Import for State and Regional

Preparation for Import

1. **Setup folders** for each "feeder" tournament on the hard drive of the Main Computer.
    1. Use something like c:\d1, c:\d2, c:\d3, and c:\d4
        - Hy-Tek uses default names for the **Backup** and **Advancer** files.
            1. It's possible the **Advancer Files** could all be named **Tcl02-01.tcl** and the **Roster Files** could all be named **Tcl01-01.tcl** (or whatever) so they need to be saved in separate folders. (or disks)
        - It doesn't matter where they are as long as you browse to them when you import advancers in Hy-Tek.
        - Rather than renaming each TCL file attachment or saving to a disk, it's easier to put the files in separate folders,
    2. Before import, you will need to determine which TCL file is for Rosters and which is for Entries
2. **Setup Hy-Tek with two meets**
    A. Setup the **Master Meet** for the tournament
        a. Make sure all events and parameters follow the OHSAA Event Numbers and Setup
        b. Under **Setup** | **Athlete / Relay Preferences**
            - Check **Enter Competitor Numbers** | and **Disable Uniqueness**
            - Other options for athletes should not be checked!
        c. Purge selectively and delete all **Teams** | **Athletes** | **Entries/Results** | **Relays**
        d. Save and wait for data files.
    B. Setup a simple **Top4 Import Meet**
        a. Make sure all events and parameters follow the OHSAA Event Numbers and Setup
        b. Under **Setup** | **Athlete / Relay Preference**
            - Check **Enter Competitor Numbers** | and **Disable Uniqueness**
            - Other options for athletes should not be checked!
        c. Purge selectively and delete all **Teams** | **Athletes** | **Entries/Results** | **Relays**
        d. Save and wait for data files.
3. **Review and test** everything a few days before the data is imported.

When e-mail arrives:

1. Save all attachments to the folder for that site.
    A. Select all attachments and browse to the folder
        1. With Outlook Express, you can Right-Click on the attachment bar and save all files.
        2. Other e-mail programs may do it differently.
    B. Determine which TCL file is for Rosters and which is for Entries.
2. After the files are saved, you can close the e-mail.

Start Hy-Tek:

1. Open the **Top4 Import Meet**
    A. Use the **File** tab in upper left corner
        1. Select **Import** | **Entries**
        2. Browse to the folder with the files from the tournament site.
        3. Highlight the **TCL** file and click **Open**
        4. On the first pop-up window | Click on **O**k.
        5. On the second pop-up window
            - **Always Check** "Import comp#'s, but do not replace existing comp#'s!"
            - Click on **O**k.
    B. Use the **Reports | Performance Lists**
        1. Gender | Both
        2. Rounds | Prelims Only
        3. Select **A**ll
        4. Columns | Single
        5. Include in Performance Lists | Entry Marks - Competitor #s - No Relay Names
        6. Create Report | Print and label accordingly.
            - Please note: **Hy-Tek** shows the place to the right, but the performance list **does not always list them in 1-2-3-4 order when there were Judge's** decisions!
                - **Make a note or highlight those that listed "out of order!"**
        7. **C**lose
    C. Purge and wait for next set of data
2. Open the **Master Meet**
    A. Use the **F**ile tab in upper left corner
        1. Select Import | **Entries**
        2. Browse to the folder with the files from the tournament site.
        3. Highlight the **TCL** file and click Open
        4. On the first pop-up window | Click on **O**k.
        5. **On the second pop-up window**
            - **Always Check** "Import comp#'s, but do not replace existing comp#'s!"
            - Click on **O**k.
    B. Use the **F**ile tab in upper left corner
        1. Select Import | **Rosters**
        2. Browse to the folder with the files from the tournament site.
        3. Highlight the **TCL** file and click Open
        4. On the first pop-up window | Click on **O**k.
        5. **On the second pop-up window**
            - **Always Check** "Import comp#'s, but do not replace existing comp#'s!"
            - Click on **O**k.
    C. **Repeat for each set of data**