

## Setting Up Team Manager for Champs

This download file will create the Champs meet in Team Manager and add all the cut times in both yards and meters for you.

After you save the Champs events file open Team Manager

Click on *File* and then *Import Meet Events*

Click on file at the top of the box named *Meet Events- Delmarva Champs*

Click *OK* to import file

A box will come up stating that *Events Imported 68* Click *OK*

At top of main menu click on *Meets*

Double click on the meet *Champs 200?*

Put a check in the box *Enforce Qualifying Times*

Click *OK* to save

At top of the page in the meet menu click on *Entries* then *By Name*

Click on each swimmer and those that meet the Qualifying times will have times with *White Background* and times with a Pink background do not qualify.

Enter a swimmer in a event by clicking the *Entered check box* and the event turn Yellow background

Make sure you have not exceeded the maximum number of events allowed including your relay options

After you're done with all individual entries go to the *meets* menu and click on *Entries* then *By Event*

Go to the relay event you want to enter and click on the event to open the entry box

First click on *New Relay* button and enter a time in the time box as 12109Y for yards or 13265S for meter entry

Next add swimmers in relay order by double clicking on names to send them over to the entry box; also add up to 4 alternates the same way

When you are all done go out top the main menu and click on *File Export - Meet Entries*

Select a location to save the file where you can find it

Make sure the *meet name* is *Champs 200?* and the *export relays* box is checked if you have relays

Click on *OK*

Attach the file to an email to the meet entries person