

FMST SWIM MEET JOB PROCEDURES

- CARD PREP -

Job Description	Collect printed labels and blank time cards from Computer Operations team and paste labels on time cards. Deliver to meet.
What Meets	B Meets
How many people	1 FMST person per meet
When to check-in for job	This job must be COMPLETED prior to the start of the B Meet. We suggest doing this job during the morning of the B meet. The time cards with labels must be provided to the Computer Operations team AT LEAST 20 minutes prior to the first race.
Procedures	1. Either the night prior to, or on the morning of the B Meet, pick-up the cards and printed labels from a member of the Computer Operations team. a. There are 30 labels per sheet. Each label will have the name of the swimmer, event number, heat number and lane. b. The time cards will come in stacks of pink and blue cards 2. For each label on the sheet, paste the label on the top of the time card (see image below for location). Ensure that <u>girls</u> labels are affixed to <u>pink</u> time cards and <u>boys</u> labels are affixed to <u>blue</u> time cards 3. Sort the time cards by event order. They will be alternate between boy/girl events. 4. Drop off the stack of time cards with the Computer Operations team AT LEAST 20 minutes prior to the first race.

Sample Images

		NAME		TEAM
		Paste label here		
EVENT				LANE
15 - 18				
TIMER 1	_____ : _____ . _____	RELAYS		
TIMER 2	_____ : _____ . _____	_____		
TIMER 3	_____ : _____ . _____	OFFICIAL TIME		
		_____ : _____ . _____		

		Event Number		Gender	TEAM
		#32 Girls 8 & Under 25 SC Meter Butterf Heat: 1 Lane: 8 NT Seed Time Kaplan, Ella 8 Team: Fort Myer Squids 6/13/2015 - Time Trials@FM			
EVENT				LANE	
TIMER 1	_____ : _____ . _____	RELAYS			
TIMER 2	_____ : _____ . _____	_____			
TIMER 3	_____ : _____ . _____	OFFICIAL TIME			
		_____ : _____ . _____			