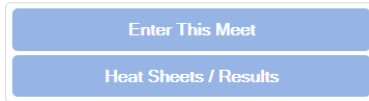


To enter a meet for a meet timed by Finishtiming you will need to follow the directions below.

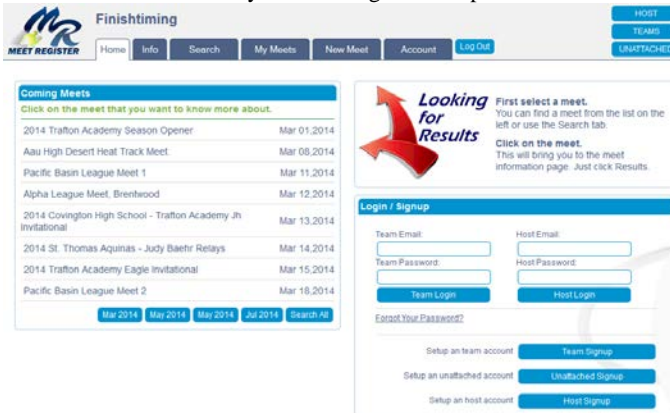
- 1) Go to www.Finishtiming.com
- 2) Click the Schedule / Heat Sheets button at the top.
- 3) Find your meet in the list and click on it



- 4) Click the **Enter this meet.**
 - a. This is also where you will find heat sheets before meet and live results during the meet.



- 5) Click the **Teams button to login or setup a new account.**
 - 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.



- 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.

Step 1
Create An Account

Step 2
Add Athletes

Create An Account

Select Your Country

Country: *

Team

Team Name: *

Team Type: *

Address: *

City: *

State: *

Postal Code: *

Website:

Contact

Name: *

Email: *

Phone:

Password: *

Memberships

AAU #:

USATF #:

Other:

Athlete Signup

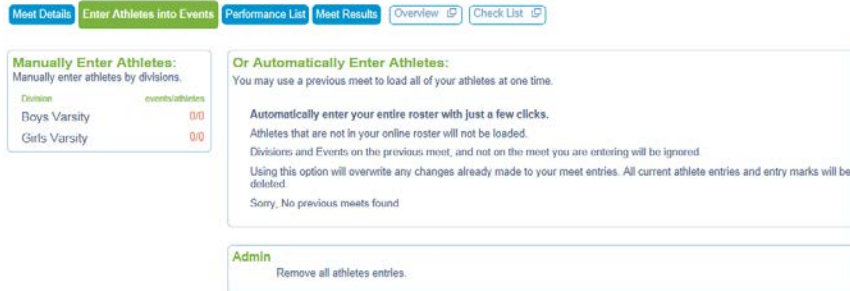
Signup Code:

Items with an asterisk * are required.

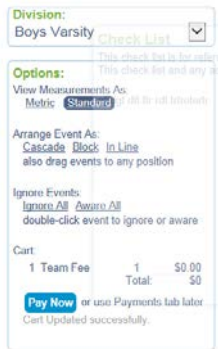
- 7) If you have already used this system you will skip to step 11 since you already have your roster complete.
- 8) The next step is to add your roster.
 - a. You can add them manually by typing them into the system
 - b. Or you can upload them but you must follow the directions precisely.
- 9) Only 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 **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



- 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



- 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
 - c. 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.