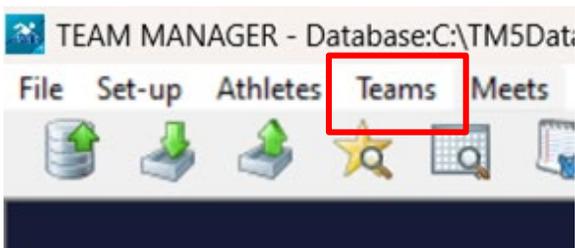


Instructions for Updating Team Information in Team Manager

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

Team Abbr: CCHS Team Registration: OTH

Full Team Name: Concord Carlisle High School Team Type: HS

Short Team Name: CCHS Team Division:

Mailing Information

Mail To: Matthew Goldberg State: MA

Address: 500 Walden Street LSC: [Blank]

City: Concord Country: USA

Postal Code: 01742

E-Mail Address: mgoldberg@concordcarlisle.org

Telephone Information

Day Phone: 978-335-1089

Evening Phone:

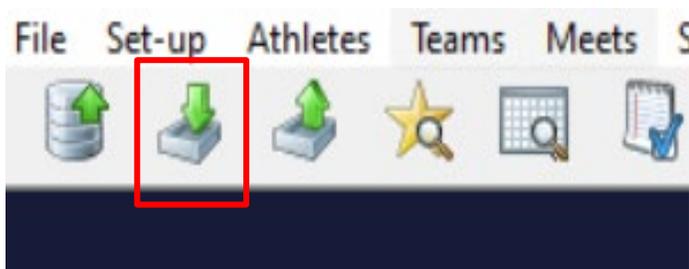
FAX:

OK

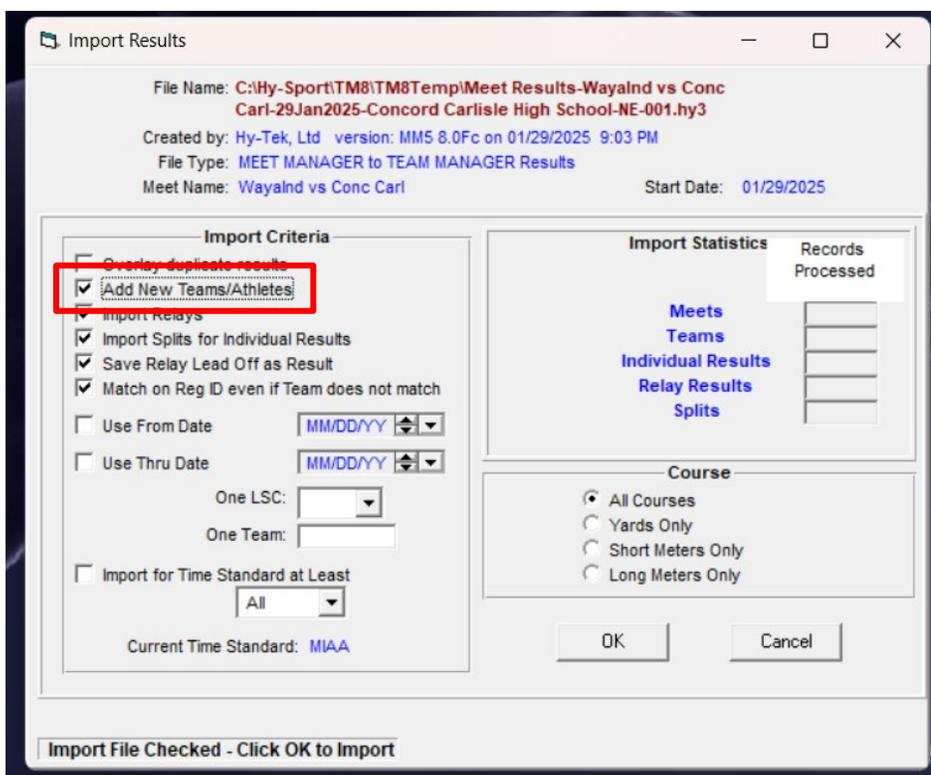
Cancel

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.

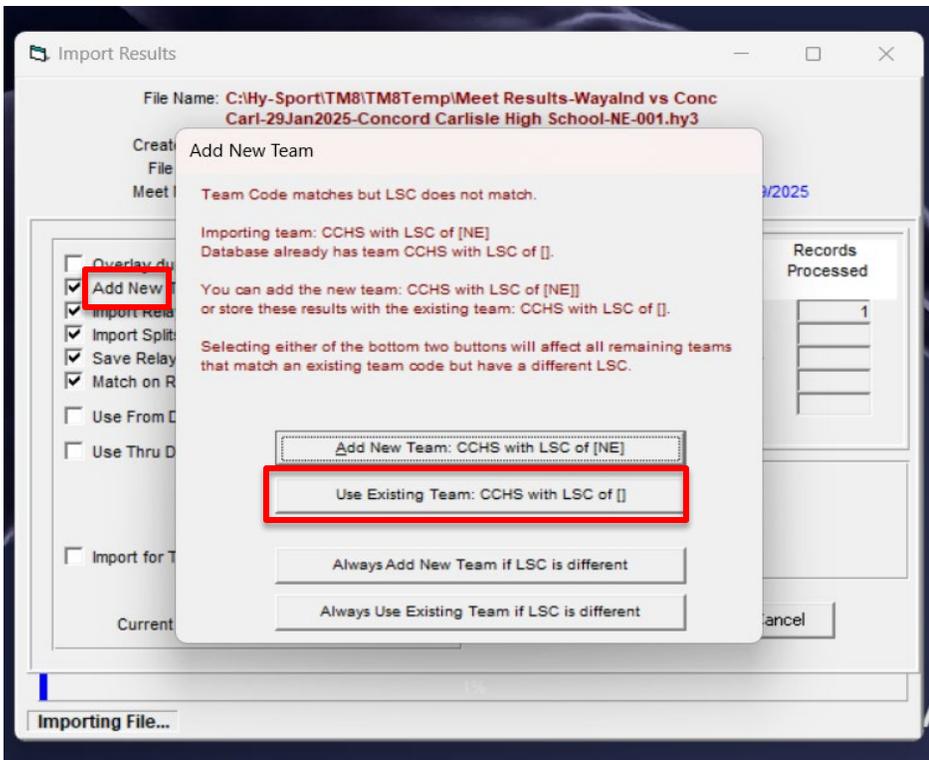
> Select "Import Results"



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



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



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