

STATE AND REGION ENTRY FORMS AND PROCEDURES FOR ENTERING ATHLETES

- ❖ Each school participating in cross country has been notified how to get the entry information and instructions from the KHSAA web site (http://www.khsaa.org/cross_country). **Schools are to enter contestants using the HyTek Team Manager or Team Manager Lite program.**
- ❖ If any team desires to enter competitors and that school is not listed on the list of teams on the included alignment of teams, contact the Association office prior to accepting the entry. Only those schools on that list are eligible to enter unless approved by the office.
- ❖ The entry deadline for all meets is standard.
 - All initial entries must be submitted by 5:00 p.m. Tuesday, November 1, which is 4 days prior to the Regional Meet.
 - There are no additional substitutions for the regional meet allowed unless for documented injury or illness.
- ❖ **You must send your entries electronically to the regional manager.** You do not need to send an entry form to the KHSAA and do not need to fill out a hand entry form if your electronic entry is successfully received.
- ❖ You will not need to complete any additional forms for athletes advancing to the state meet.

PROCEDURES FOR ENTERING ATHLETES IN REGION AND STATE MEET

- 1) *Using Team Manager Lite to enter your team in post season play*
 - a) TFWin-TM Lite is FREE to download from the Hy-Tek web site's Download Center found at <http://www.hy-tekLtd.com/downloads.html>.
 - b) TFWin-TM Lite is basically the TFWin-TM production version with all six Standard Options enabled, but some additional features not operational.
 - c) These instructions make the presumption that you have downloaded Team Manager Lite (or installed it from the available CD purchased at the rules clinic), and have it correctly installed on your machine.
 - d) If you do not have Team Manager Lite already installed, go to http://www.khsaa.org/cross_country and follow the prompts under "Current Year Information for Teams", or go to <http://www.khsaa.org/ktccca.org> and follow those instructions.
- 2) *Save the Meet Event file to disk and add the "p".*
 - a) The meet host will provide you with a meet event file for their meet on the list serve or the website. The file will look like "tfmm2011-11-05-MeetEvents-2011 Class 1A Region File-001.zip". Underlined is name of meet. For the regional meet, this file is available on the KHSAA web site, under current year information for teams, Regional Meet Information, and on the KTCCCA web site.
 - b) Save this file to your computer (usually A: drive or floppy).
- 3) *Import your Meet.*
 - a) Open TM Lite on your desktop.
 - b) From the Main Menu Bar, click "File", then "Import", then "Meet Events":
 - c) The program will first ask you to select the file you wish to import. Navigate to the location of where you saved the "meet events" file you downloaded (A: drive), select it, and click on "OPEN". The file will look like: "tfmm2010-11-06-MeetEvents-2009 Class 1A Region File-001.zip". Underlined is name of meet.
 - d) The program asks to unzip the file into a temporary folder, click "OK".
 - e) Then choose the file that was extracted and click "OPEN". This file will look like: "tfmm2011-11-05-MeetEvents-2011 Class 1A Region File-001.zip". Underlined is the name of the meet.
 - f) A window will appear with the meet information – use this to check that you have the correct meet. Click "OK"; program lists number of events imported (usually 2) – Click "OK".
- 4) *Enter athletes in events.*

For individual events:

 - a) Select "Meets" from the Main Menu Bar.
 - b) Highlight the Meet you will be entering athletes for.
 - c) From the Meets Menu Bar, select "Entries" and then "Entries by Name".
 - d) From the "Entries for Team" dropdown menu, select your team.
 - e) 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.
 - f) Close the "Entries by Name" window.

Check your entries:

- a) Click "Print", then "Entry Report".
 - b) Select your team.
 - c) Select "Individual and Relays". A new block will pop up.
 - d) Click "Create Report". Check your entries. (This report can be printed from TM Lite.)
 - e) Close your report.
 - f) Click Cancel.
 - g) Exit the "Meets" window.
 - h) Note: Only athletes that you enter into an event will get transferred in your export. To make sure that all athletes that you will be bringing get entered into the meet and receive a competitor number. *Exporting Meet Entries.*
 - a) From the Main Menu select "File" then "Export" and then "Meet Entries"
 - b) Select the meet name – select export to drive (usually A: drive). Click OK. The file will look like: "SOME-Entries001.zip". Underlined is your team code. You will see a window that tells you the directory and file name that the entries were exported to: (TFTMWinDATA folder or TFTM3DATA folder on your C:/ drive)
 - c) Click "OK" in the TFWin-TM window.
 - d) Click Cancel to close Export Entries window.
 - e) Backup your database. Use a blank disk as the backup will erase anything else on your disk. Click on File. Then Backup. Select drive (A:), Click OK, Click Yes, Click Yes, Click OK, Click OK.
 - f) Close TM Lite.
- 6) *Change the Meet Entry file by dropping the "p".*
 - a) You will now have to change the entry file by dropping the "p" before sending.
 - b) Open up My Computer. Double-click on A: drive. Find the entry file. The file will look like: "SOME-Entries001.zip". Underlined is your team code.
 - c) Right click on the file and choose Rename. Click End to go to the end of the file name.
 - d) Backspace to drop the "p" to the end of the file name. Click Enter. It will ask you "Are you sure you want to change it?" Click Yes.
 - e) Your file is now ready to export. Exit My Computer.
- 7) *E-mail the entries.*
 - a) Open your e-mail program and create a new email to your meet host or the designated Hy-Tek operator for the meet. Send a carbon copy of the email to xcentry@khsaa.org.
 - b) In the subject line enter " *Your School Name* Entries for *Meet Name*" (i.e. Somerset Entries for LCC); enter your name and home phone number as the message.
 - c) Click Insert, then File Attachment to add your entry file. Look in A: drive. Click on your entry file. The file will look like: "SOME-Entries001.zi". Underlined is your team code.
 - d) Click Attach. Send the email. Congratulations, you have graduated from Hytek entry 101!

ELIGIBILITY TO ENTER AND VERIFICATION OF MINIMUM NUMBER OF MEETS

- ❖ To be eligible to compete in the regional or state meet, a contestant must be enrolled in the seventh (7th) grade or higher and be otherwise eligible by all KHSAA Bylaws.
- ❖ To be eligible to compete in the regional or state meet, a contestant shall have competed in at least four meets involving a minimum of two schools on a team representing a member school during the regular season.
- ❖ Athletes competing in high school races (grades 9-12) and participating with a high school as a representative of that school irrespective of level of the meet, shall be allowed to count that meet toward the four meet minimum.
- ❖ A meet shall not count toward the four (4) meet minimum for any athlete if it involves the athlete entering and participating in more than one race that has a distance of greater than 2,500 meters in any single day.
- ❖ There IS A REQUIRED REGULAR SEASON MEET PARTICIPATION FORM (XC113) that must be submitted at the regional meeting. It is also encouraged that coaches bring meet results and / or cross country scorebooks to the regional meet in case of challenge, although the only requirement is XC113. It is the burden of the coach to prove that an athlete has the required minimum number of meets, not the burden of the manager to disprove.

- ❖ The Regional Manager will be reviewing and collecting forms XC113 to verify the four (4) meet requirement. Additional copies of these forms are available on the KHSAA web site. (<http://www.khsaa.org/forms/xc113.pdf> or <http://www.khsaa.org/forms/xc113.doc>)
- ❖ An athlete whose participation is challenged and who does not have a complete form XC113 cannot be entered.

DECLARATION OF PARTICIPANTS

- ❖ Each school may enter a maximum of ten individual names for the regional meet.
- ❖ On the day of the regional meet, using form XC102 or a computer substitute form (HyTek option), the coach will declare which seven of these ten will actually run in the meet.
- ❖ The ten names on the regional entry will be forwarded to the State Meet Director should they qualify for the State Meet as the official state entries.
- ❖ For scoring purposes, five, six or seven of the names listed will be on this form will be used and a school must have a minimum of five entries to be eligible for the team championship.
- ❖ All other individuals will be eligible only for individual awards and advancement. At the state meet, declaration of the entrants will again be required.