



Directions to use Team Manager Lite:

1. [Install TM Lite](#) onto your computer. Follow the steps below to complete your entry that you will send to Cindie Lawton at mor.swimming@gmail.com.
2. Click on File/Open and type in a database name to create your team file.
3. A System preference screen will appear. Fill in the choices of: Boys- Girls, Age Up Date 06-01-2009 Team Name, Team Abbrev., Other Recreational.
4. Using the TEAMS menu button, add your team name and abbreviation.
5. Enter your team roster using the ATHLETES menu button. All Swimmers MUST have their birthdate entered.
6. From the Main Screen click FILE/IMPORT/MEET EVENTS and follow instructions. A meet event file (TM EVENT FILE) is available on www.marlinsofraleigh.com
7. Click on the MEETS button and then ENTRIES. Select BY EVENT or BY NAME to place athletes into the events and to add relays. Enter the swimmer time with each event under custom.
8. Click on REPORTS/PERFORMANCE/ MEET ENTRIES to create a report of the meet entries to verify that all swimmer entries are complete and correct. Print this for your record and include a copy with your entry paperwork.
9. Upon verification, click FILE/EXPORT/MEET ENTRIES. The will create a zip-file of your entry. Copy it to a place on your computer that you can find easily. This is the file that you will email to mor.swimming@gmail.com.

Should have any questions, please contact Cindie Lawton at:
mor.swimming@gmail.com or 919-244-1780.