

MISSISSIPPI SWIMMING, INC
MEET HOST RECON & RESULTS INSTRUCTIONS

BEFORE THE MEET - VERIFYING REGISTRATIONS

Five (5) days prior to the start of the meet, host teams **MUST** submit a RECON file listing all swimmers entered in the meet to the registration chair: **msi.registrar25@gmail.com**.

Create RECON File Instructions:

In Meet Manager, select **FILE** in the toolbar, select **EXPORT**, select **USA-S Registration**. Click **OK** to export. Click **OK** after Export Finished notice. Then select where to copy the exported file to on your computer (i.e. desktop) and click **OK**. This creates an .sd3 file of the USA Swimming registration information.

Email Instructions:

Attach the .sd3 file to an email and send. Please note the name of the swim meet you are hosting.

Reply Instructions:

You will be notified of any registration errors and advised of any changes to be made to the meet file.

AFTER THE MEET - SUBMITTING FINAL RESULTS

First, **REPEAT** the above steps (verifying registrations) **BEFORE** sending final results to check all late entries.

Second, meet host exports results and submits .sd3 file to msi.registrar25@gmail.com within 14 days.

RESULTS Export Instructions:

In Meet Manager, select **File** in the toolbar, select **EXPORT**, select **Results for Team Manager or SWIMS or NCAA Database**. Click **OK** to export. Click **OK** after Export Finished notice. Then select where to copy the exported file to on your computer (i.e. desktop) and click **OK**. This creates a .zip file which contains results in .CL2 and .HY3 formats.

Unzip and Copy to Desktop:

Locate the .zip file with the results and **double-click** to open. Select the .cl2 file located inside and **drag this file to your desktop** (or another folder). Once the .CL2 file has been copied outside of the .zip file, it can be converted to .sd3.

Convert .CL2 to .SD3

In Meet Manager, select **File** in the toolbar, select **EXPORT**, select **Convert a Hy-Tek Export CL2 File to SDIF**. In the open file window, select the .CL2 file that you copied from the .zip file. Choose where to have the new file saved (i.e. desktop) and click **OK**. Click **OK** to close the Export Successful window.

Email Instructions:

Attach the .SD3 file to an email and send. Please note the name of the swim meet for the results.

Last step, complete and submit all paperwork as instructed in the **Sanctions Close-Out Report**.