**Importing Sectional Entry Lists into Hy-Tek**

Instructions for Importing Semi-Colon Delimited or Text File Entries

 1. Use the IHSAA link (which will be provided at a later date) to locate the Meet Manager import files.

2. Drag and drop each of these files onto a convenient location on your PC. There should be one file for each school participating in your sectional.

3. Start Meet Manager.

4. Click on File>Import>Semi-Colon Delimited Rosters/Entries in Meet Manager.

5. Use “Look in:” drop-down menu to choose Dialog box to select Location of file.

6. Select Import File.

7. Click “Open”.

8. Hy-Tek will import entries.

9. Once this process is complete, Click “OK”.

10. The entry list for your sectional can be accessed on your member dashboard in myihsaa.net

11. Scroll down on your member dashboard to the tournament hosting box. Click on “download athlete list”

a. Use the Hy-Tek “Athletes” Menu to find each athlete listed on the Exception Report.

b. Mark each of the athlete’s events in which he or she is an alternate as such using the “Alt” checkbox next to each event.

c. Type the athlete’s seed time listed on the Exception Report into the “Entry Mark” field for the event in which the athlete is an alternate.

d. If a relay event is listed on the Exception Report, use Hy-Tek’s “Relays” menu to select the event under “Relay Events”.

e. Click on the school’s name under “Relay Team Entries”.

f. Type the relay team’s seed time into the “Entry Time” field as it is listed on the Exception Report.

12. For any other errors on the Exception Report, contact Luke Morehead of the IHSAA at lmorehead@ihsaa.org or 317-846-6601. 13. Repeat steps 3-12 for each team in your meet.