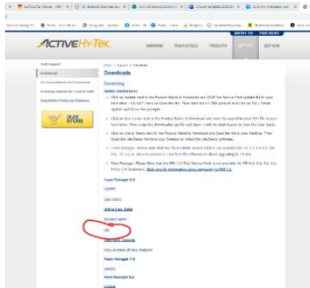




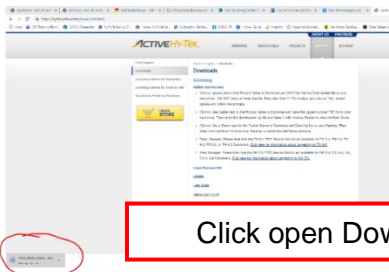
SLSCC Pool Rescue Team Manager Instructions

1. Download Team Manager 8.0 Lite – Click [here](#)

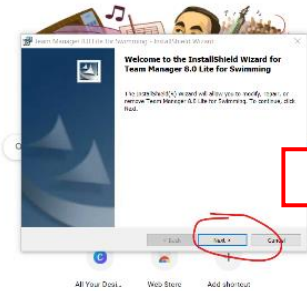


Select Lite version

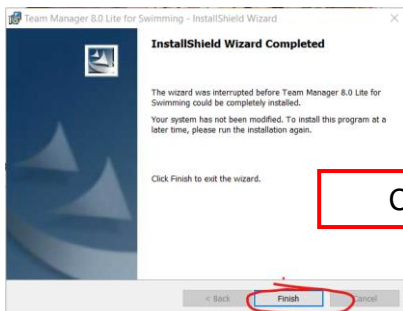
2. Install Team Manager 8.0 lite onto computer



Click open Download

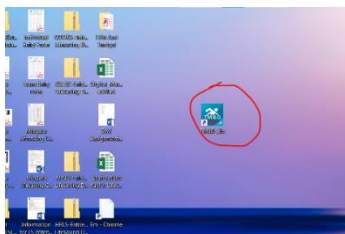


Click Next

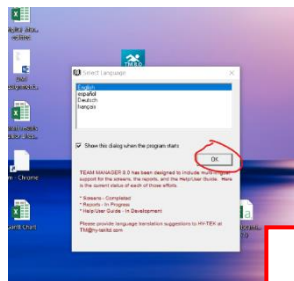


Click Finish

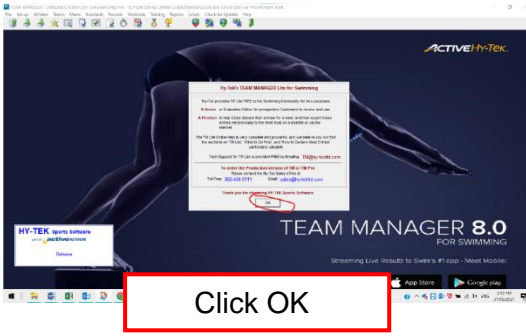
3. Open Team Manager from Desktop screen



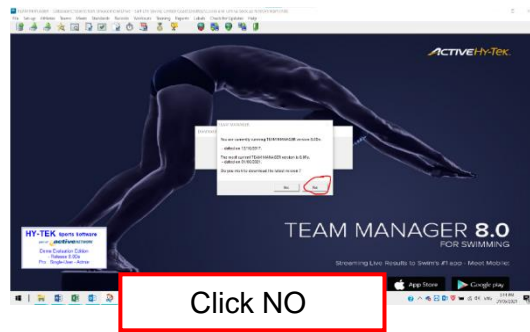
Double click your icon



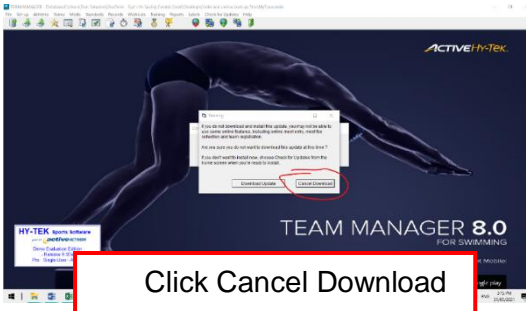
Click OK



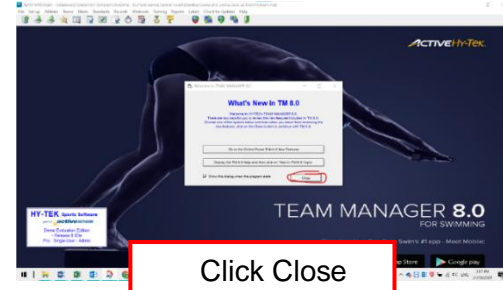
Click OK



Click NO

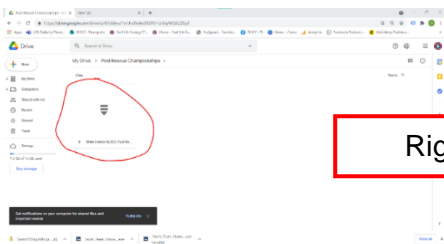


Click Cancel Download



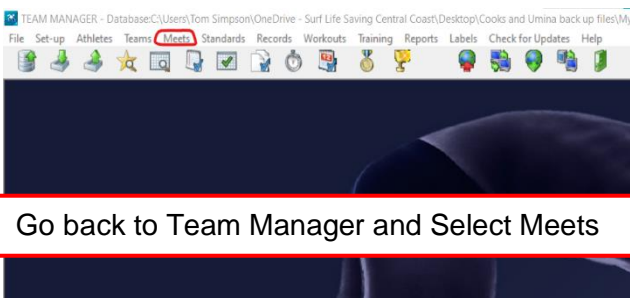
Click Close

3. Download Event File – Click here

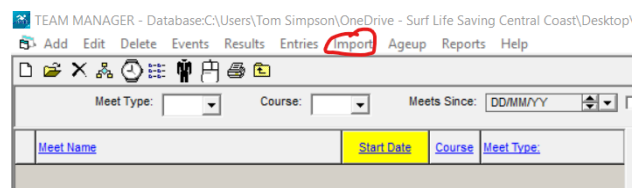


Right Click Event File and select Download

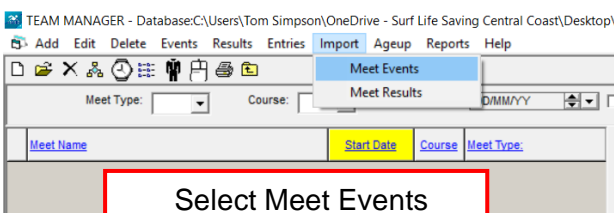
4. Import event file into Team Manager



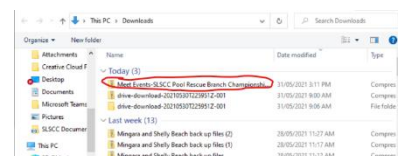
Go back to Team Manager and Select Meets



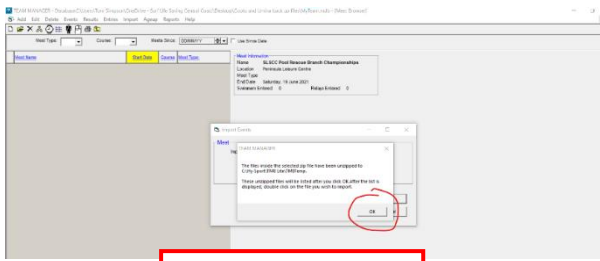
Select Import



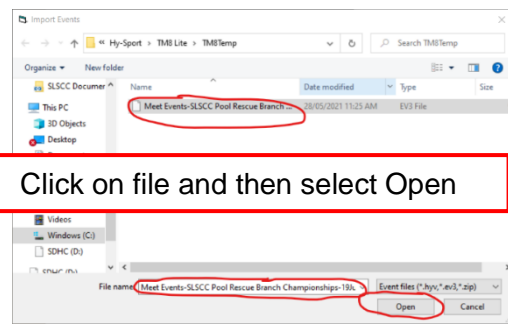
Select Meet Events



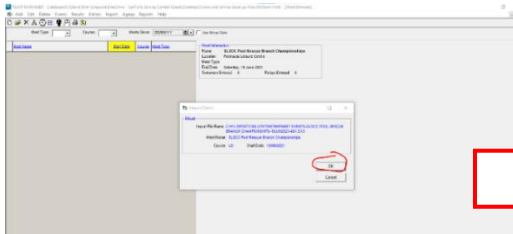
Select recent file in downloads



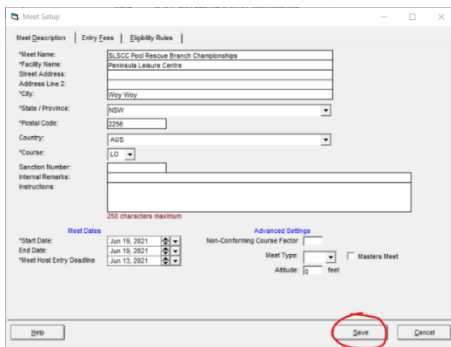
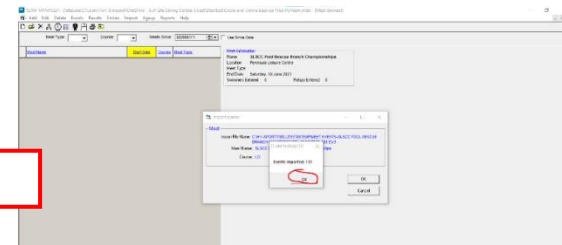
Select OK



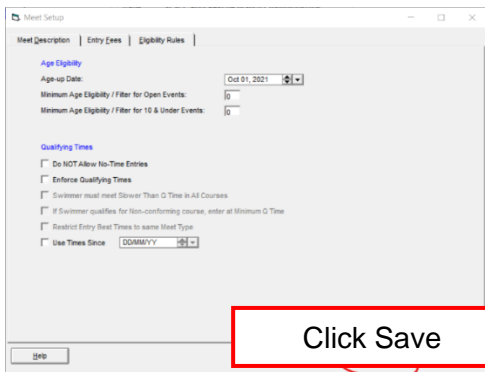
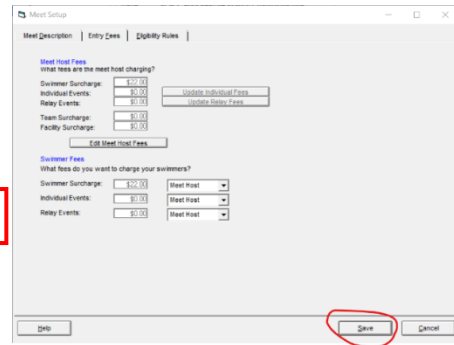
Click on file and then select Open



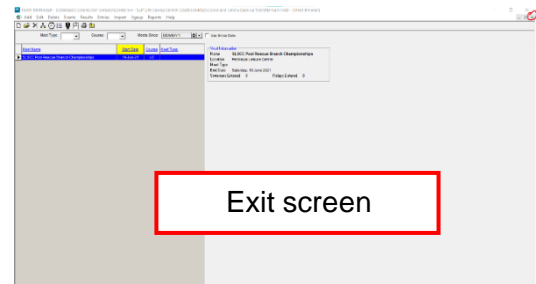
Click OK



Click Save

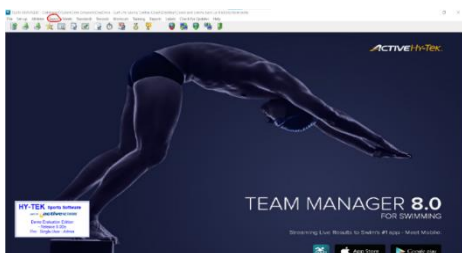


Click Save

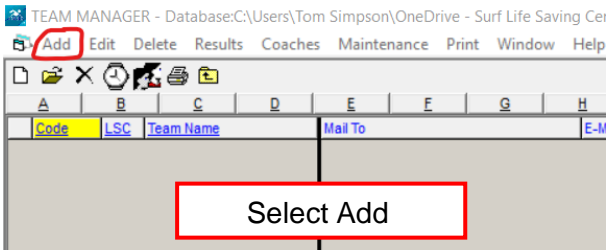
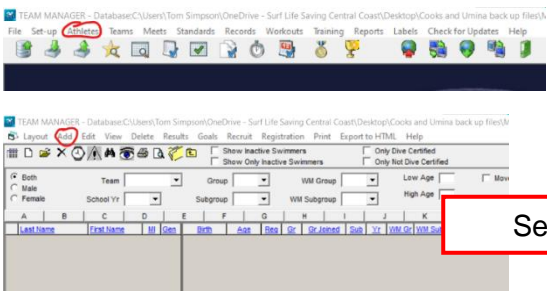
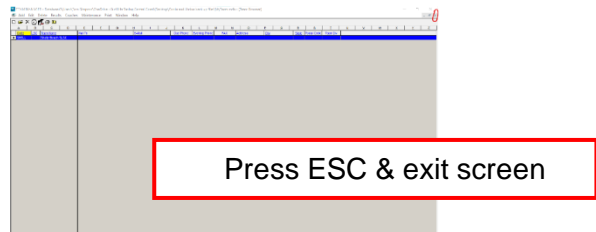
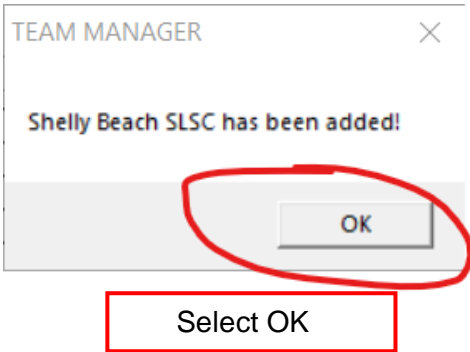


Exit screen

5. Create Team



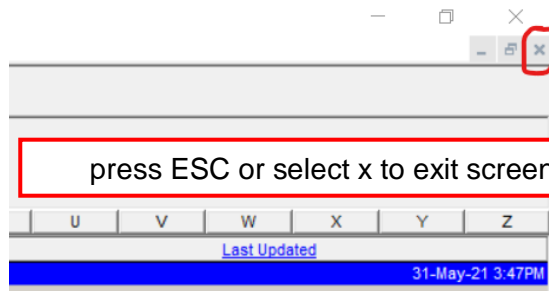
Select Teams

6. Add Athletes

Select Athlete

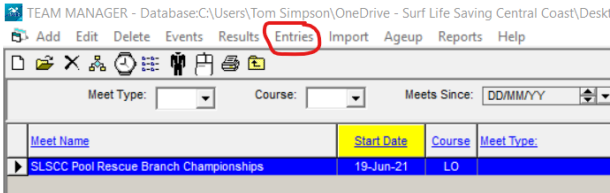
- Enter last name, first name, DOB & Team and Select OK.
- Repeat for all competitors.



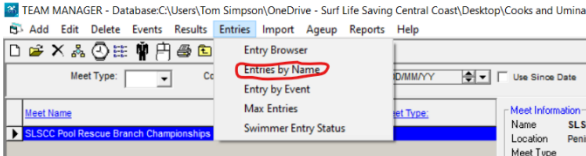
6. Enter Athlete into eligible events



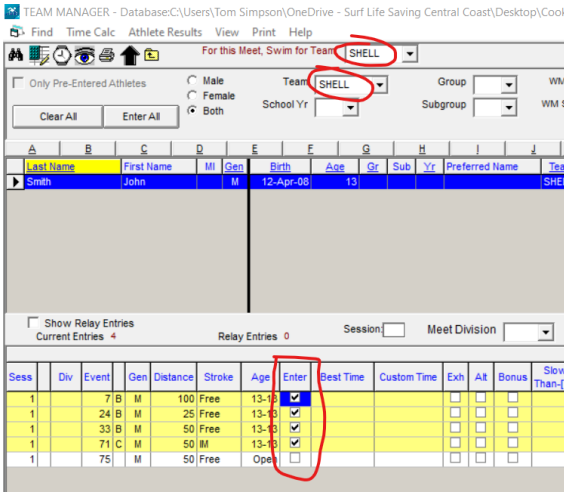
Select Meets



Select Entries



Select Entries by Name

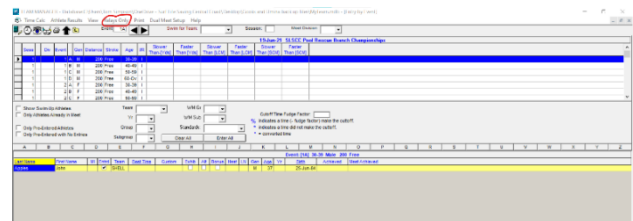
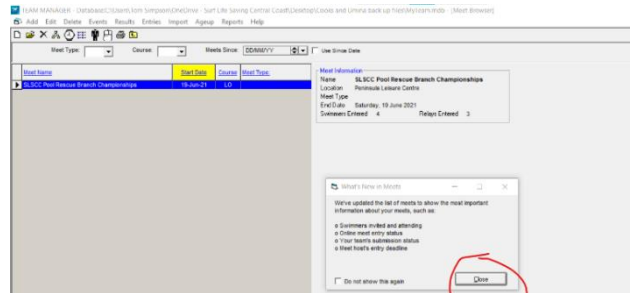
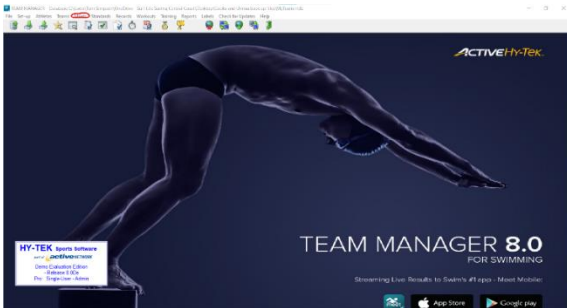


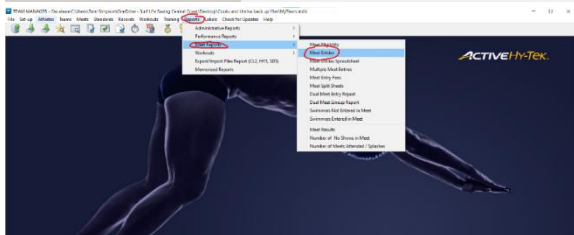
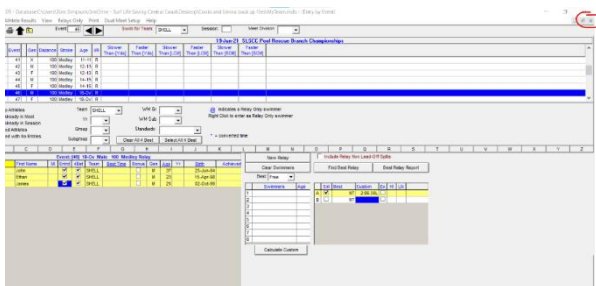
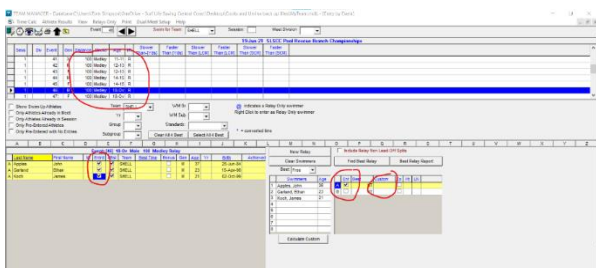
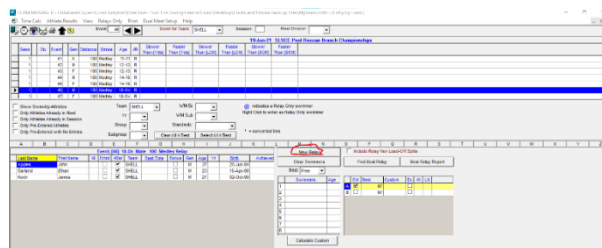
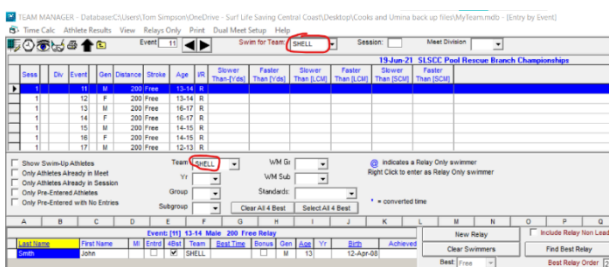
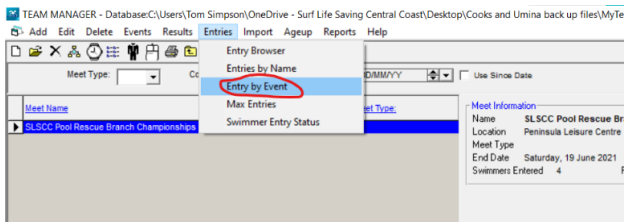
Select Team and Select Events to enter. Refer to program for codes and Rules for which events can be entered.

- In the custom Time field times can be submitted.
- Times must be submitted like this example - 2:06:30

7. Enter Relays

Notice for each Relay event number there may be multiple relay team age groups.



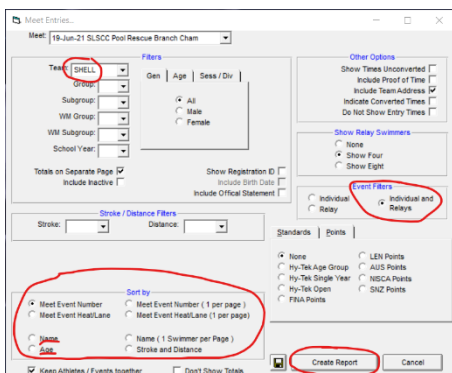


- Select event and age at the top.
- Select Team on the right and select athletes on the left to go into the team.
- In the custom field in the relay section times can be submitted.
- Times must be submitted like example below

Exit Relays screen and return to home screen

8. Reporting

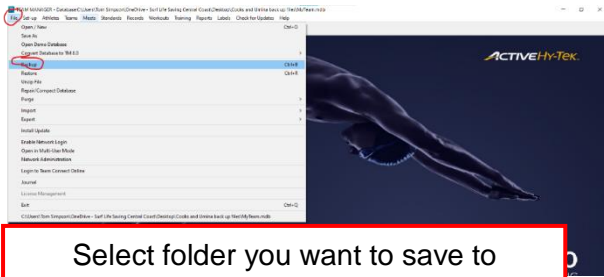
Click Reports, Meet reports, Meet Entries



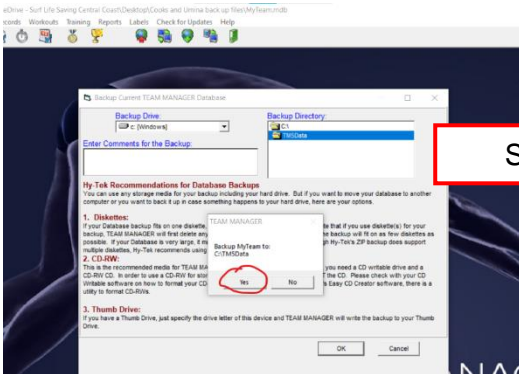
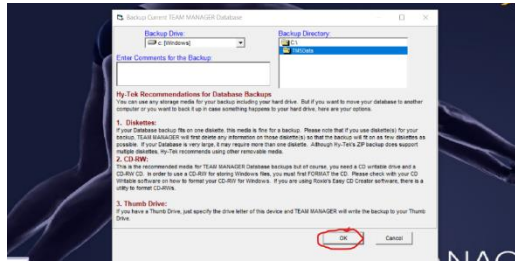
Check Team at the top, Change Event Filter to Individual and Relays and click create Report.

- You can also filter the report based on Name and Age (bottom right)
- Reports are useful to check you have entered all competitors before exporting.

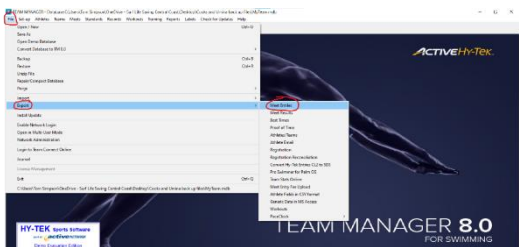
9. Backup file - Select File, Select Backup



Select folder you want to save to

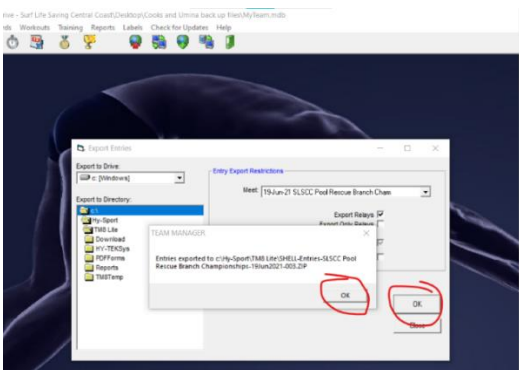


Select Yes



10. Export entry file to computer

Click File, Export, Meet Entries File will be located in your chosen saved location – example below.



Click OK and

- Upload entry file to submission Jotform Link: [Entry Upload Link](#)

