

# Suburban League

## Instructions for Championship Entries

1. Download the "Events File" for the meet...

There are 2 files included in the Zipped Events File.

Use the .EV3 file for Team Manager or .CL2 file for other software.

2. Import the Events File to your Team Manager (EV3 file), or other software (CL2 file).

This will set the meet up in your file.

3. Do your entries.

For Team Manager users:

**Individual Entries can be done by Name or by Event.**

**Relay Entries can only be done by Event.**

*Be certain to include an entry for each relay your team plans to swim.*

**The Swimming portion of the meet is One Day, Saturday.**

**Session 1, Distance** - Each Swimmer can be entered into up to 2 events, *if they have 2 events available in their age groups.*

**Session 2, main swimming** - Each Swimmer can enter 3 individual events plus 1 relay OR 2 individual events plus 2 relays.

**Each team is allowed only one (1) relay entry ("A") in each event.**

There is no need to include swimmer's names in your initial relay entries.

As relay swimmers tend to change while at the meet, fill out relay cards for your final relays.

Relay Cards are available on the web site.

Be sure to submit relay cards to the computer table before the event.

**Be absolutely certain that every entry has an entry time.**

NT (no time) Entries are not accepted and will not be imported to the meet file.

If a swimmer has no recorded time in an event, the swimmer's coach must supply a reasonable estimate for the entry.

4. Export your entry file and email it to the entry coordinator by the entry deadline date.

You will have 3-4 days afterwards to fix errors or update your entries.

Changes will be accepted until the date provided in the entry notes.

Bills email ... [billfaucett@live.com](mailto:billfaucett@live.com)

5. If you have any questions regarding championship entries or Team Manager, do not wait until the night of the seeding meeting.

Call or Text Bill on 518-496-6323 well in advance of the entry deadline.