

Post Meet Procedures

Post meet procedures should be completed as soon as possible after the meet.

- Upon completion of the meet make a final back up before you leave the pool.
- Within 24 hours send the final meet back up to PVS Administrator (for post meet recon), Webmaster (for results posting – send the meet back up, NOT the results file), PVS Ex-Director (for final Financial calculations).
- It is suggested that a results file be sent directly to the participating teams upon completion of the meet, with a note thanking them for attending and a reminder to send any questions or corrections within 48 hours.
- If there are any corrections to be made to the database, make the corrections, then send the amended back up to the Webmaster once you feel all corrections have been made (please do not send corrections one at a time or multiple back-ups).
- *For PVS meets: fill out your PVS post meet reports and send all reports and all entry fee money, including deck entry fees, to the PVS Controller. (Keeping accurate pre-meet entry records for multiple site clubs as well as an accurate record of all deck entries, makes this process much easier and quicker to reconcile.)*
- For tracking purposes and historical reference; it is recommended to print post entry fee reports, total number of scratches/no shows and a post meet timeline. These pieces of information can be useful in planning for the next year.