QUANTUM CHECKLIST   **SESSION _____**

Pre-Session:

- ☐ **Receive briefing** from Referee/Chief Recorder.
- ☐ **Select the correct meet & session in the system.**
- ☐ If the events and heats have not be imported:
  - Go to the **Race** menu.
  - Select the correct **Meet** and **Session** folder, and **set it as the location.** Open the **IOS** menu and select **DHI**.
  - Click **Import** (or **Refresh**) to bring in the events and heats from the meet management system.
- ☐ Ensure correct heats for each event.
- ☐ Confirm correct order of events.
- ☐ If a heat has been collapsed, delete heat (time permitting).
- ☐ **Test equipment:**
  - ☐ Printer
  - ☐ Scoreboard
  - ☐ Touchpads
  - ☐ Starter
  - ☐ Plungers
  - ☐ Transfer to recorder

During Session:

- ☐
- ☐ **Ensure correct event and heat** are selected for timing and results.
- ☐ Verify start signal is received.
- ☐ Disable unused lanes, if applicable.
- ☐ Add/remove laps, as required.
- ☐ Take backup times, if directed by Chief Recorder.
- ☐ Record results using Race Official (F11).
- ☐ Proceed to next race (Ctrl + N).

Post-Session:

- ☐ Ensure all heats are printed and accounted for.
- ☐ Reset scoreboard to time of day display.
- ☐ Report any equipment issues encountered during the session.
- ☐ Submit all paperwork to the Meet Manager for filing.