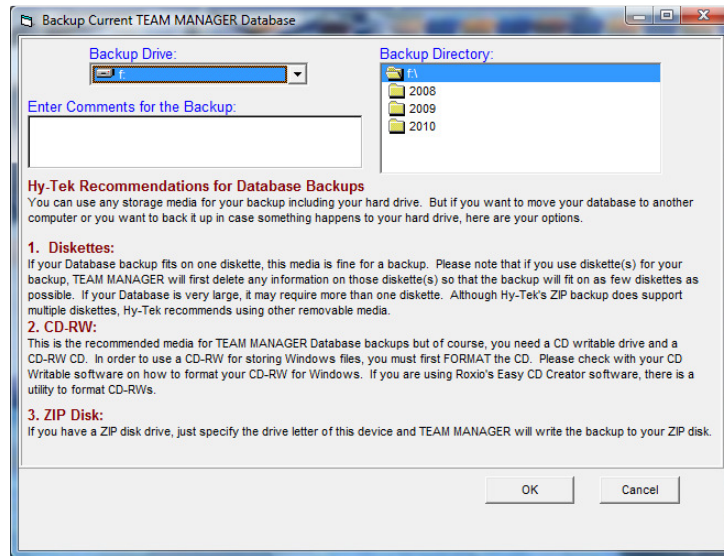


## Instructions on Performing Backups & Importing 2009 All City Championship Meet Results

Prior to uploading any information you should generate a Backup TM file:

- Create a Team Manager Backup File – you should do this periodically incase anything should happen to your data!
- Click on File – Backup
- Choose the location for your backup file – I recommend using a USB Flash Drive
- Click OK and then Yes to backup



To import results:

- Click on File – Import – Meet Results
- Select the File - Meet Results-2009 CNSL All City Championship-31Jul2009-001 (This contains results for all 14 teams)
- On the Import Screen enter your team designation in the **One Team** field under Import Criteria - CC, CHS, DS, HC, HU, KC, LR, OM, OB, PH, PL, PO, TH, WL
- DO NOT click on add New Teams/Athletes
- Click OK

