

# Greater Peninsula Swimming Association



## SwimTopia Guidelines

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# People

[Managing Your People/Roster – SwimTopia Help Center](#)

## Swimmer / Parent Account Deletion

If a swimmer leaves your pool, you will need to email to [help@swimtopia.com](mailto:help@swimtopia.com) asking they remove the team association with the necessary email accounts.

# Roles

The main purpose of Roles is to allow for efficient communication to groups of people and to manage access within the Manage Team area based on permissions. Any parent or athlete on your team can be assigned to a role, so that you can group the people on your team, from assigning meet jobs to sending group emails.

[\(Defining Roles\)](#)

## League Shared Roles

Some roles are created and shared from the League level. This allows league administrators to also be able to send targeted communications to each group if required. While the name of these roles cannot be changed, the other attributes can be modified locally in your team site.

**Stroke & Turn Judge**

 This shared role is provided by **Greater Peninsula Swimming Association**. It cannot be renamed or deleted.

**\* Name**

Stroke & Turn Judge

The job title (e.g. Coach, Board Member)

**Description**

A brief description of the role

**This role is reassigned every season**

**Desired number of assignments**

0

**Points this position is worth (optional)**

**Volunteer exempt: assignment to this role fulfills all volunteer commitments for the associated family/account**

**Administrative Permissions**

 **No administrative permissions**

 **All administrative permissions**

 **Some administrative permissions**

Update
Cancel

## Registration

[Registration – SwimTopia Help Center](#)

## Team Waiver

Click on the Registration header. Select your team registration form (i.e. '2022 RMMR Swim Team Registration').

**RM Manta Rays** PREMIUM Settings What's New Help Center Welcome Chris

People Roles Schedule **Registration** Communications Merchandise Website Reports

### Registration

\*current season **OPEN** open registrations

Registration Forms

**SEASON** **SEASON 2022** (Mar 17, 2022 - Jul 30, 2022) [Copy Existing Form](#) [+ New Form](#)

[\\*2023 Season](#)

**2022**

Registration Form	Status	Registrants	
<a href="#">2022 RMMR Swim Team Registration</a>	Closed	<a href="#">98</a>	<a href="#">Actions</a>

Powered by SwimTopia

Scroll down to the Acknowledgments section. You can create any Team Acknowledgment document to include in your registration form.

## Acknowledgement Sections

Add an acknowledgement section for each waiver or release.

 Remove Section

### Acknowledgement Section

\* Title

Display order

General Team Acknowledgements

1

### Description



REQUIRED NUMBER OF SHIFTS IN ORDER FOR MY CHILD(REN) TO SWIM IN A MEET(S). FAILURE TO DO SO WILL RESULT IN MY SWIMMER(S) NOT BEING ALLOWED TO PARTICIPATE IN MEETS. I will allow my child's photo to be used on the Running Man Manta Rays Swim Team website for promotional purposes only.

Require acceptance (checkbox must be checked to complete registration)

### Label for acceptance checkbox

Yes, I agree.

Require electronic signature if agreement is accepted

If accepted, automatically assign parents/guardians to Role:

Automatic assignment to a Role with administrative permissions is prohibited.

**Tip:** assigning to a volunteer exempt Role can be used to create an optional volunteer opt-out fee

Include additional fee

## GPSA Code of Conduct and City Meet Waiver

The GPSA Code of Conduct and City Meet Waiver can be imported in the Registration form, Acknowledgments section.

[+ Add Acknowledgement Section](#)

SHARED FORM SECTION: Greater Peninsula Swimming Association ⓘ [+ Add to Form](#)

**TITLE** City Meet Waiver

**DESCRIPTION** I/we hereby give permission for any and all medical attention necessary to be administered to our...  
[Show More](#)

**OPTIONS** Acceptance required with signature

**FEES** None

SHARED FORM SECTION: Greater Peninsula Swimming Association ⓘ [+ Add to Form](#)

**TITLE** GPSA Code of Conduct

**DESCRIPTION** I hereby agree to abide by the rules set forth in Part III of the GPSA...  
[Show More](#)

**OPTIONS** Acceptance required with signature

**FEES** None

[Save](#) [Cancel](#)

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## Payment

<https://help.swimtopia.com/hc/en-us/articles/4413543731483-Stripe-Account-Setup>

# Schedule

## Meet Schedule

The league will submit the approved division schedules to SwimTopia to be automatically created into each team's schedule.

## Meet Templates

The league will share the necessary meet templates for all GPSA official meets. If you have the need for a custom meet template you may create one yourself. If you will be swimming against multiple GPSA pools and would like a league shared template for each team to use please reach out to the webmaster with the specific details.

## Job Templates

Click on Schedule. Click on the Job Templates tab. You can define Job Templates for Home and Away meets.

The screenshot shows the RM Manta Rays SwimTopia interface. At the top, there is a navigation bar with the team name "RM Manta Rays", a "PREMIUM" badge, and links for "Settings", "What's New", "Help Center", and "Welcome Chris". Below this is a secondary navigation bar with tabs for "People", "Roles", "Schedule", "Registration", "Communications", "Merchandise", "Website", and "Reports". The "Schedule" tab is active, and within it, the "Job Templates" sub-tab is selected. A light blue informational box explains that Job Templates can be applied to calendar events to copy job and shift schedules, and can be created from an existing event. Below this is a table with columns for Template Name, Job Count, Shift Count, Total Points, and Last Updated. Two templates are listed: "Away Meet" (6 jobs, 6 shifts, 11 points) and "Home Meet" (13 jobs, 13 shifts, 22 points). A green "+ Add Template" button is located to the right of the table. The footer of the interface says "Powered by SwimTopia".

Template Name	Job Count	Shift Count	Total Points	Last Updated	
<a href="#">Away Meet</a>	6	6	11	about 1 year ago ?	
<a href="#">Home Meet</a>	13	13	22	about 1 year ago ?	

« [Job Templates](#)

## Home Meet

 **Copy Template**

**Jobs**

**Template Summary** [+ Add Job](#)

Total Jobs: **13**    Total Shifts/Requests: **13**    Total Positions: **17**    Total Points: **22**

**Admin Ref** [Edit Job](#) [Copy Job](#) [Remove Job](#)

Required role: **ADMIN REF**

🕒 Shift Name	Start	End	Needed	Point Value	
<a href="#">Admin Ref</a>	5:00 PM	8:30 PM	1	2	<a href="#">edit</a> <a href="#">trash</a>
<a href="#">+ Add Shift</a>					

**Clerk of Course** [Edit Job](#) [Copy Job](#) [Remove Job](#)

🕒 Shift Name	Start	End	Needed	Point Value	
<a href="#">Clerk of Course</a>	5:30 PM	8:30 PM	1	1	<a href="#">edit</a> <a href="#">trash</a>
<a href="#">+ Add Shift</a>					

**Concessions** [Edit Job](#) [Copy Job](#) [Remove Job](#)

🕒 Shift Name	Start	End	Needed	Point Value	
<a href="#">Concessions</a>	4:30 PM	8:30 PM	2	1	<a href="#">edit</a> <a href="#">trash</a>

Home Meets will typically include the following roles:

- Meet Ref
- Admin Ref
- Starter
- Timers
- Head Timer
- Runner
- Concessions
- Clerk of Course
- Ribbon Writer
- Scorekeeper
- Stroke and Turn Judges

## Sweep Judge

Away Meets will typically require:

Clerk of Course  
 Ribbon Writer  
 Scorekeeper  
 Timers  
 Stroke and Turn Judges  
 Sweep Judge

## Creating Record Books

[Creating a Record Book – SwimTopia Help Center](#)  
[Managing a Record Book – SwimTopia Help Center](#)

## Importing City Meet Qualifying Times

City Meet Qualifying Times will be published from the league to all teams.

**Schedule**

All Meets & Events   Seasons   Job Templates   Meet Templates   Record Books   **Time Standards**

**Time Standards** are used to define and share times to be used for **meet qualification** and **performance evaluation**.  
 Time Standards can be created from an existing swim meet by saving the **meet events** and **qualification times** as a Time Standard Set.

Off Show Inactive

Time Standard Set	Active	Events	Last Updated	<a href="#">+ Add Time Standard Set</a>
<a href="#">2022 City Meet Qualifying Times</a> <a href="#">GPSA</a> 2022 City Meet Qualifying Times	Jan 1–Dec 31 2022	52	3 months ago <a href="#">?</a>	

Powered by SwimTopia

## Team Website

[Website Management – SwimTopia Help Center](#)

# Meet Setup

Regular season meets will be submitted to SwimTopia and automatically linked to your team schedule. To create a time-trial, mock-meet, or B-meet follow the below steps.

1. On the Schedule screen select **Add Swim Meet** and then **New (Empty) Swim Meet**

The screenshot shows the 'Wendwood Wahoos' SwimTopia interface. The top navigation bar includes 'People', 'Roles', 'Schedule', 'Registration', 'Communications', 'Merchandise', 'Website', and 'Reports'. The 'Schedule' section is active, showing a table with columns for 'Date Time', 'Name Location', 'Job Signup', and 'Entries/RSVP'. The table is currently empty, with a message 'There are no events on the schedule.' Below the table are two buttons: 'Add Calendar Event' and 'Add Swim Meet'. The 'Add Swim Meet' button has a dropdown menu open, showing 'New (Empty) Swim Meet' as the selected option, and 'Import Meet Event File...' as another option. The URL at the bottom is 'https://www.wendwoodwahoos.com/manage/swim\_meets/new'.

2. Enter the Meet Details
  - a. [Meet Name](#)
  - b. [Start, End, & Warm-up \(Date/Time\)](#)
  - c. [Location](#)
  - d. [Description](#)
  - e. [Hide from Public Calendar](#)
  - f. [Age-Up Date](#)
  - g. [Course \(pool length\)](#)
  - h. [Entry Time Conversion](#)
3. Edit Swimmer Entry Signup and Job Signup. You can establish signup dates for swimmer entries and volunteer roles for each meet.

Status Meet Setup Entries Merge/Export Results Jobs Files

### Signup Status

**Meet entry online signup status**

pending  
 open  
 closed

Entries open at  
   

Automatically open

Entries due by  
   

Automatically close

Publish relay entries on website and in mobile app 

Publish individual entries on website and in mobile app 

---

**Job signup status**

pending  
 open  
 closed

Job signups open at  
   

Automatically open

Job signups due by  
   

Automatically close

4. Apply Meet Template. Under Meet Setup-Entries, Click 'Apply Template'. Select [GPSA] 2023 GPSA Dual Meet (56 Events).

**RM Manta Rays** PREMIUM Settings What's New Help Center Welcome Chris

People Roles **Schedule** Registration Communications Merchandise Website Reports

**Test Meet** [Edit](#) [Copy](#) [Remove](#)

March 20th, 2023 SC METERS  
7:00 PM

Job Signup **PENDING**  
Athlete Signup **PENDING**

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

Team Preferences Linking **Events** Linking

**Meet Summary**  
Total Events: 0 Individual Events: 0  
Diving Events: 0

**Apply Meet Template**  
Select Template  
[GPSA] 2023 GPSA Dual Meet (56 events)

**There are no events defined for this meet.**  
To get started click "Add Event".

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## Swimmer Entries

### Point Swimmers

Swimmer entries can be completed by clicking the pencil icon next to each swimmer’s name and checking the box for each event.

**Charla Andrus** Attending

Please select up to 3 individual events.

Check to enter	H/L	Event	Best Time	Custom Time
<input checked="" type="checkbox"/>	<input type="text"/>	#17 25 Free <small>Girls 9-10</small>	--	<input type="text"/> <small>▼</small>
<input type="checkbox"/>	<input type="text"/>	#25 100 IM <small>Girls 10 &amp; Under</small>	--	<input type="text"/> <small>▼</small>
<input checked="" type="checkbox"/>	<input type="text"/>	#37 25 Back <small>Girls 9-10</small>	--	<input type="text"/> <small>▼</small>
<input type="checkbox"/>	<input type="text"/>	#49 25 Breast <small>Girls 9-10</small>	--	<input type="text"/> <small>▼</small>

Show swim-up events: [Entered](#) | [Limited](#) | [All](#)

Save Cancel

Bulk entries can be completed by clicking **Edit Entries** in the upper right hand corner.

Status Meet Setup Entries Merge/Export Results Jobs Files

Individual Entries Relay Entries Reports

◀ Previous Girls 9-10 Go Next ▶

**Girls 9-10** [Show Entries](#)

Athlete name	Age	#17 25 Free	#25 100 IM	#37 25 Back	#49 25 Breast	#61 25 Fly	Availability
		<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	
	9	<input type="checkbox"/> 18.87	<input type="checkbox"/> NT	<input type="checkbox"/> 24.65	<input type="checkbox"/> 27.00	<input type="checkbox"/> 25.76	<span style="border: 1px solid #ccc; padding: 2px;">Not attending</span>
	10	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<span style="border: 1px solid #ccc; padding: 2px;">Attending</span>
	10	<input type="checkbox"/> 18.86	<input type="checkbox"/> 1:56.88	<input type="checkbox"/> 23.37	<input type="checkbox"/> 32.50	<input type="checkbox"/> 25.71	<span style="border: 1px solid #ccc; padding: 2px;">Not attending</span>
	9	<input checked="" type="checkbox"/> 23.65	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 32.05	<input checked="" type="checkbox"/> 32.51	<input type="checkbox"/> NT	<span style="border: 1px solid #ccc; padding: 2px;">Attending</span>
	10	<input checked="" type="checkbox"/> 23.71	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 27.70	<input checked="" type="checkbox"/> 34.55	<input type="checkbox"/> NT	<span style="border: 1px solid #ccc; padding: 2px;">Attending</span>
	10	<input checked="" type="checkbox"/> 23.39	<input checked="" type="checkbox"/> 2:30.44	<input checked="" type="checkbox"/> 40.94	<input type="checkbox"/> 27.79	<input type="checkbox"/> NT	<span style="border: 1px solid #ccc; padding: 2px;">Attending</span>

### Declare Exhibition Swimmers

To aid in the automatic seeding and scoring of the meet using Meet Maestro, exhibition swimmers **must** be declared during the entry selection process. This is accomplished using the **Exh** checkbox during swimmer entry selection as demonstrated below. ([SwimTopia Help Article](#)) ([If performed in Meet Maestro on deck](#))

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports Merge/Export

### Girls 6 & Under

« Previous Girls 6 & Under Next » [Edit Entries](#)

Group by status

Athlete name	Age	# 1 100 Free Relay	# 13 25 Free	# 25 Girls 10 & Under 100 IM	# 33 25 Back	# 45 25 Breast	# 57 25 Fly	Swim-up events
█	6	A-1	--	--	--	--	--	
█	6	B-2	--	--	--	--	--	
█	6	A-3	--	--	--	--	--	

█ Attending

Please select up to 3 individual events.

Check to enter	Event	Best Time	Custom Time	Exh
<input checked="" type="checkbox"/>	#20 50 Free Boys 11-12	57.34	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	#28 100 IM Boys 11-12	--	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	#40 50 Back Boys 11-12	1:26.81	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#52 50 Breast Boys 11-12	1:43.29	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#64 50 Fly Boys 11-12	1:29.00	<input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>

**Exhibition Entry**

Show swim-up events: [Entered](#) | [Limited](#) | [All](#)

**Save**

## Swimming a Swimmer “Up”

When in the detailed view of a swimmer selecting the **All** URL in the bottom right will show all events the swimmer is eligible to swim-up in.

Please select up to 3 individual events.

Check to enter	Event	Best Time	Custom Time	Exh	All	Bon
<input type="checkbox"/>	#21 50 Free Girls 13-14	38.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#23 50 Free Women 15-18	38.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#29 100 IM Girls 13-14	1:37.78	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	#41 50 Back Girls 13-14	--	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	#53 50 Breast Girls 13-14	51.85	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	#65 50 Fly Girls 13-14	36.59	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Swim-up Entry

Show swim-up events: Entered | Limited | All

Click "All" to see every possible event to swim-up

Save Cancel

## Bonus Entry for Small Teams

To keep all teams using the same meet template, any team that meets the requirements to allow swimmers to swim in 4 individual events can do so by using the **Bon** checkbox. It is the responsibility of the GPSA rep and coach to ensure bonus entries are only used when permitted by GPSA rules.

## Building a Relay Team

Relay teams can be edited to add/remove swimmers (and specify swim-up ages), change the relay order, rearrange swimmers within the relay, enter custom seed times, and to mark a relay as an exhibition entry if necessary. ([Edit Relay Teams](#))

**Girls 6 & Under 100 Freestyle Relay**

**Free**

Name	Age	Time
[Redacted]	6	37.97
[Redacted]	6	38.03
[Redacted]	5	55.10
[Redacted]	6	56.85
[Redacted]	6	1:14.00
[Redacted]	6	44.31
[Redacted]	6	39.89
[Redacted]	6	25.88
[Redacted]	6	--

Show swim-up athletes up to  years younger

**A** Relay team

Name	Age	Est. Split
1 Free: [Redacted]	6	37.97 X
2 Free: [Redacted]	6	38.03 X
3 Free: [Redacted]	5	55.10 X
4 Free: [Redacted]	6	56.85 X
5 Alt:		
6 Alt:		
7 Alt:		
8 Alt:		

Age Sum: 23      Est. Seed Time:

Exhibition entry

**Save** **Cancel**

### Entries Matrix

The Entries Matrix uses the below indicators and colors to indicate the status of a swimmer.

#### Color Indicators

- Light green indicates “Declared to be attending” but not necessarily entered in specific events
- Dark green indicates the Athlete is entered into that event
- Grey indicates not eligible—for reasons ranging from not attending or not qualified (when you see the red circle with the line through it) to being declared to be arriving late or leaving early (Cora Taft and Lorri Tart in the above example)
- Orange indicates entered but not qualified

Other Indicators

- “X” for Exhibition Swim
- “A” for Alternate
- “B” for Bonus (doesn't count against entry limits)

**Girls 13-14**

Group by status

Athlete name	Age	# 9 200 Medley Relay	# 21 50 Free	# 29 100 IM	# 41 50 Back	# 53 50 Breast	# 65 50 Fly	# 75 200 Free Relay	Swim-up events
Qualifying Times		--	44.00	2:00.67	55.00	1:00.00	1:00.00	--	
[Redacted]	13	--	42.13	2:25.22	55.41	51.59	--	B-4	#11 Women 15-18 200 Medley Relay (A-6)
[Redacted]	13	A-2	42.47	--	--	51.59	--	B-1	
[Redacted]	14	B-4	40.34	--	55.91	56.18	54.30	A-2	
[Redacted]	13	--	48.38	2:46.83	55.91	1:32.02	59.25	--	#11 Women 15-18 200 Medley Relay (A-7)
[Redacted]	14	--	44.37	--	51.71	55.50	--	B-2	#11 Women 15-18 200 Medley Relay (B-5)
[Redacted]	14	--	45.84	--	54.70	--	--	B-3	
[Redacted]	14	A-1	40.97	43.10	46.72	51.38	1:00.81	A-3	
[Redacted]	14	A-3	38.00	1:37.78	--	51.85	36.59	A-4	#23 Women 15-18 50 Free
[Redacted]	14	⊗	39.00	1:49.00	48.97	1:01.11	54.02	A-1	
[Redacted]	13	--	41.60	1:50.37	51.88	57.40	--	⊗	#11 Women 15-18 200 Medley Relay (A-5)
[Redacted]	13	⊗	--	--	--	--	--	⊗	
[Redacted]	13	⊗	1:06.53	--	1:16.44	--	--	⊗	
[Redacted]	13	⊗	1:02.00	--	--	--	--	⊗	
[Redacted]	14	⊗	--	--	--	--	--	⊗	

## Entry Reports

### Meet Entries by Athlete

[Print...](#)
[Download Meet Entry Data \(CSV\)](#)

**Wendwood Wahoos**  
**Meet Entries by Athlete**  
**Wendwood v. Elizabeth Lake — 2022-07-18**  
 Age Up Date: 2022-06-01 — Course: SC Yards  
 Displaying Individual and Relay Events

Athlete name	Age	Event	Seed Time
[Redacted]	13		
[Redacted]	10	#14 Girls 9-10 50 Freestyle #24 Girls 9-10 50 Breaststroke #46 Girls 9-10 50 Butterfly #54 Women Open 200 Medley Relay (A-4)	
[Redacted]	6	#10 Girls 6 & Under 25 Freestyle #32 Girls 6 & Under 25 Backstroke	
[Redacted]	11	#20 Women 15-18 50 Freestyle #40 Girls 13-14 50 Backstroke #50 Girls 13-14 50 Butterfly #56 Women Open 200 Freestyle Relay (B-2)	
[Redacted]	10	#14 Girls 9-10 50 Freestyle #24 Girls 9-10 50 Breaststroke #36 Girls 9-10 50 Backstroke	

This report is helpful to validate the number of entries per swimmer. Age up swimmers are identified by the highlighting.

### Meet Entries by Event

[Print...](#)
[Compose](#)
[Download Meet Entry Data \(CSV\)](#)

**Wendwood Wahoos**  
**Meet Entries by Event**  
**Wendwood v. Elizabeth Lake — 2022-07-18**  
 Age Up Date: 2022-06-01 — Course: Y - Short Course Yards (25yd)  
 Displaying Individual and Relay Events

**#1 Boys 9-10 100 Individual Medley**

H/L	Athlete Name	Age	Seed Time Original	Seed Time Converted	Date	Meet
	[Redacted]	8			07/14/22	Northampton v. Wendwood
	[Redacted]	9			07/11/22	Wendwood v. Beaconsdale

**#2 Girls 9-10 100 Individual Medley**

H/L	Athlete Name	Age	Seed Time Original	Seed Time Converted	Date	Meet
	[Redacted]	10			07/30/22	2022 GPSA Championship Meet
	[Redacted]	10			06/21/22	Beechwood v. Wendwood

**#3 Boys 11-12 100 Individual Medley**

H/L	Athlete Name	Age	Seed Time Original	Seed Time Converted	Date	Meet
	[Redacted]	12			07/18/22	Wendwood v. Elizabeth Lake
	[Redacted]	8			07/18/22	Wendwood v. Elizabeth Lake

This report is helpful to ensure every event has the proper number of point swimmers. Age up swimmers are identified by the highlighting.

## Merge Entries

The screenshot shows the 'Coventry @ Running Man' meet page. The main header includes the meet name, date (June 23rd, 2022), time (6:00 PM - 8:30 PM), and status (Job Signup OPEN, Athlete Signup CLOSED). The 'Meet Setup' tab is active, with 'Linking' selected. A blue box explains that linking enables merging of meet entries and sharing of live event/heat status. Below this, the 'Visitor Code' is displayed as 'GWGXPPG'. The 'Linked Meets' section contains a table with the following data:

Team	Meet	Event/Heat Publisher
<a href="#">Coventry Sailfish Swim Team</a>	06/23/22 Away Meet @ Running Man <a href="#">Unlink</a>	<input type="checkbox"/> Off

Select a meet from the Schedule. Click on the 'Meet Setup' tab. Click on the 'Linking' subheader. The home team should share the meet code with the visiting team.

The visiting team will need to select the specific meet from the Schedule. Click on the 'Meet Setup' tab. Click on the 'Linking' subheader. Enter the visitor code that was shared with you by the home team.

Meet linking for GPSA scheduled meets will be done by SwimTopia when we submit our season schedule for import. This will only be necessary for custom meets.

Once both teams have completed all swimmer entries, select the 'Merge/Export' tab. Click the slider beside your team's name to indicate you are ready to merge. Once both teams have submitted as ready, the home team will be able merge the entries and build the meet in Meet Maestro.

The screenshot shows the 'RM Manta Rays' Meet Maestro interface. At the top, there is a navigation bar with 'PREMIUM' and links for Settings, What's New, Help Center, and a user profile for Chris. Below this is a secondary navigation bar with tabs for People, Roles, Schedule, Registration, Communications, Merchandise, Website, and Reports. The main content area is titled 'Test Meet' for 'March 20th, 2023' at '7:30 PM'. It includes 'Job Signup' and 'Athlete Signup' both in 'PENDING' status. A 'Merge/Export' tab is selected, showing a toggle switch for 'Lock out all entry changes' which is currently 'On'. Below this, there is a section for 'Meet Maestro' with a 'Downloads' link. A text block explains that teams must indicate they are 'ready to merge' before entries can be combined. The 'Merge Status' is 'NOT MERGED'. A table lists 'Linked Teams' with columns for 'Status' and 'Record Books'. One team, 'Running Man Manta Rays (RMMR)', is listed with a status of 'Off Not Ready' and '0 Athletes · 0 Entries'. A 'Select Record Books' link is provided for this team. At the bottom, there are buttons for 'Build in Meet Maestro' (disabled) and 'Upload File' (to import data from non-SwimTopia teams).

## Various Pool Configurations

In GPSA, we have pools with 4, 5, 6, and 8 lanes. For pools with 4, 5, and 6 lanes, lanes 1-4 will be used for scoring lanes in heat 1. For the 8 lane pool, the middle 4 lanes will be used for the scoring lanes in heat 1. The configuration setting for number of lanes can be found in Meet Maestro, under the Gear Settings - Meet Setup in the 'Pool Configuration' box, as shown below.

RMMR Time Trials Jun 18, 2022 ⚙️ ?

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

Current User  
**Chris LaFlamme**

CHANGE MEET

SIGN OUT

### Meet Setup CLOSE ✕

General

Schedule

Meet Name

Meet Dates

Start Time

Location

Time Zone

POOL CONFIGURATION

<p><b>Lanes</b></p> <input type="text" value="6"/>	<p><b>Course (Pool Length)</b></p> <input type="text" value="S - Short Course Meters (25m)"/> <p><input type="checkbox"/> Non-standard length?</p>
--	--

## Adding Record Book and Qualifying Times to the Meet

To add Team and Pool records to a meet, first select the meet from the Schedule. Click on the 'Merge/Export' tab. Click on 'Select Record Books'. Check each record book you wish to apply to this meet.

The screenshot shows the SwimTopia interface for a meet named "Test Meet" on March 20th, 2023, at 7:30 PM. The meet is currently in a "PENDING" state for both Job and Athlete signups. A modal window titled "Select Record Books" is open, showing a list of record books to be selected. The list includes "RMMR Team Records" (RMMR) and "RMMR Pool Records" (RMPR). The "Selected" count is 0. Below the list are "Cancel" and "Save" buttons. In the background, the "Merge Status" is "NOT MERGE" and the "Running Man Manta Rays (RMMR)" team is listed as "Not Ready" with 0 athletes and 0 entries.

To add the City Meet Qualifying Time Standard to a meet, first launch Meet Maestro. Click on the 'Settings Gear' on the top right. Select 'Benchmarks' from the left side menu. Click the 'Add Time Standard' button. Select the listed City Meet Qualifying Times.

Coventry @ Running Man Jun 23, 2022

Reports

Athletes

Meet Setup

Seed & Score

Timing Setup

**Benchmarks**

Mobile App

Finish & Export

Current User  
**Chris LaFlamme**

CHANGE MEET

SIGN OUT

### Benchmarks

CLOSE

Configure how Record Sets and Time Standards are used for this meet.

Record	Eligible Teams
<b>RMMR</b> RMMR Team Records	RMMR
<b>RMPR</b> RMMR Pool Records	All teams

Time Standard	Eligible Teams	Visible
2022 City Meet Qualifying Times	All teams	<input checked="" type="checkbox"/>

ADD TIME STANDARD

## Creating Heat Sheets

In Meet Maestro, click on the Settings Gear on the top right. Select 'Reports' from the left side menu. Click on 'Heat Sheet'.

Coventry @ Running Man Jun 23, 2022

<b>Reports</b>	<b>Reports</b>	
Athletes	<b>Pre-Meet</b>	
Meet Setup	<a href="#">HEAT SHEET</a>	<b>Post-Meet</b>
Seed & Score	<a href="#">PSYCH SHEET</a>	<a href="#">RESULTS</a>
Timing Setup	<a href="#">TIMER SHEETS</a>	<a href="#">AWARD LABELS</a>
Benchmarks	<a href="#">PLACE JUDGE FORM</a>	<a href="#">TIMER VERIFICATION</a>
Mobile App	<a href="#">SESSION REPORT</a>	<a href="#">IMPROVEMENT LABELS</a>
Finish & Export	<a href="#">ENTRY LABELS</a>	<a href="#">PARTICIPATION LABELS</a>
Current User	<a href="#">ATHLETE CHECK-IN</a>	<a href="#">RECORD BREAKER LABELS</a>
<b>Chris LaFlamme</b>	<a href="#">RECORDS</a>	<a href="#">TIME STANDARD LABELS</a>
<a href="#">CHANGE MEET</a>		<a href="#">TEAM SCORES</a>
<a href="#">SIGN OUT</a>		<a href="#">HIGH SCORERS</a>
Version 7.0.15		<a href="#">MEET SUMMARY</a>

**FILTERS** ^

<b>EVENTS</b> <input type="text"/> to <input type="text"/>	<b>EVENT TYPE</b> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All ▼</div>
<b>AGES</b> <input type="text"/> to <input type="text"/>	<b>COMPETITION CATEGORY</b> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All ▼</div>
<b>TEAM</b> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All ▼</div>	

---

**DISPLAY OPTIONS** ^

**COLUMNS**  

2 ▼

  
 Paginate by Team & Age Group  
 Show empty lanes  
**INCLUDE DATA**  
 Entry Times       Relay Athletes  
 Est. Start Times       Athlete Number  
  
**DISPLAY SPONSORS FOR**  

None ▼

  
**FOOTER TIMESTAMP**  

Date and Time ▼

---

**BENCHMARKS** ^

**INCLUDE RECORD BOOKS**  
 WEND Wendwood Pool  
 WAHOO Wendwood Wahoos  
 Only show first-time achievements  
  
**INCLUDE TIME STANDARDS**  
 CITY 2022 City Meet Qualifying Times  
  
[Configure Benchmarks](#) for this meet

---

**LAYOUT** ^

**PAPER SIZE**  

US Letter (8.5 x 11 in) ▼

  
**PRINT MARGINS**  

TOP	LEFT	RIGHT	BOTTOM
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">0.4</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">0.4</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">0.4</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">0.4</div>

There are many options available when generating Heat Sheets.

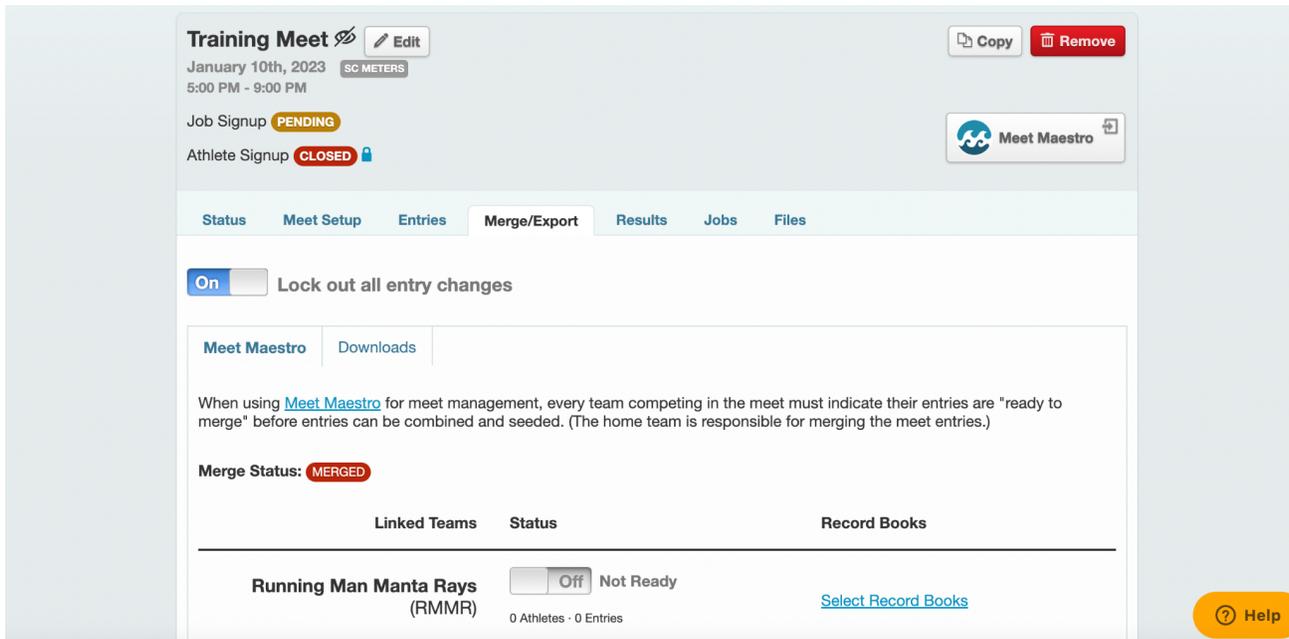
By using the *Team* filter, a “sanitized” Heat Sheet can be printed and shared with your team.

Under *Benchmarks*, City Meet Qualifying Times can be included for each event on the heat sheet.

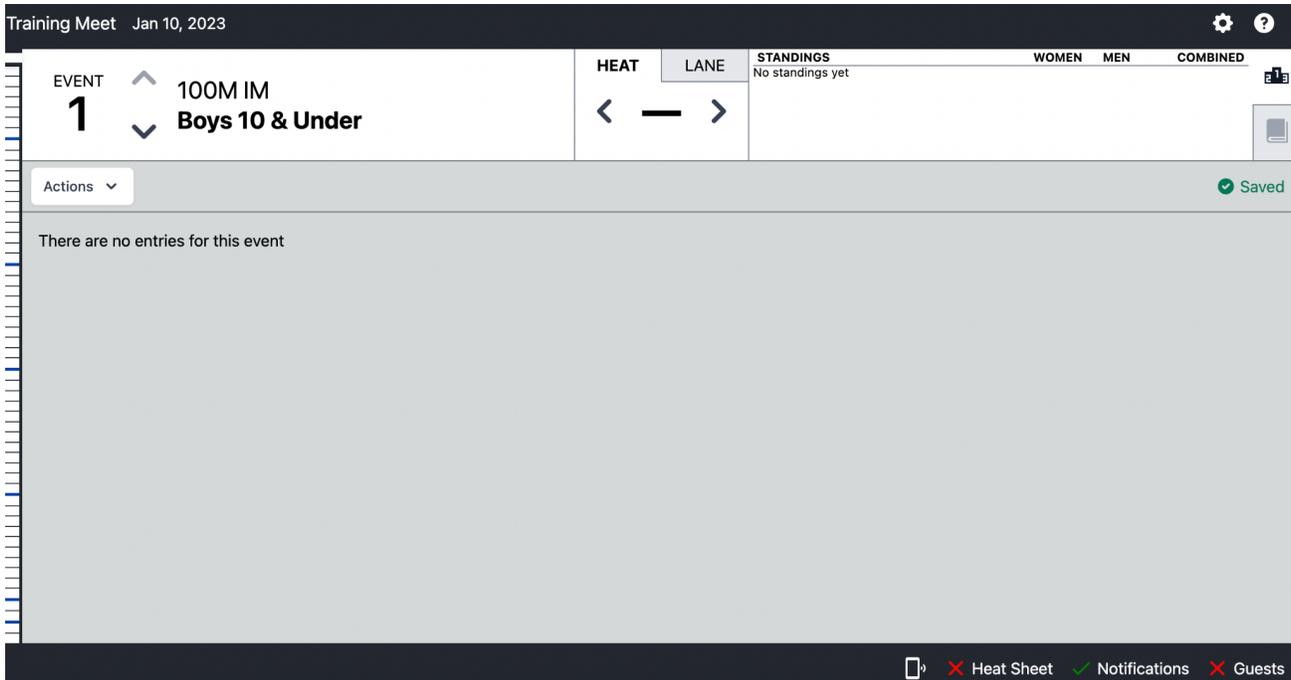
# Running the Meet

## Keeping the Score Blind

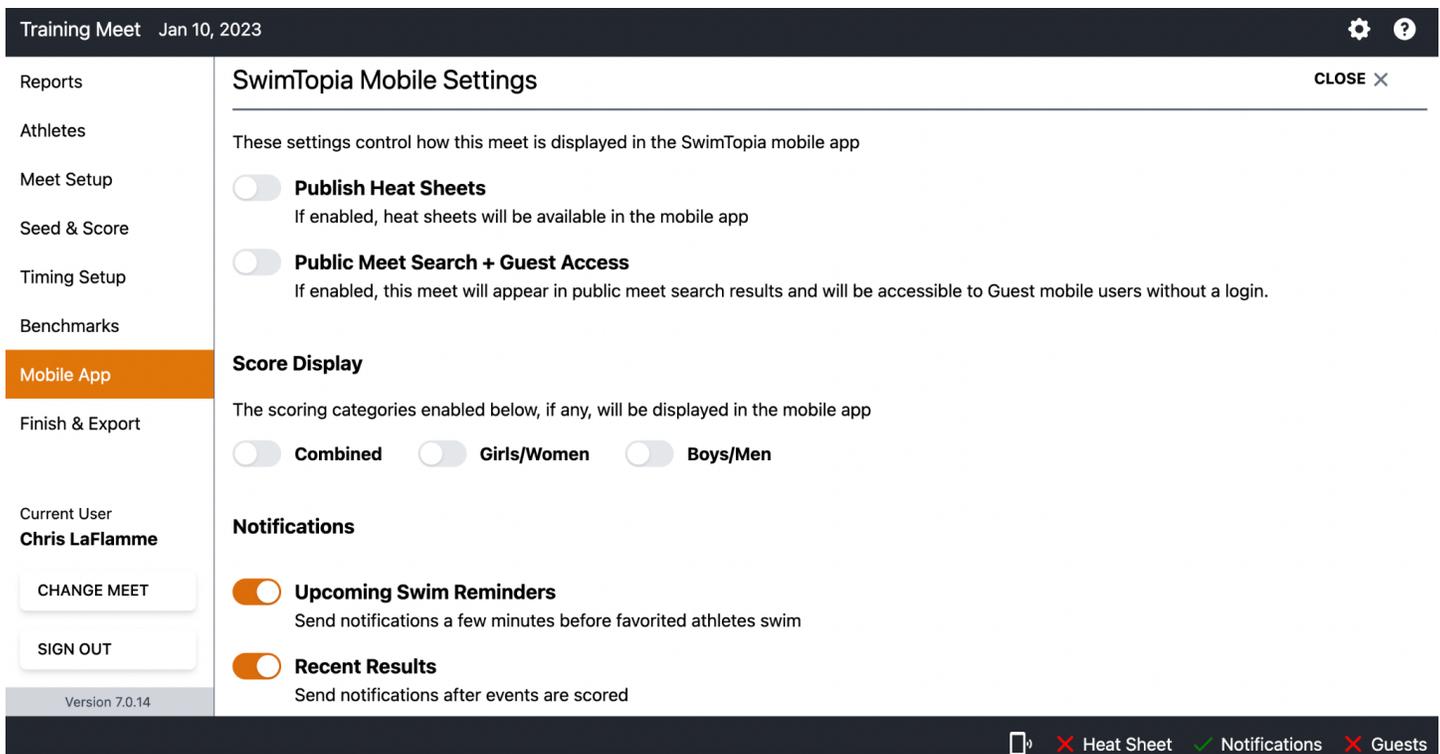
Once a meet has been merged, a link to Meet Maestro will appear on the upper right portion of the screen. Click the Meet Maestro button to access the Meet.



Once in Meet Maestro, click on the 'Settings Gear' on the upper right portion of the screen. This will take you into the meet settings.



Once in the Settings menu, click on the Mobile App subheader on the far left. In the middle of the screen, there will be sliding options (Score Display) to turn Combined/Men/Women scoring off. This will prevent any scoring from displaying on the mobile app.



## Manual Timing System

Manual timing is equivalent to using stopwatches (battery operated, digital read-out) to record the duration of the individual swim. The watch is started at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the starting signal. The watch is stopped when any part of the swimmer touches the wall at the completion of the distance of the event. Times are recorded to the hundredths place (two decimals) with no rounding.

Each lane should be manned with a minimum of one timer. The recorded time with one timer is the official time. If a lane is manned with two timers, the recorded times should be averaged to determine the official time. If a lane is manned with three timers, the intermediate time should be identified and used as the official time.

## Semi-Automatic Timing System

A Semi-Automatic Timing System begins automatically with an electronic signal from the starting unit and ends manually when the timer pushes his/her button at the finish of the race. The button of the timing device is pressed when any part of the swimmer touches the wall at the completion of the distance of the event. Times are automatically transmitted to a central system integrated with Meet Maestro.

Each lane should be manned with a minimum of one timer. The recorded time with one timer is the official time. If a lane is manned with two timers, the recorded times should be averaged to determine the official time. If a lane is manned with three timers, the intermediate time should be identified and used as the official time.

## Meet Ref Role

See <https://www.usaswimming.org/docs/default-source/rules-regulations/2023-rulebook.pdf>

Reference Article 102.11

Additional material on the Meet Ref role can be found here:

<https://www.teamunify.com/team/va/page/officials/official-training>

## Starter Role

See <https://www.usaswimming.org/docs/default-source/rules-regulations/2023-rulebook.pdf>

Reference Article 102.12

Additional material on the Starter role can be found here:

<https://www.teamunify.com/team/va/page/officials/official-training>

## Timer Role

See <https://www.usaswimming.org/docs/default-source/rules-regulations/2023-rulebook.pdf>

Reference Article 102.16

## Stroke and Turn Role

See <https://www.usaswimming.org/docs/default-source/rules-regulations/2023-rulebook.pdf>

Reference Article 101 in its entirety.

Reference Article 102.13.

Additional material on the S&T Judge role can be found here:

<https://www.teamunify.com/team/va/page/officials/official-training>

## Sweep Judge Role

See <https://www.usaswimming.org/docs/default-source/rules-regulations/2023-rulebook.pdf>

Reference Article 102.13.2.

Each team will provide a Sweep Judge and each will independently record the Order of Finish across the 4 scoring lanes, using this form:

[https://drive.google.com/file/d/1qF-M9VYFpAfvxB6xZ2-HMnbl2uz9\\_fGK/view?usp=sharing](https://drive.google.com/file/d/1qF-M9VYFpAfvxB6xZ2-HMnbl2uz9_fGK/view?usp=sharing)

If judges do not agree on the order of finish, please see GPSA rules ([https://drive.google.com/file/d/1Wh39Z\\_TljtHMR5Rcxmbd5r3es-hDWB5f/view?pli=1](https://drive.google.com/file/d/1Wh39Z_TljtHMR5Rcxmbd5r3es-hDWB5f/view?pli=1)), specifically Article XV.A.6. Referee may settle the order of finish if personally observed or declare a tie.

## Runner Role

The Runner is responsible for collecting all lane slips from the timers and delivering them to the Sweep Judges for review. The Runner is also responsible for collecting DQ slips from Stroke and Turn Judges and delivering to the Meet Ref. After the Meet Ref has reviewed lane slips and DQ slips for a particular event, the Runner may be asked to deliver those artifacts to the Scoring Table for processing.

## Scorekeeper Role

Each team will provide a scorekeeper. The scorekeepers will perform two functions: (1) record the official time collected by the timer on to the scoresheet or exhibition sheet; (2) record the placement for the 4 swimmers competing in scoring lanes.

1. Select the appropriate meet from the Schedule.

Schedule					
All Meets & Events	Seasons	Job Templates	Meet Templates	Record Books	Time Standards
2023 Season					
2022					
Date Time	Name Location		Job Signup	Entries/ RSVP	
June 18th 8:00 AM – 10:30 AM	<a href="#">RMMR Time Trials</a> 🏠 Running Man		OPEN	CLOSED	
June 23rd 6:00 PM – 8:30 PM *	<a href="#">Coventry @ Running Man</a> 🏠 Running Man		OPEN	CLOSED	
June 28th 6:00 PM – 8:30 PM *	<a href="#">Running Man @ Colony</a> Colony		OPEN	CLOSED	
June 30th 6:00 PM – 8:30 PM *	<a href="#">Running Man @ Windy Point</a> Windy Point		OPEN	CLOSED	
July 11th 6:00 PM – 8:30 PM *	<a href="#">Running Man @ Marlbank</a> Marlbank		OPEN	CLOSED	
July 14th 6:00 PM – 8:30 PM *	<a href="#">Kiln Creek @ Running man (B Meet)</a> 🏠 Running man		OPEN	CLOSED	
July 18th 6:00 PM – 8:30 PM *	<a href="#">Hidenwood @ Running Man</a> 🏠 Running Man		OPEN	CLOSED	
July 19th 6:00 PM – 7:30 PM	<a href="#">GPSA 8&amp;U Superhero Splashdown</a> Colony Pool		PENDING	CLOSED	
July 21st 6:00 PM – 8:30 PM	<a href="#">Riverdale / Wendwood @ Running Man (B Meet)</a> 🏠 Running Man		OPEN	CLOSED	
July 22nd 8:00 AM	<a href="#">Running Man Time Trials</a> 🏠 Running Man		PENDING	CLOSED	

2. Click the Meet Maestro button to actively manage the meet.

The screenshot shows the Meet Maestro interface for a meet titled "Running Man Time Trials". The meet is scheduled for July 22nd, 2022, at 8:00 AM, and is 50 meters long. The job status is "PENDING" and athlete signups are "CLOSED". The interface includes navigation tabs for Status, Meet Setup, Entries, Merge/Export, Results (selected), Jobs, and Files. Under the Results tab, there are sub-tabs for Summary, By Athlete, Browser, and Import. The Summary section displays the following statistics:

Total Athletes	19
Total Results	33
Total Points	136.0
Total Improved Times	17
Pct Improved Times	51.52%

There is a "Clear Results" button at the bottom left of the summary section. The Meet Maestro logo is visible in the top right corner.

3. Once in Meet Maestro, the scorekeepers will be able to navigate heat to heat, event to event, using the left and right arrows at the top-middle of the screen.
  - a. If using stopwatches and laneslips: The scorekeepers will receive a collection of lane slips for each event from the Meet Ref or the Runner. Match the lane slip to the entry in Meet Maestro. The swimmer's name, team, heat, and lane should all match. Record the time collected on the lane slip into the box labeled 'Timer 1'. Denote the placement in the **Heat Place** column. The associated points will populate automatically. Exhibition lanes should already be marked. If there is a DQ slip attached to the lane slip, mark the DQ column and select the code checked on the DQ slip.
  - b. If using Time Drops: The scorekeepers will click the **Load Times** button to retrieve the times recorded by Time Drops. The Meet Ref or Runner will drop off a card with the official order of finish, record this in the **Heat Place** column. The associated points will populate automatically. Exhibition lanes should already be marked. If there is a DQ slip attached to the lane slip, mark the DQ column and select the code checked on the DQ slip.

EVENT		HEAT		LANE		STANDINGS		WOMEN		MEN		COMBINED		
13		50M FREESTYLE		< 1 >		RM Manta Rays		57		79		136		
Boys 9-10														
1 Actions													Saved	
LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	>> RESULT TIME	DQ	OFFICIAL TIME SC METERS	HEAT PLACE	PLACE	PTS		
1														
ADD ENTRY													EXH	EXH
2														
ADD ENTRY														
3	RMMR		43.81	42.88			42.88		42.88		1	5		
4	RMMR		48.20	47.56			47.56		47.56		2	3		
5														
ADD ENTRY														
6														
ADD ENTRY													EXH	EXH

- Once all entries have been completed, review the collection of events with the Meet Ref who will sign off on the meet.

### Ribbon Writer / Labeler

Each team will provide a Ribbon Writer for the meet. Once the Scorekeepers have completed their time entries for a particular event, they will hand the associated lane slips to the Ribbon Writers to label the award ribbons accordingly. These can be written manually or labels can be generated from Meet Maestro. To generate labels, launch Meet Maestro for the active meet and click the Settings Gear on the top right of the screen.

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	RESULT TIME	DQ	OFFICIAL TIME SC METERS	HEAT PLACE	PLACE	PTS
1	RMMR	[REDACTED]	NT	2:04.40			2:04.40		2:04.40	3	3	1
2	CV	[REDACTED]	1:54.11	1:45.66			1:45.66		1:45.66	2	2	3
3	RMMR	[REDACTED]	1:29.91	1:30.27			1:30.27		1:30.27	1	1	5
4	CV	[REDACTED]	3:28.60	2:55.58			2:55.58	5A1	DQ			
5	ADD ENTRY										EXH	EXH
6	ADD ENTRY										EXH	EXH

Once in the Settings, select the Reports tab on the left side of the screen.

**Reports**

- Athletes
- Meet Setup
- Seed & Score
- Timing Setup
- Benchmarks
- Mobile App
- Finish & Export
- Current User  
**Chris LaFlamme**
- CHANGE MEET
- SIGN OUT

Version 7.0.15

**Reports** CLOSE X

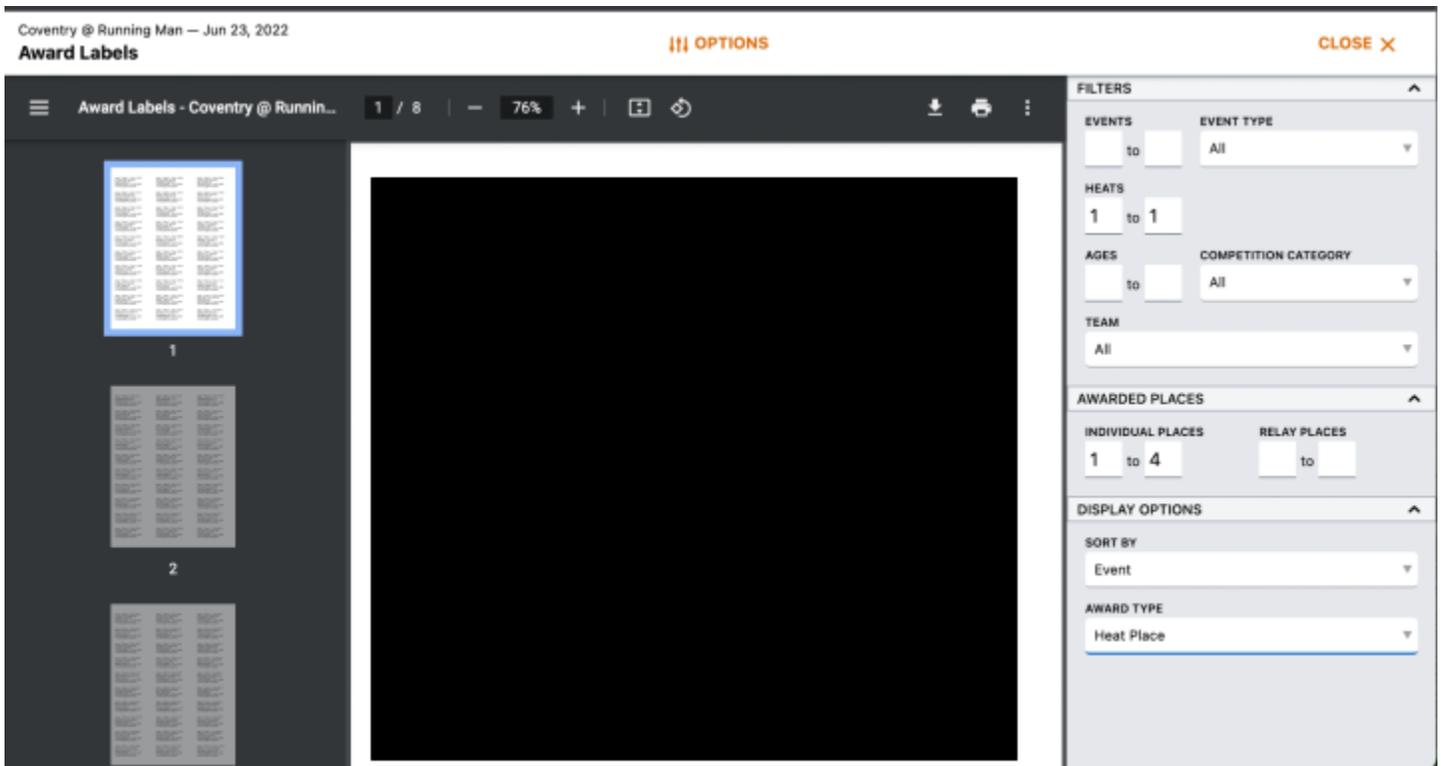
**Pre-Meet**

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

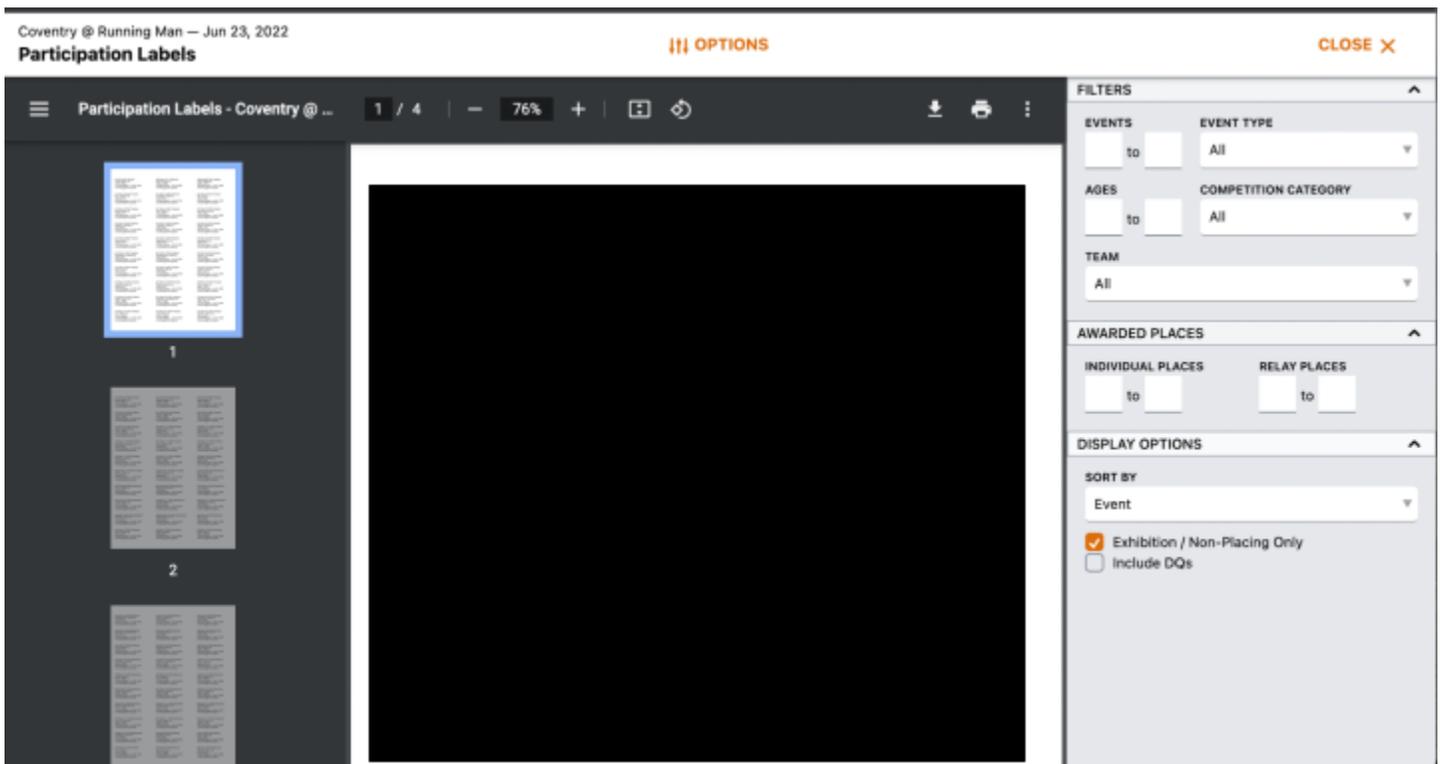
**Post-Meet**

- RESULTS
- AWARD LABELS
- TIMER VERIFICATION
- IMPROVEMENT LABELS
- PARTICIPATION LABELS
- RECORD BREAKER LABELS
- TIME STANDARD LABELS
- TEAM SCORES
- HIGH SCORERS
- MEET SUMMARY

Click on Award Labels. Select Award Type as 'Heat Place'. Set Heats to be 1 of 1. Set Individual Places to be 1 to 4. This will generate Award Labels for Heat 1 placement only. Once the report is generated, you can click the Printer icon to send to the Printer. Use Avery 8160 for inkjet printers or Avery 5160 for laser printers.



Next, click on the CLOSE link on the top right to return to Reports. Click on Participation Labels. Select 'Exhibition / Non-Placing Only'. This will generate all the Exhibition labels. Once the report is generated, click the Printer icon to send to the Printer. Use Avery 8160 for inkjet printers or Avery 5160 for laser printers.



## Flow of an Event

- The Meet Ref will issue a series of 4-5 short whistles, signaling the swimmers behind the block to get ready for the next heat.
- Announcer/Starter will announce the event/heat.
- Once the Meet Ref can see that the swimmers are behind the block and ready, the Meet Ref will blow 1 long whistle inviting the swimmers to step up on the block.
- Once the swimmers are on the block, the Meet Ref will extend his/her arm, clearly visible to the Starter. This action hands the control of the heat to the Starter.
- The Starter will invite the swimmers to 'Take Your Marks'. Once each swimmer has obtained a set position, the Starter will engage the starting unit, thus beginning the heat.
- As the swimmers approach the wall for the completion of the swim, the timers should position themselves such that they can clearly observe the swimmer touching the wall. At the moment the swimmer touches the wall, the timer should stop their watch or press the button on the Time Drops device. Record the time to the nearest hundredths.
- The Meet Ref will issue a series of 4-5 short whistles, signaling the start of the next heat/event. This action will start this process over again for the subsequent heat/event.
- The Runner should collect all lane slips and deliver them to the Sweep Judges, who will collectively determine the 'Order of Finish'. if lane slips are used
- If the Runner has any DQ slips collected from the Stroke and Turn Judges, they should be delivered to the Meet Ref for final adjudication.
- The Sweep Judges will hand over the 'ordered' lane slips or card with the Order of Finish to the Meet Ref. The Meet Ref will flag any lane slips with any accompanying DQ. This may change the order of finish depending on the disqualified participants. (For example, if the second place swimmer is disqualified, the third and fourth place finishers will be promoted in the order of finish accordingly).
- The Meet Ref, or Runner if directed by the Meet Ref, will deliver the ordered lane slips\* with accompanying DQ slips to the Scorekeepers for processing.\* - if used; OR order of finish cards/slips will be turned in
- The Scorekeepers will record the times and placement (for scoring heats) on the scoresheet or directly in Swimtopia. DQs should be denoted as well. If the lane slips are for an exhibition swim, the times should be recorded on the exhibition sheet or denoted as exhibition within Swimtopia.
- The Scorekeepers will hand the lane slips to the Ribbon Writers for processing.

## Export Meet Results to Teams Repository

In Meet Maestro, click on the 'Settings' gear located on the top right of the screen.

vs Running Man Jul 11, 2022

EVENT **1** 100M IM Boys 9-10

HEAT **1** LANE

BENCHMARKS

- Ryan Shelton 1:17.18 1988
- Kei Lamberson 1:17.30 2001
- 2022 City Meet Qualifying Time... 1:52.00

1 Actions Saved

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	RESULT TIME	DG	OFFICIAL TIME SC METERS	HEAT PLACE	PLACE	PTS
1	MBKMT	[REDACTED]	2:08.19	2:08.06			2:08.06		2:08.06	4	4	
2	RMMR	[REDACTED]	1:29.35	1:31.11			1:31.11		1:31.11	1	1	5
3	MBKMT	[REDACTED]	1:34.76	1:34.25			1:34.25		1:34.25	2	2	3
4	RMMR	[REDACTED]	NT	1:59.18			1:59.18		1:59.18	3	3	1
5	EXH	ADD ENTRY										
6	EXH	ADD ENTRY										

Next, click on 'Finish and Export' on the left side menu panel. This screen will allow you to transfer meet results to each team by clicking on the 'Transfer Results' button.

vs Running Man Jul 11, 2022 ⚙️ ?

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

Current User  
**Chris LaFlamme**  
CHANGE MEET  
SIGN OUT

Version 7.0.15

### Finish & Export CLOSE ✕

Lock out changes

**Transfers** Downloads

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

STATUS	TEAM	MEET NAME
TRANSFERRED 7/11/22, 10:05:43 PM	MarlbankMudtoads	vs Running Man
TRANSFERRED 7/11/22, 10:05:43 PM	RM Manta Rays	Running Man @ Marlbank

**TRANSFER RESULTS**

**Post Meet Survey**  
Now that your meet is finished, we'd love to learn how things went! [TAKE SURVEY](#)