

# Meet Manager



Meet Managers using the meet sanctioning, entries and results system will need to learn the following:

- How to login to the system to create, add and edit a Meet Manager user name and password
- How to **Add a Meet** to the National meet calendar
- How to Apply for a Sanction
- The Approval Process for **Add a Meet** and **Apply for a Sanction**
- Uploading files for your meet (meet info package and HyTek / Splash event file)
- Accepting entries for your meet
- Downloading entry files for import into HyTek / Splash Meet Manager
- Uploading files after your meet – meet results
- Reporting what?

## Accessing the System

Your club will be provided with two different username/passwords: one for a Meet Manager, one for a Club Administrator. The Club Administrator will have the capacity to set up users and create logins and passwords, while the Meet Manager will have the capability to accomplish the tasks outlined above.

Login information can be updated in two ways: <http://www.swimmeet.ca/Login.aspx>

The **Club Administrator** can log in to the system and add, edit or deactivate a meet manager. Login with username and password, then click **USERS**, then **MEET MANAGERS**. A club can have multiple meet managers

Logged in as Club Admin Name Here

Meet Manager

Add New

First Name	Last Name	Email	Title	Phone	Fax	Edit	Delete
Meet Manager	Number One	andy_mm@clevernetsolutions.com		613-260-1348			

A person may log in as a **Meet Manager** and change their information

Meet Manager

First Name: \*

Last Name: \*

Title:

Email: \*

Phone: \*

Fax:

Username: \*

Password: \*

Re-Enter Password: \*


Save Cancel

## Add a Meet

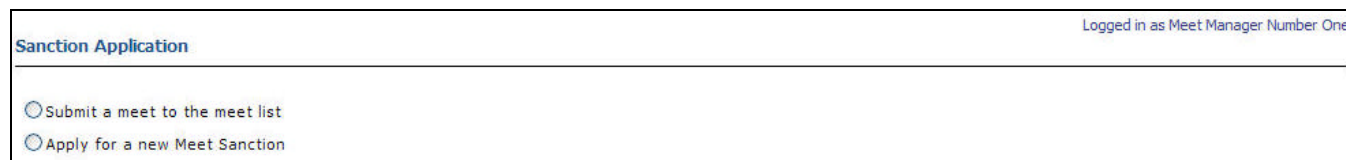
Once you have logged in as a Meet Manager, click on the **Meet List** link.

From here, you will see a list of all meets you have created for the current season. Previous years meets can also be accessed by changing the season drop down menu.

To Add a Meet – click on the **Add a Meet** button on the right side of the screen.



You will now have two options:



## Submit a Meet to the Meet List

This allows you to submit your meets for the upcoming season to the public meet calendar. The PSO or Region must approve these postings before they become viewable to the general public. This is great for advertising your meets well in advance, and allows the PSO/Region to ensure all competition policies regarding meet placement are being met well before you get to applying for your sanction.



### Apply for a new Meet Sanction

This allows you to submit a full sanction application to your Provincial office for approval. Review the information required ahead of time so you can complete the process. If you have previously created a meet for the meet list, click on the edit button beside the meet and you will be able to link directly to the sanction application page for this event.

### Saskatchewan Meet Managers

In addition to completing the online sanction you must also download the **Pool Depth Declaration Form** and then fax the signed form to the sanction chair. The Pool Depth Declaration Form can be downloaded from the Swim Sask website at: <http://www.swimsask.ca/> then put your cursor over the heading "Officials" then from the drop down menu click on "Forms" then "Forms Relating to the Management of a Swim Meet."




### The Sanction Application Page

Meet Information

**Co-Host Club:** some meets are hosted by more than one team. This is not a required field, so if no other team is hosting with you, please leave it as is.

**Sanction Fee:** this will be automatically filled in based on information set up by the Provincial Office.

**Closing Date for Entries** – indicating this date is important to control access to the entries system.

Sanction Application	
<b>Meet Information</b>	
Province: *	Ontario
Region: * ?	Central
Host Club: * ?	Swim Canada Club
Co-Host Club: ?	---Please Select---
Meet Name: * ?	<input type="text"/>
Meet Type: *	---Please Select---
Sanction Type: * ?	---Please Select---
Sanction Fee: * ?	
Start Date: *	September 15 2007 
End Date: *	September 16 2007 
Closing Date for Entries: *	September 15 2007 

Red stars indicate required fields.

### Competition Details

**Sessions:** The number of sessions which will be held over the duration of the meet

**Time Standard:** This optional field allows you to describe whether there are time standards associated to entering the meet. Selections in this drop down menu are set up by your Provincial office.

**Age Category:** This optional field allows you to further describe your meet based on the type of age groups involved. Typical categories would be "Age Group", "Senior", "Open", "All Ages", "Masters", "10&Under", but these are set up by the Provincial office.

**Upload Meet Package:** A key step in the sanction application is providing a copy of your meet information package. It is strongly suggested that Microsoft Word or text versions be submitted (as opposed to a .pdf), to allow any small edits to be made at the approval person's end rather than having to make several back and forth edits.

**Open / Closed Meet:** This is an important field that allows you to either open your meet for any club wishing to submit entries, or close the meet to allow only specific clubs. If you choose a **Closed** meet, you will be able to select the clubs from Regional, Provincial and Canadian club lists and place them on an invited list. This list of clubs will be published in the general meet information, and only clubs on the list will be able to upload their entry files.

**Saskatchewan Meet Managers:** The only mandatory Closed meet is the 10 & Under Cup/"B" Provincials. All other meets are Open meets unless a host club decides that they are closing their meet to just clubs in Saskatchewan or certain clubs only.

Competition Details	
Sessions: *	<input type="text" value="--Please Select--"/> [v]
Course: *	<input type="radio"/> SCM <input type="radio"/> LCM <input type="radio"/> SC/LC
Time Standard:	<input type="text" value="--Please Select--"/> [v]
Age Category:	<input type="text" value="--Please Select--"/> [v]
Upload Meet Package: *	<input type="text"/> <input type="button" value="Browse..."/>
Number of Swimmers Accepted:	<input type="text"/>
Championship Meet:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this an Open Meet or Closed Meet (Selected Clubs only): *	<input type="radio"/> Open Meet <input type="radio"/> Closed Meet



## Contact Information

**Applicant Name** This area is automatically filled in with the information associated to your login name. The information can be changed from what was automatically filled in.

**Meet Manager** If the person filling out the form is *not* the Meet Manager, click Add Meet Manager and proceed with the information requested.

**Meet Referee** You must indicate your Meet Referee name and their level of certification

**Saskatchewan Meet Managers:** The name of the referees for your meet can be found on the Swim Sask website on the competition schedule for your program area: (winter or summer) i.e.: [http://www.swimsask.ca/winter/winter\\_schedule.htm](http://www.swimsask.ca/winter/winter_schedule.htm)

If the name of the referees is not there, then please contact the Winter Officials Coordinator.

The certification level and contact information of your referees can be found on the Officials Membership page of the website: [http://www.swimsask.ca/officials\\_membership.htm](http://www.swimsask.ca/officials_membership.htm) It is an alphabetical list that lists all of the Level 5/Master Officials first and then all the Level 4/Senior Officials.

**Officials Coordinator** Optional information – good for those officials traveling to the meet and wanting to help!

Sanction Applicant Contact Information	
Applicant Name: *	<input type="text" value="Meet Manager Number One"/>
Contact Phone: *	<input type="text" value="613-260-1348"/>
Contact Email: *	<input type="text" value="andy_mm@clevernetsolution"/>
Meet Manager Contact Information	<input checked="" type="radio"/> Same as Sanction Applicant <input type="radio"/> Add Meet Manager
Meet Referee: *	<input type="text"/>
Referee Certification *	<input type="text" value="4"/>
Officials Coordinator:	<input type="text"/>
Officials Coordinator Phone:	<input type="text"/>
Officials Coordinator Email:	<input type="text"/>



### Pool Information

**Certified Pool Name** Choose the pool at which your meet will be held from the drop down list. If your pool is not listed, you will have to contact your Provincial office. Pool address information must be set up at the Provincial Office – please update any missing information.

**More Information** If you have any further details regarding the meet that you wish to publish, enter them here

**Web Site** Specifically for those providing live results, this is a good place to provide a link to your meet

Pool Information	
Certified Pool Name: ?	<input type="text" value="---Please Select---"/>
Pool Address: ?	<input type="text"/>
Pool City: ?	<input type="text"/>
Lanes: *	<input type="text" value="---Please Select---"/>
Configuration:	<input type="text" value="---Please Select---"/>
More Information: ?	<input type="text"/>
Website: ?	<input type="text"/>

### Host Club Requirements

**Host Club Requirements** For Provinces with shared resources for meet hosts, use this area.  
**NOT APPLICABLE FOR SASKATCHEWAN SO ANSWER NO TO BOTH QUESTIONS**

Host Club Requirements	<i>If your club requires any of the following equipment, please indicate below. May not be available in all Provinces.</i>
Software?: ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Bells: ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other requirements: ?	<input type="text"/>

**IPC MEETS** – For meets including Swimmers with a Disability

**Saskatchewan Meet Managers:** If you are allowing SWAD swimmers to enter your meet,(there are currently 3 classified SWAD swimmers in Saskatchewan so chances are at least one may enter your meet) then the Officials must use the IPC Swimming Rules to officiate SWAD Swimmers. Also, please insert the following into your meet package: **“IPC Rules will be followed for SWAD swimmers competing in the meet”**  
 The IPC Rule book is available free of charge from Swim Saskatchewan

If you select Yes, to the question: If your meet will include Swimmers with a Disability that require officials results, the meet must be run following International Paralympic Rules, then the following questions will need to be answered. (see below picture for help in answering the questions)

*If this meet will include Swimmers with a Disability that require official results, the meet must be run following International Paralympic Rules.*

Will this meet be conducted under IPC Swimming Rules?:  Yes  No

**Disability Groups Include:**

Class S11 – S13 (Blind):  Yes  No

Class S1 – S10 (FCS):  Yes  No

Class 14 (Intellectual disability):  Yes  No

Class S15 (Deaf):  Yes  No

Transplants:  Yes  No

Are International Competitors Invited to Compete?:  Yes  No

Are Classifications conducted?  Yes  No

Are the Classifications to be conducted by International Authorised Classifiers?  Yes  No

Further Information:

The following is information to help you complete the SWAD/IPC Questions:

- Q. Will this meet be conducted Under IPC Swimming Rules?
- A. If you say no then the results for SWAD swimmers will not be eligible for any records. If you say Yes, then you have to make sure that the Referee and Stroke Officials use the IPC rules to officiate the SWAD swimmers in your meet.
- Q. Are multi-disability (MD) events being offered fro swimmers with a disability and the MD events are conducted under IPC Rules? This means that all the classes are going to be swum together (multi-disability) and that these events will be swum under IPC Rules.
- A. Yes

Disability Groups Include:  
 Say yes to all except Class S15 (deaf) Deaf is not recognized as a classification in Canada.

- Q. Are International Overseas Competitors invited to compete? This question is asked because the event if approved, is posted on the IPC website and is available to anyone in the world to see.
- A. Up to meet management can say yes or no.
- Q. Are International Classifications to be conducted? If international classification is done, it is only done at SNC Designated meets. Answer: NO

## SUBMIT Sanction

When all required information has been submitted, click SUBMIT. You will see a note that all information has been saved successfully.

**Confirm**

Please review your information above and click SUBMIT to proceed

## The Approval Process

Once you have submitted your **Add a Meet** or **Sanction Application**, the following process takes place:

The meet is status is listed as **Pending** in the meet system and cannot be seen by the general public.

The Provincial Office and/or Regional Sanction coordinator is notified of a new submission via email. They are able to log in and review your submission. For Provinces who use a regional approval as part of the sanction process, the status will change to **Region Approved** when the Region has approved the meet/sanction.

When the meet/ sanction has received final approval, an email is generated back to the club contact email used on the sanction application page and the meet status is changed to **Approved** and the meet is visible and meet info accessible to the general public.

**Once a meet information package is approved and the meet is showing sanctioned on the national events site, if you want/need to make any changes to the meet information package document, it can only be done by the Sanction Chairperson. So you must contact the Sanction Chairperson, advise of the changes that need to be made and ask him/her to re-upload the revised document.**

**If there are any changes that you want/need to make to the online sanction information (i.e. name or email address of meet manager or entries person or website link), then this can only be done by either the Sanction person or by Swim Saskatchewan.**

The following page is a picture of the auto generated email that the system then sends to the Sanction person. (not sure if it also sends a copy to you the meet manager as well)



**Meet Sanction Application: SCC - Thunderbird**

File Edit View Go Message Tools Help

Get Mail Write Address Book Reply Reply All Forward Tag Delete Junk Print Back Forward

**Subject: Meet Sanction Application: SCC**

**From:** [andy\\_mm@clevernetsolutions.com](mailto:andy_mm@clevernetsolutions.com)

**Date:** 9/15/2007 12:11 PM

**To:** [snc@clevernetsolutions.com](mailto:snc@clevernetsolutions.com)



**Meet Information**

<b>Meet Name:</b>	This is a test Meet	<b>Host Club:</b>	SCC
<b>Start Date:</b>	11/15/2007	<b>End Date:</b>	11/16/2007
<b>Course:</b>	SCM	<b>Time Standard:</b>	Default
<b>Sanction Type:</b>	Default	<b>Meet Type:</b>	Default
<b>Championship Meet:</b>	No	<b>Estimated Swimmers:</b>	300
<b>Meet Package:</b>	blankpage.pdf	<b>Lanes:</b>	6
<b>Pool Name</b>	University of Ottawa	<b>Location:</b>	
<b>Invitation Meet</b>	Open Meet	<b>Selected Clubs</b>	

**Meet Management**

<b>Contact:</b>	Meet Manager Number One	<b>Phone:</b>	613-260-1348
<b>Meet Manager1:</b>		<b>Phone:</b>	
<b>Meet Referee:</b>	Joe Smith	<b>Meet Referee Level:</b>	Ontario

## Uploading your Files

Once a meet has been submitted, the meet manager can log in and upload a Hytek Event File or Splash Invitation file for the meet.

Go to Meet List and click on the **upload icon** for the meet listed under the **Event File** column heading. Once loaded, the upload date of the file will be displayed. If an update file is required, click on the date link to upload a new file.

Uploading the event file will also enable online entries. See below for more information.

Logged in as MyFirstname MyLastname

**Meet List - Yorkton Speed Swim Club**

Season: 2007-2008    Meet: All Meets    Status: All Status       

Date	Meet Name	Region	Meet Type	Course	Pkg	Event File	Result File	View Entries	Status	Meet Report	Edit
09/13/07 - 09/14/07	<a href="#">Najeeb Test Sanction 13-09-...</a>		Class 1 ...	SC					Approved		

## Accepting Entries

An exciting feature of the new system is the ability to for a meet manager to accept all entries via the online entry system. The system has been designed to allow clubs to use their own Team Manager software, create an entry file just as they've probably done in the past, and upload it to your meet via this system.

In the process of uploading the entries, the entry file is validated to ensure that all Swimmer ID, date of birth and gender information is included. This is an important process to protect the integrity of the results generated after the meet.

Coaches or team managers will upload entries through an **Upload Entries** link in the **Meet List** that is visible to the general public. Once an entry file (hytek .zip or splash .lef format) has successfully been uploaded, the meet manager will be notified of a new entry.

**Entry Report - Spring Nationals**

Clubs:     Status:    

Load Date	Club	Entry File	Contact	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status
09-12-2007	OAK	<a href="#">Spring Nationals OAK</a>	Joe	2	12	4	55	0	6	67	Rejected
09-13-2007	RAC	<a href="#">Spring Nationals RAC</a>	Test	0	0	1	1	0	1	1	Pending
09-13-2007	SCSH	<a href="#">Spring Nationals SCSH</a>	Test	0	0	1	1	0	1	1	Pending
09-13-2007	BCSO	<a href="#">Spring Nationals BCSO</a>	najeeb	3	25	4	34	0	7	59	Pending
09-13-2007	AAC	<a href="#">Spring Nationals AAC</a>	Andy	4	4	4	4	0	8	8	Approved
09-14-2007	ROW	<a href="#">Spring Nationals ROW</a>	Test Najeeb	8	51	16	136	13	24	187	Pending
<b>Total</b>				<b>17</b>	<b>92</b>	<b>30</b>	<b>231</b>	<b>13</b>	<b>47</b>	<b>323</b>	



## Entries – Meet Manager View

When logging in as the Meet Manager, you will go to Meet List and click on **View Entries** to see the list of clubs with entries uploaded, an email contact link for the person who submitted the file, the swimmer and entry numbers, and the status.

**Saskatchewan Meet Managers NOTE:** If the person that is accepting the entries is different than the Meet Manager, then you can do 1 of two things: 1) share your login with the entries chairperson or 2) contact Marj Walton at Swim Sask and ask for a username and login to be set up for the entries chairperson.

Clubs:  Status:

Show All Entry Files  Only Show most recent Entry File from Each Club

[Send an Email to Contact](#)

Load Date	Club	Entry File	Contact	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status
10-17-2007	ROD	<a href="#">31st Annual Harry Bailey Memorial Invitational ROD Ver01</a>	<a href="#">Michelle Moore</a>	12	87	21	147	14	33	234	<input type="checkbox"/> Approved
10-17-2007	PASS	<a href="#">31st Annual Harry Bailey Memorial Invitational PASS Ver01</a>	<a href="#">Gord Shields</a>	4	41	8	71	5	12	112	<input type="checkbox"/> Approved
10-17-2007	RYMM	<a href="#">31st Annual Harry Bailey Memorial Invitational RYMM Ver01</a>	<a href="#">Norman Banfield</a>	7	51	5	35	4	12	86	<input type="checkbox"/> Approved
10-17-2007	STSC	<a href="#">31st Annual Harry Bailey Memorial Invitational STSC Ver03</a>	<a href="#">Matt Bowkow</a>	8	75	13	121	8	21	228	<input type="checkbox"/> Approved
10-17-2007	OSC	<a href="#">31st Annual Harry Bailey Memorial Invitational OSC Ver02</a>	<a href="#">David Macdonald</a>	15	115	15	121	12	30	284	<input type="checkbox"/> Approved
10-17-2007	SCB	<a href="#">31st Annual Harry Bailey Memorial Invitational SCB Ver02</a>	<a href="#">Misty Shotter</a>	1	7	0	0	0	1	7	<input type="checkbox"/> Approved
10-17-2007	RDCSC	<a href="#">31st Annual Harry Bailey Memorial Invitational RDCSC Ver02</a>	<a href="#">Sam Montgomery</a>	1	9	9	81	6	10	90	<input type="checkbox"/> Approved
10-17-2007	MM	<a href="#">31st Annual Harry Bailey Memorial Invitational MM Ver01</a>	<a href="#">Frigyes Laszlo</a>	13	100	19	142	12	32	290	<input type="checkbox"/> Approved
10-17-2007	KSC	<a href="#">31st Annual Harry Bailey Memorial Invitational KSC Ver02</a>	<a href="#">Alexx Diep</a>	15	111	16	114	12	31	273	<input type="checkbox"/> Approved
10-17-2007	LASER	<a href="#">31st Annual Harry Bailey Memorial Invitational LASER Ver02</a>	<a href="#">Steven Hitchings</a>	6	48	9	68	6	15	116	<input type="checkbox"/> Approved
10-17-2007	BKSC	<a href="#">31st Annual Harry Bailey Memorial Invitational BKSC Ver01</a>	<a href="#">Brian Hargreaves</a>	0	0	1	7	0	1	7	<input type="checkbox"/> Approved
10-17-2007	MANTA	<a href="#">31st Annual Harry Bailey Memorial Invitational MANTA Ver01</a>	<a href="#">Dave Guthrie</a>	17	129	20	155	14	37	284	<input type="checkbox"/> Approved
10-19-2007	LEDUC	<a href="#">31st Annual Harry Bailey Memorial Invitational LEDUC Ver01</a>	<a href="#">Duane Walker</a>	4	29	5	37	6	9	90	<input type="checkbox"/> Approved
10-22-2007	GOLD	<a href="#">31st Annual Harry Bailey Memorial Invitational GOLD Ver01</a>	<a href="#">Duane Walker</a>	19	166	23	205	14	42	371	<input type="checkbox"/> Approved
<b>Total</b>				<b>122</b>	<b>968</b>	<b>164</b>	<b>1304</b>	<b>113</b>	<b>286</b>	<b>2472</b>	

# Meet Manager



Status is set to **Pending** when a file is uploaded. By clicking on the edit pencil, the Meet Manager may change Status to **Accepted** or **Pending**. When the status is changed to Accepted or Rejected, the club contact is automatically notified by email.

Clubs:  Status:

Show All Entry Files  Only Show most recent Entry File from Each Club

[Send an Email to Contact](#)

Load Date	Club	Entry File	Contact	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status
10-17-2007	ROD	<a href="#">31st Annual Harry Bailey Memorial Invitational ROD Ver1</a>	<a href="#">Michelle Moore</a>	12	87	21	147	14	0	234	<input type="checkbox"/> Approved
10-17-2007	PASS	<a href="#">31st Annual Harry Bailey Memorial Invitational PASS Ver01</a>	<a href="#">Gord Shields</a>	4	41	8	71	5	12	112	<input type="checkbox"/> Approved
10-17-2007	RYMM	<a href="#">31st Annual Harry Bailey Memorial Invitational RYMM Ver01</a>	<a href="#">Norman Banfield</a>	7	51	5	35	4	12	86	<input type="checkbox"/> Approved

Approved  
 Pending  
 Approved  
 Rejected

## Entry Report - 31st Annual Harry Bailey Memorial Invitational

Clubs:  Status:

Show All Entry Files  Only Show most recent Entry File from Each Club

[Send an Email to Contact](#)

Load Date	Club	Entry File	Contact	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status
10-12-2007	STSC	<a href="#">31st Annual Harry Bailey Memorial Invitational STSC Ver01</a>	<a href="#">Matt Swickow</a>	7	65	14	121	6	21	220	<input type="checkbox"/> Inactive
10-15-2007	DSC	<a href="#">31st Annual Harry Bailey Memorial Invitational DSC Ver01</a>	<a href="#">David McDonald</a>	14	308	15	121	12	29	277	<input type="checkbox"/> Inactive
10-15-2007	LASER	<a href="#">31st Annual Harry Bailey Memorial Invitational LASER Ver01</a>	<a href="#">Steven Hishings</a>	6	48	9	68	6	15	136	<input type="checkbox"/> Inactive
10-15-2007	STSC	<a href="#">31st Annual Harry Bailey Memorial Invitational STSC Ver02</a>	<a href="#">Matt Swickow</a>	8	75	13	121	8	21	228	<input type="checkbox"/> Inactive
10-15-2007	SCB	<a href="#">31st Annual Harry Bailey Memorial Invitational SCB Ver01</a>	<a href="#">Misty Shuter</a>	1	7	0	0	0	1	7	<input type="checkbox"/> Inactive
10-16-2007	RDCSC	<a href="#">31st Annual Harry Bailey Memorial Invitational RDCSC Ver01</a>	<a href="#">Sam Montgomery</a>	1	9	9	81	6	10	90	<input type="checkbox"/> Inactive
10-17-2007	ROD	<a href="#">31st Annual Harry Bailey Memorial Invitational ROD Ver01</a>	<a href="#">Michelle Moore</a>	12	87	21	147	14	33	234	<input type="checkbox"/> Approved
10-17-2007	PASS	<a href="#">31st Annual Harry Bailey Memorial Invitational PASS Ver01</a>	<a href="#">Gord Shields</a>	4	41	8	71	5	12	112	<input type="checkbox"/> Approved
10-17-2007	RYMM	<a href="#">31st Annual Harry Bailey Memorial Invitational RYMM Ver01</a>	<a href="#">Norman Banfield</a>	7	51	5	35	4	12	86	<input type="checkbox"/> Approved
10-17-2007	KSC	<a href="#">31st Annual Harry Bailey Memorial Invitational KSC Ver01</a>	<a href="#">Alexx Dimp</a>	15	111	36	114	12	31	273	<input type="checkbox"/> Inactive
10-17-2007	STSC	<a href="#">31st Annual Harry Bailey Memorial Invitational STSC Ver01</a>	<a href="#">Matt Swickow</a>	8	75	13	121	8	21	228	<input type="checkbox"/> Approved

The Show All Entries link will expand the table to show if multiple versions have been uploaded for a Club. The Load date shown will always default to the date the first file was uploaded.

## Downloading Entries

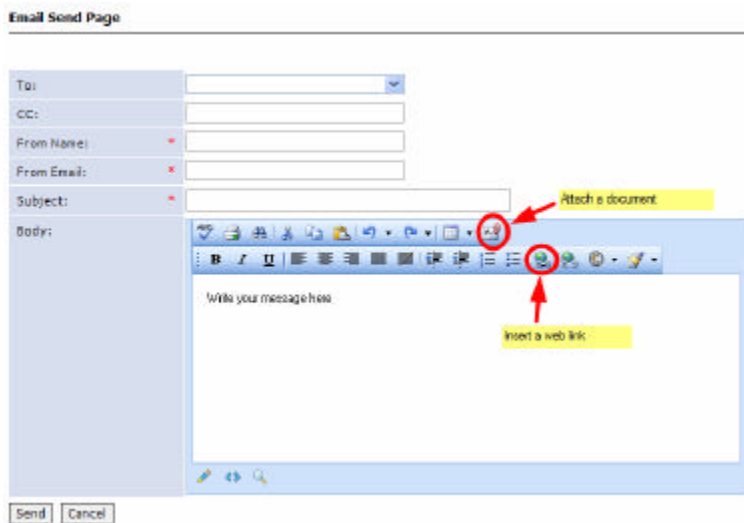
To download the entry files for each Club, simply click on the Entry File column links and a download confirmation will pop up. Choose your save location and continue. Totals for the number of swimmers and entries are generated from all Pending or Approved files.

Currently, the upload entry link for a meet will remain open until the start date of the meet. This would allow a club to submit revisions to their original entries after the entry date if the meet manager allowed. Remember, a meet manager may approve or reject each version that is uploaded by a team.

## Contact Manager

An email contact system has been provided to allow Meet Managers an easy way to communicate to some or all of the teams entered in your meet. Select the clubs you want to contact using the check boxes, click on the Send an Email to Contact button and an easy to use email screen will appear.

You may attach documents, add external web links and text messages to the club contacts.



## Running your Meet

**One important note regarding the running of your meet.**

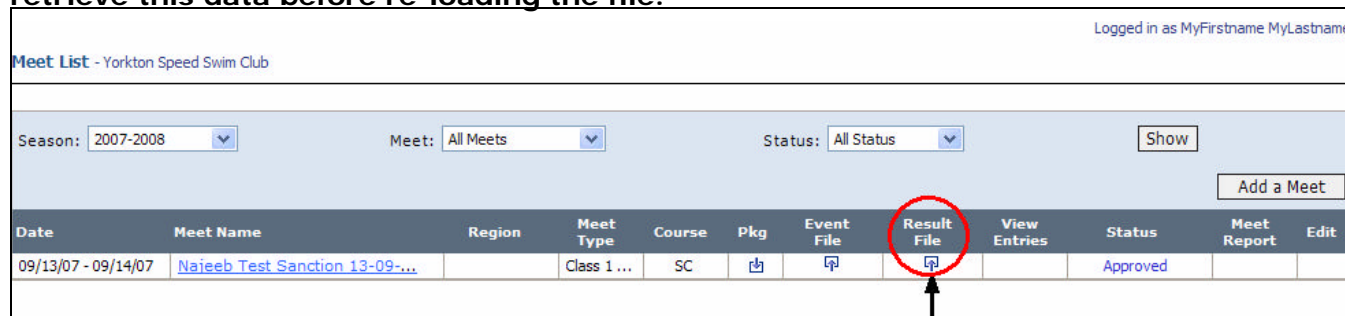
**When accepting deck entries from swimmers not already entered in the meet, it is important that the swimmer(s)' nine-digit Swimming Canada ID number and a full date of birth are collected, and this information is inputted into the meet software. If this information is missing, the results file will not be accepted when you attempt to upload it following the meet.**

### Uploading Results

Following the meet (ideally within 24 hours), log in as Meet Manager, go to **Meet List** and click on the upload link/icon under the Results File column heading. Your results file will need to be a .cl2 or .sd3 format (uncheck the "Zip results file" check box in Meet Manager EXPORT RESULTS).

The file will automatically be available for download on the **Meet List** page viewable to the public and a **Meet Report** will automatically be generated. If an update file is required, click on the upload date in the Meet Manager view and upload a new file.

**If your results file is missing the Swimmer ID or Date of Birth information, your file will not be uploaded – we need to protect the integrity of the data so you will need to retrieve this data before re-loading the file.**



### After the Meet

The Meet Manager is responsible to ensure that all of the following tasks are completed within 14 days upon completion of the meet (the meet manager doesn't necessarily have to physically do these tasks, he/she may delegate it to others, but it is ultimately the Meet Manager's responsibility to ensure that it is done.).

#### Tasks to complete after the meet:

1. Ensure that results are uploaded to the site within 24 hours after the competition.
2. Ensure that the Meet Assessment fees are submitted to Swim Saskatchewan.

After the meet log onto the system and click on: "View" under the *Post-meet report* column.

This report provides the amount of the Meet Assessment fees that are due to Swim Sask.

You should print this report and forward it onto your club Treasurer to make payment to Swim Sask. Ensure that payment is sent to Swim Sask within 14 days after the conclusion of the meet.

3. Send a list of the Officials that actually worked to the appropriate Officials Coordinator (Winter & Masters or Summer). Contact information for these people can be found on the Swim Sask website under the heading "Officials" then "Membership"
4. Remind the Referees to complete their Referee report and submit it.