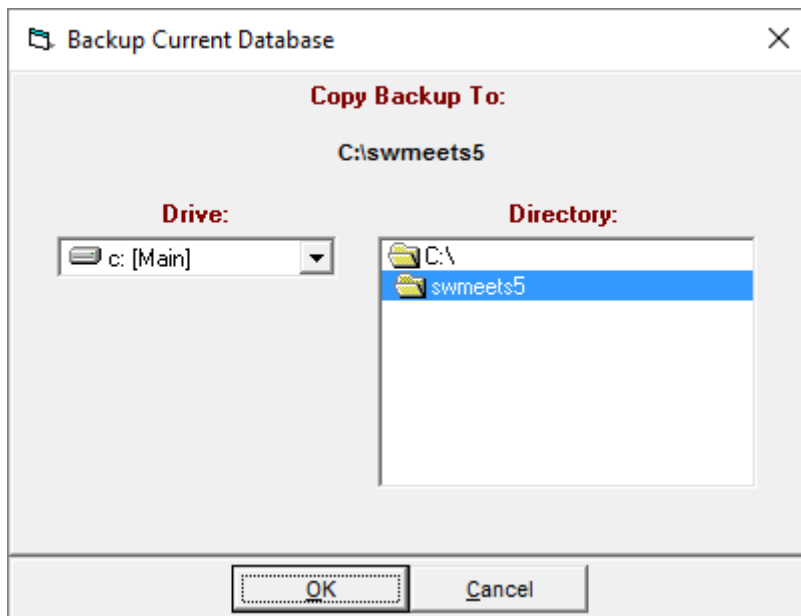# Exporting Swim Meet Manager Database

If you are running your event in Swim Meet Manager. First of all, open the meet and check all the events are set up as you like.
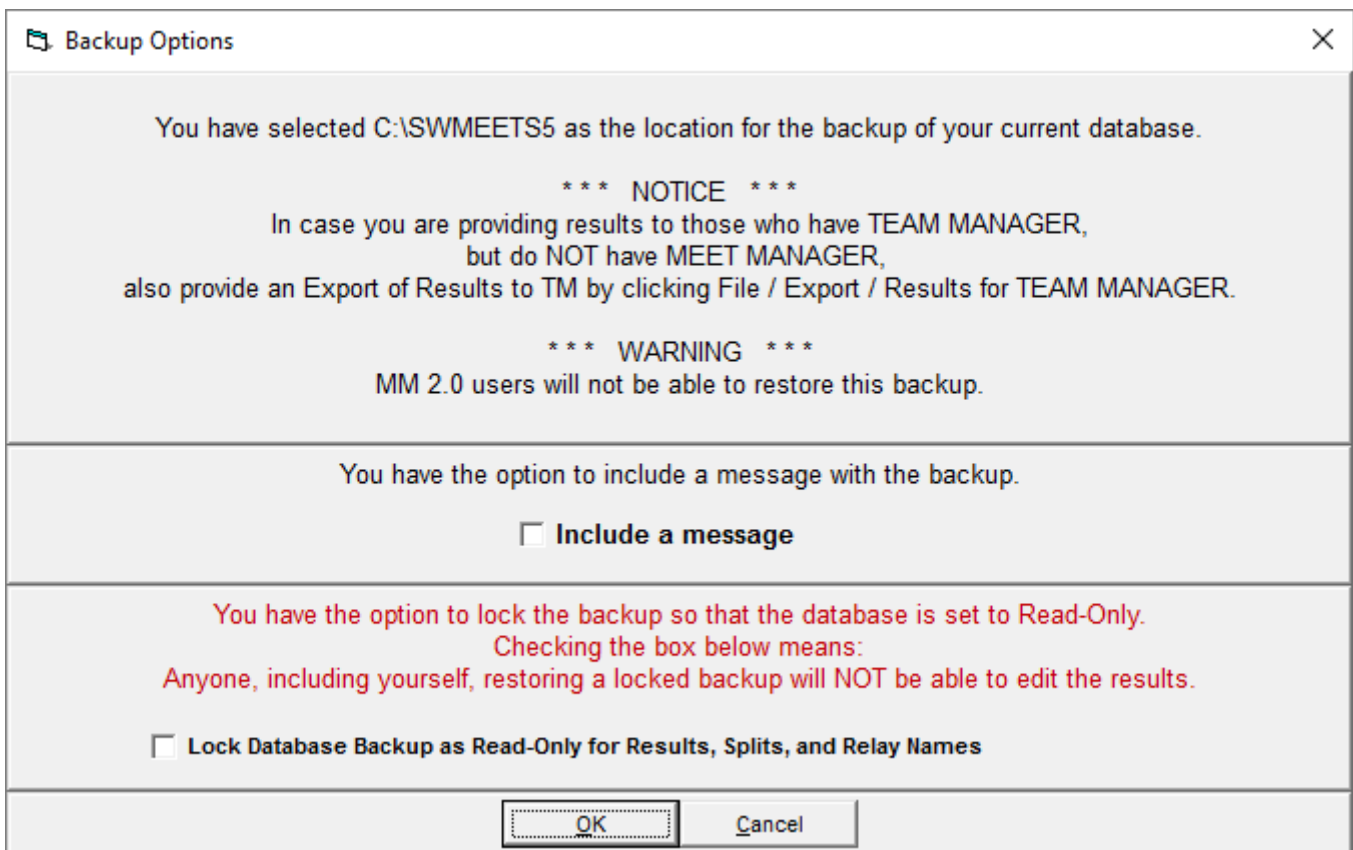
Then when you are ready to export the database file.
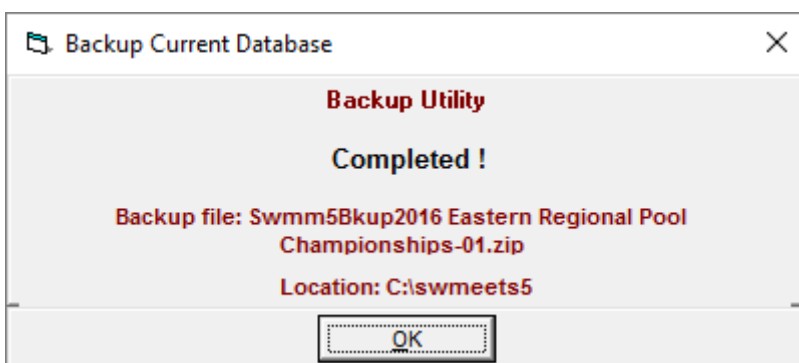Click on **File** > **Backup** from the menu
You will be prompted to backup the current database, click on [**OK**]

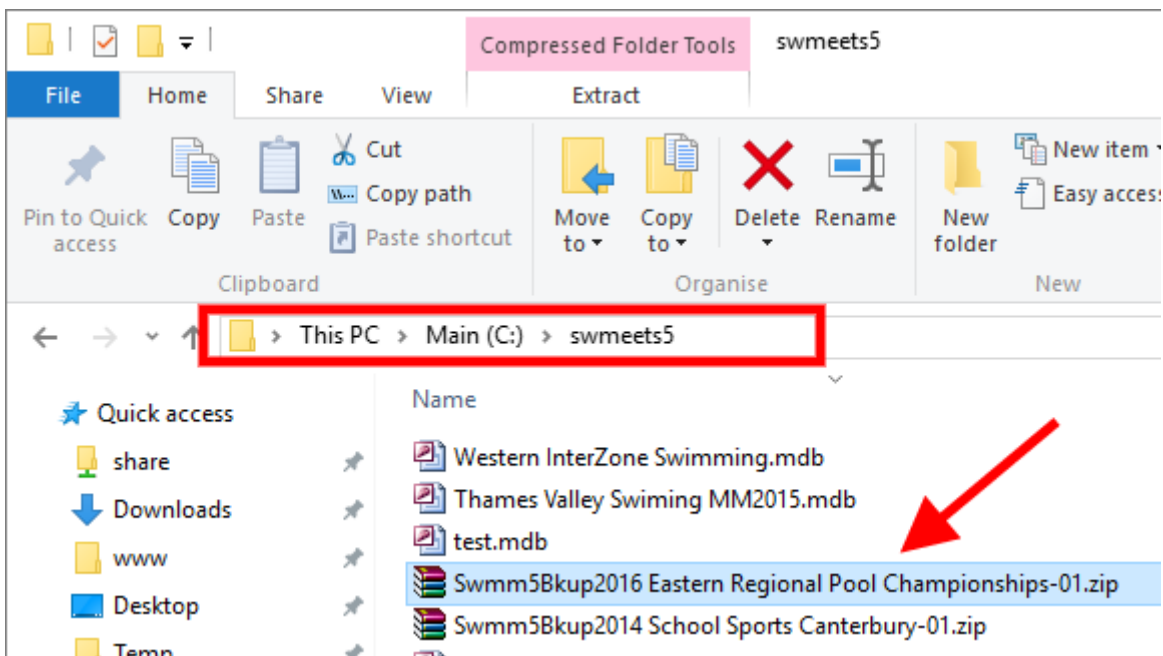A screen will popup with some warnings, click on [**OK**]

Backup Options ✕

You have selected C:\SWMEETS5 as the location for the backup of your current database.

* * * NOTICE * * *
In case you are providing results to those who have TEAM MANAGER,
but do NOT have MEET MANAGER,
also provide an Export of Results to TM by clicking File / Export / Results for TEAM MANAGER.

* * * WARNING * * *
MM 2.0 users will not be able to restore this backup.

You have the option to include a message with the backup.

☐ **Include a message**

You have the option to lock the backup so that the database is set to Read-Only.
Checking the box below means:
Anyone, including yourself, restoring a locked backup will NOT be able to edit the results.

☐ **Lock Database Backup as Read-Only for Results, Splits, and Relay Names**

OK   Cancel

The backup will now be complete, take note of the filename and the location it was saved in. Click
[**OK**]

Backup Current Database ✕

Backup Utility

Completed !

Backup file: Swmm5Bkup2016 Eastern Regional Pool
Championships-01.zip

Location: C:\swmeets5

OK

Navigate your way to the location where the backup was saved and find the backup file for your
event.
This is the file you need to email to us, so we can set up your event.

Revision #2

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