

Thursday To Saturday NWAL

Thursday –

Finish all meet entries

Adjust all Relays

Print Swim Meet Roster by A-M and N-Z (Swimmer Check IN Sheets)

Print a Meet Entry Report by Swimmer Alpha Order

Check Box that says Ready to Merge

If home team Make Sure Away team has checked their box.

Check to Make sure number of lanes and minimum per lane is set.

Merge the Meet

Print a Heat Sheet to share with the Away team.

Post Heat Sheet if you are not selling them.

Friday Night-

For Events 1-6

Print Lane Timer/Scribe sheets and Heat sheets for Officials, coaches and Ready bench.

(Normally not needed to scratch since few swimmers and this gets meted started on time no matter what else happens in the computer room)

Saturday-

7:35 Go over Swimmer check in sheets to scratch any swimmers that we know will not be attending.
(Remember if they were entered into the meet you need to put them back in if they show up)

7:50 Get with coaches to make Relay changes (Medley Relays)

Events 7-18

Print Relay Lane timer/scribe sheets for officials, coaches and ready bench.

Get them out to the Deck by 8:30

Pick up 1-6 when they are completed

For Events 19-30

Print Lane timer/scribe sheets for officials, coaches and ready bench.

Print 2 copies of entered results for events 1-6 (One to verify the other to staple to Lane Scribe sheets if no changes need to be made.

If no changes post the verified copy for all to see

For Events 31-42

Print Lane timer/scribe sheets for officials, coaches and ready bench.

Print 2 copies of entered results for events 7-18 (One to verify the other to staple to Lane Scribe sheets if no changes need to be made.

If no changes post the verified copy for all to see

After Event 42-

Get with coaches to make Relay changes (Free Relays)

For Events 43-50

Print Lane timer/scribe sheets for officials, coaches and ready bench.

Print 2 copies of entered results for events 19-30 (One to verify the other to staple to Lane Scribe sheets if no changes need to be made.

If no changes post the verified copy for all to see

For Events 51-60

Print Lane timer/scribe sheets for officials, coaches and ready bench.

Print 2 copies of entered results for events 31-42 (One to verify the other to staple to Lane Scribe sheets if no changes need to be made.

If no changes post the verified copy for all to see

For Events 61-70

Print Lane timer/scribe sheets for officials, coaches and ready bench.

Print 2 copies of entered results for events 43-50 (One to verify the other to staple to Lane Scribe sheets if no changes need to be made.

If no changes post the verified copy for all to see

For Events 71-80

Print Lane timer/scribe sheets for officials, coaches and ready bench.

Print 2 copies of entered results for events 51-60 (One to verify the other to staple to Lane Scribe sheets if no changes need to be made.

If no changes post the verified copy for all to see

For Events 1-41

Print ribbon labels stickers. **Do this after completion of all Lane Timer Sheets, Heat Sheets, Coaches and Official Sheets.**

For Events 42-80

Print ribbon labels stickers. This will complete them all.

Print a final copy of the results report usually one with and without DQs.

Print 2 copies of the final score report. Have the Meet Referee sign one for you to keep with all the heat sheets.