

AAU Bulk Registration Instructions using HyTek TM Export

AAU provides the ability to bulk register athletes using a TM exported roster format. To bulk register your athletes, follow the instructions below:

- 1) The bulk registration requires that male and female athletes are uploaded separately (you cannot use the both option). Create the file for bulk registration of male athletes as follows:
 - Go to the TM/Reports/Administrative Reports/Athletes Menu
 - Select the “Contact/Mailing/Medical/recruiting” tab
 - Select “Contact Information” as the report choice
 - Select “Gender” M
 - Hit the “Create Report” button
 - Select the export (far left icon) button on the top menu bar
 - Select “csv” as the format
 - Hit the “OK” button
 - Select a directory on your computer and filename (e.g., team-teg-m.csv”) for your export
 - Hit the “Save” button
- 2) Your male export will now be saved on your computer. Repeat step one and create the report for female athletes by setting the gender to “F” on the report options screen and save to your computer.
- 3) Go to the AAU (www.aausports.org) site and login; Select the “Bulk Purchase Memberships” in the clubs area of your page.
- 4) Follow the AAU instructions for “importing athletes from spreadsheet”
 - Note: Ignore the format requirements for the AAU upload file listed in step 1. Our csv file does not meet these requirements, but AAU has created the capability to parse our files.
 - Note: When you register your athletes, remember to select the appropriate gender based on which file you are uploading.
 - Note: This can only be used for athletes. Non-athletes have to be registered individually.
- 5) If you want to use the AAU bulk registration to handle incrementals (e.g., following an initial registration) you will need to export the registration files as described in step 1 and then delete from those files all of the athletes that have been previously registered or filter the athletes you want to register prior to export.