

TRXC Timing Online Registration

[Price List](#)

Option 1

TRXC Timing manages your entries (**Platinum, Diamond Levels**):

1. Contact a TRXC Timing Representative – denise@trxctiming.com or 314-522-6176 (9-4, M-F)
2. Upon agreeing to the proper level of service you desire, a contract will be sent to you.
3. Return the signed contract with either payment or a purchase order. Please include meet information and time schedule in a word document via email – denise@trxctiming.com
4. TRXC Timing will set-up the meet and seed your meet in Hytek. After the meet closes you will be given a link to retrieve your seeded Hytek file.





Option 2

TRXC Timing sets up your meet on the entry site. (**Bronze, Silver, and Gold Levels**):

1. Contact a TRXC Timing Representative – denise@trxctiming.com or 314-522-6176 (9-4, M-F)
2. Upon agreeing to the proper level of service you desire a contract will be sent to the school.
3. Return the signed contract with either payment or a purchase order. Please include meet information and time schedule in a word document via email – denise@trxctiming.com
4. TRXC Timing will set-up the entry site and post your meet information dependant on the level you choose. Once the meet closes you will be given instructions on how to download the unseeded entries into a Hytek file. [Download Instructions](#)

Option 3

Retrieving athlete registration numbers for host teams using another registration site other than TRXC Timing or hand entering entries into Hytek:

1. Meet host logs into their TRXC Timing account.
2. On the TRXC Timing registration homepage on the top right click **Create a Meet**
3. Click Create a Meet.
4. Fill in the information that is asked:
 - A. Meet Name
 - B. Location of host School's State
 - C. Host School
 - D. Start Date
 - E. End Date
 - F. Does your meet have 4 or more participating schools?
5. Click Confirm.
6. Click the Teams Icon - 
7. Type in the names of the Schools that will be attending your meet.
8. Click Add.
9. Repeat process until you complete your list of invited School's.
10. Now check the boxes of the genders from each School that will be attending.
11. Click Save.
12. Click the export icon - 
13. Your export file icon will appear -  in the Exp. File Column.
14. Right click on this export file icon -  and choose "Save Link As".
15. Save this file to a thumb drive.
16. Open Hytek (Make sure the data base you are using is correct for the athletes/teams you are downloading).

17. Choose – File – Import- Semi Colon Delimited Rosters/Entries.
18. Confirm that you wish to download file into a Hytek format (Preferred Method).
19. This file will import into Hytek. Now you have the invited school's athlete roster complete with MSHSAA registration numbers.
20. Next you will have to import entries either by utilizing another registration site or hand type the entries into Hytek.
21. Two Words of caution – #1 – if you use another registration site – the **team abbreviation** assigned by MSHSAA and used by TRXC Timing **must** be used. You might have to do a find and replace on the file you get from this outside registration site.
22. #2 - If you are using another registration site, the names of the athletes must match or you may have duplicates names. Remember that the correct name is associated with the MSHSAA registration number.