2019 Championship Meet Entry Procedures

Seed Meeting Date: Monday, July 15 (at Harting Farm Clubhouse) 6:30-7:30pm

Checklist

Item	Due

▪ Emailed to BRONZE host
  □ Entry file including names of Relay swimmers
  □ *Team Manager* Report: Top Times
  □ *Team Manager* Report: Number of Meets Attended/Splashes
	Sunday, June 14
	1PM

▪ Emailed to SILVER host
  □ Entry file including names of Relay swimmers
  □ *Team Manager* Report: Top Times
  □ *Team Manager* Report: Number of Meets Attended/Splashes
	Sunday, June 14
	1PM

▪ Emailed to GOLD host
  □ Entry file including names of Relay swimmers
  □ *Team Manager* Report: Top Times
  □ *Team Manager* Report: Number of Meets Attended/Splashes
	Sunday, June 14
	1PM

▪ Printed: Bring to Seed Meeting □ 3 *Team Manager* Reports: Meet Entries (one for each meet)	**Monday, June 15** **6:30PM**

Team Manager How-To

Proof of Participation (From home screen in *Team Manager*)

1. Reports→Meet Reports→Number of Meets Attended/Splashes (1st item in list)
2. Under Athlete Filters, select your team (you can skip this if only your team is in your TM database).
3. Check the box [Include Number of Splashes] then click [Create Report]
4. Download as PDF (icon far upper left)

Proof of Times (From home screen in *Team Manager*)

1. Reports→Performance→Top Times
2. In the Meet menu window, it should say [All Meets]. If not, select [All Meets].
3. In the Athlete Filters area, it should say [All]. If not, select [All]
4. In the lower left of the screen, click [Use Since Date] and enter 06/01/19 via the Use Times Since drop-down.
5. Look for Course Options (right side of screen). For each meet, select [YY] for a 25-yard pool venue or [SS] for a 25-meter pool venue.
6. Look for Event Filter below the Course Options area. Set to [Individual]. Set Top How Many to 1.
7. Then click on the Stds tab. Select [GASL2017] from the Standards menu
8. Check the box Include Time Standards
9. From Standards at Least menu, select:
   a. [Gold] for the report going to the Gold host
   b. [Silver] for the report going to the Silver host
   c. [All] or [Bronze] for the report going to the Bronze host

Meet Fees Calculation (From home screen in *Team Manager*)

1. Reports→Meet Reports→Meet Entries.
2. Select a Meet, make sure Individual is checked under Event Filters.
3. Click [Create Report]. The last page of the report reflects total number of entries.
4. Sum the three meets' entries, multiply by $2 and voila you know the amount to write on your check.