

## Directions for Setting Up a Meet in Meet Manager

1. Open Meet Manager
2. Click File > Restore
3. Click "Unzip, copy database to a selected folder, and open this new database"
4. Check the box for "Rename database (except for choice 1):"
5. Type the new database file name in the text box, using the following naming convention:  
VisitingTeamAcronym@HomeTeamAcronymMMDDYYYY  
(example HS@BW07012018)  
Please use the following team acronyms:
  - BP – Baker Park
  - BW – Bellewood
  - HS – Hillside
  - LW – Laurelwood
  - NO – Nine Oaks
  - NE – North End
  - SK – Skippack
  - UP – Upper Perk
6. Click "Ok"
7. Locate Meet Manager backup file that you saved to your computer and click "Open"
8. Click "Ok" through the next few pop-up windows (varies by Meet Manager version)
9. Confirm that the new database has been opened with the new name by looking at the top of the Meet Manager window and checking to see that the path is C:\swmeets#\new file name you created
10. Go to Set-up > Meet Set-up
11. Update the following fields – do NOT make any other changes:
  - Meet Name – enter the same database name you entered when you created the database (example HS@BW07012018)
  - Facility Name – enter the name of the home facility
  - Address – enter the address of the home facility
  - City – enter the city of the home facility
  - Postal Code – enter the zip code of the home facility
  - Start Date – enter the date of the meet
  - End date – enter the date of the meet
  - Age-Up Date – DO NOT TOUCH
  - Entry Open Date – enter the date of the meet
  - Entry Deadline – enter the date of the meet
  - Ensure that the DQ Codes drop down value is USA-S DQ Codes Sep 2009
12. Click "Ok"
13. The meet is now ready for importing of entries