

## Instructions for TM Entries Report

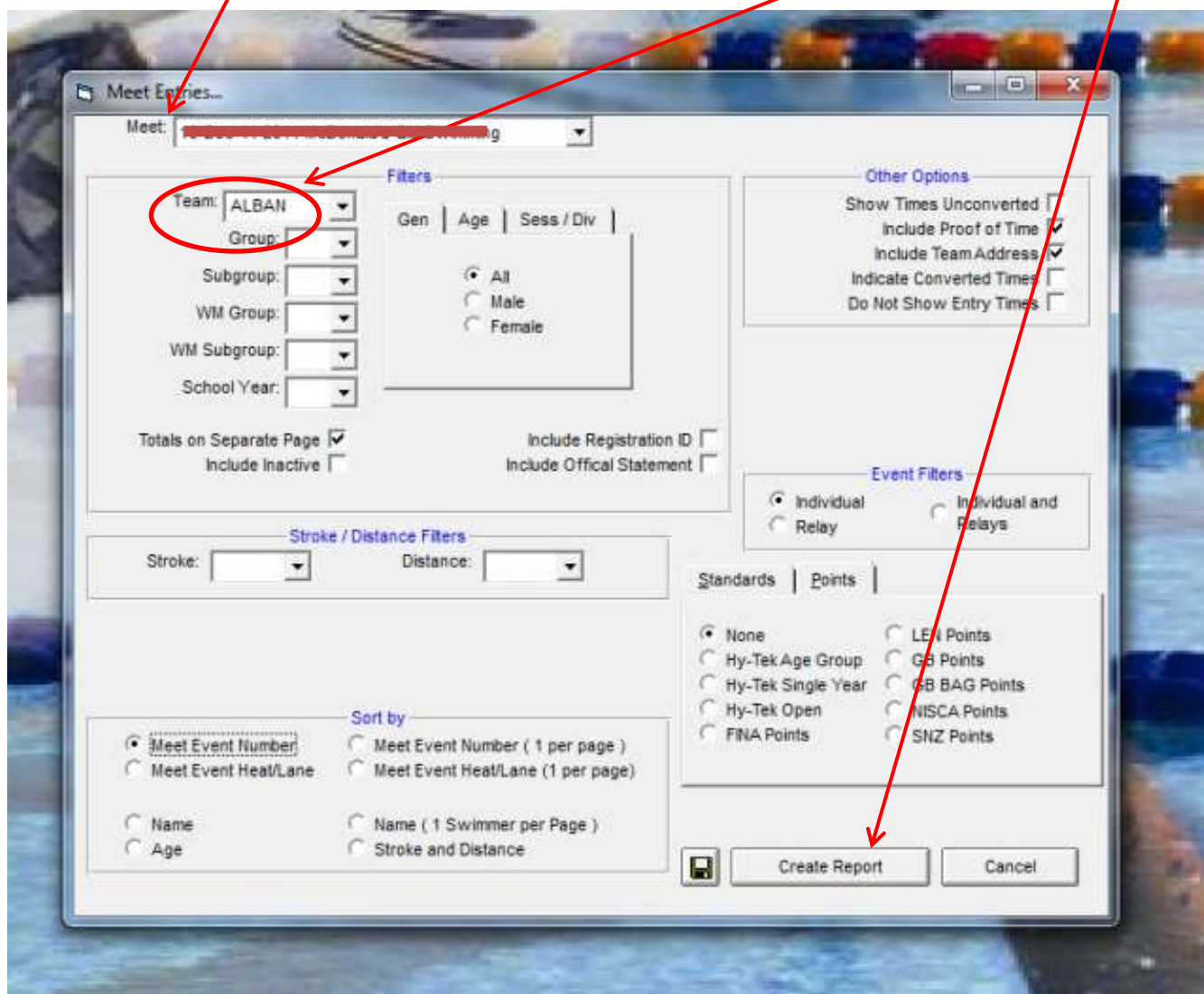
Below are the instructions on how to create the TM Entries Report

### 1. Return to the TM home screen

### 2. Select Meet Entries from the top menu options



### 3. Select 2013 Masters Swimming Queensland State Short and your Team. Click Create Report.



4. Select Save (from the top left corner) and export the report in Microsoft Word-Editable (RTF) format.

The screenshot shows a software window titled 'Preview / Export Reports'. The main content area displays a report titled 'Individual Meet Entries Report' for the '2011 McDonald's Qld Swimming Championships 10-Dec-11 to 16-Dec-11 LC Meters' held at the 'Brisbane Aquatic Centre'. The report includes a table of results for the '11 Female 200 Free' event. A blue rectangular box is present on the right side of the report. An 'Export' dialog box is open in the foreground, with the 'Format' dropdown menu set to 'Microsoft Word - Editable (RTF)'. A red arrow originates from the 'Save' icon in the top left corner of the software window and points to the 'Microsoft Word - Editable (RTF)' option in the dialog box.

Name	Time	
<b>11 Female 200 Free</b>		
Burns, Jessie (13)	DSS-CA	1:57.00L
Burns, Beanie (22)	BAN-QLD	1:55.74L
Bainbridge, Anne (22)	NSNT	1:57.36L
Ag, Stephanie (19)	CAL-PC	2:04.11L
Barker, Olivia (1)	SAND-CA	2:08.78L
		14-07-2011 2011 CA LOS ANGELES INVITATIONAL

5. Save the Meet Entries Report file and attach to email along with TM Entry File.