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

November 13, 2011

Attendees:
Lisa Baumann, Metropolitan
Richard Hess, Colorado
Emmett Hines, Gulf
Anna Lea Matysek, National Office
Jim Matysek, National Office, IT
Jeanne Seidler, Wisconsin
Luke Shaheen, National Office, IT
Ed Tsuzuki (Chair), New Jersey
Mary Beth Windrath, Adirondack

The task force has been testing the application and provided feedback via e-mails directly to Luke and Ed since the last meeting.

From Steve (via e-mail):
When he selected "other contact." A separate window opened up, saying USMS needed more info, so he titled that contact "Meet Go-Fer Person." When he signed in as an Administrator and reviewed the sanction request, *Other Contact* was still "Other Contact". He edited that to read "Meet Go-Fer Person" and that title was then applied.

From Emmett (via e-mail):

1. When advancing from the first screen and presented with the following pop-up: "The events below are exact matches or similar to the event you are entering. If this event has already been submitted, please do not submit it again! Skip this step."

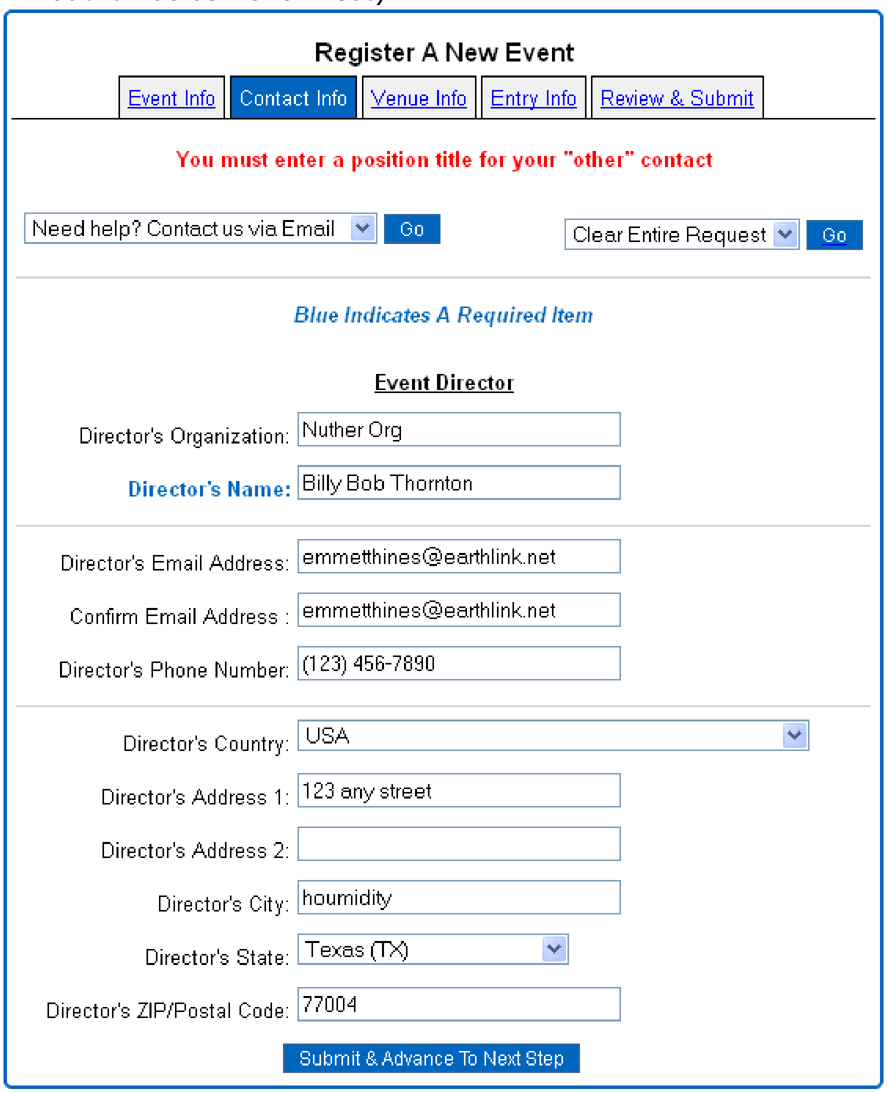
   Instead of "Skip this step" he'd suggest a more complete "This event has not been submitted previously – Continue" or "This event is different from the events listed above – Continue with submission".

2. In the confirmation email to the requestor, the sentence:
   "You (or someone who entered your email address) have submitted a new **Sanction Request** for your "Short Course Meters" meet in the Gulf LSMC."
   should show the event title in quotes – but still include the course type, perhaps thusly:
   "You (or someone who entered your email address) have submitted a new **Sanction Request** for your short course meters meet, "Pete's Puddle Paddle", in the Gulf LSMC."
   Ditto issue for the sanction chair email confirmation.

3. He noticed that the printer-friendly form indicates his meet is an LCM meet when he selected an SCM meet - and shows an SCM meet when he selects an LCM meet. SCY meets appear to be handled correctly.

4. Perhaps the confirmation email should suggest the user save the edit link for future use.

5. After using the edit link to go back to his meet, he hit the final "Submit" button on the review page and was sent to the contact info screen and told "You must enter a position title for your "other" contact with no indication of a method of doing so. (He had done this on his original submission as "HMFIC" in the popup but it was somehow lost):



And the sanction chair review process had the same lost position title issue:

6. Also, he would think that when we are coming back to edit an event, all of the screen titles would say "Edit a Previous Submission" instead of "Register a New Event"

7. When we get a confirmation email after editing a submission, the sentence:
   "You (or someone who entered your email address) have submitted a new **Sanction Request** for …."
   should probably read more like:
   "You (or someone who entered your email address) has updated a previously submitted **Sanction Request** for…"

8. He has seen two different date formats throughout the app -
   This meet is tentatively scheduled for 11/10/2011 - 11/10/2011.
   This meet is tentatively scheduled for 2011-11-10 - 2011-11-10.

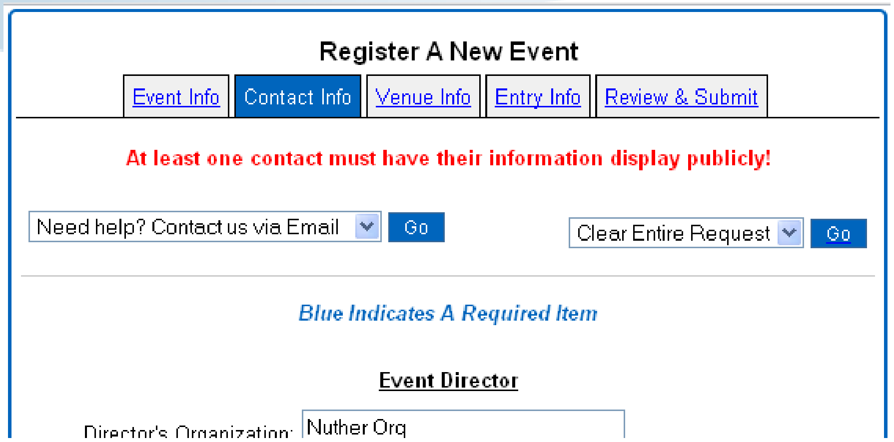
He much prefers the former version in *all* places a date appears. The latter version always has me wondering which is the month and which is the day (when the day is 12 or smaller) – and tends to run together wherever you are showing a date range.

9. It seems that each time he submit edits it is listing it as a separate meet:

11/13/2011	Sanction	hasty title2 11/26/2011 - 11/26/2011	Competition
11/13/2011	Sanction	hasty title2 11/26/2011 - 11/26/2011	Competition
11/13/2011	Sanction	hasty title2 11/26/2011 - 11/26/2011	Competition
11/13/2011	Sanction	hasty title2 11/26/2011 - 11/26/2011	Competition

It appears each is a "snapshot" holding the info submitted at that time. Shouldn't they be listed as "original version", "ver #2", "Ver #3", etc?

10. If, on the Review page, he goes and deselects Public View for each contact he gets the following "At least one contact must have their information display publicly!" screen:



With no indication of how to remedy the issue (but apparently the default is that the Event Director automatically gets reselected for public view –without letting him know). Perhaps the public view selection should be directly on the initial contact screens instead of the following popup.

11. In submitting a new request, on the venue information page, after selecting an existing venue and clicking the "Update Information" button he was taken directly to the Review/Submit page, bypassing the entry info page.

Ed suggested that if no e-mail or phone number is entered for the meet director (at initial "Contacts" step, that the submitter be informed immediately, as opposed to at the end (Review and Submit step).

Ed also suggested that during the review step, if the user just clicks on "Submit Changes and Exit" without submitting any changes, that the user be told that no changes were submitted, rather than kick off another submission.

The notification screen that appears after submitting and exiting says "upload an existing meet" should say "upload an existing event."

Jeanne and Mary Beth requested that a printer-friendly format be created that the user can request prior to the final submit. Jim indicated that this can be done in an html page. This should also be done for the final sanction approval. Both of these reports must contain all of the information that was submitted on the sanction request.

The link at the top of the Review and Submit page should direct the user to the Guide to Operations.

The task force would to continue with at least one more round of testing prior to an official launch. A reasonable target date for launch would be January 1, 2012

It was confirmed that in the transition from the old calendar of events process to the new, no data that was already entered would be lost. While you could re-enter using the new process and then delete the old even that was entered, it is recommended to just leave anything submitted the old way.

Anna Lea agreed to work on a training tutorial in December. The task force agreed that we should offer training to the sanction chairs, although it is the meet directors/hosts who we really need to train. It was suggested that we work with our sanction chairs and meet directors within our local LMSCs to gain feedback on the process.

For launch, we will rely on the sanctions chairs to direct people requesting a sanction to the on-line process (and remove paper forms from their websites and replace them with links to the new on-line process).

Next steps (this includes open items from the last meeting as well):

1) Continue testing for at least the next 3 weeks.
2) Task force members to engage local sanctions chairs and meet directors in the testing, where possible.
3) Anna Lea will prepare training tutorial (in December), similar to what she has created for the meet results and top ten process.
4) Target launch date January 1, 2012
5) Next meeting to be held on Sunday, December 4 from 8pm to 9pm EST.