**Close-Outs for MM Heat Sheet**

Create the Footer:

* Copy the below footer image into a program that will allow you to create a JPG file.
* Meet Manager only permits JPG, BMP and PNG file formats for the footer file.

In Meet Manager:

* Select Setup - Report Preferences from the main menu, then Footer Logos
* Select Logo 1 and then browse to where the attached graphic file is saved on the computer or cloud and then select it
* Make sure Page Footer Height is set to 3. Create a sample Report.

To print the referee sheets:

* Go to Reports, Meet Program and set up the page as requested, which can be one event per page (either one- or two-column).
* On the "Include in Meet Program" tab, select Logos in footer. Memorize the report (for instance, “Referee Sheets”) to recall later.
* The Referee Sheets are then ready to print.

