

SwimTopia Dual Meet Event Entry Guide for Coaches

A. Record Seeding Entries:

Coaches are responsible for preparing meet entries using SwimTopia for each of the six dual meets: This work must be completed by 1:00 PM the day of the meet.

1. Sign in to your SwimTopia team website. Depending on the size and resolution of your browser, you may then see a **Welcome** button with your name in the upper right corner. Depending on the size of your browser, the Welcome button may be replaced by three vertical dots in the upper right corner of the display. You may have to zoom out to find the Welcome button or the three vertical dots.
2. In the drop down displayed when clicking on the **Welcome** button, select Manage Team to display your team's administration interface.
3. Click the **Schedule** tab in the top bar
4. The current year schedule should display. If it is a different year, select the correct year in the left column
5. Find the meet in the schedule and click the meet name.
6. In **Meet Setup**, it is recommended you choose the Participation Option: Assume "undeclared" athletes **Will** be participating in the meet. If the other option is selected, depending on other entries and status, some athletes might not appear in the entry configuration selections.
7. Click the Entries tab.

Individual Events:

8. The **Individual Entries** tab is used to make individual event entries.
9. For each group of athletes, click **Edit Entries** (upper right side).
10. For each athlete to be entered in the meet, make sure the right column **Availability** selection is set to Attending. (Depending on other settings configured in your SwimTopia website, if the selection is not set to Attending, entries made here for the athlete might be ignored without any warning). Athletes set with the Attending status will appear highlighted in the athlete group display.
11. Check up to three events for each athlete in the group.
12. Click the **Save Entries** button in the lower left corner.
13. Alternatively, you can edit entries for each athlete one at a time by clicking on the pencil icon to the right of the athlete's name on the previous form (before clicking **Edit Entries**)

14. The Best Time in SwimTopia should be assumed to be correct, so no custom time should ever be entered. If the Best Time in SwimTopia is known to be incorrect, the GRAL League Computer Coordinator must be notified before using a custom time as an entry time for a meet. The GRAL League Computer Coordinator should also be notified if there is any difference between the Best Time in SwimTopia and the time in the Next Meet Seed Times report emailed to coaches before the meet.

Relay Events:

15. The **Relay Entries** tab is used to create relay entries. The **Generate Relay Teams** button will create entries of relay teams using all available athletes somewhat arbitrarily which is something that will probably be used rarely if ever.
16. For each relay event listed below, click **Add Relay Team**.
17. To build the relay team, click on the athlete's name or drag the athlete name to the desired sequence.
18. SwimTopia will calculate an incorrect relay entry seed time displayed in the **Est. Entry Time** cell when there are four swimmers with times available, or will use NT if any swimmer does not have a time available. **THIS TIME MUST BE CHANGED TO THE CORRECT GRAL RELAY ENTRY SEED TIME TO DECLARE THE PROPER SCORING DIVISION (VARSITY OR ADVANCED):**
- The fastest Varsity relay team for each swim team must have an entry seed time of 2:00.00. The next slowest Varsity relay team for each swim team must have an entry time of 2:01.00. One second will be added for the entry seed time for each additional Varsity relay.
 - The fastest Advanced relay team for each swim team must have an entry seed time of 4:00.00. The next slowest Advanced relay team for each swim team must have an entry time of 4:01.00. One second will be added for the entry seed time for each additional Advanced relay.
- Every time a relay team is updated in SwimTopia, it will recalculate its entry seed time using each of the four swimmer's times. This time must be updated to comply with GRAL Relay seed time rules. Relays entered with times not complying with these relay seed time rules will be disqualified.
19. After each relay is built and the Est. Entry Time is corrected to be the appropriate GRAL relay entry seed time, Click the **Save** button in the lower right corner.

B. Submit Meet Seeding Entries:

- Select the **Merge/Export** tab.
- Click the **On** **Off** option next to **Lock out all entry changes** so that the lock is **On**. This will display a similar selection box below with both team listed with a **Off** Not Ready or **On** Ready option

3. Click on this option next to your team so that it is set to **On** Ready. With these settings, the meet entries are now prepared and the home team's computer rep will be able to merge your entries into Meet Maestro to run the meet. (This must be completed by 1:00 PM the day of the meet)

C. Operation of the meet:

1. The Computer Rep can use Meet Maestro to print lists or cards that can be used to help with the check in of athletes the afternoon of the meet.
2. Any changes should be provided to the Computer Rep as soon as possible, but no later than 5:30. In the unusual situation where you find it necessary to add an entry at this time, you must provide the Computer Rep with the appropriate entry seed time for the new entry. This time can be found on the report emailed to coaches before that meet or on the SwimTopia event entry interface..
3. The Computer Rep will then print Relay Cards for event 1. After these cards are printed, changes may be made to the relays as long as they comply with the GRAL relay division participation rules (See Appendix A). Any changes will be written on the card before or when the relay team checks in with the Clerk of Course. The relay cards will be used by Computer Rep to make updates in Meet Maestro after the event is completed.
4. Once the heat sheets are printed, no changes to entries for individual events are permitted. Athletes may be scratched, or may choose not to swim, but the entry will count as one of the three individual events in which the athlete may swim.
5. Relays may change anytime prior to the event check-in with the Clerk of Course and as long as the relay complies with the GRAL relay division participation rules (See Appendix A). Anticipated relay team changes should be provided to the meet's Computer Rep soon enough so that relay cards can be printed without causing delay. Relay cards are due to the Clerk of Course by Event 44. Any changes in the relay made after the relay cards are printed will be marked on the relay card.

D. Updates for completion of a meet on a different day (Weather delays):

See appendix A for information regarding rules for making meet entry updates for a meet that has been delayed to the next day.

1. Navigate to the Meet Setup web page using steps 1 through 7 in section A. above
2. Select the **Merge/Export** tab.
3. Click the **On** **Off** option next to **Lock out all entry changes** so that the lock is **Off**.
4. Use steps 8 through 14 in section A. above to update entries for individual events that have not yet been swum.

5. Use steps 15 through 19 in section A. above to update entries for relay events that have not yet been swum.
6. Use steps 1 through 3 in section B. above to lock the entries and make the meet entries available to the home team's computer rep to run the meet.

APPENDIX

A. Relay Divisions

Classification of an ADVANCED RELAY

All swimmers entered in an Advanced relay must be classified as Novice (N) or Advanced (ADV) in the stroke and distance that they are scheduled to swim. All points earned for the relay will be awarded in the Advanced Relay category. Advanced relays are limited to Novice and Advanced Swimmers and may be comprised of single sex relay clubs and/or mixed sex relay clubs.

Classification of a VARSITY RELAY:

A relay is classified as a Varsity when at least ONE swimmer is classified as JV, V, or SV in the stroke and distance he/she is scheduled to swim. The Varsity Relay must be mixed sex (to contain at least one boy and one girl). All points earned for the relay will be awarded in the Varsity Relay category.

B. Weather Delay

If the meet does not complete on the first day and is going to be reconvened on a different day, entries may be changed for events that have not yet been completed. Entries for events and heats that have been completed may Not be changed. If a swimmer was entered in the event that took place but did not swim in that event, the entry for that swimmer in that event must remain and it will count as one of the three events the athlete can swim. If event 1 (8&Under) did not take place on the first day, no relays will take place on the second day. If some, but not all relay events take place, all relays that were completed will be marked as Exhibition and there will be no relay scoring, but the times will be recorded within the valid meet results.

C. Entry Time

The correct entry time is important because proper seeding is dependent on the correct entry time. Even more critical is that proper divisional scoring depends on accurate entry times. If the Entry Time is incorrect, the swimmer or relay team may be improperly scored in the wrong division. If you add an entry for a relay team the day of the meet, the entry time can be determined by you. The fastest (A relay) Varsity relay team for each swim team will have an entry time of 2:00.00. The next slowest (B relay) Varsity relay team will have an entry time of 2:01.00. Add one second for each subsequent Varsity relay team. The fastest Advanced relay team for each swim team will have an entry time of 4:00.00. Add one second for each subsequent Advanced relay team. Relays entered with times not complying with these relay seed time rules will be disqualified. After the Heat Sheets are printed, there can be no additional relays entered and changes to the relay Entry Times are not

allowed unless directed by the Referee. Varsity relays may be labeled with SV or V and Advanced relays may be labeled with ADV.

D. Meet Audit

Each meet will be audited after it is completed. If violations are found, the scoring of the meet will be updated.

- a. If the entry time for an individual event is not the correct entry seed time resulting in that swim being seeded in an incorrect division, that swim will be marked as Exhibition and the event will be re-scored without including that athlete's swim. If the swim was completed without disqualification, the athlete's time will be recorded within the valid meet results and will be used for subsequent meet seeding and potential Champs qualification. The athlete keeps the time, but any points are not included in the team's meet score.
- b. If a relay does not comply with GRAL rules for the scoring division in which the relay was originally entered, the relay will be disqualified.