

**MISSISSIPPI SWIMMING, INC**  
**MEET HOST RECON & RESULTS INSTRUCTIONS**

**BEFORE THE MEET - VERIFYING REGISTRATIONS**

On the **MONDAY** prior to the start of the meet, host teams **MUST** submit a RECON file **BY NOON** listing all swimmers entered in the meet to the registration chair: **msi.registrar25@gmail.com**.

**Any unregistered swimmer entered in the meet must be registered by THURSDAY BY NOON of that week.**

Create RECON File Instructions:

In Meet Manager, select **FILE** in the toolbar, select **EXPORT**, select **USA-S Registration**. Click **OK** to export. Click **OK** after Export Finished notice. Then select where to copy the exported file to on your computer (i.e. desktop) and click **OK**. This creates an .sd3 file of the USA Swimming registration information.

Email Instructions:

Attach the .sd3 file to an email and send. Please note the name of the swim meet you are hosting.

Reply Instructions:

You will be notified of any registration errors and advised of any changes to be made to the meet file.

**AFTER THE MEET - SUBMITTING FINAL RESULTS and POST MEET RECON FILES**

First, **REPEAT** the above steps (verifying registrations) **BEFORE** sending final results so a post-meet recon can be completed.

Second, meet host exports results and submits .sd3 file to msi.registrar25@gmail.com within 14 days.

RESULTS Export Instructions:

In Meet Manager, select **File** in the toolbar, select **EXPORT**, select **Results for Team Manager or SWIMS or NCAA Database**. Click **OK** to export. Click **OK** after Export Finished notice. Then select where to copy the exported file to on your computer (i.e. desktop) and click **OK**. This creates a .zip file which contains results in .CL2 and .HY3 formats.

Email Instructions:

Attach the .zip file to an email and send to msi.registrar25@gmail.com. Please note the name of the swim meet for the results.

Last step, complete and submit all paperwork and fees as instructed in the **Sanctions Close-Out Report**.