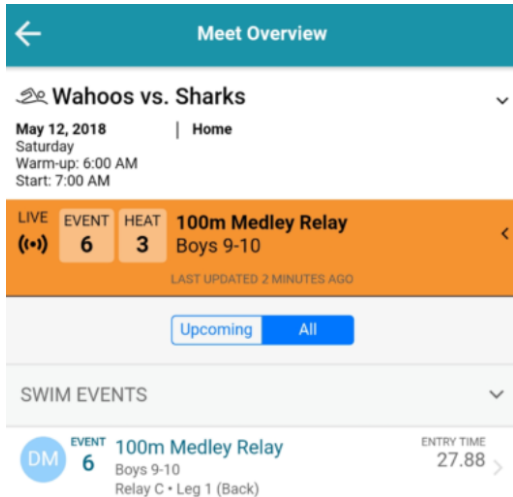


Enabling the SwimTopia Live Event/Heat Bar

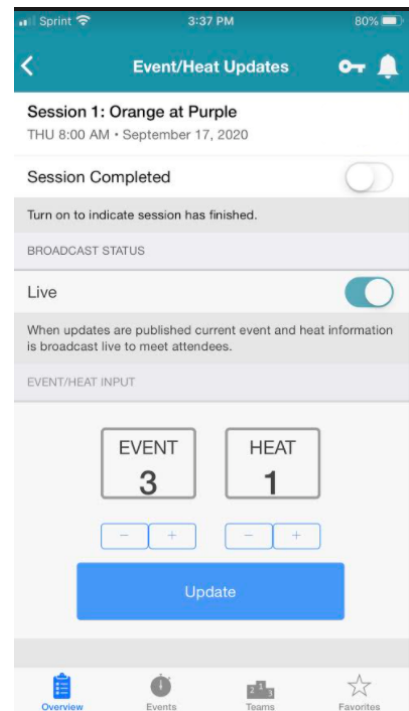
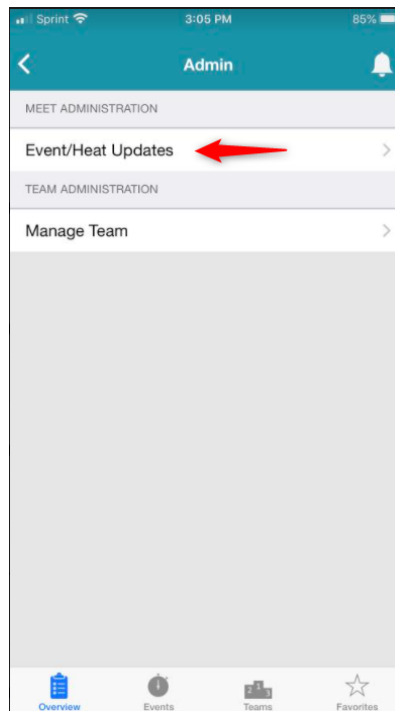
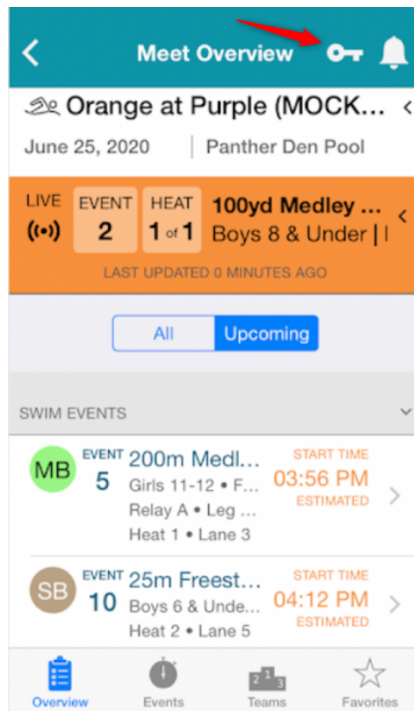


SwimTopia Mobile displays a Live Bar that keeps you up-to-date on what's happening in real time. The Live Bar is invaluable if you can't see clearly from your volunteer position, or you're home with the siblings and trying to time your arrival. You'll never miss an event again!

Locating the Event/Heat Updater in SwimTopia Mobile

The Event/Heat Updater is found under the key icon in the mobile app on the **Event/Heat Updates** screen.

>>**Note:** The key icon will only be visible to members with full admin privileges (denoted by a crown symbol in SwimTopia) or partial permissions to "Manage" Event Heat Updates (details below).



How to Enable SwimTopia Live

▶ Before The Meet

Step ①: Spread the Word

Be sure to tell your team members and the visiting team's admin about SwimTopia's free mobile app, available for iOS in the App Store and for Android in the Google Play Store.

Step ②: Assign a Volunteer (if needed)

▶ If your team does not use Meet Maestro with a timing system:

You'll need a volunteer to update the events and heats.

>>**Tip:** You could create a job for "Event/Heat Updater" in each swim meet and let team members sign up for one of the easiest jobs at the meet.

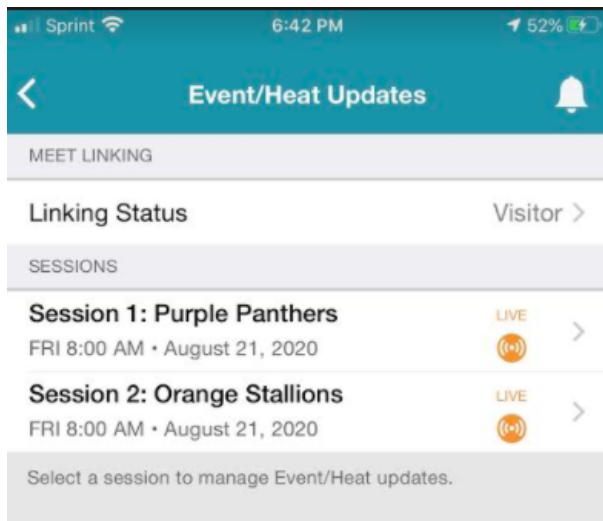
▶ Day Of The Meet

Step ③: Get the SwimTopia Visiting Team On Board

▶ Scenario 1: All teams ARE SwimTopia customers AND the meet schedule was created via a league schedule import

If your meet schedule was imported by SwimTopia, you and the visiting team(s) should already be linked and no further action is needed.

Each team admin or event/heat updater volunteer can confirm this by logging into their account on the app, clicking on the meet, clicking the key icon at the top, selecting Event/Heat Updates, and seeing if the Linking Status says Visitor or Publisher. Since your meet was created via a league schedule import, your meet is actually linked to a corresponding meet on the league site, and the league is the Publisher, which makes all the linked teams "Visitors" -- even if you're the home team. With the league schedule import, all linked teams are granted the ability to update the Live Event/Heat Bar.



Step ④: Tap to Update the Current Event and Heat

▶ If your team does not use a timing system with Meet Maestro:

To begin updating the current event and heat, your volunteer will log in to their SwimTopia app. Once in the app, the volunteer will:

1. Tap on the day's swim meet
2. Tap on the key symbol on the upper right of the screen

3. Tap on Event /Heat Updates
4. Tap on the Session
5. When ready, tap on Broadcast Status to switch it to "Live"

► **If your team is using Meet Maestro, and our system knows how your meet is seeded:**

Select AUTO mode -- The updater will autofill the correct event numbers and the correct number of heats per event. With the tap of an arrow, the updater automatically advances to the next heat (and after the final heat of an event, it will automatically advance to the the first heat of the next event).

- Use the right arrow key to advance to the next heat
- **Tap "Update"** as the heat begins, which will save and publish the current event and heat to the mobile app
- Repeat for each heat
- When the meet or session is over, switch on **Session Completed** and confirm your session has finished

The screenshot shows the 'Event/Heat Updates' screen in a mobile application. At the top, there is a teal header with a back arrow and the text 'Event/Heat Updates'. Below the header, there is a 'Session Completed' toggle switch which is currently turned off. A grey box contains the instruction 'Turn on to indicate session has finished.' Below this is the 'BROADCAST STATUS' section, which includes a 'Live' toggle switch that is turned on. Another grey box contains the instruction 'When updates are published current event and heat information is broadcast live to meet attendees.' Below this is the 'EVENT/HEAT INPUT' section, which features two buttons: 'AUTO' (highlighted in blue) and 'MANUAL'. In the center, there are two boxes: 'EVENT 3' and 'HEAT 2 of 2', with left and right arrow keys on either side. Below these boxes, the event name '100yd Medley Relay' and 'Girls 8 & Under • Finals' are displayed. At the bottom of this section is a large blue 'UPDATE' button. The bottom of the screen features a navigation bar with three icons: 'Overview' (a calendar icon), 'Events' (a clock icon), and 'Teams' (a group of people icon).