



GUIDE

GETTING SET-UP

- Complete the Registration Form on the Swimtopia Website to register your swimmer(s) for the season.
- After registering, download the app to get push notifications.
- Please familiarize yourself with the app and the website to ensure you know where everything is located.

MEET SIGN UPS

Please fill out the Meet Sign Up for every meet when it becomes available. Even if your swimmer is not coming to that particular meet, it will need to be filled out.

Instructions:

- Click the green MEET ENTRY tab for the upcoming meet
- You will be prompted to sign up for job shifts
- Below the job prompt is "Your family swim meet status"
- Your swimmers listed with "attending" or "not signed-up for this meet"
- Select "edit"
- Use the drop down to select if you are attending the meet

AWAY AT MYSTIC - JANUARY 21, 2023

OLIVER BEAUCHEMIN

Is Oliver available to swim in relays?

Need to let the coach know something? Notes for coach:

Notes for coach option: please only use this section to indicate time restrictions, swimmer injury, or clarification on relay availability. **Please do not use this section to indicate what you would like your swimmer to swim.**

Relay availability: If your swimmer is available the whole meet please select "Available for All Relays", if your swimmer is coming late/ leaving early please make a note of it and indicate accordingly.



MEET SIGN UP DEADLINES

Please make sure to follow the meet sign up deadlines. After the deadline has past we cannot guarantee we can get your swimmer(s) into that meet. We send alerts/ emails if your swimmer has not declared leading up to the deadline. These messages are not sent to everyone. If the subject is labeled "Your Swimmer is NOT Signed Up for _____" please make sure to log into Swimtopia and declare your swimmer's attendance for that meet.

MEET ATTENDANCE UNCERTAINTY/ CHANGES

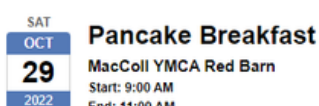
- If you are on the fence if your swimmer can make that particular meet, please sign up still and make a note explaining the situation/the potential you will not be able to come. It is easier to scratch a swimmer than try to add them to the meet.
- If the sign up is still open, just change the meet status to "Unavailable"
- If the sign up is closed and you signed up to go, you will have to email the coaches with the change.

SEASON CALENDAR/ IMPORTANT DATES

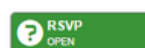
All swim team information regarding practice schedules, meets, and general announcements are located on Swimtopia. Any days there is not practice will be displayed on the Season Calendar. If we have to cancel last minute, an alert will be sent to all practice groups affected. Before calling the Y or emailing the team please make sure to be utilizing the website as it contains most general information. Unless you hear otherwise, there is practice.

EVENT RSVP'ING AND JOB SIGN UP

To RSVP for events you will have to do so through the website. Unfortunately this functionality is not available on the SwimTopia app yet. On the app click "Visit Website" and from there tap the green RSVP button for the particular event. For events it will not automatically prompt you to sign up for jobs. You will have to tap the green "Job Sign Up" button next to the event to volunteer/ donate items.



Our first team bonding event of the season! Donations and volunteers will be needed!





MEET DAYS

Swimmer's individual events will become available by the morning of the meet day. Relays will not become available on Swimtopia due to the likelihood of changes that will arise with other swimmer's absences and meet changes.

Swimmers and parents are strongly encouraged to respect the Coaches' meet assignments. Please do not ask for changes to the assignments when at the meet. This disrupts the meet and causes confusion not only for the coaching staff but also for the officials, runners, scorers, timers and, most importantly for the swimmers themselves.

If it is a home meet, the app will display what event is currently swimming on the Swimtopia app.

RESULTS

Meet results will be published after the hosting team finalizes times. The results will be displayed on the Swimtopia app. Final times can be found by clicking "Past Events" and then selecting the meet you want to see the results for. If your swimmer did not swim in the meet you cannot access the results of that particular meet.