



# Meet Preparation Guide

GPSA Wiki Documentation

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Greater Peninsula Swimming Association

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This guide provides step-by-step instructions for GPSA Representatives and scorekeepers to prepare for a dual meet, from merging entries to creating all required materials.

## Quick Reference

- **Entry deadline:** 12:00 PM day of meet
- **Merge deadline:** 12:00 PM day of meet (home team)
- **Home team responsibilities:** Merge, heat sheets, place judge forms, referee materials, relay takeoff sheets
- **Visiting team responsibilities:** Heat sheets, backup scorekeeper materials

## Timeline

### 12:00 PM - Entry Deadline

Both teams must mark themselves as “**Ready to Merge**” in SwimTopia by 12:00 PM on the day of the meet.

#### How to mark Ready to Merge:

1. Select your meet from the Schedule
2. Click the **Merge/Export** tab
3. Click the slider beside your team’s name

See [SwimTopia Guidelines - Merge Entries](#) for detailed instructions.

### 12:00 PM - Meet Merge (Home Team)

The home team GPSA Representative merges the entries and builds the meet in Meet Maestro.

#### How to merge:

1. Navigate to the **Merge/Export** tab
2. Verify both teams show as “Ready”
3. Click the merge button
4. SwimTopia will automatically build and seed the meet

## Home Team Preparation Checklist

After merging the meet, the home GPSA Representative should prepare the following materials:

### 1. Heat Sheets

**Purpose:** Provide each official with a complete list of swimmers, events, and heats.

#### Recommended settings:

- Include all events
- Include both teams
- Show lane assignments
- Include exhibition swimmers

**Distribution:**

- Referee
- Starter
- Head Timer
- Each Scorekeeper (2)
- Announcer
- Each Stroke & Turn official
- Extras for runners/officials

See [SwimTopia Guidelines - Creating Heat Sheets](#) for detailed instructions.

## 2. Place Judge Forms

**Purpose:** Allow sweep judges to record the official order of finish for each scoring heat.

**What to generate:**

- One form for **each heat of Heat 1** of all scored events (events 1-56)
- Do NOT generate for Heat 2+ (only Heat 1 scores)
- Do NOT generate for relay events (different process)

**How to generate in Meet Maestro:**

1. Navigate to **Reports** in Meet Maestro settings
2. Select **Place Judge Form**
3. Filter to Heat 1 only
4. Filter to events 1-56
5. Print one form per heat

**Forms needed:** Approximately 56 forms (one per event, Heat 1 only)

**What the form includes:**

- Event number and name
- Lane assignments for Heat 1
- Swimmer names and teams
- Blank spaces for place (1st, 2nd, 3rd, 4th)

See [SwimTopia Guidelines - Printing Place Judge Forms](#) for detailed instructions.

## 3. Sweep Judge Sheet

**Purpose:** Master tracking sheet for the home sweep judge to record order of finish across all heats.

**How to generate:**

1. In Meet Maestro Settings → Reports
2. Select **Sweep Judge Sheet**
3. Print for home team

**Number needed:** 1 (for home sweep judge)

## 4. Meet Referee Sheet

**Purpose:** Comprehensive event listing for the referee to track meet progress and DQs.

**How to generate:**

1. In Meet Maestro Settings → Reports
2. Select **Meet Referee Sheet**
3. Print

**Number needed:** 1

**What it includes:**

- All events in order
- Space for notes and DQ codes
- Swimmer names and lanes

## 5. Meet Referee Verification of Scores

**Purpose:** Final sign-off sheet for the referee to verify meet results before official completion.

**How to generate:**

1. In Meet Maestro Settings → Reports
2. Select **Referee Verification of Scores**
3. Print

**Number needed:** 1

**When used:** After all events are complete, before results are finalized.

## 6. Relay Takeoff Sheet

**Purpose:** Track relay swimmers and verify legal exchanges.

**How to generate:**

1. In Meet Maestro Settings → Reports
2. Select **Relay Takeoff Sheet**
3. Print

**Number needed:** 1 per relay event (or combined sheet if available)

**Events covered:**

- Event 0: Mixed 8&U 100M Free Relay
- All A/B relay events throughout meet

## Visiting Team Preparation Checklist

While the home team handles most materials, the visiting team should prepare:

### 1. Heat Sheets (Backup)

Generate at least 2-3 heat sheets for:

- Visiting scorekeeper
- Visiting team coach
- Visiting GPSA Representative

**Note:** The home team is responsible for providing official heat sheets, but having backups ensures your team has copies if needed.

## 2. Scorekeeper Setup (Recommended)

Bring a laptop or tablet with SwimTopia access for your scorekeeper to:

- Enter times in real-time
- Cross-check entries with home scorekeeper
- Have backup access if needed

See [SwimTopia Guidelines - Using Meet Maestro as Scorekeeper](#).

## 3. Team Roster Print (Optional)

Print a current team roster for reference in case of last-minute substitutions or questions.

## Pre-Meet Materials Checklist

Use this checklist to ensure all materials are prepared before warm-ups begin:

### Home Team Checklist

- Meet merged at 12:00 PM
- Heat sheets printed (6+ copies)
- Place judge forms printed (56 forms for Heat 1 of events 1-56)
- Sweep judge sheet printed (1 copy)
- Meet referee sheet printed (1 copy)
- Referee verification of scores printed (1 copy)
- Relay takeoff sheet printed
- Lane slips prepared (if using manual timing)
- DQ slips available for stroke & turn judges
- Stopwatches distributed and tested
- Meet Maestro launched and ready
- Scorekeepers have access to Meet Maestro

### Visiting Team Checklist

- Team marked “Ready to Merge” by 12:00 PM
- Heat sheets printed (2-3 backup copies)
- Scorekeeper has laptop/tablet with SwimTopia access (recommended)
- Stopwatches brought for assigned lanes
- Stand-by starting horn/whistle available

## Meet Maestro Access

### Launching Meet Maestro

1. Log in to SwimTopia

2. Navigate to **Schedule**
3. Select the meet
4. Click the **Meet Maestro** button (appears after merge)

## Configuring Meet Maestro Settings

Before the meet begins, verify these settings:

### Score Display (Blind Scoring):

1. Click Settings gear → Mobile App
2. Turn OFF all score displays (Combined/Men/Women)
3. This prevents scores from appearing on mobile app per GPSA rules

### Pool Configuration:

1. Click Settings gear → Meet Setup
2. Verify correct number of lanes (4, 5, 6, or 8)
3. Verify scoring lanes match pool configuration

### Record Books and Benchmarks:

1. Add Team and Pool records
2. Add Championship Meet Qualifying Times
3. See [SwimTopia Guidelines](#)

## Troubleshooting

### Meet Won't Merge

**Problem:** Merge button is disabled or greyed out.

#### Solutions:

- Verify both teams marked “Ready to Merge”
- Check that meet is properly linked between teams
- Ensure entries are complete (no errors in Meet Maestro)
- Contact SwimTopia support if issue persists

### Place Judge Forms Not Generating

**Problem:** Place judge forms are blank or missing events.

#### Solutions:

- Ensure meet is fully merged
- Verify filter is set to Heat 1 only
- Check that events 1-56 are included
- Refresh Meet Maestro and try again

### Missing Swimmers in Heat Sheets

**Problem:** Heat sheets don't show all entered swimmers.

#### Solutions:

- Verify entries were saved before marking “Ready to Merge”
- Re-merge the meet if entries were added after initial merge
- Check exhibition settings (may filter out exhibition swimmers)

## Scorekeeper Can’t Access Meet Maestro

**Problem:** Scorekeeper doesn’t see Meet Maestro button or gets access error.

**Solutions:**

- Verify scorekeeper has proper SwimTopia permissions
- Ensure they’re logged in with correct team account
- Refresh page and try again
- Use backup scorekeeper account if needed

## Additional Resources

- [SwimTopia Guidelines](#) - Complete SwimTopia documentation
- [Scorekeeper Guide](#) - Detailed Meet Maestro scoring instructions
- [Time Drops Guide](#) - Semi-automatic timing system
- [GPSA Rulebook - Conduct of Meets](#) - Official meet rules

## Time-Saving Tips

1. **Print early:** Generate materials as soon as merge is complete to avoid last-minute rush
2. **Double-check quantities:** Always print extras (heat sheets get lost or damaged)
3. **Test equipment:** Verify stopwatches, computers, printers before meet day
4. **Share responsibilities:** Have assistant coaches or team parents help with materials prep

## Questions?

Contact your division representative or the GPSA webmaster for assistance with meet preparation.