**How to Use TM Lite**

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

**What the Meet Host does:**

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| 1. | The meet host sets up the meet name and meet events in **MEET MANAGER**. |
| 2. | In MEET MANAGER, the meet host clicks **File** / **Export** / **Events for TM** and e-mails this Meet Events file to all teams/schools entering. |

**What the Team does:**

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| 1. | Each team imports this Meet Events file into TM Lite or TEAM MANAGER using **File** / **Import** / **Meet Events**. **NOTE:** Upon first use of TM Lite or TEAM MANAGER and before importing, the TM person must click **File** / **Open** and type in a database name to create a TM database. |
| 2. | If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to **Meets** / **Add** and enter the appropriate information.  Then go to **Events**, click the radio button for Entry Events, then add the events. Click [Here](http://hy-tekltd.com/User_Guides_HTML/SwTM7/HTML/addmeets.htm) for instructions on how to set up a meet as well as the meet events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite. |
| 3. | The TM person adds their team abbreviation and team name using the Teams Menu - click [Here](http://hy-tekltd.com/User_Guides_HTML/SwTM7/HTML/addteam.htm) for specific instructions on how to do this.  Then the TM person enters their rosters using the Athletes Menu - click [Here](http://hy-tekltd.com/User_Guides_HTML/SwTM7/HTML/addathlete.htm) for specific instructions on how to do this. |
| 4. | The TM person then clicks **Meets**, selects the meet and clicks **Entries** and selects **By Event** or **By Name** to place athletes into events and to add relays. For each entry, the team must enter a **Custom Time** since TM will not have record of Best Times.  Relays can only be added By Event. Click [Here](http://hy-tekltd.com/User_Guides_HTML/SwTM7/HTML/declaremeetentries.htm) for specific instructions on how declare meet entries. |
| 5. | The team clicks **Reports** / **Performance** / **Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct. |
| 6. | Upon verification, the TM person clicks **File** / **Export** / **Meet Entries**. This will create a zipped file that is to be e-mailed to the meet host.  Click [Here](http://hy-tekltd.com/User_Guides_HTML/SwTM7/HTML/exportmeetentries.htm) for specific instructions on how to do this. |

**What the Meet Host does:**

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| 3. | The meet host runs MEET MANAGER, clicks **File** / **Import** / **Entries**, and selects the zipped entry file. A menu will appear with various options and it is important to check the box that says to "match on event number". This way the entries from each team are guaranteed to come in perfectly with the correct event. |
| 4. | The meet host then creates a Flat HTML report for each team using **Reports** / **Entries report**. This Flat HTML file is then e-mailed back to the team/school for verification that the entries are correct. |