

For Senior High meet entries, here are some additional steps that you (the coach or assistant) will likely need to do in **Team Manager** to make it work better for you (especially for when you "need to" use "Entry by Name" instead of the recommended "Entry by Event" function)...

- Use pulldown menu Set-up, Age Divisions to change the Junior, Intermediate, and Senior "low age" and "high age" calculations to be "Day 1 of Meet". Do the same thing for Open and Open Intellectual. Close the window.
- Use pulldown menu Meets, double-click the meet of interest, then change the meet's Start Date **and** End Date to be the same as the Age-up Date (i.e.: September 1, 2026). (Yes, September 1, 2026. Really: 2026....) **Also ensure the "Event Age Grouping" is set to "Age Division"**.

After making these changes, the "Entries by Name" *should* behave a bit better. However... As noted in the Team Manager Quickstart Guide, "Entry by Event" is more reliable than "Entries by Name". (There is a (long-time, **still** not fixed) bug in the software on the "Entries by Name" window: If the age of the athlete satisfies more than one age group (e.g.: Senior defined as 18-19, Open defined as 14-19), it only shows the events for one of the age groups rather than **all** of the ones matching the athlete's age.)

If you will **not** be entering any athletes in the Para events nor in the Para Intellectual events, one way of solving the problem is... Use pulldown menu Set-up, Age Divisions and delete the "Open" and "Open Intellectual" lines. Close the window, then return to the "Entries by Name" function.

If you encounter problems using Team Manager, feel free to use Trackie for the entries that are difficult to perform in Team Manager:

<https://www.trackie.com/event/2026MetroWhite> for the Division White meet

<https://www.trackie.com/event/2026MetroBlue> for the Division Blue meet

<https://www.trackie.com/event/2026MetroGrey> for the Division Grey meet