

HOW TO REGISTER SWIMMERS IN TEAM MANAGER HY-TEK WINDOWS VERSION

1. Click "Teams" on main menu.
2. Click on "Registration Status"
3. Under "Team" check "All Teams"
4. Under "From Status" check "All"
5. Under "To Status" check "All"
6. Click "OK"
7. Click on "Cancel"
8. Click "Close"

P.S.: This is only done once a year in Sept. before you add your new swimmers to your database.

1. Add new swimmers with **all** information to them to your Team manger. (Computer will automatically designate these swimmers as "N" for new.) You will have to use two separate screens to complete process.
2. Click on "Athletes" on Main Menu
3. Click on "Add:--Fill out screen with appropriate information
4. Click "OK"
5. Click on "Contact"—Fill out screen with appropriate information
6. Click "OK"

Repeat process for each new swimmer by clicking on "Add: again"

TO REREGISTER SWIMMERS

1. Click on "Athletes" on Main Menu
2. At this point you must mark each swimmer to be registered. To do this click on swimmer's name
3. Click on "Registration"
4. Under "Status" click on "Renewal"
5. Fill in all information including area code and phone number.
6. Follow this procedure for all swimmers to be reregistered
7. Click on "Close"

TO SEND DISK TO METRO OFFICE

1. Click on "File" on Main Menu
2. Click on "Export"
3. Click on "Registrations"

On Export USS Registration screen, change drive to A:

4. Click "OK"

When next screen appears, click "OK" again & your disk will be made

5. Click "OK"
6. Click "Close:"

FOR A HARD COPY OF WHAT IS ON DISK

1. Click on "Reports" on Main Menu

2. Click "Administrative"

3. Click on "Reports"

Leave first 4 categories marked with "X". Delete "X" from last category of "Include X"

Type appropriate batch #, which will be found under "Last Batch Exported"

4. Click on "OK"

5. Click on "Printer Icon" to make hard copy

NOTE: If a batch is destroyed en route or doesn't reach us you can remake your export disk using the same procedure, just be sure to change "Batch #" from 0 to the batch you want to resend.