

To Enter Events with Meet Manager

- 1 Open Meet Manager – Double click on icon on desktop
- 2 Look at top line of text to see what meet is loaded
- 3 Is Dual Meet.mdb displayed?
 - YES – continue
 - No –
 - 3A Click on File
 - 3B Click on Open/New
 - 3C Double click on Dual Meet.mdb
- 4 Click on Schools – Are the correct schools listed?
 - YES – continue
 - No - Install correct schools
- 5 Click on Close
- 6 Click on Run
- 7 Click on event from Event List menu
 - 7A – Relay events
 - 7A1 Click on Adjust
 - 7A2 JV heats? YES – Click on Add Heat
 - 7A3 Click and drag team name to heat and lane assigned
NOTE: JV events are competed in heat 1, Varsity events in heat 2
7A3a For Relays:
1st relay to enter must be the Varsity “A” followed by Varsity “B”,
and so on. JV relays are entered after all Varsity. They will be
listed as D,E,F or whatever letter starts after Varsity is entered.
 - 7A4 Click on Accept when finished
 - 7A5 For Relay swimmers names – Click on correct Heat (red box to
center right of screen)
 - 7A5a Click on Relay Names
 - 7A5b Click on relay to be edited
 - 7A5c Double click on name in left column to add swimmer
Double click on name in right column to delete swimmer
 - 7A5d Click on Close when finished
 - 7B – Individual Events
 - 7B1 Click on Adjust
 - 7B2 JV heats? - Click on Add Heat
 - 7B3 Click on dropdown menu below Schools
 - 7B4 Click on school to be edited
 - 7B5 Click and drag name from list (if no names are displayed click on
Show Athletes)
 - 7B5a – JV always competes in Heat 1, Varsity in Heat 2
 - 7B5b – If no JV in this particular event, place Varsity in Ht 2 anyway
 - 7B6 Click on Accept
- 8 When completely entered Click on Close
- 9 Click on File
- 10 Click on Backup – Menu automatically goes to A: drive
- 11 Double click on correct meet file
- 12 Click on OK
- 13 Click on NO to not include message
- 14 Click on OK for multi disk insertion (Duals do not need more than one disk)
- 15 Click on OK when completed

- 4A – NO (To enter correct teams in database)
- 4A – Click on Close
- 4B – Click on File
- 4C – Arrow over Purge
- 4D – Click on Remove Data Selectively
- 4E – Click on box by Teams
- 4H – Click on OK
- 4I - Click on OK on question box
- 4J - Click OK on completed box
- 4K – Click on File
- 4L – Arrow over Import
- 4M – Click on Rosters Only
- 4N – Click on arrow in Look in: to go to A: drive
- 4O – Click on A:
- 4P – Double click on the ZIP Roster File created with Team Manager
- 4Q – Click on OK to open ZIP file
- 4R – Double click on Hfile (hy3) with roster
- 4S – Click OK to import roster
- 4T – Click on NO to not import competitor numbers
- 4U – Click on OK when finished
- 4V – Repeat step 4