# Instructions for Updating Team Information in Team Manager

According to Bryan King's email, teams have some erroneous team information in their HyTek entries for some of the early League Meets. If you are having trouble figuring out how to make these changes, I hope that this will help:

If your HyTek team name has a NE after it, even if you have the correct four letter approved MIAA team name abbreviation, you need to eliminate the NE.

# > Go to Teams



#### > Select your team name

> Be sure that your Short Team Name matches your Team Abbreviation, according to the list sent by MIAA and EMISCA earlier in the season. So not use any mascot names, girls/boys, or other random team names.

> Make sure your LSC is set to be blank. Many teams listed "NE" for New England when they originally created their team in team manager.

🖏 Team Maintenance		_	
Team Names/Registration	r: hour	Team Degistration:	
Full Team Nam	IP: Concord Carlisle High School	Team Type:	
Short ream	CCHS	Team Division:	HS -
		ream Division.	<b>_</b>
C Mailing Information			
Mail To:	Matthew Goldberg	State	e MA 👻
Address:	500 Walden Street	L SC	
City:	Concord	230	·   _
Postal Code:	01742	Country	USA 👻
E-Mail Address:	mgoldberg@concordcarlisle.org		, _
Telephone Information			
Day Phor	e: 978-335-1089	<u> <u> </u></u>	
Evening Phor FA	N:	<u>C</u> ance	el
(			

If you are like me, you already submitted your League Meet entries with one or more of these mistakes. If you make these changes now, after having submitted your entries, then try to import results from your League Meet, the Short Name or LSC may no longer match and TM may try to treat it as a different team and you could inadvertently create a duplicate team with the new designation. To avoid that, try this if you import your results from your league meet.

### > Select "Import Results



## > Be sure that "Add New Teams/Athletes" is checked

C, import results	– 🗆 X
File Name: C:\Hy-Sport\TM8\TM8Temp\Me Carl-29Jan2025-Concord Carlis	et Results-Wayalnd vs Conc de High School-NE-001.hy3
Created by: Hy-Tek, Ltd version: MM5 8.0Fc o	n 01/29/2025 9:03 PM
Meet Name: Wayaind vs Conc Carl	Start Date: 01/29/2025
Import Criteria	Import Statistics Records Processed Meets
Use Thru Date MM/DD/YY One LSC: One Team: Import for Time Standard at Least	Course All Courses Yards Only Short Meters Only Long Meters Only
Current Time Standard: MIAA	OK Cancel

> If the pop-up below shows up, Choose "Use Existing Team... with LSC of []

	Carl-29Jan2025-Concord Carlisle High School-NE-001.hy3	
Creat	Add New Team	
Meet	Team Code matches but LSC does not match.	2025
Add New I Mont Relation	Importing team: CCHS with LSC of [NE] Database already has team CCHS with LSC of []. You can add the new team: CCHS with LSC of [NE]] or store these results with the existing team: CCHS with LSC of []. Selecting either of the bottom two buttons will affect all remaining teams	Records Processed
Match on R	that match an existing team code but have a different LSC.	
🗌 Use Thru D	Add New Team: CCHS with LSC of [NE]	
	Use Existing Team: CCHS with LSC of []	
Import for T	Always Add New Team if LSC is different	
· · · · ·	Always Use Existing Team if LSC is different	ancel

If you do that, it will merge results with a different LSC or Short Name into the same team file.