**DO NOT CREATE THE MEET IN MEET MANAGER or TEAM MANAGER ON YOUR OWN!!
IMPORT THE EVENTS LIST FROM THE WEBSITE or ATTACHED EMAIL FROM Greg Wright.**

Go to the RCSL website www.swimrcsl.org. Click on Forms and Documents. The events file is in the top section of the Forms and Documents page. Single click the file and you will get an option to Open or Save the file. Choose Save. You will then be asked to specify where you want to save the file. Remember where you save it. I suggest the desktop.

Pull up Team Manager. Click on File then Import. From the pop up menu click on Meet Events. When the window pops up to select the location of the Meet Events file, navigate to wherever you saved the file then double-click on the file. Follow the prompts to import the events. It creates the meet for you and copies the events into it. It should report importing 87 events.

After completing the import, a screen will appear for you to confirm following information is correct:

Start date 7/13/2019, End date 7/14/2019 Age-up date 7/12/2019
Course YO (**YOU WILL NEED TO CHANGE THIS TO "Y".)**
      Click on pull down, scroll up and then select "Y".
      (If you do not do this, no meters seeds times will be converted and used for best times),
Click on "Entry Fees" Tab and make sure the entry fees are correct:
      $9.00 swimmer surcharge, $3.00 for individual events, $12.00 for relays.
On the "Eligibility Rules" Tab, verify the Age-up date as 7/12/19 and "Use times Since" date is June 1, 2019.

BE SURE TO THEN HIT SAVE!!!!!.

Several reminders:

Be sure to age up your swimmers to July 12, 2019 before you do your entries. Do this by going to Set-Up, System Preferences, and selecting system age-up date to July 12, 2019 and then hit age-up button. (And yes July 12th is the official start of the RCSL Swim& Dive Championship)

You may only enter 3 swimmers per individual event, each swimmer is allowed to enter 3 individual events and 3 relays and you are only allowed an "A" relay for City Meet.

EVENTS HAVE BEEN RE-NUMBERED FROM PREVIOUS YEARS. **ALL NON-SCORING Events are all "900-series numbers.** This should make it much easier to avoid mistake of entering point kids in Exhibition and vice-versa.

Exhibition Events Are:

903	GIRLS 6 & U 25 YARD FREE EXHIBITION
905	GIRLS 8 & U 25 YARD FREE EXHIBITION
907	BOYS 8 & U 25 YARD FREE EXHIBITION
910	BOYS 6 & U 25 YARD FREE EXHIBITION
917	GIRLS 9-10 50 YARD FREE EXHIBITION
920	BOYS 9-10 50 YARD FREE EXHIBITION
929	GIRLS 11 & 12 50 YARD FREE EXHIBITION
930	BOYS 11 & 12 50 YARD FREE EXHIBITION
931	GIRLS 13 & 14 50 YARD FREE EXHIBITION
932	BOYS 13 & 14 50 YARD FREE EXHIBITION
933	GIRLS 15 - 17 50 YARD FREE EXHIBITION
934	BOYS 15 - 17 50 YARD FREE EXHIBITION
900	OPEN GIRLS 25 YARD FREESTLYE
901	OPEN BOYS 25 YARD FREESTLYE
921	PARENTS 100 YARD MIXED FREE RELAY
922	COACHES 100 YARD MIXED FREE RELAY
969	COACHES 50 YARD FEEE
971	PARENTS 100 YARD MOMS FREE RELAY
972	PARENTS 100 YARD DADS FREE RELAY
973	COACHES 100 YARD MEDLEY RELAY

Do entries just like you have done for regular dual meets except **DO NOT** mark Exhibition Free swimmers as Exhibition. BE SURE YOU ENTRY YOUR "FOR POINTS" FREESTYLE SWIMMERS in the appropriate event. These are **Events 4, 6, 8, 9, 10, & 35-40.** Events will be in numeric order so all the exhibition events will be at the end of the list in the "900's".

RELAYS: As we did last year, alternates for relays will be considered "DECLARED" as long as the swimmer is entered in City Meet. DO NOT CREATE "B" and "C" relays as in the past to declare names. We no longer follow this process.

DON'T FORGET TO ENTER PARENTS AND COACHES RELAYS AND THE COACHES FREE.

ABOVE ALL, **CALL IF YOU HAVE QUESTIONS 256-682-2521, Greg Wright**. It makes my job a lot easier if the inputs are correct.

After completing all of your entries, export the entries just as you have done all season. You must email the entry export file to records@swimrcsl.org by July 6th, 2019 at 5:00PM or before. Also, export your full roster-with contact/mailing information and email that on July 6th or before. Lastly, also send a backup of your Team Manager. In Team Manager go to File/Backup. Select a directory to save backup to (making note of where you put it) and then attach that file to your entry email along with you entries and export file. The entries will be imported and an entry report sent back to you.

Examine this report **CLOSELY** and identify any problems or changes to the VP-records via phone (256) 682-2521 ASAP. You must still come on Sunday, July 7th to turn in your check as well as resolve any questions.

The Meet Entry Spreadsheet is the best way to verify that you have 3 swimmers in each event. Click Reports then Meet Reports, then Meet Entry Spreadsheet to create this report.

On July 7th, bring the following to Greg Wright's House (3022 Thompson Circle) between 2 and 4 pm:

1. A printed copy of the Meet Entry Fees
2. A check for the amount calculated on the Entry Fees Report (this includes all fees).

Lastly, on July 8th, by 12 noon, export your final entries and email them to records@swimrcsl.org . In the Subject heading please, enter **TEAM NAME** and the words "**FINAL ENTRIES**" so I know these are your final inputs. Once again, also include another Team Manager backup after you have done all your entries. You may complete this entire step prior to noon, July 8th if you can (no special brownie points but appreciated by me)