

Roster Corrections

These instructions are for Coaches who have athletes listed wrong on the TRXC Timing Online Website. Coaches should exercise caution when making these changes due to the fact the athletes listed on the MSHSAA Eligibility site must match what is on the TRXC Timing Online Website.

Here are some acceptable examples

Name Change

(Nickname)

MSHSAA Site	TRXC Timing Site
Nathaniel Johnson	Nate Johnson
Peter John Smith	P.J. Smith
William Smith	B.J. Smith

Solution: Log into your TRXC Timing Account – Select “Roster” – Select your “Roster Gender” – Click the “Edit Icon” next to the athlete’s name (far left). Correct the athletes “First Name” – Click “Save”

Name Change

(Marriage/Adoption)

(Last Name must match both on MSHSAA and TRXC Timing)

MSHAA Site (Original Listing)	MSHSAA Site (Updated Listing)	TRXC Timing Site
Tim Albright	Tim Franklin	Tim Franklin
Andrea Bestmeyer	Andrea Cramer	Andrea Cramer
Tina Lutkehouse	Tina Moore	Tina Moore

Solution: You must first make the “Last Name” change on your MSHSAA Eligibility Roster (This is done on the MSHSAA Website). Either the Coach or Athletic Director for the School needing the “Last Name” changed can do this, depending on how your account is setup on MSHSAA. Once this is complete log into your TRXC Timing Account – Select “Roster” – Select your “Roster Gender” – Click the “Edit Icon” next to the athlete’s name (far left). Correct the athletes “Last Name” – Click “Save”

Wrong Gender

(Gender must match both on MSHSAA and TRXC Timing)

MSHSAA Site (Original Listing)	MSHSAA Site (Updated Listing)	TRXC Timing (Original Listing)	TRXC Timing (Updated Listing)
Mary Smith (M) 2018	Mary Smith (F) 2018	Mary Smith (M) 2018	Mary Smith (F) 2018
Robert Warren (F) 2016	Robert Warren (M) 2016	Robert Warren (F) 2016	Robert Warren (M) 2016

Solution: You must first make the “Gender” change on your MSHSAA Eligibility Roster (This is done on the MSHSAA Website). Either the Coach or Athletic Director for the School needing the “Gender” changed can do this, depending on how your account is setup on MSHSAA. Once this is complete log into your TRXC Timing Account – Select “Roster” – Select your “Roster Gender” – Click the “Edit Icon” next to the athlete’s name (far left). Correct the athletes “Gender” – Click “Save”

Wrong Year in School

(Year and School must match both on MSHSAA and TRXC Timing)

MSHSAA Site (Original Listing)	MSHSAA Site (Updated Listing)	TRXC Timing (Original Listing)	TRXC Timing (Updated Listing)
Beth Elliot (F) 2017	Beth Elliot (F) 2018	Beth Elliot (F) 2017	Beth Elliot (F) 2018
George Costanza (M) 2018	George Costanza (M) 2016	George Costanza (M) 2018	George Costanza (M) 2016

Solution: You must first make the “Year in School” change on your MSHSAA Eligibility Roster (This is done on the MSHSAA Website). Either the Coach or Athletic Director for the School needing the “Year in School” changed can do this, depending on how your account is setup on MSHSAA. Once this is complete log into your TRXC Timing Account – Select “Roster” – Select your “Roster Gender” – Click the “Edit Icon” next to the athlete’s name (far left). Correct the athletes “Year in School” – Click “Save”