**Meet Entries without Team Manager**

Individual Entries - Open the spreadsheet and fill in athlete names, gender, school, grade etc., as shown in the examples at the top following the descriptions below. Be sure to include multiple lines per athlete having multiple event entries.

Column - Description   
1 E (=Event entry, Required)2 Last Name (Required)   
3 First Name (Required)   
4 Initial (Optional)   
5 Gender M = Male, F = Female (Required)   
6 Birth Date MM/DD/YYYY (Optional)   
7 Team Code (Optional)   
8 School Name (Required)   
9 Age or Comp # (Leave blank)  
10 School Year (9, 10, 11 or 12)   
11 Event Code Examples: 100, 1600, SP, HJ, (see codes below, Required)   
12 Entry Mark Time: 28.3 or 43215 = 4:32.15   
 Field: English: 12-10.25 = 12’ 10.25”   
13 Event measure M = Metric (Running), E = English (Field events) (Required)   
14 Event Division (# Required; Varsity=1, JV=2)

Event Codes   
Running Events: Distance without commas, such as 100, 200, 400, 800, 1600 & 3200  
Hurdle Events: Distance plus H, such as 110H, 300H.   
Field Events: HJ= High Jump, PV= Pole Vault, LJ= Long Jump, TJ= Triple Jump,

SP= Shot Put, DT= Discus Throw

**Relay Entries** - Open the spreadsheet and fill in school, relay, gender, event etc. as shown.

Column - Description   
1 R (=Relay, Required)2 Team Code (Optional)  
3 School Name (Required)  
4 Relay Letter (e.g. A, B, C etc, Required)   
5 Gender M = Male, F = Female (Required)   
6 Age (Optional)   
7 Event Code 400 or 1600 (Required)   
8 Entry Mark - Time – see examples above (Required)   
9 Event measure M = Metric (Required)  
10 Event Division (# Required; Varsity=1, JV=2)