

Crawley SC Open Meets

Procedure for Electronic Entry

If Team manager or Team manager Lite is not installed on your computer, you will need to install this from our website via the link. www.crawleysc.co.uk/Springopen

To download TM Lite follow the screen instructions to install on your computer.

Once installed you will firstly need to create / open a database. To do this just click **File/ Open** and type in a database name to create a TM Database. This can be anything.

You will now need to import the events file for our meet. This can be found also on our website as a zip file.

Next add your team abbreviation and team name using the **Teams** menu. Then enter your swimmers using the **Athletes** Menu. At this stage you only need to enter swimmers names etc not the events.

Once you have entered all swimmers, you can now enter the events each swimmer wishes to swim. Click **Meets**, select the meet and click **Entries**. Select **By Event** or **By Name** to place athletes into events. For each entry add an entry time in the **Custom** time box. You do not need to put any dots or colons between the digits (e.g. 2min 34sec 69 = 23469)

The qualifying times will also be shown on the screen for the different age groups.

Click **Reports /Performance/ Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct.

After verification click **File / Export / Meet Entries**. This will create a zipped file that can be emailed to – crawleysc@btinternet.com

Once emailed please send a summary sheet and a cheque for events and coaches passes to the address on the summary sheet. Please do not send recorded delivery.