**MeetPro**

Sorry, this one will be really bare bones and mostly guidelines because I’m doing it from memory. You can improve on it for your replacement when you become a MeetPro expert next year :D

The end of the directAthletics How-To tells you how to import the meet file. Next you will need to setup the events. In the events tab, you’ll have to edit each one so that it will allow the number of entrants that you want per heat. If the “in lanes” option is checked you will not be able to put more than 8 athletes per heat. For the 1000m we had up to 20 athletes per heat. For the field events, just put the value to 50 and let the field event officials decide how to break up the flights… unless you’re feeling nice (in which case, flight information should be put on the field event numbers).

Next you’ll have to go to the Seeding tab. You’ll have to do each one individually. Choose not to set the breakpoints and to do the other option. If there are just enough athletes to fill all the heats, add an extra heat to give yourself wiggle room with late entries.

Dragging and dropping the athletes is pretty straight forward.

Once all the events are seeded and you want to start entering the info into Excel for the numbers, you’ll need to get a report. Go to the report tab at the top, then go to entries. I think what you want is entries by school (make sure to check the competition number box). This will create a list of every athlete in every school alphabetically with all their events and heat lane information. It should be in roughly the same order as your Excel sheet.

Best way to learn this program is just to play around with it. Most stuff is pretty intuitive and straightforward, but some stuff is needlessly complicated.

Make sure Jason sets up team scoring before the meet starts.