

# APPENDIX XX

## FCSL Divisional Swimming Championships

### Email Entry Instructions

Download the HyTek Team Manager Event File for Divisional Swim Championships from fsl.info before making your entry in Team Manager.

You need to make **both** a Disk Entry file and a Hard Copy entry file (not the same file!) Print out the Hard Copy entry file to check your team entry is correct before submitting. Instructions to make these two files in the HyTek Team Mgr program are shown below:

**PLEASE** follow BOTH columns of instructions!!!

#### DISK ENTRY :

Go to TEAM MANAGER

**File/Export/meet entries/enter**

Insert formatted floppy disk

Make prompt for drive **a:**

Make disk with meet entry file on it

(experienced users can choose to save the files in a folder on their hard drive, instead of on a floppy disk.)

“HARD COPY”, in Team Mgr select :

**Meets/Entries/By Name or /By Event**

Then select **Print/Create Report**

Either make a pdf disk file by selecting:



choose your pdf-driver,



print file

OR make other doc disk file by selecting:



, Format : **Word for Windows/**

Destination : **Disk File**

**OK** (make a note of folder/file name where saved)

*Note : There may be minor differences in the actual options used in your Team Mgr program, depending on program version (and age) and available drivers.*

Go to your e-mail program and compose an email:

Send to: **entries@fcsf.info**

Subject: **Meet entry for Div # FCSL Champs** (replace # sign with your Div's number)

Please include your full name, phone number, cell phone number and return e-mail address in the body of the email.

This will enable us to get in touch quickly in case we have a problem with your entry.

Type the **RESULTS** of your dual meets in the body of the email similar to the set up of the Dual Meets Results Form, or provide a completed paper copy of the Form.

If you have an older version of the Team Manager program you may not be able to notate the data to show **Alternates**. Make sure to note them all in your email or over-entries may be scratched!

**No on-deck entries!** Include all **Relay** team entries!

To attach **both** files to your email, in turn:

Go to **a:** prompt (replace the a: drive-letter if you chose elsewhere to save the requisite files)

find your meet entry file

Click on it

Hit **Attach**, (repeat for other file, 'Hard Copy', before sending email)

then **Send** your email

***Meet entries must be received by the announced deadlines, several days before the Divisional Swimming Championship meets – see FSL Key Dates on fcsf.info.***