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

A SI	vim MEET	MANAG	ER - Datab	ase: 'C:\s	wmeets5	2015 MN	ALEX L	ast Chance	e Winter	Meet.mdb'
File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Check for Updates Help
	Open / New Ctrl+O									
	Save As									
	Backup								Ctrl+B	
	Restore								Ctrl+R	
	Unzip Fil	e								
	Repair/C	ompact l	Database							
	Purge									Remove Data Selectively
	Import Export								•	Reset Event Results Only Reset Event Results and Seeding
									•	
	Install Update									Remove Blank Splits
	Disable Network Login									Scratch Entries Selectively By Team
	Open in Multi-User Mode Network Administration									
									ALL ALL ALL ALL	
	License Management									
	Exit								Ctrl+Q	and the second s

🕄 Remove Data									
Complete Purge									
S	elective Purge								
Events	✓ Time Standards								
Sessions	V Event Comments								
▼ Teams	Entries / Results								
Athletes	🔽 Relays								
Delete all Scratched entries									
Clear all Scratched entries									
Delete Athletes	Delete Athletes with no entries Delete Teams with no athletes or relays Delete Relay Names only								
🗌 🔲 Delete Teams w									
Delete Relay Nan									
Delete Athletes	Delete Athletes with SR or 12 for school year								
Interface Files									
<u>0</u> K	Cancel								

[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.