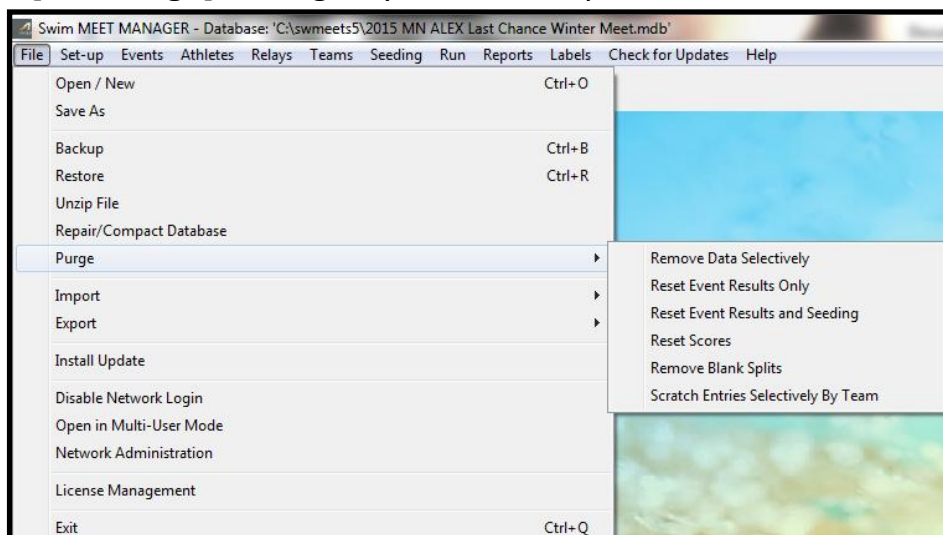# PURGING a Meet Database:
"Recycling" a prior meet file to host a new meet.
(**NOTE:** Recommended to use the PURGE option if you are conducting a meet with the same Order of Events.)

[File/Save As] – Save the meet under new name.

[File/Purge] – will give you a list of options as shown below

[Select Remove Data Selectively]

Choose the portions of the meet that you wish to delete:

• **Events** – will delete all of your events.
• **Sessions** – will delete the sessions from the meet.
• **Time Standards** – will leave the TAGS for each Time Standard, but removes the times from the database. You would want to be sure to do this if the Time Standards have been updated since you ran the last meet. (**NOTE**: Be sure to re-import the new standards when setting up the new meet.)
• **Records** – Typically only used at State championship meets.
• **Event Comments** – These are comments that are put in by the Admin if events are combined.
• **Teams/Athletes/Entries/Results/Relays** – Remove all of the team/swimmer information from the database allowing you to import new entries. (Selecting TEAMS will automatically check the other boxes.)
[Click OK] {4 screens that you'll Click OK thru}

Meet Set-Up Screen will open allowing you to change the information that needs to be changed for the new meet and proceed to set up your new meet.