lower right quadrant of the screen labeled **New Relay**. You will see on the screen below that an “A” relay is entered in that event.

F. Assign Swimmer to Relay event - To assign a swimmer to the relay, double click on the swimmer’s name. It will appear in the relay box. You may also drag/drop the swimmer from the swimmers’ list to the relay box.

Note: For swimmer’s name to appear in the TCDSSI 2025 Event Program relay entry names must be submitted by April 25th, 2025.



To remove a swimmer from the relay box, **double click on the swimmer's name**. Select **YES**



G. Repeat step “E & F” above for each relay you wish to enter a team in – there are 22 relays (51 thru 72) that are age and gender specific. Ignore Event 73.

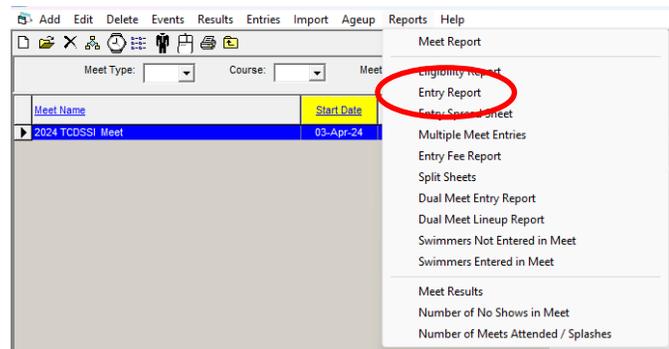
If you accidentally hit the New Relay button again for a same event, it will create a B relay; simply uncheck the box labeled Ent beside the B to remove the entry.

H. Exit the Entry by Events window and return to the main menu by using the **large black arrow**.

Step 10: Review Your Entries

Once you have created all your entries you will now print a report or create a pdf file to check and confirm that you have entered all of the athlete's information and entries correctly.

A. Select **Meets/Reports/Entry Report** from the menu.



B. In Filters, select your Team, select **All**

C. In Events – select **Individual and Relays**

D. In Sort by – select **Name** or you may choose how you wish the report is generated.

E. Select **Create Report**

The report will be displayed on the screen for your review, and if needed you can print it for review by clicking on the print icon in the top left corner.

You may wish to create different reports for your Meet prep.

Be sure to verify your total # of athletes, total # of Individual Entries (IE's) and relay totals –Please stay within your cap given for number of athletes.

If you have corrections to make to your data, go back to the original entry screen you followed above to process the information and make the changes.

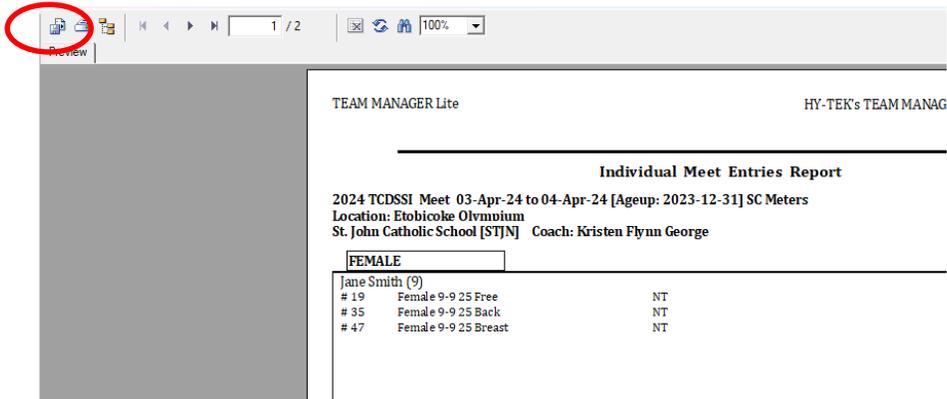
Complete your review of entries again after all corrections have been made.

Step 11. Save Final Report to PDF

Once you have reviewed all your entries, you are ready to create the final report.

To save a copy of the Entries Report as a .pdf file, there are two options:

A. Select the icon from the Top Left corner (along the menu bar). Select **OK**.



OR

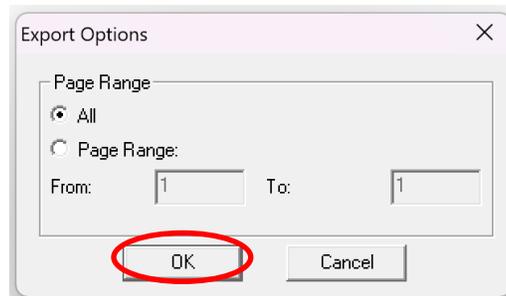
B. Right click while the report is displayed on screen and select **Export**.

Once the Save function is initiated, regardless of which method you chose to save, the following Export Dialogue box is displayed. Ensure you have Adobe Acrobat (PDF) selected and “Destination = Disk File.

C. Select **OK**.



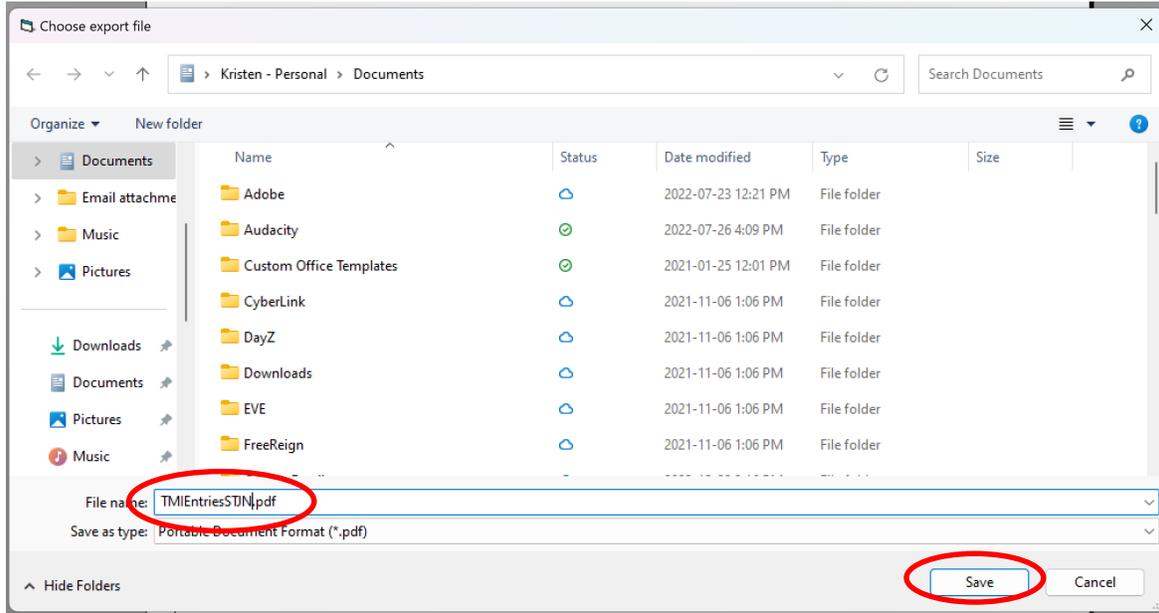
D. Select **OK**.



E. Save the file to a directory of your choice on your hard drive.

F. EDIT the FILE NAME

Change TMIEntries.pdf to **TMIEntriesYOURSCHOOLNAME.pdf**. Select **Save**.



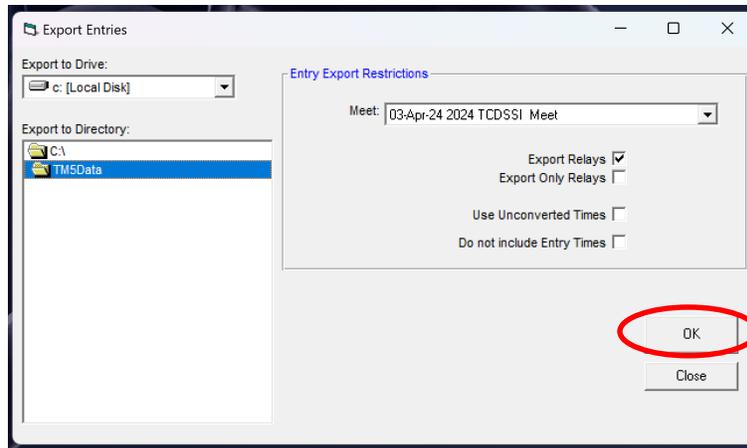
Remember where you saved your file because this will be one of the documents e-mailed with your entries data file.

Step 12: Export your Meet Entries

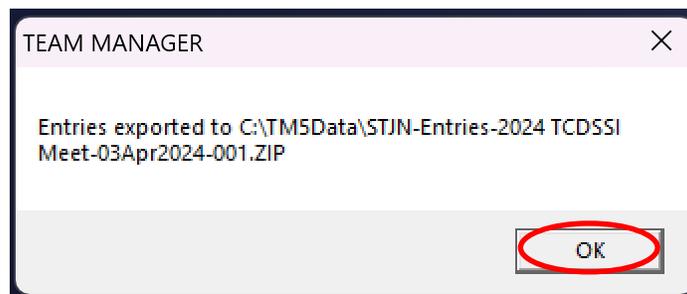
Now that you have created all your individual and relay entries, you are ready to generate an electronic Meet Entries Datafile that will be processed directly into the Hytek Meet Manager software that will be used to run this meet.

This is the export file you will email to the Meet Manager to load entries for your school in the Meet Database.

- A. Select **File/Export/Meet Entries** (from the Main Menu)
- B. Select **TM5DATA** Directory
- C. Select **OK**



D. The system will automatically insert your team name into the filename. Record the name of the export file. This is what you will send to the Meet Manager. Select **OK**



If you re-run the entries export, Team Manager may change to Entries001 (or similar), to make it a unique name. Ensure you send the newest and latest file.

E. Select **CLOSE** to exit.

F. Return to the Main Menu.

Step 13: Submit Meet Entries

Electronic Registration

This **Meet Entries datafile** as well as the **PDF file of your Meet Entries** that you created in Step 11, must be e-mailed to:

sdg9@rogers.com (Steve Goodwin)

tcdssi2025@gmail.com (Robert Rivers) **by April 25th, 2025.**

Hard Copy Package Registration & Payment

Please make cheque's payable to **All Saints Catholic School**.

Due: Friday, April 25th, 2025 by 4:00 p.m.

Deliver or Drop-off to:

All Saints Catholic School
1435 Royal York Road,
Etobicoke, Ontario
M9P 3A7

Attn: Robert Rivers, TCDSSI 2025 Meet Manager

Meet Managers will be on hand to accept Registrations at All Saints until 4:00 p.m. on April 25th, 2025.

School Phone: (416) 393-5290