

1. Each team imports this Meet Events file into TM Lite or TEAM MANAGER using **File / Import / Meet Events**. **Note:** Upon first use of TM Lite or TEAM MANAGER and before importing, the TM person must click **File / Open** and type in a database name to create a TM database.
2. If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to **Meets / Add** and enter the appropriate information. Then go to **Events**, click the radio button for Entry Events, then add the events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.
3. The TM person adds their team abbreviation and team name using the Teams Menu and enters their rosters using the Athletes Menu.

4. The TM person then clicks **Meets**, selects the meet and clicks **Entries** and selects **By Event** or **By Name** to place athletes into events and to add relays. For each entry, the team puts in a custom entry mark. Relays can only be added By Event.

5. The team clicks **Reports / Performance / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct.
6. Upon verification, the TM person clicks **File / Export / Meet Entries**. This will create a zipped file that is to be e-mailed to the meet host.