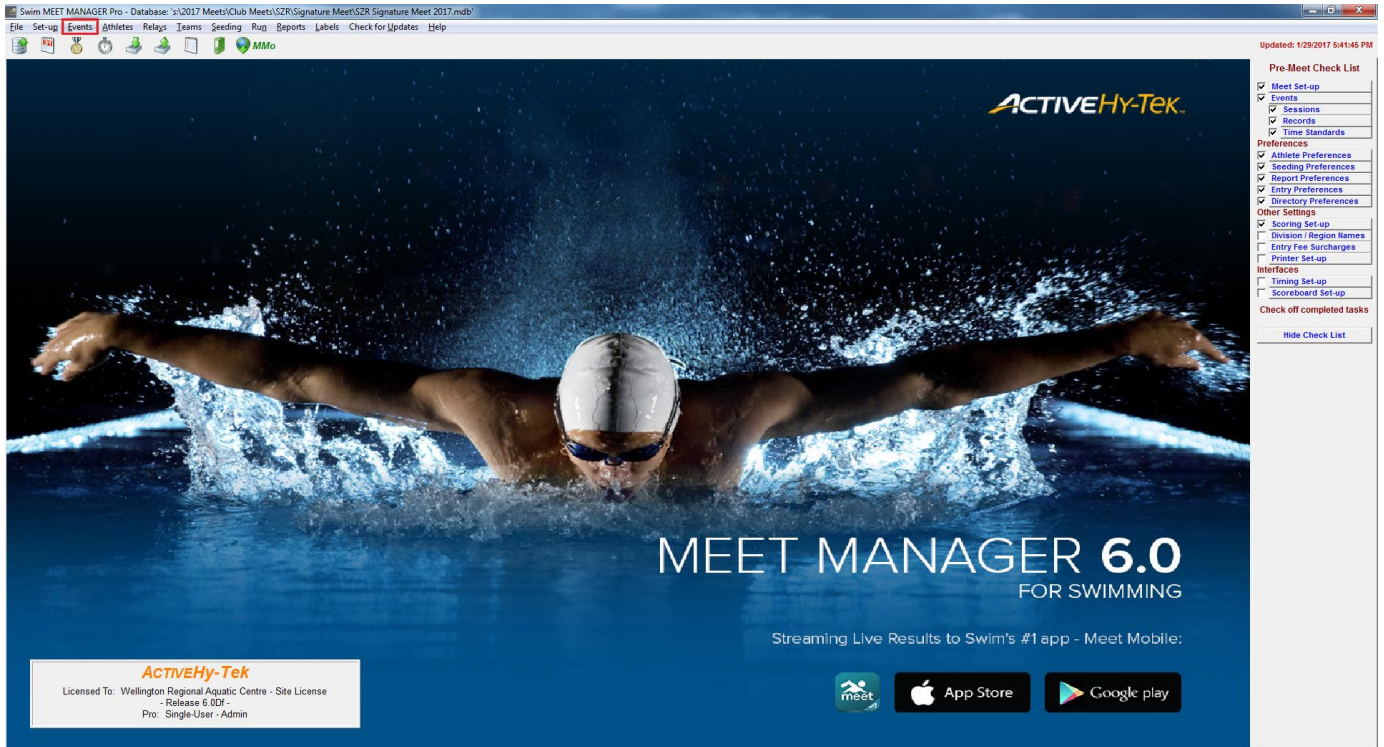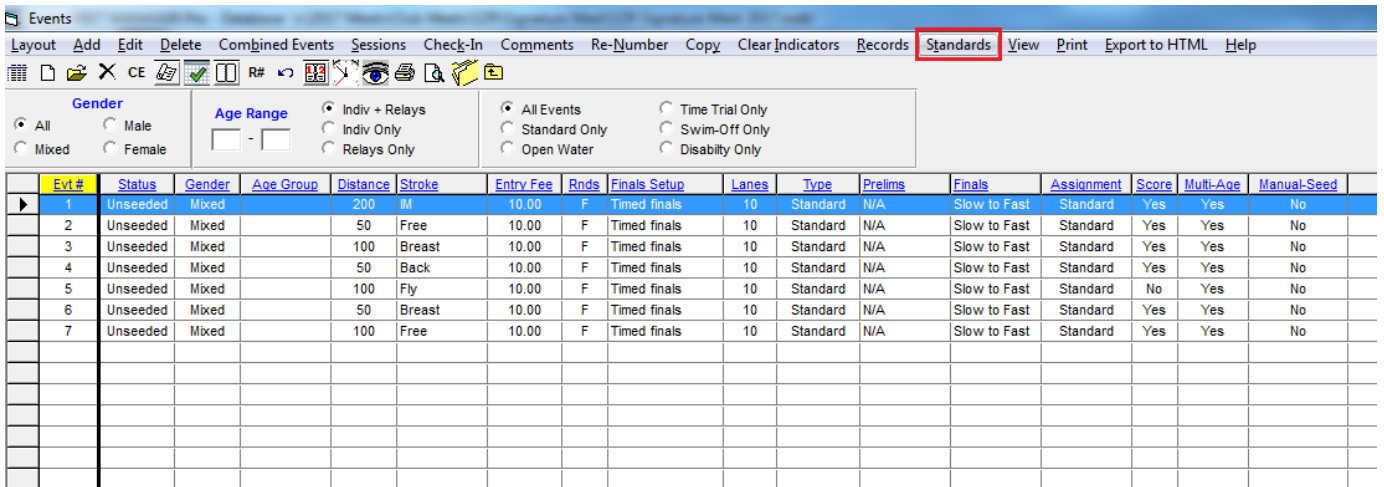# How to Add Time Standards/Qualifying Times in Meet Manager

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.

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

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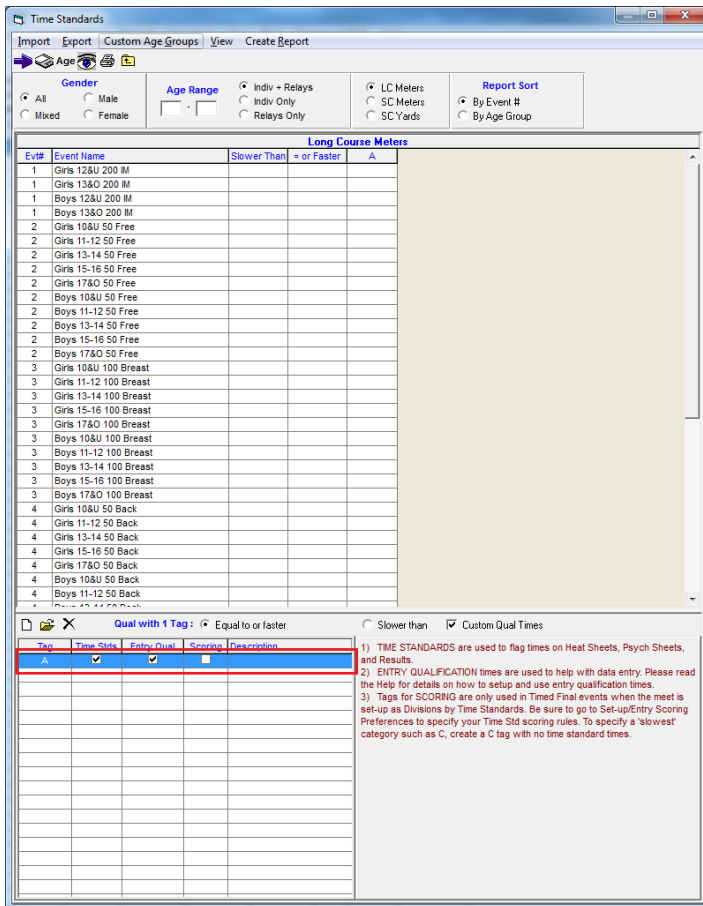
6. You can now select which events you would like time standards for by clicking on the event's respective box in the 'Slower Than' or '= or Faster' column. A drop down arrow will appear to allow you to select which tag you would like to associate with that event.

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.