

Admin Protocols

1) **Prior to sending out meet results to teams and the backup file to the IASI Office, please make sure your meet name follows standard USA Swimming naming convention.** An example is 2017 IA *meet host name meet name*. IA 2017 IFLY David Armbruster Open. It must be the official sanctioned name. MM only allows a certain number of characters, it is okay if it is cut off or slightly abbreviated, D. Armbruster Op for example. For our Championship meets and higher the naming convention changes slightly and I will inform you upon recon, basically you drop the host name, 2017 IA Short Course Championships.

It is not important what you call it before then, but for the results to go into the databases properly, it must have this. The SWIMS and TU databases are separate but it is important for the meet names to be identical. In order for this to happen you must change the name before sending results to teams. The two databases are going to be more intertwined in the future as online meet entries evolve so it is important for everything to mesh (other reasons having to deal with USA Swimming and across LSCs).

2) **New standard protocol for Official Splits.** Before sending results and backup please add the official splits into the Meet Manager file. Create a new event, mixed and open if you would like to put all the same event splits in a single "heat" regardless of age and gender, with the numbering 900 and above. You may put them into a new session so it will not affect session limits. Additionally, if you use the MM Financial sheets you will need to set the event fee at zero. Obviously, do not score or print award labels.

Official Split records must still be sent. Please scan and email to the IASI Office with the backup file. Meet results cannot be entered until these are sent – splits must still be verified.

This is an important change. Mainly due to teams using Team Unify. Without the splits in the results sent to clubs, they will not go into the TU database and will not be automatically used for future meet entries. Additionally, it prevents a mistake made when the IASI Office hand enters these into the meet backup file and/or SWIMS or a parent or coach hand enters the TU entry time.

3) **Unattached Club Codes.** Please make sure you have changed all Unattached swimmers to a single team with the code UN. The IA is automatically attached with the LSC code. If it is another LSC unattached swimmer, create another UN team under that LSC, such as WI-UN. Again, it is not important what you name them to track the UN swimmers prior to the meet recon and results. Before sending the backup file and sending results to the IASI Office, please make the change.

4) **Time Trials** A reminder that if you will be running Time Trials within your meet it needs to be submitted as a fully separate Meet Manager file with the Time Trails sanction number entered. The TT is a fully separate sanctioned meet simply being conducted at the same place/days as your big meet. They need to go into SWIMS and the Team Unify databases as such. The naming convention would be for Time Trials, for example, 2017 IA IFLY TT David Armbruster Open.