Alamo Area Aquatic Association
Web Site Standards and Practices
Applicable to Web Sites at the following addresses:

www.aaaa-sa.org **www.aaaa-sa.com** **www.aaaa-sa.net** **www.stswim.net**

1. Meet Hosts who may wish or desire to engage the Alamo Area Aquatic Association (AAAA) Web Site in support of any given meet or other competitive swimming initiative must be aware of and agree to adhere to the following Policies and Procedures: 022618

2. For Meet Informations / Announcements / Invitationals for *AAAA* *sponsored* and conducted competitions:

2.1 These documents cannot be posted unless and / or until the following issues have been addressed and, if necessary, completely resolved:

2.1.1 The document(s) have been coordinated with the Site Manager

2.1.2 The document(s) have been edited, as may be necessary, to conform to these Standards and Practices (S&Ps) and identified as such

2.1.3 A Sanction has been obtained for USA Swimming competitions

2.1.4 If an HYV File is required it must accompany the document.

2.2 The default proportional font for Meet Informations / Announcements / Invitationals is 10-point Calibri Regular.

2.2.1 Please set all four (4) margins at 0.5 inches

2.2.2 Please set the Line Separation at 11 points

2.2.3 Please set the Font Scale at 100%

2.2.4 Please set the Font Spacing at Normal

2.2.5 Please set the Font Position at Normal

2.2.6 The default font color is: RGB 0, 0, 102 (Dark blue)

2.2.7 Please separate document Sections by six (6) points

2.3 An *INTERACTIVE* Alamo Area Aquatic Association Meet Specification form in PDF is available for download and on-screen manipulation from the Forms Page of the AAAA Web Site:

2.4 A Standardized *WORD* Meet Information layout for USA Swimming Sanctioned Meets in PDF is available for download from the Forms Page of the AAAA Web Site:

2.4.1 The verbiage in the layout can be modified as necessary for Non-Sanctioned, e.g., High School, Masters, Summer League, etc. Meets

2.4.2 It is strongly recommended that the order of the Sections *NOT* be altered.

3. The default proportional font *for ALL other documents* is 10-point Arial Regular

3.1 Please set all four (4) margins at 0.5 inches

3.2 Please set the Line Separation at Single

3.3 Please set the Font Scale at 100%

3.4 Please set the Font Spacing at Normal

3.5 Please set the Font Position at Normal

3.6 The default font color is: RGB 0, 0, 102 (Dark blue)

3.7 Please separate document Paragraphs by six (6) points

4. For *ALL* documents:

4.1 Please set the Header at zero (0.0) inches and the Footer at 0.3 inches

4.2 Please set the Margins at 0.5 inches left, right, top and bottom

6. When it is absolutely necessary to utilize a monospaced Font, the default is 12-point Bold New Courier.

7. If you must use Fonts, Symbols, or Characters *other* than those specified above, please be certain your Operating System and that of others who may view the Site supports them. There are people out there who are still using less well-known OS's and even Windows XP. In addition, not everyone uses Internet Explorer (see **7.1**. below, please) as a browser. If you stray from the standards, visitors may not be able to read what is posted, or it may not display properly.

7.1 The Web Sites are built on a Microsoft Front Page platform, which may cause some pages to display inaccurately and / or improperly with some versions of, Firefox, Opera, Chrome, etc. This is a Browser incompatibility problem and not a Site problem.

8. The Standard Word Processor is Microsoft Word 2013, but documents from earlier and later versions can be made compatible.

8.1 If you are using a version of WORD newer than '97, it is advisable to save your documents in the *newest version* of WORD available to you.

8.2 It is always best to construct your document while in the "Print Layout" View.

8.3 Please do not use the underline key or space bar to create blanks.

8.3.1 Instead, please use the Underline Command in conjunction with the Tab Key.

8.3.2 It is also possible to utilize tables by selectively removing borders, but this is very time consuming to do.

8.4 The default Tab spacing is 0.5 inches.

8.4.1 Please clear all other Tab Stops.

8.5 Please *do not*, use the space bar or reset the margins to position or align items on a page.

8.5.1 The Tab Key works much better and will generally maintain an alignment even when using a proportional spaced font.

8.5.2 A table can be very easily used to maintain alignments

8.6 Please *DO NOT* use a Text Box in any document – EVER! They most often do not look well when converted to PDF or HTML and tables are much easier to work with.

8.7 Please DO NOT insert page, section, column or continuous breaks in your documents. There are easier and better methods of accomplishing the same things.

8.8 Whenever possible, always right justify documents

8.9 Always invoke automatic hyphenating.

8.10 Please DO NOT submit documents which have been directly converted from PDF without editing them to remove unwanted / un-needed elements, e.g., breaks of all varieties, etc.

8.10.1 Better yet, do not submit them at all!

8.11 Certain types of WORD Documents cannot be satisfactorily pasted onto a Web Page unless they are tabular in nature and do not re-quire extensive editing after the fact.

8.11.1 HTML interprets hard returns as double spaces and soft returns as single spaces. This can and probably will cause the document to display improperly and it is rather time consuming to correct. There are better ways.

8.11.2 For example, in WORD 2010 and later, documents can be saved as Web Pages.

8.12 WORD Documents can easily be converted to PDF.

8.12.1 Conversion of PDF documents to WORD is also generally possible and may acceptably effective *unless* the document is rich in graphics.

8.12.1.1 Such converted documents are likely to have unwanted Section, Page or Column Breaks which must be removed before editing in WORD.

8.12.1.2 Pagination may also be incorrect or missing.

8.13 In general, PDF Documents can be edited with appropriate software, but it is *sometimes* easier to convert a PDF document to WORD, edit it and then re-convert it to PDF.

9. General Site data and formatting notes:

9.1 The Web Sites observe a 24-hour Central Time Zone Clock

9.2 Numbers less than eleven are always written out

9.3 Please do not set up unusual and / or non-standard margins or hanging paragraphs

9.4 Meet Results and Psych Sheets will be posted *ONLY* in HTML, *never* in PDF.

9.5 Please make sure the document looks like you would like for it to before saving and sending. The Print Preview Command is useful here.

9.6 In general any type of document should be submitted only in WORD

9.6.1 Documents from the later versions (after version 2010) of WORD offer an opportunity to save documents in the ***.docx** format. Web Site clients are strongly encouraged to take advantage of that opportunity.

9.7 Unless absolutely demanded by the data, please refrain from using Excel for any document for which posting is expected. The posting of Excel documents can be difficult and there are few if any Web Site-related tabular applications that cannot be done better, quicker and easier in WORD.

10. Naming of Meets in Meet Manager

10.1 STSI requires that Sanctioned or Approved Meets be named in a standardized manner:

10.1.2 (Year) ST (Club) (meet name – shorter is better)

10.2 If caution is exercised in the initial naming of a meet in Meet Manager IAW with the standard, any resultant files produced will also conform to the standard

11. Posting of Meet Scores, Results, Commlink Files, etc.

11.1 Pease submit the complete *SwmmBkup File* directly to the Site Manager. The necessary data files will be extracted, formatted and promptly posted on the Site.

11.1.1 ***NO OTHER FILE WILL DO*!**

11.2 The SwmmBkup File must to be submitted just as soon as possible after the conclusion of any meet. Timeliness is paramount and delays of more than a few hours degrade the usefulness of the data to be posted.

11.3 Please, *DO NOT* submit SwmmBkup Files from meets if there are unresolved timing discrepancies, i.e., yellow or blue times highlighted in the Run Mode of Meet Manager.

11.3.1 If received, such files will be promptly returned with no action being possible until those discrepancies are completely resolved.

11.3.2 If the times from the meet are otherwise eligible for uploading to the SWIMS Database, that too will be delayed until *ALL* of the timing discrepancies have been resolved.

11.4 To prepare a SwmmBkup File go to: File➔ Backup➔ Save (to whatever Directory you like - the default is C:\Swmeets) ➔ Attach to an e-mail➔ Send.

11.4.1 SwmmBkup Files are Zipped by default — please don't attempt to Zip them again. The standardized name, date, and location of the meet are all included in this file.

ALAMO AREA AQUATICS