

Invitational Entries

- The first step is to save the invitational back up from the "Downloads" page on the SAAA website to your computer or flashdrive.
- On Meet Manager3.0, start a new meet and label it with your team name, invitation name, and 2011, i.e. (LT 9-18 2011). Add any information that the program wants and then restore this meet with the file you saved from the website. You do not need to change any information on this meet.
- From the download's page, save the current roster to your computer. Then import this roster to your meet.
- You are now ready to input your entry times for your swimmers. You may add a swimmer if they are validated and not yet in our roster. All swimmers must have an entry time including the IM's in the 9-18. Swimmers must meet the time standards setup in the program. **DO NOT OVERRIDE THIS STEP!!** I will do an exceptions report on each meet and I will take out any swimmer not meeting the time standards.
- Print out an entry list, review and double check all your entries. Once you send them in there are **NO ADDITIONS OR CHANGES.**

- When completed, export the file "Entries for Meet Manager Merge of the Same Meet" and send that file to Mark Edwards at mhedwards@msn.com by the deadline date and time listed on the informational flyers. NO CHANGES CAN BE MADE AFTER THAT POINT. SO PLEASE DON'T ASK!!
- Print out and take your "Entry Fee's" report to the meet director along with the one check with the monies due for your team.