

# Instructions for Class AA Coaches

## Create Meet Entries for State Meet

1. From the SDHSAA home page ([www.sdhsaa.com](http://www.sdhsaa.com)), use the “Quick Links” menu on the left side to navigate to your Cross Country roster by performing the following series of clicks:
  - a. Rosters
  - b. Cross Country
  - c. Boys or Girls
  - d. Class AA
  - e. Click your school name
2. Verify that all Cross Country athletes are listed (if anyone is missing, please add them in your School Zone)
3. Click the “Hy-Tek Roster File” link on the left side of the page.
4. Click “Save” in the File Download box and select a place on your computer to save the file (REMEMBER WHERE YOU SAVE THE FILE!!!).
5. Open the roster file that you saved in Step #4.
6. Delete the entire row for any and all runners who will NOT be participating at the State Meet. You should have no more than seven (7) runners listed when done.
7. Save the file.

**\*NOTE:** Separate files will need to be created for each school’s boy’s and girl’s teams.

## Submit Entries

1. Attach the entry file to an email and send to Aaron Magnuson at the SDHSAA office ([aaron.magnuson@sdhsaa.com](mailto:aaron.magnuson@sdhsaa.com)).