



Publicity Submittal Process

GPSA Wiki Documentation

Greater Peninsula Swimming Association

wiki.gpsaswimming.org

This guide describes how home team GPSA Representatives submit meet results for league publicity after each dual meet.

Quick Reference

- **Who submits:** Home team GPSA Representative
 - **When to submit:** After meet conclusion
 - **File type:** SDIF/SD3 results file
 - **Send to:** publicity@gpsaswimming.org
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Step-by-Step Instructions

1. Download the Results File

After the meet concludes, export the SDIF/SD3 results file from SwimTopia:

1. Log in to Meet Maestro as a meet administrator
2. Navigate to **Settings > Finish & Export > Downloads**
3. Export Type: **Results**
4. Export Format: **SDIF SD3**
5. Team: **All Times**
6. Click **Generate File**
7. Once available **Download** Results file

The file will have an **.zip** extension.

Important: The tool does NOT support HY3/Hy-Tek 3.0 format files. Always export as SDIF/SD3.

Troubleshooting Export Issues

Problem	Solution
Can't find Export Results option	Verify you have meet administrator access in SwimTopia
File won't download	Check browser download settings and try a different browser
Only HY3 format available	Contact SwimTopia support - SDIF export should be available for all meets

2. Email the Results

Send the Zip/SDIF/SD3 file as an attachment to:

publicity@gpsaswimming.org

Include in your email:

- Teams involved (e.g., "Glendale vs Wendwood")
- Meet date

3. Automatic Processing

An automation agent monitors the publicity inbox and processes submitted results. The league results page will be updated automatically with your meet results.

Related Resources

- [Publicity Processor](#) - Manual tool for converting SDIF files to HTML reports
 - [Meet Preparation Guide](#) - Pre-meet setup procedures
 - [Scorekeeper Guide](#) - Scoring and results management
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Questions?

For questions about publicity submittal, contact publicity@gpsaswimming.org.