

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, 2017
 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 Bob Heebner (Dual Meet Commissioner) no later than 6:00pm on Friday, June 16, 2017.

Bob Heebner 1310 North 13th Street Reading, PA 19604
610-378-1580 heebswims@aol.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** Bob Heebner 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.