

## **Directions for Backing Up a Meet in Meet Manager**

1. Open Meet Manager
2. Click File > Backup
3. Choose the C: drive in the Drive dropdown (if not already defaulted to this directory) and ensure that the file is being saved to the swmeets6 (the 6 may be a different number if you're running a different Meet Manager version; the number corresponds to the version) directory.
4. Click "Ok"
5. At the Backup Options window, be sure that you do NOT check the "Lock Database Backup as Read-Only for Results, Splits, and Relay Names". If you do, when you restore it into Meet Manager, you will not be able to use the meet or make any changes.
6. Click "Ok" and then "Ok" again at the window that says the file was backed up successfully.
7. If you wish to place the backup file onto a USB drive, locate the backup file at C:swmeets6. The file will be in the format of Swmm6Bkup(name of meet)-01. Highlight that file, right click and select "Copy". Now go to the drive of your USB, right click and select "Paste". The file is now on your USB.
8. To restore this backup, follow the instructions for "Meet Manager Meet Setup Directions".