

How to register for CAA Swim Meets

All meet entries must be done electronically. You have two options, and both will require a PC (will not work with MAC).

1. You can buy the full version of "Team Manager" at <https://hytek.active.com/store/swim/TM8.html>
 - This will enable you to import and save the results from each meet
 - Best times will be used each time you enter the next meet
 - We highly recommend spending the \$170 for this program
2. You can download the free version of Team Manager called "Team Manager Lite" at <https://hytek.active.com/downloads.html>
 - The free version WILL NOT allow you to import or save results from each meet
 - You will have to manually enter an entry time for each event you enter otherwise your swimmer will be entered with NO TIME and seeded accordingly

When you have the program open you will need to first add your team's name and then add your athletes. This can be done from the menu of options at the top of the home screen.

- Click on "Team" and then click on "add"
- Click on "Athletes" and then click on "add"

Once you have your roster of kids set up you will import the event file that we send you for each meet. Before each meet following the directions below to import the meet events so you can do your entries for the meet by following these steps:

1. Open Team Manager
2. Click on File - Import - Meet Events
3. Click on Meets - Entries by Name
4. Click on the athlete's name and then the events you want them to swim, add in your custom entry time (if needed) for each race as desired
5. After all athletes have been entered in their individual events do the following to enter relays
6. Click on Meets - Entries by Event
7. Select the relay event you want to enter and add the athlete names to the relay team

Once your entries are done, follow these steps to email us the correct file that we can use to add your entries electronically to the meet.

1. From the home page, click on File - export - meet entries
2. Save the file generated to your computer in a file you can find (i.e., save to the desktop or "my documents" folder)
3. Email the exported file you saved to us: (david@rioswimteam.org AND melissa@rioswimteam.org)