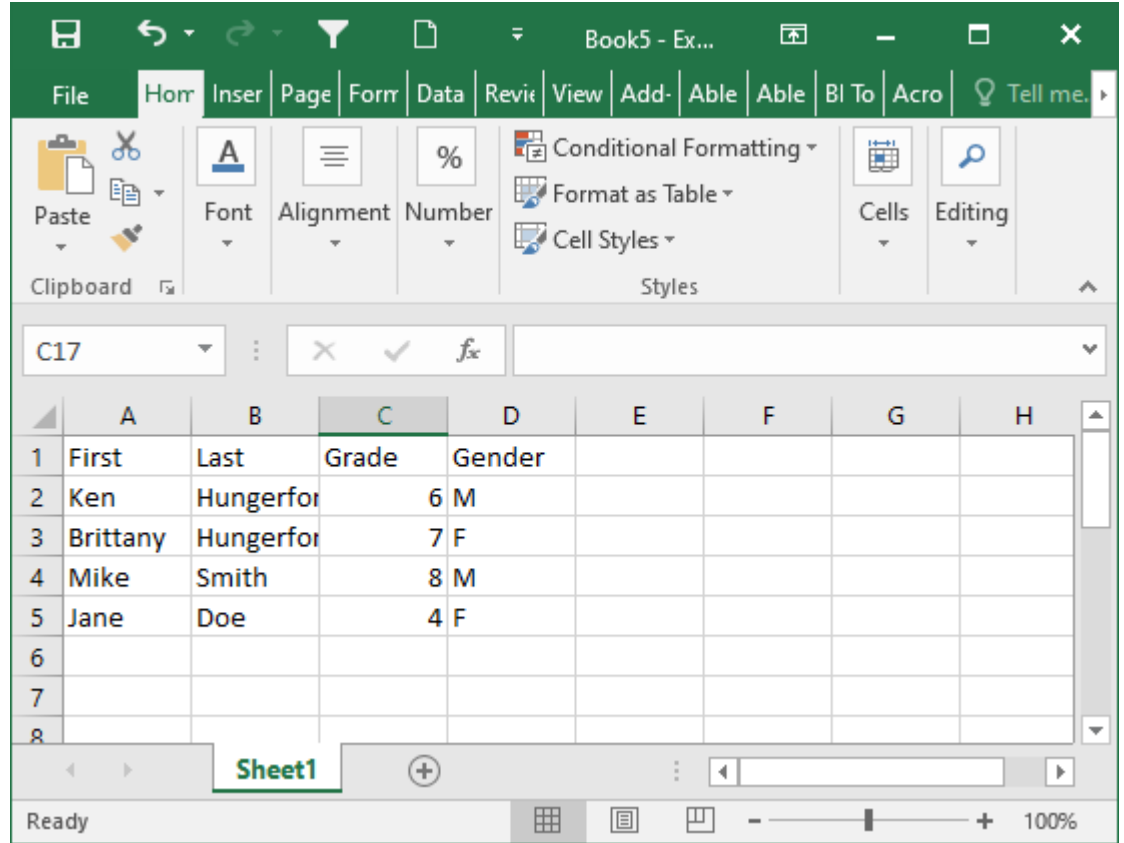


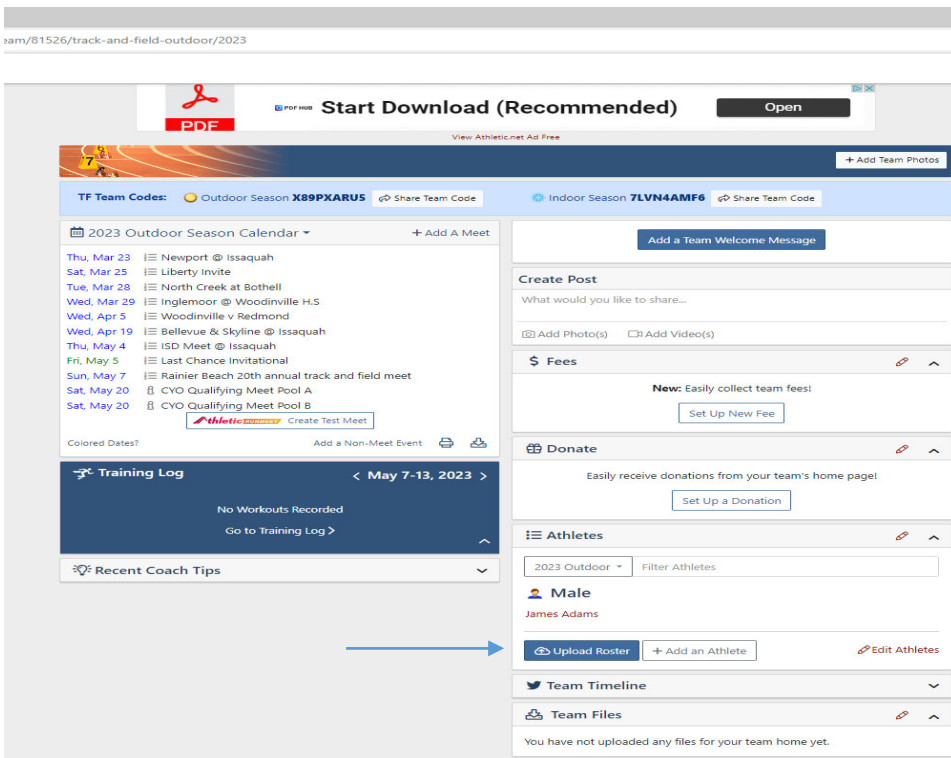
## Athletic.net adding Roster:

### 1. Create Spreadsheet with roster



### 2. See example:

### 3. Go to athletic.net team page and under Athletes click upload roster



4. Copy roster from spread sheet and paste into box

Northshore Timing Services

Ken Hungerford Bothell, WA Site Supporter

Home Posts Records Rankings Custom Lists Reports Training Log Photos Manage Team

Upload Process Roster (0) Help Season: 2023 Outdoor

Import your team roster (there are two methods)

Option 1: Upload Athlete Roster

Supported formats include HyTek Team Manager roster files (TEAM-Roster001.zip or HFLE001.TCL) or any Comma or Tab Delimited files (csv). Don't upload Excel files (.xls or .xlsx). These can be pasted into the box below.

Choose File No file chosen

Option 2: Paste Athlete Roster

First	Last	Grade	Gender
Ken	Hungerford	6	M
Brittany	Hungerford	7	F
Mike	Smith	9	M
Jane	Doe	4	F
I			

Process

Upload Tips

HyTek Team Manager Export Instructions

1. Click: File -> Export -> Athletes/Teams
2. Select your team, and click OK
3. Use the "Choose File" button to upload the export file you just created (Example: c:\TFMwinData\TEAM-Roster001.zip)

Excel Upload Format (for pasting roster)

Gender	First	Last	Grade	Registration#
M	Dan	Smith	12	
M	John	Davidson	9	
M	Ben	Jones	10	407444
F	Sally	Smith	11	
F	Patricia	Johnson	10	
F	Charity	Jones	12	

- Columns may be in any order.
- **First** (name), **Last** (name), and **Grade** are required.
- **Gender** must be M or F, not Male/Female, etc...
- **Grade** may be a number (1-12), Sr, or Senior
- **Birthdate** optional
- **Shirt** optional size
- **TFRRS** optional
- **ID** or **Registration#** optional

TFRRS Instructions

1. Sign into Direct Athletics

5. Click process!

6. Click Publish Roster

7. Once roster is uploaded you can then go to register athletes and add them to events

Sun, May 7 Rainier Beach 20th annual track and field meet

Sat, May 20 CYO Qualifying Meet Pool A

Meet Info Simulate Register Athletes >

Highline Stadium, WA

First Event: 10:00 AM

Entries due by: 7:00 PM, Tue, May 16

Manage Meet AthleticRUNMEET

Sat, May 20 CYO Qualifying Meet Pool B

8. I cannot show an example of this screen as I am not a school!

9. Any questions or issues please email [ken\\_hungerford@hotmail.com](mailto:ken_hungerford@hotmail.com)

