

Cross Country Entry Procedure

Developed for District and Sectional Hosts

Hytek 3.0

New User

(If meet is seeded then proceed to District and Sectional Hytek Operation Section Page 8)

1. Proper method to set up events in Hytek
 - A. Open Hytek and under file choose open/new (Figure 1)

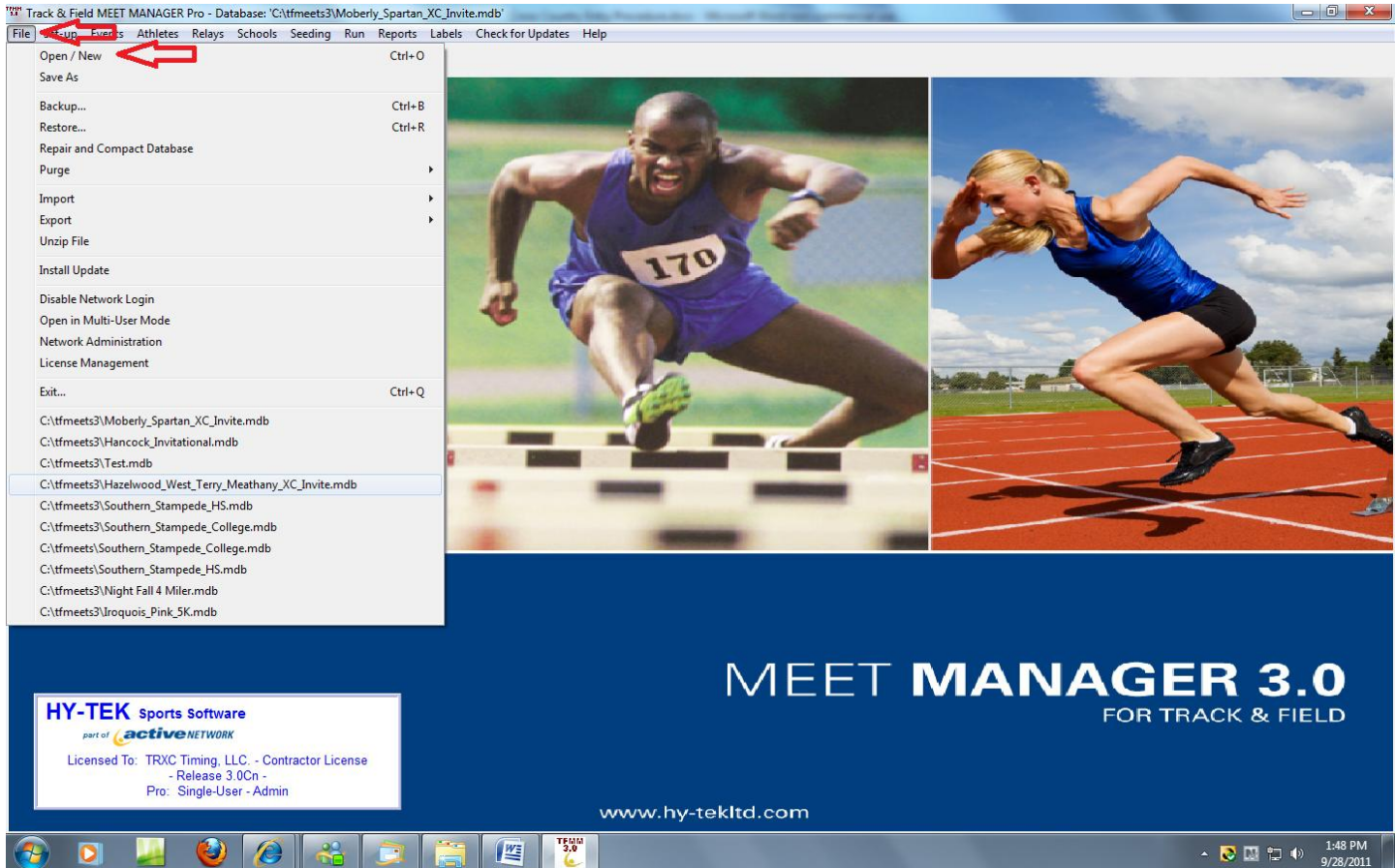


Figure 1

1. Name Meet using class/district/district number (**Figure 2**)
 - a. Examples
 1. Class 3 District 1
 2. Class 4 District 2
 3. Etc
2. Choose Open

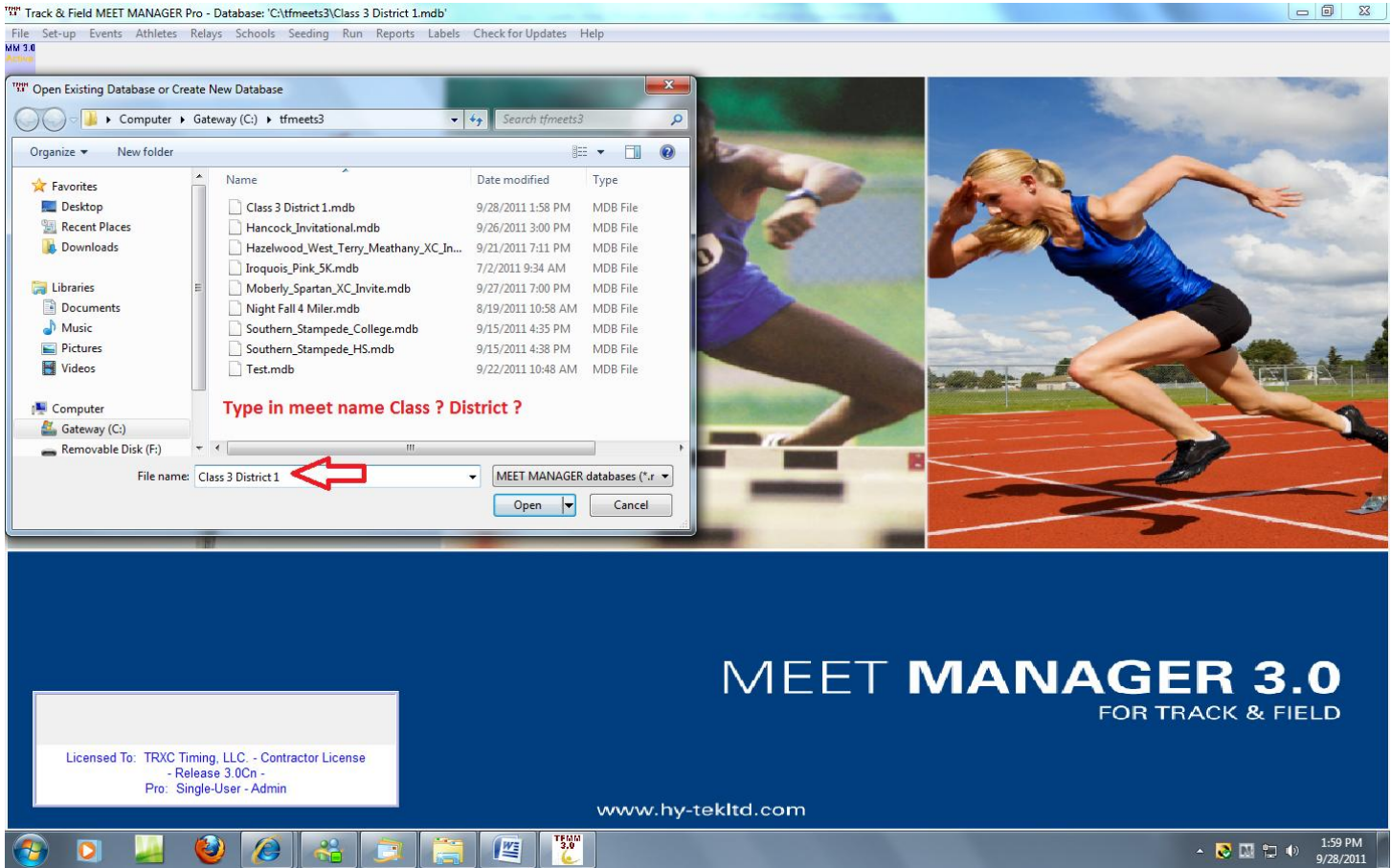


Figure 2

3. Meet Set up Window will open
4. Meet Set up Window – Edit this window as follows: (Figure 3)
 - a. Meet Name
 1. Use the name you chose in creating the file
 - a. Example – Class 3 District 1
 - b. Meet Name 2
 1. Use host high school name
 - a. Example – Farmington High School
 - c. Location
 1. Use host city and state
 - a. Example – Farmington, MO
 - d. Start Date, End Date and Age- Up Date
 1. Use Date of the meet for all date
 - a. Example – 10/29/2011
 - e. Meet Class
 1. Select – High School
 - f. Meet Type
 1. Select - By Event
 - g. Click OK

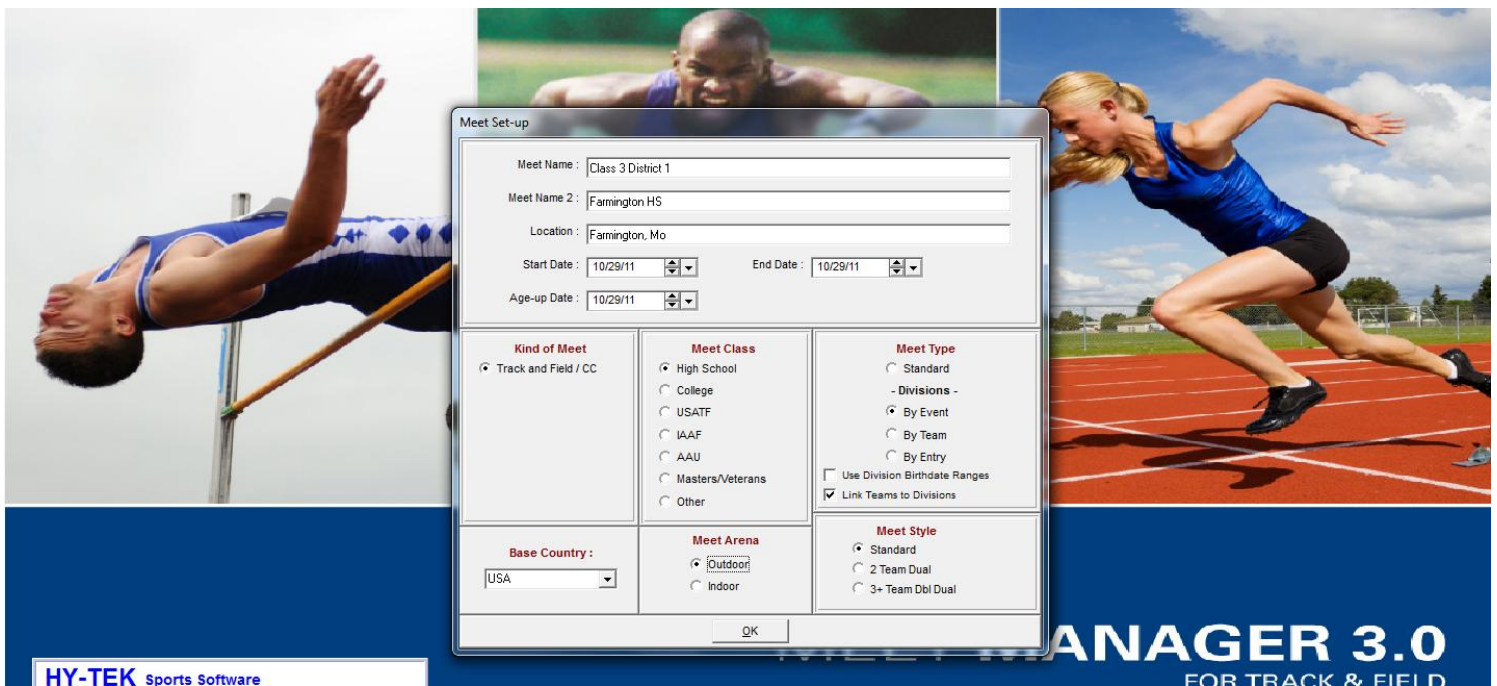


Figure 3

5. Click Set Up – Choose Athlete/Relay Preferences (Figure 4)
 - a. Check the following boxes (Figure 5)
 1. Enter School Year
 2. Enter Competitor Numbers
 - a. Unique Number Circle Highlighted
 3. Auto Increment Competitor Numbers
 4. Click OK

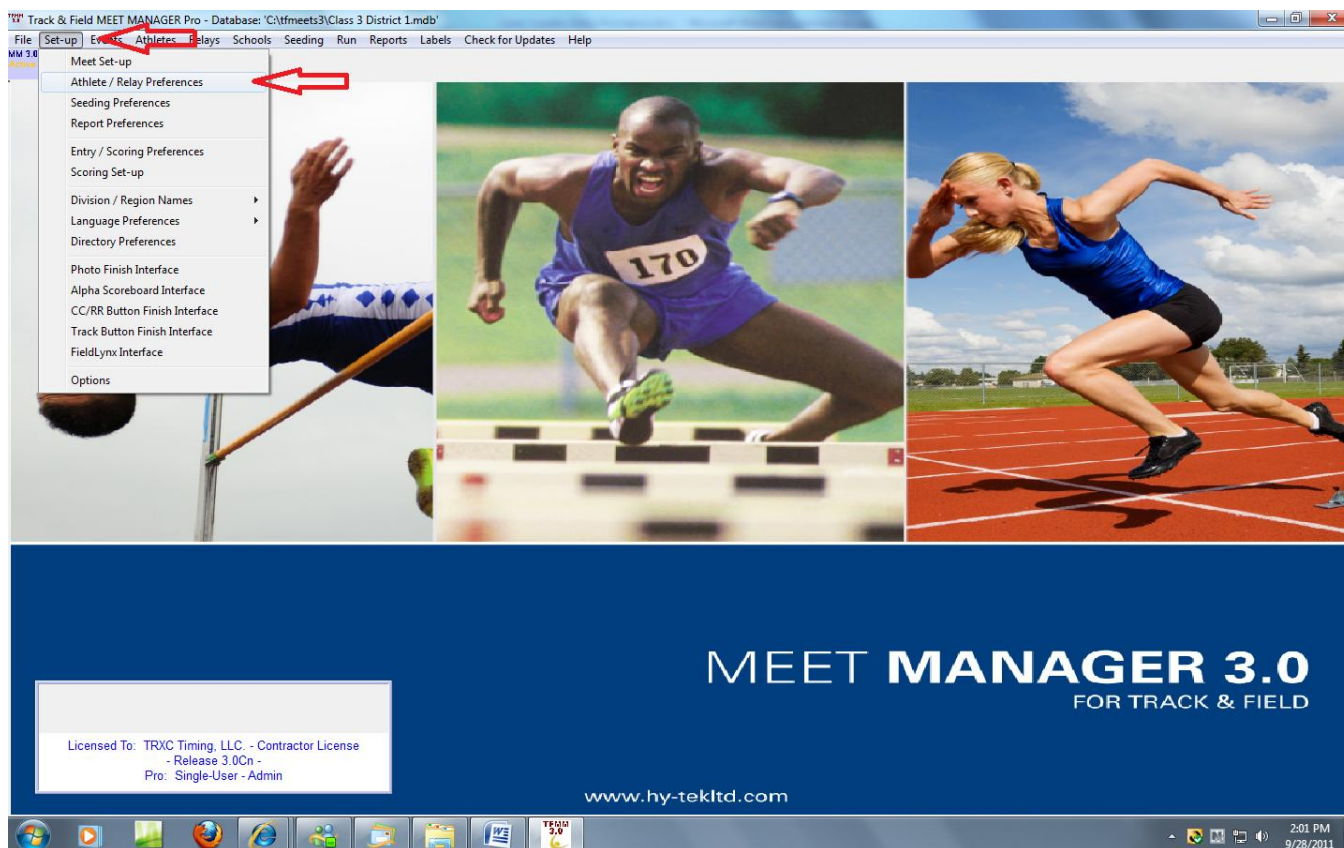


Figure 4

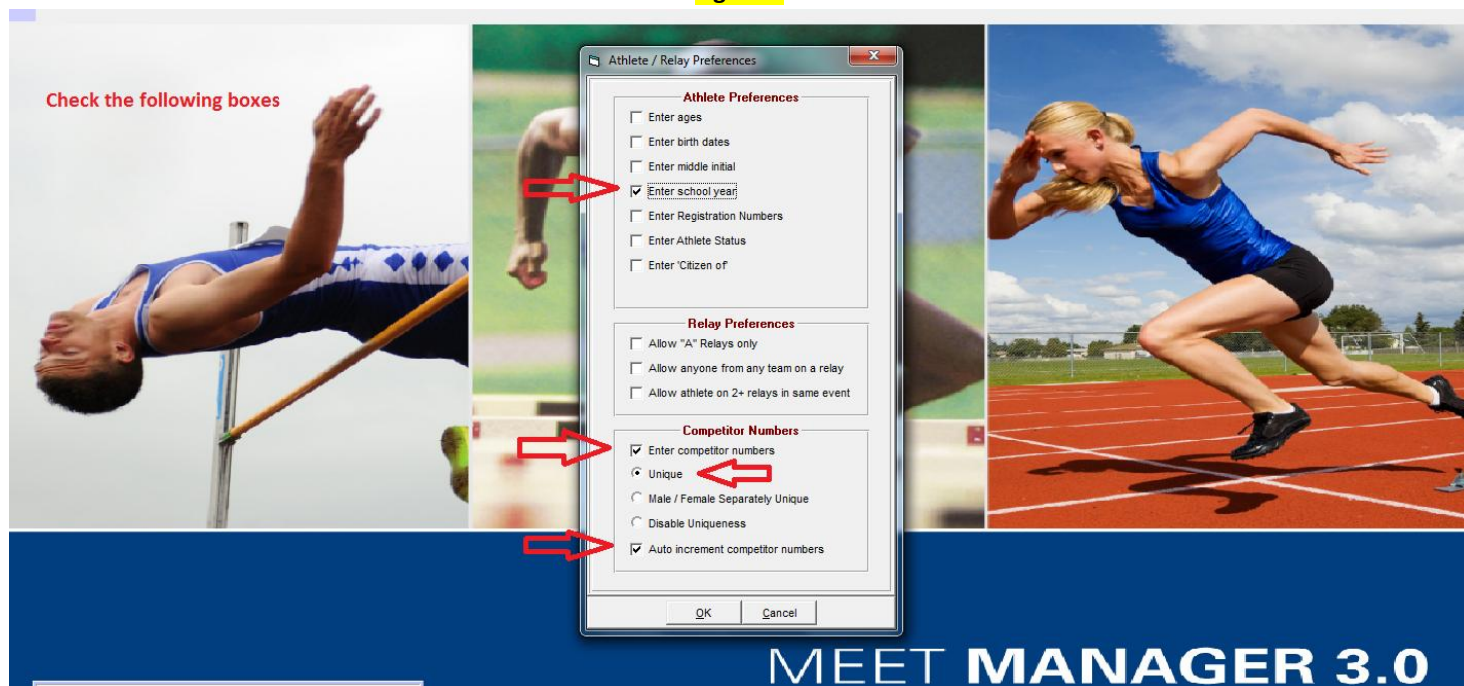


Figure 5

6. Click Events Menu (Figure 6)

a. Click Add – Upper left corner

1. Add New Event

a. Events should be numbered using the following formula: Example

1. Class 1 Girls 5k
2. Class 1 Boys 5k
3. Class 2 Girls 5k
4. Class 2 Boys 5k
5. Class 3 Girls 5k
6. Class 3 Boys 5k
7. Class 4 Girls 5k
8. Class 4 Boys 5k

b. Special note for setting up events:

1. All Cross Country events are a run.
2. Check CC Box
3. Division – Select Division appropriate for your Classification - Example Class 3
4. Score event should be checked for district and sectional competition

Figure 6

7. Main Menu – Select Schools (**Figure 7**)
 - a. Add schools that are competing in your event
 - b. Team Code, Full Name, Short Name – Must be filled in

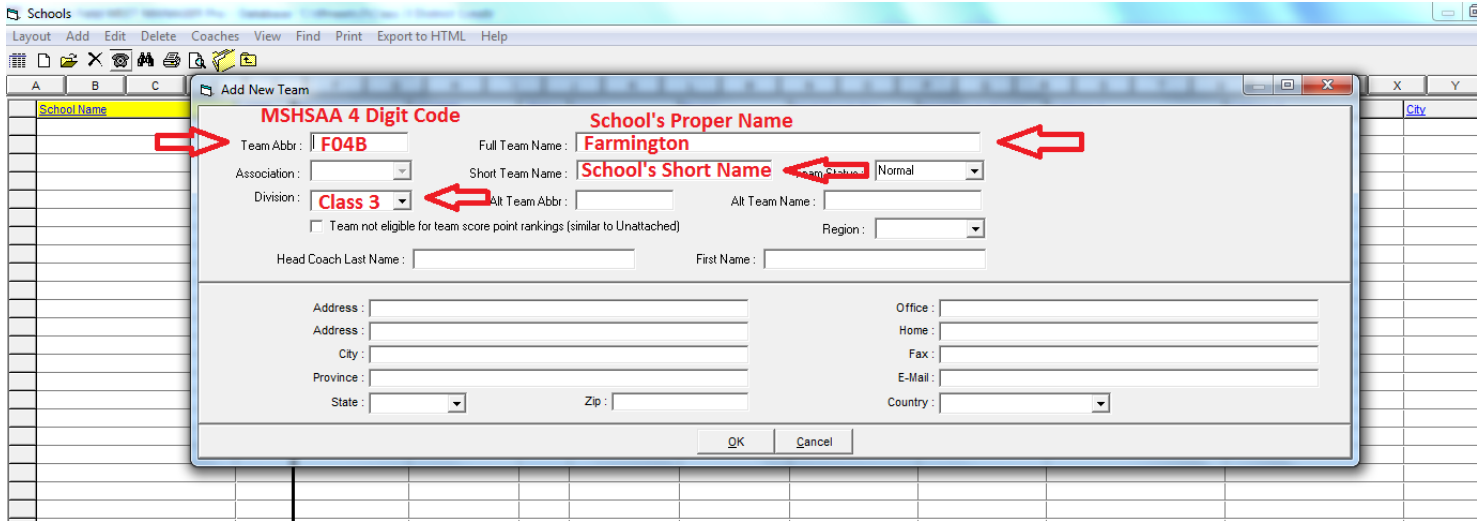


Figure 7

8. Main Menu – Select Athletes (**Figure 8**)
 - a. Add Last Name
 - b. Add First Name
 - c. Add School Code
 - d. Add Year in School
 - e. Add Competitor Number (to be used for single or late additions)

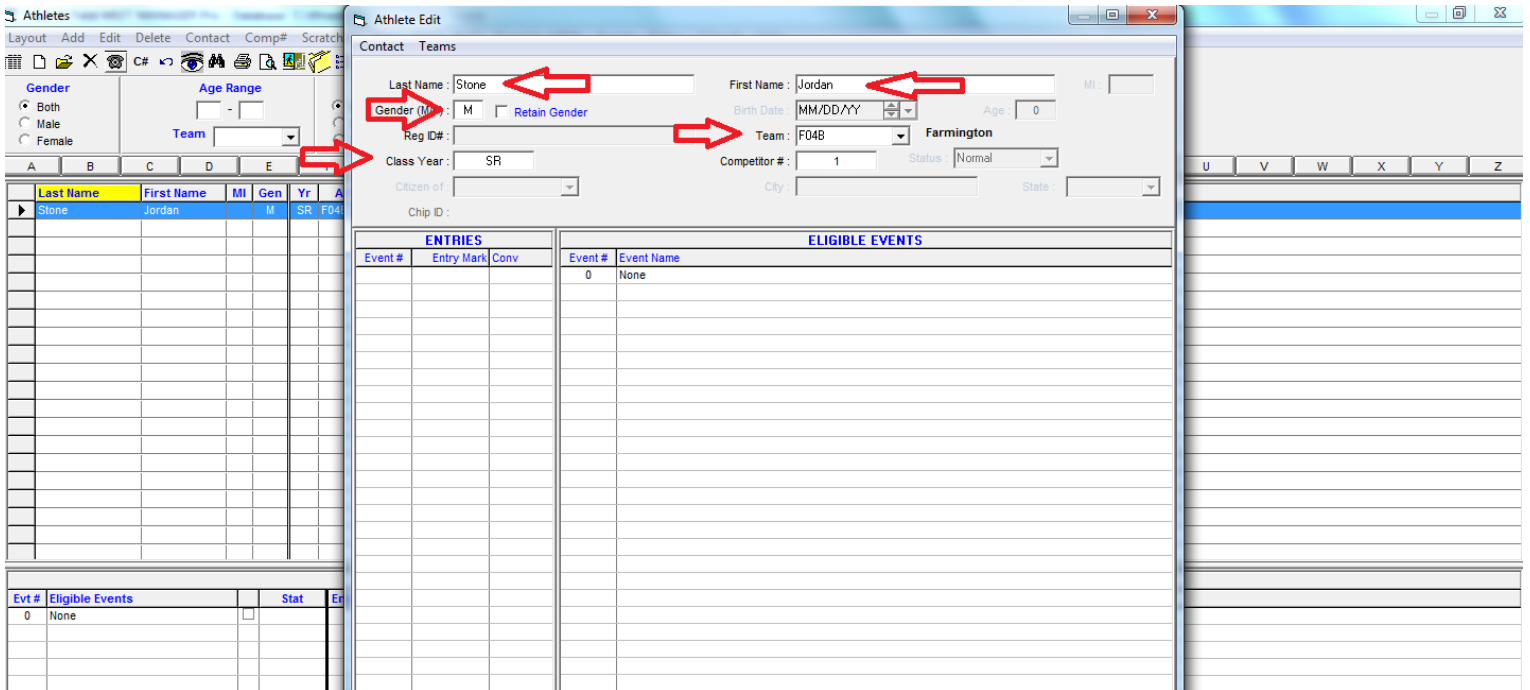


Figure 8

9. Assigning Competitor Numbers (**Figure 9**)
 - a. Click Athletes
 - b. Click Assign Comp #
 - c. Select a gender
 - d. Select a starting number (Must make each gender Unique)
 - e. Click OK
 - f. Repeat for other gender (remember to select your numbering starting point)

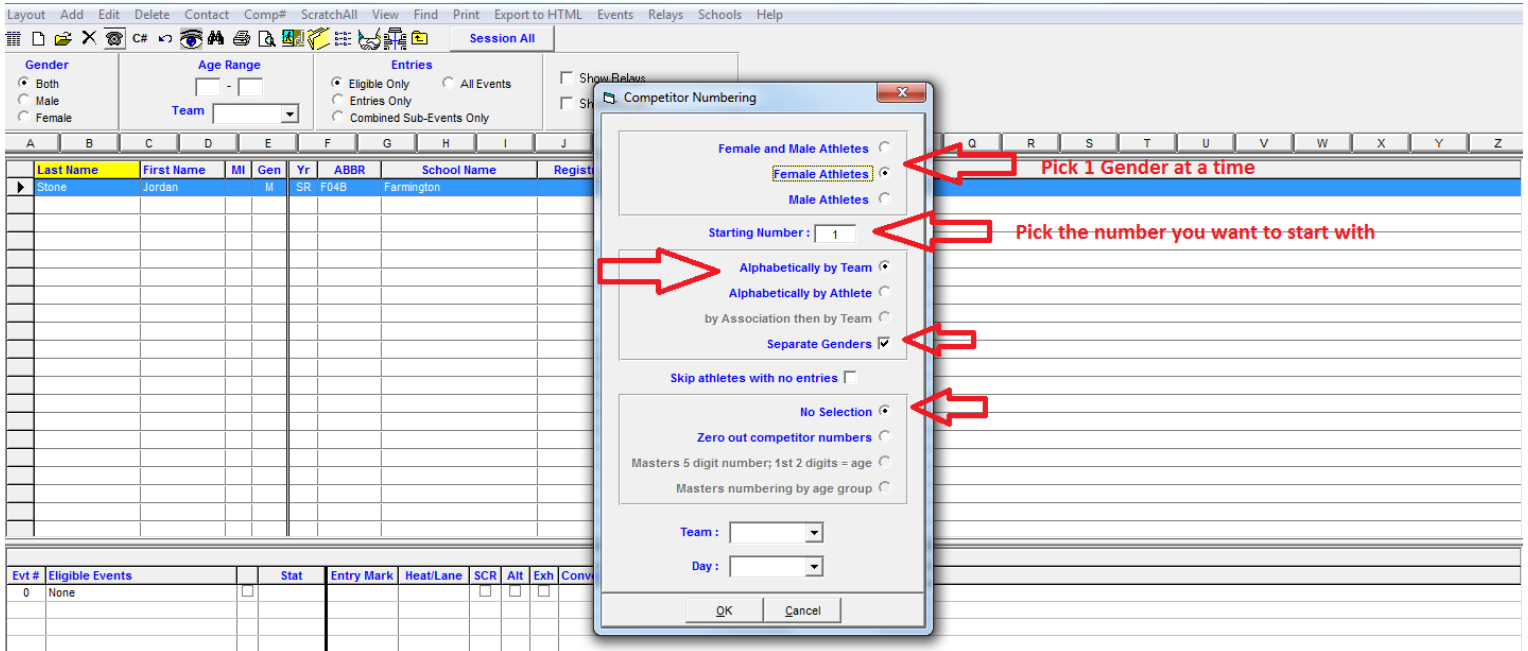


Figure 9

District and Sectional Hytek Operation

(Assumes Meet already set up)

Downloading the meet

- A. The following items will help you retrieve your Hytek meet file.
1. Coaches will be given a website address to retrieve the seeded hytek file.
 - a. Go to assigned website address:
 1. <http://www.trxctiming.com/MSHSAA/files.htm> - **no password is necessary**
 - b. Retrieve the file specific to your district/sectional
 - c. Files will be made available Thursday before the meet at 2:00 p.m.
 - d. Choose your file
 - e. Save file to a jump drive. Don't rename the file.
 - f. Once the download is complete to the jump drive the following should be done:
 1. Go to file (top left) of main Hytek window
 2. Choose Open/New
 3. Give file a name that relates to your event: i.e. Class 3 District 1
 - a. You should use spaces in this name
 - b. You should then hit open
 - g. A new meet set up window will open. You must do one thing before downloading the file into Hytek
 - a. Put in the correct date (meet date) in all three (3) date boxes
 - h. Click OK
 - i. Go to file and select restore
 - j. Choose "Replace currently open database in C:\tfmeets3\Class 3 District 1.mdb"
 - k. Click OK
 - l. Meet Set up Window will open – check or correct the following items:
 - a. Meet Name – Class 3 District 1 (or your specific Class and District)
 - b. Meet Name 2 – Should be hosting High School
 - c. Location – Town in which meet is held
 - d. Kind of Meet – Track and Field/CC
 - e. Meet Class – High School
 - f. Meet Type
 1. Check – By Event
 2. Check – Link Teams to Divisions
 - m. Meet Arena – Outdoor
 - n. Meet Style – Standard
 - o. Click OK

B. Automatically Assigning Competitor Numbers (This may already be done)

1. Go to Athletes
2. Click Comp #
3. See **Figure #10**
4. Choose the following:
 - a. Female Athletes
 - b. Starting Number (Usually 1)
 - c. Alphabetically by Team
 - d. Separate by Genders (Checked)
 - e. "No Selection"
 - f. Click OK
 - g. Repeat for Male Athletes
 - h. Starting Number - Should be 1 greater than last number assigned to females.

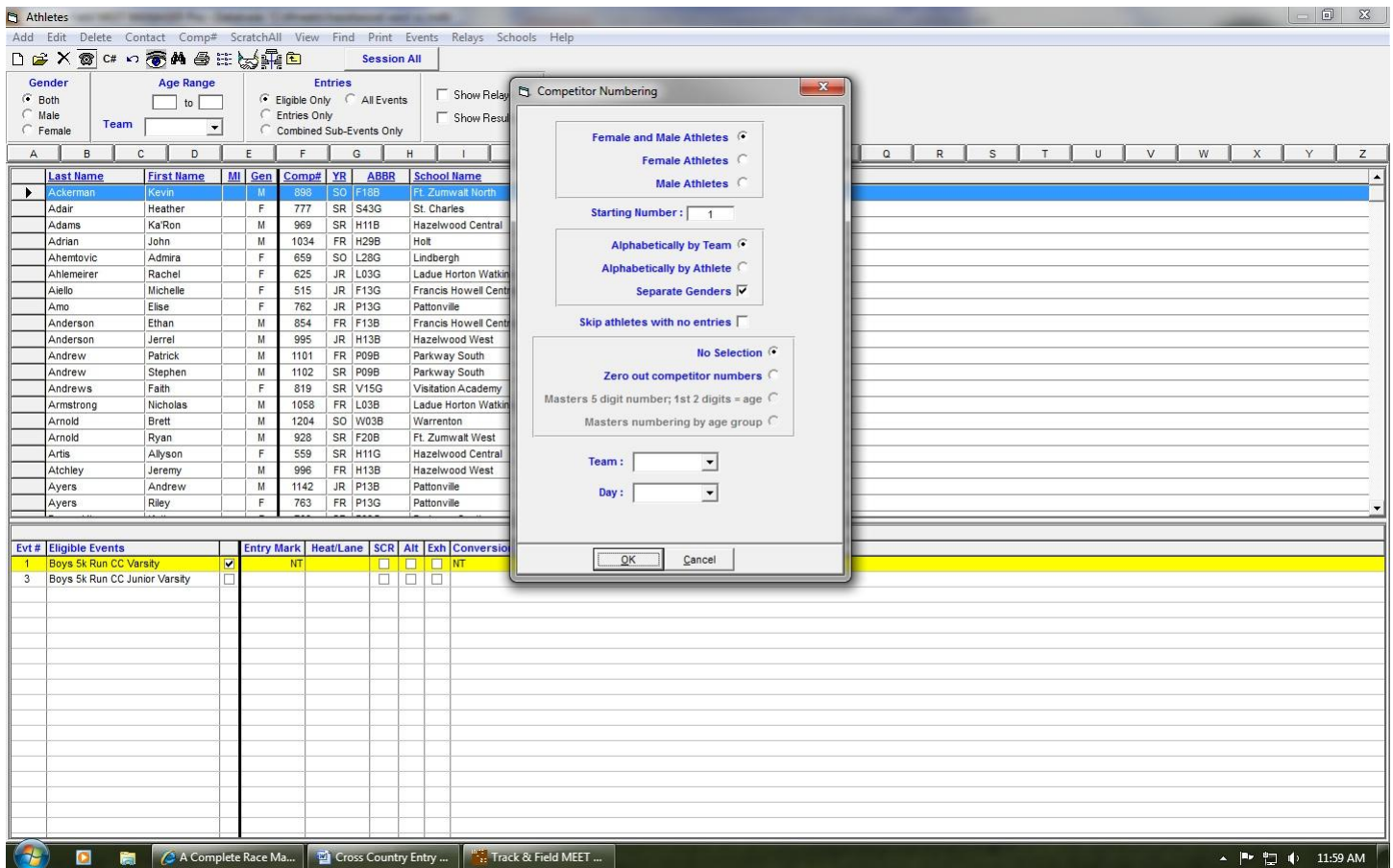


Figure 10

C. Manually Assigning Competitor Numbers

1. By Team
 - a. Choose the following
 1. Gender of the team you wish to assign
 2. Starting Number (Pick a number 1 greater than already assigned numbers)
 3. Alphabetically by Team
 4. Separate by Genders (Checked)
 5. "No Selection"
 6. Choose team you wish to assign. Be sure that you pick the right team code.
 7. Click OK

2. By Individual
 - a. Choose the following:
 1. Add the athlete, Last Name, First Name, Gender, Team Code, Year in School
 2. Assign number to the athlete. Choose the next larger number not already assigned.
- D.. Creating Athlete Rosters Reports: **(Important – Be sure to have your printer set up in Preferences)**
 1. Go to Reports. **(Figure 11)**
 2. Click Athlete Rosters

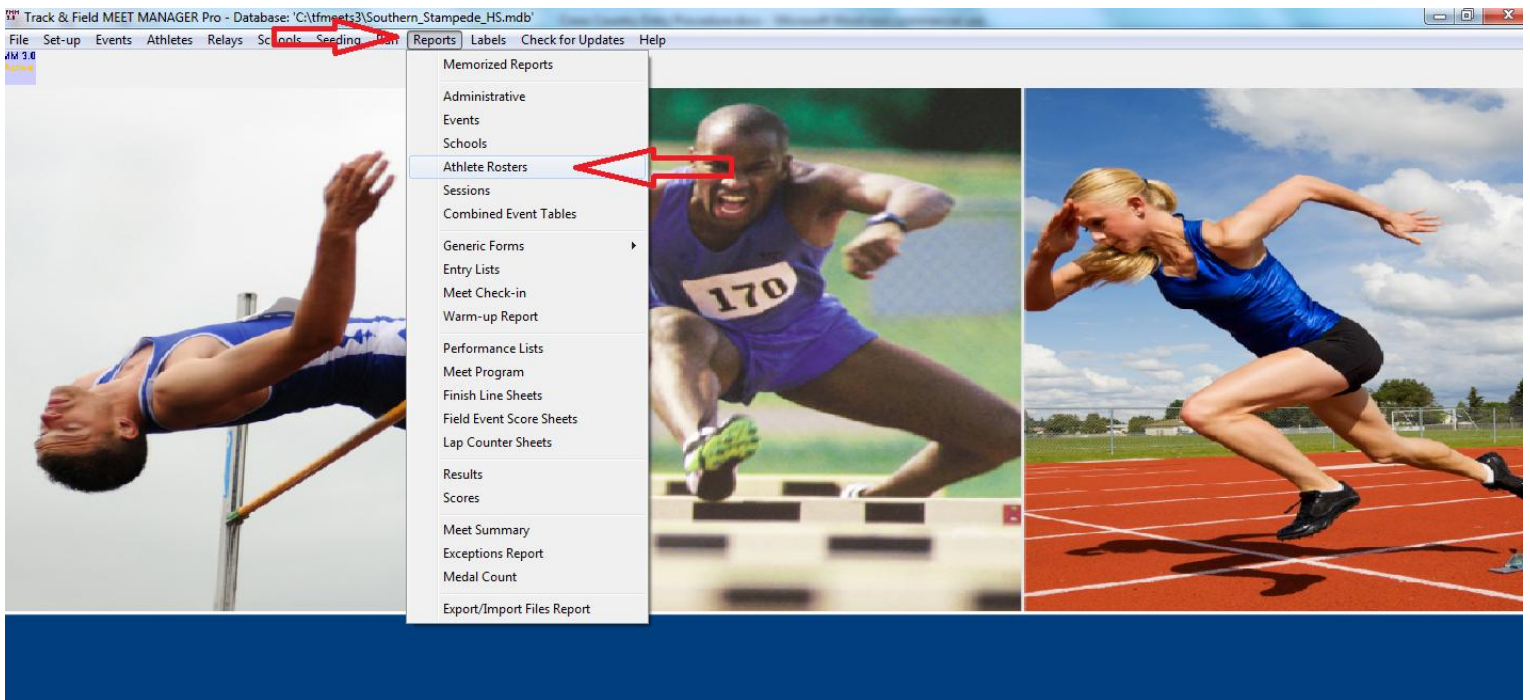


Figure 11

- a. Choose from the middle header 4 column roster **(Figure 12)**
- b. Select your gender
- c. Click the printer icon to print the report (Remember, you must have your printer preferences set prior to printing.)
- d.. Repeat for other gender.

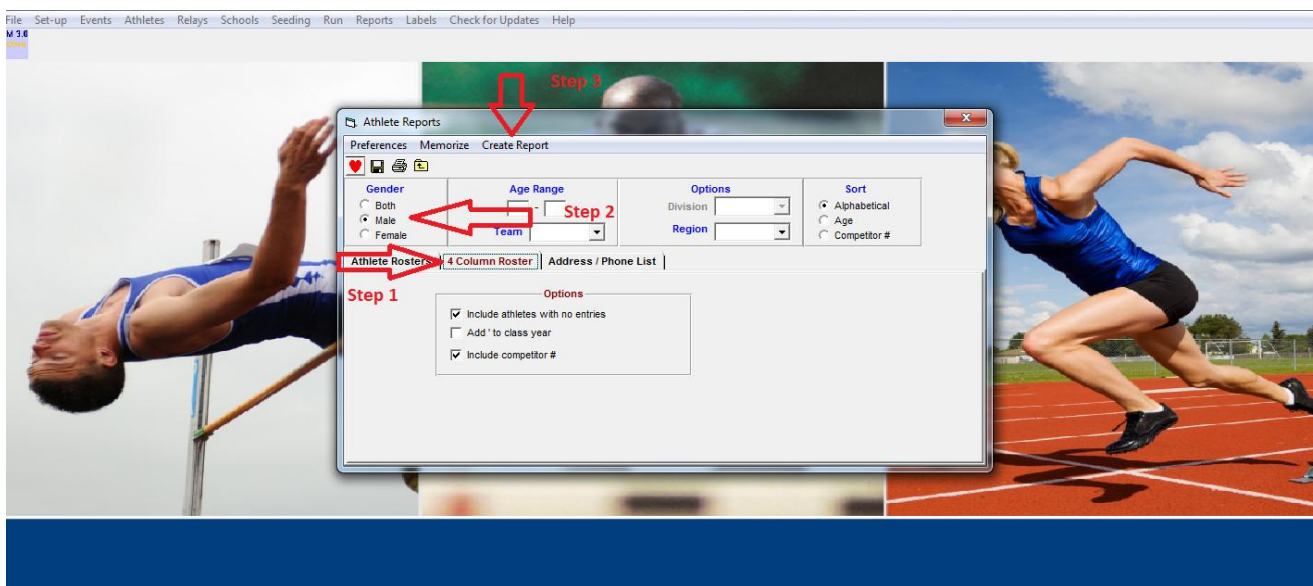


Figure 12

Running a Meet

A. Click on Run

1. Click CC/RR
 - a. Highlight the event you wish was to work with
 - b. Click Ranks (**Figure 13**)
 - c. Enter the finish order of bib numbers into the corresponding rank order
 - d. When finished click Save

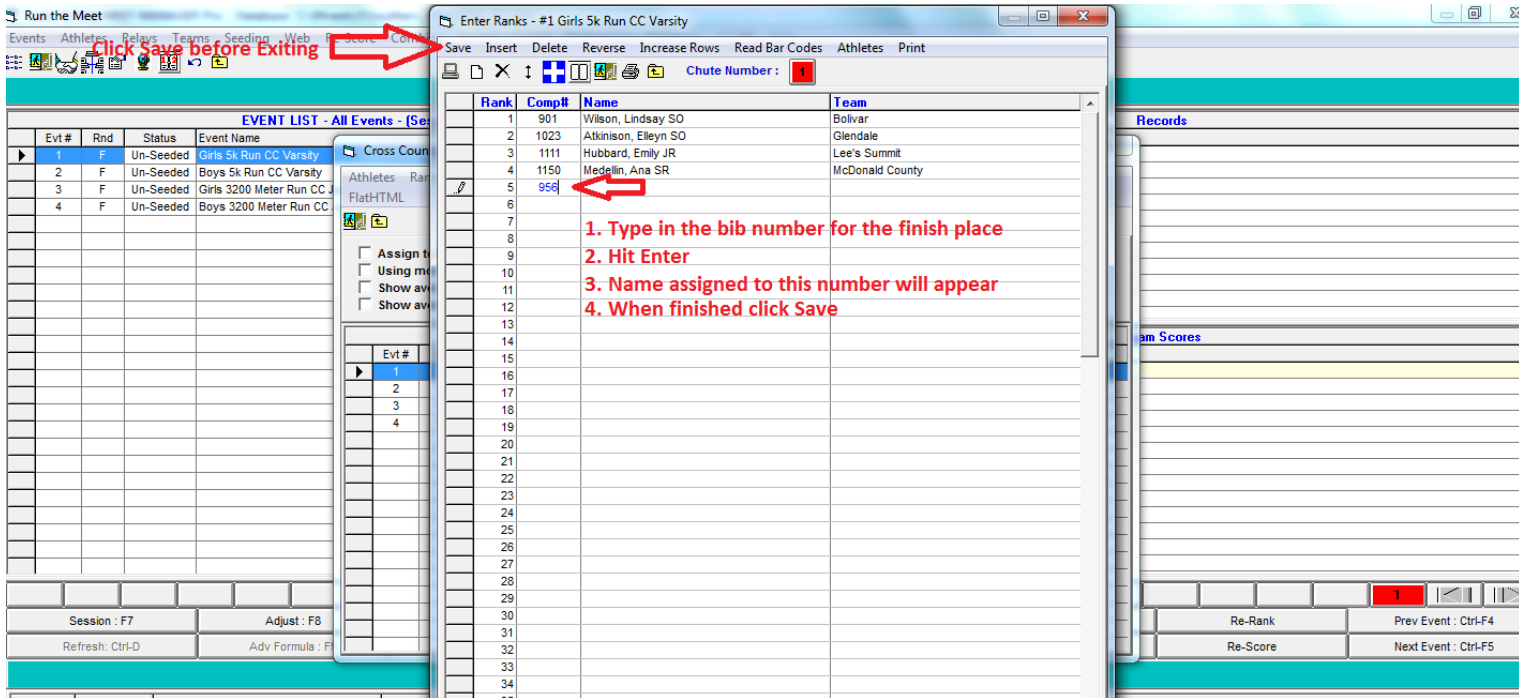


Figure 13

- e. Click Times (Figure 14)
- f. Enter corresponding times for finish rank. Times can be entered as follows:
 - 1. 19:00.0
 - 2. 1900.0
- g. Click Save

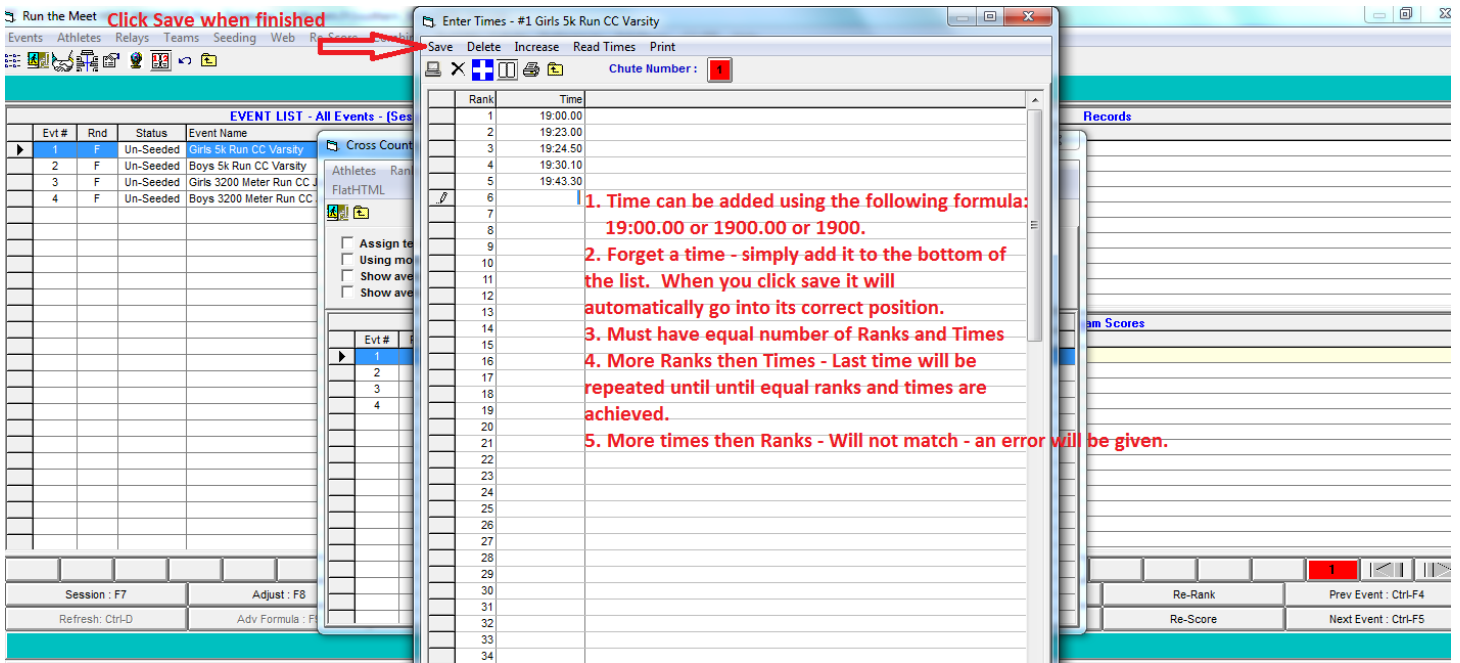


Figure 14

- h. Click Match (Figure 15)
- i. Click Save

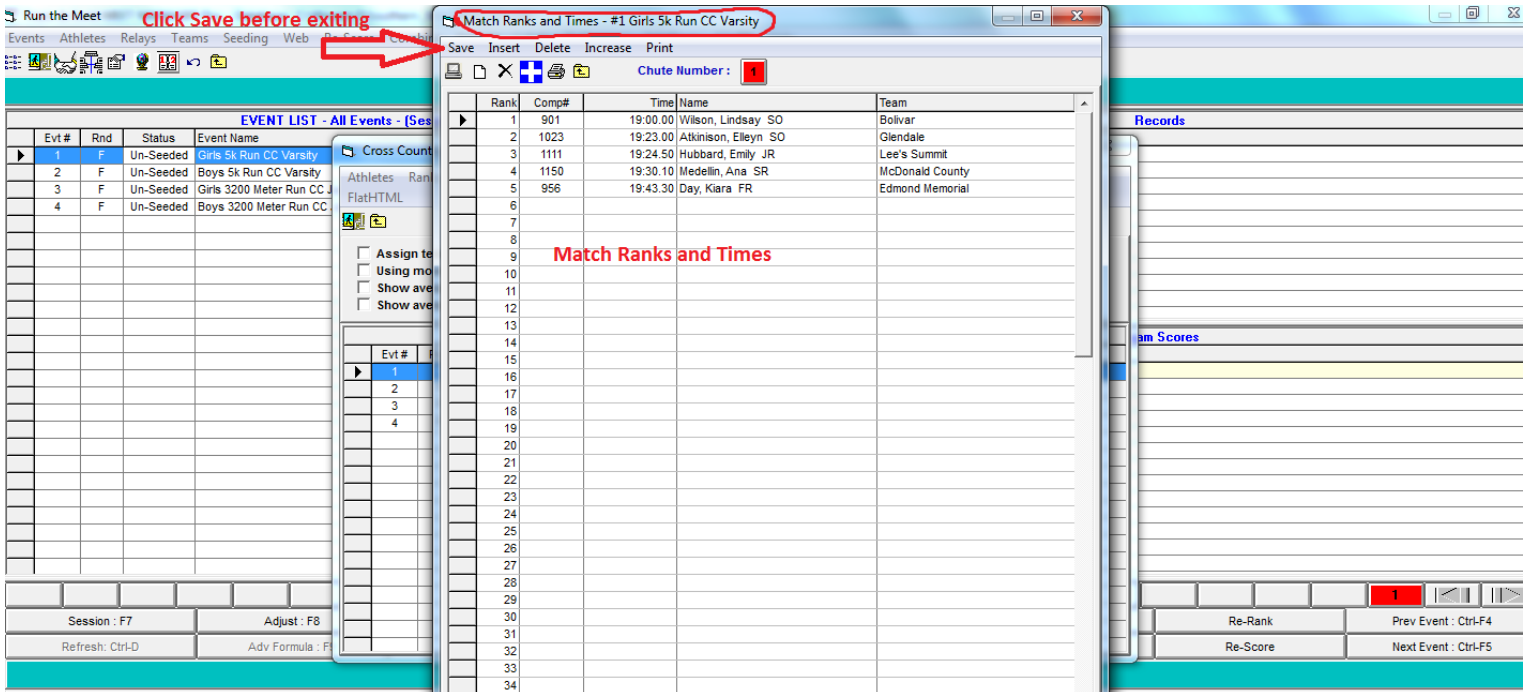


Figure 15

- j. Click Scores (Figure 16)
- k. Choose List and Team Scores
- l. Print Results

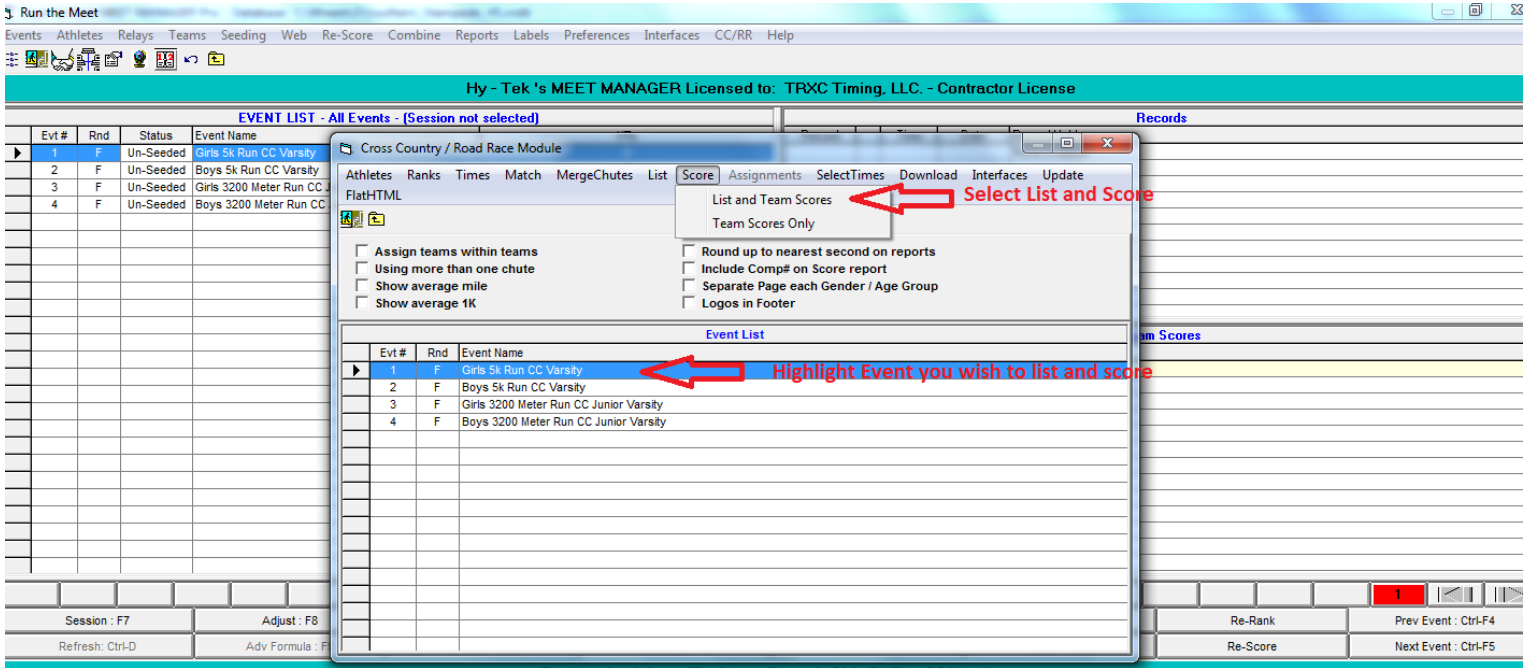


Figure 16

B. Exporting Results (1 Type Needed)

- 1. Go to File and click Backup (Figure 17)
 - a. Save a backup file to a usb jump drive (Figure 18)



Figure 17

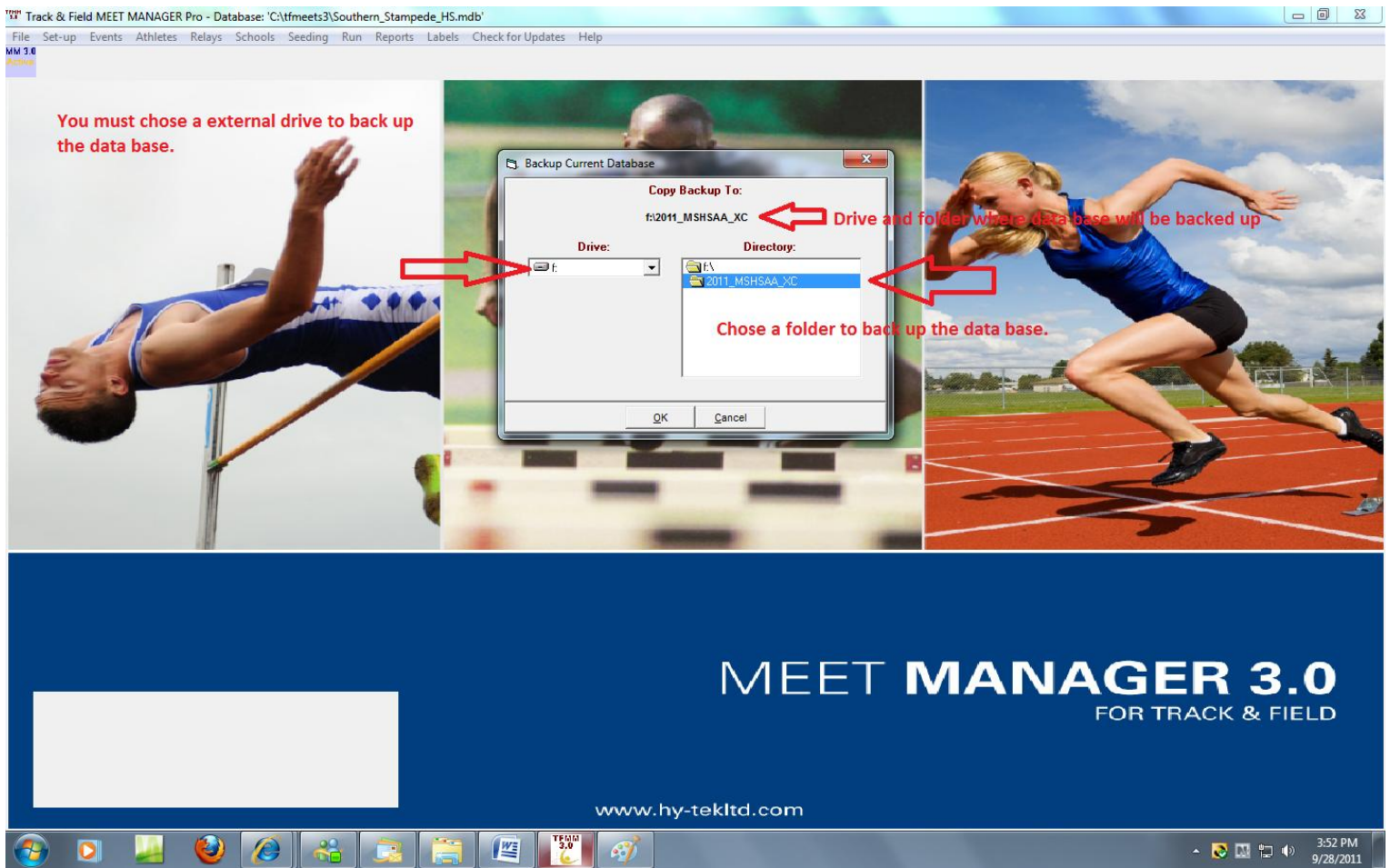


Figure 18

- F. Advancement Procedure – Email (1) Attachment File
1. Email – rich@trxctiming.com
 - a. Upon completion of the meet on Saturday by 5:00 p.m.
 2. **Subject Line of Email**
 - a. Put in your district/sectional information
 1. Example – **Class 1 District 2**
 2. Example – Class 3 District 4
 3. Example – Class 4 Sectional 2
 3. Attach the following file to your email
 - a. Hytek Backup File - .zip (**Be sure you are sending me a completed backup file and not the file I sent to you**)

Questions/Problems/Concerns

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