

GDSA Computer Scorer Directions Running a Meet Using Meet Maestro

Last Updated: May 9, 2021

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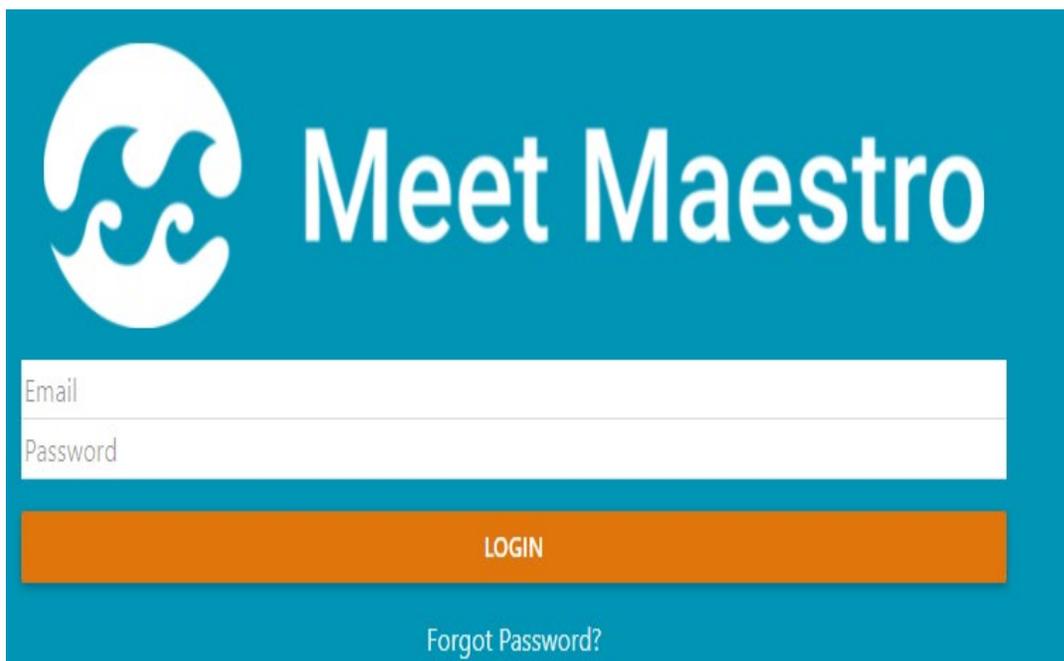
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Getting Started with Meet Maestro

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.



Email

Password

LOGIN

[Forgot Password?](#)

Login using Swimtopia email/password.



Select a meet

CHANGE TEAM

SIGN OUT

May 7, 2021 Test

Aug 3, 2020 Four Seasons & Pinecrest at Marinole 08032020

Jul 28, 2020 Fair Valley & Pinecrest at Marinole 07282020

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.

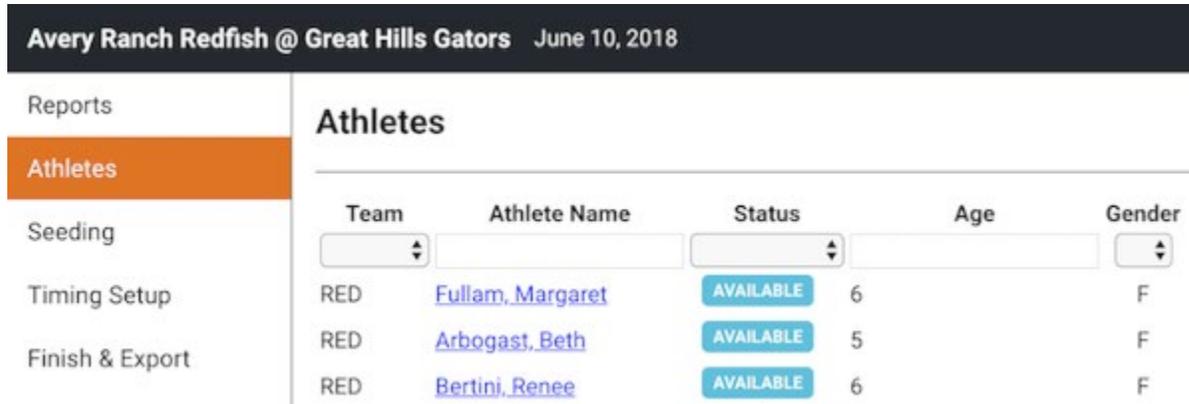
Concurrent Data Entry: Multiple team admins, from any of the participating teams, can click on “Run Meet” to open the meet on multiple computers for concurrent data entry. It is not recommended to have multiple people entering data in the same event at the same time, but, for example, having one computer 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).

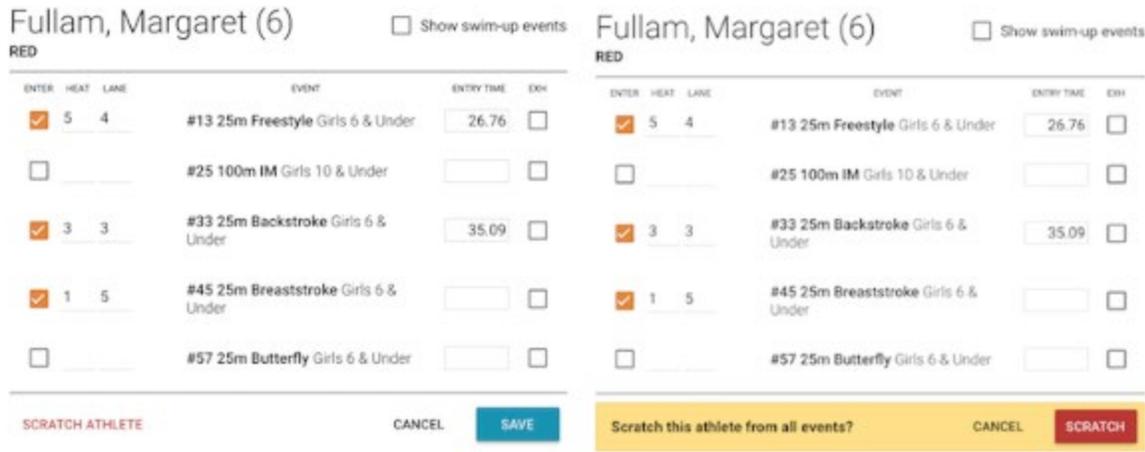


The Athletes tab allows you to search for athletes by:

- 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:

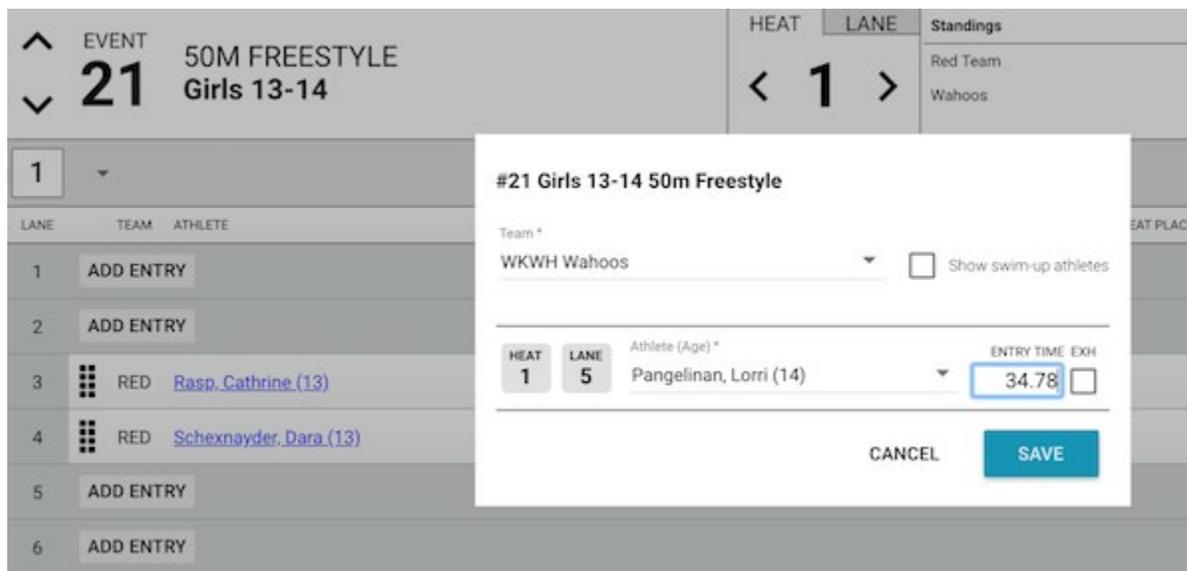
- Scratch the athlete from events individually
- Scratch the athlete from all events at once
- Change the athlete's Heat and/or Lane
- Change the athlete's Entry Time



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.

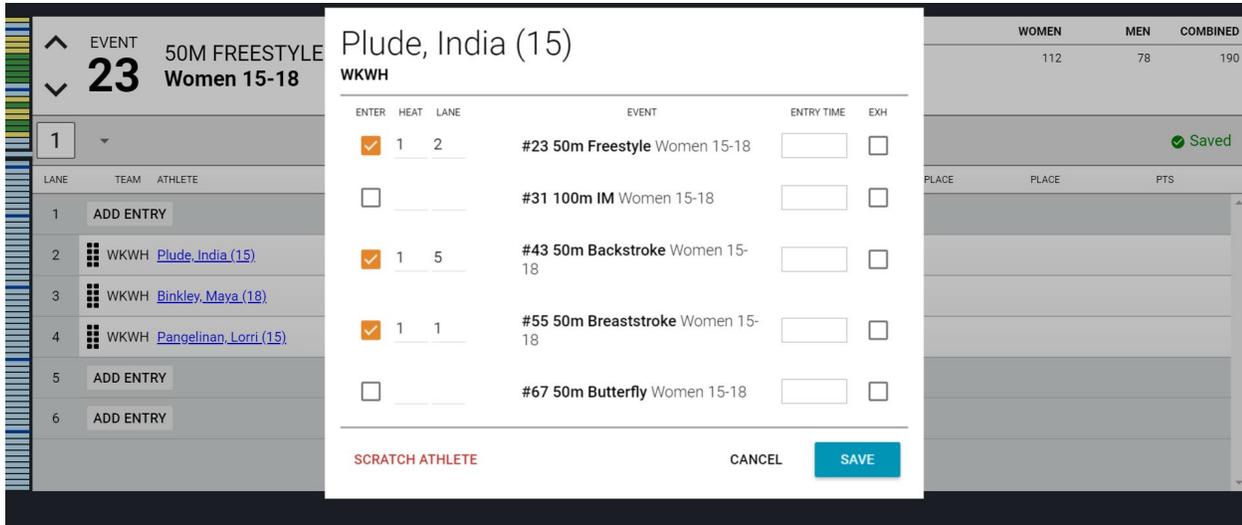


Note: when you “Add Entry,” it’s expected that the computer operator has a specific athlete to enter in mind. Meet Maestro currently allows adding any swimmer on the roster, without regard to attendance selections in SwimTopia, participation in another heat/lane in the same event, or eligibility for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



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)

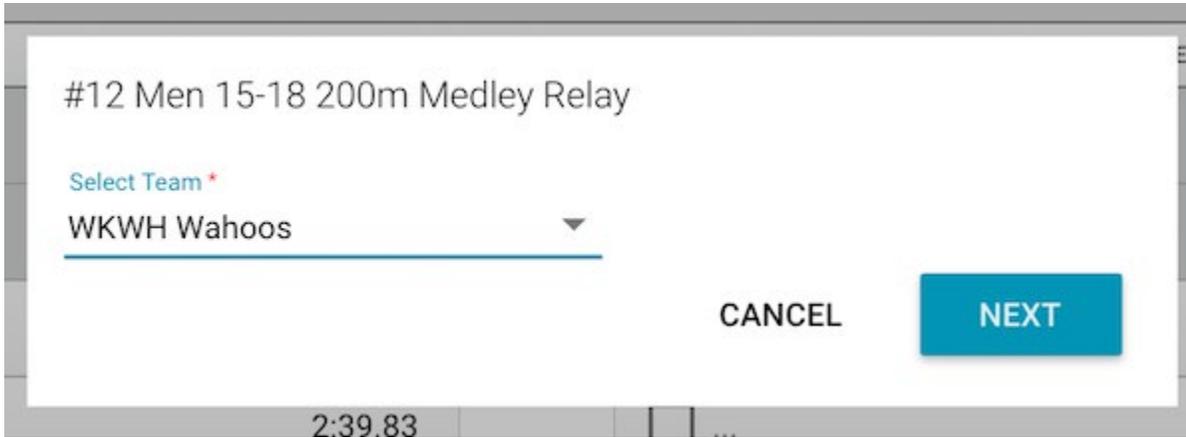
WKWH

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"/>

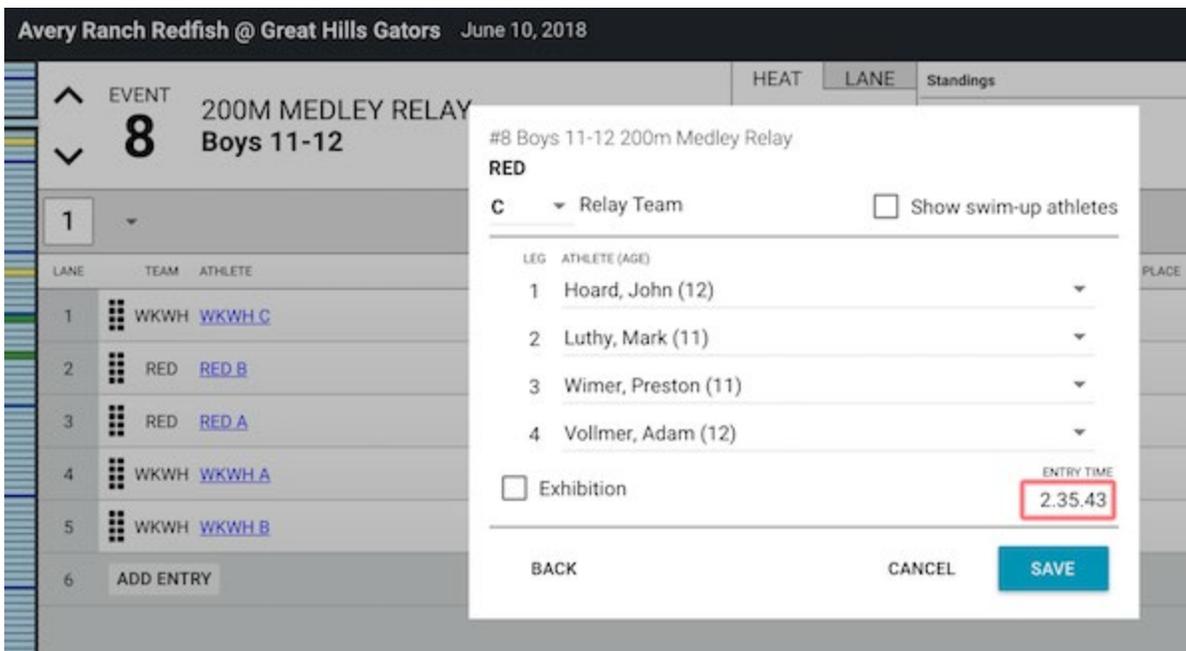
Scratch this athlete from all events? CANCEL SCRATCH

“Add Entry” Relay Event

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



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.



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	2:11.30
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 a 100M Medley Relay. The main window displays a list of athletes with their lane numbers, names, and ages. A modal window is open over this list, showing the same information and additional fields for 'HEAT', 'LANE', 'ENTRY TIME', and 'EXH'. The 'HEAT' is set to 1 and 'LANE' is set to 2. The 'ENTRY TIME' is 2:56.52. There are 'DELETE', 'CANCEL', and 'SAVE' buttons at the bottom of the modal. In the background, a summary table shows the total points for Women (112), Men (78), and Combined (190). A 'Saved' notification 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

1 2

ENTRY TIME

2:56.52

EXH

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).

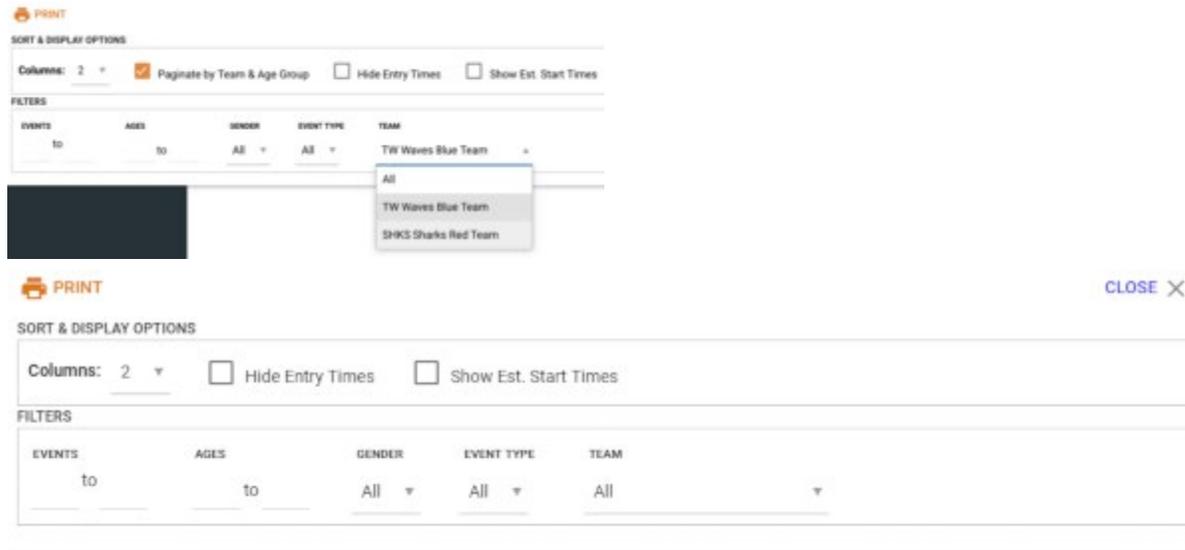
Standings	WOMEN	MEN	COMBINED
Red Team	5.5	8	13.5
Wahoos	5.5	0	5.5

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.

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

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

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



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 (?)			
2	WKWH	D	2:54.74	Luthy, Craig (?)			
3	WKWH	A	1:50.62	Spicer, William (?)			
	Puleo, Manuel (5)			Beasley, Roy (8)			
	Gatz, Dominic (6)			3	WKWH	A	1:26.34
				Jines, Nathan (?)			
				Dusley, Manuel (?)			
				Andrus, Felipe (8)			
				Horton, Aaron (6)			

Printing Tips

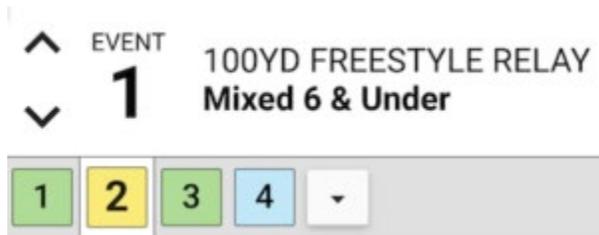
1. Best printing results occur when using Chrome.
2. Ensure your zoom level is 100%. **Do NOT check “Fit to Page.”**
3. Be sure your report has finished loading before printing or saving as a PDF. Depending on computer and connection speeds, the first pages may be loaded, but the rest of the report may 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.

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:

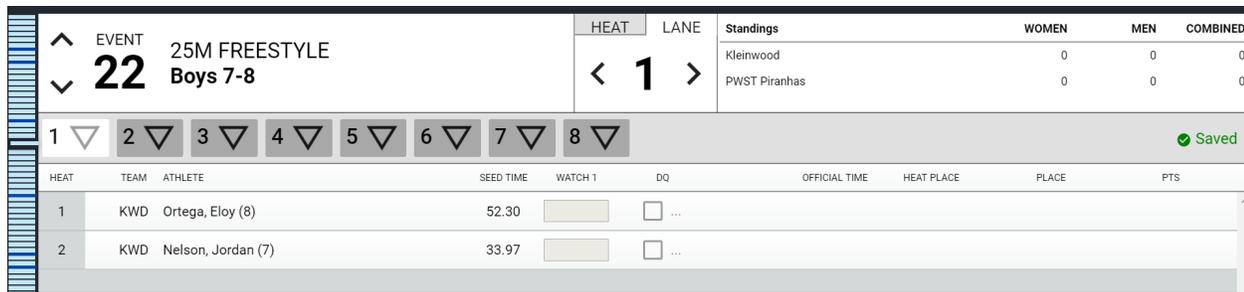


EVENT		HEAT	LANE	Standings	WOMEN	MEN	COMBINED	
1 100YD FREESTYLE RELAY Mixed 6 & Under		<	1	>	Kleinwood	0	0	0
					PWST Piranhas	0	0	0

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:



- 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



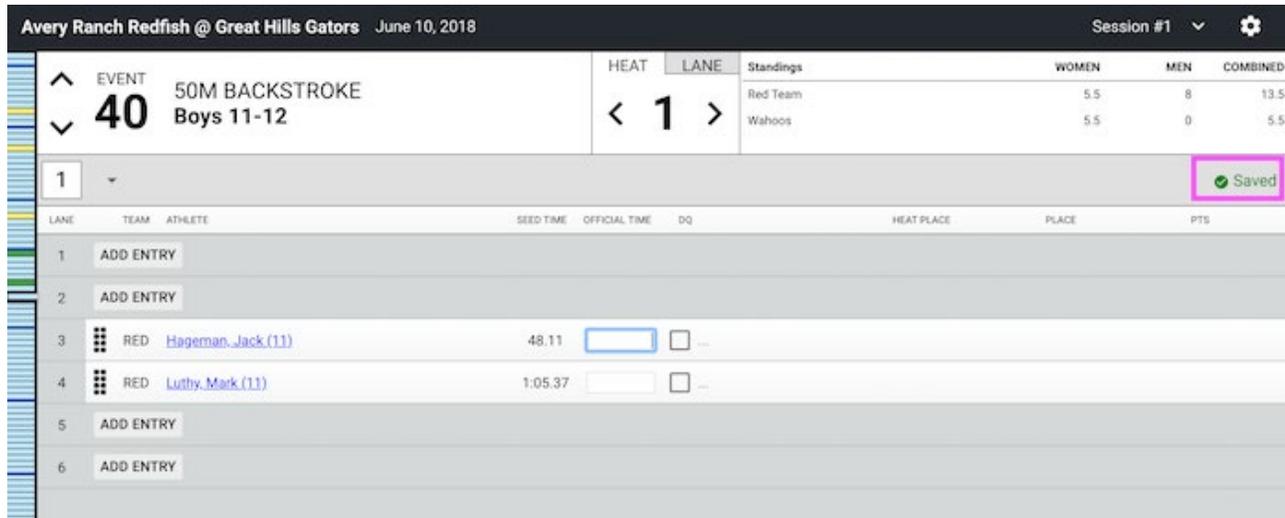
The meet can be configured to run with 1 to 3 watches. To change amount of watches to be entered, click on the “< >” left of Result Time.

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.

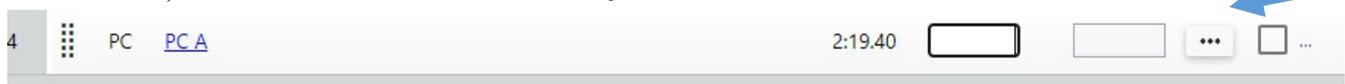
Continuous Auto-Save

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.



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.



- 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.

The screenshot shows the software interface for a 50M Freestyle Women 15-18 event. The event number is 23. The interface includes a 'HEAT' and 'LANE' section with '1' selected. Below this is a table with columns for LANE, TEAM, ATHLETE, SEED TIME, WATCH 1, and DQ. Lane 2 contains an entry for WKWH Plude, India (15) with a seed time of NT and a watch time of 3456778, which is highlighted in red. Lane 3 contains an entry for WKWH Binkley, Maya (18) with a seed time of 30.97 and a watch time box. Lane 4 contains an entry for WKWH Pangelinan, Lorri (15) with a seed time of NT and a watch time box. Lanes 5 and 6 have 'ADD ENTRY' buttons.

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="text"/>	<input type="checkbox"/> ...
4	WKWH	Pangelinan, Lorri (15)	NT	<input type="text"/>	<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.

The screenshot shows the 'Official Time Computation' settings panel. It includes a dropdown menu set to 'use middle time' and a checkbox labeled 'display warning automatically discard' which is checked. A text input field is set to '0.30' seconds.

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					
1							Saved					
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											

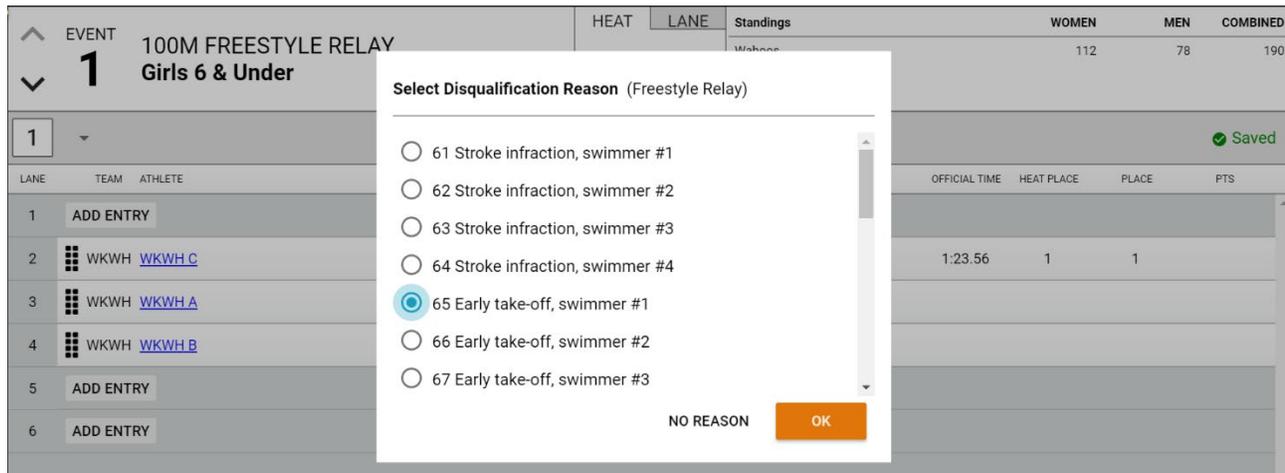
Hidden Times: Sometimes teams switch how many watches they use to enter times during the meet. If an official time was calculated using more watches than are visible in the interface, the software will display an exclamation mark next to the **Timer 1** time. The exclamation point highlights a possible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

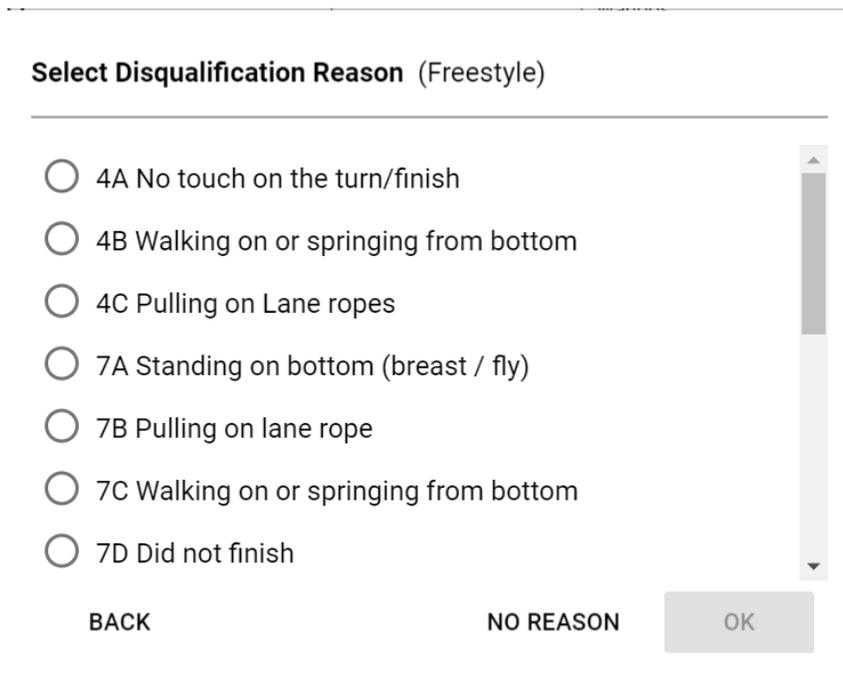
Checking the “DQ” box next to the time entry interface opens a window to check the DQ Reason.

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.

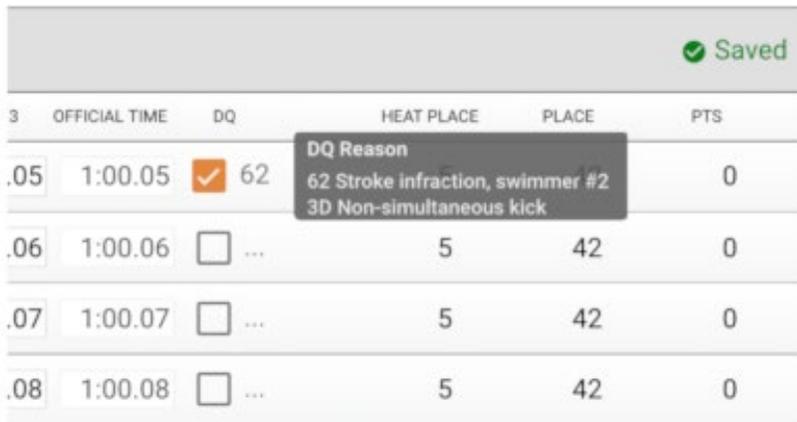


Select the DQ Reason (or click the “No Reason” button if no reason is specified), then click “OK” to save the DQ.

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.

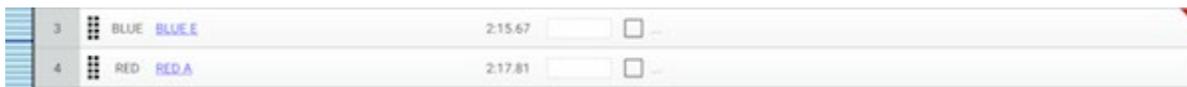


The screenshot shows a table with columns: 3, OFFICIAL TIME, DQ, HEAT PLACE, PLACE, and PTS. A 'Saved' indicator is in the top right. A pop-up window titled 'DQ Reason' is displayed over the DQ checkbox for swimmer .05, listing '62 Stroke infraction, swimmer #2' and '3D Non-simultaneous kick'.

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

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.



The screenshot shows a table with two rows. The second row has a red dogear icon in the top right corner, indicating a change.

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).

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 ⌵ ⚙

				HEAT	LANE	Standings	WOMEN	MEN	COMBINED
EVENT 8 200M MEDLEY RELAY Boys 11-12				< 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 ▼

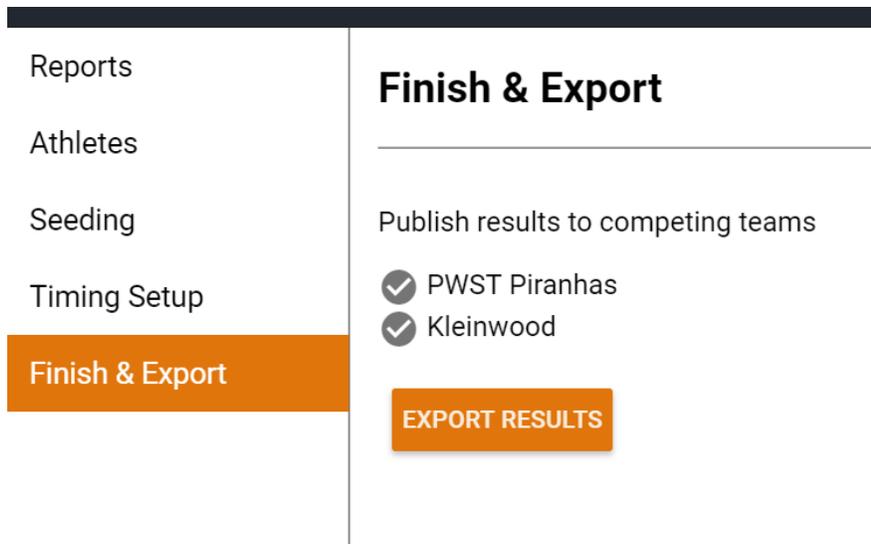
#2 Boys 6&U 100yd Freestyle Relay H: 1 L: 5 Entry Time: 3:40.25 Cavaretta, Gerald (5) Wahoos E - April 24, 2018 Avery Ranch Redfish @ Blue Wave	#2 Boys 6&U 100yd Freestyle Relay H: 1 L: 3 Entry Time: 1:50.62 Darensbourg, Louis (6) Wahoos A - April 24, 2018 Avery Ranch Redfish @ Blue Wave	#2 Boys 6&U 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)	#2 Boys 6&U 100yd Freestyle Relay H: 1 L: 5 Entry Time: 3:40.25 Oncale, Willie (5)	#2 Boys 6&U 100yd Freestyle Relay H: 1 L: 3 Entry Time: 1:50.62 Puleo, Manuel (6)

After Meet

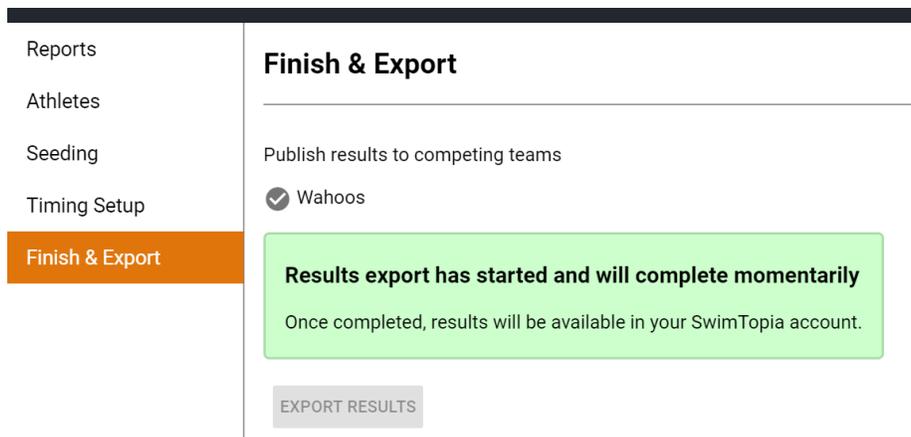
Once you've finished entering all data for the meet, you'll go to the **Finish & Export** tab, found under the Meet Maestro Settings (gear icon).



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.



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.