Recruiting Material for Swim Officials

Suggestions for Usage

The recruiting booklets can be modified as described below and used as a recruiting tool at the club level. Alternatively, they can also be used as an informational tool at swim meets. For example, they could be hung on a wall adjacent to the meet results.

The recruiting posters can also be posted near the meet results, or one or more of them could be included in the heat sheets for the meet. Word files are also provided so that the posters can be customized for posting at the pools of individual clubs.

16 Page Booklet Modification and Printing Instructions

The last page of the booklet can be modified using Adobe Reader to include local and regional contact information. Clicking the mouse in the area following each of the descriptions will allow you to type in the relevant information. Tab or click to the next box.

The booklet is designed to be printed on a printer that has a "booklet" setting, a feature that is not found with all printers or printer drivers. If the option is available on a non-duplex printer, you will need to re-feed the paper as directed by the printer instructions to print on the opposite side of the paper. Once printed, you should be able to simply fold all four sheets of paper in half to produce a booklet, with pages running from 1-16.

10 Page Booklet Modification and Printing Instructions

The last page of the booklet can be modified using Adobe Reader to include local and regional contact information. Clicking the mouse in the area following each of the descriptions will allow you to type in the relevant information. Tab or click to the next box.

The booklet can be printed single-sided on 10 sheets of paper, or double-sided on 5 sheets of paper. The latter is handled automatically by some printer drivers, although you will still need to reinsert the pages to print on the opposite side. This can also be accomplished with a little more work by first printing the odd numbered pages, and then reinserting them in the proper order and orientation to print on the opposite side.