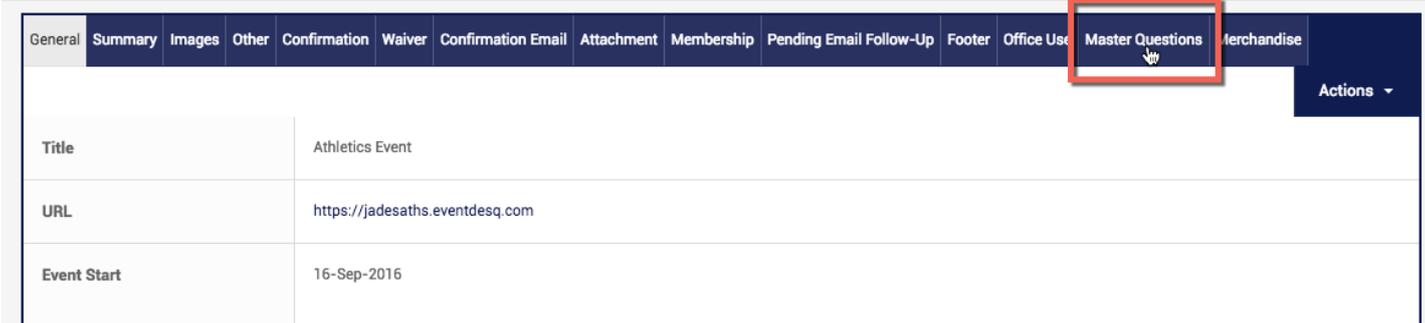# Step 4: Setting up Meet Manager Integration & Meet Manager Export
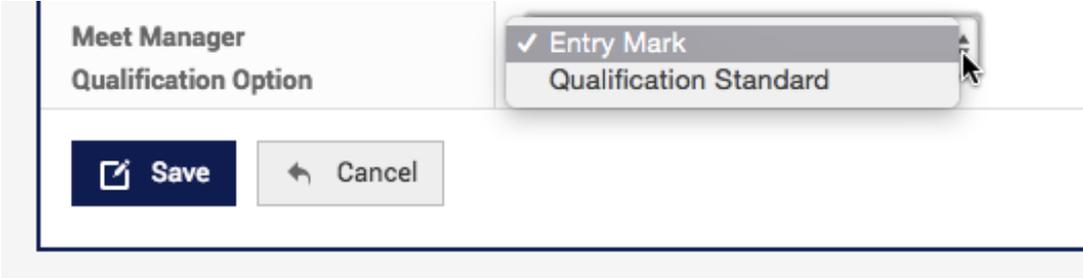
Last Modified on 06/09/2016 10:57 am AEST

1. Select **Events** from the top menu, click on your **Event**.

2. On the expanded left menu select **Event Options > Basic Information**, from here click on the **Master Questions** tab

3. Within this tab, select **Edit** and navigate to the **Meet Manager Qualification Option** drop-down list. From here, you are able to select the type of integration that will apply to this Events form and which field will be a part of the Meet Manager Export.

- If you select **Qualification Standard** this will display on the front end of the form for the entrant to specify their time/distance. It will be a required field if enabled. The qualification standard label can then be set when creating each Event.

- If you select **Entry Mark** this can only be viewed in the backend of the console and would not require a qualification standard for the event.

6. The next step is to ensure the competition number appears in the Meet Manager export. Click on **Entrant Options** on the left hand side menu. Click **Actions** > **Add** and add in **Competition Number**.

Entrant Option Listing

Field Name	Label	Location	Actions ▾
			Add

No records to view

7. The Display Option will default to **Off**, this refers to the front-end option to view and edit this field. If the display option is set to any of the other options, entrants will be able to type in any competition number, as such it is recommended this display option is set to **Off.**

8. Change the **Default Value** to Member Number, this will bring in the member type list within Members > Member Types. Within the member number list please select the applicable member type, this will result in the relevant competition number assigned in Members for the entrant appearing in the Meet Manager export.

Related Articles

[template("related")]