Instructions for converting your Hytek team sheet file to a compatible Arena team sheet format.

This may initially look complicated, but once the method is understood, it is a fairly quick, simple process to carry out, saving a lot of time for those who select their teams through Hytek TM.

Before starting, your TM must be set to read first name before family name.

To do this go to **Setup – Preferences – Report Preferences**, where all boxes must be blank.

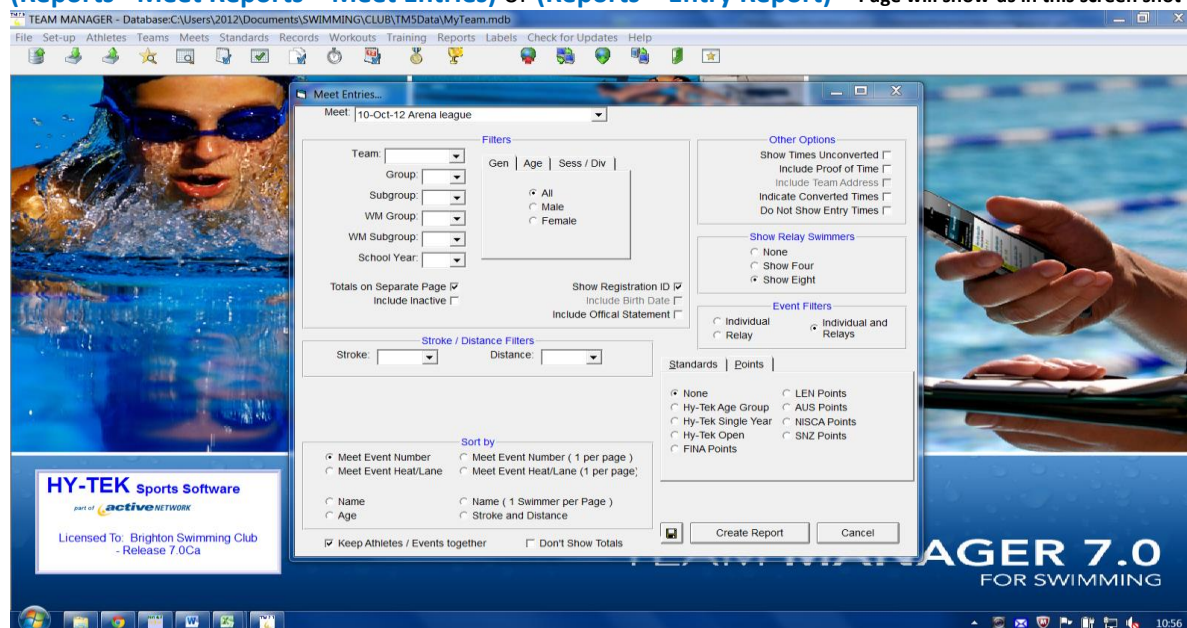**Also you must ensure that all double barrelled names are hyphenated with no spaces.**

Select your team within Hytek by your normal process.

Only the correct number of swimmers may be used, Reserves or alternates must not be selected.

Instead of using the normal Tm export process, please follow the procedure detailed below.

1/ Depending on your TM version, Select either

(Reports - Meet Reports – Meet Entries) or **(Reports – Entry Report)**   Page will show as in this screen shot

a]. Select **Show Registration ID**

b]. Select **Individual & Relays** in the event filters section.

c]. Select **Show relay swimmers** to **Show 8**

The report options shown here **must** be used.   *All other options/filters are default settings.*

2/ Select **Create Report** and at the top left of the page Select the **Save/Export Report** icon.

3/ In the Format drop down menu, Select - **Microsoft excel 97-2000 – data only (XLS)**

4/ Select **OK** and keep doing so, using all default options, until the final save menu appears.

5/ Name & Save the file to a place of your choice.

6/ Open up that file and highlight column A

7/ Open up the **Text to Column** facility (*In the later versions of excel this is under the **Data** heading)*

8/ Select **Delimited** as the option, Click **Next**.

9/ Select **Space & Treat consecutive delimiters as one** **(All other options to be blank)** Click **Next**.

10/ Select **Finish** and if a message asking if you want to replace the contents of the destination cells (or similar wording) appears, click **YES**

11/ Highlight Columns A-E, then Copy & paste into the corresponding columns in the Hytek team sheet converter. **Use "Paste special" - "values" for this operation.**

Further instructions from this point are in the converter and the resulting file can then be copied into the Arena league Team sheet for submission to the gala recorder.

Although TM will not copy the dates of birth, as requested, on to the Arena team sheet, it is accepted that swimmers can only be selected by TM for events in their correct age group.

NB. If your gala is licensed then all dates of birth MUST be added into the finished team sheet.

If your team sheet is not showing as expected then the most common error causes are

1) Names the wrong way around.
2) Double barrelled names not hyphenated correctly.
3) Alternates/reserves selected.
4) Not enough names selected for a relay team – or - Relay swimmers not set to show 8.

If you experience any other problems, or require further information, please contact Brian Smith briansmithbsc@gmail.com 07703451232 who will assist you to complete the sheet.