

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

December 4, 2011

### **Attendees:**

Lynn Hazlewood, Open Water Committee Chair  
Anna Lea Matysek, National Office  
Jim Matysek, National Office, IT  
Steve Peterson, Pacific Northwest  
Jeanne Seidler, Wisconsin  
Luke Shaheen, National Office, IT  
Ed Tsuzuki (Chair), New Jersey  
Mary Beth Windrath, Adirondack

The task force continues to test the application and the (admin) review proces. Mary Beth provided specific feedback via e-mail, which Luke resolved prior to the call.

1. Mary Beth also reviewed the original spreadsheet with the field requirements (from April 2011) and walked through them during this call.
  - a. The "course type" field was to also include a selection of "Other pool type (fill in the blank)." This could be for 20 yards or 100 foot pools for example. Not only was this considered an exceedingly rare occurrence, the "course type" is one of the underlying data base's "key" fields that if another value was added could require a significant amount of regression work. Jim mentioned that he was already planning to introduce a flag to exclude meets from the tabulation in the case a pool was not measured or measured and found to be too short. Jim will discuss the inclusion of this flag (including at what point in the process the flag would be set and by whom, and if it could be altered if later the pool is measured and found to be adequate) with Luke.
  - b. The "Date is tentative" check box was intended to allow a request to be to add it to the calendar only. This is covered by the "Request Type" field on the "Event Info" form where the selection "Calendar Request Only" can be selected.
  - c. The fields "Date Entries Open" and "Date Entries Close" was to be included. While this information is important, it is contained on the meet entry form. If it would be for purely informational purposes, it was suggested to not add this to the data base, however, if there would be some logic associated with it (e.g. notifications within x dates of a entry close date), there could be a good reason to add them to the input form. For now, it was agreed to hold off for now, pending more specific functional requirements.



2. The link to event “rules and regulations” at the end of the process has been replaced with the form Lynn provided (for open water events). For pool events, Luke will point to the meet sanction guidelines. Anna Lea will provide the appropriate information to Luke to link to.
3. Lisa provided additional feedback via an e-mail.
  - a. The name field allows a single 5 character text string, so it was suggested that the validation require at least one space between two text strings (with the hopes that both a first and last name would be provided.)
  - b. The email address field did not validate that it was in an email address format (no “@” and no “.”). Luke indicated that he could add this.
  - c. Phone numbers without valid area codes could be added. This one will be left as is.
  - d. Currently, the form will allow a “Sanction by Another FINA Governing Body” sanction to be selected, however, this should only be allowed on a “Calendar Request Only.”
  - e. Since USMS does not sanction events outside the US (they can, however, be added to the USMS calendar), if the user selects a “Sanction/Recognition” in the “Request Type” field, then the “Event Country” should only allow “USA
  - f. A previously submitted facility could not be found in a later search. Ed will work with Lisa to get more details on this.
4. Jeanne mentioned that she is pleased with the printer friendly form that can be requested at the end of this process. She has asked that it be reduced to fit on 1 page. Luke will look in to this. Jeanne also asked to have the link to this form available throughout the process (on each input screen). It was decided this was not necessary. She also would like to see it linked to from the calendar display. Luke will look in to this.
5. The group discussed the difference between a “deny” and a “cancel” action. During the review of an initial request (event does not yet exist on the calendar), if it is decided that the request could not be approved, the event would be “denied.” In the case of an event already on the calendar, if the event were canceled and needed to be removed from the calendar, the “cancel” link would be used.
6. Anna Lea inquired about the audience(s) for her training tutorial development. It was suggested that there would be 2 audiences:
  - a. The **application** process would be for those submitting requests for events, primarily event directors, but anyone who normally submits sanction requests would be included
  - b. The **application review** process would be primarily for the LMSC Sanction Chairs.



7. Anna Lea will work on these tutorials and plan to hold GoToMeeting sessions.
8. Testing should continue by the task force, but with at least 8 LMSCs represented on this task force, we should all be able to get several meet directors and sanctions chairs to run through a test submission and approval and provide feedback.
9. The target launch date is still targeted to be January 1, 2012. Ed will develop a communication to the LMSCs (primarily to the Chairs, Sanctions Chair, and Top Ten Recorders) which will be reviewed by the task force. 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 and providing feedback to Luke
- 2) Task force members to engage local sanctions chairs and meet directors in the testing, where possible
- 3) Anna Lea will prepare training tutorials, similar to what she has created for the meet results and top ten process
- 4) Ed to create a communication to the LMSC chairs, sanction chairs, and top ten recorders announcing the new process. (will need link to the production site)
- 5) Target launch date January 1, 2012
- 6) Next meeting to be held on Sunday, December 18 from 8:30pm to 9:30pm EST