

TRXC TIMING, LLC



RACE MANAGEMENT SPECIALISTS

WWW.TRXCTIMING.COM

Online Export Instructions

Updated 3/3/2016

Prepping Hytek to accept your entries

New Meet

1. Setup your meet and events in Hytek (make sure there are no athletes or schools in the Hytek program)

Meet from the previous year

1. If you have athletes/teams/entries in your program from the previous year: Click “File”→”Purge”→”Remove data selectively”→check boxes next to Teams, Athletes, Entries/Results and Relays. **Special Note** – if the same teams are coming to this year’s meet you can leave “Teams” Unchecked. Only new team names will be added, however, all entries will be imported.
2. Log in to your TRXC Timing Account
Special note: To download entries you must two items:
 - A. Have an account on TRXC Timing Entry’s site
 - B. Be the manager of the meet
3. Select “Entry Links” from top of page
4. The red stop icon indicates the meet is closed for entries.
5. Click the export generator icon – See **Example 1**:

The screenshot shows the TRXC Timing, LLC website interface. The browser address bar displays "https://entry.trxctiming.com/hmeets.aspx". The page header includes "TRXC Timing, LLC." and "User: administrator". The navigation menu includes "Home", "Account", "Roster", "Entry Links", "Sports", "Events", "School Year", "Division", "School", "Users", "Classification", "Imports", "MSHSAA Import", "Log on Tracker", "Create a Meet", and "Logout".

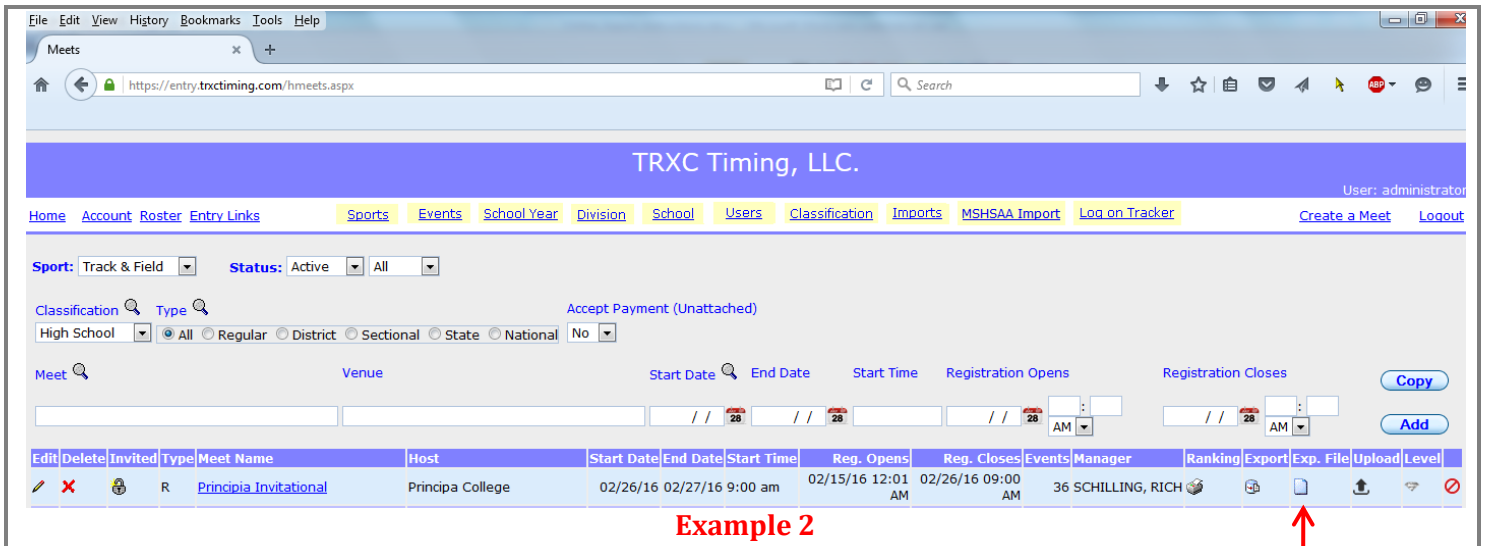
The main content area shows a search filter for "Sport: Track & Field" and "Status: Active". Below the filter is a table of meets. The table has columns: Edit, Delete, Invited, Type, Meet Name, Host, Start Date, End Date, Start Time, Reg. Opens, Reg. Closes, Events, Manager, Ranking, Export, Exp. File, Upload, and Level. The first row of the table is:

Edit	Delete	Invited	Type	Meet Name	Host	Start Date	End Date	Start Time	Reg. Opens	Reg. Closes	Events	Manager	Ranking	Export	Exp. File	Upload	Level
			R	Principia Invitational	Principia College	02/26/16	02/27/16	9:00 am	02/15/16 12:01 AM	02/26/16 09:00 AM		36 SCHILLING, RICH					

Callout boxes and arrows highlight specific features:

- A green callout box with the text "Click this icon to generate export file." points to the export icon in the table row.
- An orange callout box with the text "Example 1" and "Manager who has access to download entries by using their TRXC Timing Entry account" points to the manager name "36 SCHILLING, RICH".
- A blue callout box with the text "Indicates meet entries are closed." points to the red stop icon in the table row.

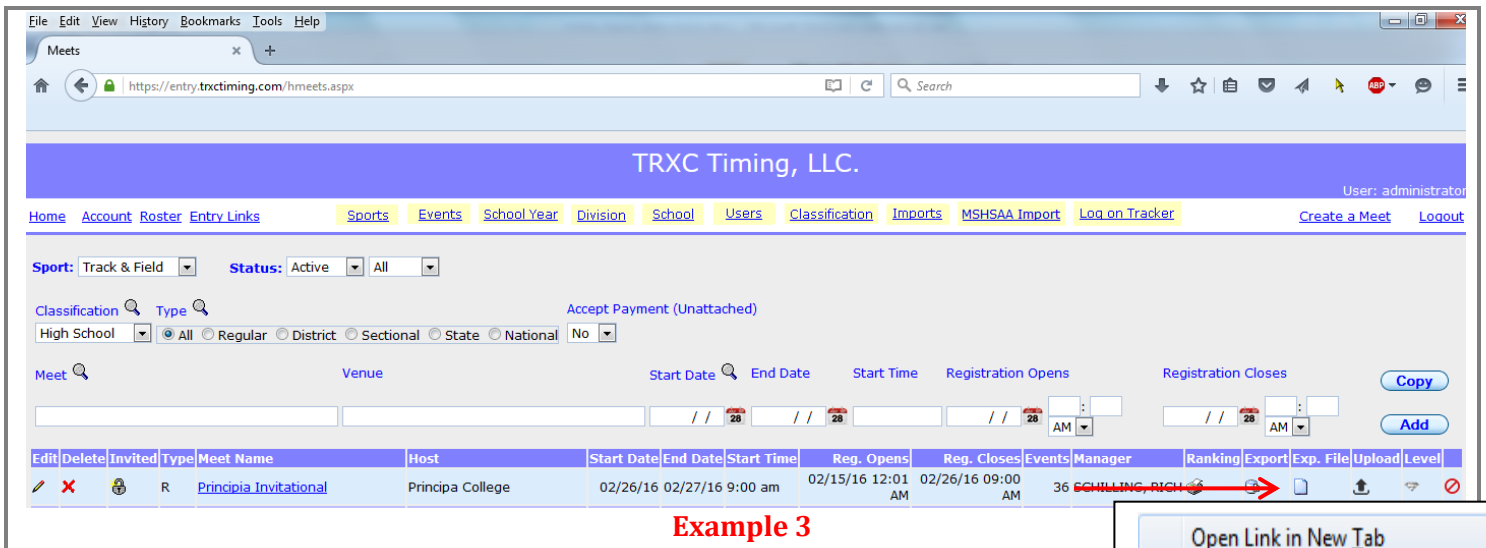
6. Updated Export File will appear in the far right column – See **Example 2**:



Example 2

7. Right click on export file icon and select “Save Target As” – See Example 3:

Updated Export File

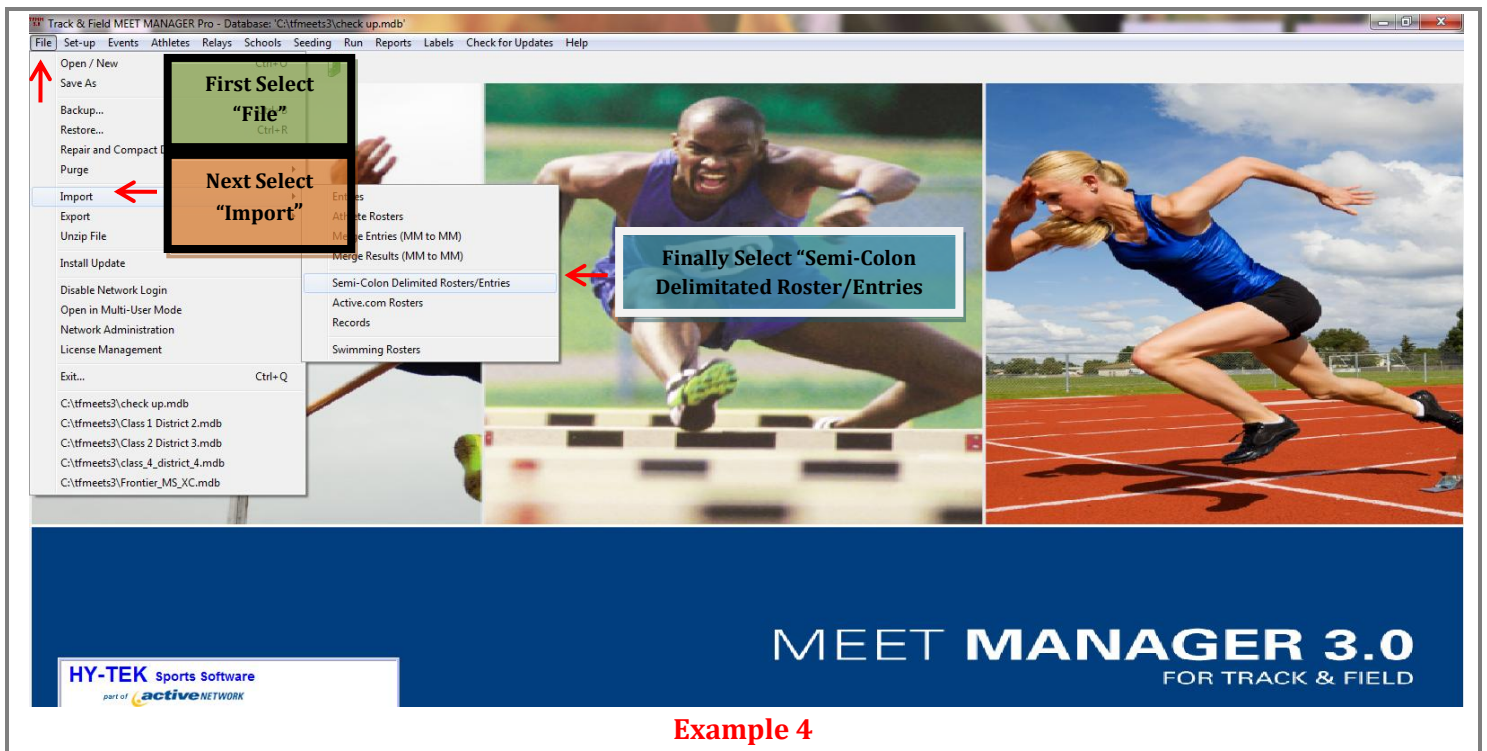


Example 3

Right Click on the export file icon. Chose “Save Link As...”

8. Save file to an external thumb drive or desktop. Name the file ie. Principia Invitational

9. Open Hytek and select “File” → “Import” → “Semi-Colon Delaminated Roster/Entries” – See **Example 4**:



Example 4

10. Select the file you previously downloaded to your thumb drive or desktop.

11. Entries should now be downloaded.