Meet Maestro Settings – Pre-Meet Reports

Covered in this Article:

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- Report Design Options
- Available Reports
- HEAT SHEET
- PSYCH SHEET
- TIMER SHEETS
- SESSION REPORT
- ENTRY LABELS
- ATHLETE CHECK-IN
- RECORDS
- Label Tips
- Printing Tips
- Display Reports on your SwimTopia Site
- Saving Reports in PDF Format

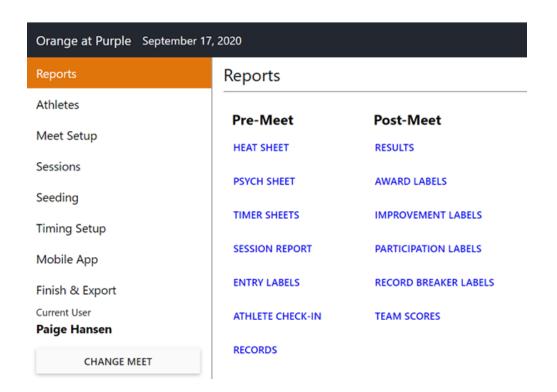
Accessing Reports

Pre-Meet Reports are found under Meet Maestro Settings (gear icon).

→ See <u>Meet Maestro Settings – Post-Meet Reports</u> if looking for reports after the meet has completed.



>>Note: Pre-meet reports are in the left hand column.



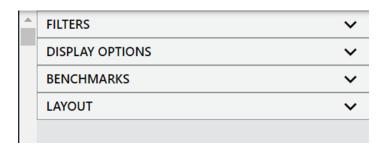
Report Design Options

Each report will provide filter and display options, and can be downloaded and/or printed.

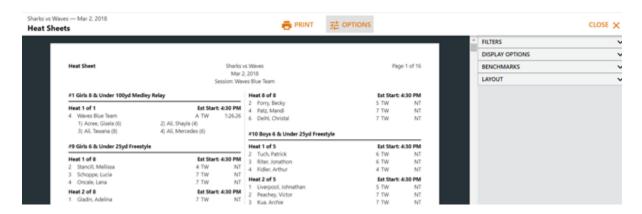
Filter & Display Menu

We know manipulating report data is a common need across all teams, and wanted this report generation experience to be easy and clear. The filter and display menu is generated on the right margin when activated by clicking on **OPTIONS** in the header. This allows the report data to more fully display in the browser window and frees up space to more clearly display the team name, date and report title in the header. In addition to filter choices, there are display, benchmark/records and layout options for paper size and margins (more details on this below).

Design Options Overview



Collapsed View



>>Note: Just as clicking on **OPTIONS** at the top will activate the report design menu, clicking on it again will deactivate this from displaying in the right margin.

Expanded View

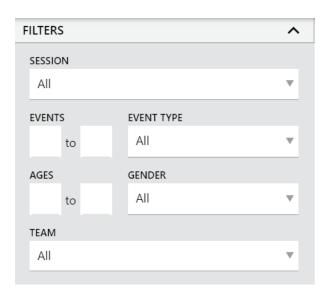


>>Note: Once you have expanded a menu option, you will see this expanded as you move between reports. The system assumes you may be interested in that setting for other reports or when you return to the one where you expanded it.

Design Options Details FILTERS

Filter options allow you to choose a specific session or show all together; only show certain events and type of event (and lane in some reports); select a certain age range and/or gender; and only show a specific team if desired.

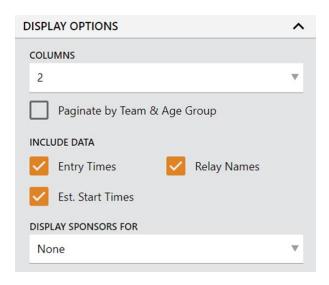
Example from Heat Sheet Report:



DISPLAY OPTIONS

In the display options you can choose between 1-3 columns; paginate each page based on each team and age group; exclude default data; choose how many events per page (Timer Sheets); format by age group or event and shade alternating rows (Records); and if you have created a sponsor banner within the SwimTopia team management system (if using), you can select to display this banner at the bottom of the report pages. → See our **Sponsorships** article for more on this topic.

Example from Heat Sheet Report:



BENCHMARKS

The benchmarks section provides options for displaying pool and team records as needed. → See our **Creating a Record Book** article for more on this topic.



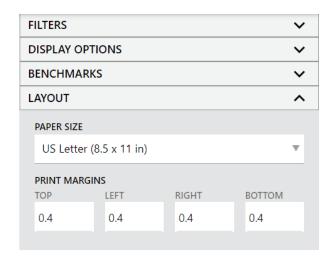
LAYOUT (Non-Label Reports Only)

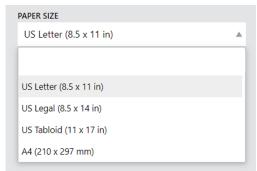
Paper Size: Users can print to different paper sizes, including A4 (most popular non-US paper size).

>>Note: We can add other paper sizes upon request. Submit your specific request on our Help Center.

Paper Margins: Users also have control over the page margins to allow modifications based on their specific printer options. The **default is set at 0.4**" which works for most printers, but optimal printing for a specific printer could dictate the need to make modifications to these settings.

>>Note: Paper size and page margins are stored in the browser/desktop app so users only need to set this up once.





Margin Adjustments:

>>**Tip:** We suggest leaving the default margin settings unless necessary, to avoid configuration issues that could cause paper waste. If your printer requires some adjustments, test print a few pages to ensure you have them set appropriately.

Example - For a perfect printout, an Epson XP-7100 requires 0.2" margin per side. To make this work, you would adjust the **Meet Maestro setting** from the default 0.4" to 0.2" for each margin (or mm equivalent for non-US). In the '**More settings**' in **Chrome's print menu** set 'Margins' to 'Custom'. Then mouse over the preview to set the top margin to 0.2" and the left, right, and bottom margins to 0" (Meet Maestro will add the left, right, bottom margins.)

Possible Configuration Issues - If you see any of the following issues when printing, you'll need to re-adjust your margins to resolve the issue:

(1) Clipping

Issue: Some of the content is clipped when viewing the browser print preview OR only on a printed page.

Solution Options:

Option A

Set margins in Meet Maestro to 0.4" for all sides (or mm equivalent for non-US)

Set browser settings: Margins: 'Default' and Scale: 'Default'

• Option B

Perform advanced margin tuning

(2) Overflowing Pages

Issue: The bottom of pages are overflowing to the next. Usually detectable in the browser print preview.

Solution: Adjust Meet Maestro top & bottom margins to match the browser print menu settings (Default typically means 0.4" per side or mm equivalent for non-US)

③ Extra whitespace at bottom of page

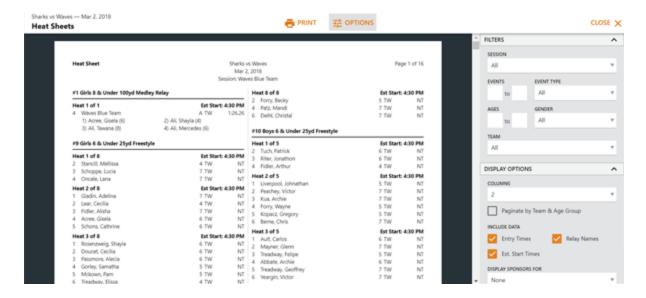
Issue: There is a bunch of whitespace below the footer in the browser print preview or on a printed page BUT not seen in Meet Maestro's display.

Solution: This indicates that the left/right margins in Meet Maestro are smaller than the browser settings. This causes the browser to shrink the content to fit the width. Fix this by setting the Meet Maestro left/right margins to be greater than or equal to the browser left/right margins (default is 0.4" or mm equivalent for non-US).

Available Reports

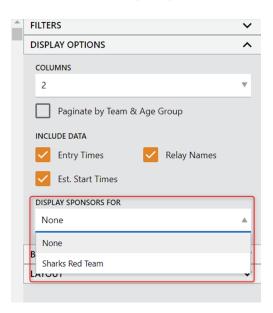
▶ HEAT SHEET

>>Note: In the 2021 update we added **Relay Names** to display by default but exclude if desired.



Heat Sheet Banner:

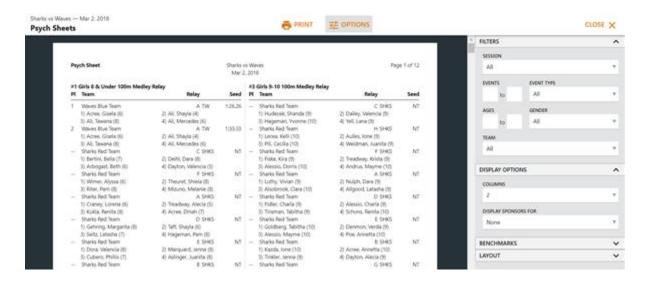
We have an easy way for you to get your sponsor logos onto the bottom of your Meet Maestro heat sheets. See our **Sponsorships** Help Center article for more details on setup within the SwimTopia Sponsors section.





Swint Topins Most Managers** Proceed May 16, 2019 4.25 PM

PSYCH SHEET



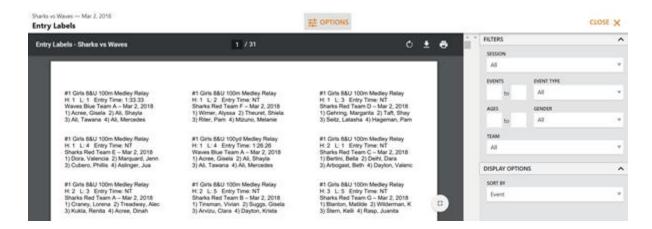
TIMER SHEETS



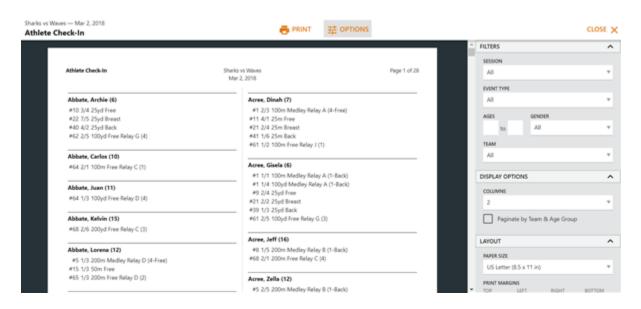
SESSION REPORT



ENTRY LABELS



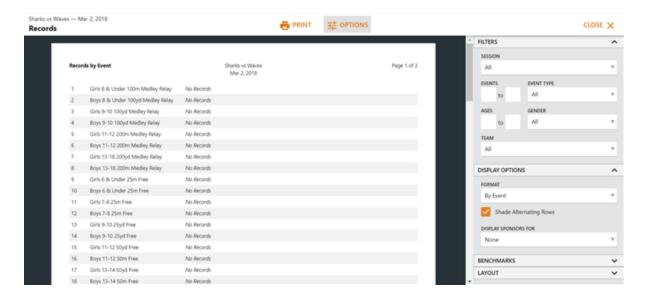
ATHLETE CHECK-IN



▶ RECORDS

Reports which support records will have a new 'BENCHMARKS' section in the report options

>>Note: In the 2021 update we added a Team filter.



Records by Event (Display Option)

This format is good for the announcers table.

Records by Event	Sharks vs Waves	Page 2 of 4
	March 2, 2018	

Boys 8 & Under 26m Breast	POOL B1	20.72* 23.00 22.64	7/8/2017	Marco Siragusa	Sharks Red Team Sharks Red Team Waves Blue Team
Oiris 9-10 25m Breast	SHE POOL 21	20.03* 22.23 17.16	7/8/2017	Matilde Aligood	Sharks Red Team Sharks Red Team Waves Blue Team
Boys 9-10 25m Breast	EHE FOOT	19.32* 21.45 19.39	7/8/2017	Eugene Fullam	Sharks Red Team Sharks Red Team Waves Blue Team
Girls 11-12 50m Breast	POOL B1	36.35* 40.35 37.48*	6/17/2017	Verda Merkle	Sharks Red Team Sharks Red Team Waves Blue Team
Boys 11-12 50m Breast	SHE POOL ST	34.11° 37.86 37.34	7/8/2017	Gary Tinkler	Sharks Red Team Sharks Red Team Waves Blue Team
Girls 13-14 50m Breast	POOL B1	37.26+ 41.36 35.97	6/17/2017	Krista Tedrick	Sharks Red Team Sharks Red Team Waves Blue Team
Boys 13-14 50m Breast	POOL B1	34.77* 38.59 34.45	6/17/2017	Roy Javier	Sharks Red Team Sharks Red Team Waves Blue Team
Women 15-18 50m Breast	900L	37.89* 42.06 33.78	5/28/2016	Krista Demorest	Sharks Red Team Sharks Red Team Waves Blue Team
Men 15-18 50m Breast	SHK POOL 81	32.58° 36.16 30.87	7/8/2017	Craig Marone	Sharks Red Team Sharks Red Team Wayes Blue Team
Girls 10 & Under 100m IM	PGGE 01	1:26.06* 1:35.53 1:14.82	6/20/2015	Isabell Seitz	Sharks Red Team Sharks Red Team Waves Blue Team
Boys 10 & Under 100m IM	SHIS GOOT	1:26.03* 1:35.49 1:19.17	5/20/2017	Jeffrey Passmore	Sharks Red Team Sharks Red Team Waves Blue Team
Giris 11-12 100m IM	POOL	1:14.26* 1:22.43 1:10.30	7/9/2016	Margaret Jarrell	Sharks Red Team Sharks Red Team Waves Blue Team
Boys 31-12 100m IM	SHE POOL	1:10.57* 1:18.33 1:09.65	7/8/2017	Gary Tinkler	Sharks Red Team Sharks Red Team Waves Blue Team
Girls 13-14 100m IM	POOL	1:08.83* 1:16.40 1:04.37	5/21/2016	Mindy Seitz	Sharks Red Team Sharks Red Team Waves Blue Team
Boys 13-14 100m IM	PGOL 91	1:10.31* 1:18.04 1:04.16	7/8/2017	Christopher Blackson	Sharks Red Team Sharks Red Team Waves Blue Team
Women 15-18 100m IM	POOLS B1	1:10.86* 1:18.86 1:05.71	7/8/2017	Krista Demorest	Sharks Red Team Sharks Red Team Waves Blue Team
Men 15-18 100m IM	POOL	1:06.68* 1:14.02 1:02.60	6/17/2017		Sharks Red Team Sharks Red Team Waves Blue Team
	Oiris 8-10 25m Breast Boys 9-10 25m Breast Girls 11-12 50m Breast Boys 11-12 50m Breast Girls 13-14 50m Breast Boys 13-14 50m Breast Women 15-18 50m Breast Women 15-18 50m Breast Girls 10 & Under 100m IM Boys 10 & Under 100m IM Girls 11-12 100m IM Boys 13-14 100m IM Boys 13-14 100m IM Women 15-18 100m IM	Oiris 9-10 25m Breast	22.00 22.00 22.84 20.03 22.84 20.03 22.23 27.16 27.23 27.16 27.23 27.16 27.23 27.16 27.23 27.16 27.24 27.16 27.1	Colis 9-10 25m Breast	23.00 7/8/2017 Marco Siragusa 7/8/2017 Marco Siragusa 7/8/2017 Marco Siragusa 7/8/2017 Marco Siragusa 7/8/2017 Matida Aligood Matida Aligood 7/8/2017 Matida Aligood Mat

Abbc	Description	Eligible Teams				
POOL B1	Sharks Records Sharks Pool Records Team Records	Sharks Red Team All teams Waves Blue Team				

SwimTopia Meet Maestro** Download the SwimTopia Mobile App for Live Results & MorePrinted March 2, 2020 11:24 AM

Records by Age Group (Display Option)

Kecara:	by Age	Group		Sharks vs Waves Merch 2, 2018			Pa	ge 1 of
		Girls		8 & Under		Boys		
No Rei	cords			100m Medley Relay		No Records		
POOL	2015 2015 2001	Nicole Kua Nicole Kua Lettie Rahim	23.09* 25.63 21.16	25m Breast	23.00	Marco Siragusa Marco Siragusa Chris Blanton	2017 2017 2002	POOL
SHE POOL BIT	2016 2016 1999	Mayme Andrus Mayme Andrus Ome Callejas	19.57* 21.72 18.02*	25m Fly	20.27	Thomas Gaulding Thomas Gaulding Felipe Franken	2017 2017 2001	FOOL
No Records				100m Free Relay			No A	lecords
		Girls		6 & Under		Boys		
SHK POOL DI	2014 2014 2001	Mayme Andrus Mayme Andrus Kira Oregan	21,46* 23,82 21,22	25m Free	21.22	Thomas Gaulding Thomas Gaulding Jesse Schomburg	2016 2016 2003	POOL 03
POOL B1	2014 2014 2001	Mayme Andrus Mayme Andrus Kira Gregan	24.20* 26.86 24.23	25m Back	26.08	Jonathon Ragon Jonathon Ragon Chris Blanton	2017 2017 2000	POOL BY
		Girls		10 & Under		Boys		
SHE FOOL (II)	2015 2015 2003	Isabell Seitz Isabell Seitz Lettie Rahim	1:26.06* 1:35.53 1:14.82	100m IM	1:35.49	Jeffrey Passmore Jeffrey Passmore Felipe Franken	2017 2017 2003	POOL ET
		Girls		Open		Boys		
No Records			100m Free Relay			No A	lecords	
		Girls		7-8		Boys		
SHE POOL E1	2017 2017 2001	Latasha Allgood Latasha Allgood Lettie Rahim	16.60* 18.43 16.53	25m Free	17.32	Bobby Fulfer Bobby Fulfer Chris Blanton	2017 2017 2002	PGGL B1
Ablor SHK POOL D1	Shar Shar	oription rks Records rks Pool Records n Records	Eligible Teams Sharks Red Team All teams Waves Blue Team					

Label Tips

CTS Dolphin users: Label reports are now available in the Desktop app. The first page of labels is generated as a preview and full PDF can be opened for printing.

Labels: Avery 8160 for inkjet, or Avery 5160 for laser printers (can be another brand)

Label Size: 1" X 2 5/8" Sheet Size: 8 1/2" X 11" Labels per Sheet: 30

Printing Tips

- 1. Best printing results occur when using **Chrome.** (Only fully supported browser)
- 2. Ensure your zoom level is 100%. Do NOT check "Fit to Page."
- 3. Be sure your report has finished loading before printing or saving as a PDF. Depending on computer and connection speeds, the first pages may be loaded, but the rest of the report may not finish for a few more seconds. A full version of the report will download in the web or desktop application, so you can review prior to printing
- 4. For larger reports, like the Timer Sheets, it can be helpful to print smaller ranges.
- 5. If you modified the margins and are seeing issues likely attributed to this → See the **LAYOUT** section above.
- 6. If you are having printing issues, download the PDF and then open in a PDF viewer and print from there. → See Saving Reports in PDF Format below.

Display Reports on your SwimTopia Site

Teams typically share reports like Heat Sheets, Psych Sheets, and Results on their SwimTopia sites so team parents can easily find and download them.

Teams typically attach these files to the designated meet so it's all visible on the calendar. To upload reports to your meet in SwimTopia, first save them as a PDF in Meet Maestro:

Saving Reports in PDF Format

For both SwimTopia and Meet Maestro reports you can save reports in PDF format through your computer's print function:

- Click "Print"
- For "Destination," click "Change"
- Select "Save as PDF"

Then in SwimTopia go to Manage Team > Schedule > Select Meet Name > Files > New Attachment to upload.

