

FAIRFIELD COUNTY SWIMMING LEAGUE

APPENDIX XX

FCSL Divisional Swimming Championships - Email Hy-Tek Entry Instructions

First, check the FCSL Rules for Divisional Entries in your Rule Book [Swimming Rules, Article V (A-G), pg 18,19] (If available, download the updated HyTek Team Manager Event File for your Division from fcsf.info before making your entry in Team Manager.) Note: Divisional events are numbered #9 thru' #60 just like in dual meets.

You need to make **both** an Entry file and a pdf "Print-out" file in HyTek Team Manager (ie not the same file!) 'Print-out' allows you to check your team entry is correct before submitting. It is the MASTER ENTRY. 'COUNTIES-ONLY' All Relay-only swimmers must appear in your entry file and be noted by name in the email!

PLEASE make BOTH files to be sure of correct entry per the Rules! Instructions below:

"PRINT-OUT", in Team Mgr select : **Meets/Entries/By Name** Or **Meets/Entries/By Event**
Then select **Print/Create Report**

Make a pdf file by selecting either:



then choose your pdf-driver, OR



then print file, and save in a folder

OR make a doc file by selecting:



, Format : **Word for Windows/** Destination : **Disk File** **OK**

(make a note of folder/file name where you saved it to find for later attaching to your email.

FILE ENTRY :

In TEAM MANAGER: **File/Export/meet entries/enter**

Make a note of the drive letter and folder name that shows on the screen.

Save the file in that folder, you will need to find that file for the email.

Note : There may be minor differences in the actual options used in your Team Manager program, depending on program version (and age) and available drivers on your computer.

NEXT in your e-mail program, compose an email:

Send to: **entries@fcsf.info**

Subject: **ABCD Meet entry for Div # FCSL Champs** (replace **ABCD** with your FCSL club code & replace # sign with your Division's number!)

INCLUDE your full name, cell number and best return e-mail address in the body of the email, so we can get in touch quickly in case we have a problem with your entry.

Older versions of the Team Manager program may not be able to mark **Alternates**.

NOTE all Alternates them all by name with event in your email or they may get may be scratched!

NB: Max one Alternate per event! Will NOT swim unless swimmer on your team scratches same event

NO ON-DECK ENTRIES! NO on-deck event nor time changes! Include max 3 **Relay** team entries!

To attach **both** files to your email, in turn:

Click on Attach (paperclip symbol)

Go to **folder** to find your meet entry file which likely ends in **.zip** or **.sd3**

Double-click on the file-name.

Hit **Attach** again to repeat for other file (Print-out pdf)

then **Send** your email to **entries@fcsf.info**

Meet entries must be received by the announced deadlines, well before the Divisional Swimming Championship meets – see FCSL Key Dates on fcsf.info.