

Uploading Motivational Times in Meet Manager & Team Manager

Please follow these directions to import the standards into your software:

1. From main screen go to **File**
2. Select **Unzip File**
3. Navigate to zipped standards file
4. Click **Open**
5. Receive location of unzipped file - **C:\ZIPTemp**
6. Click **OK**

In Team Manager

1. Go to **Standards, Import Standards**
2. Select file in **C:\ZipTemp**
3. Click **Open**
4. Then click **OK**

In Meet Manager

1. Go to **Events, Standards**
2. Click on **Import**
3. Select file
4. Click **Open**
5. Select correct standard
6. Click **OK**