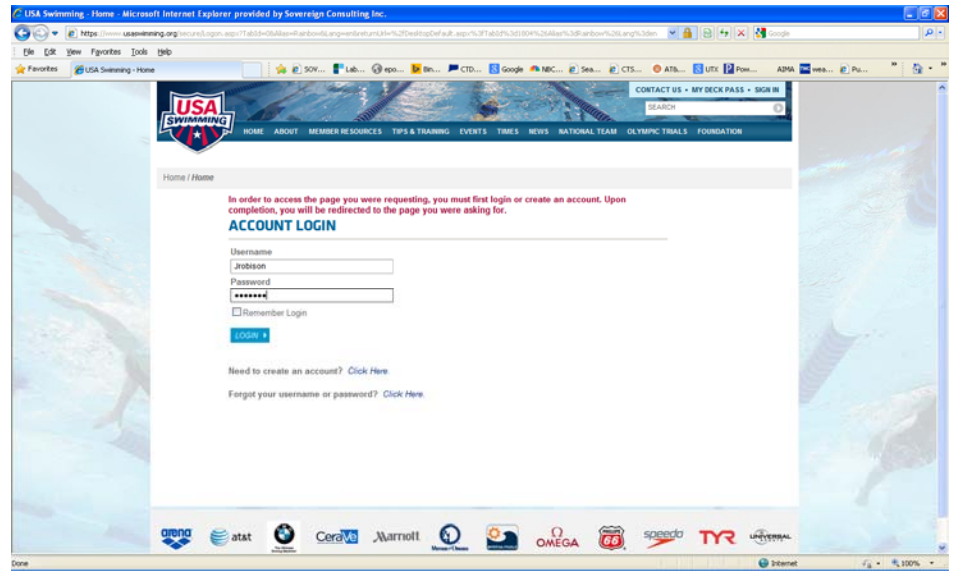
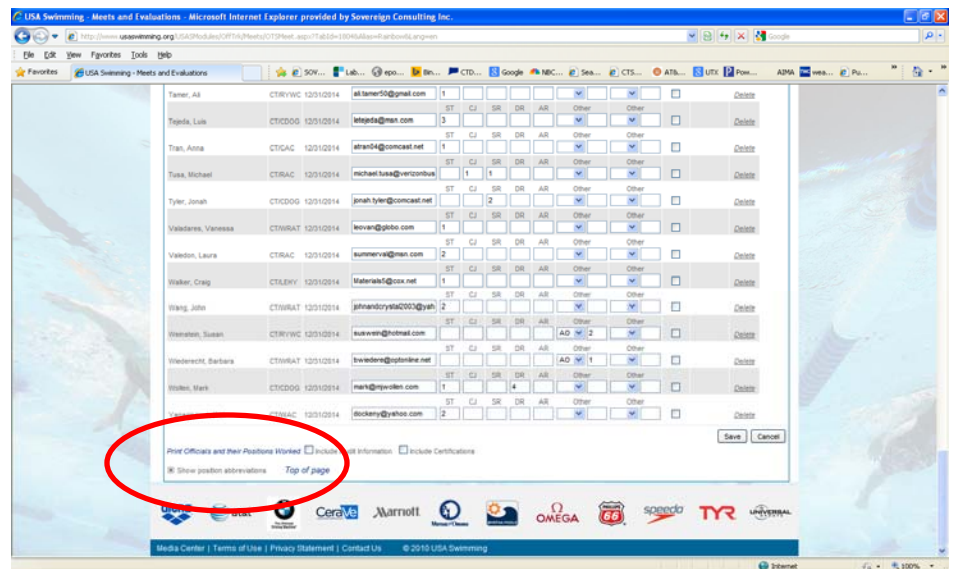


# Importing Officials from USA Swimming OTS into Hy-Tek Meet Manager 5.0

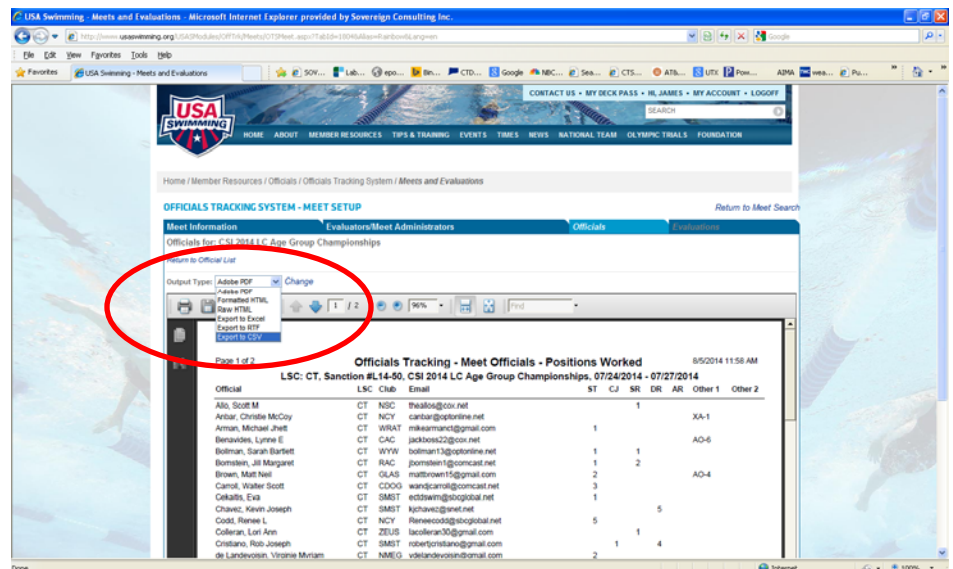
You must have a login associated with your USA membership AND have administrative authority for a meet.



Enter the names of your officials. Then use the “Print Officials and Their Positions Worked” link in the lower left of the screen.

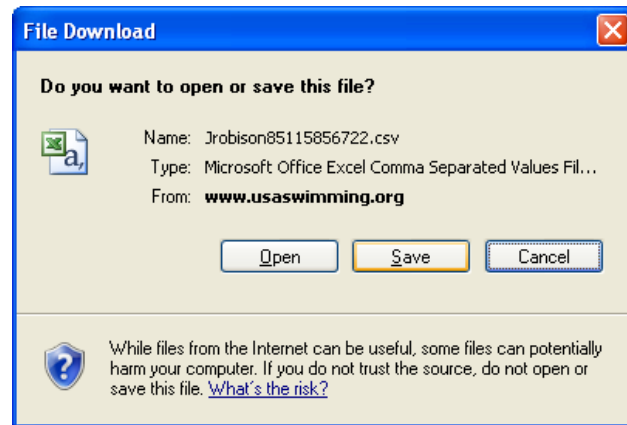


Pull down the menu labeled “Output Type”. Change this to “Export to CSV” then click on change.



Save the file to a location where you will be able to find it.

Email this file to the AO or Entry Chair for import into Hy-tek or use a portable drive (thumb drive) to bring it to the meet if you do not have the meet computer.



To import into Hy-tek:

Simply Click the "Set-up" menu and select "Officials". This will show a list of of officials loaded into Hy-tek, if any are loaded already.

Click "Import" on the menu at the top of the window and select the directory and file you created from OTS. Click "Open" to complete the import.