

## Championship Entries 2018

Coaches,

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

- ✓ **ALL MEET ENTRIES MUST BE SUBMITTED ON HY-TEK SOFTWARE!**
- ✓ Install the latest update to Meet Manager, 7.0 Ea, is the latest version. 3.0 still seems to be okay.
- ✓ Download your league's file to a flash stick from the "Downloads" page on the website.
- ✓ Start your new meet with Meet Manager, the meet name needs to be as: CT Championships 2018. Enter the minimum amount of 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 in the entry times for your swimmers. **Every swimmer you are entering must have a viable 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 the entire summer.
- ✓ 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 TO EIGHT NAMES FOR EACH RELAY!!** **AT CHAMPIONSHIPS YOU WILL BE ABLE TO CHANGE ANY OF YOUR SWIMMERS.**
- ✓ If using Team Manger for entries, export events for TM from our database. From TM import meet events, click your swimmers, relays, and relay names into the meet. Then export entries back into Meet Manager. **Make sure you are using the roster from the SAAA!!**

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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 an 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](mailto:mhedwards@msn.com) on or before 6:00 PM, Friday, July 6<sup>th</sup>. Early is great!! But DO NOT be late!!
- ✓ On Saturday, July 7<sup>th</sup>, 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. You were given registration information at the League Meeting
- ✓ Be sure to bring all hard copies of your meet results in case there is a discrepancy in meet eligibility from what we have.

Towards the end of your session I will print an entry list for all your swimmers' events with heat and lane numbers for your team. I will also print out relays cards and you can take them if you want. Remember that the first set of relay cards are free, but if you lose them it will cost you. You have until NOON on Sunday, July 8<sup>th</sup>, to email Mark Edwards at [mhedwards@msn.com](mailto:mhedwards@msn.com) any corrections. I don't need to have any changes of swimmers in the relays.