

Roster Corrections

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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

First 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 athlete’s “First Name” – Click “Save”

Last 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: Please contact TRXC Timing and we will be happy to change the “Last Name” of your athlete to match the MSHSAA Eligibility site. rich@trxctiming.com

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) 2020	Mary Smith (F) 2020	Mary Smith (M) 2020	Mary Smith (F) 2020
Robert Warren (F) 2021	Robert Warren (M) 2021	Robert Warren (F) 2021	Robert Warren (M) 2021

Solution: Please contact TRXC Timing and we will be happy to change the “Gender” of your athlete to match the MSHSAA Eligibility site. rich@trxctiming.com

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) 2019	Beth Elliot (F) 2020	Beth Elliot (F) 2019	Beth Elliot (F) 2020
George Costanza (M) 2022	George Costanza (M) 2020	George Costanza (M) 2022	George Costanza (M) 2020

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” by using the drop-down menu – Click “Save”

Missing Athlete

Situation: If you feel that you successfully uploaded an athlete onto your MSHSAA Eligibility Roster but they are not appearing on your TRXC Timing Roster.

- Solution:**
1. Make sure the athlete was properly uploaded onto your MSHSAA Eligibility Track and Field Roster (This is done on the MSHSAA Website). Either the Coach or Athletic Director/Administrator for the School can do this, depending on how your account is setup on MSHSAA.
 2. Check to make sure the athlete is listed on the correct **sport**.
 3. Check to see if the athlete is listed with the correct **gender**.
 4. Rosters are uploaded once daily before 8 am from MSHSAA to TRXC. Submissions made after 8 am will be uploaded to TRXC Timing the next day.
 5. If you feel that all items above have been met, your next option is as follows:
 - a. Login to your TRXC Timing Account
 - b. Click – “Roster” (Your Active Roster will display)
 - c. Change “Active” to “Inactive” and a list of “Inactive” athlete will populate. This list will include athletes who graduated or perhaps were on the team previously. **If you find the athlete on your “Inactive” list, simply contact TRXC Timing and we will investigate into why this has occurred.**