

## Preparing entries from the region meet to advance to state.

We must start with the requirements to enter into a region meet. No event may exist in your database that is not in the TAAF Cavalcade the following items must be included for each individual there are no exceptions!

- Last Name
- First Name
- Date of Birth
- Reg ID# (TAAF registration is a eight digit number.)
- Gender

The age field will be auto populated based upon the age up date of 06/01/2016 set in the meet setup.

All relay swimmers must be listed including alternates. Again there are no exceptions. If a relay has no listed swimmers it will be scratched. No swimmers may be added to a relay after the meet has begun.

Upon completion of your regional qualifier meet do the following in this order.

1. Make a complete backup of the meet database and email to [joe@swimtaaf.com](mailto:joe@swimtaaf.com) (Saturday or Sunday) with the Subject of Region ?? Meet.
2. Make a backup copy of your meet for your own use.
3. Open your meet manager and open your meet database.
  - a. Go to file
    - i. SAVE AS rename the file Region ?? 14 and unders
    - ii. Each region has at least three entries in each event
    - iii. In every event where all three of your qualifiers are going to attend state do nothing.
    - iv. If in an event you have a qualifier that will not attend state run that event and scratch that swimmer/relay in that event. That will move the fourth place finisher up and allow them to attend the meet. If that person chooses not to go repeat the process again until you have three qualifiers advancing to state.
    - v. When finished make a backup and email to [joe@swimtaaf.com](mailto:joe@swimtaaf.com) in the subject please put Region ?? 14 and unders
  - b. Go to file
    - i. SAVE AS rename the file Region ?? Open
    - ii. Purge > Remove Data Selectively > Check the box that says Entries/Results and the box that says Relays click OK
      1. What you have now is a clean database with all the swimmers and teams left in it.
    - iii. If any of your open swimmers are not in the database add them and their events and relays.

- iv. When finished make a backup and email to [joe@swimtaaf.com](mailto:joe@swimtaaf.com) in the subject please put Region ?? Open.

If at any time you need help please call Joe at 281-794-1840