**MEMO TO ALL TEAM STATISTICIANS:**

**FROM Jennifer Johnson, LEAGUE STATISTICIAN   
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# June 26, 2016

# Meet Entries for Championship Meet

You will set up a meet as you've been doing all season, enter your swimmers in a maximum of 3 events, enter your relays, and then you will export the **meet entries** to a file which you can e-mail to me.

1. In Team Manager for Windows add a new meet called CHAMPS2017

Start date: 07/09/2017

End: 07/09/2017

Course: Y

Use time since: 06/01/2017

Age up: 06/01/2017

Meet class: SL (Summer League)

Maximum entries per athlete: 3

All other entries are optional.

1. Use the same events for CHAMPS2017 that you have used for previous dual meets.
2. Make sure you enter your **relays** in CHAMPS2017 as well as your individual swimmers. You do not need to designate your relay swimmers prior to the meet.
3. To export meet entries, on the main menu bar click File, Export, Meet Entries. Team Manager will ask you to specify where you want to store the Meet Entries Export file (ex. Drive C). Then you will be asked to specify the meet name.

To check what you have exported, print the Meet Entries Report. To do this, from the main menu bar click Reports, Meet Entries, Listing by event or by name (whichever you prefer). Check to make sure all your swimmers are entered in the correct event with the correct time**. Make sure your relays are entered (check listing by event).**

1. Get the file to me no later than **Friday, June 30 at 10:00PM**. You may send this to me with the paperwork and file from your team's final meet as long as I get it by **June 30. No CHAMPS entries will be accepted if I do not have all 5 regular season meets.**
2. **You will receive the psyche sheet later that night or by 10am Saturday morning. You will have until 1pm on Sunday, July 2nd to make any changes. Then the program goes to print.**

See page 2.

# REMINDERS!!! REMINDERS!!! REMINDERS!!! REMINDERS!!!

1. In order to be eligible for the Championship Meet, a swimmer MUST HAVE SWUM IN AT LEAST 2 SEASON MEETS AND HAVE ONE LEGAL TIME (NOT A DQ).
2. Do not enter your swimmers in more than 3 individual events. I have set up Meet Manager to exclude any swimmer entered in more than 3 individual events.
3. If you have a swimmer who swam in only your FIRST MEET OF THE SEASON, and then quit the team, we will allow you to remove this swimmer from your team roster. HOWEVER, YOU MUST DETERMINE WHO THESE SWIMMERS ARE AND GIVE ME A LIST OF THEIR NAMES. I will then verify that they have not swum in any subsequent meets.
4. Please do not enter a swimmer unless you are **very sure** that they will attend the Championship Meet. It is unfair to the swimmers who are swimming to have empty lanes around them.
5. If you do have swimmers who have to scratch, let me know by **1pm on July 2nd**.
6. If you have swimmers who do not show up at the Championship Meet, you have an opportunity to scratch them prior to each session without being penalized. If you have NO SHOW swimmers, your team is assessed a monetary fine with next season's dues. ($1.00 per swimmer per event in excess of 10% of your season roster.) If you make changes at CHAMPS the fee is $10 per change, payable at CHAMPS.

THANK YOU ALL for a job well done this year! You made my job as easy as possible and I really appreciate it.