



**TO: All Affiliated Members**  
**FROM: The General Secretary**  
**DATE: 12<sup>th</sup> February 11, 2019**  
**SUBJECT: Re: NGC/ NAAATT Carifta Trials**

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You are cordially invited to participate in the NGC/ NAAATT Carifta Trials which will be held on the 23<sup>rd</sup> & 24<sup>th</sup> March, 2019 at the Hasely Crawford Stadium, Wrightson Road, Port-of-Spain.

Please find attached the Provisional Programme, Rules and Meet Events Download File for this Trials.

Deadline for submitting entries will be at **6.00pm Tuesday 12<sup>th</sup> March, 2019**. **NO** entries will be accepted thereafter. [Entry Fees for each event - \\$10.00](#)

We wish to advise members, that in order to ensure that the event listing is prepared in programme form, it is imperative that the deadline for entries be observed.

Please note that it is advisable for athletes wishing to compete in the Trials, to have a valid passport.

Clubs with athletes who are at Schools abroad and are eligible for selection based on their 2019 performances, are advised to inform the NAAATT of the athletes' availability before the Trials.

The Date, Time and Venue for the Technical Meeting for these Trials will be forwarded subsequent to this mail. Kindly see the information below, read and follow instructions carefully and please be guided accordingly.

**Kindly note the following in the Team Manager Programme:**

**16 and under = Under 17**  
**19 and under = Under 20**

Please see the instructions below which remain the same as per the last event.

**Instructions for Download into your Team Manager**

Download and save the file to your computer in a location where you can find it.

1. Open Team Manager.
2. Click on 'File'
3. Then 'Import'
4. Then 'Meet Events'
5. Then find file where it was saved on their computer
6. Then select the file and click 'Open'
7. Click 'Ok' on next window that opens
8. Select 'Meet Events' file in next window and click 'Open'
9. The file will be imported then click 'Ok'
10. Go to 'Meets' tab on main screen
11. Select the meet and then select 'Entries'
12. Select 'Entries by Name' for individuals
13. Select 'Entries by Event' for relays
14. Complete entries for team

**To send back completed entries to Office**

1. Go to 'File'
2. Then 'Export'
3. Select 'Meet Entries'
4. Save the file to a location on their computer
5. Then email the file to [kpcromwell.ttnaaa@gmail.com](mailto:kpcromwell.ttnaaa@gmail.com) with a copy to [mstoute.ttnaaa@gmail.com](mailto:mstoute.ttnaaa@gmail.com) as an attachment in an email.

Feel free to contact Kristy Pierre-Cromwell @ 321-7212 or Michelle Stoute @ 681-7658 with any questions or queries.

Regards,



Dexter Voisin  
General Secretary