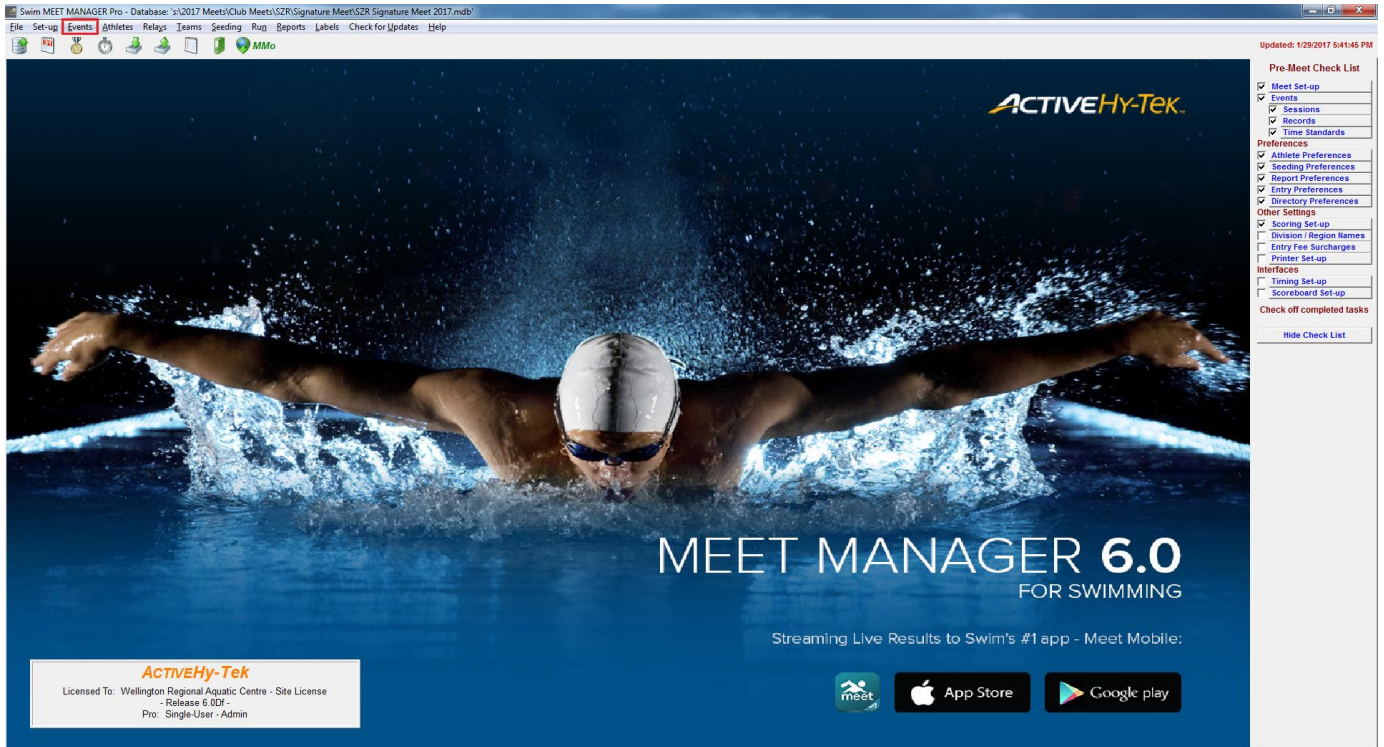
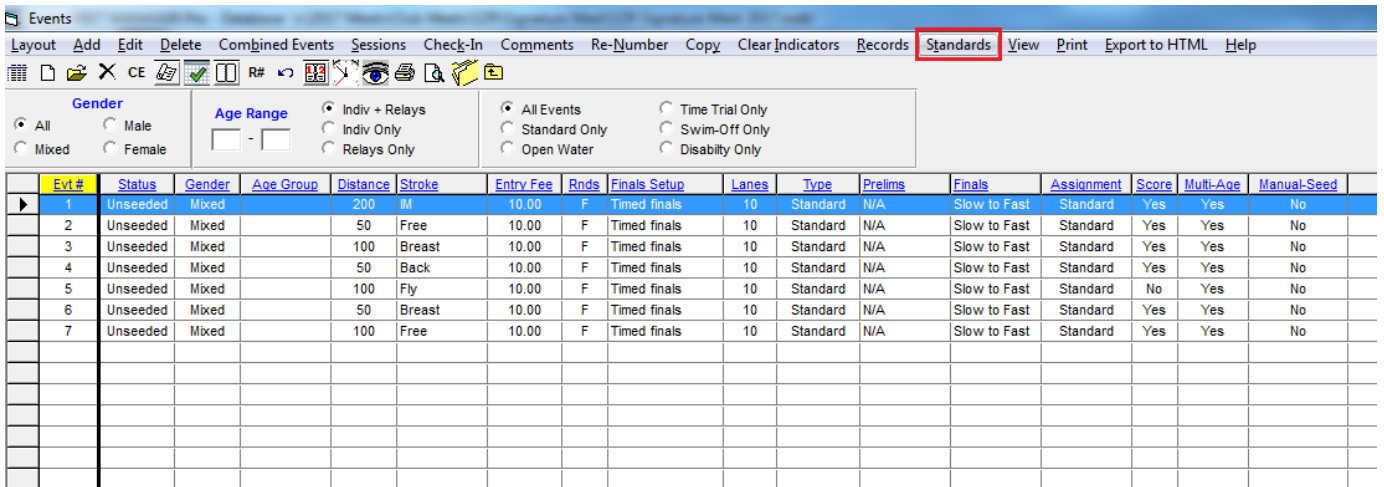


# How to Add Time Standards/Qualifying Times in Meet Manager

## 1. Select the 'Events' tab



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



3. Tick the box for 'Custom Qual Times' and then select the page icon to Add a New Time Standard Tag.

The screenshot shows the 'Time Standards' application window. At the top, there are menu options: 'Import', 'Export', 'Custom Age Groups', 'View', and 'Create Report'. Below the menu is a toolbar with icons for 'Age', 'Print', and 'Help'. The main area is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Mixed', and 'Female'.
- Age Range:** Two empty input boxes.
- Indiv + Relays:** Radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'.
- LC Meters:** Radio buttons for 'LC Meters', 'SC Meters', and 'SC Yards'.
- Report Sort:** Radio buttons for 'By Event #' and 'By Age Group'.

The main data area is titled 'Long Course Meters' and contains a table with columns: 'Evt#', 'Event Name', 'Slower Than', and '= or Faster'. The table lists various swimming events such as 'Girls 12&U 200 IM', 'Boys 13&O 200 IM', etc.

At the bottom, there is a section for 'Qual with 1 Tag'. It has radio buttons for 'Equal to or faster', 'Slower than', and 'Custom Qual Times'. The 'Custom Qual Times' option is checked. Below this is a table with columns: 'Tag', 'Time Stds', 'Entry Qual', 'Scoring', and 'Description'. To the right of this table is a text area containing instructions:

- 1) TIME STANDARDS are used to flag times on Heat Sheets, Psych Sheets, and Results.
- 2) ENTRY QUALIFICATION 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 such as C, create a C tag with no time standard times.

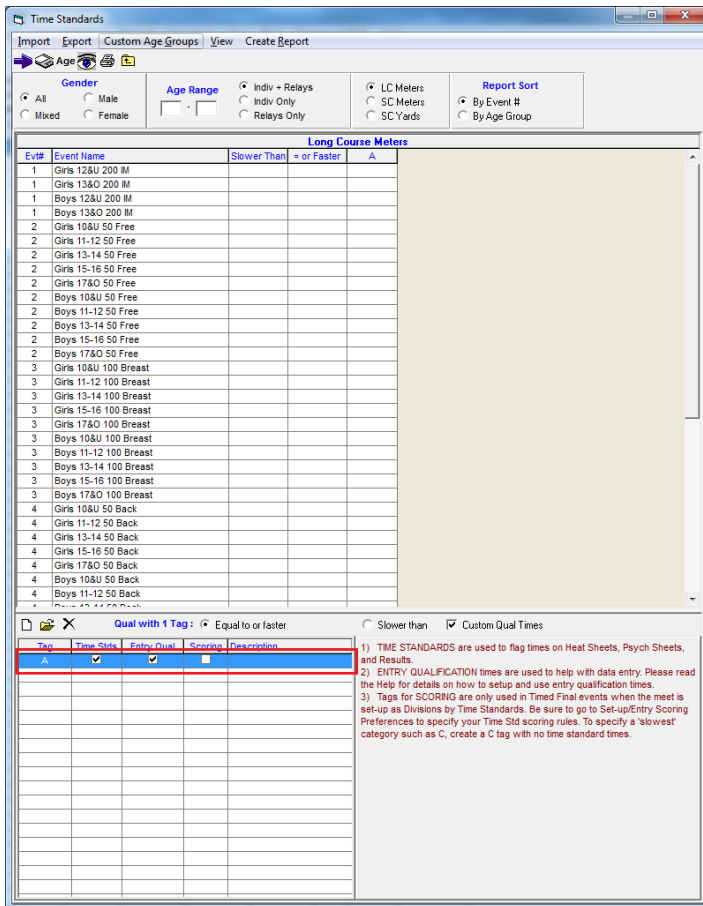
4. Type in a Tag Name (e.g. 'A') and click 'OK'

The screenshot shows a dialog box titled 'Add Time Std Tag Name'. It has a close button (X) in the top right corner. The dialog contains two input fields:

- Tag Name:** A text box containing the letter 'A'. This field is highlighted with a red rectangle.
- Tag Description (optional):** An empty text box.

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.

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.



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.

