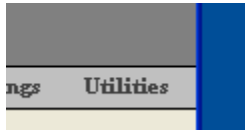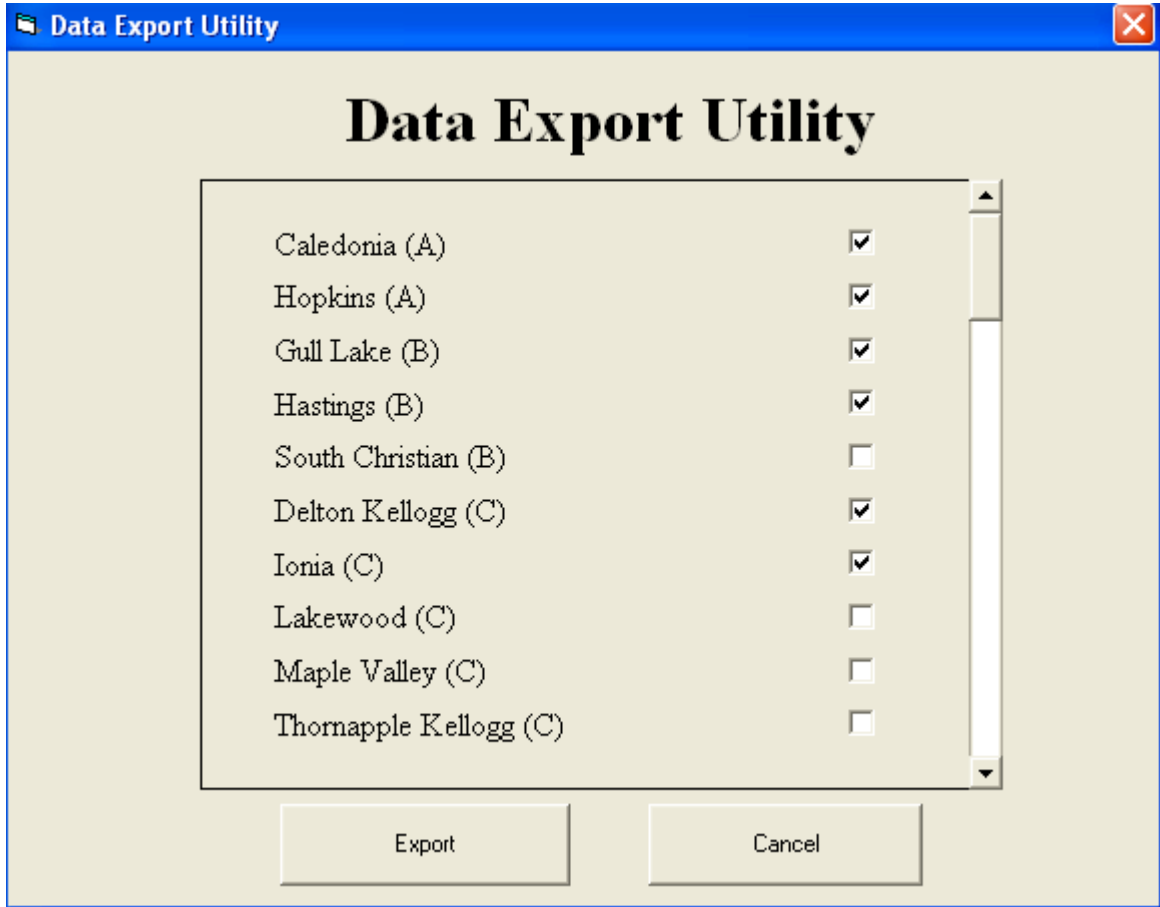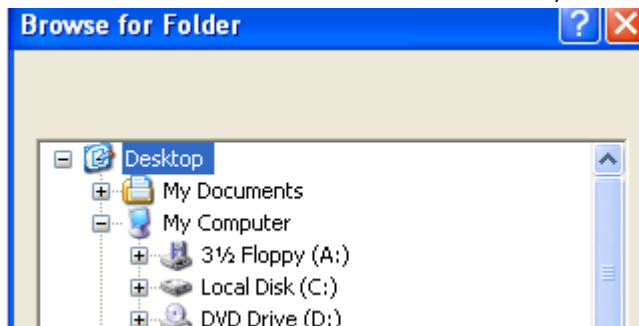# How to Export District Tracker Data to Regionals:

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**

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

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