

## Importing Results into Hy-Tek Team Manager.

1. Download the results file *Meet Results-Surrey Development Meet 2014-28Jun2014-001.zip* (the number at the end of the file name will increase each time a new file is created) from the Surrey website. Save it to your desktop or a directory of your choice.
2. Select **Import** from the **File** menu and follow the instructions selecting the file that you downloaded when prompted. Ensure the flags are checked as below; in particular **do not** check the **Add New Teams/Athletes** box. The file on the website will always include all the results to date. It is therefore important that you **do** check the **Overlay duplicate results** box so that you always have the latest results.

The screenshot shows the 'Import Results' dialog box with the following details:

- File Name:** C:\Hy-Sport\TM4\TM4Temp\Meet Results-Surrey County Age Group Championships 2008-09Feb2008-001.hy3
- Created by:** Hy-Tek, Ltd version: MM2 2.0Fq on 17/02/2008 10:43 PM
- File Type:** MEET MANAGER to TEAM MANAGER Results
- Meet Name:** Surrey County Age Group Championships 2008
- Start Date:** 09/02/2008

**Import Criteria:**

- Overlay duplicate results:
- Add New Teams/Athletes
- Import Relays
- Import Splits for Individual Results
- Save Relay Lead Off as Result
- Use From Date: DDMMYY
- Use Thru Date: DDMMYY
- One LSC: [dropdown]
- One Team: [text box]
- Import for Time Standard at Least: All
- Current Time Standard: UKASA

**Import Statistics:**

	Records Processed
Meets	[input]
Teams	[input]
Individual Results	[input]
Relay Results	[input]
Splits	[input]

**Course:**

- All Courses
- Yards Only
- Short Meters Only
- Long Meters Only

Buttons: OK, Cancel

Footer: Import File Checked - Click OK to Import

3. Click **OK** and follow the instructions on the screen.