

<b>E-punch schedule for standard C meets (including student assistants)</b>																												
	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45				
					Courses Start Window																							
										Runners finishing courses																		
Helper #1	Train		E-card check out and deposit collection							E-card check in and deposit return																		
Helper #2	Train		Day-of-Meet entries Day-of-Meet changes Event Backups							E-punch download Interim Results Event Backups																		
Epunch Expert	Setup and Train		Provides assistance to helpers as needed  (Carl Bridges , Mary Lynn Genovesi, Jim Stevens, Scott Wethington)												Resolve issues and generate results			Collect e-boxes from course setter										

**If a helper plans to run a course, then that person can be replaced by another person who can handle the after 11:00 duties. When this is the case, all helpers should show up for the training session.**

**Helper 1: Should be able to write clearly when recording names, e-card numbers, and deposits**

**Helper 2: Should be able to enter data into a laptop using a spreadsheet like window**