

## Online Export Instructions

Updated 1/20/2020

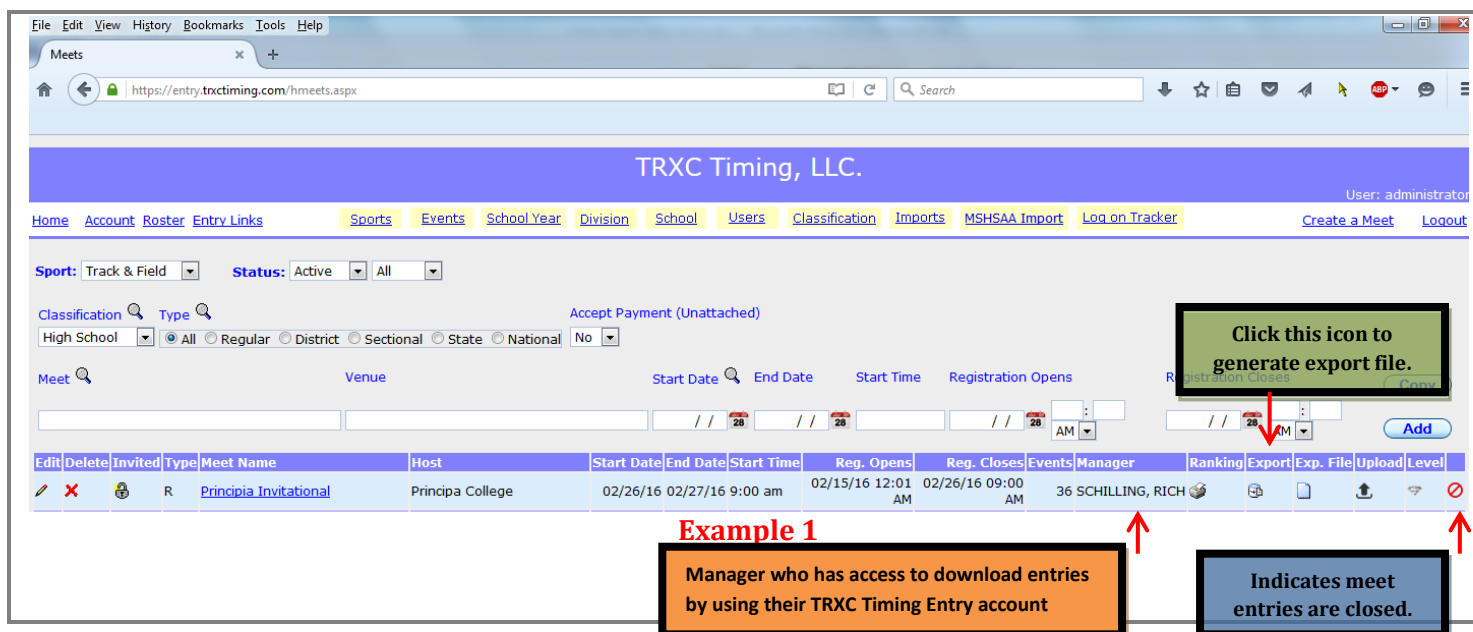
### Prepping Hytek to accept your entries

#### 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 web application interface. The browser address bar displays "https://entry.trxctiming.com/hmeets.aspx". The page title is "TRXC Timing, LLC." and the user is logged in as "administrator".

The interface includes a navigation menu with options like "Home", "Account", "Roster", "Entry Links", "Sports", "Events", "School Year", "Division", "School", "Users", "Classification", "Imports", "MSHSAA Import", "Log on Tracker", "Create a Meet", and "Logout".

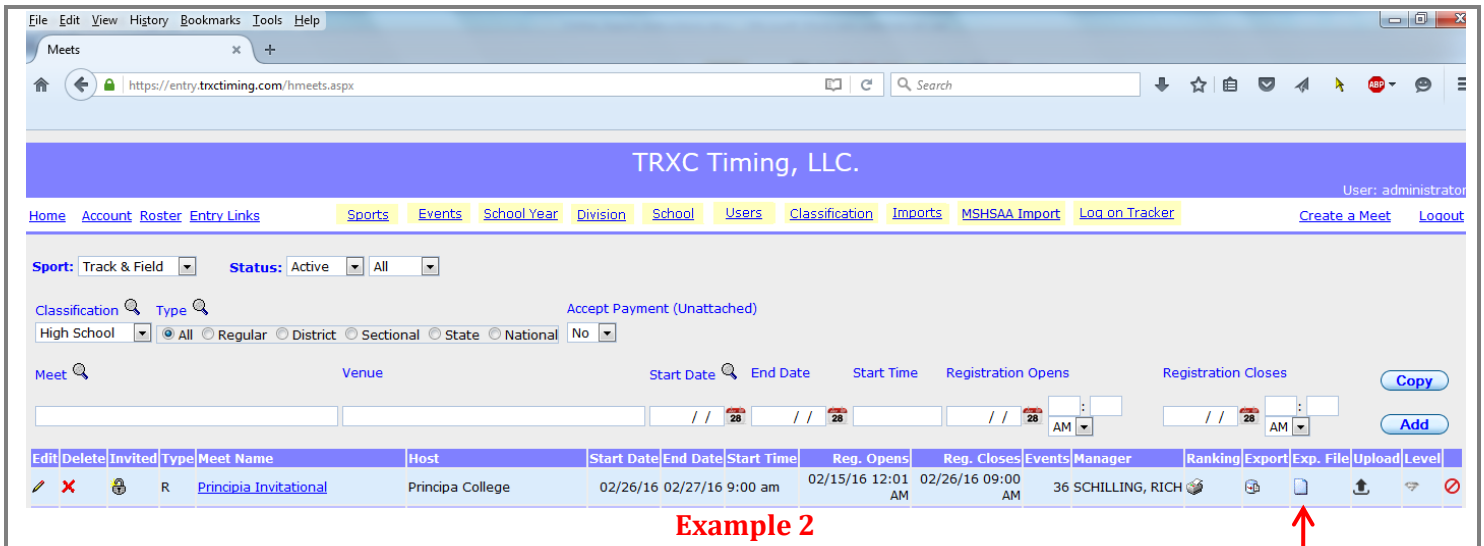
Below the navigation menu, there are filters for "Sport" (Track & Field), "Status" (Active), and "All". There are also search fields for "Classification", "Type", "Meet", and "Venue".

The main content area displays 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. A red stop icon is visible in the "Level" column for the first row.

Callouts in the image highlight specific features:

- Example 1:** A callout box points to the "Export" icon in the table row, stating: "Click this icon to generate export file."
- Manager who has access to download entries by using their TRXC Timing Entry account:** A callout box points to the "Manager" column, specifically to the name "36 SCHILLING, RICH".
- Indicates meet entries are closed:** A callout box points to the red stop icon in the "Level" column.

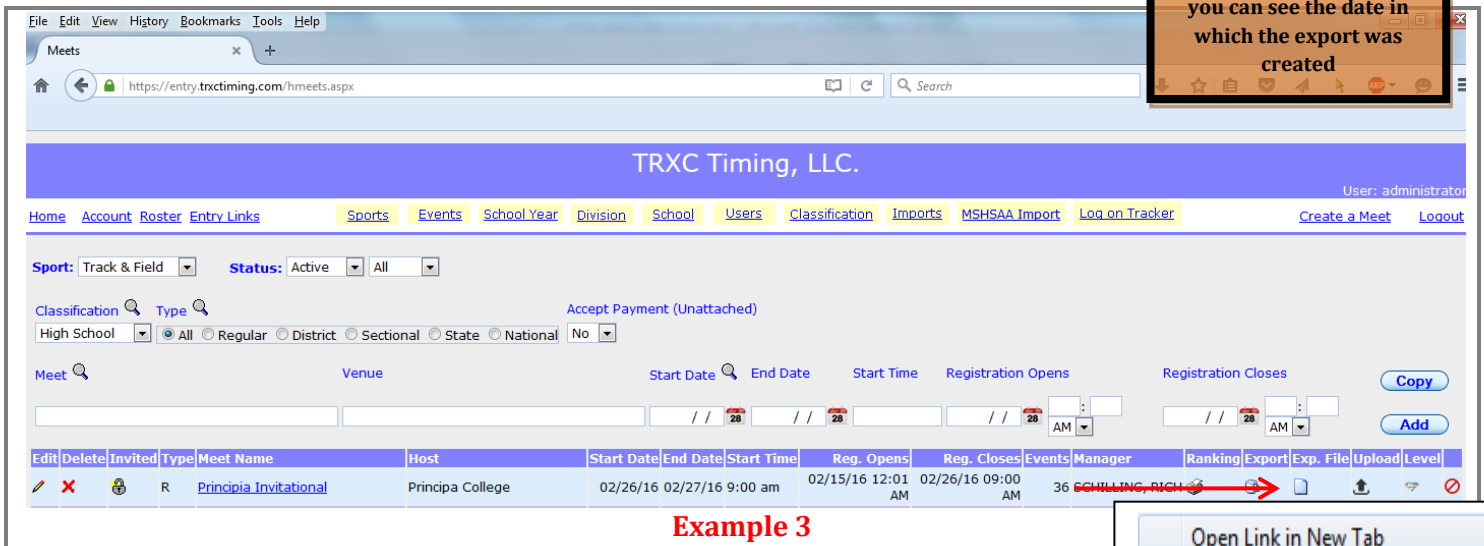
6. Updated Export File will appear in the far right column – See **Example 2**:



**Example 2**

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

Updated export file by hovering over the icon you can see the date in which the export was created

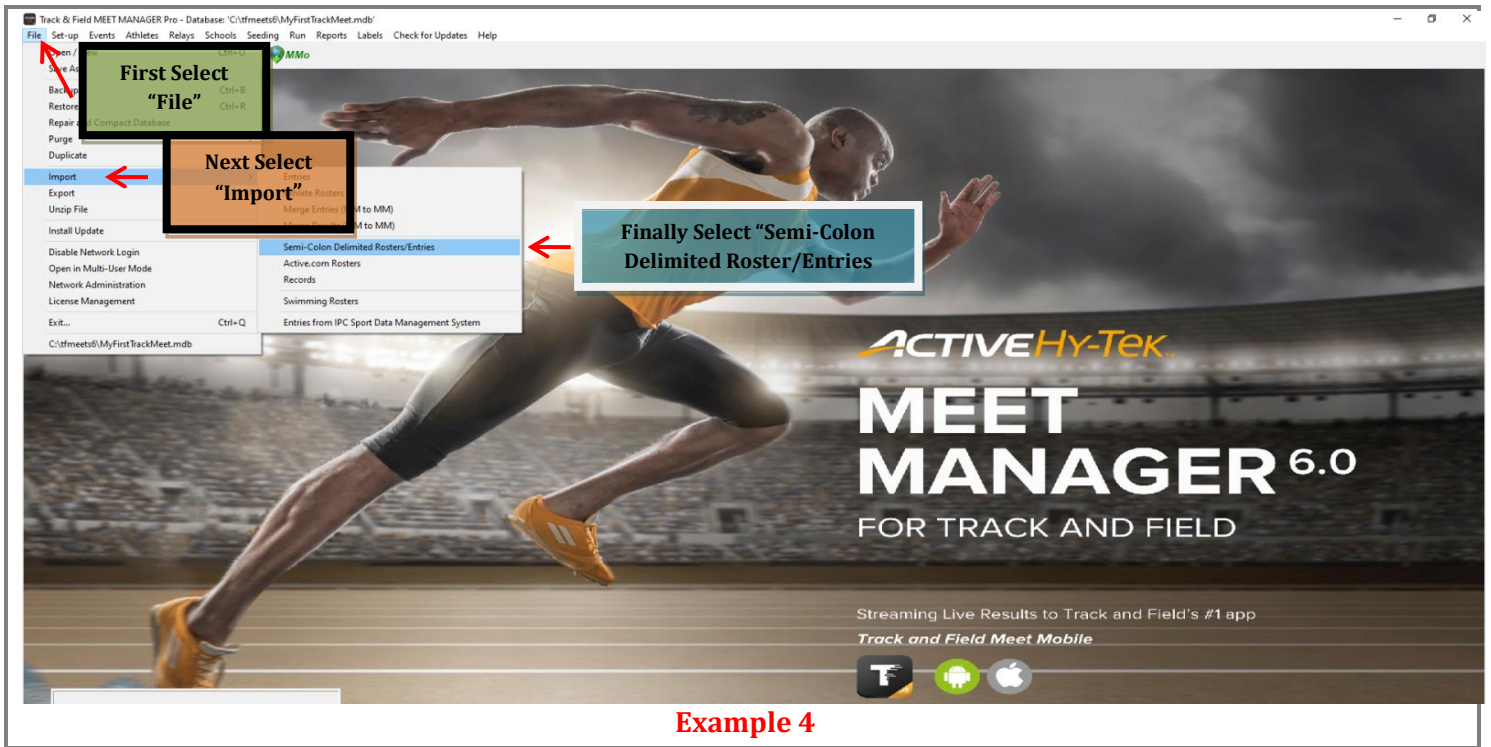


**Example 3**

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 Delimited 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.