




# 5

## Tips For \_\_\_\_\_ Swimtopia



### 1. Merge the Season Calendar to your Google Calendar

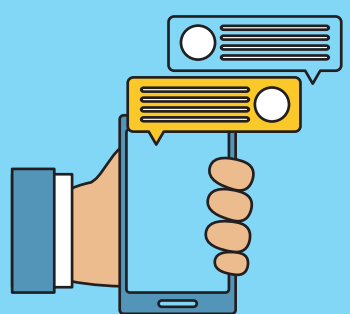
This is the best way to stay on top of swim meets, events, planned no practice days, etc. Any time anything is added to the Swimtopia calendar it will make the change for you in your Google one. Here's the steps to do this:

On the Swimtopia website hit "Visit Website", then click the header "Season Calendar", then click this:  on the bottom right of the calendar.

### 2. Read the Swimtopia Guide

Swimtopia is made to be a tool! If you don't know how to utilize it, how can you find it easy? This guide contains a lot of overarching information on Swimtopia and the specific ways our team functions. It can be found here:

On the Swimtopia website hit "Visit Website", then click the header "Policies", then click "Swimtopia Guide".



### 3. Download the App

Although it does not have the full functions that the website does, the Swimtopia app is still essential. It allows you to receive push notification alerts, be able to sign up your swimmer for meets, their meet events, live heat updates, etc.

### 4. Read through Weekly Communication(s)

We understand everyone is busy but we want to make sure we are communicating with the most people in the most efficient way. The only way we can do that is if parents are checking Swimtopia and their emails. Please be sure to read through communications and let us know if you have any questions!



### 5. Follow the Deadlines and Reminders Sent Out

When we open up meet sign ups we give families at least 1 week before the coaches need to do entries. The coaches usually start sending reminder emails 2-3 days in advance of the deadline. Please remember that if you try to get your swimmer into a meet after a deadline has past we can not guarantee we will be able to include them in that meet.