

HY-TEK

TRAINING

PRE-REQUISITE

Hy-Tek must be installed on your computer.

TEAM MANAGER 4.2

FOR TRACK AND FIELD

ACTIVEHy-Tek

Demo Evaluation Edition
- Release 4.2Cc -
Single-User - Admin

Streaming Live Results to Track and Field's #1 app - Meet Mobile:



App Store



Google play

Installing Hy-Tek

Personal Computer:

Use a Windows operating system - MAC can create issues:

<https://hytek.active.com/downloads.html> : Link to Download Team Manager

Use Team Manager 4.2 Lite - scroll halfway down the page to locate the correct version

If using a school computer:

On your school computer you'll need to download and install it from Company Portal.

Click on Start-> Type in Company Portal.

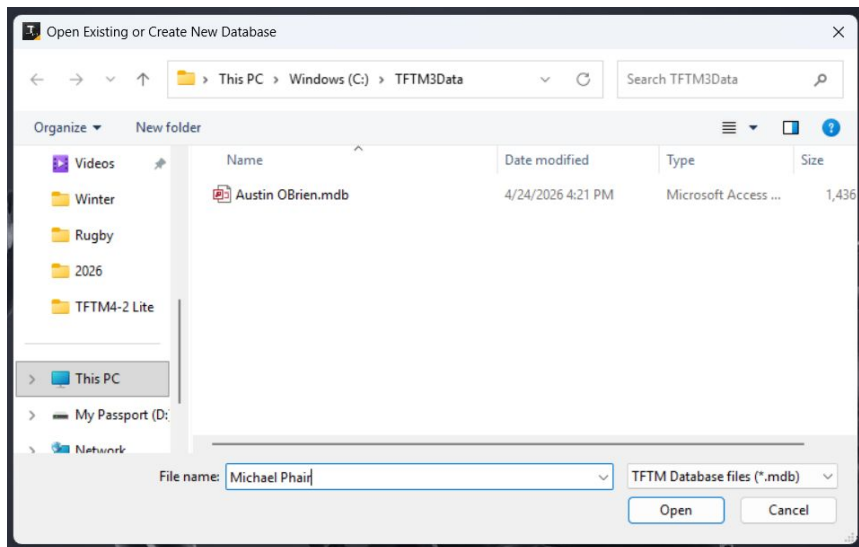
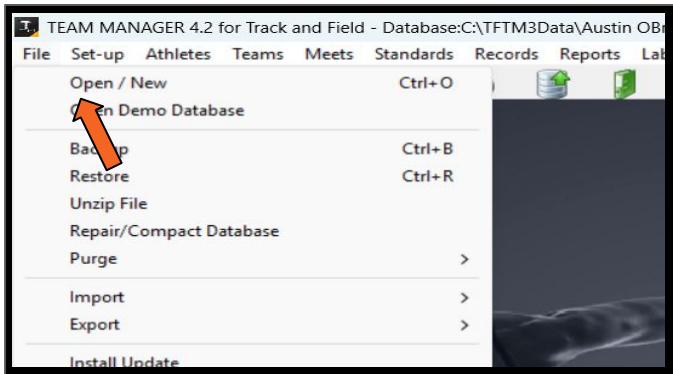
Once you see the App, click on it to open.

In the App, type Hytek and you should see the software you need.

Click on the one you want and select Install.

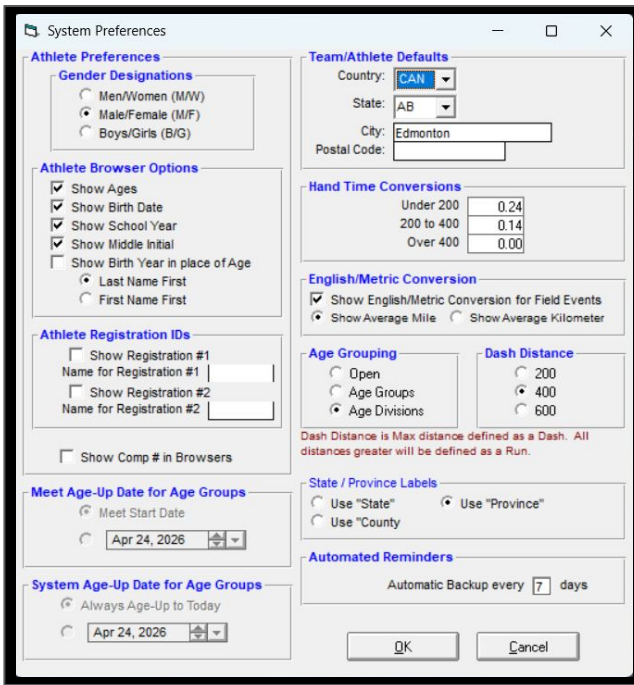
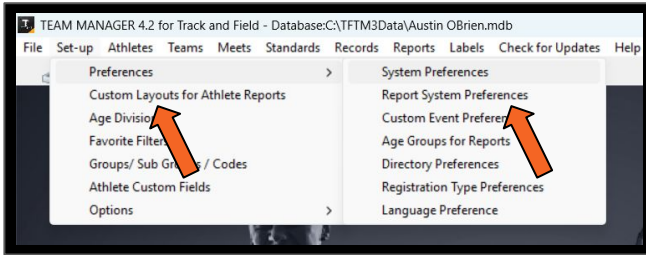
SETTING UP YOUR PROGRAM

Running Team Manager for the First Time - Part 1



1. Pull down “File” menu:
 - a. Choose “Open/New”
2. Change the file name to your school:
 - a. E.g. “Michael Phair”
3. Updating to Current Version
 - a. If it is a school computer, you will not be able to update, this is fine.
 - b. If you have permissions to do this:
 - i. Click “yes” when pop up asks if you want to install update
 - ii. Follow Prompts - click “Ok” x3

Running Team Manager for the First Time - Part 2

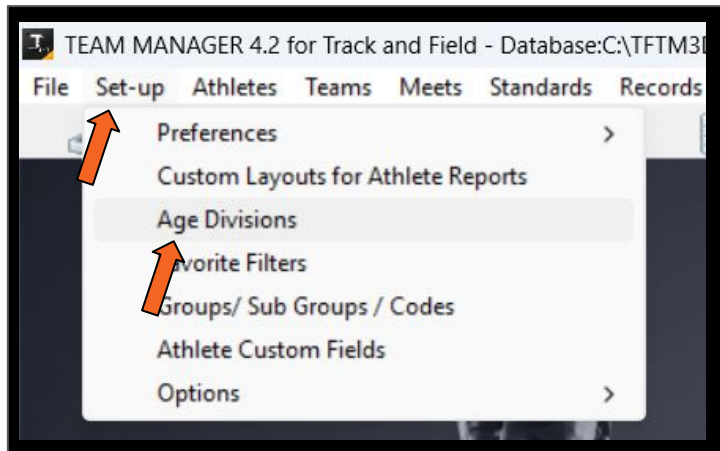


1. Pull down - "Set-up" - "Preferences" - "System Preferences"

The boxes you need to change/ensure are correct:

- a. Default Country = CAN
 - b. Default State = AB
 - c. City = Edmonton
 - d. Age Grouping = Age Divisions
 - e. State/Province Label = Use Province
2. Click "OK" to close

Running Team Manager for the First Time - Part 3 (Age Divisions)



The 'Age Divisions' dialog box contains a table with the following data:

Div Abbr	Division Name	Low Age	High Age	Low Age Date Calc	High Age Date Calc
JR	Junior	11	13	Year of Meet	Year of Meet
INT	Intermediate	14	14	Year of Meet	Year of Meet
SR	Senior	15	16	Year of Meet	Year of Meet

1. Pull down - "Set-up" - "Age Divisions"
 - a. Delete all but 3 categories
 - b. Click in and edit every box to match example
 - i. Ensure "Low Age" and "High Age" matches example for each category
 - ii. Ensure you choose "Year of Meet" For calculation boxes.

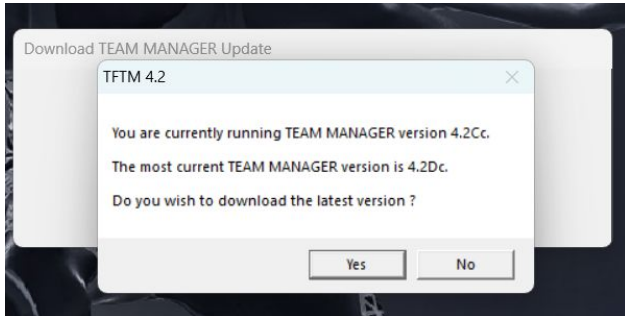
Running Team Manager Again...

Logged-In	User Name	Password	Restrictions
<input type="checkbox"/>	<input checked="" type="radio"/> Admin	<input type="text"/>	None
<input type="checkbox"/>	<input type="radio"/> Coach 1	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 2	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 3	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 4	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Coach 5	<input type="text"/>	Network Administration
<input type="checkbox"/>	<input type="radio"/> Report 1	<input type="text"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 2	<input type="text"/>	Reports and Labels Only
<input type="checkbox"/>	<input type="radio"/> Report 3	<input type="text"/>	Reports and Labels Only

Open Database Method

Single User
 Multi User
 Do Not Open Database

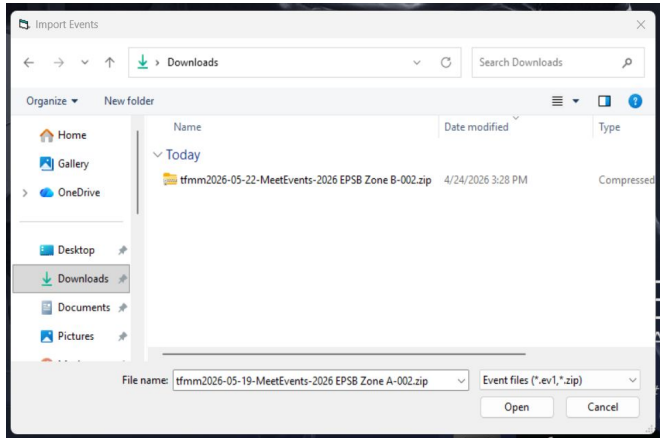
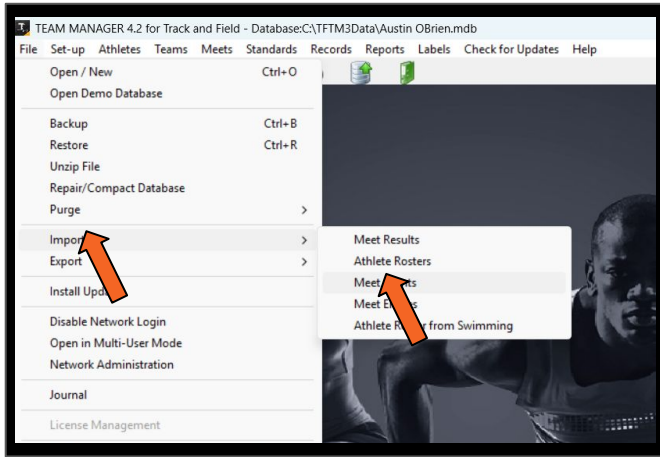
OK



1. When you open it *might* ask you language - select “English”, check off box “do not show this again” and click “OK”
2. Log In screen will pop up - click OK
3. An information box will pop up - “Click OK”
4. *An update box may pop up - click “OK”
5. Update prompt
 - a. If you don't have permission to make changes to programs on your computer, or you do not want to - click “no”
 - b. If you have permission to add/change programs on your computer, you can choose to do so - click “yes” and follow instructions (click “OK”) when prompted x3

**SETTING UP
YOUR ZONE
MEET**

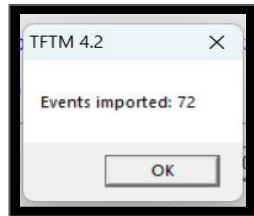
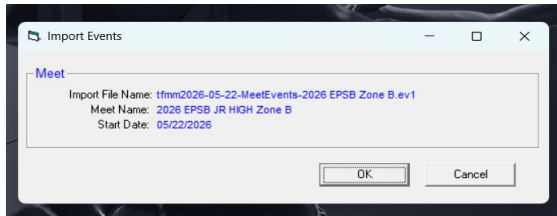
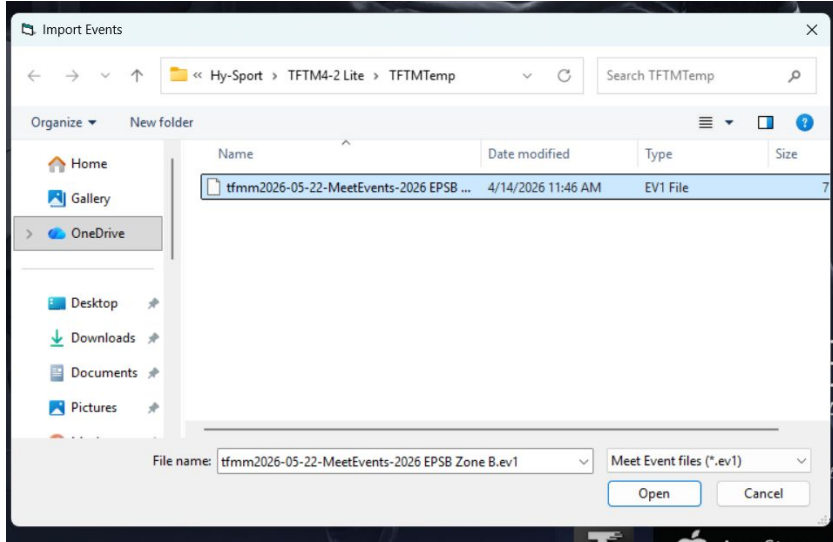
Adding your Zone Track Meet File to your system - part 1



You will have to download the “Event File” and enter it into your Hy-Tek program.

1. Go to the Ellis Time website and find your zone:
 - a. [Link to Ellis Timing Website for Edmonton Public Junior High Athletics](#)
2. Click on your zone and download the file
3. In Team Manager:
 - a. Pulldown “File” - “Import” - “Meet Events”
 - b. Find your file in downloads - it will be a zipped folder with a name like “tfmm2026-05-19-MeetEvents-2026 EPSB Zone A-002.zip” - click “Open”
 - c. An information message telling you files have been unzipped will pop up - click “OK”

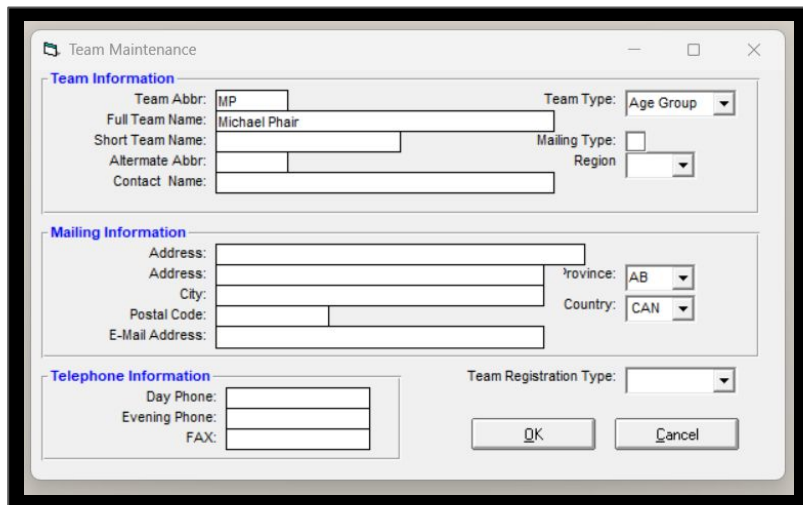
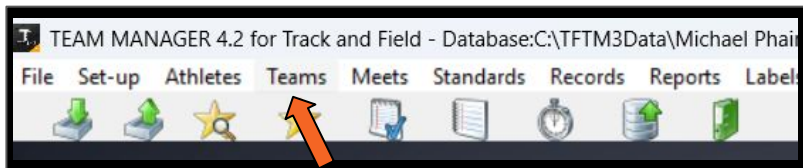
Adding your Zone Track Meet File to your system - part 2



1. An Import Events window will open
 - a. Highlight the “tfmm...” file and click “open”
 - b. A warning message will pop up - click “OK”
 - c. An information message will pop up indicating 72 events were imported - click “OK”

SETTING UP YOUR TEAM

Adding & Naming Your Team

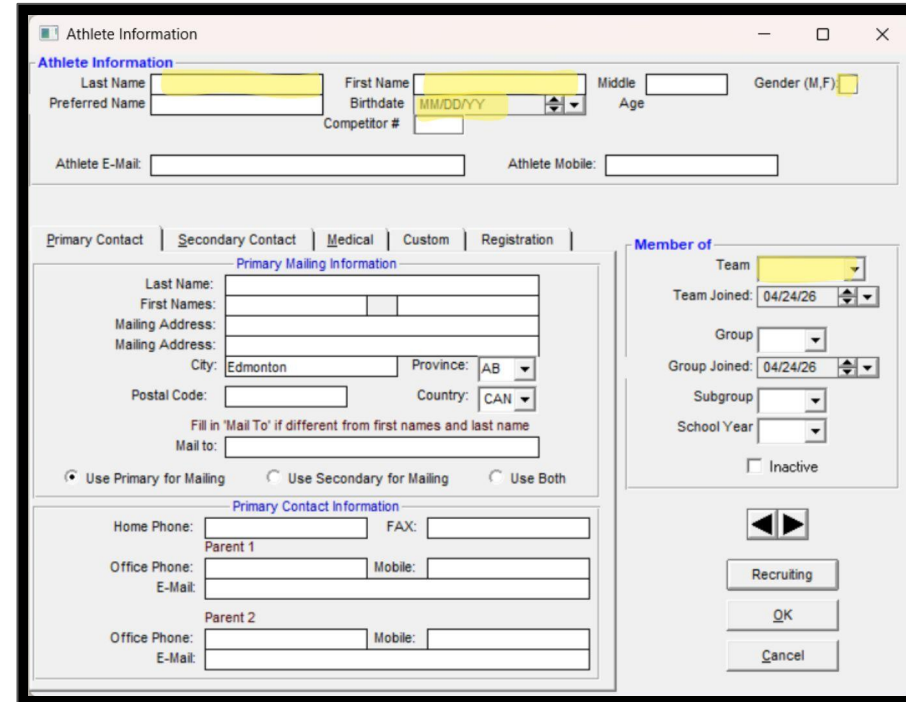
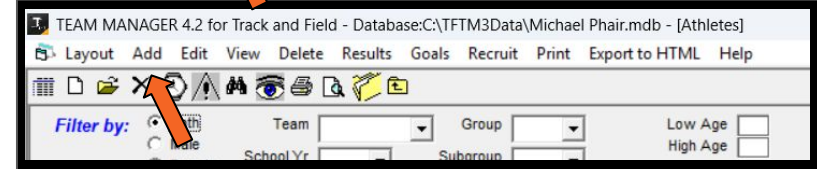
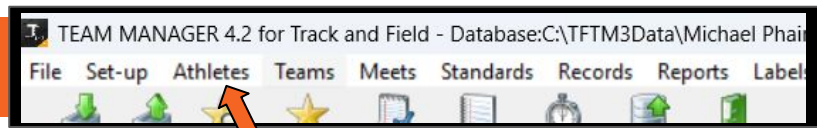


****Skip this if you already have a team from last year****

1. Click on Pulldown menu: "Teams"
2. The team window will open - click on "Add"
3. Fill out the following boxes:
 - a. Team Code - your 2/3 letter name (ask Janelle or John if you don't know yours) e.g.:
 - i. Micheal Phair = MP/Major General Griesbach - MGG
 - b. Full Team Name/Short Team Name - your school name
 - i. Micheal Phair/Major General Griesbach
 - ii. DO NOT use Griffins/Grizzlies (this appears on the track meet lists and is hard to line up athletes without school names)
4. Click "OK" all information will disappear (this is normal)
5. Click "Cancel" and close window

Adding an Athlete

1. Click on Pulldown menu: "Athletes" - the Athletes window will open
2. If you are using the same team as last year, your athletes from previous years will still be there. Sort the team by clicking on the "Birth" column, delete all of last year's grade nine students and add in this year's grade seven students and new athletes
3. Click on "Add" - the Athlete Information box will open
4. Fill out the following boxes:
 - a. Last Name
 - b. First Name
 - c. Birthday (Month-Day-Year)
 - d. Gender (M,F)
 - e. Team (Your school from drop down)
5. Click "OK" - box will go blank, you can add another athlete, or click cancel to close
6. Important notes:
 - a. FOIP concerns - name the student J. Runner. Ensure your student knows the marshall will be calling them by that name
 - b. Date of birth - you do not need exact birth dates, you can list an athlete as April 1st (don't do Jan. 1, it may glitch) - ensure the year is correct and they will be placed in the correct category



Athlete Information

Athlete Information

Last Name: First Name: Middle: Gender (M,F)

Preferred Name: Birthdate: Age:

Competitor #:

Athlete E-Mail: Athlete Mobile:

Primary Contact | Secondary Contact | Medical | Custom | Registration

Primary Mailing Information

Last Name:

First Names:

Mailing Address:

Mailing Address:

City: Province:

Postal Code: Country:

Fill in 'Mail To' if different from first names and last name

Mail to:

Use Primary for Mailing Use Secondary for Mailing Use Both

Primary Contact Information

Home Phone: FAX:

Parent 1

Office Phone: Mobile:

E-Mail:

Parent 2

Office Phone: Mobile:

E-Mail:

Member of

Team:

Team Joined:

Group:

Group Joined:

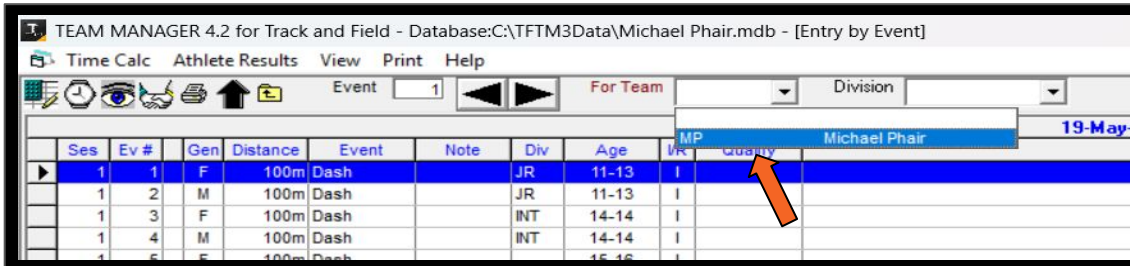
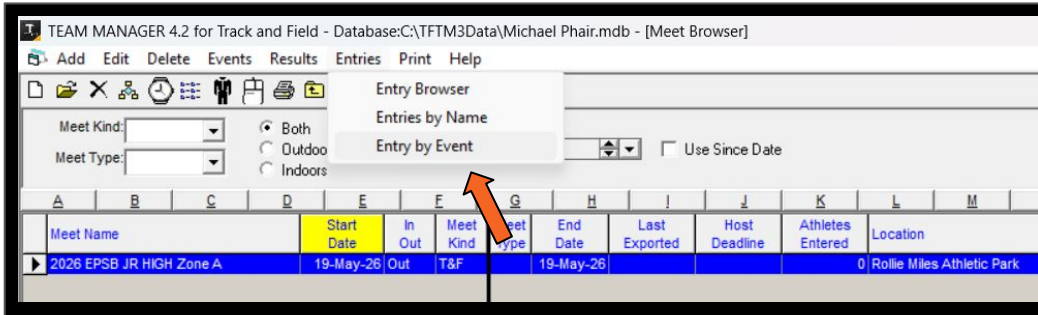
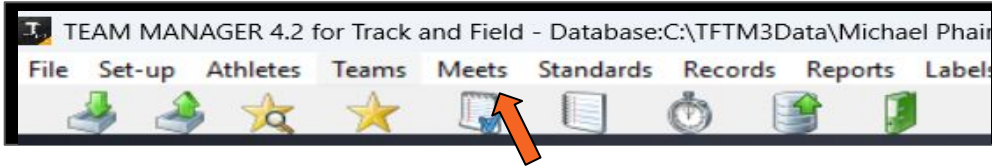
Subgroup:

School Year:

Inactive

SETTING UP YOUR ENTRIES

Adding Entries by Event - Part 1



1. Click on Pulldown menu: "Meets"
2. Ensure the correct Meet is highlighted
 - a. RECOMMEND - delete last year's meet, so you don't get mixed up
3. Click "Entries" - "Entries by Event"
4. Click "OK" on warning pop up
5. Choose your team from the dropdown menu

Adding Entries by Event - Part 2

TEAM MANAGER 4.2 for Track and Field - Database:C:\TFTM3Data\Michael Phair.mdb - [Entry by Event]

Time Calc Athlete Results View Print Help

Event For Team Division

19-May-26

Ses	Ev #	Gen	Distance	Event	Note	Div	Age	I/R	Qualify
1	1	F	100m	Dash		JR	11-13	I	
1	2	M	100m	Dash		JR	11-13	I	
1	3	F	100m	Dash		INT	14-14	I	
1	4	M	100m	Dash		INT	14-14	I	
1	5	F	100m	Dash		SR	15-16	I	
1	6	M	100m	Dash		SR	15-16	I	
1	7	F	200m	Dash		JR	11-13	I	
1	8	M	200m	Dash		JR	11-13	I	
1	9	F	200m	Dash		INT	14-14	I	

Clear All Enter All Session Filter by: Team Group

Show Younger Athletes School Yr Subgroup

Only Athletes Already in Meet * indicates a mark did not make the cutoff. Show Comp #

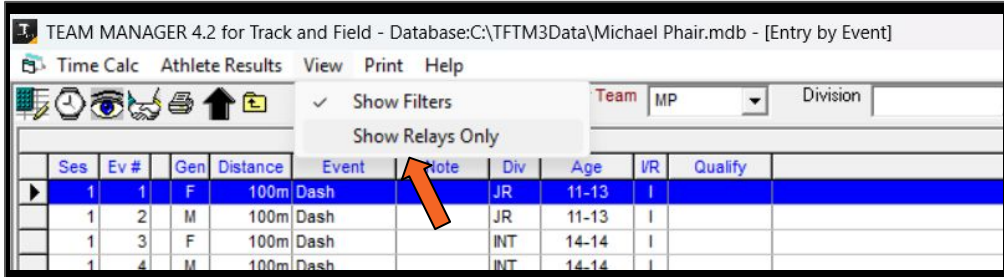
A B C D E F G H I J K L

Event: [3]

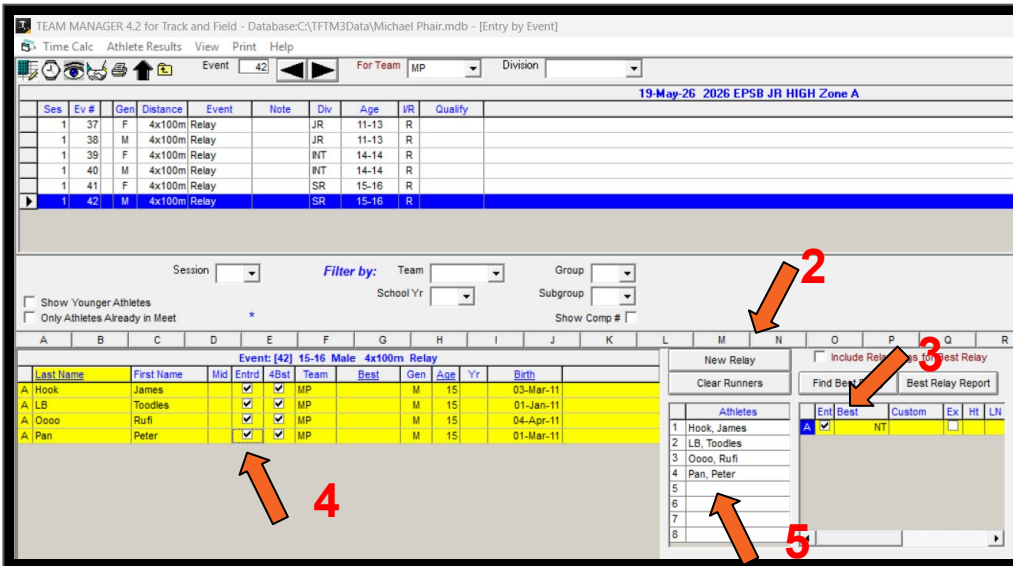
Last Name	First Name	Mid	Entrd	Team	Best	Custom	Exhib	Heat	LN	Gen	Age	Yr	Birth
Bell	Tinker		<input type="checkbox"/>	MP			<input type="checkbox"/>			F	14		01-Feb-12
Darling	Wendy		<input checked="" type="checkbox"/>	MP			<input type="checkbox"/>			F	14		01-May-12
Lily	Tiger		<input checked="" type="checkbox"/>	MP			<input type="checkbox"/>			F	14		02-Feb-12

1. Highlight the event you wish to add an athlete to. The athletes who qualify to enter this event will appear below
2. Click box in "Entrd" column for each athlete you wish to enter
 - a. There may be 2 athletes per event
 - b. Each athlete may enter 2 events plus a relay.
3. Repeat steps for each event.

Adding Entries by Event - Part 3: Adding a Relay

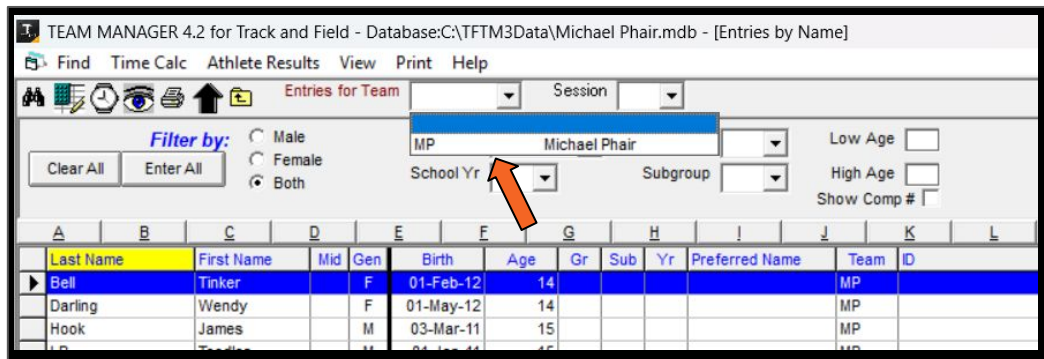
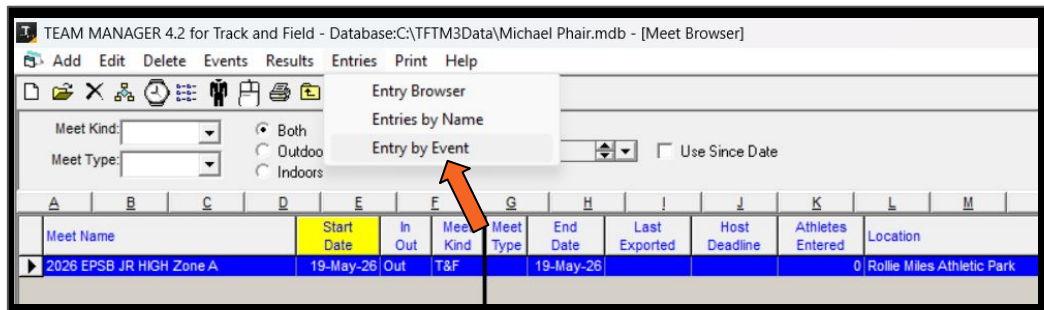
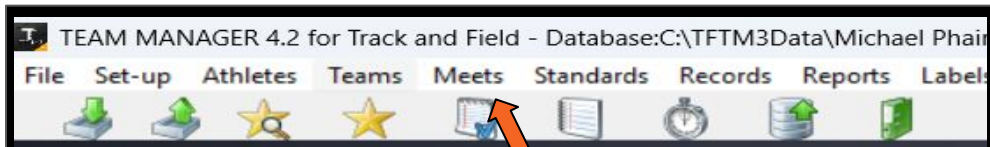


1. When adding Entries by Event Select the menu “View” - “Show Relays Only”
2. Click “New Relay” to enter a team -
 - a. 1 relay team per category is allowed



3. Remove check by relay to remove team
4. Check boxes by athletes you wish to add to the relay.
 - a. Note: You do not need to enter athletes names to enter a relay team, you can simply add the team
5. Double click athletes names to remove from relay

Adding Entries by Individual Athlete - Part 1



1. Click on Pulldown menu: "Meets"
2. Ensure the correct Meet is highlighted
 - a. RECOMMEND - delete last year's meet, so you don't get mixed up
3. Click "Entries" - "Entries by Name"
4. Click "OK" on warning pop up
5. Choose your team from the dropdown menu

Adding Entries by Individual Athlete - Part 2

TEAM MANAGER 4.2 for Track and Field - Database:C:\TFTM3Data\Michael Phair.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

Entries for Team MP Session

Filter by: Male Female Both

Team School Yr Group Subgroup Low Age High Age Show Comp #

A	B	C	D	E	F	G	H	I	J	K	L	M
Last Name	First Name	Mid	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Bell	Tinker		F	01-Feb-12	14					MP		
Darling	Wendy		F	01-May-12	14					MP		
Hook	James		M	03-Mar-11	15					MP		
LB	Toodles		M	01-Jan-11	15					MP		
Lily	Tiger		F	02-Feb-12	14					MP		
Oooo	Rufi		M	04-Apr-11	15					MP		
Pan	Peter		M	01-Mar-11	15					MP		

Current Run Entries 1 Max Run Entries 2026 Show Relay Entries
 Current Field Entries 1 Max Field Entries 2026 * = time did not make the cutoff.

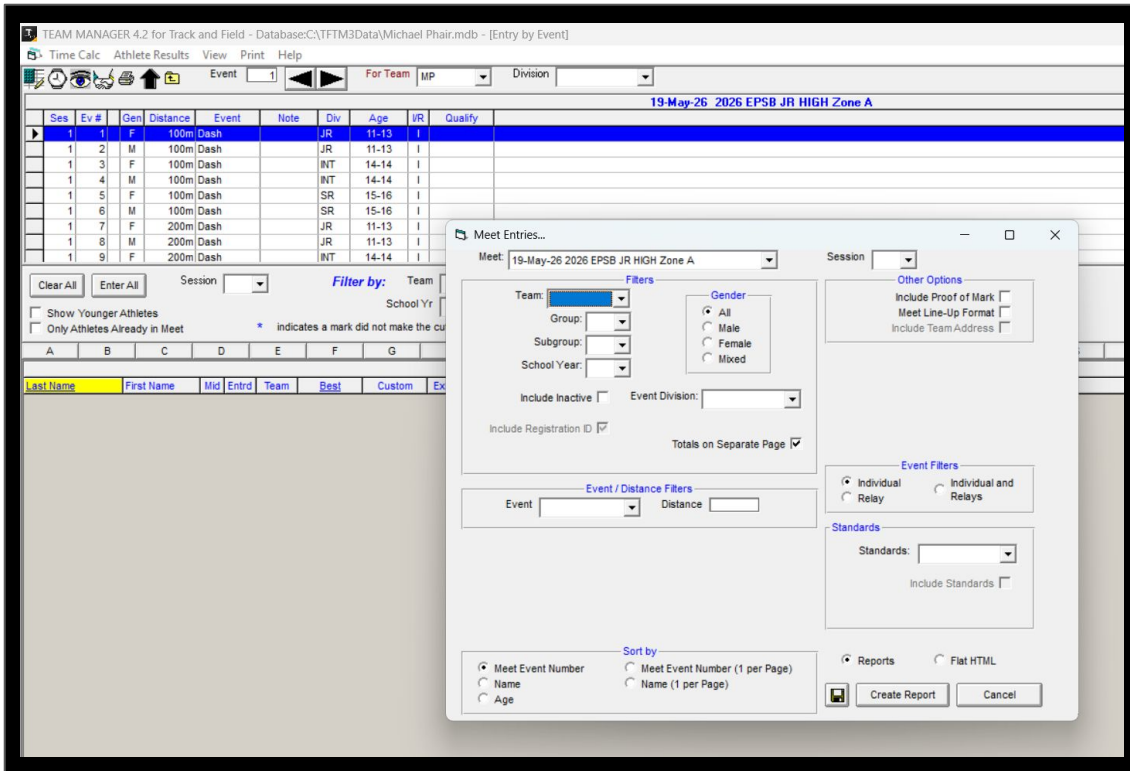
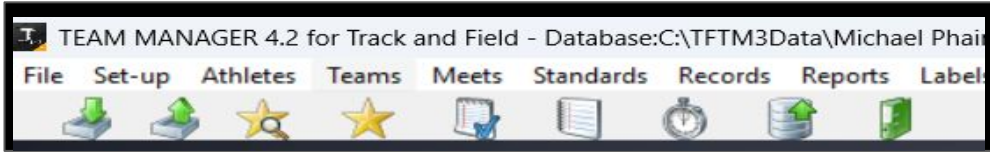
19-May-26 202

Ses	Event	Gen	Div	Age	Distance	Event	Note	Entered	Best Mark	Custom Mark	Exhib	Qualify Mark
1	3	F	INT	14-14	100m	Dash		<input type="checkbox"/>			<input type="checkbox"/>	
1	9	F	INT	14-14	200m	Dash		<input type="checkbox"/>			<input type="checkbox"/>	
1	15	F	INT	14-14	400m	Dash		<input checked="" type="checkbox"/>			<input type="checkbox"/>	
1	21	F	INT	14-14	800m	Run		<input type="checkbox"/>			<input type="checkbox"/>	
1	27	F	INT	14-14	1500m	Run		<input type="checkbox"/>			<input type="checkbox"/>	
1	33	F	INT	14-14	80m	Hurdles	76.2 cm	<input type="checkbox"/>			<input type="checkbox"/>	
2	45	F	INT	14-14		High Jump		<input checked="" type="checkbox"/>			<input type="checkbox"/>	
2	51	F	INT	14-14		Long Jump		<input type="checkbox"/>			<input type="checkbox"/>	
2	57	F	INT	14-14		Triple Jump		<input type="checkbox"/>			<input type="checkbox"/>	
2	63	F	INT	14-14		Shot Put	2.7 kilos	<input type="checkbox"/>			<input type="checkbox"/>	
2	69	F	INT	14-14		Javelin	Turbo	<input type="checkbox"/>			<input type="checkbox"/>	

- Highlight the athlete you wish to enter. The events they qualify to enter will appear below
- Click box in "Entered" column for each event they wish to enter
 - There may be 2 athletes per event
 - Each athlete may enter 2 events plus a relay.
- Repeat steps for each athlete.

REVIEWING YOUR ENTRIES

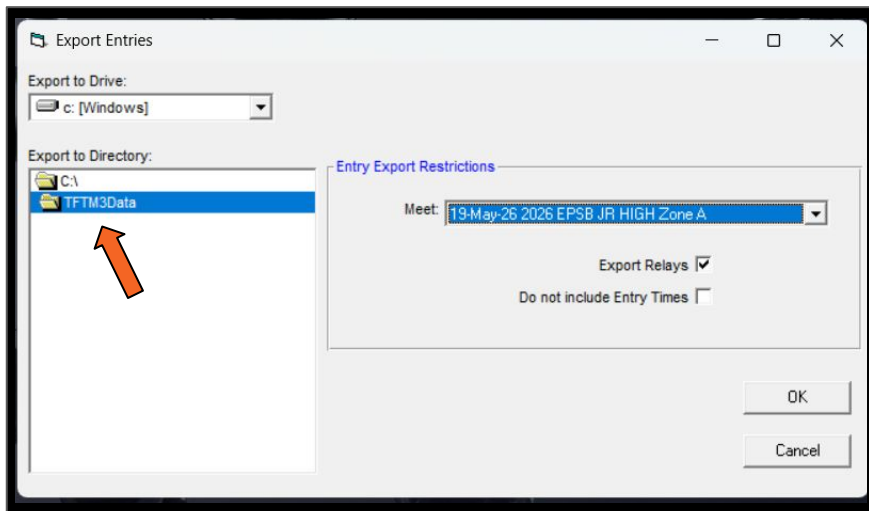
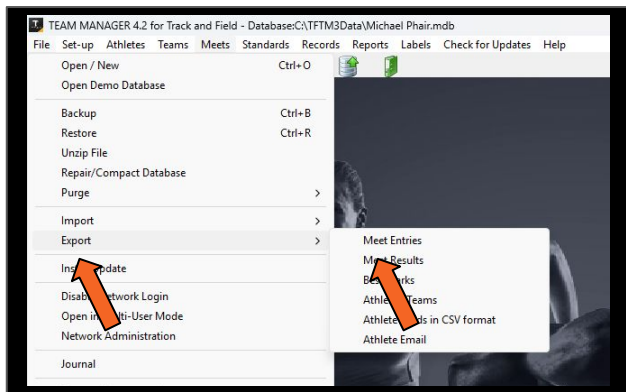
Running a Report



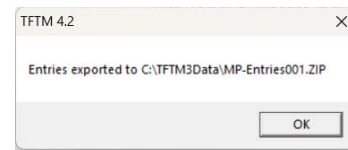
1. Click on “Meets” then:
 - a. Entries by Event OR Entries by Name
2. Click on “Print” menu
3. Choose your Team
4. Choose your filters as desired:
 - a. Gender: All/Male/Female
 - b. Event Division: All (leave blank)/JR/INT/SR
 - c. Event Filters: Indv./Indv & Relay
 - d. Sort by: Event/Name etc.
5. Click “Create Report” - this will generate the report you can view on screen and print from there if you choose to

SUBMITTING YOUR ENTRIES

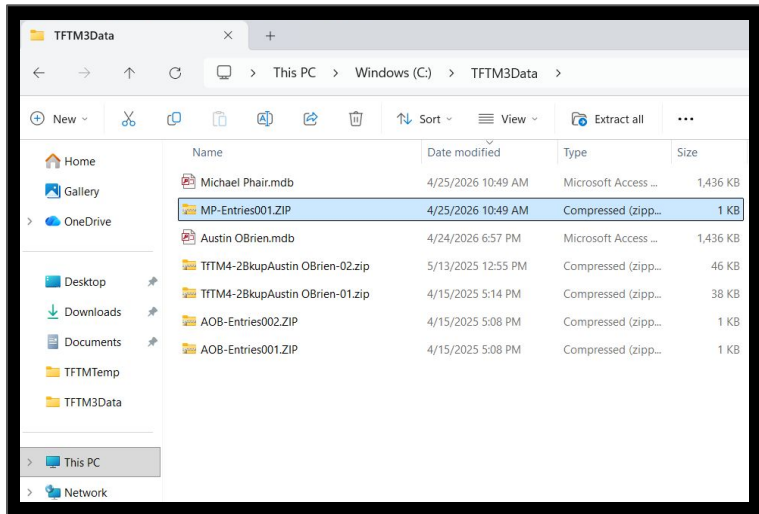
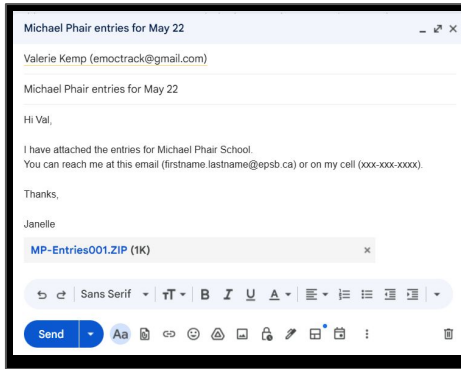
Download Your Entries



1. Pull down - “File” - “Export” - “Meet Entries”
2. Check to ensure you are exporting to C:\TFTM3Data
3. Choose the correct meet to download
4. Click the export relays box, so your relay teams are included
5. Click “OK”
6. An information box will pop-up - pay attention to the location and name of your file, so you can find it when attaching it to your email. Click “OK” and close window.



Emailing Your Entries



1. You are going to send your entries to Valarie Kemp -
emoctrack@gmail.com
2. In your email include:
 - a. Subject line: School & Zone Meet Date
 - b. Body: School Name/Your name/Phone number you can be reached after school hours
3. Attach your entries:
 - a. Your file should be saved in
 - i. This PC - Windows (C:) - TFTM3Data
 - b. Ensure you find the ZIP Entries file
 - i. Common mistakes:
 1. DO NOT send the mdb file - this is the entire database, not your entries
 2. DO NOT send last year's entries - arrange your folder by Date Modified/Check the date modified to ensure you have this year's file

Confirming Your Entries

Licensed To: TEAMMANAGER Lite 4/25/2026 Page 1

Individual Meet Entries Report

2026 EPSB JR HIGH Zone A 19-May-26 [Ageup: 12/31/2026]
Michael Phair [MP]
AB

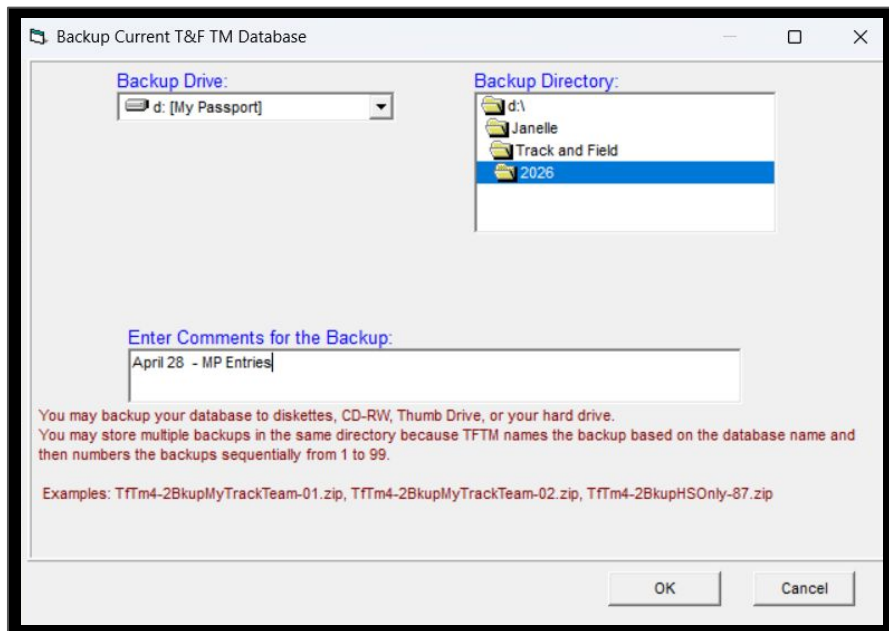
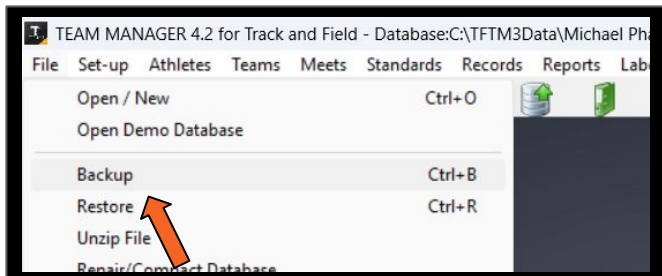
FEMALE		
Tinker Bell (14) Michael Phair		
# 15	Girls Intermediate 400m Dash	NT
# 39	Girls Intermediate 4x100m Relay A	
# 45	Girls Intermediate High Jump	NT
Wendy Darling (14) Michael Phair		
# 27	Girls Intermediate 1500m Run	NT
# 39	Girls Intermediate 4x100m Relay A	
Tiger Lily (14) Michael Phair		
# 3	Girls Intermediate 100m Dash	NT
# 39	Girls Intermediate 4x100m Relay A	
# 57	Girls Intermediate Triple Jump	NT
MALE		
James Hook (15) Michael Phair		
# 36	Male Senior 80m Hurdles 76.2 cm	NT
# 42	Male Senior 4x100m Relay A	
# 72	Male Senior Javelin Turbo 500g	NT
Toodles LB (15) Michael Phair		
# 42	Male Senior 4x100m Relay A	
# 66	Male Senior Shot Put 4 kilos	NT
Ruffi Oooo (15) Michael Phair		
# 18	Male Senior 400m Dash	NT
# 36	Male Senior 80m Hurdles 76.2 cm	NT
# 42	Male Senior 4x100m Relay A	
Peter Pan (15) Michael Phair		
# 6	Male Senior 100m Dash	NT

Female IE 's:	5	Female RE 's:	3
Male IE 's:	6	Male RE 's:	3
Total IE 's:	11	Total RE 's:	6
Total Athletes:	7		

1. Once your athletes have been entered Valarie Kemp will send you an Entry List Report with all of your entries.
 - a. Check over your entries to ensure they are correct
 - b. If you have to make a change email Val to request change - she will give you any needed further instructions
 - c. If you have entered too many athletes in an event, or given an athlete too many events:
 - i. There is still time: Val will ask you which one to remove
 - ii. It is too close to the meet: a random athlete/event will be removed for you
 - iii. You have made a large number of mistakes: you will have to correct and resubmit your entries

BACKING UP YOUR DATA

Backup Your Database



1. It is wise to back up your data, especially if you are working on a school computer. You can save your database and use it on a Hy-Tek program on a different device.
2. Pull down “File” - “Backup”
3. Choose where to back up your database
 - a. Flash drive/portable hard drive
 - b. On your computer to email to yourself later
4. Click “OK”
5. Confirmation box will pop up - click “OK”

Example Backup File:

 TftTM4-2BkupMichael Phair-01.zip