Submitting Entries Using TM Lite for CIS Additional Entries

Date Due: Monday 23rd March 2026

All times must be from an official meet and verified by you on the Swimming NSW Website

1. You must use a PC to complete this. Apple computers will not work.

2. Nomination times must have been swum on or after **1st October 2025** at a Meet that is verifiable on the Australian Swimming Results Central Page. Sports Co-ordinators must verify that all times meet this criteria before submitting. All times must be Long Course times. This may only work in Chrome Browser. https://www.swimming.org.au/events/results-central

3. Email Greg Aitken at gaitken@aices.com.au for a copy of the Team Manager Database to add your entries. Save this on your computer.

4. Download and Run (or open your copy) Team Manager Lite from:
https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe
Open TM Lite then click on **File** then **Restore** then go to the file you were set from Greg Aitken click and follow the prompts Keep clicking ok until finished. TM Lite will now open with the events in it.

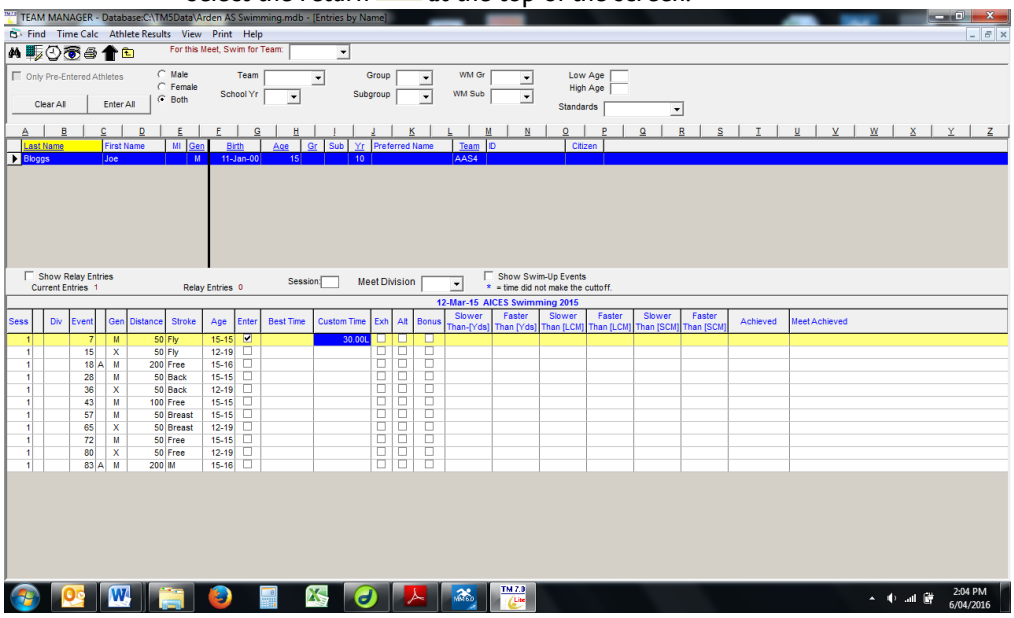
5. Click on Teams at the top and have a look at the team named "Test" and add your school with the same info. Make sure you use the correct AICES school code and name (below). Change Team Type from HS to Age Group. Go back to the front screen.

6. If your swimmer 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** put in the 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.

7. To enter swimmers into events , click **Meets,** select **NSW CIS Championships** 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 swimmer in the correct event. Please check event Number with the programme. If no time is entered then the swimmer may not be considered. Make sure you use this format for times 1:22.22

Enter the times in the Custom Box
DO NOT TICK THE BONUS BOX

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 swimming file. This will create a zipped file that is to be emailed to: gaitken@aices.com.au

The events below are not swum at AICES but are swum at CIS.

Summary of Additional Events swum at CIS but not at AICES:

- Age Boys and Girls 100m backstroke, breaststroke, butterfly
- All Multi Disability not swum at AICES

AICES Schools and Abbreviation and Codes 2025

Australian Christian College Singleton	ACC4	The McDonald College	TMC4
Al Sadiq College	ALS4	Montgrove College	MTG4
Al Zahar College	ALZ4	Moriah College	MOR4
All Saints Grammar	ASG4	Manning Valley Anglican College	MVA4
Amity College	AMY4	Newcastle Grammar School	NGS4
Alpha Omega College	AOC4	Northholm Grammar School	NG_4
Arden Anglican School	ARD4	Nowra Anglican College	NAC4
Arndell Anglican College	AAC4	Orange Grammar School	OGS4
Australian International Academy	AIS4	PAL Buddhist School	PAL4
Australian Islamic College	AIC4	Penrith Anglican College	PAC4
Avondale School	AS_4	Pittwater House	PHS4
Belfield College	BC_4	Reddam House	RH_4
Bishop Tyrrell Anglican College	BTA4	Reddam House North Shore	RHN4
Broughton Anglican College	BAC4	Redfield College	RED4
Calrossy Anglican School	CAS4	Redeemer Baptist	RBS4
Central Coast Adventist School	CCA4	Rouse Hill Anglican College	RHA4
Central Coast Sports College	CCS4	Sapphire Coast Anglican College	SCA4
Central West Leadership Academy	CWL4	Scone Grammar School	SGS4
Emanuel School	TES4	Scots All Saints College	SAS4
Galstaun College	GC_4	Shellharbour Anglican College	SHE4
Georges River Grammar	GRG4	St Columba Anglican School	STC4
Gleanaeon Rudolf Steiner School	GRS4	St Euphemia	SEC4
GOAL College	GC_4	St Luke's Grammar School	SLG4
Heritage LM	HEC4	St Mark's College - AICES	SMC4
Heritage Sydney	HES4	St Maroun's College	STM4
Hills Adventist College	HAC4	St Mary & St Mina's College	SMM4
Hills GS	THG4	St Peters Anglican College Broulee	SPB4
Hunter Christian School	HCS4	St Phillip's Christian College C	SPC4
Hunter Valley Grammar School	HVG4	St Phillip's Christian College G	SPG4
Ifran College	IFC4	St Phillip's Christian College N	SPN4
Illawarra Grammar School	TIG4	St Phillip's Christian College P	SPP4
International Grammar School	IGS4	Tangara School	TAN4
Infernational Maarif School	IMS4	TAS Googong	TAG4
Kesser Torah College	KTC4	Thomas Hassall Anglican College	THA4
Kinross Wolaroi	KWS4	Unity Grammar	UGC4
Korowal School	KS_4	Western Grammar	WGS4
Lakes Grammar	LGS4	William Clarke College	WCC4
Macarthur Anglican School	MAS4	Wollemi College	WOL4
Macquarie College	MC_4	Wollondilly Anglican College	WAC4
Macquarie Anglican Grammar Dubbo	MAG4	Youth OTS	YOS4
Macquarie Grammar	MG_4		
Malek Fayd College	MFC4		
Marsden Park Anglican College	MPA4		
Masada College	MA_4		
Medowie CS	MCS4		
Minarah College	MIN4		