

## Creating a file of swimmers from the registration data base for importing into Hy-Tek's Meet Manager software

Club Assistant gives you the capability to create an export file, in .RE1 format, that contains all of your swimmers' names, USMS numbers, and birthdates. This file can be read by the Hy-Tek Meet Manager program (used for running swim meets).

What this means is that you can create an .RE1 file and send it to the meet director of a local swim meet. When the meet director sets up her meet in Meet Manager, she can import the .RE1 file into her meet database. Like magic, her meet database is instantly populated with the names, USMS numbers, and birthdates of every registered swimmer in your LMSC.

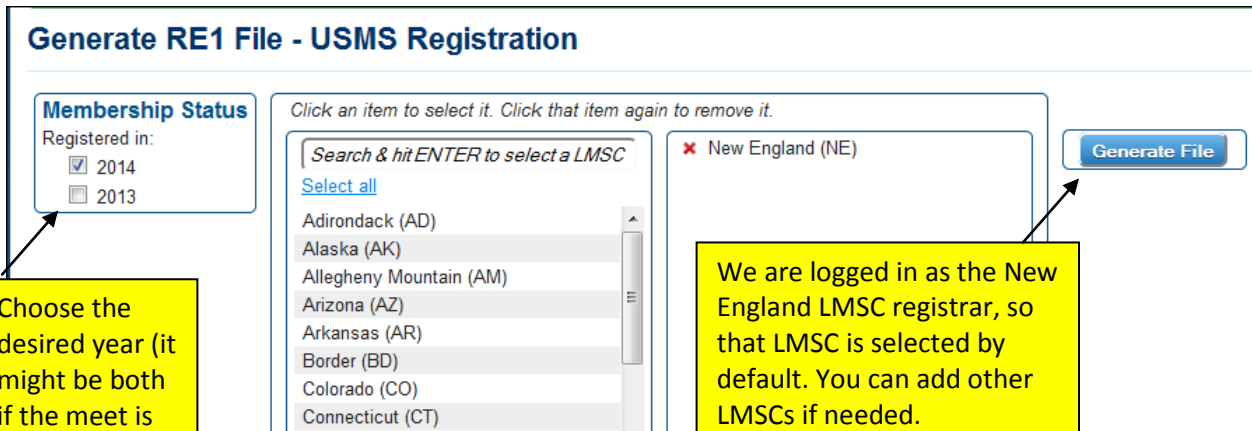
This does three things:

- 1) It saves the meet director a lot of typing as she's entering swimmers into the meet,
- 2) It ensures that the swimmers' names appear in the meet results AS THEY APPEAR ON THEIR USMS CARDS, and
- 3) It ensures that the swimmers' USMS numbers are stored in the meet results.

The meet director can delete the names of swimmers who don't swim in the meet, but it's not necessary for doing results because she can always specify to exclude the names of swimmers with no results.

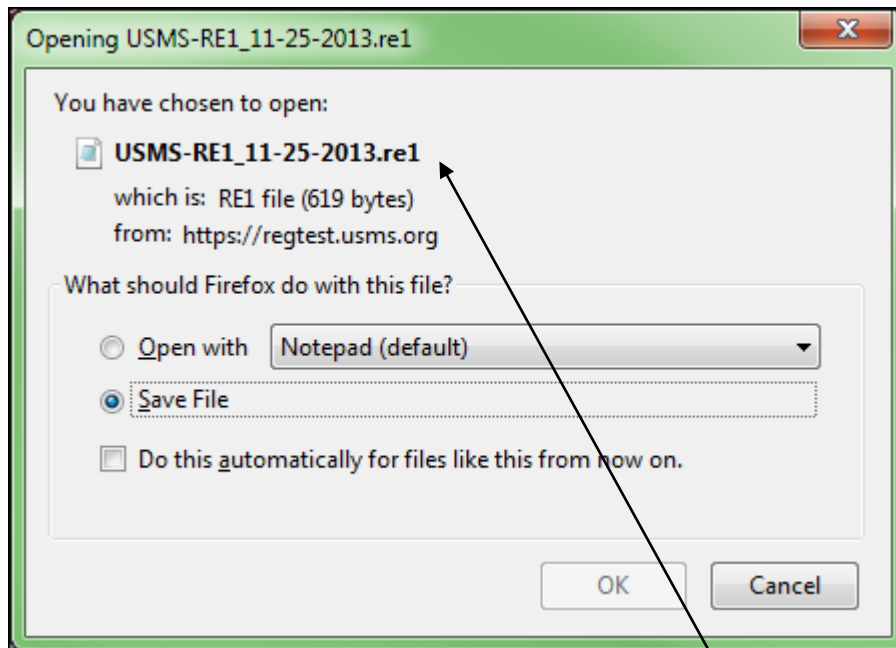


Select "RE1 File"



Choose the desired year (it might be both if the meet is in November or December)

We are logged in as the New England LMSC registrar, so that LMSC is selected by default. You can add other LMSCs if needed.  
Then click "Generate File"



The file will be named in the format "USMS-RE1\_MM-DD-YYYY.re1". Click on the file name to open or save the file (this may depend on your computer's operating system). You can rename the file, BUT you must leave the file extension as .RE1.

**You can now e-mail the file to your meet director.**

For her to import it into Meet Manager, send her the following instructions:

- [a] From the main Meet Manager menu, select "FILE"
- [b] Select "IMPORT"
- [c] Select "REGISTRATION FILE"
- [d] Locate and choose the .RE1 file that was sent to you