

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

September 11, 2011

### **Attendees:**

Lynn Hazlewood, Open Water Committee Chair  
Richard Hess, Colorado  
Emmett Hines, Gulf  
Jim Matysek, National Office, IT  
Steve Peterson, Pacific Northwest  
Jeanne Seidler, Wisconsin  
Jeanne Seidler, Wisconsin  
Luke Shaheen, National Office, IT  
Chris Stevenson, Records and Tabulation Committee Chair  
Ed Tsuzuki (Chair), New Jersey

Utilizing both "GoToMeeting"<sup>1</sup> and conference call technology, the task force was able to view the latest updates to the test site of the E2EEM Calendar of Events and Sanctions Request process. Luke walked the task force through the updated on-line request process as well as the review and approval process.

Feedback was collected (see below) and the task force was asked to continue to test the tool, both as a requester and as a reviewer (e.g. LMSC Sanctions Chair) and provide additional feedback to Ed (and Luke). Please identify the browser used when providing feedback.

The testing will no longer be done through a single test ID, but by using your forum username. Luke will be setting up task force members with access. Task force members may request their LMSC Sanctions Chair to also test by providing their forum user name and forwarding the request to Ed. It is asked that the task force member continue to act as the contact with Luke when providing feedback and requesting support during testing.

New enhancements reviewed and feedback captured:

- 1) Sanctions request
  - a) Auto-fill from previous event has been enabled
    - i) Some old events will not have all data elements filled in
  - b) Can clear entire request or just the current page

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<sup>1</sup> GoToMeeting allows all attendees to view one attendee's (identified as the "presenter") PC. The "presenter" role can be assigned by the meeting host to anyone on the call.



- c) Phone number field will accept international numbers (will accept anything, including multiple phone numbers)
  - d) When a country other than the United States is chosen, the (US) state drop down box is replaced with a free form "Region/Province" field
  - e) Can add other "Position" as contacts
    - i) Currently limited to one additional "free" contact (in addition to "Event Director," "Head Referee," and "Data Coordinator")
    - ii) Task force has requested to allow multiple contacts, but should not hold up release of the tool if this cannot be done easily
  - f) Size of event (number of participants) is now a drop-down with number ranges.
  - g) Added text to indicate that the comments provided to the sanction chair will not be made public
  - h) Link to USMS rules presented at final review step for these request types:
    - i) Sanctioned meet
    - ii) Recognized meet
    - iii) Sanctioned open water event
  - i) At some point, we will want to look at how we can customize these rules by LMSC to cover things like performance deposits.
  - j) Future request to provide a "Print Summary" of sanction request
  - k) Minor corrections:
    - i) Province misspelled (Providence)
    - ii) Remove black bold font (on "Entry Info" page)
    - iii) Upload An Entry Form (Upload A Entry Form)
    - iv) On final review, under "Entry Information" the links for "Entry Form" (View Uploaded Entry Form and Remove) look like 3 different links.
    - v) Should scan for all occurrences of the word "meet" to ensure it is appropriate for pool event. If general, change to "event" to include open water events.
- 2) Review Process
- a) History of approved requests should show most recent first (demo had many "missing date" entries)
  - b) During review process, reviewer can edit event information
  - c) Will need a process for canceling an event (this should be coordinated with the calendar maintenance. Would want to cancel or mark as canceled, and not delete from the data base. Also, provide the ability to un-cancel an event.

- d) The ability to reschedule an event exists – requester would edit and existing meet from the calendar, and submit the request, which would require sanction chair approval. This request will appear under “Pending Requests”
  - e) Reviewer can request additional information from the requester by clicking on a link, which will generate a message back to requester (or can e-mail directly)
  - f) Need to add confirmation on event denial. Should also have ability to un-deny.
  - g) When approving an event, approver is asked for an Event ID. It was requested that, if it is a repeat event, the system could suggest the same previously used Event ID.
  - h) Change the drop-down selection for Championship type to a single question: “Is this a Zone, National or International Championship event?” (Yes/No)
- 3) Other
- a) Luke is working on a separate “Add Venue” process (so that you don’t have to necessarily go through a sanction request in order to add a venue to the venue data base)
  - b) Since the payment process is not in scope since so many LMSCs have different fee structures and amounts, the Task force recommends the following. Wherever the current form is provided (usually a link on a website to a document), the link be replaced with a link to this on-line process with a note that indicates where to send the sanction fee/deposit to and that upon receipt of the fee and successful review of the on-line application, the sanction request will be approved.

#### Next steps

- 1) Luke to provide access to all task force members using their USMS forum username. Instructions on accessing the test site will be provided.
- 2) Task force members are asked to continue to test the tool and provide feedback to Luke and Ed.
- 3) Task force members are encouraged to include their LMSC chair or LMSC sanctions chair in testing. Requests for access should be sent to Ed and task force members should act as their LMSC’s support person during testing.
- 4) Luke to review feedback listed above and comment on feasibility
- 5) Next meeting will be on Wednesday 14-September evening, 5:15pm to 6:30pm in Board Room 1 at the Hyatt Regency in Jacksonville, FL. During this meeting, we will discuss how we should address training and compliance (getting ALL USMS events added to the calendar through this on-line process). It has been requested that the LMSC Development Committee add this requirement to the LMSC Minimum Standards.