

Instructions for Completing MOC Entries

***If your team does NOT have Team Manager, please email Kelly ASAP at kelly_lynn_hume@yahoo.com. There is a free web version of the program that can be used and Kelly will provide instructions/technical support on how to do this.

1. Save attachment (Meet Events 2011 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. It should be the most recent meet listed at the top.
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 Kelly: kelly_lynn_hume@yahoo.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 swims 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.
9. Relays should be entered with NoTime (NT).
10. We will run one heat of the IM and two heats of the other individual event at the ASM . The top individual swimmer in each of the five divisions along with the next 11 fastest qualifying times overall will return on Monday for the All Star Meet. For the IM, the top finisher from each division along with the next three fastest times will swim.
11. Results will be posted Sunday Morning on the website to check for advancers. There will be no relays at the ASM.
12. Individual events should not have more than a 1 minute seed time excluding IM.
13. No changes after you send in your entries.
14. Once entries are complete go to File, Export, Entries.
15. Save the file to your desktop.
16. Highlight the file and rename it with your team name and division (ie: GLST Div 1 MOC; WGST Div 3 MOC)
17. Email entries as an attachment to kelly_lynn_hume@yahoo.com.
18. Entries are due no later than Monday, June 20th at 5:00 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 kelly_lynn_hume@yahoo.com. Kelly will email a confirmation that your entries have been received and entered.
19. You and your coach are required to attend an informational meeting on June 20th at the Falcon Point Country Club 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.