

Observed Meets Check List - USA Swimming Registered Athletes

Coaches: Your Entries must be submitted the following way.

- 1.) All **NON-USA Swimming** swimmers can be entered into the meet without at ID #
If they are not registered their results will still export to USA Swimming and cause ERRORS.
- 2.) Please verify your teams USA Swimming Registered Members with USA Swimming ID #s
Have your athletes verify the correct spelling of their First and Last Names, Middle Initial, Date of Birth and USA Swimming ID #.
- 3.) Notify the Meet Director of how many USA Swimming Registered athletes you have on your team and their EVENTS that will be observed.

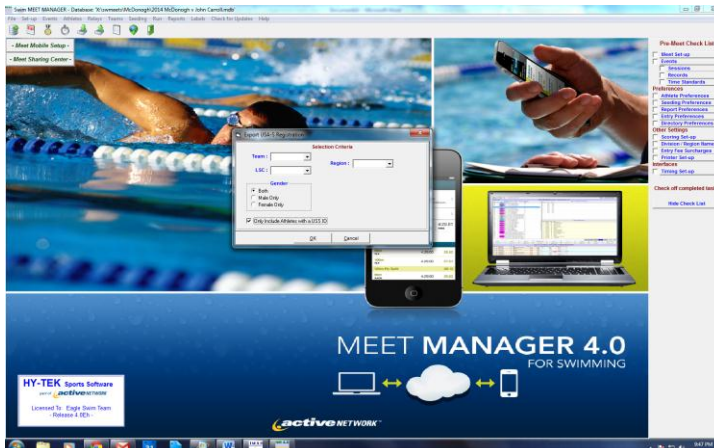
Meet Directors: Please handle the Entries and Results the following way.

- 1.) Verify in Meet Manager the Number of USA Swimming athletes and total athletes and entries for each Team entering into your meet as they are received.
- 2.) If a Team has every swimmer entered with their USA Swimming ID #, please verify with that team's Coach that they are all registered with USA Swimming. (Note: Very rarely will an entire team be all registered with USA Swimming)
- 3.) Please e-mail Maryland Swimming (**office@mdswim.org**) a USA Swimming Recon file prior to the meet in order to verify that all swimmers with USA Swimming IDs are in fact registered with USA Swimming.

a. In Meet Manager: FILE -> EXPORT -> USA-S REGISTRATION



b. Check ONLY ATHLETES WITH USA SWIMMING IDs -> OK -> SAVE

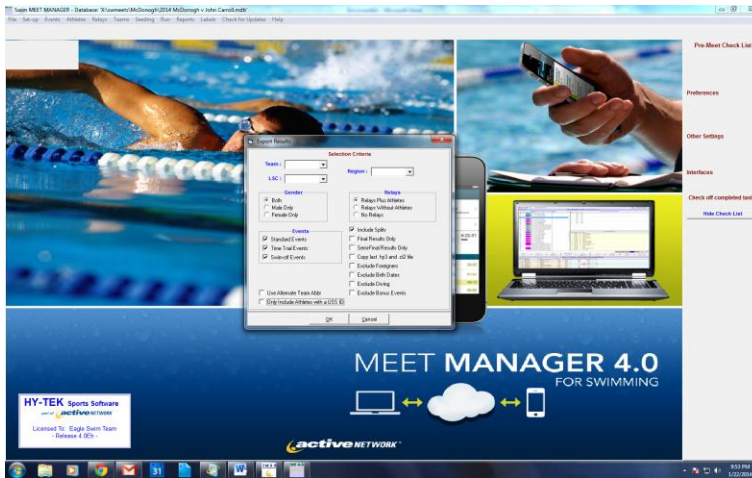


4.) RESULTS: After the completion of the meet you will send out **TWO RESULTS FILES**

- a. **FIRST** are the complete results that you send to all **Teams & Coaches**
FILE -> EXPORT -> MEET RESULTS FOR TEAM MANAGER

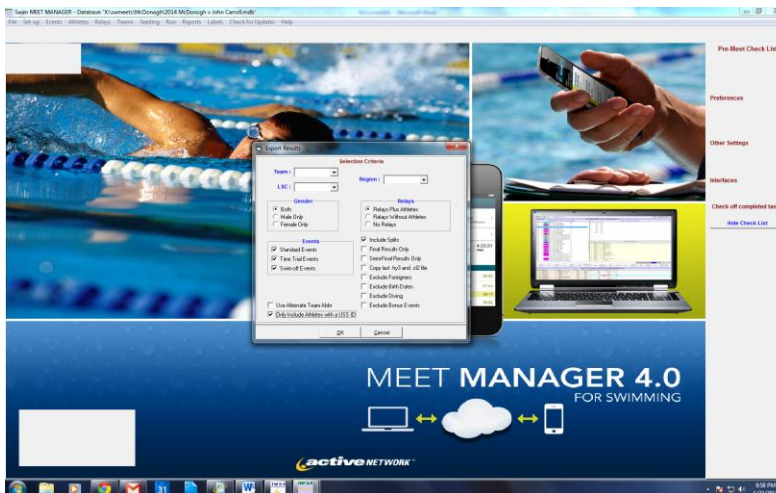


The box **SHOULD NOT BE CHECKED** for only USA Swimming Athletes



- b. **SECOND** are the results you will submit to Maryland Swimming to be imported into the USA Swimming (SWIMs) Database. **FILE -> EXPORT -> MEET RESULTS FOR TEAM MANAGER**

The box **SHOULD BE CHECKED** for only USA Swimming Athletes



Please send these results to MD Swimming for Import into the SWIMs Database

times@mdswim.org