

Swimtopia Meet Maestro

Meet Prep

Brian Klaas 4/15/2021

Meet Linking

Host Team - Meet Prep

- Find and share the Meet Linking Code with the visiting team(s)
- Verify teams are using the same meet entry template
 - Template sets entry rules & events
 - Suggest double checking event count

Getting Ready & Merge the Meet

Host Team - Meet Prep

- Check the meet Seeding preferences
 - Heat order & Lane selection
 - Scoring (many teams use points for awards and such, turn off at meets)
- Lock the Meet, Select Record Books, and set Ready
- Merge the Meet

Preview Heatsheet / Combine Events

Host Team - Meet Prep

- Print the heat sheet (meet program) to preview
- Consider combining heats
 - Personally I only combine heats in long events or with only a single swimmer in the heat.
 - Extra confusion on deck can easily slow the meet and undo any gains
 - Note: Comments not currently supported in Maestro
- **No** extra work required for relay seeding adjustments

Print Reports

Host Team - Meet Prep

- Lane timer sheets
- Heatsheets
- Check-in Sheets
- Info also available in the app

Late Changes

Host Team - Meet Prep

- Add/Remove individual events
- Add/Remove Relay Swimmers or Relays
- Can be done by either team - with permission from the host team
- It is CRITICAL for the host team to declare a time to freeze the meet
 - Enable printing material (some teams send out to print shop)
 - No swimmer lane changes or re-seeding after that time.
 - Remove swimmers, add swimmers to empty lanes, no new heats

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Visiting Team

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Submitting Entries

Visting Team - Meet Prep

- Add linking code
- Verify teams are using the same meet entry template
 - Template sets entry rules & events
- Lock the Meet
- Select Record Set (if applicable)
- Select “Ready”

Print Reports

Visting Team - Meet Prep

- Visting team can create and print reports in the same manner as the home team
- Does NOT need to print lane timer sheets
- Entries are available to their swimmers in the app



Meet Manager Meet Prep

Meet Linking

Host Team

- Find and share the Meet Linking Code with the visiting team(s)
- Verify teams are using the same meet entry template
 - Template sets entry rules & events

Getting Ready

Host Team

- Create direct

Preview Heatsheet / Combine Events

Host Team

- Print the heat sheet (meet program)
- Consider combining heats
 - Personally I only combine heats in long events or with only a single swimmer in the heat.
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 - Comments not currently supported in Maestro

Print Reports

Host Team

- Lane timer sheets
- Heatsheets
- Check-in Sheets
- Info also available in the app

Late Changes

Host Team

- Add/Remove individual events
- Add/Remove Relay Swimmers or Relays
- Can be done by either team - with permission from the host team
- It is CRITICAL for the host team to declare a time to freeze the meet
 - Enable printing material (some teams send out to print shop)
 - No lane changes or re-seeding after that time.
 - Remove swimmers, add swimmers to empty lanes, no new heats or lane shifting.