

MeetPro

Pre-Meet Set-Up and Entry Import

By Emily Kydd

Welcome all to this manual on the track meet management software MeetPro. My name is Emily Kydd and I have been using MeetPro for just over a year now, and while it's a user friendly and intuitive program, like many programs I find the Help resources to be fairly lacking. I'm by no means a tech wizard, just a millennial with generationally appropriate computer aptitude, a longstanding knowledge of track and field, and an eerie ability to two-finger type.

This manual will attempt to fill in the gaps on how to create a new track meet database in MeetPro, as well as importing entries from an online registration platform (in this case, TrackieReg) and then seed the meet to be ready for meet day. This will be the first of two MeetPro manuals, the second focusing on day of event results management, troubleshooting, and post-event report creation.

Anything I do in my own practice of entry and results management is just that, my own and it's based on my local track scene's needs. You may need to do something different, more or less. I have no affiliation with MeetPro, and if there are any updates or major changes after February 2019, this manual cannot speak to them.

So disclaimer aside, let's get started!

1. Download and License MeetPro

Obviously the first step is to get yourself the MeetPro software and license. The basic Meetpro license can have up to 5 computers on the license and those computers can be changed in and out. It's a yearly purchase for the license, and a very simple download process which can be started online here:

<https://tfmeetpro.com/>. MeetPro works on both Mac and Windows operating systems. You will see from my screen shots that I run on Mac, though when I'm at the meet with the system I work on Windows with no issues and no differences.

Once you have MeetPro on your computer, you can open it up and follow along.

2. Creating a New Meet

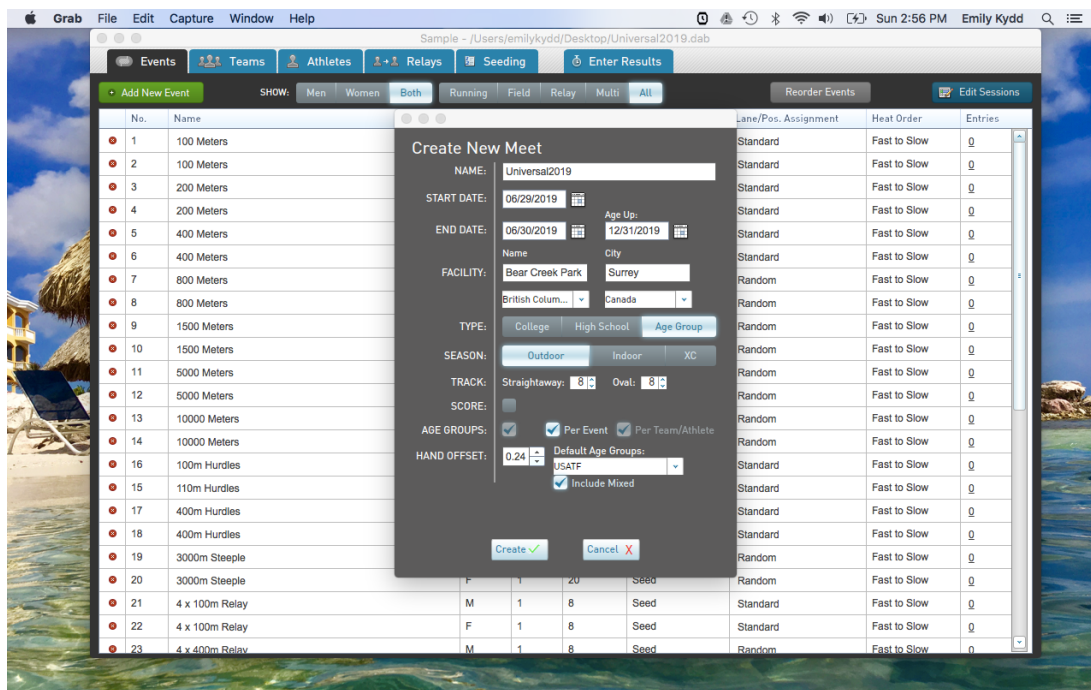
The first time I open MeetPro, a sample meet will be in front of me, presumably something to customize and make things easier for me. This may sound like a good idea, but it's not.

No.	Name	Gender	Rounds	Lanes/Pos	Heat Assignment	Lane/Pos. Assignment	Heat Order	Entries
1	100 Meters	M	1	8	Seed	Standard	Fast to Slow	0
2	100 Meters	F	1	8	Seed	Standard	Fast to Slow	0
3	200 Meters	M	1	8	Seed	Standard	Fast to Slow	0
4	200 Meters	F	1	8	Seed	Standard	Fast to Slow	0
5	400 Meters	M	1	8	Seed	Standard	Fast to Slow	0
6	400 Meters	F	1	8	Seed	Standard	Fast to Slow	0
7	800 Meters	M	1	8	Seed	Random	Fast to Slow	0
8	800 Meters	F	1	8	Seed	Random	Fast to Slow	0
9	1500 Meters	M	1	12	Seed	Random	Fast to Slow	0
10	1500 Meters	F	1	12	Seed	Random	Fast to Slow	0
11	5000 Meters	M	1	25	Seed	Random	Fast to Slow	0
12	5000 Meters	F	1	25	Seed	Random	Fast to Slow	0
13	10000 Meters	M	1	30	Seed	Random	Fast to Slow	0
14	10000 Meters	F	1	30	Seed	Random	Fast to Slow	0
15	100m Hurdles	F	1	8	Seed	Standard	Fast to Slow	0
16	110m Hurdles	M	1	8	Seed	Standard	Fast to Slow	0
17	400m Hurdles	M	1	8	Seed	Standard	Fast to Slow	0
18	400m Hurdles	F	1	8	Seed	Standard	Fast to Slow	0
19	3000m Steeple	M	1	20	Seed	Random	Fast to Slow	0
20	3000m Steeple	F	1	20	Seed	Random	Fast to Slow	0
21	4 x 100m Relay	M	1	8	Seed	Standard	Fast to Slow	0
22	4 x 100m Relay	F	1	8	Seed	Standard	Fast to Slow	0
23	4 x 400m Relay	M	1	8	Seed	Random	Fast to Slow	0

I can see that this meet is basic and doesn't hit any of my needs, so I'm always going to make my meets from scratch. That said, once I make a meet, for the purpose of this manual the yearly Universal Athletics Track Meet in Surrey British Columbia will be our guinea pig, I can easily duplicate it and re-use it the next year with minimal changes (unless the meet directors did some crazy fiddling with the schedule, we'll discuss that later). To create a new meet, I will go to the top menu bar and choose File>New>New Meet.

This will prompt a pop-up, into which I will enter all of the pertinent information about the track meet. I make sure that the **start and end dates** are accurate, and that the **Age Up Date** in British Columbia is December 31 for that calendar year. Other organizations or governing bodies may use a different Age Up Date, so check up on yours. The Age Up Date refers to the date at which an athlete will change age categories. For all divisions save for Masters age groups, the age up date is December 31. We will talk Masters later...

I always choose **Age Group for Type**, and then whatever **Season** I'm working on. I always make sure the **Track** where the meet is happening is correct with 8 lanes on the straight and 8 on the oval, though some tracks are weird, so if you don't know this for sure, ask! I may be dealing with a meet that needs to **Score**, if so I'll click that box, and regardless of what **type of age groups** I choose (I go and customize them anyways), I also check **Include Mixed**. This will insure I have age groups that can have more than one birth year in them. Once this work is done, I'll click **Create**, and I will have a bright, shiny, and very empty track meet database!



Now that I have the bones of my database, I'll deck it out with the customizations before I start creating events.

3. Customizing the Meet Specifications

Turning to the top bar menu, I'll click on **Meet**, and run through the various set-up menus. **Meet Set-Up** was my original pop-up to create the meet, but if I need to change anything that's where I can find it. The second option is **Meet Information** where I can enter more specifics to the location of the meet and the technical specs. This information could be important depending on local, provincial, or national regulations, or just to hold the moment in solemn posterity. Fill out as much as you need to.

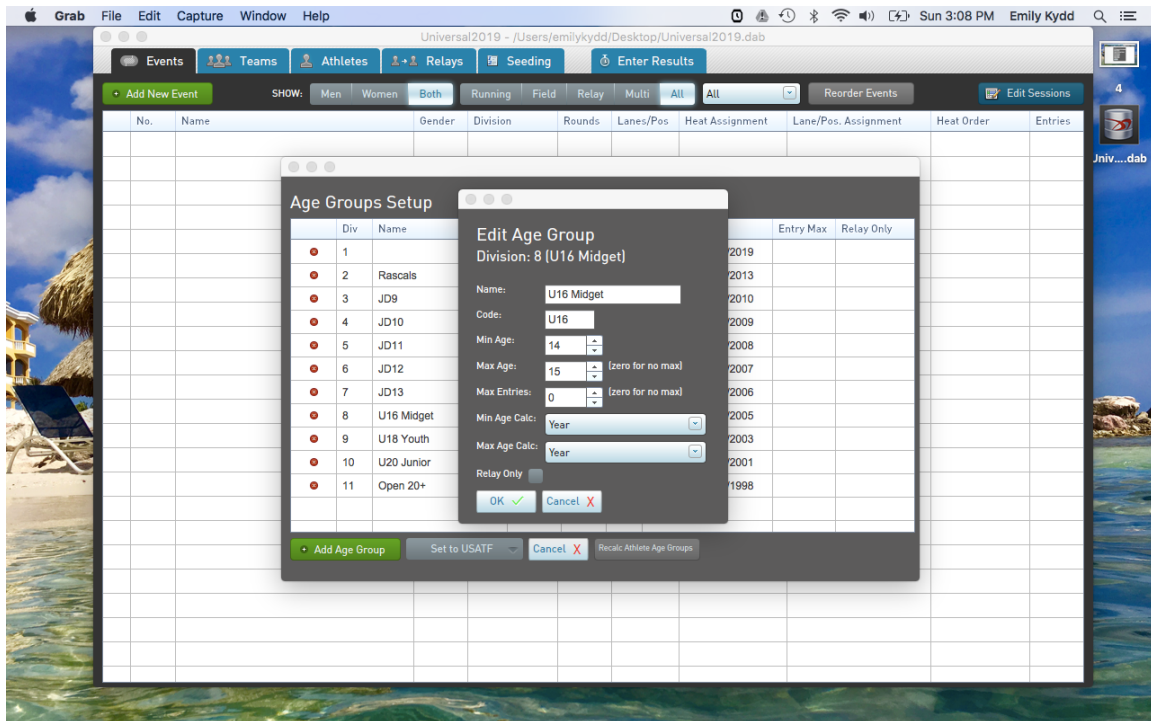
The screenshot shows a Mac OS desktop with a window titled 'Universal2019 - /Users/emilykydd/Desktop/Universal2019.dab'. The window has a menu bar (Finder, File, Edit, View, Go, Window, Help) and a toolbar with buttons for Events, Teams, Athletes, Relays, Seeding, and Enter Results. Below the toolbar is a 'SHOW' dropdown menu with options: Men, Women, Both, Running, Field, Relay, Multi, All. The main area is a large table with columns: No., Name, Gender, Division, Results, Lane/Pos, Heat Assignment, Lane/Pos, Assignment, Heat Order, and Entries. A 'Meet Information' dialog box is open in the center, containing the following fields:

- Meet Name: Universal2019
- Course: Bear Creek Park
- Address 1: [empty]
- Address 2: [empty]
- Town: Surrey
- State: British Colum...
- Zip: [empty]
- Country: Canada
- Conditions: [empty]
- Host: Universal Athletics club
- Meet Director: [empty]
- Meet Referee: [empty]
- Timing By: [empty]
- Timing URL: [empty]
- National Federation: Canada

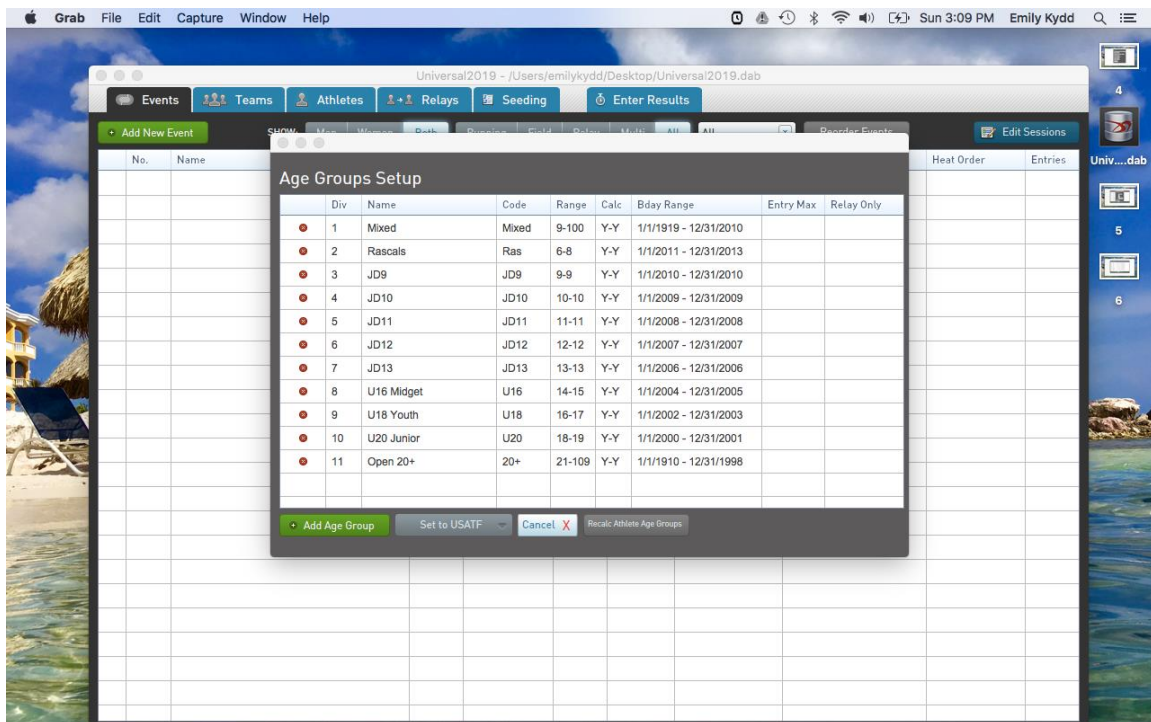
At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

Next I'll go back to the **Meet** menu and select **Age Group Set-Up**. The dialogue box that comes up will depend on what template option I picked in the Meet Set-Up. Not that it typically matters, since I customize them all anyways. So I click on each division, and can edit them into the age group **Name**, **Code** and **Minimum and Maximum Age** as I need them to be. I leave Division 1 empty as it will become my **Mixed category**. One note, if I delete any of the divisions and then **Add Age Group**, those divisions will have higher numbers, out of order and I can't change the division numbers. Not that this matters, but it is a weird quirk, so don't worry, it's not you, it's them.

The naming principles will depend on your track governing bodies, though it is IAAF regulation to use the U16, U18, and U20 titles instead of Midget, Youth, or Junior. I split the difference and use both as a lot of folks have not caught up to the IAAF and their rule changes.



Once I've edited all of the age groups to fit the needs of this meet, I can see them all and do a scan to make sure that math is correct before closing the box.

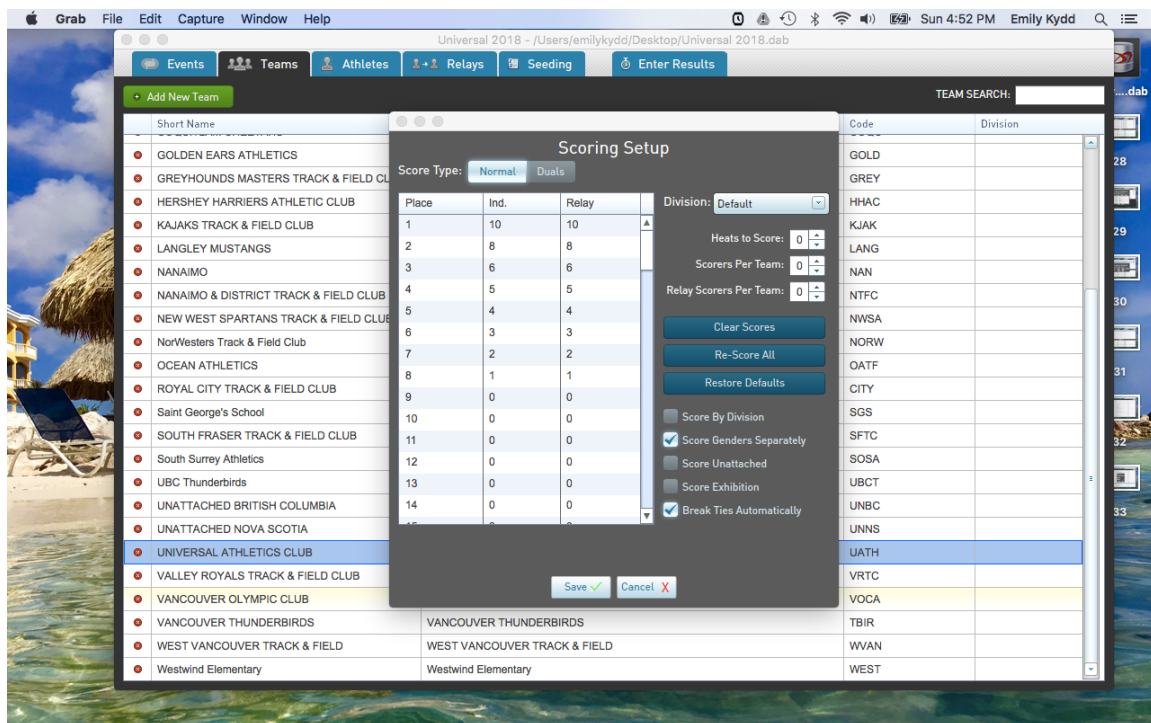


A quick note about Masters: Many local meets do not have specific Masters age categories. Mainly because it's cumbersome and time consuming. The policy for

the Universal Meet is that Masters are very welcome, but they will compete in the 20+ Open division and not be awarded separately. If I was creating a meet that had all of the Masters 5 year age categories, I would have created each of those 5 year age categories (35-39, 40-44, 45-49 etc) and I would make the Calculation of the **Minimum and Maximum Ages** to be the **First Day of the Meet** as opposed to the year or the **Age Up Date**. This is because Masters run in the age category they are that day, not that year. Meaning they can go from the 40-44 bracket to 45-49 group if they have a mid-season birthday. Which is super lucky for June birthdays.

Still in the Meet menu, I have never altered the **Lanes or Alleys Set-ups**, as the default fits just fine for most events.

If the meet is a scored meet, like a high school Championship or a dual meet, then I will customize the **Scoring Set-Up**. Basically, I will make the amount the points awarded to the place as it pertains to the rules of the meet.



I typically leave the **Comps# Set-Up** for later in the process, but this is where I set the number that the bib numbers will start at (not always 1, often clubs use numbers from the year prior, so the **First Number** could start at 327 or 1934).

The final option in the Meet menu is the **Batch Operations**, which can basically save me time if I need to make the same change to all of the events, like changing them from **Fastest to Slowest Heat Order** or vice versa. There is not a batch operation for all of the options, which is annoying.

But now it's time to create all of the individual track and field events, for each gender and for each age group that the meet is offering. Don't worry; it's not as time consuming as it sounds.

4. Adding Events

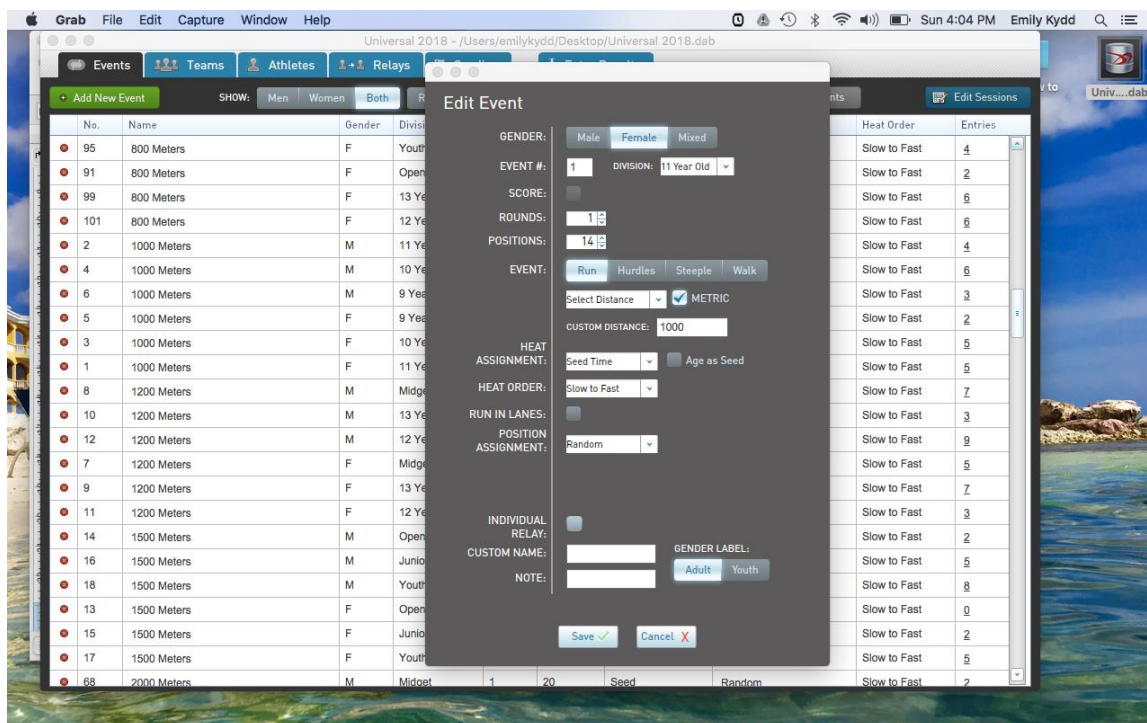
Now that I am working on building the meet itself, I will focus on the main interface of MeetPro. There are 6 Blue Tabs at the top of the interface: **Events, Teams, Athletes, Relays, Seeding, and Enter Results**. I can easily toggle between the 6 tabs either by clicking on the tab or by using the keyboard shortcuts that can be found in the **View** menu in the top bar menu.

In the **Event** tab, I will start off by clicking the green **Add New Event** button at the top left corner of the screen. When the **Add Event Dialogue** box comes up, I will enter all of the information for this event. What event is first? Well the first track event of the first day. I will add events as per the order they arrive on the meet schedule for the basic reason that I want the event numbers to be in chronological order so that all officials can easily find them and know what comes next. Do not willy nilly create events, always go by the meet schedule, and make sure that the events are created in the order with which the meet runs. For this meet, the policy is females first, oldest to youngest. The first event on the track on Saturday morning is the 1000m. So I will create the 11year old Female 1000m event as Event #1.

I cannot stress enough how much of a headache it is to either create the meet events out of order from the schedule or to mistakenly skip an age group or a gender and have to add it later. Either all of the events will need to be moved around, or there will be a free flying event out of sequence. I once spent 5 hours fixing a database that someone had built with only one masters event for each track and field event, despite it being a Championships with 5 year age groups. Don't do it.

For the purpose of the event numbering system, I create all track events, for the entire meet first, in the chronological order of the schedule and then I turn to the field events, where the numbering doesn't matter as much. I will do all of the high jump together, then pole vault, etc. so that each field event is clumped together in the list and I can easily eye-ball to see if I've missed any age groups.

During my event creation phase, I always have the technical specifications nearby to refer to them for the hurdle and steeplechase heights, as well as the throwing implement weights, as all of this information needs to be included in those events.



I will select the **Type (Track, Field, Relay, or Multi)**, **Gender** and **Division** first. To make things easier, check the box that asks to **Alternate Genders** as that will switch it back and forth between male and female after creating each event number. The **Event Number** auto populates with the next number in the sequence, though it is editable if the number needs to be different. (Remember the advice above about staying with that meet schedule though.)

Any event that is a timed final will have **1 Round**. If the event has heats, often your sprints, there will be 2 rounds. The screen shot is for the 11year old 1000m, so it's just one round. I will determine how many **Positions** I want to be possible in this specific race, often determined either by how many lanes may be needed, or how many bodies can be squished onto the track if it's distance. You may want to check with the meet manager and see what he/she is comfortable with. For a distance event with tiny humans, we put a mob of them on the line at once. I select what event we are dealing with, **Run, Hurdles, Steeplechase, or Walk**, and then I will **Select Distance** from the drop down. If the distance isn't there, such as the 1000m, I will enter it as a **Custom Distance**.

Since this event only has one round, it only talks of the heat. For non-laned events, the **Heat Assignment can be Seed Time**, with a **Heat Order of Slow to Fast**. This is to ensure that if there are multiple heats of this timed final, the faster times will be grouped in the same heat, with the fastest heat happening last. Leave the **Position Assignment** as **Random**.

Regarding the **Custom Name**, don't use this. We have only had problems when I have used Custom Names, something about them creates some sort of

Pandora's Box of Impossibility that we haven't figure our way out of yet. I will use the **Note** field if I need to make any specifications about an event, like I will for the hurdles, Steeplechase and throwing events. I always leave the **Gender Label** as **Adult**, I guess you could change it to Youth if it's on a kids meet, but whatever, this isn't the Olympics.

Click **Save** and I just created my Event #1. Immediately a box for Event #2 will pop up, already with the #2 entered, and changed to Male, with the same parameters that I did the female race in. I can quickly click through and merely change the age divisions and then the distances if the events are all getting the same parameters. And all of a sudden I have my first 16 events of the meet!

No.	Name	Gender	Division	Rounds	Lanes/Pos	Heat Assignment	Lane/Pos, Assignment	Heat Order	Entries
1	1000 Meters	F	JD11	1	12	Seed	Random	Slow to Fast	0
2	1000 Meters	M	JD11	1	12	Seed	Random	Slow to Fast	0
3	1000 Meters	F	JD10	1	12	Seed	Random	Slow to Fast	0
4	1000 Meters	M	JD10	1	12	Seed	Random	Slow to Fast	0
5	1000 Meters	F	JD9	1	12	Seed	Random	Slow to Fast	0
6	1000 Meters	M	JD9	1	12	Seed	Random	Slow to Fast	0
7	1200 Meters	F	U16 Midget	1	12	Seed	Random	Slow to Fast	0
8	1200 Meters	M	U16 Midget	1	12	Seed	Random	Slow to Fast	0
9	1200 Meters	F	JD13	1	12	Seed	Random	Slow to Fast	0
10	1200 Meters	M	JD13	1	12	Seed	Random	Slow to Fast	0
11	1500 Meters	F	Open 20+	1	12	Seed	Random	Slow to Fast	0
12	1500 Meters	M	Open 20+	1	12	Seed	Random	Slow to Fast	0
13	1500 Meters	F	U20 Junior	1	12	Seed	Random	Slow to Fast	0
14	1500 Meters	M	U20 Junior	1	12	Seed	Random	Slow to Fast	0
15	1500 Meters	F	U18 Youth	1	12	Seed	Random	Slow to Fast	0
16	1500 Meters	M	U18 Youth	1	12	Seed	Random	Slow to Fast	0

For this meet, the 100m races follow the middle distance, so I need to change more about the **Add Event** box when I make this transition. In the Universal Meet, the 100M and the 60M events have two rounds, a heat and a final. So I will change the **Rounds to 2** and select **100** from the **Distance** drop down. By adding a second round, options about both the heat and the final are presented. The **Heat Assignment** will be **Serpentine**, with the **Heat Order** being **Slow to Fast**. The Serpentine will ensure that the fastest seed times will not all be in one heat, but will be spread across the heats. You never want to have a "fast heat" in the preliminary round as one of the fastest seed times may not make the final. The serpentine puts the fastest time in the last heat, the second fastest time in the second to last heat, the third fastest time in the third heat and so on. Like the 1000m event previously, we want the person with the fastest seed time to run in the last heat. Theoretically, if nobody lied on their seed times (which people

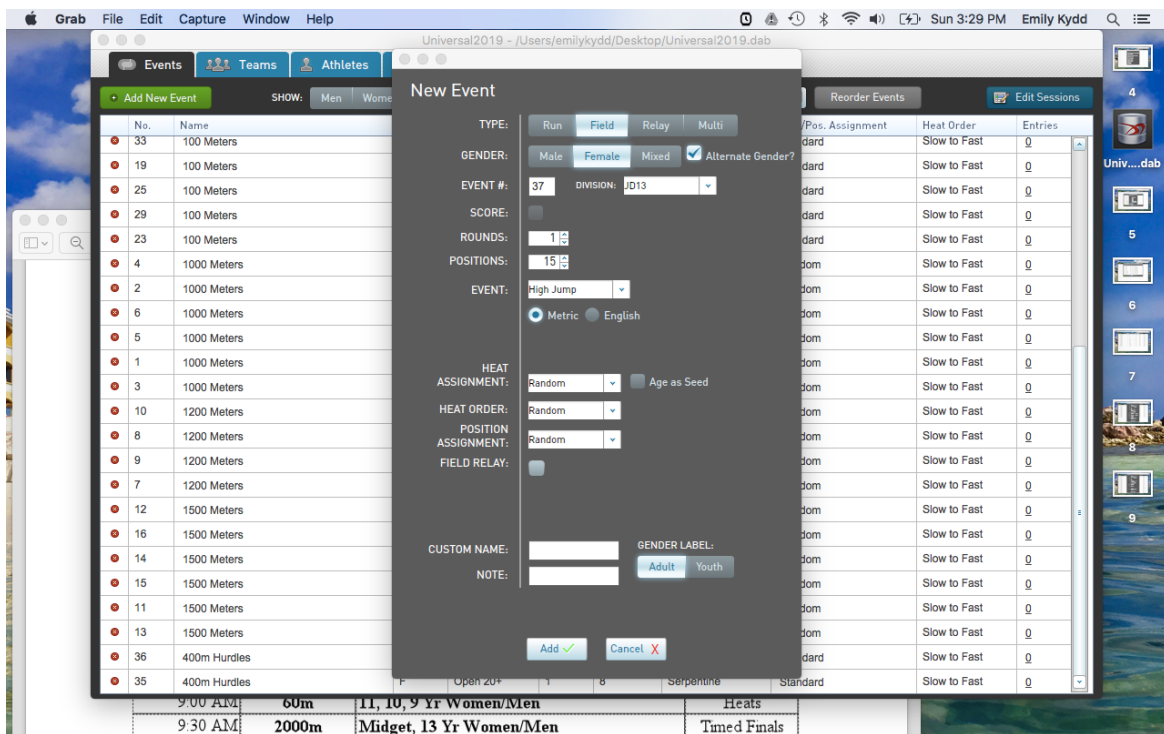
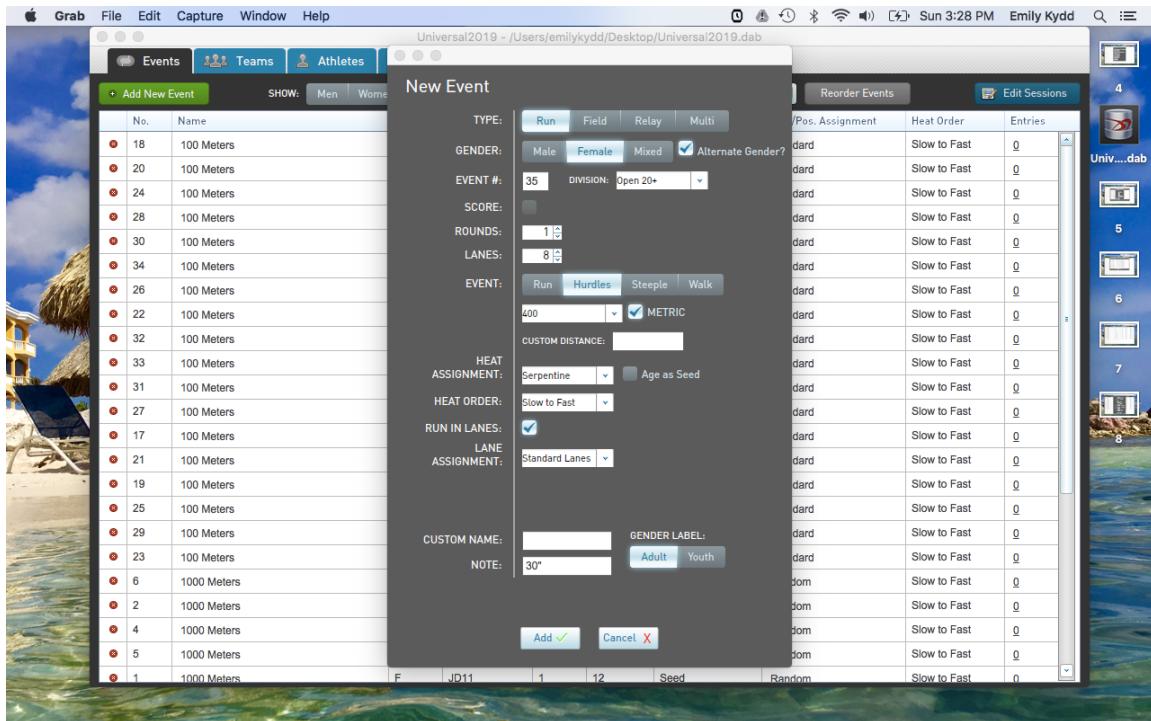
always do, so don't be surprised!) the fastest people will end up in the finals regardless of what heat they're in.

Speaking of advancement, I can select how advancement will occur, whether it is through Time or Place/Time. Time typically will refer to the 8 fastest times, regardless of what heat they came from. Place/Time refers to typically the first 1 or 2 finishers from each heat with the next 2/3 fastest times, all depending on how many heats there are based on IAAF rules. So if there are 5 heats, it would be the winner of each heat, and then the next 3 fastest times.

The screenshot shows the 'New Event' dialog box in the Universal2019 software. The dialog box is open over a background window showing a list of events and a table of lane assignments. The 'New Event' dialog has tabs for Run, Field, Relay, and Multi. The 'Run' tab is selected. It includes fields for Gender (Male, Female, Mixed, Alternate Gender?), Event # (17), Division (Open 20+), Rounds (2), Lanes (8), Finals (8), Event (Run, Hurdles, Steeple, Walk), Heat Assignment (Serpentine), Heat Order (Slow to Fast), Run in Lanes (checked), Lane Assignment (Standard Lanes), Advancement (Time), Heats (1), Finals (1), Custom Name, and Note. There are 'Add' and 'Cancel' buttons at the bottom.

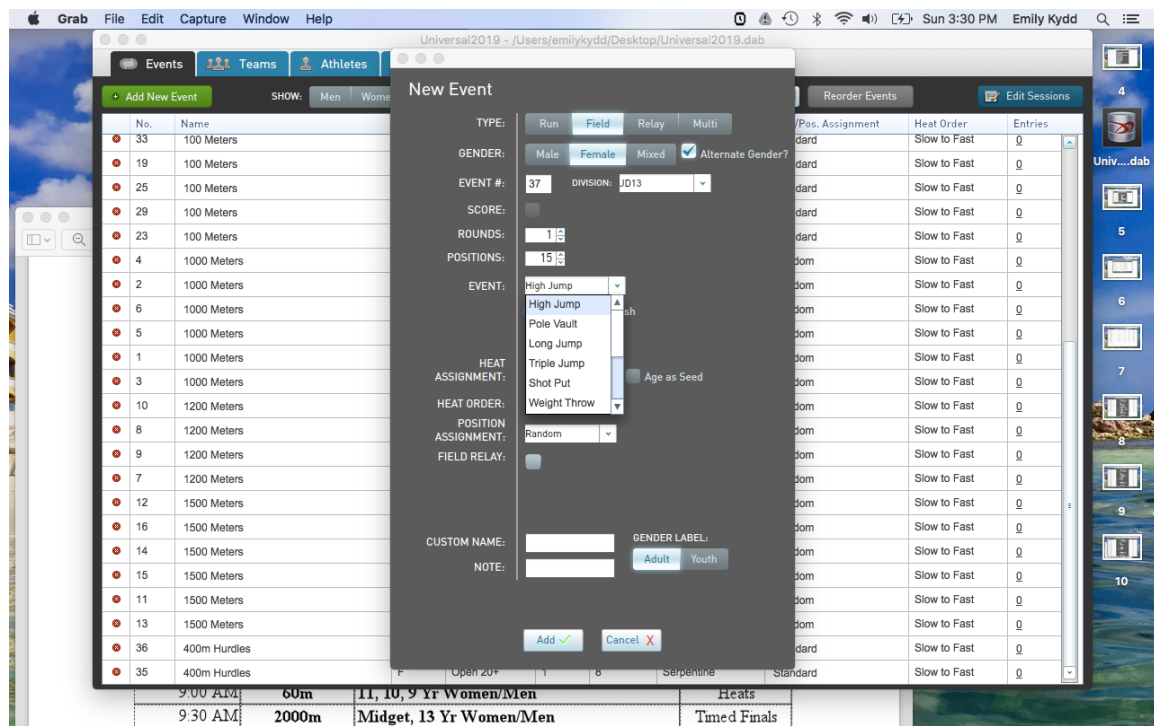
I always leave the **Lane Assignments** as **Standard Lanes**. The **Heats** box, third from the bottom of the page, is where I can change the amount of finals there may be. This is common in bigger meets, to have an A&B final for bigger age divisions, to give more athletes a second round. It doesn't happen much in local meets. Again, don't use **Custom Name**, and if I need to specify anything I'll use the **Note** field.

Once I get to any Hurdles events, I'll change the **Event** to **Hurdles**, enter my distance, and then in the **Note** field, state what the height of the hurdles will be. This specification is required in the official results, especially if any of the times are going to stand up for records or teams.



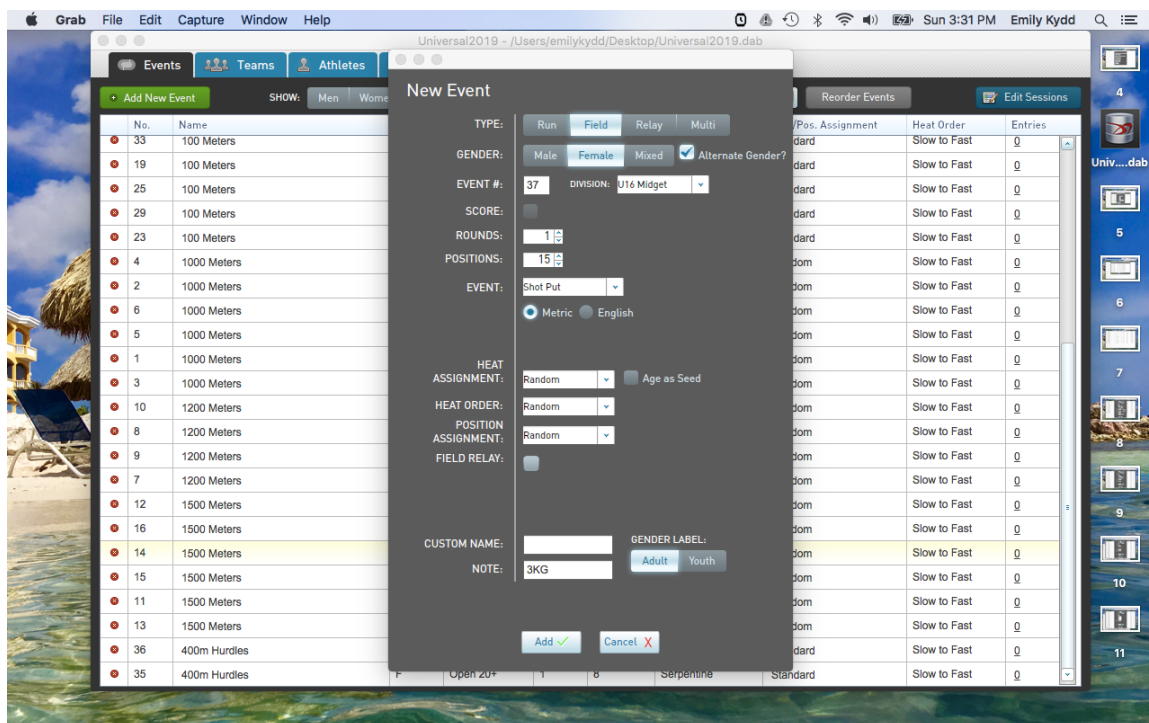
I'll change the **Type** of event to **Field**, and then select in the **Event** drop down which one I'm looking for. I'll determine how many positions I want to be in the event. For this example, if this High Jump event had more than 15 entered, it would automatically create two heats (or flights as is more commonly used terminology, but it's all semantics). I set the **Heat Assignment**, **Order**, and

Position Assignment all to **Random**, as per the rules. Some think the best seed height or distance should jump or throw last. But alas, no. The rule book dictates randomness, as does the official who has nagged me about this before.



If the meet offers relays, I will create each age group's relay, again, just by changing the Type of event at the top and then entering the distance. The language for distance in this menu is not 4x100, but 400m relay. It's weird, but it does read properly in the event list. We'll deal with relays more later on. Relays, grrrr.

For the last general set-up for event creation, all **Throwing** events need to have the weight of the implement being thrown stipulated in the official results, much like the hurdles and the steeplechase heights. So for all throwing events (Weight/Club Throw, Javelin, Shot Put, Hammer, and Discus), I will put the weight of the implement for that age group into the **Note** field. The technical specifications can surely be found on your local athletics governing website.



Now that I have created all of my events, I can return to my Event tab and see the entire list of events. I can filter them by only women, men or both, only track, field, relays, multi or all. I can also click along any of the headings in light blue at the top of the list (No., Name, Gender, Division etc) to reorder the events based on sorting that heading. The one I will use the most is the Number heading, as for some reason MeetPro always wants to reorder the events by putting the shortest distance at the top, instead of the number. I don't want to order it with the 60m first all the time!

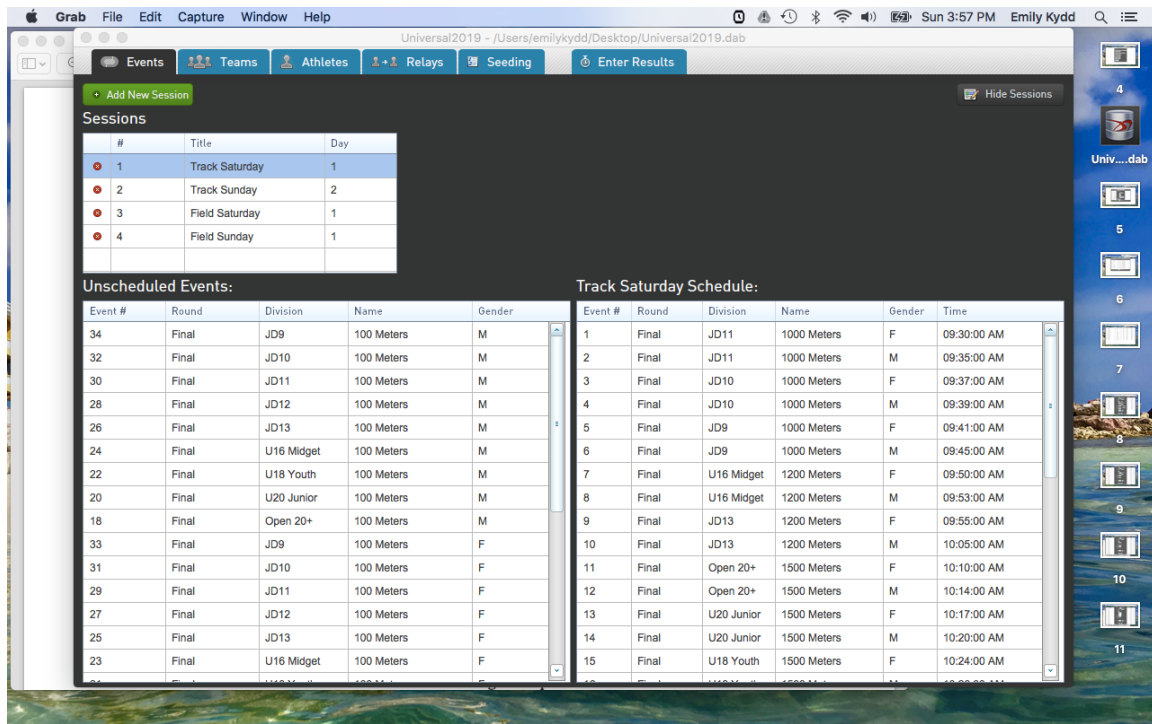
5. Session and Schedule Creation

Now that I have created all of my events, it's time to divide them into Sessions and create the Schedule inside the database.

Sessions are ways to divide a track meet to more easily keep track of where everything is. I typically create sessions based on day and event. For a two-day weekend meet, I'll create 4 sessions: Saturday Track, Sunday Track, Saturday Field, and Sunday Field. This way I can filter what I'm looking at to only be what I need for that day when I'm doing results. From the **Event** tab, I'll click on the dark blue button on the top right corner called **Edit Sessions**.

At this point, all of the events are unscheduled, meaning they haven't been assigned to a session or have a time attached to them. I will start by clicking Add New Session, and creating 4 sessions as I said previously.

the photo software. MeetPro will also print out the heat sheets in the correct order for the start line and the finish line officials. This is a huge time saver for all concerned.

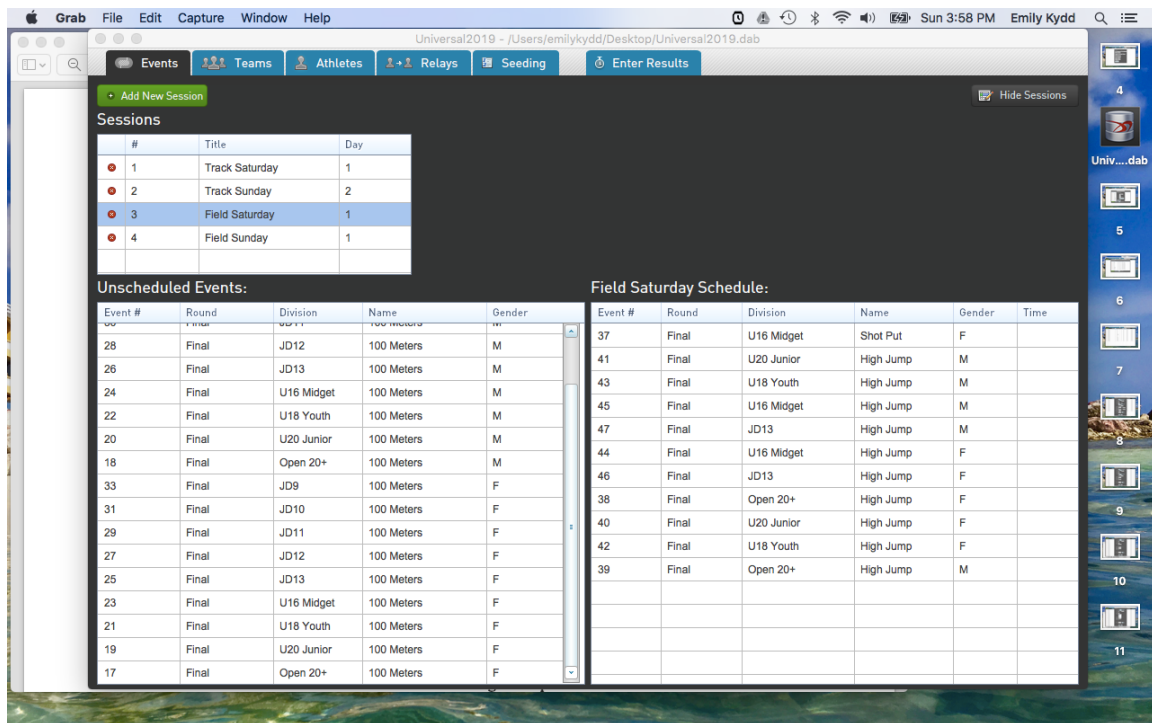


This process can be kind of glitchy, so play around with the tab button and the mouse to try to do this as efficiently as the program will let you. Again, events rearrange themselves for no particular, yet quite annoying, reason.

Once I get all of my Saturday track events into the Saturday schedule, I'll go down the line and add times. The times need to keep the event numbers in chronological order and mirror the schedule as closely as possible. This is difficult as most schedules will have all 1500m's starting at 11am for example, yet obviously the gun for all age groups won't go at 11am, yet I can't have two events as single time or else it messes things up with the Finish Lynx software.

So I clump them as close to the time specified as possible (11am, 11:02am, 11:04am etc). This can be a headache later because anal people will come up at the meet saying "But the schedule says I run at 11am, why does the start list say 11:17?!?! This is when you point that person to the meet director and try not to roll your eyes, which is honestly really difficult for me. I have a problem.

I don't bother putting times into the field events, but I do divide them between Saturday and Sunday, only so that I can filter them out when I'm doing results and find the event I'm looking for easier.



At this point, my database is ready and there is not much more I can do until the entry deadline closes. The process I have just gone through has created a shell of a meet that now needs to be populated with athletes, teams, and entries. Ideally, those three things will come from a meet registration platform like TrackieReg or similar.

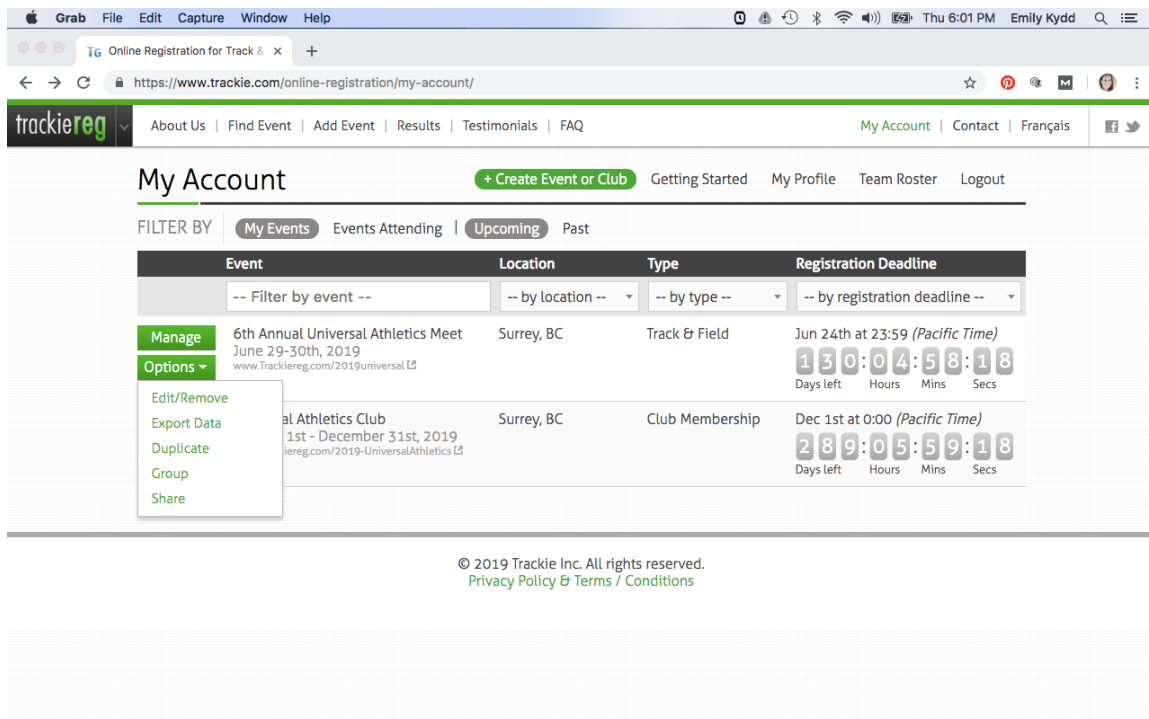
Not so ideally, I will manually enter athletes by creating athlete and team profiles and entering them into the individual events they want to go into. This is not likely to happen, because it's 2019 and manual entry is mind numbing. So at this point we will work on the assumption that I will be downloading my information to populate the database from TrackieReg with a minimal amount of manual entry for late entries.

So at this time, I'll take a break, refill my pinot grigio, and play with my cat.

6. Entry Import

Now that several weeks or months have gone by (I typically do my database creation early to spread out the work), it's time for the entry deadline. The day after the deadline, which is typically at 11:59pm, I'll go into TrackieReg and export the entries from the meet registration site. To go into detail about Meet Registration sites, refer to my manual on **TrackieReg: Creating a Meet Registration Site**.

In the **Account** page, the event for this meet is listed. To export the entry data, I will click on the green **Options** button, which will then present a drop down menu. I'll choose the **Export Data** option.



The screenshot shows the TrackieReg 'My Account' page. The page has a navigation bar with links: About Us, Find Event, Add Event, Results, Testimonials, FAQ, My Account, Contact, and Français. Below the navigation bar, there's a section titled 'My Account' with a '+ Create Event or Club' button and links for Getting Started, My Profile, Team Roster, and Logout. A filter bar shows 'My Events', 'Events Attending', 'Upcoming', and 'Past'. Below this is a table with columns: Event, Location, Type, and Registration Deadline. The first event listed is '6th Annual Universal Athletics Meet' (June 29-30th, 2019) in Surrey, BC, Track & Field, with a registration deadline of Jun 24th at 23:59 (Pacific Time). The 'Options' button for this event is highlighted, and a dropdown menu is open showing options: Edit/Remove, Export Data, Duplicate, Group, and Share. The second event listed is 'al Athletics Club' (1st - December 31st, 2019) in Surrey, BC, Club Membership, with a registration deadline of Dec 1st at 0:00 (Pacific Time). The footer of the page contains copyright information: © 2019 Trackie Inc. All rights reserved. Privacy Policy & Terms / Conditions.

Event	Location	Type	Registration Deadline
6th Annual Universal Athletics Meet June 29-30th, 2019 www.Trackiereg.com/2019-UniversalAthletics	Surrey, BC	Track & Field	Jun 24th at 23:59 (Pacific Time) 130:04:58:18 Days left Hours Mins Secs
al Athletics Club 1st - December 31st, 2019 Trackiereg.com/2019-UniversalAthletics	Surrey, BC	Club Membership	Dec 1st at 0:00 (Pacific Time) 289:05:59:18 Days left Hours Mins Secs

A dialogue box comes up asking for some parameters for the export. MeetPro is built in the style of another meet management software, Hytek. So I check the box for **Hytek Meet Manager**.

The main thing I need to be aware of when doing this export in the Hytek format, is that the **Divisions** in TrackieReg and in Meetpro have to match. That means I have to go into my TrackieReg meet site, and edit the age group division numbers to match whatever they may be in MeetPro. For example, JD 9 year olds are Division 2 in TrackieReg, but they are division 6 in Meetpro. It really doesn't matter whether I change MeetPro to match or TrackieReg to match, either way, as long as the same age groups have the same division designations, all will be well.

Div	Name	Code	Range	Calc	Bday Range	Entry Max	Relay Only
1	Mixed	Mixed	9-109	A-A	1/1/1909 - 12/31/2009		
2	9 Year Old	9yr	9-9	A-A	1/1/2009 - 12/31/2009		
3	10 Year Old	10yr	10-10	A-A	1/1/2008 - 12/31/2008		
4	11 Year Old	11yr	11-11	A-A	1/1/2007 - 12/31/2007		
5	12 Year Old	12yr	12-12	A-A	1/1/2006 - 12/31/2006		
6	13 Year Old	13yr	13-13	A-A	1/1/2005 - 12/31/2005		
7	Midget	Midg	14-15	A-A	1/1/2003 - 12/31/2004		
8	Youth	Youth	16-17	A-A	1/1/2001 - 12/31/2002		
9	Junior	Jun	18-19	A-A	1/1/1999 - 12/31/2000		
10	Open	Open	20-109	A-A	1/1/1909 - 12/31/1998		
11	Rascals	Rasc	6-8	A-A	1/1/2010 - 12/31/2012		
12	Class F11	Claf11	9-100	D-D	7/1/1917 - 6/30/2009		

Type	Min	Max	Division #	Age calculated on	
EN	By Age	6	8	11	Dec. 31
EN	By Age	9	9	2	Dec. 31
EN	By Age	10	10	3	Dec. 31
EN	By Age	11	11	4	Dec. 31
EN	By Age	12	12	5	Dec. 31
EN	By Age	13	13	6	Dec. 31
EN	By Age	14	15	7	Dec. 31
EN	By Age	16	17	8	Dec. 31
EN	By Age	18	19	9	Dec. 31
EN	By Age	20	94	10	Dec. 31
EN	By Age	1	150	12	Dec. 31

Once I'm sure that my **Divisions** match, I can click Export and a download will start. Wherever the download ends up, (usually the "Downloads" folder,) I'll drag it onto my desktop for easy access.

Export Data

☐ Spread Sheet
 ☒ Hy-Tek Meet Manager
 ☐ LynxPad
 ☐ Easy Meet
 ☐ Runscore
 ☐ Sportdata
 ☐ Other

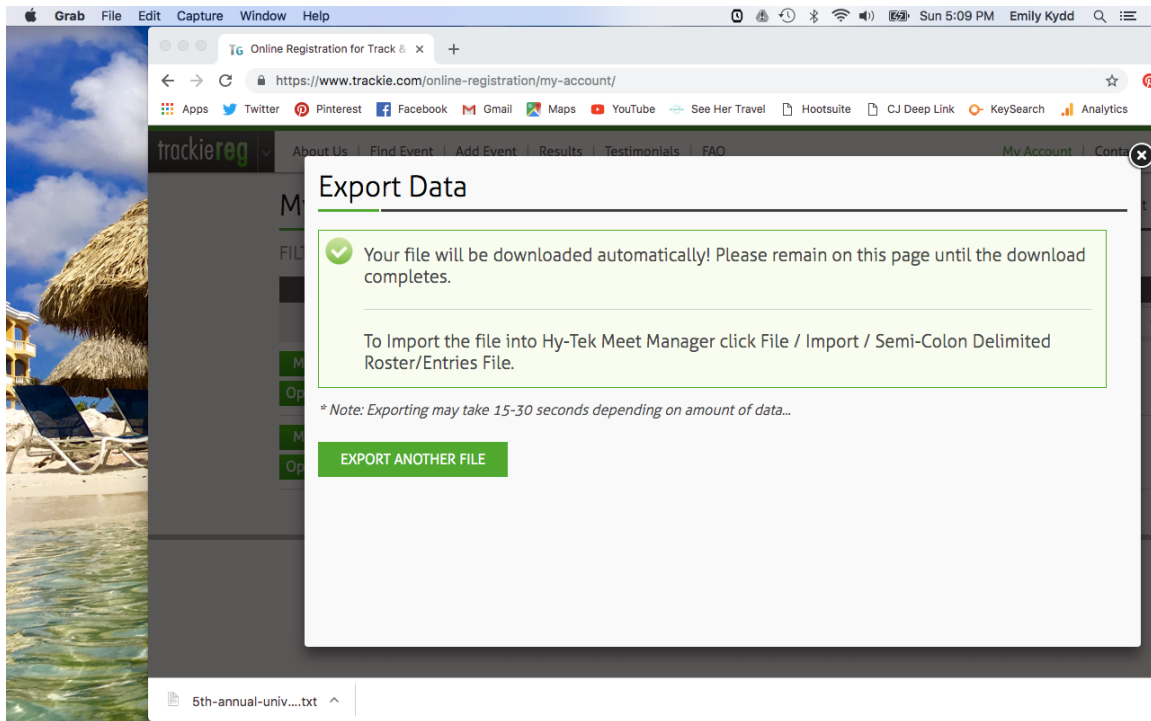
Export data as of: ☒ All data ☐ Since last export ☐ Custom date

IMPORTANT: If you are using Divisions within Hy-Tek YOU MUST make sure the Division #'s in TrackieReg correctly match the Division #'s in Hy-Tek. If they do not match you will get lots of exceptions when you try to import your file. For more information about changing the division #'s in TrackieReg watch this short (90 second video). Also in Hytek any event 600m and over should be labelled as a "Run" and not a "Dash". If you have any problems or questions please contact us at info@trackie.com.

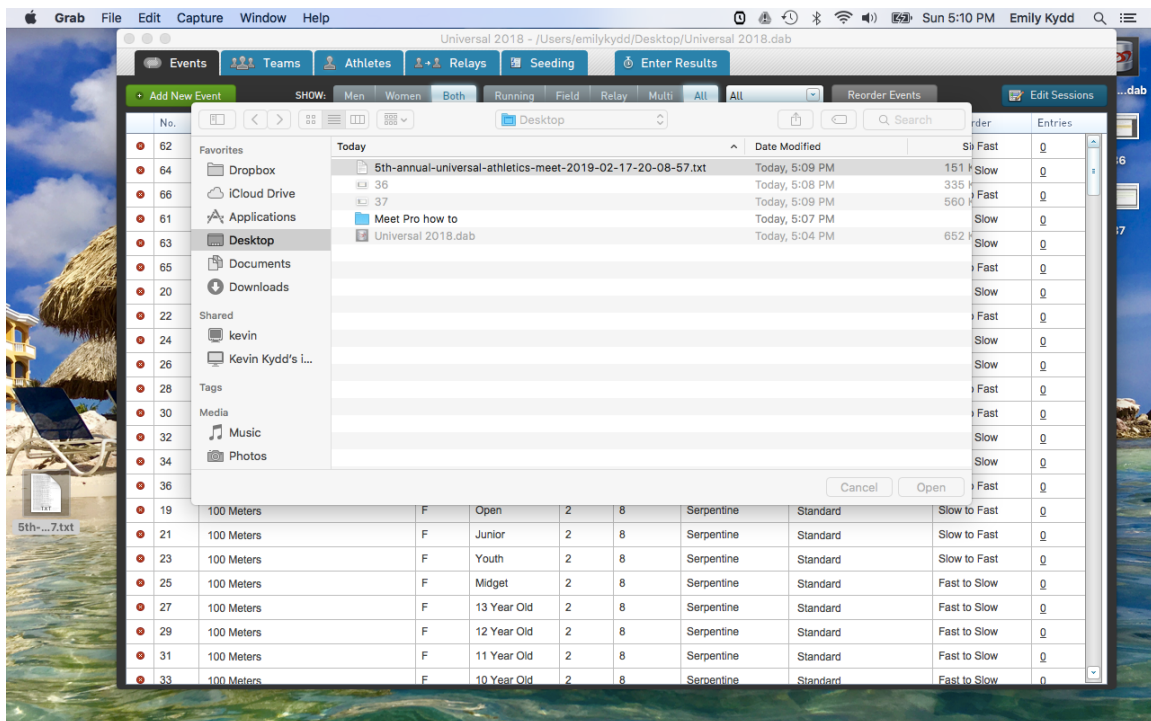
☐ Include Branch abbreviation in front of Athletics Canada # (eg. ON 1234567)

[Show Hy-Tek Division # Settings](#)

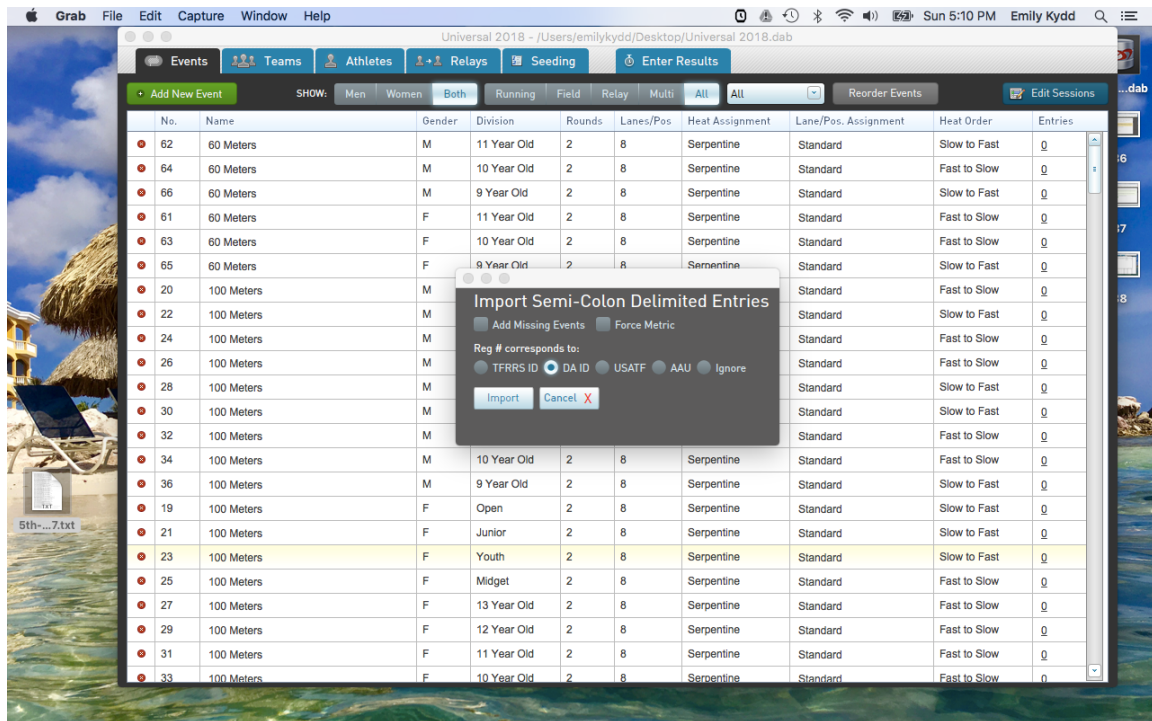
* Note: Exporting may take 15-30 seconds depending on amount of data...



Once the file is on my desktop, I'll go into my database for this meet in MeetPro and I'll click in the top menu bar **File > Import > Semi-Colon Delimited File**. I will then select the file from my desktop.



A small import box will pop up. I will uncheck the **Add Missing Events** box because if there is anything missing I want to know about it add it myself), and typically leave the Reg # as DA ID. Not that it really matters since we're in Canada.



Once I hit import, the import will begin. Sometimes it stalls half way through, I just shut down the program and start it again. If there are any mistakes made somewhere along the line, like maybe I forgot to create a shot put even for the 13 year old girls, a list of **Exceptions** will be produced in PDF format.

This exception sheet can be very useful if the meet is offering paralympic events. I don't ever create divisions or events for para ahead of time. I don't because it's time consuming, and there are often not many para athletes at a meet. Instead, I wait to see who entered, what para class they are in, and what events they are competing in, and then I will create events and divisions specifically for the athletes who are registered.

So at this time, I now have a database full of athletes, as I can see by the numbers in the **Entries** column to the far right of the screen.

Universal 2018 - /Users/emilykydd/Desktop/Universal 2018.dab

Events Teams Athletes Relays Seeding Enter Results

SHOW: Men Women Both Running Field Relay Multi All All Reorder Events Edit Sessions

No.	Name	Gender	Division	Rounds	Lanes/Pos	Heat Assignment	Lane/Pos. Assignment	Heat Order	Entries
1	1000 Meters	F	11 Year Old	1	14	Seed	Random	Slow to Fast	5
2	1000 Meters	M	11 Year Old	1	14	Seed	Random	Slow to Fast	4
3	1000 Meters	F	10 Year Old	1	14	Seed	Random	Slow to Fast	5
4	1000 Meters	M	10 Year Old	1	14	Seed	Random	Slow to Fast	6
5	1000 Meters	F	9 Year Old	1	14	Seed	Random	Slow to Fast	2
6	1000 Meters	M	9 Year Old	1	14	Seed	Random	Slow to Fast	3
7	1200 Meters	F	Midget	1	14	Seed	Random	Slow to Fast	5
8	1200 Meters	M	Midget	1	14	Seed	Random	Slow to Fast	7
9	1200 Meters	F	13 Year Old	1	14	Seed	Random	Slow to Fast	7
10	1200 Meters	M	13 Year Old	1	14	Seed	Random	Slow to Fast	3
11	1200 Meters	F	12 Year Old	1	14	Seed	Random	Slow to Fast	3
12	1200 Meters	M	12 Year Old	1	14	Seed	Random	Slow to Fast	9
13	1500 Meters	F	Open	1	12	Seed	Random	Slow to Fast	0
14	1500 Meters	M	Open	1	12	Seed	Random	Slow to Fast	2
15	1500 Meters	F	Junior	1	12	Seed	Random	Slow to Fast	2
16	1500 Meters	M	Junior	1	12	Seed	Random	Slow to Fast	5
17	1500 Meters	F	Youth	1	12	Seed	Random	Slow to Fast	5
18	1500 Meters	M	Youth	1	12	Seed	Random	Slow to Fast	8
19	100 Meters	F	Open	2	8	Serpentine	Standard	Slow to Fast	3
20	100 Meters	M	Open	2	8	Serpentine	Standard	Fast to Slow	13
21	100 Meters	F	Junior	2	8	Serpentine	Standard	Slow to Fast	2
22	100 Meters	M	Junior	2	8	Serpentine	Standard	Slow to Fast	4
23	100 Meters	F	Youth	2	8	Serpentine	Standard	Slow to Fast	7

I can also see the athletes in the **Athletes Tab** and the teams in the **Teams Tab**.

Universal 2018 - /Users/emilykydd/Desktop/Universal 2018.dab

Events Teams Athletes Relays Seeding Enter Results

SHOW: Women Men Both TEAM FILTER: All Teams ATHLETE SEARCH:

Last Name	First Name	M.I.	Comp #	D.O.B.	Age	Abbr.	Team	USATF	TFRRS	DA
Adande	Karin		F 680	3/11/86	32	NORW	NorWesters Track & Field			8685169
Arcadi	Monika		F 726	3/26/04	14	CITY	ROYAL CITY TRACK & FIELD			0460043
Aulakh	Anureet		F 789	1/5/04	14	UATH	UNIVERSAL ATHLETICS			0422220
Aulakh	Japneet		F 790	6/1/08	10	UATH	UNIVERSAL ATHLETICS			0866004
Baechler	Maya		F 75	12/31/05	13	TBIR	VANCOUVER THUNDER			
Bajarunas	Liepa		F 514	7/27/04	14	COQC	COQUITLAM CHEETAHS			0428625
Bangar	Simran		F 791	5/5/01	17	UATH	UNIVERSAL ATHLETICS			0144194
Batiste	Taya		F 767	12/30/03	15	UNBC	UNATTACHED BRITISH C			
Batiste	Taya		F 768	12/30/03	15	UNBC	UNATTACHED BRITISH C			
Baziw	Bridgett		F 890	10/23/01	17	VOCA	VANCOUVER OLYMPIC C			0161905
Beuthin	Michela		F 515	8/20/06	12	COQC	COQUITLAM CHEETAHS			0635178
Bhandal	Jasmin		F 623	2/14/03	15	KJAK	KAJAKS TRACK & FIELD			0314673

Desbrisay, Sydney

SHOW: All Only Entered

Division	Event	Mark	Converted	SCR	Ex.	Note	Date
Junior	100 Meters						
Junior	200 Meters						
Junior	400 Meters						
Junior	800 Meters						
Junior	1500 Meters						
Junior	3000 Meters		11:14.00	11:14.00			
Junior	100m Hurdles						
Junior	400m Hurdles						
Mixed	4 x 100m Relay						

Short Name	Name	Code	Division
Unattached	Unattached	UNA	
Air Blastoff Lions	Air Blastoff Lions	AIRL	
Burnaby Striders Track & Field Club	Burnaby Striders Track & Field Club	BBYS	
Calgary	Calgary	CAL	Open
CAMPBELL RIVER COMETS	CAMPBELL RIVER COMETS	CRVC	
CHILLIWACK TRACK & FIELD CLUB	CHILLIWACK TRACK & FIELD CLUB	CHWK	
COASTAL TRACK CLUB	COASTAL TRACK CLUB	CTC1	
COMOX VALLEY COUGARS	COMOX VALLEY COUGARS	CXVC	
COQUITLAM CHEETAHS	COQUITLAM CHEETAHS	COQC	
GOLDEN EARS ATHLETICS	GOLDEN EARS ATHLETICS	GOLD	
GREYHOUNDS MASTERS TRACK & FIELD CLUB	GREYHOUNDS MASTERS TRACK & FIELD CLUB	GREY	
HERSHEY HARRIERS ATHLETIC CLUB	HERSHEY HARRIERS ATHLETIC CLUB	HHAC	
KAJAKS TRACK & FIELD CLUB	KAJAKS TRACK & FIELD CLUB	KJAK	
LANGLEY MUSTANGS	LANGLEY MUSTANGS	LANG	
NANAIMO	NANAIMO TRACK CLUB	NAN	
NANAIMO & DISTRICT TRACK & FIELD CLUB	NANAIMO & DISTRICT TRACK & FIELD CLUB	NTFC	
NEW WEST SPARTANS TRACK & FIELD CLUB	NEW WEST SPARTANS TRACK & FIELD CLUB	NWSA	
NorWesters Track & Field Club	NorWesters Track & Field Club	NORW	
OCEAN ATHLETICS	OCEAN ATHLETICS	OATF	
ROYAL CITY TRACK & FIELD CLUB	ROYAL CITY TRACK & FIELD CLUB	CITY	
Saint George's School	Saint George's School	SGS	
SOUTH FRASER TRACK & FIELD CLUB	SOUTH FRASER TRACK & FIELD CLUB	SFTC	
South Surrey Athletics	South Surrey Athletics	SOSA	

The teams can be edited as desired, though normally the only ones I would edit would be any that are not obvious by the first 8-9 letters, as there are certain reports where the team name is cut down to this amount of characters. For example I may edit the **Short Names** for teams like Vancouver Thunderbirds down to Van Thunderbirds or the Vancouver Olympic Club to VOC.

Short Name	Name	Code	Division
GOLDEN EARS ATHLETICS	GOLDEN EARS ATHLETICS	GOLD	
GREYHOUNDS MASTERS TRACK & FIELD CLUB	GREYHOUNDS MASTERS TRACK & FIELD CLUB	GREY	
HERSHEY HARRIERS ATHLETIC CLUB	HERSHEY HARRIERS ATHLETIC CLUB	HHAC	
KAJAKS TRACK & FIELD CLUB	KAJAKS TRACK & FIELD CLUB	KJAK	
LANGLEY MUSTANGS	LANGLEY MUSTANGS	LANG	
NANAIMO	NANAIMO TRACK CLUB	NAN	
NANAIMO & DISTRICT TRACK & FIELD CLUB	NANAIMO & DISTRICT TRACK & FIELD CLUB	NTFC	
NEW WEST SPARTANS TRACK & FIELD CLUB	NEW WEST SPARTANS TRACK & FIELD CLUB	NWSA	
NorWesters Track & Field Club	NorWesters Track & Field Club	NORW	
OCEAN ATHLETICS	OCEAN ATHLETICS	OATF	
ROYAL CITY TRACK & FIELD CLUB	ROYAL CITY TRACK & FIELD CLUB	CITY	
Saint George's School	Saint George's School	SGS	
SOUTH FRASER TRACK & FIELD CLUB	SOUTH FRASER TRACK & FIELD CLUB	SFTC	
South Surrey Athletics	South Surrey Athletics	SOSA	
UBC Thunderbirds	UBC Thunderbirds	UBCT	
UNATTACHED BRITISH COLUMBIA	UNATTACHED BRITISH COLUMBIA	UNBC	
UNATTACHED NOVA SCOTIA	UNATTACHED NOVA SCOTIA	UNNS	
UNIVERSAL ATHLETICS CLUB	UNIVERSAL ATHLETICS CLUB	UATH	
VALLEY ROYALS TRACK & FIELD CLUB	VALLEY ROYALS TRACK & FIELD CLUB	VRTC	
VANCOUVER OLYMPIC CLUB	VANCOUVER OLYMPIC CLUB	VOCA	
VANCOUVER THUNDERBIRDS	VANCOUVER THUNDERBIRDS	TBIR	
WEST VANCOUVER TRACK & FIELD	WEST VANCOUVER TRACK & FIELD	WWAN	
Westwind Elementary	Westwind Elementary	WEST	

I may also edit the team names that are not capitalized. For no real reason besides that it suits my delicate sensibilities.

7. Adding Athletes

Often athletes will want to late register. Depending on the meet, this may or may not be permitted. If I was to set the rules, I would say no late entries after the deadline, but you can show up the day of and do a day of registration. The reason I say this is because by doing late entries when the athlete is not right in front of you, they may not show up for the meet, and then you would have wasted your time corresponding with them and doing manual data entry, and they don't even cough up any cash.

But regardless of when I do late entries, either before the meet or at the meet, I inevitably have to manually add athletes. To do this I click on the **Athletes** tab of MeetPro and click onto the green **Add New Athlete** button in the top left hand corner.

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Events Teams Athletes Relays Seeding Enter Results

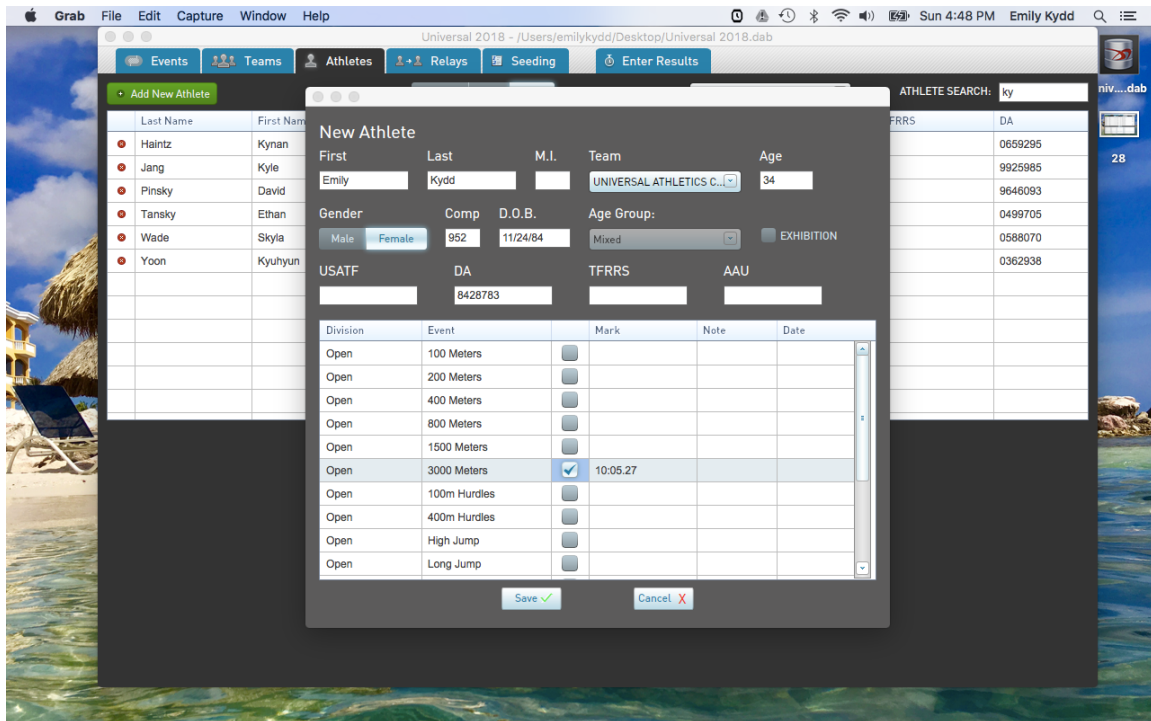
• Add New Athlete SHOW: Women Men Both TEAM FILTER: All Teams ATHLETE SEARCH:

Last Name	First Name	M.I.	Comp #	D.O.B.	Age	Abbr.	Team	USATF	TFRRS	DA
Adande	Karin		F	680	3/11/86	32	NORW	NorWesters Track & Field		8685169
Arcadi	Monika		F	726	3/26/04	14	CITY	ROYAL CITY TRACK & FI		0460043
Aulakh	Anureet		F	789	1/5/04	14	UATH	UNIVERSAL ATHLETICS		0422220
Aulakh	Japneet		F	790	6/1/08	10	UATH	UNIVERSAL ATHLETICS		0866004
Baechler	Maya		F	75	12/31/05	13	TBIR	VANCOUVER THUNDER		
Bajarunas	Liepa		F	514	7/27/04	14	COQC	COQUITLAM CHEETAHS		0428625
Bangar	Simran		F	791	5/5/01	17	UATH	UNIVERSAL ATHLETICS		0144194
Batiste	Taya		F	767	12/30/03	15	UNBC	UNATTACHED BRITISH C		
Batiste	Taya		F	768	12/30/03	15	UNBC	UNATTACHED BRITISH C		
Baziw	Bridgett		F	890	10/23/01	17	VOCA	VANCOUVER OLYMPIC C		0161905
Beuthin	Michela		F	515	8/20/06	12	COQC	COQUITLAM CHEETAHS		0635178
Bhandal	Jasmin		F	623	2/14/03	15	KJAK	KAJAKS TRACK & FIELD		0314673

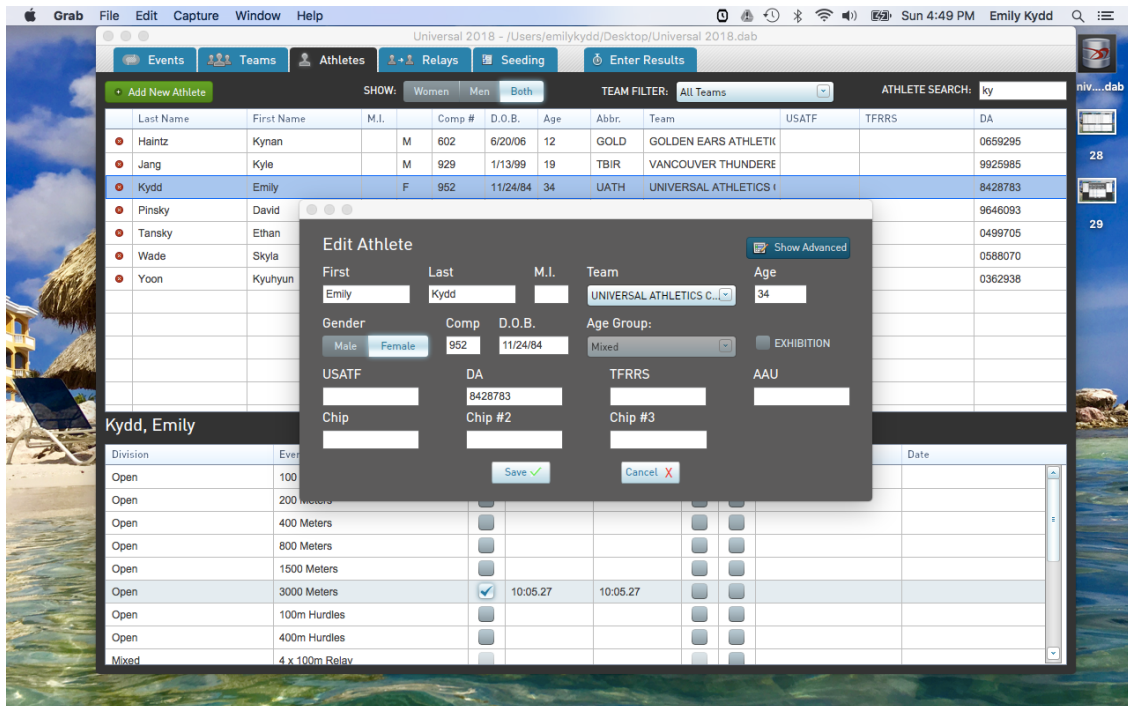
Desbrisay, Sydney SHOW: All Only Entered

Division	Event	Mark	Converted	SCR	Ex.	Note	Date
Junior	100 Meters						
Junior	200 Meters						
Junior	400 Meters						
Junior	800 Meters						
Junior	1500 Meters						
Junior	3000 Meters		11:14.00	11:14.00			
Junior	100m Hurdles						
Junior	400m Hurdles						
Mixed	4 x 100m Relay						

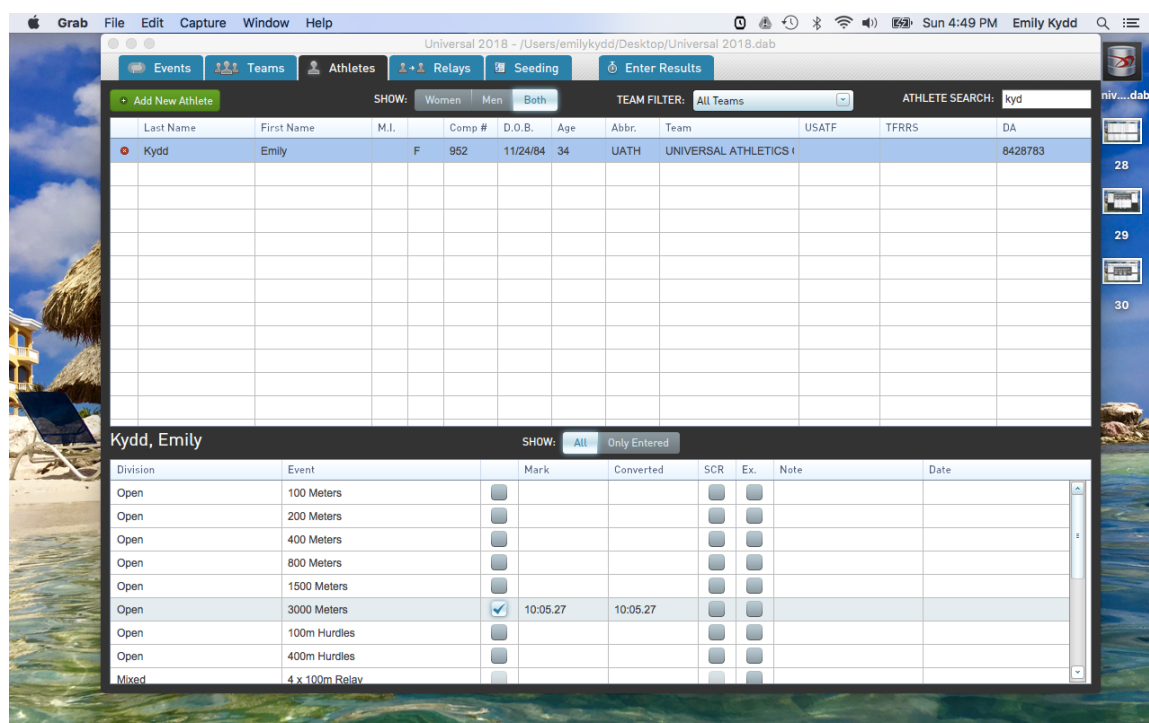
I will populate the fields with the **First Name**, **Last Name**, **Team** (from the Drop down), **Date of Birth**, and the **Athletics Registration Number** (in the DA field). If the team doesn't exist, that means they are the first from their team to enter the meet, and I will need to go to the **Team** tab and add the team. I make sure that the **Age** that autopopulates with the entry of the DOB is correct, ensuring that the athlete will be eligible to compete in events for their proper age category.



I will then enter them into their desired events. I will enter a seed time only under duress as most meets have a policy that say any athlete who late enters will not be seeded, because, you're late, so you get what you get! I can go back and edit the athlete later as well if need be by double clicking on the athlete from the **Athlete** tab.



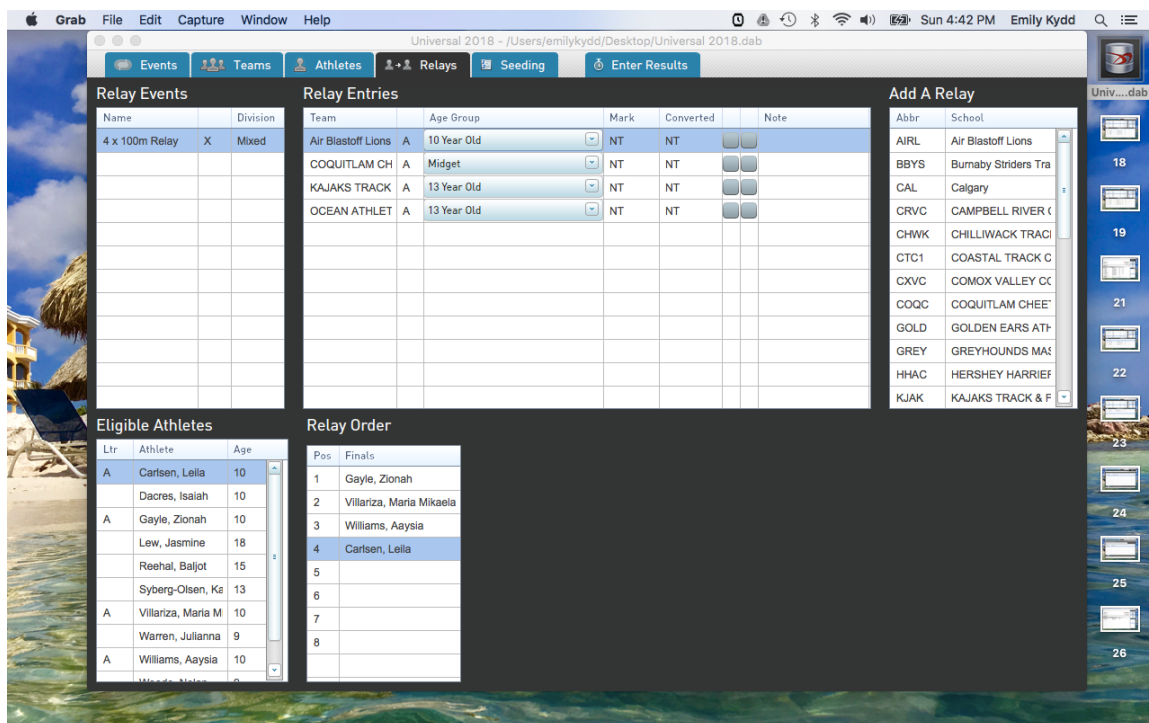
I can also add existing athletes, aka athletes who are already in the meet, into more events by finding them in the **Athlete** list either through the filters or through the **Search** function.



8. Customizing Relay Teams

Relays are a pain in the ass. But people love them, so they remain legal events in the sport of Athletics. Thankfully, MeetPro actually makes organizing relays fairly easy. Earlier, I created whatever relay events I needed to. Then with the import, those relays have been populated. Some meets, like this one, only do a mixed relay, which makes things easy, everyone runs together, and I merely go into the **Relay** tab and maybe edit the names of the **Age Groups** of relays to simply distinguish them from each other to make things easier on the day of meet.

I can also add athletes to each relay team by clicking first on the team in the large centre box and then double clicking on the **Eligible Athletes** in the lower left hand corner. Only athletes from the team highlighted would appear in this eligible box, and if it were not a mixed relay, only athletes of that age group would show up. I can drag the names around in the Relay Order box if it is a meet where relay order matters, or even if it doesn't matter but people are beyond anal.

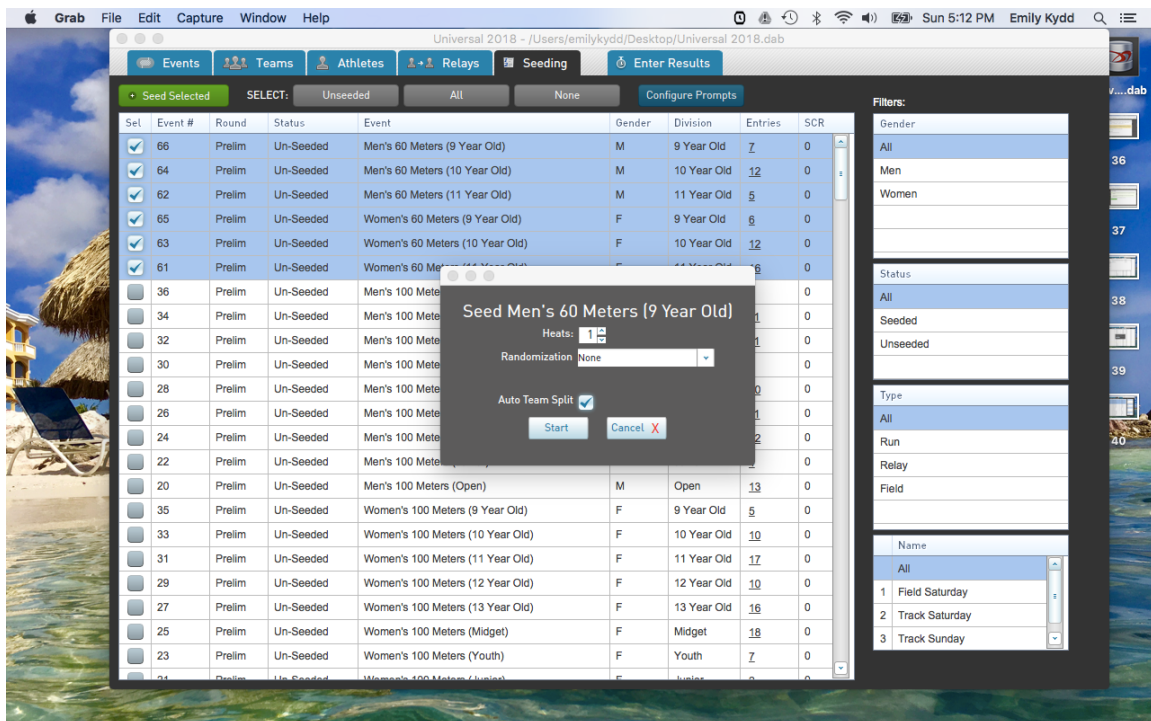
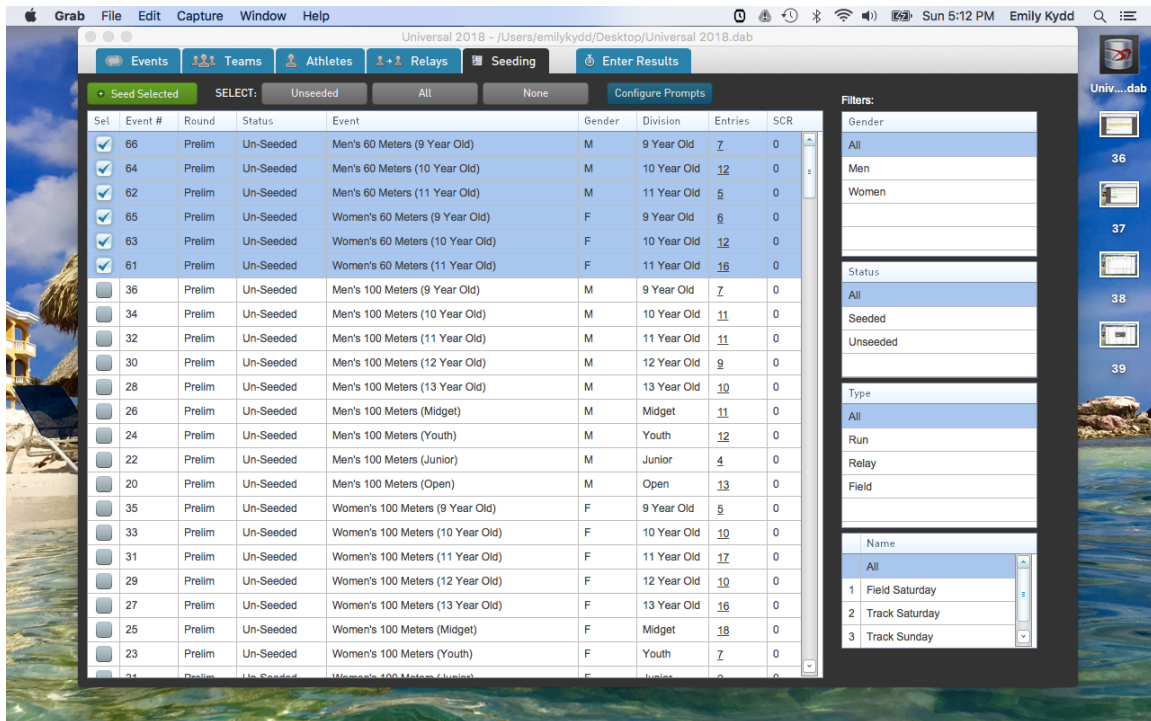


9. Seeding Events

The last major step in pre-meet work is to **Seed** the events. Seeding an event means that I'm taking all of the entries for each event and putting them into heats and lanes. MeetPro typically does this pretty well, as long as I set up the events properly to begin with. This is where all of those specifics during Event Creation about **Heat Assignment**, **Serpentine**, **Positions**, and **Order** all come into play.

The **Seeding** tab has the list of every event that has entries in it, and I can see on the right hand side how many entries there are. The fourth column in shows which events have been seeded and which are still un-seeded.

I only check off 6-10 events at a time, more to make sure my software/computer don't freeze. I don't need a 9 year old MacBook thinking too hard. Once I check off one or more events, I click the green **Seed Selected** button at the top left corner.



A small dialogue box will pop up and depending on the event will ask whether or not I want to do Auto Team Split. This ensures that if 3 athletes from the same club are in that event, the program will attempt to have them in separate heats, or at least not all right beside each other on the track. I also check this. It will also

ask me how many heats I want, though very rarely have I ever had to change this box because MeetPro can read how many entries there are and depending on how many Positions this event has assigned to it, MeetPro will do that simple logic itself. I then press **Start**.

Seed Men's 60 Meters [9 Year Old] Prelim

Heats

Add Heat Clear Empty Heats

Heat	Lane	Comp #	First Name	Last Name	Team Name	Age	Mark	Convert...
1	1	370	Preetish	Dhaliwal	UNIVERSAL ATHLETICS CLUB	9	NT	NT
1	2	421	Parampreet	Lalli	UNIVERSAL ATHLETICS CLUB	9	NT	NT
1	3	108	Finn	Moreland	ROYAL CITY TRACK & FIELD CLUB	9	NT	NT
1	4	377	Acheleke	Tateh	UNIVERSAL ATHLETICS CLUB	9	09.53	09.53
1	5	265	Maahi	Marwaha	LANGLEY MUSTANGS	9	NT	NT
1	6	207	Matthew	Tsok	COQUITLAM CHEETAHS	9	NT	NT
1	7	357	Dilraj	Virk	UNIVERSAL ATHLETICS CLUB	9	NT	NT
1	8							

Eligible Athletes

ATHLETE FILTER: All Eligible Entered Seeded

Heat/Lane	#	Athlete	Team	Age	Seed
	21	Booth, Jesse	VALLEY ROYA	9	
	285	Crawford, Allan	VANCOUVER 1	9	
	310	Crawford, Allan	VANCOUVER 1	9	
1/1	370	Dhaliwal, Preetish	UNIVERSAL A1	9	NT
1/2	421	Lalli, Parampreet	UNIVERSAL A1	9	NT
1/5	265	Marwaha, Maahi	LANGLEY MUS	9	NT
	107	Moreland, Finn	ROYAL CITY T	9	
1/3	108	Moreland, Finn	ROYAL CITY T	9	NT
	20	Steiger, William	VALLEY ROYA	9	
	11	Svelander, Raquel	VALLEY ROYA	9	
1/4	377	Tateh, Acheleke	UNIVERSAL A1	9	9.53
1/6	207	Tsok, Matthew	COQUITLAM C	9	NT
1/7	357	Virk, Dilraj	UNIVERSAL A1	9	NT
	93	Woode, Nolan	Air Blastoff Lion	9	

Add New Athlete

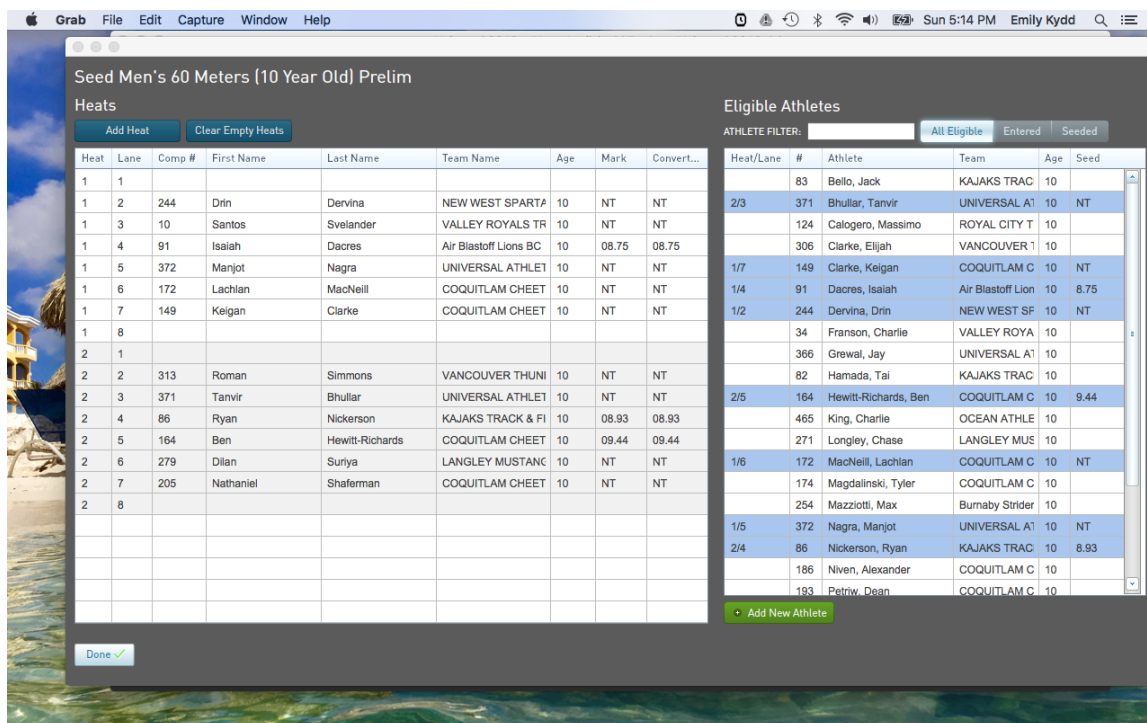
Done

The program seeds the heat(s) as per the heat and lane assignment stipulations and depending on the seed times given. For the above example, only one athlete gave a seed time, so he gets the best lane. I can move people around as I wish, either to split up team differently, or maybe I know something about this track that we want to avoid lane 1 or lane 8 so I move athletes out when I can.

At this point, I can also **"Add" another Heat**, and drag athletes into this event from the list of **Eligible Athletes** to the right of the screen.

I can double click on an athletes name and the program will prompt me to **Scratch** that athlete and confirm.

The program generally does a good job of making sure the heats are balanced and properly seeded, though it does require a human eye since every so often I come across a laned event with 9 entries, two heats, and only 1 person in the last heat. Not cool. I can also eye ball any absolutely ludicrous seed times, like 9 year olds running the 100m in 10 flat (or more likely older competitors lying about their seed times, this is when local knowledge comes in handy).



I will repeat this process through all of the events, laned and non-laned for the track, relays, and field events. I keep people out of lane 1 and 8 when I can, just because people typically hate those lanes and I'm pre-empting having to do it at the behest of a starter's assistant down the line. I may also look at events that may possibly be combined (like if there are only 3 U20 women and 3 U18 women registered in the 400m). I would then, again to make things easier later, place athletes in lanes so that the two events can be run on the track as one (with the 3 U20's in lanes 5, 6, and 7 while the 3 U18's are in 2, 3, and 4). But this is not required, it's only a trick I've picked up along the line that can limit headache later on.

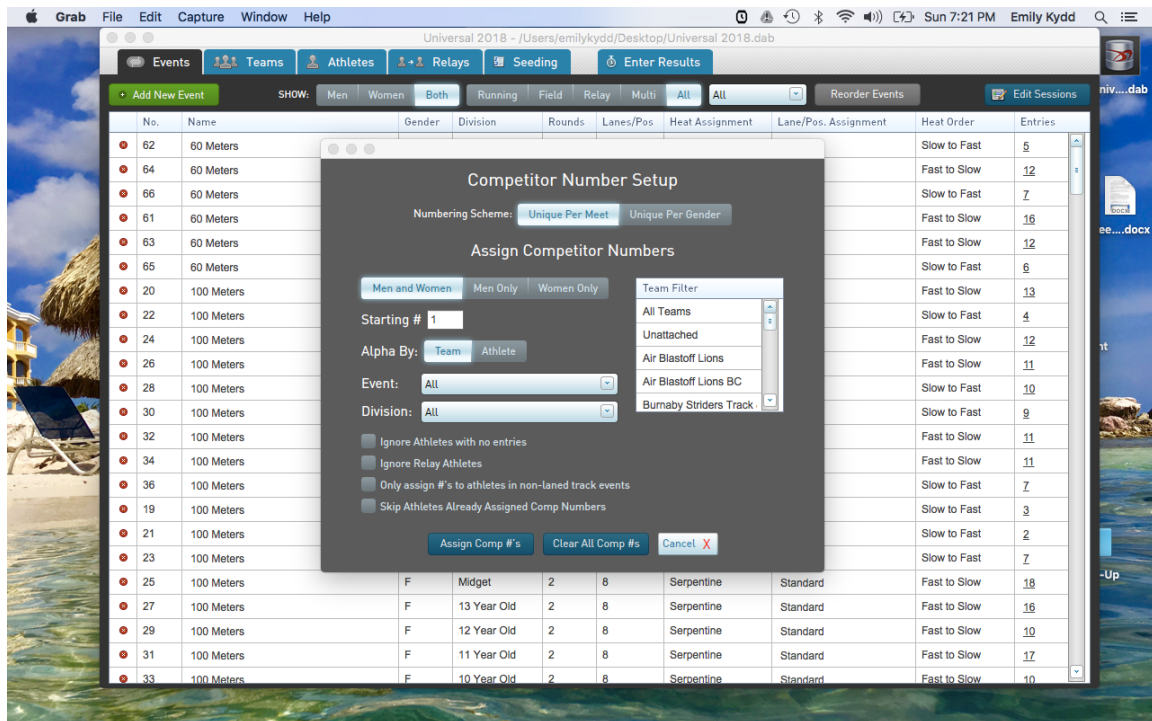
By the time I have gone through and seeded all of the events, the meet is pretty much ready to go. Only a couple of final touches and then it's time to pack my track bag!

10. Last Steps

The last thing I will do before publishing reports to send to the meet director is go back to the **Competition #'s Set-Up** in the **Meet** menu of the top bar menu of MeetPro. With any late additions, there are sure to be athletes from the same team with numbers out of sequence and we want all of the athletes from one club being assigned numbers grouped in sequential order. This makes it far easier to make club packages.

In the Competition # Set-Up, I will make sure it's set to the correct **Starting Bib #** (ask the meet director to make sure), set the **Alpha By: Team** and then click on

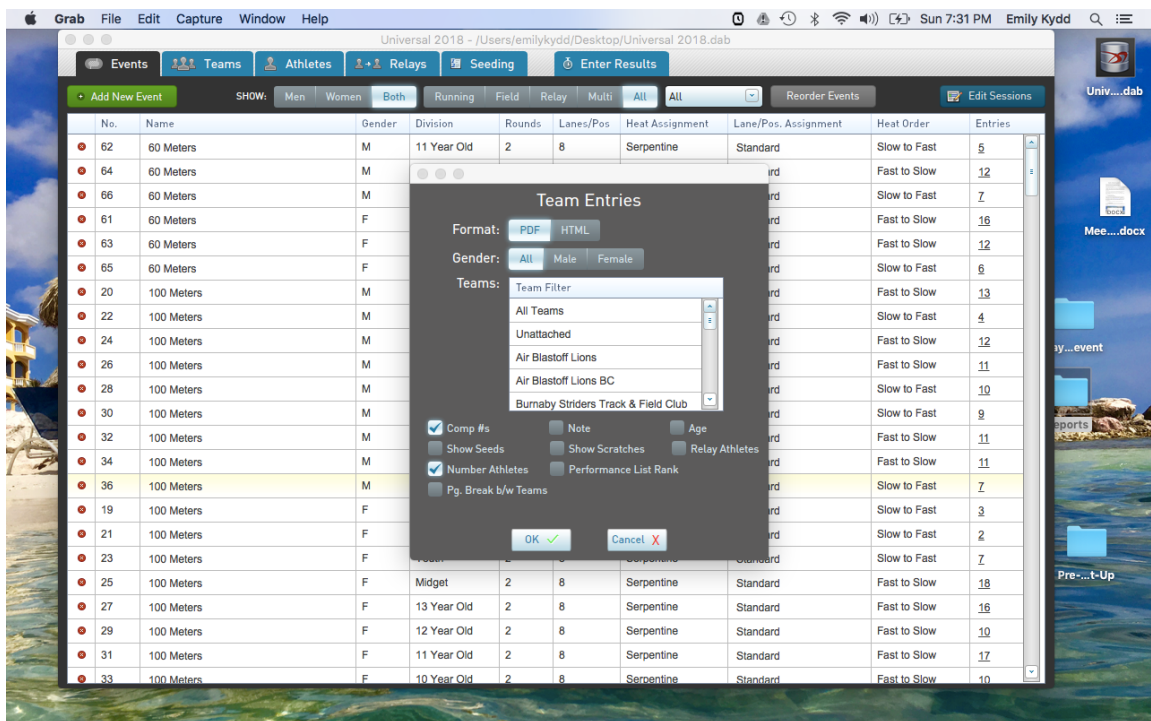
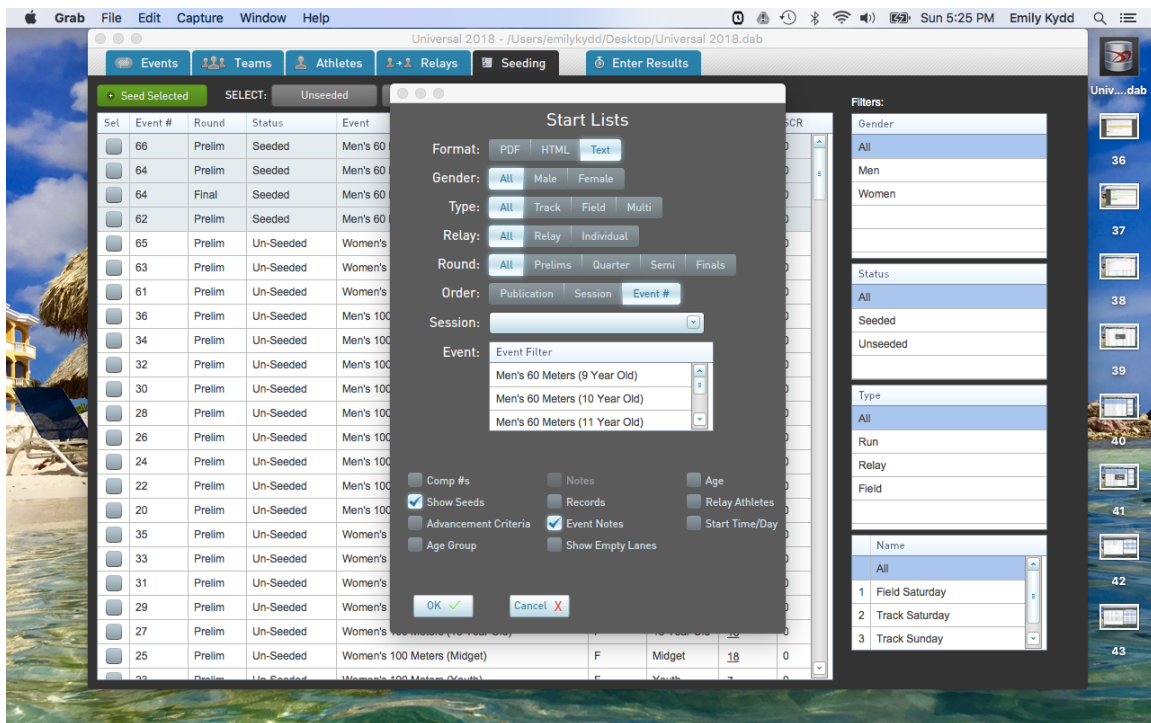
Clear All Competition #'s. Immediately after, I will click **Assign Comp #'s** and all will be right with the numbers.



Finally, now that everything is entered and the events are seeded, I will create a few reports with the **Reports** drop down from the MeetPro top bar menu. At this point, the meet director will want two things, the **Start Lists** and the **Entry List** broken down by **Team**.

For the former, I will simply click on **Start Lists** from the drop down. A dialogue box will prompt, asking me for various wants and desires. I normally make two sets of start lists, one in **PDF** and one in **Text**. The PDF looks better and is easier to read, but the text can be copy and pasted. At this point I would include **ALL** for **Gender, Type, Relay, and Round**, and I would set the **Order** to **Event #** so the list is more or less in chronological order. For the check boxes at the bottom, I specifically leave off most of the information as to not clutter the information and the pages and also because the more info I give the more uninformed questions people will have, like “but my event is scheduled for 11 but the start lists says 11:17?!?” and “my child is 11 but the start list says his age is 12?!?” People have no faith anymore. Trust me, it’s correct.

What I do leave on are the **Show Seeds**, the **Event Notes** (for those heights and weights), and maybe the **Advancement Criteria**.



The other **Report** needed at this time is the Entry list in order to make up the packages of numbers. I do this from the **Reports > Entries > By Team**. For the box that comes up, I check off **Comp #s**, since that's the raison d'être of this report, so people know what number belongs to who, and I also check **Number Athletes** so with an easy glance coaches can see how many athletes they have entered. I typically create two of these reports, both in **PDF**, but one with **Page**

Breaks between Teams and one without. This is so that the one with page breaks can go into each envelope with the numbers and be given to the clubs for handing out numbers, while the one without page breaks can be kept by the registration desk for simpler handling.

I do not create the finish line sheets or score field sheets prior to arriving at the meet, typically because there are late entries and day of event entries and then I have to redo them anyways.

My last task before the meet is to fill a flash drive with the MeetPro database, start lists, athletes lists, meet package, and meet schedule. I'm the only one at this point with the database, so it's a pretty important thing with which to arrive. The schedule and the package are always useful to have, and I will normally print out some schedules to hand out to people on that first morning.

And with that, I'm ready for the meet! Unless it rains, and then I have to pack more clothing.

For more information on my track meet routine (including helpful tips and some of my humble opinions), and a breakdown of my tasks before, during, and after a track meet as the Meet Secretariat, please refer to my delightful and enlightening commentary of the role in my document **Entries and Results Management 101 – From the Secretariat's Seat**.

I have also created two companion manuals to this one, **TrackieReg – Creating a Meet Registration Site** and **MeetPro – Day of Event Results and Meet Management**, as well as a **Meet Secretariat Checklist**.

I wish you, the reader, the best of luck with your Meet Secretariat hopes and dreams. Armed with all of this information and the knowledge that I have gathered, sometimes through trial, error, or crisis, I'm confident that the reader is ready to hit the track!