



MINNESOTA  
SWIMMING



Last Updated 1.4.2021

## BEFORE MEET INSTRUCTIONS

**The National USA Swimming Top 10 and Times Coordinators want ALL sanctioned meets to be named in a uniform manner for meet search capabilities.**

Please name your meet in the following manner:

Year first, LSC code second, Club Code next, followed by any meet name you choose.

This is VERY important – if it is not done in this manner, it will be returned to you.

Example:

2021 (This should be the year we are currently in) MN XYZ (Club Code) Spring Opener (Name of your meet)

When your meet is sanctioned, you will be sent a PDF of your meet information with the sanction number already typed in – this is the copy that you **must** send to teams that are being invited to your meet. This is what will be put on the MNSI website.

The following is required to be sent to the people listed below each paragraph for ALL sanctioned meets (this includes MNSI weekend bid meets, invitational meets, dual, tri, quad, intrasquad, etc.)

**Send To:** Tracy Meece at [tmeece@mns swim.org](mailto:tmeece@mns swim.org)

- **MM Event Set-Up file** (Found in MM: File/Export/Events for TM)
- **USA-S Registration File** (Found in MM: File/Export/USA-S Registration)  
Do not send roster – only meet file. Send this as soon as you get most of your entries loaded from your first entry deadline. This is used to complete the meet registration recon.
- **Team Fee Report with the teams participating in meet.**  
(Found in MM: Reports/Teams/Entry Fee Summary)
- **Meet Timeline** (Found in MM: Reports/Sessions)  
(send after all entries and completed and timeline has been approved by Meet Referee)
- **Programs in PDF format** – Send if providing free meet programs on MNSI website.

**NOTE:** If you add additional swimmers after sending this file, please send another file. Send a FINAL USA-S Registration file after you have finalized all entries in your meet for a final meet registration recon to be completed.

**When processing meet entries from teams, send the entering team an email reply confirmation along with the Team Entry List.** (Found in MM: Reports/Entry Lists)  
Be sure to include Athletes + Relays if you have relay events in your meet.

If you are hosting an MNSI scheduled weekend meet (Championship Meet), don't forget to call the MNSI office to make arrangements to pick up your meet supplies packet.

**NEW: OFFICIALS EXPENSE:** Include payments made to officials in your after-meet financials including official's name, honorarium, gift cards, hotel fees, mileage, supplies, parking, etc.

**If you have any questions, please contact Operations Manager:**  
Tracy Meece [tmeece@mns swim.org](mailto:tmeece@mns swim.org) or call 320-247-0940.