

GDSA Coaches Directions Meet Entries Using Meet Maestro

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Table of Contents

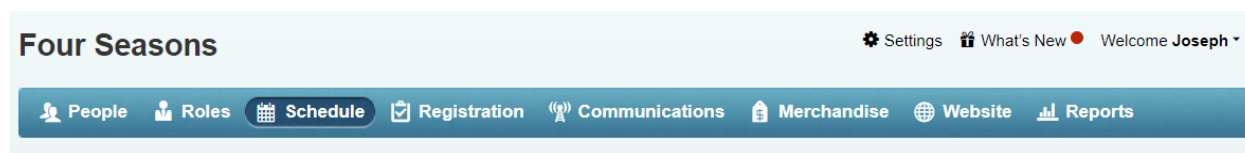
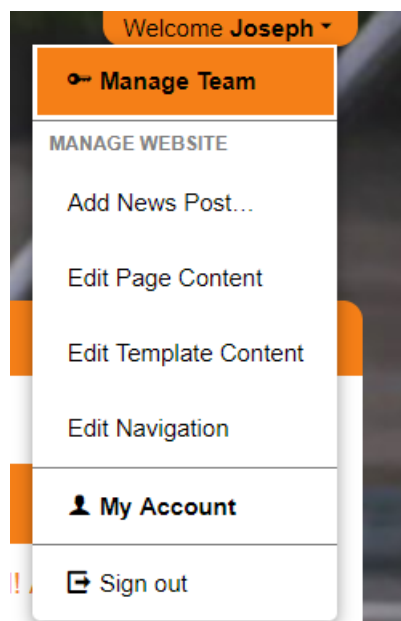
Getting Started with Meet Maestro	1
Meet Entries	2
Meet Entries Matrix	2
Bulk Editing View	3
Individual Athlete's Detail View	4
Relay Entries	4
Swim Up Individual Entries	7
Submit Entries	9
Submit Entries for Regular Season Meets	9
Export Meet Entries for Semifinals	9
Reports	11
Meet Entry Reports	11
Meet Entries Matrix	12
Appendix A Importing Hy-Tek Roster/Remove Duplicate Entries	13
Importing Roster & Time from Hy-Tek Team Manager	13
Removing Duplicate non-Matching entries from Registration and Imported Roster	14

Getting Started with Meet Maestro

To use Meet Maestro, you will need the following:

1. URL / Website of your Team. Note: all GDSA team websites are listed at <https://www.gdsaswim.com/> under the Teams tab.
2. You will need a user login (email / password) for your team site. If you do not have or know this contact your team's website administrator.
3. Your account must have permissions to access to manage meets.

Login with email address and password. You need to click on the “**Welcome <your name>**” at the top of the screen to select / click on “**Manage Team**” menu. This will bring up a new screen and menu bar and you should be able to select “**Schedule**” to view and update meet entries. If you do not see “**Manager Team**” or “**Schedule**” contact your website administrator to change your account permissions to gain access.



Meet Entries

Once meet signups are closed, the coach can review and edit all event signups (if allowed) and create new meet entries.

Meet Entries Matrix

Login to Team Website. Go to Manage Team(Upper Right Click on “Welcome [Name]”)> Schedule > [meet name] > Entries. There you'll see the meet entry matrix, which is all the meet entries for your roster by age group.

If you click the header of any column, the view will sort by that column, placing the fastest time at the top if you click an event for example.

You can also view and edit all the entries for that age group at once by clicking “Edit Entries.” See below.

Note: If not allowing parents to declare if attending meet or if parent didn't declare swimmer then you will need to select “attending” for each attending swimmer. This can be done under bulk editing through “Edit Entries”.

Note: To change declaration for an individual swimmer, click the pen to the right of swimmer's name.

Events

Entries

Results

Jobs & Shifts

Files

Individual Entries

Relay Entries

Reports

Export

Settings

Girls 6 & Under

Click to open the bulk editing view

« Previous

Girls 6 & Under

Next »

Group by status

Edit Entries

Athlete name	Age	# 1 100 Free Relay	# 13 25 Free	# 33 25 Back	# 45 25 Breast	# 57 25 Fly	Swim-up events
Qualifying Times		--	--	--	--	--	
✓ Athan, Rochelle	6	A-1	37.97	1:24.59	--	--	
✓ Ault, Lyn	6	A-2	38.03	48.18	--	--	
✓ Ault, Matilde	5	A-3	55.10	1:22.37	--	--	
✓ Joslin, Cathrine	6	A-4	56.85	54.92	43.25	--	
✓ Kalafut, Pilar	6	--	1:14.00	--	--	--	
✓ Mcduffie, Portia		--	44.31	59.71	--	--	#39 Girls 11-12 50 Back
Worden, Lucy	6	--	--	--	--	--	Swim-up event
Puleo, Nettle	6	--	39.89	1:12.15	1:22.13	--	
Sokoloff, Mandy	6	--	25.88	29.19	36.25	--	

Bulk Editing View

You can view and edit all the entries for that age group at once by clicking “Edit Entries.”

Events **Entries** Results Jobs & Shifts Files

Individual Entries Relay Entries Reports Export Settings

Return to the standard view [Previous](#) Girls 6 & Under [Go](#) [Next](#)

Sorted by “Availability” [Show Entries](#)

Girls 6 & Under

Athlete name	Age	#13 25 Free	#33 25 Back	#45 25 Breast	#57 25 Fly	Availability
Ault, Lyn	6	<input checked="" type="checkbox"/> 38.03	<input type="checkbox"/> 48.18	<input checked="" type="checkbox"/> 38.36	<input checked="" type="checkbox"/> 1:32.63	Attending
Ault, Matilde	5	<input checked="" type="checkbox"/> 24.96	<input checked="" type="checkbox"/> 36.70	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	Attending
Joslin, Cathrine	6	<input checked="" type="checkbox"/> 56.85	<input checked="" type="checkbox"/> 54.92	<input checked="" type="checkbox"/> 43.25	<input type="checkbox"/> NT	Attending
Kalafut, Pilar	6	<input checked="" type="checkbox"/> 1:14.00	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	Attending
Mcduffie, Portia	6	<input checked="" type="checkbox"/> 44.31	<input checked="" type="checkbox"/> 59.71	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	Attending
Worden, Lucy	6	<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Athan, Rochelle	6	<input type="checkbox"/> 37.97	<input type="checkbox"/> 1:24.59	<input type="checkbox"/> 50.69	<input type="checkbox"/> NT	Not attending
Puleo, Nettie	6	<input type="checkbox"/> 39.89	<input type="checkbox"/> 1:12.15	<input type="checkbox"/> 1:22.13	<input type="checkbox"/> NT	Not attending
Sokoloff, Mandy	6	<input type="checkbox"/> 25.88	<input type="checkbox"/> 29.19	<input type="checkbox"/> 36.25	<input type="checkbox"/> NT	Not attending

☐ Select All ☐ Select All ☐ Select All ☐ Select All

Save Entries Important: click this button to save your entries!

[Cancel](#)

Individual Athlete's Detail View

Click the “pencil” icon next to a swimmer’s name to manually edit that person’s entries, seed times and meet attendance status/preferences and to enter swim-up events. Entering a custom time uses that for the athlete’s seed time.

Portia McDuffie Attending this meet and available for ANY relays.

Please select up to 3 individual events.

Check to enter	Event	Best Time	Custom Time	Exh
<input checked="" type="checkbox"/>	#13 Girls 6 & Under 25 Free	44.31	<input type="text"/> <input type="button" value="↓"/>	<input type="checkbox"/>
<input type="checkbox"/>	#33 Girls 6 & Under 25 Back	59.71	<input type="text"/> <input type="button" value="↓"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#39 Girls 11-12 50 Back	--	<input type="text"/> <input type="button" value="↓"/>	<input type="checkbox"/>
<input type="checkbox"/>	#45 Girls 6 & Under 25 Breast	--	<input type="text"/> <input type="button" value="↓"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#57 Girls 6 & Under 25 Fly	--	<input type="text"/> <input type="button" value="↓"/>	<input type="checkbox"/>

Save **Cancel**

Show swim-up events: [Entered](#) **[Limited](#)** [All](#)

Click to show more swim-up events

Relay Entries

SwimTopia allows you to automatically generate teams according to your relay settings for all age groups by clicking the "Generate Relay Teams" button.

Relay selection is completely configurable so that you can generate all relays for an entire meet with the click of a button. By changing the relay entries settings, you help SwimTopia decide what order the swimmers are placed in your relays.

In each meet's Entries -> Relay Entries -> Relay Generation Preferences Edit, you can:

- Specify your preferred "freestyle relay order" to control the order in which the kids swim based on their relative times
- Control when/if swimmers should "swim-up" to fill out relay teams in older age-groups and under which conditions.

Relay Generation

Freestyle relay order strategy Traditional (2,4,3,1) ▼ ?

☒ Automatically swim-up athletes up to 1 ▼ years younger to fill relay teams

☒ Only swim-up if no other athletes in the event age-group are available

Save

Once your settings are in place, click the Generate Relay Teams button to have SwimTopia automatically assign the fastest combination of swimmers for all the relay events in a meet.







SwimTopia automatically picks the fastest 'A' relay from available athletes, then the fastest 'B' relay from the remaining athletes and so on, based on your swimmers' times and your relay settings entered.


1 — Girls 6 & Under 100 Freestyle Relay			
A	Rochelle Athan (6), Lyn Ault (6), Matilde Ault (5), Cathrine Joslin (6)	3:07.95S	Edit Delete
Add Relay Team			
2 — Boys 6 & Under 100 Freestyle Relay			
A	Ed Bray (6), Jonathon Athan (5), Dale Kreiser (6), Rudolph Vollmer (6)	3:17.55S	Edit Delete
B	Jack Jones (5), Adam Lambert (5), Bam Flintstone (6), Paul Moring (6)	NT	Edit Delete
Add Relay Team			

Relay teams can be edited to add/remove swimmers (and specify swim-up ages), change the relay order, and rearrange swimmers within the relay.





Girls 6 & Under 100 Freestyle Relay

Free

Name	Age	Time
 Athan, Rochelle	6	37.97
 Ault, Lyn	6	38.03
 Ault, Matilde	5	55.10
 Joslin, Cathrine	6	56.85
Kalafut, Pilar	6	1:14.00
Mcduffie, Portia	6	44.31
 Puleo, Nettie	6	39.89
 Sokoloff, Mandy	6	25.88
Worden, Lucy	6	--

A 

Relay team

Name	Age	Est. Split
1 Free: Athan, Rochelle	6	37.97 
2 Free: Ault, Lyn	6	38.03 
3 Free: Ault, Matilde	5	55.10 
4 Free: Joslin, Cathrine	6	56.85 
5 Alt:		
6 Alt:		
7 Alt:		
8 Alt:		

☐ Show swim-up athletes up to years younger

Age Sum: 23
☐ Exhibition entry

Est. Seed Time

Save

Cancel

Available swimmers for any relay, based on your relay and meet entries settings, are shown (if available) in the pane on the left. If they are not available to assigned to the relay, they are dimmed.

Swimmers currently assigned to the relay are shown in the pane on the right. "Locked" relays will not be changed when the Generate Relay Teams button is used again.

Swim Up Individual Entries

Events Entries Results Jobs Files

Individual Entries Relay Entries Reports Export Settings

Girls 13-14 « Previous Girls 13-14 Next » [Edit Entries](#)

☒ Group by status

Athlete name	Age	# 9 200 Medley Relay	# 21 50 Free	# 29 100 IM	# 41 50 Back	# 53 50 Breast	# 65 50 Fly	# 75 200 Free Relay	Swim-up events
Qualifying Times		--	44.00	2:00.00	55.00	1:00.00	1:00.00	--	
✓ Aulies, Clara	13	--	42.13	2:25.22	55.41	58.59	--	B-4	#11 Women 15-18 200 Medley Relay (A-8)
✓ Henshaw, Kylie	13	A-2	42.47	--	--	51.18	--	B-1	
✓ Dobberty, Becky	14	--	40.24	--	53.91	58.18	54.30	A-2	
✓ Horton, Mayme	13	--	48.38	2:46.83	55.91	1:32.02	59.25	--	#11 Women 15-18 200 Medley Relay (A-7)
✓ Huntsman, Gwela	14	--	44.27	--	51.71	55.50	--	B-2	#11 Women 15-18 200 Medley Relay (B-5)
✓ Moala, Indis	14	--	45.84	--	54.70	--	--	B-3	
✓ Moring, Lyn	14	A-1	40.97	43.10	46.72	51.38	1:00.81	A-3	
✓ Perley, Juanita	14	A-3	38.00	1:37.79	--	51.85	56.59	A-4	#23 Women 15-18 50 Free
✓ Taft, Cora	14	⊗	39.00	1:49.00	48.97	1:01.11	54.02	A-1	
✓ Tart, Lorri	13	--	41.60	1:50.37	51.88	57.40	--	⊗	#11 Women 15-18 200 Medley Relay (A-5)
⊗ Es, Pebbles	13	⊗	--	--	--	--	--	⊗	
⊗ Horton, Lyn	13	⊗	1:06.53	--	1:16.44	--	--	⊗	
⊗ Radtke, Lyn	13	⊗	1:02.00	--	--	--	--	⊗	
⊗ Smith, Pebbles	14	⊗	--	--	--	--	--	⊗	

Annotations in image:

- Exhibition Entry**: Points to the # 53 50 Breast column.
- Alternate Entry AND Non-Qualifying Time**: Points to the # 21 50 Free column.
- Bonus Event**: Points to the # 29 100 IM column.
- Individual Swim-Up Event**: Points to the Swim-up events column.
- Click to edit the Athlete's Entry**: Points to the pencil icon next to the athlete's name.

The Meet Entries Individual Entries tab. Light green indicates “Declared to be attending”, dark green indicates the Athlete is entered into that event, grey indicates not eligible. Other indicators are “A” for Alternate. Also indicated are Swim-Ups in the right-most column for both Individual and Relay events. The Relay shows which relay and which position in that relay. If the position is 5 or higher, that Athlete is an alternate.

To set an athlete’s entry as a Swim-Up, you’ll need to click the pencil next to the Athlete’s name. You’ll be presented with the entries for that Athlete.

Juanita Perley Attending

Please select up to 3 individual events.

Check to enter	Event	Best Time	Custom Time	Exh Alt Bon
<input type="checkbox"/>	#21 50 Free Girls 13-14	38.00	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	#23 50 Free Women 15-18	38.00	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	#29 100 IM Girls 13-14	1:37.78	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	#41 50 Back Girls 13-14	--	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	#53 50 Breast Girls 13-14	51.85	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	#65 50 Fly Girls 13-14	36.59	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Swim-up Entry

Show swim-up events: [Entered](#) | [Limited](#) | [All](#)

Click "All" to see every possible event to swim-up

To see the events the athlete could swim-up in, click the "All" link.

Click the checkboxes for the Events you want to enter the Athlete in and Alternate and click "Save".

Submit Entries

Submit Entries for Regular Season Meets

Once entries complete and ready for submission. Reminder: Meet Entries must be submitted by 2:00pm day of meet. Go to **Entries > Merge/Export** and set “Lock out all entry changes” to On. This will prevent anyone from making any changes to the meet entries. After locking entries, check the box next to “**Ready for Merge**” and **Save** your selection. The host team will be able to see you have submitted your entries

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports **Merge/Export**

On Lock out all entry changes?

Lock out all entry changes to avoid losing any changes after entries are merged or exported.

Merging Entries

When using SwimTopia for meet management, every team competing in the meet must indicate their entries are "ready to merge" before entries can be combined and seeded. (The home team is responsible for merging the meet entries.)

Merge Status: **MERGED**

Competitor Status

Blue Team: ☒ Ready to Merge

Red Team: ☒ Ready for Merge? **Save**

Merge Meet Entries

Export Meet Entries for Semifinals

From **Manage Team > Schedule > Meet > Entries > Merge/Export**:

- Lock entries
- Download the **Meet Entries** (.zip compressed .hy3 format) file to your local drive
- Download the **Team Entries** (.zip compressed .hy3 format) file to your local drive

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports **Merge/Export**

On Lock out all entry changes?

Meet Entries Exports

When using a system other than SwimTopia for meet management, you'll need to share entry files with with your meet host. Entry files for different systems are provided below, along with a roster file for your team.

 [Meet Entries - Hy-Tek format \(.zip/.hy3\)](#)  

Meet Entries Exports

When using a system other than SwimTopia for meet management, you'll need to share entry files with with your meet host. Entry files for different systems are provided below, along with a roster file for your team.

 [Meet Entries - Hy-Tek format \(.zip/.hy3\)](#) 

 [Meet Entries - SDIF format \(.zip/.sd3\)](#) 

 [Team Roster - Hy-Tek format \(.zip/.hy3\)](#)  

Email both files ("Meet Entries – Hy-Tek format" and "Team Roster – Hy-Tek format") to Mary at **mojollier@donet.com**

Reports

Some “quick view” reports can also be found within the meet itself, under **Schedule > Select Meet Name > Entries > Reports**, but the more robust reports (including CSV downloads) are found under the “Reports” tab in your Manage Team interface.

Saving Reports in PDF Format

For both SwimTopia and Meet Maestro reports you can save reports in PDF format through your computer’s print function:

- Click “Print”
- For “Destination,” click “Change”
- Select “Save as PDF”

Meet Entry Reports

To generate a Meet Entry Report by swimmer in alphabetical order, go to **Manage team > Reports > Meet Entries By Athlete** then select the meet and choose your desired report options, check “Only include attending athletes.” When you hit Generate Report, you can then Print or Download to CSV and edit to meet your desired print specifications.

Reports » Meet Entries by Athlete

Criteria

Selected meet: Dolphins vs. Gators

Gender: ☒ All ☐ Female ☐ Male

Minimum Age: Maximum Age:

Include events: Individual & Relay Events

☒ Only include attending athletes

☐ By age group

☐ Include registration number

Generate Report

Print...

[Download Meet Entry Data \(CSV\)](#)

Meet Entries Matrix

It may be helpful to run the Meet Entry Matrix report, which shows a summary of all entries and times per age group. Go to **Manage team > Reports > Meet Entry Matrix**, then select the meet and choose your desired report options, check “Only include attending athletes.” When you hit Generate Report and select to “Print,” the report will format for the page and print in black and white.

Dolphins Swim Team
Meet Entries Matrix
 Dolphins vs. Gators — 2011-06-18
 Age Up Date: 2011-06-01 — Course: SC Meters

Group by status
☐ Show athlete numbers

Girls 6 & Under

Athlete name	Age	# 1 100 Free Relay	# 13 25 Free	# 33 25 Back	# 45 25 Breast	# 57 25 Fly	Attendance	Swim-up Entries
Qualifying Times		--	--	--	--	--		
Ault, Lyn	6	A-1	1/3 38.03	2/4 1:32.63*	38.36*	1:32.63*	Attending	
Ault, Marilee	5	A-4	24.96	36.79	--	--	Attending	
Jones, Janie Sue	6	--	--	--	--	--	Attending	
Joslin, Cathrine	6	A-3	56.85	54.92	43.25	--	Attending	
Kalefut, Pilar	6	--	1:14.00	--	--	--	Attending	
Moduffie, Portia	6	A-2	44.31	55.71	--	--	Attending	

Appendix A Importing Hy-Tek Roster/Remove Duplicate Entries

Importing Roster & Time from Hy-Tek Team Manager

STEP 1: Export Team Roster & Time History from Hy-Tek Team Manager

- From the **File menu**, go to **Export > Generic MS Access**
- Be sure to select the option to export **athlete information, individual and relay results** and **click OK** to save the file. The file name should end in ".mdb".
- The resulting file will begin with "GenericData" and end with ".mdb". E.g., "GenericDataMosasaurs.mdb". If the name doesn't resemble that, double check the steps above to make sure you are performing an export.

STEP 2: Upload the File to SwimTopia

NOTE: The below steps may require admin permissions. If needed contact your team site administrator to perform the following steps.

- Go to **Manage Team > Settings > Uploaded Files**
- Click **Add File** and choose the export file you just created on your local hard drive
- Click **Save**
- Send an email to help@swimtopia.com to notify us that there is a file waiting that needs importing (we are *not* automatically notified when you upload files to this area and these files are *not* automatically imported)
- Turnaround time for uploading new team history files is usually 24 hours.
- **If you have any problems uploading your file to this area of the site, email help@swimtopia.com for other options.**
- For additional help Search Swimtopia help center for “Importing Time Roster and History” or use following link:
- <https://help.swimtopia.com/hc/en-us/articles/200783358-Importing-Team-Roster-and-Time-History>

Removing Duplicate non-Matching entries from Registration and Imported Roster

NOTE: The below steps may require admin permissions. If needed contact your team site administrator to perform the following steps.

- Imported Athletes may not match registered users. (e.g. Joseph vs. Joe). Use following to merge duplicate entries
- Manage Team->Settings->Data Maintenance Tools->De-duplicate Athletes button.
- Left side show registration name, right side shows imported Hi-Tek name.
- You can flip the merge by selecting the name entry you want to use.
- Press Merge button to complete merge.

NOTE: Continue to check back on this as athletes are registered for the season.