

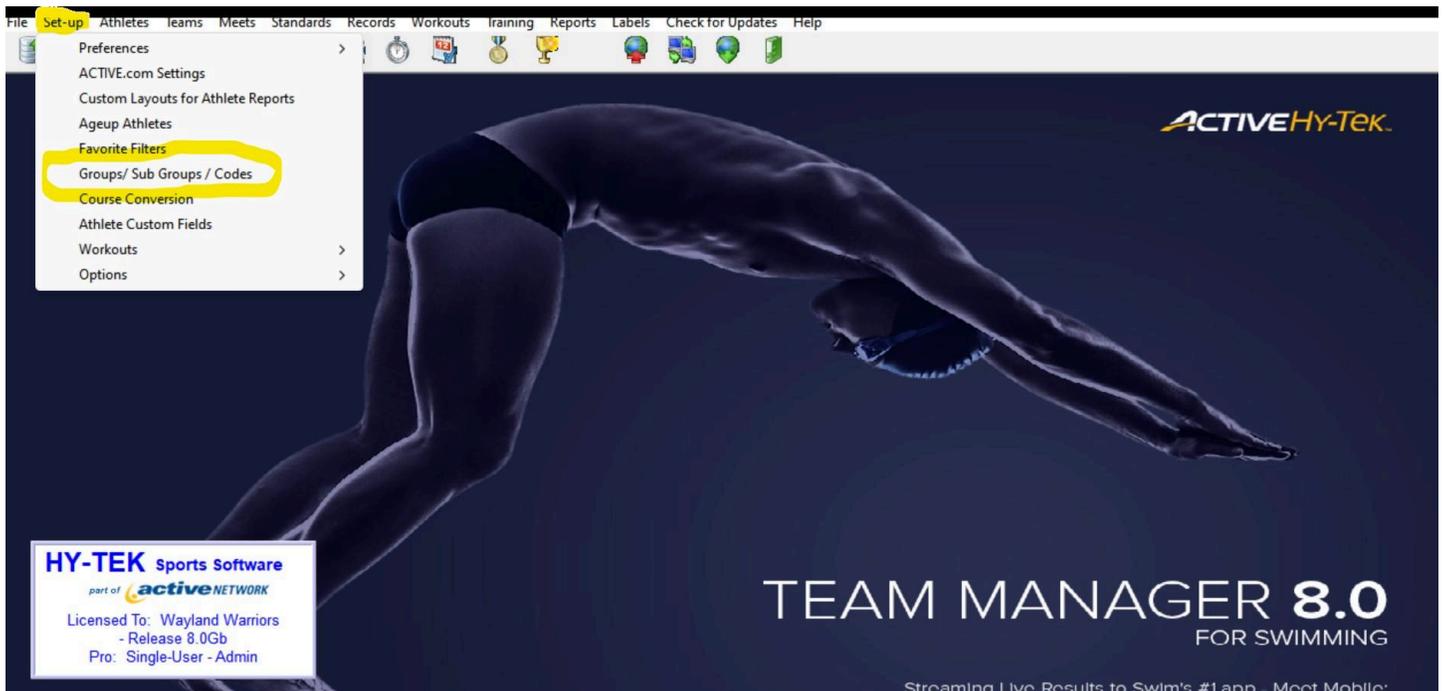
Please follow these instructions on Team Manager to get your Class Year (Year of Grad) for each one of your athletes.

Remember, to be sure that you are using your appropriate [FOUR LETTER TEAM CODE!!!](#)

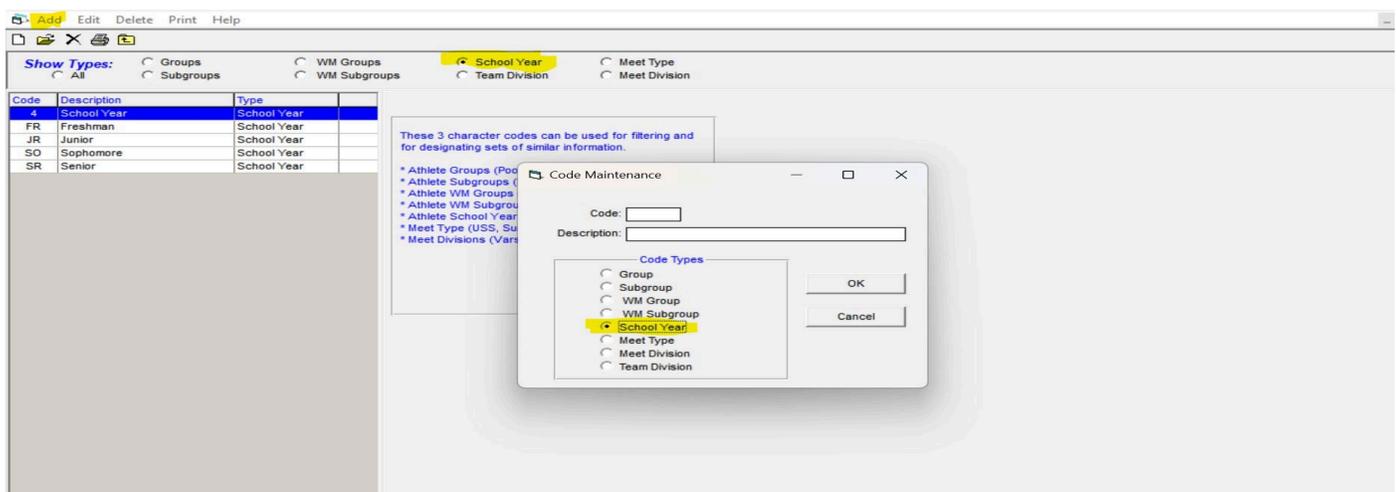
This assumes you have already entered your athletes. If you need help creating your team and entering your athletes please feel free to reach out to Mike Foley ([youngfols92@gmail.com](mailto:youngfols92@gmail.com) // 508-887-1242) or someone in your league who is familiar with Team Manager.

You will need to first create each graduation year in Team Manager. We are being asked to use the school year (2025, 2026, etc), not JR, FR etc.

From the home screen, select “SET UP” from the top menu and then choose “Groups/Sub Groups, Codes” from the drop down menu.



From the next screen, click on Add in the top left, and a “Code Maintenance” window will pop up.



Select the "School Year" dot.

Where it says Code - Type 25

Where it says Description - Type 2025.

Then click "OK"

Repeat for 26, 27, 28 and if necessary 29 etc.

The screenshot shows a software application window with a menu bar (Add, Edit, Delete, Print, Help) and a toolbar. Below the toolbar is a 'Show Types:' section with radio buttons for 'Groups', 'WM Groups', 'School Year', and 'Meet Type', and sub-options for 'All', 'Subgroups', 'WM Subgroups', 'Team Division', and 'Meet Division'. A table is visible with the following data:

Code	Description	Type
B	Blue	Group
BL	Team Black	Group
G	Gold	Group
NT	Non-Travel	Group
OR	Team Orange	Group
TRV	Travel Squad	Group

A 'Code Maintenance' dialog box is open, containing the following elements:

- Code: 25
- Description: 2025
- Code Types list:
  - Group
  - Subgroup
  - WM Group
  - WM Subgroup
  - School Year
  - Meet Type
  - Meet Division
  - Team Division
- Buttons: OK, Cancel

Once you have created those codes, you will return to the home screen by clicking on the Yellow Folder.

Code	Description	Type
B	Blue	Group
BL	Team Black	Group
G	Gold	Group
NT	Non-Travel	Group
OR	Team Orange	Group
TRV	Travel Squad	Group

These 3 character codes can be used for filtering and for designating sets of similar information.

- \* Athlete Groups (Pool 1 or Pool 2)
- \* Athlete Subgroups (Senior or Elite)
- \* Athlete WM Groups (For workouts)
- \* Athlete WM Subgroups (For workouts)
- \* Athlete School Year (Freshman, Senior)
- \* Meet Type (USS, Summer League, High School)
- \* Meet Divisions (Varsity, Junior Varsity)

From the home screen, select Athletes.

File Set-up Athletes Teams Meets Standards Records Workouts Training Reports Labels Check for Updates Help

ACTIVEHY-TEK.

**HY-TEK Sports Software**  
part of **activeNETWORK**

Licensed To: Wayland Warriors  
- Release 8.0Gb  
Pro: Single-User - Admin

**TEAM MANAGER 8.0**  
FOR SWIMMING

Streaming Live Results to Swim's #1 app - Meet Mobile:

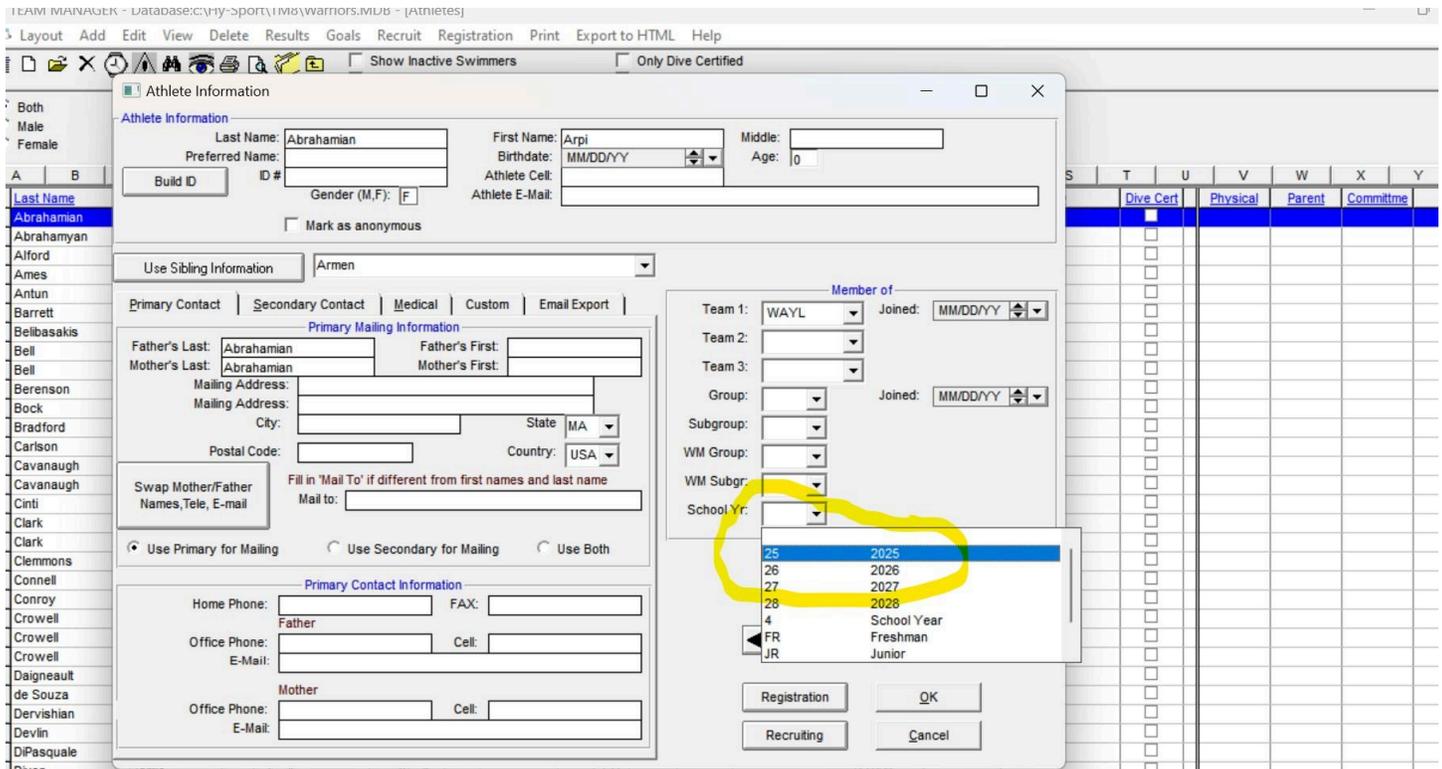
Double click on an athlete to get the “Athlete Information” window open.

Your athletes last name, first name, gender and Team 1 (Your school’s 4 letter code) should be selected.

On the right side below Team 1 you will see a drop down menu with “School Year.”

The codes you just created should be there for you to select.

Select the athletes graduation year and click ok. Repeat for each one of your athletes.



Having the appropriate year of grad is essential to help the Meet Directors create accurate cut times for the next season's championship meet.

When cut times are off, it either:

1. Creates an event with too few athletes and it's not a great championship event
2. Creates an event with too many athletes and we are always at the mercy of the college facilities. If we go over our allotted times we run the risk of not being invited back in the future or billed more which potentially creates an issue for our sport with the MIAA.

Get used to using the Help menu, and then contents, to read up on questions you may have. You can search a lot of topics and familiarize yourself with the program much more from there. For example “Edit School Year” can be found on this specific topic.

Good luck, see you all soon!