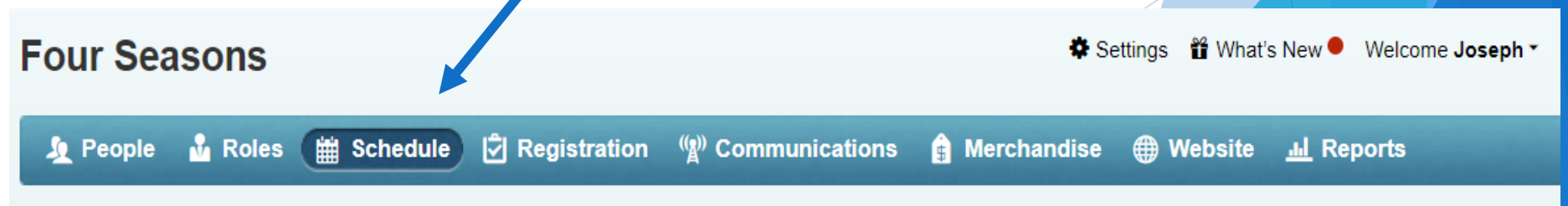
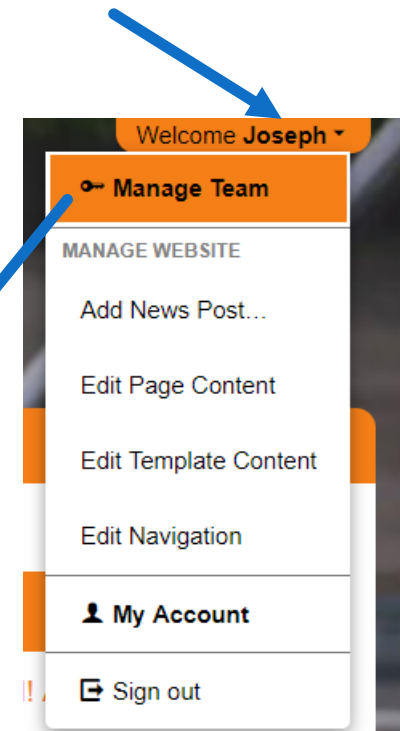


GSDA Meet Maestro Training

May 13th & 14th 2019

Getting Started

- ▶ Need user login (email / password) for your team site setup by your swim team admin
- ▶ Login then click on your name on top right and select Manage Team
- ▶ If you don't see manage team or schedule contact your team admin



Getting Started - Run Meet

- ▶ Using Chrome, Login then click on your name on top right and select Manage Team
- ▶ Schedule->Click on the meet name->Entries->Merge/Export->Run Meet button. The Run Meet button will bring up a new window and you will need to login again with your username and password
- ▶ If you do not see Run Meet button the merge may not be complete

The screenshot shows the 'Entries' tab of the SwimTopia interface. At the top, there are tabs for Status, Meet Setup, Entries (selected), Results, Jobs, and Files. Below these are sub-tabs: Individual Entries, Relay Entries, Reports, and Merge/Export. A toggle switch labeled 'On' is next to the text 'Lock out all entry changes'. Below this is a light blue box with the text 'Lock out all entry changes to avoid losing any changes after entries are merged'. The main section is titled 'Merging Entries' and contains a paragraph: 'When using SwimTopia for meet management, every team competing in the entries can be combined and seeded. (The home team is responsible for merging)'. Below this, the 'Merge Status' is shown as 'MERGED' in a red pill. The 'Competitor Status' section lists 'Four Seasons Tiger Sharks' with a checkbox for 'Ready for Merge' and a 'Save' button. At the bottom, there are two orange buttons: 'Merge Meet Entries' and 'Run Meet' (with a right arrow icon). A blue arrow points to the 'Run Meet' button.

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports Merge/Export

On Lock out all entry changes?

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

Merging Entries

When using SwimTopia for meet management, every team competing in the entries can be combined and seeded. (The home team is responsible for merging)

Merge Status: MERGED

Competitor Status

Four Seasons Tiger Sharks: ☐ Ready for Merge? **Save**

Merge Meet Entries

Run Meet ➔

Before Meet

- ▶ After Entries Entered(Team Entries Due by 2:00pm) - Step to be completed by Mary Ollier
 - ▶ Lock Entries
 - ▶ Merge Meet Entries
 - ▶ Assign Lanes for Each Team
- ▶ Run Meet
 - ▶ Will Need Internet Access at Pool
 - ▶ Suggest Using Chrome for Browser

Before Meet

- ▶ Do Preliminary Checks
 - ▶ Ensure no more than 2 heats per event
- ▶ Make Any Changes After Teams Arrive
- ▶ Print Reports
 - ▶ Timer Sheets
 - ▶ Suggest 1 - 2 events per page
 - ▶ Heat Sheets
 - ▶ Print Copies for Coaches, Head Referee, Asst. Referee, Starter & Announcer

During Meet

- ▶ Enter Times and DQs(If Applicable)
- ▶ Occasionally print team scores for announcer
- ▶ Print Award Labels for ribbons
- ▶ If GDSA Record set - Have Timers sign timer sheet
 - ▶ Timer Sheet needs to be provided to Mary Ollier

Easy to use interface

▶ Running Team Scores

▶ Event Status Bar

- ▶ Blue - no times entered;
- Yellow - some times entered, Green - Event scored, White - No entries

▶ Click on athlete name to edit or scratch athlete

▶ Move swimmers to different lanes within heat by dragging and dropping the row to a new lane

▶ See coaches guide for detail instructions

Avery Ranch / Ranch Results @ Blue Wave

Session #1

Standing

WOMEN MEN COMBINED

64 64 128

1

EVENT 25YD FREESTYLE

16 Boys 7-8

EVENT #15 SCORED

4 5 6

25yd Freestyle

Girls 7-8

4 Heats / 19 Entries

1 ADD ENTRY

2 WKWH [Kilduff, John \(7\)](#)

3 WKWH [Rohloff, Jack \(8\)](#)

4 WKWH [Oncale, Jeffery \(7\)](#)

5 ADD ENTRY

After Meet

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