Import of Semi-colon Delimited File into Hy-Tek

After entry data is submitted on the Online Entry Form and converted through the Control Program, it can be imported directly into Meet Manager.

1. The file generated is formatted to import into either **Meet Manager for Windows**.
2. Use **My Computer** to copy the import file: **HTIMPORT.TXT** from **A:** or **C:\TRWEB** to the data folder (subdirectory) where the District Meet files are stored.
3. After data is imported, corrections and seeding can be done as normal in Hy-Tek.
4. Note: Before Import the data the first time, you should do a **Selective Purge** of the old data! See instructions below.

Meet Manager for Windows

Selective Purge:

1. Use the <u>F</u>ile tab in upper left corner
   a. Select <u>P</u>urge | <u>R</u>emove Data Selectively
   b. Click the check box for **Teams** and the other three boxes: **Athletes** | **Entries/Results** | **Relays** are checked automatically.
      i. If you have added/edited the **Short Name** and **Alternate Abbreviations** accept all four and click <u>O</u>K at the bottom.
      ii. If you have edited the **Short Name** and **Alternate Abbreviation**, uncheck the box for **Teams**, then click <u>O</u>k at the bottom.
2. On the first pop-up window: Are you sure you want to delete the current database? The process is NOT reversible! Make a backup of the data first if in doubt!
   a. Click on <u>O</u>k.
3. On the second pop-up window: Deletion of data is completed!
   a. Click on <u>O</u>k.
4. Follow instructions below to import the **HTIMPORT.TXT** file when finished!

Semi-colon Delimited Import:

1. Use the <u>F</u>ile tab in upper left corner
   a. Select <u>I</u>mport | Semi-**C**olon Delimited Rosters/Entries
   b. Browse to the import file: **A:HTIMPORT.TXT** (or whatever folder you use)
   c. Hit **[Enter]** to select the file.
2. If there is an **Exceptions Report**, click **OK** to the Pop-up Window, the Exception Report will be generated now.
   a. Print if necessary or just make a quick note if only one or two exceptions.
3. Use the <u>R</u>eports tab | E<u>n</u>try Lists | By Team | Include Competitor # | Include Heat and position | Show Ranks | Athletes + Relays | Entry List | Alphabetical | Select School | Click on <u>O</u>k
4. Use the <u>A</u>thletes tab | E<u>d</u>it Athlete to edit or modify data