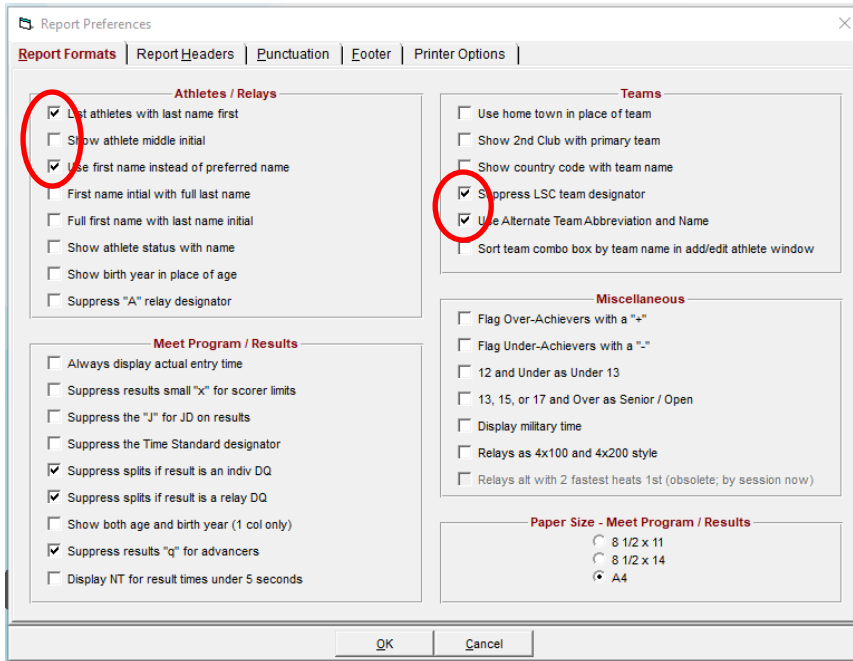


Setup of ActiveHyTek Swim “Meet Manager” for Use with “www.swimmingresults.org” > Entry Tools > Entry Check(Hytek)

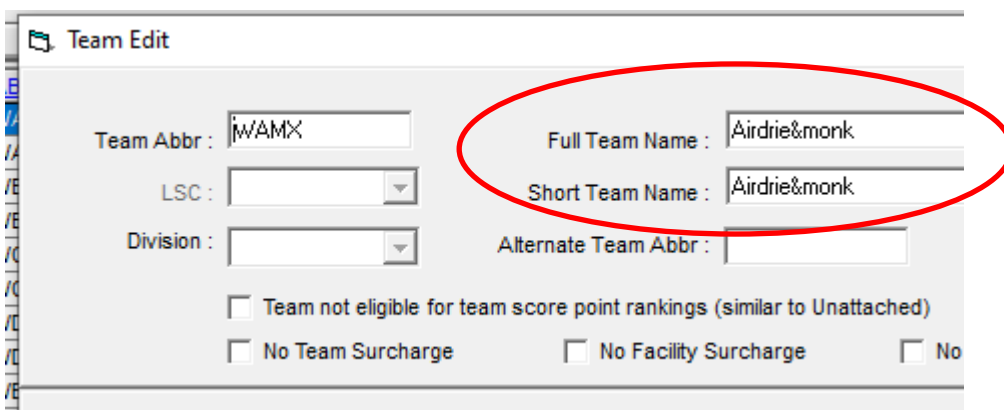
Select **SETUP** on Main Menu Bar of ActiveHyTek Swim Meet Manager
SETUP > Report Preferences >
Tick **Checkboxes** as shown circled.



Select **TEAMS** on Menu Bar

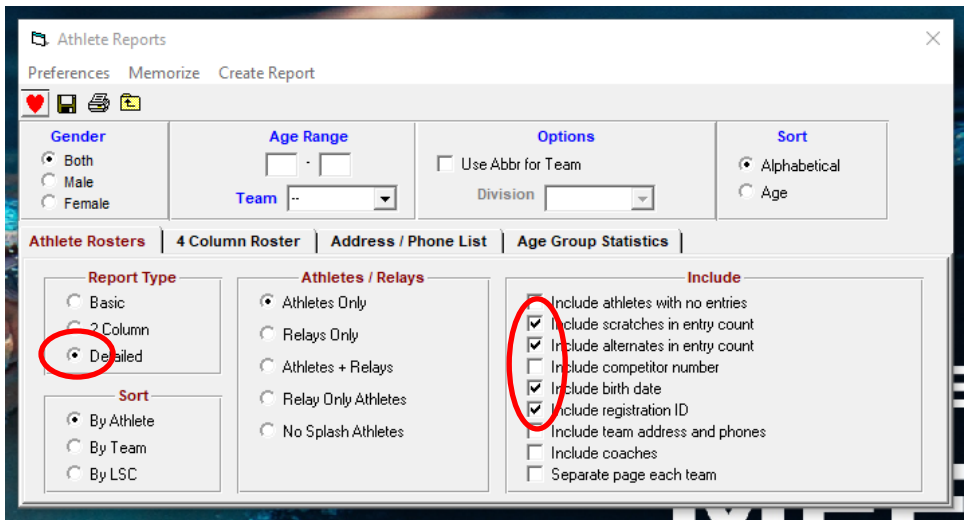
TEAMS > Edit >

Make **Full Team Name = Short Team Name = British Swimming 12 Character Meet Code Name** as shown circled.

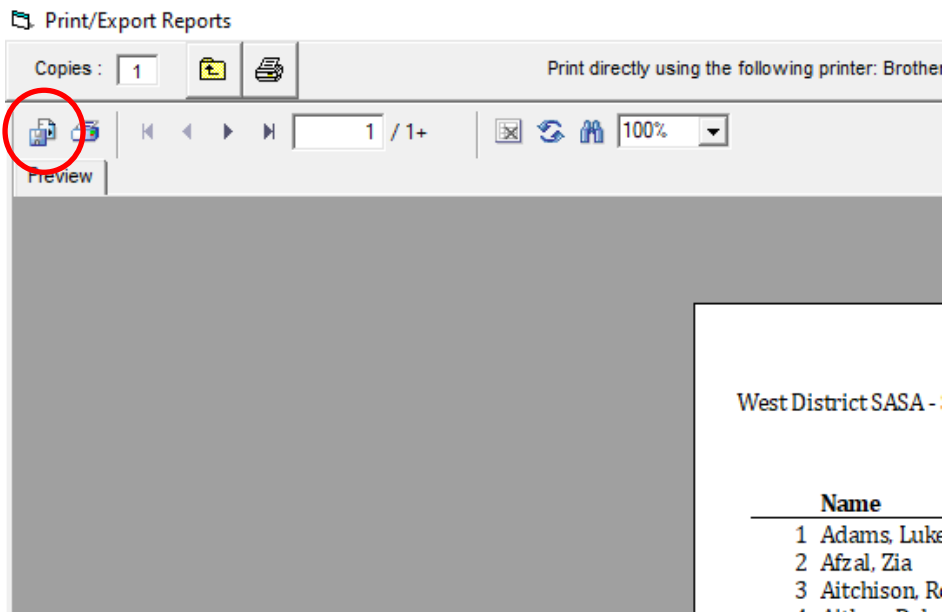


The “**British Swimming 12 Character Meet Code Name**” is available at
www.swimmingresults.org > Downloads > Official Club Codes

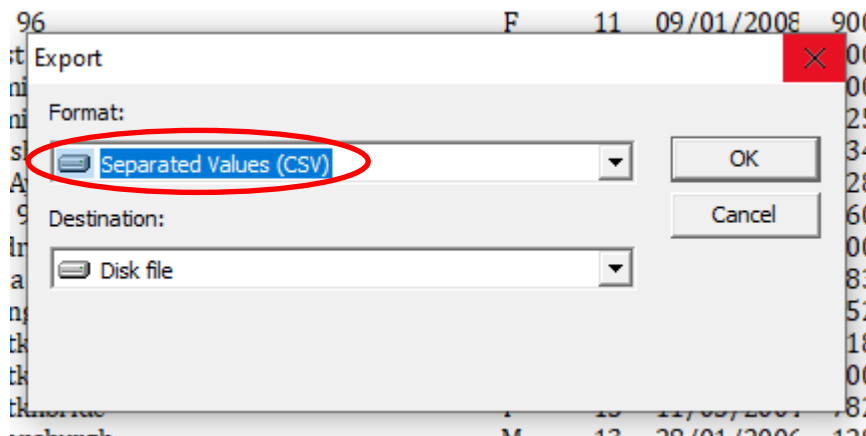
Select **REPORTS** on Menu Bar
 REPORTS > Athlete Rosters >
 Select Radio Buttons and Tick **Checkboxes** as shown circled.



Create Report
 Select **Export Report** as circled.



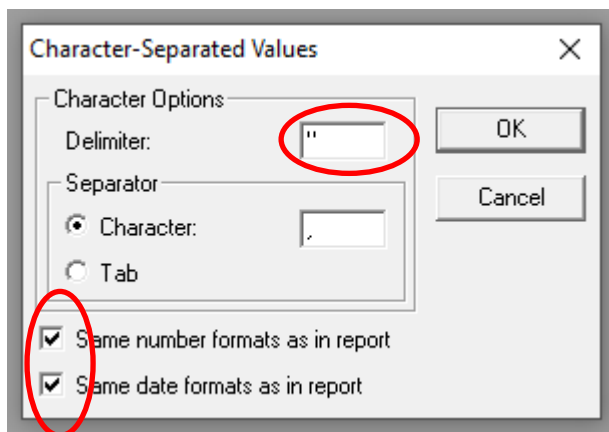
Select **Separated Values (CSV)** from “dropdown” list as circled.



Delete **Quote Marks** as circled.

Tick **Checkboxes** circled.

Click OK.



Follow the **“Save To”** instructions to save the exported report where required for use with **“swimmingresults.org” > Entry Tools > Entry Check(Hytek)**