

How to Declare Meet Attendance for your Swimmer

In the SwimTopia Mobile App:

- Select your desired meet:



- Click on the Meet Signup Button



On the Website: steinerred.swimtopia.com

- Go to the Upcoming Events Section



- Click on the **Green Meet Entry Button**



- Click on the Edit button

Anderson Mill Baracudas at Steiner Ranch Stars Red - May 17, 2025

Your family swim meet status

John Doe

⊕ Not yet signed-up for this meet.

Edit

[Return to Swim Meets](#)

- Declare whether your swimmer will be **attending** or **not attending** the

meet.

If you select not attending, you will have the option to leave a note for the coach and then save.

Anderson Mill Baracudas at Steiner Ranch Stars Red - May 17, 2025

John Doe Not attending this meet ▾

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

On vacation

Save Cancel

If you select attending, you will be able to select up to **3** events and then save.

Anderson Mill Baracudas at Steiner Ranch Stars Red - May 17, 2025

John Doe Attending this meet ▾

Please select up to 3 individual events.

Check to enter	Event #	Distance	Stroke	Age Group	Best Time
☒	17	25	Freestyle	Boys 9-10	—
☒	25	100	Individual Medley	Boys 9-10	—
☐	37	25	Backstroke	Boys 9-10	—
☐	51	25	Breaststroke	Boys 9-10	—
☐	61	50	Freestyle	Boys 9-10	—
☒	71	25	Butterfly	Boys 9-10	—

- **Select Swimmer's Relay Availability Status**

Next, you will be prompted to indicate whether or not your swimmer will be available for relay events. Select the appropriate status from the drop-down menu. If you indicate that your swimmer will be arriving late (after morning relays), or leaving early (before afternoon relays), a comment box will appear for you to leave an explanation.

Is John available to swim in relays?

Need to let the coach know something?

✓ Available for all relays
Arriving late, not available for early relays
Leaving early, not available for late relays
Not available for any relays

- **Leave a Comment for the Coach (if enabled).** In the comment box, if you like, enter any additional comments regarding the upcoming meet that you would like the coaches to know. Click Save to save your information.

🔗 View Swimmer's Meet Attendance Status

Once you've clicked "Save," your family's status will be displayed.

The screenshot shows a web interface titled "Your family swim meet status". Below the title, it says "John Doe" and "Attending" with a green checkmark. There is a table with three rows of event information:

Event Number	Event Name	Age Group	Status
#17	25 Freestyle	Boys 9-10	--
#25	100 Individual Medley	Boys 9-10	--
#71	25 Butterfly	Boys 9-10	--

At the bottom left of the table is a green "Edit" button.

You can also view your attendance and entries in the mobile app.

The screenshot shows a mobile app interface for "Anderson Mill Baracudas at Steiner Ranch Stars Red". It displays a swimmer's profile "John Doe" with a yellow "JD" icon and a green checkmark indicating "Attending". Below this, it says "MEET SIGNUPS ARE CLOSED". There is a section titled "EVENTS OF INTEREST" with a dropdown arrow. Below this, it says "RELAY ENTRIES HAVE NOT YET BEEN PUBLISHED". There are three event entries, each with a yellow "JD" icon and the name "John Doe":

- Event 17: 25yd Freestyle, Boys 9-10 - Finals
- Event 25: 100yd Individual Medley, Boys 9-10 - Finals
- Event 71: 25yd Butterfly, Boys 9-10 - Finals

? Need to make a change to your attendance status or entries? If Meet Signups are still open, you can go back and edit your entries at any time.

The screenshot shows a mobile app interface with a date selector showing "SAT MAY 17". To the right of the date selector, it says "Anderson Mill Baracudas at Steiner Ranch Stars Red", "Bella Mar Pool 12401 Bella Mar Tr, Austin TX 78732". Below this, there is a green button with a question mark icon and the text "MEET ENTRY" and "EDIT" below it. An orange arrow points from the date selector to the button.

⊖ Once signups have closed, you can no longer make changes to your entries. However, if your swimmer will no longer be attending the meet please text **Michelle McMeekin (Team Coordinator) 815-739-6361**