Converting a tri meet into 3 separate meets

Do this only after the meet is scored.

1. Copy the Meet Manager File 3 times so you now have 4 files.   Save the original file and rename the three copies substituting the names of the teams in the meet
2. My original file was **20160123Framingham Dedham Natick** and I renamed the three copies to:
   - **20160123 Framingham Dedham**
   - **20160123 Framingham Natick**
   - **20160123 Dedham Natick**
3. From **Meet Manager**, I will open the **20160123 Framingham Dedham**
4. Go to **Set up** and **Meet Setup**
5. Change the name of the meet to **20160123 Framingham Dedham** and select **OK**
6. Go to **Teams** → Select **Natick** → Select **Delet**e
7. In the pop up window – Delete Highlighted Team and athletes, entries and results from this Team? → select **Ye**s.
8. In the next pop up – Team deletion is not reversible! Are you sure? → select **Ye**s
9. Close this window but not the program

Note: If you go to the run menu, you will see that the Natick team is no longer visible. If you go to the last event and rescore, it will give you the updated score.

10. This meet has now been updated as a dual meet.
11. Make sure you send the league a backup copy of this meet and the Results file. Do this for the full meet and each dual meet you just created.
12. To make the changes to the other two meets, follow the steps above making sure you send those files as well.
13. You should send 4 back up files and 4 result files (backup and results of the original file and the 3 dual meets)

If you have any questions please reach out to Arnie

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