TEAM MANAGER

This is a guide as to logging into Team Manager.

TeamManager is the database of the times achieved for all Munster Swimmers. It needs to be updated after each gala.

It is used for Interpro selection.

The Munster database is stored in the cloud. It can only be opened for editing by one user at a time so if opening the database in edit mode, it will be necessary to save changes to the cloud upon exiting

- in Swim TM8.0
- 1. Click on the icon on the desktop

2. You will be asked to select a language. English is highlighted so select OK

😰 Select Language	\times
<mark>English</mark> español Deutsch français	
Show this dialog when the program starts	
	OK
TEAM MANAGER 8.0 has been designed to include support for the screens, the reports, and the Help/Use is the current status of each of those efforts.	e multi-lingual er Guide. Here
* Screens - Completed * Reports - In Progress * Help/User Guide - In Development	
Please provide language translation suggestions to TM@hy-tekltd.com	HY-TEK at

3. You will see a pop-up regarding tutorial as to what is new in TeamManager. I have never looked at this and generally press close.

5. Welcome to TEAM MANAGER 8.0	—		\times
Welcome to HY-TEK's TEAM MANAGER 8. Welcome to HY-TEK's TEAM MANAGER 8. There are two ways for you to review the new features indi Choose one of the options below and then when you return new features, click on the Close button to continue w	0. uded in TM from review ith TM 8.0.	8.0. ing the	
Go to the Online Power Point of New Feature	res		
Display the TM 8.0 Help and then click on "New in TM	/I 8.0" topic		
Show this dialog when the program starts	Close		

4. You may be asked if you wish to sign into TeamConnectOnline. This is the host of the Munster Database in the cloud. I press no at this pop-up preferring to sign-in later



5. You are then asked regarding Active.com Account set-up. I just close this option.

🖏 Active.com Acco	ount Setup			_		\times
Online Team Re HY-TEK and ACTIVE TEAM MANAGER 8.0. easy-to-use website.	gistration and Meet Entry Network are excited to offer online registra . Swimmers can join your team and let you These online registrations and entries are	tion for your team and or a know which events the easily imported directly in	nline meet entry fo y'd like to participa nto your TEAM MA	or your me ate in thro ANAGER (eets using ough an database.)
This feature requires ACTIVE.com.	Internet access. Before you can activate it	t, you need to take a few	minutes to set up	an accou	unt with	
Team Information		Contact Information				
* Team:	Munster Swim Club	* First Name				
Team Website:		* Last Name				
* Team Address:		* Phone Number				
Address Line Two:		* Email Address				
* City:						
* State / Province:	•	Financial Information				
* ZIP / Postal Code:		* Pay to the order of:	Munster Swim C	lub		
* Country:	•	ACTIN	/E.com will send a	any entry	fees it co	llects
* Time Zone:	•	perso	n/organization.			
Help			<u>F</u> inish	Can	cel	
	\checkmark Show this dialog when the	program starts		Clos	se	

6. You are now in Team Manager and should see



7. To activate the MunsterDatabase in the cloud you need to select the third last icon – two screens with arrows connecting



8. You will be prompted as to a USER and password. USER will be from a dropdown menu

🖏 Team Connec	—		×
User		•	
Password			
			_
Login		Cancel	

9. You will then be notified as to the current status of the database and whether it has changed since you last downloaded.

It is probably unnecessary, but my preference is to download every time I log on so that I am 100% certain that I am dealing with current master on the cloud



So I select the Get New Copy of Master – Edit Mode

Name Munster 151023_TMNet7.zip Date Monday 15 January 2024 02:58:10 Size 5.41 megabytes Edit Locked by Not Locked Date of your Copy of the Master Monday 15 January 2024 02:58:00 Local Copy Name C:\TM5Data\Munster 151023_TMNet.MDB License Expires on Tuesday 31 December 2024		laster Team Connect Online Database Informa	tion
Size 5.41 megabytes Edit Locked by Not Locked Date of your Copy of the Master Monday 15 January 2024 02:58:00 Local Copy Name C:\TM5Data\Munster 151023_TMNet.MDB License Expires on Tuesday 31 December 2024 Team Connect Online User Options Get New Copy of Master - Read Only Mode Qpen Existing Local Copy of Your Team Connect Online Database WECK Eth Lock	Name	Munster 151023_TMNet7.zip Monday 15 January 2024 02:58:10	
Edit Locked by Not Locked Date of your Copy of the Master Monday 15 January 2024 02:58:00 Local Copy Name C:\TM5Data\Munster 151023_TMNet.MDB License Expires on Tuesday 31 December 2024 Team Connect Online User Options Get New Copy of Master - Read Only Mode Get New Copy of Master - Edit Mode Logoff Team Connect Online Logoff Team Connect Online termet Connection Status Log	Size	5.41 megabytes	
Date of your Copy of the Master Monday 15 January 2024 02:58:00 Local Copy Name C:\TM5Data\Munster 151023_TMNet.MDB License Expires on Tuesday 31 December 2024 Team Connect Online User Options Get New Copy of Master - Read Only Mode Get New Copy of Master - Edit Mode Den Existing Local Copy of Your Team Connect Online Database ternet Connection Status Log	Edit Locked by	Not Locked	
License Expires on Tuesday 31 December 2024 Team Connect Online User Options Get New Copy of Master - Read Only Mode Get New Copy of Master - Edit Mode Open Existing Local Copy of Your Team Connect Online Database ternet Connection Status Log	Date of your Co Local Copy Nar	py of the Master Monday 15 January 2024 0 ne C:\TM5Data\Munster 151023_TMNet.MDB	2:58:00
Team Connect Online User Options Get New Copy of Master - Read Only Mode Get New Copy of Master - Edit Mode Get New Copy of Master - Edit Mode Open Existing Local Copy of Your Team Connect Online Database Iternet Connection Status Log	License Expires	on Tuesday 31 December 2024	
Get New Copy of Master - Read Only Mode Get New Copy of Master - Edit Mode Qpen Existing Local Copy of Your Team Connect Online Database Image: Connection Status Log	———— Теа	m Connect Online User Options	
Get New Copy of Master - Edit Mode Open Existing Local Copy of Your Team Connect Online Database ternet Connection Status Log	<u>G</u> et Nev	/ Copy of Master - Read Only Mode	🧛 <u>H</u> elp
Open Existing Local Copy of Your Team Connect Online Database	<u>G</u> et I	lew Copy of Master - Edit Mode	
Iternet Connection Status Log	Open Existing Loca	I Copy of Your Team Connect Online Database	Connect Online
	ternet Connection HECK Edit Lock	Status Log	

10. You will then receive a message to the effect that once you download the master, NO ONE else will be allow edit. I select YES to continue question

1	faster Team Connect Online	Database Informa	tion	
Name	Munster 151023_TMNet7.	zip		
Date	Monday 15 January 2024	02:58:10		
Size	5.41 megabytes			
Edit Locked by	Not Locked			
Date of your Co	ny of the Master Monday	15 January 2024 0	2.58.00	_
TEAM MANAGER				\times
Connact Onlines	enver co that when other			
for your club log download this u allowed to open you logoff Team Do you wish to (in to Team Connect Onlin pdated copy of the datab this Team Connect Online Connect Online	leam Connect On e they will have th ase. No one else e database in edit	nine users he option to will be mode until	ieam Online
for your club log download this u allowed to open you logoff Team Do you wish to (in to Team Connect Onlin pdated copy of the databi this Team Connect Online Connect Online	Yes	No	Feam Online
for your club log download this u allowed to open you logoff Team Do you wish to C	in to Team Connect Onlin pdated copy of the databi this Team Connect Online Connect Online Continue ?	Yes	No	ieam Inline

11. Team Manager will then download and will return to the screen as shown at Step 6 and can proceed as I wish