

Championship Entries

- The first step is to save your league's back up on to your computer or flashdrive. You may download your league from the "Downloads" page on the website.
- Please update your Meet Manager to the current update: 2.0HI as of June 28, 2009.
- Then begin by starting a new meet and name it your team's championships, such as "LT Championships 2009" and put in the minimum data. Then restore it with this back up of your league's championship data base from the website.
- You are then ready to enter your swimmers into championships as you would a dual meet **but this time put in their entry times**, not the heat and lane. Do the same for relay entries but **DO NOT PUT IN THE NAMES OF THE SWIMMERS!** I will enter them from your relay cards at Championships.
- All swimmers and relays **MUST** have times. NT's will be taken out of the meet.
- When completed, for your team only, export the file "Entries for Meet Manager Merge of the Same Meet" on to a flashdrive and bring that to typing. **NO OTHER FORMAT IS ACCEPTABLE!!! DO NOT USE A FLOPPY DISC AND DO NOT EMAIL ANY ENTRIES!!!**
- Print out an Entry List and a Fee Summary report (under Team Report) and deliver them to the Administrative Secretary (that's Jody) by July 10, 2009, by 6:00 PM along

with one check or money order for Championship entries and another check or money order for the remainder of your swimmer registration. BE SURE THAT YOU HAVE TWO SEPARATE CHECKS!

- ➔ Be sure to arrive at your designated time at Baker Peterson offices on Saturday, July 11th. Your first stop will be with Jody to check for ineligible swimmers. Once cleared, take your flashdrive to Mark to merge your meet.
- ➔ Once the entire league is merged and seeded, you will receive an entry list of your swimmers' times and lane assignments. Review these carefully and make corrections at that time.
- ➔ When you get home, review the entries again. Notify me by email mhedwards@msn.com of any corrections. **YOU HAVE UNTIL SUNDAY, JULY 12TH, AT 6:00 PM TO MAKE ANY CORRECTIONS. NO EXCEPTIONS!!!** I will respond back to you confirming any changes.