

Before & After Your Meet

Revised March, 2007

The National USA Swimming Top 16 and Times Coordinators want all sanctioned meets be named in a uniform manner for meet search capabilities. Please name your meet in the following manner: Year first, LSC code second, then your club code and any meet name you choose. This is very important – if it is not done in this manner, it will be returned to you.

Example: 2007 MN XYZ Fall Opener

The following is **required** to be sent to the people listed below each paragraph for **ALL** sanctioned meets (this includes MSI's weekend bid meets, invitational meets, dual, tri, quad, inter-squad etc.).

BEFORE THE MEET -- please plan to have meet information and MM event set up sent no less than 2 weeks prior to the meet.

Send to: Paul Windrath at Webmaster@mnswim.org

- Word file of Meet information (full sanctioned meet information, including OOE, lodging, Directions, etc.)
- MM Event Setup file (Found in MM, File\Export\Events for TM)
- Meet Time-line – (after you have completed importing all entries)
 - Information from Team List: Total # of athletes, total # of splashes (total # of entries plus total # of relays x 4). (Found in MM, Reports>About MM 2.0 (or About 1.4 for older levels)
 - Generate and send meet time line. (Found in MM, Reports\Sessions)

Send to Cassy Shapley at cshapley@mnswim.org

MM .sd3 file - (File/export/uss registration) Do not send roster – only meet file. Send to office as soon meet entries are 99% complete. This is used to complete the meet recon. (Found in MM File\Export\USA-S registration)

- Word file of Meet information (full sanctioned meet information, including OOE, lodging, Directions, etc.)

Send to Michael Bougie at bougieml@msn.com

- Word file of Meet information (full sanctioned meet information, including OOE, lodging, Directions, etc.)

Send to Sheryl McGuire at smcguire@mnswim.org

- Word file of Meet information (full sanctioned meet information, including OOE, lodging, Directions, etc.)

What to send after the meet see other side

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AFTER THE MEET ~ within 48 hours of the completion of your meet.

Send to Paul Windrath at Webmaster@mnswim.org | Cassy Shapley at cshapley@mnswim.org | Michael Bougie at bougieml@msn.com | Susan McNeely at susanmcneely@comcast.net (They will extract the files that they each need.)

- Meet Results--HTML file with all teams in condensed and in publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file. (Found in MM, Reports\Results)
- Meet Results – comlink (.cl2) file -- Full meet results – must include all swimmers, not just MN swimmer, must include swim-offs, all relay names and lead-off splits and time-trials. File/export/results for TM or OVC or T-16) (Found in MM, File/Export/Results for TM or SWIMS)
- Meet Results - TM export file, all teams
- Meet Results - MM Backup file for the meet, after all scoring

No Splash Athlete (this is the what the report is called in Hy-Tek) Go to Reports, Exception Reports, Misc. tab, No Splash Athletes and create report for all sessions. (Found in MM, Reports\Exception Reports\Miscellaneous\No Splash Athletes) This is not available in MM 1.4.

Within 30 days after the completion of your meet ~

All timing information is needs to be returned to MSI office. This information will be stored in file cabinets. Please put together by session and wrap a rubber band around it and name accordingly. This should include all timer sheets (from each lane) and the electronic timing console outputs which includes all information written, such as No shows, DQs, swimmer changes, additions, etc. The referee and starter programs/heat sheets should be included, as well. You must also include a full meet backup written on a diskette or CD at the conclusion of the meet. Finally, one hard copy of the final results must be printed and sent with these materials.

If you have any questions, please contact the Minnesota Swimming office - cshapley@mnswim.org or smcguire@mnswim.org or call 952.988.4184.