

Mike Ward Memorial Invitational Entry Instructions

October 20, 2018

- You will need to open the SAAA website: www.swimsaaa.org. Go to the High School page 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 "Mike Ward Invitational 2018". 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 and anything else it asks for, then click OK.
- Now you need to save the Meets Events file from the SAAA website to your computer.
- 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 and BE SURE TO DOWNLOAD AND 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 "Mike Ward Invitational 2018" 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. Please include relay swimmers, you can change swimmers at the block if needed.

- 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 15, 2018 by 7:00 PM.**
- Once all entries are received I'll post a Psych Sheet for the meet on the High School Page.