Transfer of Qualifier Data: District to Regional or Regional to State

- **All data** for individuals and relays qualifying for the next tournament **will be exported from the first tournamen**t and **imported for the next one**.
- **Everything will be transferred electronically by e-mail attachment.**
- **Managers** or their computer designee **are responsible for transmitting the appropriate files electronically** to the manager/computer designee at the next level **ASAP after the completion of their tournament!**
- **Please establish contact** and **send a test file** to the manager or computer designee for that tournament.
  - o Make sure your e-mail program and computer network allows you to send e-mail attachments.
  - o Add the appropriate address/addresses to your address book.
  - o In case there are problems with your e-mail, it would be good to have an alternate e-mail account available as a backup.

Meet Manager for Windows:

1. Two **TCL** files are needed: **Athletes / Teams** and the **Advancer** files.
   a. Files with the extension **.TCL** created automatically by Hy-Tek:
      i. Each will be numbered sequentially**: TCL01-01.TCL, TCL02-01.TCL, etc.**
   b. Please note the name and location where the files are placed,
   c. Attach them to an e-mail and send to the address/addresses designated by the Tournament Manager.
2. **To generate the Athletes / Teams file use: <u>F</u>ile | <u>E</u>xport | Athletes / Teams / Email**
   a. Leave the top three dropdown windows empty.
   b. For **Gende**r, make sure the Check Box for **Both** is selected.
   c. For **Export Type**, make sure the Check Box for **Athletes / Teams** is selected.
   d. Click on **Ok.**
   e. Select **drive A:** (or wherever you can get to the files for attaching to an e-mail)
   f. Click **OK** when the export is finished.
3. **To generate the Advancer file use: <u>F</u>ile | <u>E</u>xport | Advancers | Select <u>A</u>ll**
   a. Top how many from each event: **4**
   b. Maximum Qualifiers per Event: **Leave blank**
   c. Include relay athlete names: **Check**
   d. Custom Select Advancers: **Leave blank**
   e. Click on **Create <u>E</u>xport | OK**
   f. Select **drive A:** (or wherever you can get to the files for attaching to an e-mail)
   g. Note the filename: **TCL##-##.TCL** and **where the files are located**.
   h. Click **OK** when the export is finished.
4. Make a **Complete Backup** of your Hy-Tek database.
   a. Attach to the e-mail to the computer designee**.**
5. Before quitting Hy-Tek, generate the reports needed for the web or media.
   a. Follow **<u>Report Instructions for Hy-Tek</u>** to create the needed files**.**
   b. Attach the **Complete Results**: **results.htm** to the e-mail to the computer designee.
6. Access your e-mail account and send files.
   a. Follow **<u>E-mail Instructions</u>** for attaching files.
   b. Send to the address/addresses as instructed.
7. If the data is not posted on the web or you receive no reply, please follow-up with a phone call to verify that the file was received and that there are no problems!