

# GSDA Meet Maestro Training

May 12<sup>th</sup> & 13<sup>th</sup> 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

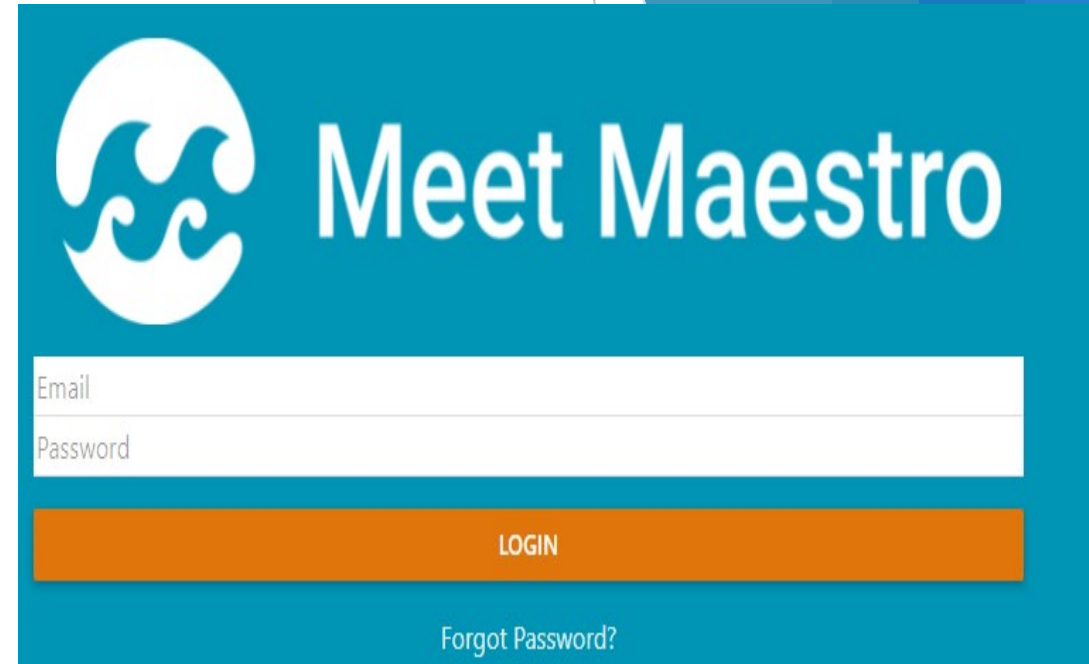
# Getting Started - Run Meet

- ▶ Using Google Chrome go to <https://maestro.swimtopia.com>
- ▶ Login using your email/password for Swimtopia Account
- ▶ Select the appropriate meet



The screenshot shows the Meet Maestro website interface. At the top, there is a teal header with the Meet Maestro logo and the text "Meet Maestro". Below the header, there is a white box containing a "Select a meet" section with a list of radio buttons and meet details. To the right of the list are two buttons: "CHANGE TEAM" and "SIGN OUT".

Select a meet	
<input type="radio"/> May 7, 2021	Test
<input type="radio"/> Aug 3, 2020	Four Seasons & Pinecrest at Marinole 08032020
<input type="radio"/> Jul 28, 2020	Fair Valley & Pinecrest at Marinole 07282020
<input type="radio"/> Jul 22, 2020	Fair Valley & Four Seasons at Pinecrest 07222020



The screenshot shows the Meet Maestro login form. It features a teal header with the Meet Maestro logo and the text "Meet Maestro". Below the header, there are two input fields: "Email" and "Password". Below the input fields is a large orange button labeled "LOGIN". At the bottom right of the form, there is a link labeled "Forgot Password?".

# 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

The screenshot displays the following interface elements:

- Event Header:** Avery Ranch Ranch Reunion @ Blue Wave, Session #1
- Event Details:** EVENT 16, 25YD FREESTYLE, Boys 7-8
- Event Status Bar:** Shows 'EVENT #15 SCORED' and heat numbers 4, 5, 6.
- Swimmer List:**

HEAT	TEAM	ATHLETE
2	WKWH	<a href="#">Kidduff, John (7)</a>
3	WKWH	<a href="#">Rohloff, Jack (8)</a>
4	WKWH	<a href="#">Oncale, Jeffery (7)</a>
5		ADD ENTRY
- Legend:** Blue - no times entered; Yellow - some times entered; Green - Event scored; White - No entries

## After Meet

---

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