

## **Steps to Create Meets, Events, Entries:**

In order to enter swimmers in events, you will need to create the meet first.

### **Click on the Meets tab:**

-Select "add"

-On the "add meet" screen input the meet name, Course- "Y", and then start and end date (your choice on the meet name, can just put "HS Meet Sept 10", etc.). All other fields can be left blank.

### **Once you create the meet, you are ready to add the events:**

-On the same Meets Section, and with the meet you just added highlighted, click on "events"

- Click "Add" and here is where you will begin adding the events

-Note that events 1-2 are relay events. You will need to change the button to "relay". Then for age range select "open/senior". Then select the distance and the stroke and say "Okay".

-After you create the female event, it will automatically save all the data you put in and change the gender to male for the following event. Continue to add events until all 22 are in.

-Don't forget to change the type back to "individual" or "relay", depending on the type of event.

-Once you finish adding the last event, hit "cancel" to get that Add Event screen to close. Then, close the Events screen so you are at the Meets main menu again.

### **Once you have the events in, you are ready to do entries:**

Still under the Meets section, click on Entries.

-Click on Entries BY NAME to select their individual events

-It will list all of your athletes and their eligible events for you to check off. If you have a time you want to put in for them, do this under "custom time" field.

-To do relay entries, go back to the Meets Menu and Click on Entries, BY EVENT. It will list all of the meet events, go to each RELAY event and once on the relay event, go to the lower right section and click "add relay". Add as many relays as you want to enter for that event. You do not need to list relay swimmers for the regular season meets, just the actual relay team. For the CCSL City Champs and for state meet, you will need to enter your relay swimmers and up to 4 relay alternates per relay entered. These will be your only eligible swimmers for those relays that the championship meets.

**Recommended Tip:** You can also use the "entries by event" feature to check and make sure you do not exceed the entry limits per event (4 in 500 free, 50 free is unlimited and all other events you can enter up to 6 swimmers; For relays you are allowed an A, B, C).

**You can go to Reports menu to print your meet entries.**

**To send your entry file:**

*Must email an export file to [meets@crawlfishaquatics.com](mailto:meets@crawlfishaquatics.com) (not the report but the file you will export).*

-go to File, then Export

-choose to export Meet Entries and select the Meet.

-Choose the drive to Export to- if you have a flash drive, export to that, will make it easier to find!  
Will be a zip file, typically something like "TeamName\_MeetEntries-Sept 10.zip".