

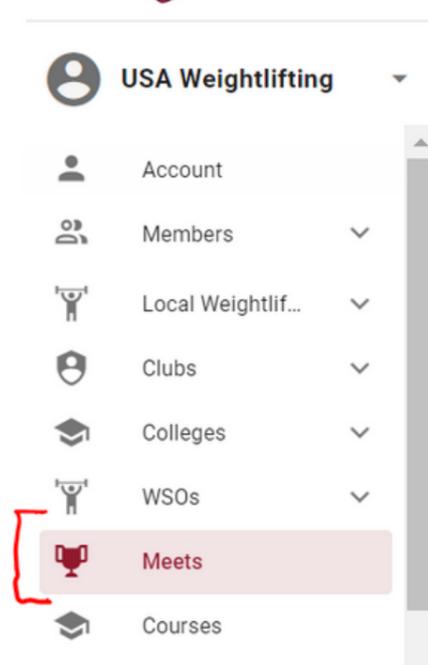
# HOW TO EDIT MEMBER ENTRIES

## in Sport80

This infographic shows members how to edit their weight class or entry total for a meet. This example uses an entry from the Nike North American Open Series 1.

### 01.

Locate "Meets" in Sport80 and click on your meet name.



### 02.

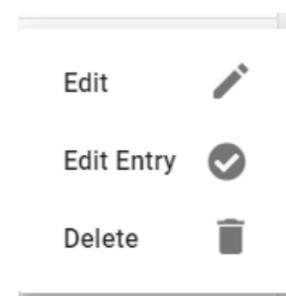
Click the 3 ellipses on the athlete to edit their weight class or entry total.

Memb No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
1041416	10/19/1990	Female	[REDACTED]	Eligible	Complete	⋮

### 03.

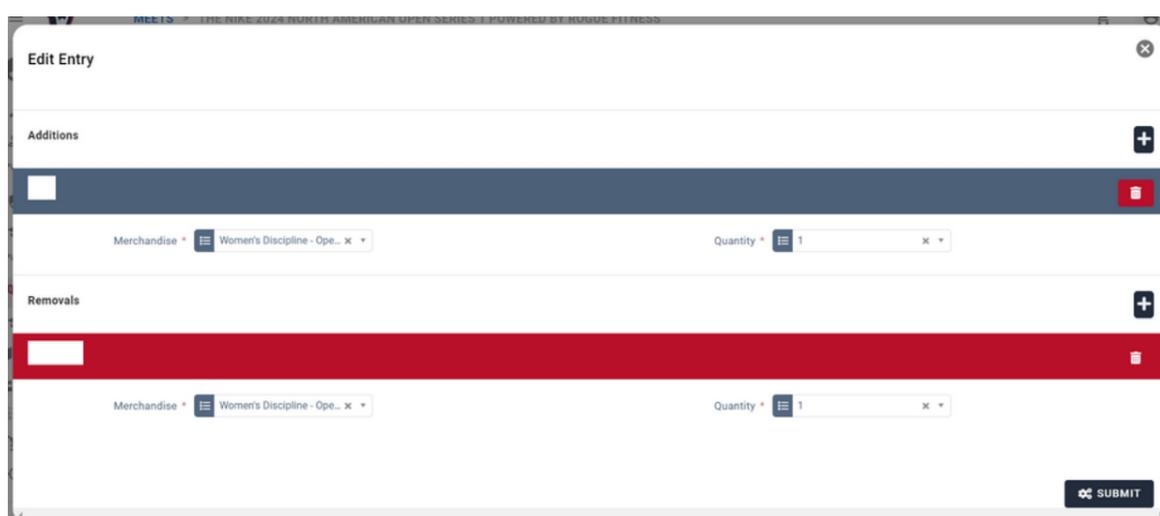
Choose one of the options:

**Edit:** Change entry total  
**Edit Entry:** Change weight class



### 04.

Changing weight class: Choose "Edit Entry" and add quantity (1) of the new weight class and remove quantity (1) of the old weight class. Click "Submit".



### 05.

Changing entry total: Choose "Edit" and input the new entry total. Choose "Next" until you reach the last page and then click "Update".

