

# Championship Entries 2010

Coaches,

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

- ✓ Install the latest update to Meet Manager, 3.0Di, is the latest version.
- ✓ Download your league's file to a flashstick from the "Downloads" page on the website.
- ✓ Start a new meet with Meet Manager, such as: LT Championships 10. Enter the minimum data in the Meet Setup (Meet date and Course as yards).
- ✓ Restore (Ctrl+R) this meet from your flashstick 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. If there is a problem, write it on paper and I'll make the change at your typing session.
- ✓ Then you need to enter your relays. From the main MM page, click on relays. Then click on the relay you are entering then double click your team. Designate A, B, C... etc, and then enter the time. Again, **every relay you are entering must have a time. NT's will be taken out of the meet.** PLEASE, Do not put names in at this time. At Championships, you will declare your swimmers.
- ✓ Once you have all of this done, print a team report that gives the athlete entry count and check to see if the numbers of entries match what you want to enter.
- ✓ You also can print a team entry list for your team to double check the times and events for each swimmer. This is what you need to give to Jody on Friday, July 9<sup>th</sup>.
- ✓ If everything is okay, then export for your team only: "**Entries for Meet Manager Merge of the Same Meet**" to your flashstick and bring this to typing.
- ✓ **You must bring your printed entry list, entry fee summary, and two checks for swimmer registration and championship entries to the Administrative Secretary by 6:00 pm, July 9<sup>th</sup>.**

You now have all of your entries on a flashstick. Bring this to your typing time on July 10<sup>th</sup> and we will merge your league's entries together, seed the meet, and print an entry list with heat and lane numbers for your team. I will also print out relay entries so you can write in the names for your relays ahead of time if you choose.