

## Instructions for Meet Managers – Unseeded Meet

### Retrieving Roster Entry Files

1. Navigate to the SDHSAA web site (<http://www.sdhsaa.com>).
2. In the gray box on the left side of the home page, select the “Rosters” tab, then select the class (AA, A, B) of the participating school.
3. Click the name of the desired school to view their roster.
4. On the roster view page, click the “Hy-Tek Roster File” link.
5. Save the roster file (.csv file) to your computer.
  - a. You may want to create a folder your Desktop to save all of the files in.
  - b. Remember where you save this file as you will need it in the next step.
6. Repeat steps 1-5 for all boys and girls teams competing at your meet.

### Importing Rosters into Hy-Tek Meet Manager

1. Open Hy-Tek Meet Manager.
2. **IMPORTANT** – Delete ALL teams and athletes from the database to eliminate duplicate entries.
3. Click “File”, then click “Import”, and finally click “Semi-Colon Delimited Rosters/Entries”.
4. Select the roster file you wish to import.
5. Click “Yes” (Division slot represents division (or no division)).
6. Click “Yes” (Age slot represents athlete age).
  - a. We don’t use the athlete’s age, so this option doesn’t really matter.
7. Meet Manager will show you the results of the import.
  - a. Verify the “Exceptions” are 0.
    - i. If there are exceptions, you will see a page that describes the errors.
    - ii. Please contact Aaron @ 224-9261 or [aaron.magnuson@sdhsaa.com](mailto:aaron.magnuson@sdhsaa.com) if you encounter an exception report.
8. Click “OK” to complete the import.
9. Repeat steps 1-7 for each team’s boys and girls roster file.