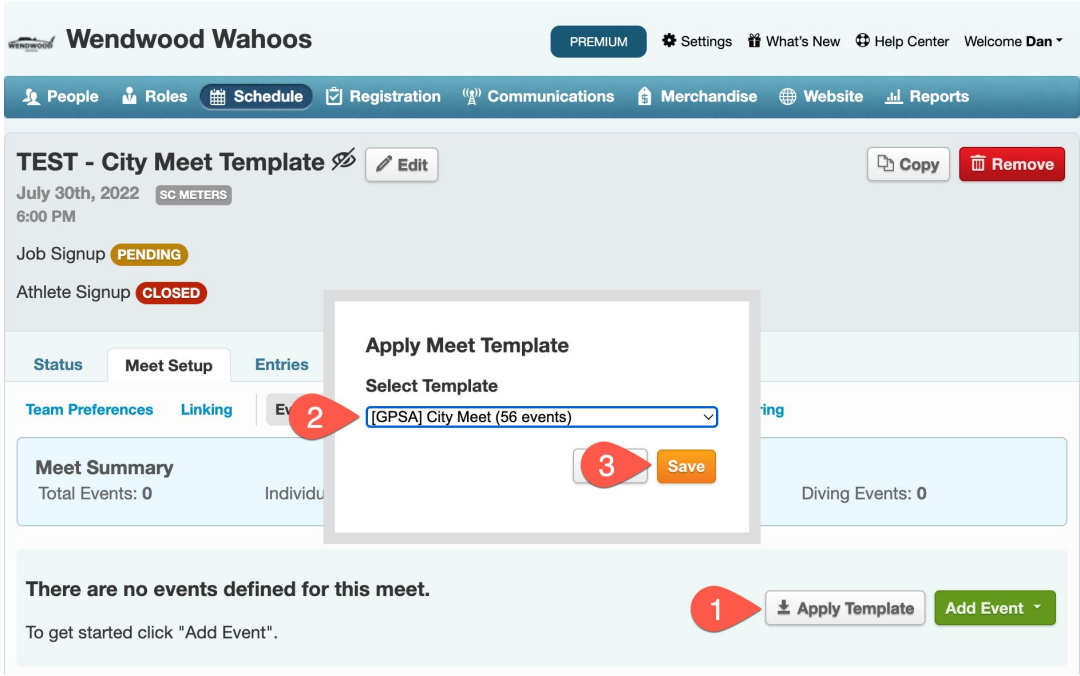
City Meet Entries using SwimTopia

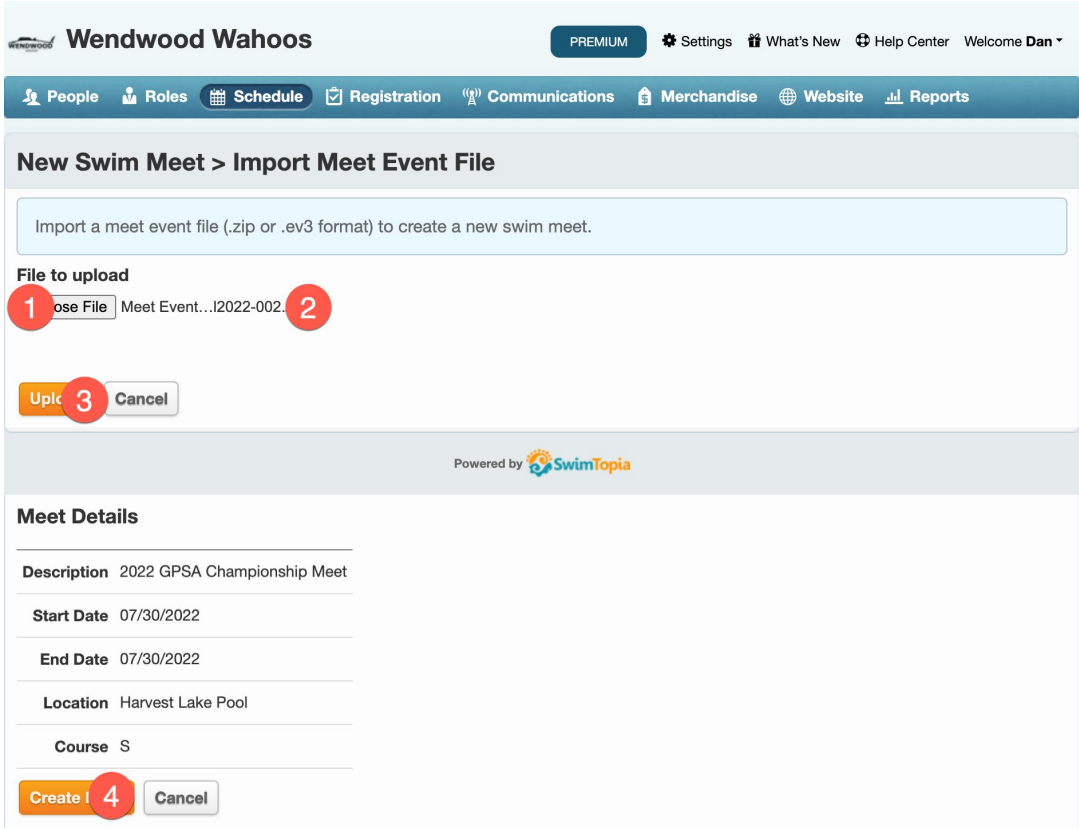
Create City Meet Using Meet Template

- Follow normal steps to create a **New (Empty) Swim Meet**
- Apply the **[GPSA] City Meet (56 events)** Template



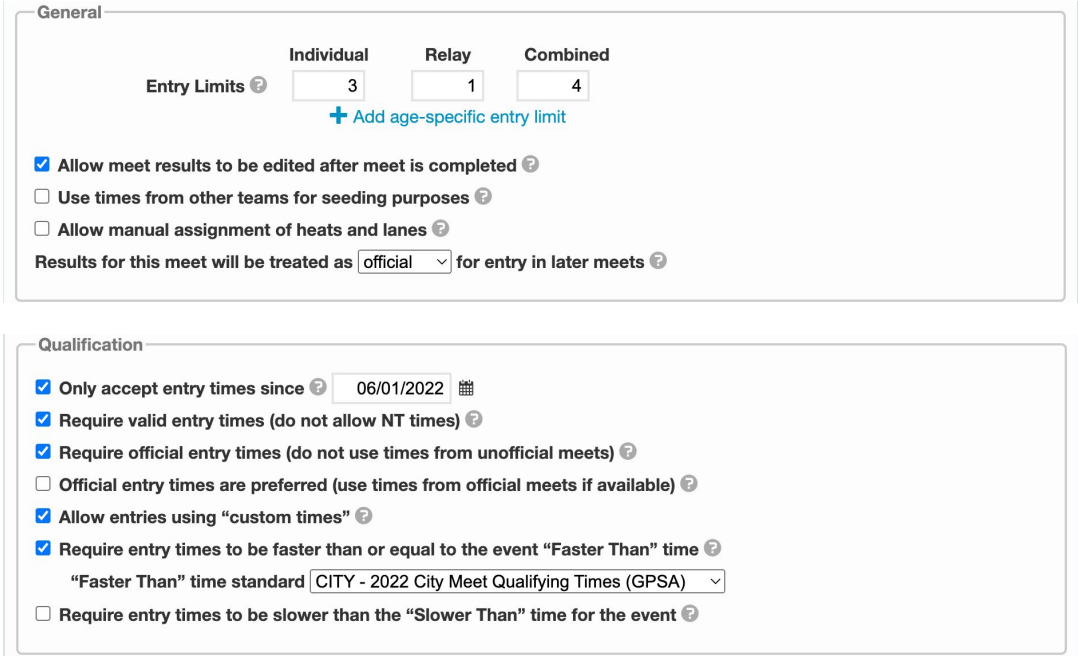
Create City Meet Using Event File

- Follow normal steps to Add Swim Meet using **Import Meet Event File…**



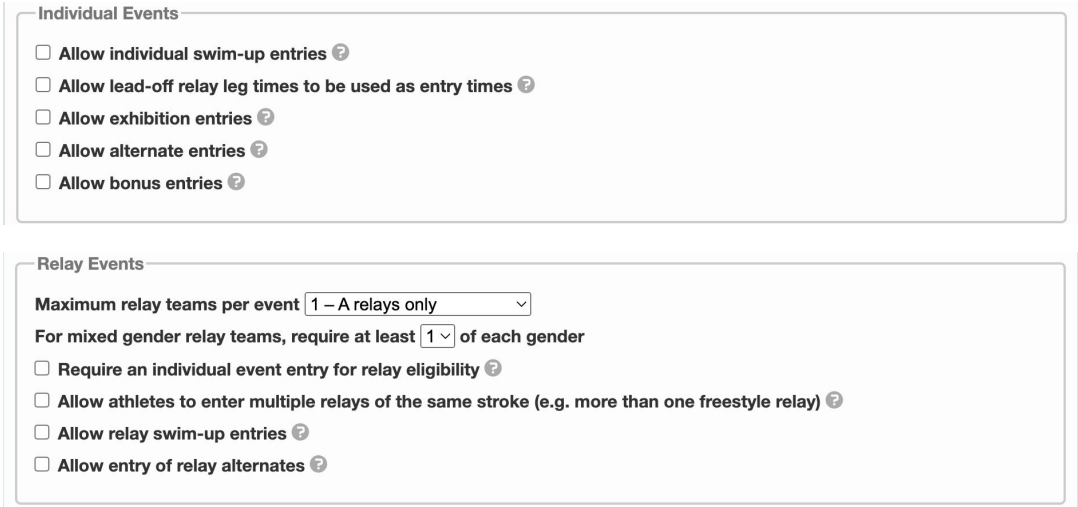
Create City Meet Using Event File (cont.)

- Modify the **Entry Rules** to match



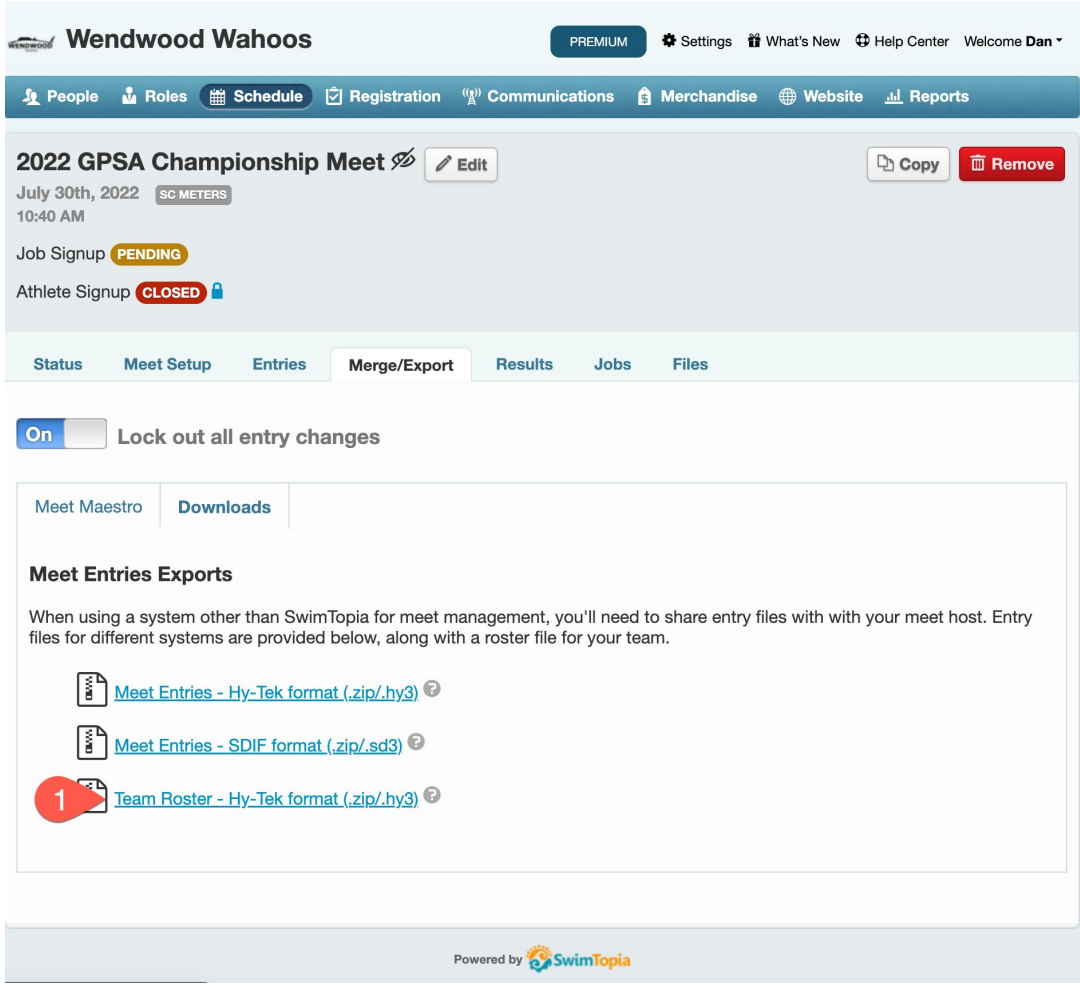
Create City Meet Using Event File (cont.)

- Modify the **Entry Rules** to match



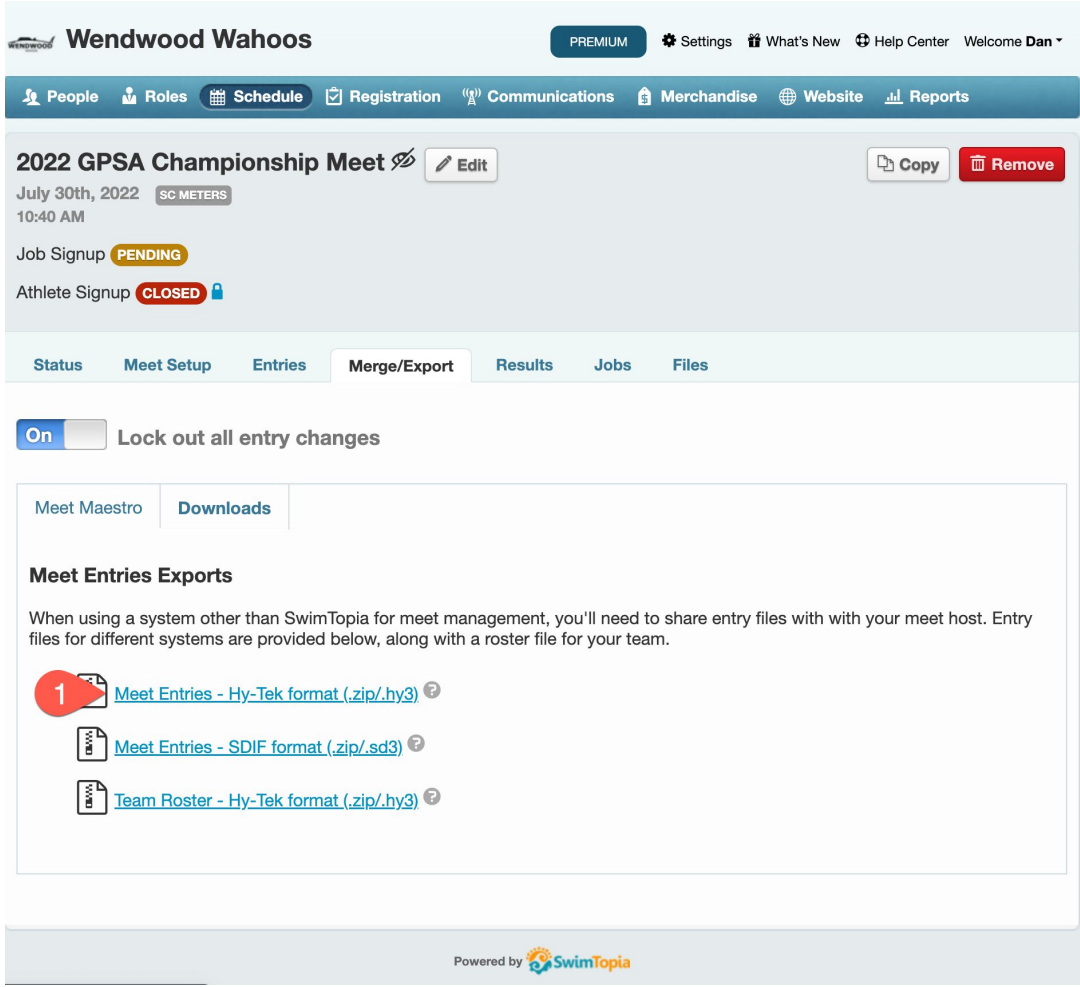
Export Team Roster

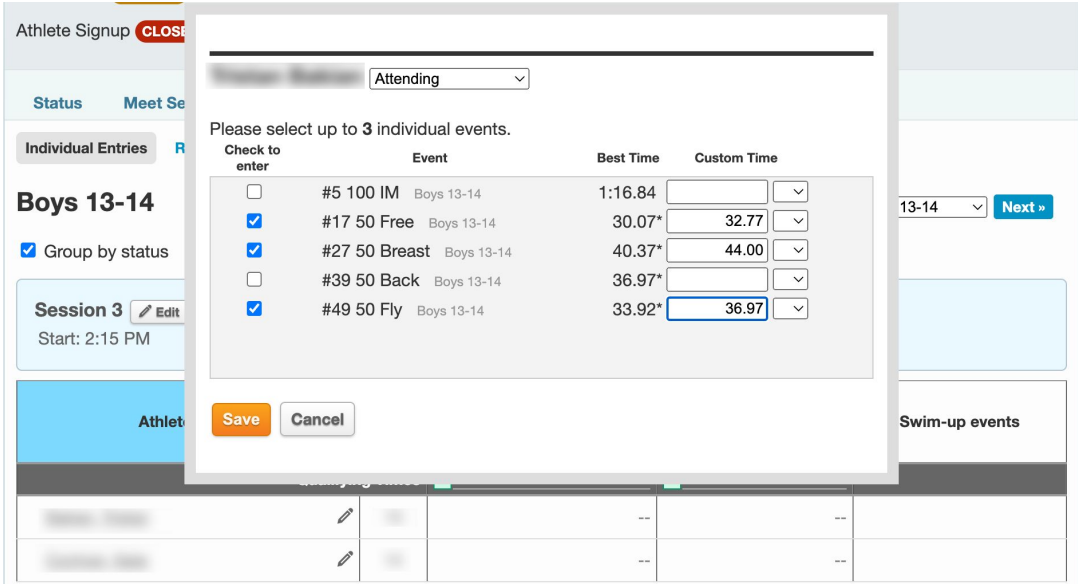
- Go to the **Merge/Export** Tab
- Turn on **Lock out all entry changes**
- Go to the **Downloads** Tab
- Download the **Team Roster - Hy-Tek format (.zip/hy3)** file



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.