

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

January 15, 2012

Attendees:

Lisa Baumann, Metropolitan
Lynn Hazlewood, Open Water Committee Chair
Richard Hess, Colorado
Emmett Hines, Gulf
Anna Lea Matysek, National Office
Jim Matysek, National Office
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 process. In addition to emails provided during the past week by Mary Beth and Emmett, additional comments were noted below:

- 1) At the beginning of the event sanction request process, it was requested to list two links at the top of the page which would direct the requester to guidelines for sanctions.
 - a) "Click here for complete information on open water event sanctions."
 - i) This would send them to:
http://www.usms.org/admin/lmschb/owgto_sanctions.pdf
 - b) "Click here for complete information on pool event sanctions."
 - i) This would send them to:
http://www.usms.org/admin/lmschb/gto_sanc_general.pdf
 - c) A separate initiative would be to build a page for all LMSCs that would contain links to important information for hosting an event. Some examples:
 - i) Gulf Masters info:
http://www.gulfmastersswimming.org/w/GMS/meet_director.cfm
 - ii) New Jersey Masters info (admittedly stolen (with permission) from Gulf!):
http://www.njmasters.org/documents/2011/110327_GuideforMeetDirectors.pdf
- 2) Feedback was provided on the e-mail communications that are sent back to the requester (typically the meet director). There are two specific e-mails that were discussed:
 - a) At the end of the application for sanction

- i) In this email, along with all of the event information that was entered by the requester, a link to the Guide to Operations page should be provided along with the following text:
 - (1) "Click here for the USMS Guide to Operations. Here you will find links to many important documents that cover event guidelines, forms, and procedures that will help you run a successful event. Please pay particular attention to the Insurance, Long Distance / Open Water, Sanctions and Top Ten / Records and Tabulations sections."
 - (a) This would send them to: <http://www.usms.org/admin/lmschb/>
 - (b) The same information would be provided for open water and pool events.
 - b) After the sanction request is approved, a confirmation e-mail is sent back to the requester (and the LMSC Sanctions Chair and Top Ten Recorder are cc'd). This e-mail is intended to replace the current "Official Sanction" (or "Official Recognition for pool events). Because there are two different forms, there should be two separate e-mails for open water and for pool events.
 - i) Open Water – Lynn Hazelwood has provided the document that should be used for this confirmation e-mail
 - ii) Pool Events
 - (1) Sanction
 - (a) The email should contain all the text (with no blanks for inserting information) from this form:
http://www.usms.org/admin/lmschb/gto_sanc_official_pool_sanction.pdf
 - (b) It should also include a link to the pool sanction guidelines document at:
http://www.usms.org/admin/lmschb/gto_sanc_general.pdf
 - (2) Recognition
 - (a) The email should contain all the text (with no blanks for inserting information) from this form:
http://www.usms.org/admin/lmschb/gto_sanc_official_recognition.pdf
 - (b) It should also include a link to the pool sanction guidelines document at:
http://www.usms.org/admin/lmschb/gto_sanc_general.pdf
- 3) Jeanne noted there were some potential issues with cached information in the Firefox browser when completing the "Event Info" and then clicking "Advance to Contact Information." She then did not proceed to the "Contact Info" tab but instead was on an "Edit existing event" page which displayed information from a different event she had entered earlier. Jeanne will try to duplicate this situation and provide more detail to Luke.



- 4) Emmett (and Mary Beth previously) reported an issue with defaulted information in the "Date Entries Close" field (10/10/1000) on the "Entry Info" page. Luke is aware of this issue and can resolve it.
- 5) Anna Lea will work to have the training documents completed for task force review this week.

Next steps:

- 1) Continue testing and engage local sanctions chairs and meet directors in the testing, where possible. Continue to focus on sanctions approval process, as if you are not familiar with the forms and process.
- 2) Luke to provide email back to the task force that will show complete text (and links) to be included in the confirmation e-mails discussed above.
- 3) Anna Lea to complete training tutorials.
- 4) Task force to provide any additional feedback on revised version of Ed's communication to the LMSC chairs, announcing the new process.
- 5) Target launch date in January 2012, to be determined after next meeting.
- 6) Next meeting to be held on Sunday, January 22, 2012 from 8:30pm to 9:30pm EST