



## **Qualifying Meet Relay Entry**

**State Qualifying Meet Managers:** Upon receipt of the sub-district/league meet files, you will want to print off a meet program for your relays to ensure you have a record of all incoming seed times from the sub-district meets. Provide the relay entry information to your State Qualifying meet coaches. Once the relay entry deadline (you have established) has passed, download the meet relay entries (which should be the only data entered on athletic.net for the State Qualifying meet) and import these entries into your meet HyTek file. Utilizing the meet program of the relay qualifiers from the sub-district/league meet, quickly confirm no errors on the importing of the relay entries from the athletic.net file. This process is much quicker and smoother than hand entering/selecting all the relay names for each team.

**Coach Instructions:** All coaches are instructed to enter their relay team participants and sub district/league seed time on [athletic.net](http://athletic.net) for their state qualifying meet. Athletes should be entered in the order they are intended to run and alternates listed as #5 and #6. No handwritten relay forms will be accepted. Final adjustments will be allowed under the direction of the state qualifying meet manager until the set time established in the meet syllabus. Once the meet begins (first official event of the meet – which may be a field event), relay team names are FINAL and CANNOT be changed. Relay participants will be uploaded to the State Meet Manager.

Questions - please contact:

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