Procedures for a Virtual Meet

In the event a virtual meet needs to occur, please follow these basic procedures:

General

➢ After approval, please let the boys' or girls' president, boys' or girls' registrars, diving registrar, and webmaster know when the virtual meet will be conducted.

➢ Let them know when the final results may be expected per Operating Procedure requirements.

Diving

➢ Arrangements must be approved by the League Chair and Diving President. Each home team should enter the results into Meet Manager as usual. **Do not score the events.**

Swimming

➢ Add the diving results to the Meet Manager file. Do not score the events.

➢ Home team runs their meet at their pool using lanes 1, 3, 5 only for swimming events.

➢ Away team runs their meet at their pool using lanes 2, 4, 6 only for swimming events.

➢ After the event is complete, enter the times but do not score the event.

➢ The away team will send the results of the meet to the home team. Follow these steps:

  ❖ After the meet is complete – go to file, export, results for MM merge of same meet
  ❖ E-mail the results to home team's Representative or designated individual.

➢ The home team will import the results from the away team. Go to file, import, merge results (MM to MM)

➢ **After the merge is complete, score the events in the meet.**

➢ Send a copy of the meet backup and team manager results to the away team coach, representative, boys' or girls' registrar, and diving registrar.

➢ Send the HTML results to the webmaster.

If you have any questions, please contact your division representative. If they cannot help, contact the appropriate girl's or boy's president. As a last result, contact the league chairperson.