

Mike Ward Memorial Invitational Entry Instructions

October 22, 2016

- 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 2016". 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 2016" 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 edit 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 17, 2016 by 7:00 PM**.
- Once entries are received I'll post a Psych Sheet for the meet on the High School Page.