

2022 Lone Star Summer Swim League – Team Manager & SwimTopia Meet Entries

Create a new folder on your hard drive where you will save Team Manager/Meet Manager and SwimTopia files. It will make things so much easier when you start to look for a file you exported or one that you need to import.

Importing Meet Events into Team Manager:

Locate the meet events file or the meet you want to import from the disk. For **Dual Meets** or for **Tri-Meets**, **1 through 4**, they will be named:

“MeetEvents-2022 LSSSL **DUAL MEET**-28May2022-001.zip”

“MeetEvents-2022 LSSSL **TRI-MEET**-28May2022-001.zip”

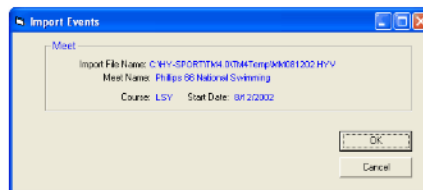
For **Championship Meets**, a separate Division Meet Event file will be provided. Select the appropriate file for your Division. The event files will be named:

“MeetEvents-2022 LSSSL Division A Championship-xxxxx2022-01.zip”

“MeetEvents-2022 LSSSL Division B Championship-xxxxx2022-01.zip”

“MeetEvents-2022 LSSSL Division C Championship-xxxxx2022-01.zip”

“MeetEvents-2022 LSSSL Division D Championship-xxxxx2022-01.zip”



1. From the TEAM MANAGER Main Menu Bar, click on File
2. Click on Import, then Meet Events.
3. Select the location of your CD drive in the pop-up window.
4. Click on the File name of the file you wish to import.
5. Click on Okay. TEAM MANAGER will unzip the file into a temporary directory named TMxTemp and then ask you to choose from the list of files that were extracted.
6. Select the file shown in the window and click okay.
7. After the file is imported, go to the Meet Browser and select the new meet.

Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
YMCA STATE CHAMPIONSHIP 2001	16-Mar-01	Y	YM	18-Mar-01	01-Dec-00	01-Aug-00	\$3.75	\$14.00	\$0.00	Brighton
YMCA 2001 District Champs	04-Feb-01	Y	YM	11-Feb-01	01-Dec-00	01-Aug-00	\$2.00	\$8.00	\$0.00	Kobler, N
BCYMCA vs Canwell County River Rac	28-Jan-01	Y	YM	28-Jan-01	01-Dec-00	01-Aug-00	\$0.00	\$0.00	\$0.00	Hamilton
Y League Annual Meet @ Southern	27-Jan-01	Y	YM	27-Jan-01	01-Dec-00	01-Aug-00	\$0.00	\$0.00	\$0.00	Pinehurst

- 8.
9. For Dual Meets or Tri-Meets, the name of the meet you just imported will be named:

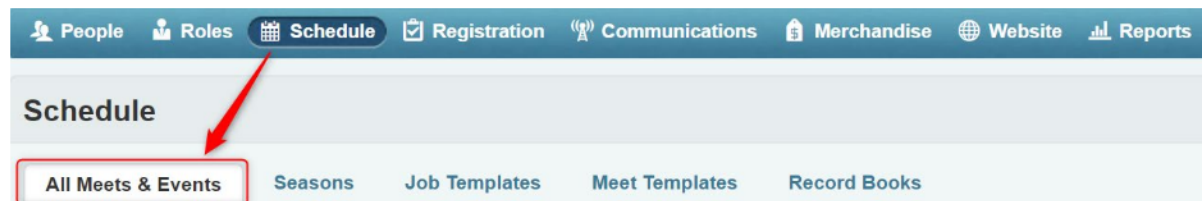
2022 LSSSL DUAL MEET or 2022 LSSSL TRI-MEET

10. Click on Edit at the top of the browser and change the meet name, meet date, and the course (yards or meters) to the correct information for the meet you plan to enter. Edit as necessary. For yard pools, select “Y”. For meter pools, select “S”

11. Click Okay.

Importing Meet Events into **Swimtopia**:

Meets in Swimtopia are managed from the **Schedule > All Meets & Events** tab in the Manage Team console.



You can load Hy-Tek Meet Events files (.ev3 format) to create a meet in SwimTopia that retain all the important meet data.

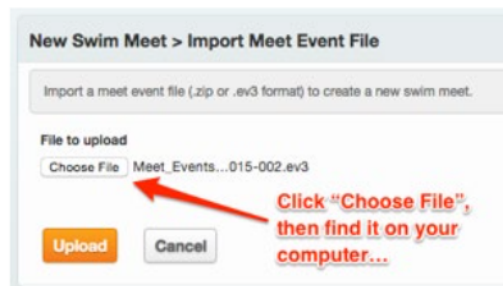
To import a Meet Event file, visit the “Schedule” tab in Manage Team.



Click the “Add Swim Meet” button

Then click the “Add Swim Meet” button. You can choose to create a new empty Meet (without Events) or select “Import Meet Event File...” to use the information in the Meet Events file to create the Meet.

You can then choose the Meet Events file you want to load from your computer.



Clicking “Upload” adds the Meet to your schedule. You can then review the settings.

For Detailed SwimTopia and Meet Maestro Instructions please see the supplemental document titled:

See SWIMTOPA/MEET MAESTRO SETUP and ENTRY INSTRUCTIONS.

Team Manger Tip:

Pre-Enter Athletes into A Meet

It's important to know what swimmers are able to attend a particular meet so that the Meet Entry Declaration process will make sense. You will want to "restrict" the list of swimmers when you go to [Entries by Event](#) or [Entries by Name](#) menus to ONLY those attending the meet - here's how.

Click on **Meets** from the Main Menu bar, highlight the meet and then and then click on **Entries / Swimmer Entry Status**. Use this list to Pre-Enter your Athletes to restrict the number of swimmers displayed in the Entries by Event and by Name menus.

First Name	Last Name	MI	Attending	Not Attending	No Response	Sess 1	Sess 2	Sess 3	Sess 4	Sess 5	Gen	Birth	Age	Sub	Preferred Name
Julie	Adams	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	21-Dec-90	15		Julie Ann
Pinckney	Adams	O	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	25-Mar-89	16		Pinkie
Thomas	Agostini	J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	03-Jan-97	9		Thomas
Victoria	Agostini	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	22-Apr-98	7		Tori
John	Andrews	H	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	11-May-98	7		John

Entering Athletes/Relays into Meets in **Team Manager**:

Select Entries and then choose either by name or by event to complete your individual entries. **Always do individual entries FIRST.**

Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
YMCA STATE CHAMPIONSHIP 2001	16-Mar-01	Y	YM	18-Mar-01	01-Dec-00	01-Aug-00	\$3.75	\$14.00	\$0.00	Brighton, N
YMCA 2001 District Champs	04-Feb-01	Y	YM	11-Feb-01	01-Dec-00	01-Aug-00	\$2.00	\$8.00	\$0.00	Kobler, N
BCYMCA vs Carwell County River Rac	28-Jan-01	Y	YM	28-Jan-01	01-Dec-00	01-Aug-00	\$0.00	\$0.00	\$0.00	Hamilton,
Y League Annual Meet @ Southern	27-Jan-01	Y	YM	27-Jan-01	01-Dec-00	01-Aug-00	\$0.00	\$0.00	\$0.00	Pinehurst

Last Name	First Name	Mid	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age
Asorphi	Mary	C	<input checked="" type="checkbox"/>	CCRR	27.19Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	15
Bays	Lori	L	<input type="checkbox"/>	CCRR	26.57Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	15
Brown	Jessica	S	<input checked="" type="checkbox"/>	CCRR	* 30.45Y	29.19Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	15
Brown	Katie	L	<input checked="" type="checkbox"/>	CCRR	24.40Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	17
Chesson	Christine	C	<input checked="" type="checkbox"/>	CCRR	27.25Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	16
Denver	Emily	L	<input type="checkbox"/>	CCRR	25.12Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	18

For relay entries, select entries and then choose by event. Pick a Relay event and TM will list all of the swimmers that are eligible to swim in that relay event. For example, pick a Boys 11-12 200 Free and TM will list all of the boys in your Database that are between 11 and 12 years old based on the age-up-date of the meet. Click on the **New Relay** button to add a new Relay and if it's the **A** Relay, then click on **Find Best Relay** and will search your Database and find the Best Time for that particular Gender/Stroke/Distance. If you do not have a relay result for that Gender/Stroke/Distance or you do not want to use their best time, you can enter a **Custom Entry** time.

Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	Gen	Age	Yr	Birth
Allen	Samantha	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	26.82Y	<input type="checkbox"/>	F	14	9	21-May-96
Andrews	Mary	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.26Y	<input type="checkbox"/>	F	11	6	30-Oct-89
A Asorphi	Mary	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27.19Y	<input type="checkbox"/>	F	15	10	31-Jul-85
Bays	Lori	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	26.57Y	<input type="checkbox"/>	F	15	9	02-Oct-85
A Bocelli	Cathy	G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.31Y	<input type="checkbox"/>	F	11	6	03-Jul-89
Bradley	Tucker	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.16Y	<input type="checkbox"/>	F	11	10	28-Mar-89
B Brayson	Allison	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34.09Y	<input type="checkbox"/>	F	12	7	14-Dec-87
Brindie	Meredith	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.20Y	<input type="checkbox"/>	F	12	6	22-Oct-88
Brown	Jessica	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.45Y	<input type="checkbox"/>	F	15	9	18-Oct-85
Brown	Katie	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.40Y	<input type="checkbox"/>	F	17	12	21-Jul-83
A Chesson	Christine	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27.25Y	<input type="checkbox"/>	F	16	10	11-Oct-84
Clay	Caroline	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35.01Y	<input type="checkbox"/>	F	10	6	21-Mar-90
Conner	Heather	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	33.14Y	<input type="checkbox"/>	F	12	6	17-Sep-88
B Danville	Arlene	K	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.88Y	<input type="checkbox"/>	F	11	6	01-Jul-89
Dawson	Sara	J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35.37Y	<input type="checkbox"/>	F	10	4	03-Feb-90

If you click on the **Calculate Custom** button below the list of Relay Swimmers, TM will add up the Best Times for each swimmer and store it as a Custom Time. This will only work if four or more swimmers have times for that stroke already recorded in the database.

If you click on the **Show Swim-Up Athletes** check box and TM will add athletes in the list that are younger than the lower bound of the event age. For example, in an 11-12 Relay Event, TM would add to the swimmer list all of the swimmers of that gender who were 10 years old and younger in addition to all of the 11- and 12-year-old swimmers.

Show Swim-Up Athletes
 Only Athletes Already in Meet
 Only Athletes Already in Session
 Only Pre-Entered Athletes
 Only Pre-Entered with No Entries

Team WM Gr
 Yr WM Sub
 Group Standards:
 Subgroup Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer
 Right Click to enter as Relay Only swimmer
 * = converted time

Click on the **Only Athletes Already in Meet** check box to filter the eligible swimmer list with only swimmers, who have been previously entered in the meet.

For a **Medley Relay**, you can tell TM what stroke to use for the Best Time column. Next to the **Best:** choice under the **Clear Swimmers** button pick the stroke from Free, Back, Breast, and Fly and TM will show you the best time for each swimmer in the stroke selected.

Show Swim-Up Athletes
 Only Athletes Already in Meet
 Only Athletes Already in Session
 Only Pre-Entered Athletes
 Only Pre-Entered with No Entries

Team WM Gr
 Yr WM Sub
 Group Standards:
 Subgroup Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer
 Right Click to enter as Relay Only swimmer
 * = converted time

Event: [113] 10&U Female 200 Medley Relay
 Last Name First Name MI Entrd 4Bst Team Best Ti
 Bartley Katelyn M SASA 29
 A Bartley Morgan E SASA 33
 A Skrobanek Helena K SASA 34
 A Loudermik Camila P SASA 35

New Relay
 Clear Swimmers Find Best Relay Best Relay Report
 Best: Free
 Swimmers Ent Best Custom Ex HI LN

Entries in SwimTopia:

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.

Status Meet Setup **Entries** Merge/Export Results Jobs Files
 Individual Entries Relay Entries Reports

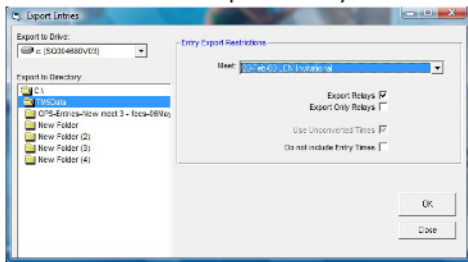
Girls 9-10 « Previous Girls 9-10 Next » [Edit Entries](#)

Group by status

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	
Ault, 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, Isabell	10	C-2	23.39	2:30.44	40.94	27.79	--	D-4	
Derrigo, Zella	10	B-4	19.76	2:08.00	28.64	28.87	26.06	A-2	
Fisk, Kylee	9	C-1	21.91	--	27.24	28.42	--	C-1	
Forry, Ellie	10	--	--	--	--	--	--	H-2	

Exporting Meet Entries from Team Manager:

1. From the TEAM MANAGER Main Menu Bar, click on File then Export then Meet Entries.
2. Specify the location where you want to save these entries.
3. Select the meet for which you want to export entries.
4. Check the box – Export Relays

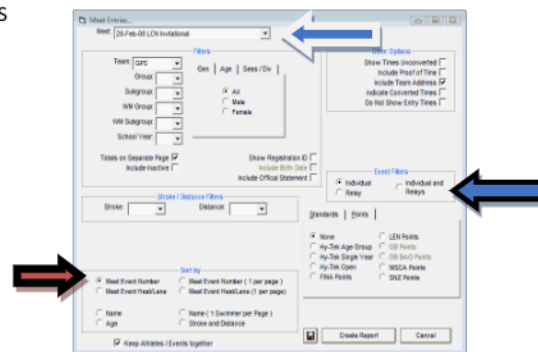


5. Click Okay.
6. Team Manager will build two export files and then ZIP them as one file. This one zip file has the following naming convention: TTTT-Entriesxxx.ZIP where "TTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the Meet Entries are for the Team "ABC", the exported meet entry file name would be ABC-Entries001.ZIP
7. Check What You Have Exported. After you have built your meet entry export file, click on Reports and then Export/Import File Report and follow the menu prompts to review EXACTLY what information you exported to the file.

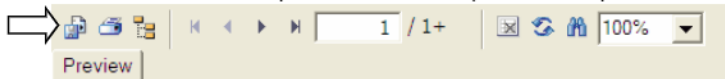
Creating Meet Entry Report in Team Manager:

Reports by Events (This file is not required but can be quite helpful to everyone to check entry maximums):

1. Click on Reports then Meet Reports and Meet Entries and select a specific meet from the meet list.
2. Report Filters – Click on Individual and Relays
3. Click on Meet Event Number
4. Click on the Create Report button



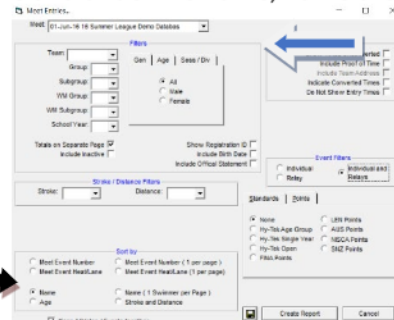
5. Click on the Export icon and export the report as a PDF.



6. On the Choose Export Screen, select where you want to save the file and under file name, name the file to match the "name of your meet by event". Click okay.

Reports by Name:

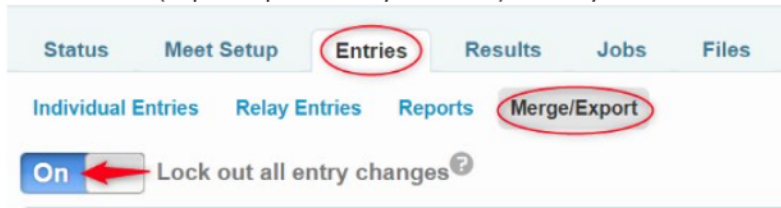
7. Click on Reports then Meet Reports and Meet Entries and select a specific meet from the meet list.
8. Report Filters – Click on "Individual and Relays"
9. Click on "Name"
10. Click on the Create Report button
11. Click on the Export icon and export the report as a PDF.



12. On the Choose Export Screen, select where you want to save the file and under file name, name the file to match the "name of your meet by name". Click okay.

Exporting Meet Entries From SWIMTOPIA:

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



Meet Entries Exports

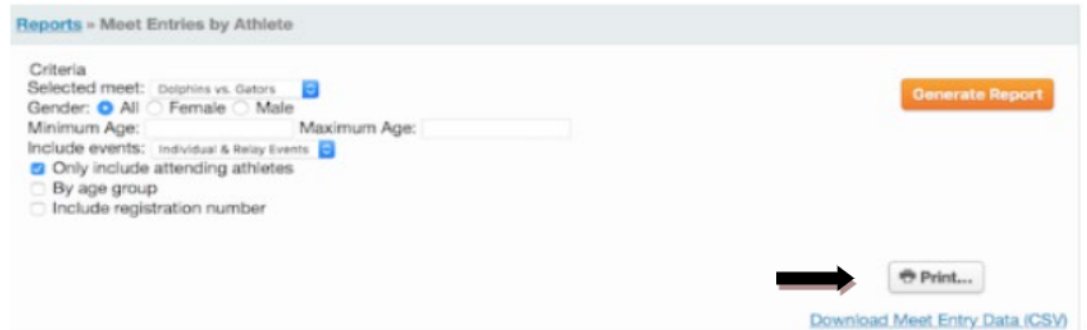
When using a system other than SwimTopia for meet management, you'll need to share entry files with your meet host. Entry files for different systems are provided below, along with a roster file for your team.



Creating Meet Entry by Name Reports In SWIMTOPIA:

To generate a Meet Entry Report by swimmer in alphabetical order, go to **Manage team > Reports > Meet Entries by Athlete** then select the meet and choose your desired report options, check "Only include attending athletes." When you hit Generate Report, you can then Print or Download to CSV and edit to meet your desired print specifications.

1. Click "Print"
2. For "Destination," click "Change"
3. Select "Save as PDF"



Checking your Swimtopia Entries for event maximums:

The screenshot shows the 'Reports - Meet Participants' page. It includes a 'Generate Report' button and a table of participants. The table has columns for Swimmer, Age Group, Individual Entries, Relay Entries, Diving Entries, and Combined Entries. A red circle highlights the 'Download' button above the table.

Swimmer	Age Group	Individual Entries	Relay Entries	Diving Entries	Combined Entries
Acree, Izzy (8)	Girls 7-8	3	1	0	4
Angles, Mike (7)	Boys 7-8	2	2	1	5

Be sure to review and make any necessary corrections prior to emailing your entries.

BE SURE TO DOUBLE CHECK YOUR ENTRIES BEFORE SENDING THEM TO THE MEET HOST. Always confirm that you do not have any athlete entered in more than 3 (three) individual events and in more than 2 (two) relays.

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 Dual Meet or the Tri-Meet start date. (no later than 6:00 PM)

IF YOU NEED HELP:

Should you need help in setting up your database, please e-mail your question to call408swim@sbcglobal.net for an e-mail response. (*Preferred method*). Please provide your **name, your team's name, and your phone number(s)** and she will return the call.