

# 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

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**TEST - City Meet Template** Edit

July 30th, 2022 SC METERS

6:00 PM

Job Signup **PENDING**

Athlete Signup **CLOSED**

Status Meet Setup Entries

Team Preferences Linking Events

**Apply Meet Template**

Select Template

[GPSA] City Meet (56 events)

Save

**Meet Summary**

Total Events: 0

Individual Events: 0

Diving Events: 0

**There are no events defined for this meet.**


To get started click "Add Event".

1 Apply Template Add Event



# Create City Meet Using Event File

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

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### New Swim Meet > Import Meet Event File

Import a meet event file (.zip or .ev3 format) to create a new swim meet.

File to upload

1

Choose File

Meet Event...I2022-002...


2

3

Upload

Cancel

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#### Meet Details

Description

2022 GPSA Championship Meet

Start Date

07/30/2022

End Date

07/30/2022

Location

Harvest Lake Pool

Course

S

4

Create

Cancel



# Create City Meet Using Event File (cont.)

- Modify the **Entry Rules** to match

General

Individual

Relay

Combined

Entry Limits ?

[+ Add age-specific entry limit](#)

☒ Allow meet results to be edited after meet is completed ?

☐ Use times from other teams for seeding purposes ?

☐ Allow manual assignment of heats and lanes ?

Results for this meet will be treated as  for entry in later meets ?

Qualification

☒ Only accept entry times since ?  📅

☒ Require valid entry times (do not allow NT times) ?

☒ Require official entry times (do not use times from unofficial meets) ?

☐ Official entry times are preferred (use times from official meets if available) ?

☒ Allow entries using "custom times" ?

☒ Require entry times to be faster than or equal to the event "Faster Than" time ?

"Faster Than" time standard  ▼

☐ Require entry times to be slower than the "Slower Than" time for the event ?



# Create City Meet Using Event File (cont.)

- Modify the **Entry Rules** to match

## Individual Events

- ☐ Allow individual swim-up entries ?
- ☐ Allow lead-off relay leg times to be used as entry times ?
- ☐ Allow exhibition entries ?
- ☐ Allow alternate entries ?
- ☐ Allow bonus entries ?

## Relay Events

Maximum relay teams per event 1 – A relays only

For mixed gender relay teams, require at least 1 of each gender

- ☐ Require an individual event entry for relay eligibility ?
- ☐ Allow athletes to enter multiple relays of the same stroke (e.g. more than one freestyle relay) ?
- ☐ Allow relay swim-up entries ?
- ☐ Allow entry of relay alternates ?



# 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



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### 2022 GPSA Championship Meet

July 30th, 2022 10:40 AM SC METERS

Job Signup **PENDING**

Athlete Signup **CLOSED**

Copy Remove

Edit


Status Meet Setup Entries **Merge/Export** Results Jobs Files


**On** Lock out all entry changes


Meet Maestro Downloads


#### Meet Entries Exports

When using a system other than SwimTopia for meet management, you'll need to share entry files with with your meet host. Entry files for different systems are provided below, along with a roster file for your team.

 [Meet Entries - Hy-Tek format \(.zip/hy3\)](#) ?

 [Meet Entries - SDIF format \(.zip/sd3\)](#) ?


**1**  [Team Roster - Hy-Tek format \(.zip/hy3\)](#) ?




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**2022 GPSA Championship Meet**  Edit  Copy  Remove

July 30th, 2022 **SC METERS**  
10:40 AM

Job Signup **PENDING**

Athlete Signup **CLOSED** 



**Status** **Meet Setup** **Entries** **Merge/Export** **Results** **Jobs** **Files**



**On** ☐ Lock out all entry changes



**Meet Maestro** **Downloads**


**Meet Entries Exports**

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# 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.

Athlete Signup CLOSE

Status Meet Se

Individual Entries R

**Boys 13-14**

☒ Group by status

Session 3 Edit

Start: 2:15 PM

Athlet

Attending

Please select up to 3 individual events.

Check to enter	Event	Best Time	Custom Time
<input type="checkbox"/>	#5 100 IM Boys 13-14	1:16.84	<input type="text"/>
<input checked="" type="checkbox"/>	#17 50 Free Boys 13-14	30.07*	<input type="text"/> 32.77
<input checked="" type="checkbox"/>	#27 50 Breast Boys 13-14	40.37*	<input type="text"/> 44.00
<input type="checkbox"/>	#39 50 Back Boys 13-14	36.97*	<input type="text"/>
<input checked="" type="checkbox"/>	#49 50 Fly Boys 13-14	33.92*	<input type="text"/> 36.97

Save Cancel

13-14 Next »

Swim-up events

