Last Updated 8.13.2021

AFTER MEET INSTRUCTIONS

Send the Following Files to:

Tracy Meece at tmeece@mnswim.org
Michael Bougie at bougieml@msn.com

Send immediately after the meet:

- **Swim Meet On-Deck Registration Report – This report needs to be sent even if no on deck registrations were taken. (Include any registrations and fees that have been taken on deck.)**

Send the following within 48 Hours of the completion of your meet:

- **PDF of Results with all teams in condensed and in publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file.**
  (Found in MM: Reports/Results) (Found in TouchPad: Meet Results)

- **Hy-Tek Meet Results – zipped (.zip) file -- Full meet results – must include all swimmers, not just MN swimmer, must include swim-offs, all relay names and lead-off splits and time-trials.**
  (Found in MM: File/Export/Results for Swim Manager or SWIMS or NCAA or USMS)
  (Found in TouchPad: File/Export SD3 Meet Results/Entries/SWIMS)

- **Back-Up File Unlocked MM/TouchPad Backup file (post meet) for the meet, after all scoring – zipped (.zip) file**
  (Found in MM: File/Backup) (Found in TouchPad: BACKUP Current Meet)

- **Team Entry Fee Report – PDF Include scratches, Open Lane and Time Trials.**
  (Found in MM: Reports/Teams/Entry Fee Summary)(Found in TouchPad: Meet Reports/Fee Totals)

- **Meet Officials Payment Report – Includes official(s) names and all payments including honorarium, hotel, mileage, gift cards, supplies, etc.**

Send the following within 15 days of the completion of your meet:

- **Non-Athlete Meet Check-In Sheet(s)**

MNSI will fill out the top of Page #1 of the Meet Financial report and send to the meet director for the meet and bill your team's ACH account for the MNSI Splash Fees.

To be assured your team will receive any of its sanction deposit, did you return:

- ☐ Page #1 of Financial Report Returned with bottom of form filled out and sent to **tmeece@mnswim.org**.
  Due 15 days after the last day of the meet.

- ☐ Page #2 of Financial Report Returned to **tmeece@mnswim.org**.
  Due 45 days after the last day of the meet.

- ☐ Send all of the files listed above to the proper people **including** On-Deck Registration Report and NA Meet Check-In Sheets?

If you have any questions, please contact Operations Manager:
Tracy Meece tmeece@mnswim.org or call 320-247-0940.