



## Quick Start Guide: Meets

April 24, 2018

### Meet Entries – Ready to Merge

After all meet entries are completed, it's time to close entries and signal that you're ready to merge.

Go to **Entries > Export** and set "Lock out all entry changes" to On. This will prevent anyone from making any changes to the meet entries.

After locking entries, check the box next to "Ready for Merge."

A screenshot of the SwimTopia web application interface. The top navigation bar includes tabs for Status, Meet Setup, Entries (selected), Results, Jobs, Files, and Run Meet. Below this, the 'Entries' section has sub-tabs for Individual Entries, Relay Entries, Reports, and Export (selected). A toggle switch for 'Lock out all entry changes' is set to 'On'. A light blue box contains the text: 'Lock out all entry changes to avoid losing any changes after entries are merged or exported.' Below this is the 'Merging Entries' section, which explains that every team must indicate their entries are 'ready to merge' before they can be combined and seeded. The 'Merge Status' is shown as 'NOT MERGED'. Under 'Competitor Status', there are two teams listed: 'Fairfield Area Swim Team' with a 'Ready for Merge' checkbox and a 'Save' button, and 'Northpointe Shockwaves' with a 'Not ready' status. At the bottom, a 'Merge Meet Entries' button is disabled with the text 'Disabled until all teams are ready to merge'.

All teams in the meet must check the "Ready for Merge" box before the "Merge Meet Entries" button is enabled (for the Home team only).

StatusMeet Setup**Entries**ResultsJobsFilesRun Meet

Individual EntriesRelay EntriesReportsExport

On

Lock out all entry changes?

Lock out all entry changes to avoid losing any changes after entries are merged or exported.

**Merging Entries**

When using SwimTopia for meet management, every team competing in the meet must indicate their before entries can be combined and seeded. (The home team is responsible for merging the meet en

**Merge Status:** NOT MERGED

**Competitor Status**

🏠 Fairfield Area Swim Team: ☒ Ready for Merge ? Save

Northpointe Shockwaves: ☒ Ready to Merge

Merge Meet Entries

With all teams “Ready to Merge”, the “Merge Meet Entries” button is enabled. Clicking the button opens a dialog with options for the Merge (some of these will be disabled, based on league settings).

**Merge Meet**

**Heat Order** Slowest to fastest ▾

**Lane Assignment** Based on time ▾

**Course (pool length)** Y - Short Course Yards (25yd) ▾

**Lane count** 6 ▾

**Min athletes per heat** 3 ▾

**Merge** **Cancel**

Once the home team merges the entries for the meet, all "Ready to Merge" checkboxes are automatically unchecked – this is to prevent the home team from re-merging without the visiting team's consent.

Once the meet is merged, the "Run Meet" button is enabled. This will launch the "Run Meet" interface in a new window. [Note: by end-of-week a desktop version of the "Run Meet" application will be available for download, providing easier integration with the Dolphin Timing System.]

**Status** **Meet Setup** **Entries** **Results** **Jobs** **Files** **Run Meet**

**Individual Entries** **Relay Entries** **Reports** **Export**

**On** Lock out all entry changes <sup>?</sup>

Lock out all entry changes to avoid losing any changes after entries are merged or exported.

### Merging Entries

When using SwimTopia for meet management, every team competing in the meet must indicate their entries before entries can be combined and seeded. (The home team is responsible for merging the meet entries.)

**Merge Status:** **MERGED**

#### Competitor Status

🏠 **Fairfield Area Swim Team:** ☐ Ready for Merge <sup>?</sup> **Save**

**Northpointe Shockwaves:** Not ready

**Merge Meet Entries** Disabled until all teams are ready to merge

**Run Meet** → **Run Meet Button is displayed after meet is merged**

## Pre-Meet Reports on Athletes and Entries

Reports on athletes and entries are found in your SwimTopia team site.

### Swim Meet Roster/Swimmer Check In Sheets

To print a list of all athletes entered in the meet go to **Manage Team > Reports > Meet Participants** then select the meet and choose “Include: Athletes with Any Entries.”

When you hit Generate Report you’ll be able to Download to CSV and edit to meet your desired print specifications.

[Reports](#) » Meet Participants

Criteria  
 Selected meet: Dolphins vs. Gators  
 Include: Athletes with any entries

[Generate Report](#)

[Compose Email](#) [Print...](#) [Download \(csv\)](#)

**Participants**

Total Count: 67

Swimmer	Age Group	Individual Entries	Relay Entries	Diving Entries	Combined Entries
Acree, Izzy (8)	Girls 7-8	3	1	0	4
Angles, Mike (7)	Boys 7-8	2	2	1	5
Auiles, Clara (13)	Girls 13-14	1	2	0	3

## Meet Entry Reports

To generate a Meet Entry Report by swimmer in alphabetical order go to **Manage team > Reports > Meet Entries By Athlete** then select the meet and choose your desired report options, check “Only include attending athletes.” When you hit Generate Report you can then Print or Download to CSV and edit to meet your desired print specifications.

[Reports](#) » Meet Entries by Athlete

Criteria  
 Selected meet: Dolphins vs. Gators  
 Gender: ☒ All ☐ Female ☐ Male  
 Minimum Age:  Maximum Age:   
 Include events: Individual & Relay Events  
☒ Only include attending athletes  
☐ By age group  
☐ Include registration number

[Generate Report](#)

[Print...](#)

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

## Note: Other Report Options– Meet Entry Matrix

It may be helpful to run the Meet Entry Matrix report that shows a summary of all entries and times per age group. Go to **Manage team > Reports > Meet Entry Matrix** then select the meet and choose your desired report options, check “Only include attending athletes.” When you hit Generate Report and select to “Print” the report will format for the page and print in black and white.

**Dolphins Swim Team**  
**Meet Entries Matrix**  
**Dolphins vs. Gators — 2011-06-18**  
 Age Up Date: 2011-06-01 — Course: SC Meters

Group by status  
☐ Show athlete numbers

**Girls 6 & Under**

Athlete name	Age	# 1 100 Free Relay	# 13 25 Free	# 33 25 Back	# 45 25 Breast	# 57 25 Fly	Attendance	Swim-up Entries
<b>Qualifying Times</b>		--	--	--	--	--		
Ault, Lyn	6	A-1	1/3 38.03	2/4 1:32.63*	38.36*	1:32.63*	Attending	
Ault, Matilde	5	A-4	24.96	36.70	--	--	Attending	
Jones, Janie Sue	6	--	--	--	--	--	Attending	
Joslin, Cathrine	6	A-3	56.85	54.92	43.25	--	Attending	
Kalafut, Pilar	6	--	1:14.00	--	--	--	Attending	
Moduffie, Portia	6	A-2	44.31	59.71	--	--	Attending	

## Running the Meet

The “Run Meet” application is self-contained and designed for fast, efficient operation on the day of the meet whether your team is hand-entering times, or loading times automatically from a Dolphin timing system.

## Setting Up the Meet – the Gear Icon

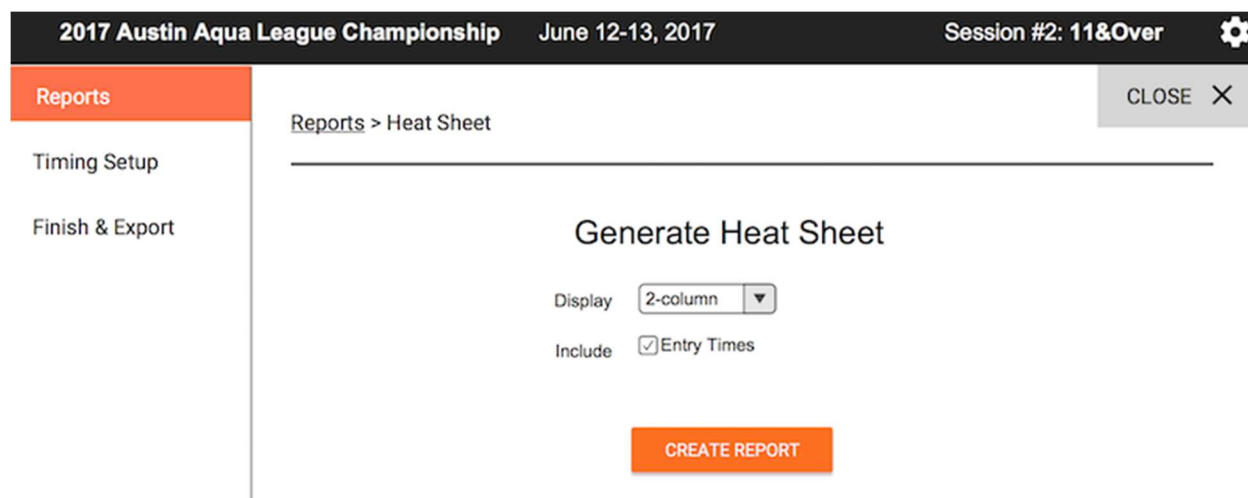
### Pre-Meet Reports

Reports needed to prepare for the **meet** are found under the gear icon.



The screenshot shows the 'Pre-Meet Reports' interface. At the top, a black header bar contains the text '2017 Austin Aqua League Championship', 'June 12-13, 2017', and 'Session #2: 11&Over' with a gear icon on the right. Below the header, there is a sidebar on the left with a red 'Reports' button and two other buttons: 'Timing Setup' and 'Finish & Export'. The main content area is titled 'Reports' and has a 'CLOSE X' button in the top right corner. It displays a list of report categories: 'Heat Sheet', 'Results', 'Psych Sheet', 'Award Labels', 'Timer Sheets', 'Team Scores', and 'Session Report'.

Generate necessary reports by clicking on the report headings.



The screenshot shows the 'Generate Heat Sheet' interface. It has the same header bar as the previous screenshot. The sidebar on the left has the 'Reports' button highlighted in red. The main content area is titled 'Reports > Heat Sheet' and has a 'CLOSE X' button in the top right corner. Below the title, there is a section titled 'Generate Heat Sheet'. It contains two settings: 'Display' set to '2-column' with a dropdown arrow, and 'Include' with a checked checkbox for 'Entry Times'. At the bottom, there is an orange button labeled 'CREATE REPORT'.

Heat Sheet



PRINT



PDF

CLOSE X

NWAL Dual Meet

Swim-Team.US Meet Mgr 1.0

Page 1

2017 STG VS WNDR

6/10/2017 8:30:00 AM

#1 Girls 10 & Under 50 Yard Freestyle				#3 Girls 11-14 100 Yard Freestyle			
Lane Name	Age	Team	Seed Time	Lane Name	Age	Team	Seed Time
<b>Heat 1 of 3 Finals</b>				<b>EST: 8:30 AM</b>			
2 Daniela Beery	9	WNDR	1:01.99	2 Lacy Vanmiddendorp	11	STG	2:00.86
3 Rachel Canny	9	WNDR	51.66	3 Alyia Curle	13	WNDR	1:45.11
4 Gwinn Carrico	9	STG	59.07	4 Landy Pacheco	13	STG	1:57.88
5 Kennedy Bates	9	WNDR	1:11.34	<b>Heat 2 of 4 Finals</b>			
<b>Heat 2 of 3 Finals</b>				<b>EST: 8:39 AM</b>			
<b>EST: 8:31 AM</b>				1 Alexa Stracener	11	STG	1:35.94
1 Kayla Parsons	10	WNDR	45.53	2 Elizabeth Bonner	14	STG	1:18.79
2 Beatrice Coker	10	WNDR	39.37	3 Addison Smith	12	WNDR	1:15.82
3 Rylee Huber	10	STG	35.45	4 Camila Salas	11	WNDR	1:17.46
4 Abby Stewart	9	WNDR	35.57	5 Christiana Coker	12	WNDR	1:19.04
5 Lily Vanwunnik	10	STG	39.92	6 Alisa Perkins	11	STG	1:40.75
6 Addison Hoogland	10	WNDR	48.09	<b>Heat 3 of 4 Finals</b>			
<b>Heat 3 of 3 Finals</b>				<b>EST: 8:41 AM</b>			
<b>EST: 8:32 AM</b>				1 Hillary Tran	12	STG	1:07.70
1 Grace Bourque	10	WNDR	32.49	2 Taylor Veit	12	STG	1:04.82
2 Riley Jaco	9	STG	30.92	3 Izabella Ortiz	12	WNDR	1:04.55
3 Jordan Jones	9	WNDR	29.29	4 Cameryn Johnson	11	WNDR	1:04.78

## Timing Setup

The meet can be configured to run with the Dolphin Timing System or 1 to 3 watches.

- When in 1-watch mode, only an "Official time" will be entered.
- When 2-3 watches are active, the "Official time" is calculated automatically, following league-specified rules.

## Timing Setup

☒ Stop watches

☐ Colorado Timing Systems Dolphin

Number of watches

1

CANCEL

SAVE



Dolphin Wireless Timing System is supported via a downloadable Microsoft Windows application. [Link to download this application will be provided on the Merge/Export page when it is available.] This application enables tighter integration with the Dolphin Wireless Timing System so that times can be detected and loaded automatically.

- ☐ Stop watches
- ☒ Colorado Timing Systems Dolphin

**Data directory**

C:\CTSDolphin      [CHANGE](#)

**File set for this session**

- ☐ Set #001 – 04/06/2018 (9 races)
- ☐ Set #002 – 04/07/2018 (8 races)
- ☐ Set #003 – 04/11/2018 (10 races)
- ☐ Set #004 – 04/12/2018 (1 races)
- ☐ Set #005 – 04/12/2018 (3 races)
- ☒ Set #006 – 04/12/2018 (1 races)

Number of watches

CANCEL

**SAVE**

When selecting the 'Colorado Timing Systems Dolphin' option in Timing Setup (from the Windows Desktop application), you are shown options to set the data directory where Dolphin will write its timing files, and the ability to choose the set of files for this meet.

**Note:** You may need to run a test timing with the Dolphin system to create a new data set.

When the CTS Dolphin System is selected, an additional “timing system bar” is displayed in the data entry interface. This bar indicates the current Race number (mapping the current heat to the corresponding Dolphin data file).

1

2

Saved

CTS Dolphin

Race2

NOT READY

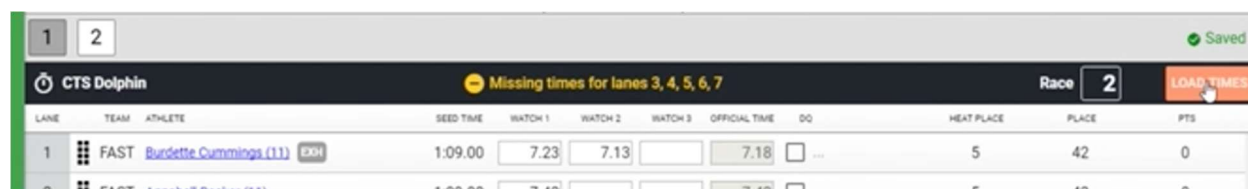
LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
1	FAST	Burdette Cummings (11)	1:09.00						5	42	0
2	FAST	Annabell Becker (11)	1:09.00						5	42	0
3	FAST	Leonardo Sawyer (11)	1:09.00						5	42	0

When new data files are detected for the corresponding race number, the button label will change from “Not Ready” to “Load Times”. Click the button to load the times for that race.

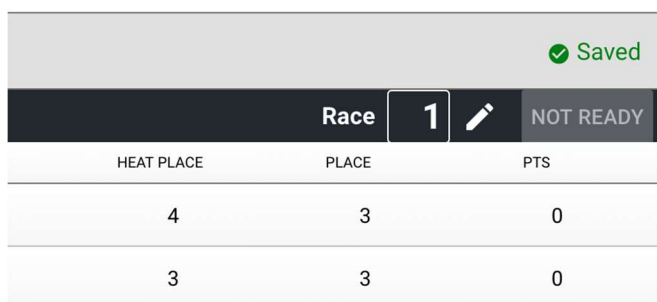


LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	OFFICIAL TIME	DO	HEAT PLACE	PLACE	PTS
1	FAST	Burdette Cummings (11)	1:09.00						5	42	0
2	FAST	Annabell Becker (11)	1:09.00						5	42	0

After clicking “Load Times”, if any times are missing, or if times are loaded for empty lanes, a warning message will be shown in the timing system bar.



LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	WATCH 2	WATCH 3	OFFICIAL TIME	DO	HEAT PLACE	PLACE	PTS
1	FAST	Burdette Cummings (11)	1:09.00	7.23	7.13		7.18		5	42	0
2	FAST	Annabell Becker (11)	1:09.00	7.47			7.47		5	42	0



HEAT PLACE	PLACE	PTS
4	3	0
3	3	0

Click the **Race number** in the timing system bar to update the race number for the current heat. This helps the meet software stay in sync with the data files generated by the Dolphin Timing System.

## During the Meet

### Continually Saving:

All changes made in the “Run Meet” interface are automatically saved as you go. You’ll notice saving activity indicated in the heat/lane bar. When you see a green “Saved” checkmark you can be assured your data is saved and up-to-date.

BW Blue Wave Hosting Avery Ranch Redfish

April 24, 2018

Session #1

EVENT

1

100YD FREESTYLE RELAY

Girls 6 & Under

HEAT

1

LANE

Standings

	WOMEN	MEN	TOTAL
Balcones Woods Blue Wave - Austin, TX	0	7	7
Avery Ranch Redfish	0	3	3

1

✓ Saved

LANE	TEAM	ATHLETE	SEED TIME	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
1	ADD ENTRY							
2	BWBW	BWBW B	2:48.63	45.14	<input type="checkbox"/>	4	4	0
3	ARRST	ARRST A	1:58.00	44.16	<input type="checkbox"/>	2	2	1.5
4	BWBW	BWBW A	2:01.26	43.46	<input type="checkbox"/>	1	1	7
5	ARRST	ARRST C	3:04.77	46.78	<input type="checkbox"/>	5	5	0
6	ADD ENTRY							
7	ARRST	ARRST B	NT	44.16	<input type="checkbox"/>	2	2	1.5
8	ADD ENTRY							

### Left Sidebar:

The left sidebar of the “Run Meet” interface provides an at-a-glance summary of the event status in the meet. Each colored cells represents a single event (for example “Boys 11-12 50yd Backstroke”).

- **Green cells** indicate events that are “completed” (all data has been entered).
- **Yellow cells** indicate events with partially complete data.
- **Blue cells** indicate events have not yet started.
- **White cells** are rare, but would indicate an “unseeded” event with no entries.

### Data Entry Shortcuts:

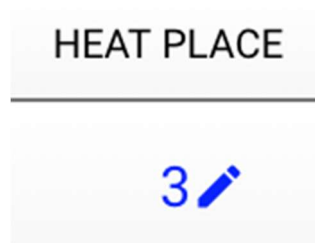
- When inputting times you don't need to type punctuation: e.g. typing '12345' will turn into "1:23.45".
- Hitting 'enter' on the number keypad will go to the next input field.
- Inputting "DQ" or even just "Q" will trigger the DQ entry window.
- Enter NS for “No Show” and DNF for “Did Not Finish”

**Scoring:**

As times are entered for each entry, the heat place, place, and points are automatically updated. Once the event is complete (meaning times or DQs have been entered for all heats and entries in the event), overall scores (women, men, total) will be updated.

**Judge Override of Timed Places:**

You can override the places with a "Judge's decision." When you hover over the Heat Place or Place for any swim a pencil icon will appear – simply click the heat place to edit it.

**Hover for Details:**

Hovering your mouse over an Event Status Bar cell will reveal more details about the corresponding event, including the status and the number of heats and entries.

**Championship Meet 1** July 2, 2018

EVENT		50 YD BACKSTROKE
23		Boys 11-12
Event #23	incomplete	
50 yd backstroke		
Boys 11-12		
2 Heats / 4 Entries		SEED
1	FAST <a href="#">Mattie Cremin (11)</a>	1:09
2	FAST <a href="#">Ozella Stroman (11)</a> EXH	1:09
3	ADD ENTRY	
4	ADD ENTRY	
5	ADD ENTRY	
6	ADD ENTRY	

### “Add Entry” Individual Event

Clicking the “Add Entry” button in any open lane within a heat opens a window to quickly add a swimmer to that heat and lane. In this window select the desired team, then the desired athlete, input an entry time and click Save.

**Championship Meet 1** July 2, 2018 Session #0 ▾

EVENT **22** 50 YD BACKSTROKE Boys 11-12 HEAT **< 1 >** LANE Coming Soon: Team Scores

LANE	TEAM	ATHLETE
1	FAST	<a href="#">Columbus Bosco (11)</a>
2	FAST	<a href="#">Kameron Hilll (11)</a> EXH
3	ADD ENTRY	
4	ADD ENTRY	
5	ADD ENTRY	
6	ADD ENTRY	
7	ADD ENTRY	
8	ADD ENTRY	

**#22 Boys 11-12 50 yd backstroke**

Team \* ☐ Show swim-up athletes

DCC2 DCC Dolphins

---

HEAT **1** LANE **3** Athlete (Age) \* ENTRY TIME EXH

Nelson Cummerata (11) 45.36 ☒

CANCEL SAVE

✔ Saved

HEAT	PLACE	PLACE	PTS
5	42	0	
5	42	0	

### Editing Individual Entries

To edit any or all of the entries for any athlete, including adding or removing swimmers to/from events, click the linked Athlete Name. In this window check the box to ENTER an event, input desired heat and lane and entry time, then click Save. Unchecking the box next to an event will remove the athlete from that event.

Championship Meet 1 July 2, 2018 Session #0

EVENT 22 50 YD BACKSTROKE Boys 11-12

Giovani Mitchell (11) DCC2

☐ Show swim-up events

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	1	3	#22 50 yd backstroke Boys 11-12	45.78	<input checked="" type="checkbox"/>
<input type="checkbox"/>			#23 50 yd backstroke Boys 11-12		<input type="checkbox"/>
<input type="checkbox"/>			#25 100 yd Individual Medley Boys 11-12		<input type="checkbox"/>

CANCEL SAVE

LANE TEAM ATHLETE

LANE	TEAM	ATHLETE
1	FAST	Darron Schroeder
2	FAST	Hassan Steuber
3	DCC2	Giovani Mitchell
4	ADD ENTRY	
5	ADD ENTRY	
6	ADD ENTRY	
7	ADD ENTRY	
8	ADD ENTRY	

Scores

✓ Saved

DQ	HEAT PLACE	PLACE	PTS
<input type="checkbox"/>	...	5	42
<input type="checkbox"/>	...	5	42
<input type="checkbox"/>	...		

Blue vs. Red April 24, 2018 Session #1

EVENT 18 25YD FREESTYLE Boys 9-10

Alessio, Larry (9) RED

☐ Show swim-up events

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	1	4	#18 25yd Freestyle Boys 9-10	33.38	<input type="checkbox"/>
<input type="checkbox"/>			#26 100yd Individual Medley Boys 10 & Under		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	4	#38 25yd Backstroke Boys 9-10	45.22	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	6	#50 25yd Breaststroke Boys 9-10		<input type="checkbox"/>
<input type="checkbox"/>			#62 25yd Butterfly Boys 9-10		<input type="checkbox"/>

CANCEL SAVE

LANE TEAM ATHLETE

LANE	TEAM	ATHLETE
1	ADD ENTRY	
2	RED	Bacho, Marco (10)
3	RED	Jared, Larry (9)
4	RED	Alessio, Larry (9)
5	BLUE	Baragan, Peter (10)
6	ADD ENTRY	

Standings

WOMEN	MEN	TOTAL
10	25.8	35.8
10	4.2	14.2

✓ Saved

### Deck Change:

If an admin makes a meaningful change to an entry, such as adding a new entry, or making a lane change, or changing to exhibition, then the record/row will be marked with a 'red' dog ear on the right side.

3	BLUE	BLUE E	2:15.67	<input type="checkbox"/>	
4	RED	RED A	2:17.81	<input type="checkbox"/>	

## “Add Entry” Relay Event

When clicking the “Add Entry” in a relay event, you’ll be prompted to select a team in the first screen, then to select the swimmers for that team in a second screen.

Championship Meet 1 July 2, 2018 Session #0

EVENT 27 200YD MEDLEY RELAY Boys 11-12 HEAT 1 LANE

Coming Soon: Team Scores

1 2 Saved

LANE	TEAM	ATHLETE	HEAT PLACE	PLACE	PTS
1	FAST	FAST A	5	42	0
2	FAST	FAST A EXH	5	42	0
3	FAST	FAST A	5	42	0
4	FAST	FAST A	5	42	0
5	ADD ENTRY				
6	ADD ENTRY				
7	ADD ENTRY				
8	ADD ENTRY				

#27 Boys 11-12 200yd Medley Relay

Select Team\*

SFS3 Springfield Sharks

CANCEL NEXT

In the second step of Adding a Relay, select the Relay Team letter (e.g. A, B or C) and the Relay Athlete for each Leg. Input an Entry Time and click Save.

Blue vs. Red April 23, 2018 Session #1

EVENT 10 200YD MEDLEY RELAY Boys 13-14 HEAT LANE Standings WOMEN MEN TOTAL

1 Saved

LANE	TEAM	ATHLETE	PLACE	PLACE	PTS
1	RED	RED B			
2	BLUE	BLUE B			
3	BLUE	BLUE E			
4	RED	RED A			
5	ADD ENTRY				
6	BLUE	BLUE A			

#10 Boys 13-14 200yd Medley Relay

BLUE




A Relay Team

LEG	ATHLETE (AGE)
1	Burdett, Shawn (13)
2	Boatwright, Damon (13)
3	Holland, Gregory (13)
4	Neuman, Sean (14)

☐ Exhibition ENTRY TIME

BACK CANCEL SAVE

Hovering your mouse over the name of the Relay Team will display the names and ages of all relay athletes in leg order.

3	 FAST <a href="#">FAST A</a>	1:09.00
4	 FAST <a href="#">FAST A</a>	1:09.00
5	 SFS3 <a href="#">SFS3 B</a>	2:11.34
6	<a href="#">ADD ENTRY</a>	
7	<a href="#">ADD ENTRY</a>	
8	<a href="#">ADD ENTRY</a>	

1. Malachi Kuvalis (11)  
2. Maryse Heaney (11)  
3. Brendon Labadie (11)  
4. Harvey Ullrich (11)

## Editing and Deleting Relay Entries

Clicking the Relay Team name opens the Edit Relay interface.






The Edit Relay interface makes it easy to switch out any of the relay team members, or to delete the Relay by clicking the “Delete” button. Clicking “Delete” reveals a confirmation box to make sure you really mean to delete the relay.

Championship Meet 1 July 2, 2018 Session #0

EVENT 27 200YD MEDLEY RELAY Boys 11-12

HEAT LANE

1 2

LANE	TEAM	ATHLETE
1	 FAST <a href="#">FAST A</a>	
2	 FAST <a href="#">FAST A</a> EXH	
3	 FAST <a href="#">FAST A</a>	
4	 FAST <a href="#">FAST A</a>	
5	 SFS3 <a href="#">SFS3 B</a>	
6	<a href="#">ADD ENTRY</a>	
7	<a href="#">ADD ENTRY</a>	
8	<a href="#">ADD ENTRY</a>	

#27 Boys 11-12 200yd Medley Relay  
SFS3 Springfield Sharks

B Relay Team ☐ Show swim-up events

LEG	ATHLETE (AGE)
0	Kuvalis, Malachi (11)
1	Heaney, Maryse (11)
2	Labadie, Brendon (11)
3	Ullrich, Harvey (11)

☐ Exhibition ENTRY TIME 2:11.34

DELETE CANCEL SAVE

HEAT PLACE PLACE PTS

5	42	0
5	42	0
5	42	0
5	42	0

Saved



Championship Meet 1 July 2, 2018 Session #0

EVENT 27 200YD MEDLEY RELAY Boys 11-12

HEAT LANE

#27 Boys 11-12 200yd Medley Relay  
SFS3 Springfield Sharks

B Relay Team ☐ Show swim-up events

LEG ATHLETE (AGE)

0	Kuvalis, Malachi (11)
1	Heaney, Maryse (11)
2	Labadie, Brendon (11)
3	Ullrich, Harvey (11)

☐ Exhibition ENTRY TIME 2:11.34

Delete this relay? CANCEL DELETE

HEAT PLACE PLACE PTS

5	42	0
5	42	0
5	42	0
5	42	0

LANE TEAM ATHLETE

1	FAST	FAST A
2	FAST	FAST A EXH
3	FAST	FAST A
4	FAST	FAST A
5	SFS3	SFS3 B
6	ADD ENTRY	
7	ADD ENTRY	
8	ADD ENTRY	

Save

## Adding/Removing Heats & Re-seeding

Use the drop down menu at the end of the list of heats to Add Heats, Remove Empty Heats and Re-seed the event.

1	2	3	4	5	6	7	8	9	10	11	12		HEAT PLACE	PLACE
1	Testerson, Teddy (11)	ORCA	44.32	44.32	44.32								5	22
2	Testerson, Teddy (11)	ORCA	44.32	44.32	44.32								5	22
3	Testerson, Teddy (11)	ORCA	44.32	44.32	44.32	44.32	44.32						5	22

Add Heat  
Remove Empty Heats  
Re-seed Event

## Disqualifications

Checking the “DQ” box next to the time entry interface opens a window to check the DQ Reason. You can also type either DQ or Q (not case sensitive) in the “official time” box, then hit enter (or click elsewhere on the screen) and the window to check the DQ Reason will open.

Select the DQ Reason (or click the “No Reason” button if no reason is specified), then click “OK” to save the DQ.

When entering a DQ for a multi-leg event such as a Relay or the Individual Medley, if a leg-specific infraction is selected, you will be prompted to enter a secondary DQ Reason for that leg.

Championship Meet 1 July 2, 2018 Session #0

EVENT 27 200YD MEDLEY RELAY Boys 11-12

HEAT LANE

Coming Soon: Team Scores

1 2

LANE TEAM ATHLETE

1 FAST FAST A

2 FAST FAST A EXH

3 FAST FAST A

4 FAST FAST A

5 SFS3 SFS3 B

6 ADD ENTRY

7 ADD ENTRY

8 ADD ENTRY

Select First Reason (Medley Relay)

☐ 61 Stroke infraction, swimmer #1

☒ 62 Stroke infraction, swimmer #2

☐ 63 Stroke infraction, swimmer #3

☐ 64 Stroke infraction, swimmer #4

☐ 65 Early take-off, swimmer #1

☐ 66 Early take-off, swimmer #2

☐ 67 Early take-off, swimmer #3

NO REASON NEXT

HEAT PLACE PLACE PTS

5 42 0

5 42 0

5 42 0

5 42 0

✓ Saved

Hovering your mouse over the DQ checkbox or DQ Code, will display a pop-up summary listing all selected DQ Reasons.

✓ Saved					
3	OFFICIAL TIME	DQ	HEAT PLACE	PLACE	PTS
.05	1:00.05	<input checked="" type="checkbox"/> 62	5	42	0
.06	1:00.06	<input type="checkbox"/> ...	5	42	0
.07	1:00.07	<input type="checkbox"/> ...	5	42	0
.08	1:00.08	<input type="checkbox"/> ...	5	42	0

DQ Reason  
62 Stroke infraction, swimmer #2  
3D Non-simultaneous kick

## Finishing & Exporting the Meet – the Gear Icon

Once you've finished the meet, you'll go to the Finish & Export tab, which can be found under the gear icon, then you'll mark the meet as "finished."

**2017 Austin Aqua League Championship**   **June 12-13, 2017**   **Session #2: 11&Over**

Reports

Timing Setup

**Finish & Export**

**Finish & Export**

Mark meet as finished to export results

Meet entry & scoring is finished ☐

CLOSE

Once you've set meet entry & scoring to "finished," you'll be able to publish the results to each team:

**2017 Austin Aqua League Championship**   **June 12-13, 2017**   **Session #2: 11&Over**

Reports

Timing Setup

**Finish & Export**

**Finish & Export**

Mark meet as finished to export results

Meet entry & scoring is finished ☒

Publish results to competing teams

☒ Bravo Red

☒ Bravo Blue

**EXPORT RESULTS**

CLOSE

Results will automatically be uploaded to each team's Results tab of the corresponding meet on their SwimTopia site. Updated results will also be available in performance reports and the per-family "My Account" swimmer time history pages.

### Post-Meet Reports

As with the pre-meet reports, all post-meet reports are found under the gear icon.

**2017 Austin Aqua League Championship**    **June 12-13, 2017**    **Session #2: 11&Over**    

**Reports**

Timing Setup

Finish & Export

**Reports**

CLOSE X

Heat Sheet

Psych Sheet

Timer Sheets

Session Report

Results

Award Labels

Team Scores

Generate necessary reports by clicking on the report headings.