

Instructions for Entering CIF – San Diego Section Swimming and Diving Championships

1. **PLAN AHEAD.**
2. Download Hy-Tek TeamManager Lite. *If you have a full version of Team Manager, follow the instructions that came with the program.*
www.hy-tekltd.com/downloads.html#swimdemo. Run the Download.
3. Program will install on your computer, you will have to accept the license agreement and click “ok” a couple of times. You may have to download the program again even if the program is still on your computer from last season.
4. This program will put an Icon on your Desktop, “TM Lite”.
5. Double Click on the TM Lite Icon.
6. The first time (and only the first time) you run the program you must set the program up for your High School. File/Open and enter your school name.
7. Import the meet file. CIF Website: www.cifsd.org These files are also available from Mike Saltzstein mikesaltzstein@att.net, 619 445 7660.
8. Now go to the FILE tab, open IMPORT then MEET EVENTS and find the file you downloaded from the CIF web-site. Follow the on-screen instructions.
9. Then click on the TEAM tab on the top of the screen and enter the information about your school. Once done, leave this menu by clicking on the SMALL “x” on the second line at the right of the screen.
10. Next click on the ATHLETES tab and enter ALL of your team swimmers. You are only required to enter their first and last name, and school year. Please use FR, SO, JR or SR for school grade level.
11. Proceed to the MEETS (select the option to enter by event or name). Use the custom entry time field to enter the athlete (or relay’s time). The system will automatically add the required punctuation; you only need to enter the numbers. Relays can only be added using the “by event” option.
12. Next, print and **VERIFY** that all your athletes are in their proper events by **PRINTING** a copy of your entry. REPORTS tab, PERFORMANCE, MEET ENTRIES. **Please check for ALL Swimmers, Divers and Relay Teams, including Relay Only Swimmers.** *Athletes not submitted properly WILL NOT be able to participate in the championship (prelims or finals).* Save and submit the entry file by FILE, EXPORT, MEET ENTRIES. Name this file with your TEAM Initials and email file as an attachment to cifentry@att.net .
13. **DIVING SCORE CARDS: SIGNED SCORE CARDS FROM MEETS, INVATIONALS OR LEAGUES FOR ENTRY INTO CHAMPIONSHIP MUST ACCOMPANY TEAM ENTRIES. SCAN TO CIFENTRY@ATT.NET OR FAX TO 619 445 7670. NO EXCEPTIONS. MUST BE RECEIVED BY 10AM MAY 7.** (THIS only APPLIES TO THE SCORE CARD BEING USED TO Qualify)
14. If you have not received an email confirming that your entries are received by 10 AM Sunday May 7, you MUST resubmit your entries. **Entries or changes received after 10 noon on May 7 will not be accepted.** Please review the confirmation you receive carefully and prior to the entry deadline.
15. Thank you and please **PLAN AHEAD.**