

## TM Lite Instructions for CBST

### Install and set-up TM Lite:

1. On this site <https://hytek.active.com/downloads.html> download from the link titled "Lite" – it will download, then select Open File – follow prompts (including updating to the current version if asked)
2. When program opens after installation
  - a. File => Open, then type name for database (suggested Swimmer Name – CBST, then click Open)
  - b. When log-in page comes up, leave defaults clicked and click OK
  - c. When system preferences page comes up leave everything set as defaults but fill in the following from the drop-down boxes:
    - i. Default Team Registration – USS (click OK to pop up)
    - ii. Default Team Type – AGE
    - iii. Country – USA (click OK to pop up)
    - iv. LSC – MA
  - d. Click OK on System Preference Page

### Get meet events file for meet for which you're signing up:

4. Go to [www.maswim.org](http://www.maswim.org) and follow the link to the meets page
5. Find the meet and right click the TM File link to save the file (note where on your computer it's being saved)

### Prepare your entry file~:

6. File => Import => Meet Events
  - a. Click on the file that you saved from the MA website to open it and note where program will unzip it on your computer; OK
  - b. Click on file; Open, OK, OK, click save three times, X (second from top at upper right) to get back to main menu
7. Teams => Add
  - a. Team Abbr – CBST
  - b. Full Team Name – Central Bucks Swim Team
  - c. OK, OK, Cancel, X (second from top at upper right) to get back to main menu
8. Athletes => Add
  - a. Input your swimmer's information (personal info must be as registered with USA Swimming so per birth certificate)
    - i. In "Athlete Information" section:
      1. Last Name
      2. First Name
      3. Middle Initial
      4. Birth date
      5. Gender
    - ii. In "Member of" section: Team (drop down box for "Team 1")
  - b. In "Athlete Information section," paste your swimmer's ID^ into the ID # box then click OK, Cancel, X (second from top at upper right) to get back to main menu. ^Get your swimmer's ID by logging on to your SWIMS 3.0 portal and choosing "members" then "dashboard" from the top menu.
9. Meets (if informational box pops up click "do not show again" and close it) => Entries => Entries By Name; if informational box about times pops up click OK

- a. Click the box in the “Enter” column for each event in which your swimmer wants to participate (note that the file will warn you if you’re exceeding meet/session limits and you’ll need to adjust – see meet information sheet for limits)
  - b. For each event entered, in the “Custom Time” column type the swimmer’s time for that event without any spaces, colons, etc. (Note that these times MUST be USAS achieved times – meaning the meet was a USAS recognized meet and the swimmer was USAS registered at the time of the meet.\* Also, times must be entered in the course in which they were ACHIEVED regardless of the course of the meet being entered currently – Y for short course yards, L for long course meters, or S for short course meters.)
  - c. X (second from top at upper right) until back at meets menu
10. Reports => Entry Reports => Create Report – you do NOT need to click anything else on this screen
11. Verify information is correct per what you want
- a. If not, X (very top upper right) then cancel to get back at main menu and repeat step 9 then 10 above
  - b. If correct, save this report as a PDF by clicking the Export Icon (upper left) click OK, OK, name file “Meet name and year – Swimmer Name”, click save X (very top upper right) then cancel to get back to main menu
12. File => Export => Meet Entries
- a. Note where on your computer file will be saved then click OK
  - b. Note name of file then click OK then Close
  - c. This will create a ZIP file for you to email to the meet host

**Submit your entry file:**

13. Follow directions on meet information sheet and email both the ZIP file and the PDF to the meet host. When emailing the host, request email verification that your swimmer’s entries have been accepted and ask if there is anything further you need to do. Remember to pay for your entries per meet sheet and/or any instructions you get directly from the meet host.

~Note that TM Lite saves as you go so if you encounter an Run Time Error (or other error) just shut the program down and restart it. Any information you’ve entered should still be in the database. You can confirm by clicking on Athletes, Teams, Meets, to see if your items are there.

\*Note the following regarding entering times:

- While it is best for swimmers to be entered into each meet with (best) times if possible, please understand that our coaches train CBST swimmers to swim in any heat/lane (see Seed Times document on team website). Swimmers new to USA Swimming must be entered with no time (NT) for each event until they have previously swum that event as a USAS swimmer at a USAS meet.
- TM Lite will automatically list a time as NT (no time) if no time is input.
- USA Swimming keeps a database of swimmers’ times. To view your swimmer’s USAS recognized times, go to [www.USAswimming.org](http://www.USAswimming.org) => Times => Individual Times Search. Enter swimmer’s first and last names. Click “Search.”
- If “No time found” displays and your swimmer has definitely swum in USAS meet while registered with USAS, check to be sure you’ve correctly entered the swimmer’s name (try preferred name if you previously entered given name, or vice versa).
- If there are multiple registered swimmers with the same name use the information displayed to select your swimmer. Once correct swimmer is identified, double click on that swimmer’s name.