

## Entry Instructions- CCAA Championships

### Team Unify and Hy-Tek Team Manager users:

- Download the entry file for TM and TU from [www.sportstiming.com](http://www.sportstiming.com) (find the CCAA event page under meets)
- Import the event file into your team manager software and complete your entries for the meet
- **You must use this event file** - the event numbers are not the same as for dual meets
- We will not convert times to yards in the meet management software- you must confirm that your entries are in yards
- Create a pdf of your final entries report once confirming everything is correct
- Export an entry file and remember where you saved it
- Go back to the event page on the website and click on submit entries- complete the form and upload your entry file and your pdf of the entries
- You will receive an email confirmation of your entries being received; you will also receive an email within 24 hours with a pdf of your entries from the software for you to do a final check that your entries are correct

### EasyTeam users

- Download the entry file for Easy Team from [www.sportstiming.com](http://www.sportstiming.com) (find the CCAA event page under meets)
- Import the event file into your easy team software and complete your entries for the meet
- You must use this event file - the event numbers are not the same as for dual meets
- We will not convert times to yards in the meet management software- you must confirm that your entries are in yards
- Create a pdf of your final entries report once confirming everything is correct
- Export an entry file and remember where you saved it
- Go back to the event page on the website and click on submit entries- complete the form and upload your entry file and your pdf of the entries
- You will receive an email confirmation of your entries being received; you will also receive an email within 24 hours with a pdf of your entries from the software for you to do a final check that your entries are correct

