

Meet Information System

S&C Aquatic Specialists, LLC.

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Overview of Online Meet Information System

What is the Meet Information System?

The Online Meet Information System is a service in which you the spectator, swimmer, coach, or program director can acquire, view, and post information about a swimming event. Access to view and acquire information is available for free and open to the public at this time. The ability to post your meets and event results is available to those who request an account. You can request an account by following the instructions under the Requesting Access section.

The Online Meet Information System is designed to provide simple access in an organized fashion so that you the end user can get the information you want, when it is available, and when you want it. Content which can be posted ranges from documentation, entries, meet manager database backups, live meet results, final meet results, and more. At this time there is complete flexibility allowing nearly anything you choose to be posted including photos from the event or announcements relating to an event coming up.

This manual will hopefully guide you through the process of using this tool and getting the most from our service.

Accessing the Online Meet Information System

To access the Online Meet Information System, simply perform the following steps:

1. Start the internet browser of your choice and navigate to the following URL:
<http://www.sncaquatics.com/meets/>
2. Once you have completed the navigation to the above URL, you will see the information as it is available to the public. You may do any combination of things while navigating the online meet information system:
 - Download all the information in a folder
 - Open, view, or download specific files
 - View news and announcements.
3. Each item shown in the table will have the following information:
 - Title (and description if provided)
 - Version (if tracked)
 - File Name
 - Size
 - Posted By (the individuals name of who posted the content to the sytem)
 - Date last modified
4. When moving your mouse cursor over the file name a dropdown list of actions that you can take will be available. This list, depending on your access to the content will have any one of the following:

For Folders	For Files
- Browse Folder	- File Log

<ul style="list-style-type: none"> - Delete Folder - Modify Folder Properties - Copy Folder - Move Folder - Monitor / Stop Monitoring Folder - Download Folder Content - Set Security Policy - Generate Thumbnail 	<ul style="list-style-type: none"> - Delete File - Modify File Properties - Set Security Policy - Link this file to another Directory - Copy File - Move File - Update File - Download File - Add a Comment to this File - Check file out - E-Mail this File - Monitor this File - Find Related Documents - View Files
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5. Simply clicking on the file will also automatically trigger the download or opening of a file or browsing into the folder.

Requesting an Account

For those of you who are responsible for posting the content of an event, you will need to request an account in order to post the content. To request an account please send an email to the following e-mail address with the information required below:

1. Your First & Last Name
2. The school, team, or event you are associated with
3. Date and Location of said event, team, or school
4. Your Phone Number (This is used in the event of verification needs should something occur with your account)
5. Your e-mail address to associate with your account

Once this information is provided, we will review your request, typically within 24 hrs, and generate an account for you to use. If you have not heard from us within 1 week please contact us by phone. If the request is urgent phone is potentially the best way to reach us.

Logging in with an Account for the First Time

Once you have an account, you should receive an e-mail with a temporary password. You will need to login for the first time and change that password. When you are prompted complete the form quickly. Enter the password provided to you in email and then submit your new password, and confirm it. Then when you have the fields filled in, click the Change Pass button.

**Your password needs to be at least "8" characters long
contain at least "1" numeric [0-9]
and at least "1" special character from the following set
[~!@#\$%^&*()-=+_|{}]" ;<>.,?^]**

An example of a well designed password is similar to the following:

P@ssw0rd

Please do not use this password but create one of your own for you to remember.

Browsing to Download Content

Once you have either connected to the system anonymously for public access or logged in, browsing for content is as easy as point and click. Simply point your mouse cursor over the folder or file you want, and click. A folder will open up to show the files contained inside. A file will prompt you do perform a download or viewing of the content in your internet browser.

Using the Online Meet Information System

After logging in as a user with privileges to post content or manage any specific content section, it is important to carefully use the system. Accidental deletion can result in painful results. Because of this, accounts will be prohibited from deleting content, but will be allowed to update that content which is already posted.

Creating Folders

The Meet Information System uses the following folder layouts

YEAR / DATE (Month & Day) – Event Title

For example, each year has its own folder:

“2008, 2007, 2006, etc...”

And inside each of the years each event has its own folder

“12-02 – Imaginary Meet Folder”

Make sure you give each folder a name like shown in the above example. Be sure to set your group to your team, school, or event assigned group. Also fill in a detailed description of the content contained in the folder like the following description.

Imaginary Meet Description
12-2-2008
Imaginary Meet Location
Championship Finals

Finally inside that meet folder you can choose to manage your information in whatever way you need as long as the title and detailed description accompany the content when uploading information

Uploading Content

Once you have browsed into the folder you wish to post content to perform the following steps

1. Click the “Add Document” button
2. Complete the form, including all necessary information.
3. Browse to the file you wish to upload. Currently there is a 2 Megabyte limitation.
4. Make sure you have a meaningful description included (E.G.
“12-2-2008 Imaginary Meet
Championship Finals
Meet Manager Backup”)
5. Once all the necessary information is completed click the “Send File” button. This will begin the process of uploading your file to our web service so all may view the content.

Updating Content

Similar to uploading content for the first time, updating content requires only that you replace the file posted already.

1. Move our mouse cursor over the file name of the content item.
2. When the drop down shows up select update file.
3. Browse to the updated file you wish to post.
4. Make any adjustments to the description if needed.
5. Click on the “Send File” button when you are complete.

Adding Special Content

Special content is limited to URLs (Web Links) and notes. Should you need to post a note in a folder for people to see and read simply complete the form appropriately and click either the “Add Note” or Add URL” buttons to add the content as you request.

Advanced Use of the Online Meet Information System

Updated instructions to be made available shortly.