

Instructions for Class A and Class B Region Chairmen

Retrieving Region Meet Database

1. Navigate to the Cross Country page on the SDHSAA website (www.sdhsaa.com) → Athletics → Cross Country).
2. Under the “Region Meets” heading, click on ‘Region Meet Entry Information’.
3. On the “Region Meet Entry Information” page, click on your region.
4. Save the database to your computer (REMEMBER WHERE YOU SAVE THE DATABASE!!!)

Retrieving Roster Entry Files

1. Save the roster files (.csv file) that are emailed to you on your computer.
 - a. You may want to create a folder your Desktop to save all of the files in.
 - b. Remember where you save the files as you will need them in the next step.
2. Repeat for all boys’ and girls’ teams competing at your meet.

Importing Rosters Into Hy-Tek Meet Manager

1. Open Hy-Tek Meet Manager.
2. Click “File”, then “Open/New”, navigate to the database you saved from the website.
3. Click “File, then “Import”, “Semicolon Delimited Roster/Entries”.
4. Meet Manager will the 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 if you encounter an exception report.
5. Click “OK” to complete the import.
6. Repeat steps 1-5 for each team’s boys’ and girls’ roster file.

Assigning Competitor Numbers

1. Once all entry files have been imported, click the “Athletes” menu at the top of the page.
2. On the Athletes page, click “Comp#” (top of page).
3. Verify the following choices:
 - a. **Female and Male Athletes** (first box)
 - b. Starting Number: **1**
 - c. **Alphabetically by Team**
 - d. Separate Genders should be **checked**
 - e. **No Selection**
4. Click “OK”.
5. Click “Yes”.
6. Click “OK”.

Running the Meet

1. From the main Hy-Tek Meet Manager screen, click “Run”
2. Click “CC/RR” from the menu bar at the top of the screen.

3. Select the event you want to enter results for.
4. Click on “Ranks” from the top menu bar.
5. Enter competitor numbers in their order of finish in the “Comp#” column – the athlete attached to that number will appear once you input the number and hit Enter.
6. Once all the competitor numbers have been entered, **click “Save”** (if you don’t, you will lose all of the information).
7. Close the “Enter Ranks” window.
8. Click “Times” from the top menu bar.
9. Enter the times for each of the ranks – **NOTE:** you do not need to enter the colon and decimal as long as you have the appropriate amount of numbers, i.e. 145623 will convert to 14:56.23 once you hit Enter.
10. Once all of the times have been entered, **click “Save”** (if you don’t, you will lose all times just entered).
11. Close the “Enter Times” window.
12. Click “Match” from the top menu bar and verify that the correct times are listed with the correct athlete.
13. Once all times are verified, click “Save” and then close the “Match Ranks and Times” window.
14. Click “Score”, and then “List and Team Scores” from the top menu bar.
15. Print out the report for your official results.
16. Close the results report.
17. Close the “Cross Country/Road Race Module” window and then close the “Run the Meet” window (should be back to the main Hy-Tek Meet Manager screen).

Backing Up and Emailing Results to the SDHSAA

1. From the main Hy-Tek Meet Manager screen, click the “File” menu at the top of the screen, then click “Backup”.
2. Select a location to save the backup file, click “OK”, and then click “OK” again. (REMEMBER WHERE YOU SAVE THIS FILE).
3. Attach the backup file to an email and send it to aaron.magnuson@sdhsaa.com.