

## Instructions for Recording e1000 Swims

1. Create a personal swimming file. I would suggest that you buy an A4 display folder.
2. This file should contain an e1000 cover/summary sheet (which you will find in the cage in the e1000 file or can download from the MSA website) and recording sheets for all the swims that you think you can do. (I have attached all the sheets or they can be obtained from the cage or download them from the website.) I have personalized my sheets and printed out my own set. There are separate sheets for Long Course and Short Course swims but this is not essential as long as it is very clear on the sheet which course was swum.
3. In the folder please order these sheets: Freestyle 400, 800, 1500, ½ hour, ¾ hour, 1 hour: Backstroke 400, 800, 1500, ½ hour, ¾ hour, 1 hour: Breaststroke 400 ..... etc., Butterfly 400 & 800 and IM 400 & 800.
4. All splits must be clearly shown for every swim. If you have completed a swim at an official 400/800/1500 meet, please record the final time on your appropriate e1000 sheet and attach the timing sheet, showing the splits, to the back.
5. Every 3 months Bill Woodhouse collects the files and adds the swims to the MSWA portal so please leave your file in the club cage at the end of each quarter for collection and recording.
6. The maximum swims submitted to the E1000 portal are:- 5 x 400, 5 x 800, 1 x 1500, 1 x ½ hour, 1x ¾ hour, 1 x 1hr for each stroke (5 x 400 and 5 x 800 for fly and IM). If you wish to complete an extra swim in order to try for a better time please record this on your Best Internal time sheet at the end of the year.
7. Do not include any internal times or distances on your e1000 sheets, this causes confusion and should only appear on your Best/Internal time sheet at the year end.
8. It has been requested that e1000 files not left in the cage so can you please bring them to swimming when you are going to be timed and take them home with you.