**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