



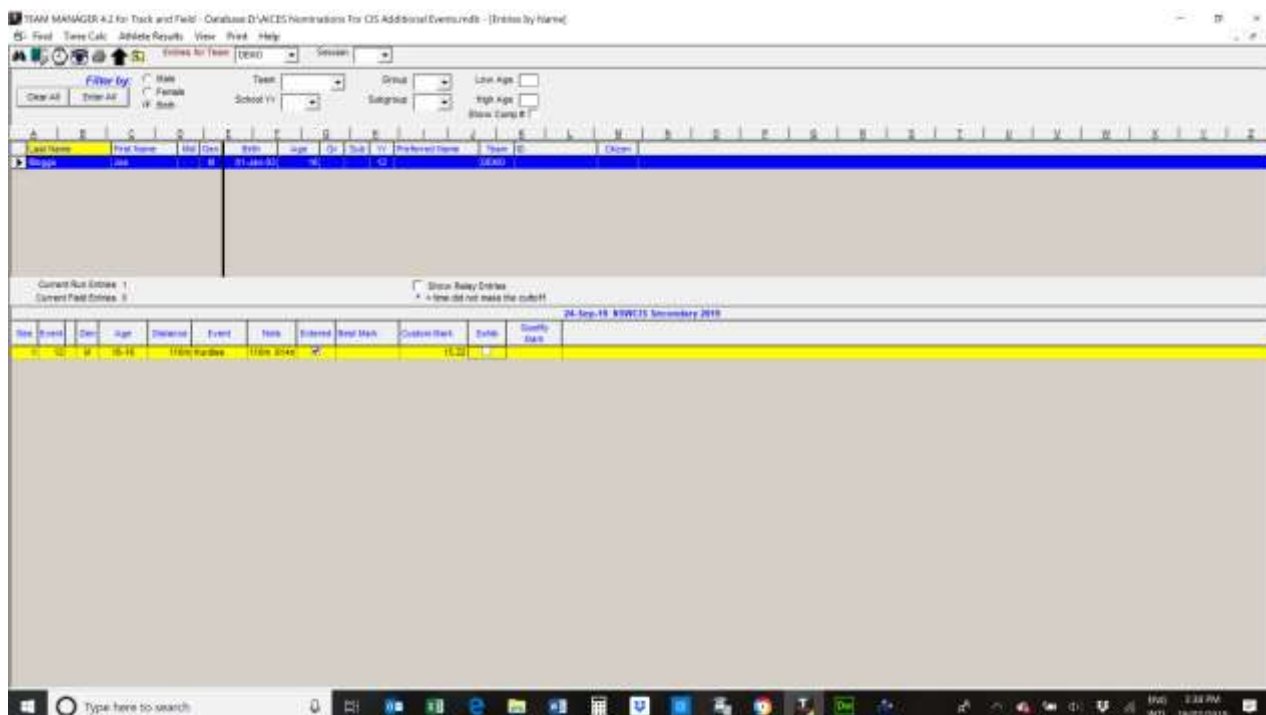


Submitting Athletics Entries Using TM Lite for CIS Additional Entries

Date Due: Wednesday 18th August 2021

All times must be verified before nominating


1. Email Greg Aitken to request a copy of the Team Manager Data File. Save this file on your computer
2. Download (or open your copy) Team Manager 4.2 Lite (**not Meet Manager**) from: https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe
Please ensure it is the Track and Field Version
When downloaded open TM Lite then click on **File** then **Open/New** then go to the file you just saved and click and follow the prompts Keep clicking ok until finished. TM Lite will now open with the events in it.
3. Click on Teams at the top click on the team named "Demo" and change the details in the window to reflect your school's details. Make sure you use the correct AICES school code and name (below). Change Team Type from HS to Age Group. Go back to the front screen.
4. Go back to the Main Screen. If your athlete is not already in TM Lite...
To enter athletes: Click on **Athletes** then **Add** and complete details in top box (Athlete Information). Enter Last Name, First Name (not just initial), Date of Birth, Gender. On the side box (Member of) **TEAM 1** select your school & school year at the bottom.
There is no need to fill in Preferred Name, Athlete Cell and Athlete email or age. (Age appears automatically once date of birth is entered).
Leave all other boxes empty.
Click **OK**.
Repeat for each athlete.
Click **Cancel** when finished
Select the return  at the top of the screen.
5. To enter athletes into events , click **Meets**, highlight **NSWCIS Secondary 2021** and click **Entries /Entries by Name**. Click **your team**. Click on students name and the events they are eligible for will be displayed at the bottom. Click in the **Enter** box to enter the athlete in the correct event. Enter the athletes time into the Custom Mark box. If no time is entered then the athlete may not be considered. Make sure you use this format for times 1:22.22. Select the return  at the top of the screen.



CHECK

To check that entries are correct you will need to cross reference two reports with your master sheet.

1. Click on **Meets/Report/Entry report**. Select **Team**.
Go to **Sort By** box and click on *Meet Event Number*,
Go to **Enter Filters Box** and click on *Individual*, then *Create Report*. Print this report.
2. Do the same but in the sort by box click on *Name*, then *Create Report*.
3. You now have two reports to check against each other and your master. My suggestion is to highlight all the events your school is entered in on the programme of events, then check this against both these print outs.

When you are happy that all is correct, Select the return  at the top of the screen. Click **File/Export/Meet Entries**. Remember where it is saved to or save it to your athletics file. This will create a zipped file that is to be emailed to:
gaitken@aices.com.au

Al Sadiq	ALS4	Moriah College	MOR4
Al Zahar	ALZ4	Manning Valley AC	MVA4
All Saints Grammar	ASG4	Newcastle GS	NGS4
Amity College	AMY4	Northholm GS	NG_4
Arden AS	ARD4	Nowra AC	NAC4
Arndell AC	AAC4	Orange GS	OGS4
Australian IA S	AIS4	PAL College	PAL4
Australian IA K	AIK4	Penrith AC	PAC4
Avondale	AS_4	Pittwater House	PHS4
Belfield College	BC_4	Reddam House	RH_4
Bishop Tyrrell AC	BTA4	Redeemer BS	RBS4
Broughton AC	BAC4	Rouse Hill AC	RHA4
Calrossy AS	CAS4	Sapphire Coast AC	SCA4
Central Coast AS	CCA4	SEDA College	SC_4
Central Coast SC	CCS4	Scone GS	SGS4
Central West LA	CWL4	Scots All Saints College	SAS4
Emanuel School	TES4	Shellharbour AC	SHE4
Galstaun College	GC_4	St Columba AS	STC4
Georges River Grammar	GRG4	St Euphemia	SEC4
Gleanaeon RSS	GRS4	St Lukes GS	SLG4
Green Valley IC	GVI4	St Mark's College - AICES	SMC4
Heritage LM	HEC4	St Maroun's College	STM4
Heritage Sydney	HES4	St Mary & St Mina's	SMM4
Hills AC	HAC4	St Peters AC	SPB4
Hills GS	THG4	St Phillips CC C	SPC4
Hunter Valley GS	HVG4	St Phillips CC G	SPG4
Illawarra GS	TIG4	St Phillips CC N	SPN4
International GS	IGS4	St Phillips CC PS	SPP4
Kinross Wolaroi	KWS4	Tangara	TAN4
Korowal School	KS_4	TAS Googong	TAG4
Lakes Grammar	LGS4	Thomas Hassall AC	THA4
Macarthur AS	MAS4	Unity Grammar	UGC4
Macquarie College	MC_4	William Clarke	WCC4
Macquarie AGS	MAG4	Wollemi AC	WOL4
Macquarie Grammar	MG_4	Wollondilly AC	WAC4
Malek Fayd College	MFC4	Youth OTS	YOS4
Masada College	MA_4		
Medowie CS	MCS4		
McDonald College	TMC4		
Montgrove College	MTG4		