



TO: All Affiliated Members
FROM: The General Secretary
DATE: May 7, 2018
SUBJECT: 2019 NGC/NAAA NATIONAL JUNIOR CHAMPIONSHIPS

You are cordially invited to participate in the **2019 NGC/NAAA National Junior Championships** which will be held on June 8th – 9th 2019 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 will be on **Friday 31st May, 2019 at 4:00 pm** via the Team Manager entry system. No entries will be accepted after the deadline date. Payments for entries will be \$10.00 per event and \$40.00 per Relay and Replacement Numbers \$30.00 a pair. Payments can be made at the NAAATT Secretariat or at Republic Bank Limited, Account #420505571201.

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 in the Data Base.

Kindly note the following in the Team Manager Programme:

14 and under = Under 15
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 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.

Please find attached the Championships Rules and Programme of Events.

Yours sincerely,



Dexter Voisin
General Secretary