

Scorekeeper Checklist

19 May 2017

Task	Complete
Import Both teams into Meet Manager	
Run Exceptions Report to make sure athletes do not exceed entry limits per athlete or per team	
Seed Meet	
Print out Meet Program	
Run the Meet as cards come in	
Print Labels throughout the meet	
As Individual Events come to a close, check for triple winners	
After meet, rescore the meet and rerun the Exceptions Report	
Check the score	
Check to ensure no records were broken	
Complete Spreadsheet and save for future email to data@rslswimming.com	
Print out Meet Results for both coaches	
Complete a BACKUP (File, Backup, choose the file you are saving it to for future email to data@rslswimming.com)	
Save spreadsheet and backup to any coach drive or RSL rep drive that requests it.	
Print out the copy of the spreadsheet and have the referee and scorers from both teams sign it to keep with the cards.	
Email spreadsheet and backup in one email to data@rslswimming.com Note: Format the subject line as follows: RESULTS 'visiting team abbrev' @ 'home team abbrev' mmddyyyy For example, when Chancellor swims at home against College Heights on 21 June, the subject would be: RESULTS CH @ C 06212017	