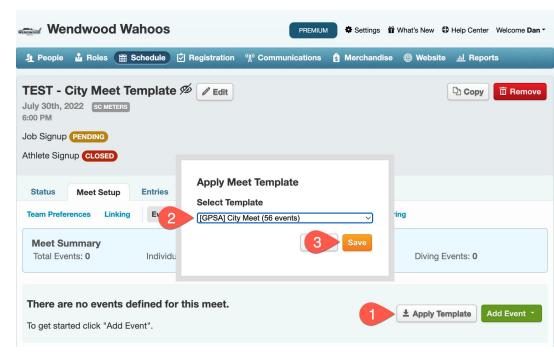
# City Meet Entries using SwimTopia



## Create City Meet Using Meet Template

Follow normal steps to create a
New (Empty) Swim Meet

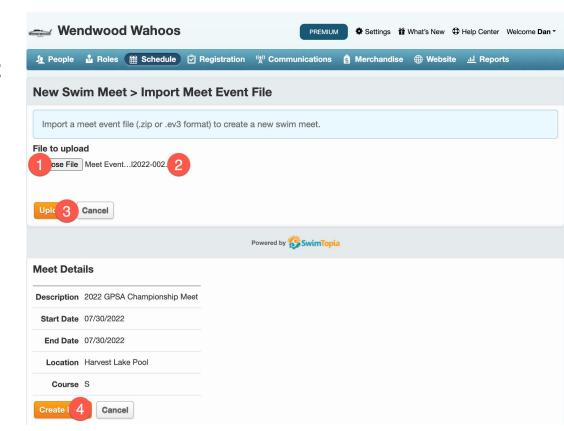
Apply the [GPSA] City Meet
(56 events) Template





### Create City Meet Using Event File

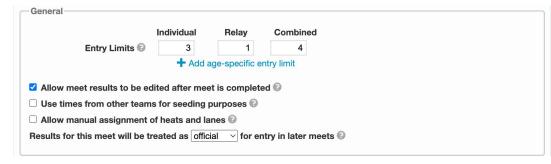
Follow normal steps to Add
Swim Meet using Import Meet
Event File...





# Create City Meet Using Event File (cont.)

Modify the Entry Rules to match



- Qualification -	
✓ Only accept entry times since €	06/01/2022 🛗
Require valid entry times (do no	t allow NT times) 🕝
Require official entry times (do i	not use times from unofficial meets) 🕡
☐ Official entry times are preferred	l (use times from official meets if available) 🗑
Allow entries using "custom time"	es" 🕝
Require entry times to be faster	than or equal to the event "Faster Than" time 🗑
"Faster Than" time standard	CITY - 2022 City Meet Qualifying Times (GPSA) 🔻
☐ Require entry times to be slowe	r than the "Slower Than" time for the event 🗑



# Create City Meet Using Event File (cont.)

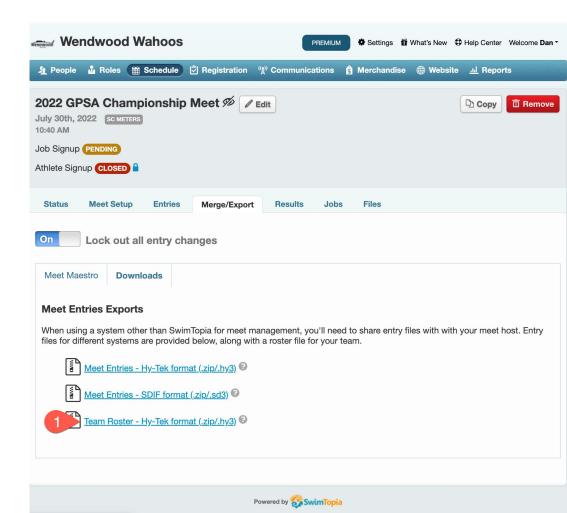
 Modify the Entry Rules to match

☐ Allow individual	swim-up entries 🗑
☐ Allow lead-off re	ay leg times to be used as entry times 🕞
☐ Allow exhibition	entries 😯
☐ Allow alternate	ntries 🕝
☐ Allow bonus ent	ies 😯
Relay Events	
Maximum relay tea	ns per event 1 – A relays only
Maximum relay tea	
Maximum relay tea For mixed gender ı □ Require an indiv	elay teams, require at least 1 v of each gender
Maximum relay tea For mixed gender ı □ Require an indiv	elay teams, require at least 1 v of each gender dual event entry for relay eligibility © enter multiple relays of the same stroke (e.g. more than one freestyle relay) ©



### **Export Team Roster**

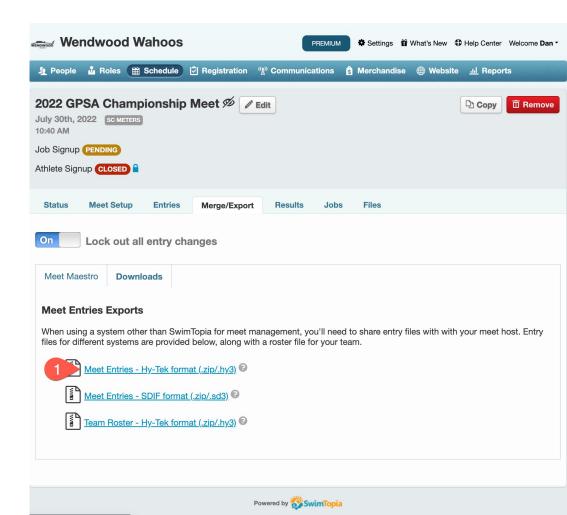
- Go to the **Merge/Export** Tab
- Turn on Lock out all entry changes
- Go to the **Downloads** Tab
- Download the Team Roster -Hy-Tek format (.zip/hy3) file





### **Export Team Entries**

- Go to the **Merge/Export** Tab
- Turn on Lock out all entry changes
- Go to the **Downloads** Tab
- Download the Meet Entries -Hy-Tek format (.zip/hy3) file





# Override Yard Entry Time

 SwimTopia uses 1.11 as the time conversion factor for Yards to Meters. If your swimmer has a qualifying Yard time but not a qualifying Meter time you will need to manually enter the 1.09 converted time.

