

BCSA Swim Team

Roster INSTRUCTIONS

1. enter HyTek Team Manager

- i. Set-Up

1. Preferences
 2. System Preferences
 3. System Age-Up Date
 4. July 24, 2021
 5. Age-Up
 6. Yes
 7. OK

- ii. Reports

1. Administrative Reports
 2. Athletes
 3. Athlete Rosters
 4. Team
 5. Age Ascending
 6. Female
 7. Create Report
 8. Print a copy for your records
 9. Export Report (top left)
 10. PDF
 11. OK
 12. All
 13. OK
 14. Save as (the file name should be TEAM NAME female)
 15. Save
 16. Email the saved file
 17. Repeat steps 6-16 for the Male team members

2. Rosters, team information sheets, membership certification forms, and your roster fee (\$6.00 per swimmer) must be delivered (or emailed) to Tom Houck (Dual Meet Commissioner) no later than 6:00pm on Friday, June 18, 2021.

Tom Houck 4157 Hill Terrace Drive Sinking Spring, PA 19608
484-529-2529 tomhouckjr@gmail.com

3. Athletes may only be listed on one team's roster.

4. If you have additions, you must send the additions in an email to Tom Houck no later than 6:00pm on Friday prior to the dual meets in which they are to participate.

5. If a non-roster athlete competes, all events for that athlete will be declared disqualified and the team scores of the meet(s) will be adjusted accordingly.

6. Once on the roster, an athlete may only be removed with approval from the BCSA Executive Committee.