

Instructions for Entering the Midlakes League Championship Meet

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HARD COPIES OF YOUR ENTRIES SHOULD COME FROM TEAM MANAGER ONLY.

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Be sure to have the entry fees listed in your meet set up in Team Manager. (\$1.50 for ind/\$6.00 for relays) Go to **Meet/Add**: after entering the name and date and course for the meet, be sure to enter the fees in the entry fee section of the screen. This will allow the program to do the math for you. **SET THE PRELIMS AND FINALS UP AS ONE MEET. DO NOT SEPARATE YOUR ENTRIES.**

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Import the events for the meet. Go to **File/import/meet events** and follow the instructions. If you would like the event file you can create a list from last year's meet, or you can email me and I will send it to you. This will allow for all the events to have the correct event number when entering.

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After entering your athletes in each event, print a copy of meet entries from TM. **Reports/Performance/Meet entries**. Follow the instructions. Double-check your entries. If they are correct, print your meet entries from the same menu in alphabetical order. **BE SURE TO INCLUDE YOUR RELAYS WITH NAMES AND ALL SWIMS SHOULD HAVE AN ENTRY TIME.** (Include the alternates as well. Any alternate listed in a relay event can be moved to any relay team in that relay event. So if a swimmer is listed only on the B relay as an alternate, he or she can still swim on the A relay if needed.) This is the copy you turn in as your master entry.

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Print a copy of the fees you owe as well to accompany your check. **Reports/Performance/Meet Entry Fees: Select only the totals on separate page function.** This will give you an individual and total team breakdown of the money due. **BRING THIS AND YOUR MONEY WITH YOU TO TURN IN YOUR ENTRIES.**

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Make a disk with your entries file on TEAM MANAGER (**File/Export/Meet Entries - a**: – do not include the heat and lane for each of your swimmers. **BE SURE TO BRING THIS TO TURN IN WITH YOUR ENTRIES. IT WILL BE CHECKED ON THE SPOT.**

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League Championship Entries are due at Newport Hills Swim & Tennis Club by 10:00 AM Friday, July 14th. Entry Fee check must be included with entries.

Following these instructions should reduce errors in entries from the teams and with the consolidation of entries by the computer operator as well.