**WEB MASTER**

**ILLINOIS SWIMMING CHAMPIONSHIP MEET HOST REMINDER CHECKLISTS**

*We suggest that you initial & date when each item is completed.*

**Do not link directly to any item on the ISI web page.** This allows items to be updated, and will assist people in obtaining the most accurate information.

# Indiana Swimming Championship web page

* + Includes all REGS, AGS and SRS, Open Water meets

# ISI will post:

* + - link to host championship page
		- meet announcement
		- meet file
		- pre-scratch session reports
		- pre-scratch timed final psych sheets
		- changes to session and warm-up start times (DIV) due to “dead” pool time or extenuating circumstances
			* these are not warm-up lane assignments, which should be posted on host site
		- extenuating circumstance notes
		- updates to all of the above
		- final results file

# Host team web-site

* + **Please do create a championship web-page**
	+ **Link back to ISI web page**
		- **Do not post** any of the information that is to be posted on ISI web-page
		- **Do not link** directly to any item
			* This allows for one source and updates
	+ ***Please post***:
		- Warm-up lane assignments by 6pm Wednesday prior to meet
			* if your site is required to make assignments and split session warm-ups it is noted in meet announcement
			* obtain from Meet Director/Meet Referee
		- Live Results link if using
			* Place a note on site if you had planned to use, but cannot due to internet connections
			* Pdf of results for each session and meet if not using live results
				+ obtain from computer operator
		- Meet Mobile note if using and meet name (get from Entry chair or computer operator)
		- Pdf of final results
			* obtain from Administrative Referee
			* ISI will also post, but teams may need this prior to Monday
		- Meet Manager locked backup after the meet
			* obtain from Administrative Referee
			* ISI will also post, but teams may need this prior to Monday
		- Time Trial information from Meet Director
			* Initially with note on web-site:
				+ Time Trials will not be offered.

Or

* + - * + Time Trials will be offered, and information posted no later than 6 pm on Thursday prior to meet.
			* **Make sure to post** Time Trial information **NO LATER than 6 pm the Thursday**

(Wednesday - SRS LCM) prior to the meet.

* + - * + Allows coaches and athletes to plan accordingly
			* post meet final pdf of Time Trial results and MM locked backup
		- Community information, i.e. hotels and restaurants
		- parking information that might be helpful
		- sponsors - include SPEEDO
		- vendors
			* pre-orders