

Import meet events → Double Click the meet and go to Entry Fees → go to Edit Meet Host Fees

The screenshot shows the TEAM MANAGER application window with a 'Meet Setup' dialog box open. The dialog box has tabs for 'Meet Description', 'Entry Fees', 'Eligibility Rules', and 'Online Meet Entry'. The 'Entry Fees' tab is active, showing sections for 'Meet Host Fees' and 'Swimmer Fees'. The 'Meet Host Fees' section includes input fields for Swimmer Surcharge (\$0.00), Individual Events (\$15.00), and Relay Events (\$30.00), along with 'Update Individual Fees' and 'Update Relay Fees' buttons. The 'Swimmer Fees' section includes input fields for Swimmer Surcharge (\$0.00), Individual Events (\$15.00), and Relay Events (\$30.00), each with a 'Meet Host' dropdown menu. A button labeled 'Edit Meet Host Fees' is located below the 'Meet Host Fees' section. The background shows a list of meet events with columns for 'Meet Name', 'Start Date', and 'Course'. The Windows taskbar at the bottom shows the date as Friday, 24/01/2014, and the time as 9:37 a.m.

Meet Name	Start Date	Course
State 2014 NZ Junior Championships	14-Feb-14	L
SW 2014 Long Course Summer Champs	17-Jan-14	L
2013 Open Long Course December Meet	07-Dec-13	L
Wellington Short Course Champs	24-Aug-13	S
2013 Kiwi Cash Meet	18-Aug-13	S
PNASC Winter meet 2013	11-Aug-13	S
State 2013 NZ Division II Competition	21-Apr-13	S
Manawatu Age Group Championships	02-Feb-13	L
SW 2013 Long Course Summer Champs	18-Jan-13	L
State 2012 NZ Secondary Schools Championships	07-Sep-12	L
Wairarapa Fairbrother Cup 2012	29-Jul-12	S
Hamilton Winter Meet 2012	06-Jul-12	L
Manawatu Age Group Championships	28-Jan-12	L
MANAWATU SUMMER CHAMPIONSHIPS	06-Jan-12	L
Paul Kent Memorial Meet 2011	12-Nov-11	S
2011 SW Hamilton Winter Meet	22-Jul-11	L

Change here to \$17.50 & \$35.00 [ensure you change correctly 17.50] and SAVE and then CANCEL - this will amend your fees and prevent you from re-entering all your events once again.

The screenshot shows the TEAM MANAGER software interface. A 'Meet Setup' dialog box is open, displaying fee settings for a meet. The 'Meet Host Fees' section shows 'Swimmer Surcharge' at \$0.00, 'Individual Events' at \$17.50, and 'Relay Events' at \$35.00. The 'Swimmer Fees' section shows 'Swimmer Surcharge' at \$0.00, 'Individual Events' at \$15.00, and 'Relay Events' at \$30.00. The 'Save' and 'Cancel' buttons are highlighted with blue arrows pointing to them from the text above. The background shows a list of meets with 'State 2014 NZ Junior Championships' selected.

Meet Name	Start Date	Course
State 2014 NZ Junior Championships	14-Feb-14	L
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Wairarapa Fairbrother Cup 2012	29-Jul-12	S
Hamilton Winter Meet 2012	06-Jul-12	L
Manawatu Age Group Championships	28-Jan-12	L
MANAWATU SUMMER CHAMPIONSHIPS	06-Jan-12	L
Paul Kent Memorial Meet 2011	12-Nov-11	S
2011 SW Hamilton Winter Meet	22-Jul-11	L