# GSDA Coaches
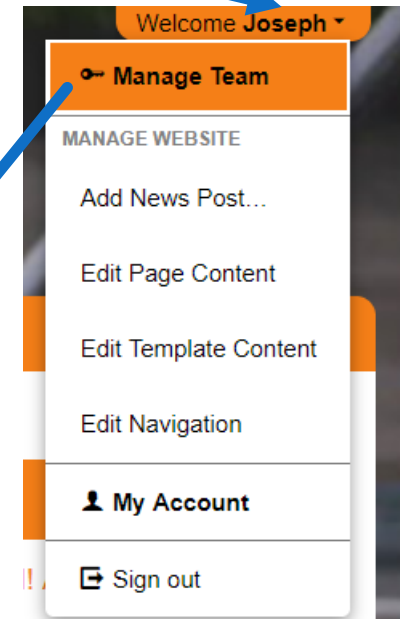# Meet Entries Training

May 12th & 13th 2021

# The Process

- Parents register athletes using you swim team website registration page.  (swimmers cannot be entered into meet until they are registered)
- Parents declare if athlete will be attending meet (optional depends on your team's policy).  Coach can always override
- Coach enters athletes into events via website when complete submits entries (ready to merge) by **2PM** on day of meet
- Host team or GDSA team manager (Mary or Rob) will assign lanes and merge entries from the 3 teams into meet.
- Updates can be made via change slips at host pool by 5:45pm.
- Results will be posted after the meet on your teams website and on the mobile app

# Meet Entries

▶ All entries will be created in Swimtopia Team Websites

▶ Ensure Swimmers Declared as Attending

▶ Enter up to 4 Swimmers/4 Relay Teams Per Event

▶ Relays entries can be generate at once

▶ Lane assignments are done as part of the merge process by host team or GDSA team manager (Mary)

# Getting Started

▶ Need user login (email / password) for your team site setup by your swim team admin

▶ Login then click on your name on top right and select Manage Team

▶ If you don't see manage team or schedule contact your team admin

# Easy to use interface

▶ Click on pen icon to left of athlete to edit all events for swimmer or Click Edit Entries to edit whole age group/gender at once

▶ Relays can be auto generated using fasted times on swimmers declared as attending

▶ See coaches guide for detail instructions

# Submit Entries

- Regular Season Meets
  - Entries linked through team website to Meet Maestro
  - Coach submits team entries via Entries->Merge/Export->Ready to merge->Save
- Semifinals
  - This year Semifinals meet entry process will follow regular process
  - 3 Entries per Team Individual Events
  - 2 Entries per Team Relay Events

# Reports

▶ Meet Maestro has several reports for meets and team.

▶



**Reports**

## 🏊 Swim Meets

- Meet Entries Matrix
- Meet Entries by Event
- Meet Entries by Athlete
- Meet Entry Fees
- Meet Participants
- Missing Entries (Undeclared)
- First Time Entrants
- Meet Absence Report
- Relay Report
- Proof of Times Report
- DQ Report

## 📣 Volunteering

- Volunteering Points Summary
- Volunteering Assignments Summary
- Volunteering Shifts Summary

## ⏱ Athlete Performance

- Top Times
- Top Relay Times
- Top Times (New)
- Top Relay Times (New)
- High Points
- High Points by Age Group
- Best Times
- Athlete Report Card
- Most Improved

## 📋 Athlete Information

- Athlete Roster
- Athlete Photo Roster
- Athlete Medical Conditions & Medications
- Emergency Contact Report
- Emergency Binder Report
- Parent Information
- Family Information
- Athlete Registration Numbers

## ☑ Registration

- Registration Details / Data Export
- Acknowledgement Summary Report
- Athlete Count By Age Group
- Seasons on Team
- Non-returning Athletes
- Rookie Athletes
- USA Swimming / LSC Registration

## 🏷 Merchandise

- Orders by Registration
- Order Summary by Item/Option
- Personalized Orders

/reports/top relay times new

# Schedule

▶ Schedule on GDSAswim.com website

| 12-July | 13-July | 14-July | 15-July | 16-July |
|---|---|---|---|---|
| Semis 10&Under @ CW Scratch: 4:45pm Warm-ups: 5:15pm Meet Start: 6:15pm | Semis 11&Over @ 4S Scratch: 4:45pm Warm-ups: 5:15pm Meet Start: 6:15pm | Semis 10&Under @ CW Rain Date | Semis 11&Over @ 4S Rain Date | |
| **19-July** | **20-July** | **21-July** | **22-July** | **23-July** |
| Finals @ PC Parade: 4:45pm Scratch: 5:10pm Warm-ups: 5:40pm Meet Start: 6:30pm | Finals @ PC Rain Date | | Download Schedule | |

## 2021 GDSA Season Schedule

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|
| 7-June | 8-June | 9-June | 10-June | 11-June |
| | MEET #1 CW - 4S - PC BYE: MN, FV | | MEET #2 FV - MN - 4S BYE: CW, PC | |
| 14-June | 15-June | 16-June | 17-June | 18-June |
| MEET #3 CW - PC - MN BYE: 4S - FV | | MEET #4 4S - FV - CW BYE: MN - PC | | |
| 21-June | 22-June | 23-June | 24-June | 25-June |
| | MEET #5 PC - CW - FV BYE: 4S, MN | | MEET #6 PC - MN - 4S BYE: FV, CW | |
| 28-June | 29-June | 30-June | 1-July | 2-July |
| MEET #7 PC - FV - MN BYE: CW, 4S | | MEET #8 MN - 4S - CW BYE: FV, PC | | |
| 5-July | 6-July | 7-July | 8-July | 9-July |
| | MEET #9 4S - FV - PC BYE: CW, MN | Semis Entries Due - by 7:00pm | MEET #10 CW - MN - FV BYE: 4S, PC | Semis Corrections Due by 7:00pm |