



# Entries Chair Quick Reference Guide

Is this the 1<sup>st</sup> file received from this team?

YES

NO

**Import Entries**  
[File/Import/Entries]

**Delete Team from Meet Manager**  
(Delete Unattached team if they have one as well.)  
  
[Teams/(highlight team you want deleted)/DELETE]

Were there EXCEPTIONS when you imported the entries?

YES

NO

**Save Exceptions as a PDF**

**Create and Save an Entry Report for the team.**  
[Reports/Entry Lists]  
(Select Athletes + Relays if you have relays in your meet.)  
**Email Entry Report AND Exceptions Report to Team**

**TIPS**

- NEVER delete any files a team sends to you (you may need to go back to them.)
- CREATE a folder for your meet (It is helpful to have this folder accessible to others if Entries person is not going to be running the meet computer at the meet. (Use Google Drive, DropBox, etc.)
- USE Sub-Folders:
  - 1) Entries (sub-folders for each team)
  - 2) Back-Ups
  - 3) Timelines
  - 4) After-Meet Reports, etc.

**Seed/Re-Seed the Meet**  
[Seeding/(select ALL under Sessions List)/Select All/Start Seeding]

**Check Session Report to be sure meet is under the 4-hour rule.**  
[Reports/Sessions/Select All/Create Report]  
**Work with Admin Referee/Official if meet is over-sized.**

**Repeat for each Team's Entries**

**Send USA-S Registration and Team List to Cassy when ALL initial entries are imported AND again if any additional athletes are added to the meet.**  
[File/Export/USA-S Registration] & [Reports/Team Reports/Create Report]