

TEAM MANAGER

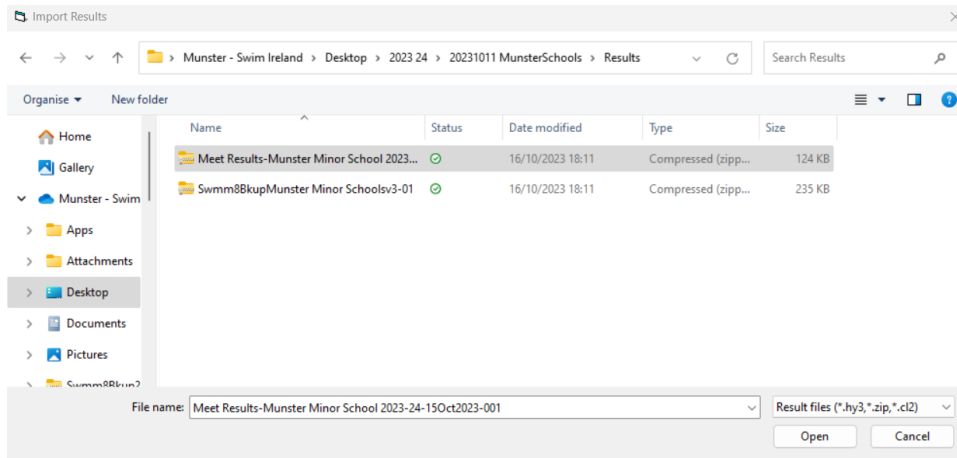
This is a guide as to how to upload results to the Munster Database. To do this one must be logged into Team Manager and must be on the Munster DataBase through the Team Connect Online function as per Logging In document.

Select File

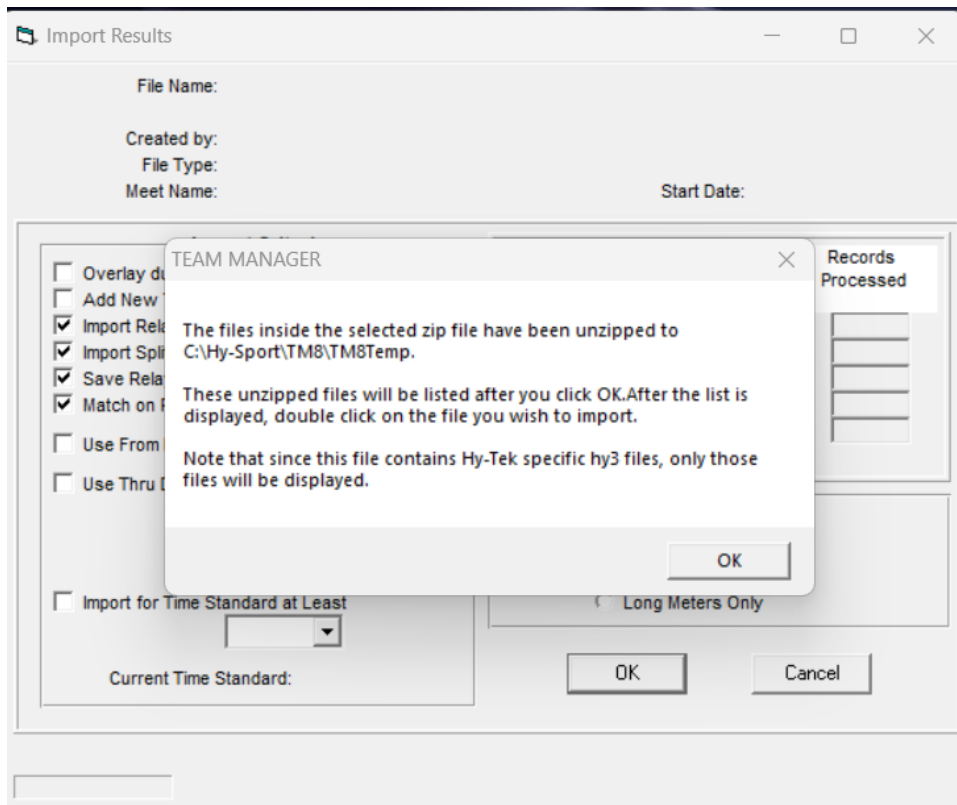
Select Import

Select Meet results

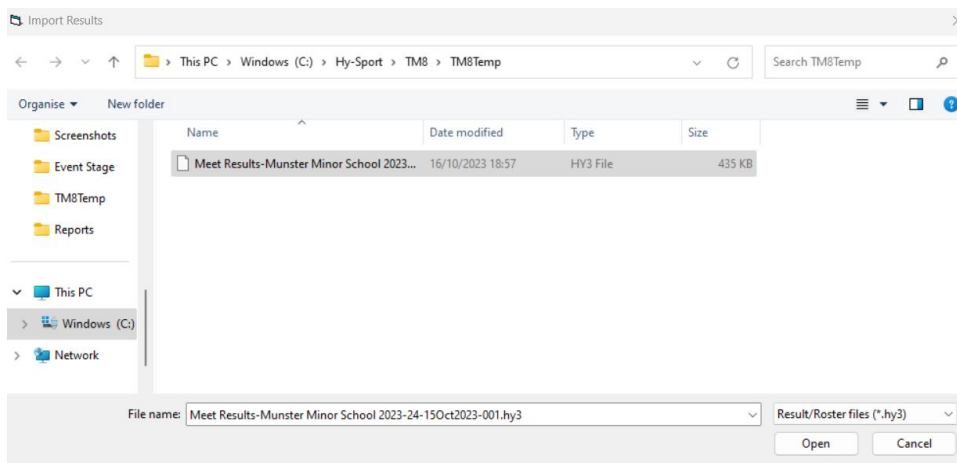
I recommend that results are kept separate in each event folder – so select that Meet Results zipped folder.



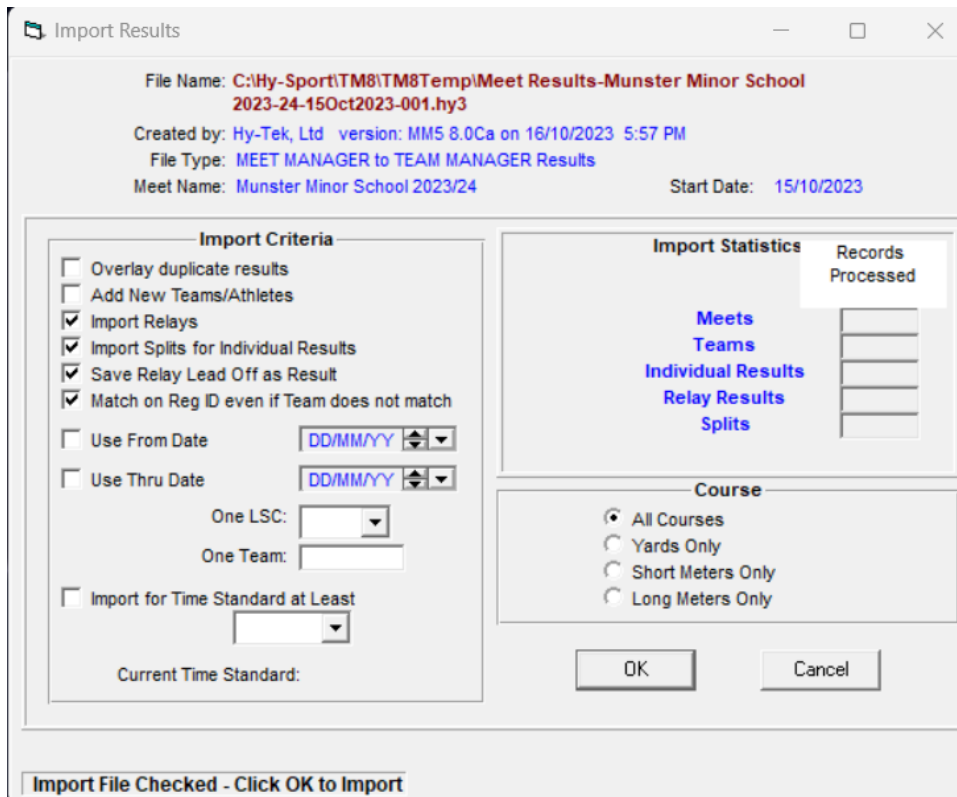
HyTek does not upload zipped files but will automatically extract from zipped file. Accordingly, you will receive.



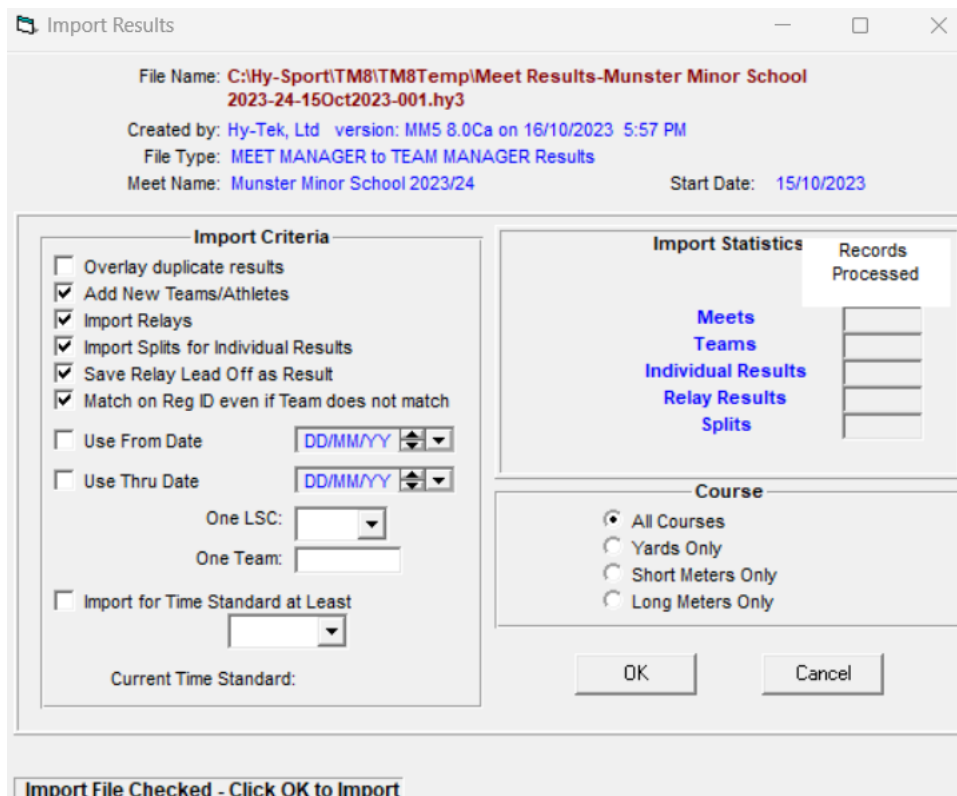
Press OK and then select the HY3 file and press open which will upload the file



You will then be presented with a range of options.

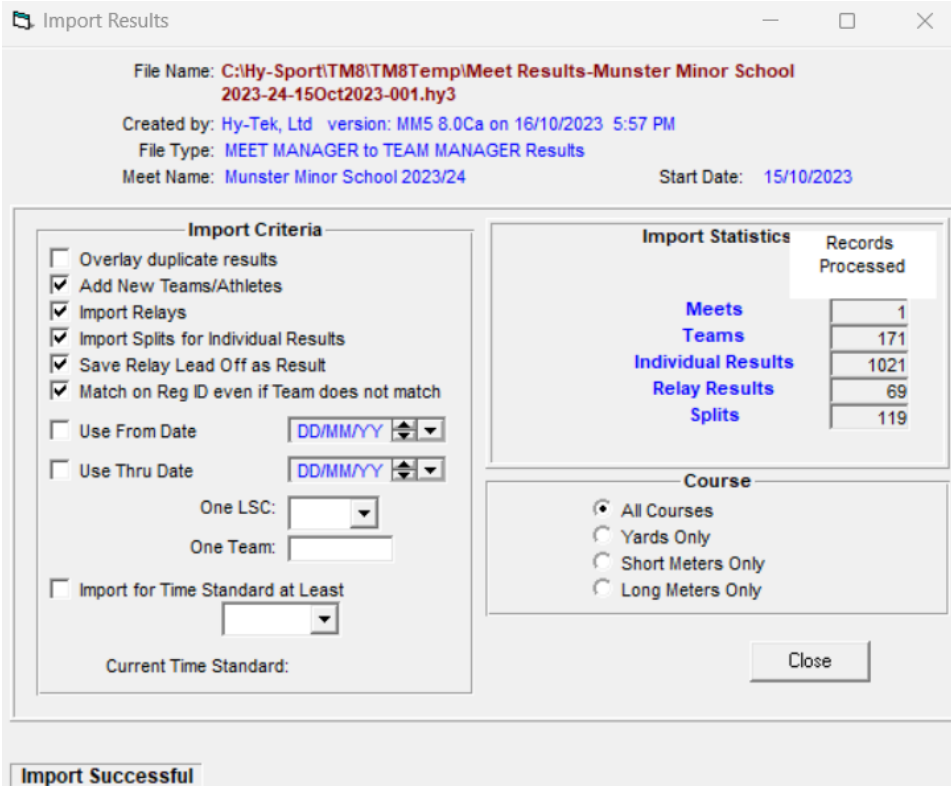


The advice that I received was to tick the Add New Teams/Athletes option which is what I do and then press OK



You will then be presented with details of how many meets; teams; individual results; relay results and splits have been uploaded. This is a handy sense-check as from your session report you will have an indication as to number of entries.

I tend to write these numbers into my notebook – just in case.

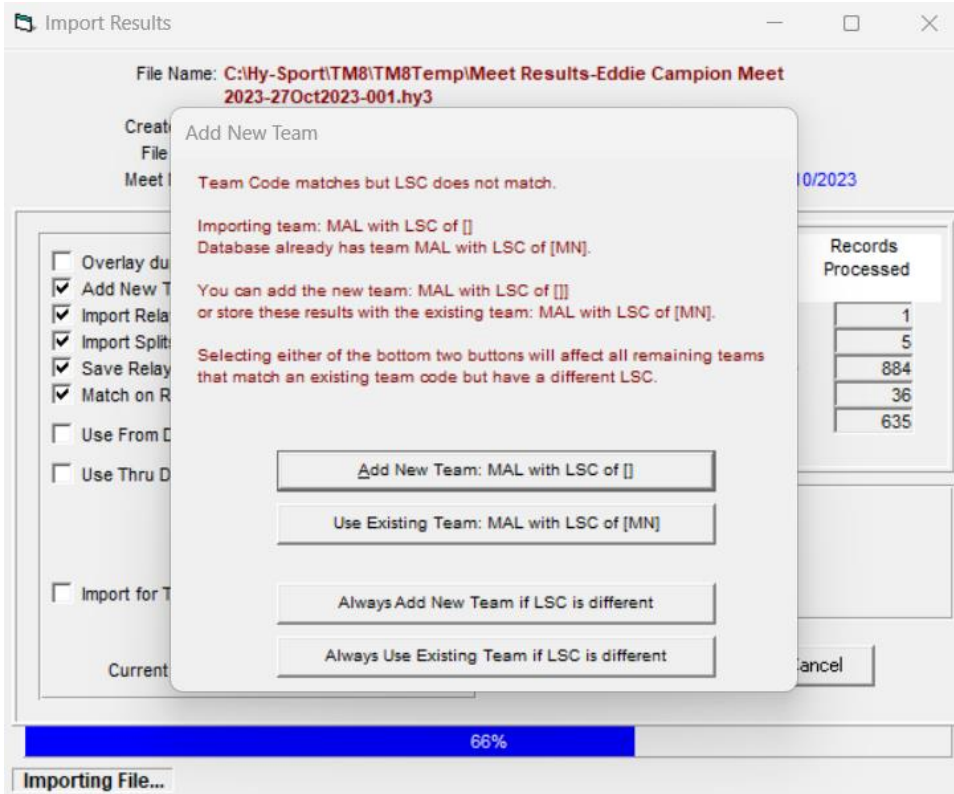


Then press close.

Repeat this process with each of the results that need to be uploaded [Caution – I had issues with uploaded 10+ results at a time so do recommend saving to the cloud and exiting after 4 or 5 uploads]

NOTE

Some clubs have a code after their club code. WAT-ZZZ or DOL MN etc. The ZZZ or MN is I understand an LSC but the code is not always consistent so you may receive a message like



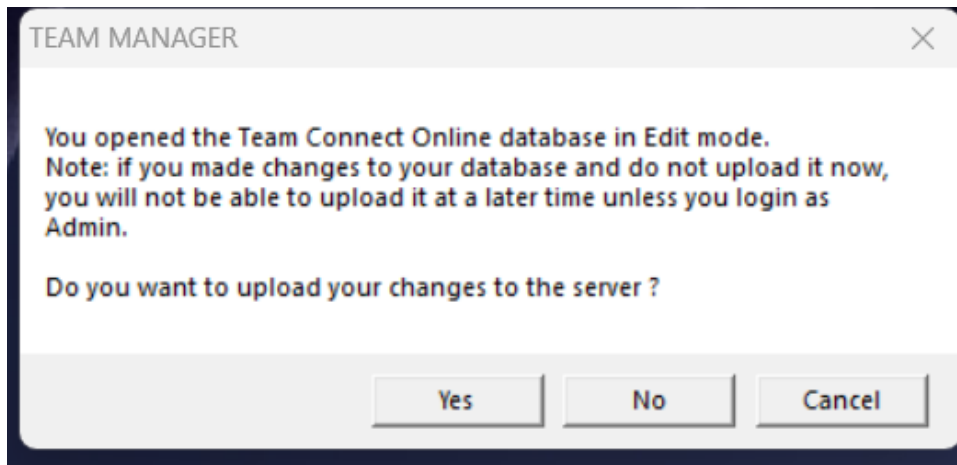
I have always selected the 'Use Existing Team: MAL with LSC of [MN]' option – not wishing to have two Mallows

RESAVING TO CLOUD

Once all results uploaded, click on the Login to Team Connect Online button again



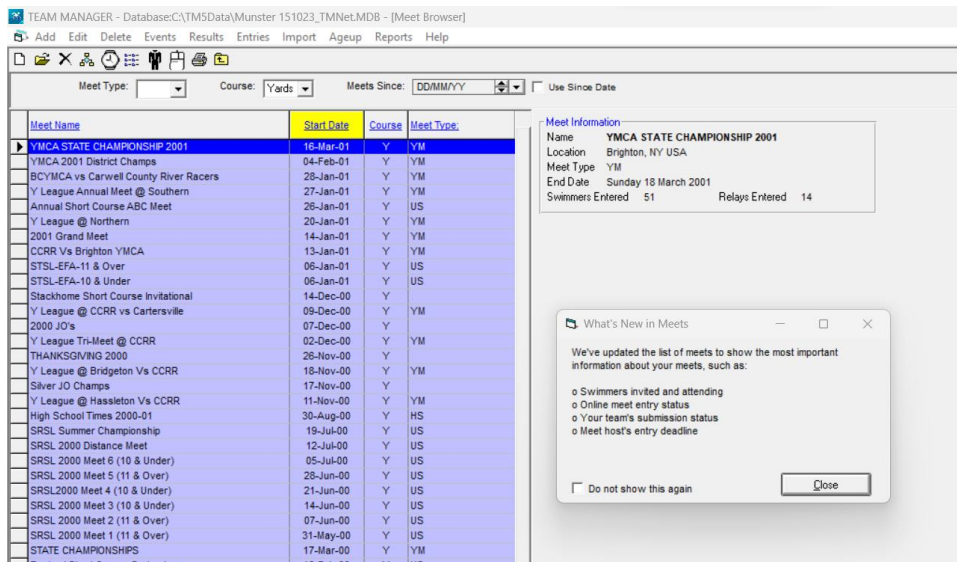
And you will receive a request if you wish to upload to cloud. I think you will receive a similar message if you select to exit and have unsaved items



Select Yes and your details will be compressed, uploaded and the rankings updated

PRECAUTION

To be sure and as a precaution, I exit and then log back in and select Meets



I then select either LCM or SCM – depending upon the course of the results that I have uploaded

TEAM MANAGER - Database:C:\TM5Data\Munster 151023_TMNet.MDB - [Meet Browser]

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: [] Course: SCM Meets Since: DD/MM/YY Use Since Date

Meet Name	Start Date	Course	Meet Type
2023 Irish National Winter Championships	14-Dec-23	S	
Swim Munster Future Challenger Meet 2B	03-Dec-23	S	
Swim Munster Future Challenger Meet 2B- Kingd	03-Dec-23	S	
Munster Short Course Championships 2023	24-Nov-23	S	
Munster Senior School 2023/24	12-Nov-23	S	
Eddie Campion Meet 2023	27-Oct-23	S	
Aspiring Champions Series - Meet 1	21-Oct-23	S	
Munster Minor School 2023/24	15-Oct-23	S	
Swim Munster Future Challenger Meet 1B	08-Oct-23	S	
Swim Munster Future Challenger Meet 1	07-Oct-23	S	
Munster Swim Festival 2023	24-Jun-23	S	
Michael Bowles	20-May-23	S	
LEINSTER SENIOR SCHOOL CHAMPIONSHIPS 2022-23	05-Feb-23	S	
Swim Ulster Open Meet 2023	21-Jan-23	S	
2022 Irish National Winter Championships	15-Dec-22	S	
Stockport Metro November Meet	20-Nov-22	S	

Meet Information

Name 2023 Irish National Winter Championships

Location NAC

Meet Type

End Date Sunday 17 December 2023

Swimmers Entered 0 Relays Entered 0

This is just a double check that what I uploaded was actually uploaded to cloud [I had issues at the start of the upload process and so am cautious with this cross check