



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

January 8, 2012

### **Attendees:**

Lisa Baumann, Metropolitan  
Lynn Hazlewood, Open Water Committee Chair  
Emmett Hines, Gulf  
Anna Lea Matysek, National Office  
Jim Matysek, National Office  
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 process.  
Comments noted below:

#### 1. Request Process

- a. The event end date, if not entered, was displaying as 12/31/1969.
- b. It was noted that after selecting an event start date, the screen jumps back to top of form. Luke has been investigating this in different browsers.
- c. It was suggested that there be a direct link to the tool provided from [www.usms.org](http://www.usms.org), perhaps under the "Competitions" menu. Something like "Event sanctions" or "Event sanctions and recognitions" or "Sanction a meet"
- d. On the "USMS Venue Lookup" pop-up window, it was requested to remove the "!" at the end of the instructions "You may search by one field or any combination of fields!"
- e. On the "Entry Info" page, since the event Entry Form is required under "Upload An Entry Form," it was requested to remove the text referencing an "Entry form" as an example of an "Other Document" that can be uploaded.
- f. It was pointed out that some of the spacing on field labels, such as "Comments To The Sanction Chair" should be looked at as it can display an extra line break. This may be specific to certain browsers.
- g. On the "Review Information" screen (just prior to final submission or a request), the link to the "USMS Official Sanction Guidelines" links to the current 2012 Application for Sanction form. It was suggested that this document be changed to display only the sanction guidelines, and

not the entire sanction application form. Anna Lea will review this with Luke.

- h. After submission of a request (on the "confirmation page" that displays), it was suggested that the text change from "You should have received a confirmation email..." to "You should shortly receive a confirmation email..."

## 2. Sanction approval process

- a. It was requested that the opening link that says "There are x pending Sanction Requests" should be changed to "There are x pending Sanction/Calendar requests"
- b. It was observed that the LMSC sanctions chair can currently see all pending requests, not just those from their LMSC. In production, the sanctions chair will be restricted to seeing only their LMSC's requests.
- c. Request will always route to the Sanction Chair of the LMSC identified on the first page, regardless of where the selected venue is from. (of course, the sanctions chair will have to reject any sanction request from outside their LMSC, although it is possible that it is a recognized event, or it may be a calendar request only)
- d. When editing information during the review process, the system still allows one to "Search For A Previous Event." This should not be available at this point in the process.
- e. After approving the meet, the email sent back to the requester should include additional information currently displayed on the sanction form and the approving sanctions chair should be cc'd.
- f. It was agreed to keep the "Event ID" in as a required input field for the sanctions chair, when approving a request.

## 3. Training Document Feedback

### a. General

- i. Add page numbers, document name and/or last revised date in header or footer.
- ii. In header or footer, include the hyperlink (assuming link will stay consistent for each version) for the document so that the reader can always click on it to bring up most recent version.
- iii. Where possible, should refer to "events" not "meets"

### b. Request Process

- i. P.2 (bottom) For a calendar request only, it should state that it will go to a sanctions chair for approval
- ii. P.3 It was suggested that the pop-up window about similar events in the data base should be explained.

- iii. P.8 (Entry Info tab) It was requested to specify the file format types that are allowed for uploading.
  - iv. P.10 (Review and Submit) It was suggested that the single yellow box be separated in to two boxes – each with its own arrow (first 2 sentences in first box, rest in second box (starting with “Once you are satisfied with...”))
  - v. P.11 Still need to complete the text after “To exit...”
- c. Approval Process
- i. It was suggested to title the document “Sanctions and Calendar Request Approval Process”
  - ii. P1. 1 It was suggested that the document indicate that the user must sign with their **USMS Forum user ID and password**
  - iii. P.6 Was questioning the specific reference to the entry form requiring “complete meet information, including order of events.” Any reason to list only “order of events” and not “all requirements for an entry form as specified in rule book...”
  - iv. P. 7 and 10 Still need to complete the text after “Note from Anna Lea” and “To exit...”

**Next steps:**

- 1) Continue testing and engage local sanctions chairs and meet directors in the testing, where possible. Important to focus on sanctions approval process, as if you are not familiar with the forms and process.
- 2) Luke to advise task force when above observations have been addressed.
- 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 15, 2012 from 8:30pm to 9:30pm EST