

Northwest Swim Circuit - 2017 Time Line for Divisional and Invitational Meets

Date	Day of Week	Action Item	Responsible Party	Send to: ¹	Deadline	Comments
5/27/2017	Saturday	Upload meet results	Computer Representatives	NWSC Google Drive	8:00 PM	Upload meet results to the Google Drive for every meet. The beginning date is May 27, 2017 and continues through the Divisional meet.
6/26/2017	Monday	Invitational and Divisional Rankings	Glen Taffinder	NWSC Swimming Website	10:00 PM	Assumes teams upload meet data by the deadline each week during the season.
6/30/2017	Friday	Note to Divisional Meet hosts	Divisional host computer representative	NWSC Google Drive	6:00 PM	Divisional host computer representatives must contact Glen Taffinder by this date if they need assistance seeding their meets.
7/3/2017	Monday	Invitational and Divisional Rankings	Glen Taffinder	NWSC Swimming Website	10:00 PM	Assumes teams upload meet data by the deadline each week during the season.
7/3/2017	Monday	Send INVITATIONAL Meet Entries, Team Roster, proof of meets attended, proof of times file ^{2,3,&4} .	Computer Representatives	NWSC Google Drive	7:00 PM	Computer representatives are responsible for running exception reports in Meet Manager to verify that there are no exceptions.
7/5/2017	Wednesday	Receive Draft Seeded Invitational Meet Database	Glen Taffinder	NWSC Google Drive	9:00 PM	Meet DB will be sent out to CR's. I suggest you post a draft heat sheet to see if anyone was missed.
7/4/2017	Tuesday	Send Divisional Meet Entries	Computer Representatives	Divisional host computer representative	6:00 PM	Remember, a swimmer must have competed in a minimum of two Dual Meets of the current season and must have a valid time in the events. Make sure to send proof of meets attended, and proof of times files along with entries to the host CR.
7/5/2017	Wednesday	Receive Seeded Divisional Meet Databases	Divisional host computer representative	Visiting computer representatives	6:00 PM	
7/8/2017	Saturday	Send completed Divisional Meet Databases	Divisional host computer representative	NWSC Google Drive	6:00 PM	
7/10/2017	Monday	Send final INVITATIONAL Meet Entries and proof of times file ² , and proof of official meets attended ³ .	Computer Representatives	NWSC Google Drive	8:00 PM	Computer representatives are responsible for running exception reports in Meet Manager to verify that there are no exceptions for meet entries.
7/12/2017	Wednesday	Receive final Draft Seeded Invitational Meet Database	Glen Taffinder	NWSC Google Drive	7:00 PM	Meet DB will be sent out to CR's. Time assumes that everyone meets the deadline. Draft heatsheets will be posted to the circuit website: https://nwsc.swimtopia.com

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7/13/2017	Thursday	Receive Final Seeded Invitational Meet Database	Glen Taffinder	NWSC Google Drive	9:00 PM	Meet DB will be sent out to CR's. Heatsheets will be posted here: https://nwsc.swimtopia.com/swim_meets
7/18/2017	Tuesday	Invitational Meet Back up file	Glen Taffinder	NWSC Google Drive	6:00 PM	

1 Folders will be set up for the files requested and a link sent out. Please upload files to the NWSC Google Drive and verify that files upload correctly. If you cannot download and open the file you just uploaded, then please upload again.

2 Proof of times file: In Team Manager - Use File->Export->Proof of Time. Set Best Times Since to first dual meet 2017. Check Use Since Date.

3 Meets attended files (PDF and CSV): In Team Manager - "Reports \ Meet Reports \ Number of Meets Attended - Splashes" the graphic below shows the settings assuming that you have designated your official meets as "Meet Type = SUM", Export report as both PDF and CSV.

4 Only new qualifiers from the Divisional meets will be allowed to be added for the final invitational meet entries submitted. Changing events for swimmers qualified prior to the Divisional meet is a team decision. Bottom line: if a swimmer is qualified prior to the divisional meet but fails to sign up by the first deadline they will be removed from the meet database if they signup for the final meet entries.