

GDSA Computer Entry Host Team Reporting and Delivery of Results

- Within 24 hours of each tri-meet that **you** host:
 - E-mail the Hy-Tek Meet Manager meet backup file to the Secretary of Records
 - To generate a MEET BACKUP: Open Meet Manager to the meet you want to back up; then select FILE, then BACKUP. Save the backup of the meet somewhere, like on your hard drive or a thumb drive. Then attach that backup to the email message.
 - When you do a File Backup, the file will end up with a title in the form: Swmmbkup"*name of the meet*".zip. Please write the meet name as the subject of your email (e.g. "MN-WH-SF 6/30/09").
 - E-mail a PDF of the meet results including scores (should be same emails as backup)
 - If a GDSA record broken a hard copy must be delivered to the GDSA Secretary of Records
 - You must deliver the timer sheet for the record-setting swimmer's event/lane. This sheet **must be signed** by the three timers on that lane, the head referee, and computer scorer.

- After each meet that **you** host, you must save until the end of the season:
 - All timer sheets (unless a league record was set, then only that specific sheet).
 - All hard copies of Meet Entry line-ups received from each team
 - Any referee's notes, takeoff judge's forms and alternate sheets
 - Any other documentation that may contain information on the meet

The GDSA Secretary of Records:

Mary Ollier

e-mail: maryo@gdsaswim.com

address: 2864 Vineland Trail, Beavercreek

(Place in purple bin labeled "GDSA meet results")

Alternate:

Deliveries can be made to Crestwood's Pool Office. Make sure the documents are clearly labeled (ATTN: Mary Ollier, GDSA Secretary of Records). Also email Mary to let her know there are items to be picked up.