



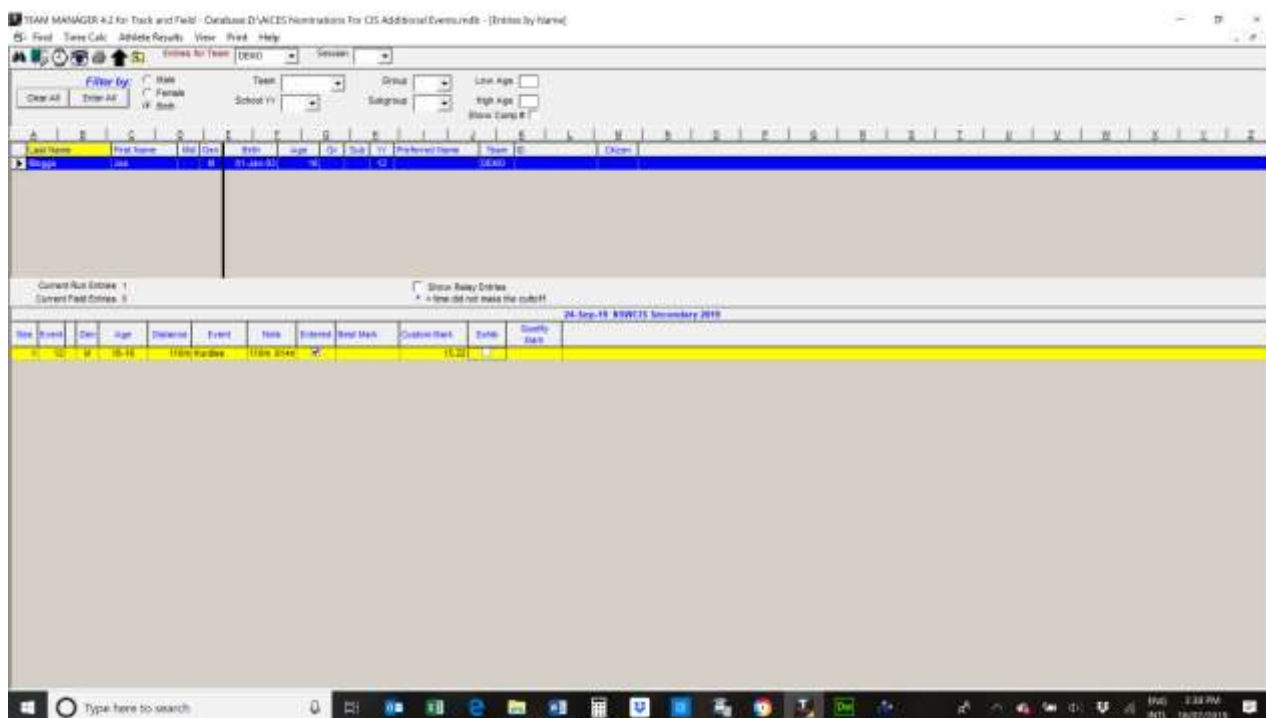


Submitting Athletics Entries Using TM Lite for CIS Additional Entries

Date Due: Friday 28th August 2020

All times must be verified before nominating


1. Go to the AICES Athletics page and scroll down to Additional Entries. Click on the link and open (not save) the [Team Manager CIS Additional Entries File - click here](#) file. Copy and paste this file (purple icon with small key) to somewhere you can find it
2. Download (or open your copy) Team Manager 4.2 Lite (**not Meet Manager**) from:
<https://hytek.active.com/downloads.html>
Please ensure it is the Track and Field Version
When downloaded open TM Lite then click on **File** then **Open/New** then go to the file you just saved and click and follow the prompts Keep clicking ok until finished. TM Lite will now open with the events in it.
3. Click on Teams at the top click on the team named "Demo" and change the details in the window to reflect your school's details. Make sure you use the correct AICES school code and name (below). Change Team Type from HS to Age Group. Go back to the front screen.
4. Go back to the Main Screen. If your athlete is not already in TM Lite...
To enter athletes: Click on **Athletes** then **Add** and complete details in top box (Athlete Information). Enter Last Name, First Name (not just initial), Date of Birth, Gender. On the side box (Member of) **TEAM 1** select your school & school year at the bottom.
There is no need to fill in Preferred Name, Athlete Cell and Athlete email or age. (Age appears automatically once date of birth is entered).
Leave all other boxes empty.
Click **OK**.
Repeat for each athlete.
Click **Cancel** when finished
Select the return  at the top of the screen.
5. To enter athletes into events , click **Meets**, highlight **NSWCIS Secondary 2020** and click **Entries /Entries by Name**. Click **your team**. Click on students name and the events they are eligible for will be displayed at the bottom. Click in the **Enter** box to enter the athlete in the correct event. Enter the athletes time into the Custom Mark box. If no time is entered then the athlete may not be considered. Make sure you use this format for times 1:22.22. Select the return  at the top of the screen.



CHECK

To check that entries are correct you will need to cross reference two reports with your master sheet.

1. Click on **Meets/Report/Entry report**. Select **Team**.
Go to **Sort By** box and click on *Meet Event Number*,
Go to **Enter Filters Box** and click on *Individual*, then *Create Report*. Print this report.
2. Do the same but in the sort by box click on *Name*, then *Create Report*.
3. You now have two reports to check against each other and your master. My suggestion is to highlight all the events your school is entered in on the programme of events, then check this against both these print outs.

When you are happy that all is correct, Select the return  at the top of the screen. Click **File/Export/Meet Entries**. Remember where it is saved to or save it to your athletics file. This will create a zipped file that is to be emailed to:
gaitken@aices.com.au

Al Sadiq	ALS4	Moriah College	MOR4
Al Zahar	ALZ4	Newcastle GS	NGS4
All Saints Grammar	ASG4	Manning Valley AC	MVA4
Amity College	AMY4	Masada College	MA_4
Arden AS	ARD4	Northholm GS	NG_4
Arndell AC	AAC4	Nowra AC	NAC4
Australian IA	AIP4	Orange GS	OGS4
Australian IA K	AIK5	PAL College	PAL4
Avondale	AS_4	Penrith AC	PAC4
Belfield College	BC_4	Pittwater House	PHS4
Bishop Tyrrell AC	BTA4	Reddam House	RH_4
Broughton AC	BAC4	Redeemer BS	RBS4
Calrossy AS	CAS4	Rouse Hill AC	RHA4
Central Coast AS	CCA4	Sapphire Coast AC	SCA4
Emanuel School	TES4	SEDA College	SC_4
Galstaun College	GC_4	Scone GS	SGS4
Georges River Grammar	GRG4	Scots All Saints College	SAS4
Gleanaeon RSS	GRS4	Shellharbour AC	SHE4
Heritage LM	HEC4	St Columba AS	STC4
Heritage Sydney	HES4	St Euphemia	SEC4
Hills AC	HAC4	St Lukes GS	SLG4
Hills GS	THG4	St Mark's College - AICES	SMC4
Hunter Valley GS	HVG4	St Maroun's College	STM4
Illawarra GS	TIG4	St Mary & St Mina's	SMM4
International FS	IFS4	St Peters AC	SPB4
International GS	IGS4	St Phillips CC C	SPC4
Kinross Wolaroi	KWS4	St Phillips CC G	SPG4
Korowal School	KS_4	St Phillips CC N	SPN4
Lakes Grammar	LGS4	St Phillips CC PS	SPP4
Macarthur AS	MAS4	Tangara	TAN4
Macquarie College	MC_4	Thomas Hassall AC	THA4
Macquarie AGS	MAG4	Unity Grammar	UGC4
Macquarie Grammar	MG_4	William Clarke	WCC4
Malek Fayd College	MFC4	Wollemi AC	WOL4
Medowie CS	MCS4	Wollondilly AC	WAC4
Mc Donald College	TMC4	Youth OTS	YOS4
Montgrove College	MTG4		