Automation Notes
2006-2

Yourway DOS System:

1. All teams must use version 16.1 in preparing their meet entry disk and printouts. Make sure that **all** computers used by the team have version 16.1 installed. (Information is on the first screen of the Yourway System)

2. Before generating the entry disks and printouts, make sure the division setting, number of teams in division setting, and the swim "year" settings are correct.

3. Review Swimmer names for accuracy since Meet Programs, including All-Stars, and the web site use this roster.

4. All Officials supplied by the team for the Meet Program are to be on the meet entry exchange disk. This includes Relay Take Off Judges and Marshals. (Officials are added using Meets/Schedule Off.)

5. It is recommended that two meet entry disks and printouts be exchanged. (Meet entry disk generated using Meets/Export/ Import/A-meet selections/Export)

6. Before entering meet times into the system, the opposing team's meet entry disk must be imported into the system to ensure the swimmer's identification is correct. (Meet entry disk imported using Meets/Export/Import/A-meet selections/ Import)

7. All swimmer substitutions entered into the system must be made from the meet team roster in the system. If an opponent swimmer substitute was added to the team roster after the meet entry disk was exchanged, a new entry meet disk with the updated roster must be imported into the system. (Updated roster can be generated using Meets/Export/Import/A-meet selections/Export: Updated roster can be entered into the system using Meets/Export/Import/Opponent rosters)

8. Each Division will collect the meet results disk from the host team and upload to the web site. The meet results disk can be generated using Meets/Export/Import/ Results of A-meet)

Web Site:

1. Each Team should review and update Team web page Directions and Contacts, Articles and Bulletins.

2. Each Division will collect the meet scores and post to the web site by 1:00 PM, Saturday.

3. Each Division will collect the meet results and upload to the web site by noon on Sunday.