


# Computer Operator Meet Day Walk Through

## ▶ Set Up Computer, Printer and Data Table

As a computer operator you should plan to arrive at the pool at least 60-75 minutes before the start of the meet. This allows you time to get your area set up before the coaches and meet officials start checking in. While you are getting the meet setup and ready, you can have other volunteers work on getting the data table setup. They will want to make sure they have tables, chairs, your computer, the printer, power strips, pens, red pens, pencils, highlighters, stapler, scissors, extra paper and toner, labels, painter's tape and the ribbons. You should get your computer connected to the network (be sure you know your pool's Wifi name and password if applicable) and get the printer connected to your computer. You also need to get the Timer Clipboards.

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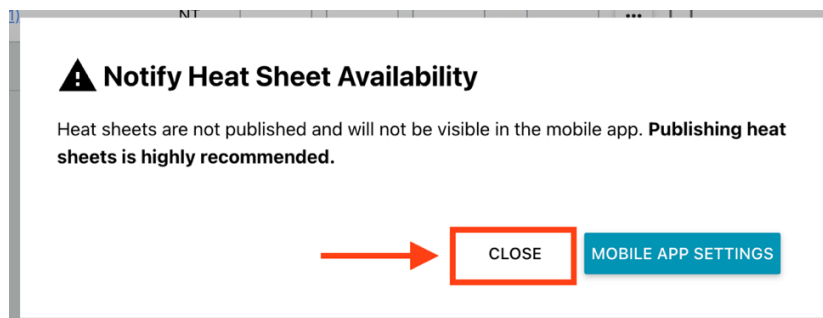
## ▶ Access the Meet

Meets are run in SwimTopia's meet management software called Meet Maestro. Once you have logged into your SwimTopia account, hover over your name in the upper right corner and navigate to Manage Team > Schedule > All Meets & Events. Find the current meet. You should see a Meet Maestro Icon next to the  Meet name. Click on this and Meet Maestro will open. If it asks for a login – it is the same as your SwimTopia account login.

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## ▶ Notify Heat Sheet Availability

When Meet Maestro opens you should see a pop-up window display about heat sheet availability. This is for the Mobile App (NOT the heat sheets that you will print out to give to officials). You will want to **select close** for now. We will publish the mobile heat sheets once you have confirmed that all entries are correct.



## ► RSL Eligibility Rules

### 2.2. Dual Meet Eligibility.

2.2.1. A competitor may participate in a maximum of three individual events and three relay events: one freestyle relay, one medley relay, and one graduated relay.

2.2.1.1. A 6 & under competitor may be entered in only one 25 freestyle and backstroke event.

2.2.1.2. If a competitor participates in more than the maximum number of individual events, that competitor will be disqualified from all individual events, and each event will be rescored accordingly.

2.2.1.3. If a competitor participates in more than the maximum number of relay events, that competitor will be disqualified from all relay events, and each event will be rescored accordingly.

2.2.2. A competitor may swim up in a higher age group provided that all individual events entered for the meet are in that age group for the duration of that meet.

2.2.2.1. Aged-up competitors may return to their traditional age group for any relay events.

2.2.2.2. A competitor may "swim up" in a relay event only if no other competitor from that age group is available.

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## ► RSL Seeding Rules

SwimTopia automatically seeds the meet when the merge is performed based off of the entry rules set in the Meet Template (created by the league), but here are the seeding rules in case you need to review them:

### 7.5.2. Computer Seeding

7.5.2.1 The Home team is responsible for computer seeding the meet in accordance with the following seeding guidelines:

7.5.2.1.1. The 1st heat contains the slowest swimmers.

7.5.2.1.2. Heats will progress from slowest to fastest; first to last, respectively.

7.5.2.1.3. Lane assignments shall be as follows:

7.5.2.1.3.1 In 4, 6, or 8 lane pools, the home team will use odd lanes and the away team will use even lanes.

7.5.2.1.3.2. In 5 lane pools, the home team will use lane 1 and 3, the away team uses 2 and 4, and the teams alternate using lane 5 with the home team using lane 5 first.

7.5.2.1.3.3. These lane assignments may be superseded to accommodate any swimmer's special needs.

7.5.2.1.3.4. For efficiency, events may be combined with approval from the Head Referee. Combined events should be noted on the Meet Program.

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► **Print Two Preliminary Copies of the Heat Sheet for Coach Review**

Once you are set-up you should print off a preliminary copy of the heat sheet for the Home and Away Coach. Per RSL rules this should be provided 60 minutes ahead of the meet, so try to get this printed ASAP for review.

To print the heat sheet, navigate to **Meet Maestro > Settings ⚙️ > Reports > Pre-Meet > Heat Sheets**. Be sure to check the box to display empty lanes.

*Note:* In SwimTopia, the Athlete Registration Number report can be used to assign special information to team swimmers. Use cases for this would include those swimmer that need special accommodations, or to indicate swimmers that have chosen to wear t-shirts, shorts or modestly suits. If possible, if the referee makes note of this information, it should be added on the team side for future meets.

To display this info on the Heat Sheet, be sure to check the box next to Athlete Numbers.

The screenshot shows a 'Heat Sheet' for a 'Home Meet' on May 5, 2023. It displays three heat sheets for the '#1 Men Open 100m Freestyle' event. The first heat sheet, 'Heat 1 of 2', has an estimated start time of 9:00 AM and lists six swimmers: 1. Slonson, Felix; 2. Ayers, Jamal; 3. Bayer, Emmanuel; 4. Bayer, Ivan; 5. Bailey, Elias; 6. Benjamin, Maxim. The second heat sheet, 'Heat 2 of 2', has an estimated start time of 9:01 AM and lists six swimmers: 9. MFWS; 10. MFWS; 11. MFWS; 12. MFWS; 13. MFWS; 14. MFWS. The third heat sheet, 'Heat 3 of 2', has an estimated start time of 9:02 AM and lists six swimmers: 15. MFWS; 16. MFWS; 17. MFWS; 18. MFWS; 19. MFWS; 20. MFWS. A sidebar on the right contains 'FILTERS' and 'DISPLAY OPTIONS'. Under 'DISPLAY OPTIONS', the 'Athlete Number' checkbox is checked and highlighted with a red box. A red arrow points from this checkbox to the 'Athlete Number' column in the heat sheet table.

## ► Talk with Coaches

After coaches have a chance to review, they should let you know about any changes that need to be made to swimmers or events (scratches or deck adds) no less than 30 minutes before the meet starts.

7.5.2.2. The Home Team will provide a copy of the meet program for review by both teams at least 60 minutes prior to the start of the meet. As soon as computer seeding has occurred, an advance copy of the meet program should be provided to both teams.

7.5.2.2.1. Teams shall review the meet program for errors and omissions prior to the start of the meet and immediately report any discrepancies to the Scorekeeper.

7.5.2.2.2. Corrections can only be made in the meet software if the discrepancy is verified to ensure the swimmer is listed in that event on the EEP (Electronic Event Planner) but is not included on the TEE (Team Electronic Entries).

7.5.2.2.3. Team Coaches must provide a list of known scratches to the Scorekeeper and to the Clerk of the Course 30 minutes prior to the start of the meet. A swimmer that is expected to arrive, but is running late, should not be scratched.

7.5.2.2.4. After making any necessary corrections based on 7.5.2.2.2 and 7.5.2.2.3, the home team will print the official meet program from meet software and deliver them to coaches and meet officials. Any combined events should be noted on the meet program.

### **Swimmers may be added to the meet as long as the following criteria are met:**

- If the coach believes a swimmer was left off the meet in error and can show that this swimmer was entered through confirmation on the EEP (Electronic Event Planner) (they should have emailed a copy of this to their RSL rep and have a copy themselves), you can manually add the swimmer into the meet.
- If a swimmer is now available for the meet and would like to swim, they can be added into any events up to the entry limits but will be marked as exhibition swimmers.

7.5.3.1. Once the EEP and TEE have been electronically submitted, no changes can be made to any event unless specified below:

7.5.3.1.1 In the event of empty lanes, or scratches from original meet entries, lanes may be

filled by relays or swimmers that have not exceeded event eligibility on exhibition basis. Exhibition swimmers will be allowed to swim on a no score basis, but their time will count towards eligibility in the championship meet.

7.5.3.1.1.1. All modifications require the permission of the Head Referee.

7.5.3.1.1.2. If this change occurs more than 30 minutes prior to the start of the meet, the Scorekeeper must be notified so that it can be reflected in the official meet program.

7.5.3.1.1.3. Changes which occur after the official meet program and timer sheets have been printed should be referred to the Scorekeeper and Clerk of Course.

7.5.3.1.1.4. Heats will not be added to accommodate exhibition swimmers or relays.

7.5.3.1.1.5. If timer sheets have already been printed, exhibition swimmers can be added directly to the timer sheets by writing the competitors first name, last name, middle initial, age as of June 1st, team abbreviation, and "EXH".


7.5.3.1.1.6. Care should be taken to inform all coaches, judges, timers, and scorers of the entry of these exhibition competitors.

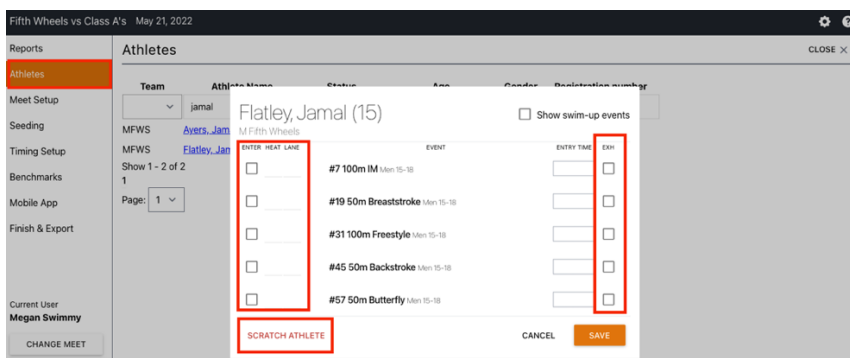
7.5.3.1.1.7. If an exhibition swim causes a competitor's entries to exceed the maximum number allowed, rule 2.2.1.2 and 2.2.1.3 still apply.

7.5.3.1.2. Substitutions may be made among relay competitors up to the start of the relay event in which that competitor is participating. These changes must be submitted in writing on the event card.

7.5.3.1.3. Substitutions are not permitted for individual events.

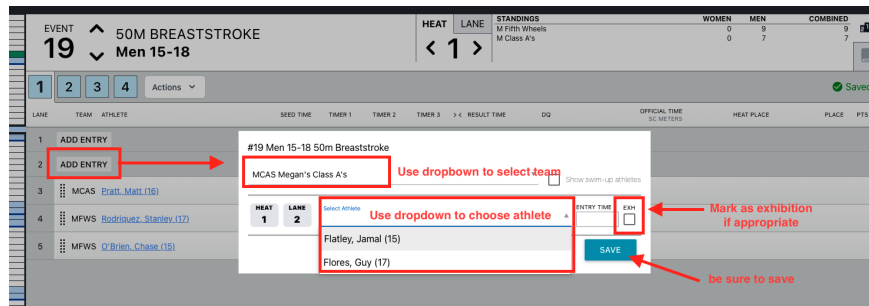
## ► Deck Additions / Scratches of Swimmers - Individual

There are two different ways to edit Athletes. The first is through the Athletes Tab in Meet Maestro settings (Meet Maestro > Settings  > Athletes). You can search for all athletes that were on the team's roster *on the day of meet merge* (if an athlete joined the team after the date the meet was merged, they will not be on this list). This allows you to view all of the events a swimmer has scheduled for the meet. You can scratch them from all events, or check/uncheck boxes to add or remove them from individual events. If they are a deck add the day of the meet, remember to mark them as an exhibition swimmer (EXH). Be sure to **Save** your changes. If a swimmer is not listed, you can manually add them to the meet. You will need the following information from the coach: Team, Swimmer's Name, Competition Category and Date of Birth.

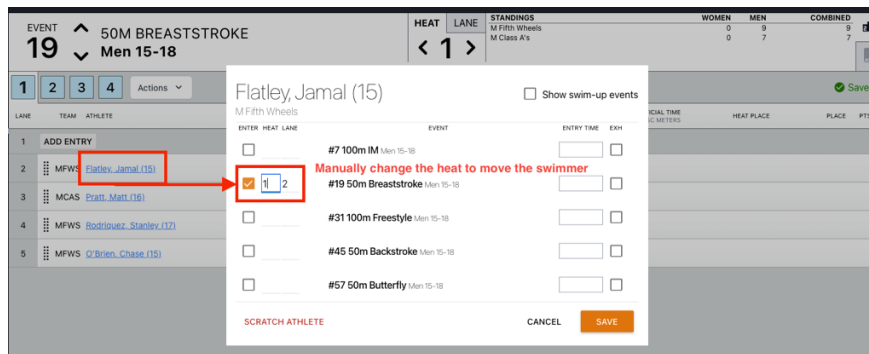


ENTER HEAT LANE	EVENT	ENTRY TIME	EXH
<input type="checkbox"/>	#7 100m IM Men 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	#19 50m Breaststroke Men 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	#31 100m Freestyle Men 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	#45 50m Backstroke Men 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	#57 50m Butterfly Men 15-18	<input type="text"/>	<input type="checkbox"/>

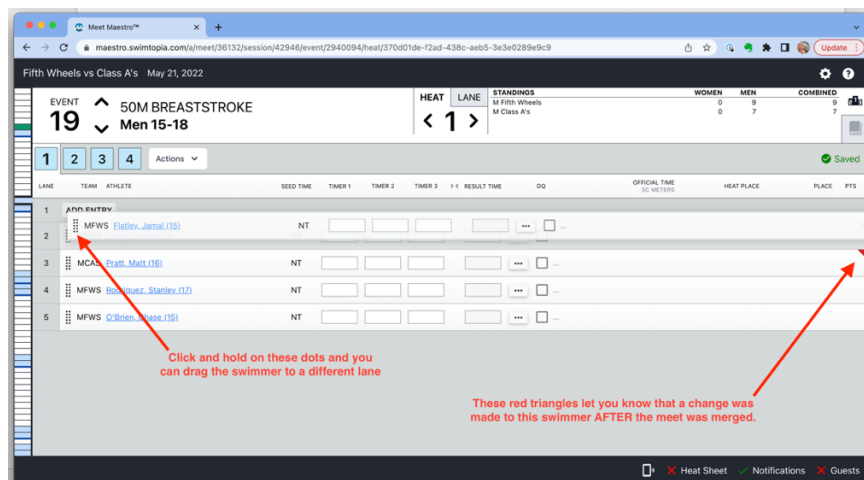
You can also add an athlete from the event itself. Navigate to the Event and Heat you wish to add them and click on **Add Entry**. This opens a window that will allow you to select the team, then athlete from the dropdown menu. Mark them EXH if appropriate and **Save** your changes.



To make edits to an athlete from the event itself, navigate to the Event and Heat you wish to add them in and click on the swimmer's name. This opens a window that will allow you to make changes to the heat/lane the swimmer is in or remove them from the event (uncheck the box). This is how you edit a swimmer if you need to move them to a different heat. Be sure to **Save**.

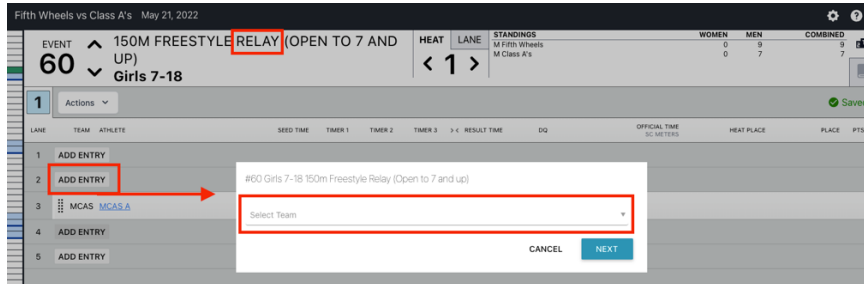


If you want to move a swimmer (or relay) to a different lane, you can do that easily by holding on the dots next to their name and dragging them to the lane you want to move them to. After making edits, you will notice a red triangle to the far right of each entry. This red triangle indicates to you that a change has been made AFTER the meet was merged.

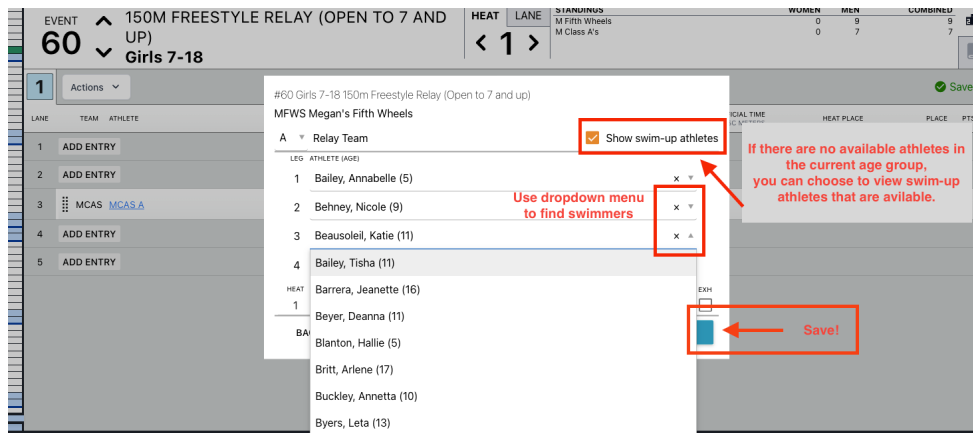


## Deck Additions / Scratches of Relays

To add a relay, navigate to the relay Event and Heat. Choose Add Entry in the lane you wish to add the relay team. This will open the window that will allow you to add the relay. You will first need to select which team you wish to add the relay for.



Then you will select Next and be brought to the window that will allow you to add in the relay swimmers. *If there are not enough swimmers in the specific age group* to fill the relay, our rules do allow for swim-ups. You would need to check the box to show swim-up athletes. Be sure to **Save** your changes. To edit a current relay, click on the name of the relay within the event, click on the name of the athlete and you should see any available swimmers in the dropdown box. (Image on next page)



## Print Copy of Heat Sheet for Referee Review

Once you have updated meet entries after conferring with coaches, you should print out one copy of the Heat Sheet and give it to the referee to review. They should check it to confirm that any special swimmer lane assignments due to disability requests are appropriate and that there are no heats with only one swimmer. After the Referee has confirmed that they approve the Heat sheet, you are ready to start printing!

## Print Timer Sheets

After approval from Ref, you are ready to print your heat sheets and timer sheets. Print the timer sheets first so you can get those sorted while the heat sheets are printing. To print Timer Sheets, Meet Maestro > Settings > Reports > Pre-Meet > Timer Sheets. We print ONLY the individual events (relays use the relay cards) and print TWO per page. These will be sorted by lane,

so all of Lane 1, then all of Lane 2, etc. Once they have printed, sort by lane and put onto the matching lane timer clipboard.

## Print Heat Sheets

After the timer sheets are completed, you will want to print the heat sheets. Actual numbers may vary based on number of coaches, but a good start would be as follows: Referee (1), Admin Refs (2 if assigned), Starter (1), Clerk of Course (3), Announcer (1), Stroke and Turn (4), Home Coaches (5), Away Coaches (5). **Total = 22**

To print Heat Sheets, Meet Maestro > Settings > Reports > Pre-Meet > Heat Sheets. We print 2 columns and display empty lanes. You can also choose to include Benchmarks, although you do not have to (may add additional pages). Be sure to check the box for Athlete Number.

## ► Publish Mobile Heat Sheets

Now you are also ready to publish the Mobile Heat Sheet and notify parents that it is Live. Doing this will send out an alert over the SwimTopia Mobile App and parents will be able to view what Event, Heat and Lane their swimmers will be participating in.

Navigate to the **Mobile App** settings section within Meet Maestro to manage the Heat Sheet publishing. You will want to turn on **Publish Heat Sheets**.

HOST Mock Meet Jun 9, 2022

SwimTopia Mobile Settings

These settings control how this meet is displayed in the SwimTopia mobile app

**Publish Heat Sheets**  
If enabled, heat sheets will be available in the mobile app

**Public Meet Search + Guest Access**  
If enabled, this meet will appear in public meet search results and will be accessible to Guest mobile users without a login.

**Score Display**

The scoring categories enabled below, if any, will be displayed in the mobile app

Combined  Girls/Women  Boys/Men

**Notifications**

**Upcoming Swim Reminders**  
Send notifications a few minutes before favorited athletes swim

**Recent Results**  
Send notifications after events are scored

This will bring up another pop-up window where you can configure when you want the mobile heat sheets to push live to the App. You will want to choose Notify immediately. This will send out an alert to all parents.

**Notify Heat Sheet Availability**

Schedule a notification to let parents and swimmers know heat sheets are available.

Notify Immediately  
 Notify before start of meet  
 Do not notify swimmers and parents

CANCEL SAVE

## ► Relax For A Few Minutes!

Now that you have printed and prepared all of the pre-meet information, you should have a few minutes to relax until the meet starts and the entries start coming in. Use this time to get some food, check-in with your swimmers, or whatever else you need to do.



## ▶ Suggested Procedure for Data Entry / Time Verification

- 1) The runner will bring you timer sheets and DQ slips. Have them hand them to a data clerk who will organize/sort by Event/Lane. There will be the Girls/Boys all heats for each event on one sheet. Each Event Girls/Boys should end up with 6 timer sheets.
- 2) One these are sorted in order; they should be given to the Away Team Computer Operator/ Data Clerk. The data clerk will read times off timer sheet while computer operator enters them in.
- 3) Once all times are entered, timer sheets are handed to Home Team Data Clerk. Home team computer operator will read out already entered times while data clerk confirms time matches timer sheet. Correct any errors and verbally notify Away Team computer operator of any changes.
- 4) Be sure to check that DQ or NS was not inadvertently entered. If they were, clear the code so times will show.
- 5) After times are entered and verified, Event can be scored and printed. Once printed, results can be given to runner to post in desired location.

## ▶ Swimmer Time Entry

Once the meet starts, the runner should bring you the timer sheets every two events. You will see the Boys Event (with all heats) and the Girls Event on one sheet per lane. The sheets should be sorted for you by Event/Lane (in order). Keep in mind that Relays will be arriving on the Relay Cards instead of timer sheets. **ANY questions about validity of times for DQs should be directed to the Head Referee.** RSL Rule 10.11.1.1.8. Entering changes in event results at the direction of the Referee. A few notes about time entry:

## ▶ 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 the 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 events have not yet started.

## ▶ Timer Visibility Toggle

By default, three Timer input boxes will display, but not all teams will use all three. If your team wishes not to see all three input boxes, this can be changed with a click of the **timer visibility toggle (><)** directly from time entry header.

The first 2 clicks you make will reduce the number of timer boxes from 3 to 2 and then 2 to 1; the 3rd click will show all timers again.

EVENT 43 100YD IM Boys 13-14 HEAT 43 LANE 1 STANDINGS Sharks Red Team Waves Blue Team

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	><	RESULT TIME	DQ
1	ADD ENTRY								
2	SHKS	<a href="#">Arvizu, Jeffrey (13)</a>	1:28.54	1:24.78	1:24.62	1:24.98	><	1:24.78	...

If there are hidden Timer fields with values in them which affect the result time, then a new tooltip icon (i) will appear in the row between the timers and the result time, as seen below.

EVENT 43 100YD IM Boys 13-14 HEAT 43 LANE 1 STANDINGS Sharks Red Team Waves Blue Team

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	><	RESULT TIME	DQ	OFFICIAL TIME SC YARDS
1	ADD ENTRY								
2	SHKS	<a href="#">Arvizu, Jeffrey (13)</a>	1:28.54	1:24.78	1:24.62	(i)	1:24.78	...	1:24.78
3	SHKS	<a href="#">Deihl, Eric (13)</a>	1:27.79	1:23.56	1:23.67	(i)	1:23.67	...	1:23.67
4	TW	<a href="#">Gilkerson, Gregory (13)</a>	1:28.78	1:27.56	1:27.45	(i)	1:27.56	...	1:27.56

- Hovering over the icon will show a tooltip to explain.
- Clicking the tooltip icon will display all timer boxes again, which is the same as when hitting the timer visibility toggle for the third time.

## ▶ Heat/Lane View:

You can 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/Lane View:

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	RESULT TIME	DQ
1	STNG	Rednour, Bruce (10)	2:03.89	2:03.11	2:03.32	2:03.15	2:03.15	...
2	STNG	Conner, Brian (7)	NT	1:45.67	1:45.67	1:45.66	1:45.67	...
3	ADD ENTRY CLEAR			1:46.78			1:46.78	...
4	ADD ENTRY							...
5	STNG	Boatwright, Darnell (8)	1:59.88	1:57.67	1:57.12	SCR	SCR	...

- Heat number is displayed in the Heat tab.
- Heats are shown in boxes below the event number.
- The heats are color-coded as well: green for complete, yellow for incomplete, and blue for heats not yet started. Color coding should make it easier to spot the incomplete heat (which would show yellow) in an event that is showing yellow.
- Each row displays the swimmers assigned to each lane for that heat.
- Proceed 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:

HEAT	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	RESULT TIME	DQ
1	STNG	Rednour, Bruce (10)	2:03.89	2:03.11	2:03.32	2:03.15	2:03.15	...
2	STNG	Boatwright, Grover (8)	NT	1:23.45			1:23.45	...

- 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.

**Lane View** is the more efficient option for entering swimmer times. This will allow your data assistant to read you all times for that lane (from all heats) and then move on to the next lane timer sheet.

You do not need to use punctuation when entering times. Simply type in the numbers and the system will enter proper punctuation for you.

The software will automatically calculate the "Middle" time for you, as long as three times are available. If two times match, that will be selected as official. If only two times are available, it will create an average of the two times. If only one time is available, this will be the chosen time. This is all consistent with our RSL rules:

10.11.2. To determine the Official time for a competitor, use the following:

10.11.2.1. Three times listed on the timer sheet

10.11.2.1.1. At least 2 times agree, that time is official.

10.11.2.1.2. No times agree, the intermediate time is official.

10.11.2.2. Two times or fewer listed on the timer sheet

10.11.2.2.1. With 2 times, the average time will be official.

10.11.2.2.2. With 1 time, that shall be official.

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### ► Data Entry Shortcuts/Tips

- When inputting times, you don't need 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, 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 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).

**>>Note:** *There is a shortcut menu on each lane to pick these so you do not have to remember codes. More on this below.*

- 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 code (NS, DQ etc.).
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## ▶ 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		50YD FREESTYLE		HEAT	LANE	Standings	
19		Girls 11-12		< 3 >		Green Dragons Golden Geese	
1	2	3	4				
LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	DQ	OFFICIAL TIME	
1	GOLD	Suggs, Oma (12)	43.68	44.32	<input type="checkbox"/>	...	44.32
2	GOLD	Minnick, Nettie (11)	41.67	41.13	<input type="checkbox"/>	...	41.13
3	GREEN	Delgreco, Lucia (11)	41.46	6245	<input type="checkbox"/>	...	
4	GOLD	Nulsh, Lorri (11)	41.65		<input type="checkbox"/>	...	
5	GREEN	Fulfer, Mindy (12)	43.46		<input type="checkbox"/>	...	
6	GOLD	Tyburski, Ione (12)	43.89		<input type="checkbox"/>	...	

>> **Tip:** Hovering over the box will display a warning message to explain the issue.

SEED TIME	WATCH 1	DQ
43.68	44.32	<input type="checkbox"/> ...
41.67	41.13	<input type="checkbox"/> ...
41.46	6245	<b>Error: Time format not recognized.</b>
41.65		<input type="checkbox"/> ...
43.46		<input type="checkbox"/> ...

### ▶ Display Warning or Discard Times

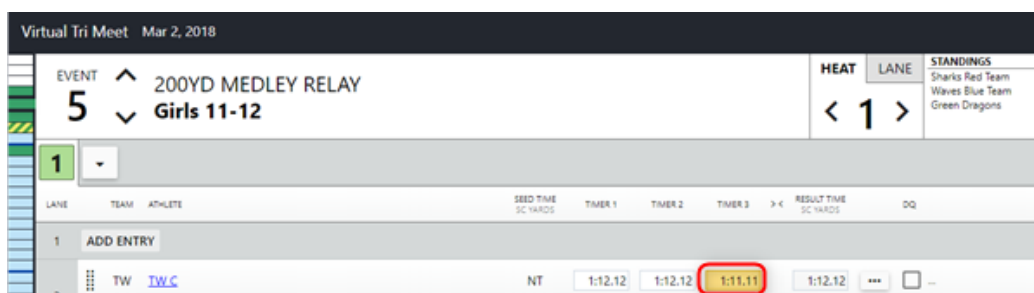
When entering times in all 3 Timer fields, the “official time” is calculated based on the league rules in the [Seeding and Scoring Rules](#) section of the Meet Template.

Official Time Computation

With 3 watch times within acceptable tolerance  use middle time

If any time is more than  seconds apart from the other two times  display warning  automatically discard

If “**Display Warning**” is selected in the template, the software will place a yellow/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.



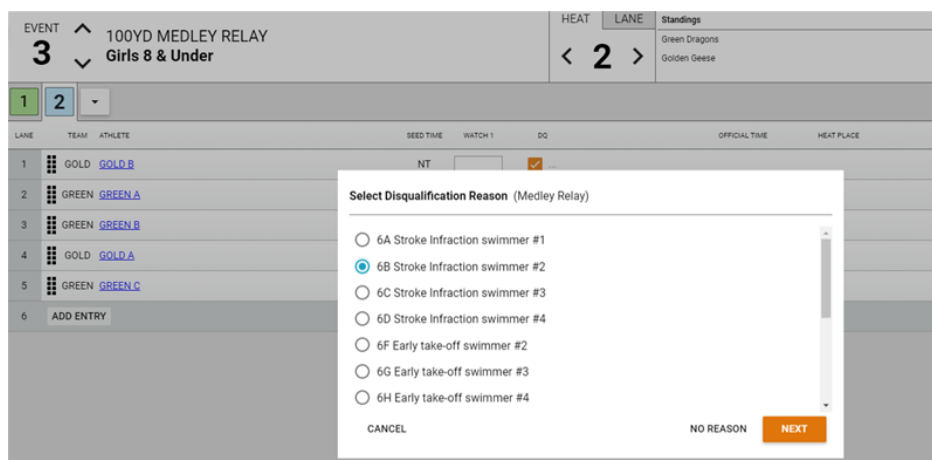
We do nothing with those times; it will just make a note that this is occurring. You will still be able to close and score the event.

You can update relay swimmers or individual swimmers (if there are handwritten changes on the sheets) following instructions from **Deck Additions / Scratches of Swimmers**.

### ▶ Entering in 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.

Select Disqualification Reason (Freestyle)

- 4A No touch on the turn/finish
- 4B Walking on or springing from bottom
- 4C Pulling on Lane ropes
- 7A Standing on bottom (breast / fly)
- 7B Pulling on lane rope
- 7C Walking on or springing from bottom
- 7D Did not finish

BACK NO REASON OK

✔ 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

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

10.11.1.1.7. Marking DQ and attaching the DQ slip to the timer sheet where an infraction was recorded and countersigned by the referee.

10.11.1.1.7.1 Verifying the name on the DQ slip matches the timer sheet.

10.11.1.1.7.2 If the timer sheet does not match the name located on the DQ slip, the head scorekeeper will return the DQ slip to the Head Referee for adjudication.

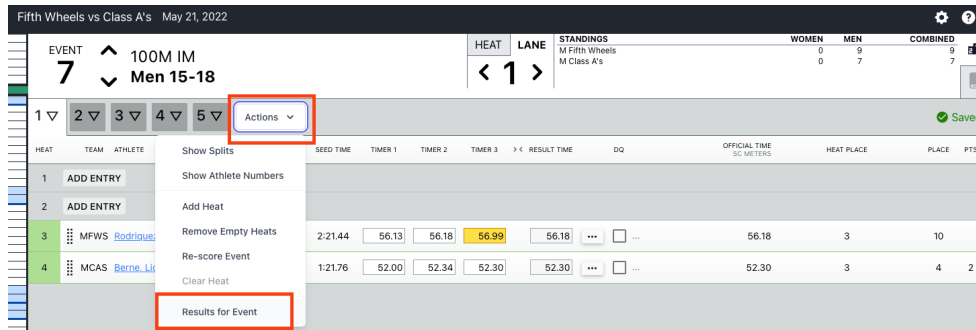
### ▶ Verify Times

After all times and DQs are entered, the data clerk should hand the timer sheets to the Home Team data clerk. Home team computer operator will read out already entered times while data clerk confirms time matches timer sheet. Correct any errors and verbally notify Away Team computer operator.

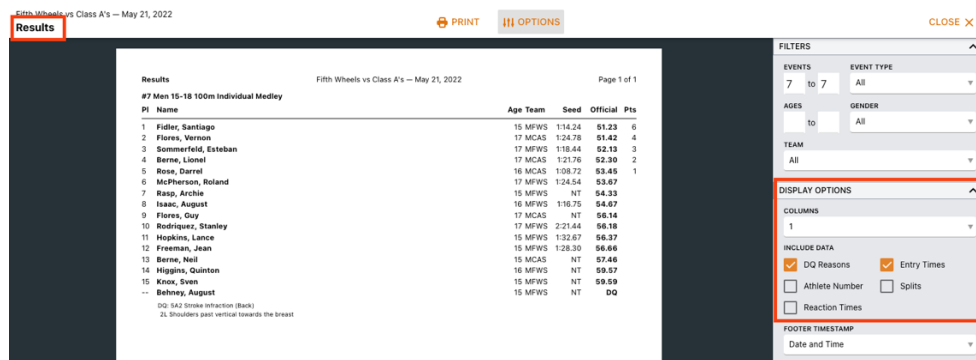
10.11.1.2. The scorekeepers shall be assigned so that one person from each Team assumes the position of computer operator and data clerk. The scorekeepers may take any positions they choose to ensure a smoothly functioning scorekeeping section.

### ▶ Print Results

After times have been verified and all DQs have been entered, the results of that particular event can be printed. Select Actions and in the Dropdown menu, you will see Results for Event. Clicking on this will bring up a report to print off.



Be sure to set to print in one column, include DQ reasons and entry times. Print TWO copies. One copy of this this report can be given to the runner to be posted. The other copy should be placed on top of the timer sheets, DQ slips and then stapled together. Each packet should contain both Boys and Girls timer sheets, DQs and Results report.



## 8. DUAL MEET SCORING

8.1. The meet runner shall present the timer sheets with recorded times to the scoring table.

8.2. After the scorekeeper has received all the timer sheets from an event, they are processed in accordance with 10.11.2 and 10.11.3. The official times will then be entered in the League provided scoring software. The fastest time shall receive first place, the second fastest time shall receive second place, the third fastest time shall receive third place and so on.

8.3. For all individual events, teams may receive points for 1st, 2nd or 3rd places for that event. 8.4. Points will be awarded as follows:

8.4.1. Individual events - (6& under freestyle and backstroke events do not receive points)

8.4.1.1. First place - 5 points

8.4.1.2. Second place - 3 points

8.4.1.3. Third place - 1 point

8.4.2. Relay events.

8.4.2.1. First place - 5 points.

8.4.2.2. All other places- no points awarded.

8.5. Dual meet competitor awards.

8.5.1. Awards will be given to all competitors who finish in 1st-6th place per individual event. This includes the 6& under unscored events.

8.5.2. Awards will be given to all competitors on the 1st, 2nd and 3rd place relay teams per relay event.

## ► Print Ribbon Labels

Ribbon labels should be printed every few events. There are 30 labels per page, so try to print when you can fill almost the entire page (try not to waste labels). Starting 2nd half, there will be a ribbon volunteer who will attach the labels to the ribbons. **Please note: Relay Ribbons ONLY 1<sup>st</sup> – 3<sup>rd</sup> place, Individual Events 1<sup>st</sup> – 6<sup>th</sup> place.**

The Ribbon label reports is found under **Meet Maestro > Settings > Reports > Post-Meet > Awards Labels**. When you print these labels, sort by team (there will be an away team and a home team ribbon labeler). This will make it MUCH easier for them.

Fifth Wheels vs Class A's — May 21, 2022  
Award Labels

1 / 1 | 100% | [Print] [Refresh]

2nd Place Time: 51:42  
#7 Men 15-18 100m IM  
Flores, Vernon (17)  
M Class A's — May 21, 2022  
Fifth Wheels vs Class A's

4th Place Time: 52:30  
#7 Men 15-18 100m IM  
Berne, Lionel (17)  
M Class A's — May 21, 2022  
Fifth Wheels vs Class A's

5th Place Time: 53:45  
#7 Men 15-18 100m IM  
Rose, Darrel (16)  
M Class A's — May 21, 2022  
Fifth Wheels vs Class A's

Filters: EVENT TYPE: Individual, AGES: All, GENDER: All, TEAM: MCAS Megan's Class A's, AWARDED PLACES: INDIVIDUAL PLACES: 1 to 6, RELAY PLACES: 1 to 3, DISPLAY OPTIONS: SORT BY: Event, AWARD TYPE: Overall Place

## ► At End of Individual Events: Check for Triple Winners

To check for Triple Winners, you will want to use the High Scorers Report found under **Meet Maestro > Settings > Reports > Post-Meet > High Scorers**. Be SURE to select Individual under event type (to exclude relay points). Any swimmer that has 15 points is a Triple Winner.

Fifth Wheels vs Class A's — May 21, 2022  
High Scorers

[Print] [Options] [Close]

Women 15 - 18

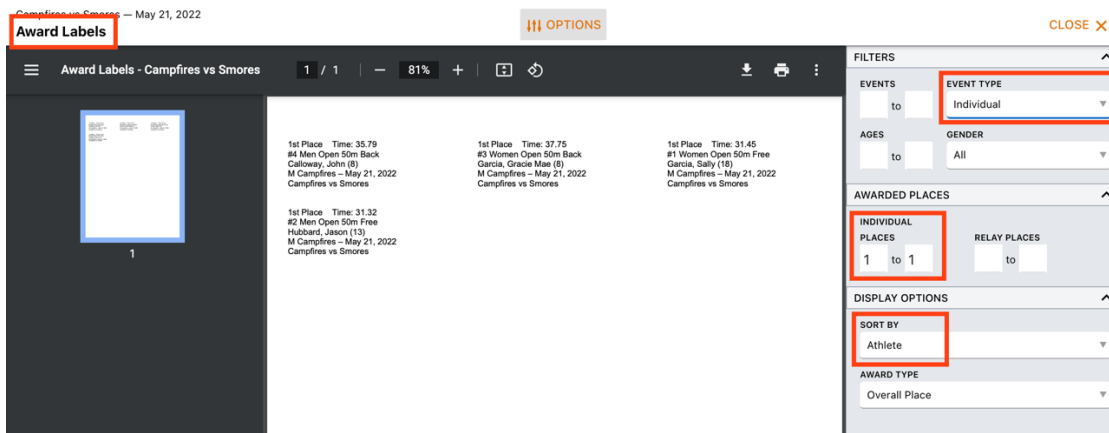
PLACE	NAME	AGE	TEAM	POINTS
No athletes with points in this age group				

Men 15 - 18

PLACE	NAME	AGE	TEAM	POINTS
1	Santiago Fidler	15	M Fifth Wheels	15
2	Vernon Flores	17	M Class A's	4
3	Esteban Sommerfeld	17	M Fifth Wheels	3
4	Lionel Berne	17	M Class A's	2
5	Darrel Rose	16	M Class A's	1

Filters: EVENT TYPE: Individual, AGES: All, GENDER: All, PLACE COUNT: [Empty], DISPLAY OPTIONS: AGE GROUPS: Events, FOOTER TIMESTAMP: Date and Time

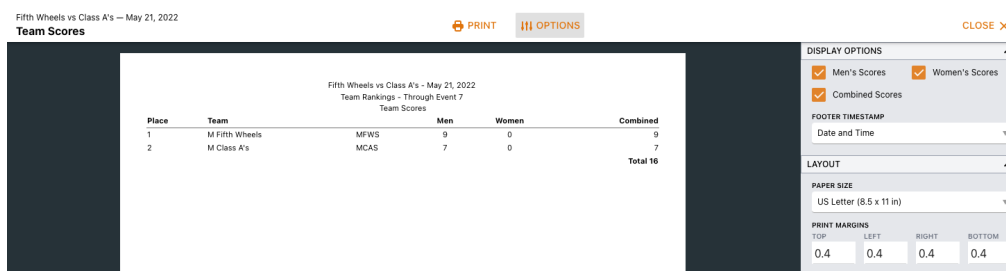
For entry on the RSL Spreadsheet, you will need to determine WHICH events the swimmer was a Triple Winner in and what their time was. The easiest way to do this is to use the Awards Labels Report in Meet Maestro. **Meet Maestro > Settings > Reports > Post-Meet > Awards Labels.**



Be sure to set the Event Type to Individual, Place from 1 to 1 and sort by Athlete. This will give you a list of all swimmers who came in 1<sup>st</sup> place and once you know the names of the Triple Winners you are looking for from the High Points Report, you can quickly find the 3 Events and times for each of your Triple Winners. It is easiest to print this off so someone can read the information to you while you enter it onto the spreadsheet.

### ► Check Final Score / Print Team Scores

Final Meet Score is found under **Meet Maestro > Settings > Reports > Post-Meet > Team Scores.** You can sort this report by Mens/Womens/Combined when you print.



### ► Check for RSL Records / Broken Record Display

When a record has been broken, this achievement will be designated with a green highlight within the Meet itself. Make note of this. If you believe an RSL record has been broken, you need to submit it to the RSL for verification. You will need to submit a scan of the relay card or lane timer sheet, and the event scoresheet here: (Also set aside the originals in case they are needed).

EVENT	HEAT	LANE	RECORDS	TIME	YEAR	MEET
9	2		Kira Oregon	21.22	2001	SH At BW 2001
			Mayme Andrus	23.82	2014	Mini Champs - 6 & U...
			Mayme Andrus	21.46	2014	Mini Champs - 6 & U...

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	RESULT TIME	DQ	OFFICIAL TIME	HEAT PLACE	PLACE	PTS
1	SHKS	Euffer, Cathrine (6)	NT	22.78	22.78	22.77	22.78		22.78	1		
2	SHKS	Arbogast, Beth (6)	NT									
3	SHKS	Wimer, Alyssa (6)	NT									
4	SHKS	Craney, Lorena (6)	NT									
5	SHKS	Stern, Kelli (6)	NT									
6	SHKS	Taft, Shavia (6)	NT									


## Complete RSL Data Spreadsheet

You will need to download the RSL Official Spreadsheet and complete the info. Download it here: [2023 Dual Meet Results and Triple Winner Template](#)


Once it is completed, you need to print out a copy and have the Head Referee and both Scorekeepers (Home and Away) sign. Place this on top of all of the rest of the meet paperwork.

Upload a digital copy to the RSL here: [End of Meet Data \(Spreadsheet\)](#)


## Transfer Results Back to SwimTopia

Once the meet is complete and scores have been confirmed, you will want to lock-out the meet and transfer the data back to SwimTopia to update swimmer seed times and push Meet results out to parents. Navigate to Meet Maestro > Settings  > Finish & Export. Click the radio button to **Lock out changes** and then hit **Transfer Results**. This will export the meet data back to SwimTopia.

Fifth Wheels vs Class A's May 21, 2022

- Reports
- Athletes
- Meet Setup
- Seed & Score
- Timing Setup
- Benchmarks
- Mobile App
- Finish & Export 

### Finish & Export

Lock out changes 

Transfers

Downloads

Results can be transferred directly to the linked meets in SwimTopia listed below

STATUS	TEAM	MEET NAME
NOT TRANSFERRED	M Fifth Wheels	Fifth Wheels vs Class A's
NOT TRANSFERRED	M Class A's	Class A's at Fifth Wheels

TRANSFER RESULTS

### ▶ **Email Coaches/RSL Copy of Results/Spreadsheet**

Coaches and RSL Reps may request this information. You can email them a copy of the results (printed in a PDF format), and the Spreadsheet.

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### ▶ **Keep all Meet Paperwork**

All Meet Paperwork is required to be kept until the end of the season. Stack ALL paperwork from meet with the Meet Spreadsheet on top, followed by finals scores, followed by individual events.

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### ▶ **Breakdown Data Area**

Please breakdown and put away the data area. All tables should be folded and returned to where you found them, all office supplies AND meet paperwork placed back in the plastic storage bins and brought to the downstairs storage closet, printer returned downstairs.