

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

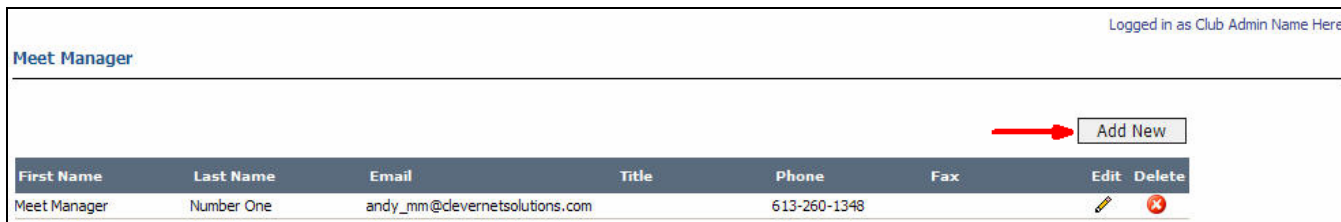
- How to login to the system to create, add and edit a Meet Manager user name and password
- How to **Add a Meet** to the National meet calendar
- How to Apply for a Sanction
- The Approval Process for **Add a Meet** and **Apply for a Sanction**
- Uploading files for your meet (meet info package and 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 capacity to accomplish the tasks outlined above.

Login information can be updated in two ways: <http://snc.stageserver.ca/registration/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



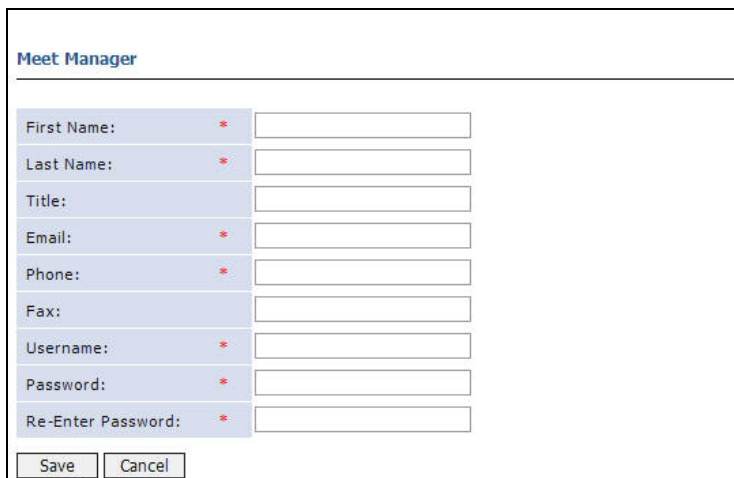
Logged in as Club Admin Name Here

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: *

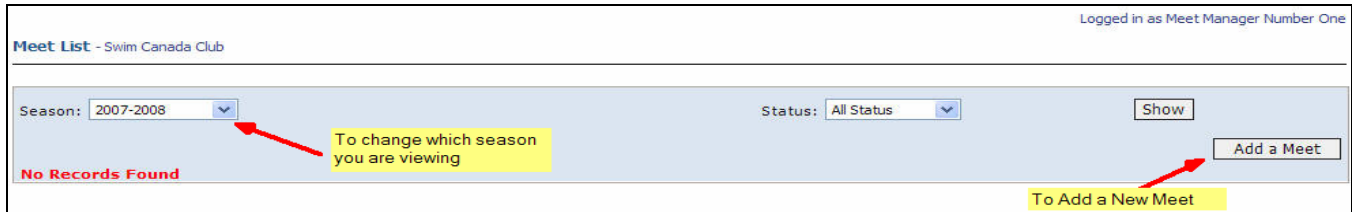
Save Cancel

Add a Meet

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

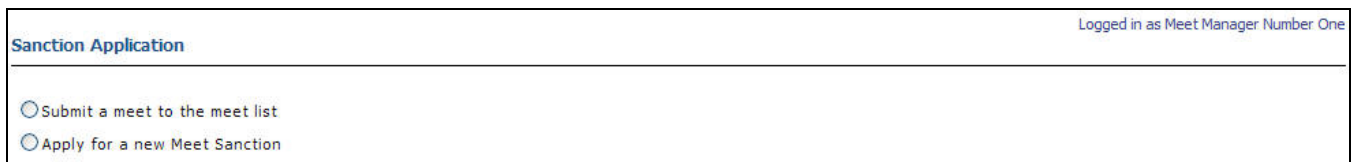
From here, you will see a list of all meets you have created for the current season. Previous years meets can also be accessed by changing the season drop down menu.

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



The screenshot shows the 'Meet List - Swim Canada Club' interface. At the top right, it says 'Logged in as Meet Manager Number One'. Below the header, there are two dropdown menus: 'Season: 2007-2008' and 'Status: All Status'. To the right of these is a 'Show' button. Below the dropdowns, there is a red message 'No Records Found'. On the right side, there is an 'Add a Meet' button. A yellow callout box with a red arrow points to the 'Season' dropdown, containing the text 'To change which season you are viewing'. Another yellow callout box with a red arrow points to the 'Add a Meet' button, containing the text 'To Add a New Meet'.

You will have now have two options:



The screenshot shows the 'Sanction Application' page. At the top right, it says 'Logged in as Meet Manager Number One'. Below the header, there are two radio button options: 'Submit a meet to the meet list' and 'Apply for a new Meet Sanction'.

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.



The screenshot shows the 'Submit to Meet List' form. At the top right, it says 'Logged in as Meet Manager Number One'. The form contains the following fields:

- Meet Name: *
- Meet Type: * (dropdown menu with '---Please Select---')
- Start Date: * (calendar icon, value: September 15 2007)
- End Date: * (calendar icon, value: September 16 2007)
- Applicant Name: * (value: Meet Manager Number One)
- Contact Phone: * (value: 613-260-1348)
- Contact Email: * (value: andy_mm@clevernetsolution)

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

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.




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	
Meet Information	
Province:	* Ontario
Region:	* 2 Central
Host Club:	* 2 Swim Canada Club
Co-Host Club:	2 ---Please Select---
Meet Name:	* 2 <input type="text"/>
Meet Type:	* ---Please Select---
Sanction Type:	* 2 ---Please Select---
Sanction Fee:	* 2 <input type="text"/>
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.

Competition Details	
Sessions: * ?	<input type="text" value="--Please Select--"/>
Course: *	<input type="radio"/> SCM <input type="radio"/> LCM <input type="radio"/> SC/LC
Time Standard: ?	<input type="text" value="--Please Select--"/>
Age Category:	<input type="text" value="--Please Select--"/>
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
- 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: ?	---Please Select---
Pool Address: ?	<input type="text"/>
Pool City: ?	<input type="text"/>
Lanes: *	---Please Select---
Configuration:	---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.

IPC Swimming Rules An important section for any host with Swimmers with a Disability participating. If you select Yes, the questions below are required. This information is then automatically submitted to the IPC Swimming Organization.

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

If your meet will provide official results for Swimmers with a Disability, you must complete this section. The information collected will be sent to the IPC Swimming Organization automatically.

IPC Rules The IPC Rule book is available free of charge from your Provincial office

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):	<input type="radio"/> Yes <input type="radio"/> No
Class S1 – S10 (FCS):	<input type="radio"/> Yes <input type="radio"/> No
Class 14 (Intellectual disability):	<input type="radio"/> Yes <input type="radio"/> No
Class S15 (Deaf):	<input type="radio"/> Yes <input type="radio"/> No
Transplants:	<input type="radio"/> Yes <input type="radio"/> 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:

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 approved, edits to the information may only be done at the Regional or Provincial level.

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
Date: 9/15/2007 12:11 PM
To: snc@clevernetsolutions.com



Meet Information

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

Meet Management

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

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Uploading your Files

Once a meet has been approved, 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	Naieeb Test Sanction 13-09-...		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 (.cl2 or .sd3 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	Spring Nationals OAK	Joe	2	12	4	55	0	6	67	Rejected
09-13-2007	RAC	Spring Nationals RAC	Test	0	0	1	1	0	1	1	Pending
09-13-2007	SCSH	Spring Nationals SCSH	Test	0	0	1	1	0	1	1	Pending
09-13-2007	BCSO	Spring Nationals BCSO	naieeb	3	25	4	34	0	7	59	Pending
09-13-2007	AAC	Spring Nationals AAC	Andy	4	4	4	4	0	8	8	Approved
09-14-2007	ROW	Spring Nationals ROW	Test Naieeb	8	51	16	136	13	24	187	Pending
Total				17	92	30	231	13	47	323	

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.

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09-13-2007	BCSO	Spring Nationals BCSO	naieeb	3	25	4	34	0	7	59	Pending
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09-14-2007	ROW	Spring Nationals ROW	Test Naieeb	8	51	16	136	13	24	187	Pending
Total				17	92	30	231	13	47	323	

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**.

Entry Report - Spring Nationals

Clubs: Status:

Load Date	Club	Entry File	Contact	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status
09-13-2007	RAC	Spring Nationals RAC	Test	0	0	1	1	0	1	1	Pending
09-13-2007	SCSH	Spring Nationals SCSH	Test	0	0	1	1	0	0	1	Pending
09-13-2007	BCSO	Spring Nationals BCSO	naieeb	3	25	4	34	0	7	59	Pending
09-13-2007	AAC	Spring Nationals AAC	Andy	4	4	4	4	0	8	8	Approved
09-14-2007	ROW	Spring Nationals ROW	Test Naieeb	8	51	16	136	13	24	187	Pending
09-15-2007	OAK	Spring Nationals OAK	Andy	0	0	4	11	3	4	11	Pending
Total				15	80	29	186	16	44	266	

The Show Entries upload history 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.

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.

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.

Logged in as MyFirstname MyLastname

Meet List - Yorkton Speed Swim Club

Season: 2007-2008 Meet: All Meets Status: All Status Show Add a Meet

Date	Meet Name	Region	Meet Type	Course	Pkg	Event File	Result File	View Entries	Status	Meet Report	Edit
09/13/07 - 09/14/07	Naieeb Test Sanction 13-09-...		Class 1 ...	SC					Approved		

Reporting

Post-meet Reports are generated automatically by the system based on the requirements provided by each Provincial office. These reports will be emailed to the Provincial office, and copied to the Meet Manager contact.