

# Instructions for Class A and Class B Region Chairpersons

## 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**
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## 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 numbers just entered).
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).