

# Recorder Duties

Set up team roster in computer system:

- Verify returning athletes address
- Enter new athletes
- Inactivating athletes not returning

Create meets in Team Manager:

For all meets:

- Provide coaches with worksheet to designate events/swimmers.
- Input into the system the coaches meet entries.
- Based on times, determine and select swimmers in the relays.
- Prepare file for merger into swim manager.
  - For home meet, migrate into swim manager - see home meet.
  - For away meet, send file to host team.
- For invitationals provide an entry report to Invitational director.

For home meets:

- Set up new meet in swim manager.
  - Event list
  - Seeding preference
  - Location, date, time
- Migrate roster for our team and visiting team into swim manager.
- Migrate entries for our team and visiting team into swim manager.
- Seed meet and evaluate all events and heats to ensure efficiency of meet.
  - Consult with our coaches or visiting team to clear up any issues.
- Print meet programs, swimmer' reports for boards, lane sheets, and shepherd sheets.
- Export results for home and visiting team into a PDF file for transition to Team Mgr.

For away meets:

- Resolve issues with host team.
- Print meet programs, swimmer' reports for boards, and shepherd sheets.

After all meets:

- Import results into Team Mgr.
- Create labels for best times ribbons, apply and distribute.
- Create reports for best times books
- Make corrections to database as needed.

At conclusion of season:

- Calculate high point, most improved, and best times count for awards.
- Print season reports for each swimmer

Time est. 3-5 hours per meet. In 2007 we had 17 meets (51-85 hrs).