

in a plain text file.

**If you wish to use this feature, please note that HY-TEK does not support semi-colon delimited import other than the guidance provided below.**

To import, click File / Import / Semi-Colon Delimited Rosters/Entries File. When importing using the semi-colon delimited format, if a mark is out of range and you answer "No" to use the mark, the athlete, team, and mark will be listed on the Exception Report. If an athlete's first name is missing, this too will be listed on the exception report. And thirdly, when importing, the last directory used for the import file will become the default directory for the next import.

**There are five file types:**

- I** = Information Record (24 fields separated by semi-colons)
- D** = Individual Entry Record (18 fields separated by semi-colons)
- E** = Individual Entry Record (14 fields separated by semi-colons)
- Q** = Relay Entry Record (15 or more fields separated by semi-colons)
- R** = Relay Entry Record (10 or more fields separated by semi-colons)

It is preferred that the D file type be used instead of the E file type and that the Q file type be used instead of the R file type. These newer D and Q file types contain more information.

**Rules**

1. If no information for a given field, leave it blank, but include the semi-colon.
2. Each record must be followed by a carriage return & line feed.
3. If at any point in a record, all remaining fields in the record are blank, it can be ended with a carriage return without all the extra semi-colons.
4. For each athlete there can be one information record. You create one E record or D record for each individual entry. The 2nd thru 10th fields of both the **I**, **D** and **E** record types are identical. One relay per relay entry record with up to 8 relay runner names.
5. The order of each record makes no difference.
6. For each **I**, **D** or **E** record for the same athlete, fields 2 through 8 must be the same.
7. The **I** record is optional and thus not required.

<u>DataMax</u>		<u>Notes for the I Record</u>	
1	I	1	Information Record
2	Last Name	20	(Required)
3	First Name	20	(Required)
4	Initial	1	
5	Gender	1	M = Male, F = Female (Required)
6	Birth Date	10	MM/DD/YYYY (Optional)
7	Team Code	4	4 character max; use UNA if unknown (Required)
8	Team Name	30	Use Unattached if unknown (Required)
9	Age	3	Optional if birth date provided
10	School Year	2	(Optional)
11	Address line 1	30	
12	Addr 2 / Province	30	
13	City	30	
14	State	3	state code for USA, Canada, Australia, etc.
15	Zip	10	
16	Country	3	use country code, such as USA, GER, AUS
17	Citizen Country	3	use country code, such as FRA, CAN, BRA
18	Home Phone	20	
19	Office Phone	20	
20	Fax #	20	
21	Shirt size	4	S, M, L, XL, etc.
22	Registration #	15	
23	Competitor #	5	
24	E-mail	30	

Example: I; Doe; John; P; M; 09/07/1947; USA; United States; ; ;3395 West Street; Suite 101; Sullivan; ME; 04664; USA; USA; 207-422-6243; ; ; XL; 49-345-6789;296;mm@hy-tek ltd.com [Carriage Return]

	<b>Data</b>	<b>Max</b>	<b>Notes for the D Record</b>
1	D	1	Individual Entry Record
2	Last Name	20	(Required)
3	First Name	20	(Required)
4	Initial	1	(Optional)
5	Athlete Gender	1	M = Male, F = Female (Required)
6	Birth Date	10	MM/DD/YYYY (Optional)
7	Team Code	4	4 characters max; use UNA if unknown (Required)
8	Team Name	30	Use Unattached if unknown (Required)
9	Age	3	Age is optional if birth date provided
10	School Year	2	(Optional)
11	Event Code	10	Examples: 100, 5000S, 10000W, SP, HJ, DEC
12	Entry Mark	11	Time: hh:mm:ss.tt (1:23.44.55, 1:19.14, 58.83, 13.4h) Field Metric: 12.33, 1233; English: 12-10.25", 12', 121025 Combined-event: 3020 (points)
13	Event measure	1	M for Metric, E for English (Required)
14	Event Division	2	A Division number; Optional; For JV, Varsity, Bantam, etc.
15	Competitor #	5	Optional
16	Finish Place	2	Place from prior round if an advancer (optional)
17	Declaration Status	1	D = Declared, S = Scratched, A = Alive, blank = Undeclared (optional)
18	Entry Note	60	Optional

Example: D;Doe;John;P;M;09/07/1947;HURR;Hurricane High School;;;SP;21.23;M;;;304;;D;Qualified 12-05[CRLF]

	<b>Data</b>	<b>Max</b>	<b>Notes for the E Record</b>
1	E	1	Individual Entry Record
2	Last Name	20	(Required)
3	First Name	20	(Required)
4	Initial	1	(Optional)
5	Athlete Gender	1	M = Male, F = Female (Required)
6	Birth Date	10	MM/DD/YYYY (Optional)
7	Team Code	4	4 characters max; use UNA if unknown (Required)
8	Team Name	30	Use Unattached if unknown (Required)
9	Age or Comp #	5	Age is optional if birth date provided; or enter comp#
10	School Year	2	(Optional)
11	Event Code	10	Examples: 100, 5000S, 10000W, SP, HJ, DEC
12	Entry Mark	11	Time: hh:mm:ss.tt (1:23.44.55, 1:19.14, 58.83, 13.4h) Field: Metric: 12.33, 1233; English: 12-10.25", 12', 121025 Combined-event: 3020 (points)
13	Event measure	1	M for Metric, E for English (Required)
14	Event Div or	2	A Division number; Optional; For JV, Varsity, Bantam, etc. Finish Place or can be the finish place from prior round of advancers

Example: E;Doe;John;P;M;09/07/1947;HURR;Hurricane High School;;;SP;21.23;M;[CRLF]

**Notes for Individual Events:**

1. One D or E record per individual entry; 4 entries for same athlete requires 4 D or E records.
2. For Open meets, birth date and age are not required.
3. For division meets with birth date ranges, birth date is required, but if division number is used, birth date is not required.
4. For division meets without birth date ranges, division number is required.
5. For age group meets, the age is required. However, if the birth date is entered, the age is not required.
6. For meets that are not division meets and where the entries are advancers going to the next higher

- level meet, the division slot in the E record can be used for the place finish in the prior round.
7. The competitor number can be entered in the I record or it can be included in the E record in place of the Age (this assumes you are not entering an age). The D record has a separate field for the comp#.

## Event Codes

### Running Events:

Distance without commas, such as 100, 800, 3200, 10000, 1MILE, 2MILE, HMAR half marathon, MAR

**Note:** For the 800 and longer, **MM** must have these events setup as Runs. If they are setup as Dashes, they will not be imported.

### Hurdle Events:

Distance plus H, such as 80H, 400H.

### Steeplechase Events:

Distance plus S, such as 2000S, 3000S.

### Race Walk Events:

Distance plus W, such as 5000W, 20000W.

### Field Events:

HJ High Jump, PV Pole Vault, LJ Long Jump, TJ Triple Jump, SP Shot Put, DT Discus

HT Hammer, JT Javelin, WT Weight Throw, SWT Super Weight Throw

### Combined-Events:

DEC Decathlon, HEP Heptathlon, IPENT Indoor Pentathlon, OPENT Outdoor Pentathlon, TRI Triathlon, WPENT Weight Pentathlon, BI Biathlon, TET Tetrathlon, OCT Octathlon

<u>Data</u>	<u>Max</u>	<u>Note for the Q Record</u>
1 Q	1	Relay Entry Record
2 Team Code	4	4 characters max; use UNA if unknown (Required)
3 Team Name	30	Use Unattached if unknown (Required)
4 Relay Letter	1	A, B, C, etc.
5 Relay Gender	1	M = Male, F = Female, X = Mixed (Required)
6 Relay Age	3	Required for age group meets
7 Event Code	10	Examples: 400, 1600S, 3200D
8 Entry Time	10	Time: hh:mm:ss.tt (44.55, 4:19.14)
9 Event meas.	1	M for Metric, E for English (Required)
10 Event Division	2	A Division number; Optional; For JV, Varsity, Bantam, etc.
11 Finish Place	2	Place from prior round if an advancer (optional)
12 Declaration Status	1	D = Declared, S = Scratched, A = Alive, blank = Undeclared (optional)
13 Entry Note	60	Optional
14 Spare		For future use
15 Spare		For future use
		== Runner number 1 ==
16 R1 Last Name	20	
17 R1 First Name	20	
18 R1 Initial	1	
19 Athlete Gender	1	M = Male, F = Female (Required)
20 Birth Date	10	MM/DD/YYYY (Optional)
21 Age	5	Age is optional if birth date provided
22 School Year	2	Optional
23 Competitor #	5	Optional
		== Runner number 2 ==
24 R2 Last Name	20	
25 R2 First Name	20	
26 R2 Initial	1	
27 Athlete Gender	1	M = Male, F = Female (Required)
28 Birth Date	10	MM/DD/YYYY (Optional)
29 Age	5	Age is optional if birth date provided
30 School Year	2	Optional
31 Competitor #	5	Optional

== Continue same pattern for runners 3 through 8 ==

Example:

Q;HURR;Hurricanes;A;M;;1600;4:01.44;M;;;D;Altitude;;;  
Doe;John;P;M;09/07/1977;;SR;189;Jackson;Jim;;M;;;JR;186;

Avery;Mark;A;M;10/20/1979;;SO;190;Lathrop;Terry;T;M;01/08/1980;;SR;199[CRLF]

	<u>Data</u>	<u>Max</u>	<u>Note for the R Record</u>
1	R	1	Relay Entry Record
2	Team Code	4	4 characters max; use UNA if unknown (Required)
3	Team Name	30	Use Unattached if unknown (Required)
4	Relay Letter	1	A, B, C, etc.
5	Relay Gender	1	M = Male, F = Female, X = Mixed (Required)
6	Relay Age	3	Required for age group meets
7	Event Code	10	Examples: 400, 1600S, 3200D
8	Entry Time	10	Time: hh:mm:ss.tt (44.55, 4:19.14)
9	Event meas.	1	M for Metric, E for English (Required)
10	Event Div or	2	A Division number; Optional; For JV, Varsity, Bantam, etc. Finish Place or can be the finish place from prior round of advancers == Runner number 1 ==
11	R1 Last Name	20	
12	R1 First Name	20	
13	R1 Initial	1	
14	Athlete Gender	1	M = Male, F = Female (Required)
15	Birth Date	10	MM/DD/YYYY (Optional)
16	Age or Comp#	5	Age is optional if birth date provided; or enter competitor#
17	School Year	2	(Optional) == Runner number 2 ==
18	R2 Last Name	20	
19	R2 First Name	20	
20	R2 Initial	1	
21	Athlete Gender	1	M = Male, F = Female (Required)
22	Birth Date	10	MM/DD/YYYY (Optional)
23	Age or Comp#	5	Age is optional if birth date provided; or enter competitor#
24	School Year	2	(Optional)

**== Continue same pattern for runners 3 through 8 ==**

Example:

R;HURR;Hurricanes;A;M;;1600;4:01.44;M;;Doe;John;P;M;09/07/1977;;SR;  
Jackson;Jim;;M;;;JR;Avery;Mark;A;M;10/20/1979;;SO;Lathrop;Terry;T;M;01/08/1980;;SR[CRLF]

#### **Notes for Relays:**

1. For Open meets, relay age is not required.
2. For division meets, event division is required.
3. For age group meets, the age is required.
4. The competitor number can be entered in the I record or it can be included in the R record in place of the Age for each runner (this assumes you are not entering an age). The Q record has separate fields for the comp#'s.

#### **Relay Event Codes**

<b>Regular relays:</b>	Just the distance without commas, such as 400 for 4x100, 1600 for 4x400, 4 for 4Mile relay.
<b>Sprint Medley relay:</b>	Distance plus S, such as 1600S.
<b>Distance Medley relays:</b>	Distance plus D, such as 3200D.
<b>Shuttle Hurdle relay:</b>	Distance plus H, such as 240H.

### **Import Rosters from Active.com**

This option is primarily for **Road Races** where athletes have entered the race through the **Active.com web site** and allows you to import athlete information from a comma separated file (csv file) which has been downloaded from the **Active Registration Center**.