

Computer Operator Pre-Meet Day Walkthrough

▶ System Requirements

- **Browser Compatibility:** Meet Maestro is **NOT** compatible with Internet Explorer. Meet Maestro is only fully supported using the [Google Chrome](https://www.google.com/chrome/) browser (versions 89+ March 2021). All major browsers are supported for the team management side of SwimTopia. To find out what version of Chrome you are using, you can visit: <https://www.whatsmybrowser.org/>.

On the upper, right corner of Chrome, you will see a red box with an update icon if one is available. This is something you will want to be sure and check BEFORE you start running your meet.



- **RAM Recommendation:** SwimTopia suggests at least 4 GB RAM to ensure long reports etc display efficiently. Chromebooks are not a good fit since they usually only have 2 GB RAM. If you need to use a Chromebook make sure to increase the RAM.
- **Windows or Mac?** Meet Maestro is run off a web browser, so you can use Windows or Mac OS, as long as you have Google Chrome installed.
- **Printer drivers.** It is a good idea to TEST your equipment the night before the meet. You should plug your printer into your computer and be sure that you have the correct printer drivers installed and are able to successfully print reports.
- **Toner:** You should also ALWAYS have an extra toner available. Running out of toner at a meet is a recipe for disaster. As soon as you use your backup toner, order another one. Additionally, check to make sure you have extra reams of paper.

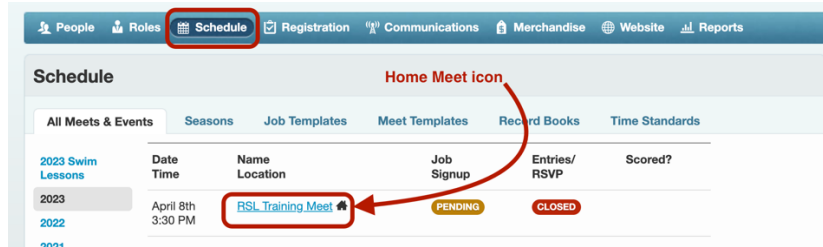
▶ Administrative Privileges

In order to access the Manage Team side of SwimTopia you will need to be a team administrator. Teams should be limiting the number of people they set as full admins, so as a Computer Operator, you most likely will be assigned to that Role. Roles allow teams to set partial admin rights and assign trained personnel to these Roles. For computer operator you will, at a minimum need the following admin privileges: Schedule: Swim Meets – Manage, Event Heat Updates – Manage. Be sure to confirm with your team that you have the proper access. You access the admin panel once logged into your team website by hovering over your name in the upper right corner and selecting Manage Team.



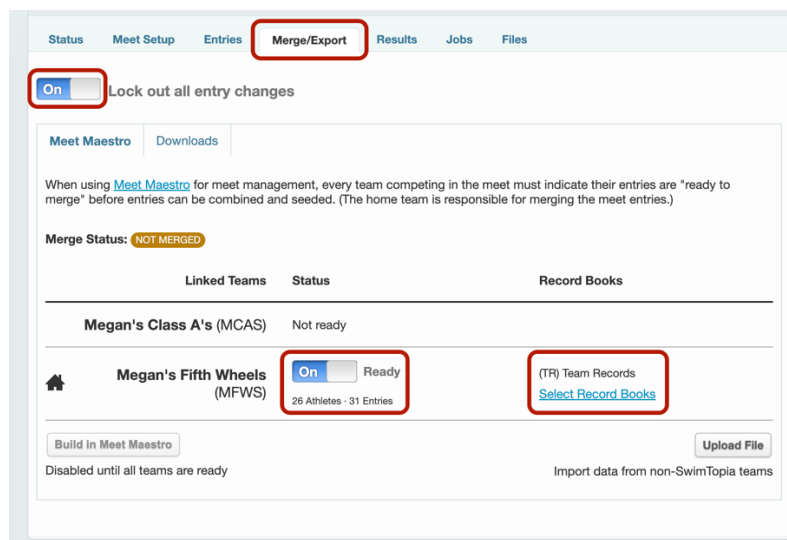
► Access the Meet

To access your meets, you will navigate to the Schedule page. This will display a list of your current meet calendar. Click on the name of the meet you would like to work with. A house icon indicates this is a **home meet** for your team.



► Confirm Home and Away Team are Both Marked as Ready

By no later than 6:00pm the day before the meet, both the Home and Away Teams should have completed their entries and marked themselves as ready. The ready indicator can be completed by whomever you team delegates this task to. It could be your Head Coach, RSL Rep or Computer Operator. This is found under **Schedule > Meet > Merge / Export**. You will need to click the button to lock out all changes in order to access this screen. Be sure to **select any record books** you would like to use during the meet in this step. Once the meet is merged, you cannot add record books, it MUST be completed in this step, prior to the merge.



7.5.1.2. Teams prepare the Team Electronic Entries (“TEE”) with all necessary and available data. Available data is defined as data accumulated during the current swim season. Failure to provide the required data will result in improper seeding of the meet.

- 7.5.1.2.1. Team representatives will have TEE ready to merge by 6PM the night before the meet.
- 7.5.1.2.1.1 If either Team has failed to submit TEE by 6pm, an email stating which Team is delinquent shall be sent to the RSL President.

7.5.1.2.1.2. Failure to provide TEE by the 6pm deadline may result in a \$50 fine by the RSL to the offending Team.

► Print and Submit the EEP

By no later than 6:00pm the day before the meet, both the Home and Away Teams MUST also print (save as PDF) and upload the Electronic Event Planner (“EEP”) to the RSL Entries Account. The link to the form to submit the EEP is found on the RSL Website under the resource tab: **Upload by 6pm Day Before Meet: [Electronic Event Planner \(EEP\)](#)**

The EEP is created by using the Meet Entries Matrix Report found under **Manage Team > Reports > Swim Meets > Meet Entries Matrix**. Be sure to select the meet from the dropdown menu and then generate the report.

Criteria
Selected meet: RSL Training Meet
Competition Category: All Female Male
Minimum Age: Maximum Age:
 Only include attending athletes

Generate Report

Once the report is generated, click on the Print button, and select Save as PDF from the dropdown menu. Be sure you have checked the box for athlete numbers as this is where the special accommodations for swimmers should be located. Save this file to someplace easy to find so you can then **upload** it on the RSL Website.

Mogan's Fifth Wheels
Meet Entries Matrix
RSL Training Meet -- 2023-04-08
Apt. Up Date: 2023-06-01 -- Course: 50' Meters

Girls 7-8

Athlete name	Age	# 1 25 Free	# 5 100 Free Relay	Attendance	Swim-up Entries
Centu, Liam	8	20.60	A-4	Undeclared	
Cox, Zenna	7	26.09	A-1	Undeclared	
Crane, Fern	7	26.97	A-3	Undeclared	
Dyer, Madeline	8	28.80	A-2	Undeclared	
Swartz, Ruby	7			Undeclared	

Print 5 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

7.5.1.2.2. Team Representatives **upload** a non-editable version of the Electronic Event Planner (“EEP”) to a designated RSL Entries Account before the team is marked ready to merge.

7.5.1.2.2.1 The EEP will be used in the event of a protest to determine competitors’ scheduled events or any other discrepancies.

7.5.1.2.2.2 Failure to provide EEP to RSL will result in the TEE being official as transmitted.

7.5.1.2.2.3. A copy of the EEP submitted to the RSL can be requested by emailing the RSL President and Data Committee Chair.

► Merge the Meet

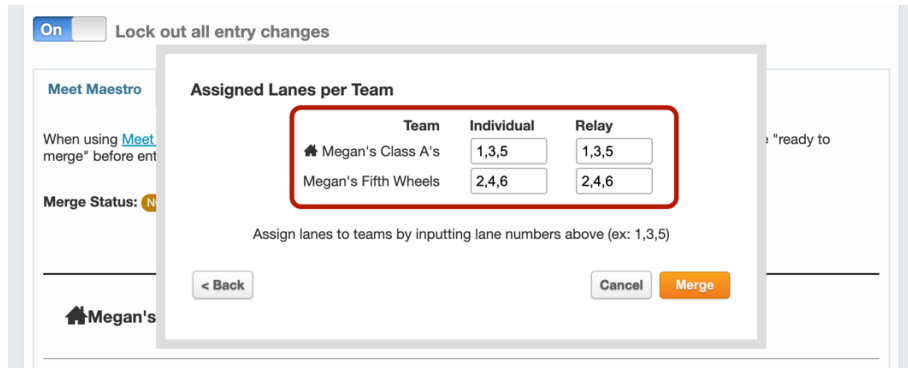
Once both teams are marked as ready, the HOME team will complete the merge. After both teams are ready, an orange Build Maestro Meet button will appear. The Home Team representative should click on this button to build the meet.

The screenshot shows the 'Merge/Export' tab in a software interface. At the top, there are tabs for 'Status', 'Meet Setup', 'Entries', 'Merge/Export', 'Results', 'Jobs', and 'Files'. Below the tabs, there is a toggle for 'Lock out all entry changes' which is currently 'On'. The main content area is titled 'Meet Maestro' and includes a 'Downloads' link. A note states: 'When using Meet Maestro for meet management, every team competing in the meet must indicate their entries are "ready to merge" before entries can be combined and seeded. (The home team is responsible for merging the meet entries.)' The 'Merge Status' is 'NOT MERGED'. A table lists two teams: 'Megan's Class A's (MCAS)' with a status of 'Ready to Merge' (21 Athletes - 25 Entries) and 'Megan's Fifth Wheels (MFWS)' with a status of 'Ready' (26 Athletes - 31 Entries). A red box highlights the 'Ready to Merge' status for MCAS. Below the table, there is an orange 'Build Maestro Meet' button, which is also highlighted with a red box and an arrow pointing to it. Other elements include 'Record Books' for MFWS, an 'Upload File' button, and a note to 'Import data from non-SwimTopia teams'.

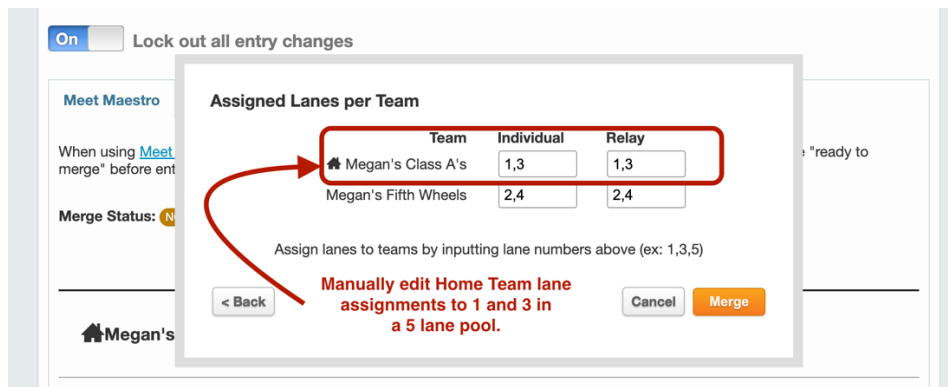
The following screens will appear during the merge. On the first screen you will set the number of lanes in your pool:

The screenshot shows a 'Merge Meet' dialog box overlaid on the previous interface. The dialog has a title bar with 'Merge Meet' and a 'Lock out all entry changes' toggle. It is divided into two sections: 'Lane Assignment' and 'Pool Configuration'. Under 'Lane Assignment', there are dropdown menus for 'Individual Events' and 'Relay Events', both set to 'odd/even: Home in odd lanes'. There is also a checkbox for 'Build as Virtual Meet (session per team)'. Under 'Pool Configuration', there is a dropdown for 'Course (pool length)' set to 'S - Short Course Meters (25m)' and a dropdown for 'Lane count' set to '6', which is highlighted with a red box. At the bottom of the dialog are 'Cancel' and 'Next >' buttons. The background interface is partially visible, showing the 'Merge Status' and 'Build Maestro Meet' button.

On the next screen you will confirm that the Home Team is assigned the odd lanes and the Away Team has the even lanes. This should be set for both 4 and 6 lane pools. Here is a 6 lane pool:

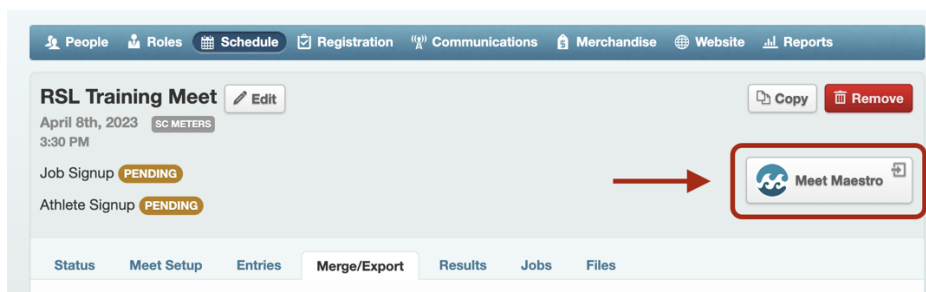



If your team swims in a 5 lane pool, you will need to manually enter lane assignments. RSL Rules state that 7.5.2.1.3.2. In 5 lane pools, the home team will use lane 1 and 3, the away team uses 2 and 4, and the teams alternate using lane 5 with the home team using lane 5 first. The system auto-assigns these lanes as 3,5 and 2,4 so you will need to **change the Home Team lanes to 1,3**.



► Confirm Merge – Open Meet Maestro

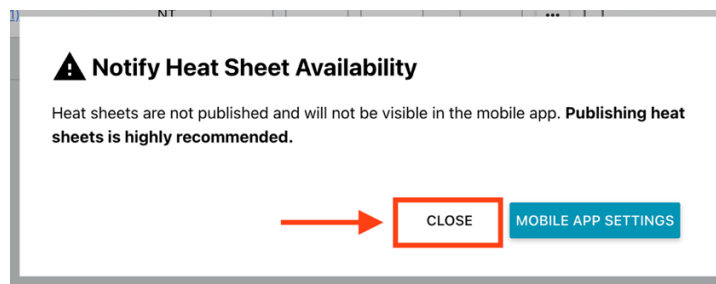
Once the meet has successfully merged, there will be a new button at the top, right of the screen that will allow you to access Meet Maestro. You will also see a small icon next to the meet from the Schedule page and can access the meet by clicking this icon as well.



Schedule						
All Meets & Events	Seasons	Job Templates	Meet Templates	Record Books	Time Standards	
2023 Swim Lessons	Date Time	Name Location	Job Signup	Entries/ RSVP	Scored?	
2023	April 8th 3:30 PM	RSL Training Meet	 PENDING	CLOSED		
2022	* End time is estimated					
2021	Add Calendar Event					Add Swim Meet
2020						
2019						


You can now open Meet Maestro to print a preliminary copy of the Meet Program/Heat Sheet to either send to the RSL Reps and Coaches or attach as a file to your Meet page.

Click on the Meet Maestro button. When this warning comes up, choose **CLOSE** (you do NOT want to publish the heat sheets right now as this is just a first draft copy).



▶ Save Preliminary Copies of the Heat Sheet

To print a draft of the heat sheet, navigate to **Meet Maestro > Settings  > Reports > Pre-Meet > Heat Sheets.**

Fifth Wheels vs Class A's May 21, 2022  ?

Reports

- Athletes
- Meet Setup
- Seeding
- Timing Setup
- Benchmarks
- Mobile App
- Finish & Export
- Current User **Megan Swimmy**
- CHANGE MEET
- SIGN OUT

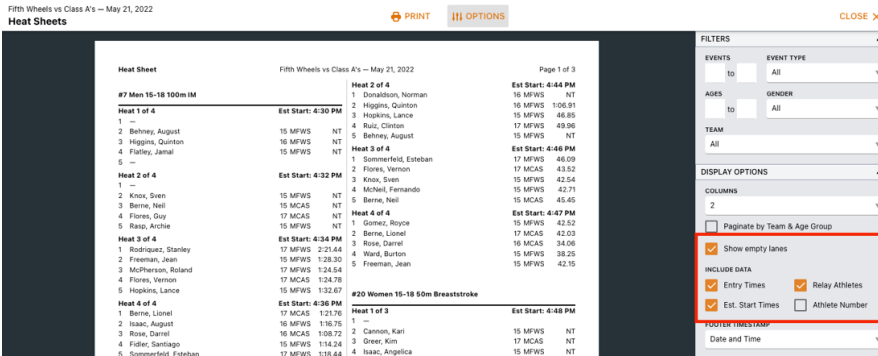
Pre-Meet

- HEAT SHEET**
- PSYCH SHEET
- TIMER SHEETS
- PLACE JUDGE FORM
- SESSION REPORT
- ENTRY LABELS
- ATHLETE CHECK-IN
- RECORDS

Post-Meet

- RESULTS
- AWARD LABELS
- TIMER VERIFICATION
- IMPROVEMENT LABELS
- PARTICIPATION LABELS
- RECORD BREAKER LABELS
- TEAM SCORES
- HIGH SCORERS

Click this setting gear to access meet settings and reports.



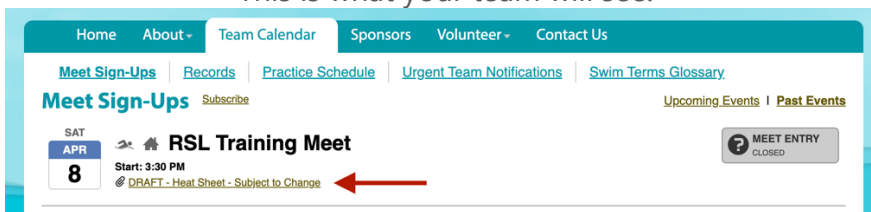
► Choose Save as PDF

When you select the print button, the top option will allow you to choose to save this as a PDF. Be sure to choose a location to save this file to that you will have easy access to. Once downloaded, you can now email the PDF and also attach it to your meet.

To attach it to your meet, navigate to Schedule > Select Meet > Files. Now click on New Attachment. Any files you upload here will be displayed on your Team Calendar. It is important to let your team know this is a DRAFT copy and subject to change right up until the start of the meet.

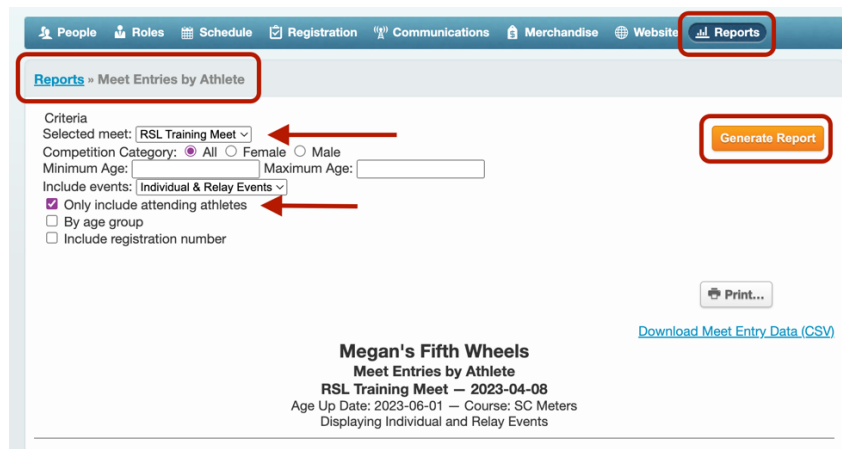


This is what your team will see:

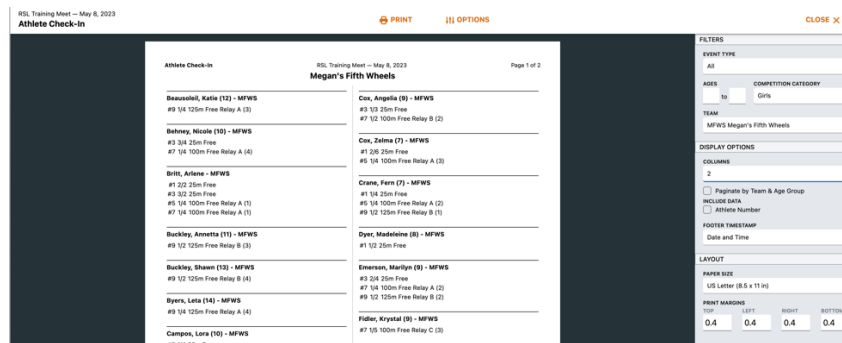


► Meet Entries by Athlete Report

Another useful report to run and save as a PDF is the Meet Entries by Athlete. This is a great way to print off a list for your swimmers to review at practice to see what events that have been entered. You will first select the specific meet and then can choose to sort by Competition Category. Be sure to check the box to include only attending athletes.

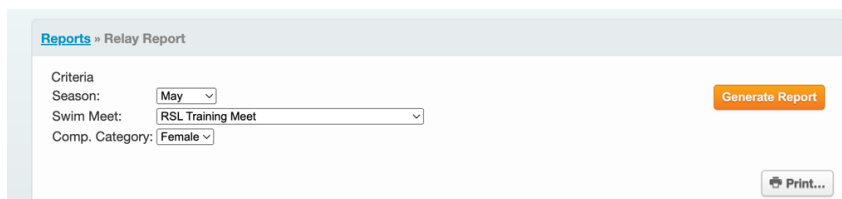


This report can also be created from the Meet Maestro settings page. Here it is called the Athlete Check-In report. It can be found under Meet Maestro > Settings > Pre-Meet > Athlete Check In



Relay Report

The next two reports deal with Relays. You are going to want to print off your relay card labels for your Coaches to attach to the Relay Cards (these are important as they are used for the relay times). Because SwimTopia does not currently support the display of Relay alternates on the Heat Sheets, you will need to find the names of the swimmers that are participating in the Graduated Relay so you can manually add the oldest swimmer to the Relay Card. To do this, you will want to run the Relay Report. **Manage Team > Reports > Swim Meets > Relay Report.** Select the correct season, swim meet and competition category before generating this report. Print this as a PDF or make note of the names of the 125 Free Relay athletes – especially the alternate swimmer – this is the 15-18 year old participating in this event.





9 – Women Open 125 Freestyle Relay			
A			NT
Angelica Isaac (16)	NT	Free	
Krystal Hale (16)	NT	Free	
Nanette Cannon (14)	NT	Free	
Bethany Hendricks (12)	NT	Free	
Alternates: Marilyn Emerson			
B			NT
Katie Beausoleil (12)	NT	Free	
Angie Swartz (5)	NT	Free	
Jeanette Barrera (17)	NT	Free	
Luann Cantu (8)	NT	Free	
Alternates: Angelia Cox			
C			NT
Ola Crane (12)	NT	Free	
Cherie Hodes (13)	NT	Free	
Rosanne Delapp (17)	NT	Free	
Delores Harrison (9)	NT	Free	
Alternates: Kathrine Hopkins			

► Relay Cards

The last report that is useful to run is the Entry Labels Report. This is how you can print stickers for your Coach to put onto your Relay Cards. This report is found in Meet Maestro under **Settings**  **> Reports > Pre-Meet > Entry Labels**. Be sure to set the Event Type to Relay and the Team to only your team. If you want to sort by girls and then boys, you can do this under competition category, or, you can print all at once. This report uses the same labels as your awards labels (Avery 5160). Keep in mind that currently SwimTopia only lists 4 relay swimmers on a label, so for your graduated relays you will need to hand-write in the name of the oldest swimmer (15-18 age group).

SST Merge Entries File Test Meet – May 4, 2023

Entry Labels OPTIONS CLOSE X

Entry Labels - SST Merg... 1 / 1 | 97% + |  

#5 Women Open 200m Freestyle Relay
H: 1 L: 3 Entry Time: 2:57.91
M Fifth Wheels A – May 4, 2023
1) Beausoleil, Katie 2) Bayer, Dean
3) Buckley, Annetta 4) Barrera, Jea

FILTERS

EVENTS EVENT TYPE
to Relay

AGES COMPETITION CATEGORY
to Girls

TEAM
MFWS Megan's Fifth Wheels

DISPLAY OPTIONS

SORT BY
Event

► Pack up your supplies and get ready!

Now that you have completed all of your pre-meet day tasks, it is a good idea to pack up your computer and necessary supplies and have them ready to go for meet day.