

## Clerk responsibilities

1. Home team must fill out the meet checklist and give it to the other team by the Sunday before the meet.
2. Create the meet in easymeet.
3. Print out your top times and give to your coach
4. Print out your grid sheets and give to your coach
5. Get the sheets or entries back from the coach
6. review the entries to make sure there are no problems
7. export entries
8. export entries grid
9. exchange both the entries and the grid with the other team
10. Home team Must do items 11-21
11. import the entries for both teams
12. create the meet
13. print heat sheets
14. print cards
15. send a backup of the meet to away clerk so errors can be taken care of before the meet
16. run the meet
17. score the meet
18. print out the results- 3 copies signed by( both clerks and head official)
  - A. keep 1
  - B. give 1 to away clerk
  - C. give one to ccsl record person
19. if there were any record broken at the meet – a signed copy of the card must go to the CCSL record person
20. back up the meet and give to other team
21. export results and give a copy to other team

### After the meet

- I. Restore the meet into easy meet
- II. export the meet results for your team
- III. import the meet results into easy team
- IV. and go back to step 1.