End-to-End Event Management (E2EEM)
Meeting Minutes

December 18, 2011

Attendees:
Lisa Baumann, Metropolitan
Lynn Hazlewood, Open Water Committee Chair
Richard Hess, Colorado
Emmett Hines, Gulf
Steve Peterson, Pacific Northwest
Jeanne Seidler, Wisconsin
Luke Shaheen, National Office, IT
Ed Tsuzuki (Chair), New Jersey

The task force continues to test the application and the (admin) review proces.

1. There is some potential confusion on the (user entered) "Event ID" and the system assigned "Sanction Number." First it was suggested to clarify the labeling on both the screens as well as any e-mail notifications.

    a. The "Event ID" could be renamed "LMSC Assigned Event ID" where the pop-up bubble would say something like "This is different from your system-assigned USMS sanction number." The "Sanction Number" would never be referred to as an "ID."

    b. Then, the need for an "Event ID" was questioned. Ed agreed to follow up with Jim on the need for this and why it could not be eliminated.

2. The Pool Measurement field ("Pool Measurement Meets Requirements?") should be changed to "Course measurement meets requirements?" to include both pool and open water (cable) courses.

    a. The pop-up bubble should read "*Please check the box if the course has been measured and its dimensions meet the requirements as stated in the USMS rule book.*" A listing of current pool certifications on file with the National Office can be found here:
    http://www.usms.org/~rectabs/poollengthdb.xls.

    b. This would be a Yes/No field and defaulted to a blank.

3. Additional validation on the name and email fields as requested has been applied.

4. The field "Date Entries Close" has been added.

5. Lynn reported a bug where the field "Display entry form publicly," when "No" selected was still showing the entry form URL. Luke will fix this.

6. It was noted that when a requester enters an event venue, it is not entered (and searchable) in the venue data base until an event is fully approved by a sanctions chair. This is to prevent "spam" entries of venues to the data base.

    a. The ability to enter venues only is available under Admin access. Access to the venue data base should be given to:

        i. Sanction Chairs

        ii. Top Ten Recorders

        iii. Long Distance Chairs

        iv. Open Water Chairs

7. The LMSC Chair should be able to view all sanction activity on line, but should not be able to act on any. Luke will check to see if there is a way to give view only access to the pending requests and all historical request activity by LMSC to the LMSC Chair.

8. Anna Lea has created training tutorials (one for the request process and one for the approval process). Ed has provided feedback on them and Anna Lea will be asked to distribute to the task force for review.

9. Ed will follow up with Jim to inquire about any potential issues with the calendar of events or results tabulations/event rankings for any of the existing event on the calendar with the introduction of the new on-line tool.

Next steps (this includes open items from the last meeting as well):
1) Continue testing and engage local sanctions chairs and meet directors in the testing, where possible
2) Anna Lea will forward training tutorials to task force for feedback
3) Anna Lea to revise Ed's communication to the LMSC chairs, announcing the new process.
4) Target launch date in January 2012, to be determined after next meeting.
5) Next meeting to be held on Sunday, January 8, 2012 from 9:00pm to 10:00pm EST