HY-TEK EVENT ENTRY INSTRUCTIONS

NOTE: Meet event entry file will be e-mailed to coaches assigned to the Centerville Site

1. Start Hy-Tek Team Manager II or Team Manager II Lite

2. Select File - Import - Meet Events

3. Navigate Look in: box to location of MM020703.HYV file (BOYS)
   MM020803.HYV file (GIRLS)

4. Open MM020703.HYV file (or Girls file) Click OK on Import Events window
   Clink OK on TMII window (12 events are imported)

5. Select Meets
   Edit Boys (Girls) Sectional
   Change Maximum Individual Entries per Athlete to 2
   Click OK
   Click NO on TMII ageup window
   Exit to main TMII screen

6. Select Teams
   (If your team already exists, verify required entries)
   Add your team
   Required fields are:

Team Code	See list below	**Must use Codes provided by OHSAA)**
Team Name	See list below	**Must use School names provided by OHSAA**
"Short" Name	See list below	
Team Registration	OTH	
Team Type	HS	
Mail To	Coach name	
E-Mail Address		
Day Phone		
Evening Phone		

   Please leave LSC field blank

   Click OK
   Exit to main TMII screen

OHSAA Team List (Must be entered as listed)

Code	Name	"Short" Name
BVC	Beavercreek	Beavercreek
BELB	Bellbrook	Bellbrook
CEN	Centerville	Centerville
CNM	Clayton Northmont	Northmont
DCA	Dayton Carroll	Carroll
DCJ	Dayton Chaminade-Julienne	Chaminade-Julienne
DCH	Dayton Christian	Dayton Christian
DTMV	Dayton Miami Valley	Miami Valley
DOA	Dayton Oakwood	Oakwood
DSSF	Dayton Stivers School for the Arts	Stivers
EAT	Eaton	Eaton
FAI	Fairborn	Fairborn
FRA	Franklin	Franklin
GVV	Germantown Valley View	Valley View

Code	Name	"Short" Name
GRE	Greenville	Greenville
HHW	Huber Heights Wayne	Wayne
KAAL	Kettering Alter	Alter
KFA	Kettering Fairmont	Fairmont
LEB	Lebanon	Lebanon
MAS	Mason	Mason
MIA	Miamisburg	Miamisburg
MID	Middletown	Middletown
MFE	Middletown Bishop Fenwick	Fenwick
MMA	Middletown Madison	Madison
MLM	Monroe Lemon-Monroe	Lemon Monroe
NMTV	New Madison Tri-Village	Tri-Village
PIQ	Piqua	Piqua
SID	Sidney	Sidney
SPR	Springboro	Springboro
SRC	Springboro Ridgeville Christian	Ridgeville Christian
SNO	Springfield North	North
TED	Trenton Edgewood	Edgewood
TRO	Troy	Troy
VANB	Vandalia-Butler	Butler
WAY	Waynesville	Waynesville
WCA	West Carrollton	West Carrollton
XEN	Xenia	Xenia

7. Select Athletes (skip if your swimmers are already loaded)
    Add each swimmer
    Required fields are: **(Use full name, no nicknames)**

Last Name	**First letter in uppercase**
First Name	**First letter in uppercase**
Male/Female	
Team 1	Team Code
School Yr	**FR, SO, JR, or SR**

Click OK
Exit to main TMII screen

8. Select Meets

   Setup individual and relay entries

   Exit to main TMII screen

9. Select File - Export - Meet Entries
    Select an Export to Directory
    Click OK
    Click OK on TMII window
    Click Cancel and return to main TMII screen

10. Exit TMII

11. E-Mail TMII entries file