



## SYSTEMS ADMINISTRATOR

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- Oversee the computer functions, software upgrades and training
- Be on hand at home meets to train computer room volunteers and trouble shoot any computer problems
- Enter all athletes into computer when register
- Prepare entries for each athlete for meets, get any changes from the team coach
- E-mail entries file to team families before the meet
- Inform Awards committee of swimmers not attending meet
- Export entries to host team
- Create home meets in Meet Manager, import entries from visiting team, seed meet
- Go to UPS store to print timer sheets, heat sheets, DQ slips, etc.
- Prepare 4 judges clipboards with heat sheets, a large stack of DQ slips, and sharpened pencils
- Cut and sort timer sheets. Mark with any heat combinations. Prepare 5 timer clipboards (one for each lane) with timer sheets and pencils.
- Set up starter clipboard and clerk clipboards with heat sheet and pencils
- E-mail heat sheets to team families
- E-mail results to team families after meet
- Set up computer table at home meets
- Save results to flash drive when at away meets and import into Team Manager

- Send coach Top Times report and update team records on website after each meet
- Maintain website