

## *Hy-tek Team Manager Roster Maintenance for JRAC*

Before making any additions or deletions to your roster make certain your 2017 database has been purged and the 2018 startup database has been downloaded from the website and installed on your computer according to the startup instructions posted on the website. It is extremely important that each swimmer has an ID and that the ID is correct. The ID is partially based on birthdate so it is important that a birthday is entered for each swimmer. Please make certain that each new swimmer you add to your roster has a correct birthdate and that you build an ID for that swimmer.

### **Selecting Your Team As the Default**

(Doing this will cause the program to always default to your team when you open TM 7.0)

From the main menu bar choose Setup

Choose Favorite Filters

Double click on name of your team

Click on Set default

Click on **X** to close

### **Creating Your Team Roster**

Next choose Athletes from the main menu bar. Double click on the first name and a screen for that swimmer will come up. If desired click on the arrow by Group and choose MIT, MID, JUN, INT, or SEN depending on swimmer's age. If the athlete is a diver only and does not swim, choose DIV. If your team has a Fun Team for swimmers not yet competing in meets choose FUN. From this screen you can also edit each swimmer's information. Click the inactive box in the bottom right corner for the swimmer if he or she is not yet registered this year. Click on OK. Go through your roster swimmer by swimmer and put each swimmer in the appropriate group and inactivate those not yet registered for 2018. You may delete swimmers no longer on your team, but **DO NOT** delete any swimmer with times from 2016 or 2017 in case they decide to swim later in the season. New swimmers may be added by choosing ADD from the Athlete menu bar. Once the name, birthdate, gender, team and group have been chosen, click on Build ID and the new swimmer will be given a swimmer ID. Add mailing information and contact information if desired and click OK.

***Swimmer from another JRAC team:*** If you have a swimmer who swam for another JRAC team last year, go to the Athlete Menu and choose the team they swam for in 2017. Double click on the athlete changing teams and box will pop up. On the right side of the dialog box change Team 1 to the new team (your team). Click OK. The history of the athlete stays with the athlete regardless of team. All of the swimmers' times come with the swimmer. **IMPORTANT: You must notify Kathy Watson by email at [krwatson12@gmail.com](mailto:krwatson12@gmail.com) if you have moved a former JRAC swimmer to your team because the swimmer must be moved to the correct team in the league database.**

### **Submitting Your Roster and Check**

When your roster is complete, or **no later than Friday before the first meet**, you must send payment to Pat Tune, JRAC Treasurer, for each active swimmer and/or diver. Mail or deliver two copies of the paper roster and \$25 for each active swimmer/diver to Pat Tune, JRAC Treasurer, 9250 Grantham Drive, Mechanicsville, VA 23116. Generate the roster report as follows:

Choose Reports from the main menu bar

Choose Administrative

Choose Athletes

Choose Athlete Rosters

Click on Sort by-Name

Click on Gender-Both

Click on Create Report

Print 3 copies of the roster – one for your records and 2 copies to be sent to Pat

Enclose a check for \$25 x total number of athletes listed on report.

**A 150 POINT PENALTY WILL BE ASSESSED TO ANY TEAM NOT SUBMITTING A ROSTER AND PAYMENT TO THE JRAC PRIOR TO THE FIRST MEET**

When new swimmers/divers are added to your team after your first league payment, print a new roster, highlight the new swimmers/divers for whom you are paying, and send 2 copies of your highlighted roster to Pat Tune along with a check for \$25 for each new swimmer/diver highlighted on the report.

**PLEASE REMEMBER TO EMAIL THE COMPUTER SECRETARY WITH CHANGES TO EXISTING SWIMMERS IN THE STARTUP DATABASE. THESE CHANGES INCLUDE NAME SPELLINGS OR BIRTHDAYS. EMAIL THESE CHANGES PROMPTLY TO [KRWATSON12@GMAIL.COM](mailto:KRWATSON12@GMAIL.COM). ALSO NOTIFY THE COMPUTER SECRETARY BY EMAIL OF ANY CHANGES YOU MAKE TO EXISTING SWIMMERS DURING THE SEASON.**

Everything you do each time you open TM will be saved. However, it is strongly recommended that you back up your TM files routinely. Your TM files can be backed up by choosing **File** from the main menu bar then **Backup**, and then specify your disk drive and directory. You probably want to include the date in the description space.