GSDA Meet Maestro Training

May 12th & 13th 2021

Before Meet

- After Entries Entered(Team Entries Due by 2:00pm) – Step to be completed by Mary Ollier or Rob Smith
  - Lock Entries
  - Merge Meet Entries
  - Assign Lanes for Each Team
- Run Meet
  - Will Need Internet Access at Pool
  - Suggest Using Chrome for Browser

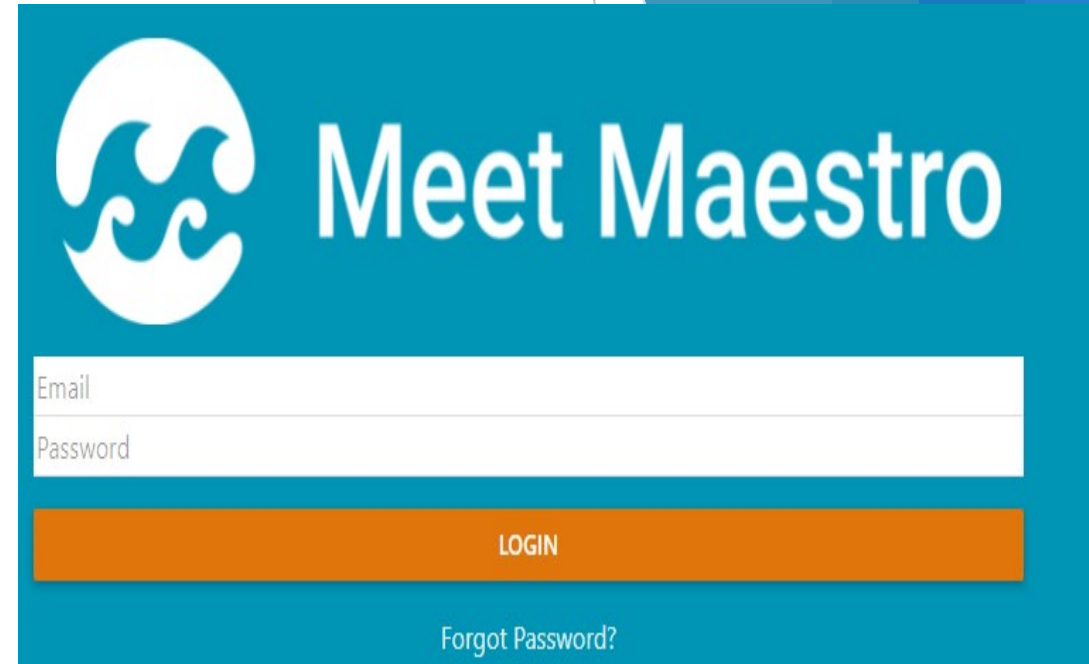# Getting Started – Run Meet

▶ Using Google Chrome go to https://maestro.swimtopia.com

▶ Login using your email/password for Swimtopia Account

▶ Select the appropriate meet

Before Meet

- ▶ Do Preliminary Checks
  - ▶ Ensure no more than 2 heats per event
- ▶ Make Any Changes After Teams Arrive
- ▶ Print Reports
  - ▶ Timer Sheets
    - ▶ Suggest 1 – 2 events per page
    - ▶ Up to 5 Events per page can be printed
  - ▶ Heat Sheets
    - ▶ Print Copies for Coaches, Head Referee, Asst. Referee, Starter & Announcer

During Meet

- ▶ Enter Times and DQs(If Applicable)

- ▶ Occasionally print team scores for announcer

- ▶ Print Award Labels for ribbons

- ▶ If GDSA Record set – Have Timer(s) sign timer sheet
  - ▶ Timer Sheet needs to be provided to Mary Ollier

Easy to use interface

▶ Running Team Scores

▶ Event Status Bar

   ▶ Blue – no times entered; Yellow – some times entered, Green – Event scored, White – No entries

▶ Click on athlete name to edit or scratch athlete

▶ Move swimmers to different lanes within heat by dragging and dropping the row to a new lane

▶ See scorers guide for detail instructions

After Meet

- Export Results to each team
- Save Hard Copies
  - Timer Sheets
  - DQ Slips