



TO: All Affiliated Members
FROM: The General Secretary
DATE: 7th March 2019
SUBJECT: Re: NAAATT Track & Field Series #3 (Juveniles)

You are cordially invited to participate in the NAAA TT Track & Field Series #3 (**Juveniles**) which will be held on the Sunday 17th March, 2019, 10:00 am, at the Hasely Crawford Stadium, Wrightson Road, POS.

Please find attached the Provisional Programme for this series attached. [Also note that no more than 4 individual events per athlete.](#)

Deadline for submitting entries will be at **12 midnight on Tuesday 12th March, 2019**. **NO entries** will be accepted thereafter.

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 see below for instructions reference the download for the Meet Events into your Team Manager Programme

Please be guided accordingly

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

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

Instructions for Download

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.

Regards,



Dexter Voisin
General Secretary