## **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.

🞝, Import Results							$\times$
$\leftrightarrow$ $\rightarrow$ $\sim$ $\uparrow$	Munster - Swim Ireland > Desktop > 2023 2	4 > 20231011	MunsterSchools > Results	~ C	Search Results		Q
Organise 👻 New folder					I	•	•
A Home	Name	Status	Date modified	Туре	Size		
🔁 Gallery	黗 Meet Results-Munster Minor School 2023	0	16/10/2023 18:11	Compressed (zipp	124 KB		
<ul> <li>Munster - Swim</li> </ul>	📄 Swmm8BkupMunster Minor Schoolsv3-01	Ø	16/10/2023 18:11	Compressed (zipp	235 KB		
> 📩 Apps							
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Swmm8Rkun?							
File nam	Meet Results-Munster Minor School 2023-24	-15Oct2023-001		~	Result files (*.hy	3,*.zip,*.cl2)	~
					Open	Cancel	

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

File Name:         Created by:         File Type:         Meet Name:         Start Date:                Overlay di          Add New         Import Rei         The files inside the selected zip file have been unzipped to         Import Spi         C:\Hy-Sport\TM8\TM8Temp.         Save Rela         Match on         Import Spi         Other that since this file contains Hy-Tek specific hy3 files, only those         Iles Will be displayed.         OK         OK	J. Import Results	5		_		$\times$
File Type:       Start Date:         Meet Name:       Start Date:         Overlay d.       TEAM MANAGER       Processed         Add New       The files inside the selected zip file have been unzipped to C:\Hy-Sport\TM8\TM8Temp.       Processed         Import Spi       C:\Hy-Sport\TM8\TM8Temp.       Save Rela         Match on       These unzipped files will be listed after you click OK.After the list is displayed, double click on the file you wish to import.       Note that since this file contains Hy-Tek specific hy3 files, only those files will be displayed.         Use Thru       OK       OK         Current Time Standard at Least       0K       Cancel	File Creat	Name: ed by:				
Overlay dt       TEAM MANAGER       X       Records         Add New       Import Rela       The files inside the selected zip file have been unzipped to       Processed         Import Spin       C:\Hy-Sport\TM8\TM8Temp.       These unzipped files will be listed after you click OK.After the list is displayed, double click on the file you wish to import.       Import for Time Standard at Least       OK         Import for Time Standard at Least       OK       Cancel	File Meet	Type: Name:	Start Date:			
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Press OK and then select the HY3 file and press open which will upload the file

$\rightarrow \sim \uparrow$	This PC > Windows (C:) > H	y-Sport > TM8 > TM8Temp		~ C	Search TM8Temp	۶
ganise 🔻 New fold	ler				≣ •	
Creenshots	Name	Date modified	Туре	Size		
📒 Event Stage	Meet Results-Munster Minor	School 2023 16/10/2023 18:57	HY3 File	435 KB		
TM8Temp						
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Filer	name: Meet Results-Munster Minor	School 2023-24-15Oct2023-001.hy3		~	Result/Roster files (*.)	ny3)
riter						

You will then be presented with a range of options.

2023-24-15Oct2023-001.hy3	r Results-Multister Millor School				
Created by: Hy-Tek, Ltd version: MM5 8.0Ca or	16/10/2023 5:57 PM				
File Type: MEET MANAGER to TEAM MANAGE	R Results				
Meet Name: Munster Minor School 2023/24	Start Date: 15/10/2023				
Import Criteria	Import Statistics Becords				
Overlay duplicate results	Processe				
Add New Teams/Athletes					
Mort Relays	Meets Teams Individual Results				
Import Splits for Individual Results					
Save Relay Lead Off as Result					
Match on Reg ID even if Team does not match	Solite				
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Use Thru Date	Course				
One LSC:	All Courses				
	C Yards Only				
	Short Meters Only				
Import for Time Standard at Least	C Long Meters Only				
▼					
Current Time Standard:	OK Cancel				

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

File Name: C:\Hy-Sport\TM8\TM8Temp\Meet R 2023-24-15Oct2023-001.hy3	esults-Munster Minor School				
Created by: Hy-Tek, Ltd version: MM5 8.0Ca on 10	6/10/2023 5:57 PM				
File Type: MEET MANAGER to TEAM MANAGER	Results				
Meet Name: Munster Minor School 2023/24	Start Date: 15/10	/2023			
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Mont Splits for Individual Results	Teams       Individual Results       Relay Results				
Save Relay Lead Off as Result					
Match on Reg ID even if Team does not match					
Use From Date DD/MM/YY 🚖 🗸	Splits				
Use Thru Date	Course				
One LSC:	All Courses				
	C Yards Only				
One ream:	C Short Meters Only				
Import for Time Standard at Least	C Long Meters Only				
Current Time Standard:	OK Ca	ncel			

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

File	Add New Team	
Meet	Team Code matches but LSC does not match.	0/2023
	Importing team: MAL with LSC of []	
Overlay du	Database already has team MAL with LSC of [MN].	Records
Add New T	You can add the new team: MAL with LSC of []]	10003300
Import Rela	or store these results with the existing team: MAL with LSC of [MN].	
Import Split:	Coloring although the better true butters will affect all completes to any	
Save Relay	that match an existing team code but have a different LSC.	884
<ul> <li>Match on R</li> </ul>		36
Use From D		63
Use Thru D	Add New Team: MAL with LSC of []	
	Use Existing Team: MAL with LSC of [MN]	
Import for T	Always Add New Team if LSC is different	
	ancel	

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

TEAM MANAGER	$\times$
You opened the Team Connect Online database in Edit mode. Note: if you made changes to your database and do not upload it now, you will not be able to upload it at a later time unless you login as Admin. Do you want to upload your changes to the server ?	
Yes No Cancel	

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

TEAM MANAGER - Database:C:\TM5Data\Muns	ter 151023_TMNet.M	DB - [Mee	t Browser]	
Add Edit Delete Events Results Entrie	s Import Ageup	Reports	Help	
☞∧猕◙▦髀ᇊ⊜▣				
Meet Type:  Course:	Yards 👻 Meet	ts Since:	DD/MM/YY	Use Since Date
Meet Name	Start Date	Course M	leet Type:	Meet Information
YMCA STATE CHAMPIONSHIP 2001	16-Mar-01	Y N	M	Name YMCA STATE CHAMPIONSHIP 2001
YMCA 2001 District Champs	04-Feb-01	YY	M	Most Tupe VM
BCYMCA vs Carwell County River Racers	28-Jan-01	YY	M	End Date Sunday 18 March 2001
Y League Annual Meet @ Southern	27-Jan-01	YY	M	Summers Entered E1 Delaus Entered 14
Annual Short Course ABC Meet	26-Jan-01	YU	IS	Symmets Entered ST Reldys Entered 14
Y League @ Northern	20-Jan-01	YY	M	
2001 Grand Meet	14-Jan-01	YY	M	
CCRR Vs Brighton YMCA	13-Jan-01	YY	M	
STSL-EFA-11 & Over	06-Jan-01	YU	IS	
STSL-EFA-10 & Under	06-Jan-01	YU	IS	
Stackhome Short Course Invitational	14-Dec-00	Y		
Y League @ CCRR vs Cartersville	09-Dec-00	YY	M	
2000 JO's	07-Dec-00	Y		🖏 What's New in Meets 🛛 🗆 🗙
Y League Tri-Meet @ CCRR	02-Dec-00	YY	M	
THANKSGIVING 2000	26-Nov-00	Y		We've updated the list of meets to show the most important
Y League @ Bridgeton Vs CCRR	18-Nov-00	YY	M	information about your meets, such as:
Silver JO Champs	17-Nov-00	Y		a Curimmere invited and attending
Y League @ Hassleton Vs CCRR	11-Nov-00	YY	M	o Online meet entry status
High School Times 2000-01	30-Aug-00	YH	IS	o Your team's submission status
SRSL Summer Championship	19-Jul-00	YU	IS	o Meet host's entry deadline
SRSL 2000 Distance Meet	12-Jul-00	Y U	IS	
SRSL 2000 Meet 6 (10 & Under)	05-Jul-00	YU	IS	
SRSL 2000 Meet 5 (11 & Over)	28-Jun-00	Y U	IS	
SRSL2000 Meet 4 (10 & Under)	21-Jun-00	YU	IS	Do not show this again
SRSL 2000 Meet 3 (10 & Under)	14-Jun-00	Y U	IS	
SRSL 2000 Meet 2 (11 & Over)	07-Jun-00	YU	IS	
SRSL 2000 Meet 1 (11 & Over)	31-May-00	Y U	IS	
STATE CHAMPIONSHIPS	17-Mar-00	YY	M	
Region I Short Course Swimming	18.Feb.00	Y II	21	

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

TEAM MANAGER - Database:C:\TM5Data\Munster 15	51023 TMNet.N	1DB - [Me	eet Browserl	
Add Edit Delete Events Results Entries Ir	mport Ageup	Report	s Help	
🗅 😅 🗙 🖧 🕘 🌐 🛉 🖨 🛍				
Meet Type: Course: SCM	▼ Me	ets Since:	DD/MM/YY	Use Since Date
Meet Name	Start Date	Course	Meet Type:	Meet Information
2023 Irish National Winter Championships	14-Dec-23	S		Location NAC
Swim Munster Future Challenger Meet 2B	03-Dec-23	S		Meet Tune
Swim Munster Future Challenger Meet 2B- Kingd	03-Dec-23	S		End Date Sunday 17 December 2023
Munster Short Course Championships 2023	24-Nov-23	S		Summers Entered 0 Belaus Entered 0
Munster Senior School 2023/24	12-Nov-23	S		Though Enkilde
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		
Cteckport Matra Nevember Meet	20 Nov 22	C		

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