Submitting Entries Using TM Lite for CIS Additional Entries for All Schools.

Please note the only events to be submitted are or 1500m, 800m, 400F/S and 400IM

(You may well be asked for additional entries for your Association but they are for CIS not All Schools)

Date Due: Monday 8th April 2024

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

1. Staff may only nominate swimmers with times achieved from *1st October 2023*

2. You will need to download Team Manager 8.0 Lite Demo from here

   https://hytek.active.com/downloads.html

   Select Swimming/Team Manager 8.0 and Lite and it will download in about 4 mins

   You will receive the following file and these instructions by email

   > SwTM8BkupCISAdditionalEv2024
   > Save it and remember where!

3. Install Team Manager Lite 8.0 Demo and Open

4. Once opened go to File from the menu and select restore- find the SwTMBkupCIsAdditionalEv2024 (zipped file) and select it and follow the prompts to open it (let TM unzip it –do not do this from the email – just save it as is)

5. Once opened select Athletes from the menu (there is one example in the file – you can delete it whenever but it may be helpful to look at it to see what you need to enter which is only-

   Last Name – First Name- Gender-DOB-(age will auto appear) then from Team 1 only select your school team and below that select school year

   Continue entering the students nominating for these additional All Schools events

6. Then leave this menu item by the lower greyer cross at the top right of the screen to go back to main menu

7. Select Meets (ignore what's new in meets- just close it) – then select entries- entries by Name

8. Select the student and the eligible events will appear tick the event they wish to nominate for under enter and enter the time under custom time… enter as one number e.g for 1500 you would put 174515 rather than 17:45.15. Team Manager will auto adjust times

9. Continue for as many nominations as you wish but remember only one per gender is selected for the 1500 and 800 and only 3 per gender per Jun and Int and Sen for the 400 and 400IM

10. Once completed choose File – export – Meet entries and attach this saved file to email to ljesse@cis.nsw.edu.au