

TO: Boys (Division I) and Girls (Division II) Sectional
Swim/Diving Coaches

FROM: Dave Whipkey, Rod Russell -Managers

DATE: January 26, 2004

1. DETAILED ENTRY INFORMATION AND SCHOOL ASSIGNMENTS ARE POSTED TO www.ohsaa.org, www.swdab.org, and www.swimmeet.com. Please note the District Board's mandated WEATHER CANCELLATION POLICY. The Mason Sectional and Southwest District contingencies will be posted to the above mentioned websites.
2. The 2004 Mason **BOYS** Sectional Swimming Championships will be held at Mason High School as follows:
SWIMMING - Friday, February 13, 2004
Swimming Warm-Ups 5:00 p.m.
Swimming Competition 6:30 p.m.
DIVING - Wednesday, February 11, 2004 at **Miami University**
Diving Warm-Ups 5:00 p.m.
Diving Competition 6:00 p.m.
3. The 2004 Mason Girls **DIVISION II** Sectional Swimming Championships will be held at Mason High School as follows:
SWIMMING - Saturday, February 14, 2004
Swimming Warm-Ups 10:00 a.m.
Swimming Competition 11:00 a.m.
DIVING - Tuesday, February 10, 2004 at **Miami University**
Diving Warm-Ups 5:00 p.m.
Diving Competition 6:00 p.m.
4. There will not be a meeting this year. All entries are to be submitted electronically. The following items are to be mailed to Dave Whipkey, 5256 Greenhouse Drive, Mason OH 45040:
 - A. School Entry Form (which is to be signed by the Principal). **THIS FORM IS POSTED TO THE OHSAA WEBSITE.**
 - B. A current eligibility list **FROM THE SCHOOL.**These items must be ***received*** (not postmarked) by Friday, February 6, 2004. Call Dave Whipkey to arrange for an alternate delivery if they cannot be mailed and received by the deadline. Electronic entries must be received no later than Sunday, February 8, 2004 at 4:00 P.M.
5. The electronic procedure for Sectional entries is the same as last year. Please refer to www.swimmeet.com to obtain the information/instructions regarding downloading the file for your computer generated entry into the meet. You must e-mail the entry to Dave Whipkey at dwhipkey@aol.com no later than 4:00 P. M. on Sunday, February 8th. (If you do not receive an entry report within 24 hours of sending in your entries, you should contact Dave Whipkey to confirm receipt of your entries). ***SUGGESTION*** - Entry information should be downloaded by February 1st. Dave Whipkey should be notified immediately of any difficulties. ***THE OFFICIAL ENTRY FORMS(with swimmer's name and time) are posted to the OHSAA website which has a link on www.swimmeet.com.***

The OFFICIAL TEAM ENTRY FORM IS ALSO POSTED. MAKE SURE YOUR DIVERS ARE ENTERED ON THE OFFICIAL ENTRY FORM AND THE DIVING COACH GETS THE APPROPRIATE SPECIFIC INFORMATION FROM THE APPROPRIATE WEBSITES!!!!!!

6. Admission of \$5.00 will be charged (OHSAA mandated).
7. Teams and/or individuals must be accompanied by a coach or faculty representative of the school from which the swimmer or diver is entered. A parent is **NOT** an acceptable alternative, nor is an out-of-school coach, unless designated in writing by the principal **on school letterhead.**
8. A concession stand will be available for food and drinks.
9. Diving forms are available on www.swdab.org and www.swimmeet.com. For **ALL DIVISIONS**, one sheet per diver must be turned in no later than Friday, February 6. Copies will be made on site in the colors:

Centerville/Wittenberg teams	BLUE
Keating teams	YELLOW
Mason teams	GREEN

Refer to the DIVING COACHES information sheet on the websites for details.
10. Coaches are instructed to educate your swimmers on proper behavior, good sportsmanship and respect.
11. Coaches are responsible to see that the team areas are clean before they leave.
12. The meet is computerized - please be precise on your entries. All events are timed finals.
14. **Be sure to have your medical emergency forms at each session INCLUDING the diving session.**
15. This information is also located on two web sites: www.swimmeet.com
www.swdab.org

Sincerely,

Dave Whipkey
5256 Greenhouse Dr.
Mason, Ohio 45040
(513) 573-9677 (Home)
(513) 608-8915 (Cell)
dwhipkey@aol.com

Rod Russell, Athletic Director
Mason High School
6100 S. Mason-Montgomery Road
Mason, OH 45040
(513) 398-2513 (Office)
russellr@mason.k12.oh.us

Mens Warm-up Lane Assignments – Session #1 – 5:00-6:00

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10	Lane 11
Turpin	Mason	Moeller	Kings	CCD	Anderson	Milford	Mariemont	New Richmond	Wilmington	Sycamore
Madiera	Little Miami	Norwood	CHCA	Glen Este	Amelia	Bishop Fenwick	Indian Hills	Loveland	Seven Hills	
		Batavia			Bethel Tate	Summit Country Day	McNicholas	Lemon-Monroe	Reading	

Warm up Session # 2 6:00—6:20

Lanes 9, 10 and 11 General Warm up

Lanes 1, 2, 3, 4, 5, 6, 7, 8 one way dive sprints

Coaches please be aware and considerate of everyone, warm ups will be extremely crowded. Each warm up session has 190 swimmers in it.

Lanes 10 and 11 will be available throughout the meet for your swimmers to use for warm-up and cool-down. Lane 9 will be left empty during the swimming competition in order to provide a buffer for those competing in lane 8.

There is a short break scheduled after the 50 Free. Other breaks may be scheduled during the coach's meeting.

Coach's meeting will be held at 6:10PM in the hospitality room

Officials meeting will be held immediately after the coach's meeting.

Scratches & relay changes: Please take all information to the computer desk as soon as you arrive at the pool. There will be a scratch sheet at the computer desk that will be given to the referee immediately before the coach's meeting. Deadline for any changes to relays is 5:15PM

Only swimmers competing in the meet should be on deck. So that all swimmers can be in the pool area, the first set of seats in the stands (furthest from the starting blocks) will be held for swim teams in addition to the seating on the pool deck. Overflow seating is also available in the "Commons" area of the high school. Please tell your swimmers to not sit in the other portions of the stands in order to make room for the spectators who have paid for those seats.

Teams should use the locker rooms just outside the pool area and not use the community center changing area. Your swimmers may purchase a day pass if they would like to use the community center, but without that pass they should not be in the community center portion of the facility.

Please have your teams enter the pool area using the Natatorium entrance next to the school and not use the entrance on the Community Center side of the pool.

Ladies Warm-up Lane Assignments – Session #1 – 10:00-10:40

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10	Lane 11
Wilmington	Wyoming	Badin	Indian Hills	CCD	Clark	Purcell Marian	New Richmond	Mariemont	Norwood	CHCA
Edgewood	Seven Hills	Madiera	Little Miami	Bishop Fenwick	Franklin	Reading	Roger Bacon	McNicholas	Taylor	Clinton Massie
	Ross	Finneytown	Summit Country Day	Bethel Tate	Batavia	Deer Park			Lemon Monroe	

Warm up Session # 2 10:40—10:55

Lanes 9, 10 and 11 General Warm up

Lanes 1, 2, 3, 4, 5, 6, 7, 8 one way dive sprints

Coaches please be aware and considerate of everyone, warm ups will be extremely crowded. Each warm up session has over 250 swimmers in it, with 263 athletes entered in the meet overall.

Lanes 10 and 11 will be available throughout the meet for your swimmers to use for warm-up and cool-down. Lane 9 will be left empty during the swimming competition in order to provide a buffer for those competing in lane 8.

There is a short break scheduled after the 50 Free. Other breaks may be scheduled during the coach's meeting.

Coach's meeting will be held at 10:40 in the hospitality room

Officials meeting will be held immediately after the coach's meeting.

Scratches & relay changes: Please take all information to the computer desk as soon as you arrive at the pool. There will be a scratch sheet at the computer desk that will be given to the referee immediately before the coach's meeting. Deadline for any changes to relays is 10:15AM

Only swimmers competing in the meet should be on deck. So that all swimmers can be in the pool area, the first set of seats in the stands (furthest from the starting blocks) will be held for swim teams in addition to the seating on the pool deck. Overflow seating is also available in the "Commons" area of the high school. Please tell your swimmers to not sit in the other portions of the stands in order to make room for the spectators who have paid for those seats.

Teams should use the locker rooms just outside the pool area and not use the community center changing area. Your swimmers may purchase a day pass if they would like to use the community center, but without that pass they should not be in the community center portion of the facility.

Please have your teams enter the pool area using the Natatorium entrance next to the school and not use the entrance on the Community Center side of the pool.

Mens Sectional & Ladies Division 2 Swimming Sectional – Mason Site

The following information and attached entry regulations are applicable to those participating in the Mens Division 1 and Girls Division 2 – Mason Site.

The following items are to be received by the entry chairman no later than 4:00 PM on Friday, February 6, 2004

- a) OHSAA team entry form (posted at www.ohsaa.org)
- b) Completed, signed Eligibility list (posted at www.ohsaa.org)

The above may be mailed to the entry chairperson:

Dave Whipkey
5256 Greenhouse Drive
Mason, OH 45040
Phone: (513) 573-9677 (home), (513) 608-8915 (cell)
E-mail: dwhipkey@aol.com

OHSAA has standardized computer procedures for the State Swimming & Diving Tournament. State, District, & Sectional meets will operate using Hy-Tek Meet Manager. Mason Sectional Entry instructions are enclosed.

There are no entry fees for the State Swimming and Diving Tournament. Entries are to be sent electronically or by mailed disk to be received by the entry chairperson no later than:

4:00 PM on Sunday, February 8, 2004

If mailed, plan accordingly for the information to be received by the required deadline.

The Mason Mens Sectional Swimming Meet and Ladies Sectional (Division II) Meet will be held at: Mason High School, 6100 S. Mason-Montgomery Road, Mason, OH.

MENS DIVING: THURSDAY FEBRUARY 11, 2004

MIAMI UNIVERSITY OXFORD, OHIO

Warm-up at 5:00 PM Meet at 6:00PM

MENS SWIMMING MEET: FRIDAY, FEBRUARY 13, 2004

Mason High School, 6100 S. Mason-Montgomery Road, Mason OH

Warm-up at 5:00 PM Meet at 6:30 PM

LADIES DIVISION 2 DIVING: TUESDAY FEBRUARY 10, 2004

MIAMI UNIVERSITY OXFORD, OHIO

Warm-up at 5:00 PM Meet at 6:00PM

LADIES DIVISION 2 SWIMMING MEET: SATURDAY FEBRUARY 14, 2004

Mason High School, 6100 S. Mason-Montgomery Road, Mason OH

Warm-up at 10:00 AM Meet at 11:00 AM

Diving Coaches: Note the site for your team's Diving Competition.

DIVING COACHES MUST NOTIFY THEIR SWIM COACHES REGARDING ENTERING THE DIVERS IN THE MEET.

Meet managers will forward the diving entries to the respective diving site managers. Please read the attached entry regulations.

WEATHER CANCELLATION POLICY

By District Board Action: A new Weather Cancellation Policy was adopted:

The Southwest District Board has established the following policy for cancellation or postponement of tournaments.

Schools participating in swimming/diving tournaments and reside in a county that experiences a Level Two (2) or Level Three (3) weather emergency, that SITE (tournament) will be postponed. Tournament managers must contact the District Board and make every effort to personally contact each school's coach, athletic director, or principal.

Schools are also encouraged to make use of the Board website (www.swdab.org) for updated information regarding postponements and cancellations.

The tournament manager will contact the Board Secretary, who will work with the managers to contact the "News Media."

Also enclosed is the contingency plan should weather conditions force rescheduling of the meets

For further information regarding the Mason Site call: Dave Whipkey, Meet Manager, (513) 608-8915, dwhipkey@aol.com

Weather related contingency plans for the Mason Sectional Site

A Contingency plan has been devised should weather during the scheduled dates of February 13th and 14th create a need for rescheduling. We wish to advise you of these plans so that you can have proper transportation and representation arrangements in place to facilitate the full participation of your student-athletes in this the first part of the state tournament.

REGARDING COMPETITION SCHEDULED FOR FRIDAY FEBRUARY 13TH

MENS SWIMMING: Rescheduled for Saturday February 14th Warm-up at 6:30 PM Meet at 7:30 PM

REGARDING COMPETITION SCHEDULED FOR SATURDAY, FEBRUARY 14TH

LADIES DIVISION II SWIMMING Rescheduled for Sunday February 15th Warm-up at 8:00AM Meet at 9:00 AM.

IF BOTH FRIDAY FEB. 13TH AND SATURDAY FEB. 14TH ARE CANCELED

MENS SWIMMING: Rescheduled for Sunday February 15th, Warm-up at 8:00 AM Meet at 9:00 AM.

LADIES DIVISION II SWIMMING: Rescheduled for Sunday February 15th, Warm-up at 1:00 PM Meet at 2:00 PM

IF THE ABOVE CONTINGENCY FOR SATURDAY AND SUNDAY ARE UNABLE TO TAKE PLACE

MENS SWIMMING: Rescheduled for Monday February 16th, Warm-up at 7:00AM Meet at 8:00 AM

LADIES SWIMMING: Rescheduled for Monday February 16th, Warm-up at 12:00PM Meet at 1:00PM

INFORMATION REGARDING CANCELLATIONS WILL BE POSTED ON THE FOLLOWING WEBSITES

www.masonswimmingdiving.org and www.swimmeet.com

Mason Sectional Swimming

Should you need any further information regarding these contingency plans for the 2004 Boys and Girls Mason Sectional Site, you may contact: Dave Whipkey, Meet Manager, (513) 573-9677 (Home), (513) 608-8915, (Cell), dwhipkey@aol.com

**2004 SWIMMING AND DIVING TOURNAMENT
ENTRY REGULATIONS**

1. OHSAA Team Entry, Eligibility Sheets and event entry program to download are available at the website, www.ohsaa.org.
2. **January 26, 2004 is the THIRTY (30) DAY CUT-OFF FOR INDEPENDENT SWIMMING.**
3. A school that actually competes in at least two interscholastic meets as a school team prior to the non-interscholastic cut-off date (January 26, 2004) is eligible for relay event entry at the Sectional District tournament regardless of the number of individuals entered and competing.
4. **Each school shall be permitted four (4) entries in each individual event and one (1) team in each relay event** with no cut-off times.
5. **A competitor shall be permitted to participate in a maximum of four (4) events, no more than two (2) of which may be individual events.**
6. **Relay team members may be changed from the Sectional to the District to the State Tournament** provided swimmers are on the school's tournament eligibility list and will not have participated in more events than permitted by the federation rules (Rule 3, Section 2, Article 2, See Note). **Names** of up to eight individuals and the notation of those who are actually competing on the relay are to be listed on the relay cards which are then to be turned in at the appropriate time **on the day of competition**
7. In championship meets, a competitor officially becomes a participant in an individual event when the official entry form is delivered to the meet manager at the specified time and place. (Rule 3 Sec 2 Art. 2)
8. National Federation Swimming/Diving Rules stipulates that a team consists of one (1) or more competitors. Therefore, any school entering individuals in the Swimming/Diving Tournament is eligible for team point scoring. (Rule 1 Section 4 Article 1)

9. **For the men**, the Centerville, Keating, Mason and Springfield sites will each have two (2) automatic qualifiers and the next twenty-four (24) at large qualifiers for a field of thirty-two (32) in individual events. For relay events, there will be two (2) automatic qualifiers from each site plus sixteen (16) additional at large qualifiers for a field of twenty-four (24). **In addition, any individual or relay team with a faster time than the last automatic qualifier will be permitted to compete in the District.** Boy divers from the Keating, Mason and the combined Centerville/Springfield sites will each qualify two (2) divers for a total of six (6) automatic qualifiers. In addition eighteen (18) divers based on scores will also qualify for a field of twenty-four (24).

The District Tournament will qualify three (3) in each swimming event to the State Meet, with eleven (11) additional State qualifiers chosen at large on the basis of times recorded in the district meets around the state. Six (6) divers will qualify to the State Meet.

10. **Division II ladies:** Each Sectional in Division II will qualify two (2) individuals in each event. The next twenty (20) fastest times will be at-large qualifiers for individual events. Each sectional will qualify two (2) relays in each event. The next twelve (12) fastest times will be at-large qualifiers for relay events. **In addition, any individual or relay team with a faster time than the last automatic qualifier will be permitted to compete in the District.** The Mason and Springfield sectionals will qualify two (2) individual divers. The next twenty (20) divers based on total points scored qualify to the District Tournament. Sectional diving for all sites will be held at Miami University.

The Division I District Tournament will qualify four (4) in each swimming event to the State Meet, with an additional eleven (11) additional State qualifiers chosen at large on the basis of times recorded in the district meets around the state, Seven (7) divers will qualify to the State Meet.

11. Please refer to the National Federation High School Swimming and Diving Rulebook for 2003-2004 and the January ATHLETE as well as the following **web sites: 1) www.OHSAA.org; 2) www.swdab.org** for additional information regarding the tournament.

TOURNAMENT ENTRY INSTRUCTIONS

REFERENCE: www.OHSAA.org web site

The Ohio High School Athletic Association, OHSAA, Swimming and Diving, Tournament Entry Forms, 2004

Sectional Computer Meet Entry

Please read all instructions and view the Frequently Asked Questions at the bottom of the page before contacting your sectional entry person for assistance.

Download the appropriate Sectional Meet Event File (i.e. if you have a boys only, download the boys – Div. 1 file; if you have a boys – Div. 1 and girls – Div. 1 team, download the boys – Div. 1 file and the girls – Div. 1 file)

Boys – Div. 1 Sectional Meet Event File

Girls – Div. 1 Sectional Meet Event File

Girls – Div. 2 Sectional Meet Event File

Import the file/s from step 1 into Team Manager, assign the athletes to events with times (per Team Manager Instructions), export the entry file/s and print the Team Manager Entry Report/s. (i.e. if you have boys only, you will export the boys – Div. 1 entry file and print the Boys – Div. 1 Entry Report; if you have boys and girls – Div. 1, you will export 2 entry files and print 2 entry reports –

one for boys – Div. 1 and one for Girls – Div. 1) Be sure and use the school code and school name exactly as it is in the OHSAA School Code list.

Note. All teams must use the electronic meet entry process. Non-electronic forms (see link below) will be used only for schools entering individual participants.

Email each entry file/s to the Sectional Computer Entry person as an attachment. The Sectional Computer Entry will email you back confirmation of receipt of the file/s.

Print the OHSAA Tournament Meet Entry form. List the Board-approved coach or faculty representative that will accompany the athletes to the tournament. Obtain the proper signatures.

Fill out the OHSAA Eligibility Certificate (if not already done).

Send through regular mail the following documents to the Sectional Computer Entry person. The Sectional Computer Entry person will not process the Sectional Meet Entry file until all required documents have been received: Deadline - 4:00 p.m., Monday, February 9.

Team Manager Entry Report/s
OHSAA Tournament Meet Entry form
OHSAA Eligibility Certificate

If you need technical assistance, contact your Sectional Computer Entry person.

Click for a list of Sectional Entry Persons and contact information

Frequently Asked Questions (FAQ) - to be added

Non-Electronic Individual Participants Entry Forms

Boys Individual Events Boys Relay Events

Girls Division I Individual Events Girls Division I Relay Events

Girls Division II Individual Events Girls Division II Relay Events

OHSAA Team List Mason Site – 2004

Mens Sectional schools: Amelia, Anderson, Archbishop McNicholas, Archbishop Moeller, Batavia, Bethel Tate, Bishop Fenwick, Cincinnati Country Day, Cincinnati Hills Christian, Clinton Massie, Glen Este, Indian Hill, Kings, Lemon Monroe, Little Miami, Loveland, Mariemont, Mason, Milford, New Richmond, Norwood, Reading, Seven Hills, Summit Country Day, Sycamore, Turpin, Wilmington. **(27)**.

Ladies Division 2 schools: Archbishop McNicholas, Badin, Batavia, Bethel Tate, Bishop Fenwick, Cincinnati Country Day, Cincinnati Hills Christian Academy, Clark Montessori, Clinton Massie, Deer Park, Edgewood, Finneytown, Franklin, Indian Hill, Lemon Monroe, Little Miami, Madeira, Mariemont, New Richmond, Norwood, Purcell Marian, Reading, Roger Bacon, Ross, Seven Hills, Summit Country Day, Taylor, Wilmington, Wyoming. **(29)**

Must be entered as listed
Code Name "Short" Name

Source: <http://www.ohsaa.org/sports/sd/entryforms/schabbrv.htm>

(Cross-check your own schools for accuracy using the above web address)

SCHOOL CODE	SCHOOL NAME	SHORT NAME
BAM	Batavia Amelia	Amelia
BAT	Batavia	Batavia

BTA	Bethel-Tate	Bethel Tate
CAMN	Cincinnati Archbishop McNicholas	McNicholas
CAMO	Cincinnati Archbishop Moeller	Moeller
CCM	Clarksville Clinton- Massie	Clinton Massie
CHCA	Cincinnati Hills Christian Academy	Cincinnati Hills Christian
CIAN	Cincinnati Anderson	Anderson
CICD	Cincinnati Country Day	Cincinnati Country Day
CICM	Cincinnati Clark Montessori	Clark Montessori
CIDP	Cincinnati Deer Park	Deer Park
CIF	Cincinnati Finneytown	Finneytown
CIGE	Cincinnati Glen Este	Glen Este
CIIH	Cincinnati Indian Hill	Indian Hill
CMAD	Cincinnati Madeira	Madeira
CMAR	Cincinnati Mariemont	Mariemont
CPUM	Cincinnati Purcell Marian	Purcell Marian
CSCD	Cincinnati Summit Country Day	Summit Country Day
CSHU	Cincinnati Seven Hills Upper	Seven Hills
CSYC	Cincinnati Sycamore	Sycamore
CTUR	Cincinnati Turpin	Turpin
CWYO	Cincinnati Wyoming	Wyoming
FRA	Franklin	Franklin
HBA	Hamilton Badin	Badin
HRO	Hamilton Ross	Ross
KMK	Kings Mills Kings	Kings
LOV	Loveland	Loveland

MAS	Mason	Mason
MBF	Middletown Bishop Fenwick	Bishop Fenwick
MIL	Milford	Milford
MLM	Monroe Lemon-Monroe	Lemon Monroe
MLMI	Morrow Little Miami	Little Miami
NBT	North Bend Taylor	Taylor
NORD	Norwood	Norwood
NRCH	New Richmond	New Richmond
REA	Reading	Reading
SBRB	St Bernard Roger Bacon	Roger Bacon
TED	Trenton Edgewood	Edgewood
WILM	Wilmington	Wilmington

OHSAA TOURNAMENT – SECTIONAL ENTRY

The OHSAA Tournament entry will be an electronic file and is handled differently than previous high school meets. The meet event file for Sectionals is located on the OHSAA website and there is one for Boys, Girls – Division 1 and Girls – Division 2. You will download the appropriate meet event file depending on whether you have a boy, girls – division 1 or girls – division 2 team.

1. HOW TO DOWNLOAD AND IMPORT THE SECTIONAL MEET EVENT FILE/S

- From the OHSAA site download the following files:
 - o Boys Sectional Event file (if you have a boys team)
 - o Girls – Division 1 Sectional Event file (if you have a girls – division 1 team)
 - o Girls – Division 2 Sectional Event file (if you have a girls – division 2 team)
- Remember where you place the files you download.
- From Team Manager Main Menu, choose FILE – IMPORT – MEET EVENTS
- In Import Events window, change Look IN to correct drive and directory and click on file to use.
- Click OPEN.
- Click Ok to unzipped files window.
- Double-click the "hyv" file in the Import Events window, Click OK, Click OK
- From Team Manager Main Menu Screen, click MEETS
- Double-click the Sectional Meet Event file that you downloaded
- Change the Meet Name to the correct name

- Enter the Location
- Change the date to the correct date
- Set up Maximum Individual Entries per Athlete to 2
- Set up Maximum Relay Entries per Athlete to 3 or Maximum Combined Events to 4
- Click OK
- Click NO to age up athletes.

If you have both girls and boys, you do the above procedure twice, once for the girls sectional event file and once for the boys sectional event file.

2. CREATING THE SECTIONAL MEET ENTRY FILE

- a) Click on MEETS and click on either the Boys or Girls Sectional Meet
- b) Click on Entries, Choose to enter athletes either by event or by athlete name.
- c) Choose your high school team from Choose For Team on second row from top
- d) If you chose Entries by Event, click on each event. The swimmers who are eligible to swim the event will appear in the lower half of the window with their best time in the event. To enter them in the event, click on the Entrd box.
- e) After entering the athletes in the events, click on the X in the second row in the top right corner to return to Meet window.
- f) Click on Print. Click on Meet Entry Report. In Meet Entry window, click on Team and choose your high school. Click on Create Report box on bottom right.
- g) Check over your meet entry report making sure all athletes have been entered in the proper event. Make any changes as appropriate.
- h) If you have a boys and girls team, you will do steps a-g twice, once for boys and once for girls
- i) After you have entered your athletes in the events for the sectional meet,click on X in the second row on the top right corner to be back to the main menu

3. EXPORTING THE SECTIONAL ENTRY FILE

- Click on File – Export – Meet Entries.
- Choose the appropriate Sectional Meet (if it does not appear in the Meet window)
- Click on Export to Drive to choose where you will store the Sectional meet entry file. (If you are sending the file through regular mail, save the file on a floppy disk)
- Either send the floppy disk through regular mail or attach the exported file to an email and email to the sectional computer entry person.
- Mail printed copy of export file, floppy disk with exported file on it (if not emailed) and high school entry form with signature to the Sectional entry person.