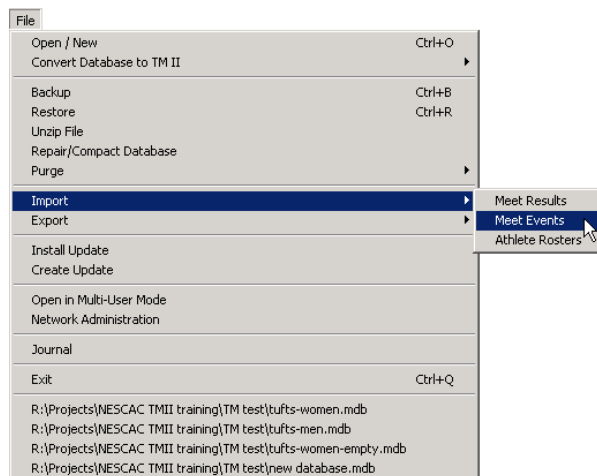


Importing events into a Team Manager II database

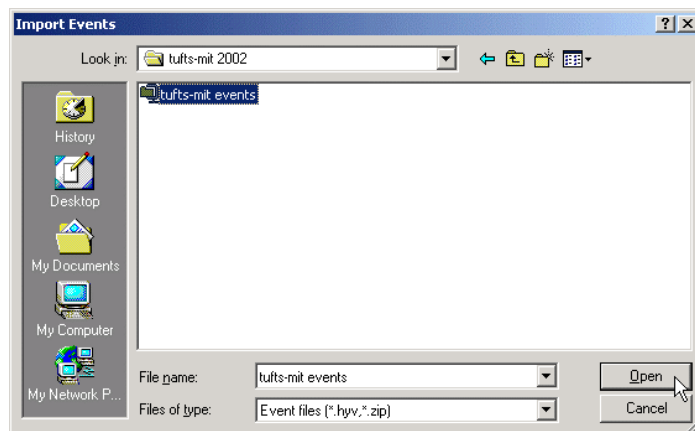
Before entering athletes in an upcoming dual or championship meet, you'll generally need to create that meet and its events in your Team Manager II database. However, if your event structure doesn't match that in the meet database set up before the meet, you may sometimes experience problems with your entries.

To simplify your entry process and minimize any entry problems, request an events file from the person running your upcoming meet. This file (created in a compressed format to save space) will contain the meet's events with correct numbers, and in the correct order. Once you import the contents of this events file, you'll be able to immediately start creating your meet entry without the need to create a new meet or events! Here's how to import events.

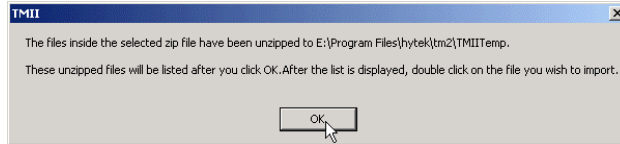
- From the **File** menu, select the **Import** submenu and then the **Meet Events** menu item.



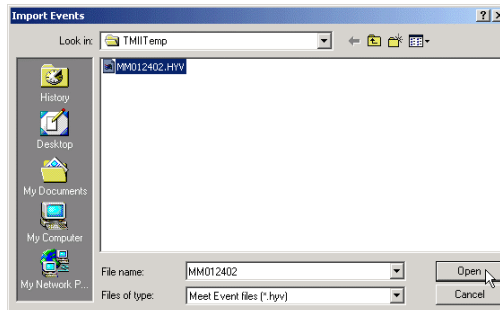
- TMII will display the **Import Events** window.
- Navigate to the disk or folder that contains the events file that you wish to import.
- Click on the file to select it, and click on **Open**.



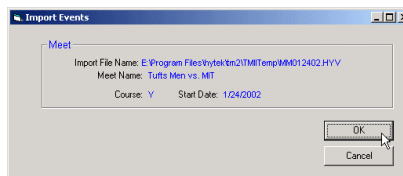
- Once you have selected the events file, TMII will uncompress the file and move it to a temporary directory. You'll see the window below telling you that you can now select the newly uncompressed events file. Click **OK** to proceed.



- After you click **OK**, TMII will reopen the **Import Events** window and display the events file that it just uncompressed. Click on the events file to select it, and click **Open**.



- Once you have selected the uncompressed events file, TMII will display a window with more information about the file you selected. Confirm that the event file's **Meet Name** and **Start Date** are correct, and then click **OK**.
 - If the **Meet Name** and **Start Date** indicate that you have selected the wrong event file, click on **Cancel** to stop the import process. Choose **Import** → **Meet Events** from the **File** menu again, and select the correct events file.



- TMII will create a new meet in your database and import the events from your event file into the new meet. Once this process is complete, you'll see the window below. Click **OK** to begin entering your athletes in the events you imported.

