

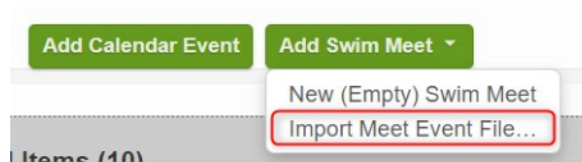
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## **SWIMTOPA-MEET MAESTRO SETUP and ENTRY INSTRUCTIONS**

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### Creating Meets by Importing a Meet Event File (EV3)

To import a meet event file, click the green **Add Swim Meet** menu on your Schedule page and then **Import Meet Event File**.



Upload the ZIP or EV3 file. This will create the meet, all the events, and any rules included in the Meet Events file.

When you create a meet or event, you are taken to the **Meet (or Event) Detail** page to provide basic what/when/where information, along with a few calendar, age-up date, and pool length configuration settings. You need to review these details from the **Manage Team > Schedule > Meet Name > Edit** screen and adapt them to match your meet parameters.

### Meet Details Screen:

#### Edit Swim Meet Details

**Name**

**Start**

**End**  
   **Estimated**

**All day event**

**Warm-up time**

**Location**

**Description**  

General description and additional information about this event

**Hide from public calendar**  
Do not display this meet on the public schedule

**Home meet**  
This meet takes place at the home location of the team

**Rained out**  
In rained out meets, entries are treated as "swims" for participation/eligibility purposes

**Age-up date**

**Course (pool length)**

**Entry Time Conversion**  
 **Convert entry times to selected course**  
 **Do not convert entry times**

**Sanction number**

## Meet or Event Name:

Create a name that your parents and athlete's will quickly recognize when viewing the signup calendar. Be sure to use your assigned team codes, team name, and the type of meet or event.


## Start, End & Warm-up (Date/Time):

▶ **Start/End Date:** A calendar pop-up will appear allowing you to select the month/day of the meet/event (if you do not see this, check that you do not have a pop-up blocker on). You may also type directly in the field.

▶ **Start/End Time:** These menus are in increments of 30 minutes, but you may type directly in the field if you want a more specific time (i.e., 8:15 AM).

## Location:

This may be the pool name, a specific address, "Home", "Away", or any specific location details. This information will display under the meet or event name. If you want to provide driving directions, you can include a map link in the Description field.

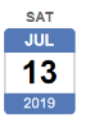


**Wahoos vs. Sea Otters**  
Home ←  
Start: 8:00 AM  
Warm-up: 7:10 AM  
End: 1:00 PM (estimated)

## Description:

This is where you can provide driving direction links, parking rules, reminders of what to bring to the pool or event, concession details etc.

## Example:



**Splashers @ Wahoos**  
Start: 8:00 AM  
Warm-up: 9:45 AM  
End: 11:00 AM (estimated)

[Directions to Wahoos Pool](#)

Parking Rules:

- Follow signs down to lake park
- Park only on the left side of the street or you could be towed
- Golf carts will be available to transport you to the pool

## Age-Up Date:

The age-up date should be set to **June 1, 2022**.

## Course (pool length):

The course/pool length (25 SCY or 25 SCM) on each meet will default to the preferred course length in your [Team Information](#) page. Only change this when needed.

## Entry Time Conversion:

By default, entry times will be converted to the selected pool length. It doesn't alter results, just converts times set in a different course to the course of the meet for seeding/qualifying purposes only.

## Entry Rules for Dual Meets:

Make sure that all of your settings are as shown below:

The screenshot shows the LSSSL website interface. The top navigation bar includes 'Settings', 'What's New', and 'Help Center'. The main menu has 'People', 'Roles', 'Schedule', 'Registration', 'Communications', 'Merchandise', and 'Website'. The current page is '20XX LSSSL Dual Meet' under 'Meet Templates'. The 'Entry Rules' tab is selected and highlighted in yellow. Below the navigation, there are sections for 'General', 'Qualification', 'Individual Events', and 'Relay Events'.

**General**

Entry Limits: Individual: 3, Relay: 2, Combined: 5  
[+ Add age-specific entry limit](#)

- Allow manual assignment of heats and lanes
- Use times from other teams for seeding purposes
- Allow meet results to be edited after meet is completed

Results for this meet will be treated as **official** for entry in later meets

**Qualification**

- Only accept entry times since date
- Require valid entry times (do not allow NT times)
- Require official entry times (do not use times from unofficial meets)
- Official entry times are preferred (use times from official meets if available)
- Allow entries using "custom times"
- Require entry times to be faster than or equal to the "Faster Than" time for the event
- Require entry times to be slower than the "Slower Than" time for the event

**Individual Events**

- Allow individual swim-up entries
- Allow lead-off relay leg times to be used as entry times
- Allow exhibition entries
- Allow alternate entries
- Allow bonus entries

**Relay Events**

Maximum relay teams per event: **No limit**

For mixed gender relay teams, require at least **2** of each gender

- Require an individual event entry for relay eligibility
- Allow athletes to enter multiple relays of the same stroke (e.g. more than one freestyle relay)
- Allow relay swim-up entries  
Allow no more than **4** swim-up athletes per relay team
- Allow entry of relay alternates

## Meet Specific Settings

### Seeding & Scoring Rules

To edit the scoring and seeding rules in a specific meet, you can find them under **Meet Setup > Seeding & Scoring**.

**Make sure that all of your settings are as shown below:** (note – Please be sure to see the scoring setting exception for Tri-Meets further down in this document if you are hosting a Tri-Meet.)

The screenshot shows the LSSSL Meet Setup interface for a "20XX LSSSL Dual Meet". The "Seeding & Scoring" section is active, with a note that settings apply to meets run using Meet Maestro™.

**Seeding & Lane Assignment**

- Order heats by time: slowest to fastest
- Individual events: seed entries into lanes: odd/even by team: Home in odd lanes
- Apply assigned lanes: flexibly (fill empty lanes in non-scoring heats)
- Relay events: seed entries into lanes: odd/even by team: Home in odd lanes
- Apply assigned lanes: flexibly (fill empty lanes in non-scoring heats)

**Placing & Scoring**

- Use dedicated scoring heats
- Use dedicated scoring lanes
- Award places primarily based on: time

**Official Time Computation**

- With 3 watch times within acceptable tolerance: use middle time
- If any time is more than 0.30 seconds apart from the other two times: display warning

**Individual Events**

- Points for individual events: 7,5,4,3,2,1
- Maximum scorers per team, per individual event: 3
- Maximum points per team, per individual event: 16

**Relay Events**

- Points for relay events: 7,5,3,1
- Maximum scorers per team, per relay event: 2
- Maximum points per team, per relay event: 12

## TRI-MEET SEEDING REQUIREMENTS AND SCORING CONSIDERATIONS

1. Please make double check these settings in your Meet Maestro files *if you are running a Tri-Meet*.

- **Manually assigned during merge:** Adds a step to merge process where lane assignments for each team can be made. Works with any number of teams. Here is an example for a tri meet -- this window appears after the "Build Meet in Meet Maestro" button has been clicked, on the Merge/Export screen:

Team	Individual	Relay
Avery Ranch Redfish	<input type="text"/>	<input type="text"/>
Crazy Crustaceans	<input type="text"/>	<input type="text"/>
Westover Wild Orcas	<input type="text"/>	<input type="text"/>

< Back      Cancel      Merge

2.

3. Make sure that the Maximum Number of Scorers per team for both Individual Events and Relay Events is set to "Two" and the Maximum points per team is set to "Twelve".

### Seeding & Scoring

Settings in this section only apply to meets run using Meet Maestro™

**Seeding & Lane Assignment**

Order heats by time

Individual events: seed entries into lanes

Apply assigned lanes

Relay events: seed entries into lanes

Apply assigned lanes

**Placing & Scoring**

Use designated scoring heats ?

Use designated scoring lanes ?

Award places primarily based on

**Official Time Computation**

With 3 watch times within acceptable tolerance

If any time is more than  seconds apart from the other two times

**Individual Events**

**Points for individual events**

Comma-separated list in place order (e.g. 7,5,3,2,1)

**Maximum scorers per team, per individual event**

Leave empty for unlimited

**Maximum points per team, per individual event**

Leave empty for unlimited

**Relay Events**

**Points for relay events**

Comma-separated list in place order (e.g. 7,5,3,2,1)

**Maximum scorers per team, per relay event**

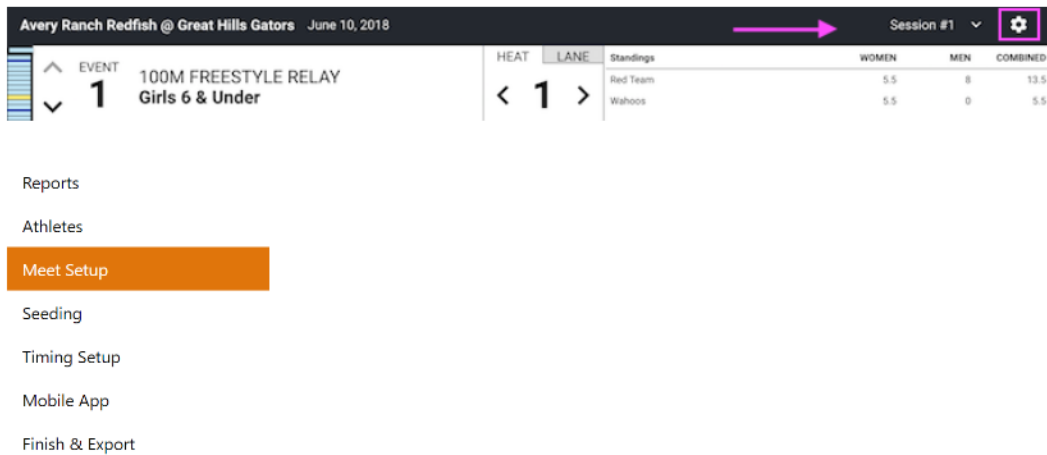
Leave empty for unlimited

**Maximum points per team, per relay event**

Leave empty for unlimited

## Accessing Meet Setup and Sessions Screens

**Meet Setup** and **Sessions** screens are found under Meet Maestro Settings (gear icon).



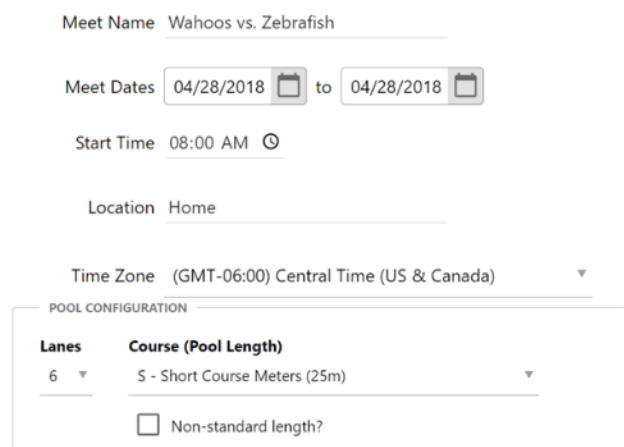
The screenshot shows the Meet Maestro interface for the event "Avery Ranch Redfish @ Great Hills Gators" on June 10, 2018. The event is "100M FREESTYLE RELAY Girls 6 & Under". The session is "Session #1". A gear icon in the top right corner is highlighted with a pink box and an arrow, indicating the settings menu. The left sidebar shows the "Meet Setup" option highlighted in orange. The main content area shows a table of standings for the event.

HEAT	LANE	Standings	WOMEN	MEN	COMBINED
< 1 >		Red Team	5.5	8	13.5
		Wahoos	5.5	0	5.5

- Reports
- Athletes
- Meet Setup**
- Seeding
- Timing Setup
- Mobile App
- Finish & Export

The **Meet Setup** fields are defaulted to the home team settings (whichever team merged the meet). Most field changes do not initiate a process when modified. However, changes to the **Pool Configuration** settings do trigger processing as noted below.

### Meet Setup



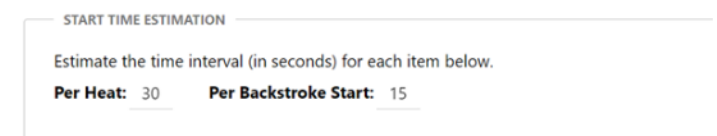
The Meet Setup form includes the following fields:

- Meet Name: Wahoos vs. Zebrafish
- Meet Dates: 04/28/2018 to 04/28/2018
- Start Time: 08:00 AM
- Location: Home
- Time Zone: (GMT-06:00) Central Time (US & Canada)
- POOL CONFIGURATION:
  - Lanes: 6
  - Course (Pool Length): S - Short Course Meters (25m)
  - Non-standard length?

### Session Report:

The "Start Time Estimation" is used to create your

"Session Report." The Session Report outlines estimated start times for each event, based on how many seconds there are between races. The suggested settings are 30 secs and 15 for backstroke.

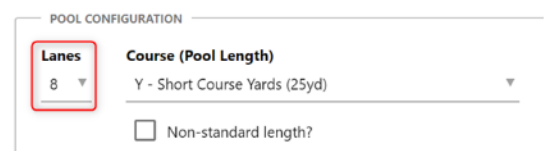


The Start Time Estimation form includes the following fields:

- START TIME ESTIMATION
- Estimate the time interval (in seconds) for each item below.
- Per Heat: 30
- Per Backstroke Start: 15

### Pool Configuration - Lane Count:

Changing the lane count and selecting the **Update** button will trigger a reseeding of the meet. Users are presented with a notification to confirm or cancel the reseeding process.



The Pool Configuration form includes the following fields:

- POOL CONFIGURATION
- Lanes: 8 (highlighted with a red box)
- Course (Pool Length): Y - Short Course Yards (25yd)
- Non-standard length?

You have changed the number of lanes from 8 to 6.  
This will cause the meet to reseed. Please confirm.

CANCEL

CONFIRM RESEED

## Pool Configuration - Course Correction Factor

### NON-CONFORMING POOLS

**Inwood Hollow - 24.53 meters – conversion factor is 1.02**

**Churchill Estates – 20 yards – conversion factor is 1.25**

POOL CONFIGURATION

Lanes: 8

Course (Pool Length): Y - Short Course Yards (25yd)

Non-standard length?

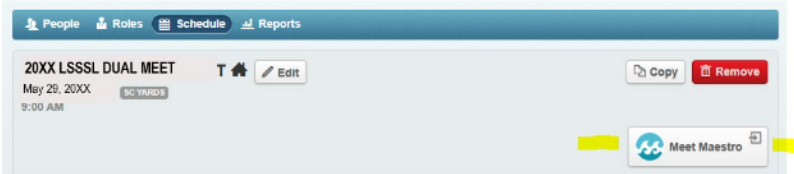
Course Correction Factor: ?

- **Course Conversions:** Converting from one official course to another (SCM to SCY)
- **Course Corrections:** Adjusting a time for a non-standard pool into a standard course (23yd to SCY)

If your pool is non-standard length, this can be set by checking the '**Non-standard length?**' checkbox. Meet Maestro will apply a correction factor for the 'Official Time' when this value is set. If you are the Meet Host, the times from this non-standard length pool will be converted into standard length times (22yd pool into 25yd for example).

### Assessing Meet Entries:

Once you have setup your meet, you can access the meet entries by clicking on Schedule > Meet Maestro. This is where you can add/scratch swimmers/events.



20 XX LSSL DUAL MEET May 29, 20 XX

EVENT: 20 50YD FREESTYLE Boys 13-14

HEAT: 1

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	RESULT TIME	DD	OFFICIAL TIME (C. TIME)	HEAT PLACE	PLACE
1		ADD ENTRY									
2	XYZ	Parker, David (13)	NT								
3	ABC	Gonzalez, Lanny (13)	27:08								
4	XYZ	Wagner, Cody (13)	NT								
5		ADD ENTRY									
6		ADD ENTRY									

### Meet Entries

Once your meets are created and you have confirmed meet entry preferences and meet setup configurations, you're ready for meet entries.

### Meet Signups

**If the coach selects the swim events, do not check the box next to "Allow parents/athletes to select/suggest individual events" in Preferences. When parents sign up for a meet, they'll simply be making an attendance declaration (and you can set it to ask about relay attendance as well).**

If you'd like your parents/swimmers to sign up for swim events, you'll set your **Team Meet Entry Preferences** to "Allow parents/athletes to select/suggest individual events." **NOT RECOMMENDED.** When parents sign up for a meet, they'll see a list of events their child is eligible to enter:

Bitty Nelson Attending this meet

Please select up to 3 individual events.

Check to enter	Event #	Distance	Stroke	Age Group	Best Time
<input type="checkbox"/>	15	25	Freestyle	Girls 7-8	--
<input type="checkbox"/>	25	100	Individual Medley	Girls 10 & Under	--
<input type="checkbox"/>	35	25	Backstroke	Girls 7-8	--
<input type="checkbox"/>	47	25	Breaststroke	Girls 7-8	--
<input type="checkbox"/>	59	25	Butterfly	Girls 7-8	--

Is Bitty available to swim in relays? Available for all relays

## Meet Entries Matrix

Go to **Manage Team > Schedule > Meet Name > Entries**. There you'll see the meet entry matrix, which is all the meet entries for your roster by age group.

If you click the header of any column, the view will sort by that column, placing the fastest time at the top if you click an event for example. You can also view and edit all the entries for that age group at once by clicking "Edit Entries."

Athlete name	Age	# 5 100 Medley Relay	# 17 25 Free	# 25 Girls 10 & Under 100 IM	# 37 25 Back	# 49 25 Breast	# 61 25 Fly	# 71 100 Free Relay	Swim-up events
Andrus, Charla	10	G-3	--	--	--	--	--	--	G-2
Aviti, Cristina	9	E-4	23.65	--	32.05	32.51	--	--	D-1
Bertini, Charla	10	D-1	23.71	--	27.70	34.55	--	--	D-3
Derrigo, Isabel	10	C-2	23.39	2:30.44	40.94	27.79	--	--	D-4
Derrigo, Zella	10	B-4	19.76	2:06.00	26.64	28.87	26.06	--	A-2

## Meet Entries Matrix Color Indicators

You can get a sense for the status of each athlete by hovering over their name. Here is what each color represents:

- White - Undeclared
- Light Green - Declared to be Attending/Available but not entered in specific events
- Dark Green - Attending/Available and entered in specific events
- Gray - Not Attending/Not Available for a meet or not available for early/late relay events (can also mean Not Eligible/Qualified for a meet/event when you see a red circle with a line through it)

## Individual Athlete's Detail View

Click the "pencil" icon BY a swimmer's name to manually edit that person's entries, seed times and meet attendance status/preferences and to enter swim-up events. Entering a custom time uses that for the athlete's seed time.

## Meet Entries, Bulk Editing View

You can also view and edit all the entries for that age group at once by clicking "Edit Entries."

You can sort the athletes by any of the columns by clicking the header.

For example, click one of the events and it will sort the athletes by seed time, fastest to slowest.

Athlete name	Age	#17 25 Free	#25 100 IM	#37 25 Back	#49 25 Breast	#61 25 Fly	Availability
<input type="checkbox"/> Select All <input type="checkbox"/> Select All <input type="checkbox"/> Select All <input type="checkbox"/> Select All <input type="checkbox"/> Select All							
Alwood, Vania	9	<input type="checkbox"/> 18.87	<input type="checkbox"/> NT	<input type="checkbox"/> 24.65	<input type="checkbox"/> 27.00	<input type="checkbox"/> 25.76	Not attending
Andrus, Charla	10	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 34.55	Attending
Artiana, Lyvia	10	<input type="checkbox"/> 18.86	<input type="checkbox"/> 1:56.88	<input type="checkbox"/> 23.37	<input type="checkbox"/> 32.50	<input type="checkbox"/> 25.71	Not attending

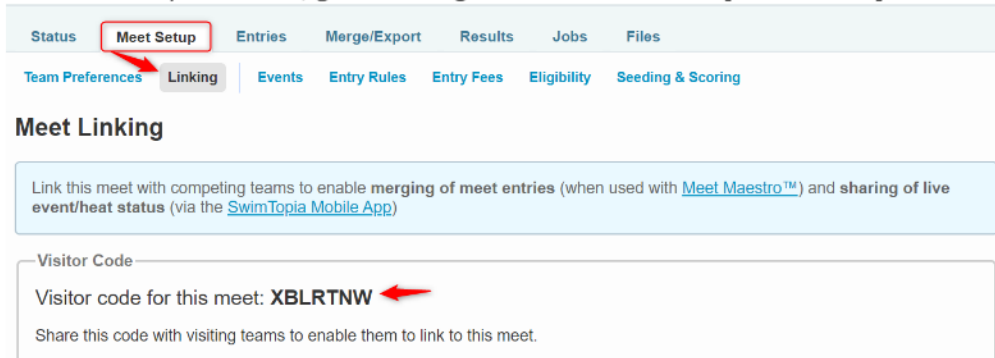
## Relay Entries

SwimTopia allows you to automatically generate teams according to your relay settings for all age groups by clicking the "Generate Relay Teams" button, however please note that it will only assign athletes who have times in the database for a specific stroke.

**Merge or Export Entries to Home Team using Meet Maestro to run their meets *if both teams are using SwimTopia for team management.***

## Step 1: Lock Entries

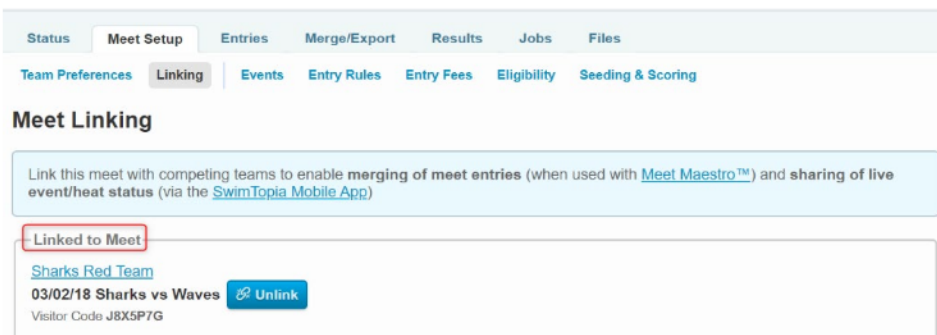
- After all meet entries are completed and the meet is linked between the home/visitor teams, it's time to lock entries down and signal that you're ready to merge to seed the meet.
- **If both teams are using SwimTopia for team management**, the meets must be linked in each team's site.
- If you need to link your meets, go to **Manage Team > Schedule > [Meet Name] > Meet Setup > Linking**.



The screenshot shows the 'Meet Setup' tab selected in the navigation menu. Below it, the 'Linking' sub-tab is active. A red arrow points to the 'Linking' sub-tab. The main heading is 'Meet Linking'. A light blue box contains text: 'Link this meet with competing teams to enable merging of meet entries (when used with Meet Maestro™) and sharing of live event/heat status (via the SwimTopia Mobile App)'. Below this is a 'Visitor Code' field with the text 'Visitor code for this meet: XBLRTNW' and a red arrow pointing to the code. A note below says 'Share this code with visiting teams to enable them to link to this meet.'

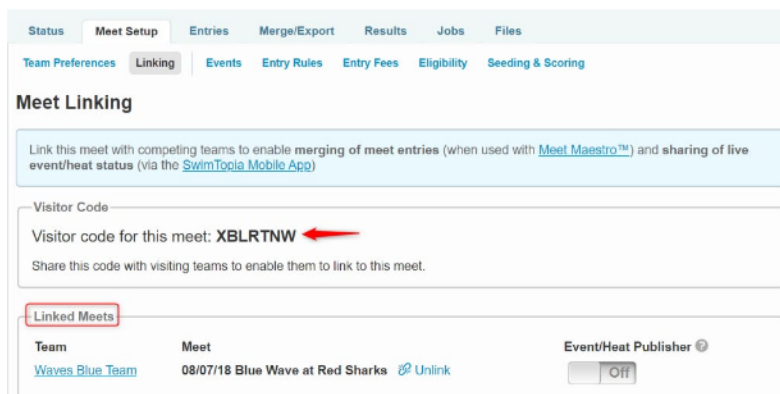
## How to Link Meets

- To link meets, the home team should send the visiting team(s) the visitor code for that meet.
- Once the visiting team has entered the code in their meet, they will see the meet details to know they are linked to the correct meet. The home team will also see when the team(s) has been linked on their linking screen and will see the team(s) listed on their **Merge/Export** tab.



The screenshot shows the 'Meet Setup' tab selected. The 'Linking' sub-tab is active. A red box highlights the 'Linked to Meet' section. It shows a link to 'Sharks Red Team' and the meet details: '03/02/18 Sharks vs Waves' with an 'Unlink' button. The visitor code is 'J8X5P7G'.

## Visiting team's view

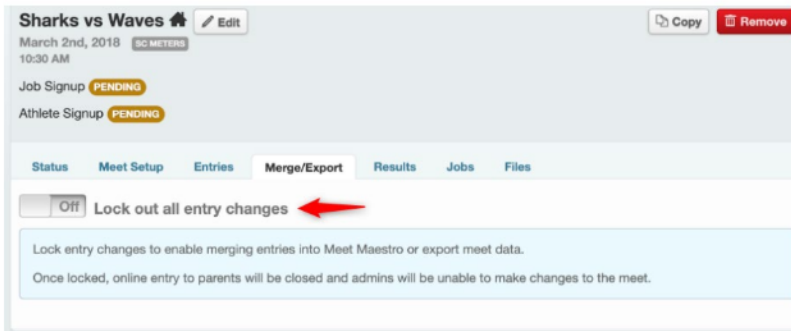


The screenshot shows the 'Meet Setup' tab selected. The 'Linking' sub-tab is active. A red box highlights the 'Linked Meets' section. It shows a table with columns: Team, Meet, and Event/Heat Publisher. The table contains one entry: 'Waves Blue Team' for the meet '08/07/18 Blue Wave at Red Sharks' with an 'Unlink' button. The 'Event/Heat Publisher' is set to 'Off'.

- **>>Important: do not unlink meets that will be run in Meet Maestro - it is important that the teams' meets remain linked together.**

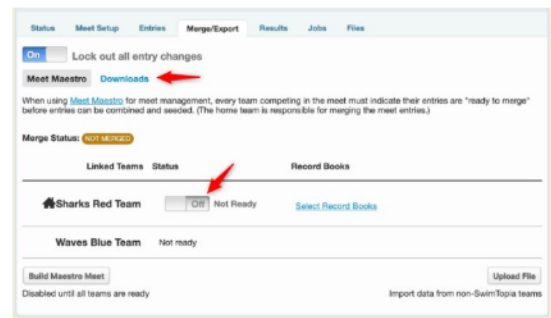
## Host team's view

- Step 1: Go to the **Merge/Export** tab and set "Lock out all entry changes" to **On**.



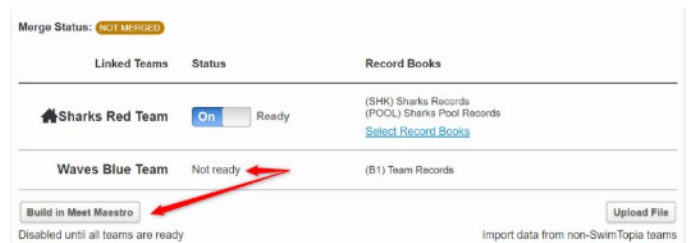
## Step 2: Designate Readiness to Merge Entries

- When using **Meet Maestro** for meet management, each team competing in the meet must indicate their entries are "Ready for Merge" before the **Build in Meet Maestro** button is enabled and entries can be combined and seeded.
- After locking entries, you will see two tabs with the **Meet Maestro** tab selected by default. From this screen, slide the status bar next to your team's name to the 'On' Ready position to designate you are ready to merge.



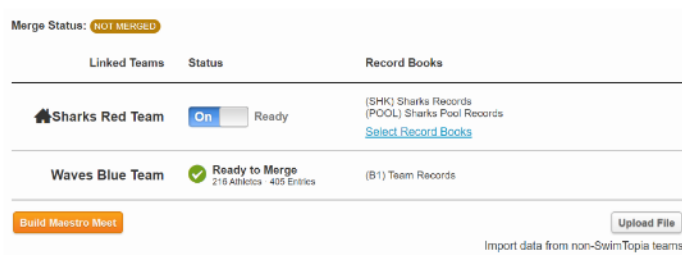
### Home Team View - Visitor Not Ready for Merge

- In the view below, the visiting team has not indicated they are ready to merge, so they display as "Not ready" on the home team site and the **Build in Meet Maestro** button will be disabled until both teams are designated as **Ready to Merge**.



### Home Team View - Visitor Ready for Merge

- In this view from the home team site, both teams have indicated "Ready to Merge," so the **Build Maestro Meet** button is enabled.



- >>**Note:** The home team is responsible for merging the meet entries, so the "Build Maestro Meet" button will only display for the Home team.

- ▶ **Visiting Team View (SwimTopia Customer)**

Merge Status: <span style="background-color: orange; color: white; padding: 2px;">NOT MERGED</span>		
Linked Teams	Status	Record Books
Sharks Red Team	<span style="color: green;">✔</span> Ready to Merge <small>236 Athletes · 496 Entries</small>	(SHK) Sherks Records (POOL) Sharks Pool Records
Waves Blue Team	<span style="background-color: blue; color: white; padding: 2px;">On</span> Ready	(B1) Team Records <a href="#">Select Record Books</a>

Only the meet host (home team) can merge entries.

## If the home team is using Hy-Tek Meet Manager to run the meet -

### Exporting Meet Entries and Team Roster for Meet Manager

#### A. Export Meet Entries

SwimTopia meet entries import directly into Hy-Tek Meet Manager for seeding and heat sheet generation.

From **Manage Team > Schedule > Meet > Merge/Export**, lock entries, click on the **Downloads** tab and download the **Meet Entries (.zip compressed .hy3 format)** file to your local drive.

The screenshot shows the 'Merge/Export' tab selected in the top navigation bar. Below it, there is a toggle for 'Lock out all entry changes' which is currently 'On'. In the 'Meet Maestro' section, the 'Downloads' tab is highlighted. Under 'Meet Entries Exports', there is a list of download links. A red arrow points to the link: 'Meet Entries - Hy-Tek format (.zip/.hy3)'. Below this, there is another section for 'Meet Entries Exports' with more download links, including 'Team Roster - Hy-Tek format (.zip/.hy3)', which also has a red arrow pointing to it.

#### B. Export Team Roster

From this same screen on your SwimTopia site, download your complete **Team Roster (.zip compressed .hy3 file)** for Meet Manager or Team Manager.

>>**Note:** Rosters can also be downloaded in .hy3 file format from the Athlete Roster report in **Manage Team > Reports**.

#### E-mail Entries:

To e-mail entries to the meet host, just use your standard e-mail software and attach the 1.) **Entry export ZIP file** you created, 2.) along with **the entry PDF report**. When the meet host receives the file, they will import it and your team will be entered into their meet. The documents allow them to confirm that all of your entries have imported correctly.

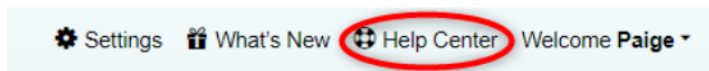
**REMINDER: \*Dual Meet and Tri-Meet Entries are due to the Meet Host two days prior to the Meet Start Date (by no later than 6:00 PM)**

## ***For Additional Help with Meet Maestro please contact SwimTopia or visit their Help Center***

SwimTopia offers a robust Help Center, which you can access any time, day or night. Here, you'll find helpful how-to guides, webinar tutorial videos, and tips and tricks. Bookmark [help.swimtopia.com](http://help.swimtopia.com)

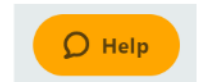
### Help Center Link

- Click the "**Help Center**" link in the top right corner of any **Manage Team** page, and you'll be taken to a section of our Help Center that is relevant to the page you're looking at.



### Help Bubble

- Click the yellow/orange "**Help**" bubble in the lower right corner of any **Manage Team** page, and you'll be presented with suggested Help Center articles, based on the page you're on.
- **Not seeing an article that you need?** Type a topic in the search field of the Help widget for more suggestions.



**Still not able to find an answer?** You can begin a **live chat session** with a Customer Happiness Specialist if they are available, otherwise you can leave a message that will open a support ticket.

- [Submit a request – SwimTopia Help Center](#)
- **Phone Support - 877-856-2940 (Option 2)**