


Host Instructions for Submitting Meet Results to MSHSAA Performance List

3 Options for Submission

Updated 2/27/19

[\(Downloading Results from Hytek for Submission\)](#)

Option 1 - Online Entries That Were Done Thru TRXC Timing

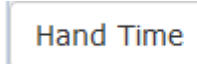

1. Login into your TRXC Timing online entry account
2. Once login at the top of the page "Click" – {Create a Meet}{**Meet is automatically created for you**}
3. A list of meets will appear – you must be set up as a manager of this meet to allow the upload process to occur
4. Next "Click" – {Upload} 



Edit	Invited	Teams	Meet Name	Host	Start Date	End Date	Ranking	Export	Exp. File	Upload
			Ladue HS Test Invitational	Ladue Horton Watkins	03/03/16	03/03/16				 
			Principia Invitational	Principa College	02/26/16	02/27/16				 

5. A new window will open - this window will include the **Meet Name**, **Hand Time/FAT Icon** and **Add Files Icon** for the downloaded result file that was saved either on your desktop or thumb drive ([Instructions](#) – for downloading a result file)



6. Select Method in which meet was timed (Hand Time or FAT (Full Automatic Timing))  
Important - (This must be done first before adding the file)
Special Note – If some of the events are FAT and others are HT you will need to properly document these events and/or times in the Hytek File. Please see Hytek Cheat Sheet document for help in this matter
[Hytek Cheat Sheet](#) Again if events are properly documented and some were FAT you can select FAT at this time.

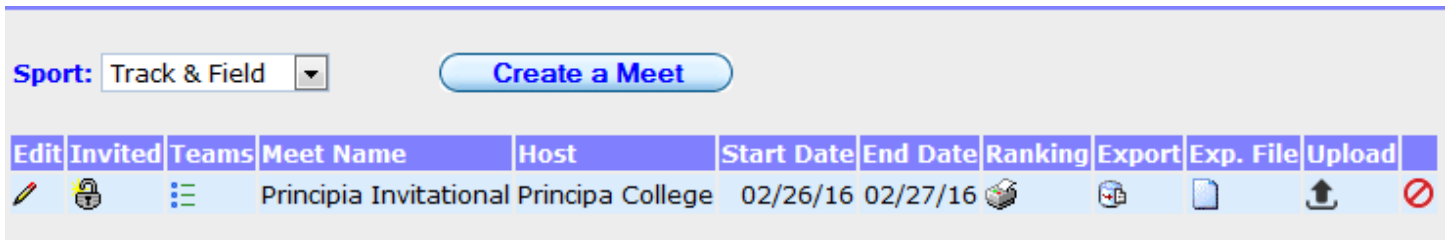


7. Select
8. A window will open to allow you to go find the semi-colon delimited result file
9. File will attach and be ready for processing into the TRXC Timing site
10. Once file is added click "Open" in the dialogue box. The import process will automatically begin.
11. It may take a few minutes for all the data to import, so please be patient.
12. Results are uploaded onto the TRXC Timing Current Year Results Page:
<http://trxctiming.com/wp2/track-field/track-and-field-results/>

Option 2 - Online Entries That Were Not Done Thru TRXC Timing

“Create a Meet”

1. Login into your TRXC Timing online entry account
2. “Click” – the “Create a Meet” Icon



Sport: Track & Field Create a Meet

Edit	Invited	Teams	Meet Name	Host	Start Date	End Date	Ranking	Export	Exp. File	Upload
			Principia Invitational	Principa College	02/26/16	02/27/16				

3. New window opens – Please fill in information as requested

Registration Number Export Setup

Meet Name: Ladue HS Test Invitational

State: Missouri

Host School: Ladue Horton Watkins

Start Date: 03/03/16

End Date: 03/03/16

Does your meet have 4 or more participating schools? Yes No

Confirm Cancel

4. “Click” {Confirm}
5. A list of your “Create a Meet” events are now listed
6. “Click” the {Upload}



Sport: Track & Field Create a Meet

Edit	Invited	Teams	Meet Name	Host	Start Date	End Date	Ranking	Export	Exp. File	Upload
			Ladue HS Test Invitational	Ladue Horton Watkins	03/03/16	03/03/16				
			Principia Invitational	Principa College	02/26/16	02/27/16				

7. A new window will open - this window will include the **Meet Name, Hand Time/FAT Icon** and **Add Files Icon** for the downloaded result file that was saved either on your desktop or thumb drive ([Instructions](#) – for downloading a result file)



Meet: Test "Keith Harder" Invite

Hand Time FAT

+ Add files...

Hand Time

FAT

8. Select Method in which meet was timed (Hand Time or FAT (Full Automatic Timing))

Important - (This must be done first before adding the file)

Special Note – If some of the events are FAT and others are HT you will need to properly document these events and/or times in the Hytek File. Please see Hytek Cheat Sheet document for help in this matter

[Hytek Cheat Sheet](#) Again if events are properly documented and some were FAT you can select FAT at this time.

+ Add files...

9. Select

10. A window will open to allow you to go find the semi-colon delimited result file

11. File will attach and be ready for processing into the TRXC Timing site

12. Once file is added click “Open” in the dialogue box. The import process will automatically begin.

13. It may take a few minutes for all the data to import, so please be patient.

14. Results are uploaded onto the TRXC Timing Current Year Results Page:





<http://trxctiming.com/wp2/track-field/track-and-field-results/>

Option 3 – Manual Entry of Performance

1. Login into your TRXC Timing online entry account

2. At the top of page “Click” {Roster}

3. Click the “Performance Icon” 

Edit	History	Performance	First Name	Last Name	Gender	School Year	Registration #	Status
		 	Kelechi	Achilefu	Men	Sophomore	1029064	Active

3. A new window will open

4. Fill in the Following:

5. “Meet Name”

6. “Event”

7. “Time or Performance”

8. State whether the performance was either “Hand Time or Fully Automatic Timed (FAT) for running events

9. “Click” {Add}


Achilefu, Kelechi - Sophomore

Meet Name
Meet Date
Event
Time
 Hand Time FAT

10. The following performance has been entered for this athlete once {Add} has been “Clicked”

Achilefu, Kelechi - Sophomore

Meet Name
Meet Date
Event

Delete	Meet Name	Meet Date	Event	Mark	System
	TEST MEET #3	03/14/16	100 Meter Dash	10.85	

11. Repeat process for additional performance updates