

Last Chance Division II Invitational Entry Instructions

October 28, 2011

- You will need to open the SAAA website: www.swimsaaa.org, and download all this information.
- If you do not have Team Manager you can download Team Manager Lite from this page also.
- Upon the first use of TM or TM Lite you must create a database. Click **File / Open** and name it "LC Division II Invitational 2011". On Meet Set Up page, indicate Boys/Girls, make the Team Registration: Other, and make Team Type: High School, fill in Country, State and LSC. Click OK.
- Now you need to save the Meets Events file from the SAAA website to your computer. Be sure to choose the correct invitational
- You then import this Meets Events file into TM using **File/Import/Meet Events**. Then open the file you saved from the website and follow the prompts.
- From the main page open the **Teams Menu** and fill in your team abbreviation: **BE SURE TO USE THE AIA [TEAM ABBREVIATIONS](#)**, Full Team Information, as well as the Mailing and Phone Information sections.
- From the main page go to the Athletes Menu and enter your roster with this minimum information: **Last name, First name, Gender, Team 1, and School year**. Do this for all members of your team including divers.
- Using the **Meets** menu, select "LC Division II Invitational 2011" and click **Entries** and select **By Event** or **By Name** to place swimmers into events and to add relays. For each entry, enter a custom entry time. Relays can only be added **By Event**. Continue until all swimmers, divers, and relays are completed
- Using **Reports/Meet Reports/Meet Entries**, create a report of your meet entries to verify that all entries are complete and correct.
- Upon verification, use **File/Export/Meet Entries**. This will create a zipped file that is to be emailed to: mhedwards@msn.com by **Monday, October 24, 2011 by 7:00 PM**.
- Once entries are received I'll post a Psych Sheet for the meet on the High School Page.