To enter a meet for a meet timed by Finishtiming you will need to follow the directions below.

- 1) Go to <u>www.Finishtiming.com</u>
- 2) Click the Schedule / Heat Sheets button at the top.
- 3) Find your meet in the list and click on it
- 4) Click the

 a. This is also where you will find heat sheets before meet and live results during the meet.

 5) Click the

 a. If you are a host you do not have to login as a host as I am your host for this system so it will do you no good to setup an account to do so.
- 6) The next screen is where you either login or setup a new account.

Coming Meets Click on the meet that you want to know more abo	iut.	Looki	First select a meet. You can find a meet from the list on
2014 Trafton Academy Season Opener	Mar 01,2014	Resul	left or use the Search tab.
Aau High Desert Heat Track Meet	Mar 08,2014		Click on the meet. This will bring you to the meet
Pacific Basin League Meet 1	Mar 11,2014		information page. Just citck Results.
Alpha League Meet, Brenhvood	Mar 12,2014	(manufacture)	
2014 Covington High School - Tratton Academy Jh nvitational	Mar 13,2014	Login / Signup	Host Email
2014 St. Thomas Aquinas - Judy Baehr Relays	Mar 14,2014		
2014 Trafton Academy Eagle Invitational	Mar 15,2014	Team Password.	Host Password:
Pacific Basin League Meet 2	Mar 18,2014	Team Login	HestLogin
Mar 2014 May 2014 May 2014 Jul	2014 Dearch All	Eorgot Your Password?	

a. If setting up a new account make sure you fill in all information indicated with a red asterisk and also please fill in phone number in case of meet change info. MIDDLE SCHOOL teams select High School as your team type.

Contact		Select Your Country			Step	
		Name:	*	United States	Country:	Create An Account
		Email:			Team	2
		Phone:	*		Team Name:	Step 🦲
		Password:	*	Youth	Team Type:	Add Athletes
1		Memberships	×		Address:	
		AAU #:	*		City:	
		USATF #:	*	Ohio	State:	
		Other:	*		Postal Code:	
	-	Athlete Signup			Website:	
		Signup Code:				
		Athlete Signup	*		Postal Code:	

- 7) If you have already used this system you will skip to step 11 since you already have your roster complete.
- 8) The next step is to add your roster.
 - a. You can add them manually by typing them into the system
 - b. Or you can upload them but you must follow the directions precisely.
- 9) Only the Red asterisk is needed again on this page so do not worry about birthdates.
- 10) Once your roster is complete you are now ready to enter a meet.
- 11) If you have entered a meet and just want to edit your entries then you can click the my meets tab on the top. If you have not entered a meet then click the search button and find you meet and click on it.
- 12) The meet page will show you all pertinent information about a meet, deadlines, location, meet info, who is entered at this point, etc.



- 13) Click the 12.00 AM 00.00 PM 00.00 PM Enter This Meet button on the right
- 14) Next read the Terms and conditions (If setup) and click the I understand and agree button
- 15) Once at the screen showing below you have a couple options
 - Meet Details Enter Athletes into Events Performance List Meet Results Overview D Check List D

Manually Enter Manually enter athlete		Or Automatically Enter Athletes: You may use a previous meet to load all of your athletes at one time.
Division	events/athietes	
Boys Varsity	0/0	Automatically enter your entire roster with just a few clicks.
Girls Varsity	0.0	Athletes that are not in your online roster will not be loaded.
		Divisions and Events on the previous meet, and not on the meet you are entering will be ignored.
		Using this option will overwrite any changes already made to your meet entries. All current athlete entries and entry marks will be deleted.
		Sorry, No previous meets found
		Admin Remove all athletes entries.

- a. You can select which division you want to enter under the manually Enter Athletes (Boys Varsity or Girls Varsity
- b. Or if you have entered a meet on the system this year you can copy those entries into this meet and then just modify.
- c. You can also remove all athlete entries if needed.
- 16) There are options on the left side for your own personal preferences



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- a. The division is what events are showing on your screen at this moment
- b. The options are the way the data is displayed
 - i. Cascade, Block, In Line is the way the events are shown on the screen
 - Ignore events is if you do not want to see an event on your screen.
- d. The pay now button is only used for meets where payment online is required.
- 17) To enter an athlete into an event there are 2 methods to do so.
 - a. You click the event you want to enter then double click the athlete name
 - i. Then you can enter the time or mark for that athlete
 - b. You can also drag and drop an athlete into the event (This must be done on a computer as it does not work on phone or ipad)
 - i. Then you can enter the time or mark for that athlete.
- 18) Once you are done with all divisions you want to enter then you are done and there is nothing to save. Each time you make a change it is saved for you automatically.
- 19) There is a check list that will pop up for you to let you know if you need to do anything else.
- 20) You can see performance list of all entries by clicking that button at the top.