2004 USATF Midwest Zone Indoor JO T&F Championships
Electronic Entry Instructions
Final Deadline: Monday, February 23, 2004 at 9:00 pm (CST)

Fees must be received by Wednesday, February 25, 2004 for entries to be valid.

TO LOG ON
- Contact rosters@kompusport.com or call Fred Kreppert at (630) 553-7245 for a password.
- **Go to WWW.KOMPUSPORT.NET**
- Click on the link to the USATF Midwest Zone JO Indoor T&F meet. This can be done from either the main screen on the right or from the smaller panel on the left. You will bring then be taken to the Sign-In screen.
- At the Sign-In screen, select your club from the pull down box and enter your password. All passwords are case sensitive (a & A are not the same) and must be entered exactly as you receive it.
- Press the Log-In button. This will take you to the Selection screen.
- At the Selection screen, be certain to read the notes. This will give you the latest information about entering your team in the meet.
- At the bottom of the Selection screen, select a division and an option that you would like to do. You can view your current receipt, enter/modify athletes or enter/modify relays for the selected division. Press the Select button to bring up the screen you've selected.

TO ENTER AN ATHLETE
- From the Athlete Entry screen, press the New button. If the New button is in gray and there are no athlete names being shown in the left panel, simply begin entering an athlete.
- Enter the athlete's name, birthdate, USATF membership #, events and associated seed marks.
- If an athlete may compete on a relay and is in no other events, either enter them on the relay or check the Team Roster Only box to verify that they are only on your roster and not in any events.
- Press the Add button. This will add the athlete to the meet. Their name should now be shown in the left panel. To add a new athlete, repeat this process. Press Return to Selection Screen when done.

TO ENTER OR DELETE A RELAY
- From the Relay Entry screen, check the relay you wish to enter.
- Enter a seed mark.
- Unchecking a relay will delete it from the meet.
- Press the Update button when done.

TO MODIFY OR DELETE ATHLETES / ENTRIES
- From the Athlete Entry screen, click on the athlete's name in the left panel. This will update the screen to display the information for that athlete.
- Make the changes, then move off the current field. Press the Update button to update the athlete.
- To delete the currently displayed athlete entirely from the meet, press the Delete button.
- To remove an event from an athlete, change the event pull down box to No Event. Press the Update button.
- Press Return to Selection Screen when done.

RECEIPTS
- View and/or print the Receipt screen to make sure that your entries are correct. Be sure to correct any trappable errors that it detects prior to the deadline.
- Send a check to cover the entry fees and a copy of your completed receipts to USATF -Youth Midwest Zone Championship, Attn: Pat Wilson, P.O. Box 417, Hinsdale, IL 60521 no later than **Wed. Feb. 25, 2004**.

Notes:
- For questions about the meet contact the Meet Director, Pat Wilson at (630) 850-9145.
- **Enter all athletes who could potentially compete in the meet, including those only on relays.**
- You may make as many changes as you like up until the deadline. After the deadline however, you will not be able to get into any of the data entry screens to make changes. You will still be able to view/print the receipt screen though. **Do not chance that your watch and the server are at the same time.**
- The website has been tested and works with Netscape Navigator, but it is best used with Internet Explorer.
- Avoid using your browser's Forward and Back buttons as this may cause problems for some screens. It may also cause some data to be displayed, stored, retrieved or updated incorrectly.

Team Manager Instructions

TO IMPORT MEET AND EVENTS
1) Download the Events file from either www.kompusport.net. To do this, go to the meet and click on the link for the Team Manager Events File. You do not need to log in to download this file.
2) Invoke the Team Manager program (either the full version or the Lite version will work).
3) From the File menu, click Import, then Meet Events.
4) A dialog box will come up. Select the meet events file you downloaded in step 1.
5) Follow the dialog box instructions to unzip the file and import the events.
6) Once the meet and events are imported successfully, go to see if the meet is displayed in the meets menu.

TO ENTER ATHLETES
1) From the Set-up menu, select System Preferences and make sure that Show Registration #1 is selected. Give it a name of USATF. This will allow you to enter USATF Membership #'s, which are required for all athletes. Age Division codes must also be set to BN, MI and YH under Set-up/Age Divisions.
2) From the Meets menu, select Entries.
3) Options will appear, select Entries by Name.
4) At this point you can begin the entry process.
5) After completing entries, go to the File menu and click Export.
6) Click on Meet Entries and direct the output either to a floppy or the hard drive.

TO TRANSFER YOUR DATA TO THE WEBSITE
1) Log onto the website as explained in the Electronic Entry Instructions.
2) Near the bottom of the Selection screen, enter the location of the Team Manager export file you created above. Use the Browse button if necessary to help locate the file.
3) Press the Import File button. All previous entries for your club on the website will be removed and the ones in the new file will be imported onto the website. You may repeat this procedure as often as you like.
4) Follow the Website Entry Instructions on the other side to edit your entries or view your receipts. Make sure that all of your athletes transferred properly and that they are all in the correct events. One key item to make sure is correct is that any athlete who will compete only on a relay is entered on the website and either marked as Roster Only or entered on the relay. Team Manager won't transfer athletes not assigned to an event, so make sure all of your athletes are accounted for.

Note: Do not send or e-mail the Hy-Tek export file to us and make sure that you use the Receipt screen as your entries report, not the one from Team Manager.

How To Be Officially Registered In The Meet

To be officially registered in the meet you must overnight to the address below the following items:
1) A check to cover all applicable fees payable to USATF Illinois.
2) A copy of the receipt screen from the webiste for each age division you have athletes entered in.
3) A copy of the summary screen from the website.

Regardless of when you complete your entries online, all paperwork from electronic entries MUST be at the address below by Wed. February 25, 2004 at 5:00 pm (CST). No handwritten changes to the paperwork will be accepted and what is submitted electronically will take precedence.

The following deadlines will be adhered to:

Deadline (CST)	Purpose
Monday, February 23, 12:00 noon	Obtain a password to the website
Monday, February 23, 5:00 pm	All paperwork for Unattached athletes due
Monday, February 23, 9:00 pm	All changes to online entries cease
Wednesday, February 25, 5:00 pm	All paperwork for online entries due

Overnight all paperwork and fees to: **(do not specify that a receiving signature is required)**
> USATF - Youth Midwest Zone Championships
> Attn: Pat Wilson
> 215 West 59th Street #20
> Hinsdale, IL 60521