**Instructions - Fillable meet template**

**Revised December 8, 2020**

This new meet template has been designed to 1) simplify the process for you to create your meet information, and 2) speed up our ability to review and sanction your meet.

**What meets is this template for?**

Use this if hosting an *invitational, intrasquad, dual, tri, quad* or *conference* meet.

**What information should I include?**

This template is restricted so that you only can add information in those areas that are greyed out. Some of the responses are pre-formatted so you can pull down and click the appropriate response; some are designed for you to write in more detail specific information (i.e. the fees you are charging for the meet).

**How do I fill this out?**

1. Save template to your computer. Please save file as ‘team code and meet date’.
2. In the top square, you can add you logo if you want to. If you do not add your logo, leave blank and that area will be erased before sanctioning.
3. The information is set up as a table and reorganized by “topic.” Go through each row and fill in the greyed out areas; instructions of what to include are indicated in each fillable spot.
4. Some events may not apply to your meet. Distance Events and Time Trials paragraphs have a box highlighted under their title, with the words” if this do not apply to your meet, please check the box.” If any of these boxes are checked, the paragraph will be deleted before sanctioning, in order to keep the meet information as accurate and “clean” as possible.
5. If there are other “areas” that do not apply—for example, Awards, Prizes and Scoring—please say (as applicable) something like “no awards will be given at this meet; this meet will not be scored.”
6. A note about the line titled “programs.” Please check how you intend to have programs for participants. Note the text in red; this requirement applies IF you are charging a “program fee” as part of your fee structure. The information in red will be deleted by the Sanction Coordinator prior to sanctioning the meet.
7. The calculation form has greyed out areas for your different fees. If you are not using a certain fee, leave it blank and those will be deleted before sanctioning. There is a place to fill out who you want checks payable to and also a space for you to fill in when you want the fees – before the meet or brought to the meet.

Questions? Please contact the Operations Manager, Tracy Meece at tmeece@mnswim.org