

NCAA – USA Swimming Roster File Quick Reference Guide

Getting Started

This guide describes creating an electronic file of your team's roster using the Hy-Tek Team Manager software and how to export a file from this software to send to USA Swimming. This file will be used in the new USA Swimming system for tracking NCAA times.

Teams will be submitting a Hy3 file that will be considered the "official" team roster. Electronic submission will be the preferred method of submitting this information.

Prepare to use the Hy-Tek Software

1. Hy-Tek Team manager 4.0 Rb (the most current update) will be the program used for submitting files.
2. To contact Hy-Tek to find out more information please call 1.866.456.5111 or email <http://www.hy-tek.com/>

Set up your school information

1. Name (Full University name)
2. Team Code (This should be the school's official team code)
3. Address
4. Phone Numbers (Please fill out as many of the options available)
5. LSC

Enter Roster

The team roster will consist of all the athletes on your team. It's important that the information be as complete as possible in the system as you set up for your team. Please make sure that you complete all the information requested below.

Add the following information for each person

1. Name
2. Address
3. Phone Numbers
4. Class (Eligibility Year)

Class Code to Enter	Value this Represents
FR	Freshman
SO	Sophomore
JR	Junior
SR	Senior

***Export
Roster***



To export the file

1. On the main menu bar click on file and then export.
2. Then click on athletes/team.
3. Please select your current team roster for your university team (you can choice to create this by gender or combine.)
Whichever is easiest for your university situation is fine.
4. Generate the Hy-3 file and prepare to email.

***Email to
USA
Swimming***

Send the HY3 ncaa@usaswimming.org.

USA Swimming Contacts

1. If you have any questions please contact either of the following two individuals at USA Swimming
Larry Herr 719.866.3562 (lherr@usaswimming.org)
Susan Woessner 719.332.0184 (swoessner@usaswimming.org)
Chelsey Walden 719.866.3589 (cwalden@usaswimming.org)