

## Instructions for Meet Managers - Seeded Meet

### Prior to the Meet

1. Notify the coaches of all participating teams that you will be using the SDHSAA Meet Entry System for making entries.
  - a. Indicate to the coaches whether you prefer separate boys and girls entry files (using separate databases for each gender) or if you prefer a combined entry file (using one database for all athletes/events).
  - b. If you are using separate divisions within your meet (i.e. Varsity/JV or Class A/Class B), be sure to indicate correct division numbers for coaches to put on their entries for each division.
2. Coaches can use the "Instructions for Coaches" link located on the SDHSAA Track & Field page (SDHSAA home page → Athletics → Track & Field) for instructions on creating entry files. The link is located under the "Meet Entry System" heading on this page (link also available in the School Zone on the 'Meet Entries' page).

### Receiving Entry Files

1. Coaches will email their entry files to you.
2. Save the entry files (.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 these files as you will need them in the next step.

### Importing Entries Into Hy-Tek Meet Manager

1. Open Hy-Tek Meet Manager.
2. **IMPORTANT** – Verify that ALL meet events have been entered into the database before importing.
3. **IMPORTANT** – Clear ALL teams and athletes from the database to eliminate duplicate entries.
4. Click "File", then click "Import", and finally click "Semi-Colon Delimited Rosters/Entries".
5. Select the entry file you wish to import.
6. Click "Yes" (Division slot represents division (or no division)).
7. Click "Yes" (Age slot represents athlete age).
  - a. We don't use the athlete's age, so this option doesn't really matter.
8. 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.
9. Click "OK" to complete the import.
10. Repeat steps 1-7 for each team's entry file.