

GDSA Computer Scorer Directions Running a Meet Using Meet Maestro

Last Updated: May 29, 2021

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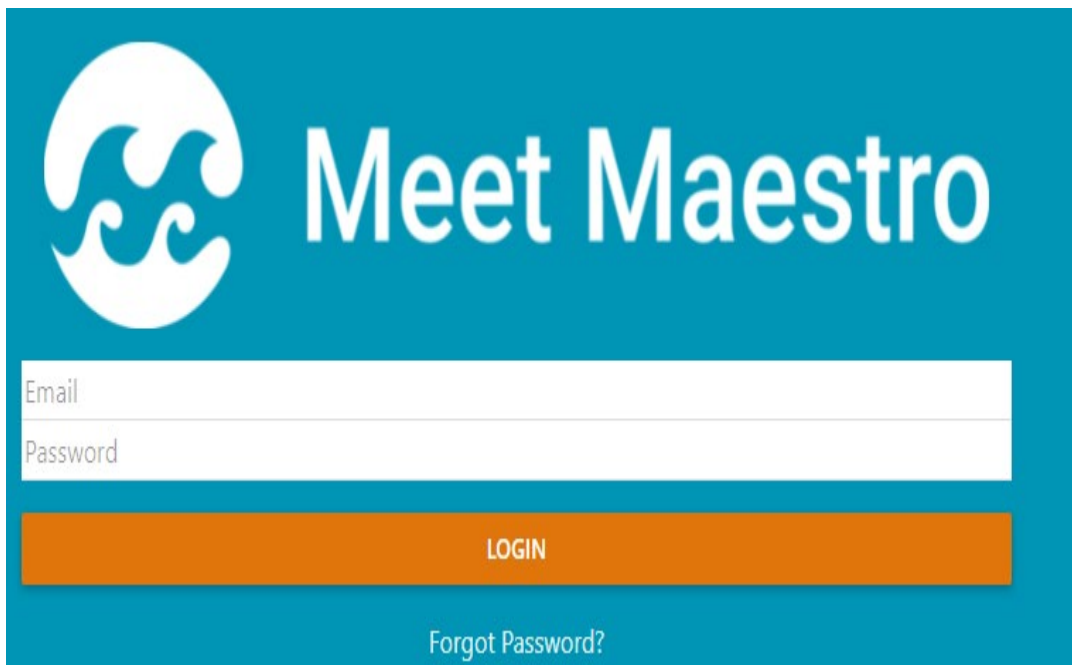
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Getting Started with Meet Maestro

To use Meet Maestro or your Swimtopia Team Website, you will need the following:

1. <https://maestro.swimtopia.com/> Using Google Chrome
2. You will need a user login (email / password) for your team Swimtopia website. 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 using Swimtopia email/password.

The image shows the login interface for Meet Maestro. It features a blue header with a white circular logo containing a stylized wave. To the right of the logo, the text "Meet Maestro" is displayed in white. Below the header, there are two white input fields: "Email" and "Password". Below these fields is a large orange button labeled "LOGIN". At the bottom of the login area, there is a link that says "Forgot Password?".

Meet Maestro

Email

Password

LOGIN

[Forgot Password?](#)

Login using Swimtopia email/password.

The image shows the dashboard of the Meet Maestro application. It has a blue header with the same white circular logo and "Meet Maestro" text. Below the header, there is a white box containing a list of meets. On the right side of the dashboard, there are two orange buttons: "CHANGE TEAM" and "SIGN OUT".

Meet Maestro

Select a meet

[CHANGE TEAM](#) [SIGN OUT](#)

<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

Running the Meet

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 “Run Meet” 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 follow the steps above in Getting Started with Meet Maestro.

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).

Individual Swimmer Event Changes

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



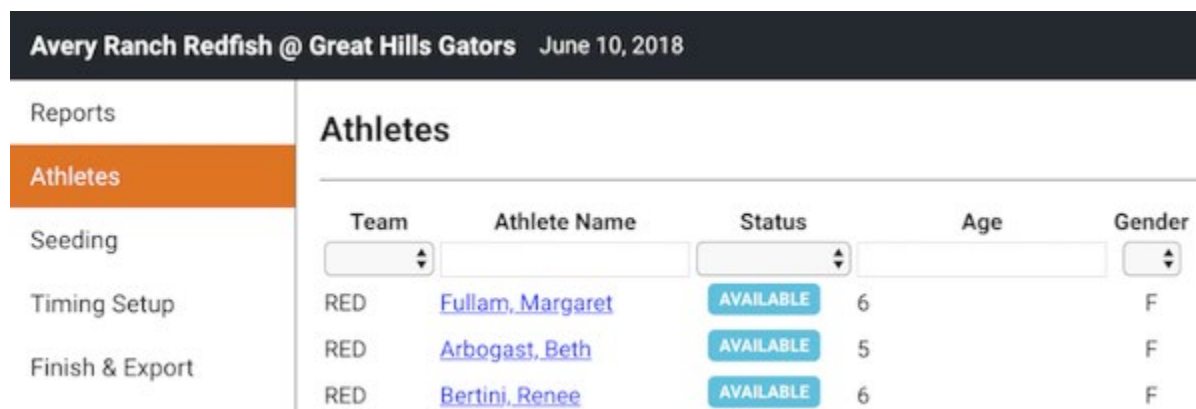
Avery Ranch Redfish @ Great Hills Gators June 10, 2018

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

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

1

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 five events for Women 15-18:

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 200M MEDLEY RELAY Boys 11-12

HEAT LANE Standings

#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.

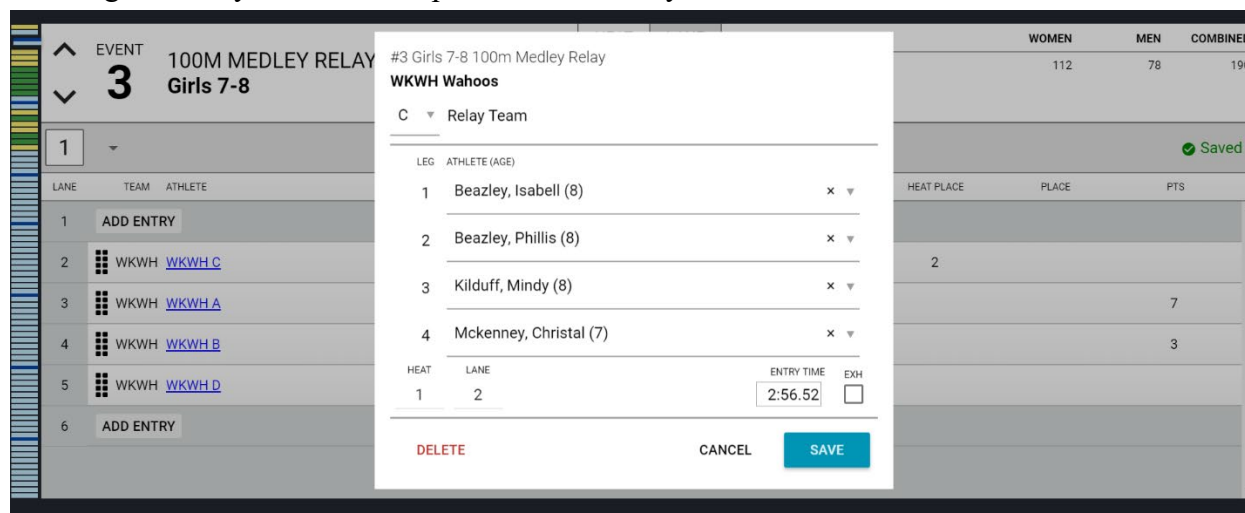
3	 FAST FAST A	1:09.00
4	 FAST FAST A	1:09.00
5	 SFS3 SFS3 B	2:11.34
6	ADD ENTRY	
7	ADD ENTRY	
8	ADD ENTRY	

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.



The screenshot shows the 'Edit Relay' interface for the '#3 Girls 7-8 100m Medley Relay' event. The interface includes a list of relay team members with columns for LEG, ATHLETE (AGE), and a delete button (x). The team is 'WKWH Wahoos'. Below the list, there are fields for HEAT (1), LANE (2), ENTRY TIME (2:56.52), and EXH (checkbox). At the bottom, there are buttons for DELETE, CANCEL, and SAVE. A green 'Saved' message is visible in the top right corner.

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.

1

2

3

4

▼

^

EVENT

200M MEDLEY RELAY

8

Boys 11-12

▼

1	Add Heat		
LANE			
1	■ ■ ■ ■ ■	Remove Empty Heats	
2	■ ■ ■ ■ ■	Re-score Event	
3	■ ■ ■ ■ ■	Results for Event	
4	■ ■ ■ ■ ■	WKWH WKWH A	

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	WOMEN	MEN	COMBINED
		< 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	
Seeding	HEAT SHEET RESULTS
Timing Setup	PSYCH SHEET AWARD LABELS
Finish & Export	TIMER SHEETS IMPROVEMENT LABELS
	SESSION REPORT PARTICIPATION LABELS
	ENTRY LABELS TEAM SCORES
	ATHLETE CHECK-IN

TIMER SHEETS: Print timer sheets for each lane. Choose 1 or 2 events per page. Up to 5 events per page can be printed.

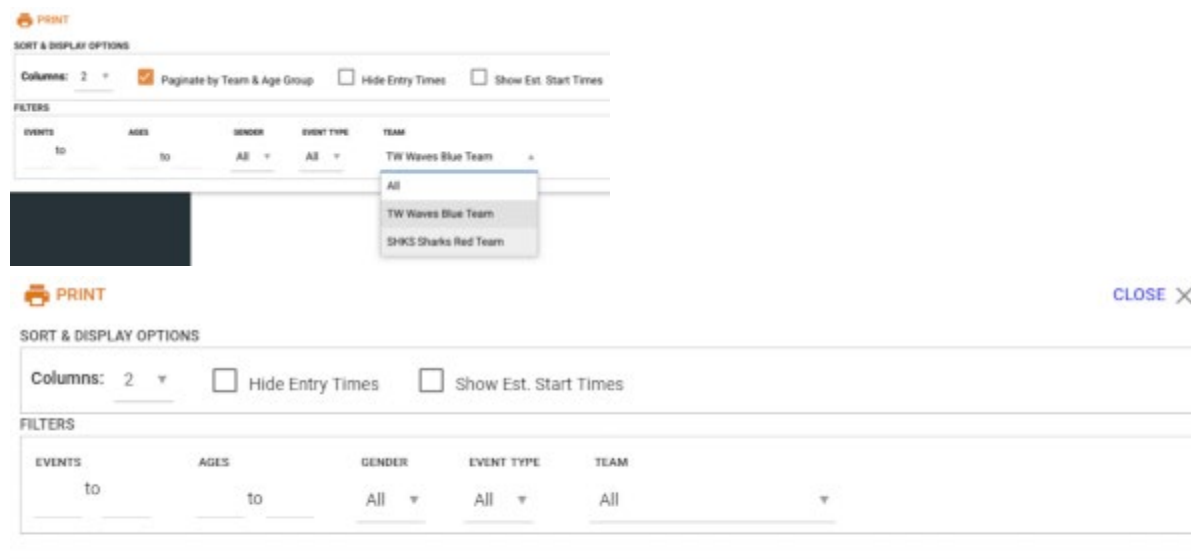
PRINT
 CLOSE X

SORT & DISPLAY OPTIONS
 Events per Page: 2

FILTERS
 EVENTS: 1 to LINES: to EVENT TYPE: All

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

SORT & DISPLAY OPTIONS

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

FILTERS

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

PRINT **CLOSE**

SORT & DISPLAY OPTIONS

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

FILTERS

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

August 6, 2018 4:47 PM Page 1 of 12

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

#1 Girls 6 & Under 100yd Freestyle Relay				#4 Boys 7-8 100yd Medley Relay			
Heat 1 of 1				Heat 1 of 2			
2	WKWH	B	NT	2	WKWH	F	NT
3	WKWH	A	1:58.00	3	WKWH	E	NT
4	WKWH	C	3:04.77	4	WKWH	D	NT
#2 Boys 6 & Under 100yd Freestyle Relay				Heat 2 of 2			
Heat 1 of 1				2	WKWH	C	2:04.72
1	WKWH	B	NT	Roesner, Jeffery (7)			
2	WKWH	D	2:54.74	Luthy, Craig (7)			
3	WKWH	A	1:50.62	Spicer, William (7)			
Puleo, Manuel (6)				Beasley, Roy (8)			
Gatz, Dominic (6)				3	WKWH	A	1:26.34
				Jines, Nathan (7)			
				Daley, Manuel (7)			
				Andrus, Felipe (8)			
				Horton, Aaron (8)			

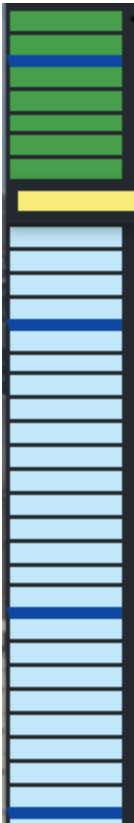
Printing Tips

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).
- **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 GatorsJune 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

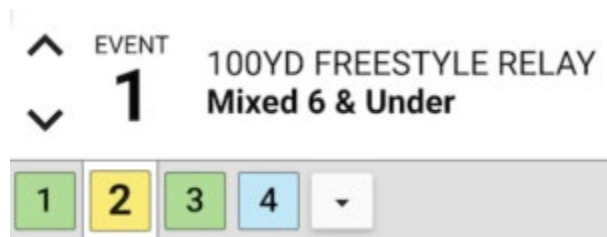
Alessio, Mayme (9)

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		COMBINE						
1			<		1		>		Kleinwood		0		0						
									PWST Piranhas		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		HEAT	LANE	Standings	WOMEN	MEN	COMBINED	
22 25M FREESTYLE Boys 7-8		<	1	>	Kleinwood	0	0	0
					PWST Piranhas	0	0	0

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

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1 SC METERS	< >	RESULT TIME	DQ
1							

The meet can be configured to run with 1 to 3 watches. To change amount of watches to be entered, click on the “< >” left of Result Time.

Stop Watch Options:

- When in 1-watch mode, only “Timer 1” will be entered.
- When 2-3 watches are active, the “Result 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.

The screenshot shows the Meet Maestro interface for a swimming event. At the top, it says "Avery Ranch Redfish @ Great Hills Gators June 10, 2018" and "Session #1". The event is "50M BACKSTROKE Boys 11-12". The heat is "1". The lane bar shows a green "Saved" checkmark. Below the lane bar, there is a table with columns: LANE, TEAM, ATHLETE, SEED TIME, OFFICIAL TIME, DQ, HEAT PLACE, PLACE, and PTS. The table has 6 rows, with the first two rows containing data for "RED Hageman, Jack (11)" and "RED Luthy, Mark (11)".

LANE	TEAM	ATHLETE	SEED TIME	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
1	ADD ENTRY							
2	ADD ENTRY							
3	RED	Hageman, Jack (11)	48.11					
4	RED	Luthy, Mark (11)	1:05.37					
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). Or click the three dots left of DQ checkbox to select.

The screenshot shows a single row of data entry for a swimmer. The swimmer is "PC PCA". The time entry box is highlighted with a blue outline, indicating it is still being edited. To the right of the time entry box is a checkbox with three dots next to it, which is highlighted by a blue arrow. The time displayed is "2:19.40".

- 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											

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											

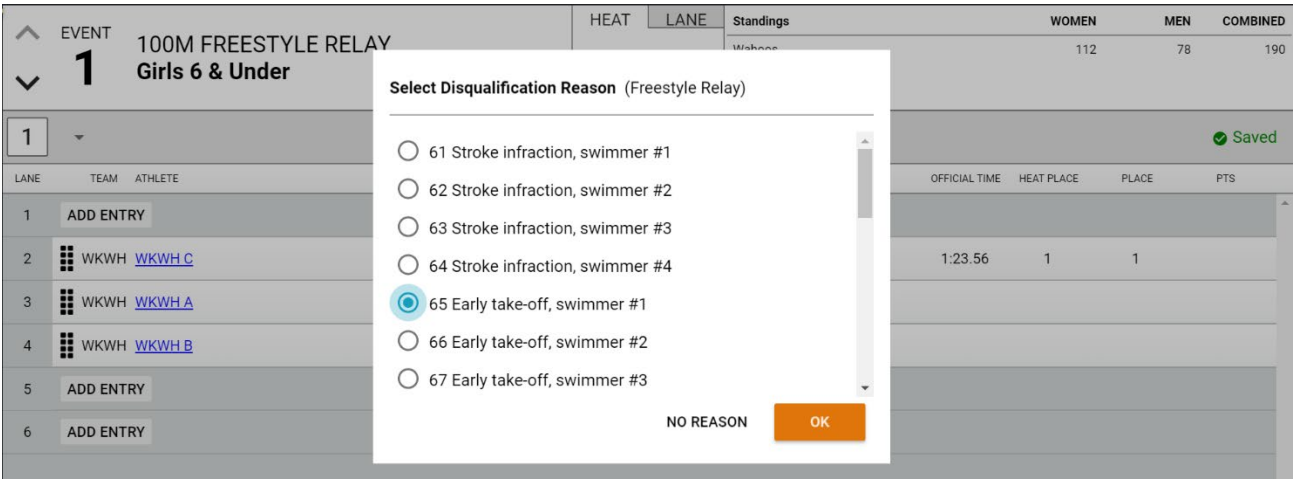
Hidden Times: Sometimes teams switch how many watches they use to enter times during the meet. If an official time was calculated using more watches than are visible in the interface, the software will display an exclamation mark next to the **Timer 1** time. The exclamation point highlights a possible 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								

Disqualifications (DQ)

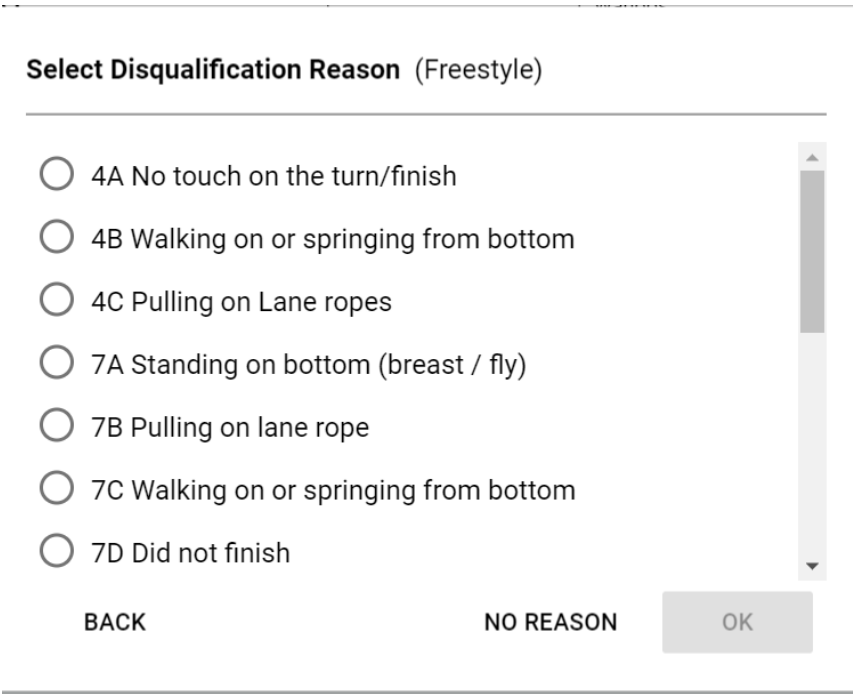
Checking the “DQ” box next to the time entry interface opens a window to check the DQ Reason.

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.



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.



Tip: Hovering your mouse over the DQ checkbox or DQ Code, will display a pop-up summary listing all selected DQ Reasons.

✓ Saved

3	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
.05	1:00.05	<input checked="" type="checkbox"/> 62			0
.06	1:00.06	<input type="checkbox"/> ...	5	42	0
.07	1:00.07	<input type="checkbox"/> ...	5	42	0
.08	1:00.08	<input type="checkbox"/> ...	5	42	0

DQ Reason
62 Stroke infraction, swimmer #2
3D Non-simultaneous kick

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	2:15.67	<input type="checkbox"/>	...
4	RED RED	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.

1

2

3

4

▼



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

< 1 >

Wahoos

20

28

48

Red Team

28

20

48

1

Saved

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
1	WKWH	WKWH C	3:25.91	2:14.65		2:14.65	<input type="checkbox"/>	1	1	8
2	RED	RED B	3:11.43	2:25.56		2:25.56	<input type="checkbox"/>	4	4	
3	RED	RED A	2:35.66	2:19.66		2:19.66	<input type="checkbox"/>	2	2	4

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

Running Meet with Timing System

Needed Software

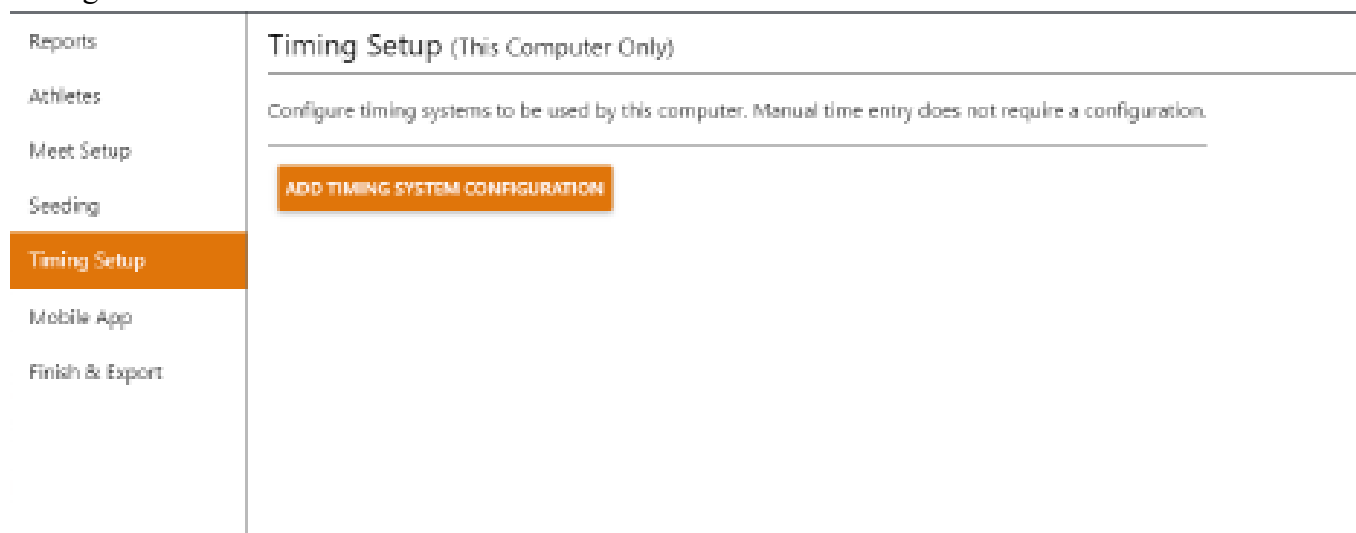
To use timing system with Meet Maestro, the desktop Meet Maestro must be used. Download desktop version here. <https://swimtopia.com/downloads/maestro/latest> The user name and password is same as web version. The look and feel are the same as well.

Also, need to install Time Drops MM Link app onto your laptop.

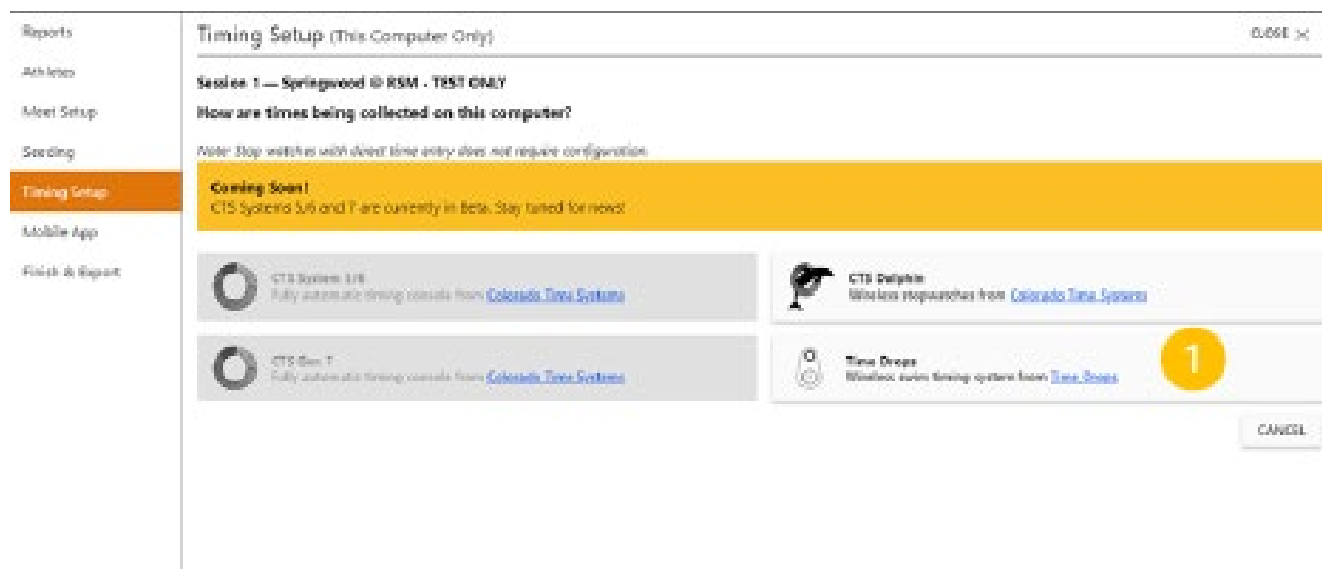
<https://www.microsoft.com/store/productId/9P0ZKL9XGN48> This will allow Meet Maestro and Time Drops Console to connect. Need to use 2.4 Ghz Band Wifi if there is more than one band wifi service.

Configuring the timing interface and exporting the program

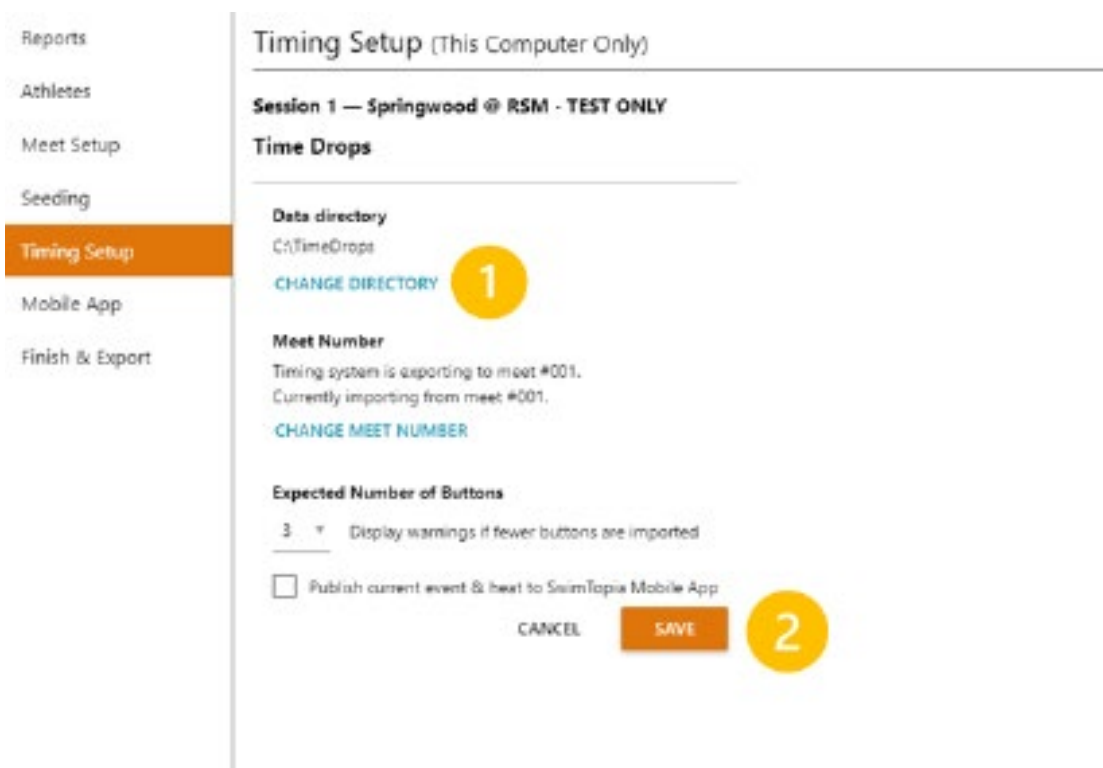
The Meet Maestro desktop application has an interface to timing systems. The integration is quite easy: go to the settings screen and there to the “Timing Setup” section. There, click the “Add Timing System Configuration button.



On the next screen, select the ‘Time Drops’ timing system



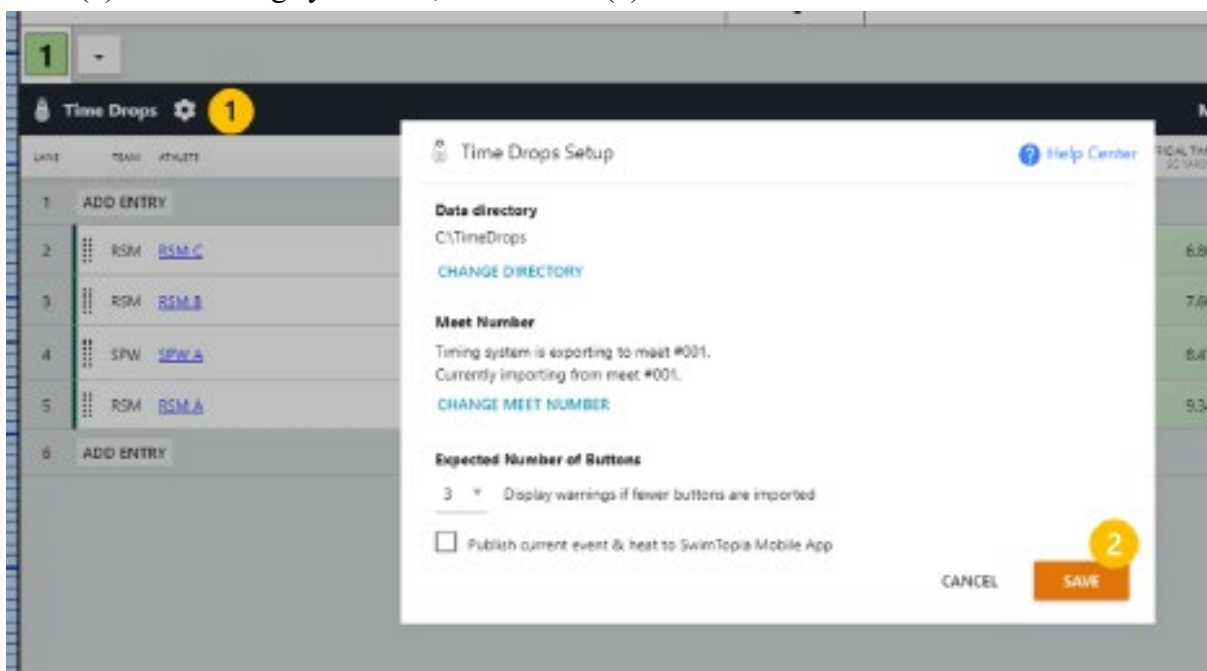
Now, the Time Drops setup screen will load. The most important aspect in this screen is to select the correct shared folder by clicking “Change Directory” if needed (1). This can be any folder on the computer (e.g. C:\swmeets), but it needs to match the folder you selected for MM-Link. Then hit ‘SAVE” (2). This will automatically export the meet program. The program will be sent to the console which will generate a new meet number (if this is a new meet).



and change the directory to your shared folder (e.g. C:\swmeets). Then hit ‘SAVE”. This will automatically export the meet program. The program will be sent to the console which will generate a new meet number (if this is a new meet).



Once the system is set up for the meet, a timing system bar will appear in the Meet Maestro main screen. When you make any changes to the meet such as scratches, export the program again by clicking the setup icon (1) in the timing system bar, then SAVE (2).



Loading times into Meet Maestro

As each race is finished, the timing system will save a results file into the shared folder. Meet Maestro monitors this folder and will update the display from “NOT READY” to “LOAD TIMES” (1). Press the “LOAD TIMES” button to import the results. NOTE: Meet Maestro identifies the result file by the race number, not the event or heat number. If there is a mismatch, you can manually enter the correct race number in the Meet Maestro screen to load data from any result file.

EVENT

1

100YD MEDLEY RELAY

Mixed 6 & Under

HEAT

LANE

SWIMMING

Rim

Springwood

WOMEN

15

8

BOYS

15

15

COMBID

15

15

< 1 >

1

-

Time Drops

Meet 001

Race 1

LOAD TIMES

SWIM	TEAM	SWIMMER	END TIME	TIME 1	TIME 2	TIME 3	> <	RESULT TIME	22	OFFICIAL TIME	HEAT RACE	RACE	PTS	
1	ADD ENTRY													
2	RIM	SONIC	1:18.55	<input type="text" value="6.88"/>	<input type="text" value="6.88"/>	<input type="text" value="6.88"/>		<input type="text" value="6.88"/>	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6.88	1	1
3	RIM	SONIC	1:34.05	<input type="text" value="7.60"/>	<input type="text" value="7.60"/>	<input type="text" value="7.60"/>		<input type="text" value="7.60"/>	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7.60	2	2
4	SPW	SPICA	2:09.88	<input type="text" value="8.47"/>	<input type="text" value="8.47"/>	<input type="text" value="8.47"/>		<input type="text" value="8.47"/>	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8.47	3	3
5	RIM	SONIA	2:04.90	<input type="text" value="9.34"/>	<input type="text" value="9.34"/>	<input type="text" value="9.34"/>		<input type="text" value="9.34"/>	--	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9.34	4	4
6	ADD ENTRY													

After 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 Gators
June 10, 2018

Session #1



EVENT
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.

This screenshot shows the 'Finish & Export' section of the software. On the left is a vertical sidebar with a dark blue header and five menu items: 'Reports', 'Athletes', 'Seeding', 'Timing Setup', and 'Finish & Export'. The 'Finish & Export' item is highlighted with a red background. The main content area has a white background and a dark blue header with the title 'Finish & Export'. Below the header is a horizontal line, followed by the text 'Publish results to competing teams'. Underneath this text is a list of two items, each with a green checkmark icon: 'PWST Piranhas' and 'Kleinwood'. At the bottom of the main content area is a red button with the text 'EXPORT RESULTS' in white capital letters.

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.

Reports

Athletes

Seeding

Timing Setup

Finish & Export

Finish & Export

Publish results to competing teams

☒ Wahoos

Results export has started and will complete momentarily

Once completed, results will be available in your SwimTopia account.

EXPORT 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.