



**Oregon Swimming, Inc.  
Administrative Official Trainee Record**

Name \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Stage 1 – Introductory Clinic**

Clinic date \_\_\_\_\_ Trainer's name \_\_\_\_\_

**Stage 2 – Meet Set Up**

Basic meet set up in Meet Manager Trainer's name \_\_\_\_\_

Advanced meet set up Trainer's name \_\_\_\_\_

Create event file for other teams Trainer's name \_\_\_\_\_

**Stage 3 – Entries**

Import entries into Meet Manager Trainer's name \_\_\_\_\_

Exception reports Trainer's name \_\_\_\_\_

Seeding Trainer's name \_\_\_\_\_

Reports Trainer's name \_\_\_\_\_

***Trainer: Please email Administrative Official Chair when stages 2 through 3 are completed***

**Stage 4 – Hy-Tek Meet Manager Operator (Minimum 4 hours)**

Meet date \_\_\_\_\_ Hours \_\_\_\_\_ Referee's name \_\_\_\_\_

Meet date \_\_\_\_\_ Hours \_\_\_\_\_ Referee's name \_\_\_\_\_

\_\_\_\_\_ Adding swimmers \_\_\_\_\_ Adding heats \_\_\_\_\_ Importing times

\_\_\_\_\_ Importing times for combined heats

\_\_\_\_\_ Manually entering heat times

\_\_\_\_\_ Moving swimmers between heats

\_\_\_\_\_ Judges Decision

\_\_\_\_\_ Results files

**Ready to Test:** Administrative Official Chair's Signature

\_\_\_\_\_ Date \_\_\_\_\_