

# Host Instructions for Submitting Meet Results to MSHSAA Performance List

## 3 Options for Submission

### Option 1 - Online Entries That Were Done Thru TRXC Timing

1. Login into your TRXC Timing online entry account
2. Once login at the top of the page "Click" – {Create a Meet} (**Meet is automatically created for you**)
3. A list of meets will appear – you must be set up as a manager of this meet to allow the upload process to occur
4. Next "Click" – {Upload}

Edit	Invited	Teams	Meet Name	Host	Start Date	End Date	Ranking	Export	Exp. File	Upload
			Ladue HS Test Invitational	Ladue Horton Watkins	03/03/16	03/03/16				
			Principia Invitational	Principia College	02/26/16	02/27/16				

5. A new window will open - this window will include the **Meet Name** and a **Browse Icon** for the downloaded result file (**Instructions – for downloading a result file**)
6. "Click" – {Browse}
7. A window will open to allow you to go find the semi-colon delimited result file

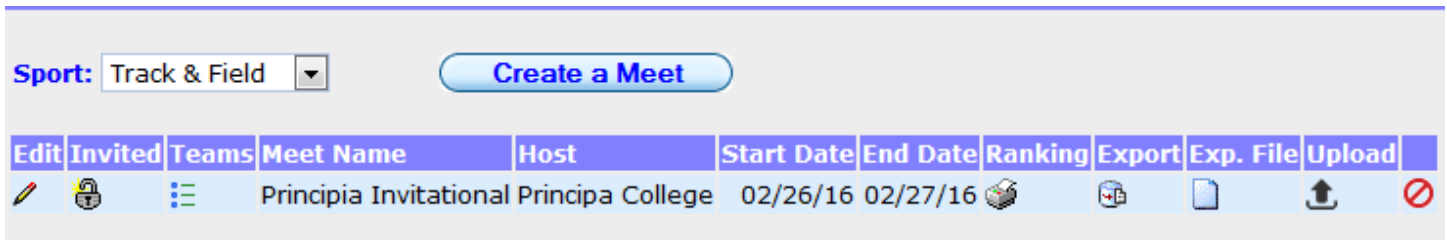
8. File will attach and be ready for processing into the TRXC Timing site
9. Select whether the event was either HT (Hand-Timed) or FAT (Fully Automatic Timing)  
**Special Note** – If some of the events are FAT and others are HT you will need to properly document these events and/or times in the Hytek File. Please see Hytek Cheat Sheet document for help in this matter  
[Hytek Cheat Sheet](#) Again if events are properly documented and some were FAT you can select FAT at this time.
10. "Click" – {Process File}

11. Results are uploaded onto the TRXC Timing Current Year Results Page:  
<http://trxctiming.com/wp2/track-field/track-and-field-results/>

## Option 2 - Online Entries That Were **Not** Done Thru TRXC Timing

# “Create a Meet”

1. Login into your TRXC Timing online entry account
2. “Click” – the “Create a Meet” Icon



Sport: Track & Field Create a Meet

Edit	Invited	Teams	Meet Name	Host	Start Date	End Date	Ranking	Export	Exp. File	Upload
			Principia Invitational	Principa College	02/26/16	02/27/16				

3. New window opens – Please fill in information as requested

### Registration Number Export Setup

Meet Name: Ladue HS Test Invitational

State: Missouri

Host School: Ladue Horton Watkins

Start Date: 03/03/16

End Date: 03/03/16

Does your meet have 4 or more participating schools?  Yes  No

Confirm Cancel

4. “Click” {Confirm}
5. A list of your “Create a Meet” events are now listed
6. “Click” the {Upload} Icon



Sport: Track & Field Create a Meet

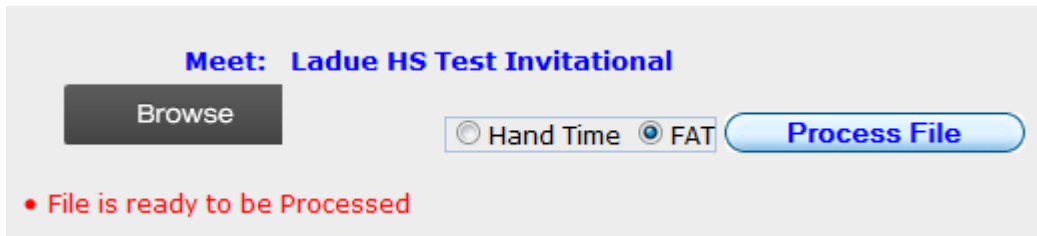
Edit	Invited	Teams	Meet Name	Host	Start Date	End Date	Ranking	Export	Exp. File	Upload
			Ladue HS Test Invitational	Ladue Horton Watkins	03/03/16	03/03/16				
			Principia Invitational	Principa College	02/26/16	02/27/16				

7. A new window will open - this window will include the **Meet Name** and a **Browse Icon** for the downloaded result file ([Instructions](#) to download a **Hytek Result File**)
8. “Click” – {Browse}
9. A window will open to allow you to go find the semi-colon delimited result file

**Meet: Ladue HS Test Invitational**

Browse

10. File will attach and be ready for processing into the TRXC Timing site
11. Select whether the event was either HT (Hand-Timed) or FAT (Fully Automatic Timing) – **Special Note** – If some of the events are FAT and others are HT you will need to properly document these events and/or times in the Hytek File. Please see Hytek Cheat Sheet document for help in this matter – [Hytek Cheat Sheet](#)  
Again if events are properly documented and some were FAT you can select FAT at this time.
12. “Click” – {Process File}



13. Results are uploaded onto the TRXC Timing Current Year Results Page:  
<http://trxctiming.com/wp2/track-field/track-and-field-results/>

### Option 3 – Manual Entry of Performance

1. Login into your TRXC Timing online entry account
2. At the top of page “Click” {Roster}
3. Click the “Performance Icon”

Edit	History	Performance	First Name	Last Name	Gender	School Year	Registration #	Status
			Kelechi	Achilefu	Men	Sophomore	1029064	Active

3. A new window will open
4. Fill in the Following:
5. “Meet Name”
6. “Event”
7. “Time or Performance”
8. State whether the performance was either “Hand Time or Fully Automatic Timed (FAT) for running events
9. “Click” {Add}

**Achilefu, Kelechi - Sophomore**

Meet Name: TEST MEET #3    Meet Date: 03/14/16    Event: 100 Meter Dash    Time: 10 . 85

Hand Time     FAT    **Add**

**Delete** | **Meet Name** | **Meet Date** | **Event** | **Mark** | **System**

**Return**

10. The following performance has been entered for this athlete once {Add} has been “Clicked”

**Achilefu, Kelechi - Sophomore**

Meet Name:    Meet Date: 03/14/16    Event: (None)

**Add**

**Delete** | **Meet Name** | **Meet Date** | **Event** | **Mark** | **System**

TEST MEET #3    03/14/16    100 Meter Dash    10.85

**Return**

11. Repeat process for additional performance updates