



SwimTopia Guidelines

GPSA Wiki Documentation

Greater Peninsula Swimming Association

wiki.gpsaswimming.org

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This comprehensive guide provides GPSA team administrators with step-by-step instructions for using SwimTopia to manage rosters, registration, meet setup, and swim meet execution throughout the season.

Quick Reference

- **Managing rosters:** [People](#)
- **Setting up registration:** [Registration](#)
- **Creating meet templates:** [Job Templates](#)
- **Entering swimmers in meets:** [Swimmer Entries](#)
- **Printing heat sheets:** [Creating Heat Sheets](#)
- **Printing place judge forms:** [Printing Place Judge Forms](#)
- **Running meets:** [Running the Meet](#)
- **Exporting results:** [Export Meet Results](#)

People

Managing your team roster is the foundation of using SwimTopia effectively.

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

Swimmer / Parent Account Deletion

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

Note: SwimTopia support must handle account deletions - team administrators cannot remove associations directly.

Roles


Roles allow you to organize people into groups for efficient communication and manage access within the Manage Team area. Any parent or athlete on your team can be assigned to a role for grouping purposes, from assigning meet jobs to sending group emails.

Official Documentation: [Defining Roles](#)

League Shared Roles

Some roles are created and shared from the League level. This allows league administrators 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

Figure 1: League Shared Roles

Registration

SwimTopia's registration system handles team signups, waivers, and payments.

Official Documentation: [Registration – SwimTopia Help Center](#)

Team Waiver

To add or edit team waivers:

1. Click on the **Registration** header
2. Select your team registration form (e.g., '2024 Team Swim Registration')

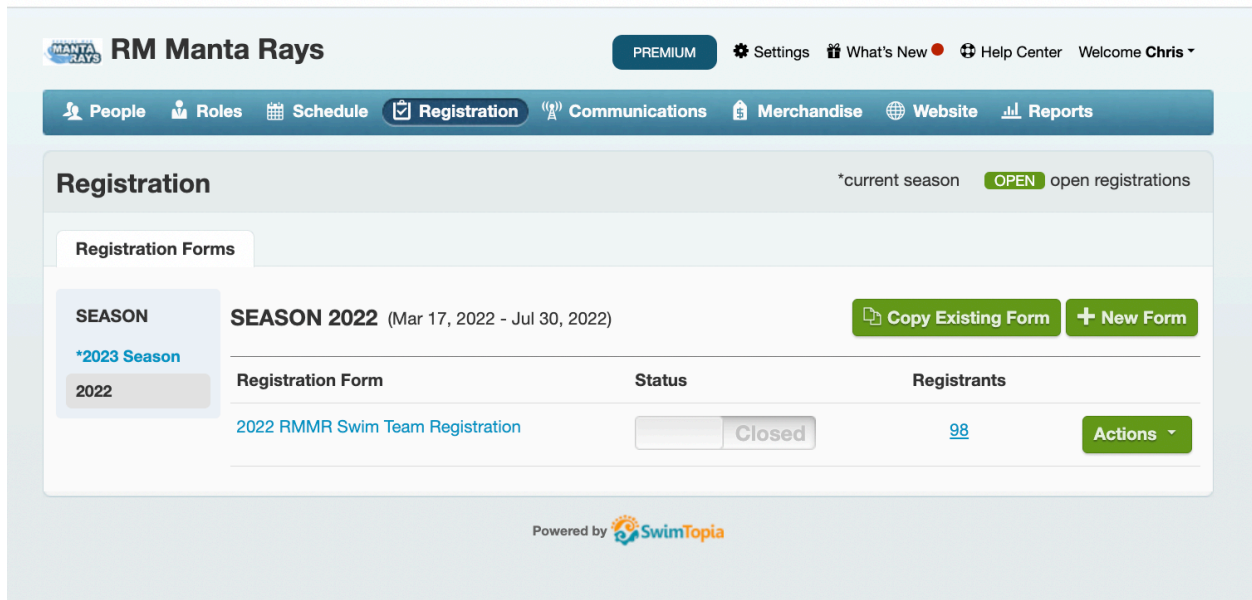


Figure 2: Registration Form Selection

3. Scroll down to the **Acknowledgments** section
4. 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

Figure 3: Acknowledgments Section

GPSA Code of Conduct and Championship Meet Waiver

The GPSA Code of Conduct and Championship 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](#)


Powered by  SwimTopia

Figure 4: GPSA Code of Conduct Import

Payment

SwimTopia integrates with Stripe for online payment processing.

Official Documentation: [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.

Note: You don't need to manually create regular season dual meets - these are automatically populated by GPSA league administrators.

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

Job templates define volunteer roles needed for home and away meets.

To configure job templates:

1. Click on **Schedule**
2. Click on the **Job Templates** tab
3. Define templates for Home and Away meets



The screenshot shows the 'RM Manta Rays' web application interface. At the top, there is a navigation bar with 'PREMIUM' status and links for Settings, What's New, Help Center, and a user profile 'Welcome Chris'. Below this is a secondary navigation bar with tabs for People, Roles, Schedule (selected), Registration, Communications, Merchandise, Website, and Reports. The main content area is titled 'Schedule' and has sub-tabs for All Meets & Events, Seasons, Job Templates (selected), Meet Templates, Record Books, and Time Standards. A light blue box contains text explaining that Job Templates can be applied to calendar events to copy job and shift schedules, and that they can be created from an existing event. Below this is a table with columns for Template Name, Job Count, Shift Count, Total Points, Last Updated, and an Add Template button. Two templates are listed: 'Away Meet' and 'Home Meet'.

Template Name	Job Count	Shift Count	Total Points	Last Updated	
Away Meet	6	6	11	about 1 year ago ?	
Home Meet	13	13	22	about 1 year ago ?	

Powered by SwimTopia

Figure 5: Job Templates Tab

« [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	
Admin Ref	5:00 PM	8:30 PM	1	2	 
+ Add Shift					

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

Shift Name	Start	End	Needed	Point Value	
Clerk of Course	5:30 PM	8:30 PM	1	1	 
+ Add Shift					

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



Shift Name	Start	End	Needed	Point Value	
Concessions	4:30 PM	8:30 PM	2	1	 

Figure 6: Job Template Configuration

Home Meet Roles 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 Meet Roles Away meets will typically require:

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

Creating Record Books

Record books track team and pool records over time.

Official Documentation:

- [Creating a Record Book](#)
- [Managing a Record Book](#)

Importing Championship Meet Qualifying Times

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

The screenshot shows the 'Schedule' section of the GPSA software. The 'Time Standards' tab is active, displaying a table of Time Standard Sets. The table has columns for 'Time Standard Set', 'Active', 'Events', and 'Last Updated'. A green '+ Add Time Standard Set' button is visible in the top right of the table area. Below the table, there is a 'Powered by SwimTopia' logo.

Time Standard Set	Active	Events	Last Updated
2022 City Meet Qualifying Times	Jan 1–Dec 31 2022	52	3 months ago

Figure 7: Championship Meet Qualifying Times Import

Team Website

SwimTopia provides customizable team website features.

Official Documentation: [Website Management](#)

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 these steps:

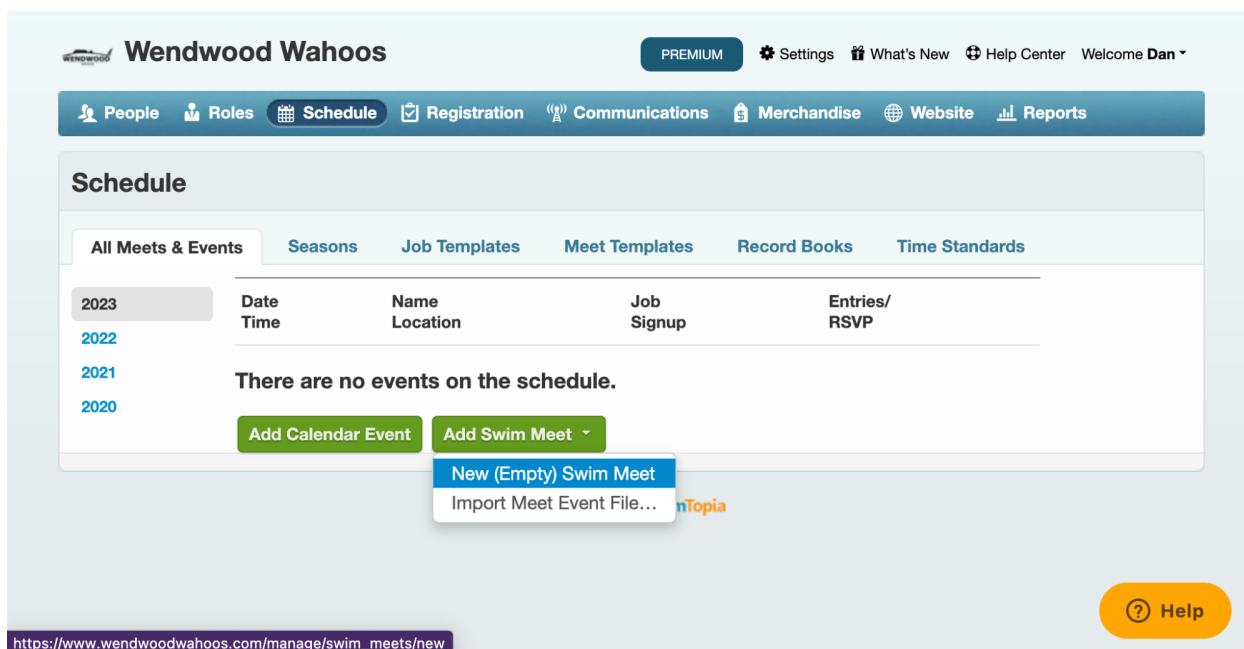


Figure 8: Add Swim Meet



1. On the Schedule screen select **Add Swim Meet** and then **New (Empty) Swim Meet**
2. Enter the Meet Details:
 - Meet Name
 - Start, End, & Warm-up (Date/Time)
 - Location
 - Description
 - Hide from Public Calendar
 - Age-Up Date
 - Course (pool length)
 - 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

Figure 9: Entry and Job Signup

4. Apply Meet Template. Under **Meet Setup** → **Entries**, Click **Apply Template**. Select **[GPSA] 2024 GPSA Dual Meet (56 Events)**.

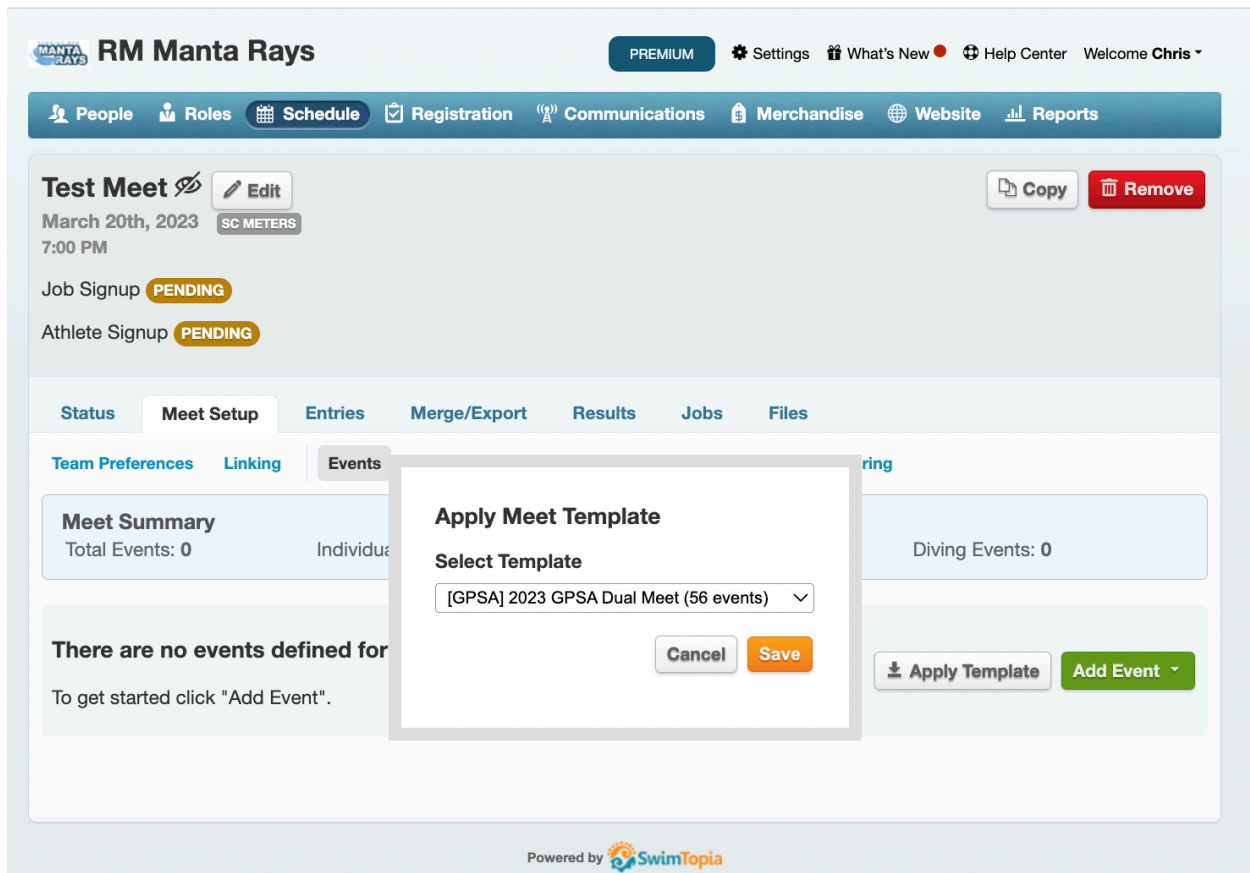


Figure 10: Apply Meet Template

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"/> ▼
<input type="checkbox"/>	<input type="text"/>	#25 100 IM <small>Girls 10 & Under</small>	--	<input type="text"/> ▼
<input checked="" type="checkbox"/>	<input type="text"/>	#37 25 Back <small>Girls 9-10</small>	--	<input type="text"/> ▼
<input type="checkbox"/>	<input type="text"/>	#49 25 Breast <small>Girls 9-10</small>	--	<input type="text"/> ▼

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

Save
Cancel

Figure 11: Individual Entry

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	Not attending
	10	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	Attending
	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	Not attending
	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	Attending
	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	Attending
	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	Attending

Figure 12: Bulk Entry

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.

Official Documentation:

- [Exhibition Events/Athletes](#)
- [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 »

Group by status [Edit Entries](#)

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
		A-1	--	--	--	--	--	
	6	B-2	--	--	--	--	--	
	6	A-3	--	--	--	--	--	

Figure 13: Exhibition Checkbox

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 Cancel

Figure 14: Exhibition Entry Example

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.

Attending

Please select up to 3 individual events.

Check to enter	Event	Best Time	Custom Time	Exh	Alt	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

Figure 15: Swim Up Option


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 Representative 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.


Official Documentation: [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 Exhibition entry Est. Seed Time:

Figure 16: Relay Team Builder

Entries Matrix

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

Color Indicators

- **Light green** - Declared to be attending but not necessarily entered in specific events
- **Dark green** - Athlete is entered into that event
- **Grey** - Not eligible (not attending, not qualified, arriving late, or leaving early)
- **Orange** - Entered but not qualified

Other Indicators

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

Events Entries Results Jobs Files

Individual Entries Relay Entries Reports Export Settings

Girls 13-14 Previous Girls 13-14 Next [Edit Entries](#)

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	2:00.00	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-8)
[Redacted]	13	A-2	42.47	--	--	51.11	--	B-1	
[Redacted]	14	Bonus Event	40.34	--	53.11	50.18	54.30	A-2	
[Redacted]	13	--	38.38	2:46.83	55.91	1:32.02	59.25	--	#11 Women 15-18 200 Medley Relay (A-7)
[Redacted]	14	--	44.17	--	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	1:43.10	46.72	51.38	1:00.87	A-3	
[Redacted]	14	A-3	38.00	1:37.79	--	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	⊖	--	--	--	--	--	⊖	

Annotations:
 - **Exhibition Entry**: Points to the 50 Breaststroke time of 51.59 for the first athlete.
 - **Alternate Entry AND Non-Qualifying Time**: Points to the 50 Free time of 42.13 for the first athlete.
 - **Bonus Event**: Points to the 50 Free time of 40.34 for the second athlete.
 - **Individual Swim-Up Event**: Points to the 50 Free time of 38.00 for the third athlete.

Figure 17: Entries Matrix

Entry Reports

[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
[blurred]	13		
[blurred]	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)	[blurred]
[blurred]	6	#10 Girls 6 & Under 25 Freestyle #32 Girls 6 & Under 25 Backstroke	[blurred]
[blurred]	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)	[blurred]
[blurred]	10	#14 Girls 9-10 50 Freestyle #24 Girls 9-10 50 Breaststroke #36 Girls 9-10 50 Backstroke	[blurred]

Figure 18: Entries by Athlete Report

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

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

Figure 19: Entries by Event Report

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

Merge Entries

Coventry @ Running Man [Edit](#) [Copy](#) [Remove](#)

June 23rd, 2022 **SC METERS**
6:00 PM - 8:30 PM (estimated)

Job Signup **OPEN**

Athlete Signup **CLOSED** [Meet Maestro](#)

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

Team Preferences **Linking** Events Entry Rules Entry Fees Eligibility Seeding & Scoring

Meet Linking

Link this meet with competing teams to enable **merging of meet entries** (when used with [Meet Maestro™](#)) and **sharing of live event/heat status** (via the [SwimTopia Mobile App](#))

Visitor Code

Visitor code for this meet: **GWGXPPG**

Share this code with visiting teams to enable them to link to this meet.

Linked Meets

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

Figure 20: Meet Linking

Setting Up Meet Linking

1. Select a meet from the Schedule
2. Click on the **Meet Setup** tab
3. Click on the **Linking** subheader
4. The home team should share the meet code with the visiting team

Visiting Team Process

The visiting team will need to:

1. Select the specific meet from the Schedule
2. Click on the **Meet Setup** tab
3. Click on the **Linking** subheader
4. Enter the visitor code that was shared by the home team

Note: 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.

Merging Entries

Once both teams have completed all swimmer entries:

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

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
 7:30 PM
 Job Signup **PENDING**
 Athlete Signup **PENDING**

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

On Lock out all entry changes

Meet Maestro Downloads

When using [Meet Maestro](#) for meet management, every team competing in the meet must indicate their entries are "ready to merge" before entries can be combined and seeded. (The home team is responsible for merging the meet entries.)

Merge Status: **NOT MERGED**

Linked Teams	Status	Record Books
Running Man Manta Rays (RMMR) 0 Athletes - 0 Entries	Off Not Ready	Select Record Books

Build in Meet Maestro Disabled until all teams are ready **Upload File** Import data from non-SwimTopia teams

Figure 21: Merge Entries

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 **Settings** → **Meet Setup** in the **Pool Configuration** box, as shown below.

The screenshot shows the 'Meet Setup' interface for 'RMMR Time Trials' on 'Jun 18, 2022'. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation links: Reports, Athletes, Meet Setup (highlighted), Seed & Score, Timing Setup, Benchmarks, Mobile App, Finish & Export, Current User (Chris LaFlamme), CHANGE MEET, and SIGN OUT. The main content area has a 'Meet Setup' title and a 'CLOSE X' button. It features two tabs: 'General' (selected) and 'Schedule'. The 'General' tab contains the following fields: Meet Name (RMMR Time Trials), Meet Dates (06/18/2022 to 06/18/2022), Start Time (08:00 AM), Location (Running Man), and Time Zone ((GMT-05:00) Eastern Time (US & Canada)). Below these is a 'POOL CONFIGURATION' section with two dropdown menus: 'Lanes' (set to 6) and 'Course (Pool Length)' (set to S - Short Course Meters (25m)). There is also a checkbox for 'Non-standard length?' which is currently unchecked.

Figure 22: Pool Configuration

Adding Record Book and Qualifying Times to the Meet

Adding Record Books

To add Team and Pool records to a meet:

1. Select the meet from the Schedule
2. Click on the **Merge/Export** tab
3. Click on **Select Record Books**
4. Check each record book you wish to apply to this meet

The screenshot shows the 'RM Manta Rays' meet setup page. The main header includes 'PREMIUM', 'Settings', 'What's New', 'Help Center', and 'Welcome Chris'. The navigation bar contains 'People', 'Roles', 'Schedule', 'Registration', 'Communications', 'Merchandise', 'Website', and 'Reports'. The meet details section shows 'Test Meet' on 'March 20th, 2023' at '7:30 PM' with 'SC METERS'. Job and Athlete Signups are both 'PENDING'. The 'Meet Setup' tab is active, showing a 'Lock out all' toggle set to 'On' and a 'Meet Maestro' download button. A 'Merge Status' indicator shows 'NOT MERGE'. A modal dialog titled 'Select Record Books' is open, displaying a table with columns 'Name' and 'Abbreviation'. The table lists 'RMMR Team Records' (RMMR) and 'RMMR Pool Records' (RMPR), both with unchecked checkboxes. The dialog has 'Cancel' and 'Save' buttons. Below the dialog, the team 'Running Man Manta Rays (RMMR)' is shown with '0 Athletes - 0 Entries' and a 'Select Record Books' link. At the bottom, there are 'Build in Meet Maestro' and 'Upload File' buttons, with a note that the former is disabled until all teams are ready and the latter is for importing data from non-SwimTopia teams.

Figure 23: Select Record Books

Adding Championship Meet Qualifying Times

To add the Championship Meet Qualifying Time Standard to a meet:

1. Launch Meet Maestro
2. Click on the **Settings Gear** on the top right
3. Select **Benchmarks** from the left side menu
4. Click the **Add Time Standard** button
5. Select the listed Championship Meet Qualifying Times

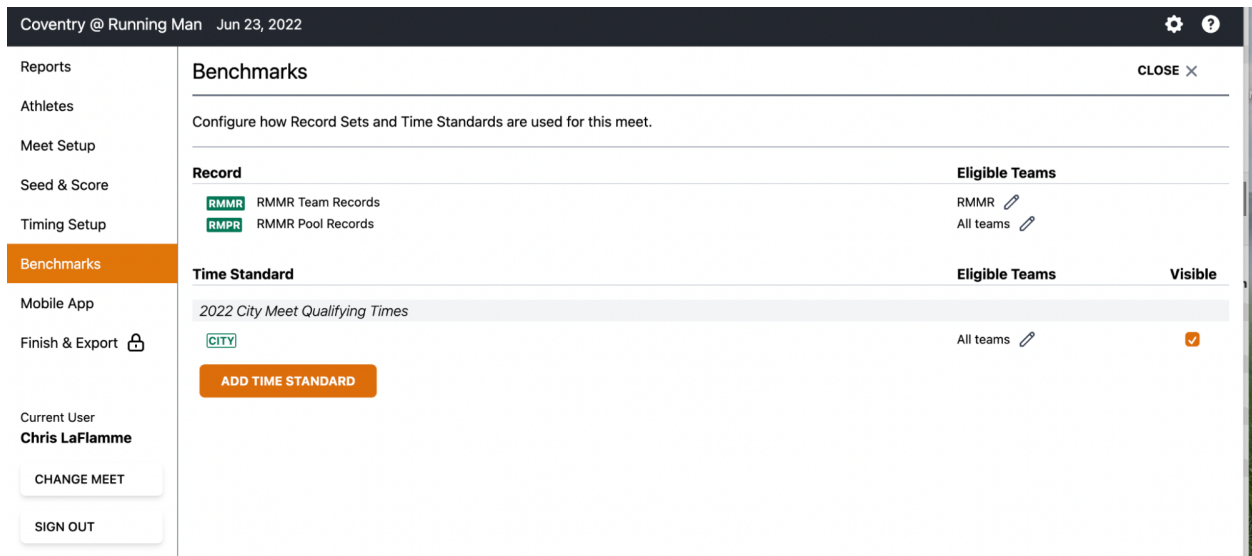



Figure 24: Add Qualifying Times

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

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

Pre-Meet	Post-Meet
HEAT SHEET	RESULTS
PSYCH SHEET	AWARD LABELS
TIMER SHEETS	TIMER VERIFICATION
PLACE JUDGE FORM	IMPROVEMENT LABELS
SESSION REPORT	PARTICIPATION LABELS
ENTRY LABELS	RECORD BREAKER LABELS
ATHLETE CHECK-IN	TIME STANDARD LABELS
RECORDS	TEAM SCORES
	HIGH SCORERS
	MEET SUMMARY

Figure 25: Reports Menu

FILTERS ^

EVENTS <input type="text"/> to <input type="text"/>	EVENT TYPE <input type="text" value="All"/>
AGES <input type="text"/> to <input type="text"/>	COMPETITION CATEGORY <input type="text" value="All"/>
TEAM <input type="text" value="All"/>	

DISPLAY OPTIONS ^

COLUMNS

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

FOOTER TIMESTAMP

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

PRINT MARGINS

TOP	LEFT	RIGHT	BOTTOM
<input type="text" value="0.4"/>	<input type="text" value="0.4"/>	<input type="text" value="0.4"/>	<input type="text" value="0.4"/>

Heat Sheet Options

There are many options available when generating Heat Sheets:

- **Team filter** - Create a “sanitized” Heat Sheet to print and share with your team
- **Benchmarks** - Include Championship Meet Qualifying Times for each event on the heat sheet

Printing Place Judge Forms

Place Judge Forms are used by sweep judges to record the official order of finish for each event’s scoring heat (Heat 1). The home team prints these before the meet begins.

Generating Place Judge Forms

1. In Meet Maestro, click the **Settings Gear** (top right)
2. Select **Reports** from the left side menu
3. Click **Place Judge Form**

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

Version 7.0.15

Reports

Pre-Meet	Post-Meet
HEAT SHEET	RESULTS
PSYCH SHEET	AWARD LABELS
TIMER SHEETS	TIMER VERIFICATION
PLACE JUDGE FORM	IMPROVEMENT LABELS
SESSION REPORT	PARTICIPATION LABELS
ENTRY LABELS	RECORD BREAKER LABELS
ATHLETE CHECK-IN	TIME STANDARD LABELS
RECORDS	TEAM SCORES
	HIGH SCORERS
	MEET SUMMARY

Figure 27: Place Judge Form Report

Recommended Settings

Configure the report with these settings:

Setting	Value	Reason
Events	1-56	All individual and relay events
Heats	1-1	Only Heat 1 is scored
Pages Per Sheet	2	Saves paper while remaining readable

Printing

1. Click the **Printer** icon to generate the PDF
2. Print one form per event (56 total for a standard dual meet)
3. Organize forms by event number for easy distribution

Distribution

Give the printed Place Judge Forms to the **head sweep judge** or **meet referee** before the meet begins. Sweep judges will use these to record the order of finish for each Heat 1.

Troubleshooting

Forms are blank or missing events:

- Verify the meet has been merged
- Check that entries exist for all events
- Ensure the heat filter is set to 1-1 (not 1-0 or empty)

Forms show wrong swimmers:

- Verify exhibition swimmers are marked correctly in entries
- Check that the meet was re-seeded after any entry changes

Running the Meet

Keeping the Score Blind

Per GPSA rules, meet scores must remain hidden until all events are complete.

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.

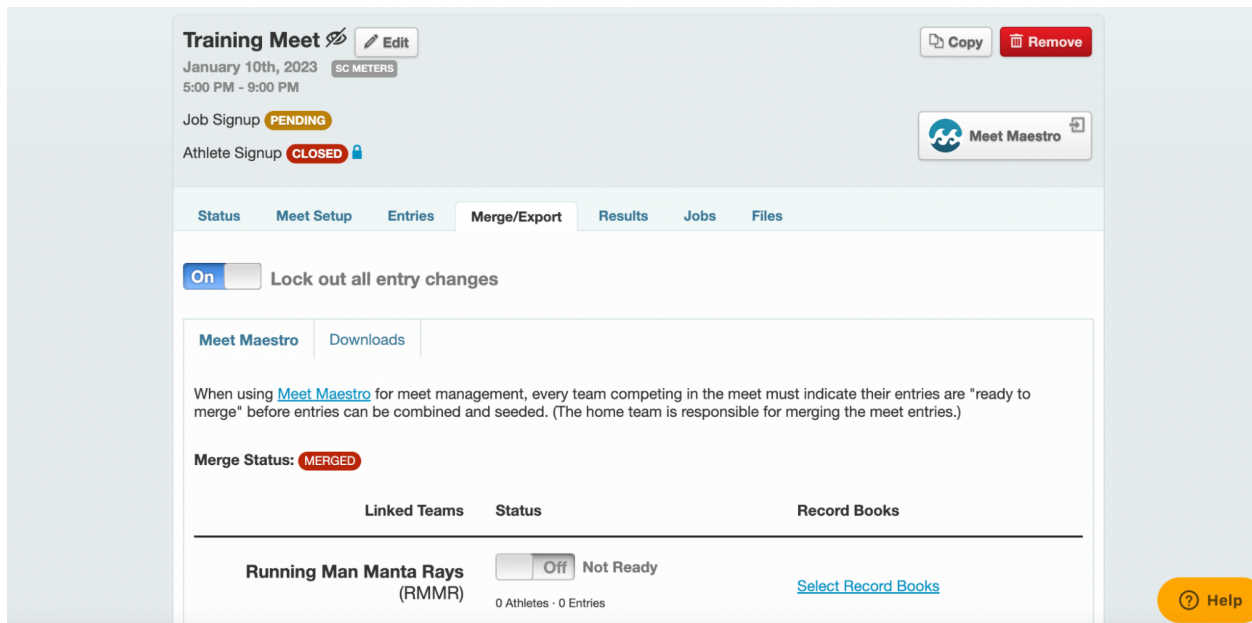


Figure 28: Launch Meet Maestro

Once in Meet Maestro, click on the **Settings Gear** on the upper right portion of the screen.

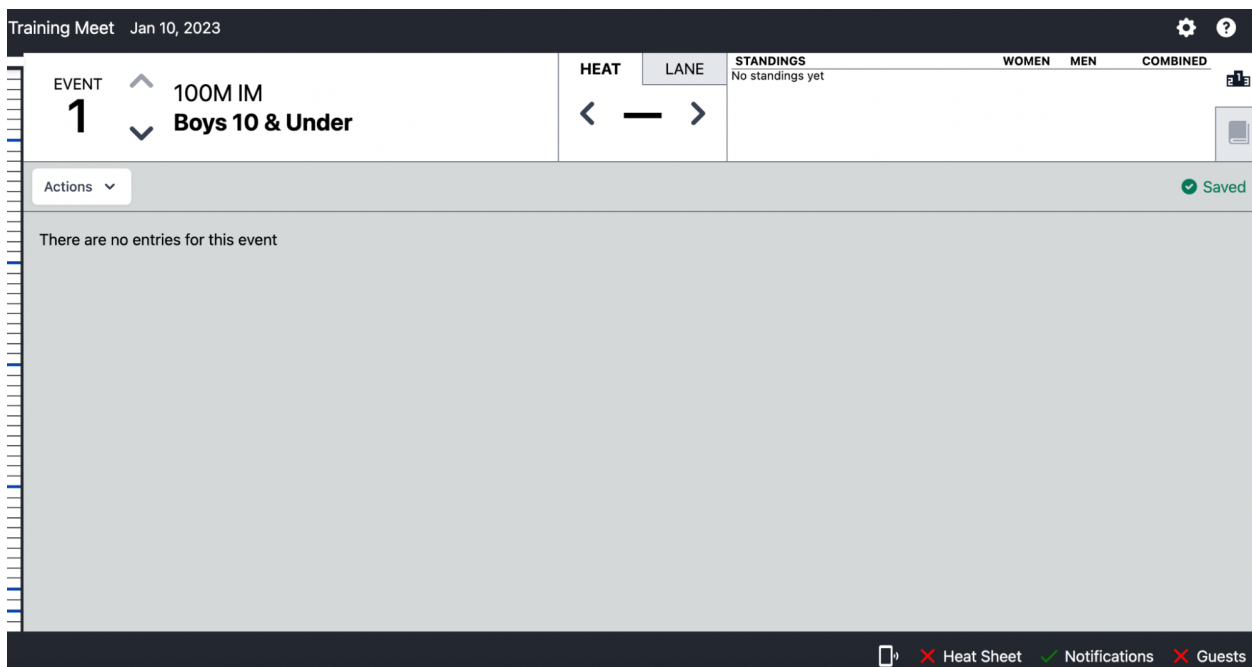


Figure 29: Meet Maestro Settings

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.

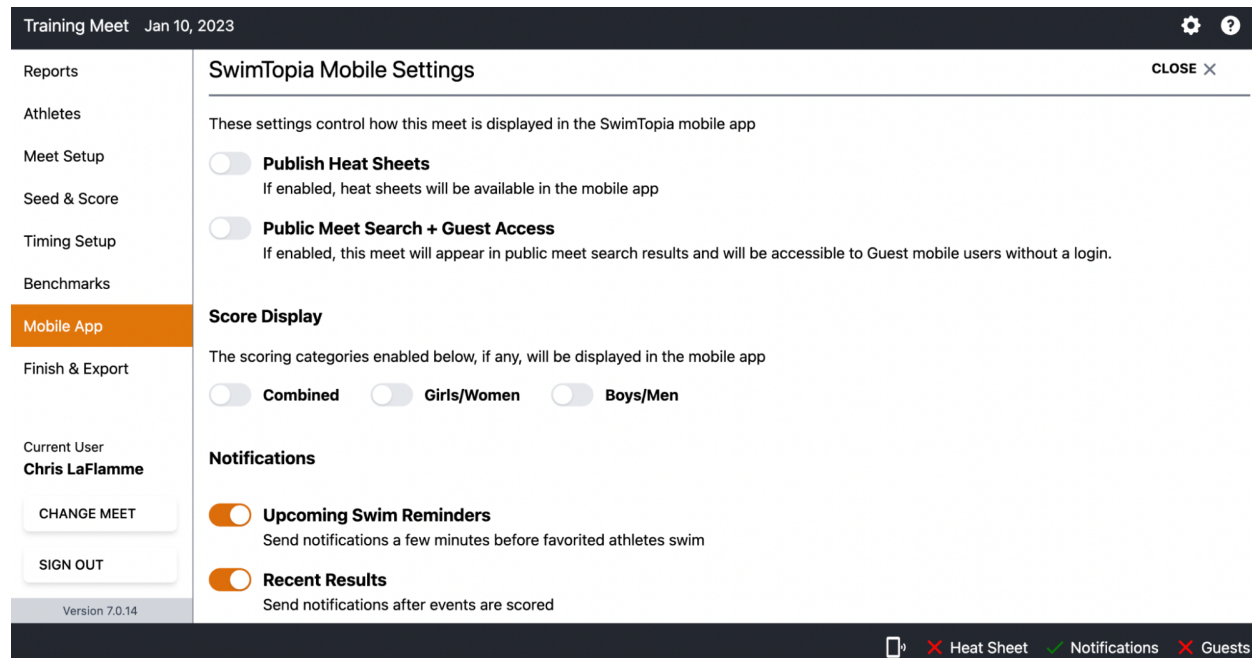


Figure 30: Score Display Settings

Manual Timing System

Manual timing is equivalent to using stopwatches (battery operated, digital read-out) to record the duration of the individual swim.

Starting the Watch:

- Start at the instant of observing the visual starting signal
- If the visual starting signal is not observed, start upon hearing the starting signal

Stopping the Watch:

- Stop when any part of the swimmer touches the wall at the completion of the distance of the event
- Record times to the hundredths place (two decimals) with no rounding

Timer Requirements:

- **One timer:** Recorded time is the official time
- **Two timers:** Average the recorded times to determine the official time
- **Three timers:** Use the intermediate (middle) time 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 their button at the finish of the race.

Process:

- System starts automatically with electronic starting signal

- Timer presses button when any part of the swimmer touches the wall
- Times are automatically transmitted to a central system integrated with Meet Maestro

Timer Requirements:

- **One timer:** Recorded time is the official time
- **Two timers:** Average the recorded times to determine the official time
- **Three timers:** Use the intermediate (middle) time as the official time

Official Roles

Meet Ref Role

The Meet Referee is responsible for overseeing all aspects of the meet and ensuring compliance with swimming rules.

Official Rules: [USA Swimming Rulebook - Article 102.11](#)

Additional Training: [Officials Training Materials](#)

Starter Role

The Starter is responsible for ensuring fair and legal starts for all races.

Official Rules: [USA Swimming Rulebook - Article 102.12](#)

Additional Training: [Officials Training Materials](#)

Timer Role

Timers record the official times for each swimmer in their assigned lane.

Official Rules: [USA Swimming Rulebook - Article 102.16](#)

Stroke and Turn Role

Stroke and Turn Judges ensure swimmers comply with stroke rules and proper turns.

Official Rules:

- [USA Swimming Rulebook - Article 101 \(Strokes\)](#)
- [USA Swimming Rulebook - Article 102.13](#)

Additional Training: [Officials Training Materials](#)

Sweep Judge Role

Sweep Judges determine the official order of finish for each heat.

Official Rules: [USA Swimming Rulebook - 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.

Form: [Sweep Judge Order of Finish Form](#)

Dispute Resolution: If judges do not agree on the order of finish, see [GPSA Rules - Article XV.A.6](#). The 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

Using Meet Maestro as Scorekeeper

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	RMMR Time Trials 🏠 Running Man	OPEN	CLOSED		
June 23rd 6:00 PM – 8:30 PM *	Coventry @ Running Man 🏠 Running Man	OPEN	CLOSED		
June 28th 6:00 PM – 8:30 PM *	Running Man @ Colony Colony	OPEN	CLOSED		
June 30th 6:00 PM – 8:30 PM *	Running Man @ Windy Point Windy Point	OPEN	CLOSED		
July 11th 6:00 PM – 8:30 PM *	Running Man @ Marlbank Marlbank	OPEN	CLOSED		
July 14th 6:00 PM – 8:30 PM *	Kiln Creek @ Running man (B Meet) 🏠 Running man	OPEN	CLOSED		
July 18th 6:00 PM – 8:30 PM *	Hidenwood @ Running Man 🏠 Running Man	OPEN	CLOSED		
July 19th 6:00 PM – 7:30 PM	GPSA 8&U Superhero Splashdown Colony Pool	PENDING	CLOSED		
July 21st 6:00 PM – 8:30 PM	Riverdale / Wendwood @ Running Man (B Meet) 🏠 Running Man	OPEN	CLOSED		
July 22nd 8:00 AM	Running Man Time Trials 🏠 Running Man	PENDING	CLOSED		

Figure 31: Select Meet

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

The screenshot shows the Meet Maestro interface for an event titled "Running Man Time Trials". At the top, there are buttons for "Copy" and "Remove". Below the title, the date is "July 22nd, 2022" and the time is "8:00 AM". The event is categorized as "SC METERS". There are status indicators for "Job Signup" (PENDING) and "Athlete Signup" (CLOSED). A "Meet Maestro" logo is visible in the top right. Below the header, there are tabs for "Status", "Meet Setup", "Entries", "Merge/Export", "Results", "Jobs", and "Files". Under the "Results" tab, there are sub-tabs for "Summary", "By Athlete", "Browser", and "Import". The "Summary" sub-tab is active, showing the following statistics:

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

At the bottom of the summary section, there is a red button labeled "Clear Results".

Figure 32: Launch Meet Maestro

3. Once in Meet Maestro, scorekeepers can navigate heat to heat, event to event, using the left and right arrows at the top-middle of the screen
4. **If using stopwatches and lane slips:**
 - 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 (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 (points 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
5. **If using Time Drops:**
 - 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 (points populate automatically)
 - Exhibition lanes should already be marked
 - If there is a DQ slip attached, mark the **DQ** column and select the code checked on the DQ slip

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1	TIMER 2	TIMER 3	RESULT TIME	DQ	OFFICIAL TIME SC METERS	HEAT PLACE	PLACE	PTS
1												
2												
3	RMMR	[REDACTED]	43.81	42.88			42.88	<input type="checkbox"/>	42.88		1	5
4	RMMR	[REDACTED]	48.20	47.56			47.56	<input type="checkbox"/>	47.56		2	3
5												
6												

Figure 33: Meet Maestro Time Entry

- 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.

Generating Award Labels To generate labels, launch Meet Maestro for the active meet and click the **Settings Gear** on the top right of the screen.

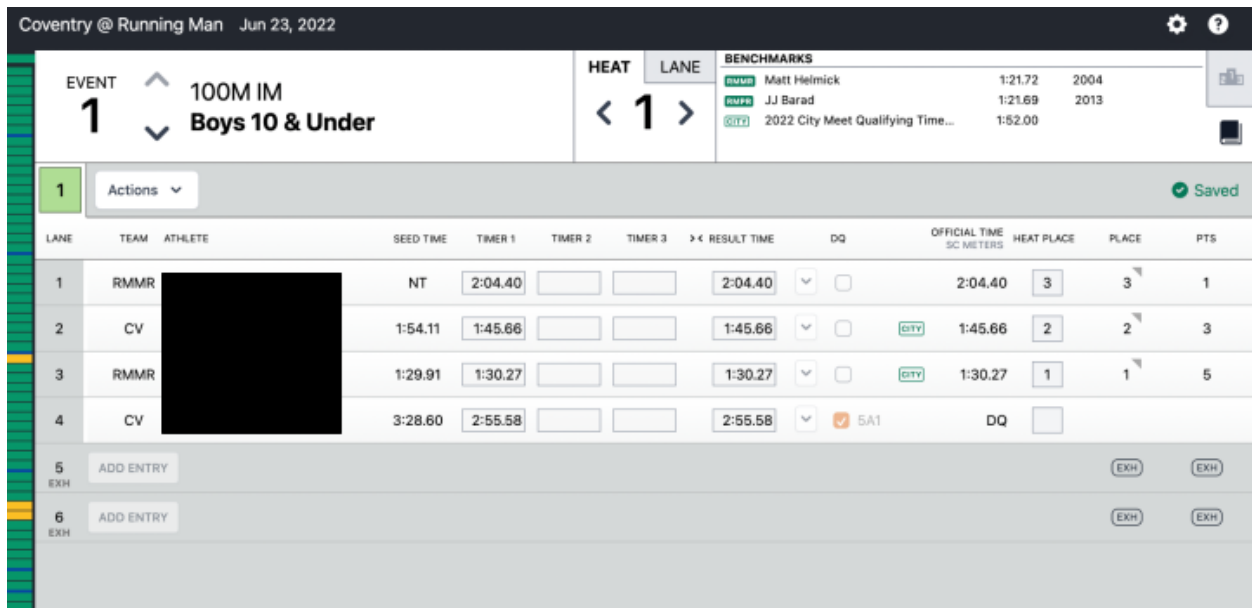


Figure 34: Settings Gear

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

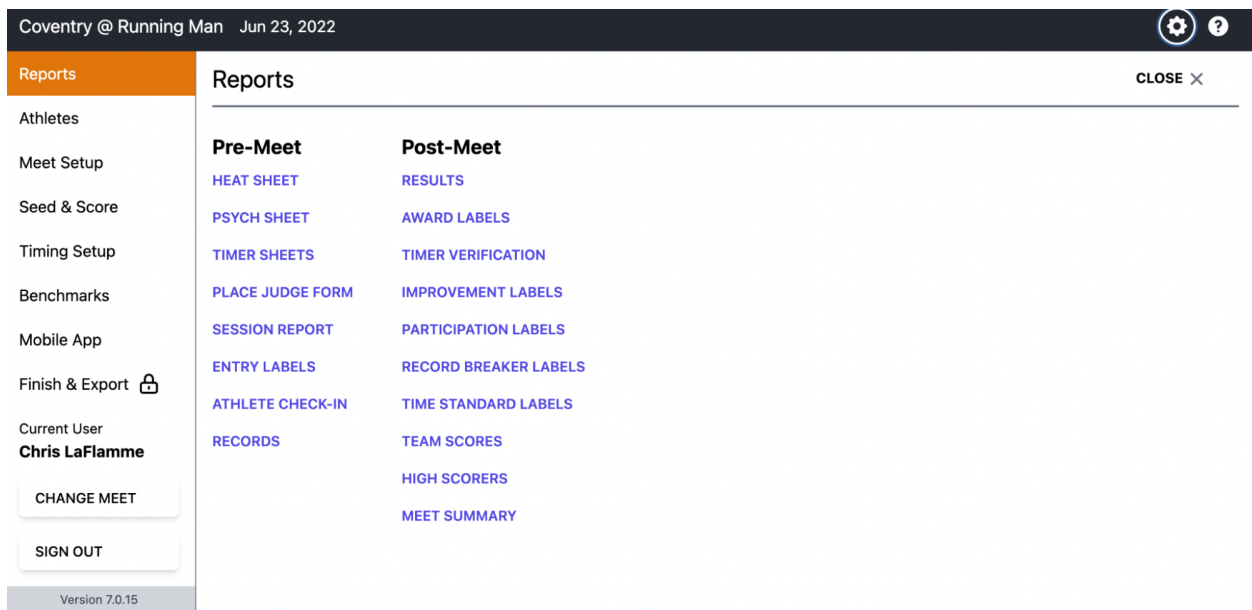


Figure 35: Reports Tab

Heat Place Labels Click on **Award Labels**. Configure settings:

- **Award Type:** Heat Place
- **Heats:** 1 of 1
- **Individual Places:** 1 to 4

This will generate Award Labels for Heat 1 placement only. Once the report is generated, click the **Printer** icon to send to the Printer.

Label Stock: Use Avery 8160 for inkjet printers or Avery 5160 for laser printers.

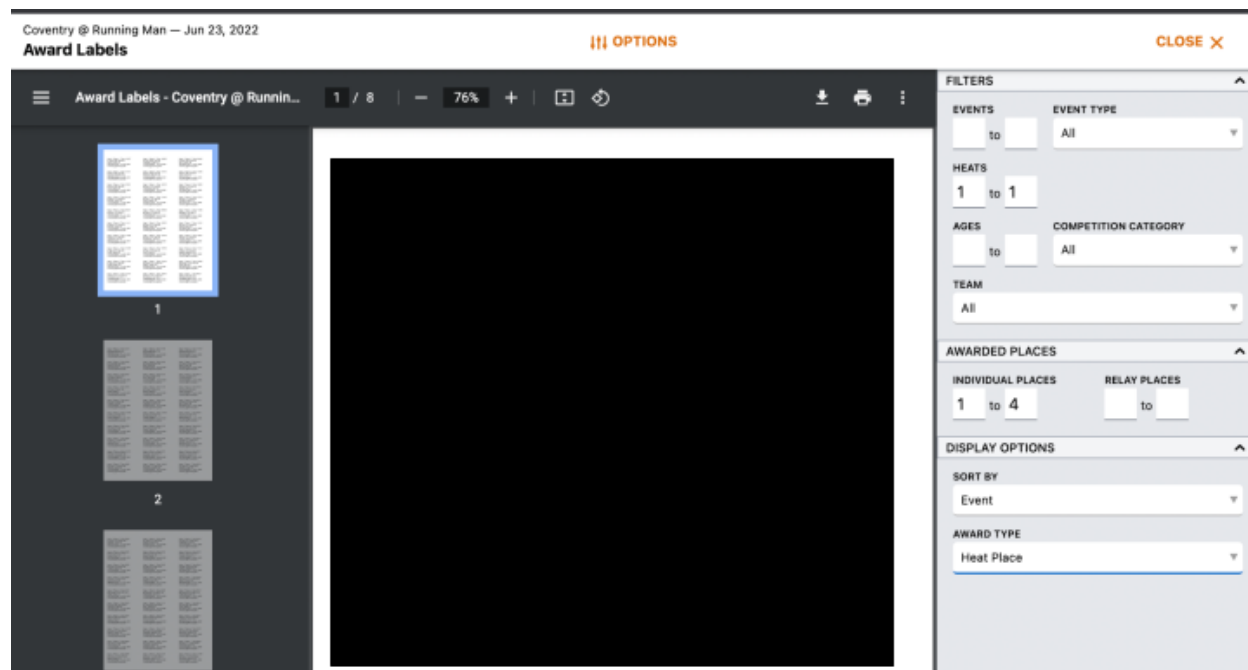


Figure 36: Award Labels Settings

Participation Labels 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.

Label Stock: Use Avery 8160 for inkjet printers or Avery 5160 for laser printers.

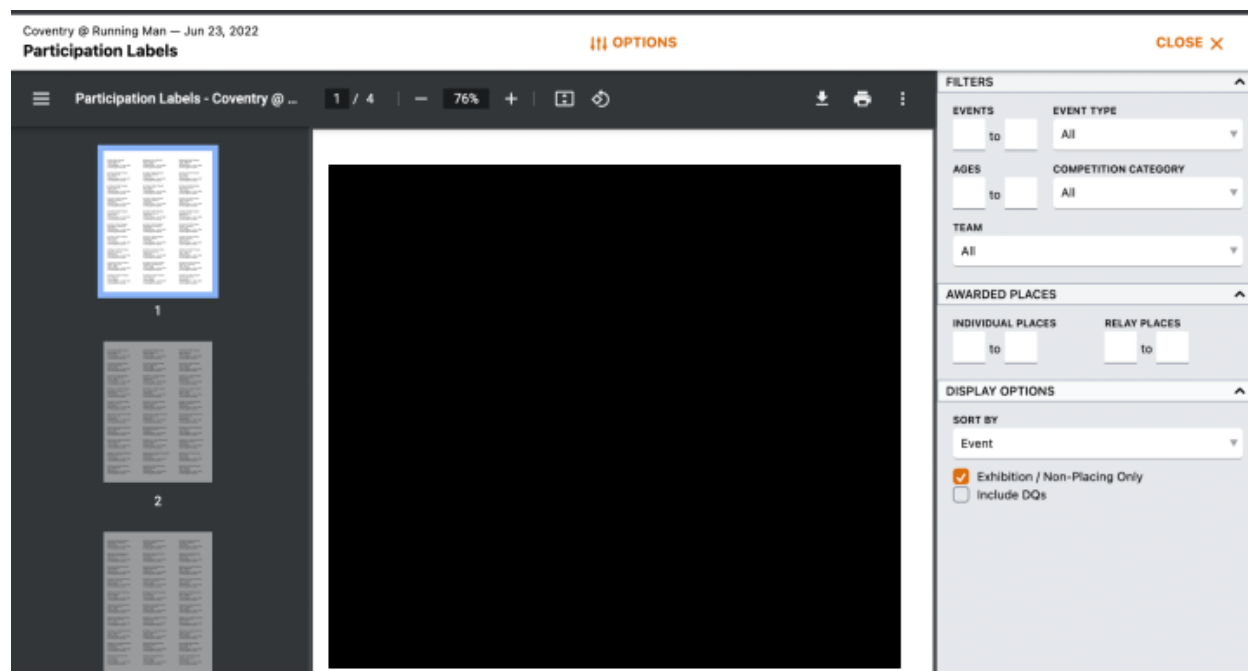


Figure 37: Participation Labels

Flow of an Event

This section describes the complete flow of a single event from start to finish:

1. **Call swimmers behind blocks**
 - 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
2. **Announce the event**
 - Announcer/Starter will announce the event/heat
3. **Step up to blocks**
 - 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
4. **Hand off to Starter**
 - Once the swimmers are on the block, the Meet Ref will extend their arm, clearly visible to the Starter
 - This action hands the control of the heat to the Starter
5. **Start the race**
 - 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
6. **Record finish times**
 - 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

7. **Signal next heat**
 - 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
8. **Collect lane slips**
 - 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)
9. **Collect DQ slips**
 - 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
10. **Determine order of finish**
 - 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)
11. **Deliver to scorekeepers**
 - 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 not using lane slips, order of finish cards/slips will be turned in
12. **Record results**
 - 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
13. **Process ribbons**
 - The Scorekeepers will hand the lane slips to the Ribbon Writers for processing

Export Meet Results to Teams Repository

After the meet is complete and all results are entered:

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

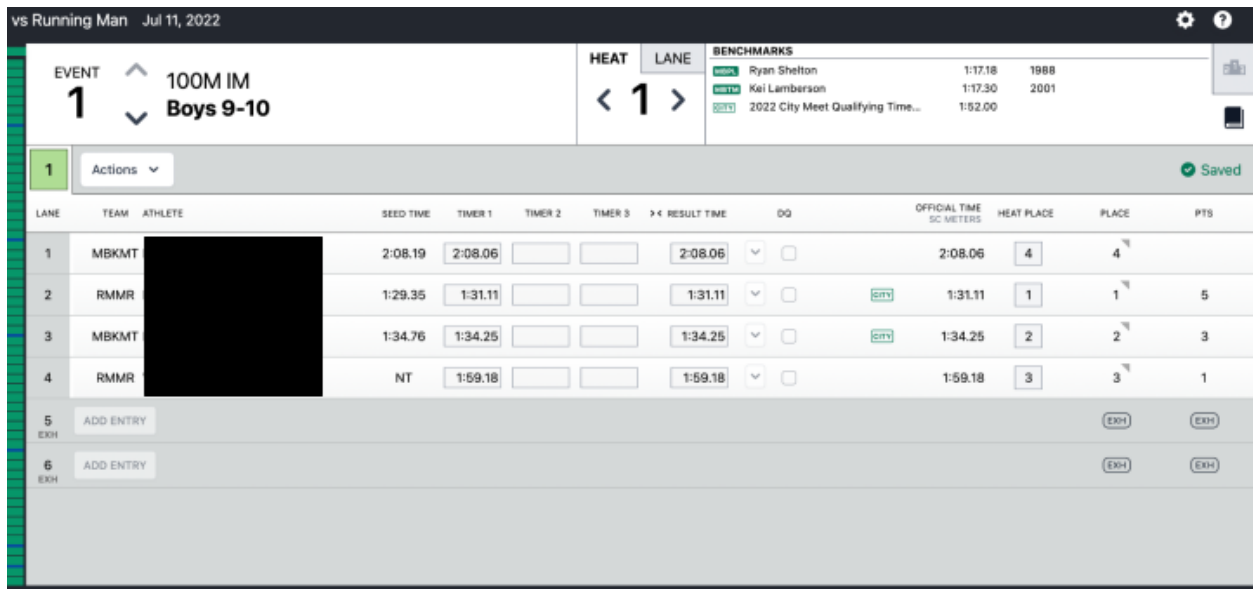


Figure 38: Settings Gear

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

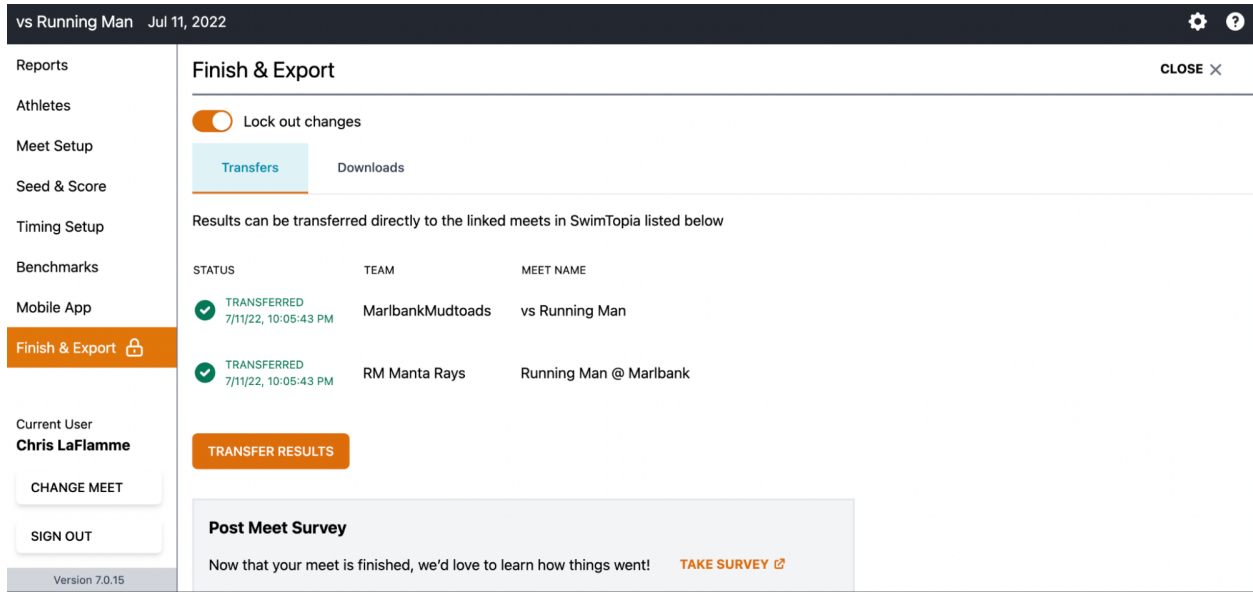


Figure 39: Finish and Export

Additional Resources

- [SwimTopia Help Center](#)
- [GPSA Scorekeeper Guide](#) - Detailed Meet Maestro instructions
- [Time Drops Timing System](#) - Semi-automatic timing system used by many GPSA teams
- [USA Swimming Rulebook](#)

Questions? Contact the GPSA webmaster or your division representative for assistance.