**Entry Instructions:**

**HOW TO ENTER** (Entry dead line is Saturday April 15that 11:59 PM). Entries for this meet are accepted only through export files from HyTek Team Manager (preferred), or through completion of the Hy-Tek Excel spreadsheet. Please follow the instructions below to enter your athletes:

1. If you don’t already have Team Manager; Go to <http://www.hy-tekltd.com/downloads.html> and download Team Manager 4.2 Lite (free) and set up on your computer. Also see attached information file on Team Manager Lite.
2. Open Team Manager and set up basic ‘System Preferences’ – designate M/F and USA and CA and fill in your City name and zipcode leaving age grouping as ‘Open’.
3. Check your email for meet info and save the Viking.evi file to your desktop or favorite track folder.
4. Under the Main Menu bar select the File drop down and Import the Viking.evi file into to your Team Manager from the desktop or ‘track folder’ you created.
5. Using the drop down menus of the Main Menu bar – Open “Team” and enter Team information into box – need only to provide full team name and two capital letter acronym (e.g. MT for Montgomery).
6. Open “Athletes” and enter athlete information into box – need only enter names and gender. Load all of the team athletes expected to participate in the meet.
7. To Enter Athletes in the events, complete the following steps (easy once you get started):

**For Individual events:**

* 1. Select “Meets” from the Main Menu Bar.
	2. Highlight the Meet you will be entering athletes for.
	3. From the Meets Menu Bar, select “Entries” and then “Entries by Name” (the man icon).
	4. From the “Entries for Team” dropdown menu, select your team.
	5. Click once on an athlete’s name to highlight it and then click in the Entered check box after the event(s) that you want him/her entered.
	6. To enter the seed performance, click in the “custom” field/column after the event name and enter the mark for your athlete. For running events, enter marks as follows: 1124 for 11.24, 22032 for 2:20.32 and 101500 for 10:15.00. For field events, the marks should be entered as follows: 50400 for 5’4”, 1300000 for 130’, 191175 for 19’11.75”.
	7. Close the “Entries by Name” window.

**For Relay events:**

1. From the Meets Menu Bar, select “Entries” and then “Entries by Event” to enter relays.
2. Highlight the relay you want to add your team to. Click on New Relay as needed. Enter your time in the Custom window. As with individual events, enter times as follows: 4206 for 42.06, 12870 for 1:28.70 and 102000 for 10:20.00.
3. Double-click on the athletes you want in this relay. Add up to 8 athletes per relay.
4. Continue for all the relays.
5. When finished, close the “Entries by Event” window.

**Check your entries:**

1. Click “Print”, then “Entry Report”.
2. Select your team.
3. Select “Individual and Relays”. A new block will pop up.
4. Select “Show Eight” relay runners.
5. Click “Create Report”. Check your entries. (This report can be printed from TM Lite.)
6. Close your report.
7. Click Cancel.
8. Exit the “Meets” window.
9. For relays, select the event from the drop down menu.
10. Click the “Squad” (A-D) you are entering.
11. Select the four athletes that will be competing in the relay. We **will not** be checking names of relay individuals on meet day, but you must list a minimum of 4 athletes.
12. Click “Update”.

**Export your entries:**

1. From the Main Menu select “File” then “Export” and then “Meet Entries”.
2. Select the meet name (Viking Open) – select drive you want to export to (remember where you send it). Click OK. The file will look like **“SOMEEntries001.zip”**. Underlined is your team code. From the text box shown you will see the directory and file name that the entries were exported to.
3. Email the **SomeEntries.zip** file to **megrismer@ucdavis.edu**