

Good Afternoon,

My name is Derek Farrey and I serve as one of the VHSL Meet Directors for cross-country. I have been doing the state entries for the last 10 years. I have a very short window to turn around these entries and get the info out the program person and Martin Screen Printing for the t-shirts, etc. I am asking you for your help this year. Basically, I have to input over 1000 athletes names, schools, and grade.

We use hy-tek to do all entries and some of you use hy-tek to run your Region Meet. If you use hy-tek, you can save me a great deal of time by sending me the hy-tek advancer file. I have attached directions on how to complete this task or you may call me so I can walk you through it. My Cell phone number is **703-431-4763** and my office number is **571-252-1910**. When you are ready to e-mail me that file, please make sure you e-mail it to **derek\_farrey@hotmail.com** You will still need to submit the Region Director's report as well, but you just save me hours with the hy-tek file that will only take you about 5 minutes total, if you follow the directions below.

Directions for creating the hy-tek file for advancers onto States.

- **Before entering any participants into Hy-tek, please check with the coach and update the alternate positions as deemed necessary. You will not be able to update the alternates once you begin the process below.**
1. Under File, Click on Export and drag your cursor down to Advancers for Cross-Country.
  2. Click on Advancers for Cross-Country.
  3. A new Window will pop-up with export Advancers Cross-Country, click select all.
  4. Next, you will see a line below that says **Top how many runners from each event advance**. Please enter **15** in the box next to that line.
  5. The next line says, **Custom Select Advancing Teams**. **Please check this box.**
  6. The next line says, **Custom Select Advancing runners**. **DO NOT CLICK THIS BOX!**
  7. The next line says, **Advance Entire Roster from selected team**. **Please check this box.**
  8. The next line says, **Include Addresses**. **DO NOT CLICK THIS BOX!**
  9. Next, back up where you clicked **select all**, you will now click **export**.
  10. You will now have a new window pop up with school's names in it. Please click on the top 4 teams based on their placement in the Region Meet, then click **ok**.
  11. Next, you will have the same window pop up with school names for the other gender, please click on the top 4 teams based on their placement in the Region Meet, then click **ok**. This time you will see **Export File Progress**. Under this heading you will see **Teams** with a number and that number should be **8**. The next heading should be **Athlete** with a number and this number is not set (It can be anything!). The next Heading should be **entries** with a number and this number is also not a set number. The next heading is **Relays** and the number should be **0**. The next heading is **Relay Names** and this should be **0** as well.
  12. Now, click **export finished**.
  13. Now, save this file in a place where you can find it easy. A thumb drive works best or a folder on your hard drive. When you click ok, it will save and also provide you with a file name. Write down the file so you can export the correct file. Example File name: tcl04-01.tcl
  14. Next, Open up your e-mail and compose a message. Please use this e-mail address: **derek\_farrey@hotmail.com**. Please type in your e-mail message, your contact info such as cell phone or the best number for me to reach you, if there is a problem. Click **add attachment**,

browse through your hard drive or thumb drive and find your file name that you wrote down. Attach this file to the e-mail. Once it is completely uploaded, please hit **send**.

I do understand that some of you use chip timing or race-tabs, if you do use those methods than please fax me the school's individual state entry forms to **571-252-1901** and e-mail me the Region Director's Report. I have attached for you a copy of it.

Please forward this message onto the person scoring your meet or the meet director. I request that they contact me with their contact information or you please provide it to me. I will make sure I am available to answer any of your questions.

I really appreciate your help and look forward to putting another great VHSL State XC event for you.

Thank you,