

# Instructions for Completing MOC Entries

1. Save attachment (Meet Events 2010 MOC) to desktop.
2. Open Team Manager.
3. Go to File, Import, Meet Events.
4. Choose the file you saved to your desktop. (It will tell you that it has placed the file in a temporary file and you will need to click on it again.)
5. Once the files have been imported, choose Meets from the top menu.
6. Click on the Meet Of Champs meet.
7. Complete entries as usual. All the events should be there in order and with the correct number. (Be sure to use these events. Please do not type them in yourself or modify them in any way. If ANY of your event numbers are off, your entries WILL NOT come through.) If you get confused, email Lauren: [laurenmbrewer@hotmail.com](mailto:laurenmbrewer@hotmail.com).
8. Be sure to follow WHALe guidelines for entries. Just so that everyone is aware, the entries are as follows: **8 free, 4 back, 4 breast, 4 fly, 3 IM, 1 free relay, and 1 medley relay**. Every swimmer should have swum in at least two dual meets. There are no swim-ups in individual events (except for TAGS/Sectional swimmers), but swimmers will be allowed to swim up in relays. Medals are awarded to the top 8 individual swimmers and top 3 relays. The top 2 individual swimmers in each division along with the next 6 fastest qualifying times in the league will return on Sunday for the All Star Meet. Relays should be entered with NoTime (NT).
9. Individual events should not have more than a 1 minute seed time excluding IM.  
No changes after you send in your entries.
10. Once entries are complete go to File, Export, Entries.
11. Save the file to your desktop. Highlight the file and rename it with your team name and division (ie: GLST Div 1 MOC; WGST Div 3 MOC)
12. Email entries as an attachment to [laurenmbrewer@hotmail.com](mailto:laurenmbrewer@hotmail.com).
13. Entries are due no later than Monday, June 21<sup>st</sup> at 8:00 P.M. Please include contact information including an email address and a phone number in case there are any problems with the entries. If you have any questions between now and then, please email [laurenmbrewer@hotmail.com](mailto:laurenmbrewer@hotmail.com). Lauren will email a confirmation that your entries have been received and entered.
14. You and your coach are required to attend an informational meeting on June 21<sup>st</sup> at Cinco Ranch Library at 6:30pm. Both coaches and reps will vote at that time for the sportsmanship award for each division. You will not be allowed to vote for your own team.