# End-to-End Event Management (E2EEM) Task Force
## Meeting Minutes

August 29, 2010

**Attendees:**
Lisa Baumann, Metro
Lee Carlson, Pacific Northwest
Richard Hess, Colorado
Emmett Hines, Gulf
Ed Tsuzuki (Chair), New Jersey
Mary Beth Windrath, Minnesota

Revised process flow was reviewed and critiqued (see below – but refer to original document for readability). Feedback from tonight's discussion and also a "notes" slide to explain some of the nuances of the process have been added.
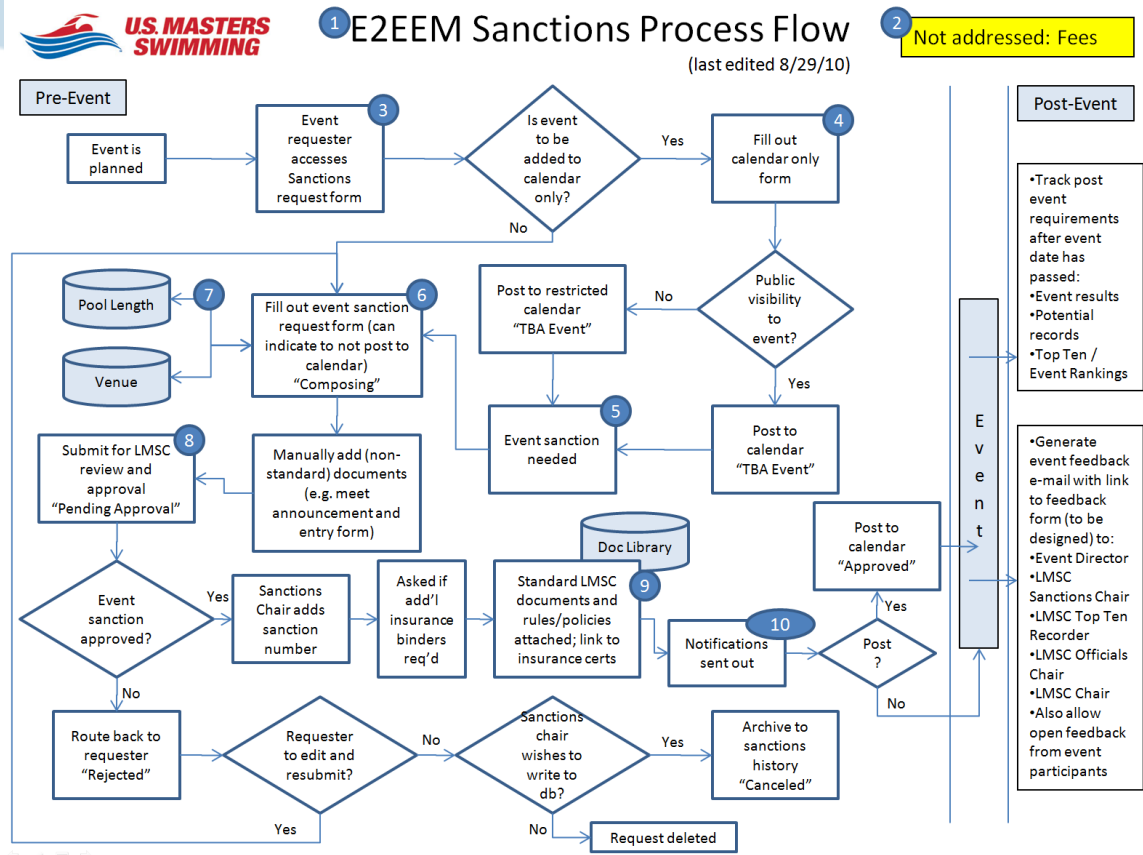
Task force to provide input on next steps.  Ed suggested that the task force is ready to share this with Jim Matysek and get some preliminary input from him before "finalizing" the requirements documentation.

Perhaps the next step would be to review the July 23 Word document to make sure it is in synch with the process flow and form fields (Excel - updated version attached) and then call our next meeting (post convention) with Jim M to walk him through the flow.

Task force requested to:
1.  Provide feedback on this next steps approach (all)
2.  Volunteer (one person) to review the July 23 Word doc and compare it to the latest process flow, to look for any discrepancies and
3.  Volunteer (one person) to review the August 28 Excel sheet and also compare it to the latest process flow, to look for any discrepancies.

(Jeanne Seidler has volunteered to perform the document reviews.)

## E2EEM Sanctions Process Flow
(last edited 8/29/10)

Not addressed: Fees

**Pre-Event**

Event is planned → Event requester accesses Sanctions request form → Is event to be added to calendar only?

- **Yes** → Fill out calendar only form → Public visibility to event?
  - **No** → Post to restricted calendar "TBA Event" → Event sanction needed
  - **Yes** → Post to calendar "TBA Event"
- **No** → Fill out event sanction request form (can indicate to not post to calendar) "Composing"

Pool Length

Venue

Fill out event sanction request form (can indicate to not post to calendar) "Composing" → Manually add (non-standard) documents (e.g. meet announcement and entry form)

Submit for LMSC review and approval "Pending Approval" → Event sanction approved?
- **Yes** → Sanctions Chair adds sanction number → Asked if add'l insurance binders req'd → Standard LMSC documents and rules/policies attached; link to insurance certs

Doc Library

Notifications sent out → Post? 
- **Yes** → Post to calendar "Approved"
- **No** →

- **No** → Route back to requester "Rejected" → Requester to edit and resubmit?
  - **No** → Sanctions chair wishes to write to db?
    - **Yes** → Archive to sanctions history "Canceled"
    - **No** → Request deleted
  - **Yes** →

**Event**

**Post-Event**

- Track post event requirements after event date has passed:
  - Event results
  - Potential records
  - Top Ten / Event Rankings

- Generate event feedback e-mail with link to feedback form (to be designed) to:
  - Event Director
  - LMSC Sanctions Chair
  - LMSC Top Ten Recorder
  - LMSC Officials Chair
  - LMSC Chair
  - Also allow open feedback from event participants

# E2EEM Sanctions Process Flow

(last edited 8/29/10)

**Process flow notes:**

1. "Sanction" refers to sanctions and recognitions
2. All sanction/recognition fees to be handled outside the electronic process (mailing of checks, holding on to performance bonds, splash fees, rejected requests, etc.)
3. Requester would start on a "calendar of events" page, with a default view of all "approved" events. Requester could filter by LMSC, date range, course. Could also view past events (from which a new request for a recurring event could be requested, ,defaulting previously input even information, except date would be blank). Also could request to view "canceled" events, but that access would require Admin sign in to view.
4. "Calendar only" request offers requester option to:
a) Request a reminder (to request a sanction)
   i. On a specific date
   ii. X days prior to event start date
b) Not request a reminder
5. When event is added ("TBA Event") a confirmation e-mail is generated to requester, and all e-mail addresses indicated on the request form, with a link to use to return to the event and request a sanction (at a future date). The e-mail can be forwarded to anyone else to allow request to be edited, or when the event is selected directly from the calendar, a link requesting the e-mail to be regenerated can be selected. This will generate an e-mail to the requester and all e-mail addresses on the original request form, allowing the request to be edited for a sanctions request.
6. Can allow requester to indicate that event is not to be posted to calendar (this will be used at the end of the process flow)
7. Linkages to Venue and Pool Length data bases would allow requester to populate venue info field, and will trigger appropriate information back to requester about pool length – (e.g. if movable bulkhead, must measure after each session)
8. Approval is handled by LMSC Sanctions Chair. When routed for approval, also send notification only to a list of LMSC officers that can be pre-selected by LMSC Sanctions Chair (e.g. LMSC Top Ten Recorder and LMSC Officials Chair).
9. LMSC can maintain document library of LMSC specific documents to be sent out with sanction approval notification. Also, if additional insurance binders are required (that question is posed to Sanctions Chair upon approval), a link to http://www.usms.org/admin/lmschb/gto_ins_online_certificate.pdf would be provided
10. Notifications of approval sent to a list of LMSC officers that can be pre-selected by LMSC Sanctions Chair (e.g. LMSC Top Ten Recorder and LMSC Officials Chair).