**Registration Tab**

1.Enter New Meet, Date, Region information:

Graphical user interface, table

Description automatically generated

2. Enter Division:

Graphical user interface, text, application

Description automatically generated

3. Add 308 Class by clicking “Show Advanced Setting” button:

Graphical user interface, application

Description automatically generated

Edit the Current Weight Classes by adding 308

Graphical user interface, application

Description automatically generated

Edit the Current Best Lifter Groups:

Graphical user interface, application

Description automatically generated

Group 1: 114 to 181

Group 2: 198 to SHW

Graphical user interface, application

Description automatically generated

 Adjust Maximum Entries Per Team & Max Scoring Lifters Per Team:

Graphical user interface, application

Description automatically generated

Change 11 to 12

Graphical user interface, application

Description automatically generated

Click “OK” button

4. Enter all Team Names for competing schools:

Graphical user interface, application

Description automatically generated

5. Enter all Lifters’ information:

Graphical user interface, application

Description automatically generated

**Competition Tab**

6. Enter Lifters’ Lifts:

Graphical user interface, text

Description automatically generated

7. Tabs: Standing, Best Lifters, Summary, Detail are self explanatory

**Registration Tab**

8. Sending Meet Results to Director:

Click “Prepare Final Results For Regional Director” button

Graphical user interface, application, Word

Description automatically generated

Click “Create Results File” button

Graphical user interface, application, Word

Description automatically generated

A PSM. File will be placed on your Desktop Screen

Text

Description automatically generated

Email your Regional Director with the PSM. File attachment.