



TO: All Affiliated Members
FROM: Chairman/Convener Games Committee
DATE: May 7, 2019
SUBJECT: NGC/NAAATT Combined Events Championships 2019

You are cordially invited to participate in the NGC/NAAATT Combined Events Championships 2018, which will be held on May 25th – 26th, at the Hasely Crawford Stadium, Wrightson Road, Port of Spain. The programme of events is expected to start at 10:00am on both days.

The deadline for submission of entries is **Monday 20th May, 2019 at 4:00pm**. No entries will be accepted thereafter.

We wish to advise members that in order to ensure that the start list is prepared in programme form, it is imperative that the deadline for entries be observed. Also, please note that athletes will not be registered for the Championships without a 2019 NAAA Registration Number, which **MUST** be entered on the Team Manager. Please see the attached file for download to the Team Manager, Championships Rules and Proposed List of Events.

Kindly note the following in the Team Manager Programme:

- 8 and under = Under 9**
- 10 and under = Under 11**
- 12 and under = Under 13**
- 14 and under = Under 15**
- 16 and under = Under 17**
- 19 and under = Under 20**
- 20 and over = OPEN**

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'**

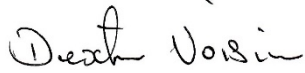
5. Then find file where it was saved on their computer
6. Then select the file and click 'Open'
7. Click 'Ok' on next window that opens
8. Select 'Meet Events' file in next window and click 'Open'
9. The file will be imported then click 'Ok'
10. Go to 'Meets' tab on main screen
11. Select the meet and 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 with a copy to 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.

Yours sincerely,



Dexter Voisin

General Secretary

