

GDSA Computer Scorer Directions Running a Meet Using Meet Maestro

Last Updated: July 29, 2020

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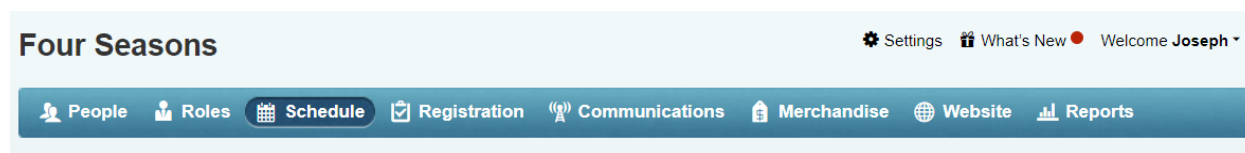
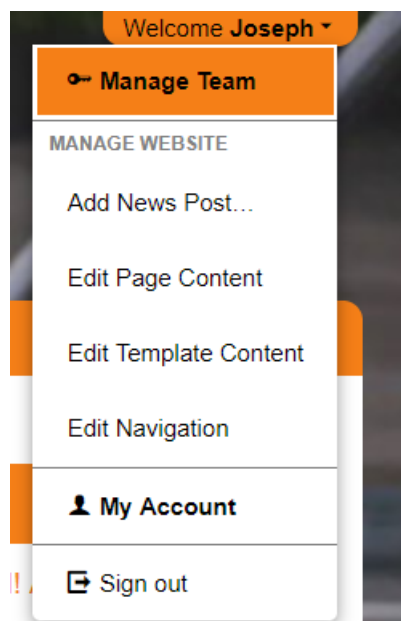
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Getting Started with Meet Maestro

To use Meet Maestro or your Swimtopia Team Website, 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.



Prior to Meet

Entry Merge

After all meet entries are completed, it's time to close entries and signal that you're ready to merge. Login to Team Website. Go to Manage Team(Upper Right Click on "Welcome [Name]")> Schedule > [meet name]

Steps 1 – 4 will be executed by the Home Team.

- 1. 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, **2. Using the slider insure the home team is set to "Ready"**

All teams in the meet must be "Ready for Merge" before the "Merge Meet Entries" button is enabled (button will only display for the Home team).

Status **Meet Setup** **Entries** **Merge/Export** **Results** **Jobs** **Files**

On ☐ **Lock out all entry changes**

Meet Maestro **Downloads**

When using [Meet Maestro](#) 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: **NOT MERGED**

Linked Teams	Status	Record Books
Crestwood Cobras Swim Team	<input checked="" type="checkbox"/> Ready to Merge 76 Athletes · 197 Entries	
Fair Valley Fins	<input checked="" type="checkbox"/> Ready to Merge 86 Athletes · 216 Entries	
Four Seasons Tiger Sharks	<input checked="" type="checkbox"/> Ready	Select Record Books

Build Maestro Meet **Upload File**

Import data from non-SwimTopia teams

Clicking the "Merge Meet Entries" button opens a dialog with options for the Merge (some of these options will be disabled, based on the league's Meet Template "Seeding & Scoring" settings).

3. Check Virtual Meet and Pool Configuration.

Merge Meet

Lane Assignment

Individual Events
assign lanes (next step)

Relay Events
assign lanes (next step)

☒ Build as Virtual Meet (session per team)

Pool Configuration

Course (pool length)
S - Short Course Meters (25m)

Lane count
6

Cancel
Next >

If the meet is **Virtual** you must check the “Build as Virtual Meet” check box. This will create a separate session for each team so their meet can be ran an entered independent of the other teams. Course should be S – Short Course 25m and Lane count should be 6.

4. Enter Lane Assignments for each team.

Assign Lanes

Team	Individual	Relay
Crestwood Cobras Swim Team	1,4	1,4
Fair Valley Fins	3,6	3,6
🏠 Four Seasons Tiger Sharks	2,5	2,5

< Back
Cancel
Merge

Enter the lane assignment for each of the teams. Home team is always lanes 2 and 5. First team listed is lanes 1 and 4 the third team is lanes 3 and 6. Press the merge button. The following screen will appear indicating merge in process.

Status
Meet Setup
Entries
Merge/Export
Results
Jobs
Files

On
Lock out all entry changes

Meet Maestro
Downloads

When using [Meet Maestro](#) 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: **NOT MERGED**

Linked Teams	Status	Record Books
Crestwood Cobras Swim Team	Ready to Merge 76 Athletes · 197 Entries	
Fair Valley Fins	Ready to Merge 86 Athletes · 216 Entries	
Four Seasons Tiger Sharks	On Ready	Select Record Books

Importing data for Crestwood Cobras

Once complete you will see the following screen with the Meet Maestro button present.

Crestwood & Fair Valley at Four Seasons 07302020
Edit
Copy

July 30th, 2020 SC METERS
 6:30 PM
 Job Signup OPEN
 Athlete Signup CLOSED

Meet Maestro

Status Meet Setup Entries Merge/Export Results Jobs Files

☒ Lock out all entry changes

Meet Maestro
Downloads

When using [Meet Maestro](#) 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

Linked Teams	Status	Record Books
Crestwood Cobras Swim Team	Not ready	
Fair Valley Fins	Not ready	
🏠 Four Seasons Tiger Sharks Off Not Ready Select Record Books		

Rebuild in Meet Maestro
Upload File

Disabled until all teams are ready
 Import data from non-SwimTopia teams

Once the home team merges the entries for the meet, all "Ready to Merge" checkboxes are automatically unchecked – this is to prevent the home team from re-merging without the visiting team’s consent.

5. The “Meet Maestro” button is now enabled. Clicking on this button will launch Meet Maestro in a new window (we suggest using a Chrome browser).

For **Virtual Meets** prior to running reports and running the meet each team will need to go into Meet Maestro and change the lane assignments to the lanes that will be used during their session (e.g. Lanes 2 and 5).

Running the Meet

In order to Run a meet, you must Login into your Team's website and your team must be the Home team for the meet. **Chrome** should be used to bring up the website and run the meet. Meet Maestro is NOT compatible with the web browser Internet Explorer. We suggest running Meet Maestro in Chrome. Schedule->Click on the meet name->Entries->Merge/Export-> Meet Maestro button. The Meet Maestro button will bring up a new window and you will need to login again with your username and password.

Note: Multiple users, including admins on any of the participating teams, may then click "Meet Maestro" to see the meet in Meet Maestro and run reports. The meet may be open in multiple browsers concurrently.

Connection: You will need a live internet connection to use Meet Maestro. A phone hotspot can be used if there are connection issues. If internet connection is lost. Timing results can still be entered. Meet Maestro will keep these results in pending status until internet connection restored. Once internet connection restored, Meet Maestro will automatically save pending results to the cloud.

Concurrent Data Entry: Multiple team admins, from any of the participating teams, can click on "Meet Maestro" to open the meet on multiple computers for concurrent data entry. It is not recommended to have multiple people entering data in the same event at the same time, but, for example, having one computer open to enter boys' event times and one open to enter girls' event times could be helpful.

Re-Accessing the Meet: If you close your browser or tab and need to return to your meet in Meet Maestro you can do that by checking "Run Meet" again in SwimTopia (do NOT re-merge the meet, or this will create a new blank meet).

Product Updates: We are continually making updates to Meet Maestro. If you see a "Download New Version" button on your dashboard, click on this button to receive the latest updates (you will not lose data).

If performing a virtual meet you must select your team's session when you enter Meet Maestro

Crestwood & Fair Valley at Four Seasons 07302020 July 30, 2020

Four Seasons

EVENT 1 100M MEDLEY RELAY Girls 8 & Under

HEAT 1

Standings	WOMEN	MEN	COMBINED
Fair Valley Fins	0	0	0
Crestwood Cobras	0	0	0
Four Seasons	0	0	0

1 Saved

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	RESULT TIME	DQ	VIRTUAL MEET OFFICIAL TIME SCYLISTERS	HEAT PLACE	PLACE	PTS
1		ADD ENTRY										
2	4S	4S A	2:13.27									
3		ADD ENTRY										
4		ADD ENTRY										
5	4S	4S B	2:51.11									

Note: When running reports you also need to select your team and session prior to running the report.

Individual Swimmer Event Changes

Athlete update options are found under Meet Maestro Settings (gear icon).



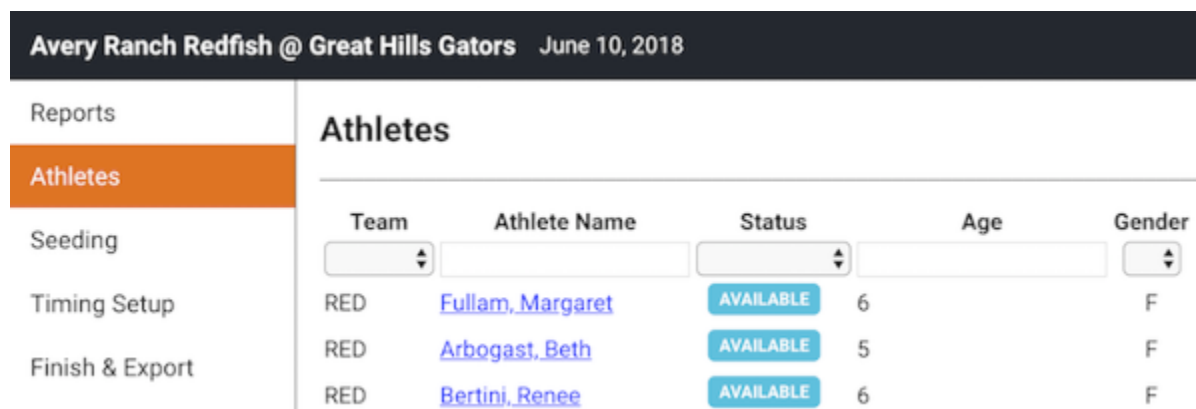
Avery Ranch Redfish @ Great Hills Gators June 10, 2018

Session #1

EVENT 1 100M FREESTYLE RELAY Girls 6 & Under

HEAT < 1 >

Standings	WOMEN	MEN	COMBINED
Red Team	5.5	8	13.5
Wahoos	5.5	0	5.5



Avery Ranch Redfish @ Great Hills Gators June 10, 2018

Reports

Athletes

Seeding

Timing Setup

Finish & Export

Team	Athlete Name	Status	Age	Gender
RED	Fullam, Margaret	AVAILABLE	6	F
RED	Arbogast, Beth	AVAILABLE	5	F
RED	Bertini, Renee	AVAILABLE	6	F

The Athletes tab allows you to search for athletes by:

- Team
- Athlete Name
- Status/Attendance
- Age
- Gender
- or any combination of those

When you click on an athlete's name here, or anywhere else within Meet Maestro, you will see an athlete information box, where you can:

- Scratch the athlete from events individually
- Scratch the athlete from all events at once
- Change the athlete's Heat and/or Lane
- Change the athlete's Entry Time

Fullam, Margaret (6)

☐ Show swim-up events

RED

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	5	4	#13 25m Freestyle Girls 6 & Under	26.76	<input type="checkbox"/>
<input type="checkbox"/>			#25 100m IM Girls 10 & Under		<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	3	#33 25m Backstroke Girls 6 & Under	35.09	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	5	#45 25m Breaststroke Girls 6 & Under		<input type="checkbox"/>
<input type="checkbox"/>			#57 25m Butterfly Girls 6 & Under		<input type="checkbox"/>

SCRATCH ATHLETE

CANCEL

SAVE

Fullam, Margaret (6)

☐ Show swim-up events

RED

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	5	4	#13 25m Freestyle Girls 6 & Under	26.76	<input type="checkbox"/>
<input type="checkbox"/>			#25 100m IM Girls 10 & Under		<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	3	#33 25m Backstroke Girls 6 & Under	35.09	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	5	#45 25m Breaststroke Girls 6 & Under		<input type="checkbox"/>
<input type="checkbox"/>			#57 25m Butterfly Girls 6 & Under		<input type="checkbox"/>

Scratch this athlete from all events?

CANCEL

SCRATCH

Scratching Athletes From All Events: Clicking “Scratch Athlete” reveals a confirmation box to make sure you want to scratch the athlete from all entered events.

“Add Entry” Individual Event

Clicking the “Add Entry” button in any open lane within a heat opens a window to quickly add a swimmer to that heat and lane. In this window, select the desired team, then the desired athlete, input an entry time and click Save.

EVENT

21

50M FREESTYLE
Girls 13-14

HEAT

< 1 >

LANE

Standings

Red Team

Wahoos

LANE	TEAM	ATHLETE
1		ADD ENTRY
2		ADD ENTRY
3	RED	Rasp, Cathrine (13)
4	RED	Schexnayder, Dara (13)
5		ADD ENTRY
6		ADD ENTRY

#21 Girls 13-14 50m Freestyle

Team *

WKWH Wahoos

☐ Show swim-up athletes

HEAT

1

LANE

5

Athlete (Age) *

Pangelinan, Lorri (14)

ENTRY TIME

34.78

EXH

CANCEL

SAVE

Note: when you “Add Entry,” it’s expected that the computer operator has a specific athlete to enter in mind. Meet Maestro currently allows adding any swimmer on the roster, without regard to attendance selections in SwimTopia, participation in another heat/lane in the same event, or eligibility for participation. To cross-check a swimmer's attendance/participation and seed times, you can either have

another browser window open to each team's meet entries matrix screen in SwimTopia, or have the printed Meet Entry Matrix report handy.

Editing Individual Entries

To edit any or all of the entries for any athlete, including adding or removing swimmers to/from events, click the linked Athlete Name. In the opened window check the box to ENTER an event, input desired heat, lane and entry time, then click Save.

The screenshot shows the 'Plude, India (15)' athlete entry window. The window is titled 'Plude, India (15)' and 'WKWH'. It contains a table with columns: ENTER, HEAT, LANE, EVENT, ENTRY TIME, and EXH. The table lists the following events:

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	1	2	#23 50m Freestyle Women 15-18		<input type="checkbox"/>
<input type="checkbox"/>			#31 100m IM Women 15-18		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	5	#43 50m Backstroke Women 15-18		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	1	#55 50m Breaststroke Women 15-18		<input type="checkbox"/>
<input type="checkbox"/>			#67 50m Butterfly Women 15-18		<input type="checkbox"/>

At the bottom of the window, there is a 'SCRATCH ATHLETE' button (in red), a 'CANCEL' button, and a 'SAVE' button (in blue). A green 'Saved' message is visible in the top right corner of the window.

Unchecking the box next to an event will remove the athlete from that event, and “Scratch Athlete” at the bottom of the box will scratch the athlete from all events in the meet.

Clicking “Scratch Athlete” reveals a confirmation box to make sure you really mean to scratch the athlete.

Plude, India (15)

WKWH

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	1	2	#23 50m Freestyle Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>			#31 100m IM Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	5	#43 50m Backstroke Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	1	#55 50m Breaststroke Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>			#67 50m Butterfly Women 15-18	<input type="text"/>	<input type="checkbox"/>

Scratch this athlete from all events?

CANCEL

SCRATCH

“Add Entry” Relay Event

When clicking the “Add Entry” in a relay event, you are prompted to select a team on the first screen.

#12 Men 15-18 200m Medley Relay

Select Team *

WKWH Wahoos

CANCEL NEXT

2:39.83

In the second step of Adding a Relay, select the Relay Team letter (e.g. A, B or C) and the Relay Athlete for each Leg. Input an Entry Time and click Save.

Avery Ranch Redfish @ Great Hills Gators June 10, 2018

EVENT 8 200M MEDLEY RELAY Boys 11-12

HEAT LANE Standings

1

LANE	TEAM	ATHLETE
1	WKWH	WKWH.C
2	RED	RED.B
3	RED	RED.A
4	WKWH	WKWH.A
5	WKWH	WKWH.B
6	ADD ENTRY	

#8 Boys 11-12 200m Medley Relay

RED

C Relay Team ☐ Show swim-up athletes



LEG	ATHLETE (AGE)
1	Hoard, John (12)
2	Luthy, Mark (11)
3	Wimer, Preston (11)
4	Vollmer, Adam (12)

☐ Exhibition

ENTRY TIME 2.35.43

BACK CANCEL SAVE

Tip: Hovering your mouse over the name of the Relay Team will display the names and ages of all relay athletes in leg order.

3	 FAST FAST A	1:09.00
4	 FAST FAST A	1:09.00
5	 SFS3 SFS3 B	2:11.34
6	ADD ENTRY	
7	ADD ENTRY	
8	ADD ENTRY	

1. Malachi Kuvalis (11)
 2. Maryse Heaney (11)
 3. Brendon Labadie (11)
 4. Harvey Ullrich (11)

Note: when you “Add Entry,” it’s expected that the computer operator has specific athletes to enter in mind. Meet Maestro currently allows adding all swimmers on the roster, without regard to attendance selections in SwimTopia, participation in another relay in the same event, or eligibility for participation. To cross-check a swimmer's attendance/participation and seed times, you can either have another browser window open to each team’s meet entries matrix screen in SwimTopia, or have the printed Meet Entry Matrix report handy.

Editing and Deleting Relay Entries

Clicking the Relay Team name opens the Edit Relay interface.

EVENT 100M MEDLEY RELAY
Girls 7-8

1

LANE	TEAM	ATHLETE
1	ADD ENTRY	
2	WKWH WKWH C	
3	WKWH WKWH A	
4	WKWH WKWH B	
5	WKWH WKWH D	
6	ADD ENTRY	

#3 Girls 7-8 100m Medley Relay
WKWH Wahoos

C ▾ Relay Team

LEG	ATHLETE (AGE)	
1	Beazley, Isabell (8)	x ▾
2	Beazley, Phillis (8)	x ▾
3	Kilduff, Mindy (8)	x ▾
4	Mckenney, Christal (7)	x ▾

HEAT LANE

1 2

ENTRY TIME

2:56.52

EXH

☐

DELETE
CANCEL
SAVE

	WOMEN	MEN	COMBINED
	112	78	190

HEAT PLACE PLACE PTS

2

7

3

The Edit Relay interface makes it easy to switch out any of the relay team members or move teams to another heat/lane (example - diving board blocking lanes). The Heat/Lane fields are editable.

To delete the Relay, click the “Delete” button. Clicking “Delete” reveals a confirmation box to make sure you really mean to delete the relay.

#3 Girls 7-8 100m Medley Relay

WKWH Wahoos

C ▼ Relay Team

LEG	ATHLETE (AGE)	
1	Beazley, Isabell (8)	x ▼
2	Beazley, Phillis (8)	x ▼
3	Kilduff, Mindy (8)	x ▼
4	Mckenney, Christal (7)	x ▼

HEAT	LANE	ENTRY TIME	EXH
1	2	2:56.52	<input type="checkbox"/>

Delete this relay?

CANCEL

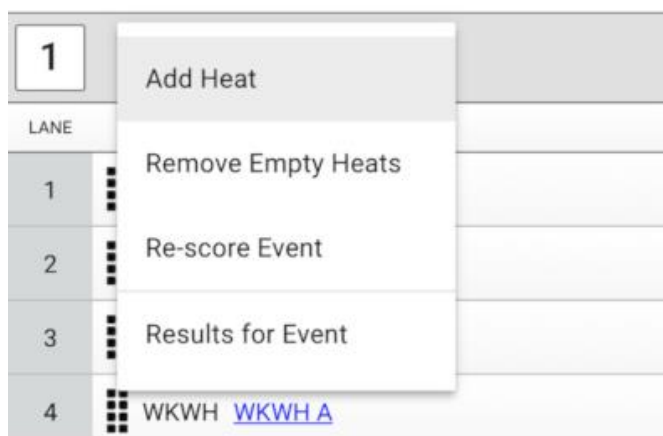
DELETE**Deck Change Notification**

If an admin makes a meaningful change to an entry, such as adding a new entry, making a lane change, or changing to exhibition, the record/row will be marked with a 'red' dogear on the right side.

3	BLUE BLUE E	2:15.67	<input type="checkbox"/>	–
4	RED RED A	2:17.81	<input type="checkbox"/>	–

Heat Actions Dropdown Menu

Use the drop down menu at the end of the list of heats to Add Heat, Remove Empty Heats, Re-score Event or Print Results for that one event.



Re-score Event Tip: Normally your events will score automatically as soon as all data is input for all scoring heats in the event. If for any reason, your event is stuck in a “partial” update (yellow) state even though all the data is input, the re-score event option will force the event to score if it failed to do so automatically (it’s rare, but can happen in some scenarios).

Reports

Pre-Meet Reports are found under Meet Maestro Settings (gear icon).

Avery Ranch Redfish @ Great Hills Gators June 10, 2018				Session #1		
	EVENT 1	100M FREESTYLE RELAY Girls 6 & Under	HEAT	LANE	Standings	
			< 1 >		Red Team	5.5 8 13.5
					Wahoos	5.5 0 5.5

Generate necessary reports, like the heat sheet, by clicking on the report headings. Pre-meet reports are in the left hand column. Each report will provide Sort & Display Options, and can be downloaded and/or printed.

Red @ Blue June 17, 2017	
Reports	Reports
Athletes	HEAT SHEET RESULTS
Seeding	PSYCH SHEET AWARD LABELS
Timing Setup	TIMER SHEETS IMPROVEMENT LABELS
Finish & Export	SESSION REPORT PARTICIPATION LABELS
	ENTRY LABELS TEAM SCORES
	ATHLETE CHECK-IN

Note for **Virtual** Meets you need to select your team and session before printing the reports.

PRINT

SORT & DISPLAY OPTIONS

Columns: 2 ☐ Paginate by Team & Age Group ☐ Hide Entry Times ☐ Show Est. Start Times DISPLAY SPONSORS FOR None

FILTERS

EVENTS	AGES	GENDER	EVENT TYPE	TEAM	SESSION
to	to	All	All	4S Four Seasons Tiger Sharks	Four Seasons

TIMER SHEETS: Print timer sheets for each lane. Choose 1 or 2 events per page. Note for **Virtual** Meets you only need to printer your two lanes (e.g. Lanes 2 and 5).

GDSA Computer Scorer Guide July 2020

 **PRINT** CLOSE X

SORT & DISPLAY OPTIONS

Events per Page: 2 ▾

FILTERS


EVENTS	LANES	EVENT TYPE
14	to	All ▾

August 6, 2018 4:54 PM SwimTopia Meet Maestro™ Page 1 of 28
Avery Ranch Redfish @ Blue Wave
April 24, 2018

#14 Boys 6 & Under 25yd Freestyle

Lane 1	Heat 1	No Swimmer							
Lane 1	Heat 2	Derrigo, Daniel (5)	WKWH	39.68					
Lane 1	Heat 3	Jines, Eric (5)	WKWH	33.75					
Lane 1	Heat 4	Luthu Phello (6)	WKWH	29.92					

HEAT SHEETS: Print enough heat sheet sets for officials, coaches, and announcer (roughly 16). Choose either 2 or 3 columns.

 **PRINT** CLOSE X

SORT & DISPLAY OPTIONS

Columns: 2 ▾ ☒ Paginate by Team & Age Group ☐ Hide Entry Times ☐ Show Est. Start Times


FILTERS

EVENTS	AGES	GENDER	EVENT TYPE	TEAM
to	to	All ▾	All ▾	TW Waves Blue Team ▾

All

TW Waves Blue Team

SHKS Sharks Red Team

 **PRINT** CLOSE X

SORT & DISPLAY OPTIONS

Columns: 2 ▾ ☐ Hide Entry Times ☐ Show Est. Start Times

FILTERS

EVENTS	AGES	GENDER	EVENT TYPE	TEAM
to	to	All ▾	All ▾	All ▾

August 6, 2018 4:47 PM

SwimTopia Meet Maestro™
Avery Ranch Redfish @ Blue Wave
April 24, 2018

Page 1 of 12

#1 Girls 6 & Under 100yd Freestyle Relay

Heat 1 of 1

2	WKWH	B	NT
3	WKWH	A	1:58.00
4	WKWH	C	3:04.77

#2 Boys 6 & Under 100yd Freestyle Relay

Heat 1 of 1

1	WKWH	B	NT
2	WKWH	D	2:54.74
3	WKWH	A	1:50.62
	Puleo, Manuel (6)		
	Gatz, Dominic (6)		

#4 Boys 7-8 100yd Medley Relay

Heat 1 of 2

2	WKWH	F	NT
3	WKWH	E	NT
4	WKWH	D	NT

Heat 2 of 2

2	WKWH	C	2:04.72
	Roesner, Jeffery (7)		
	Luthy, Craig (7)		
	Spicer, William (7)		
	Beasley, Roy (8)		
3	WKWH	A	1:26.34
	Jines, Nathan (7)		
	Dalley, Manuel (7)		
	Andrus, Felipe (8)		
	Horton, Aaron (8)		

Printing Tips

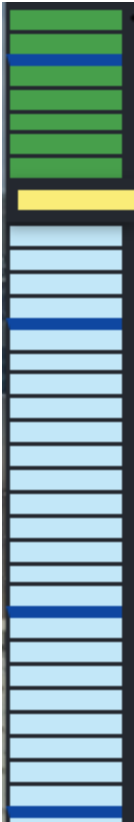
1. Best printing results occur when using Chrome.

2. Ensure your zoom level is 100%. **Do NOT check “Fit to Page.”**
3. Be sure your report has finished loading before printing or saving as a PDF. Depending on computer and connection speeds, the first pages may be loaded, but the rest of the report may not finish for a few more seconds.
4. For larger reports, like the Timer Sheets, it can be helpful to print smaller ranges.
5. When Printing results check the “**Include DQ Reasons**” to have DQ descriptions included on printout
6. To save as PDF, bring up the report and press the **Print** button. Change the Destination to “**Save as PDF**”. It will remember this setting to send to printer you will need to change the Destination back.

During Meet

Meet Maestro Interface

Event Status Bar



The left sidebar in Meet Maestro provides an at-a-glance summary of the event status in the meet. Each colored cell represents a single event (for example “Boys 11-12 50yd Backstroke”).

The **dark blue lines** between cells are a visual indicator of a change in the stroke or event type (e.g. there is a dark blue bar between relays and freestyle events, then there is another blue bar between the freestyle and backstroke events, etc.).

- **Green cells** indicate events that are “scored” (all data used for scoring has been entered).
- **Yellow cells** indicate events with partially complete data (be sure to click the cursor away from all time entry boxes when you’ve finished entering each heat or lane so the event status cell turns green when all times for an event have been entered).
- **Yellow Green** indicates a virtual meet and your team has entered its entries but other teams have not.
- **Blue cells** indicate seeded events have not yet started.
- **White cells** indicate an “unseeded” event with no entries (rare).

Tip: Hovering your mouse over an Event Status Bar cell will reveal more details about the corresponding event, including the event name, status, and the number of heats and entries.

Avery Ranch Redfish @ Great Hills Gators June 10, 2018

EVENT 17

25M FREESTYLE
Girls 9-10

1

2

3

4

EVENT #33 SCORED

25m Backstroke

Girls 6 & Under

3 Heats / 18 Entries

3

RED

Poe, Annetta (9)

4

RED

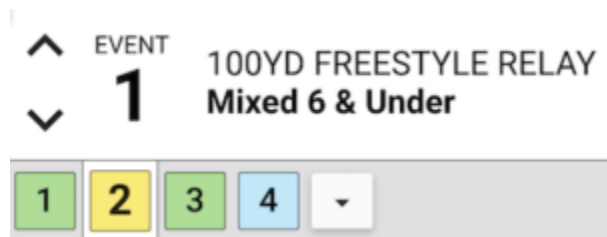
Alessio, Mayme (9)

You can click on any of the cells to go directly to that event. The event number is shown prominently in the upper left corner of the screen. You can use the up/down arrows to the left of the event number to progress forward or backwards through the events. **Keyboard shortcuts:** “Command” (Mac) or “Control” (PC) plus the up/down arrow keys.

Heat View and Lane View

You choose to display your event in either Heat View or Lane View by selecting the Heat or Lane tab at the top of your screen.

Heat View:



EVENT		HEAT	LANE	Standings	WOMEN	MEN	COMBINED
1		<	1	>			
100YD FREESTYLE RELAY							
Mixed 6 & Under							
Kleinwood					0	0	0
PWST Piranhas					0	0	0

1	2	...
---	---	-----

✓ Saved

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	DQ	OFFICIAL TIME	HEAT PLACE	PLACE	PTS
1	ADD ENTRY								
2	KWD	Dill, Maddi (9)	1:10.26		<input type="checkbox"/>	...			
3	KWD	Hudgens, Cailyn (9)	1:07.38		<input type="checkbox"/>	...			
4	KWD	Williams, Lexie (9)	1:03.07		<input type="checkbox"/>	...			
5	KWD	Hudgens, Bailey (9)	1:05.29		<input type="checkbox"/>	...			
6	PF	Adams, Asiah (10)	1:10.10		<input type="checkbox"/>	...			
7	KWD	Ortega, Ellie (10)	1:10.60		<input type="checkbox"/>	...			
8	ADD ENTRY								

- Heat number is displayed in the Heat tab.
- Heats are shown in boxes below the event number.
- Each row displays the swimmers assigned to each lane for that heat.
- Easily move swimmers to different lanes within that heat by dragging and dropping the row to a new lane (hover over the left side of the row until your cursor looks like a cross).
- Move between heats by clicking the left/right arrows next to the heat indicator in the Heat tab, or by hitting “Command” (Mac) or “Control” (PC) and the left/right arrow keys.
- If on the last heat, arrowing to the "next" heat will automatically take you to the next event.

Lane View:

EVENT 22 25M FREESTYLE Boys 7-8

HEAT LANE

< 1 >

Standings	WOMEN	MEN	COMBINED
Kleinwood	0	0	0
PWST Piranhas	0	0	0

1 2 3 4 5 6 7 8 Saved

HEAT	TEAM	ATHLETE	SEED TIME	WATCH 1	DQ	OFFICIAL TIME	HEAT PLACE	PLACE	PTS
1	KWD	Ortega, Eloy (8)	52.30		<input type="checkbox"/> ...				
2	KWD	Nelson, Jordan (7)	33.97		<input type="checkbox"/> ...				

- Lane number is displayed in the Lane tab.
- All lanes are shown next to triangles (flags) below the event number.
- Each row displays the swimmers assigned to each heat within that lane.
- If timer sheets are printed by lane, this view will provide an efficient way to enter times as the timer sheets come in to the computer table.
- Move between lanes by clicking the left/right arrows next to the lane indicator in the Lane tab, or by hitting “Command” (Mac) or “Control” (PC) and the left/right arrow keys.
- If on the last lane, arrowing to the "next" lane will take you to the next event.

Timing Entry

Timing Setup options are found under Meet Maestro Settings (gear icon).

Avery Ranch Redfish @ Great Hills Gators June 10, 2018

Session #1

Settings

EVENT 1 100M FREESTYLE RELAY Girls 6 & Under

HEAT LANE

< 1 >

Standings	WOMEN	MEN	COMBINED
Red Team	5.5	8	13.5
Wahoos	5.5	0	5.5

The meet can be configured to run with 1 to 3 watches.

Stop Watch Options:

- When in 1-watch mode, only an “Official time” will be entered.
- When 2-3 watches are active, the “Official time” is calculated automatically, following league-specified rules that are set in the Meet Template.

Continuous Auto-Save

All changes made in Meet Maestro are automatically saved as you go. You'll notice saving activity indicated in the heat/lane bar. When you see a green "Saved" checkmark, you can be assured your data is saved and up-to-date.

Avery Ranch Redfish @ Great Hills Gators June 10, 2018 Session #1

EVENT 40 50M BACKSTROKE Boys 11-12

HEAT < 1 >

Standings	WOMEN	MEN	COMBINED
Red Team	5.5	8	13.5
Wahoos	5.5	0	5.5

1 ✔ Saved

LANE	TEAM	ATHLETE	SEED TIME	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
1	ADD ENTRY							
2	ADD ENTRY							
3	RED	Hagerman, Jack (11)	48.11	<input type="text"/>	<input type="checkbox"/>			
4	RED	Luthy, Mark (11)	1:05.37	<input type="text"/>	<input type="checkbox"/>			
5	ADD ENTRY							
6	ADD ENTRY							

Data Entry Shortcuts/Tips

- When inputting times you don't need to type punctuation: e.g. typing '12345' will turn into "1:23.45". Typing incorrect punctuation will automatically correct (e.g. "104.56" auto-translates to "1:04.56").
- Hitting 'enter' or 'tab' on the number keypad will go to the next input field.
- Once you've finished entering data for a full heat or lane (depending on the mode you're using), you can move to the next heat or lane by hitting "Command" (Mac) or "Control" (PC) and the left/right arrow keys.
- You can move between events on the schedule by hitting "Command" (Mac) or "Control" (PC) and the up/down arrow keys.
- Inputting "DQ" or even just "D" or "Q" will trigger the DQ entry window (not case sensitive).
- Enter N or NS for "No Show," F or DNF for "Did Not Finish," and S or SCR for "Scratch" (not case sensitive).
- If there is a blue outline around a time entry box, the system thinks you are still editing that time. Be sure to click the cursor out of a time entry box when you've finished entering a heat or lane so the event is considered complete.
- If you don't enter a time or code for a swimmer, the event won't be considered complete and will not be scored. To complete an event, every swimmer must have either a time or a code (NS, DQ etc.).

Data Entry Warnings

Invalid Time: If the time entered is considered invalid, the software highlights the time box to alert the admin to make an edit.

EVENT		HEAT	LANE	Standings	
23	50M FREESTYLE Women 15-18	< 1 >		Wahoos	
1					
LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	DQ
1	ADD ENTRY				
2	WKWH	Plude, India (15)	NT	3456778	<input type="checkbox"/> ...
3	WKWH	Binkley, Maya (18)	30.97		<input type="checkbox"/> ...
4	WKWH	Pangelinan, Lorri (15)	NT		<input type="checkbox"/> ...
5	ADD ENTRY				
6	ADD ENTRY				

Display Warning or Discard Times: When entering times in “3 Watches” mode, the “official time” is calculated based on the league rules in the [Seeding and Scoring Rules](#) section of the Meet Template.

Official Time Computation

With 3 watch times within acceptable tolerance use middle time

If any time is more than 0.30 seconds apart from the other two times ✓ display warning
automatically discard

If “Display Warning” is selected in the template, the software will place an orange background in the box with the time that is out of acceptable tolerance, but the official time will continue to follow the rules outlined in the template. An admin can then decide how to edit or delete the time that is out of tolerance.

Tip: Hovering over the box will display a warning message to explain the issue.

EVENT		HEAT	LANE	Standings	WOMEN	MEN	COMBINED
100M FREESTYLE RELAY Girls 6 & Under		< 1 >		Wahoos	112	78	190

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	RESULT TIME	DQ	OFFICIAL TIME	HEAT PLACE	PLACE	PTS
1	ADD ENTRY											
2	WKWH	WKWH C	NT	1:23.45	1:23.56	1:56.78			1:23.56	1	1	
3	WKWH	WKWH A	2:40.18									
4	WKWH	WKWH B	NT									
5	ADD ENTRY											
6	ADD ENTRY											

Warning: Time is outside expected range 1:23.26 to 1:23.86.

If “Automatically Discard” is selected in the template, the software will place a grey background in the box with the time that is discarded for being out of the acceptable tolerance, and the official time will be the average of the other two watches.

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	RESULT TIME	DQ	OFFICIAL TIME	HEAT PLACE	PLACE	PTS
1	ADD ENTRY											
2	DEMO	Worden, Lucy (6)	NT	36.12	36.15	37.02	36.14		36.15	1	1	
3	DEMO	Mia, Baby (0)	NT									
4	DEMO	Constantinople, Alexa (6)	NT									
5	ADD ENTRY											
6	ADD ENTRY											

Hidden Times: Sometimes teams switch how many watches they use to enter times during the meet. If an official time was calculated using more watches than are visible in the interface, the software will display an exclamation mark next to the **Watch 1** time. The exclamation point highlights a possible discrepancy between the Watch 1 time displayed and the official time (which is used for results, and placing/scoring as dictated by the league’s scoring rules).

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	DQ	OFFICIAL TIME	HEAT PLACE	PLACE	PTS
1	ADD ENTRY								
2	DEMO	Worden, Lucy (6)	NT	36.12 !				1	
3	DEMO	Mia, Baby (0)	NT						
4	DEMO	Constantinople, Alexa (6)	NT						
5	ADD ENTRY								
6	ADD ENTRY								

Hidden Times: This result was computed using times from watches that are not currently being displayed.

Disqualifications (DQ)

Checking the “DQ” box next to the time entry interface opens a window to check the DQ Reason.

Tip: You can also type either DQ , D or Q (not case sensitive) in the “official time” box, then hit enter (or click elsewhere on the screen), and the window to check the DQ Reason will open.

The screenshot shows the GDSA Computer Scorer interface for a 100M Freestyle Relay event, Girls 6 & Under. A modal window titled "Select Disqualification Reason (Freestyle Relay)" is open, displaying a list of reasons with radio buttons. The reason "65 Early take-off, swimmer #1" is selected. The window also includes "NO REASON" and "OK" buttons. In the background, the event details and a table of results are visible.

EVENT 1		HEAT	LANE	Standings	WOMEN	MEN	COMBINED
100M FREESTYLE RELAY					112	78	190
Girls 6 & Under							
1							
LANE	TEAM	ATHLETE					
1	ADD ENTRY						
2	WKWH	WKWH C					
3	WKWH	WKWH A					
4	WKWH	WKWH B					
5	ADD ENTRY						
6	ADD ENTRY						

Select the DQ Reason (or click the “No Reason” button if no reason is specified), then click “OK” to save the DQ.

When entering a DQ for a multi-leg event such as a Relay or the Individual Medley, if a leg-specific stroke infraction is selected, you will be prompted to enter a secondary DQ Reason for that leg.

The screenshot shows a dialog box titled "Select Disqualification Reason (Freestyle)". It contains a list of reasons with radio buttons. The reasons are: 4A No touch on the turn/finish, 4B Walking on or springing from bottom, 4C Pulling on Lane ropes, 7A Standing on bottom (breast / fly), 7B Pulling on lane rope, 7C Walking on or springing from bottom, and 7D Did not finish. At the bottom of the dialog are three buttons: "BACK", "NO REASON", and "OK".



Re-score Event Tip: Normally your events will score automatically as soon as all data is input for all scoring heats in the event. If for any reason, your event is stuck in a “partial” update (yellow) state even though all the data is input, the re-score event option will force the event to score if it failed to do so automatically (it’s rare, but can happen in some scenarios).

Point Scoring and Standings

As times are entered for each entry, the Heat Place, Place, and Points are automatically updated, based on the league rules in the Seeding and Scoring Rules section of the Meet Template. Once the event is complete (meaning times or DQs have been entered for all heats and entries in the event), overall standings (women, men, total) will be updated.

Avery Ranch Redfish @ Great Hills Gators

June 10, 2018

Session #1

EVENT

200M MEDLEY RELAY

Boys 11-12

HEAT

LANE

Standings

WOMEN

MEN

COMBINED

8

Wahoos

20

28

48

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Red Team

28

20

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Printing Labels

Labels: Avery 8160 for inkjet, or Avery 5160 for laser printers (can be another brand)

Label Size: 1" X 2 5/8"

Sheet Size: 8 1/2" X 11"

Labels per Sheet: 30

CLOSE X

SORT & DISPLAY OPTIONS

Sort By: ☐ swimmer ☒ event

FILTERS

EVENTS	AGES	GENDER	EVENT TYPE	TEAM
to	to	All ▼	All ▼	All ▼

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 5 Entry Time: 3:40.25
Cavaretta, Gerald (5)
Wahoos E - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 3 Entry Time: 1:50.62
Darensbourg, Louis (6)
Wahoos A - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 4 Entry Time: 2:32.59
Fisk, Alton (6)
Wahoos C - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 3 Entry Time: 1:50.62
Gatz, Dominic (6)
Wahoos A - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 4 Entry Time: 2:32.59
Jines, Eric (5)
Wahoos C - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 4 Entry Time: 2:32.59
Luthy, Phillip (6)
Wahoos C - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 3 Entry Time: 1:50.62
Olivarez, Joe (6)
Wahoos A - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 5 Entry Time: 3:40.25
Oncale, Willie (5)
Wahoos E - April 24, 2018
Avery Ranch Redfish @ Blue Wave

#2 Boys 6&U 100yd Freestyle Relay
H: 1 L: 3 Entry Time: 1:50.62
Puleo, Manuel (6)
Wahoos C - April 24, 2018
Avery Ranch Redfish @ Blue Wave

After Meet

Note: For **Virtual** Meets you should not do the following steps until all teams have entered their results. This is usually done the next day following the meet.

Once you've finished entering all data for the meet, you'll go to the **Finish & Export** tab, found under the Meet Maestro Settings (gear icon).

Avery Ranch Redfish @ Great Hills GatorsJune 10, 2018

Session #1

EVENT

1

100M FREESTYLE RELAY
Girls 6 & Under

HEAT

LANE

Standings

WOMEN

MEN

COMBINED

< 1 >

Red Team

5.5

8

13.5

Wahoos

5.5

0

5.5

Tip: Before exporting results, ensure that all events are complete and scored (i.e. there are no “yellow” bars on your Event Status Bar). Once your Event Status Bar is all “green” you can **Export Results** to each team.

Reports
Athletes
Seeding
Timing Setup
Finish & Export

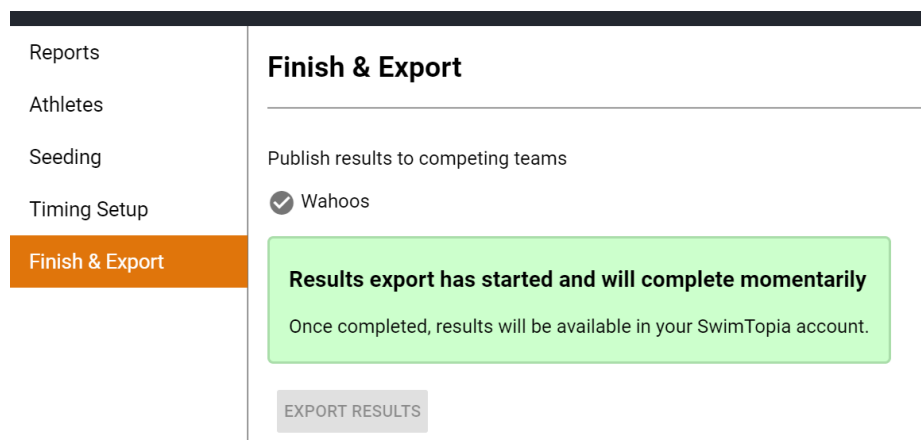
Finish & Export

Publish results to competing teams

- ☒ PWST Piranhas
- ☒ Kleinwood

EXPORT RESULTS

Note: The dialogue box does not show when the export is complete, but after a minute or so it will be complete and you can check your SwimTopia team site for the results.



Tip: If you click “Export Results” a second time all results in each team’s SwimTopia sites will be updated with any edits made in Meet Maestro in the interim. If result edits were made in a team’s SwimTopia site under **Results > Edit**, those edits will be replaced by the exported results.

Tip: Once you close the meet in Meet Maestro you can return to the same meet from your SwimTopia team site via **Schedule > Select Meet Name > Entries > Merge/Export** and then re-clicking the “Run Meet” button. **Do NOT re-merge the meet.**

Results (including scores) will automatically upload to:

- Each team’s **Results** tab of the corresponding meet on their SwimTopia site.
- The **Athlete Performance** reports (Reports tab within SwimTopia).
- The per-family “**My Account**” swimmer time history pages within SwimTopia.

Appendix A -- Setting Up an Intersquad Meet

You can use Meet Maestro to setup and run your teams' intersquad meets. This can be useful to obtain times etc...

To setup a meet the following steps can be performed.

1. **Schedule**->Scroll down and press **Add Swim Meet button** -> **New (Empty) Swim meet**.
2. Enter Name, date etc. You may want to select Hide from public calendar so parents cannot see this in the meet list on the website. Select Home meet.
3. Press **Save** button on the Team Preferences
4. Press the **Events Tab**->**Apply Template Button**->Select **GDSA Regular Season Meets Unofficial for Mock (74 Events)**
5. You can now go to the **Events tab** and enter athletes into events.
6. After events are entered, **Entries** -> **Merge/Export**->**Lock Entries** change toggle switch->Check "**Ready for Merge**"->**Save**
7. Press **Merge Meet Entries** button->Press **Merge** button on pop-up.
8. The **Run Meet** button should now be visible to run meet via Meet Maestro.

Note: To delete a meet click on **Schedule**->Click on the **Meet name**->Press the **Remove** button->Press **OK** on delete confirmation pop-up.