

Championship Entries 2011

Coaches,

Do not make any changes to the names or events. These are the procedures that **MUST** be followed:

- ✓ Install the latest update to Meet Manager, 3.0Dz, is the latest version.
- ✓ Download your league's file to a flash stick from the "Downloads" page on the website.
- ✓ Start your new meet with Meet Manager, such as: CT Championships 2011. Enter the minimum data in the Meet Setup: address, dates, and course etc.
- ✓ Restore (Ctrl+R) this meet from your flash stick you just downloaded. You now have all the meet setup, events and swimmers to start your entries. Do not change any of this data.
- ✓ Go to Athletes and filter your team. Highlight the swimmer you are entering, click the event in the bottom section, and then put the entry times for your swimmers. **Every swimmer you are entering must have a time. NT's will be taken out of the meet.** Once again **DO NOT** make any changes to the swimmer's data. There should be no corrections, since you all were given the opportunity for corrections earlier this week.
- ✓ Then you need to enter your relays. Again, **every relay you are entering must have a time. NT's will be taken out of the meet.** **PLEASE, PUT IN THE FOUR NAMES FOR EACH RELAY!! AT CHAMPIONSHIPS YOU WILL BE ABLE TO CHANGE ANY OF YOUR SWIMMERS.**
- ✓ You will need to print a team entry list for your team and you need to double check the times and events for each swimmer and relay. Print out a Entry Fee Summary from the Team Reports. This will be the total due for your entries.
- ✓ Then **export for your team only:** "Entries for Meet Manager Merge of the Same Meet" and email this file to Mark Edwards at mhedwards@msn.com on or before 6:00 PM, Friday, July 8th. Early is great but don't be late!!
- ✓ On Saturday, June 9th, at the beginning of your session at Baker, Peterson offices, you must bring your two checks: one for the balance of swimmer registration and one for championship entries.
- ✓ Be sure to bring all hard copies of your meet results in case there is a discrepancy in meet eligibility from what we have.

At your session I will print an entry list for all events with heat and lane numbers for your team. You have until 6:00 PM on Sunday, June 10th to email Mark Edwards any corrections.