How to Export District Tracker Data to Regionals:

- 1. Make a note of your top 2 teams in each Division
- 2. Launch District Tracker
- 3. Click on Utilities (top right corner)



4. Make a checkmark next to each of the teams that are moving onto Regionals for each division

🖼 Data Export Util	ity		
	Data Expo	rt Utility	
	Caledonia (A)	×	
	Hopkins (A)		
	Gull Lake (B)		
	Hastings (B)		
	South Christian (B)		
	Delton Kellogg (C)		
	Ionia (C)		
	Lakewood (C)		
	Maple Valley (C)		
	Thomapple Kellogg (C)		
		•	
	Export	Cancel	

- 5. Click Export
- 6. When it asks for a location to Save the data to, chose **Desktop** then click **OK**Browse for Folder



- 7. On your desktop find the file it exported. It should say **District#-2006.mdb** (e.g. District19-2006.mdb)
- 8. Open your email and start an email to your Regional computer person / Regional Chair. **Attach** the file you exported to the **desktop**: **District#-2006.mdb** (*e.g. District19-2006.mdb*)

9. Send the email

10. Sit back and relax knowing you just made the Regional Computer person's job nice and easy