



SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

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TO: SHSAA District Presidents
SHSAA Athletic Commissioners

FROM: Lyle McKellar, Assistant Executive Director, SHSAA

DATE: May 9, 2011

RE: TRACK ADVANCER INSTRUCTIONS

Hy-Tek: Starting up for a new year - [Instructions](#)

Entry to the Provincial Track Meet – Entries to be emailed to SHSAA office: l.mckellar@shsaa.ca
There are four methods that can be used to submit your entries to the provincial track meet. All entries must be sent by email by the entry deadline to the SHSAA office.

Note: DO NOT use the advancers method built into Hy-Tek software. It will not correctly export your results from the district meet. If you have used Hy-Tek at the district level, use method 2 below.

Make sure if you are using any method using Hy-Tek that:

1. The athlete's TOWN and SCHOOL NAME are entered in the city field. Note: In any entry using Hy-Tek, make sure that the city field contains the name of the town and school (for example PA Carlton, S'toon Holy Cross, or Tisdale Composite).
2. That the athlete's birth date is recorded as
01/01/1996 for all midget athletes
01/01/1995 for all junior athletes
01/01/1994 for all senior athletes
regardless of what the athlete's actual birth date is

1. Fast Track method. Export your entries to the provincial meet as described in the Fast Track manual. You must save the results as a zip file.

2. **BEST METHOD:** Advancing from a meet using Hy-Tek. The sending team uses a program called Advancers (free [download Advancers](#) software) to automatically extract their entries and send them to the host by email. [Complete instructions for this method](#) Note: this program is not produced or supported by Hy-Tek Software.

3. Manually using a spreadsheet template. [Download and save this file](#) and complete it exactly as shown in the template itself. Be very careful not to exceed entry limits or use improper coding of the events or seed times. Your results will be rejected if this happens.

4. Using Hy-Tek's team manager, or team manager lite. There were no Districts which used this method in 2010. If your district wishes to use this method please contact the SHSAA office.

A couple of reminders:

- Put the athlete's home town (school) information into the proper field in HyTek so we can pull this out automatically.
- Districts need to use the same distances for their events. We get into trouble with some districts running 80 metres for their midget boys.

If you have any questions, please contact the SHSAA office. Thank you.

