### How to Add Time Standards/Qualifying Times in Meet Manager

#### **1.** Select the 'Events' tab



#### 2. In the Events screen, select the 'Standards' tab

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	2	Unseeded	Mixed		50	Free	10.00	F	Timed finals	10	Standard	N/A	Slow to Fast	Standard	Yes	Yes	No	
	3	Unseeded	Mixed		100	Breast	10.00	F	Timed finals	10	Standard	N/A	Slow to Fast	Standard	Yes	Yes	No	
	4	Unseeded	Mixed		50	Back	10.00	F	Timed finals	10	Standard	N/A	Slow to Fast	Standard	Yes	Yes	No	
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## 3. Tick the box for 'Custom Qual Times' and then select the page icon to Add a New Time Standard Tag.

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1 Boys 13&O 200 IM			
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2 Boys 13-14 50 Free			
2 Boys 15-16 50 Free			
2 Boys 17&O 50 Free			
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Tag Time Stds Entry	Qual Scoring	Description	1) TIME STANDARDS are used to flag times on Heat Sheets, Psych Sheets,
			and Results.
			2) ENTRY GOALIFICATION times are used to help with data entry. Please read the Help for details on how to setup and use entry qualification times.
			3) Tags for SCORING are only used in Timed Final events when the meet is
			set-up as Divisions by Time Standards. Be sure to go to Set-up/Entry Scoring
			Preferences to specify your Time Std scoring rules. To specify a 'slowest'
			category sees as o, ordate a citag marine and standard tilles.
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# **4.** Type in a Tag Name (e.g. 'A') and click 'OK'

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	Tag Name : 🗛										
Tag Descriptio	on (optional) :										
	<u>о</u> к	Cancel									

5. Your tag will show up in the list of tags. Ensure the Time Stds and Entry Qual boxes are ticked but scoring is left unticked.

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6. You can now select which events you would like time standards for by clicking on the event's respective box in the 'Slower Than' or '= or Faster' column. A drop down arrow will appear to allow you to select which tag you would like to associate with that event.

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7. You can now enter the time standards for each event selected. These times automatically save, so once you have entered all times, click the exit button (yellow folder with arrow) or the 'x' button on the top right of the window and ensure to make a backup when you have finished making changes.

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