

Updated for 2019.

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

**Please note that the dates of birth can now be brought over automatically
instead of having to add them manually.**

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 HY-TEK 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.

1/ Now in your Team Manager go to (Reports – Administrative reports – Athletes).

Ensure that “Show Birthdate” & “Show Registration ID” are both selected.

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/ Save the file to a place of your choice.

6/ Open this file, Highlight columns A-I and copy & paste the information into columns X-AF of the HY-TEK team converter.

Select your team within HY-TEK TM 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.

A]. Select **Reports - Meet Reports – Meet Entries**

B]. Select **Show Registration ID**

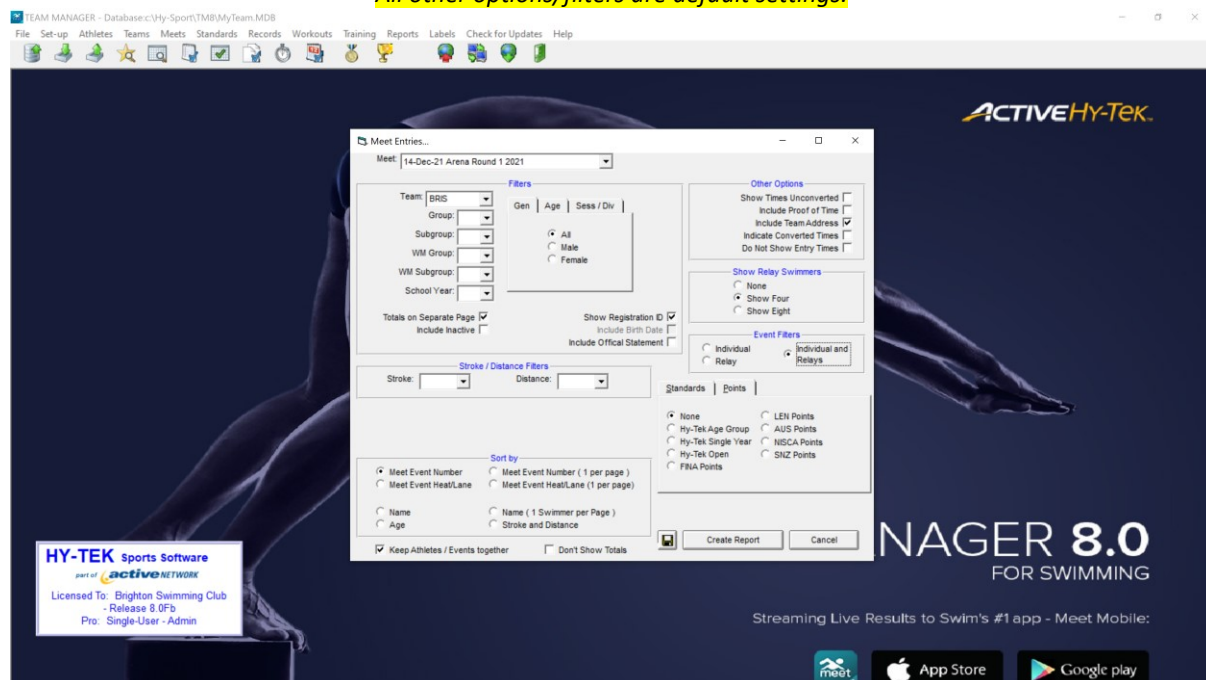
c]. Select **Individual & Relays** in the event filters section.

d]. Select **Show relay swimmers to Show 4**

The Page must then show as in this screen shot

The report options shown here must be used.

All other options/filters are default settings.



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

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

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

4/ Save the file to a place of your choice.

5/ Open up that file and highlight column A

- 6/ Open up the **Text to Column** facility (*In the later versions of excel this is under the **Data** heading*)
- 7/ Select **Delimited** as the option, Click **Next**.
- 8/ Select **"Space"** & **"Treat consecutive delimiters as one"** (**All other options blank**) Click **Next**.
- 9/ Select **Finish** and if a message asking if you want to replace the contents of the destination cells (or similar wording) appears, click **Yes**
- 10/ Highlight Columns **A-E** and Copy & paste into columns **A-E** in the Hytek team sheet converter.
- 11/ The blue coloured columns should now show
R) Registration No, S) First Name, T) Family name, U) Date of Birth.
If correct, then copy and paste the information in those blue cells into the Arena Team Sheet.

NB. You must use "Paste special" - "values" for this operation.

If your team sheet is not showing correctly then the most common error causes are shown below.

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

Simple instructions from this point are also in the converter.

The team information can then be copied into the Arena league Team sheet for submission to the gala recorder.

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.